Quick Reference

Learning about the printer

Using the control panel


Use the		To
1	Display	• View the printer status and messages. • Set up and operate the printer.
2	Home button	Go to the home screen.
3	Sleep button	Enable Sleep mode or Hibernate mode. The following actions wake the printer from Sleep mode: • Touching the control panel home screen • Opening the scanner cover The following actions wake the printer from Hibernate mode: • Pressing the Sleep button until the printer wakes • Performing a power-on reset using the main power switch

Use the		To
4	Keypad	Enter numbers, letters, or symbols.
5	Start button	Start a job, depending on which mode is selected.
6	Clear all / Reset button	Reset the default settings of a function, such as copying, faxing, or scanning.
7	Stop or Cancel button	Stop all printer activity.
8	Indicator light	Check the status of the printer.

Understanding the home screen

When the printer is turned on, the display shows a basic screen, referred to as the home screen. Touch the home screen buttons and icons to initiate an action such as copying, faxing, or scanning; to open the menu screen; or to respond to messages.

Note: Your home screen may vary depending on your home screen customization settings, administrative setup, and active embedded solutions.
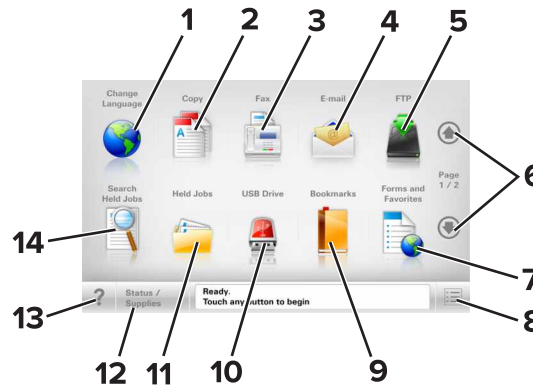
Touch		To
1	Change Language	Launch the Change Language pop-up window that lets you change the primary language of the printer.
2	Copy	Access the Copy menus and make copies.
3	Fax	Access the Fax menus and send fax.
4	E-mail	Access the E-mail menus and send e-mails.

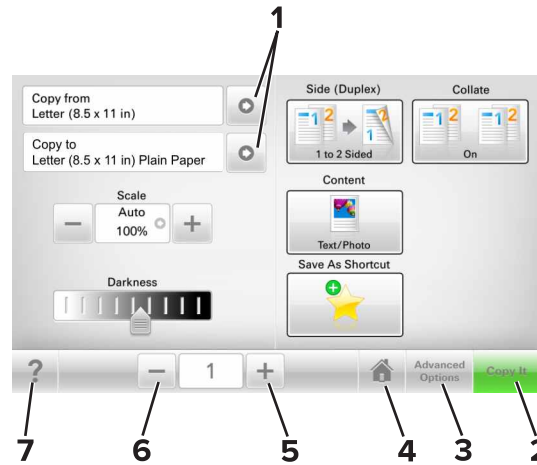| Touch		To
5	FTP	Access the File Transfer Protocol (FTP) menus and scan documents directly to an FTP server.
6	Arrows	Scroll up or down.
7	Forms and Favorites	Quickly find and print frequently used online forms.
8	Menu icon	Access the printer menus. **Note:** The menus are available only when the printer is in Ready state.
9	Bookmarks	Create, organize, and save a set of bookmarks (URL) into a tree view of folders and file links. **Note:** The tree view supports only bookmarks created from this function, and not from any other application.
10	USB Drive	View, select, print, scan, or e-mail 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.
11	Held Jobs	Display all current held jobs.
12	Status/Supplies	• Show a warning or error message whenever the printer requires intervention to continue processing. • Access the messages screen for more information on the message, and how to clear it.
13	Tips	Open a context-sensitive Help dialog.
14	Search Held Jobs	Search for one or more of the following items: • User name for held or confidential print jobs • Job names for held jobs, excluding confidential print jobs • Profile names • Bookmark container or print job names • USB container or print job names for supported file types

Features

Feature	Description
Menu trail line Example: Menus > Settings > Copy Settings > Number of Copies	A menu trail line is located at the top of each menu screen. This feature shows the path taken to arrive at the current menu. Touch any of the underlined words to return to that menu. Number of Copies is not underlined because it is the current screen. If you touch an underlined word on the "Number of Copies" screen before the number of copies is set and saved, then the selection is not saved, and it does not become the default setting.
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.
Status message bar	• Show the current printer status such as **Ready** or **Busy**. • Show printer conditions such as **Toner Low** or **Cartridge Low**. • Show intervention messages so the printer can continue processing.
Printer IP address Example: **123.123.123.123**	The IP address of your network printer is located at the upper 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.

	Touch	To
1	Arrows	View a list of options.
2	Copy It	Print a copy.
3	Advanced Options	Select a copy option.
4	Home	Go to the home screen.
5	Increase	Select a higher value.
6	Decrease	Select a lower value.
7	Tips	Open a context-sensitive Help dialog.

Other touch-screen buttons

Touch	To
Accept	Save a setting.
Cancel	• Cancel an action or a selection. • Exit a screen and return to the previous screen without saving changes.

Touch	To
Reset	Reset values on the screen.

Setting up and using the home screen applications

Finding the IP address of the printer

Note: Make sure your printer is connected to a network or to a print server.

You can find the printer IP address:

- From the top left corner of the printer 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.

Finding the IP address of the computer

For Windows users

1 In the Run dialog box, type **cmd** to open the command prompt.

2 Type **ipconfig**, and then look for the IP address.

For Macintosh users

1 From System Preferences in the Apple menu, select **Network**.

2 Select your connection type, and then click **Advanced** > **TCP/IP**.

3 Look for the IP address.

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.

1 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.

3 Press **Enter**.

   Note: If you are using a proxy server, then temporarily disable it to load the Web page correctly.

Customizing 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 home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Do one or more of the following:

- Show or hide the icons of basic printer functions.

   a Click **Settings** > **General Settings** > **Home screen customization**.

   b Select the check boxes to specify which icons appear on the home screen.

   Note: If you clear a check box beside an icon, then the icon does not appear on the home screen.

   c Click **Submit**.

- Customize the icon for an application. For more information, see "Finding information about the home screen applications" on page 3 or see the documentation that came with the application.

Understanding the different applications

Use	To
Card Copy	Scan and print both sides of a card on a single page. For more information, see "Setting up Card Copy" on page 4.
Fax	Scan a document, and then send it to a fax number. For more information, see "Faxing" on page 10.
Forms and Favorites	Quickly find and print frequently used online forms directly from the printer home screen. For more information, see "Setting up Forms and Favorites" on page 3.
Multi Send	Scan a document, and then send it to multiple destinations. For more information, see "Setting up Multi Send" on page 4.
MyShortcut	Create shortcuts directly on the printer home screen. For more information, see "Using MyShortcut" on page 4.
Scan to E-mail	Scan a document, and then send it to an e-mail address. For more information, see "E-mailing" on page 9.
Scan to Computer	Scan a document, and then save it to a predefined folder on a host computer. For more information, see "Setting up Scan to Computer" on page 11.
Scan to FTP	Scan documents directly to a File Transfer Protocol (FTP) server. For more information, see "Scanning to an FTP address" on page 11.
Scan to Network	Scan a document, and then send it to a network shared folder. For more information, see "Setting up Scan to Network" on page 4.

Activating the home screen applications

Finding information about the home screen applications

Your printer comes with preinstalled home screen applications. Before you can use these applications, you must first activate and set up these applications using the Embedded Web Server. For more information on accessing the Embedded Web Server, see "Accessing the Embedded Web Server" on page 3.

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

Setting up Forms and Favorites

Use	To
	Streamline work processes by letting you quickly find and print frequently used online forms directly from the printer home screen. **Note:** 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 *read* 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 home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Click **Settings** > **Apps** > **Apps Management** > **Forms and Favorites**.

3 Click **Add**, and then customize the settings.

   Notes:

- See the mouse-over help beside each field for a description of the setting.
- To make sure the location settings of the bookmark are correct, type the correct IP address of the host computer where the bookmark is located. For more information on obtaining the IP address of the host computer, see "Finding the IP address of the computer" on page 2.
- Make sure the printer has access rights to the folder where the bookmark is located.

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.

Setting up Card Copy

Use	To
	Quickly and easily copy insurance, identification, and other wallet-size cards. You can scan and print both sides of a card on a single page, saving paper and showing the information on the card in a more convenient manner.

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 home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Click **Settings** > **Apps** > **Apps Management** > **Card Copy**.

3 Change the default scanning options, if necessary.

- **Default tray**—Select the default tray to be used for printing scan images.
- **Default number of copies**—Specify the number of copies that should automatically print when the application is used.
- **Default contrast setting**—Specify a setting to increase or decrease the level of contrast when a copy of the scanned card is printed. Select **Best for Content** if you want the printer to adjust the contrast automatically.
- **Default scale setting**—Set the size of the scanned card when printed. The default setting is 100% (full size).
- **Resolution setting**—Adjust the quality of the scanned card.

  Notes:

  – When scanning a card, make sure the scan resolution is not more than 200 dpi for color, and 400 dpi for black and white.

  – When scanning multiple cards, make sure the scan resolution is not more than 150 dpi for color, and 300 dpi for black and white.

- **Print Borders**—Select the check box to print the scan image with a border around it.

4 Click **Apply**.

To use the application, touch **Card Copy** on the printer home screen, and then follow the instructions.

Using MyShortcut

Use	To
	Create shortcuts on the printer home screen, with settings for up to 25 frequently used copy, fax, or e-mail jobs.

