# 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** > **Paper Setup**.

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 home screen, touch **Fax**, and then enter the needed information.

3 If necessary, configure other fax settings.

4 Send the fax job.

#### Using the computer

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

**For Windows users**

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

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 Send the fax job.

**For Macintosh users**

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

2 Select the printer and enter the recipient number.

3 If necessary, configure other fax settings.

4 Send the fax job.

## E-mailing

### Sending an e-mail

#### Using the control panel

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

2 From the home screen, touch **E-mail**, and then enter the needed information.

 **Note:** You can also enter the recipient using the address book or shortcut number.

3 If necessary, configure the output file type settings.

4 Send the e-mail.

#### Using the shortcut number

1 From the control panel, press **#**, and then enter the shortcut number using the keypad.

2 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 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**

## Canceling a print job

### From the printer control panel

**1** From the home screen, touch **Job Queue**.

**Note:** You can also access this setting by touching the top section of the home screen.

**2** Select the job to cancel.

### From the computer

**1** Depending on the operating system, do either of the following:

- Open the printers folder, and then select your printer.
- From the System Preferences in the Apple menu, navigate to your printer.

**2** Select the job to cancel.
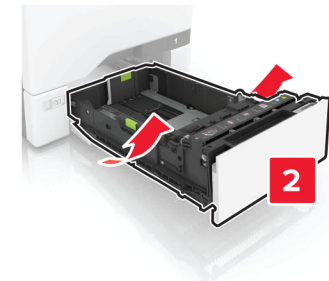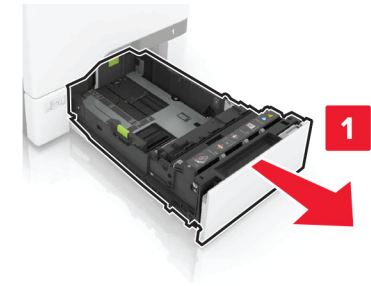
# Loading paper

## Loading trays

> **CAUTION—TIPPING HAZARD:** To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.
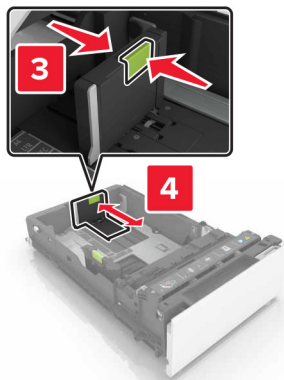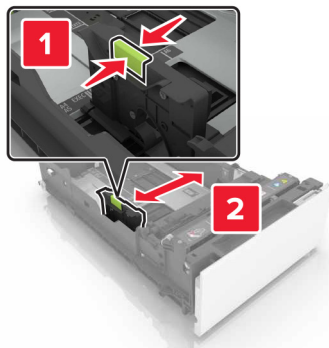
**1** Remove the tray.

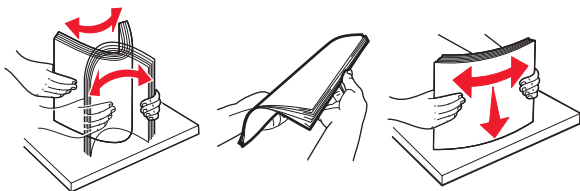**Note:** To avoid jams, do not remove trays while the printer is busy.





**2** Adjust the guides to match the size of the paper you are loading.

**Note:** Use the indicators on the bottom of the tray to position the guides.

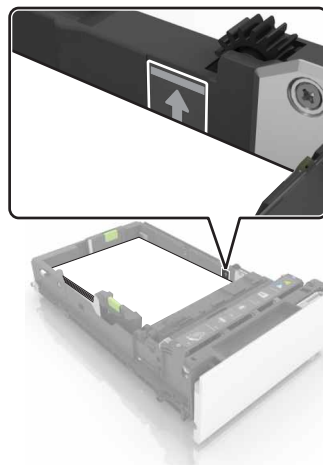**3** Flex, fan, and align the paper edges before loading.



