

## Quick Reference

November 2010







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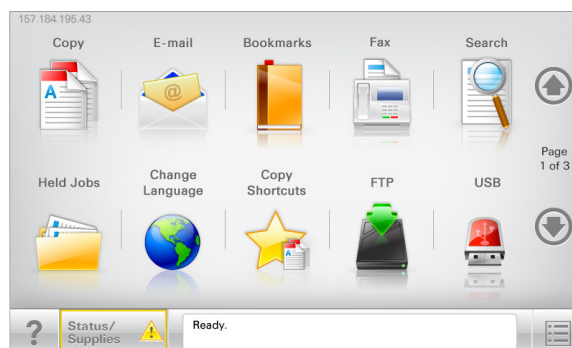


Item		Description
7	Submit 	<ul style="list-style-type: none"> <li>Press  to initiate the current job indicated on the display.</li> <li>From the home screen, press  to start a copy job with the default settings.</li> <li>If pressed while a job is scanning, then the button has no effect.</li> </ul>
8	Indicator light	<ul style="list-style-type: none"> <li><b>Off</b>—The printer is off.</li> <li><b>Blinking green</b>—The printer is warming up, processing data, or printing.</li> <li><b>Solid green</b>—The printer is on, but idle.</li> <li><b>Blinking red</b>—Operator intervention is needed.</li> </ul>
9	Stop 	<p>Press  to stop all printer activity.</p> <p>A list of options is offered once <b>Stopped</b> appears on the display.</p>
10	Sleep 	Press to put printer into or out of Sleep Mode.


## Understanding the home screen

When the printer is turned on, the display shows a basic screen, referred to as the home screen. Touch the home screen buttons and icons to initiate an action such as copying, faxing, or scanning; to open the menu screen; or to respond to messages.

**Note:** Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded solutions.



Touch	To
Copy	Access the Copy menus and make copies.
E-mail	Access the E-mail menus and send e-mails.
Fax	Access the Fax menus and send fax.

Touch	To
	Access the printer menus. <b>Note:</b> These menus are available only when the printer is in the <b>Ready</b> state.
FTP	Access the File Transfer Protocol (FTP) menus and scan documents directly to an FTP server.
Status message bar	<ul style="list-style-type: none"> <li>• Show the current printer status such as <b>Ready</b> or <b>Busy</b>.</li> <li>• Show printer conditions such as <b>Toner Low</b> or <b>Cartridge Low</b>.</li> <li>• Show intervention messages so the printer can continue processing.</li> </ul>
Status/Supplies	<ul style="list-style-type: none"> <li>• Display a warning or error message whenever the printer requires intervention to continue processing.</li> <li>• Access the messages screen for more information on the message, and how to clear it.</li> </ul>
USB or USB Thumbdrive	View, select, print, scan, or e-mail photos and documents from a flash drive. <b>Note:</b> This button appears only when you return to the home screen while a memory card or flash drive is connected to the printer.
Bookmarks	Create, organize, and save a set of bookmarks (URL) into a tree view of folders and file links. <b>Note:</b> The tree view supports only bookmarks created from this function, and not from any other application.
Held Jobs	Display all current held jobs.

Other buttons that may appear on the home screen:

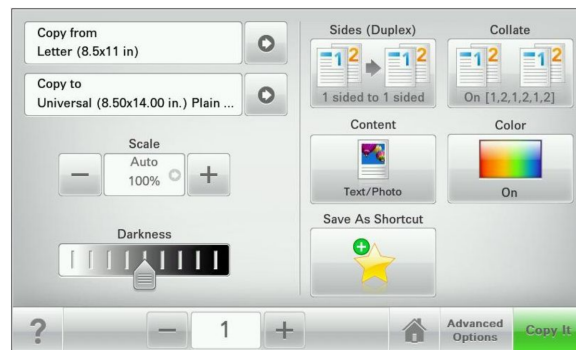
Touch	To
Search held jobs	Search on any of the following items: <ul style="list-style-type: none"> <li>• User name for held or confidential print jobs</li> <li>• Job names for held jobs, excluding confidential print jobs</li> <li>• Profile names</li> <li>• Bookmark container or print job names</li> <li>• USB container or print job names for supported file types</li> </ul>
Release Held Fax	Access the list of held faxes. <b>Note:</b> This button appears only when there are held faxes with a scheduled hold time previously set.
Lock Device	Open a password entry screen. Enter the correct password to lock the printer control panel. <b>Note:</b> This button appears only when the printer is unlocked and password has been set.
Unlock Device	Open a password entry screen. Enter the correct password to unlock the printer control panel. <b>Note:</b> This button appears only when the printer is locked. The printer control panel buttons and shortcuts cannot be used while this appears.


Touch	To
Cancel Jobs	<p>Open the Cancel Jobs screen. The Cancel Jobs screen shows three headings: Print, Fax, and Network.</p> <p>The following options are available under the Print, Fax, and Network headings:</p> <ul style="list-style-type: none"> <li>• Print job</li> <li>• Copy job</li> <li>• Fax profile</li> <li>• FTP</li> <li>• E-mail send</li> </ul> <p>Each heading has a list of jobs shown in a column under it which can show only three jobs per screen. If more than three jobs exist in a column, then an arrow appears enabling you to scroll through the jobs.</p>
Change Language	Launch the Change Language pop-up window that allows you to change the primary language of the printer.







## Using the touch-screen buttons

**Note:** Your home screen, icons, and buttons may vary depending on your home screen customization settings and administrative setup.




### Sample touch screen




Touch	To
Submit	Submit changes made in the printer settings.
Sample Copy	Print a sample copy.
Right arrow 	Scroll to the right.

Touch	To
Left arrow 	Scroll to the left.
Home 	Return to the home screen.
Right increase 	Select a higher value.
Left decrease 	Select a lower value.
Exit 	Exit from the current screen.
Tips 	Open a context-sensitive Help dialog on the touch screen.



## Other touch-screen buttons

Touch	To
Accept 	Save a setting.
Cancel 	<ul style="list-style-type: none"> <li>• Cancel an action or a selection.</li> <li>• Exit a screen and lets you return to the previous screen without saving changes.</li> </ul>
Reset 	Reset values on the screen.



Touch	To
Radio button 	Select or clear an item.

## Features

Feature	Description
Menu trail line: <u>Menus</u> > <u>Settings</u> > <u>Copy Settings</u> > Number of Copies	<p>A menu trail line is located at the top of each menu screen. This feature shows the path taken to arrive at the current menu.</p> <p>Touch any of the underlined words to return to that menu.</p> <p>Number of Copies is not underlined since this is the current screen. If you touch an underlined word on the Number of Copies screen before the Number of Copies is set and saved, then the selection is not saved, and it does not become the default setting.</p>
Attendance message alert 	If an attendance message affects a function, then this icon appears and the red indicator light blinks.
Warning 	If an error condition occurs, then this icon appears.

# Setting up and using the home screen applications

## Accessing the Embedded Web Server

The Embedded Web Server is the printer Web page that lets you view and remotely configure printer settings even when you are not physically near the printer.

**1** Obtain the printer IP address:

- From the printer control panel home screen
- From the **TCP/IP** section in the **Network/Ports** menu
- By printing a network setup page or menu settings page, and then finding the **TCP/IP** section

**Note:** An IP address appears as four sets of numbers separated by periods, such as 123 . 123 . 123 . 123.

**2** Open a Web browser, and then type the printer IP address in the address field.

The Embedded Web Server page appears.

