

Laser MFP

Quick Reference

Copying

Making a quick copy

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

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the printer control panel, press .
- 4 If you placed the document on the scanner glass, then touch **Finish the Job** to return to the home screen.

Copying using the ADF

- 1 Load an original document faceup, short edge first into the ADF.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 Adjust the paper guides.
- 3 On the home screen, touch **Copy**, or use the keypad to enter the number of copies.
The copy screen appears.
- 4 Change the copy settings as needed.
- 5 Touch **Copy It**.

Copying using the scanner glass

- 1 Place an original document facedown on the scanner glass in the upper left corner.
- 2 On the home screen, touch **Copy**, or use the keypad to enter the number of copies.
The copy screen appears.
- 3 Change the copy settings as needed.
- 4 Touch **Copy It**.
- 5 If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the Next Page**.
- 6 Touch **Finish the Job** to return to the home screen.

E-mailing

Sending an e-mail using the touch screen

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
- Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
 - 3 On the home screen, touch **E-mail**.
 - 4 Enter the e-mail address or shortcut number.
To enter additional recipients, touch **Next Address**, and then enter the address or shortcut number you want to add.
 - 5 Touch **E-mail It**.

Sending an e-mail using a shortcut number

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
- Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
 - 3 Press , and then enter the shortcut number using the keypad.
To enter additional recipients, press **Next address**, and then enter the address or shortcut number you want to add.
 - 4 Touch **E-mail It**.

Sending an e-mail using the address book

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
- Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, adjust the paper guides.
 - 3 On the home screen, touch **E-mail**.
 - 4 Touch **Search Address Book**.
 - 5 Enter the name or part of the name you are searching for, and then touch **Search**.
 - 6 Touch the name that you want to add to the To: box.
To enter additional recipients, press **Next address**, and then enter the address or shortcut number you want to add; or search the address book.
 - 7 Touch **E-mail It**.

Faxing

Sending a fax using the printer control panel

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
- Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 On the home screen, touch **Fax**.
- 4 Enter the fax number or a shortcut using the touch screen or keypad.

To add recipients, touch **Next Number**, and then enter the recipient's telephone number or shortcut number, or search the address book.

Note: To place a dial pause within a fax number, press . The dial pause appears as a comma in the "Fax to" box. Use this feature if you need to dial an outside line first.

- 5 Touch **Fax It**.

Sending a fax using the computer

Faxing from a computer lets you send electronic documents without leaving your desk. This gives you the flexibility of faxing documents directly from software programs.

Note: In order to perform this function from your computer, you must use the PostScript printer driver for your printer.

- 1 From your software program, click **File → Print**.
- 2 From the Print window, select your printer, and then click **Properties**.
- 3 Choose the **Other Options** tab, and then click **Fax**.
- 4 Click **OK**, and then click **OK** again.

- 5 On the Fax screen, type the name and number of the fax recipient.
- 6 Click **Send**.

Scanning to an FTP address

Scanning to an FTP address using the keypad

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
- Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 On the home screen, touch **FTP**.
- 4 Type the FTP address.
- 5 Touch **Send It**.

Scanning to an FTP address using a shortcut number

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
- Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 Press #, and then enter the FTP shortcut number.
- 4 Touch **Send It**.

Scanning to an FTP address using the address book

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
- Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, adjust the paper guides.
- 3 On the home screen, touch **FTP**.
- 4 Touch **Search Address Book**.
- 5 Type the name or part of the name you are searching for, and then touch **Search**.
- 6 Touch the name that you want to add to the To: field.
- 7 Touch **Send It**.

Scanning to a computer or flash drive

Scanning to a computer

- 1 Type the printer IP address into the address field of your Web browser.
- Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.
- 2 Click **Scan Profile**.
- 3 Click **Create Scan Profile**.
- Note:** Your computer must have java program installed to be able to create a scan profile.
- 4 Select your scan settings, and then click **Next**.
- 5 Select a location on your computer where you want to save the scanned output file.
- 6 Enter a scan name.
The scan name is the name that appears in the Scan Profile list on the display.

