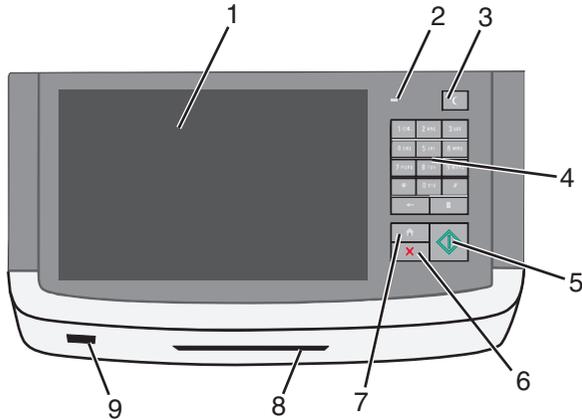


Quick Reference

Learning about the printer

Understanding the printer control panel



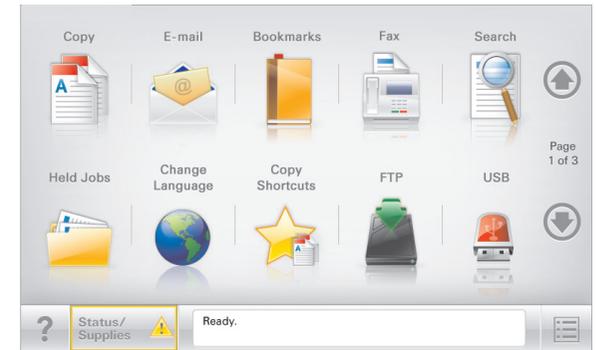
Item	Description	
1	Display	Lets you view scanning, copying, faxing, and printing options as well as status and error messages
2	Indicator light	<ul style="list-style-type: none"> • Off—The power is off. • Blinking green—The printer is warming up, processing data, or printing. • Solid green—The printer is on, but idle. • Blinking red—Operator intervention is needed.

Item	Description	
3	Sleep	<p>Activates Sleep Mode or Hibernate Mode</p> <p>The following are the statuses of the indicator light and the Sleep button:</p> <ul style="list-style-type: none"> • Entering or waking from Sleep Mode—The indicator light is illuminated solid green, Sleep button is unilluminated. • Operating in Sleep Mode—The indicator light is illuminated solid green, Sleep button is illuminated solid amber. • Entering or waking from Hibernate Mode—The indicator light is illuminated solid green, Sleep button is illuminated blinking amber. • Operating in Hibernate Mode—The indicator light is unilluminated, Sleep button is blinking amber in pulsing pattern.
4	Keypad	Lets you enter numbers, letters, or symbols on the display
5	Submit	Lets you submit changes made in the printer settings
6	Stop/Cancel	<p>Stops all printer activity</p> <p>Note: A list of option is displayed once Stopped appears on the display.</p>
7	Home	Lets you navigate back to the home screen
8	Card reader	<p>Limits the use of certain printer functions to authenticated users</p> <p>Note: The card reader may not be available on all printer models.</p>
9	USB port	Lets you insert a USB flash drive to send data or to save scanned images

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.
	<p>Access the printer menus.</p> <p>Note: These menus are available only when the printer is in the Ready state.</p>
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"> • Show the current printer status such as Ready or Busy. • Show printer conditions such as Toner Low or Cartridge Low. • Show intervention messages so the printer can continue processing.
Status/Supplies	<ul style="list-style-type: none"> • Display a warning or error message whenever the printer requires intervention to continue processing. • Access the messages screen for more information on the message, and how to clear it.
USB or USB Thumbdrive	<p>View, select, print, scan, or e-mail photos and documents from a flash drive.</p> <p>Note: This button appears only when you return to the home screen while a memory card or flash drive is connected to the printer.</p>

Touch	To
Bookmarks	Create, organize, and save a set of bookmarks (URL) into a tree view of folders and file links. Note: 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"> • User name for held or confidential print jobs • Job names for held jobs, excluding confidential print jobs • Profile names • Bookmark container or print job names • USB container or print job names for supported file types
Release Held Fax	Access the list of held faxes. Note: 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. Note: 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. Note: 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	Open the Cancel Jobs screen. The Cancel Jobs screen shows three headings: Print, Fax, and Network. The following options are available under the Print, Fax, and Network headings: <ul style="list-style-type: none"> • Print job • Copy job • Fax profile • FTP • E-mail send 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.
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.
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"> Cancel an action or a selection. Exit a screen and lets you return to the previous screen without saving changes.
Reset 	Reset values on the screen.
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	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. Touch any of the underlined words to return to that menu. 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.
Attendance message alert 	If an attendance message affects a function, then this icon appears and the red indicator light blinks.

