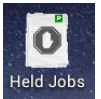


# SAMSUNG QUICK OPERATIONS GUIDE



---

Held Jobs Release



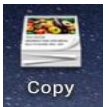
---

Standard Printing



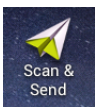
---

Basic Copy Guide



---

Scan and Send



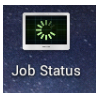
---

ID Copy Screen



---

Job Status



---

loading Paper Trays  
Replacing Toner Cartridges  
Locating Jammed Paper

---

This guide describes the basic operations of each function.

The display of the machine is a touch panel that can be operated by touching directly with your fingers.

---

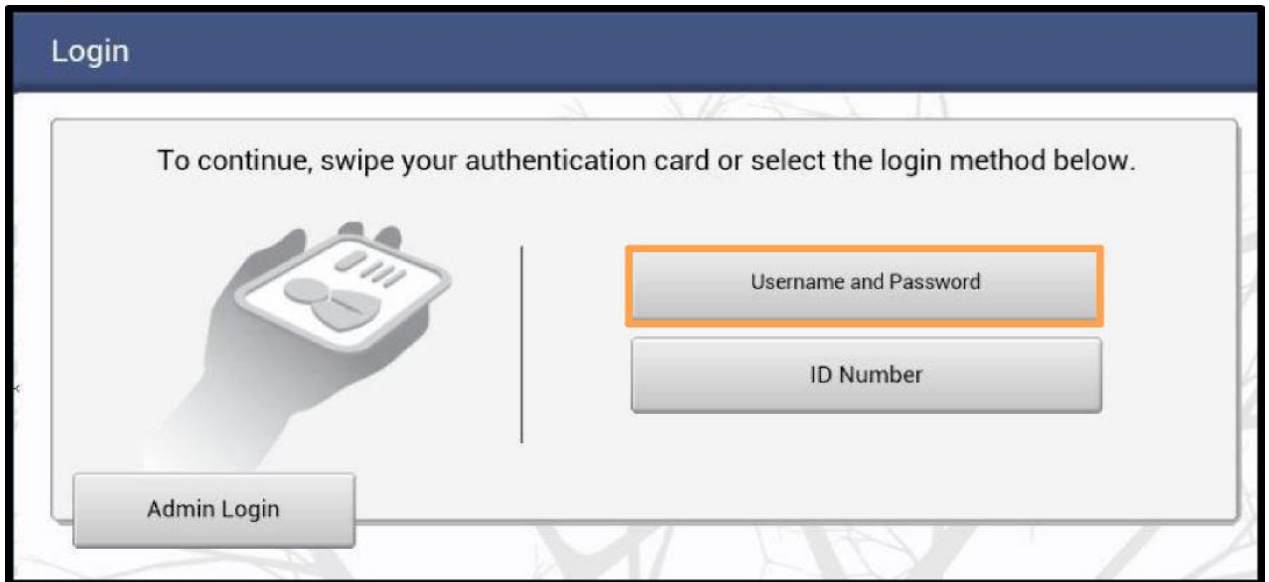
This page has been  
intentionally left blank

# How to Login.

To collect your print jobs walk up to any Samsung Smart MFP using the ID Card technology and login with your card as shown below.

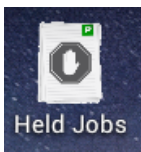


1. Place your card over the card reader (as shown left). You should hear a beep.
2. You can also login with your Windows user name and password. Press the User name box on the control panel of the MFP. Enter your Windows User Name. (This is the User Name use to log into your computer) Press OK.
3. Press Password box and enter your Windows password. The password is case sensitive!
4. Press OK to confirm your settings. If you have entered the wrong information you will need to start again from Step 1.



•TIP: If you forget your ID Card, you can use your Windows credentials to log into the device instead. When your Windows credentials change, your ID Card will still continue to work.

- **For further information and guidance on how to add the printers, please see: [go.soton.ac.uk/newprinters](http://go.soton.ac.uk/newprinters)**



