


Unpacking Your Multi-Function Printer


1. Select a location for your printer.

 **CAUTION:** The printer requires at least two people to lift it safely.



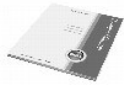

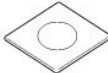



- 1 Leave enough room to open the printer tray, covers, doors, and options. It is also important to allow enough space around the printer for proper ventilation.

- 1 Provide a proper environment:


- 1 A firm, level surface
- 1 Away from the direct airflow of air conditioners, heaters, or ventilators
- 1 Away from sunlight, extreme humidity, or high fluctuations in temperature
- 1 A clean, dry, and dust free location


 **NOTE:** Leave the printer in the box until you are ready to install it.

2. In addition to the **Dell™ Laser Multi-Function Printer 1815dn**, ensure that you have the following items in the box. *If there is a missing item, contact Dell:*

 toner cartridge	 power cord ^a
 owner's manual	 telephone line cord
 Drivers and Utilities CD ^b	 terminator ^c
 setup diagram	 quick reference guide (optional)

- a. The appearance of the power cord and the telephone line cord may differ according to your country's specifications.
- b. The Drivers and Utilities CD contains Dell printer drivers, Scan drivers, Printer Settings Utility, Set IP, Macintosh driver, Linux driver, Dell Toner Management System™, Dell ScanCenter™, PaperPort® and an HTML User's Guide.
- c. This item is only provided in some countries.

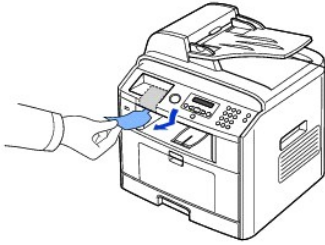
 **NOTE:** Use the telephone line cord supplied with your printer. *If you choose to use a different cord, use an AWG #26 or lower gauge cord that is a maximum 250 cm in length.*

 **NOTE:** The power cord must be plugged into a grounded power socket.

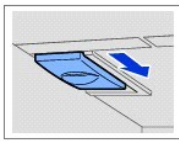
3. Save the carton and packing material in case the printer needs to be repacked.
4. Remove the packing tape from the front, back and sides of the printer.



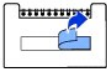
- Remove the label completely from the scanner module by gently pulling it. The scan unlock switch automatically moves FORWARD to the unlock position.



- NOTE:** To confirm the scanner is unlocked, open the scanner cover and look through the document glass to make sure the blue latch is in the unlocked (→) position. *If the latch is not in the unlocked position, reach under the operator panel and pull it forward.*
- NOTE:** When you are moving the printer or do not intend to use it for a long period of time, move the switch BACKWARD to the lock position, as shown. To scan or copy a document, the switch must be unlocked.



- There is a space on the operator panel designed to hold the quick reference guide (optional) for easy access at any time. Remove the adhesive tape at the back side of the quick reference guide (optional).



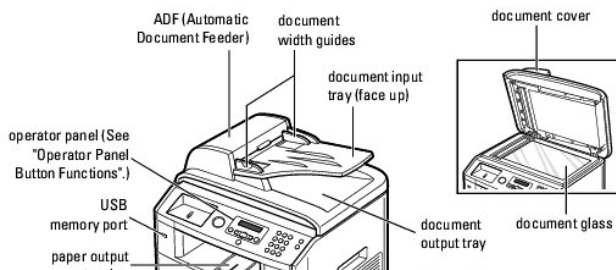
- Attach the quick reference guide (optional) to the space on the operator panel.

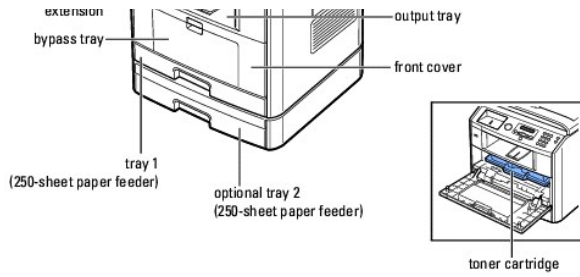


About Your Multi-Function Printer

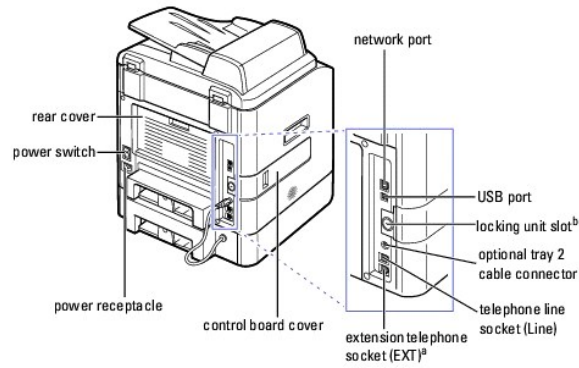
These are the main components of your printer. The following illustrations show the standard Dell Laser MFP 1815dn and an optional tray 2 attached:

Front View



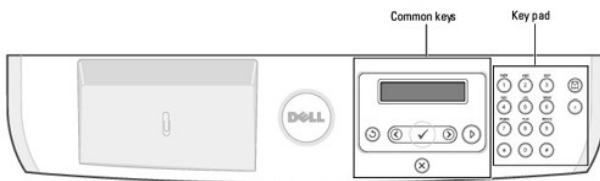


Rear View

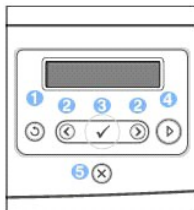


- If the phone communication is serial in your country (such as Germany, Sweden, Denmark, Austria, Belgium, Italy, France and Switzerland), you must remove the plug from the Phone connector and insert the supplied terminator.
- You can buy and install a locking unit to prevent the installed memory card from being removed.

Operator Panel Button Functions



Common Keys



Press:	To:
1	Return to the upper menu.
2	Scroll through available options.
3	Confirm the selection on the display.
4	Start a job.
5	Stop an operation at any time, or return to main menu.

Key Pad





Press:	To:
1	Dial/Enter number or enter alphanumeric characters.
2	Store frequently used fax numbers in memory or search for stored fax numbers or email addresses. It also enables you to print a Phonebook list.
3	Insert a pause into a fax number in edit mode.

Fonts

The Dell Laser printer supports the following fonts:

PCL Fonts

■ BitStream Speedo font (Intellifont compatible)

Albertus	marigold
Albertus Extrabold	CG Omega
Antique Olive	CG Omega Italic
Antique Olive Italic	CG Omega Bold
Antique Olive Bold	CG Omega Bold Italic
Clarendon Condensed	CG Times
Coronet	CG Times Italic
Courier	CG Times Bold
Courier Italic	CG Times Bold Italic
Courier Bold	Univers Medium
Courier Bold Italic	Univers Medium Italic
Garamond Antiqua	Univers Bold
Garamond Kursiv	Univers Bold Italic
Garamond Halbfett	Univers Medium Condensed
Garamond Kursiv Halbfett	Univers Medium Condensed Italic
Letter Gothic	Univers Bold Condensed
Letter Gothic Italic	Univers Bold Condensed Italic
Letter Gothic Bold	

■ True Type fonts

Arial	Times New Roman
Arial Italic	Times New Roman Italic
Arial Bold	Times New Roman Bold
Arial Bold Italic	Times New Roman Bold Italic
Symbol	Wingdings

■ Bit Map fonts

Line Printer (16.67 pitch, 8.5 point, bit-map font)

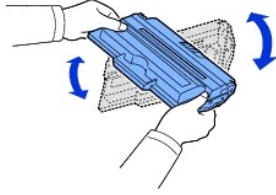
Installing the Toner Cartridge

1. Open the front cover.



⚠ CAUTION: To prevent damage, do not expose the toner cartridge to light for more than a few minutes.

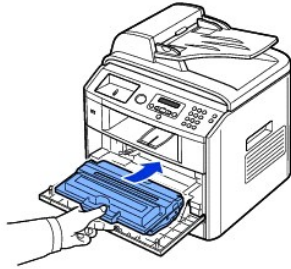
2. Remove the toner cartridge from its bag and thoroughly shake the cartridge from side-to-side to distribute the toner evenly inside the cartridge.



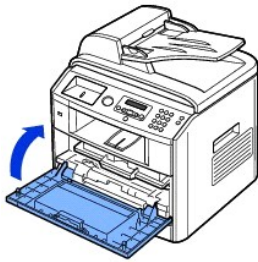
NOTE: If toner comes into contact with your clothing, wipe the toner off with a dry cloth and wash your clothing in cold water. Hot water sets toner into fabric.

CAUTION: Do not touch the green underside of the toner cartridge. Use the handle on the cartridge to avoid touching this area.

3. Holding the toner cartridge by the handle, slide it into the printer until it locks firmly into place.



4. Close the front cover.



Loading Paper

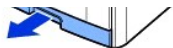
Load up to 250 sheets of plain paper (75 g/m², 20lb) in the paper tray.

NOTE: Set the paper type and size after loading paper into the paper tray. See ["Setting the Paper Type"](#) and ["Setting the Paper Size"](#), for the paper used in copying and faxing, or ["Paper Tab"](#) for PC-printing.

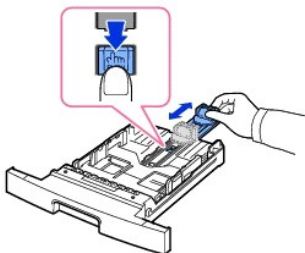
To load paper:

1. Pull open the paper tray and remove it from the printer.

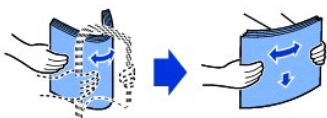




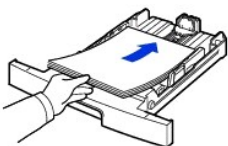
2. If you load paper that is longer than a standard (Letter or A4) size, such as Legal paper, press and unlatch the guide lock, and then slide the paper length guide out completely to extend the paper tray to its full length.



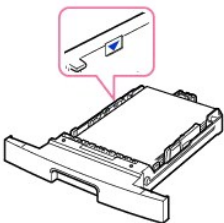
3. Flex the sheets back and forth to loosen them, and then fan them out. Do not fold or crease the print media. Align the edges on a level surface.



4. Insert the paper stack into the paper tray with the side to be printed on, facing down.

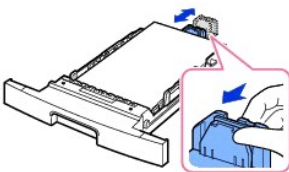


5. Do not exceed the maximum stack height indicated by the paper limit marks on the both inside walls of the tray.

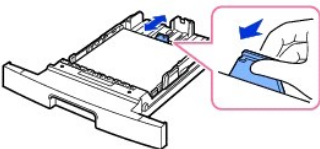


 **NOTE:** Overloading the paper tray may cause paper jams.

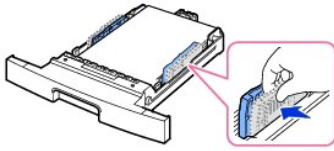
6. Slide in the paper length guide until it lightly touches the end of the paper stack.



For paper smaller than Letter size, adjust the front paper length guide so that it lightly touches the paper stack.



- Pinch the paper width guide, as shown, and move it towards the stack of paper until it lightly touches the side of the stack.



NOTE: Improper adjustment of paper guides can result in paper jams.



- Insert and slide the paper tray back into the printer.

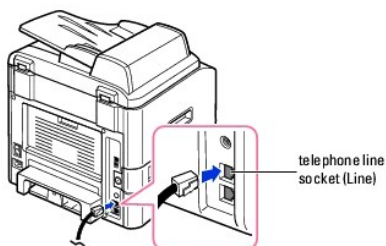


- Set the paper type and size. See "[Setting the Paper Type](#)" and "[Setting the Paper Size](#)".

Making Connections

Connecting the Telephone Line

- Plug one end of a telephone line cord into the telephone line socket (Line) and the other end into an active wall jack.



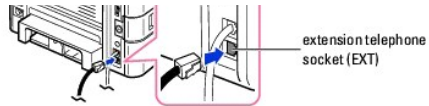
To the wall jack

To connect a telephone and/or answering machine to your printer, remove the plug from the extension telephone socket (EXT) (☎) and plug the telephone or answering machine into the extension telephone socket (EXT).

If your printer is not blocked with the plug, directly plug the telephone or answering machine into the extension telephone socket (EXT) (☎).

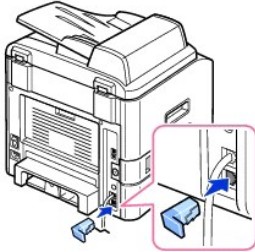
NOTE: For additional information, refer to "[Using an Answering Machine](#)" or "[Using a Computer Modem](#)".





To an extension phone or answering machine

If the phone communication is serial in your country (such as Germany, Sweden, Denmark, Austria, Belgium, Italy, France and Switzerland), remove the plug from the extension telephone socket (EXT) (☎) and insert the supplied terminator.



Connecting the Printer Cable

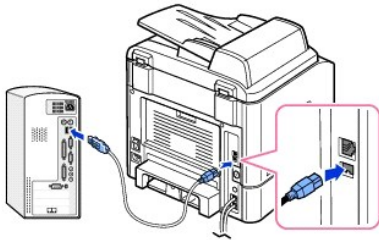
Connecting the Printer Locally

A local printer is a printer connected to your computer using a USB cable. *If your printer is attached to a network instead of your computer, skip this step and go on to ["Connecting the printer to the Network"](#).*

- 🔧 **NOTE:** USB cables are sold separately. Contact Dell to purchase a USB cable.
- 🔧 **NOTE:** Connecting the printer to the USB port of the computer requires a certified USB cable. You will need to buy a USB 2.0 compliant cable that is about 3 m in length.

To connect the printer to a computer:

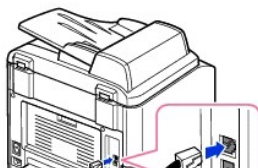
1. Make sure the printer, computer, and any other attached devices are powered off and unplugged.
2. Connect a USB cable to the USB port on your printer.



3. Connect the other end of the cable into an available USB port on the computer, not the USB keyboard.

Connecting the Printer to the Network

1. Make sure the printer, computer, and any other attached devices are powered off and unplugged.
2. Connect one end of a standard category 5 Unshielded Twisted Pair (UTP) network cable into a LAN drop or hub, and the other end into the Ethernet network port on the back of the printer. The printer automatically adjusts for the network speed.





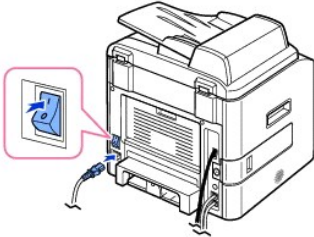
NOTE: After connecting the printer, you need to configure the network parameters on the operator panel. See "[Printing a Network Configuration Page](#)".

Powering On the Multi-Function Printer

- CAUTION:** The fusing area at the rear part of the inside of your printer becomes hot once the printer is powered on.
- CAUTION:** Be careful of hot areas when accessing this area.
- CAUTION:** Do not disassemble the printer when it is powered on. *If you do, you may receive an electric shock.*

To power on the printer:

1. Plug one end of the power cord into the power receptacle at the back of the printer and the other end into a properly grounded outlet.
2. Press the power switch to power on the printer. **Warming Up** appears on the display indicating that the printer is now on.



To view your display text in another language, see "[Changing the Display Language](#)".

Dell Laser MFP 1815dn Menu Functions

1. Paper Setup	2. Copy Defaults	3. Fax Defaults	
Paper Size	# of copies	Contrast	Auto Report
Paper Type	Zoom	Resolution	Auto Reduction
	Contrast	Rings to Answr	Discard Size
	Quality	Receive Mode	Receive Code
	Select Tray	Redial Delay	DRPD Mode
	Duplex	Redial Attmpts	Duplex
		MSG Confirm	
4. Scan Defaults	5. Advanced Fax		6. Directory
Image Size	Send Forward	Prefix Dial	PhoneBook
Version	Recv Forward	Stmp Rcvd Name	Email
Resolution	Toll Save	ECM Mode	
Netscan Tm-out	Junk Fax Setup	Modem Speed	
	Secure Receive	Rcv Disable	
7. Reports		8. Email Setup	9. Network CFG
Phone Book	MSG Confirm	SMTP Server	Configuration

Sent Report	Junk Fax List	User Setup	Clear Settings
RCV Report	Scan Journal	Send to Self	Print Sys. Data
System Data	Email Report	Default From	
Scheduled Jobs		Default Subj	
		Email Forward	
		Control Access	
		Set Passcode	
10. Sound/ Volume	11. Machine setup		12. Maintenance
Speaker	Machine ID	CCD Power Save	Clean Drum
Ringer	Date&Time	Toner Save	Clear Settings
Button	Clock Mode	Select Country	
Alarm Sound	Language	Global Access	
	Power save	Import Setting	
	Timeout	Export Setting	

1. Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
2. Press **Scroll** (⏪ or ⏩) to highlight the desired setting.
3. Press **Select** (✓) or select the displayed setting.

Changing the Display Language

To change the displayed language that the operator panel displays, follow these steps:

1. Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
2. Press **Scroll** (⏪ or ⏩) to highlight **Machine Setup** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Language** and press **Select** (✓).
4. Press **Scroll** (⏪ or ⏩) to display the language you want.

The available languages are English, French, German, Italian, Spanish, Czech, Iberian Portuguese, Dutch, Polish, Norwegian, Swedish, Finnish, Danish and Russian.

5. Press **Select** (✓) to save the selection.
6. Press **Cancel** (✖) to return to Standby mode.

Select Country

To change the country that appears on the operator panel, follow these steps:

1. Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
2. Press **Scroll** (⏪ or ⏩) to highlight **Machine Setup** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Select Country** and press **Select** (✓).
4. Press **Scroll** (⏪ or ⏩) to display the country you want and press **Select** (✓).
5. Press **Cancel** (✖) to return to Standby mode.

Toner Save Mode

The Toner Save mode enables your printer to use less toner on each page. Activating this mode extends the life of the toner cartridge longer than the normal mode, but it reduces the print quality.

 **NOTE:** For PC-printing, you can also turn on or off the Toner Save mode in the printer properties. See ["Graphics Tab"](#).

To turn the Toner Save mode on:

1. Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
2. Press **Scroll** (⏪ or ⏩) to highlight **Machine Setup** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Toner Save** and press **Select** (✓).
4. Press **Scroll** (⏪ or ⏩) to highlight **On** and press **Select** (✓).
5. Press **Cancel** (✖) to return to Standby mode.

Power Save Mode

The Power Save mode enables your printer to reduce power consumption when it is not in actual use. You can turn this mode on by selecting the length of time for which the printer waits after a job is printed before it switches to a reduced power state.

1. Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
2. Press **Scroll** (⏪ or ⏩) to highlight **Machine Setup** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Power save** and press **Select** (✓).
4. Press **Scroll** (⏪ or ⏩) to display **On** and press **Select** (✓).
5. Press **Scroll** (⏪ or ⏩) to display the time settings you want.

The available options are 5, 10, 15, 30, 60, and 120 (minutes).
6. Press **Select** (✓) to save the selection.
7. Press **Cancel** (✖) to return to Standby mode.

Charge-Coupled Device (CCD) Power Save Mode

The scan lamp under the document glass automatically turns off when it is not in actual use during a preset period to reduce power consumption and extend the lamp life. The lamp automatically turns on and the warm-up cycle begins whenever any key is pressed or the document cover is opened or a document is detected in the ADF.

You can set the length of time for which the scan lamp waits after a scan job is completed before it switches to the Power Save mode.

1. Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
 2. Press **Scroll** (⏪ or ⏩) to highlight **Machine Setup** and press **Select** (✓).
 3. Press **Scroll** (⏪ or ⏩) to highlight **CCD Power Save** and press **Select** (✓).
 4. Press **Scroll** (⏪ or ⏩) to display the time settings you want.

The available time options are 30, 60, and 120 (minutes).
 5. Press **Select** (✓) to save the selection.
 6. Press **Cancel** (✖) to return to Standby mode.
-

Setting the Time Out Option

You can set the time the printer waits before it restores the default copy or fax settings, *if you do not start copying or faxing after changing them on the operator panel.*

1. Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
2. Press **Scroll** (⏪ or ⏩) to highlight **Machine Setup** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Timeout** and press **Select** (✓).
4. Press **Scroll** (⏪ or ⏩) to display the timeout value you want.

You can select from 15, 30, 60 and 180 (seconds). Selecting **Off** means that the printer does not restore the default settings until you press **Start** (⏻) to begin copying or faxing, or **Cancel** (✖) to cancel.

5. Press **Select** (✓) to save the selection.
6. Press **Cancel** (✖) to return to Standby mode.

Protecting your Printer with a Passcode

You can assign a passcode to your printer to protect it from an unauthorized user.

Assigning a Passcode

1. Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
2. Press **Scroll** (⏪ or ⏩) to highlight **Machine Setup** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Global Access** and press **Select** (✓).
4. Press **Scroll** (⏪ or ⏩) to highlight **Set** and press **Select** (✓).
5. Enter a four-digit passcode and press **Select** (✓).
6. Press **Cancel** (✖) to return to Standby mode.

Activating the Protect Feature

1. Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
2. Press **Scroll** (⏪ or ⏩) to highlight **Machine Setup** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Global Access** and press **Select** (✓).
4. Press **Scroll** (⏪ or ⏩) to access **Protect**.
5. Press **Scroll** (⏪ or ⏩) to display **On** and press **Select** (✓).
6. Press **Cancel** (✖) to return to Standby mode.

Copying

- [Loading Paper for Copying](#)
- [Selecting a Paper Tray](#)
- [Preparing a Document](#)
- [Loading an Original Document](#)
- [Making Copies](#)

- [Setting Copy Options](#)
- [Using Special Copy Features](#)
- [Printing Copies on Both Sides of Paper](#)
- [Changing the Default Settings](#)

Loading Paper for Copying

The instructions for loading print materials are the same whether you are printing, faxing, or copying. For further details, see "[Loading Paper](#)" for loading paper in the paper tray and "[Using the Bypass Tray](#)" for loading paper in the bypass tray.

Selecting a Paper Tray

After loading the print media for copy output, you have to select the paper tray you will use for the copy job.


1. Press **Scroll** (\leftarrow or \rightarrow) to highlight **Copy** and press **Select** (\checkmark).
2. Press **Scroll** (\leftarrow or \rightarrow) to highlight **Select Tray** and press **Select** (\checkmark).
3. Press **Scroll** (\leftarrow or \rightarrow) to display the paper tray you want.

You can select from Tray1, Tray2(option) and Bypass. *If you do not install the optional tray 2, the Tray2(option) menu item may not appear on the display.*

4. Press **Select** (\checkmark) to save the selection.
5. Press **Cancel** (\times) to return to Standby mode.

Preparing a Document

You can use the document glass or the ADF to load an original document for copying, scanning and sending a fax. Using the ADF, you can load up to 50 sheets of 75 g/m² (20 lb) documents for one job. Using the document glass, you can load one sheet at a time.

 **NOTE:** To get the best scan quality, especially for color or gray scale images, use the document glass instead of the ADF.

When you use the ADF:

- 1 Do not load documents smaller than 5.59 by 5.83 in. (142 by 148 mm) or larger than 8.5 by 14 in. (216 by 356 mm).

- 1 Do not attempt to feed the following types of documents:

Carbon-paper or carbon-backed paper

Coated paper

Onion skin or thin paper

Wrinkled or creased paper

Curled or rolled paper

Torn paper

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

Loading an Original Document

You can use the ADF (Automatic Document Feeder) or the document glass to load an original document. Using the ADF, you can load up to 50 sheets of 75 g/m² (20 lb) paper at a time. Using the document glass, you can load one sheet at a time.

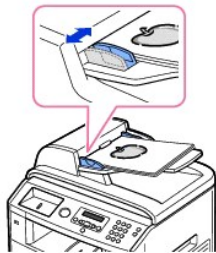
- ☑ **NOTE:** To scan a document from the document glass, make sure that no document is in the ADF. *If any document is detected in the ADF, it has priority over the document on the document glass.*
- ☑ **NOTE:** To get the best scan quality, especially for color or gray scale images, use the document glass instead of the ADF.

To load the document in the ADF:

1. Place the document(s) face up on the ADF with the top edge of the documents in first.



2. Adjust the document width guides to the correct document size. Make sure that the bottom of the document stack matches the paper size marked on the document input tray.



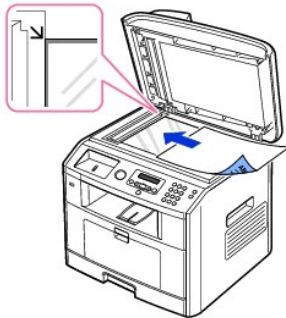
For detailed guidelines for preparing an original document, see ["Preparing a Document"](#).

To load the document in the document glass:

1. Open the document cover.



2. Place the document **face down** on the document glass and align it with the registration guide on the top left corner of the glass.



For detailed guidelines for preparing an original document, see ["Preparing a Document"](#).

3. Close the document cover.


- NOTE: If you are copying a page from a book or magazine, lift the cover until its hinges are caught by the stopper and then close the cover. If the book or magazine is thicker than 30 mm, copy with the cover open.
- NOTE: Leaving the cover open while copying may affect the copy quality and toner consumption.

Making Copies

- NOTE: A computer connection is not required for copying.
 - NOTE: Contaminates on the ADF glass or the document glass may cause black vertical lines or black spots on the printout. For best results, clean the ADF glass and the document glass before use. See ["Cleaning the scanner"](#).
1. Load the document(s) face up with top edge in first into the ADF.
OR
Place a single document face down on the document glass.
For details about loading a document, see ["Loading an Original Document"](#).
 2. Customize the copy settings including the number of copies, copy size, contrast, and image quality by selecting the copy menu and using the operator panel buttons. See ["Setting Copy Options"](#).
To clear the settings, use **Cancel** (⊗) button.
 3. If necessary, you can use special copy features, such as Auto Fit, Clone, Poster, and ID copying referring to ["Using Special Copy Features"](#).
 4. Press **Start** (⊙) to begin copying. The display shows the copy processing.
- NOTE: You can cancel the copy job at any time. Press **Cancel** (⊗) to stop copying.
-

Setting Copy Options

The Copy menus on the operator panel let you customize all the basic copy options; number of copies, copy size, contrast and image quality. Set the following options for the current copy job before pressing **Start** (🟢) to make copies.

 **NOTE:** If you press **Cancel** (🚫) while you set the copy options, all of the options you have set for the current copy job may be canceled and return to their default status. Or, they automatically return to their default status after copying.

Number of Copies

You can select the number of copies from 1 to 199.

1. Press **Scroll** (⏪ or ⏩) to highlight **Copy** and press **Select** (✔).
2. Press **Select** (✔) to access **# of copies**.
3. Enter the value you want using the number keypad.

Reduced/Enlarged Copy

You can reduce or enlarge the size of a copied image, from 25 percent to 400 percent when you copy original documents from the document glass or from 25 percent to 100 percent from the ADF. Note that the zoom rate available is different depending on the document loading method.

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

To select from the predefined copy sizes:

1. Press **Scroll** (⏪ or ⏩) to highlight **Copy** and press **Select** (✔).
2. Press **Scroll** (⏪ or ⏩) to highlight **Zoom** and press **Select** (✔).
3. Press **Scroll** (⏪ or ⏩) to find the size setting you want and press **Select** (✔).

To fine-tune the size of copies:

1. Press **Scroll** (⏪ or ⏩) to highlight **Copy** and press **Select** (✔).
2. Press **Scroll** (⏪ or ⏩) to highlight **Zoom** and press **Select** (✔).
3. Press **Scroll** (⏪ or ⏩) to display **Other (25-400)** (from the document glass) or **Other (25-100)** (from the ADF) and press **Select** (✔).
4. Enter the value you want using the number keypad.

Contrast

Adjust the contrast to make the copy lighter or darker than the original.

1. Press **Scroll** (⏪ or ⏩) to highlight **Copy** and press **Select** (✔).
2. Press **Scroll** (⏪ or ⏩) to highlight **Contrast** and press **Select** (✔).
3. Press **Scroll** (⏪ or ⏩) to adjust the contrast.

Quality


You can use the Quality settings to improve the image quality by selecting the document type for the current copy job.

1. Press **Scroll** (⏪ or ⏩) to highlight **Copy** and press **Select** (✔).
2. Press **Scroll** (⏪ or ⏩) to highlight **Quality** and press **Select** (✔).

3. Press **Scroll** (\leftarrow or \rightarrow) to select the image quality mode and press **Select** (\checkmark).

- 1 **Text**: Use for documents with fine details, such as fine text.
- 1 **Text&Photo**: Use for documents with both text and photo/gray tones.
- 1 **Photo**: Use for documents with photo or gray tones.

Using Special Copy Features

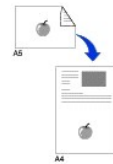
 **NOTE:** Some features may not be available depending on whether you loaded the document on the document glass or in the ADF.

You can use the following copy features using the **Layout** menu:

- 1 **Off**: Prints in normal mode.
- 1 **ID Copy**: Prints a 2-sided original document onto one sheet of paper. See "[ID Copying](#)".
- 1 **Auto Fit**: Automatically reduces or enlarges the original image to fit on the paper currently loaded in the printer. See "[Auto Fit Copying](#)".
- 1 **Poster**: Prints an image onto 9 sheets of paper (3 by 3). You can paste the printed pages together to make one poster-size document. See "[Poster Copying](#)".
- 1 **Clone**: Prints multiple image copies from the original document on a single page. The number of images is automatically determined by the original image and paper size. See "[Clone Copying](#)".


ID Copying

When you copy using this feature, the printer prints one side on the upper half of the paper and the other side on the lower half without reducing the original size. This feature is helpful for copying a small-sized document, such as a name card.



If the original document is larger than the printable area, some portions may not be printed.

This special copy mode can be applied when you load a document using only the document glass. *If a document is detected in the ADF, the ID copying feature does not work.*


 **NOTE:** You cannot adjust the copy size using the **Zoom** menu for ID copying.

To make the ID copying:

1. Load the document to be copied on the document glass, and close the cover.
2. Press **Scroll** (\leftarrow or \rightarrow) to highlight **Copy** and press **Select** (\checkmark).
3. Press **Scroll** (\leftarrow or \rightarrow) to highlight **Layout** and press **Select** (\checkmark).
4. Press **Scroll** (\leftarrow or \rightarrow) to highlight **ID Copy** and press **Select** (\checkmark).
5. *If necessary*, customize the copy settings including the number of copies, contrast, and image quality by using the Copy menus. See "[Setting Copy Options](#)".
6. Press **Start** (\odot) to begin copying.

Your printer begins scanning the front side.

7. When **Set Backside** displays on the bottom line, open the document cover and flip the document over with the second side facing down. Close the document cover.


 **NOTE:** *If you press the **Cancel** (\otimes) button or if no buttons are pressed for about 30 seconds, the printer cancels the copy job and returns to Standby mode.*

8. Press **Start** (\odot) again.

Auto Fit Copying

This special copy mode can be applied when you load a document using only the document glass. *If a document is detected in the ADF, the*

Auto Fit does not work.

 **NOTE:** You cannot adjust the copy size using the **Zoom** menu while the Auto Fit copying is enabled.




To make the Auto Fit copying:

1. Load the document to be copied on the document glass, and close the document cover.
2. Press **Scroll** (**⏪** or **⏩**) to highlight **Copy** and press **Select** (**✓**).
3. Press **Scroll** (**⏪** or **⏩**) to highlight **Layout** and press **Select** (**✓**).
4. Press **Scroll** (**⏪** or **⏩**) to highlight **Auto Fit** and press **Select** (**✓**).
5. *If necessary*, customize the copy settings including the number of copies, contrast, and image quality by using the Copy menus. See "[Setting Copy Options](#)".
6. Press **Start** (**⏻**) to begin copying.

Poster Copying

This special copy mode can be applied when you load a document using only the document glass. *If a document is detected in the ADF*, the Poster copying feature does not work.

 **NOTE:** You cannot adjust the copy size using the **Zoom** menu button for making a poster.



To make the Poster copying:


1. Load the documents to be copied on the document glass and close the cover.
2. Press **Scroll** (**⏪** or **⏩**) to highlight **Copy** and press **Select** (**✓**).
3. Press **Scroll** (**⏪** or **⏩**) to highlight **Layout** and press **Select** (**✓**).
4. Press **Scroll** (**⏪** or **⏩**) to highlight **Poster** and press **Select** (**✓**).
5. *If necessary*, customize the copy settings including the number of copies, contrast, and image quality by using the Copy menus. See "[Setting Copy Options](#)".
6. Press **Start** (**⏻**) to begin copying.

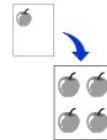
Your original document is divided into 9 portions. Each portion is scanned and printed one by one in the following order:

1	2	3
4	5	6
7	8	9

Clone Copying

Clone copying works only when you load a document using the document glass. *If a document is detected on the ADF*, the Clone copying feature does not work.

 **NOTE:** You cannot adjust the copy size using the **Zoom** menu while making a clone copy.



To make the Clone copying:

1. Load the document to be copied on the document glass, and close the cover.
2. Press **Scroll** (**⏪** or **⏩**) to highlight **Copy** and press **Select** (**✓**).
3. Press **Scroll** (**⏪** or **⏩**) to highlight **Layout** and press **Select** (**✓**).
4. Press **Scroll** (**⏪** or **⏩**) to highlight **Clone** and press **Select** (**✓**).
5. *If necessary*, customize the copy settings including number of copies, contrast, and image quality by using the Copy menus. See "[Setting Copy Options](#)".
6. Press **Start** (**⏻**) to begin copying.

Printing Copies on Both Sides of Paper


You can set the printer to print copies on both sides of paper automatically.

1. Load the documents to be copied in the **ADF**.
2. Press **Scroll** (**⏪** or **⏩**) to highlight **Copy** and press **Select** (**✓**).
3. Press **Scroll** (**⏪** or **⏩**) to highlight **Duplex** and press **Select** (**✓**).
4. Press **Scroll** (**⏪** or **⏩**) to select the binding option you want and press **Select** (**✓**).
 - 1 **Off**: Prints in normal mode.
 - 1 **Long Edge**: Prints pages to read like a book.
 - 1 **Short Edge**: Prints pages to read by flipping over like a note pad.
5. *If necessary*, customize the copy settings including the number of copies, copy size, contrast, and image quality by using the Copy menus. See "[Setting Copy Options](#)".
6. Press **Start** (**⏻**) to begin copying.

Your printer prints on both sides of paper automatically.

Changing the Default Settings

The copy options, including contrast, image quality, copy size, and the number of copies, can be set to the most frequently used modes. When you copy a document, the default settings are used unless changed using Copy menus.

 **NOTE:** While you set copy options, pressing **Cancel** (**✖**) cancels the changed settings and returns to the default status.

To create your own default settings:

1. Press **Scroll** (**⏪** or **⏩**) to highlight **Copy** and press **Select** (**✓**).

OR

Press **Scroll** (**⏪** or **⏩**) to highlight **Menu** and press **Select** (**✓**).
2. Press **Scroll** (**⏪** or **⏩**) to highlight **Copy Defaults** and press **Select** (**✓**).
3. Press **Scroll** (**⏪** or **⏩**) to scroll through the setup options.
4. When the option you want to set appears, press **Select** (**✓**) to access the option.
5. Change the setting using the **Scroll** (**⏪** or **⏩**) or enter the value using the number keypad.
6. Press **Select** (**✓**) to save the selection.
7. Repeat steps 3 through 6, as needed.
8. To return to Standby mode, press **Cancel** (**⏻**).


Faxing

- [Setting the Printer ID](#)
- [Using the Number Keypad to Enter Characters](#)
- [Setting the Time and Date](#)
- [Changing the Clock Mode](#)
- [Setting Sounds](#)
- [Toll Save Mode](#)
- [Setting up the Fax System](#)
- [Sending a Fax](#)
- [Receiving a Fax](#)
- [Automatic Dialing](#)
- [Other Ways to Fax](#)
- [Additional Features](#)
- [Sending a Fax from a PC](#)

Setting the Printer ID

In most countries, you are required by law to indicate your fax number on any fax you send. The printer ID, containing your telephone number and name or company name, may be printed at the top of each page sent from your printer.

1. Press **Scroll** (\leftarrow or \rightarrow) to highlight **Menu** and press **Select** (\checkmark).
2. Press **Scroll** (\leftarrow or \rightarrow) to highlight **Machine Setup** and press **Select** (\checkmark).
3. Press **Select** (\checkmark) to access **Machine ID**.
4. Enter your fax number using the number keypad.

 **NOTE:** If you make a mistake while entering numbers, press the left **Scroll** (\leftarrow) button to delete the last digit.

5. Press **Select** (\checkmark) when the number on the display is correct. The display asks you to enter the ID.
6. Enter your name or company name using the number keypad.
7. You can enter alphanumeric characters using the number keypad, including special symbols by pressing the **1** button.

For details on how to use the number keypad to enter alphanumeric characters, see "[Using the Number Keypad to Enter Characters](#)".

8. Press **Select** (\checkmark) when the name on the display is correct.
9. Press **Cancel** (\times) to return to Standby mode.