- 7 Click **Submit**.
 - 8 Review the instructions on the Scan Profile screen.
A shortcut number was automatically assigned when you clicked Submit. You can use this shortcut number when you are ready to scan your documents.
 - 9 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
 - Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
 - 10 If you are loading a document into the ADF, then adjust the paper guides.
 - 11 Press  and then enter the shortcut number using the keypad, or touch **Held Jobs** on the home screen, and then touch **Profiles**.
 - 12 After you enter the shortcut number, the scanner scans and sends the document to the directory or program you specified. If you touched **Profiles** on the home screen, then locate your shortcut on the list.
 - 13 Touch **Finish the Job**.
 - 14 Return to the computer to view the file.
The output file is saved in the location you specified or launched in the program you specified.
- ## Scanning to a flash drive
- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
 - Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
 - 2 If you are loading a document into the ADF, then adjust the paper guides.
 - 3 Insert the flash drive into the USB port on the front of the printer.
 - 4 Touch **Scan to USB drive**.
 - 5 Select the size and file that you want to scan.
 - 6 Touch **Scan It**.

Clearing jams

Jam error messages appear on the control panel display and include the area of the printer where the jam occurred. When there is more than one jam, the number of jammed pages is displayed.

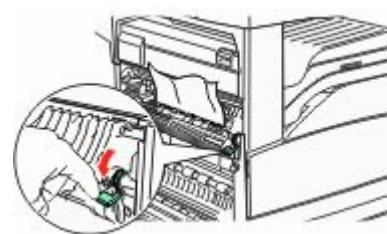
200–201 paper jams

- 1 Open Door A by pushing the release latch up and lowering the 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.

- 2 Pull the jam up and toward you.



Note: If the jam does not move immediately, stop pulling. Push down and pull the green lever to make it easier to remove the jam. Make sure all paper fragments are removed.

- 3 Close Door A.

202 paper jam

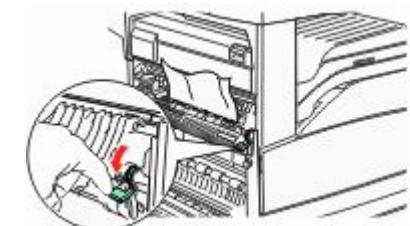
Clearing Area A

- 1 Open Door A by pushing the release latch up and lowering the 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.

- 2 Pull the jam up and toward you.



Note: If the jam does not move immediately, stop pulling. Push down and pull the green lever to make it easier to remove the jam. Make sure all paper fragments are removed.

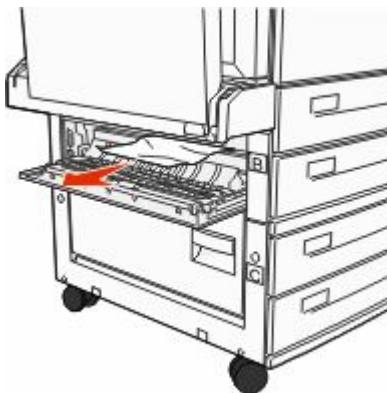
- 3 Close Door A.

Clearing Area B

- 1 Open Door B.



- 2 Pull the jam up and toward you.



- 3 Close Door B.

203, 230–231 paper jams

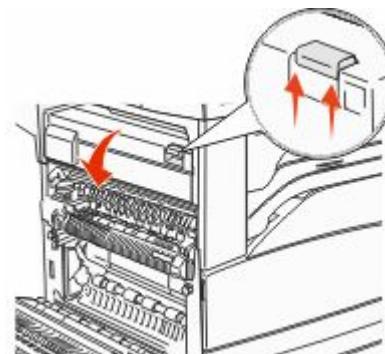
203 paper jam

- 1 Open Door A by pushing the release latch up and lowering the door.

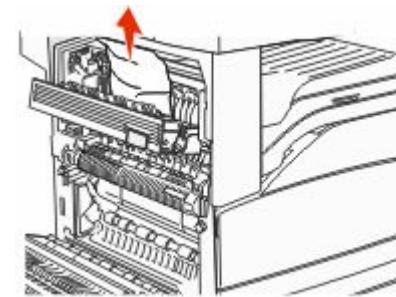


CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

- 2 Open Door E by pushing the release latch and lowering the door.



- 3 Pull the jam up.

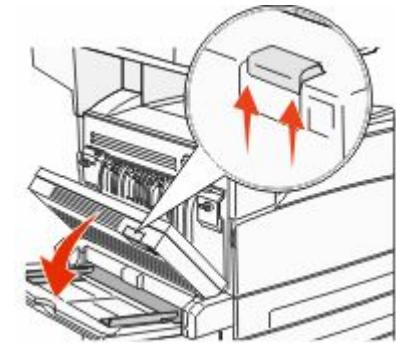


- 4 Close Door E.

