

**SAMSUNG**

# **Samsung SF4500 Series Printer, Scanner, Fax, Copier**

## **User's Guide**

### **Setup and Operation**





Visit us at: <http://samsungelectronics.com>  
If you have access to this online service, you can download  
the User's Guide and drivers from Samsung Electronics.

P/N: JB68-60947A Rev. 2.00

*Thank you for purchasing the SF4500 Series—the multifunction office product for your home office and the whole family. We are sure that your SF4500 Series will provide all you need in one machine.*

*The SF4500 Series combines these office machines:*

- Color inkjet printer*
- Scanner*
- Plain paper fax*
- PC fax*
- Copier*

*Enjoy your new SF4500 Series !*

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- Presto! PageManager and Presto! PhotoAlbum are trademarks of NewSoft, Inc.
- MyScan is a trademark of Samsung Electronics Co., Ltd.
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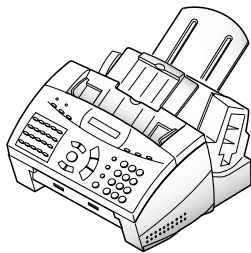


# *Getting Started*

# Set Up Your Machine



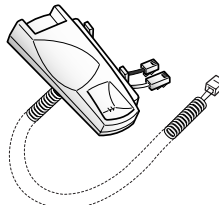
## Unpacking



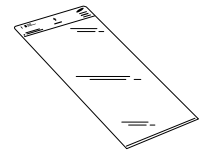
Machine



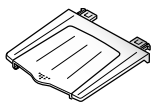
Handset



Handset Cradle



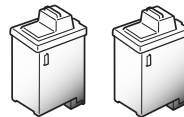
Carrier Sheet  
(SF4500C only)



Document Exit Tray



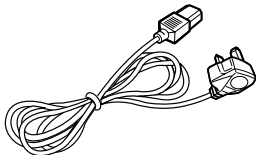
Telephone line cord



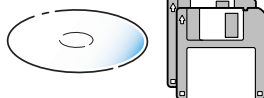
Print cartridge (black, color)  
\* Color: SF4500C only



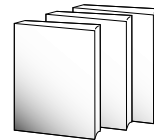
One-Touch Label



AC power cord



- Smart Soft CD-ROM
- WinFax LITE diskettes



- Setup and Operation User's Guide
- Presto! PageManager/MyScan/Presto! PhotoAlbum/SmartFAX User's Guide
- WinFax LITE User's Guide



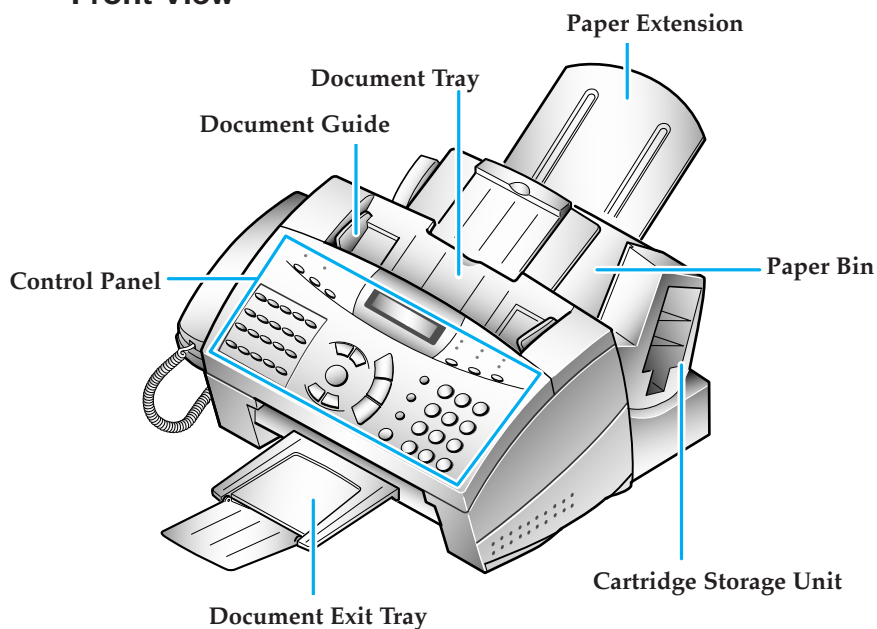
If you are experiencing problems with the software contained on this CD-ROM, or if you don't have a CD-ROM drive and require the software on 3.5" diskette, please call service.

The shape of power and telephone line cord plugs may differ, depending on your country.

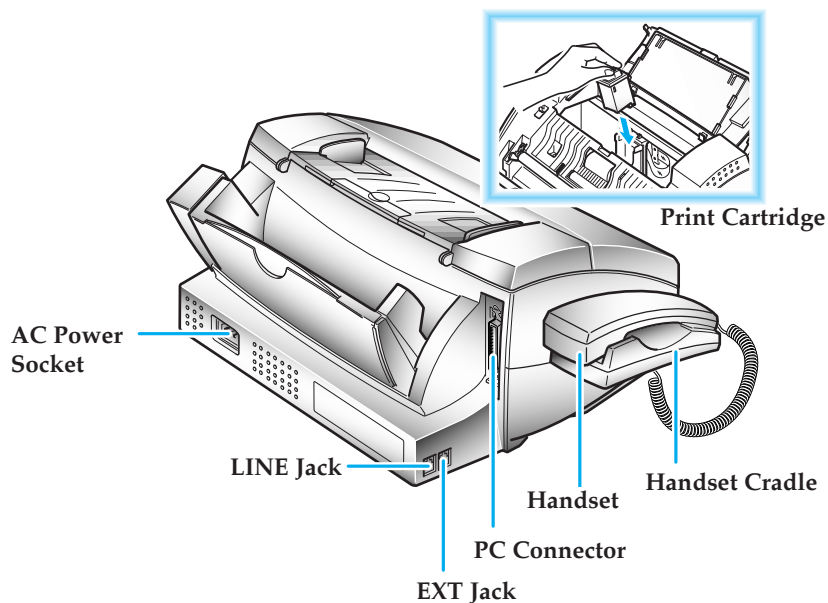
## Locations and Functions

Take a moment to familiarize yourself with the main components and understand their functions.

### Front View



### Rear View



*Your machine may look slightly different from the illustration.*

---

## Choosing a Location

To help guarantee trouble-free operation of your machine, place it on a flat, stable surface near your workstation. Leave enough space to allow for easy paper loading, paper exit and opening the front cover.

Do not place your machine:

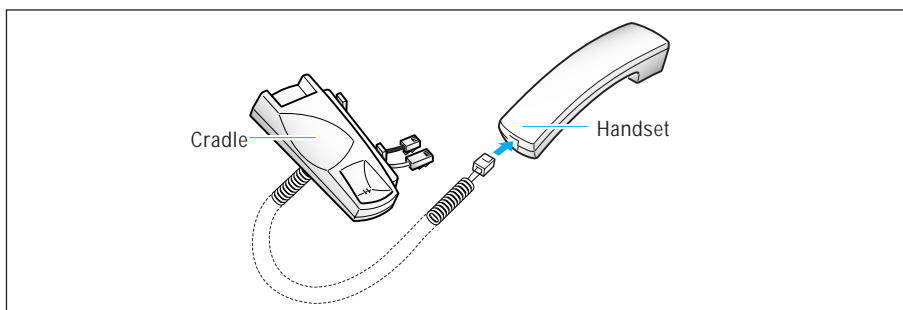
- In direct sunlight.
- Near heat sources or air conditioners.
- In dusty or dirty environments.

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## Setting Up Your Machine

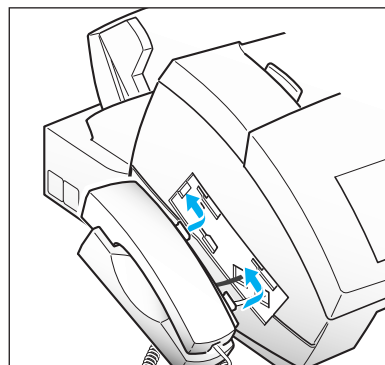
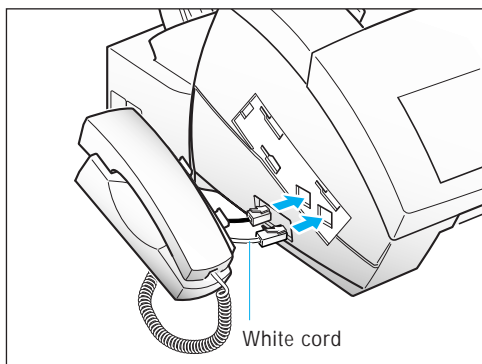
### *Handset and Handset Cradle*

1. Plug one end of the coiled cord into the jack on the handset.



2. Plug the cradle's modular cords into the modular jacks on the left side of your machine.

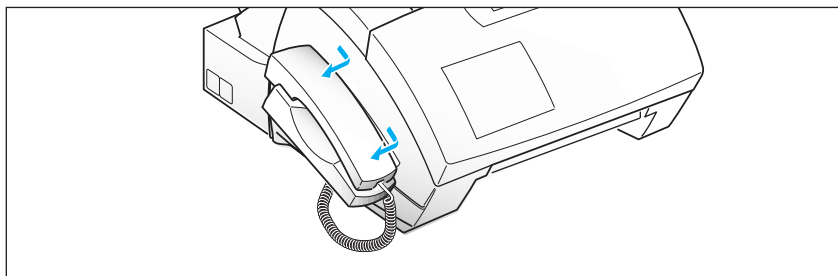
Attach the handset cradle to the main body. Insert the two tabs of the cradle into the slots on the left side of the main body as shown, and push it up.



*Route the excess cord so that it could be inserted into the cradle.*



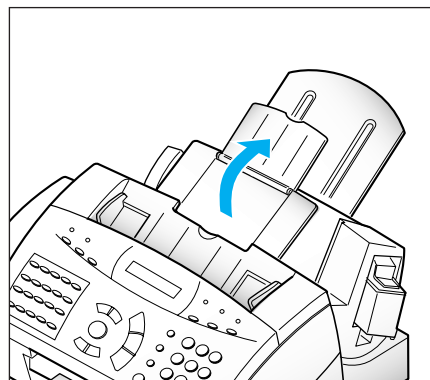
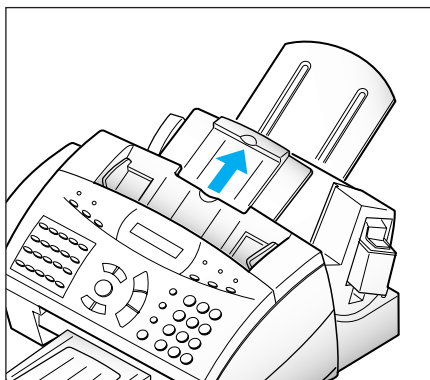
If you want to remove the handset, slide it down, then take it out.



- Without handset, the machine does not ring when a call comes in, so you cannot receive a fax.

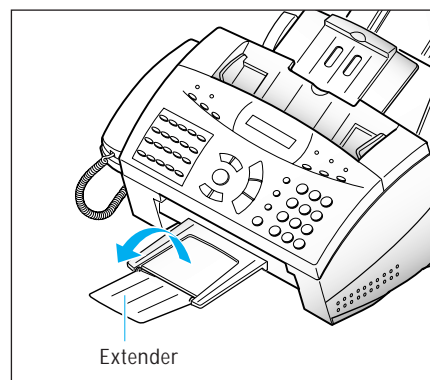
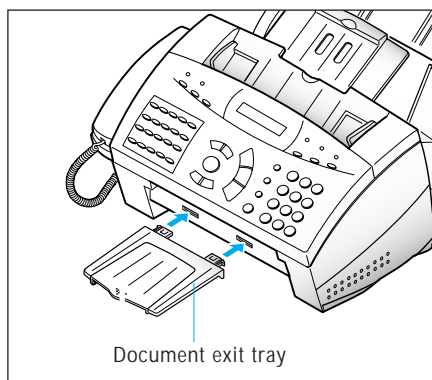
### Document Tray

- 3. Pull the document tray upward.** Fold out the extender on the document tray, if necessary.

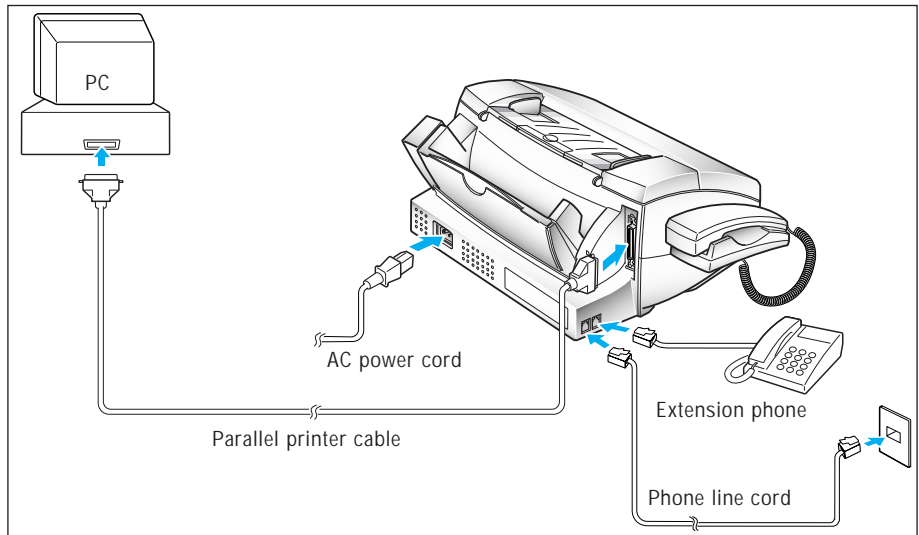


### Document Exit Tray

- 4. Insert the two tabs on the document exit tray into the slots on the front of your machine.** Fold out the extender, if necessary.

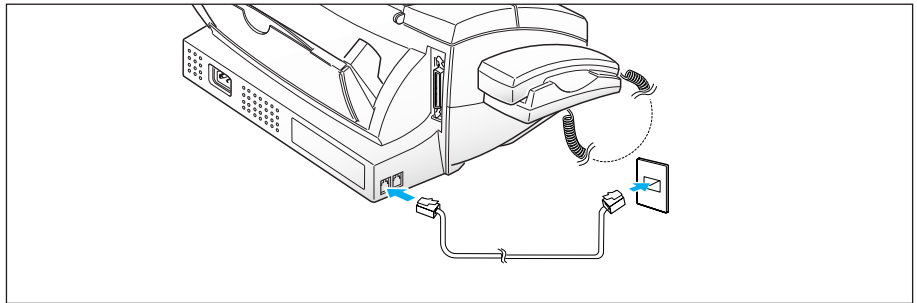


## Connection Diagram



### Telephone Line

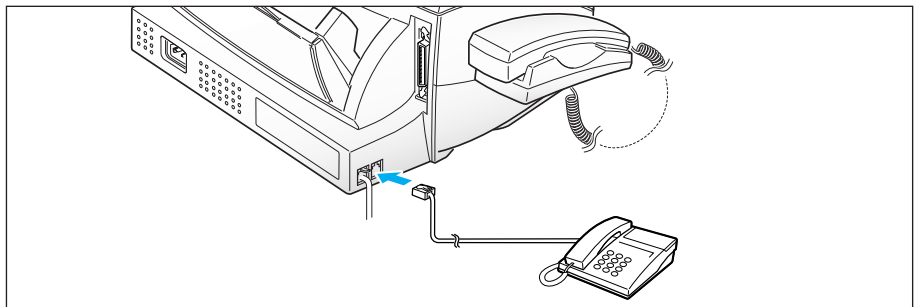
5. Plug one end of the telephone line cord into the LINE jack and the other end into a standard phone wall jack.



### Extension Phone

6. If you want to use a regular phone or answering machine with your SF4500 Series machine, connect the phone into the EXT jack.

Plug the cord of your extension phone or answering machine into the socket marked EXT on the left side of the machine.

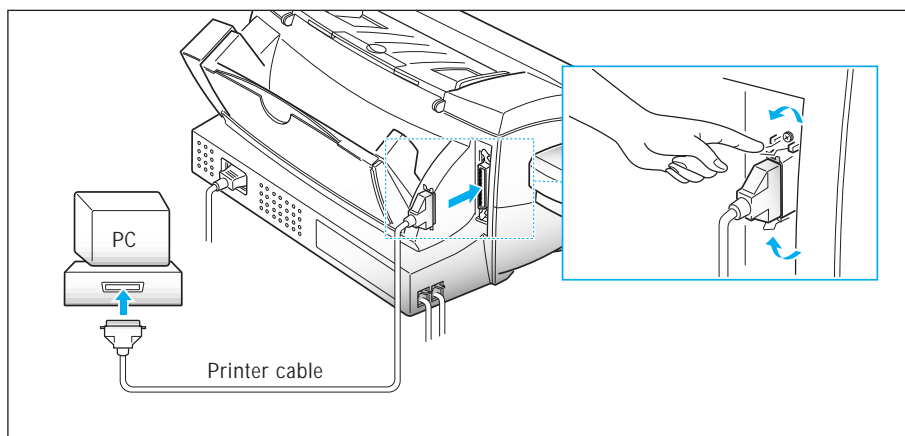


### Printer Cable

7. **Connect a bidirectional parallel printer cable to the 36 pin printer jack on your machine.** Fasten the metal clips to the parallel cable.

It is recommended to use the parallel cable that supports IEEE-1284 bidirectional communications.

8. **Connect the other end of the parallel cable to your computer.**

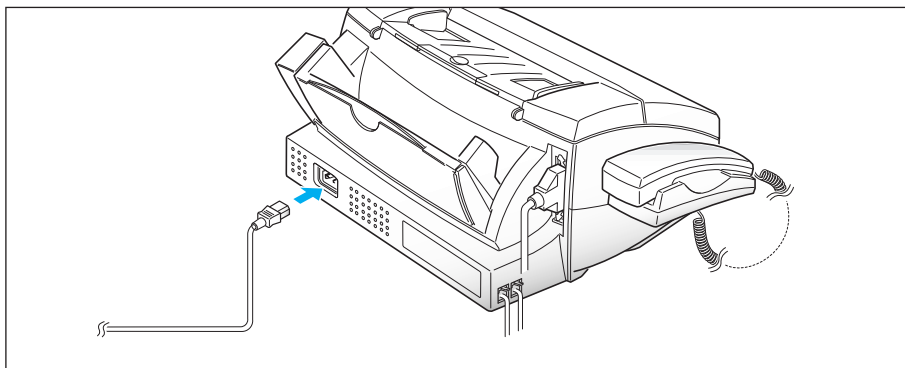


### AC Power Cord

9. **Plug one end of the cord into the back of the machine and the other end into a standard, grounded 3-pin AC socket (220~240V, 60Hz).**

The machine turns on. All lamps on the control panel light up and the display shows 'POWER INITIAL !! PLEASE WAIT'. If there is no cartridge installed, or no paper, the display shows 'NO CARTRIDGE' or 'NO PAPER'.

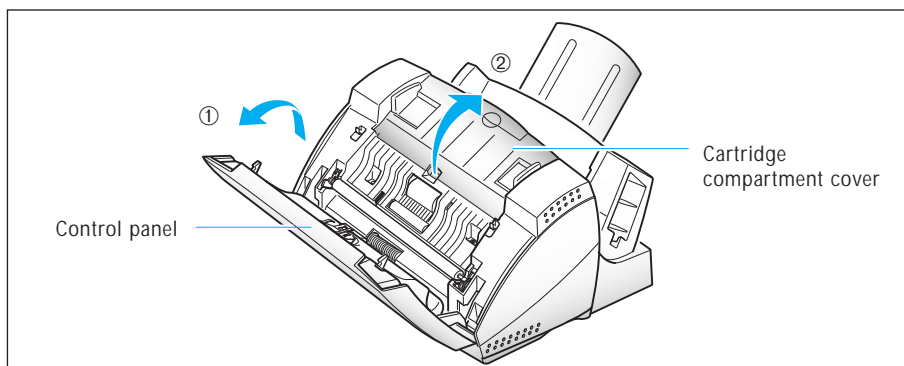
If you want to turn the machine off, unplug the power cord.



## Installing Print Cartridge

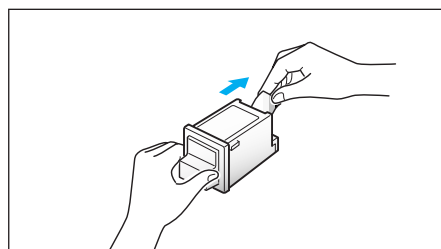
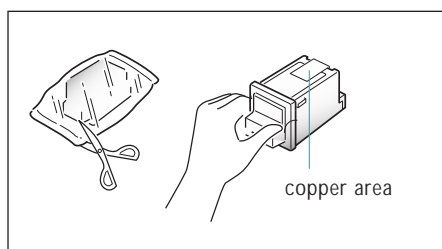
When the machine is powered up without the print cartridge installed, the display shows 'NO CARTRIDGE'.

1. Press the **Cartridge** button to move the cartridge carrier to the install position.
2. Lift the control panel ① with your hand and open the cartridge compartment cover ②.

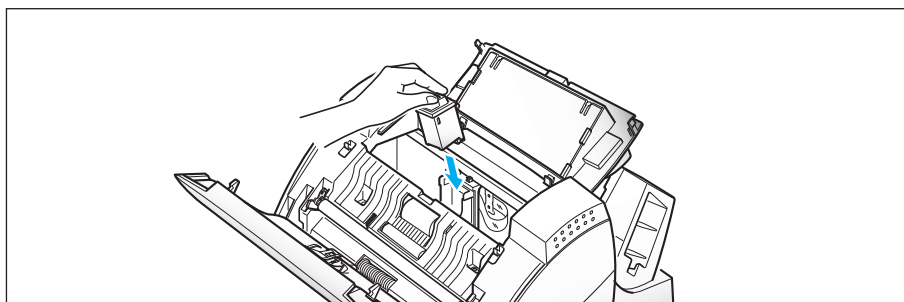


3. Remove the new print cartridge from its packaging. Hold the print cartridge by the black areas or colored top only. Do not touch the copper area.

Carefully remove the tape covering the printhead. Be sure to remove all the tape.

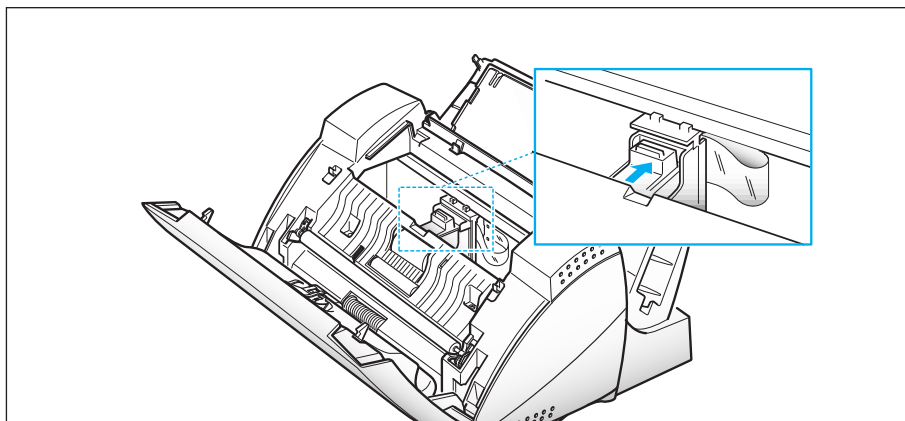


4. Insert the print cartridge into the carrier.





5. Push the cartridge firmly in the direction of the arrow until it clicks into place.



6. After installing the print cartridge, close the cover and replace the control panel.
7. The display shows 'THE CARTRIDGE IS 1.NEW 2.USED'. Choose 'NEW' by pressing the 1 button, or by using the ◀ or ▶ button, and pressing Enter.

The display shows briefly 'MONO INSTALLED'.



*If you install an optional color cartridge to print a file from your PC, it is recommended to use 'Install Cartridge' tab in the SF4500 Series Control Program on your PC instead of the **Cartridge** button on the control panel. To start SF4500 Series Control Program, See page 2.36.*

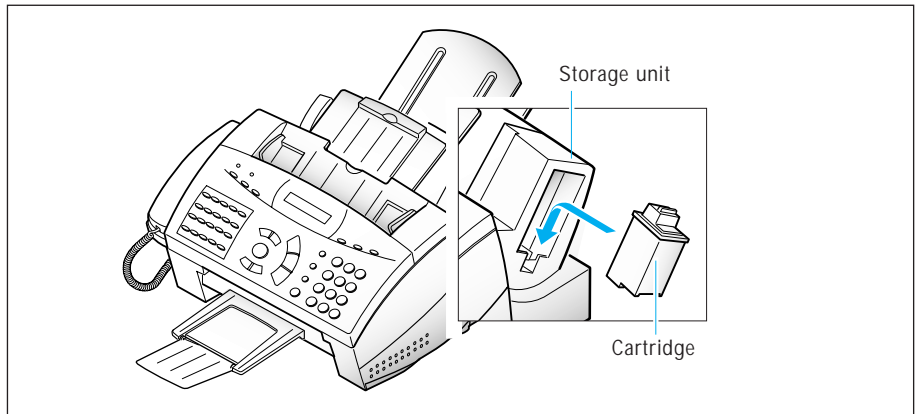
## Storing a Print Cartridge in the Storage Unit

The print cartridge storage unit provides a convenient place to store an extra black or color (option) print cartridge, and prevents an opened cartridge from drying out.

*To store a print cartridge in the storage unit :*

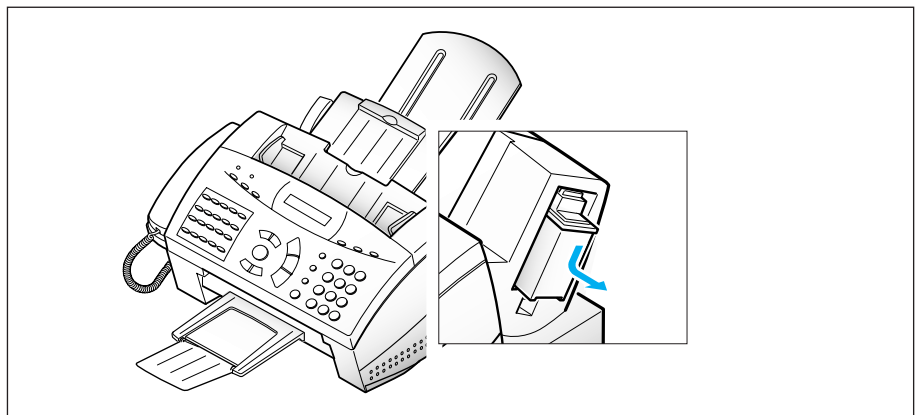
**Insert the print cartridge into the storage unit, and slightly push it down.**

When switching between the color and black print cartridges, keep the unused one in the print cartridge storage unit. The storage unit prevents the print cartridge from drying out while providing easy access to it.



*To remove a print cartridge from the storage unit :*

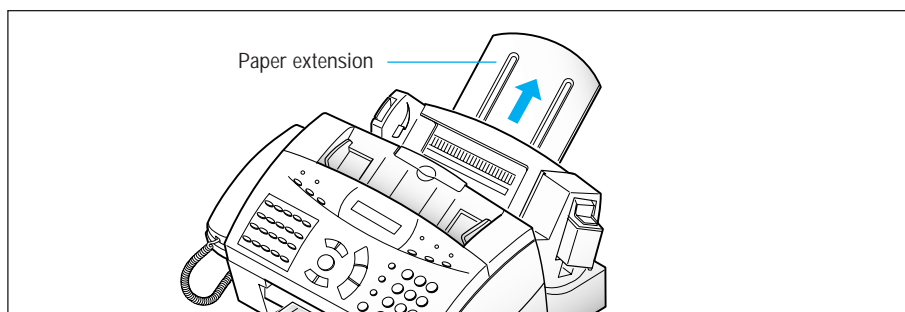
**Push the cartridge slightly down and pull it outward.**



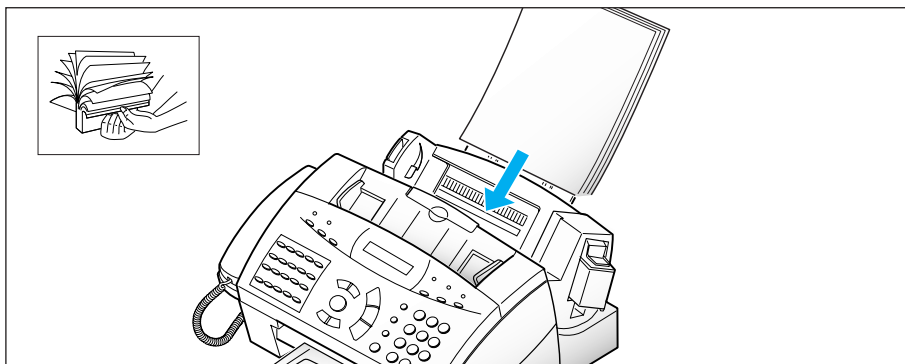
## Loading Paper

The display shows 'NO PAPER' when paper is not loaded. You can load approximately 130 sheets of paper.

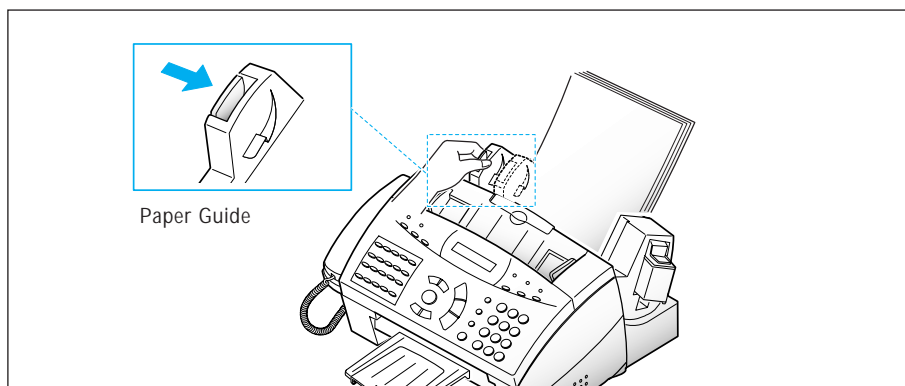
1. Pull the paper extension on the paper bin all the way up.



2. Fan and insert the paper, with the print side facing you.



3. Squeeze the left paper guide and move it to the right, to match the width of the paper.



---

## Running Self Test

Each time you install a new print cartridge, run the self test to check if the printer mechanism is functioning properly.

1. Press **Menu**, then press **Self Test** on the One-Touch keypad. The machine prints out a test pattern.

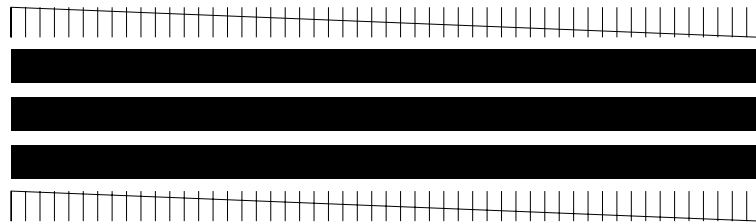
2. Examine the test pattern and look for a break in the diagonal line.

A broken line shows any clogged nozzles. Run the nozzle test.

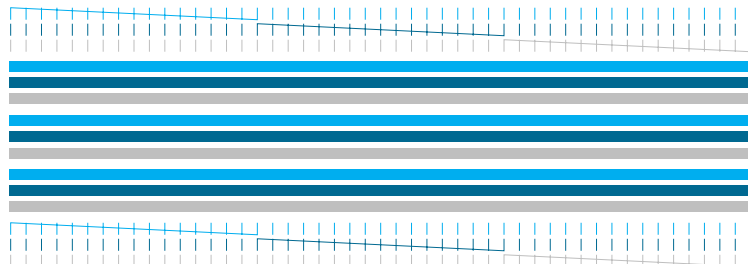
See page 3.19.

If the diagonal lines are not broken, and the black (or color) bars are clear, the printer mechanism is functioning properly. See the sample pattern below.

### *Sample Test Pattern*



Black cartridge



Color cartridge

## System Setup

In this mode, you can adjust the ringer volume, and set the home position of the contrast and resolution.

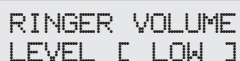
### Adjusting Ringer Volume

You can adjust the volume of the ringer to the desired volume:

1. Press **Menu**, then press **System Setup on the One-Touch keypad**. The display shows 'RINGER VOLUME.?'
2. Press **Enter**, then use ▼ or ▲ to choose the desired volume of the ringer.

The ringer sounds and the display shows the selected volume: HIGH; MED; LOW; OFF.

Choosing OFF turns the ringer off. The machine will work normally even if the ringer is set to off.



RINGER VOLUME  
LEVEL [ LOW ]

3. Press **Enter** when the desired volume level is selected. The display shows the next setup menu 'HOME SETTING ?.' For details on 'Home Setting' menu, see below:
4. To return to Standby Mode, press **Stop**.

### Setting Home Positions for Resolution and Contrast

The contrast and resolution lamps on the control panel can be set to their most frequently used positions. Whenever a document is loaded in your machine, the home contrast and resolution lamps will turn on. Contrast and resolution can be changed for individual operations by pressing the **Contrast** and **Resolution** buttons until the desired mode lamp is lit.

1. Press **Menu**, then press **System Setup on the One-Touch keypad**. The display shows 'RINGER VOLUME.?'
2. Press ▼ or ▲ until you find 'HOME SETTING?.'

3. Press **Enter**. The display asks you to choose the resolution or contrast.



```
1.RESOLUTION
2.CONTRAST
```

4. Press **1** to choose 'RESOLUTION.' **2** for 'CONTRAST'. You can also choose the mode by pressing ▼ or ▲ and **Enter**. The display shows the current mode.

5. Press ◀ or ▶ repeatedly until you find the desired mode.

#### HOME RESOLUTION

- STANDARD – use with most documents.
- FINE – default resolution settings and should be used for documents with fine detail, or small print.
- SUPER FINE – originals with extremely fine detail.

#### HOME CONTRAST

- NORMAL – use with documents of average or normal contrast.
- DARKEN – use with documents with low contrast or light images.
- LIGHTEN – use with documents with high contrast or dark images.
- PHOTO – for obtaining maximum image quality with documents that contain pictures or photographs with shades of grey.

6. Press **Enter**. The display asks you to choose RESOLUTION or CONTRAST.

7. If necessary, repeats steps 4 and 5. To return to Standby Mode press **Stop**.

---

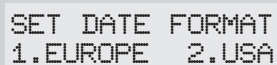
## Adjusting Speaker Volume

1. Press **OHD** to adjust the speaker volume. If you cannot hear dial tone, check the phone line connection.
2. Press ▼ or ▲ repeatedly until you find the desired loudness. The display shows the current volume level.
3. After choosing the desired volume level, press **OHD**.

## Setting the Date and Time

The current date and time are shown in the display when the machine is on and ready for use (Standby Mode). The date and time are printed on all faxes you send.

1. Press **Menu**, then press **Date & Time** on the One-Touch keypad. The display asks you to choose a date format.



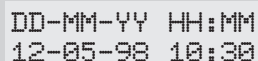
```

SET DATE FORMAT
1.EUROPE 2.USA
  
```

2. Choose the desired date format by pressing **1** for EUROPE, or **2** for USA. You can also choose the format by pressing ◀ or ▶, then **Enter**.

If you select USA, the date format will be displayed as MMDDYY. The EUROPE. will be displayed as DDMMYY.

The display shows the current set date and time.



```

DD-MM-YY HH:MM
12-05-98 10:30
  
```

3. Change the date and time by pressing ◀ or ▶ to move the blinking cursor under the number you want to change, and enter the correct number using the number keypad.

DD (Day)	= 01~31
MM (Month)	= 01~12
YY (Year)	= two digits
HH (Hour)	= 00~23
MM (Minute)	= 00~59

4. When the date and time are correct, press **Enter**.

If you enter an invalid number, the machine beeps and doesn't proceed to the next step. If this happens, just reenter the correct number.

The display shows the date and time you have set, then returns to Standby Mode.

---

## Setting the System ID (Your Number and Name)

The System ID will be printed at the top of each page sent from your machine.

1. Press **Menu**, then press **System ID** on the One-Touch keypad. The display asks you to enter the telephone number.

If there is a number previously registered, the number appears.

2. Enter the telephone number (up to 20 digits) to which your machine is connected. You can enter alphanumeric characters using the number keypad, and include special symbols such as +, -, by pressing 0 repeatedly.

For details on how to use the number keypad to enter a number or letter, see page 2.4.

If you want to enter the same number or letter in succession (e.g. 55, 777, AA), press one digit, then move the cursor by pressing ►, and enter the next digit.

If you make a mistake, press ◀ or ► to move the cursor under the wrong digit. Then enter the correct number to change or press **Delete** to delete the number.

To insert a space, you can also use ► to move the cursor to skip the position.

3. Press **Enter** when the number in the display is correct. The display then asks you to enter your ID (name).
4. Enter your ID name (up to 40 characters) as described above to enter a number, then press **Enter**.



# *Installing SMARTSOFT*



---

## **Installing SMARTSOFT**

You must install the SMARTSOFT CD-ROM for PC printing, PC faxing, and PC scanning. Smart Soft includes the following drivers:

- Printer Driver
- Scanner Driver
- Presto! PageManager
- Presto! PhotoAlbum
- Fax Driver
- Fax RCP Driver

For details on the drivers, refer to each driver's description.



*If you are experiencing problems with the software contained on this CD-ROM, or if you don't have a CD-ROM drive and require the software on 3.5" diskette, please call service.*

## **Printer Driver**

Before you can use any printer with your computer, you must install a printer driver. The printer driver tells the computer what kind of a printer you are using, and also controls the various settings, such as print quality and paper type. You define these settings within the printer driver, which then communicates the settings to both the computer and the printer.

To use the machine as your printer, you must install the Printer Driver in your computer. After installing the printer driver, make sure the SF4500 Series is selected as the default printer to use the machine as your printer.

## **Scanner Driver**

Scanner driver allows you to scan images from any graphics or OCR (Optical Character Recognition) applications program that supports the TWAIN standard (e.g. Presto! PageManager, Adobe Photoshop). To use your machine as your scanner, you must install the Scanner Driver in your computer.

For information on how to use scan options, refer to SF4500 Series application manual.

## **Presto! PageManager**

With *Presto! PageManager*, you can easily scan documents and photographs into your computer and maintain them as electronic documents. You can also use *Presto! PageManager* to quickly transmit scanned documents by fax or electronic mail, or to print a copy on your printer.

To use *Presto! PageManager* as your scanning application, you must install the *Presto! PageManager* in your computer. For information on how to use *Presto! PageManager*, refer to SF4500 Series application manual.

## **Presto! PhotoAlbum**

*Presto! PhotoAlbum* helps you create personalized photo albums that organize and preserve your photos forever... electronically. Add your favorite photos from digital cameras, scanners or the internet. Decorate them with frames, shadows, ornaments, captions and background textures. Photos can be shared with family and friends via the internet, create desktop wallpaper or slide shows.

If you want to use *Presto! PhotoAlbum*, you must install the *Presto! PhotoAlbum* in your computer. For information on how to use *Presto! PhotoAlbum*, refer to SF4500 Series application manual.

## Fax Driver

The SF4500 Series Manager allows you to use a Class-2 compatible PC-FAX application such as WinFax LITE 4.0. The SF4500 Series Manager is a Windows program which runs in the background all the time. You can open the SF4500 Series Manager display by clicking on it's icon in the Control Panel menu. You can also terminate the Manager at any time, if necessary.

When you exit the SF4500 Series Manager, it will offer you two options. One option is to terminate the SF4500 Series Manager, and the other option is to keep the Manager running in the background. If you decide to terminate the Manager, all current and future SF4500 Series usage will be terminated until you restart the SF4500 Series Manager or restart Windows. You can also restart the SF4500 Series Manager from the Control Panel menu at any time.

For information on how to use SF4500 Series Manager, refer to your WinFAX LITE manual.

You can change SF4500 Series Manager COM port, which should match the COM port used by PC-FAX application. Its default COM port is COM3.



*It is recommended not to set automatic receiving mode through a PC-FAX application like WinFax LITE, because it occupies the LPT port all the time and you cannot use your machine for printing, scanning, or any other job.*

## Fax RCP Driver

If you install the Fax RCP Driver, you can use SmartFAX utility that enables you to set up phonebook numbers and download them into the SF4500 Series machine. This utility also allows you to use fax operation on SmartFAX window on your computer screen.

For information on how to use SmartFAX, refer to SF4500 Series application manual.

---

## System Requirement

Before you start, make sure you have the following minimum computer setup:

### **Printer Driver**

- IBM or compatible, with 486SX 33MHz or higher processor
- Free disk space of at least 3Mb
- 8Mb or higher RAM
- Windows 3.x; Windows 95
- CD-ROM drive

### **Scanner Driver**

- IBM or compatible, with 486SX 33MHz or higher processor
- Free disk space of at least 3Mb
- 8Mb or higher RAM
- Windows 3.x; Windows 95
- CD-ROM drive

### **Presto! PageManager**

- IBM or compatible, with 486SX 33MHz or higher processor
- Free disk space of at least 8Mb (Windows 3.x) or 20Mb (Windows 95)
- 8Mb or higher RAM
- Windows 3.x; Windows 95
- CD-ROM drive

### **Presto! PhotoAlbum**

- IBM or compatible, with 486SX 33MHz or higher processor
- Free disk space of at least 95Mb
- 8Mb or higher RAM
- Windows 95
- CD-ROM drive

### **Fax Driver**

- IBM or compatible, with 486SX 33MHz or higher processor
- Free disk space of at least 4Mb
- 8Mb or higher RAM
- Windows 3.x; Windows 95
- CD-ROM drive

### **Fax RCP Driver**

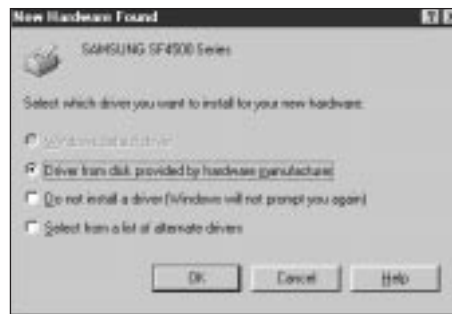
- IBM or compatible, with 486SX 33MHz or higher processor
- Free disk space of at least 1Mb
- 8Mb or higher RAM
- Windows 3.x; Windows 95
- CD-ROM drive

## Installation Procedure

Before you start, make sure your computer meets or exceeds the system requirement for the driver and application program you want to install.

### Printer Driver in Windows 95

1. Make sure the machine is plugged in and connected to your computer.  
**Turn on your machine and the computer.**
2. **Start Windows.** You see a screen similar to this:



3. Insert SmartSoft CD-ROM into your CD-ROM drive.
4. Make sure **Driver from disk provided by hardware manufacturer** is selected, and click **OK**. You see this screen:



5. In the command line, type **d:\Uniutil\Prtdrv** (if you are using CD-ROM drive D) or **e:\Uniutil\prtdrv** (if you are using CD-ROM drive E), then click **OK**. The Add Printer Wizard dialog appears.



6. To use your machine as the default printer, select **Yes**, and click **Finish**.  
The setup file is copied into your computer.
7. When installation is complete, the Install New Cartridge dialog box appears. Make sure that cartridge is installed, then **Click Cartridge Installed**.
8. Follow the instructions on the screen.

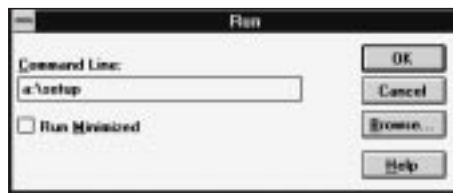


*If Windows 95 does not recognize the printer:*

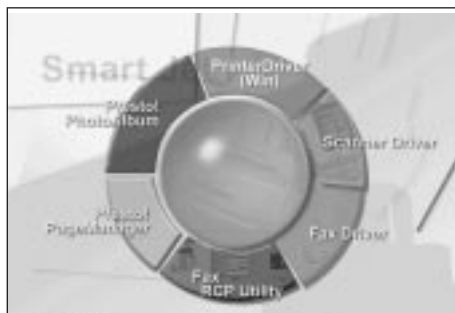
1. Insert the Smartsoft CD-ROM into the CD-ROM drive.
2. Select **Printers** in **Settings** under **Start** menu. The Print window appears.
3. Double click **Add Printer**. The Add Printer Wizard dialog box appears.
4. Click **OK**. Follow the instructions on the screen.

### Printer Driver in Windows 3.x

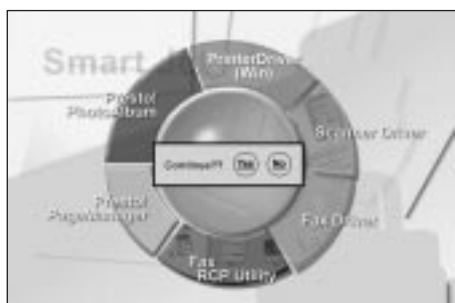
1. Make sure the machine is plugged in and connected to your computer.  
**Turn on your machine and the computer.**
2. Start your Windows.
3. Insert the Smart Soft CD-ROM into your CD-ROM drive.
4. From the **Program Manager**, select **Run** from the **File** menu. The Run dialog box appears.