**4** Load the paper stack with the printable side faceup.

**Notes:**

- For one-sided printing, load letterhead faceup with the header toward the front of the tray.
- For two-sided printing, load letterhead facedown with the header toward the back of the tray.

- Do not slide paper into the tray.
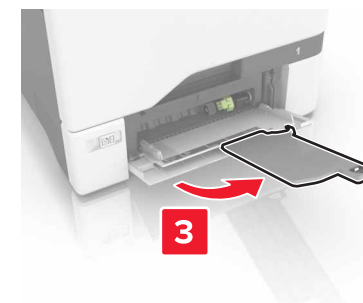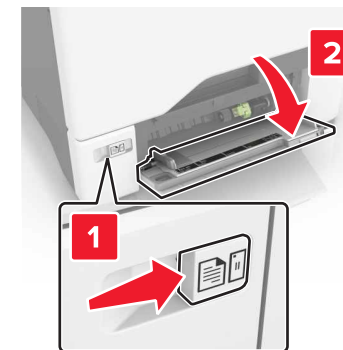- Make sure that the stack height is below the maximum paper fill indicator. Overfilling may cause paper jams.
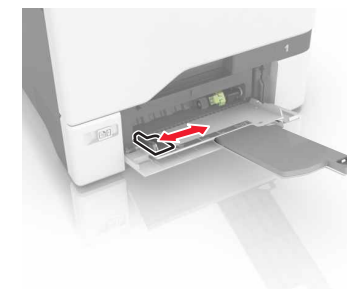


**5** Insert the tray.

If necessary, set the paper size and type 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, fan, and align the paper edges before loading.
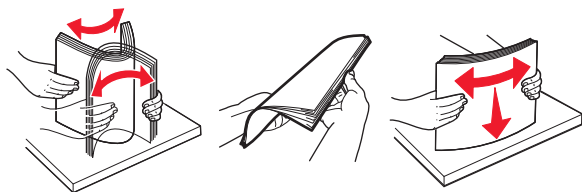


**4** Load the paper.

- Load paper and card stock with the printable side facedown and the top edge entering the printer first.



- Load envelopes with the flap side up and against the right side of the paper guide. Load European envelopes with the flap entering the printer first.
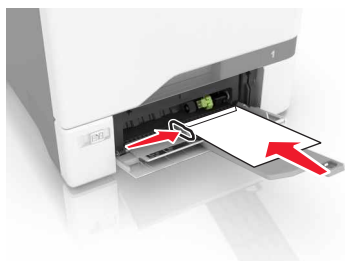




**Warning—Potential Damage:** Do not use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives.

**5** From the Paper Menu in the control panel, set the paper size and type to match the paper loaded in the tray.

## Setting the size and type of the specialty media

The trays automatically detect the size of plain paper. For specialty media like labels, card stock, or envelopes, do the following:

**1** From the home screen, navigate to:

**Settings** > **Paper** > **Tray Configuration** > **Paper Size/Type** > select a paper source

**2** Set the size and type of the specialty media.

# Maintaining the printer

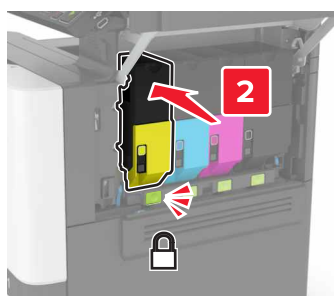## Replacing a toner cartridge

**1** Open door B.
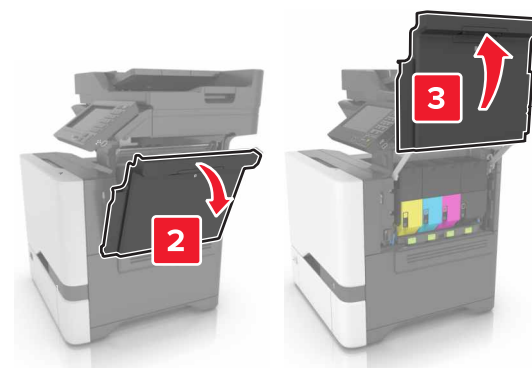
**2** Remove the toner cartridge.
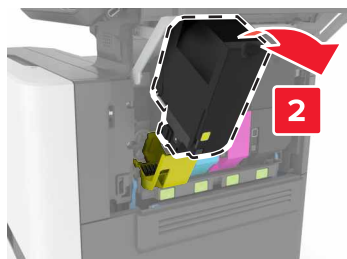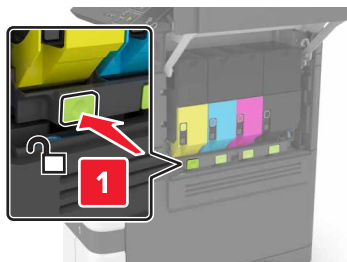




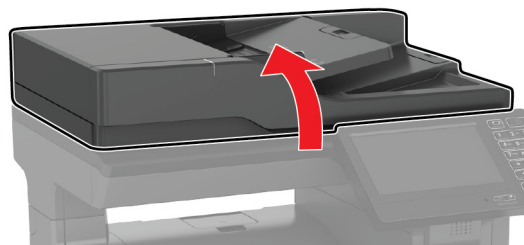**3** Unpack the new toner cartridge.

**4** Insert the new toner cartridge.





**5** Close door B.

## Cleaning the scanner
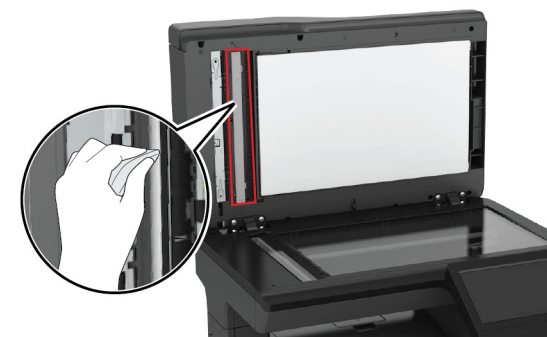
**1** Open the scanner cover.



**2** Using a damp, soft, lint-free cloth, wipe the following areas:

- ADF glass



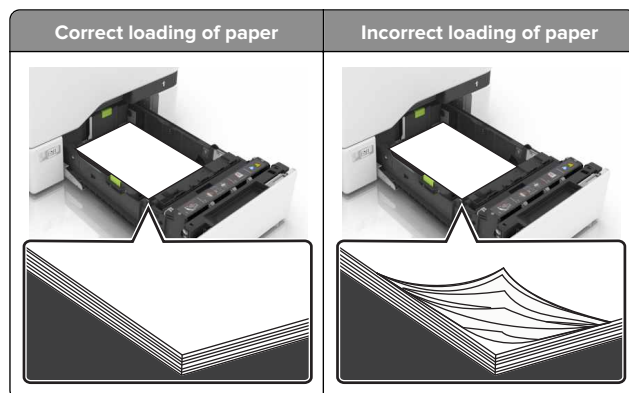- ADF glass pad



- Scanner glass

- Scanner glass pad



**3** Close the scanner cover.

# Clearing jams

## Avoiding jams

### Load paper properly

- Make sure that the paper lies flat in the tray.

| Correct loading of paper | Incorrect loading of paper |
| --- | --- |
|  |  |

- Do not load or remove a tray while the printer is printing.
- Do not load too much paper. Make sure that the stack height is below the maximum paper fill indicator.

- Do not slide paper into the tray. Load paper as shown in the illustration.



