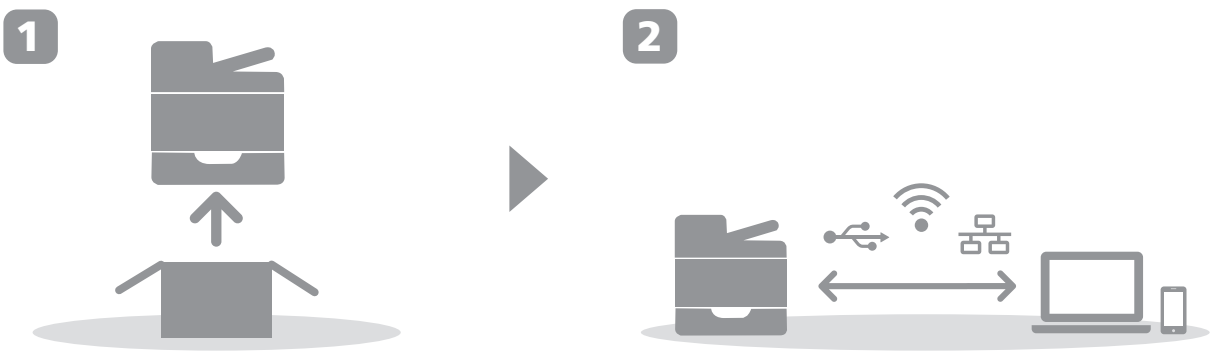
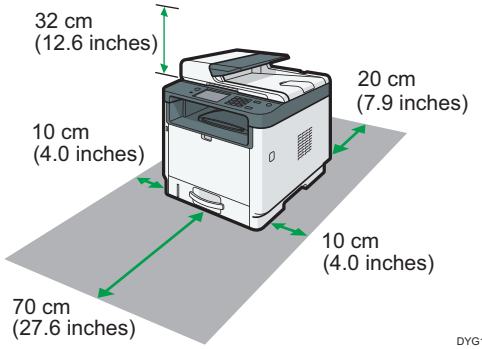
# Setup Guide

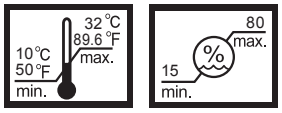
Setting Up the Machine 1
Installing the Software 2
FAX settings 3
Scan settings 4
Control Panel Sheet



# 1. Setting Up the Machine




DYG126



DYG212

Power Source
120 - 127 V, 60 Hz, 7.7 A
220 - 240 V, 50/60 Hz, 4.3 A

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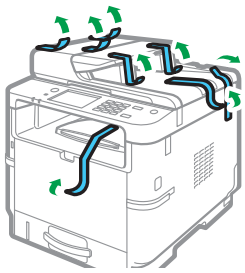

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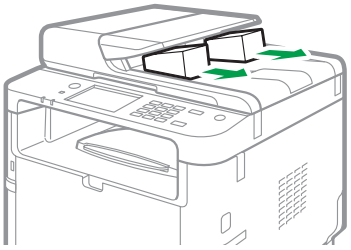

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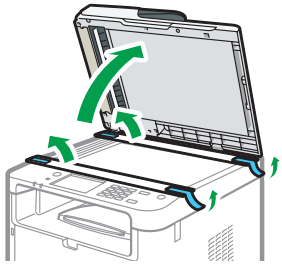

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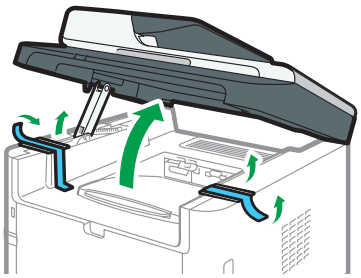

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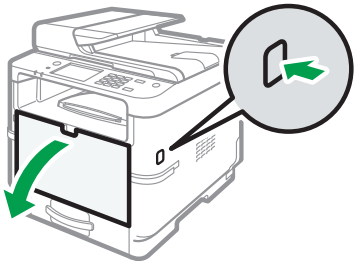

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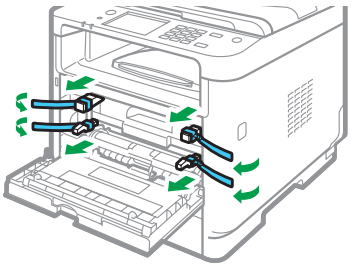

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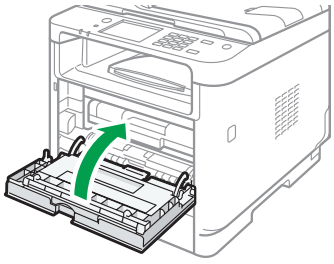

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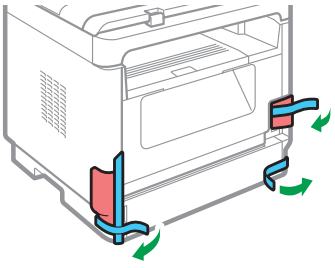

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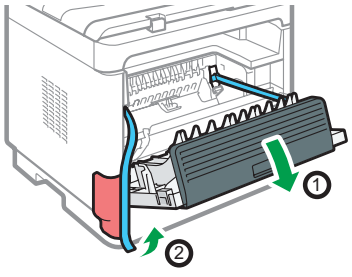


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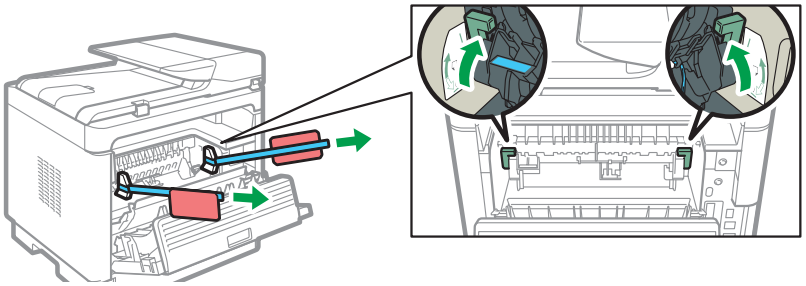

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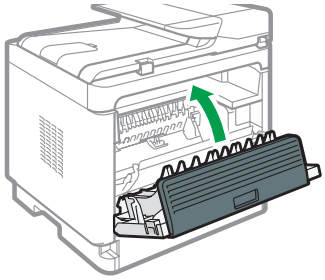

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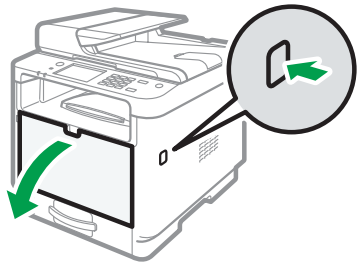

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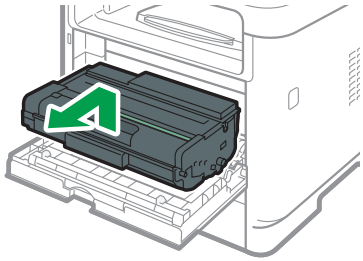

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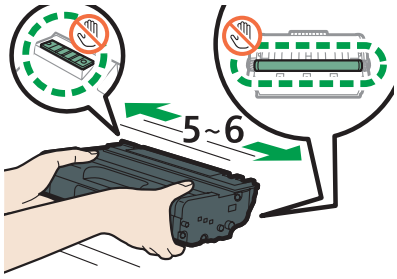


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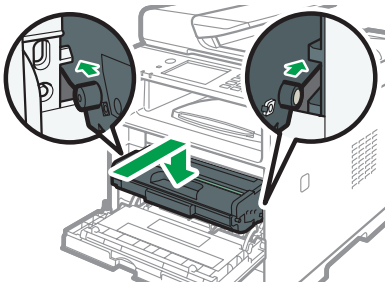

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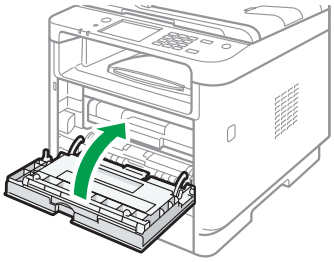

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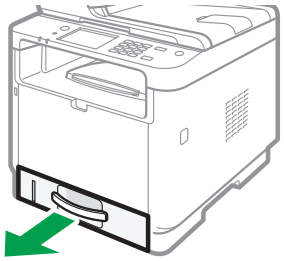

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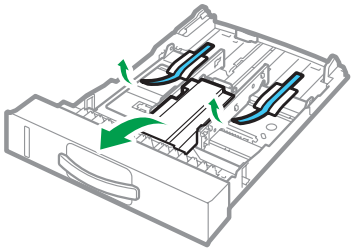

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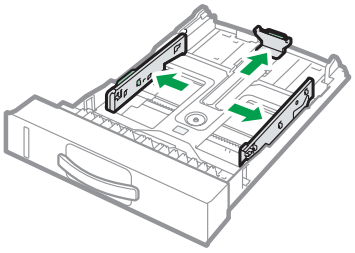

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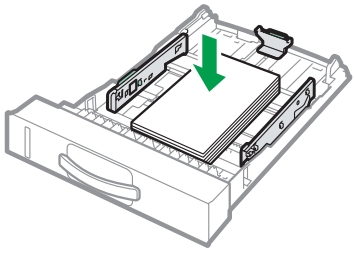

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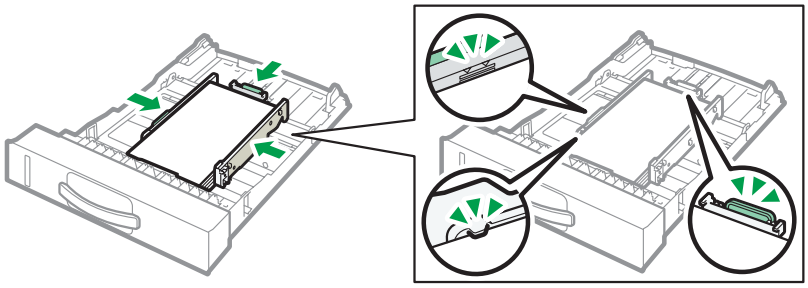

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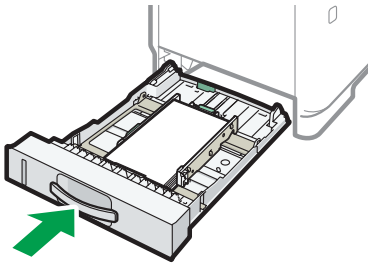

