EPSON
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Epson AcuLaser **CX37 Series**

Quick Guide

*Chapter 1*

Introduction

Thank you for purchasing this machine. This Quick Guide provides an introduction to, and illustrations for, basic machine operations and frequently used functions. For details on the various functions, refer to the Printer/Copier/Scanner User's Guide and the Facsimile User's Guide (Epson AcuLaser CX37DNF only) on the Software Disc. In order to ensure the safe use of this product, be sure to read the Safety Information Guide before using the machine.

Available Features
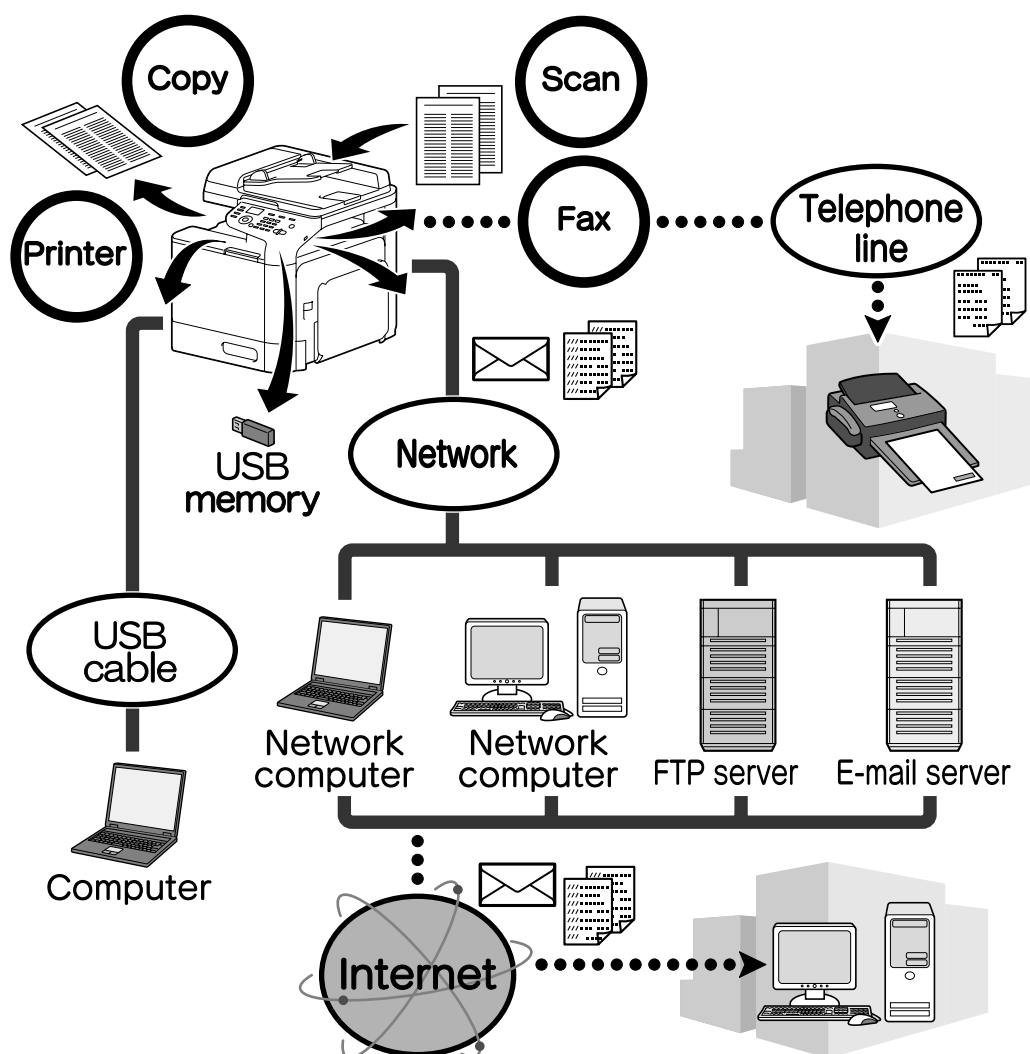
Print operations

When printing from the computer, various settings can be specified, for example, the paper size, image quality, color tone and layout. The printer driver can easily be installed from the Software Disc.

Copy operations

High-quality copies can be printed at a high speed. Vivid copies in color or black and white can be produced to meet any need. The many Application functions greatly assist in reducing office costs and increasing efficiency.
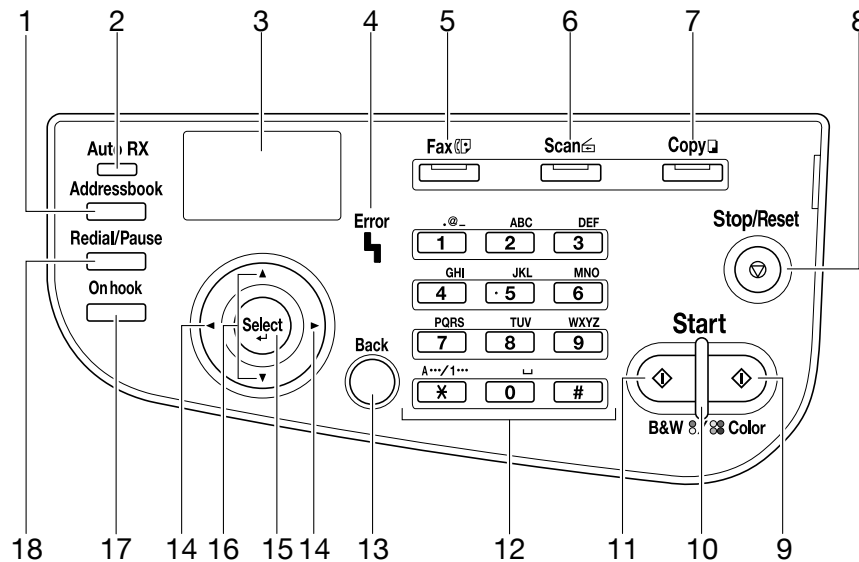
Scan operations

Paper documents can quickly be converted to digital data. This converted data can conveniently be transmitted through the network. In addition, this machine can be used as a scanner with a variety of TWAIN- or WIA-compatible applications.

