



**OKI<sup>®</sup>**

**B4100/B4250/B4350**

# **User's Guide**

*Oki, Network Solutions  
for a Global Society*

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This product complies with the requirements of the Council Directives 89/336/EEC (EMC) and 73/23/EEC (LVD) as amended where applicable on the approximation of the laws of the member states relating to electromagnetic compatibility and low voltage.

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## NOTES, CAUTIONS AND WARNINGS

### NOTE

A note appears in this manual like this. A note provides additional information to supplement the main text which may help you to use and understand the product.

### CAUTION!

A caution appears in this manual like this. A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

### WARNING!

A warning appears in this manual like this. A warning provides additional information which, if ignored, may result in a risk of personal injury.

# INTRODUCTION

Congratulations on purchasing this OKI monochrome page printer.

Your new printer is designed with a range of advanced features to give you crisp black and white pages at high speed on a wide range of print media.

For your information, a summary of the main features of your printer is given below.

## PRINTER FEATURES

- > Four models to choose from: B4100, B4250, B4350, B4350n
- > Memory: (B4100) 8MB; (B4250, B4350, B4350n) 16MB
- > High speed printing: 19 pages per minute (B4100); 23 pages per minute (B4250, B4350, B4350n)
- > Resolution: 600 x 1200 dpi
- > Paper handling: 250 sheets; Single Sheet Manual Feed
- > Emulation: (B4100) GDI; (B4250, B4350, B4350n) PCL6, PCL5, Epson FX, IBM ProPrinter
- > Barcodes: embedded for SIDM emulations

Additionally, the following options are available for the B4250, B4350, and B4350n printers only:

- > 10/100 BASE-TX Network Interface Card: to make the B4350 network compatible
- > 16MB; 32MB; 64MB, 128MB and 256MB RAM DIMM: to extend the main memory of your B4250, B4350 and B4350n printer and speed up the processing of large files
- > RS232 Card: to provide serial interface capability for the B4250, B4350, and B4350n *Note: cannot be combined with the Network Interface card.*
- > Second paper tray to increase your printer's paper handling capacity by 500 sheets
- > PostScript level 3 DIMM: to add PostScript emulation to the B4350 and B4350n.



# ABOUT THIS MANUAL

This manual is your user's guide for your printer and forms part of the overall user support listed below:

- > Quick Setup Guide: to describe how to unpack, connect and power up your printer.
- > Software Installation Guide: to guide you through installing printer drivers and additional software.
- > This User's Guide: to help you to operate your printer and make the best use of its many features. Also included are guidelines for troubleshooting and maintenance to ensure that it performs at its best. Additionally, information is provided for adding optional accessories as your printing needs evolve.
- > Installation Guides: accompany consumable items and optional accessories to describe how to install them.
- > Online Help: online information associated with the printer driver software. See **my okidata.com**.

This manual has been written using more than one printer as a model and the illustrations/screenshots reflect this. What you see will be appropriate to the model you are using.

## ONLINE USAGE

This manual is intended to be read on screen using an Adobe Acrobat Reader. Use the navigation and viewing tools provided in Acrobat.

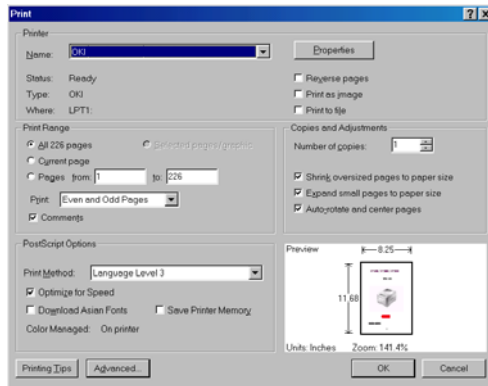
You can access specific information in two ways:

- > In the list of bookmarks down the left hand side of your screen, click on the topic of interest to jump to the required topic. (If the bookmarks are not available, use the Table of Contents.)
- > In the list of bookmarks click on Index to jump to the Index. (If the bookmarks are not available, use the Table of Contents.) Find the term of interest in the alphabetically arranged index and click on the associated page number to jump to the page containing the subject.

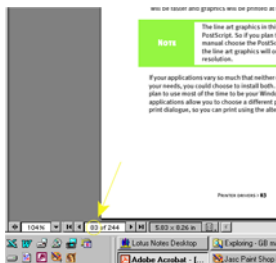
# PRINTING PAGES

The whole manual, Individual pages, or sections may be printed. The procedure is:

1. From the toolbar, select [File], then [Print] (or press the Ctrl + P keys).
2. Choose which pages you wish to print:
  - (a) [All pages], for the entire manual.
  - (b) [Current page] for the page at which you are looking.



- (c) [Pages from] and [to] for the range of pages you specify by entering their page numbers.



3. Click on [OK].

# ABBREVIATIONS USED

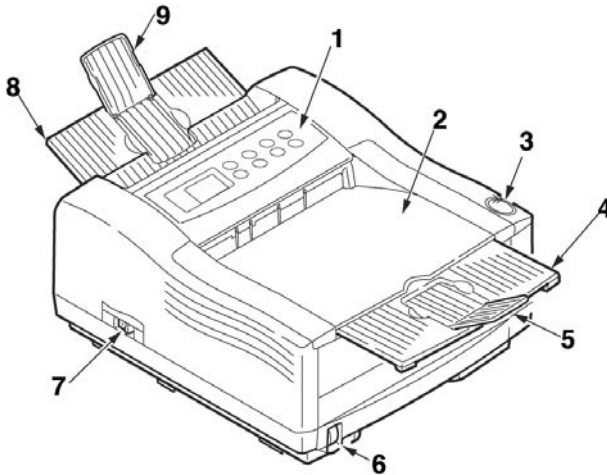
The following abbreviations are used in this manual:

Abbreviation	Meaning
Ctrl	Control
dpi	dots per inch
DIMM	Dual In-line Memory Module
n	network card installed
LED	Light Emitting Diode
MFT	Manual Feed Tray
MPT	Multi-purpose Tray
NIC	Network Interface Card
PCL	Printer Control Language
PS	PostScript (emulation)
PSE	PostScript Emulation
RAM	Random Access Memory
SIDM	Serial Impact Dot Matrix

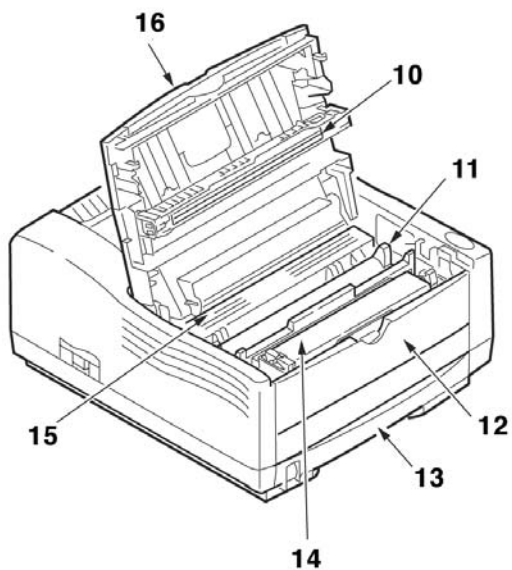
# PRINTER COMPONENTS

Apart from the Operator panels, which are described in the next chapter, the B4100, B4250, B4350 and B4350n printers look similar from the outside. The important components are identified in the representations below.

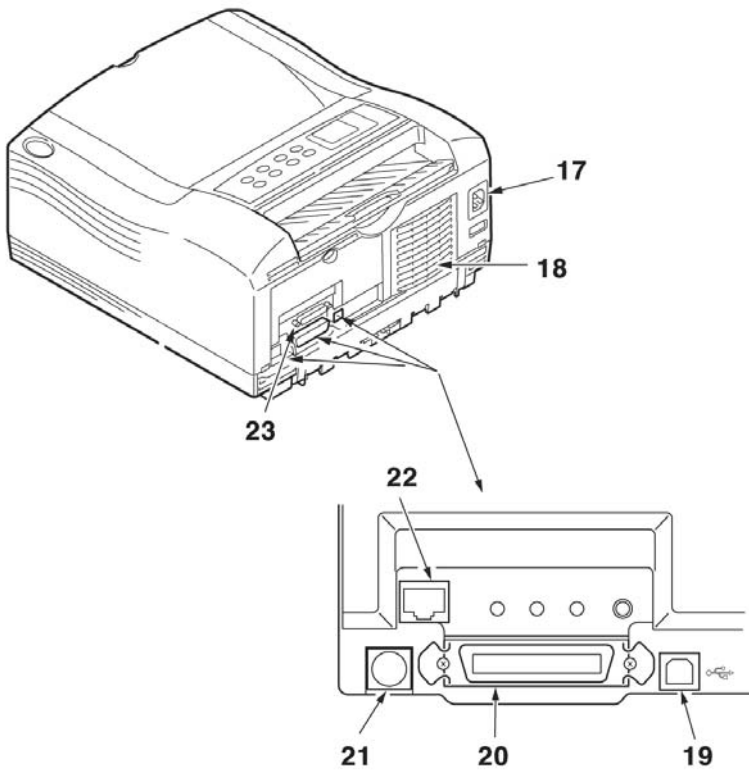
1. Operator panel (B4350, and B4350n shown)
2. Top paper exit bin (150 sheets, face down)
3. Top cover release button
4. Top paper exit bin extension
5. Top paper exit bin extension paper guide
6. Paper tray content indicator
7. ON/OFF switch
8. Rear paper exit tray (50 sheets, face up)
9. Rear paper exit tray paper guide



10. LED array
11. Image drum
12. Manual feed tray (single sheet) (shown in closed position)
13. Paper feed tray (250 sheets)
14. Toner cartridge
15. Fuser unit
16. Top cover



17. Power cable connection
18. Cooling fan
19. USB interface connection
20. Parallel interface connection (not available on B4100)
21. Second paper tray (optional) connection (not available on B4100)
22. Network card (optional on B4350 only)
23. RS232 serial interface card (optional on B4250, B4350, B4350n)



# OPERATOR PANELS

This chapter describes the function of the operator panels. It is useful to describe the Status Monitor software at this point as it provides the B4100 and B4250 status information and the equivalent of the menu control panel on the B4350 and B4350n. (See “Printer Drivers” for installation of the Status Monitor.)