5. Type **d:(or e:)\start** on the command line, then click **OK**. The CD-ROM starts and the initial screen appears.



6. From the SF4500 Series install screen, select **Printer Driver**. The Continue dialog box appears.



7. Click **Yes** and follow the instructions on the screen.

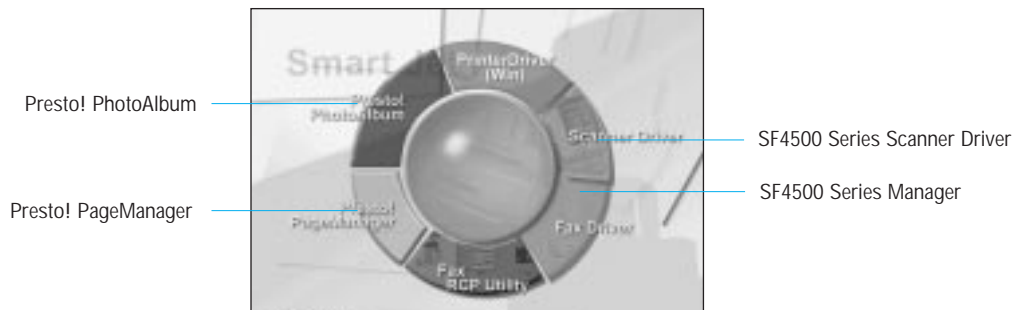
## Scanner Driver, Fax Driver, Fax RCP Driver, Presto! PageManager, Presto! PhotoAlbum

### 1. Lets begin from the SMARTSOFT CD-ROM initial screen.

If not turned on, start Windows and insert the Smart Soft CD-ROM. Windows 95 users will see the initial screen.

Windows 3.x users should select **Run** from the **File** menu under the **Program Manager**. When the Run dialog box appears, type **d: (or e:)start** on the command line, then click **OK**. The CD-ROM starts and the initial screen appears.

### 2. From the initial screen, select the desired driver or application.



### 3. The selected software install dialog box appears. Click **Start** and follow the instructions on the screen.



## Uninstalling

Uninstall is only required if you are upgrading from an older SF4500 Series software, or if your installation fails.

### In Windows 95

1. **Start Windows if not already started.**
2. **Click the Start button and choose Programs.**
3. **Choose the driver or application you want to remove** (SAMSUNG SF4500 Series Printer, SAMSUNG SF4500 Series Scanner, SAMSUNG SF4500 Series Manager, SmartFAX, Presto! PageManager, or Presto! PhotoAlbum).
4. **Choose Uninstall.** The Uninstall dialog box appears. Follow the instructions on the screen to complete uninstallation.

### In Windows 3.x

1. **Start Windows if not already started.**
2. **From the Program Manager, double click the driver or application icon you want to remove** (SAMSUNG SF4500 Series Printer, SAMSUNG SF4500 Series Scanner, SAMSUNG SF4500 Series Manager, SmartFAX, Presto! PageManager, or Presto! PhotoAlbum).
3. **In the selected software windows, double click the Uninstall icon.** The selected software Uninstall dialog box appears.
4. **Follow the instructions on the screen to complete uninstallation.**



# *Operation*



## Control Panel

### Busy Lamp

Flickers while receiving print data from the computer or uploading scanned data to the computer.

### Alarm Lamp

Lights when something is wrong.

### Cartridge

Use when replace the print cartridge. The button permits you to position the print cartridge carrier so that you may easily remove or replace the print cartridge.

### Form Feed

Eject paper from the printer if the paper is not fed out after printing is completed. Also, use to load paper in place when the paper has run out while PC printing.

### Search/Delete

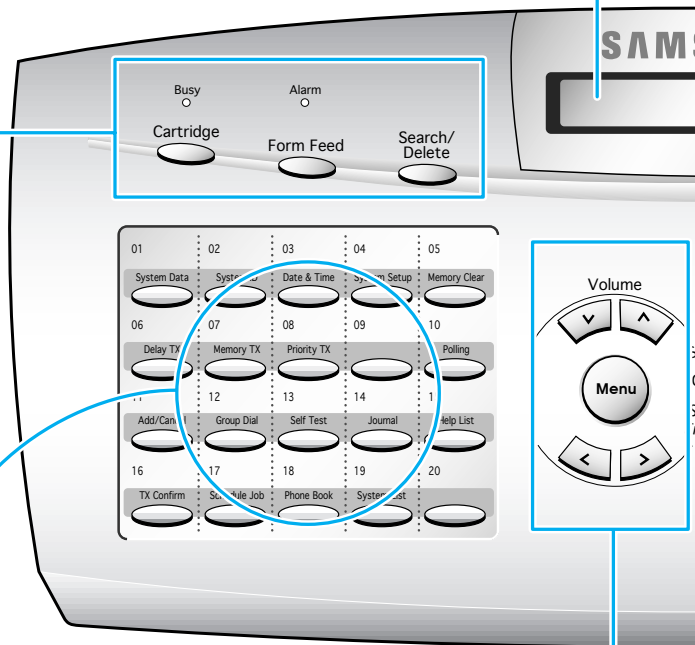
Search for numbers in memory (for details, see page 2.48). Or use to delete digits in the edit mode.

### One-Touch Dial and Special Function Buttons

Call most frequently used numbers with one button (See page 2.44 for information on how to store numbers). Also, use these buttons with the **Menu** button to set up special functions or print lists.

### LCD Display

The display shows the current status of your machine and guides you through various tasks using a menu system for each operation.



### ▼ and ▲ (Volume)

Display the next or last menu item. Also, use to adjust speaker volume.

### Menu

Choose special functions.

### ◀ and ▶

Move cursor left or right through the display.

**Stop**

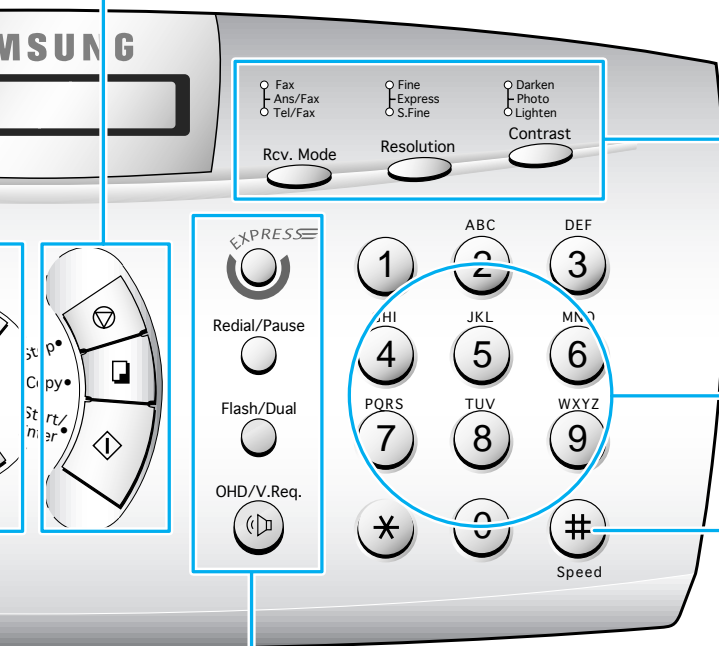
Stop an operation at any time.

**Copy**

Copy a document.

**Start/Enter**

Start a job. Also use to activate the selection shown in the display.

**Rcv.Mode (Receive Mode) and Lamps**

Choose the receive mode you want to use. See page 2.19. The lamps will light to show which setting you have chosen. When both lamps light, you are in Ans/Fax mode. When no lamps are showing, you are in Tel mode.

**Resolution Button and Lamps**

Choose the resolution. Fine is preset at factory. See page 2.8. The lamps will light to show which setting you have chosen. When both lamps light, you are in EXPRESS mode.

**Contrast Button and Lamps**

Choose the contrast when sending or copying documents. See page 2.8. The lamps will light to show which setting you have chosen. When both lamps light, you are in Photo mode.

**Number Keypad**

Use to dial numbers manually or to enter letters. See page 2.4.

**Speed**

Dial calls and send fax documents by entering a 2-digit number. See page 2.46 for information on how to store numbers.

**EXPRESS**

Use to quick scan documents to copy or send. See page 2.9.

**Redial/Pause**

Redial any one of the last 10 phone numbers called. See page 2.50. You can also use it to add a pause when storing a number in memory. See page 2.6.

**Flash/Dual**

Use to transfer a call in a PABX (Private Automatic Branch Exchange). Also use to switch the LCD while performing dual jobs. See page 2.51.


**OHD (On-Hook Dial) and V.Req. (Voice Request)**

Dial numbers without picking up the handset. Also use it to make a voice call after sending or receiving a fax. See page 2.13.

## Using the Number Keypad

As you perform various tasks, you will need to enter names and numbers. For example, when you set up your machine you enter your name (or your company's name) and telephone number. When you use the One-Touch dial or Speed Dial, you enter names and telephone numbers.

When the display asks you to enter a name, the LCD reads:



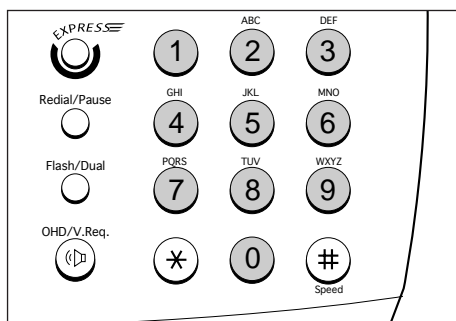
NAME: \_

You can then use the procedures described below to enter up to 20 letters and special characters, numerals, or spaces.

### Entering Letters and Special Characters

You can include special characters (space, plus sign, etc.) in the name by using the zero key. See 'KEYPAD CHARACTER ASSIGNMENTS' on page 2.5.

1. Locate the button labeled with the letter you want – then press the button repeatedly until the correct letter appears in the display.



For example, to enter an O, press **6** (labeled MNO). Each time you press **6**, the display shows a different letter – first M, then N, and O, and finally 6.

The letter appears in the display.

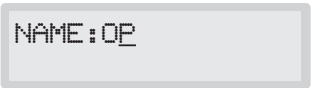


NAME: O

2. When the letter you want appears in the display, press another number key labeled with the next letter you want.

If the next letter is printed on the same number button, move the cursor by pressing ►, then press the button.

The blinking cursor moves right and the next letter appears in the display.



3. Select additional letters in the same way. When you're finished entering letters, press **Enter**.

### KEYPAD CHARACTER ASSIGNMENTS

Key	Assigned numbers, letters, or characters
1	Space 1
2	A B C 2
3	D E F 3
4	G H I 4
5	J K L 5
6	M N O 6
7	P Q R S 7
8	T U V 8
9	W X Y Z 9
0	+ - , . ' / * # & 0

## Entering Numbers

You can enter the number of the remote fax machine manually by using the number keypad. The number you press appears in the display.



TEL:95551212\_

When the display asks you to enter a number, you can also use a One-Touch dial button (including Group dial) and 2-digit Speed Dial number. To enter a Speed number, press **Speed**, the 2-digit Speed Dial number, then **Enter**.

Your machine lets you send the same document to more than one location. When you enter a fax number, the display reads 'ANOTHER FAX NO?'. To enter another fax number, enter the number manually, or use One-Touch or 2-digit Speed Dial number. Note that you can not use a Group dial button for ANOTHER FAX NO.

## Editing Numbers or Names

If you make a mistake while entering a number or name, move the cursor under the wrong digit by using ◀ or ▶. Then press the correct number to change, or press **Delete** to delete the number.

## Inserting a Pause

With some private telephone systems, you must dial an access code (9, for example) and listen for a second dial tone before dialing an outside number. Insert a pause in a number when you are setting up a One-Touch or Speed Dial number, or when you dial a number without lifting the handset.

To insert a pause, press **Pause** while entering the number.

When you dial a number, the dialing process pauses for a few seconds at the point where you pressed **Pause**.

If you require a longer pause time, press **Pause** twice.

# *Sending a Fax*



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## Preparing Documents for Faxing or Copying

You can use the machine to fax or copy documents that are printed on standard letter, legal, or A4 size paper. Follow these guidelines to prepare your documents:

- Do not attempt to feed the following types of documents into the machine. Instead, make copies and insert the *copies* into the document tray.
  - wrinkled or creased paper
  - curled or rolled paper
  - torn paper
  - carbon-paper or carbon-backed paper
  - coated paper
  - onion skin or thin paper
- Remove all staples, paper clips, and the like before feeding the document.
- Make sure any glue, ink, or correction fluid on the paper is completely dry before feeding the document.
- Do not feed documents with pages that are of different sizes or thicknesses.



---

## Setting Document Resolution and Contrast

We recommend sending documents printed using a typewriter, felt tip pen, black ink, or laserwriter. The paper should be white or very light, and of normal weight - not cardboard. Blue lines on a ruled pad don't fax well.

When you send normal documents, you need not adjust the resolution and the contrast.

If you send documents with unusual contrast characteristics, including photographs, you can adjust the resolution and contrast to send a high-quality transmission of the documents.

### Resolution

Press the **Resolution** button to increase sharpness and clarity. Resolution is preset to Fine at factory, but if you press the **Resolution** button repeatedly after loading a document you can switch between Standard, Fine, and Super Fine modes.

**Fine** is good for documents containing small characters or thin lines, or print from a dot-matrix printer. When Fine is selected, the Fine lamp lights.

**Super Fine** works well for documents containing extremely fine detail. When Super Fine is selected, the S.Fine lamp lights. Super Fine works only if the remote machine also has the Super Fine feature.

### Contrast

Press the **Contrast** button to compensate for the brightness or darkness of your faxed document. By pressing the **Contrast** button repeatedly after loading a document, you can choose between Normal, Darken, Lighten, or Photo.

**Darken** works with light print or faint pencil markings. When Darken is selected, the Darken lamp lights.

**Lighten** works with dark print on a dark background. When Lighten is selected, the Lighten lamp lights.

**Photo** is used when faxing photographs or other documents containing color or shades of grey. Although your machine won't transmit color, it will print and send up to 256 shades of grey. When Photo is selected, both Darken and Lighten lamps light.



*You can set the resolution and contrast home position. The lamp of the selected mode will light when a document is loaded. For details on how to set the home position for resolution and contrast, see page 1.13.*

---

## EXPRESS Mode

If you want to copy or send a document quickly, you can activate EXPRESS mode. In EXPRESS mode, it quickly scans the document to be sent or copied.

**Press the EXPRESS button after loading documents.** Fine and S.Fine resolution lamps light to indicate the EXPRESS mode.



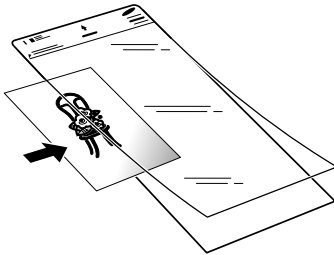
*If EXPRESS mode is activated, Fine or S.Fine resolution mode will be disabled. The maximum scan length is limited to A4 size.*

---

## Using Carrier Sheet (SF4500C only)

You may want to use the carrier sheet provided to protect fragile or damaged original documents or photos for faxing and scanning.

1. Insert the document.

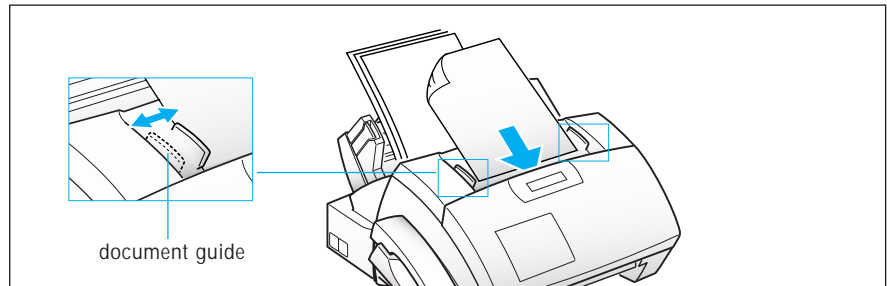


2. Insert the carrier sheet facing down into the document tray until it is gripped by the machine.

---

## Loading Document

1. Turn the page face down.
2. Adjust the document guides to match the width of the document.
3. Slide the sheet down into the document tray, until it's gripped by the machine.



The automatic document feeder seizes and pulls in the page. The display shows 'DOCUMENT READY'.

You can insert up to 30 sheets at a time. If you insert more than one sheet, make sure the bottom sheet enters first. Stagger the leading edges of the sheets slightly, and insert the sheets with a slight push to ensure smooth feeding.

To add pages while the fax is sending, insert them into the loading slot on top of the already loaded sheets.

If you're loading pages that are unusually thick or thin, feed one sheet at a time.

4. **The resolution and contrast lamps are lit up according to the home position mode.** For information on how to set the home position for resolution and contrast, see page 1.13.

If necessary, use the **Resolution** and **Contrast** button: See page 2.8.

5. **If you want to activate EXPRESS mode to scan quickly, press EXPRESS.** Fine or S.Fine resolution mode will be disabled.

---

## Sending a Fax Automatically

1. **After loading a document, enter the number of the remote fax machine using the number keypad.**

You can store One-Touch or Speed Dial numbers so that you can dial your most frequently used numbers with one touch of a button or a 2-digit Speed Dial number. For information on storing and using numbers in memory, see page 2.44.

If you make a mistake while entering a number, move the cursor under the wrong digit by using ◀ or ▶, and correct the number, or press **Delete**.

2. **Press Start when the number appears correctly in the display.** The machine dials the number and begins to transmit.

---

## Sending a Fax After Talking

1. **After loading a document, pick up the handset or, press OHD for hands-off operation.** The display shows 'PHONE.'
2. **Using the number keypad, enter the number of the remote fax machine.** The display shows the number you are dialing.
3. **Press Start when you hear a fax tone.** The machine begins to transmit.
4. **Replace the handset.**

## Canceling Transmission

Press **Stop** any time during transmission.

## Confirming Transmission

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

If something went wrong during your fax transmission, an error message appears in the display. For a listing of error messages and their meanings, see page 3.5.

If you receive an error message, press **Stop** to clear the message and try to send the document again.

You can set your machine to print out a confirmation report automatically each time sending is completed.

For more information, see 'User Options' on 2.53.

## Automatic Redial

When you send a fax, if the number you have dialed is busy or there is no answer, the machine hangs up, waits for the specified retry term and redials the number. If, after the specified number of retry attempts (retry count), the machine fails to connect, the machine returns to Standby Mode.

While the machine is redialing, the display shows 'RETRY REDIAL?.' If you want to redial the number immediately, press **Start**. To stop redialing, press **Stop**.

You can select the number of retries and the retry time between each redial attempt. See 'User Options' on page 2.53.

---

## Voice Request

If you're sending or receiving a document and need to speak to the other person during the same phone call, use Voice Request to alert the person at the remote site. You can also respond to a Voice Request made by the person at the remote end.

### Sending a Voice Request

1. **Press V.Req while a document is being sent or received.** Voice Request signal is stored and then sent to the remote fax machine after the document has been sent or received.
2. **When the phone rings, pick up the handset and answer it.**

You can cancel a Voice Request by pressing **V.Req** again while you are sending or receiving a document.

### Answering a Voice Request

**When the phone rings after sending or receiving a fax, pick up the handset and answer it.**

If you don't answer the Voice Request, the machine prints out the number that made the Voice Request, and the time and date the request was made.

---

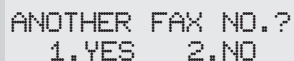
## Delayed Transmission

You can set your machine to send a fax at a later time when you will not be present. A maximum of 10 transmission jobs can be reserved in your machine.

1. **Load the document face down.** If necessary, use **Resolution**, **Contrast**, or **EXPRESS** button. For details, see page 2.8.
2. **Press Menu, then press Delay TX on the One-Touch keypad.**
3. **Enter the number of the remote machine, then press Enter.**

To enter the number, you can also press a One-Touch button, including a Group dial button. Otherwise, press **Speed**, enter a 2-digit Speed Dial number, then press **Enter**. The stored number (and name) appears in the display. Press **Enter** to confirm the number.

4. The display asks you to enter another fax number, to send the document to another location.



ANOTHER FAX NO.?  
1.YES 2.NO

5. If you want to send to more than one location, press **1** and enter another fax number using the number keypad, One-Touch dial, or 2-digit Speed Dial number. Note that you cannot use a Group dial number for ANOTHER FAX NO.

OR

To send to one location or when you complete the last fax number setting, press **2**.

6. The display asks you to enter a name. If you want to assign a name to the transmission, enter the name. If not, skip over this step.

For details on how to enter letters using the number keypad, see page 2.4.

7. Press **Enter**. The display shows the current time on the upper line and asks you to enter the time in the bottom line when the fax is to be sent.



CURRENT [12:30]  
START [12:30]

8. Enter the time by using the number keypad, then press **Enter**.

Enter the time in 24-hour format. For example, enter 2230 for 10:30 P.M. If you set a time earlier than the current time, the document will be sent at that time on the following day.

9. The machine returns to Standby mode and the display shows a reminder that a Delayed Transmission is set.



*If you want to cancel the Delayed Transmission, see 'Canceling a Standby Operation' on page 2.18.*

## Memory Transmission (Broadcasting)

With Memory Transmission, documents are automatically stored in memory and sent to a remote station. Use this feature to send your documents to multiple locations. After sending, the documents are automatically erased from memory.

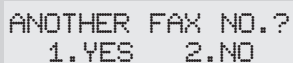
1. **Load the document face down.** If necessary, use **Resolution**, **Contrast**, or the **EXPRESS** button. For details, see page 2.8.

2. Press **Menu**, then **Memory TX** on the One-Touch keypad.

3. **Enter the number of the remote machine, then press Enter.**

To enter the number, you can also press a One-Touch button, including a group dial button. Otherwise, press **Speed**, enter a 2-digit Speed Dial number, then press **Enter**. The stored number (and name) appears in the display. Press **Enter** to confirm the number.

4. The display asks you to enter another fax number to send the document to another location.



ANOTHER FAX NO.?  
1.YES 2.NO

5. If you want to send to more than one location, press **1** and enter another fax number using the number keypad, One-Touch dial, or 2-digit Speed Dial number. Note that you cannot use a Group dial number for ANOTHER FAX NO.

OR

To send to one location, or when you complete the last fax number setting, press **2**.

6. The document will be scanned into memory before transmission. The display shows the memory capacity and the number of pages, then the machine begins sending the document.



---

## Priority Transmission

When priority transmission is enabled, a high priority document can be transmitted ahead of reserved operations. The document is scanned into memory, then transmitted when the current operation concludes. In addition, a priority transmission will interrupt a broadcast operation between stations (i.e., when transmission to station A ends, before transmission to station B begins) or between redial attempts.

1. **Load the document face down.** If necessary, use **Resolution**, **Contrast**, or the **EXPRESS** button. For details, see page 2.8.

2. Press **Menu**, then **Priority TX** on the One-Touch keypad.

3. Enter the number of the remote machine, then press **Enter**.

To enter the number you can also press a One-Touch button. Otherwise, press **Speed**, enter a 2-digit Speed Dial number, then press **Enter**. The stored number (and name) appears in the display. Press **Enter** to confirm the number. Note that you can not use a Group dial button.

4. The display asks you to enter a name. **If you want to assign a name to the transmission, enter the name. If not, skip this step.**

For details on how to enter letters using the number keypad. see page 2.4.

5. Press **Enter**. The display shows the number being dialed, 2nd the machine begins sending the document.

## Polling Transmission


### What is Polling?

Polling is used when one fax machine requests another to send a document. This is useful when the person with the original document to be sent is not in the office. The person who wants to receive the document calls the machine holding the original and requests that the document be sent. In other words, it “polls” the machine holding the original.

### Being Polled By a Remote Machine

You can program your fax machine to send documents in your absence when polled by a remote fax machine. It is possible to use a Poll Code to prevent unauthorized polling of your fax machine. When you secure your machine in this manner, only those who know the Poll Code can poll your machine.

1. **Load the document face down.** If necessary, use **Resolution**, **Contrast**, or the **EXPRESS** button. For details, see page 2.8.
2. **Press Menu, then Polling on the One-Touch keypad.** The display asks you to choose the polling options; TX (Transmission Polling) and CONT (Continuous Polling).



SELECT POLLING  
1.TX 2.CONT.

3. **Press Enter to confirm '1.TX.'** The display asks you to enter a 4-digit Poll Code. The Poll Code is preset to 0000 at the factory, which represents no Poll Code.



POLL CODE  
[0000]

4. **If you want to use a Poll Code, enter the desired 4-digit code (except for 0000), then press Enter.**  
Or  
**If you do not want to secure the transmission with a Poll Code, press Enter when the display shows 0000 for TX-POLL CODE.**
5. The machine stores the document in memory. The display counts the number of pages being stored in memory and the memory capacity remaining.

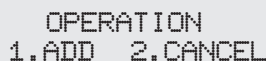
The machine returns to Standby Mode and the display shows a reminder that a Polling Transmission is set. The machine automatically switches to Fax mode (automatic receiving) when set to be polled.

---

## Adding Documents To a Standby Operation

You can add documents to a Delayed or Polling Transmission previously reserved in your machine's memory.

1. **Load the document face down.** If necessary, use **Resolution**, **Contrast**, or the **EXPRESS** button. For details, see page 2.8.
2. **Press Menu, then Add/Cancel on the One-Touch keypad.** The display asks you to select 'ADD' or 'CANCEL'.



OPERATION  
1.ADD 2.CANCEL

3. **Press Enter to confirm 'ADD'.** The display shows operations currently reserved in memory.



22:00 DELAY TX  
SAMSUNG

(e.g. Delay transmission is scheduled to be sent at 10:00 PM.)

4. **Press ▼ or ▲ repeatedly until you find the operation to which you want to add documents, then press Enter.**

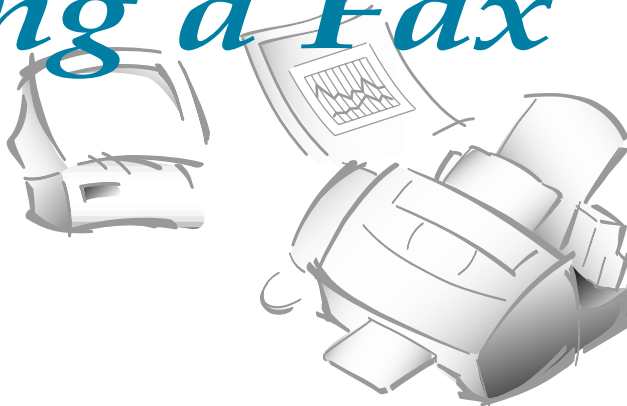
The machine automatically stores the documents in memory, and displays the number of total pages and added pages, then returns to Standby Mode.

---

## Canceling a Standby Operation

1. **Press Menu, then Add/Cancel on the One-Touch keypad.** The display asks you to select 'ADD' or 'CANCEL'.
2. **Press 2 to choose 'CANCEL'.** The display shows the operations currently reserved in memory.
3. **Press ▼ or ▲ repeatedly until you find the operation you want to cancel, then press Enter when you find the operation.**

# Receiving a Fax



## Receiving a Fax

Your multi-function machine has four reception modes:

- In **Fax** mode, the machine answers an incoming call and immediately goes into receive mode, waiting for a fax to be sent.
- In **Tel/Fax** mode, the machine answers an incoming call expecting to receive a fax. If the machine does not sense a fax signal, it will continue to sound the ringing tone to tell you it is a phone call. If you do not lift the handset during the ringing, the machine will switch to automatic fax reception mode.
- In **Ans/Fax** mode, the answering machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the call automatically switches over to the fax machine. To use Ans/Fax mode, you should attach an answering machine (TAD) to the EXT socket on your fax machine (see page 1.6).
- In **Tel** mode, automatic fax reception is turned off. You can receive a fax only by manually picking up the handset and pressing **Start**.

The lamps located above the **Rcv. Mode** button indicate the selected reception mode.

If you seldom use the fax line for voice conversations, set the fax machine to receive a fax automatically by selecting either Fax or Tel/Fax mode.



- While you print a PC file, an incoming fax will be received and stored in memory. If you have a lot of pages to print, we recommend stopping PC printing to prevent memory from becoming full.

---

## Receiving Automatically in Fax Mode

1. Press **Rcv.Mode** until the Fax lamp lights.
2. When you get a call, the machine answers the call on the second ring and receives a fax automatically. You can change the number of rings. See 'ANSWER ON RING' on page 2.56.

To adjust the Ringer Volume, press **Menu, System Setup** on the One-Touch keypad, **Start** to access Ringer Volume mode, then use ▲ or ▼ to choose the desired loudness.

---

## Receiving Automatically in Tel/Fax Mode

1. Press **Rcv.Mode** until the Tel/Fax lamp lights.
2. When you get a call, the machine answers the call on the second ring. You can change the number of rings. See page 2.56.
3. If a fax is being sent, the machine goes into receives a fax automatically. If the machine does not sense a fax signal, it will give another ringing tone to tell you it is a phone call.
4. Lift the handset to answer the call. If you do not pick up the handset within a specified time, the machine will switch back to automatic fax reception mode.

## Receiving Automatically in Ans/Fax Mode

To use this mode, you must attach an answering machine (TAD) to the EXT jack on your fax machine (see page 1.6).

1. Press **Rcv.Mode** until both Fax and Tel/Fax lamps light.
2. When you get a call, the answering machine answers it. If the caller leaves a message, the answering machine stores the message normally.

If your machine hears a fax tone on the line, fax receive mode is activated.



- If you have set your machine to Ans/Fax and your answering machine is switched off, or no answering machine is connected to your fax machine, your machine will automatically go into fax receive mode after several rings.
- If your answering machine has a 'user-selectable ring counter', set the machine to answer incoming calls within 1 ring.
- If you are in Tel mode (manual reception) when the answering machine is connected to your machine, you must switch off the answering machine, or the outgoing message from the answering machine will interrupt your phone conversation.

## Receiving Manually in Tel Mode

1. Press **Rcv.Mode** until both Fax and Tel/Fax lamps are off.
2. When the telephone rings, pick up the handset and answer it.
3. If you hear a fax tone, or if the person on the other end asks you to receive a document, press **Start**.
4. **Replace the handset.** The machine begins receiving and returns to Standby Mode when reception is complete.



### **If Your Machine Is Out of Paper When it Receives a Fax - Receiving into Memory**

If your machine is set to receive a fax automatically and the recording paper has run out, a paper jam has occurred, the top cover has been opened, or you are making a copy or printing, the incoming documents are automatically stored in the fax machine's memory. After receiving documents, the machine displays 'MEMORY RECEIVED' and the cause, 'NO PAPER', for example.

You must clear the problem by loading new paper, closing the cover, or clearing the jam. Your machine will then automatically print the fax stored in memory.

If you clear the problem while the machine is receiving documents into memory, it will print the stored document immediately.

---

## **Receiving Using an Extension Telephone**

This feature is available only when you use an extension telephone connected to the EXT jack on the back of the machine. See page 1.6. You can receive a fax from someone you are talking to on the extension telephone without having to go to the fax machine.

- 1. If you receive a call on the extension phone and hear fax tones, press the buttons ' \* 9 \* ' (star-nine-star) on the extension telephone.**

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

' \* 9 \* ' is the remote receive start code preset at the factory. The first and the last asterisks are fixed, but you can change the middle character to whatever you choose. For more information, see page 2.54.

- 2. The machine receives the document.** Replace the handset of the extension telephone.

## Polling Reception

Your machine has the capability to Poll for documents which may be stored in a remote fax machine. Polling reception allows the machine to call a remote fax machine that is set up for polling, and retrieve documents from it. You may want to talk with the remote operator to make sure the remote fax machine is prepared to be polled before performing this procedure.

### Polling a Remote Machine

Your machine polls a remote fax machine and retrieves a document, which it stores in memory and then prints. This method lets you perform polling reception when telephone-line rates are at their lowest.

1. Lift the handset or press **OHD**, and enter the number of the remote machine.
2. When you hear a fax tone from the remote machine, press **Menu**, then press **Polling** on the One-Touch keypad.

The display asks you to enter a 4-digit Poll Code. Poll Code is preset to 0000 at factory. 0000 represents no code.



POLL CODE  
[0000]

3. If the remote machine is secured with a Poll Code, you must enter the correct code, then press **Enter**.

OR

If the remote machine is not secured with a Poll Code, just press **Enter** to accept [0000], which represents no code.

Your machine starts to receive the document from the remote machine.



## Continuous Polling

You can set your fax machine to automatically poll one or more unattended remote fax machines daily, as many times a day as you like, at regular intervals.

1. Press **Menu**, then **Polling on the One-Touch keypad**. The display shows the polling options; TX (Transmission Polling) and CONT (Continuous Polling).



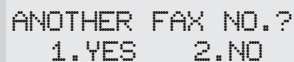
SELECT POLLING  
1.TX 2.CONT.

2. Press **2** to choose 'CONT.'. You can also press ◀ or ▶ to choose, then press **Enter**.

3. Enter the number of the remote fax machine, then press **Enter**.

You can press a One-Touch button, including a Group dial button. Otherwise, press **Speed**, enter a 2-digit Speed Dial number, then **Enter**. The stored number (and name) appears in the display. You can use only one Group number for the polling job. Press **Enter** when the number appears correctly in the display.

4. The display asks you to enter another fax number to receive documents from another location.



ANOTHER FAX NO.?  
1.YES 2.NO

To poll more than one location, press **1** to choose 'YES' and repeat steps 3-4.

OR

To poll one location, or when you enter all locations, press **2**.

5. The display asks you to enter a 4-digit code. Poll code '0000' represents no code.



POLL CODE  
[0000]

If the remote machine is secured with a Poll Code, you must enter the correct code, and press **Enter**.

OR

If the remote machine is not secured with a Poll Code, press **Enter** to accept [0000] which represents no code.

6. The display asks you to enter the **START** and **END** times. **Enter the time your machine starts and ends polling everyday.** Enter the time in 24-hour format. For example, enter 2030 for 8:30 PM.



[START → [END]  
20:30 → 23:30

Your machine will poll the remote machine(s) regularly, between the start and end times, at the interval you specified in step 8.

7. **Press Enter when the time appears correctly in the display.** The display asks you to enter the length of time to wait before attempting the next polling.
8. **Enter the time interval, then press Enter.** For example, to set your machine to poll the remote machine at 30-minute intervals, enter 0030.

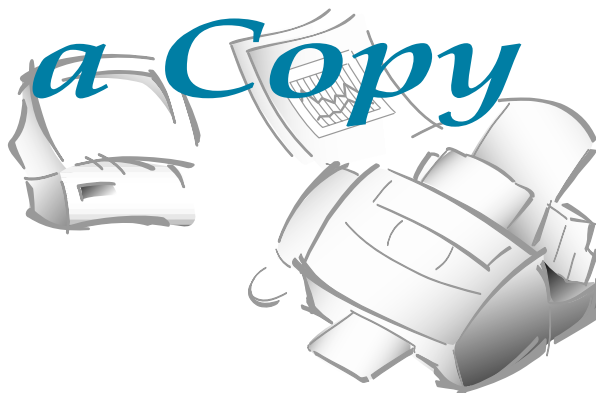


INTERVAL TIME  
[00:30]

9. The machine returns to Standby Mode and the display shows a reminder that Continuous Polling is set.

After Continuous Polling ends, a multi-communication report will be printed to show the result, if you had enabled this feature in 'User Options.' See page 2.53.

# Making a Copy

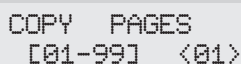


---

## Making a Copy

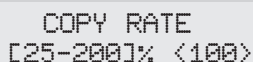
The resolution is automatically set to 'S.Fine' when copying begins. If you want to make a copy quickly with normal resolution, you can use the **EXPRESS** button. You can reduce or expand the image size by 1% increments from 25% to 200%.

1. **Load a document with the print side facing down.** If necessary, use the **Contrast** button to change the contrast. For details on Contrast, see page 2.8.
2. **If you want to make a copy quickly with normal resolution, press EXPRESS.** Both FINE and S.FINE lamps light.
3. **Press Copy.** The display asks you to enter the number of copies (1 to 99).



COPY PAGES  
[01-99] <01>

4. **If you need two or more copies, enter the desired number using the dial keypad, then press Enter.** The display shows the next option: copy rate menu.



COPY RATE  
[25-200]% <100>

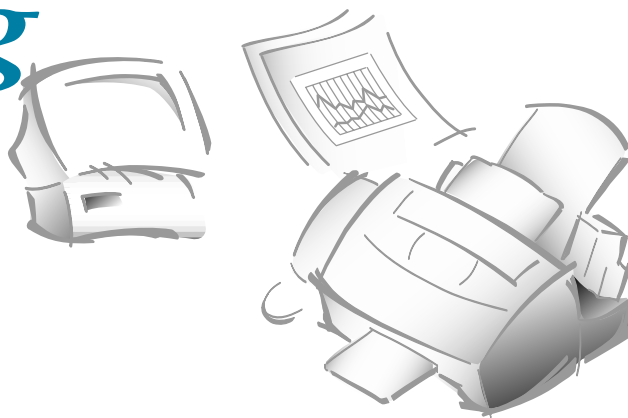
5. The number in the right corner of the bottom line shows the status you choose. **To reduce or expand the size of the document, enter the desired copy rate, then press Enter.** The machine scans the document into memory, and printing will begin.



• If you turn the 'DIRECT COPY' feature on (see page 2.54), the machine makes only a single copy at 1:1 copy rate. The 'COPY PAGES' and 'COPY RATE' options will not appear.

• If you activate EXPRESS mode, The 'COPY RATE' option will not appear.

# Printing



---

## Printing a Document

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

1. **Start a program and create a document, or open a document you want to print.**
2. **Choose Print or Print Setup from the File menu.** Make sure the SF4500 Series printer is selected as your default printer.
3. **Click on the Properties or Setup button if you want to make any adjustments that are appropriate for printing your document.** (See 'Printer Settings' on page 2.28.)
4. **Select OK to close the Properties dialogue box.**
5. **After making any necessary changes to the printing parameters, select OK to start the print job.**

---

## Printer Settings

You can use your machine with all your Windows 3.x or Windows 95 applications. Be sure to set the SF4500 Series as the default printer for all your Windows operations.

Most Windows software applications allow you to make changes to the printer settings. This includes settings that determine how a print job looks, such as page size, paper orientation, and margins. Settings changed in the software application will usually override settings made in the printer driver.

The printer driver includes many of the settings mentioned above (in case your software application does not include them). It also includes all settings that determine how your printer will operate.

### Accessing Print Settings

#### In Windows 95

- From any Windows application, you can select the **Print** or **Print Setup** command.
- From the **Printers** folder, select the printer and then select the **Properties** command from the **File** menu.
- From the **Printers** folder, select the printer, click the right mouse button, and then select **Properties** from the drop-down list.

#### In Windows 3.x

Access the printing options from the **Printers** dialogue box in the **Control Panel**, or select the **Print Setup** option available from the **File** menu of most applications that run under Windows.

## Paper Tab

This tab allows you to specify paper size, number of copies, page collation, sequence of the pages, and page orientation.



Selects the paper size loaded.

## Document/Quality Tab

This tab allows you to specify the document type, paper type, and print quality. For more information on paper types, refer to 'Selecting Paper Types' on page 2.31

Selects the document type to use:

### Automatic

Prints using currently installed cartridge.

### Vivid Color

Produces enhanced color printing.

### Natural Color

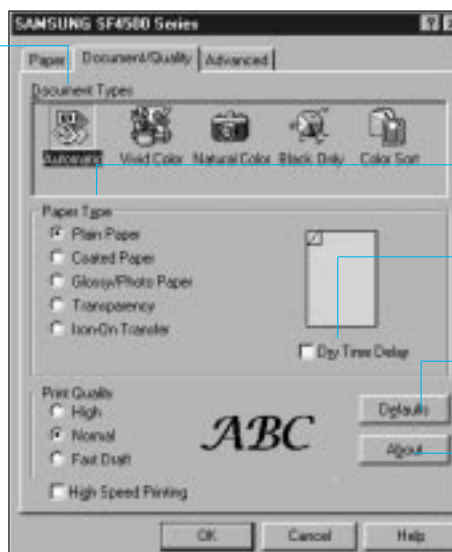
Produces photo-realistic natural color printing.

### Black Only

Optimizes B&W printing.

### Color Sort

Sorts color and B&W pages, then prints either one according to the type of cartridge installed, and prints the other after you change the cartridge.



For details on paper types, see page 2.31.

Click to activate a delay between pages to allow inks to dry.

Restores factory default settings.

Displays the copyright and version information.

## Advanced Tab

This tab allows you to specify the halftone type, and adjust the image brightness, shadow, and color.

### What is Halftone?

Gray-scale objects (such as photographs) whose gray dots have been converted to a pattern of groups of black dots. These groups, which are of various sizes, along with the white dots (pixels turned off), create the illusion of gray shadings: larger groups make the image appear black or dark gray, while smaller groups make the image appear light gray.



Selects the style of halftoning to use.

#### Line Art Screen

Generally the best choice for printed text or pen-and-ink drawings.

#### Fine Screen

Produces fine quality printing.

#### Air Brush

Produces air brush image printing.

## Specifying Your Printing Options

Be sure to use on-line help to find out about the settings available for each printing option.

- To move between the Windows tabs, click on any of the tabs.
- To select the settings and exit, click the **OK** button.
- To cancel your setting selection on a tab, click the **Cancel** button.
- To access the Help file, click the **Help** button.
- When you move the mouse cursor over one of the printing options, a help message appears below the mouse pointer.

---

## Paper Handling

One of the most important things you can do to assure the best possible printing performance of your machine is to select the correct paper. Your machine produces letter quality print on most plain bond papers, including cotton bond and photocopying papers; it does not require special ink jet papers. However, the print quality varies with different paper types. Be sure to test a type of paper before you purchase a large quantity.

### Selecting Paper Types

#### Plain Paper

The machine supports paper sizes of letter, legal, and A4 in portrait orientation. You can use regular copier paper, cotton bond papers, and typical letterhead. Always use paper without curls, folds, staples, or damaged edges.

#### Coated Paper

Coated paper has been developed for high quality printing with minimal or no smearing or running when placed in contact with water or damp surfaces, making it a good choice for damp or rainy environments.

#### Glossy/Photo Paper

Glossy/photo paper is a high gloss, thicker paper that produces the look and feel of a photograph. Use this paper to produce photo-realistic prints from your printer.

#### Transparency

The transparencies produce excellent contrast, sharpness, and color.

#### Iron-on Transfer

Use T-shirt transfers to create and personalize T-shirts, sweatshirts, aprons, tablecloths, napkins, tote bags, and anything else your imagination allows! Use on any cotton or cotton/poly blend fabric. The image is printed in mirror image, so when you iron it onto the T-shirt, the image is viewed correctly.



## Special Paper Guidelines

- Be sure to read any instructions that come with special paper. These instructions provide important information regarding how to achieve the highest print quality.
- It is recommended to feed one sheet at a time for special paper types, especially for T-shirt transfer.
- For transparency film and glossy photo paper, follow these guidelines:
  - Let the printed sheets of film or paper dry completely before storing them.
  - When a sheet of film has dried completely, cover its printed side with a sheet of plain (not coated) paper before storing it; this is recommended even if you place the sheets of film in a clear file or plastic holder.
  - Do not leave the film in the paper tray for long periods of time. Dust and dirt may accumulate on the film, resulting in spotty printing.
  - To avoid smudging caused by fingerprints, use a pair of thin cotton gloves while loading and handling the film.
  - To avoid fading, do not expose the printed film to prolonged direct sunlight.
  - Store unused papers and films flat. Do not remove papers from their protective packaging until ready to use them.
  - Store unused film at temperatures between 59°F to 86°F (15°C to 30°C). The relative humidity should be between 10% and 70%.
- If the print density of your page is very high, light paper stock may curl slightly due to the large amount of ink. If you need to print dense graphics, try printing on heavier stock.
- Do not use paper that is thicker than the specifications for this machine. Printing with a paper that is thick enough to come in contact with the print head nozzles may damage the cartridge.

## Loading Envelopes

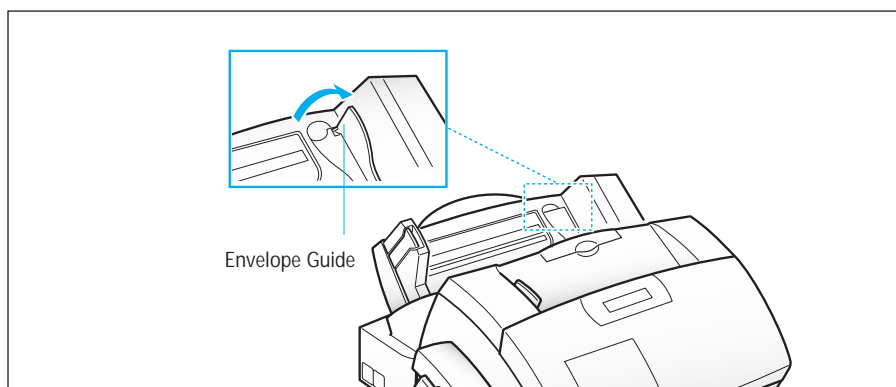
To print on envelopes, use the envelope guide when loading envelopes in the paper bin.

