

User's Guide

Samsung Multifunction **Xpress**

M267x series
M287x series

BASIC

This guide provides information concerning the installation, basic operation and troubleshooting on windows.

ADVANCED

This guide provides information about the installation, advanced configuration, operation and troubleshooting on various OS environments.

Some features may not be available depending on models or countries.

BASIC

BASIC



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BASIC

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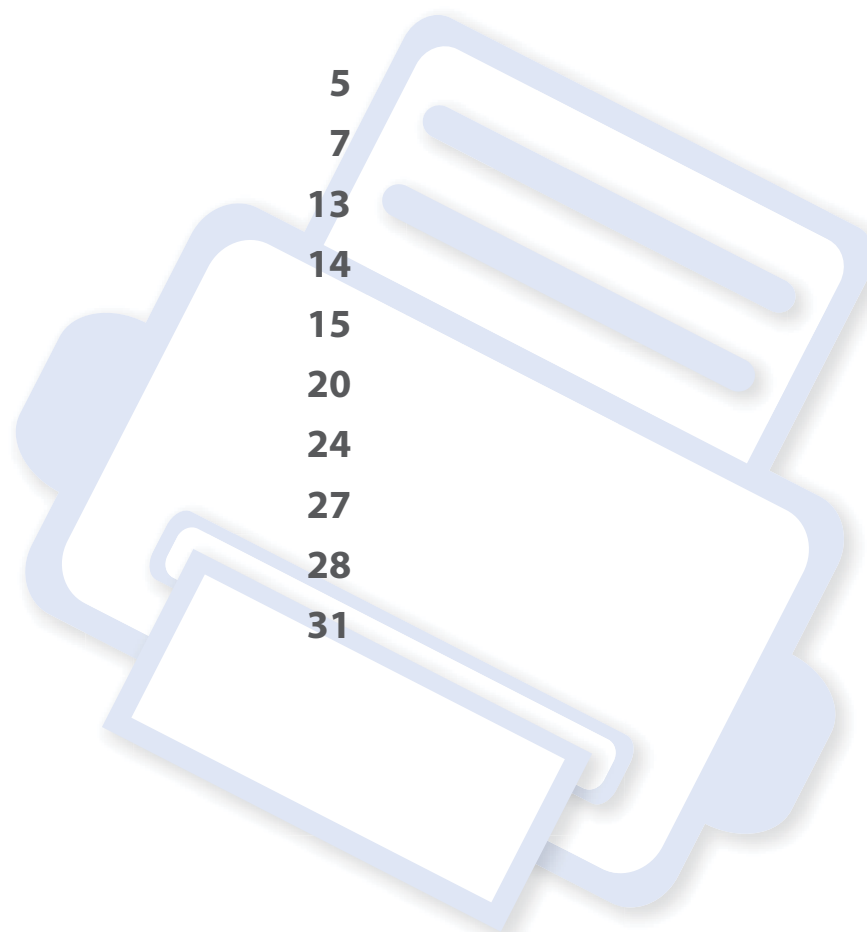


1. Introduction

This chapter provides information you need to know before using the machine.

- **Key benefits**
- **Features by models**
- **Useful to know**
- **About this user's guide**
- **Safety information**
- **Machine overview**
- **Control panel overview**
- **Turning on the machine**
- **Installing the driver locally**
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Key benefits

Environmentally friendly



- To save toner and paper, this machine supports Eco feature.
- To save paper, you can print multiple pages on one single sheet of paper (see "Using advanced print features" on page 236).
- To save paper, you can print on both sides of the paper (double-sided printing) (see "Using advanced print features" on page 236).
- To save electricity, this machine automatically conserves electricity by substantially reducing power consumption when not in use.
- We recommend using recycled paper for saving energy.

Fast high resolution printing



- You can print with a resolution of up to 4,800 x 600 dpi effective (600 x 600 x 3 bit) output.
- Fast, on-demand printing.
M267x series:
 - For single-side printing, 26 ppm (A4) or 27 ppm (Letter).M287x series:
 - For single-side printing, 28 ppm (A4) or 29 ppm (Letter).

Convenience



- You can print on the go from your smartphone or computer using Google Cloud Print™ enabled apps (see "Google Cloud Print™" on page 225).
- Easy Capture Manager allows you to easily edit and print whatever you captured using the Print Screen key on the keyboard (see "Easy Capture Manager" on page 270).

Key benefits

- Samsung Easy Printer Manager and Printing Status is a program that monitors and informs you of the machine's status and allows you to customize the machine's settings (see "Using Samsung Printer Status" on page 285 or "Using Samsung Easy Printer Manager" on page 282).
- Samsung Easy Document Creator is an application to help users scan, compile, and save documents in multiple formats, including .epub format. These documents can be shared via social networking sites or fax (see "Using Samsung Easy Document Creator" on page 276).
- AnyWeb Print helps you screen-capture, preview, scrap, and print the screen of Windows Internet Explorer more easily, than when you use the ordinary program (see "Samsung AnyWeb Print" on page 271).
- Smart Update allows you to check for the latest software and install the latest version during the printer driver installation process. This is available only for Windows.
- If you have Internet access, you can get help, support application, machine drivers, manuals, and order information from the Samsung website, www.samsung.com > find your product > Support or Downloads.

Wide range of functionality and application support



- Supports various paper sizes (see "Print media specifications" on page 125).
- Print watermark: You can customize your documents with words, such as "Confidential" (see "Using advanced print features" on page 236).

- Print posters: The text and pictures of each page of your document are magnified and printed across the multiple sheets of paper and can then be taped together to form a poster (see "Using advanced print features" on page 236).
- You can print in various operating systems (see "System requirements" on page 128).
- Your machine is equipped with a USB interface and/or a network interface.

Supports various wireless network setting method



- Using the WPS (Wi-Fi Protected Setup™) button
 - You can easily connect to a wireless network using the WPS button on the machine and the access point (a wireless router).
- Using the USB cable or a network cable
 - You can connect and set various wireless network settings using a USB cable or a network cable.
- Using the Wi-Fi Direct
 - You can conveniently print from your mobile device using the Wi-Fi or Wi-Fi Direct feature.



See "Introducing wireless set up methods" on page 192.

Features by models

Some features and optional goods may not be available depending on model or country.

Operating System

Operating System	M267x series	M287x series
Windows	•	•
Mac	•	•
Linux	•	•
Unix		•

(●: Included, Blank: Not available)

Software

You can install the printer driver and software when you insert the software CD into your CD-ROM drive.

For Windows, select the printer driver and software in the **Select Software to Install** window.

Software	M267x series	M287x series
SPL printer driver ^a	•	•
PCL printer driver		•
PS printer driver ^a		
XPS printer driver ^b	•	•

Features by models

Software		M267x series	M287x series
Direct Printing Utility ^b			
Samsung Easy Printer Manager	Scan to PC settings	•	•
	Fax to PC settings	• (M267xF/M267xFN/M267xFH/M267xHN only)	• (M287xFD/M287xFW/M287xHN only)
	Device settings	•	•
Samsung Printer Status		•	•
Samsung AnyWeb Print ^b		•	•
Samsung Easy Document Creator		•	•
Easy Capture Manager		•	•
SyncThru™ Web Service		• (M267xN/M267xFN/M267xHN only)	•
SyncThru Admin Web Service		• (M267xN/M267xFN/M267xHN only)	•
Easy Eco Driver		•	•
Easy Capture Manager		•	•
Fax	Samsung Network PC Fax	• (M267xF/M267xFN/M267xFH/M267xHN only)	• (M287xFD/M287xFW/M287xHN only)

Features by models

Software		M267x series	M287x series
Scan	Twain scan driver	●	●
	WIA scan driver	●	●
	Samsung Scan Assistant ^b	●	●

a. Depending on the operating system you use, the installed printer driver may differ.

b. Download the software from the Samsung website and install it: (<http://www.samsung.com> > find your product > Support or Download). Before installing, check whether your computer's OS support the software.

(●: Included, Blank: Not available)

Features by models

Variety feature

Features		M267x series	M287x series
Hi-Speed USB 2.0		•	•
Network Interface Ethernet 10/100 Base TX wired LAN		• (M267xN/M267xFN/M267xHN only)	•
Network Interface 802.11b/g/n wireless LAN ^a			• (M287xFW only)
Google Cloud Print™		• (M267xN/M267xFN/M267xHN only)	•
AirPrint		• (M267xN/M267xFN/M267xHN only)	•
Eco printing		•	•
Duplex (2-sided) printing			•
Duplex (2-sided) printing (manual) ^{bc}		•	
Document Feeder	Automatic Document Feeder (ADF)	•	•
Handset		• (M267xFH/M267x HN only)	• (M287x HN only)

Features by models

Features		M267x series	M287x series
Fax	Multi Send	• (M267xF/M267xFN/M267xFH/ M267xHN only)	• (M287xFD/M287xFW/M287xHN only)
	Delay Send	• (M267xF/M267xFN/M267xFH/ M267xHN only)	• (M287xFD/M287xFW/M287xHN only)
	Priority Send	• (M267xF/M267xFN/M267xFH/ M267xHN only)	• (M287xFD/M287xFW/M287xHN only)
	Forwart to Fax	• (M267xF/M267xFN/M267xFH/ M267xHN only)	• (M287xFD/M287xFW/M287xHN only)
	Secure Receive	• (M267xF/M267xFN/M267xFH/ M267xHN only)	• (M287xFD/M287xFW/M287xHN only)
Scan	Scan to PC	•	•

Features by models

Features		M267x series	M287x series
Copy	Duplex		●
	Reduce/Enlarge	●	●
	Collation	●	●
	2-up/ 4-up	●	●
	Adjust background	●	●

a. Depending on your country, wireless LAN card may not be available. For some countries, only 802.11 b/g can be applied. Contact your local Samsung dealer or the retailer where you bought your machine.

b. Available for Windows OS only.

c. Only tray 1 is supported.

(●: Included, Blank: Not available)

Useful to know



The machine does not print.

- Open the print queue list and remove the document from the list (see "Canceling a print job" on page 56).
- Remove the driver and install it again (see "Installing the driver locally" on page 28).
- Select your machine as your default machine in your Windows.



Where can I purchase accessories or supplies?

- Inquire at a Samsung distributor or your retailer.
- Visit www.samsung.com/supplies. Select your country/region to view product service information.



The status LED flashes or remains constantly on.

- Turn the product off and on again.
- Check the meanings of LED indications in this manual and troubleshoot accordingly (see "Understanding the status LED" on page 114).



A paper jam has occurred.

- Open and close the front door.
- Check the instructions on removing jammed paper in this manual and troubleshoot accordingly (see "Clearing paper jams" on page 105).



Printouts are blurry.

- The toner level might be low or uneven. Shake the toner cartridge.
- Try a different print resolution setting.
- Replace the toner cartridge.



Where can I download the machine's driver?

- Visit www.samsung.com to download the latest machine's driver, and install it on your system.

About this user's guide

This user's guide provides information for your basic understanding of the machine as well as detailed steps to explain machine usage.

- Read the safety information before using the machine.
- If you have a problem using the machine, refer to the troubleshooting chapter.
- Terms used in this user's guide are explained in the glossary chapter.
- All illustrations in this user's guide may differ from your machine depending on its options or model you purchased.
- The screenshots in this administrator's guide may differ from your machine depending on the machine's firmware/driver version.
- The procedures in this user's guide are mainly based on Windows 7.

Conventions

Some terms in this guide are used interchangeably, as below:

- Document is synonymous with original.
- Paper is synonymous with media, or print media.
- Machine refers to printer or MFP.

General icons

Icon	Text	Description
	Caution	Gives users information to protect the machine from possible mechanical damage or malfunction.
	Note	Provides additional information or detailed specification of the machine function and feature.

Safety information

These warnings and precautions are included to prevent injury to you and others, and to prevent any potential damage to your machine. Be sure to read and understand all of these instructions before using the machine. After reading this section, keep it in a safe place for future reference.

Important safety symbols

Explanation of all icons and signs used in this chapter

	Warning	Hazards or unsafe practices that may result in severe personal injury or death.
	Caution	Hazards or unsafe practices that may result in minor personal injury or property damage.
	Do not attempt.	

Operating environment

Warning



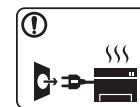
Do not use if the power cord is damaged or if the electrical outlet is not grounded.

This could result in electric shock or fire.



Do not place anything on top of the machine (water, small metal or heavy objects, candles, lit cigarettes, etc.).

This could result in electric shock or fire.



- If the machine gets overheated, it releases smoke, makes strange noises, or generates an odd odor, immediately turn off the power switch and unplug the machine.

- The user should be able to access the power outlet in case of emergencies that might require the user to pull the plug out.

This could result in electric shock or fire.



Do not bend, or place heavy objects on the power cord.

Stepping on or allowing the power cord to be crushed by a heavy object could result in electric shock or fire.

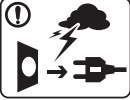


Do not remove the plug by pulling on the cord; do not handle the plug with wet hands.

This could result in electric shock or fire.

