User Guide

ICSP

YPS-3122/YPS-4022 Series
YPS-3022 Series

Monochrome Laser MFP

It is recommended that you read this Guide carefully before using the printer

Preface

Welcome to the ICSP YPS series products!

We heartily appreciate your using of ICSP YPS series products!

To protect your vital interests, please carefully read the following statements.

Legal Notice

Trademark

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Version: V1.0

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The product can only be used safely in the non-tropical areas at an altitude no higher than 2000 meters.

Safety Precautions

Laser Safety

The laser radiation is harmful to the human body. Since laser components are completely sealed in the printer, laser radiation will not leak. To avoid laser radiation, please do not randomly disassemble the printer!

The printer follows the provisions of Class 1 laser products under CFR standard. The printer has a Class III b laser diode, which has no laser radiation leakage among laser components.

The laser components shall complies with the requirements of: U.S. Code of Federal Regulations, 21 CFR 1040, IEC 60825-1

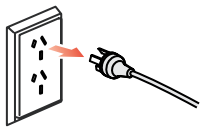
The following label is attached to the laser components inside the printer:

Safety Warning

Please note the following safety warnings before using the printer:

Warning

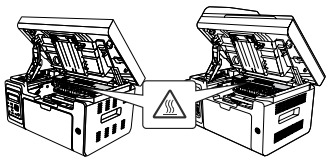
There is high-voltage electrode inside the printer. Before cleaning the printer, make sure the power is turned off!



Plugging and unplugging the power cord plug with a wet hand can result in an electric shock.

The fuser unit is hot when and after printing. Touching the fuser unit (the shaded area as shown) may cause burns!

The fuser unit is attached with a high temperature warning label. Please do not remove or damage this label.



Precautions

Precautions before Using the Printer:

1. Read and understand all instructions;
2. Familiarize yourself with the basic principles associated with operating electrical appliances;
3. Comply with all warnings and instructions marked on the equipment or specified in the manual supplied with the equipment;
4. If the operating instructions conflict with the safety information, please refer back to the safety information, as you may have misunderstood the operating instructions. If you cannot resolve the conflicts, please call the Customer Service Hotline or contact a service representative for help;
5. Before cleaning the equipment, remove the power cord from the AC power supply outlet. Do not use liquid or aerosol cleaners;
6. Please make sure that the equipment is put on a stable desktop surface to avoid serious damage caused by the falling of the equipment;
7. Do not put the equipment near a radiator, an air conditioner, or a ventilation pipe;
8. Do not put any articles on the power cord. Do not put the equipment at the place where its power cord could be stepped on by people;
9. Outlets and extension cords must not be overloaded. This may reduce performance and could result in fire or electric shock;
10. Do not allow pets to chew on the AC power cord or the computer interface cable;
11. Do not allow sharp objects piercing equipment slot, so as to avoid contact with the high-voltage device, which otherwise may result in fire or electric shock. Take care not to spill liquids onto the equipment;
12. Do not disassemble the equipment so as to avoid the risk of electric shock. Necessary repairs may only be carried out by professional maintenance personnel. Opening or removing the cover could result in an electric shock or other potential hazards. Incorrect disassembly and assembly could also result in an electric shock during future use;
13. If any one of the following occurs, disconnect the equipment from the computer and pull out the power cord from the AC wall socket and contact a qualified member of the service personnel for maintenance:
    • Liquid has been spilled into the equipment.
    • The equipment has been exposed to rain or water.
    • The equipment falls, or the cover is damaged.
    • Significant changes in the equipment's performance.
14. Only adjust the control mentioned in the instructions. Incorrect adjustment of other controls may result in damage and mean that professional maintenance personnel need to spend more time fixing it;
15. Do not use the equipment in a thunderstorm so as to avoid the risk of an electric shock. If possible, pull out the AC power cord during a thunderstorm;
16. If you continuously print multiple pages, the surface of the tray will become very hot. Take care not to touch this surface, and keep children away from this surface;
17. The signal wire of the device connected with the printer can not be connected to the outdoors;
18. Please ensure timely ventilation in case of a prolonged use or printing huge amounts of documents in a poorly ventilated room;
19. In standby status, the product will automatically enter into the power saving (sleep) mode if it does not receive any job order for a while (such as 1 minute); and it can realize zero power consumption only if it has not been connected with any external input power supply;
20. As the Class 1 equipment, the product must be connected to the power supply outlet with protective grounding line when using;
21. This product should be placed according to the shipping marks on the product package box during delivery;
22. This product is a kind of low-voltage equipment. When using this product below the specified voltage range, please refer to the product precautions or call Aftersales Service Centre, if the toner comes off the printed contents, or the equipment starts slowly;
23. This product is sold as a complete machine. The consumers can go to Aftersales Service Centre to purchase parts they need. If the product sold is inconsistent with the package list, please go to the specified Aftersales Service Centre to solve the problem;
24. Install this product in a place with the temperature between 10°C and 32°C and the relative humidity between 20% and 80%;
25. For security and other reasons the printer may switch to intermittent printing after a certain amount of continuous printing.
26. Please keep this User Guide properly.

Legal Information

This symbol indicates that, at the end of your product's life, it must not be discarded as domestic waste. Instead, you should dispose of your used equipment at a designated collection point for the recycling of waste electrical and electronic equipment. Ref: EU Directive 2002/96/EC on Waste Electrical and Electronic Equipment (WEEE). Please contact your distributor / supplier for further information.

This product is suitable for indoor use only.

The product can only be used safely in the non-tropical areas.

The product can only be used at an altitude no higher than 2000 meters.

When the product battery is scraped, it should never be disposed with other household waste. In order to protect the natural resources and promote the reuse of materials, please separate the battery from other types of waste, and deliver it to your local battery recycling systems for recycling.

Warning: 1. The battery of this product is non-rechargeable, and it should never be dismantled, crushed, heated or burned. Improper replacement operations may cause fire and burns; 2. The battery should be placed beyond the reach of children to prevent them swallowing.

This product contains a battery, in order to protect the natural resources and promote the reuse of materials, please separate the battery from other types of waste, and deliver it to your local battery recycling systems for recycling.

Warning: 1. The battery of this product is non-rechargeable, and it should never be dismantled, crushed, heated or burned. Improper replacement operations may cause fire and burns; 2. The battery should be placed beyond the reach of children to prevent them swallowing.

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Before Using the Printer

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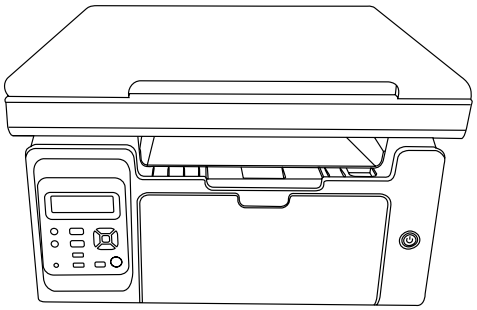
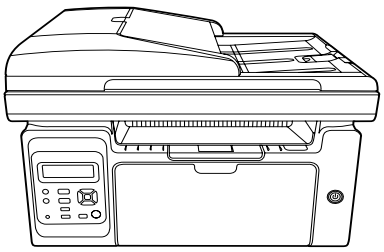
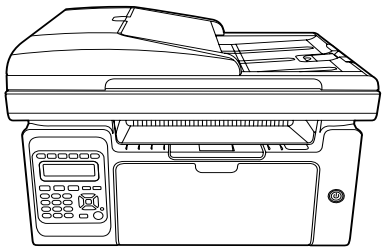
1. Before Using the Printer

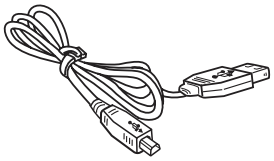
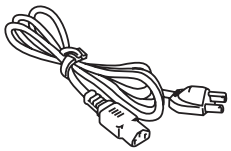
1.1. Introduction of Models

This product have the following configurations:

Series Name	YPS-3022 Series
Picture	
Basic Functions	Print, Copy, Scan
Basic Models	USB Model, NET Model
Basic Specifications	• The maximum print speed of A4 paper is 22ppm, and that of Letter paper is 23ppm. • The maximum volume of feeder tray is 150 pages and the maximum volume of output tray is 100 pages • The maximum print volume is 20000 pages per month • Support full-color scanning • Support the function of scanning to email

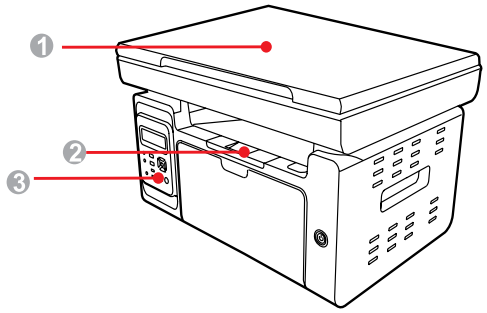
Series Name	YPS-3122 Series	YPS-4022 Series
Picture		
Basic Function	Print, Copy, Scan, Fax	
Basic Models	USB Model, NET Model	
Basic Specifications	• The maximum print speed of A4 paper is 22ppm, and that of Letter paper is 23ppm. • Support scan for automatic document feeder • The maximum volume of feeder tray is 150 pages and the maximum volume of output tray is 100 pages • The maximum print volume is 20000 pages per month • Support full-color scanning • Support the function of scanning to email • Support fax function (Only YPS-4022 Series)	

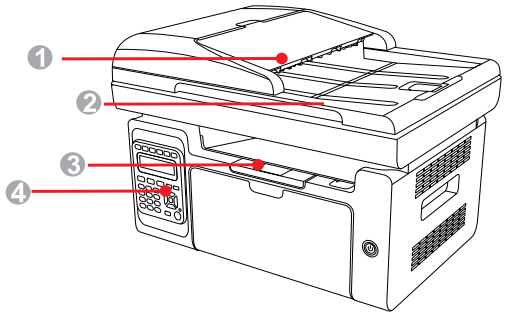
1.2. Supplied Accessories

Name	
USB Interface Cable	
Power Cord	
CD-ROM	
Quick Setup Guide	
Warranty	

1.3. Product View

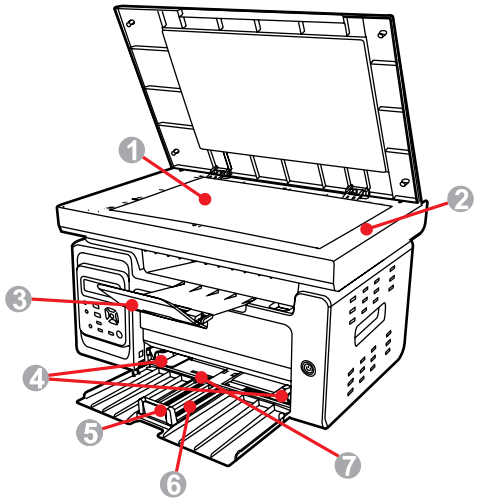
| Side view (1)

No.	YPS-3022 Series
	
1	Cover
2	Output Bin
3	Control Panel

No.	YPS-3122/YPS-4022 Series
	
1	Automatic document feeder
2	Cover
3	Output Bin
4	Control Panel

| Side view (2)

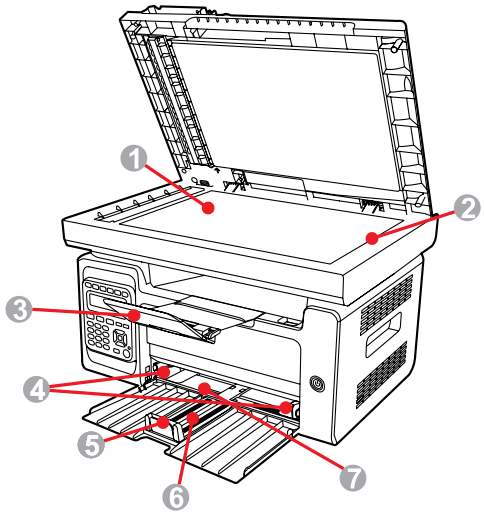
No.	YPS-3022 Series



1	Glass Platen
2	Scanning Platform
3	Output Tray
4	Automatic Feed Paper Deflector
5	Paper Stop
6	Feeder Tray
7	Automatic Feeder Tray

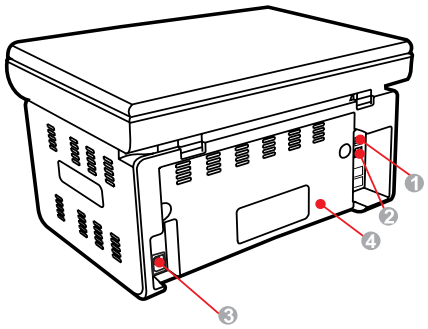
| Side view (2)

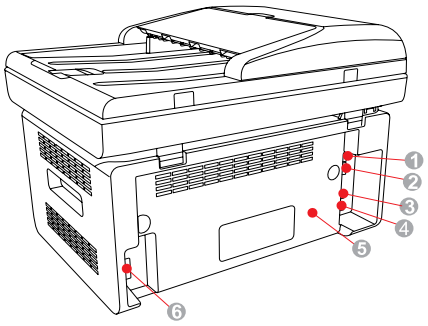
No.	YPS-3122/YPS-4022 Series



1	Glass Platen
2	Scanning Platform
3	Output Tray
4	Automatic Feed Paper Deflector
5	Paper Stop
6	Feeder Tray
7	Automatic Feeder Tray

| Rear View

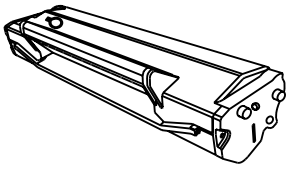
No.	YPS-3022 Series
Diagram	
1	USB Interface
2	Network Interface
3	Power Interface
4	Rear Cover

No.	YPS-3122/YPS-4022 Series
Diagram	
1	USB Interface
2	Network Interface
3	Extension Interface (For YPS-4022 Series only)
4	Phone Cord Interface (For YPS-4022 Series only)
5	Rear Cover
6	Power Interface

Note: • The diagram may vary slightly with different models and functions.

1.4. Laser Toner Cartridge

| Service Life of the Laser Toner Cartridge



Type	Average Print Volume
Laser Toner Cartridge with Standard Capacity	About 1600 Pages (The above data is based on ISO/IEC 19752 standard)

Note: • The model is subject to increase without notice.

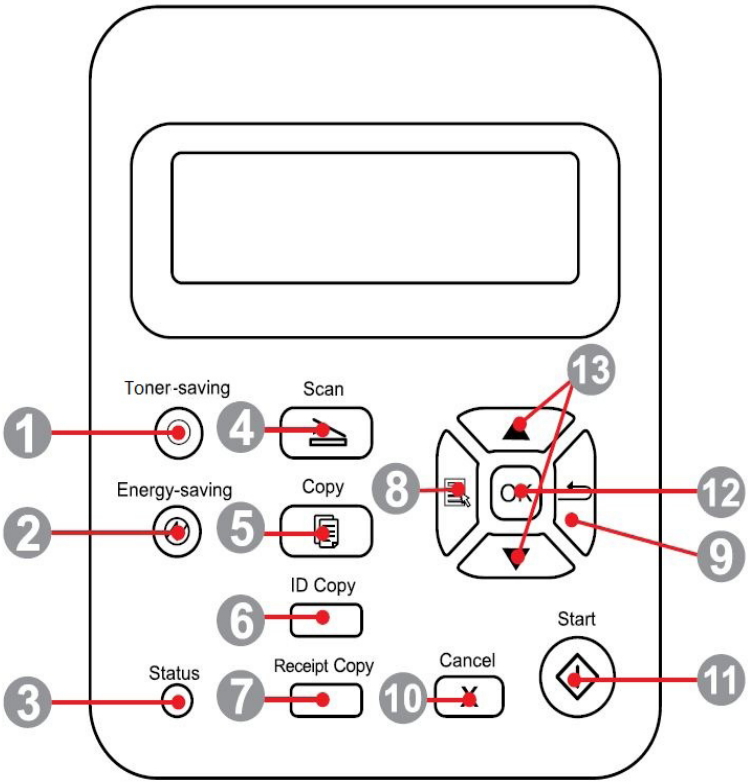
• Consumables capacity may vary with different using types.

• It's not recommend using consumables other than the original consumables.

• Any damages caused by using non original consumables are not covered by the Warranty.

1.5. Control Panel

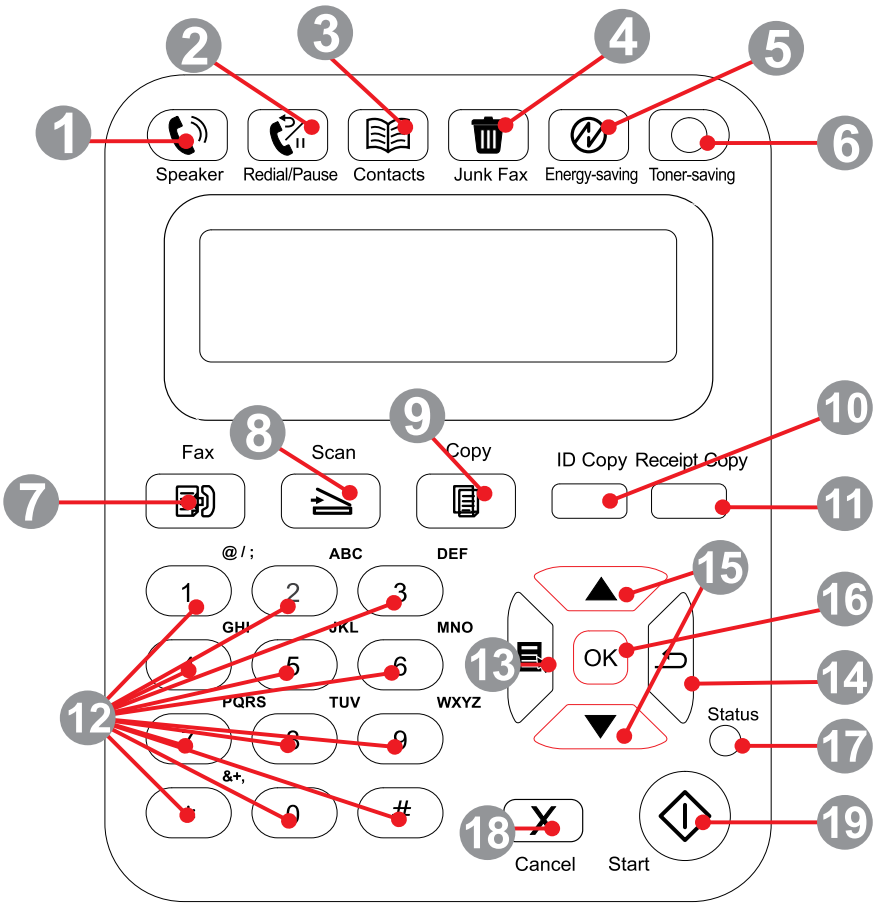
YPS-3022 Series



1	Toner saving button	Press this button to switch to toner saving status.
2	Power Saving/ Wake-up Button	Press this button to switch to power saving status or wake the machine from power saving status
3	Status Light	This light indicates the ready, alarm and other status of the printer Green light: Normal Orange light: Warning Red Light: Error
4	Scan Button	Press this button to enter into scan mode
5	Copy Button	Press this button to enter into copy mode
6	ID Card Copy Button	Press this button to enter into ID Card Copy mode
7	Bill Copy Button	Press this button to enter into Bill Copy mode
8	Menu Button	Press this button to access the menu options to make the settings
9	Back Button	Press this button to go back to the upper-level page

10	Cancel Button	Press this button to cancel the operation
11	Start Button	Press this button to start the corresponding operation after the operation setting
12	OK Button	Press this button to save the setting
13	"▲" and "▼"	Press these two buttons to browse each menu and its options

YPS-3122/YPS-4022 Series



1	Speaker	Press this button, enter the number to dial, and then press the Start button to fax.
2	Redial/Pause	This button allows you to redial the last number you dialed or insert pause when you set up speed dial or dial manually.
3	Contacts	This button allows you to dial the speed dial number directly.
4	Junk Fax	When you receive a fax, press this button to add the currently received fax number to the junk fax number list;
5	Power Saving/Wake-up Button	Press this button to switch to power saving status or wake the machine from power saving status
6	Toner Saving	Press this button to switch to toner saving status.
7	Fax	Press this button to enter into the fax mode.
8	Scan Button	Press this button to enter into the scan mode
9	Copy Button	Press this button to enter into the copy mode
10	ID Card Copy Button	Press this button to enter into the ID card copy mode
11	Bill Copy Button	Press this button to enter into the bill copy mode
12	Number Buttons	You can use these buttons to dial a phone or fax number, or use them as a keyboard for input into the device.

13	Menu Button	Press this button to access the menu options to make the settings.
14	Back Button	Press this button to go back to the upper-level page
15	"▲" and "▼"	Press this button to browse through each menu and its options
16	OK Button	Press this button to save the settings
17	Status Light	This light indicates the ready, alarm or other statuses of the printer Green light: Normal Orange light: Warning Red light: Error
18	Cancel Button	Press this button to cancel the operation
19	Start Button	Press this button to start the corresponding operation after the operation is set.

Paper and Print Media

2

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2. Paper and Print Media

2.1. Paper Specification

YPS-3022/ YPS-3122/ YPS-4022 Series	Media Type	Plain paper, thick paper, transparent film, carton paper, label paper, envelope, thin paper
	Media size	A4, A5, A6, JIS B5, ISO B5, B6, Letter, Legal, Executive, A4,A5,A6,JIS B5,ISO B5,B6, Letter, Legal, Executive,Statement, Monarch envelope, DL envelope,C5 envelope,C6 envelope,NO.10 envelope, Japanese Postcard,Folio,Oficio,Big 16k, 32k,16k,Big 32k,ZL,Yougata4, Postcard, Younaga3, Nagagata3, Yougata2, Custom
	Media weight	60~163g/m²
	Feeder tray volume	150 pages
	Output tray volume	100 pages

Note: • It is recommended to use the standard paper and recycled paper for the printer.

• It is not recommended to use special paper extensively, which may affect the service life of the printer.

• The print media that does not meet the guidelines listed in this User Guide may result in poor print quality, increased paper jam and excessive wear of the printer.

• Properties such as weight, composition, texture and humidity are important factors affecting the printer performance and output quality.

• Please note the following matters when selecting the print media:

1. Desired print effect: The print media selected should meet the requirement of the print tasks.

2. Surface smoothness: The smoothness of the print media may affect the sharpness of the print outcome.

3. Some print media may meet all the use guidelines contained herein, but they still can not bring satisfactory effect. This may be due to incorrect operation, inappropriate temperature and humidity, or other factors beyond the control of ICSP YPS. Before purchasing large quantities of print media, make sure that the print media meets the specifications specified in this User Guide.

4. Using print media that does not meet these specifications may cause damage to the printer.

2.2. Special Paper

This printer supports using the special paper for printing. Special paper includes: label paper, envelope, transparent film, carton paper,thick paper, thin paper, etc.

Note: • When using special paper or print media, be sure to select matched print type and size in the print settings so as to get the best print effect.

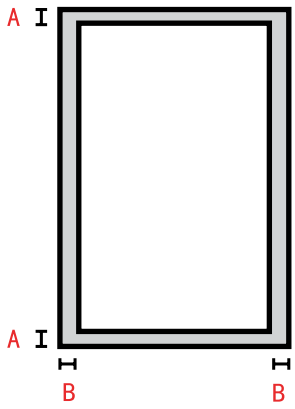
• When using special media to print, it is recommended to load one piece of paper at one time.

| Please observe the following standards:

Types of Print Media	Correct Practices	Incorrect Practices
Label Paper	Use labels with no exposed lining paper only. Labels shall be put flat when using. Use labels of full sheet only. There is no guarantee that all the labels in the market can meet corresponding requirements.	Use wrinkled, blistered or damaged label papers.
Envelope	Envelopes should be loaded evenly.	Use wrinkled, nicked, stuck or damaged envelopes. Use envelopes with clips, snaps, windows, or coated linings. Use envelopes with self-adhesive stickers or other synthetic materials.
Transparent Film	Only use transparent films approved for use in laser printers.	Use transparent print media that is not suitable for laser printers.
Thick Paper/ Carton paper	Only use heavy paper that is approved for use in laser printers and meets the weight specifications of this printer.	Use the paper whose weight is more than the specification of the media recommended for this printer, unless the paper is approved for use in this printer.

2.3. Non-printing Area and Non-scanning Area

The shaded part indicates the non-printing area and non-scanning area.

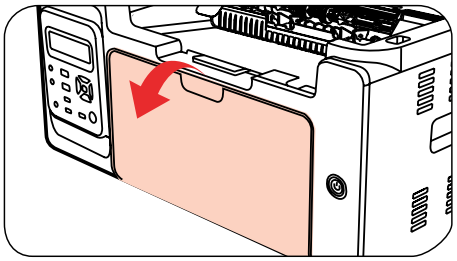
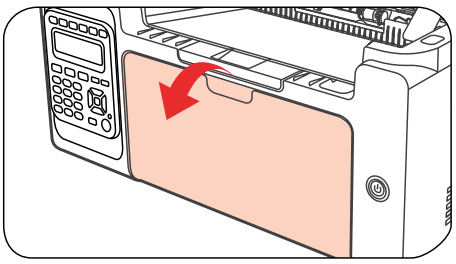


Usage	Paper Size	Top and Bottom Margins (A)	Left and Right Margins (B)
Print	A4	5 mm (0.197 inch)	5 mm (0.197 inch)
	Letter	5 mm (0.197 inch)	5 mm (0.197 inch)
Copy	A4	5 mm (0.197 inch)	5 mm (0.197 inch)
	Letter	5 mm (0.197 inch)	5 mm (0.197 inch)
Scan	A4	5 mm (0.197 inch)	5 mm (0.197 inch)
	Letter	5 mm (0.197 inch)	5 mm (0.197 inch)

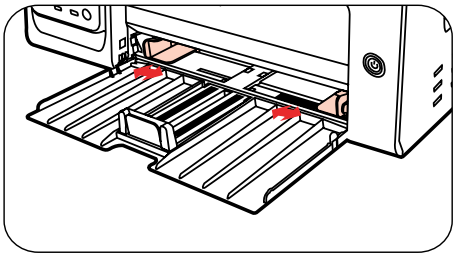
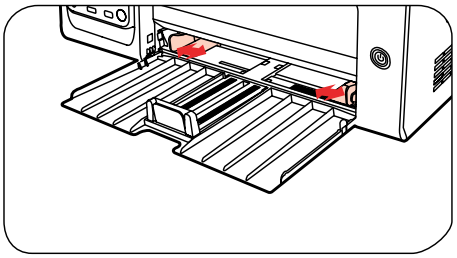
2.4. Load the Paper

Steps are as follows:

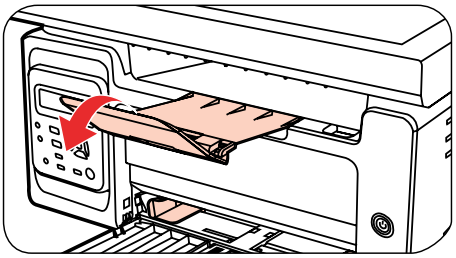
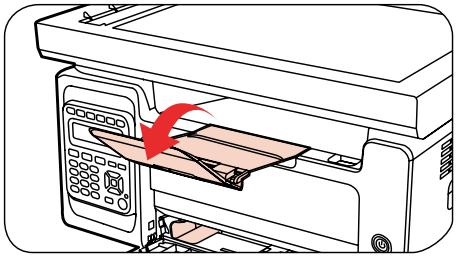
a) Open the feeder tray.

YPS-3022/YPS-3122 Series	YPS-4022 Series
	

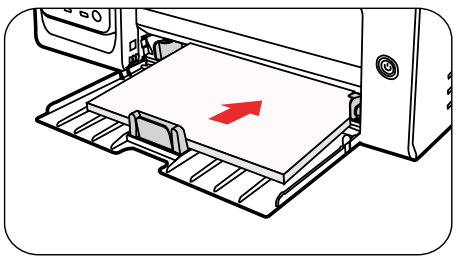
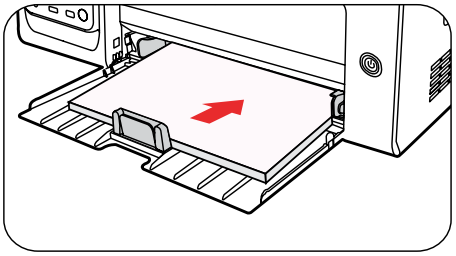
b) Slide the automatic feed guides to match both sides of the paper.

YPS-3022/YPS-3122 Series	YPS-4022 Series
	

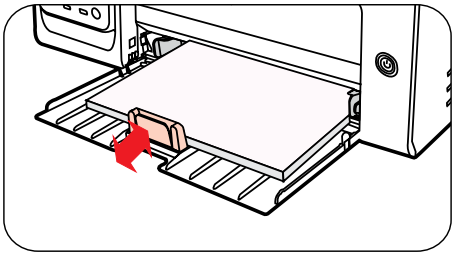
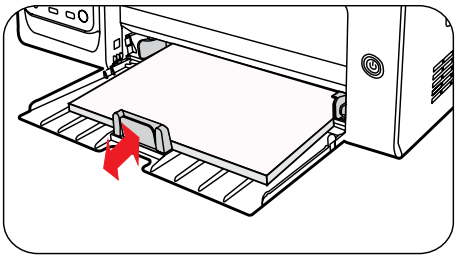
c) Raise the output tray to avoid the paper from slipping and falling.