- Make sure that the paper guides are positioned correctly 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 paper that is wrinkled, creased, damp, bent, or curled.
- Flex, fan, and align the paper edges before loading.
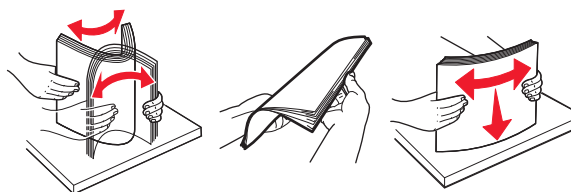


- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.
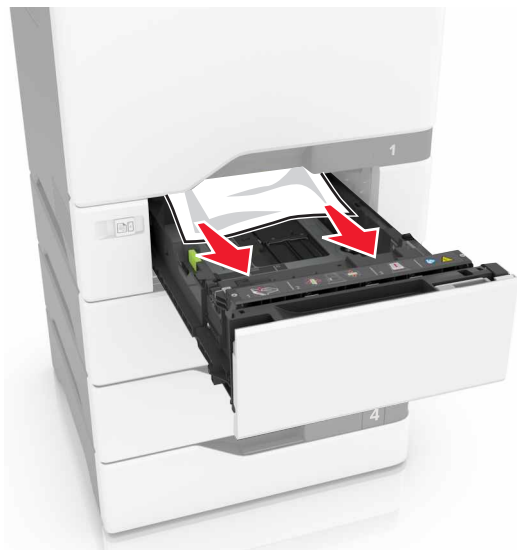
## Paper jam in trays

**1** Pull out the tray.



**Warning—Potential Damage:** A sensor inside the optional tray is easily damaged by static electricity. Touch a metal surface before removing the jammed paper in the tray.
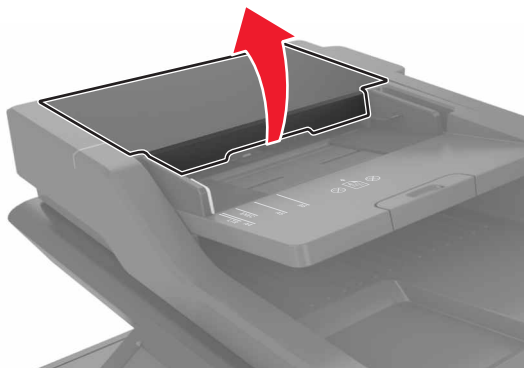
**2** Remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.
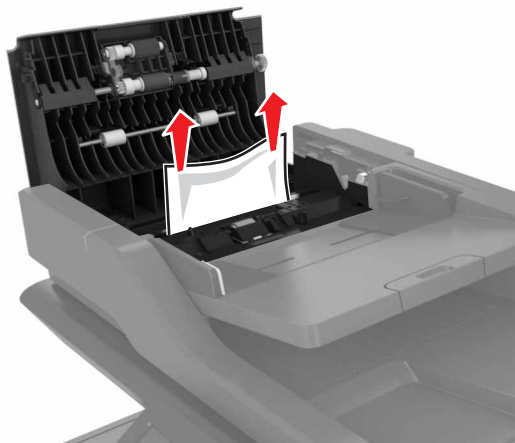
**3** Insert the tray.

## Paper jam behind door E

**1** Open door E.



**2** Remove the jammed paper.

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


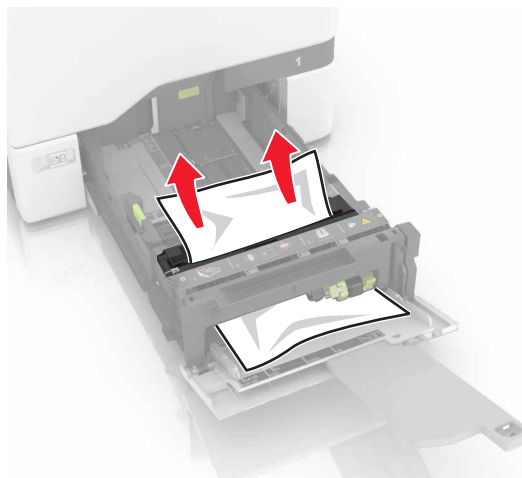
**3** Close door E.