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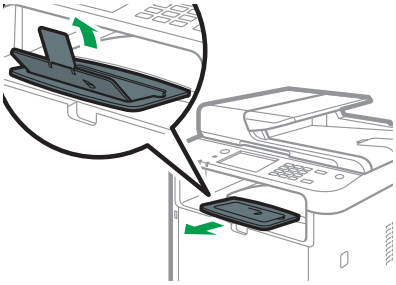

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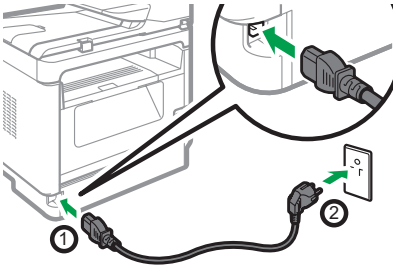
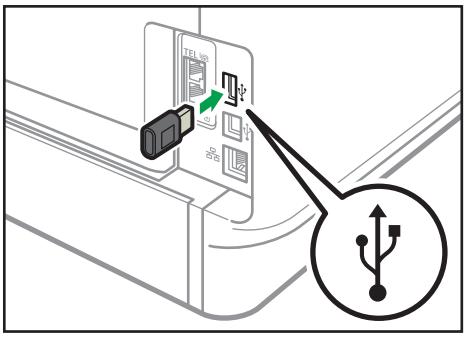



DYG149

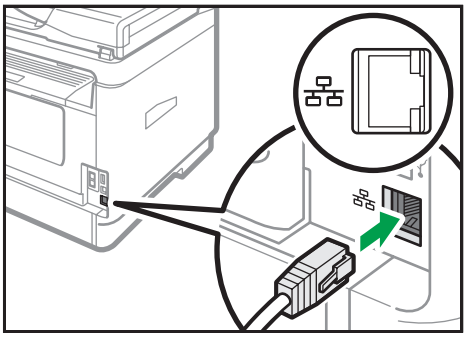
25

When using a wireless (Wi-Fi) connection, connect the wireless LAN option and proceed to Step 26 ( for SP 330SFN/3710SF) or Step 55 ( for SP 330SN).



DYG339

When using a wired (Ethernet) connection, connect the Ethernet cable and proceed to Step 67 ( for SP 330SFN/3710SF) or Step 91 ( for SP 330SN).



DYH608

When using a USB connection, do not connect the cable and proceed to Step 67 (for SP 330SFN/3710SF) or Step 91 (for SP 330SN).

## ❖ SP 330 SFN/3710SF (Wi-Fi)

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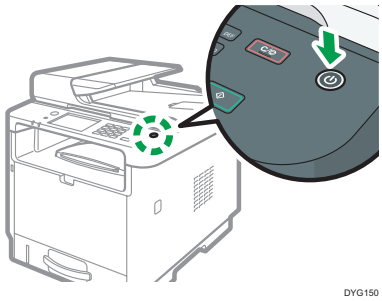


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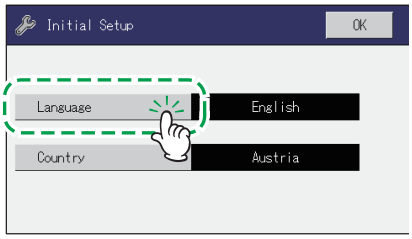


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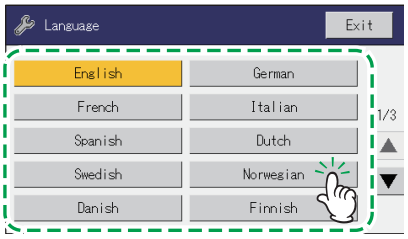


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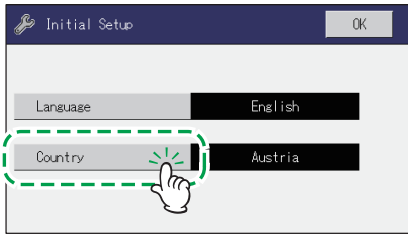


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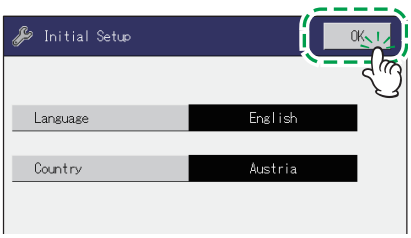


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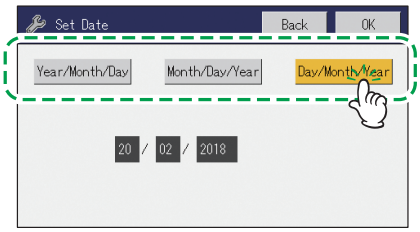


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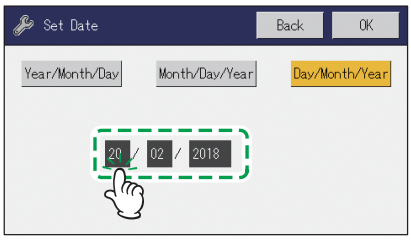


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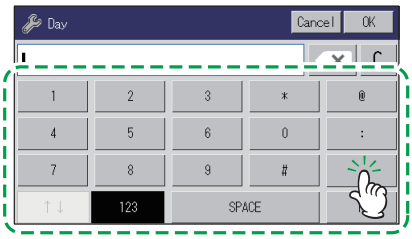


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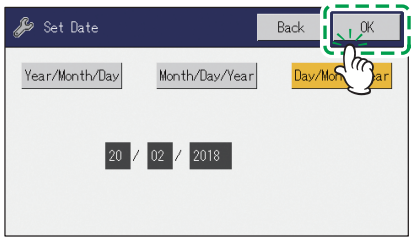


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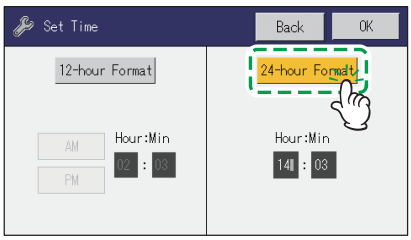


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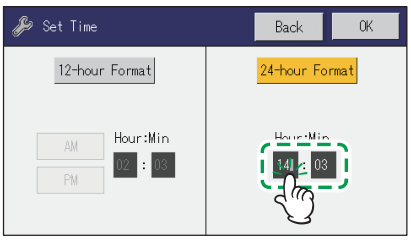


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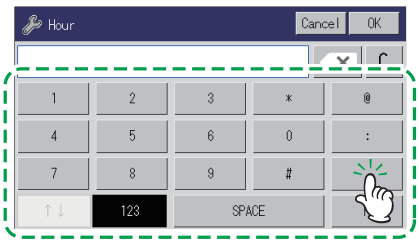


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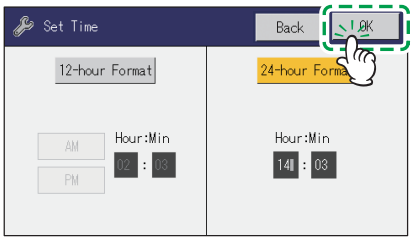


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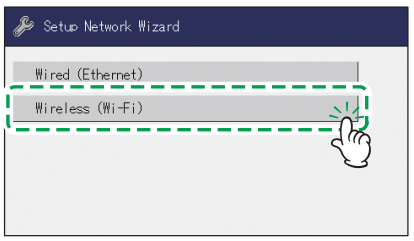

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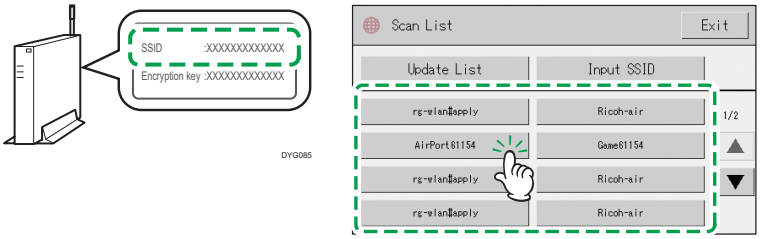


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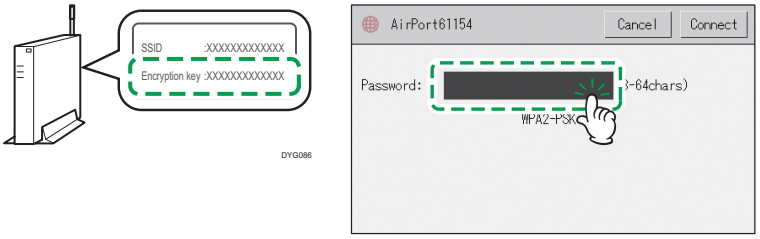


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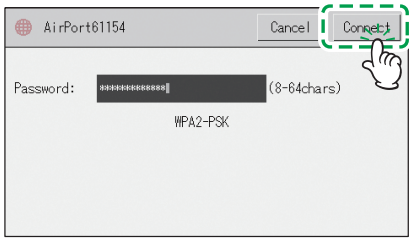


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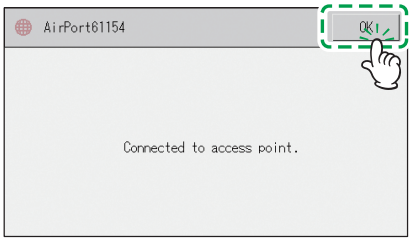


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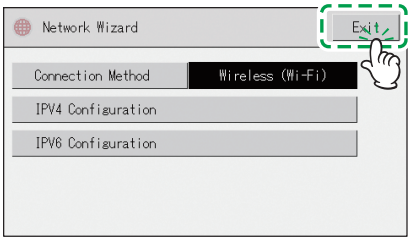


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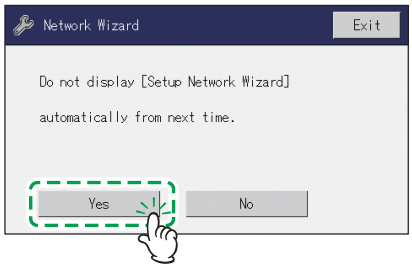