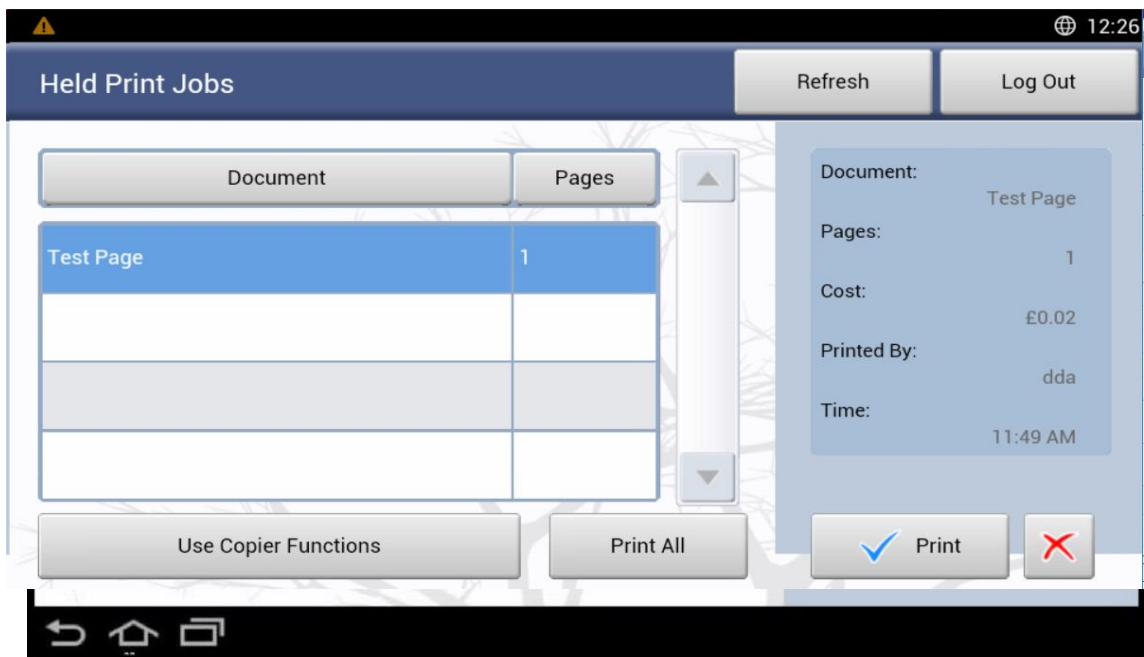
# Releasing Your Held Print Jobs

- To collect your print jobs walk up to any Samsung Smart MFD using the ID Card technology and login with your card as shown on the previous page.

- You will now see the Held Jobs Screen as shown below.

•You can quickly release all your Held Print Jobs by hitting the **PRINT ALL** button.

- Select an individual print job by touching the screen and choosing **✓PRINT OR X DELETE**.



•To use the Copy & Scan functions press the **USE COPIER FUNCTIONS** key in the lower left corner. Please see the MFP user guide for information on how to use the copy and scan functions.

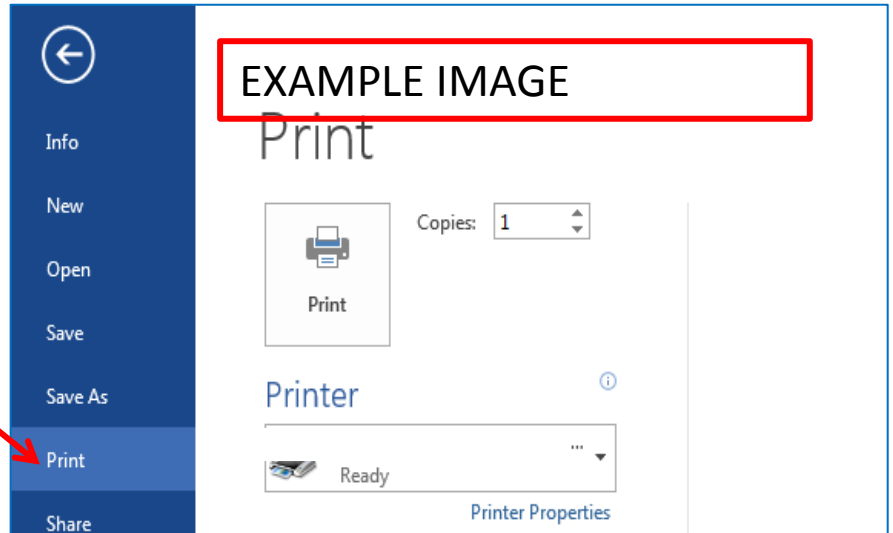
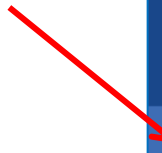
•**LOGGING OUT: Swipe your I.D. card again to LOG OUT.**  
**OR: Press the Log Out button**

- TIP:** Your print jobs will be available for collection at any Samsung MFP printer for TBC hours. After 24 hours all uncollected prints will be deleted from the system.

