
AM3000 series User's Manual

AM3200 / AM3100L

AM3230 (only for all other content except fax functions)



(D/N: 250-0477-E V2.0)

Documents for the AM3000 series of products

The documents for these series of products are divided as follows. Please refer to them for detailed information.

Model	Documents included	Format
AM3200 & AM3100L (Scanner-Printer-Copier)	AM3000 series user's manual	PDF files included on the accompanying CD-ROM
	AM3000 series quick guide	Printed book
AM3230 (Scanner-Printer-Copier-Fax)	AM3000 series user's manual (only for all other content except fax functions)	PDF files included on the accompanying CD-ROM
	AM3230 Fax user's Guide (only for fax content)	Printed book

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Warranty

The information contained in this document(s) is subject to change without notice.

The manufacturer makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of fitness for a particular purpose.

The manufacturer shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

The Federal Communications Commission Statement

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generate, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

CE Warning!

This is a class B product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

EC Declaration of Conformity

Update with final regulations

According to EN55022 and EN55024

Manufacturer's Name: Avision Inc.

Manufacturer's Address: No. 20, Creation Road I,
Science Park, Hsinchu
Taiwan, ROC

Declare that the product

Model Name AM/MF3000 series

Conforms to the following Product Specification

Emission: EN 50081-1
EN 55022
EN 61000-3-2
EN 61000-3-3

Immunity: EN 55024
EN 60950
IEC 61000-4-2
IEC 61000-4-3
IEC 61000-4-4
IEC 61000-4-5
IEC 61000-4-6
IEC 61000-4-8
IEC 61000-4-11



As an ENNERGY STAR Partner, Avison Inc. has determined that this product meets the ENNERGY STAR guidelines for energy efficiency.

LASER SAFETY INSTRUCTION

This printer is a page printer which is operated by means of a laser. There is no possibility of danger from the laser, provided the printer is operated according to the instructions in this manual. Since radiation emitted by the laser is completely confined within protective housings and external covers, the laser beams cannot escape from the machine during any phase of user operation.

- Do not place a coffee cup, vase, or other liquid-filled container on the machine. Spillage can damage the machine's electrical parts and insulation.
- Take care not to drop paper clips, staples, or any other metal objects into the machine.
- Avoid watching the lamp during operation with the Document cover in the open position. Should you need to copy for a long period with the Document cover open, it is advisable to arrange a shield for your eyes or to wear sunglasses.
- When clearing paper jams, refer to the instructions in this manual.
- Before disconnecting the plug, turn the machine off. Make sure your hands are dry. Hold the plug itself, not its cord, when disconnecting it from the receptacle.
- Never attempt to open any fixed cover.
- Do not attempt to alter the machine or its parts.
- Under normal conditions the small quantities of ozone gas produced by the machine are harmless. However, if the machine is used for an extended period or within a small room, you should make sure that the area is adequately ventilated. Also ventilate the room if you notice the machine smells after a period of frequent or extended use.
- Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.
- Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.

- If this product becomes inordinately hot or emits smoke, or unusual odor or noise, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.
- If this product has been dropped or its cover damaged, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.
- The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as paper mis-feed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution! Hot Surface" caution label.
- Do not store the machine's consumables in any of these locations:
 - Where the temperature or humidity may be excessively high.
 - Where flammable items or liquids are stored.
 - In direct sunlight.
 - In dusty conditions.

CAUTION !

Use of the controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This machine is certified as a Class 1 laser product. This means that the machine does not produce hazardous laser radiation.

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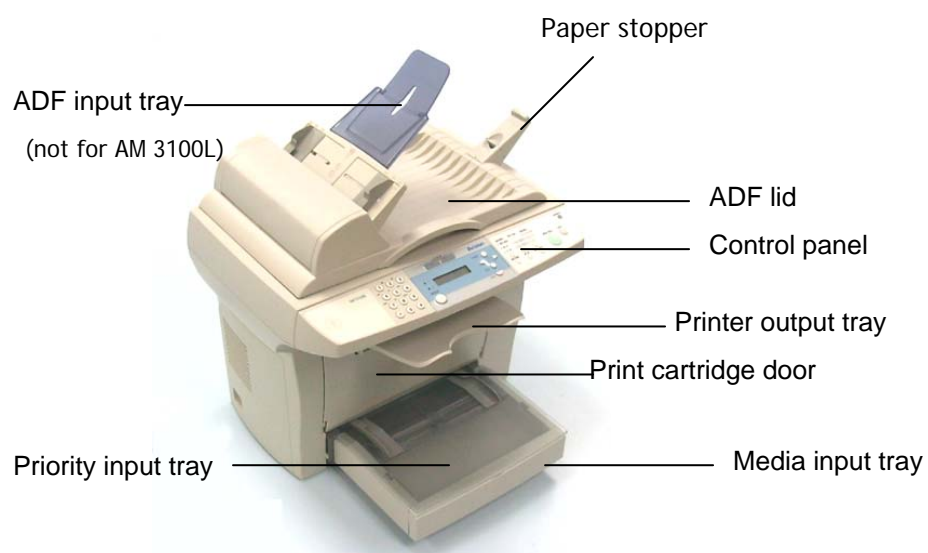
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1 Getting to know your product

Identifying your product's hardware components

AM3200 :



AM3100L/MF3100L:



Identifying product package contents



drum & toner



printer paper tray



printer output tray

paper stop
(not for AM 3100L)



ADF input tray
(not for AM 3100L)



Quick Guide & CD

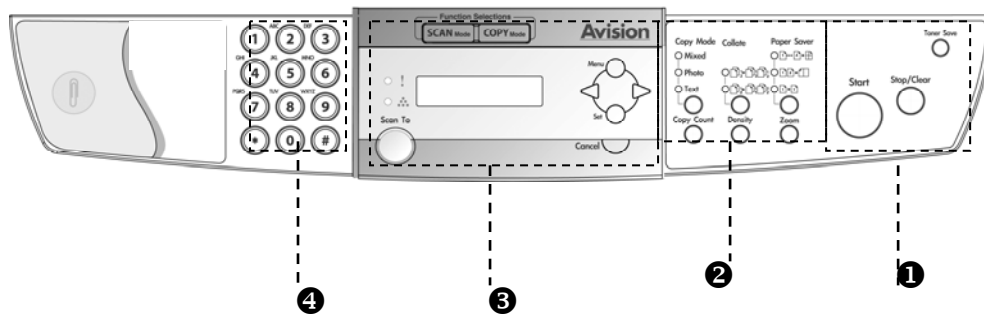


USB cable








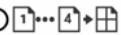


Power cable







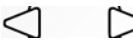



Control Panel Functions




Function Keys

1	<div>Start</div> 	Starts a copying or scanning job.
	<div>Stop/Clear</div> 	Stops an operation at any time. In Standby Mode, clears the copy options
	<div>Toner Save</div> 	Allows you to save on toner by using less toner to print a document.

②	Copy Mode <input type="radio"/> Mixed <input type="radio"/> Photo <input type="radio"/> Text <input checked="" type="radio"/>	Selects the document concentration mode for the current copy job.
	Collate <input type="radio"/>  <input type="radio"/>  <input checked="" type="radio"/>	Sets the product to automatically collate multiple copies into sets.
	Paper Saver <input type="radio"/>  <input type="radio"/>  <input type="radio"/>  <input checked="" type="radio"/>	<p>Prints 1,2, or 4 original images reduced to fit onto one sheet of paper.</p> <p>Prints 1 ~ 4 pages reduced to fit onto one sheet of paper.</p> <p>Prints 1 ~ 2 pages reduced to fit onto one sheet of paper.</p>
	Copy Count <input checked="" type="radio"/>	Selects the number of copies. (Pressing the button one time increases one page.)
	Density <input checked="" type="radio"/>	Adjusts the brightness of the documents for the current copy job.
	Zoom <input checked="" type="radio"/>	Makes a copy smaller or larger than the original.

3		Lets you access Scan mode.
		Lets you access Copy mode.
		Turns on when paper jam happens.
		<p>The toner cartridge warning LED</p> <p>When flashing, the toner cartridge will be empty or the drum will be out of use.</p> <p>When steadily turning on , the toner has been completely consumed, a wrong toner cartridge is used, or the drum has been out of use.</p>
		Displays messages on the screen to help you set up and use this product.
		Enters Menu Mode and scrolls through the menus available.
		Scrolls through the options available for the selected menu item.
		Confirms the selection on the display.
		Scans your original to a designated software. (Refer to Page 7-7.)
		Deletes entered data or lets you exit the menu by pressing repeatedly.

4		Enter the number of copies by these number keys.
---	---	--

2 Hardware Installation

Remove the plastic bag and the tapes

AM/MF 3200 :

Remove the plastic bag, as shown below:



plastic bag

Remove the tapes, as shown below:



tape

AM/MF 3100L :

Remove the plastic bag, as shown below:



plastic bag

Remove the tapes, as shown below:

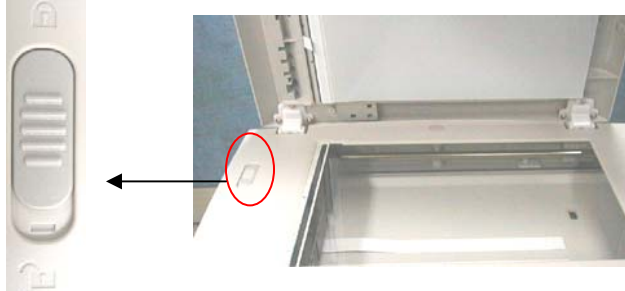


tape

Removing the shipping lock

Unlock the product by moving the lock switch to the “Unlock” position.

Lock position



Unlock position

Warning: "Always slide shipping lock to 'Lock' position before transporting this product from one location to another. And slide to 'Unlock' position before using it."

Installing a toner cartridge

To install a toner cartridge, use the following steps:

CAUTION

To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes.

- 1 Make sure the toner cartridge door is open.
- 2 Insert the cartridge as shown.
- 3 Close the toner cartridge door.



Note

If toner gets on your clothing or other fabric, wipe off the toner with a dry cloth. Wash the items in cold water and air dry.

Installing and loading the media input trays

To install and load the media input tray and the priority input tray, use the following steps:

1. Slide in the media input tray until it fits.



2. While pressing the paper guide release lever, slide the adjusters to fit the paper size.



- 3.** Roll the paper and place it in the tray.



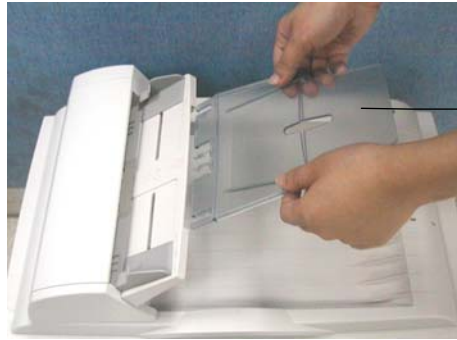
- 4.** Install the priority input tray over the media input tray.



Installing the ADF input tray

Use the following instructions to install the ADF input tray:

Attach the Paper Guide Extension to the Paper Guide.



Paper Guide
Extension

Install Paper stopper

Install the paper stopper, as shown below :



Install printer output tray

Install the printer output tray, as shown below :



Connecting the ADF cable to your product

Connect the ADF cable, which attaches to the ADF document cover, to the ADF port at the rear of your product.



Connecting the Power cable

1. Make sure the power switch is at the "0" position to turn off the product's power.
2. Connect the small end of the power cable to the power jack of your product.
3. Connect the other end to an appropriate power outlet.



Connecting the telephone line cord (only for AM3230)

If you have AM3230:

Plug the supplied telephone line cord into the LINE jack and the other end into the wall jack.

Turning the Machine On

1. The power is controlled by a toggle switch on the side of the product. To turn on the product, press the switch toward "1".



3 On-screen programming

Your product is designed to be easy to use with LCD on-screen programming using the navigation keys. User-friendly programming helps you take full advantage of all the menu selections your product has to offer. Since your programming is done on the LCD, we have created step-by-step on-screen instructions to help you program your product. All you need to do is follow the instructions as they guide you through the menu selections and programming options.

