

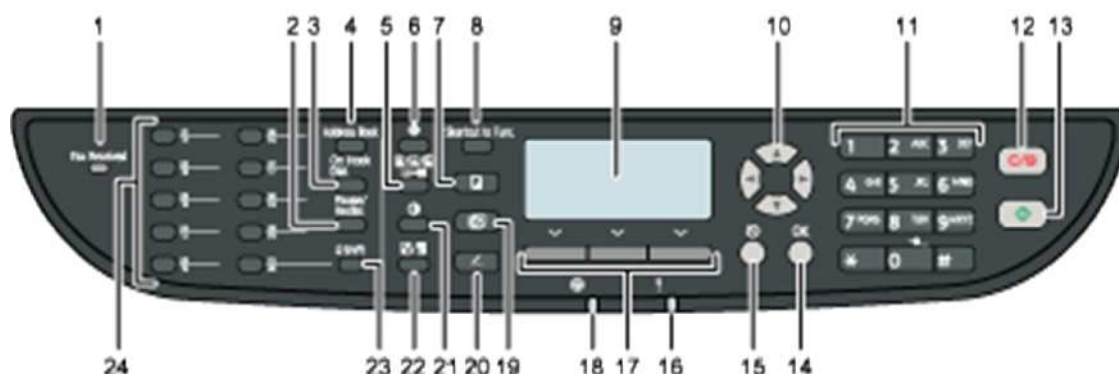
**SP 3510SF**

**QUICK GUIDE**





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## 1. Fax Received indicator

Lights up when received faxes that have not been printed out exist in the machine's memory.  
Flashes when the machine is unable to print out the faxes due to machine errors such as an empty paper tray or a paper jam.

## 2.[Pause/Redial] key

- **Pause**  
Press to insert a pause in a fax number. The pause is indicated by "P".
- **Redial**  
Press to display the last used scan or fax destination.

## 3.[On Hook Dial] key

Press to use on-hook dialing to check the destination's status when sending a fax.

## 4.[Address Book] key

Press to select a scan or fax destination from the Address Book.

## 5.[Image Quality] key

Press to select scan quality for the current job.

- **Copier mode:** select Text, Photo, or Mixed.
- **Scanner mode:** select the resolution.
- **Fax mode:** select Standard, Detail, or Photo.

## 6.[User Tools] key

Press to display the menu for configuring the machine's system settings.

## 7.[Copy] key

Press to switch to copier mode. The key stays lit while the machine is in copier mode.

## 8.[Shortcut to Func.] key

Press to use the function pre-assigned for this key.

## 9.Screen

Displays current status and messages.



### **10.Scroll keys**

*Press to move the cursor in the directions indicated by each scroll key.*

*Pressing the < > keys while the machine is in standby mode will display the menu for configuring the settings of the machine's current operation mode (copier, scanner, or fax).*

### **11.Number keys**

*Use to enter numerical values when specifying settings such as fax numbers and copy quantities, or enter letters when specifying names.*

### **12.[Clear/Stop] key**

- *While the machine is processing a job: cancel the current job.*
- *While configuring the machine: cancel the current setting and return to standby mode.*
- *While in standby mode: cancel temporary settings such as image density or resolution.*

### **13.[Start] key**

*Press to scan, copy, or send a fax.*

### **14.[OK] key**

*Press to confirm settings or enter the next level of the menu tree.*

### **15.[Escape] key**

*Press to cancel the last operation or exit to the previous level of the menu tree.*

### **16.Alert indicator**

*Flashes yellow when the machine will require maintenance soon (such as replacing a print cartridge), or lights up red when a machine error occurs. Check the messages on the screen and follow the instructions as provided in "Error and Status Messages on the Screen".*

### **17.Selection keys**

*Press the key that corresponds to an item shown on the bottom line of the screen to select it.*

### **18.Power indicator**

*Remains lit while the power is on. It is unlit when the power is off.*

### **19.[Facsimile] key**

*Press to switch to fax mode. The key stays lit while the machine is in fax mode.*

### **20.[Scanner] key**

*Press to switch to scanner mode. The key stays lit while the machine is in scanner mode.*