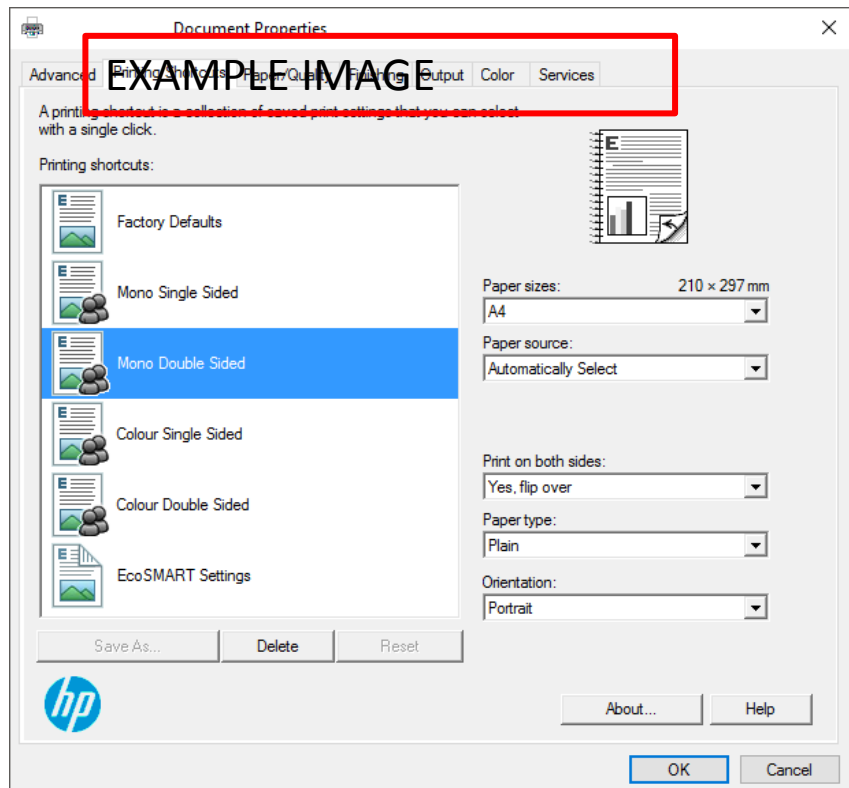


# Standard Printing

1. Select File, Print then the (TBC) Printing queue then select Print. Please use the **(Print Queue TBC)** print queue.



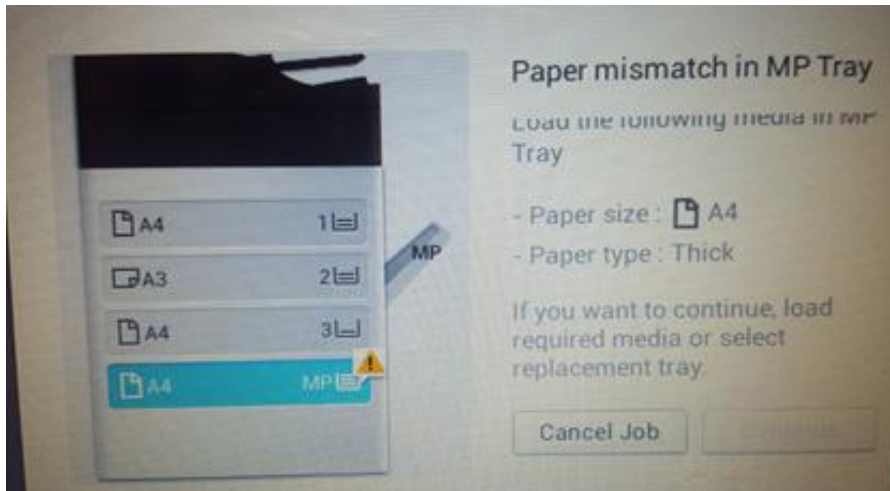
2. To change your printing preferences , select printer properties to open up this screen.



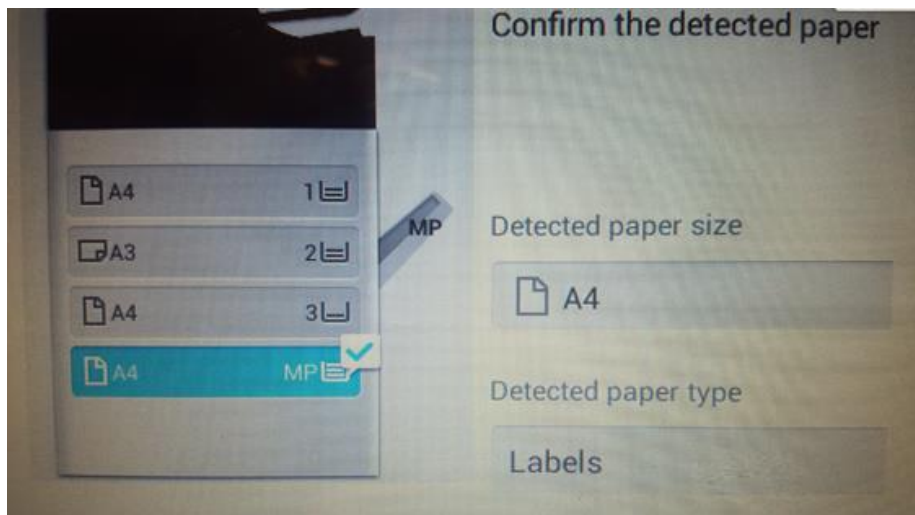


## Printing...using the multi purpose tray

When sending a print to the multi purpose tray for card or labels, the following screen will show on the device



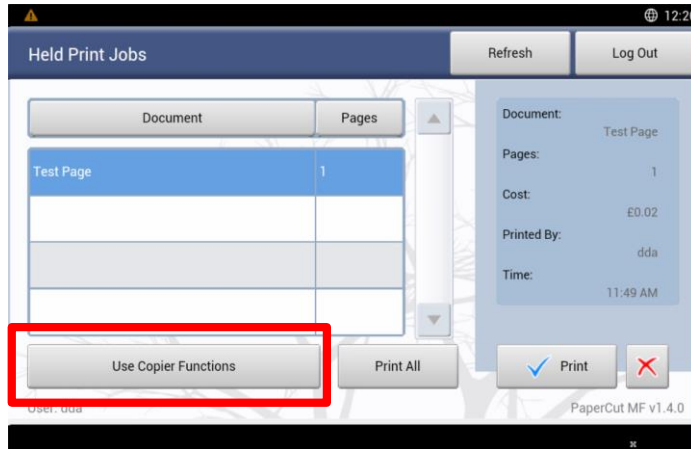
Insert your card or labels into the multi purpose tray on the side