Feature	Description
Warning 	If an error condition occurs, then this icon appears.

Setting up and using the home screen applications

Finding the IP address of the printer

Note: Make sure your printer is connected to a network or to a print server.

You can find the printer IP address:

- From the top left corner of the printer 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.

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.

- 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.

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

Note: If you are using a proxy server, then temporarily disable it to load the Web page correctly.

Showing or hiding icons on the home screen

- From the Embedded Web Server, click **Settings** > **General Settings** > **Home screen customization**.
A list of basic printer functions appears.
Cleared check box items are hidden.
- Select the check boxes to specify which icons appear on the printer home screen.
- Click **Submit**.

Activating the home screen applications

Setting up Forms and Favorites

Icon	Description
	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. Note: 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.

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

Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- Click **Settings** > **Device Solutions** > **Solutions (eSF)** > **Forms and Favorites**.
- Define the bookmarks, and then customize the settings.
- Click **Apply**.

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

Setting up 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. You can define up to 30 unique folder destinations.</p> <p>Notes:</p> <ul style="list-style-type: none"> 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. The Scan to Network icon appears only when one or more destinations are defined.

- 1 Open a Web browser, and then type the printer IP address in the address field.

Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

- 2 Click **Settings > Device Solutions > Solutions (eSF) > Scan to Network**.
- 3 Specify the destinations, and then customize the settings.
- 4 Click **Apply**.

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

Setting up My MFP

Icon	Description
	<p>The application lets you customize your touch-screen settings and store those preferences in 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>Note: The icon appears only when a flash drive with My MFP settings is inserted into the USB port of the printer.</p>

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

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

Understanding WS-Scan

Icon	Description
	<p>The Web Services-Scan application lets you scan documents at the network 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 image to a Windows-based application. To learn more about WS-Scan, see the Microsoft documentation.</p> <p>Note: The icon appears on the printer home screen only when there is a computer registered with the network printer. The computer must have either Windows 8, Windows 7, or Windows Vista operating system installed.</p>

Setting up 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 network 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 network printer.

- 1 Open a Web browser, and then type the printer IP address in the address field.

Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

- 2 Click **Settings > Device Solutions > Solutions (eSF) > Remote Operator Panel**.
- 3 Select the **Enabled** check box, and then customize the settings.
- 4 Click **Apply**.

To use the application, 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

Setting the paper size and type

The Paper Size setting is automatically sensed according to the position of the paper guides in each tray except the multipurpose feeder. 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

Notes:

- The largest supported Universal size is 216 x 1219 mm (8.5 x 48 in.).
- The smallest supported Universal size is 76 x 127 mm (3 x 5 in.) and loaded in the multipurpose feeder only.

1 From the home screen, navigate to:

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

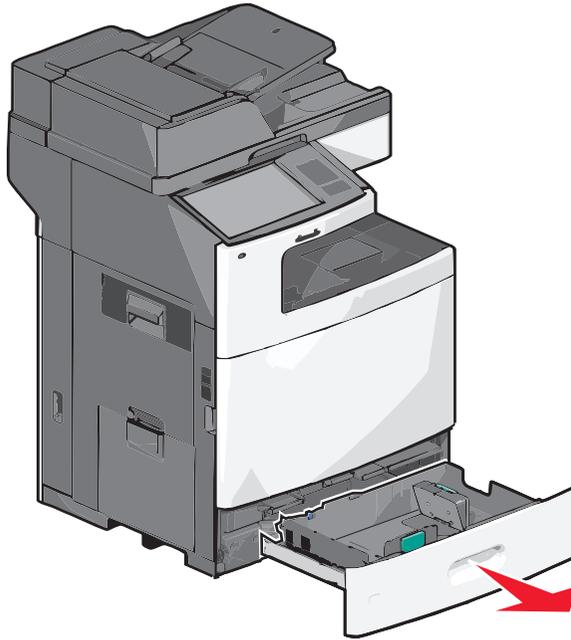
2 Touch **Portrait Width** or **Portrait Height** > select the width or height > **Submit**

