Quick Reference

Copying

Making copies
1 Load an original document into the ADF tray or on the scanner glass.
   Note: To avoid a cropped image, make sure that the original document and output have the same paper size.
2 From the home screen, touch Copy, and then specify the number of copies.
   If necessary, adjust the copy settings.
3 Copy the document.

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

Copying on both sides of the paper
1 Load an original document into the ADF tray or on the scanner glass.
2 From the home screen, touch Copy > Sides.
3 Adjust the settings.
4 Copy the document.

Copying multiple pages onto a single sheet
1 Load an original document into the ADF tray or on the scanner glass.
2 From the home screen, touch Copy > Pages per Side.
3 Adjust the settings.
4 Copy the document.

Faxing

Sending a fax

Using the control panel
1 Load the original document into the ADF tray or on the scanner glass.
2 From the control panel, select Fax, and then enter the needed information.
3 If necessary, configure other fax settings.
4 Fax the document.

Using the computer
Note: Make sure that the Universal Fax driver is installed.

For Windows users
1 From the document that you are trying to fax, open the Print dialog.
2 Select the printer, and then click Properties, Preferences, Options, or Setup.
3 Click Fax > Enable fax, and then enter the recipient number.
4 If necessary, configure other fax settings.
5 Fax the document.

For Macintosh users
1 With a document open, choose File > Print.
2 Select the printer, and then enter the recipient number.
3 If necessary, configure other fax settings.
4 Fax the document.

E-mailing

Sending an e-mail
1 Load an original document into the ADF tray or on the scanner glass.
2 From the control panel, select E-mail, and then enter the needed information.
   For non-touch-screen printer models, press #, and then enter the shortcut number using the keypad.
   Note: You can also enter the recipient using the address book.
3 If necessary, configure the output file type settings.
4 Send the e-mail.

Printing

Printing from a computer
Note: For labels, card stock, and envelopes, set the paper size and type in the printer before printing the document.
1 From the document that you are trying to print, open the Print dialog.
2 If necessary, adjust the settings.
3 Print the document.

Printing from a mobile device

Printing from a mobile device using Google Cloud Print
Google Cloud Print™ is a printing service that allows you to print to any Google Cloud Print-ready printer.
Before you begin, make sure that:
- The printer is registered to the Google Cloud Print server.
- The Cloud Print plugin is downloaded from the Google Play™ store and is enabled in the mobile device.

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- The printer is registered to the Google Cloud Print server.
- The Cloud Print plugin is downloaded from the Google Play™ store and is enabled in the mobile device.
From your Android™ mobile device, open a document or select a document from your file manager.

2 Tap > Print.

3 Select a printer, and then tap .

Printing from a mobile device using Mopria Print Service

Mopria® Print Service is a mobile printing solution for mobile devices running on Android version 4.4 or later. It allows you to print directly to any Mopria-certified printer.

Note: Make sure that you download the Mopria Print Service application from the Google Play store and enable it in the mobile device.

1 From your Android mobile device, launch a compatible application or select a document from your file manager.

2 Tap > Print.

3 Select a printer, and then adjust the settings, if necessary.

4 Tap .

Printing from a mobile device using AirPrint

AirPrint is a mobile printing solution that allows you to print directly from Apple devices to an AirPrint-certified printer.

Notes:
• This application is supported only in some Apple devices.
• This application is supported only in some printer models.

1 From the home screen of your mobile device, launch a compatible application.

2 Select an item to print, and then tap the share icon.

3 Tap Print, and then select a printer.

4 Print the document.

Printing confidential and other held jobs

For Windows users

1 With a document open, click File > Print.

2 Click Properties, Preferences, Options, or Setup.

3 Click Print and Hold.

4 Select Use Print and Hold, and then assign a user name.

5 Select the print job type (Confidential, Repeat, Reserve, or Verify).

If the print job is confidential, then enter a four-digit PIN.

6 Click OK or Print.

7 From the printer home screen, release the print job.

• For confidential print jobs, navigate to:
  Held jobs > select your user name > Confidential > enter the PIN > select the print job > configure the settings > Print

• For other print jobs, navigate to:
  Held jobs > select your user name > select the print job > configure the settings > Print

For Macintosh users

1 With a document open, choose File > Print.

If necessary, click the disclosure triangle to see more options.

2 From the print options or Copies & Pages menu, choose Job Routing.

3 Select the print job type (Confidential, Repeat, Reserve, or Verify).

If the print job is confidential, then assign a user name and a four-digit PIN.

