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Samsung MultiXpress Smart UX Line up How to Use Guide

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Purpose of the hands on practice

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Table of Contents

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Quick Use Guide

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Control Panel

Display screen
Shows the current machine status and prompts during an operation. You can set menus easily using the display screen.

Status LED
Shows the status of your machine.

Power LED
Shows the power status of your machine.

Power / Wakeup button
Turn the power on or off. When the blue LED is on, the machine is powered on and you can use it. If you turn the machine off, press this button for more than two seconds. Then, confirmation window appears.

About display screen

Apps   Widgets   Notification Bar

Command Keys   Job Status   Help   Home Screen

Understanding the status LED

Status	Description
Off	The machine is off-line. The machine is in power save mode.
Blue-On	The machine is on-line and can be used.
Blue -Blinking	Fax : The machine is sending or receiving faxes. Copy : The machine is copying documents. Scan : The machine is scanning documents. Print : - When the status LED slowly blinks, the machine is receiving data from the computer. - When the status LED blinks rapidly, the machine is printing data.
Orange-On	A paper jam has occurred. The cover is opened. Close the cover. There is no paper in the tray. The machine has stopped due to a major error. Check the display message.
Orange -Blinking	A minor error has occurred and the machine is waiting for the error to be cleared. Check the display message. When the problem is cleared, the machine resumes its original task.

Notification Bar

The notification bar includes a pull-down list to show information about currently running processes, toner status, screen brightness, and recent notifications.

Help

The Help app provides information about the menus and functions available in the machine. Use the pane on the left side of the screen to navigate the Help app. You can also select the headings below each section to browse the help topics.

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Basic copy

1 Tap Copy from the home screen or Apps.

2 Place the originals face up in the DSDF or place a single original face down on the scanner glass and close the DSDF.

3 Adjust the settings on the Copy tab and More tab.

4 Enter the number of copies desired on the numeric keypad (or +, - button) on the control panel, if necessary.

5 Start Tap, ◇ (Start) from the control panel to begin copying.

Basic scan

1 Tap Scan & Send from the home screen or Apps.

2 Place the originals face up in the DSDF or place a single original face down on the scanner glass and close the DSDF.

3 Adjust the settings in the Send tab and More tab.

4 Tap to add an email address or fax number as a destination. To send the scan to a different destination, tap the + Me, Email, SMB, FTP, Box, USB, PC click on respective buttons or (Address book).

5 Start Tap, ◇ (Start) from the control panel to begin copying.

Sending a fax

1 Tap Scan & Send from the home screen or Apps.

2 Place the originals face up in the DSDF or place a single original face down on the scanner glass and close the DSDF.

3 Adjust the settings in the Send tab and More tab.

4 Tap and enter a fax number directly using on the screen, then tap + or using ♥ Favorites, Recent, Groups, Contacts tap from the display screen.

5 Press to start the process.

Virtual Hard Key

Virtual hard keys are located on the right side of the screen. When an app is launched for the first time, the virtual hard keys are shown. If the ◁, ▷ touched, the virtual hard keys are hidden and shown.
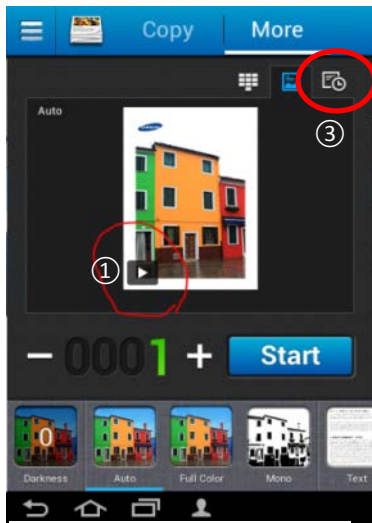

Button	Description
Reset	Reset the current machine's configuration.
Interrupt (Copy)	Suspend the current job, allowing for urgent copying.
On Hook (Send)	When you press this button, you can hear a dial tone. Then enter a fax number. It is similar to making a call using speaker phone.
Stop	Stop a job at any time. A pop-up window appears to show the jobs that you can stop.
Start	Start a job.

I. Copy Functions

1. Unique Feature in Copy Function (5 min)

1) Make original documents for copy test (Demo page, Brochure, Printing Document and etc)
   (ex. Demo page can be printed at Settings->Report->Demo Page (A4 or A3))

2) Make copies of original documents using various original settings such as 1 by 2 duplex copy.
   Comment on the results and quality compared to other models what you handle.

3) Useful Icons: Preview & Setting History

① Load the original document on the document feeder. And Click the
icon on red circled [icon] as shown in picture1.

② And click the icon [icon] to enlarge
preview as shown picture 2.

③ Click "setting History Icon" [icon] after
changing duplex setting as 2 sided, Book of
Output as shown in picture1.

Describe what they are different.