Loading the standard or optional 550-sheet tray

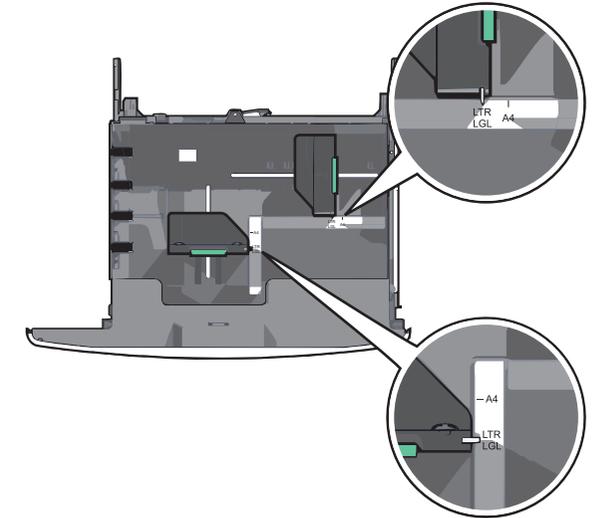
The printer has one standard 550-sheet tray (Tray 1), and may have one or more optional 550-sheet trays. All 550-sheet trays support the same paper sizes and types.

 **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.

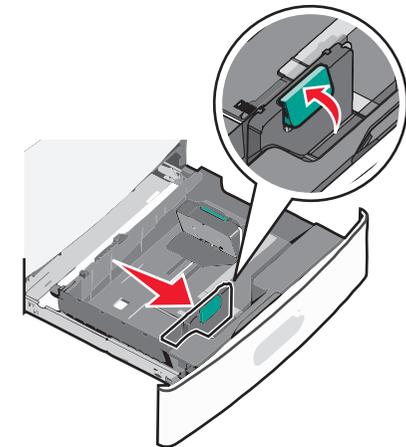
1 Pull the tray out.



Notice the size indicators on the bottom of the tray. Use these indicators to help position the length and width guides.

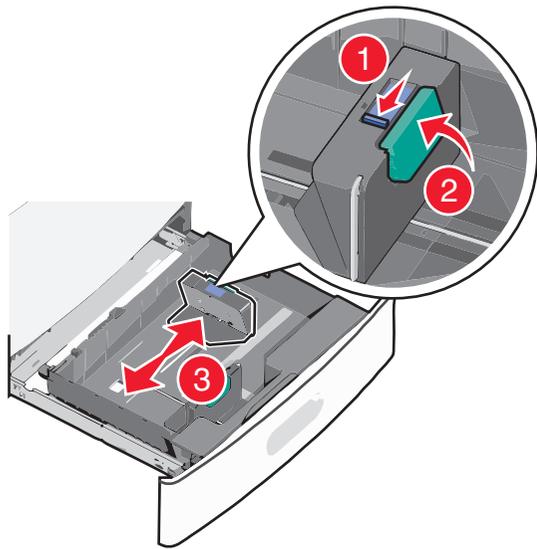


2 Squeeze and then slide the width guide to the correct position for the paper size you are loading.

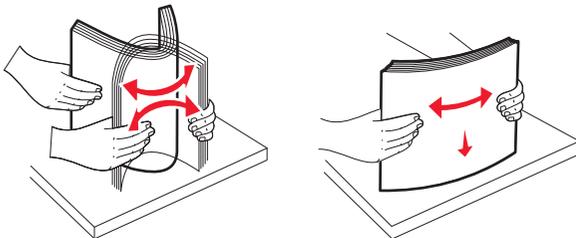


3 Squeeze and then slide the length guide to the correct position for the paper size you are loading.

Note: The length guide has a locking device. To unlock, push the button on top of the length guide backward. To lock, push the button forward when a length has been selected.



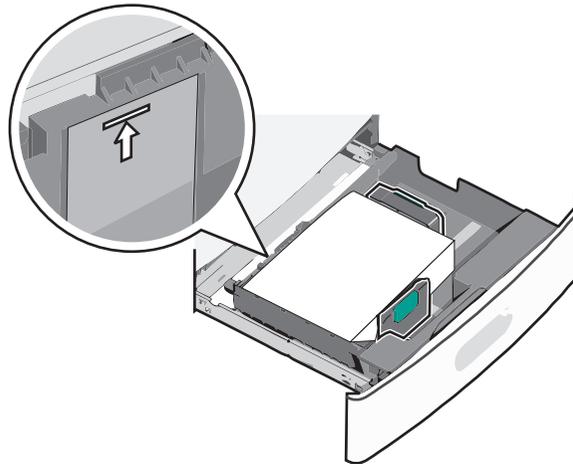
4 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



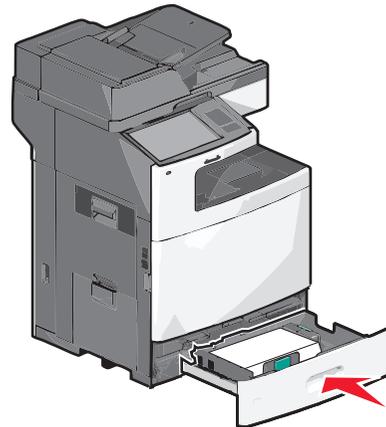
5 Load the paper stack with the recommended print side faceup.