- 5 Close Door A.

230 paper jam

- 1 Open Door D.



2 Remove the jam.



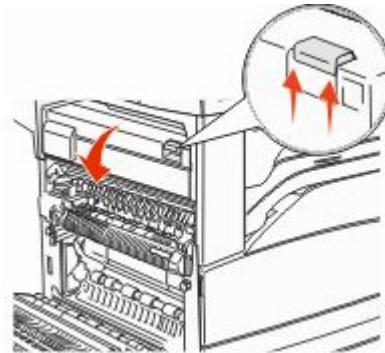
3 Close Door D.

4 Open Door A by pushing the release latch up and lowering the door.

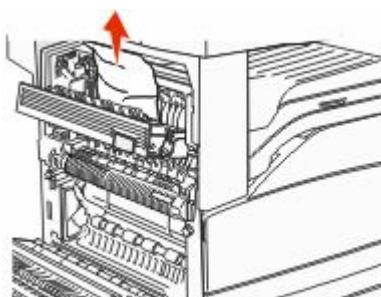


CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

5 Open Door E by pushing the release latch and lowering the door.



6 Pull the jam up.

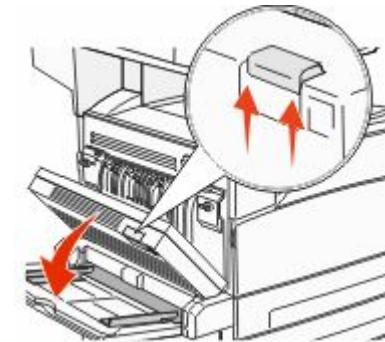


7 Close Door E.

8 Close Door A.

231 paper jam

1 Open Door D.

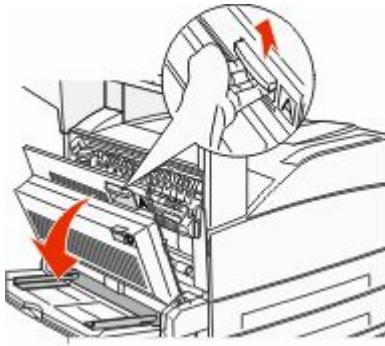


2 Remove the jam.



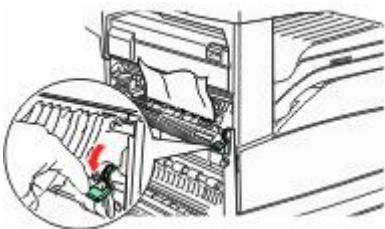
3 Close Door D.

- 4** Open Door A by pushing the release latch up and lowering the 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.

- 5** Pull the jam up and toward you.



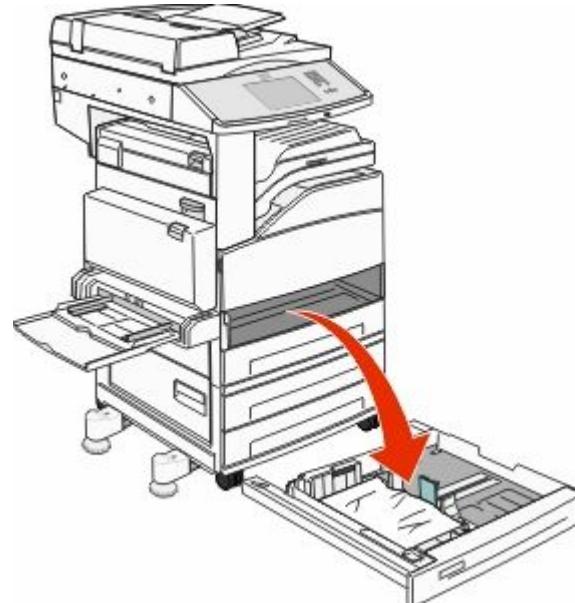
Note: If the jam does not move immediately, stop pulling. Push down and pull the green lever to make it easier to remove the jam. Make sure all paper fragments are removed.

- 6** Close Door A.

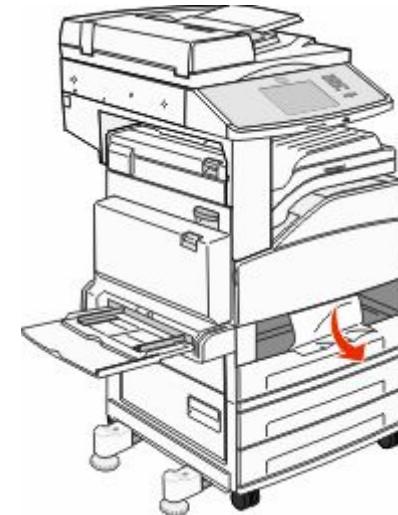
24x paper jam

Jam in Tray 1

- 1** Remove Tray 1 from the printer.