# B4100, B4250

## OPERATOR PANEL

The B4100 and B4250 operator panel consists of 4 LED indicators and a control button. From left to right, the LEDs indicate Power On, Ready, Manual feed and Error.



## LED INDICATORS

The LED indicators show the status of the printer and have five operating conditions as follows:

- > Indicator off
- > Indicator on
- > Flash 1 - slow blink - 1 long flash every 4 seconds
- > Flash 2 - blink - 1 flash per second
- > Flash 3 - rapid blink - 4 flashes per second.

All four LED indicators come on momentarily when power is turned on.

Power on LED (green)

This indicator comes on and stays on when the printer is turned on.

Ready LED (green)

- > Indicator **on** - the printer is **on-line** and ready to receive data.
- > Indicator **off** - the printer is **off-line** and cannot receive data.



The meaning of the indicator LEDs when they flash (x) is summarized as follows:

Flash type	Ready LED (Green)	Manual feed LED (Amber)	Error LED (Amber)	Meaning
Flash 1 – slow blink	x			The printer is processing data when printing has been suspended.
			x	The image drum requires changing or toner is low.
Flash 2 — blink	x			The printer is receiving and processing data during printing or the printer is resetting itself.
		x		The printer is requesting manual paper feed.
			x	There is a printing error, problem with paper or a cover open.
	x	x	x	There is a minor error with the printer.
Flash 3 — rapid blink	x	x	x	There is a major error with the printer.

## CONTROL BUTTON

The primary functions of the control button are activated by pressing the switch momentarily and releasing. The primary functions are as follows:

- > Turning the printer off-line.
- > Turning the printer on-line (ready).
- > Resuming printing after a paper error, paper jam, print overrun, page overflow, or receiving buffer overflow.
- > Interrupting data processing when the printer is receiving and processing data.
- > Resuming data processing.

The secondary functions of the control button are activated after turning the printer off line, then pressing and holding the switch for at least two seconds before releasing. The secondary functions are as follows:

- > Printing the demo and menu pages.

#### NOTE

Demo and menu pages can also be printed using the printer Status Monitor.

- > Printing any data held in the buffer after printing has been cancelled.

The other functions of the control button are activated after turning the printer off line then pressing and holding the switch for at least five seconds before releasing. The other functions are as follows:

- > Printing a cleaning page.

#### NOTE

A cleaning page can also be printed using the printer Status Monitor.

- > Resetting the printer and clearing the buffer after printing has been cancelled.

#### NOTE

To reset the printer to the factory default settings, press the control button and hold it down while the printer is turned on. The LED indicators blink when the printer has reset to the default settings.

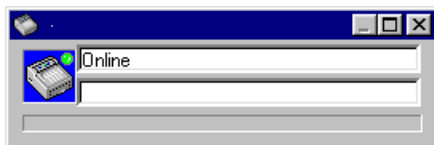
## STATUS MONITOR

After installing the printer driver software, the Status Monitor is then installed to indicate what is happening to the printer when it is being used. (See the chapter entitled “Printer Drivers.”) This Status Monitor is also used to control and change the various printer settings.

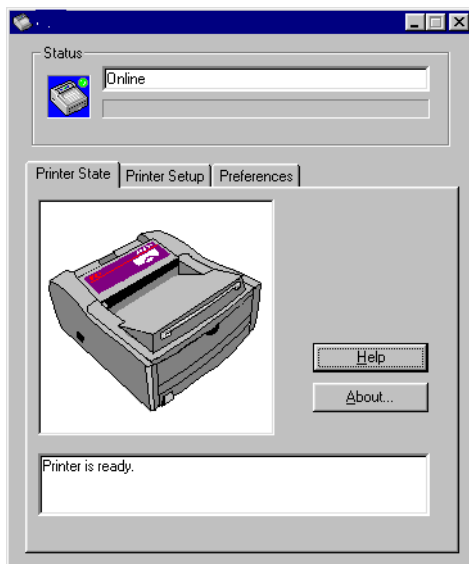
### Using the Printer Status Monitor

Viewing the status of the printer, and viewing or changing the printer settings are carried out as follows:

1. Click[Start], [Programs] and select the **Status Monitor**. The current printer status is shown.



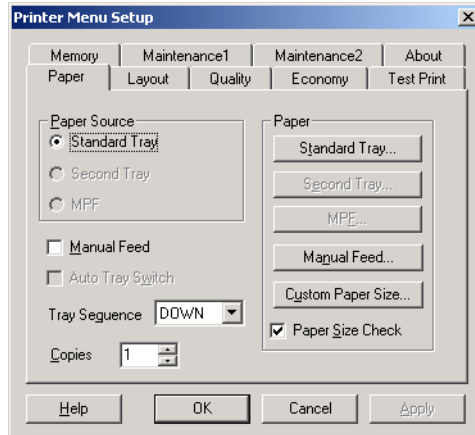
2. Click on the window **maximize** button and the view expands to include the **Printer Setup** and **Preferences** tabs.



### Printer Setup Tab

Selecting this tab provides access to the Printer Menu button, which, when selected, enables configuration of the printer settings via a series of tabs

described in outline below. At all stages, detailed on-line help is provided via the **Help** button.

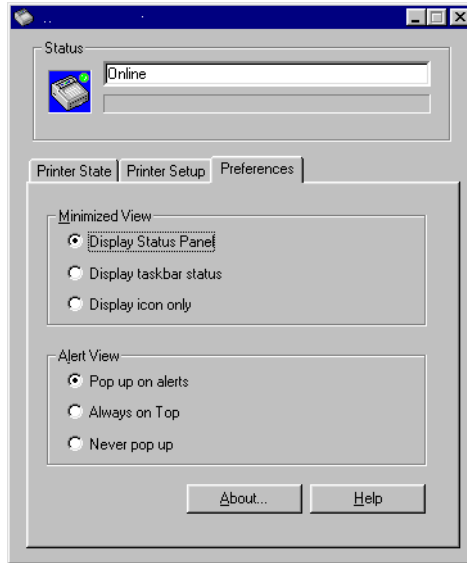


1. **Paper:** set paper size for standard tray, secondary tray (if installed), and manual feed, tray sequence and default number of copies.
2. **Layout:** set paper cassette size, printer emulation, lines per page and paper orientation.
3. **Quality:** set resolution (dpi), smoothing and darkness.
4. **Economy:** set power save delay, toner save, auto eject time, manual timeout, low toner action and jam recovery.
5. **Test Print:** print demo page, printer menu setting list, a list of available fonts, and clean the printer.
6. **Memory:** set raster buffer (normally set to **auto**) and confirm buffer size.
7. **Maintenance 1:** configure printer serial and parallel interfaces, clearable warning timing and reset drum counter and menu.
8. **Maintenance 2:** adjust print and page positions, settings, language, power save setting enable/disable, and select to print an error report, set tray ID.
9. **About:** about this printer.

## Preferences Tab

Selecting this tab lets you choose the information displayed by the Status Monitor and how/when the Status Monitor appears.

The default Alert view setting ensures that the Status Monitor pops up to inform you of a condition that requires your attention, e.g. toner low.



## MENU FUNCTIONS

The printer menu settings made from the Status Monitor can be seen collectively on a printed Menu Map. (For details of how to print such a map, see the next section.)

It should be noted that many of these settings can be, and often are, overridden by settings made in the printer drivers. However, several of the driver settings can be left at "Printer Setting," which will then default to the settings entered in these printer menus.

The menu functions and their default values are summarized in the table in the section entitled "Menu Functions" in the following information about the B4350 printer. Note, however, that the RS232 Menu does not

apply to the B4100 printer, and the Network Menu does not apply to the B4100 or B4250 printer.

## CHANGING THE DISPLAY LANGUAGE

Carry out the following instructions to change the language that is displayed in the Status Monitor.

1. Start the Status Monitor.
2. Select the Printer Setup tab.
3. On the Maintenance 2 tab, select the required language in the [Language] dropdown menu.
4. Click [OK].

## PRINTING MENU SETTINGS

The menu settings can be printed as a menu map as follows.

Using the control button

1. Press the control button to take the printer off-line.
2. Press and hold down the control button for at least two seconds, but less than five seconds.
3. The printer prints a list of the menu settings and a demo print page.

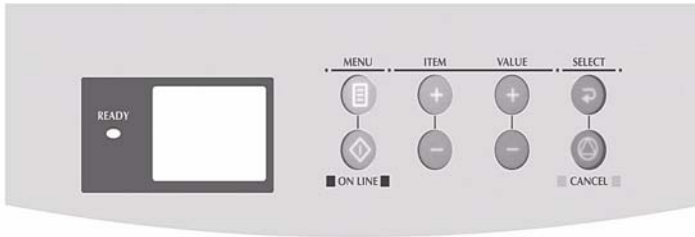
### NOTE

Demo and menu pages can also be printed using the printer Status Monitor..

# B4350, B4350n

## OPERATOR PANEL

The B4350 and B4350n operator panel consists of a menu driven control panel, an LCD display and a LED indicator.



## PANEL ELEMENTS

1. Ready indicator (green). ON - ready to receive data. FLASHING indicates processing data or error.
2. Liquid crystal display. (LCD) panel. Two rows of up to 8 alphanumeric digits displaying print status, menu items in menu mode and error messages.
3. Menu button. Press briefly to enter the MENU mode. Press briefly again to select the next menu. Press for more than 2 seconds to scroll through the different menus.
4. Item (+) button. Press briefly to scroll forward to the next menu item.
5. Value (+) button. Press briefly to scroll forward to the next value setting for each menu item.
6. Select button. Press briefly to select the menu, item or value indicated on the LCD panel.
7. Cancel button. Press to cancel a print job.
8. Value (-) button. Press briefly to scroll backward to the previous value setting for each menu item.

9. Item (–) button. Press briefly to scroll backward to the previous menu item.
10. Online button. Press to switch between online and offline status.