Picture 1. Preview

Picture 2. Enlarge preview

2. Copy with Stamp (1min)

1) Load your original document and check "Stamp" option.
2) In copy menu, More tab -> Stamp -> Select Comment option as your name -> Enable Stamp
   (Text Color: Blue, Position: Bottom Left, Others what you like)

3. Make your favorite setting as My program (3min)

1) Load your original document with following options
   Duplex: original 1 sided, output 2 sided, book
   Stamp: Comment option as your name (As same as task #2)

2) Make it program: Click the icon [icon]. Select [★ Add to My Program] and name it "Duplex Stamp copy".

3) Select "Add to home" option. Click back button [icon]. And click "Duplex Stamp copy" icon.
   Check the setting what you have done before. And start copy once again.
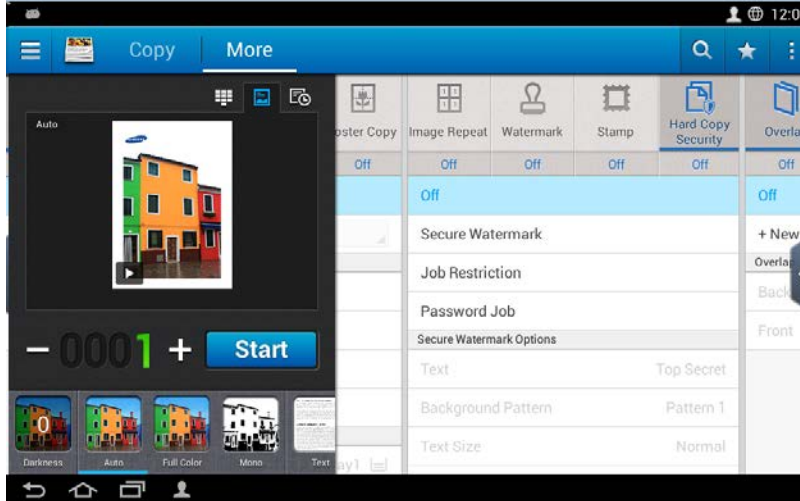
4. Hard Copy Security - MX7 series only (3min)

(* Note: First you have to enable "Hard Copy Security" feature on SWS, Security->System security
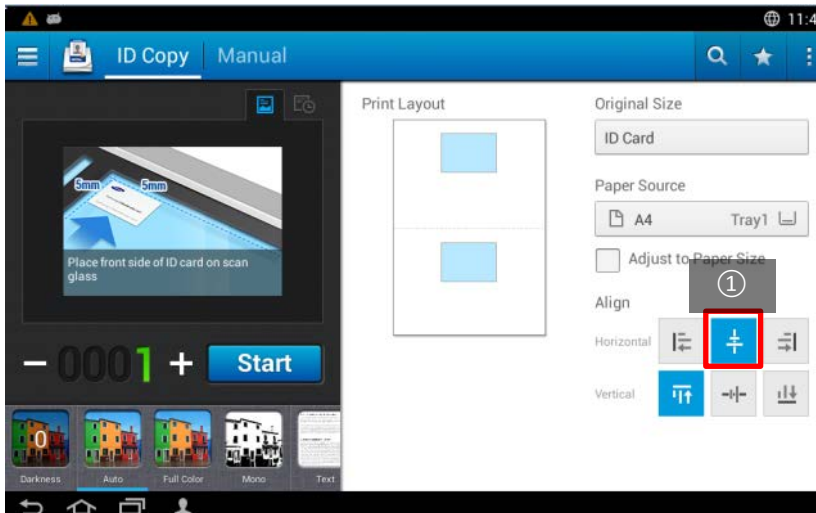   ->Feature Management -> Check box "Job Restriction" and "Password Job")