### **21.[Density] key**

*Press to adjust image density for the current job.*

### **22.[Reduce/Enlarge] key**

- *Copier mode: press to specify the reduction or enlargement ratio for the current job.*
- *Scanner mode: press to specify the scanning size according to the current original.*

### **23.[Shift] key**

*Press to use the Quick Dial numbers 11 to 20 when specifying a scan or fax destination using the One Touch buttons.*

### **24.One Touch buttons**

*Press to select a scan or fax Quick Dial destination.*

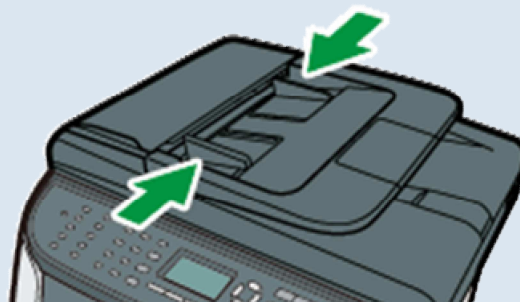
1

Press the [Copier] function button.



2

Adjust the paper feeder guides to the correct size (A4).



3

Insert your document face-up into the ARDF (document feeder).



4

Choose your quantity and then press the [Start] button.





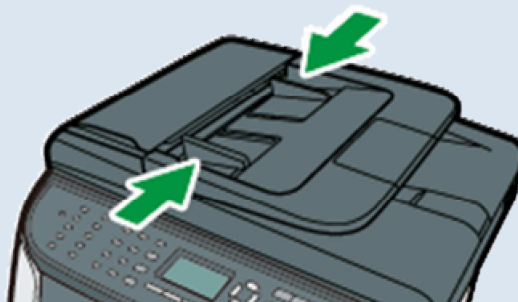
1

Press the [Facsimile] function button.



2

Adjust the paper feeder guides to the correct size (A4).



3

Insert your document face-up into the ARDF (document feeder).



4

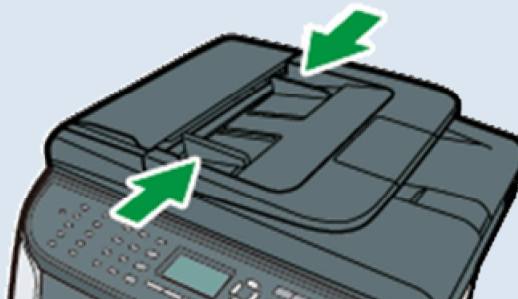
Dial the fax number using the number keys and then press the [Start] button.





1

Adjust the paper feeder guides to the correct size (A4).



2

Insert your document in to the ARDF (document feeder).



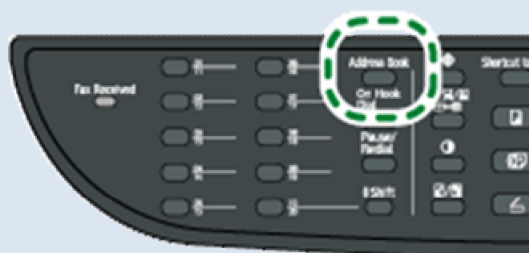
3

Press the [Scanner] function button.



4

Press the [Address Book] button.

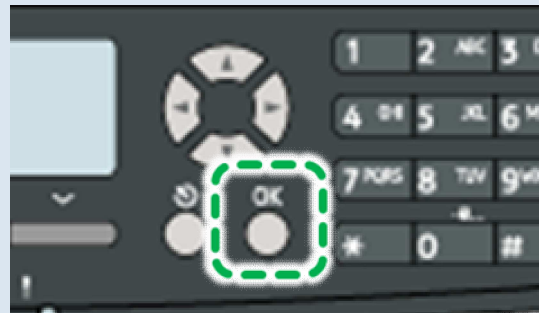




- 5 Use the [Up] and [Down] arrows to choose the scan destination.



- 6 Press [OK] to select.



- 7 Press the [Start] button.







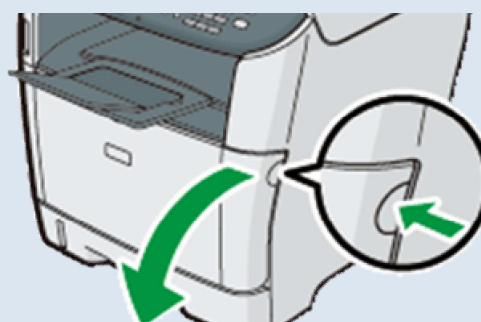
- 1 Do not touch the print cartridge's photo conductor unit.



