

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.

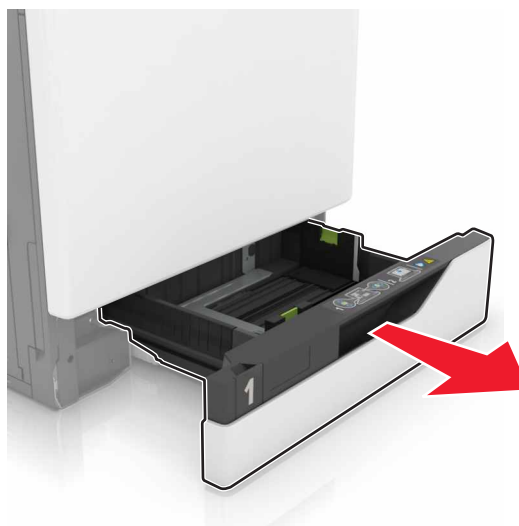
Loading paper

Loading trays

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

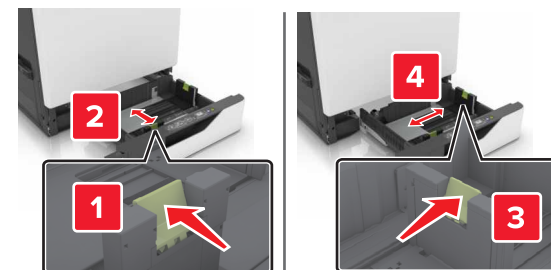
- 1 Pull out the tray.

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

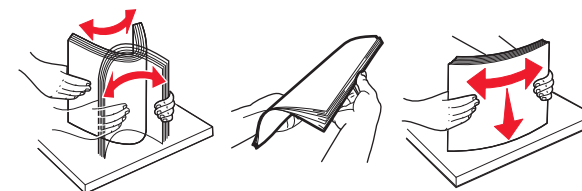


- 2 Adjust the guides to match the size of the paper that you are loading.

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



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



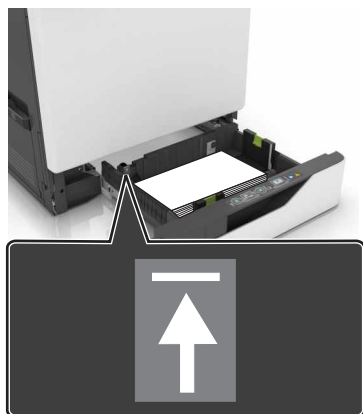
- 4 Load the paper with the printable side faceup.

Note: Load envelopes only in the optional envelope tray.

Warning—Potential Damage: Do not use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives in the optional envelope tray.

Notes:

- Load letterhead faceup with the header on the left side of the tray for one-sided printing.
- Load letterhead facedown with the header on the right side of the tray for two-sided printing.
- Load letterhead faceup with the header on the right side of the tray for one-sided print jobs that require finishing.
- Load letterhead facedown with the header on the left side of the tray for two-sided print jobs that require finishing.
- Load pre-punched paper with the holes toward the front or left side of the tray.
- Load envelopes with the flap side down and against the back side of the tray. Load European envelopes with the flap side down and against the left side 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.

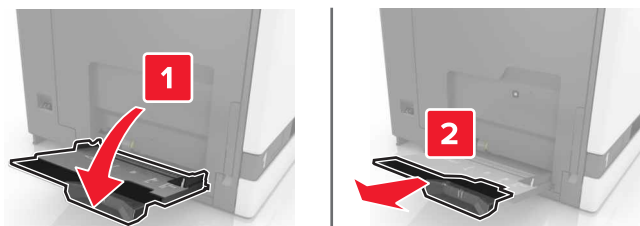


5 Insert the tray.

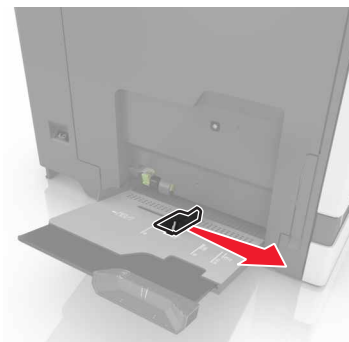
If loading a paper type other than plain, set the paper size and paper type in the Paper menu to match the paper loaded.

Loading the multipurpose feeder

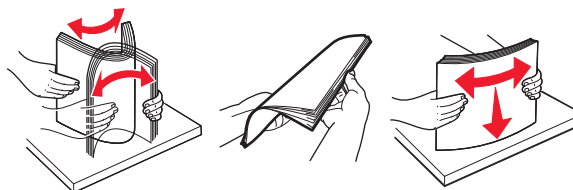
1 Open the multipurpose feeder.



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



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

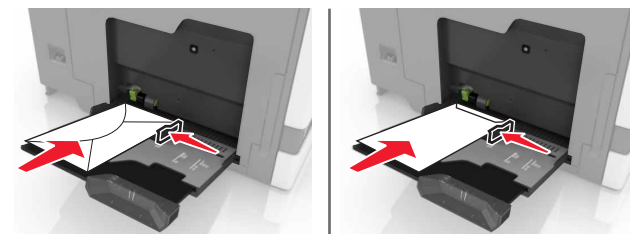


4 Load the paper.

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



- Load envelopes with the flap side up and against the left side of the paper guide. Load European envelopes with the flap side up and 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 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:

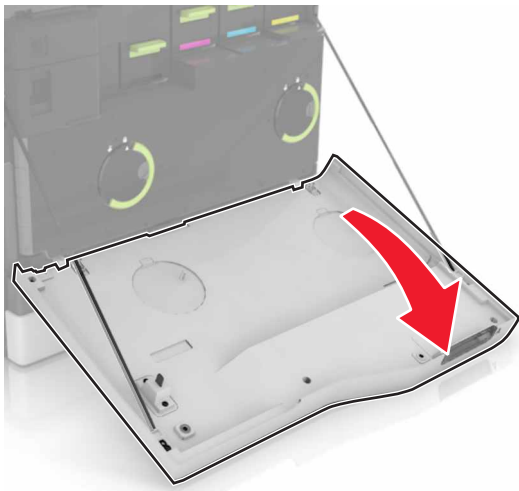
Settings > Paper > Tray Configuration > Paper Size/Type > select a paper source