To use the application, touch **MyShortcut**, and then follow the instructions on the printer display.

Setting up Multi Send

Use	To
	Scan a document, and then send the scanned document to multiple destinations. **Note:** Make sure there is enough space in the printer hard disk.

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 home screen. The printer IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Click **Settings** > **Apps** > **Apps Management** > **Multi Send**.

3 From the Profiles section, click **Add**, and then customize the settings.

Notes:

- See the mouse-over help beside each field for a description of the setting.
- If you select **FTP** or **Share Folder** as a destination, then make sure the location settings of the destination are correct. Type the correct IP address of the host computer where the specified destination is located. For more information on obtaining the IP address of the host computer, see <u>"Finding the IP address of the computer" on page 2</u>.

4 Click **Apply**.

To use the application, touch **Multi Send** on the printer home screen, and then follow the instructions on the printer display.

Setting up Scan to Network

Use	To
	Scan a document and send it to a shared network folder. You can define up to 30 unique folder destinations. **Notes:** • The printer must have permission to write to the destinations. From the computer where the destination is specified, use sharing, security, and firewall settings to allow the printer at least a *write* access. For help, see the documentation that came with your operating system. • The Scan to Network icon appears only when one or more destinations are defined.

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 home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Do either of the following:

- Click **Set up Scan to Network** > **Click here**.
- Click **Settings** > **Apps** > **Apps Management** > **Scan to Network**.

3 Specify the destinations, and then customize the settings.

Notes:

- See the mouse-over help beside some of the fields for a description of the setting.
- To make sure the location settings of the destination are correct, type the correct IP address of the host computer where the specified destination is located. For more information on obtaining the IP address of the host computer, see <u>"Finding the IP address of the computer" on page 2</u>.
- Make sure the printer has access rights to the folder where the specified destination is located.

4 Click **Apply**.

To use the application, touch **Scan to Network** on the printer home screen, and then follow the instructions on the printer display.

Setting up Remote Operator Panel

This application enables you to interact with the printer control panel even when you are not physically near the network printer. From your computer, you can view the printer status, release held print jobs, create bookmarks, and do other print-related tasks.

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 home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Click **Settings** > **Remote Operator Panel Settings**.

3 Select the **Enable** check box, and then customize the settings.

4 Click **Submit**.

To use the application, click **Remote Operator Panel** > **Launch VNC Applet**.

Exporting and importing a configuration

You can export configuration settings into a text file, and then import the file to apply the settings to other printers.

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

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

2 Export or import a configuration file for one or multiple applications.

For one application

a Navigate to:

Settings > **Apps** > **Apps Management** > select an application > **Configure**

b Export or import the configuration file.

Notes:

- If a `JVM Out of Memory` error occurs, then repeat the export process until the configuration file is saved.
- If a timeout occurs and a blank screen appears, then refresh the Web browser, and then click **Apply**.

For multiple applications

a Click **Settings** > **Import/Export**.

b Export or import a configuration file.

> **Note:** When importing a configuration file, click **Submit** to complete the process.

Loading paper and specialty media

Setting the paper size and type

From the home screen navigate to:

⊞ > **Paper Menu** > **Paper Size/Type** > select a tray > select the paper size or type > **Submit**

Configuring Universal paper settings

The Universal paper size setting is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus.

1 From the home screen, navigate to:

⊞ > **Paper Menu** > **Universal Setup**

2 Select a unit of measure, and then set the portrait width and height.

3 Apply the changes.

Loading trays

> ⚠️ **CAUTION—POTENTIAL INJURY:** To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

1 Pull out the tray.

> **Note:** Do not remove trays while a job prints or while `Busy` appears on the printer display. Doing so may cause a jam.
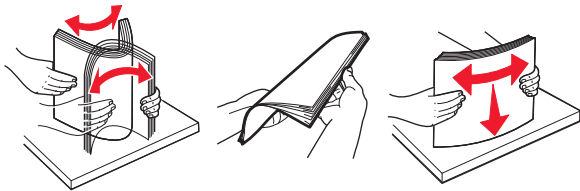

2 Squeeze and slide the paper guides to the correct position for the size of the paper you are loading.
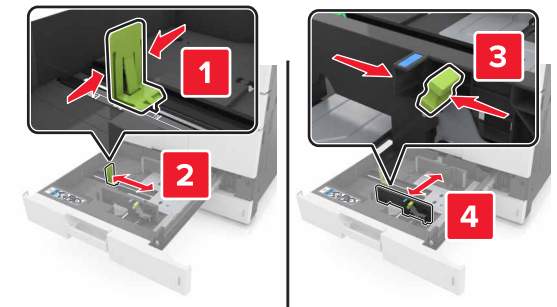
> **Note:** Use the indicators on the bottom of the tray to position the guides.

3 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.

4 Load the paper stack with the printable side faceup.

Notes:

- Load printable side facedown for duplex printing.
- Load pre-punched paper with the holes toward the front or the left side of the tray.
- Load letterhead with the header on the left side of the tray.
- Make sure that the paper is below the maximum fill line on the edge of the paper tray. Overfilling may cause paper jams.

5 Insert the tray.

6 From the control panel, set the paper size and paper type in the Paper menu to match the paper loaded in the tray.

Loading the multipurpose feeder

1 Open the multipurpose feeder.
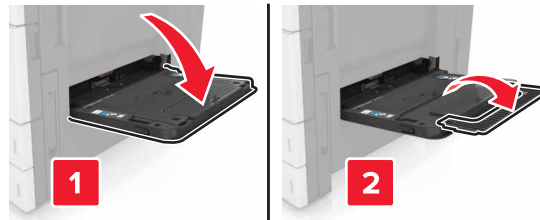
2 Adjust the guide to match the size of the paper you are loading.

3 Flex the sheets of paper back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.
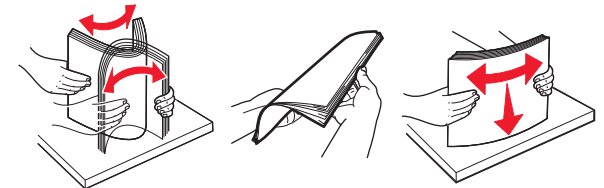
4 Load the paper.

- Load only one size and type of paper.

Loading letterhead

Without an optional finisher	With an optional finisher
One-sided printing	One-sided printing
Note: For long-edge orientation, load letterhead facedown with the header on the left side of the feeder.	**Note:** For long-edge orientation, load letterhead facedown with the header on the right side of the feeder.

Without an optional finisher	With an optional finisher
Two-sided printing	Two-sided printing
Note: For long-edge orientation, load letterhead faceup with the header on the right side of the feeder.	**Note:** For long-edge orientation, load letterhead faceup with the header on the left side of the feeder.

Loading prepunched paper

One-sided printing	Two-sided printing

- Load envelopes with the flap side up.
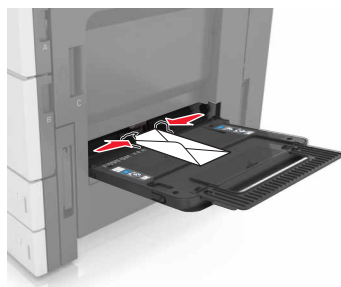
Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

- Make sure that the paper is below the maximum fill line. Overfilling may cause paper jams.
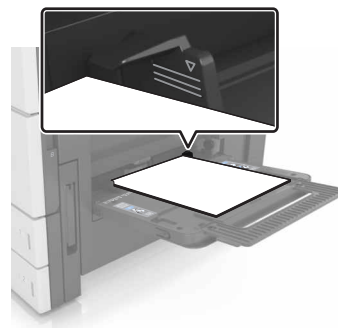
5 From the control panel, set the paper size and paper type in the Paper menu to match the paper loaded in the feeder.

Linking and unlinking trays

Linking and unlinking trays

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

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Click **Settings** > **Paper Menu**.

3 Change the paper size and type settings for the trays you are linking.

- To link trays, make sure the paper size and type for the tray match that of the other tray.
- To unlink trays, make sure the paper size or type for the tray does *not* match that of the other tray.

4 Click **Submit**.

Note: You can also change the paper size and type settings using the printer control panel. For more information, see .

Warning—Potential Damage: Paper loaded in the tray should match the paper type name assigned in the printer. The temperature of the fuser varies according to the specified paper type. Printing issues may occur if settings are not properly configured.

Creating a custom name for a paper type

1 From the home screen, navigate to:

▤ > **Paper Menu** > **Custom Names**

2 Type a custom paper type name, and then apply the changes.

3 Touch **Custom Types**, and then verify if the new custom paper type name has replaced the custom name.

Assigning a custom paper type

Using the Embedded Web Server

Assign a custom paper type name to a tray when linking or unlinking trays.

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

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Click **Settings** > **Paper Menu** > **Custom Types**.

3 Select a custom paper type name, and then select a paper type.

Note: Paper is the factory default paper type for all user-defined custom names.

4 Click **Submit**.

Using the printer control panel

1 From the home screen, navigate to:

▤ > **Paper Menu** > **Custom Types**

2 Select a custom paper type name, and then select a paper type.

Note: Paper is the factory default paper type for all user-defined custom names.

3 Touch **Submit**.

Printing

Printing forms

Use Forms and Favorites to quickly and easily access frequently used forms or other information that is regularly printed. Before you can use this application, first set it up on the printer. For more information, see "Setting up Forms and Favorites" on page 3.