Fax operations (Epson AcuLaser CX37DNF only)

Not only documents scanned with this machine but also computer data can be faxed. A single fax can be sent to multiple destinations at one time, and a received fax can be forwarded.

Control Panel

No.	Name	Function
1	**Addressbook** key	For Epson AcuLaser CX37DN, displays the information registered in the favorite list, speed dial destinations and group dial destinations. For Epson AcuLaser CX37DN, displays the information registered in the favorite list, address list and group list.
2	**Auto RX** indicator (Epson AcuLaser CX37DNF only)	Lights up when the automatic receiving function is selected.
3	Message window	Displays settings, menus, and messages.
4	**Error** indicator	Indicates an error condition.
5	**Fax** key/LED (Epson AcuLaser CX37DNF only)	Enters Fax mode. Lights up in green to indicate that the machine is in Fax mode.
6	**Scan** key/LED	Enters Scan mode. Lights up in green to indicate that the machine is in Scan mode.
7	**Copy** key/LED	Enters Copy mode. Lights up in green to indicate that the machine is in Copy mode.
8	**Stop/Reset** key	Returns the settings to their defaults and stops functions.
9	**Start (Color)** key	Starts color copying, scanning or faxing (Epson AcuLaser CX37DNF only).

No.	Name	Function
10	**Start** indicator	Lights up in blue when copying and fax transmission (Epson AcuLaser CX37DNF only) are possible. Lights up in orange when copying and fax transmissions (Epson AcuLaser CX37DNF only) are not possible, for example, during warm-up or if an error has occurred.
11	**Start (B&W)** key	Starts monochrome copying, scanning or faxing (Epson AcuLaser CX37DNF only).
12	Keypad	Enters desired number of copies. Enters fax numbers (Epson AcuLaser CX37DNF only), mail addresses, and names of recipients.
13	**Back** key	Clears the specified number of copies and entered text. Press to return to the previous screen. Press to cancel the setting that is currently displayed.
14	◀/▶ keys	Moves left and right through menus, options, or choices.
15	**Select** key	Press to select the setting that is currently displayed.
16	▲/▼ keys	Moves up and down through menus, options, or choices.
17	**Onhook** key (Epson AcuLaser CX37DNF sonly)	Sends and receives transmissions with the receiver on the hook.
18	**Redial/Pause** key (Epson AcuLaser CX37DNF only)	Recalls the last number dialed. Inserts a pause when a number is dialed.

Chapter 2
Replacing Consumables

When it is time to replace consumables or take any other action, a message prompting the user to replace the consumable or take the appropriate action will apper in the touch panel. If such a message appears, follow the appropriate procedure to replace the consumable, or take the required action.

Note:
*For details on replacing the waste toner bottle, or fuser unit, refer to the Printer/Copier/Scanner User's Guide.*

Replacing the Toner Cartridge

Note:
❏ *When replacing the toner cartridges, install only new cartridges. If a used toner cartridge is installed, the amount of remaining toner may not appear correctly.*

❏ *Do not open the toner cartridge unnecessarily. If toner is spilled, avoid inhaling it or allowing it to come in contact with your skin.*

❏ *If toner gets on your hands or clothes, immediately wash them with soap and water.*

❏ *If toner was inhaled, move to an area with fresh air, and gargle thoroughly with a large quantity of water. If conditions such as coughing appear, seek professional medical attention.*

❏ *If toner gets in your eyes, immediately flush them with water for at least 15 minutes. If any irritation persists, seek professional medical attention. If toner gets in your mouth, thoroughly rinse it, and then drink 1 to 2 cups of water. If necessary, seek professional medical attention.*

❏ *Store toner cartridges out of the reach of children.*

❏ *The use of non-genuine toner cartridges may result in unstable performance. In addition, any damage caused by the use of non-genuine toner cartridges is not covered by the warranty, even if it occurs during the warranty period. (Although damage is not certain to result from using non-genuine toner cartridges, we strongly recommend that you use genuine toner cartridges.)*

The procedure for replacing toner cartridge is the same for all toner colors. As an example, the procedure for replacing the yellow toner cartridge is described.
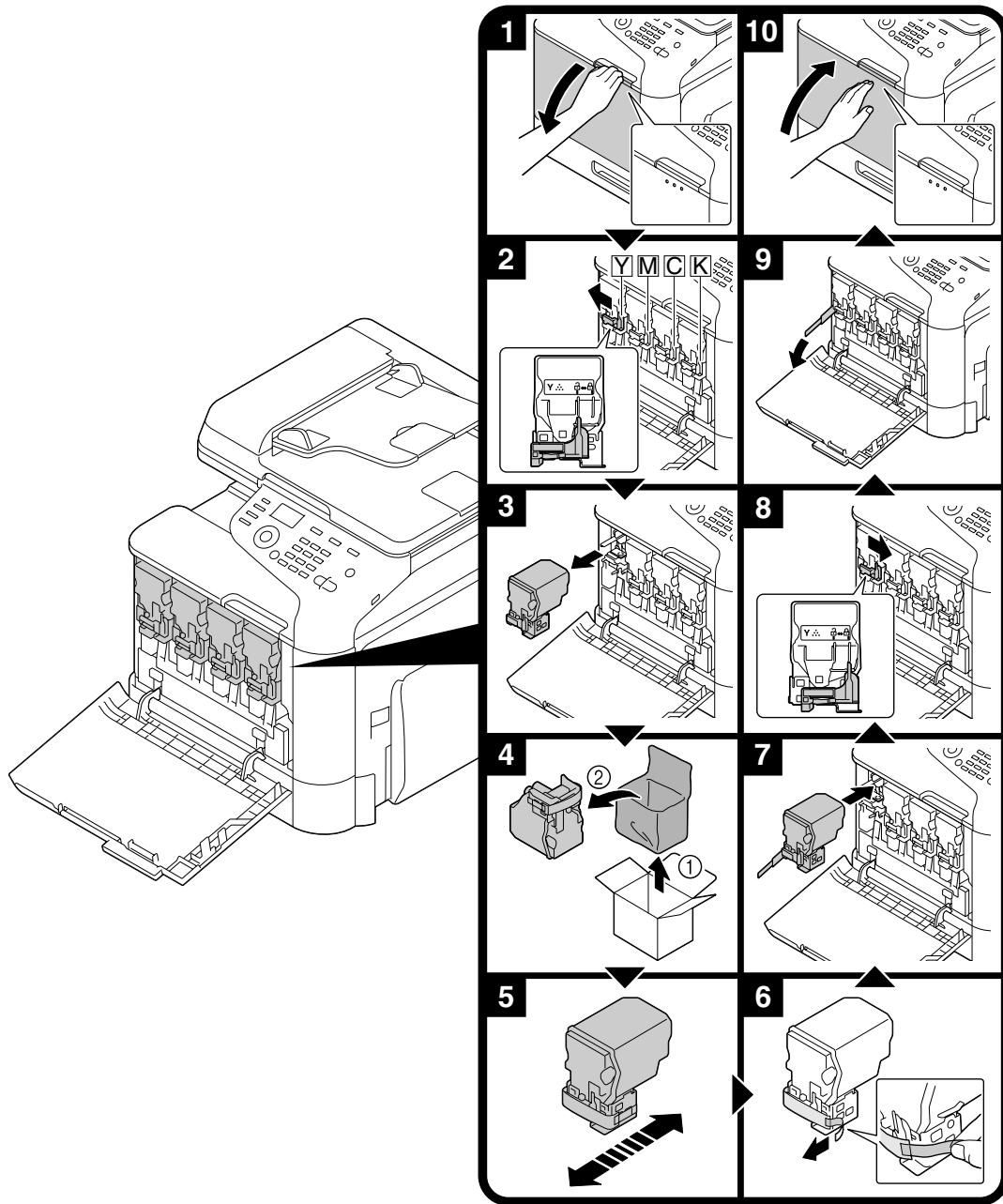
Replacing the Photoconductor Unit