Menu table

You can probably program your product without the User's Manual. But to help you understand the menu selections and options that are found in the product programs, use the Menu table, depicted as below:

1. Common Setup	11. Language	English
	12. Paper Size	A4 Letter Legal A5 B5
	13. Sleep Mode	Off 5 min 15 min 30 min 1 hr 2 hr
	14. Reset OPC.	

2. Copy Setup	21. Def Copy Mode	Text Photo Mixed
	22. Def Density	1-7 Levels
	23. Def Zoom	Original(100%) Custom(100%) Fit to Page A4 to Letter Letter to A4 Legal to Letter Legal to A4
	24. Def Collation	Collation On Collation Off
	25. Def TonerSave	TonerSave On TonerSave Off
	26. Def Bg Remove	Text mode (On, Off) Photo mode (On, Off) Mixed mode (On, Off)

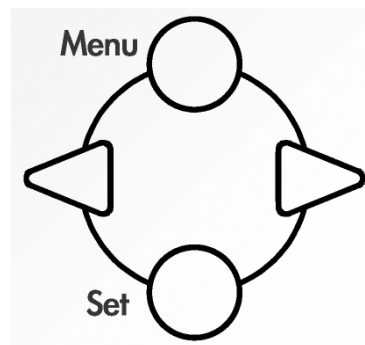
3. Report	31. Configuration	System information
	32. Menu Map	
	33. Usage report	

Memory Storage

If there is a power failure, you will not lose your menu settings because they are stored permanently. Temporary settings (paper saver and copy count) will be lost.

Navigation keys

The navigation keys for the LCD on-screen programming is depicted as below:



cancel the setting or return to previous menu level



Access the menu



Go to the next menu level
Accept an option



Exit the menu by pressing repeatedly
Go back to the previous menu level






Scroll through the current menu level

Stop/Clear




Exit the menu



You can access the menu mode by pressing Menu . When you enter the menu, the LCD scrolls.

Press the arrow   or a number key(1~3) for Common Setup menu, Copy Setup menu, or Report menu.

OR

You can scroll more quickly through each menu level by pressing the arrow for the direction you want.

Then set an option by pressing Set  when that option appears on the LCD. The LCD will then show the next menu level.

Press the arrow   to scroll to your next menu selection.





Press Set.

When you finish setting an option, the LCD shows “Setting OK” on the bottom line.

The current setting is always the option with a check mark, “v”.





Setting the Paper Size

After loading paper in the paper tray, you need to set the paper size using the control panel buttons. These settings will apply to copy mode.

1. Press Menu button .
2. Press the scroll button   until “**1. Common Setup**” appears on the display.
3. Press Set button .
4. Press the scroll button until “**12. Paper Size**” appears on the display.
5. Press Set button.
5. Press the scroll button to select your desired paper size item.
6. Press Set button to save the selection.





Sleep Mode

Setting the Sleep Mode reduces power consumption by turning off the fuser inside the product, while it is idle. You can choose how long the product is idle before it goes into sleep mode. If you try to copy in sleep mode, there will be a short delay while the fuser warms up to working temperature.

1. Press Menu button .
2. Press the scroll button   until “**1. Common Setup**” appears on the display.
3. Press Set button .
4. Press the scroll button until “**13. Sleep Mode**” appears on the display.
5. Press Set button.
5. Press the scroll button to select your desired Sleep Mode item.
6. Press Set button to save the selection.







Printing Reports

To print a report

1. Press Menu button .
2. Press the scroll button   until “**3. Report**” appears on the display.
3. Press Set button .
4. Press the scroll button to select the report item you want.
5. Press Set button to print the report.

Resetting the Photoconductor Counter





After your old drum cartridge is replaced and the whole toner cartridge set is installed back to the printer, do the following steps to reset the photoconductor counter.

1. Press Menu button .
2. Press the scroll button   until “ **1. Common Setup** ” appears on the display.
3. Press Set button .
4. Press the scroll button   until “ **14. Reset OPC.** ” appears on the display.
5. Press Set button to reset the photoconductor counter.

.

Removing Original Background

If your original comes with color background, you can remove the background to sharpen your text.

1. Press Menu button .
2. Press the scroll button   until “ **2. Copy Setup** ” appears on the display.
3. Press Set button .
4. Press the scroll button until “**26. Def Bg Remove** ” appears on the display.
5. Press Set button.
5. Press the scroll button to select your desired copy modes.
6. Press Set button to save the selection.
7. Press Set button again when the message “Bg Remove on” appears.

4 Copying

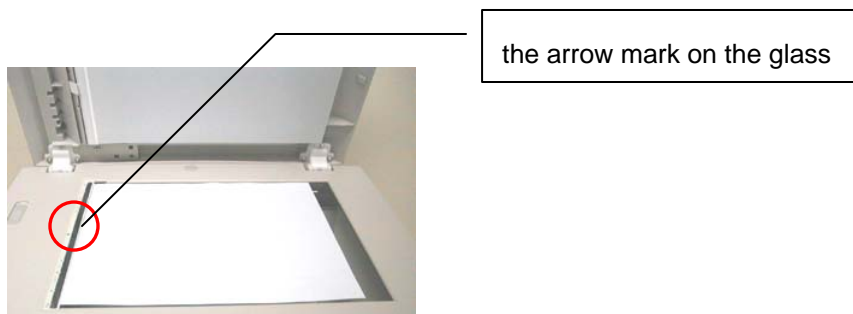
Enter Copy mode

Before making copies, make sure that **COPY Mode** is illuminated in green. If it is not, press **COPY Mode** to enter copy mode. The default setting is Copy mode.

Loading originals to copy

To load originals onto the flatbed glass

1. Lift the ADF cover.
2. Place the original document face down on the flatbed glass and align its center to the arrow mark on the glass.



3. Gently close the ADF cover.

4. Customize the copy settings by using the control panel buttons.

See “Setting Copy Options” on page 4-3.

To clear settings, use Stop/Clear button.

5. Press Start to begin copying.

Note: If you are using the flatbed to scan, do not put any media on the ADF.

To load originals into the ADF input tray

1. Make sure the flatbed scanner is free of media.
2. Roll the paper and place it in the tray.
3. Put the top end of the original media stack into the ADF input tray, with the media stack face up and the first page to be copied on top of the stack.
4. Adjust the media guides to the document size.



5. Customize the copy settings by using the control panel buttons.

See “Setting Copy Options” on page 4-3.

To clear settings, use Stop/Clear button.

6. Press Start to begin copying.

Note: If you are using the ADF to scan, do not put any media on the flatbed and open the ADF lid.

Setting Copying Options

The buttons on the control panel let you make all the basic copy options.
Set the following options for the current copy job before pressing Start to make copies.

Density

If you have an original document containing faint markings and dark images, you can adjust the brightness to make a copy that is easier to read.

To adjust the density,

1. Press Density.
2. Repeatedly press Density to find the density setting you want.

Copy Mode

You can improve the copy quality for your type of original.

To select the copy mode type, press Copy Mode.

Each time you press the button, the LED labeled with the selected mode turns on.

You can choose from the following copy modes:

- Mixed: Use for documents with mixed text and graphics.
- Photo: Use when the originals are photographs.
- Text: Use for documents containing mostly text.

Zoom

You can select the following enlargement or reduction ratios.

Ratio
Original(100%)
Custom(100%)
Fit To Page
A4 to Letter(94%)
Letter to A4(97%)
Legal to Letter(78%)
Legal to A4(83%)



Fit To Page sets the product to calculate the ratio that fits the size of your document.

Custom allows you to adjust a ratio from 25% to 400%.



To select from the predefined copy sizes:

1. Press Zoom.

The default setting appears on the bottom line of the display.

2. Use Zoom or the scroll button   to find the size setting you want.
3. Press Set to confirm the selection.

To fine-tune the size of copies:

1. Press Zoom.
2. Press Zoom or the scroll button   until "Custom:xx %" displays on the bottom line.
3. Use the numerical keys on the number keypad to enter the copy size you want appears on the display.
4. Press Set to confirm the selection.

Copy Count

Using the Copy Count button, you can select the number of copies from 1 to 99.

Repeatedly press Copy Count until the number you want appears on the display.

or

Enter the number of copies by the number keys.

or

Use the scroll button   to find the setting you want.

(Pressing and holding the button allows you to quickly scroll to the number you want.)

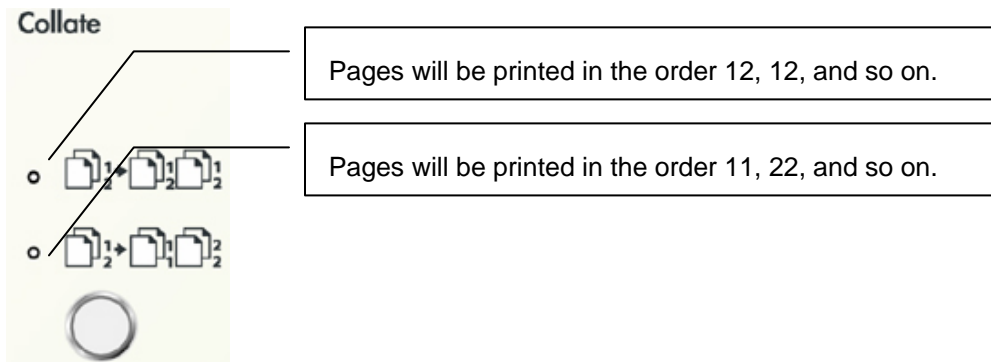
Collate

If you want to sort multiple copies, use the ADF. Document pages will be printed in the order 12, 12, 12, and so on.

To use the collation function, press Collate.

Each time you press the button, the LED labeled with the selected mode turns on.

You can choose from the following collation modes:



- Note:** (1) The number of pages to be collated is related to scan mode and the original paper.
- (2) If you place the original in the ADF, the function automatically starts scanning all the originals. If you place the original on the scanner glass, do the following steps manually:
- a. Place the original document face down on the flatbed glass and align its center to the arrow mark on the glass.
 - b. Press the Collate button.
 - c. Select the number of copies to collate.
 - d. Press the Start button, and the LCD shows :
Continue: START
Finish : *
 - e. Place the next original document on the flatbed glass. Press the Start button ,and the LCD shows :
Continue: START
Finish : *
 - f. Repeat the previous step to finish scanning all of your originals.
 - g. Press the “*” key in the number pad to start collating.
 - h. The printer will start printing the result , based on your collate option °

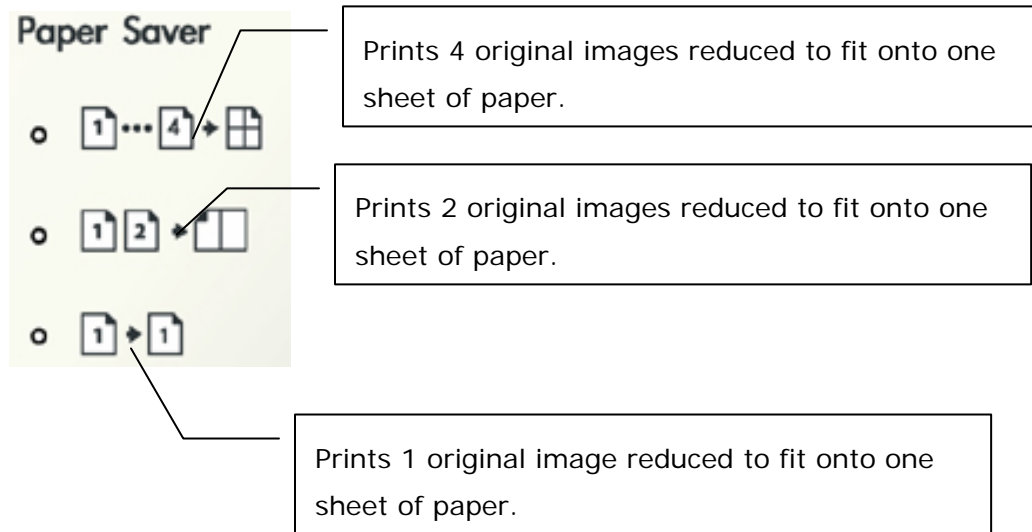
Paper Saver

The Paper Saver feature is available only when you load documents in the ADF.