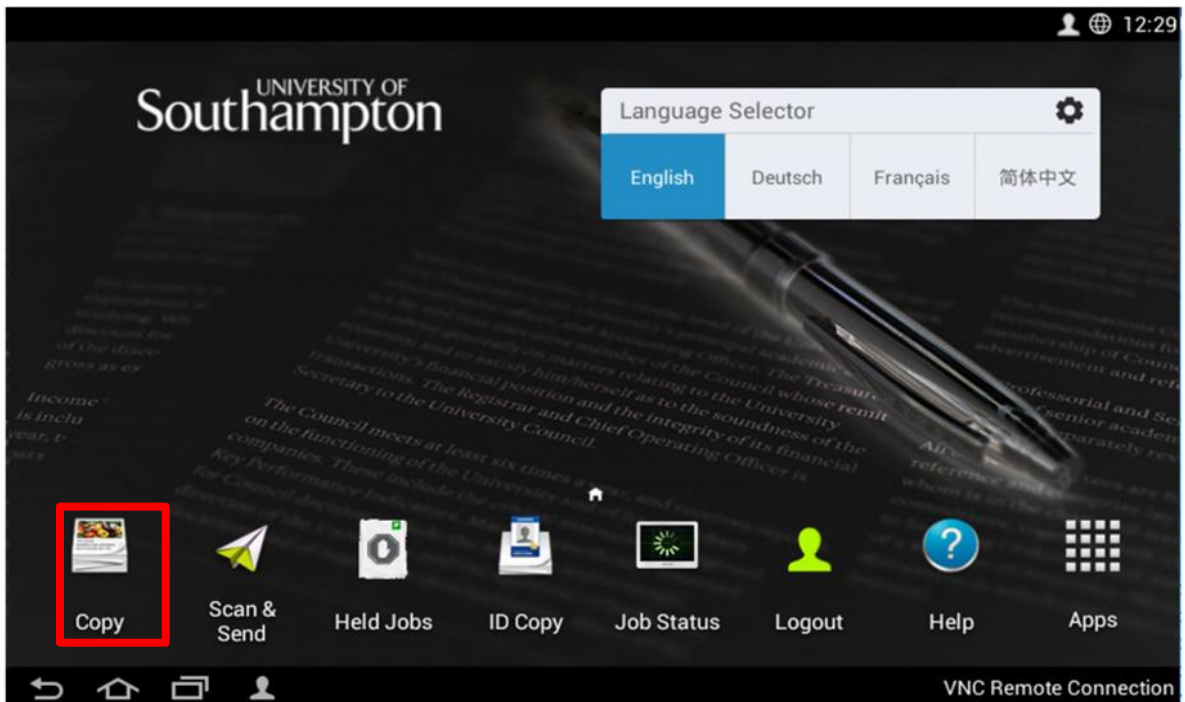
The paper size will be detected, you can change the paper type by pressing onscreen. When completed press “continue” to Start the print job

# Access Copy and Scan Functions

Once you have Logged In press the Use Copier Functions button as shown.

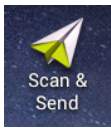


- Place a document on the glass or feeder and press Start on copy screen



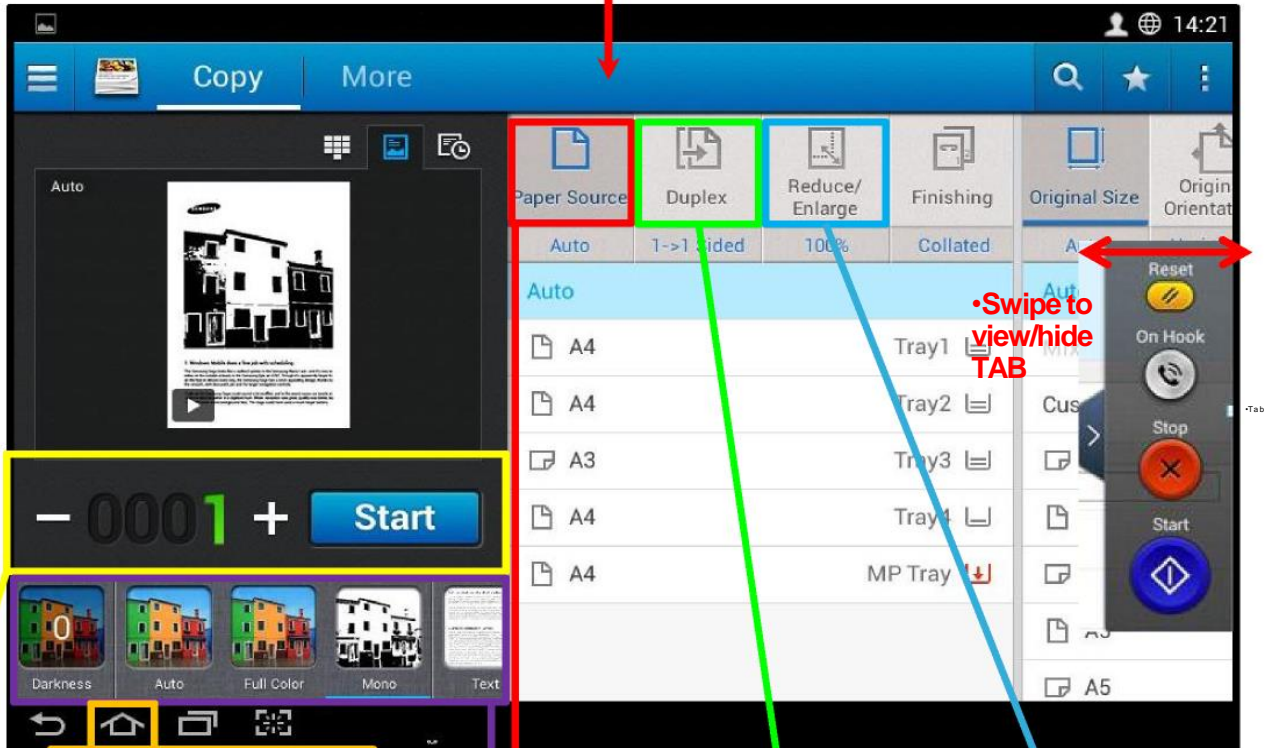
- Access the COPY Functions

•**TIP:** Job Status will display jobs which are currently being processed. Held Jobs returns you to your list of print jobs.



# Basic Copy Overview

•Touch the screen to select options and make changes to your Copy output



•Return to homescreen

•To set quantities for copies either use the + & - keys or touch to enter an amount.

•When ready to start copying press the START button.  
•OR the blue button on the right.

•To optimise the copy quality select a setting to match the document type.