The procedure for replacing photoconductor unit is the same for all photoconductor unit colors. As an example, the procedure for replacing the black photoconductor unit is described.
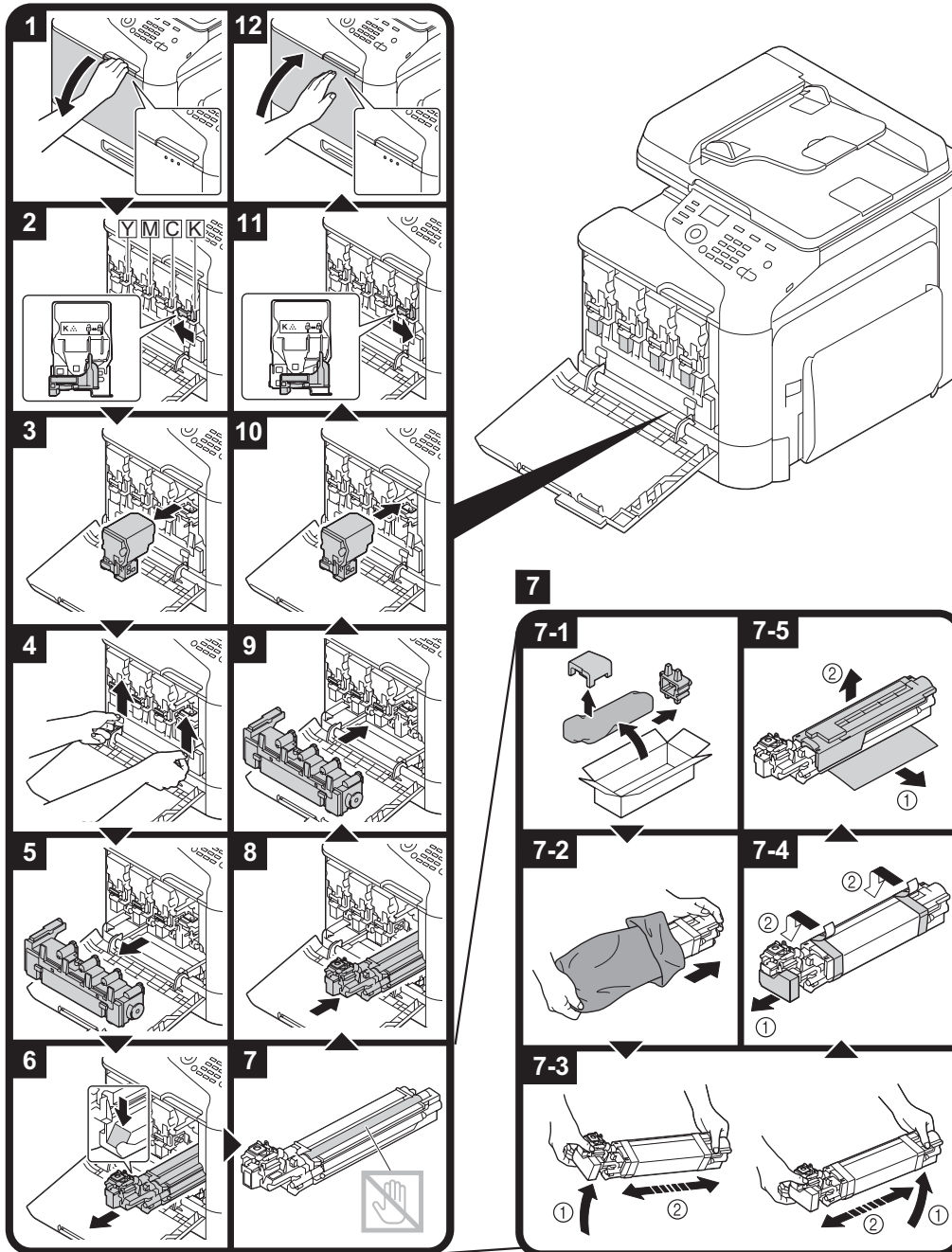
Chapter 3
Print Operations

Note:
For details, refer to the Help for the printer driver.

Basic Print Operation

Before printing

Send print data from an application on the computer through the printer driver to this machine. In order to print, a printer driver must first be installed on the computer to be used.