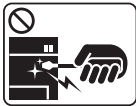
Safety information

Caution

	During an electrical storm or for a period of non-operation, remove the power plug from the electrical outlet. This could result in electric shock or fire.
	Be careful, the paper output area is hot. Burns could occur.
	If the machine has been dropped, or if the cabinet appears damaged, unplug the machine from all interface connections and request assistance from qualified service personnel. Otherwise, this could result in electric shock or fire.
	If the machine does not operate properly after these instructions have been followed, unplug the machine from all interface connections and request assistance from qualified service personnel. Otherwise, this could result in electric shock or fire.
	If the plug does not easily enter the electrical outlet, do not attempt to force it in. Call an electrician to change the electrical outlet, or this could result in electric shock.
	Do not allow pets to chew on the AC power, telephone or PC interface cords. This could result in electric shock or fire and/or injury to your pet.

Operating method

Caution

	Do not forcefully pull the paper out during printing. It can cause damage to the machine.
	Be careful not to put your hand between the machine and paper tray. You may get injured.
	Be careful when replacing paper or removing jammed paper. New paper has sharp edges and can cause painful cuts.
	When printing large quantities, the bottom part of the paper output area may get hot. Do not allow children to touch. Burns can occur.
	When removing jammed paper, do not use tweezers or sharp metal objects. It can damage the machine.
	Do not allow too many papers to stack up in the paper output tray. It can damage the machine.

Safety information



Do not block or push objects into the ventilation opening.

This could result in elevated component temperatures which can cause damage or fire.



Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.



This machine's power reception device is the power cord.

To switch off the power supply, remove the power cord from the electrical outlet.

Installation / Moving

Warning



Do not place the machine in an area with dust, humidity, or water leaks.

This could result in electric shock or fire.



Caution

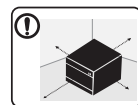


Before moving the machine, turn the power off and disconnect all cords.

Then lift the machine:

- If the machine weighs under 20 kg (44.09 lbs), lift with 1 person.
- If the machine weighs 20 kg (44.09 lbs) - 40kg (88.18 lbs), lift with 2 people.
- If the machine weighs more than 40 kg (88.18 lbs), lift with 4 or more people.

The machine could fall, causing injury or machine damage.



Choose a flat surface with enough space for ventilation to place the machine. Also consider the space required to open the cover and trays.

The place should be well-ventilated and be far from direct light, heat, and humidity.



When using the machine for a long period of time or printing a large number of pages in a non-ventilated space, it could pollute the air and be harmful to your health. Place the machine in a well-ventilated space or open a window to circulate the air periodically.



Do not place the machine on an unstable surface.

The machine could fall, causing injury or machine damage.



Use only No.26 AWG^a or larger, telephone line cord, if necessary. Otherwise, it can cause damage to the machine.

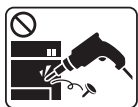
Safety information

	Make sure you plug the power cord into a grounded electrical outlet. Otherwise, this could result in electric shock or fire.
	Use the power cord supplied with your machine for safe operation. If you are using a cord which is longer than 2 meters (6 feet) with a 110V machine, then the gauge should be 16 AWG or larger. Otherwise, it can cause damage to the machine, and could result in electric shock or fire.
	The machine should be connected to the power level which is specified on the label. If you are unsure and want to check the power level you are using, contact the electrical utility company.
	Do not put a cover over the machine or place it in an airtight location, such as a closet. If the machine is not well-ventilated, this could result in fire.
	Do not overload wall outlets and extension cords. This can diminish performance, and could result in electric shock or fire.

a. AWG: American Wire Gauge

Maintenance / Checking

Caution

	Unplug this product from the wall outlet before cleaning the inside of the machine. Do not clean the machine with benzene, paint thinner or alcohol; do not spray water directly into the machine. This could result in electric shock or fire.
	When you are working inside the machine replacing supplies or cleaning the inside, do not operate the machine. You could get injured.
	Keep cleaning supplies away from children. Children could get hurt.
	Do not disassemble, repair or rebuild the machine by yourself. It can damage the machine. Call a certified technician when the machine needs repairing.
	Keep the power cable and the contact surface of the plug clean from dust or water. Otherwise, this could result in electric shock or fire.

Safety information

	To clean and operate the machine, strictly follow the user's guide provided with the machine. Otherwise, you could damage the machine.
	• Do not remove any covers or guards that are fastened with screws. • Fuser units should only be repaired by a certified service technician. Repair by non-certified technicians could result in fire or electric shock. • The machine should only be repaired by a Samsung service technician.

Supply usage

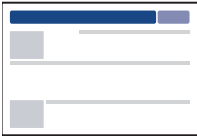
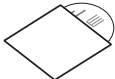
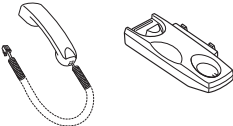
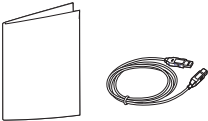
Caution

	Do not disassemble the toner cartridge. Toner dust can be dangerous if inhaled or ingested.
	Do not burn any of the supplies such as toner cartridge or fuser unit. This could cause an explosion or uncontrollable fire.

	When storing supplies such as toner cartridges, keep them away from children. Toner dust can be dangerous if inhaled or ingested.
	When changing the toner cartridge or removing jammed paper, be careful not to let toner dust touch your body or clothes. Toner dust can be dangerous if inhaled or ingested.
	When toner gets on your clothing, do not use hot water to wash it. Hot water sets toner into fabric. Use cold water.
	Using recycled supplies, such as toner, can cause damage to the machine. In case of damage due to the use of recycled supplies, a service fee will be charged.
	For supplies that contain toner dust (toner cartridge, waste toner bottle, imaging unit, etc.) follow the instructions below. • When disposing of the supplies, follow the instructions for disposal. Refer to the reseller for disposal instructions. • Do not wash the supplies. • For a waste toner bottle, do not reuse it after emptying the bottle. If you do not follow the instructions above, it may cause machine malfunction and environmental pollution. The warranty does not cover damages caused by a user's carelessness.

Machine overview

Accessories

	
Power cord	Quick installation guide
	
Software CD ^a	Handset ^b
	
Misc. accessories ^c	

a. The software CD contains the print drivers and software applications.

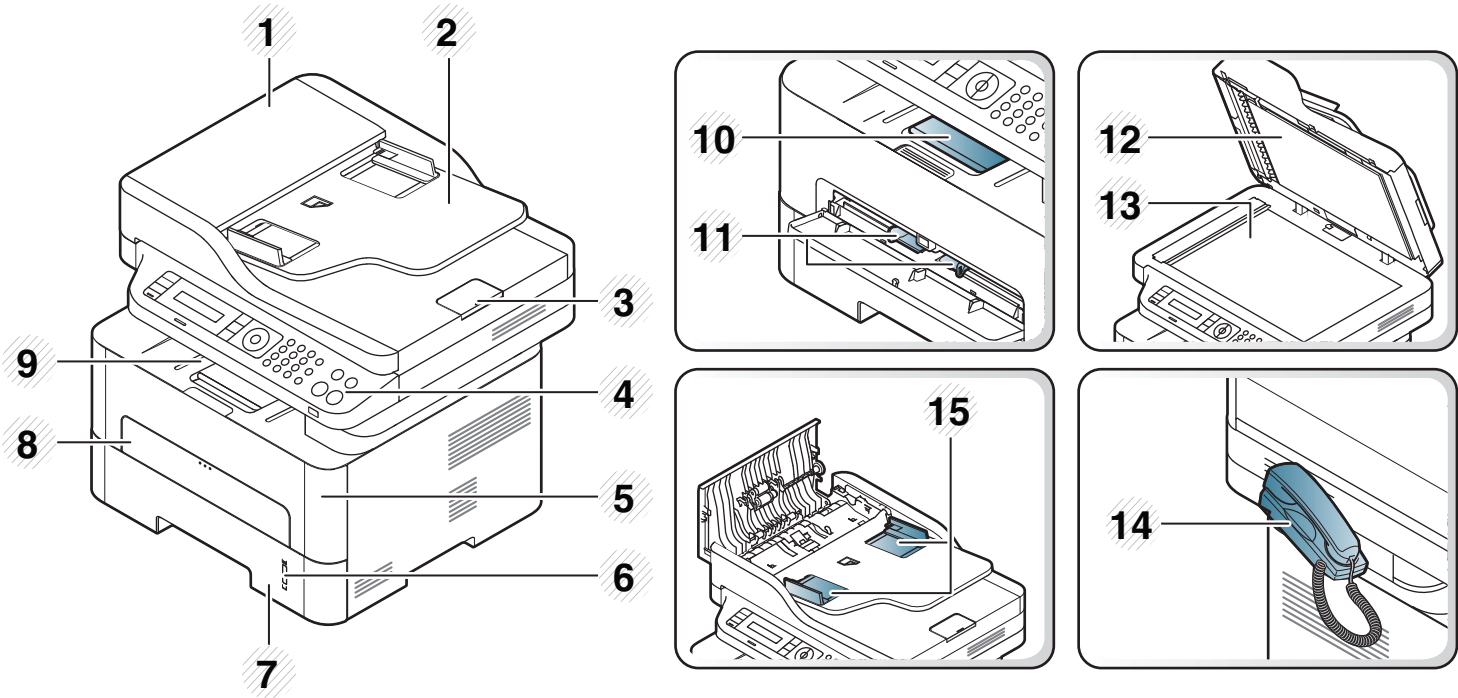
b. Handset model only (see "Variety feature" on page 10)

c. Miscellaneous accessories included with your machine may vary by country of purchase and specific model.

Machine overview

Front view

- 
- This illustration may differ from your machine depending on your model.
 - Some features and optional goods may not be available depending on model or country (see "Features by models" on page 7).



1	Document feeder cover	6	Paper level indicator	11	Paper width guide on a manual feeder
2	Document feeder input tray	7	Tray	12	Scanner lid

Machine overview

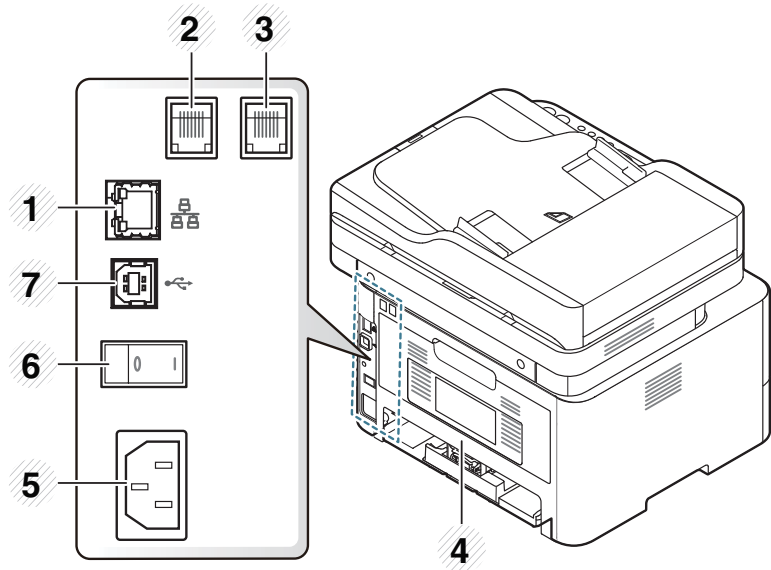
3	Document feeder output support	8	Manual feeder tray	13	Scanner glass
4	Control Panel	9	Output tray	14	Handset ^a
5	Front cover	10	Output support	15	Paper width guide on a document feeder

a. Handset model only (see "Variety feature" on page 10).

Machine overview

Rear view

- 
- This illustration may differ from your machine depending on your model.
 - Some features and optional goods may not be available depending on model or country (see "Features by models" on page 7).



1	Network port ^a	3	Extension telephone socket (EXT) ^b	5	Power receptacle	7	USB port
2	Telephone line socket (Line) ^b	4	Rear cover	6	Power switch ^c		

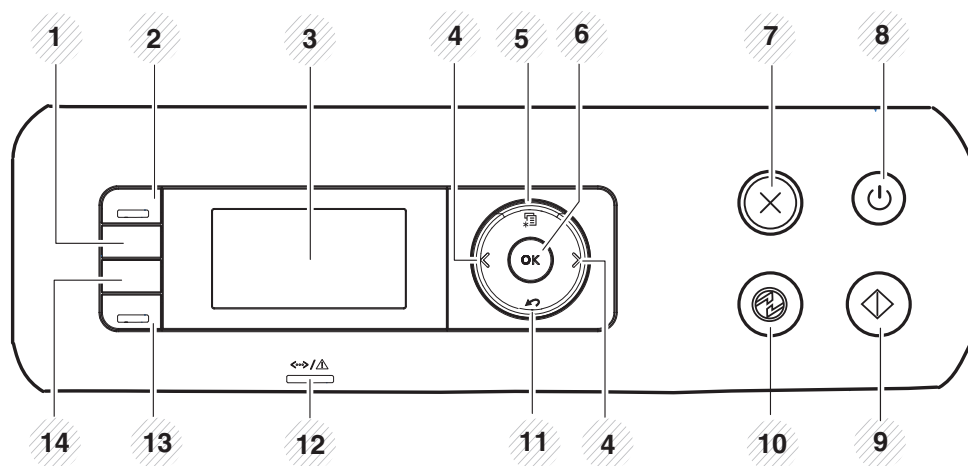
a. M267xN/M267xFN/M267xHN/M267xHN/M287xND/M287xFD/M287xFW/M287xHN only.
b. M267xF/M267xFN/M267xHN/M267xHN/M287xFD/M287xFW/M287xHN only.
c. May not be available depending on models or your country.