The following envelopes are not recommended because they may cause jams, smears, or may damage your printer:

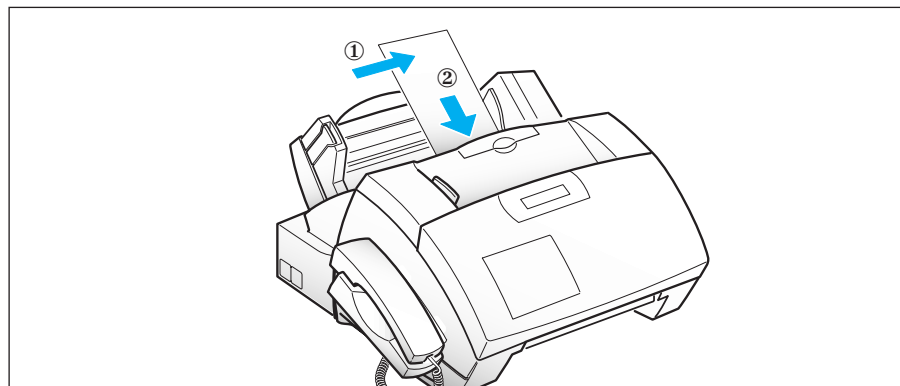
- Envelopes with windows, holes, perforations, cutouts, and double flaps.
- Envelopes made with special coated or deeply embossed paper.
- Envelopes using peel-off sealing strips.
- Envelopes in which letters have been enclosed.

When you are ready to print on an envelope, follow these steps:

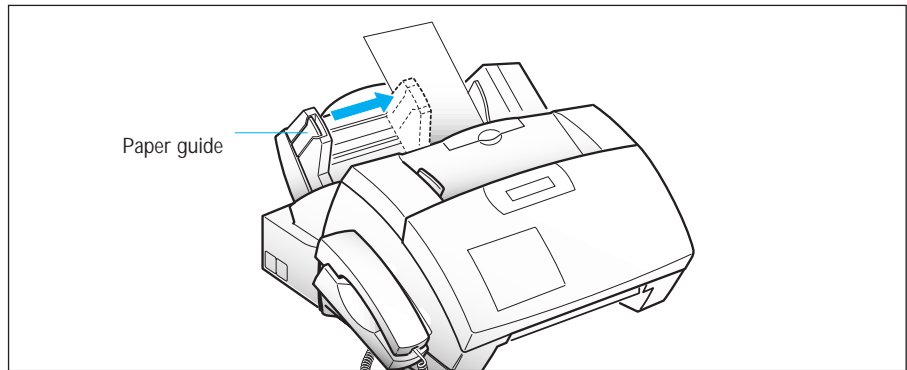
**1. Turn the envelope guide upright.**



**2. Load the envelope with the address side facing you, and the stamp edge down and to the far right ①. Then push it slightly down ②. The right edge of the envelope must align with the raised edge of the envelope guide.**



3. Squeeze the left paper guide and move it to the right to match the width of the envelope.



*You must change the Paper Size in the Print Settings menu. See page 2.29.*

---

## Printing Speed Versus Color

The SF4500 Series Printer Driver for Windows can interpret and translate the full spectrum of colors, up to 16.7 million. When printing in color, there is a significant increase in the amount of information that the driver has to interpret and translate. When printing black ink only, the driver has only one color to interpret.

By decreasing the amount of colors that the printer driver has to interpret, you can significantly decrease the time needed to translate the information. This will speed up the overall printing process.



*Your machine supplies a monochrome cartridge as a standard. For color printing, you must purchase an optional color cartridge.*

## Quick Color Printing

In the SF4500 Series Printer Driver for Windows, choose the following options to allow the printer driver to interpret and translate 256 colors, which will increase your printing speed. However, your print quality will not be optimized.

- Paper Type - Plain Paper
- Print Quality - Fast Draft

## High Quality Color Printing

Select the print options shown below to allow the printer driver to interpret and translate up to 16.7 million colors. Keep in mind that your print speed will be slower than with other setting combinations.

- Paper Type - Glossy/Photo Paper
- Print Quality - High

## Monochrome Printing

Use the black cartridge to optimize the printer's performance when you are printing black text and graphics only.

In the printer driver, choose the following print options to tell your machine to print using black ink only:

- Paper Type - Plain Paper
- Print Quality - Normal
- Document Type - Black Only

---

## Setting Other Utilities Using the SF4500 Series Control Program

The SF4500 Series Control Program contains setup options that define the operation of your machine.

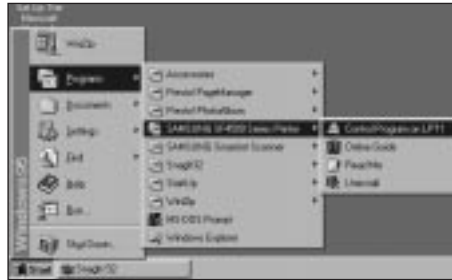
It includes:

- Status - Displays the current status
- Options - Sets up options
- Cartridge - Installs, cleans, or aligns the cartridge
- About - Displays the program version

## Starting the SF4500 Series Control Program

### In Windows 95

1. Click the **Start** button and choose **Programs**.
2. Choose **SAMSUNG SF4500 Series Printer** from the **Programs** menu.
3. Choose **Control Program on LPT1**.



4. The **SF4500 Series Control Program on LPT1** window appears.

### In Windows 3.x

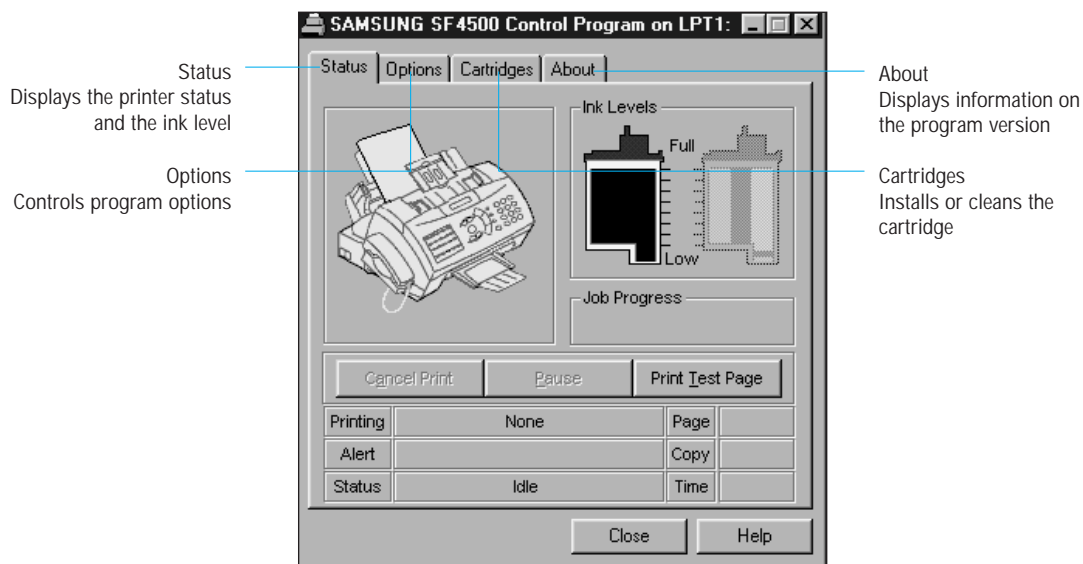
1. From the **Program Manager**, double click the **SAMSUNG SF4500 Series Printer** icon.
2. In the **SAMSUNG SF4500 Series Printer** window, double click **Control Program on LPT1**.



3. The **SF4500 Series Control Program on LPT1** window appears.

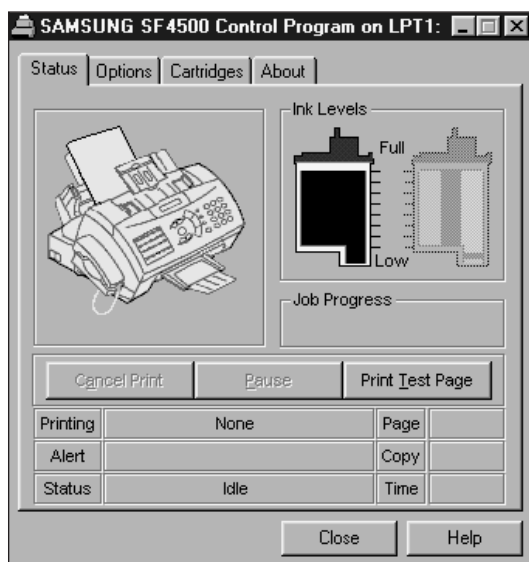
## SF4500 Series Control Program Window

When the SF4500 Series Control Program on LPT1 window appears, click the appropriate tab for the options you want to display. On the appropriate tab, specify your changes.



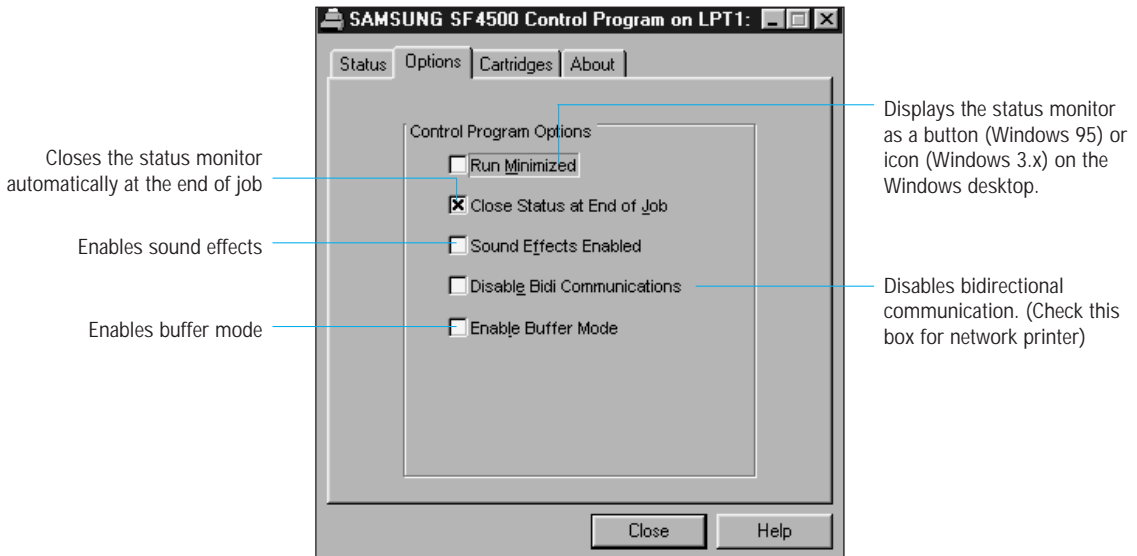
### Status Tab

This tab shows the current printer status.



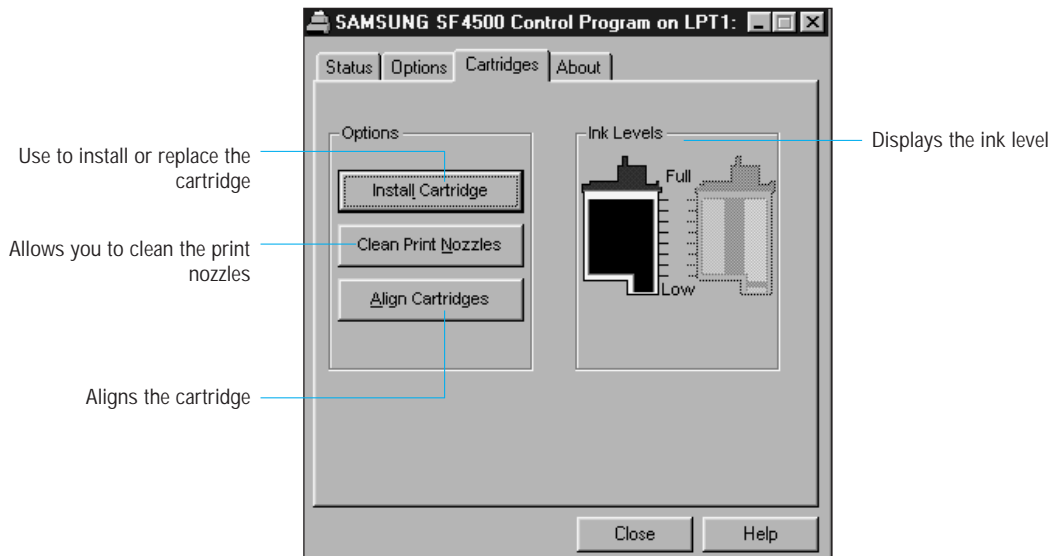
## Options Tab

This tab allows you to specify the control program setup options.



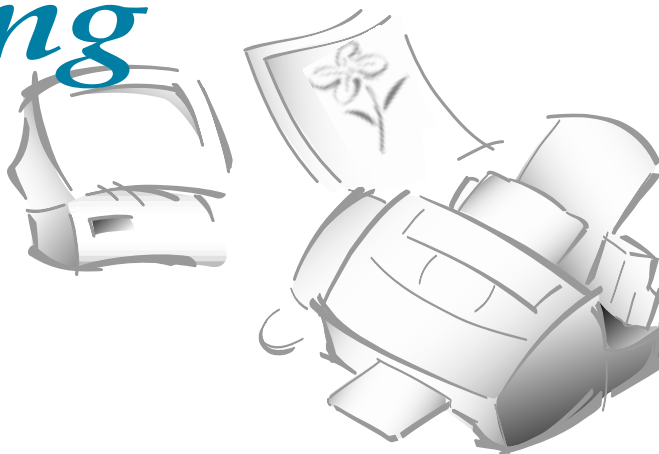
## Cartridge Tab

This tab allows you to choose cartridge options.



To maintain the best possible print quality, you need to clean the cartridge print head from time to time. Your machine is equipped with a print head cleaning function. If you notice some degradation in the print quality, click the **Clean Print Nozzles** tab to perform the print nozzle cleaning. Repeat cleaning if necessary.

# Scanning



## Overview

The *Presto! PageManager* Scanning Operating System eliminates the need for maintaining paper copies of photographs and documents. With *Presto! PageManager*, you can easily scan documents and photographs into your computer and maintain them as electronic documents. You can also use *Presto! PageManager* to quickly transmit scanned documents by fax or electronic mail, or to print a copy on your printer.

Before scanning documents or photographs, make sure that the *Presto! PageManager* software and the image scan program *MyScan*, provided with your SF4500 Series machine, have been installed in your computer. See page 1.23.

This section gives a basic description of scanning using *MyScan*, the SF4500 Series Scanner Driver, and *Presto! PageManager*, the scanning application program supplied with your machine.

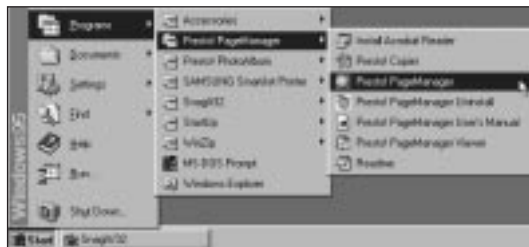


*Your SF4500 series provide a monochrome (black and white) scanner function and a color scanner function respectively.*



## Scanning a Document or Photograph

1. Turn on your machine (or other scanner) and PC.
2. Start Windows if not already started.
3. Start **Presto! PageManager**. For Windows 95, select **Programs** from the **Start** menu. Then select **Presto! PageManager**.

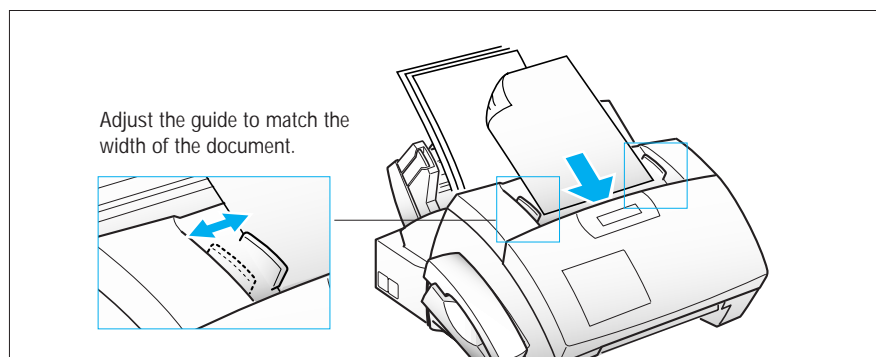


For Windows 3.x, double-click the **Presto! PageManager** from the **Program Manager**. Then select **Presto! PageManager**.

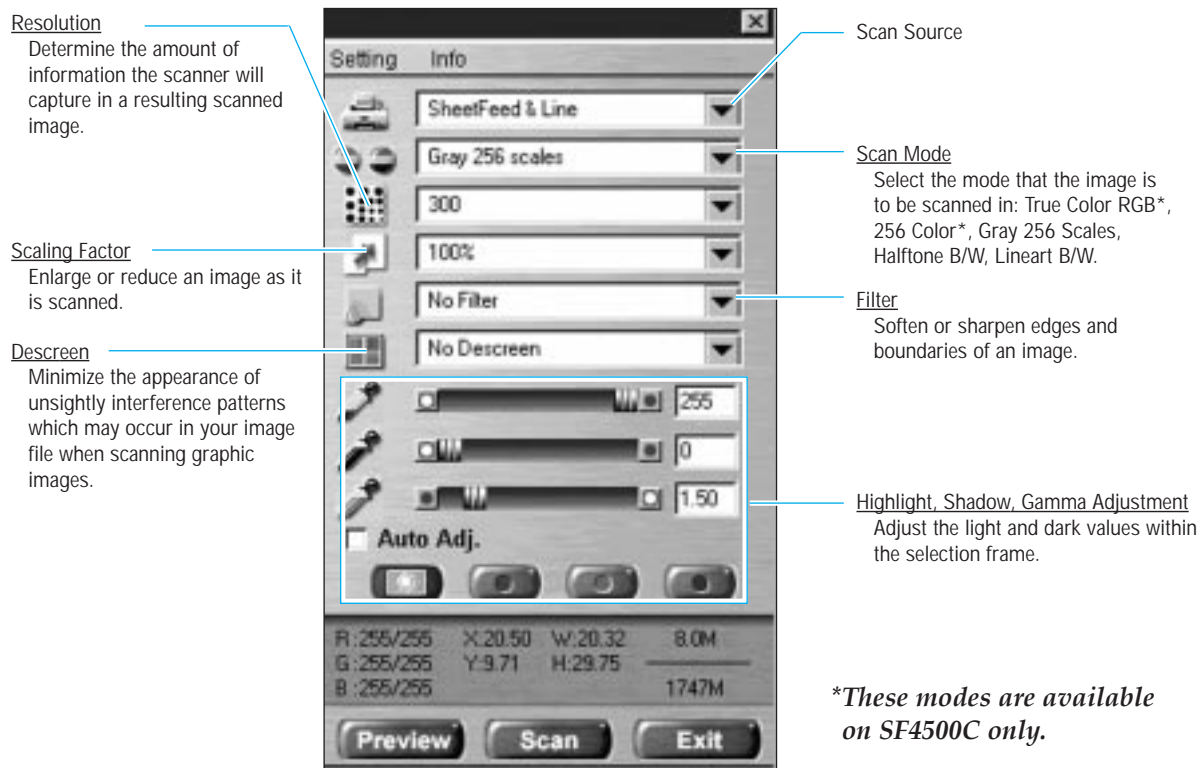
Then Presto! PageManager -DeskTop window will appear.



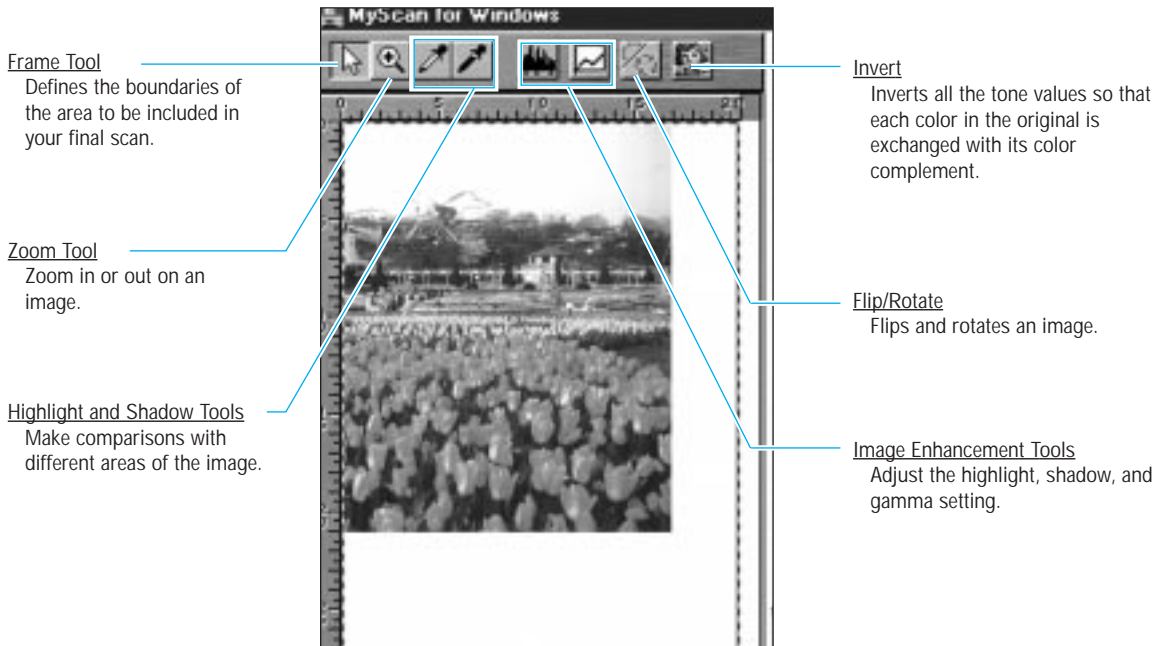
4. Place the scan document in your machine. Place it top edge down, with the printed side facing away from you. You want to use the carrier sheet provided to protect fragile or damaged original documents or photos for scanning. See page 2.9.



5. Choose **Select Source** from the **File** menu (from the **Scan** menu for Windows 3.X). The Select Source dialogue box will appear.
6. From the Select Source dialogue box, click on the latest version of **MyScan** from the Source dialogue box. (If you wish to use another scan driver, select the appropriate driver.)
7. Select **Acquire** in the **File** menu. The MyScan window will then appear.
8. Choose the scan options for your document in the MyScan window.  
For details on scan options, refer to the Scanner Control Window section under MyScan in the User's Guide for *Presto! PageManager/MyScan/*  
*Presto! PhotoAlbum*.



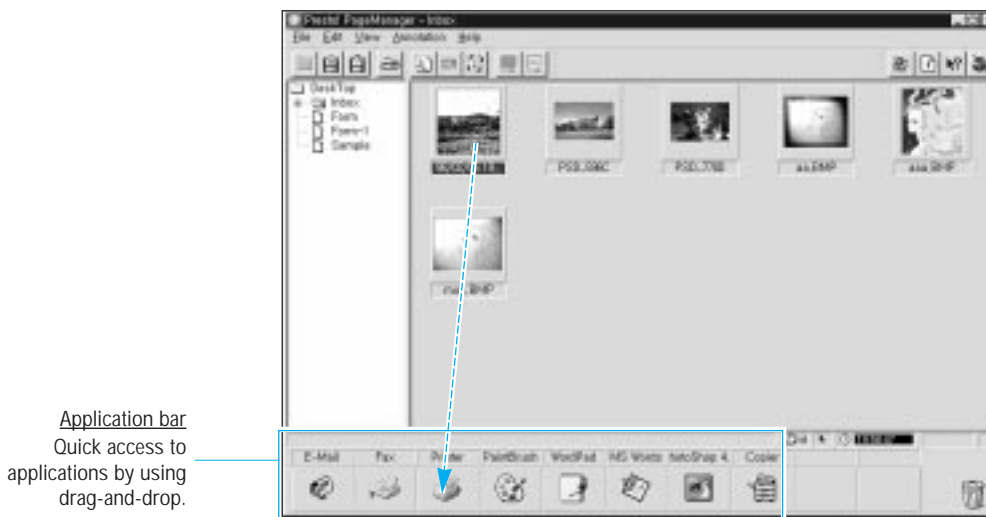
9. If you wish, select the **Preview** button to make a low-resolution scan of the original document in the Preview window. You can use the tools in the Preview window to enhance the image. For details on the Preview Window, refer to the Preview Window section under MyScan in the User's Guide for *Presto! PageManager/MyScan/Presto! PhotoAlbum/SmartFAX*.



10. To start scan, click the **Scan** button.

11. To close the MyScan window, click the **Exit** button.

12. When the item has been completely scanned, it appears as the currently selected thumbnail image in the *Presto! PageManager* Inbox folder.



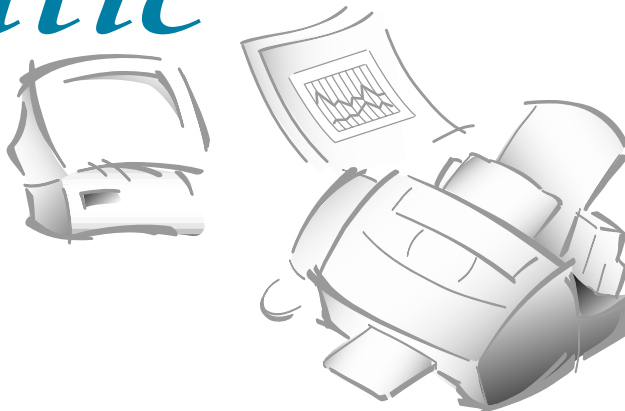
13. To print the scanned image, drag it to the printer icon on the application bar. Or, click the printer icon after choosing the desired item.
14. The Print dialogue box will appear. **Select the appropriate options.**



15. **After choosing options, click OK button.** *Presto! PageManager* will send the file to your printer.

For information on how to use the Presto! PageManager, refer to the User's Guide for *Presto! PageManager/MyScan/Presto! PhotoAlbum/SmartFAX*.

# *Automatic Dialing*



For your convenience, you can store frequently used telephone numbers in the machine's memory.

---

## **One-Touch Dialing**

One-Touch dialing lets you use any one of the 20 One-Touch buttons located on the left side of the machine's control panel to automatically dial a telephone or fax number.

### **Storing a Number for One-Touch Dialing**

1. **Press and hold the One-Touch button (01 through 20) which you want to assign for 2 seconds.** The display shows 'Txx:', where 'xx' is the selected One-Touch button.
2. **Enter the number you want to store by using the number keypad, then press **Enter**.**

To insert a pause between numbers, press **Redial/Pause**; a 'P' appears in the display.

If you make a mistake while entering a number, use ◀ or ▶ to move the cursor under the wrong digit, then enter the correct digit, or press **Delete**.

4. The display asks you to enter a name. **Enter the desired name (up to 20 digits).** For information on how to enter names, see page 2.4.

OR

**If you don't want to assign a name, skip this step.**

If you assign a name to the number, the name appears in the display when you press the One-Touch button.

5. Press **Enter**.

6. To set another One-Touch number, press the desired button and repeat steps 2 through 5.

OR

To return to Standby Mode, press **Stop**.

## Dialing a One-Touch Number

1. Press the **One-Touch button (01 through 20)** at which you stored a number. The number will be automatically dialed.
2. If you are making a phone call, pick up the handset when the other person answers.

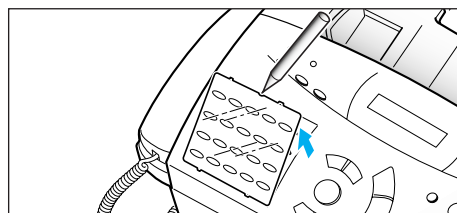
OR

If a document is loaded in the document tray, the document begins to transmit after the remote fax machine answers the phone.

## Using Address Label

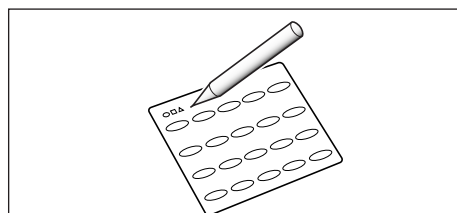
A One-Touch label sheet is included with your machine. As you store numbers in One-Touch dial buttons, make a note of the numbers on the label.

1. Remove the clear cover and label using an instrument with a pointed end, as shown at right.



2. Write information on the label and replace the label and cover.

You may want to use pencil in case you wish to change these numbers later.



---

## Speed Dialing

You can store up to 50 telephone or fax numbers in 2-digit Speed Dial locations (01-50).

### Storing a Number for Speed Dialing

1. Press and hold **Speed** for 2 seconds.
2. Enter a 2-digit location number (01 through 50) at which you want to store a telephone or fax number, then press **Enter**.

If a number is already stored in the location you chose, the display shows the number in the upper line and '1. RENEW 2. OTHER' in the bottom line. Press **1** to renew the location and continue storing the desired number, or **2** to start over with another Speed Dial button.

3. Enter the number you want to store, then press **Enter**.
4. To assign a name to the number, enter the desired name. For information on how to enter names, see page 2.4.

OR

If you don't want to assign a name, skip this step.

5. Press **Enter**.
6. To store more telephone numbers, repeat steps 2 through 5.

OR

To return to Standby, press **Stop**.

### Dialing a Speed Number

1. Press **Speed**, then enter a 2-digit Speed Dial location number.
2. Press **Start**, and the number will be automatically dialed.
3. If you are making a phone call, pick up the handset when the other person answers.

OR

If a document is loaded in the document tray, the document begins to be transmitted when the remote fax machine answers the phone.

## Group Dialing (for Multi-Address Transmission)

Numerous One-Touch and Speed Dial numbers can be registered as a Group. By using the Group number, you can send a document to multiple parties in a single operation. Your machine will dial the remote numbers in stored sequence. If the number is busy, your machine will dial the next stored number and after dialing all of the stored numbers, will automatically redial any number previously busy. Before you can use this feature, you must coordinate and store the Group numbers desired.

### Storing One-Touch or Speed Dial Numbers for Group Dialing

1. Press **Menu**, then press **Group Dial** on the One-Touch keypad.
2. Press the One-Touch button you want to use for group dial.



3. Press **Enter** to confirm '1.YES.' The display asks you to press a One-Touch button or enter the Speed Dial number you wish to include in the group.
4. Press a One-Touch button to which the fax number you wish to include in the Group is stored.  
OR  
Press **Speed**, enter a 2-digit Speed Dial location to which the fax number you wish to include in the group is stored.
5. Press **Enter**. Repeat steps 4 and 5 to enter more destination numbers into the selected group.
6. Press **Stop** when you have entered all the desired destinations. The display asks you to enter a name.
7. To assign a name to the Group, enter the desired name.  
OR  
If you don't want to assign a name, skip this procedure.
8. Press **Enter**. If you want to store another Group dial number, repeat steps 2 through 7.  
OR  
To return to Standby Mode, press **Stop**.



## Using Group Dialing (Multi-address transmission)

You can use Group Dialing for Memory Transmission, Delayed Transmission, or Continuous Polling.

Follow the procedure of the desired operation (Memory Transmission - p. 2.15; Delayed Transmission - p. 2.13; Continuous Polling - p. 2.24). When you come to a step in which the display requests you to enter the remote fax number, press the One-Touch button to which you stored the Group number. You can use only one Group number in one operation. Then continue the procedure to complete the desired operation.

Your machine automatically scans the document loaded in the document tray into memory, and will dial each of the numbers included in the Group.

---

## Searching for a Number in Memory (Directory Dialing)

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

### Searching Sequentially through Memory

1. Press **Search**, then ▼ or ▲ to move downward or upward through the directory until you find the number you want.

Pressing ▼ allows you to search downward through the entire memory in alphabetical order (from A to Z), and ▲ allows you to search upward in reverse alphabetical order (from Z to A).

Each time you press ▼ or ▲, the display shows the next number stored in memory.

While searching through the machine's memory, you'll see that each entry is preceded by one of three letters: 'T' for One-Touch dial, 'S' for Speed, or 'G' for Group dial number. These letters tell you where the number is stored.

2. When the number you want appears in the display, press **Start** to dial.

If a document is loaded, the document begins to transmit when the remote fax machine answers the phone. Otherwise, your machine makes a phone call.

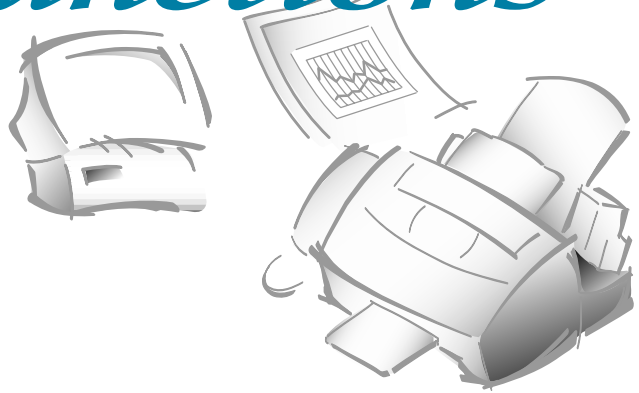
## Searching for a Particular First Letter

1. Press **Search**, then press the button labeled with the letter you want to search for. A name beginning with the letter appears in the display.

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

2. Press ▼ to display the next name in the list, or ▲ to display the previous name.
3. When the name and number you want appear, press **Start** to dial.

# Other Functions



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## Function Buttons

### Redial

TO REDIAL THE NUMBER LAST CALLED

**Press Redial.** If a document is loaded in the document tray, the machine automatically redials.

TO SEARCH THROUGH REDIAL MEMORY

- 1. Press and hold Redial for 2 seconds.** The Redial memory in your machine retains the last 10 numbers called. If you have dialed the same number multiple times, the machine does not count the duplicates.
- 2. Press ▼ or ▲ to search through memory until you find the number you want.**
- 3. When the number you want appears in the display, press Start to dial.** The machine automatically redials.

## Tone

You may often need to use Touch-Tone dial signals to perform special operations by phone. Bank-by-phone and voice mail are two examples of systems that require these signals. If you have pulse service, you can still send Touch-Tone signals by following these steps.

1. **Dial the number using pulse dialing.**
2. **When the remote phone answers, press \* .** Any numbers you now press will be sent as Touch tones for the remainder of the call.
3. **Dial the remaining numbers required by the service.** The machine returns to the pulse mode after you finish the call.

## Flash

When a call comes in and you want to connect the caller to another party, you can transfer the call by pressing Flash and dialing the number of that other party. This may not be compatible with some phone systems. Contact your phone supplier.

1. **When you are on the phone and want the caller to be connected to another party, press Flash.**
2. **Enter the number of the other party.**



*If you do not have a special service that uses the switch-hook signal, don't press **Flash** during a call. If you do, you could disconnect the line.*

## Dual

Your machine can perform more than one of its many functions at the same time. For example, you can simultaneously:

- Print a PC document while sending a fax.
- Receive a fax into memory while making a copy.
- Print an incoming fax document while scanning a document to the PC.
- Receive a fax into memory while printing a PC document.
- Store a fax document for later transmission while printing an incoming fax.

**When the machine performs dual tasks, Press Dual to toggle the display between the current operation and new operation.**

---

## Printing Reports

Your fax machine can print reports containing useful information - Schedule Job, System Data, etc. The following reports are available:

### *Help List*

This list shows the machine's basic functions and commands to use as a quick reference guide.

### *Message Confirmation Report*

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

You can set up your machine to print the message confirmation report (see page 2.54):

- Automatically after each transmission [ON]
- Automatically only if an error occurs during transmission [ERR]
- No report printed at all [OFF]. You can print this report manually at any time you want.

### *Schedule Information List*

This list shows the document currently stored for delayed transmission , priority transmission, memory transmission, continuous polling, and TX polling. The list shows the starting time, type of operation, etc.

### *Telephone Numbers List*

This list shows all of the numbers currently stored in the fax machine's memory as One-Touch Dial numbers, Speed Dial numbers, and Group Dial numbers.

### *System Data List*

This list shows the status of the user-selectable options. After you change any setting, print this list to confirm your changes.

### *Transmission or Reception Journal*

This report shows information concerning transmission or reception activities. It can be printed on command, or if the machine is set to do so (see page 2.54), it will automatically print after every 40 transmissions or receptions.

### *Multi-Communication Report*

This report is printed automatically after sending to or receiving from more than one location.

### *Call Back Message*

This report is printed out automatically when you do not respond to a remote operator's Voice Request.

### *Power Failure Report*

This report is printed out automatically when power is restored after a power failure. This report shows data (if any) erased by the power failure.

## TO PRINT LIST

1. Press **Menu**.
2. Press the desired list button on the One-Touch keypad.

On the One-Touch keypad, press **Journal** for transmission or reception journal, **Help List** for Help list, **TX Confirm** for message confirmation report, **Schedule Job** for schedule information list, **Phone Book** for telephone numbers list, **System List** for system data list.

The selected list will print out.

## User Options

Your fax machine has various user-selectable features. These options are preset at the factory, but you may need to change them. To find out how the options are currently set, print the System Data List. For more information on printing the list, see page 2.52.

### Setting an Option

1. Press **Menu**, then press **System Data** on the One-Touch keypad. The display shows the first option menu.
2. Scroll through the options by pressing ▼ or ▲ repeatedly.
3. When the option you want appears in the display, enter the number for the desired status. Or, You can use ◀ or ▶ button to select the desired status, then press **Enter** after choosing.

You can exit from Setup Mode at any time by pressing **Stop**. When you press **Stop**, the machine stores the options you've already changed and returns to Standby mode.

### Selectable Options

These instructions assume you've followed the steps above under 'Setting an Option' and the machine is prompting you to change one of the options listed here.

- **FAX PAPER SIZE**—Select the paper size you will use for the recording paper.

Press **1** for letter (LTR), **2** for A4 size, or **3** for (LGL) size paper.

- **MESSAGE CONFIRM.**—A message confirmation report shows whether the transmission was successful or not, how many pages were sent, etc.

Press **1** to print a confirmation report automatically each time you send a fax (ON).

Press **2** to turn this feature off (OFF).

Press **3** to print only when an error occurs and the transmission was not successful (ERR).

If you selected ON or ERROR in the previous message confirm. option, you will be guided to its sub-option.

TCR shows the first page you sent, along with the Message Confirmation Report. If you want to print TCR, press 1. If you do not want TCR, press 2.

- **AUTO JOURNAL**—A journal shows specific information concerning transmission or reception activities, the time and dates of up to 40 of the most recent transmissions or receptions.

Press **1** (ON) to print journal automatically after every 40 transmissions or receptions.

Press **2** (OFF) to print journal manually.

- **REMOTE RCV CODE**—The Remote Receive Code allows you to initiate fax receive from an extension phone plugged into the EXT jack. If you pick up the extension phone and hear fax tones, enter the Remote Receive Code and the fax will start receiving. The password is preset to \* 9 \* at factory.

Enter the desired code (0 to 9) on the number keypad.

- **DIAL MODE**—Select the type of dial system your fax machine is connected to.

Press **1** if the fax machine is connected to a tone (Touch-Tone) dial line.

Press **2** if the fax machine is connected to a pulse (rotary) dial line.

- **ECM MODE (Error Correction Mode)**—This mode compensates for poor line quality and ensures accurate, error-free transmission with any other ECM-equipped facsimile machine. If the line quality is poor, transmission time may be increased when ECM is enabled.

Press **1** to turn the Error Correction mode ON.

Press **2** to turn the Error Correction mode OFF.

- **DIRECT COPY**—With this feature set to ON, your machine makes only a single copy at 100% of copy rate. In the direct copy mode, 'COPY PAGES' and 'COPY RATE' options will not appear. You cannot activate EXPRESS mode with this feature set to off. This feature is useful when you usually make a copy that requires a lot of memory (i.e. photo).

Press **1** to turn this feature ON.

Press **2** to turn this feature OFF.

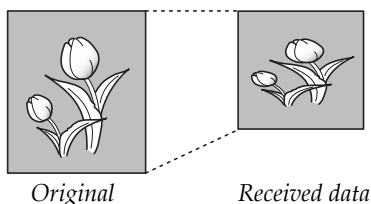
- **AUTO REDUCTION**—When receiving a document as long as or longer than the paper installed in your machine, the machine can reduce the data in the document to fit your recording paper size.

Turn ON this feature if you want to reduce an incoming page that may otherwise need to be divided into two pages with only a few centimeters on the second page. If the fax machine cannot reduce the data to fit into one page with the feature enabled, the data is divided and printed in actual size on two or more sheets, if needed.

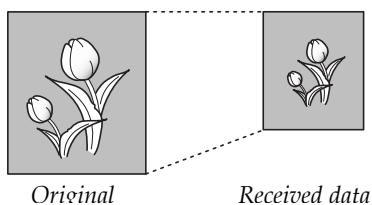
Press **1** to turn this feature ON.

Press **2** to turn this feature OFF. The overflow data will be printed out on a second page.

- **VERTICAL REDUC. (Reduction)**—If you turn the Automatic Reduction feature on, you are allowed to select Vertical Reduction ON or OFF. When you select Vertical Reduction to be ON, the machine will reduce an incoming page containing overflow data only in vertical, as shown below:



If you want to reduce both in vertical and horizontal at the same rate in order to maintain height to width relationships, turn the Vertical Reduction feature OFF. If you turn off this feature, the machine reduces the data as shown below.



Press **1** to turn this feature ON.

Press **2** to turn this feature OFF.

- **DISCARD SIZE**—When receiving a document as long as or longer than the paper installed in your fax machine, you can set the fax machine to discard any excess image at the bottom of the page to fit into the recording paper size.

If the received page is outside the margin you set, it will be printed on two sheets of paper at the actual size.

If the data is within the margin, and the Auto Reduction feature is turned on, it will be reduced to fit into the appropriate size paper (Discard does not take place). If the Auto Reduction feature is turned OFF or fails, data within the margin will be discarded.

Enter the desired discard size using the number keypad, and press **Enter**.



- **RETRY INTERVAL**—Your machine can automatically redial a remote fax machine if it was busy or does not answer the first call.

Enter the number of minutes (from 1 to 7) using the number keypad.

- **RETRY COUNT**—Enter the number of attempts (from 0 to 2) to redial the number before giving up.

If you enter 0, the machine will not redial.

- **ANSWER ON RING** —You can select the number of times your machine rings before answering an incoming call. If you are using your machine as both a telephone and a fax machine, we suggest you set the ring count to at least 4 to give you time to answer.

Enter a number shown on the display by using the number keypad.

- **FORCE MEMORY TX**—If you are annoyed that you have to wait until documents in the feeder are sent out when you try to send or reserve another fax, turn this feature on. This feature enables all transmission documents to be automatically scanned into memory before transmission.

Press **1** to turn this feature ON.

Press **2** to turn this feature OFF.

- **PRINT RTI (Receive Terminal Identification)**—This feature allows the machine to automatically print the page number, the date and time of the reception at the bottom of each page of a received document.

Press **1** to turn this feature ON.

Press **2** to turn this feature OFF.

- **CONT (Continuous) POLL REPORT**—Every time continuous polling ends, a multi-communication report will be printed to show the result for each registered station.

Press **1** (ON) to print the report automatically each time continuous polling ends.

Press **2** to turn the feature OFF. The report will not be printed.

- **FAX PRINT QUALITY**—When you select LQ, the machine prints in low speed with high quality. When you select DRAFT, the machine prints in high speed with low quality.

Press **1** to select LQ.

Press **2** to select DRAFT.



# *Troubleshooting*



# Troubleshooting



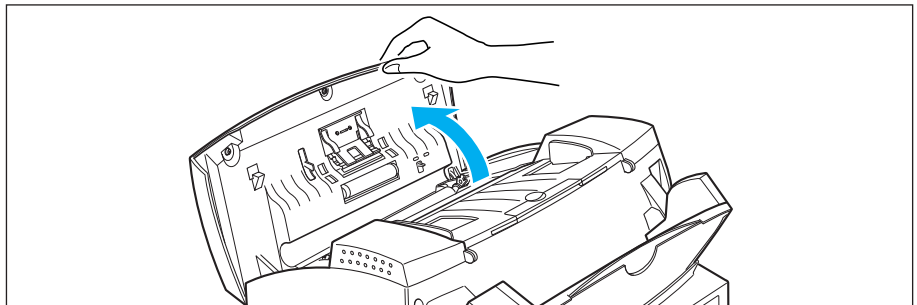
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## Clearing Jams

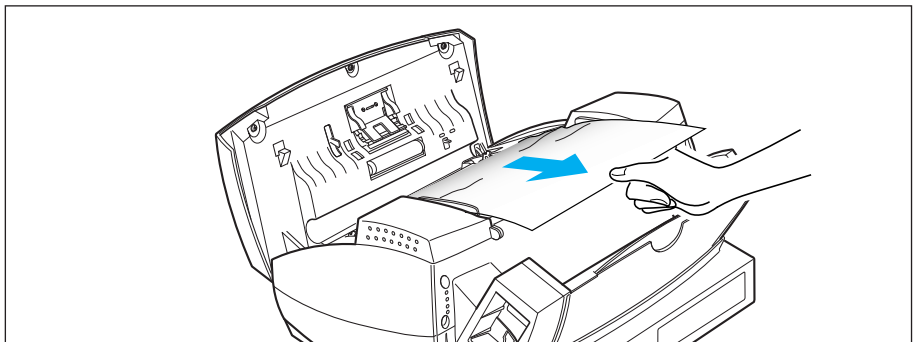
### Document Jams While Sending a Fax

If a document jams while you are sending it, 'DOCUMENT JAM' appears in the display. Do not pull the document out of the slot. If you do this, it could harm your machine.

