Avision

AM6120 Color MFP

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The information contained in this document(s) is subject to change without notice.

The manufacturer makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of fitness for a particular purpose.

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Notes, Cautions and Warning

Notes: A note indicates further explanation or clarification.   Reading this is highly recommended.

Caution!
A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

Warning!
A warning provides additional information which, if ignored, may result in a risk of personal injury.

To avoid hazardous electric shock or fire, do not remove any covers or screws other than those specified in this manual.

Warning!
Only use the AC adapter (Model: ADP-50ZB, Manufacturer: Delta Electronics Inc.) included with the equipment. Using other AC adapters may cause an electric shock or fire.

Caution!
Disconnect the power plug by pulling the plug, not the cable. Do not touch the metal fingers of the ADF pad module. The edges are sharp and touching them may result in injury.

Precautions

- Do not install the equipment near heating or air conditioning units.
- Do not install the equipment in a humid or dusty place.
- Be sure to use the proper AC power source.
- Place the equipment securely on an even, flat surface. Tilted or uneven surfaces may cause mechanical or paper-feeding problems.
- Retain the box and packing materials for shipping purposes.

Notice

Important

Do not make copies of any item for which copying is prohibited by law.

Copying the following items are normally prohibited by the local law:

Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, pass-ports, driver's licenses.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this, images similar to bank bills may not be copied properly.

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3   CONFIGURING YOUR MACHINE 3-1

1 **Getting Started**

Introduction

Thank you for purchasing our AM6120, an internet appliance. The AM6120 offers an unprecedented document delivery technology, transmitting paper documents electronically over the internet. With the AM6120, you can instantly scan paper-based document and deliver the electronic image to various destinations including e-mail addresses, printers, ftp servers or someone else's computer on the network. The new way to distribute documents is faster, more cost effective, and safer than any traditional methods such as fax, mail, or courier.

Features

Scan to E-mail:
Connected to an Ethernet network and a SMTP server, the AM6120 allows you to transmit document(s) over the internet via e-mail. With a touch of the e-mail key and the selection of your recipients' e-mail addresses, the document(s) is/are first scanned and converted into an image file, and then transmitted to remote recipients within minutes.

Scan to FTP:

The AM6120 allows you to send scanned documents to a server or a personal computer's file folder over intranet with FTP(File Transfer Protocol), HTTP(Hypertext Transfer Protocol), CIFS(Common Internet File System) protocol. The scan to filing feature off-loads the mail server from handling large attachments.

Digital Copying:

With an intuitive control panel, making digital copy becomes fast and easy.

Network/PC Printing

The AM6120 is able to perform network or PC printing since it is installed in a network environment.

Scanning

After installing the scanner driver and connecting the USB cable to your computer, the AM6120 can be used as a scanner. You can used various scanning feature to modify your scanned image.

Multiple Pages Sending:

With the Auto Document Feeder, AM6120 allows a stack of 50-page document(s) to be continuously scanned at one time in reliable quality to increase your efficiency.

Address Book/Profiles Managing:

The AM6120 provides a convenient way to manage all the e-mail addresses and profiles (filing destinations). Simply typing the machine's IP address in the URL field of your browser, AM6120 web page will be prompted. This web page allows you to create up to 100 e-mail addresses and several filing destinations to manage your document.

External View

The Front View

1. Auto document feeder (ADF) unit.
2. Lower support.
3. Status panel： Show status.
4. Front cover release (lift).
5. Paper tray：Standard blank paper tray. Hold up to 300 sheets of 80g/m^2 paper.
6. ADF paper tray and ADF paper support：Lload multi-page document up to 50 sheets of plain paper.
7. Document cover。
8. AM6120 control panel： Display AM6120 status and operation button.
9. Upper support。
10. Lock switch：To lock or release the AM6120.
11. Manual tray release button (2)（Press down）.
12. Multipurpose feed tray：To load heavy paper, envelope, and other type of print media.
13. "ON/OFF"power swtich.

The Rear View
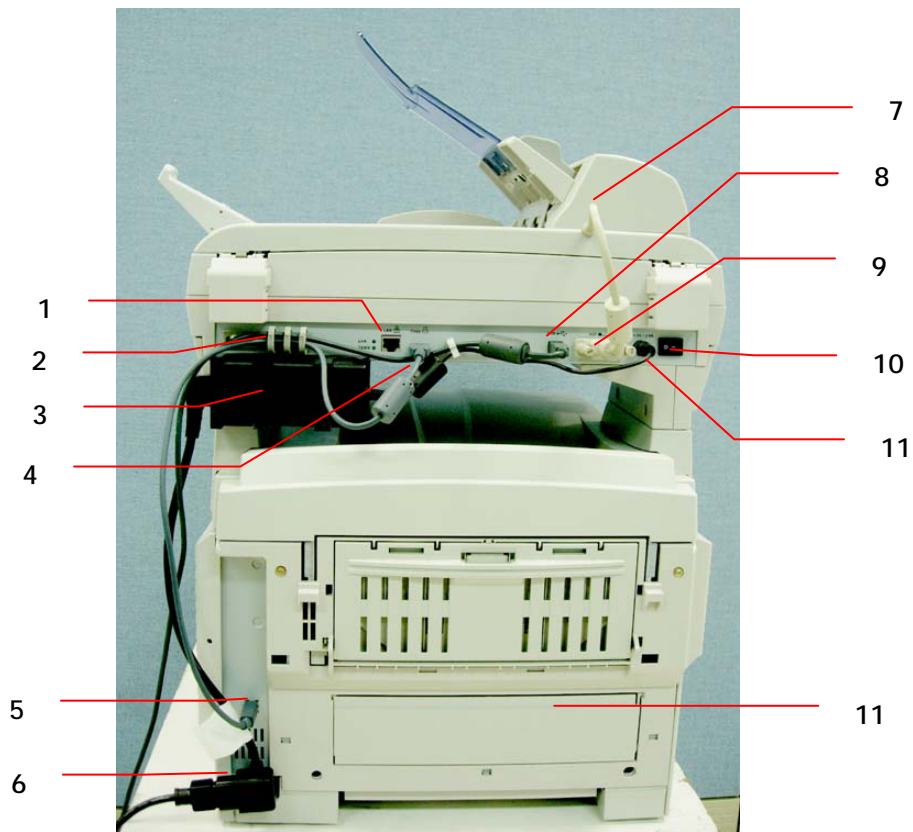
1. RJ-45 network port: To connect an ethernet cable.
2. Cable socket: To fix the cables.
3. Power adapter: To connect power.
4. Copy port: To connect printer.
5. Printer USB port: To connect the AM6120。 (max. length: 2 meters)
6. Printer power socket: To connect printer power cable.
7. ADF cable: To connect the ADF unit.
8. USB port: To connect the computer.
9. ADF port: To connect ADF cable.
10. Power switch: To open or close power of the AM6120.
11. Rear paper stacker: Hold 100 sheets of plain paper. (face up)

When the rear paper stacker is folded down, paper exists through the rear of the printer and is stacked here face up.   This is mainly used for heavy print media.   When used in conjunction with the multipurpose feed tray, the paper path through the printer is essentially straight.   This avoids bending the paper around curves in the paper path and enalbes feeding of up to 203g/m^2 meida.

The Control Panel

The Scaling Area:

Used to reduce document down to 25% or enlarge it up to 400%.
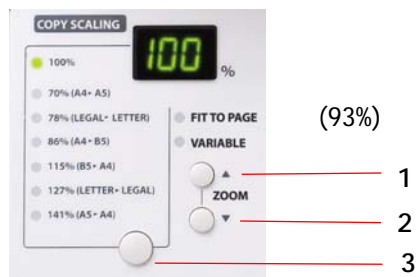
1. Increase scaling in 1% increment up to 400%
2. Decrease scaling in 1% Decrement down to 25%
3. Select scaling from the preset percentages (70%，78%，86%，93%，100%，115%，127%，141%)

Used to select copy quality.

Used to select density level.

Numeric Keypad:

Used to enter network parameter or copy count.

LCD-display and Function Keys:

Used to display current operation and select a working mode.

Function Keys and Others:

01 COPY COUNT	Used to indicate the number of copies.
COPY MODE	Used to choose the copy mode. (also the default working mode)
NETWORK SCAN	Used to choose the Scan to e-mail, or Scan to Server mode.
ADDITIONAL SETTINGS	Used to execute the additional settings of "copy" and "network scan" mode. (The settings are available only for three minutes. After three minutes, the settings will return to default value.)
	Used to move the cursor up/down/left/right in the LCD. The up/down keys can be used to switch the indication of the function. The left key can be used to return to the upper level of the setting. The right key can be used to go to the lower level of the setting.
	Used to select and confirm current selections for the settings.
	Used to cancel selections and go back to upper level of the setting. The key is also used to cancel previous input.
FTP ADDRESS	Used to indicate the existing FTP address for "network scan" function. This key is only available in "network scan" mode.
ADDRESS	Used to indicate the existing E-mail address for "network scan" function. This key is only available in "network scan" mode.

Start & Other Keys:

Used to select special requirement or the start key to send or copy your document(s).

MENU	Used to set up the printer and the scanner.
RESET	Used to change scanner setting to factory default value.
POWER SAVE	Used to go to sleep mode immediately. (A continuous press is invalid)
POWER ALARM SLEEP	Power LED indicates power on and ready status. Alarm LED indicates error status. Sleep LED indicates power saving status.
MONO	Used to send or copy the document(s) in black and white.
COLOR	Used to send or copy the document(s) in colors.
STOP	Used to stop every operation (LCD indication shifts to stand-by screen of each function) but not effect all settings.

Printer Status Panel

The Status Panel allows operator intervention and indicates both when the printer is operating normally and when it requires attention. Detailed printer status is provided by the Status Monitor.

The Status Panel incorporates 4 LEDs and 2 push-button switches as follows:
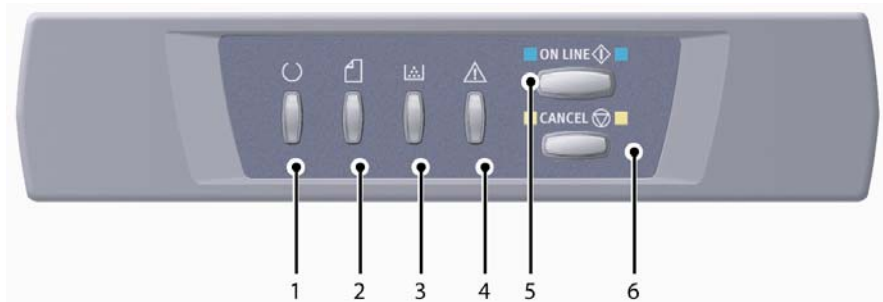
1. Power (Ready) LED (green)
2. Paper LED (amber)
3. Consumable LED (amber)
4. Alarm LED (amber)
5. ON LINE switch
6. CANCEL switch

The switches enable printer operation while the LEDs display the status of the printer operation.

SWITCHES

Operation

The switches are labelled ON LINE and CANCEL and each has three modes of operation as follows:

Operation	Description
Momentary press (Press 1)	Press the switch and release it within 2 seconds of pressing it.
2-second press (Press 2)	Press the switch and release it between2 and 5 seconds after pressing it. The operation starts immediately the switch is released (except at job cancellation).
5-second press (Press 5)	Press the switch and hold it for 5 seconds or more. The operation starts 5 seconds after pressing the switch, even if you hold it pressed for more than 5 seconds.

Function

The results of operating the switches in different contexts are summarised below.

Status before pressing	ONLINE switch			CANCEL switch		
	Press 1	Press 2	Press 3	Press 4	Press 5	Press 6
ON LINE (idling mode)	Shifts to OFF	PRINT Menu Map (*1)	Demo Prints	-	-	-
OFF LINE (idling mode)	Shifts to ON	PRINT Menu Map (*2)	Demo Prints (*2)	-	-	-
ON LINE (data being received, processing or printing)	Shifts to OFF	-	-	-	Cancel Job (*3)	-

Status before pressing	ONLINE switch			CANCEL switch		
	Press 1	Press 2	Press 3	Press 4	Press 5	Press 6
Requesting manual feed, no paper in MP Tray or wrong paper size	Starts paper supply	-	-	-	Cancel Jobs (*3)	-
No paper in Tray 1 or Tray 1 open		-	-	-	Cancel Jobs (*3)	-
Memory overflow or invalid data	Recover from the error and shifts to ON LINE	-	-	-		-
Paper Jam	-	-	-	-	-	-
After the waste toner has become full, cover open/close	Recognises the toner has been replaced				Recognises the toner has not been replaced	

*1: The Menu Map (or Status Page) provides details of printer settings and status information.

*2: Shifts to ON LINE after printing has started.

*3: Executes job cancellation 2 seconds after start of switch operation (even if the switch is held down longer).

LED Display

General

Printer status (as indicated by the LEDs) can be broadly categorised as follows:

1. Normal status: the printer is operating normally e.g. it is ON LINE or processing.
2. Warning status: you can continue to use the printer without intervention but an error may result.
3. Error status: you cannot continue to use the printer. Intervention is required to recover from the error. Fatal errors are irrecoverable and require a service call.

When several different status situations occur concurrently, only the status with the highest priority is displayed on the LEDs. Warning status combined with the highest-priority normal status is displayed on the LEDs.

Function

A summary of the functions of each LED is given below:

LED	Function
Power（Ready）	Indicates POWER ON, ON LINE, OFF LINE, power saving, data receiving, printing, job cancelling, warming up, density adjustment/temperature adjustment in progress
Paper	Indicates paper out warning/alarm, manual feed request
Consumable	Indicates consumables life warning/alarm, consumables installation error
Alarm	Indicates paper jam, cover open error

Illumination and meaning

To be able to indicate a large number of status situations both individually and in combination, the LEDs are illuminated as follows: The Status Monitor provides a readable description of the printer status corresponding to the indications of the LEDs. If you have the Status Monitor Preferences set to **Pop up on alerts**, this readable message will be presented on screen whenever an abnormal condition occurs.

LED	Illumination	Status
Power (Ready) Green	OFF	Power OFF
	ON	ONE LINE (idle)
	Blinking 1（2S cycle）	OFF LINE (this blinking pattern always takes place while an error is occurring)
	Blinking 2（500mS cycle）	Data being received, printing, warming up, density adjustmnet/temperature adjustmnet in progress
	Blinking 3（120 mS cycle）	Job cancelling in progress
	Blinking 4（4.5S ON and 500mS OFF）	Power saving mode
	OFF	ON LINE
	ON	A warning is indicated (printing possible)
	Blinking 1（2S cycle）	An error has occurred but printing can continue if you press the ON LINE or CANCEl switch.

Paper, Consumable, Alarm (Amber)	Blinking 2（500 mS cycle）	An error has occurred. You need to replace consumables or remove jammed paper, for example. The printer then recovers from the error and printing becomes possible again.
	Blinking 3（120 mS cycle）	A serious error has occurred. Rebooting or a service call is required.

Preinstallation Information

The AM6120 has to be setup properly on your network to perform scan to e-mail and scan to FTP functions.   In order for other network devices to find the AM6120 on the network, the following network parameters have to be set.

- **DHCP Enable**:
- **IP Address**:
- **Subnet Mask**:
- **Gateway IP**:
- **DNS Server**:
- **SMTP Server**:
- **SMTP Port**:
- **POP3 Port**:
- **POP3 Port**:

Explanation of contents:

1. DHCP Enable: Obtain IP/subnet/gateway addresses automatically from DHCP server.

2. IP Address: The Internet Protocol (IP) address assigned to your machine by your network administrator.

3. Subnet Mask: The net mask address assigned by your network administrator.

4. Gateway IP: The gateway IP address assigned by your network administrator.

5. SMTP Server: The IP address of your SMTP Mail Server assigned by your network administrator.

6. SMTP Port: The port number of your SMTP Mail Server.

7. DNS server: The IP address of DNS Server assigned by your network administrator.

8. POP3 Server: The IP address of your POP3 server.

9. POP3 Port The port number of your POP3 Server.

Please enter the DNS name or IP and port number of your POP3 server if your mail server requires POP3 authentication before sending e-mails from the machine.

Note:

1. DHCP server: With DHCP (Dynamic Host Configuration Protocol), a host can automatically be given a unique IP address each time it connects to a network--making IP address management an easier task for network administrators. If the DHCP server is available from your network, you do not need to enter TCP/IP, subnet mask, gateway, and DNS information. Instead, this information will be automatically given for the AM6120.

2. IP Address: An IP (Internet Protocol) address uniquely identifies a host connection to an IP network. System administrator or network designer assigns the IP address. The IP address consists of two parts, one identifying the network and the one identifying your node.

   The IP address is usually written as four numbers separated by periods. Each number can be zero to 255. For example, 10.1.30.186 could be an IP address.

3. SMTP: Stands for Simple Mail Transfer Protocol. It is the main communication protocol used to send and receive e-mail on the Internet.

4. DNS: Stands for Domain Name System. The DNS server identifies hosts via names instead of IP addresses. If the DNS server is available on your network, you can enter the domain name instead of digits for your SMTP or POP3 servers, such as Pegasus.com.tw instead of 120.3.2.23.

5. POP3: POP3 is the latest Post Office Protocol 3, this is a service that stores and serves e-mails for various client machines that are not connected to the Internet 24 hours a day. E-mails are held in POP3 until you log on.

Internet Communication Features

Scan to E-mail

The AM6120 allows you to deliver your scanned document to e-mail addresses on the network.   The document is first scanned and converted to a standard PDF, JPEG, TIFF, or MTIF (Multi-page TIFF) file format and then transmitted to remote recipients simultaneously as an e-mail attachment.

When you send an e-mail to someone via the AM6120, it uses Simple Mail Transfer Protocol (SMTP) to transfer your outgoing e-mails to your SMTP mail server, and then send these e-mails to your recipients through internet.
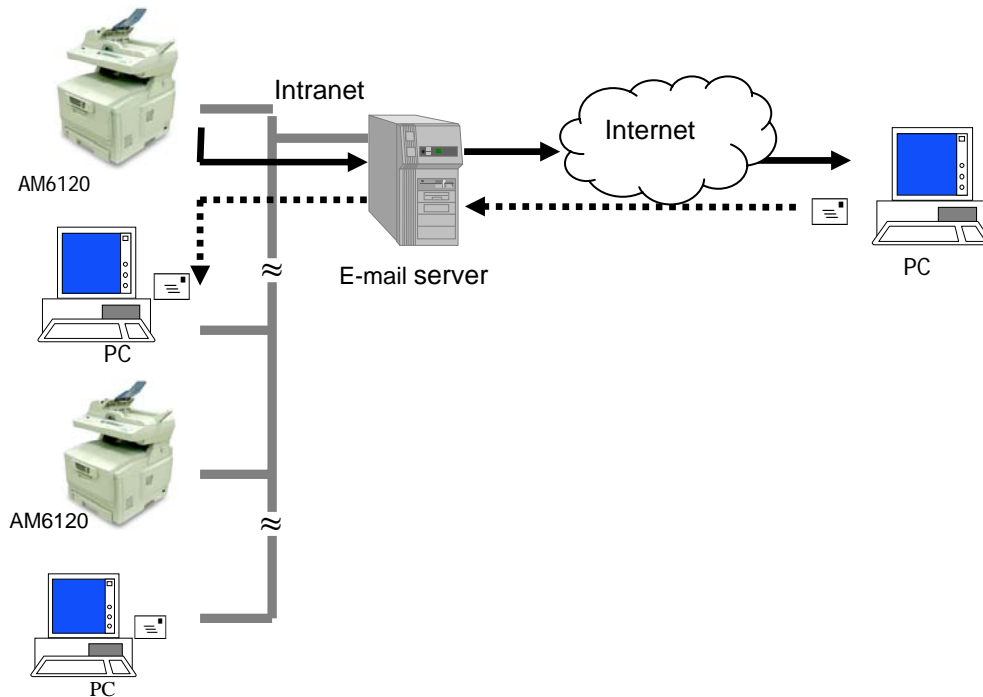
Scan to FTP

_____

Through the intranet with FTP (File Transfer Protocol), HTTP (Hypertext Transfer Protocol), or CIFS (Common Internet File System), the AM6120 allows you to save scanned document directly to a designated server or a personal computer on the network in a standard PDF, JPEG, TIFF, or MTIFF file format.

CIFS is the sharing system of Microsoft Windows. What's unique about this filing function is to let entire corporate users share one machine to send documents to each desired file folder on a designated server or individual computer.

AM6120

PC

CIFS servers

(Windows)
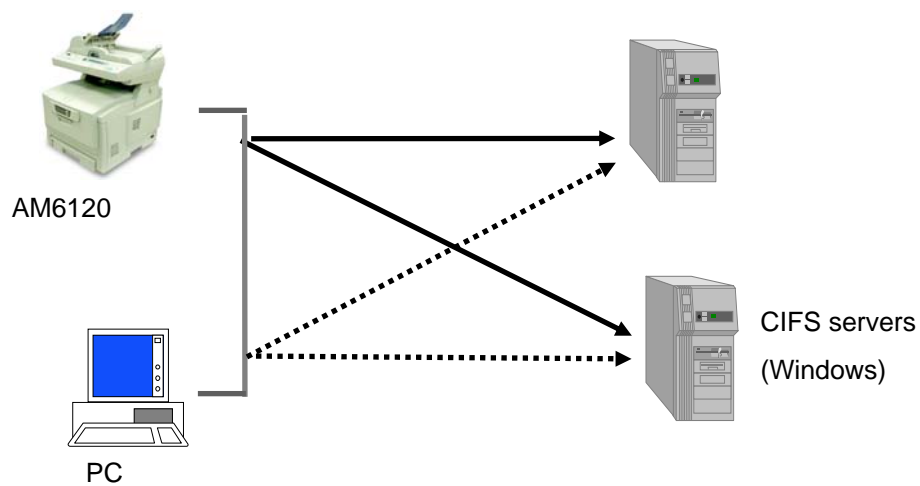
2 Installing Your Machine

This chapter is specifically targeted to the persons who are responsible for the administration of the AM6120. It is recommended that the administrator read this chapter before installing the machine.

Minimum Configuration Requirements

To make the best of the AM6120, the following configuration is required:

To send e-mails from the AM6120:

- TCP/IP network
- A SMTP and a optional POP3 server

To file document(s) via intranet

- FTP, HTTP, or CIFS Protocol environment
- Windows 98, Windows NT, Windows 2000, Windows Me, Windows XP, HTTP or FTP server

Checking Package Contents

Open two boxes and check the package contents.

Box 1：

AM6120 scanner

Input Paper Tray and
Paper Support

USB cable (one for 60cm, the other 180 cm)

CD/Quick Guide Paper Stopper ADF Pad

Y-type cable (adapter)

Adapter/Power Cord

* Be sure to use the supplied power adapter(model 077-242090-I3 made by YHI)；Using other power adapter may cause malfunction or damage to the machine which is void in the warranty.
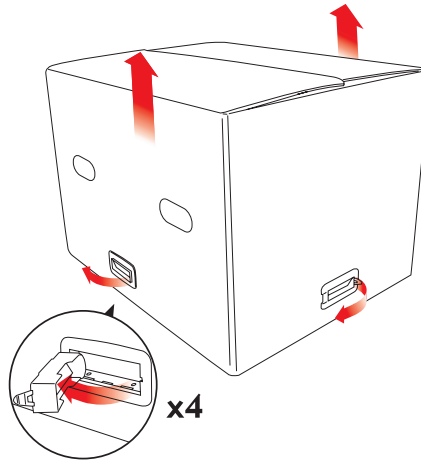
Box 2:

AM6120 Printer

Printer Power Cable

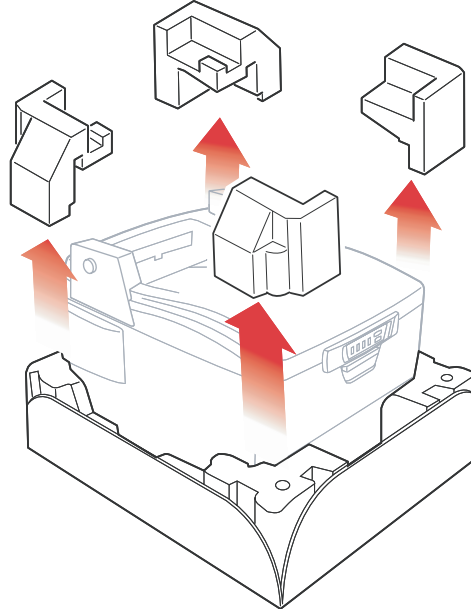# INSTALLING THE AM6120 PRINTER

1. Remove the handler to lift the box.

x4

2. Remove the protective material.

3. Open the protective plastic bag.
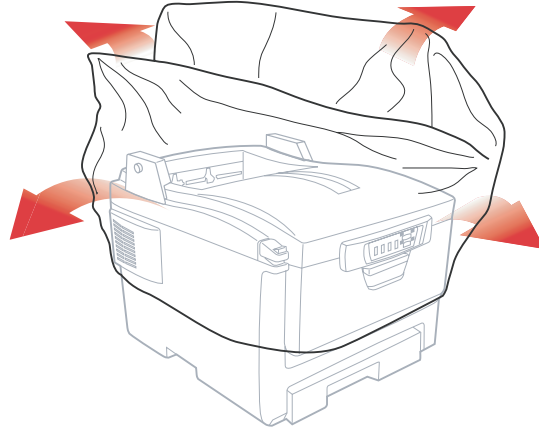
4. Choose a proper location for the machine.