Control panel overview



This control panel may differ from your machine depending on its model. There are various types of control panels.

M267xN/M287xND



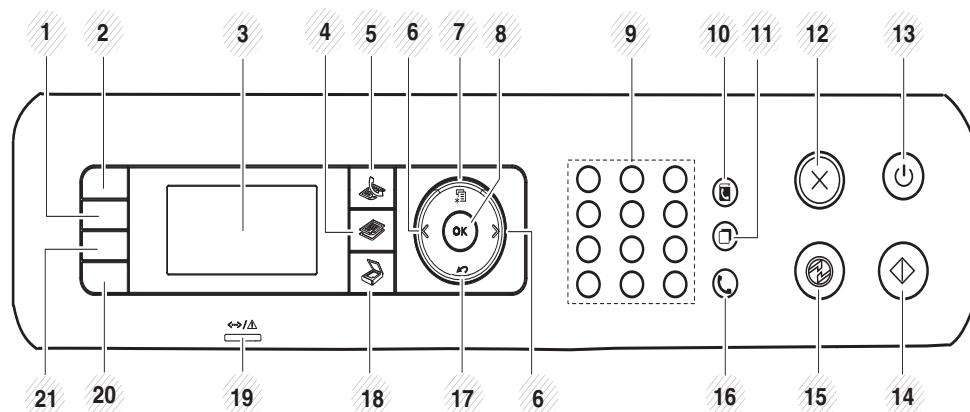
1	ID Copy	Allows you to copy both sides of an ID card like a driver's license on a single side of paper (see "ID card copying" on page 63).
2	Scan to	Switches between scan and copy mode. The Scan to LED turns on scan mode and turns off on copy mode.

3	Display screen	Shows the current status and displays prompts during an operation.
4	Left/Right Arrows	Scrolls through the options available in the selected menu and increases or decreases values.
5	Menu	 Opens Menu mode and scrolls through the available menus (see "Accessing the menu" on page 33).
6	OK	Confirms the selection on the screen.
7	Stop/ Clear	 Stops an operations at any time.
8	Power/ Wake-up	 Turns the power on or off, or wakes up the machine from the power save mode. If you need to turn the machine off, press this button for more than three seconds.
9	Start	 Starts a job.
10	Power Saver	 Goes into a sleep mode.
11	Back	 Sends you back to the upper menu level.
12	Status LED	Indicates the status of your machine (see "Understanding the status LED" on page 114).
13	Eco	Turn into Eco mode to reduce toner consumption and paper usage (see "Eco printing" on page 58).

Control panel overview

14	Darkness	Adjust the brightness level to make a copy for easier reading, when the original contains faint markings and dark images.
----	-----------------	---

M267xF/M267xFN/M287xFD/M267xFH/M287xFW/ M267xHN/M287xHN



1	Darkness	Adjust the brightness level to make a copy for easier reading, when the original contains faint markings and dark images.
2	ID Copy	Allows you to copy both sides of an ID card like a driver's license on a single side of paper (see "ID card copying" on page 63).
3	Display screen	Shows the current status and displays prompts during an operation.

4	Copy		Switches to Copy mode.
5	Fax		Switches to Fax mode.
6	Left/Right Arrows		Scrolls through the options available in the selected menu and increases or decreases values.
7	Menu		Opens Menu mode and scrolls through the available menus.
8	OK		Confirms the selection on the screen.
9	Numeric keypad		Dials a number or enters alphanumeric characters.
10	Address Book		Allows you to store frequently used fax numbers or search for stored fax numbers.
11	Redial/ Pause(-)		Redials the last number in ready mode, or inserts a pause(-) into a fax number in edit mode.
12	Stop/ Clear		Stops an operations at any time.
13	Power/ Wake-up		Turns the power on or off, or wakes up the machine from the power save mode. If you need to turn the machine off, press this button for more than three seconds.
14	Start		Starts a job.
15	Sleep		Goes into a sleep mode.
16	On Hook Dial		When you press this button, you can hear a dial tone. Then enter a fax number. It is similar to making a call using speaker phone.
17	Back		Sends you back to the upper menu level.

Control panel overview

18	Scan		Switches to Scan mode.
19	Status LED		Indicates the status of your machine (see "Understanding the status LED" on page 114).
20	Eco		Turn into Eco mode to reduce toner consumption and paper usage (see "Eco printing" on page 58).
21	Print Screen		Press this button and the display will Print Screen? on the display screen. If you want to print only the active screen, select the Active. If you want to print the whole screen, select Full.  • Print Screen can only be used in the Windows and Mac operating systems. • You can only use this function with USB-connected machine. • When printing the active window/whole monitor screen using the print screen button, the machine may use more toner depending on what is being printed. • You can only use this function if the machine's Samsung Easy Printer Manager program is installed. If you are a Mac OS user, you need to enable Screen Print Settings from the Samsung Easy Printer Manager to use the Print Screen feature.

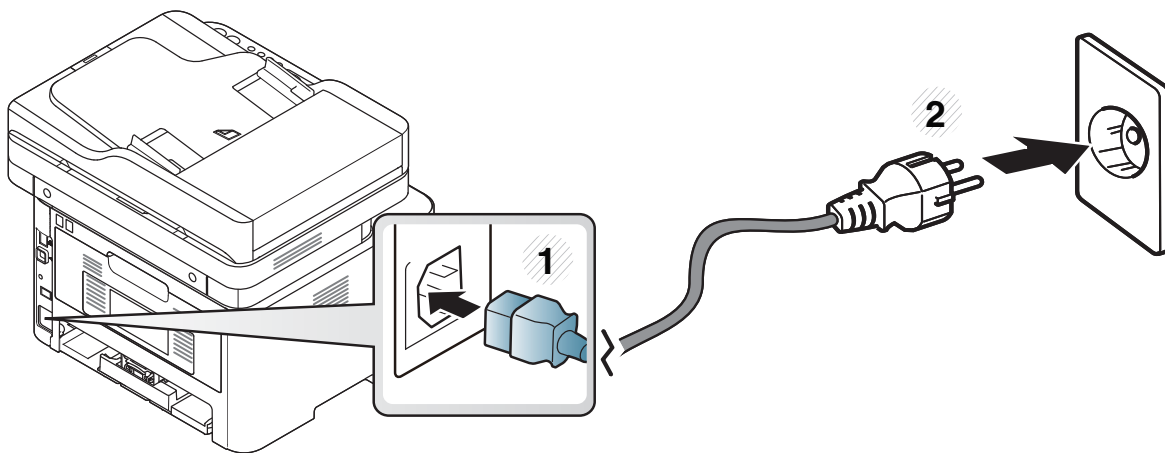
21	Reduce/Enlarge	You can reduce or enlarge the size of a copied image from 25% to 400% when you copy original documents from the scanner glass. (see "Reduced or enlarged copy" on page 63).
	WPS	Configures the wireless network connection easily without a computer (see "Wireless network setup" on page 191).

Turning on the machine



Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Machine overview" on page 20).

- 1 Connect the machine to the electricity supply first.
Turn the switch on if the machine has a power switch.



For M267xN and M287xND, also press the  (**Power/Wake-up**) button to turn the machine on.

Installing the driver locally

A locally connected machine is a machine directly attached to your computer using the cable. If your machine is attached to a network, skip the following steps below and go on to installing a network connected machine's driver (see "Installing driver over the network" on page 179).



- If you are a Mac, Linux, or Unix OS user, refer to the "Installation for Mac" on page 152 or "Installation for Linux" on page 154 or "Installation for Linux" on page 154
- The installation window in this User's Guide may differ depending on the machine and interface in use.
- Only use a USB cable no longer than 3 meters (118 inches).

Installing the driver locally

Windows

- 1 Make sure that the machine is connected to your computer and powered on.
- 2 Insert the supplied software CD into your CD-ROM drive.



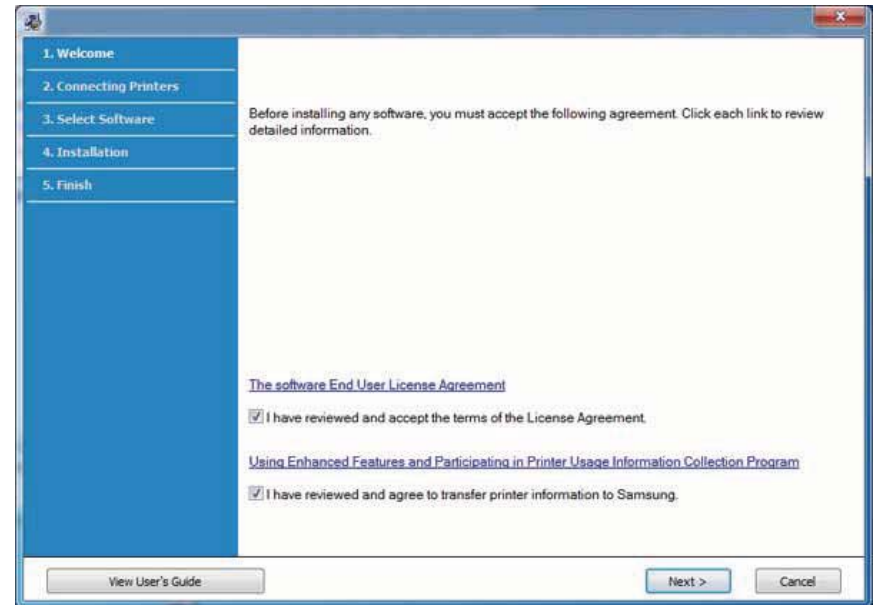
If the installation window does not appear, click **Start** > **All programs** > **Accessories** > **Run**.

X:\Setup.exe replacing "X" with the letter, which represents your CD-ROM drive and click **OK**.

- For Windows 8,
If the installation window does not appear, from **Charms**, select **Search** > **Apps** and search for **Run**. Type in X:\Setup.exe, replacing "X" with the letter that represents your CD-ROM drive and click **OK**.
If "**Tap to choose what happens with this disc.**" pop-up window appears, click the window and select **Run Setup.exe**.

- 3 Read and check **The software End User License Agreement** and **Using Enhanced Features and Participating in Printer Usage Information**

Collection Program (optional). Then, click **Next**.



- 4 Follow the instructions in the installation window.



You can select the software applications in the **Select Software to Install** window.

Installing the driver locally

From the Windows 8 Start Screen



- **Samsung Printer Experience** app can only be used in the **Start** screen when V4 driver is installed. The V4 driver is automatically downloaded from the Windows Update if your computer is connected to the Internet. If not, you can manually download the V4 driver from Samsung website, www.samsung.com > find your product > Support or downloads.
- You can download Samsung Printer Experience app from the **Windows Store**. You need have a Microsoft account to use the Windows **Store**.
 - 1 From **Charms**, select **Search**.
 - 2 Click **Store**.
 - 3 Search and click **Samsung Printer Experience**.
 - 4 Click **Install**.
- If you install the driver using the supplied software CD, V4 driver is not installed. If you want to use the V4 driver in the **Desktop** screen, you can download from the Samsung website, www.samsung.com > find your product > Support or downloads.
- If you want to install Samsung's printer management tools, you need to install them using the supplied software CD.



- If you want to install Samsung's printer management tools, you need to install them using the supplied software CD.
- You can download Samsung Printer Experience app from the **Windows Store**. You need have a Microsoft account to use the Windows **Store**.
 - 1 From **Charms**, select **Search**.
 - 2 Click **Store**.
 - 3 Search and click **Samsung Printer Experience**.
 - 4 Click **Install**.

- 1 Make sure that your computer is connected to the Internet and powered on.
- 2 Make sure that the machine is powered on.
- 3 Connect the computer and the machine with a USB cable.
The driver is automatically installed from the **Windows Update**.

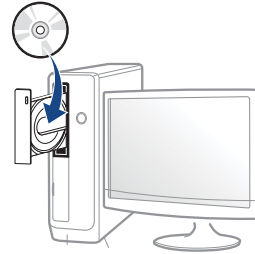
Reinstalling the driver

If the printer driver does not work properly, follow the steps below to reinstall the driver.

Windows

- 1 Make sure that the machine is connected to your computer and powered on.
- 2 From the **Start** menu, select **Programs** or **All Programs > Samsung Printers > Uninstall Samsung Printer Software**.
 - For Windows 8,
 - 1 From Charms, select **Search > Apps**.
 - 2 Search and click **Control Panel**.
 - 3 Click **Programs and Features**.
 - 4 Right-click the driver you want to uninstall and select **Uninstall**.
- 3 Follow the instructions in the installation window.

- 4 Insert the software CD into your CD-ROM drive and install the driver again (see "Installing the driver locally" on page 28).



From the Windows 8 Start Screen

- 1 Make sure that the machine is connected to your computer and powered on.
- 2 Click on the **Uninstall Samsung Printer Software** tile in the **Start** screen.
- 3 Follow the instructions in the window.