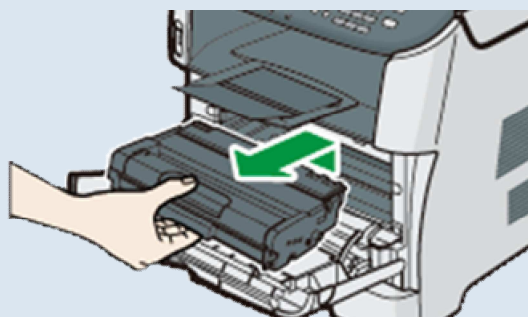
- 2 Do NOT touch the ID chip on the side of the cartridge.



- 3 Push the side button to release the front cover, and then lower it gently.

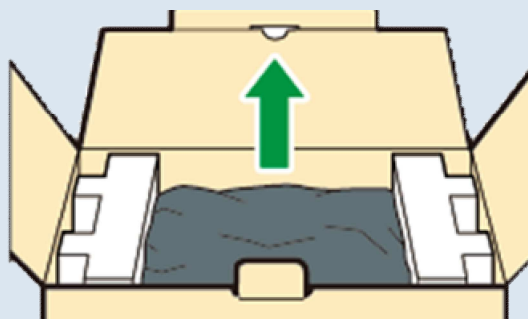


- 4 Carefully pull out the print cartridge horizontally.

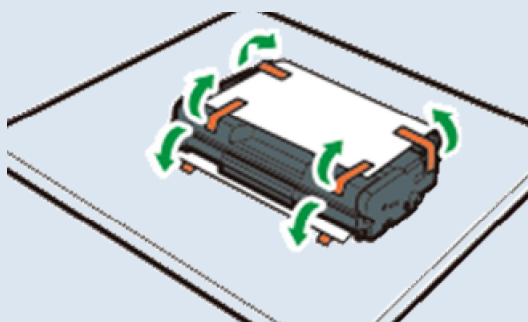




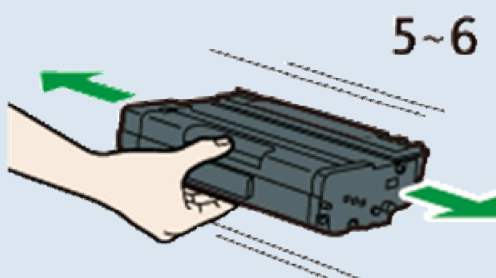
- 5** Take the new cartridge out of the box, and then remove it from the plastic bag.



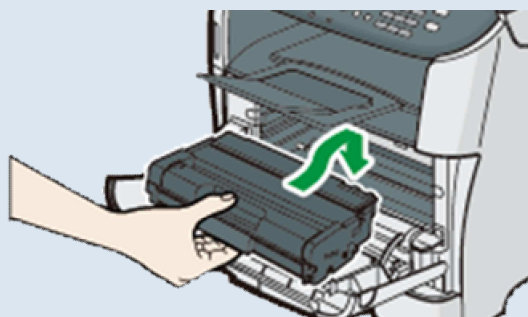
- 6** Place the print cartridge on a flat surface, and then remove the protection sheet.



- 7** Hold the print cartridge and shake it from side to side five or six times.



- 8** Slide the cartridge in horizontally. Raise it slightly and push it fully in. Then push down until it clicks into place.





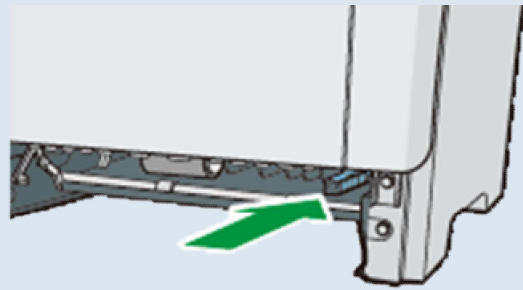
1

Pull tray 1 out completely using both hands, and place to one side.