Note:
❏ *The following printer drivers can be used with this machine.*
Windows: PCL driver, PS driver
Macintosh: OS X driver

❏ *Before printing, connect this machine to a computer via either a USB or network connection. In order to establish a network connection, the network settings must first be specified. Network settings should be specified by the administrator. Network settings can also be specified by using Web-Based EpsonNet Config. For details, refer to the Printer/Copier/Scanner User's Guide and the Reference Guide.*

Printing

1. Create a document in the application, and then select the print command.

2. In the Print dialog box, select the printer.
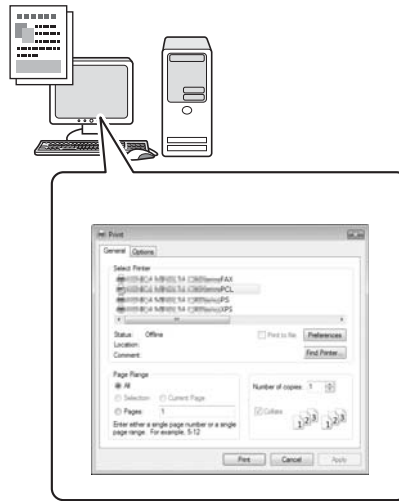
Note:
If necessary, display the printer driver settings dialog box, and then specify the printing settings.

3. The specified pages and number of copies are printed.
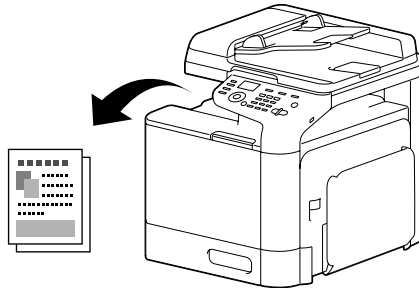
Advanced Print Operation

Zoom

Specify the enlargement or reduction ratio.
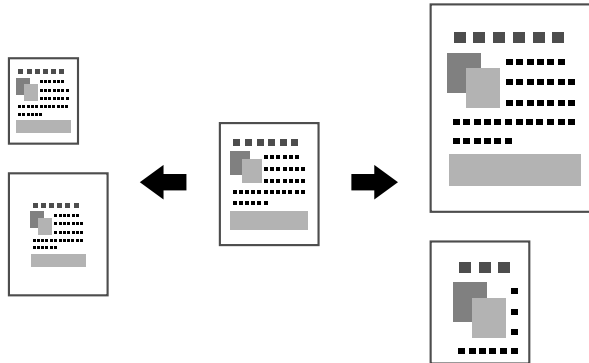
Collate

When printing multiple copies, select the collate function to print each copy as a complete set (1, 2, 3, ..., 1, 2, 3, ...).
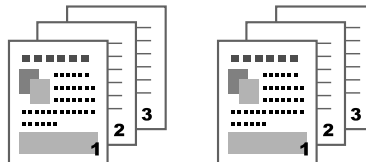
N-up

Multiple document pages can be reduced and printed together on a single page.
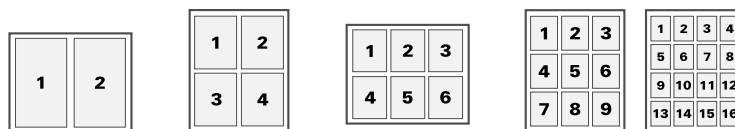
Poster

A single document page can be enlarged and printed on multiple sheets of paper.
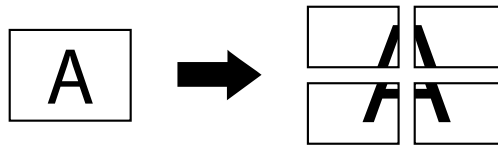
Booklet

Document pages can be printed in the form of a booklet.
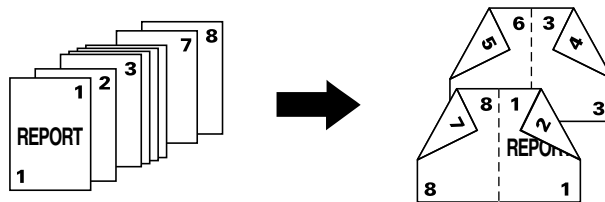
Duplex

Document pages can be printed on both sides of the paper.
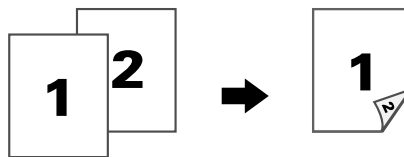
Binding Position/Binding Margin

Specify the binding position for bound documents. The width of the page margins can also be adjusted.
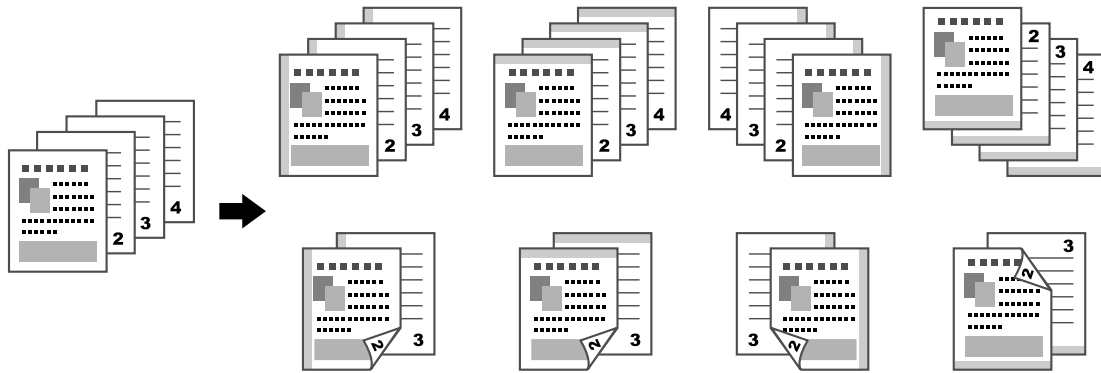
Image Shift

The entire image can be printed shifted to one side, for example, to create a left or right margin.
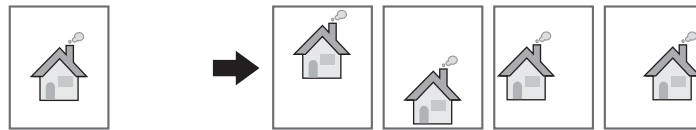
Cover Page/Separator Page