800mm

500mm

200mm

200mm
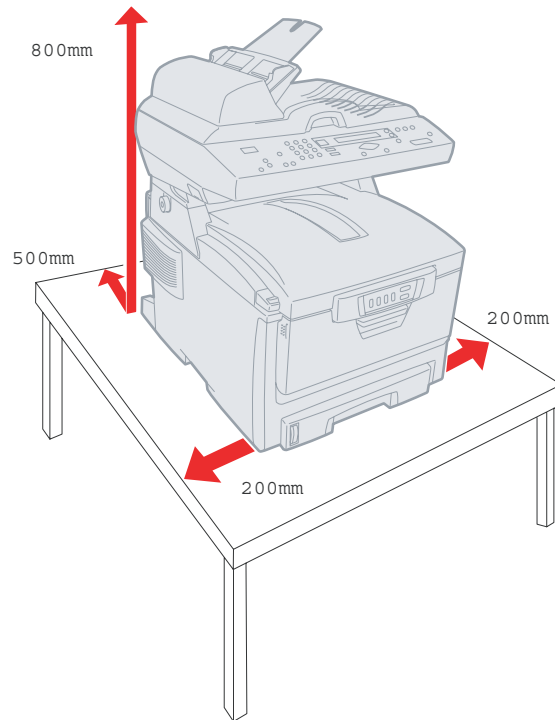
5. Place the installation base on the location.
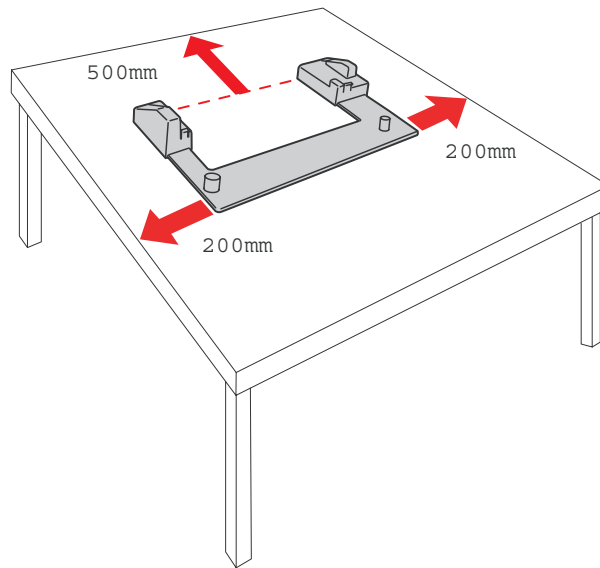
6. Lift the printer to place it in a selected place.
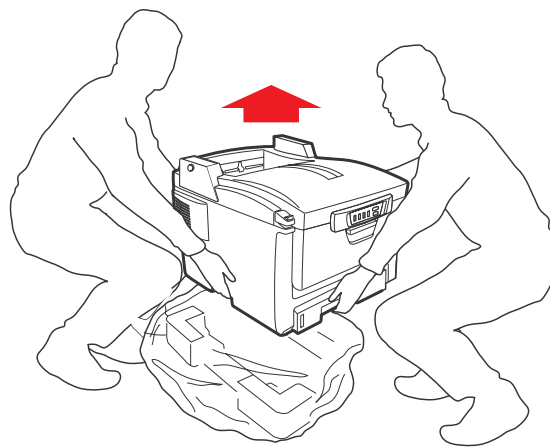
7. Place the printer upon the installation base.
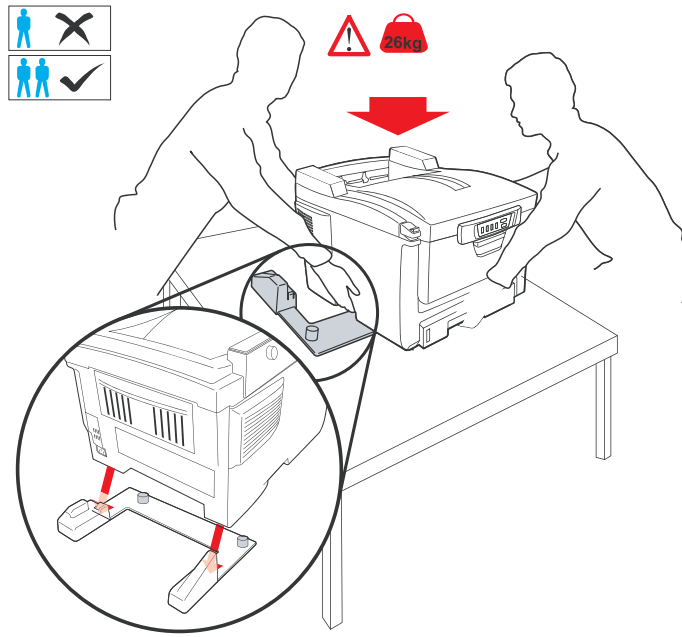
8. Turn the lock switch to Unlocked position.
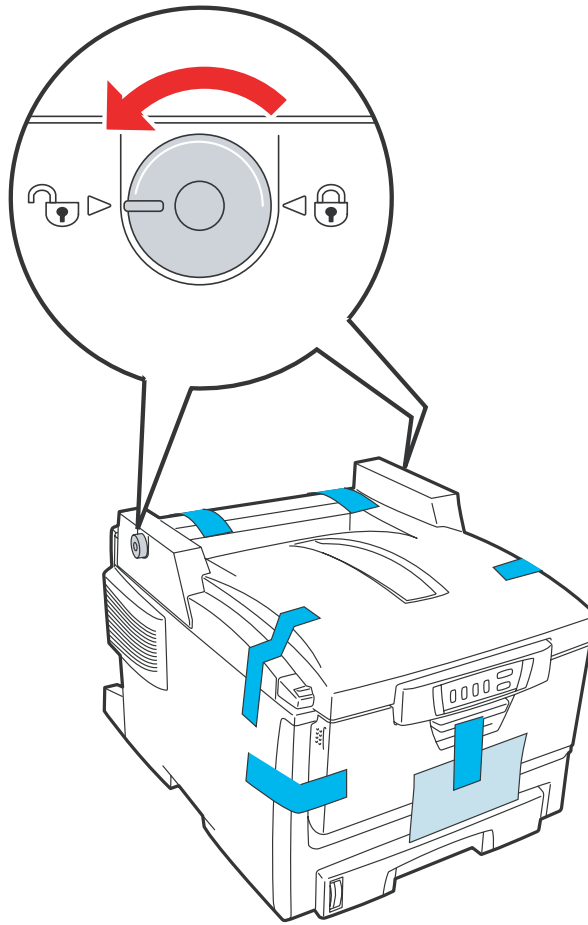
9. Remove the protective tape/paper/cushion.
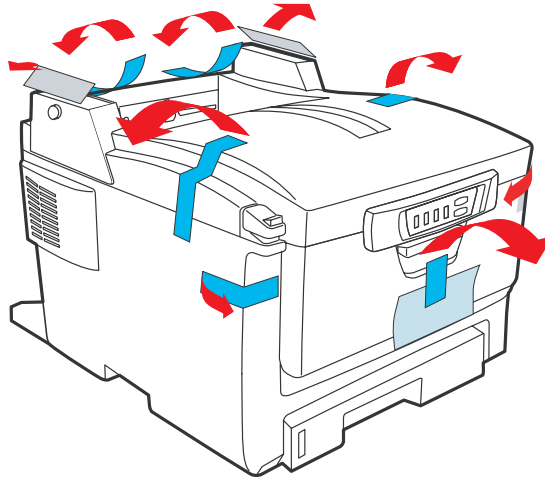
10. Open multi-purpose tray.
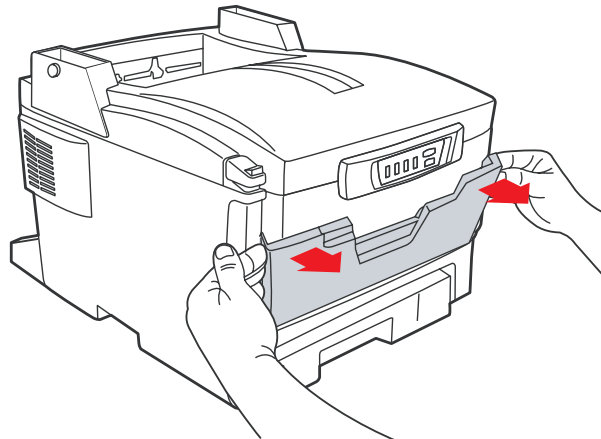
11. Remove the tape and paper.
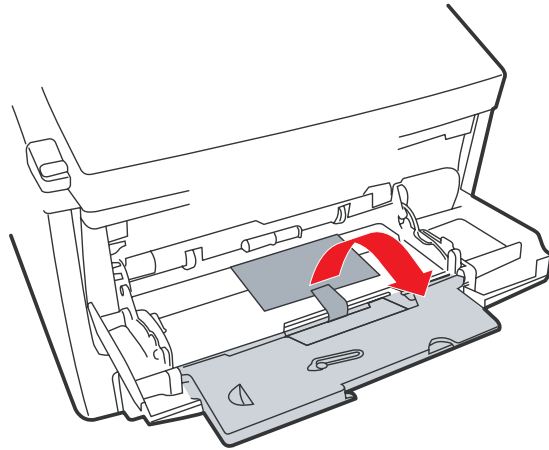
12. Close the multi-purpose tray.
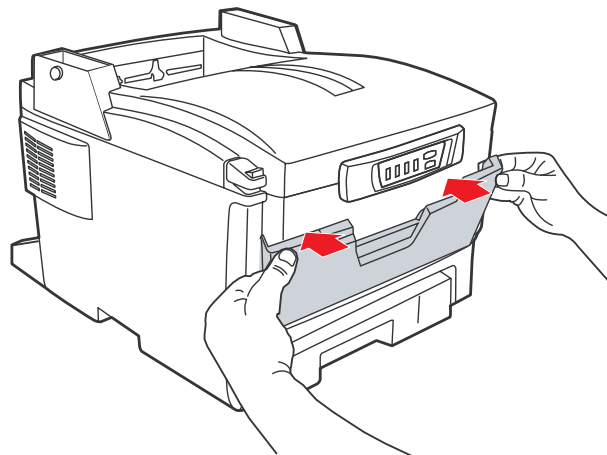
13.   Open the protective plastic bag.
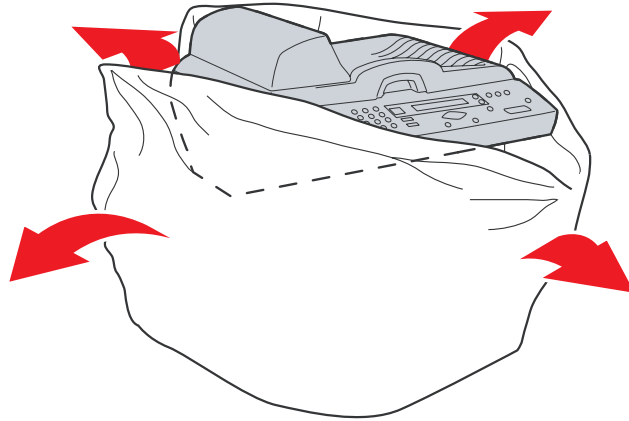
14. Place the AM6120 scanner to the support of the printer and move it backward.
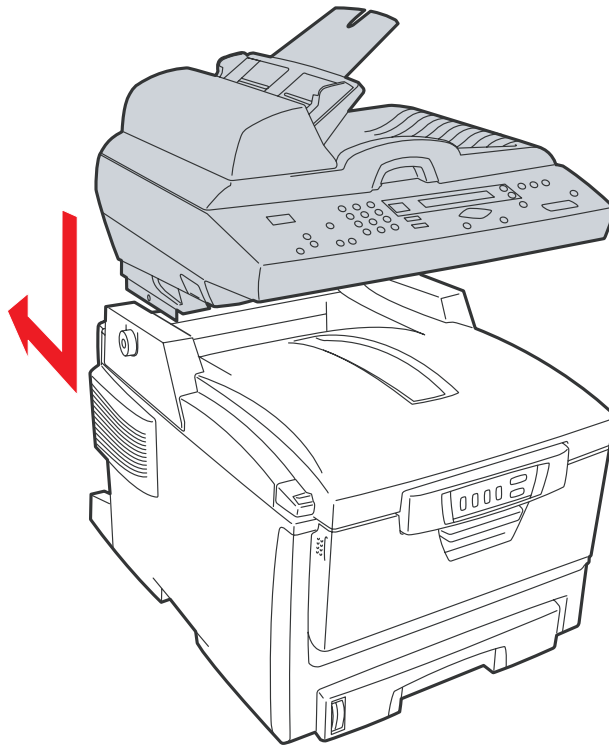
15. Move the lock switch to Locked position.
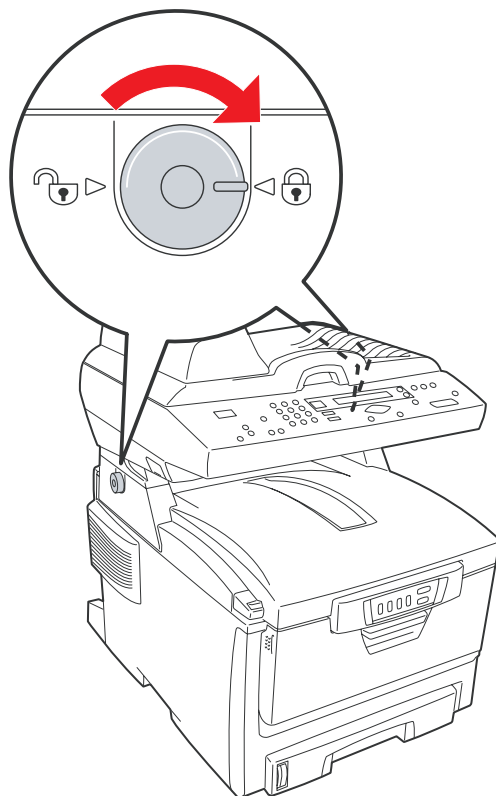
16. Turn the lock switch on the scanner to the "Unlcoked position".
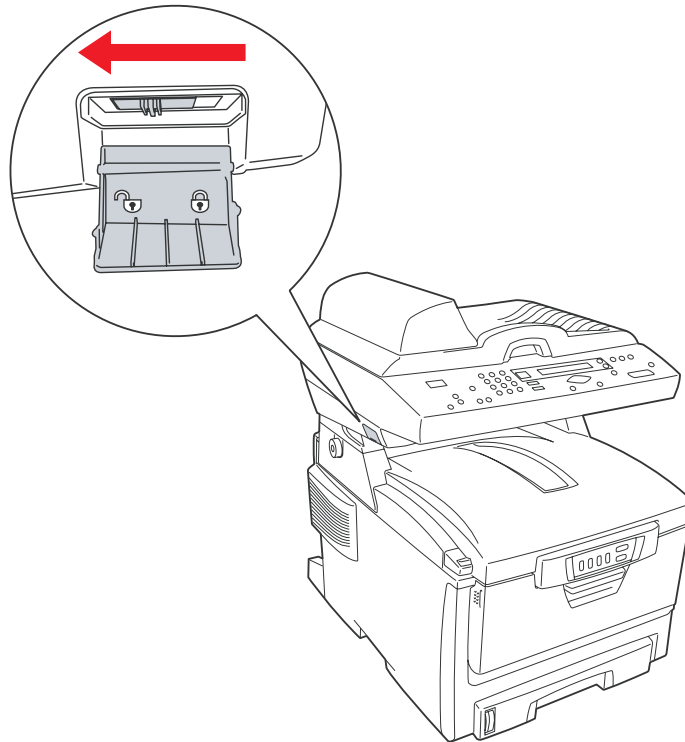
17. Press the release button to open the cover.
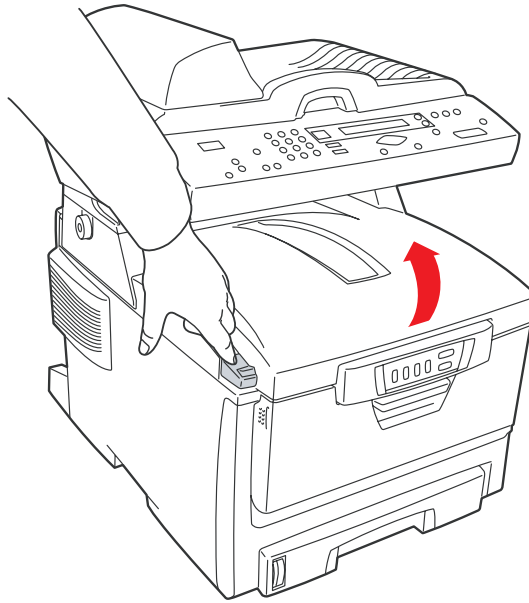
18. Pull the release lever to raise the image drum.
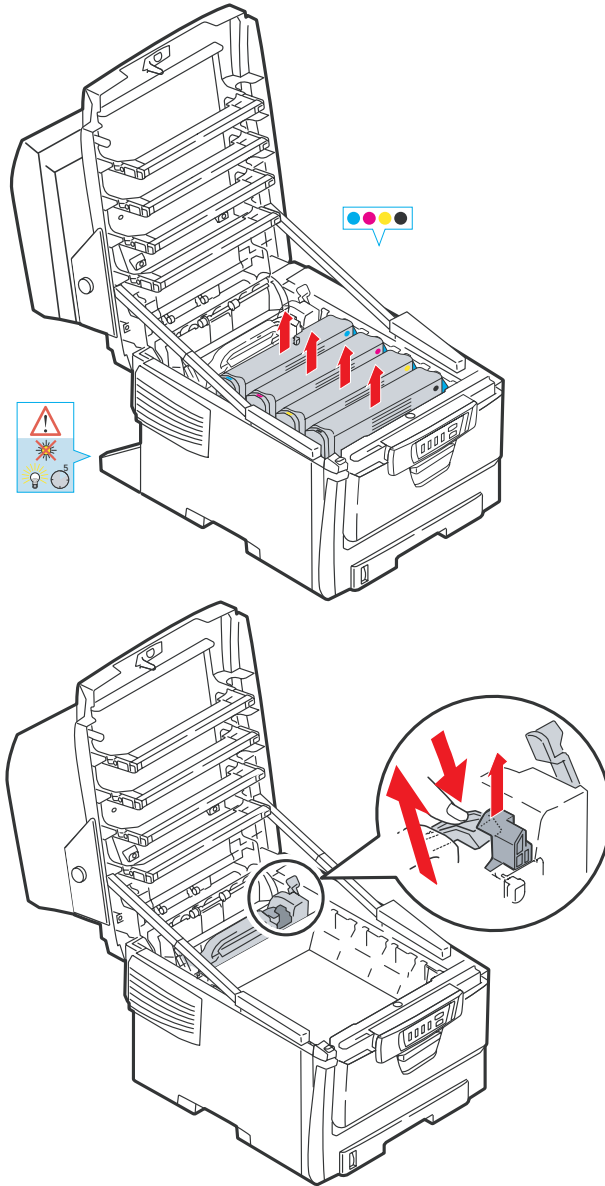
19. Open the image drum.
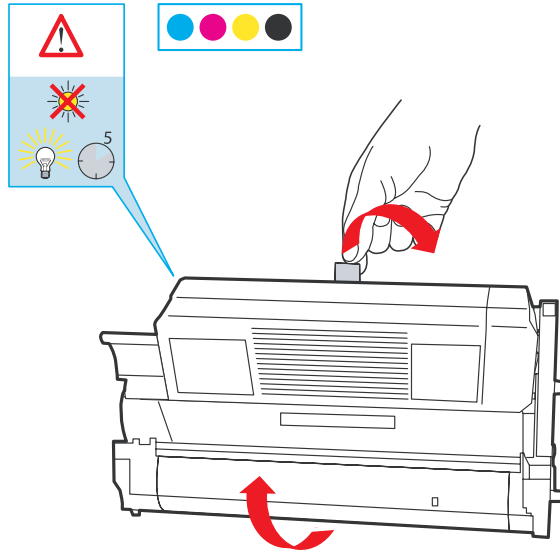
20. Remove paper and protective film.
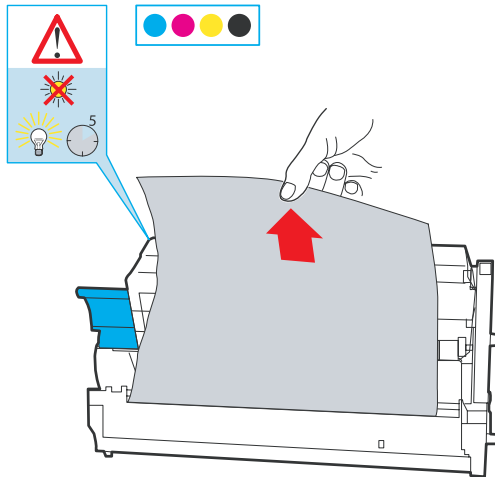
21. Close the drum and move 4 levers to the ❸ position.
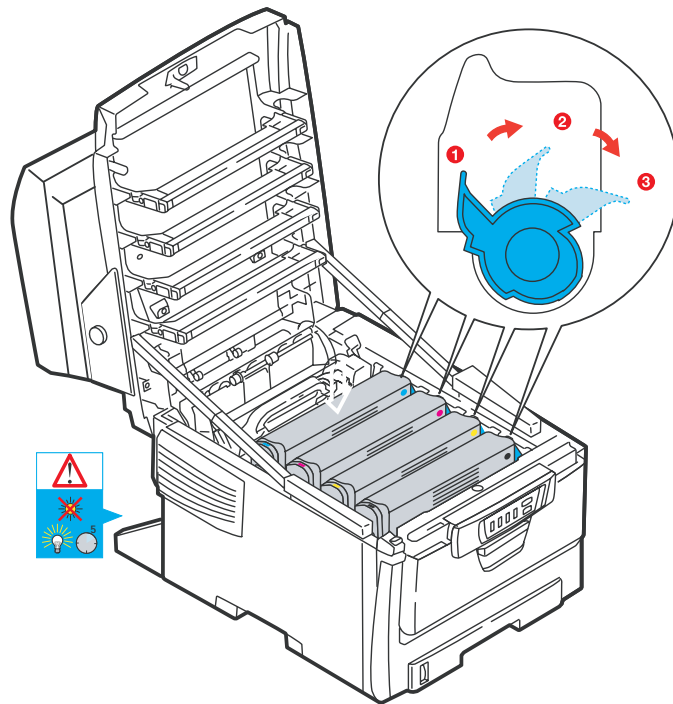
22. Close the printer top cover.
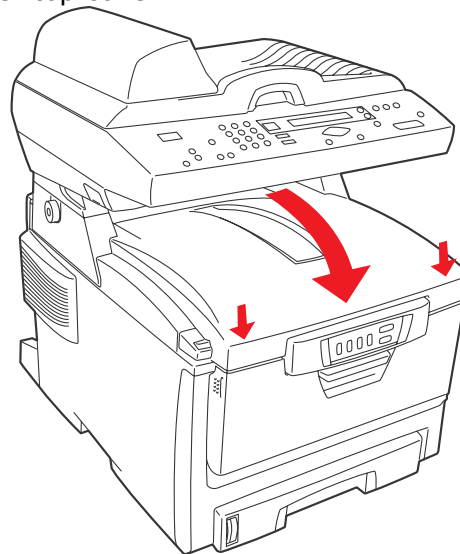
23. Pull out the output tray.
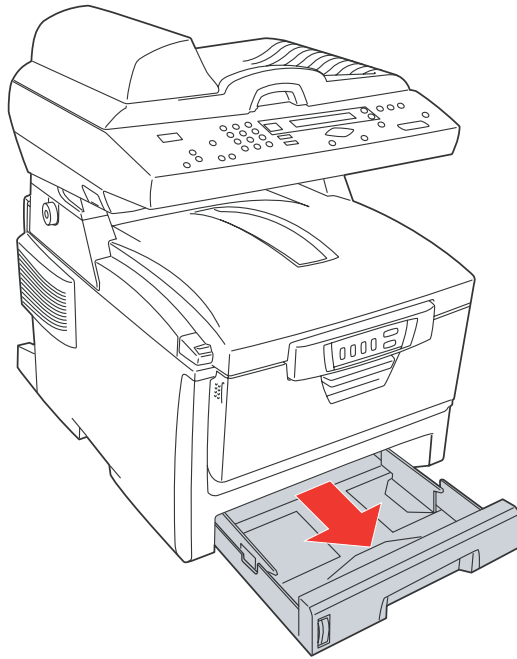
24. Adjust the paper size in the paper tray.

A4
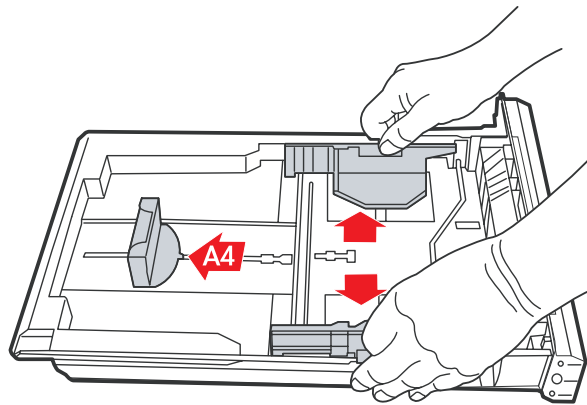
25. Insert the printing paper.

300 max
@ 80 g/m²
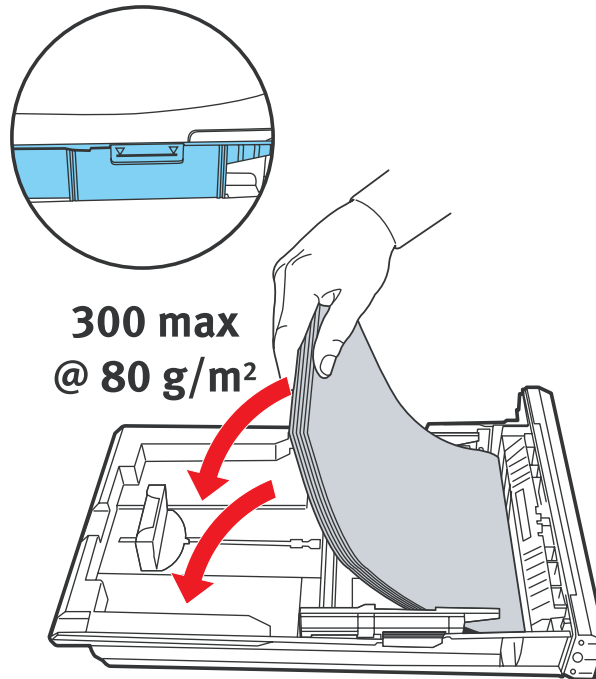
26. Make sure the paper size properly fit in the tray.
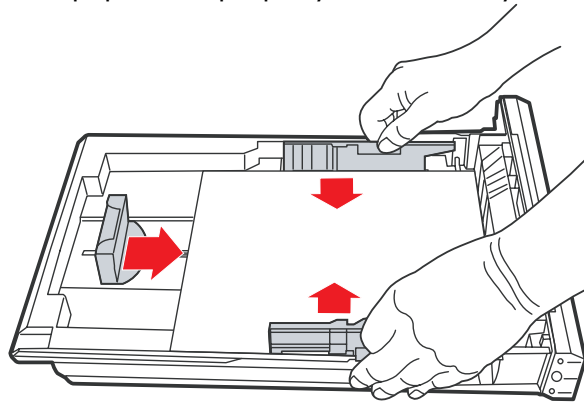
27. Gently pull back the paper tray.
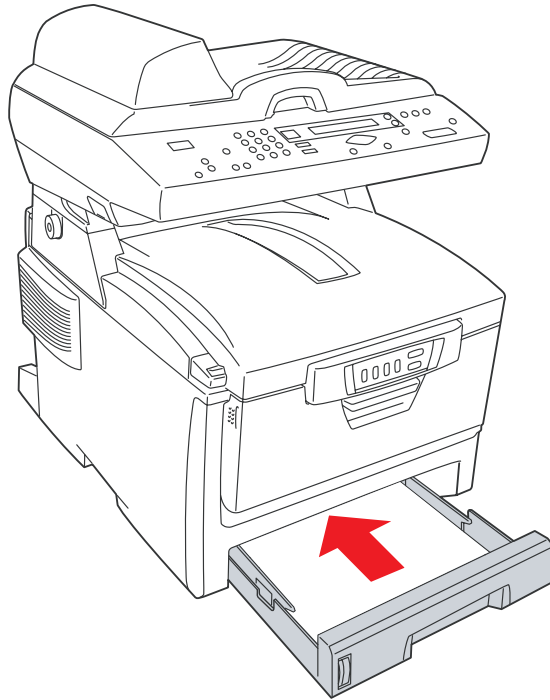
Moving Your Printer

If you need to move your printer due to relocation or maintenance purpose, please follow these steps to remove the accessories, or consumables first.

1. Please remove the accessories according to the reversed order of installing these accessories and consumables (toner cartridge, paper tray, paper, and power cable).

   Make sure the printer is switched off before removing any accessories.

   2 · Please refer to the manual to install the accessories.

   3 · Use protective material to pack the printer and then pack into box.

If you have no protective material or box, please use other packingmaterial to protect the printer from the damage during transportation.

Caution!
The printer weights about 26 kgs excluding the printer cartridges. Please hold the handles as illustrated.   It is strongly recommended that two persons are required to carry the printer. (It may cause damage if only one person carry the printer.)
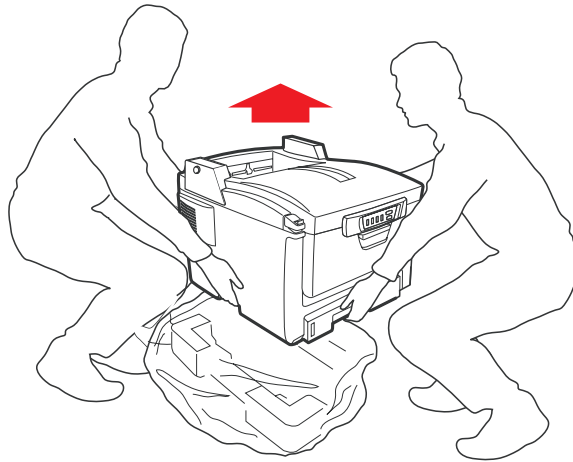
Installing the Paper Feed Tray and Paper Support

1).   Attach the Paper Support to the Paper Feed Tray.

Paper Feed Tray

Paper Support
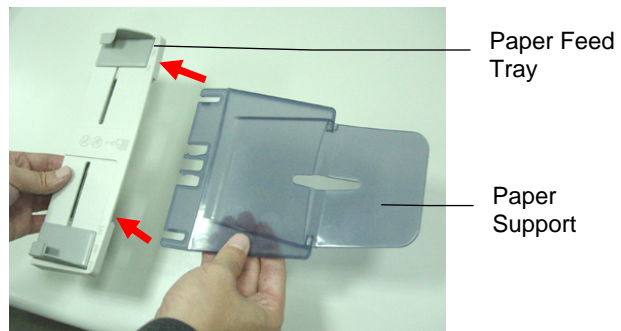
2).   Attach the Paper Feed Tray to the machine.