### NOTE

When pressed in Menu mode, the Online button returns the printer to ONLINE status. When pressed with DATA PRESENT displayed, it forces the printer to print out the remaining data in the printer. Also when there is an error indicating wrong paper size, pressing the Online button forces the printer to print.

## MENU FUNCTIONS

This section summarizes the menus accessed via the menu control panel and displayed in the LCD panel. The printer menu settings can be seen collectively on a printed Menu Map. (For details of how to print a Menu Map, see the next section.)

It should be noted that many of these settings can be, and often are, overridden by settings made in the printer drivers. However, several of the driver settings can be left at “Printer Setting,” which will then default to the settings entered in these printer menus.

Factory default settings are shown in the following tables.



## Information Menu

This menu provides a quick method of listing various items stored within the printer.

INFORMATION MENU	
item	Action
PRINT MENU MAP	Execute
PRINT FILE LIST	Execute
PRINT PCL FONT	Execute
PRINT PSE FONT	Execute
PRINT IBM PPR FONT	Execute
PRINT EPSON FX FONT	Execute
DEMO1	Execute

## Print menu

This menu provides adjustment of various print job related functions.

PRINT MENU		
item	Default	Remarks
COPIES	1	
MANUAL	OFF	
PAPER IN	TRAY1	
AUTOTRAY	OFF ON	OFF: No optional tray installed ON: Tray2 is installed
TRAY SEQ	DOWN	
SIZE CHK	ENABLE	
DPI MODE	600	
TNR SAVE	DISABLE	
ORIENT	PORTRT	
LINES/PG	64LNS	
EDT SIZE	CASSETT	

## Media Menu

This menu provides adjustment to suit a wide range of print media.

MEDIA MENU		
Item	Default	Remarks
T1 SIZE	LETTER	
T1 TYPE	PLAIN	
T1 WEIGHT	MEDIUM	
T2 SIZE	LETTER	When tray 2 is installed
T2 TYPE	PLAIN	When tray 2 is installed
T2 WEIGHT	MEDIUM	When tray 2 is installed
MN SIZE	LETTER	
MN TYPE	PLAIN	
MN WEIGHT	MEDIUM	
MEASURE	INCH	
X DIM	8.5	
Y DIM	11.0	

## System configuration menu

This menu adjusts general printer settings to suit the way you prefer to work.

SYSTEM CONFIGURATION MENU		
Item	Default	Remarks
PWR SAVE	15 MIN	
EMULATE	AUTO	
PARA PROT	ASCII	When PSE is installed
USB PROT	RAW	When PSE is installed
NW PROT	RAW	When both NIC and PSE are installed
RS PROT	ASCII	When both RS232 and PSE are installed
CLR WRNG	ON	
AUTOCONT	OFF	
MAN TIME	60 SEC	
WAIT TIME	40 SEC	
LOW TNR	CONT	
JAM RCVR	ON	

## SYSTEM CONFIGURATION MENU

Item	Default	Remarks
ERR REP	OFF	
LANGUAGE	ENGLISH	

### PCL emulation

This menu controls the printer's PCL emulation.

## PCL MENU

Item	Default	Remarks
FONT SRC	RESIDENT	
FONT No.	I000	
FONT CPI	10.00	
FONT HGT	12.00	Not displayed in default setup
SYMBOL	PC-8	
A4 WIDTH	78 COL	
BLNKSKIP	OFF	
CR FUNC	CR	
LF FUNC	LF	
PR MGN	NORMAL	
PEN ADJ	ON	

### PPR Emulation

This menu controls the printer's PPR emulation.

## PPR MENU

Item	Default	Remarks
PITCH	10 CPI	
CONDENSE	12 to 20	
CHAR SET	SET-2	
SYMBOL	IBM-437	
LETTER O	DISABLE	
ZERO CHR	NORMAL	
LN PITCH	6 LPI	
BLNKSKIP	OFF	
CR FUNC	CR	
LF FUNC	LF	

PPR MENU		
Item	Default	Remarks
LINELENG	80 COL	
FORMLENG	A4	
TOF POS	0.0 INCH	
L MRGN	0.0 INCH	
FIT2LTR	DISABLE	
TEXT HGT	SAME	

### FX Emulation

This menu controls the printer's FX emulation.

FX EMULATION		
Item	Default	Remarks
PITCH	10 CPI	
CHAR SET	SET-2	
SYMBOL	IBM-437	
LETTER O	DISABLE	
ZERO CHR	NORMAL	
LN PITCH	6 LPI	
BLNKSkip	OFF	
CR FUNC	CR	
LINELENG	80 COL	
FORMLENG	LETTER	
TOF POS	0.0 INCH	
L MRGN	0.0 INCH	
FIT2LTR	DISABLE	
TEXT HGT	SAME	

### Parallel menu

This menu controls the operation of the printer's parallel data interface.

PARALLEL MENU		
Item	Default	Remarks
PARALLEL	ENABLE	
BI-DIRCT	ENABLE	
ECP	ENABLE	

## PARALLEL MENU

Item	Default	Remarks
ACKWIDTH	NARROW	
ACK/BUSY	IN	
I-PRIME	DISABLE	
OFF REC	DISABLE	Only when PSE is installed

## RS232C menu

This menu controls the operation of the printer's RS232C data interface.

## RS232C MENU

Item	Default	Remarks
RS232C	ENABLE	Only when RS232C is installed
FLOW CTL	DTR HI	Only when RS232C is installed
BAUDRATE	9600	Only when RS232C is installed
DATABITS	8 BITS	Only when RS232C is installed
PARITY	NONE	Only when RS232C is installed
MIN. BUSY	200mSEC	Only when RS232C is installed
OFF REC	DISABLE	Only when both RS232C and PSE are installed

## USB menu

This menu controls the operation of the printer's USB data interface.

USB MENU		
Item	Default	Remarks
USB	ENABLE	
SOFT RST	DISABLE	
SPEED	480Mbps	
OFF REC	DISABLE	Only when PSE is installed

## Network menu

This menu controls the operation of the printer's 10Base-T/100Base-TX network interface.

NETWORK MENU		
Item	Default	Remarks
TCP/IP	ENABLE	Only when NIC is installed
NETBEUI	ENABLE	Only when NIC is installed
NETWARE	ENABLE	Only when NIC is installed
ETHERTALK	ENABLE	Only when NIC is installed
FRAME TYPE	AUTO	Only when NIC is installed
IP ADDRESS SET	AUTO	Only when NIC is installed
IP ADDRESS		Only when NIC is installed
SUBNET MASK		Only when NIC is installed
GATEWAY ADDRESS		Only when NIC is installed
INITIALIZE NIC?		Only when NIC is installed
WEB/IPP	ENABLE	Only when NIC is installed
TELNET	ENABLE	Only when NIC is installed
FTP	ENABLE	Only when NIC is installed
SNMP	ENABLE	Only when NIC is installed
LAN	NORMAL	Only when NIC is installed
HUB LINK SETTING	AUTO NEGOTIATE	Only when NIC is installed

## Memory menu

This menu determines how printer memory is used.

MEMORY MENU		
Item	Default	Remarks
REC BUF	AUTO	
RSRC SAV	OFF	

## System adjustment menu

This menu provides fine adjustment of image position on the printed page in steps of 0.25mm.

SYSTEM ADJUSTMENT MENU		
Item	Default	Remarks
X ADJUST	0.00 inch	
Y ADJUST	0.00 inch	
PCL MNID	2	
PCL T1ID	1	
PCL T2ID	5	Only when Tray 2 is installed
PLACE PG	CENTER	

## Maintenance menu

This menu provides access to various printer maintenance functions.

MAINTENANCE MENU		
Item	Default	Remarks
EEPROM RESET		
DRUM COUNT RESET		
PWR SAVE	ENABLE	
SETTINGS	0	
DARKNESS	0	
CLEANING PAGE		

## Usage menu

This menu is for information only, and provides an indication of total usage of the printer and the expected life left in its consumable items. This is particularly useful if you do not have a full set of replacement consumables to hand and you need to know how soon you will need them.

### USAGE MENU

Item	Default	Remarks
DRUM LIFE	REMAINING %	
TONER	6K= % 2.5K= %	

## CHANGING THE DISPLAY LANGUAGE

Carry out the following instructions to change the language that is displayed on the printer's LCD panel.

1. Press the Online button to return the printer to offline status.
2. Press the Menu button repeatedly until SYSTEM CONFIG MENU is displayed.
3. Press the Select button.
4. Press the Item button repeatedly until LANGUAGE is displayed.
5. Press the Value button repeatedly until the required language is displayed.
6. Press the Select button. A plus (+) appears next to the selected language.
7. Press the Online button when you have finished setting the display language.

## PRINTING MENU SETTINGS

Current menu settings can be confirmed by printing a Menu Map.

1. Press the Online button to return the printer to offline status.
2. Press the Menu button until the INFORMATION MENU is available.



3. Press the Item button until the display prompts you to print the menu map.
4. Press the Select button to print the menu map.
5. Press the Online button to return the printer to online status when the menu map is printed.

# PAPER RECOMMENDATIONS

For guidance on the media you can use with your printer, which input tray and which ejection method to use, see the section entitled “Paper and tray information” in the “Specifications” chapter.

## PAPER AND ENVELOPE TYPES

The manufacturer of this printer recommends the following guidelines when selecting paper and envelopes for use in your printer:

- > Paper and envelopes should be stored flat and away from moisture, direct sunlight and heat sources.
- > Use a smooth finished paper such as copier or laser type paper with a Sheffield (smoothness) rating of 250 or less. If in doubt, please ask your paper supplier.
- > Use envelopes designed for use in laser type printers.
- > The use of heavily laid or textured paper will seriously affect the life of the image drum.
- > Do not use very smooth, shiny/glossy paper.
- > Do not use heavily embossed letterhead paper.
- > Avoid printing on both sides and putting paper through the printer twice.
- > Avoid using paper with perforations, cut-outs and ragged edges.
- > Do not use envelopes with windows or metal clasps.
- > Do not use envelopes with self sealing flaps.
- > Avoid using damaged or curled envelopes.