## Paper jam in the multipurpose feeder

**1** Remove paper from the multipurpose feeder.

**2** Pull out the tray.

**3** Remove the jammed paper.

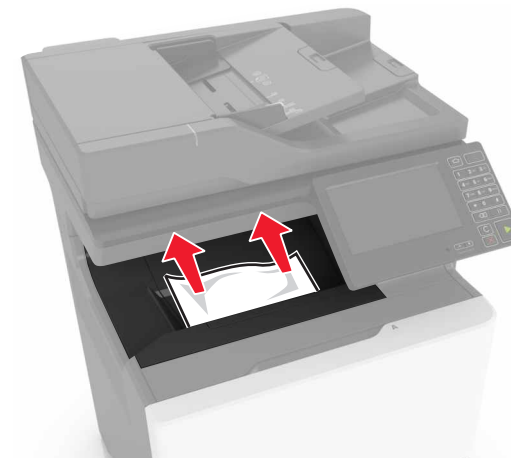**Note:** Make sure that all paper fragments are removed.



**4** Insert the tray.

## Paper jam in the standard bin

**1** Remove the jammed paper.

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



**2** Open doors A and D, and then remove any paper fragments.

⚠ **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.
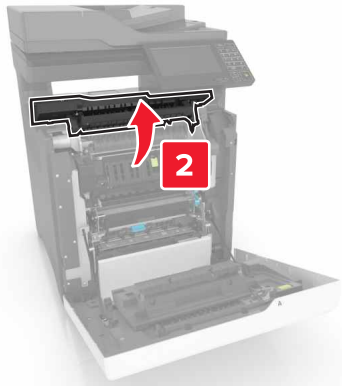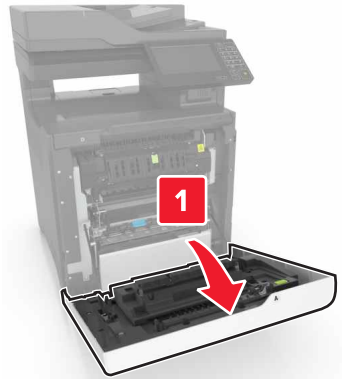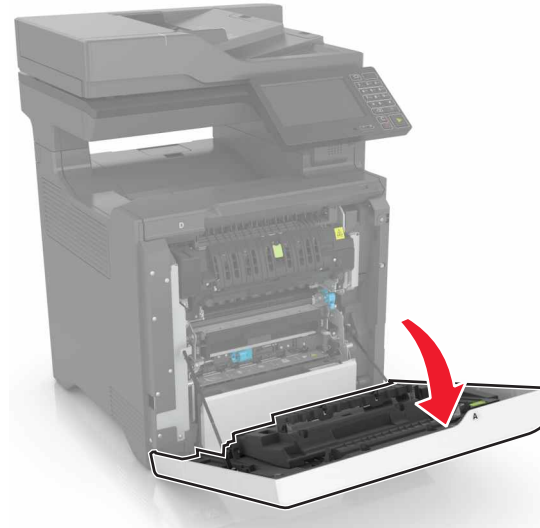
**3** Close doors D and A.

## Paper jam in door A

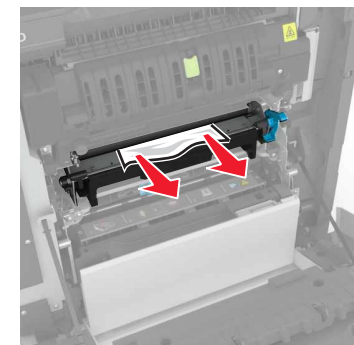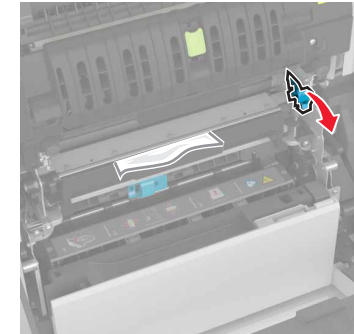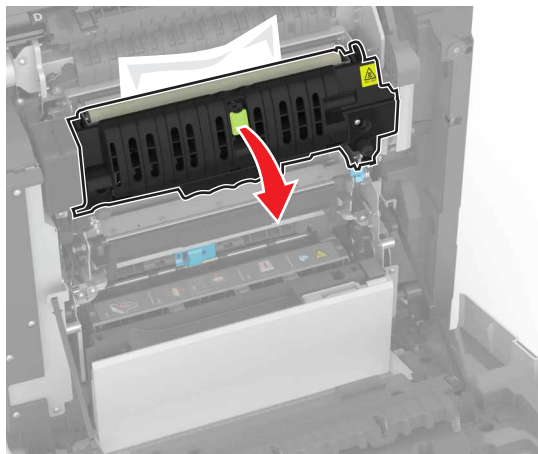### Paper jam in the fuser