2 Set the size and type of the specialty media.

Maintaining the printer

Replacing a toner cartridge

1 Open door A.

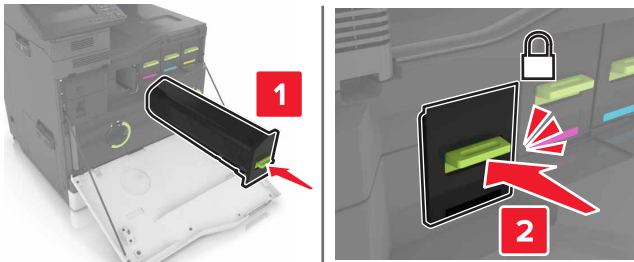


2 Remove the toner cartridge.



3 Unpack the new toner cartridge.

4 Insert the new toner cartridge until it *clicks* into place.



5 Close door A.

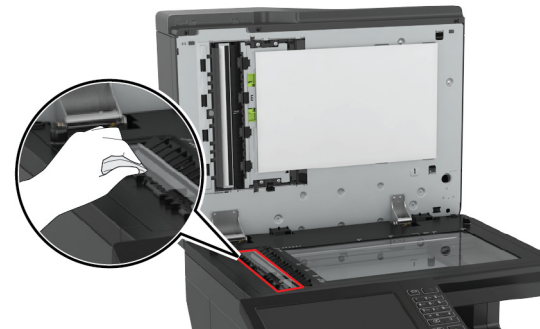
Cleaning the scanner

1 Open the scanner cover.

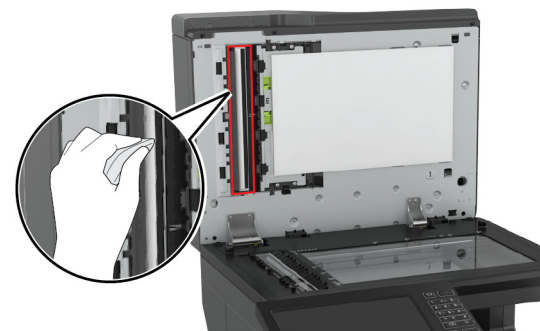


2 Using a damp, soft, lint-free cloth, wipe the following areas:

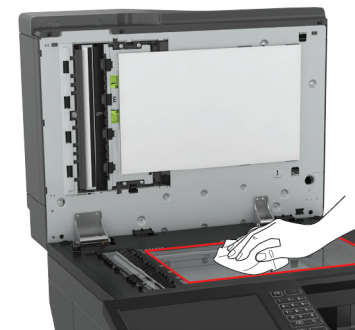
- ADF glass



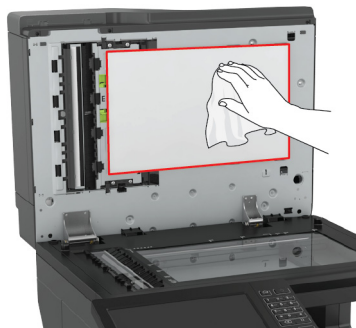
- ADF glass pad



- Scanner glass



- Scanner glass pad



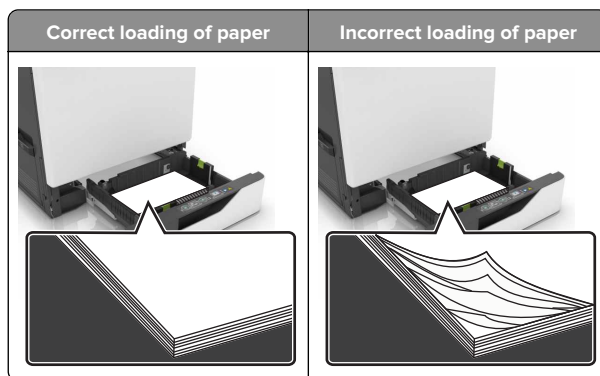
3 Close the scanner cover.

Clearing jams

Avoiding jams

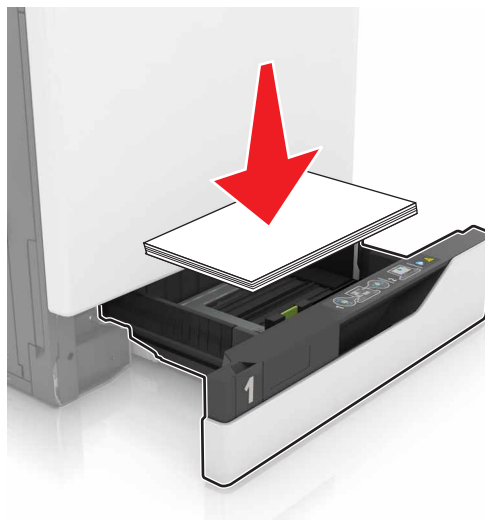
Load paper properly

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



- 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.

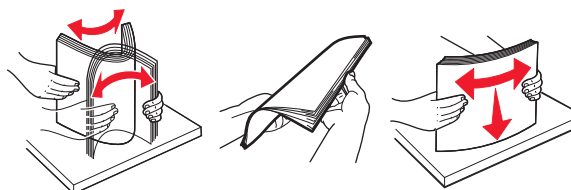
- Do not slide paper into the tray. Load paper as shown in the illustration.



- 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.



