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, adjust the paper guides.

3 From the printer control panel, press ◇ for a black only copy or ◇ for a color copy.

4 If you placed the document on the scanner glass and have additional pages to copy, then place the next page on the scanner glass, and then press **1** on the numeric keypad. Otherwise, press **2** on the numeric keypad.

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 printer control panel, press the **Copy** button, or use the keypad to enter the number of copies.

4 Change the copy settings as needed.

5 From the printer control panel, press ◇ for a black only copy or ◇ for a color copy.

Copying using the scanner glass

1 Place an original document facedown on the scanner glass in the upper left corner.

2 From the printer control panel, press the **Copy** button, or use the keypad to enter the number of copies.

3 Change the copy settings as needed.

4 From the printer control panel, press ◇ for a black only copy or ◇ for a color copy.

5 Place the next document on the scanner glass, and then press **1** on the numeric keypad. Otherwise, press **2** on the numeric keypad.

Canceling a copy job

A copy job can be canceled when the document is in the ADF, on the scanner glass, or while the document is printing. To cancel a copy job:

1 From the printer control, panel press ✕ .

   `Stopping` appears, followed by `Cancel Job`.

2 Press ✕ to cancel the job.

   Note: If you want to continue to process the job, then press ↩ to continue copying.

   `Canceling` appears.

The printer clears all pages in the ADF or printer and then cancels the job. Once the job is canceled, the copy 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 settings 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 address in the TCP/IP section.

2 Click **Settings**.

3 Click **E-mail/FTP Settings**.

4 Click **E-mail Server Setup**.

5 Change the e-mail settings as needed.

6 Click **Submit**.

Setting up the address book

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 address in the TCP/IP section.

2 Click **Settings**.

3 Click **E-mail/FTP Settings**.

4 Click **Manage E-mail Shortcuts**.

5 Change the e-mail settings as needed.

6 Click **Submit**.

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 address in the TCP/IP section.

2 Click **Settings**.

3 Click **Manage Destinations**.

   Note: You may be asked to enter a password. If you do not have an ID and password, get one from your system support person.

4 Click **E-mail Destination Setup**.

5 Type a unique name for the recipient, and then enter the e-mail address.

   Note: If you are entering multiple addresses, 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, you are prompted to select another number.

Canceling an e-mail

An e-mail can be canceled when the document is in the ADF or on the scanner glass. To cancel an e-mail:

1 From the printer control panel, press ⊠.

Stopping appears, and then **Cancel Job** appears.

2 Press ⊠ to cancel the job.

Note: If you want to continue to process the job, press ↩ to continue scanning the e-mail.

Canceling appears.

The printer clears all pages in the ADF and then cancels the job. Once the job is canceled, the copy screen 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 From the printer control panel, press the **Fax** button.

To: appears on the first line, and the time and date appear on the second line.

4 Enter the fax number, and then press ☑.

Notes:

• To place a dial pause within a fax number, press the **Redial/Pause** button. The dial pause appears as a comma on the Fax to: line. Use this feature if you need to dial an outside line first.

• Press ↩ to move the cursor to the left and delete a number.

• To use a fax shortcut, press ▦, and then press the arrow buttons until the fax shortcut you want appears. Then, press ☑.

5 Press **1** to enter another fax number, or press **2** to end fax number entry.

6 Press ◈ to send a black only fax or ◈ to send a color fax.

Sending a fax using the computer

The printer driver fax option lets you send a print job to the printer, which sends the job as a fax. The fax option works 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 click **Properties**, **Preferences**, **Options**, or **Setup**.

3 Navigate to:

Fax tab > **Enable fax**

4 Enter the recipient fax number or numbers in the "Fax number(s)" field.

Note: Fax numbers can be entered manually or by using the Phone Book feature

5 If necessary, enter a prefix in the "Dialing prefix" field.

6 Select the appropriate paper size and page orientation.

7 If you want to include a cover page with the fax, then select **Include cover page with fax**, and then enter the appropriate information.

8 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 the Configuration tab before it can be used.

• If the **Always display settings prior to faxing** check box is selected, then you are prompted to verify the recipient information before the fax is sent. If this check box is cleared, then the queued document is 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. You can create a shortcut 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 address in the TCP/IP section.

2 Click **Settings**.

3 Click **Manage Destinations**.

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, you are prompted to select another number.

7 Click **Add**.

Creating a fax destination shortcut 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 From the printer control panel, press the **Fax** button.

To: appears on the first line, and the time and date appear on the second line.

4 Press ▦.

Address Book Search appears.

5 Press the arrow buttons until **Add** appears, and then press ☑.

6 Press the arrow buttons until **Enter Fax Number** appears, and then press ☑.

7 Enter the fax number, and then press ☑.

8 Press **1** to enter another fax number, or press **2** to end fax number entry.

9 After selecting **2=NO**, **Enter Name** appears.

   a Press the button on the keypad that corresponds with the letter you want. The first time you press the button, the number for that button appears. When you press the button again, one of the letters assigned to that button appears.

   b Press the right arrow button to move to the next space, or wait a few seconds and the cursor will move to the next space.

   c Once the fax name is entered, press ☑.

   Save as Shortcut appears.

   d Enter the shortcut number, and then press ☑.

Canceling an outgoing fax

A fax can be canceled when the document is in the ADF or on the scanner glass. To cancel a fax:

1 From the printer control panel, press ✖.

   Stopping appears, and then **Cancel Job** appears.

2 Press ✖ to cancel the job.

   Note: If you want to continue to process the job, press ↩ to resume scanning the fax.

   Canceling appears.

The printer clears all pages in the ADF and then cancels the job.

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 From the printer control panel, press the **Scan/Email** button.

4 Press the arrow buttons until FTP appears, and then press ☑.

5 Type the FTP address.

6 Press ◈ to send a black-only copy or ◈ to send a color copy.

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 From the printer control panel, press the **Scan/Email** button.

4 Press the arrow buttons until FTP appears, and then press ☑.

5 Press #, and then enter the recipient's shortcut number.

6 Press **1** to enter another shortcut or press **2** to end the shortcut entry.

   After you press **2**, **Press Start To Begin** appears.

7 Press ◈ to send a black-only copy or ◈ to send a color copy.

Creating an FTP 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 Destinations**.

   Note: A password may be required. If you do not have an ID and password, then contact your system support person.

4 Click **FTP Shortcut Setup**.

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, you are prompted to select another number.

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 address in the TCP/IP section.

2 Click **Scan Profile**.

3 Click **Create 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 profile name.

   The profile name is also the user name, it is the name that appears in the Scan Profile list on the display.

7 Click **Submit**.

8 Scan your document.

A shortcut number was automatically assigned when you clicked Submit. Remember this shortcut number and use it 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 the **Scan/Email** button.

d Press the arrow buttons until **Profiles** appears, and then press ✓.

e Press # .

   Enter Shortcut: appears.

f Enter the shortcut number.

g Press ◇ or ◇ to send the scanned image.

   Note: The scan settings determine if the image is sent in black or color. Pressing the black or color button does not change these settings.

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 USB flash memory device

Note: The USB port is not available on selected printer models.

1 Insert a USB flash memory device into the front USB port.

   Access USB appears.

   Note: When a USB flash memory device is inserted into the printer, the printer can only scan to the USB device or print files from the USB device. All other printer functions are unavailable.

2 Press **1** on the keypad.

3 Press the arrow buttons until **Scan to USB** appears, and then press ✓.

   Press Start To Begin appears.

4 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.

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

6 Press ◇ or ◇ to send the scanned image.

   Note: The scan settings determine if the image is sent in black or color. Pressing the black or color button does not change these settings.