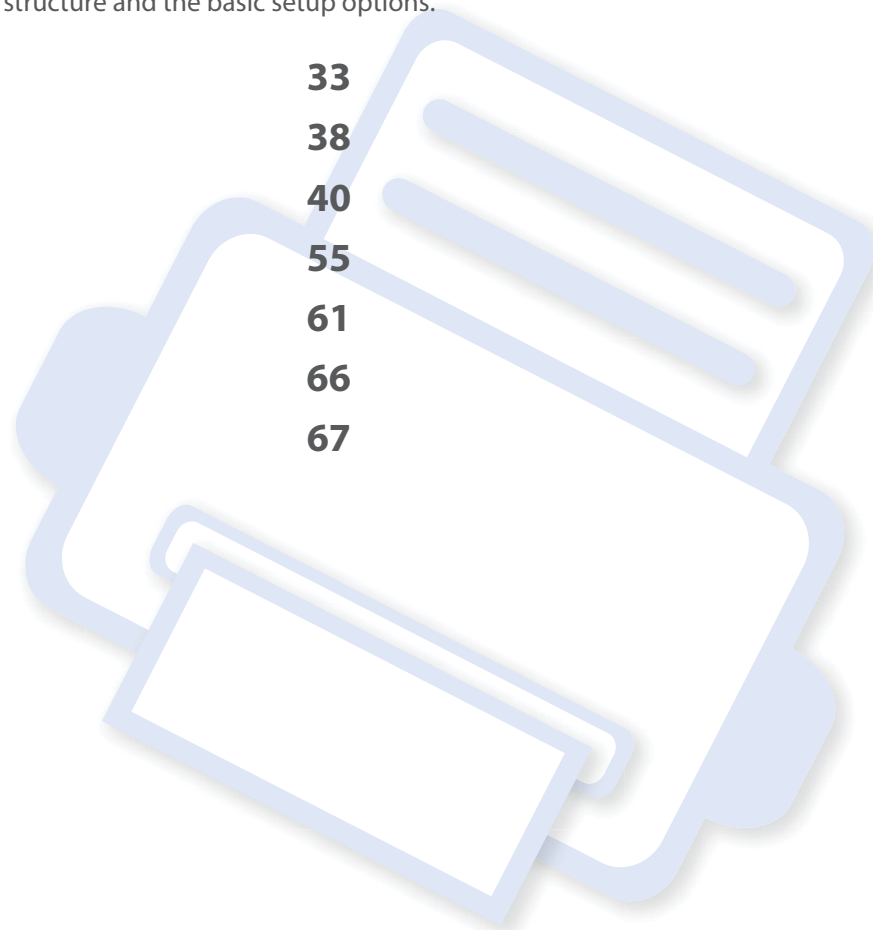
- If you cannot find a Samsung Printer Software tile, uninstall from the desktop screen mode.
- If you want to uninstall Samsung's printer management tools, from the **Start** screen, right-click the app > **Uninstall** > right-click the program you want to delete > **Uninstall** and follow the instruction in the window.



2. Menu Overview and Basic Setup

This chapter provides information about the overall menu structure and the basic setup options.

- **Menu overview** 33
- **Machine's basic settings** 38
- **Media and tray** 40
- **Basic printing** 55
- **Basic copying** 61
- **Basic scanning** 66
- **Basic faxing** 67



Menu overview

The control panel provides access to various menus to set up the machine or use the machine's functions.



- An asterisk (*) appears next to the currently selected menu.
- Some menus may not appear on the display depending on options or models. If so, it is not applicable to your machine.
- Some menu names may differ from your machine depending on its options or the models.
- The menus are described in the Advanced Guide (see "Useful Setting Menus" on page 156).

6 Press (**Stop/Clear**) to return to the ready mode.

Accessing the menu

- 1 Select the Fax, Copy, or Scan button on the control panel depending on the feature to be used.
- 2 Select (**Menu**) until the menu you want appears on the bottom line of the display and press **OK**.
- 3 Press the left/right arrows until the needed menu item appears and press **OK**.
- 4 If the setting item has sub menus, repeat step 3.
- 5 Press **OK** to save the selection.

Menu overview

Fax Feature ^a (see "Fax Feature" on page 163)		Fax Setup ^a (see "Sending setup" on page 164, "Receiving setup" on page 165)		Copy Feature (see "Copy feature" on page 160)	
Darkness	Rcv. Forward	Sending	DRPD	Original Size	Photo
Light+5- Light+1	Forward to Fax	Redial Times	Ring to Answer	Reduce/Enlarge	Collation
Normal	Forward to PC	Redial Term	Stamp Rcv Name	Duplex ^d	Layout
Dark+1- Dark+5	Forward & Print	Prefix Dial	Rcv Start Code	1 Sided	Normal
Resolution	Secure Receive	ECM Mode	Auto Reduction	1->2Sided	2-Up
Standard	Off	Fax Confirm.	Discard Size	1->2Sided Rot.	4-Up
Fine	On	Image TCR	Junk Fax Setup	Darkness	ID Copy
Super Fine	Print	Dial Mode ^b	DRPD Mode	Light+5- Light+1	Adjust Bkgd.
Photo Fax	Add Page	Receiving	Duplex Print ^c	Normal	Off
Color Fax	Cancel Job	Receive Mode	Change Default	Dark+1- Dark+5	Auto
Original Size		Fax	Darkness	Original Type	Enhance Lev.1
Multi Send		Tel	Resolution	Text	Enhance Lev.2
Delay Send		Ans/Fax	Original Size	Text/Photo	Erase Lev.1-
Priority Send			Manual TX/RX		Erase Lev.4
Send Forward					

a. M267xF/ M267xFN/ M287xFD/ M287xFW/ M267xFH/ M267xHN/ M287xHN only.

b. This option may not be available depending on your country.

c. M287xFD/M287xFW/ M287xHN only.

d. M287xND/M287xFD/M287xFW/M287xHN only.

Menu overview

Copy Setup (see "Copy Setup" on page 162)	System Setup (see "System setup" on page 166)			Print Setup ^e (see "Print menu" on page 158)
Change Default Original Size Copies Reduce/Enlarge Duplex^a Darkness Original Type Collation	Machine Setup Machine ID ^b Fax Number ^b Date & Time ^b Clock Mode ^b Language Default Mode ^b Power Save Auto Power Off ^c Wakeup Event System Timeout Job Timeout Altitude Adj. Auto Continue Paper Substit. Toner Save Eco Settings Paper Setup Paper Size Paper Type	Paper Source Margin Sound Key Sound Alarm Sound Speaker Ringer Report Configuration Demo Page Network Conf.^d Supplies Info. Usage Counter Fax Received^b Fax Sent^b Scheduled Jobs^b Fax Confirm.^b Junk Fax^b PCL Font List^e Address Book^b	Maintenance CLR Empty Msg Supplies Life Image Mgr. TonerLowAlert ImgU.Low Alert ^f Serial Number	Orientation Portrait Landscape Duplex Off Long Edge Short Edge Copies Resolution Clear Text Auto CR SkipBlankPages Emulation

Menu overview

- a. M287xND/ M287xFD/M287xFW/M287xHN only.
- b. M267xF/ M267xFN/ M287xFD/ M287xFW/M267xFH/ M267xHN/M287xHN only.
- c. M267xN/ M287xND only.
- d. M267xN/M267xFN/M287xND/ M287xFD/M287xFW/M267xHN/M287xHN only.
- e. M287xND/M287xFD/M287xFW/M287xHN only.
- f. M2675/M2676/M2875/M2876 series only.

Menu overview

Network	
TCP/IP (IPv4)^a	Protocol Mgr.^a
DHCP	Net. Activate
BOOTP	Http Activate
Static	WINS
TCP/IP (IPv6)^a	SNMP V1/V2
IPv6 Activate	UPnP(SSDP)
DHCPv6	MDNS
Config	SetIP
Ethernet Speed^a	SLP
Automatic	Network Conf. ^a
10Mbps Half	Clear Setting ^a
10Mbps Full	
100Mbps Half	
100Mbps Full	
Wireless^b	
Wi-Fi ON/OFF	
Wi-Fi Direct	
WPS Setting	
WLAN Setting	
WLAN Default	
WLAN Signal	

a. M267xN/M267xFN/M287xND/M287xFD/
M287xFW/M267xHN only.

b. M287xFW only.

Machine's basic settings



You can set the machine's settings by using the **Device Settings** in Samsung Easy Printer Manager program.

- For Windows and Mac users, you set from **Samsung Easy Printer**

Manager >  **(Switch to advanced mode)** > **Device Settings**, see "Device Settings" on page 284.

After installation is complete, you may want to set the machine's default settings.

To change the machine's default settings, follow these steps:



It may be necessary to press **OK** to navigate to lower-level menus for some models.

- 1 Select  **(Menu)** > **System Setup** > **Machine Setup** on the control panel.
- 2 Select the option you want, then press **OK**.
 - **Language:** change the language that is displayed on the control panel.
 - **Date & Time:** When you set the time and date, they are used in delay fax. They are printed on reports. If, however, they are not correct, you need to change it for the correct time being.



Enter the correct time and date using arrows or numeric keypad (see "Keypad letters and numbers" on page 230).

- Month = 01 to 12
- Day = 01 to 31
- Year = requires four digits
- Hour = 01 to 12
- Minute = 00 to 59

- **Clock Mode:** You can set your machine to display the current time using either a 12-hour or 24-hour format.
- **Power Save:** When you are not using the machine for a while, use this feature to save power.



When you press the  **(Power/Wakeup)** button, start printing, or a fax is received, the product will wake up from the power saving mode.

- **Altitude Adj.:** Print quality is affected by atmospheric pressure, which atmospheric pressure is determined by the height of the machine above sea level. Before you set the altitude value, determine the altitude where you are (see "Altitude adjustment" on page 229).

3 Select the option you want, then press **OK**.

4 Press **OK** to save the selection.

Machine's basic settings

5 Press  (**Stop/Clear**) button to return to ready mode.



Refer to below links to set other settings useful for using the machine.

- See "Entering various characters" on page 230.
- See "Keypad letters and numbers" on page 230.
- See "Setting the paper size and type" on page 50.
- See "Setting up the fax address book" on page 232.

Media and tray

This chapter provides information on how to load print media into your machine.



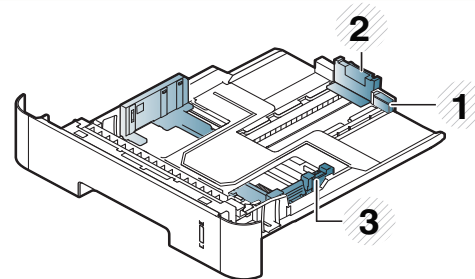
- Using print media that does not meet these specifications may cause problems or require repairs. Such repairs are not covered by Samsung's warranty or service agreements.
- Make sure not to use the inkjet photo paper with this machine. It could cause damage to the machine.
- Using inflammable print media can cause a fire.
- Use designated print media (see "Print media specifications" on page 125).



The use of inflammable media or foreign materials left in the printer may lead to overheating of the unit and, in rare cases may cause a fire.

Tray overview

To change the size, you need to adjust the paper guides.



- 1 Tray extension guide
- 2 Paper length guide
- 3 Paper width guide

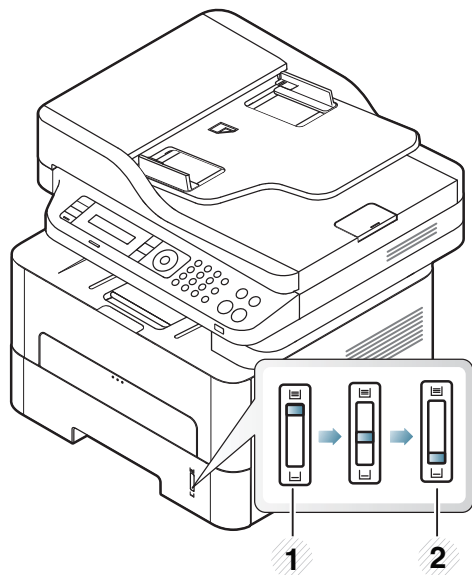


If you do not adjust the guide, it may cause paper registration, image skew, or jamming of the paper.

Media and tray



The paper quantity indicator shows the amount of paper in the tray.



- 1 Full
- 2 Empty

Depending on the power voltage your machine uses, available paper types for duplex printing differs. Refer to the below table.