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1) Load a document on document feeder.
2) Click Copy.
　In copy menu, go to 'More' tab -> Hard Copy Security -> Select "Password Job".
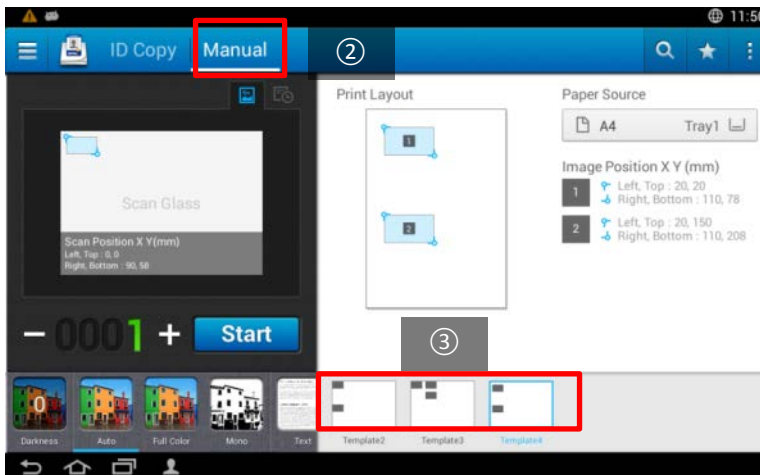　Make your own password "1111".
　And try to copy "Start" with wrong password and right password. Compare both results.
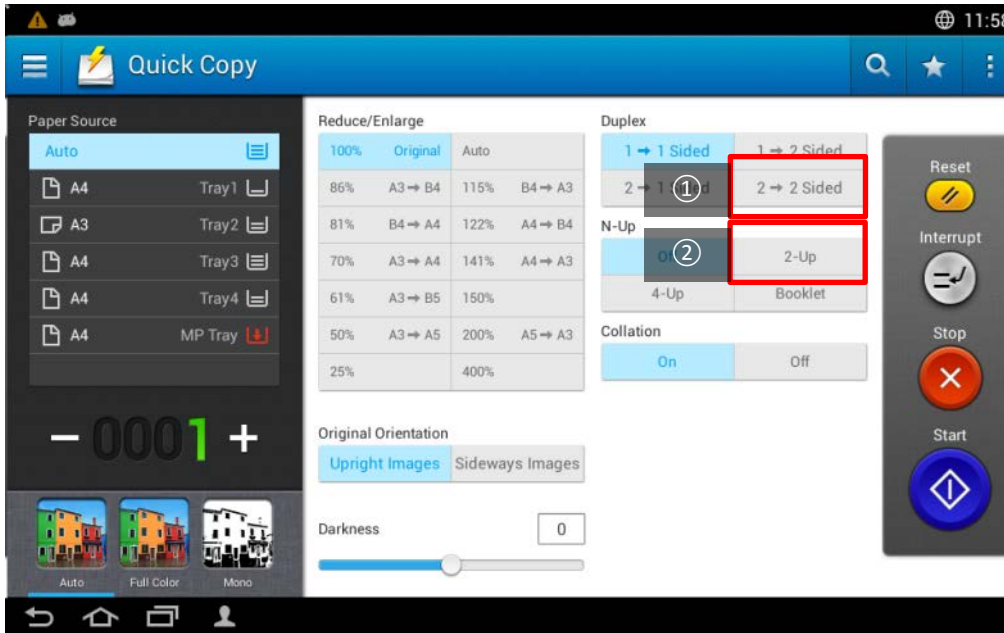

5. ID Copy (5min)

1) Click ID Copy
2) Place your company card or business card on the platen.

3) ① Set horizontal align as center and vertical align as left side.

4) ②Click Manual tab in ID copy function.

5) ③Select any template to try ID copy with manual positioning.

*Note. If you log in as admin account you can create your own type of ID copy with customized position and quantity of copy.

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6. Quick Copy (1min)
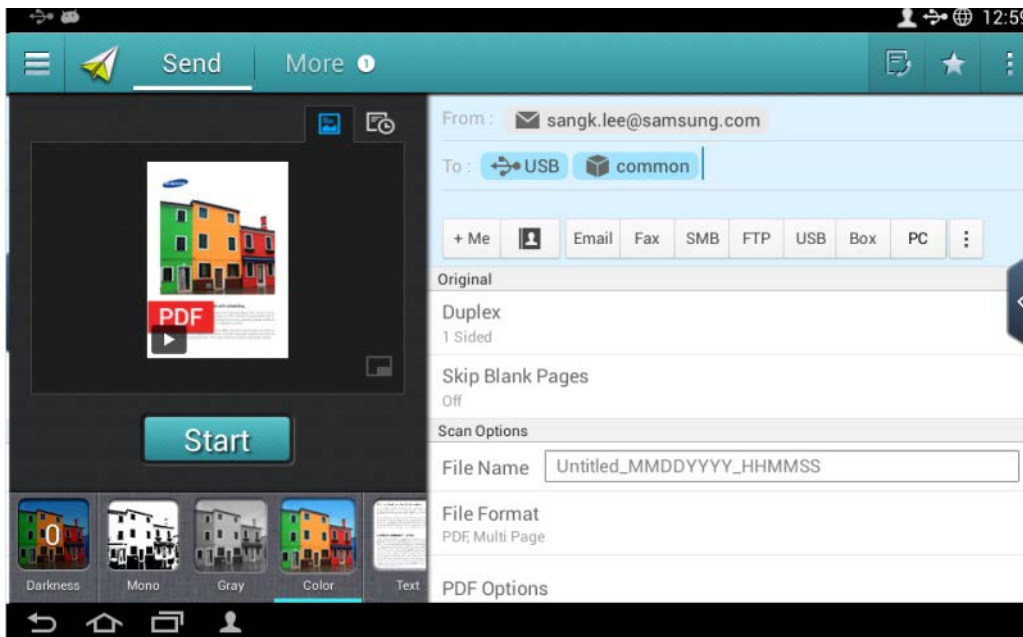

1) Click Quick Copy function

2) Place your documents on the document feeder and try to copy with ①Duplex 2->2 Sided, ②N-up as 2 – up with Quick copy.