1. Open the control panel.



2. Carefully remove the jammed document. Then close the control panel firmly until it clicks into place.

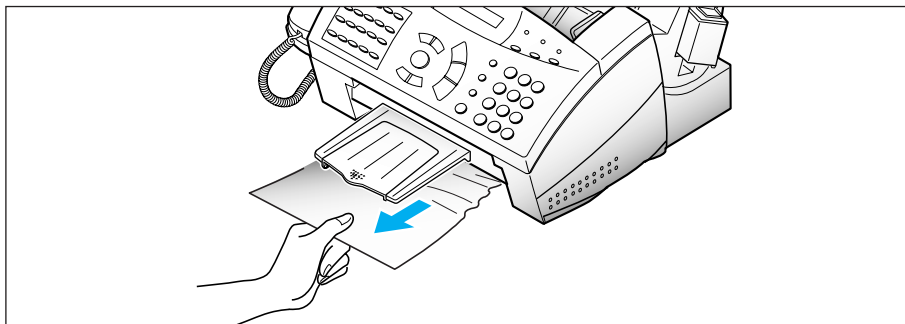


## Paper Jams While the Machine is Printing

If the paper jams while you are receiving, 'PAPER JAM' appears in the display. Do not pull it out. If you do, it could harm the machine.

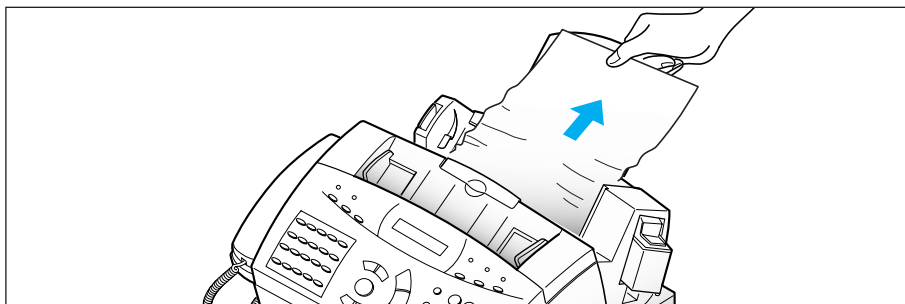
### IF JAMMED IN THE RECEIVED PAPER OUTPUT AREA

Remove the jammed paper by hand, as shown.



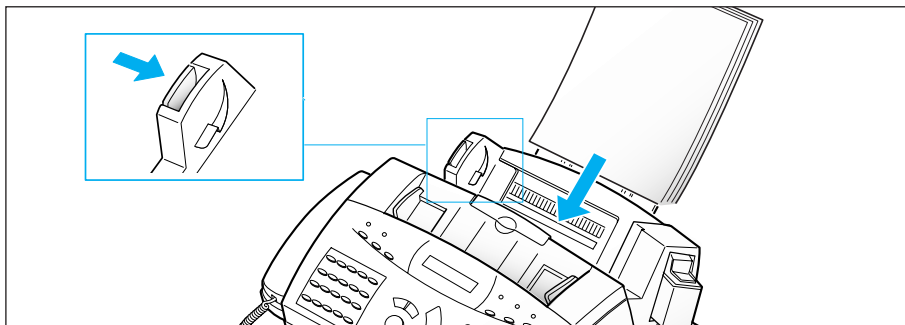
### IF JAMMED IN THE PAPER FEED AREA

1. Remove the jammed paper as shown below.



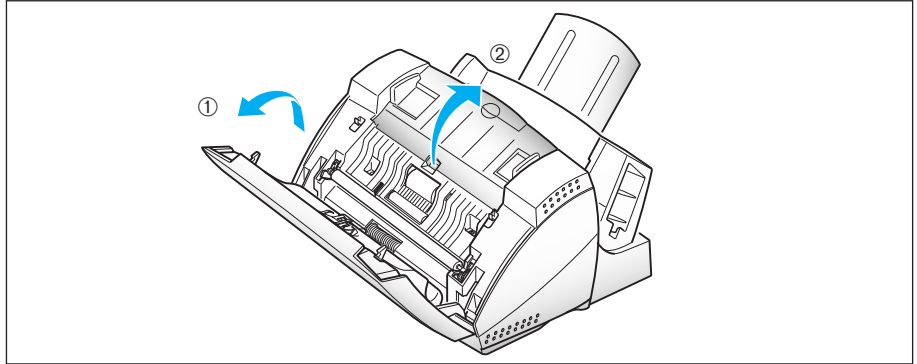
2. After you have removed the jammed paper, load paper with the print side facing you.

Squeeze the left paper guide and move it to the right to match the width of the paper.

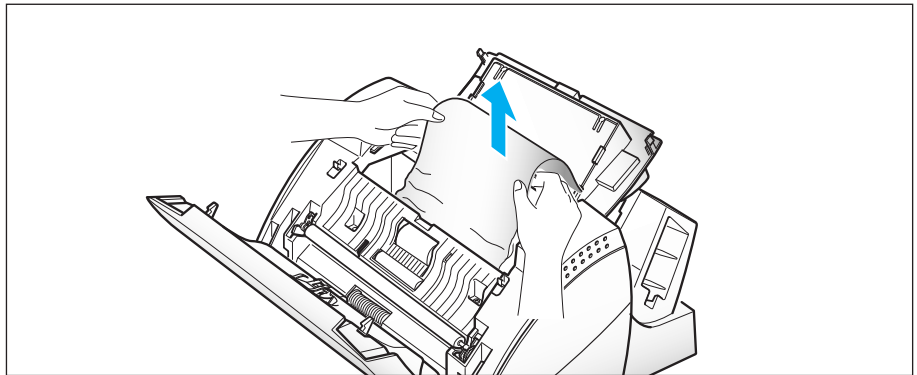


## IF JAMMED INSIDE THE MACHINE

1. Open the control panel ① and the cartridge compartment cover ②.



2. Carefully remove the jammed paper.



3. Replace the cover and the control panel.

## Error Messages

Display	Meaning
CHECK CARTRIDGE PLEASE INSTALL	Print cartridge is not installed properly.
COLOR INSTALLED	The print cartridge installed in your machine is a color cartridge.
DOCUMENT JAM	The document you are sending has jammed in the feeder. Clear the document jam. See page 3.2.
INK LOW	The print cartridge has run out of ink. Install a new print cartridge.
LOAD DOCUMENT	You have tried to send a fax and there is no document loaded into the machine.
MEMORY FULL	The memory has become full. Either delete unnecessary documents stored in memory. Send your document when the memory is clear, or you can split the document into smaller parts.
MONO INSTALLED	The print cartridge installed in your machine is a black cartridge.
NO ANSWER	The other machine has not answered after all your attempts to redial. Or, the other machine does not press <b>Start</b> when you are waiting to send or receive a fax.
NO. NOT ASSIGNED	There is no number stored for the One-Touch button or 2-digit Speed number you chose.
NO PAPER	The printer is out of paper. If the paper runs out while printing a fax, the machine restarts fax printing when you load more paper. If paper runs out while printing a PC file, you have to press the <b>Form Feed</b> button after loading more paper, according to the instructions in the Windows driver.

Display	Meaning
PAPER JAM	Paper jammed during printing. Clear the paper jam (see page 3.3) and press the <b>Stop</b> button.
POLLING ERROR	<p>The machine you want to poll is not ready to answer your poll. The person you are polling should have loaded their fax machine with a document.</p> <p>Also, this message appears when you set up to poll another fax machine with an incorrect Poll Code.</p>
RETRY REDIAL?	The machine is waiting to automatically redial another fax number that was busy.
SEND ERROR	Your fax has not gone through successfully. Try again.

## Fixing Problems

Your problem may be listed on page 3.5 in the 'Error Messages' section. Below are other problems you can solve yourself. If not, call the service.

### Fax Problems

Symptom	Cause and Solution
The machine is not working, there is no display and the buttons are not working.	<ul style="list-style-type: none"><li>• Unplug the machine and plug it in again.</li><li>• Check that your AC socket is live.</li></ul>
No dial tone.	<ul style="list-style-type: none"><li>• Check the handset is connected properly.</li><li>• Check the phone socket in the wall by plugging in a phone.</li></ul>
The numbers stored in the memory do not dial correctly.	<ul style="list-style-type: none"><li>• Make sure that the numbers are stored in memory correctly.</li><li>• Print a Telephone Number List. See page 2.52.</li></ul>
The document does not feed into the machine.	<ul style="list-style-type: none"><li>• Make sure that the document is not wrinkled and you are putting it in correctly. Check that the document is the right size, not too thick or thin.</li><li>• Make sure that the cover is firmly closed.</li></ul>
You cannot receive faxes automatically.	<ul style="list-style-type: none"><li>• The Fax or Tel/Fax lamp should be on.</li><li>• Make sure that the handset is hooked on properly.</li><li>• Is there paper in the machine?</li><li>• Check if the display shows 'MEMORY FULL.'</li></ul>
The machine cannot receive faxes manually.	<ul style="list-style-type: none"><li>• Did you hang up the handset <i>before</i> you pressed <b>Start</b>?</li></ul>
The machine will not send anything.	<ul style="list-style-type: none"><li>• Make sure that the document is loaded face down.</li><li>• 'TX' should show up in the display.</li><li>• You may have hung up the handset <i>before</i> you pressed <b>Start</b>.</li><li>• Check the machine you are sending to, to see if it can receive your fax.</li></ul>



Symptom	Cause and Solution
You cannot poll another machine.	<ul style="list-style-type: none"> <li>The fax machine you are polling may be using a Poll Code.</li> </ul>
The fax you receive has got blank spaces on it.	<ul style="list-style-type: none"> <li>The machine sending you the fax may be faulty.</li> <li>A noisy phone line can cause line errors.</li> <li>Check your machine by making a copy.</li> <li>The cartridge may be running out of ink.</li> </ul>
Spots on or lines missing from the fax you receive.	<ul style="list-style-type: none"> <li>Check if your phone line is noisy.</li> <li>Check if the print head is clean by making a copy.</li> </ul>
You are receiving poor-quality copies.	<ul style="list-style-type: none"> <li>The fax machine sending you a fax may have a dirty scan glass.</li> <li>Check for a noisy phone line.</li> </ul>
Are some of the words on the fax you receive stretched?	<ul style="list-style-type: none"> <li>The machine sending you the fax had a temporary document jam.</li> </ul>
There are lines on copies or documents you send.	<ul style="list-style-type: none"> <li>Check your scan glass for marks, and clean it. See page 3.17.</li> </ul>
The machine dials a number, but fails to make a connection with another fax machine.	<ul style="list-style-type: none"> <li>The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Speak with the other machine operator and ask them to sort out the problem.</li> </ul>
You cannot store a document in memory.	<ul style="list-style-type: none"> <li>There may not be enough memory to hold the document you want to store. If the display shows a 'MEMORY FULL' message, delete any documents you no longer need from the memory, then reload the document.</li> </ul>
Blank areas appear at the bottom of each page or on other pages, with only a small strip of text printed at the top.	<ul style="list-style-type: none"> <li>You may have chosen the wrong paper settings in the user options set up. See page 2.53 to choose the proper paper size.</li> </ul>
PC-FAX application, such as WinFAX LITE, does not work properly.	<ul style="list-style-type: none"> <li>The application might not work properly when you use Windows 3.x on the computer equipped with DMA pentium processor. In the case, use the application in Windows 95 or later version..</li> </ul>

## Print Quality Problems

Symptom	Cause and Solution
Light or blurred characters	<ul style="list-style-type: none"><li>• You may be using 'Fast Draft'. See page 2.29.</li><li>• The print cartridge may be running out of ink. Replace the print cartridge. See page 3.24. The Status monitor shows the amount of ink left in the cartridge.</li><li>• Make sure that you are using the correct type of paper. Try another type of paper.</li><li>• You may be printing on the wrong side of the paper.</li><li>• The print cartridge may need cleaning. See 'Print Cartridge Nozzle Test' on page 3.19.</li></ul>
Smudged or dark characters	<ul style="list-style-type: none"><li>• Make sure that you are using the correct type of paper. Try another type of paper.</li><li>• Make sure that the paper is straight and unwrinkled.</li><li>• Let ink dry before handling the paper. You can use the 'Dry Time Delay' check box in the print setting. See page 2.29.</li><li>• Change the 'Print Quality' setting to 'Fast Draft.' See page 2.29.</li><li>• The print cartridge may need cleaning. See 'Print Cartridge Nozzle Test' on page 3.19.</li></ul>
Characters with white lines	<ul style="list-style-type: none"><li>• The print cartridge may be running out of ink. Replace the print cartridge. The Status monitor shows the amount of ink left in the cartridge.</li><li>• Remove and reinstall the print cartridge. See 'Replacing the Print Cartridge' on page 3.24.</li><li>• The print cartridge may need cleaning. See 'Print Cartridge Nozzle Test' on page 3.19.</li><li>• If printing on transparencies, try changing the fill pattern in your application software.</li></ul>
Color print quality is poor.	<ul style="list-style-type: none"><li>• Make sure that you are using the correct type of paper. Try another type of paper.</li><li>• Make sure that the 'Paper Type' setting is appropriate for the paper you loaded. See page 2.29</li><li>• Change the 'Print Quality' setting to 'High' or 'Normal'. See page 2.29.</li></ul>

### *Print Quality Problems (continued)*

Symptom	Cause and Solution
Characters improperly formed or not aligned correctly at left margin.	<ul style="list-style-type: none"><li>• The media is incorrectly loaded or is an unsupported size or type. See page 2.31. For special media, it is recommended that you feed one sheet at a time.</li><li>• Make sure that you do not have hard-coded spaces at the left margin in your application.</li><li>• The print cartridge may need cleaning. See 'Print Cartridge Nozzle Test' on page 3.19.</li><li>• The print cartridge may be misaligned. See 'Cartridge Alignment' on page 3.27.</li></ul>
Vertical straight lines are not smooth in tables, borders, and graphs.	<ul style="list-style-type: none"><li>• The print cartridge may need cleaning. See 'Print Cartridge Nozzle Test' on page 3.19.</li><li>• The print cartridge may be misaligned. See 'Cartridge Alignment' on page 3.27.</li></ul>
Solid black areas on transparencies contain white streaks.	<ul style="list-style-type: none"><li>• Try changing the fill pattern in your application software.</li></ul>
Printed color does not match screen colors.	<ul style="list-style-type: none"><li>• The color print cartridge has run out of one or more inks. Install a new color cartridge. See page 3.24.</li><li>• The print cartridge may need cleaning. See 'Print Cartridge Nozzle Test' on page 3.19.</li></ul>
Black and white is printing instead of color.	<ul style="list-style-type: none"><li>• The print settings may be incorrect. Check 'Document Type' setting in the Document/Quality dialogue box. See page 2.29.</li><li>• The black print cartridge may be installed. Replace with a color cartridge. See page 3.24.</li></ul>
Characters on the bottom edge of a page seem to be lost.	<ul style="list-style-type: none"><li>• When the machine prints a copy page or a received fax document which contains data at a full page, if a color cartridge is installed, the data on the bottom edge (about 10 mm) might be lost.</li></ul>
You receive a message that says the photograph will overflow the print area.	<ul style="list-style-type: none"><li>• You may reduce the image size before printing it, using your application. Refer to your application manual.</li></ul>

## Printing Problems

Symptom	Cause and Solution
Printer power is on, but nothing prints.	<ul style="list-style-type: none"><li>• The printer is improperly connected to the computer. Make sure the printer cable is firmly connected to the printer and the computer.</li><li>• Make sure that the printer cable is an IEEE 1284-compliant bi-directional parallel interface cable.</li><li>• Bad printer cable or computer port. Try another cable.</li><li>• Make sure that your application has the SF4500 Series selected as the default printer.</li><li>• Make sure that there is paper in the paper bin.</li><li>• Check Print Manager.</li><li>• Try changing ports.</li><li>• Make sure that your selected port is not being used by another device.</li><li>• Make sure that the paper path is not blocked.</li></ul>
Printer seems to be printing, but no characters are printing.	<ul style="list-style-type: none"><li>• Check the print cartridge. Tape may be covering the ink nozzles of the print cartridge.</li><li>• The print cartridge may be out of ink. Replace with a new one. See page 3.24. The Status Monitor shows the amount of ink left in the cartridge.</li></ul>
Expected characters are printed or missing.	<ul style="list-style-type: none"><li>• Make sure that your application has the SF4500 Series selected as the default printer.</li><li>• The printer cable may not be securely connected to the machine and the computer, or the printer cable may not be correct type. Check the printer cable.</li><li>• The print head may need cleaning. See 'Print Cartridge Nozzle Test', on page 3.19.</li></ul>

### *Printing Problems (continued)*

Symptom	Cause and Solution
Printer prints very slowly.	<ul style="list-style-type: none"><li>• You may be using 'High' print quality. Change the 'Print Quality' setting to 'Fast Draft.' See page 2.29.</li><li>• Graphics print more slowly than text.</li><li>• Color prints more slowly than black.</li><li>• Special media prints more slowly than plain paper.</li><li>• Another application currently open affects print speed. Close the running program if not required.</li></ul>
Control panel of your machine does not respond.	<ul style="list-style-type: none"><li>• Unplug the power cord, then re-plug.</li></ul>
Page does not print.	<ul style="list-style-type: none"><li>• Some extremely complicated page formats may not be printable on the printer. If you are using too many fonts, or if you are printing complex graphics, you can experience this problem. Simplify your page or choose fewer fonts.</li></ul>

### *Paper Feeding Problems*

Symptom	Cause and Solution
Paper is jammed during printing.	Clear the paper jam. See page 3.3.
Paper sticks together.	<ul style="list-style-type: none"><li>• Make sure that there is not too much paper in the bin. Depending on the thickness of your paper, the bin can hold up to 130 sheets.</li><li>• Make sure that you are using the correct type of paper.</li><li>• Remove paper from the bin, and flex or fan it.</li><li>• Humid conditions may cause some paper to stick together.</li></ul>

## Paper Feeding Problems (continued)

Symptom	Cause and Solution
Paper fails to feed.	<ul style="list-style-type: none"> <li>• Make sure that there is not too much paper in the bin. Depending on the thickness of your paper, the bin can hold up to 130 sheets (20~24 lb).</li> <li>• Make sure that the envelope guide is not in the envelope position.</li> <li>• Remove any obstructions inside the printer.</li> </ul>
Multiple sheets of paper fed.	<ul style="list-style-type: none"> <li>• Make sure that there is not too much paper in the bin. Depending on the thickness of your paper, the bin can hold up to 130 sheets (20~24 lb).</li> <li>• Different types of paper may be stacked in the paper bin. Load paper of only one type, size, and weight.</li> <li>• When loading paper, do not force the paper down into the printer.</li> <li>• If multiple sheets have caused a paper jam, clear the paper jam.</li> </ul>
Paper skews or buckles in the paper bin.	<ul style="list-style-type: none"> <li>• Make sure that there is not too much paper in the bin. Depending on the thickness of your paper, the bin can hold up to 130 sheets (20~24 lb).</li> <li>• Make sure that the paper guide does not cause the paper to bow.</li> <li>• Make sure that you are using the correct type of paper.</li> <li>• When loading paper, do not force the paper down into the printer.</li> <li>• Make sure that the right side of the paper is aligned with the right edge of the feeder, and the left paper guide is set against the left side of the paper.</li> <li>• Make sure that the envelope guide is not in the envelope position.</li> </ul>
Envelopes skew or fail to feed correctly in the paper bin.	<ul style="list-style-type: none"> <li>• Make sure that the envelope guide has been turned to the envelope load position.</li> <li>• Make sure that the paper guide is against the left side of the envelopes.</li> </ul>
Transparencies stick together in the paper exit.	<ul style="list-style-type: none"> <li>• Use only transparencies specially designed for printer.</li> <li>• Remove each transparency as it exits from the printer.</li> </ul>

## Scanning Problems

Symptom	Cause and Solution
You cannot scan a document into memory.	<ul style="list-style-type: none"><li>• Make sure that you load the document to be scanned into the document tray.</li><li>• There may not be enough available memory to store the document you want to scan.</li><li>• Print out any documents stored in memory.</li><li>• If there are any fax documents stored in memory waiting to be sent, wait until they are dispaged of. See page 2.22.</li></ul>
The unit scans very slowly.	<ul style="list-style-type: none"><li>• Graphics scan more slowly than text.</li><li>• Communication speed becomes slow in scan mode because a lot of memory is required to analyze and reproduce the scan image. Set your computer to ECP mode through the BIOS setting it will help to increase the speed. For details on how to set BIOS, refer to the documentation of your computer.</li></ul>
There is no document or the document is loaded improperly.	<p>Insert the document properly when 'TRY AGAIN' message appears on the screen.</p> <p>Insert the document properly and push it down until the machine grips the document.</p>
Scanner is busy receiving or printing data.	<p>Your scanner may be currently used for copying or faxing. When the current job is completed, try again.</p>
Memory is not enough to save the scan image.	<p>There is not enough memory to save the scan image. Exit all applications currently open, if not required, in order to save memory.</p>

Symptom	Cause and Solution
Scanning has failed.	Scan error occurs. Turn the printer off and back on. If you still have the same problem, restart your computer.
The selected port is currently being used.	Scan error occurred and the scanning has not been completed properly. Reset your computer.
The scanner driver is not installed or an operation environment is not set up properly.	<p>Re-install the scanner driver. See page 1.23. If you still have the same the problem, file setting required for I/O may not be proper. Follow the instructions below:</p> <ol style="list-style-type: none"> <li>1. Start Windows.</li> <li>2. In Windows 95, select <b>Run</b> from <b>Start</b> menu. Windows 3.x users should select <b>Run</b> from <b>File</b> menu under <b>Program Manager</b>.</li> <li>3. Type '<b>sysedit</b>', then click <b>OK</b>.</li> <li>4. Select <b>system.ini</b> file, and set the file as shown below.</li> </ol> <pre> : [386 Enh] : device=vecp.386 : LPT1TurnAroundDelay = 50 </pre> <ol style="list-style-type: none"> <li>5. Restart Windows.</li> </ol>
Port is disabled.	<p>Check if the port is properly connected, or power is on.</p> <p>I/O error occurs during scanning. Check for bad cable, cable connection. If you still have the same message, open the <b>system.ini</b> file in the Windows directory as described above, and increase time as much as required in increments of 10.</p>
Port is disabled.	<p>Check if the port is properly connected, power is on, scanner is not busy.</p> <p>The printer cable may be improperly connected or the power may be off. Turn the power on. If you still have the same problem: turn the computer and printer off, and back on after about 10 seconds, then try again.</p>



# Maintenance



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## Clearing Memory

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

**1. Press **Menu**, then **Memory Clear** on the One-Touch keypad.**

The display shows the options you can choose to clear:

1. **SYSTEM ID:** your System ID number and name are cleared from the machine's memory.
2. **SYSTEM DATA:** restores user-selectable options to the default value.
3. **DIAL/SCHEDULE:** clears the One-Touch, Speed Dial, or Group dial numbers stored in memory. In addition, all the Schedule Job operations you have reserved are canceled.
4. **TX-RX JOURNAL:** clears all records of transmissions & receptions.

**3. Move to the options by pressing ▼ or ▲ repeatedly, until you find the one you want to clear.**

**4. Press **Enter**.** The display asks you to confirm your selection.

**5. Press **1** to confirm.** Or use ◀ or ▶ to choose 'YES', then press **Enter**. The selected memory is cleared.

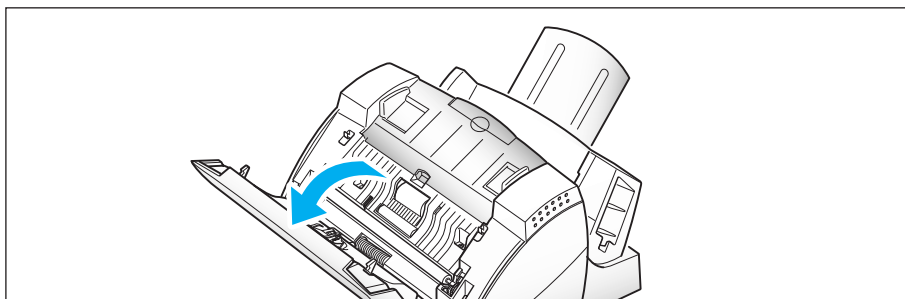
## Cleaning the Document Scanner

To keep your machine working properly, occasionally clean the White Roller, ADF rubber, and the scanning glass. If they are dirty, documents sent to another fax machine will not be clear.



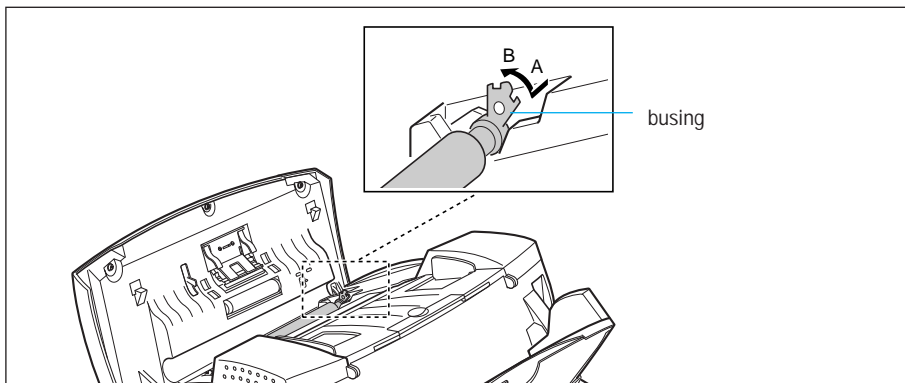
*Do not turn the power off to clean the scanner, as documents stored in memory will be lost.*

### 1. Open the control panel.

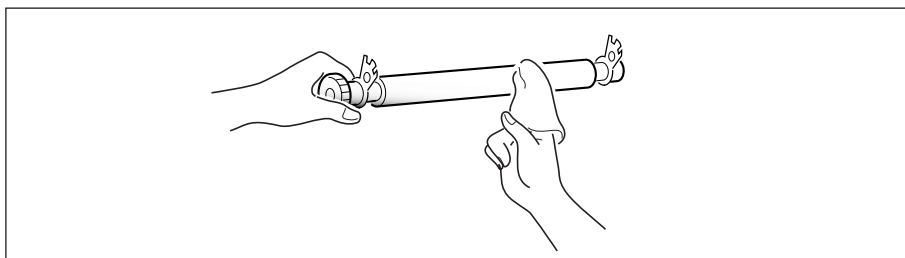


### 2. Disassemble the White Roller as follows:

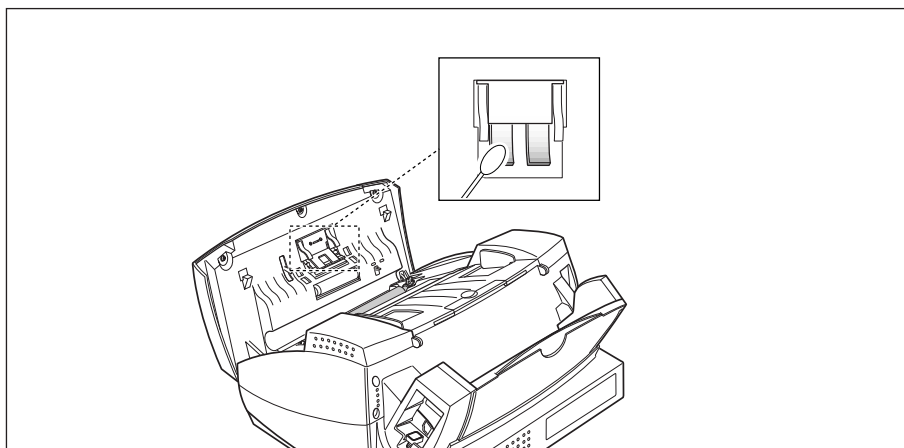
Both ends of the White Roller have plastic bushings that are snapped shut with small tabs on them. Pull the bushing slightly inward (A), then rotate (B) until it reaches the slot. Then pull the roller upward.



### 3. Wipe the roller surface with a soft cloth dampened with water.

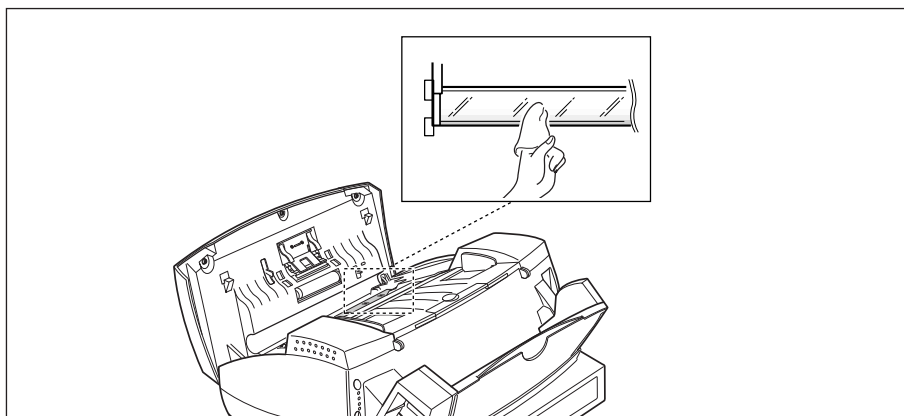


**4. Clean the ADF rubber piece also.**

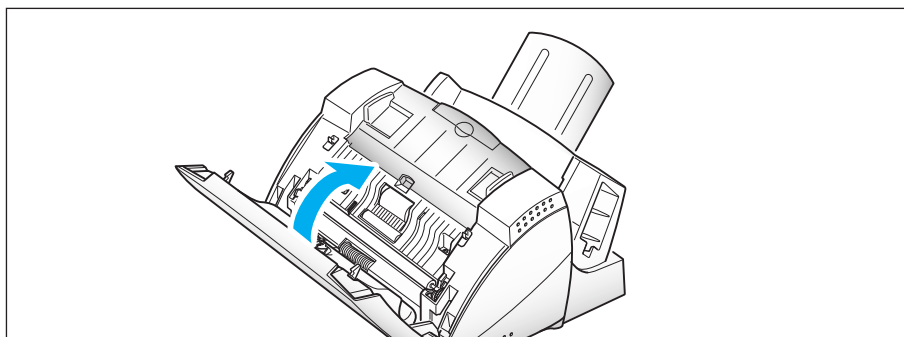


**5. Carefully wipe the scanning glass with a soft, dry cloth.**

If the glass is very dirty, first wipe it with a slightly dampened cloth, then with a dry one. Be careful not to scratch the glass surface.



**6. Replace the roller in reverse order, and then close the control panel firmly until it clicks into place.**



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## Printer Cartridge Maintenance

To get maximum benefit from your print cartridges:

- Do not remove a print cartridge from its packaging until you are ready to install it.
- Do not refill print cartridge. The warranty will not cover damage caused by using refilled cartridges.
- Store the print cartridge in the same environment as the printer.
- Do not remove a print cartridge from the printer except to replace it, clean it, or switch between color and black. Immediately replace the print cartridge or store it in the storage unit. The print cartridge will not print correctly if removed from the machine and left exposed for an extended period.
- When switching between color and black print cartridge, store the unused cartridge in the print cartridge storage unit.
- If you have an opened print cartridge you are not currently using and do not have an available print cartridge storage unit, store it in an airtight plastic bag. Do not leave it exposed for an extended period.

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## Print Cartridge Nozzle Test

You should test the print cartridge when the print is not clear or dots are missing. The problem may be caused by blocked nozzles on the print cartridge.

The nozzle test cleans the print cartridge by clearing (purging) the nozzles. Then it prints a test so you can see the results. Use the nozzle test:

- Anytime you suspect the nozzles are clogged.
- When characters are not printing completely.

To run the nozzle test:

1. From the **Programs** menu, select the **SAMSUNG SF4500 Series Printer**.

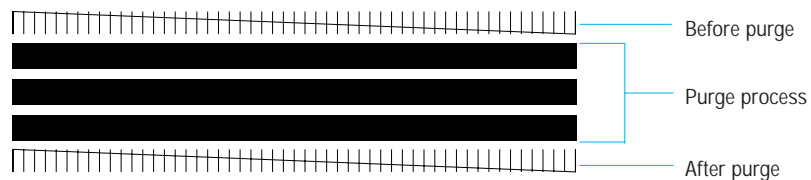
For Windows 3.x, double-click the SAMSUNG SF4500 Series Printer icon from the **Program Manager**.

3. **Select Control Program on LPT1.** The SAMSUNG SF4500 Series Control Program on LPT1 dialogue box will appear.
4. **Click the Cartridge tab, then click Clean Print Nozzles.** The printer feeds a sheet of paper and prints the nozzle test pattern.

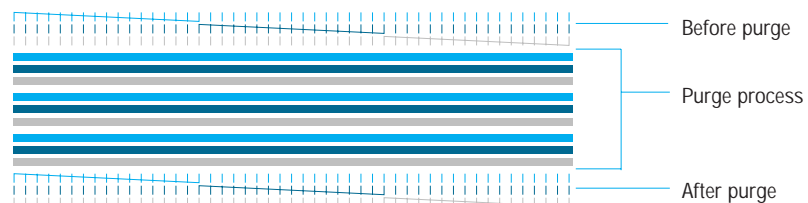


5. **Examine the test pattern.**

This example shows a test pattern of all nozzles functioning correctly on the **black print cartridge**:



This example shows a test pattern of all nozzles functioning correctly on a **color print cartridge**:



Compare the diagonal line at the top and bottom of the test pattern and look for a break. A broken line shows any clogged nozzles.

If the bottom line shows improvement, rerun this test. If improvement continues, rerun the test. If all nozzles are not printing after running the test three times, continue with step 4.

**6. If print quality does not improve, remove and reinstall the print cartridge. Repeat the nozzle test.**

If the line is still broken, wipe the nozzles and contacts. See “Wiping the Print Cartridge Nozzles and Contacts”, below

### Wiping the Print Cartridge Nozzles and Contacts

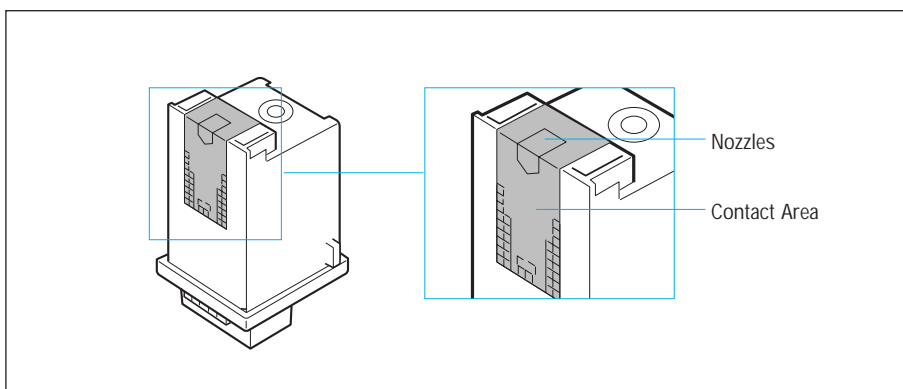
If print quality does not improve after repeating the nozzle test, the problem may be caused by dried ink on the:

- Print cartridge nozzles.
- Print cartridge contacts.
- Print cartridge carrier contacts in the printer.

**1. Remove the print cartridge.** See “Replacing the Print Cartridge” on page 3.24.

**2. Use a clean cloth, dampened with water only, to gently clean the entire copper colored area, including the nozzles and contacts.** To dissolve any dried ink, hold the damp cloth against the nozzles for about three seconds. Gently blot and wipe dry.

If you are cleaning a color print cartridge, be careful to wipe the nozzles in only one direction so the colors do not mix.

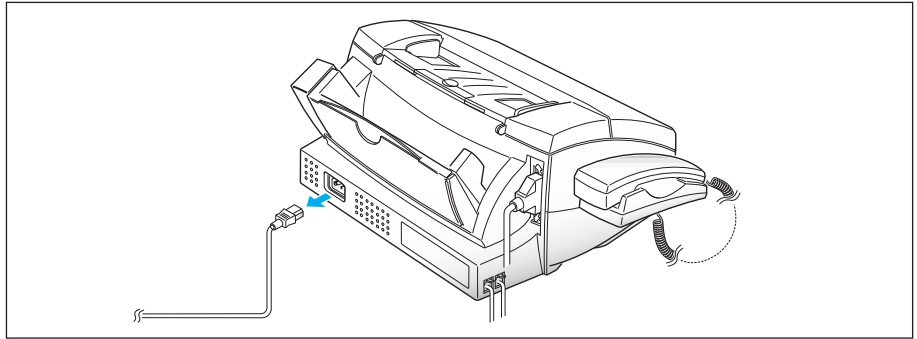


**3. Allow the copper-colored area to dry, then reinstall the print cartridge and repeat the nozzle test.**

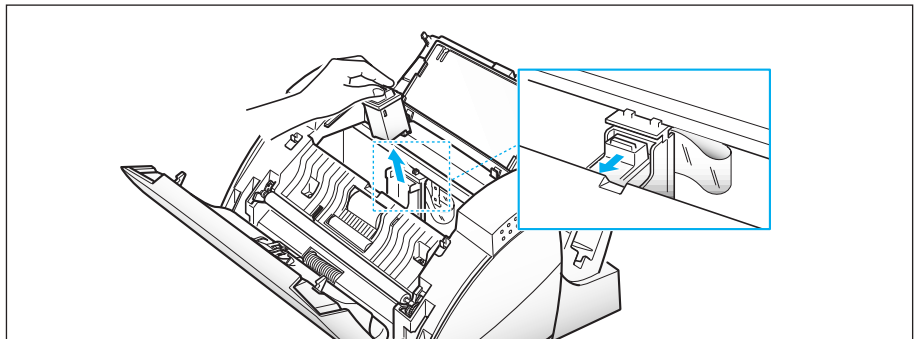
If the line is still broken, clean the print cartridge carrier contacts in your machine. See page 3.22.

## Cleaning the Cartridge Carrier Contacts and Deflector

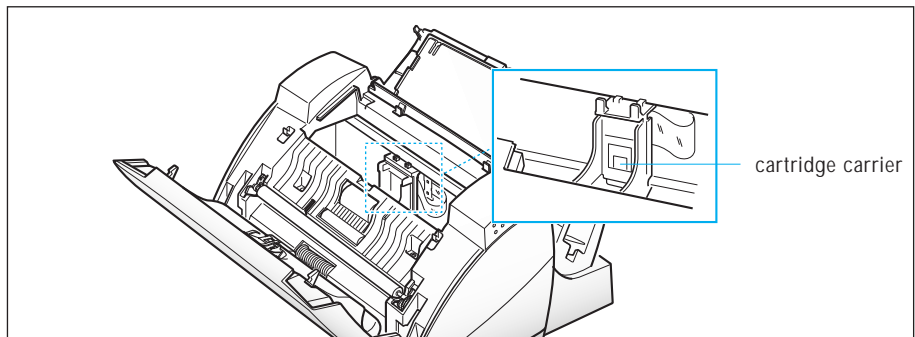
1. Press the Cartridge button to move the print cartridge carrier to the load position.
2. Unplug the power cord from the electrical outlet or the rear of the machine.



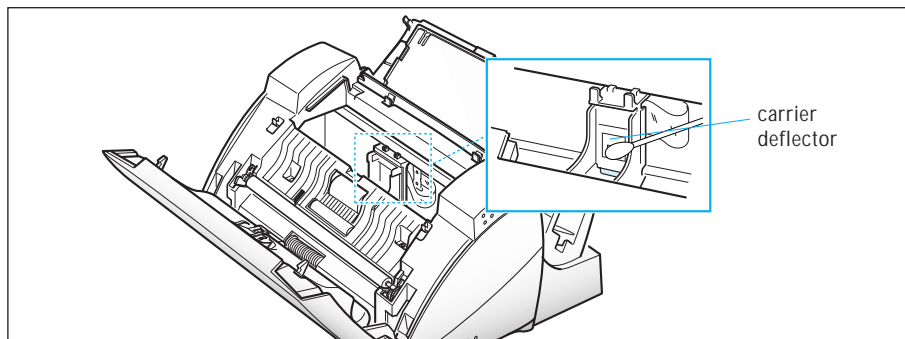
3. Open the control panel and the cartridge compartment cover. Then, remove the print cartridge.



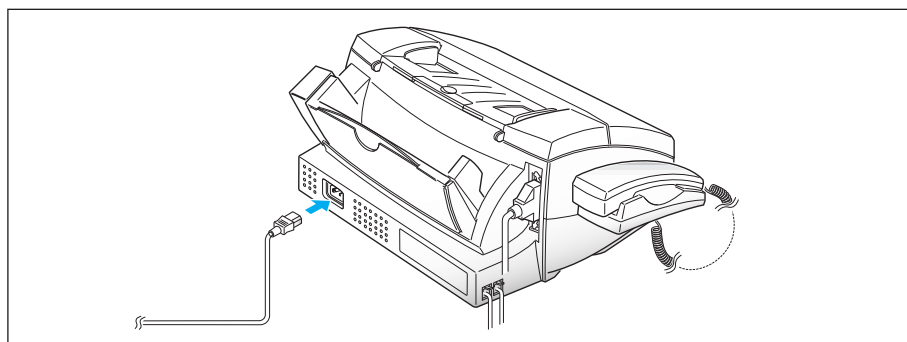
4. Use a CLEAN, DRY CLOTH to clean the print cartridge carrier contacts inside the printer.



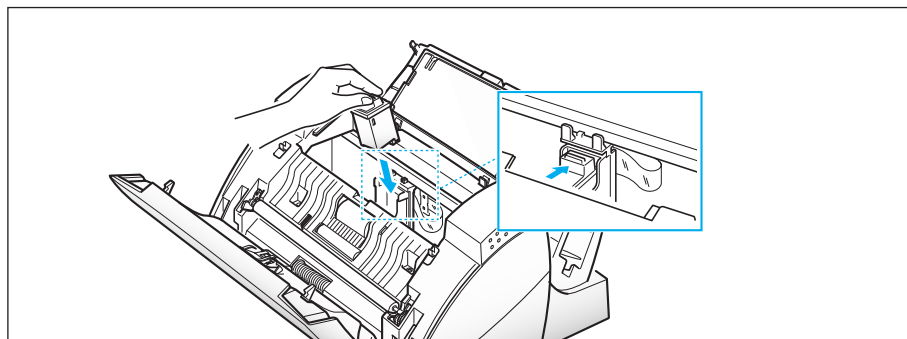
5. Clean the carrier deflector inside the printer.



6. Plug the power cord in.



7. Press the **Cartridge** button, and install the print cartridge.





## Replacing the Print Cartridge

The print cartridge includes the ink supply and the printhead. Each time you replace the print cartridge, you are replacing the printhead as well.

When you notice that the print becomes light or 'INK LOW' appears in the display, replace your cartridge.

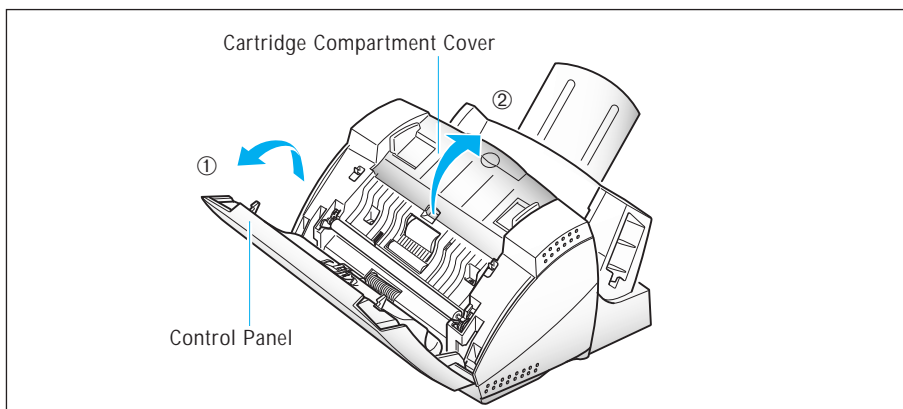
- A black print cartridge is provided with your machine. For color printing, you must purchase a color cartridge.
- Your machine knows which print cartridge is installed and keeps separate ink supply counts for the color and black print cartridges.
- When you install a new print cartridge, you must select '1.NEW' in the display to reset the Ink Low counter. (See 'Installing Print Cartridge' on page 1.8.)
- If you are switching between color and black print cartridges, be sure to store the unused print cartridge in the print cartridge storage unit.
- If you change a cartridge from color to black before a PC file is completely printed, the remaining page on the file may not print.
- If you are interrupted and leave the print carrier in the load position for more than 30 seconds, the print cartridge carrier moves to the Standby position.
- When 'INK LOW' appears during PC printing, the machine continues to print. After printing is completed, replace the print cartridge.

To replace the print cartridge, perform the following steps:

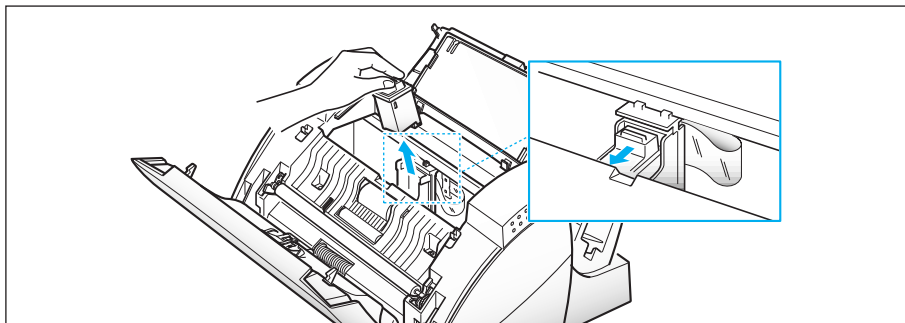
1. **Press Cartridge on the control panel.** The display shows 'CARTRIDGE IS 1.NEW 2.USED' and the print cartridge moves to the load position.