Power voltage	Available paper
110V	Letter, Legal, US Folio, Oficio
220V	A4

Paper type available for duplex printing



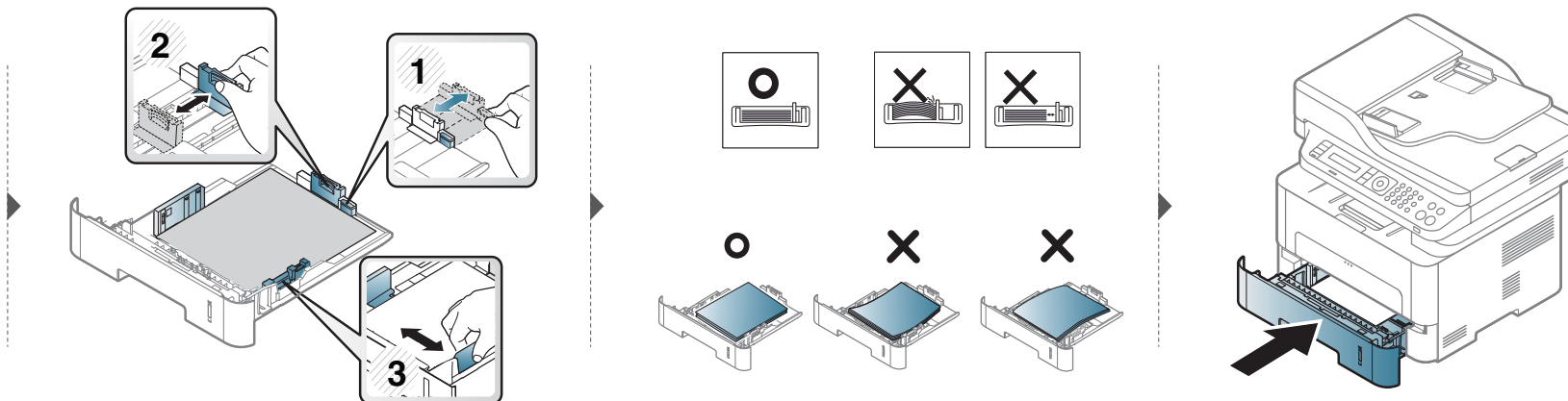
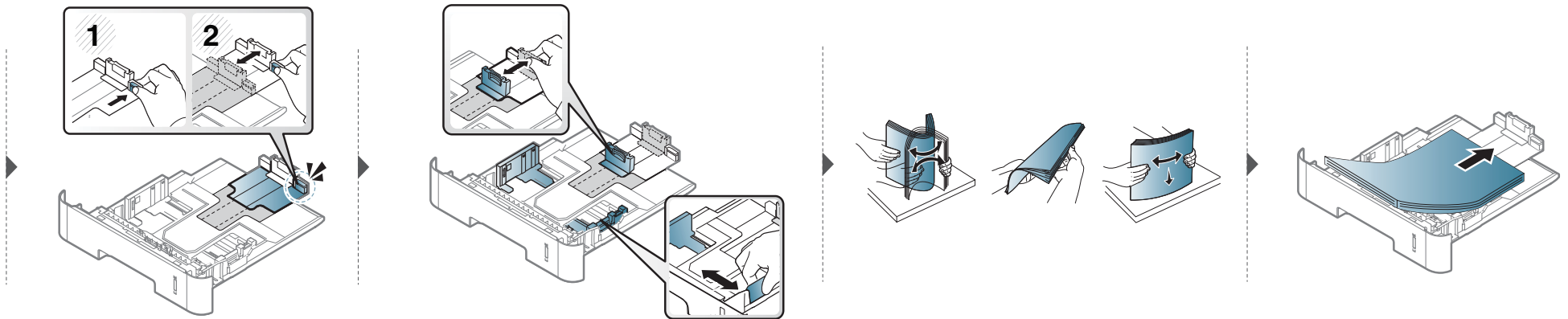
Duplex printing might not be available for some models (see "Features by models" on page 7).

Media and tray

Loading paper in the tray



When printing using the tray, do not load paper on the manual feeder, it may cause a paper jam.



Media and tray

Loading in manual feeder

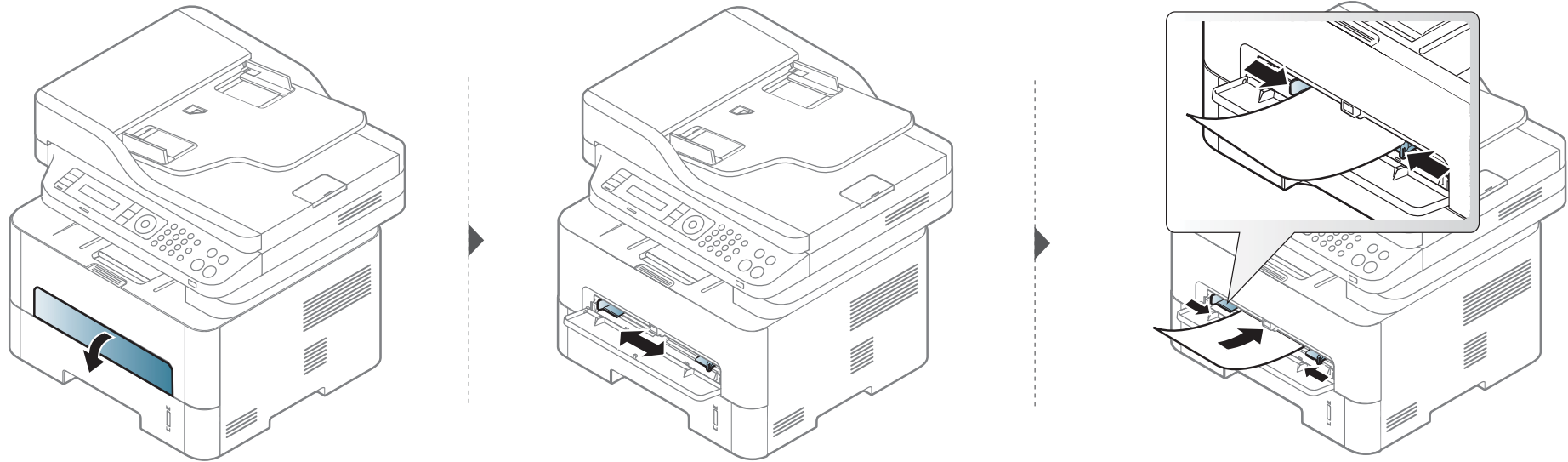
The manual feeder can hold special sizes and types of print material, such as postcards, note cards, and envelopes (see "Print media specifications" on page 125).



Tips on using the manual feeder

- Load only one type, size and weight of print media at time in the manual feeder.
- To prevent paper jams, do not add paper while printing when there is still paper in the manual feeder.
- Print media should be loaded face up with the top edge going into the manual feeder first and be placed in the center of the tray.
- To ensure printing quality and to prevent paper jams, only load the available paper (see "Print media specifications" on page 125).
- Flatten any curl on postcards, envelopes, and labels before loading them into the manual feeder.
- When printing on special media, you must follow the loading guidelines (see "Printing on special media" on page 45).
- When papers overlap when printing using the manual feeder, open tray and remove the papers then try printing again.
- When paper does not feed well while printing, push the paper in manually until it starts feeding automatically.
- When the machine is in a power save mode, the machine does not feed paper from the manual feeder. Wake up the machine by pressing the power button before using the manual feeder.

Media and tray



Media and tray

Printing on special media

The table below shows the special media usable in each tray.

The media is also shown in the **Printing Preferences**. To get the highest printing quality, select the proper media type from the **Printing preferences** window > **Paper** tab > **Paper Type** (see "Opening printing preferences" on page 57).

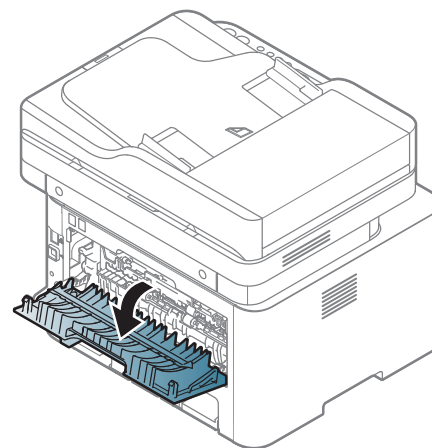
For example, if you want to print on labels, select **Labels** for **Paper Type**.



- When using special media, we recommend you feed one sheet at a time (see "Print media specifications" on page 125).

- **Printing the special media (Face up)**

If special media are printed out with curl, wrinkles, crease, or black bold lines, open the rear cover and try printing again. Keep the rear cover opened during printing.



To see for paper weights for each sheet, refer to "Print media specifications" on page 125.

Types	Tray	Manual feeder
Plain	•	•
Thick	•	•
Thicker		•

Media and tray

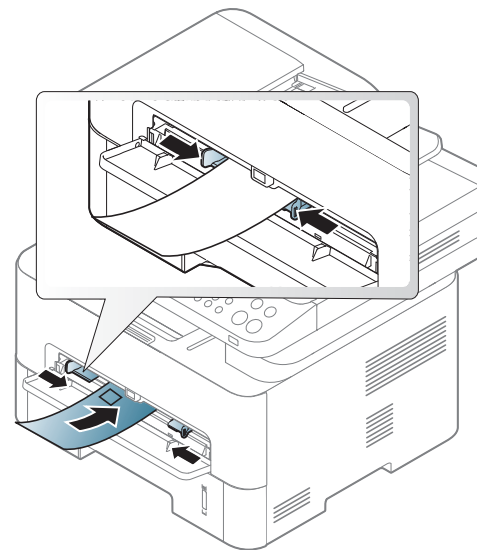
Types	Tray	Manual feeder
Thin	•	•
Bond	•	•
Color		•
CardStock	•	•
Labels		•
Transparency		•
Envelope		•
Thick Envelope		•
Preprinted		•
Cotton		•
Recycled	•	•
Archive	•	•

(•: Included, Blank: Not available)

Envelope

Printing successfully on envelopes depends upon the quality of the envelopes.

To print an envelope, place it as shown in the following figure.

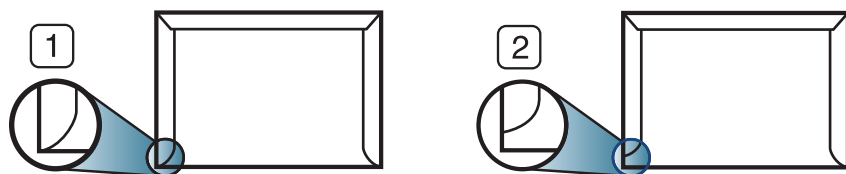


If envelopes are printed out with wrinkles, creases, or black bold lines, open the rear cover and try printing again. Keep the rear cover opened during printing.

- When selecting envelopes, consider the following factors:
 - **Weight:** should not exceed 90 g/m² otherwise; jams may occur.
 - **Construction:** should lie flat with less than 6 mm curl and should not contain air.
 - **Condition:** should not be wrinkled, nicked, nor damaged.
 - **Temperature:** should resist the heat and pressure of the machine during operation.
- Use only well-constructed envelopes with sharp and well-creased folds.

Media and tray

- Do not use stamped envelopes.
- Do not use envelopes with clasps, snaps, windows, coated lining, self-adhesive seals, or other synthetic materials.
- Do not use damaged or poorly made envelopes.
- Be sure the seam at both ends of the envelope extends all the way to the corner of the envelope.

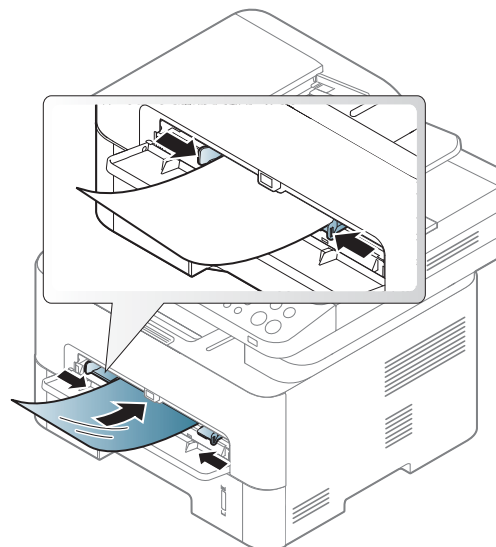


- 1 Acceptable
2 Unacceptable

- Envelopes with a peel-off adhesive strip or with more than one flap that folds over to seal must use adhesives compatible with the machine's fusing temperature for 0.1 second about 170°C (338 °F). The extra flaps and strips might cause wrinkling, creasing, or jams, and may even damage the fuser unit.
- For the best print quality, position margins no closer than 15 mm from the edges of the envelope.
- Avoid printing over the area where the envelope's seams meet.

Transparency

To avoid damaging the machine, use only transparencies designed for use in laser printers.



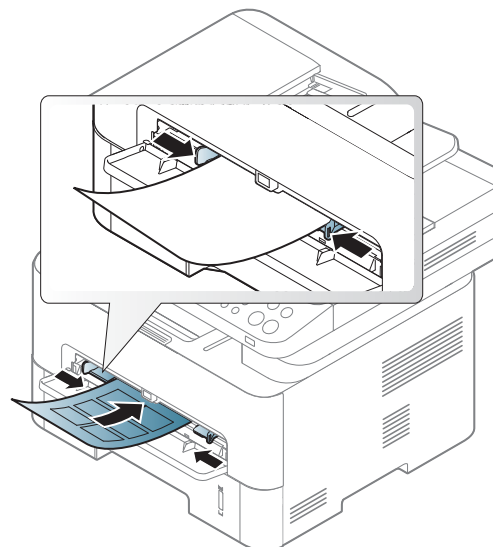
- Must withstand the machine's fusing temperature.
- Place them on a flat surface after removing them from the machine.
- Do not leave unused transparencies in the paper tray for long. Dust and dirt may accumulate on them, resulting in spotty printing.
- To avoid smudging caused by fingerprints, handle them carefully.
- To avoid fading, do not expose printed transparencies to prolonged sunlight.
- Ensure that transparencies are not wrinkled, curled, or have any torn edges.

Media and tray

- Do not use transparencies that separate from the backing sheet.
- To prevent transparencies from sticking to each other, do not let the printed sheets stack up as they are being printed out.
- Recommended media: Transparency for a color laser printer by Xerox, such as 3R 91331(A4), 3R 2780 (Letter)

Labels

To avoid damaging the machine, use only labels designed for use in laser printers.