YPS-3022/YPS-3122 Series	YPS-4022 Series
	

d) Load the paper into the automatic feeder tray with the print-side up.

YPS-3022/YPS-3122 Series	YPS-4022 Series
	

e) Adjust the paper stop to match the paper size.

YPS-3022/YPS-3122 Series	YPS-4022 Series
	

Note: • If the paper loaded into the automatic feeder tray at one time exceeds 150 pages, paper will jam or cannot be fed in.

• When using the printed paper, please make the side to be printed (the blank side) up.

• When printing on A5 paper, it is recommended that the paper is fed in landscape orientation, which can extend the service life of the laser toner cartridge.

Warning

After printing, please immediately remove the paper, envelopes or transparent film paper. Stacking paper or envelopes may cause a paper jam or the paper curling.

2.5. Paper and Manuscript Use Process

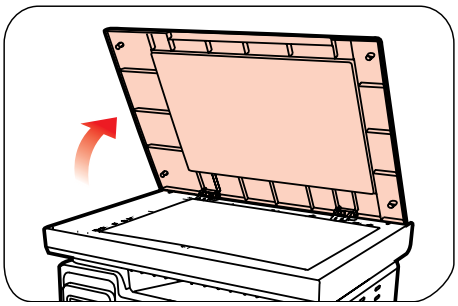
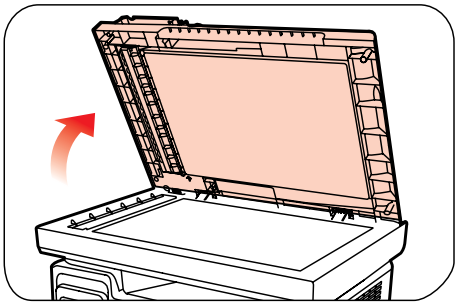
Manuscript requirements:

Type	Size
Plain paper, thick paper, transparent film, carton paper, label paper, envelope, thin paper	A4, A5, B5, Letter, Custom

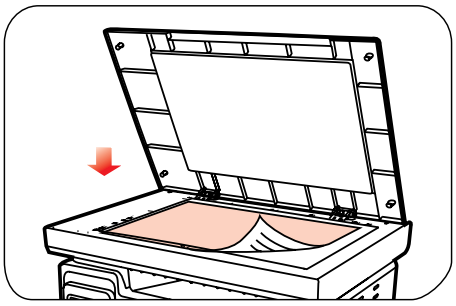
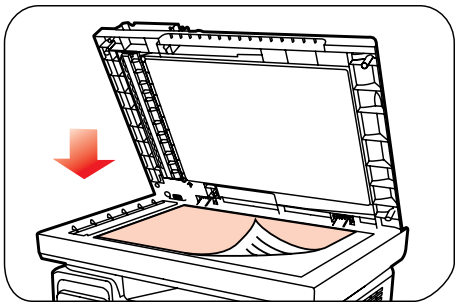
2.5.1. Scanning With Tablet

Steps of Use:

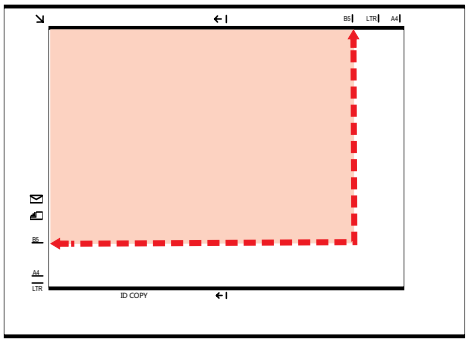
1). Raise the cover.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

2). Load the manuscript face down.

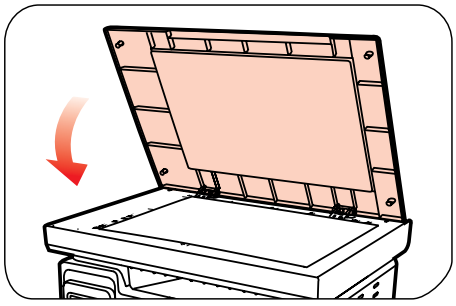
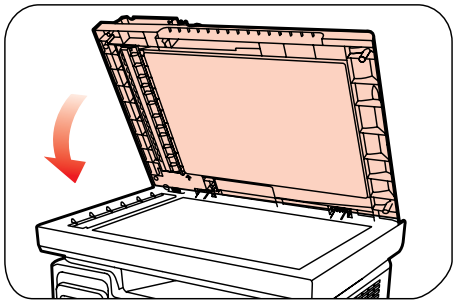
YPS-3022 Series	YPS-3122/YPS-4022 Series
	

3). Align the manuscript to match the appropriate paper size.



Note: •If the manuscript does not match with any size marker, please align the upper-left corner of the manuscript with the arrow.

4). Gently put down the cover.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

Note: • Please put the paper or document on the scanner glass after the glue, ink or correction fluid are completely dried.

• Paper or manuscript with rough texture, concave and convex, oil stain and good smoothness has poor printing performance.

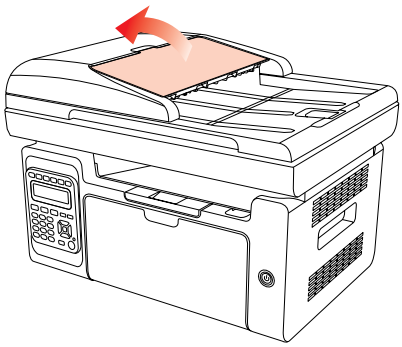
• Please make sure that there is no dust, fluff, etc. on the paper.

• Paper shall be put on a flat surface and stored under a cool and dry environment.

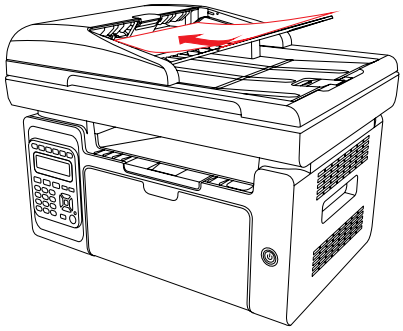
2.5.2. Scanning With Tablet

(For YPS-3122/YPS-4022 series only)

1) Open the manuscript support flap of the automatic document feeder.



2) Load the manuscript into the automatic document feeder with the front-side up and the top of the manuscript entering into the feeder first.



Note: • The automatic document feeder can be loaded up to 35 sheets of paper and supports only feeding paper individually.

Installation and Uninstallation of the Driver Software

3
Chapter

3. Installation and Uninstallation of the Driver Software 2
3.1. Windows-based Driver 2
3.1.1. Introduction 2
3.1.2. Installation Steps 2
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3. Installation and Uninstallation of the Driver Software

3.1. Windows-based Driver

3.1.1. Introduction

Driver software helps users to run the installer and uninstaller through the installation and uninstallation wizards, which provides the following modules and main functions:

• Autorun completes the automatic running of the installation CD.

• Installation: Provides users with the installation wizard of the printer driver.

• Uninstallation: Provides users with the uninstallation wizard of the printer driver.

Note: • For users of Windows XP and Windows Server 2003, when connecting the printer device for the first time, New Hardware Wizard Found window will pop up. You should close this window. If this window is not closed, the printer may not be detected, resulting in failure of installation.

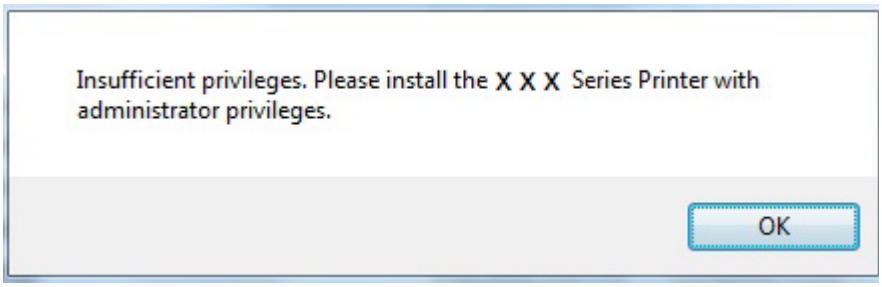
3.1.2. Installation Steps

3.1.2.1 USB Model Installation (One Click Installation)

1) Running Interface

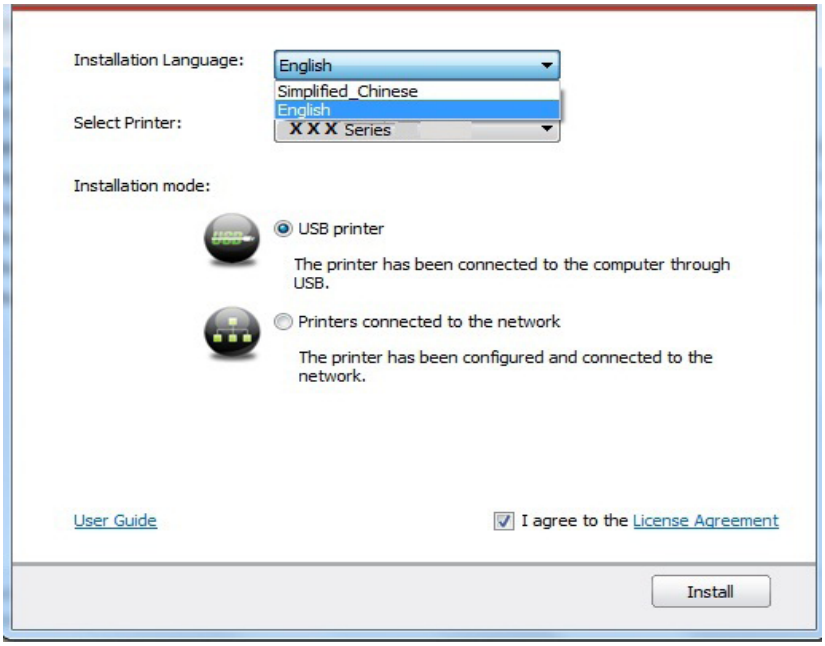
After inserting the installation CD, the ICSP YPS interface will pop up and the installation CD will run automatically. See the figure below:

User authentication will be performed before the program runs. If the user is an administrator, this interface will be displayed. If the user is not an administrator, the prompt of "Insufficient privileges. Please install the printer with administrator privileges" will pop up.



2) Language Interface

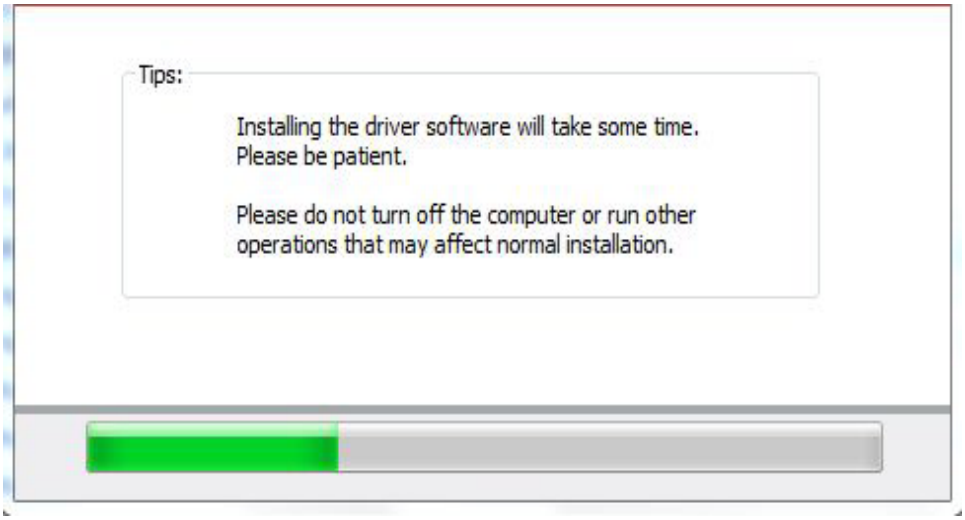
When the running completes, the language interface appears where you can choose different languages as you like.



Note: • You can click to see the user guide and the content of the License Agreement.

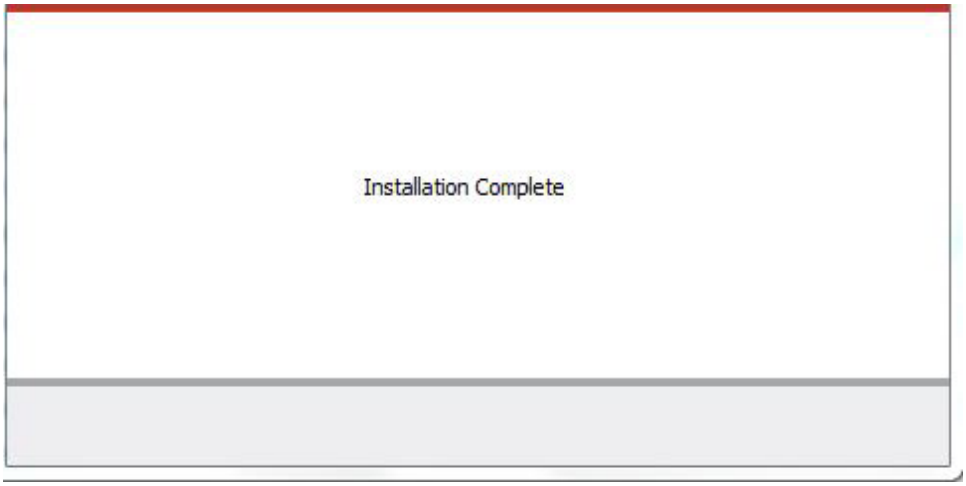
3) Installation Process Interface

Click Install to enter into the Installation Process interface. This interface is mainly used for the installation of driver softwares.



4) Installation Complete

The program will automatically enter into this interface after the driver installation is completed. It will automatically exit in 3 seconds and set the printer as default.



3.1.2.2. NET Model

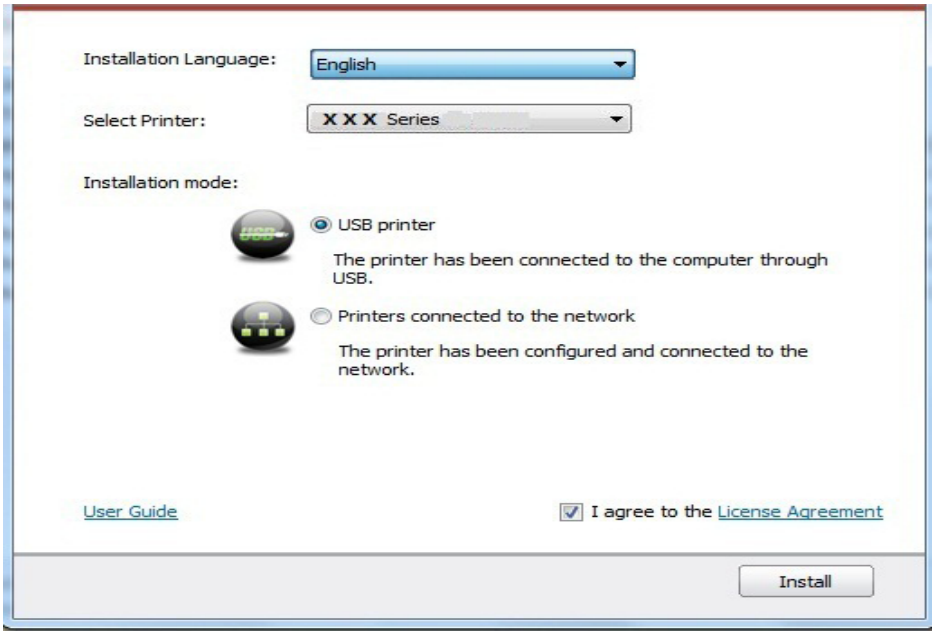
1) Running Interface

After inserting the installation CD, the ICSP YPS interface will pop up and the installation CD will run automatically. See the figure below:

User authentication will be performed before the program runs. If the user is an administrator, this interface will be displayed. If the user is not an administrator, the prompt of "Insufficient privileges. Please install the printer with administrator privileges" will pop up.

2) Installation Configuration

After the running interface ends, it will enter into Installation Configuration interface. Users will select the corresponding series, language and model according to the purchased printer model.



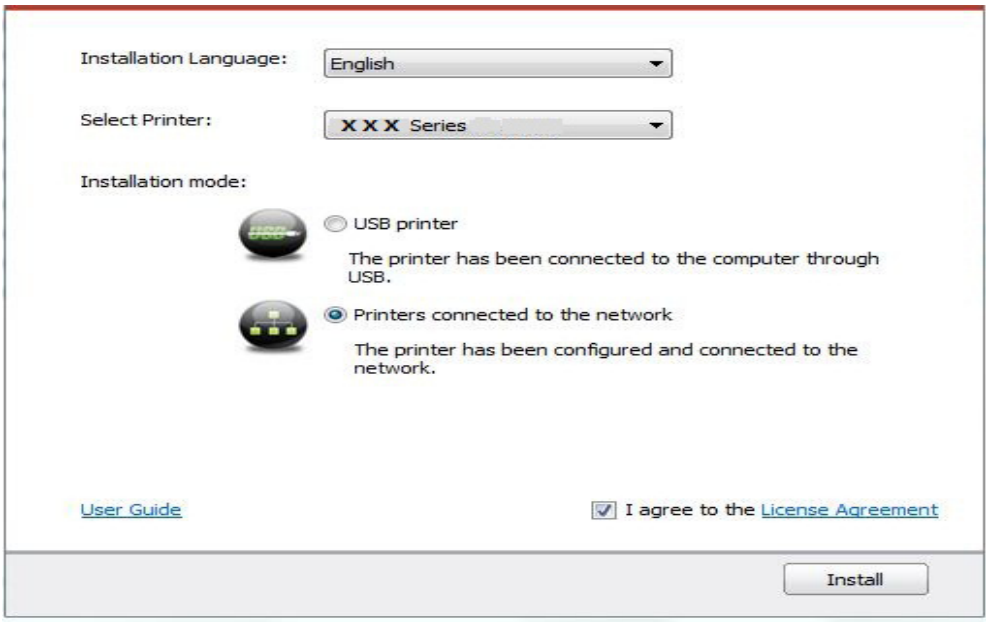
Installation Instruction:

USB Printer: applicable to USB Model offline or wired installation (the printer disconnected with the computer); or NET Model with USB Installation (disconnected to the Internet).

Printers connected to the network: applicable to Network Installation for NET Model.

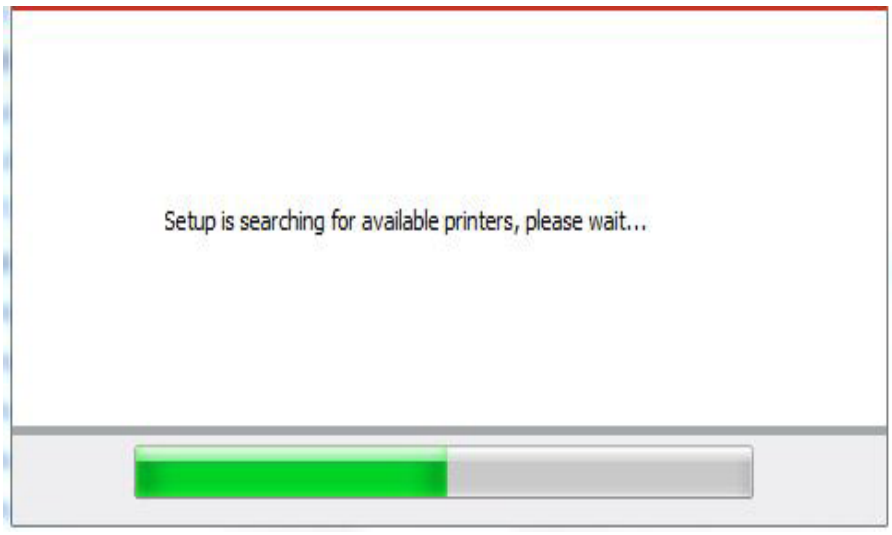
3.1.2.2.1. Wired Model Installation (Net)

1) The following interface will display, if users install the Net Model:



Users select Net Model through "Select Printer" and 2 installation options are available through Installation mode.

2) Search for Printer Interface:



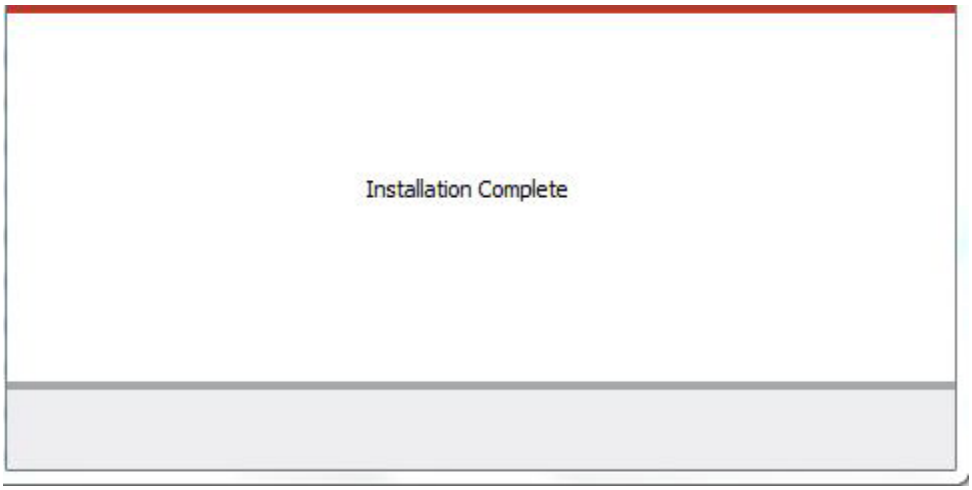
After entering Search for Printers interface, the program will automatically search for printer devices currently connected to the network.

3) Printer List

After searching for printer, the program will automatically enter into "Detected Printer" interface. Users can select the found printer or add printer by manually adding IP or Host Name.

4) Printer Installation Interface

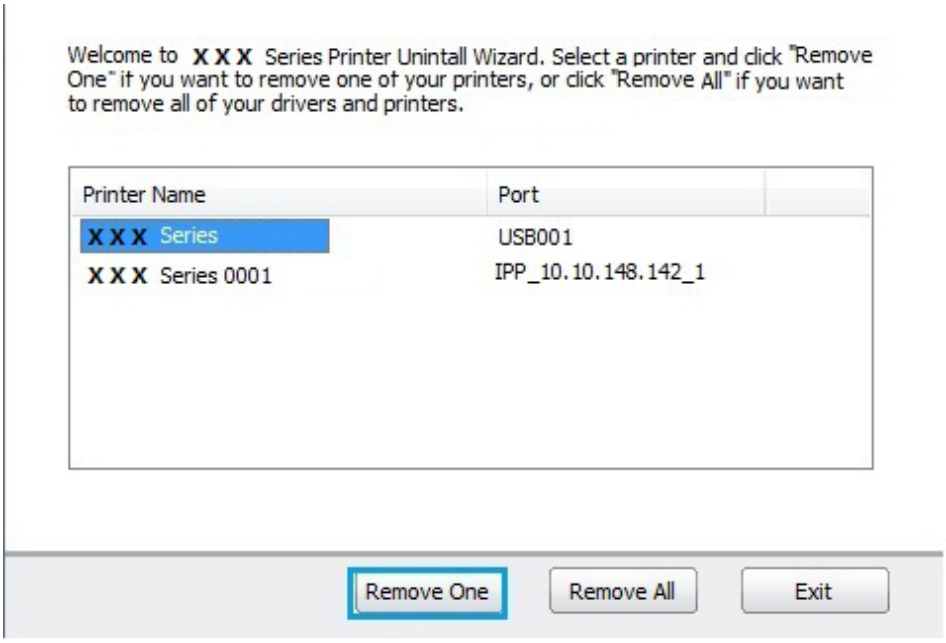
Click on "Next" in "Printer List" interface, the program will enter into "Printer Installation interface". After installation is completed, it will enter into "Installation Complete" interface, and exit in 3 minutes and set the printer as default.



3.1.3. Uninstallation

1) Select Uninstallation Mode.

From the Start menu, select ICSP YPS uninstallation icon to enter the uninstallation interface or find Programs and Features and relevant ICSP YPS options in the PC Control Panel, and click on Uninstall/Change. The Delete interface will pop up. Users can select to uninstall the printer that needs to be uninstalled.



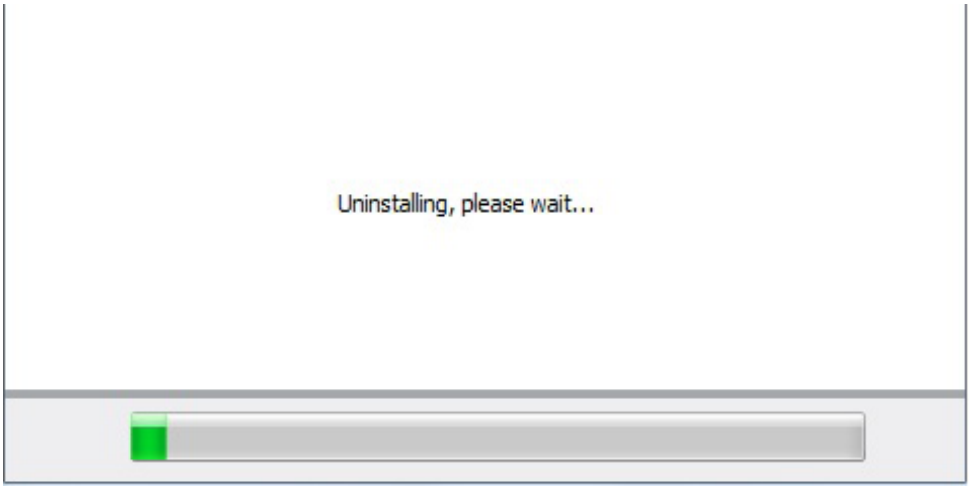
2) Uninstallation Privilege Verification

Uninstallation requires administrator privileges. If a non-administrator runs the uninstaller, this prompt will pop up: "Insufficient privileges. Please uninstall the printer with administrator privileges."

If any task remains in the print queue, a warning will pop up, saying XXX Series laser printer is printing. Please uninstall the driver after the printing is completed."

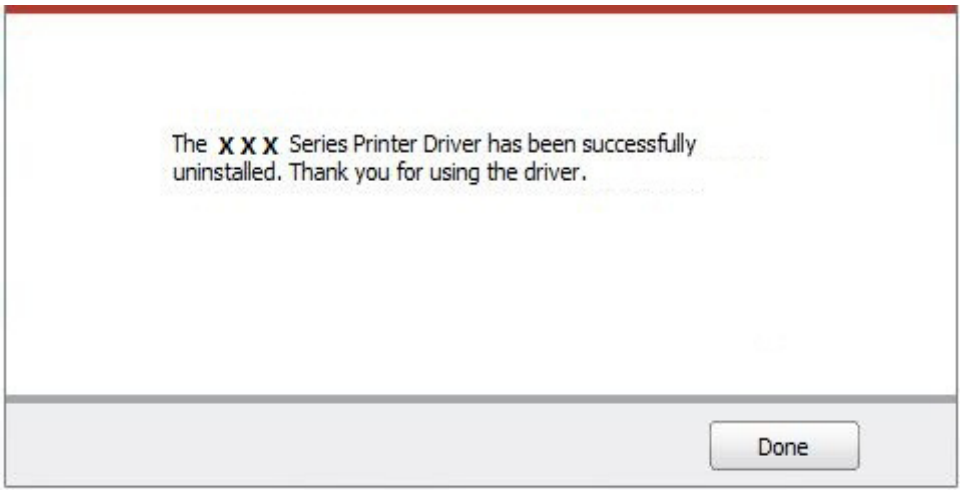
3) Uninstallation Interface

After selecting the printer, click on "Remove One" or "Remove All" to enter into Uninstallation interface.



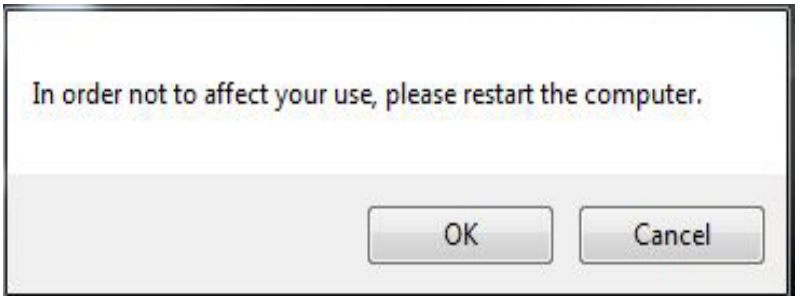
4) Complete Interface

After the uninstallation progress bar completes, the program will automatically switch to Uninstall Complete Interface. Click “Done” to finish the uninstallation successfully.



Click “Done” button,the following window will pop up prompting you to restart the computer.

Click “OK” to exit the uninstaller and restart the computer;click “Cancel” to exit the uninstaller.



Note: • If you choose not to restart the computer after the uninstallation is completed, an unsuccessful installation or scan abnormality after installation may occur when reinstalling the driver.