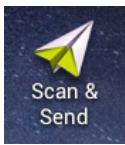
•Scroll left and right to view more options

•Press to view the paper trays. Options include the MP tray (manual feed) on the side of the device.  
•Use this for labels & card.

•Press to view duplex options. (Two-sided copy)  
•Copy onto both sides of the page, or from a 2-sided document.

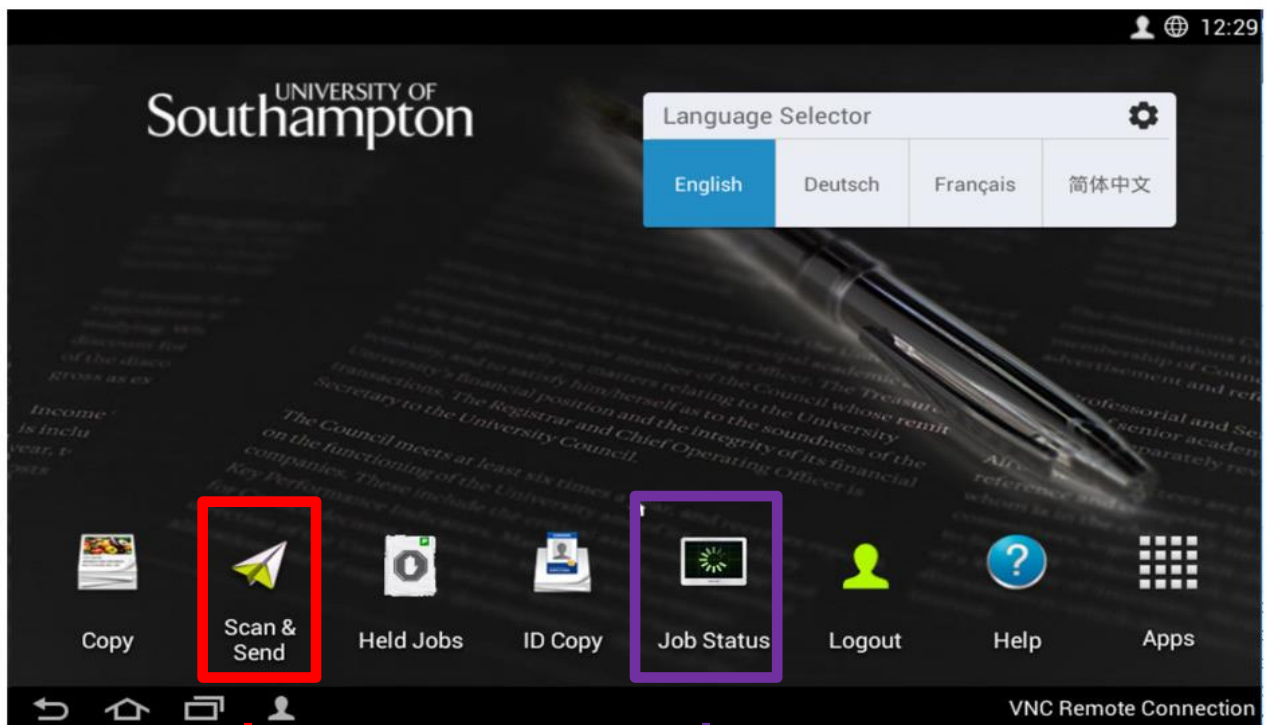
•Press to view enlargement and reduction options.  
•Common settings for A4 up to A3 & A3 down to A4.





# Scan and Send

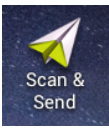
Place a document on the glass or Feeder.



\*Access the SCAN & SEND

•Function to Scan to Email

•**TIP:** Job Status will display jobs which are currently being processed.