Notes:

- Place the print side facedown for duplex printing.
- Place pre-punched paper with the holes toward the front of the tray.
- Place letterheads faceup with the header on the left side of the tray.
- Place letterheads facedown with the header on the right side of the tray for duplex printing.
- Make sure the paper is below the maximum fill line located on the edge of the paper tray. Overloading the tray can cause paper jams and possible printer damage.



6 Insert the tray.



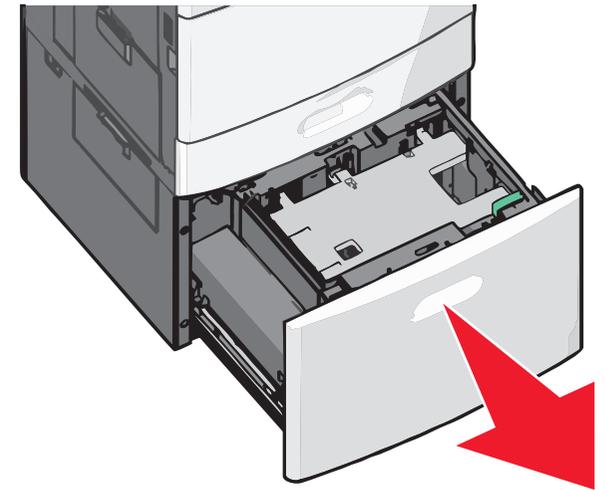
7 From the printer control panel, verify the Paper Size and Paper Type for the tray based on the paper you loaded.

Loading the 2000-sheet high-capacity feeder

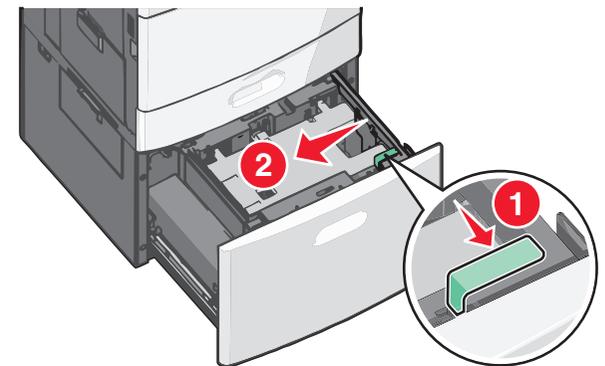
The high-capacity feeder can hold up to 2,000 sheets of A4-, letter-, or legal-size paper (80 g/m² or 20 lb).

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.

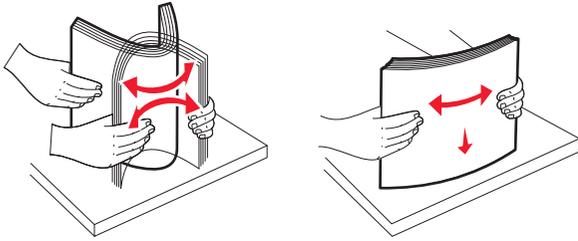
1 Pull the tray out.



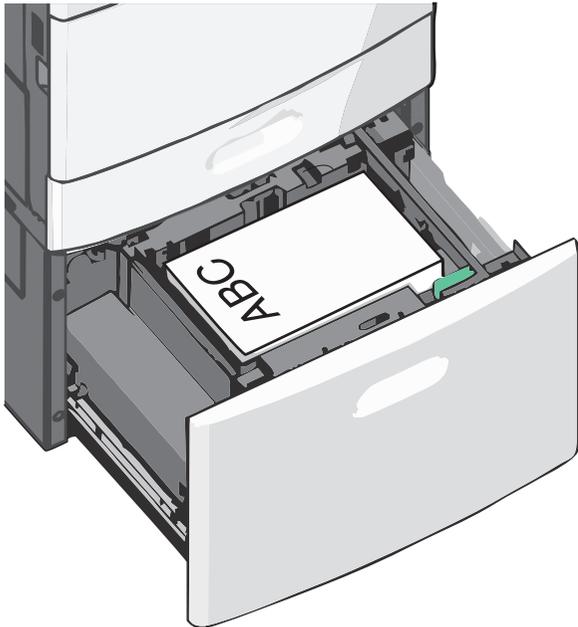
2 Adjust the width guide as necessary.