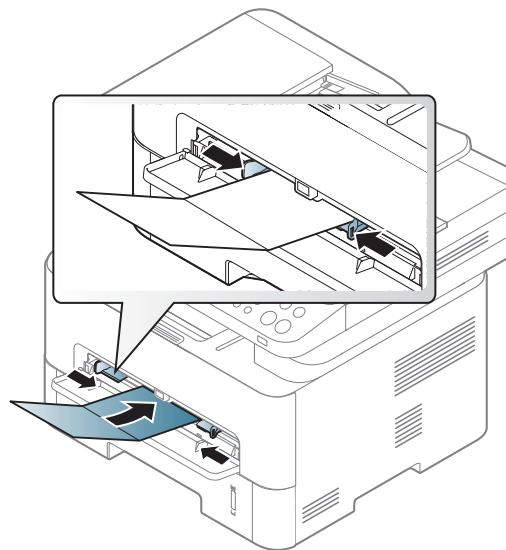


- When selecting labels, consider the following factors:
 - **Adhesives:** Should be stable at your machine's fusing temperature. Check your machine's specifications to view the fusing temperature (about 170°C (338°F)).
 - **Arrangement:** Only use labels with no exposed backing between them. Labels can peel off sheets that have spaces between the labels, causing serious jams.
 - **Curl:** Must lie flat with no more than 13 mm of curl in any direction.

Media and tray

- **Condition:** Do not use labels with wrinkles, bubbles, or other indications of separation.
- Make sure that there is no exposed adhesive material between labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to machine components.
- Do not run a sheet of labels through the machine more than once. The adhesive backing is designed for only a single pass through the machine.
- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

Card stock/ Custom-sized paper

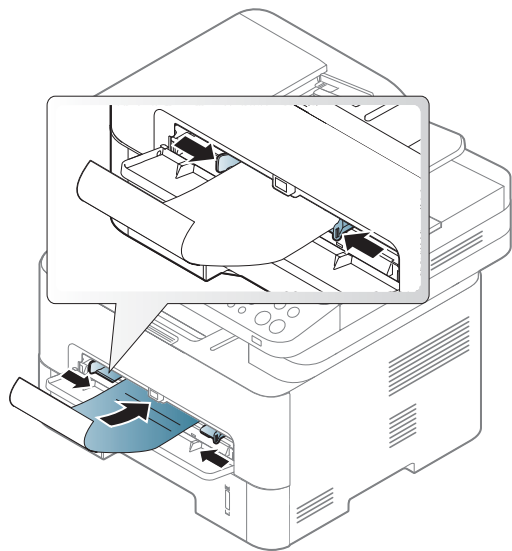


- In the software application, set the margins to at least 6.4 mm (0.25 inches) away from the edges of the material.

Media and tray

Preprinted paper

When loading preprinted paper, the printed side should be facing up with an uncurled edge at the front. If you experience problems with paper feeding, turn the paper around. Note that print quality is not guaranteed.



- Must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the machine's fusing temperature for 0.1 second (about 170°C (338°F)).
- Preprinted paper ink must be non-flammable and should not adversely affect machine rollers.
- Before you load preprinted paper, verify that the ink on the paper is dry. During the fusing process, wet ink can come off preprinted paper, reducing print quality.

Setting the paper size and type

After loading paper in the paper tray, set the paper size and type using the control panel buttons.



It may be necessary to press **OK** to navigate to lower-level menus for some models.

- 1 Select  (**Menu**) > **System Setup** > **Paper Setup** > **Paper Size** or **Paper Type** on the control panel.
- 2 Select the tray and the option you want.
- 3 Press **OK** to save the selection.



- The settings set from the machine driver override the settings on the control panel.
 - a To print from an application, open an application and start the print menu.
 - b Open **Printing Preferences** (see "Opening printing preferences" on page 57).
 - c Press the **Paper** tab and select an appropriate paper.
- If you want to use special-sized paper such as billing paper, select the **Paper** tab > **Size** > **Edit...** and set **Custom Paper Size Settings** in the **Printing Preferences** (see "Opening printing preferences" on page 57).

Media and tray

Using the output support



The surface of the output tray may become hot if you print a large number of pages at one time. Make sure that you do not touch the surface, and do not allow children near it.

The printed pages stack on the output support, and the output support will help the printed pages to align. Unfold the output support.

Preparing originals

- Do not load paper smaller than 142 x 148 mm (5.6 x 5.8 inches) or larger than 216 x 356 mm (8.5 x 14 inches).
- Do not attempt to load the following types of paper, in order to prevent paper jam, low print quality and machine damage.
 - Carbon-paper or carbon-backed paper
 - Coated paper
 - Onion skin or thin paper
 - Wrinkled or creased paper
 - Curled or rolled paper
 - Torn paper

- Remove all staples and paper clips before loading.
- Make sure any glue, ink, or correction fluid on the paper is completely dry before loading.
- Do not load originals that include different sizes or weights of paper.
- Do not load booklets, pamphlets, transparencies, or documents with other unusual characteristics.

Loading originals

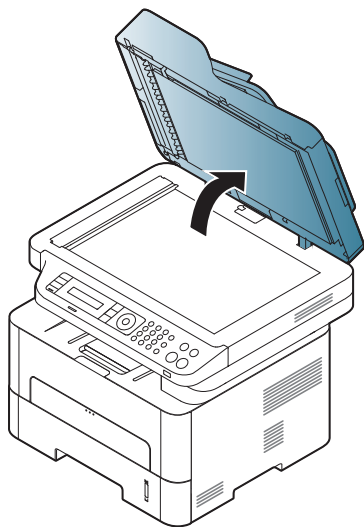
You can use the scanner glass or the document feeder to load an original for copying, scanning, and sending a fax.

On the scanner glass

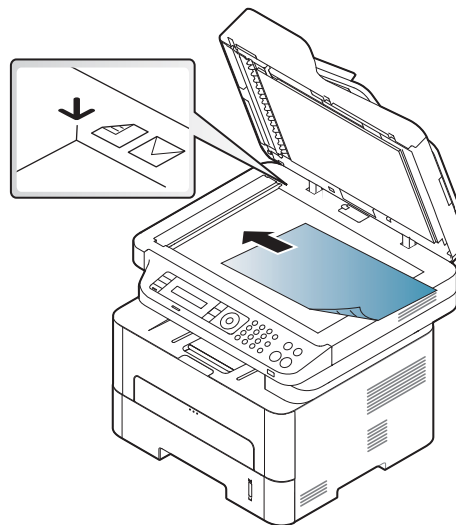
Using the scanner glass, you can copy or scan originals. You can get the best scan quality, especially for colored or gray-scaled images. Make sure that no originals are in the document feeder. If an original is detected in the document feeder, the machine gives it priority over the original on the scanner glass.

Media and tray

- 1 Lift and open the scanner lid.



- 2 Place the original face down on the scanner glass. Align it with the registration guide at the top left corner of the glass.



- 3 Close the scanner lid.



- Leaving the scanner lid open while copying may affect copy quality and toner consumption.
- Dust on the scanner glass may cause black spots on the printout. Always keep it clean (see "Cleaning the machine" on page 89).
- If you are copying a page from a book or magazine, lift the scanner lid until its hinges are caught by the stopper and then close the lid. If the book or magazine is thicker than 30 mm, start copying with the scanner lid open.

Media and tray

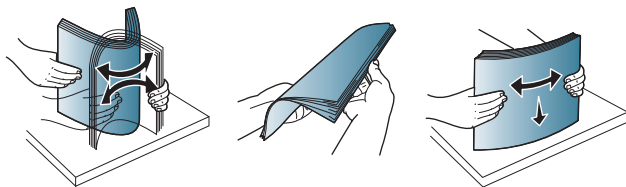


- Be careful not to break the scanner glass. You may get hurt.
- Do not put hands while closing the scanner lid. The scanner lid may fall on your hands and get hurt.
- Do not look the light from inside of the scanner while copying or scanning. It is harmful to eyes.

In the document feeder

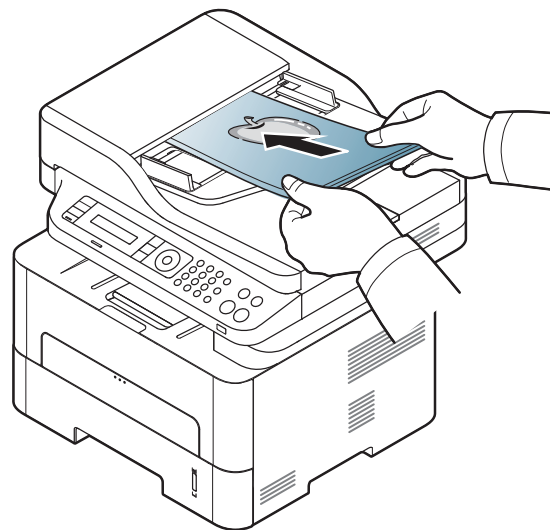
Using the document feeder, you can load up to 40 sheets of paper (80 g/m², 21 lbs bond) for one job.

- 1 Flex or fan the edge of the paper stack to separate the pages before loading originals.



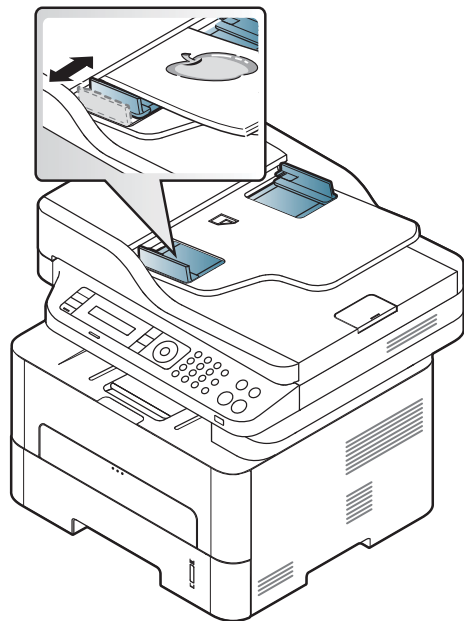
2

Load the original face up into the document feeder input tray. Make sure that the bottom of the original stack matches the paper size marked on the document input tray.



Media and tray

- 3 Adjust the document feeder width guides to the paper size.



- Dust on the document feeder glass may cause black lines on the printout. Always keep the glass clean (see "Cleaning the machine" on page 89).
- To print on both sides of the paper using the ADF, from the control panel press  (**Copy**) >  (**Menu**) > **Copy Feature** > **Duplex** > **1 -> 2 Sided** or **1 -> 2 Sided Rot.** and print on one side of the paper, then reload the sheet to print on the other side.
Duplex printing might not be available for some models (see "Features by models" on page 7).

Basic printing



- For special printing features, refer to the Advanced Guide (see "Using advanced print features" on page 236).
- Depending on models or options, some menus may not be supported (see "Features by models" on page 7).

Printing



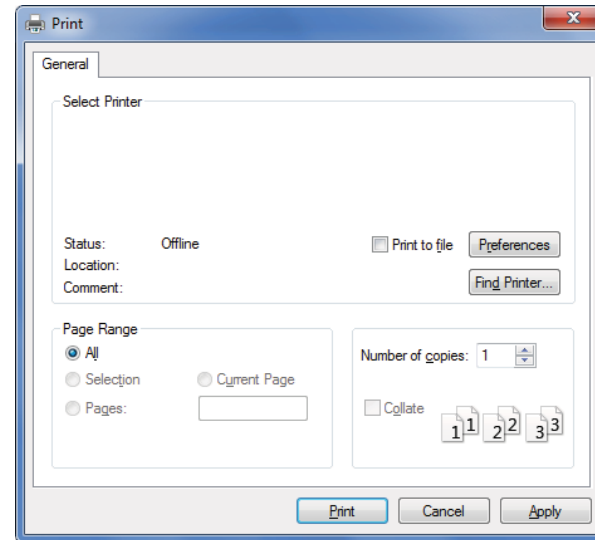
- If you are a Mac, Linux, or UNIX operating systems user, refer to the "Mac printing" on page 244 or "Linux printing" on page 246 UNIX.
- For Windows 8 user, see "Basic printing" on page 288.

The following **Printing Preferences** window is for Notepad in Windows 7.

- 1 Open the document you want to print.
- 2 Select **Print** from the **File** menu.

3

Select your machine from the **Select Printer** list.



4

The basic print settings including the number of copies and print range are selected within the **Print** window.



To take advantage of the advanced printing features, click **Properties** or **Preferences** from the Print window (see "Opening printing preferences" on page 57).

5

To start the print job, click **OK** or **Print** in the **Print** window.

Basic printing

Canceling a print job

If the print job is waiting in the print queue or print spooler, cancel the job as follows:

- You can access this window by simply double-clicking the machine icon () in the Windows task bar.
- You can also cancel the current job by pressing  (**Stop/Clear**) button on the control panel.