## Showing or hiding icons on the home screen

**1** From the Embedded Web Server, click **Settings > General Settings > Home screen customization**.

A list of basic printer functions appears.

**2** Select the check boxes to specify which icons appear on the printer home screen.


Cleared check box items are hidden.

**3** Click **Submit**.

## Activating the home screen applications

For detailed information about configuring and using the home screen applications, contact the place where you bought the printer.

### Forms and Favorites


Icon	Description
	<p>The application helps you simplify and streamline work processes by letting you quickly find and print frequently used online forms directly from the home screen. For example, you can print the latest version of a form exactly when you need it. This eliminates inventories of printed forms that can easily become outdated.</p> <p><b>Note:</b> The printer must have permission to access the network folder, FTP site, or Web site where the bookmark is stored. From the computer where the bookmark is stored, use sharing, security, and firewall settings to allow the printer at least a <i>read</i> access. For help, see the documentation that came with your operating system.</p>

To configure Forms and Favorites, do the following:

- 1 From the Embedded Web Server, click **Settings > Device Solutions > Solutions (eSF) > Forms and Favorites**.
- 2 Define the bookmarks, and then customize the settings.
- 3 Click **Apply**.

To use the application, touch **Forms and Favorites** on the home screen, and then navigate through form categories, or search for forms based on a form number, name, or description.

## Scan to Network


Icon	Description
	<p>The application lets you capture a digital image of a hard-copy document and route it to a shared network folder. Immediately upon delivery, the file is available to anyone permitted to access the folder. You can define up to 30 unique folder destinations.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"><li>• The printer must have permission to write to the destinations. From the computer where the destination is specified, use sharing, security, and firewall settings to allow the printer at least a <i>write</i> access. For help, see the documentation that came with your operating system.</li><li>• The Scan to Network icon appears only when one or more destinations are defined.</li></ul>

To configure Scan to Network, do the following:

- 1 From the Embedded Web Server, click **Settings > Device Solutions > Solutions (eSF) > Scan to Network**.
- 2 Specify the destinations, and then customize the settings.
- 3 Click **Apply**.

To use the application, touch **Scan to Network** on the home screen, and then follow the printer display prompts.


## My MFP

Icon	Description
	<p>The application lets you customize your touch-screen settings and store those preferences on a flash drive. Each time you want to copy, fax, or scan, insert the flash drive into the USB port of the printer. All your personal preferences are automatically uploaded, including job settings, home screen preferences, and address book.</p> <p><b>Note:</b> The icon appears only when a flash drive with My MFP settings is inserted into the USB port of the printer.</p>

To activate My MFP, insert a flash drive into the USB port of the printer, and then follow the instructions on the printer home screen display to run the setup wizard.

To use My MFP, insert the flash drive into the USB port of the printer whenever you want to copy, fax, or scan.

## WS-Scan

Icon	Description
	<p>The Web Services-Scan application lets you scan documents at the printer, and then send the scanned image to your computer. WS-Scan is a Microsoft application that is similar to Scan to Network, but has the capability of sending the scanned document to a Windows-based application. To learn more about WS-Scan, refer to the Microsoft documentation.</p> <p><b>Note:</b> The icon appears on the printer home screen only when there is a Windows 7 or Windows Vista client currently registered with the printer.</p>

## Remote Operator Panel

This application shows the printer control panel on your computer screen and lets you interact with the printer control panel, even when you are not physically near the printer. From your computer screen, you can view the printer status, release held print jobs, create bookmarks, and do other print-related tasks you might normally do while standing at the printer.

To activate Remote Operator Panel, do the following:

- 1 From the Embedded Web Server, click **Settings > Device Solutions > Solutions (eSF) > Remote Operator Panel**.
- 2 Select the **Enabled** check box, and then customize the settings.
- 3 Click **Apply**.

To use Remote Operator Panel, from the Embedded Web Server, click **Applications > Remote Operator Panel > Launch VNC Applet**.

## Exporting and importing a configuration using the Embedded Web Server

You can export configuration settings into a text file that can then be imported and used to apply the settings to one or more additional printers.

### Exporting a configuration

- 1 From the Embedded Web Server, click **Settings** or **Configuration**.
- 2 Click **Device Solutions > Solutions (eSF)**, or click **Embedded Solutions**.
- 3 From Installed Solutions, click the name of the application you want to configure.
- 4 Click **Configure > Export**.
- 5 Follow the instructions on the computer screen to save the configuration file, and then enter a unique file name or use the default name.

**Note:** If a **JVM Out of Memory** error occurs, then repeat the export until the configuration file is saved.

## Importing a configuration

- 1 From the Embedded Web Server, click **Settings** or **Configuration**.
- 2 Click **Device Solutions > Solutions (eSF)**, or click **Embedded Solutions**.
- 3 From Installed Solutions, click the name of the application you want to configure.
- 4 Click **Configure > Import**.
- 5 Browse to the saved configuration file, and then load or preview it.  
**Note:** If a timeout occurs and a blank screen appears, then refresh the browser, and then click **Apply**.


# Loading paper and specialty media

This section explains how to use the 250-sheet tray, the manual feeder, an optional 550-sheet tray, and the 650-sheet duo drawer with an integrated multipurpose feeder. It also includes information about paper orientation, setting the Paper Size and Paper Type, and linking and unlinking trays.

## Setting the paper size and type

The Paper Size setting for the multipurpose feeder must be set manually from the Paper Size menu. The Paper Type setting must be set manually for all trays that do not contain plain paper.

From the home screen navigate to:

 > **Paper Menu** > **Paper Size/Type** > select a tray > select the paper size or type > **Submit**

## Configuring Universal paper settings

The Universal Paper Size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus. Set the Paper Size for the specified tray to Universal when the size you want is not available from the Paper Size menu. Then, specify all of the following Universal size settings for your paper:

- Units of Measure
- Portrait Width
- Portrait Height

**Note:** The smallest supported Universal size is 76 x 127 mm (3 x 5 in.); the largest size is 216 x 356 mm (8.5 x 14 in.).

- 1 From the home screen, navigate to:

 > **Paper Menu** > **Universal Setup** > **Units of Measure** > select a unit of measure

- 2 Touch **Portrait Width** or **Portrait Height** > select the width or height > **Submit**.

## Loading the standard 250-sheet tray and optional 550-sheet tray

The printer has one standard 250-sheet tray (Tray 1) with an attached manual feeder. The 250-sheet tray, the 650-sheet duo drawer, and the optional 550-sheet tray support the same paper sizes and types and are loaded in the same way.