Using the Number Keypad to Enter Characters

As you perform various tasks, you may need to enter names and numbers. For example, when you set up your printer, you enter your name or your company's name and telephone number. When you store fax numbers in memory, you may also enter the corresponding names.



- 1 When prompted to enter a letter, press the appropriate button until the correct letter appears on the display.

For example, to enter the letter **O**, press **6**.

- 1 Each time you press **6**, the display shows a different letter, **M**, **N**, **O** and finally **6**.

- 1 To enter additional letters, repeat the first step.

- 1 Press **1** repeatedly to enter a space, and also press **1** to enter special characters.

- 1 Press **Select** (\checkmark) when you are finished.

Keypad Letters and Numbers

Key	Assigned numbers, letters or characters
1	1 @ . _ space , / * # & \$ + - `
2	A B C 2
3	D E F 3
4	G H I 4
5	J K L 5
6	M N O 6
7	P Q R S 7
8	T U V 8
9	W X Y Z 9
0	0

Changing Numbers or Names


If you make a mistake while entering a number or name, press the left **Scroll** (←) button to delete the last digit or character. Then enter the correct number or character.

Inserting a Pause

For some telephone systems, it is necessary to dial an access code and listen for a second dial tone. A pause must be entered in order for the access code to function. For example, enter the access code **9** and then press **Pause** (⏸) before entering the telephone number. A "," appears on the display to indicate when a pause is entered.

Setting the Time and Date

The time and date are printed on all faxes.

 **NOTE:** You may need to change the correct time and date if loss of power to the printer occurs.

To set the time and date:

1. Press **Scroll** (← or →) to highlight **Menu** and press **Select** (✓).
2. Press **Scroll** (← or →) to highlight **Machine Setup** and press **Select** (✓).
3. Press **Scroll** (← or →) to highlight **Date&Time** and press **Select** (✓).
4. Enter the correct time and date using the number keypad.

Month = 01 ~ 12

Day = 01 ~ 31

Year = 1990 ~ 2089

Hour = 01 ~ 12 (12-hour mode)

00 ~ 23 (24-hour mode)

Minute = 00 ~ 59


You can also use **Scroll** (← or →) to move the cursor under the digit you want to correct and enter a new number.

5. To select **AM** or **PM** for 12-hour format, press the ***** or the **#** button.

When the cursor is not under the **AM** or **PM** indicator, pressing the ***** or the **#** button immediately moves the cursor to the indicator.










You can change the clock mode to 24-hour format (e.g. 01:00 PM as 13:00). For details, see "[Changing the Clock Mode](#)".

6. Press **Select** (✓) when the time and date on the display is correct.





 **NOTE:** The printer beeps and does not allow you to proceed to the next step if a wrong number is entered.

Changing the Clock Mode

You can set your printer to display the current time using either the 12-hour or the 24-hour format.












1. Press **Scroll** ( or ) to highlight **Menu** and press **Select** ()
2. Press **Scroll** ( or ) to highlight **Machine Setup** and press **Select** ()
3. Press **Scroll** ( or ) to highlight **Clock Mode** and press **Select** ()

The printer display the Clock mode that is currently set.



4. Press **Scroll** ( or ) to select the other mode and press **Select** () to save the selection.
 5. Press **Cancel** () to return to the Standby mode.
-

Setting Sounds

Speaker, Ringer, Button and Alarm Sounds










1. Press **Scroll** ( or ) to highlight **Menu** and press **Select** ()
2. Press **Scroll** ( or ) to highlight **Sound/Volume** and press **Select** ()
3. Press **Scroll** ( or ) to scroll through the options. Press **Select** () when you see the sound option you want.
4. Press **Scroll** ( or ) to display the status or loudness you want for the option you have selected.

For the ringer volume, you can select from **Off**, **Low**, **Med** and **High**. Setting **Off** means that the ringer turns off. The printer works normally even if the ringer is turned off.

5. Press **Select** () to save the selection.
6. *If necessary*, repeat steps 3 through 5.
7. Press **Cancel** () to return to the Standby mode.

Speaker Volume

 **NOTE:** You can adjust the speaker volume only when the telephone line is connected.

1. Press **Scroll** ( or ) to highlight **Fax** and press **Select** ()
 2. Press **Scroll** ( or ) to highlight **On Hook Dial** and press **Select** ()
 3. Press **Select** () to access **Yes**.
 4. Press **Scroll** ( or ) until you hear the loudness you want. The display shows the current volume level.
-

Toll Save Mode

The Toll Save mode can be used to save scanned documents for transmission at a specified time in order to take advantage of lower long distance rates.

To turn the Toll Save mode on:

1. Press **Scroll** ( or ) to highlight **Menu** and press **Select** ()

2. Press **Scroll** (⏪ or ⏩) to highlight **Advanced Fax** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Toll Save** and press **Select** (✓).
4. Press **Scroll** (⏪ or ⏩) to display **On** and press **Select** (✓).
5. After 1 second, enter the time and date when your printer starts sending toll save faxes, using the number keypad.

To select **AM** or **PM** for 12-hour format, press the ***** or the **#** button.

6. Press **Select** (✓) when the starting time on the display is correct.
7. After 1 second, enter the time and date when the toll save transmission ends, using the number keypad.
8. Press **Select** (✓) to save the setting.
9. Press **Cancel** (✕) to return to the Standby mode.

Once Toll Save mode is activated, your printer stores all of the documents to be faxed into its memory and sends them at the programmed time.

To turn Toll Save mode off, follow steps 1 and 3 in "[Toll Save Mode](#)" and then press **Scroll** (⏪ or ⏩) until Off displays and press **Select** (✓).

Setting up the Fax System

Changing the Fax Setup Options

1. Press **Scroll** (⏪ or ⏩) to highlight Fax and press **Select** (✓).
- OR
- Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
2. Press **Scroll** (⏪ or ⏩) to highlight **Fax Defaults** and press **Select** (✓).
 3. Press **Scroll** (⏪ or ⏩) to display the desired menu item and press **Select** (✓).
 4. Use **Scroll** (⏪ or ⏩) to find the status or use the number keypad to enter the value for the option you have selected.
 5. Press **Select** (✓) to save the selection.
 6. *If necessary*, repeat steps 3 through 5.
 7. Press **Cancel** (✕) to return to the Standby mode.

Available Fax Defaults Options

You can use the following setup options for configuring the fax system:

Option	Description
Contrast	You can select the default contrast value to fax your documents lighter or darker.
Resolution	You can select the default resolution setting to Standard , fine , or Super fine .
Rings to Answr	You can specify the number of times the printer rings, 1-7, before answering an incoming call.
Receive Mode	<p>You can select the default fax receiving mode.</p> <ul style="list-style-type: none"> • Fax mode (automatic receive mode): The printer answers an incoming call and automatically goes into receive mode. The number of rings before the printer answers can be set in the Rings to Answer option. If the user memory is full, the printer can no longer receive any incoming fax. Secure free memory to resume by removing data stored in the memory. • Tel mode (manual receive mode): Manual receive mode is enabled when automatic fax reception is turned off. <ul style="list-style-type: none"> You can receive a fax by: <ul style="list-style-type: none"> • picking up the handset of the extension phone not directly connected to the back of the printer and then pressing the remote receive code, or • picking up the handset of the extension phone directly connected to the back of the multi-function printer and pressing Start (⏻), or • accessing Fax <input type="checkbox"/> On Hook Dial <input type="checkbox"/> Yes when the bell is ringing (you can hear voice or fax tones from the remote machine) and then pressing Start (⏻) on the operator panel. • Ans/Fax mode: The printer can share one telephone line with an answering machine. In this mode, the printer may monitor the fax signal and pick up the line <i>if there are fax tones</i>. <i>If the phone communication in your country is serial</i>, this mode is not available.

	<ul style="list-style-type: none"> • DRPD Mode: Before using the Distinctive Ring Pattern Detection (DRPD) option, distinctive ring service must be installed on your telephone line by the telephone company. After the telephone company has provided a separate number for faxing with a distinctive ring pattern, configure the fax setup to monitor for that specific ring pattern.
Redial Delay	Your printer can automatically redial a remote fax machine <i>if it was busy</i> . Intervals from 1-15 minutes can be entered.
Redial Attempts	You can specify the number of redial attempts, 1-13.
MSG Confirm	You can set your printer to print a report showing whether the transmission was successful, how many pages were sent, and more. The available options are On , Off and On-Error , which prints only when a transmission is not successful.
Auto Report	A report with detailed information about the previous 50 communications operations, including time and dates. The available options are On or Off .
Auto Reduction	When receiving a document as long as or longer than the paper loaded in the paper tray, the printer can reduce the size of the document to fit the size of paper loaded in the printer. Select On <i>if you want to automatically reduce the incoming document</i> . With this feature set to Off , the printer cannot reduce the document to fit onto one page. The document is divided and printed in actual size on two or more pages.
Discard Size	When receiving a document as long as or longer than the paper installed in your printer, you can set the printer to discard any excess at the bottom of the page. <i>If the received page is outside the margin you set, it may print on two sheets of paper at the actual size.</i> When the document is within the margin and the Auto Reduction feature is turned on, the printer reduces the document to fit it onto the appropriate sized paper and discard does not occur. <i>If the Auto Reduction feature is turned off or fails, the data within the margin may be discarded.</i> Settings range from 0-30 mm.
Receive Code	The Receive Code Enables you to initiate fax reception from an extension phone plugged into the extension telephone socket (☎) on the back of the printer. <i>If you pick up the extension phone and hear a fax tone, enter the Receive Code.</i> The Receive Code is preset to *9* at the factory. Settings range from 0-9. See " Receiving Manually Using an Extension Telephone " for more information about using the code.
DRPD Mode	You can receive a call using the Distinctive Ring Pattern Detection (DRPD) feature which enables you to use a single telephone line to answer several different telephone numbers. In this menu, you can set the printer to recognize the ring patterns to answer. For details about this feature, see " Receiving Faxes Using the DRPD Mode ".
Duplex	You can set the machine to print received faxes on both sides of paper. The available options are Off , Long Edge , and Short Edge .

Sending a Fax

It is possible to begin typing the number on the number pad without first selecting fax mode. The printer may automatically switch to fax mode when the fourth digit is entered on the numeric keypad.

Adjusting the Document Contrast

Use the Contrast setting to fax your documents lighter or darker.

1. Press **Scroll** (⏪ or ⏩) to highlight **Fax** and press **Select** (✓).
2. Press **Scroll** (⏪ or ⏩) to highlight **Contrast** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to select the **Contrast mode** you want and press **Select** (✓).
 - i **Lighter** works well with dark print.
 - i **Normal** works well with standard typed or printed documents.
 - i **Darker** works well with light print or faint pencil markings.

Adjusting the Document Resolution


Use the Resolution setting to improve the output quality of the original or to scan photographs.

1. Press **Scroll** (⏪ or ⏩) to highlight **Fax** and press **Select** (✓).
2. Press **Scroll** (⏪ or ⏩) to highlight **Resolution** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to display the mode you want and press **Select** (✓).

The document types recommended for the resolution settings are described in the table below.

--	--

Mode	Recommended for:
Standard	Documents with normal sized characters.
Fine	Documents containing small characters or thin lines or documents printed using a dot-matrix printer.
Super Fine	Documents containing extremely fine detail. The super fine mode is enabled only if the remote printer also supports the Super Fine resolution. See the notes below.
Photo	Documents containing shades of gray or photographs.
Color	Documents with colors. Sending a color fax is enabled only if the remote printer supports color fax reception and you send the fax manually. In this mode, the memory transmission is not available.

 **NOTE:** Faxes scanned in Super Fine resolution may transmit at the highest resolution supported by the receiving device.




Sending a Fax Automatically

1. Load the document(s) face up with top edge in first into the ADF.

OR

Place a single document face down on the document glass.


For details about loading a document, see "[Loading an Original Document](#)".

2. Press **Scroll** ( or ) to highlight **Fax** and press **Select** ().
3. Adjust the document contrast and resolution to suit your fax needs.

For details, see "[Adjusting the Document Contrast](#)" and "[Adjusting the Document Resolution](#)".



4. Enter the remote fax phone number using the number keypad.

You can also use one, two or three-digit speed or group dial numbers. For details, see "[Automatic Dialing](#)".

5. Press **Start** ().
6. When the document is loaded from the document glass, Another Page? appears on the top line of the display after the document is scanned into the memory. *If you have additional pages*, remove the scanned page and load the next page from the glass and select Yes. Repeat as necessary.

After all of the pages are scanned, select No when the display shows Another Page?.

7. When the printer establishes contact with the receiving machine, it dials the number and sends the fax.

 **NOTE:** Press **Cancel** () to cancel the fax job at any time while sending the fax.




Sending a Fax Manually

1. Load the document(s) face up with top edge in first into the ADF.






OR



Place a single document face down on the document glass.

For details about loading a document, see "[Loading an Original Document](#)".

2. Press **Scroll** ( or ) to highlight **Fax** and press **Select** ().
3. Adjust the document contrast and resolution to suit your fax needs.

For details, see "[Adjusting the Document Contrast](#)" and "[Adjusting the Document Resolution](#)".

4. Press **Scroll** ( or ) to highlight **On Hook Dial** and press **Select** ().
5. Press **Select** () to select **Yes**.
6. Enter the number of the remote fax machine using the keypad.
7. When you hear a high-pitched fax tone from the remote fax machine, press **Start** ().

 **NOTE:** Press **Cancel** () to cancel the fax job at any time while sending the fax.

Confirming Transmissions

When the last page of your document has been sent successfully, the printer beeps and returns to Standby mode.

If something goes wrong while sending your fax, an error message appears on the display. For a listing of error messages and their meaning, see ["Clearing LCD Error Messages"](#).

If you receive an error message, press **Cancel** (✖) to clear the message and try to send the document again.

You can set your printer to print a confirmation report automatically after each fax transmission. For further details, see the **MSG Confirm** item in ["Available Fax Defaults Options"](#).

Automatic Redialing

When the number you have dialed is busy or there is no answer when you send a fax, the printer automatically redials the number every three minutes, up to seven times.


When the display shows **Waiting Redial** press **Select** (⏏) to redial the number without waiting. To cancel the automatic redialing, press **Cancel** (✖).

To change the time interval between redials and the number of redial attempts, see ["Available Fax Defaults Options"](#).

Receiving a Fax

 **NOTE:** The Dell Laser MFP 1815dn cannot receive color faxes.

About Receiving Modes

 **NOTE:** To use the Ans/Fax mode, attach an answering machine to the extension telephone socket (☎) on the back of your printer.

When the memory is full, the printer can no longer receive any incoming fax. Secure free memory to resume by removing data stored in the memory.

Loading Paper for Receiving Faxes

The instructions for loading paper in the paper tray are the same whether you are printing, faxing, or copying, except that faxes can only be printed on Letter-, A4-, or Legal-sized paper. For details about loading paper, see ["Loading Paper"](#). For details about setting the paper type and size in the tray, see ["Setting the Paper Type"](#) and ["Setting the Paper Size"](#).

Receiving Automatically in the Fax Mode

Your printer is preset to the fax mode at the factory.

When you receive a fax, the printer answers the call on a specified number of rings and automatically receives the fax.

To change the number of rings, see ["Available Fax Defaults Options"](#).

If you want to adjust the ringer volume, see ["Setting Sounds"](#).

Receiving Manually in the Tel Mode

You can receive a fax by picking up the handset of the extension phone and then pressing the remote receive code (see "[Receive Code](#)"), or by accessing **Fax** → **On Hook Dial** → **Yes** when the bell is ringing (you can hear voice or fax tones from the remote printer) and then pressing **Start** (⏻) on the operator panel.

The printer begins receiving a fax and returns to Standby mode when the reception is completed.

Receiving Automatically in the Ans/Fax Mode

If you are using an answering machine in this mode, attach it to the extension telephone socket (☎) on the back of your printer.

If your printer does not detect a fax tone, the answering machine will take the call. If your printer detects a fax tone, it automatically initiates reception of the fax.

 **NOTE:** If you have set your printer to Ans/Fax mode and your answering machine is switched off, or no answering machine is connected to your machine, your printer may automatically go into Fax mode after a predefined number of rings.

Receiving Manually Using an Extension Telephone

This feature works best when you are using an extension telephone connected to the extension telephone socket (☎) at the back of your printer. You can receive a fax from someone you are talking to on the extension telephone without having to go to the fax machine.

When you receive a call on the extension phone and hear a fax tone, press the keys ***9*** (star nine star) on the extension telephone.

The printer receives the document.

Press the buttons slowly in sequence. *If you still hear the fax tone from the remote printer, try pressing ***9*** once again.*

9 is the remote receive code preset at the factory. The first and the last asterisks are fixed, but you can change the middle number to whatever you choose. The code should be one digit. For details on changing the code, see "[Available Fax Defaults Options](#)".

Receiving Faxes Using the DRPD Mode

"Distinctive Ring" is a telephone company service which enables you to use a single telephone line to answer several different telephone numbers. The particular number someone uses to call you on is identified by different ringing patterns, available in combinations of long and short ringing sounds.

Using the Distinctive Ring Pattern Detection feature, your fax machine can "learn" the ring pattern you designate to be answered by the FAX machine. This ringing pattern may be recognized and answered as a FAX call, and all other ringing patterns may be forwarded to the extension telephone or answering machine plugged into the extension telephone socket (☎) at the back of your printer. You can easily suspend or change Distinctive Ring Pattern Detection at any time.

Before using the Distinctive Ring Pattern Detection option, Distinctive Ring service must be installed for your telephone line by the telephone company. To set up Distinctive Ring Pattern Detection, you may need another telephone line at your location, dial your FAX number from another line.

To set up the DRPD mode:

1. Press **Scroll** (⏪ or ⏩) to highlight **Fax** and press **Select** (✓).

OR

Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).

2. Press **Scroll** (⏪ or ⏩) to highlight **Fax Default** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **DRPD Mode** and press **Select** (✓).

4. Press **Scroll** (⏪ or ⏩) to highlight **Set** and press **Select** (✓).


The LCD displays Waiting Ring.


5. Call your fax number from another telephone. It is not necessary to place the call from a fax machine.
6. When your printer begins to ring, do not answer the call. The printer requires several rings to learn the pattern.
7. When the printer completes learning, the displays shows **End DRPD [Set up]**.

*If the DRPD setup fails, DRPD Ring Error appears. Press **Select** (✓) when **DRPD Mode** displays and retry from step 5.*

8. Press **Cancel** (✖) to return to the Standby mode.

When the DRPD feature is set up, the DRPD option is available in the Receive Mode menu. To receive faxes in the DRPD mode, you need to set the menu to DRPD; see "[Available Fax Defaults Options](#)".

 **NOTE:** DRPD must be set up again if you re-assign your fax number, or connect the printer to another telephone line.

 **NOTE:** After DRPD has been set up, call your fax number to verify that the printer answers with a fax tone. Then call a different number assigned to that same line to ensure the call is forwarded to the extension telephone or answering machine plugged into the extension telephone socket (☎) on the back of the printer.

Receiving Faxes in the Memory

Since your printer is a multi-tasking device, it can receive faxes while performing other tasks. *If you receive a fax while you are copying, printing, or run out of paper or toner, your printer stores incoming faxes in the memory. As soon as you finish copying, printing, or resupply the consumables, the printer automatically prints the fax.*

Automatic Dialing

Speed Dialing

You can store up to 400 frequently dialed numbers in one, two or three-digit speed dial locations (0-399).

Storing a Number for Speed Dialing

1. Press **Directory** (Ⓜ) on the operator panel.

OR

Press **Scroll** (⏪ or ⏩) to highlight **Fax** and press **Select** (✓).

OR

Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).

Press **Scroll** (⏪ or ⏩) to highlight **Directory** and press **Select** (✓).

2. Press **Scroll** (⏪ or ⏩) to highlight **PhoneBook** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Add Person** and press **Select** (✓).
4. Enter a name and press **Select** (✓). For details about how to enter names, see "[Using the Number Keypad to Enter Characters](#)".
5. Enter a one, two or three-digit speed dial number between 0-399, using the number keypad and press **Select** (✓).

Or select the location by pressing **Scroll** (⏪ or ⏩) and then press **Select** (✓).

6. Enter the fax number you want to store using the number keypad and press **Select** (✓).

To insert a pause between numbers, press **Pause** (⏸) and a "," appears on the display.

7. To store more fax numbers, repeat steps 3 through 6.

OR

To return to Standby mode, press **Cancel** (✖).

Editing Speed Dial Numbers

You can edit a specific speed dial number.

1. Press **Directory** (**@**) on the operator panel.

OR

Press **Scroll** (**⏪** or **⏩**) to highlight **Fax** and press **Select** (**✓**).

OR

Press **Scroll** (**⏪** or **⏩**) to highlight **Menu** and press **Select** (**✓**).

Press **Scroll** (**⏪** or **⏩**) to highlight **Directory** and press **Select** (**✓**).

2. Press **Scroll** (**⏪** or **⏩**) to highlight **PhoneBook** and press **Select** (**✓**).

3. Press **Scroll** (**⏪** or **⏩**) to highlight **Edit** and press **Select** (**✓**).

4. Press **Scroll** (**⏪** or **⏩**) to access **Edit Person**.

5. Enter the speed dial number you want to edit or select the speed dial number by pressing **Scroll** (**⏪** or **⏩**) and press **Select** (**✓**).

6. Enter the correct fax number you want and press **Select** (**✓**).

7. Enter the correct name you want and press **Select** (**✓**).

8. *If you want to edit another speed dial number, repeat from step 5.*

OR

Press **Cancel** (**✖**) to return to Standby mode.

Sending a Fax using a Speed Number

1. Load the document(s) face up with top edge in first into the ADF.

OR

Place a single document face down on the document glass.

For details about loading a document, see "[Loading an Original Document](#)".

2. Press **Scroll** (**⏪** or **⏩**) to highlight **Fax** and press **Select** (**✓**).

3. Adjust the document contrast and resolution to suit your fax needs.

For details, see "[Adjusting the Document Contrast](#)" and "[Adjusting the Document Resolution](#)".

4. Press **Select** (**✓**) to select **Fax to:**.

5. Enter the speed dial number.
 - 1 For a one-digit speed dial number, press and hold the appropriate digit button.
 - 1 For a two-digit speed dial number, press the first digit button and hold the last digit button.
 - 1 For a three-digit speed dial number, press the first and second digit buttons and hold the last digit button.
The corresponding entry's name briefly displays.


6. The document scans into the memory.

When the document is loaded on the document glass, the LCD display asks if you want to send another page. Select **Yes** to add more documents or **No** to begin sending the fax immediately.

7. The fax number stored in the speed dial location is automatically dialed. The document is sent when the remote fax machine answers.

Group Dialing

If you frequently send the same document to several destinations, you can create a group of these destinations and set them under a one, two or three-digit group dial location. This enables you to use a group dial number setting to send the same document to all the destinations in the group.

 **NOTE:** You cannot include one group dial number within another group dial number.

Setting Group Dial

1. Press **Directory** (**@**) on the operator panel.

OR

Press **Scroll** (◀ or ▶) to highlight **Fax** and press **Select** (✓).

OR

Press **Scroll** (◀ or ▶) to highlight **Menu** and press **Select** (✓).

Press **Scroll** (◀ or ▶) to highlight **Directory** and press **Select** (✓).

2. Press **Scroll** (◀ or ▶) to highlight **PhoneBook** and press **Select** (✓).
3. Press **Scroll** (◀ or ▶) to highlight **Add Group** and press **Select** (✓).
4. Enter a name and press **Select** (✓).
5. Enter a group number between 0-399 and press **Select** (✓).

Or select the location you want by pressing **Scroll** (◀ or ▶) and then press **Select** (✓).

6. Enter a one, two or three-digit speed number you want to assign to the group and press **Select** (✓).

Or select the location by pressing **Scroll** (◀ or ▶) and then press **Select** (✓).

7. At the Add Another? prompt, press **Select** (✓) to enter other speed dial numbers into the group.

Or, press **Scroll** (◀ or ▶) to display **No** and press **Select** (✓) when you have entered all of the desired numbers.

8. *If you want to assign another group, repeat from step 3.*

OR

To press **Cancel** (✗) to return to Standby mode.

Editing Group Dial Numbers

You can delete a specific speed dial number from a selected group or add a new number to the selected group.

1. Press **Directory** (Ⓜ) on the operator panel.

OR

Press **Scroll** (◀ or ▶) to highlight **Fax** and press **Select** (✓).

OR


Press **Scroll** (◀ or ▶) to highlight **Menu** and press **Select** (✓).

Press **Scroll** (◀ or ▶) to highlight **Directory** and press **Select** (✓).

2. Press **Scroll** (◀ or ▶) to highlight **PhoneBook** and press **Select** (✓).
3. Press **Scroll** (◀ or ▶) to highlight **Edit** and press **Select** (✓).
4. Press **Scroll** (◀ or ▶) to highlight **Edit Group** and press **Select** (✓).
5. Enter the group number you want to edit or select the group number by pressing **Scroll** (◀ or ▶) and press **Select** (✓).
6. Edit the name and press **Select** (✓).
7. To add a speed dial number, press **Select** (✓) to access **Add Person**.

To delete the speed dial number, press **Scroll** (◀ or ▶) to display **Delete Person** and press **Select** (✓).

8. Enter a speed dial number to be added or deleted.

 **NOTE:** When you delete the last speed dial in a group, the group itself is deleted.

9. Press **Select** (✓).
10. *If you want to edit another group, repeat from step 4.*

OR

Press **Cancel** (✗) to return to Standby mode.

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

You can use group dialing for Broadcasting or Delayed transmissions.

Follow the procedure of the desired operation (Broadcasting transmission; see "[Sending Broadcasting Faxes](#)", Delayed transmission; see "[Sending a Delayed Fax](#)"). When you come to a step in which the display asks you to enter the remote fax number:

- 1 For a one-digit group number, press and hold the appropriate digit button.
- 1 For a two-digit group number, press the first digit button and hold the last digit button.
- 1 For a three-digit speed dial number, press the first and second digit buttons and hold the last digit button.

You can use only one group number for one operation. Then continue the procedure to complete the desired operation.

Your printer automatically scans the document loaded in the ADF or on the document glass into the memory. The printer dials each of the numbers included in the group.

Searching for a Number in the Memory

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

Searching Sequentially through the Memory

1. Load the document(s) face up with top edge in first into the ADF.
OR
Place a single document face down on the document glass.
For details about loading a document, see "[Loading an Original Document](#)".
2. Press **Directory** (Ⓜ) on the operator panel.
OR
Press **Scroll** (⏪ or ⏩) to highlight **Fax** and press **Select** (✓).
OR
Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
Press **Scroll** (⏪ or ⏩) to highlight **Directory** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **PhoneBook** and press **Select** (✓).
4. Press **Select** (✓) to access **Search**.
5. Press **Scroll** (⏪ or ⏩) to scroll through the memory until the name and number you want to dial display. You can search upwards or downwards through the entire memory in alphabetical order, from A to Z.

While searching through the printer's memory, you can see that each entry is preceded by one of two letters: "s" for speed dial or "e" for group dial number. These letters denote how the number is stored.
6. When the name and/or the number you want displays, press **Start** (⏻) or **Select** (✓) to dial.

Searching with a Particular First Letter

1. Load the document(s) face up with top edge in first into the ADF.
OR
Place a single document face down on the document glass.
For details about loading a document, see "[Loading an Original Document](#)".
2. Press **Directory** (Ⓜ) on the operator panel.
OR
Press **Scroll** (⏪ or ⏩) to highlight **Fax** and press **Select** (✓).
OR
Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).

Press **Scroll** (⏪ or ⏩) to highlight **Directory** and press **Select** (✓).

3. Press **Scroll** (⏪ or ⏩) to highlight **PhoneBook** and press **Select** (✓).
4. Press **Select** (✓) to access **Search**.
5. Press the button labeled with the letter you want to search for. A name beginning with the letter displays.

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

6. Press **Scroll** (⏪ or ⏩) to display the next name.
7. When the name and/or the number you want displays, press **Start** (⏻) or **Select** (✓) to dial.

Printing a Phonebook List

You can check your automatic dial setting by printing a Phonebook list.

1. Press **Directory** (Ⓜ) on the operator panel.
OR
Press **Scroll** (⏪ or ⏩) to highlight **Fax** and press **Select** (✓).
OR
Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
Press **Scroll** (⏪ or ⏩) to highlight **Directory** and press **Select** (✓).
2. Press **Scroll** (⏪ or ⏩) to highlight **PhoneBook** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Print** and press **Start** (⏻) or **Select** (✓).

A list showing your speed dial and group dial entries prints out.

Other Ways to Fax

Redialing

To redial the number you last called:

1. Load the document(s) face up with top edge in first into the ADF.
OR
Place a single document face down on the document glass.
For details about loading a document, see "[Loading an Original Document](#)".
2. Press **Scroll** (⏪ or ⏩) to highlight **Fax** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Redial** and press **Select** (✓).

When a document is loaded in the ADF, the printer automatically begins to send.

For the document loaded on the document glass, the display asks if you want to load another page. Select Yes to add. Otherwise, select No.

Sending Broadcasting Faxes

The broadcasting fax feature allows you to send a document to multiple locations. Documents are automatically stored in the memory and sent to a remote station. After transmission, the documents are automatically erased from the memory.

1. Load the document(s) face up with top edge in first into the ADF.

OR

Place a single document face down on the document glass.

For details about loading a document, see "[Loading an Original Document](#)".

2. Press **Scroll** (**⏪** or **⏩**) to highlight **Fax** and press **Select** (**✓**).
3. Adjust the document contrast and resolution to suit your fax needs.

For details, see "[Adjusting the Document Contrast](#)" and "[Adjusting the Document Resolution](#)".


4. Press **Scroll** (**⏪** or **⏩**) to highlight **Broadcast Fax** and press **Select** (**✓**).
5. Enter the number of the remote printer using the number keypad.

You can also use one, two, or three-digit speed dial or group dial numbers.

6. Press **Select** (**✓**) to confirm the number. The display asks you to enter another fax number.
7. Press **Select** (**✓**) to enter other number.

Or, press **Scroll** (**⏪** or **⏩**) to select **No** and press **Select** (**✓**).

8. *If you want to enter more fax numbers, repeat steps 5 and 6. You can add up to 10 destinations.*

 **NOTE:** You cannot use more than one group dial number per broadcast operation.

9. When you finish entering fax numbers, press **Start** (**⏻**).

The document is scanned into the memory before transmission. The display shows the memory capacity and the number of pages being stored in the memory.

For documents loaded on the document glass, the display asks if you want to load another page. Select **Yes** to add. Otherwise, select **No**.

10. The printer begins sending the document in the order of the numbers you entered.

Sending a Delayed Fax

You can set your printer to store and then send a fax at a later time.

1. Load the document(s) face up with top edge in first into the ADF.

OR

Place a single document face down on the document glass.

For details about loading a document, see "[Loading an Original Document](#)".

2. Press **Scroll** (**⏪** or **⏩**) to highlight **Fax** and press **Select** (**✓**).
3. Adjust the document contrast and resolution to suit your fax needs.

For details, see "[Adjusting the Document Contrast](#)" and "[Adjusting the Document Resolution](#)".

4. Press **Scroll** (**⏪** or **⏩**) to highlight **Fax Features** and press **Select** (**✓**).
5. Press **Scroll** (**⏪** or **⏩**) to highlight **Delay Fax** and press **Select** (**✓**).

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

To enter the number, you can use one, two, or three-digit speed dial or group dial numbers.

7. Press **Select** (**✓**) to confirm the number on the display. The display asks you to enter another fax number.
8. Press **Select** (**✓**) to enter the number.

Or, press **Scroll** (**⏪** or **⏩**) to select **No** and press **Select** (**✓**).

9. *If you want to assign a name to the transmission, enter the name. If not, skip this step.*

For details on how to enter the name using the number keypad, see "[Using the Number Keypad to Enter Characters](#)".

10. Press **Select** (**✓**). The display shows the current time and asks you to enter the start time when the fax is to be sent.
11. Enter the time using the number keypad.

To select AM or PM for 12-hour format, press the ***** or the **#** button.

When the cursor is not under the AM or PM indicator, pressing the ***** or the **#** button immediately moves the cursor to the indicator.

If you set a time earlier than the current time, the document may be sent at that time the following day.

12. Press **Select** (✓) when the start time displays correctly.
13. The document is scanned into the memory before transmission. The display shows the memory capacity and the number of pages being stored in memory.

For the document loaded on the document glass, the display asks if you want to load another page. Select Yes to add. Otherwise, select No.

14. The printer returns to Standby mode. The display reminds you that you are in Standby mode and a delayed fax is set.

 **NOTE:** If you want to cancel the delayed transmission, see "[Canceling a Scheduled Fax](#)".

Sending a Priority Fax

Using the Priority Fax feature, a high priority document can be sent ahead of reserved operations. The document is scanned into the memory and transmitted when the current operation is finished. In addition, the priority transmission interrupts a broadcast operation between stations (i.e., when the transmission to station A ends, before transmission to station B begins) or between redial attempts.

1. Load the document(s) face up with top edge in first into the ADF.

OR

Place a single document face down on the document glass.

For details about loading a document, see "[Loading an Original Document](#)".

2. Press **Scroll** (← or →) to highlight Fax and press **Select** (✓).
3. Adjust the document contrast and resolution to suit your fax needs.

For details, see "[Adjusting the Document Contrast](#)" and "[Adjusting the Document Resolution](#)".

4. Press **Scroll** (← or →) to highlight Fax Features and press **Select** (✓).
5. Press **Scroll** (← or →) to highlight Priority Fax and press **Select** (✓).
6. Enter the number of the remote machine using the number keypad.

To enter the number, you can use one, two, or three-digit speed dial or group dial numbers.

7. Press **Select** (✓) to confirm the number on the display. The display asks you to enter another number.
8. Press **Select** (✓) to enter the number.

Or, press **Scroll** (← or →) to select **No** and press **Select** (✓).

9. If you want to assign a name to the transmission, enter the name. If not, skip this step.

For details on how to enter the name using the number keypad, see "[Using the Number Keypad to Enter Characters](#)".

10. Press **Select** (✓).

The document is scanned into the memory before transmission. The display shows the memory capacity and the number of pages being stored in the memory.

For the document loaded on the document glass, the display asks if you want to load another page. Select **Yes** to add. Otherwise, select **No**.

11. The printer shows the number being dialed and begins sending the document.

Adding Documents to a Scheduled Fax

You can add documents to the delayed transmission previously reserved in your printer's memory.

1. Load the document(s) face up with top edge in first into the ADF.

OR

Place a single document face down on the document glass.

For details about loading a document, see "[Loading an Original Document](#)".

2. Press **Scroll** (← or →) to highlight **Fax** and press **Select** (✓).
3. Adjust the document contrast and resolution to suit your fax needs.

For details, see "[Adjusting the Document Contrast](#)" and "[Adjusting the Document Resolution](#)".

4. Press **Scroll** (⏪ or ⏩) to highlight **Fax Features** and press **Select** (✓).
5. Press **Select** (✓) to access **Add Page**.

The display shows the jobs reserved in memory.

6. Press **Scroll** (⏪ or ⏩) until you see the fax job to which you want to add documents to and press **Select** (✓).

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

For the document loaded on the document glass, the display asks if you want to load another page. Select **Yes** to add. Otherwise, select **No**.

7. After storing, the printer displays the number of total pages and added pages and returns to Standby mode.

Canceling a Scheduled Fax

1. Press **Scroll** (⏪ or ⏩) to highlight **Fax** and press **Select** (✓).
2. Press **Scroll** (⏪ or ⏩) to highlight **Fax Features** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Cancel Job** and press **Select** (✓).

The display shows the jobs reserved in memory.

4. Press **Scroll** (⏪ or ⏩) until you see the fax job you want to cancel, and press **Select** (✓).
5. When the confirming message displays, press **Select** (✓).

The selected job is canceled.


Additional Features

Using the Secure Receiving Mode

You may need to prevent your received faxes from being accessed by unauthorized people. You can turn on the secure fax mode using the Secure Receive option to restrict printing out received faxes when the printer is unattended. In the secure fax mode, all incoming faxes may go into memory. When the mode turns off, any faxes stored may be printed.

To turn the secure receiving mode on:

1. Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
2. Press **Scroll** (⏪ or ⏩) to highlight **Advanced Fax** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Secure Receive** and press **Select** (✓).
4. Press **Select** (✓) when **On** displays.
5. Enter a four-digit passcode you want to use, using the number keypad and press **Select** (✓).
6. Re-enter the passcode again and then press **Select** (✓).

 **NOTE:** You can use the secure receiving mode without setting a passcode, but cannot protect your faxes.

7. Press **Cancel** (✕) to return to Standby mode.

When a fax is received in the secure receiving mode, your printer stores it into memory and displays Secure Receive to let you know that there is a fax stored.

To print received documents:

1. Access the Secure Receive menu by following steps 1 through 3 ["To turn the secure receiving mode on:"](#).
2. Press **Scroll** (⏪ or ⏩) to display **Print** and press **Select** (✓).
3. Enter the four-digit passcode and press **Select** (✓).

The faxes stored in memory are printed.

To turn the secure receiving mode off:

1. Access the **Secure Receive** menu by following steps 1 through 3 in "[To turn the secure receiving mode on:](#)".
2. Press **Scroll** (**⏪** or **⏩**) to display **Off** and press **Select** (**✓**).
3. Enter the four-digit passcode and press **Select** (**✓**).