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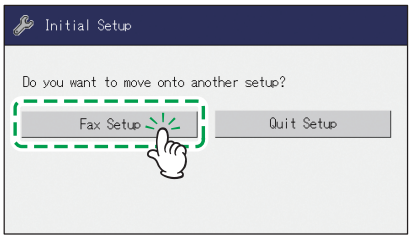


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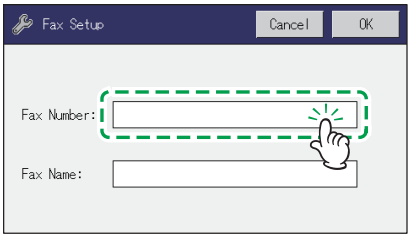


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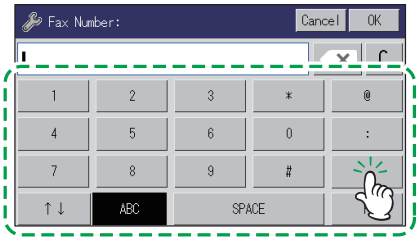


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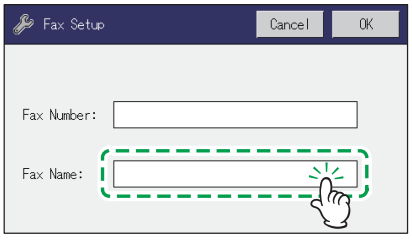


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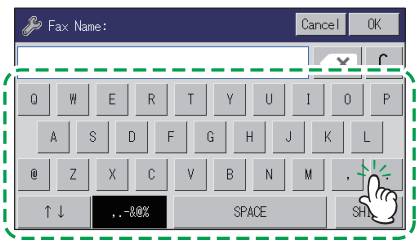


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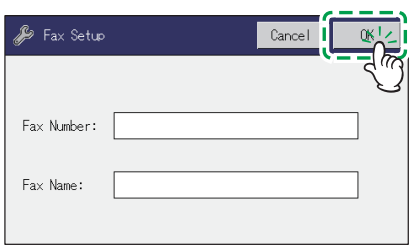


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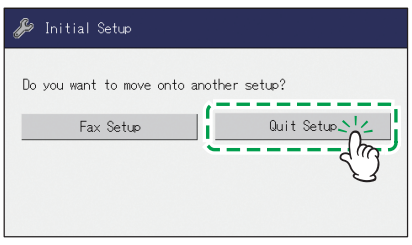


P.9

## ❖ SP 330 SN (Wi-Fi)

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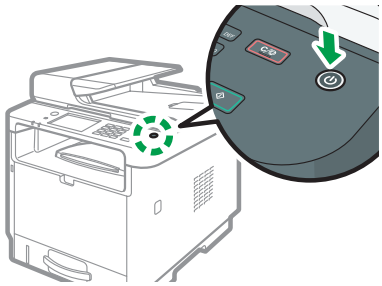

DYG150

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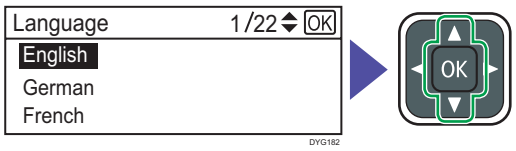


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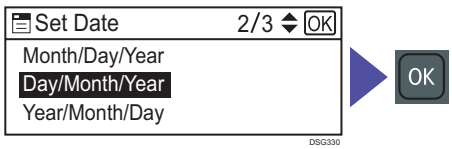


DSG330

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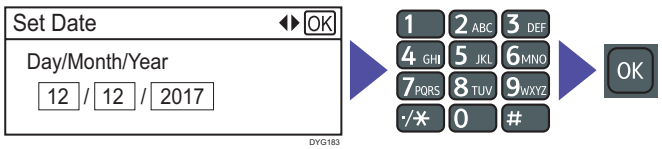


DYG183

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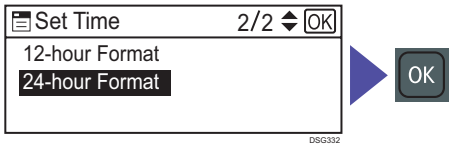


DSG332

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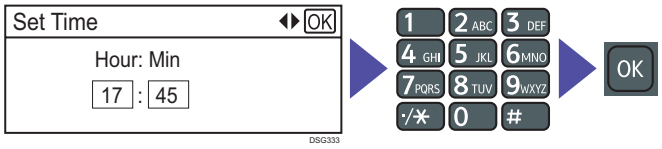


DSG333

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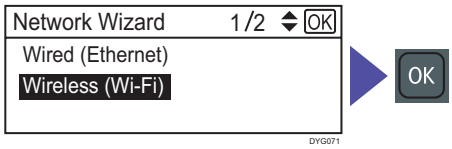


DYG071

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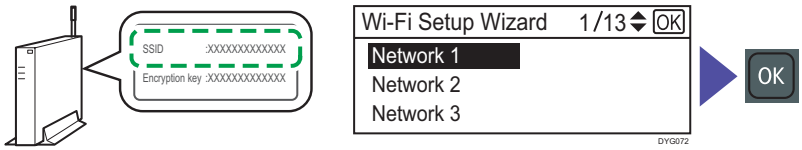


DYG085

DYG072

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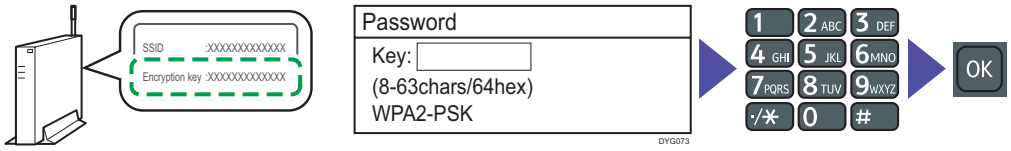


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DYG073

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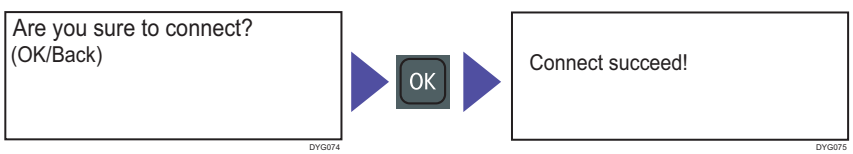


DYG074

DYG075

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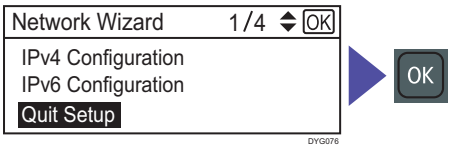


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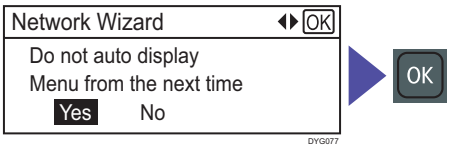
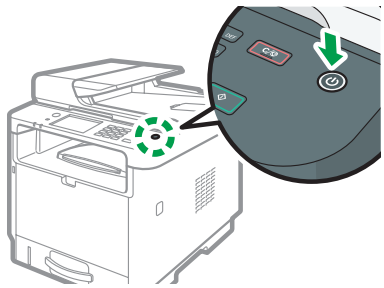



P.9

## ❖ SP 330 SFN/3710SF (Ethernet/USB)

67

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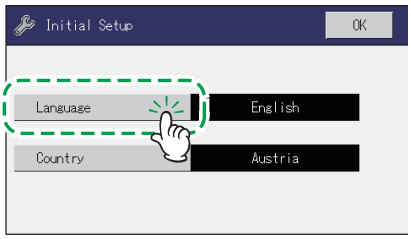


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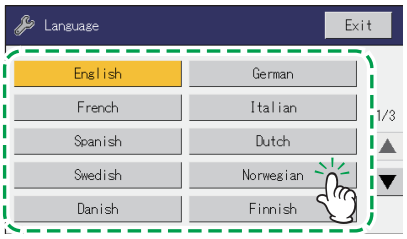


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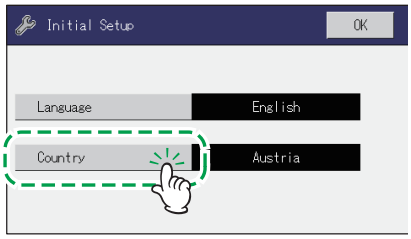


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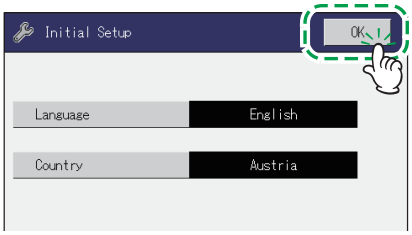


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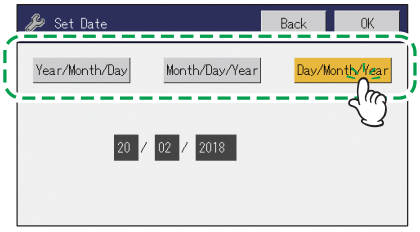


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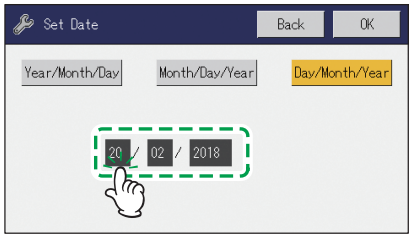


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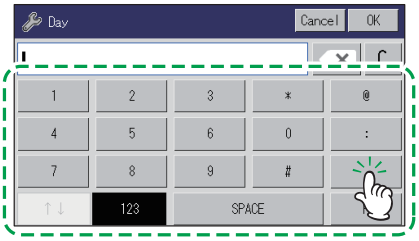


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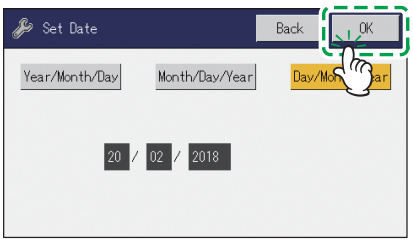


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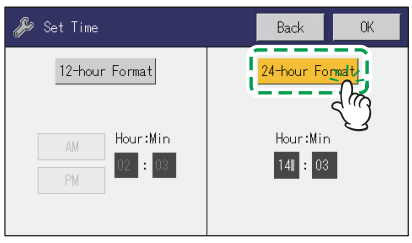