## TRANSPARENCIES AND ADHESIVE LABELS

The manufacturer of this printer recommends the following guidelines when selecting transparencies and adhesive labels for use in your printer:

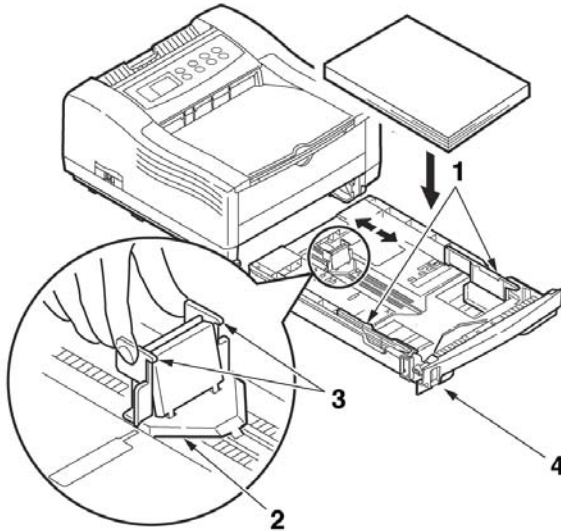
- > Always use manual feed.
- > Always use rear output.
- > Media must be designed for use in laser printers or photocopiers and must be able to withstand 200°C (390°F) for 0.1 sec.
- > Do not use media designed for use in color laser printers and photocopiers
- > Labels should cover entire carrier sheet.
- > Carrier sheet or adhesive **must not** be exposed to any part of the printer.

# INSTALLING PAPER

## NOTE

If you are topping up the paper in a paper tray, it is recommended that you remove the remaining paper from the tray first then add the new paper stock followed by the paper you removed. This ensures that the oldest paper is used first to help prevent paper jams.

1. Remove the paper tray from the bottom of the printer and place plain paper in the tray, keeping the level of the paper in the tray below the guide arrowheads shown on the paper guides (1)



## NOTE

Load letterhead paper face down and top edge towards the front of the paper tray.

## NOTE

If you are installing legal size paper, open out the paper tray extender located at the rear of the paper tray.

2. Adjust the rear paper support (2) to the size of paper you are using by gripping the lugs (3), tilting and sliding the support forwards or backwards as necessary
3. Adjust the paper guides (1). It is important to adjust the paper guides correctly to ensure that the paper is not skewed in the print process. Paper jams may occur if this operation is not carried out correctly.
4. Replace the tray in the printer. The paper level indicator (4) provides a visual indication of how much paper is left in the tray.

## NOTE

If you have the optional second paper tray (Tray 2) and you are printing from the first (upper) tray (Tray 1), you can pull out the second (lower) tray to reload it. However, if printing from the second (lower) tray, do not pull out the first (upper) tray as this will result in a paper jam.

## FACE UP AND FACE DOWN PRINTING

For face down printing, make sure the rear paper exit tray is closed (the paper exits from the top of the printer). The paper exit bin on the top of the printer stacks printed pages face down, capacity 150 sheets of 20 lb. paper. Pages printed in reading order (page 1 first) will be sorted in reading order (last page on top, facing down).

For face up printing, make sure the face up rear paper exit tray is open and the paper guide is extended if required. In this condition, paper will exit via this path, regardless of driver settings. Paper is stacked in reverse order, capacity 50 sheets of 20 lb. paper.

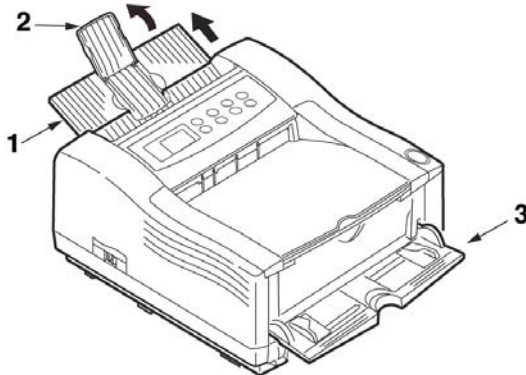
Always use this tray and the manual feed tray for heavyweight stocks to reduce the possibility of paper jams.

## AUTOMATIC FEED SEQUENCE

With no optional feed trays installed, the Autotray function in the Print Menu is set by default to OFF and the Tray sequence function is set to DOWN. Ensure that the Autotray function is set to ON (default) when you have either or both optional feed trays installed. In this way, if a tray runs out of paper, automatic feed will take place in the order Tray 1, Tray 2 (if installed), provided that these trays are set up for identical media.

## PRINTING ENVELOPES

1. Pull out the rear paper exit tray (1) until it locks and lift out the paper guide (2).



2. Pull down the manual feed tray (3) and adjust the paper guides to the width of the envelope.
3. Insert the envelope, flap down and to the left, until the printer grips it.
4. Set envelope size and landscape orientation in your software, then issue the print command.

## HEAVYWEIGHT PAPER OR CARDSTOCK

The normal paper path from a main paper tray to the top output stack involves two complete U-turns. This may sometimes cause very heavyweight paper or cardstock to jam or misfeed.

Use the manual feed (multi-purpose) tray to feed this type of paper and the rear paper exit to collect printed output. This gives a nearly straight paper path through the machine and may prove more reliable in this type of application.

## PAPER FEED, SIZE AND MEDIA SETTING

The process used to fuse (fix) the printed image to the paper involves a mixture of pressure and heat. Too much heat will cause lightweight paper to crease or curl, and corrugations in transparencies. Too little heat will cause the image not to fuse fully into heavyweight paper.

### NOTE

Although media properties can be set in the printer driver for particular jobs, when filling a tray with media it is recommended that you manually set the printer to match the media as described here.

### B4100, B4250

The print quality for different types of paper is adjusted by changing the media type as follows:

1. Start the **Status Monitor**.
2. Click on [Printer Setup] tab - [Printer Menu] button - [Paper] tab. Click on the button for the paper tray being used. Adjust the media type to the required setting and, if necessary, the paper size to the size of the paper being used.
3. Click on the [Apply] button, [Close] button then [OK] button to set the printer to the new media type and printing quality.

### Printing transparencies

When printing transparencies, the manual feed must be used and the media type changed to transparencies as follows:

### CAUTION!

Damage to the printer may occur if the incorrect setting is used when printing transparencies.

1. Open the manual feed on the printer and place the transparency face up between the paper guides.
2. Adjust the paper guides to the width of the transparency.



3. Start the **Status Monitor**.
4. Click on [Printer Setup] tab - [Printer Menu] button - [Paper tab] - [Manual Feed] button. Adjust the media type to Transparency and the paper size to the size of the transparency being used.
5. Click on the [Apply] button, [Close] button then [OK] button to set the printer for transparencies.

#### NOTE

Remember to reset the printer for normal paper after printing transparencies.

## B4350, B4350n

Using the control panel on your printer, you can choose:

- > which paper to use
- > the size of the paper you wish to use
- > the weight of the paper (thickness)
- > the type of paper

### NOTE

- > If the settings in the printer differ from those selected on your computer, the printer will not print and the LCD will display an error message.
- > The following printer settings are given as a guide only. Some software applications require the paper feed, size and media settings to be selected from within the application (page setup).
- > Although media properties can be set in the printer driver for particular jobs, it is recommended that when filling a tray with media you manually set the printer to match the media as described here.

### Paper feed selection

The paper feed, paper size, paper weight and media type can be set manually on the printer using the control panel as follows.

1. Press the Online button to return the printer to offline status.
2. Press the Menu button repeatedly until PRINT MENU is displayed, then press the **Select** button.
3. Press the Item button until the required paper feed is displayed.
4. Press the **Select** button. A plus (+) appears next to the selected paper feed.

### NOTE

When the AUTO TRAY SWITCH is set to ON and more than one paper tray is installed, paper feed automatically switches to the next available paper tray, providing non-stop printing.

## Paper size

Set the paper size as follows.

### NOTE

- > When using paper trays, standard paper sizes are recognized automatically with CASSETTE SIZE (default setting) selected. Paper size need only be set for custom paper sizes.
- > When using the manual feed tray, the paper size has to be selected.

1. Press the Online button to return the printer to offline status.
2. Press the Menu button until PRINT MENU is displayed, then press the Select button.
3. Press either Item (+) or (-) button repeatedly until EDIT SIZE is displayed.
4. Press either Value (+) or (-) button until the required paper size is displayed, then press the Select button. A plus (+) appears next to the selected paper size.
5. Press the Online button to return the printer to ONLINE status.
6. Select the correct paper settings in the printer driver before printing the file.

## Media type and weight

Set media type and weight as follows:

### CAUTION!

If media type or media weight are not correctly set, print quality deteriorates and the fuser roller may be damaged.

1. Press the Online button to return the printer to off-line status.
2. Press the Menu button until MEDIA MENU is displayed, then press the Select button.
3. Press the Item (+) or (-) button until MEDIA TYPE or MEDIA WEIGHT for the required tray is displayed.

4. Press the Value (+) or (-) button until the required paper type or weight is displayed, then press the Select button. A plus (+) appears next to the selected paper type or weight.
5. Press the Online button to return the printer back to online status.

Select the correct paper settings in the printer driver before printing the file.

# INTERFACES

Your printer is equipped with a selection of data interfaces:

1. Parallel – (not available on the B4100) For direct connection to a PC. This port requires a bi-directional (IEEE 1384 compliant) parallel cable.
2. USB – For connection to a PC running Windows 98 or above (not Windows 95 upgraded to Windows 98) or Macintosh. This port requires a cable conforming to USB version 1.1 or above.

The operation of a printer is not assured if a USB-compatible device is connected concurrently with other USB-compatible machines.

When connecting multiple printers of the same type, they appear as \*\*\*\*\*, \*\*\*\*\* (2), \*\*\*\*\* (3), etc. These numbers depend on the order of connecting or turning on each printer.