To use the Paper Saver function, press Paper Saver.

Each time you press the button, the LED labeled with the selected mode turns on.

You can choose from the following Paper Saver modes:



Note: (1) The Paper Saver does not support the Collate or the Zoom.

(2) If you place the original in the ADF, the function automatically starts scanning all the originals. If you place the original on the scanner glass, do the following steps manually:

- a. Place the original document face down on the flatbed glass and align its center to the arrow mark on the glass.
- b. Press the Paper Saver button to select your option.
- c. Press the Start button, and the LCD shows :

Continue: START

Finish : *

- d. Place the next original document on the flatbed glass. Press the Start button ,and the LCD shows :

Continue: START

Finish : *

- e. Repeat the previous step to finish scanning all of your originals.
- f. The printer will start printing the result.

(If you select "Prints 2 original images reduced to fit onto one sheet of paper", the product will scan every two pages and print out one page.

If you select "Prints 4 original images reduced to fit onto one sheet of paper", the product will scan every four pages and print out one page.)

How to abort the paper saver function :


Suppose you select "Prints 2 original images reduced to fit onto one sheet of paper", and want to abort the paper saver function for the second original when finishing scanning the first original.


- a. Place the original document face down on the flatbed glass and align its center to the arrow mark on the glass.
- b. Press the Paper Saver button to select "Prints 2 original images reduced to fit onto one sheet of paper".
- c. Press the Start button, and the LCD shows :
Continue: START
Finish : *
- d. Press the "*" key in the number pad to abort the paper saver function, and the printer prints the result with the first original.

(If you have not pressed any key on the control panel for about 30 seconds, the printer automatically prints the result with the first original.)

Toner Save

You can conserve toner using this feature. When you set Toner Save to on, print appears somewhat lighter. The default setting is off.





Each time you press  button on the control panel to set it on, the LED labeled with the Toner Save turns on.

If you press  button on the control panel again to set it off, the LED labeled with the Toner Save turns off.





Changing the Default Settings

The copy options, including Density, Copy Mode, Zoom and Collate, can be set to the most frequently used modes. When you copy a document, the default settings are used unless they are changed by using the corresponding buttons on the control panel.





To update your default Copy Mode setting:

1. Press Menu button .
2. Press the scroll button   until "**2. Copy Setup**" appears on the display.
3. Press Set button .
4. Press the scroll button until "**21. Def Copy Mode**" appears on the display.
5. Press Set button.
5. Press the scroll button to select your desired Copy Mode item.
6. Press Set button to save the selection.





To update your default Density setting :

1. Press Menu button .
2. Press the scroll button   until "**2. Copy Setup**" appears on the display.
3. Press Set button .
4. Press the scroll button until "**22. Def Density**" appears on the display.
5. Press Set button.
5. Press the scroll button to select your desired Density level.
6. Press Set button to save the selection.

To update your default Zoom setting:

1. Press Menu button .
2. Press the scroll button   until **"2. Copy Setup"** appears on the display.
3. Press Set button .
4. Press the scroll button until **"23. Def Zoom"** appears on the display.
5. Press Set button.
5. Press the scroll button to select your desired Zoom item.
6. Press Set button to save the selection.

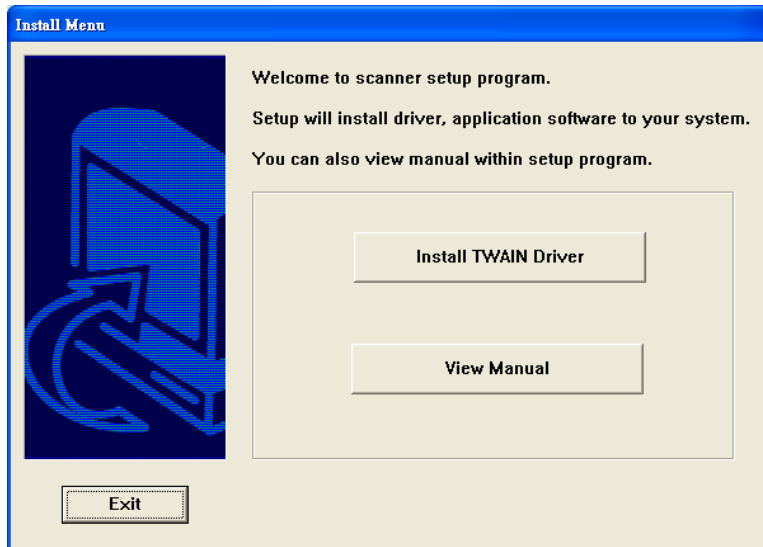
To update your default Collate setting:

1. Press Menu button .
2. Press the scroll button   until **"2. Copy Setup"** appears on the display.
3. Press Set button .
4. Press the scroll button until **"24. Def Collation"** appears on the display.
5. Press Set button.
5. Press the scroll button to enable or disable the Collate function.
6. Press Set button to save the selection.

5 Software Installation

Installing Software

1. Insert the supplied CD into your CD-ROM. The installation menu appears, as shown below.



2. Click "Install TWAIN Driver" to install the product's driver.

3. When you finish installing the driver, connect a USB cable to your product:
 - a. Connect one end of the USB cable to your computer.
 - b. Connect the other end to the USB port of your product.



For Windows XP Users Only:

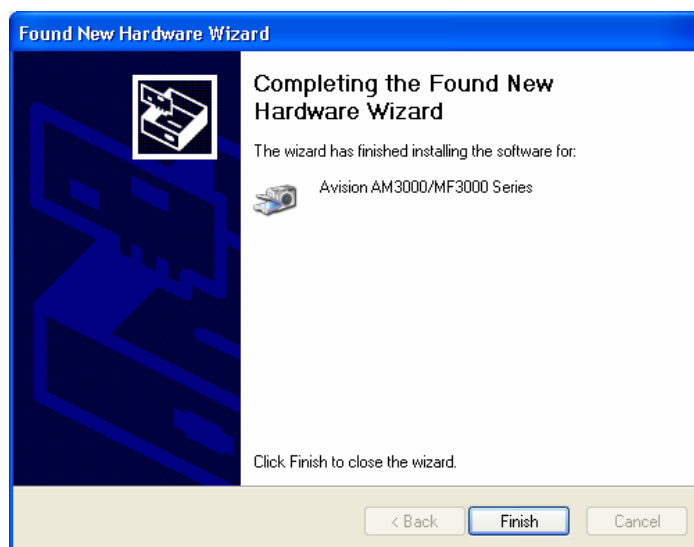
4. When the following screen appears , click Next.



5. When the following screen appears , click Continue Anyway.



6. When the following screen appears , click Finish.



7. When the following screen appears , click Next.



8. When the following screen appears , click Continue Anyway.

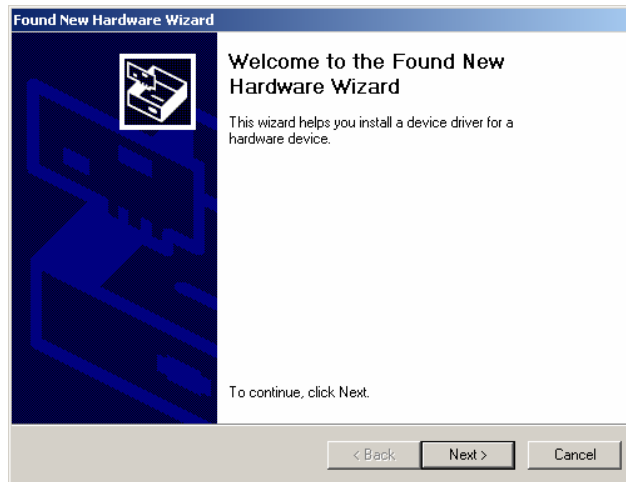


9. When the following screen appears , click Finish.



For Windows 2000 Users Only:

4. When the following screen appears , click Next.



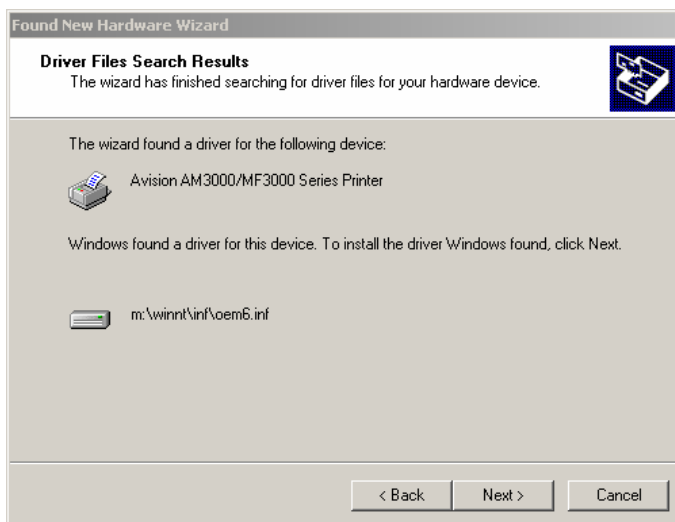
5. When the following screen appears , click Next.



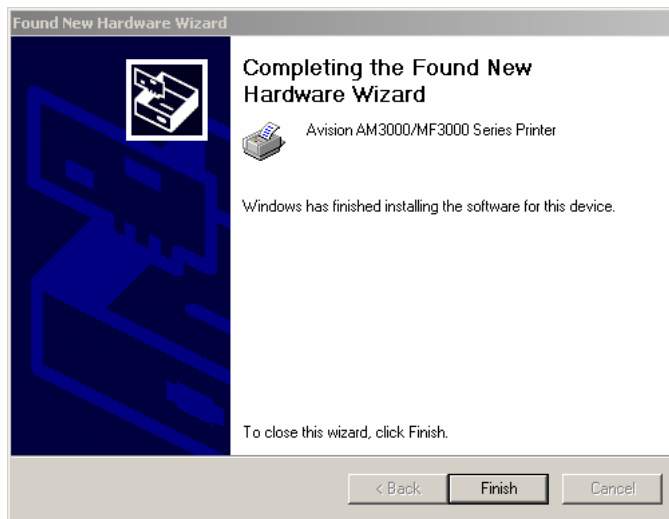
6. When the following screen appears , click Next.



7. When the following screen appears , click Next.



8. When the following screen appears , click Finish.



For Windows 98SE Users Only:

4. When the following screen appears , click Next.



5. When the following screen appears , click Next.



6. When the following screen appears , click Next.



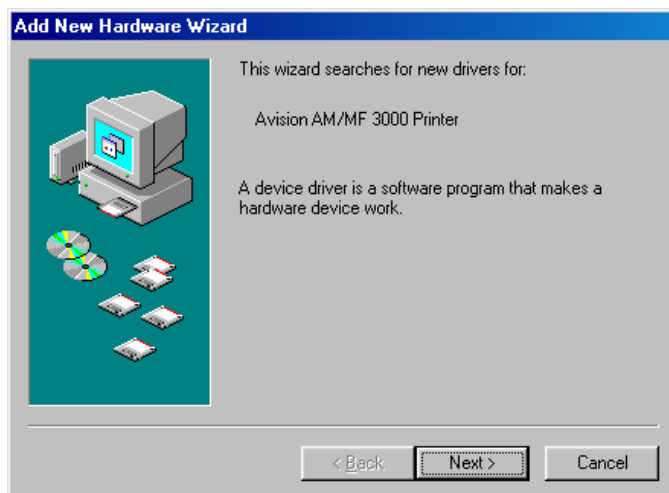
7. When the following screen appears , click Next.