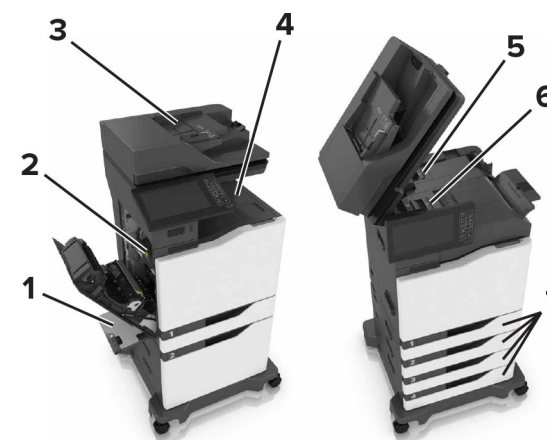
- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

Identifying jam locations

Notes:

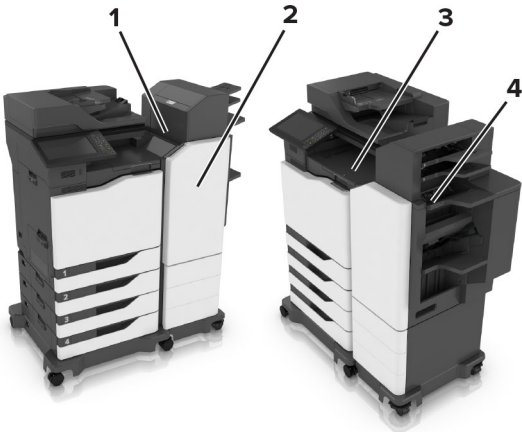
- When Jam Assist is set to On, the printer flushes blank pages or pages with partial prints after a jammed page has been cleared. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages.

Printer jam locations



1	Multipurpose feeder
2	Door B
3	Automatic document feeder (ADF)
4	Standard bin
5	Door G
6	Finisher bin
7	Trays

Finisher jam locations



1	Door L
2	Door J
3	Door K
4	Door N

Paper jam in trays

- 1 Pull out the tray.



- 2 Remove the jammed paper.

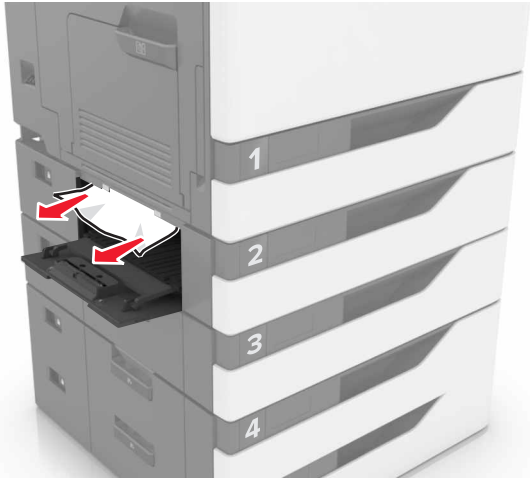
Note: Make sure that all paper fragments are removed.



- 3 Insert the tray.
4 Open the tray cover.



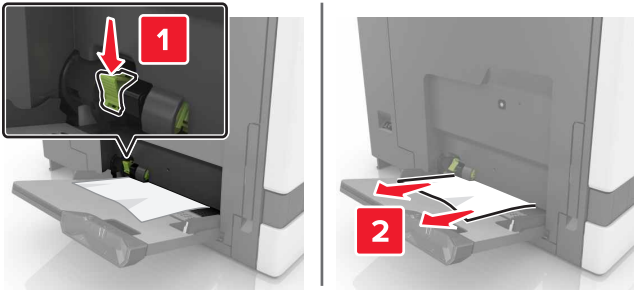
- 5 Remove the jammed paper.
Note: Make sure that all paper fragments are removed.



- 6 Close the tray cover.

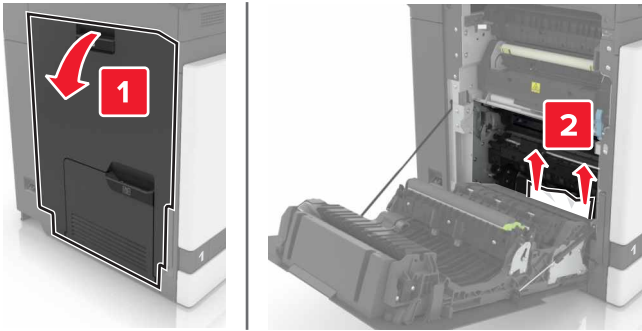
Paper jam in the multipurpose feeder

- 1 Remove paper from the multipurpose feeder.
2 Remove the jammed paper.
Note: Make sure that all paper fragments are removed.



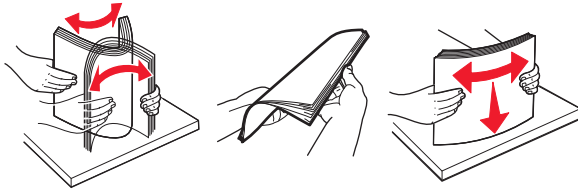
- 3 Open door B, and then remove any paper fragments.

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.