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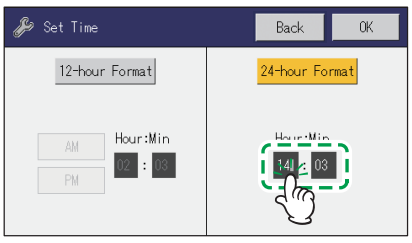

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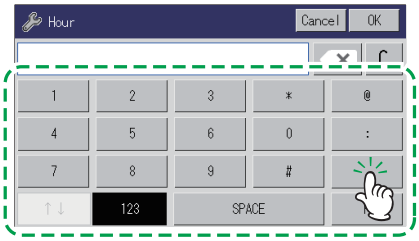


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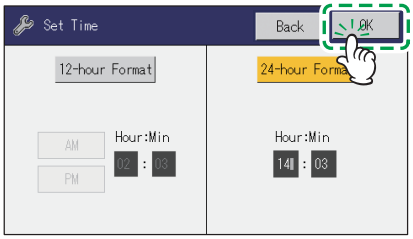


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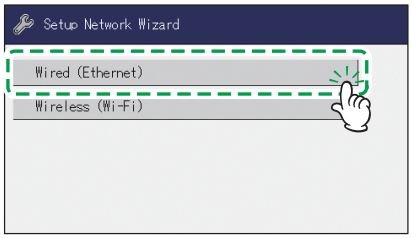


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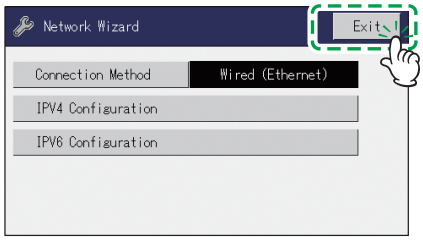


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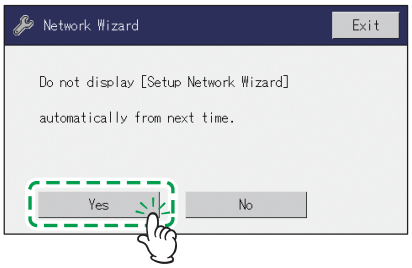


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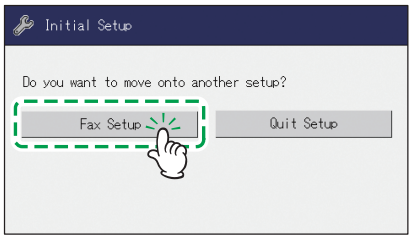


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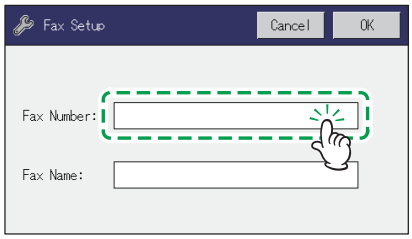


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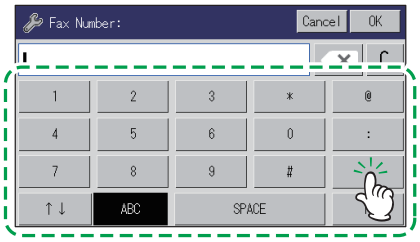


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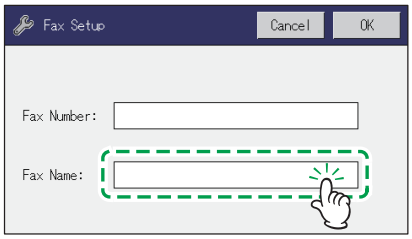


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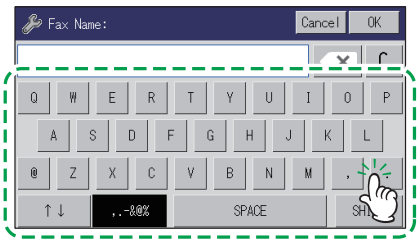


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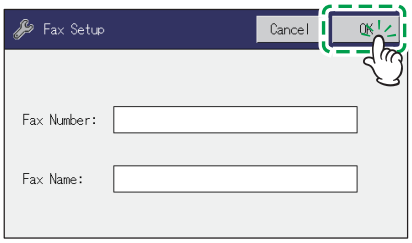


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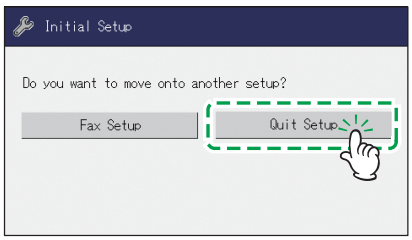


P.9

## ❖ SP 330SN(Ethernet/USB)

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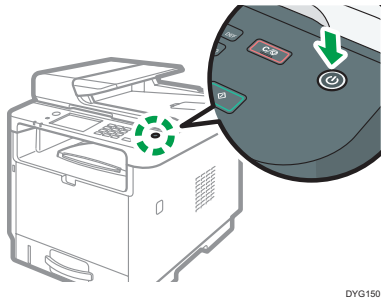

DYG150

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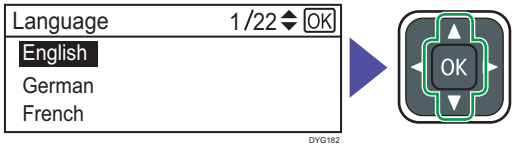


DYG182

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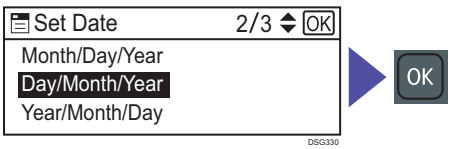


DSG330

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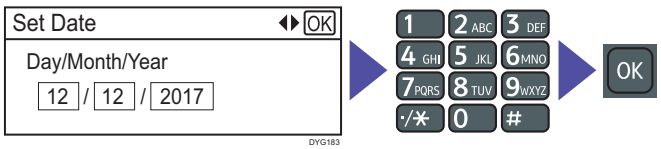


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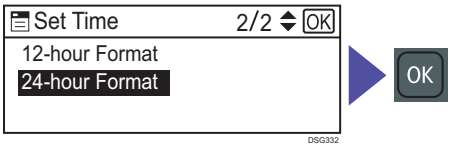


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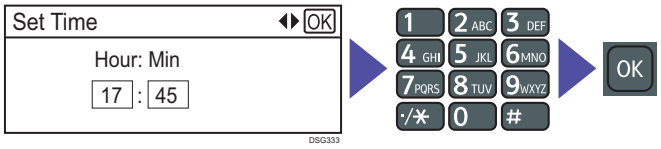


DSG333

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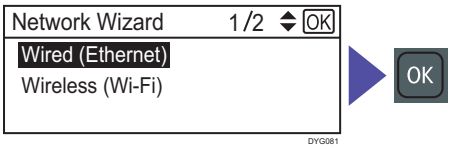


DYG081

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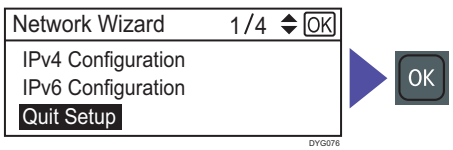


DYG076

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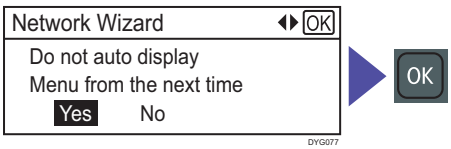
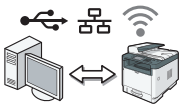



DYG077

➡ P.9



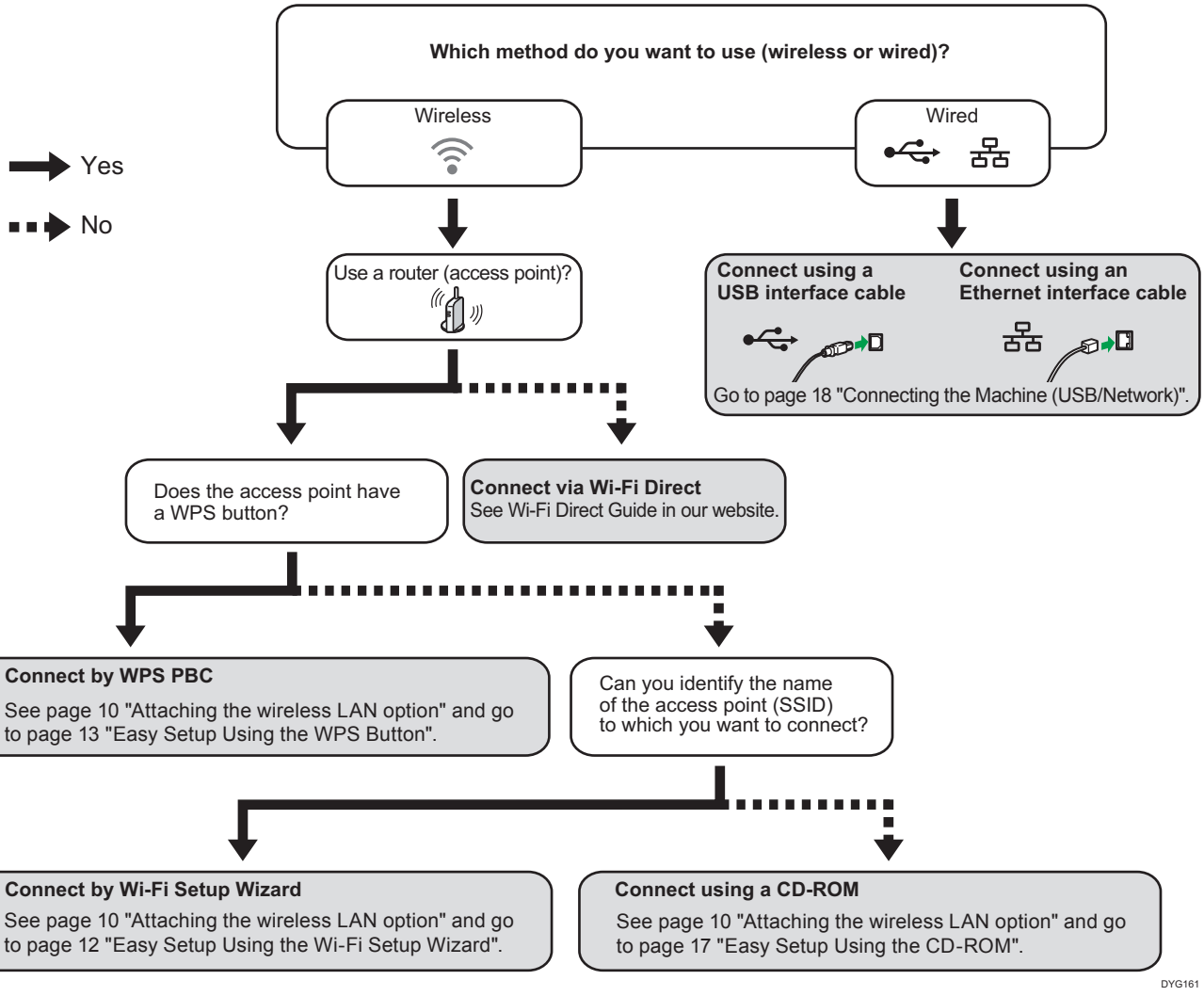
Install the software to use the machine.