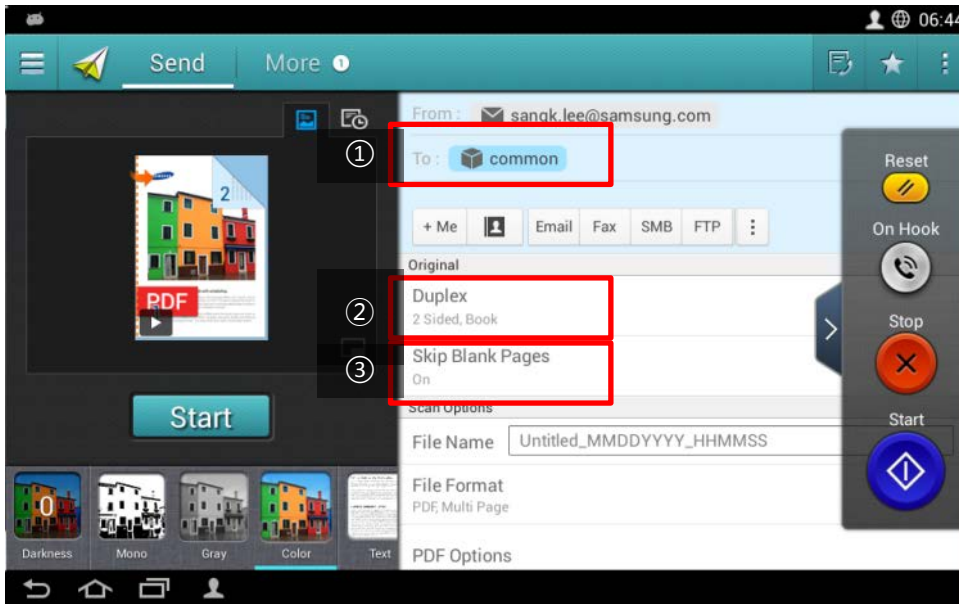# II. Scan & Send

1. Scan to Multiple Destinations (3min)

* USB memory is needed.
1) Click Scan & Send
2) Load the original document on platen or document feeder.
  Select both destinations such as USB and common folder of Box.

*Caution: Fax cannot be selected as multiple destinations due to different file format for faxing.

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2. Scan with various options (3min)

Option:

① Destination: Common in Box

(Go to destination menu -> click Box -> click common folder)

② Duplex: 2 sided

③ Skip blank page: On

3. Make your favorite setting as My program (3min)

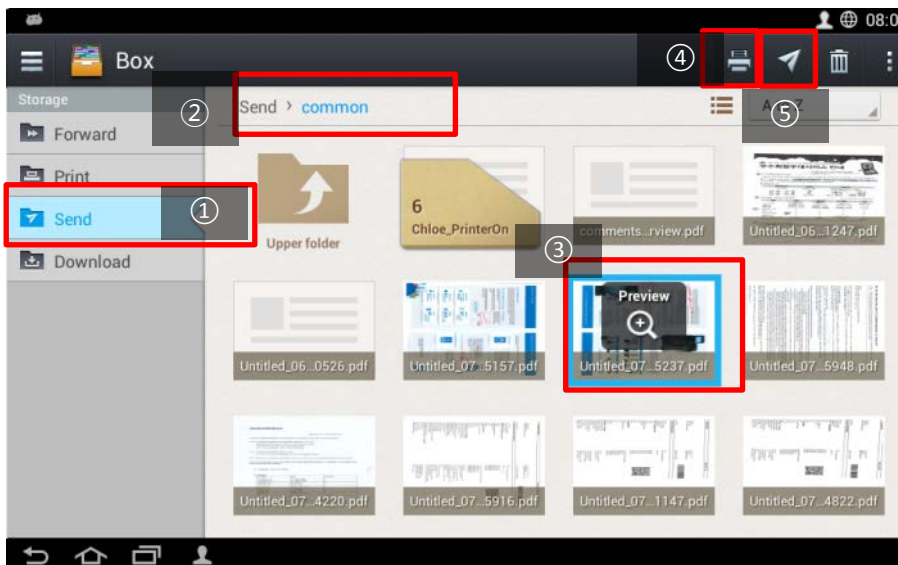1) Load your original document with options above set up in task #2.

2) Make it program: Click the icon [icon]. Select [★ Add to My Program] and name it "Scan2Box".

3) Select "Auto Start" and "Add to home" option. Click back button [icon].
   And click "Scan2Box" icon on Home screen.
   Check the result. Describe the benefit of this "Auto Start" option.