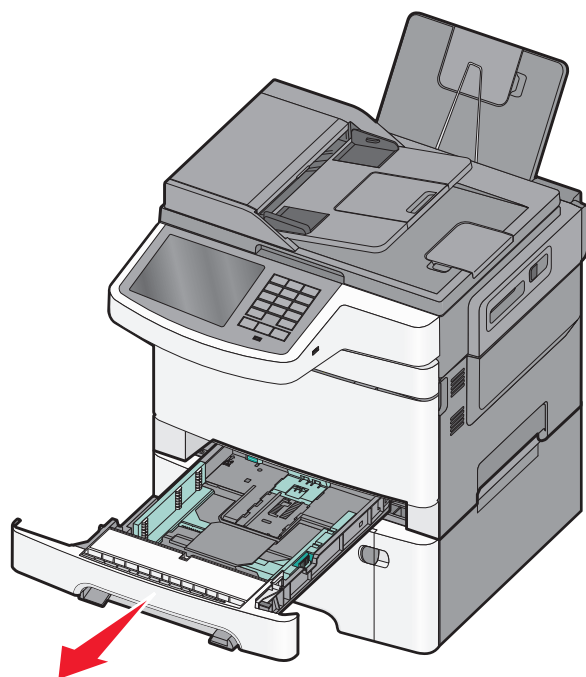
**Note:** Some printer models may not support the optional 550-sheet tray.



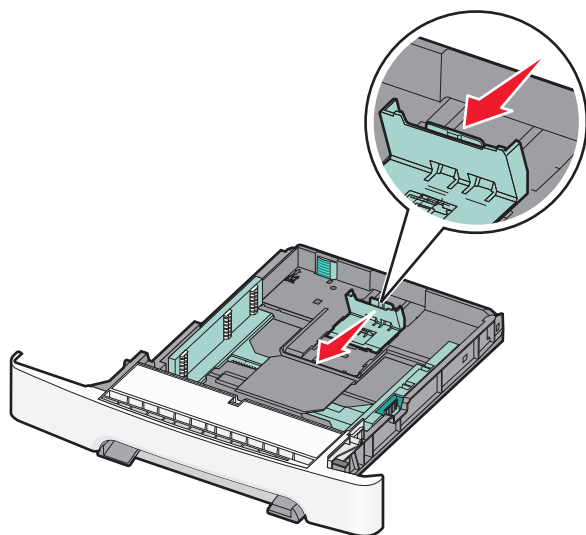
**CAUTION—POTENTIAL INJURY:** To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other drawers or trays closed until needed.

- 1 Pull the tray out.

**Note:** Do not remove trays while a job is printing or while **Busy** appears on the display. Doing so may cause a jam.

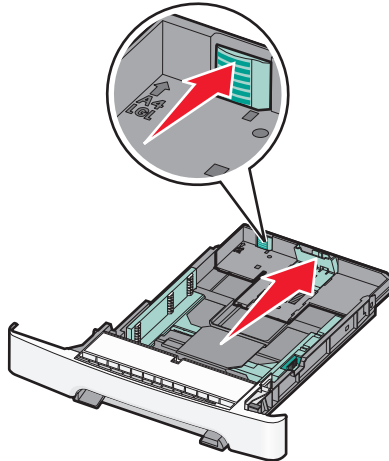


- 2 Squeeze the length guide tab, and then slide the guide to the correct position for the paper size being loaded.

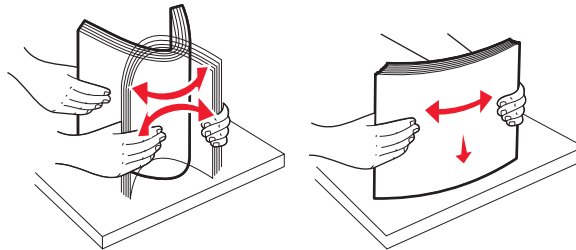


**Note:** Use the size indicators on the bottom of the tray to help position the guide.

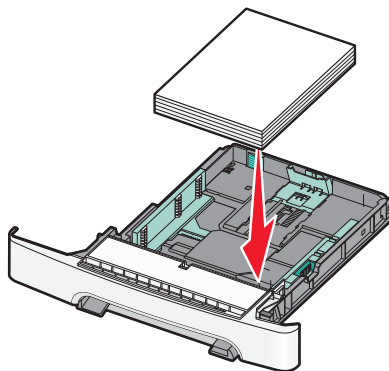
- 3** If the paper is longer than letter-size paper, then push the green tab at the back of the tray to extend it.



- 4** Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



- 5** Load the paper stack with the recommended print side faceup.

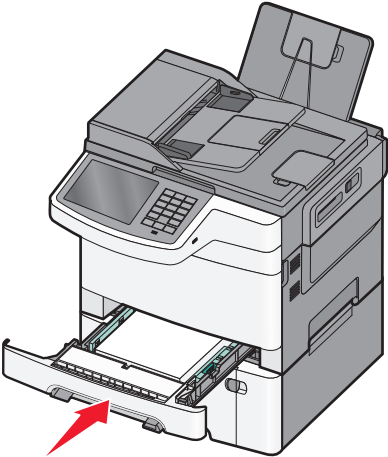


- 6** Make sure the paper guides are secure against the edges of the paper.

**Note:** Make sure the side guides are placed tightly against the edges of the paper so that the image is registered properly on the page.



7 Insert the tray.




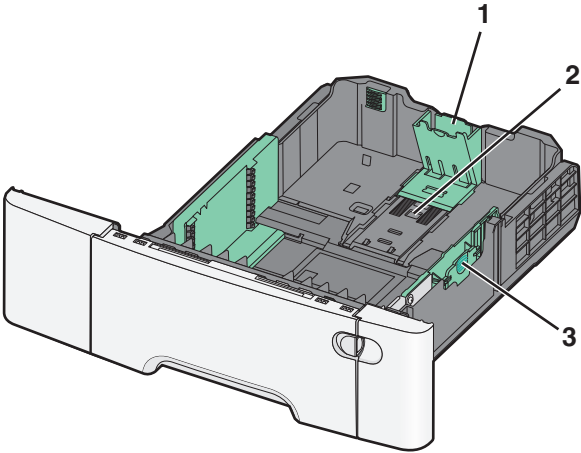
8 If a different type or size of paper was loaded than the type or size previously loaded in the tray, then change the Paper Type or Paper Size setting for the tray from the printer control panel.

**Note:** Mixing paper sizes or types in a paper tray may cause jams.

## Loading the 650-sheet duo drawer

The 650-sheet duo drawer (Tray 2) consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder. The drawer is loaded in the same way as the 250-sheet tray and the optional 550-sheet tray, and supports the same paper types and sizes. The only differences are the look of the guide tabs and the location of the paper size indicators.

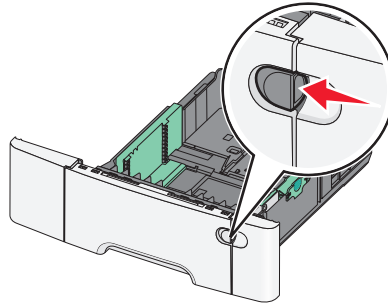
 **CAUTION—POTENTIAL INJURY:** To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other drawers or trays closed until needed.



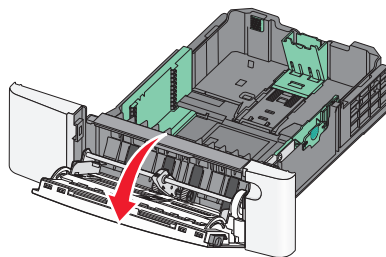
1	Length guide tabs
2	Size indicators
3	Width guide tabs

# Loading the multipurpose feeder

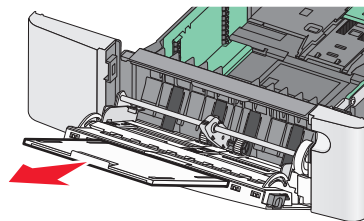
- 1 Push the multipurpose feeder latch to the left.