If you install a color cartridge, use 'Install Cartridge' tab in the SAMSUNG SF4500 Series Control Program on your PC.

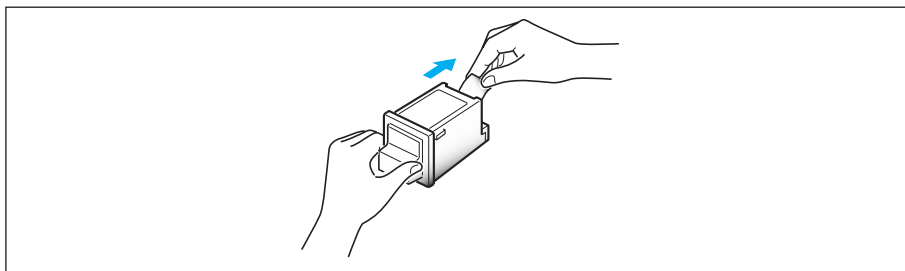
2. **Open the Control Panel ① and the Cartridge Compartment Cover ②.**



3. Pull the print cartridge handle toward you until it clicks. Remove the print cartridge.

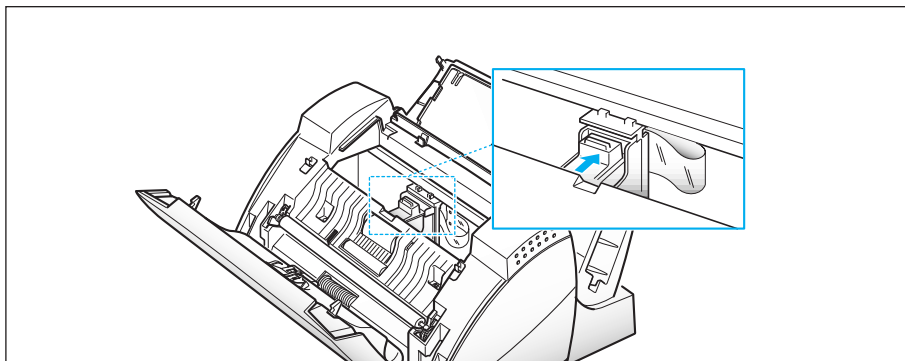


4. Remove a new print cartridge from its packaging and carefully remove the tape covering the print head. Hold the print cartridge by the colored tab or black areas only. Do not touch the copper area.

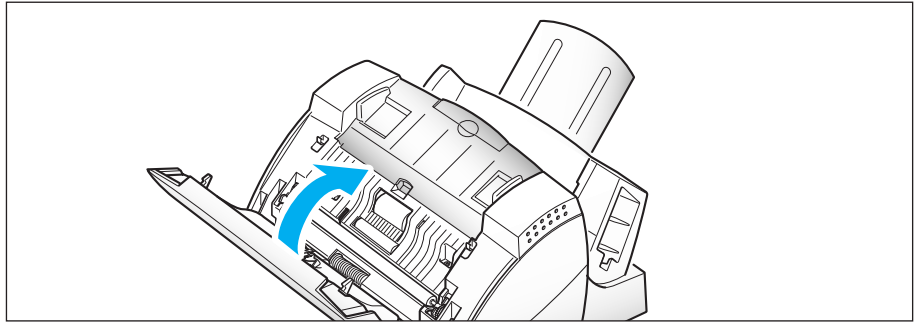


5. Insert the print cartridge in the cartridge holder, then push the print cartridge firmly away from you, until it clicks into place.

If the print cartridge moves loosely in the carrier, it has not clicked into place. Repeat this step.



## 6. Replace the Cover and the Control Panel.



## 7. Select '1.NEW' by pressing 1.

The display briefly shows 'MONO INSTALLED', then the machine returns to Standby mode.



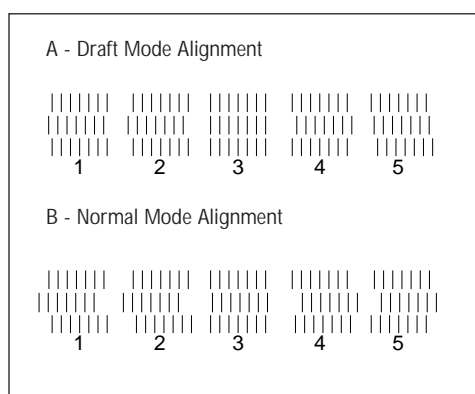
- When you install a new cartridge, you must select '1.NEW.' When you install a used cartridge, select '2.USED', which helps you monitor the amount of ink remaining. If you mix up several used cartridges, it will be difficult to check the amount of ink remaining. Once a new print cartridge is installed, use it until it has run out completely.
- If the new cartridge does not give excellent printing quality, run 'Printer Self-Test' on page 1.12.
- If you want to install a color cartridge (option) to print a PC file, you should use the 'Install Cartridge' tab in the SAMSUNG SF4500 Series Control Program on your PC.

## Cartridge Alignment

You should print the alignment pattern if vertical lines or characters appear crooked. The alignment printing lets you straighten the vertical lines.

### On Your SF4500 Series Machine Control Panel:

1. Press **Menu**, then press **System Setup** on the One-Touch keypad.
2. Press **▼** or **▲** repeatedly, until the display shows 'ARRANGE ALIGNMENT?.'
3. Press **Enter**. Alignment pattern is printed.



4. Examine the printed pattern, and select the closest straight line for Draft Mode and Normal Mode.
5. Press the straight (or the closest) line number for Draft mode when the display prompts you to enter number for DRAFT ALIGNMENT.
6. The display prompts you to enter number for NORMAL ALIGNMENT. Press the straight (or the closest) line number for Normal Mode.
7. The display asks if you want to repeat alignment. If there are no lines straight, press 1 to select YES, and repeat the procedure until you get a straight line.
8. When alignment is complete, press 2 to select NO when the display shows 'REPEAT ALIGNMENT.' The machine returns to Standby mode.

## On the Control Program in the Printer Driver:

1. From the **Programs** menu, select the **SAMSUNG SF4500 Series Printer**.

For Windows 3.x, double-click the SAMSUNG SF4500 Series Printer icon from the **Program Manager**.

2. Select **Control Program on LPT1**. The SAMSUNG SF4500 Series Control Program on LPT1 dialogue box will appear.

3. Click the **Cartridge** tab, then click **Align Cartridge**.



4. The printer feeds a sheet of paper and prints the alignment test pattern.

Examine the test print. Select the number of the straightest lines, and click **OK**.

5. Repeat the test until the alignment is correct. When alignment is complete, click **Cancel**.

# *Appendix*

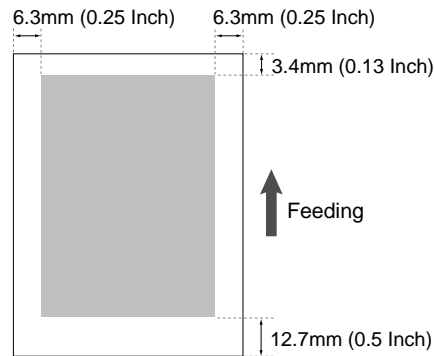


# Specifications

## Printer

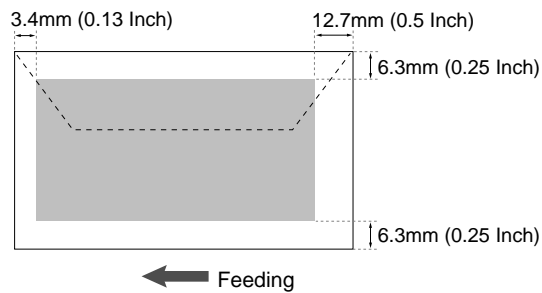
### Printing area for paper

The shaded portion in the figure shows the printing area.



### Printing area for envelopes

The shaded portion in the figure shows the printing area for envelopes.



### Printing method

Plain paper drop-on-demand thermal inkjet printing

### Print speed

Black 7 ppm (draft), 5 ppm (LQ)  
Color 3 ppm (draft), 2 ppm (LQ)

### Printing resolution

Draft 300 x 600 dpi  
Normal 600 x 600 dpi  
High 1200 x 1200 dpi

### Emulation

Windows GDI

### Printer Drivers

Windows 3.1/95/98

### Interface

IEEE 1284-compatible, bi-directional parallel interface

### Printer memory

512 kbyte RAM

**Paper type**

Plain paper  
Glossy photo paper  
Coated paper  
Transparency  
Iron-on transfer  
Envelope

**Paper size**

Letter	216 mm x 279.4 mm (8.50 Inch x 11.00 Inch)
Legal	216 mm x 355.6 mm (8.50 Inch x 14.00 Inch)
A4	210 mm x 297 mm (8.27 Inch x 11.69 Inch)
A5	148 x 210 mm (5.83 Inch x 8.27 Inch)
B5	182 x 257 mm (7.17 Inch x 10.12 Inch)
Executive	184.2 mm x 266.7 mm (7.25 Inch x 10.50 Inch)
A6 card	105 mm x 148.5 mm (4.13 Inch x 5.85 Inch)
Index card	76 mm x 127 mm (3.00 Inch x 5.00 Inch)
Japanese Hagaki Postcard	100 mm x 148 mm (3.94 Inch x 5.83 Inch)
Index card	101.6 mm x 152.4 mm (4.00 Inch x 6.00 Inch)
#6 3/4 envelope	92.1 mm x 165.1 mm (3.63 Inch x 6.50 Inch)
#7 3/4 envelope	98.6 mm x 190.5 mm (3.88 Inch x 7.50 Inch)
#9 envelope	98.6 mm x 225.6 mm (3.88 Inch x 8.88 Inch)
#10 envelope	104.8 mm x 241.3 mm (4.13 Inch x 9.50 Inch)
DL envelope	110 mm x 220 mm (4.33 Inch x 8.66 Inch)
C5 envelope	162 mm x 229 mm (6.38 Inch x 9.02 Inch)
C6 envelope	114 mm x 162 mm (4.49 Inch x 6.38 Inch)
B5 envelope	176 mm x 250 mm (6.93 Inch x 9.84 Inch)
Baronial	143 mm x 111.3 mm (5.63 Inch x 4.38 Inch)

**Cartridge life**

Black	About 600 sheets (4% print density on A4)
Color	About 200 sheets (15% print density on A4)

**Paper feeder capacity**

Plain paper (20 lb)	approx. 130 sheets (13.5 mm Dummy)
---------------------	------------------------------------



## **Scanner**

### **Scan resolution**

300 x 300 dpi

### **Scan mode**

SF4500 : 256 Gray, B/W

SF4500C : 256 Gray, B/W, Full color (24 bit)

### **Interface**

IEEE 1284-compatible, bi-directional parallel interface

### **Communication method**

ECP/Nibble mode (IEEE 1284 recommended)

## **Facsimile**

### **Applicable line**

Public Switched Telephone Network (PSTN); PABX

### **Compatibility**

ITU Group 3, ECM

### **Effective scanning width**

210 mm

### **Modem speed**

14400/12000/9600/7200/4800/2400 bps

### **Reception memory**

SF4500: 1M byte (about 80 pages)

SF4500C: 2.5M byte (about 200 pages)

### **Memory backup time**

30 minutes (min.)

### **Data compression system**

MH/MR/MMR (ECM)

### **Scanning method**

Sheet-feed scanning using CIS

### **Input document size**

8.5 inch (216mm)

### **ADF capacity**

30 sheets (0.004 in/20 lb)

20 sheets (0.003~0.0039 in/12.5~19.9 lb, 0.0041~0.005 in/21-28 lb)

## Acceptable Documents for Faxing, Scanning, or Copying

		Single Sheet	2 or More Sheets
Document Size	Max	8.5 in. (W) × 14 in. (L) (216 mm × 356 mm)	8.5 in. (W) × 11.7 in. (L) (216 mm × 297 mm)
	Min	5.8 in. (W) × 5.0 in. (L) (148 mm × 128 mm)	
Effective Scanning Width		8.3 in. (210 mm)	
Number of sheets which can be loaded at a time		—	Up to 30
Thickness of document		0.003 to 0.006 in. (0.07 to 0.15 mm)	0.003 to 0.0047 in. (0.07 to 0.12 mm)
Paper Quality		Uncoated on both sides	

### General

#### Power source

220- 240V AC, 50-60 Hz

#### Power consumption

12 W (max.) in idle mode

32 W (max.) in print mode

#### Dimension (W x D x H)

365 mm x 355 mm x 193 mm

#### Weight

Approx. 5.7 kg

#### Environmental conditions

Temperature 16 - 32 degrees C (10 - 40 degrees C)

Humidity 8 - 80 % RH

#### Print cartridge life

Approximately 200 color pages at 15% coverage

Approximately 600 black pages at 4% coverage

#### Print head nozzle

208 nozzles for black

64 nozzles for each color (cyan, magenta, yellow)

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**SAMSUNG**

## **Samsung SF4500 Series**

- Presto! PageManager
- MyScan
- Presto! PhotoAlbum
- SmartFAX

### **User's Guide**





## **Trademarks**

- Presto! PageManager and Presto! PhotoAlbum are trademarks of NewSoft, Inc.
- MyScan is a trademark of Samsung Electronics Co., Ltd.
- Windows is a trademark of Microsoft Corporation.
- Other names and trademarks mentioned in this manual are trademarks of their respective holders.



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With *Presto! PageManager*, you can easily scan documents and images into your computer and maintain them electronically.

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*MyScan*, SF4500 Series scanner, is an image-scanning program that operates under various image-editing and OCR applications. *MyScan* includes drivers which may be used with any TWAIN-compliant application software (e.g. Presto! PageManager, Adobe Photoshop).

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# *Presto! PageManager*

*(for Windows 95)*

With *Presto! PageManager*, you can easily scan documents and images into your computer and maintain them electronically.




---

## Overview

The *Presto! PageManager* Scanning Operating System eliminates the need for maintaining paper copies of photographs and documents. With *Presto! PageManager*, you can easily scan documents and photographs into your computer and maintain them as electronic documents. You can also use *Presto! PageManager* to quickly transmit scanned documents by fax or electronic mail, or to print a copy on your printer.

If you need information about a procedure, you can obtain that information in the *Presto! PageManager* online help system.

There are two ways to obtain online help about a feature:

- Choose Contents from the Help menu.
- Use the Context Help command  to point to an object in *Presto! PageManager* and show a brief description of that object.

Before scanning documents or photographs, make sure that *Presto! PageManager* software and the image scan program *MyScan*, provided with your *SF4500 Series*, have been installed in your computer.

Refer to the *SF4500 Series Setup and Operation User's Guide*.

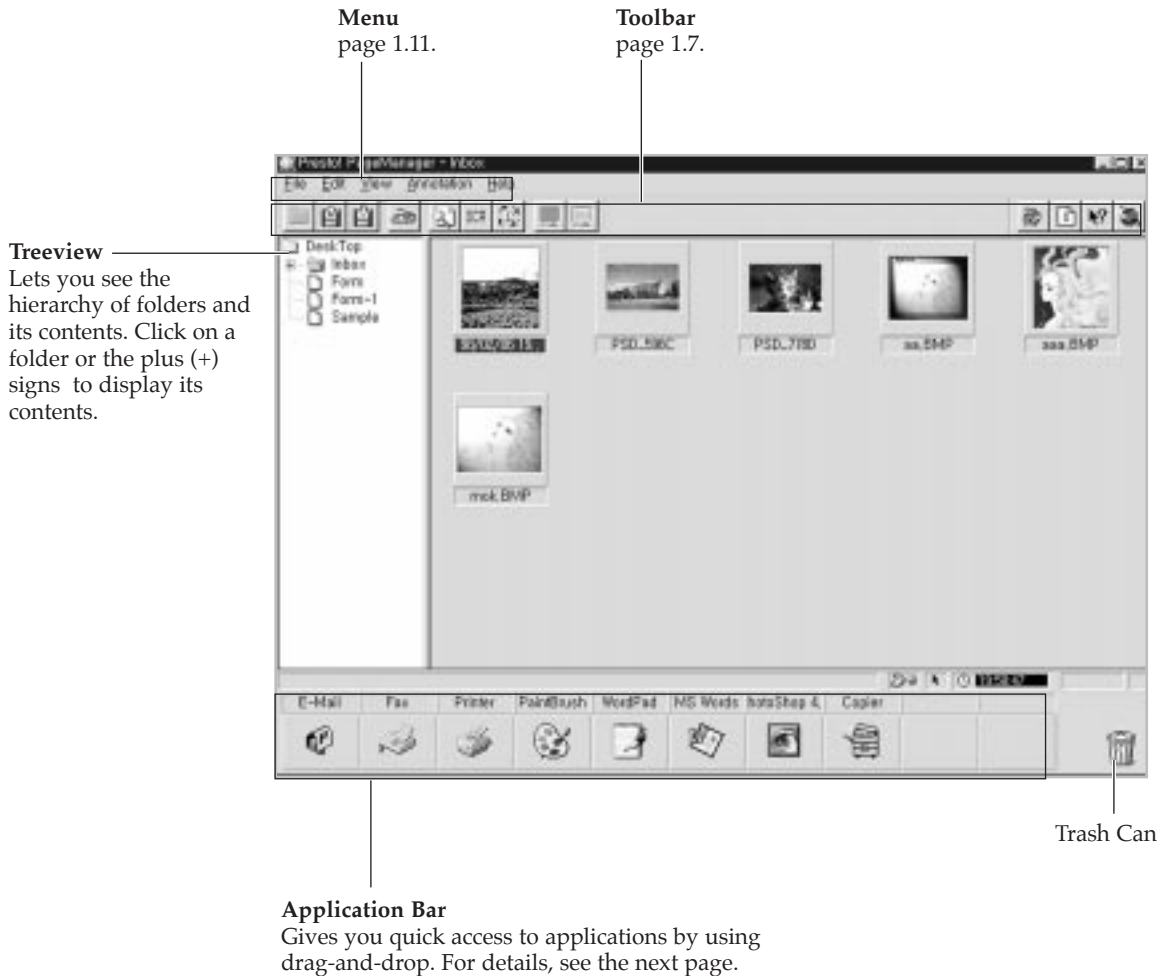
## Scan a Document or Photograph

The following instructions give a general description of scanning using *Presto! PageManager*.

1. Turn on the scanner (e.g. Samsung SF4500 Series) and start *Presto! PageManager* in Windows 95 (Start → Programs → Presto! PageManager → Presto! PageManager).
2. Position the document or photograph in your scanner.
3. From the **File** menu, choose the **Select Source** option.
4. Select the appropriate driver (e.g. MyScan).
5. Open the **File** menu, select the **Acquire** option. The particular scanning interface will be invoked for scanning.
6. When the item has been completely scanned, it appears as the currently selected thumbnail image in the Inbox folder.
7. You can now begin to use Presto! PageManager to work with the scanned item.



Before you begin using *Presto! PageManager*, please take a moment to look at all the *Presto! PageManager* tools and icons described in this section.

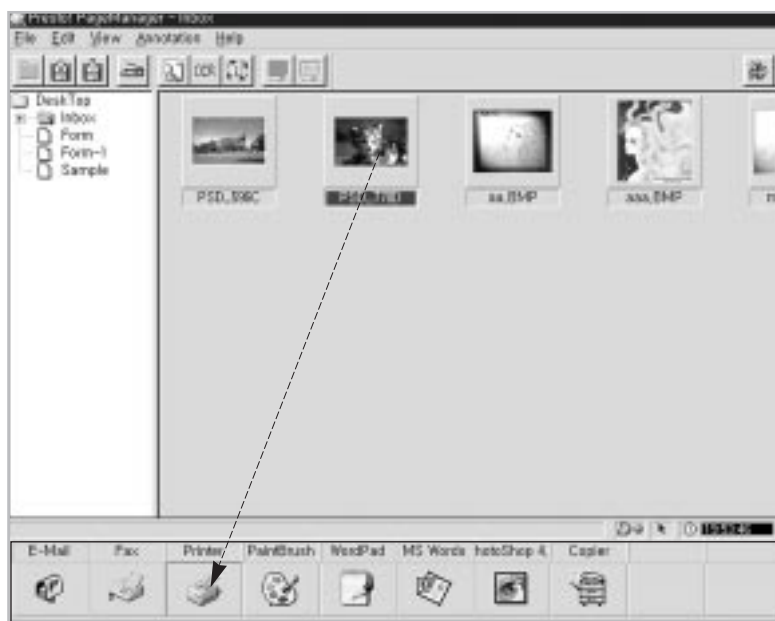


## Application Bar

After a document is scanned or imported, it is placed in the Inbox folder and shown in the desktop as a thumbnail view.

The application bar gives you quick access to many other applications which interface with *Presto! PageManager*. To add more applications, refer to the Application Preferences in the Customizing *Presto! PageManager* section on page 1.15.

To use an application on the application bar, select the image(s) and click on the target application. Or drag the image(s) over the target application, release the mouse button, and the selected item will automatically be opened by that application or device.



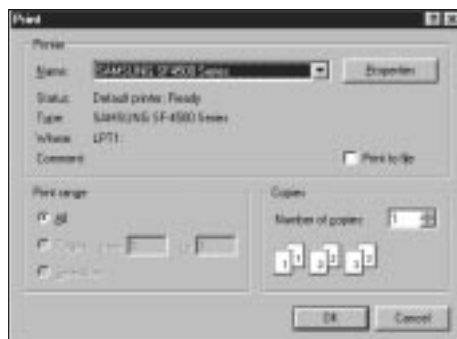
Application bar





## Printing the Scanned Image

1. Drag the scanned image to the Printer icon on the application bar.  
Or, click the Printer icon after choosing the desired item.
2. The Print dialog box will appear. Select the appropriate options.



3. After choosing options, click **OK**. *Presto! PageManager* will send the file to your printer.



## Copying the Scanned Image

1. Drag the item from the *Presto! PageManager* Window to the Copier icon on the application bar.
2. The Presto! Copier dialog box will appear. Select the appropriate options.



3. Click  to start copying. The copies will print out on your printer.



## Sending Fax or E-Mail

1. Drag the item from the *Presto! PageManager* Window to the Fax or E-Mail icon on the application bar. *Presto! PageManager* will then start the selected application.
2. Create the message you want to send.

For instructions on creating a fax or E-mail message, see the documentation for your application.

## Tools and Icons



### New Folder

Creates a new folder.



### Save As

Saves the existing file under a different name, and places it in the Inbox folder.



### Import

Opens an existing file and places it in the Inbox folder.



### Acquire

Scans the image from the source you selected.



### Find File

Searches the files. See page 1.12.



### **Perform OCR**

OCR (Optical Character Recognition) is a software mechanism with the ability to recognize most character formats. this permits a scanned document to be read and edited on your word processor. Click this button to perform OCR on the selected documents without the need for them being opened. Clicking the OCR button again, even if the image has been recognized, will OCR the document again.



*In order for OCR to work, the image must be scanned in black and white.*



### **Rotate**

Image rotation by 90, 180, 270 degrees.



### **Image View/Text View Toggle Switches**

The image view shows the image as a graphic. Text view shows the text of image or OCRs the image-if not already OCRed.



### **Preferences**

Customizes the settings that the *Presto! PageManager* uses.



### **Information**

Displays a message box of a folder, document or image.



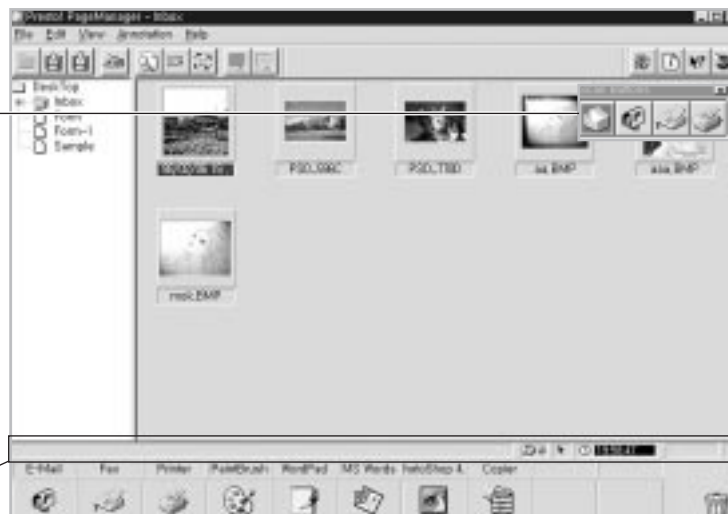
### **Help**

Displays the Context Help topic.



Allows you to directly access the *Presto! PageManager* site on the World Wide Web.

**Scan Buttons palette**  
Sends data directly from the scanner to the application you select. You can add or delete applications from the scan buttons palette. See page 1.16.



Display an explanation of how to use the Help System.

### Status Bar

Displays the current activity.



### Enable Scan Buttons palette

When the dot in the graphic is green, click once on the graphic to display the Scan Buttons palette. The color of the dot switches to red. Click again to close the Scan Buttons Palette.



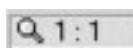
### Show Graphic Tool

Shows the graphic tool being used. For details on the graphic tools you can use, see the next page.



### System Information

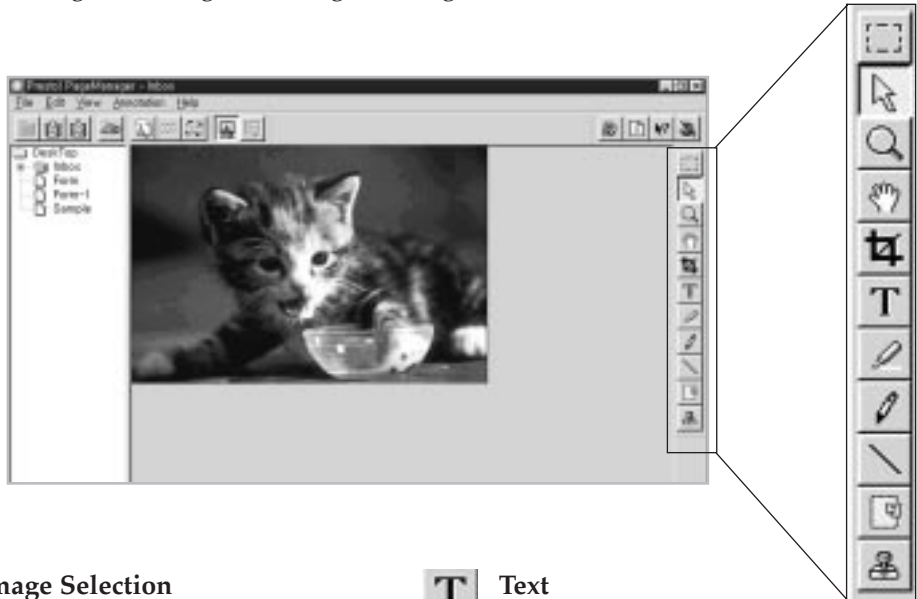
Click this area to display the amount of free memory, disk space, date, or time.



### Magnification Ratio

The magnification of the image compared to the actual size.

Double-click the desired thumbnail image on the PageManager screen. The following graphic tools will be shown on the right side of the desktop when the image is opened, allowing you can add comments to the image before faxing, E-mailing, or editing the image.



#### **Image Selection**

Lets you select an area to cut or copy for pasting.



#### **Selection**

Lets you select, move, and resize annotations on an image.



#### **Zoom**

Enlarges or reduces the view of the image.



#### **Move**

Moves the position to view a different portion of the image.



#### **Crop**

Selects an area and discards the rest.



#### **Text**

Adds text to the image.



#### **Highlighter**

Highlights any rectangular portion of the image with a colored pen.



#### **Freehand Line**

Lets you freely draw, underline, circle, scribble, and mark on the image with a colored pen.



#### **Straight Line**

Draws a straight line.



#### **Sticky Note**

Lets you add messages or comments to the image.



#### **Stamp**

Lets you select the stamp styles.



*When you edit the image using these graphic tools, you must save using \*.PFC format. If you choose other file formats (i.e, \*.BMP, \*.JPG, \*.TIF), text or line you have added to the image will not be saved.*

## Menus

### File Menu



#### **New Folder**

Creates a new folder.

#### **Import**

Opens an existing file and places it in the Inbox folder.

#### **Save As**

Saves a copy of the document in a separate file.

#### **Acquire**

Begins scanning the image from the source selected.

#### **Select Source**

Selects the scanning source for acquisition.

#### **Scan Setting**

Changes the Scan Settings. See page 1.15.

#### **Print**

Prints the active document.

#### **Print Setup**

Changes the Printer Settings.

#### **Scan Buttons setting**

Changes the settings of the Scan Buttons. See page 1.16.

#### **Preferences**

Opens the Preferences dialog boxes and lets you customize *Presto! PageManager*. See pages 1.15 through 1.23.

#### **Exit**

Closes *Presto! PageManager* application.

## Edit Menu



### Undo

Lets you undo your last action.

### Clear

Deletes an annotation or a selected area of the image.

### Delete Page

Deletes the active document.

### Crop

Take away the area outside the selected area; leaves only the area within the selection.

### Rotate

Rotates the image by an angle of 90°, 180°, 270°, or an arbitrary amount.

### Find

Finds the specified data.

### Find Next

Finds the next matched data.

## Finding Files

1. Select **Find** from the Edit menu. The Find dialog box will appear.

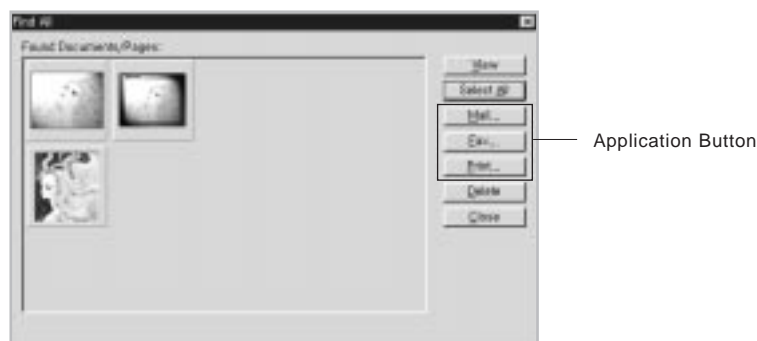


2. From the Find dialog box, type in specified folder, document name, date, annotation, or contents. As soon as an entry is made, the **Find First** and **Find All** buttons are enabled.
3. From the Find dialog box, click **Find First** to find the first data match. Click **Find All** to find all data matches.

You may select **Find Next** in the Edit menu or press **F3** to find the next data match.

4. After you find a file, you can edit, mail, fax, or print it.

To open the E-mail, fax, and printer applications, first select the file thumbnail, and then click on the Application button at the side.



## View Menu



### Fit Page To Window

Fits the entire image in the window.

### Fit Width To Window

Fits the entire width of the image in the window.

### Actual Size

Views a 1:1 ratio.

### Image View/Text View

The Image View shows the images as a graphic. Text View shows the text of the image or OCRs the image - if not already OCR'd.

### Information

Displays current document information.

### Toolbars

Shows or hides toolbars and tooltips, and Enlarge View / Reduce View button sizes.

### Application Bar

Shows or Hides the Application bar.

### Treeview

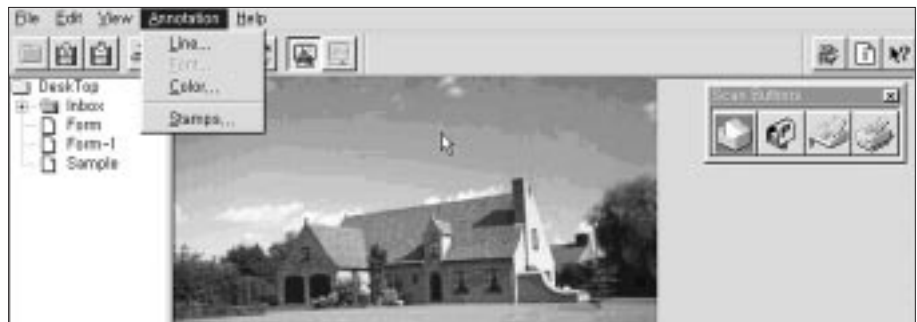
Shows or hides the Treeview.

### Scan Buttons

Enables or displays the Scan Buttons palette.



## Annotation Menu



Lets you select the line, font, color and stamp styles for graphic editing.

## Help Menu



### Contents

Gets Online Help.

### About PageManager

Displays program's information.

# Customizing Presto! PageManager

You can customize the settings that Presto! PageManager uses.

---

## Scan Setting

The Scan Setting allows you to set contrast, brightness, and other options.

1. Choose **Scan Setting** from the **File** menu. The dialog box will appear.



To adjust the brightness of the scanned image, drag the Brightness bar in the appropriate direction.



To adjust the contrast of the scanned image, drag the Contrast bar in the appropriate direction.

<b>Suppress TWAIN user interface</b>	Check this box to enable the Default Scan Options, and make the TWAIN scanning interface invisible during image acquisition. The settings made in the Default Scan Options section will be used for scanning the image(s).
<b>Default Scan Options</b>	Chooses the appropriate setting: Scan Mode, Size, and Resolution.

2. Click **OK** to save the settings and close the dialog box.

---

## Scan Buttons Setting

The Scan Buttons Setting lets you add or delete applications from the Scan Buttons palette. You can send data directly from the scanner to any application with the Scan Buttons.

1. Select the **Scan Buttons Setting** from the **File** menu. The dialog box will appear.



<b>Name</b>	Gives the Scan Button associated with the device or application a title.
<b>Scan to App</b>	Select the destination application to which you wish to scan the document or image.
<b>Scan Mode</b>	Choose a Black-and-White, Gray, or Color format.
<b>Scan Size</b>	Select the size to be scanned by the scanner.
<b>Resolution</b>	Choose a resolution.
<b>Suppress TWAIN user interface</b>	Enable or Disable the TWAIN scanning interface during scanning.



To adjust the brightness of the scanned image, drag the Brightness bar in the appropriate direction.



To adjust the contrast of the scanned image, drag the Contrast bar in the appropriate direction.

**Add**

Click to add an application.

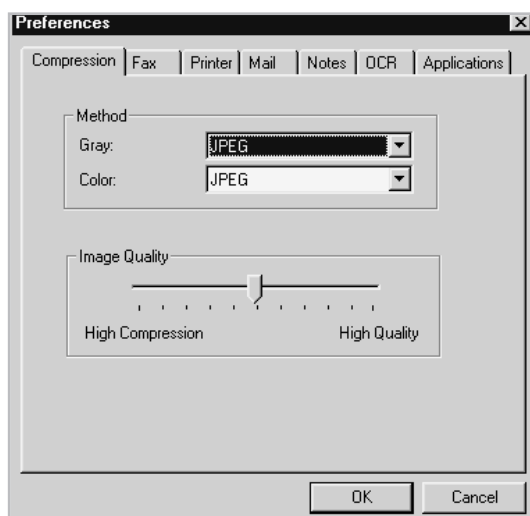
**Remove**

Click to remove the selected application.

2. When you have changed all the necessary settings, click **OK** to save the settings and close the dialog box.

## Compression Preferences

1. Choose **Preferences** from the **File** menu, or click on the **Preferences** icon from the Toolbar. The Preferences dialog boxes will then appear.
2. Click on the **Compression** tab and the Compression dialog box will appear.



**Method**

Select the compression method for gray and color images.

**Image Quality**

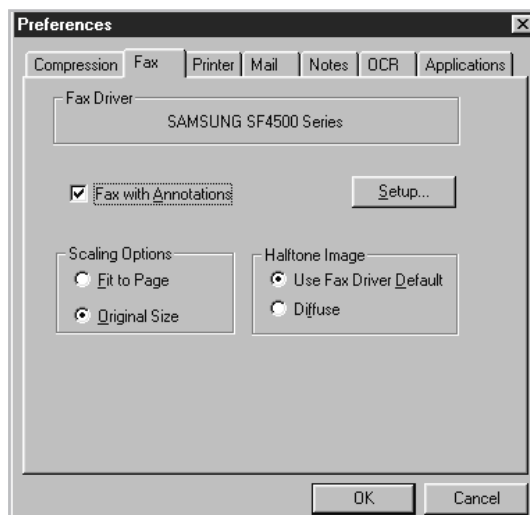
**High Compression** will greatly reduce the image size and cause some degradation to the image quality.  
**High Quality** will preserve the image quality better, but the image won't be compressed as much.

3. When you have changed all the necessary settings, click **OK** to save the settings and close the dialog box.

---

## Fax Preferences

1. Choose **Preferences** from the **File** menu, or click on the **Preferences** icon from the Toolbar. The Preferences dialog boxes will then appear.
2. Click on the **Fax** tab and the Fax dialog box will appear.

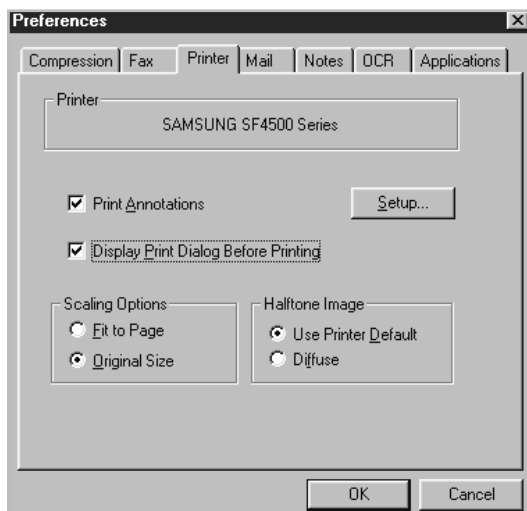


<b>Fax Driver</b>	Shows the driver name.
<b>Fax with Annotations</b>	Indicates if you want the notes faxed together with the document.
<b>Setup</b>	Allows you to change the fax setup.
<b>Scaling Options</b>	Select the faxed image size: fit to page, or keep the original size.
<b>Halftone Image</b>	Choose <b>Use Fax Driver Default</b> or <b>Diffuse</b> . <b>Diffuse</b> sends a higher grade image to the receiving party.

3. When you've changed all the necessary settings, click **OK** to save the settings and close the dialog box.

## Printer Preferences

1. Choose **Preferences** from the **File** menu, or click on the **Preferences** icon from the Toolbar. The Preferences dialog boxes will then appear.
2. Click on the **Printer** tab and the Printer dialog box will appear.



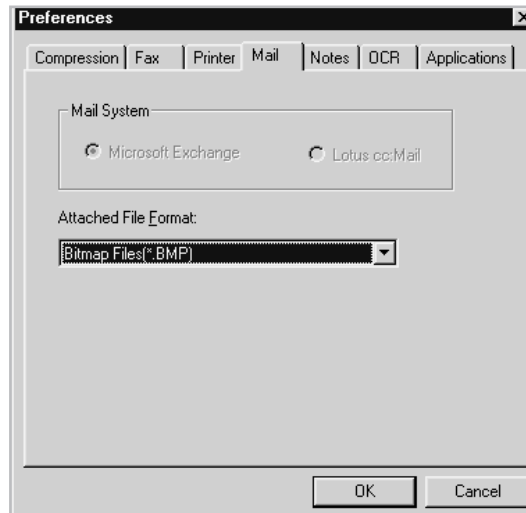
<b>Printer</b>	Shows the printer name.
<b>Print Annotations</b>	Indicates if you want to print the annotations with the document.
<b>Display Print Dialog before Printing</b>	Displays the Print dialog box before sending the files to the printer.
<b>Setup</b>	This button allows you to change the printer setup.
<b>Scaling Options</b>	Select the printed image size: fit the page, or keep the original size.
<b>Halftone Image</b>	Choose <b>Use Printer Default</b> to use the standard printer defaults. Choose <b>Diffuse</b> to print a higher grade image.

3. When you've changed all the necessary settings, click **OK** to save the settings and close the dialog box.

---

## Mail Preferences

1. Choose **Preferences** from the **File** menu, or click on the **Preferences** icon from the Toolbar. The Preferences dialog boxes will then appear.
2. Click on the **Mail** tab and the Mail dialog box will appear.



**Mail System** Lets you select one of the following mailing systems: Microsoft Exchange or Lotus cc:Mail.

**Attached File Format** Specifies the file format for the E-mail.

3. When you've changed all the necessary settings, click **OK** to save the settings and close the dialog box.

---

## Notes Preferences

1. Choose **Preferences** from the **File** menu, or click on the **Preferences** icon from the Toolbar. The Preferences dialog boxes will then appear.
2. Click on the **Notes** tab to display the Notes dialog box.



**Attached File Format** Specify the file format for the Notes.

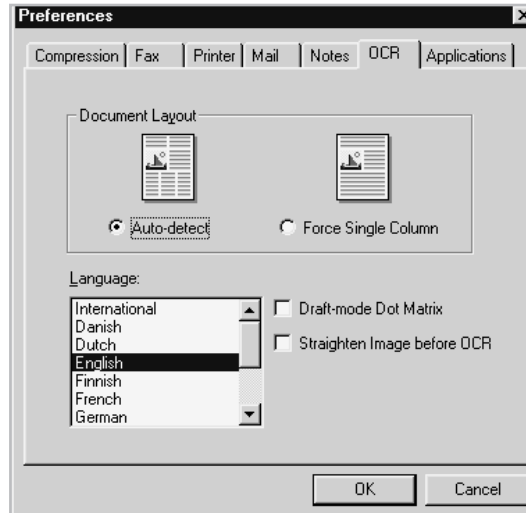
3. When you've changed all the necessary settings, click **OK** to save the settings and close the dialog box.



---

## OCR Preferences

1. Choose **Preferences** from the **File** menu, or click on the **Preferences** icon from the Toolbar. The Preferences dialog boxes will then appear.
2. Click on the **OCR** tab to display the OCR dialog box.



<b>Auto Detect</b>	Detects and maintains the original placement of the text.
<b>Force Single Column</b>	Treats everything on a scanned page as a single column.
<b>Language</b>	Choose a language from the Languages drop-down list.
<b>Draft-Mode Dot Matrix</b>	If the image you're recognizing was created on a dot-matrix printer, choose this option.
<b>Straighten Image before OCR</b>	If the image you're OCRing was scanned into your computer at a skewed angle, choose this option.

3. When you've changed all the necessary settings, click **OK** to save the settings and close the dialog box.

## Application Preferences

The application bar presents you with a palette consisting of icons representing various applications. Application Preferences is used to modify the application presented on the application bar.

1. Choose **Preferences** from the **File** menu, or click on the **Preferences** icon from the Toolbar. The Preferences dialog boxes will then appear.
2. Click on the **Applications** tab to display the Applications dialog box.



- |                            |  |
|----------------------------|--|
| <b>Add</b>                 | Displays the Add Application dialog box and adds a new application.      |
| <b>Remove</b>              | Removes an application from the application bar.                         |
| <b>Application Setting</b> | Displays and changes an application's information.                       |
| <b>Change Icon</b>         | Use this button to select an icon to be associated with the application. |

3. When you've made all the necessary changes, click **OK** to save the changes and close the dialog box.

# Memo



# *Presto! PageManager*

*(for Windows 3.x)*

With *Presto! PageManager*, you can easily scan documents and images into your computer and maintain them electronically.




---

## Overview

The *Presto! PageManager* Scanning Operating System eliminates the need for maintaining paper copies of photographs and documents. With *Presto! PageManager*, you can easily scan documents and photographs into your computer and maintain them as electronic documents. You can also use *Presto! PageManager* to quickly transmit scanned documents by fax or electronic mail, or to print a copy on your printer.

If you need information about a procedure, you can obtain that information in the *Presto! PageManager* online help system.

There are two ways to obtain online help about a feature:

- Choose Contents from the Help menu.
- Use the Context Help command  to point to an object in the *Presto! PageManager*, and show a brief description of that object.

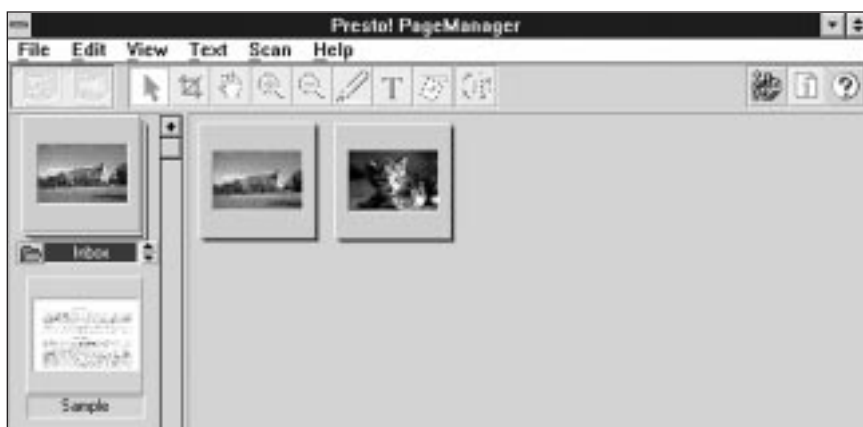
Before scanning documents or photographs, make sure that the *Presto! PageManager* software and the image scan programme *MyScan*, provided with your *SF4500 Series*, have been installed in your computer.

Refer to the *SF4500 Series Setup and Operation User's Guide*.