- 2** Remove the jam.



- 3** Insert Tray 1.

If all jams are cleared, then the printer resumes printing.

Clearing Area A

- 1** Open Door A by pushing the release latch up and lowering the 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.

- 2** Pull the jam up and toward you.



Note: If the jam does not move immediately, stop pulling. Push down and pull the green lever to make it easier to remove the jam. Make sure all paper fragments are removed.

- 3** Close Door A.

Clearing Area B

- 1** Open Door B.



- 2** Pull the jam up and toward you.



- 3** Close Door B.

- 4** Touch **Continue**.

Clearing Area C

- 1** Open Door C.



- 2** Pull the jam up and toward you.

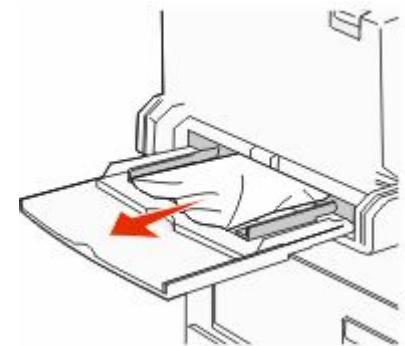


- 3** Close Door C.

- 4** Touch **Continue**.

250 paper jam

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



- 2** 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.

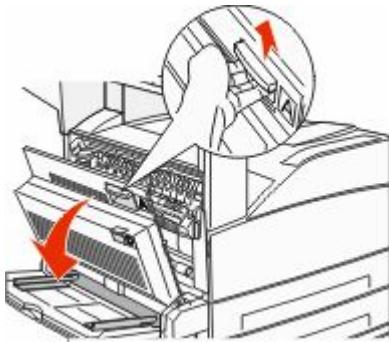
- 3** Load the paper into the multipurpose feeder.

- 4** Adjust the paper guide to rest lightly against the edge of the paper.

280–282 paper jams

280-281 paper jams

- 1 Open Door A by pushing the release latch up and lowering the 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.

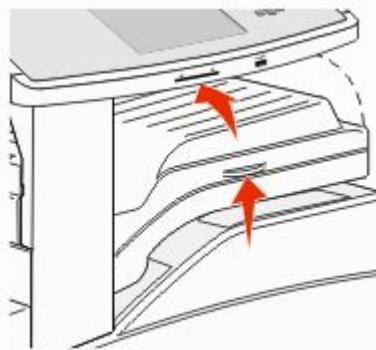
- 2 Pull the jam up and toward you.



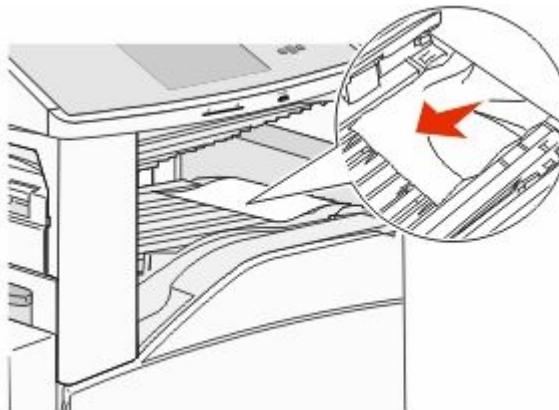
Note: If the jam does not move immediately, stop pulling. Push down and pull the green lever to make it easier to remove the jam. Make sure all paper fragments are removed.

- 3 Close Door A.

- 4 Open Door F.



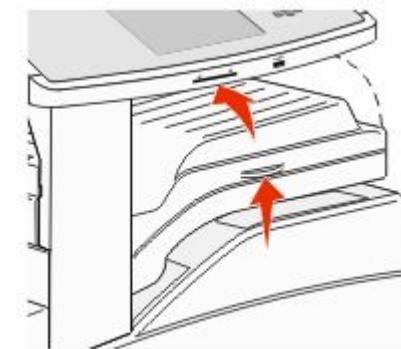
- 5 Remove the jam.