1 From the home screen, navigate to:

Forms and Favorites > select the form from the list > enter the number of copies > adjust other settings

2 Apply the changes.

Printing a document

1 From the printer control panel, set the paper type and size to match the paper loaded.

2 Send the print job:

For Windows users

a With a document open, click **File** > **Print**.

b Click **Properties**, **Preferences**, **Options**, or **Setup**.

c Adjust the settings, if necessary.

d Click **OK** > **Print**.

For Macintosh users

a Customize the settings in the Page Setup dialog:
  1 With a document open, choose **File** > **Page Setup**.
  2 Choose a paper size or create a custom size to match the paper loaded.
  3 Click **OK**.

b Customize the settings in the Print dialog:
  1 With a document open, choose **File** > **Print**.
  If necessary, click the disclosure triangle to see more options.
  2 From the print options pop-up menus, adjust the settings, if necessary.

Note: To print on a specific paper type, adjust the paper type setting to match the paper loaded, or select the appropriate tray or feeder.

3 Click **Print**.

Adjusting toner darkness

1 From the home screen, navigate to:

⊞ > **Settings** > **Print Settings** > **Quality Menu**

2 Adjust the toner darkness setting, and then save the changes.

Printing from a flash drive

Notes:

- Before printing an encrypted PDF file, you are prompted to type the file password from the control panel.
- You cannot print files for which you do not have printing permissions.

1 Insert a flash drive into the USB port.
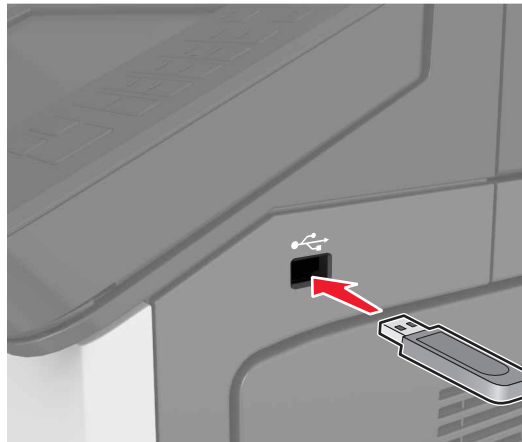
Notes:

- A flash drive icon appears on the printer home screen when a flash drive is inserted.
- If you insert the flash drive when the printer requires attention, such as when a jam has occurred, then the printer ignores the flash drive.

- If you insert the flash drive while the printer is processing other print jobs, then **Busy** appears on the printer display. After these print jobs are processed, you may need to view the held jobs list to print documents from the flash drive.

Warning—Potential Damage: Do not touch the printer or the flash drive in the area shown while actively printing, reading, or writing from the memory device. Loss of data or a malfunction can occur.

2 From the control panel, touch the document you want to print.

3 Specify the number of copies to be printed, and then send the job for printing.

Notes:

- Do not remove the flash drive from the USB port until the document has finished printing.
- If you leave the flash drive in the printer after leaving the initial USB menu screen, then touch **Held Jobs** on the home screen to print files from the flash drive.

Supported flash drives and file types

Notes:

- High-speed USB flash drives must support the full-speed standard. Low-speed USB devices are not supported.
- USB flash drives must support the File Allocation Table (FAT) system. Devices formatted with New Technology File System (NTFS) or any other file system are not supported.

Recommended flash drives	File type
Many flash drives are tested and approved for use with the printer. For more information, contact the place where you purchased the printer.	Documents: • .pdf • .xps Images: • .dcx • .gif • .jpeg or .jpg • .bmp • .pcx • .tiff or .tif • .png

Canceling a print job

Canceling a print job from the printer control panel

1 From the printer control panel, touch **Cancel Job** or press ❌ on the keypad.

2 Touch the print job you want to cancel, and then touch **Delete Selected Jobs**.

> **Note:** If you press ❌ on the keypad, then touch **Resume** to return to the home screen.

Canceling a print job from the computer

For Windows users

1 Open the printers folder.

In Windows 8

From the Search charm, type `run`, and then navigate to:

`Run` > type `control printers` > **OK**

In Windows 7 or earlier

a Click , or click **Start** and then click **Run**.

b Type `control printers`.

c Press **Enter**, or click **OK**.

2 Double-click the printer icon.

3 Select the print job you want to cancel.

4 Click **Delete**.

For Macintosh users

1 From System Preferences in the Apple menu, open the printers folder.

2 Open the print queue, select the print job you want to cancel, and then delete it.

Copying

Notes:

- When using the automatic document feeder (ADF), load the original document faceup.
- When using the scanner glass, place the document facedown in the corner with the arrow.

Making copies

Copying using the ADF or scanner glass

1 Load an original document into the ADF tray or on the scanner glass.

> **Note:** To avoid a cropped image, make sure the size of the original document and the size of the copy paper are the same.

2 From the home screen, navigate to:

Copy > specify the copy settings > **Copy It**

> **Note:** To make a quick copy, from the control panel, press ◈.

Copying photos

1 Place a photo on the scanner glass.

2 From the home screen, navigate to:

Copy > **Content** > **Photo** > ✓

3 From the Content Source menu, select the setting that best matches the original photo.

4 Touch ✓ > **Copy It**.

Canceling a copy job while pages are being printed

1 From the printer control panel, touch **Cancel Job** or press ❌ on the keypad.

2 Touch the job you want to cancel, and then touch **Delete Selected Jobs**.

> **Note:** If you press ❌ on the keypad, then touch **Resume** to return to the home screen.

E-mailing

Notes:

- When using the automatic document feeder (ADF), load the original document faceup.
- When using the scanner glass, place the document facedown in the corner with the arrow.

Setting up the printer to e-mail

Configuring e-mail settings

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

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Click **Settings** > **E-mail/FTP Settings** > **E-mail Settings**.

3 Enter the appropriate information, and then click **Submit**.

Creating an e-mail shortcut

Creating an e-mail shortcut using the Embedded Web Server

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

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Click **Settings**.

3 From the Other Settings column, click **Manage Shortcuts** > **E-mail Shortcut Setup**.

4 Type a unique name for the e-mail recipient, and then type the e-mail address. If you are entering multiple addresses, then separate each address with a comma.

5 Click **Add**.

Creating an e-mail shortcut using the control panel

1 From the home screen, navigate to:

MyShortcut > **Create** > **E-mail**

2 Type a unique shortcut name, and then touch **Done**.

3 Configure the e-mail settings, and then touch **Done**.

4 Touch **E-mail Shortcuts** on the home screen to verify the shortcut.

Canceling an e-mail

- When using the ADF, touch **Cancel Job** while `Scanning` appears.
- When using the scanner glass, touch **Cancel Job** while `Scanning` appears, or while `Scan the Next Page/Finish the Job` appears.

Faxing

Notes:

- When using the automatic document feeder (ADF), load the original document faceup.
- When using the scanner glass, place the document facedown in the corner with the arrow.

Sending a fax

Sending a fax using the control panel

1 Load an original document into the ADF tray or on the scanner glass.

2 From the home screen, touch **Fax**, and then enter the fax number.

Notes:

- You can also enter the recipient using the shortcut number or address book.
- To add recipients, touch **Next number**.

3 Touch **Fax It**.

Sending a fax using the computer

1 With a document open, click **File** > **Print**.

2 Select the printer, and then click **Properties**, **Preferences**, **Options**, or **Setup**.

3 Navigate to:

Fax > **Enable fax**

4 Enter the recipient fax number or numbers.

5 If necessary, enter a prefix in the "Dialing prefix" field.

6 Select the appropriate paper size and page orientation, and then apply the changes.

Notes:

- The fax option is available for use only with the PostScript driver or the Universal Fax Driver. For information on installing these drivers, contact the place where you purchased the printer.
- The fax option must be configured and enabled in the PostScript driver under the Configuration tab before it can be used.

Sending a fax at a scheduled time

1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

2 If you are loading a document into the ADF tray, then adjust the paper guides.

3 From the home screen, navigate to:

Fax > enter the fax number > **Options** > **Delayed Send**

Note: If Fax Mode is set to Fax Server, then the Delayed Send button does not appear. Faxes waiting for transmission are listed in the fax queue.

4 Specify the time the fax will be transmitted, and then touch

.

5 Touch **Fax It**.

Note: The document is scanned, and then faxed at the scheduled time.

Creating shortcuts

Creating a fax destination shortcut using the Embedded Web Server

Assign a shortcut number to a single fax number or a group of fax numbers.

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

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Click **Settings** > **Manage Shortcuts** > **Fax Shortcut Setup**.

Note: A password may be required. If you do not have an ID and password, then contact your system support person.

3 Type a name for the shortcut, and then enter the fax number.

Notes:

- To create a multiple-number shortcut, enter the fax numbers for the group.
- Separate each fax number in the group with a semicolon (;).

4 Assign a shortcut number.

Note: If you enter a number that is already in use, then you are prompted to select another number.

5 Click **Add**.

Creating a fax destination shortcut using the printer control panel

1 From the home screen, touch **Fax**, and then enter the fax number.

Note: To create a group of fax numbers, touch **Next number**, and then enter the next fax number.

2 Touch .

3 Type a unique name for the shortcut, and then touch **Done**.

4 Verify that the shortcut name and number are correct, and then touch **OK**.

Note: If the name or number is incorrect, then touch **Cancel**, and then reenter the information.

Scanning

Notes:

- When using the automatic document feeder (ADF), load the original document faceup.
- When using the scanner glass, place the document facedown in the corner with the arrow.