➡ Go to page 10 “2. Installing the Software”. For OS X, see User’s Guide in the provided CD-ROM or our website.

# 2. Installing the Software

## Check how the computer is connected

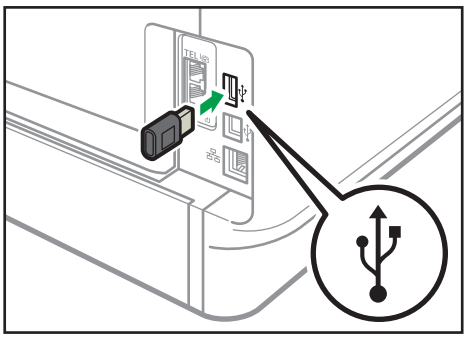
Specify how to connect to your computer according to the communication environment of your system.
The wireless LAN (Wi-Fi) connection is available when you attach a wireless LAN option to the USB port on the back of the machine.
If you have already set up a Wi-Fi connection during the initial setup of the machine and want to install the printer driver, see page 17 "Easy Setup Using the CD-ROM".




- You can use both the CD-ROM and Wi-Fi Setup Wizard to configure the Wireless (Wi-Fi) settings for the machine.
- To connect using a PIN code, see page 10 "Attaching the wireless LAN option" and go to page 15 “Easy Setup Using a PIN Code”.
- To set up manually, see User’s Guide in the provided CD-ROM or our website.
- When the Wi-Fi Direct function is enabled, a Wi-Fi Direct compliant device is recognized as a router (access point), and direct communication among Wi-Fi Direct-compliant devices becomes possible.
  When communicating using the Wi-Fi Direct function, you cannot connect to the Internet at the same time.

### ■Attaching the wireless LAN option

Turn off the machine, and then insert the wireless LAN option into the USB port on the back of the machine.




If a screen asking you to select Wi-Fi or Ethernet is displayed, select [Wi-Fi].

# Use the machine from a smart device Android iOS

## ■How to use the machine from a smart device

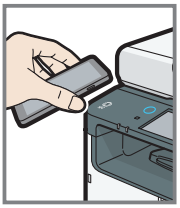
From smart device applications, you can use the following functions of the machine:

- Sending scanned images or documents from the machine to the smart device
- Printing photographs and documents stored on a smart device

After scanning the following QR code with your smart device, search for the application corresponding to the machine and download it from the site that appears.

**Android**

**iOS**

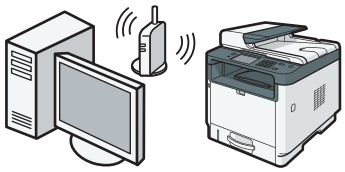


## ■How to use the NFC (Android smart devices only)

1. **Configure the network connection of the machine. For details, see page 12 "Connecting the Machine via Wireless (Wi-Fi)".**
2. **After scanning the following QR code with your smart device, search for the application corresponding to the machine and download it from the site that appears.**
3. **Start the application corresponding to the machine, and write the machine's network information on the NFC using the application.**
4. **Perform printing by touching the NFC from the application corresponding to the machine.**

# Connecting the Machine via Wireless (Wi-Fi) Windows

To use the machine with a Wireless (Wi-Fi) connection, we recommend setting up the Wireless (Wi-Fi) settings of the machine first, and then installing the printer driver.



DYG155

## Easy Setup Using the Wi-Fi Setup Wizard

From the control panel of this machine, you can also configure the Wireless (Wi-Fi) settings for the machine.

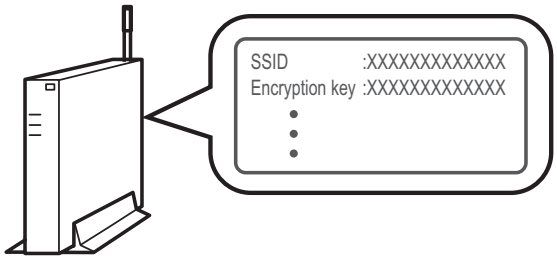
**Note**

**The following item is necessary to set up a Wireless (Wi-Fi) connection.**

- **Router (access point)**

### Checking the SSID and Encryption key

The SSID and Encryption key for the router (access point) may be printed on a label affixed to the router (access point). For details about the SSID and Encryption key, refer to the router (access point) manual.




DSG099

Confirm the SSID and Encryption key, and write them down on the blank space as shown below.

SSID:

Encryption key:

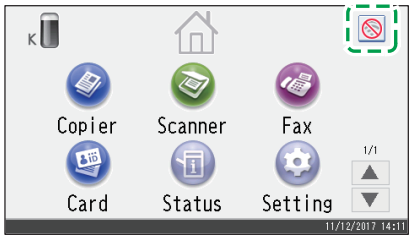
### Configuring Settings Using the Control Panel

**Important**

- **Make sure the Ethernet cable is not connected to the machine.**

## ❖ SP 330SFN/3710SF

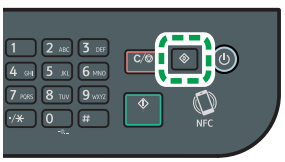
1. **Check that the router (access point) is working correctly.**
2. **Make sure the wireless LAN option is attached to the machine and the wireless (Wi-Fi) connection is enabled.**
   For details, see page 10 "Attaching the wireless LAN option".
3. **Press the Wireless (Wi-Fi) icon.**




4. **If you are requested to enter a password, enter the password using the number keys, and then press [OK].**
   A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Administrator Tools] menu.
5. **Press [Network Wizard].**
6. **Press [Wireless (Wi-Fi)].**
7. **Press the SSID of the router (access point) from the searched SSID list.**
8. **Enter the encryption key using the number keys, and then press [Connect].**
   - As the passphrase, you can enter either 8 to 63 ASCII characters (0x20-0x7e) or 64 hexadecimal digits (0-9, A-F, a-f).
   - For details about checking the encryption key, see “Checking the SSID and Encryption key”.
9. **Check the result.**
   Connection has succeeded:
   “Connected to access point.” is displayed.
   Connection has failed:
   “Failed to connect to access point.” is displayed.
   Check the configuration for the router (access point), and then try the connection again.
10. **Press [OK].**
11. **Press [Exit].**
12. **Select to display [Network Wizard] menu or not when you turn on the machine.**
13. **Configuring the Wireless (Wi-Fi) settings is complete.**
14. **To use the printer driver, install the printer driver according to the procedure on page 17 "Easy Setup Using the CD-ROM" and select "The machine's IP address has been already configured." on step 6.**

## ❖ SP 330SN

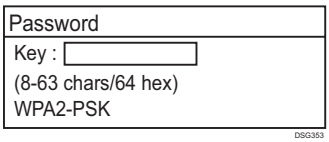
1. **Check that the router (access point) is working correctly.**
2. **Make sure the wireless LAN option is attached to the machine and the wireless (Wi-Fi) connection is enabled.**
   For details, see page 10 "Attaching the wireless LAN option".
3. **Press the [User Tools] key.**




DYG198

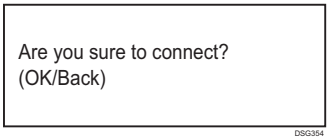
4. **Press the [▼] or [▲] key to select [Network Wizard], and then press the [OK] key.**
5. **Press the [▼] or [▲] key to select [Wireless (Wi-Fi)], and then press the [OK] key.**
6. **Press the [▼] or [▲] key to select SSID of the router (access point) from the searched SSID list, and then press the [OK] key.**

7. **Enter the encryption key using the number keys, and then press the [OK] key.**



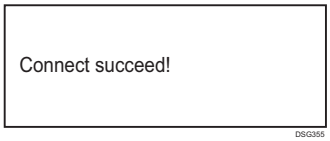

- As the passphrase, you can enter either 8 to 63 ASCII characters (0x20-0x7e) or 64 hexadecimal digits (0-9, A-F, a-f).
- For details about checking the encryption key, see “Checking the SSID and Encryption key”.

8. **Press the [OK] key.**

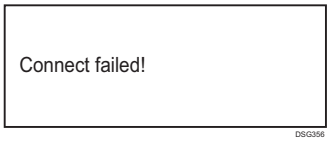



9. **Check the result.**

Connection has succeeded:




Connection has failed:




- Check the configuration for the router (access point), and then try the connection again.

10. **Press the [▼] or [▲] key to select [Quit Setup], and then press the [OK] key.**
11. **Press the [▼] or [▲] key to select to display [Network Wizard] menu or not when you turn on the machine, then press the [OK] key.**
12. **Configuring the Wireless (Wi-Fi) settings is complete.**
13. **To use the printer driver, install the printer driver according to the procedure on page 17 "Easy Setup Using the CD-ROM" and select "The machine's IP address has been already configured." on step 6.**

## Easy Setup Using the WPS Button

### ❖ SP 330SFN/3710SF

**Important**

- **Make sure the Ethernet cable is not connected to the machine.**
- **In Steps 8 to 10, configure each setting within two minutes.**

**Note**

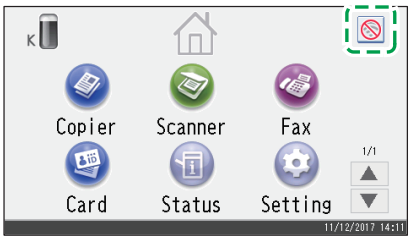
**The following item is necessary to set up a Wireless (Wi-Fi) connection.**

- **Router (access point)**

1. **Check that the router (access point) is working correctly.**
2. **Make sure the wireless LAN option is attached to the machine and the wireless (Wi-Fi) connection is enabled.**

For details, see page 10 "Attaching the wireless LAN option".