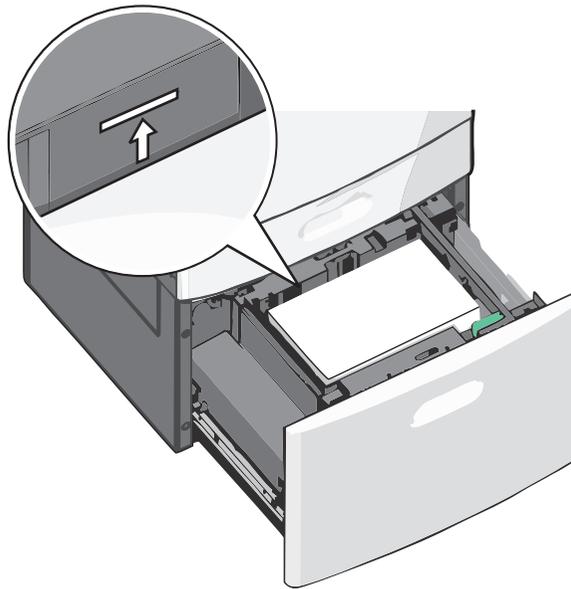
- 3 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



- 4 Load paper into the tray with the print side faceup.



Note: Make sure the paper is below the maximum fill line located on the edge of the paper tray. Overloading the tray can cause paper jams.



Notes:

- Place pre-punched paper with the holes toward the front of the tray.
- Place letterheads faceup with the header on the left side of the tray.
- Place letterheads facedown with the header on the right side of the tray for duplex printing.

- 5 Insert the tray.

Loading the multipurpose feeder

The multipurpose feeder can hold several sizes and types of print media, such as transparencies, labels, card stock, and envelopes. It can be used for single-page or manual printing, or as an additional tray.

The multipurpose feeder can hold approximately:

- 100 sheets of 75-g/m² (20-lb) paper
- 10 envelopes
- 75 transparencies

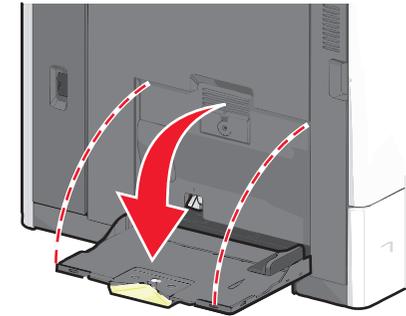
The multipurpose feeder accepts paper or specialty media within the following dimensions:

- Width—89 mm (3.5 in.) to 229 mm (9.02 in.)
- Length—127 mm (5 in.) to 1270 mm (50 in.)

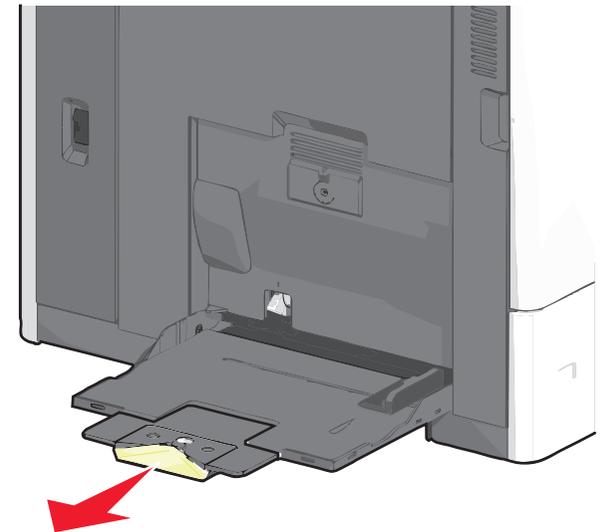
Note: Maximum width and length can be applied only to short-edge feeding.

Note: Do not add or remove paper or specialty media when the printer is printing from the multipurpose feeder or when the printer control panel indicator light is blinking. Doing so may cause a jam.