3.2. Mac-based Driver

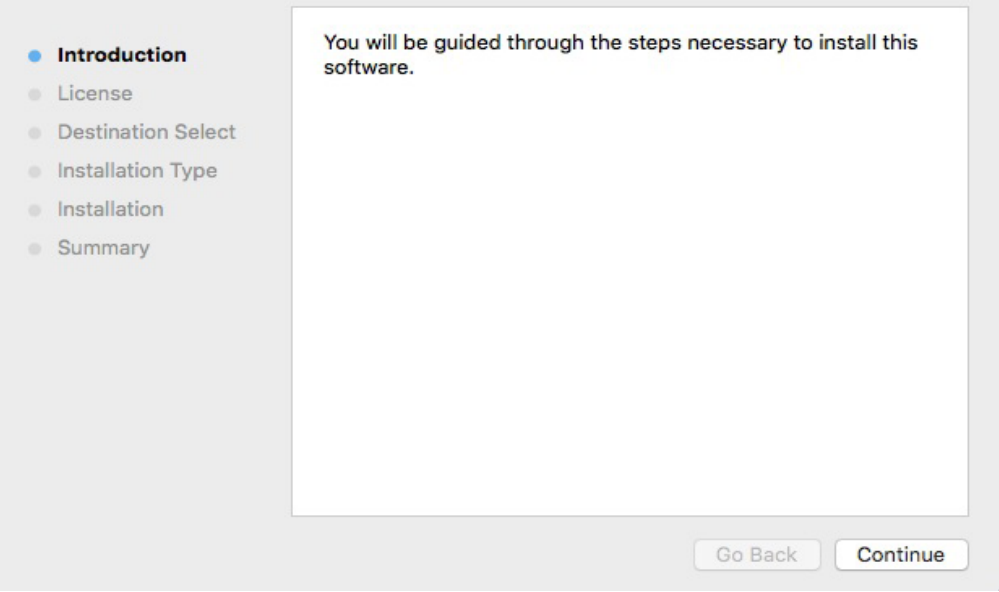
Introduction

Mac driver installer is made by using the PackageMaker software that comes with the Mac System. The installation style is basically consistent with the installation of the ordinary software under Mac.The installation is divided into the following steps: introduction, license, destination select, installation type, installation, summary.

Installation Steps:

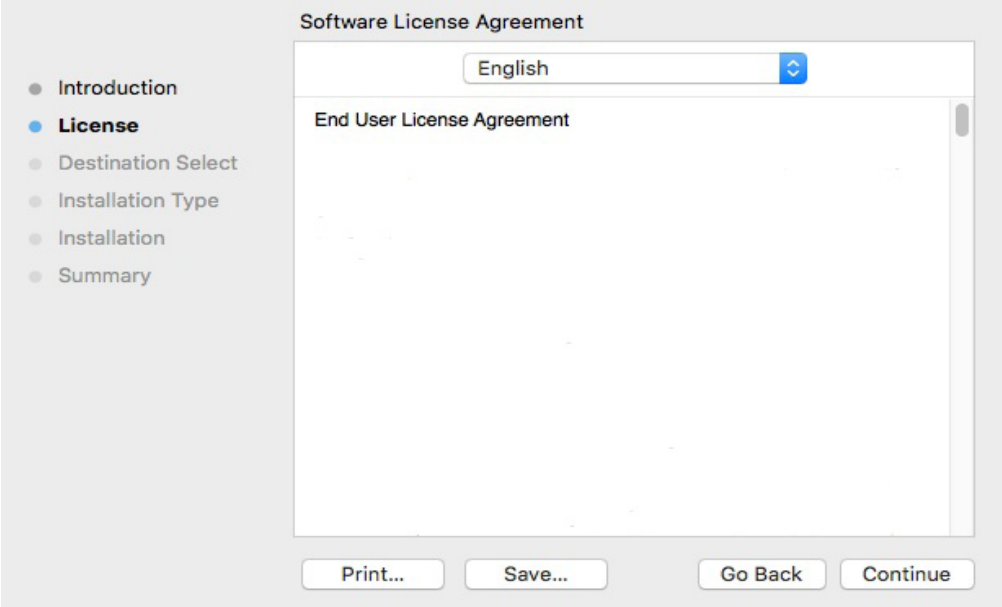
1. Introduction

Insert the CD-ROM into the CD-ROM driver, run the CD-ROM and click the installation package for Mac, then the following interface will be displayed:

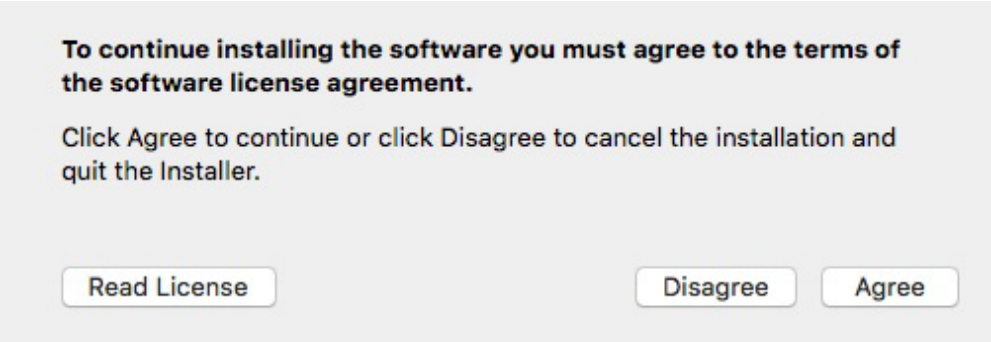


2. License Agreement

Click "Continue" on the above figure to display the contents of the License Agreement, as shown below:



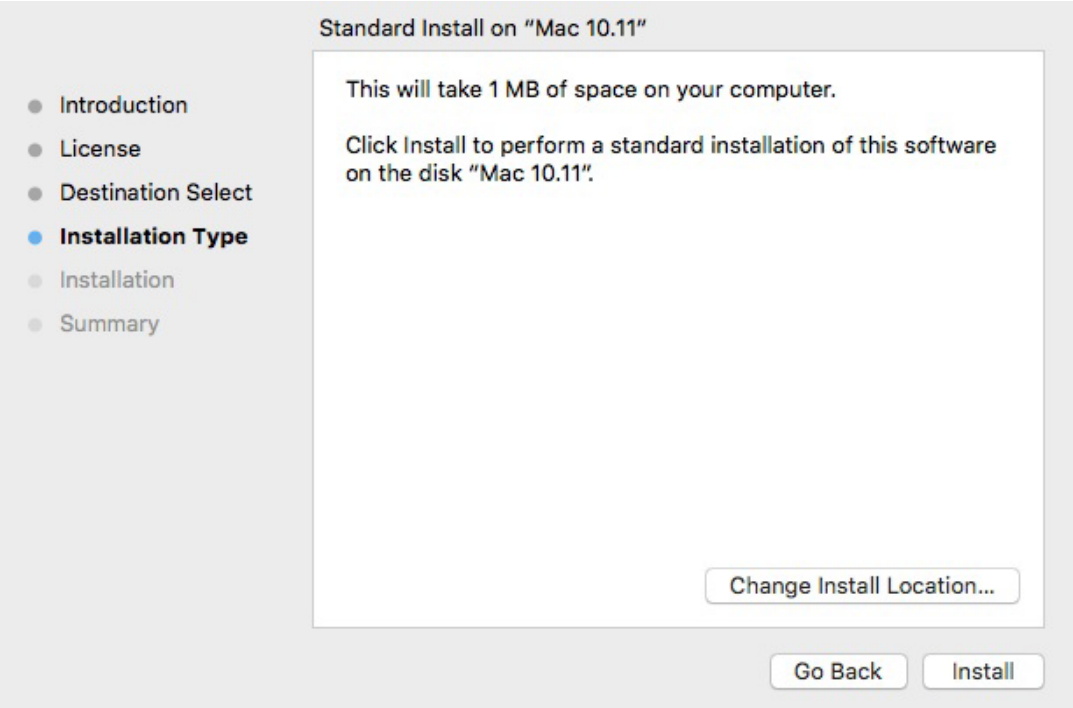
Click "Continue", the dialog box of "To continue installing the software, you must agree to the terms of the Software License Agreement" will pop up.



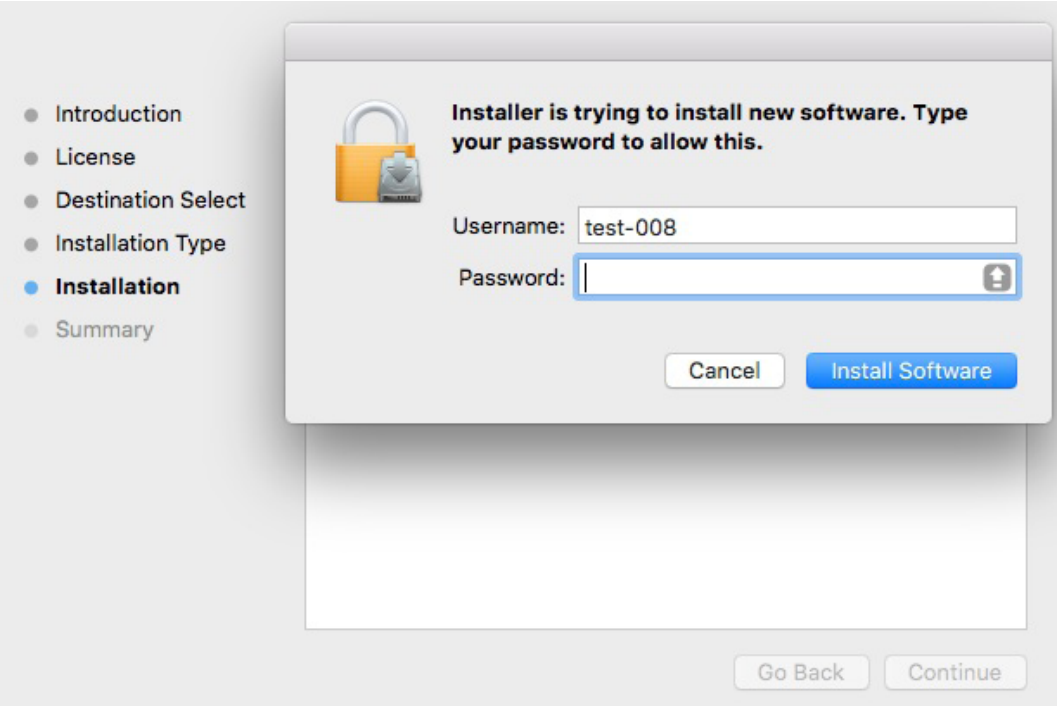
Click "Agree" to accept the License Agreement and continue the installation.

3. Installation Type

Click "Agree" on the above figure to display the installation-related information, as shown below:

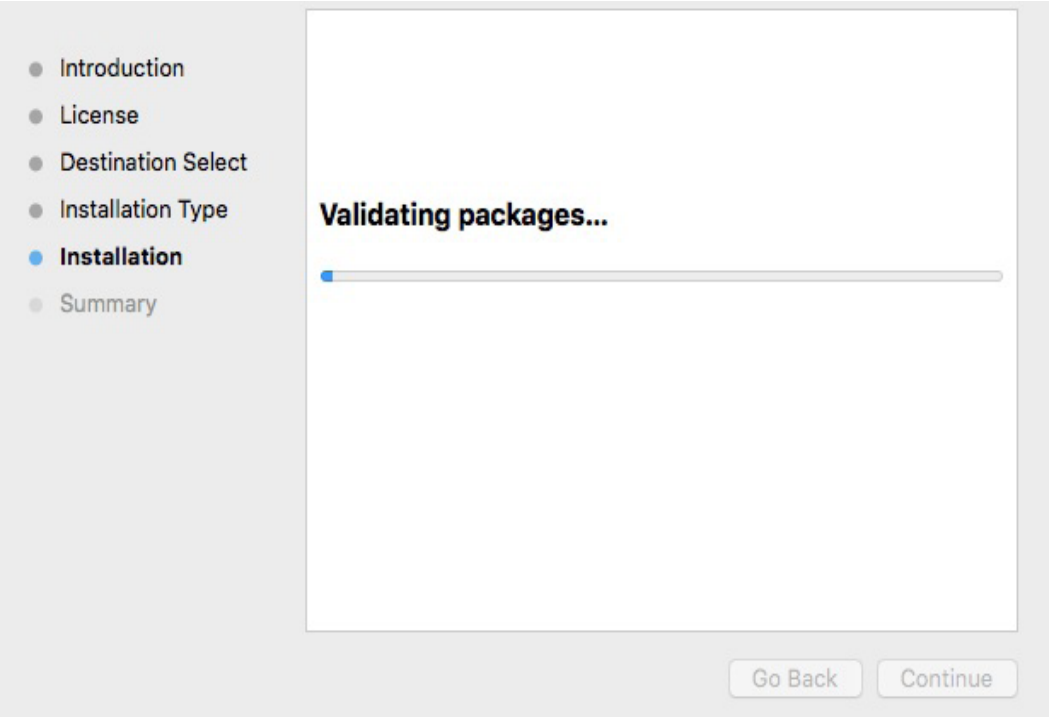


Click "Install", the following prompt box will pop up. Only after getting permission from the administrator user can you continue with the installation.



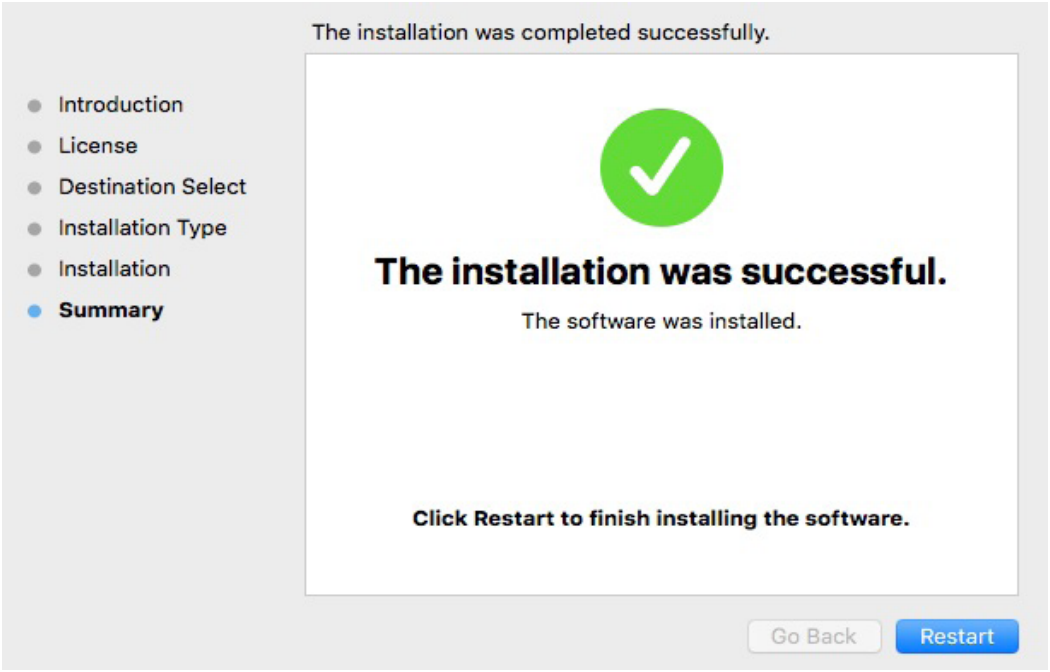
4. Installation

Click "Install Software" after filling in relevant information on the above figure, the installation progress will be displayed, as shown below:



5) Summary

After successful installation is displayed.Click on “Restart” to complete the installation, as shown below:



Wired Network Setting (For printer models that support wired network printing)

4 Chapter

4. Wired Network Settings (For printer models that support wired network printing) 2
4.1. Install the Printer to Network 2
4.2. Control the Network Printer 2
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4. Wired Network Settings (For printer models that support wired network printing)

Printers that support wired network printing can be connected to the network, thereby the printer will work under the control through a wired network.

4.1. Install the Printer to Network

Please refer to Chapter 3.1 to see the installation steps of NET Model.

4.2. Control the Network Printer

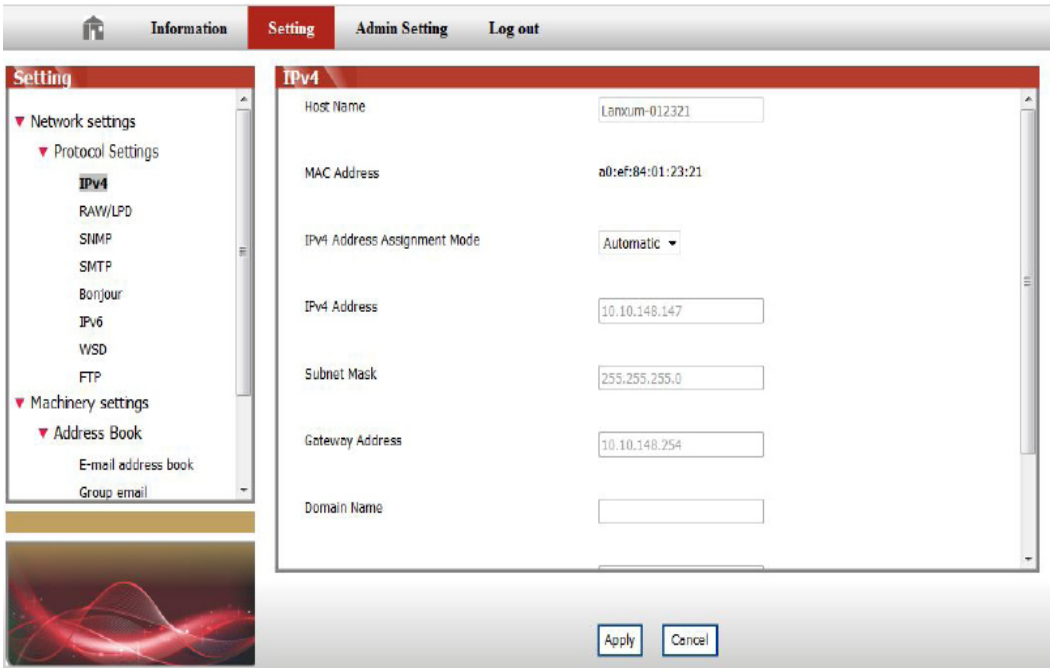
User can control the network settings through the built-in WEB Server in the printer.

4.2.1. View or Change Network Settings

1) From the printer's Control Panel, using the steps in Chapter 5.1.6, print the report of the printer's network configuration information and check it to get the printer's IP address.

2) Type the IP address into the Web browser's address bar to access the embedded Web server of the printer.

3) Complete the settings of the Networking Protocol, address list, e-mail and other relative configuration information in the "Setting".



4.2.2. Set or Change Web Server Login Password

You can control the printer using the administrator settings.

Steps:

1) After opening the built-in WEB server, log in (default user name is admin, default password is 000000).

2) Click "Administrator Settings" to conduct corresponding operations.

General Settings

5
Chapter

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5. General Settings

This chapter mainly introduces some general settings of the menu on the control panel.

5.1. System Settings

5.1.1. Toner Save Setting

Users can select Toner Save Setting to lower the cost of printing. When the Toner Save mode is "On", the output color of the copy will be lighter. Default Setting is "Off".

1) Press "Menu" button to enter the menu interface.
2) Press direction pad "▲" or "▼" to select "System Settings" and press "OK" button.
3) Press direction pad "▲" or "▼" to select "Toner Save Setting" option and press "OK" button.
4) Press direction pad "▲" or "▼" to select "1. Close" and press "OK" button. When symbol "*" appears after "1. Close", it indicates that the toner save setting is off; or press direction pad "▲" or "▼" to select "2. Open" and press "OK" button. When symbol "*" appears after "2. Open", it indicates that the toner save setting is on.

5) Press the “menu” button to enter the menu settings interface. Press the “back” button to return to the previous menu, or press OK to go to the next level of settings or save the settings.

Note: • When this menu is placed on the bottom interface of selecting “Close/Open”, symbol "*" of the options displayed in the menu will not update in time after changing toner save setting via one-key toner saving button. Users need to go back to the previous menu to re-enter this menu, the changed Toner Save Setting information will be displayed.

5.1.2. Language Setting

"Language Setting" is used to select the language to be displayed on the control panel.

1) Press "Menu" button to enter the menu interface.

2) Press direction pad "▲" or "▼" to select “System Settings” and press “OK” button.

3) Press direction pad "▲" or "▼" to select "Language Setting" and press "OK" button.

Note: • Product’s actual region determines the Language Setting.

5.1.3. Restore to Factory Settings

"Restore Factory Settings" is used to restore the default settings of the printer.

1) Press "Menu" button to enter the menu interface.

2) Press direction pad "▲" or "▼" to select “System Settings” and press “OK” button.

3. Press direction pad "▲" or "▼" to select “Restore to Factory Settings” option and press "OK”button, Click “Yes” or “No”.

5.1.4. Sleep Time Setting

Set the Sleep Mode to lower the power consumption. Sleep Time Setting allows you to select the idle time before the device enter into Sleep Mode. The default idle time is 1 minute.

1) Press "Menu" button to enter the menu interface.

2) Press direction pad "▲" or "▼" to select “System Settings” and press “OK” button.

3) Press direction pad "▲" or "▼" to select "Sleep Time Setting" and press “OK” button.

4) The direction pad "▲" or "▼" can be used to select "1 Minute", "5 Minutes", "15 Minutes", "30 Minutes", and "60 Minutes".

Note: • When the printer is in dormant status, you can wake it up just by pressing Power Saving button, sending print/scan/fax task, or opening or closing the output bin.

5.1.5. Network Settings

You can view or set the network status through Network Settings.

1) Press "Menu" button to enter the menu interface.

2) Press direction pad "▲" or "▼" to select “System Settings” and press “OK” button.

3) Press direction pad "▲" or "▼" to select “Network Settings” and press “OK” button.

4) Press direction pad "▲" or "▼" to select "1. Wired config." and press "OK" button; Press direction pad "▲" or "▼" to select "1. IPv4" or "2. IPv6".

5.1.6. Network Information

Users can check the network status through Network Information.

1) Press "Menu" button to enter the menu interface.

2) Press direction pad "▲" or "▼" to select “System Settings” and press “OK” button.

3) Press direction pad "▲" or "▼" to select “Network Information” and press “OK” button.

4) Press direction pad "▲" or "▼" to select "1. TCP/IP" .

5) Select "1. TCP/IP" option and press "OK" button, press direction pad "▲" or "▼" to select "1. IP Address", "2. Subnet mask" and "3. Gateway".

Print

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Chapter

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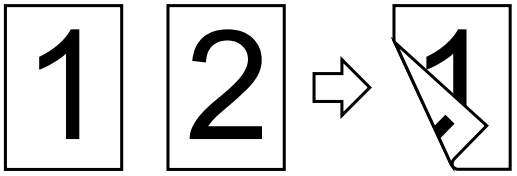
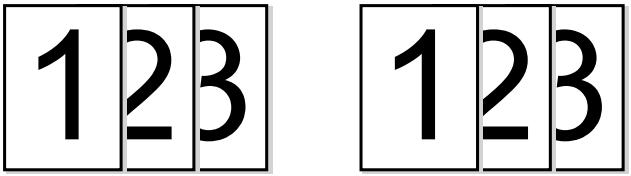
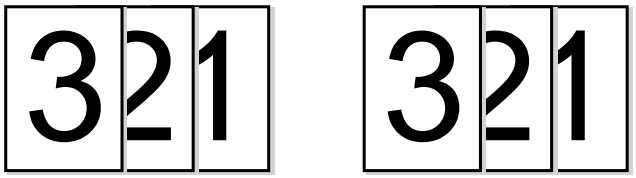
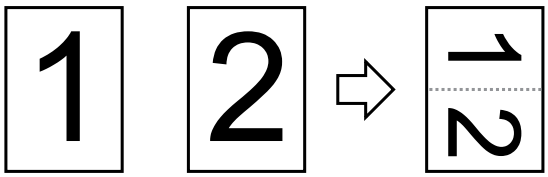
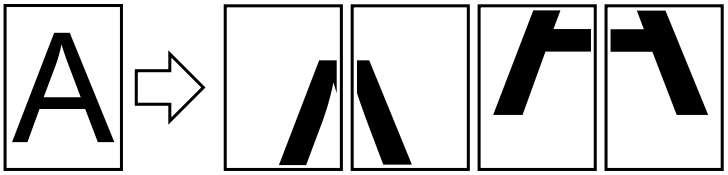
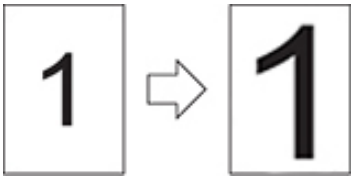
6. Print

6.1. Print Function

You can set the print function through "Start"-"Device and Printer"- select corresponding printer- right click – set print function in "Print Preferences". Some functions are as follows:

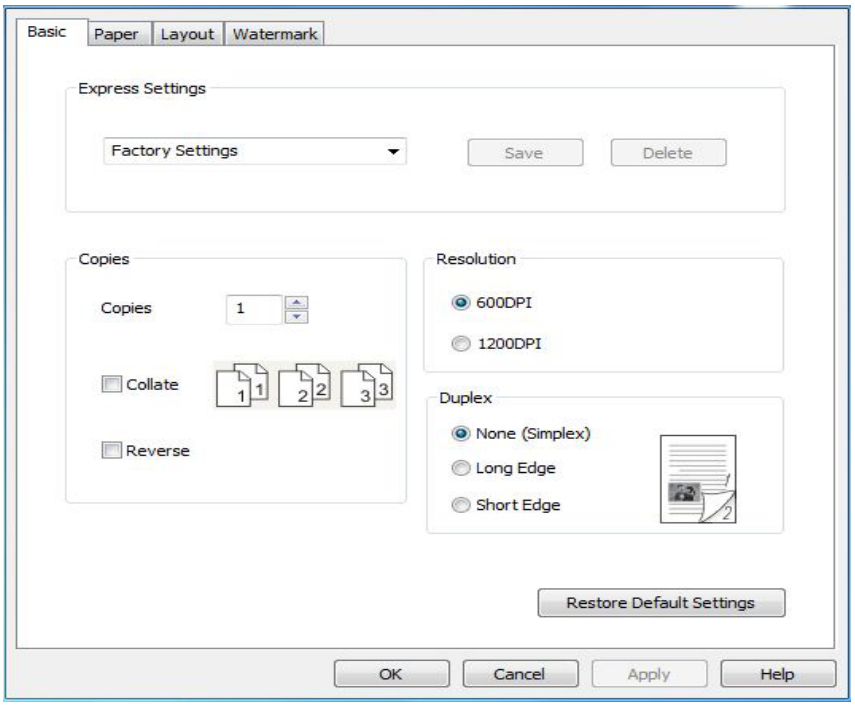
Functions	Diagram
Manual Duplex	
Collate Print	
Reverse Print	
N-in-1	
Poster Print (for Windows Operation System only)	
Zoom Print	
Custom Size	

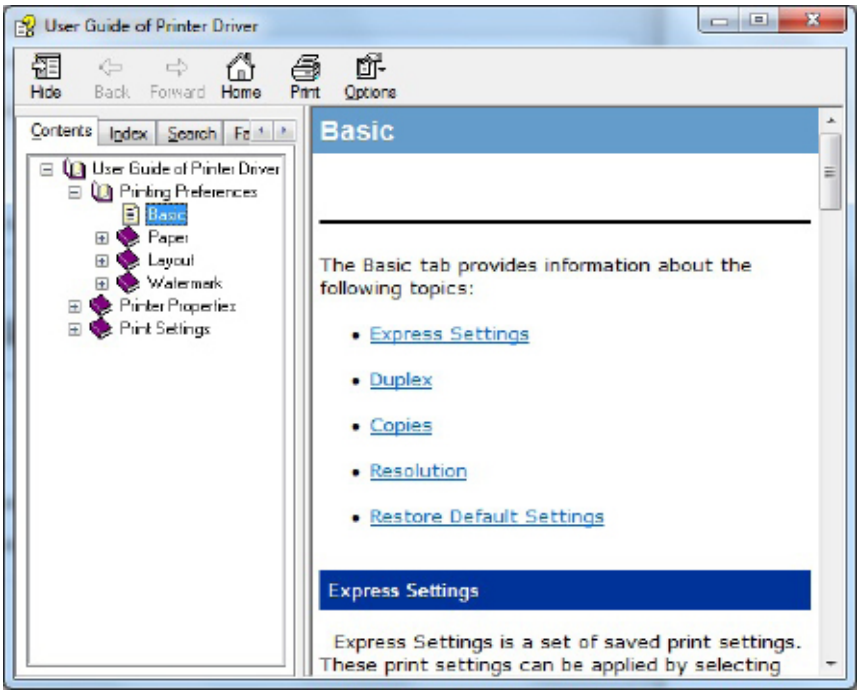
Note: • You can select the 2 x 2 Poster printing from Layout options in the settings interface to use the poster printing function.

• You can open the Printing Preferences and click Help button to check the specific function explanation. For information about how to open the help document, see Chapter 6.2.

6.2. Open Help Document

You can open the "Printing Preferences" and click "Help" button (for Windows Operation System only). The help document contains the user guide where you can find the information on print settings.





6.3. Duplex Print

1) The printer driver supports manual duplex.