Installing the Paper Stopper

Attach the paper stopper to the end of the document cover as shown below.   If you are copying or sending a batch of document in A4 or Letter size, please pull the lever up to stop paper from falling apart.   If your paper is larger than A4 or Letter, please hold the lever and press down to return to original position.
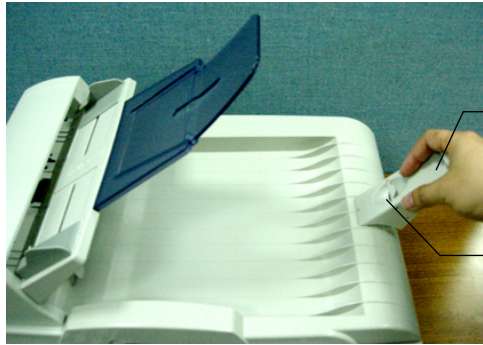
Paper
Stopper

Lever

Paper

Installing the AM6120

1. Have two persons carry the AM6120 printer and place it on the installation base on a selected location.

2. Move the lock switches at the right and left sides of the printer to the "unlocked position".

Lock switch
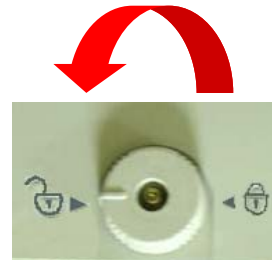
3. Lift the AM6120 with both hands and gently place it on the support of the printer.
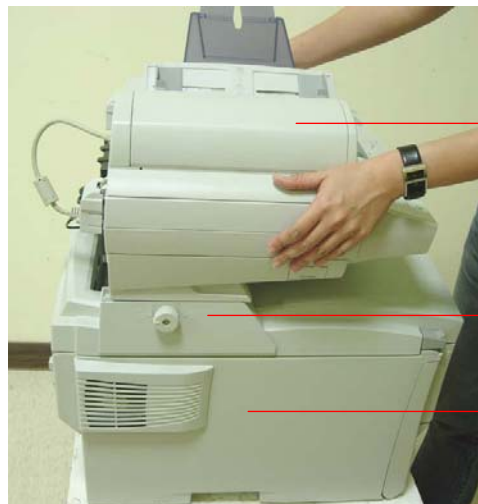
AM6120

Support of
the printer

Printer

3. Move the AM6120 MFP backward as illustrated.

4. Move the lock switch at both sides to the "locked position" as illystrated.

5. Unlcok the lock switch on the scanner

   1). Locate the lock switch of the scanner at the bottom left corner as illustrated.

   2). Move the lock switch to the "unlocked position".

   "unlocked position"   "locked position"
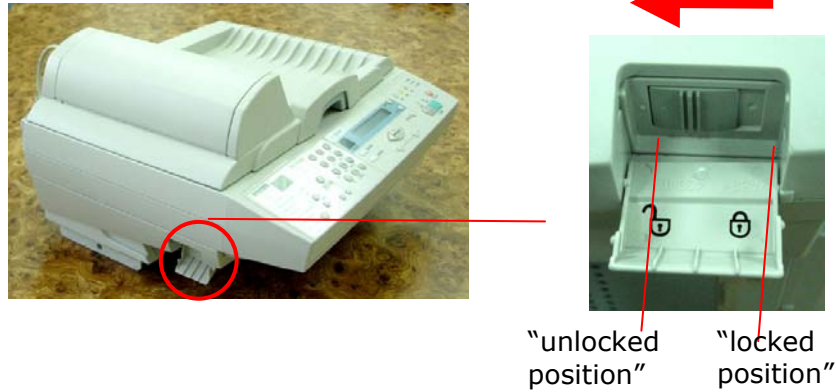
Note:

If you need to move the AM6120, please make sure the scan unit at the home position as illustrated below and then move the lock switch to the "locked position". If the scan unit is not at the home position, please turn on the scanner to let the scan unit return to the home position.

Make sure the scan unit at this position before locking.

Note：
Before moving the AM6120 scanner, please also make sure the lock switch of the printer support is in the "locked position" and then gently slide the scanner forwardly to detach the scanner from the printer.

Installing the Cables and Printer Driver

Connecting the ADF Cable

Connect the ADF (Auto Document Feeder) cable (attached to the document(s) cover) to the ADF port at the back of the AM6120.

Connecting the Network Cable

1. Connect one end of your Ethernet LAN cable to an available port of your Ethernet Hub.

2. Connect the other end to the network port at the back of your AM6120.

Connect the Printer Cable

1. Turn off your printer first. Then, connect squre end of the USB cable to USB port of the the printer.

2. Connect the retangle end to the "Copy" port of the AM6120 scanner.

3. Turn on your printer.

Caution!
To make copies through your printer, please **FIRST** turn on your printer and then turn on the AM6120. Otherwise, you may encounter problem in making copies through the printer.

Connecting to Power

1. Turn off the power switch of the AM6120 scanner.
2. Insert the adapter fixer to the socket as illustrated.
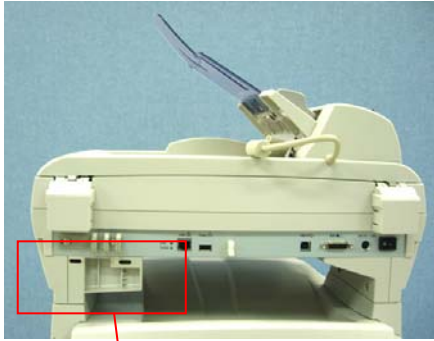
Socket
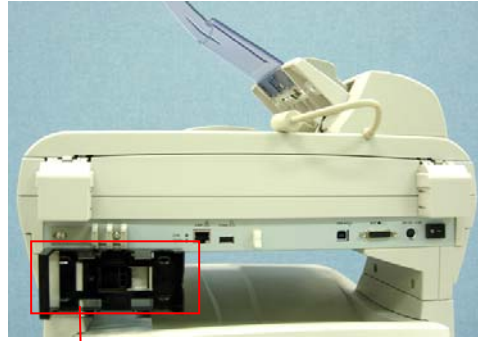
Adapter fixer

3. Insert the power adapter to the fixer.   Insert the small end of the power cord to the power jack of the AM6120.

Power Adapter

Power Cable

4. Connect one end of the Y-type cable to the power adapter.

5. Connect one end of the printer cable to the power socket of the Y-type cable. Connect the other end of the printer cable to an available power outlet.

6. Turn on the power switch of the AM6120 scanner. After warming up, the LCD-display will show a ready mode.

Caution!
The AM6120 scanner is designed with a power saving mode. If you have not used the machine for four hours, the AM6120 scanner will shut off the lamp. To use the machine, please press any key on the control panel.

6. The connection is completed as illustrated.
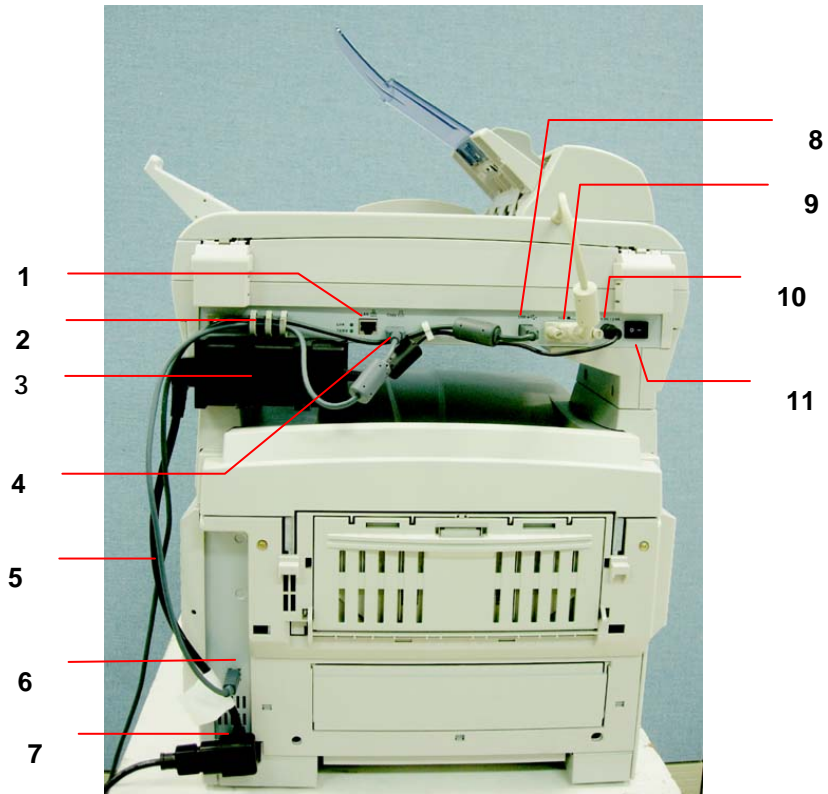
1. Network Port:	Used to connect the Ethernet cable.
2. Cable Fixer:	Used to fix the cables.
3. Power Adapter:	Used to connect power.
4. Copy Port:	Used to connect printer and scanner with an USB cable (60cm).
5. Printer USB Port:	Used to connect printer and scanner with an USB cable (60cm).
6. Y-type Power Cable:	Used to connect the power adapter and the power cable of the printer.
7. Printer Power Jack:	Used to connect the power of the AM6120 printer.
8. USB Port (AM6120 Scanner):	Used to connect the AM6120 scanner to your computer with the USB cable (180cm) to use the PC scan and PC print feature.
9. ADF Port:	Used to connect the ADF cable.
10. Power Jack:	Used to connect the power cable.
11. Power Switch:	Used to turn on or off the AM6120 scanner.

Installing the Printer Driver

Installing the Network Printer Driver

1. Insert the supplied CD into the CD-Rom drive.

2. The following installation graphic appears.   Choose "Install Network Printer".   If the installation graphic does not appear, please double click the "setup.exe".

3. Choose "Network printer" and then click "Next".
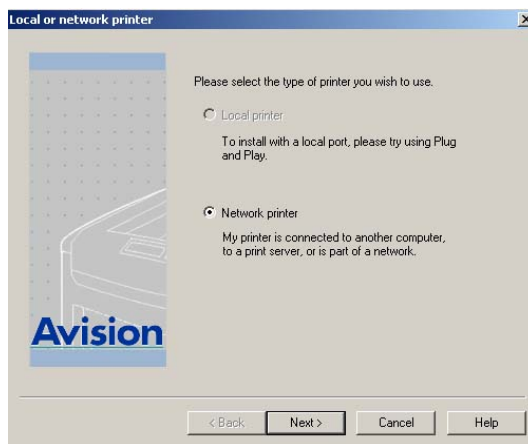
4. Choose "Directly to the network using TCP/IP" and click "Next".
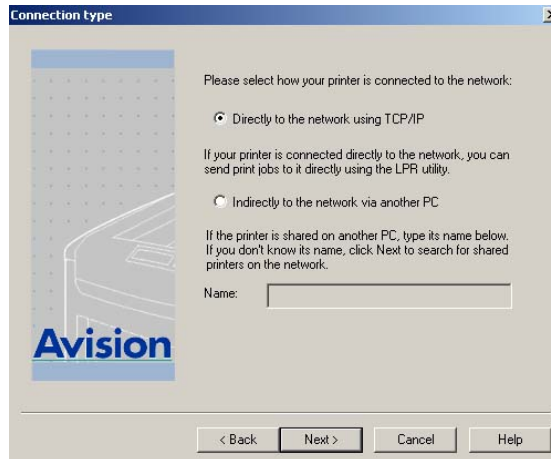
5. Type IP address of your printer and then click "Next".
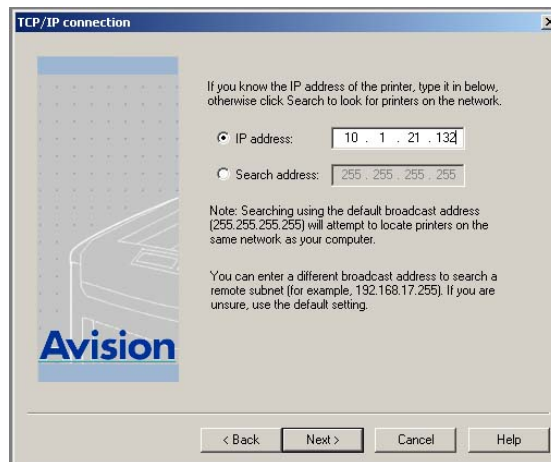
6.   Choose AM6120P and then click "Next".
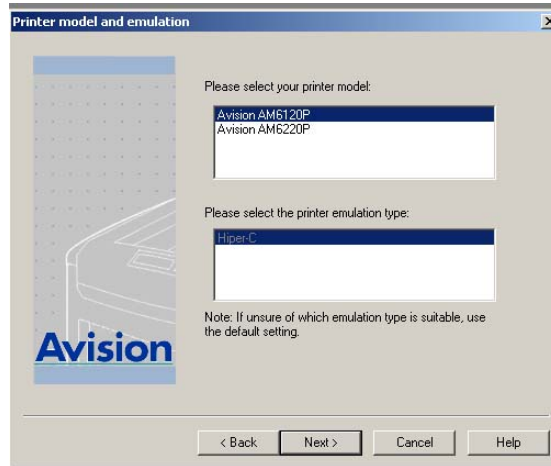
7.   Choose AM6120P as your printer name and then click "Next".
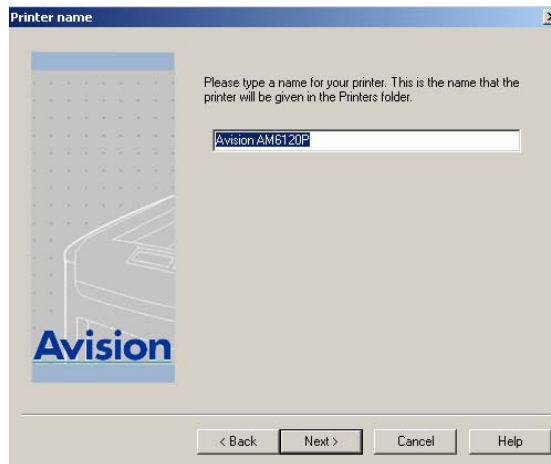
8. Choose if your printer need to be shared and then click "Next".
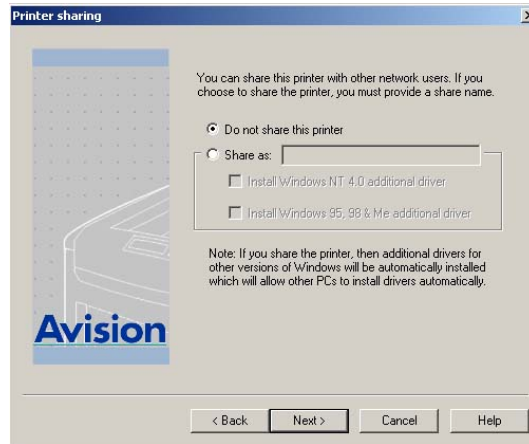
9. The system then is copying the files.
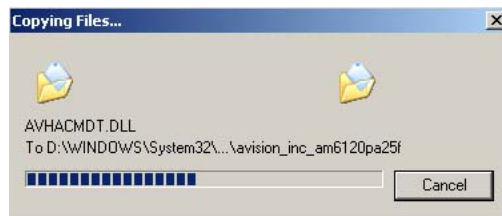
10. Click "Finish" to complete the installation.
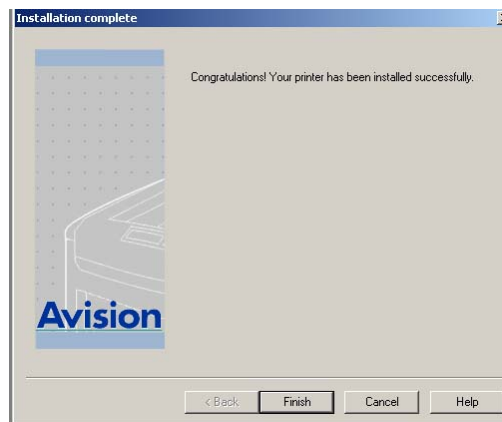
Installing Scanner Driver and Local Printer Driver

<table>
<tr><td>Caution!</td></tr>
<tr><td>You must install the scanner driver (TWAIN driver) FIRST before connecting the USB cable to your computer.   Otherwise, the scanner driver may not work properly.</td></tr>
</table>

1.   In the Installation grahic, choose "Install TWAIN Driver".
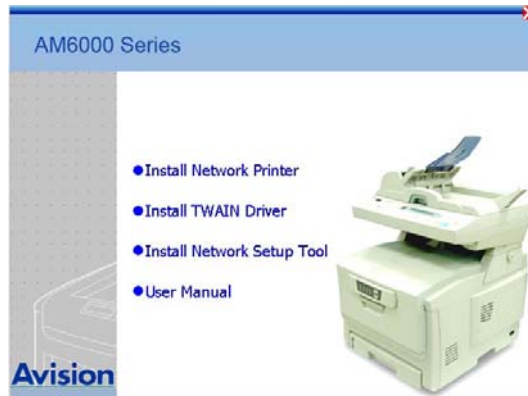
2.   Choose your language and an installation shield wizard will guide you through the rest of the installation.

3. Turn on the AM6120 scanner. Connect one end of the USB cable (180cm) to the USB port of your computer. Then, connect the other end to the USB port marked "Scan" at the back of the AM6120 scanner.

AM6120 scanner

4. A "Found New Hardware Wizard" appears. Click "Next" to continue.

5. The system is installin the software. Click "Next" to continue.
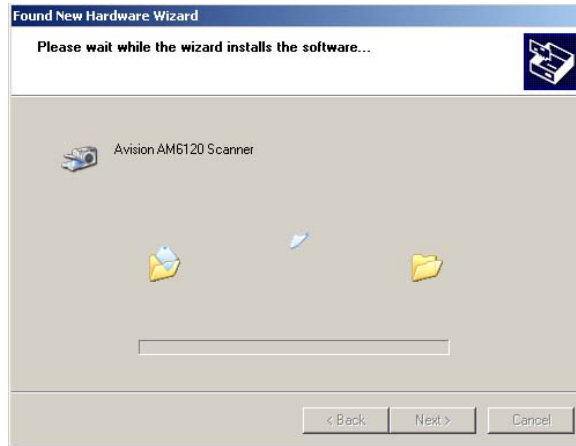
6. Click "Finish" to complete the installtion.
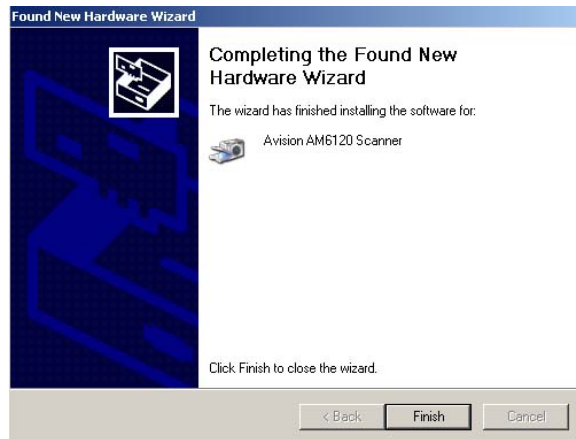
7. After "Found New Hardware Wizard" has completed the installation of the scanner driver, the "Found New Hardware Wizard" for the local printer driver will prompt.

8. Select language and proper operation system.
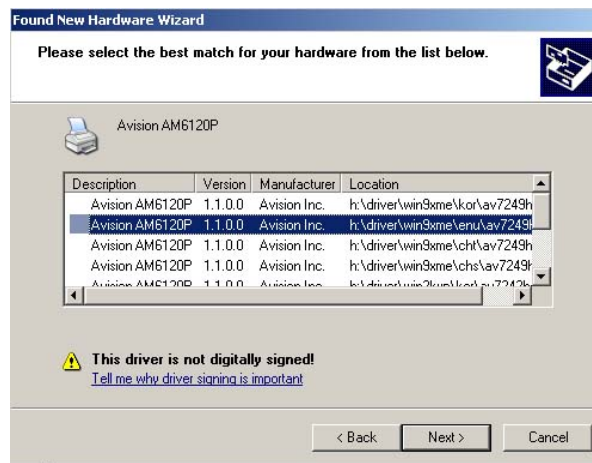
9. The system is now installing the software.
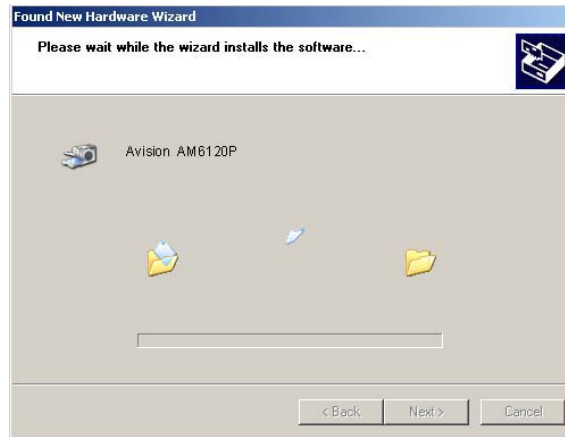
10. Click "Finish" to complete the installation of a local printer
    driver.

Installing Network Setup Tool

With Network Setup Tool, you can create an address book including 100 e-mail addresses and 20 e-mail group (each group contains up to 50 e-mail addresses).   In addition, you can setup 20 profiles (filing destination) and manage several AM6120 in the network.

The installation steps,

1.   Choose install "Network Setup Tool" in the Installation
       graphic, and then choose the language you prefer.

2.   In the Welcome dialog box, choose "Next" to continue.
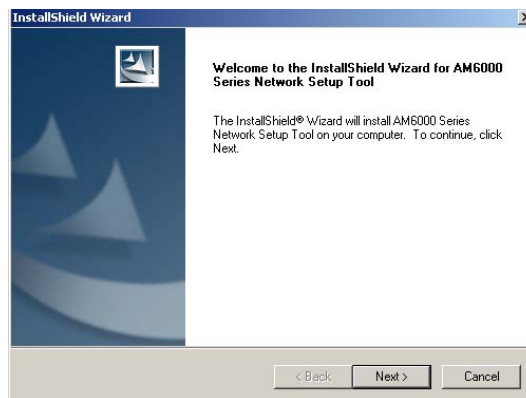
3. Read the license and then choose "Yes" to continue.
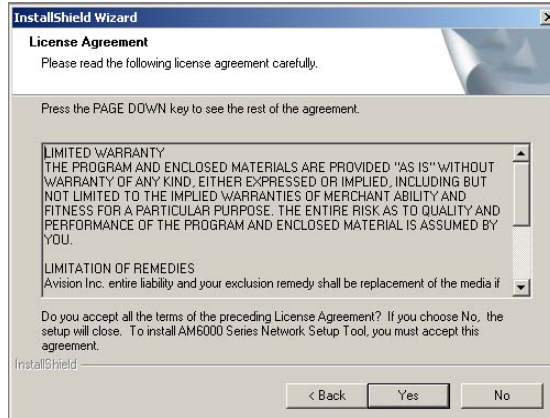
4. Choose your destination and then click "Next".
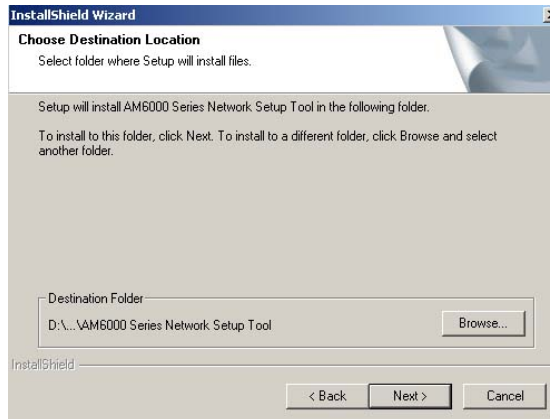
5. Choose your program folder and then click "Next".
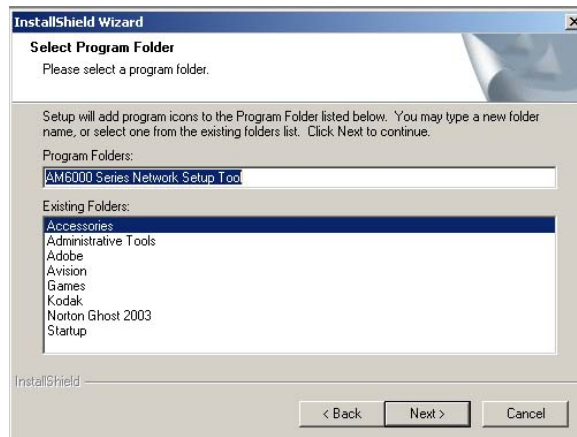
6. The system is then installing the driver.
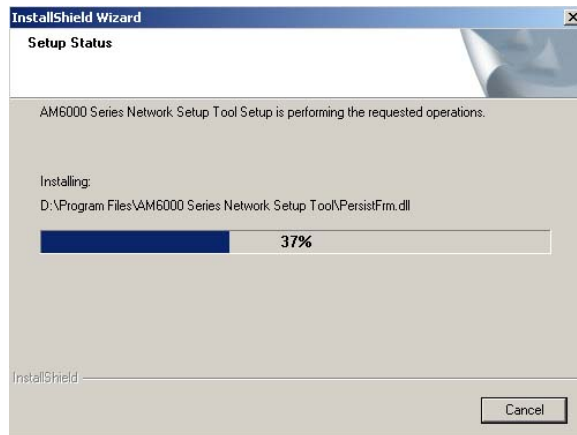
7. Click "Finish" to complete the installation of the Network Setup Tool.
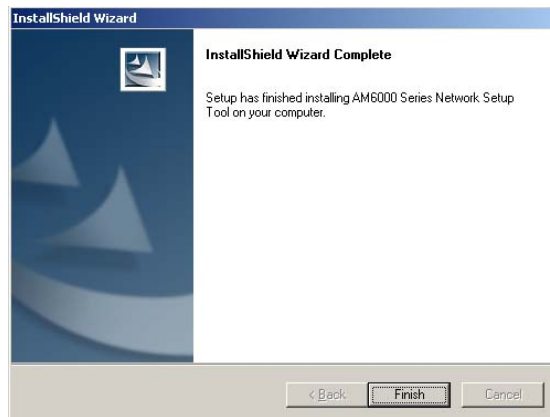
Note:

For further information on how to use the Network Setpup Tool, please refer to the online help of the software application.

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3   Configuring Your Machine

This chapter is specifically targeted to the persons who are responsible for the administration of the AM6120.   There are three methods to configure your machine.   The first one is to configure the machine from the control panel; the second one is from the AM6120's web page; the third one is from the AM6120 Management Utilities.   On how to configure the machine from the Management Utilities, please refer to the user's manual of the Network Setup Tool in the supplied CD-ROM.

The following settings or destinations must be defined by the system administrator before the AM6120 can be used to distribute the scanned document on the network.

- Network and E-mail parameters: Defines the parameters for TCP/IP, SMTP, and POP3 protocols to send your scanned document to e-mail addresses.
- Filing destinations: Defines the protocols and destinations to send your scanned document to FTP servers, web, or any personal computers on the network.

Note:

> If the system administrator has chosen DHCP, then the IP address of TCP/IP, gateway, subnet mask, and DNS server will be automatically given.
> When installing the AM6120 for the first time, it is recommended that the Administrator retain the default system settings.   The settings can be customized at a later date once you are familiar with the operation and functionality.

Configuring the Machine from the Control Panel

1. Press MENU on the control panel.   This prompts the Menu items on the LCD-display.

> **Information**
> **Printer Menu**
> **Network Settings**
> **Mail Server**
> **Report Print**
> **Management**

2. Use the **Down** key to scroll to each item and then use the **Select** key to select your desired item.

Configuring the Machine from the Homepage

1   Turn on your computer.
2   Start yoru browser.   Netscape 6.0 or higher, Microsoft I.E. 5.0 or higher, or Mozilla.
3   Type the IP address of the AM6120 in the URL field of your browser and then press Enter.   The AM6120 web page appears. For example:

> http://10.1.21.132

Address http://10.1.21.132/index.htm

Avision **AM6000 Series**

Menu
Information
Printer Menu
Network Settings
Mail Server
Management
Job Counting
Consumables Remaining
Fax Settings
Additional Settings
Copy
E-mail
Administrative Settings
Address Book Manager
Profile Manager
PIN Registration

Model: AM6120
Printer CU Version: H2.15
Printer PU Version: 01.03.01
System F/W Version: 1.19
Web Page Version: 1.19

Best viewed with 1024*768, IE 5.0 or higher, Netscape 6.0 or higher, or Mozilla.