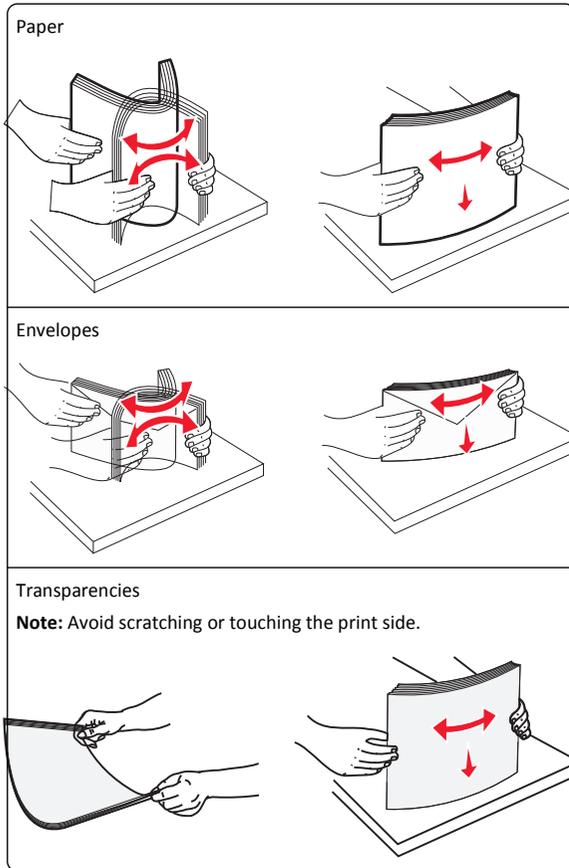
- 1 Pull down the multipurpose feeder door.



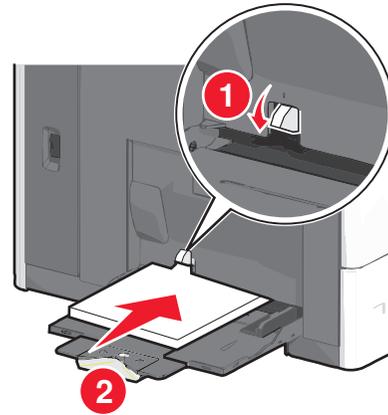
- 2 For paper or specialty media that is longer than letter-size paper, gently pull the extension until it is fully extended.



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

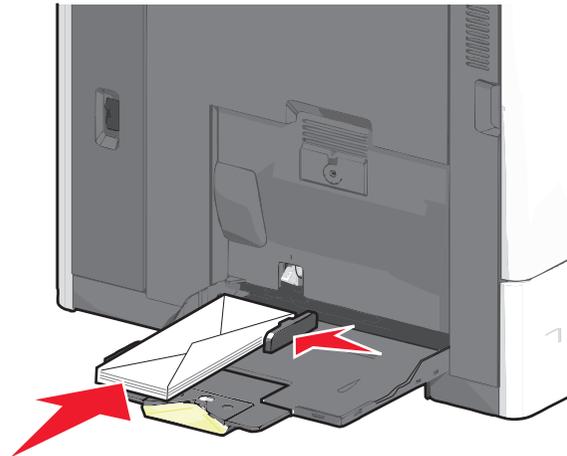


- 4 Push the paper pick tab, and then load the paper or specialty media. Slide the stack gently into the multipurpose feeder until it comes to a stop, and then release the paper pick tab.



Warning—Potential Damage: Pulling the paper out, without pushing the paper pick tab first, may cause jams or the paper pick tab to break.

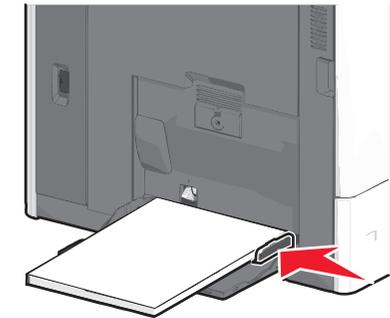
- Load paper and transparencies with the recommended print side facedown and the short edge entering the printer first.
- For duplex letterhead printing, place the letterhead faceup and the header entering the printer last.
- Load envelopes with the flap side up and to the right.



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

Notes:

- Do not exceed the maximum stack height by forcing paper or transparencies under the stack height limiter.
 - Load only one size and type of paper at a time.
- 5 Adjust the width guide to lightly touch the edge of the stack. Make sure the paper or specialty media fits loosely in the multipurpose feeder, lies flat, and is not bent or wrinkled.



- 6 From the printer control panel, set the Paper Size and Paper Type for the multipurpose feeder (MP Feeder Size and MP Feeder Type) based on the paper or specialty media loaded.

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 printer automatically senses the Paper Size setting according to the position of the paper guides in each tray except the standard 550-sheet tray and the multipurpose feeder. The printer can sense A4, A5, JIS B5, Letter, Legal, Executive, and Universal paper sizes. The multipurpose feeder and trays using other paper sizes can be linked manually using the Paper Size menu available from the Paper Size/Type menu.

Note: To link the multipurpose feeder, Configure MP must be set to Cassette in the Paper menu in order for MP Feeder Size to appear as a menu item.