4 Close door B.

5 Flex, fan, and align the paper edges before loading.

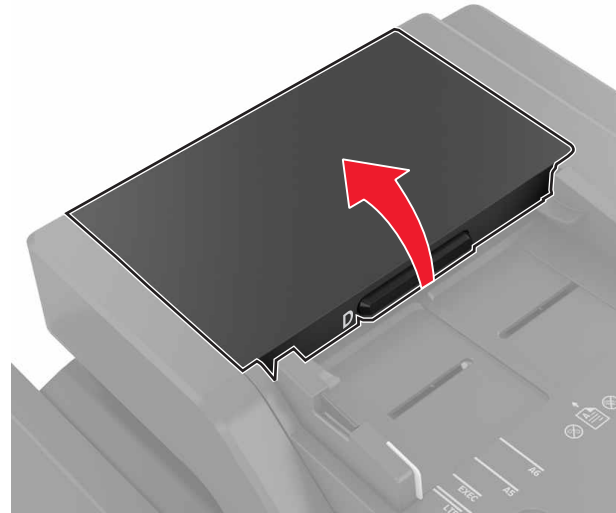


6 Reload paper.

Paper jam in the automatic document feeder

1 Remove all original documents from the ADF tray.

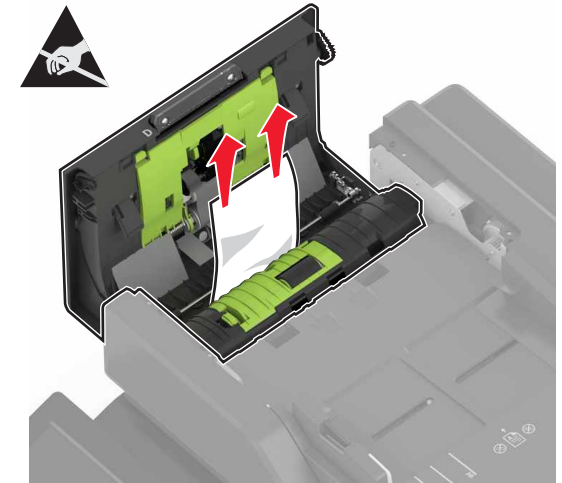
2 Open door D.



3 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

Warning—Potential Damage: Some parts of the printer are easily damaged by static electricity. Before touching any parts or components in an area marked with the static-sensitive symbol, touch a metal surface in an area away from the symbol.

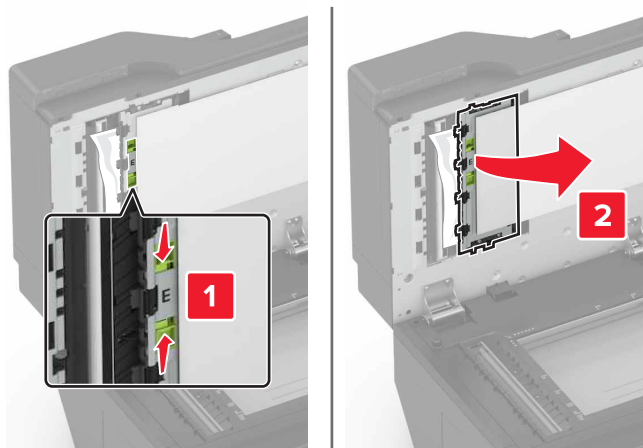


4 Close door D.

5 Open the scanner cover.

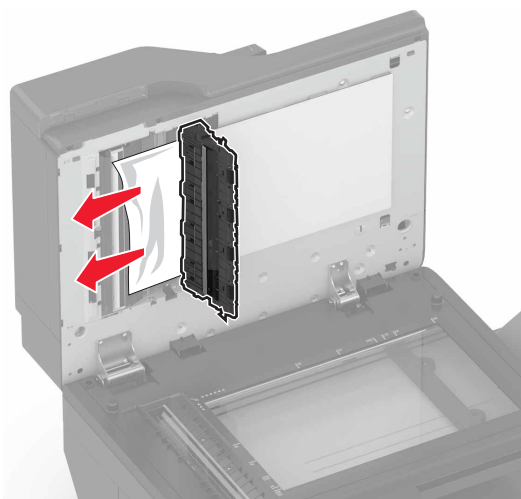


6 Open door E.



7 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

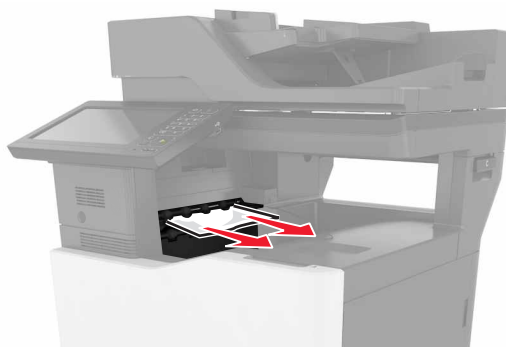


8 Close door E and the scanner cover.

Paper jam in the standard bin

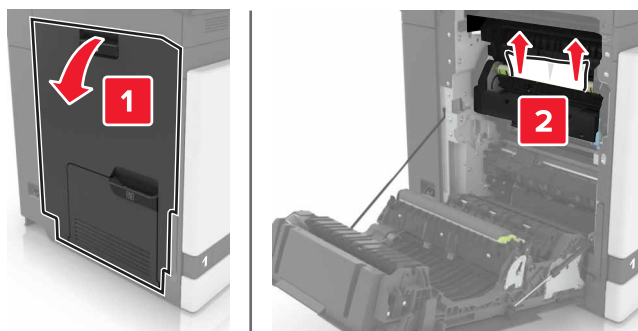
1 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



2 Open door B, 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.



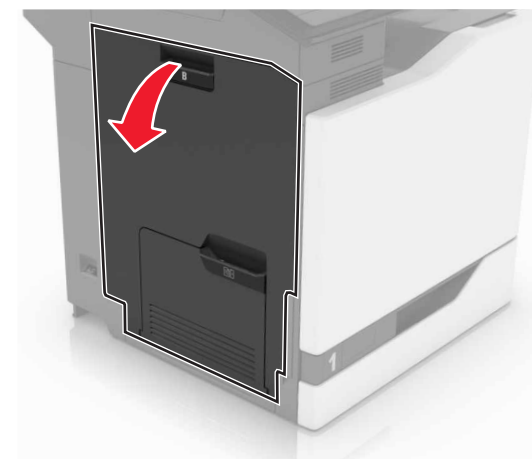
3 Close door B.