Basic printing

Opening printing preferences

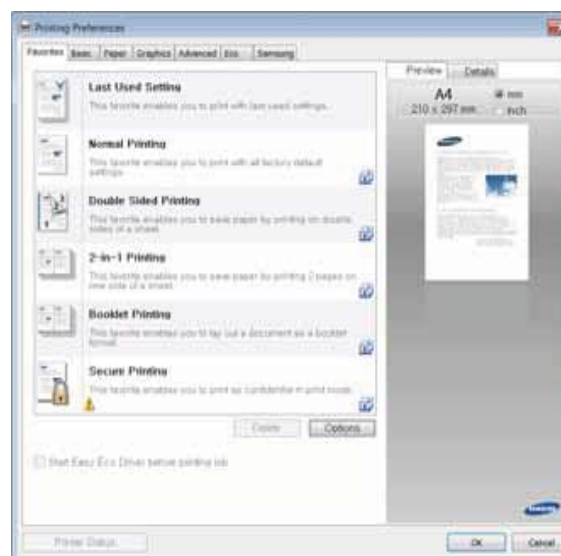


- The **Printing Preferences** window that appears in this user's guide may differ depending on the machine in use.
- When you select an option in **Printing Preferences**, you may see a warning mark  or . An  mark means you can select that certain option but it is not recommended, and an  mark means you cannot select that option due to the machine's setting or environment.
- For Windows 8 user, see "Opening more settings" on page 289.

- 1 Open the document you want to print.
- 2 Select **Print** from the file menu. The **Print** window appears.
- 3 Select your machine from the **Select Printer**.
- 4 Click **Properties** or **Preferences**.



The screenshot may differ depending on model.



- You can apply **Eco** features to save paper and toner before printing (see "Easy Eco Driver" on page 272).
- You can check the machine's current status pressing the **Printer Status** button (see "Using Samsung Printer Status" on page 285).

Using a favorite setting

The **Favorites** option, which is visible on each preferences tab except for the **Samsung** tab, allows you to save the current preferences for future use.

Basic printing

To save a **Favorites** item, follow these steps:

- 1 Change the settings as needed on each tab.
- 2 Enter a name for the item in the **Favorites** input box.
- 3 Click Save.
- 4 Enter name and description, and then select the desired icon.
- 5 Click **OK**. When you save **Favorites**, all current driver settings are saved.



To use a saved setting, select it in the **Favorites** tab. The machine is now set to print according to the settings you have selected. To delete saved settings, select it in the **Favorites** tab and click **Delete**.

Using help

Click the option you want to know on the **Printing Preferences** window and press **F1** on your keyboard.

Eco printing

The **Eco** function reduces toner consumption and paper usage. The **Eco** function allows you to save print resources and lead you to eco-friendly printing.

If you press the **Eco** button from the control panel, Eco mode is enabled. The default setting of Eco mode is **Double-sided printing (Long Edge)** (Not supported, **Multiple Pages per Side** (2), **Skip blank pages**, and **Toner Save**.



Depending on the printer driver you use, **Skip blank pages** may not work properly. If **Skip blank pages** feature does not work properly, set the feature from the Easy Eco Driver (see "Easy Eco Driver" on page 272).

Basic printing

Setting Eco mode on the control panel



- The settings set from the machine's driver override the settings on the control panel.
- Accessing menus may differ from model to model (see "Accessing the menu" on page 33).
- It may be necessary to press **OK** to navigate to lower-level menus for some models.

1 Select  (**Menu**) > **System Setup** > **Machine Setup** > **Eco Settings** on the control panel.

2 Select the option you want and press **OK**.

- **Default Mode:** Select this to turn on or off the Eco mode (Duplex (long edge), Toner save, 2-up, and Skip blank pages).

Duplex printing and Skip blank pages might not be available for some models you use (see "Features by models" on page 7).

- **Off:** Set the Eco mode off.
- **On:** Set the Eco mode on.



If you set the Eco mode on with a password from the SyncThru™ Web Service (**Settings** tab > **Machine Settings** > **System** > **Eco Settings**), the **On force** message appears. You have to enter the password to change the Eco mode status.

- **Change Template:** Follow the settings from SyncThru™ Web Service. Before you select this item, you must set the eco function in SyncThru™ Web Service > **Settings** tab > **Machine Settings** > **System** > **Eco Settings**.

3 Press **OK** to save the selection.

Setting Eco mode on the driver

Open the Eco tab to set Eco mode. When you see the eco image () , that means the Eco mode is currently enabled.

Eco options

- **Printer Default:** Follows the settings from the machine's control panel.
- **None:** Disables Eco mode.
- **Eco Printing:** Enables Eco mode. Activate the various eco items you want to use.
- **Password:** If the administrator has enabled Eco mode, you have to enter the password to change the status.

Basic printing

Result simulator

Result Simulator shows the results of reduced emission of carbon dioxide, used electricity, and the amount of saved paper in accordance with the settings you selected.

- The results are calculated on the basis that the total number of printed paper is one hundred without a blank page when the Eco mode is disabled.
- Refers to the calculation coefficient about CO₂, energy, and paper from **IEA**, the index of Ministry of Internal Affairs and Communication of Japan and www.remanufacturing.org.uk. Each model has a different index.
- The power consumption in printing mode refers to the average printing power consumption of this machine.
- The actual saved or reduced amount may differ depending on the operating system used, computing performance, application software, connection method, media, media size, job complexity, etc.

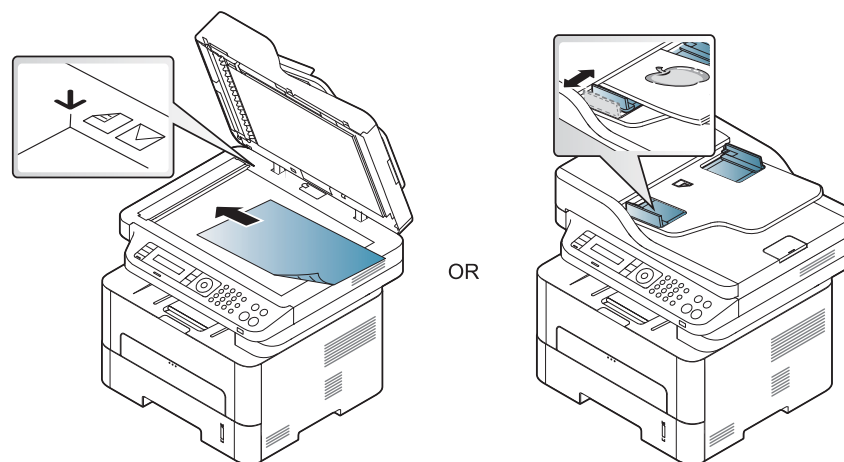
Basic copying



- For special printing features, refer to the Advanced Guide (see "Copy menu" on page 160).
- Accessing menus may differ from model to model (see "Accessing the menu" on page 33 or "Control panel overview" on page 24).
- Depending on models or options, some menus may not be supported (see "Features by models" on page 7).

Basic copy

- 1 Select  (copy) >  (Menu) > **Copy Feature** on the control panel.
Or select  (Menu) > **Copy Feature** on the control panel.
- 2 Place a single document (see "Loading originals" on page 51).



- 3 If you want to customize the copy settings including **Reduce/Enlarge**, **Darkness**, **Original**, and more by using the control panel buttons (see "Changing the settings for each copy" on page 62).
- 4 Enter the number of copies using the arrow or number keypad, if necessary.
- 5 Press  (**Start**).

Basic copying



If you need to cancel the copying job during the operation, press  (**Stop/Clear**) and the copying will stop.

Changing the settings for each copy

Your machine provides default settings for copying so that you can quickly and easily make a copy. However, if you want to change the options for each copy, use the copy function buttons on the control panel.



- If you press  (**Stop/Clear**) while setting the copy options, all of the options you have set for the current copy job will be canceled and returned to their default status. Or, they will automatically return to their default status after the machine completes the copy in progress.
- Accessing menus may differ from model to model (see "Accessing the menu" on page 33).
- It may be necessary to press **OK** to navigate to lower-level menus for some models.

Darkness

If you have an original containing faint marking and dark images, you can adjust the brightness to make a copy that is easier to read.

1 Select  (copy) >  (**Menu**) > **Copy Feature** > **Darkness** on the control panel.

Or select **Darkness** button on the control panel.

2 Select the option you want and press **OK**.

For example, the **Light+5** being the lightest, and the **Dark+5** being the darkest.

3 Press  (**Stop/Clear**) to return to ready mode.

Original

The original setting is used to improve the copy quality by selecting the document for the current copy job.

1 Select  (copy) >  (**Menu**) > **Copy Feature** > **Original Type** on the control panel.

Or select  (**Menu**) > **Copy Feature** > **Original Type** on the control panel.

2 Select the option you want and press **OK**.

- **Text:** Use for originals containing mostly text.
- **Text/Photo:** Use for originals with mixed text and photographs.

Basic copying



If texts in the printout is blurry, select **Text** to get the clear texts.

- **Photo:** Use when the originals are photographs.

3

Press (**Stop/Clear**) to return to ready mode.

Reduced or enlarged copy

You can reduce or enlarge the size of a copied image from 25% to 400% when you copy original documents from the scanner glass.



- This feature may not be available depending on model or optional goods (see "Variety feature" on page 10).
- If the machine set to Eco mode, reduce and enlarge features are not available.

To select from the predefined copy sizes

1

Select (copy) > (**Menu**) > **Copy Feature** > **Reduce/Enlarge** on the control panel.

Or select (**Menu**) > **Copy Feature** > **Reduce/Enlarge** on the control panel.

2

Select the option you want and press **OK**.

3

Press (**Stop/Clear**) to return to ready mode.

To scale the copy by directly entering the scale rate

1

Select (copy) > (**Menu**) > **Copy Feature** > **Reduce/Enlarge** > **Custom** on the control panel.

Or select (**Menu**) > **Copy Feature** > **Reduce/Enlarge** on the control panel.

2

Enter the copy size you want using the numeric keypad.

3

Press **OK** to save the selection.

4

Press (**Stop/Clear**) to return to ready mode.



When you make a reduced copy, black lines may appear at the bottom of your copy.

ID card copying

Your machine can print 2-sided originals on one sheet.

The machine prints one side of the original on the upper half of the paper and the other side on the lower half without reducing the size of the original. This feature is helpful for copying a small-sized item such as business card.

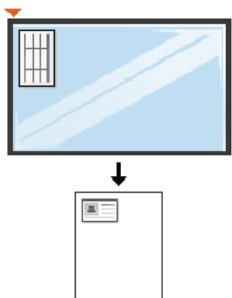
Basic copying



- The original must be placed on the scanner glass to use this feature.
- If the machine set to Eco mode, this feature is not available.
- For better image quality, Select  (copy) >  (Menu) > **Copy**
Feature > **Original Type** > **Photo** on the control panel or  (Menu) > **Copy Feature** > **Original Type** > **Photo**.

1 Press **ID Copy** on the control panel.

2 Place the front side of an original facing down on the scanner glass where arrows indicate as shown. Then, close the scanner lid.

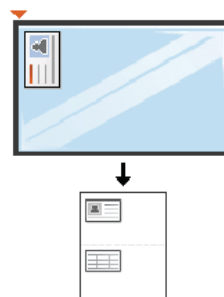


3 **Place Front Side and Press [Start]** appears on the display.

4 Press **Start**.

Your machine begins scanning the front side and shows **Place Back Side and Press [Start]**.

5 Turn the original over and place it on the scanner glass where arrows indicate as shown. Then, close the scanner lid.



6 Press **Start**.



Basic copying



- If you do not press the  (**Start**) button, only the front side will be copied.
- If the original is larger than the printable area, some portions may not be printed.

Basic scanning



- For special scanning features, refer to the Advanced Guide (see "Scan features" on page 250).
- Depending on models or options, some menus may not be supported (see "Features by models" on page 7).

Basic Scanning

This is the normal and usual procedure for scanning originals.

This is a basic scanning method for USB-connected machine.



- It may be necessary to press **OK** to navigate to lower-level menus for some models.
- if you want to scan using the network, refer to the Advanced Guide (see "Scanning from network connected machine" on page 256).

1 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).

2 Select  (scan) > **Scan to PC** > **Local PC** on the control panel.

Or select **Scan to** > **Local PC** on the control panel.



If you see **Not Available** message, check the port connection, or select **Enable Scan from Device Panel** in **Samsung Easy Printer Manager** >



Switch to advanced mode > **Scan to PC Settings**.

3

Select the application program you want and press **OK**.

Default setting is **My Documents**.



You can add or delete the folder where the scanned file is saved in

Samsung Easy Printer Manager >  **Switch to advanced mode.** > **Scan to PC Settings**.

4

Select the option you want and press **OK**.

5

Scanning begins.



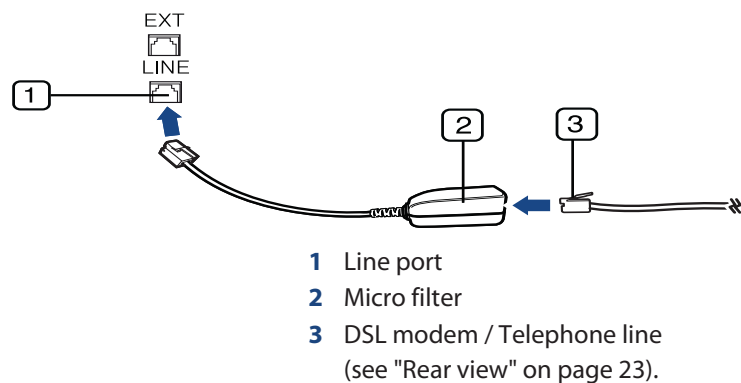
Scanned image is saved in computer's **C:\Users\users name\My**

- **Documents**. The saved folder may differ, depending on your operating system or the application you are using.