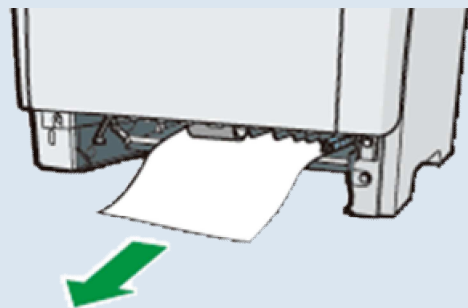
2

Push the lever. This will lower the duplex transport unit.



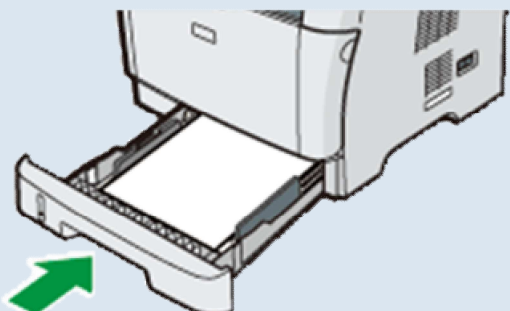
3

Remove any jammed paper.



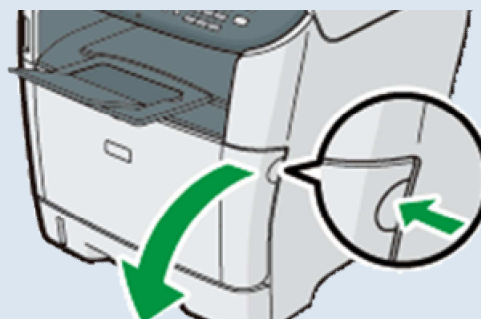
4

With the duplex transport unit still lowered, carefully slide tray 1 back in until it stops.





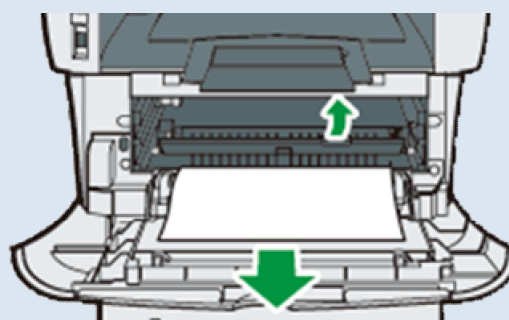
- 1 Push the side button to release the front cover, and then lower it gently.



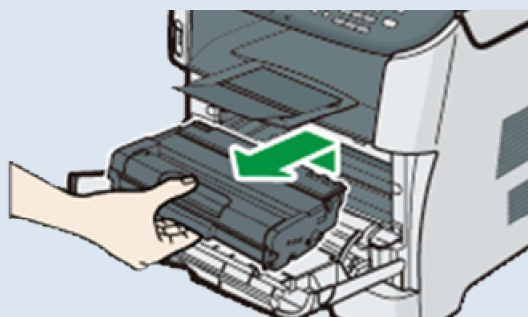
- 2 Carefully pull out the print cartridge horizontally.



- 3 Lifting the guide plate, remove the jammed paper carefully.

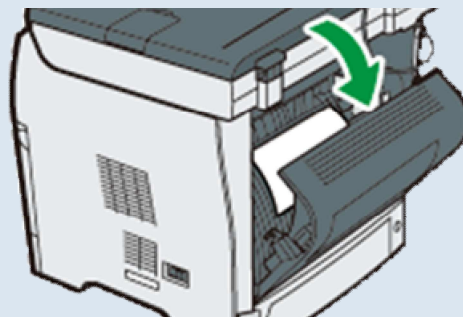


- 4 Slide the cartridge in horizontally. Raise it slightly and push it fully in. Then push down until it clicks into place.





- 1 Open the rear cover.



- 2 Carefully remove any jammed paper.

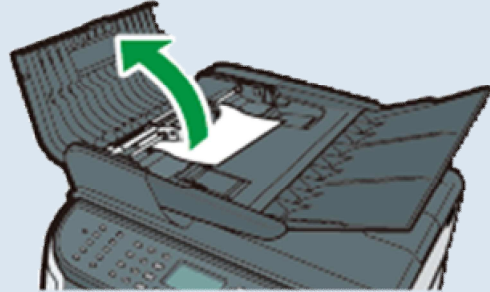


- 3 Close the rear cover.