3. Serial – for direct connection to a device that uses serial printing (available as an option only on the B4350, and B4350n). *Note: cannot be used with the Ethernet card.*
4. Ethernet – For network cable connection; standard on the B4350n. (available as an option on the B4350)
5. If you are connecting your printer directly to a standalone computer proceed to the chapter entitled “Printer Drivers.”

If your printer is to be installed as a network printer, please refer to the User’s Guide for the network interface card for further details on how to configure the network connection before installing the printer drivers.

## NOTE

Administrator’s authority is required when installing a network connection.

# PRINTER DRIVERS

This chapter describes how to install a printer driver on two types of operating system – Windows, and Macintosh (B4350 models only).

The printer drivers are all contained on the printer driver CD-ROM. Please refer to the readme file on this CD for the latest information on printer driver installation.

## NOTE

For information specific to a network installation, see the Network User Guide on the CD-ROM supplied with your printer. Click the Documentation/Network User's Guide buttons in the Menu Installer.

## NOTE

For step by step instructions, see the Software Installation Guide included with your printer.

## WINDOWS OPERATING SYSTEMS

- > Install the printer driver using The Menu Installer on the CD-ROM included with your printer.
  1. Insert the printer driver CD-ROM supplied with your printer into your CD-ROM drive. The CD will autorun. (If it doesn't, click [Start] - [Run] - [Browse]. Browse to your CD-ROM driver and double-click **Install.exe**, click **OK**.
  2. The Licence Agreement appears. Click **Next** if you accept the terms.
  3. Select your language.
  4. Select the printer model. Click **Continue**.
  5. The Software Installation screen appears. Click the Printer **Driver Installer** button.
  6. Follow the on-screen prompts to complete your printer driver installation.

## INSTALL THE STATUS MONITOR FOR B4100 AND B4250 PRINTERS

1. Click the **Status Monitor** button on the Menu Installer Screen.
2. Follow the instructions to complete the installation.

## INSTALLED OPTIONS

Certain options may have been installed in your printer. For those that are installed, check that they appear enabled on the Menu Map (See “Confirming current settings” in “Operator Panels”).

Ensure that your options are set up in the printer driver(s) by making the appropriate settings on the Device Options tab (PCL emulation) and/or Device Settings tab (PS emulation) described in the “Operation.” chapter.

## MACINTOSH OS 9.1+

### INSTALL THE DRIVER

1. Turn on the printer, then turn on the computer.
2. Place the Drivers CD supplied with the printer in the CD-ROM drive.
3. Double-click the CD icon that appears on the desktop.
4. Open the MAC folder. Double-click **PCLDR**.
5. Double-click your language.
6. Double-click the OKI B4350 **Mac Installer** icon, then click **Continue** and accept the License agreement.
7. Select **Mac OS9.1+ Install** from the drop-down menu located in the left corner. Click **Install**.
8. When the installation is complete, click **Quit**.

### ADDING THE PRINTER FOR USB

1. Activate Chooser from the Apple menu.
2. Select the B4350USB icon.
3. Highlight the printer model. Close Chooser.

## MACINTOSH OS X.1+

### INSTALL THE DRIVER

1. Turn on the printer, then turn on the computer.
2. Place the Drivers CD supplied with the printer in the CD-ROM drive.
3. Double-click the CD icon that appears on the desktop.
4. Open the MAC folder. Double-click **PCLDRV**.
5. Double-click your language.
6. Double-click the OKI B4350 **Mac Installer** icon, then click **Continue** and accept the License agreement.
7. Select **Custom Install** from the drop-down menu located in the left corner. Click **Install**.
8. Check **PCL Driver for MAC OS X.1+**. Click **Install**.
9. When the installation is complete, click **Quit**.

### ADDING THE PRINTER FOR USB

1. Run the Print Center (**Local HD** → **Applications** → **Utilities** → **Print Center**).
2. Click **Printers** from the menu bar. Click **Add Printer**.
3. Select OKI USB from the drop down menu.
4. Highlight your printer model from the product list. Click **Add**.
5. Close the Print Center.

### ADDING THE PRINTER FOR A NETWORK

1. Run the Print Center (**Local HD** → **Applications** → **Utilities** → **Print Center**).
2. Click Printer from the menu bar. Click **Add Printer**.
3. Select **OKI TCP/IP** from the drop down menu.
4. Enter the IP Address.
5. Highlight your printer model. Click **Add**. Close the Print Center.



# OPERATION

This chapter provides a broad outline of how to operate your printer from either a Windows or a Macintosh environment. In the Windows environment, PCL emulation is available on the B4250, B4350 and B4350n printer models. PS is available as an option on the B4350 and B4350n models.

## PRINTER SETTINGS IN WINDOWS

### NOTE

The illustrations in this guide relate to Windows 2000 PCL and PS emulations – other operating system windows may appear slightly different but the principles are the same.

The operator panel controlled menus and Status Monitor controlled menus (described in the chapter entitled “Operator panels”) provide access to many options.

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

## PRINTING PREFERENCES IN WINDOWS APPLICATIONS

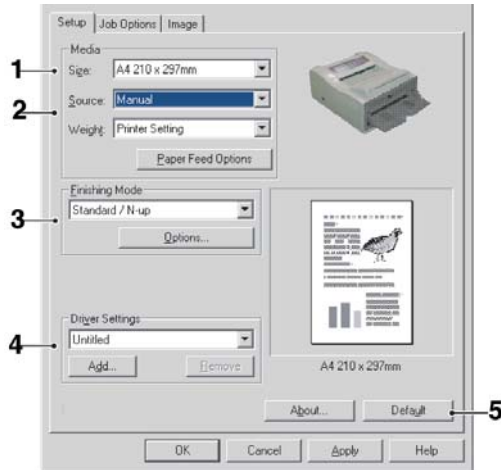
When you choose to print your document from a Windows application program a Print dialog box appears. This dialog usually specifies the name of the printer on which you will print your document. Next to the printer name is a Properties button.

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

## PCL emulation

The tabs available are the Setup Tab, the Job Options Tab and the Image Tab.

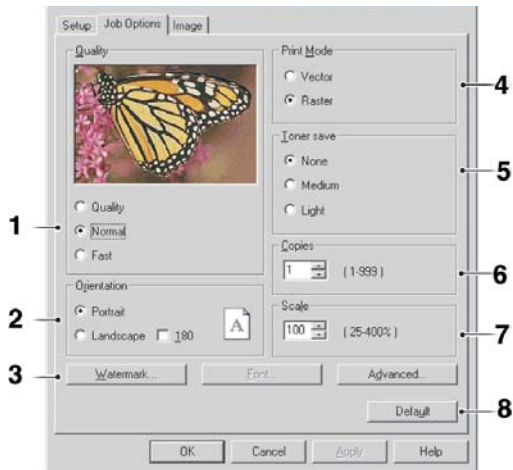
Setup tab.



1. Paper size should be the same as the page size of your document (unless you wish to scale the printout to fit another size), and should also be the same as the size of paper you will feed into the printer.
2. You can choose the source of the paper to feed, which may be Tray 1 (the standard paper tray), Manual Feed, or Tray 2 (if you have the optional second paper tray installed). You can also click on the appropriate part of the screen graphic to select your preferred tray.  
  
If you select manual, the Weight selection box becomes visible. You can leave the setting at Printer Setting or select as required.
3. A variety of document finishing options can be selected, such as normal one page per sheet, or N-up (where N can be 2 or 4) for printing scaled down pages at more than one page per sheet.

4. If you have changed some printing preferences before and saved them as a set, you can recall them to avoid having to set them individually each time you need them.
5. A single on-screen button restores the default settings.

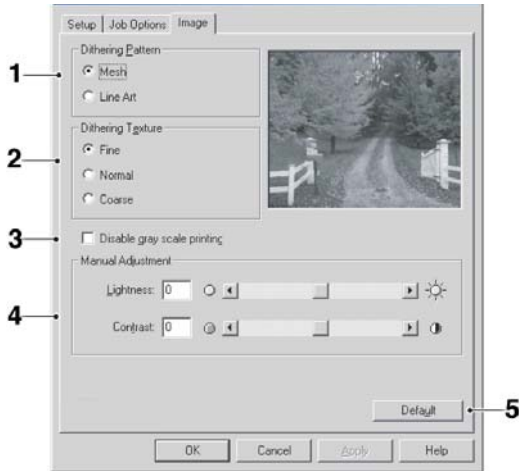
## Job Options tab



1. The output resolution of the printed page can be set as follows.
  - > The highest quality setting prints at 600 x 1200dpi. This option requires the most printer memory and takes the longest to print.
  - > The normal setting prints at 600 x 600dpi and is adequate for all but the most discerning applications.
  - > The fast setting prints at 300 x 300dpi and is suitable for draft documents, where print quality is less critical.
2. Page orientation can be set to either portrait (tall) or landscape (wide) or landscape rotated by 180 degrees.
3. You can print watermark text behind the main page image. This is useful for marking documents as draft, confidential, etc.
4. In Raster (bitmap) mode, processing of the page image is done in the computer leaving little processing for the printer to do, although the file size may be large. In Vector mode, file sizes may be smaller and so transmission over a network, for example, may be faster. These effects are more pronounced for graphics printing than for text printing.

5. You can set a degree of toner saving for particular print jobs.
6. You can select up to 999 copies to print consecutively, although you will need to reload the paper tray during such a long print run.
7. Your printed pages can be scaled to fit larger or smaller stationery.
8. A single on-screen button restores the default settings.

## Image tab



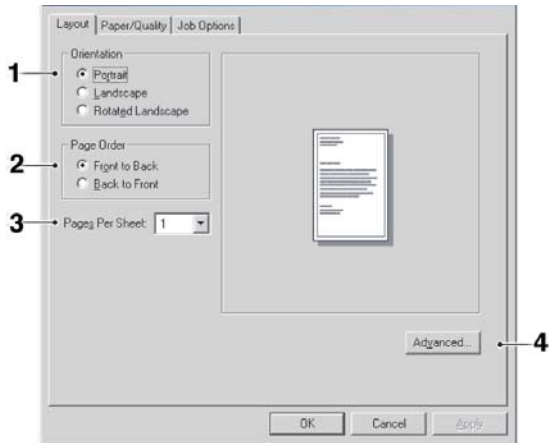
1. Dithering produces an intermediate greyscale by adjusting the combination of dots used in printing. Selecting a setting determines the degree of detail with which a graphics image will be printed. Mesh determines that a screen of dots is used for dithering while Line Art determines that an array of lines is used for dithering.
2. Select dithering texture by setting the size of dots used in the halftone screen.
3. Set this control to print greyscale effects in black without dithering.
4. You can manually adjust lightness (the higher the setting the lighter the print) and contrast (the higher the setting the greater the contrast).

