



COLOUR SCANNER USB

INSTRUCTION HANDBOOK
COLOUR SCANNER USB FOR LP 3235 / LP 3240 / LP 3245

WELCOME

We congratulate you on your choice. This multi-function terminal can process both black&white and colour documents when scanning/faxing, and is capable of printing/copying in black&white; it can also be used for communication on the Internet. Your terminal will meet all your professional requirements.

We highly recommend that you take the time to read this manual so that you can get the most out of the many features of your terminal.

For your comfort and your safety, we ask you to carefully read the paragraph **Safety warning**, on page 7-1 in the **Safety** chapter.

This user manual is applicable to the following model:

Model	Equipment
Colour scanner USB	<ul style="list-style-type: none">• Duplex unit scanner colour• 33 6 kbps fax modem (for colour and black&white fax) and 56 kbps data modem• Emission / reception of SMS• Duplex copy/print black&white• Network PC kit• Memory card and USB key reader

It combines power, user-friendliness and simplicity thanks to its colour screen, its navigator, its multitask access and its direct access directory.

Through its Internet access, your terminal allows you to:

- send and receive faxes to E-mails thanks to the F@x to E-mail function,
- send and receive E-mails,
- send SMS's.

You can also print using the PCL[®] 6 and KPD/L/ SGScript 3 (emulation of the level 3 Postscript[®] language) formats in black&white.

List of accessories¹



















The following additional accessories are proposed for the Fax Laser Pro range:

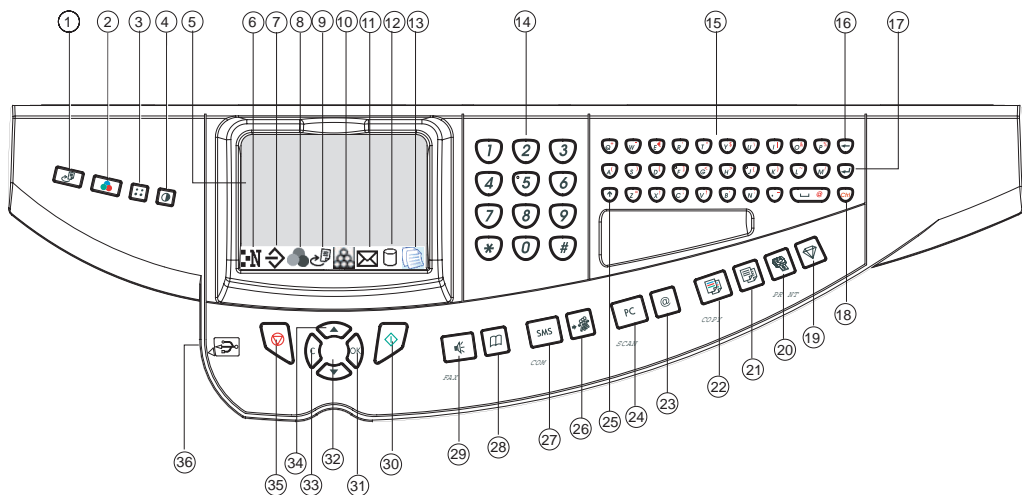
- Directory card.
- Companion Suite Pro LH PC kit².

¹ The list of accessories is subject to change without prior notice

² Option, depending on model

SCANNER CONTROL PANEL

- 1  key: duplex (double-sided) scan/copy
- 2  key: selection of colour mode
- 3  key: scan resolution
- 4  key: contrast setting
- 5 Graphical colour screen.
- 6 Scan resolution indicator.
- 7 "Line" icon:
*On: communication in progress
*Flashing : communication setting up
- 8 Colour mode icon:
*On: colour mode active
*Off: colour mode not active
- 9 Duplex printing indicator in copy mode:
*On: duplex mode activated
*Out: duplex mode deactivated
- 10 Toner remaining indicator:
On: end of toner,
Flashing: near the end of toner
11. Message reception icon (SMS or attachment)
12. Memory occupation indicator
13. Indicator of documents to be printed
- 14 Digital keyboard
- 15 Alphabetical keyboard
- 16  key: deletes the character to the left of the cursor
- 17  key: input or line feed
- 18 **Ctrl** key: access to special characters
- 19  key: 'crystal' function for photo printing
- 20  key: photo printing
- 21  key: black and white copy
- 22  key: colour copy
- 23 @ key: scan to e-mail (sending of Internet fax)
- 24 **PC** key: scan to PC / scan to FTP / scan to disk
- 25  key: Shift
- 26  key: multiple contact sending (fax, e-mail or SMS)
- 27 **SMS** key: sending of an SMS (Short Message Service)
- 28  key: access to directory and quick dial numbers
- 29  key: line manual connection, listen for tone during fax sending
- 30  key: send fax
- 31 **OK** key: validates displayed selection
- 32  key: access to menu and browsing in menus downwards
- 33 **C** key: return to previous menu and correction of text
- 34  key: browsing in menus upwards
- 35  key: stops current operation
- 36 USB connector




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This unit has been designed in accordance with European harmonised standards, it is designed for connection to the Public Switched Telephone Network (PSTN). In case of any problems, first contact your Supplier.