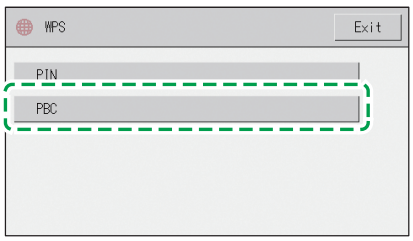
3. **Press the Wireless (Wi-Fi) icon.**




4. **If you are requested to enter a password, enter the password using the number keys, and then press [OK].**

A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Administrator Tools] menu.

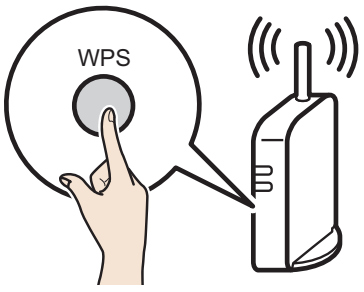
5. **Press [Wireless (Wi-Fi) Sett.].**
6. **Press [WPS].**
7. **Press [PBC].**




8. **Press [Connect].**

“Please wait for 2 minutes” appears, and the machine starts to connect in PBC method.

9. **Press the WPS button on the router (access point) within two minutes.**




- For details about how to use the WPS button, refer to the manuals for the router (access point).

10. **Check the result.**

Connection has succeeded:
"Connected to access point." is displayed.

Press [OK] to return to the screen displayed in Step 7, and then press the [Home] key to return to the initial screen.

Connection has failed:

"Failed to connect to access point." is displayed.

Press [OK] to return to the screen displayed in Step 7. Check the configuration for the router (access point), then try the connection again.

11. **Configuring the Wireless (Wi-Fi) settings is complete.**

12. **To use the printer driver, install the printer driver according to the procedure on page 17 "Easy Setup Using the CD-ROM" and select "The machine's IP address has been already configured." on step 6.**

## ❖ SP 330SN

**Important**

- **Make sure the Ethernet cable is not connected to the machine.**
- **In Steps 9 to 11, configure each setting within two minutes.**

**Note**

**The following item is necessary to set up a Wireless (Wi-Fi) connection.**

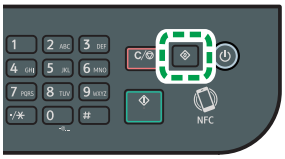
- **Router (access point)**

1. **Check that the router (access point) is working correctly.**

2. **Make sure the wireless LAN option is attached to the machine and the wireless (Wi-Fi) connection is enabled.**

   For details, see page 10 "Attaching the wireless LAN option".

3. **Press the [User Tools] key.**



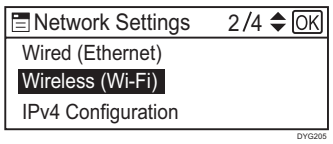

DYG198

4. **Press the [▼] or [▲] key to select [Network Settings], and then press the [OK] key.**

5. **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**

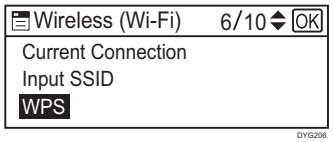
   A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Admin. Tools] menu.

6. **Press the [▼] or [▲] key to select [Wireless (Wi-Fi)], and then press the [OK] key.**



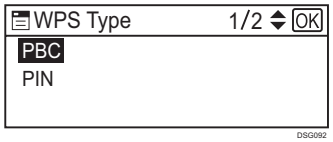

DYG205

7. **Press the [▼] or [▲] key to select [WPS], and then press the [OK] key.**



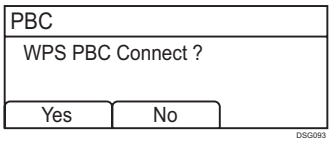

DYG206

8. **Press the [▼] or [▲] key to select [PBC], and then press the [OK] key.**




DSG092

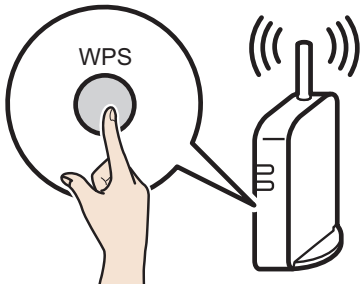
9. **Press [Yes].**




DSG093

"Please push the [AP] within 2 minutes" appears, and the machine starts to connect in PBC method.

10. **Press the WPS button on the router (access point) within two minutes.**

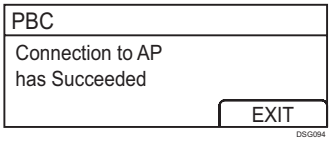



CHV607

- For details about how to use the WPS button, refer to the manuals for the router (access point).

11. **Check the result.**

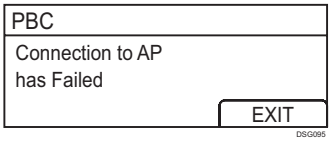
Connection has succeeded:




DSG094

- Press [EXIT] to return to the screen displayed in Step 8, and then press the [User Tools] key to return to the initial screen.

Connection has failed:




DSG095

- Press [EXIT] to return to the screen displayed in Step 8. Check the configuration for the router (access point), then try the connection again.

12. **Configuring the Wireless (Wi-Fi) settings is complete.**

13. **To use the printer driver, install the printer driver according to the procedure on page 17 "Easy Setup Using the CD-ROM" and select "The machine's IP address has been already configured." on step 6.**

## Easy Setup Using a PIN Code

### ❖ SP 330SFN/3710SF

**Important**

- Make sure the Ethernet cable is not connected to the machine.
- In Steps 11 to 13, configure each setting within two minutes.

**Note**

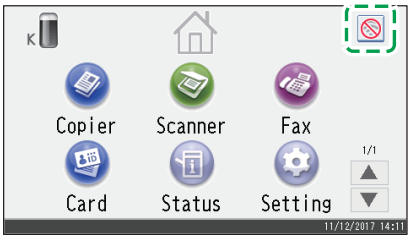
- To establish a connection using the PIN code, use a computer that is connected to the router (access point).
- The following item is necessary to set up a Wireless (Wi-Fi) connection.
  - Router (access point)

1. **Check that the router (access point) is working correctly.**
2. **Open the PIN code configuration window (web page) for the router (access point) on your computer.**

3. **Make sure the wireless LAN option is attached to the machine and the wireless (Wi-Fi) connection is enabled.**

   For details, see page 10 "Attaching the wireless LAN option".

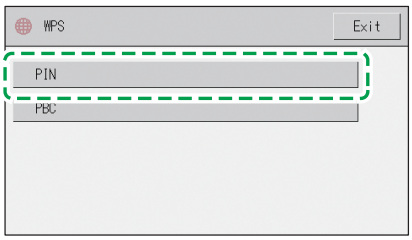
4. **Press the Wireless (Wi-Fi) icon.**



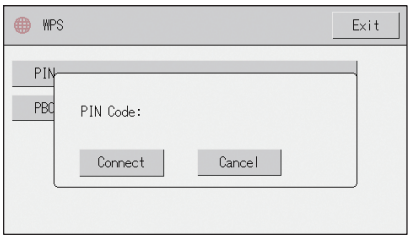

5. **If you are requested to enter a password, enter the password using the number keys, and then press [OK].**

   A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Administrator Tools] menu.

6. **Press [Wireless (Wi-Fi) Sett.].**
7. **Press [WPS].**
8. **Press [PIN].**



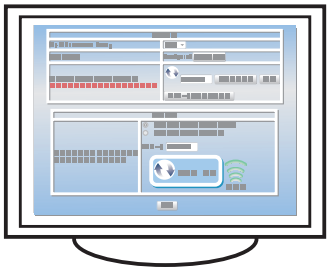

9. **Check the PIN code.**



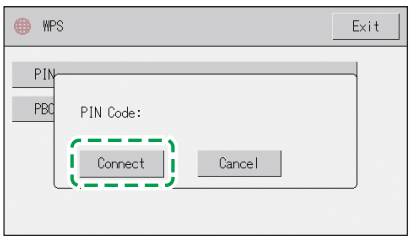

Write down the PIN code in case you might forget it.

10. **Enter the machine's PIN code (8 digits) on the router (access point)'s web page.(The web page accessed in Step 2)**

11. **Execute WPS (PIN system) from the router (access point)'s web page.**



12. **Press [Connect].**




"Please wait for 2 minutes" appears and connecting with PIN method starts.

13. **Check the result.**

Connection has succeeded:
"Connected to access point." is displayed.

Press [OK] to return to the screen displayed in Step 8, and then press the [Home] key to return to the initial screen.

Connection has failed:
"Failed to connect to access point." is displayed.

Press [OK] to return to the screen displayed in Step 8. Check the configuration for the router (access point), then try the connection again.

14. **Configuring the Wireless (Wi-Fi) settings is complete.**
15. **To use the printer driver, install the printer driver according to the procedure on page 17 "Easy Setup Using the CD-ROM" and select "The machine's IP address has been already configured." on step 6.**

### ❖ SP 330SN

**Important**

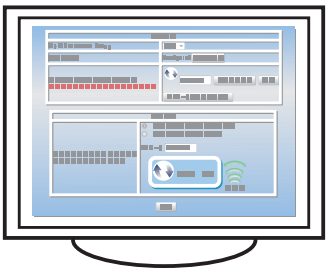
- Make sure the Ethernet cable is not connected to the machine.
- In Steps 12 to 14, configure each setting within two minutes.

**Note**

- To establish a connection using the PIN code, use a computer that is connected to the router (access point).
- The following item is necessary to set up a Wireless (Wi-Fi) connection.
  - Router (access point)

1. **Check that the router (access point) is working correctly.**

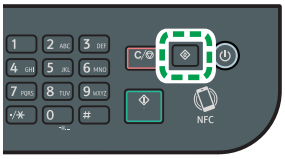
2. **Open the PIN code configuration window (web page) for the router (access point) on your computer.**



3. **Make sure the wireless LAN option is attached to the machine and the wireless (Wi-Fi) connection is enabled.**

   For details, see page 10 "Attaching the wireless LAN option".