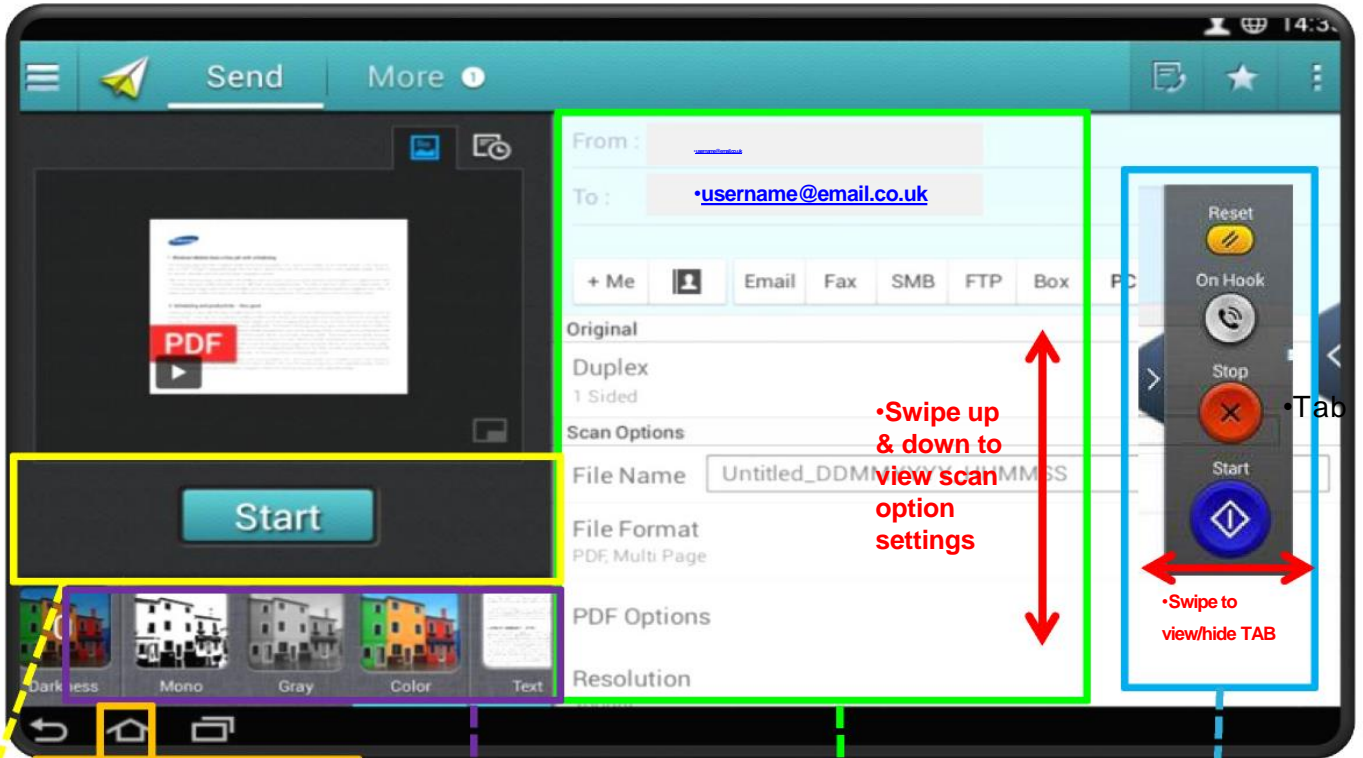


# Scan and Send



## •Scan to Email

•Options as shown below.



•Swipe up & down to view scan option settings

•Swipe to view/hide TAB

•Press Start to begin scanning your documents. You can also start scanning by pressing the blue start button over on the right.

•Scan in colour or mono.  
•Also set the lightness and darkness levels.

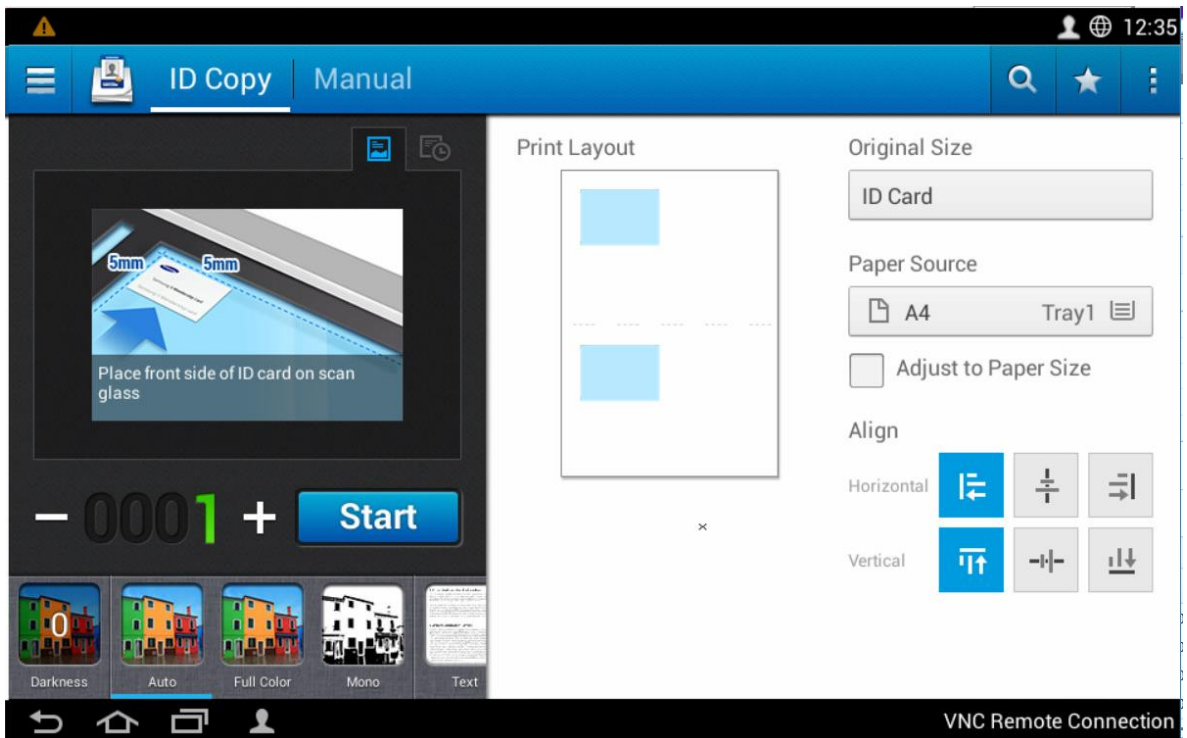
•Scans are sent directly to recipients email address or a shared folder (if available).  
•For other features such as 2 sided scan, scan resolution, file type and file name scroll up and down to view the options (swipe with your finger).