The Paper Type setting must be set for all trays from the Paper Type menu available from the Paper Size/Type menu.

Unlinking trays

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

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, assign a different Paper Type name to the tray, such as Custom Type [x], or define your own custom name.

- Paper Size

Load a different paper size to automatically change the Paper Size setting for a tray. Paper Size settings for the multipurpose feeder are not automatic; they must be set manually from the Paper Size menu.

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**.

Printing in black and white

From the home screen, navigate to:



> **Settings > Print Settings > Quality Menu > Print Mode > Black Only** > **Submit**

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 mobile device

For the list of supported mobile devices and to download a compatible mobile printing application, visit our Web site.

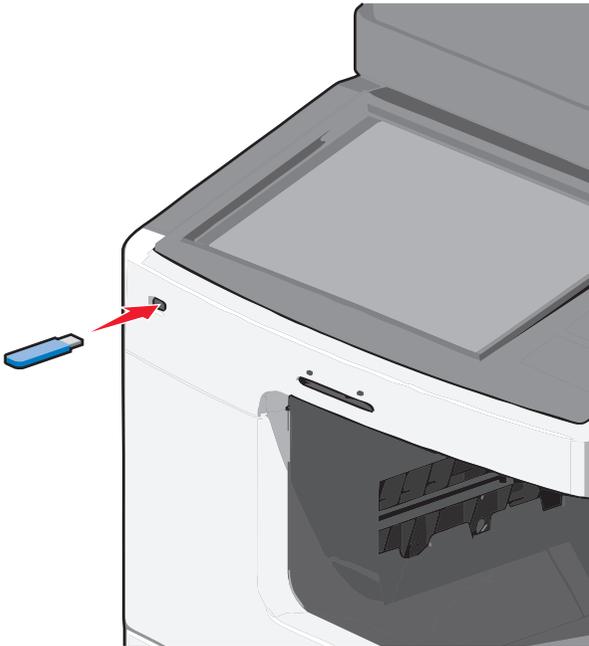
Note: Mobile printing applications may also be available from your mobile device manufacturer.

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.
The USB Drive home screen appears.



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 **Print from USB**, and then select 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.

Supported flash drives and file types

Notes:

- High-speed USB flash drives must support the full-speed standard. Low-speed USB devices are not supported.
- USB flash drives must support the File Allocation Table (FAT) system. Devices formatted with New Technology File System (NTFS) or any other file system are not supported.

Recommended flash drives	File type
Many flash drives are tested and approved for use with the printer. For more information, contact the place where you purchased the printer.	Documents: <ul style="list-style-type: none">• .pdf• .xps Images: <ul style="list-style-type: none">• .dcm• .gif• .jpeg or .jpg• .bmp• .pcx• .tiff or .tif• .png

Canceling a print job

Canceling a print job from the printer control panel

- 1 From the printer control panel, touch **Cancel Job** or press  on the keypad.
- 2 Touch the print job you want to cancel, and then touch **Delete Selected Jobs**.

Note: If you press  on the keypad, then touch **Resume** to return to the home screen.

Canceling a print job from the computer

For Windows users

- 1 Open the printers folder.

In Windows 8

From the Search charm, type **run**, and then navigate to:

Apps list > **Run** > type **control printers** > **OK**

In Windows 7 or earlier

- a Click  or click **Start**, and then click **Run**.
 - b In the Start Search or Run dialog, 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 Click **Delete**.

For Macintosh users

- 1 From the Apple menu, navigate to either of the following:
 - **System Preferences > Print & Scan** > select your printer > **Open Print Queue**
 - **System Preferences > Print & Fax** > select your printer > **Open Print Queue**
- 2 From the printer window, select the print job you want to cancel, and then delete it.

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 pages are being printed

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

Note: If you press  on the keypad, then touch **Resume** to return to the home screen.

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.

E-mailing a document

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.
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 home screen, navigate to:
E-mail > Recipient
- 4 Enter the e-mail address, or press  and then enter the shortcut number.
To enter additional recipients, touch **Next Address**, and then enter the address or shortcut number you want to add.
Note: You can also enter an e-mail address using the address book.
- 5 Touch **Done > Send 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 , enter the shortcut number using the keypad, and then touch .
To enter additional recipients, touch **Next address**, and then enter the address or shortcut number you want to add.
- 4 Touch **Send 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, then adjust the paper guides.
- 3 From the home screen, navigate to:
E-mail > Recipient(s) >  **>** enter the name of recipient **> Browse shortcuts**
- 4 Touch the name of the recipients.
To enter additional recipients, touch **Next address**, and then enter the address or shortcut number you want to add, or search the address book.
- 5 Touch **Done**.