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AM6120 homepage

4. Click each item on the menu and enter your setting
    respectively.

Note:

> 1. The Administrative Settings are blocked by password.   It
>   is recommended that the system administrator creates a
>   new password since the machine is shipped without
>   specific password.
>
> 2. To execute the homepage of the AM6120, you need to
>   install the Sun Java Runtime Environment program.
>   You can download the program from
>   HTTP://WWW.JAVA.COM.

Configuration Items

Click the **Menu** button prompts the following **Menu** item.

Printer Menu
Network Settings
Mail Server
Report
Management

Contents of each menu

Information

Items	Description or Choice
Model	Display the model name.
Serial number	Display serial number.
F/W version	Display firmware version.

Printer Menu

* The items indicated in bold letters are default values.

Items	Description or Choice
Tray 1 Paper Size	**Letter**, A4, A5, A6, B5, Legal, Legal135, Legal13, Executive, Custom.
MP Paper Size	**A4**, A5, A6, B5, Legal, Legal135, Legal13, Letter, Executive, Custom, COM9, COM10, Monarch, DL, C5, Envelope1.
Tray 1 Media Weight	Light, **Medium**, Heavy.
Tray 1 Media Type	**Plain**, Letterhead, Bond, Recycled, Rough
MP Media Weight	**Medium**, Heavy, Ultra Heavy.
MP Media Type	**Plain**, Letterhead, Transparency, Labels, Bond, Recycled, CardStock, Rough.
Auto Density Adjust	**ON**/OFF. Select to perform Auto Density Adjustment.
Density Adjustment	Select to perform Density Adjustment.
Auto Color Registration	Select to perform Auto Color Registration.

Network Settings

Item	Description
IP Address	The IP address of this machine.
Subnet Mask	The IP address of your subnet mask.
Gateway IP	The IP address of your gateway.
DNS Server	IP address of your DNS server.
DHCP Enable	Select Yes if you wish to enable DHCP.
Device Name	The device name of this machine.

Mail Server

Item	Description
SMTP Server	The IP address of your SMTP server.
SMTP Port	The port number of your SMPT server. Default: 25
POP3 Server	The IP address of your POP3 server.
POP3 Port	The port number of your POP3 server. Default: 110
Authentication Method	Choose authentication method to send email. **Option: No, SMTP, POP3** (Choosing SMTP or POP3 means you need to login first to send e-mail from the AM6120.)

User Name	Type your login name to send emails.
Password	Type your password to send emails.
Def. Subject	Default text for the **Subject** field in e-mail messages from the AM6120. **Up to 64 characters are allowed**. The default subject is used *only* when users did not enter anything in the **Subject** field in e-mail message from the AM6120.
Def. From	Default From for the From field in e-mail message from the AM6120. **Up to 64 characters are allowed**.
Scan Size Limit	The limitation for the attachment to be sent from the AM6120. Choice: 1MB, **3MB**, 5MB, 10MB, 30MB, No limit.

Report Print

Item	Description
Menu Map	Select to print Menu Map.
Demo Page	Select to print sample page.
Job Counting	Select to print job counting.
Consumable Remaining	Select to print consumable remaining.
Scan to Log Report	Select to print all the "scan to" jobs.

Configuring Management Items

Note the Management selection is blocked by password.   Since the machine is shipped without a specific password, it is recommended that the administrator create a new password to ensure the security of using the AM6120.

1.   Press the Menu button on the control panel.   This prompts the following items.

> **Printer Menu**
>
> **Network Settings**
>
> **Mail Server**
>
> **Report**
>
> **Management**
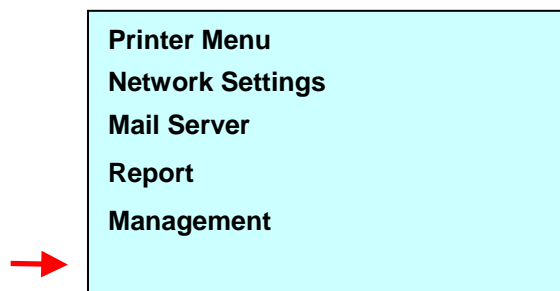
2.   Choose **"Management"**, the login screen appears.   Enter your password to prompt the following items.

Item	Description
Password	Enter new password if administrator wish to change his or her password. (Up to 8 alphabets or digits are allowed to enter in this filed. To enter alphabets, note they are case-sensitive.)

Add "To" Address On	If "Yes" is selected, when finishing sending E-mail, there will be a dialog box inquiring whether user wishes to add the new e-mail address to the AM6120's address book. **Choice: Yes, No**
Pin Setting	**Choice: On, Off** Note: 1. The PIN ID input screen is indicated at the time of "PIN Setting=Enable" and "Scan to Restriction≠OFF". 2. Please enter four to six characters for your pin ID. PIN ID under four characters will be denied.
Pow Save Mode	Choose to use the power saving mode. **Choice: On, Off**
Time to Power Save	Select to enter power saving mode after the machine has stopped using for a specific period. **Choice: Off**, 5, 15, 30, 60, 240 minutes.
Standby Timer	Choose the amount of time to return to ready mode from power saving mode. **Choice: 20, 40, 60, 120, 180 seconds**.
Language	Choose the language you prefer to show in the LCD-display. **Choice: Eng**/Fra/Ita/Spa/Ger/Por/Dut/Dan/Swe/Nor/Gre
Scan To Log Report Printing	Print the network scan log report.

Creating Your E-mail Address Book

You can use the homepage of the AM6120 or the bundled software application, Network Setup Tool to create your address book.

For more information on how to use the Network Setup Tool, please refer to the online help of the Network Setup Tool software application.

Creating Your Address Book By the homepage of AM6120

1. Start your browser such as Netscape Communicator 6.0 or higher, or Microsoft I.E. 5.0 or higher.

2. Enter IP address of the AM6120 in the URL address, the following homepage appears.   (For example, http://10.1.21.132)
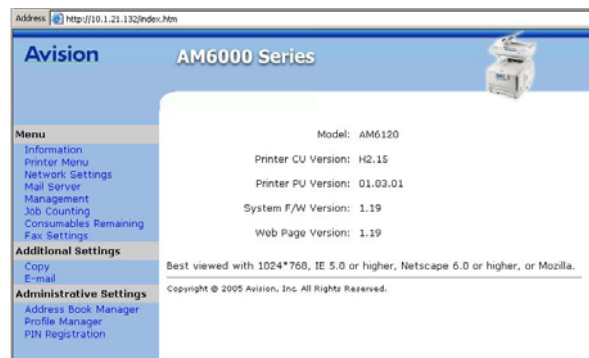
Note:

It is recommended to use 1024 x 768 dpi to view the homepage.

3. Click Adminstrative Settings to prompt the login dialog.   For
   security, please enter your password.   (Up to 8 digits or
   characters are allowed and the password is case sensitive.)

4.   The Address Book Manager dialog box appears.   Click New to
     prompt an "Add a new e-mail" dialog box.
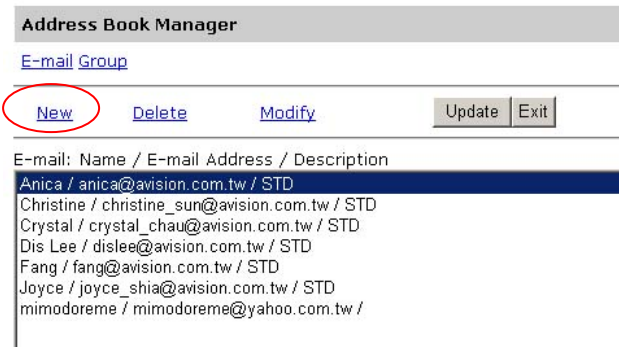
5. Enter name and e-mail address and click OK to complete.

Add a New E-Mail Address

Name: |

E-mail Address: |

Description: |

OK   Cancel

Note:

You can choose "Group" and then "Add a New Group Set", to create a group which contains up to 50 e-mail addresses.   Refer to the following "Add a New Group Set" dialog box to enter group name.
To insert members, please choose the e-mail address list from the right side and then click ←.   To delete members, please choose the address from the right and click → to delete.

Add a New Group Set

Name: marketing

Member:
Christine
Dis Lee
Fang

<--

-->

Search:
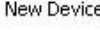
E-Mail List

Anica / anica@avision.com.tw / STD
Christine / christine_sun@avision.com.tw / ST
Crystal / crystal_chau@avision.com.tw / STD
Dis Lee / dislee@avision.com.tw / STD
Fang / fang@avision.com.tw / STD
Joyce / joyce_shia@avision.com.tw / STD
mimodoreme / mimodoreme@yahoo.com.tw /

Description: |

OK   Cancel

Creating Your Address Book By Network Setup Tool

1. Start Network Setup Tool from your program folder. · The main window appears as below. (If you have not installed the software yet, please install from the supplied CD-ROM.)

2. Choose New Device from the File menu or click from the Tool bar or click from the icon in the empty area of the window. The following dialog will appear.

3. Type the IP address of the AM6120 and click OK. The new device will be shown in the main window.
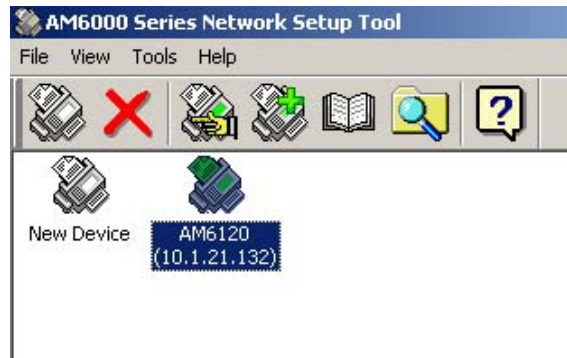
4. You may enter the Address Book Manager from the following ways:

   a. Choose Address Book from the Tools menu.

   b. Click from the tool bar.

   c. Right click and choose Address Book Manager.
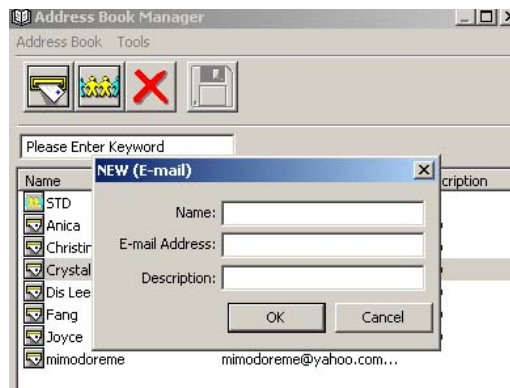
5. Click or "Add a new email" from the Address Book menu to add a new email address. The New email dialog box appears.

6. Enter a new email address and name and then click OK to complete.

Note:

For effective, you can create a new group to send your email simultaneously to multiple receipients (up to 50 individual email addresses can be set up in one group).   You can choose Add a new group from the Address Book or click from the tool bar to prompt the New group dialog box as illustrated.   You can choose one address from the left side and click "Add" to insert the address in the group.
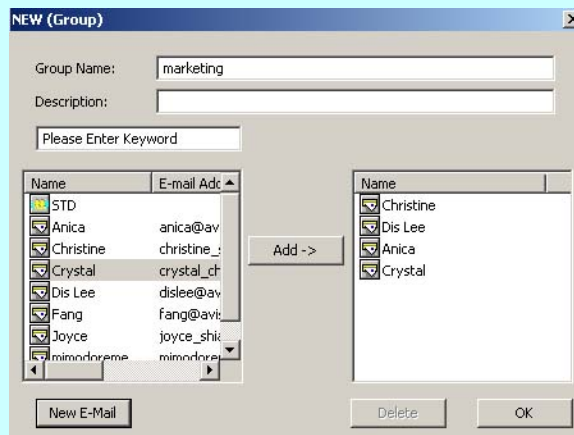
Creating Your Filing Profile (Destination)

To send the scanned image to a filing destination, it is necessary to set up a few frequently used filing destinations. You can use the homepage of the AM6120 or the supplied Network Setup Tool to set your filing profiles (destination). The filing profiles include your filing protocol, directory, file name, and other scanning settings for your scanned image.

Note that you can use only the home page of this machine or the Network Setup Tool to create your filing profiles. It is not allowed to use the control panel to create your filing profiles. About how to use the Network Setup Tool, please refer to the online help of the Network Setup Tool.

Creating Your Filing Profile (Destination)By the Homepage of the AM6120

1. Start your browser such as Netscape Communicator 6.0 or above or Microsoft I.E. 5.0 or above.

2. Type the IP address of the AM6120 in the URL address. The following homepage appears.
   (For example, http://10.1.21.132)
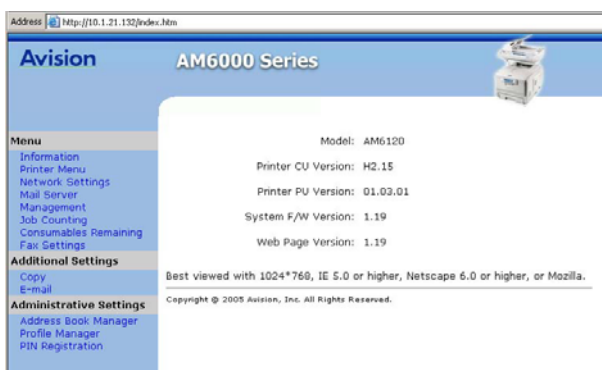
Note:

It is best viewed the homepage with resolution of 1024 x 768 dpi.

3. Choose "Profiile Manager" from the Administrative Setting.   A login dialog box appears.   Type your password up to 8 digits or characters.   Note that the password is case sensitive.

4. The following Profiel manager dialog box appears.   Click "New" to add a new profile.
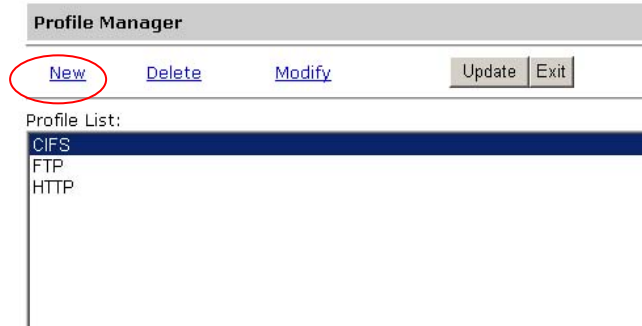
5. The following New Profile dialog appears.   Enter your filing protocol, file name, and other scan settings and click OK to save the settings. (Refer to the following page on how to set these settings.)

Items	Description
Profile name	The name of your profile. The name will show in the LCD display after pressing the "FTP address" key.
Protocol	Choose the protocol you desire to store your scanned image. **Choice: *FTP, *HTTP, *CIFS, *AVPP**
Target URL	Enter the directory for the scanned document. Note that the directory is different due to the protocol. The route starts from the root directory in FTP, HTTP, and CIFS. **Choice: ftp://, http://. File:\\, AVPP://**
Port	If your port number for the protocol is different from the default, please enter your port number in this field. **Default settings: FTP:25, HTTP:80, CIFS:139, AVPP:80**
User name	The login name of your filing protocol.
Password	The password for your filing protocol.
File name	Enter file name for the scanned image. Or you may enter #n to let system name your file. (n represents 5 seriel numbers.)
Color output format	File format for documents to be sent in colors via filing from @V5100. **Default setting: PDF(file format), Low (compression rate)** **Choice:** **1. File format: PDF, JPG, TIF, MTIF (Multi-page TIF)** Note: Choose MTIF or PDF when you need to scan multi-page document and convert it to a single image file. **2. Compression rate: Low, Medium, High**

B&W Output Format	File format for documents to be sent in black and white via filing from @V5100. **Default setting: Multi-level B&W: No, File format: PDF, Compression rate: Low, Background remove: No, Document type: Text** **Choice:** **1. Multi-level B&W(Gray): Yes, No** **2. File format: PDF, PCX, MTIF, TIFF** **3. Compression rate: Low, Medium, High** **4. Background remove: Yes, No** **5. Document type: Text, Photo, Mixed**
Resolution	Choose the scanning resolution for the scanned document from a selection of 75, 100, 150, 200, 300, 400, 600 dpi. A higher resolution reproduces your image with greater details yet it requires more disk space.
Density	Choose the density level. **Choice: 1,2,3,4,5,6,7. / Default setting: Density: 4**
Subfolder	Choose **Yes** if you wish to establish a subfolder. **Choice: Yes, No / Default setting: No**
Report to e-mail	Enter your e-mail address here if you wish to send the filing report to your e-mail. In this e-mail, you will receive a URL link to the server where your scanned document resides.
Document size	Default: A4 **Choice: A4, Letter, Legal**

Creating Your Filing Profile (Destination) By the Network Setup Tool

1. Start Network Setup Tool from your programs.   The following main window appears.   (If you have not installed the software yet, please install from the supplied CD-ROM.)

2. Choose Add a new device from the File menu.   Or click from the tool bar or click New Device from the icon in the empty area of the window.   The following New Device dialog box appears.
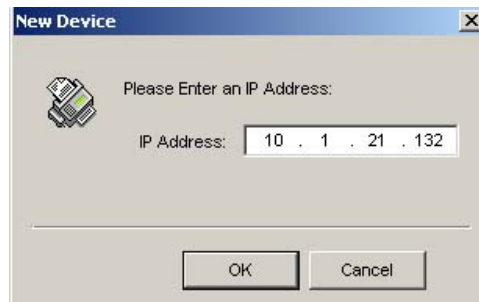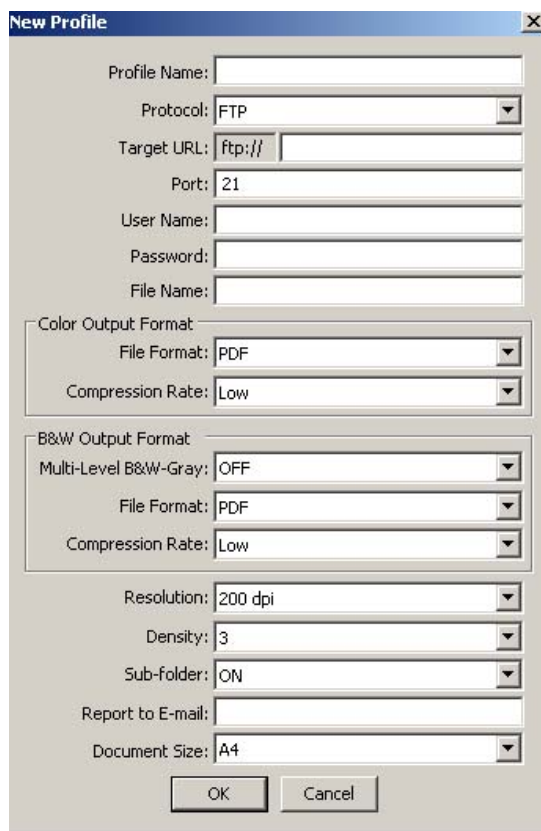
3. Enter the IP address of your AM6120 and click OK. The new device will appear in the window as below.
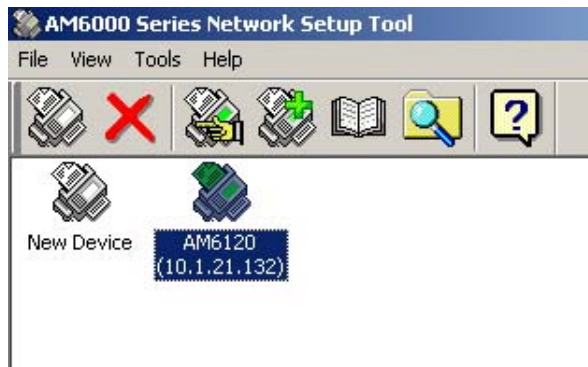
4. You may access the following Profile Manager in one of these:

   a. Menu→ Tools→Profile Manager.

   b. Tool bar→ 。

   c. Right click your mouse→Profile Manager.
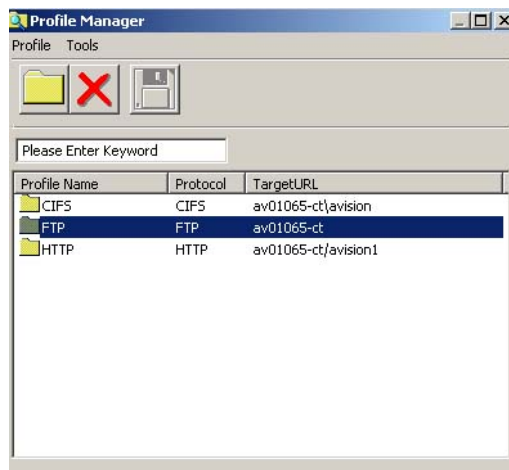
5. To add a new profile, choose Add a new profile from the Profile menu or click from the tool bar.

6. Enter your filing destination, file name, and other scan settings and click OK to complete. (You may refer to the preceeding section about how to set these settings.)

Explanation of Filing Protocol

FTP

FTP stands for "File Transfer Protocol." It is a common method of transferring files via the Internet from one computer to another. FTP use RFC 959[FTP] as their protocol. Therefore, please make sure you have legal FTP account with the privilege of writing under the directory to save the files and the password before using FTP to save the files. To add a sub-directory from the AM6120, you need to have the privilege of adding a new directory.

HTTP

HTTP use RFC 2616[HTTP 1.1] as their protocol, and the default Port is usually 80. If you are not using the HTTP port to save the files, you must change the HTTP Port AM6120 to the port for the Web Server.

Generally speaking, Web Server, such as IIS or the other HTTP server, will use anonymous account for authentication, so that the user can link directly to the web page without entering the user name and password first. Hence, if the HTTP Server allows anonymous account for authentication when you use the AM6120 to keep the files, there is no need for setting any text in the field of Login name and Password of the AM6120.

On the other hand, if IIS or HTTP server does not allow anonymous account for authentication connecting to the web page, the user will be prompted to enter the user name and password first while connecting to the web site. In this mode,

the file saving feature is available only when entering the user name and password permitted by the server in the field of Login name and Password for the AM6120 respectively.

Therefore, please make sure the mode that your Web Server allows before using HTTP for files saving. If anonymous access mode is not allowed, you must have legal HTTP account and password.

Since the AM6120 will check whether the directory for file saving really exists before proceeding file saving and then writing the file after scanning to the specified directory, you have to set the directory for files saving as "browse" and allow for writing in Web Server; otherwise, the AM6120 will not be able to write the file into the directory.

If you wish to use the AM6120 to save files, in addition to making some settings in Web Server, you will have to confirm the account with the privilege of writing for connecting Web Server; otherwise, the AM6120 will not be able to "write" the scanned file in the file system.

The setting for IIS anonymous access is as below:
1. Start "Internet service manager" in "Control Panel", select "Default Web site" and right click C:\Inetpub\wwwroot\X cabinet, and select "Properties ".
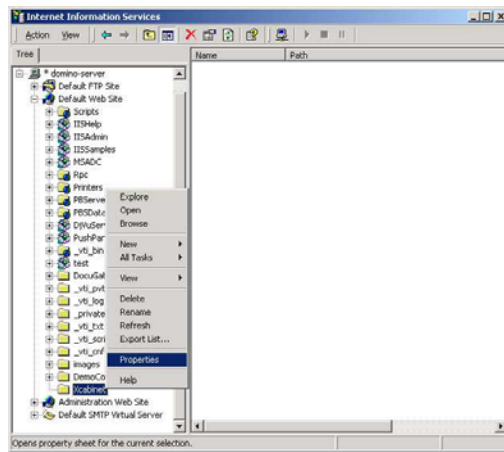
2. In the X cabinet dialog box, select "Directory security" tab, and click "Edit" for " Anonymous Access and Authentication Control". Please make sure " Anonymous Access" is selected in "Authentication Methods" dialog box.
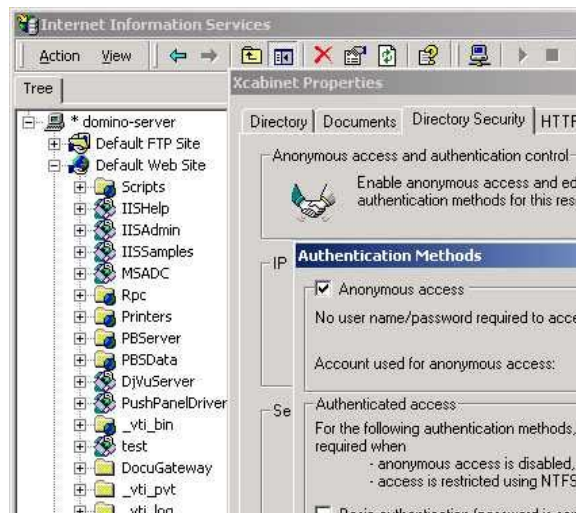
3. Click on "Edit" to open "Account for anonymous access".

Please make sure that the account, stored in your computer system, in the "username" filed is with sufficient privilege to access the file system.

The setting for IIS privilege is as below:

Like the setting in anonymous access, start "Internet service manager" and select "Default Web site", and right click C:\Inetpub\wwwroot\X cabinet, and select "Properties ".

Select "Directory" tab in the Properties page. Please ensure the privileges for "Read", "Write" and "Directory Browsing" are selected.
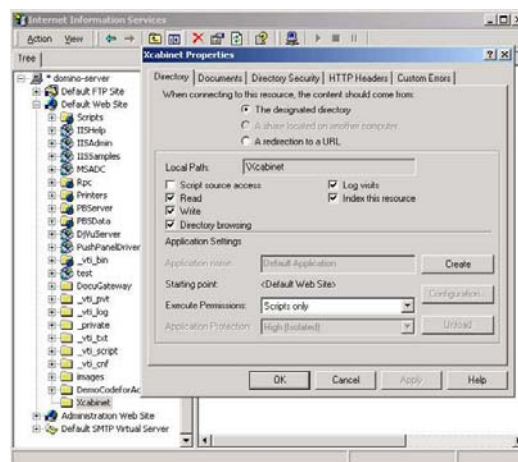
If the <u>file management system in your server is NTFS</u>, in order to allow IIS to use an anonymous account to access the files in the directory of C:\Inetpub\wwwroot\X cabinet\Files, you have to make sure the anonymous account is with sufficient privilege. <u>You may make the following settings:</u>

Select C:\Inetpub\wwwroot\X cabinet\Files directory in Windows Explorer, and right click to select "Properties".

Select "Security" tab in the File dialog box, and select "Everyone".   Select the privileges for "Read and Execute", "Folder Properties List",   "Read" and "Write".

After that "every user" has the privilege to manage all files in the directory of files saving.

Note: For the actual security concern of the scanned files, we should not allow the group of "Everyone" to have full privileges of the file directory. Therefore, when setting the access privilege for your file system, it is recommended to set the privilege of the directory for file saving to IIS anonymous account or the other users and groups that can use the directory only.

Note:

> Please note that HTTP cannot add server sub-directory from the AM6120.
>
> When using Apache as HTTP server, according to the document, it must have SCRIPT to run HTTP PUT method. Although the document is attached with a Perl example, you will need to modify it before applying it, since the AM6120 uses Transfer-encoding of Chunked. In addition, the Apache will have to be set to accept HTTP PUT command in order to accept the AM6120 for files saving. For more information, refer to the related document of Apache.

CIFS

CIFS (Windows Network Share) is a file saving protocol generally used for "recourse sharing" of network in Microsoft Windows systems. Please set up the "shared directory" per the network settings for sharing in MS Windows.   Generally, under the Windows 9x/Me Share level mode, use the "Full Control" password for the directory as the password of the AM6120 MFP folder and leave the login name field blank. Under the User level mode of Windows NT/2000, use the account and password with the privilege of "write" as the login name and Password of the AM6120 folder.

Note: Windows NT can use local account as files saving account only. If adding a Windows NT domain, the domain account is not suitable as files saving account.

Below is the Win98 CIFS server sharing set up screen for your reference.