8. When the following screen appears , click Next.



9. When the following screen appears , click Next.



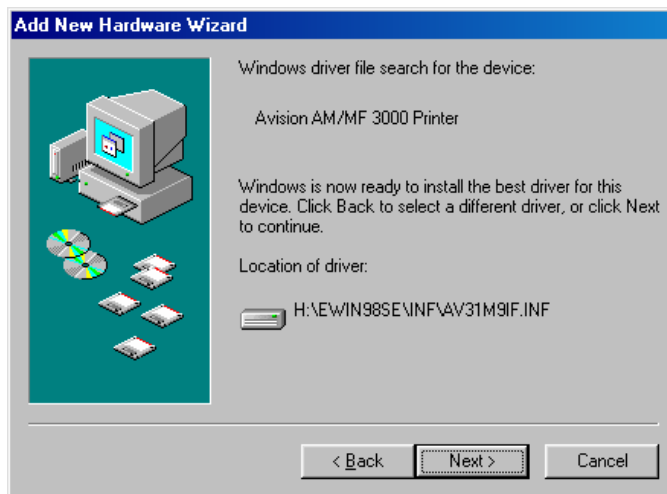
10. When the following screen appears , click Next.



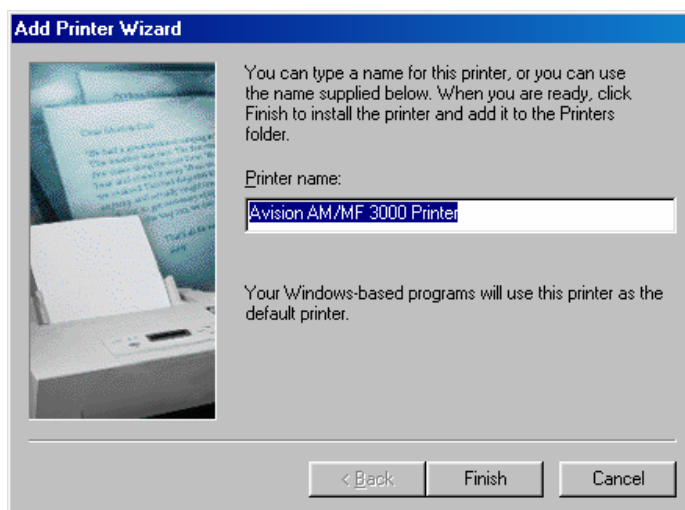
11. When the following screen appears , click Next.



12. When the following screen appears , click Next.




13. When the following screen appears , click Next.



14. When the following screen appears , click Finish.



Once you have completed the above steps, you see the QLINK icon, , on the desktop window.

Uninstalling Software

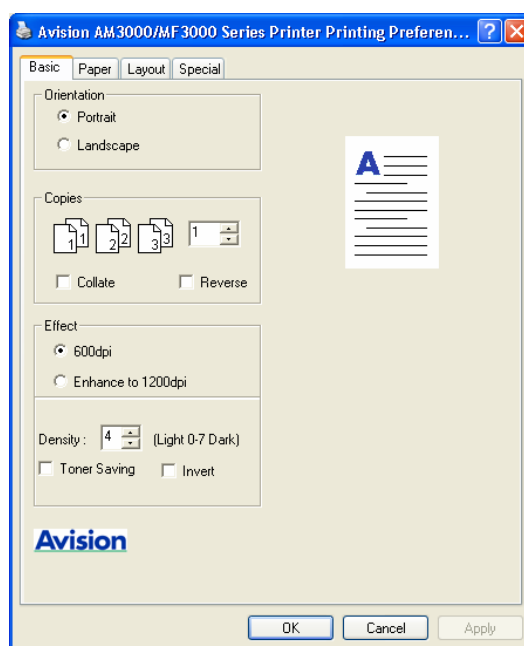
1. Make sure your USB cable is connected to your product.
2. From the “Start” menu, select “All Programs”, “AM(MF)3000 Series”, and then “uninstall”.

6 Printer driver settings

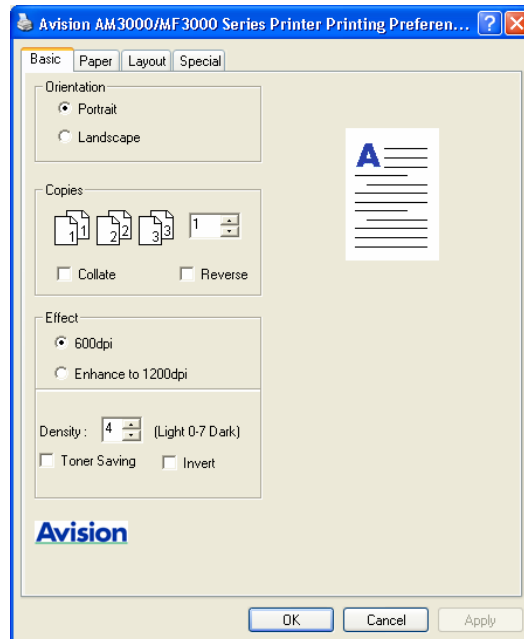
How to access the printer driver settings

1. Select Print from the File menu in your application software such as Microsoft Word.
2. Select Avision AM/MF3000 SERIES Series Printer as your printer and click Preferences.
9. Now you see the Avision AM/MF3000 Series Printer Properties window, which allows you to access all of information you need when using the product.

The Basic tab first displays.



Basic tab



Orientation

- Portrait: prints across the width of the page, letter style.
- Landscape: prints across the length of the page, spreadsheet style.

Copies

Allows you to choose the number of copies to be printed. You can enter up to 99.

Collate

With the Collate check box selected, one complete copy of your document will be printed and then repeated for the number of copies you selected. If the Collate check box is not selected, then each page will be printed for all the copies selected before the next page of the document is printed.

Reverse

Printed in a reversed order.

Effect

You can change the resolution as follows:

600 dpi

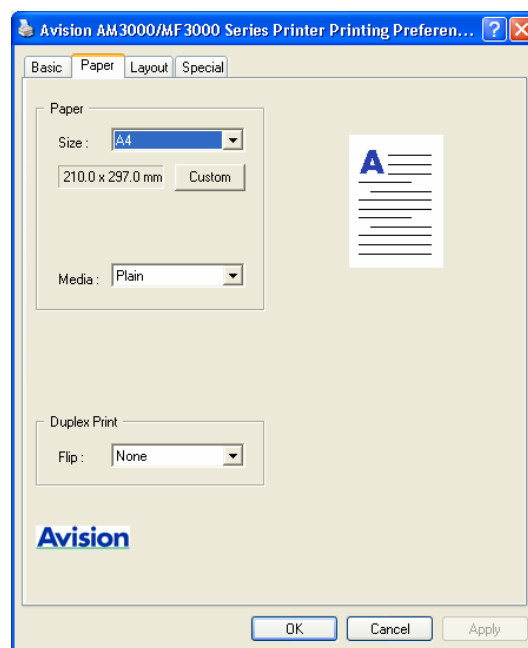
Enhance to 1200 dpi

Density: adjusts your density level (0~7).

Toner Save: allows you to save on toner by using less toner to print a document.

Invert : reverses the brightness and the color in the image.

Paper tab



Paper

Size : The Size option allows you to choose the size of paper loaded in the tray. If the required size is not listed in the Size box, click Custom. When the Custom Page Size window appears, set the paper size and click Save and Close.

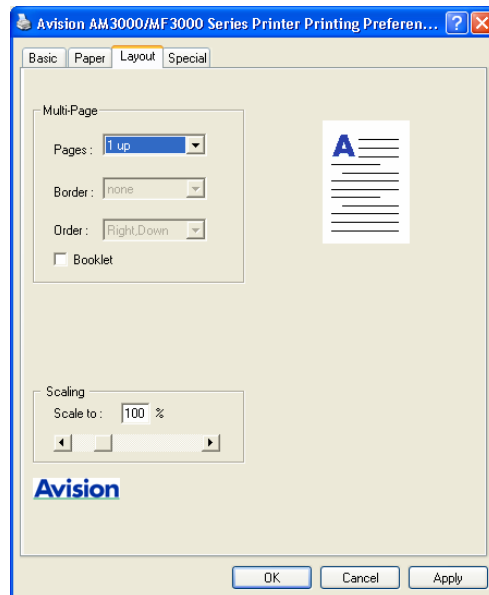
Media

Choose your desired paper media type.

Duplex Print

Choose Manual flip to manually let the product print on both sides of the paper.

Layout tab

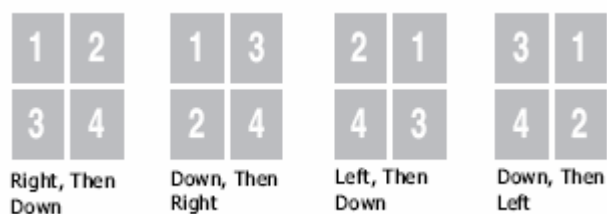


Multi-page

You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will appear decreased in size and arranged on the sheet. You can print up to 9 pages on one sheet.

From the Layout tab, choose Pages on the drop-down list. Select the number of pages you want to print per sheet

Select the page order on the Order drop-down list, if necessary.



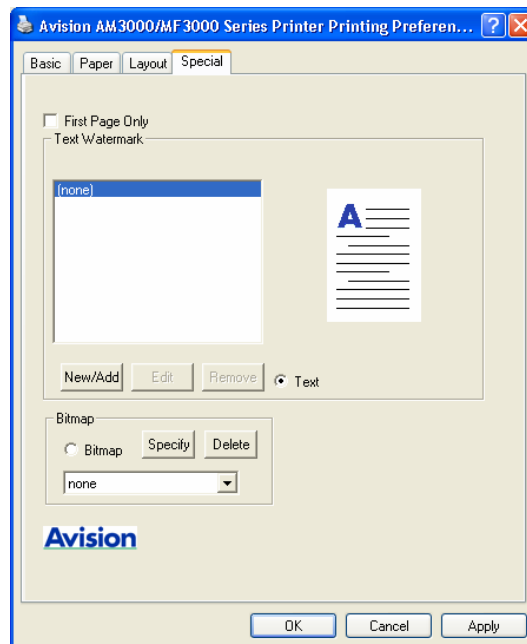
Choose a border line from the Border drop-down list to print a border around each page on the sheet.

If you choose 2X2 Poster, You can print a single-page document onto 4 sheets of paper, for the purpose of pasting the sheets together to form one poster-size document.

Scaling

You can scale your print job on a page.

Special tab



You can place a logo or text into your document as a Watermark. You can use a bitmap file or text file that you have created.

Text Watermark

Click New/Add button, and then a Watermark dialog window appears. Set up various settings for your text Watermark.

Bitmap

Click Specify button to select your bitmap file.

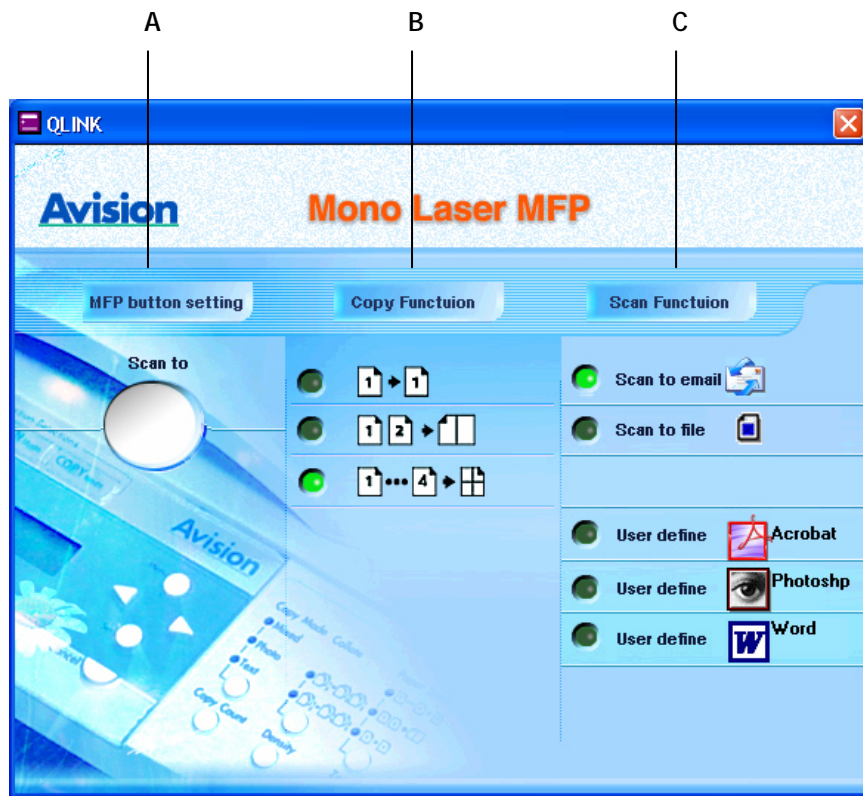
First Page only

Checking this box allows you to put the watermark only on the first page.