**1** Open door A.

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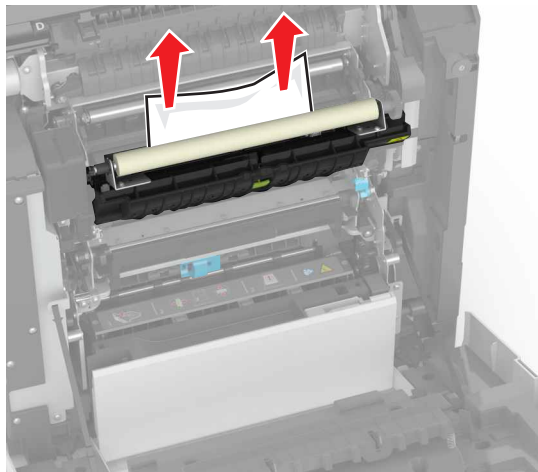
**Note:** Make sure that all paper fragments are removed.

**3** Open the fuser access door.



**4** Remove the jammed paper.

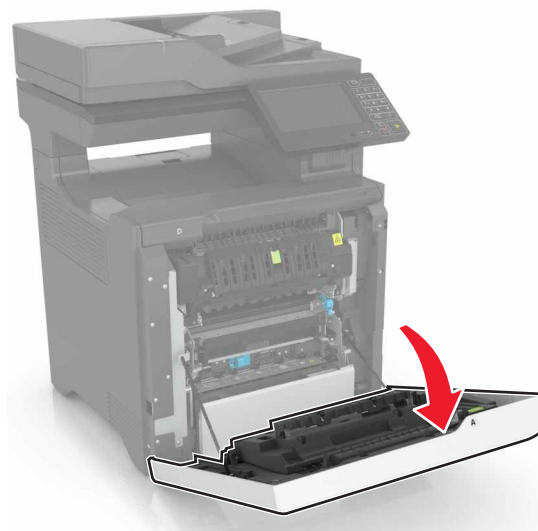**Note:** Make sure that all paper fragments are removed.
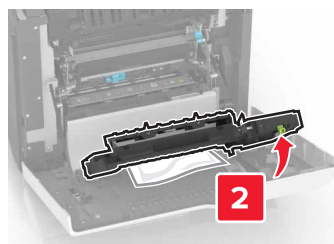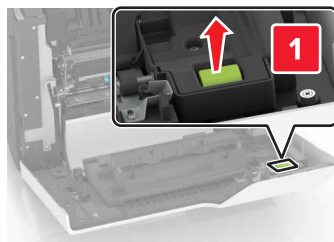


**5** Close door A.

## Paper jam in the duplex unit

**1** Open door A.

⚠ **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.
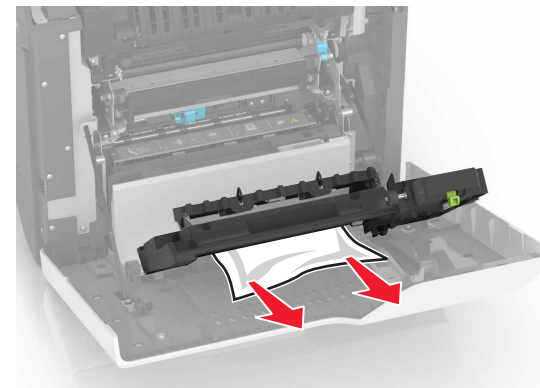


**2** Open the duplex cover.



**3** Remove the jammed paper.

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



**4** Close the duplex cover and door A.