Click Sharing

Select Full

Enter your password

FilingFolder Properties

General | Sharing |

○ Not Shared
● Shared As:
   Share Name: FILINGFOLDER
   Comment:

Access Type:
   ○ Read-Only
   ● Full
   ○ Depends on Password

Passwords:
   Read-Only Password:
   Full Access Password: *****

OK   Cancel   Apply
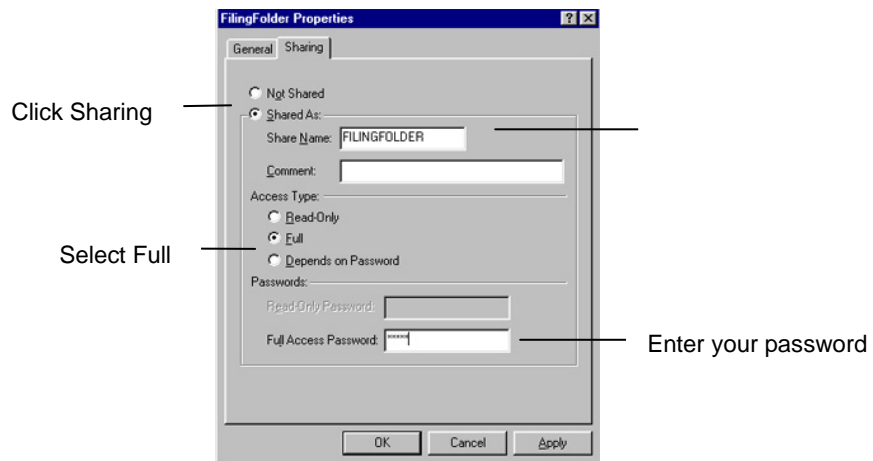
Printer Settings in Windows

Your printer's menus (accessed via the "The Status Monitor" on page 35) provide access to many options.

The Windows printer driver also contains settings for many of these items. Where items in the printer driver are the same as those in the menus, and you print documents from Windows, the settings in the Windows printer driver will override those items in the menus.

The illustrations in this chapter show Windows XP. Other Windows versions may appear slightly different, but the principles are the same.

Printer Driver Settings

You can make printer driver settings either from Windows **Printers** window (called "Printers and Faxes" in Windows XP) or from within a Windows application. The driver settings you make from Windows are essentially default settings and will be remembered from one Windows session to the next. The driver settings you make from within a Windows application are those required for a particular job. In both cases, you can save and name (on the Setup tab) specific sets of driver settings which can be recalled for future use.

Printing Preferences in Windows Applications

When you choose to print your document from a Windows application program a Print dialogue box appears. This dialogue usually specifies the name of the printer on which you will print your document. Next to the printer name is a **Properties** button.

When you click **Properties** a new window opens which contains a short list of the printer settings available in the driver, which you can choose for this document. The settings available from within your application are only those which you may want to change for specific applications or documents. Settings you change here will usually only last for as long as the particular application program is running.

"Setup"Tab

When you click the **Properties** button from your application's Print dialogue, the driver window opens **1** to allow you to specify your printing preferences for the current document.
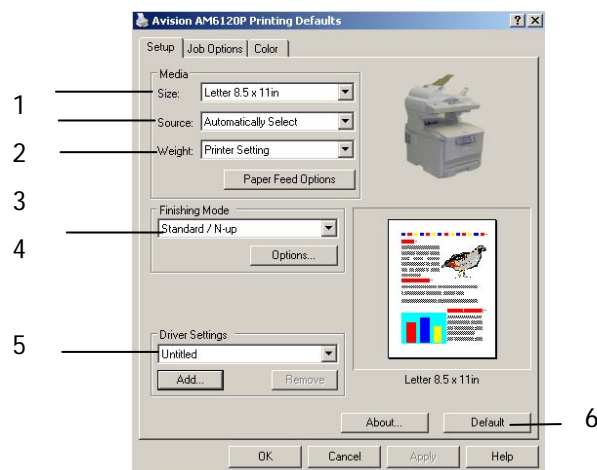
1. Paper size should be the same as the page size of **5** your document (unless you wish to scale the printout to fit another size), and should also be the same as the size of paper you will feed into the printer.
2. You can choose the source of the paper to feed, which may be Tray 1 (the standard paper tray) or the multi purpose feeder. You can also click on the appropriate part of the screen graphic to select your preferred tray.
3. The setting for paper weight should match the type of paper on which you intend to print.
4. A variety of document finishing options can be selected, such as normal one page per sheet, or N-up (where N can be a maximum of 16) for printing scaled down pages at more than one page per sheet. Poster printing will print large pages as tiles spread over multiple sheets.
5. If you have changed some printing preferences before and saved them as a set, you can recall them to avoid having to set them individually each time you need them.
6. A single on-screen button restores the default settings.

"Job Options" Tab
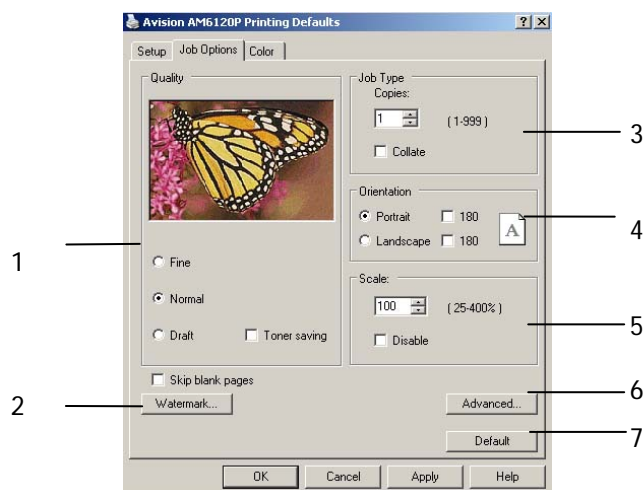
1. The output resolution of the printed page can be set as follows.
   - The highest quality setting prints at 1200 x 600dpi. This option requires the most printer memory and takes the longest to print.
   - The normal setting prints at 600 x 600dpi and is adequate for all but the most discerning applications.
   - The draft setting prints at 300 x 300dpi and is suitable for draft documents, where print quality is less critical.

2. You can print watermark text behind the main page image. This is useful for marking documents as draft, confidential, etc.

3. You can select up to 999 copies to print consecutively, although you will need to top up the paper tray during such a long print run.

4. Page orientation can be set to either portrait (tall) or landscape (wide).

5. Your printed pages can be scaled to fit larger or smaller stationery.

6. Clicking the Advanced button gives you access to further settings. For example, you can elect to have black areas printed using 100%K toner (a more matte appearance).

7. A single on-screen button restores the default settings.

"Color" Tab
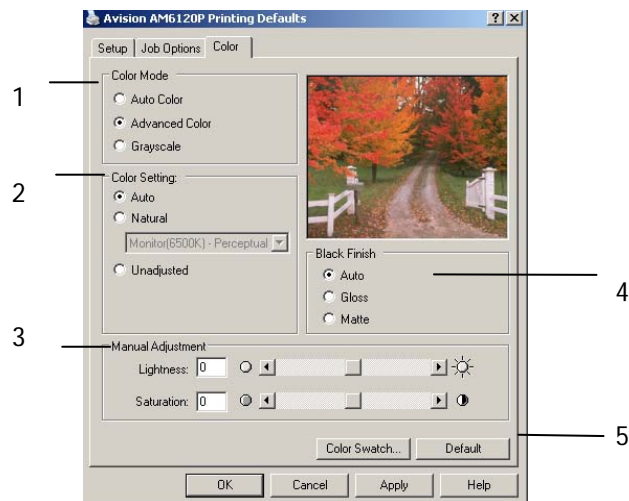
1. Control over the colour output of your printer may be performed automatically, or for advanced control, by manual adjustment. The automatic setting will be appropriate in most cases. The other options in this window only become visible when you select a choice other than Auto. For grayscale printing, the printer runs at 20ppm and all pages are printed in black and white.

2. You can choose from a range of colour matching options, depending on the image source for your document. For example, a photograph taken on a digital camera might require different colour matching from a business graphic created in a spreadsheet application. Again, for most general purpose use, Auto is the best choice.

3. Printed output may be made lighter or darker, or the colours made more saturated and vibrant as required.

4. Black areas may be printed using 100% cyan, magenta and yellow, giving a more glossy appearance (composite black), or using only black toner (true black), giving a more matte appearance. Choosing the Auto setting allows the driver to make the most appropriate choice based on image content.

5. A single on-screen button restores the default settings.

Setting From Windows Control Panel

When you open the driver properties window directly from Windows, rather than from within an application program, a somewhat more extensive range of settings is provided. Changes made here will generally affect all documents you print from Windows applications, and will be remembered from one Windows session to the next.

"General" Tab

1. This area lists some of the main features of your printer.
2. This button opens the same windows as described earlier for items which can be set from within application programs. Changes you make here, however, will become the new default settings for all Windows applications.

3. This button prints a test page to ensure that your printer is working.
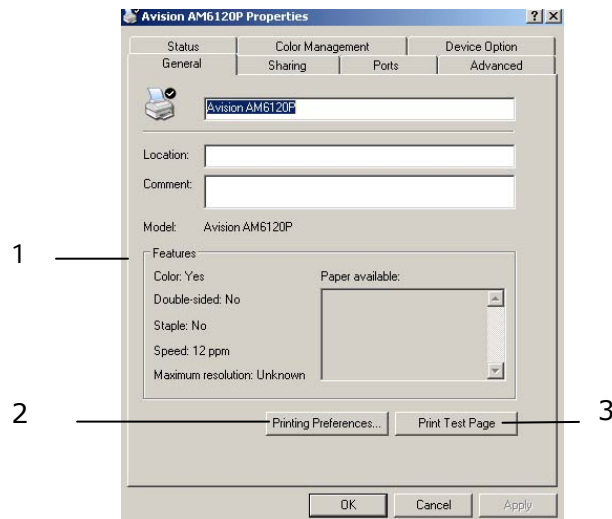
"Advanced" Tab
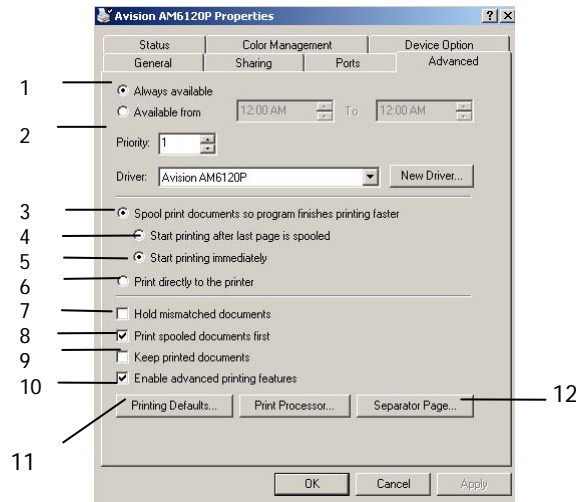
1. You can specify which times of day your printer will be available.
2. Indicates current priority, from 1 (lowest) to 99 (highest). Highest priority documents will print first.
3. Specifies that documents should be spooled (stored in a special print file) before being printed. The document is then printed in the background, allowing your application program to become available more quickly.
4. This specifies that printing should not start until the last page has been spooled. If your application program needs a lot of time for further computation in the middle of printing, causing the print job to pause for more than a short period, the printer could prematurely assume that the document has finished. Selecting this option would prevent that situation, but printing will be completed a little later, as the start is delayed.
5. This is the opposite choice to the one above. Printing starts as soon as possible after the document begins spooling.
6. This specifies that the document should not be spooled, but printed directly. Your application will not normally be ready for further use until the print job is complete. This requires less disk space on your computer, since there is no spool file.

7. Directs the spooler to check the document setup and match it to the printer setup before sending the document to print. If a mismatch is detected, the document is held in the print queue and does not print until the printer setup is changed and the document restarted from the print queue. Mismatched documents in the queue will not prevent correctly matched documents from printing.

8. Specifies that the spooler should favour documents which have completed spooling when deciding which document to print next, even if completed documents are lower priority than documents which are still spooling. If no documents have completed spooling, the spooler will favour larger spooling documents over shorter ones. Use this option if you want to maximise printer efficiency. When this option is disabled the spooler chooses documents based only on their priority settings.

9. Specifies that the spooler should not delete documents after they are completed. This allows documents to be re-submitted to the printer from the spooler instead of printing again from the application program. If you use this option frequently it will require large amounts of disk space on your computer.

10. Specifies whether advanced features, such as page order and pages per sheet, are available, depending on your printer. For normal printing keep this option enabled. If compatibility problems occur you can disable the feature. However, these advanced options may then not be available, even though the hardware might support them.

11. This button provides access to the same setup windows as when printing from applications. Changes made via the Windows Control Panel become the Windows default settings.

12. You can design and specify a separator page that prints between documents. (This is particularly useful on a shared printer to help each user find their own documents in the output stack.)

Color Printing

The printer drivers supplied with your printer provide several controls for changing the colour output. For general use the automatic settings will suffice, providing reasonable default settings that will produce good results for most documents.

Many applications have their own colour settings, and these may override the settings in the printer driver. Please refer to the documentation for your software application for details on how that particular program's colour management functions.

Factors That Affect The Appearance of Prints

If you wish to manually adjust the colour settings in your printer driver, please be aware that colour reproduction is a complex topic, and there are many factors to take into consideration. Some of the most important factors are listed below.

Differences between the range of colours a monitor or printer can reproduce

- Neither a printer nor a monitor is capable of reproducing the full range of colours visible to the human eye. Each device is restricted to a certain range of colours. In addition to this, a printer cannot reproduce all of the colours displayed on a monitor, and vice versa.

- Both devices use very different technologies to represent Both devices use very different technologies to represent colour. A monitor uses Red, Green and Blue (RGB) phosphors (or LCDs), a printer uses Cyan, Magenta, Yellow and Black (CMYK) toner or ink.

- A monitor can display very vivid colours such as intense reds and blues and these cannot be easily produced on any printer using toner or ink. Similarly, there are certain colours, (some yellows for example), that can be printed, but cannot be displayed accurately on a monitor. This disparity between monitors and printers is often the main reason that printed colours do not match the colours displayed on screen.

Viewing Conditions

A print can look very different under different lighting conditions. For example, the colours in a print may look different when viewed standing next to a sunlit window, compared to how they look under standard office fluorescent lighting.

Printer driver colour settings

The driver settings for Manual colour can change the appearance of a print. There are several options available to help match the printed colours with those displayed on screen.

Monitor settings

The brightness and contrast controls on your monitor can change how your document looks on-screen. Additionally, your monitor's colour temperature influences how "warm" or "cool" the colours look.

There are several settings found on a typical monitor:

- 5000K   Warmest; yellowish lighting, typically used in graphic art environments.
- 6500K   Cooler; approximates daylight conditions.
- 9300K   Cool; the default setting for many monitors and television sets. (k = degrees Kelvin, a measurement of temperature.)

How your software applicatio displays colour

Some graphics applications such as Corel Draw or Adobe Photoshop may display colour differently from "Office" applications such as Microsoft Word. Please see your application's on-line help or user manual for more information.

Paper type

The type of paper used can also significantly affect the printed colour. For example, a printout on recycled paper can look duller than one on specially formulated glossy paper.

Tips for Printing in Colour

The following guidelines may help you to achieve good colour output from your printer.

Printing Photographic Images

Use the Monitor (6500k) Perceptual setting. If the colours look too dull, try the Monitor (6500k) Vivid or Digital Camera settings.

Printing From Microsoft Office Application

Use the Monitor (9300k) setting. This may help if you are having problems with specific colours from applications such as Microsoft Excel or Microsoft Powerpoint.

Printing Specific Colours（E.G. A Comopany Logo）

There are 2 utilities on your printer driver CD-ROM that can help match specific colours: Colour Correct Utility and Colour Swatch Utility.

Adjusting The Brightness or Intensityof a Print

If the print is too light/dark, you can use the Brightness control to adjust it. If the colours are too intense/not intense enough, use the Saturation control.

Accessing the Colours Matching Options

The Colour Matching options in the printer driver can be used to help match your printed colours to the ones displayed on your monitor or from some other source, such as a digital camera.

To open colour matching options from the Windows Control Panel:

1. Open the **Printers** window (called "Printers and Faxes" in Windows XP).
2. Right-click the printer name and choose **Properties**.
3. Click the **Printing Preferences** button (1).
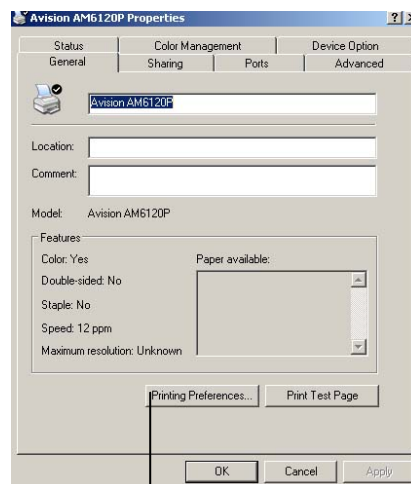
To open colour matching options from within a Windows application:

1.   Choose **File—Print**… from the application's menu bar.
2.   Click the **Properties** button next to the printer name.

Setting the Colours Matching Options

1.   On the **Colour** tab select **Advanced Colour** ((1) below) for Colour Matching.
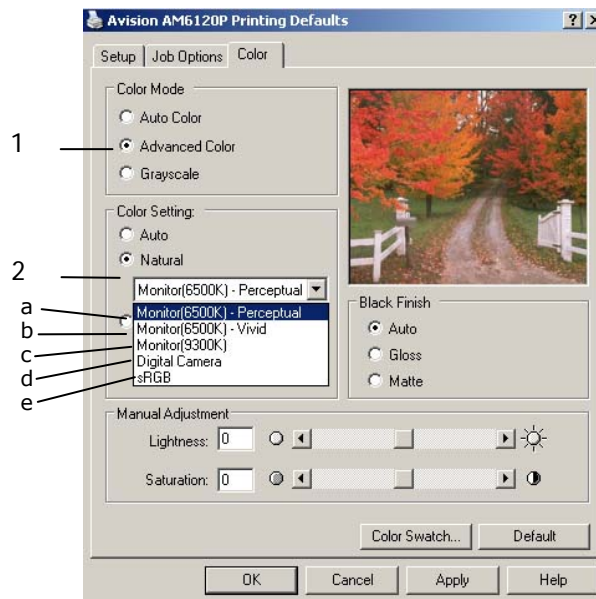
2.   Choose the **Manual** colour setting (2) and select from the following options:

   (a)   Monitor (6500k) Perceptual

   Optimised for printing photographs. Colours are printed with emphasis on saturation.

(b)　Monitor (6500k) Vivid

Optimised for printing photographs, but with even more saturated colours than the Monitor (6500k) Perceptual setting.

(c)　Monitor (9300k)

Optimised for printing graphics from applications such as Microsoft Office. Colours are printed with emphasis on Lightness.

(d)　Digital Camera

Optimised for printing photographs taken with a digital damera. Your results will vary depending on the subject and the conditions under which the photograph was taken.

(e)　sRGB

The printer will try to reproduce the sRGB colour space. 。

This may be useful if colour matching from an sRGB input device such as a scanner or digital camera.

Using the Colour Swatch Feature

To use the Colour Swatch feature, you must install the Colour Swatch Utility. This is supplied on the CD-ROM that was supplied with your printer.

The Colour Swatch function prints charts which contain a range of sample colours. Note that this is not the full range of colours that the printer can produce. Listed on each sample colour are the corresponding RGB(Red, Green, Blue)values. This can be used to pick specific colours in applications that allow you to choose your own RGB values. Simply click the Colour Swatch button (1) and choose from the options available.

1
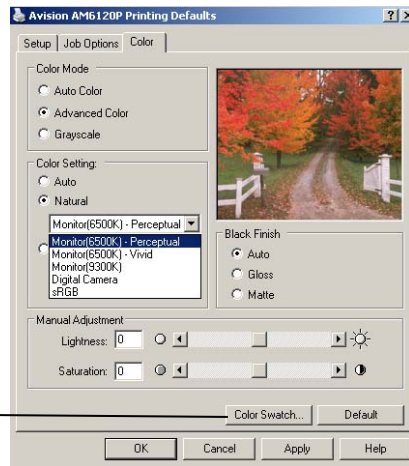
An Example of Using Colour Swatch Function

You wish to print a logo in a particular shade of red. The steps you would follow are:

1. Print a colour swatch, then select the shade of red that best suits your needs.
2. Take a note of the RGB value for the particular shade that you liked.
3. Using your program's colour picker, enter these same RGB values, and change the logo to that colour.

The RGB colour displayed on your monitor may not necessarily match what was printed on the colour swatch. If this is the case, it is probably due to the difference between how your monitor and printer reproduce colour. Here, it is unimportant since your primary objective is to print the required colour.

Using the Colour Correct Utility

The Avision Colour Correct Utility is provided on your printer driver CDROM. You must install it separately since it is not installed along with the printer driver.

The Colour Correct utility has the following features:

- Microsoft Office palette colours can be individually adjusted. This is useful if you want to change how a specific colour is printed.

- Colours can be adjusted by changing Hue, Saturation and Gamma. This is useful if you wish to change the overall colour output.

Once these colour adjustments have been made, the new settings can be selected from the printer driver Colour tab.

To Select Adjustmnets Made With The Colour Correct Utility

1. From your application program, click **File** and point to **Print**.
2. Click **Properties**. This displays the printer driver options.
3. Click the **Colour** tab.
4. Click **Advanced Colour**.
5. Click **User Defined**.

Select the colour adjustment you made with the Colour Correct Utility.

4 Operating Your Machine

With an intuitive control panel, the AM6120 is designed to be easy-to-use. After the administrator has completed the configuration of the machine, basically, operating the AM6120 takes a few simple steps:

1. Place your paper either in the ADF or on the glass.

2. Press [COPY MODE], or [NETWORK SCAN] on the control panel.

3. If you are pressing [NETWORK SCAN], enter your e-mail address by the numeric keypad or select one address from the address book by pressing [ADDRESS] in the "To" field or choose your desired profile by pressing [FTP ADDRESS]. In the "To" field.

4. Press [MONO] (**"Mono"**) or [COLOR] (**"Color"**) to start scanning and send the scanned document to your printer, e-mail address, or filing server.

The following sections describe the advanced steps on how to make copy of your scanned document or how to distribute your document on the internet.

Loading Paper

The AM6120 can scan and send document(s) either in the ADF (Automatic Document Feeder) or on the glass. If you need to send multiple pages, please load your papers in the ADF. The ADF can hold up to 50 pages at one time. If you need to send pages from books, newspaper clippings, or paper with wrinkles or curls, please place your paper on the glass.

Notice on Using the ADF

Before using the ADF, please make sure that your paper meets the following specifications:

- Document(s) can range in size from 4.5 by 5.5 inches to 8.5 by 14 inches.
- Document(s) can range in weight from 16 to 28 lbs (0.002" to 0.006").
- Document(s) should be square or rectangular and in good condition (not fragile or worn).
- Document(s) should be free of curl, wrinkle, tears, wet ink, or punch holes.
- Document(s) should be free of staples, paper clips, paper sticky notes.
- Keep the glass clean without document placed on it.

Note:

> To transmit irregular types of document(s), place the document(s) on the glass or make a copy first and then transmit the copy instead.

Placing Document in the ADF

1. Make sure your document is free of staples, paper clips and is not tore out.

2. If you have multiple pages, fan your document(s) to avoid occasional paper jam. The ADF holds up to 50 pages at one time.

3. Place your document(s) with the text **FACE UP** in the ADF and make sure that the top of each page feed in first.

Paper Guide

4. Adjust the Paper Guides to center the document(s) in the ADF.

Placing Document(s) on the Glass

1. Open the document(s) cover to reveal the glass.

2. Place your document(s) with the text **FACE DOWN** on the glass and align the document(s) in the upper-left corner.

3. Close the document cover.

Sending Your Document to E-mails

Basic Operation

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.

2. Press [NETWORK SCAN] on the control panel. The following **E-mail** screen will appear. (Press the down key to display next item.)

> **To:**
> **Subj:**

3. Enter your e-mail address in the "To" field from the Address Book by pressing [ADDRESS] on the control panel. Use ▲ ▼ to select multiple e-mail addresses and press [↵]. Or you may simply type the initial letter of the e-mail address for a fast operation. Press [↩] to return to E-mail main screen.

4. Enter or select CC and BCC address as well, if necessary. Enter the subject for your E-mail. If not entered, Default Subj. will be displayed.

5.   Type your message in the Memo field.

6.   Press to send your document(s) in black and white.

     Or press key to send your document(s) in colors.

Advanced Operation

If you are not satisfied with the scanned image, learn to use the advanced features to enhance your scanned image.

To use the advanced features, press [NETWORK SCAN] and then [ADDITIONAL SETTINGS] on the control panel to prompt the Additional settings screen.   Refer to the following table to modify the scanning settings.

Menu items	Description
Attachment	File name for the scanned document. Up to 60 characters can be entered in the field.
From	Enter your From address. If an e-mail can not be sent, notification is returned to this address. This is also the "From" address in your e-mail when you receive an e-mail from the AM6120. Up to 60 characters can be entered in the field.
Reply To Address	Enter "Reply To Address" address if you wish to specify a reply address which is different from the "From" address. Up to 60 characters can be entered in the field.
Color output format	Choose the output format for the document to be scanned in colors from PDF, TIFF, JPEG, and MTIFF.
B&W output format	Choose the output format for the document to be scanned in B&W from PDF, TIFF, and MTIFF.
Resolution	Choose the scanning resolution for the scanned document from a selection of 75, 100, 150, 200, 300, 400, 600 dpi. A higher resolution reproduces your image with greater details yet it requires more disk space.

Background Removal	If you original documents contain background color, choose Yes to remove the background color to sharpen your text.
Manual Feed	You can enable multi-batch document scanning. Enable Manual Feed when loading more than 25 pages on the ADF or more than one page on the flatbed.

Note:

1. If you make a mistake during the process, press on the control panel to cancel the operation.
2. If you have stopped typing in the From, Subject, To, CC, or BCC fields for three minutes, the LCD-display automatically clears what you have typed.
3. This machine allows you to send scanned document to multiple e-mail addresses. Simply add a comma between each address.
4. Up to 60 characters can be entered in the "Attachment", "To", "From", "CC", "BCC", and the "Def. Subject" field.
5. If you wish to scan multi-page document and convert it to a single image file, please choose your output file format to be MTIFF or PDF.
6. If the administrator has set the SMTP or POP3 authentication, after sending your scanned document to e-mail addresses, if no more work is left to be done, please press the Logout key on the keyboard to log out of the system in order to avoid people to misuse the user's e-mail account for sending e-mails. If there is no any other operation within 3 minutes, the system will log out automatically.

Sending Your Document to Filing Servers

Before sending your document to filing servers, you should set up a few profiles first to speed up the filing process.   A profile contains a list of filing parameters such as your filing protocol, directory, file name and other scanning parameters.   Please add a new filing profile by either entering the machine's web page or installing and starting the Network Setup Tool in the supplied CD-ROM.

Basic Operation

1. Place your document(s) with text **FACE UP** in the ADF or

   FACE DOWN on the glass.

2. Press [NETWORK SCAN] and [FTP ADDRESS] on the Control Panel. The LCD-display prompts the following **Filing** screen.   For example,

   ---
   Profile 1
   Profile 2

   ---

3. Choose your desired profile (filing destination) and press

   Select (⟲).

4. Press [MONO] to send your document(s) in black and white.

Or press [COLOR] to send your document(s) in colors.

Note:

You can create up to 20 filing profiles from the machine's web site or from the Network Setup Tool.

Advanced Operation

If you are not satisfied with the scanned image, learn to use the advanced features to enhance your scanned image.

To use the advanced features, press [NETWORK SCAN] and then [ADDITIONAL SETTINGS] on the control panel to prompt the Additional Settings screen.   Note that the settings will return to factory default value if no operation is made for three minutes.   For details on the Additional Settings in Scan to mode, refer to the following table:

Menu items	Description
Color output format	Choose the file format for the document to be scanned in colors from PDF, TIFF, JPEG, and MTIFF.
B&W output format	Choose the file format for the document to be scanned in B&W from PDF, TIFF, and MTIFF.
Resolution	Choose the scanning resolution for the scanned document from a selection of 75, 100, 150, 200, 300, 400, 600 dpi. A higher resolution reproduces your image with greater details yet it requires more disk space.
Density	If your original comes with a lighter or darker contrast, choose the density level from 1 to 5 to optimize your image.
Sub folder	Enter name of subfolder if necessary. (Check if you are authorized to write under the destination server.)
Report to e-mail	Enter an e-mail address to send your filing report.

Note:

1. If you make a mistake during the process, press on the control panel to cancel the operation.
2. After sending your scanned document to filing servers, if no more work is left to be done, please press the Logout key on the keyboard to log out of the system in order to avoid people to misuse the user's ftp account for filing.   If there is no any other operation within 3 minutes, the system will log out automatically.
3. If the user keeps using the same profile to file document, the login name and password dialog box will not be prompted. However, if the user chooses the other profile to file document, then the login process will still be required.