Using Scan to Network

Scan to Network lets you scan your documents to network destinations specified by your system support person. After the destinations (shared network folders) have been established on the network, the setup process for the application involves installing and configuring the application on the appropriate printer using its Embedded Web Server. For more information, see "Setting up Scan to Network" on page 4.

Scanning to an FTP address

Scanning to an FTP address using the control panel

1 Load an original document into the ADF tray or on the scanner glass.

2 From the home screen, navigate to:

FTP > **FTP** > type the FTP address > **Done** > **Send It**

Notes:

- You can also enter the recipient using the shortcut number or address book.
- To add recipients, touch **Next Number**.

Scanning to a computer or flash drive

Setting up Scan to Computer

Notes:

- This feature is supported only in Windows Vista or later.
- Make sure your computer and printer are connected to the same network.

1 Open the printers folder, and then select your printer.

Note: If your printer is not in the list, then add your printer.

2 Open the printer properties, and then adjust the settings as necessary.

3 From the control panel, touch **Scan to Computer** > select the appropriate scan setting > **Send It**.

Scanning to a flash drive

1 Load an original document into the ADF tray or on the scanner glass.

2 Insert the flash drive into the USB port.

3 Select the destination folder, and then touch **Scan to USB drive**.

4 Adjust the scan settings, and then touch **Scan It**.

Clearing jams

Avoiding jams

Load paper properly

- Make sure paper lies flat in the tray.

Correct loading of paper	Incorrect loading of paper
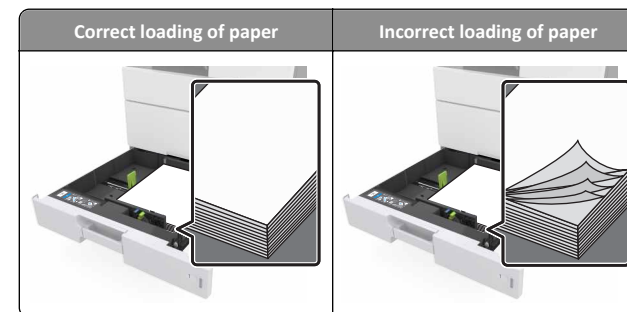
- Do not remove a tray while the printer is printing.
- Do not load a tray while the printer is printing. Load it before printing, or wait for a prompt to load it.
- Do not load too much paper. Make sure the stack height is below the maximum paper fill indicator.
- Do not slide the paper into the tray. Load paper as shown in the illustration.

- Make sure the guides in the tray or the multipurpose feeder are properly positioned and are not pressing tightly against the paper or envelopes.
- Push the tray firmly into the printer after loading paper.

Use recommended paper

- Use only recommended paper or specialty media.
- Do not load wrinkled, creased, damp, bent, or curled paper.

- Flex, fan, and straighten paper before loading it.
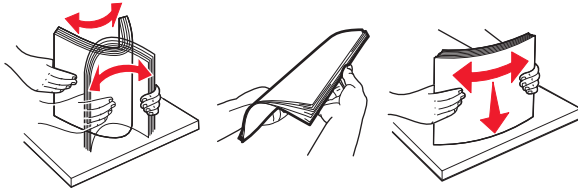
- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

Understanding jam messages and locations

When a jam occurs, a message indicating the jam location and information to clear the jam appears on the printer display. Open the doors, covers, and trays indicated on the display to remove the jam.

Notes:

- When Jam Assist is set to On, the printer flushes blank pages or pages with partial prints after a jammed page has been cleared. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages. However, the Auto setting reprints jammed pages only if adequate printer memory is available.
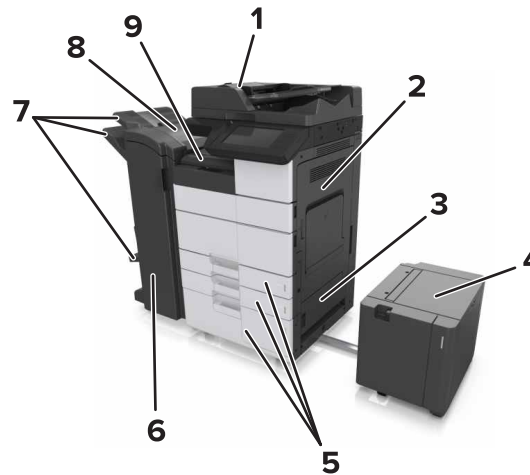
	Area name
1	Automatic document feeder (ADF)
2	Door C
3	Door D
4	Door F
5	Trays
6	Door H
7	Finisher bins
8	Door J
9	Area G

Area name	Control panel message	What to do
ADF	[x]-page jam, press latch at area E to open ADF's top cover. [28y.xx]	Open the ADF top door, and then remove the jammed paper.
Multipurpose feeder	[x]-page jam, clear jammed paper from the multipurpose feeder. [200.xx]	Remove the jammed paper from the feeder.

| Area name	Control panel message	What to do
Door C, trays	[x]-page jam, open door C and clear all jammed paper. [2yy.xx]	Open door C, and then remove the jammed paper.
	[x]-page jam, slide the 3000-sheet tray and open door C. [2yy.xx]	Pull out the tray, and then remove the jammed paper.
Door D, trays	[x]-page jam, open door D and clear all jammed paper. [24y.xx]	Open door D, and then remove the jammed paper.
	[x]-page jam, slide the 3000-sheet tray and open door D. [24y.xx]	Pull out the tray, and then remove the jammed paper.
Doors C and F	[x]-page jam, slide the 3000-sheet tray and open door F. [24y.xx]	Pull the 3000-sheet tray, and then remove the jammed paper from the side of the tray. Open door F, and then remove the jammed paper.
Area G, doors C, J, and H, finisher bin	[x] page jam, open doors G, H, and J and clear jammed paper. [4yy.xx]	Open door G, and then remove the jammed paper. Open door H, and then remove the jammed paper.
Doors C and G, finisher bin	[x]-page jam, press latch beside door G and slide finisher to the left. Leave paper in bin. [40y.xx]	Slide the staple finisher to the left, and then remove the jammed paper.
Area G, doors C, J, and H, finisher bin	[x]-page jam, open door H and rotate knob SD3 clockwise. Leave paper in bin. [426.xx–428.xx]	Open door H, and then remove the jammed paper.

[x]-page jam, clear jammed paper from multipurpose feeder. [200.xx]

1 Remove all paper from the multipurpose feeder.

2 Remove the jammed paper.

3 Open door C to remove any paper fragments.

Note: Make sure that door C does not hit any cable attached to the printer.

4 Close door C.

5 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.
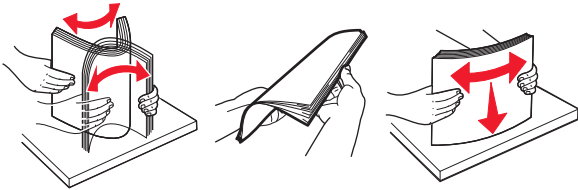
6 Reload the paper.

[x]-page jam, open door C and clear all jammed paper. [2yy.xx]

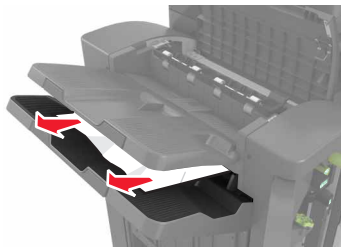**1** Open door C. Make sure that it does not hit any cable attached to the printer.
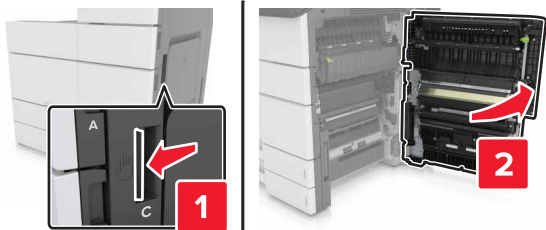
2 Remove the jammed paper from any of the following locations:

Note: Make sure that all paper fragments are removed.

⚠ **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.
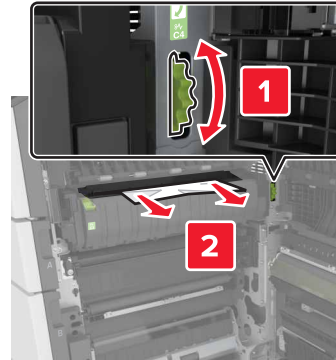
• Fuser area

• Below the fuser area
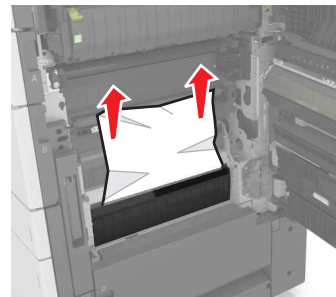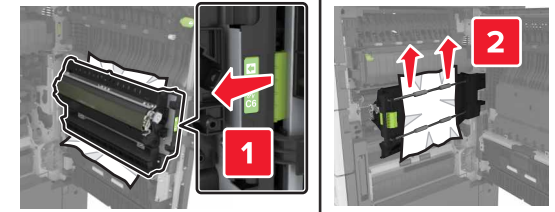
• Duplex area

• Above the duplex area
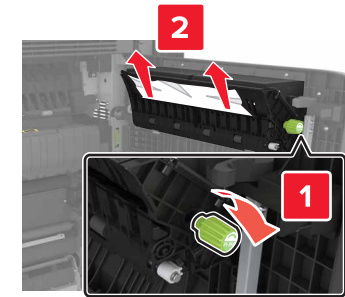
3 Open the standard trays, and then locate the jammed paper.
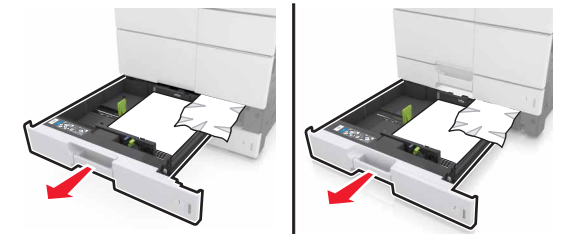
4 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

5 Close the trays and door C.

[x]-page jam, slide the 3000-sheet tray and open door C. [2yy.xx]

1 Slide the 3000-sheet tray.
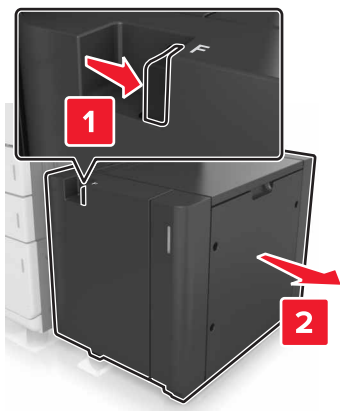
2 Open door C. Make sure that it does not hit any cable attached to the printer.