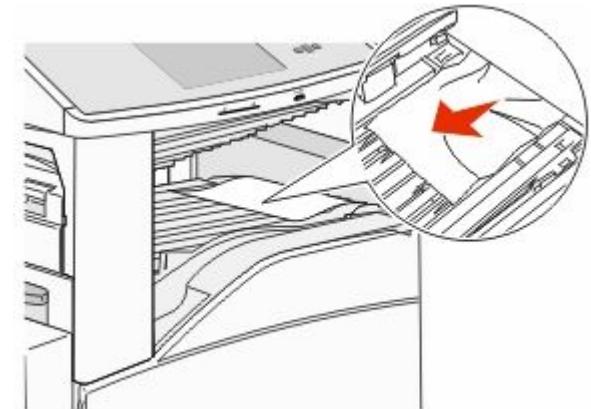
- 6 Close Door F.

282 paper jam

- 1 Open Door F.



- 2 Remove the jam.

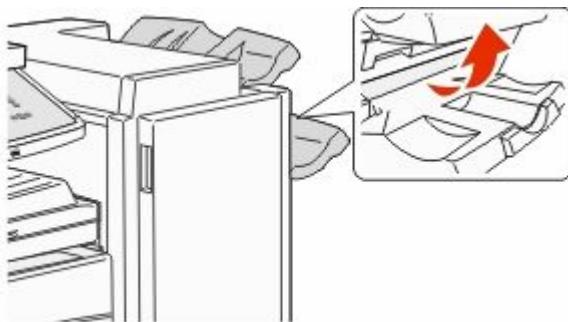


- 3 Close Door F.

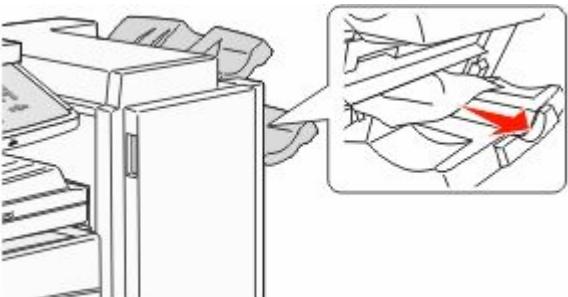
283, 289 staple jams

283 paper jam

1 Lift Door H.



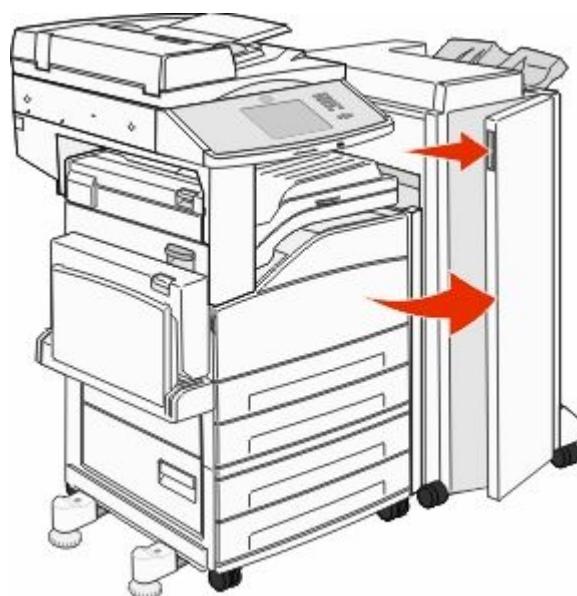
2 Remove the jam.



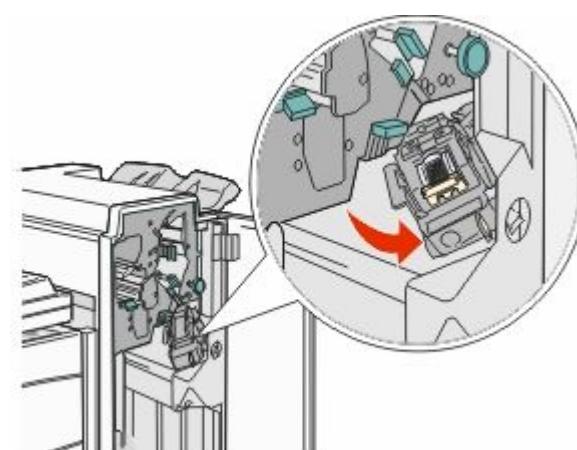
3 Close Door H.