Basic faxing



- For special faxing features, refer to the Advanced Guide (See "Fax features" on page 259).
- Accessing menus may differ from model to model (see "Accessing the menu" on page 33 or "Control panel overview" on page 24).
- M267xN/M287xND does not support fax features.
- You cannot use this machine as a fax via the internet phone. For more information ask your internet service provider.
- We recommend using traditional analog phone services (PSTN: Public Switched Telephone Network) when connecting telephone lines to use a fax machine. If you use other Internet services (DSL, ISDN, VoIP), you can improve the connection quality by using the Micro-filter. The Micro-filter eliminates unnecessary noise signals and improves connection quality or Internet quality. Since the DSL Micro-filter is not provided with the machine, contact your Internet service provider for use on DSL Micro-filter.



Preparing to fax

Before you send or receive a fax, you need to connect the supplied line cord to your telephone wall jack (see "Rear view" on page 23). Refer to the Quick Installation Guide how to make a connection. The method of making a telephone connection is different from one country to another.

Sending a fax



When you place the originals, you can use either the document feeder or the scanner glass. If the originals are placed on both the document feeder and the scanner glass, the machine will read the originals on the document feeder first, which has higher priority in scanning.

- 1 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).
- 2 Select  (fax) on the control panel.
- 3 Adjust the resolution and the darkness to suit your fax needs (see "Adjusting the document settings" on page 69).
- 4 Enter the destination fax number.

Basic faxing

- 5 Press  (**Start**) on the control panel. The machine starts to scan and send the fax to the destinations.



- If you want to send a fax directly from your computer, use Samsung Network PC Fax (see "Sending a fax in the computer" on page 260).
- When you want to cancel a fax job, press  (**Stop/Clear**) before the machine starts transmission.
- If you used the scanner glass, the machine shows the message asking to place another page.

Sending a fax manually

Perform the following to send a fax using  (**On Hook Dial**) on the control panel. If your machine is a handset model, you can send a fax using the handset (see "Features by models" on page 7).

- 1 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).
- 2 Select  (fax) on the control panel.
- 3 Adjust the resolution and the darkness to suit your fax needs (see "Adjusting the document settings" on page 69).
- 4 Press  (**On Hook Dial**) on the control panel or lift the handset.

- 5 Enter a fax number using the number keypad on the control panel.

- 6 Press  (**Start**) on the control panel when you hear a high-pitched fax signal from the remote fax machine.

Sending a fax to multiple destinations

You can use the multiple send feature, which allows you to send a fax to multiple locations. Originals are automatically stored in memory and sent to a remote station. After transmission, the originals are automatically erased from memory (see "Features by models" on page 7).



You cannot send faxes with this feature if you chosen super fine as an option or if the fax is in color.

- 1 Place a single document face down on the document glass, or load the documents face up into the document feeder (see "Loading originals" on page 51).
- 2 Select  (fax) on the control panel.
- 3 Adjust the resolution and the darkness to suit your fax needs (see "Adjusting the document settings" on page 69).
- 4 Select  (**Menu**) > **Fax Feature** > **Multi Send** on the control panel.

Basic faxing

- 5 Enter the number of the first receiving fax machine and press **OK**.
You can press speed dial numbers or select a group dial number using the  (**Address book**) button.
- 6 Enter the second fax number and press **OK**.
The display asks you to enter another fax number to send the document.
- 7 To enter more fax numbers, press **OK** when **Yes** appears and repeat steps 5 and 6. You can add up to 10 destinations.



Once you have entered a group dial number, you cannot enter another group dial number.

- 8 When you have finished entering fax numbers, select **No** at the **Another No.?** prompt and press **OK**.
The machine begins sending the fax to the numbers you entered in the order in which you entered them.

Receiving a fax

Your machine is preset to Fax mode at the factory. When you receive a fax, the machine answers the call on a specified number of rings and automatically receives the fax.

Adjusting the document settings

Before starting a fax, change the following settings according to your original's status to get the best quality.



- Accessing menus may differ from model to model (see "Accessing the menu" on page 33 or "Control panel overview" on page 24).
- It may be necessary to press **OK** to navigate to lower-level menus for some models.

Resolution

The default document settings produce good results when using typical text-based originals. However, if you send originals that are of poor quality, or contain photographs, you can adjust the resolution to produce a higher quality fax.

- 1 Select  (fax) >  (**Menu**) > **Fax Feature** > **Resolution** on the control panel.
- 2 Select the option you want and press **OK**.
 - **Standard:** Originals with normal sized characters.
 - **Fine:** Originals containing small characters or thin lines or originals printed using a dot-matrix printer.

Basic faxing

- **Super Fine:** Originals containing extremely fine detail. **Super Fine** mode is enabled only if the machine with which you are communicating also supports the Super Fine resolution.



- For memory transmission, **Super Fine** mode is not available. The resolution setting is automatically changed to **Fine**.
- When your machine is set to **Super Fine** resolution and the fax machine with which you are communicating does not support **Super Fine** resolution, the machine transmits using the highest resolution mode supported by the other fax machine.

- **Photo Fax:** Originals containing shades of gray or photographs.
- **Color Fax:** Original with colors.



- Memory transmission is not available in this mode.
- You can only send a color fax if the machine you are communicating with supports color fax reception and you send the fax manually.

- 3 Press  (**Stop/Clear**) to return to ready mode.

Darkness

You can select the degree of darkness of the original document.



The darkness setting is applied to the current fax job. To change the default setting (see "Fax menu" on page 163).

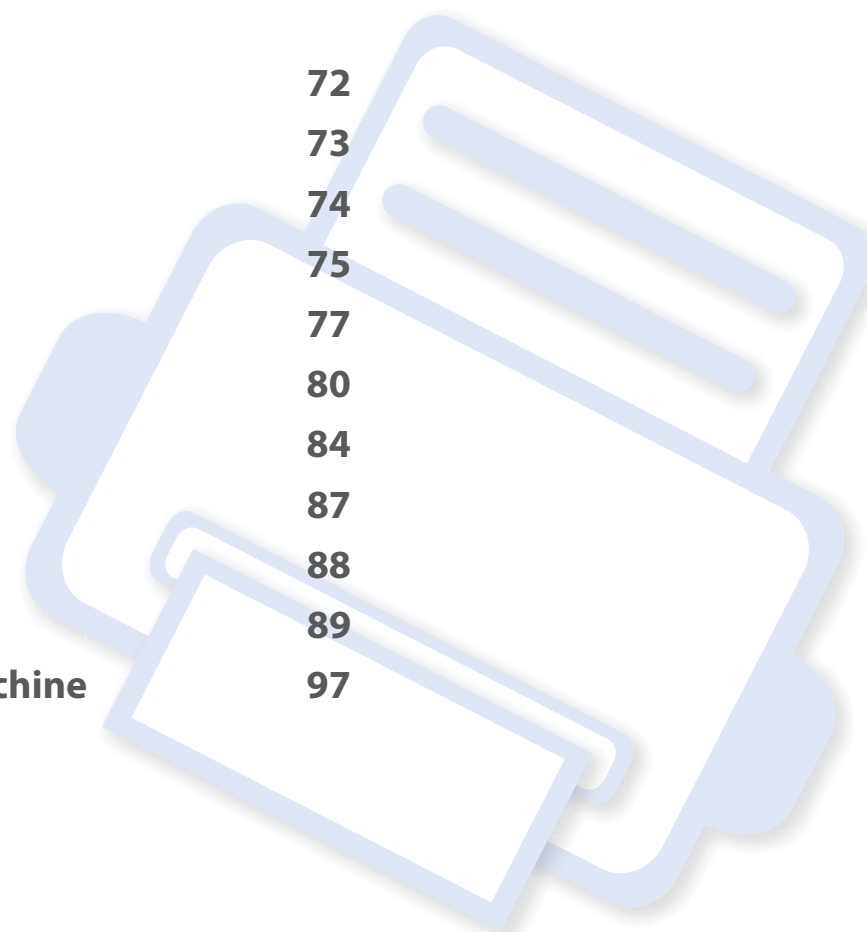
- 1 Select  (fax) >  (**Menu**) > **Fax Feature** > **Darkness** on the control panel.
- 2 Select a darkness level you want.
- 3 Press  (**Stop/Clear**) to return to ready mode.



3. Maintenance

This chapter provides information about purchasing supplies, accessories and maintenance parts available for your machine.

- **Ordering supplies and accessories** 72
- **Available supplies** 73
- **Available maintenance parts** 74
- **Storing the toner cartridge** 75
- **Redistributing toner** 77
- **Replacing the toner cartridge** 80
- **Replacing the imaging unit** 84
- **Monitoring the supplies life** 87
- **Setting the toner low alert** 88
- **Cleaning the machine** 89
- **Tips for moving & storing your machine** 97



Ordering supplies and accessories



Available accessories may differ from country to country. Contact your sales representatives to obtain the list of available supplies, and maintenance parts.

To order Samsung-authorized supplies, accessories, and maintenance parts, contact your local Samsung dealer or the retailer where you purchased your machine. You can also visit **www.samsung.com/supplies**, and then select your country/region to obtain the contact information for service.

Available supplies

When supplies reach the end of their life spans, you can order the following s of supplies for your machine:

Type	Model	Average yield ^a	Part name
Toner cartridge	M2670/M2870 series	Approx. 1,500 pages	MLT-D115S
		Approx. 3,000 pages	MLT-D115L
	M2675/M2676/M2875/M2876 series	Approx. 1,000 pages	MLT-D116S
		Approx. 2,500 pages	MLT-D116L
Imaging Unit	M2675/M2676/M2875/M2876 series	Approx. 9,000 pages	MLT-R116

a. Declared yield value in accordance with ISO/IEC 19752.

Available maintenance parts

To purchase maintenance parts, contact the source where you bought the machine. Replacing maintenance parts can be performed only by an authorized service provider, dealer, or the retailer where you bought the machine. The warranty does not cover the replacement of any maintenance parts once it has reached its "Average yield".

Maintenance parts are replaced at specific intervals to avoid print quality and paper feed problems resulting from worn parts, see table below. The purpose of which is to maintain your machine in top working condition. The maintenance parts below should be replaced when the life span of each item has been met.

Parts	Average yield ^a
Document feeder rubber pad	Approx. 20,000 pages
Transfer roller	Approx. 100,000 pages
Fuser unit	Approx. 100,000 pages
Pickup roller	Approx. 50,000 pages
Semi-reverse roller	Approx. 50,000 pages
Forward roller	Approx. 100,000 pages
Feed roller	Approx. 100,000 pages
Document feeder roller	Approx. 20,000 pages

a. It will be affected by the operating system used, computing performance, application software, connecting method, media, media size and job complexity.

Storing the toner cartridge

Toner cartridges contain components that are sensitive to light, temperature and humidity. Samsung suggests users follow these recommendations to ensure optimal performance, highest quality, and longest life from your new Samsung toner cartridge.

Store this cartridge in the same environment in which the printer will be used. This should be in controlled temperature and humidity conditions. The toner cartridge should remain in its original and unopened package until installation – if original packaging is not available, cover the top opening of the cartridge with paper and store in a dark cabinet.

Opening the cartridge package prior to use dramatically shortens its useful shelf and operating life. Do not store on the floor. If the toner cartridge is removed from the printer, follow the instructions below to store the toner cartridge properly.

- Store the cartridge inside the protective bag from the original package.
- Store lying flat (not standing on end) with the same side facing up as if it were installed in the machine.
- Do not store consumables in any of the following conditions:
 - Temperature greater than 40°C (104°F).
 - Humidity range less than 20% or greater than 80%.
 - An environment with extreme changes in humidity or temperature.
 - Direct sunlight or room light.
 - Dusty places.
 - A car for a long period of time.
 - An environment where corrosive gases are present.

- An environment with salty air.

Handling instructions

- Do not touch the surface of the photoconductive drum in the cartridge.
- Do not expose the cartridge to unnecessary vibrations or shock.
- Never manually rotate the drum, especially in the reverse direction; this can cause internal damage and toner spillage.

Toner cartridge usage

Samsung Electronics does not recommend or approve the use of non-Samsung brand toner cartridges in your printer including generic, store brand, refilled, or remanufactured toner cartridges.



Samsung's printer warranty does not cover damage to the machine caused by the use of a refilled, remanufactured, or non-Samsung brand toner cartridges.

Storing the toner cartridge

Estimated cartridge life

Estimated cartridge life (the life of the toner cartridge yield) depends on the amount of toner that print jobs require. The actual print yield may vary depending on the print density of the pages you print on, operating environment, percentage of image area, printing interval, media type and/or media size. For example, if you print a lot of graphics, the consumption of the toner is higher and you may need to change the cartridge more often.

Redistributing toner

When the toner cartridge is near the end of its life:

- White streaks or light printing occurs and/or density variation side to side.
- The **Status** LED blinks red.

If this happens, you can temporarily improve print quality by redistributing the remaining toner in the cartridge. In some cases, white streaks or light printing will still occur even after you have redistributed the toner.



- Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Machine overview" on page 20).
- If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water: hot water sets toner into fabric.



- To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green area of the toner cartridge. Use the handle on the cartridge to avoid touching this area.
- Do not use sharp objects such as a knife or scissors to open the toner cartridge package. They might scratch the drum of the cartridge.
- If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.

Redistributing toner

M2670/M2870 series