Paper jam in door B

Paper jam in the fuser

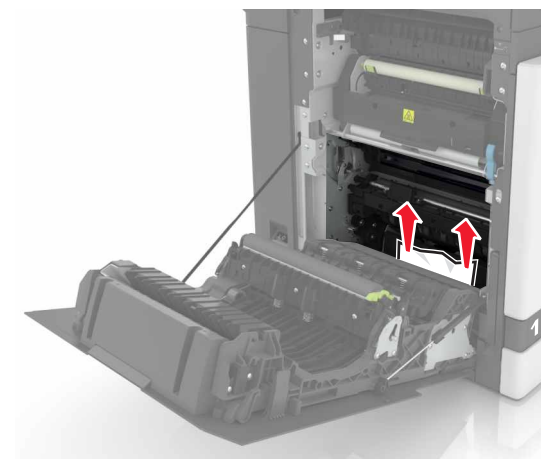
1 Open door B.

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.

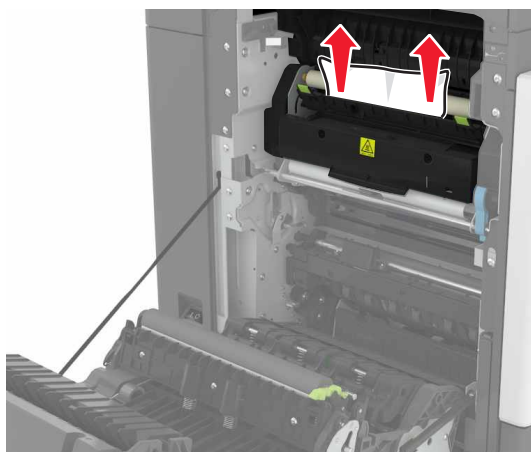


- 3 Open the fuser access door.



- 4 Remove the jammed paper.


Note: Make sure that all paper fragments are removed.

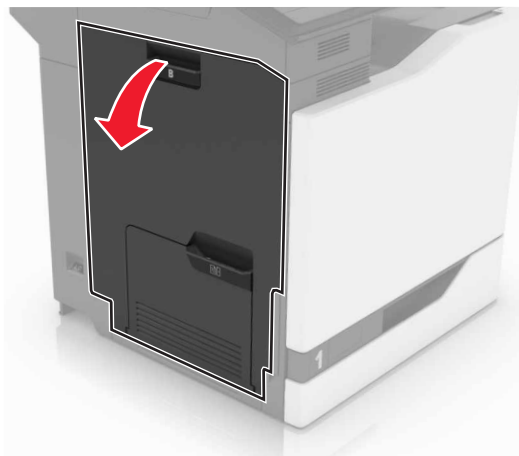


- 5 Close door B.

Paper jam in the duplex unit

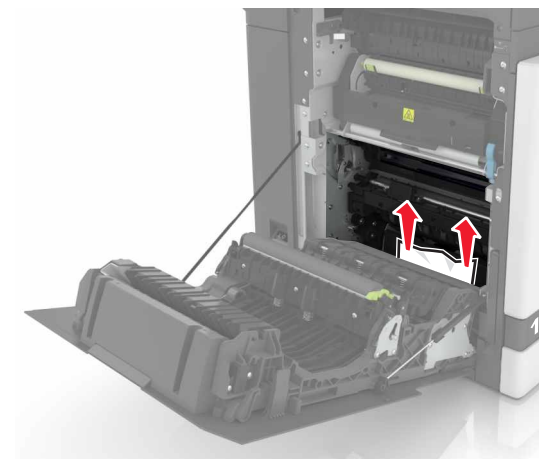
- 1 Open door B.

 **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.

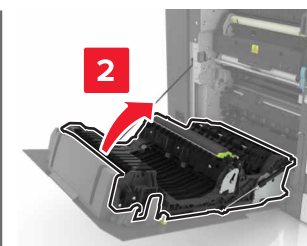
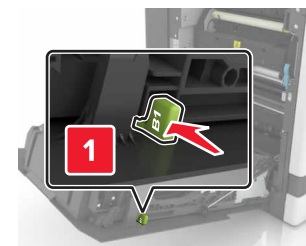


- 2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

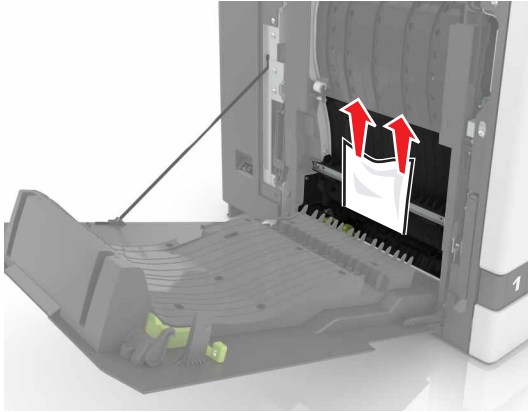


- 3 Open the duplex cover.