The front and back cover pages can be printed on different paper. Otherwise, blank paper can be added as front and back cover pages and inserted as separator pages. A different paper tray can be selected for the paper that is used.
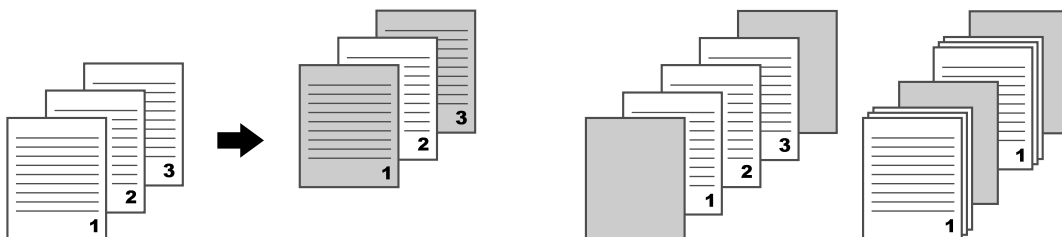
Watermark

The document can be printed overlapping a watermark (text stamp).
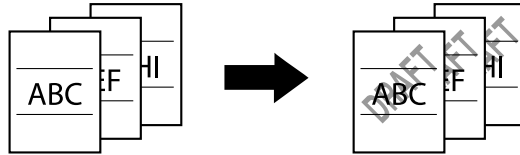
Overlay

The document can be printed overlapping separate overlay data.
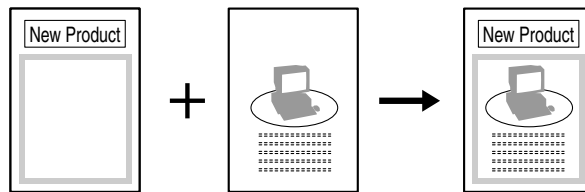
Select Color

Select whether the document will be printed in Color or Grayscale.

Quick Color

The document can be printed with the image quality appropriate for the document's contents.

Chapter 4
Copy Operations

Note:
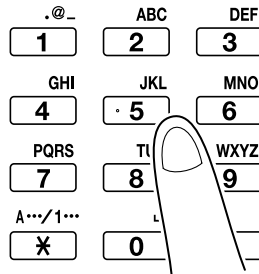*For details, refer to the Printer/Copier/Scanner User's Guide.*

Basic Copy Operation

1. Press the **Copy** key.

2. Place the document in the ADF or on the original glass.
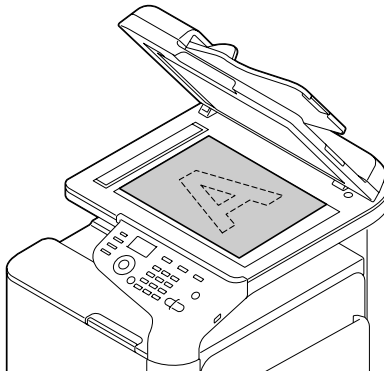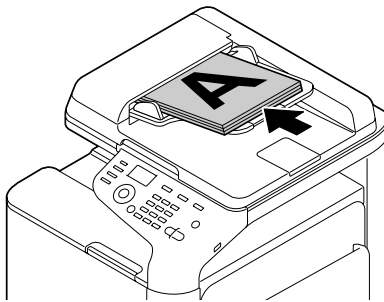
3. Specify the desired copy settings.

4. Using the keypad, specify the desired number of copies.
   To change the number of copies, press the **Back** key, and then type in the desired number.

5. To make a color copy, press the **Start (Color)** key.
   To make a black-and-white copy, press the **Start (B&W)** key.

   Note:
   *To scan double-sided document pages using the ADF, place the document in the ADF for the back side to be scanned, and then press the **Select** key.*

Advanced Copy Operation

Zoom Ratio

Specify the enlargement or reduction ratio.
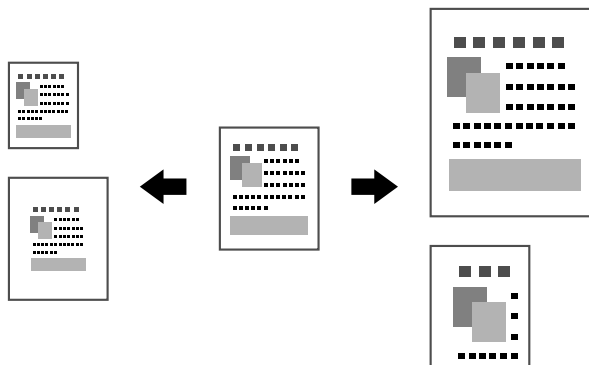
Document Type

The document can be copied with the image quality appropriate for the document's contents.

Copy Density

The copy density can be adjusted.

Collated (Sort) Copying

When printing multiple copies, select the collate function to print each copy as a complete set (1, 2, 3, ..., 1, 2, 3,...).
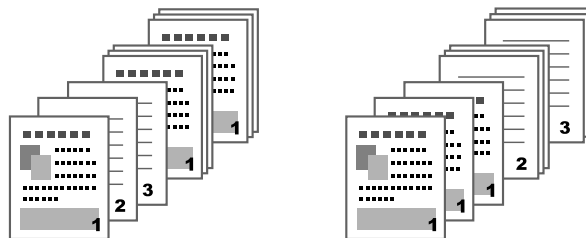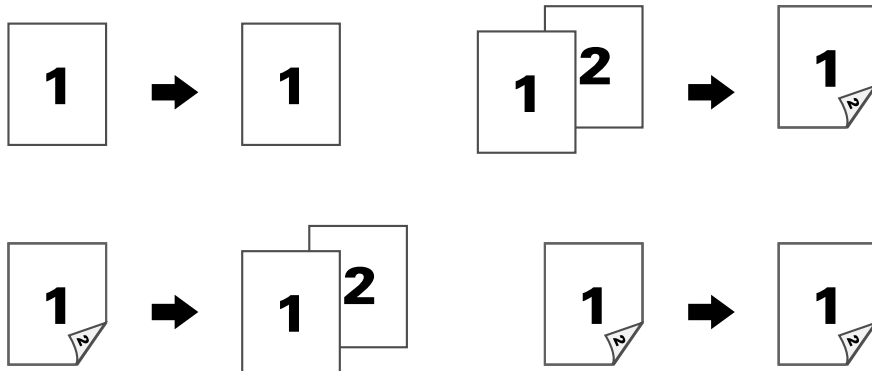
2in1/4in1 Copying