## PS emulation

*For B4350 and B4350n printers with the PostScript 3 option installed.*

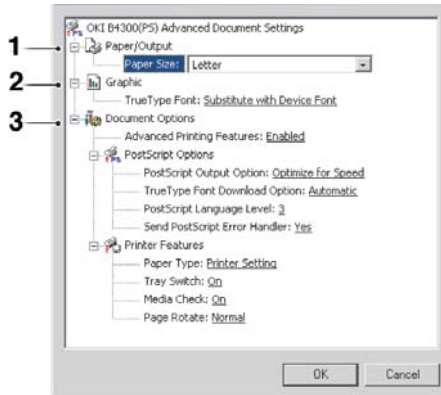
The tabs available are the Layout Tab, the Paper/Quality Tab and the Job Options Tab.

### Layout tab



1. Page orientation can be set to portrait (tall), landscape (wide) or landscape rotated by 180 degrees.
2. Printed page order can be set as front to back or back to front of the document.
3. Set the number of pages to be printed on a single sheet.

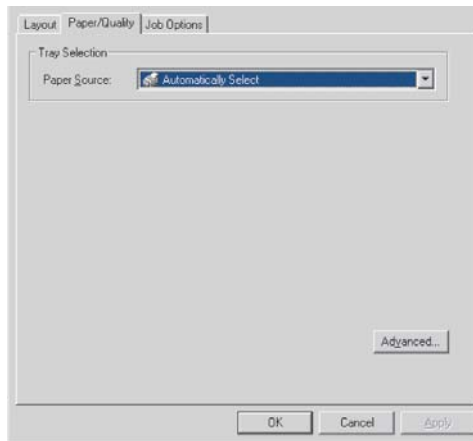
4. Click the Advanced button to be able to set further document options as follows:



1. Select the required printed paper size.
2. You can substitute another font for TrueType Font.
3. You can set other document options as required, including PostScript options and printer features.

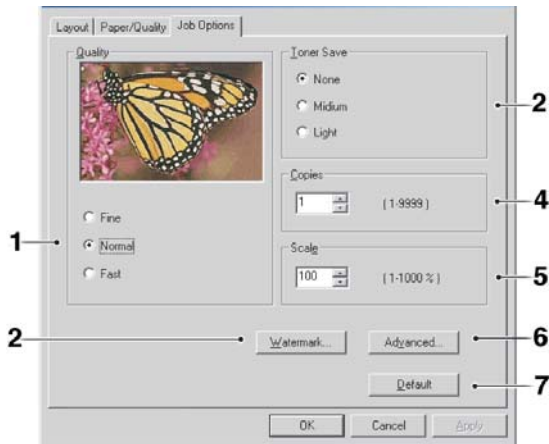


## Paper/Quality tab



You can set the paper source or leave it as automatic selection and by using the Advanced button you have access to the same set of options as described above for the Layout Tab.

## Job Options tab



1. The output resolution of the printed page can be set as follows.
  - > The highest Fine setting prints at 600 x 1200dpi. This option requires the most printer memory and takes the longest to print.
  - > The Normal setting prints at 600 x 600dpi and is adequate for all but the most discerning applications.
  - > The Fast setting prints at 300 x 300dpi and is suitable for draft documents, where print quality is less critical.
2. You can print watermark text behind the main page image. This is useful for marking documents as draft, confidential, etc.
3. You can set a degree of toner saving for particular print jobs.
4. You can select up to 999 copies to print consecutively, although you will need to top up the paper tray during such a long print run.
5. Your printed pages can be scaled to fit larger or smaller stationery.
6. Using the Advanced button gives you access to the facility to set mirror image printing or negative image printing.
7. A single on-screen button restores the default settings.

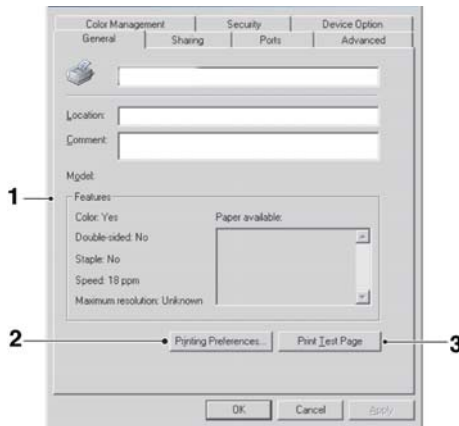
## SETTING FROM WINDOWS CONTROL PANEL

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

### PCL emulation

The main tabs are the General Tab, Advanced Tab and Device Options Tab.

### General tab



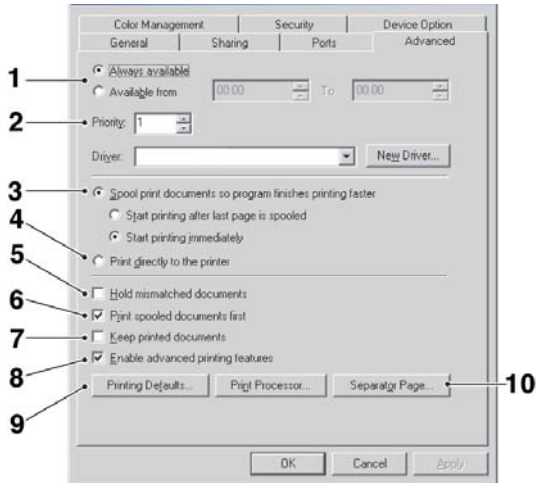
1. This area lists some of the main features of your printer, including optional items.
2. This button opens the same windows as described earlier for items which can be set from within application programs. Changes you make here, however, will become the new default settings for all Windows applications.

3. This button prints a test page to ensure that your printer is working.

#### NOTE

The above features are provided by the Windows 2000 operating system and will vary with other operating systems.

## Advanced tab



1. You can specify which times of day your printer will be available.
2. Indicates current priority, from 1 (lowest) to 99 (highest). Highest priority documents will print first.
3. Specifies that documents should be spooled (stored in a special print file) before being printed. The document is then printed in the background, allowing your application program to become available more quickly. Options follow:

This specifies that printing should not start until the last page has been spooled. If your application program needs a lot of time for further computation in the middle of printing, causing the print job to pause for more than a short period, the printer could prematurely assume that the document has finished. Selecting this option would prevent that situation, but printing will be completed a little later, as the start is delayed.

This is the opposite choice to the one above. Printing starts as soon as possible after the document begins spooling.

4. This specifies that the document should not be spooled, but printed directly. Your application will not normally be ready for

further use until the print job is complete. This requires less disk space on your computer, since there is no spool file.

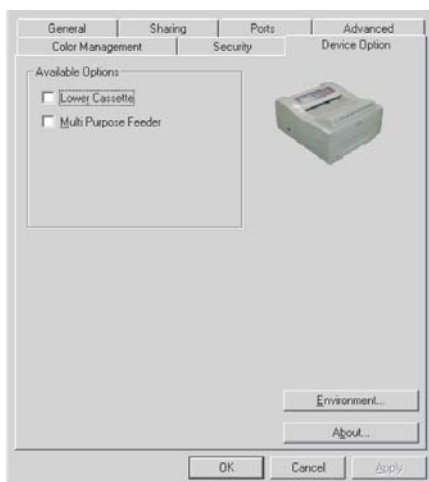
5. Directs the spooler to check the document setup and match it to the printer setup before sending the document to print. If a mismatch is detected, the document is held in the print queue and does not print until the printer setup is changed and the document restarted from the print queue. Mismatched documents in the queue will not prevent correctly matched documents from printing.
6. Specifies that the spooler should favour documents which have completed spooling when deciding which document to print next, even if completed documents are lower priority than documents which are still spooling. If no documents have completed spooling, the spooler will choose larger spooling documents over shorter ones. Use this option if you want to maximize printer efficiency. When this option is disabled the spooler chooses documents based only on their priority settings.
7. Specifies that the spooler should not delete documents after they are completed. This allows documents to be re-submitted to the printer from the spooler instead of printing again from the application program. If you use this option frequently it will require large amounts of disk space on your computer.
8. Specifies whether advanced features, such as pages per sheet, are available, depending on your printer. For normal printing keep this option enabled. If compatibility problems occur you can disable the feature. However, these advanced options may then not be available, even though the hardware might support them.
9. This button provides access to the same setup windows as when printing from applications. Changes made via the Windows Control Panel become the Windows default settings.

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

## NOTE

The above features are provided by the Windows 2000 operating system and will vary with other operating systems.

### Device Options tab



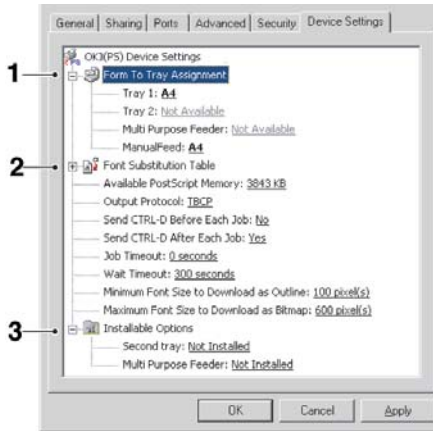
In this window you can select which optional upgrades are installed on your printer. See the chapter entitled “Installing Options.”

## PS emulation

*For B4350 and B4350n printers with the PostScript 3 option installed.*

The main tabs are the General Tab, Advanced Tab and Device Settings Tab. The General and Advanced tabs are the same as for PCL emulation described earlier.