The mark  attests that the products comply with the essential requirements of Directive R&TTE 1999/05/EC.

For user safety, in accordance with Directives 73/23/EC. For electromagnetic interference, in accordance with Directive 89/336/EC.

The manufacturer declares that the products are manufactured in accordance with ANNEX II of Directive R&TTE 1999/5/EC.

The declaration of compliance can be requested at the following address:

UTAX GmbH

Ohechaussee 235, 22848 Norderstedt / Germany

1 INSTALLATION

INSTALLING YOUR TERMINAL

INSTALLATION REQUIREMENTS

A proper location helps to ensure that your printer provides you with the long service life for which it is designed. Double-check to make sure that the location you select has the following characteristics:

- **Choose a location that is well ventilated.**

- Make sure there is no chance of ammonia or other organic gasses being generated in the area.
- The grounded power outlet (refer to the safety instructions in the **Safety** section) you plan to connect to for power should be nearby and not obstructed.
- **Make sure that the printer is not exposed to direct sunlight.**
- Avoid areas in the direct airflow of air conditioners, heaters, or ventilators and areas subject to temperature and humidity extremes.
- Choose a sturdy, level surface where the printer will not be exposed to strong vibration.
- **Keep the printer away from any objects that might block its heat vents.**
- Do not locate the printer near curtains or other combustible objects.
- Choose an area where there is no possibility of the printer being splashed with water or other liquids.
- Make sure that the surrounding area is clean, dry, and free of dust.

Operational precautions

Note the following important precautions whenever using the printer:

Operating Environment

The following describes the operating environment required when using the printer:

- Temperature:
10 C to 32.5 C (50 F to 95 F) with fluctuation of 10 C (18 F) per hour.
- Humidity:
20% to 80% (no condensation) with fluctuation of 20% per hour.

Terminal

The following describes precautions for using the terminal.

- Never switch the power to the terminal off and never open the covers while the unit is printing.
- Never place flammable gasses, liquids or objects that generate magnetic forces near the terminal.
- When unplugging the power cord, always grasp the plug and never pull on the cord. A damaged cord creates the danger of fire or electrical shock.
- Never touch the power cord when your hands are wet. Doing so creates the danger of electrical shock.
- Always unplug the power cord before moving the terminal. Failure to do so can damage the power cord, creating the danger of fire or electrical shock.
- Always unplug the power cord if you do not plan to use the terminal for a long time.
- Never place any heavy objects on the power cord, pull on it or bend it. Doing so creates the danger of fire or electrical shock.
- Always make sure the terminal is not placed on the electrical cord or the communications cables of any other electrical equipment. Also make sure that cords and cables do not get into the terminal's mechanism. Any of these conditions create the danger of malfunction and fire.

- Make sure that the power to the printer is switched off before connecting or disconnecting an interface lead to the printer (use a shielded interface lead).
- Never try to remove any secured panel or cover. The terminal contains high-voltage circuit which creates the danger of electrical shock when exposed.
- Never try to modify the terminal. Doing so creates the danger of fire or electrical shock.
- Always take care that paper clips, staples, or other small pieces of metal do not get into the terminal through its vents or other openings. Such objects create the danger of fire or electrical shock.
- Do not allow water or other liquids to spill on or near the terminal. Fire or electrical shock can occur should water or liquid come into contact with the terminal.
- Should liquid or any piece of metal accidentally get inside the printer, immediately turn it off, unplug the power cord, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.
- Whenever the terminal emits unusually high amounts of heat, smoke, an unusual odor, or noise, immediately turn it off, unplug it, and contact your dealer. Failure to take this immediate action creates the danger of fire or electrical shock.
- Avoid using the terminal during an "electrical storm" as this may involve a risk of electric shock caused by the lightning.
- **Paper for printer: do not use paper previously printed by your terminal or any other printer: the ink or toner deposited on that paper might damage the printing system of your terminal.**

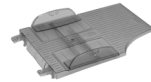
Caution - Be sure to locate the terminal in a well-ventilated location. A minimal amount of ozone is generated during normal operation of this terminal. Because of this, an unpleasant odor may result when the printer is used for extensive printing in a poorly ventilated area. For a comfortable, healthy, and safe operation, be sure to locate the terminal in a well-ventilated area.