- 2 Open the multipurpose feeder.

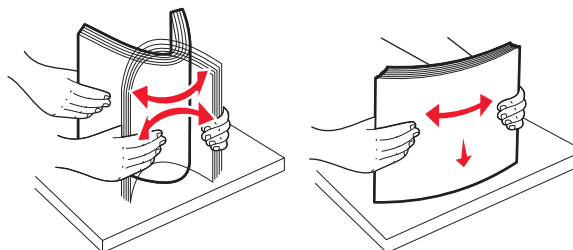


- 3 Grasp the extension, and pull it straight out until it is fully extended.



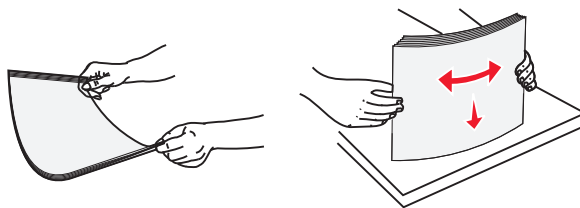
- 4 Prepare the paper for loading.

- Flex sheets of paper back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



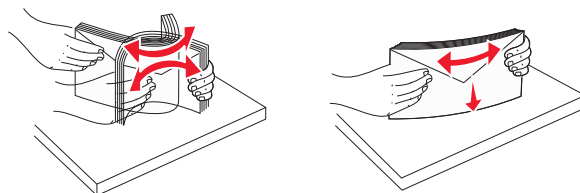
- Hold transparencies by the edges. Straighten the edges on a level surface.

**Note:** Avoid touching the print side of transparencies. Be careful not to scratch them.



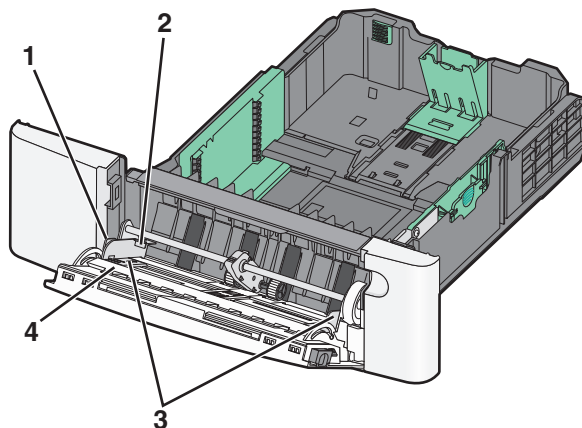
- Flex a stack of envelopes back and forth to loosen them. Straighten the edges on a level surface.

**Warning—Potential Damage:** Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.



## 5 Locate the stack height limiter and tab.

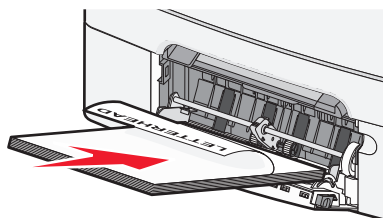
**Note:** Do not exceed the maximum stack height by forcing paper under the stack height limiter.



1	Tab
2	Stack height limiter
3	Width guide
4	Size indicators

## 6 Load the paper, and then adjust the width guide to lightly touch the edge of the paper stack.

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



- Load envelopes with the flap side up.

**Notes:**

- Do not load or close the multipurpose feeder while a job is printing.
- Load only one size and type of paper at a time.

- 7** Make sure the paper is as far into the multipurpose feeder as it will go with very gentle pushing. Paper should lie flat in the multipurpose feeder. Make sure the paper fits loosely in the multipurpose feeder and is not bent or wrinkled.
- 8** From the printer control panel, set the Paper Size and Paper Type.

## Loading the manual feeder

The standard 250-sheet tray has an integrated manual feeder that can be used to print on different types of media one sheet at a time.

- 1** Send a manual print job.

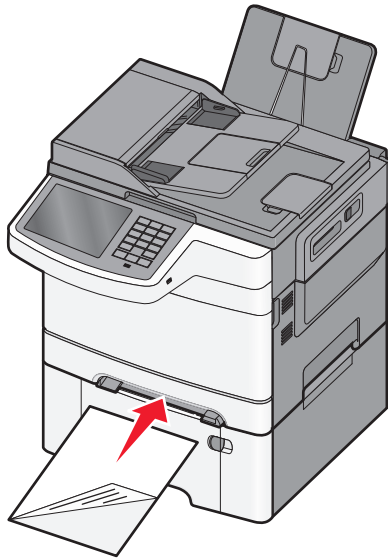
### For Windows users

- a** With a document open, click **File > Print**.
- b** Click **Properties, Preferences, Options, or Setup**.
- c** Navigate to:  
**Paper tab > Paper type > Manual Paper > OK > OK**

### For Macintosh users

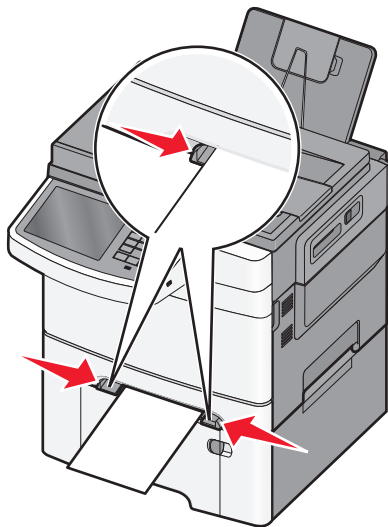
- a** With a document open, choose **File > Print**.
- b** From the Copies & Pages or General pop-up menu, choose **Manual Paper**.
- c** Click **OK** or **Print**.

- 2** When **Load Single Sheet Feeder with [paper type] [paper size]** appears, load the sheet facedown into the manual feeder. Load envelopes on the left side of the feeder with the flap side up.



**Note:** Align the long edge of the sheet so that it is flush with the right side of the manual feeder.

- 3** Adjust the width guides until they lightly touch the sheet. Do not force the width guides against the sheet. Doing so may damage the sheet.



- 4** Push the sheet in until it stops. The printer pulls it in farther.

**Note:** To achieve the best possible print quality, use only high-quality media designed for laser printers.

# Linking and unlinking trays

## Linking trays

Tray linking is useful for large print jobs or multiple copies. When one linked tray is empty, paper feeds from the next linked tray. When the Paper Size and Paper Type settings are the same for any trays, the trays are automatically linked. The Paper Size setting for all trays must be set manually from the Paper Size menu. The Paper Type setting must be set for all trays from the Paper Type menu. The Paper Type menu and the Paper Size menu are both available from the Paper Size/Type menu.

## Unlinking trays

Change one of the following tray settings:

- Paper Type

Paper Type names describe the paper characteristics. If the name that best describes your paper is used by linked trays, then assign a different Paper Type name to the tray, such as Custom Type [x], or define your own custom name.

- Paper Size

Paper Size settings must be set manually from the Paper Size menu.

**Note:** Trays that do not have the same settings as any other tray are not linked.

**Warning—Potential Damage:** Do not assign a Paper Type name that does not accurately describe the type of paper loaded in a tray. The temperature of the fuser varies according to the specified Paper Type. Prints may not be properly processed if an inaccurate Paper Type is selected.