Making Copies

Paper Recommendaions

Your printer will handle a variety of print media, including a range of paper weights and sizes, transparencies and envelopes. This section provides general advice on choice of media, and explains how to use each type.

The best performance will be obtained when using standard 75~90g/m² paper designed for use in copiers and laser printers. Suitable types are:

·   Arjo Wiggins Conqueror Colour Solutions 90g/m²;

·   Colour Copy by Neusiedler.

Use of heavily embossed or very rough textured paper is not recommended.

- **Pre-printed stationery** can be used, but the ink must not offset when exposed to the high fuser temperatures used in the printing process.

- **Envelopes** should be free from twist, curl or other deformations. They should also be of the rectangular flap type, with glue that remains intact when subjected to hot roll pressure fusing used in this type of printer. Window envelopes are not suitable.

- **Transparencies** should be of the type designed for use in copiers and laser printers. We strongly recommend Oki transparencies (Order No. 01074101). In particular, avoid office transparencies designed for use by hand with marker pens. These will melt in the fuser and cause damage.

  Labels should also be of the type recommended for use in copiers and laser printers, in which the base carrier page is entirely covered by labels. Other types of label stock may

damage the printer due to the labels peeling off during the printing process. Suitable types are:

- Avery White Laser Label types 7162, 7664, 7666 (A4), or 5161 (Letter);
- Kokuyo A693X series (A4) or A650 (B5).

Business cards recommended are produced by Avision (Order No. 09002985).

Cassette Tray

Size	Dimension	Weight (g/m^2)
A6	105 x 148 mm	
A5	148 x 210 mm	
B5	182 x 257 mm	Light 64~74g/m^2
Executive	184.2 x 266.7 mm	
A4	210 x 297 mm	Medium 75~90g/m^2
Letter	215.9 x 279.4 mm	
Legal 13 in.	216 x 330 mm	Heavy 121~ 176g/m^2
Legal 13.5 in.	216 x 343 mm	
Legal 14 in.	216 x 356mm	

If you have identical paper stock loaded in the multi purpose tray, you can have the printer automatically switch to the other tray when the current tray runs out of paper. When printing from Windows applications, this function is enabled in the driver settings. (See "Printer settings in Windows" on page 21.) When printing from other systems, this function is enabled in the Print Menu. (See "Printer functions (User Settings)" on page 40.)

Multipurpose Tray

- The multi purpose tray can handle the same media sizes as the cassette trays but in weights of 75g/m² to 203g/m². For very heavy paper stock, use the face up (rear) paper stacker. This ensures that the paper path through the printer is almost straight.

- The multi purpose tray can feed paper widths as small as 105mm and lengths up to 1200mm (banner printing).

- For paper lengths exceeding 356mm (Legal 14in.) use paper stock between 90g/m² and 128g/m² and the face up (rear) paper stacker.

- Use the multi purpose tray for printing on envelopes and transparencies. Up to 50 sheets of transparencies or 10 envelopes can be loaded at one time, subject to a maximum stacking depth of 10mm.

- Paper or transparencies should be loaded print side up and top edge into the printer.

Face Down Stacker

The face down stacker on the top of the printer can hold up to 250 sheets of 80g/m² standard paper and can handle paper stocks up to 120g/m². Pages printed in reading order (page 1 first) will be sorted in reading order (last page on top, facing down).

Face Up Stacker

- The face up stacker at the rear of the printer should be opened and the tray extension pulled out when required for use. In this condition paper will exit via this path, regardless of driver settings.

- The face up stacker can hold up to 100 sheets of 80g/m² standard paper, and can handle stocks up to 203g/m².

- Always use this stacker and the multi purpose feeder for paper stocks heavier than 120g/m².

Loading Paper

Cassette Tray

1.   Remove the paper tray from the printer.
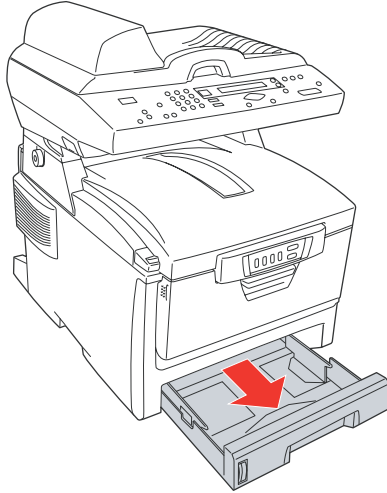
2.   Fan the paper to be loaded at the edges (1) and in the middle
      (2) to ensure that all sheets are properly separated, then tap
      the edges of the stack on a flat surface to make it flush again
      (3).
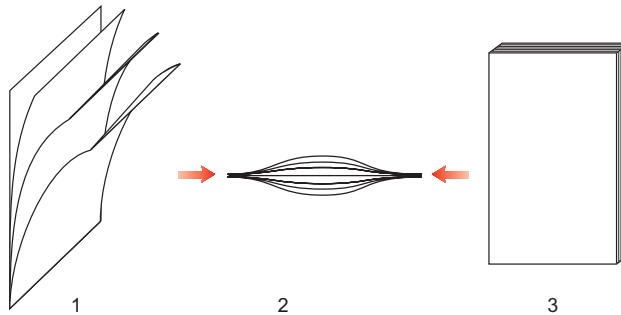
3.   Load the paper (for letter headed paper load face down with top edge towards the front of the printer).
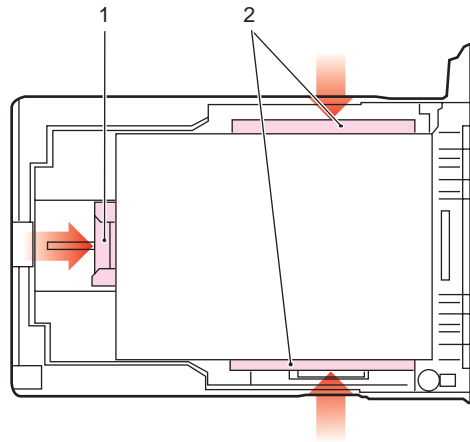
1.   Adjust the rear stopper (1) and paper guides (2) to the size of paper being used.

To prevent paper jams:
- Do not leave space between the paper and the guides and rear stopper.
- Do not overfill the paper tray. Capacity depends on the type of paper stock.
- Do not load damaged paper.
- Do not load paper of different sizes or types at the same time.
- Do not pull the paper tray out during printing.
- Close the paper tray gently.

5.   For face down printing, make sure the face up (rear) stacker (3) is closed (the paper exits from the top of the printer). Stacking capacity is approximately 250 sheets, depending on paper weight.

6. For face up printing, make sure the face up (rear) stacker (3) is open and the paper support (4) is extended. Paper is stacked in reverse order and tray capacity is approximately 100 sheets, depending on paper weight.

7. Always use the face up (rear) stacker for heavy paper (card stock etc.).
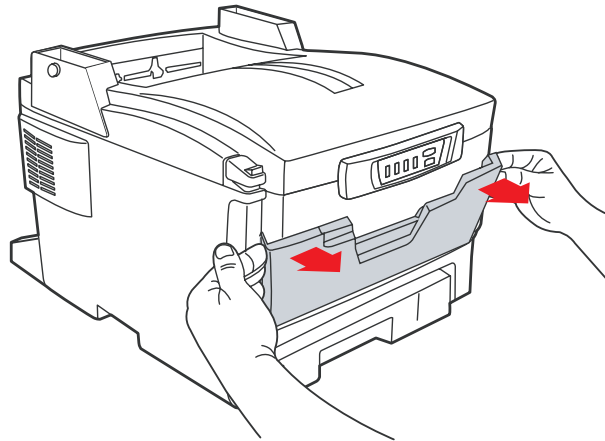
Caution！
Do not open or close the rear paper exit while printing as it may result in a paper jam.

Multipurpose Tray

1. Open the multi purpose tray and press gently down on the paper platform (1) to ensure it is latched down.
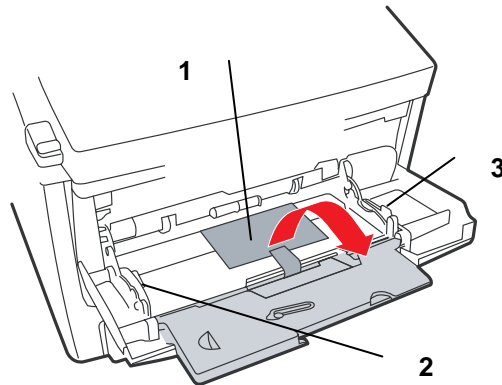
2. Load the paper and adjust the paper guides (2) to the size of paper being used.
    *   When printing on headed paper load the paper into the multi purpose tray with pre-printed side up and top edge into the printer.

    *   Envelopes should be loaded face up with top edge to the left and short edge into the printer.

    *   Do not exceed the paper capacity of about 50 sheets or 10 envelopes. Maximum stacking depth is 10mm.

3. Press the tray latch button (3) inwards to release the paper platform, so that the paper is lifted and gripped in place.

Set the correct paper size for the multi purpose tray in the Media Menu. (See "Printer functions (User Settings)" on page 40.)

Basic Operation

<table>
<tr><td>Warning</td></tr>
<tr><td>Before making copies, make sure the printer has been correctly connected to the AM6120 and that the power of the printer has been turned on **FIRST**.   Then, turn on the power of the AM6120 scanner.   Or an error message will occurs.</td></tr>
</table>

1. Place your document(s) with text **FACE UP** in the ADF or **FACE DOWN** on the glass.

2. Press [MONO] to copy your document(s) in black and white. Or

press [COLOR] to send your document(s) in colors.

<table>
<tr><td>Warning</td></tr>
<tr><td>If you make a mistake during the transmission process [STOP] ess to cancel the operation.</td></tr>
</table>

Advanced Operation

Click the button to set Printer Option, and Media Type.   Note that an option that is not installed will not appear in the menu, for example, if Duplex unit is not installed, a "Duplex" item will not be displayed.

Accessing Additional Settings

Below is the menu on the "Additional Settings" when all printer options are installed: (Note that when there is a change in the option condition, the settings will be returned to the factory default setting as indicated below.)

> **Collate: ON**
> **N-Up: 1 in 1**
> **Edge Erase: 0**
> **Margin Shift: (R): 0**
> **Margin Shift: (B): 0**
> **Paper Supply: A4**
> **Input Tray: MP**

Selection of Collate

- ON
- OFF

* When "Collate" is set, the items of "N-Up" and "Duplex" are not displayed.

Selection of N-Up (Paper Save)

- 1 in 1
- 4 in 1

Selection of Edge Erase

0/6/13/19/25 (mm)

Selection of Margin Shift

- Right 〔0/6/13/19/25 (mm)〕
- Bottom 〔0/6/13/19/25 (mm)〕

Selection of Input Tray

- Tray 1
- MP

Selection of Paper Supply

- Legal
- Letter
- A4
- B5
- A5

Selection of Bkgr (Background) Removal:

- OFF
- ON

Changing Scaling

The machine is preset to 100% scaling.   If you wish to reduce or enlarge your original, you can apply this feature to enlarge up to 400% or reduce down to 25%.

To reduce or enlarge the original document,

1.   Press [COPY MODE] on the panel to prompt the Copy screen.
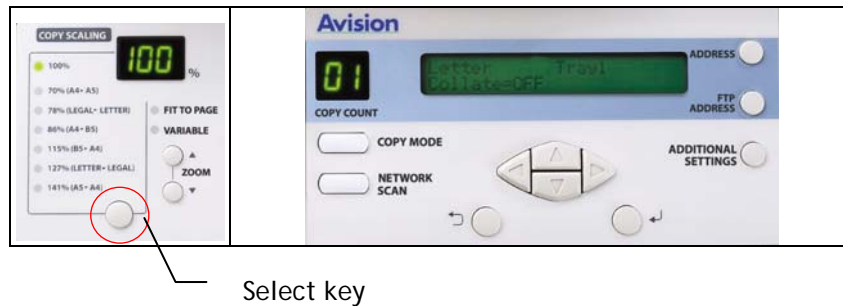
Select key

2.   Press ▲ ▼ to enlarge or reduce your document in 1 percent increment.   Or you may press the above Select key to choose a preset value of 141%, 127%, 115%, 100%, 93% (Fit to page), 86%, 78%, and 70%.

Note:

After completing the copies, the setting will remain 3 minutes. After 3 minutes, the machine will return to default scaling.

Changing Copy Quality

The machine is preset to **Speed**, a mode to speed up the document to be scanned.   If required, you can change to Fine to improve your copy quality.

To change your copy quality,

1.   Press [COPY MODE] on the control panel to prompt the Copy screen.

2.   Click the **Copy Quality** button ( ) to choose your focus to Fine.

Note:

After completing the copies, the setting will remain 3 minutes. After 3 minutes, the machine will return to default quality.

Adjusting Density

_____

The machine is preset to the Normal level of density.   If your original document comes with a lighter or darker contrast, you can improve the quality using the Adjusting Density feature.

To change your density,

1.   Press the **"Copy"** key on the panel to prompt the Copy screen.

2.   Press the **Density** (⬤ ⬤) button to choose your desired density.

Note:

After completing the copies, the setting will remain 3 minutes. After 3 minutes, the machine will return to default density.

Increasing Copy Count

The AM6120 is preset to 1 copy count. If you wish to increase the number of copies, choose your desired copy count with the numeric keypad.

To increase your copy count,

1. Press the **"Copy"** key on the control panel to prompt the **Copy** screen.
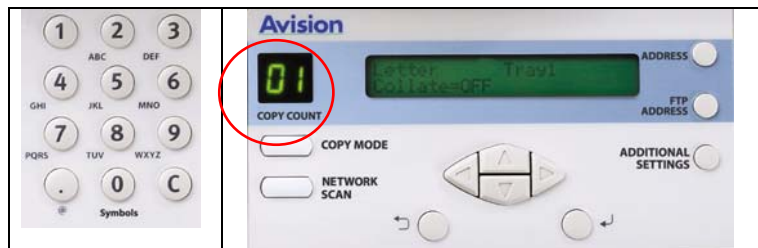
2. Enter your desired copy count with the numeric keypad. The LCD display shows the number of your copy count.

Note:

After completing the copies, the setting will remain 3 minutes. After 3 minutes, the machine will return to default count.

To Use the AM6120 as A Scanner

The AM6120 can be used as a scanner. After installing the scanner driver from the supplied CD, you can access the TWAIN user interface to perform scanning task from the image editing software application.

1. Start your image editing software such as Roxio PhotoSuite 4.
2. Choose **Get>Scanner (TWAIN)**.
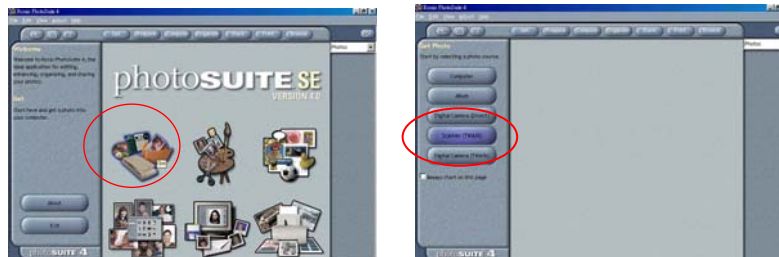
3. Choose **AM6120** from the scanner menu. (You only need to do this once.)
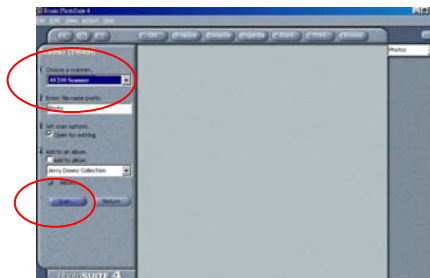
4. Place the document **FACE DOWN** on the document glass.
5. Click the Preview or Scan button, the TWAIN user interface will appear on the screen.

6. Click "Exit" to return to the main window of Roxio PhotoSuite. Choose "**Open Library**" **and** "**Photo**" to open the scanned image.

1. Preview
2. Zoom View
3. Scan
4. Exit
5. Open Library

A Glance of the User Interface

1. Scan Method	**Choice**: ADF/Single-page, ADF/Multi-page, Flatbed.
2. Image Type	**Choice**: Black & White, Halftone1-4, Diffusion, 8-Bit Gray, 24-Bit Color, 48-Bit Color.
3. Resolution	**Choice**: 50, 72, 100, 144, 150, 200, 300, 600, 1200 (dpi).
4. Brightness:	Adjust the brightness level from –100 to +100.
5. Contrast	Adjust the contrast level from –100 to +100.
6. Further Tools	Descreen, Sharpen, Color Adjustment, Auto Level, Advanced Settings (From left to right).
7. Invert	Reverse the color of your scanned image.
8. Mirror Function	Flap your image.

9. Preview Auto Area	Resize your scanned area.
10. Paper Size	Select your paper size from Card 4"x2.5", Photo 5"x3.5", Photo 3.5"x5", Photo 4"x6", Photo 6"x4", A5, B5, A4, Letter, Legal, A3, or scanner maximum.
11. Measuring Unit	**Choice**: cm, Inch, and Pixel.

5 Troubleshooting

Information Code and Message

The Message During Initialization

Message	Description/Solution
Hardware Error Check Scanner	1. Restart your AM6120。 2. If this message occurs again, contact your dealer.
Lamp Error Check Scanner	1. Restart your AM6120。 2. If this message occurs again, contact your dealer.
Home Sensor/Lock Error Check Scanner	Check the lock switch of the AM6120 scanner. If the scanner is locked, turn the lock switch to the "Unlocked position" and reboot the machine. If this message occurs again, contact your dealer.
Failed to Detect Printer	Check if the printer is online and if the printer cable is correctly connected and then reboot the machine. If this message occurs again, contact your dealer.
Failed to get Printer Information	Check if the printer is online and if the printer cable is correctly connected and then reboot the machine. If this message occurs again, contact your dealer.

The Message During Copying

Message	Solution
Installation	
40034 Check the Printer	The drum is not correctly installed.
40035 Check the Printer	The drum is not correctly installed.
40036 Check the Printer	The drum is not correctly installed.
40033 Check the Printer	The transfer belt is not locked or the image drum is not correctly installed.
40037 Check the Printer	The transfer belt is not correctly installed.
40992 Check the Printer	The fuser is not correctly installed.
Printer is off-line Check the Printer	Press the Online key on the printer panel.
Printer Top Cover Open Close Cover	Close the top cover of the printer.
Printer Front Cover Open Close Cover	Close the front cover of the printer.
Paper Size Error Open Front Cover	Check paper size in tray.
Media Missmatch Check The Printer	Media or paper size mismatch.
Tray 1 Empty Load Paper in Tray 1	Tray 1 is empty. Please load paper.
MP Tray Empty Load Paper in MP Tray	MP tray is empty. Please load paper.

Y Waste Toner Full Replace Y Toner	The printer can still print. Allows printing about 50 pages of A4 size at 5% density, then stops with Waste Toner Full Error again. The LCD message indicates that the Waste Toner box is full.
M Waste Toner Full Replace Y Toner	
C Waste Toner Full Replace C Toner	
Have You Replaced Y Toner? Yes/No	Displayed to confirm whether the user has replaced the * toner after Cover Open/Close (after Waste Toner Full error). The selection of "Yes" will reset the toner counter while clearing Waste Toner Full error. The selection of "No" will bring the printer to waste toner full warning status.
Have You Replaced M Toner? Yes/No	
Have You Replaced C Toner? Yes/No	
PaperJam Message	
ADF Paper Jam Check Scanner	Clear the paper jam in the ADF.
Paper Jam-MP Tray Open Front Cover	Clear the paper jam in MP tray.
Paper Jam- Tray 1 Open Front Cover	Clear the paper jam in tray 1.
Paper Jam-Feed Open Front Cover	Clear the paper jam in front cover.
Paper Jam-Transport Open Top Cover	Clear the paper jam during transport.
Paper Jam-Exit Open Top Cover	Clear the paper jam during transport.
Replacing Consumable	
Y Waste Toner Full Replace Toner	The printer can still print. Allows printing about 50 pages of A4 size at 5% density, then stops with Waste Toner Full Error again. The LCD message indicates that the Waste Toner box is full.
M Waste Toner Full Replace Toner	
C Waste Toner Full Replace Toner	

K Toner Empty Replace K Toner	If a toner empty occurs and a user opens/closes the cover or reboots the printer, this phenomenon happens. When the printer printed approx. 50 pages (A4, density 5%), the error occurs again.
Y Toner Empty Replace Y Toner	
M Toner Empty Replace M Toner	
C Toner Empty Replace C Toner	
K Drum Near Life Order K Drum	Drum near life.
Y Drum Near Life Order Y Drum	
M Drum Near Life Order M Drum	
C Drum Near Life Order C Drum	
Fuser Unit Near Life Order Fuser	
Belt Unit Near Life Order Belt	Belt unit near life.
Black Toner Low Order K Toner	Toner low.
Yellow Toner Low Order Y Toner	
Magenta Toner Low Order M Toner	
Cyan Toner Low Order C Toner	
Other Warning	
10058 Check the Printer	Auto registration adjusting in progress
10988 Check the Printer	
10994 Check the Printer	

Optimizing Temperature Check the Printer	Because the drum temperature is high, printing is temporarily suspended. Or, the printer is waiting for implementation of heat measure for media switch from narrow paper to wide paper.
Check printer status	1. Check if printer is correctly connected. 2. Check if printer is turned on. 3. Reboot your AM6120 and your printer. 4. If this occurs again, contact your dealer.
K Drum Life Replace K Drum Y Drum Life Replace K Drum M Drum Life Replace K Drum C Drum Life Replace K Drum	If a drum life error occurs and a user opens/closes the cover or reboots the printer, this phenomenon happens. When the printer printed 500 pages, the error occurs again.
Fuser Unit Life Replace Fuser	If a fuser life error occurs and a user opens/closes the cover or reboots the printer, this phenomenon happens. When the printer printed 500 pages, the error occurs again.
Belt Unit Life Replace Belt	If a belt life error occurs and a user opens/closes the cover or reboots the printer, this phenomenon happens. When the printer printed 500 pages, the error occurs again.
10053 Check the Printer 10976 Check the Printer 10975 Check the Printer 10050 Check the Printer 10054 Check the Printer	Contact your dealer.

10051 Check the Printer	Contact your dealer.
10052 Check the Printer	
40057 Check the Printer	
10944 Check the Printer	Adjusting data of LED HEAD is not written in PU FLASH (only when VE LED Head without EEPROM is used)
100945 Check the Printer	
100946 Check the Printer	
100947 Check the Printer	
40994 Check the Printer	
10982 Check the Printer	Job cancelled because of no permission for printing (Related to JobAccount) Cleared by pressing ON-LINE switch.
30114 Check the Printer	Invalid data was received. Press the On-line switch and eliminate the warning. Displayed when unsupported PDL command is received or a spool command is received without HDD.
411yy Check the Printer	Manual paper feed is required. Manually insert the paper shown by mmm.
30097 Check the Printer	Memory capacity overflows. Press ON-LINE switch so that printing continues. Install expansion RAM or decrease data size.
40967 Check the Printer	Printer is loading data.

The Message During Networking

Message	Meaning	Solution
Connection failed Check network settings	The connection failed.	Ping from another computer to learn if the IP of AM6120 has been used by others. If no message displays, check the following: 1. Check if the network cable is correctly connected. 2. Check network cable. 3. Check IP of AM6120. 4. Check the IP of the receiver. 5. Check Subnet Mask and Gateway IP。
Address is invalid Check network settings	The destination address is invalid.	
Network is down Check network settings	Network is down.	
Network is unreachable Check network settings	Network is unreachable.	
Connection aborted by server Check network settings	The connection aborted by the server.	
Connection reset by server Check network settings	The connection reset by the server.	
Connection time out Check network settings	Connection timed out.	
Connection failure Check network settings	The connection failed.	
Host is not able to reach Check network settings	The destination host is not able to reach.	

Fail to connect E-mail server Check network environment	Fail to connect Email Server	Check network.
SMTP Sever is empty Please setup SMTP Server in Admin		Please input SMTP server or domain name.
SMTP Server address is wrong		Please make sure SMTP Server's domain name or IP is correct.
TIFF or MTIFF compression fail		Please select raw data format or select text mode or reduce resolution.
Check DNS server's IP		Please input the IP of DNS server into *DNS server item* of *network configuration* in Admin.
Fail to get filing server's IP		Please make sure the filing server's domain name in *Target URL* is correct and DNS server's IP is correct.
Fail to create socket for DHCP		1. Reboot AM6120 2. If this occurs again, contact your dealer.
Failed to search DHCP Server	Failed to send DHCP discover packet.	Check DHCP. If no DHCP available, cancel DHCP settings and input your IP.
Failed to get network setup by DHCP		Check DHCP server.
Failed to get IP from DHCP Server		
Failed to renew IP from DHCP Server	There is no response from DHCP Server after sent a renew IP request.	

The Message During Sending E-Mails

Mesage	Meaning	Solution
Device internal failure Reboot the scanner	Device internal failure	Reboot your machine. If this message occurs again, contact your dealer.
Fail to connect Mail server Contact network administrator	Fail to connect Mail server	Contact your network administrator.
Fail to get Mail server response Contact network administrator	Fail to get Mail server response	Contact your network administrator.
Unpredicted error Contact network administrator	Unpredicted error	Contact your network administrator.
Service unavailable Contact network administrator	SMTP [421] Service not available, closing transmission channel. The Server is going to shut down.	Check your network administrator.
No support SMTP Login extension Contact network administrator	Mail server doesn't support SMTP service extension	

No support SMTP Login authentication Contact network administrator	Mail server doesn't support SMTP LOGIN authentication	Check your network administrator.
SMTP Login error Check Login name	SMTP login user name error	Check SMTP login user name.
Mailbox unavailable Check "To" address	SMTP [450]Requested mail action not taken: mailbox unavailable	Check email address.
Processing error Contact network administrator	SMTP [451]Requested action aborted: local error in processing	Check your network administrator.
Insufficient system storage Contact network administrator	SMTP [452]Requested action not taken: insufficient system storage	Check your network administrator.
Temporary authentication failure Contact network administrator	SMTP [454]Temporary authentication failure: The authentication fails due to a temporary server failure.	1. Check your network administrator. 2. Choose SMTP to be Email authentication method or close email authentication and try again.
Command error Restart Scanner	SMTP [500]Syntax error, command unrecognized	1. Reboot your machine and try again. 2. If this occurs again, contact your dealer.

Parameter or argument error Check Network Settings	SMTP [501]Syntax error in parameters or arguments	1. Check if Device Name is correct. 2. Check "From" email address. 3. Check recepient's email address. 4. Check your network administrator.
Sequence error Restart Scanner	SMTP [503]Bad sequence of commands	1. Reboot your machine and try again. 2. If this occurs again, contact your dealer.
Command parameters not implemented Check Network Settings	SMTP [504]Command parameters not implemented	Check if Device Name is correct.
Authentication required Contact network administrator	SMTP [530] Authentication requires Mail server requires authentication in order to perform the requested action.	1. Check network administrator for authentication. 2. Choose SMTP to be Email authentication method or close email authentication and try again.
Action not taken Check "To" address	SMTP [550]Requested action not taken: mailbox unavailable [E.g., mailbox not found, no access]	Check recepient's email address.
User not local Check "To" address	SMTP [551] User not local: please try again.	Check recepient's email address.
Exceeded storage Allocation Check "To" address	SMTP [552]Requested mail action aborted: exceeded storage allocation	1. Check recepient's email address. 2. Check if attachment exceeds limitation. 3. Check network.

Mailbox name not allowed Check "To" address	SMTP [553]Requested action not taken: mailbox name not allowed	Check recepient's email address.
Transaction failed Contact network administrator	SMTP [554]Transaction fails	Check network administrator.
Connection error Check network environment	Connection broken during data transmission.	1.Check if attachment exceeds limitation. 2.Check network.
File size is to large	File size is larger then the size that is set in **"scan size limit"** of menu	Check if attachment exceeds limitation.

The Message During Filing

Message	Meaning	Solution
Fail to connect FTP server Contact server administrator	Fail to connect FTP server	1. Make sure the FTP server is not off and the FTP port is correct. 2. If this happens again, please contact your dealer.
Unpredicted error Contact server administrator	Unpredicted error	Contact your network administrator.
FTP Login error Check Login name	FTP login name error	Check login name and try again.
FTP Password error Check Password in folder	FTP password incorrect	Check password and try again.
Can't enter directory Make sure privilege	FTP can't enter this directory	Check your previledge.
Can't check file Make sure privilege	FTP can't check file existed or not	Check your previledge.
Can't change data transfer type Contact server administrator	FTP can't change data transfer type	Check network administrator.