Note: • If the paper is thin, it may wrinkle.

• If the paper is curled, make it flat and put it back into the manual feeder tray.

• If the manual duplex function causes a paper jam, see Chapter 11.1 for handling it.

2) Ensure that certain amount of paper is loaded into the automatic feeder tray before printing.

Note: • For loading paper, see Chapter 2.4.

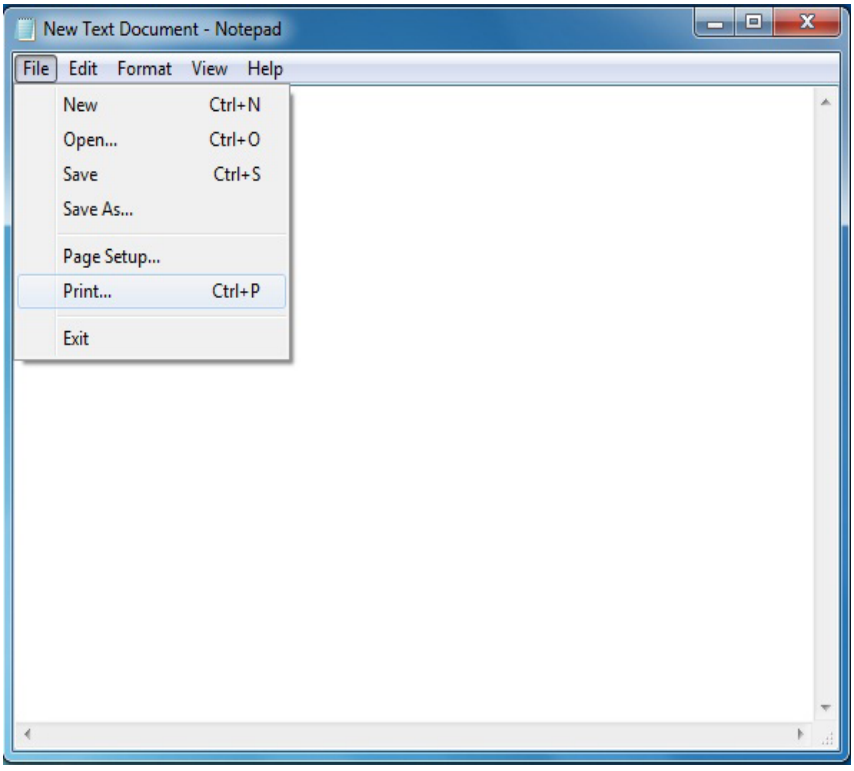
• For the media types that support printing, see Chapter 2.1. It is recommended to use the standard paper.

• Some paper media are not suitable for the duplex printing. Trying the duplex printing may damage the printer. When "Paper Type" is "Thick Paper" or "Transparent Film", please do not try "Duplex Print". If you choose "Reversed Order" printing in Printing Preferences dialog box, Manual Duplex will not be supported when "2 x 2 Poster" printing.

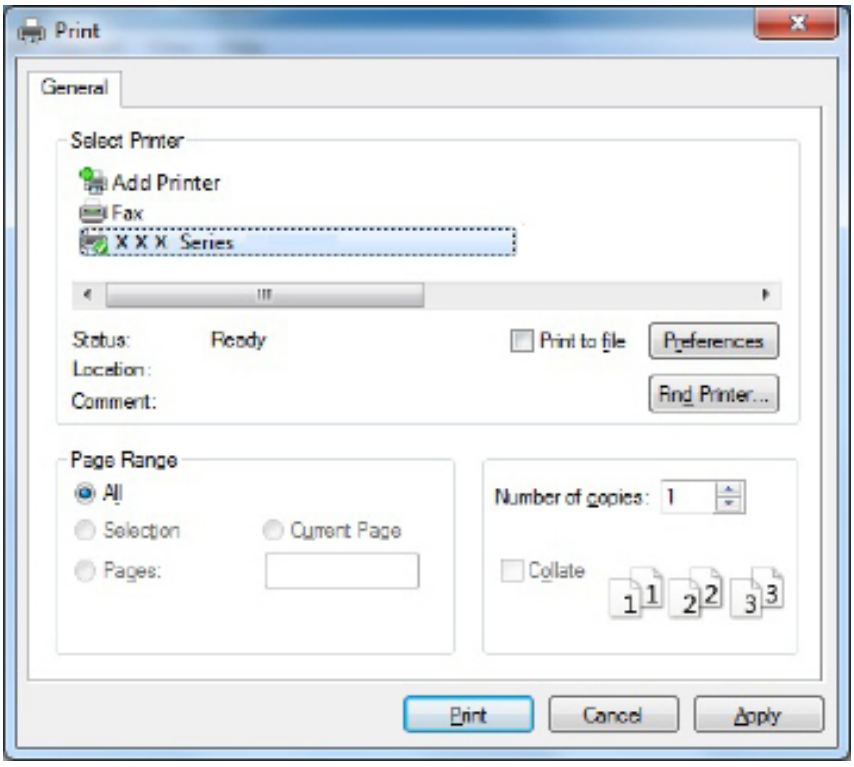
• Paper may get jammed or cannot be fed in when the automatic feeder tray is loaded with more than 150 sheets.

3) Printing steps are as follows (for Windows Operation System only) :

a) Open the document to be printed from the application (such as Notepad), and select "Print" from the "File" menu.

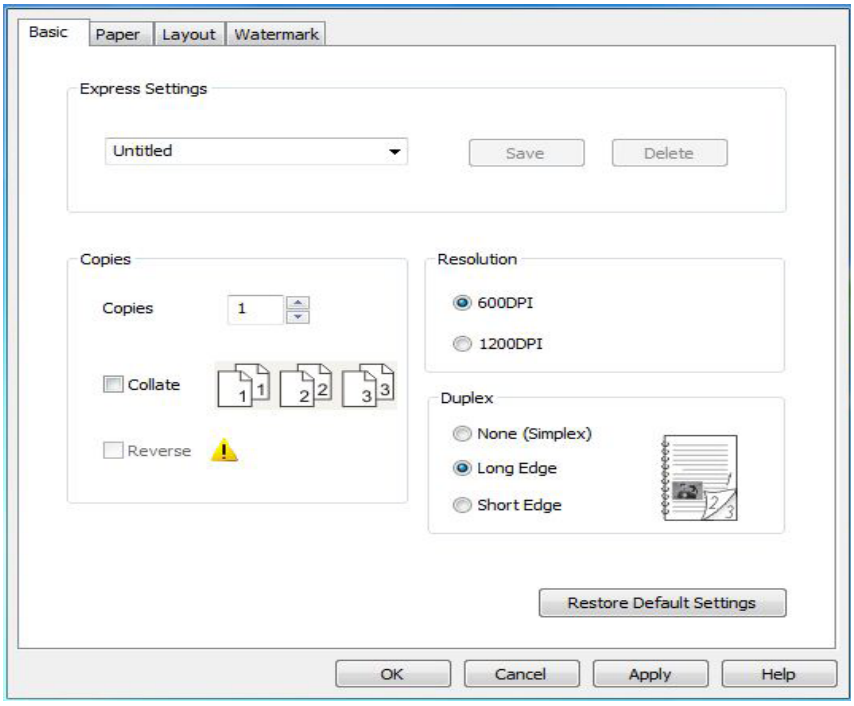


b) Select printer.

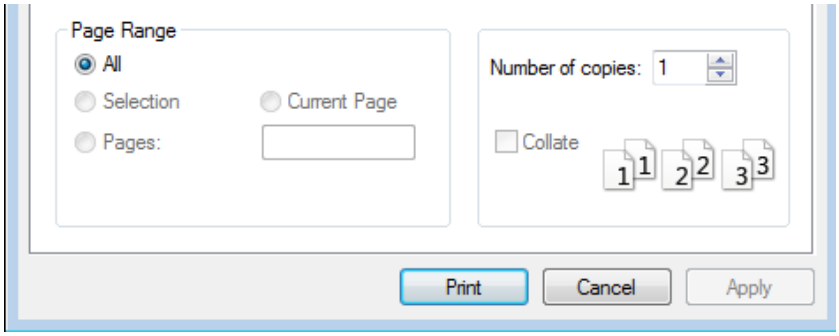


Click "Preferences" to set printing.

c) Set options in "Manual Duplex" of the "Basic" tab and click "OK" after completing the settings.

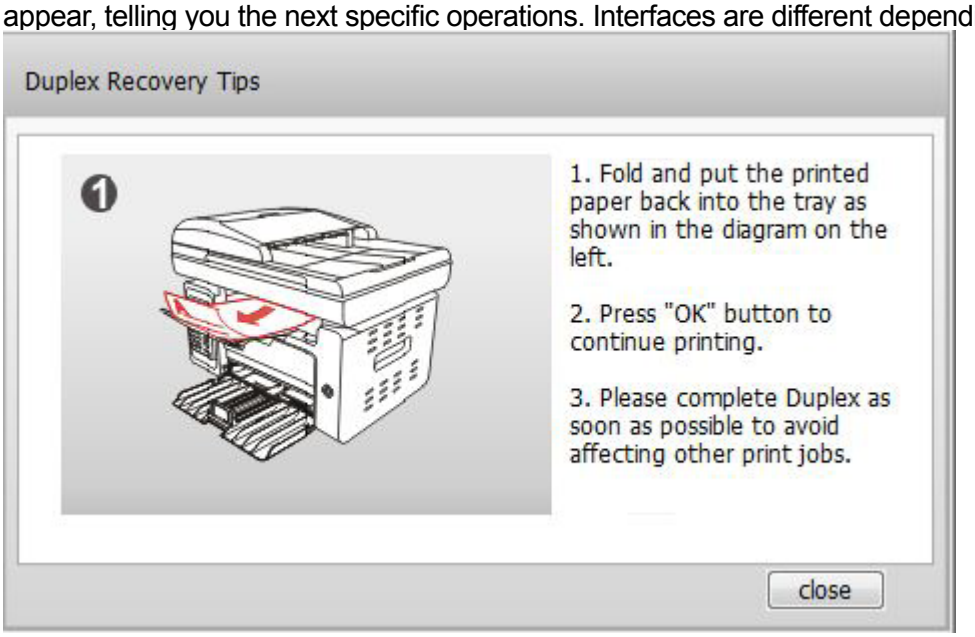


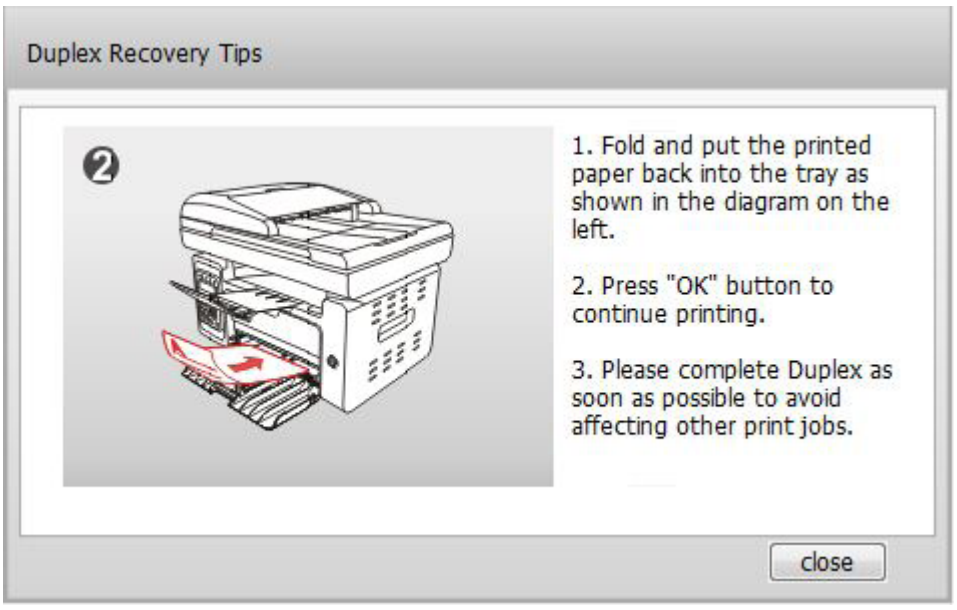
d) Click "Print".



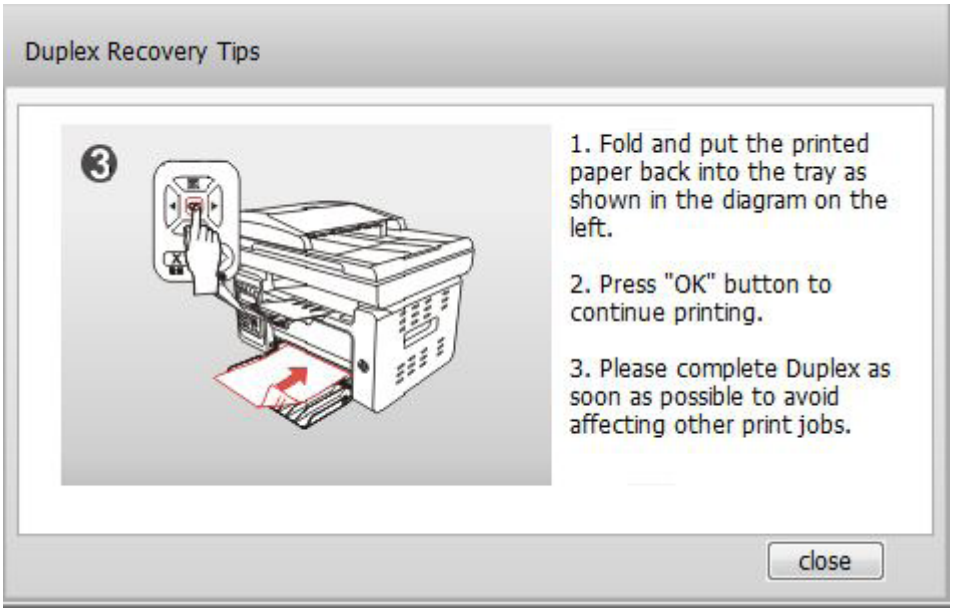
Note: • It is recommended to raise the output tray to prevent the paper from sliding out of it. If you choose not to raise the output tray, we recommend that you immediately remove the printed paper output from the printer.

e) Send the print task after choosing Manual Duplex, then the following prompt window will appear, telling you the next specific operations. Interfaces are different depending on the models.





f) After turning over the paper according to the prompt, press "OK" button of the printer to go on printing the other side.



g) You can click "Close" button to close this prompt window, and it will not appear until the next Manual Duplex job comes in.

6.4. Cancel Print Job

You can press the Cancel button on the control panel to cancel the print job you want to cancel during the printing process, or cancel the print job in the printing pool.

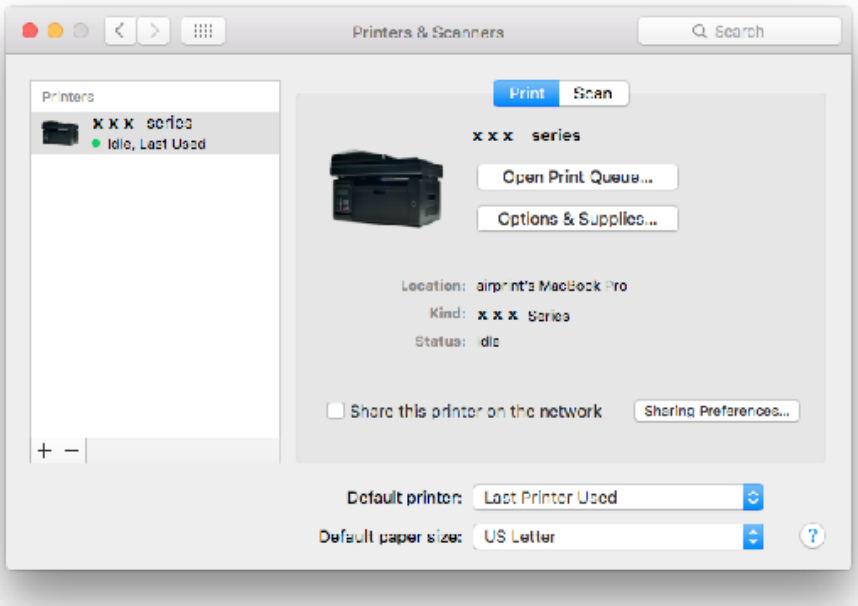
6.5. Mac System Print

Operation Steps:

1. After installing the printer’s driver, click on "System Preferences" on the bottom left corner.

2. After the window pops up, click on "Print and Scan".

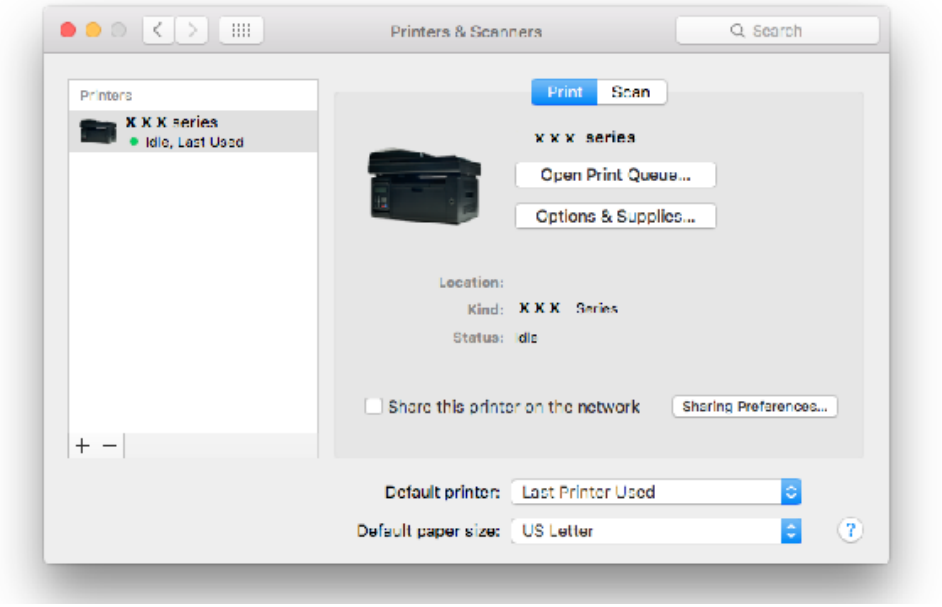
3. After the window pops up, select "Print".



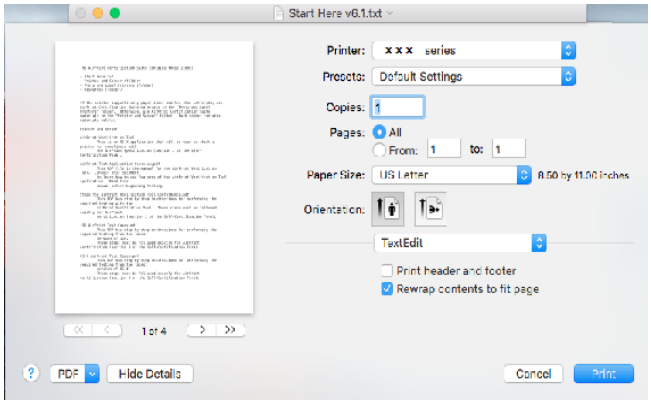
4. Select printer

1) For USB Model printer: plug the USB cable, the corresponding printer will automatically show in the left list.

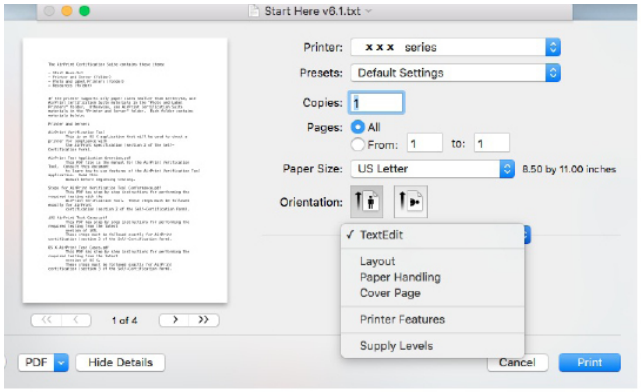
2) For NET Model printer: plug the network cable, click on symbol "+" at the bottom of the left list to add printer.



3) Open the document to be printed, click on "Document" – "Print".



4) After the window pops up, set the printing parameters, and press the "Print" button on the top right corner.



Copying

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Chapter

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7. Copying

7.1. Copying function

Copying function	
Common copying	Image quality
	Intensity
	Resizing
	Multipage
	Clone
	Poster
	Collated copy
	Manual dual-side
	Paper setting
ID card copying	Arrangement mode
	Intensity
	Paper setting
Receipt copying	Intensity
	Paper setting

7.2. Copying method

1.Press “copying” key/ “ID card copying” key/ “receipt copying” key on control panel.

2.Put the original document in automatic document feeder (ADF) (supporting common copying only) with right-side up or put it on glass platform with right-side down (for the method on how to put original document, see 2.5).

3.Set copying quantity with “direction” or “number” key according to types (99pieces at maximum).

4.Press “Startup” key for copying.

7.3. Copying cancel

Press “cancel” key on control panel if canceling copying.

7.4. Common copying setting

Change relevant setting with” copying setting menu” for better copying effect.

1.Press “copying” key on control panel and then press “OK” key to enter “copying setting” interface;

2.Press “direction” key to select options and then press “OK” key to enter setting interface;

3.Press “direction” key to select option to be set and press “OK” key to set option.

Note: • The image quality, intensity, resizing and paper setting can keep valid after options are set.

• For multipage, clone, poster, collated copy and manual dual-side setting, set recovery mode as default setting after completing copying, switching panel key or restarting machine.

7.4.1.Image quality

Select corresponding image quality mode for original document used in order to improve copying effect.

There are 4 modes in total:

Automatic: default mode;

Text+ image: applicable to original text and image;

Image: applicable to original image;

Text: applicable to original text.

Note: • The image quality mode supports automatic mode only after “poster” and “collated” copy are set.

7.4.2.Intensity

Adjust deep-light copying effect by setting intensity.

Intensity includes “manual” nd “automatic” adjustment.

Manual adjustment: light ◖□□□□◗ dark◖■■■■◗

7.4.3.Resizing

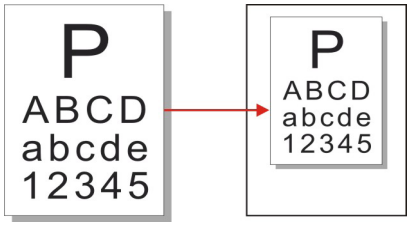
When original document is copied, resize image copied.

The resizing includes “fixed” and “manual” adjustment and the default value is 100%.

1.Fixed resizing: 141% A5->A4、122% A5->B5、115% B5->A4、97% LTR->A4、

94% A4->LTR、86% A4->B5、81% B5->A5、70% A4->A5。

e.g.:70% A4->A5:



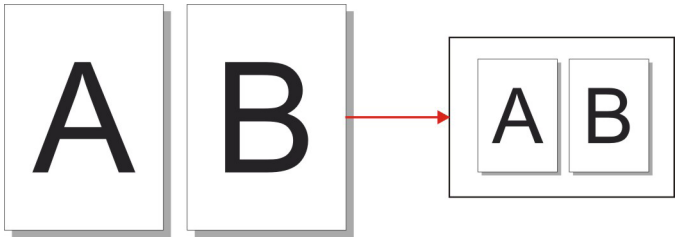
2. “Manual adjustment” applies to copying with glass platform only, the adjustment scope of which is 25%-400% and 5% can be adjusted each time after “direction” key is pressed once.

7.4.4.Multipage

2 or 4 pages of texts can be copied on one piece of paper with multipage setting.

The multipage includes 3 modes:

Two-in-one:



Horizontal four-in-one:

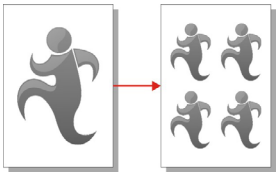
vertical four-in-one:

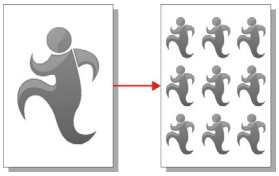
Note: • “Multipage and resizing function” cannot be set at the same time.

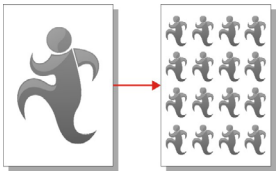
7.4.5.Clone

Clone setting enables the printing of many original images on one piece of paper.

The clone copying includes 3 modes:

2x2: 

3x3: 

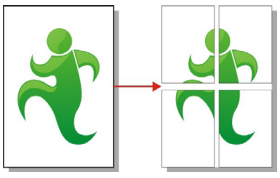
4X4: 

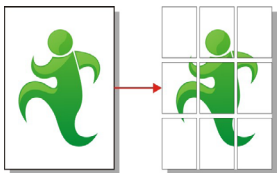
Note: • The “clone and resizing function” cannot be set at the same time.

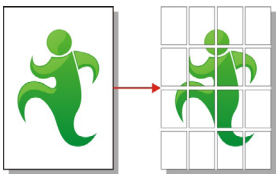
7.4.6.Poster

Poster setting enables the printing of one piece of original document on several pieces of paper.

The poster copying includes 3 modes:

2x2: 

3x3: 

4X4: 

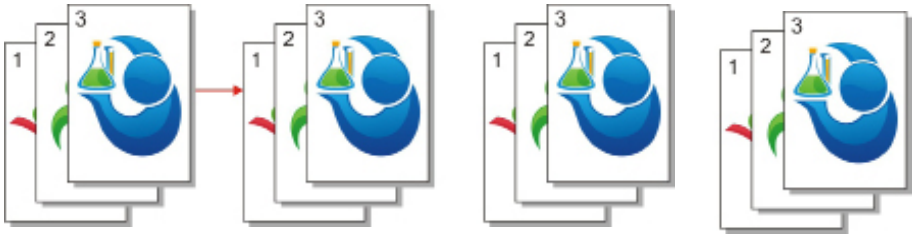
Note: • The “poster and resizing function” cannot be set at the same time.

7.4.7.Collated copy

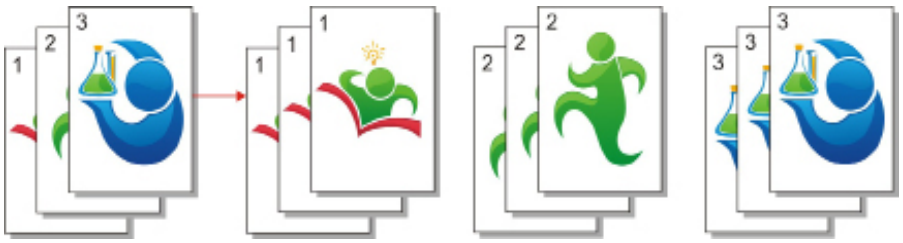
The “collated copy” function supports ADF copying only.

The collated copy includes 2 modes:

Open:



Closed:



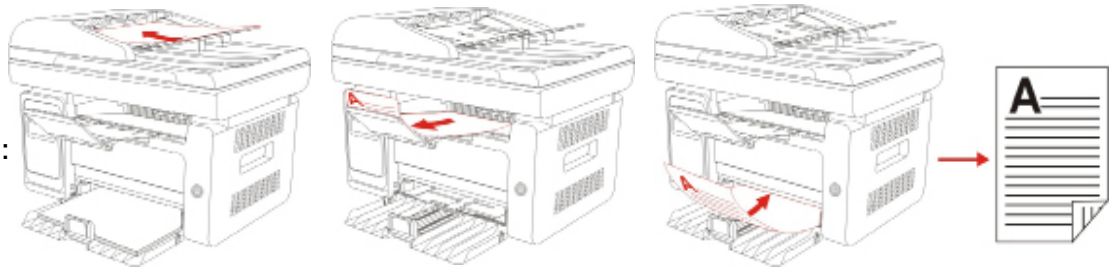
7.4.8.Manual dual-side

If the original document is copied on both sides manually, please select ADF feeding mode.

The manual dual-side includes 2 modes:

Closed: supporting single side copying;

Open:



7.4.9.Paper setting

By paper setting, you can set suitable paper dimension and type.

Paper dimension: A4, Letter, B5, A5, A6, Executive, Legal and Folio.

Paper type: common paper, thick paper, envelope paper, film paper, card paper, tagboard and thin paper.

Note: • After multipage and clone function are set, paper dimension supports A4 and Letter only.

• If original documents are copied with ADF mode, paper dimension supports common paper only.

7.5. ID card copying setting

Change relevant setting with copying setting menu for better copying effect.

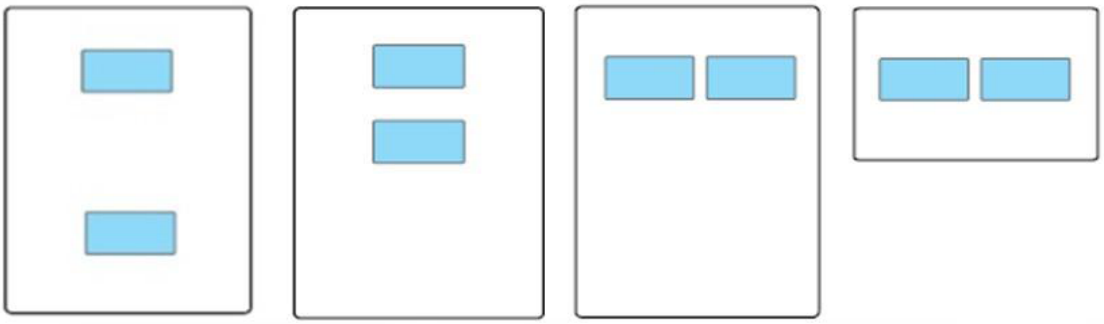
1.Press “ID card copying” key on control panel and then press “OK” key to enter copying setting interface.