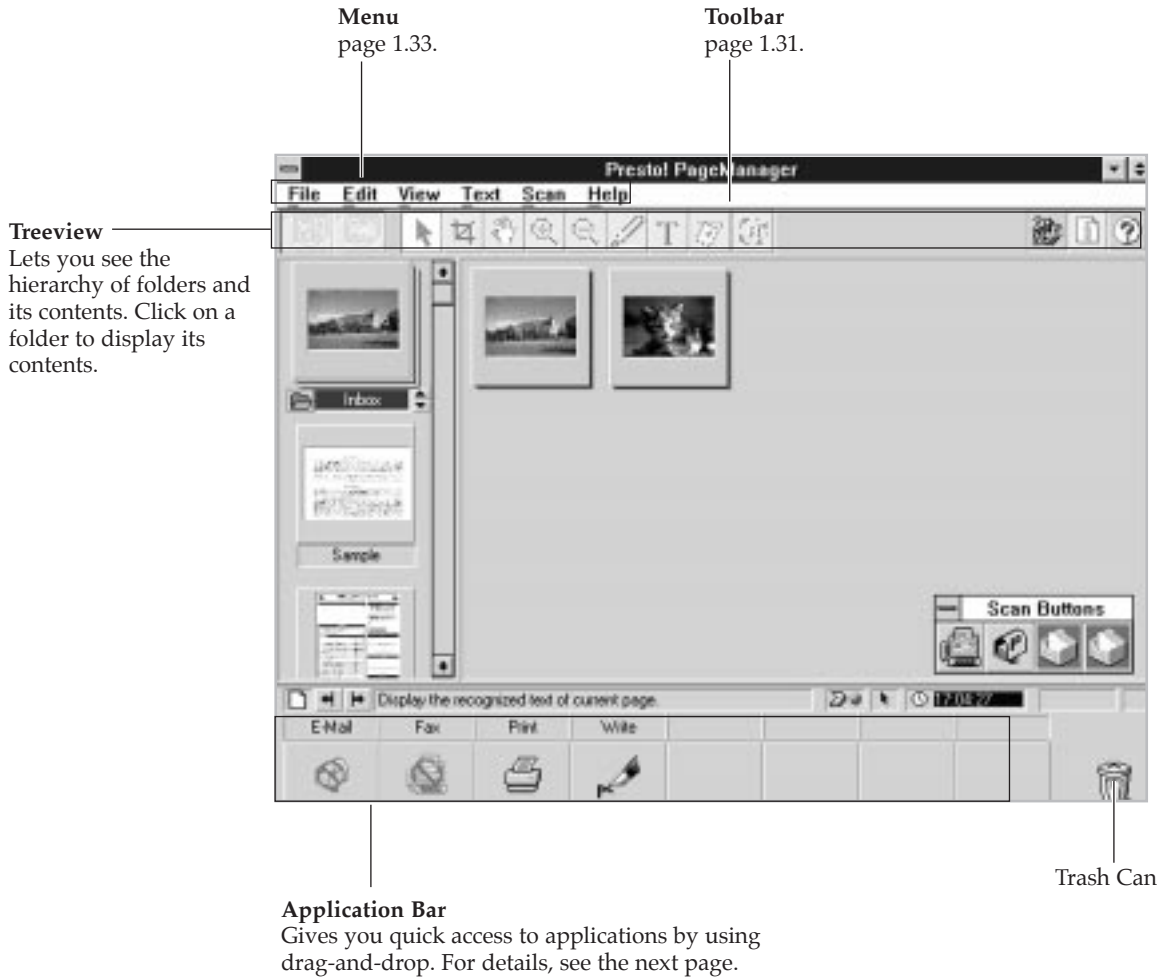
## Scan a Document or Photograph

The following instructions give a general description of scanning using *Presto! PageManager*.

1. Turn on the scanner (e.g. Samsung SF4500 Series) and start *Presto! PageManager* in Windows 3.x (Program Manager → Presto! PageManager → Presto! PageManager).
2. Position the document or photograph in your scanner.
3. From the **Scan** menu, choose the **Select Source** option.
4. Select the appropriate driver (e.g. MyScan).
5. Open the **Scan** menu, select the **Acquire** option. The proper scanning interface will be invoked for scanning.
6. When the item has been completely scanned, it appears as the currently selected thumbnail image in the Inbox folder.
7. You can now begin to use *Presto! PageManager* to work with the scanned item.



Before you begin using *Presto! PageManager*, please take a moment to look at all the *Presto! PageManager* tools and icons described in this section.



## Application Bar

After a document is scanned or imported, it is placed in the Inbox folder, and shown in the desktop as a thumbnail view.

The application bar gives you quick access to many other applications which interface with *Presto! PageManager*. To add more applications, refer to the Application Preferences in the Customizing *Presto! PageManager* section, page 1.37.

To use any application on the application bar, select the image(s) and click on the target application. Or drag the image(s) over the target application, release the mouse button, and the selected item will automatically be opened by that application or device.



Application bar





## Printing the Scanned Image

1. Drag the scanned image to the Printer icon on the application bar.  
Or, click the Printer icon after choosing the desired item.
2. The Print dialogue box will appear. Select the appropriate options.

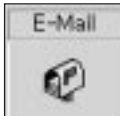


3. After choosing options, click **OK**. *Presto! PageManager* will send the file to your printer.



## Sending Fax or E-Mail

1. Drag the item from the *Presto! PageManager* Window to the Fax or E-Mail icon on the application bar. The *Presto! PageManager* will then start the selected application.



2. Create the message you want to send.

For instructions on creating a fax or E-mail message, see the documentation for your application.

## Tools and Icons

Double-click the desired thumbnail image on the *Presto! PageManager* screen. The following graphic tools will be shown.



### Image View/OCR Toggle Switches

The image view shows the image as a graphic. OCR (Optical Character Recognition) shows the text of image or OCRs the image-if not already OCR'd. Use OCR feature to convert the image to editable text. Clicking the OCR button again, even if the image has been recognized, will OCR the document again.



*In order for OCR to work, the image must be scanned in black and white.*



### Selection

Lets you select, move, and resize annotations on an image.



### Crop

Selects an area and discards the rest.



### Move

Moves the position to view a different portion of the image.



### Zoom in



### Zoom out



### Freehand Line

Lets you freely draw, underline, circle, scribble, and mark on the image with a colored pen.



### Text

Adds text to the image.



### Deskew

Lets you deskew an image.



### Rotate

Image rotation by 90, 180, 270 degrees.



### Preferences

Customizes the settings that the *Presto! PageManager* uses.



### Information

Displays the message box of a folder, document or image.



### Help

Displays the Context Help topic.



**Scan Buttons palette**  
Sends data directly from the scanner to the application you select. You can add or delete applications from the Scan Buttons palette. See page 1.38.

**Status Bar**  
Displays the current activity.



#### **Enable Scan Buttons palette**

When the dot in the graphic is green, click once on the graphic to display the Scan Buttons palette. The color of the dot switches to red. Click again to close the Scan Buttons palette.



#### **Show Graphic Tool**

Shows the graphic tool being used.



#### **System Information**

Click this area to display the amount of free memory, disk space, date, or time.

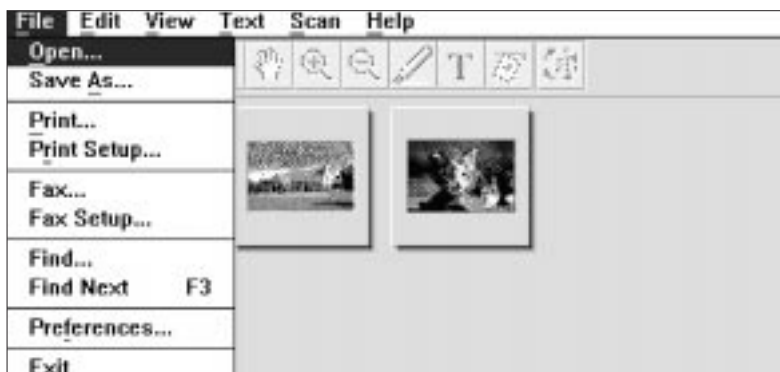


#### **Magnification Ratio**

The magnification of the image compared to the actual size.

## Menus

### File Menu



#### Open

Opens an existing file and places it in the Inbox folder.

#### Save As

Saves a copy of the document in a separate file.

#### Print

Prints the active document.

#### Print Setup

Changes the printer settings.

#### Fax

Fax the active document.

#### Fax Setup

Changes the fax settings.

#### Find

Finds the specified data.

#### Find Next

Finds the next matched data.

#### Preferences

Opens the Preferences dialogue boxes and lets you customize *Presto! PageManager*.  
See pages 1.37 through 1.40.

#### Exit

Closes *Presto! PageManager* application.

## Finding Files

1. Select **Find** from the File menu. The Find dialogue box will appear.



Click the Match Case check box to find files which exactly match the case.

2. From the Find dialogue box, type in specified folder, document name, date, annotation, or contents. As soon as an entry is made, the **Find First** and **Find All** buttons are enabled.
3. From the Find dialogue box, click **Find First** to find the first data match. Click **Find All** to find all data matches.

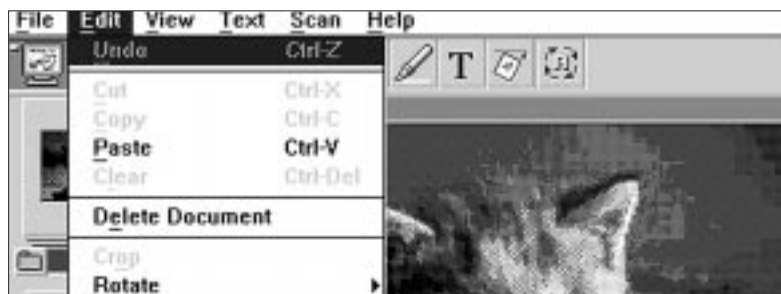
You may select **Find Next** in the File menu or press **F3** to find the next data match.

4. After you find a file, you can mail, fax, or print the file.

To open the E-mail, fax, and printer applications, first select the file thumbnail and then click on the application button at the side.



## Edit Menu



### Undo

Lets you undo your last action.

### Clear

Deletes an annotation or a selected area of the image.

### Delete Document

Deletes the active document.

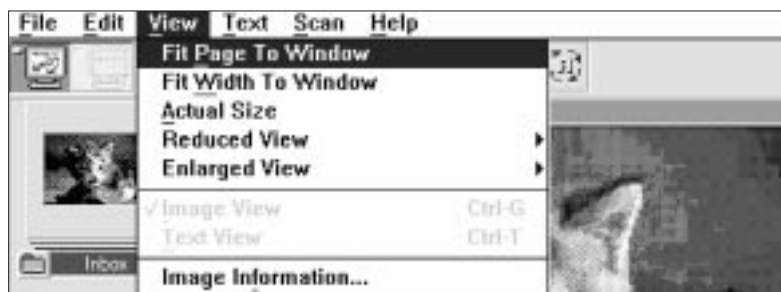
### Crop

Take away the area outside the selected area; leaves only the area within the selection.

### Rotate

Rotates the image by an angle 90°, 180°, 270°, or an arbitrary amount.

## View Menu



### Fit Page To Window

Fits the entire image in the window.

### Fit Width To Window

Fits the entire width of the image in the window.

### Actual Size

Views a 1:1 ratio.

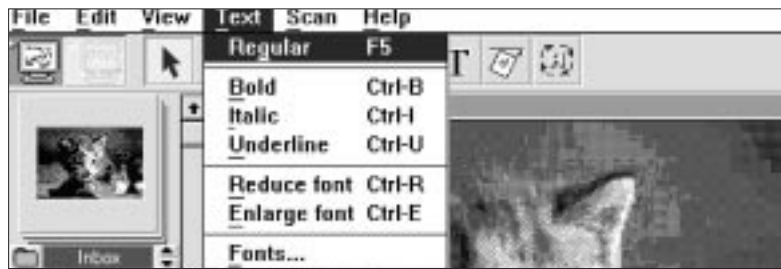
### Image View/Text View

The Image View shows the images as a graphic. Text View shows the text of the image or OCRs the image - if not already OCRd.

### Information

Displays current document information.

## Text Menu



You can select the font and the font style.

## Scan Menu



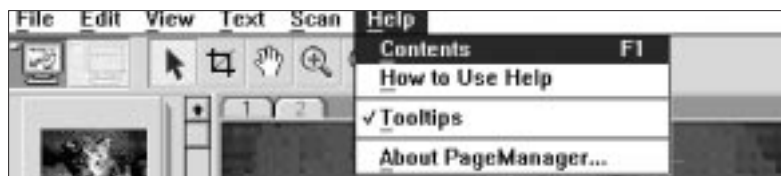
### Acquire

Begins scanning the image from the source selected.

### Select Source

Selects the scanning source for acquisition.

## Help Menu



### Contents

Get Online Help.

### About PageManager

Displays programme's information.

### Tooltips

Displays the currently selected tool's information.

# Customizing *Presto! PageManager*

You can customize the settings that *Presto! PageManager* uses.

---

## Scanner Preferences

The Scanner Preferences allows you to set the contrast, brightness, and other options.

1. Choose **Preferences** from the File menu or click on the Preferences icon from the Toolbar. The Preferences dialogue box will appear.



To adjust the brightness of the scanned image, drag the Brightness bar in the appropriate direction.



To adjust the contrast of the scanned image, drag the contrast bar in the appropriate direction.



<b>Show Twain U/I</b>	Check this box to make the TWAIN scanning interface visible during image acquisition.
<b>Background Scan</b>	Sets <i>PageManager</i> to run in the background while you use other applications.

2. Click **OK** to save the settings and close the dialogue box.

---

## Scan Buttons Preferences

The Scan Buttons Preferences lets you add or delete applications from the Scan Buttons palette. You can send data directly from the scanner to any application with the Scan Buttons.

1. Choose **Preferences** from the File menu or click on the Preferences icon from the Toolbar. The Preferences dialogue box will appear.
2. Click on the **Scan Buttons** tab and the Scan Buttons dialogue box will appear.



<b>Name</b>	Gives the Scan Button associated with the device or application a title.
<b>Scan to App</b>	Select the destination application where you wish to scan the document or image to.
<b>Scan Mode</b>	Choose a Black-and-White, Gray, or Color format.
<b>Scan Size</b>	Select the size to be scanned by the scanner.
<b>Resolution</b>	Choose a resolution.

<b>Set</b>	Click to set an application.
<b>Remove</b>	Click to remove a selected application.

- When you have changed all the necessary settings, click **OK** to save the settings and close the dialogue box.

## OCR Preferences

- Choose **Preferences** from the File menu or click on the Preferences icon from the Toolbar. The Preferences dialogue box will appear.
- Click on the **OCR** tab and the OCR dialogue box will appear.



<b>Auto Detect</b>	Detects and maintains the original placement of the text.
<b>Force Single Column</b>	Treats everything on a scanned page as a single column.
<b>Language</b>	Choose a language from the Languages drop-down list.
<b>Draft-Mode Dot Matrix</b>	If the image you're recognizing was created on a dot-matrix printer, choose this option.
<b>Auto Deskew</b>	If the image you're OCRing was scanned into your computer at a skewed angle, choose this option.

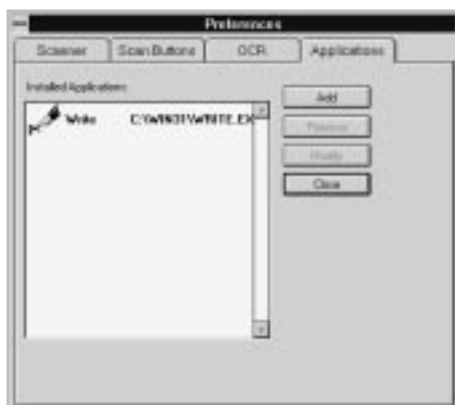
- When you've changed all the necessary settings, click **OK** to save the settings and close the dialogue box.

---

## Application Preferences

The application bar presents you with a palette consisting of icons representing application. Application Preferences is used to modify the application presented on the application bar.

1. Choose **Preferences** from the File menu or click on the Preferences icon from the Toolbar. The Preferences dialogue box will appear.
2. Click on the **Applications** tab and the Application dialogue box will appear.



- |               |  |
|---------------|--|
| <b>Add</b>    | Displays the Add Application dialogue box and add a new application. |
| <b>Remove</b> | Removes an application from the application bar.                     |
| <b>Modify</b> | Displays and changes an application's information.                   |

3. When you've made all the necessary changes, click **Close** to save the changes and close the dialogue box.



# *MyScan*

*(The SF4500 Series Scanner)*

*MyScan*, the SF4500 Series Scanner, is an image-scanning program that operates under various image-editing and OCR applications. *MyScan* includes drivers which may be used with any TWAIN-compliant application software.



---

## The MyScan Program

*MyScan*, the SF4500 Series scanner, is an image-scanning program that operates under various image-editing and OCR applications. *MyScan* includes drivers which may be used with any TWAIN-compliant application software.

The TWAIN standard is an image data transfer protocol developed to allow one software package to use many devices. Some examples of TWAIN compliant devices are: Flat-bed scanners, Drum Scanners, Digital Cameras, and Video Frame Grabbers. The TWAIN standard also allows many software packages access to the same image input device. Examples of some TWAIN-compliant software packages are: *Presto! PageManager*, *Adobe Photoshop*, and so on. *Presto! PageManager* is provided with your SF4500 Series.

*MyScan* provides an impressive array of scanning controls and previewing options:

- Monitor rendering capabilities
- Descreen
- Flip and Rotate
- Inversion of images
- A variety of filters
- Control brightness
- Gamma correction
- Reduction or magnification of images, and more.

The fact that these are image previewing functions as well as scanning functions, means that you can see the results before you save the images you create.

---

## Starting MyScan

The MyScan window will be displayed when you choose the MyScan driver for scanning documents or photographs.

The following scanning instructions are only intended to introduce you to scanning an image. This chapter explains how to start the MyScan software and prepare to scan.

To start the MyScan program:

1. Turn on your scanner (e.g. Samsung SF4500 Series) and PC.
2. Start Windows if not already started.
3. Start *Presto! PageManager*. You can also use any other TWAIN-compliant image-editing application (e.g. Adobe Photoshop).
4. From the **File** menu, choose the **Select Source** option.
5. Select the latest version of MyScan from the Select Source dialog box.
6. Open the **File** menu, select the **Acquire** option. MyScan window will appear.

---

## MyScan Help

You can refer to MyScan's online help function for assistance. To access the online help, open the Info menu on the MyScan window and choose Help.

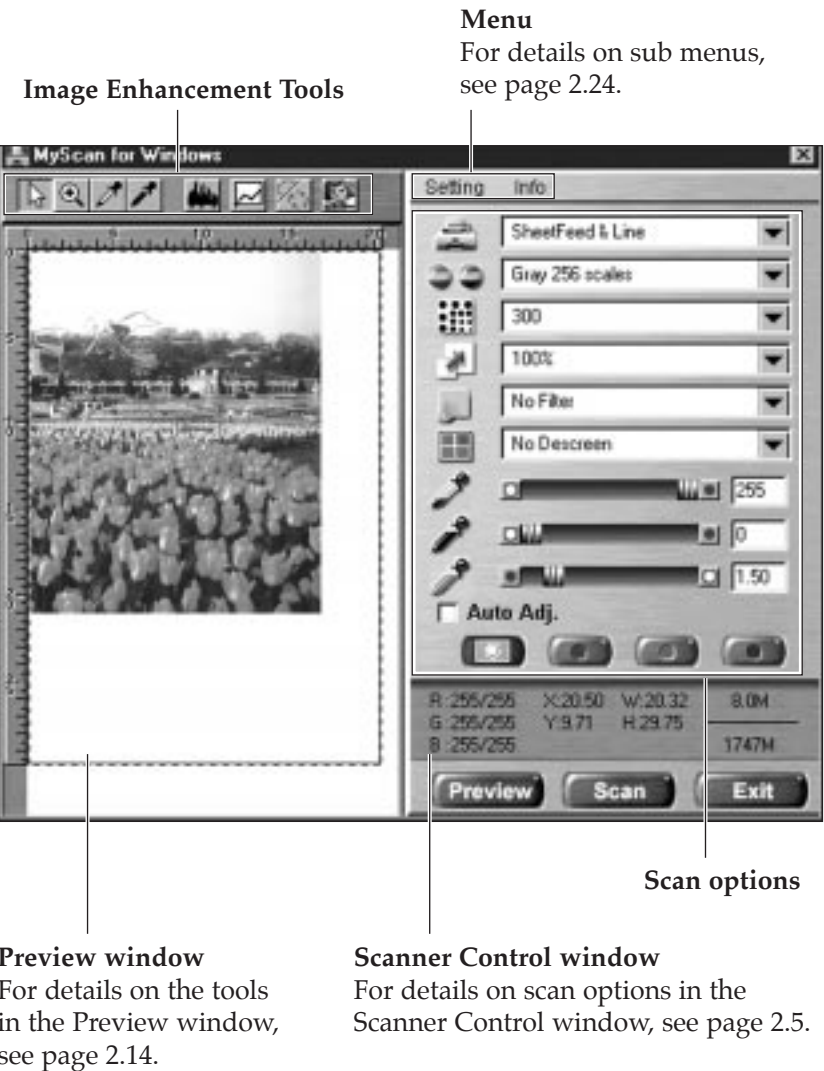
On-line Help contains information about using the menus and commands of *MyScan*. Use Help anytime you need information on how to use a particular menu or command.

If you should encounter problems while using *MyScan*, consult your local dealer or the nearest technical support for assistance.

# MyScan Window

When the MyScan window appears, you can select the appropriate scan options for your scan document or photograph.

After adjusting the settings in the Scanner Control window, you may want to preview the scanned image before saving the image. You can enhance the image using tools in the Preview window.



# Scanner Control Window

You can adjust the settings for the scanner to capture the image.

## Resolution

Determine the amount of information the scanner will capture in a scanned image. See page 2.7.

## Scaling Factor

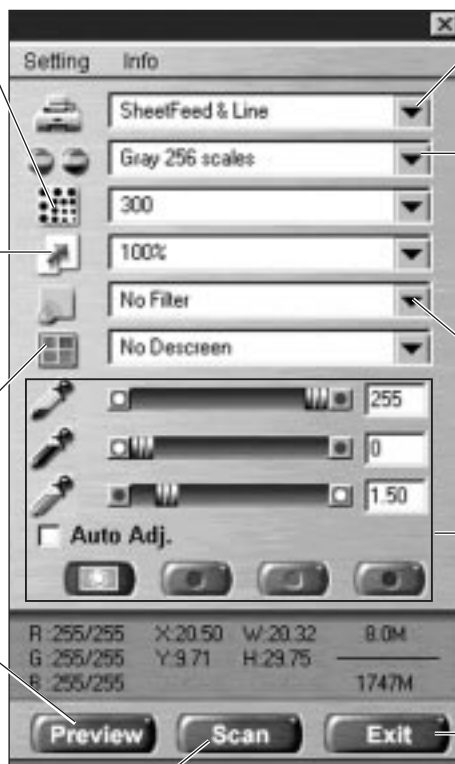
Enlarge or Reduce an image as it is scanned. See page 2.8.

## Descreen

Minimize the transfer of moiré patterns into your image file. See page 2.11.

Obtains a low-resolution copy of the original document.

Scans the chosen area in the Preview window. The image will be transferred to your application and will appear on your screen.



**Scan Source**  
See page 2.6.

## Scan Mode

Lets you select the mode that the image is to be scanned in; True Color RGB\*, 256 Color\*, Gray 256 Scales, Halftone B/W, Lineart B/W. See page 2.6.

## Filter

You can soften or sharpen edges and boundaries of an image. See page 2.10.

## Highlight, Shadow, Gamma Adjustment

Lets you adjust the light and dark values within the selection frame. See page 2.12.

Closes MyScan window, and returns immediately to the image editing application.

*\*These modes are available on SF4500C only.*



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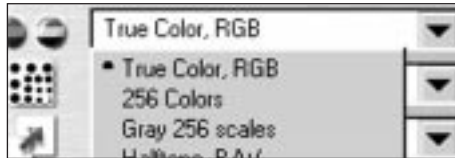
## Scan Source

Displays your type of scanner: SheetFeed & Line, Shuttle, Flatbed. You do not have to specify this menu. MyScan can automatically detect the scanner type, and displays the type in this box.

---

## Scan Mode

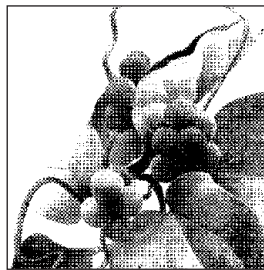
This menu specifies the mode that the image is to be scanned in.



The following pictures show some examples of the scan mode:



Gray 256 scales



Halftone, B/W



Lineart, B/W

### True Color RGB\*

Specifies 24 bit true color. In this scan mode, your scanner captures 24 bits of color image information for every dot (pixel) in your resulting scanned image. Therefore over 16 million colors are possible.

This image type uses the same color synthesis scheme used in computer monitors and television. RGB simply stands for Red-Green-Blue; these are the additive primary colors. Additive here refers to the addition, or mixing, of light of different colors: mixing equal proportions of fully saturated red, green, and blue light produces white light. This is the way that your color television or color monitor produces white. Disk space required for saving 24-bit true color image is considerable. For instance, an A4-size 300-dpi true color image may require 24 Megabytes (MB) of storage space.

### 256 Colors\*

In this mode, only 256 colors are used to show the scanned color image. If color is necessary, but high quality is not desired, choose this mode. Disk space required is approximately 1/3 of that required to save 24-bit true color images.

*\* These modes are available on SF4500C only.*

### Gray 256 scales

8-bit grayscale. Images scanned in 8-bit grayscale will show up to 256 shades of gray. If high quality copies of photographs or other continuous tone originals are desired, grayscale mode is a good choice.

256 Grayscales provides accurate representation of black and white, and shades intermediate between black and white, for each individual pixel. It actually provides just 256 shades, representing white by the value 255 and black by the value zero, and representing the 254 progressively lighter intermediate shades of gray by the 254 values from 1 through 254.

### Halftone B/W

This image type uses different combinations of 1-bit black and white pixels to fool the eye into seeing simulated gray scales. Because this image type is only 1-bit (like B/W Document, lineart), the file size is smaller than gray scale. The size of the image will be about the same as images scanned in the B/W Document image type.

### Lineart B/W

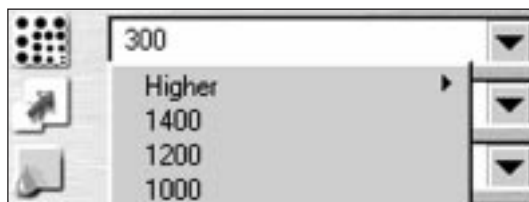
Single bit black and white images scanned in 1-bit Lineart show only black or white. Lineart mode is generally the best choice for printed text or pen-and-ink drawings. Since only 1-bit of black or white information is required for each pixel, disk space required for saving lineart images is only about 1/8 of that required to save 8-bit grayscale images.



*In both Halftone and Lineart modes, the resolution can only be set to 150, 200 or 300 dpi.*

## Resolution

The resolution setting determines the amount of information the scanner will capture in a resulting scanned image.



The resolution can be measured in dpi (dots per inch). The higher the resolution is, the finer the image detail and the bigger the image file.



300 dpi



75 dpi

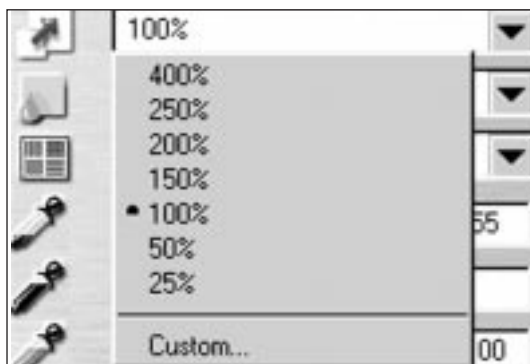
You can select any one of the resolutions shown on the sub-menu according to the scanner connected to your computer, or specify your own resolution by selecting the Custom option which invokes the Custom Scan Resolution dialog box.

*MyScan* allows you to set three more resolution settings by yourself. Type the desired resolution (in dpi) and click **OK**. These three settings will be displayed below the Custom settings in the Resolution pull down menu, so you can choose these settings whenever you need.

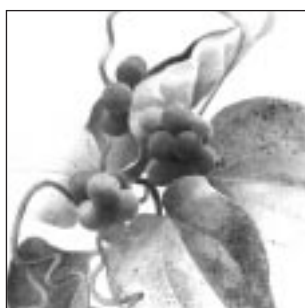
---

## Scaling Factor

Allows you to automatically Enlarge or Reduce an image as it is scanned. The default scale factor is 100%. Your selected scale factor, whose range is dependent on your selected image type, affects the printed scan output.



If you are scanning a printed image for screen display only, you might want to scale the image down to increase processing speed and decrease the file size.

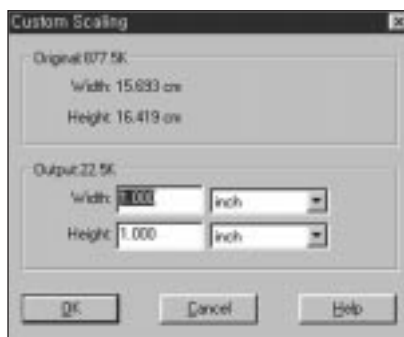


Scaling 100%



Scaling 50%

Common scaling options are given in percentages. The width and height are scaled proportionally when the common scaling factors are used. In order to scale to size other than the fixed sizes, select the **Custom** option in the Scaling menu. The Custom Scaling dialog box will appear.



The height or width can be entered separately by clicking on the link graphic to break the link between the Height and Width fields. Alternatively, you can change these values by directly adjusting the selection frame. The default values initially shown in these text boxes are the height and width of the default selection frame.

To change Height or Width text box values:

1. Insert the desired height and width values into the Height and Width edit boxes.
2. The units of measurement may be changed to inches, centimeters, millimeters, pixels, picas or percentages of the original image dimensions by selecting the desired unit of measurement from the Units drop-down list boxes, to the right of the Height and Width text boxes.



*Output image file size is proportional to both Height and Width. Thus, if both Height and Width values are exactly doubled, then the image area and image file size will increase four-fold.*

Maximum allowable image size settings are dependent on the amount of space the software determines that you have to store the resulting image, and the capabilities of your scanner hardware and software.

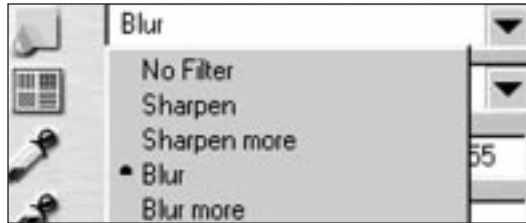


*Once you have confirmed or changed the size, resolution, and final scan boundary settings, the scanning software determines the size of the resulting scanned image and displays this information along with available hard disk space.*

---

## Filter

Filter is typically useful for high-contrast images which soften or sharpen edges and boundaries of an image.



### No Filter

This is the default filter option. No filtering will take place when using this option.

### Sharpen

Emphasizes the edges of an image. This option sharpens the image boundaries by increasing the relative contrast between adjacent pixels. In general, Sharpen Filters should only be used when you want to accentuate the differences between one area and another.

### Sharpen More

Further emphasizes the edges of an image. This option produces a much stronger contrast between two adjacent pixels than the Sharpen option.

### Blur

Softens the image. This option smooths out any sharp transitions in hue between two adjacent pixels.

### Blur More

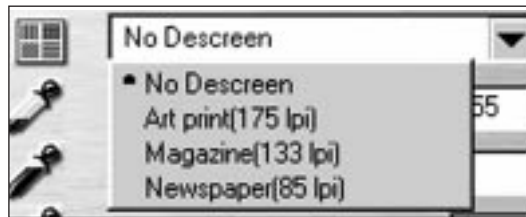
Further softens the image. Exactly the same function as the Blur option, but even stronger. If you blur the image too much, you will risk losing texture and depth.

---

## Descreen

If you choose halftone-printed graphic material as your object for scanning, its halftone printing dot pattern may result in interference patterns occurring in the resulting scanned image. The image may appear to have a checkered, banded, or dotted appearance. These interference patterns are called moire patterns, and Descreen preprocessing can minimize the transfer of them into your image file.

Besides a default setting of None (no descreening), the Descreen selector provides three grades of descreen preprocessing.



### **No Descreen**

No descreening.

### **Art print (175 lpi)**

Smooths the fine dot pattern found in high quality art prints, and magazines.

### **Magazine (133 dpi)**

Smooths the fine dot pattern found in glossy magazines made using resolution higher than 200dpi.

### **Newspaper (85 lpi)**

Smooths the coarse grain pattern commonly found in newspaper images.

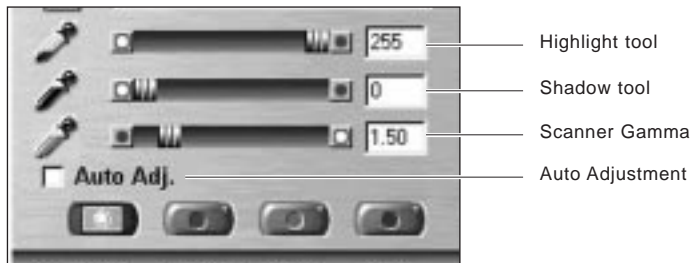


*The preview display is not affected by the Descreen option. In order to see the results of Descreen preprocessing, it is always necessary to choose Scan, and then examine the output image after it has been passed to your imaging application.*

---

## Highlight, Shadow, Gamma Adjustment

You can adjust the highlight, brightness, shadow and gamma.



### Auto Adjustment

In Grayscale image types, the Auto Adjustment facility provides a simple control to adjust the light and dark values within the selection frame.

If the Auto Adj. box is checked, *MyScan* will automatically calculate the optimal Highlight and Shadow values for the image inside the selection frame. When this box is checked, the preview is immediately repainted to show you the effect of the automatic highlight and shadow levels preprocessing.

### Highlight Control

The Highlight value represents the lightest value in an image. All pixels above this point will be rendered as pure white. If you subsequently broaden the highlight points on the Level Adjustment graph, the pixels will be remapped within the new range, thus allowing you to see more detail in the image.



The Highlight scroll bar allows you to manually and independently set a highlight level. The default for the Highlight is 255, this is the maximum range of brightness levels allowed within any given image. You can increase or decrease the highlights in a particular image as needed by adjusting this scroll bar. The value in the adjacent box will change in the range 1 to 255 as the slider moves.

## Shadow Control

The Shadow value represents the darkest value in an image. All pixels below this point will be rendered as pure black. If you subsequently broaden the shadow points on the Level Adjustment graph, the pixels will be remapped within the new range thus allowing you to see more detail in image.



The default value for Shadow is 0, this is the maximum range of darkness level allowed within any given image. You can increase or decrease the shadows in a particular image as needed by adjusting this scroll bar.

## Scanner Gamma Control

All optical devices such as monitors and scanners have some non-linearities in their light sensitivity characteristics. *MyScan* provides Gamma adjustment for you to compensate for these non-linearities in your scanner, and produce better scanned images.



To change the gamma value, simply move the Slider to the left or right to change the values in the adjacent text boxes. The value in the adjacent box will change in the range 0.1 to 10.0 as the slider moves.

Ordinarily, good results can be obtained from your machine by leaving the slider at its default value of 1.00.





# Preview Window

After adjusting the settings in the Scanner Control window, you may want to enhance your image. You can choose any one of the enhancement tools in the Preview Window. Following are the details about the tools used for Preview Window.

## Frame Tool

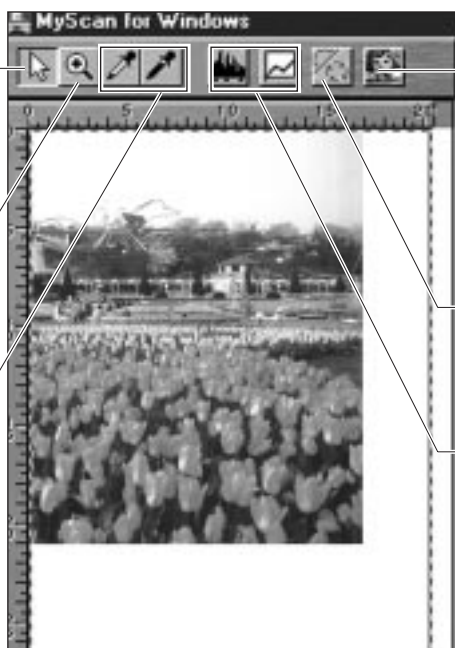
Defines the boundaries of the area to be included in your final scan. See page 2.15.

## Zoom Tool

Zoom in or out on an image. See page 2.16.

## Highlight and Shadow Tools

Make comparisons between different areas of the image. See page 2.17.



## Invert

Inverts all the tone values so that the original is exchanged with its color complement. See page 2.23.

## Flip/Rotate

Flips and rotates an image. See page 2.22.

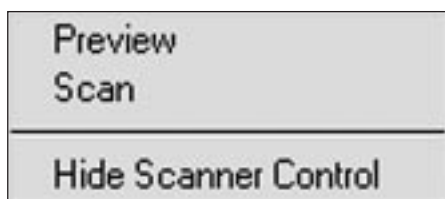
## Image Enhancement Tools

Use to adjust the Highlight, Shadow, and Gamma settings. See page 2.17.

---

## The Shortcut Menu

This menu appears when you click on any point within the Preview window using the right mouse button.



### Preview

Starts a low resolution scan without committing the image to memory. Refer to the **Preview** button, in the Scanner Control window, page 2.5.

### Scan

Starts scanning the document into memory. Refer to the **Scan** button in the Scanner Control window, page 2.5.

### Show/Hide Scanner Control

A toggle switch which Displays or Hides the Scanner Control Panel.



## Frame Tool

After a preview image has been created, you can define the boundaries of the area to be included in your final scan by using the Frame tool.

Use the Frame tool to select a rectangular portion (selection frame) of the preview screen, or the entire preview screen, for the final scan boundaries. When you choose the **Scan** button, only the area within the selection frame will be included in the final scan.

To use the Frame tool:

1. Select the Frame tool by clicking the Frame tool icon.
2. Drag the cursor to the preview area and release the mouse button when the selection frame is in position.
3. To adjust the selection frame size or shape, drag any edge or corner of the frame in or out. Alternatively, hold down the **Shift** key and the mouse key on one of the sides of the frame and then move the cursor accordingly. This action will contract or expand the entire frame.

4. To move the selection frame without changing its size or shape, place the cursor within the selection frame and drag it to the desired location.
5. To create an entirely new selection frame, place the cursor outside the existing selection frame and drag diagonally. The first selection frame will disappear, while a new one is drawn.

Further, if you hold down the Shift key and drag the mouse diagonally, the sides of the selection frame resize proportionally. Therefore, a square shaped frame is formed if a selection frame is created for the first time; or the frame sides are kept in proportion while being resized.



## Zoom Tool

The Zoom tool allows you to zoom **IN** or **OUT** on an image within the Preview window; zooming in ( + sign appears on the zoom cursor) enlarges the view of the active image so that you can work on small details. Zooming out ( - sign appears on the zoom cursor) reduces the view of the active image when, for example, you want to compare several images.

To use the Zoom tool:

1. Select the Zoom tool by clicking the Zoom tool icon.
2. Drag the cursor to the preview area. The cursor will change to a magnifying glass whenever it is in the preview space.
3. Zoom in (magnify an area) by positioning the cursor on an area of interest in the preview area and clicking the left mouse button. The preview area will be doubled in size. Click again and the area will again be enlarged by a factor of 100%. By repeating this process, you can enlarge the preview display of the image up to 800% of its original size.

As an alternative to the method stated above, select the Zoom tool and then, while holding the mouse key down, drag the cursor over the area you want to enlarge. A solid frame, defining the area of enlargement, will appear while the mouse key is being held down. Upon release of the mouse key, the defined area will be enlarged.

4. Use the scroll bars to view hidden areas of the displayed preview image.
5. Zoom out by positioning the cursor in the preview area and clicking the right mouse button (or SHIFT + Left mouse button).
6. Double click with the Zoom tool to revert the image back to normal viewing size (100%).



*The Zoom tool does not affect the image produced by the Scan control. It only affects the Preview Display.*



## Highlight and Shadow Tools

The Highlight and Shadow tools allow you to make comparisons with different areas of the image. These tools work in unison with the Highlight and Shadow slider bars in the Scanner Control Panel. Therefore, using the tools to make a change in contrast will result in the slider bars being automatically adjusted to reflect these changes and vice-versa.

To use either of tools, click on its respective icon. When the cursor is in the Preview area, it assumes the form of the tool selected. When the Highlight tool is selected, and you click on any point in the preview area, the highlight level is set equal to the brightness level of the particular pixel which makes up that point of the image. The preview image will be repainted to show you the effect.

When the Shadow tool is selected, and you click on any point in the preview image, the shadow level is set equal to the brightness level of the particular pixel at the cursor position. The preview image will be repainted to show you the effect.

To make a comparison between two points, let's take the Highlight tool as an example:

1. Drag the dropper, while holding down the mouse key, to the point that you wish to compare. The entire image will be repainted in such a way that different pixel areas contrast more sharply.
2. By successive pixel selection, you can gradually find the brightest area of the image. Upon releasing the mouse key, the image will be repainted to show the total effect.

Similarly, if you want to find the darkest area of your image, use the Shadow tool to select successively darker pixels.

## Image Enhancement Tools



Level Adjustment



Tonal Map

To activate one of the above functions, click on that icon and the dialog box appears. At the top of each dialog box there are thumbnail representations of the original and enhanced images (Samples 1& 2).

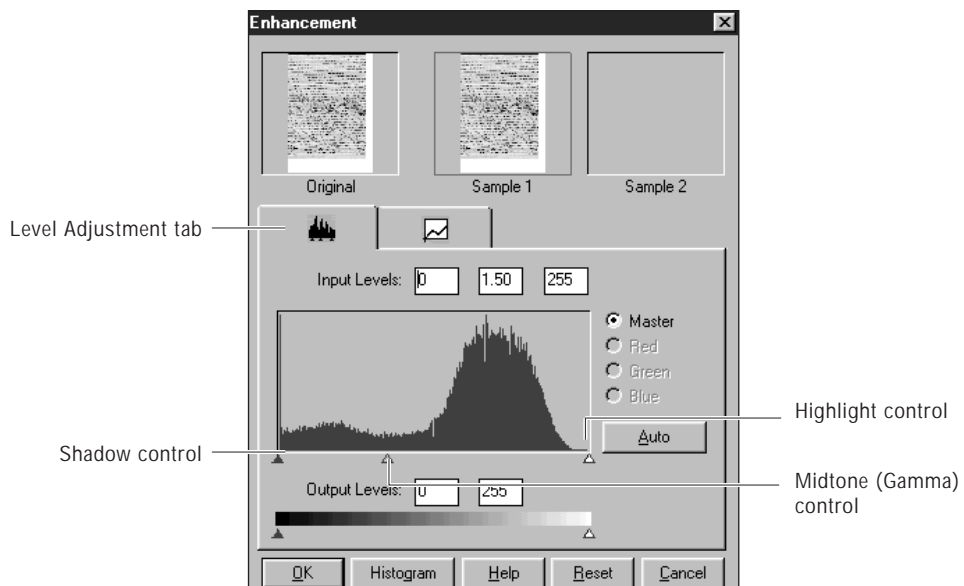
You can see the effects of changes to a previewed image through the Sample thumbnails, without committing yourself to full image processing.

Original is the thumbnail view for the previewed image, and Samples 1 & 2 are the thumbnail views for the images after they have been enhanced. Samples 1 & 2 give you a means of comparing two enhanced images. Click on the desired Sample to choose the required image and click **OK** to finalize the selection.



## Level Adjustment

The Level Adjustment dialog box shows the distribution of brightness levels in your image. To adjust this histogram plot, drag the triangular handles, located below the horizontal bar, to desired values. The left (black) handle controls changes to the shadow levels. The right (white) handle controls changes to the highlight levels. The middle (gray) handle controls changes to the midtone levels.



By varying the Shadow points and Highlight points you can change the relative shades and highlights of the image. The Shadow point represents the darkest value and the Highlight point is the brightest value. The Midtone point represents the Gamma setting for your particular screen. On the histogram, the Shadow and Highlight scales are divided into 255 units.

Therefore, all pixels in the original that are darker than the current shadow point are now completely black in the enhanced image. Conversely, all pixels in the original that are brighter than the current highlight point are now completely white in the processed image.

Setting the highlight point to 200 renders all pixels greater than or equal to 200, on the original, completely white in the processed image. Similarly setting the Shadow point to 200 renders all points less than or equal to 200, on the original, completely black in the enhanced image.

The Midtone is a relative measure of the gamma of your monitor. The scale for Midtone ranges from 0 to 255. The gamma curve is on a geometric series. That means at a value of 255 it tends to infinity. The Midtone is bound by the Shadow and Highlight terms and cannot exceed them at any time. So, a gamma of 1 is equivalent to a Midtone of 128 providing the Shadow is set to 0 and the Highlight is set to 255. Similarly, if the Shadow is set at 200 (lower bound) and the Highlight is set at 220 (upper bound), a gamma of 1 is equivalent to a Midtone of 210.