The mode is deactivated and the printer prints faxes stored in memory.

4. Press **Cancel** (**✖**) to return to Standby mode.

Printing Reports

The following reports are available:

Phonebook List

This list shows all of the numbers currently stored in the printer's memory as speed dial and group dial numbers.

You can print this Phonebook list using **Directory** (**📖**) on the operator panel; see "[Printing a Phonebook List](#)".

Sent Fax Report

This report shows information about the faxes you recently sent.

Received Fax Report

This report shows information about the faxes you recently received.

System Data List

This list shows the status of the user-selectable options. You may print this list to confirm your changes after changing any settings.

Scheduled Job Information

This list shows the documents currently stored for Delayed faxes or Toll Save faxes. The list shows the starting time and type of operation.

Message Confirmation

This report shows the fax number, number of pages, elapsed time of the job, communication mode, and communication results.

Junk Fax Number List

This list shows up to 10 fax numbers specified as junk fax numbers by using the Junk Fax Setup menu; see "[Advanced Fax Setting Options](#)". When the Junk Fax Setup feature is turned on, incoming faxes from those numbers may be blocked.

This feature recognizes the last 6 digits of the fax number set as a remote machine's ID.

Scan Journal List

This report displays information for the Network scan records including IP address, time and date, number of pages scanned, and result. This report is automatically printed every 50 Netscan jobs.

Email Report

This report shows information about the emails you recently sent.

Multi-communication Report

This report is printed automatically after sending documents to more than one location.

Power Failure Report

This report is printed out automatically when power is restored after a power failure *if there is any data loss due to power failure*.

Printing a Report

1. Press **Scroll** (**⏪** or **⏩**) to highlight **Menu** and press **Select** (**✓**).
2. Press **Scroll** (**⏪** or **⏩**) to highlight **Reports** press **Select** (**✓**).
3. Press **Scroll** (**⏪** or **⏩**) to display the report or list you want to print on the bottom line.

- 1 **Phone Book**: Phonebook list
- 1 **Sent Report**: Sent fax report
- 1 **RCV Report**: Received fax report
- 1 **System Data**: System data list
- 1 **Scheduled Jobs**: Scheduled job information
- 1 **MSG Confirm**: Message confirmation
- 1 **Junk Fax List**: Junk fax number list
- 1 **Scan Journal**: Network Scan sessions list
- 1 **Email Report** : Sent e-mail report

4. Press **Select** (**✓**).

The selected information prints out.

Using Advanced Fax Settings

Your printer has various user-selectable setting options for sending or receiving faxes. These options are preset at the factory, but you may need to change them. To find out how the options are currently set, print the System Data list. For details about printing the list, see ["Printing a Report"](#).

Changing Setting Options

1. Press **Scroll** (**⏪** or **⏩**) to highlight **Menu** and press **Select** (**✓**).
2. Press **Scroll** (**⏪** or **⏩**) to highlight **Advanced Fax** and press **Select** (**✓**).
3. Press **Scroll** (**⏪** or **⏩**) until you see the desired menu item and press **Select** (**✓**).
4. When the option you want displays, choose the desired status by pressing **Scroll** (**⏪** or **⏩**) or enter the desired value using the number keypad.
5. Press **Select** (**✓**) to save the selection.
6. You can exit from the setup mode at any time by pressing **Cancel** (**✕**).

Advanced Fax Setting Options

Option	Description
Send Forward ^a	You can set the printer to always forward all outgoing faxes to the specified destination besides the fax numbers you entered. Select Off to turn this feature off. Select On to turn this feature on. You can set the number of the remote fax machine to which faxes are forwarded.
Recv Forward ^a	You can set your printer to forward incoming faxes to another fax number during a specified time period. When a fax arrives at your printer, it is stored in the memory. Then the printer dials the fax number that you have specified and sends the fax. Select Off to turn this feature off. Select On to turn this feature on. You can set the fax number to which faxes are forwarded and the start time and the end time. Also, you can forward incoming faxes up to 25 fax numbers.
Toll Save	You can set your printer to store your faxes in memory and to send them at the specified toll-saving time. For details

	<p>about sending toll save faxes, see "Toll Save Mode".</p> <p>Select Off to turn this feature off.</p> <p>Select On to turn this feature on. You can set the start time and date; and the end time and date for toll save mode.</p>
Junk Fax Setup	<p>Using the Junk Fax Setup feature, the system may not accept faxes sent from remote stations. Their numbers are stored in memory as junk fax numbers. This feature is useful for blocking any unwanted faxes.</p> <p>Select Off to turn the feature off. Anybody can send you a fax.</p> <p>Select On to turn the feature on. You can set up to 10 fax numbers as junk fax numbers. After storing the numbers, you do not receive any faxes from the registered stations.</p>
Secure Receive	<p>You can keep your received faxes from being accessed by unauthorized people.</p> <p>For further details about setting this mode, see "Using the Secure Receiving Mode".</p>
Prefix Dial	<p>You can set a prefix dial number of up to five digits. This number dials before any auto dial number is started. It is useful for accessing the PABX exchange.</p>
Stmp Rcvd Name	<p>This option enables the printer to automatically print the page number, and the date and time of the reception at the bottom of each page of a received document.</p> <p>Select Off to turn this feature off.</p> <p>Select On to turn this feature on.</p>
ECM Mode	<p>The Error Correction Mode helps with poor line quality and ensures that faxes are sent smoothly to any other ECM-equipped fax machine. <i>If the line quality is poor</i>, it takes more time to send a fax when you are using the ECM mode.</p> <p>Select Off to turn this feature off.</p> <p>Select On to turn this feature on.</p>
Modem Speed	<p>Select the maximum modem speed you want if the phone line fails to sustain a higher modem speed. You can select 33.6, 28.8, 14.4, 12.0, 9.6, or 4.8 kbps.</p>
Rcv Disable	<p>You can set your printer not to receive incoming faxes.</p> <p>Select Off to turn this feature off.</p> <p>Select On to turn this feature on.</p>

- a. You can set the printer to forward all outgoing or incoming faxes to specified e-mail addresses. Refer to ["Fax Forward to E-mail addresses"](#).

Using an Answering Machine

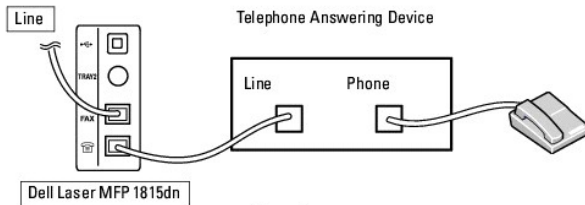


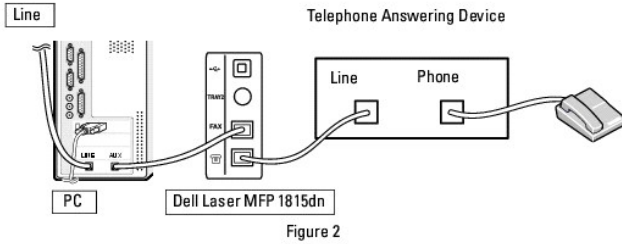
Figure 1

You can connect a telephone answering device (TAD) directly to the back of your printer as shown in Figure 1.

Set your printer to Ans/Fax mode and set the Rings to Answer to a digit greater than the Rings to Answer setting for the TAD.

- 1 When the TAD picks up the call, the printer monitors and takes the line if a fax tone is received and starts receiving the fax.
- 1 *If the answering device is off*, the printer automatically goes into Fax mode after a predefined number of rings.
- 1 *If you answer the call and hear fax tones*, the printer may answer the fax call if you access **Fax** → **On Hook Dial** → **Yes** and press **Start** (Ⓢ) and then hang up the receiver, or press the remote receive code ***9*** and hang up the receiver.

Using a Computer Modem



If you want to use your computer modem for faxing or for a dial-up internet connection, connect the computer modem directly to the back of your printer with the TAD as shown here in Figure 2.

- 1 Set your printer to Ans/Fax mode and set the Rings to Answer to a digit greater than the Rings to Answer setting for the TAD.
- 1 Turn off the computer modem's fax-receive feature.
- 1 Do not use the computer modem if your printer is sending or receiving a fax.
- 1 To fax via the computer modem, follow the instructions provided with your computer modem and fax application.
- 1 You can capture images using your printer and Dell ScanDirect and send them using your fax application with the computer modem.

Sending a Fax from a PC

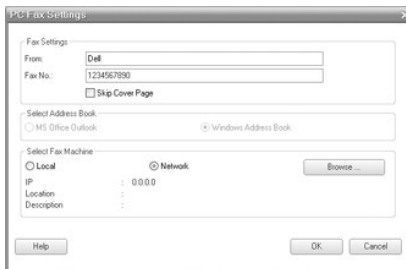
You can send a fax from your PC without using the printer. To send a fax from your PC, install the PC-Fax software and customize the software's settings.

Installing PC-Fax Software

Select Custom Installation when you install the Dell software and click the **PC-Fax** box. For details, see ["Installing Software in Windows"](#).

Customizing Fax Settings

1. From the **Start** menu, select **Programs** → **Dell** → **Dell Printers** → **DELL Laser MFP 1815** → **Configure PC Fax**.



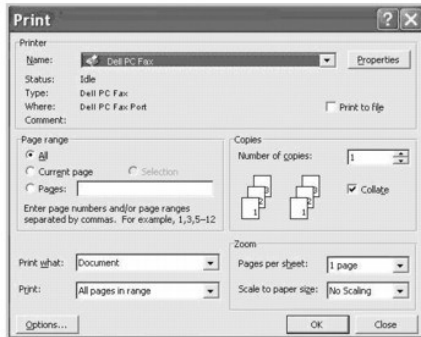
2. Enter your name and fax number.
3. Select the address book you will use.
4. Select the multi-function printer you will use by choosing **Local** or **Network**.
*If you select **Network**, click **Browse** and search the printer you will use.*
5. Click **OK**.

Sending a Fax from Your PC

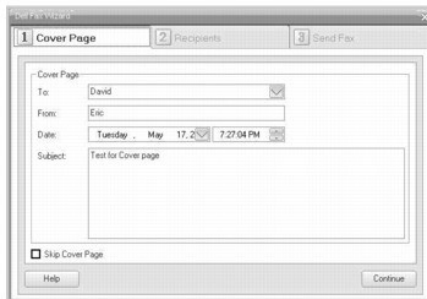
1. Open the document you want to send.
2. Select **Print** from the **File** menu.

The Print window displays. It may look slightly different depending on your application.

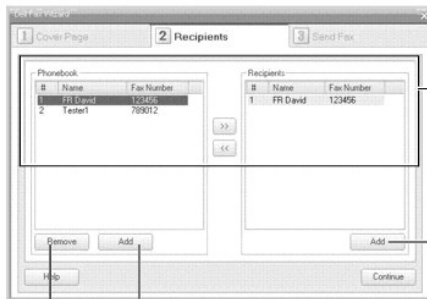
3. Select **Dell PC Fax** from the Print window.



4. Click **OK**.
5. Compose the cover page and click **Continue**.



6. Enter the recipients' numbers and click **Continue**.



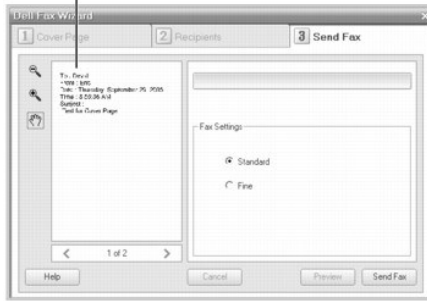
Select the number you want from the Phonebook and click |> to add it to the Recipients. To delete the selected number, click |<.

Add the recipients' numbers directly.

Remove a selected Phonebook entry. Add a new Phonebook entry.

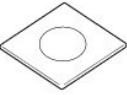


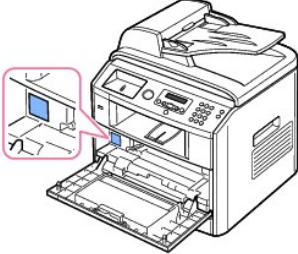
7. Select the resolution and click **Send Fax**.

You can see the preview image of the fax.



Your PC begins to send the fax data and printer sends the fax.

Finding Information

What Are You Looking For?	Find It Here
<ul style="list-style-type: none"> • Drivers for my printer • User's Guide 	<p>Drivers and utilities CD</p>  <p>You can use the Drivers and Utilities CD to install/uninstall/reinstall drivers and utilities or access your <i>User's Guide</i>. For details, see "Software Overview".</p> <p>Readme files may be included on your Drivers and Utilities CD to provide last-minute updates about technical changes to your printer or advanced technical reference material for experienced users or technicians.</p>
<ul style="list-style-type: none"> • Safety information • How to use my printer • Warranty information 	<p>Owner's manual</p>  <p>CAUTION: Read and follow all safety instructions in your Owner's Manual prior to setting up and operating your printer.</p>
<p>How to set up my printer</p>	<p>Setup diagram</p> 
<p>Express Service Code</p>	<p>Express Service Code</p>  <p>Identify your printer when you use support.dell.com or contact technical support.</p> <p>Enter the Express Service Code to direct your call when contacting technical support. The Express Service Code is not available in all countries.</p>
<ul style="list-style-type: none"> • Latest drivers for my printer • Answers to technical service and support questions • Documentation for my printer 	<p>Dell Support Website</p> <p>The Dell Support Website provides several online tools, including:</p> <ul style="list-style-type: none"> • Solutions- Troubleshooting hints and tips, articles from technicians, and online courses • Upgrades- Upgrade information for components, such as memory • Customer Care- Contact information, order status, warranty, and repair information • Downloads- Drivers • Reference- Printer documentation and product specifications <p>You can access Dell Support at support.dell.com. Select your region on the WELCOME TO DELL SUPPORT page, and fill in the requested details to access help tools and information.</p>

Linux

- [Getting Started](#)
 - [Installing the MFP Driver](#)
 - [Using the MFP Configurator](#)
 - [Configuring Printer Properties](#)
 - [Printing a Document](#)
 - [Scanning a Document](#)
-

Getting Started

The supplied Drivers and Utilities CD provides you with Dell's MFP driver package for using your printer with a Linux computer.

Dell's MFP driver package contains printer and scanner drivers, providing the ability to print documents and scan images. The package also delivers powerful applications for configuring your printer and further processing of the scanned documents.

After the driver is installed on your Linux system, the driver package enables you to monitor a number of MFP devices via USB port. The acquired documents can then be edited, printed on the same local MFP or network printers, sent by e-mail, uploaded to an FTP site, or transferred to an external OCR system.

The MFP driver package is supplied with a smart and flexible installation program. You do not need to search for additional components that might be necessary for the MFP software: all required packages will be carried onto your system and installed automatically; this is possible on a wide set of the most popular Linux clones.

Installing the MFP Driver


System Requirements


Supported OS

- 1 Redhat 8, 9
- 1 Mandrake 9, 10
- 1 SuSE 8.2, 9.1
- 1 Fedora Core 1, 2, 3

Recommended Hardware Requirements

- 1 Pentium IV 1 GHz or higher
- 1 RAM 256 MB or higher
- 1 HDD 1 GB or higher

 **NOTE:** It is also necessary to claim swap partition of 300 MB or larger for working with large scanned images.

 **NOTE:** The Linux scanner driver supports the optical resolution at maximum.


Software

- 1 Linux Kernel 2.4 or higher


- 1 Glibc 2.2 or higher
- 1 CUPS
- 1 SANE

Installing the MFP Driver

1. Make sure that you connect your printer to your computer. Turn both the computer and the printer on.
2. When the Administrator Login window appears, type in root in the Login field and enter the system password.


 **NOTE:** You must log in as a super user (root) to install the printer software. *If you are not a super user, ask your system administrator.*

1. Insert the Drivers and Utilities CD. The Drivers and Utilities CD will automatically run.

If the printer driver CD does not automatically run, click the  icon at the bottom of the desktop. When the Terminal screen appears, type in:

```
[root@localhost root]#cd /mnt/cdrom/Linux
```

```
[root@localhost root]# ./install.sh
```

 **NOTE:** The installation program runs automatically *if you have an autorun software package installed and configured.*

2. Click **Install**.
3. When the welcome screen appears, click **Next**.



4. Installation is started. When the installation is almost complete, the Add printer wizard appears automatically. Click **Next**.



5. If you connect your printer using the USB cable, the following window appears. Select your printer from the drop-down list and click **Next**.



OR

If you connect your printer using the network cable, the following window appears.



Check the **Network printer**, and select your printer from the drop-down list. Click **Next**.



6. If you connect your printer using the USB cable, choose a port you will use with your printer. After choosing the port, click **Next**.



OR

If you connect your printer using the network cable, skip to the next step.

7. Select the driver and click **Next**.



8. Enter your printer's name, location, description and click **Next**.



- Click **Finish** to complete installation.



Click to configure the printer's settings. Click to print a test page.


- When the following window appears, click **Finish**.




The installation program has added the MFP Configurator desktop icon and Dell MFP group to the system menu for your convenience. *If you have any difficulties*, consult the onscreen help that is available through your system menu or in the driver package windows applications, such as MFP Configurator or Image Editor.

Uninstalling the MFP Driver

- When the Administrator Login window appears, type in root in the Login field and enter the system password.


 **NOTE:** You must log in as a super user (root) to install the printer software. *If you are not a super user*, ask your system administrator.

- Insert the Drivers and Utilities CD. The Drivers and Utilities CD will automatically run.

If the Drivers and Utilities CD does not automatically run, click the  icon at the bottom of the desktop. When the Terminal screen appears, type in:

```
[root@localhost root]#cd /mnt/cdrom/Linux
```

```
[root@localhost root]#./install.sh
```

 **NOTE:** The installation program runs automatically *if you have an autorun software package installed and configured*.

- Click **Uninstall**.
- Click **Next**.



5. Click **Finish**.

Using the MFP Configurator

MFP Configurator is a tool primarily intended for configuring MFP devices. Since an MFP device combines the printer and scanner, the MFP Configurator provides options logically grouped for printer and scanner functions. There is also a special MFP port option responsible for the regulation of access to an MFP printer and scanner via a single I/O channel.

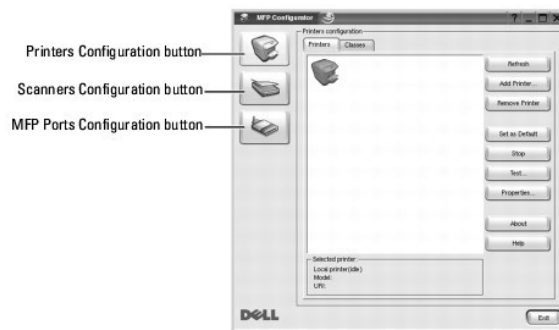
After installing the MFP driver, the MFP Configurator icon will automatically be created on your desktop.

Opening the MFP Configurator

1. Double-click **MFP Configurator** on the desktop.

You can also click the Startup Menu icon and select **Dell MFP** and then **MFP Configurator**.

2. Press each button on the Modules pane to switch to the corresponding configuration window.



You can use the onscreen help by clicking **Help**.

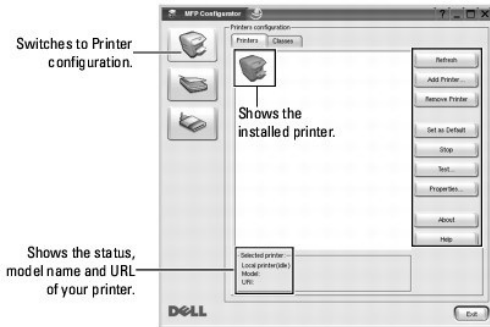
3. After changing the configuration, click **Exit** to close the MFP Configurator.

Printers Configuration

Printers configuration has two tabs: **Printers** and **Classes**.

Printers Tab

You can see the current system's printer configuration by clicking on the printer icon button on the left side of the MFP Configurator window.

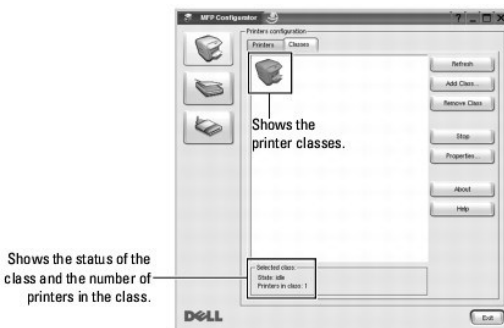


You can use the following printer control buttons:

- 1 **Refresh:** renews the available printers list.
- 1 **Add Printer:** enables you to add a new printer.
- 1 **Remove Printer:** removes the selected printer.
- 1 **Set as Default:** sets the current printer as a default printer.
- 1 **Stop/Start:** stops/starts the printer.
- 1 **Test:** enables you to print a test page to check *if the machine is working properly*.
- 1 **Properties:** enables you to view and change the printer properties. For details, see ["Configuring Printer Properties"](#).

Classes Tab

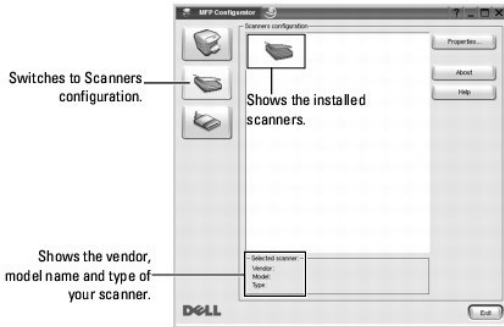
The Classes tab shows a list of available printer classes.



- 1 **Refresh:** Renews the classes list.
- 1 **Add Class...:** Enables you to add a new printer class.
- 1 **Remove Class:** Removes the selected printer class.

Scanners Configuration

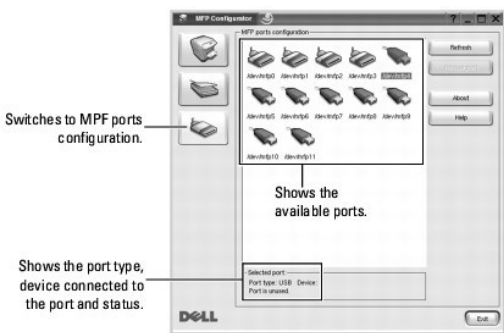
In this window, you can monitor the activity of scanner devices, view a list of installed Dell MFP devices, change device properties, and scan images.



- 1 **Properties...**: Enables you to change the scan properties and scan a document. See ["Scanning a Document"](#).
- 1 **Drivers...**: Enables you to monitor the activity of the scan drivers.

MFP Ports Configuration

In this window, you can view the list of available MFP ports, check the status of each port and release a port that is stalled in busy state when its owner is terminated for any reason.



- 1 **Refresh**: Renews the available ports list.
- 1 **Release port**: Releases the selected port.

Sharing Ports Between Printers and Scanners

Your printer may be connected to a host computer via the parallel port or USB port. Since the MFP device contains more than one device (printer and scanner), it is necessary to organize proper access of "consumer" applications to these devices via the single I/O port.

The Dell MFP driver package provides an appropriate port sharing mechanism that is used by Dell printer and scanner drivers. The drivers address their devices via so-called MFP ports. The current status of any MFP port can be viewed via the MFP Ports Configuration. The port sharing prevents you from accessing one functional block of the MFP device, while another block is in use.

When you install a new MFP printer onto your system, it is strongly recommended you do this with the assistance of an MFP Configurator. In this case you will be asked to choose I/O port for the new device. This choice will provide the most suitable configuration for MFP's functionality. For MFP scanners I/O ports are chosen by scanner drivers automatically, so proper settings are applied by default.

Configuring Printer Properties

Using the properties window provided by the Printers configuration, you can change the various properties for your machine as a printer.

1. Open the MFP Configurator.
If necessary, switch to Printers configuration.
2. Select your printer on the available printers list and click **Properties**.
3. The Printer Properties window opens.



The following five tabs display at the top of the window:

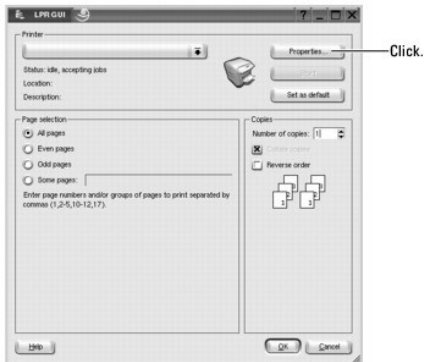
- 1 **General:** enables you to change the printer location and name. The name entered in this tab displays on the printer list in Printers configuration.
 - 1 **Connection:** enables you to view or select another port. *If you change the printer port from USB to parallel or vice versa while in use, you must re-configure the printer port in this tab.*
 - 1 **Driver:** enables you to view or select another printer driver. By clicking **Options**, you can set the default device options.
 - 1 **Jobs:** shows the list of print jobs. Click **Cancel Job** to cancel the selected job and select the **Show completed jobs** check box to see previous jobs on the job list.
 - 1 **Classes:** shows the class that your printer is in. Click **Add to Class** to add your printer to a specific class or click **Remove from Class** to remove the printer from the selected class.
4. Click **OK** to apply the changes and close the Printer Properties Window.

Printing a Document

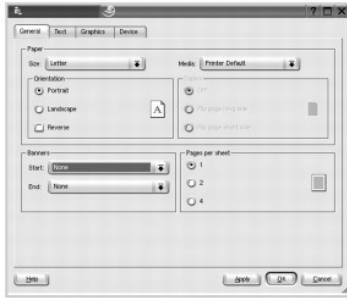
Printing from Applications

There are a lot of Linux applications that you are allowed to print from using Common UNIX Printing System (CUPS). You can print on your machine from any such application.

1. From the application you are using, select **Print** from the **File** menu.
2. Select **Print** directly using **lpr**.
3. In the Dell LPR window, select the model name of your machine from the Printer list and click **Properties**.



4. Change the printer and print job properties.



The following four tabs display at the top of the window.

- 1 **General**: enables you to change the paper size, the paper type, and the orientation of the documents, enables the duplex feature, adds start and end banners, and changes the number of pages per sheet.
 - 1 **Text**: enables you to specify the page margins and set the text options, such as spacing or columns.
 - 1 **Graphics**: enables you to set image options that are used when printing images/files, such as color options, image size, or image position.
 - 1 **Device**: enables you to set the print resolution, paper source, and destination.
5. Click **OK** to apply the changes and close the Properties window.
 6. Click **OK** in the Dell LPR window to start printing.
 7. The Printing window appears, allowing you to monitor the status of your print job.

To abort the current job, click **Cancel**.

Printing Files


You can print many different types of files on the Dell MFP device using the standard CUPS way - directly from the command line interface. The CUPS `lpr` utility enables you do that. But the drivers package replaces the standard `lpr` tool by a much more user-friendly Dell LPR program.

To print any document file:

1. Type `lpr <file_name>` from the Linux shell command line and press **Enter**. The Dell LPR window appears.
When you type only `lpr` and press **Enter**, the Select file(s) to print window appears first. Just select any files you want to print and click **Open**.
2. In the Dell LPR window, select your printer from the list, and change the printer and print job properties.
For details about the properties window, see ["Printing a Document"](#).
3. Click **OK** to start printing.

Scanning a Document

You can scan a document using the MFP Configurator window.

1. Double-click the MFP Configurator on your desktop.
2. Click the  button to switch to Scanners Configuration.
3. Select the scanner on the list.



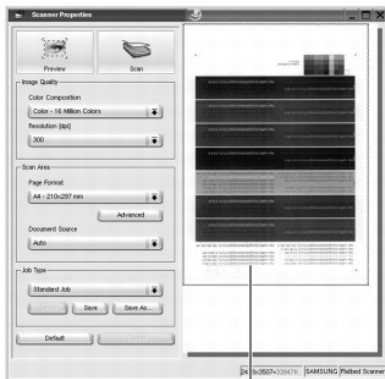
When you have only one MFP device and it is connected to the computer and turned on, your scanner appears on the list and is automatically selected.

If you have two or more scanners attached to your computer, you can select any scanner to work at any time. For example, while acquisition is in progress on the first scanner, you may select the second scanner, set the device options and start the image acquisition simultaneously.

NOTE: The scanner name shown in Scanners configuration can be different from the device name.

4. Click **Properties**.
5. Load the document to be scanned face up into the ADF or face down on the document glass.
6. Click **Preview** in the Scanner Properties window.

The document is scanned and the image preview appears in the Preview Pane.



Drag the pointer to set the image area to be scanned.

7. Change the scan options in the Image Quality and Scan Area sections.
 - 1 **Image Quality:** enables you to select the color composition and the scan resolution for the image.
 - 1 **Scan Area:** enables you to select the page size. The **Advanced** button enables you to set the page size manually.

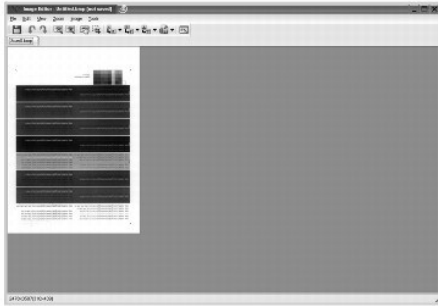
If you want to use one of the preset scan option settings, select from the Job Type drop-down list. For details about the preset Job Type settings, see ["Adding Job Type Settings"](#).

You can restore the default setting for the scan options by clicking **Default**.

8. When you have finished, click **Scan** to start scanning.

The status bar appears on the bottom left of the window to show you the progress of the scan. To cancel scanning, click **Cancel**.

9. The scanned image appears in the new Image Editor window.



If you want to edit the scanned image, use the toolbar. For further details about editing an image, see ["Using the Image Editor"](#).

10. When you are finished, click **Save** on the toolbar.
11. Select the file directory where you want to save the image and enter the file name.
12. Click **Save**.

Adding Job Type Settings

You can save your scan option settings to retrieve for a later scanning.

To save a new Job Type setting:

1. Change the options from the Scanner Properties window.
2. Click **Save as**.
3. Enter the name for your setting.
4. Click **OK**.

Your setting is added to the Saved Settings drop-down list.

To save a Job Type setting for the next scan job:

1. Select the setting you want to use from the Job Type drop-down list.
2. Click **Save**.

The next time you open the Scanner Properties window, the saved setting is automatically selected for the scan job.

To delete a Job Type setting:

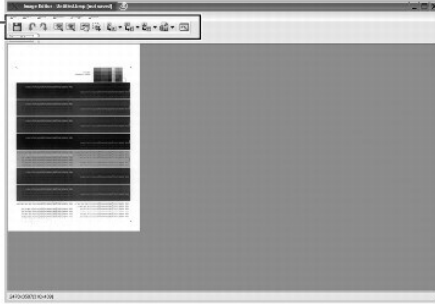
1. Select the setting you want to delete from the Job Type drop-down list.
2. Click **Delete**.

The setting is deleted from the list.













Using the Image Editor

The Image Editor window provides you with menu commands and tools to edit your scanned image.

Use these tools to edit the image.



You can use the following tools to edit the image:

Tools	Function
	Saves the image.
	Cancel your last action.
	Restores the action you canceled.
	Zooms the image out.
	Zooms the image in.
	Enables you to scroll through the image.
	Crops the selected image area.
	Enables you to scale the image size; you can enter the size manually, or set the rate to scale proportionally, vertically, or horizontally.
	Enables you to rotate the image; you can select the number of degrees from the drop-down list.
	Enables you to flip the image vertically or horizontally.
	Enables you to adjust the brightness or contrast of the image, or to invert the image.
	Shows the properties of the image.

For further details about the Image Editor program, refer to the onscreen help.

Macintosh

- [Installing Software for Macintosh](#)
- [Setting Up the Printer](#)
- [Printing](#)
- [Scanning](#)

Your printer supports Macintosh systems with a built-in USB interface or 10/100 Base-TX network interface card. When you print a file from a Macintosh computer, you can use the PostScript driver by installing the PPD file.

Installing Software for Macintosh

The Drivers and Utilities CD that came with your printer has a PPD file that enables you to use the PostScript driver for printing on a Macintosh computer.

Verify the following before you install the printer software:

Item	Requirements
Operating System	Mac OS 10.3.x or higher
RAM	128 MB
Free Disk Space	200 MB

Installing the printer driver

1. Ensure that your printer is connected to the compute. Turn on your computer and printer.
2. Insert the Drivers and Utilities CD which came with your printer into the CD-ROM drive.
3. Double-click CD-ROM icon that appears on your Macintosh desktop.
4. Double-click the **MAC_Installer** folder.
5. Double-click the **MAC_Printer** folder.
6. Double-click the **Dell Laser MFP Installer** icon.
7. After the installation is finished, click **Quit**.

Setting Up the Printer

Set up for your printer will be different depending on which cable you use to connect the printer to your computer—the network cable or the USB cable.

For a Network-connected Macintosh

1. Follow the instructions on "[Installing Software for Macintosh](#)" to install the PPD and Filter files on your computer.
2. Open **Print Setup Utility** from the **Utilities** folder.
3. Click **Add** on the **Printer List**.
4. Select the **IP Printing** tab.
5. Enter the printer's IP address in the **Printer Address** field.
6. Enter the queue name in the **Queue Name** field. *If you cannot determine the queue name for your printer server, try using the default queue first.*
7. Select **Dell** in **Printer Model** and your printer in **Model Name**.
8. Click **Add**.
9. Your printer's IP address appears on the **Printer List**, and is set as the default printer.

For a USB-connected Macintosh

1. Follow the instructions on ["Installing Software for Macintosh"](#) to install the PPD and Filter files on your computer.
2. Open **Print Setup Utility** from the **Utilities** folder.
3. Click **Add** on the **Printer List**.
4. Select the **USB** tab.
5. Select **Dell** in **Printer Model** and your printer in **Model Name**.
6. Click **Add**.

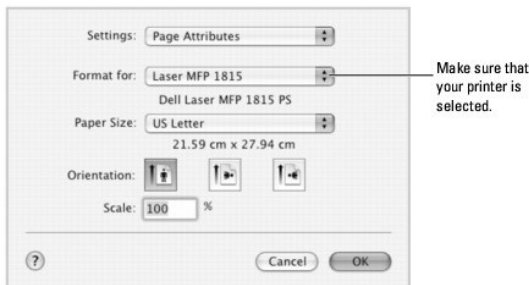
Your printer appears on the **Printer List**, and is set as the default printer.

Printing

Printing a Document

When you print from a Macintosh, you need to check the printer software setting in each application you use. Follow these steps to print from a Macintosh.

1. Open a Macintosh application and select the file you want to print.
2. Open the **File** menu and click **Page Setup (Document Setup** in some applications).
3. Choose your paper size, orientation, scaling, and other options and click **OK**.



▲ Mac OS 10.3

4. Open the **File** menu and click **Print**.
5. Choose the number of copies you want and indicate which pages you want to print.
6. Click **Print** when you finish setting the options.

Changing Printer Settings

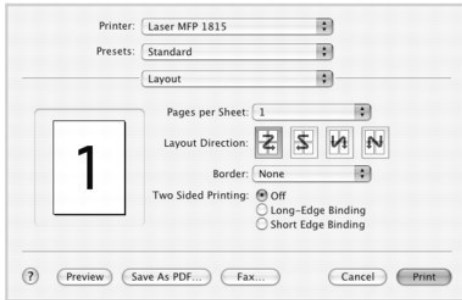
You can use advanced printing features when using your printer.

From your Macintosh application, select Print from the File menu.

Layout Setting

The Layout tab provides options to adjust how the document appears on the printed page. You can print multiple pages on one sheet of paper.

Select **Layout** from the **Presets** drop-down list to access the following features. For details, see ["Printing Multiple Pages on One Sheet of Paper"](#) and ["Duplex Printing"](#).

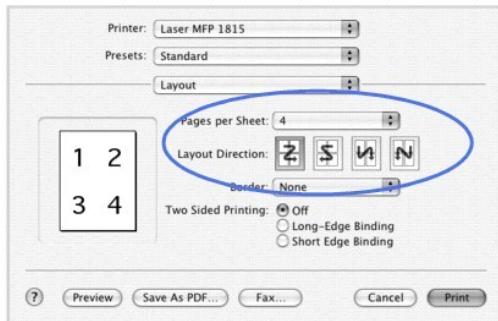


▲ Mac OS 10.3

Printing Multiple Pages on One Sheet of Paper

You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft pages.

1. From your Macintosh application, select **Print** from the **File** menu.
2. Select **Layout**.



▲ Mac OS 10.3

3. Select the number of pages you want to print on one sheet of paper on the **Pages per Sheet** drop-down list.
4. Select the page order from the **Layout Direction** option.

To print a border around each page on the sheet, select the option you want from the **Border** drop-down list.

5. Click **Print**, and the printer prints the selected number of pages on one side of each page.

Duplex Printing

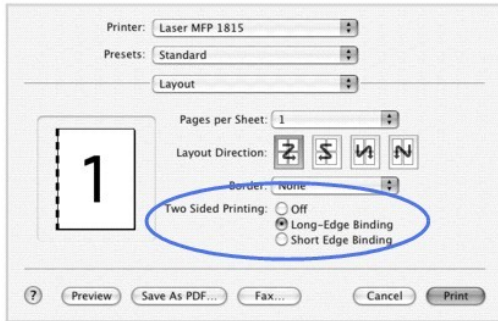
You can print on both sides of the paper. Before printing in the duplex mode, decide on which edge you will be binding your finished document. The binding options are:

Long-Edge Binding: Conventional layout used in book binding.