III. Box Functions

1. Print and share a document from Common folder in Box (3min)
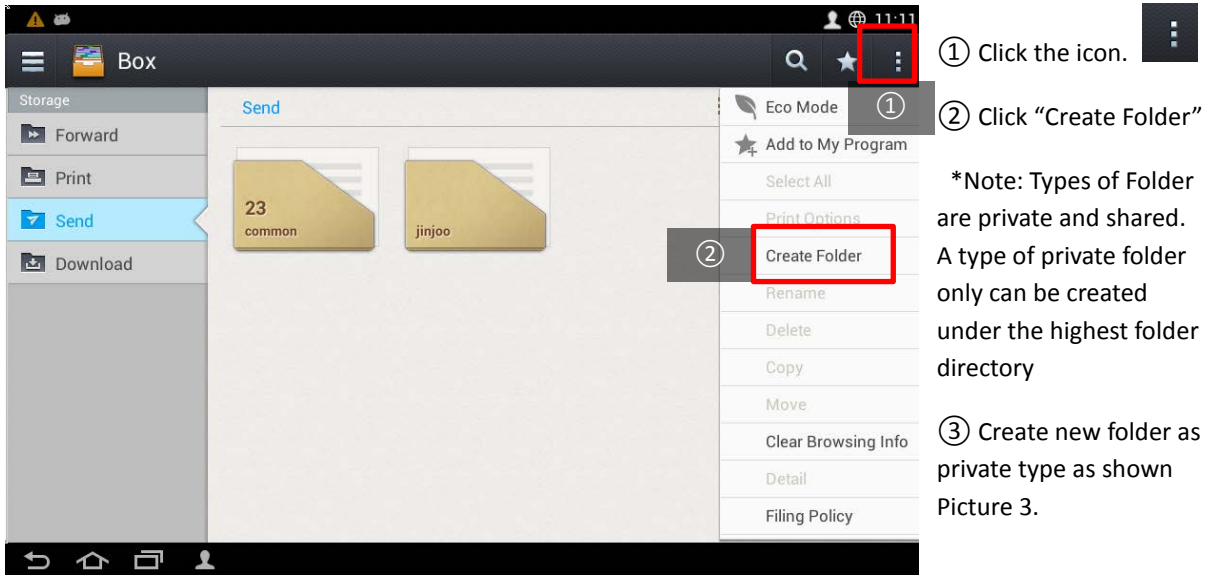

1) Go to Box ->
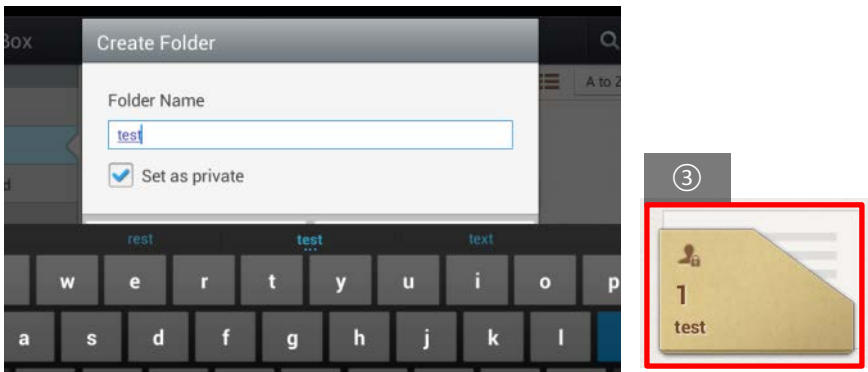
①click Send ->

②click Common ->

③Select the file ->

④To print

⑤ Share the saved document thru Scan & Send function

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2. Create a private folder in BOX (3min)

① Click the icon.

② Click "Create Folder"

 *Note: Types of Folder are private and shared. A type of private folder only can be created under the highest folder directory

③ Create new folder as private type as shown Picture 3.

*Caution: The password field must contain 4 to 8 alphanumeric characters with at least one lower case, one upper case and one numeric character.
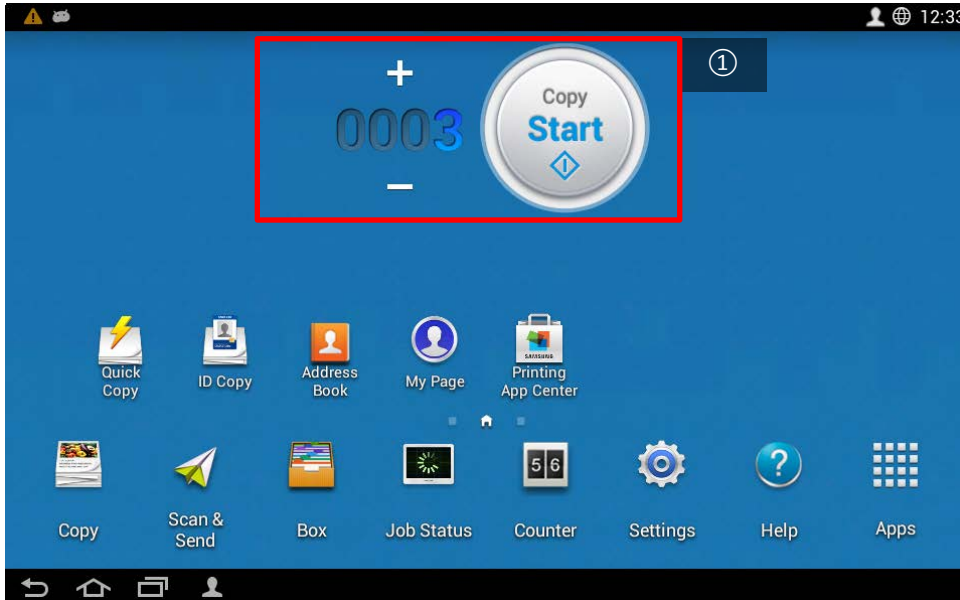

Picture 3. Create Private Folder

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IV. Useful Applications and Widgets

   *Note. For the complete test of following hands on practice you are strongly recommended to connect with internet access to public site. Some applications are not capable to perform normally as your practice environment. In this reason, you must be guided by your trainer what you can do and cannot do.