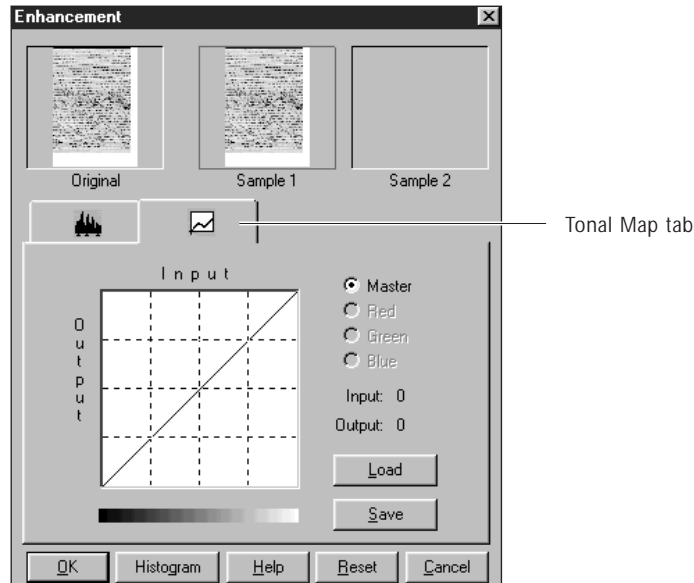
### Operation:

1. Open the Level Adjustment dialog box.
2. On the histogram, use the mouse key to click on the Black, Gray or White triangular indicators to make changes to the Shadow, Midtone and Highlight respectively.
3. To see the changes and compare them to the original previewed image, click on the Sample 1 thumbnail to see the enhanced image.
4. To make a second enhancement for further comparison, click on the Sample 2 thumbnail to see new enhancements to the original and thus see a comparison between the thumbnails of Sample 1 and Sample 2.
5. Click **OK** to accept the changes and leave the Enhancement dialog box. Click **Cancel** to abandon any changes, and leave the dialog box. Click **Auto** to allow the software to make appropriate highlight and shadow adjustments.



## Tonal Map

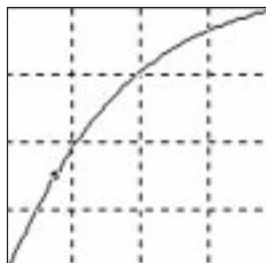
If you select the Tonal Map, the following dialog box will be displayed.



The Tonal Map is yet another way to adjust Highlight, Midtone, or Shadow levels in your images. When you open the Tonal Map dialog box, a Tonal Map consisting of a diagonally straight line appears. Notice that at every point on the default Tonal Map, the output shadow, midtone, and highlight brightness levels are equal to the input shadow, midtone, and highlight brightness levels.

The shape and slant of the Tonal Map represent brightness level ratios between the input of the original image and the output image data. By clicking on the Tonal Map line, a hand-shaped cursor will appear which can be dragged in such a way as to alter the shape of the tonal map line. The horizontal axis represents the original input brightness and the vertical axis represents the enhanced brightness. Values of either scale range from 0 to 255.

If you deform the curve into a convex shape (above the original diagonal), the enhanced image will be brighter than the original.

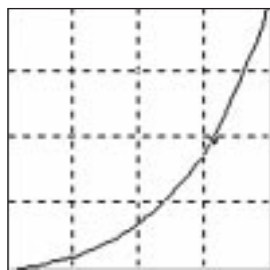


Normal Image



Lightened Image

Conversely, if you deform the curve into a concave shape (below the original diagonal), the enhanced image will be darker than the original.



Normal Image



Darkened Image

### Operation:

1. Click on the **Tonal Map** icon in the Preview window or the Tonal Map tab in the Enhancement dialog box. The Tonal Map dialog box will appear.
2. Click on the Tonal Map curve, a handle appears which can then be dragged to alter the shape of the curve, as described above.
3. Click **Save** to save the changes as a customized setting. A Save As dialog box will appear upon selection of this button. Enter the name for the customized curve and click **OK**.
4. Or, select the **Load** button to load a previously saved Tonal Map. An Open dialog box appears for you to open the desired files.
5. Or, click the **Reset** button to return the Tonal Map to the default diagonal, as in the original.
6. Select the **Histogram** button to see a histogram of the changes made.
7. Select **OK** to accept all the changes, or **Cancel** to abandon all unsaved changes.

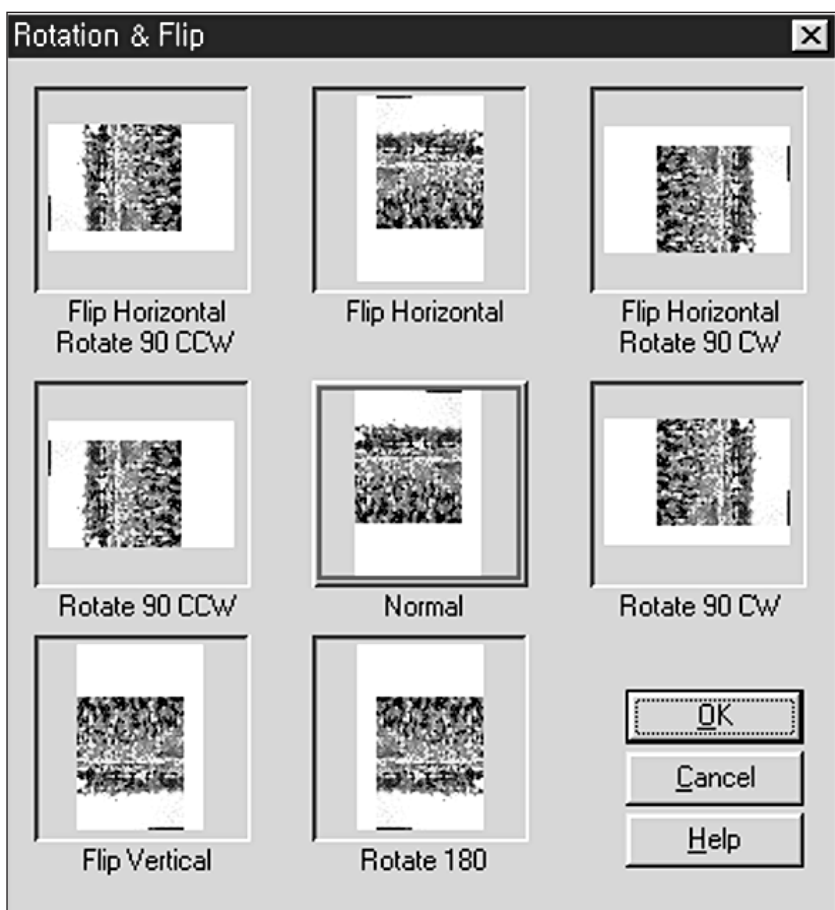




## Flip/Rotate

This button flips and rotates an image. The flipping mechanism flips an image about the horizontal or vertical axis. The rotation mechanism rotates an image clockwise in 90° increments.

Click this icon to activate the Flip/Rotate dialog box, which illustrates the effects of rotation and flipping.





## Invert

This function inverts all the tone values. This effect is similar to using the Tonal Map to tonally invert the image.



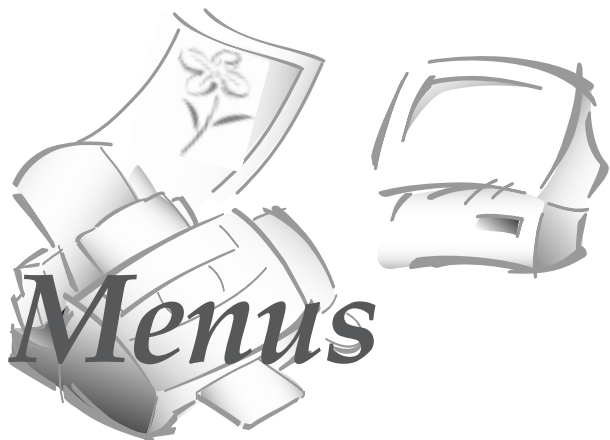
Normal Image



Inverted Image

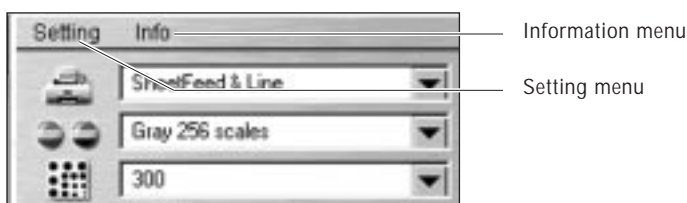
## Preview Image Size

By clicking and dragging the horizontal and vertical boundaries of the Preview frame you can adjust the preview size of the scanned image. You can change the units of the rulers bordering the Preview area by opening the Settings menu and choosing Unit. A pop-up list of 6 units of measurement will then be displayed, from which you can select a preferred choice.

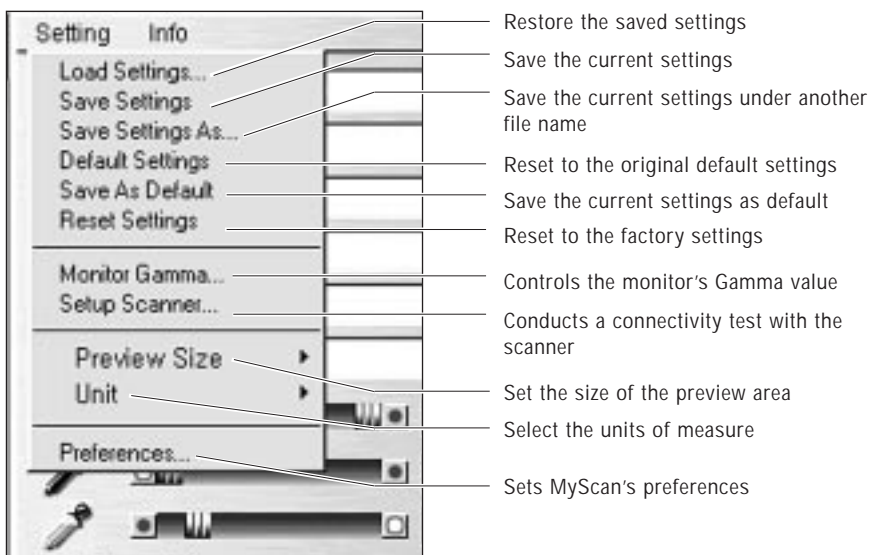


## Setting

The Setting menu in the MyScan window handles all the loading, saving, resetting, defining preferences, etc.



Choose **Setting** in the MyScan window. A pull-down sub menu will appear.



## Load Settings

The **Load Settings** option allows you to load previously saved scan settings. The Load Settings dialog box will appear asking you to select the appropriate file. Select the desired file from the filename list, then click **OK**.

## Save Settings

If you have loaded settings from a previously saved file and you make changes to those settings during the course of your scanning, use the **Save Settings** option in the Settings menu to save the changes. The settings will be updated with your changes.

## Save Settings As...

This option allows you to save changes to the current settings under a new file name.

If you have not selected any settings file through the **Load Settings** option, you will be prompted to save the current settings under a new file name.

## Default Settings

This option automatically reloads and implements the default settings. The **Default Settings** will automatically be implemented, overwriting any changes you have made.

It is advised that you save any changes under a settings file before you select the Default Settings.

## Save As Default

Choose **Save As Default** to create a settings file using current settings as a custom default settings file.

## Reset Settings

To reset MyScan settings to the manufacturer's default settings, select **Reset Settings**.

## Monitor Gamma

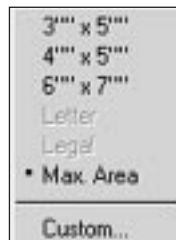
Monitor Gamma calibration allows you to selectively adjust the brightness in the midtone areas of your monitor display colors so that they will closely approximate the color detail of your original images. For details on How to Adjust the Monitor Gamma, see page 2.28.

## Setup Scanner

This option resets the driver port addresses.

## Preview Size

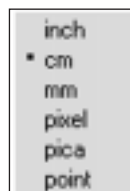
Allows you to set the maximum area to be scanned. Upon selection of this option, a sub menu appears as shown below:



Select the desired size.

## Unit

Select the units of measurement for the image from the **Unit** sub menu.



---

## Preferences

This option allows you to setup some pre-scanning conditions.

### Setting the Preferences

Select **Preferences** from the Settings menu. The Preferences dialog box will appear as follows:



From the dialog box, confirm or change the following settings:

#### Keep preview image

Selection of this check box causes the preview image which was created from the last preview, to be re-displayed the next time MyScan is started.

#### Keep current settings

Selection of this check box causes all selections and control settings which were in effect at the time of the last scan to be retained and re-established the next time MyScan is opened. If **Keep Current Settings** is not checked, then the factory preset selections and settings will appear the next time MyScan is opened. (Factory preset selections and settings may also be obtained at any time by choosing **Reset Settings** in the Settings menu.)

#### Preview with current settings

Selection of this check box allows you to preview an image which shows the effects of all of the MyScan pre-scan options you have selected for that image.



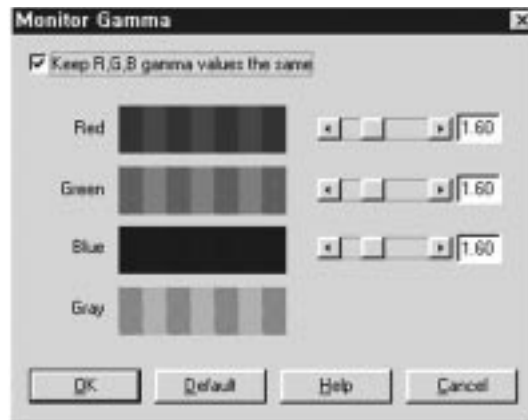
*Scan Quality feature is not available for SF4500 Series.*

---

## How to Adjust the Monitor Gamma

Monitor Gamma calibration corrects for differences in monitors due to age or manufacturing processes. It should be set periodically to compensate for changes in a monitor during its lifetime. This command allows you to selectively adjust the brightness of the midtone areas of your monitor display so that it closely approximates the color detail of your original images.

1. Open the Setting menu and choose **Monitor Gamma**. The Monitor Gamma dialog box will be displayed:



2. Ensure the **Keep R, G, B gamma values the same** check box is checked (default), in order to keep the value in each channel the same. Therefore, adjusting the Red value will automatically make the Green and Blue values equal to the Red.
3. Click the **Keep R, G, B gamma values the same** check box to remove the check mark, this will allow you to adjust each channel individually.
4. Shift the sliders to adjust the gray level. You must try to match the banded areas with the Gray box in order to achieve the best possible gamma for your monitor.

### Correcting Grayscale Gamma

The best approach for correcting grayscale gamma values is to eliminate, as much as possible, any differences in the shading of the Gray sample by using any or all of the scroll bars provided on the right of the color samples. When the Gray sample has a uniform appearance, click **OK** to complete grayscale Monitor Gamma correction.

## Correcting Color Gamma

The best approach for correcting color gamma values is to eliminate, as much as possible, any differences in the shading of the color sample by using the slider bars provided on the right of each of the samples. It's important that you maintain the gray balance while adjusting the colors, ensuring that the gray is not tinted. When the Gray sample has a uniform appearance, click **OK** to complete Color Monitor Gamma correction.

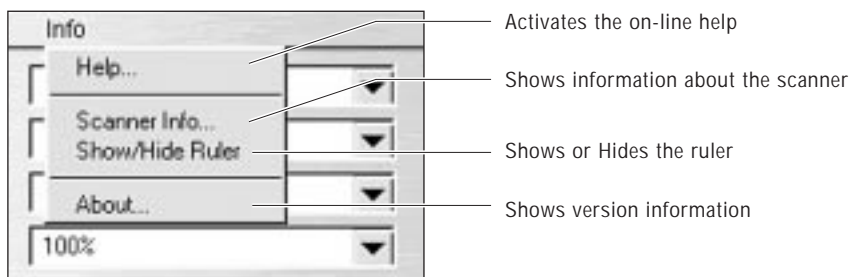
You can also experiment by changing gamma values for individual color samples. Click **Default** to return to the Default Monitor Gamma settings. Click the **Cancel** button to quit the Monitor Gamma dialog box without making any changes.

You may observe alternating light and dark shaded or banded areas in the Red, Green, Blue and Gray samples.

---

## Info

The Info menu displays information about the scanner and software.



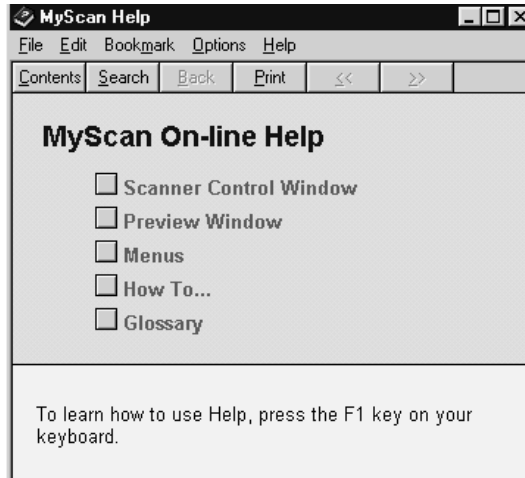


---

## Context Sensitive Help

This feature displays a rectangular call-out box describing a tool or function, when the cursor is placed over a tool or function.

For example, if you place the cursor over the Resolution menu on the Scanner Control Panel , a rectangular call-out box will appear, thus:





3

# *Presto! PhotoAlbum*

*Presto! PhotoAlbum* helps you create personalized photo albums that organize and preserve your photos forever... electronically. Add your favorite photos from digital cameras, scanners or the internet. Decorate them with frames, shadows, ornaments, captions and background textures. Photos can be shared with family and friends via the Internet. You can create desktop wallpaper or slide shows.



---

## Introduction

If you have a digital camera or color scanner, you can turn your computer into an electronic photo album. *Presto! PhotoAlbum* can input photos from your digital camera or scanner. And *Presto! PhotoAlbum's* user friendly interface makes it easy for anyone to author an album.

With this software, you can save your memorable moments and even add sounds or music to photos and albums. Full libraries of frames, textures, and ornaments for decorating the album pages are provided. Several tools for creating artwork and adding text to the photos are also included with *Presto! PhotoAlbum*.

*Presto! PhotoAlbum* is a 32-bit native Windows 95 application that imports color images in standard file formats such as .BMP, .JPG, .TIF, .PCX, FlashPix, and Photo CD. *Presto! PhotoAlbum* also supports Intel's MMX technology.

---

## Starting Presto! PhotoAlbum

From the Windows 95 **Start** menu, select **Programs** and then **Presto! PhotoAlbum** from the submenu that appears. The Presto! PhotoAlbum opening screen will appear. Click on one of the three buttons at the top of the screen to enter *Presto! PhotoAlbum*.



If you want to create a new album, click the **Create** button. If you want to edit an existing album, click **Edit**. To view and enjoy an album, click **View**. The functions of the three button commands below the Presto! PhotoAlbum software title are:



**EXIT:** quits the software.



**HELP:** opens the *Presto! PhotoAlbum* online help system.



**MUTE:** turns the sound effects ON or OFF.

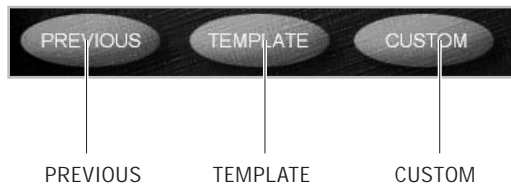


# Creating a New Album

---

## Creating a New Album

Click the **Create** button in the opening screen to create a new album. The top of screen changes with the following buttons:



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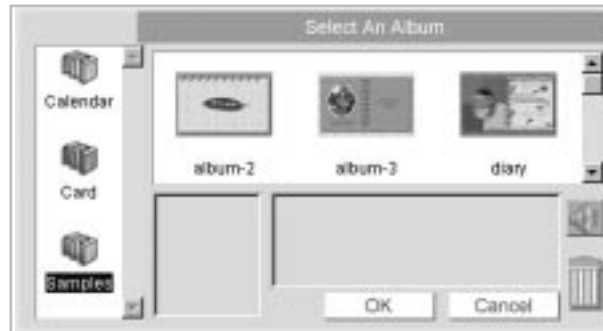
## Using an Album Template

*Presto! PhotoAlbum* provides sample cards and albums for use as templates. Or, you can use a previously created album as a template. The format of the selected album will be the same, but new frames will appear for you to enter photos.

To compose your own album, you may select one of the templates or existing albums and change its content as you desire. Or you can customize a new album by yourself.

To select a template or pre-existing album:

1. Click the **Create** button.
2. Click the **Template** button. The Select An Album dialog box will appear.

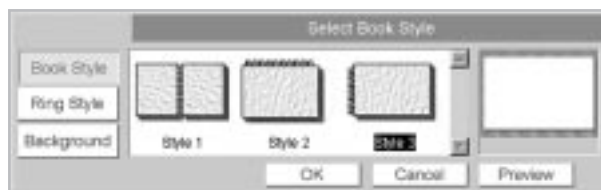


3. Select the type of album you want to create from the category icons to the left of the dialog box (including Cards and Samples).
4. Select an album from the album thumbnails. The lower part of the dialog box displays the number of pages, the date the album was last saved, and an album description. Click the **Play** button to listen to any sound or music files that may be attached to the album. To delete an album, drag the album thumbnail to the trash can.
5. Click **OK**, or double click the album thumbnail.

The screen will now move on to the next editing step. Please refer to the Editing the Album section before inserting photos into the album.

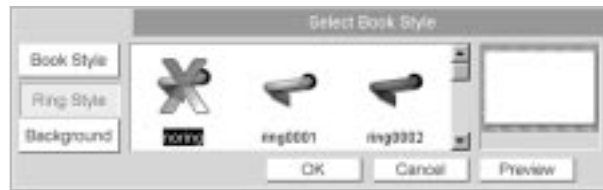
## Defining a New Album Format

1. If you want to create a new album without using a template or existing album format, click **Create**, then the **Custom** button. The Select Book Style dialog box will appear:

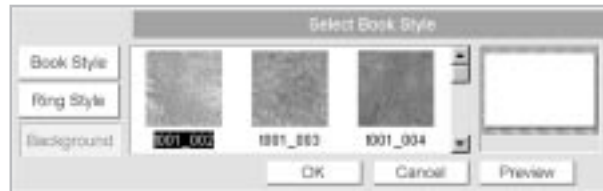


2. When the **Book Style** button is depressed, you may select a book style for the new album.

3. Click the **Ring Style** button to select a ring style for fastening the pages in the album.



4. Click **Background** to select a background pattern for the desktop around the album.



5. Click **Preview** to display a preview, according to your selection in the preview window.
6. Click **OK**.

---

## Create Your Own Template

In addition to the sample and existing albums, you can create templates to produce new albums. For example, you may use one of the pages you like from an existing album to create a separate album template and use the format of that page for the entire new album. Or you can make a new album and use its format as a template.

To use one or several pages in an album as a new template, follow these steps:

1. Double click the album icon that contains the page(s) you'd like to use.
2. Choose **Save As** from the **Album** menu and rename the album.
3. On the editing screen, delete pages you don't need for the new template with the **Delete Page** command in the **Page** menu. The original album will remain unchanged.
4. Return to the opening screen by selecting the **Restart** command from the **Album** menu.

5. Click **Create**.
6. Click the **Template** button and locate the new album you saved in step 3.
7. After the album template is loaded into the editing screen, make any necessary changes.
8. Use the commands in the **Page** menu to rearrange the pages in the album. For example, you may duplicate pages with different formats, change the sequence of pages with different formats, etc.
9. Save the album again.

If you want to generate a completely new album and use it as a template, follow these steps:

1. Click **Create** in the opening screen.
2. Select **Custom**, and define the book and ring styles for the new album.
3. After the album is created in the editing screen, add all the elements you want to the page, including frames, effects, ornaments, textures, etc.
4. Create as many pages of different formats as you want to use for the album template.
5. Use the commands in the **Page** menu to rearrange the pages in the album. For example, you may duplicate pages with different formats, change the sequence of pages with different formats, etc.
6. Select the **Save As** command from the **Album** menu to save the album with a new name.

The next time you want to use this album template, simply open this album as a template by clicking **Create**, and then the **Template** button in the opening screen.



---

## How to Share Albums on the Internet

If you want to share the album with others on the Internet, simply copy the entire folder generated by the **Deliver** command of the **Album** menu. Others can enjoy the album using the VIEWER.HTM file by using a network browser such as Microsoft Internet Explorer v3.0 or Netscape Navigator v3.0 (or later).

---

## How to Save Disk Space Used for Albums

Any album that has been created is saved in a folder with the album name under the **\albums** sub-directory of *Presto! PhotoAlbum's* program directory. This folder contains more sub-folders for carrying the format and effects you have defined and produced in the album. All these files may occupy a lot of space on your disk.

If you are sure that an album will not be changed, and you will not have to edit it anymore, follow the steps below to save disk space:

1. Load the album onto the editing screen in *Presto! PhotoAlbum*.
2. Choose **Deliver** from the **Album** menu.
3. When the Deliver dialog box appears, locate the drive you want the album stored on, and enter a new name to create a new folder.
4. Click the **OK** button.
5. Use Windows Explorer or a similar application to locate the album folder under the **\albums** sub-directory of *Presto! PhotoAlbum's* program directory.
6. Delete the entire album folder.

Although this is a good way to save disk space, note that once you have deleted the album folder under the **\albums** sub-directory, you can no longer edit the album. Therefore, the safest way to store an album is to make a backup copy of the album folder to floppy disks, or another storage medium, before you delete it from the **\album** sub-directory.

---

## Use Your Own Pictures as Ornaments

If you want to use a picture you've made as an ornament object, follow these steps:

1. Make sure the four pixels (arranged as a 2x2 pixel square) at the upper left corner of your picture are the same color as the background.
2. Locate the picture in the **Photo Browser**.
3. Drag the picture thumbnail into the page and release the mouse button outside the frame(s).

The background color in the picture will become transparent after you have inserted the picture to the page. The clip art can then be edited as a general ornament object.



# *Editing Your Album*

---

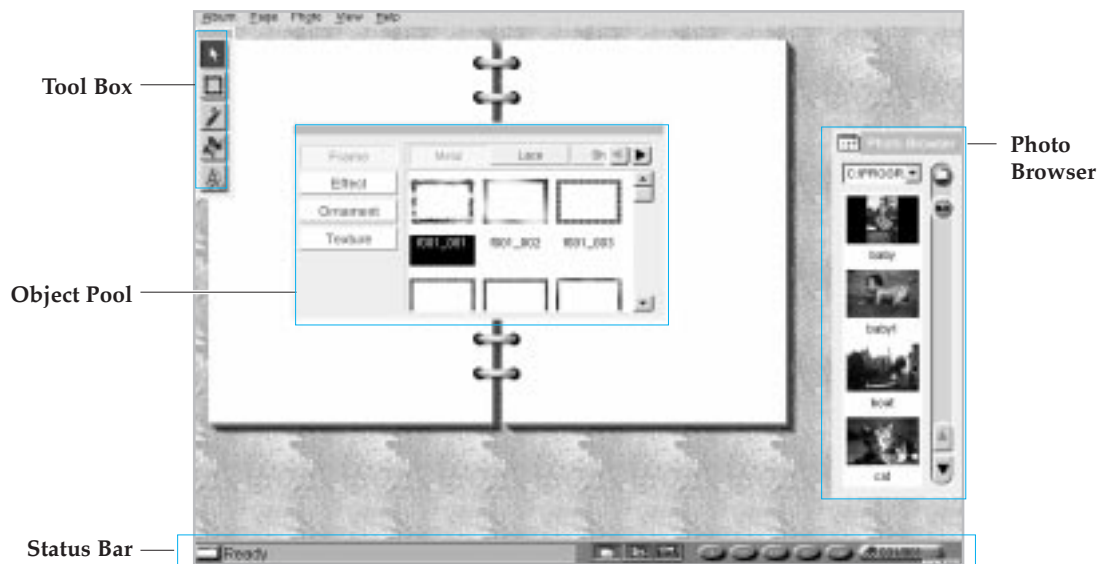
## Opening an Album

To open an existing album for editing, click the **Edit** button in the opening screen. When the Select An Album dialog box appears, locate the album you want to edit. To open your photos in an image editing program before inserting them into an album, double click the image thumbnail in the Photo Browser. The image will open in the default image editing application on your computer.

---

## Overview of the Editing Screen

After you've specified a book style for creating a new album, or you've selected an existing album for editing, the editing screen will appear.



The editing screen can be opened by choosing the **Presto! PhotoAlbum Editor** from the Presto! PhotoAlbum program folder. A blank album will be loaded in default if you didn't select or create one from the opening screen.

## Album Page

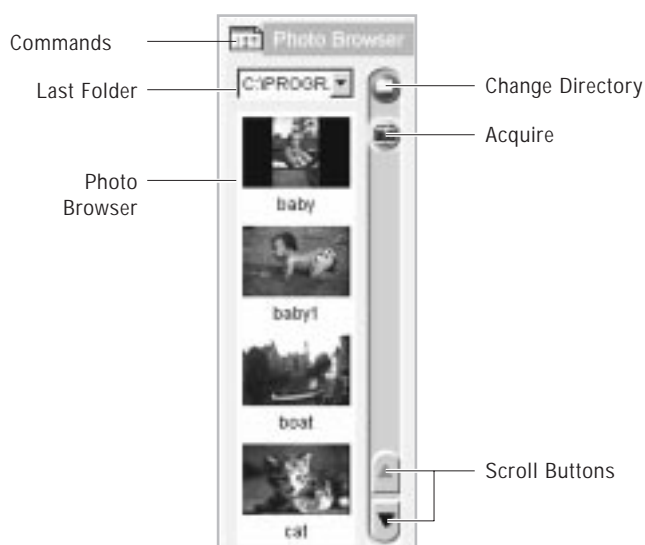
This is where you can inspect each page and perform any necessary editing. If you select the **Full Screen** command from the **View** menu, the album page will be enlarged to the entire screen for clear observation of the editing effect. All other screen elements will be hidden. Press the **Esc** key to restore the editing screen.

## Toolbox

The Toolbox contains five editing tools. You may use these tools to select, move, rotate and resize an object in the page, draw free-hand lines, add text, or align the text along a specific path.

## Photo Browser

The **Photo Browser** can display thumbnail copies of the photos that you want to place into the album.



<b>Commands</b>	Click this button to bring up commands for inputting photos, opening photos, setting the photo display options, etc.
<b>Recent Folders</b>	Click the down arrow to display a list of folders that were recently used in the <b>Photo Browser</b> .
<b>Photo Browser</b>	Displays the thumbnail copies of photos included in the selected folder.
<b>Change Directory</b>	Locate a new directory from which to load photos for editing.
<b>Acquire</b>	Input photos using a TWAIN hardware device.
<b>Scroll Buttons</b>	Scroll through the <b>Photo Browser</b> to display the photo thumbnails not currently visible.

## Object Pool

The **Object Pool** allows you to select frame style, special effect, ornament and texture to add to the pages. The buttons lined up horizontally are the categories available for each item.

## Status Bar

The status bar contains the message line, palette window ON/OFF control and page control buttons.



The message line displays a message about the item the pointer is currently on.

The button located at the left of the status bar can Hide or Display the Title and Menu Bars on the screen. This function is the same as selecting the **Menu And Title** command from the **View** menu.



Hide or Display the **Photo Browser**. This function is the same as selecting the **Photo Browser** command from the **View** menu, or pressing **F5**.



Hide or Display the Toolbox. This function is the same as selecting the **Toolbox** command from the **View** menu, or pressing **F6**.



Hide or Display the Object Pool. This function is the same as selecting the **Object Pool** command from the **View** menu, or pressing **F7**.

The page control buttons can locate a page you want to edit in the album. You can go to the first (Home), the previous, the next, the last (End) or any page you specify (Goto). When you click the **Goto** button, you can select the page number you want to locate by dragging the slider in the pop-up dialog box. The illustration at the right end of the status bar displays the current page number and the total number of pages in the album.

The functions of the Page control buttons are identical to several **Page** menu commands: **Next Page**, **Previous Page**, **Cover Page**, **Last Page** and **Goto/Find Page**. Clicking the right mouse button on any empty place on the page (with no object selected) brings up a menu with these commands.

The status bar can be hidden or displayed by selecting **Status Bar** from the **View** menu, or by pressing the **F8** key. To hide all the palette windows on the editing screen, including the **Photo Browser**, Object Pool, Toolbox and Status Bar, choose **Hide All** from the **View** menu, or press the **Tab** key.

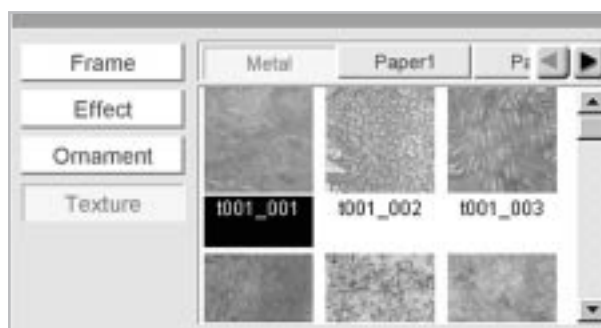
---

## Selecting a Texture for the Page

*Presto! PhotoAlbum* can cover the page with a specified texture pattern. This produces an interesting appearance, almost as if it were made of that material.

Once you apply texture patterns to the pages, the texture patterns will not be removed when you clear the objects on the pages.  
To apply a texture pattern:

1. Click the **Texture** button in the Object Pool.
2. Select the **Texture** category from the row of category buttons.



3. Choose the texture pattern you want to use.
4. Drag the **Texture** icon inside the page, and release the mouse button within the page.



If you drag the texture icon to the desktop area outside the album page, the texture will be applied to the entire desktop as the background of the album.

You can also apply the texture to an object generated by **Paintbrush**, **Text**, and **Text Along Path** tools. All you need to do is to select the object and drag the desired **Texture** icon into it.

---

## Adding Frames to the Album

*Presto! PhotoAlbum* provides various frame styles with different colors and shapes.

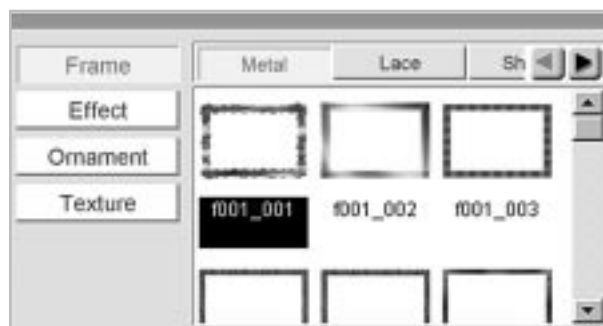
Once you have inserted a frame onto the page, you can move, resize, and rotate it with the tools in the Toolbox. Read **Using the Tools**, page 3.20, for details.

### Frame Dimension Adjustment

To adjust the frame dimensions to fit the photo size, first select the photo, then click the right mouse button and select the **Make Matching Frame** command from the pop-up menu.

If you have selected a predefined album format, you may change the frame style for an individual page. If you have defined a new album, you can create a frame and insert a photo into it, however, you don't have to create a frame to insert a photo into your album. To add frames to the pages:

1. Click the **Frame** button in the Object Pool.



2. Select the frame category from the row of category buttons.
3. Choose a frame style.
4. Drag the **Frame** icon inside the page, and release the mouse button where you want to place the frame.

---

## Adding Photos to the Album

The instructions in this section will help you input photos from a TWAIN hardware device, load existing photo files from disks, and place photos into an album.

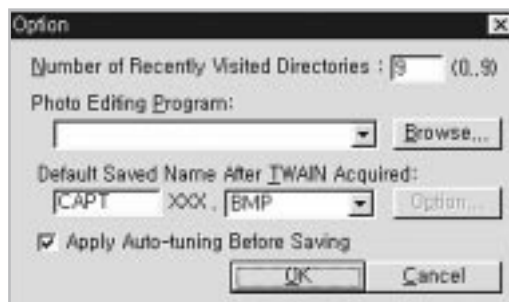
---

## Loading Existing Photo Files

If you have all the photos you want in a specific folder or directory, you can load them into the **Photo Browser**. Then you can view their thumbnails and insert them into the album.

If the folder or directory has recently been located in the **Photo Browser**, click the down arrow from the **Recent Folders** pull-down list to recall it. If not, click the **Change Directory** button to browse for it.

*Presto! PhotoAlbum* can recall a maximum of nine files. You can adjust this setting (between one and nine) in the **Number of Recently Visited Directories** option in the **Option** box invoked from the **Commands** menu.



If you want to use a photo as an ornament object, hold down the **Ctrl** key and drag the photo thumbnail into the page. The background color will become transparent.

Some of the clipart photos included with *Presto! PhotoAlbum* can be modified with a transparent background. Hold down the **Ctrl** key while dragging an image from the **Photo Browser** to create your own clipart.



---

## Acquiring Photos

*Presto! PhotoAlbum* supports the TWAIN driver interface. This gives you access to images from any A TWAIN device, such as scanners. As long as the input device provides a TWAIN driver, it will work with *Presto! PhotoAlbum*.

You may input photos from a digital camera or scanner supporting TWAIN interface that's been installed on your system. If your TWAIN device is capable enough, you can input multiple photos at one time.

Before you input photos with a digital camera or scanner, you should install its drivers by referring to the manual that came with the device. To input photos to *Presto! PhotoAlbum*:

1. Use the **Change Directory** button to locate the directory used to hold the new input photos.
2. Click **Commands** and choose the **Option** command from the pop-up menu. The Option dialog box appears.
3. In the **Default File Name for TWAIN Acquire** option, type in the first five characters for the file names of the new input photos and select the file format from the pull-down list.

The file names will automatically be assigned sequential 3-digit numbers after the first five characters.

For some file formats, you may click the **Option** button to further specify their format options.

4. If you want the software to correct the color of the input photos, enable the **Apply Auto-tuning Before Saving** option.
5. Click **OK** to close the dialog box.
6. Open the **Commands** menu and choose the **Select TWAIN Source** command. A dialog box appears that lists all the TWAIN sources installed on your system.
7. From the list of TWAIN devices, select the one you want to use, and click the **Select** button. You can select *MyScan* provided with your *SF4500*.
8. Choose **Acquire** from the **Commands** menu again, or click the **Acquire** button on the **Photo Browser**.

A dialog box will appear.

After the input process is done, thumbnail copies of the new photos appear in the **Photo Browser** area for further editing.

---

## Opening a Photo

A photo loaded in the **Photo Browser** can be opened in an image processing application for further editing. You can specify the software you want to use for editing the photos, or the system will choose an appropriate option for you. To specify an application for editing photos:

1. Click the **Commands** button.
2. Select **Option** from the pop-up command list. The option dialog box appears.
3. In the **Editing Program** option, type in the path and filename of the software, or click **Browse** to select it from a dialog box.
4. Click **OK**.

To open a photo, you may double click its thumbnail, or click **Commands** and then select the **Open** option from the **Photo** command.

The **Photo** command also provides options for deleting the selected photo (**Delete**) and displaying information about the photo (**Properties**).

---

## Adding Photos to the Pages

The only way to add photos to the pages is to drag the thumbnail copies of the photos in the **Photo Browser** into frames or onto the pages. The photo in a frame can be changed at any time as long as you drag another photo from the **Photo Browser** into the frame.

To add a photo into the frame:

1. Click on the frame you want to use.
2. Locate the photo you want to insert from the **Photo Browser**.
3. Drag the thumbnail of the photo into the frame.
4. Release the mouse button.

You can also add all the photos, in alphabetical order of their file names, in the **Photo Browser** into the album at one time with one simple step. After you have defined the frame style(s) for all the pages, open the **Album** menu and select the **Put All Photos** command. The photos will be inserted automatically. You can add as many photos as you desire.

---

## Adding Ornaments to the Pages

*Presto! PhotoAlbum* provides plenty of ornament objects to make page decoration easier for you. An ornament object can be placed anywhere on the page, and may be resized or rotated. Please refer to **Using the Tools** section for details on moving, resizing, and rotating an object. To add an ornament object to the page:

1. Click the **Ornament** button in the Object Pool.
2. Select the ornament category from the row of category buttons.
3. Choose the ornament you want to use.
4. Drag the ornament object icon onto the page, and release the mouse button where you want to place the object.

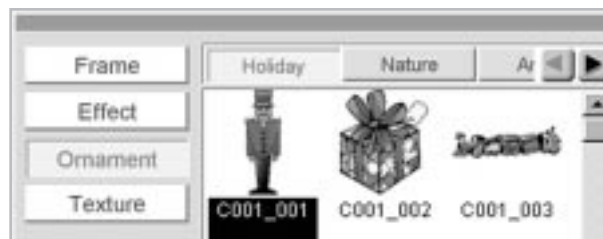
---

## Adding Shadows to an Object

In *Presto! PhotoAlbum*, you may create shadows on a photo or ornament object. Once the shadow is generated, it is attached to the object. Any change to the object effects the shadow.

To create shadows for an object:

1. Select the object you want shadows added to.
2. Click the **Effect** button in the **Object Pool**.



3. Select the **Shadow** icon with the depth you want to use for the object.
4. Drag the **Shadow** icon onto the selected object and release the mouse button.

To remove the shadow from an object:

1. Select the object whose shadow you want to remove.
2. Click the **Effect** button in the Object Pool.
3. Select the first **Shadow** icon (the one without shadow depth).
4. Drag the **Shadow** icon onto the selected object, and release the mouse button.

---

## Setting Object Transparency

To apply transparency to the photos, ornaments or drawn objects on the album pages, follow these steps:

1. Select the object you want to apply transparency to with the Selection Arrow tool.
2. In the **Object Pool**, click on the **Effect** button and select the Transparency category button.
3. Decide the transparency percentage needed for the object.
4. Drag the icon of chosen transparent percentage to the object and release the mouse button.

---

## Defining Linking Feature for Objects

You may define the linking feature for photos, ornaments and drawn objects, so the specified page will be displayed when the object is clicked during the playback process.

1. Select the object you want to assign a linking page to.
2. Click the right mouse button and select **Properties** from the pop-up menu.
3. Enable the **Link Page** option.
4. Drag the slider to set the page number, or click on a page control button to choose the first, previous, next or last page for linking.
5. Click **OK**.

---

## Using the Tools

The tools in the Toolbox enable you to create simple artwork to decorate your album.



### Selecting and Moving an Object

The **Selection Arrow** allows you to select an object and move the object to another location on the pages. Select an object when you want to edit or move it.

To select an object, click the Selection Arrow icon in the Toolbox, move the mouse pointer to the object you want to select, and click. A dotted outline will appear around the object. Click on any empty space on the page to deselect an object.

To move an object, place the mouse pointer onto a selected object and drag it to the desired position.



### Resizing and Rotating an Object

The Object tool allows you to resize and rotate an object on the page. Whenever an object is selected, the changes made will be applied to the object and anything attached to it, such as a frame or shadow.

You can also move the selected object by dragging it inside the object while using the Object tool.

To use the Object tool:

1. Select the object you want to resize or rotate with the **Selection Arrow**.
2. Select the Object tool in the Toolbox. A rectangle with a right handle surrounded by nine small square nodes appears around the object.
3. To resize the object, place the mouse pointer on any of the nodes and drag it in the direction you want to expand the object.
4. If you want to rotate the object, drag the node on the right handle in the direction you want to rotate the object. Press and hold the **Shift** key while dragging the mouse to rotate it in 45 degree increments.
5. After you select another object or tool, the rectangle and rotating handle will be removed.

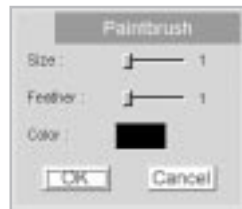


## Using the Paintbrush

This tool allows you to draw lines as if you were drawing with a real paintbrush.

To use the paintbrush:

1. Click the Paintbrush tool.
2. Double-click the tool icon to open a dialog box for setting Paintbrush options.



Specify the size and color of the paintbrush. Drag the **Size** slider to set the brush size. Click inside the color block to change the color in the pop-up dialog box.

3. Place the mouse pointer at the point you want to start tracing your line.
4. Press and hold the left mouse button.
5. Drag the mouse pointer along the line path you want. The line appears along the cursor path as you drag.
6. Release the mouse button where you want the line to end.



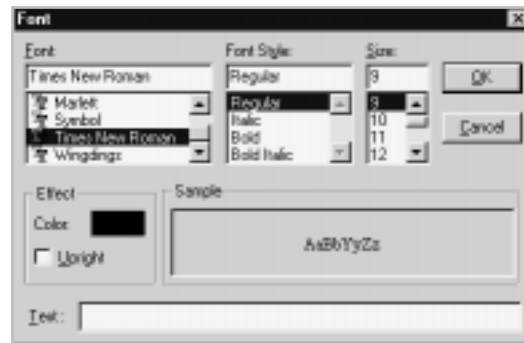
## Adding Text to the Pages

You can enter text anywhere on a page with the Text tool. *Presto! PhotoAlbum* supports all the fonts installed in Windows 95, and supplies several additional fonts suitable for producing artwork.

The **Text** tool provides options for selecting fonts, font styles, and character sizes. You may apply text envelopes to create variations on the text shape. After inputting text, you can reshape it by changing its dimensions. To enter the text:

1. Click the Text tool.
2. Click the cursor where you want to place the text. A Font dialog box appears.

3. Select the font, the font style, and the character size. The Sample box will display an example of the selection you made.



4. In the Effects window, select the text color from the **Color** option. Click inside the color block to open a dialog box for selecting color.
5. Click the down arrow in the Envelope pull-down list to display a list of envelope shapes.
6. If you want the text character to be placed vertically, enable the **Upright** option.
7. Enter the text in the Text box.
8. Click **OK**. to input the text.
9. The text will appear on the page in the shape of the envelope you selected. A rectangle with eight square nodes surrounds the text. Drag the nodes to change the shape and size of the text.