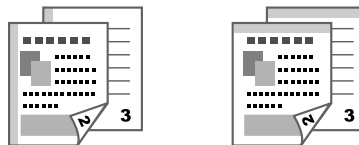The document images of multiple pages (2 or 4) can be reduced and printed together on a single page.
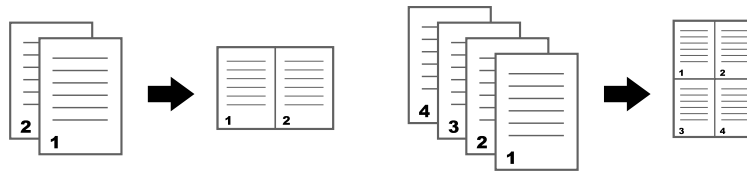
Simplex/Duplex Copying

Both the document and the copy can be specified as single-sided or double-sided.

Binding Position
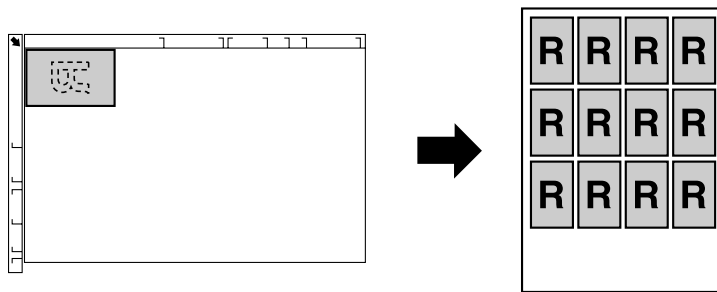
Specify the binding position for bound documents.

ID Card Copying

The back and front of a document, such as a certificate, are copied at full size on a single sheet of paper.
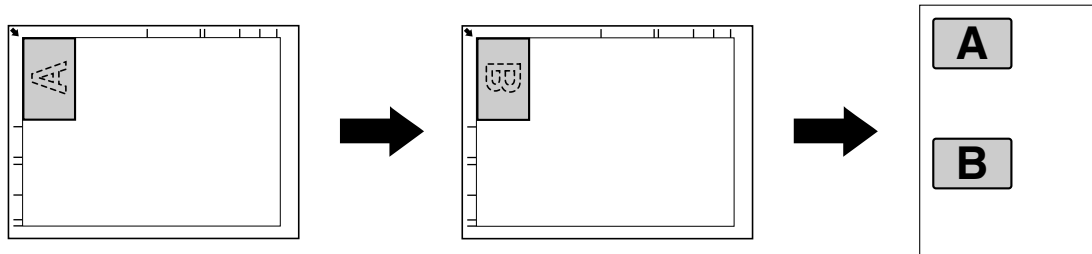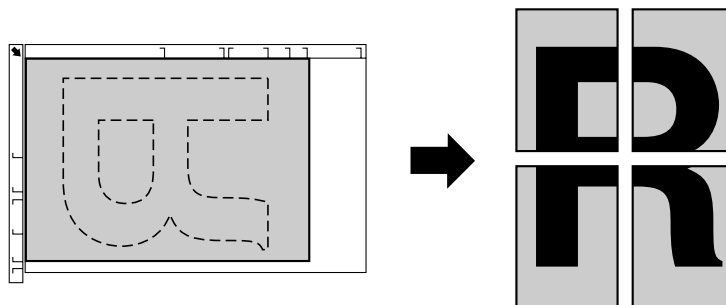
Repeat Copying

Small documents, such as memos, are tiled and printed on a single page. This function allows you to copy small documents at their actual size.

Poster Copying

The length and width of the scanned document are each enlarged 200%, and printed on four pages.

Chapter 5
Scan Operations
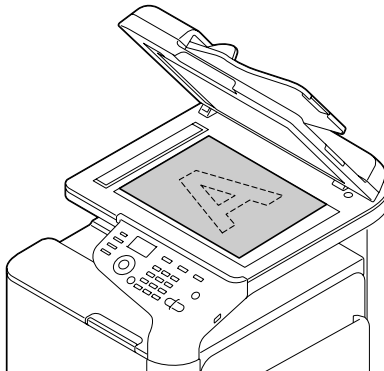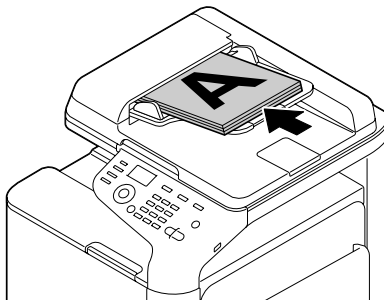
Note:
For details, refer to the Printer/Copier/Scanner User's Guide.

Basic Scan Operation

1. Press the **Scan** key.

2. Place the document in the ADF or on the original glass.

3. Specify the desired scan settings.

4. Specify the destination.

Note:
❏ *If destinations have already been registered, a registered destination can be selected.*

❏ *To directly type in the destination address, use the keypad.*

❏ *A document can be sent to multiple destinations at the same time (broadcast transmission).*

5.   To scan color scans, press the **Start (Color)** key.
   To scan black and white scans, press the **Start (B&W)** key.

Note:
*To scan double-sided document pages using the ADF, place the document in the ADF for the back side to be scanned, and then press the **Select** key.*

Advanced Scan Operation

Scan to E-mail/FTP/SMB

Scan data can be sent via the network to a specified address (e-mail address, FTP address or SMB address). The address can be typed in directly, or an address registered on the machine can be selected.