2.Press “direction” key to select options and then press “OK” key to enter setting interface;

3.Press “direction” key to select option to be set and press “OK” key to set option.

7.5.1.Arrangement mode

There are 4 arrange modes for ID card copying totally:

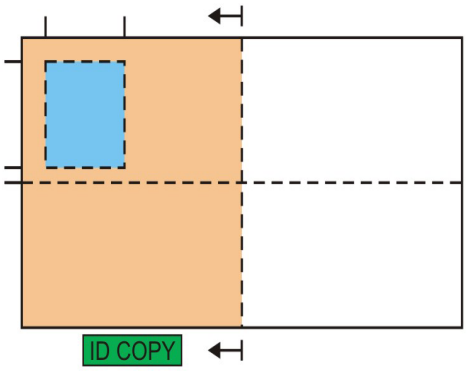


Whole page up-down Half page up-down Half page left-right Long side of A5 paper

Position:

Half page up-down: default mode; put ID card at orange left half area of glass platform.

Half-page up-down, half page left-right or long side of A5 paper: put ID card at blue area of glass platform.



Note: • After setting, the arrangement mode can keep valid before startup; after startup, the arrangement mode will recover to default setting.

7.5.2.Intensity

For intensity setting, see 7.4.2.

7.5.3.Paper setting

ID card copying supports A4 and Letter paper dimension.

7.6. Receipt setting

Change relevant setting with copying setting menu for better copying effect.

1.Press “receipt copying” key on control panel and then press “OK” key to enter copying setting interface.

2.Press “direction” key to select options and then press “OK” key to enter setting interface;

3.Press “direction” key to select option to be set and press “OK” key to set option.

7.6.1.Intensity

For intensity setting, see 7.4.2.

7.6.2.Paper setting

The receipt copying supports A4, Letter, B5, A5, A6 and Executive paper dimension.

Scan

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8. Scan

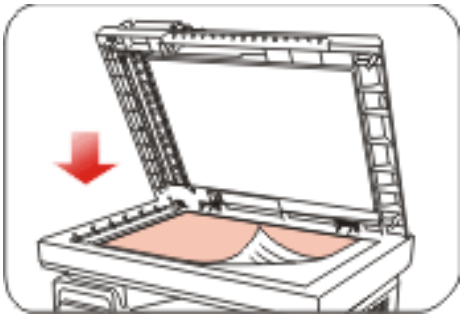
This printer provides two types of scan: "Push Scan", which means scanning through the printer's Control Panel operations; "Pull Scan" which means scanning through PC terminal scanning the application.

8.1. Push Scan

8.1.1. Steps for Push Scan with Tablet

This section introduces how to scan documents to the PC (only through USB cable connection) with control panel of the printer. The specific operation steps are as follows:

1) Put the document face down on the glass platen.



Note: • During copying, please do not open the cover to avoid any adverse impact on the image quality.

• For the information on "Steps of Using Paper and Manuscript", please refer to Chapter 2.5.

2) Press Scan on the Control Panel and press direction pad "▲" or "▼" to select "Single Page Scan" or "Merge Scan" to enter into the Scan mode.

Note: • For the information on Single Page Scan and Merge Scan, see 8.1.3 and 8.1.4.

3) Press "Start" button to start scanning.

Note: • Formats of scanned attachments: network scan supports PDF, TIFF and JPEG formats. Users can select the Save As Type on the panel for the scanned documents.

8.1.2. Steps for Push Scan with Automatic Document Feeder(ADF)

1) For information about Manuscript Loading Procedures, see 2.5.

2) Press Scan on the Control Panel and press direction pad "▲" or "▼" to select Single Page Scan or Merge Scan to enter into the Scan mode.

Note: • For a single page scanned to PC/E-mail/FTP, you can save it as PDF, TIFF or JPEG;

• If you choose to scan to PC with N-UP Scan under the ADF scanning mode, the scanned documents will be PDFs by default; For those scanned to E-mail/FTP with N-UP Scan, you can save them as PDF, TIFF or JPEG;

3) Press Start button to start scanning.

4) Paper comes out from the ADF output exit and the scan completes;

8.1.3. Single Page Scan

The default scan mode of control panel is Single Page Scan mode.

For the specific steps of scan operation, please refer to Chapter 8.1.

8.1.4. Merge Scan

When you want to merge multi-page scanned documents into one PDF, please use Merge Scan function.

Note: • The Merge Scan allow the document to be scanned into the PDF format by default.

• This printer can perform Merge Scan operation only on the control panel.

The specific operations are as follows:

1. Press "Scan" button to enter scan status. The default scan mode of control panel is Single Page.

2. Press "▲" or "▼" button to select and enter "Merge Scan" mode.

3. Press "Start" button and the Scan Process Bar Interface will pop up on the computer.

4. After completing scanning the first page, the contents as shown below will appear on the control panel:

Press "Start" button - scan the next page

Press "OK" button- end the scanning

5. Put the document to be scanned on the glass platen and press Start button to continue to scan the second page (For ADF scanning, it can run continuous scan directly).

6. Repeat the operation as described in the step 5 to scan multi-pages till you press "OK" button to end this operation.

7. After completing the operation, the application will save PDF document to the specified folder.

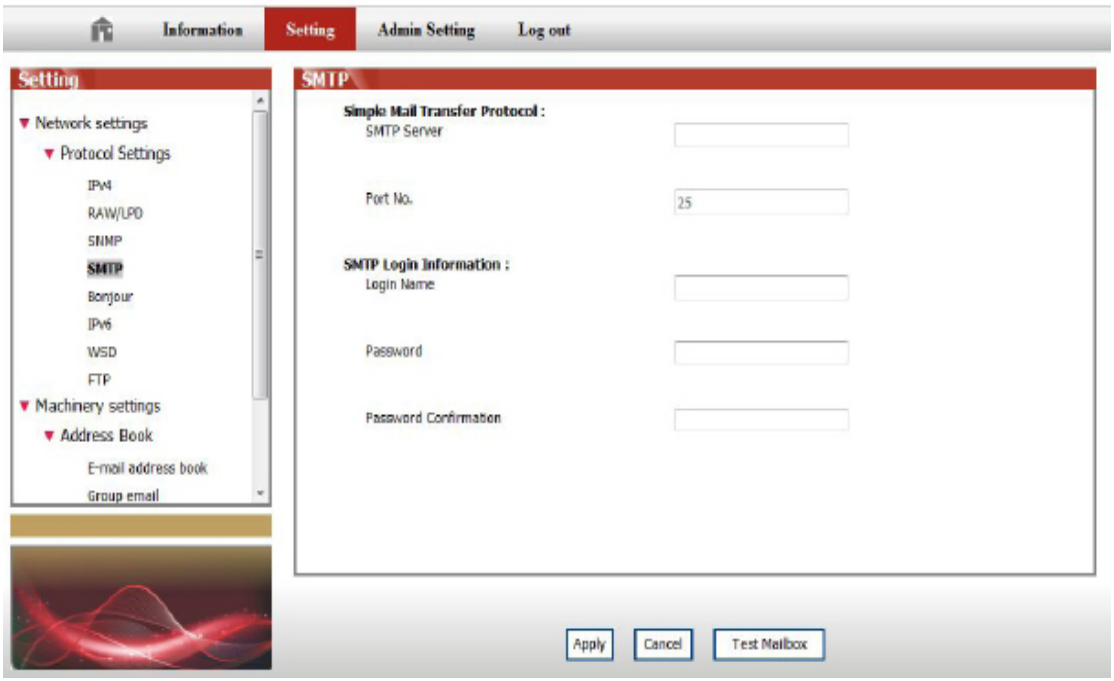
8.1.5. Other Scan Functions

1. Scan to E-mail

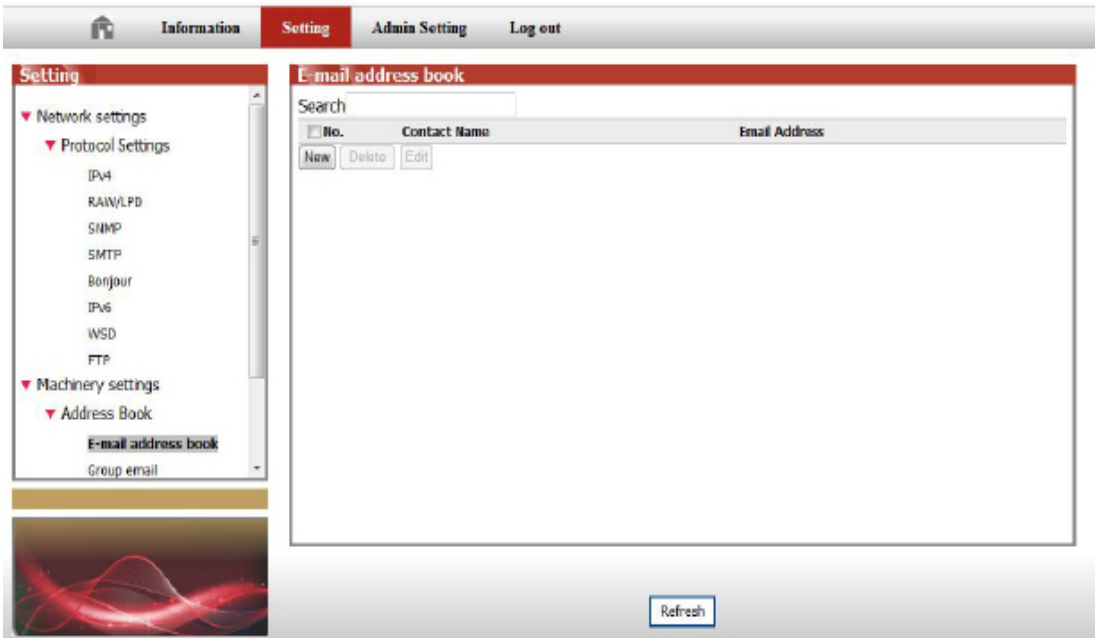
Users can scan monochrome or color documents as attachments to E-mail application. Operation steps as follows:

① Type the IP address in the Web browser's address bar to access the embedded Web server of the printer.

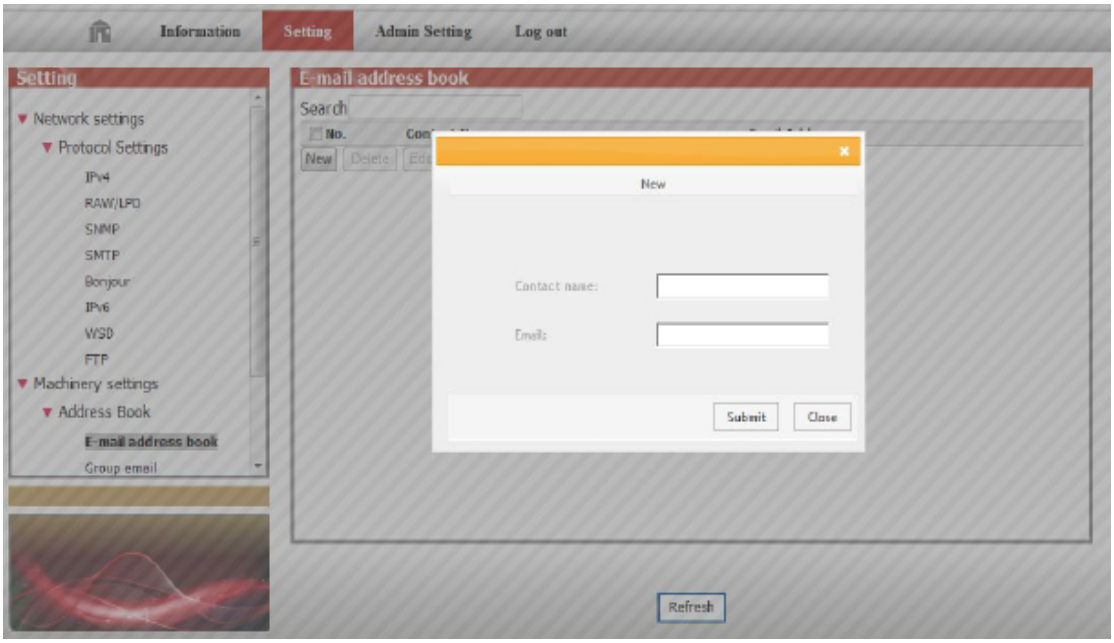
② Click on "Setting"—"SMTP" to set the relative parameters of the SMTP Protocol; After finishing setting, click on "Apply" to save.



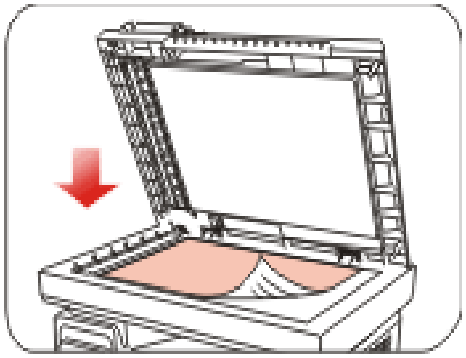
③ Click on “E-mail Address Book” in the left setting column to enter into the settings interface of the email.



④ Click on "New" and the following window will pops up, edit the name of contacts ,input the E-mail address and then click on "Submit".



⑤ Put the document on the platen.



⑥ Press "Scan" button on the control panel, and press "▲" or "▼" to select "1. Single Page Scan" or "2. Merge Scan", then press "OK" button.

⑦ In the "1. Scan To" interface, press "OK" button.

⑧ Press "▲" or "▼" to select "Scan to E-mail" and press "OK" button.

⑨ Press "▲" or "▼" to select "E-mail Address Book" or "Group Mail" and press "OK" button.

⑩ Press "▲" or "▼" to select address or group and then press "OK" button; press "Start" button to start scan.

Please follow these instructions on the settings for group emails:

Set the group name for group e-mail sending by webpage, and set the members, i.e.the receivers, in the group of group email. After finishing scanning, firmware will send the scanned documents to the mail server. Then mail server sends the documents to every member of the group.

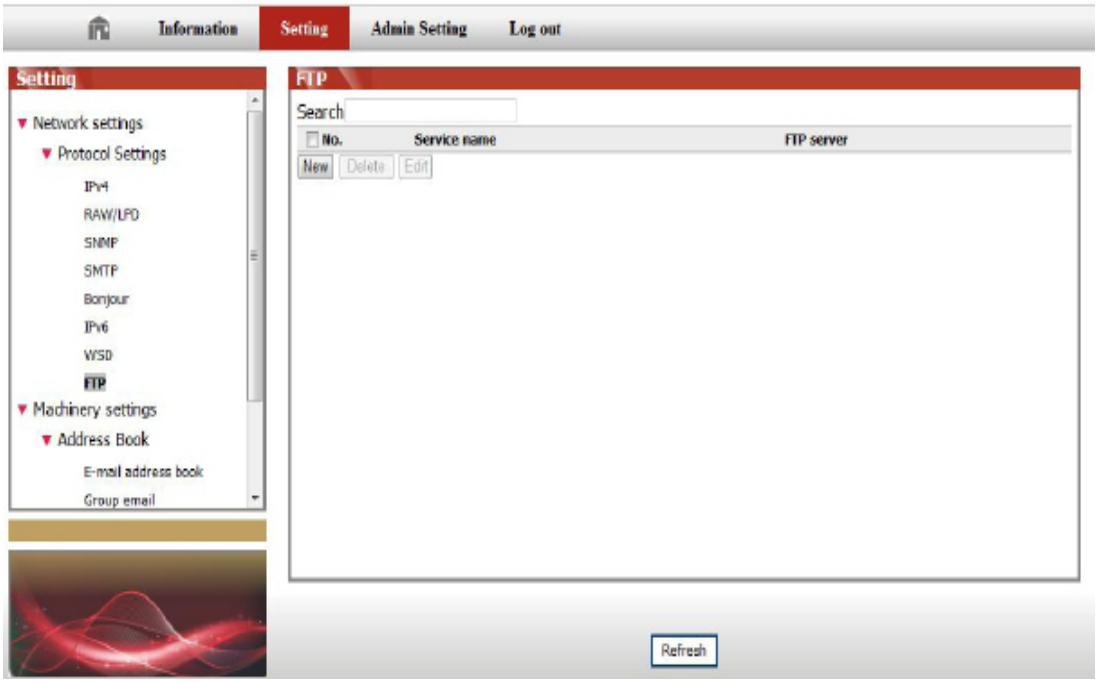
2. Scan to FTP

Scanning to FTP requires a network environment. Users can scan comparatively large files online. Users need to log in FTP server with user name and password and install IIS Component on the computer.

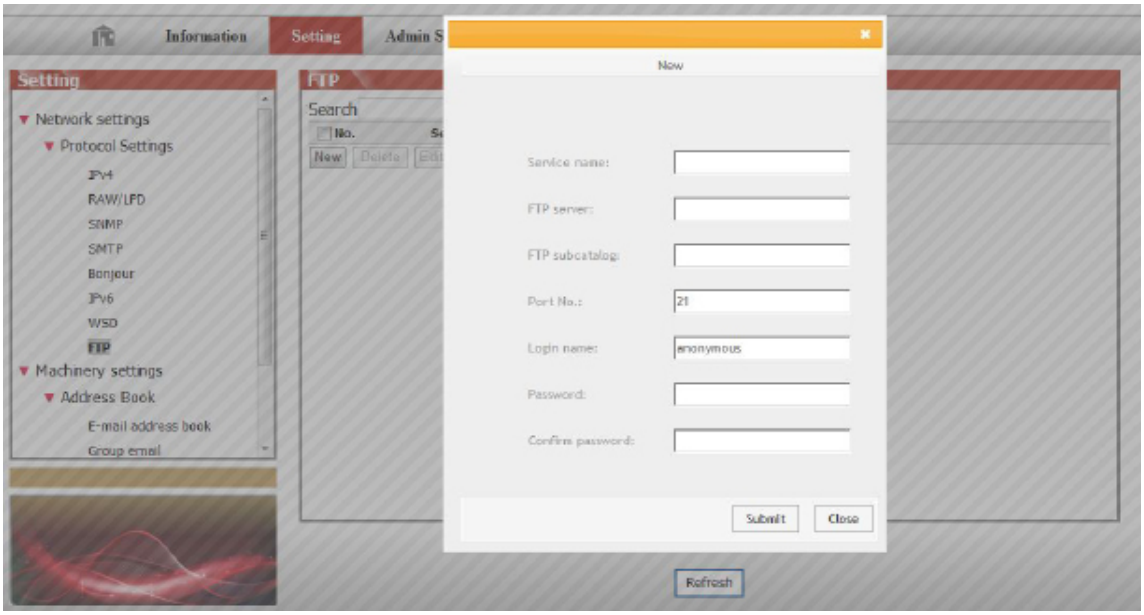
1) Operation Steps:

① Type the IP address in the Web browser's address bar to access the embedded Web server of the printer.

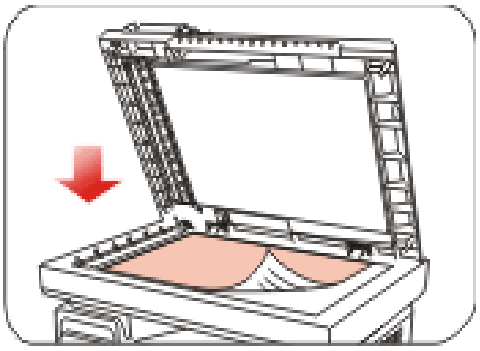
② Click on "Setting" – "FTP" to enter into FTP Setting interface.



③ Click "New", the following window will pop up. Set the relative parameters of the FTP Protocol. After complete setting, click on "Submit".



④ Put the document on the platen.



⑤ Press "Scan" button on the control panel, press "▲" or "▼" to select "1. Single Page Scan" or "2. Merge Scan" and press "OK" button.

⑥ In the "1. Scan To" interface, press "OK" button.

⑦ Press "▲" or "▼" to select "Scan to FTP" and press "OK" button.

⑧ Press "▲" or "▼" to select the server and press "OK" button; Press "Start" button to start scan.

Note: The relative parameters setting of the FTP Protocol are as follows:

FTP Server: IP Address of the server (such as 10.10.145.100)

Port Number: Default port number is 21

Login Name: For example, anonymous

Password: such as (anonymous login needs no password)

Confirm Password: For example (anonymous login needs no password)

Server Name: For example, admin

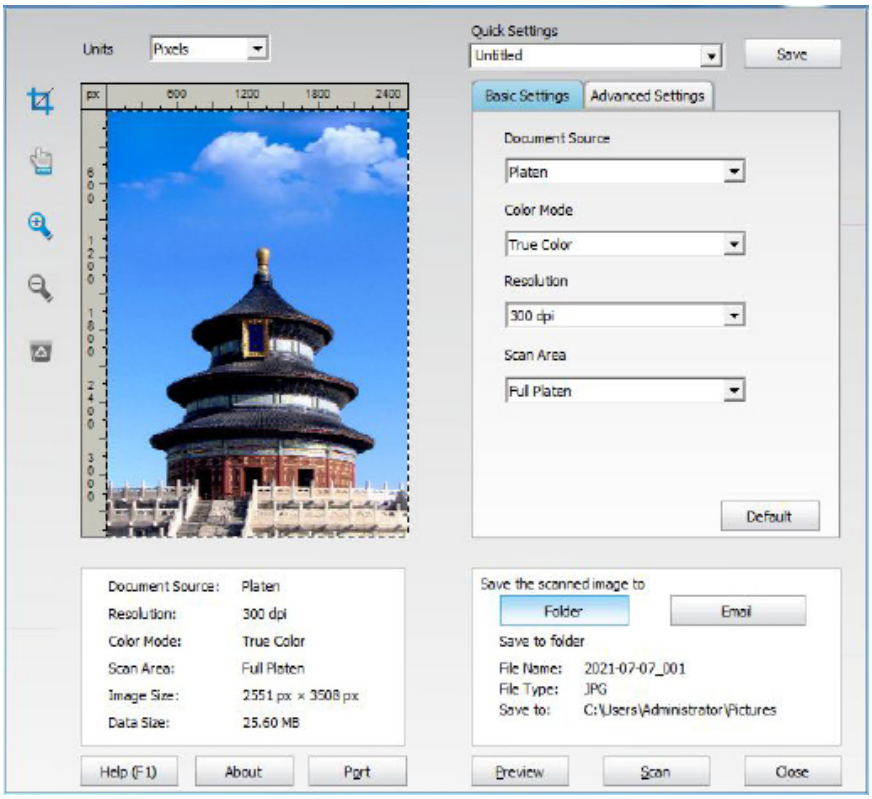
8.2. Pull Scan

8.2.1. Scan Application

Operation Steps:

1) Double click on "ICSP YPS Scan Application" on the computer, the icon is shown as below:

2) The prompt window is shown as below:



3) Set Scan in the right list. Click "Scan" on the bottom right corner and start scan.

Note: ICSP YPS scan application software can scan pictures and support 5 formats of files: BMP, JPG, TIF, PDF, and PNG.

This product complies with the TWAIN and Windows Image Application (WIA) standard.
If using the application which supports TWAIN and WIA standard, users can use the scan function and directly scan the images to the open application. The handbook requires Office Software (Word and Excel) and Photoshop ,for example, to show the operation.

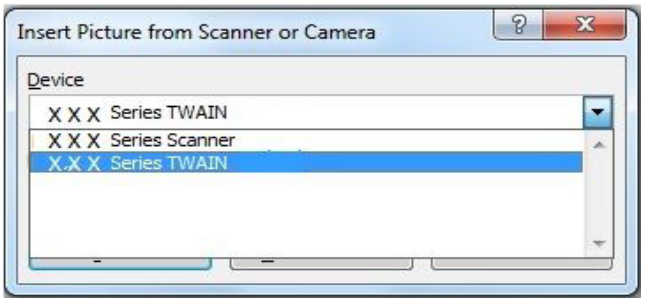
8.2.2. TWAIN Scan Driver

8.2.2.1. Office Software (Word and Excel)

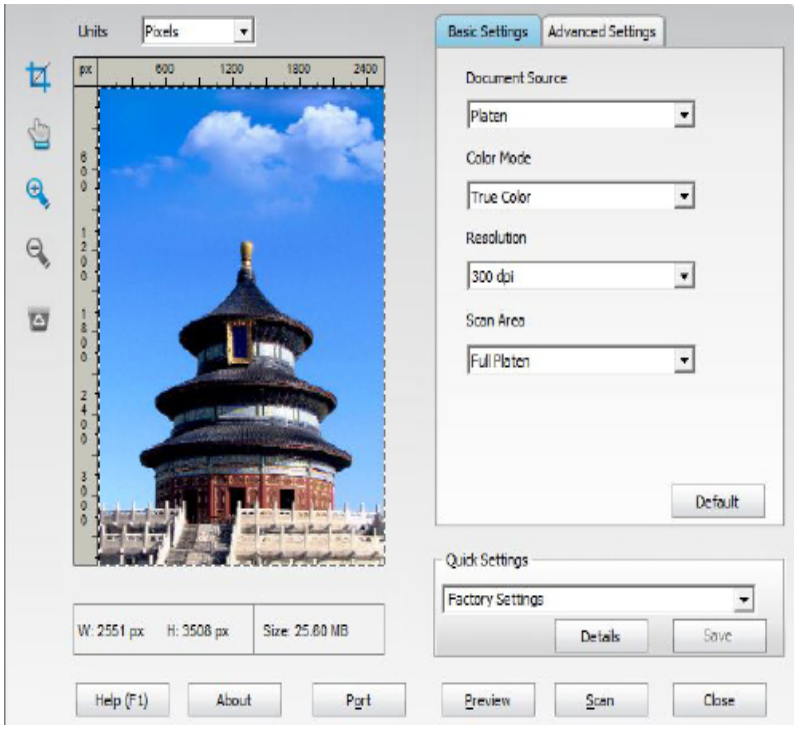
Operation Steps:

1) Keyboard shortcuts: Alt+I+P+S to open the application's window.

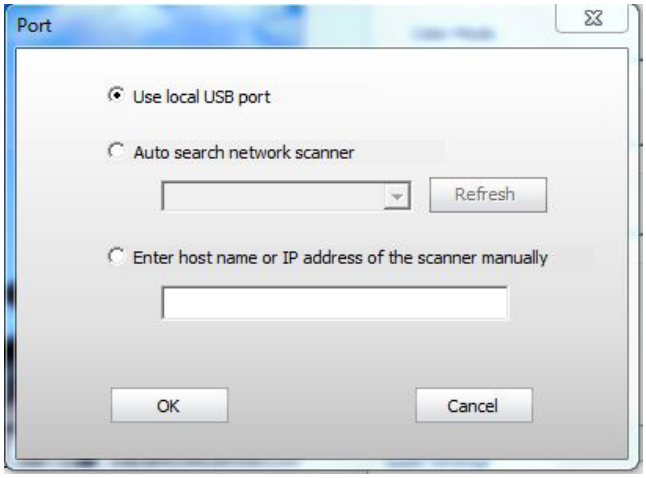
2) Click on "Device" option and select TWAIN Scan, click the "Custom Insert" button below.



3) After the window pops up, set the scan information in the right list of "Basic Setting" and "Advanced Setting". Click on "Scan" and start scan.



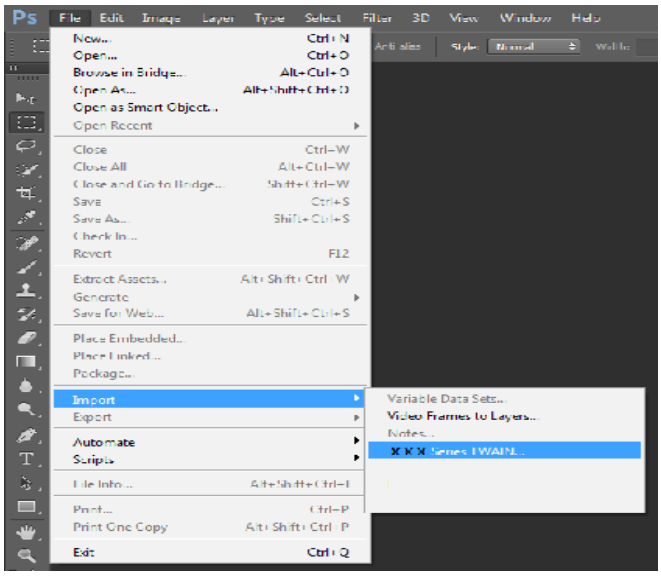
Note: Click on the "Port" below to select the scan port, which is shown as below:



8.2.2.2. Photoshop

Operation Steps:

1) Launch Photoshop, click on "File" – "Import" on the top left corner, select TWAIN Scan, as is shown below:



2) After the window pops up, please refer to Step 3 of 8.2.2.1. to see the specific operation steps.