1. Widget – Copy (3min)

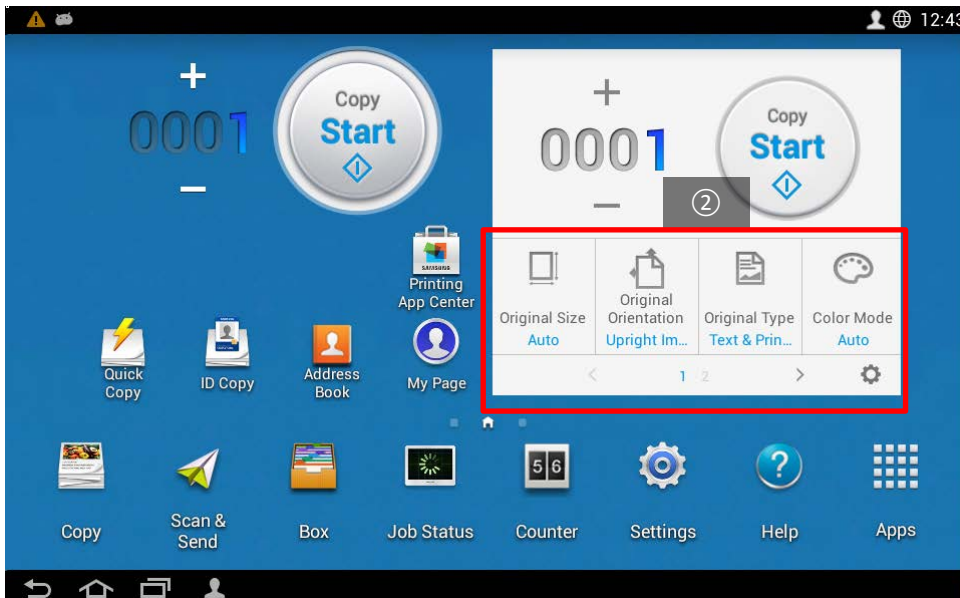1) Place the original document on the platen glass or document feeder.

2) ① Change the number of copy to "3" and press Start button as shown in picture 4.

3) Click Apps icon

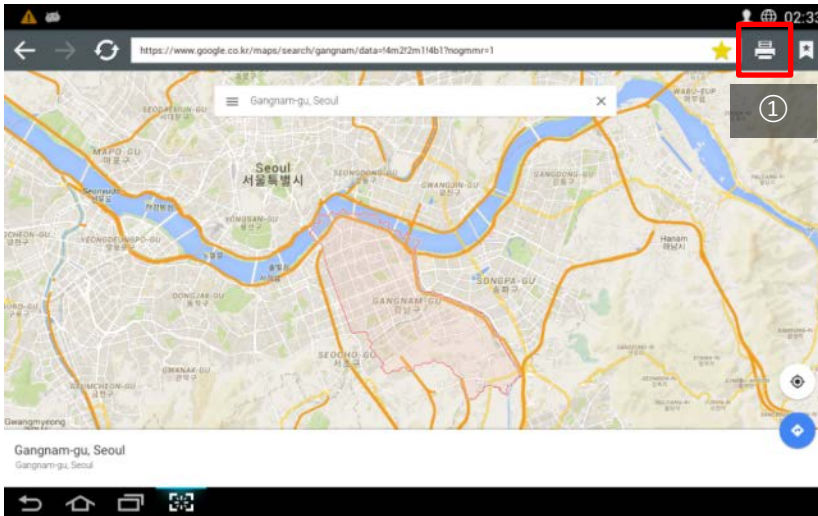4) Go to Widgets on the menu bar and find "Copy Customizer

Picture 4. Copy Widget

5) Place on the Copy Customizer widget.

6)② Set up what your preferred features from setting.

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2. Application – Web Browser (3min)

1) Click Web Print app.