Short-Edge Binding: Type often used with calendars.

CAUTION: If you have selected duplex printing and then try to print multiple copies of a document, the printer may not print the document in the way you want. In case of "Collated copy", if your document has odd pages, the last page of the first copy and the first page of the next copy will be printed on the front and back of one sheet. In case of "Uncollated copy", the same page will be printed on the front and back of one sheet. Therefore, if you need multiple copies of a document and you want those copies on both sides of the paper, you must print them one at a time, as separate print jobs.

1. From your Macintosh application, select **Print** from the **File** menu.
2. Select the **Layout**.



▲ Mac OS 10.3

3. Select a binding orientation from **Two Sided Printing** option.
4. Click **Print** and the printer prints on both sides of the paper.

Printer Features Setting

The **Printer Features** tab provides options for selecting the paper type and adjusting print quality.

Select **Printer Features** from the **Presets** drop-down list to access the following features:



▲ Mac OS 10.3

Image Mode

Image Mode enables the user to enhance printouts. The available options are Normal and Text Enhance.

Fit to Page

This printer feature enables you to scale your print job to any selected paper size regardless of the digital document size. This can be useful when you want to check fine details on a small document.

Paper Type

Make sure that **Paper Type** is set to **Printer Default**. *If you load a different type of print material, select the corresponding paper type.*

Resolution

You can select the print resolution. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.

Scanning

If you want to scan documents using other software, you will need to use TWAIN-compliant software, such as Adobe PhotoDeluxe or Adobe Photoshop. The first time you scan with your printer, select it as your TWAIN source in your application.

The basic scanning process involves a number of steps:

1. Load the document(s) face up with top edge in first into the ADF.

OR

Place a single document face down on the document glass.

For details about loading a document, see ["Loading an Original Document"](#).

2. Open an application, such as PhotoDeluxe or Photoshop.
3. Open the TWAIN window and set the scan options.
4. Scan and save your scanned image.



NOTE: You need to follow the program's instructions for acquiring an image. Refer to the User's Guide of the application.

Maintenance

- [Clearing the Memory](#)
- [Backing up Data](#)
- [Cleaning Your Multi-function Printer](#)
- [Maintaining the Toner Cartridge](#)
- [Replacement parts](#)
- [Ordering Supplies](#)

Clearing the Memory

You can selectively clear information stored in your printer's memory.

1. Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
 2. Press **Scroll** (⏪ or ⏩) to highlight **Maintenance** and press **Select** (✓).
 3. Press **Scroll** (⏪ or ⏩) to highlight **Clear Settings** and press **Select** (✓).
 4. Press **Scroll** (⏪ or ⏩) until you see the item you want to clear.
 - 1 **All Settings**: Clears all of the data stored in the memory and resets all of your settings to the factory default.
 - 1 **Paper Setup**: Restores all of the Paper Setting options to the factory default.
 - 1 **Copy Setup**: Restores all of the Copy Setup options to the factory default.
 - 1 **Fax Setup**: Restores all of the Fax Setup options to the factory default.
 - 1 **Fax Features**: Cancels all of the scheduled fax jobs in the printer's memory.
 - 1 **Advanced Fax**: Restores all of the Advanced Fax setting options to the factory default.
 - 1 **Sent Report**: Clears all records of your sent faxes.
 - 1 **RCV Report**: Clears all records of your received faxes.
 - 1 **Address Book**: Clears the Email entries stored in the memory.
 - 1 **Phone Book**: Clears the speed dial or group dial numbers stored in the memory.
 5. Press **Select** (✓). The selected memory is cleared and the display asks you to continue clearing the next item.
 6. Repeat steps 4 and 5 to clear another item.
- OR
- Press **Cancel** (✕) to return to Standby mode.

Backing up Data

Data in the printer's memory can be accidentally erased due to power failure or storage failure. Backup helps you protect your Address Book/Phone Book entries and the system settings by storing them as backup files on a USB memory key.

Backing up Data

1. Insert the USB memory key into the USB memory port on your printer.
2. Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Machine Setup** and press **Select** (✓).
4. Press **Scroll** (⏪ or ⏩) to highlight **Export Setting** and press **Select** (✓).

The data is backed up to the USB memory key.

5. Press **Cancel** (⊗) to return to Standby mode.

Restoring Data


1. Insert the USB memory key into the USB memory port on your printer.
2. Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Machine Setup** and press **Select** (✓).
4. Press **Scroll** (⏪ or ⏩) to highlight **Import Setting** and press **Select** (✓).


The backup file is restored to the USB memory key.

5. Press **Cancel** (⊗) to return to Standby mode.

Cleaning Your Multi-function Printer

To maintain the print quality, follow the cleaning procedures below, each time the toner cartridge is replaced or if print quality problems occur.

 **NOTE:** Do not touch the transfer roller located under the toner cartridge when cleaning inside the printer. Oil from your fingers may cause print quality problems.

 **CAUTION:** Cleaning solvents that contain alcohol or other strong substances may discolor or crack the printer cabinet.

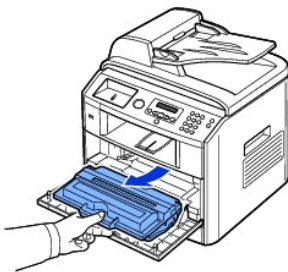
Cleaning the Exterior


Clean the printer cabinet with a soft, damp, lint-free cloth. Do not let water drip onto the printer or inside the printer.

Cleaning the Interior

Paper, toner, and dust particles can accumulate inside the printer and cause print quality problems, such as smearing or toner specks. Clean inside the printer to prevent these problems.

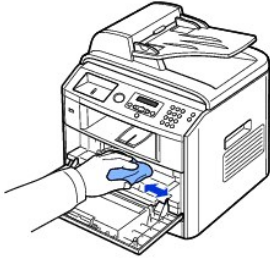
1. Power the printer off and unplug the power cord. Allow a reasonable amount of time for the printer to cool down.
2. Open the front cover and pull the toner cartridge straight out. Set it on a clean flat surface.



 **CAUTION:** To prevent damage, do not expose the toner cartridge to light for more than a few minutes.

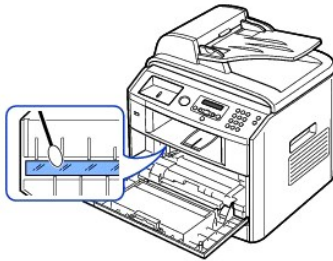
 **CAUTION:** Do not touch the green underside of the toner cartridge. Use the handle on the cartridge to avoid touching this area.

3. With a dry and lint-free cloth, wipe away any dust and spilled toner from the toner cartridge area and the toner cartridge cavity.



⚠ CAUTION: Do not touch the transfer roller inside the printer. Oil from your fingers may cause print quality problems.

4. Locate the long strip of glass (LSU) inside the top of the cartridge compartment, and gently swab the glass to see if dirt turns the white cotton black.



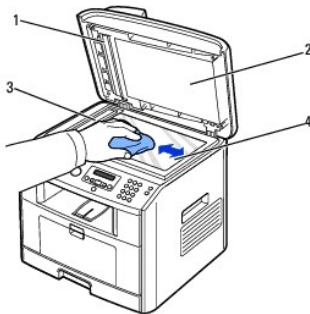
5. Reinsert the toner cartridge and close the front cover.
6. Plug in the power cord and power the printer on.

Cleaning the Scanner

Keeping the scanner and ADF glass clean ensure the highest quality copies, scans, and sent faxes. Dell recommends cleaning the scanner at the start of each day and during the day, as needed.

📌 NOTE: If there are lines present on copied or faxed documents, check your scanner and ADF glass for any particles.

1. Slightly dampen a soft lint-free cloth or paper towel with water.
2. Open the document cover.
3. Wipe the surface of the document glass and ADF glass until it is clean and dry.



1	white sheet
2	document cover
3	ADF glass
4	document glass

4. Wipe the underside of the white document cover and white sheet until it is clean and dry.
5. Close the document cover.

Maintaining the Toner Cartridge

Storing the Toner Cartridge

Store the toner cartridge in the original packaging until you are ready to install it.

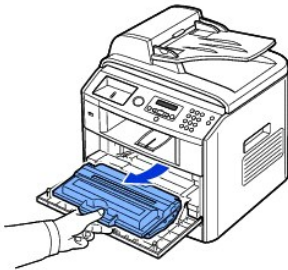
Do not store the toner cartridge in:

- 1 Temperatures greater than 40° C (104° F)
- 1 An environment with extreme changes in humidity or temperature
- 1 Direct sunlight
- 1 Dusty places
- 1 A car for a long period of time
- 1 An environment where corrosive gases are present
- 1 An environment with salty air

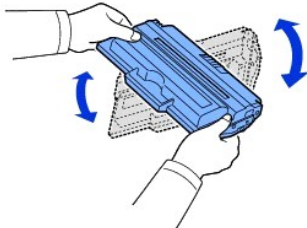
Redistributing Toner


When the toner cartridge is near the end of its life, white streaks or light print occurs. The LCD displays the warning message, **Toner Low**. Thoroughly shake the cartridge from side-to-side 5 or 6 times to distribute the toner evenly inside the cartridge and temporarily improve print quality.

1. Open the front cover.
2. Pull the toner cartridge out.



3. Thoroughly shake the cartridge from side-to-side 5 or 6 times to distribute the toner evenly inside the cartridge.

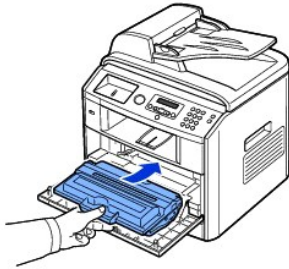


 **NOTE:** If toner comes into contact with your clothing, wipe the toner off with a dry cloth and wash your clothing in cold water. Hot water sets toner into fabric.

 **CAUTION:** Do not touch the green underside of the toner cartridge. Use the handle on the cartridge to avoid touching this area.

4. Holding the toner cartridge by the handle and slowly insert the cartridge into the opening in the printer.

5. Tabs on the sides of the cartridge and corresponding grooves within the printer will guide the cartridge into the correct position until it locks into place completely.




6. Close the front cover. Make sure that the cover is surely closed.

Replacing the Toner Cartridge

When the toner eventually runs out, only blank pages print when a print job or copy job are sent. In that case the incoming faxes are only saved in the memory and not printed. At this stage, the toner cartridge needs to be replaced.

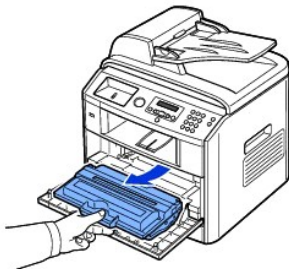
 **NOTE:** The Dell Laser printer 1815 can print received faxes when the toner is empty. For more information, see ["Ignoring the Toner Empty Message"](#).

Order an extra toner cartridge so you will have it on hand when the current cartridge no longer prints satisfactorily. See ["Ordering Supplies"](#) to order toner cartridges.

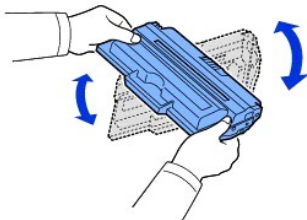
 **CAUTION:** For best results, use Dell toner cartridge. Print quality and printer reliability are not guaranteed *if you do not use Dell supplies*.

To replace the toner cartridge:


1. Open the front cover.
2. Pull the toner cartridge out.



3. Remove the new toner cartridge from its bag.
4. Remove the packing tape and thoroughly shake the cartridge from side-to-side to distribute the toner.



Save the box and the cover for shipping.

 **NOTE:** If toner comes into contact with your clothing, wipe the toner off with a dry cloth and wash your clothing in cold water. Hot water sets toner into fabric.

 **CAUTION:** Do not touch the green underside of the toner cartridge. Use the handle on the cartridge to avoid touching this area.

5. Holding the toner cartridge by the handle and slowly insert the cartridge into the opening in the printer.

6. Tabs on the sides of the cartridge and corresponding grooves within the printer will guide the cartridge into the correct position until it locks into place completely.
7. Close the front cover. Make sure that the cover is surely closed.

Cleaning the Drum

If there are streaks or spots on your print, the Organic Photo Conductor (OPC) drum of the toner cartridge may require cleaning.

1. Before setting the cleaning procedure, make sure that paper is loaded in the paper tray.
2. Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Maintenance** and press **Select** (✓).

The first available menu item, **Clean Drum**, displays.

4. Press **Select** (✓) twice.

The display confirms your selection.

The printer prints out a cleaning page. Toner particles on the drum surface are affixed to the paper.

5. If the problem remains, repeat steps 3 through 4 until toner particles are not affixed to the paper.

Ignoring the Toner Empty Message

When the toner cartridge is nearly empty, the printer saves the incoming faxes in the memory without printing them. If you want to print the fax when toner is low, you can set the printer to continue printing incoming faxes from the memory even though the print quality is not as good.

1. Press **Scroll** (⏪ or ⏩) to highlight **Fax** and press **Select** (✓).
2. Press **Scroll** (⏪ or ⏩) to highlight **Fax Features** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Ignore Toner** and press **Select** (✓).
4. Press **Scroll** (⏪ or ⏩) to select the desired status and press **Select** (✓).
5. Press **Cancel** (✖) to return to Standby mode.

Replacement parts

From time to time, you need to replace the rollers and fuser unit to maintain top performance and to avoid print quality problems and paper feed problems resulting from worn parts.

The following items should be replaced after you have printed the specified number of pages.

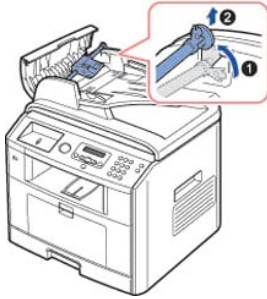
Item	Yield (Average)
ADF rubber pad	Approx. 20,000 pages
Transfer roller	Approx. 70,000 pages
Fuser unit	Approx. 80,000 pages
Tray rubber pad	Approx. 250,000 pages
Pickup roller	Approx. 150,000 pages

To purchase replacement parts, contact your Dell dealer or the retailer where you bought your printer. We strongly recommend that these items be installed by a trained service professional.

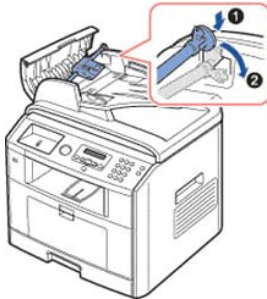
Replacing the ADF rubber pad

You can purchase an ADF rubber pad from your Dell dealer or the retailer where you bought your printer.

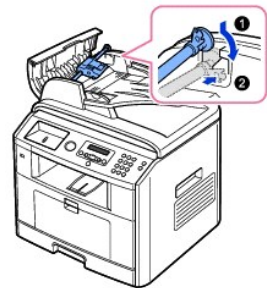
1. Open the ADF cover.
2. Rotate the bushing on the right end of the ADF roller toward the ADF and remove the roller from the slot.



3. Remove the ADF rubber pad from the ADF, as shown.



4. Insert a new ADF rubber pad into place.
5. Align the left end of the ADF roller with the slot and push the right end of the ADF roller into the right slot. Rotate the bushing on the right end of the roller toward the ADF.



6. Close the ADF cover.

Ordering Supplies

You can order supplies using the DellITM Toner Management System or the Dell Printer Configuration Web Tool.

If your printer is connected to a network, type your printer's IP address in your Web browser or open the Network Status Monitor Center (see "[Network Status Monitor Center](#)") to launch the Dell Printer Configuration Web Tool and click the toner supplies link.

1. Double-click the Dell 1815dn Toner Reorder icon on your desktop.




OR

2. From the **Start** menu, click **Programs** or **All Programs** → **DELL** → **DELL Printers** → **DELL Laser MFP 1815** → **Dell 1815dn Toner Reorder**.

The Order Toner Cartridges window appears.




Go to premier.dell.com or www.premier.dell.com to order supplies online.

 **NOTE:** premier.dell.com is Dell's secure, customizable, procurement and support site for its larger relationship customers.

If ordering by phone, call the number that appears under the **By Telephone** heading.

OR

3. *If your printer is connected to a network*, type the printer's IP address in your Web browser to launch the Dell Printer Configuration Web Tool, and click the supplies link.

 **NOTE:** Refer to the following table to order toner cartridges.

Toner cartridge	Part number
Dell Standard Capacity Toner Cartridge ^a	NF485
Dell High Capacity Toner Cartridge	RF223

- a. Dell Standard Capacity Toner Cartridge life is 3,000 pages and Dell High Capacity Toner Cartridge life is 5,000 pages.

Networking

- [About Sharing the Printer on a Network](#)
 - [Setting Up the Locally Shared Printer](#)
 - [Setting Up the Network-connected Printer](#)
-

About Sharing the Printer on a Network

Locally-shared Printer

You can connect the printer directly to a selected computer, which is called the "host computer" on the network. The printer can then be shared by other users on the network through a Windows 98, Me, 2000, XP, Server 2003, Vista, or NT 4.0 network printer connection.

Wired Network-connected Printer

Your printer has a built-in network interface. For details, see "[Connecting the printer to the Network](#)".

Printing Across a Network

Whether the printer is locally connected or network-connected, you need to install the **Dell Laser MFP 1815dn** software on each computer that prints documents using the printer.

Setting Up the Locally Shared Printer

You can connect the printer directly to a selected computer, which is called the "host computer," on the network. Your printer can be shared by other users on the network through a Windows 98, Me, 2000, XP, Server 2003, Vista, or NT 4.0 network printer connection.

In Windows 98/Me

Setting Up the Host Computer

1. Start Windows.
2. Click the **Start** button and point to **Control Panel** and double-click the **Network** icon.
3. Click the **File and Print Sharing** box, check the box next to **I want to be able to allow others to print to my printer** and click **OK**.
4. Click **Start** and point to **Printers** from **Settings**. Double-click your printer name.
5. Click **Properties** in the Printer menu.
6. Click the **Sharing** tab and check the **Shared As** box. Fill in the **Share Name** field and then click **OK**.

Setting Up the Client Computer

1. Right-click the **Start** button and select **Explore**.
2. Open your network folder in the left column.
3. Right-click the shared name and click **Capture Printer Port**.
4. Select the port you want, check the **Reconnect at log on** box and then click **OK**.
5. Click the **Start** button and point to **Settings** and then **Printers**.

6. Double-click your printer icon.
7. Click the **Printer** menu and point to **Properties**.
8. Click the **Details** tab and point to the printer port and then click **OK**.

In Windows NT 4.0/2000/XP/Server 2003/Vista

Setting Up the Host Computer

1. Start Windows.
2. For Windows NT 4.0/2000, click the **Start** button → **Settings** → **Printers**.
For Windows XP/Server 2003, click the **Start** button and point to **Printers and Faxes**.
For Windows Vista, click the **Start** button and click **Control Panel** → **Hardware and Sound** → **Printers**.
3. Double-click your printer icon.
4. Click the **Printer** menu and point to **Sharing**.
5. For Windows NT 4.0, check the **Shared** box.
For Windows 2000, check the **Shared As** box.
For Windows XP/Server 2003/Vista, check the **Share this printer** box.
6. Fill in the **Share Name** field and click **OK**.

Setting Up the Client Computer

1. Right-click the **Start** button and point to **Explore**.
2. Open your network folder in the left column.
3. Click the shared name.
4. For Windows NT 4.0/2000, from the **Start** button, Click **Settings** and point to **Printers**.
For Windows XP/Server 2003, from the **Start** button, click and point to **Printers and Faxes**.
For Windows Vista, from the **Start** button, click **Control Panel** → **Hardware and Sound** → **Printers**.
5. Double-click your printer icon.
6. Click the **Printer** menu and point to **Properties**.
7. Click the **Ports** tab and point to **Add Port**.
8. Click **Local Port** and point to **New Port**.
9. Fill in the **Enter a port name** field and enter the shared name.
10. Click **OK** and point to **Close**.
11. For Windows NT 4.0, click **OK**.
For Windows 2000/XP/Server 2003/Vista, click **Apply** and point to **OK**.

Setting Up the Network-connected Printer

You must set up the network protocols on the printer to use it as your network printer. Protocols can be set up by the following two methods:

1 Via Network Administration Programs

You can configure your printer's print server settings and manage it via the following programs:

1. **Embedded Web Service:** A web server embedded to your network print server, which enables you to:
Configure the network parameters necessary for the printer to connect to various network environments.

- 1 **SetIP**: A utility program that allows you to select a network interface card and manually configure the addresses for use with the TCP/IP protocol.

2 Via the Operator Panel

You can configure the basic network parameters through the printer's operator panel. Use the printer operator panel to do the following:

- 1 Print a Network Configuration Page
- 1 Configure TCP/IP
- 1 Configure EtherTalk

Configuring Network Parameters on the Operator Panel

Item	Requirements
Network Interface	10/100 Base-TX
Network Operating System	Windows 98/Me/NT 4.0/2000/XP/Server 2003/Vista
Network Protocols	<ul style="list-style-type: none"> • TCP/IP on Windows • Port9100 on Windows 2000//XP/Server 2003/Vista
Dynamic Addressing Server	<ul style="list-style-type: none"> • DHCP, BOOTP

Printing a Network Configuration Page

The Network Configuration page displays how the network interface card on your printer is configured. The default settings are suitable for most applications.

1. Press **Scroll** (**⏪** or **⏩**) to highlight **Menu** and press **Select** (**✓**).
2. Press **Scroll** (**⏪** or **⏩**) to highlight **Network CFG** and press **Select** (**✓**).
3. Press **Scroll** (**⏪** or **⏩**) to highlight **Print Sys. Data** and press **Select** (**✓**).

The first available menu item, **Yes** displays on the bottom line.

4. Press **Select** (**✓**) to print a network configuration page.

The Network Configuration page prints out.

Setting Network Protocols

When you first install and power up the printer, all supported network protocols are enabled. *If a network protocol is enabled*, the printer may actively transmit on the network even when the protocol is not in use. This may slightly increase network traffic. To eliminate unnecessary traffic, you may disable unused protocols.

1. Press **Scroll** (**⏪** or **⏩**) to highlight **Menu** and press **Select** (**✓**).
2. Press **Scroll** (**⏪** or **⏩**) to highlight **Network CFG** and press **Select** (**✓**).
3. Press **Scroll** (**⏪** or **⏩**) to highlight **Configuration** and press **Select** (**✓**).
4. Press **Scroll** (**⏪** or **⏩**) until you see the desired protocol and press **Select** (**✓**).

5. *If you selected **Ethernet***, select a network speed.

*If you selected **TCP/IP***, assign a TCP/IP address. For details, see "[Configuring TCP/IP](#)".

*If you selected **EtherTalk***, press **Scroll** (**⏪** or **⏩**) to change the setting to **On** (enable) or **Off** (disable).

6. Press **Select** (**✓**) to save the selection.

Configuring TCP/IP

- 1 Static Addressing: TCP/IP address is assigned manually by the system administrator.
- 1 Dynamic Addressing BOOTP/DHCP(default): TCP/IP address is assigned automatically by a DHCP or BOOTP server on your network.

Static Addressing

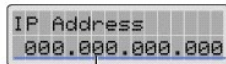
To enter the TCP/IP address from your printer's operator panel, take the following steps:

1. Press **Scroll** (← or →) to highlight **Menu** and press **Select** (✓).
2. Press **Scroll** (← or →) to highlight **Network CFG** and press **Select** (✓).
3. Press **Scroll** (← or →) to highlight **Configuration** and press **Select** (✓).
4. Press **Scroll** (← or →) to highlight **TCP/IP** and press **Select** (✓).

The first available menu item, **Manual**, appears and press **Select** (✓).

5. The first available menu item, **IP Address** displays.
6. Press **Select** (✓) to access the IP Address menu.

An IP address consists of 4 bytes.



Enter a number between 0 and 255 for each octet.

7. Enter the numbers from the keypad and use **Scroll** (← or →) to move between octets and press **Select** (✓).
8. Enter other parameters, such as the **Subnet Mask**, **GateWay** or **Primary DNS**, and press **Select** (✓).
9. After entering all parameters, press **Cancel** (✖) to return to Standby mode.

Dynamic Addressing (BOOTP/DHCP)

To assign the TCP/IP address automatically using a DHCP or BOOTP server on your network.

1. Press **Scroll** (← or →) to highlight **Menu** and press **Select** (✓).
2. Press **Scroll** (← or →) to highlight **Network CFG** and press **Select** (✓).
3. Press **Scroll** (← or →) to highlight **Configuration** and press **Select** (✓).
4. Press **Scroll** (← or →) to highlight **TCP/IP** and press **Select** (✓).
5. Press **Scroll** (← or →) to highlight **DHCP** and press **Select** (✓).

To assign the address from the BOOTP server, press **Select** (✓) when **BOOTP** displays.

Restoring the Network Configuration

You can return the network configuration to its default settings.

1. Press **Scroll** (← or →) to highlight **Menu** and press **Select** (✓).
2. Press **Scroll** (← or →) to highlight **Network CFG** and press **Select** (✓).
3. Press **Scroll** (← or →) to highlight **Clear Settings** and press **Select** (✓).

The first available menu item, **Yes** displays on the bottom line.

4. Press **Select** (✓) to restore the network configuration.
5. Power the printer off and back on or reset the network interface card.

Installing Accessories

- [Precautions When Installing Printer Accessories](#)
- [Installing Printer Memory](#)
- [Installing an Optional Tray 2](#)

Precautions When Installing Printer Accessories

Disconnecting the Power Cord:

Never remove the control board while the printer is plugged in.

To avoid the possibility of an electrical shock, always disconnect the power cord when installing or removing ANY internal or external printer option.

Discharge of Static Electricity:

The control board and internal printer memory are sensitive to static electricity. Before installing or removing an internal printer memory, discharge static electricity from your body by touching something metal on any device plugged into a grounded power source. *If you walk around before finishing installation,* discharge any static electricity once again.

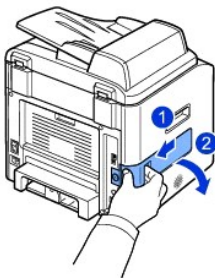
Installing Printer Memory

Additional printer memory is provided on a Dual In-line Memory Module (DIMM).

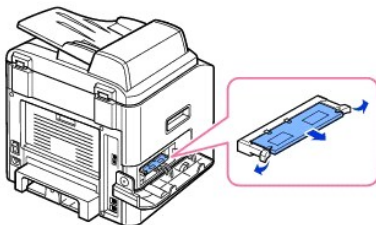
Your printer has 92 MB of memory. It can be expanded to 192 MB. Remove the preinstalled memory DIMM before upgrading the memory.

 **NOTE:** Your printer supports only Dell DIMMs. Order Dell DIMMs online at www.dell.com.

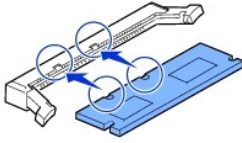
1. Power the printer off and unplug all cables from the printer.
2. Grab the control board cover and open it.



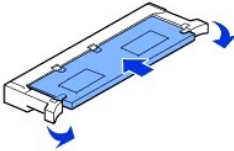
3. Completely open the latches on each side of the DIMM slot and remove the preinstalled memory DIMM.



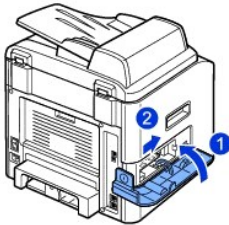
4. Remove a new memory DIMM from its antistatic package.
5. Holding the memory DIMM by the edges, align the notches on the memory DIMM with the grooves at the top of the memory DIMM slot.



6. Push the DIMM straight into the DIMM slot until it snaps into place. Make sure the latches fit over the notches located on either side of the DIMM.



7. Replace the control board cover.



8. Reconnect the power cord and printer cable, and turn the printer on.

Activating the added memory in the PS printer properties

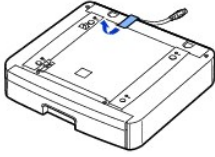
After installing the memory DIMM, you need to select it in the printer properties of the PostScript printer driver so that you can use it:

1. Make sure that the PostScript printer driver is installed on your computer. For details about installing the PS printer driver, see "[Installing Software in Windows](#)".
 2. Click the Windows **Start** menu.
 3. For Windows 98/Me/NT 4.0/2000, select Settings and then **Printers**.
For Windows XP/Server 2003, select **Printers and Faxes**.
For Windows Vista, click **Control Panel** → **Hardware and Sound** → **Printers**.
 4. Select the **Dell Laser MFP 1815 PS** printer.
 5. Right-click the printer icon and:
In Windows 98/Me, click **Properties**.
In Windows 2000/XP/Server 2003/Vista, click **Print Setup** or click **Properties** and then point to **Printing Preferences**.
In Windows NT 4.0, click **Document Default**.
 6. For Windows 98/Me, select **Device Options**.
For Windows NT 4.0/2000/XP/Server 2003/Vista, select **Device Settings**.
 7. Select the memory DIMM you installed from **Printer Memory** in the **Installable Option** section.
For Windows 98, select **Installable Option** → **VMOption** → **change setting for:VMOption** → **change memory**.
 8. Click **OK**.
-

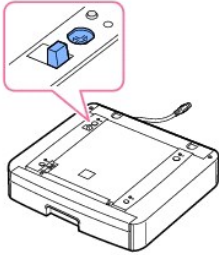
Installing an Optional Tray 2

You can increase the paper handling capacity of your printer by installing an optional tray 2. This tray holds 250 sheets of paper.

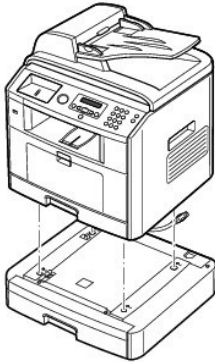
1. Power the printer off and unplug all cables from the printer.
2. Remove the packing tape and the tape fastening the optional tray 2 cable from the bottom of the optional tray 2.



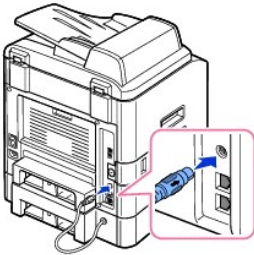
3. Find the location of the connector and the optional tray positioners.



4. Place the printer over the tray, aligning the feet on the printer with the positioners in the optional tray 2.



5. Connect the cable into the connector on the back of the printer.

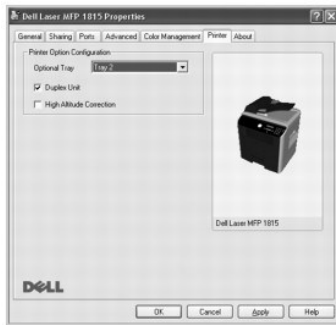


6. Load paper in the optional tray 2. For information about loading paper in this tray, see ["Loading Paper"](#).
7. Reconnect the power cord and cables and then power the printer on.

When you print a document on paper loaded in the optional tray 2, you must configure the properties of the printer driver.

To access the properties of the printer driver:

1. Click the Windows **Start** button.
2. For Windows 98/Me/NT 4.0/2000, click **Settings** and point to **Printers**.
For Windows XP/Server 2003, click **Printers and Faxes**.
For Windows Vista, click **Control Panel** → **Hardware and Sound** → **Printers**.
3. Click the **Dell Laser MFP 1815** printer.
4. Right-click the printer icon and:
In Windows 98/Me, click **Properties**.
In Windows 2000/XP/Server 2003/Vista, click **Print Setup** or click **Properties** and then point to **Printing Preferences**.
In Windows NT 4.0, click **Document Default**.
5. Click the **Printer** tab, and select **Tray 2** from the **Optional Tray** drop-down list.



6. Click **OK** and print the document.

To set the tray in the printer properties of the PostScript printer driver.

1. Click the Windows **Start** button.
2. For Windows 98/Me/NT4.0/2000, select **Settings** and then **Printers**.
For Windows XP/Server 2003, select **Printers and Faxes**.
For Windows Vista, click **Control Panel** → **Hardware and Sound** → **Printers**.
3. Select **Dell Laser MFP 1815 PS** printer.
4. Right-click the printer icon and:
In Windows 98/Me, click **Properties**.
In Windows 2000/XP/Server 2003/Vista, click **Print Setup** or click **Properties** and then point to **Printing Preferences**.
In Windows NT 4.0, click **Document Default**.
5. Click the **Device Setting** tab, and select **Installed** from the **Tray 2** drop-down list.



6. Click **OK**.

Paper Handling

- [Print Media Guidelines](#)
- [Storing Print Media](#)
- [Identifying Print Media Sources and Specifications](#)
- [Selecting an Output Location](#)

- [Loading Print Media in the Paper Tray](#)
- [Using the Bypass Tray](#)
- [Setting the Paper Size](#)
- [Setting the Paper Type](#)

Print Media Guidelines

Print media is paper, card stock, transparencies, labels, and envelopes. Your printer provides high quality printing on a variety of print media. Selecting the appropriate print media for your printer helps you avoid printing problems. This chapter provides information on how to help you make print media selections, how to care for the print media, and how to load it in the tray 1, optional tray 2 or bypass tray.

Paper

For the best print quality, use 75 g/m² (20 lb) xerographic, long grain paper. Try a sample of any paper you are considering using with the printer before buying large quantities.

When loading paper, note the recommended print side on the paper package, and load paper accordingly. See "[Loading Print Media in the Paper Tray](#)" and "[Using the Bypass Tray](#)" for detailed loading instructions.

Paper Characteristics

The following paper characteristics affect print quality and reliability. We recommend that you follow these guidelines when evaluating new paper stock.

Weight

The printer can automatically feed paper weights from 60 to 105 g/m² (16 to 28 lb bond) grain long in the ADF and from 60 to 90 g/m² (16 to 24 lb bond) grain long in the paper tray. Paper lighter than 60 g/m² (16 lb) may not be stiff enough to feed properly, causing jams. For best performance, use 75 g/m² (20 lb bond) long grain paper.

For duplex printing, use 75 to 90 g/m² (20 to 24 lb bond) paper.

Curl

Curl is the tendency of print media to curve at its edges. Excessive curl can cause paper feeding problems. Curl usually occurs after the paper passes through the printer, where it is exposed to high temperatures. Storing paper unwrapped in humid conditions, even in the paper tray, can contribute to paper curling prior to printing and can cause feeding problems.

Smoothness

The degree of smoothness of paper directly affects print quality. *If the paper is too rough*, the toner does not fuse to the paper properly, resulting in poor print quality. *If the paper is too smooth*, it can cause paper feeding problems. Smoothness should be between 100 and 300 Sheffield points; however, smoothness between 150 and 250 Sheffield points produces the best print quality.

Moisture Content

The amount of moisture in the paper affects both print quality and the ability of the printer to feed the paper properly. Leave the paper in its original wrapper until you are ready to use it. This limits the exposure of the paper to moisture changes that can degrade its performance.

Grain Direction

Grain refers to the alignment of the paper fibers in a sheet of paper. Grain is either long grain, running the length of the paper, or short grain, running the width of the paper.

For 60 to 90 g/m² (16 to 24 lb bond) paper, grain long fibers are recommended. For papers heavier than 90 g/m² (24 lb bond), grain short is preferred. For the bypass tray, 60 to 90 g/m² (16 to 24 lb bond) paper, grain long fibers are recommended.

Fiber Content

Most high-quality xerographic paper is made from 100% chemically pulped wood. This content provides the paper with a high degree of stability resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton possess characteristics that can result in degraded paper handling.

Recommended Paper

To ensure the best print quality and feed reliability, use 75 g/m² (20 lb) xerographic paper. Business papers designed for general business use may also provide acceptable print quality.

Always print several samples before buying large quantities of any type of print media. When choosing any print media, consider the weight, fiber content, and color.

Use only paper able to withstand these temperatures without discoloring, bleeding, or releasing hazardous emissions. Check with the paper manufacturer or vendor to determine whether the paper you have chosen is acceptable for laser printers.

Unacceptable Paper

The following papers are not recommended for use with the printer:

- 1 Chemically treated papers used to make copies without carbon paper, also known as carbonless papers, carbonless copy paper (CCP), or no carbon required (NCR) paper
- 1 Preprinted papers with chemicals that may contaminate the printer
- 1 Preprinted papers that can be affected by the temperature in the printer fuser
- 1 Preprinted papers that require a registration (the precise print location on the page) greater than ± 0.09 in., such as optical character recognition (OCR) forms
- 1 Coated papers (erasable bond), synthetic papers, thermal papers
- 1 Rough-edged, rough or heavily textured surface papers or curled papers
- 1 Recycled papers containing more than 25% post-consumer waste that do not meet DIN 19 309
- 1 Recycled paper having a weight less than 60 g/m² (16 lb)
- 1 Multiple-part forms or documents

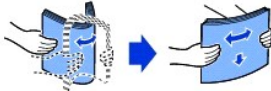
Selecting Paper

Proper paper loading helps prevent jams and ensures trouble-free printing.

To help avoid jams or poor print quality:

- 1 Always use new, undamaged paper.
- 1 Before loading paper, know the recommended print side of the paper you are using. This information is usually indicated on the paper package.