## Creating a custom name for a paper type

If the printer is on a network, you can use the Embedded Web Server to define a name other than Custom Type [x] for each of the custom paper types loaded into the printer.

- 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 you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings** > **Paper Menu** > **Custom Name** > type a name > **Submit**.


**Note:** This custom name will replace the Custom Type [x] name under the Custom Types and Paper Size and Type menus.

- 3 Click **Custom Types** > select a paper type > **Submit**.

## Assigning a custom paper type name

Assign a custom paper type name to a tray when linking or unlinking trays.

From the home screen, navigate to:

 > **Paper Menu** > **Paper Size/Type** > select a custom paper type name > select a tray > **Submit**

## Configuring a custom name

If the printer is on a network, then you can use the Embedded Web Server to define a name other than Custom Type [x] for each of the custom paper types loaded into the printer.

- 1 Type the printer IP address in the address field of your Web browser.

**Note:** If you do not know the IP address of the printer, then you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings > Paper Menu > Custom Types** > select the custom name you want to configure > select a paper or specialty media type > **Submit**.

# Printing

## Printing a document

### Printing a document

- 1 From the printer control panel Paper menu, set the Paper Type and Paper Size to match the loaded paper.
- 2 Send the print job:

#### For Windows users

- a With a document open, click **File > Print**.
- b Click **Properties, Preferences, Options, or Setup**.
- c Adjust settings as necessary.
- d Click **OK > Print**.

#### For Macintosh users

- a Customize the settings as needed in the Page Setup dialog:
  - 1 With a document open, choose **File > Page Setup**.
  - 2 Choose a paper size or create a custom size to match the loaded paper.
  - 3 Click **OK**.
- b Customize the settings as needed in the Print dialog:
  - 1 With a document open, choose **File > Print**.  
If necessary, click the disclosure triangle to see more options.
  - 2 From the Print dialog and pop-up menus, adjust the settings as needed.  
**Note:** To print on a specific paper type, adjust the paper type setting to match the loaded paper, or select the appropriate tray or feeder.
  - 3 Click **Print**.

## Adjusting toner darkness

- 1 Type the printer IP address into the address field of your Web browser.  
If you do not know the IP address of the printer, you can:
  - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
  - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click **Settings > Print Settings > Quality Menu > Toner Darkness**.
- 3 Adjust the toner darkness setting.
- 4 Click **Submit**.



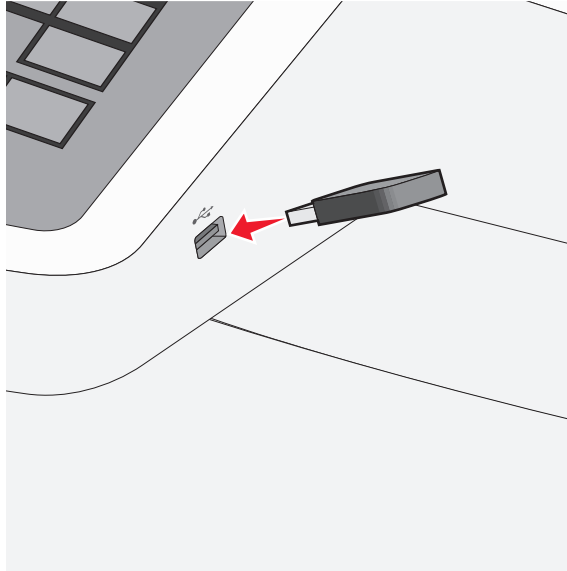
# Printing from a flash drive

## Printing from a flash drive

### Notes:

- Before printing an encrypted PDF file, enter the file password from the printer control panel.
- You cannot print files for which you do not have printing permissions.

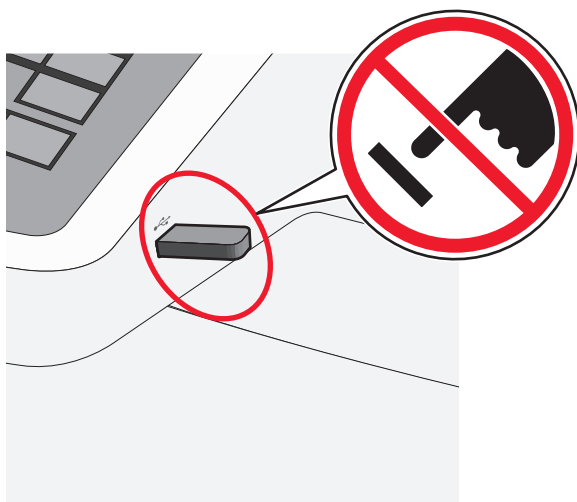
**1** Insert a flash drive into the USB port.



### Notes:

- If you insert the flash drive when the printer requires attention, such as when a jam has occurred, then the printer ignores the flash drive.
- If you insert the flash drive while the printer is processing other print jobs, then **Busy** appears. After these print jobs are processed, you may need to view the held jobs list to print documents from the flash drive.

**Warning—Potential Damage:** Do not touch the USB cable, any network adapter, any connector, the memory device, or the printer in the areas shown while actively printing, reading, or writing from the memory device. A loss of data can occur.




- 2 From the printer control panel, touch the document you want to print.
- 3 Touch the arrows to increase the number of copies to print, and then touch **Print**.

**Notes:**

- Do not remove the flash drive from the USB port until the document has finished printing.
- If you leave the flash drive in the printer after leaving the initial USB menu screen, then you can still print files from the flash drive as held jobs.


## Canceling a print job

### Canceling a print job from the printer control panel

- 1 Touch **Cancel Jobs** on the touch screen, or press  on the keypad.
- 2 Touch the job you want to cancel, and then touch **Delete Selected Jobs**.

### Canceling a print job from the computer

#### For Windows users

- 1 Open the printers folder:
  - a Click , or click **Start** and then click **Run**.
  - b In the Start Search or Run box, type **control printers**.
  - c Press **Enter**, or click **OK**.
- 2 Double-click the printer icon.
- 3 Select the print job you want to cancel.
- 4 From the keyboard, press **Delete**.

## For Macintosh users

In Mac OS X version 10.5 or later:

- 1 From the Apple menu, choose **System Preferences > Print & Fax > Open Print Queue**.
- 2 From the printer window, select the print job you want to cancel.
- 3 From the icon bar at the top of the window, click the **Delete** icon.


In Mac OS X version 10.4 or earlier:

- 1 From the Finder, navigate to:  
**Go > Applications**
- 2 Double-click **Utilities > Print Center** or **Printer Setup Utility**.
- 3 Double-click the printer icon.
- 4 From the printer window, select the print job you want to cancel.
- 5 From the icon bar at the top of the window, click the **Delete** icon.

# 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 Adjust the paper guides when loading a document into the ADF.  
**Note:** Make sure the size of the original document and the copy paper size are the same. Failure to set the proper size may result to a cropped image.
- 3 From the printer control panel, press  to start copying.

### 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 From the home screen, navigate to:  
**Copy** > change the copy settings > **Copy It**

### Copying using the scanner glass

- 1 Place an original document facedown on the scanner glass in the upper left corner.
- 2 From the home screen, navigate to:  
**Copy** > change the copy settings > **Copy It**
- 3 If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the Next Page**.
- 4 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 remaining print job is canceled. The home screen appears.