*Hold the **Shift** key while dragging the nodes on the corners to resize the rectangle as square.*

10. Double-click the mouse button to fix the text shape.

The text will automatically be selected for further editing, and can be considered an object for all editing actions.



## Adding Text Along a Path

The **Text Along Path** tool allows you to insert text on the page and place the text along a defined curved path. To complete this effect, you must define a curved path and adjust the text position along the path.

To generate text along a path:

1. Select the **Text Along Path** tool.
2. Click the cursor where you want the text to start.
3. When the Font dialog box appears, enter the text as you would when using the Text tool.
4. Select the text to be placed vertically (upright) or rotated according to the curve path in the **Effect** option.
5. Click **OK** to close the dialog box.
6. Place the mouse pointer where you want to start drawing your path.
7. Press and hold the left mouse button to set the beginning of the path. Do not release the mouse button.
8. Drag the mouse pointer in the direction you want the curve drawn. As you drag, two control points appear and move in opposite directions from the node. The distance between the control points and the node determines the height or depth of the curve. The angle of the control points determines the curve's slope.



9. When the control points are in the desired position, release the mouse button.
10. Repeat step 7 to set the other end of the first curve segment you want to create. A second node will be connected to the first node.
11. Drag your mouse to generate two control points for this node.



12. Release the mouse button. You may drag the nodes and control points to adjust the shape of your curve segment.



If you did not drag from the nodes to generate control points in previous steps, you may hold the **Shift** key and drag from the nodes to create control points at any time.

13. Click and drag the pointer outside the nodes and control points to form another adjacent curve segment to link with the first one. Repeat steps 10 through 12 to complete all the segments in the curve which you want to create.

Before fixing the curve segments, click on any node to activate the control points of the connected curve segment and adjust the curve.

To remove the last node generated, hold the **Ctrl** key and click the left mouse button.

To create a closed area with the curve segments, hold the **Shift** key and click the right mouse button to generate a new segment.

14. When you are satisfied with the shape of your curve, double click the mouse button to fix the curve.



If you do not drag to generate control points for the nodes, the drawing will become a straight line.



The text will automatically be selected along the path you defined. It can be considered as an object for all further editing.

---

## Editing Pages and Photos

The **Page** and **Photo** menus provide editing functions such as copy, cut, and paste. These commands are often used when you need to rearrange the content of the album. You can add, remove, copy, and clear pages or photos with these commands.

### Editing the Pages

The editing commands under the **Page** menu are used for changing the pages.

#### New Blank Page

The **New Blank Page** command allows you to insert a blank page after the current page. To add a new page after the current page, choose **New Blank Page** from the **Page** menu.

#### Repeat Current Page

The **Repeat Current Page** function enables you to reproduce the content of the current page onto a new page. When you execute the **Repeat Current Page** command, a new page appears on screen containing the same content as the page before.

#### Copy Page

The **Copy Page** function enables you to make a copy of the current page and place it on the Windows clipboard. The original page is unaffected by the **Copy Page** command. Then you could use the **Insert Page** command to move the clipboard contents to another page. Only the last copied content resides in the clipboard.

To copy a page:

1. Turn to the page you want to copy.
2. Choose **Copy Page** from the **Page** menu. A copy of the current page then resides in the clipboard.

#### Insert Page

The **Insert Page** command inserts a new page before the current page, and places the contents of a page on the Windows clipboard. The command works only when there is already content on the clipboard. To insert a new page with clipboard content, open the **Page** menu and select **Insert Page**.

## Delete Page

The **Delete Page** command permanently removes the current page and all of its content. After executing the **Delete Page** command, the current page is removed, and the next page appears on your screen.

## Clear Page

The **Clear Page** command removes the contents of the current page, including the ornament objects and the photos with their frames and shadows, but the page itself still remains.

---

## Editing the Photos

The **Editing** commands under the **Photo** menu are used to make changes to the photos or objects.

### Cut

The **Cut** command removes a photo or object and places it on the Windows clipboard. You can use the **Paste** command to place the clipboard contents back onto the album, or paste it into another application. Only the last cut content resides in the clipboard.

To cut an object, follow these steps:

1. Select the object you want to remove.
2. Choose **Cut** from the **Photo** menu.

### Copy

The **Copy** function enables you to make a copy of the selected object and place it on the Windows clipboard. The original object is unaffected by the **Copy** command. You could use the **Paste** command to move the object last copied on the clipboard to the same or another page. Only the last copied object resides on the clipboard.

To copy a page:

1. Select the object you want to copy.
2. Choose **Copy** from the **Photo** menu.

## Paste

The **Paste** command pastes the clipboard contents onto the current page. The command works only when there is already something on the clipboard. To paste, follow these steps:

1. Choose **Paste** from the **Photo** menu. A selection outline appears containing the content of the clipboard.
2. Move the mouse pointer into the selection outline.
3. Drag the pasted object to the location on the page where you want to place the object.
4. Click the left mouse button outside of the selection outline to paste the object.

## Duplicate

The **Duplicate** function enables you to reproduce the selected object on the current page. To execute the **Duplicate** command, first select the object you want to duplicate, and then choose **Duplicate** from the **Photo** menu.

## Delete

The **Delete** command permanently removes the selected object. To execute the **Delete** command, first select the object you want to remove, and then choose **Delete** from the **Photo** menu.

## Clear Photo

The **Clear Photo** command removes the photo from the current selected frame.

---

## Arranging Overlapping Photos

When two or more photos or objects are overlapped on a page, you can change their overlapping sequence with commands in the **Photo** menu.

**Bring to Top** moves the selected photo to the very top of all the overlapping photos. **Send to Back** moves the selected photo to the very bottom of all the overlapping photos. **Move Forward** places the selected photo over the one that is currently on top of it. **Move Backward** places the selected photo under the one that is currently beneath it.

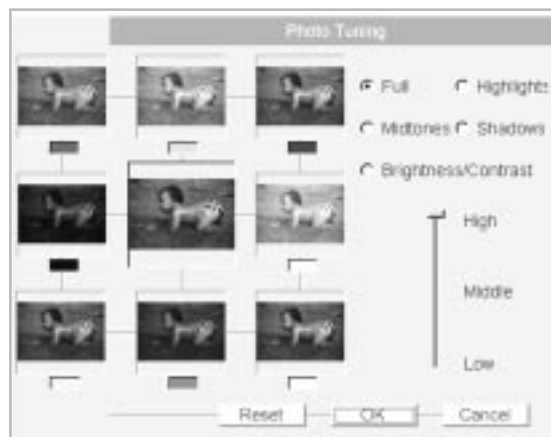
Click the right mouse button on a photo to bring up a submenu listing these commands, as well as the **Delete**, **Photo Tuning**, and **Properties** commands.

---

## Tuning Colours of a Photo

The Photo Tuning dialog box provides you with a preview mode to adjust dark, midtone and light areas of a photo in hue or brightness/contrast. It enables you to compare the original colours and any changes you've made. To fine tune the colours of a photo:

1. Select the **Photo Tuning** command from the **Photo** menu. The Photo Tuning dialog box appears.



There are eight photo previews in the left portion of the Photo Tuning window, each showing the different effects of hue and brightness adjustments. The photo thumbnail in the middle is the original photo. When you click on any of the surrounding thumbnails, it moves to the middle and becomes the currently selected photo.

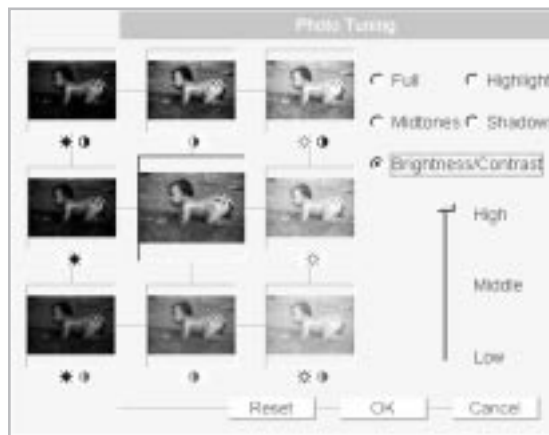
The six previews at the top and bottom rows of the sample image reflect the hue adjustments to the middle photo. The two previews at the left and right of the sample photo show brightness adjustments.

2. To define the adjustment level as slight or more pronounced, drag the vertical slider at the lower right of the dialog box. Your settings will be immediately reflected in the previews.
3. Click on any preview that best matches your needs. The selected preview will move into the middle position, and the surrounding previews will change accordingly.



*To return to the original photo as the sample image, click the **Reset** button at the bottom of the dialog box.*

4. The default setting for the area to be changed in the photo is **Full**. To change only the light, midtone, or dark areas of the photo, select the **Highlights**, **Midtones**, or **Shadows** options, respectively.
5. To change the photo's brightness and contrast, click the **Brightness/Contrast** option. The three top previews reflect enhanced contrast. The three bottom previews reflect reduced contrast. The three left previews reflect decreasing brightness. The three right previews reflect increasing brightness. Use the same procedure to adjust the brightness and contrast of the photo.



6. After you obtain a satisfying image, click **OK** to start the process of adjustment, or click **Cancel** to abandon the process.

---

## Adding Sounds and Music

In the editing screen of *Presto! PhotoAlbum*, you may add sounds or music to an album, a page or a photo. In the **Properties** option under the **Album** menu, you can insert sounds or music for the album. In the Properties dialog box under the **Photo** menu, you can insert for the current selected photo. And with the **Background Music** command under the **Page** menu, you can insert for the current page.


### Adding Sounds and Music to an Album

To assign a background music and record a sound effect or narration for an album, open the **Album** menu and select the **Properties** command. The Album Information dialog box appears.



1. To add background music to the album, click the  button.

A dialog box appears for selecting a wave or midi file to attach to the album. Locate the file, and click **OK** to attach the music.

2. To record some sound effects or a narration about the album, click the  button. When the Audio Format dialog box appears, set the sound elements for the format of your sound file.

After you click **OK**, you may start to record with your microphone.

When you finish recording, click the  button again to stop recording.

Click the  button to listen to the recording.





3. Click **OK** to save the settings.

## Adding Sounds and Music to a Page

When you want to assign music to the current page, select the **Background Music** command from the **Page** menu. When a dialog box pops up, select a music file to attach to the page.

## Adding Sounds and Music to a Photo

To add sounds or music to an individual photo, select **Properties** from the **Photo** menu. When the Photo Information dialog box appears, add sounds or music with the  or  button.



## Assigning the Photo Properties

Besides adding sounds and music to a photo, you may enter text about the photo, or assign a linking action for the photo in the Properties dialog box invoked from the **Photo** menu.

In the **Photo Information** option, type in the content you want to specify about the photo, such as the time you took the picture, the year, or any other notes about the image.

In the **Link** section, you may define an action (such as a page that turns when the photo is double clicked by the user). If the photo is double clicked when the album is played back, it can be set to turn the page to the first, last, next, previous, or a specific page. Enable the **Link Page** option and select the page control button to define the action, or drag the slider at the right to set the page number.



---

## Identifying the Album

After you have finished editing the album, you should name the album and make a description about its content for identification. The Properties dialog box contains several options for this purpose.



1. Enter a name for the album in the Album Name text box.
2. Select a category that the album should belong to in the Album Category pull-down list, or type in a new category name directly.



The default category for holding your album is My Album. You may name a new category according to the content of your album.

3. In the Information text box, type in any information that will help describe the album.
4. Click **OK** to save the album information.

---

## Saving the Album

After an album has been created or edited, it should be stored for later use. Choose **Save** from the **Album** menu. The album is saved with its name and category specified in the Album Information (**Properties**) dialog box.

If you have not specified a name and category for the album, or you want to save the album with another name or category, you may choose the **Save As** command in the **Album** menu. The Album Information dialog box will be opened, and the album will be saved after you enter a name and click **OK**.

---

## Specifying an Album as Wallpaper

When you want to utilize an album page as the wallpaper for Windows desktop background, open the **Page** menu and select the **WallPaper** command. After you shut down or restart your computer, your original wallpaper will be loaded back into the system.



---

## Playing the Album

Select the **View** button from the opening screen to play an album. After you select an album in the Select an Album dialog box, the playback screen will appear.

If you have chosen the **Deliver for Playback** command from the **Album** menu, you may run the **.EXE** file directly in the delivered folder to bring up the playback program.

The **Control Bar** will be displayed when you move the mouse pointer to the bottom of the screen. Click **Preferences** button or press **Enter** to open a dialog box for setting the playback options.

The **Page Control** buttons can locate the page you want. If you press and hold the left mouse button on the **Previous Page** or **Next Page** button for a while, the page number field at the right will keep on counting until you release the mouse button. Click the **Play/Stop** button to start or stop playing the pages.

The **Print** button allows you to print the current page immediately, with normal resolution. Clicking the **Set Wallpaper** button sets the current page as the Windows desktop background.

The **Quit** button allows you to exit the playback program. When you place the mouse pointer on a photo in the album page, if it changes to the shape of a speaker, it means there is a wave file attached to the photo. Click the right mouse button to play it. If the pointer changes to the shape of linking rings, that means the photo is linked to a specific page. Click the left mouse button to go to the specific page. If the pointer contains both the speaker and the linking rings, you may click the left or right mouse button, as desired.

The information for each photo will be displayed in a pop-up balloon if you move the mouse pointer onto the photo.

1. In the opening screen, click on the **View** button.
2. When the Select an Album dialog box appears, locate the album you want to play.
3. Click **OK**.

The album will be played back in a self-running slide show that will combine all your images and audio.

---

## Delivering the Album for Playback

After an album is edited completely, you may share the album with others or deliver it by diskettes to playback with *Presto! PhotoAlbum's* playback program on another computer.

1. Select the **Deliver for Playback** command from the **Album** menu.
2. When the Choose Directory dialog box appears, locate the directory to which you want to send the album, or enter a new folder name to hold all the files needed for playing back.
3. Click **OK** to proceed.

All the files needed for playing back will be sent to the location of the new folder you specified. You may execute the .EXE file directly to playback the album.

---

## Preferences Options

When you click the **Preferences** button or press the **Enter** key, the Preferences dialog box will appear. This allows you to set up the playback options.

### Full Screen Display

This option can enlarge the display of the album page to the screen size.

### Mute

Enabling this option disables two options in the Slide Show section: Enable Background Music Playback and Enable Wave Files Playback. All sound effects will be disabled while playing back the album.

### Auto Play on Opening

If this option is enabled, the selected album will automatically be played back the next time you open the playback program.

### Display Tooltips for Buttons

This option turns on or off the display of on-screen tool tips for illustrating the button functions.

### Display Photo Annotation

This option turns the tooltips on or off.

### Enable Background Music

This option determines whether to play any background music assigned to the album pages.

### Enable photo audio

This option determines whether to play any wave file attached to the photos.

### Auto Replay

When this option is on, the playback program will continue to play from the beginning, after reaching the last page.

### Page Flipping Every

This option sets the interval between pages in seconds, while playing back the album.

### Save as Default

Click this button to save the current settings as the default settings. The specified options will be loaded when you open the Preferences dialog box again. If you have changed the settings and select **OK**, the altered settings will take effect temporarily. The default settings will be in charge next time you open the playback program.

---

## Printing the Pages

1. Choose **Print** from the **Album** menu. The Print dialog box appears.



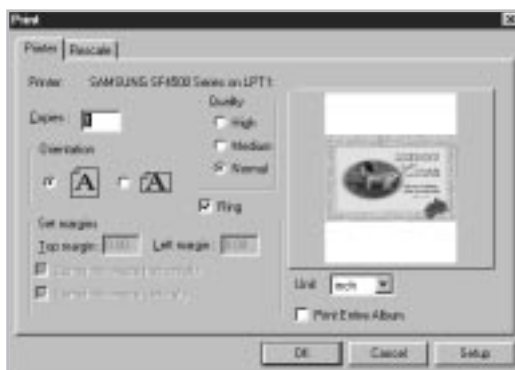
2. Enter the number of copies you want to print in the **Copies** text box.
3. Select the orientation of the page as portrait or landscape.
4. Set the top and left margins in the **Set Margin** section. You may print the page horizontally or vertically in the middle of page. You can also change the album measurements from the **Unit** pull down list.
5. To rescale the page while printing, select the **Rescale** tab to change the settings.
6. Click the **Fit In Page** check box to rescale the page so that it fits on the paper size. If you need to change the size of the paper, select the correct size from the **Paper Size** list box.
7. You can set the scaling ratio by entering its size in the **Target Image** section or by entering the X (horizontal ratio) and Y (vertical ratio) values in the **Rescale Factor** section. You can also specify the scaling ratio by dragging the slider between 10% and the maximum proportion indicated.
8. Enter the horizontal and vertical printing resolutions in the **Resolution** text boxes.
9. Click **OK** to print.

---

## Selecting Printing Resolutions

When printing an album page, you can select three different levels of printing resolutions: **Normal**, **Medium** and **High**. The resolution for Normal printing is 640x480 pixels printed with album rings, or 600x400 pixels without rings. The printing resolution for Medium quality is 1200x800 without album rings, and the High quality resolution is 2400x1600. To select the printing resolution:

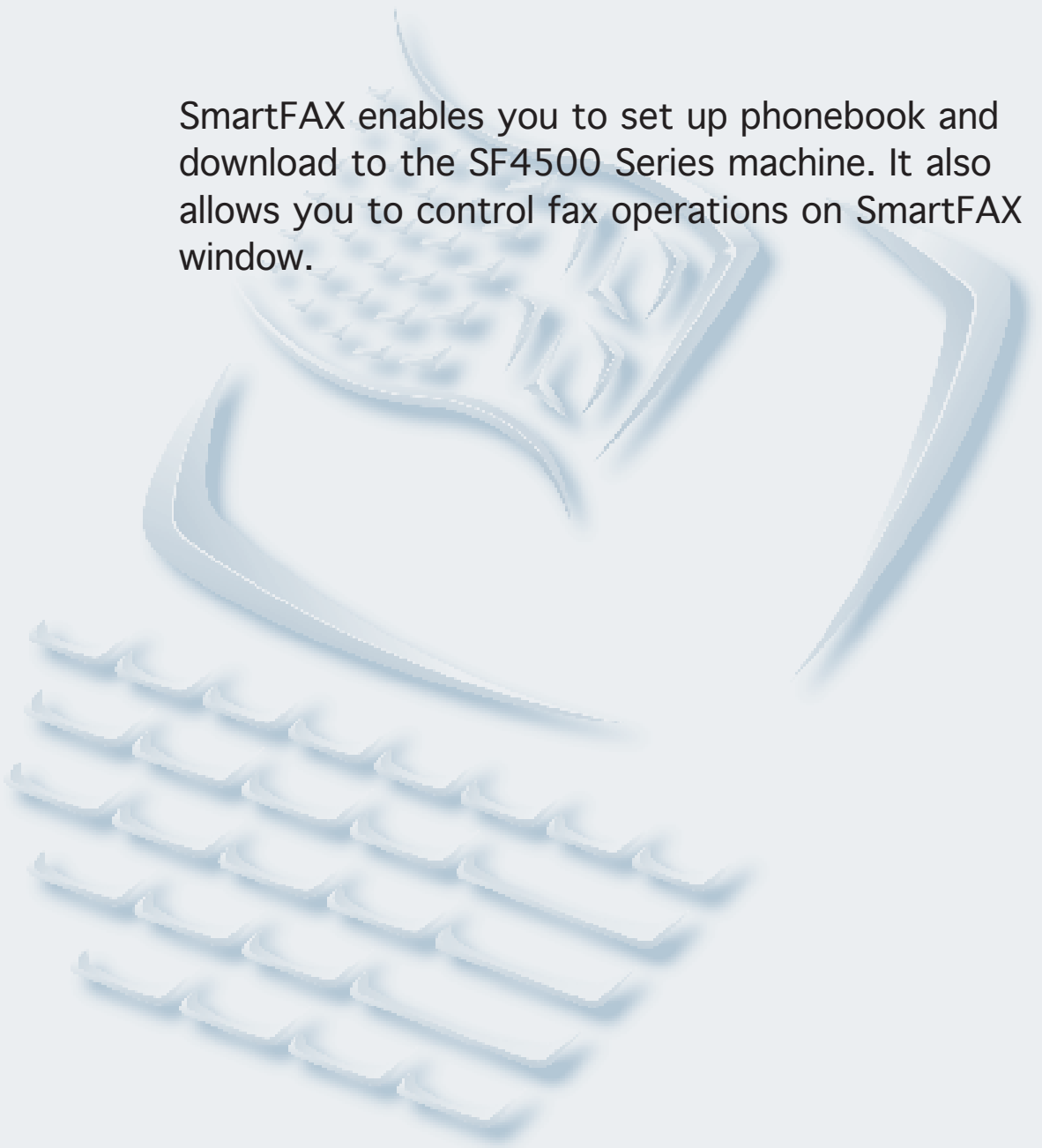
1. Choose **Print** from the **Album** menu.
2. When the Print dialog box appears, click the **Printer** tab.
3. In the **Quality** section, select either **Normal**, **Medium** or **High**. Higher printing qualities take longer to print.
4. If you have selected Normal resolution, you may decide whether to print the album rings by Enabling or Disabling the **Ring** option.





# *SmartFAX*

SmartFAX enables you to set up phonebook and download to the SF4500 Series machine. It also allows you to control fax operations on SmartFAX window.



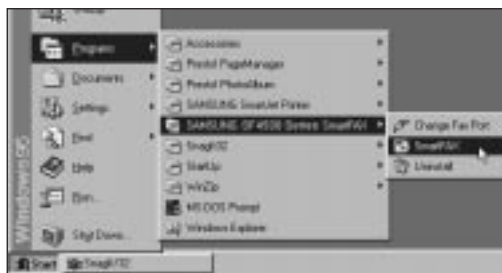
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## Starting SmartFAX

Before using SmartFAX, you must install the SmartFAX program in your computer. Refer to the SF4500 Series Setup and Operation User's Guide.

### In Windows 95

1. Start Windows.
2. Click the **Start** button on the taskbar, and select **Programs** from the **Start** menu.
3. Select the **SAMSUNG SF4500 Series SmartFAX** on the **Programs** menu, and select **SmartFAX** from the **SAMSUNG SF4500 Series SmartFax** menu. The SmartFAX window appears.



### In Windows 3.x

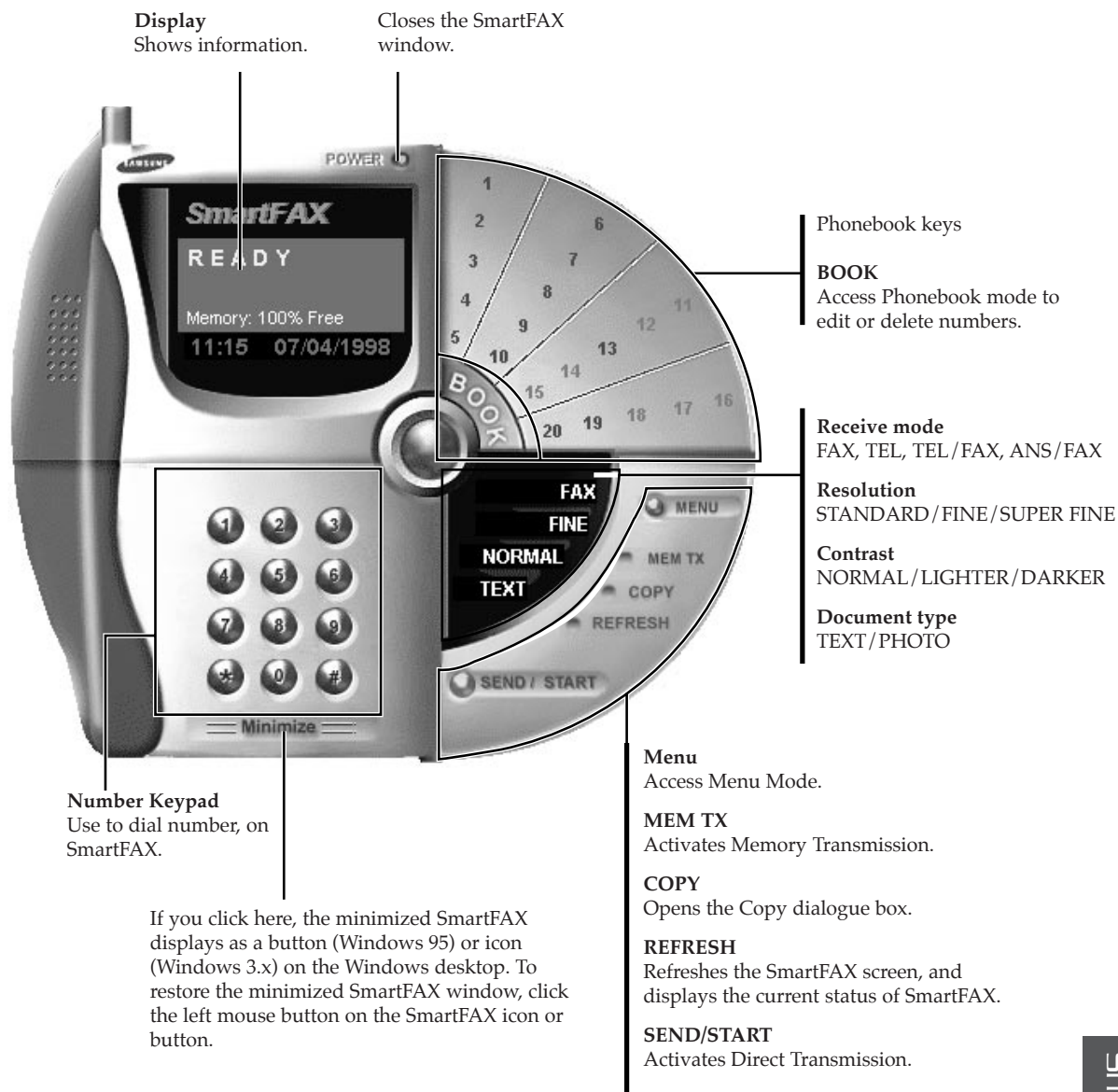
1. Start Windows.
2. From the **Program Manager**, double-click the **SAMSUNG SF4500 Series SmartFAX** icon. The SAMSUNG SmartJet SmartFAX window appears.
3. Double-click the **SmartFAX** icon. The SmartFAX window appears.





## Understanding the SmartFAX Window

When you start SmartFAX, you see the screen shown below:

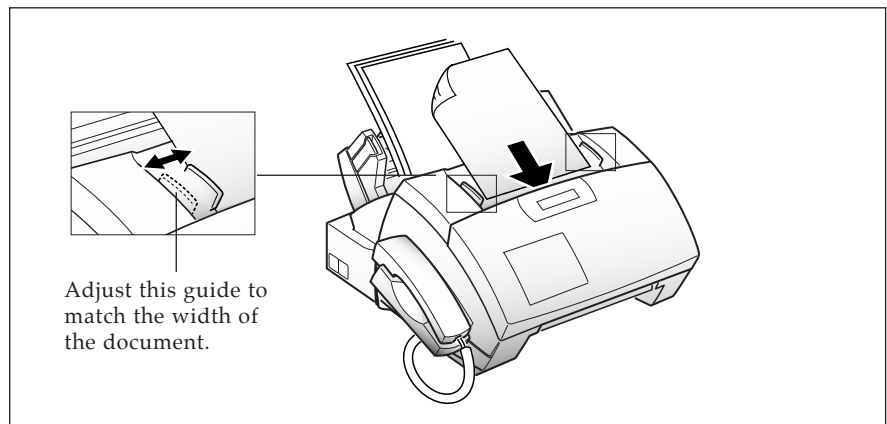


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## Making a Copy

Your SmartFAX only supports Black & White copying. To make a copy in color, please use 'Presto Copier' under 'Presto! PageManager.' To start *Presto! PageManager*, select **Programs** from the Windows 95 **Start** menu.

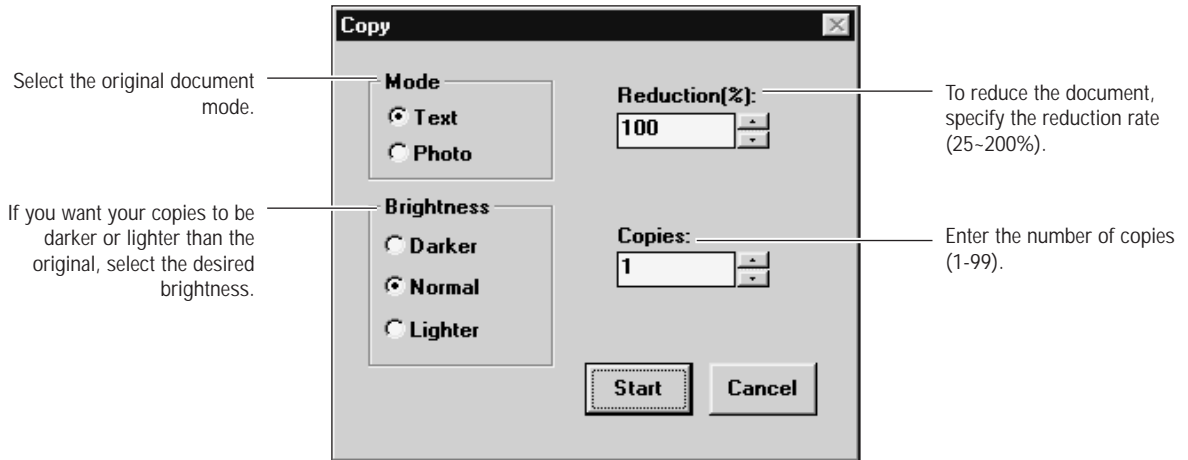
1. Insert your document into the document tray, *with the printed side facing away from you*, until it is gripped by the machine. You can insert up to 30 pages at a time.



2. Start **SmartFAX** if not already started. The SmartFAX window will appear.



3. Click the **COPY** button. The Copy dialogue box will appear. You change any of these settings before beginning to copy.



4. Click **Start** to begin copying. The machine scans the document into memory, and copying will start.

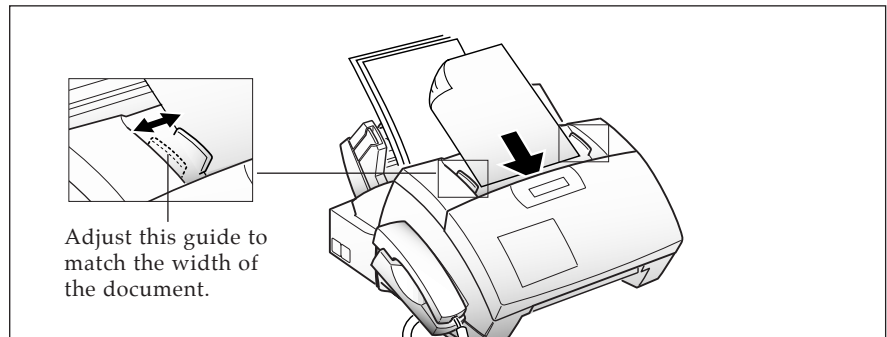


- To cancel a copy in progress, click **Cancel** button.
- If you choose PHOTO mode in the SmartFAX window, or if you activate the 'Direct Copy' option on your SF4500 machine, the copy dialogue box will not appear, and copying will start immediately after you click the **COPY** button.

---

## Sending a Fax

1. Insert your document into the document tray, *with the printed side facing away from you*, until it is gripped by the machine. You can insert up to 30 pages at a time.



2. Start **SmartFAX** if not already started. The SmartFAX window will appear.
3. Select the fax options, if necessary. The options may affect sending speed.



### Resolution

Change to increase sharpness and clarity.

FINE is good for documents containing small characters or thin lines, or print from a dot-matrix printer.

SUPER FINE works well for documents containing extremely fine detail. SUPER FINE works only if you start sending using **SEND/START** button and if the remote machine also has the SUPER FINE feature.

### Contrast


Change the contrast if you want the faxed document to be lighter or darker than the original document.

### Document Type

Select the document type: TEXT or PHOTO.

4. Enter the phone number using the computer keyboard, the number keypad in the SmartFAX window, or click the desired phonebook number if you have already stored a number in phonebook memory. See page 4.9. The number appears in the display.




 If you make a mistake while entering a number, correct the number using your computer keyboard.

5. If you want to send more than one page, click the **MEM TX** button. The document will be scanned into memory and the machine will eject the original, freeing the document tray.

Sending begins after the entire document is scanned into memory.

To send a document directly from the tray without scanning it into memory, use **SEND/START**. Sending begins immediately.

 If memory gets full while scanning documents, the memory full dialogue box appears. If you select 'Continue' the pages already scanned will be sent and you should send the remaining pages in a separate operation. To cancel the job, select 'Cancel'.

---

## Receiving a Fax



### Receiving Automatically in FAX mode

1. Make sure that FAX is selected in the SmartFAX window.
2. When you get a call, the machine answers the call after the number of rings specified in the Ring Before Answer option (see page 4.13).
3. The machine begins receiving a fax.



- If memory gets full while receiving a fax, reception is automatically cancelled.
- You can change some receiving features, for example, ring count, automatic reduction, and discard, using the SmartFAX program on your PC. See page 4.13.
- You can replace the cartridge while receiving a fax. The data will be temporarily stored in the machine memory, and printed after you replace the cartridge.

### Receiving Manually in TEL mode

You will want to set your SmartJet machine to receive a fax manually when you want to personally check each incoming call to see if it is from a fax or a person.

1. Make sure that TEL is selected in the SmartFAX window.
2. When the machine rings, pick up the handset and answer it.
3. If you hear a fax tone, or if the person on the other end asks you to receive a fax, press **Start/Enter**, then hang up the phone.

## **Receiving Automatically in TEL/FAX mode**

1. Make sure that TEL/FAX is selected in the SmartFAX window.
2. When you get a call, the machine answers the call on the second ring and receives a fax signal automatically. You can change the number of rings. See page 4.14.
3. If the machine does not sense a fax signal, your machine will give another ringing tone to tell you it is a phone call.
4. Lift the handset to answer the call. If you do not pick up the handset within a specified time, the machine will switch to automatic fax reception mode.

## **Receiving Automatically in ANS/FAX mode**

To Use this mode, you must attach an answering machine to the EXT jack on your SF4500 Serise machine.

1. Make sure that ANS/FAX is selected in the SmartFAX window.
2. When you get a call, the answering machine answers its. If the caller leaves a message, the answering machine stores stores the message normally.

If your machine hears a fax tone on the line, the fax receive mode is activated.

# Using Phonebook

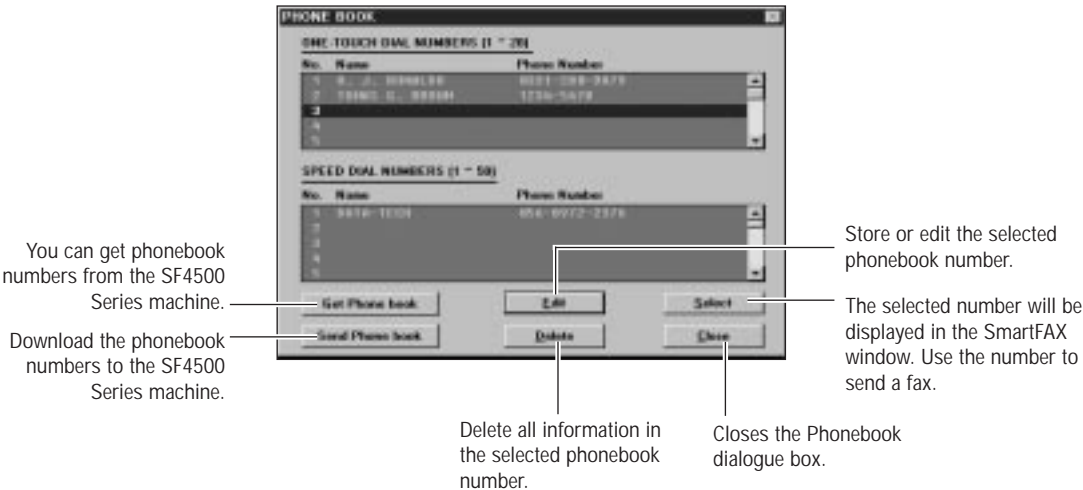
On the **SmartFAX**, you can store up to 70 frequently used fax numbers in the phonebook. The numbers are easily accessed by clicking the **BOOK** button on SmartFAX.

## Storing Numbers in and Deleting Numbers from Phonebook

1. Start **SmartFAX**, if not already started. The SmartFAX window will appear.

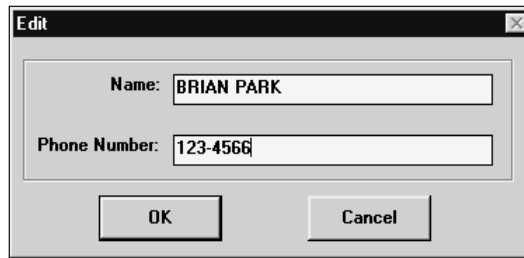


2. Click the **BOOK** button. The Phonebook dialogue box will appear.





3. Select the desired phonebook number in the phonebook list and click the **Edit** button. The Edit dialogue box will appear.
4. Click the **Edit** button. The Edit dialog box will appear.



The image shows a standard Windows-style dialog box titled "Edit". Inside the dialog, there are two text input fields. The first field is labeled "Name:" and contains the text "BRIAN PARK". The second field is labeled "Phone Number:" and contains the text "123-4566". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

5. Enter any name and number, and click **OK** to save the information you just entered.

The name includes all capital letters, numbers, space, and special symbols (., , /, +, \*, &, -, #)

6. Repeat steps 3 through 5 to store more numbers.
7. When you finish, click **Close**.

The one-touch dial phonebook keys in which fax numbers are stored appear in blue on the SmartFAX window.

## **Sending Phonebook Numbers from SmartFAX to the SF4500 Series Machine**

After you store numbers in the SmartFAX phonebook, you can send the numbers to your SF4500 Series machine. Press the **Send Phone book** button in the Phone book dialogue box. All numbers in the SmartFAX phonebook will be downloaded to your machine, and One-Touch Dial Numbers 1 through 20 will substitute for One-Touch Dial numbers on the machine, and Speed Dial Numbers 1 through 50 will substitute for Speed Dial locations 01 through 50 on the machine.

## **Getting Phonebook Numbers from the SF4500 Series Machine to SmartFAX**

You can get the numbers currently stored in your SF4500 Series machine. Press the **Get Phone book** button in the SmartFAX Phone book dialog box. The numbers will be uploaded to SmartFAX, and the One-Touch Dial numbers 1 through 20 will substitute for SmartFAX One-Touch Dial Numbers 1 through 20, and the Speed Dial numbers 01 through 50 will substitute for SmartFAX Speed Dial Numbers 1 through 70.

## **Using Phonebook Numbers**

Click the desired One-Touch Dial phonebook key in SmartFAX or click **BOOK** to access the Phone book dialog box and select the desired number..

The number stored appears in the display area on the SmartFAX window.

---

## Setting User Options

SmartFAX allows you to specify user-selectable features for faxing and copying.

### Selectable Options

#### Terminal ID

Your number and name. The terminal ID will be printed at the top of each page faxed from your machine.

#### Receive Mode

You can select manual or automatic receiving mode. For automatic receiving, select **FAX**, **TEL/FAX**, **ANS/FAX**. For manual receiving, select **TEL**.

#### Paper Size

Select the paper size to use for printing a fax or copy. Select **A4**, **Letter**, or **Legal**.

#### Print Quality

Select **LQ** to print a fax in low speed with high quality. If you select **Draft**, the machine prints in high speed with low quality. To maintain the best possible print quality in Draft mode, you need to align the cartridge from the Control Program on your printer driver.

#### Discard Size

When receiving a document as long as or longer than the paper installed in your machine, you can set the machine to discard any excess image at the bottom of the page to fit into the recording paper size.

If the received page is outside the margin you set, it will be printed on two sheets of paper at the actual size.

If the Auto Reduction feature is turned ON, it will be reduced to fit into the appropriate size paper (Discard does not take place). If the Auto Reduction feature is turned OFF or fails, the data within the margin will be discarded.

Enter the desired discard size (0 to 30 mm).

#### ECM

This mode compensates for poor line quality and ensures accurate, error-free transmission with any ECM-equipped facsimile machine. If line quality is poor, transmission time may be increased when ECM is enabled.

To turn this feature on, select **ON**.

To turn this feature off, select **OFF**.

### Remote RCV Code

The remote receive MF code allows you to initiate fax receive from an extension phone plugged into the EXT jack of your SF4500 Series machine. If you pick up the extension phone and hear fax tones, enter the remote receive code and the fax will start receiving. The password is preset to \* 9 \* at factory.

Enter the desired code (0 to 9) on the number keypad.

### Dial Mode

Select the type of dial mode: **Tone** or **Pulse**.

### Ring Before Answer

Select the number of times your machine rings before answering an incoming call. If you use an answering machine which is connected to the Ext. Tel jack on your SmartJet, set this option less than the setting on the answering machine.

Enter the desired ring number (from 1 to 7).

### Auto Reduction

When receiving a document as long as or longer than the paper installed in your machine, the machine can reduce the data in the document to fit into your recording paper size

Turn on this feature if you want to reduce an incoming page that may otherwise need to be divided into two pages with only a few centimeters on the second page. If the fax machine cannot reduce the data to fit into one page with the feature enabled, the data is divided and printed in actual size on two or more sheets if needed.

Select **On** to turn this feature on.

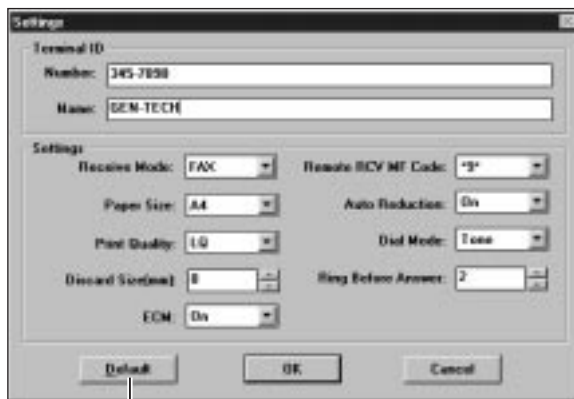
Select **Off** to turn this feature off. The overflow data will be printed on a second page.



*The auto reduction feature does not apply to the copy mode.*

## Setting Options

1. Start *SmartFAX*, if not already started. The SmartFAX window will appear.
2. Click the **MENU** button, and select **Settings** from the menu. The Settings dialogue box will appear.



If you click the Default button, all the settings return to the factory default status.

3. Specify the options you need.
4. Click **OK** to save the information entered.



*When you change the settings on SmartFAX, or when you start the SmartFAX, the user options setting on both the SF4500 Series machine and the SmartFAX program will be updated to the latest settings you have made either on the machine or on SmartFAX.*

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## Printing Out Lists

SmartFAX allows you to check lists containing useful information and print them, if needed. The following lists are available:

### TX (Transmission) or RX (Reception) Journal

This report shows information concerning transmission or reception activities.

### Phone Number

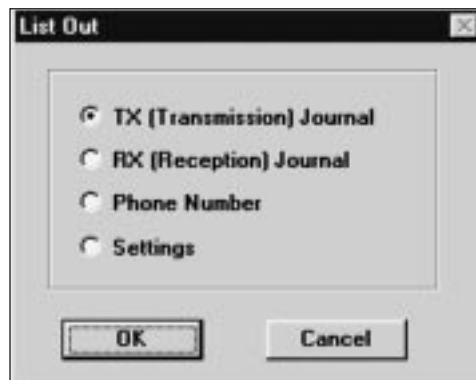
This list shows all the numbers currently stored in the Phone book memory.

### Settings

This list shows the status of the user-selectable options.

To monitor and print a list:

1. Start **SmartFAX**, if not already started. The SmartFAX window will appear.
2. Click **MENU**, and select **List Out** from the menu. The List Out dialogue box will appear.



3. Select the desired list, and click **OK**.
4. The selected list dialogue box will appear. Click the **Print** button.

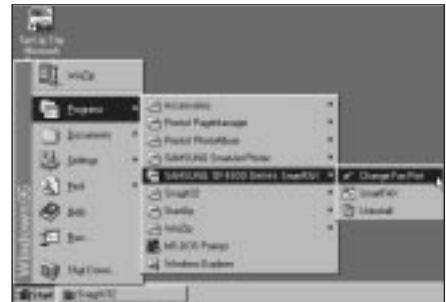
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## Changing the SmartFAX RCP Port

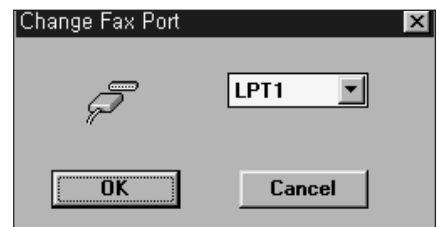
If you install the SmartFAX Remote Control Program, SmartFAX is installed on LPT1. To change the port, do the following:

### In Windows 95

1. Start Windows.
2. Click **Start** on the taskbar, and select the Programs from the **Start** menu.
3. Select **SAMSUNG SF4500 Series SmartFAX** on the **Programs** menu, and select **Change Fax Port** from the **SAMSUNG SF4500 Series SmartFAX** menu. The Change Fax Port window appears.



4. Select the desired port, and click **OK**.



### In Windows 3.x

1. Start Windows.
2. From the **Program Manager**, double-click the **SAMSUNG SF4500 Series SmartFAX** icon. The SAMSUNG SmartJet SF4500 Series window appears.
3. Double-click the **Change Fax Port** icon. The Change Fax Port window appears.
4. Select the desired port, and click **OK**.