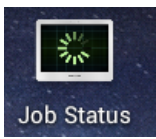
•Start scanning  
Stop Scanning  
Reset to default  
•On Hook dial tone (only if you have a fax installed)



# ID Copy Screen

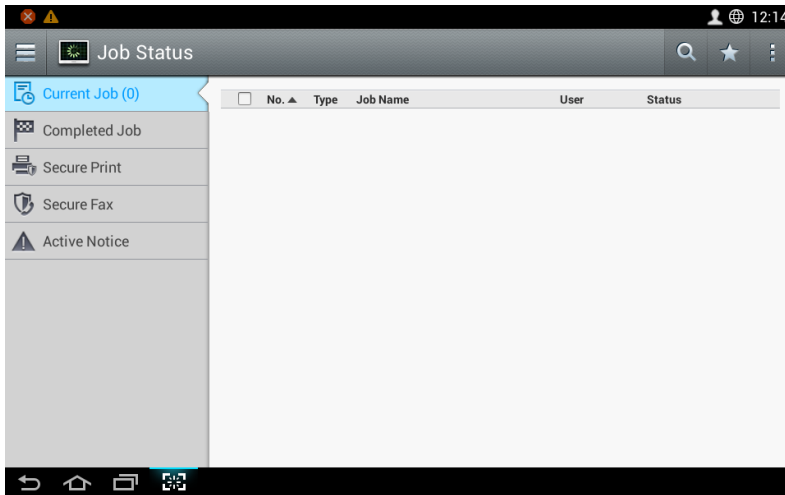
Enables you to copy two forms of ID and reproduce on 1 side





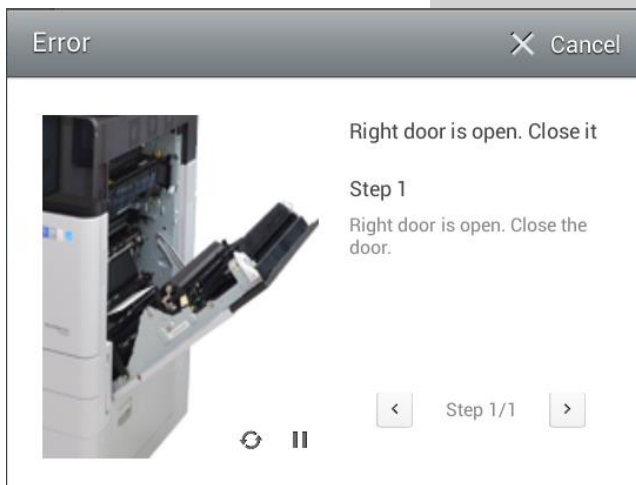
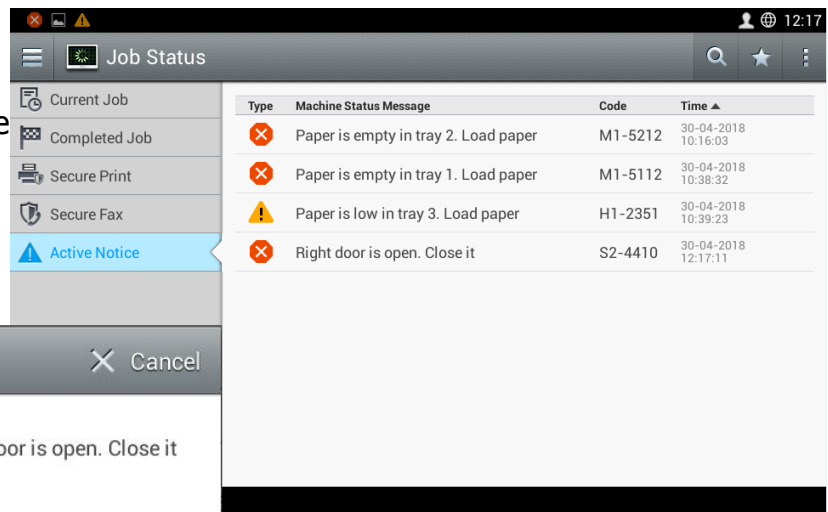
# Job Status

1. Select Job Status from the Home Screen.



2. Select Current Job then select the required job to cancel

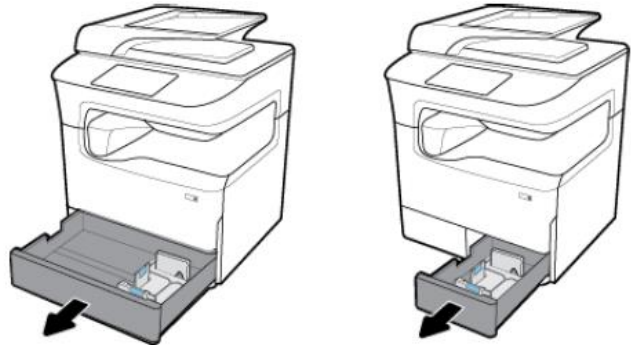
3. Any Errors will be displayed within Active Notice