# E-mailing

## Getting ready to e-mail

### Setting up the e-mail function

- 1 Type the printer IP address into the address field of your Web browser.  
If you do not know the IP address of the printer, you can:
  - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
  - Print a network setup page or the menu settings pages 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 > Setup E-mail Server**.
- 5 Fill in the fields with the appropriate information.
- 6 Click **Submit**.

### Configuring e-mail settings

- 1 Type the printer IP address into the address field of your Web browser.  
If you do not know the IP address of the printer, you can:
  - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
  - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click **Settings > E-mail/FTP Settings > E-mail Settings**.
- 3 Fill in the fields with the appropriate information.
- 4 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.  
If you do not know the IP address of the printer, you can:
  - View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
  - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click **Settings**.
- 3 Under Other Settings, click **Manage Shortcuts > E-mail Shortcut Setup**.

4 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 (,).

5 Select the scan settings (Format, Content, Color, and Resolution).

6 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 From the home screen, navigate to:

**E-mail > Recipient >** type an e-mail address

To create a group of recipients, touch **Next address**, and then type the next recipient's e-mail address.

2 Touch .

3 Type a unique name for the shortcut, and then touch **Done**.

4 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 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 From 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

The printer driver fax option allows you to "print to fax," where the printer will send a queued document as a fax rather than print it. The fax option functions as a normal fax machine, but is controlled through the printer driver instead of the printer control panel.

- 1 With a document open, click **File > Print**.
- 2 Select the printer, and then navigate to:  
**Properties > Fax tab > Enable fax**
- 3 Enter the recipient fax number(s) in the "Fax number(s)" field.  
Fax numbers can be entered manually or by using the Phone Book feature.
- 4 If necessary, enter a prefix in the Dialing prefix field.
- 5 Select the appropriate paper size and page orientation.
- 6 If you want to include a cover page with the fax, then select **Include cover page with fax**, and enter the appropriate information.
- 7 Click **OK**.



#### Notes:

- The Fax option is available for use only with the PostScript driver or the Universal Fax Driver. For information on installing these drivers, see the *Software and Documentation* CD.
- The Fax option must be configured and enabled in the PostScript driver under Configuration tab before it can be used.
- If the **Always display settings prior to faxing** check box is selected, then you will be prompted to verify the recipient information before the fax is sent. If this check box is not selected, then the queued document will be sent automatically as a fax when you click **OK** on the Fax tab.

## 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.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings > Manage Shortcuts > Fax Shortcut Setup**.

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

- 3 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 (;).

- 4 Assign a shortcut number.

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

- 5 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** From the home screen, navigate to:

**Fax** > enter the fax number

To create a group of fax numbers, touch **Next number**, and then enter the next fax number.

**4** Navigate to:

 > enter a name for the shortcut > **Done** > **OK** > **Fax It**


# Scanning to an FTP address

## Scanning to an FTP address


### Scanning to an FTP address 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 From the home screen, navigate to:  
**FTP > FTP > type the FTP address > 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 From the home screen, navigate to:  
**FTP > FTP >  > enter the name of recipient > Browse shortcuts > name of recipient > Search**

# 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.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Scan Profile > Create**.

- 3 Select your scan settings, and then click **Next**.

- 4 Select a location on your computer where you want to save the scanned output file.

- 5 Enter a scan name.

The scan name is the name that appears in the Scan Profile list on the display.

- 6 Click **Submit**.

- 7 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 entering 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.

- 8 Return to the computer to view the file.

The output file is saved in the location 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 USB Drive home screen appears.

- 4 Select the destination folder, and then touch **Scan to USB drive**.

**5** Adjust the scan settings.

**6** Touch **Scan It**.

# Clearing jams

By carefully selecting paper and loading it properly, you can avoid most jams. If jams do occur, follow the steps outlined in this section.

To clear a jam message and resume printing, clear the entire paper path, and then touch **Continue**. If Jam Recovery is set to On, then the printer prints a new copy of the page that jammed. If Jam Recovery is set to Auto, then the printer reprints the jammed page if enough printer memory is available.

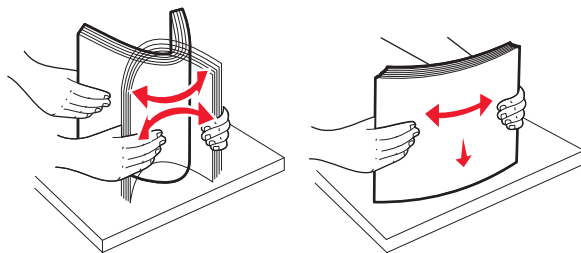
## Avoiding jams

### Paper tray recommendations

- Make sure the paper lies flat in the tray.
- Do not remove a tray while the printer is printing.
- Do not load a tray while the printer is printing. Load it prior to printing, or wait for a prompt to load it.
- Do not load too much paper. Make sure the stack height does not exceed the indicated maximum height.
- Make sure the guides in the tray or the multipurpose feeder are properly positioned and are not pressing too tightly against the paper or envelopes.
- Push the tray in firmly after loading paper.

### Paper recommendations

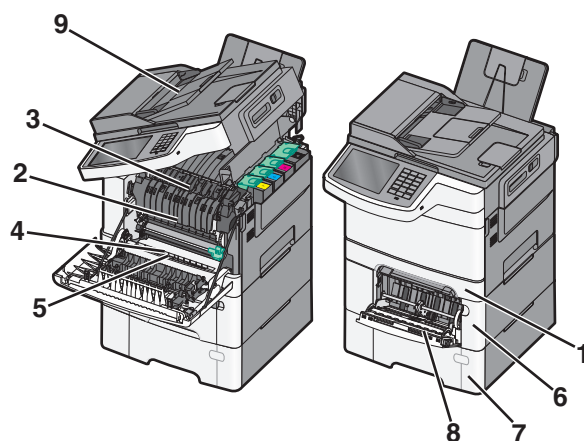
- Use only recommended paper or specialty media.
- Do not load wrinkled, creased, damp, bent, or curled paper.
- Flex and straighten paper before loading it.



- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same stack.
- Make sure all sizes and types are set correctly in the printer control panel menus.
- Store paper per manufacturer recommendations.

## Understanding jam numbers and locations

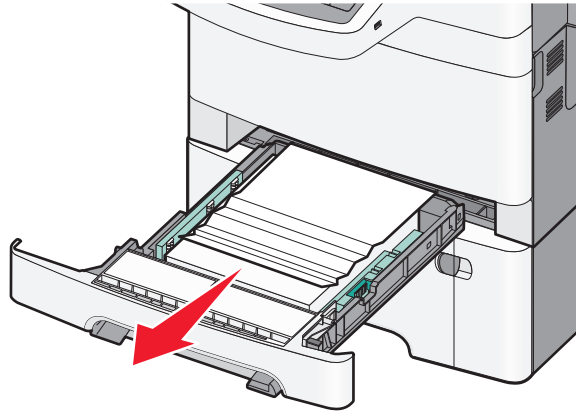
When a jam occurs, a message indicating the jam location appears. The following illustration and table list the paper jams that can occur and the location of each jam. Open doors and covers, and remove trays to access jam locations.