4. **Press the [User Tools] key.**



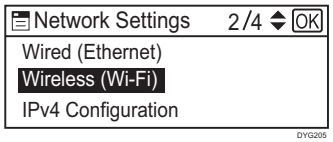

DYG198

5. **Press the [▼] or [▲] key to select [Network Settings], and then press the [OK] key.**

6. **If you are requested to enter a password, enter the password using the number keys, and then press the [OK] key.**

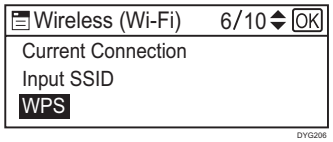
   A password for accessing the [Network Settings] menu can be specified in [Admin. Tools Lock] under [Admin. Tools] menu.

7. **Press the [▼] or [▲] key to select [Wireless(Wi-Fi)], and then press the [OK] key.**



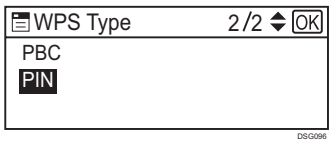

DYG205

8. **Press the [▼] or [▲] key to select [WPS], and then press the [OK] key.**



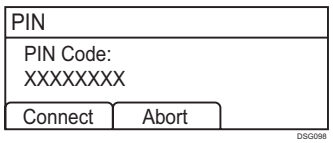

DYG206

9. **Press the [▼] or [▲] key to select [PIN], and then press the [OK] key.**




DSG096

10. **Check the PIN code.**



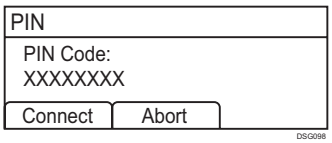

DSG098

Write down the PIN code in case you might forget it.

11. **Enter the machine's PIN code (8 digits) on the router (access point)'s web page.(The web page accessed in Step 2)**

12. **Execute WPS (PIN system) from the router (access point)'s web page.**

13. **Press [Connect].**

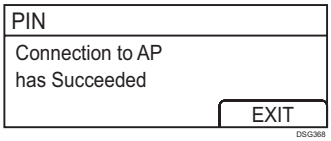



DSG098

"Please wait for 2 minutes" appears and connecting with PIN method starts.

14. **Check the result.**

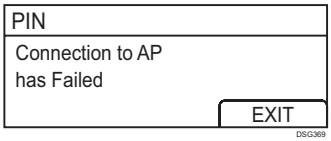
Connection has succeeded:




DSG368

- Press [EXIT] to return to the screen displayed in Step 9, and then press the [User Tools] key to return to the initial screen.

Connection has failed:




DSG369

- Press [EXIT] to return to the screen displayed in Step 9. Check the configuration for the router (access point), then try the connection again.

15. **Configuring the Wireless (Wi-Fi) settings is complete.**

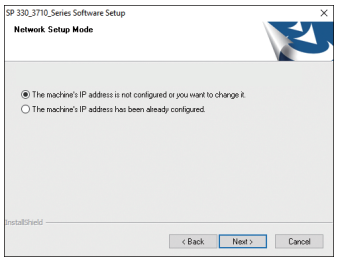
16. **To use the printer driver, install the printer driver according to the procedure on page 17 "Easy Setup Using the CD-ROM" and select "The machine's IP address has been already configured." on step 6.**

## Easy Setup Using the CD-ROM

Using the CD-ROM supplied with this machine, you can install the driver from your computer and configure the Wireless (Wi-Fi) settings for this machine.
If you intend to use this machine mainly from computers, we recommend using the CD-ROM to configure the settings.

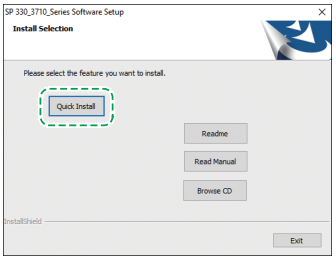
**Note**

- **The following items are necessary to set up a Wireless (Wi-Fi) connection.**
- **USB interface cable**
  **Using the USB cable is needed to update the settings of this machine when it is installed or the Wireless (Wi-Fi) settings change in your environment. See Step 6 to connect your computer to this machine.**
- **Router (access point)**
- **CD-ROM supplied with the machine**
- **To install the software, quick installation and manual installation can be used. Using the manual installation, you can specify data to be installed as you prefer.**

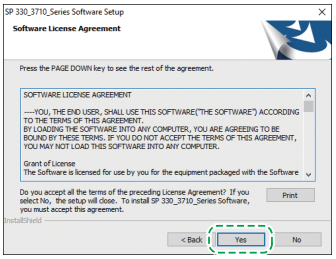



1. **Turn on your computer.**
2. **Insert the provided CD-ROM into the CD-ROM drive of the computer.**
   If your computer does not have a CD-ROM drive, download a setup file from our website.

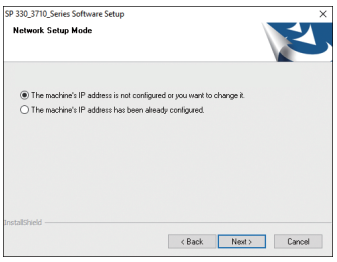
3. **Click [Quick Install].**



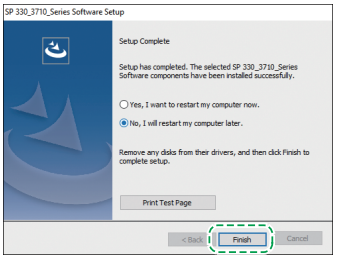

4. **The software license agreement appears in the [Software License Agreement] dialog box. After reading the agreement, click [Yes].**



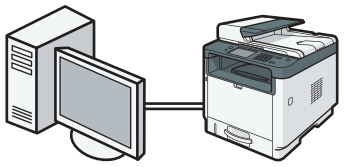

5. **Select [Wireless(Wi-Fi)Connection] and click [Next].**
6. **Select [The machine's IP address is not configured or you want to change it.] when installing this machine.**
   Connect your computer and this machine by using the USB cable.
   Select [The machine's IP address has been already configured.] when configuring the Wireless (Wi-Fi) settings for this machine is completed.

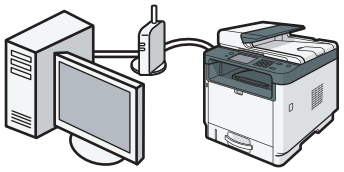



7. **Follow the instructions in the setup wizard.**
8. **Click [Finish] in the [Setup Complete] dialog box. If the installer prompt you to restart Windows, reboot your computer.**



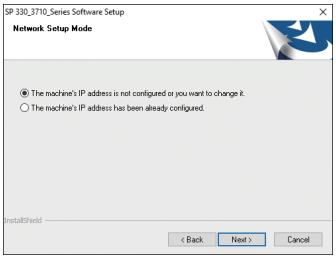

**Setup is completed.**


DYG153


DYG154

**Note**

- The following items are necessary to set up a wired connection.
- USB interface cable or Ethernet interface cable
- CD-ROM supplied with the machine
- To install the software for network connection, quick installation and manual installation can be used. Using the manual installation, you can specify data to be installed as you prefer.

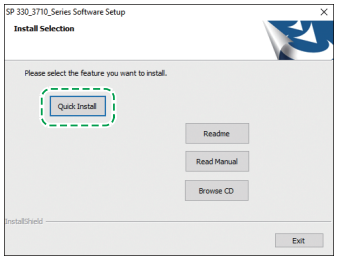



- If you connect the computer by a USB cable, do not connect the cable until you are instructed to do so on the screen.

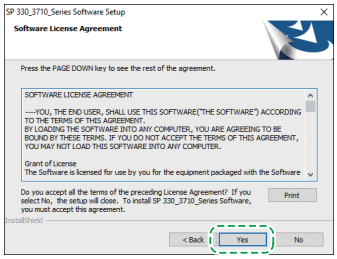
1. **Turn on your computer.**
2. **Insert the provided CD-ROM into the CD-ROM drive of the computer.**

   If your computer does not have a CD-ROM drive, download a setup file from our website.

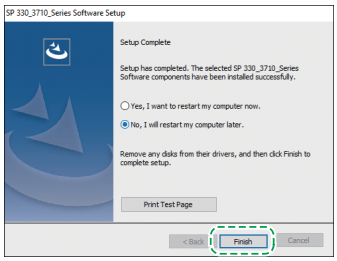
3. **Click [Quick Install].**




4. **The software license agreement appears in the [Software License Agreement] dialog box. After reading the agreement, click [Yes].**




5. **Select [USB Connection] or [Wired(Ethernet)Connection] according to communication environment or your device, and then click [Next].**
6. **Follow the instructions in the setup wizard.**
7. **Click [Finish] in the [Setup Complete] dialog box. If the installer prompt you to restart Windows, reboot your computer.**




**Setup is completed.**

**To use the fax function, configure the settings on page 19 “3. FAX settings (SP 330SFN/3710SF only)”.**

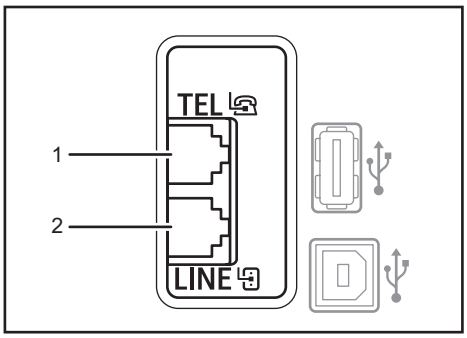
# 3. FAX settings (SP 330SFN/3710SF only)

## Connection

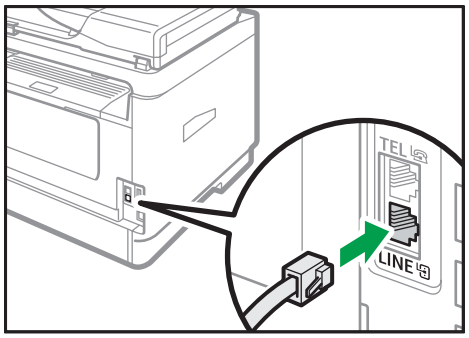
Connect a telephone line cord to LINE.
If using an external telephone, connect the telephone to TEL.