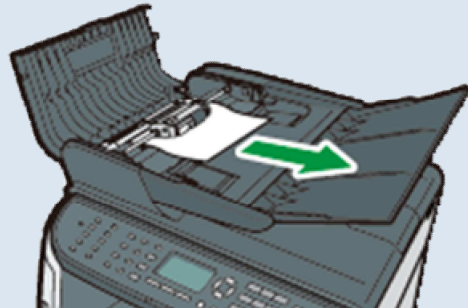




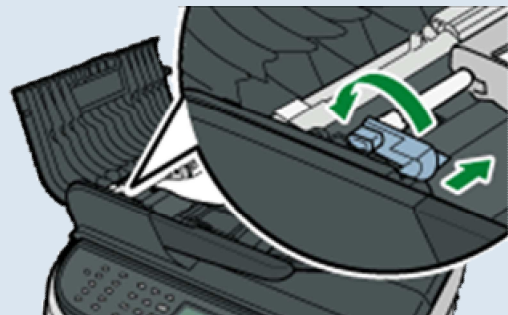
- 1 Open the ARDF cover.



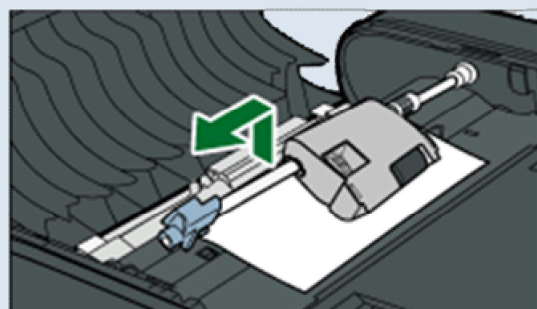
- 2 Gently pull the jammed original to remove it. If you cannot remove it...



- 3 ...unlock the paper feed roller. Move the blue lever backwards and then raise it.



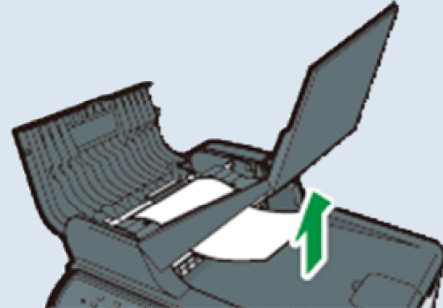
- 4 Lift the paper feeder slightly and pull it gently toward you.



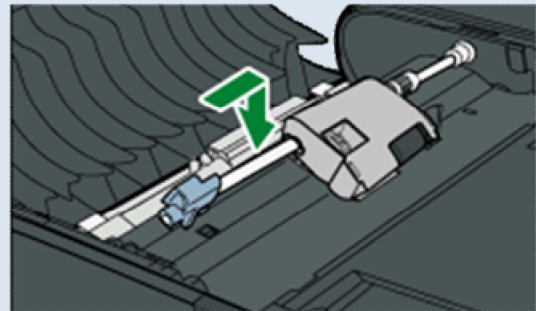




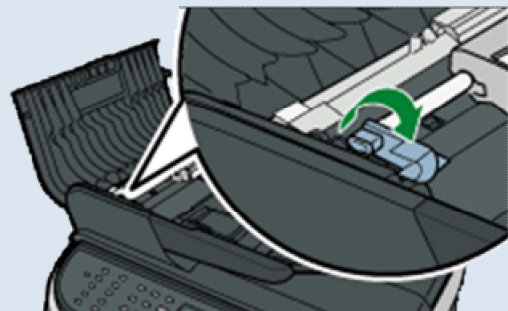
- 5 You can also raise the input tray to help clear jammed paper from the output area.



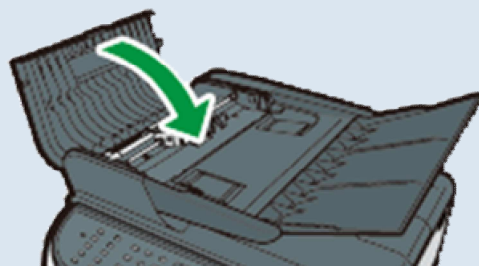
- 6 Put the paper feed roller back, with the roller part facing downwards.



- 7 Lower the lever to lock the paper feed roller back into place.



- 8 Close the ARDF cover.





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