7 Using QLINK

The QLINK is a software utility that allows you to quite easily, with very few mouse clicks, access the most frequently used scanning applications. Using the QLINK eliminates the need to manually launch the specific applications and allows you to scan a document directly to a folder on your computer. The QLINK provides three categories of operations, as shown below:


- A. Configure the Scan To button on the control panel. **[MFP button setting section]**
- B. Enhanced copy functions, such as Four/Two or One-on-One Copying.
[Copy Function section]
- C. Scan directly to a file, or email .
User-defined buttons allow you to configure a button to meet your own application requirements. **[Scan Function section]**



Two of the three sections in the above QLINK figure have a number of different buttons which are predefined for the most frequently used applications. The Scan Function section contains one button for Scan to file, one button for Scan to email, and three user-defined buttons with which you can assign your desired application. The Copy Function section contains three buttons for 4 to 1 copying. The MFP button setting section contains a big button, called Scan to, which allows you to configure the physical Scan To button on the control panel.

To start the QLINK




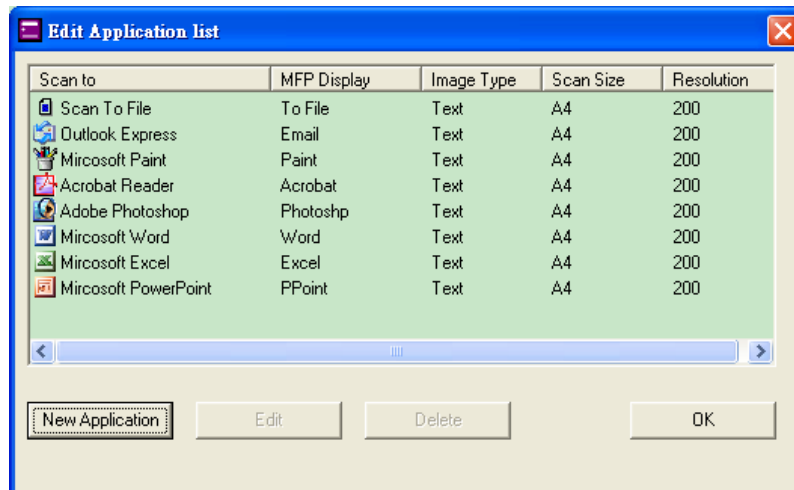
Double-click the QLINK icon, , and then click the small QLINK icon located in the status area and the QLINK appears, as shown below:



MFP button setting section

Configuring the Scan To button

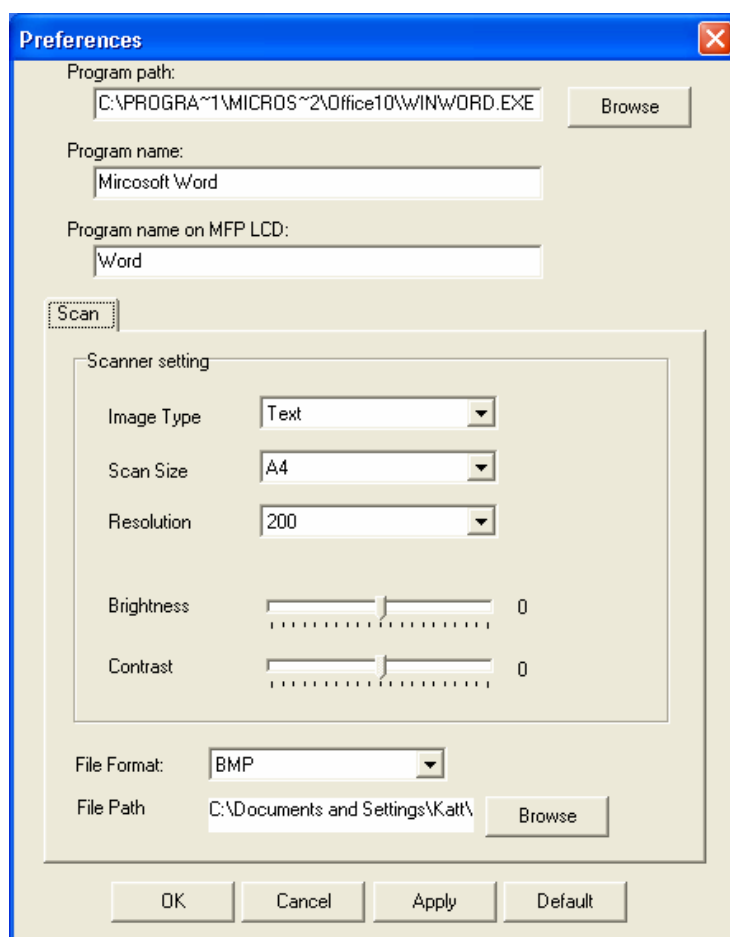
When the QLINK is displayed, click the Scan to button, , on the QLINK, and the Edit Application list appears, as shown below:



Edit

The Edit button allows you to change your application item or its properties in the list.

Click one of the applications in the list and then the Edit button to launch the Preferences dialog box, as shown below:



The screenshot shows a 'Preferences' dialog box with a blue title bar and a close button. The dialog is divided into several sections. At the top, there are three text input fields: 'Program path:' containing 'C:\PROGRA~1\MICROS~2\Office10\WINWORD.EXE', 'Program name:' containing 'Microsoft Word', and 'Program name on MFP LCD:' containing 'Word'. Each field has a 'Browse' button to its right. Below these fields is a 'Scan' button. Under the 'Scan' button is a 'Scanner setting' section, which is a smaller dialog box. This section contains three dropdown menus: 'Image Type' set to 'Text', 'Scan Size' set to 'A4', and 'Resolution' set to '200'. Below these are two sliders for 'Brightness' and 'Contrast', both set to 0. At the bottom of the 'Scanner setting' section are two more fields: 'File Format:' set to 'BMP' and 'File Path' containing 'C:\Documents and Settings\Katt\' with a 'Browse' button. At the very bottom of the main 'Preferences' dialog are four buttons: 'OK', 'Cancel', 'Apply', and 'Default'.

Program Path

Select the path where your application's executable file is located in your computer by clicking the Browse button.

Program Name

Your application's original name is shown here.

Program name on MFP LCD

Set a name for your application, which will appear on the product's LCD.

Scan

Adjust all other preferred scanner settings, including Image Type, Scan Size, Resolution, Brightness, and Contrast.

File Format

By selecting from the File Format pull down list, you can save your original as PDF, BMP, and TIFF.

File Path

You can select another folder/directory where the scanned file will be sent by clicking the Browse button.

New Application

The New Application button allows you to add your extra desired application item.

Delete

The Delete button allows you to delete any application item in the list.


OK



This button is to save your updated settings.

Using the Scan To button on the control panel to scan


1. Place the original face up in the ADF, or face down on the scanner glass.



2. Press the Scan to button, , on the control panel.

3. Press the scroll buttons,   to select an application item in the display screen on the control panel.



4. Press the Set button, , to confirm your selected application item.

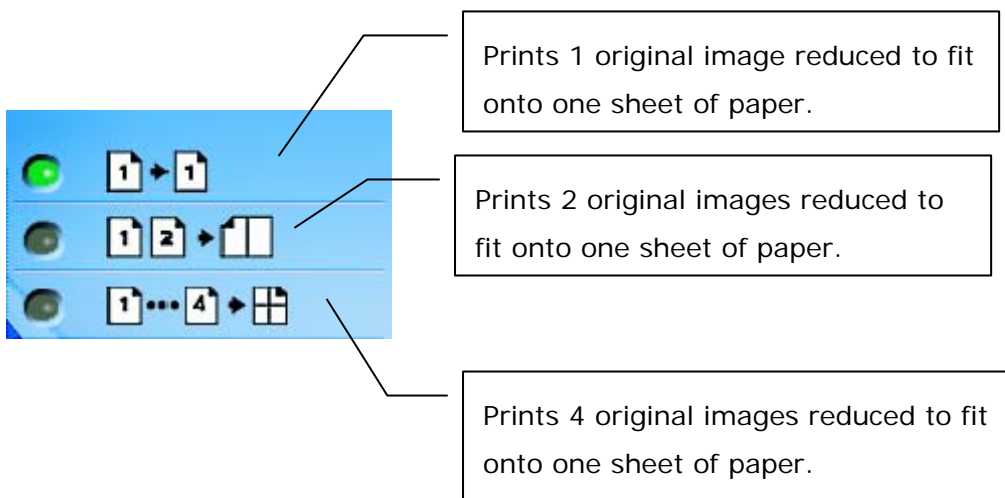


5. Press the Start button, , to start the scanning process.

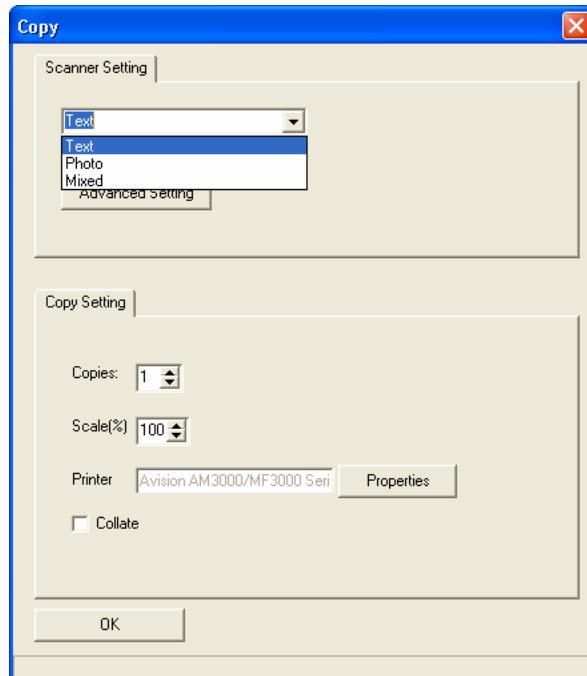
Copy Function section

The three copy buttons in the QLINK can be customized to allow you to take advantage of the features built into the AM3100 printer driver to do the Paper Saver function if you load documents in the ADF.

By following the figure directions below, click one of the three copy buttons in the QLINK to copy.