- 1 Do not use paper that you have cut or trimmed yourself.
- 1 Do not mix print media sizes, weights, or types in the same source; mixing results in jams.
- 1 Do not use coated papers.
- 1 Remember to change the paper size setting when you use a source that does not support auto size sensing.
- 1 Do not remove trays while a job is printing or Busy is displayed on the operator panel.
- 1 Make sure the paper is properly loaded in the source.
- 1 Flex paper back and forth. Do not fold or crease the paper. Straighten the edges on a level surface.



Selecting Preprinted Forms and Letterhead

Use the following guidelines when selecting preprinted forms and letterhead paper for the printer:

- 1 Use long grain papers for best results.
- 1 Use only forms and letterhead printed using an offset lithographic or engraved printing process.
- 1 Choose papers that absorb ink, but do not bleed.
- 1 Avoid papers with rough or heavily textured surfaces.

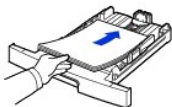

Use papers printed with heat-resistant inks designed for use in xerographic copiers. The ink must withstand temperatures of 180° C (356° F) without melting or releasing hazardous emissions. Use inks that are not affected by the resin in toner or the silicone in the fuser. Inks that are oxidation-set or oil-based should meet these requirements; latex inks might not. *If you are in doubt, contact your paper supplier.*

Preprinted papers such as letterhead must be able to withstand temperatures up to 180° C (356° F) without melting or releasing hazardous emissions.

Printing on Letterhead

Check with the manufacturer or vendor to determine whether the preprinted letterhead you have chosen is acceptable for laser printers.

Page orientation is important when printing on letterhead. Use the following table for help when loading letterhead in the print media sources.

Print Media Source	Top of Page		
	Print Side	Portrait	Landscape
tray 1 (standard tray) optional tray 2	Face down 	Front of tray	Left side of tray
bypass tray	Face up 	Logo enters the printer first	Left side of tray

Selecting Prepunched Paper

Prepunched paper brands can differ in the number and placement of holes and in manufacturing techniques.

Use the following guidelines to select and use prepunched paper:

- 1 Test paper from several manufacturers before ordering and using large quantities of pre-punched paper.
- 1 Paper should be punched at the paper manufacturer and not drilled into paper already packaged in a ream. Drilled paper can cause jams when multiple sheets feed through the printer.
- 1 Prepunched paper can include more paper dust than standard paper. Your printer may require more frequent cleaning and feed reliability may not be as good as that of standard paper.

Transparencies

Try a sample of any transparencies you are considering using with the printer before buying large quantities:

- 1 Use transparencies designed specifically for laser printers. Transparencies must be able to withstand temperatures of 180° C (356° F) without melting, discoloring, offsetting or releasing hazardous emissions.
- 1 Avoid getting fingerprints on the transparencies, which can cause poor print quality.
- 1 Before loading transparencies, fan the stack to prevent sheets from sticking together.
- 1 Load one transparency in the bypass tray.

Selecting Transparencies

The printer can print directly on transparencies designed for use in laser printers. Print quality and durability depend on the transparency used. Always print samples on the transparencies you are considering before buying large quantities.

Check with the manufacturer or vendor to determine whether your transparencies are compatible with laser printers that heat transparencies to 180° C (356° F). Use only transparencies that are able to withstand these temperatures without melting, discoloring, offsetting, or releasing hazardous emissions.

Envelopes

You can load one envelope at a time in the bypass tray. Try a sample of any envelopes you are considering using with the printer before buying large quantities. See ["Using the Bypass Tray"](#) for instructions on loading an envelope.

When printing on envelopes:

- 1 To achieve the best possible print quality, use only high-quality envelopes that are designed for use in laser printers.
- 1 For best performance, use envelopes made from 75 g/m² (20 lb bond) paper. You can use up to 90 g/m² (24 lb bond) weight for the bypass tray as long as the cotton content is 25 percent or less.
- 1 Use only new, undamaged envelopes.
- 1 For best performance and to minimize jams, do not use envelopes that:
 - Have excessive curl or twist
 - Are stuck together or damaged in any way

- Contain windows, holes, perforations, cutouts or embossing
 - Use metal clasps, string ties, or metal folding bars
 - Have an interlocking design
 - Have postage stamps attached
 - Have any exposed adhesive when the flap is in the sealed or closed position
 - Have nicked edges or bent corners
 - Have rough, cockle, or laid finishes
- 1 Use envelopes that can withstand temperatures of 180° C (356° F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions. *If you have any doubts about the envelopes you are considering using, check with the envelope supplier.*
 - 1 Adjust the width guide to fit the width of the envelopes.
 - 1 Load an envelope with the flap side down and with the stamp area on the top left side. The end of the envelope with the stamp area enters the bypass tray first.
- See "[Using the Bypass Tray](#)" for instructions on loading an envelope.



- 1 A combination of high humidity (over 60%) and the high printing temperatures may seal the envelopes.

Labels

Your printer can print on many labels designed for use with laser printers. These labels are supplied in letter size, A4 size, and legal size sheets. Label adhesives, face sheet (printable stock), and topcoats must be able to withstand temperatures of 180° C (356° F) and pressure of 25 pounds per square inch (psi). You can load one label sheet at a time in the bypass tray.

Try a sample of any label you are considering using with the printer before purchasing a large quantity:

- 1 Use full label sheets. Partial sheets may cause labels to peel off during printing, resulting in a jam. Partial sheets also contaminate your printer and your cartridge with adhesive, and could void your printer and cartridge warranties.
- 1 Use labels that can withstand temperatures of 180° C (356° F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions.
- 1 Do not print within 0.04 in. (1 mm) of the edge of the label, of the perforations, or between die-cuts of the label.
- 1 Do not use label sheets that have adhesive to the edge of the sheet. We recommend zone coating of the adhesive at least 0.04 in. (1 mm) away from edges. Adhesive material contaminates your printer and could void your warranty.
- 1 *If zone coating of the adhesive is not possible*, a 0.125 in. (3 mm) strip be removed on the leading and driver edge, and a non-oozing adhesive should be used.
- 1 Remove a 0.125 in. (3 mm) strip from the leading edge to prevent labels from peeling inside the printer.
- 1 Portrait orientation is preferred, especially when printing bar codes.
- 1 Do not use labels that have exposed adhesive.

Card Stock

Card stock is single ply, and has a large array of properties, such as the moisture content, thickness, and texture, that can significantly affect print quality. See ["Identifying Print Media Sources and Specifications"](#) for information on the preferred weight for the grain direction of print media.

Try a sample of any card stock you are considering using with the printer before purchasing a large quantity:

- 1 Be aware that preprinting, perforation, and creasing can significantly affect the print quality and cause print media handling or jamming problems.
- 1 Avoid using card stock that may release hazardous emissions when heated.
- 1 Do not use preprinted card stock manufactured with chemicals that may contaminate the printer. Preprinting introduces semi-liquid and volatile components into the printer.
- 1 We recommend the use of grain long card stock.

Storing Print Media

Use the following guidelines for proper print media storage. These help avoid print media feeding problems and uneven print quality:

- 1 For best results, store print media in an environment where the temperature is approximately 21° C (70° F) and the relative humidity is 40%.
- 1 Store cartons of print media on a pallet or shelf, rather than directly on the floor.
- 1 If you store individual packages of print media out of the original carton, make sure they rest on a flat surface so the edges do not buckle or curl.
- 1 Do not place anything on top of the print media packages.

Identifying Print Media Sources and Specifications

The following tables provide information on standard and optional sources, including the print media sizes you can select from the paper size menu and supported weights.

 **NOTE:** If you use a print media size not listed, select the next larger size.

Print Media Sizes and Support

Legend	Dimensions	Paper Tray (tray 1 and optional tray 2)	Bypass Tray	Duplex Printing
Y - indicates Support				
Print Media Size				
A4	8.27 x 11.7 in. (210 x 297 mm)	Y	Y	Y
A5	5.83 x 8.27 in. (148 x 210 mm)	Y	Y	-
A6	4.13 x 5.85 in. (105 x 148.5 mm)	Y	Y	-
JIS B5	7.17 x 10.1 in. (182 x 257 mm)	Y	Y	-
ISO B5	6.93 x 9.84 in. (176 x 250 mm)	Y	Y	-
Letter	8.5 x 11 in. (215.9 x 279.4 mm)	Y	Y	Y
Legal	8.5 x 14 in. (215.9 x 355.6 mm)	Y	Y	Y
Executive	7.25 x 10.5 in. (184.2 x 266.7 mm)	Y	Y	-

Oficio	8.5 x 13.5 in. (216 x 343 mm)	Y	Y	Y
Folio	8.5 x 13 in. (216 x 330 mm)	Y	Y	Y
Envelope 7-3/4 (Monarch)	3.875 x 7.5 in. (98.4 x 190.5 mm)	-	Y	-
Envelope COM-10	4.12 x 9.5 in. (105 x 241 mm)	-	Y	-
Envelope DL	4.33 x 8.66 in. (110 x 220 mm)	-	Y	-
Envelope C5	6.38 x 9.01 in. (162 x 229 mm)	-	Y	-
Envelope C6	4.49 x 6.38 in. (114 x 162 mm)	-	Y	-
Custom	3 x 5 in. to 8.5 x 14 in. (76 x 127 mm to 216 x 356 mm)	-	Y	-

Print Media Supported

Print Media	Paper Tray	Bypass Tray	Standard Output Tray
Paper	Y	Y	Y
Card Stock	-	Y	Y
Transparencies	-	Y	-
Labels	-	Y	Y
Dual-web and Integrated Labels	-	Y	Y
Envelopes	-	Y	Y

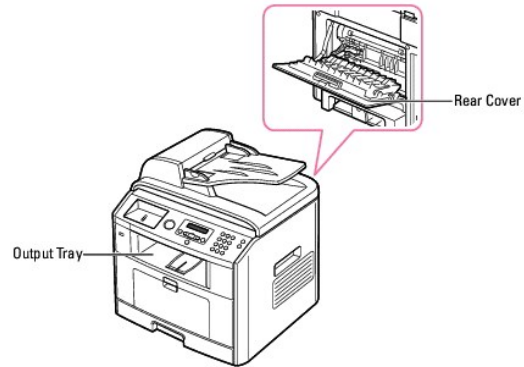
Print Media Types and Weights

Print Media	Type	Print Media Weight	
		Tray 1 and Optional Tray 2	Bypass Tray
Paper	Xerographic or business paper	60-90 g/m ² grain long (16-24 lb bond)	60-135 g/m ² grain long (16 to 36 lb bond)
Card stock-maximum (grain long) ^a	Index Bristol	-	120 g/m ² (31 lb)
	Tag	-	120 g/m ² (31 lb)
	Cover	-	135 g/m ² (35 lb)
Card stock-maximum (grain short) ^a	Index Bristol	-	163 g/m ² (43 lb)
	Tag	-	163 g/m ² (43 lb)
	Cover	-	163 g/m ² (43 lb)
Transparencies	Laser printer	-	138-146 g/m ² (37-39 lb bond)
Labels-maximum	Paper	-	163 g/m ² (43 lb bond)
	Dual-web paper	-	163 g/m ² (43 lb bond)
	Polyester	-	163 g/m ² (43 lb bond)
	Vinyl	-	163 g/m ² (43 lb liner)
Integrated Forms	Pressure- sensitive area (must enter the printer first)	-	135-140 g/m ² (36-40 lb bond)
	Paper base (grain long)	-	75-135 g/m ² (20-36 lb bond)
Envelopes 100% Cotton Content Maximum Weight- 24 lb	Sulfite, wood-free or up to 100% cotton bonds	-	75-90 g/m ² (20-24 lb)

a. Grain short is preferred for papers over 163 g/m² (43 lb bond).

Selecting an Output Location

The printer has two output locations; the output tray (face down) and the rear cover (face up).



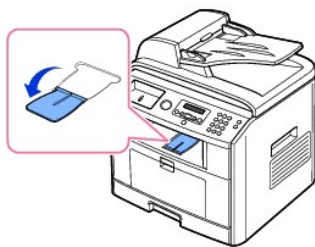
To use the output tray, make sure that the rear cover is closed. To use the rear cover, open it.

- ☑ **NOTE:** If paper coming out of the output tray has problems, such as excessive curl, try printing to the rear cover.
- ☑ **NOTE:** To avoid paper jams, do not open or close the rear cover while the printer is printing.

Printing to the Output Tray (Face down)

The output tray collects printed paper face-down, in correct order. The tray should be used for most print jobs.

If necessary, expand the paper output extension to keep print media from falling off the output tray.



Printing to the Rear Cover (Face up)

Using the rear cover, paper comes out of the printer face up.

Printing from the bypass tray to the rear cover provides a **straight paper path**. Using the rear cover might improve the output quality with special materials.

To use the rear cover:

Open the rear cover by pulling it.



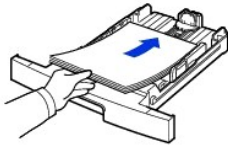
⚠ CAUTION: The fuser area inside of the rear cover of your printer becomes very hot when in use. Take care when you access this area.

Loading Print Media in the Paper Tray

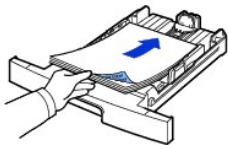
You can load approximately 250 sheets of plain paper in the tray 1 or the optional tray 2. *If you purchased the optional tray 2, see ["Installing an Optional Tray 2"](#) for installing instructions.* For faxing, you can use A4, letter or legal paper only. For copying or PC printing, you can use many different types and sizes of paper; see ["Identifying Print Media Sources and Specifications"](#).

Follow these instructions to load print media into the tray 1 or optional tray 2. These trays are loaded the same way.

1. Pull open the paper tray and load paper with the print side face down.



You can load letterhead paper with the design side face down. The top edge of the sheet with the logo should be placed at the front side of the tray.



For details about loading paper in the paper tray, see ["Loading Paper"](#).

NOTE: *If you experience problems with paper feed, place the paper in the bypass tray.*


NOTE: You can load previously printed paper. The printed side should be facing up with an uncurled edge at the front. *If you experience problems with paper feed, turn the paper around. Note that the print quality is not guaranteed.*


Using the Bypass Tray

Use the bypass tray to print transparencies, labels, envelopes or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the paper tray.

Postcards, 3.5 by 5.83 in. (index) cards and other custom-sized materials can be printed with this printer. The minimum size is 3.0 by 5.0 in. (76 by 127 mm) and the maximum size is 8.5 by 14 in. (216 by 356 mm).

Acceptable print materials are plain paper with sizes ranging from 3.0 by 5.0 in. (76 by 127 mm) to Legal, 8.5 by 14 in. (216 by 356 mm), the largest size acceptable, and weighing between 16 lb and 43 lb.

 **NOTE:** Always load only the print materials specified in the Specifications on ["Paper Specifications"](#) to avoid paper jams and print quality problems.

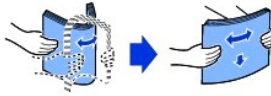
 **NOTE:** Flatten any curl on postcards, envelopes and labels before loading them into the bypass tray.

To use the bypass tray:

1. Open the bypass tray and unfold the paper support extension, as shown.



2. *If you are using paper*, flex or fan the edge of the paper stack to separate the pages before loading.



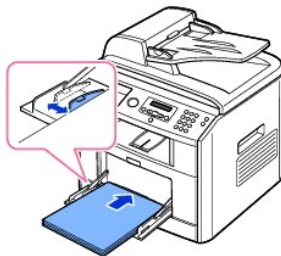
For transparencies, hold them by the edges and avoid touching the print side. Oils from your fingers can cause print quality problems.

3. Load the print material **with the side to be printed on facing up**.





Depending on the paper type you are using, keep the following loading method:

- 1 Envelopes: load them with the flap side down and with the stamp area on the top left side.
 - 1 Transparencies: load them with the print side up and the top with the adhesive strip entering the printer first.
 - 1 Labels: load them with the print side up and top short edge entering the printer first.
 - 1 Preprinted paper: load with the design face up, top edge toward the printer.
 - 1 Card stock: load them with the print side up and the short edge entering the printer first.
 - 1 Pre printed paper: the printed side should be facing down with an uncurled edge toward the printer.
4. Squeeze the width guide and adjust it to the width of the print material. Do not force too much, or the paper will be bent, which will result in a paper jam or skew.



5. After loading paper, set the paper type and size for the bypass tray. See ["Setting the Paper Type"](#) for copying and faxing or ["Paper Tab"](#) for PC-printing.

 **NOTE:** The settings made from the printer driver override the settings on the operator panel.

 **CAUTION:** Make sure to open the rear cover when you print on transparencies. If not, they may tear while exiting the machine.













6. After printing, fold away the paper support extension and close the bypass tray.

Tips on using the bypass tray

1. Load only one size of print material at a time in the bypass tray.
1. To prevent paper jams, do not add paper when there is still paper in the bypass tray. This also applies to other types of print materials.
1. Print materials should be loaded face up with the top edge going into the bypass tray first and be placed in the center of the tray.
1. Always load only the print materials specified in "[Print Media Guidelines](#)" to avoid paper jams and print quality problems.
1. Flatten any curl on postcards, envelopes, and labels before loading them into the bypass tray.
1. When you print on 3 by 5 in. (76 by 127 mm) sized media on the bypass tray, open the rear cover for straight paper path to avoid paper jams.
1. Make sure to open the rear cover when you print on transparencies. *If not*, they may tear while exiting the machine.












Setting the Paper Size

After loading paper in the paper tray, you need to set the paper size using the operator panel buttons. This setting will apply to Fax and Copy modes. For PC-printing, you need to select the paper type in the application program you use.

1. Press **Scroll** ( or ) to highlight **Menu** and press **Select** (.
2. Press **Select** () to access **Paper Setup**.
3. Press **Select** () to access **Paper Size**.
4. Press **Scroll** ( or ) to select the paper tray you want to use and press **Select** (.
5. Press **Scroll** ( or ) to find the paper size you are using and press **Select** (.
6. Press **Cancel** () to return to Standby mode.

Setting the Paper Type

After loading paper in the paper tray or the bypass tray, you need to set the paper type using the operator panel buttons. This setting will apply to Fax and Copy modes. For faxing, you can only set the paper type to the Plain Paper. For PC-printing, you need to select the paper type in the application program you use.

1. Press **Scroll** ( or ) to highlight **Menu** and press **Select** (.
2. Press **Select** () to access **Paper Setup**.
3. Press **Scroll** ( or ) to highlight **Paper Type** and press **Select** (.
4. Press **Scroll** ( or ) to find the paper type you are using and press **Select** (.
5. Press **Cancel** () to return to Standby mode.

Printing

- [Printing a Document](#)
- [Printer Settings](#)
- [Printing Multiple Pages on One Sheet of Paper](#)
- [Printing a Reduced or Enlarged Document](#)
- [Fitting Your Document to a Selected Paper Size](#)
- [Printing Posters](#)
- [Printing on Both Sides of Paper](#)
- [Using Watermarks](#)
- [Using Overlays](#)

Printing a Document

Your printer prints documents using the Graphic Device Interface (GDI), Printer Control Language (PCL) or Postscript (PS) printer driver. When you install the Dell software, your printer automatically installs the GDI and PCL printer drivers. Installing the PS printer driver is optional. See "[Installing Dell Software for Local Printing](#)".

The drivers provided with your printer allow a wide variety of options. Use the chart below to determine which print driver is best suited for the job.

The features provided by each printer driver are as follows:

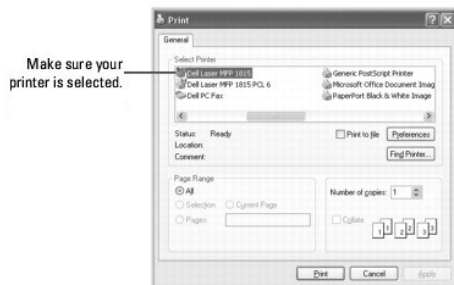
Feature	Printer Driver		
	GDI	PS	PCL
Toner Save	Y	Y	Y
Print quality option	Y	Y	Y
Poster	Y	N	Y
Reduce/Enlarge	Y	Y	Y
Multiple Pages per Side	Y	Y	Y
Fit to Page	Y	Y	Y
Watermark	Y	N	Y
Overlay	Y	N	Y

The following procedure describes the general steps required for printing from various Windows applications. The exact steps for printing a document may vary depending on the application program you are using. Refer to your software application's *User's Guide* for the exact printing procedure.

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

The Print window displays. It may look slightly different depending on your application.

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



▲ Windows XP screen

3. Select the printer driver you want to use from the Print window.
4. To take advantage of the printer features provided by your printer, click **Preference** or **Properties**, depending on the program or operating system in the above window and go to step 5.

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

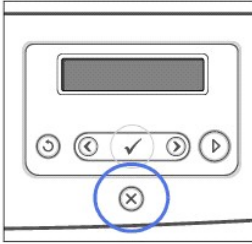
5. Click **OK** to close the printer properties window.
6. To start the print job, click **Print** or **OK** depending on the program or operating system in the Print window.

Canceling a Print Job

There are two ways to cancel a print job:


To stop a print job from the operator panel:

Press **Cancel** (X).



Your printer finishes printing the page in progress and deletes the rest of the print job. Pressing the button cancels only the current job. *If more than one print job is in the printer's memory, you need to press the button once for each job.*

To stop a print job from the Printers folder:

 **NOTE:** You can access this window simply by double-clicking the printer icon at the bottom right corner of the Windows desktop.

1. Click the Windows **Start** button.
2. For Windows 98/Me/NT 4.0/2000, click **Settings** and point to **Printers**.
For Windows XP/Server 2003, click **Printers and Faxes**.
For Windows Vista, click **Control Panel** → **Hardware and Sound** → **Printers**.
3. Double-click the **Dell Laser MFP 1815** icon.
4. From the **Document** menu, click **Cancel** (Windows NT 4.0/2000/XP/Server 2003/Vista) or **Cancel Printing** (Windows 98/Me).





▲ Windows XP screen

Printer Settings

You can use the printer properties window, which enables you to access all the printer options you may need when using your printer. When the printer properties are displayed, you can review and change any settings needed for your print job.

The printer properties window may differ, depending on the printer driver you select and your operating system. For details about selecting a printer driver, see "[Printing a Document](#)". The *User's Guide* shows the Printing Preferences window of the GDI printer driver on Windows XP.

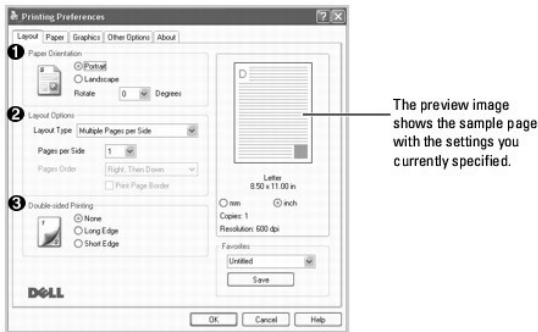
 **NOTE:** Most Windows applications override settings you specified in the printer driver. Change all the print settings available in the software application first, and change any remaining settings using the printer driver.



 **NOTE:** The settings you change remain in effect only while you are using the current program. To make your changes permanent, make them in the **Printers** folder. Follow these steps:

- a. Click the Windows **Start** button.
- b. For Windows 98/Me/NT 4.0/2000, click **Settings** and point to **Printers**.
For Windows XP/Server 2003, click **Printers and Faxes**.
For Windows Vista, click **Control Panel** → **Hardware and Sound** → **Printers**.
- c. Point to the **Dell Laser MFP 1815** printer.
- d. Right-click on the printer icon and:
 - 1 For Window 98/Me, click **Properties**.
 - 1 For Windows 2000/XP/Server 2003/Vista, click **Print Setup** or click **Properties** and point to **Printing Preferences**.
 - 1 For Windows NT 4.0, click **Document Default**.
- e. Change the settings on each tab and click **OK**.

Layout Tab

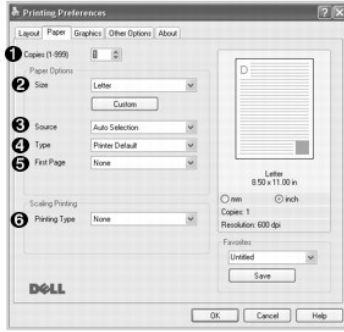
The Layout tab provides options for you to adjust how the document appears on the printed page. The **Layout Options** section includes advanced printing options, such as **Multiple Pages per Side** and **Poster Printing**.




Property	Description
1 Paper Orientation	<p>Paper Orientation enables you to select the direction in which information is printed on a page.</p> <ul style="list-style-type: none"> • Portrait prints across the width of the page, letter style. • Landscape prints across the length of the page, spreadsheet style. <p><i>If you want to rotate the page 180-degrees, select 180 from the Rotate drop-down list.</i></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>▲ Portrait</p> </div> <div style="text-align: center;">  <p>▲ Landscape</p> </div> </div>
2 Layout Options	<p>Layout Options enables you to select advanced printing options. For details, see "Printing Multiple Pages on One Sheet of Paper" and "Printing Posters".</p>
3 Double-sided Printing	<p>Double-sided Printing enables you to print on both sides of paper. For details, see "Printing on Both Sides of Paper".</p>

Paper Tab

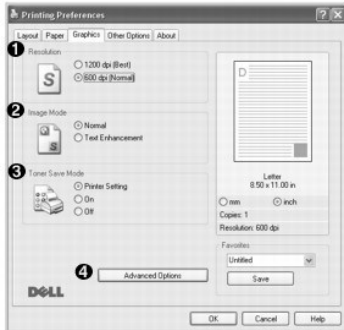
Use the following options to set the paper handling needs when you access the printer properties. Click the **Paper** tab to access the paper properties.



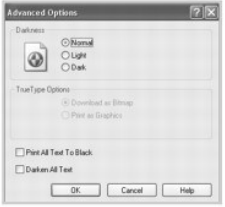
Property	Description
1 Copies	Copies enables you to choose the number of copies to be printed. You can enter up to 999.
2 Size	<p>The Size option enables you to choose the size of paper loaded in the paper tray.</p> <p>If the required size is not listed in the Size box, click Custom. When the Custom Paper Setting window appears, set the paper size and click OK. The setting appears on the list so that you can select it.</p> 
3 Source	<p>Make sure that Source is set to the corresponding paper tray.</p> <p>If the paper source is set to Auto Selection, the printer automatically picks up print materials from the bypass tray first and then the paper tray.</p>
4 Type	Make sure that Type is set to Printer Default . <i>If you load a different type of print material, select the corresponding paper type. For more information about print materials, refer to "Print Media Guidelines".</i>
5 First Page	This property allows you to print the first page using a different paper type from the rest of the document. You can select the paper source for the first page.
6 Printing Type	<p>Printing Type enables you to select advanced printing options.</p> <p>For details, see "Printing a Reduced or Enlarged Document" and "Fitting Your Document to a Selected Paper Size".</p>

Graphics Tab

Use the following graphic options to adjust the print quality for your specific printing needs. Click the **Graphics** tab to display the properties shown below.

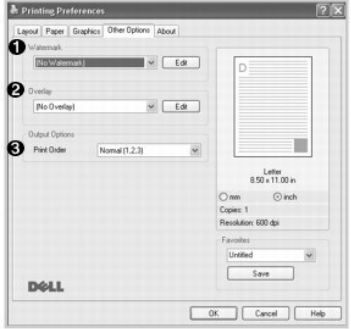


Property	Description
1 Resolution	You can select the printing resolution by choosing 1200 dpi (Best) or 600 dpi (Normal) . The higher the setting, the sharper the clarity of printed characters and graphics. Higher settings may increase the time it takes to print a document.

<p>2 Image Mode</p>	<p>Some printed characters appear to have jagged or uneven edges. Set this Image Mode option to improve the print quality of your text and make the characters appear smoother.</p> <ul style="list-style-type: none"> • Normal: This setting prints text in the normal mode. • Text Enhancement: This setting refines the print quality of characters by smoothing out jagged edges that can occur on the angles and curves of each character.
<p>3 Toner Save Mode</p>	<p>Selecting this option extends the life of your toner cartridge and reduces your cost per page without a significant reduction in the print quality.</p> <ul style="list-style-type: none"> • Printing Setting: If you select this option, the Toner Save feature is determined by the setting you have made on the operator panel. • On: Select this option to allow the printer to use less toner on each page. • Off: When you do not need to save toner to print a document, select this option.
<p>4 Advanced Options</p>	<p>You can set advanced settings by clicking the Advanced Options button.</p>  <p>Darkness</p> <p>Use this option to lighten or darken the image appearance in your print.</p> <ul style="list-style-type: none"> • Normal: Select to print images in the normal mode. • Light: Select to lighten the image appearance. • Dark: Select to darken the image appearance. <p>TrueType Options</p> <p>This option determines what the driver tells the printer about how to image the text in your document. Select the appropriate setting according to the status of your document.</p> <ul style="list-style-type: none"> • Download as Bitmap: When this option is selected, the driver downloads the font data as bitmap images. Documents with complicated fonts, such as Korean or Chinese, print faster in this setting. • Print as Graphics: When this option is selected, the driver downloads any fonts as graphics. When printing documents with high graphic content and relatively few TrueType fonts, printing performance (speed) may be enhanced in this setting. <p>Print All Text To Black</p> <p>When the Print All Text To Black option is checked, all text in your document prints solid black, regardless of the color it appears on the screen. When it is not checked, colored text is allowed to print in shades of gray.</p> <p>Darken All Text</p> <p>When the Darken All Text option is checked, all text in your document is allowed to print darker than a normal document.</p>

Other Options Tab

Click the **Other Options** tab to access the following features:



Property	Description
1 Watermark	You can create a background image of text to print on each page of your document. See " Using Watermarks ". This feature is not available when using the Postscript (PS) driver.
2 Overlay	Overlays are often used to take the place of preprinted forms and letterhead paper. See " Using Overlays ".
3 Output Options	You can set the sequence for the pages to print. Select the print order from the drop-down list. <ul style="list-style-type: none"> • Normal (1, 2, 3): Your printer prints all pages from the first page to the last page. • Reverse All Pages (3, 2, 1): Your printer prints all pages from the last page to the first page. • Print Odd Pages: Your printer prints only the odd pages of the document. • Print Even Pages: Your printer prints only the even pages of the document.

About Tab

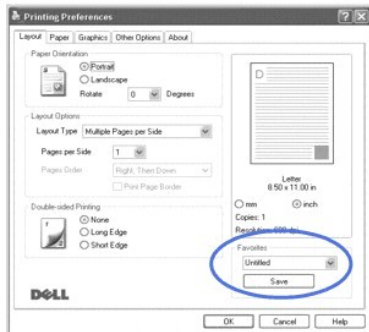
Use the About tab to display the copyright notice and the version number of the driver. If you have an Internet browser, you can connect to the Internet by clicking the website icon.

Using a Favorite Setting

The **Favorites** option, which is visible on each properties tab, enables you to save the current properties settings for future use.

To save a Favorites item:

1. Change the settings on each tab, as needed.
2. Enter a name for the item in the **Favorites** input box.



3. Click Save.


To use a saved setting, select it from the **Favorites** drop-down list.

To delete a favorite setting item, select it from the list and click **Delete**.

You can also restore the printer driver's default settings by selecting **Printer Default** from the list.

Using Help

Your printer has a help screen that can be activated by the **Help** button in the printer's properties window. These help screens give detailed information about the printer features provided by the printer driver.

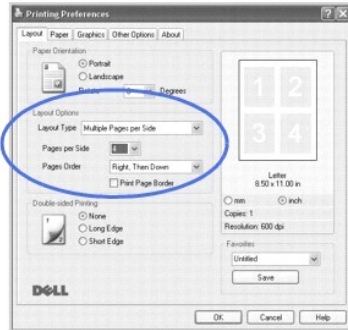
You can also click  from the upper right hand corner, and then click on any setting.

Printing Multiple Pages on One Sheet of Paper

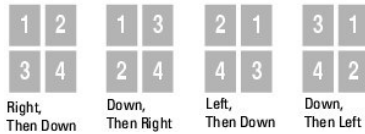
You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will appear decreased in size and arranged on the sheet. You can print up to 16 pages on one sheet.



1. When you change the print settings from your software application, access the printer properties.
2. From the **Layout** tab, choose **Multiple Pages per Side** on the **Layout Type** drop-down list.
3. Select the number of pages you want to print per sheet (1, 2, 4, 6, 9, or 16) on the **Pages per Side** drop-down list.



4. *If necessary*, select the page order on the **Pages Order** drop-down list.



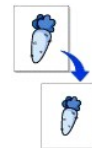
Check **Print Page Border** to print a border around each page on the sheet. **Print Page Border** is enabled only if the **Pages per Side** setting is set to a number greater than one.

5. Click the **Paper** tab and select the paper source, size and type.
6. Click **OK** to print the document.

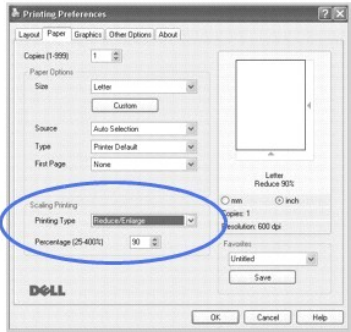
Printing a Reduced or Enlarged Document

You can scale your print job on a page.

1. When you change the print settings from your software application, access the printer properties.
2. From the **Paper** tab, select **Reduce/Enlarge** on the **Printing Type** drop-down list.
3. Enter the scaling rate in the **Percentage** input box.



You can also click the ▲ or ▼ button.



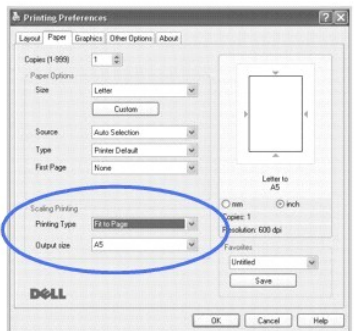
4. Select the paper source, size and type.
5. Click **OK** to print the document.

Fitting Your Document to a Selected Paper Size

You can scale your print job to any selected paper size regardless of the digital document size. This can be useful when you want to check fine details on a small document.



1. When you change the print settings from your software application, access the printer properties.
2. From the **Paper** tab, select **Fit to Page** on the **Printing Type** drop-down list.
3. Select the correct size from the **Output size** drop-down list.

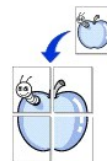


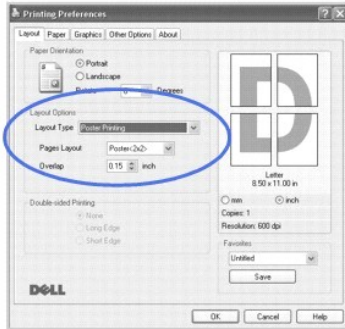
4. Select the paper source, size and type.
5. Click **OK** to print the document.

Printing Posters

You can print a single-page document onto 4, 9, or 16 sheets of paper, for the purpose of pasting the sheets together to form one poster-size document.

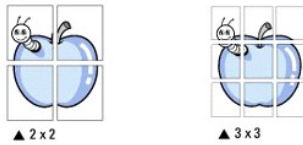
1. When you change the print settings from your software application, access the printer properties.
2. From the **Layout** tab, select **Poster Printing** on the **Layout Type** drop-down list.



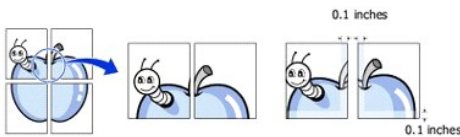


3. Configure the poster option:

You can select the page layout from **Poster<2x2>**, **Poster<3x3>**, or **Poster<4x4>**. If you select **Poster<2x2>**, the output will be automatically stretched to cover 4 physical pages.



Specify an overlap in millimeters or inches to make it easier to reconstruct the resulting poster.



4. Click the **Paper** tab and select the paper source, size and type.
5. Click **OK** to print the document. You can complete the poster by reconstructing the results.

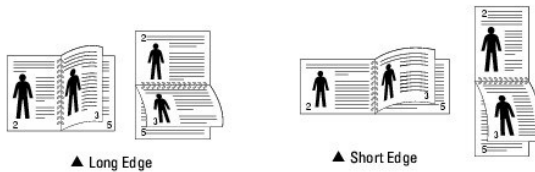
Printing on Both Sides of Paper

Your printer prints on both sides of paper automatically.



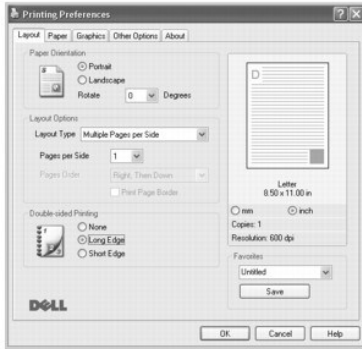
Before printing, decide on which edge you will be binding your finished document. The binding options are:

- 1 **Long Edge**, which is the conventional layout used in book binding.
- 1 **Short Edge**, which is the type often used with calendars.



- NOTE: Do not print on both sides of labels, transparencies, envelopes, or thick paper. Damage to the printer and paper jamming might result.
- NOTE: To use the double-sided printing, you can use only the following paper size: A4, Letter, Legal and Folio.

1. When you change the print settings from your software application, access the printer properties.
2. From the **Layout** tab, select the paper orientation.
3. From the **Double-sided Printing** section, select the desired binding option.