	Jam number	Jam location	Instructions
1	200, 241	In the standard 250-sheet tray and manual feeder (Tray 1)	<b>1</b> Open the front door. Inspect the area behind the front door, and then remove any jams. <b>2</b> Open the fuser cover. Inspect the area under the cover, and then remove any jams. <b>3</b> Close the front door. <b>4</b> Pull Tray 1 out. Inspect the tray area, and then remove any jams. <b>5</b> Verify that the paper is loaded correctly. <b>6</b> Reinsert Tray 1.
2	201	Under the fuser	
3	202	In the fuser	
4	230	In the duplex	
5	235	In the duplex <b>Note:</b> This jam number indicates that the paper being used for a duplex print job is not supported.	
6	242	In the 650-sheet tray	<b>1</b> Pull the 650-sheet tray out, and then remove any jams. <b>2</b> Reinsert the tray.
7	243	In the 550-sheet duo tray <b>Note:</b> This jam number appears only in C546dtn printer models.	<b>1</b> Pull the 550-sheet tray out, and then remove any jams. <b>2</b> Reinsert the tray.
8	250	In the multipurpose feeder	<b>1</b> Press the latch to the left to release the multipurpose feeder. <b>2</b> Inspect the multipurpose feeder, and then remove any jams. <b>3</b> Close the multipurpose feeder. <b>Note:</b> You may need to open the 650-sheet duo tray to remove jammed pages behind the multipurpose feeder.
9	290–294	In the ADF	Open the ADF cover, and then remove the jam.

## 200 paper jam

- 1 Grasp the handle, and pull the standard 250-sheet tray (Tray 1) and manual feeder out.




- 2 Grasp the jammed paper on each side, and then gently pull it out.

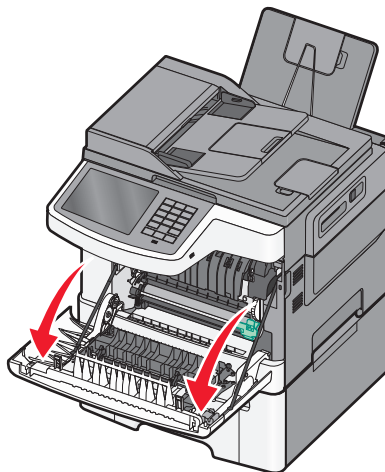
**Note:** Make sure all paper fragments are removed.

- 3 Insert the tray.
- 4 From the printer control panel, touch **Continue, jam cleared**.

## 201 paper jam

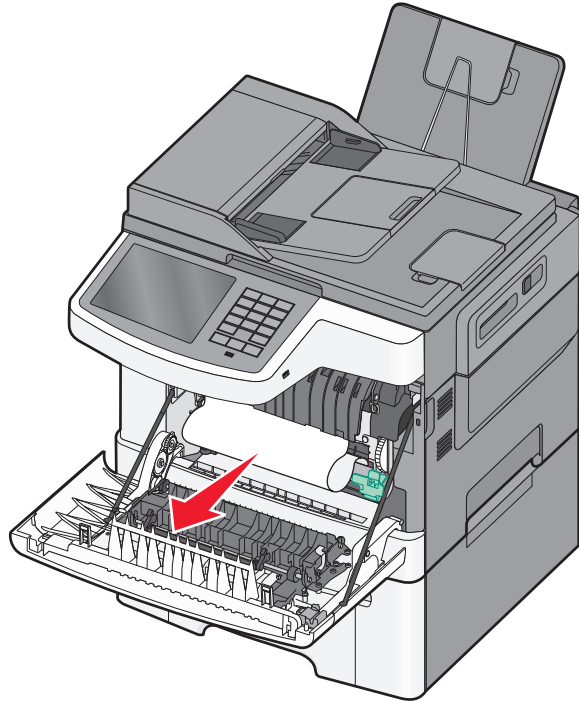
- 1 Grasp the front door at the side handholds, and then pull it toward you to open it.

 **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 Grasp the jammed paper on each side, and then gently pull it out.



**Notes:**

- Make sure all paper fragments are removed.
- There may be a second sheet jammed if **200.xx Paper Jam** and **202.xx Paper Jam** appear.

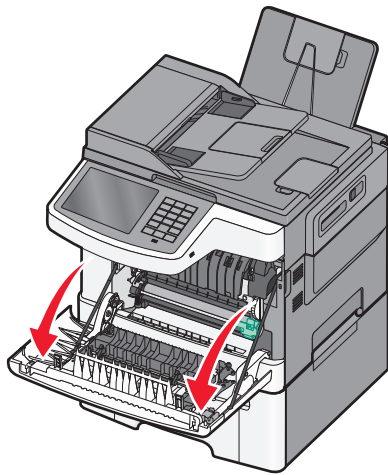
- 3 Close the front door.
- 4 From the printer control panel, touch **Continue, jam cleared**.

## 202 paper jam

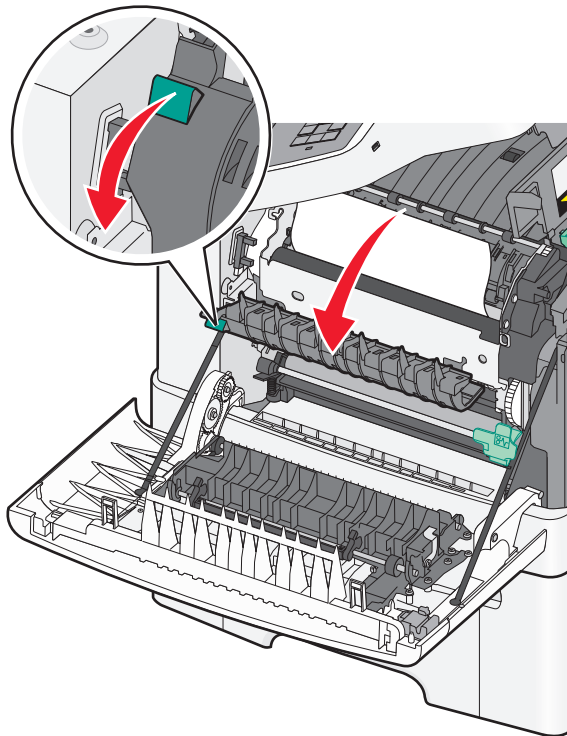
- 1 Grasp the front door at the side handholds, and then pull it toward you to open it.



**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.



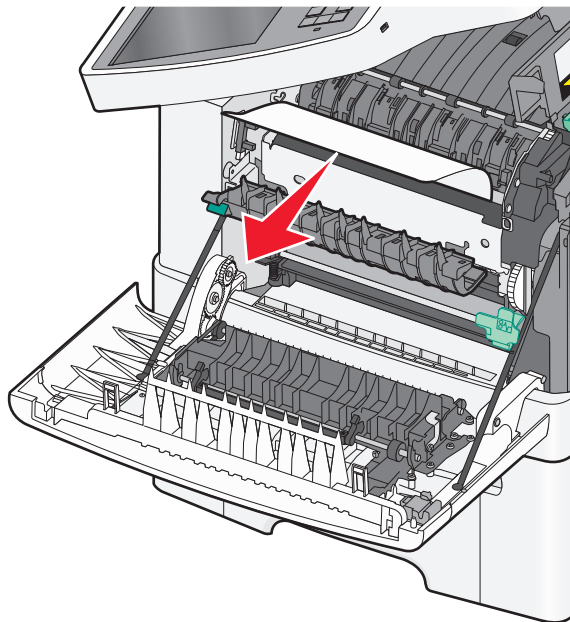
- 2** Grasp the green lever, and then pull the fuser cover toward you.