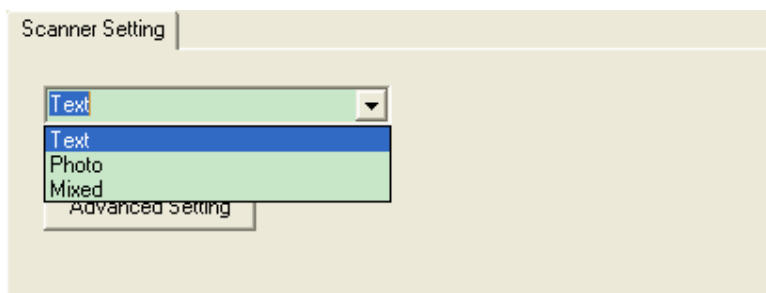


To configure any of the three copy buttons in the QLINK, right-click on it and click Configuration. A Copy dialog box for this button appears, as shown below:



Scanner Setting

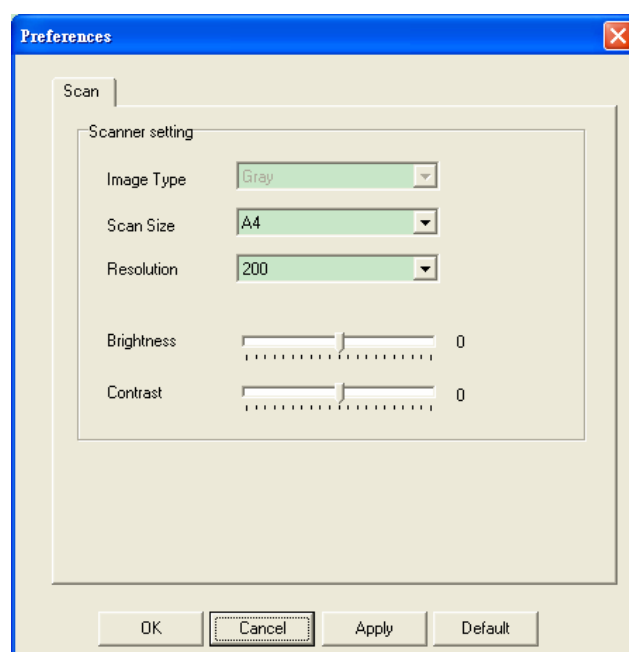
By clicking the arrow sign beside the drop-down list, you can choose from the following image types:



If the content in the original is occupied by photo images only or by photo images with a little text on it, select Photo to get a photo-concentrated image copy. On the contrary, the Text option helps you get a text-concentrated copy. However, if the proportion of the photo image is almost the same as that of text in the original to be copied, it is recommended to select the Mixed in order to get the most optimal printout with photo and text mixed.

Advanced Setting

This button is to show the Scan preference dialog box, as shown below:



You can make good use of this Scan preference dialog box to adjust all other preferred scan settings, including Scan size, Resolution, Brightness, and Contrast.

Copies

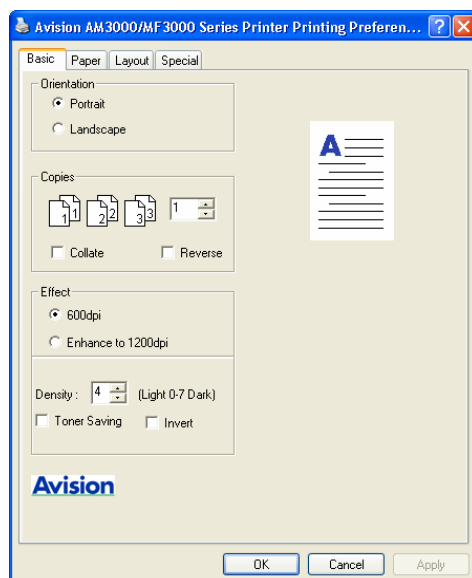
Selects the number of copies.

Scale

Increase or decrease copy scaling.

Printer

To update the default printer properties, click Properties button, and an example of printer driver property window is displayed as shown below:



The printer driver property window will vary, depending upon what printer model you connected to the product.

Collate

Enables the collate function.

OK

This button is to save your updated settings.

Scan Function section

Scan to email

The Scan to E-mail button enables you to scan a page or document directly into the E-mail application, Outlook Express, as a standard attachment.

To scan your originals to the E-mail application in the QLINK, click the Scan to email button. (Note: If your Outlook Express application does not work, try to launch it before clicking the Scan to email button.)

Scan to file

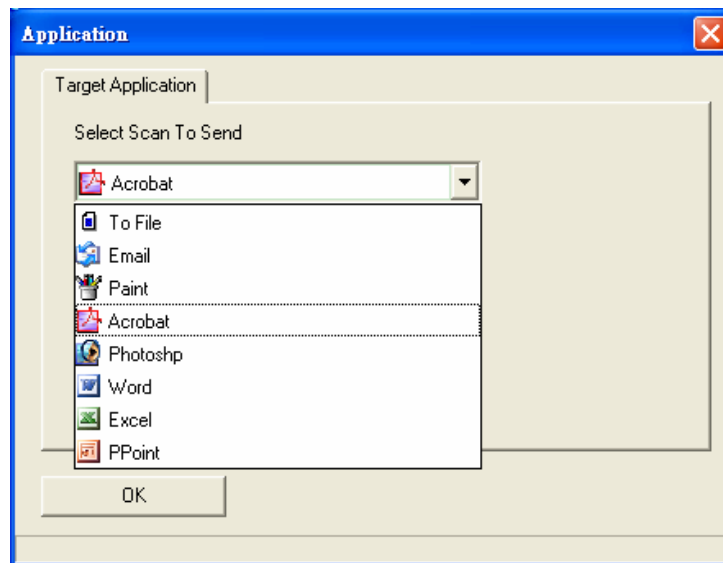
The Scan to file button enables you to scan an image and save it to any directory on your hard disk. This allows you to easily archive your paper documents.

To scan your originals to a file in the QLINK, click the Scan to file button.

User define buttons

There are up to three user-defined buttons on the QLINK. You can set your own preferences and configuration to fit your required application.

To configure a User define Button, right click on one of the three User define buttons and then click Configuration. An Application dialog box as an example appears, depending on the previously selected or default application item.



Target Application

Select Scan To Send

The drop-down list allows you to select one of your preferred applications.

The list contains the 8 default application items, which are frequently used scanning applications.

OK

This button is to save your updated settings.

To scan your originals to the application for which a User define Button is defined in the QLINK, click a User define Button.

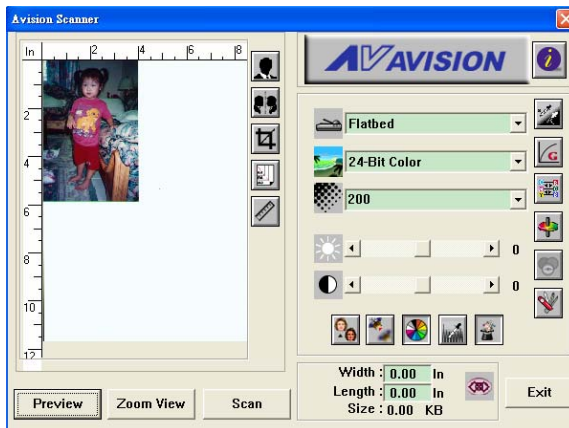
8 Scanner Operation

This product allows you to operate the scanner from within a TWAIN or plug-in software application. As the scanner driver is not a stand-alone software, it has to be started from within a TWAIN-compliant software application and then the scanner driver is able to scan and load the image to your computer. The command to start the scanner driver may vary due to different software applications. To check the correct command, please refer to the user manual of your software application.

User interface operation

1. Open your TWAIN scanning application.
2. Pull down the File menu and choose Select Source.
If the Select Source command is not available on the File menu, see your application's user's guide to determine how the TWAIN link is used.
A dialog box with a list of scanning sources appears.
3. Select or import AM/MF3000 Series Scanner.
You need to select the source only once, unless you want to choose another scanner.

- 4 A dialog box containing scanning features appears as below :



- 5 Select the scanning method you want to use on the Scan Method drop-down menu.
6. Select the mode you want to use for your scans on the Image Type drop-down menu.
7. Select a scanning resolution on the Resolution drop-down menu.
8. Select the settings for the scanning features (e.g., Sharpen, Descreen, etc.) that you want to use.
- 9 Click on the Preview or Scan button to preview or scan your document(s).

Scan method



Select how you want to scan on the **Scan Method** drop-down menu.

Flatbed—use this setting if you are using the flatbed to scan one page at a time.

ADF—use this setting if you are using the automatic document feeder (ADF) to scan documents at a time.

Determining your resolution



A good control of the resolution results a satisfactory detail of an image that scans. The resolution is measured by dots per inch(dpi). Normally, the greater the dpi number, the higher the resolution and the image file size.

Be aware that the greater resolution takes more time, memory and disk space, therefore, up to a certain degree of dpi, the resolution will not visually be improved, on the contrary, it makes your files more unmanageable.



Tips:

1. For your information, an A4 size color image scanned at 300 dpi at True Color mode consumes approximately 25 MB of disk space. A higher resolution (usually means over 600 dpi) is recommended only when you need to scan a small area at True Color mode.
2. You can also refer to the following table to choose a proper resolution while applying your image to other application.

<div>Scanner Settings Application</div>	Image Type	Resolution (dpi)
File, Fax, E-mail Your Document	LineArt	200
View, Copy, Edit Your Color Picture	True Color	100
OCR* Your Document	LineArt	300

***OCR:** Stands for Optical Character Recognition, the process to convert an image to a text format.

Selecting a proper image type



Select image type through the mode from the **scanner user interface** for your own purpose.

Each image type is described as follows:

Line art(Black and White)

LineArt presents the image in black and white only and there are no intermediate shades of gray in between. That means each pixel of the image is 100% black or 100% white. LineArt is the best choice of image type if you want to scan text, pen or ink drawing. Since only 1-bit of black or white information is required for each **pixel***, the disk space required for saving lineArt image is only about 1/24 of that required to save 24-bit true color images.



Lineart Image

**Pixel: A combination of two words: picture and element, a pixel is a single dot on a computer display or in a digital image.*

8-Bit Gray

A single-channel image consists of at least 256 shades of gray. An 8-bit scanner produces a grayscale image with 1024 shades of gray between pure black and pure white. Choose this option if you are scanning black-and-white photographs.

With 8 bits of color information per pixel, the file size of an image is eight times larger than a *Black and White* image and 1/3 the size of a *24-Bit Color* image.



Gray Image

24-Bit Color

A *24-Bit Color* image consists of three 8-bit color channels. The red, green, and blue channels are mixed together to create a combination of one billion colors which give a more true-to-life quality to the image. Choose *24-Bit Color* if you are scanning color photos.



24-Bit Color Image

Enhancing your image



Brightness: Adjusts the lightness or darkness of an image.

The higher the value, the brighter the image.

Increase your Brightness



Contrast



Adjusts the range between the darkest and the lightest shades in the image. The higher the contrast, the bigger the different gray scales.

Increase your Contrast



Invert Image



The invert command reverses the brightness and the color in the image. For color images, each pixel will be changed into its complementary color at the command of *Invert*.

Original



After Invert



Mirror



Click on the **Mirror** button to reverse the image (create a mirror image).



Mirror function is off



Mirror function is on

Preview Auto-Area:



Clicking on the **Preview Auto-Area** button automatically crops the preview scan area to the previewed document. This will then be the cropping area for all of the scanned documents.

Paper Size:



Select a size on the **Paper Size** list of frequently used scan sizes, including business card, 5 x 3 in., 6 x 4 in., Letter, Legal, B5, A5, A4, A3, or your current scan area to perform an immediate selection of your scan size.

Units



The **Units** button indicates the measuring system that is in use(Inch, Cm, or Pixel).

Descreen



Click on the **Descreen** button to access a drop-down menu that allows you to specify the type of document you are scanning in order to eliminate the moiré pattern* commonly found in printed matter. You can specify *Newspaper*, *Magazine*, or *Catalog*.



Before Descreen



After Descreen

*Moiré pattern—an undesirable pattern resulting from the incorrect screen angle of the overprinting halftone.

Sharpen



Click on the **Sharpen** button to access a drop-down menu that allows you to specify a level to sharpen the scanned image. You can specify a Sharpen setting of *Light*, *More*, *Heavy*, or *Extra Heavy*.

Color Adjustment



Click on the **Color Adjustment** button to enable the button for the **Hue**, **Saturation**, and **Lightness** feature.

NOTE: The **Advanced Settings** button must be enabled in order to use the **Hue**, **Saturation**, and **Lightness** feature.

Auto Level



Click on the **Auto Level** button to add shadow to reveal more details in an image.