289 staple error

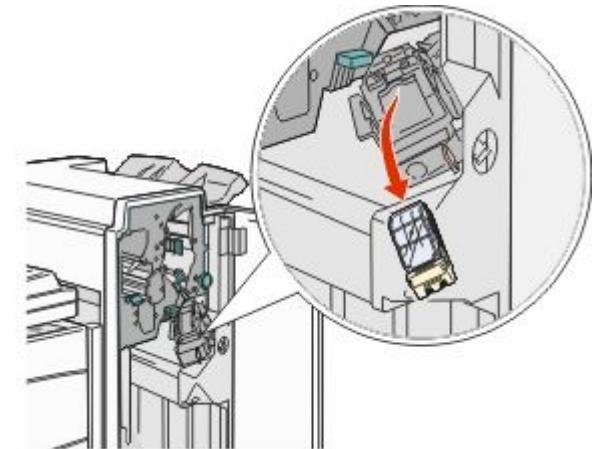
1 Open Door G.



2 Hold the lever on the staple cartridge holder, and move the holder to the right.

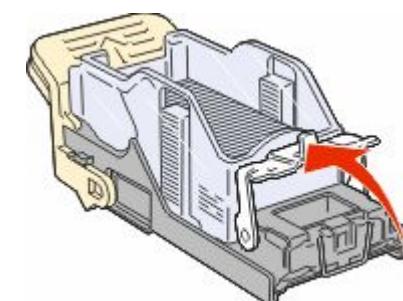


3 Firmly pull the colored tab to remove the staple cartridge.



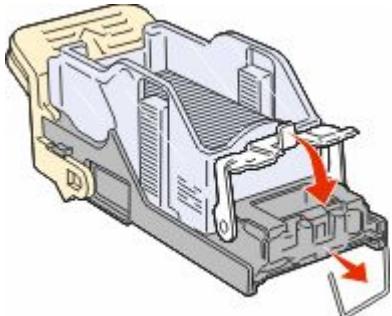
4 Use the metal tab to lift the staple guard, and then pull out the sheet of staples.

Discard the entire sheet.

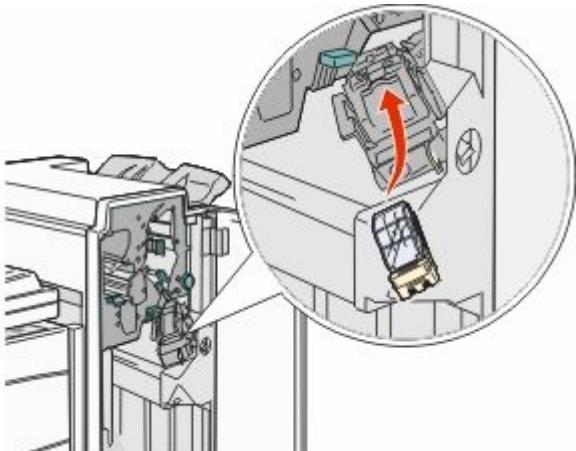


5 Look through the clear covering on the bottom of the cartridge holder to make sure no staples are jammed at the entrance.

- 6** Press down on the staple guard until it snaps securely into place.



- 7** Push the cartridge holder firmly into the stapler until the holder clicks into place.



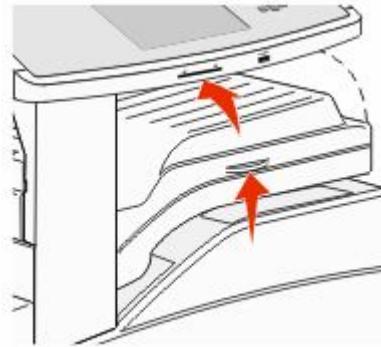
- 8** Close Door G.

Priming Stapler appears. Priming ensures the stapler is functioning properly.

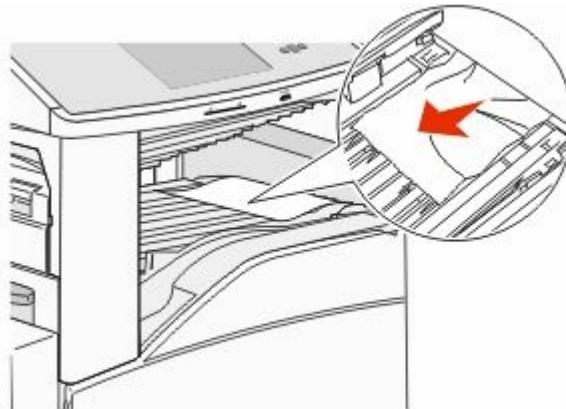
28x paper jam

284 paper jam

- 1** Open Door F.