Store file error Make sure privilege	FTP store file error	Check your previledge.
Insufficient storage space in system Contact server administrator	Insufficient storage space in system.	Check if the storage of the FTP server enough.
File name not allowed Change file name	File name not allowed.	Change file name to fit the naming rule of FTP server.
Can't create directory Make sure privilege	FTP can't create directory	Check your previledge.
CIFS Login fail Check ID & Password	CIFS (User level) login fail	Check the folder of profile fit UNC, for example, \\COMPUTER\SHARE\DIRECTORY。
Can't make subdirectory Check the account	CIFS (User level) can not make subdirectory	Check if server supports CIFS(SMB)。
CIFS fail to connect Check server supports CIFS	CIFS fail to connect	Check if the name of the computer is correct.
Network share name incorrect Check directory in folder	CIFS Network share name incorrect.	The CIFS does not support PC NETWORK PROGRAM 1.0 dialect。

Computer name error Make sure computer name in directory	CIFS dialect negotiation fail	Check if the login name and password are correct and try again.
CIFS dialect negotiation fail Contact server administrator	CIFS fail to create file.	Check previledge.
CIFS fail to create file Make sure you have full control privilege	CIFS fail to create file.	Check you have full previledge.
CIFS send data error	CIFS send data error	
CIFS fail to access file attribute Make sure you have full control privilege	CIFS fail to access file attribute	
HTTP fail to connect Check IP & HTTP port	HTTP fail to connect	Check the IP and port numberof the server. Or check if the server supports HTTP.
HTTP unauthorized Make sure your account has authorization	HTTP Unauthorized	You need to login first for the HTTP server. Make sure your have previledge

HTTP forbidden This action is forbidden	HTTP Forbidden	Server forbids this action.
HTTP PUT method not allowed Contact server administrator	HTTP PUT method not allowed	HTTP server does not support MKCOL to create new folders.
HTTP server internal error Contact server administrator	HTTP server internal error	Check your network administrator.
PUT method not implemented Contact system administrator	HTTP PUT method not implemented	The server forbids you to save. Check your network administrator.
HTTP server unavailable Contact server administrator	HTTP server unavailable	Check your network administrator.
HTTP No support That server does not support HTTP	HTTP server does not support HTTP version 1.1	The server does not support HTTP v1.1 used by the AM6120. Contact your network administrator.
Resource not found Contact server administrator	HTTP Resource not found	The server forbids you to save. Check your network administrator.

Clearing a Paper Jam

In the event of a paper jam, follow the procedures below to remove the paper:

1. Gently open the ADF front cover to the left.
2. Carefully pull the paper out of the ADF unit.
3. Close the ADF front cover. Your AM6120 MFP is now ready to use.
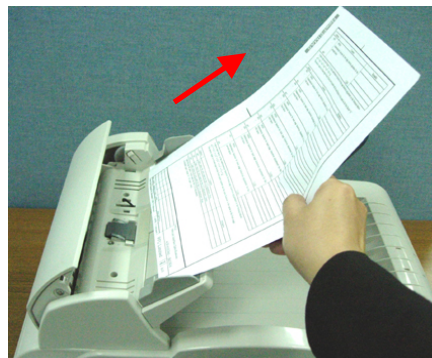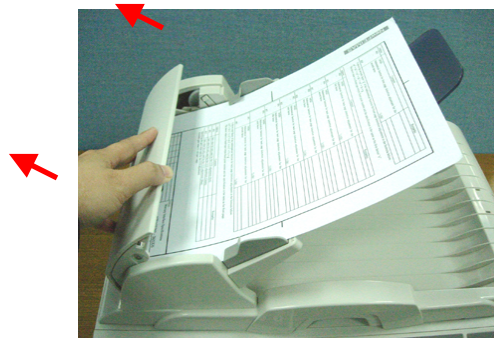
Clearing Paper Jams

Provided that you follow the recommendations in this guide on use of print media, and you keep the media in good condition prior to use, your printer should give years of reliable service. However, paper jams occasionally do occur, and this section explains how to clear them quickly and simply.

Jams can occur due to paper misfeeding from a paper tray or at any point on the paper path through the printer. When a jam occurs, the printer immediately stops, and the Alert LED on the Status Panel (together with the Status Monitor) informs you of the event. If printing multiple pages (or copies), do not assume that, having cleared an obvious sheet, others will not also be stopped somewhere along the path. These must also be removed in order to clear the jam fully and restore normal operation.

1. If a sheet is well advanced out of the top of the printer, simply grip it and pull gently to draw it fully out. If it does not remove easily, do not use excessive force. It can be removed from the rear later.
2. Press the cover release and open the printer's top cover fully.
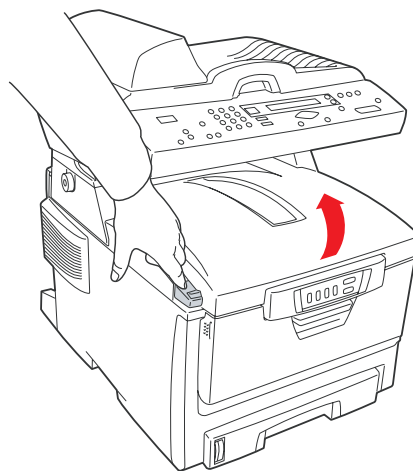
Warning!
If the printer has been powered on, the fuser will be very hot and clearly labelled.   Do not touch.

3.   Note the positions of the four cartridges.
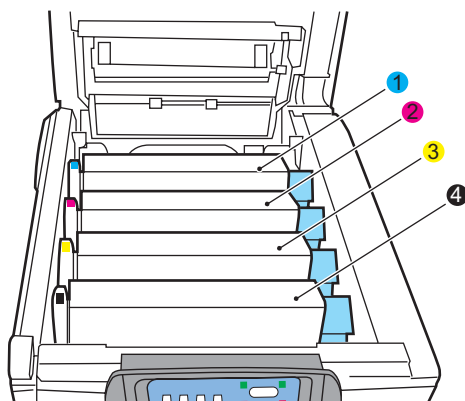
1. Cyan cartridge	2. Magenta cartridge
3. Yellow cartridge	4. Black cartridge

It will be necessary to remove the four image drums to gain access to the paper path.

4.   Holding it by its top centre, lift the cyan image drum, complete with its toner cartridge, up and out of the printer.
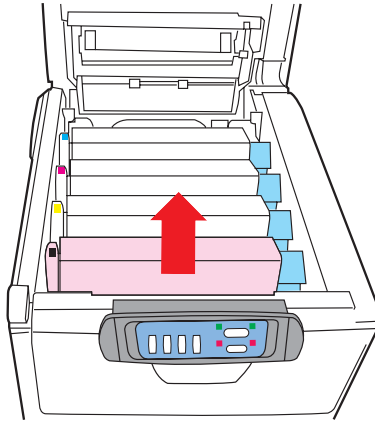
5.   Put the cartridge down gently onto a piece of paper to prevent toner from marking your furniture and to avoid damaging the green drum surface.

Caution!
The green image drum surface at the base of the cartridge is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes.

6.   Repeat this removal procedure for each of the remaining image drum units.

7.   Look into the printer to check whether any sheets of paper are visible on any part of the belt unit.
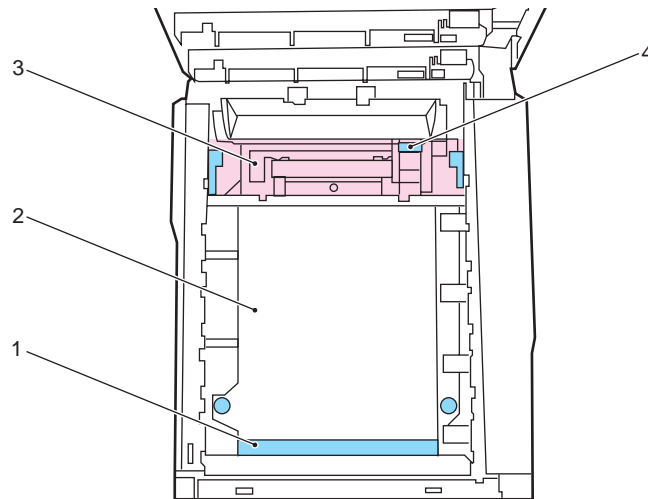
To remove a sheet with its leading edge at the front of the belt (1), carefully lift the sheet from the belt and pull it forwards into the internal drum cavity and withdraw the sheet.

Caution!
Do not use any sharp or abrasive objects to separate sheets from the belt. This may damage the belt surface.

- To remove a sheet from the central area of the belt (2), carefully separate the sheet from the belt surface and withdraw the sheet.
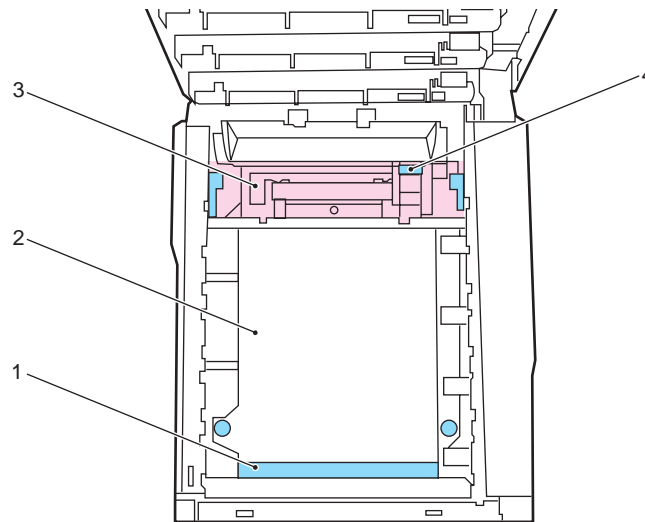
- To remove a sheet just entering the fuser (3), separate the trailing edge of the sheet from the belt, push the fuser pressure release lever (4) towards the front and down to release the fuser's grip on the sheet, and withdraw the sheet through the drum cavity area. Then allow the pressure release lever to rise again.

Note:

> If the sheet is well advanced into the fuser (only a short length is still visible), do not attempt to pull it back. Follow the next step to remove it from the rear of the printer.

8. Starting with the cyan image drum unit nearest the fuser, replace the four image drums into the drum cavity, making sure to locate them in the correct order.
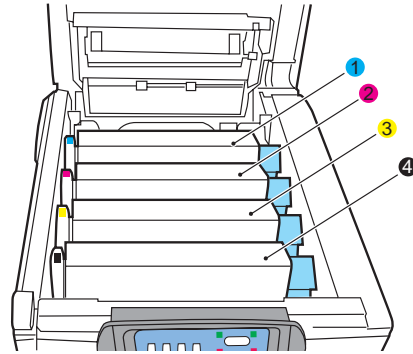
1. Cyan cartridge	2. Magenta cartridge
3. Yellow cartridge	4. Black cartridge

•   Holding the complete assembly by its top centre, lower it into place in the printer, locating the pegs at each end into their slots in the sides of the printer cavity.
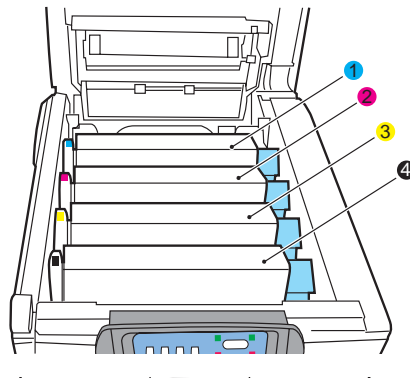
9. Lower the top cover but do not press down to latch it closed yet. This will protect the drums from excessive exposure to room lighting while you check the remaining areas for jammed sheets.

10. Open the rear exit tray (5) and check for a sheet of paper in the rear path area (6).
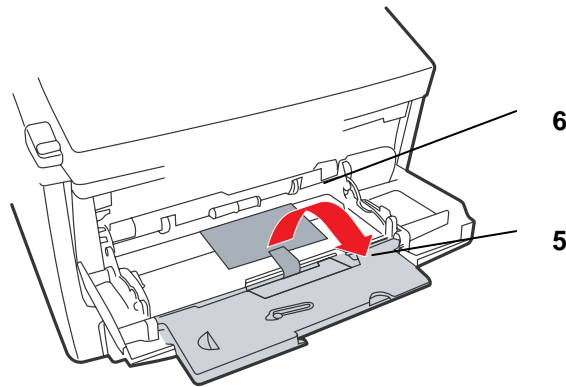
- Pull out any sheets found in this area.

- If the sheet is low down in this area and difficult to remove, it is probably still gripped by the fuser. In this case raise the top cover, reach around and press down on the fuser pressure release lever (7).
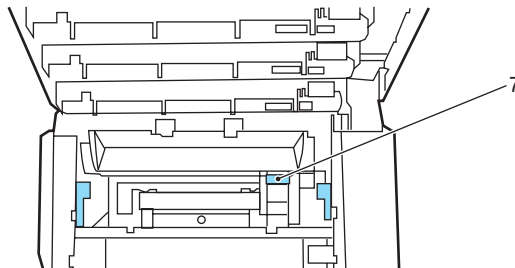
11. If you are not using the rear exit tray, close it once paper has been removed from this area.

12. Lift the front cover release and pull open the front cover.
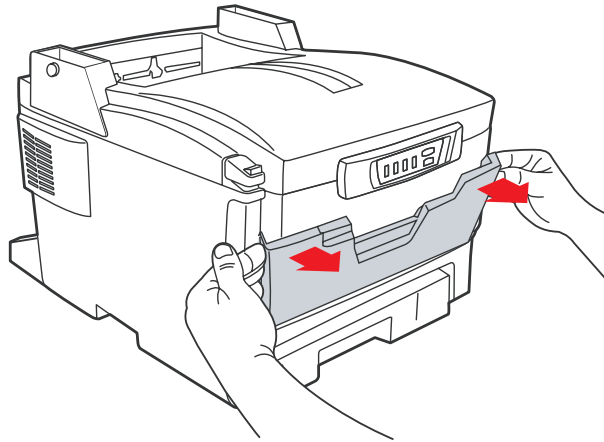
13. Check inside the cover for sheets in this area and remove any that you find, then close the cover.

.
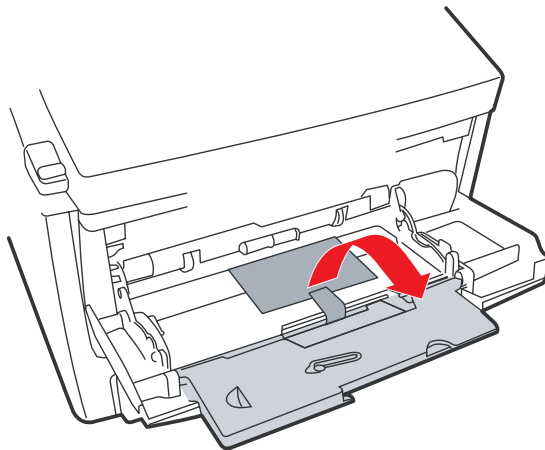
14. Pull out the paper tray and ensure that all paper is stacked properly, is undamaged, and that the paper guides are properly positioned against the edges of the paper stack. When satisfied, replace the tray.
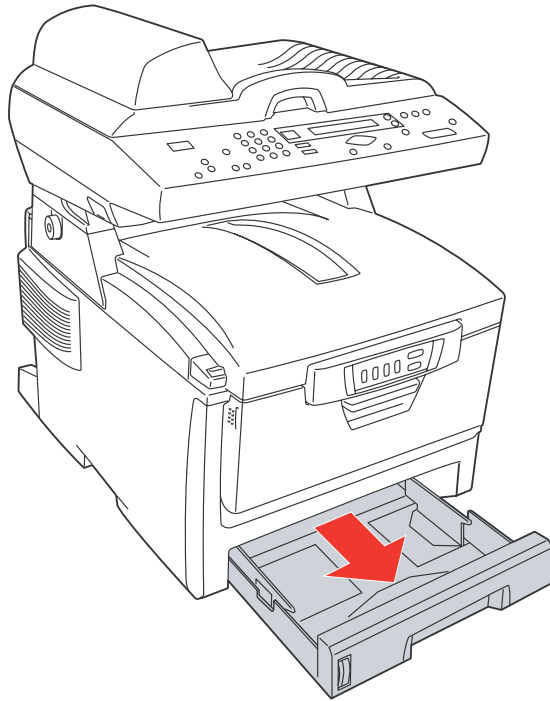
15. Finally, close the top cover and press down firmly at both sides so that the cover latches closed.

When the jam has been cleared, if Jam Recovery is set to ON in the System Configuration Menu, the printer will attempt to reprint any pages lost due to paper jams.

Removing the Abnormal Line Image

When the scanned image is with abnormal lines on it, clean the strip of glass area as indicated below.

Clearn this area

Cleaning the ADF Unit

From time to time the pad assembly and feeding rollers may become contaminated with ink, toner particles or paper dust. In this case the AM6120 MFP may not feed documents smoothly. If this occurs please follow the cleaning procedures to return your machine to its original state.

1. Moisten a cotton swab with isopropyl alcohol (95%).
2. Open the ADF front cover to the left. Wipe the feeding rollers by moving the swab from side to side. Rotate the rollers forward with your finger and repeat the above cleaning procedures until the rollers are clean. Be careful not to snag or damage the pick springs.
3. Wipe the pad in the direction from top to bottom. Be careful not to hook the pick springs.
4. Close the ADF cover. Your machine is now ready to use.

Feeding Roller

Pick Spring
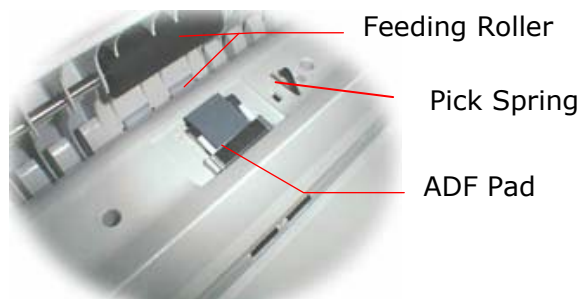
ADF Pad

Replacing the ADF Pad

After scanning approximately 100,000 pages through the ADF, the pad   may be worn out and you may experience problems with document feeding.   In this case, it is highly recommended to replace the pad module with a new one.   For ordering the pad module, please consult your nearest dealer and follow the procedure below to replace it.

Disassembling Procedure

1.   Pull the Paper Jam Release button.

2.   Open the ADF front cover to the left.

3.   Press both sides of the ADF snap-in pad module inwardly with your fingers to pull out the ADF snap-in pad module.

Front Door
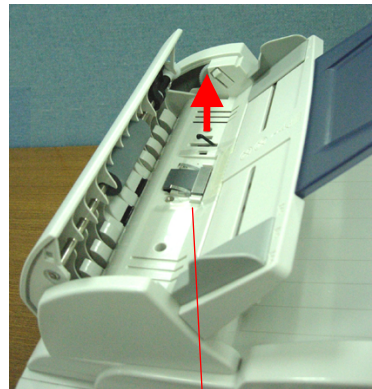
ADF Pad

Assembling Procedure

1. Take out the ADF pad module from the box.
2. Press both arms of the ADF snap-in pad module inwardly with your two fingers.
3. Place it into the holes until it snaps into place.

Pad Support

Cleaning the Glass

The AM6120 MFP is designed to be maintenance-free.   However, it still needs to be cleaned occasionally to ensure optimum image quality and performance.

To clean the glass,

1.   Open the document cover as shown below.
2.   Dip a soft clean cloth with isopropyl alcohol (95%).
3.   Gently wipe the document glass and the white sheet beneath the document cover to remove the dust or any toner particles.
4.   Close the document cover.   The AM6120 MFP is now ready for use.

1.   Document Cover
2.   Glass

REPLACING CONSUMABLE ITEMS

This section explains how to replace consumable items when due. As a guide, the life expectancy of these items is:

- Toner — 3,000 A4 pages at 5% coverage, which means that 5% of the addressable print area is printed with this colour. Toner life is directly affected by coverage, e.g. at 10% coverage there is sufficient toner for 1,500 pages. Conversely at 2.5% there is sufficient toner for 6,000 pages in the cartridge.

C31 XXXXXXXXX
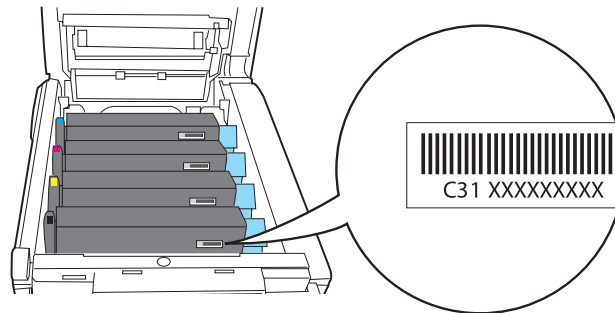
The printer is shipped with sufficient toner for 3,000 A4 pages in each print cartridge of which 1,500 A4 pages worth of toner is used to charge each image drum.

- Image drum — 14,000 pages (calculated on typical office usage where 30% of printing is 1 page only, 50% is 3 page documents and 20% is print runs of 15 pages or more).
- Transfer belt — Approximately 50,000 A4 pages at 3 pages per job.
- Fuser — Approximately 45,000 A4 pages.

Only use genuine Avision Original consumables to ensure the best quality and performance from your hardware. Non Avision Original products may damage your printer's performance and invalidate your warranty. Specifications subject to change without notice. All trademarks acknowledged.

TONER CARTRIDGE REPLACEMENT

The toner used in this printer is a very fine dry powder. It is contained in four cartridges: one each for cyan, magenta, yellow and black.

Have a sheet of paper handy so that you have somewhere to place the used cartridge while you install the new one.

Dispose of the old cartridge responsibly, inside the pack that the new one came in. Follow any regulations, recommendations, etc., which may be in force concerning waste recycling.

If you do spill any toner powder, lightly brush it off. If this is not enough, use a cool, damp cloth to remove any residue. *Do not use hot water, and never use solvents of any kind. They will make stains permanent.*

Warning!
If you inhale any toner or get it in your eyes, drink a little water or bathe your eyes liberally in cold water. Seek medical attention immediately.

Switch off the printer and allow the fuser to cool for about 10 minutes before opening the cover.

1. Press the cover release and open the printer's top cover fully.

<table>
<tr><td align="center">Warning!</td></tr>
<tr><td>If the printer has been powered on, the fuser may be very hot and clearly labelled. Do not touch.</td></tr>
</table>
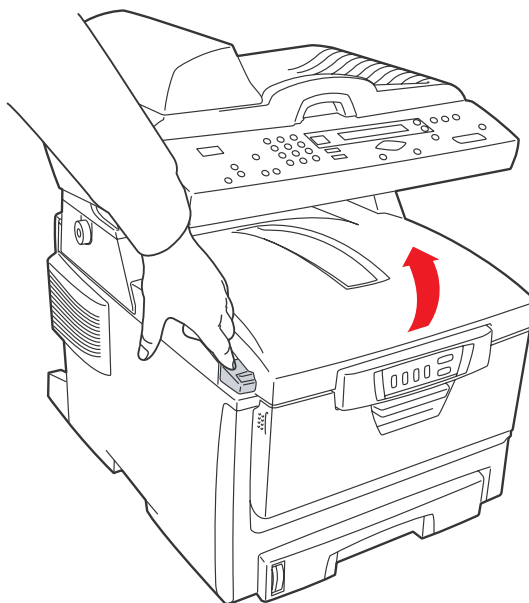
2. Note the positions of the four cartridges.
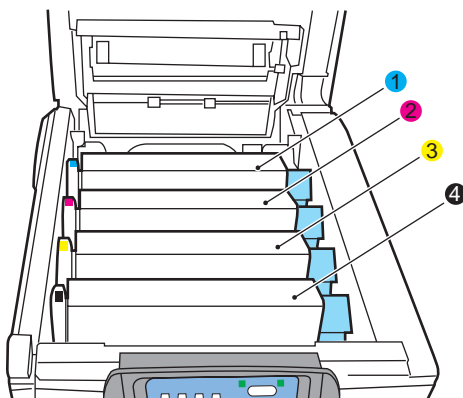
1. Cyan cartridge	2. Magenta cartridge
3. Yellow cartridge	4. Black cartridge

3.   Carry out one of the following:

(a)   If you are replacing a toner cartridge that has been supplied with your printer (release lever has 3 positions), pull the coloured toner release lever on the cartridge to be replaced towards the front of the printer in the direction of the arrow and stop at the center (upperight) position (1)。
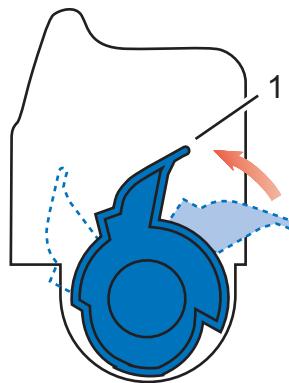
(b)   If you are replacing any toner cartridges（level has 2 positions）, pull the colour toner release lever (1) on the cartridge to be replaced fully towards the front of the printer.
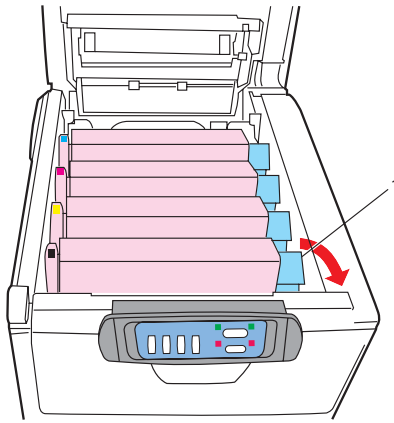
4. Lift the right-hand end of the cartridge and then draw the cartridge to the right to release the left-hand end as shown, and withdraw the toner cartridge from the printer.
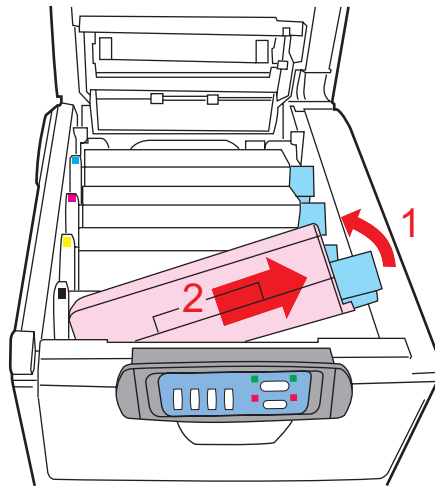
5. Put the cartridge down gently onto a piece of paper to prevent toner from marking your furniture and to avoid damaging the green drum surface.

Caution!
The green image drum surface at the base of the cartridge is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the printer for longer than this, please wrap the cartridge inside a black plastic bag to keep it away from light. Never expose the drum to direct sunlight or very bright room lighting.

6. Remove the new cartridge from its box but leave its wrapping material in place for the moment.

7. Gently shake the new cartridge from end to end several times to loosen and distribute the toner evenly inside the cartridge.
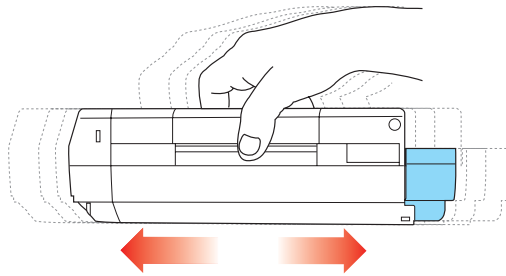
8. Remove the wrapping material and peel off the adhesive tape from the underside of the cartridge.
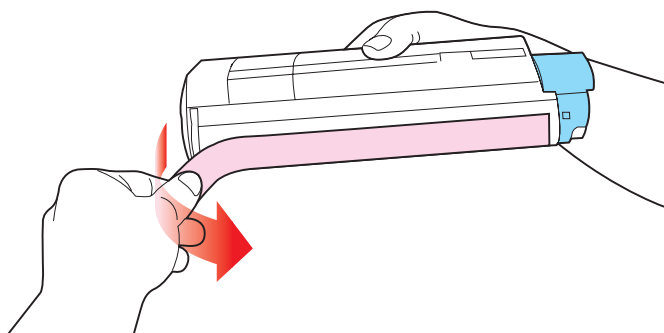
9.   Holding the cartridge by its top centre with the coloured lever to the right, lower it into the printer over the image drum unit from which the old cartridge was removed.