- 4 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

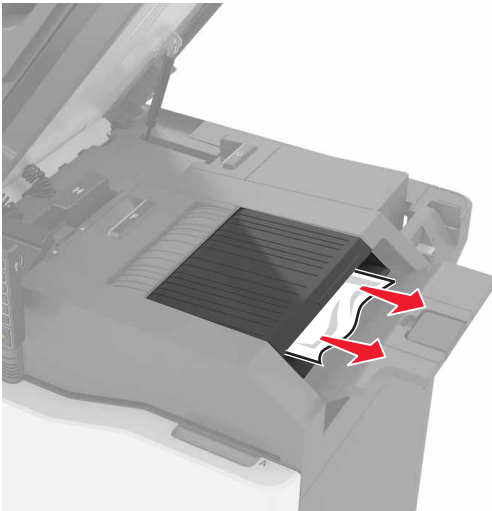


5 Close the duplex cover and door B.

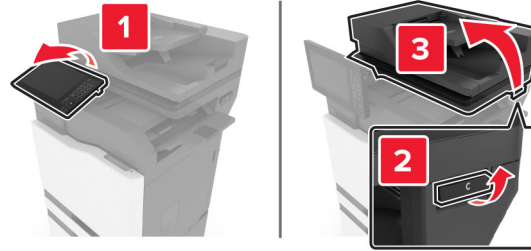
Paper jam in the finisher bin

1 Remove the jammed paper.

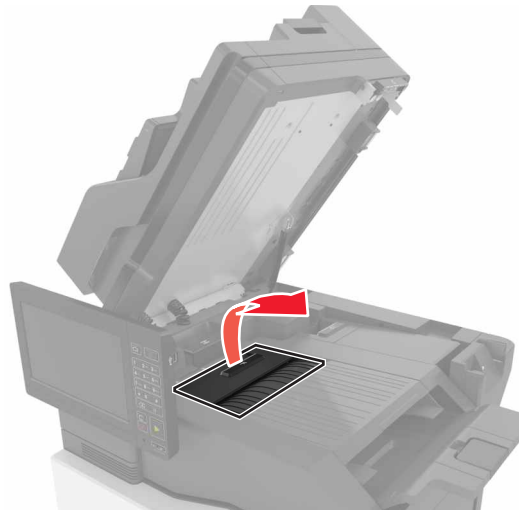
Note: Make sure that all paper fragments are removed.



2 Open door C.

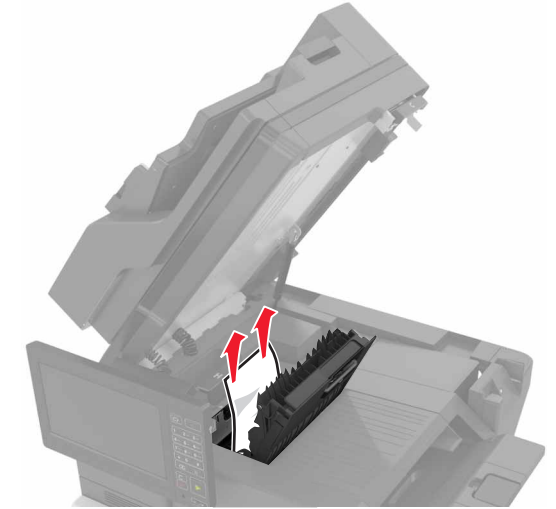


3 Open door F.



4 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

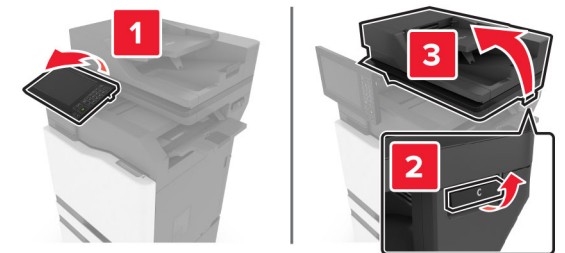


5 Close doors F and C.

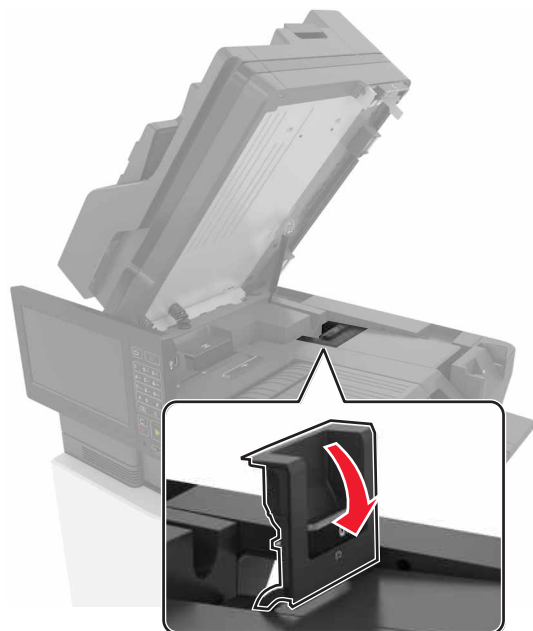
CAUTION—PINCH HAZARD: To avoid the risk of a pinch injury, keep hands clear of the labeled area when closing door C.

Staple jam in door G

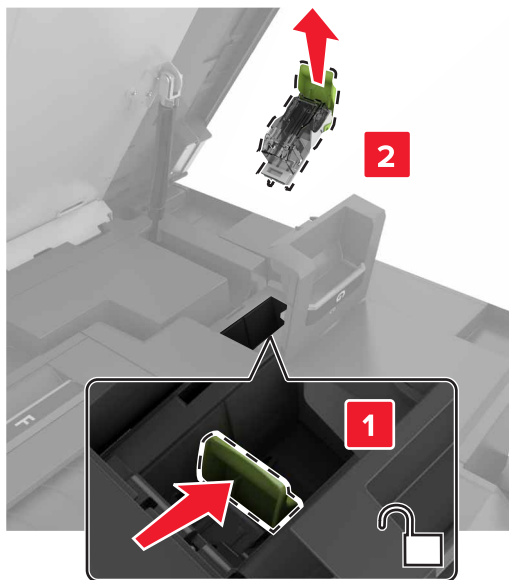
1 Open door C.



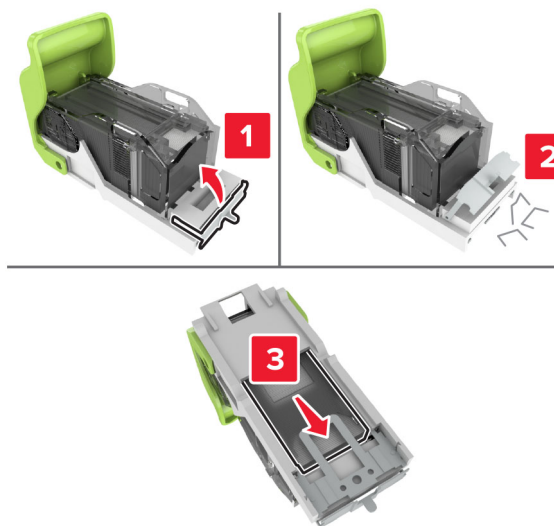
2 Open door G.