8.2.3. WIA Scan Driver

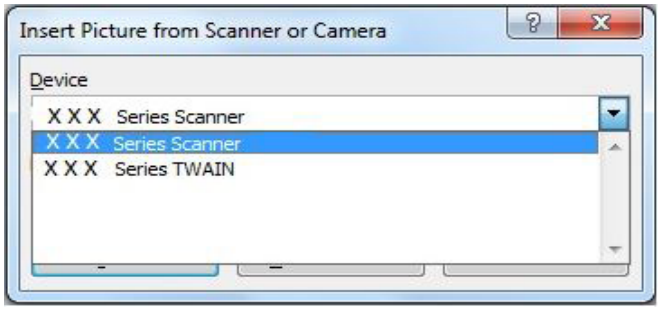
8.2.3.1. WIA1.0 Scan (Windows XP / Windows Server 2003)

1. Office Software (Word and Excel)

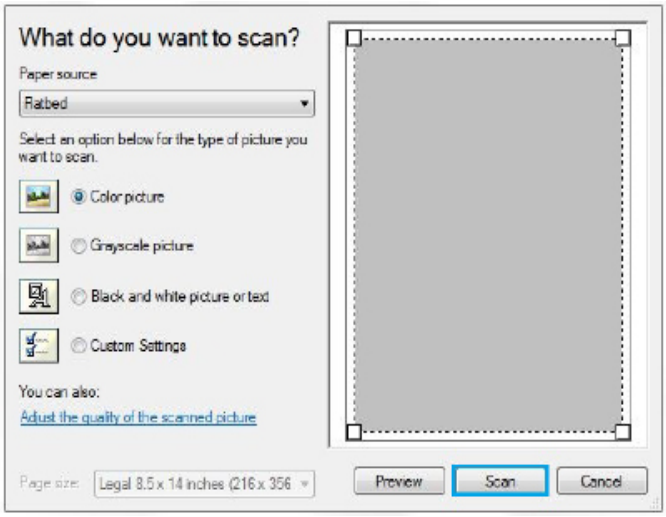
Operation Steps:

1) Keyboard shortcuts: Alt+I+P+S to open the application's window.

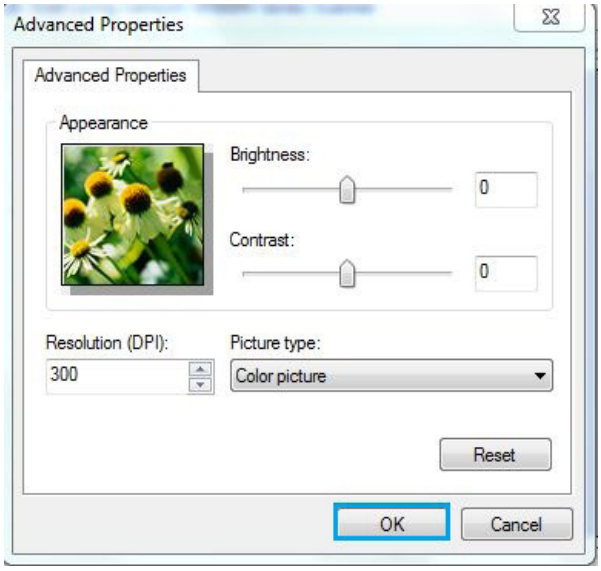
2) Click on "Device" and select WIA Scan,click the "Custom Insert" below.



3) The prompt window as is shown below, set the scan information.



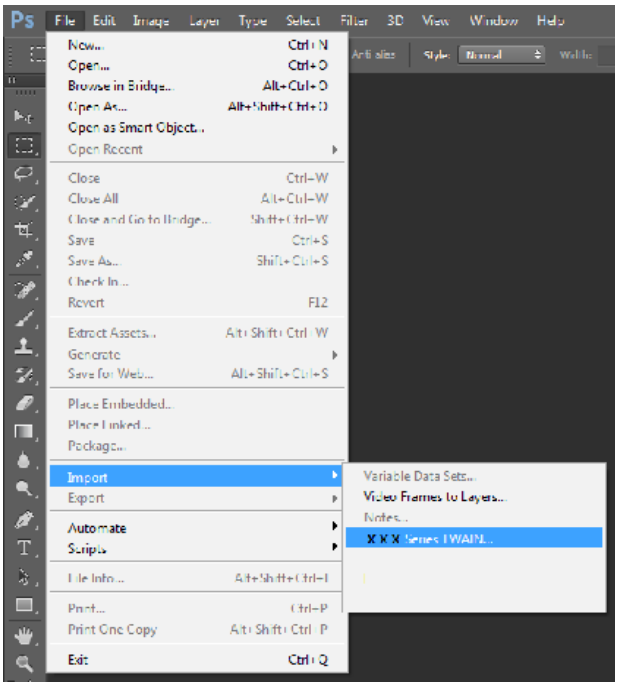
4) Click on "Adjust the Scanned Image Quality" on the bottom left corner of the above picture, the advanced properties interface will pop up, then users can set the scan; After finishing the settings, click on the "OK" button, then "Scan" button to start scan.



2.Photoshop

Operation Steps:

1) Launch Photoshop, click "File"- "Import" on the top left conrner and select WIA Scan, as is shown below:

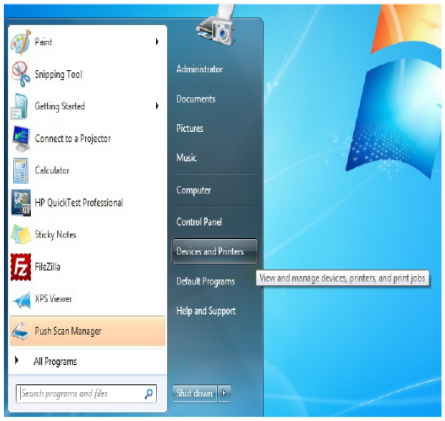


2) After the window pops up, please refer to Step 3 and Step 4 of 8.2.3.1 to see the specific operation steps.

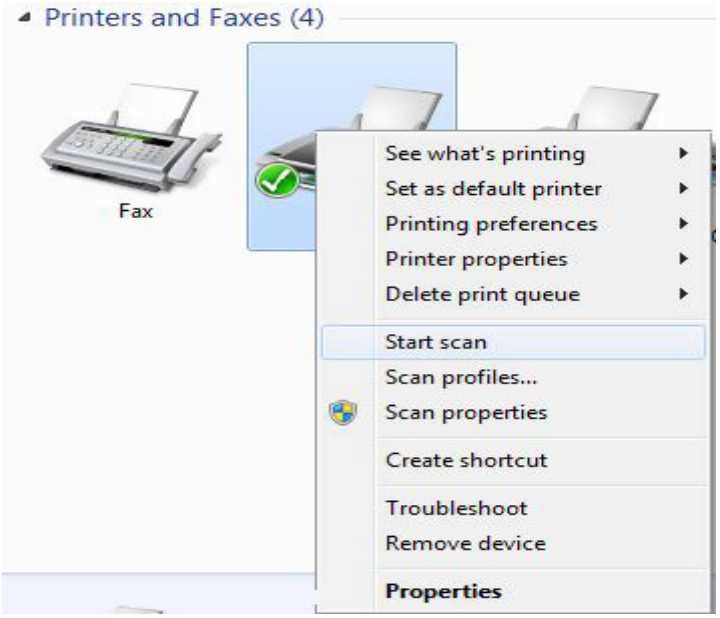
8.2.3.2. WIA 2.0 Scan (Windows Vista / Windows Server 2008 and later versions)

Operation Steps:

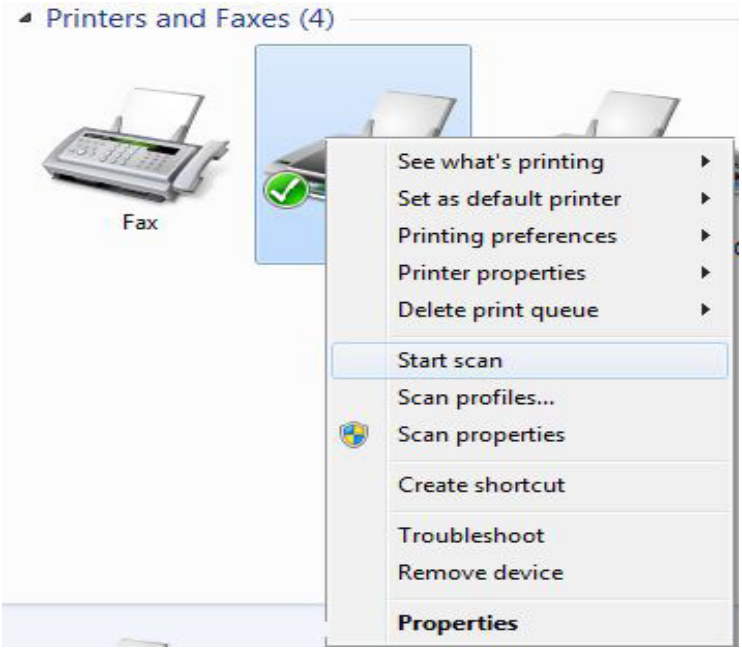
1) Click on "Start"- "All Programs"- "Device and Printer" on the left bottom of the desktop.



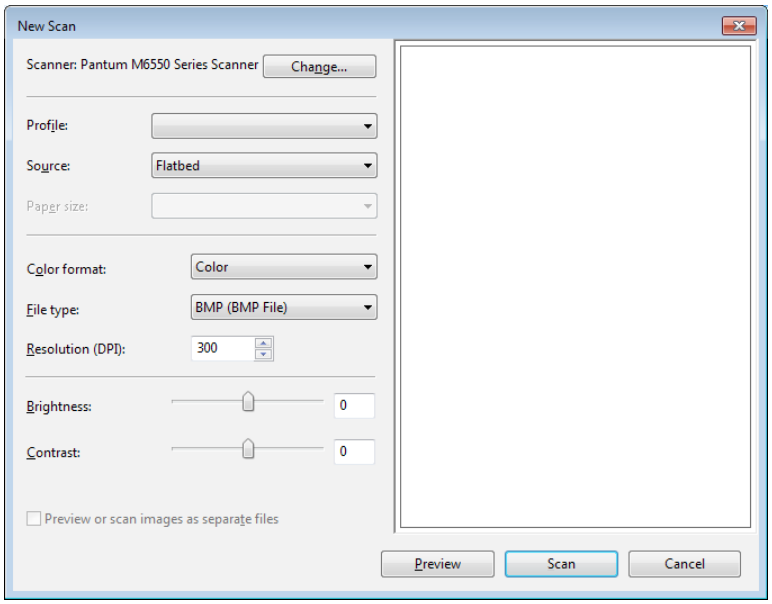
2) When the pop-up window appears, select the printer you want to use, and right click the mouse.



3) Click on "Start Scan" in the above option bar.



4) After the window pops up, set the scan and click "Scan" on the bottom right corner and start scan.



8.2.4. Cancel Scan Job

During the scanning, two ways are available to cancel the job:

1) Press "Cancel" button on the control panel to cancel the job.

2) Click Cancel button on the scan progress bar interface of the computer to cancel the job.

8.3. Mac System Scan

8.3.1. ICA Scan

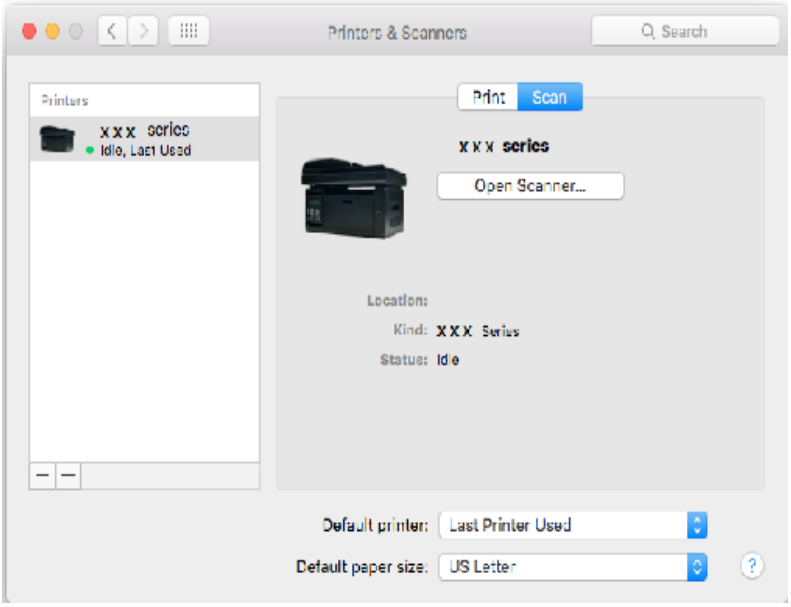
8.3.1.1. Open ICA via "Print and Scan"

Operation Steps:

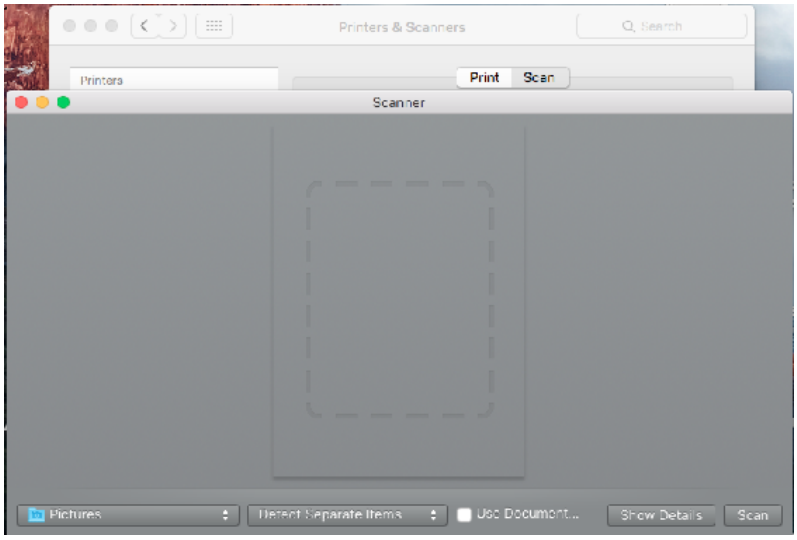
1. After installing the printer driver, click "System Preferences" icon on the bottom left corner of the computer desktop.

2. After the window pops up, click on "Print and Scan".

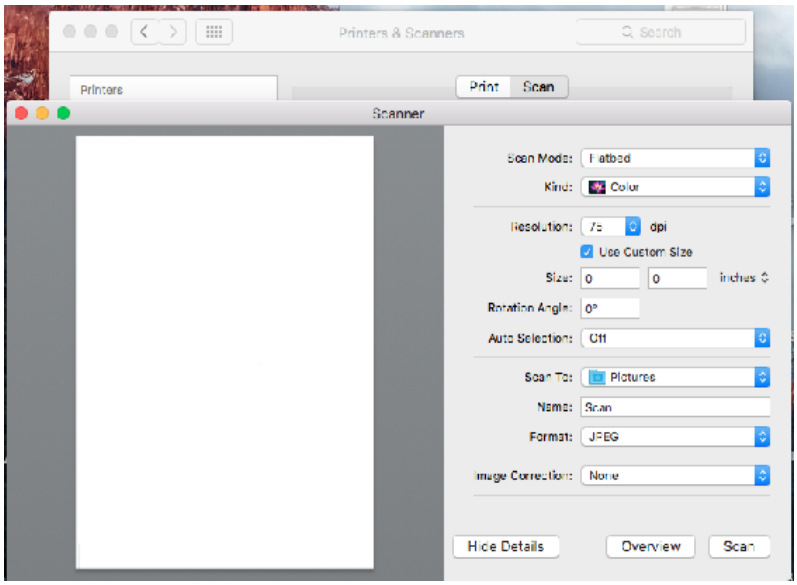
3. After the window pops up, click on "Scan".



4. Click on "Open Scanner" and the scan window will pop up.



5. Click on "Show Details" on the bottom right corner to set the scan parameters.

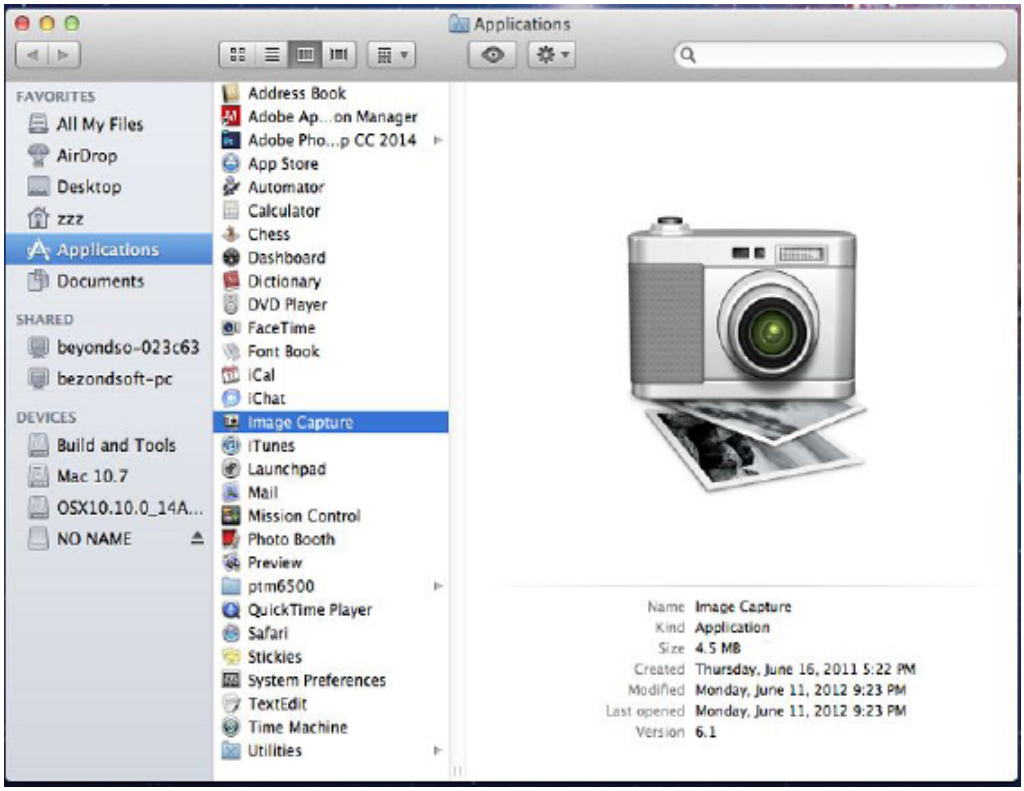


6. Click on "Scan" on the bottom right corner and start scan.

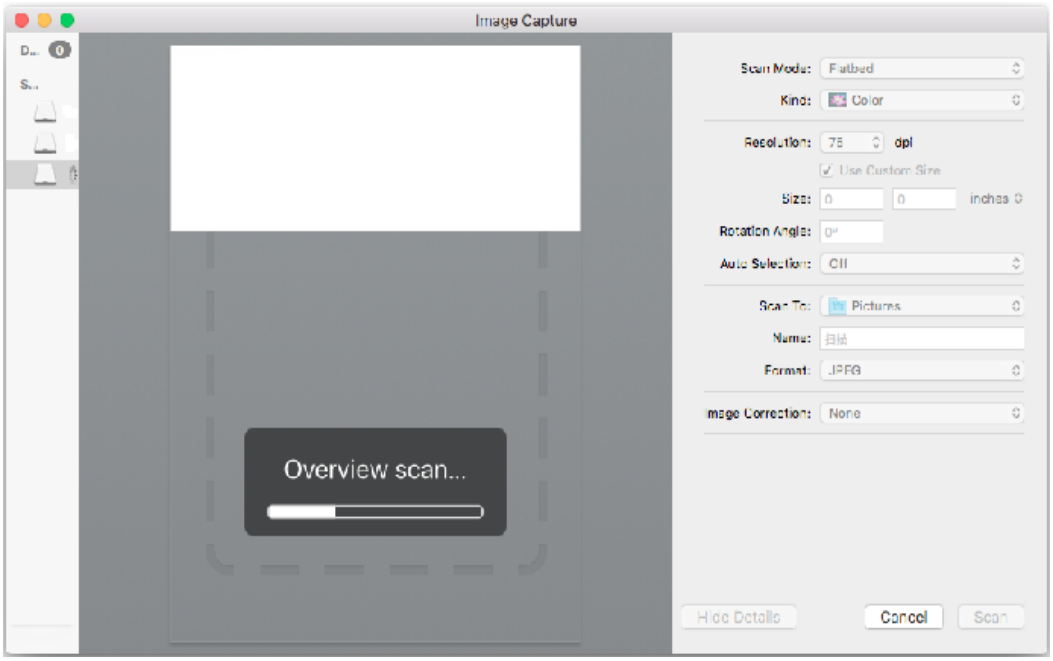
8.3.1.2. Call CIA through applications

Operation Steps:

1) Click on "Finder" icon on the bottom left corner of the computer desktop, or use keyboard shortcuts command+shift+C to open the window. Find "Image Capture" in "Applications" (or conduct keyboard shortcuts command+shift+A to directly switch to "Applications") and click to launch the application.



2) After selecting the printer in the left list, set the scan parameters in the right list. Click on "Scan" on the bottom right corner and start scan.

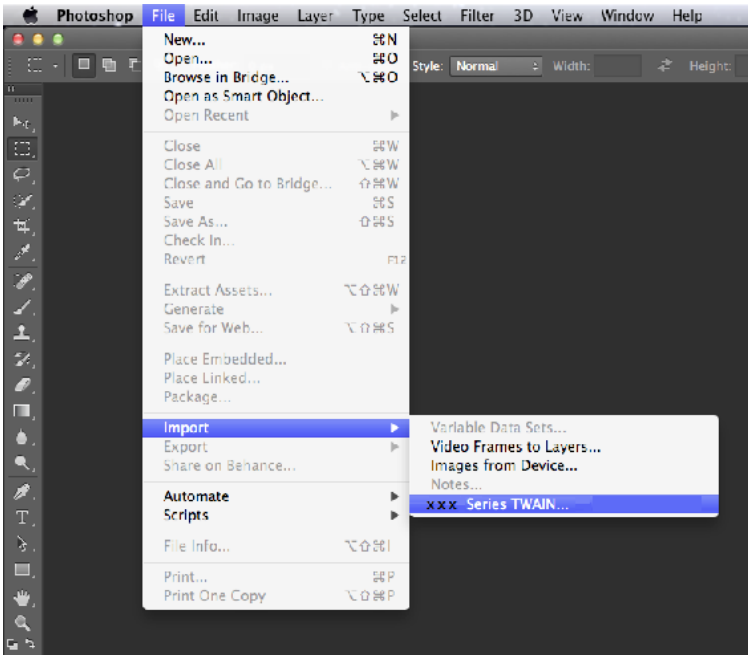


8.3.2. TWAIN Scan

Take Photoshop as an example.

Operation Steps:

1) Launch Photoshop, click on "File" – "Import" on the top left corner and select TWAIN Scan, as is shown below:



2) After the window pops up, please refer to Step 3 of 8.2.2.1 to see the specific operation steps.

Fax(For YPS-4022 Series models only)

9
Chapter

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9. Fax

9.1. Connect Devices

Connect the fax accessories to the phone line

This product includes two fax ports:

• Connect this product to the "LINE" port of the telephone jack on the wall.

• Connect the auxiliary devices to the " " port of this product.

The installation steps are as follows:

1) Unplug the power cords of all the devices you want to connect.

2) If this product has not been connected to the phone line, see the product installation guide. The product should have been connected to the telephone jack.

3) Remove the plastic plug of the " " port.

4) To connect the included phone handle, plug the phone cord into the printer's " " port. Connec the other end of the phone cord to the phone handle.

5) To connect the telephone device alone, plug the phone cord into the printer's " " port. Plug the other end of the phone cord to the telephone's "LINE" port.

6) When you are finished with connecting auxiliary devices, connect all devices to their power supply.

9.2. Fax Settings

This product supports two ways to make the fax settings for users' different fax requirements.

One way is to complete the fax settings under the Fax Mode, and the steps are as follows:

1) When the machine is ready, press Fax button, then press OK button to enter the fax settings interface.

2) Choose the fax option you want to set by pressing the page up and down keys.

3) Nine settings are available here. The following is the instruction on these settings:

No.	Options	Description
1	Resolution	You can select the image quality of the fax. The available options are Normal, Fine and Super fine, and the default is Normal.
2	Original Size	You can select the desired size of the document to be faxed. The available options are A4, Letter and Legal.
3	Luminosity	You can adjust the luminosity of fax documents manually or automatically.
4	Group Sending	You can enter each fax number you want to send fax to through group sending and the maximum for group sending is 10 fax numbers.
5	Delay Sending	With Delay Sending, you can set the fax number and time (within 24 hours) for Delay sending to send the fax job on the time you set.
6	Forward the Received	Forward the Received option has two suboptions. If you select the Forward to Fax suboption and enter the number to which you want to forward the fax, the printer will send the fax to the forwarded number rather than printing it when you receive a fax; With the Forward to Fax enabled, if you select Forward and Print, the printer will print the fax and also forward it to the forwarded number when you receive a fax.
7	Active Job	Query for the list of all faxes for Delay sending and you can press the Cancel button to delete a Delay sending job.
8	Communication record	inquire the latest 30 times of fax sending/ receiving.
9	Contacts	You can edit the contacts, group numbers, and print the contacts as well as the list of group numbers from Contacts.

Another way is to specify the Fax Settings in the Menu Settings

1) When the machine is ready, press the menu button and press the up button "▲" or the down button "▼" to select fax settings;

2) Press the OK button to enter the fax setting options and press the up button "▲" or the down button "▼" to enter the fax settings.

3) Three categories of fax setting options are available here. The following is the instruction on these settings:

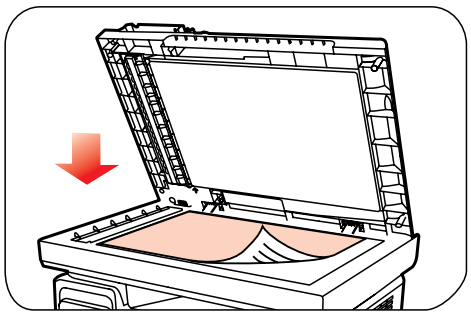
No.	Options	Description
1	Send Settings	You can use the options in Send Settings to set the parameters for sending fax.
2	Receive Settings	You can use the options in Receive Settings to set the parameters for receiving fax.
3	Compatibility	If fax is sent or received abnormally due to disturbance on telephone line, try to switch to VOIP compatibility mode.
4	National area	set different national areas based on demand
5	Fax Report	You can use the options in Fax Report to print the fax report as you need.

9.3. Fax Functions

9.3.1. Send Fax

Send a fax from a flatbed scanner

1) Put the document face down on the scanner's glass platen and close the scanner.



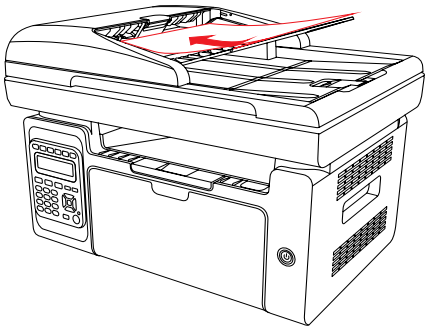
2) Press the Fax button and use the number buttons to enter the fax number.

3) Press the Start button to start scanning the document.

4) Press the OK button to initiate the fax job.

Send a fax from the automatic document feeder (ADF)

1) Put the document face up into the automatic document feeder.



Note: • Automatic document feeder can accommodate up to 35 sheets of medium measuring 75 g/m2 or 20 pounds.

• In order to prevent damage to this product, do not use a manuscript with correction tape, correction fluid, paper clips or staples on it. In addition, do not load photos, small manuscripts or brittle manuscripts into the automatic document feeder.

2) Adjust the guide plate until it lies close to the stack of paper.

3) Press the Fax button and use the number buttons to enter the fax number.

4) Press the Start button to start scanning the document with the automatic document feeder.

9.3.2. Receive Fax

You have two ways to receive fax, and the default for the printer is fax mode.

Fax mode, which is the automatic receiving mode, sends faxes to the printer, and the printer receives the fax automatically when the ring reaches the specified number of times;

Phone mode, which is the manual receiving mode, sends faxes to the printer, and you need to receive the fax manually when the ring prompts.

9.3.2.1 Fax Mode

Operation Steps:

1) Press Menu button to enter the menu interface.

2) Press direction pad "▲" or "▼" to select "3. Fax Settings" option and press "OK" button.

3) Press direction pad "▲" or "▼" to select "2. Receive Settings" option and press "OK" button.

4) Press direction pad "▲" or "▼" to select "1. Answer Mode" option and press "OK" button.

5) Press direction pad "▲" or "▼" to select "1. Fax Mode" option and press "OK" button.

6) Go back to the previous menu, press direction pad "▲" or "▼" to select "2. Number of Rings" option and press "OK" button to set the number of rings. Then the printer will receive the fax automatically when the ring reaches the specified number of times, and the default is 4 times.

9.3.2.2 Phone Mode

Operation Steps:

1) Press Menu button to enter the menu interface.

2) Press direction pad "▲" or "▼" to select "3. Fax Settings" and press "OK" button.

3) Press direction pad "▲" or "▼" to select "2. Receive Settings" and press "OK" button.

4) Press direction pad "▲" or "▼" to select "1. Answer Mode" option and press "OK" button.