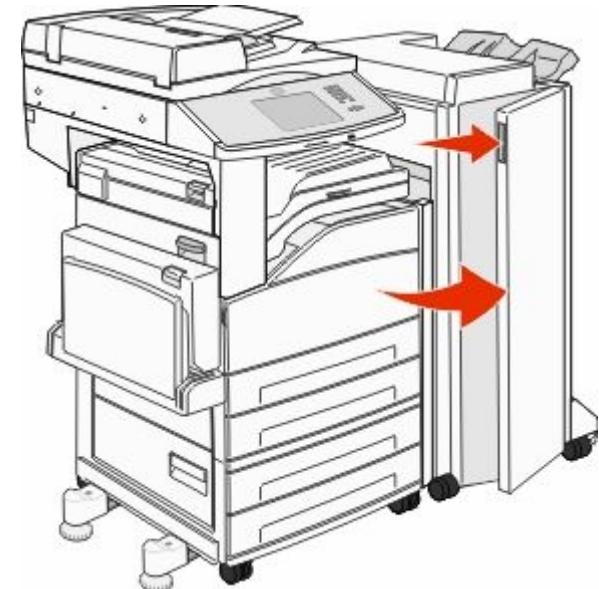


- 2** Remove the jam.



- 3** Close Door F.

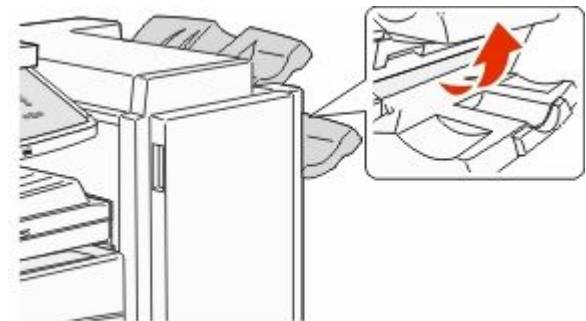
- 4** Open Door G.



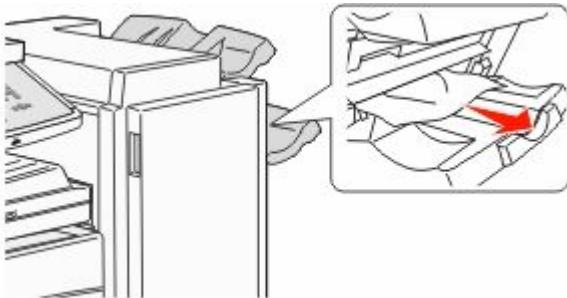
- 5** Remove the jam.

- 6** Close Door G.

- 7** Lift Door H.



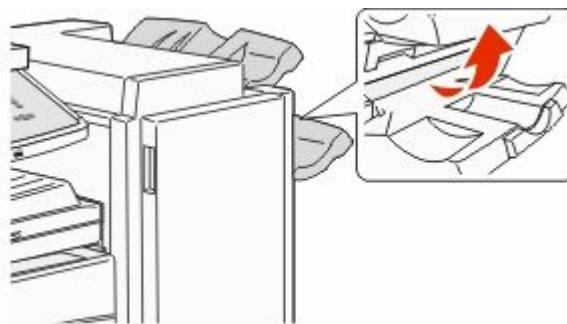
8 Remove the jam.



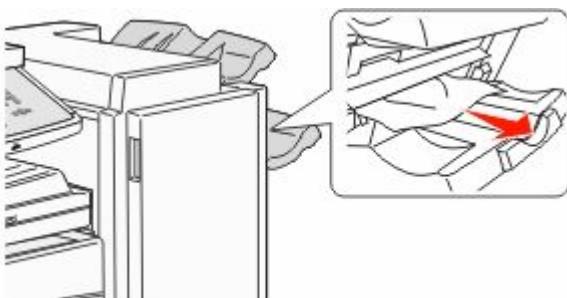
9 Close Door H.

285–286 paper jams

1 Lift Door H.



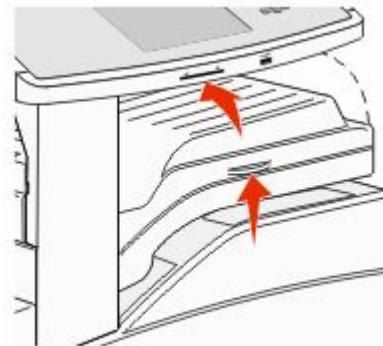
2 Remove the jam.