3 Pull out the staple cartridge holder.



4 Lift the staple guard, and then remove the loose staples.

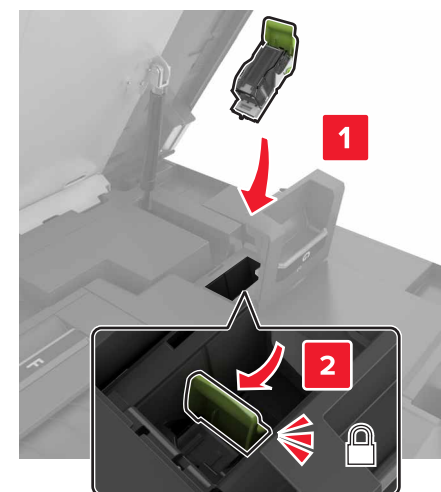


Note: Do not insert the staples that came out of the cartridge.


5 Close the staple guard.



6 Insert the staple cartridge holder.

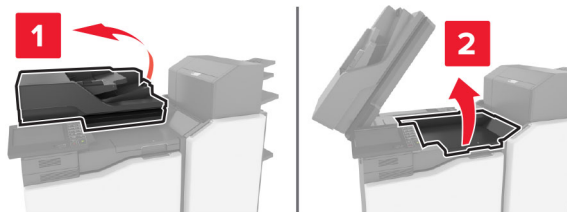


7 Close doors G and C.

 **CAUTION—PINCH HAZARD:** To avoid the risk of a pinch injury, keep hands clear of the labeled area when closing door C.

Paper jam in door K

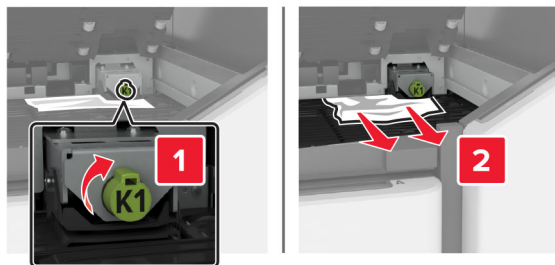
- 1 Open doors C and K.



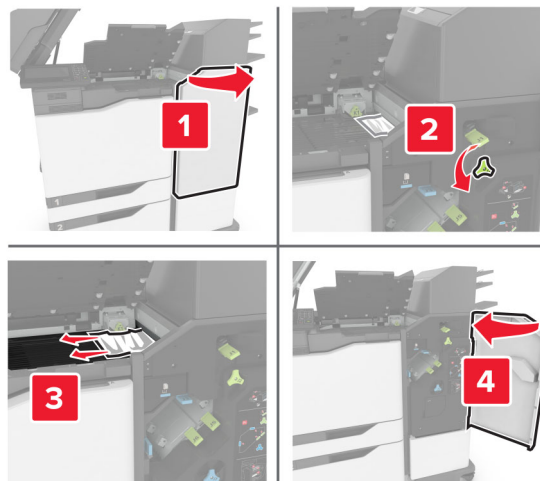
- 2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

- Using knob K1



- Using knob J2



- 3 Close doors K and C.

CAUTION—PINCH HAZARD: To avoid the risk of a pinch injury, keep hands clear of the labeled area when closing door C.

Paper jam in door J

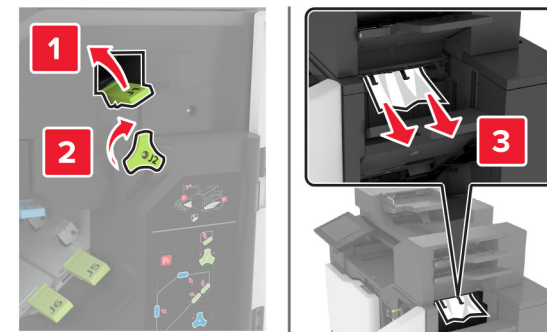
- 1 Open door J.



- 2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

- Area J1



- Areas J3 and J4



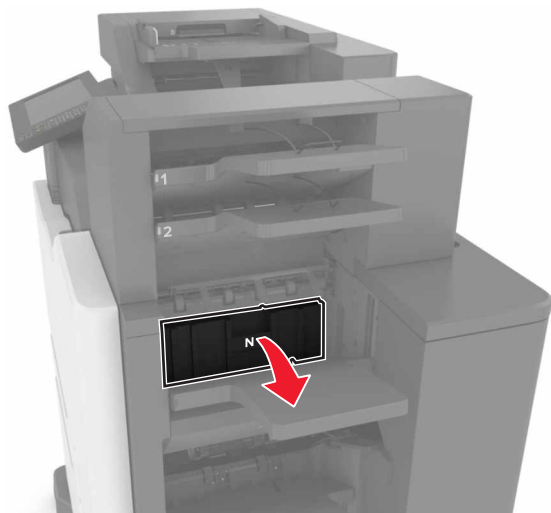
- Areas J5 and J6



- 3 Close door J.