4. Click the **Paper** tab and select the paper source, size and type.
5. Click **OK** and print the document.

Your printer prints on both sides of paper automatically.

Using Watermarks

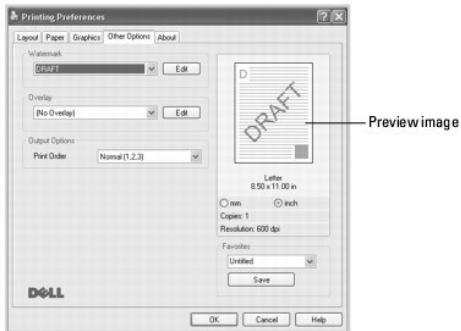
The Watermark option enables you to print text over an existing document. For example, you may want to have large gray letters reading "DRAFT" or "CONFIDENTIAL" printed diagonally across the first page or all pages of a document.



There are several predefined watermarks that come with your printer. They can be modified or you can add new ones to the list.

Using an Existing Watermark

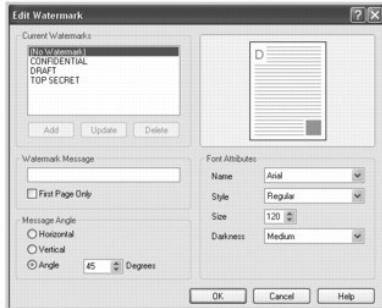
1. When you change the print settings from your software application, access the printer properties.
2. Click the **Other Options** tab and select a watermark on the **Watermark** drop-down list. It appears in the preview image window.



3. Click **OK** and start printing.

Creating a Watermark

1. When you change the print settings from your software application, access the printer properties.
2. Click the **Other Options** tab and click Edit in the **Watermark** section. The Edit Watermarks window appears.



3. Enter the text message you want to print in the **Watermark Message** box.

The message displays in the preview image window. The preview image is provided so that you can see how the watermark will appear on the printed page.

When the **First Page Only** box is checked, the watermark is printed on the first page only.

4. Select the watermark options.

You can select the font name, style and size and gray scale level from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.

5. Click **Add** to add a new watermark to the list.
6. When you finish creating, click **OK** to start printing.

To stop printing the watermark, select **No Watermark** on the **Watermark** drop-down list.

Editing a Watermark

1. When you change the print settings from your software application, access the printer properties.
2. Click the **Other Options** tab and click **Edit** in the **Watermark** section. The Edit Watermarks window appears.
3. Select the watermark you want to edit on the **Current Watermarks** list, and change the watermark message and the options.
4. Click **Update** to save the changes.
5. Click **OK**.

Deleting a Watermark

1. When you change the print settings from your software application, access the printer properties.
2. From the **Other Options** tab, click **Edit** in the **Watermark** section. The Edit Watermarks window appears.
3. Select the watermark you want to delete on the **Current Watermarks** list and click **Delete**.
4. Click **OK**.

Using Overlays

What is an Overlay?

An overlay is text and/or images stored in the computer hard disk drive (HDD) as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper. Rather than using preprinted letterhead, you can create an overlay containing the exact same information that is currently on your letterhead. To print a letter with your company's letterhead, you do not need to load preprinted letterhead paper in the printer. You need only tell the printer to print the letterhead overlay on your document.



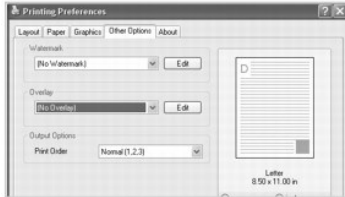
Creating a New Page Overlay

To use a page overlay, you must create a new page overlay containing your logo or image.

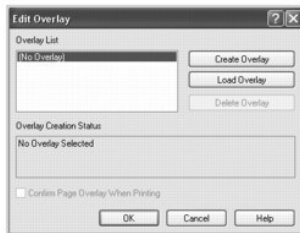


NOTE: The overlay document size must be the same as documents you will print with the overlay. Do not create an overlay with a watermark.

1. Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you wish them to appear when printed as an overlay. *If needed*, save the file for later use.
2. When you change the print settings from your software application, access the printer properties.
3. Click the **Other Options** tab and click **Edit** in the **Overlay** section.



4. In the Edit Overlays window, click **Create Overlay**.



5. In the Create Overlay window, type a name of up to eight characters in the **File name** box. Select the destination path, if necessary. (The default is **C:\FormOver**).



6. Click **Save**. You can see the name in the **Overlay List**.
7. Click **OK** or **Yes** until you complete creating.

The file is not printed out: it is stored in your computer.

Using a Page Overlay

After an overlay has been created, it is ready to be printed with your document. To print an overlay with a document:

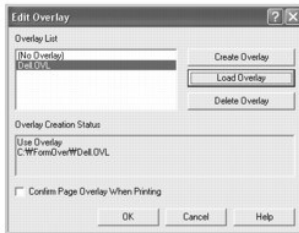
NOTE: The resolution of the overlay must be the same as the resolution of the document that will print with the overlay.

1. Create or open the document you want to print.
2. To change the print settings from your software application, access the printer properties.
3. Click the **Other Options** tab.
4. Select the overlay you want to print from the **Overlay** drop-down list box.
5. If the overlay file does not appear on the **Overlay List**, click **Edit** and then **Load Overlay**, and select the overlay file.



If you have stored the overlay file you want to use on an external source, such as a CD or floppy disk, you can also load the file when you access this Load Overlay window.

After you select the file, click **Open**. The file is now shown in the **Overlay List** box and is available for printing. Select the overlay from the **Overlay List** box.



6. If necessary, click **Confirm Page Overlay When Printing**. When this box is checked, a message window appears each time you submit a document for printing, asking you to confirm that you want to print an overlay on your document.

Answering **Yes** to the window means that the selected overlay will be printed with your document. Answering **No** to the window cancels the use of the overlay page.

If this box is empty and an overlay has been selected, the overlay will be automatically printed with your document.

7. Click **OK** or **Yes** until the printing starts.

The overlay is downloaded with your print job and printed on your document.

Deleting a Page Overlay

You can delete page overlays that are no longer used.

1. In the printer properties window, click the **Other Options** tab.
2. Click **Edit** in the **Overlay** section.
3. Select the overlay you want to delete from the **Overlay List** box.
4. Click **Delete Overlay**.
5. When a confirming message window appears, click **Yes**.
6. Click **OK** until you exit the Print window.

Scanning

- [Scanning Overview](#)
- [Scanning to an Application](#)
- [Scanning Using Network Scan](#)
- [Scanning Using the Windows Image Acquisition \(WIA\) Driver](#)
- [Scanning to a USB Memory Key](#)
- [Managing a USB Memory Key](#)
- [Email Setup](#)
- [Scanning and Sending an Email](#)
- [Setting up Address Book](#)
- [Group Numbers](#)
- [Changing Default Settings](#)
- [Fax Forward to E-mail addresses](#)

Scanning Overview

Use your **Dell Laser MFP 1815dn** to convert pictures and text into editable images on your computer. After you install the software from the Drivers and Utilities CD, you can start scanning images using either the operator panel or applications such as Dell ScanCenter™, PaperPort® and Adobe® PhotoShop® on your computer, or through the network using Network Scan, which enables you to scan a document on your printer as a JPEG, TIFF or PDF and save it to a network-connected computer. Or, you can send the scanned image as an e-mail attachment directly from the printer.

- **NOTE:** PaperPort is the scanning program provided with your printer.
- **NOTE:** Dell ScanCenter and PaperPort applications are not supported in Windows Server 2003, XP (x64 edition), and Vista Operating System.

The resolution setting to use when you scan an item using PaperPort depends on the item type and how you plan to use the image or document after you scan it in to your computer. For the best results, use these recommended settings.

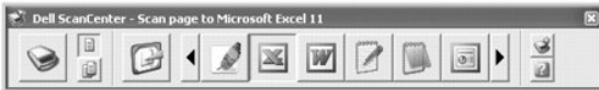
Item Type	Resolution
Documents	300 dpi black-and-white or 200 dpi grayscale or color
Documents of poor quality or that contain small text	400 dpi black-and-white or 300 dpi grayscale
Photographs and pictures	100-200 dpi color or 200 dpi grayscale
Images for an inkjet printer	150 dpi to 300 dpi
Images for a high-resolution printer	300 dpi to 600 dpi

Scanning above these recommended resolutions may exceed the capabilities of the application. *If you require a resolution above those recommended in the above table, you should reduce the size of the image by previewing (or pre-scan) and cropping before scanning the image.*

- **NOTE:** You can use PaperPort's built-in OCR software to copy text from scanned documents so that you can use and edit the text in any text editing, word processing, or spreadsheet program. The OCR process requires textual images scanned at 150 to 600 dpi and 300 dpi or 600 dpi is recommended for graphics.
- **NOTE:** The first time you use PaperPort you must open PaperPort on your computer before you start scanning in order for the scanned document to be stored in your computer.

If you prefer to use another application, such as Adobe PhotoShop, you must assign the application to the printer by selecting it from the list of available applications. Please refer to ["Printer Settings Utility"](#).

Dell ScanCenter is a PaperPort application that enables you to scan items and send them directly to PaperPort or other programs on your computer without first running PaperPort. Dell ScanCenter runs as a separate application from the Windows **Start** Menu and displays the Dell ScanCenter bar. For more information about using Dell ScanCenter, refer to PaperPort's Help menu.



Icons on the Dell ScanCenter bar represent the programs that are limited to PaperPort and to Dell ScanCenter. To scan and send an item to a program, click the program icon and then scan the item. Dell ScanCenter automatically starts the selected program when the scan is complete.

Scanning to an Application

1. Load the document(s) face up with top edge in first into the ADF.


OR

Place a single document face down on the document glass.

For details about loading a document, see "[Loading an Original Document](#)".

2. Press **Scroll** (**←** or **→**) to highlight **Scan** and press **Select** (**✓**).
3. Press **Scroll** (**←** or **→**) to highlight **PC** and press **Select** (**✓**).
4. Press **Scroll** (**←** or **→**) to select an application to which you want to send the scanned image. The default applications are MS Paint, Email, My Documents, PaperPort, and OCR.
 - 1 **MS Paint**: Sends the scanned image to Microsoft Paint.
 - 1 **Email**: Sends the scanned image to your default email program on the computer. A new message window opens with the image attached.
 - 1 **My Documents**: Saves the scanned image in the My Documents folder on the computer.
 - 1 **PaperPort**: Sends the scanned image to PaperPort.
 - 1 **OCR**: Sends the scanned image to OCR.

 **NOTE:** The operator panel's application list supports up to 30 applications and is only displayed in English.

 **NOTE:** You can add more TWAIN-compliant software for scanning, such as Adobe Photoshop Deluxe, or Adobe Photoshop, from the Printer Setting Utility. See "[The Destination Section](#)".

5. Press **Start** (**⏻**). The selected application window opens. Adjust the scan settings and start scan. For details, refer to the user's guide of the application.

Scanning Using Network Scan

About Network Scan

Network Scan enables you to scan a document on your printer as a JPEG, TIFF or PDF and save it to a network-connected computer. To use this feature, you must install Network Scan on your computer.


Adding a User

To register yourself as an authorized Network Scan user, follow the instructions in the Dell Network Scan Manager screens.

1. Click the **Add Device** button.
2. Click **Next**.
3. Specify the network scanner you want to use by browsing or by providing an IP address to connect directly to a scanner. For more information on using an IP address, see "[Adding a Scanner](#)". Click **Next**.
4. Enter your ID and Personal Identification Number (PIN) and click **Next**.

Removing a User

To remove an authorized user, click the **Remove Device** button and follow the on-screen instructions to complete removal.

 **NOTE:** Use the **Help** button to see on-line help about Network Scan.

Scanning Using Network Scan

Using Network Scan you can scan a document from your printer to your computer through the network.

1. Load the document you want to scan in either the ADF or on the document scan glass.
2. Press **Scroll** (**←** or **→**) to highlight **Scan** and press **Select** (**✓**).
3. Press **Scroll** (**←** or **→**) to highlight **Network** and press **Select** (**✓**).

4. Press **Scroll** (**⏪** or **⏩**) to highlight **PC** and press **Select** (**✓**).
5. Press **Scroll** (**⏪** or **⏩**) to select the registered name you want and press **Select** (**✓**).
6. Enter the PIN you have registered and press **Select** (**✓**).
7. Press **Scroll** (**⏪** or **⏩**) to display the program you will use and press **Select** (**✓**).
8. Press **Scroll** (**⏪** or **⏩**) to highlight **Scan Setting** and press **Select** (**✓**).
9. Choose the file type and resolution and then press **Select** (**✓**).
 - 1 | **Black & White:** *If you select this option, select file type **PDF** or **TIFF**.*
 - 1 | **Color JPEG-200:** *If you select this option, 200 dpi resolution and JPEG file type may be automatically selected.*
 - 1 | **Resolution:** Select resolution 100 dpi, 200 dpi or 300 dpi.
10. Press **Scroll** (**⏪** or **⏩**) to display **Start Scanning** and press **Select** (**✓**).

*If you press **Select** (**✓**) when the display shows **Logout**, your printer will be logged off.*
11. The document may be scanned to computer when Network Scan is running. *If your file type is **TIFF** or **PDF**, the display asks if you want to scan another page. Select **Yes** using **Scroll** (**⏪** or **⏩**) and press **Select** (**✓**). The next page is scanned and stored as the second page of the document. Repeat this until all pages are scanned, then select **No**.*

Adding a Scanner

To register your scanner as an authorized network scanner, use the Dell Network Scan Manager window.

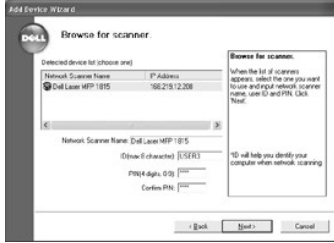
1. In the Dell Network Scan Manager window, click the **Add Device** button, or double-click the **Add Device** icon.



2. Click **Next**.
3. Select **Browse for a scanner. (Recommended)**, or **Connect to this scanner**. *If you select **Connect to this scanner**, enter an IP address and then click **Next**.*



4. A list of scanners on your network appears. Select your printer from the list and enter your printer name, the ID and Personal Identification Number (PIN). Click **Next**.
 - 1 | You can enter an ID of up to 8 characters. The first character must be a letter.
 - 1 | The PIN must be 4 digits. This is optional. You can select the default password option.



- When you have added your printer to the network, Click **Finish**. Your printer appears on the Dell Network Scan Manager window and you can now scan through the network.

Setting the properties

- In the Dell Network Scan Manager window, double-click the scanner icon, or click the Properties button.



- After setting the properties, click **OK**.

General Page



You can change the name of the scanner.

Server Page



You can check the scanner's information.

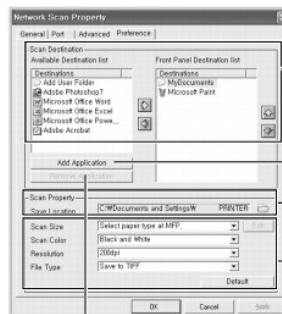
Advanced Page



You can select the file name format.

You can send the scanned document to the specified folder immediately after scanning.

Preferences Page



Select the program you want from the Available Scan Destination list and click to add it to the Front Panel Destination List. To delete the selected program, click .

Click to add programs to the Available Destination list.

You can set the destination where scanned files are to be stored.

You can select scan color, scan resolution, and file type.

Click to remove programs from the Available Destination list.

Scanning using Network Scan

1. Confirm your scanner is available for use by checking the scanner status icon.
2. Configure the network scanner settings. See "[Setting the properties](#)".
3. Load the document you want to scan.
4. Start scanning according to the recommendations on "[Scanning Using Network Scan](#)".
5. Scanning is started and the scanned document is sent to the location you specified. The location can be changed in the Advanced Page in the Network Scan Properties screen. See "[Advanced Page](#)".

Scanner Icons



Disconnected



Online, Logged In and Busy




Scanning



Device Error, Document Jam and Unknown

Scanning Using the Windows Image Acquisition (WIA) Driver

Your printer also supports the WIA driver for scanning images. WIA is one of the standard components provided by Microsoft Windows XP/Server 2003/Vista and works with digital cameras and scanners. Unlike the TWAIN driver, the WIA driver enables you to scan an image and easily manipulate those images without using additional software.

 **NOTE:** The WIA driver works only on Windows XP/Server 2003/Vista.

1. Load the document(s) face up with top edge in first into the ADF.

OR

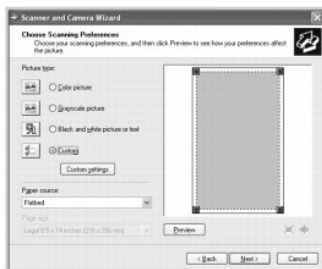
Place a single document face down on the document glass.

For details about loading a document, see ["Loading an Original Document"](#).


2. Click **Start** → **Control Panel** → **Printers and Other Hardware** → **Scanners and Cameras**.

For Windows Vista, click **Start** → **Control Panel** → **Hardware and Sound** → **Scanners and Cameras**.

3. Double click your scanner icon. The Scanners and Camera Wizard launches.
4. Choose your scanning preferences and click **Preview** to see how your preferences affect the picture.



5. Enter a picture name, and select a file format and destination to save the picture.
6. Follow the on-screen instructions to edit the picture after it is copied to your computer.

 **NOTE:** PaperPort's built-in OCR software can copy text from scanned documents to any text editing, word processing, or spreadsheet program. The OCR process requires textual images scanned at 150 to 600 dpi. 300 dpi or 600 dpi is recommended for graphics.

Scanning to a USB Memory Key

You can scan a document and save the scanned image on a USB memory key. There are two ways of doing this: you can scan to the USB memory key using the default settings, or you can manually select your own settings.

About USB Memory Key

USB memory key is available with various memory capacities to give you enough room to store documents, presentations, downloaded music and videos, high resolution photographs, or whatever other files you want to take with you.

You can do the following features using an optional USB memory key:

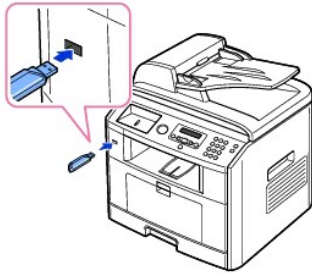
- 1 Scan documents and save them on the USB memory key.
- 1 Format the USB memory key.
- 1 Check the available memory space.

Plugging in a USB Memory Key

The USB memory port on the front of your printer is designed for USB V1.1 and USB V2.0 memory. You must use only an authorized USB memory key whose connector style is A Plug Type.



Insert a USB memory key into the USB memory port on the front of your printer.



⚠ CAUTION: Do not remove the USB memory key while the printer is in operation. This may damage your printer.

⚠ CAUTION: If your USB memory key has certain features, such as security settings and password settings, your printer may not automatically detect it. For details about these features, see the User's Guide which came with your USB memory key.

Scanning Using the Default Settings

The following table shows the default settings.

Image Size	Version	Resolution
Letter (USA), A4 (UK)	JPEG	200 dpi

1. Insert the USB memory key into the USB memory port on your printer.
2. Load the document(s) face up with top edge in first into the ADF.

OR

Place a single document face down on the document glass.

For details about loading a document, see "[Loading an Original Document](#)".

3. Press **Scroll** (\leftarrow or \rightarrow) to highlight **Scan** and press **Select** (\checkmark).
4. Press **Select** (\checkmark) to access **USB key**.
5. Press **Select** (\checkmark) to access **Quick Scan**.

Your printer begins scanning the document and save it to your USB memory key.

For the document loaded on the document glass, the display asks if you want to load another page. Select **Yes** to add. Otherwise, select **No**.

The scanned documents are saved on the USB memory key .

Scanning Using My Settings

The following table shows the options you can select.

Image Size	Version	Color	Resolution
Letter, A4, Legal, Folio, Executive, A5, A6, B5	JPEG, BMP, TIFF, PDF	Color, Gray, Mono	100, 200, 300dpi

1. Insert the USB memory key into the USB memory port on your printer.
2. Load the document(s) face up with top edge in first into the ADF.

OR

Place a single document face down on the document glass.

For details about loading a document, see "[Loading an Original Document](#)".

3. Press **Scroll** (**◀** or **▶**) to highlight **Scan** and press **Select** (**✓**).
4. Press **Select** (**✓**) to access **USB key**.
5. Press **Scroll** (**◀** or **▶**) to highlight **Custom Scan** and press **Select** (**✓**).
6. Press **Scroll** (**◀** or **▶**) to select the image size you want and press **Select** (**✓**).
7. Press **Scroll** (**◀** or **▶**) to select the file type you want and press **Select** (**✓**).

*If you select **BMP**, select the scan color and resolution.*

*If you select **TIFF**, select the resolution and multi page option.*

8. Scanning is started.

For the document loaded on the document glass, the display asks if you want to load another page. Select **Yes** to add. Otherwise, select **No**.

The scanned documents are saved on the USB memory key.

Changing the Default Settings

To change the defaults in the quick scan, follow the steps below.

1. Press **Scroll** (**◀** or **▶**) to highlight **Scan** and press **Select** (**✓**).
2. Press **Select** (**✓**) to access **USB key**.
3. Press **Scroll** (**◀** or **▶**) to highlight **Default Change** and press **Select** (**✓**).
4. Press **Select** (**✓**) to access **Image Size**.
5. Press **Scroll** (**◀** or **▶**) to highlight the image size, Letter, A4, Legal, Folio, Executive, A5, B5, or A6 and press **Select** (**✓**).
6. Press **Scroll** (**◀** or **▶**) to highlight **Version** and press **Select** (**✓**).
7. Press **Scroll** (**◀** or **▶**) to highlight the file format, **BMP**, **TIFF**, **PDF**, or **JPEG** and press **Select** (**✓**).
8. If you select **JPEG**, skip to step 11.

*If you select **TIFF**, or **PDF**, press **Scroll** (**◀** or **▶**) to select multi page option and press **Select** (**✓**).*

*If you select **BMP**, press **Scroll** (**◀** or **▶**) to select the color mode, Color, Gray, or Mono, and press **Select** (**✓**).*

9. If you select **TIFF**, **PDF**, or the Mono color mode for **BMP**, press **Scroll** (**◀** or **▶**) to highlight **Resolution** and press **Select** (**✓**).
10. Press **Scroll** (**◀** or **▶**) to highlight to the resolution, 100 dpi, 200 dpi, or 300 dpi and press **Select** (**✓**).
11. Press **Cancel** (**✕**) to return to Standby mode.

Managing a USB Memory Key

You can delete image files stored in a USB memory key one by one or all at once by formatting the device.

Deleting an Image File

To delete an image file that you scanned and saved on your USB memory key.

1. Insert the USB memory key into the USB memory port on your printer.
2. Press **Scroll** (**◀** or **▶**) to highlight **Scan** and press **Select** (**✓**).
3. Press **Select** (**✓**) to access **USB key**.
4. Press **Scroll** (**◀** or **▶**) to highlight **File Manage** and press **Select** (**✓**).
5. Press **Select** (**✓**) when **Delete** appears.
6. Press **Scroll** (**◀** or **▶**) to select the folder or file you want and press **Select** (**✓**).

If you see "\" in the front of a folder name, there are one or more folders in the selected folder.

7. If you selected a file in step 6, the display shows the size of the file for about 2 seconds. Go to the next step.

If you selected a folder, press **Scroll** (◀ or ▶) to select the file you want to delete and press **Select** (✓).

8. Press **Select** (✓) when **Yes** appears to confirm your selection.
9. The display asks if you want to delete another file.

Select **Yes** or **No**.


10. Press **Cancel** (✕) to return to Standby mode.

Formatting the USB Memory Key

1. Insert the USB memory key into the USB memory port on your printer.
2. Press **Scroll** (◀ or ▶) to highlight **Scan** and press **Select** (✓).
3. Press **Select** (✓) to access **USB key**.
4. Press **Scroll** (◀ or ▶) to highlight **File Manage** and press **Select** (✓).
5. Press **Scroll** (◀ or ▶) to highlight **Format** and press **Select** (✓).
6. Press **Select** (✓) when **Yes** appears to confirm your selection.
7. Press **Cancel** (✕) to return to Standby mode.

Printing from the USB Memory Key

You can print files stored in the USB memory key. TIFF, BMP, TXT, PDF, and PRN file formats are supported.

 **NOTE:** Only English TXT files, PDF files generated by this printer, and TIFF 6.0 files are available.

1. Insert the USB memory key into the USB memory port on your printer.
2. Press **Scroll** (◀ or ▶) to highlight **Scan** and press **Select** (✓).
3. Press **Select** (✓) to access **USB key**.
4. Press **Scroll** (◀ or ▶) to highlight **PRINT from** and press **Select** (✓).
5. Press **Scroll** (◀ or ▶) to select the folder or file you want and press **Select** (✓).
6. If you selected a file in step 5, go to the next step.

If you selected a folder, press **Scroll** (◀ or ▶) to select the file you want to print and press **Select** (✓).

7. Enter the number of prints and press **Select** (✓).

Printing is started.

If the selected file format is not supported, **File Format Not Supported** appears.

8. The display asks if you want to print another file.

Select **Yes** or **No**.

9. Press **Cancel** (✕) to return to Standby mode.

Viewing the USB Memory Key Status

You can check the amount of memory space available for scanning and saving documents.

1. Insert the USB memory key into the USB memory port on your printer.
2. Press **Scroll** (◀ or ▶) to highlight **Scan** and press **Select** (✓).
3. Press **Select** (✓) to access **USB key**.
4. Press **Scroll** (◀ or ▶) to highlight **Show Space** and press **Select** (✓).

The available memory space appears on the display.

5. Press **Cancel** (✕) to return to the Standby mode.

Email Setup

To use e-mail features such as Scanning to E-mail and Fax Forward to E-mail addresses, you first need to configure the network settings and set up your e-mail account. See ["Setting Up the Network-connected Printer"](#) for network parameters.

Setting up the Email Account

1. Press **Scroll** (**⏪** or **⏩**) to highlight **Menu** and press **Select** (**✓**).
2. Press **Scroll** (**⏪** or **⏩**) to highlight **Email setup** and press **Select** (**✓**).
3. Press **Scroll** (**⏪** or **⏩**) to highlight the menu item you want and press **Select** (**✓**).
4. *If necessary*, press **Scroll** (**⏪** or **⏩**) until the submenu item you want appears and press **Select** (**✓**).
5. Enter the required information or select the desired status and press **Select** (**✓**).
6. Repeat steps 3 through 5 to change other options.
7. Press **Cancel** (**✖**) to return to Standby mode.

Available Options for Email Account Setup

Option	Description
SMTP Server	You can set the printer to access an SMTP server for outgoing mail. <ul style="list-style-type: none">• SMTP Server IP: Enables you to enter the IP address or host name of the SMTP server. This can be given in dotted decimal notation or as a domain name. (e.g. 111. 222. 333. 444 or smtp.xyz.com)• Max Mail Size: Enables you to specify the maximum size of mail which can be sent.
User Setup	You can set up users who can send emails using your printer. <ul style="list-style-type: none">• Secure Mode: Enables you to enable or disable user authentication. When you enable authentication, you can set whether the printer reminds an authorized user about log off each time email transmission is completed.• Add Users: Enables you to add a user's login name and password.• Delete Users: Enables you to delete an authorized user.
Send to Self	You can set whether or not your outgoing emails are sent to your email account.
Default From	You can set the default email address for the "From:" address displays when you set the Secure Mode to Disable .
Default Subj.	You can set the default subject in your emails.
Email Forward	You can set the printer to forward all of the outgoing or incoming faxes to specified e-mail addresses. Refer to "Fax Forward to E-mail addresses" .
Control Access	You can protect the Email Setup feature with a passcode.
Set Passcode	You can change the passcode used for accessing the Email Setup feature.


Scanning and Sending an Email

1. Make sure that your printer is connected to a network.
2. Load the document(s) face up with top edge in first into the ADF.

OR

Place a single document face down on the document glass.

For details about loading a document, see ["Loading an Original Document"](#).
3. Press **Scroll** (**⏪** or **⏩**) to highlight **Scan** and press **Select** (**✓**).
4. Press **Scroll** (**⏪** or **⏩**) to highlight **Network** and press **Select** (**✓**).
5. Press **Select** (**✓**) to access **Email**.
6. Enter your login **ID** and press **Select** (**✓**).
7. Enter your login password and press **Select** (**✓**).
8. Enter the recipient's email address and press **Select** (**✓**).

 **NOTE:** You can enter a name you have stored in the Address Book. See ["Setting up Address Book"](#).

The display asks if you want to enter another address.

9. To enter additional address, press **Scroll** (**←** or **→**) to select **Add** and repeat step 8.

To continue to the next step, press **Select** (**✓**) when **Done** appears.

10. The display asks if you want to review addresses.

To review addresses, press **Select** (**✓**) to select **Yes**.

To continue to the next setup, press **Scroll** (**←** or **→**) to select **No** and press **Select** (**✓**).

11. The display asks if you want to send the e-mail to yourself.

To send to your e-mail address, press **Select** (**✓**) to select Yes.

Or, press **Scroll** (**←** or **→**) to select **No** and press **Select** (**✓**).

12. Enter the email subject and press **Select** (**✓**).

13. Press **Scroll** (**←** or **→**) to select the file type to which the scanned image may be converted and press **Select** (**✓**).

14. Press **Scroll** (**←** or **→**) to select the resolution you want and press **Select** (**✓**).

15. Press **Start** (**⏻**) or **Select** (**✓**). The printer begins scanning and then sends the email.

16. *If the display asks if you want to log off your account*, press **Scroll** (**←** or **→**) to select **Yes** or **No** and press **Select** (**✓**).

17. Press **Cancel** (**✖**) to return to Standby mode.

Setting up Address Book

You can set up Address Book with the email addresses you use frequently. You can then easily and quickly enter email addresses by entering the name you have assigned in Address Book.

Adding an E-mail Address to Address Book

1. Press **Directory** (**@**) in the operator panel.

OR

Press **Scroll** (**←** or **→**) to highlight **Menu** and press **Select** (**✓**).

Press **Scroll** (**←** or **→**) to highlight **Directory** and press **Select** (**✓**).

2. Press **Scroll** (**←** or **→**) to highlight **Email** and press **Select** (**✓**).
3. Press **Scroll** (**←** or **→**) to highlight **Email Address** and press **Select** (**✓**).
4. Press **Select** (**✓**) to select **New**.
5. Enter the name you want to add and press **Select** (**✓**).
6. Enter the e-mail address for the name and press **Select** (**✓**).
7. Press **Cancel** (**✖**) to return to Standby mode.

Sending an Email using an Email Address

1. Load a document into the ADF or place it on the document glass.
2. Press **Directory** (**@**) in the operator panel.

OR

Press **Scroll** (**←** or **→**) to highlight **Menu** and press **Select** (**✓**).

Press **Scroll** (**←** or **→**) to highlight **Directory** and press **Select** (**✓**).

3. Press **Scroll** (**←** or **→**) to highlight **Email** and press **Select** (**✓**).
4. Press **Scroll** (**←** or **→**) to highlight **Email Address** and press **Select** (**✓**).
5. Press **Scroll** (**←** or **→**) to highlight **Send** and press **Select** (**✓**).
6. Enter the sender's name and press **Select** (**✓**).

7. The e-mail address you have assigned for the name appears. Press **Select** (✔).
8. Enter the recipient's name and press **Select** (✔).
For information about entering characters, see ["Using the Number Keypad to Enter Characters"](#).
9. The e-mail address you have assigned for the name appears. Press **Select** (✔).
10. The display asks if you want to enter another address.
To enter additional address, press **Scroll** (◀ or ▶) to select **Add**, and repeat steps 8 and 9.
To continue to the next step, press **Select** (✔) when **Done** appears.
11. The display asks if you want to review addresses.
To review addresses, press **Select** (✔) to select **Yes** and check the address(es) you have entered.
To continue the next step press **Scroll** (◀ or ▶) to select **No** and press **Select** (✔).
12. The display asks you if you want to send the e-mail to yourself.
Select **Yes** or **No** and press **Select** (✔).
13. Enter the e-mail subject and press **Select** (✔).
14. Press **Scroll** (◀ or ▶) to select the file type to which the scanned image may be converted and press **Select** (✔).
15. Press **Scroll** (◀ or ▶) to select the resolution you want and press **Select** (✔).
16. Press **Start** (⏻) or **Select** (✔).
The printer begins scanning and then sends the e-mail.
17. Press **Select** (✔) when the display shows **Logoff Now?**.
Your printer returns to Standby mode.

Editing or Deleting an E-mail Address

1. Press **Directory** (Ⓜ) in the operator panel.
OR
Press **Scroll** (◀ or ▶) to highlight **Menu** and press **Select** (✔).
Press **Scroll** (◀ or ▶) to highlight **Directory** and press **Select** (✔).
2. Press **Scroll** (◀ or ▶) to highlight **Email** and press **Select** (✔).
3. Press **Scroll** (◀ or ▶) to highlight **Email Address** and press **Select** (✔).
4. Press **Scroll** (◀ or ▶) to highlight **Edit** and press **Select** (✔).
5. Press **Scroll** (◀ or ▶) to select the e-mail address you want to edit or delete and press **Select** (✔).
6. To delete the selected address, press **Select** (✔).
OR
To edit the selected address, press **Scroll** (◀ or ▶) to select **Edit** and press **Select** (✔).
7. *If you select **Edit***, edit the name and press **Select** (✔). Edit the e-mail address and press **Select** (✔).
8. Press **Cancel** (ⓧ) to return to Standby mode.

Group Numbers

If you frequently send the same document to several destinations, you can group these destinations and set them under a group dial location. This enables you to use a group dial number setting to send a document to all destinations in the group. You can set up to 50 (1 through 50) group dial numbers.

Assigning Email Addresses to a Group Number

1. Press **Directory** (Ⓜ) in the operator panel.

OR

Press **Scroll** (◀ or ▶) to highlight **Menu** and press **Select** (✓).

Press **Scroll** (◀ or ▶) to highlight **Directory** and press **Select** (✓).

2. Press **Scroll** (◀ or ▶) to highlight **Email** and press **Select** (✓).
3. Press **Select** (✓) to select **Group Mail**.
4. Press **Select** (✓) to select **New**.
5. Enter a group location number between 1 and 50 and press **Select** (✓).
6. Enter the group name and press **Select** (✓).
7. Enter the recipient name you have saved and press **Select** (✓).
8. At the Another Address prompt, press **Scroll** (◀ or ▶) to display **Add** and press **Select** (✓). Repeat step 7.

OR

Press **Select** (✓) to select Done.

9. Press **Cancel** (✗) to return to Standby mode.

Deleting a Group Number

1. Press **Directory** (Ⓜ) in the operator panel.

OR

Press **Scroll** (◀ or ▶) to highlight **Menu** and press **Select** (✓).

Press **Scroll** (◀ or ▶) to highlight **Directory** and press **Select** (✓).

2. Press **Scroll** (◀ or ▶) to highlight **Email** and press **Select** (✓).
3. Press **Select** (✓) to select **Group Mail**.
4. Press **Scroll** (◀ or ▶) to select **Delete** and press **Select** (✓).
5. Enter a group location number you want to delete and press **Select** (✓).
6. Press **Select** (✓) when **Yes** appears.
7. Press **Cancel** (✗) to return to Standby mode.

Editing Group Numbers

1. Press **Directory** (Ⓜ) in the operator panel.

OR

Press **Scroll** (◀ or ▶) to highlight **Menu** and press **Select** (✓).

Press **Scroll** (◀ or ▶) to highlight **Directory** and press **Select** (✓).

2. Press **Scroll** (◀ or ▶) to highlight **Email** and press **Select** (✓).
3. Press **Select** (✓) to select **Group Mail**.
4. Press **Scroll** (◀ or ▶) to highlight **Edit** and press **Select** (✓).
5. Enter a group location number you want to edit and press **Select** (✓).
6. Edit the group name and press **Select** (✓).
7. Press **Select** (✓) when **View** appears to check the group address(es) list.

OR

Press **Scroll** (◀ or ▶) to display **Add** and press **Select** (✓) to add another e-mail address(es). Enter the recipient name you have saved and press **Select** (✓).

OR

Press **Scroll** (◀ or ▶) to display **Delete** and press **Select** (✓) to delete the e-mail address(es) in the group.

Sending an Email using a Group Number

1. Load the document(s) face up with top edge in first into the ADF.

OR

Place a single document face down on the document glass.

For details about loading a document, see "[Loading an Original Document](#)".

2. Press **Directory** (Ⓜ) in the operator panel.

OR

Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).

Press **Scroll** (⏪ or ⏩) to highlight **Directory** and press **Select** (✓).

3. Press **Scroll** (⏪ or ⏩) to highlight **Email** and press **Select** (✓).
4. Press **Scroll** (⏪ or ⏩) to highlight **Group Mail** and press **Select** (✓).
5. Press **Scroll** (⏪ or ⏩) to highlight **Send** and press **Select** (✓).
6. When the Secure Mode is disabled, enter the sender's name and press **Select** (✓).
7. The e-mail address you have assigned for the name appears. Press **Select** (✓).
8. The display asks you if you want to send e-mail to yourself.
Select **Yes** or **No** and press **Select** (✓).
9. Enter the group location number and press **Select** (✓).
10. The display asks if you want to review addresses.
To review addresses, press **Select** (✓) to select **Yes** and check the address(es) you have entered.
To continue the next step press **Scroll** (⏪ or ⏩) to select **No** and press **Select** (✓).
11. Enter the e-mail subject and press **Select** (✓).
12. Press **Scroll** (⏪ or ⏩) to select the file type to which the scanned image may be converted and press **Select** (✓).
13. Press **Scroll** (⏪ or ⏩) to select the resolution you want and press **Select** (✓).
14. Press **Start** (⏻) or **Select** (✓).
The printer begins scanning and then sends the e-mail.
15. Press **Select** (✓) when the display shows **Logoff Now?**.
Your printer returns to Standby mode.