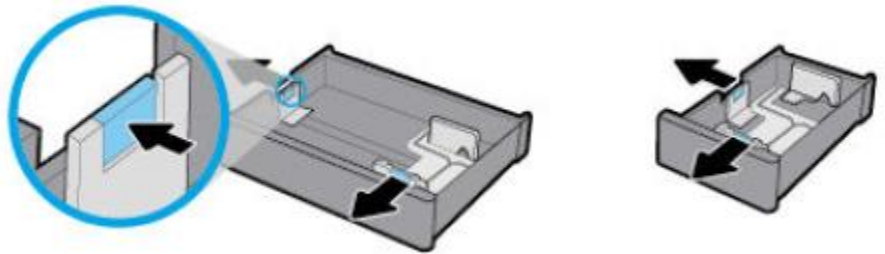
# Loading Paper Trays

---

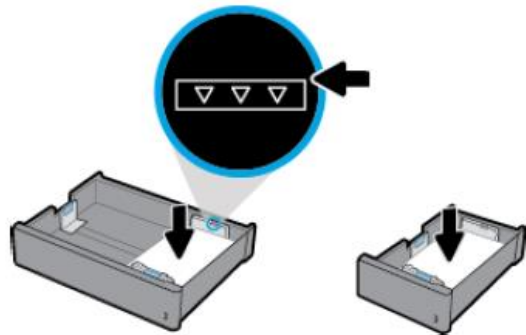
- ① Open the drawer



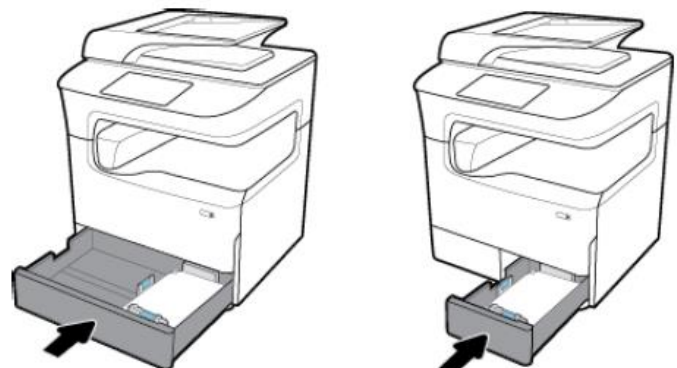
- ② Undo the guides



- ③ Close the guides, ensure the Paper is not above the stack height indicator

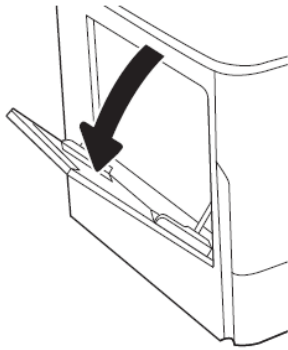


- ④ Close the drawer

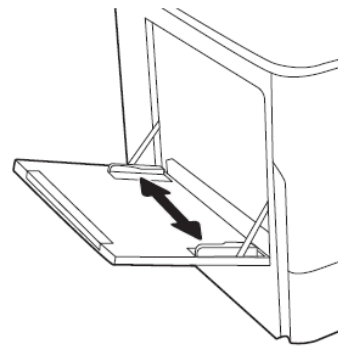


# Loading The Bypass Tray

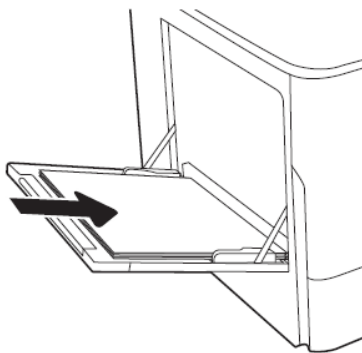
---



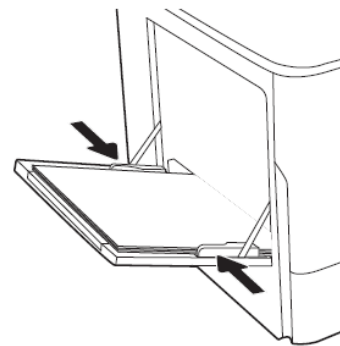
- 1** Open the multi purpose tray



- 2** Adjust the paper width guides to your paper size



- 3** Insert your paper into the tray  
Print side down for single sided  
Print side up for double sided



- 4** Adjust the guides so that they touch the paper stack but do not bend it

**5**



Remember to select the multipurpose tray as your paper Source in printer properties before sending print

---

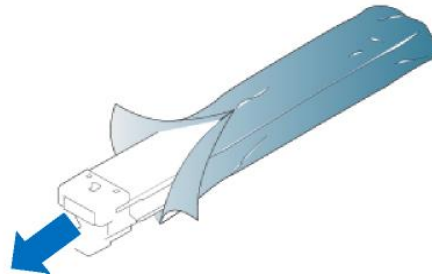
# Toner Replacement

•1. Open the front door and remove the empty toner cartridge.



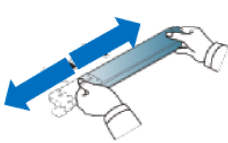
2. Remove the new toner from its packing and remove all packing.

1. Move the toner cartridge from side to side 5-6 times to redistribute the toner.



•4. Remove the toner seal as shown below.

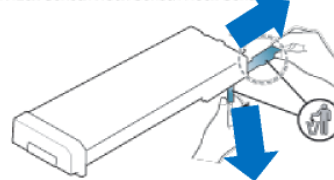
X422x Series/X425x Series/X430x Series



K425x Series/K430x Series/K435x Series



K425x Series/K430x Series/K435x Series



5. Slide the new toner into the device until it is fully inserted. Close the front door the device will now add the toner and it will come to Ready.



- Only replace the toner when:
- The status LED turns red on and the display screen shows the error message of replacing toner.

# Waste Toner Box Replacement

•When the life of the waste toner container expires totally, the display screen shows the error message of replacing waste toner container. At this stage, the waste toner container needs to be replaced.

- 1 .Push the left/right locking levers and push outward as shown below. Then remove the waste toner container.



2. Remove the new waste toner container from its package.
3. Insert the new waste toner container until it locks in place.
4. Close the front door. Ensure that the door is securely closed.



# Paper jam areas



•Check the display screen and follow the on screen guidance.

1. Check the paper drawers. Remove any paper

2 Open the lower cover(only if you have more than 2 paper trays). Remove any paper.

3-4. Open the right hand side door by lifting the handle and gently release the door which will stop at the position shown. Remove any paper.

**For further information and guidance on how to add the printers,  
please see: [go.soton.ac.uk/newprinters](http://go.soton.ac.uk/newprinters)**

**APOGEE**

Tel: 0845 3009955

[www.apogeeCorp.com](http://www.apogeeCorp.com)

---