### Device Settings tab



1. You can set the desired paper sizes in each of the available paper feed trays.
2. You can make a variety of font settings depending on your application.
3. You can set which optional upgrades are installed on your printer. See the chapter entitled “Installing Options.”



## PRINTER SETTINGS IN MACINTOSH

Refer to the readme file on the drivers CD, and the online help provided in the driver software.

# CONSUMABLES AND MAINTENANCE

This section deals with the replacement of the toner cartridge and image drum and general maintenance.

## CONSUMABLE ORDER DETAILS

Item	Life	Order No.
Toner, B4100, B4250	2,500 letter @ 5%	42103001
Toner, B4350, B4350n	6,000 letter @ 5%	42102901
Image drum	25,000 letter pages*	42102801

\* typical for continuous printing

Please always use genuine Oki consumables.

## TONER CARTRIDGE LIFE

How long your toner cartridge lasts depends on the print coverage; the percentage of the page that prints black. A typical letter has 3% to 5% print coverage; graphics usually have higher coverage. Higher print density means toner is used up faster. At 5% print coverage, a standard toner cartridge will print an average of 2500 pages. Remember, this is only an average: actual results may vary.

The first toner cartridge installed in a new printer has to fill the image drum reservoir and saturate the developing roller with toner. The first standard toner cartridge normally produces about 1,000 pages after installation.

## WHEN TO REPLACE THE TONER CARTRIDGE

### B4100, B4250

Replace the toner cartridge after Toner Low displays in the printer Status Monitor. Also, the Error LED indicator slowly blinks when toner is low. After Toner Low displays, the printer will print about 100 more pages then display Toner Empty and stop printing. Printing will resume after a new toner cartridge has been installed.

### B4350, B4350n

When the toner is running low, TONER LOW is displayed in the operator panel LCD. If printing continues without replacing the toner cartridge, CHANGE TONER is displayed and printing is cancelled. Printing will resume after a new toner cartridge has been installed.

## REPLACING THE TONER CARTRIDGE

It is recommended that you clean the LED array at the same time as you change the toner cartridge.

The toner used in this printer is a very fine dry powder contained in the toner cartridge.

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

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

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

### WARNING

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

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

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

### **WARNING!**

If the printer has been powered on, the fuser may be hot. This area is clearly labelled. Do not touch.

2. Pull the colored lever on the right side of the toner cartridge towards the front of the printer to close the cartridge then remove the used toner cartridge.
3. Follow the installation instructions on or inside the box containing the new toner cartridge to install the new cartridge.
4. Gently wipe the LED array surface with the LED lens cleaner that came with the new toner cartridge or soft tissue.
5. Close the top cover and press it down to latch it closed.

## IMAGE DRUM LIFE

The life of an image drum depends on a number of factors, including temperature and humidity, the type of paper used, and the number of pages per job.

The image drum should last approximately 25,000 pages continuous printing. This number is approximate because different numbers of pages are printed each time and the environmental conditions and the paper type used may vary.

## WHEN TO REPLACE THE IMAGE DRUM

### B4100, B4250

When the drum reaches 90% of its life, a CHANGE DRUM message is displayed in the printer Status Monitor. Also, the Error LED indicator slowly blinks when the image drum requires changing. Change the image drum when the print becomes faint or begins to deteriorate.

### B4350, B4350n

When the drum reaches 90% of its life, a CHANGE DRUM message is displayed in the operator panel LCD. Change the image drum when the print becomes faint or begins to deteriorate.

## REPLACING THE IMAGE DRUM

It is recommended that you change the toner cartridge and clean the LED array at the same time as you change the image drum.

### CAUTION!

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

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

### WARNING!

If the printer has been powered on, the fuser may be hot. This area is clearly labeled. Do not touch.

2. Remove the used image drum and toner cartridge.
3. Follow the installation instructions on or inside the box containing the new image drum to install the new image drum.
4. Follow the installation instructions on or inside the box containing the new toner cartridge to install the new toner cartridge.
5. Gently wipe the LED array surface with the LED lens cleaner that came with the new toner cartridge, or wipe with a soft tissue.
6. Close the top cover and press it down to latch it closed.

## RESETTING THE DRUM COUNTER

After replacing the image drum, reset the drum counter to keep a correct count of the number of pages printed on the image drum.

### B4100, B4250

1. Start the Status Monitor for the printer.
2. Click on Printer Setup tab - Printer Menu button - Maintenance 1 tab.
3. Click the [Reset] button next to Drum Counter, then click on the [OK] button to reset the drum counter.

### B4350, B4350n

1. Press the **Online** button to return the printer to off-line status.
2. Press the **Menu** button repeatedly until MAINTENANCE MENU is displayed, then press the **Select** button.
3. Press the **Item** button until DRUM COUNT RESET is displayed.
4. Press the **Select** button and the Drum Counter is reset.

5. Return the printer on line by pressing the **Online** button.

## GENERATING A CLEANING PAGE

If the printed page shows signs of fading, streaking or erratic marks, the problem may be cleared by generating a drum cleaning page as follows.

### B4100, B4250

Using the printer Status Monitor

1. Start the Status Monitor for the printer.
2. Click on [Printer Setup] tab - [Printer Menu] button - [Test Print tab] - [Cleaning] button.
3. Open the manual feed tray and insert a sheet of letter size plain paper between the paper guides, then click the [OK] button.
4. The printer grips the paper and prints a cleaning page.
5. If subsequent printing appears faded or uneven, try replacing the toner cartridge.

Using the Control button

1. Press the **Control** button to take the printer off line.
2. Open the manual feed tray and insert a sheet of letter size plain paper between the paper guides.
3. Press and hold down the **Control** button for at least five seconds.
4. The printer grips the paper and prints a cleaning page.
5. Return the printer on line by pressing the **Control** button.
6. If subsequent printing appears faded or uneven, try replacing the toner cartridge.

### B4350, B4350n

1. Press the Online button to return the printer to off-line status.
2. Open the manual feed tray and insert a sheet of letter size plain paper between the paper guides.

3. Press the **Menu** button repeatedly until MAINTENANCE MENU is displayed, then press the **Select** button.
4. Press the **Item** button until CLEANING PAGE is displayed.
5. Press the **Select** button.
6. The printer grips the paper and prints a cleaning page.
7. Return the printer on line by pressing the **Online** button.
8. If subsequent printing appears faded or uneven, try replacing the toner cartridge.

## CLEANING THE LED ARRAY

Clean the LED array whenever a new toner cartridge is installed or if there are faded vertical areas or light printing down a page.

Wipe the LED array gently with the cleaning pad that came with the new toner cartridge or use an anti-static cleaning pad that is generally available for computer cleaning.



# TROUBLESHOOTING

## STATUS AND ERROR MESSAGES

Your printer has been designed to give you helpful status feedback not only during normal operation, but also if a printing problem occurs so that you can take appropriate corrective action.

### B4100, B4250

Both status and error messages are displayed in your chosen language in the Status Monitor, error messages being accompanied by the appropriate flashing of the Error indicator. You can set the Status Monitor to pop up on your computer screen when an alert condition occurs from the Preferences tab in the Status Monitor.

### B4350, B4350n

The LCD on the printer operator panel provides the self-explanatory status and error messages in your chosen language. The Ready indicator goes out when an error message appears.

# PAPER JAMS

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

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

The printer may experience a paper jam in one of three areas.

- > **INPUT JAM** - paper has failed to leave the selected feed tray and enter the internal paper path of the printer. A typical message indicates a paper jam and identifies the tray to check.
- > **FEED JAM** - paper has entered the printer but failed to reach the exit. A typical message indicates a paper jam and advises you to open the top cover for access.
- > **EXIT JAM** - paper has reached the exit but has failed to exit completely from the printer. A typical message indicates an exit jam and advises you to open the top cover for access.

## INPUT JAM

1. Remove the paper tray from the printer.
2. Remove any crumpled or folded paper.
3. Remove any paper from the underside of the printer.
4. Replace the paper tray.

After successful removal of any damaged or misfed paper, the printer should continue printing.

## FEED JAM OR EXIT JAM

1. Remove the tray and clear any misfed sheets as given above.
2. Open the top cover.

### WARNING!

The fuser area will be hot. This area is clearly marked. Do not touch it.

### CAUTION!

Never expose the image drum unit to light for more than 5 minutes. Never expose the image drum unit to direct sunlight. Always hold the image drum unit by the ends or from the top. Never touch the surface of the green drum inside the image drum unit.

3. Carefully lift out the image drum, complete with the toner cartridge. Be careful not to touch or scratch the green drum surface.
4. Remove any jammed sheets from the paper path.
5. Re-install the image drum complete with toner cartridge, ensuring that it correctly locates into the slots on each side of the printer.
6. Close the top cover and press down to latch it closed.

7. The printer will warm up and commence printing when ready. The page lost through the jam will normally be reprinted.

## NOTE

If the edge of the jammed paper protrudes (or can be seen) from the exit, reinstall the image drum, close the top cover and switch the printer on. Remove the jammed paper from the exit when the exit roller begins rotating after a few seconds after switching on. However, if the jammed paper cannot be removed, contact a service representative.

## PRINT QUALITY PROBLEMS

Before consulting a service representative regarding a print quality problem, check the table below to see if there is a solution, or something you might have overlooked.

Symptom	Problem	Solution
Blank sheets printed.	Image drum cartridge not properly installed.	Reinstall image drum cartridge.
	Empty or missing toner cartridge.	Install new toner cartridge.
Entire page prints faintly.	Empty toner cartridge. Pages get fainter when toner is used up.	Install new toner cartridge.
	LED array is dirty.	Clean LED array.
Page has grey background.	Static electricity, generally from dry environments, causes toner to stick to background.	Change paper to a smoother laser bond or use a humidifier.
Page prints all black.	Hardware problem.	Contact service.
Page has repetitive marks.	Damaged image drum cartridge causes repetitive marks every 1.6 inches (4.06 cm) due to surface nicks and scratches.	Generate a cleaning page, repetitive marks may be temporary.
Oblong area of faint print appears on each page.	Drop out caused by using paper exposed to high humidity.	Change paper stocks, check paper storage environment or use a dehumidifier; check toner level.