UNPACKING THE SCANNER

- ☞ Open the shipping box and take out the parts:
 - the scanner,



- the document feeder,



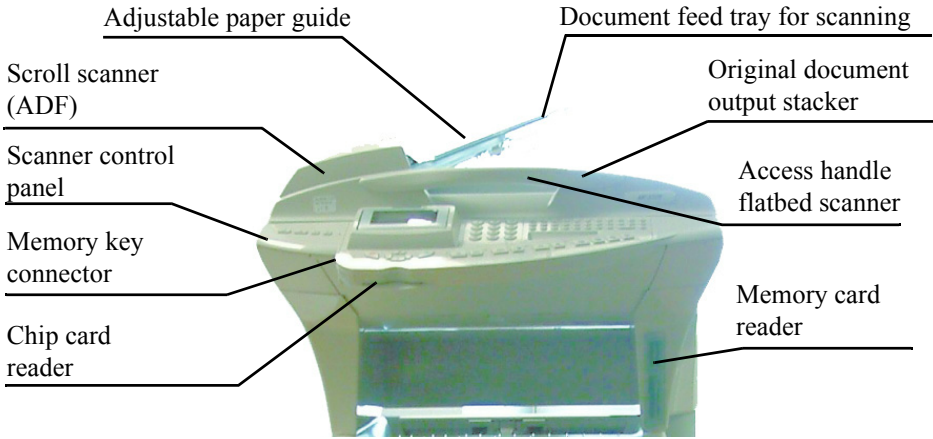
- the equipped mechanical interface,

- the leads and cables:
 - telephone lead, mains lead, mains extension lead, USB cable,
- the cable sleeve,
- guide clips,
- the mounting screws, the installation guide and the CD-ROMs.



- ☞ Take the parts out of their protective packing.
- ☞ Remove the adhesive strips and film from the various parts.

DESCRIPTION OF THE MULTIFUNCTION TERMINAL



- Put the document feeder in place by pushing its two locking pins into the corresponding openings on the scanner.



Terminal connections

Looking at the back of the terminal, you will find the available connections as shown below.

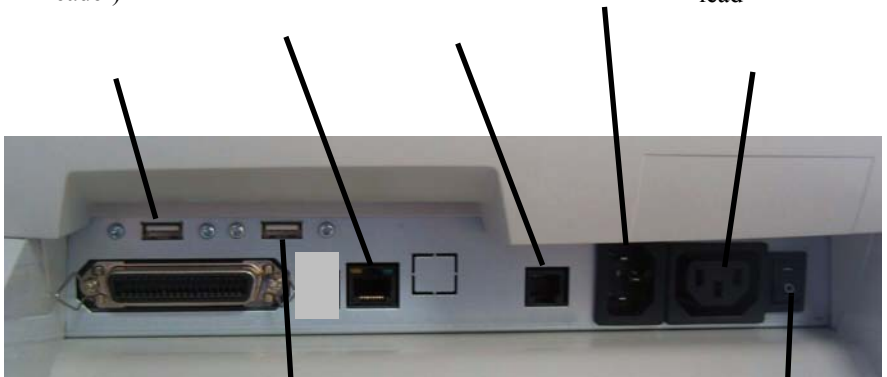
Host USB ports
(Memory card
reader)

