

# Quick Reference


## Copying

### Making copies

#### 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.

### Job interrupt

Job interrupt pauses the current print job and lets you print copies.

**Note:** The Job Interrupt setting must be On for this feature to function.

- 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.

### Canceling a copy job

#### Canceling a copy job while the document is in the ADF

When the ADF begins processing a document, the scanning screen appears. To cancel the copy job, touch **Cancel Job** on the touch screen.


A "Canceling scan job" screen appears. The ADF clears all pages in the ADF and cancels the job.

### Canceling a copy job while copying pages using the scanner glass

Touch **Cancel Job** on the touch screen.

A "Canceling scan job" screen appears. Once the job is canceled, the copy screen appears.

#### Canceling a copy job while the pages are being printed

- 1 Touch **Cancel Job** on the touch screen, or press  on the keypad.
- 2 Touch the job you want to cancel.
- 3 Touch **Delete Selected Jobs**.  
The remainder of the copy job is canceled. The home screen appears.

## E-mailing

### Getting ready to e-mail

#### Setting up the e-mail function

For e-mail to operate, it must be turned on in the printer configuration and have a valid IP address or gateway address. To set up the e-mail function:

- 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 **Settings**.
- 3 Under Default Settings, click **E-mail/FTP Settings**.
- 4 Click **E-mail Settings**.
- 5 Click **Setup E-mail Server**.
- 6 Fill in the fields with the appropriate information.
- 7 Click **Add**.

## Configuring the e-mail settings

- 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 **Settings**.
- 3 Click **E-mail/FTP Settings**.
- 4 Click **E-mail Settings**.
- 5 Fill in the fields with the appropriate information.
- 6 Click **Submit**.

## Creating an e-mail shortcut

### Creating an e-mail shortcut using the Embedded Web Server

- 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 **Settings**.
- 3 Under Other Settings, click **Manage Shortcuts**.
- 4 Click **E-mail Shortcut Setup**.
- 5 Type a unique name for the recipient, and then enter the e-mail address.

**Note:** If you are entering multiple addresses, then separate each address with a comma (,).

- 6 Select the scan settings (Format, Content, Color, and Resolution).
- 7 Enter a shortcut number, and then click **Add**.

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

## Creating an e-mail shortcut using the touch screen

- 1 On the home screen, touch **E-mail**.
- 2 Type the recipient's e-mail address.  
To create a group of recipients, touch **Next address**, and then type the next recipient's e-mail address.
- 3 Touch **Save as Shortcut**.
- 4 Type a unique name for the shortcut, and then touch **Enter**.
- 5 Verify that the shortcut name and number are correct, and then touch **OK**.  
If the name or number is incorrect, then touch **Cancel**, and then reenter the information.

## 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


### Sending a fax

#### 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.

### For Windows users

- 1 With a file open, click **File → Print**.
- 2 Click **Properties, Preferences, Options, or Setup**.
- 3 Click the **Other Options** tab, and then click **Fax**.
- 4 On the Fax screen, type the name and number of the fax recipient.
- 5 Click **OK**, and then click **OK** again.
- 6 Click **Send**.

### For Mac OS X version 10.5 users

The steps for sending a fax from the computer vary depending on your operating system. For specific instructions using other Macintosh OS versions, see your Mac OS Help.

- 1 With a document open, choose **File > Print**.
- 2 From the Printer pop-up menu, choose your printer.  
**Note:** In order to see the fax options on the Print dialog, you must use the fax driver for your printer. To install the fax driver, choose **Add a printer**, and then install the printer again with a different name, choosing the fax version of the driver.
- 3 Enter the fax information (for example, the name and number of the fax recipient).
- 4 Click **Fax**.

## Creating shortcuts

### Creating a fax destination shortcut using the Embedded Web Server

Instead of entering the entire phone number of a fax recipient on the printer control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number. A shortcut can be created to a single fax number or a group of fax numbers.

- 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 **Settings**.
- 3 Click **Manage Shortcuts**.

**Note:** A password may be required. If you do not have an ID and password, get one from your system support person.


- 4 Click **Fax Shortcut Setup**.
- 5 Type a unique name for the shortcut, and then enter the fax number.  
To create a multiple-number shortcut, enter the fax numbers for the group.  
**Note:** Separate each fax number in the group with a semicolon (;).
- 6 Assign a shortcut number.  
If you enter a number that is already in use, then you are prompted to select another number.
- 7 Click **Add**.

### Creating a fax destination shortcut 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 **Fax**.
- 4 Enter the fax number.  
To create a group of fax numbers, touch **Next number**, and then enter the next fax number.
- 5 Touch **Save as Shortcut**.
- 6 Enter a name for the shortcut.
- 7 Verify that the shortcut name and number are correct, and then touch **OK**. If the name or number is incorrect, then touch **Cancel**, and then reenter the information.  
If you enter a number that is already in use, then you are prompted to select another number.
- 8 Touch **Fax It** to send the fax, or touch  to return to the home screen.

## Scanning to an FTP address

### 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, then 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**.
- 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.

- a 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.

- b If you are loading a document into the ADF, then adjust the paper guides.

- c Press , and then enter the shortcut number using the keypad, or touch **Held Jobs** on the home screen, and then touch **Profiles**.
- d 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.

- 9 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.  
The Held Jobs screen appears.

- 4 Touch **Scan to USB drive**.

- 5 Select the scan settings.

- 6 Touch **Scan It**.