- 3** Hold the fuser cover down, and then remove the jammed paper.

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

The fuser cover closes when released.



- 4 Close the front door.
- 5 From the printer control panel, touch **Continue, jam cleared**.

## 230 paper jam

- 1 Grasp the front door at the side handholds, and then pull it toward you to open it.
- 2 Grasp the jammed paper, and then gently pull it out.  
**Note:** Make sure all paper fragments are removed.
- 3 From the printer control panel, touch **Continue, jam cleared**.

## 235 paper jam

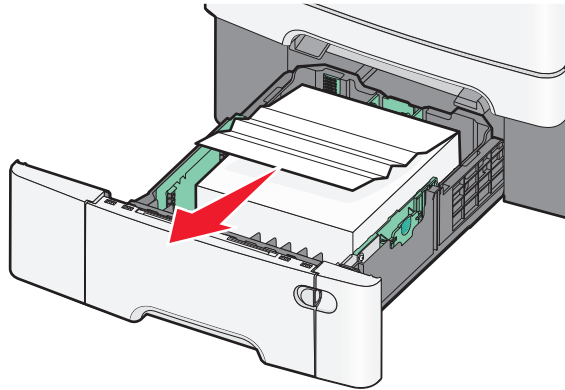
This jam occurs when the paper is too short for the duplex unit.

- 1 Grasp the front door at the side handholds, and then pull it toward you to open it.
- 2 Grasp the jammed paper on each side, and then gently pull it out.  
**Note:** Make sure all paper fragments are removed.
- 3 Load the tray with the correct paper size (A4, letter, legal, or folio).  
**Note:** When loading, flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.
- 4 Insert the tray.
- 5 Close the front door.
- 6 From the printer control panel, touch **Continue, jam cleared**.

## 24x paper jam

### 241 paper jam

- 1 Grasp the handle, and then pull the standard 250-sheet tray (Tray 1).



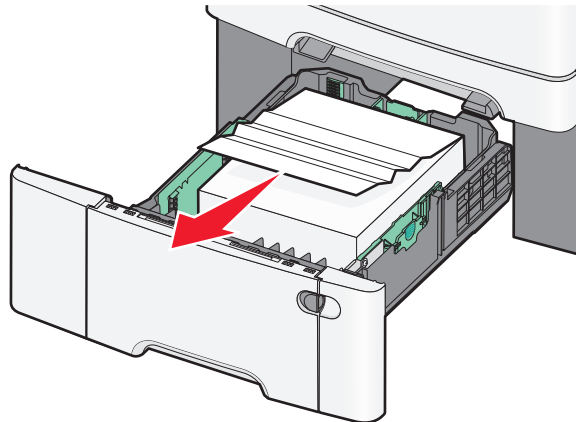
- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.

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

- 3 Insert the tray.
- 4 From the printer control panel, touch **Continue, jam cleared**.

### 242 paper jam

- 1 Grasp the optional 650-sheet tray handle, and then pull the tray out.



**Note:** The optional 650-sheet tray is supported only in select printer models.

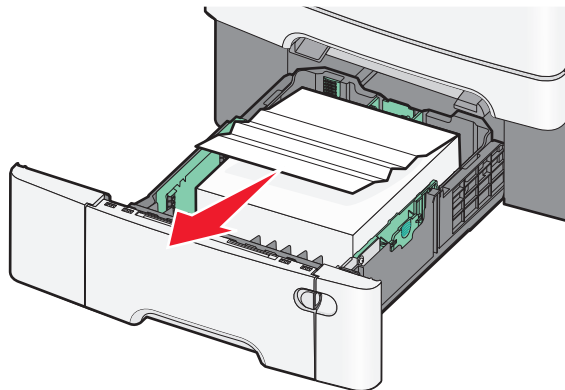
- 2 Firmly grasp the jammed paper, and then gently pull it out.

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

- 3 Insert the tray.
- 4 From the printer control panel, touch **Continue, jam cleared**.

## 243 paper jam

- 1 Grasp the optional 550-sheet tray handle, and then pull the tray out.



**Note:** The optional 550-sheet tray is supported only in select printer models.

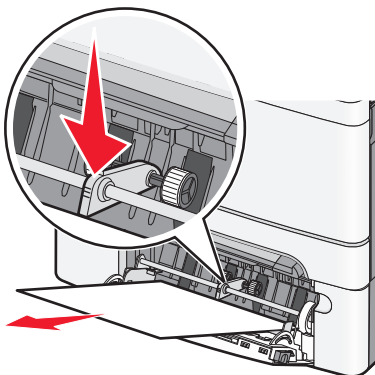
- 2 Firmly grasp the jammed paper, and then gently pull it out.

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

- 3 Insert the tray.
- 4 From the printer control panel, touch **Continue, jam cleared**.

## 250 paper jam

- 1 Remove all paper from the multipurpose feeder.
- 2 Push the lever in the multipurpose feeder to access the jammed paper.



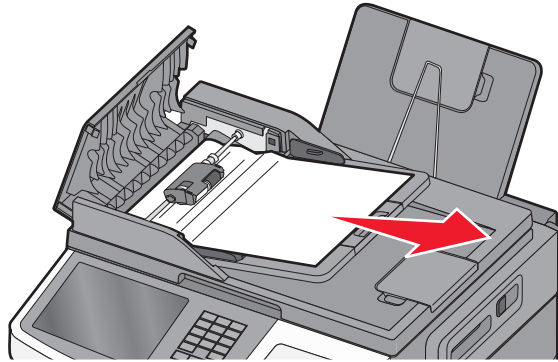
- 3 Firmly grasp the jammed paper on each side, and then gently pull it out.

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

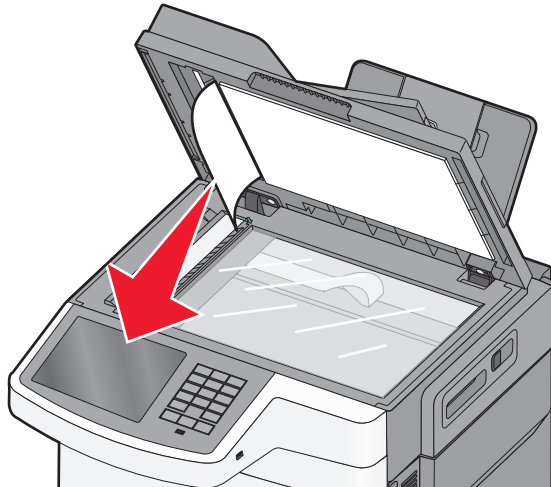
- 4 From the printer control panel, touch **Continue, jam cleared**.

## 290–294 paper jams

- 1 Remove all original documents from the ADF.
- 2 Open the ADF cover, firmly grasp any jammed paper, and then gently pull it out. Remove the pick arm assembly to remove hard-to-reach jammed paper.



- 3 Close the ADF cover.
- 4 Open the scanner cover, firmly grasp any jammed paper, and then gently pull it out.  
**Note:** Make sure all paper fragments are removed.



- 5 Close the scanner cover.
- 6 From the printer control panel, touch **Continue, jam cleared**.