4 Click OK or Print.

5 From the printer home screen, release the print job.

• For confidential print jobs, navigate to:
  Held jobs > select your user name > Confidential > enter the PIN > select the print job > configure the settings > Print

• For other print jobs, navigate to:
  Held jobs > select your user name > select the print job > configure the settings > Print

Printing from a mobile device using Wi-Fi Direct®

Wi-Fi Direct® is a printing service that lets you print to any Wi-Fi Direct-ready printer.

Note: Make sure that the mobile device is connected to the printer wireless network. For more information, see “Connecting a mobile device to the printer wireless network” on page 6.

1 From your mobile device, launch a compatible application or select a document from your file manager.

2 Depending on your mobile device, do one of the following:
   • Tap > Print.
   • Tap > Print.
   • Tap > Print.

3 Select a printer, and then adjust the settings, if necessary.

4 Print the document.
## Maintaining the printer

### Replacing a print cartridge

**Note:** If the tray is extended, then remove it before replacing a cartridge.

1. Open the front door, and then firmly push it down.

2. Pull out the print cartridge tray.

3. Remove the used print cartridge.

4. Unpack the new print cartridge.

   **Warning—Potential Damage:** Do not expose the underside of the print cartridge to direct light. Extended exposure to light may cause print quality problems.

   **Warning—Potential Damage:** Do not touch the underside of the print cartridge. Doing so may affect the quality of future print jobs.

5. Insert the new print cartridge.

6. Insert the print cartridge tray, and then close the door.
Cleaning the scanner

1 Open the scanner cover.

2 Using a damp, soft, lint-free cloth, wipe the following areas:
   • ADF glass
   • ADF glass pad
   • Scanner glass
   • Scanner glass pad

3 Close the scanner cover.

Loading the tray

1 Remove the tray.

Note: To avoid paper jams, do not remove the tray while the printer is busy.
2 Flex, fan, and align the paper edges before loading.

3 Load the paper stack with the printable side faceup.

Notes:
- Load letterhead faceup with the header toward the back of the tray for one-sided printing.
- Load letterhead facedown with the header toward the front of the tray for two-sided printing.
- Do not slide paper into the tray.
- To avoid paper jams, make sure that the stack height is below the maximum paper fill indicator.

4 Adjust the guides to match the size of the paper that you are loading.

5 Insert the tray.

If necessary, set the paper size and paper type from the control panel to match the paper loaded.

Loading the manual feeder
1 Adjust the guide to match the size of the paper that you are loading.

2 Load a sheet of paper with the printable side faceup.
- Load letterhead with the printable side faceup and the top edge entering the printer first for one-sided printing.
• Load letterhead with the printable side facedown and the top edge entering the printer last for two-sided printing.

• Load envelope with the flap side down and against the right side of the paper guide.

3 Feed the paper until its leading edge gets pulled in.

Warning—Potential Damage: To avoid paper jams, do not force paper into the manual feeder.

Setting the paper size and type
1 From the home screen, navigate to:
   Settings > Paper > Tray Configuration > Paper Size/Type > select a paper source
2 Set the paper size and type.

Connecting a mobile device to the printer wireless network
1 Enable Wi-Fi Direct in the printer. From the home screen, touch Settings > Network/Ports > Wireless > Enable Wi-Fi Direct.

Notes:
• The Wi-Fi Direct SSID and password are generated automatically. To view the Wi-Fi Direct SSID and password, go to the Wi-Fi Direct menu.
• You can also change the SSID and password, if necessary.
2 Connect your mobile device to the printer wireless network.

Clearing jams

Identifying jam locations

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.

<table>
<thead>
<tr>
<th>Jam locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Automatic document feeder (ADF)</td>
</tr>
<tr>
<td>2 Standard bin</td>
</tr>
<tr>
<td>3 Manual feeder</td>
</tr>
<tr>
<td>4 Tray</td>
</tr>
<tr>
<td>5 Rear door</td>
</tr>
</tbody>
</table>
Paper jam in the tray

1 Remove the tray and the manual feeder.

2 Remove the jammed paper.
   Note: Make sure that all paper fragments are removed.

3 Insert the manual feeder and the tray.

4 Open the rear door.

   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.

5 Remove the jammed paper.
   Note: Make sure that all paper fragments are removed.

6 Close the door.

Paper jam in the manual feeder

1 Remove the tray and the manual feeder.

2 Remove the jammed paper.
   Note: Make sure that all paper fragments are removed.
3 Insert the manual feeder and the tray.

**Paper jam in the rear door**

1 Open the rear door.

![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.]

2 Remove the jammed paper from any of the following areas:

   **Note:** Make sure that all paper fragments are removed.
3 Close the door.

**Paper jam in the automatic document feeder**

1 Remove all original documents from the ADF tray.
2 Open the ADF cover.
3 Remove the jammed paper.

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

4 Close the ADF cover.