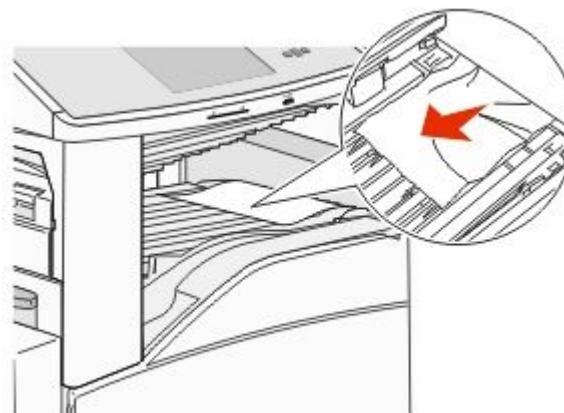
3 Close Door H.

287–288 paper jams

1 Open Door F.



2 Remove the jam.



3 Close Door F.

4 Open Door G.



5 Remove the jam.

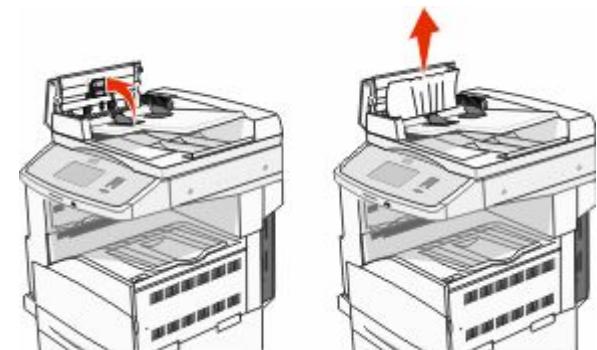
6 Close Door G.

290–294 paper jams

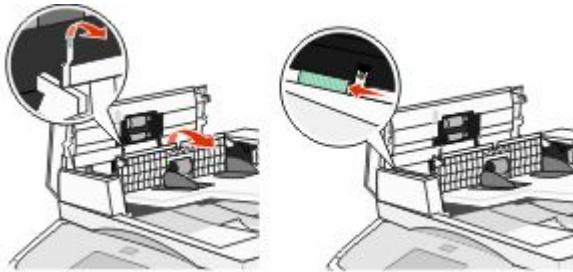
1 Remove all original documents from the ADF.

2 Lift the ADF cover latch.

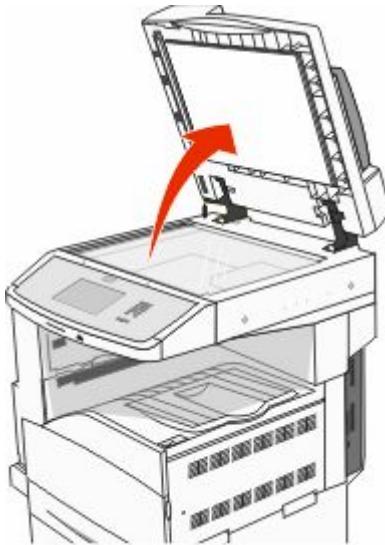
3 Open the ADF cover, and then remove any jammed paper.



- 4 Raise the sheet guard.
- 5 Turn the paper advance wheel to the left to remove any jammed pages.



- 6 Close the ADF cover.
- 7 Open the scanner cover, and remove any jammed pages.



- 8 Close the scanner cover.
- 9 Touch **Continue**.

293 paper jam

The printer was sent a scan job, but found no original document in the ADF. Try one or more of the following:

- Touch **Continue** if no scan job is active when the message appears. This clears the message.
- Touch **Cancel Job** if a scan job is processing when the message appears. This cancels the job and clears the message.
- Touch **Scan from Automatic Document Feeder** if the page jam recovery is active. Scanning resumes from the ADF immediately after the last successfully scanned page.
- Touch **Scan from flatbed** if page jam recovery is active. Scanning resumes from the scanner glass immediately after the last successfully scanned page.
- Touch **Finish job without further scanning** if page jam recovery is active. The job ends at the last successfully scanned page, but the job is not canceled. Successfully scanned pages go to their destination: copy, fax, e-mail, or FTP.
- Touch **Restart job** if job recovery is active and the job is restartable. The message clears. A new scan job containing the same parameters as the previous job starts.