LAN
connector

Phone line
connector

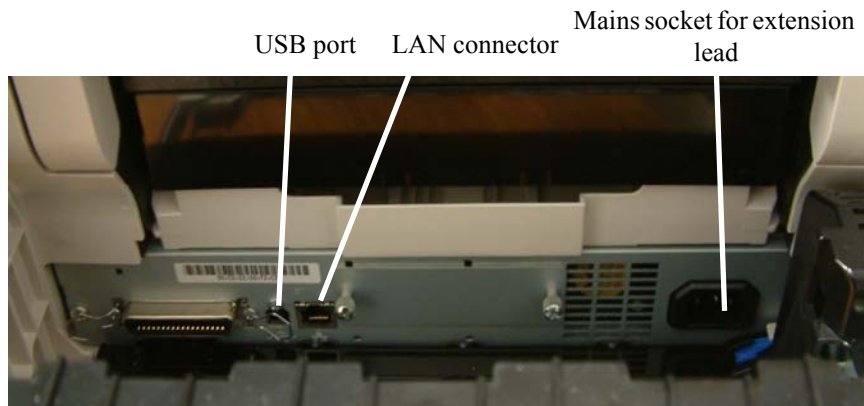
Mains socket

Mains socket
for extension
lead



Host USB port

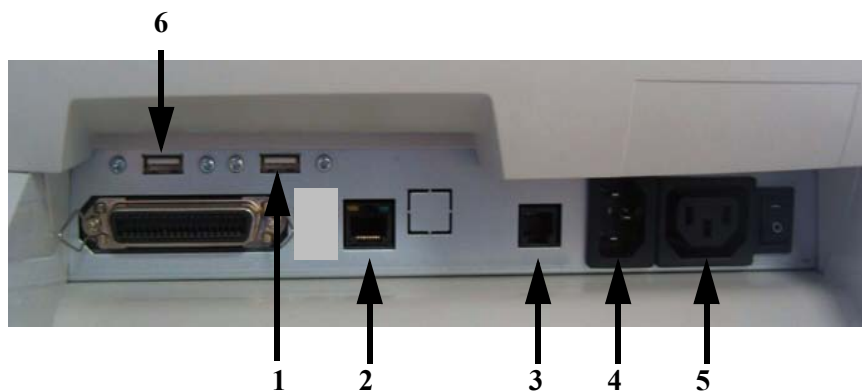
On/Off switch



CONNECTIONS

The leads and cables are connected separately to the scanner and the printer. We advise you start with connecting the leads and cables that arrive on the scanner unit.

Connecting the leads and cables to the scanner



- ☞ Make sure that the mains on/off switches of scanner and printer are set to "O".
- ☞ 1 - Connect the USB cable to the scanner.
- ☞ 2 - Plug the LAN cable (not supplied) into the LAN network connector of the scanner.
- ☞ 3 - Plug the telephone cable into the telephone connector of the scanner.
- ☞ 4 - Connect the mains lead to the mains inlet of the scanner.

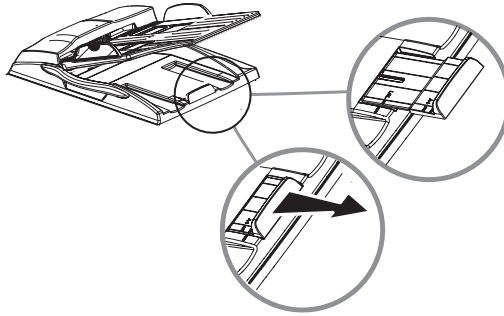
- ✎ 5 - Connect the 220/240V mains extension lead for the printer to the mains outlet of the scanner.

Group together all the leads and cables connected so far on the back of the righthand column. Take the cable sleeve, open it and fit the leads and cables in the sleeve. Position the assembled cable sleeve in the 3 guide clips and lock the clips.

- ✎ 6 - Connect the USB cable of the memory card reader to the USB connector of the scanner.

ORIGINAL DOCUMENT OUTPUT TRAY

format of the document to be scanned - A4 or LGAL (LEGAL) adjust



WALL CONNECTIONS

Caution - Make sure that the mains On/Off switch of the scanner is set to "O" (Off).

TELEPHONE AND LAN CONNECTIONS

- ☞ Connect the end of the telephone lead to the telephone wall socket (please see the paragraph **Terminal connections**, on page 1-8), for the connections to the scanner.
- ☞ Connect the end of the LAN cable (not supplied) to the local network connector that is allocated to your terminal (please see the paragraph **Terminal connections**, on page 1-8), for the connections to the scanner.

Note:

The printer and the scanner have separate LAN connections. If you dispose of only one connection, you will need a concentrator or a switch.

POWER LINE CONNECTION AND SWITCH ON

Caution - Refer to safety procedures in the chapter **Safety**.

- ☞ Connect the end of the scanner mains lead of the terminal to the mains wall socket.
- ☞ First set the printer On/Off switch to "I" (**On**), then set the scanner On/Off switch to "I" (**On**).

After a few seconds, when the printer has warmed up, the date and time will appear. To adjust the language and time of your terminal, please see the paragraph **Setting your machine**, on page 3-1.

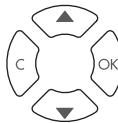
2 GETTING STARTED

NAVIGATION METHODS

PRESENTATION







The navigator gives you access to the menus visible on screen.

The navigator









This navigator has 4 keys and allows you to move within the menus available on your machine.

Moving within the menus

To	Use key	Symbol used
Enter the main menu or select the next line in a menu.		▼
Enter the main menu or select the previous line in a menu.		▲
Confirm entry and go to the following menu.		OK
Return to the previous menu.		C
Confirm and exit from the current menu.		◊
Exit without confirming from the current menu.		◊

Moving within a data entry field

To	Use key	Symbol used
Move to the right. To move from a line to the next one while pressing the  key of the alphanumeric keyboard at the same time.		 ▼
Move to the left. To move from a line to the previous one while pressing the  key of the alphanumeric keyboard at the same time.		 ▲