5) Press direction pad "▲" or "▼" to select "2. Phone Mode" option and press "OK" button.

In the phone mode, you have 3 ways to receive a fax:

1) Press the Start button on the Control Panel and the machine starts to receive the fax;

2) Take the phone handle or press the Speaker button on the Control Panel and press the Start button for the machine to start receiving the fax;

3) Use the remote receiving mode (applies only to external telephone operations) to press "*90" on the extension panel when the phone is taken and the machine starts to receive the fax;

Note: • To use the remote receiving mode, please set the remote code to Turn On.

• The default for remote code is "*90". You can modify it by the path "Menu"——"3. Fax Settings"——"2.Receive Settings"——"7.Remote Code"——"Turn On"——edit.

9.3.3. Other Scan Functions

Group Sending

You can use this product to send a fax message to multiple fax numbers and the maximum for group sending is 10 fax numbers. The operations are as follows:

1) On the Control Panel, click on the Fax button to enter the fax mode.

2) Press the OK button to enter the Fax Settings interface, and press "▲" or "▼" button to select Group Sending.

3) You can press the OK button and enter each fax number to which you want to send fax.

4) When the input is complete, press the Start button to start scanning documents.

5) When the scan is complete, press the OK button to begin the group sending fax job.

Delay Sending

You can enable Delay sending of fax through the Control Panel. When this process is complete, the printer will scan the document to the memory, and get back to Ready state.

The specific operations are as follows:

1) On the Control Panel, click on the Fax button to enter the fax mode.

2) Press the OK button to enter the Fax Settings interface, and press "▲" or "▼" button to select Delay Sending

3) Set the fax number, job name, and delay period as prompted.

4) When the input is complete, press the OK button to scan the fax document to the memory and get back to Ready state.

Fax Forwarding

You can forward the fax you receive. When you receive a fax job, it will be stored in memory at first. Then the printer dials the fax number you have specified and send the fax. If the printer cannot forward a fax because of an error (for example, the number is busy) and fails with repeated redial attempts, the printer will print the fax.

The Fax Forwarding feature of this printer is available in two modes:

One mode is Forward to Fax: When you receive a fax, the printer will send the fax to the specified fax number rather than printing it.

The other mode is Forward and Print: With the Forward to Fax enabled, if you enable Forward and Print when you receive a fax, the printer will print the fax and also forward one copy of the fax to the forwarded number you have set.

The specific operations are as follows:

1) On the Control Panel, click on the Fax button to enter the fax mode.

2) Press the OK button to enter the Fax Settings interface, and press "▲" or "▼" button to select Forward the Received.

3) Set the forwarding mode and the number as prompted.

4) When the input is complete, press the OK button and the received fax will be automatically forwarded to the specified fax number.

Automatic Redial

If the number you have dialed is busy or is not responding when you send a fax, the machine will automatically redial the number. You can set the redial attempts and interval. The specific operations are as follows:

1) On the Control Panel, press Menu > Fax Settings > Send Settings.

2) Set the redial attempts and interval as you want.

3) When you complete the setup, press the OK button to save the settings.

Auto Shrink

When the paper size of the received fax does not match the size specified in the printer, the received fax will be shrinked according to the user-defined paper size to match the paper size in the printer.

If you disable the Auto Shrink option, the fax will be printed at full size across multiple pages. Auto Shrink is turned on by default.

Note: • Make sure that the default paper size setting is consistent with the size of the medium loaded in the paper tray.

Auto Shrink operations are as follows:

1) On the Control Panel, press Menu > Fax Settings > Receive Settings > Auto Shrink.

2) Set it to Turn On or Turn Off the auto shrink function and set the shrink size.

3) When you complete the setup, press the OK button to save the settings.

Note: • Receive to Memory: When the machine runs out of paper or there is a paper jam, it automatically stores all the faxes that is being received to the memory. It will automatically print the faxes when the paper jam is resolved or the paper is loaded.

9.4. Contacts

You can edit the Contacts to edit the speed dial number and the group dial number so that you can use speed dial when you send a fax.

Speed Dial Number

In the fax interface, press the Contacts button to enter the speed dial interface, enter the speed dial number, and the system will automatically search for it. If the speed dial number exists, the corresponding information is displayed, then press the Start button to begin the faxing; If the speed dial number does not exist, an error message is displayed; You can store 200 speed dial numbers at the maximum.

Group Dial Number

In the fax interface, press the OK button to enter the fax parameter settings interface, select Contacts to enter the Contacts interface, select the group dial to enter the group dial interface, select one of the groups, and press the Start button to begin group faxing. You can set a maximum of 10 groups for Group Dial with up to 99 numbers in each group.

Delete Contacts

You can delete all the Contacts you edited in the printer.

Note: • Contacts cannot be restored once it has been deleted.

9.5. Cancel Fax

Please cancel fax work with activity operation menu based on procedures below:

1) Press “OK” key in fax interface;

2) Use direction key “▲” or “▼” to select activity operation menu and then press OK key;

3) Use direction key “▲” or “▼” to check work to be handled and then press OK key to select work canceled;

4) Press OK key to confirm work to be cancelled.

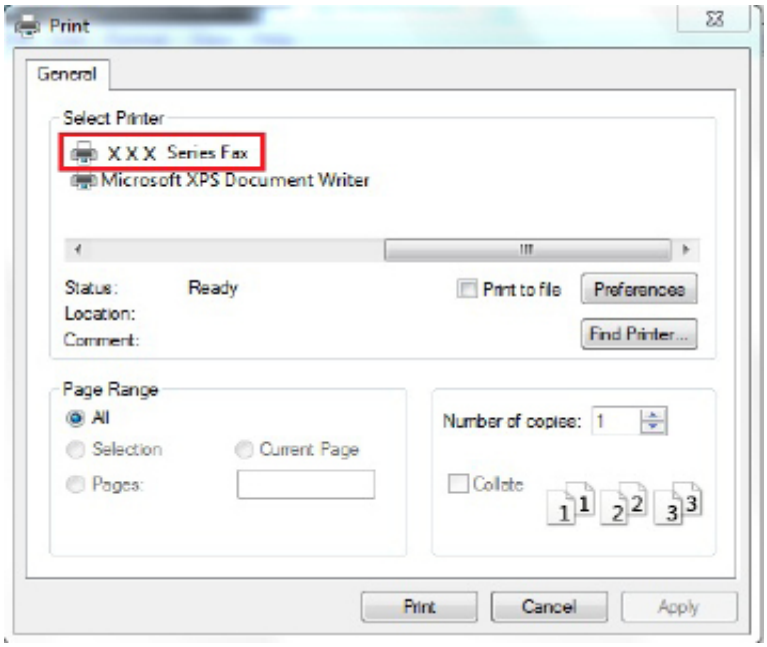
9.6. PC-Fax Software

PC-Fax function allows you to send a document from your computer as a fax.

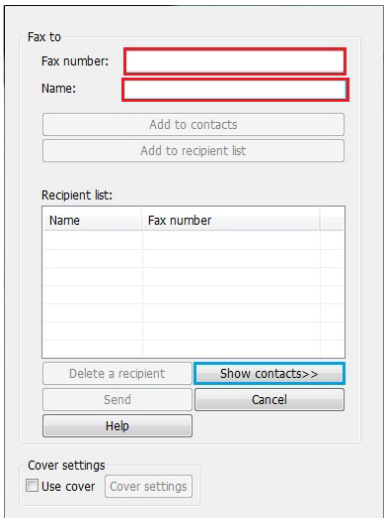
9.6.1. Open With

1) Open a fax file that you want to send

2) Click File, click Print and the Print dialog pops up.



3) Select X X X Series Fax as the printer, click Print and the "ICSP YPS will send fax" interface appears.

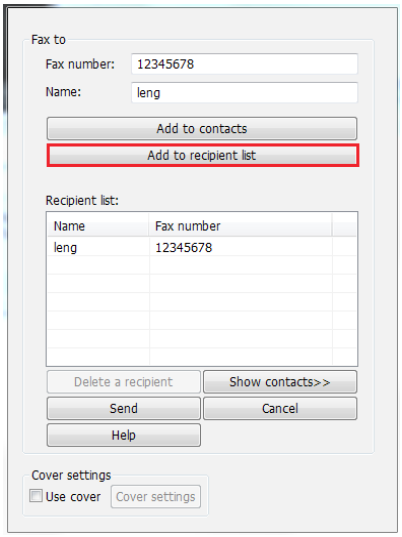


9.6.2. Sending Fax with PC-Fax

The operation steps for sending fax with PC-Fax are as follows:

1) Open the PC-Fax software and the “ICSP YPS will send fax” interface appears.

2) Enter the Name and Fax Number, then click Add to recipient list; If you want to send the fax to multiple addresses, you can continue to enter their Name and Fax Number, then click Add to recipient list.



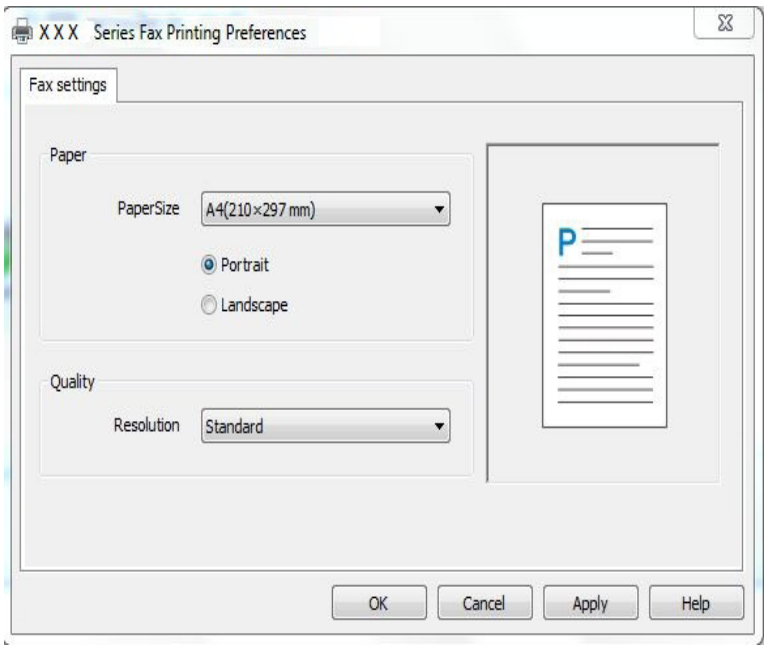
3) Click Send to start sending the fax.

9.6.3. Basic Settings for PC-Fax

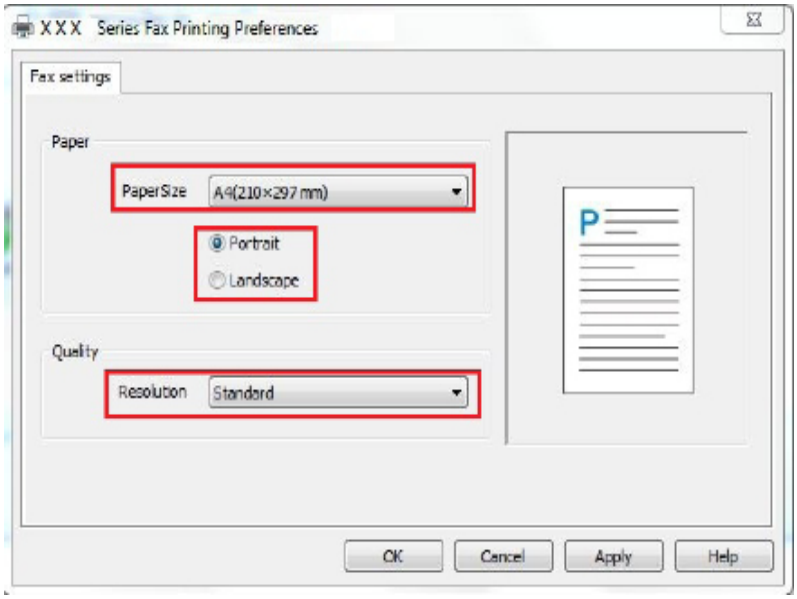
You can use the Fax Settings to set the Paper and Quality of the fax that is sent with the PC-Fax. The specific operations are as follows

1) Open the PC-Fax software.

2) Select X X X Series Fax as the printer, click Printing Preferences and the Fax Settings interface appears.



3) Select the Paper, Orientation and Resolution as you want.



4) When you finish the selection, click OK to save the settings.

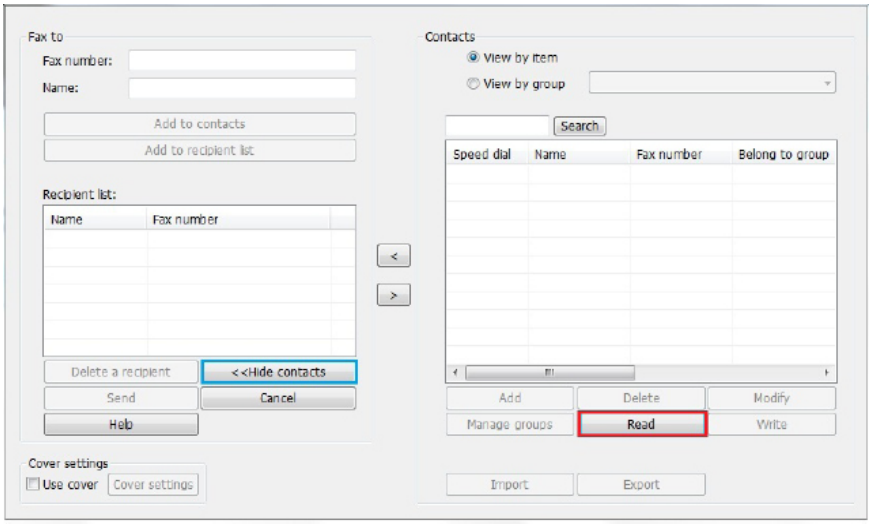
9.6.4. Other Functions for Sending Fax with PC-Fax

Use the Send Fax Settings to edit the local Contacts on X X X Series and set the fax cover page. The specific operations are as follows:

Edit the Contacts in PC-Fax

1) Open the PC-Fax software and the “ICSP YPS will send fax” interface appears.

2) Click Show Contacts and the Contacts interface pops up on the right. Click Read to read the local Contacts list on the printer.



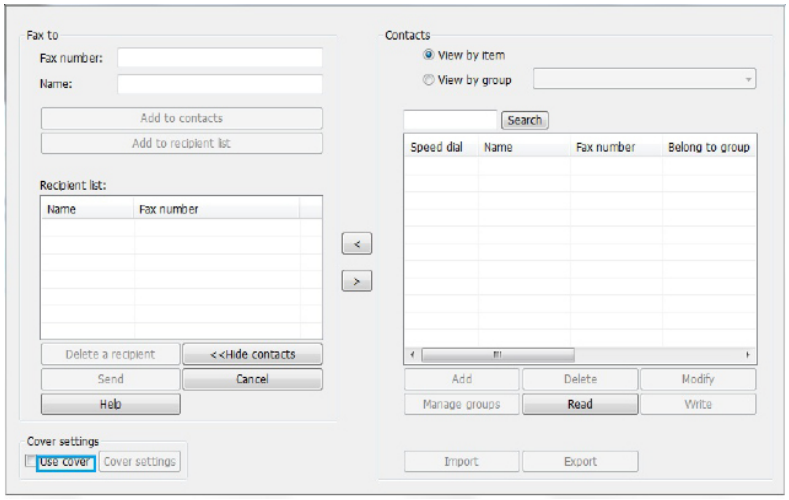
3) You can perform operations on the information in Contacts, including Add, Delete, Modify, Manage Groups, Import and Export.

4) Click Write to update the Contacts list to the printer end.

Use the Contacts in PC-Fax

1) Open the PC-Fax software and the “ICSP YPS will send fax” interface appears.

2) Click Show Contacts and the Contacts interface pops up on the right. Connect the printer to the computer and click Read to read the local Contacts list on the printer.



3) Use the Search function to select fax numbers you want to use, and click "<" to add the fax numbers from Contacts to the Recipient List.

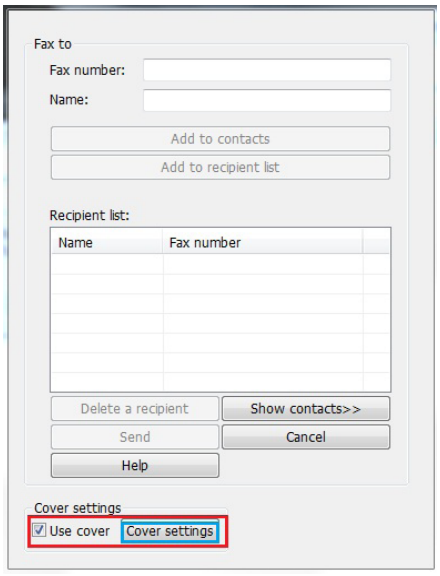
4) Click Send to start sending the fax.

Use Cover in PC-Fax

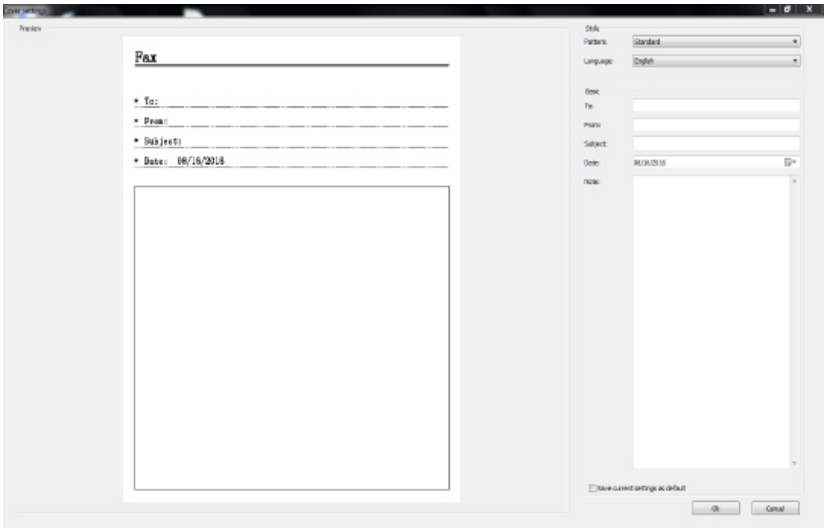
If you want to use a fax cover page, you can use the following steps to set the Cover Settings.

1) Open the PC-Fax software and the “ICSP YPS will send fax” interface appears.

2) Check Use Cover at the bottom left corner and click Cover Settings to enter the Cover Settings interface.



3) You can set the cover Style and the Basic information on right of the Cover Settings interface, and preview the cover on the left.



4) When you complete the setup, click the OK button to save the cover.

Routine Maintenance

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Chapter

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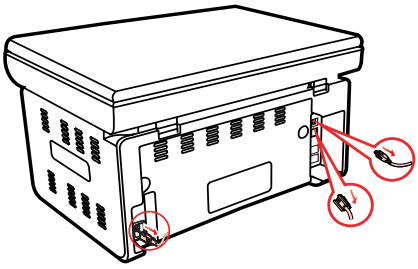
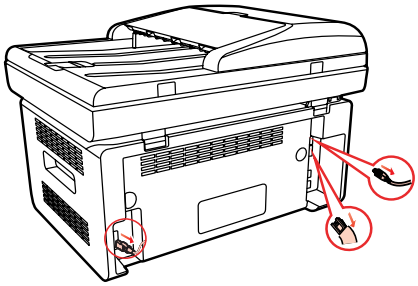
10. Routine Maintenance

10.1. Cleaning the Printer

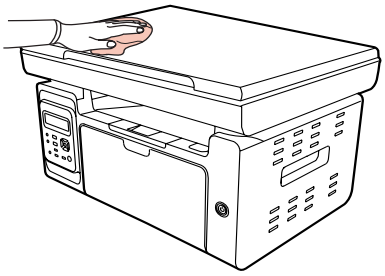
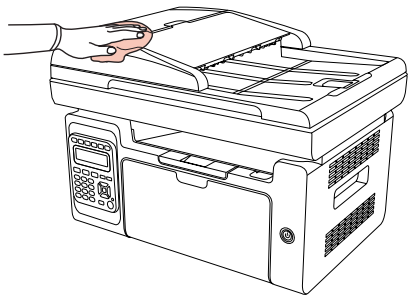
Note: • Please use mild detergents.

Please clean the printer in accordance with the following steps:

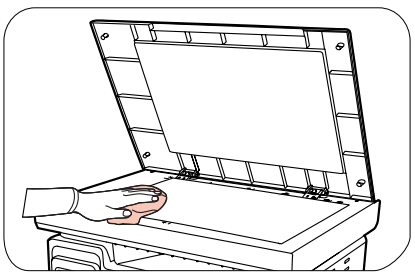
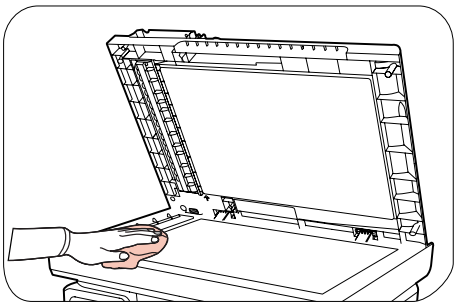
1. Turn off the main power switch and unplug the power cord, USB cable, phone cord and the network cable.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

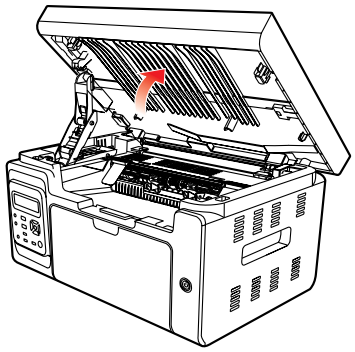
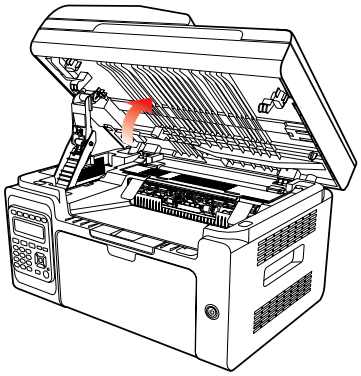
2. Use a soft cloth to wipe the outside of the printer and remove the dust .

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

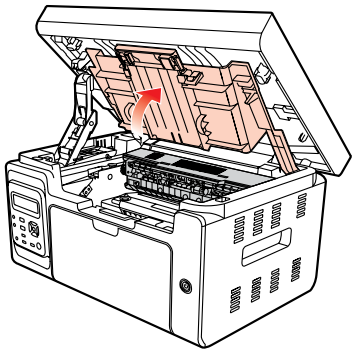
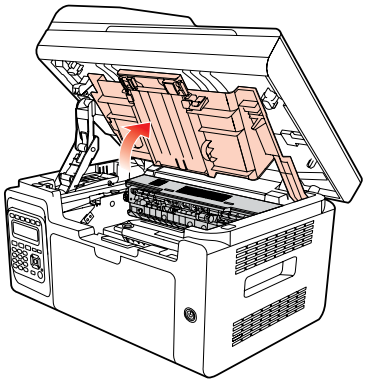
3. Raise the cover and gently wipe the platen glass with a soft cloth.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

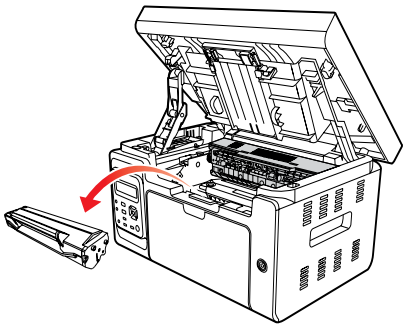
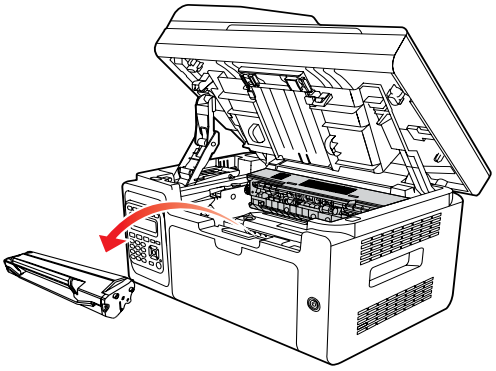
4. Raise the scanning platform until it is locked.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

5. Open the output bin by the upper right ridge of the concave section.

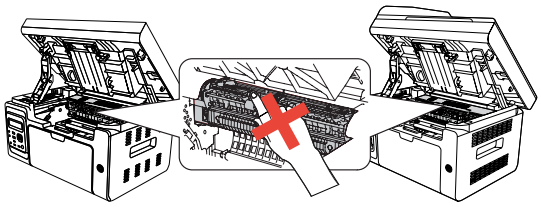
YPS-3022 Series	YPS-3122/YPS-4022 Series
	

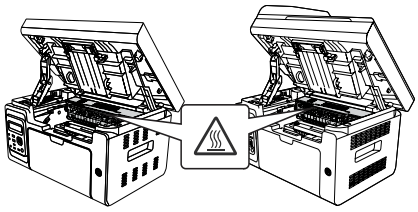
6. Remove the laser toner cartridge along the guides.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

Warning

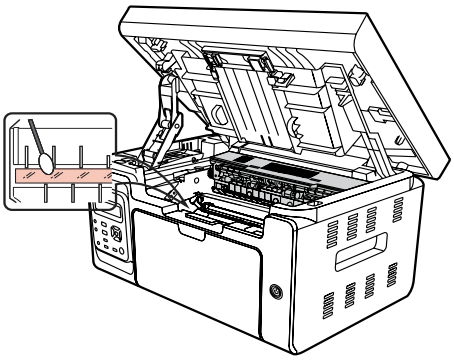
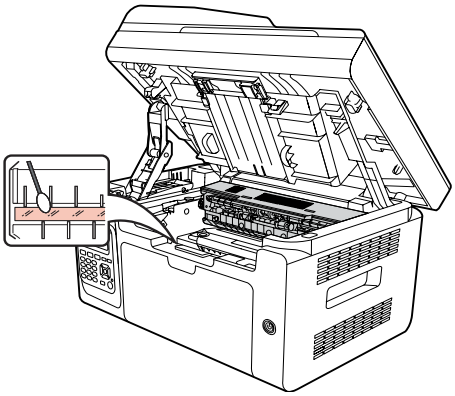
Some parts of the printer are still hot within a short time after use. When opening the front cover or rear cover to clean the parts inside the printer, please do not touch the parts in the shaded area as shown in the following picture, so as to avoid burns.



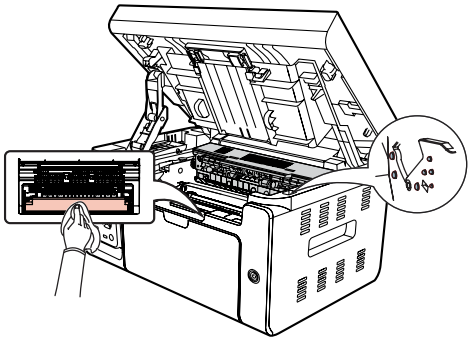
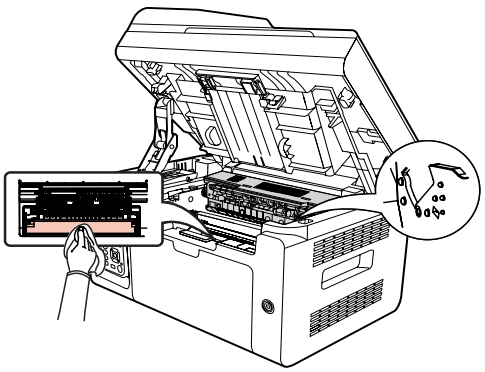


Note: • When removing the laser toner cartridge, put the cartridge in a protective bag or wrap it with thick paper to avoid direct light damaging the photosensitive drum.

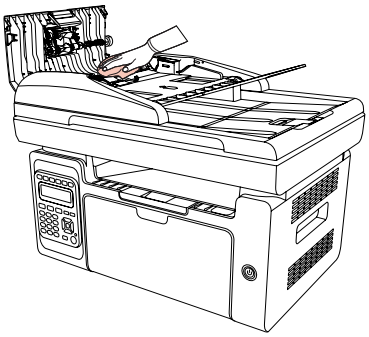
7. Gently wipe the dustproof mirror of laser scanning surface with a cotton swab or a dry and lint-free soft cloth with a little alcohol.

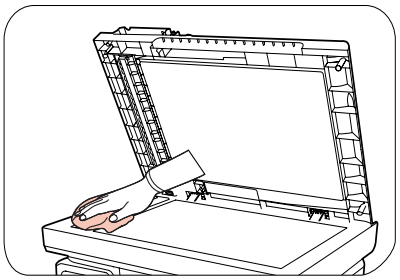
YPS-3022 Series	YPS-3122/YPS-4022 Series
	

8. Clean the inside of the printer by using a dry and lint-free cloth to gently wipe the shaded area as shown in the picture below.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

Note: For ADF machine, you need to regularly clear scraps. Please use a soft cloth to wipe the location shown in the figure.





10.2. Maintenance of Laser Toner Cartridge

10.2.1. Use and Maintenance of Laser Toner Cartridge

For better print quality, please use the original laser toner cartridge.