E-mail   FTP server   Network computer
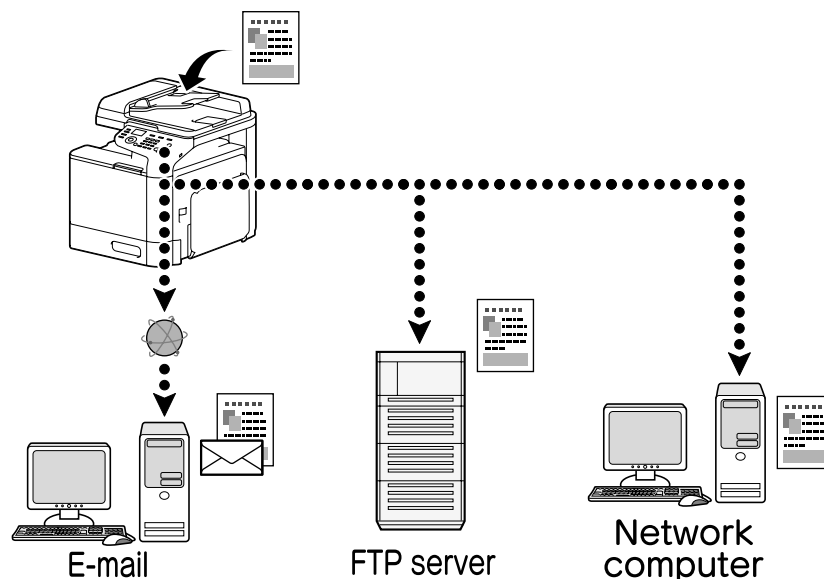
Scan to USB Memory

Scan data can be saved to a USB memory device plugged into the USB HOST port of this machine.
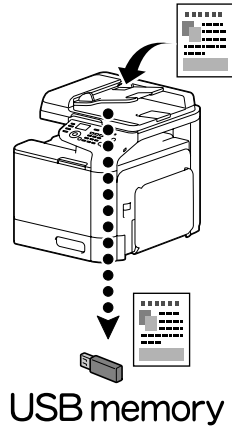
Scanning from a computer application

Documents can be scanned from a computer connected to this machine via a network. Scanning settings can be specified and the scanning operation can be performed from TWAIN- or WIA-compatible applications.
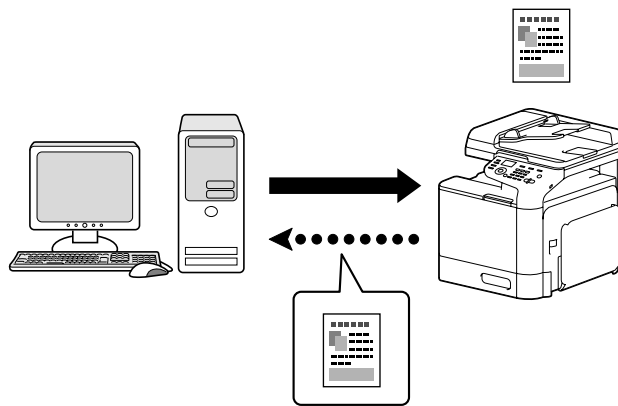
Chapter 6

Fax Operations

Note:
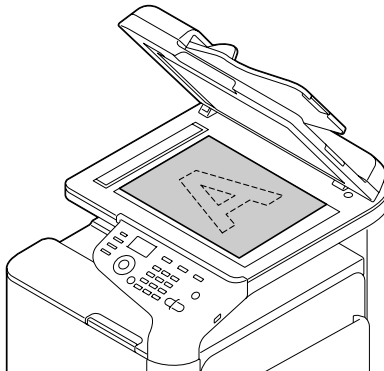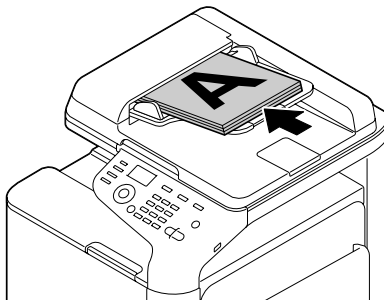*For details, refer to the Facsimile User's Guide.*

Basic Fax Operation

1. Press the **Fax** key.

2. Place the document in the ADF or on the original glass.

3. Specify the desired scan settings.

4. Specify the destination.

Note:
❏ *If fax numbers have already been registered, a registered destination can be selected.*

❏   *When directly entering the fax number, use the keypad to type in the number.*

❏ *A document can be sent to multiple destinations at the same time (broadcast transmission).*

5.   Press the **Start** key.
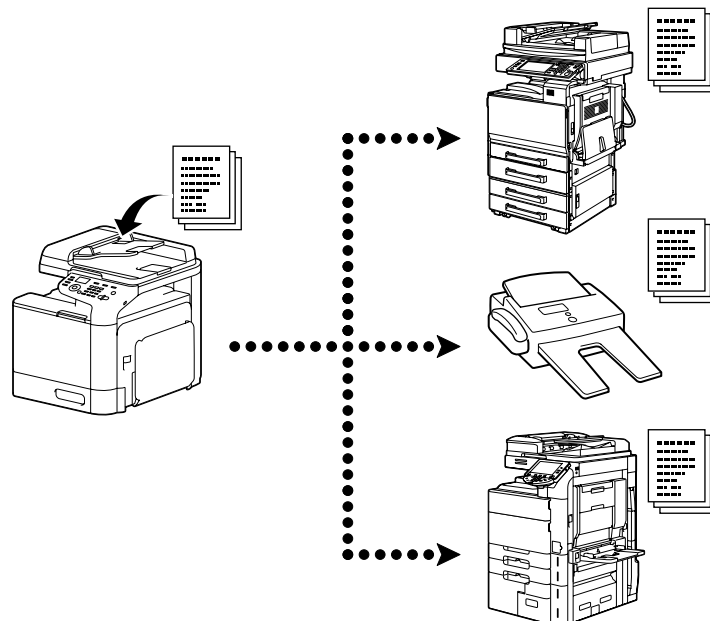After all document pages have been scanned, the fax is sent

Note:
*The fax is sent in black and white regardless of whether the **Start (Color)** key or the **Start (B&W)** key is pressed.*
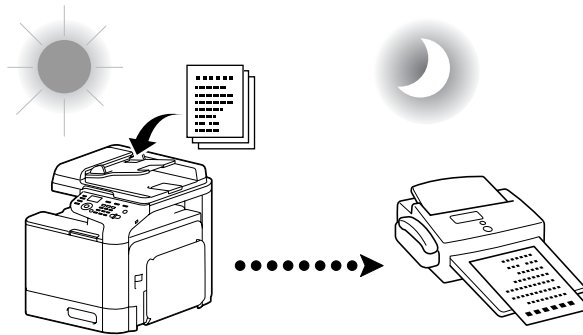
Advanced Fax Operation

Broadcast transmission

A fax can be sent to multiple recipients in a single transmission.