Symptom	Problem	Solution
Vertical white streaking or faint areas on page.	Toner is low and does not distribute properly, or the drum is worn out.	Replace toner cartridge. Check drum and replace the drum, if necessary. Contact service.
	LED array is dirty.	Clean LED array.
Vertical black lines.	Hardware problem.	Contact service.
Fuzzy print.	LED array is dirty.	Clean LED array.
Distorted print.	Paper path, lamp assembly, or fusing unit problem.	Generate cleaning page. Contact service.
Faded print.	Toner cartridge is not correctly installed.	Install toner cartridge correctly.
	Toner low.	Replace toner cartridge.
Smeared or blotched print.	Dirty rollers; toner dropped inside printer or image drum problem.	Replace image drum and toner. Contact service.
Printed page is light/ blurred.	Is toner low?	Replace toner cartridge.
	Is paper meant for laser printers?	Use recommended paper.
	LED array is dirty.	Clean LED array.
Bold characters and dark lines are smeared.	Toner is low.	Install new toner cartridge.
Print is darker than usual.	Darkness setting is too high.	Change darkness setting.
Pages curl excessively.	Printing on wrong side of paper.	Turn paper over in tray. (Note arrow on paper package). Install paper print side down in tray.
	Moisture in paper. Improper storage.	Avoid storing paper in areas of excessive temperature and humidity. Store paper in protective wrapping.
	High humidity.	Recommended operating humidity: 20-80%

## SOFTWARE PROBLEMS

Your software (operating environment, applications and printer drivers) controls the printing process. Make sure you have selected the right driver

for use with your printer. See your software documentation for more information.

Symptom	Problem	Solution
Printing is garbled.	Incorrect driver is installed.	Install an appropriate driver.
Printer's output is below rated speed.	Much of the printing delays will be caused by your application. Sometimes purely text documents will print slowly depending on the selected fonts and how they are transferred to the printer.	For maximum speed, use text in your document and use a printer resident font.
Size of top margin increases with each page printed.	Creeping text. Number of lines per page in software is not equal to number of lines per page of printer.	Many software packages assume 66 lines per page, but your printer's default is 64. Adjust software accordingly, or set LINES Per PAGE in the soft control panel to equal lines per page in your software.

## HARDWARE PROBLEMS

Symptom	Problem	Solution
Graphic image prints partly on one page, partly on the next.	Insufficient printer memory for this image at this resolution.	Change the resolution, reduce the image size, or install more memory in your printer.
When you try to print nothing happens, but printer indicates it is ready to receive data.	Configuration error.	Check cable connection. If more than one printer is available, make sure your printer has been selected.
Garbage prints.	Incorrect cable configuration. Also, see Software Problems.	Check cable configuration, continuity, and length.
Printer freezes or displays error message when computer is rebooted.	Booting the computer while the printer is on can cause a communications error.	Turn printer off before rebooting computer.
Odors.	Gases are given off by forms or adhesives passing through the hot fusing unit.	Make sure the forms you use can withstand heating, and provide adequate ventilation.

Symptom	Problem	Solution
Printer is on but must warm up before a job is printed.	Power Save mode is set on to conserve energy. The fuser must heat up before you can begin printing the next job.	To eliminate warm up delay, change Power Save setting

# INSTALLING OPTIONS

The following options are available for the B4250, B4350, and B4350n only, to extend the performance of these printer models:

- > 10/100 BASE-TX Network Interface Card: to make the B4350 network compatible
- > 16MB, 32MB, 128MB, 256MB RAM DIMM: to extend the main memory of your printer and speed up the processing of large files
- > RS232 Board: to provide serial interface capability. (*Note: cannot be used with the Network Interface card.*)
- > Second paper tray: to increase your printer's paper handling capacity by 500 sheets
- > PostScript 3 emulation DIMM: to add PostScript emulation to the B4350 and B4350n.

## INSTALLATION PROCEDURE

To install any of the above options, follow the detailed installation sheet that accompanies the option.



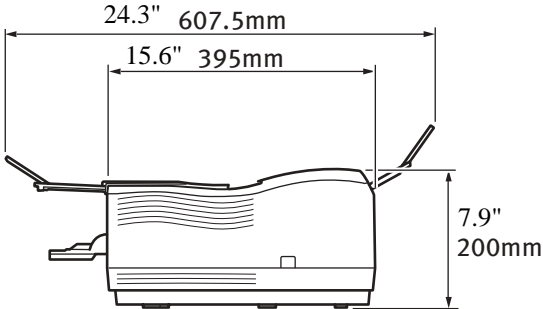
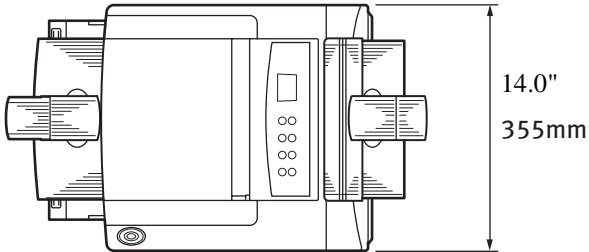
# SPECIFICATIONS

## GENERAL

A summary of the basic characteristics of your printer appears in the table below:

Item	Specification
Dimensions	See the following section entitled "Overall Dimensions"
Weight	20 lbs (9 kg approximately)
Printing method	Electro-photographic printing using LEDs as light source
Print color	Monochrome
Print speed	(B4100) 19 pages per minute maximum (B4250, B4350, B4350n) 23 pages per minute maximum
Resolution	600 x1200 dots per inch
Emulations	(B4100) GDI; (B4250, B4350, B4350n) PCL5, PCL6, Epson FX, IBM ProPrinter. PS emulation (optional) for B4350, B4350n.
Interfaces	USB 2.0 full speed Parallel port (not available on the B4100 model) in compliance with IEEE 1284-1994 Standard 100BASE-TX/10Base-T;Standard on B4350n; option for B4350 Optional RS232 Serial interface for B4250, B4350, B4350n
Processor	200 MHz PowerPC
Memory	8 MB (B4100) 16 MB (B4250, B4350, B4350n), expandable to 272MB
Paper sizes	A4, A5, A6, B5, Letter, Legal 13, Legal 14, Executive, Custom, Envelopes (5 types)
Paper feed	Automatic feeding via paper trays Manual feeding of single sheets
Paper feed capacity at 20 lb (80g/m <sup>2</sup> )	Tray 1: 250 sheets Optional Tray 2: 500 sheets (not available for B4100 model).
Paper output	Face up, Face down depending on paper size, type and thickness
Paper output capacity at 20 lb (80g/m <sup>2</sup> )	Face up: 50 sheets Face down: 150 sheets
Printer life	5 years or 180,000 pages (average 3,000 pages/month)
Consumables	Toner cartridge, Image drum

# OVERALL DIMENSIONS



## PAPER AND TRAY INFORMATION

Feed and ejection methods vary depending on the type, size and thickness of medium used. Use the chart below and the notes/symbols/terms on the following page for initial guidance. (Minor variations to settings may be necessary depending on user setup and environmental conditions.)

			Feed				Ejection	
			Cassette		MPF	MF	Method	
Paper type	Size	Weight	T1	T2	MPF	MF	FU	FD
Plain paper	A4	L, ML, M	o	o	o	o	o	o
	A5 B5 Letter Executive	MH, H	x	x	o	o	o	x
	Legal (13)	L, ML, M	o	o	x	o	o	o
	Legal (14)	MH, H	x	x	x	o	o	x
	A6	L, ML, M	o	x	o	o	o	x
		MH, H	x	x	o	o	o	x
	Custom W: 90 – 216 L: 148 – 356	L, ML, M	o	o	o	o	o	o
		MH, H	x	x	o	o	o	x
Envelopes	Com-9 Com-10 DL C5 Monarch Custom W: 90 – 216 L: 148 – 356	–	x	x	o	o	o	x
Labels	A4 Letter	–	x	x	o	o	o	x
Transparencies	A4 Letter	–	x	x	o	o	o	x

## NOTES/SYMBOLS/TERMS

### Notes:

1. When an optional second paper tray is used, the original tray is referred to as Tray 1 and the optional tray as Tray 2.
2. It is not possible to use custom paper sizes with the PS driver.
3. Tray 2 can accommodate paper with width of 5.83 to 8.5 inches (148 to 216mm) and length of 8.26 to 12.4 inches (210 to 316mm).
4. Paper less than 8 inches (210mm) long should be ejected face up.

Symbol/Term	Meaning
T1	Paper Tray 1
T2	Paper Tray 2 (optional)
MF	Manual Feed Tray
FU	Face Up printing from the rear of the printer
FD	Face Down printing from the top of the printer
W, L	Width, Length in mm
L	Light paper weight: 16 lb. (60g/m <sup>2</sup> )
ML	Medium Light paper weight: 18-19lb. (67 - 71g/m <sup>2</sup> )
M	Medium paper weight: 20-24lb. (75 - 90g/m <sup>2</sup> )
MH	Medium Heavy paper weight: 25-27lb. (94 - 101g/m <sup>2</sup> )
H	Heavy paper weight: 28-32lb (105 - 120g/m <sup>2</sup> )
o	Can be used
x	Cannot be used

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# OKI CONTACT DETAILS

## **If you need further assistance or have questions**

See our web site: [http://  
my.okidata.com](http://my.okidata.com)

In the U.S. and Canada, call:

1-800-OKI-DATA  
(1-800-654-3282)

24 hours a day, 7 days a week

## **Si vous avez besoin d'une assistance plus approfondie ou si vous avez des questions**

Consultez notre site Web:  
<http://www.okidata.com>

Aux États-Unis et au Canada,  
appelez le:

1-800-OKI-DATA  
(1-800-654-3282)

24 heures par jour, 7 jours sur 7

## **Si necesita más asistencia o tiene preguntas**

Visite nuestro sitio web:  
<http://www.okidata.com>

En los Estados Unidos Y  
Canadá, llame al

1-800-OKI-DATA  
(1-800-654-3282)

las 24 horas del día, los 7 días  
de la semana.

En América Latina, llame a:

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