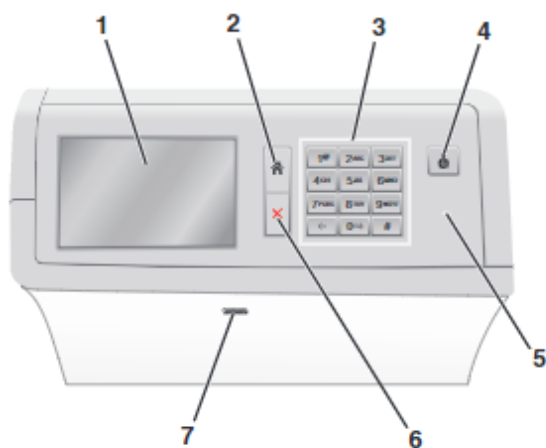


# Quick Reference

## Learning about the printer

### Using the printer control panel



Use	To	
1	Display	View printing options as well as status and error messages.
2	Home	Navigate back to the home screen.
3	Keypad	Enter numbers, letters, or symbols.
4	Sleep button	Enable Sleep Mode or Hibernate Mode. <ul style="list-style-type: none"> <li>• A short press will enable Sleep Mode.</li> <li>• A long press will enable Hibernate Mode.</li> </ul> Note: Touching the screen or pressing any hard button will cause the printer to wake from Sleep Mode or Hibernate Mode.

Use	To	
5	Indicator light	View the status of the printer. <ul style="list-style-type: none"> <li>• Off—The printer is off.</li> <li>• Blinking green—The printer is warming up, processing data, or printing.</li> <li>• Solid green—The printer is on, but idle.</li> <li>• Solid red—Operator intervention is needed.</li> <li>• Amber—The printer enters Sleep Mode or Hibernate Mode.</li> </ul>
6	Stop/Cancel	Stop all printer activity. Note: A list of options is displayed once <b>Stopped</b> appears on the display.
7	USB port	Connect a flash drive into the printer USB port. Note: Only the front USB port supports flash drives.

### Understanding the home screen

When the printer is turned on, the display shows a basic screen, referred to as the home screen. Use the home screen buttons and icons to initiate an action.

Note: Your home screen, icons, and the buttons may vary depending on your home screen customization settings, administrative setup, and active embedded solutions.





Touch	To	
1	Change Language	Change the primary language of the printer.
2	Bookmarks	Create, organize, and save a set of bookmarks (URLs) into a tree view of folders and file links. Note: The tree view does not include bookmarks created within Forms and Favorites, and the ones in the tree are not usable in Forms and Favorites.
3	Held Jobs	Display all current held jobs.
4	USB or USB Thumbdrive	View, select, or print photos and documents from a flash drive. Note: This icon appears only when you return to the home screen while a memory card or flash drive is connected to the printer.
5	Menus	Access printer menus. Note: These menus are available only when the printer is in the Ready state.
6	Status message bar	<ul style="list-style-type: none"> <li>• Show the current printer status such as <b>Ready</b> or <b>Busy</b>.</li> <li>• Show printer conditions such as <b>Paper missing</b> or <b>Cartridge Low</b>.</li> <li>• Show intervention messages and the instructions on how to clear them.</li> </ul>
7	Status/Supplies	<ul style="list-style-type: none"> <li>• Display a warning or error message whenever the printer requires intervention to continue processing.</li> <li>• Access the messages screen for more information on the message, and how to clear it.</li> </ul>
8	Tips	Open a context-sensitive Help information on the touch screen.

This may also appear on the home screen:

Touch	To
Search Held Jobs	Search current held jobs.

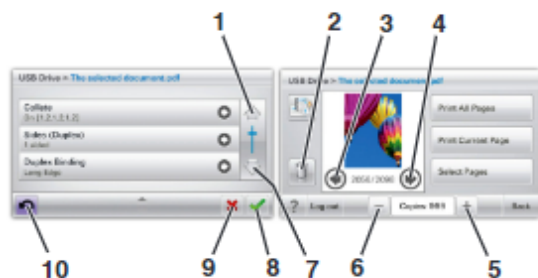
## Features








Feature	Description
Attendance message alert 	If an attendance message affects a function, then this icon appears and the red indicator light blinks.
Warning 	If an error condition occurs, then this icon appears.
Printer IP address Sample: 123 . 123 . 123 . 123 3 . 123	The IP address of your network printer is located at the top left corner of the home screen and appears as four sets of numbers separated by periods. You can use the IP address when accessing the Embedded Web Server so you can view and remotely configure printer settings even when you are not physically near the printer.