3 Remove the jammed paper from any of the following locations:

   Note: Make sure that all paper fragments are removed.

   ⚠ **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.
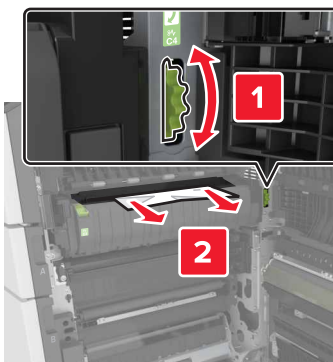
- Fuser area

- Below the fuser area
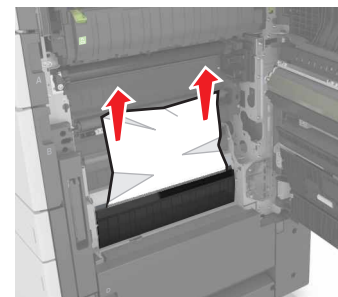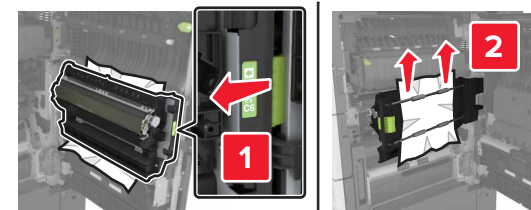
- Duplex area

- Above the duplex area
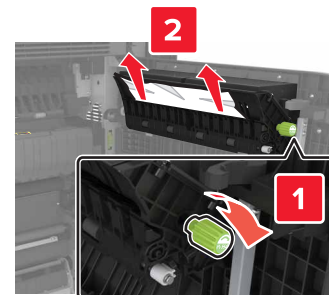
4 Open the standard trays, and then locate the jammed paper.

5 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

6 Close the trays and door C.

7 Slide the 3000-sheet tray back into place.

[x]-page jam, open door D and clear all jammed paper. [24y.xx]

1 Open door D, and then remove the jammed paper.

Note: Make sure that all paper fragments are removed.
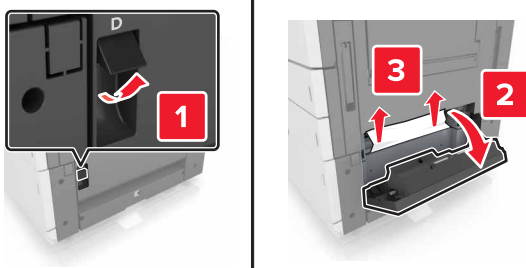
2 Open the optional tray, and then locate the jammed paper.
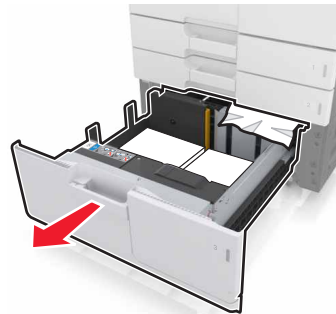
3 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.
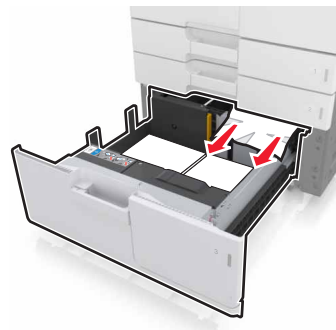
4 Close the tray and door D.

[x]-page jam, slide the 3000-sheet tray and open door D. [24y.xx]

1 Slide the 3000-sheet tray.
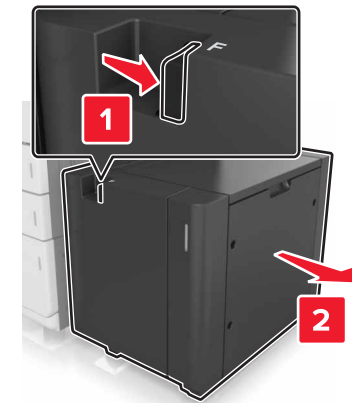
2 Open door D, and then remove the jammed paper.

Note: Make sure that all paper fragments are removed.
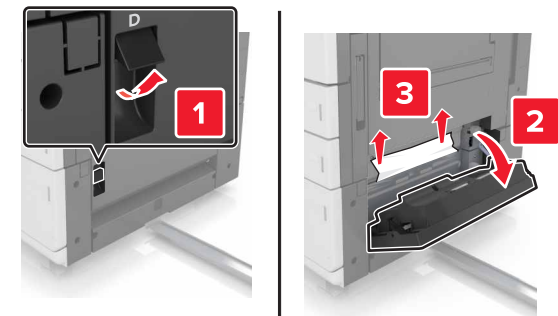
3 Open the optional tray, and then locate the jammed paper.
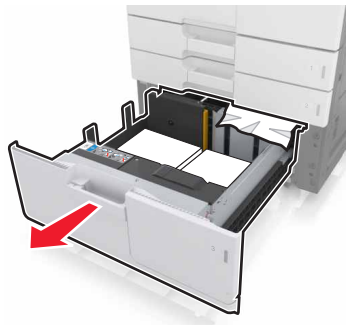
4 Remove the jammed paper.

   Note: Make sure that all paper fragments are removed.
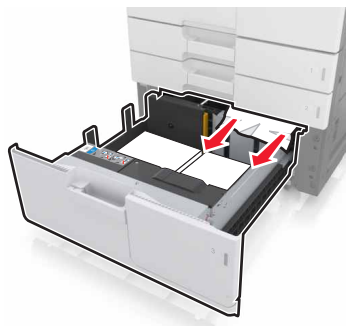
5 Close the tray and door D.

6 Slide the 3000-sheet tray back into place.

[x]-page jam, slide the 3000-sheet tray and open door F. [24y.xx]

1 Slide the 3000-sheet tray.
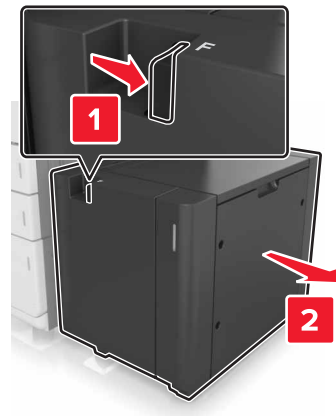
2 Remove the jammed paper.

   Note: Make sure that all paper fragments are removed.
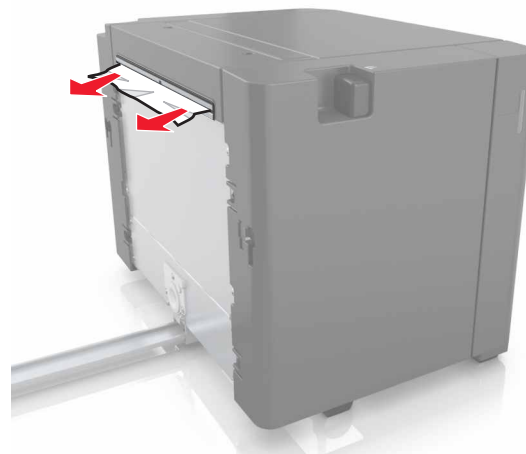
3 Open door F, and then remove the jammed paper.

   Note: Make sure that all paper fragments are removed.
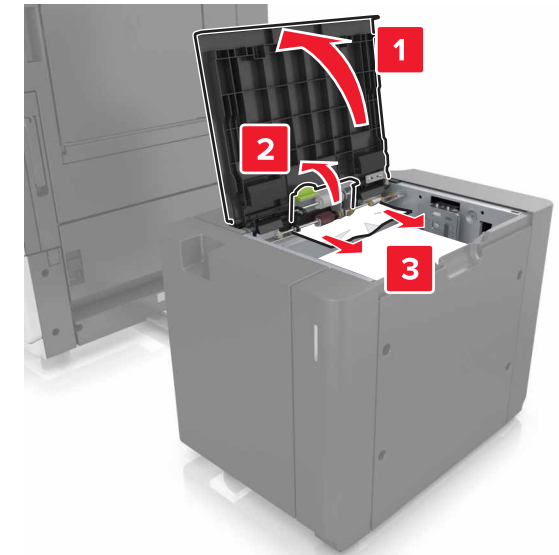
4 Close door F.

5 Open door C. Make sure that it does not hit any cable attached to the printer.

6 Remove the jammed paper from any of the following locations:

   Note: Make sure that all paper fragments are removed.