Printing Address Book

You can check your Address Book setting an Address Book list.

1. Press **Directory** (Ⓜ) in the operator panel.

OR

Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).

Press **Scroll** (⏪ or ⏩) to highlight **Directory** and press **Select** (✓).

2. Press **Scroll** (⏪ or ⏩) to highlight **Email** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Print** and press **Select** (✓).
4. Press **Scroll** (⏪ or ⏩) to select **Individual Address**, **Group Address** or **All** and press **Select** (✓).

The selected list prints out.

Changing Default Settings

You can set up default scan settings.

1. Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).

2. Press **Scroll** (⏪ or ⏩) to highlight **Scan Defaults** and press **Select** (✓).
 3. Press **Select** (✓) to access **Image Size**.
 4. Press **Scroll** (⏪ or ⏩) to highlight the image size you want and press **Select** (✓).
 5. Press **Scroll** (⏪ or ⏩) to highlight **Version** and press **Select** (✓).
 6. Press **Scroll** (⏪ or ⏩) to highlight file format you want and press **Select** (✓).

If you select **TIFF**, or **PDF**, press **Scroll** (⏪ or ⏩) to select multi page option and press **Select** (✓).

If you select **BMP**, press **Scroll** (⏪ or ⏩) to select the color mode, Color, Gray, or Momo, and press **Select** (✓).
 7. Press **Scroll** (⏪ or ⏩) to highlight **Resolution** and press **Select** (✓).
 8. Press **Scroll** (⏪ or ⏩) to highlight the resolution you want and press **Select** (✓).
 9. Press **Scroll** (⏪ or ⏩) to highlight **Netscan Tm-out** and press **Select** (✓).
 10. Enter the desired time value and press **Select** (✓).
 11. Press **Cancel** (✖) to return to Standby mode.
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Fax Forward to E-mail addresses

You can set the printer to forward all outgoing or incoming faxes to the e-mail addresses.

1. Press **Scroll** (⏪ or ⏩) to highlight **Menu** and press **Select** (✓).
2. Press **Scroll** (⏪ or ⏩) to highlight **Email setup** and press **Select** (✓).
3. Press **Scroll** (⏪ or ⏩) to highlight **Email Forward** and press **Select** (✓).
4. Select the desired status by pressing **Scroll** (⏪ or ⏩) and press **Select** (✓).
 - 1 **Off**: Enables you to turn this feature off.
 - 1 **Tx Only**: Enables you to forward only outgoing faxes to a specified e-mail address.
 - 1 **Rcv Only**: Enables you to forward only incoming faxes to a specified e-mail address. When you select this option, you should choose whether the printer prints out the incoming faxes.
 - 1 **All Faxes** : Enables you to forward both incoming and outgoing faxes to a specified e-mail address.
5. Press **Cancel** (✖) to return to Standby mode.

Software Overview


After setting up your printer and connecting it your computer, install the drivers and utilities from the Drivers and Utilities CD included with your printer. If you purchased a Dell™ computer and your printer at the same time, the drivers and utilities are automatically installed. You don't need to install them. The Drivers and Utilities CD contains the following:

- 1 Dell Printer Drivers- enables your computer to communicate with your printer. To use your printer as a printer in Windows, you must install the printer driver(s). For information about installing the printer drivers in Windows, see "[Installing Software in Windows](#)".
- 1 Dell Printer Configuration Web Tool- enables you to monitor the status of your network printer without leaving your desk.
- 1 Printer Settings Utility- enables you to set up fax phonebook and the printer's other options from your computer desktop. You can also configure the scan destination application that is launched when you access Scan and then **PC** menu.
- 1 Dell Toner Management System™- displays the status of the printer and the name of the job when you send a job to print. The Dell Toner Management System window also displays the level of toner remaining and enables you to order replacement toner cartridges.
- 1 PaperPort - enables you to scan documents, create PDFs, and turn your scanned images into editable Microsoft Word, Excel, or text files. PaperPort provides improved scanning features and supports annotations on all image types. PaperPort's enhanced search feature enables you to find items by specific item properties.
- 1 Dell ScanCenter™- This is the front-end that enables you to quickly scan documents into a variety of applications, such as e-mail, photo editors, and text editors.
- 1 Scan Driver- TWAIN or Windows Image Acquisition (WIA) drivers are available for scanning documents on your printer.
- 1 User's Guide- HTML documentation provides detailed information about using your printer.
- 1 Set IP- Use this program to set your printer's TCP/IP addresses. For details about this program, see the Network Printer User's Guide on the network utilities CD.
- 1 PS driver- Postscript Printer Description (PPD) file. You can use the PostScript driver to print documents.
- 1 Network Scan- enables you to scan a document on your printer and save it to a network-connected computer.
- 1 PC-Fax/Network-Fax- enables you to send a fax from your computer.
- 1 Linux driver- enables you to print and scan in a Linux environment.
- 1 Macintosh printer driver- enables you to use your printer with a Macintosh computer.

 **NOTE:** Dell ScanCenter and PaperPort applications are not supported in Windows Server 2003, XP (x64 edition), and Vista Operating System.

Dell Printer Configuration Web Tool

The Dell Printer Configuration Web Tool, also known as the Printer Embedded Web Server, lets you monitor the status of your network printer at your desk. View and/or change the printer configuration settings, monitor toner level, and when it is time to order replacement toner cartridges, just click the Dell supplies link right from your Web browser.

 **NOTE:** The Dell Printer Configuration Web Tool is only available when the printer is connected to a (or the) network. See page "[Using the DellITM Toner Management System](#)".

To launch the Dell Printer Configuration Web Tool, just type your network printer's IP address in your Web browser. You can also launch the Dell Printer Configuration Web Tool from the Network Status Monitor Center. For details, see "[Network Status Monitor Center](#)".

To know your printer's IP address, print a network configuration page, which lists the IP address:

1. Press **Scroll** (**⏪** or **⏩**) to highlight **Menu** and press **Select** (**✓**).
2. Press **Scroll** (**⏪** or **⏩**) to highlight **Network CFG** and press **Select** (**✓**).
3. Press **Scroll** (**⏪** or **⏩**) to highlight **Print Sys. Data** and press **Select** (**✓**).

The first menu item, **Yes** displays.

4. Press **Select** () to print a network configuration page.

If an IP address has not been assigned, assign one for your printer. See "[Configuring TCP/IP](#)".

Select an appropriate link such as "[Setting Up the Network-connected Printer](#)" to view the status of your network printer and/or change the printer configuration settings.

Printer Status

Get immediate feedback on printer supply status. When toner is running low, click the toner supplies link on the first screen to order additional toner cartridges.

Printer Settings

Change printer settings, view the operator panel remotely, and update the print server firmware.

Fax Settings


Configure fax settings, such as fax cover, protocol, phone book, and receive mode.

Email Settings

Configure e-mail settings, such as SMTP server, e-mail alert, and address.

Copy Printer Settings

Quickly clone the printer's settings to another printer or printers on the network by typing each printer's IP address.

 **NOTE:** You must be a network administrator to use this feature.

Printing Statistics


Keep track of printing trends, such as paper usage and the types of print jobs.


Printer Information

Get the information you need for service calls, inventory reports, or the status of current memory and engine code levels.

Set Password


Lock the operator panel with a password so that other users don't inadvertently change the printer settings you have selected.

 **NOTE:** You must be a network administrator to use this feature.

 **NOTE:** The default user name is **admin** and the default password is left blank (NULL).

Online Help

Click **Help** to visit the **Dell** website for printer troubleshooting.

 **NOTE:** For more information about the All-In-One Main page, View Saved Images page, or the Maintain/Troubleshoot page, click the **Help** link located on the upper right corner of the screen.

Installing Software in Windows

Before you begin, ensure that your system meets the "[Minimum Requirements](#)".

 **NOTE:** For Windows NT 4.0/2000/XP/Server 2003/Vista, the system administrator should install Dell software.

Supported Operating Systems

- 1 Windows 98/98 SE/Me/NT 4 Workstation or Server with Service Pack 3
- 1 Windows 2000 Professional or Advanced Server
- 1 Windows XP Home edition or Professional
- 1 Windows Server 2003
- 1 Windows Vista


Minimum Requirements

- 1 Disk space: Windows 98/Me/NT4.0/2000: 300 MB
Windows XP/Server 2003/Vista: 1 GB
- 1 Memory: Windows 98/Me/NT4.0/2000: 64 MB
Windows XP/Server 2003: 128 MB
Windows Vista: 512 MB
- 1 CPU: Windows 98/Me/NT4.0/2000: Pentium II 400 MHZ or higher
Windows XP/Server 2003/Vista: Pentium III 933 MHZ or higher
- 1 Required software: Internet Explorer 5.0


Installing Dell Software for Local Printing

A local printer is a printer attached to your computer using a USB cable. If your printer is attached to a network instead of your computer, skip this step and go on to "[Installing Dell Software for Network Printing](#)".


A printer driver is software that lets your computer communicate with your printer. The procedure to install drivers depends on the operating system you are using.

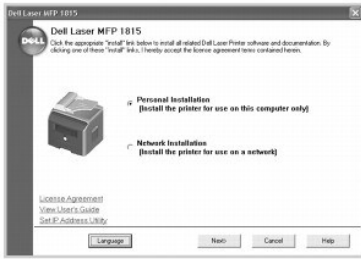
 **NOTE:** If you attach a USB printer cable while your printer and computer are powered on, the Windows hardware wizard launches immediately. Cancel the screen and use the Drivers and Utilities CD to install the Dell software.

1. Make sure that the printer is connected to your computer and powered on. Close all unnecessary programs.

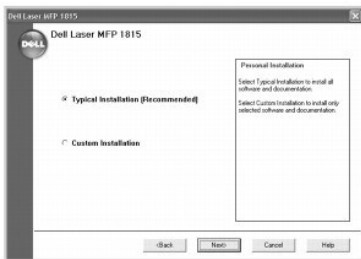
 **NOTE:** If the printer is not connected to your computer when you install the Drivers and Utilities CD, the No Printer Found screen appears. Follow the instructions to install the software.

2. Insert the Drivers and Utilities CD.

 **NOTE:** For Windows Vista, click **Continue** when the **User Account Control** screen appears.



3. If required, press the **Language** button to select a language.
4. Select **Personal Installation** and click **Next**.
5. Select **Typical Installation** and click **Next** to install the *User's Guide*, the printer drivers, scanner driver and PaperPort as the default settings.



To install selected software including the printer Postscript driver, select **Custom Installation** and click **Next**. You can change the destination folder.


6. When the installation is complete, print a test page. Click **Finish** and close the wizard. You are now ready to print.

Assigning an IP Address

Before using the printer on the network, you must set an IP address, subnet mask, and gateway for the printer. To automatically set the IP address, a DHCP or BOOTP server must exist on the network.

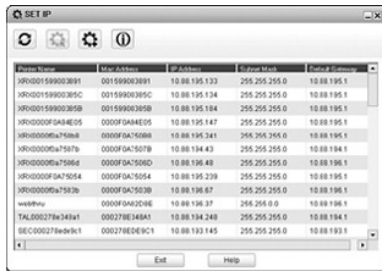
To configure the IP address manually, you can use the supplied Drivers and Utilities CD. Print the Configuration page of the printer to see the current network configuration and MAC address. You will need this information to configure the printer for the network.

1. Make sure that the printer is connected to your network and powered on. Close all unnecessary programs.
2. Insert the Drivers and Utilities CD.

 **NOTE:** For Windows Vista, click **Continue** when the **User Account Control** screen appears.



3. If required, press the **Language** button to select a language.
4. Select **Set IP Address Utility**. The list of printers available on the network displays.



5. Select the printer you want to assign an IP to. The printer's default IP address is on the Configuration page.
6. After you assign the IP address for the printer, exit the program.

Installing Dell Software for Network Printing

When you connect your printer to the network, configure the TCP/IP settings for the printer before you install the Dell software on each network printer.

You can install the Dell software on the network computers locally or remotely.

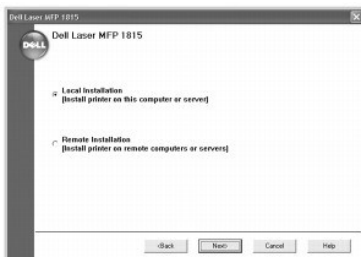
NOTE: The system administrator should install printer drivers on the network computers.

1. Make sure that the printer is connected to your network and powered on. Close all unnecessary programs. For details about connecting to the network, see ["Connecting the printer to the Network"](#).
2. Insert the Drivers and Utilities CD.

NOTE: For Windows Vista, click **Continue** when the **User Account Control** screen appears.



3. If required, press the **Language** button to select a language.
4. Select **Network Installation** and click **Next**.
5. If you want to install the drivers on this computer for network operation, select **Local Installation**, and click **Next**.

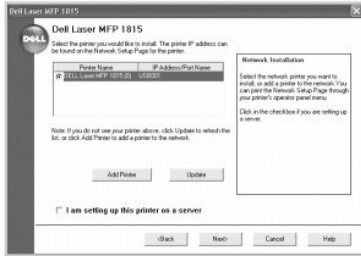


If you want to install the Dell software on remote computers or network servers on the same network, select **Remote Installation**. The domain administrator's ID and password are required. Select the client computer(s) in the same domain on a network and click **Next**.

NOTE: Both the server and client computer should have one of the following OS: Windows XP, Windows 2000, Windows Server 2003, Windows NT4.0, Windows Vista

NOTE: The server should be able to resolve the client computer name into an IP address.

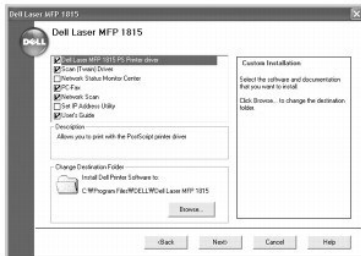
6. The list of printers available on the network appears. Select the printer you want to install and click **Next**.



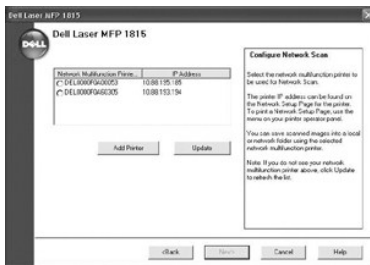
If you do not see your printer in the list, click **Update** to refresh the list or click **Add Printer** to add your printer to the network. To add the printer to the network, enter the port name and an existing IP address for the printer.

If you want to install the printer on a server, select the **I am setting up this printer on a server** check box.

7. A list of printer drivers and utilities appears. Click and select the required drivers and utilities you will use and click **Next**.



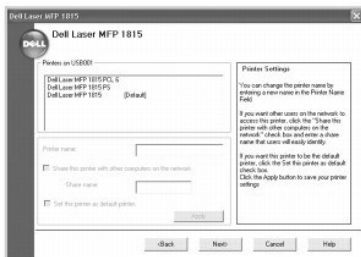
8. The list of printers available on the network appears. Select the printer you want to install and click **Next**.



If you do not see your printer in the list, click **Update** to refresh the list or click **Add Printer** to add your printer to the network. To add the printer to the network, enter the port name and an existing IP address for the printer.

9. The screen displays the printer drivers installed on your computer.

You can change the printer name, set the printer as a default to be shared on the network. Click **Next**.



10. When you finish with printer installation, you may print a test page. Click **Finish**.

If you install the *Network Scan utility* after you have installed your printer, the Network Scan Manager screen appears. You must configure the network scan settings. Refer to the steps in ["Adding a Scanner"](#).

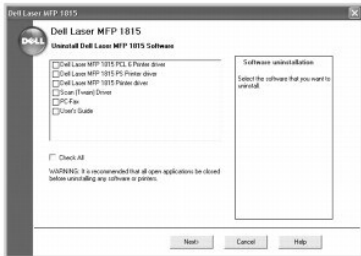
Uninstalling Software

Remove the printer drivers if you are upgrading the software or if your driver installation fails. You can remove the software using the Drivers and Utilities CD or Windows uninstall.

NOTE: Close all programs before uninstalling software, and restart your computer after completing the uninstall process.

1. From the **Start** menu, select **Programs** or **All Programs** → **DELL** → **DELL Printers** → **DELL Laser MFP 1815** → **Dell MFP Software Uninstall**.

NOTE: For Windows Vista, click **Continue** when the **User Account Control** screen appears.



2. Select the software you want to remove.
3. Click **OK**.
4. Restart your computer.

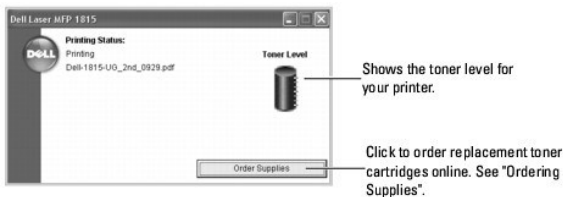
Using the Dell Toner Management System

The Local Status Monitor displays the status of the printer (Printer Ready, Printer Offline, and Error-Check Printer), the name of the job currently being printed and the toner level (100%, 50%, Toner Low) for your printer.

If you are a network user, you can access the Network Status Monitor Center which shows the status of all the printers available in the network.

Local Printer Status Monitor

The Local Status Monitor screen launches when you send a print job to the printer. This only appears on the computer screen. Depending on the remaining toner level, the launched Local Status Monitor screen is different.



Network Status Monitor Center

If your printer is connected to a network, you can use the Network Status Monitor Center. Using the Network Status Monitor Center, you can launch the Dell Printer Configuration Web Tool and manage the status of multiple printers on the network.

NOTE: This application is available only when the printer is connected to a network.

1. Click **Start** → **Programs** → **DELL** → **DELL Printers** → **DELL Laser MFP 1815** → **Network Status Monitor Center**.
2. Double-click a printer name to open its Status Monitor, or select **Run** to open a Status Monitor for a particular printer.
3. Select **Update** to change the appearance of the list of printers.

Printer Settings Utility

Using the Printer Settings Utility window, you can set up the fax system data options, and create and edit Phonebook entries from your computer. You can also configure the destination launches when you access **Scan** and then **PC**.

When you install the Dell software, the Printer Settings Utility is automatically installed.

For information about installing the software, see "[Installing Software in Windows](#)".


To open the Printer Settings Utility:

1. Click **Start** → **Programs** → **DELL** → **DELL Printers** → **DELL Laser MFP 1815** → **Printer Settings Utility**.

The Printer Settings Utility window opens.



2. The Printer Settings Utility window provides several features: **Directory (Phone Book, Address Book)**, **Fax Setting (Fax Cover Sheet)**, and **Scan (Destination, Resolution, Scan Color, Show Preview)**.

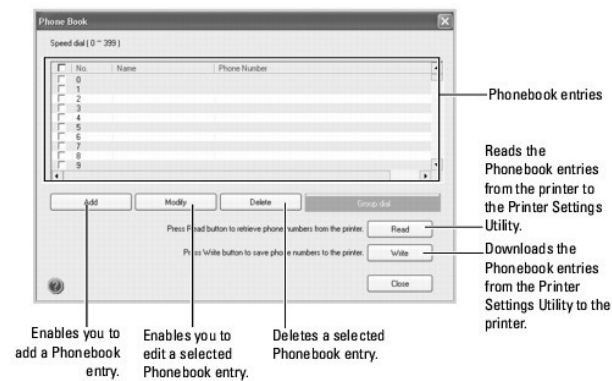
For further details, click the  button.

To use the default settings, click the **Printer Default** button.

To exit, click the **Exit** button at the bottom of the window.

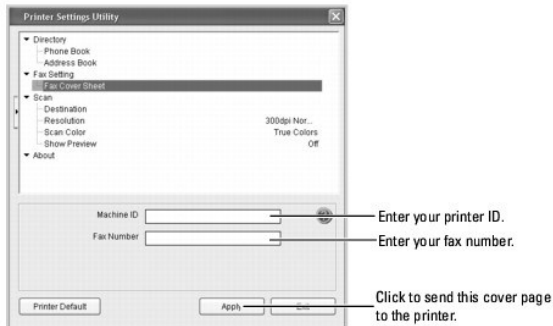
The Directory Section

Click the **Phone Book** or **Address Book** section and the **Setting** button to create and edit Phonebook or Emailbook entries.



The Fax Setting Section

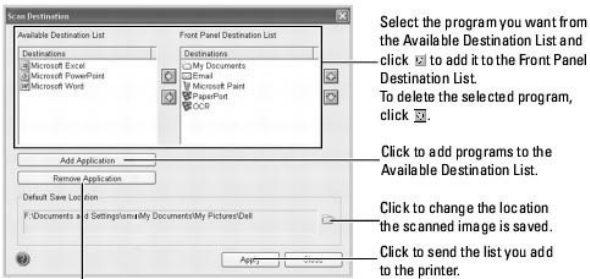
Click the **Fax Setting** section to create a fax cover page. For details, see "[Advanced Fax Setting Options](#)". The fax cover page contains the date, the sender's fax number and printer ID, the recipient's fax number and printer ID stored in the sender's Phonebook and the total number of pages you sent.



The Scan Section

The Destination Section

To configure the operator panel display scan destination list that appears when you access Scan and then **PC**, click **Destination** and the **Setting** button. Using the destination list, you can select a software program that an image can be scanned to.



Click to remove programs from the Available Destination List.

The Resolution Section

Click the **Resolution** section and select the default scan resolution from the drop-down list. You can select **75dpi Draft**, **150dpi**, **200dpi**, **300dpi Normal**, or **600dpi**.

The Scan Color Section

Click the **Scan Color** section and select the default scan color from the drop-down list. You can select **Scan Color**, **Black and White**, **Gray**, **256 Colors**, or **True Colors**.

The Show Preview Section

Click the **Show Preview** section and put a check mark to see the preview screen.

Specifications

- [General Specifications](#)
- [Scanner and Copier Specifications](#)
- [Multi-Function Printer Specifications](#)
- [Facsimile Specifications](#)
- [Paper Specifications](#)

General Specifications

Item	Description
ADF	Up to 50 sheets (20 lb, 75 g/m ²)
ADF document size	Width: 5.6-8.5 in. (142-216 mm) Length: 5.8-14 in. (148-356 mm)
Paper input capacity	Paper tray: 250 sheets (weight: 20 lb) Bypass Tray: plain paper 50 sheets (weight: 20 lb), special paper: 5 sheets
Paper output capacity	Output tray: 150 sheets (face down) rear cover: 1 sheet (face up)
Paper type	Paper tray: Plain paper (60-90 g/m ² , 16-24 lb) Bypass Tray: Plain paper, Transparencies, Labels, Card, Post card (60-163 g/m ² , 16-43 lb), Envelopes (75-90 g/m ² , 20-24 lb) Duplex printing: Plain paper (75-90 g/m ² , 20-24 lb)
Consumables	1-piece toner cartridge system
Power requirements	110-127 VAC, 50/60 Hz, 5.4 A 220-240 VAC, 50/60 Hz, 3.0 A
Power consumption	Average: Less than 450 W Sleep mode: Less than 30 W
Noise	Copy: 55 dBA Standby mode: 33 dBA Printing: 54 dBA
Warm-up time	Less than 42 seconds
Operating conditions	Temperature: 50o F-89o F (10o C-32o C) Humidity: 20%-80% RH
LCD	16 characters x 2 lines
Toner cartridge life	Dell Standard Capacity Toner Cartridge life: 3,000 pages ^a Dell High Capacity Toner Cartridge life: 5,000 pages ^a
Multi-function printer dimension (W x D x H)	17.7 x 18 x 16.7 in. (450 x 456 x 423 mm)
Random Access Memory (RAM)	96 MB (Max. 192 MB)
Weight	Net: 16 Kg (including toner cartridge), 14.5 Kg (except toner cartridge) Gross: 22.3 Kg (including consumables, accessories and package)
Package weight	Paper: 2.7 Kg Plastic: 0.7 Kg

a. Toner yield based on printing page with 5 % page coverage, in accordance with ISO/IEC 19752 testing methodology. Yields vary with usage and environmental conditions.

Scanner and Copier Specifications

Item	Description
Compatibility	TWAIN standard/WIA standard
Scanning method	ADF and Flat-bed Color CCD (Charge Coupled Device) module
Resolution	Optical: 600 x 1200 dpi (mono and color) Enhanced: 4,800 x 4800 dpi
Effective scanning length	document glass: 11.5 in. (293 mm) ADF: 14 in. (352 mm)
Effective scanning width	8.2 in. (208 mm)

Color bit depth	24 bit
Mono bit depth	1 bit for Lineart 8 bit for Gray scale
Scan speed (Text mode)	document glass: 15 (Lineart), 20 (Gray), 30 seconds (Color) ADF: 26 (Lineart), 26 (Gray), 64 seconds (Color)
Copy speed	SDMC (Single Document Multiple Copy): 27 cpm (copies per minute for letter), 25 cpm for A4 MDMC (Multi-document Multiple Copy) at Text and Mixed: 7 cpm MDS (Multi-document Single Copy): 7 cpm MDMC at Photo mode: 4 cpm
Paper size	Letter, A4, Legal, Folio, Executive, A5, A6, B5
Zoom rate	document glass: 25%-400% ADF: 25%-100%
Multiple copies	1-199 pages
Copy mode(=Original Type)	Text, Text&Photo, Photo

Multi-Function Printer Specifications

Item	Description
Printing method	Laser Beam Printing
Printing speed (Simplex)	Letter: 27 ppm (pages per minute) A4: 25 ppm
Printing speed (Duplex)	Letter: 18 ipm (images per minute) A4: 17 ipm
Paper size	Paper tray: Letter, A4, Legal, Oficio, Folio, A5, A6 Bypass tray: Letter, Legal, A4, Oficio, Folio, Executive, A5, A6, A6 card, Post Card 4x6, HagaKi, Envelope 7-3/4, Envelope 9, Envelope 10, Envelope COM-10, Envelope DL, Envelope C5, Envelope C6, Envelope B5, JIS B5, ISO B5 * Min.: 3 x 5 in. (76 x 127 mm) * Max.: 8.5 x 14 in. (216 x 356 mm) Duplex printing: Letter, A4, Legal, Oficio, Folio
Print resolution	Up to 1200 dpi effective output
Emulation	GDI, PCL6, PCL5e, PostScript Level3
PC Interface	USB 2.0
Network Interface	10/100 Base TX
Compatibility	Windows 98/Me/NT 4.0/2000/XP/Server 2003/Vista Various Linux OS including Red Hat 8.0 ~9.0 Fedora Core 1 ~3, Mandrake 9 ~10, and SuSE 8.2 ~9.1 Mac. 10.3 and above
First printing time	Standby mode: Less then 10 seconds

Facsimile Specifications


Item	Description
Compatibility	ITU-T Group 3
Applicable line	Public Switched Telephone Network (PSTN) or behind PABX
Data coding	MH/MR/MMR (ECM Mode) and JPEG/JBIG for color fax transmission
Modem speed	33.6 Kbps
Transmission speed	Approx. 3 seconds/page * Transmission time applies to memory transmission of text data with ECM compression using only ITU-T No.1 Chart.
Scanning speed	document glass: approx. 3 seconds/A4 (at standard fax resolution mode) ADF: approx. 5 seconds/Letter (at standard fax resolution mode), 7.5 seconds/Letter (at fine fax resolution mode)
Maximum document length	document glass: 297 mm ADF: 356 mm
Paper size	Letter, A4, Legal
Resolution	Standard: 203 x 98 dpi Fine: 203 x 196 dpi Super Fine: 300 x 300 dpi
User Memory	4 MB (320 pages)
Halftone	256 levels


Paper Specifications


Overview

Your printer accepts a variety of print materials, such as cut-sheet paper (including up to 100 percent recycled fiber content paper), envelopes, labels, transparencies and custom-size paper. Properties, such as weight, composition, grain and moisture content, are important factors affecting the printer's performance and the output quality. Paper that does not meet the guidelines outlined in this *User's Guide* can cause the following problems:

- 1 Poor print quality
- 1 Increased paper jams
- 1 Premature wear on the printer

 **NOTE:** Some paper may meet all of the guidelines in this guide and still not produce satisfactory results. This may be the result of improper handling, unacceptable temperature and humidity levels, or other variables over which Dell has no control.


 **NOTE:** Before purchasing large quantities of paper, ensure the paper meets the requirements specified in this *User's Guide*.


 **CAUTION:** Using paper that does not meet these specifications may cause problems, requiring repairs. These repairs are not covered by the Dell warranty or service agreements.

Supported Sizes of Paper

Paper	Dimensions ^a	Weight	Capacity ^b
Letter	8.5 X 11 in. (216 X 279 mm)	<ul style="list-style-type: none"> • 60-90 g/m² (16-24 lb bond) for the paper tray • 60-163 g/m² (16-43 lb bond) for the bypass tray • 75-90 g/m² (20-24 lb bond) for the duplex printing 	<ul style="list-style-type: none"> • 250 sheets of 75 g/m² (20 lb bond) paper for the paper tray • 50 sheet of 75 g/m² (20 lb bond) paper for the bypass tray
A4	8.3 X 11.7 in. (210 X 297 mm)		
Executive	7.25 X 10.5 in. (184 X 267 mm)		
Legal	8.5 X 14 in. (216 X 356 mm)		
Oficio	8.5 X 13.5 in. (216 X 343 mm)		
Folio	8.5 X 13 in. (216 X 330 mm)		
Minimum size (custom)	3 x 5 in. (76 x 127 mm)	60-163 g/m ² (16-32 lb bond)	5 sheet of paper for the bypass tray
Maximum size (Legal)	8.5 x 14 in. (216 x 356 mm)		
Transparency	Same minimum and maximum paper sizes as listed above.	138-146 g/m ²	
Labels		120-150 g/m ²	
Cards		105-163 g/m ²	
Envelopes		75-90 g/m ²	

- a. The printer supports a wide range of media sizes.
- b. Capacity may vary depending on print materials' weight and thickness, and environmental conditions.

 **NOTE:** You may experience jams when using print materials with a length of less than 127 mm (5 inches). For optimum performance, ensure that you are storing and handling the paper correctly. Refer to "[Printer and Paper Storage Environment](#)".

 **NOTE:** You can use A4, Letter, Folio, Oficio, Legal-sized paper for duplex printing.


Guidelines for Using Paper


For the best result, use conventional 75 g/m² (20 lb) paper. Ensure that the paper is of good quality, and free of cuts, nicks, tears, spots, loose particles, dust, wrinkles, voids, and curled or bent edges.


If you are unsure of what type of paper you are loading, such as bond or recycled paper, check the label on the package.

The following problems may cause print quality deviations, jamming or even damage to the printer:

Symptom	Problem with paper	Solution
Poor print quality or toner adhesion, problems with feeding	Too moist, too rough, too smooth or embossed; faulty paper lot	Try another kind of paper, between 100-400 Sheffield, 4%-5% moisture content.
Dropout, jamming, curl	Stored improperly	Store paper flat in its moisture-proof wrapping.
Increased gray background shading/printer wear	Too heavy	Use lighter paper, or use the rear cover.
Excessive curl problems with feeding	Too moist, wrong grain direction or short-grain construction	<ul style="list-style-type: none"> • Use the rear cover. • Use long-grain paper.
Jamming, damage to printer	Cutouts or perforations	Do not use paper with cutouts or perforations.
Problems with feeding	Ragged edges	Use good quality paper.

 **NOTE:** Do not use letterhead paper printed with low-temperature inks, such as those used in some types of thermography.

 **NOTE:** Do not use raised or embossed letterhead.

 **NOTE:** The printer uses heat and pressure to fuse toner to the paper. Insure that any colored paper or preprinted forms use inks that are compatible with this fusing temperature (180° C or 356° F for 0.1 second).

Paper Specifications

Category	Specifications
Acid Content	5.5 pH or lower
Caliper	0.094-0.18 mm (3.0-7.0 mils)
Curl in Ream	Flat within 0.02 in. (5 mm)
Cut Edge Conditions	Cut with sharp blades with no visible fray.
Fusing Compatibility	Must not scorch, melt, offset or release hazardous emissions when heated to 180° C (356° F) for 0.1 second.
Grain	Long Grain
Moisture Content	4%-6% by weight
Smoothness	100-400 Sheffield

Paper Output Capacity

Output Location	Capacity
output tray (Face Down)	150 sheets of 75 g/m ² (20 lb bond) paper
rear cover (Face Up)	1 sheet of 75 g/m ² (20 lb bond) paper

Printer and Paper Storage Environment

Paper storage environmental conditions directly affect the feed operation.

Ideally, the printer and paper storage environment should be at or near room temperature, and not too dry or humid. Remember that paper is hygroscopic; it absorbs and loses moisture rapidly.

Heat works with humidity to damage paper. Heat causes the moisture in paper to evaporate, while cold causes it to condense on the sheets. Heating systems and air conditioners remove most of the humidity from a room. As paper is opened and used, it loses moisture, causing streaks and smudging. Humid weather or water coolers can cause the humidity to increase in a room. As paper is opened and used it absorbs any excess moisture, causing light print and dropouts. Also, as paper loses and gains moisture it can become distorted. This can cause paper jams.

Care should be taken not to purchase more paper than can be used in a short time (about 3 months). Paper stored for long periods may experience heat and moisture extremes, which can cause damage. Planning is important to prevent damage to large supplies of paper.

Unopened paper in sealed reams can remain stable for several months before use. Opened packages of paper have more potential for environment damage, especially if they are not wrapped with a moisture-proof barrier.

The paper storage environment should be properly maintained to ensure optimum performance. The required condition is 20° C to 24° C (68° F to 75° F), with a relative humidity of 4 percent to 55 percent. The following guidelines should be considered when evaluating the paper's storage environment:

- 1 Paper should be stored at or near room temperature.
- 1 The air should not be too dry or too humid.
- 1 The best way to store an opened ream of paper is to rewrap it tightly in its moisture-proof wrapping. *If the printer environment is subject to extremes, unwrap only the amount of paper to be used during the day's operation to prevent unwanted moisture changes.*

Dell Laser Multi-Function Printer 1815dn User's Guide

Click the links to the left for information on the features, options, and operation of your printer. For information on other documentation included with your printer, see ["Finding Information"](#).

To order replacement toner cartridges or supplies from **Dell**:

1. Double-click the Dell 1815dn Toner Reorder icon on your desktop.



OR




2. Visit **Dell's** website, or order **Dell** printer supplies by phone.

www.dell.com/supplies

or

premier.dell.com: Dell's secure, customizable, procurement, and support site for its larger relationship customers.

Notes, Notices, and Cautions

-  **NOTE:** A **NOTE** indicates important information that helps you make better use of your printer.
-  **NOTICE:** A **NOTICE** indicates either potential damage to hardware or loss of data and tells you how to avoid the problem.
-  **CAUTION:** A **CAUTION** indicates a potential for property damage, personal injury, or death.

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Model 1815
June 2006 SRV Rev. A03

Troubleshooting

- [Clearing Jams in the ADF](#)
- [Clearing Jams in the Paper Paths](#)
- [Clearing LCD Error Messages](#)
- [Solving Problems](#)

Clearing Jams in the ADF

When a document jams while it passes through the ADF, **Document Jam** appears on the display.

🔍 **NOTE:** To prevent document jams, use the document glass for thick, thin or mixed documents.

1. Remove the remaining documents from the ADF.

If the document is jammed in the paper feed area:

- a. Open the ADF cover.



- b. Remove the document by gently pulling it out.



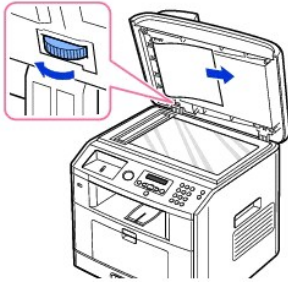
- c. Close the ADF cover. Then reload the document into the ADF.

If the document is jammed in the paper exit area:

- a. Open the document cover and turn the release knob to remove the misfed documents from the document document output tray.



- b. Close the document cover. Then load the documents back into the ADF.
2. *If you cannot see the paper or the paper does not move when you pulled, open the document cover.*
3. Turn the release knob so that you can easily seize the misfed document, and remove the document from the roller or the feed area by carefully pulling it gently to the right.



4. Close the document cover. Then load the documents back into the ADF.

Clearing Jams in the Paper Paths

When a paper jam occurs, Paper Jam appears on the display. Refer to the table below to locate and clear the paper jam.

Operator Panel Message	Location of Jam	Go to
Paper Jam 0 Open Front Door	Paper Feed Jam (tray 1) Paper Feed Jam (optional tray 2)	"Paper Feed Jam (tray 1)" or "Paper Feed Jam (optional tray 2)"
Paper Jam 1 Cartridge Area	Fuser Area Jam	"Fuser Area Jam"
JAM 2 OPEN REAR & FRONT DOOR	Paper Exit Jam	"Paper Exit Jam"
Duplex Jam 0 Check Inside	in the duplex unit	"Duplex Jam 1"
Duplex Jam 1 Check Inside	between the duplex unit and fuser area	"Duplex Jam 0"

To avoid tearing the paper, pull the jammed paper out gently and slowly. Follow the steps below to clear the jam.