## Using the touch-screen buttons

**Note:** Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded solutions.

### Sample touch screen



	Touch	To
1	Up arrow 	Scroll up.
2	Delete folder 	Delete the file you selected.
3	Left arrow 	Scroll to the left.
4	Right arrow 	Scroll to the right.
5	Right scroll increase 	Scroll to another value in increasing order.
6	Left scroll decrease 	Scroll to another value in decreasing order.
7	Down arrow 	Scroll down.

	Touch	To
8	Accept 	Save a setting.
9	Cancel 	<ul style="list-style-type: none"> <li>Cancel an action or a selection.</li> <li>Cancel out a screen and return to the previous screen.</li> </ul>
10	Back 	Navigate back to the previous screen.

## Setting up and using the home screen applications

### Notes:

- Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded applications. Some applications are supported only on select printer models.
- There may be additional solutions and applications available for purchase. To learn more, inquire at your point of purchase.

## Accessing the Embedded Web Server

The Embedded Web Server is the printer Web page that lets you view and remotely configure printer settings even when you are not physically near the printer.

- Obtain the printer IP address:
  - From the printer control panel home screen
  - From the TCP/IP section in the Network/Ports menu
  - By printing a network setup page or menu settings page, and then finding the TCP/IP section

**Note:** An IP address appears as four sets of numbers separated by periods, such as 123 . 123 . 123 . 123.

- 2 Open a Web browser, and then type the printer IP address in the address field.

The Embedded Web Server page appears.

## Showing or hiding icons on the home screen

- 1 Open a Web browser, and then type the printer IP address in the address field.

**Note:** View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

- 2 Click **Settings > General Settings > Home screen customization**. A list of basic printer functions appears.
- 3 Select the check boxes to specify which icons appear on the printer home screen.

**Note:** Cleared check box items are hidden.

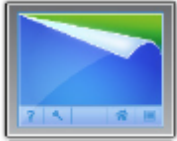
- 4 Click **Submit**.

## Activating the home screen applications

Your printer comes with preinstalled home screen applications. Before you can use these applications, first activate and set up these applications using the Embedded Web Server. For more information about accessing the Embedded Web Server, see


For detailed information about configuring and using the home screen applications, contact the place where you bought the printer.

## Using Background and Idle Screen


Icon	Description
	The application lets you customize the background and idle screen of your printer home screen.

- 1 From the home screen, navigate to:

**Change Background >** select background to use

- 2 Touch 

## Setting up Forms and Favorites

Icon	Description
	The application helps you simplify and streamline work processes by letting you quickly find and print frequently used online forms directly from the home screen. <b>Note:</b> The printer must have permission to access the network folder, FTP site, or Web site where the bookmark is stored. From the computer where the bookmark is stored, use sharing, security, and firewall settings to allow the printer at least a <i>read</i> access. For help, see the documentation that came with your operating system.


- 1 Open a Web browser, and then type the printer IP address in the address field.

**Note:** View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.


- 2 Click **Settings > Device Solutions > Solutions (eSF) > Forms and Favorites**.
- 3 Define the bookmarks, and then customize the settings.
- 4 Click **Apply**.

To use the application, touch **Forms and Favorites** on the printer home screen, and then navigate through form categories, or search for forms based on a form number, name, or description.

## Understanding Eco-Settings

Icon	Description
	The application lets you easily manage energy consumption, noise, toner, and paper usage settings to help reduce the environmental impact of your printer.

## Understanding Showroom

Icon	Description
	The application lets you create and display a customized slide show on the touch screen of your printer. You can load images either from a flash drive or through the printer Embedded Web Server.

## Setting up Remote Operator Panel

This application shows the printer control panel on your computer screen and lets you interact with the printer control panel, even when you are not physically near the network printer. From your computer screen, you can view the printer status, release held print jobs, create bookmarks, and do other print-related tasks you might normally do while standing at the network printer.

- 1 Open a Web browser, and then type the printer IP address in the address field.  
**Note:** View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- 2 Click **Settings > Device Solutions > Solutions (eSF) > Remote Operator Panel**.
- 3 Select the **Enabled** check box, and then customize the settings.