


## Overview

This document describes the basic functionality of the Samsung SL-M2875FW multifunction printer.


## Configuring Your Printer

To configure your printer, follow the steps below:

1. From your desktop, double-click the **My Documents** icon.
2. Create a folder by selecting **File > New > Folder**. Name the folder "Scans From Samsung".
3. Close **My Documents**.
4. Open Samsung Easy Printer Manager from **All Programs > Samsung Printers**.
5. Select **Scan > Configuration**.
6. On the Common tab, beside Save to Location, press the  button, then navigate to the Scans from Samsung folder you created.
7. On the Quick Scan tab, select the settings you would like to use.
8. Click **Apply** at the bottom of the screen. You have configured your printer.

## Scanning to File

To scan a document to file, follow the steps below:

1. Place the document face down on the printer's flatbed glass, or face up in the manual feeder.
2. Select **All Programs > Samsung Printers** and open the Samsung Easy Printer Manager.
3. Select **Scan > Scan > Document Scanning**.
4. Select your preferences under Image Type, Size, Document Source, and Resolution.
5. Select **Scan**. Your file will scan.
6. Under File Format, select **PNG**.
7. Under Name, rename the file to identify and date it.
8. Under Save to Location, select **Local PC**. If the folder you would like to scan to is not displayed, you can use the  button to navigate to the appropriate folder.
9. Click **Save**.
10. When asked to transfer the file to another location, select **No**.


## Scanning a Document to Email

To scan a document directly to email, follow the steps below:



1. Place the document face down on the printer's flatbed glass, or face up in the manual feeder.
2. Select **All Programs > Samsung Printers** and open the Samsung Easy Printer Manager.
3. Select **Scan > Scan > Document Scanning**.
4. Select your preferences under Image Type, Size, Document Source, and Resolution.
5. Select **Scan**. Your file will scan.
6. Under File Format, select **PNG**.
7. Under Name, rename the file to identify and date it.
8. Under Save to Location, select **Send to E-mail**.
9. Click **Send**.
10. Microsoft Outlook will open a blank email and the document you just scanned will display in the Attached field. Send the email as you normally would.

## Making a Copy

To copy a letter-sized document, follow the steps below:

1. Place the document face down on the printer's flatbed glass, or face up in the manual feeder.
2. If necessary, press the **Power/Wake Up** button to wake the printer up from sleep mode
3. Press the copy  button.
4. Enter the number of copies you want to print.
5. Click **Start** to copy.

To copy a document that is not letter sized, follow the steps below:

1. Place the document face up in the manual feeder.
2. If necessary, press the **Power/Wake Up** button to wake the printer up from sleep mode.
3. Press the copy  button.
4. Press the  button.
5. Use the arrows to select Copy Feature, and press **OK**.
6. Use the arrows to select Original Size, and press **OK**.
7. Scroll to the appropriate size, and press **OK**.
8. Enter the number of copies you want to print.
9. Press **Start** to copy.

## Printing

When your document is ready to be printed from the Pason Workstation, follow the steps below:

1. Ensure the printer has the appropriate sized paper loaded.
2. Select **File, Print**. Ensure that the Samsung SL-M2875FW multifunction printer is selected in the Print dialog box.
3. Click **OK** to begin printing.

## User's Guide

For more advanced information on the Samsung SL-M2875FW multifunction printer, see the user's guide. To access the user's guide, follow the steps below:

1. Select **All Programs > Samsung Printers** and open the Samsung Easy Printer Manager.
2. Select **User's Guide**.