**Important**

- **Connect the public switched telephone network (PSTN) to Line. Connecting lines other than PSTN to this machine may cause it to malfunction.**




DYG156

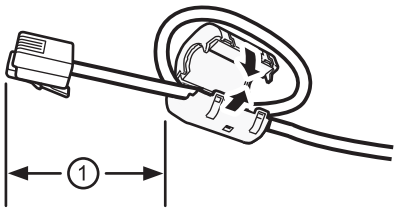



DYG157

**1. Port For External Telephone**

**2. Port For LINE**

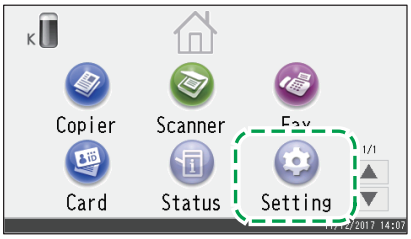
If you connect a modular cable to the G3 (analog) line interface connector, make a loop 3 cm (1.2 inches) (1) from the end of the modular cable (connection side to the machine) and attach the included ferrite core to the loops as shown.



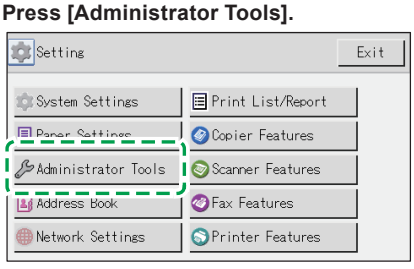

DVD001

## Setting the Date and Time

1. **Press [Setting].**




2. **Press [Administrator Tools].**




3. **If you are requested to enter a password, enter the password using the number keys, and then press [OK].**

   A password for accessing the [Administrator Tools] menu can be specified in [Admin. Tools Lock] under [Administrator Tools] menu.

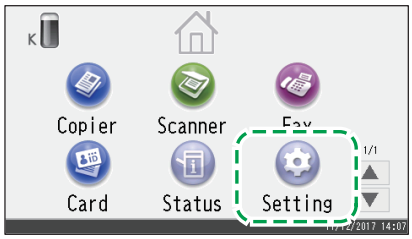
4. **Press [Set Date/Time].**
5. **Press [Set Date].**
6. **Press the date format you want to use.**
7. **Press the box.**
8. **Enter the current date, and then press [OK].**
9. **Confirm the date you entered is displayed, and then press [OK].**
10. **Press [Set Time].**
11. **Press the time format you want to use.**

    When you select [12-hour Format], select [AM] or [PM].

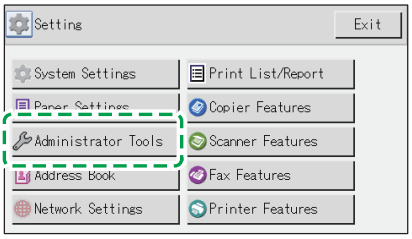
12. **Press the box.**
13. **Enter the current time, and then press [OK].**
14. **Confirm the time you entered is displayed, and then press [OK].**
15. **Press the [Home] key to return the initial screen.**

# Selecting the Telephone Line Type and Telephone Network Connection Type

1. **Press [Setting].**



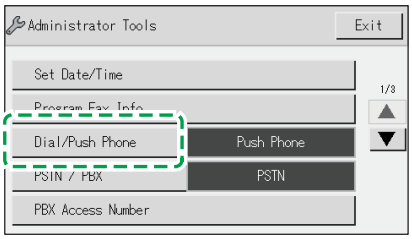

2. **Press [Administrator Tools].**




3. **If you are requested to enter a password, enter the password using the number keys, and then press [OK].**

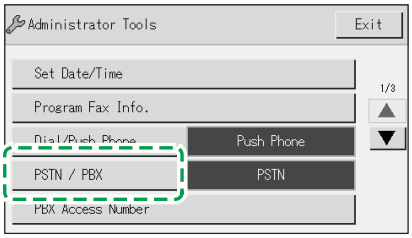
   A password for accessing the [Administrator Tools] menu can be specified in [Admin. Tools Lock] under [Administrator Tools] menu.

4. **Press [Dial/Push Phone].**




5. **Press the telephone line type appropriate for your telephone service.**

6. **Press [PSTN / PBX].**



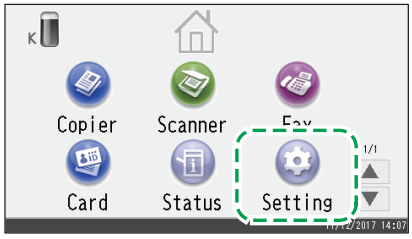

7. **Press [PSTN] or [PBX].**

8. **Press the [Home] key to return the initial screen.**

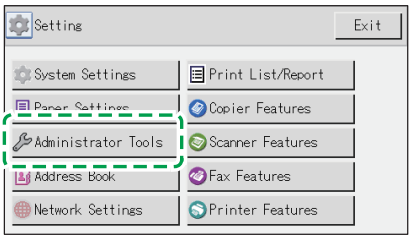
# Setting the Outside Line Access Number

If you have selected PBX, use the following procedure.

1. **Press [Setting].**



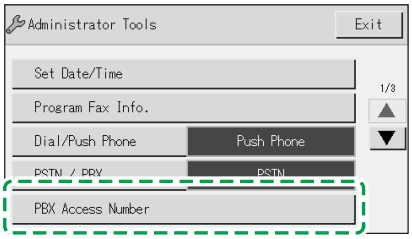

2. **Press [Administrator Tools].**




3. **If you are requested to enter a password, enter the password using the number keys, and then press [OK].**

   A password for accessing the [Administrator Tools] menu can be specified in [Admin. Tools Lock] under [Administrator Tools] menu.

4. **Press [PBX Access Number]**

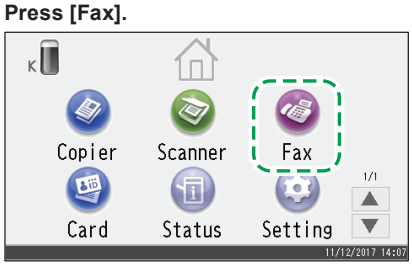



5. **Enter the outside line access number using the number keys, and then press [OK].**

6. **Press the [Home] key to return the initial screen.**

# Basic Operation for Sending a Fax

1. **Press [Fax].**




2. **Enter the fax number using the number keys, and then press [OK].**

3. **Press the [Start] key.**

   Depending on the machine's settings, you may be prompted to enter the fax number again if you manually entered the fax number. Enter the fax number within 60 seconds. If the fax numbers do not match, go back to step 2.

4. **If you place the original on the exposure glass and have more originals to scan, press [Yes] within 60 seconds, place the next original on the exposure glass, and then press [OK].**
   **Repeat this step until all originals are scanned.**

5. **When all originals have been scanned, press [No] to start sending the fax.**

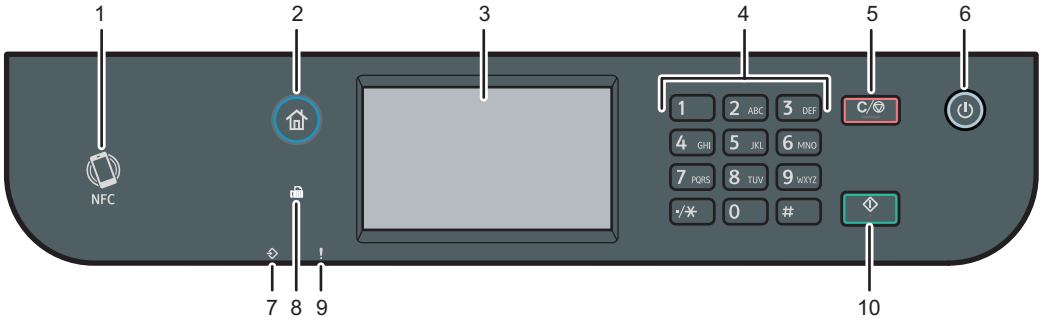
# 4. Scan settings

## ■For those using the scanner features for the first time

For information about specifying the initial scan settings, see “What You Can Do with the Scanner Function”, User’s Guide in the provided CD-ROM or our website.

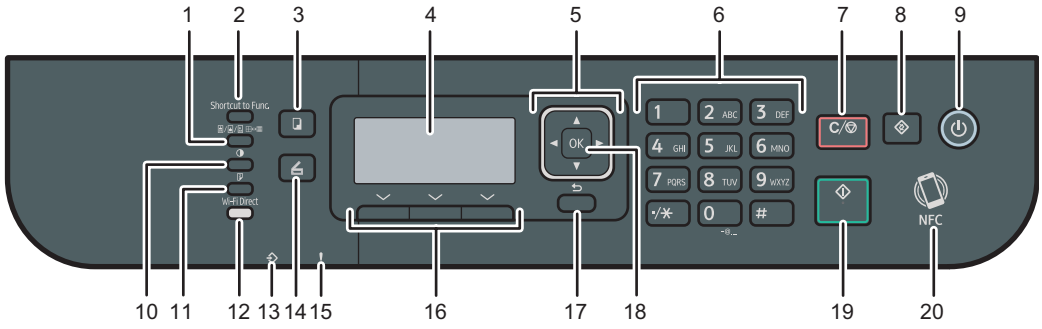
# Control Panel Sheet

### ❖ SP 330SFN/3710SF




| | | | |
|---|---|---|---|
| 1 | NFC | 6 | [Power] key |
| 2 | [Home] key | 7 | Data In Indicator |
| 3 | Display panel | 8 | Fax indicator |
| 4 | Number keys | 9 | Alert indicator |
| 5 | [Clear/Stop] key | 10 | [Start] key |

### ❖ Panel sheet for SP 330SN




| | | | |
|---|---|---|---|
| 1 | [Image Quality] key | 11 | [Duplex] key |
| 2 | [Shortcut to Func.] key | 12 | [Wi-Fi Direct] key |
| 3 | [Copy] key | 13 | Data In Indicator |
| 4 | Screen | 14 | [Scanner] key |
| 5 | Scroll keys | 15 | Alert Indicator |
| 6 | Number keys | 16 | Selection keys |
| 7 | [Clear/Stop] key | 17 | [Back] key |
| 8 | [User Tools] key | 18 | [OK] key |
| 9 | [Power] key | 19 | [Start] key |
| 10 | [Density] key | 20 | NFC |

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