10.   Insert the left end of the cartridge into the top of the image drum unit first, pushing it against the spring on the drum unit, then lower the right end of the cartridge onto the image drum unit.
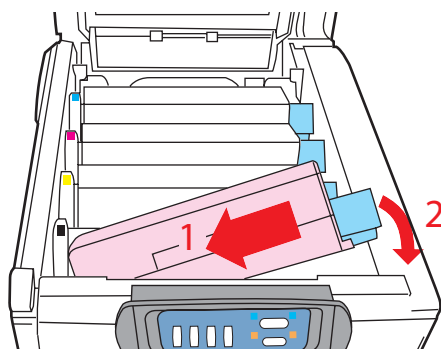
11.   Pressing gently down on the cartridge to ensure that it is firmly seated, push the coloured lever (1) towards the rear of the printer. This will lock the cartridge into place and release toner into the image drum unit.
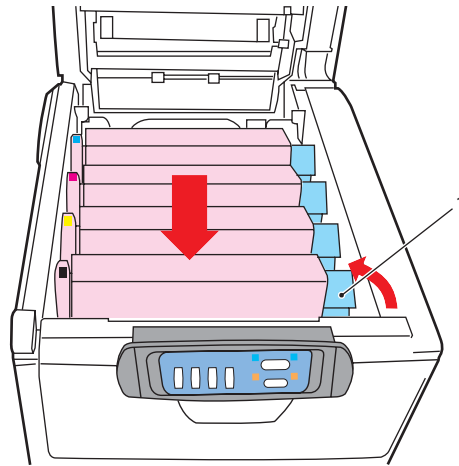
12.   Finally, close the top cover and press down firmly at both
       sides so that the cover latches closed.

IMAGE DRUM REPLACEMENT

Switch off the printer and allow the fuser to cool for about 10 minutes before opening the cover.

Caution!
Static sensitive device! Handle with care.

The printer contains four image drums: cyan, magenta, yellow and black.

1. Press the cover release and open the printer's top cover fully.
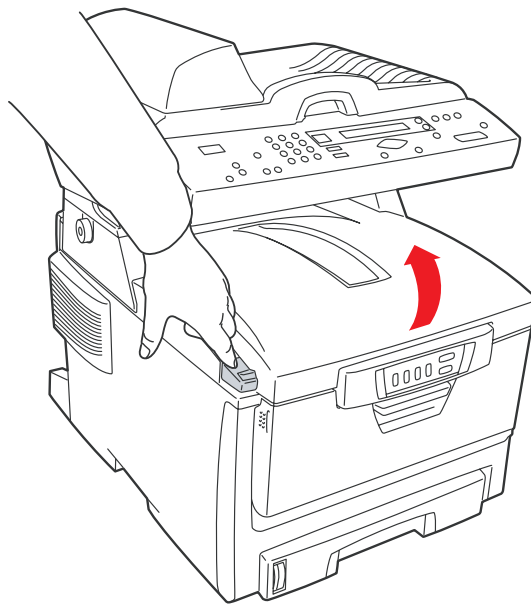
Warning!
If the printer has been powered on, the fuser may be hot and clearly labelled.   Do not touch.

2.   Note the positions of the four cartridges.
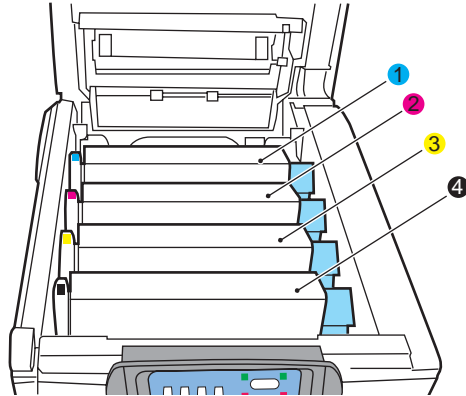
1. Cyan cartridge	2. Magenta cartridge
3. Yellow cartridge	4. Black cartridge

3.   Holding it by its top centre, lift the image drum, complete with its toner cartridge, up and out of the printer.
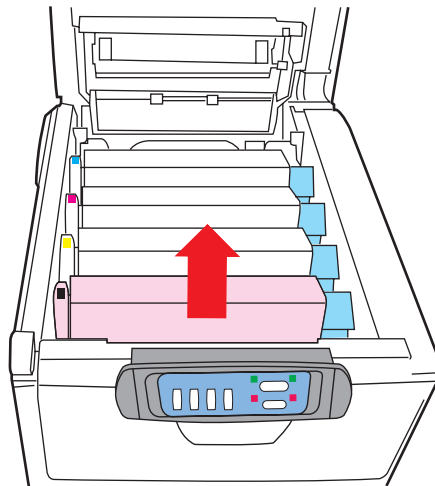
4.   Put the cartridge down gently onto a piece of paper to prevent toner from marking your furniture and to avoid damaging the green drum surface.

Caution!
The green image drum surface at the base of the cartridge is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the printer for longer than this, please wrap the cartridge inside a black plastic bag to keep it away from light. Never expose the drum to direct sunlight or very bright room lighting.

5.   With the coloured toner release lever (1) to the right, pull the lever towards you. This will release the bond between the toner cartridge and the image drum cartridge.
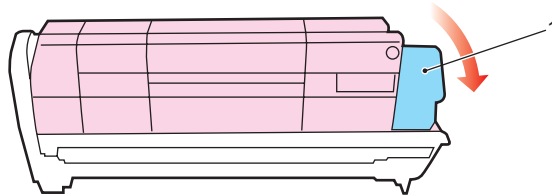
6.   Lift the right-hand end of the cartridge and then draw the cartridge to the right to release the left-hand end as shown, and withdraw the toner cartridge from the image drum cartridge. Place the cartridge on a piece of paper to avoid marking your furniture.
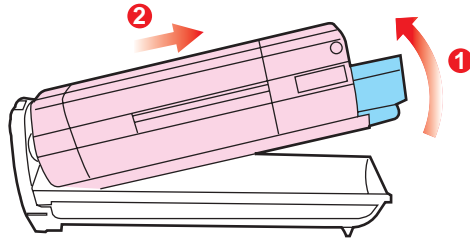
7. Take the new image drum cartridge out of its packaging and place it on the piece of paper where the old cartridge was placed. Keep it the same way round as the old unit. Pack the old cartridge inside the packaging material for disposal.

8. Place the toner cartridge onto the new image drum cartridge as shown. Push the left end in first, and then lower the right end in. (It is not necessary to fit a new toner cartridge at this time unless the remaining toner level is very low.)
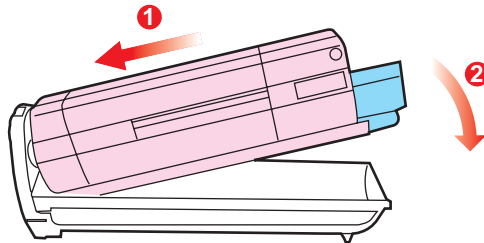
9. Push the coloured release lever (1) away from you to lock the toner cartridge onto the new image drum unit and release toner into it.
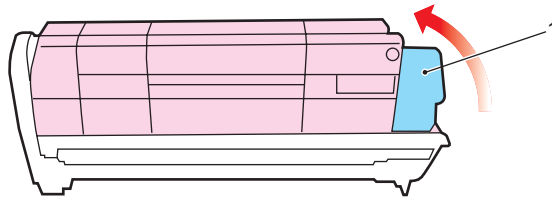
10. Holding the complete assembly by its top centre, lower it into place in the printer, locating the pegs at each end into their slots in the sides of the printer cavity.
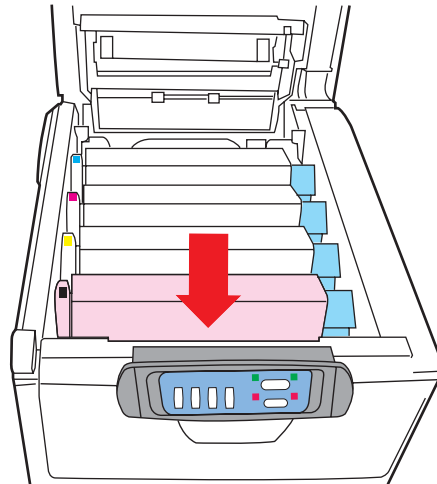
11. Finally, close the top cover and press down firmly at both sides so that the cover latches closed.

REPLACING THE BELT UNIT

The belt unit is located under the four image drums. This unit requires replacement approximately every 50,000 pages.

Switch off the printer and allow the fuser to cool for about 10 minutes before opening the cover.

1. Press the cover release and open the printer's top cover fully.
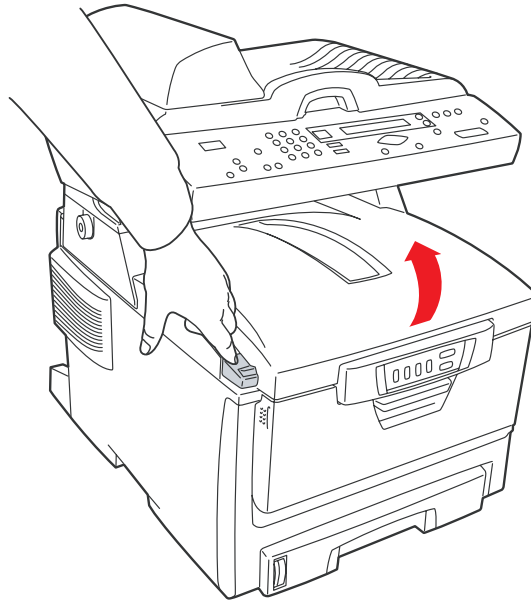
Warning!
If the printer has been powered on, the fuser will be very hot and clearly labelled.   Do not touch.

2. Note the positions of the four cartridges. It is essential that they go back in the same order
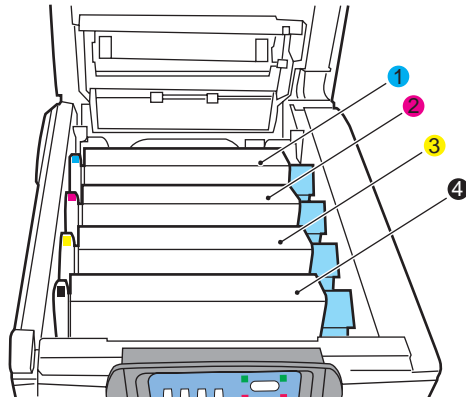
1. Cyan cartridge	2. Magenta cartridge
3. Yellow cartridge	4. Black cartridge

3. Lift each of the image drum units, starting from the rear, out of the printer and place them in a safe place away from direct sources of heat and light.

Warning!
The green image drum surface at the base of each cartridge is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the drum unit needs to be out of the printer for longer than this, please wrap the cartridge inside a black plastic bag to keep it away from light. Never expose the drum to direct sunlight or very bright room lighting.

4.   Locate the two fasteners (5) at each side of the belt and the lifting bar (6) at the front end.
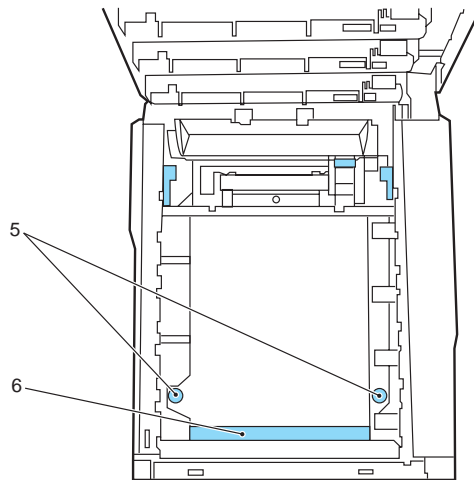
5.   Turn the two fasteners 90° to the left. This will release the belt from the printer chassis.

6.   Pull the lifting bar (6) upwards so that belt tilts up towards the front, and withdraw the belt unit from the printer.

7.   Lower the new belt unit into place, with the lifting bar at the front and the drive gear towards the rear of the printer. Locate the drive gear into the gear inside the printer by the rear left corner of the unit, and lower the belt unit flat inside the printer.

8.   Turn the two fasteners (5) 90° to the right until they lock. This will secure the belt unit in place.

9.   Replace the four image drums, complete with their toner cartridges, into the printer in the same sequence as they came out: cyan (nearest the rear), magenta, yellow and black (nearest the front).

10.   Finally, close the top cover and press down firmly at both sides so that the cover latches closed.

Fuser Replacement

The fuser is located inside the printer just behind the four image drum units. Switch off the printer and allow the fuser to cool for about 10 minutes before opening the cover.

Warning!
If the printer has recently been powered on, some fuser components will be very hot. Handle the fuser with extreme care, holding it only by its handle, which will only be mildly warm to the touch. A warning label clearly indicates the area. If in doubt, switch the printer off and wait at least 10 minutes for the fuser to cool before opening the printer cover.

1.   Press the cover release and open the printer's top cover fully.
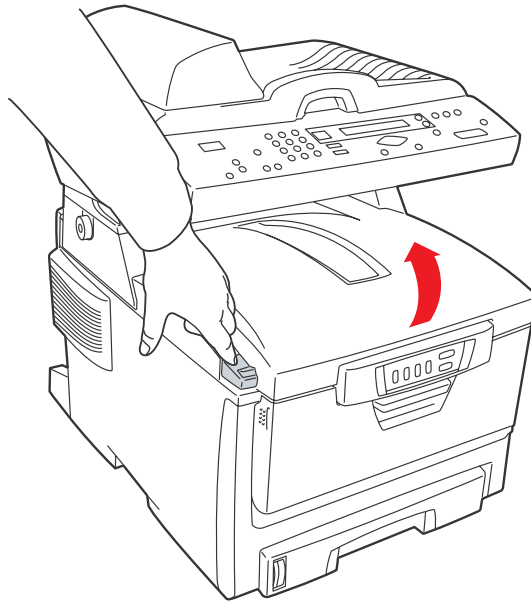
2. Identify the fuser handle (1) on the top of the fuser unit.
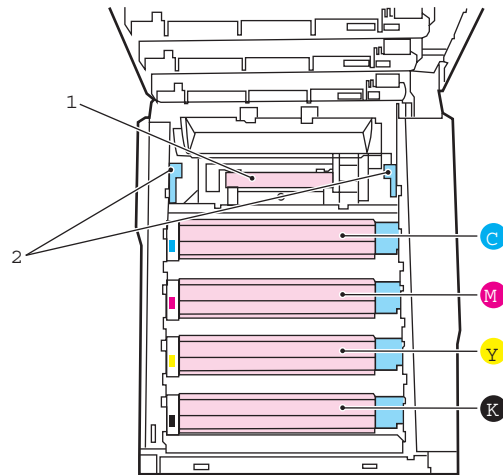
3. Pull the two fuser retaining levers (2) towards the front of the printer so that they are fully upright.

4. Holding the fuser by its handle (1), lift the fuser straight up and out of the printer. If the fuser is still warm, place it on a flat surface which will not be damaged by heat.

5. Remove the new fuser from its packaging and remove the transit material.

6. Holding the new fuser by its handle, make sure that it is the correct way round. The retaining levers (2) should be fully upright, and the two locating lugs (3) should be towards you.
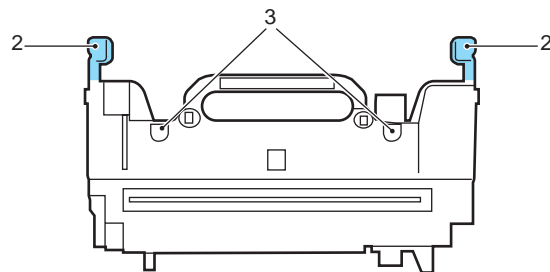
7. Lower the fuser into the printer, locating the two lugs (3) into their slots in the metal partition which separates the fuser area from the image drums.

8. Push the two retaining levers (2) towards the rear of the printer to lock the fuser in place.
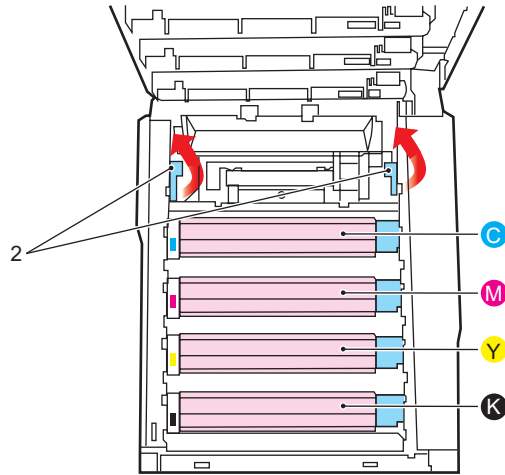
9. Finally, close the top cover and press down firmly at both sides so that the cover latches closed.

INSTALLING ADDITIONAL MEMORY

This section explains how to install additional RAM memory into your printer as a memory upgrade.

Memory Upgrade

The basic printer model comes equipped with 32MB of main memory. This can be upgraded with an additional memory board containing 64MB or 256MB, giving a maximum total memory capacity of 288MB.

Installation takes a few minutes, and requires a medium size cross-head (Philips type) screwdriver.

1. Switch the printer off and disconnect the AC power cable.
2. Press the cover release and open the printer's top cover fully.
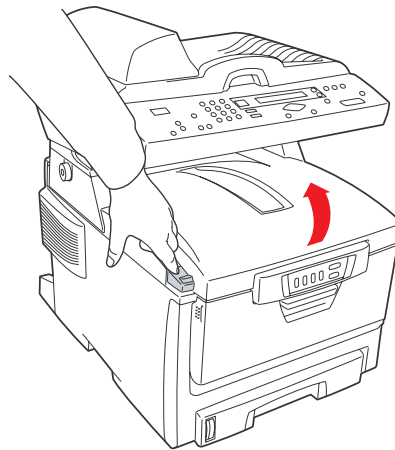
Warning!
If the printer has been powered on, the fuser may be very hot and clearly labelled.   Do not touch.

3. Lift the front cover latch and pull open the front cover.
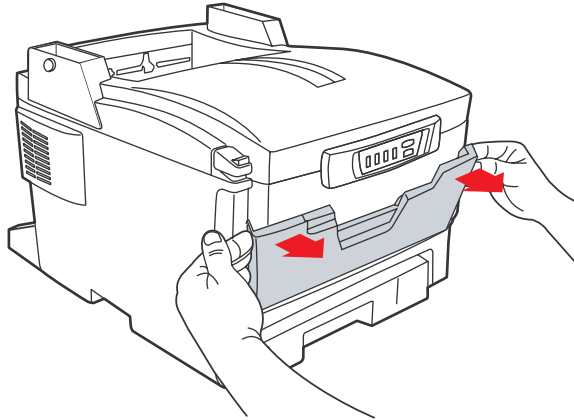
4. Remove the screw securing the right-hand side cover.
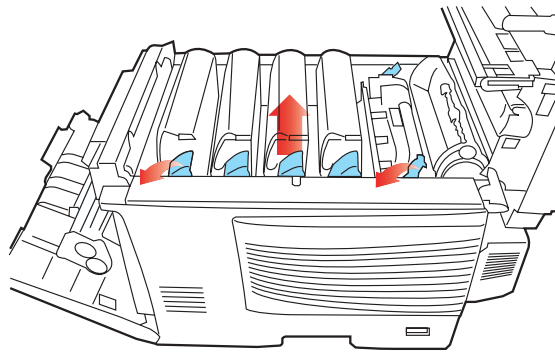
5. Lift the edge of the side cover slightly at the two points shown, and pull the cover away from the printer at the top. Lift the cover slightly to detach it from the printer. Place it safely to one side.

6. Carefully remove the new memory board from its wrapping. Try to handle the board only by its short edges, avoiding contact with any metal parts as far as possible. In particular, avoid touching the edge connector.

7. Notice that the memory board has a small cutout in the edge connector, which is closer to one end than the other.

8. Identify the RAM expansion slot (1) in the printer.
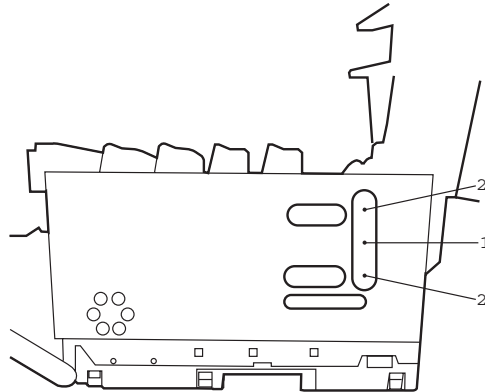
9. If the RAM expansion slot already contains a memory upgrade board, that board will have to be removed before you can install the new one. To remove it proceed as follows, otherwise skip to step 10.

(a)   Identify the locking clips (2) at each end of the RAM expansion slot (1).

(b) Push the clips outward and back into the printer. The board will pop out slightly.

(c)   Grip the board firmly by its short edges and pull it out of the slot.

(d)   Place the removed memory board in the antistatic bag which originally contained the new memory board.

10.   Hold the new memory board by its short edges, so that the edge connector faces in towards the RAM expansion slot, and the small cutout is closer to the bottom of the printer.

11.   Gently push the board into the RAM expansion slot until it latches in and will not go any further.

12.   Locate the three retaining clips at the bottom of the side cover into their rectangular holes near the bottom of the printer.

13.   Close the top of the side cover up to the printer and refit the securing screw removed in step 4.

14.   Close the front cover and close the top cover, pressing down firmly at each side to latch it closed.

15.   Reconnect the AC power cable and switch the printer on.

16.   When the printer is ready, print a menu map by holding down the ON LINE button on the Status Panel for 2 seconds.

17.   Examine the first page of the menu map.
Near the top of the page, between the two horizontal lines, you will see the current printer configuration. This list contains the figure for total memory size.

This should indicate the total memory now installed, which should be the size of memory board you have installed plus 32MB.

Technical Support

If your problems still exist after checking our error codes, please prepare the following information and contact our technical support center.

- The seriel number of the machine
- The network parameters for your machine
- The error codes and the messages

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Appendix

Quick Guide

Placing Your Document

For multi-page transmission

Place your document **FACE UP** in the ADF.

Auto Document Feeder
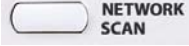
For single-page transmission

Place your documents **FACE DOWN** on the glass.

Document Cover

Quick Operation

Press the "**Copy Mode**" key.	Enter your copy count via the numeric keypad	Press to make B&W copy. Press to make color copy.
Press the "**Network Scan**"key.	Choose your e-mail address from the Address Book. (i.e + +)	Press to send your document in B&W. Press to send your document in color.
Press the "**Network Scan**" key.	Choose your desired destination from the "FTP Address" . (i.e + +)	Press to file your document in B&W. Press to file your document in color.

b

Specifications

Items	Specifications
General Specifications	
System Description	Multifunction Product
Image Sensor	Color CCD
Light Source	Cold Cathode Fluorescent Lamp
Optical Resolution	600 x 600 dpi

Output Quality	Input: 48 bits color
	Output: 24 bits Color
	        8 bits Gray
	        4 bits CMYK
	        1 bit Monochrome

Memory Size	2.5 Mbytes
LCD Size	Text, 24x2, mono
LED Indication	Power saving Warning Power
External Connections	RJ-45 (for Network connection) ADF port
Network Connection	10/100 Mbits auto-negotiation
Networked Workgroup Solution for:	Stand-alone Copy E-Mail via Internet/Intranet Filing
Output Format	PDF, JPEG, TIFF
Dimension	444x373x272(mm)
Weight	6.2 kgs (With ADF)
Power Source	Input: 100~240V, 50~60 Hz Output: 24V DC, 2A
Power Consumption	Working <36W Standby <24W Sleep < 18W

Interface
  USB2.0 host
  USB2.0 device
  Ethernet 10/100Mb
	
	Copy
	Scan, Print
	Email, Network Scan, Print

Operating Temperature	10~35 degrees C, 10~85% RH
Storing Temperature	-10~40 degree C, 10~90% RH

Auto Document Feeder	
Capacity	50 sheets
Dimension	434x292x177 mm
Weight	1.6 kgs
Document Size	4.5" x 5.5" ~ 8.5" x 14"
Document Weight/Thickness	16 ~ 28 lb / 0.002" ~ 0.006"
Paper Feed	Face Up
Copy Specifications	
Printer	AM6120 Printer
Printer Language	GDI(Hyper-C), PJL
Printer Interface	USB2.0
Multiple Copies	Up to 99
Copy Resolution	600 x 600 dpi
Copy Type	Plain paper, Ultra heavy, Transparency
Copy Quality	Speed, Fine
Density Control	5 Levels
Background Remove	Yes
Enlarge / Reduce	Whole Page (93%) 25%~400% in 1% increment/decrement Pre-set Scales
Input Tray	Auto /Tray 1/MP Tray
Paper Supply	Letter SEF (Short edge feeding) Legal SEF A4 SEF B5 SEF A5 SEF A5 SEG
Edge Erase	USA: 0~1 inch Europe: 0~25mm
Margin Shift	USA: 0~1 inch Europe: 0~25mm
Paper Saving (N-Up)	1 in 1, 4 in 1 (4 pages printed in 1 page)
Collate	On/Off
Job Counting	Copy, Scan, Print Enable/Disable

d

Network Specifications	
Connectivity	Ethernet 10BaseT/100BaseTX auto-negotiation with RJ-45 connector
Communication Protocol	TCP/IP, SMTP, HTTP, MIME, FTP, CIFS, DHCP, DNS, LDAP
Supported Browsers	Microsoft IE 5.0 or higher Netscape Navigator 6.0 or higher Mozilla
Configuration Requirement	IP address Subnet mask Gateway SMTP server/POP3 server FTP server Web server
E-mail Specifications	
Communication Protocol	SMTP, MIME, POP3

File Formats
  B&W
  Gray/Color
	
	PDF, TIFF, MTIFF
	PDF, TIFF, MTIFF, JPEG

Default File Format	PDF
Separation Limit	1MB, 3 MB, 5MB, 10 MB, 30MB, No limit
Resolution	75, 100, 150, 200, 300, 400, 600 dpi

Default Resolution
  B&W
  Gray/Color
	
	200 dpi
	150 dpi

Address Book Volume
  Max. Addresses
  Group
  No. of Addresses in
  Each Group
	
	100
	20
	50

Multiple Recipients Allow	Yes
Security Check	Yes
Mail Server Authentication	SMTP, POP3
Supported Mail Server Application	Lotus Mail Server 5.0 MS Exchange Server 2000 RedHat 7.0 SendMail MAC Mail Server in OS 9.04

Supported LDAP Server	Windows 2000 Active Directory
	Windows NT 4.0 + MS Exchange 5.5
	Lotus Notes R5
Supported Mail Application	Microsoft Outlook 2000
	Microsoft Outlook Express 5.0
	Microsoft Outlook Express 6
	Netscape Messenger 4.7
	Netscape Messenger 4.73
	MAC built-in MAIL application
	Eudora 4.3.2J
	Lotus Notes R5
Filing Specifications	
Communication Protocol	FTP, HTTP, CIFS
File Formats	
B&W	PDF, TIFF, MTIFF
Gray/Color	PDF, TIFF, MTIFF, JPEG
Default File Format	PDF
Resolution	75, 100, 150, 200, 300, 400, 600 dpi
Default Resolution	
B&W	200 dpi
Gray/Color	150 dpi
Max. Number of Profiles	20
Printer Specifications	
Dimensions	425 x 561 x 345mm (W x D x H)
Weight	26Kg approximately
Print speeds	12 pages per minute colour/20 pages per minute monochrome
Resolution	600dpi or 1200 x 600dpi
Emulations	Windows GDI
Auto Features	Auto registration
	Auto density adjustment
	Auto consumable counter reset
Memory	32MB standard, upgradable to 96MB or 288MB
Paper capacity	300 sheets in main tray
at 80g/m²	100 sheets in multi purpose tray
Paper weight	64 ~ 120g/m² in main tray
	75 ~ 203g/m² in multi purpose tray

f

Paper output	250 sheets in face down (top) stacker @ 80g/m²
	100 sheets in face up (rear) stacker @ 80g/m²
Printer life	420,000 pages or 5 years
Duty cycle	20,000 pages per month max., 4,000 pages per month average
Toner life	3,000 pages at 5% coverage
Image drum life	14,000 pages (typical office usage)
Belt life	50,000 A4 pages at 3 pages per job
Fuser life	45,000 A4 pages

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