2) Find what you want to go or search key word "Gangnam district"
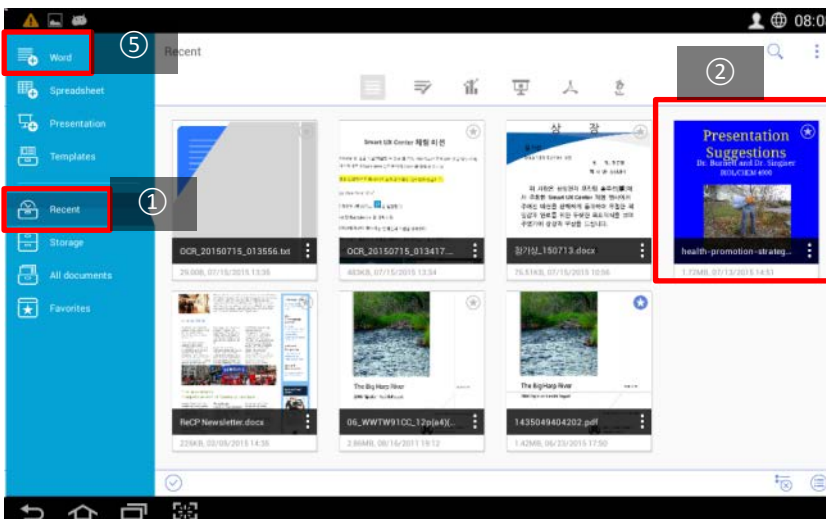
3) Click print icon.

4) ①Print 1 sheet as color mode (if possible)

3. Application – Hancom Office (5min)

  * Hancom office application is compatible with MS office files to edit and print.
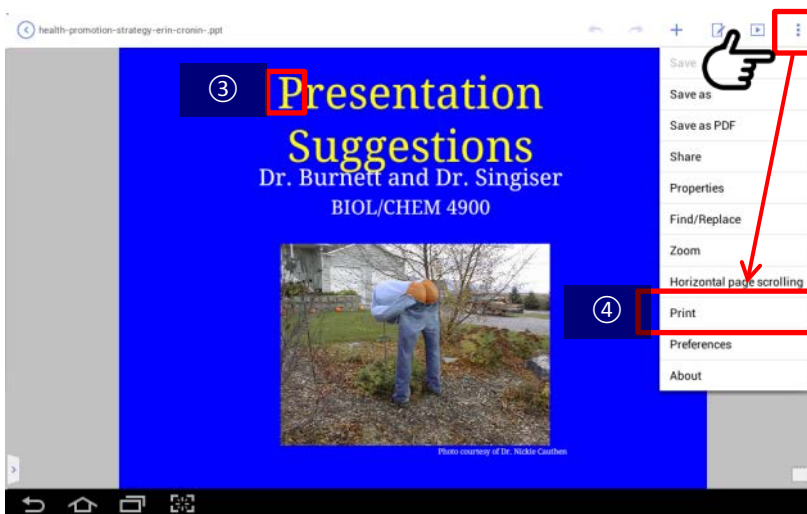

1) Click Hancom office app.
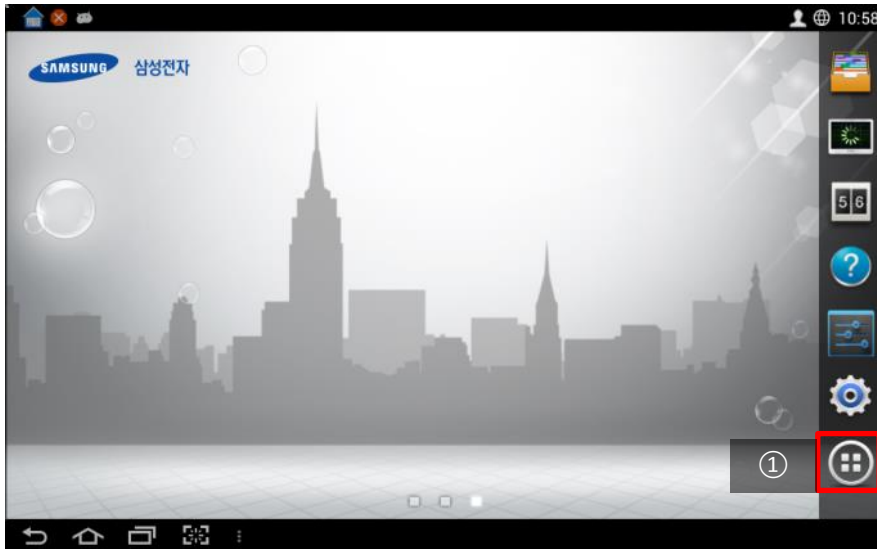
2) ②Open any file saved on the ①"recent menu".

3) ③Edit some word on the document and ④print

2-1) Or ⑤create new word file and type your name on that and ④print

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4. Application – Easy Launcher (5min)