   ⚠ **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.
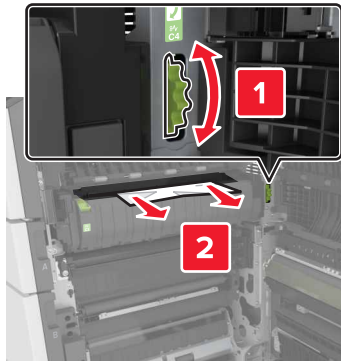
- Fuser area

- Below the fuser area
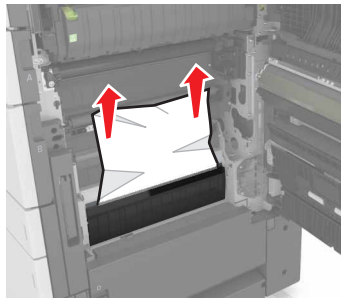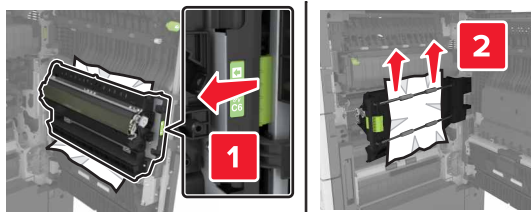
- Duplex area

- Above the duplex area
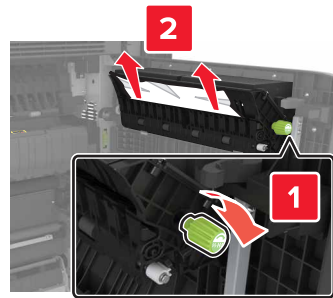
7 Close door C, and then slide the 3000-sheet tray back into place.

[x]-page jam, open doors G, H, and J and clear jammed paper. Leave paper in bin. [4yy.xx]

1 Open door G, and then remove the jammed paper.

Note: Make sure that all paper fragments are removed.
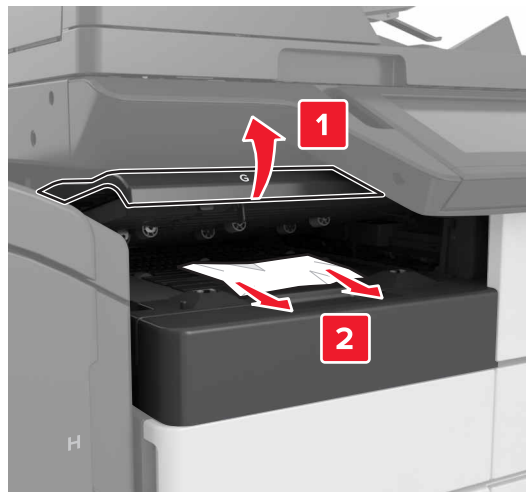
2 Open door J, and then lift handle J1 to its upright position.
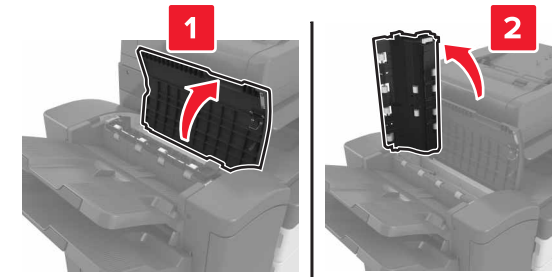
3 Open door H.
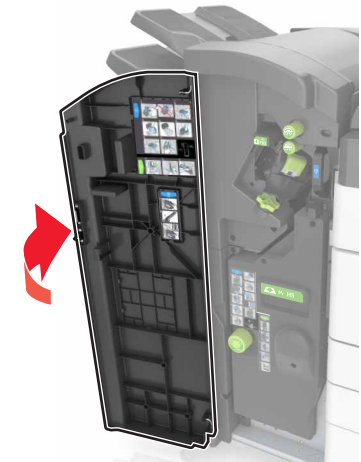
4 Remove the jammed paper from any of the following locations:

Note: Make sure that all paper fragments are removed.

- Door J

Note: If there is a jammed paper between the finisher bins, then remove the paper.

- Areas H1 and H2
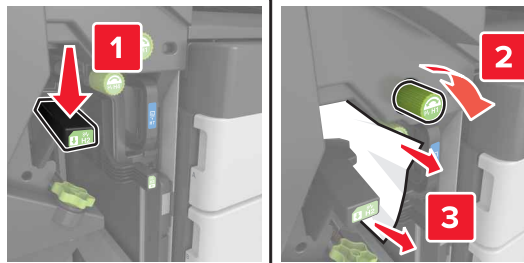
- Areas H3 and H4
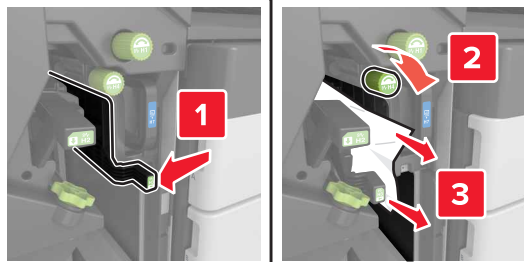
- Area H6
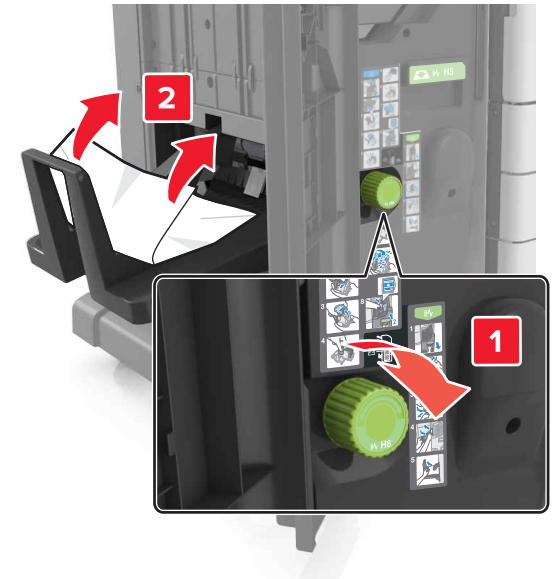
5 Close Door H.

6 Open door C, and then remove the jammed paper.

   Note: Make sure that door C does not hit any cable attached to the printer.
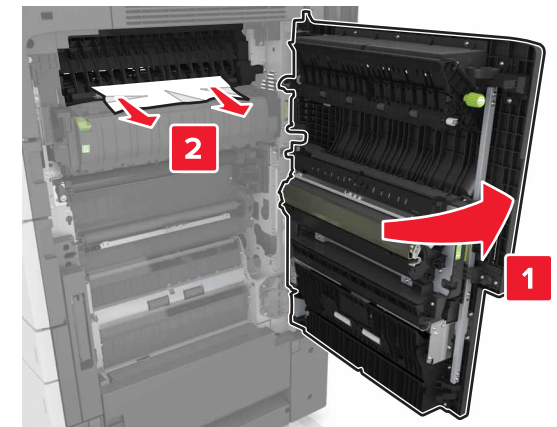
Notes:

- Make sure that all paper fragments are removed.
- If the 3000-sheet tray is installed, then slide the tray to the right to open the door.

7 Close door C.

[x]-page jam, press latch to access area G. Leave paper in bin. [40y.xx]

1 Remove all paper from the staple finisher bin.
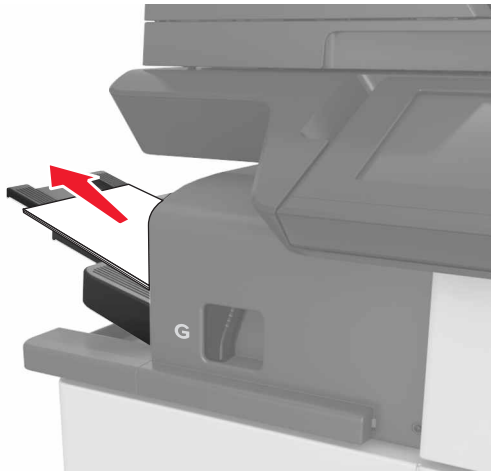
2 Press the latch and slide the staple finisher to the left, and then remove the jammed paper.
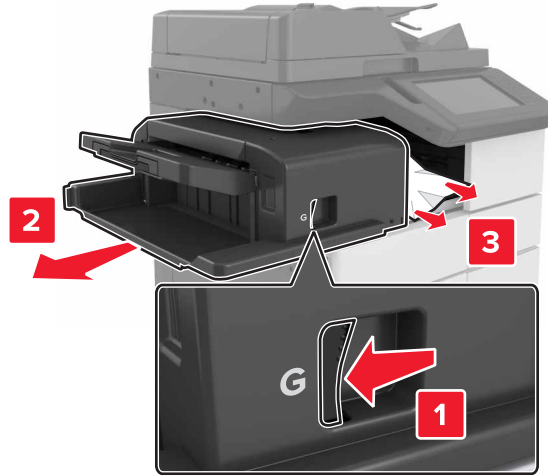
Notes:

- Make sure that all paper fragments are removed.
- If necessary, turn spinner wheel G1 downward to feed jammed paper into the finisher bin, and then remove the paper.
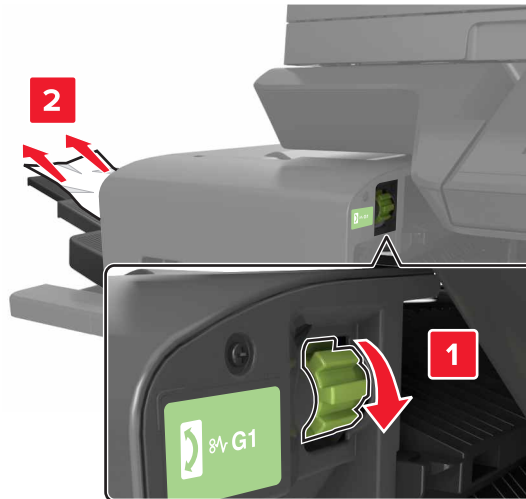
3 Slide the finisher back into place.
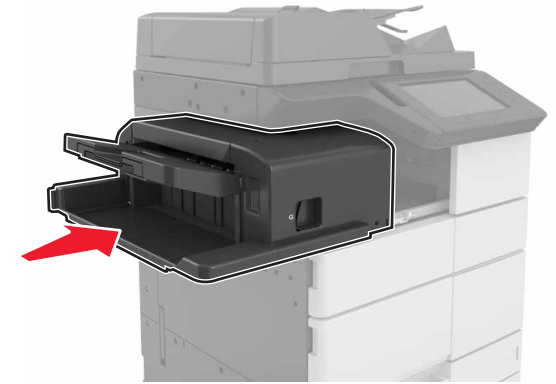
4 Open door C, and then remove the jammed paper.