Paper Feed Jam (tray 1)

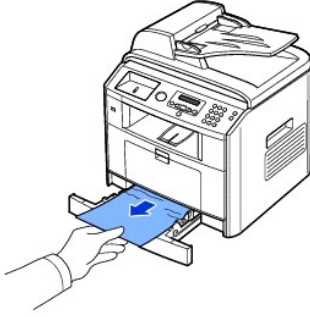
1. Open and close the front cover. The jammed paper automatically exits the printer.

If the paper does not exit, go to the next step.

2. Pull the paper tray open.



3. Remove the paper by gently pulling it straight out.



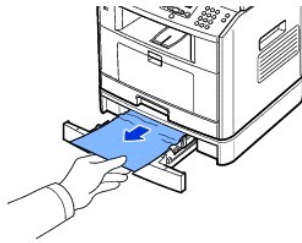
If you cannot see the paper or the paper does not move when pulled, check the fuser area. For more information, see ["Fuser Area Jam"](#).

4. Insert the paper tray into the printer until it snaps into place.

Printing automatically resumes.

Paper Feed Jam (optional tray 2)

1. Pull the optional tray 2 open.
2. Remove the jammed paper from the printer.



If you cannot see the paper in this area or the paper does not move when pulled, go to the next step.

3. Pull the tray 1 half way out.
4. Pull the paper straight up and out.

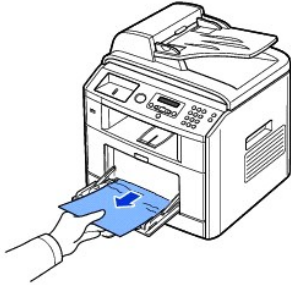


5. Insert the trays back into the printer.

Printing automatically resumes.


Bypass tray Jam

1. *If the paper is not feeding properly, pull the paper out of the printer.*



2. Open and close the front cover to resume printing.

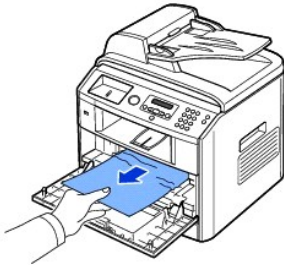
Fuser Area Jam

 **NOTICE:** The fuser area is hot. Take care when removing paper from the printer.

1. Open the front cover and lightly pull the toner cartridge straight out.



2. Remove the paper by gently pulling it straight out.



3. Replace the toner cartridge and close the front cover.

Printing automatically resumes.

Paper Exit Jam

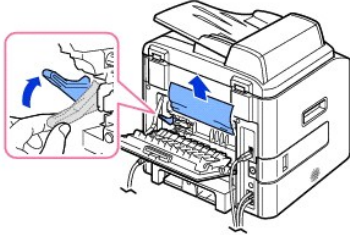
1. Open and close the front cover. The jammed paper automatically exits the printer.

If the paper does not exit, go to the next step.

2. Gently pull the paper out of the output tray.

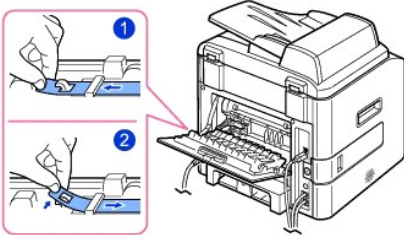


3. If you cannot see the paper in the output tray or the paper does not move when pulled, open the rear cover.
4. If you see the jammed paper, push the two blue pressure levers up and remove the paper. Skip to step [9](#).

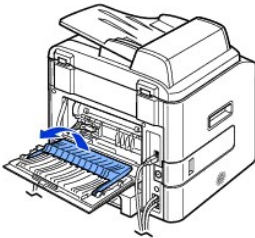


If you do not see the paper, go to the next step.

5. Release the blue strap, the rear cover stopper, and fully open the rear cover, as shown.

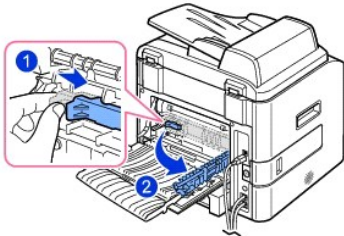


6. Unfold the duplex guide fully.



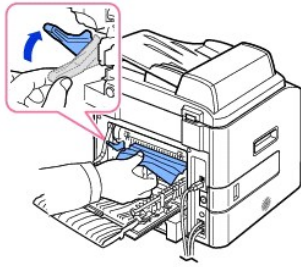
7. While pushing the fuser lever to the right, open the fuser door.

➔ **NOTICE:** Make sure to unfold the duplex guide before opening the fuser door or you may damage the fuser door.



8. Pull the jammed paper out.

If the jammed paper does not move when you pull, push the two blue pressure levers up to loosen the paper, and then remove it.



9. Return the levers, fuser door, rear cover stopper, and duplex guide to their original position.
 10. Close the rear cover.
 11. Open and close the front cover.
- Printing automatically resumes.

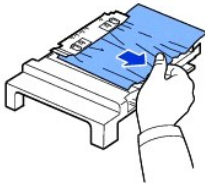
Duplex Jam

Duplex Jam 0

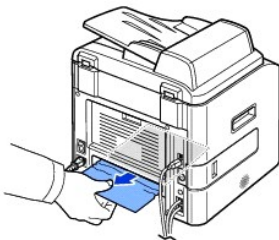
1. Pull the duplex unit out of the printer.



2. Remove the jammed paper from the duplex unit.



If the paper does not come out with the duplex unit, remove the paper from the bottom of the printer.



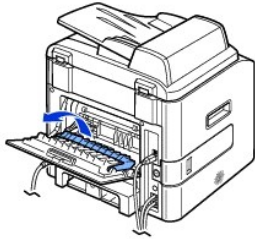
3. Push the duplex unit to the printer.
4. Open and close the front cover.

Printing automatically resumes.

⚠ CAUTION: *If you do not push the duplex unit in correctly, a paper jam may occur.*

Duplex Jam 1

1. Open the rear cover.
2. Unfold the duplex guide fully.



3. Pull the jammed paper out.



4. Return the duplex guide and close the rear cover.
5. Open and close the front cover.

Printing automatically resumes.

Tips for Avoiding Paper Jams

By selecting the correct paper types, most paper jams can be avoided. When a paper jam occurs, follow the steps outlined in ["Clearing Jams in the Paper Paths"](#).

- 1 Follow the procedures in ["Loading Print Media in the Paper Tray"](#). Ensure that the adjustable guides are correctly positioned.
- 1 Do not overload the paper tray. Ensure that the paper is below the paper capacity mark on the inside wall of the paper tray.
- 1 Do not remove the paper from the tray while your printer is printing.
- 1 Flex, fan and straighten the paper before loading.
- 1 Do not use creased, damp or curled paper.
- 1 Do not mix paper types in the paper tray.
- 1 Use only recommended print materials. See ["Paper Specifications"](#).
- 1 Ensure that the recommended print side of print materials is facing down in the paper tray and facing up in the bypass tray.
- 1 Ensure that the duplex unit is installed correctly.

Clearing LCD Error Messages

Display	Meaning	Suggested solutions
# Not Assigned Choose Another	You have tried to delete the number for the delayed fax job.	Verify the number to be deleted and try again. OR

		Delete the number after the delayed fax job is sent.
Add Paper & Press Start	The bypass tray is empty in the manual feeder mode.	Load a sheet of print material and press Start (Ⓢ). You need to press the button each page to be printed.
Invalid Cartridge	The toner cartridge you have installed is not for your printer.	Install a Dell-genuine toner cartridge, designed for your printer.
Connection Error	Connection with the SMTP server failed.	Check the server settings and the network cable.
COMM. Error	The printer has a communication problem.	Ask the sender to try again.
Retry		
Data Read Fail	Time expired while reading data.	Try again.
Check USB key		
Data Write Fail	Storing to the USB memory key failed.	Check the available USB memory space.
Check USB key		
Document Jam	The loaded document has jammed in the ADF.	Clear the document jam. See " Clearing Jams in the ADF ".
Check Feeder		
Door Open	The front cover is not securely latched.	Close the cover until it locks into place.
Front Door		
Duplex jam 0	Paper has jammed during duplex printing.	Clear the jam. See " Duplex Jam 0 ".
Check Inside		
Duplex jam 1	Paper has jammed during duplex printing.	Clear the jam. See " Duplex Jam 1 ".
Check Inside		
Enter Again	You entered an unavailable item.	Enter the correct item again.
File Format	The selected file format is not supported.	Use the correct file format.
Not Supported		
Fuser Door Open	The fuser door is not securely latched.	Open the rear cover and close the fuser door until it locks into place. For the location of the fuser door, see " Paper Exit Jam ".
Group Not Available	You have tried to select a group location number where only a single location number can be used, such as when adding locations for a broadcasting operation.	Use a speed dial number or dial the number manually using the number keypad.
Hsync Error	A problem has occurred in the Laser Scanning Unit (LSU).	Unplug the power cord and plug it back in. <i>If the problem persists, call for service.</i>
JAM 2 OPEN REAR & FRONT DOOR	Paper has jammed in the paper exit area.	Clear the jam. See " Paper Exit Jam ".
Job cancelled by user	Cancel (Ⓢ) is pressed during transmission.	Try again after a few minutes.
Job limit (15) reached	The number of jobs stored in the printer is 15 and you are trying to add 16th job.	Delete jobs in the printer or try later after completing some jobs.
Junk Fax Job Cancelled	The received fax number is the number stored in memory as junk fax number.	Change the Junk Fax Setup option.
Line Busy	The receiving party did not answer or the line is already engaged.	Try again after a few minutes.
Try Later		
Line Error	Your printer cannot connect with a remote printer or has lost contact because of a problem with the phone line.	Try again. <i>If the problem persists, wait for an hour or try a different phone line if possible and then try to connect again.</i>
Retry		Or, turn the ECM mode on. See " ECM Mode ".
Low Heat Error	There is a problem in the fuser unit.	Unplug the power cord and plug it back in. <i>If the problem persists, call for service.</i>
Cycle Power Once		
Mail Exceeds Server Support	The mail size is larger than the supported size by SMTP server.	Divide your mail or reduce the resolution.
Memory Full	The memory is full.	Delete unnecessary documents, retransmit after more memory becomes available.
Cancel or Start		
Memory Full	The memory is full.	Split the transmission into more than one operation.
Divide the Job		
Network Error	There is a problem with the network.	Contact your network administrator.
No Answer	The remote fax machine has not answered after several redial attempts.	Try again. Verify the number to make sure a fax can be received.
Try Later		

No Cartridge Load Cartridge	The toner cartridge is not installed.	Install the toner cartridge. See "Installing the Toner Cartridge" .
No Paper Add Paper	The paper in the paper tray has run out.	Load paper in the paper tray. See "Loading Paper" .
No such job	You are performing an Add/Cancel operation, but there are no jobs waiting.	Check the display to see if there are any scheduled jobs. The display should indicate if any scheduled jobs are in Standby mode, for example, Delay Fax.
One Page is Too Large	Single page data exceeds the configured mail size.	Reduce the resolution and try again.
Over Heat Call Service	There is a problem in the fuser unit.	Unplug the power cord and plug it back in. <i>If the problem persists</i> , call for service.
Open Heat Error Call Service	There is a problem in the fuser unit.	Unplug the power cord and plug it back in. <i>If the problem persists</i> , call for service.
Paper Jam 0 Open Front Door	Paper has jammed in the feeding area of the paper tray.	Clear the jam. See "Paper Feed Jam (tray 1)" or "Paper Feed Jam (optional tray 2)" .
Paper Jam 1 Cartridge Area	Paper has jammed in the fuser area.	Clear the jam. See "Fuser Area Jam" .
Power Failure Data Lost	The power has been turned off and then on and the printer's memory has not been saved.	The printer's memory was not saved due to a power failure. The job will need to be started over.
Printer Error Cycle Power	A problem has occurred in the Laser Scanning Unit (LSU).	Unplug the power cord and plug it back in. <i>If the problem persists</i> , call for service.
Ready-toner 0% TONER EMPTY	The toner cartridge is empty.	Replace the toner cartridge with a new one. See "Replacing the Toner Cartridge" .
Ready-toner 7% TONER LOW	The toner cartridge is almost empty.	Take out the toner cartridge and thoroughly shake it. By doing this, you can temporarily reestablish printing operations. OR Replace the toner cartridge with a new one for the best print quality. See "Replacing the Toner Cartridge" .
Scanner locked Unlock scanner	The scanner module is locked.	Unlock the scanner and press Start (⏻).
Self Diagnostic	The engine in your printer is checking some problems detected.	Please wait a few minutes.
Send Error (AUTH)	There is a problem in SMTP authentication.	Configure the authentication setting.
Send Error (DNS)	There is a problem in DNS.	Configure the DNS setting.
Send Error (POP3)	There is a problem in POP3.	Configure the POP3 setting.
Send Error (SMTP)	There is a problem in SMTP.	Change to the available server.
Send Error (Wrong Config)	There is a problem on the network interface card.	Configure your network interface card correctly.
Waiting Redial	The machine is waiting for the programmed interval to automatically redial.	Please wait a few minutes.

Solving Problems

The following chart lists some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. *If the problem persists*, contact Dell.

Paper Feeding Problems

Condition	Suggested solutions
Paper is jammed during printing.	Clear the paper jam. See " Clearing Jams in the Paper Paths ".
Paper sticks together.	<ul style="list-style-type: none"> • Ensure that there is not too much paper in the paper tray. The paper tray can hold up to 250 sheets of paper, depending on the thickness of your paper. • Make sure that you are using the correct type of paper. See "Paper Specifications". • Remove paper from the paper tray and flex or fan the paper. • Humid conditions may cause some paper to stick together.
Multiple sheets of paper do not feed.	<ul style="list-style-type: none"> • Different types of paper may be stacked in the paper tray. Load paper of only one type, size and weight. • <i>If multiple sheets have caused a paper jam</i>, clear the paper jam. See "Clearing Jams in the Paper Paths".
Paper does not feed into the printer.	<ul style="list-style-type: none"> • Remove any obstructions from inside the printer. See "Cleaning the Interior". • Paper has not been loaded correctly. Remove paper from the tray and reload it correctly. • There is too much paper in the paper tray. Remove excess paper from the tray. • The paper is too thick. Use only paper that meets the specifications required by the printer. See "Paper Specifications".
The paper keeps jamming.	<ul style="list-style-type: none"> • Make sure that the correct paper size is selected. See "Setting the Paper Size". • An incorrect type of paper is being used. Use only paper that meets the specifications required by the printer. See "Paper Specifications". • There may be debris inside the printer. Open the front cover and remove the debris.
Transparencies stick together in the paper exit.	Use only the transparencies specifically designed for a laser printer. Remove each transparency as it exits from the printer.
Envelopes skew or fail to feed correctly.	Ensure that the paper guides are against both sides of the envelopes.





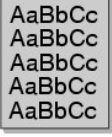
Printing Problems







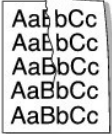

Condition	Possible cause	Suggested solutions
The printer does not print.	The printer is not receiving power.	Check the power cord connections. Check the power switch and the power source.
	The printer is not selected as the default printer.	Select Dell Laser MFP 1815 as your default printer in your Windows. Click the Start button → Settings → Printers . Right-click the Dell Laser MFP 1815 printer icon and select Set as Default Printer .
	Check the printer for the following:	<ul style="list-style-type: none"> • The front or rear cover is not closed. • Paper is jammed. • No paper is loaded. • The toner cartridge is not installed. <p><i>If a printer system error occurs</i>, contact your service representative.</p>
	The connection cable between the computer and the printer is not connected properly.	Disconnect the printer cable and reconnect it.
	The connection cable between the computer and the printer is defective.	<i>If possible</i> , attach the cable to another computer that is working properly and print a job. You can also try using a different printer cable.
	The printer may be configured incorrectly.	Check the printer properties to ensure that all of the print settings are correct.
	The printer driver may be incorrectly installed.	Remove the printer driver and then reinstall it; see " Uninstalling Software " and " Installing Software in Windows " respectively.
	The printer is malfunctioning.	Check the display message on the operator panel to see if the printer is indicating a system error.
The printer selects print materials from the wrong paper source.	The paper source selection in the printer properties may be incorrect.	For many software applications, the paper source selection is found under the Paper tab within the printer properties. Select the correct paper source. See " Paper Tab ".
A print job is extremely slow.	The job may be very complex.	Reduce the complexity of the page or try adjusting the print quality settings. The maximum print speed of your printer is 27 PPM for Letter-sized paper.
	If you are using Windows 98/Me, the Spooling Setting may be set incorrectly.	Click the Start button → Settings → Printers . Right-click the Dell Laser MFP 1815 printer icon, click Properties → Details → Spool Settings . Select the desired spool setting.
Half the page is blank.	The page orientation setting may be incorrect.	Change the page orientation in your application. See " Layout Tab ".
	The paper size and the paper size settings do not match.	Ensure that the paper size in the printer driver settings matches the paper in the tray.
The printer prints, but the text is wrong, garbled, or incomplete.	The printer cable is loose or defective.	Disconnect the printer cable and reconnect. Try a print job that you have already printed successfully. <i>If possible</i> , attach the cable and the printer to another computer and




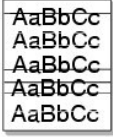
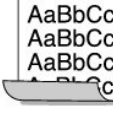
		try a print job that you know works. Finally, try a new printer cable.
	The wrong printer driver was selected.	Check the application's printer selection menu to ensure that your printer is selected.
	The software application is malfunctioning.	Try printing a job from another application.
	The operating system is malfunctioning.	Exit Windows and reboot the computer. Power the printer off and then back on again.
Pages print, but are blank.	The toner cartridge is defective or out of toner.	Thoroughly shake the toner. See "Redistributing Toner" . <i>If necessary, replace the toner cartridge.</i>
	The file may have blank pages.	Check the file to ensure that it does not contain blank pages.
	Some parts, such as the controller or the board, may be defective.	Contact a service representative.
The illustrations print incorrectly in Adobe Illustrator.	The setting in the software application is wrong.	Print the document by selecting Download as Bit Image in the Advanced Options window of the Graphics properties.

Printing Quality Problems

The inside of the printer may be dirty or improper paper loading may reduce the print quality. See the table below to clear the problem.

Condition	Suggested solutions
Light or faded print 	<p><i>If a vertical white streak or faded area appears on the page:</i></p> <ul style="list-style-type: none"> The toner supply is low. You may be able to temporarily extend the toner cartridge life. See "Redistributing Toner". <i>If this does not improve the print quality</i>, install a new toner cartridge. The paper may not meet paper specifications; for example, the paper is too moist or too rough. See "Paper Specifications". <i>If the entire page is light</i>, the print resolution setting is too low or the toner save mode is on. Adjust the print resolution and turn the toner save mode off. See "Graphics Tab". A combination of faded or smeared defects may indicate that the toner cartridge needs cleaning. See "Cleaning the Interior". The surface of the LSU part inside the printer may be dirty. Clean the LSU (see "Cleaning the Interior").
Toner specks 	<ul style="list-style-type: none"> The paper may not meet specifications; for example, the paper is too moist or too rough. See "Paper Specifications". The transfer roller may be dirty. Clean the inside of your printer. See "Cleaning the Interior". The paper path may need cleaning. See "Cleaning the Drum".
Dropouts 	<p><i>If faded areas, generally rounded, occur randomly on the page:</i></p> <ul style="list-style-type: none"> A single sheet of paper may be defective. Try reprinting the job. The moisture content of the paper is uneven or the paper has moist spots on its surface. Try a different brand of paper. See "Paper Specifications". The paper lot is bad. The manufacturing process can cause some areas to reject toner. Try a different kind or brand of paper. The toner cartridge may be defective. "Vertical repetitive defects" on the next page. <i>If these steps do not correct the problems</i>, contact a service representative.
Vertical lines 	<ul style="list-style-type: none"> <i>If black vertical streaks appear on the page</i>, the drum inside the toner cartridge has probably been scratched. Install a new toner cartridge. See "Replacing the Toner Cartridge". <i>If white vertical streaks appear on the page</i>, the surface of the LSU part inside the printer may be dirty. Clean the LSU (see "Cleaning the Interior").
Gray background 	<p><i>If the amount of background shading becomes unacceptable:</i></p> <ul style="list-style-type: none"> Change to lighter weight pages. See "Paper Specifications". Check the printer's environment; very dry (low humidity) or high humidity (higher than 80% RH) conditions can increase the amount of background shading. Remove the old toner cartridge and install a new one. See "Replacing the Toner Cartridge".

<p>Toner smear</p> 	<ul style="list-style-type: none"> • Clean the inside of the printer. See "Cleaning the Interior". • Check the paper type and quality. See "Paper Specifications". • Remove the toner cartridge and install a new one. See "Replacing the Toner Cartridge".
<p>Vertical repetitive defects</p> 	<p><i>If marks repeatedly appear on the printed side of the page at even intervals:</i></p> <ul style="list-style-type: none"> • The toner cartridge may be damaged. <i>If a repetitive mark occurs on the page</i>, print a cleaning sheet several times to clean the cartridge: see "Cleaning the Drum". After the printout, <i>if you still have the same problems</i>, install a new toner cartridge. See "Replacing the Toner Cartridge". • Parts of the printer may have toner on them. <i>If the defects occur on the back of the page</i>, the problem will likely correct itself after a few more pages. • The fusing assembly may be damaged. Contact a service representative.
<p>Background scatter</p> 	<p>Background scatter results from bits of toner distributed on the printed page.</p> <ul style="list-style-type: none"> • The paper may be too damp. Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture. • <i>If background scatter occurs on an envelope</i>, change the printing layout to avoid printing over areas that have overlapping seams on the reverse side. Printing on seams can cause problems. • <i>If background scatter covers the entire surface area of a printed page</i>, adjust the print resolution through your software application or the printer properties.
<p>Misformed characters</p> 	<ul style="list-style-type: none"> • <i>If characters are improperly formed and produce hollow images</i>, the paper stock may be too slick. Try a different paper. See "Paper Specifications". • <i>If characters are improperly formed and produce a wavy effect</i>, the scanner unit may need service. For service, contact a service representative.
<p>Page skew</p> 	<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. See "Paper Specifications". • Ensure that the paper or other material is loaded correctly and the guides are not too tight or too loose against the paper stack.
<p>Curl or wave</p> 	<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. Both high temperatures and humidity can cause paper curl. See "Paper Specifications". • Turn over the stack of paper in the paper tray. Also try rotating the paper 180° in the paper tray. • Try printing to the rear cover.
<p>Wrinkles or creases</p> 	<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. See "Paper Specifications". • Turn over the stack of paper in the paper tray. Also try rotating the paper 180° in the paper tray. • Try printing to the rear cover.
<p>Back of printouts are dirty</p> 	<p>Check for leaks in the toner. Clean the inside of the printer. See "Cleaning the Interior".</p>

<p>Black pages</p> 	<ul style="list-style-type: none"> • The toner cartridge may not be installed properly. Remove the cartridge and reinsert. • The toner cartridge may be defective and need replacing. Install a new toner cartridge. See "Replacing the Toner Cartridge". • The printer may require repair. Contact a service representative.
<p>Loose toner</p> 	<ul style="list-style-type: none"> • Clean the inside of the printer. See "Cleaning the Interior". • Check the paper type and quality. See "Paper Specifications". • Install a new toner cartridge. See "Replacing the Toner Cartridge". • <i>If the problem persists</i>, the printer may require repair. Contact a service representative.
<p>Character Voids</p> 	<p>Character voids have white areas where they should be solid black:</p> <ul style="list-style-type: none"> • <i>If you are using transparencies</i>, try another type of transparency. Because of the composition of the transparency, some character voids are normal. • You may be printing on the wrong surface of the paper. Turn over the stack of paper in the paper tray. • The paper may not meet paper specifications. See "Paper Specifications".
<p>Horizontal stripes</p> 	<p><i>If horizontally aligned black streaks or smears appear:</i></p> <ul style="list-style-type: none"> • The toner cartridge may be installed improperly. Remove the toner cartridge and reinsert. • The toner cartridge may be defective. Install a new toner cartridge. See "Replacing the Toner Cartridge". • <i>If the problem persists</i>, the printer may require repair. Contact a service representative.
<p>Curly</p> 	<p><i>If the printed paper is curled or the paper does not feed into the printer:</i></p> <ul style="list-style-type: none"> • Turn over the stack of paper in the paper tray. Also try rotating the paper 180° in the paper tray. • Try printing to other rear cover.

Fax Problems

Condition	Suggested solutions
The printer is not working, there is no display and the buttons are not working.	<ul style="list-style-type: none"> • Unplug the power cord and plug it in again. • Ensure that there is power to the electrical receptacle.
No dial tone sounds.	<ul style="list-style-type: none"> • Check that the phone line is connected properly. See "Connecting the Telephone Line". • Check that the phone socket in the wall is working by plugging in another phone.
The numbers stored in the memory do not dial correctly.	Make sure that the numbers are stored in the memory correctly. Print a Phonebook list, referring to "Printing a Phonebook List" .
The document does not feed into the printer.	<ul style="list-style-type: none"> • Make sure that the document is not wrinkled and you are putting it in correctly. Check that the document is the right size, not too thick or thin. • Make sure that the ADF cover is firmly closed.
Faxes are not received automatically.	<ul style="list-style-type: none"> • The FAX mode should be selected. • Make sure that there is paper in the paper tray. • Check to see if the display shows Memory Full.
The printer does not send.	<ul style="list-style-type: none"> • Make sure that the document is loaded in the ADF or on the document glass. • Sending should show up on the display. • Check the other fax machine you are sending to, to see if it can receive your fax.
The incoming fax has blank spaces or is received in poor-quality.	<ul style="list-style-type: none"> • The fax machine sending you the fax may be faulty. • A noisy phone line can cause line errors. • Check your printer by making a copy. • The toner cartridge may be empty. Replace the toner cartridge, referring to "Replacing the Toner Cartridge".
Some of the words on an incoming fax are stretched.	The fax machine sending you the fax had a temporary document jam.
There are lines on the documents you send.	Check your scan glass for marks and clean it. See "Cleaning the scanner" .

The printer dials a number, but the connection with another fax machine fails.	The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Speak with the other machine operator and ask her/him to sort out the problem.
Documents are not stored in the memory.	There may not be enough memory to store the document. <i>If the display shows a Memory Full message, delete any documents you no longer need from the memory and then restore the document.</i>
Blank areas appear at the bottom of each page or on other pages, with a small strip of text at the top.	You may have chosen the wrong paper setup in the user option setting. See " Setting the Paper Type " and " Setting the Paper Size ".

Copying Problems

Condition	Suggested solutions
Copies are too light or too dark.	Use the Contrast menu to darken or lighten the background of the copies.
Smears, lines, marks or spots appear on copies.	<ul style="list-style-type: none"> <i>If defects are on the original, select Copy → Contrast to lighten the background of your copies.</i> <i>If no defects are on the original, clean the document glass and underside of the document cover. See "Cleaning the scanner".</i>
Copy image is skewed.	<ul style="list-style-type: none"> Ensure that the original is positioned correctly on document glass. Check that the copy paper is loaded correctly.
Blank copies print out.	Ensure that the original is face down on the document glass or face up in the ADF.
Image rubs off the copy easily.	<ul style="list-style-type: none"> Replace the paper in the paper tray with paper from a new package. In high humidity areas, do not leave paper in the printer for extended periods of time.
Frequent copy paper jams occurs.	<ul style="list-style-type: none"> Fan the stack of paper, then turn it over in the paper tray. Replace the paper in the tray with a fresh supply. <i>If necessary, check/adjust the paper guides.</i> Ensure that the paper is the proper paper weight. 75 g/m² (20 lb) bond paper is recommended. Check for copy paper or pieces of copy paper remaining in the printer after a paper jam has been cleared.
Fewer copies from the toner cartridge than expected prints out.	<ul style="list-style-type: none"> Your originals may contain pictures, solids or heavy lines. For example, your originals may be forms, newsletters, books or other documents that use more toner. The printer may frequently be powered on and off. The document cover may be left open while copies are being made.

Scanning Problems

Condition	Suggested solutions
The scanner does not work.	<ul style="list-style-type: none"> Make sure that you place the document to be scanned face down from the document glass, or face up in the ADF. There may not be enough available memory to hold the document you want to scan. Try the Prescan function to see if that works. Try lowering the scan resolution rate. Check that the USB cable is connected properly. Make sure that the USB cable is not defective. <i>If necessary, replace the cable.</i> Check that the scanner is configured correctly. Check the application you want to use to make certain that the scanner job is being sent to the correct port.
The unit scans very slowly.	<ul style="list-style-type: none"> Check if the printer is printing received data. Scan the document after the current job is completed. Graphics are scanned more slowly than text. Communication speed becomes slow in scan mode because of the large amount of memory required to analyze and reproduce the scanned image.
Message appears on your computer screen: <ul style="list-style-type: none"> "Device can't be set to the H/W mode you want." "Port is being used by another program." "Port is Disabled." "Scanner is busy receiving or printing data. When the current job is completed, try again." "Invalid handle." "Scanning has failed." 	<ul style="list-style-type: none"> There may be a copying or printing job in progress. When the current job is complete, try the job again. The selected port is currently being used. Restart your computer and try again. The printer cable may be improperly connected or the power may be off. The scanner driver is not installed or an operating environment is not set up properly. Ensure that the port is properly connected and the power is turned on. Then restart your computer. Check that the USB cable is properly connected.

Network Scan Problems

Condition	Suggested solutions
I can't find a scanned image file.	You can check the scanned file's destination in the Advanced Page in the Network Scan Properties screen.
I can't find the scanned image file after scanning.	<p>Make sure the scanned file's application is on your computer.</p> <p>Make sure 'Open immediately with the default application' in the Advanced Page in the Network Scan Properties screen is selected so that the scanned image opens immediately after scanning.</p>
I forgot my ID and PIN.	Check your ID and PIN in the Server Page in the Network Scan Properties screen.

I can't view the Help file.	To view the Help file, you need to have Microsoft Internet Explorer 4 service pack 2 or above.
I can't use Network Scan Manager.	Check your operating system. Supporting operating systems are Microsoft Windows 98/Me/NT4.0/2000/XP/Server 2003/Vista.

Common Windows Problems

Condition	Suggested solutions
"File in Use" message appears during installation.	Exit all software applications. Remove all software from the StartUp Group, then restart Windows. Reinstall the printer driver.
"Error Writing to LPTx" message appears.	<ul style="list-style-type: none"> Ensure that the cables are connected correctly, the machine is on. This message may also appear if bi-directional communication is not turned on in the driver.
"General Protection Fault", "Exception OE", "Spool32", or "Illegal Operation" messages appear.	Close all other applications, reboot Windows and try printing again.
"Fail To Print", "A printer timeout error occurred." messages appear.	These messages may appear during printing. Just keep waiting until the machine finishes printing. If the message appears in standby mode or after printing has been completed, check the connection and/or whether an error has occurred.

 **NOTE:** Refer to Microsoft Windows 98/Me/2000/XP/Server 2003/Vista User's Guide that came with your PC for further information on Windows error messages.

Common Linux Problems

Condition	Suggested solutions
The printer doesn't print.	<ul style="list-style-type: none"> Check if the printer driver is installed in your system. Open MFP configurator and switch to the Printers tab in Printers configuration window to look at the list of available printers. Make sure that your printer is displayed on the list. <i>If not</i>, invoke Add new printer wizard to set up your device. Check if the printer is started. Open Printers configuration and select your printer on the printers list. Look at the description in the Selected printer pane. <i>If its status contains "(stopped)" string</i>, press the Start button. After that normal operation of the printer should be restored. The "stopped" status might be activated when some problems in printing occurred. For instance, this could be an attempt to print document when MFP port is claimed by a scanning application. Check if the MFP port is not busy. Since functional components of MFP (printer and scanner) share the same I/O interface (MFP port), the situation of simultaneous access of different "consumer" application to the same MFP port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the device. The other "consumer" will encounter "device busy" response. You should open MFP ports configuration and select the port assigned to your printer. In the Selected port pane you can see if the port is occupied by some other application. <i>If this is the case</i>, you should wait for completion of the current job or should press Release port button, if you are sure that the present owner is not functioning properly. Check if your application has special print option such as "-oraw". If "-oraw" is specified in the command line parameter then remove it to print properly. For Gimp front-end, select "print" → "Setup printer" and edit command line parameter in the command item.
The printer does not appear on the scanners list.	<ul style="list-style-type: none"> Check if your printer is attached to your computer. Make sure that it is connected properly via the USB port and is turned on. Check if the scanner driver for your printer is installed in your system. Open MFP Configurator, switch to Scanners configuration, then press Drivers. Make sure that driver with a name corresponding to your printer's name is listed in the window. Check if the MFP port is not busy. Since functional components of MFP (printer and scanner) share the same I/O interface (MFP port), the situation of simultaneous access of different "consumer" application to the same MFP port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the device. The other "consumer" will encounter "device busy" response. This can usually happen while starting scan procedure, and appropriate message box appears. To identify the source of the problem, you should open MFP ports configuration and select the port assigned to your scanner. MFP port's symbol /dev/mfp0 corresponds to LP:0 designation displayed in the scanners' options, /dev/mfp1 relates to LP:1 and so on. USB ports start at /dev/mfp4, so scanner on USB:0 relates to /dev/mfp4 respectively and so forth sequentially. In the Selected port pane you can see if the port is occupied by some other application. <i>If this is the case</i>, you should wait for completion of the current job or should press Release port button, if you are sure that the present port's owner is not functioning properly.
The printer doesn't scan.	<ul style="list-style-type: none"> Check if a document is loaded into the printer. Check if your machine is connected to the computer. Make sure if it is connected properly if I/O error is reported while scanning. Check if MFP port is not busy. Since functional components of MFP (printer and scanner) share the same I/O interface (MFP port), the situation of simultaneous access of different "consumer" application to the same MFP port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the device. The other "consumer" will encounter "device busy" response. This can usually happen while starting scan procedure, and appropriate message box will be displayed. <p>To identify the source of the problem, you should open MFP ports configuration and select the port assigned to your scanner. MFP port's symbol /dev/mfp0 corresponds to LP:0 designation displayed in the scanners' options, /dev/mfp1 relates to LP:1 and so on. USB ports start at /dev/mfp4, so scanner on USB:0 relates to /dev/mfp4 respectively and so forth sequentially. In the Selected port pane you can see if the port is occupied by some other application. <i>If this is the case</i>, you should wait for completion of the current job or should press Release port button, if you are sure that the present port's owner is not functioning properly.</p>

I can't print when I installed both Linux Print Package (LPP) and MFP driver on the same machine simultaneously.	<ul style="list-style-type: none"> Since both Linux Printer Package and MFP driver make a symbolic link to "lpr" printing command, which is commonly used on Unix clones, it is not recommended to use both package on the same machine.
Can't scan via Gimp Front-end.	<ul style="list-style-type: none"> Check if Gimp Front-end has "Xsane:Device dialog." on the "Acquire" menu. <i>If not</i>, you should install Xsane plug-in for Gimp on the your computer. You can find Xsane plug-in package for Gimp on Linux distribution CD or Gimp home page. For more information, refer to the Help for Linux distribution CD or Gimp Front-end application. <i>If you wish to use other kind of scan application</i>, refer to the Help for application.
I encounter error "Unable to open MFP port device file!" when printing a document.	Avoid changing print job parameters (via SLPR utility, for example) while a print job is in progress. Known versions of CUPS server break the print job whenever print options are changed and then try to restart the job from the beginning. Since Linux MFP driver locks MFP port while printing, the abrupt termination of the driver keeps the port locked and therefore unavailable for subsequent print jobs. <i>If this situation occurred</i> , try to release the MFP port.


Common Macintosh Problems

Problems in the chooser

Condition	Suggested solutions
The printer does not print a document from Acrobat Reader.	Change the Print Method option to Print as Image when you print from Acrobat Reader.
The document has printed, but the print job has not disappeared from the spooler in Mac OS 10.3.2.	Update your Mac OS to OS 10.3.3. or higher.

Troubleshooting Postscript (PS) Errors

The following situations are PS language specific and may occur when several printer languages are being used.

 **NOTE:** To receive a printed or screen displayed message when PS errors occur, open the Print Options window and click the desired selection next to the PostScript errors section.

Problem	Possible Cause	Solution
PostScript file can not be printed.	The PostScript option may not be installed.	Print a configuration page and verify that the PS version is available for printing.
Limit Check Error	The print job may be too complex.	Reduce the complexity of the page or try adjusting the print quality settings. Or, expand the memory capacity.
A PS error page prints.	Print job may not be PS.	Make sure that the print job is a PS job. Check to see if the software application is waiting for a setup or PS header file to be sent to the printer.
The optional tray 2 is not selected in the driver.	The printer driver has not been configured to recognize the optional tray 2.	Open the PostScript driver properties and set the Option Tray item of the Device option to Installed .