* Easy Launcher is an application that could customize the UI to meet users (corporate) specific requirement which could lead to better productivity.
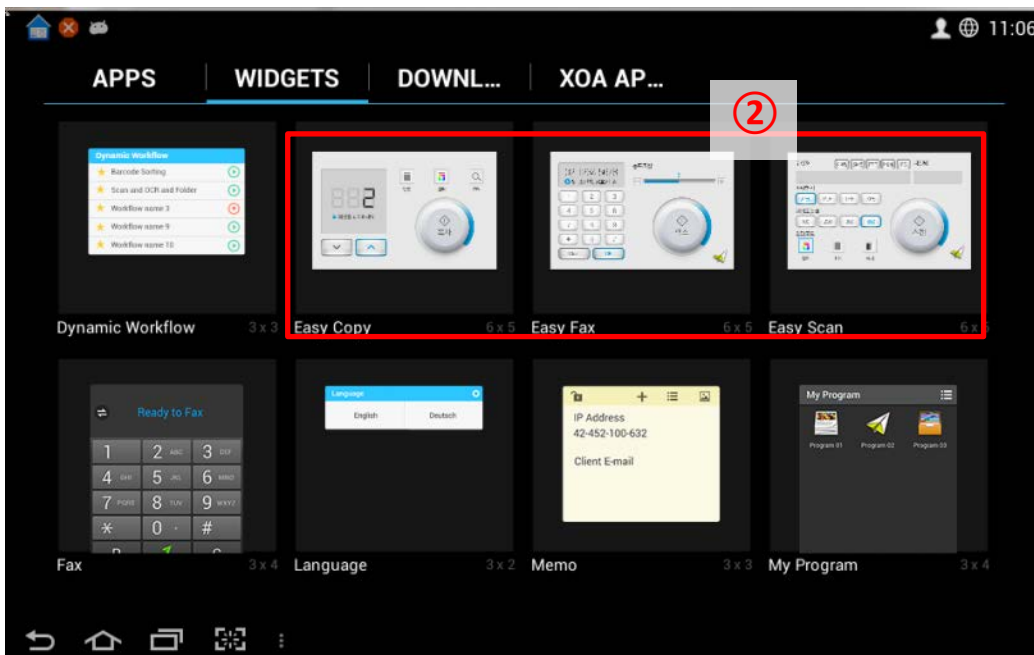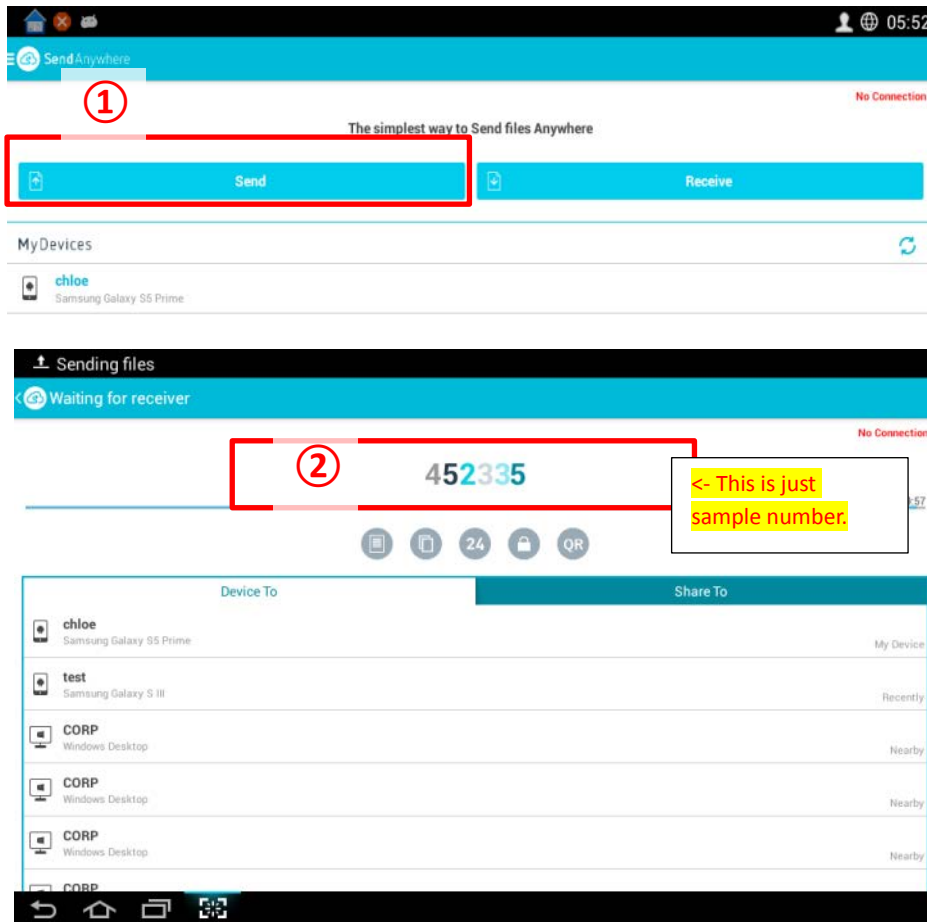

1) Click the Easy Launcher

2) ①Click Apps Icon

3) ②Drag and drop Easy copy, Easy Fax, Easy Scan or other widgets as you preference in picture 5.

Picture 5. Widgets for Easy Launcher

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5. Application – Send Anywhere (3min)

 * For this practice you need to have SendAnywhere application on your smartphone (Destination)

1) Click Send Anywhere

2) ①Choose Send

3) Select a file what you want to share

4) Run Send Anywhere application on your Smart phone

5) Put the OTP number on MFP device in your smart phone.

* Do not use OTP number on the picture 6.

Picture 6. Send Anywhere

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