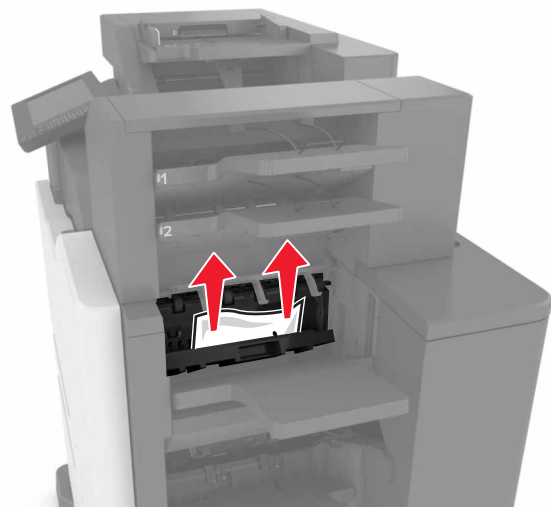
Paper jam in door N

- 1 Open door N.



- 2 Remove the jammed paper.

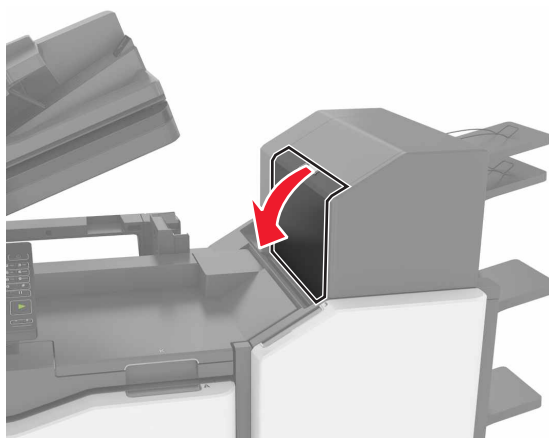
Note: Make sure that all paper fragments are removed.



- 3 Close door N.

Paper jam in door L

- 1 Open door L.



- 2 Remove the jammed paper.

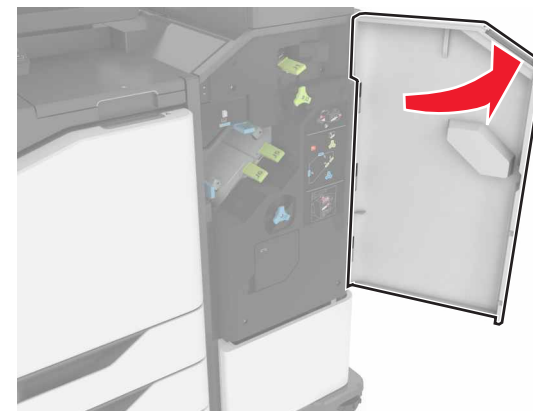
Note: Make sure that all paper fragments are removed.



- 3 Close door L.

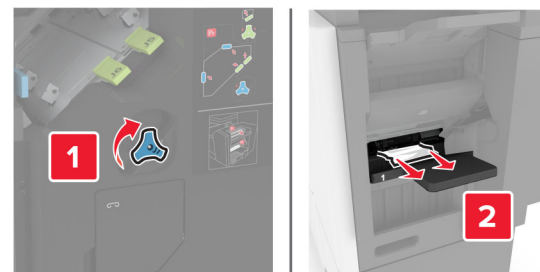
Paper jam in the staple finisher bin

- 1 Open door J.



- 2 Remove the jammed paper.

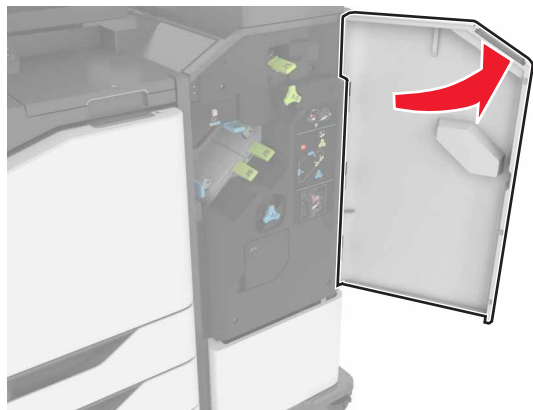
Note: Make sure that all paper fragments are removed.



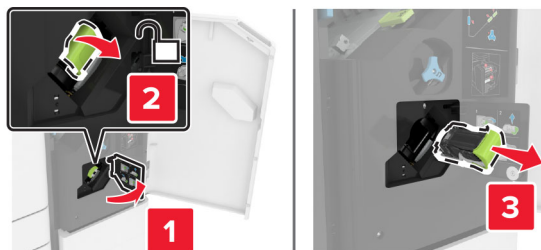
- 3 Close door J.

Staple jam in door J

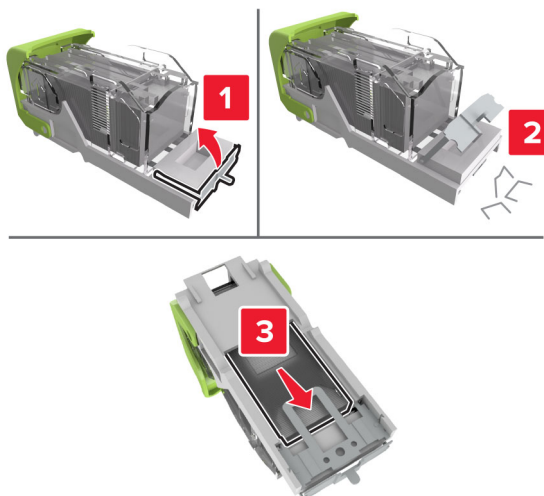
1 Open door J.



2 Remove the staple cartridge holder.

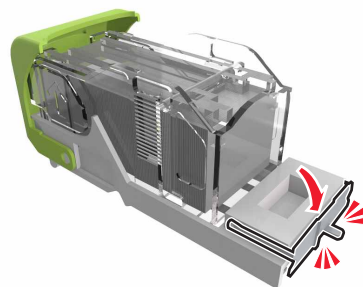


3 Open the staple guard, and then remove the loose staples.



Note: Do not insert the staples that came out of the cartridge.

4 Close the staple guard.



5 Insert the staple cartridge holder.



6 Close door J.