Advanced Settings



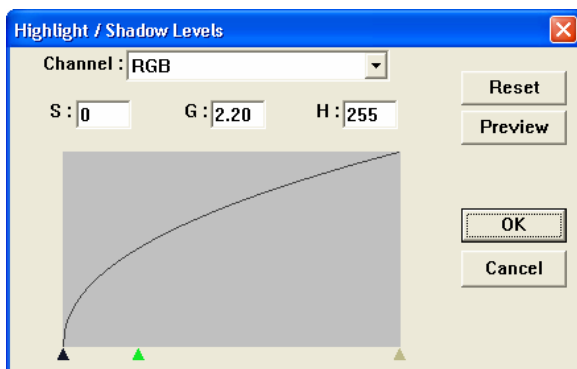
Click on the **Advanced Settings** button to view the advanced settings buttons for Highlight / Shadow, Curves, Color Balance, Hue / Saturation / Lightness, Color Drop-out, and Custom Settings (six buttons on the right side of the TWAIN dialog box).

Highlight / Shadow



This feature is available when *8-Bit Gray*, *8-Bit Color*, or *24-Bit Color* is selected on the **Image Type** drop-down menu. Highlight refers the lightest point in a scanned image; shadow refers the darkest point.

Click on the **Highlight / Shadow** button to access the Highlight / Shadow Levels dialog box. You can type values in the text boxes or you can place the mouse cursor over the line, click the right mouse button, and drag the line to specify the values you want.



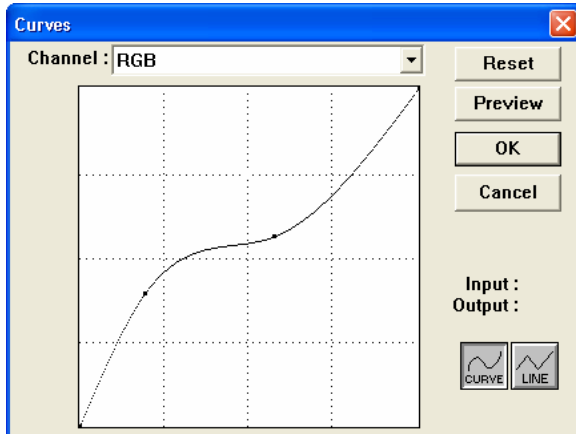
Use the **Highlight** and **Shadow** settings together to extend the range of color and reveal more details in a color image.

Curves



When you select the **Curves** button, a dialog box appears that allows you to adjust the midtone of the image without losing details in the lightest and darkest areas.

Select the *Curve* or *Line* button, depending on if you want a curved or an angled setting. Place the mouse cursor over the line, click the right mouse button, and drag the line to set the curve you want.

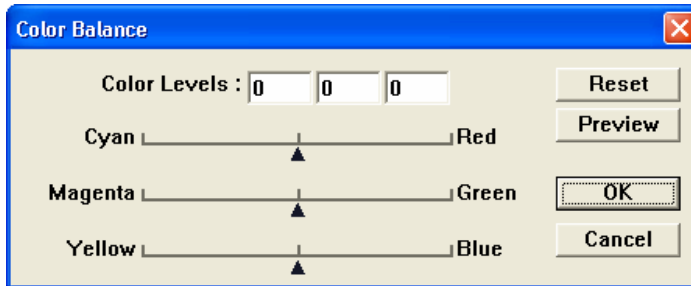


Color Balance



When you select the **Color Balance** button, a dialog box appears that allows you to adjust the color of the image so that it comes close to that of the original.

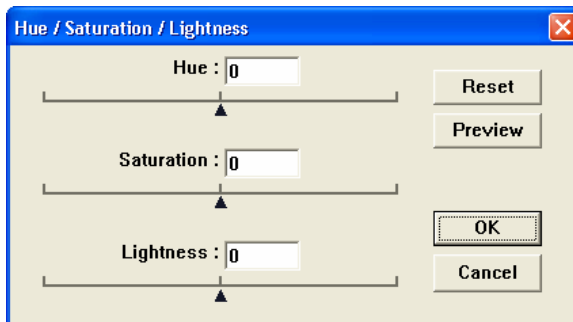
The default parameters are used to adjust the image. You can type values in the *Color Levels* text boxes or you can drag the sliding arrow under the color.



Hue / Saturation / Lightness



Click on this button to adjust the hue, saturation, and lightness of an image. This button is enabled when the **Color Adjustment** button is selected. You can type values in the text boxes or you can drag the sliding arrow under the each item.



Hue—specify a value in the **Hue** box to adjust the hue up to 360° by clicking on the desired color on the color wheel or selecting a setting on the drop-down menu.

Note that the level of intensity for a color simultaneously changes when the hue adjustment is made.

Saturation—specify a value in the **Saturation** box to adjust the saturation level of the color. The level of saturation indicates whether the color is pale or rich.

Lightness—specify a value in the **Lightness** box to adjust the color strength.

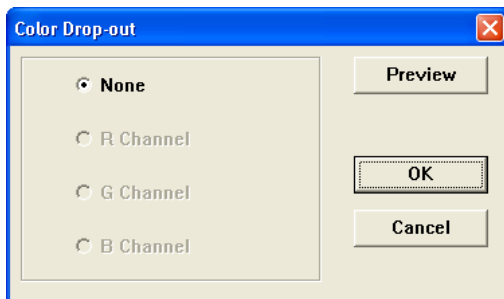
NOTE: These options are available only when the

Color Adjustment button is enabled.

Color Drop-out



This feature is available when *Black and White*, *Halftone*, or *8-Bit Gray* is selected on the **Image Type** drop-down menu. Click on the **Color Drop-out** button to access a dialog box that allows you to choose to remove the R (Red), G (Green), or B (Blue) color channel while scanning.



For example, if your image contains red text or a red background, choose **R channel** (red) to remove the red text or red background.

This feature is applicable only for black-and-white and grayscale images. Make sure that you have selected a black-and-white or grayscale image type (on the **Image Type** drop-down menu) when you use this option.

Tip

Increasing the brightness after removing one of the color channels will make the image clearer.

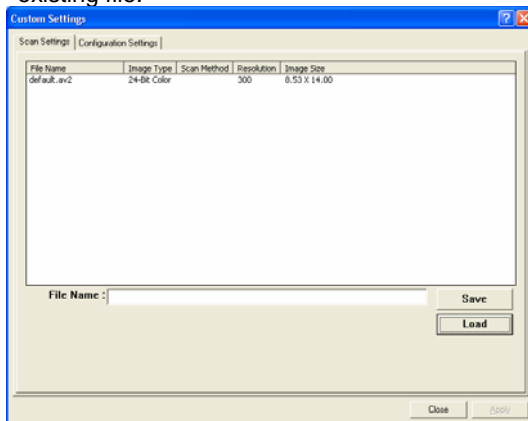
Custom Settings



Click on the Custom Settings button to access a dialog box where you can save your scan settings and configuration settings. There are two tabs: Scan Settings and Configuration Settings.

Scan Settings

The Scan Settings tab allows you to save your scanning feature settings in a file, load an existing file, or delete an existing file.



Saving a scan settings file

Type a name for your settings in the **File Name** text box and click on the **Save** button. Your settings will be saved and the file name will appear in the list box.

Using a scan settings file

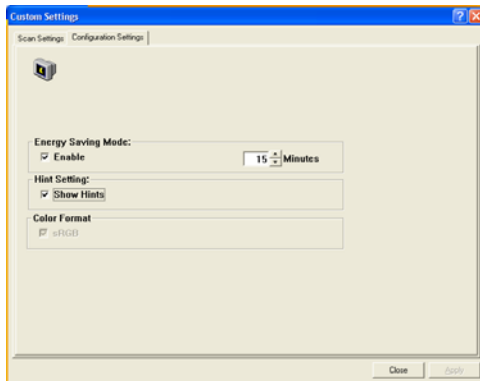
You can use an existing settings file. Right-click on the file name for the settings you want to use and click on the **Load** button. The settings in the file will automatically be specified in the scanning features dialog box.

Deleting a scan settings file

Right-click on a file name and press the **Delete** button on the computer keyboard to delete the file. You cannot delete the default scan settings file *default.av2*.

Configuration Settings

The Configuration Settings tab allows you to customize some special settings.



Energy Saving Mode—check the **Enable** box to enable energy savings. You can specify a time delay in the **Minutes** box. Click on the **Apply** button to save the changes.

Hint Setting—check the **Show Hints** box if you want to have flags that show the name of an item appear when you place the mouse cursor on an item in the dialog box. Click on the **Apply** button to save the changes.

Miscellaneous

Width : Shows the current image width.

Height: Shows the current image height.

Size: Shows the current file size of the scanned image.

Lock scale



Click on this button to fix the output width and height despite the selected scan size.

The scale value automatically changes when you apply this option and simultaneously resize the selected area.

Information



Click on the Information button to access a window that gives you information about the scanner and driver.

Preview: Click on the **Preview** button to scan a document so you can review the scanned image. This allows you to specify an area to be scanned and any scanning feature settings to be used for future scans. When a scanning feature is changed and applied, the Preview image is updated for a real-time view of the change. You can define the area to be scanned by dragging the cursor lines with the mouse.

Zoom view: Click on the **Zoom view** button to preview a selected area.

Scan: Click on the **Scan** button to scan the area with the specified parameters.

You can define the area to be scanned by dragging the cursor lines with the mouse.

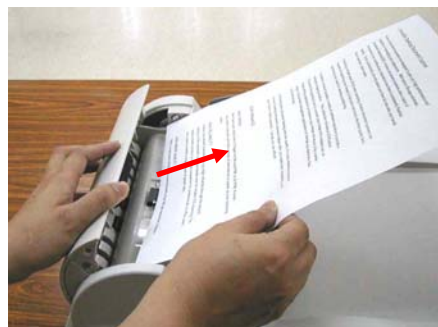
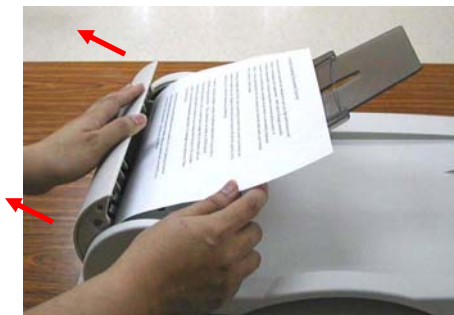
Exit: Click on the **Exit** button to cancel the current job

9 Maintenance

Clearing the ADF Paper Jam

In the event of a paper jam in the ADF, follow the procedures below to remove the paper:

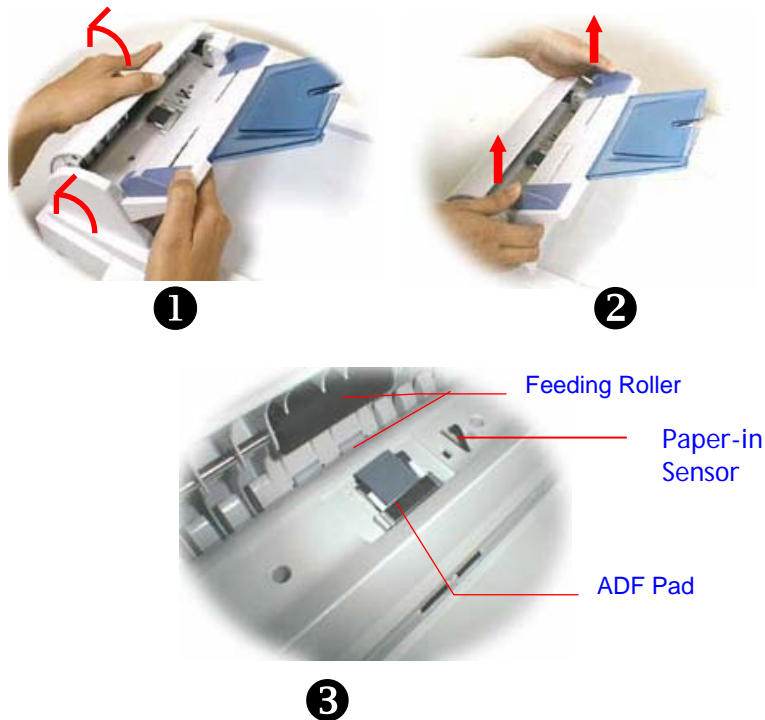
1. Gently open the ADF front cover to the left.
2. Carefully pull the paper out of the ADF unit.
3. Close the ADF front cover. Your product is now ready to use.