⚠ **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.
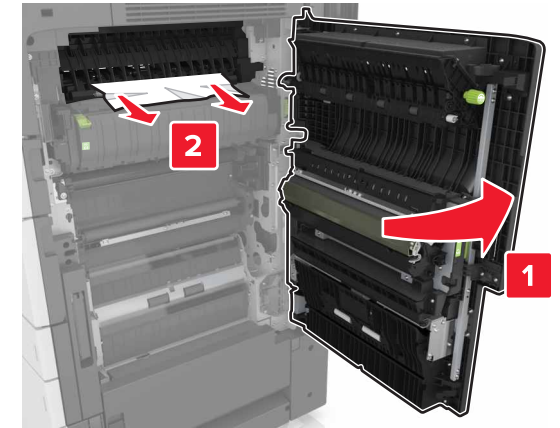
Notes:

- Make sure that door C does not hit any cable attached to the printer.
- Make sure that all paper fragments are removed.
- If the 3000-sheet tray is installed, then slide the tray to the right to open the door.

5 Close door C.

[x]-page jam, press latch to access area G and clear jammed staples. Leave paper in bin. [402.93]

1 Remove all paper from the staple finisher bin.
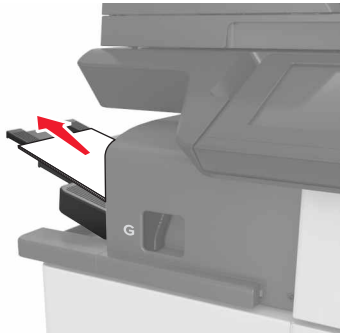
2 Press the latch on the staple finisher, and then slide the finisher to the left.
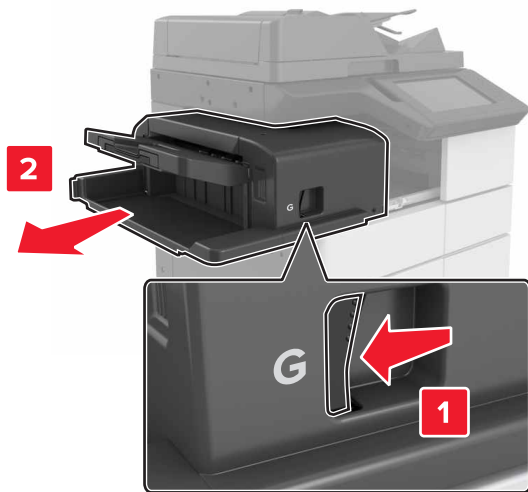
3 Remove the staple cartridge holder.
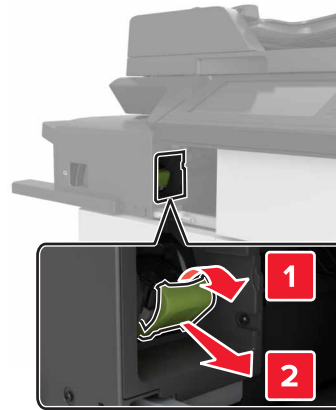
4 Use the metal tab to lift the staple guard, and then remove any loose staples.
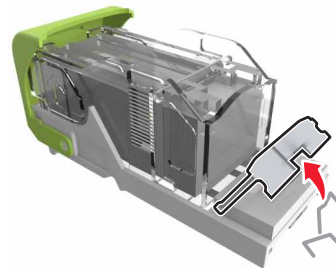
5 Press the staple guard down until it *clicks* into place.
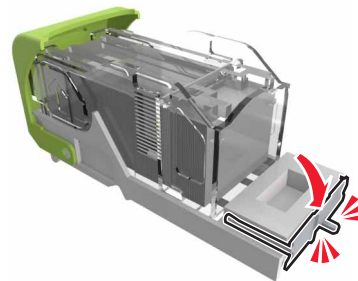
6 Press the staples against the metal bracket.

Note: If the staples are at the rear of the cartridge, then shake the cartridge downward to bring the staples near the metal bracket.
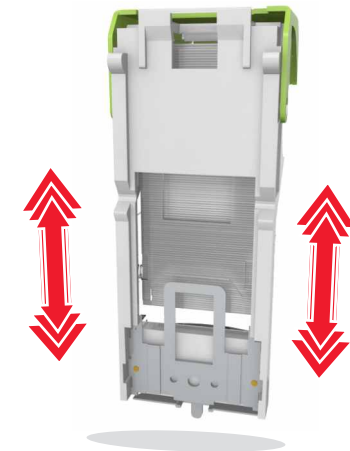
7 Push the cartridge holder into the finisher until the holder *clicks* into place.
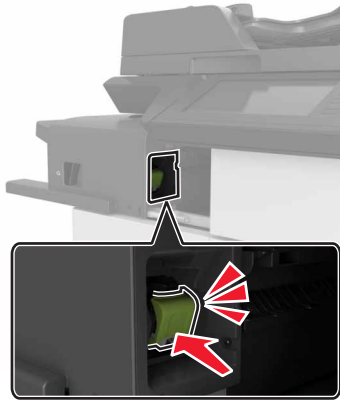
8 Slide the finisher back into place.
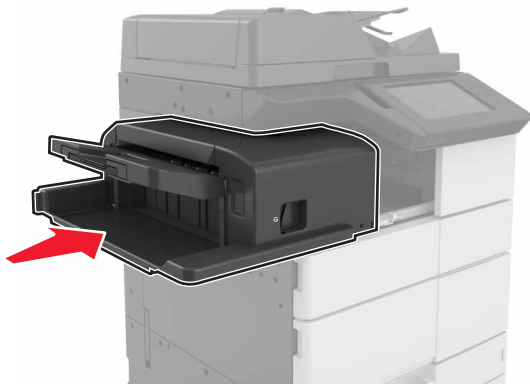
[x]-page jam, open door H and rotate knob H6 clockwise. Leave paper in bin. [426.xx–428.xx]

If the jammed paper is located under door G, then open the door and remove the paper.
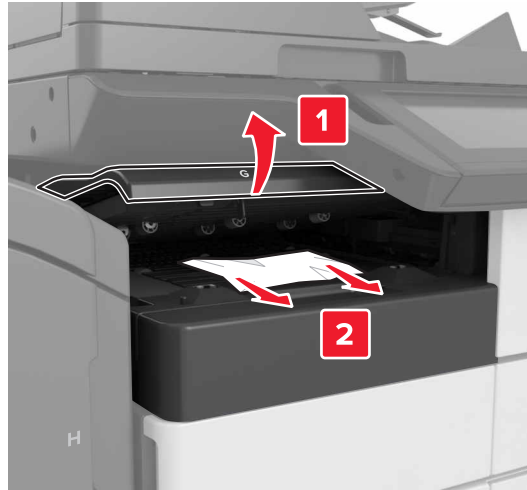
1 Open door J, and then lift handle J1.
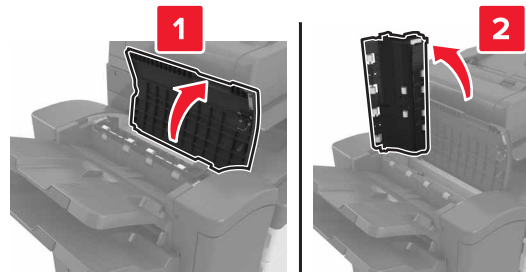
2 Open door H.

3 Remove the jammed paper from any of the following locations:

Note: Make sure that all paper fragments are removed.