Timer transmission

A document can be scanned and stored in the memory to be sent at a specified time. Timer transmission can be combined with broadcast transmission.

Batch transmission

Multiple documents can be scanned and stored in the memory of this machine to be sent together to a single destination at a specified time.
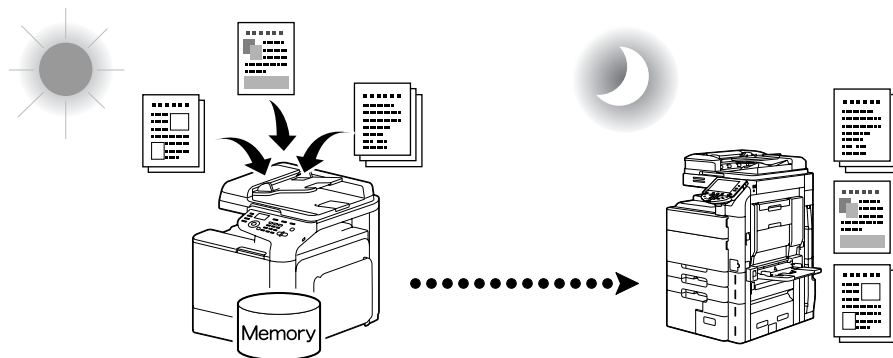
Memory transmission/Direct transmission

With memory transmission, the fax transmission starts after the entire document is scanned and stored in the memory. With direct transmission, the transmission is performed in real time in the transmission sequence of the destinations.
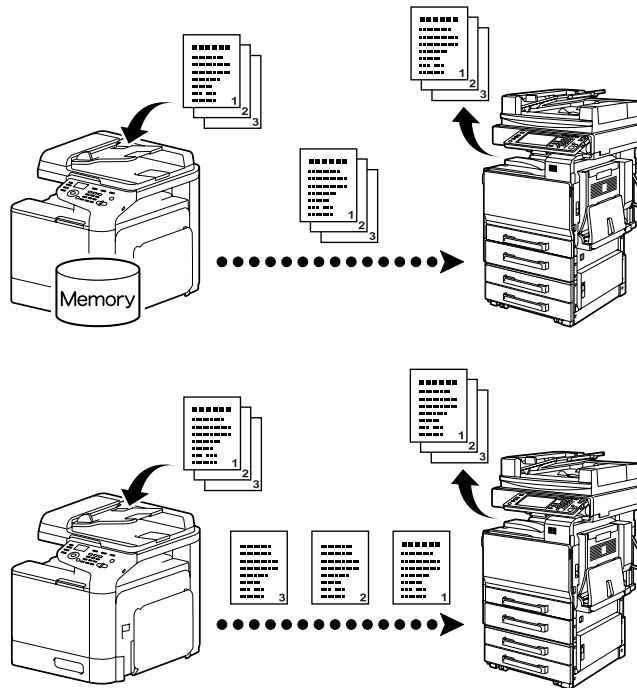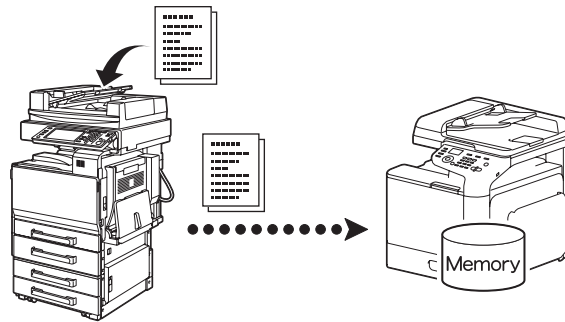
Redialing

Dialing the same recipient again is called "redialing". If the fax cannot be sent, for example, when the recipient's line is busy, the fax number can be dialed again after some time has passed.
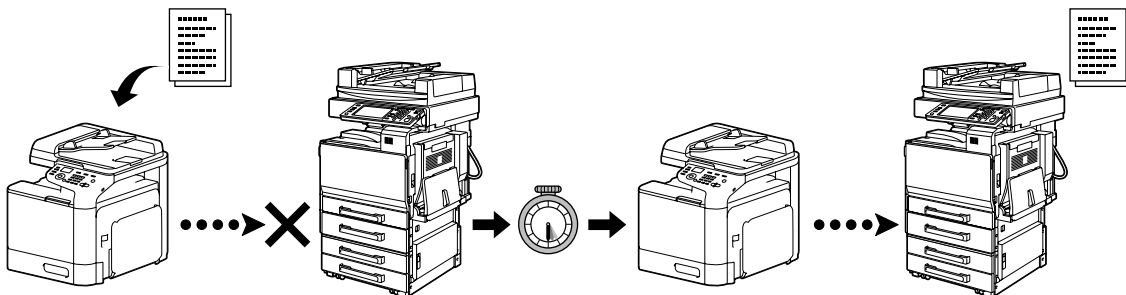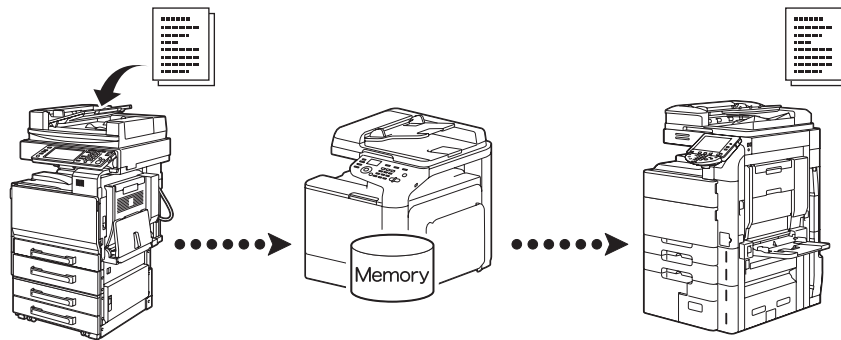
Memory reception

With memory reception, received documents are force-saved in the memory. Then, the received document can be printed from the memory when desired.

Received document forwarding

Received documents can be forwarded to a previously specified destination. Forwarding destinations are specified by the administrator.

PC-FAX transmission

Using a fax driver, a fax can be sent directly from a Windows-compatible computer.