Cleaning the ADF

From time to time the pad assembly and feeding rollers may become contaminated with ink, toner particles or paper dust. In this case the product may not feed documents smoothly. If this occurs please follow the cleaning procedures to return your machine to its original state.

1. Moisten a cotton swab with isopropyl alcohol (95%).
2. Gently open the ADF front cover. Wipe the feeding rollers by moving the swab from side to side. Rotate the rollers forward with your finger and repeat the above cleaning procedures until the rollers are clean. Be careful not to snag or damage the pick springs.
3. Wipe the pad in the direction from top to bottom. Be careful not to hook the pick springs.
4. Close the ADF unit. Your machine is now ready to use.

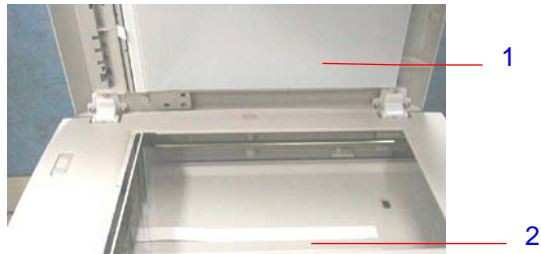


Cleaning the Glass

The product is designed to be almost maintenance-free. However, it still needs to be cleaned occasionally to ensure optimum image quality and performance.

To clean the glass,

1. Open the document cover as shown below.
2. Dip a soft clean cloth with isopropyl alcohol (95%).
3. Gently wipe the document glass and the white sheet beneath the document cover to remove the dust or any toner particles.
4. Close the document cover. Your machine is now ready to use.



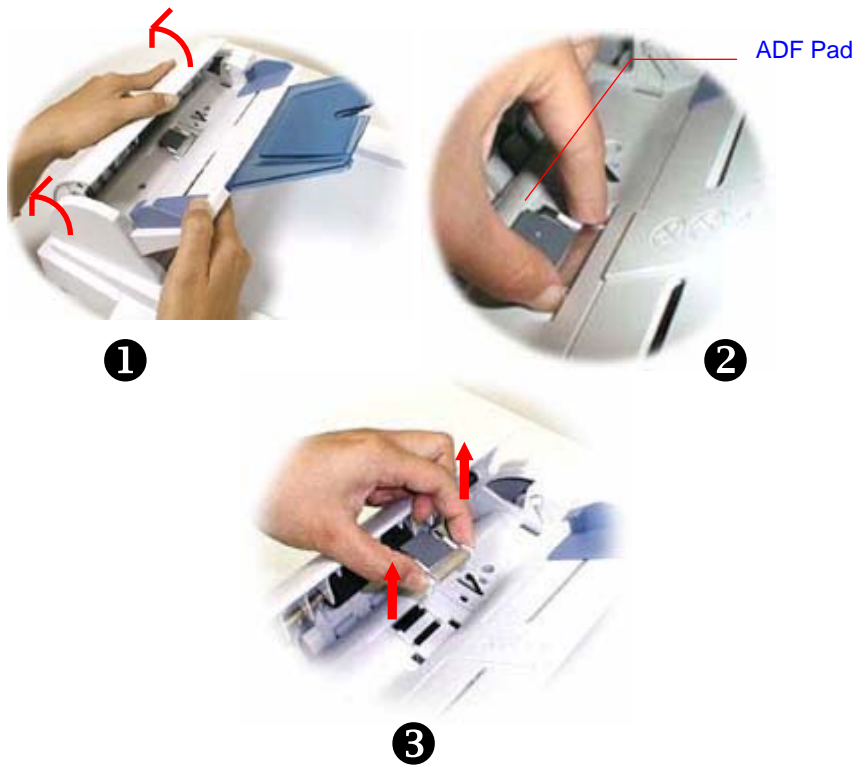
1. Document Cover
2. Document Glass

Replacing the Snap-in Pad Module

After scanning approximately 50,000 pages through the ADF, the pad may be worn out and you may experience problems with document feeding. In this case, it is highly recommended to replace the pad module with a new one. For ordering the pad module, please consult your nearest dealer and follow the procedure below to replace it.

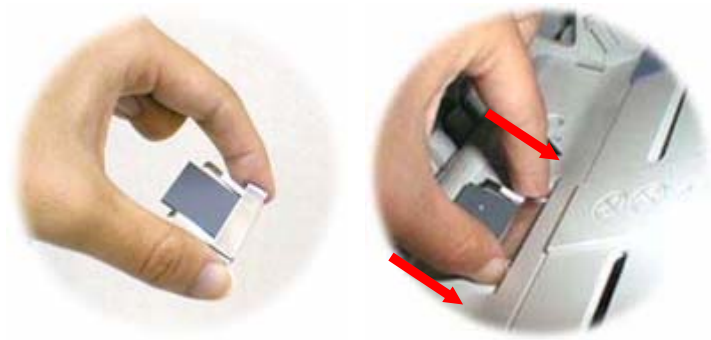
Disassembling Procedure

1. Gently open the ADF front cover to the left.
2. Press both arms of the ADF snap-in pad module inwardly with your fingers to pull out the ADF snap-in pad module.



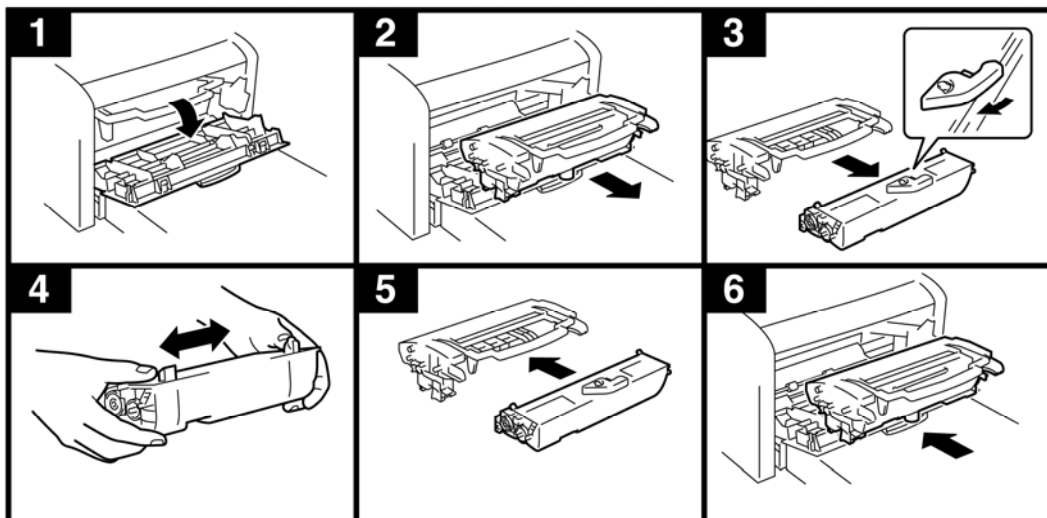
Assembling Procedure

1. Remove the ADF pad module from the box.
2. Press both arms of the ADF snap-in pad module inwardly with your two fingers
3. Place it into the holes until it snaps into place.



Replacing Toner cartridge

1. Open the Print cartridge door.
2. Remove the toner cartridge from the printer.
3. Release the switch from the toner cartridge, as shown below.
4. Gently rock the toner cartridge from side to side several times to distribute the toner evenly inside the cartridge.
5. Insert the new toner cartridge until it clicks into place, as shown below.
6. Reinstall the toner cartridge to the printer.



Clearing the Printer Paper Jam

When jammed paper appears in the front output tray:

Remove drum & toner cartridge, as shown below:



Remove the paper, as shown below:



When jammed paper appears in the rear cover:

Open the rear cover, as shown below:



Remove the jammed paper by gently pulling it straight out.



Error Messages on the LCD screen

Error state	LCD line1	LCD line 2
1. No paper in printer	Paper Empty	PLS add paper
2. Front cover open for printer	Front Cover Open	PLS close cover
3. Rear cover open for printer	Rear Cover Open	PLS close cover
4. Paper Jam for printer	Open front cover	Remove the paper
5. Paper Mismatch for printer	N/A	Paper Mismatch
6. Service Call for printer	[PRINTER ERROR]	Service Call
7. Toner Low for printer	[PRINTER ERROR]	Toner Low
8. Toner Empty for printer	[PRINTER ERROR]	Toner Empty
9. Out of memory for printer	[PRINTER ERROR]	Out of Memory
10.Chassis locked for scanner	Unlock scanner	Power Off and On
11.ADF paper jam for scanner	Open ADF cover	Remove the paper
12.Lamp Error for scanner	[SCANNER ERROR]	Lamp Error
13.AFE R/W Error for scanner.	[SCANNER ERROR]	AFE R/W Error
14.Home sensor for scanner	[SCANNER ERROR]	Home Sensor
15.NVRAM for scanner	[SCANNER ERROR]	NVRAM R/W Fail
16.Motor stall for scanner	[SCANNER ERROR]	Motor Stall
17.Incorrect toner	[PRINTER ERROR]	Incorrect Toner
18. Toner IC Read Fail	[PRINTER ERROR]	IC Read Fail
19. Toner IC Write Fail	[PRINTER ERROR]	IC Write Fail

Note: If you use NEC USB2.0 on board or add-on card, you need to update the driver to Microsoft release version 5.1.2600 or later.

10 Technical Support

If your problem still exists after trying the above solution, please prepare the following information and then contact the technical support of Avision.

Headquarter

Avision Inc.

No. 20, Creation Road I, Science Park, Hsinchu 300, Taiwan, ROC

TEL: +886 (3) 578-2388

FAX: +886 (3) 577-7017

E-MAIL: service@avision.com.tw

Web Site: <http://www.avision.com>

US and Canada

Avision Labs., Inc.

6815 Mowry Ave., Newark CA 94560, USA

TEL: +1 (510) 739-2369

FAX: +1 (510) 739-6060

EMAIL: support@avision-labs.com

Web Site: <http://www.avision.com>

Specifications

Specifications	AM3200	AM3100L
Model number	20040002	20040002
	3-in-1 MFP	3-in-1 MFP
	Scanner-Printer-Copier	Scanner-Printer-Copier
Functions	3-in-1 functions	3-in-1 functions
	1200 dpi color scanning	1200 dpi color scanning
	21 ppm printing (LTR)	17 ppm printing (LTR)
	20 cpm copying (LTR)	16 cpm copying (LTR)
Features	Full color scan	Full color scan
	High speed mono laser copy	High speed mono laser copy
	Enhanced copy quality	Enhanced copy quality
	High speed ADF with 50-pages capacity & sorting	N.A.
Scanner	Color scanning	Color scanning
	1200 dpi optical resolution	1200 dpi optical resolution
Printer	Mono laser printing	Mono laser printing
	21 pages per minute laser printing (LTR)	17 pages per minute laser printing (LTR)
	600 dpi laser output	600 dpi laser output
	250 sheet paper cassette	250 sheet paper cassette

Specifications	AM3200	AM3100L
Copier	20 copies per minute	16 copies per minute
	page-to-page copying (LTR)	page-to-page copying (LTR)
	600 dpi copy output	600 dpi copy output
	Reduce/enlarge range 25%~400%	Reduce/enlarge range 25%~400%
	Multiple-copying up to 99 pages	Multiple-copying up to 99 pages
	Sorting	Sorting
Fax	N.A.	N.A.
ADF	50 pages auto document feeder	N.A.
Interface	USB 2.0 HS for print & scan	USB 2.0 HS for print & scan
Consumables (Optional)	Toner cartridge life: 3000 pages / 6000 pages	Toner cartridge life: 3000 pages / 6000 pages
	The bundled toner cartridge life span: 1500 pages	The bundled toner cartridge life span: 1500 pages
	Drum life span: 20000 pages	Drum life span: 20000 pages