• Door J
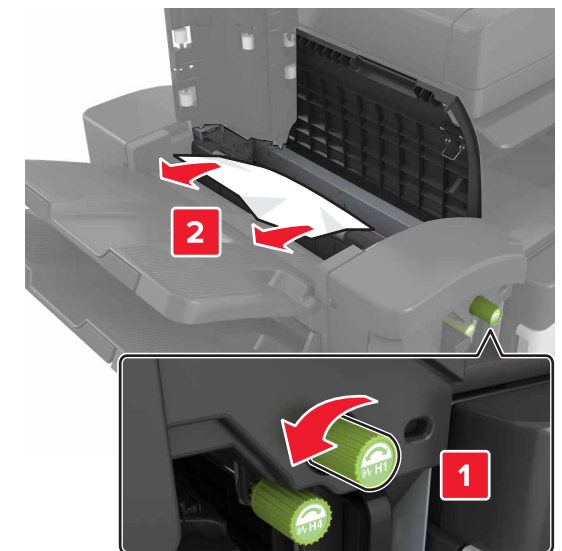
Note: If there is a jammed paper between the finisher bins, then remove the paper.
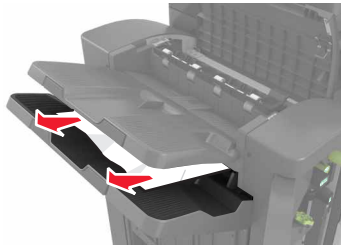
- Areas H1 and H2

- Areas H3 and H4
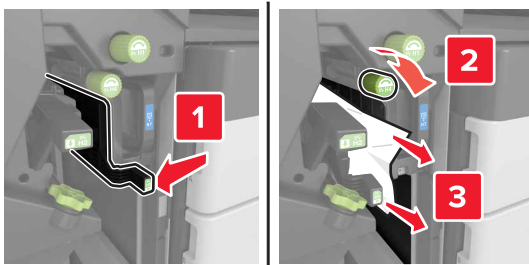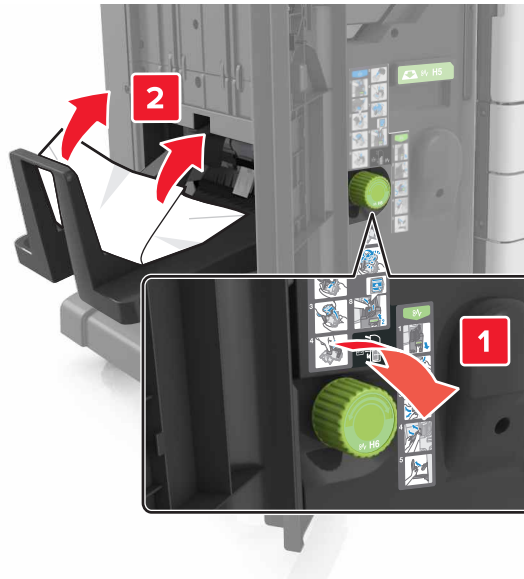
- Area H6

4 Using handle H5, pull out the booklet maker.
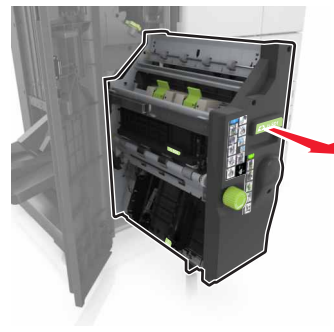
5 Remove the jammed paper from any of the following locations:

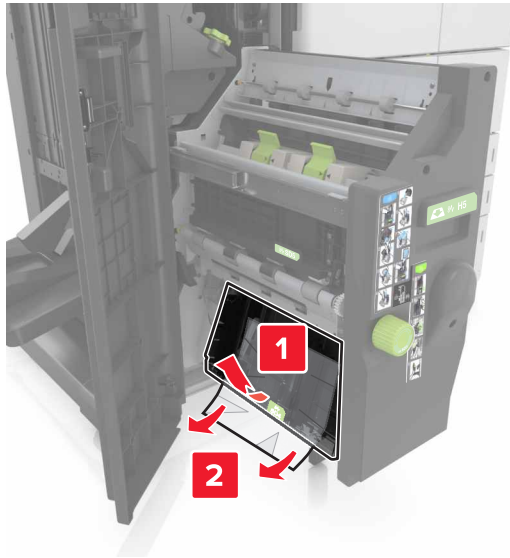   **Note:** Make sure that all paper fragments are removed.
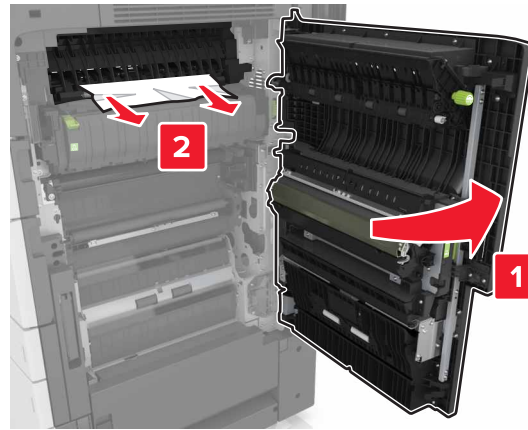
- Area H8
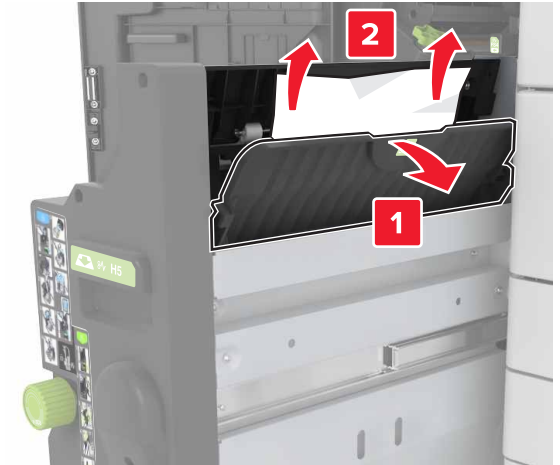
- Area H9
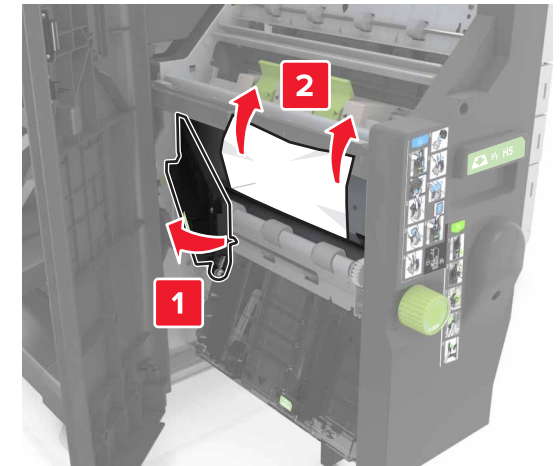
- Area H10

6 Push the booklet maker back into place.

7 Close door H.

8 Open door C, and then remove the jammed paper.

⚠ **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.
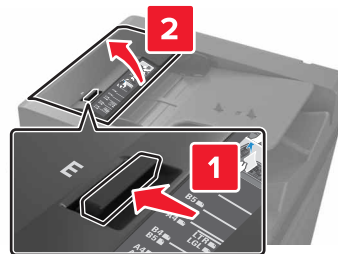

Notes:

- Make sure that door C does not hit any cable attached to the printer.
- Make sure that all paper fragments are removed.
- If the 3000-sheet tray is installed, then slide the tray to the right to open the door.
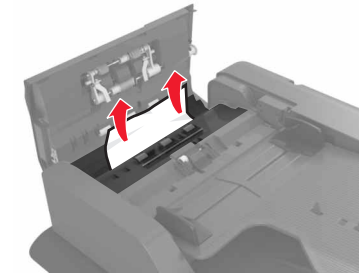
9 Close door C.

[x]-page jam, press latch at area E to open ADF's top cover. [28y.xx]

1 Remove all original documents from the ADF tray.
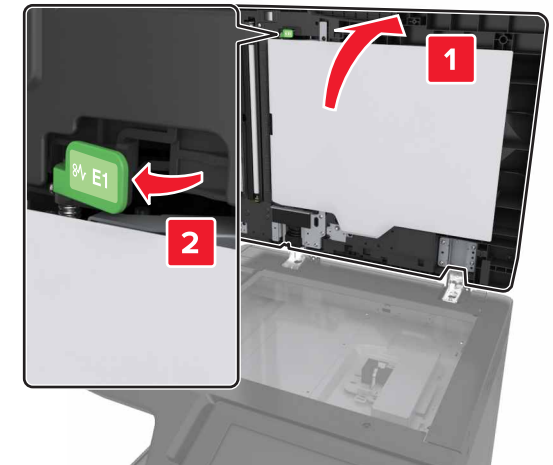
2 Open the top ADF top cover.

3 Remove jammed paper.

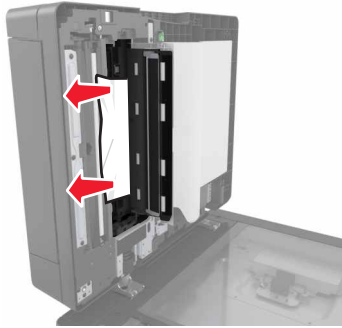**Note:** Make sure that all paper fragments are removed.

4 Close the cover.

5 Open the scanner cover, and then open the bottom ADF door.
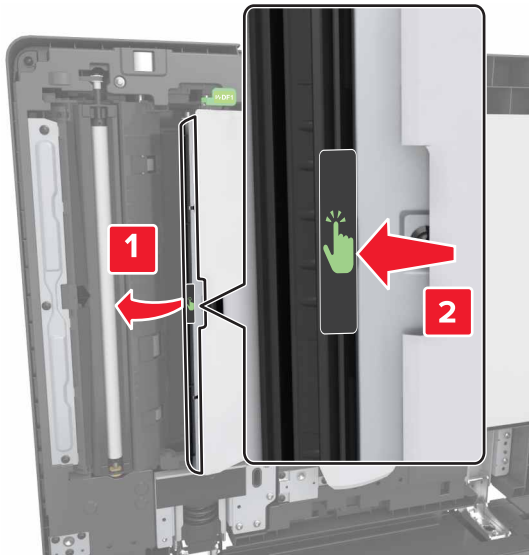

6 Remove jammed paper.

Note: Make sure that all paper fragments are removed.

7 Close the door.

8 Close the scanner cover.