Note: when using the laser toner cartridge, please pay attention to the following:

- Unless used immediately, otherwise, do not remove the laser toner cartridge from the package.
- Do not refill the laser toner cartridge without authorization. Otherwise, the resulting damage is not included in the printer warranty.
- Please store the laser toner cartridge under a cool and dry environment.
- Toner inside the laser toner cartridge is combustible. Please do not put the laser toner cartridge near any source of ignition, so as to avoid causing a fire.
- When removing or disassembling the laser toner cartridge, please pay attention to the toner leakage problem. In case of the toner leakage resulting in that the toner contacts with your skin or splashes into your eyes and mouth, please immediately wash with clear water, and consult a doctor immediately if you feel unwell.
- When placing the laser toner cartridge, please keep it away from the area reachable by children.

10.2.2. Service Life of the Laser Toner Cartridge

Service life of the laser toner cartridge depends on the amount of toner that print jobs require.

When the LCD screen prompts that the toner is exhausted, it indicates that the cartridge life is expiring or has expired. To ensure the print quality, please timely replace with new laser cartridge.

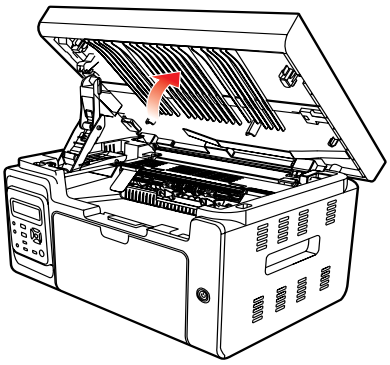
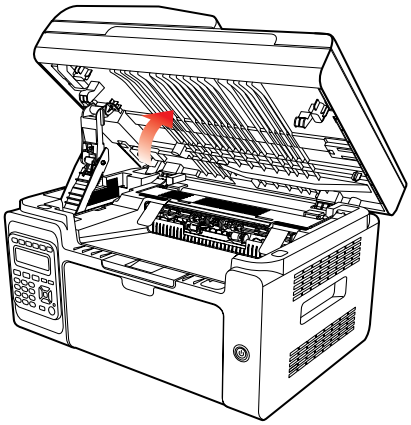
10.2.3. Replace Laser Toner Cartridge

Note: Before replacing the laser toner cartridge, please pay attention to the following:

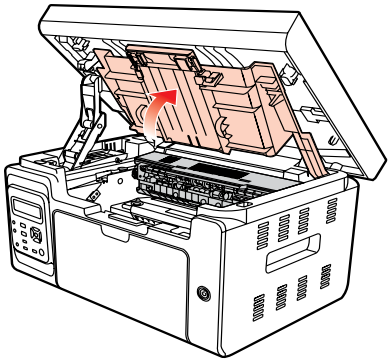
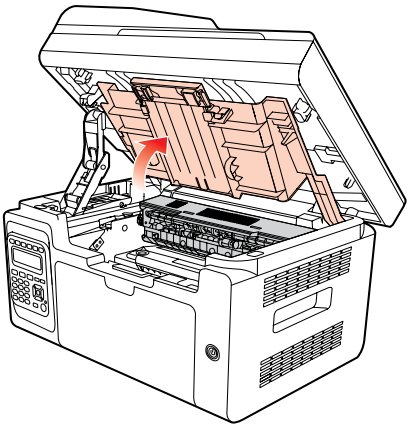
- The laser toner cartridge surface may contain toner. Please remove it carefully to avoid spilling.
- Put the removed laser toner cartridge on a piece of paper to avoid the toner from accidentally spilling.
- After removing the protective cover, please immediately install the laser toner cartridge into the printer, so as to avoid photosensitive drum damage caused by exposing to too much direct sunlight or indoor light.
- While installing the laser toner cartridge, do not touch the surface of the photosensitive drum so as not to scratch it.

Replacement steps are as follows:

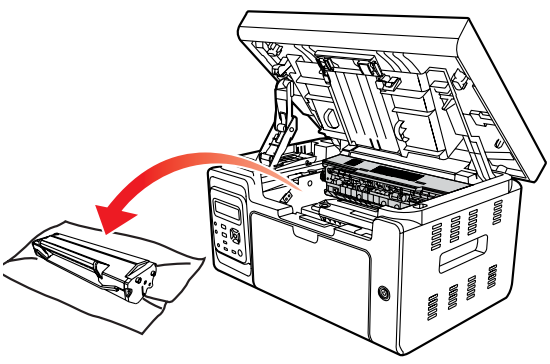
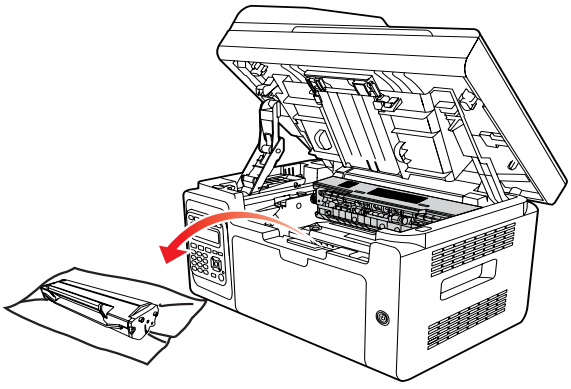
1. Turn off the printer and raise the scanning platform until it is locked.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

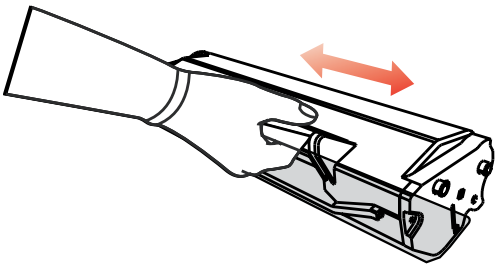
2. Open the output bin by the upper right ridge of the concave section.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

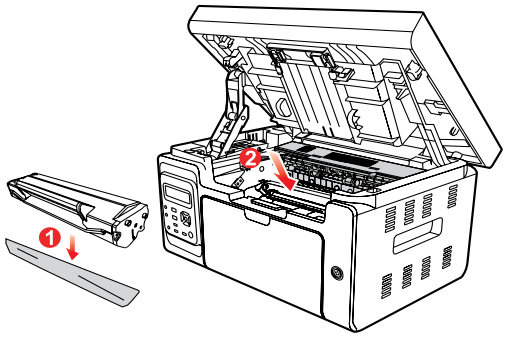
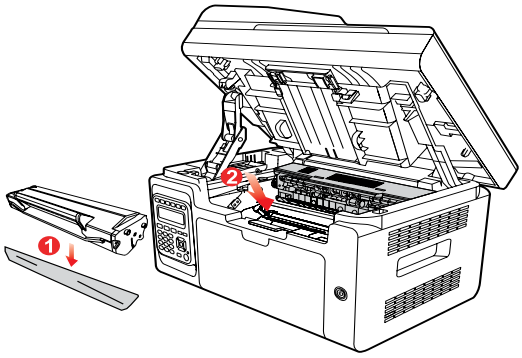
3. Remove the exhausted cartridge along the guides.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

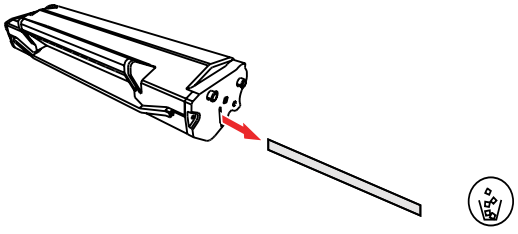
4. Open the package of a new laser toner cartridge, hold the handle of the cartridge and gently shake around 5 to 6 times, so as to make the toner evenly distributed inside the cartridge.



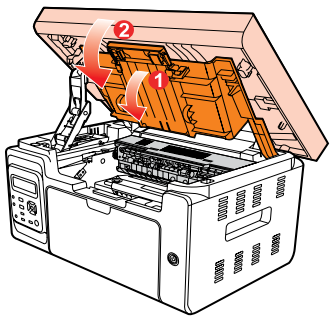
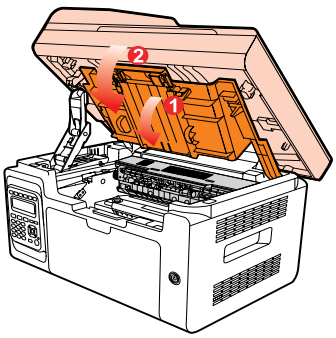
5. Remove the cartridge protector (blister cover), insert the cartridge along the guides into the printer, then push it firmly along the direction of the arrow until you hear a "click" assuring you that the cartridge is fully inserted.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

Note: • Check whether there is any seal before installing the laser toner cartridge into the printer; if there is any, please tear off the seal and then install the cartridge.



6. Cover the output bin and close the scanning platform.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

7. Restart the printer, and use the control panel to print an information page.

Troubleshooting

11
Chapter

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11.2. Error Message 4
11.3. Common Troubleshooting 5
11.3.1. Common Trouble 5
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11. Troubleshooting

Please read this section carefully. It can help you solve common malfunctions in the printing process. If the problems appeared cannot be solved, please timely contact Aftersales Service Center.

Prior to handling common trouble, first check that:

• Whether the power cord is connected correctly and the printer is powered on.

• Whether all protective parts are removed.

• Whether the laser toner cartridge is correctly installed.

• Whether the output bin is fully closed.

• Whether the paper is correctly loaded into the tray.

• Whether the interface cable is correctly connected between the printer and the computer.

• Whether the correct printer driver is selected and installed properly.

• Whether the computer port is properly configured and is connected to the proper printer port.

11.1. Clearing Jammed Paper

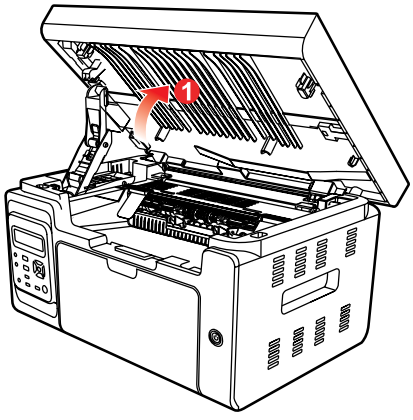
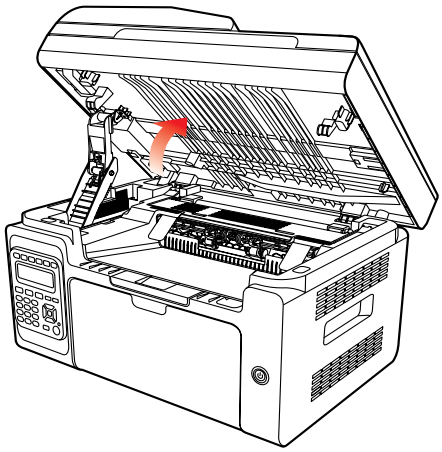
Note: • Remove the jammed paper in accordance with the following steps, close the upper cover and tidy the paper in the tray, then the printer will automatically resume printing. If the printer cannot automatically start printing, please press the button on the control panel.

If the printer still does not start printing, please check whether all the jammed paper inside the printer are cleared.

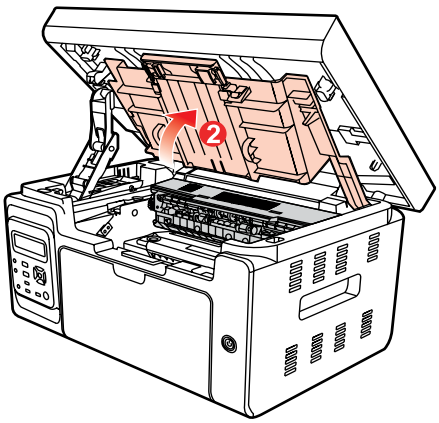
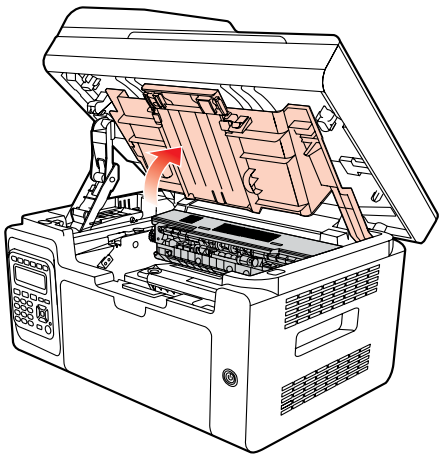
If you can not remove the jammed paper yourself, please contact your Aftersales Service Center or send the printer to the nearest Aftersales Service Center for repair.

Please follow the following steps to clear the jammed paper if you are prompted of a paper jam by the LCD.

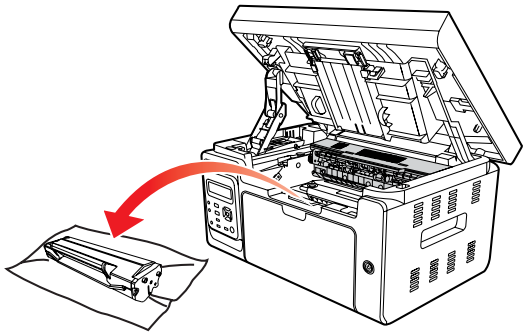
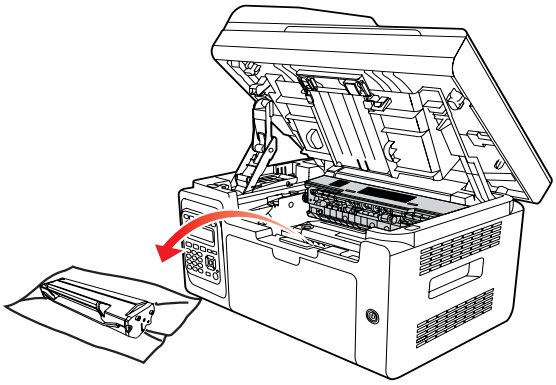
1) Raise the scanning platform until it is locked.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

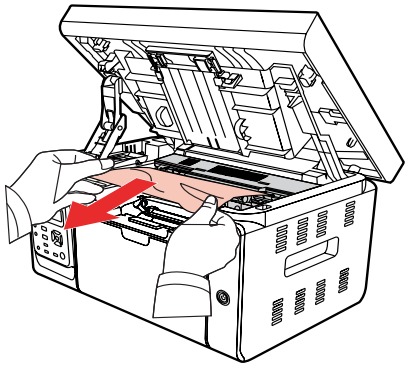
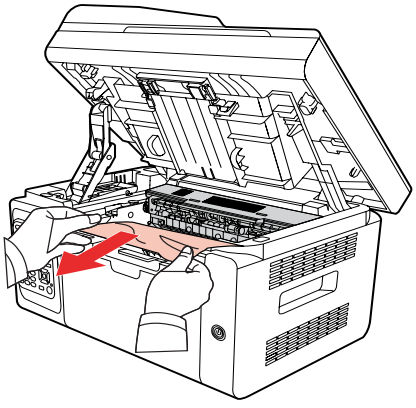
2) Open the output bin by the upper right ridge of the concave section.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

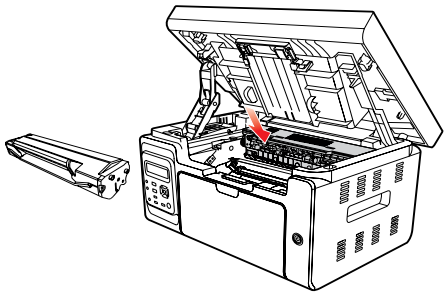
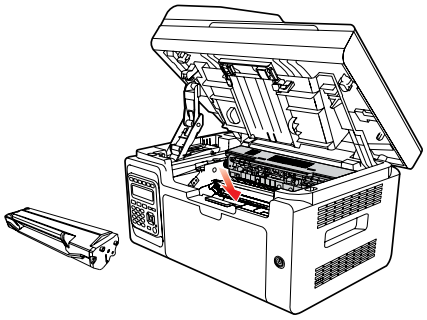
3) Remove the laser toner cartridge along the guides.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

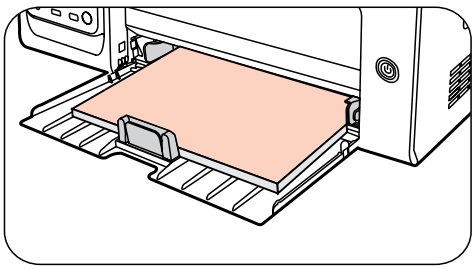
4) Gently draw the jammed paper out along the paper output direction.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

5) After removing the jammed paper, insert the laser toner cartridge into the printer along the guides until you hear a "click" assuring you that the cartridge is fully inserted.

YPS-3022 Series	YPS-3122/YPS-4022 Series
	

6) Neatly put the paper in the tray , and do not carry out the next print until the indicator light resumes print-ready status.



7) If you can not remove the jammed paper yourself, please contact your local Aftersales Service Center or send the printer to the nearest Aftersales Service Center for repair.

11.2. Error Message

Error message	**Cause**	**Measure**
Close Output Bin	The paper bin is not fully closed.	Close Output Bin.
No Laser Toner Cartridge Detected	The laser toner cartridge is installed incorrectly or laser toner cartridge is damaged.	The laser toner cartridge is installed correctly or new laser toner cartridge is replaced.
Toner Low	Cartridge toner is low	Replace New Laser Toner Cartridge
The toner cartridge life has expired	Cartridge toner is exhausted.	Replace New Laser Toner Cartridge
Feed jam	The print paper is loaded incorrectly. The paper is outside of the specification range.	Please correctly load the print paper.
Printer paper jam	The print paper is loaded incorrectly.	Please correctly load the print paper.

Scanner is Busy	With other scan jobs.	Please cancel the current scan job or wait for the completion of other scan jobs.
Scan failed	Scanner internal failure.	Please contact Aftersales Service Center.
No paper in ADF	If you have selected ADF as the scan source, this message appears when you start a copy or scan job without loading paper in the ADF.	Please correctly load the print paper.

Note: • If the problem remains, please contact Aftersales Service Center.

11.3. Common Troubleshooting

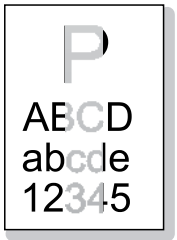
11.3.1. Common Trouble

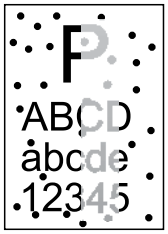
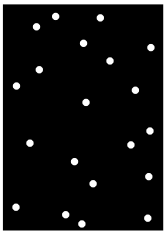
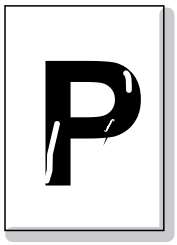
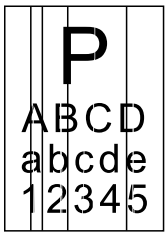
Trouble Type	Trouble	Cause	Solution
Problems in printing	Poor print quality	See 11.3.2. Image Defects.	See 11.3.2. Image Defects.
Problems in copying	Failed to copy	The scanner is damaged.	Please contact Aftersales Service Center.
	Copy Image Abnormal	• The scanner is dirty or defective. • The laser toner cartridge is dirty or damaged.	• Clean the scanner. • Clean the laser toner cartridge or replace it with a new one.
Printer Problems	The printer does not work	• Power cord of the device is not properly connected. • Data cable of the device is not properly connected. • The print driver is installed incorrectly. • The printer selected is not proper for printing. • The LCD screen prompts error messages.	• Ensure proper connection of the power cord. • Ensure proper connection of the data cable. • Properly install the printer driver. • Select the proper printer.
	Online printing does not work	• Data cable of the device is not properly connected. • The printer driver is installed incorrectly. • Printer internal failure.	• Ensure proper connection of the data cable. Reinstall the printer driver.
Problems in scanning	Scanning error	• Data cable of the device is not properly connected. • The scan driver is installed incorrectly. • The LCD screen prompts error messages.	• Ensure proper connection of the data cable. • Reinstall the scan driver.

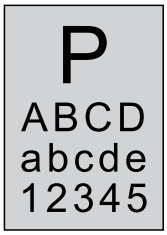
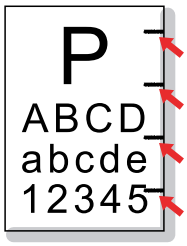
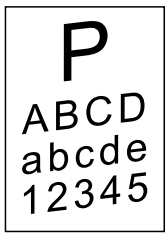
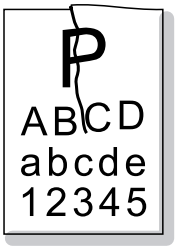
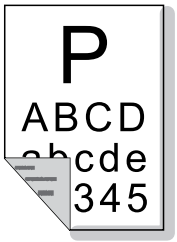
	Paper feed failure	• The print media is loaded incorrectly. • The print media is beyond the usage specification range. • The feed roller is dirty.	• Please correctly load the print media. If you use special print media for printing, please print with the manual feeder tray. • Please use the print media within the specification range. • Clean the feed roller.
Problems in Handling Paper	Paper Jam	• Too much paper in the tray. • The print media is beyond the usage specification range. • There is foreign matter in the feed channel. • The feed roller is dirty. • Internal parts failure.	• Remove excess paper from the tray. If you print on special print media, please use the manual feeder tray. • Make sure to use the paper that meets specifications. • If you print on special print media, please use the manual feeder tray. • Clean the feed channel. • Clean the feed roller.
	Print with multipage fed in	• Excessive static electricity on the print media. • The print media is damp or sticks together. • Internal parts failure.	• Re-separate the print media to eliminate some static electricity. It is suggested that you use the recommended print media. • Re-separate the print media or use new print media.

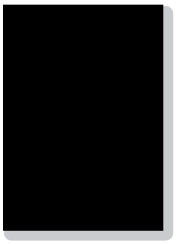
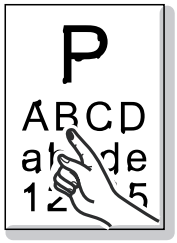
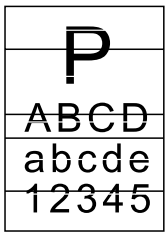
Note: • If the trouble still can not be shooted after the above operations, please contact Aftersales Service Center.

11.3.2. Image Defects

Trouble	Cause	Solution
 The printout is whitish or light	• Toner is low. • The print media does not meet usage specification, such as the media is damp or too rough. • The resolution in the print program is set too low, concentration setting is too low, or toner saving mode is ticked. • The laser toner cartridge is damaged.	• Please properly use the print media within the specification range. • Set the print resolution, concentration, or cancel ticked toner saving mode in the program.

 Toner spots	• The laser toner cartridge is dirty or leaks toner. • The laser toner cartridge is damaged. • The print media that does not meet usage specification is used. For example, the media is damp or too rough. • The feed channel is dirty. • If toner spots appear when copying and scanning, the platen glass may be dirty. • The scanner is dirty or damaged.	• Please use the print media within the specification range. • Clean the feed channel. • Clean the platen glass.
 White spots	• The print media that does not meet usage specification is used. For example, the media is damp or too rough. • The feed channel is dirty. • The internal part of the laser toner cartridge is damaged. • The reflective glass of the laser inside the printer is dirty. • The scanner is damaged.	• Please use the print media within the specification range. • Clean the feed channel. • Clean the reflective glass of the laser.
 Toner comes off	• The print media that does not meet usage specification is used. For example, the media is damp or too rough. • The inside of the printer is dirty. • The laser toner cartridge is damaged. • The internal part of the printer is damaged.	• Please use the print media within the specification range. • Clean the inside of the printer.
 Black vertical stripes	• The laser toner cartridge is dirty. • The internal part of the laser toner cartridge is damaged. • The reflective glass of the laser inside the printer is dirty. • The feed channel is dirty. • If black vertical stripes appear when copying or scanning, the scanner or the platen glass may be dirty. • Scanner Light bulb has smudges. • The scanner is damaged.	• Clean the reflective glass of the laser at the back of the printer. • Clean the feed channel at the back of the printer. • Clean the scanner or the platen glass.

 Black background (gray background)	• The print media that does not meet usage specification is used. For example, the media is damp or too rough. • The laser toner cartridge is dirty. • The internal part of the laser toner cartridge is damaged. • The feed channel is dirty. • The transfer voltage inside the printer is abnormal. • Scanning exposure. • If black background or gray background appears when copying and scanning, the platen glass may be dirty.	• Please use the print media within the specification range. • Clean the feed channel inside the printer. • Please close the cover on the manuscript, and then carry out copying and scanning. • Clean the platen glass.
 Cyclical traces appear	• The laser toner cartridge is dirty. • The internal part of the laser toner cartridge is damaged. • The fuser component is damaged.	• Clean the laser toner cartridge or replace it with a new one. • Please contact Aftersales Service Center to repair and replace the fuser component.
 Skewed pages	• The print media is loaded incorrectly. • The feed channel of the printer is dirty.	• Ensure correct loading the print media. • Clean the feed channel inside the printer.
 Wrinkled paper	• The print media is loaded incorrectly. • The print media does not meet the usage specification. • The feed channel inside the printer is dirty. • The fuser component of the printer is damaged.	• Ensure correct loading the print media. • Please use the print media within the specification range for printing. • Clean the feed channel inside the printer.
 The back of the printout is dirty	• The laser toner cartridge is dirty. • The transfer roller inside the printer is dirty. • The transfer voltage inside the printer is abnormal.	• Clean the laser toner cartridge or replace it with a new one. • Clean the internal transfer components of the printer.

 Whole page dark	• The laser toner cartridge is installed incorrectly. • The internal part of the laser toner cartridge is damaged. • Abnormal charge inside the printer; the laser toner cartridge is not charged. • If all-black image appear when copying and scanning, maybe it is scanning exposure, and the cover on the manuscript is not properly closed. • The scanner is damaged.	• Ensure to install the cartridge correctly. • Please first close the cover on the manuscript, and then carry out copying and scanning.
 The toner does not adhere to the paper	• The print media that does not meet usage specification, such as the media is damp or too rough. • The inside of the printer is dirty. • The laser toner cartridge is damaged. • The internal part of the printer is damaged.	• Please use the print media within the specification range. • Clean the inside of the printer.
 Horizontal stripes	• The laser toner cartridge is incorrectly installed. • The laser toner cartridge might be damaged. • The internal part of the printer is damaged.	• Ensure to install the cartridge correctly.

Note: • The above troubles can be handled by cleaning or replacing the laser toner cartridge. If the problem remains, please contact Aftersales Service Center.

Product Specifications

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12. Product Specifications

Overview of the Specifications

Product Size (W*D*H)	YPS-3022 Series: 417mm*305mm*244mm
	YPS-3122/YPS-4022 Series: 417mm*305mm*301mm
Product Weight	YPS-3022 Series: about 7.5Kg (No wrappage, with random cartridges)
	YPS-3122/YPS-4022 Series: 8.7Kg (No wrappage, with random cartridges)
Print Environment	Preferred Temperature Range for Printing: 10-32°C
	Preferred Moisture Range for Printing: 20% - 80%
Power Voltage	220V Model：AC220-240V,50HZ/60HZ，3A
Noise	Print: ≤52dB
	Standby: ≤30dB
Power Consumption	Print: Average 370W
	Standby: ≤45W
	Networked standby: ≤3W(YPS-3022 Series), ≤4W(YPS-3122/YPS-4022 Series)
Operating System	Microsoft Windows Server2003/Server2008/Server2012/XP/Vista/Win7/Win8/Win8.1/Win10(32/64 Bit)
	Mac OS 10.6/10.7/10.8/10.9/10.10/10.11
Communication interface	Hi-speed USB 2.0
	IEEE802.3 10/100Base-TX(Applicable for network model)
Processor	600MHz
Memory	128MB/256MB

Print Specifications

Print Speed	22ppm (A4)/23ppm (Letter)
Print Time of First Page	<7.8s
Monthly Maximum Print Copies	10,000 pages
Print Language	GDI

Copy Specifications

Copy Speed	22cpm (A4)/23cpm (Letter)
FCOT	Flatbed <10 seconds ADF <12 seconds
Maximum Pages for Successive Print	99 pages
Zoom Ratio	25%~400%
Other Copy Functions	ID copy, Receipt copy, N-up copy, Clone copy

Scan Specifications

Scan Type	Flatbed+ADF (YPS-3122/YPS-4022 Series)
Maximum Scan Size	Flatbed: 216×297mm ADF: 216×356 mm
Chromoscan	Yes
Scan Output Function	Scan to PC, E-mail, FTP

Fax Specifications (For M6600 Series models only)

Fax Type	Black-and-white
Modem Speed	33.6Kbps
Fax Memory	650 pages
Encoding	MH/MR/MMR
Compatibility	ITU-T SG3/ECM
Other Fax Functions	PC-FAX (Send), Fax Filtering, Group Sending, Fax Forwarding, Speed Dial, Group Dial, Delay Sending, Auto Redial, Auto Receive, Auto Shrink, Mobile Fax

Note: • Please pay attention to contents below when VOIP line is used.

If fax is sent or received abnormally due to disturbance on telephone line, try to improve fax delivery rate with modes below.

1. Switching to VOIP compatibility mode by setting control panel:

Please set according to the operation below:

1）Press "menu key";

2）Press “▲” or “▼” to enter “fax setting” option and then press “OK”;

3）Press “▲” or “▼” to enter “compatibility” and then press “OK”;

4）Press “▲” or “▼” to select “VOIP” to switch to VOIP compatibility mode.

2. Resend fax at leisure time;

3. Consult VOIP supplier if the network setting for fax transmission can be optimized.

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