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 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

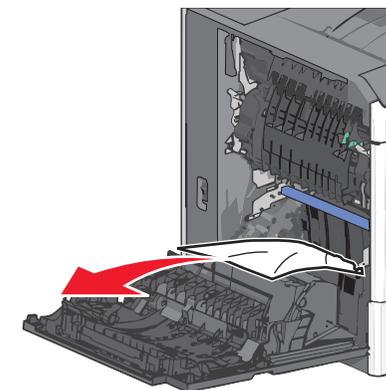
200 paper jam

- 1 Open the side door of the printer.



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



Note: Make sure all paper fragments are removed.

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

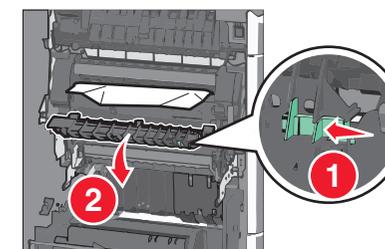
201 paper jam

- 1 Open the side door of the printer.



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 Determine where the jam is located, and then remove it:
 - a If paper is inside the fuser unit, then open the fuser access door.



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

Warning—Potential Damage: Do not touch the center of the fuser unit. Doing so will damage the fuser.

Note: Make sure all paper fragments are removed.

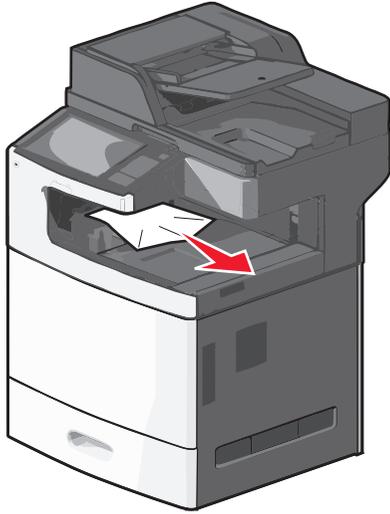
- 3 Close the side door of the printer.

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

202–203 paper jams

If paper is visible in the standard exit bin, then firmly grasp the paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

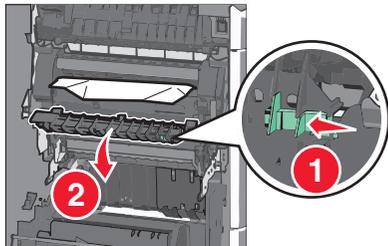


Paper jam in the fuser

- Open the side door of the printer.

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.

- If paper is visible inside the fuser unit, then open the fuser access door.



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

Warning—Potential Damage: Do not touch the center of the fuser unit. Doing so will damage the fuser.

Note: Make sure all paper fragments are removed.

- Close the side door.

Paper jam under the fuser

- Open the side door of the printer.

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.

- If paper is visible under the fuser, then firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

- Close the side door of the printer.

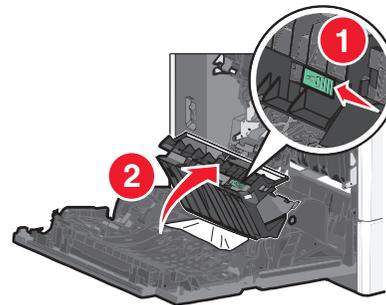
- From the printer control panel, touch **Continue, jam cleared**.

230 paper jam

- Open the side door of the printer.

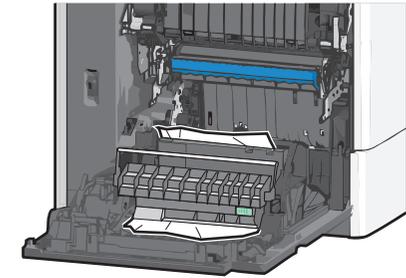
CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

- Slide the latch to open the duplex cover.



- Grasp the jammed paper, and then gently pull it out.

Note: Make sure all paper fragments are removed.



- Close the duplex cover.

- Close the side door of the printer.

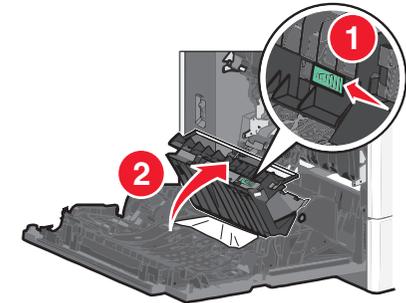
- From the printer control panel, touch **Continue, jam cleared**.

231–239 paper jams

- Open the side door of the printer.

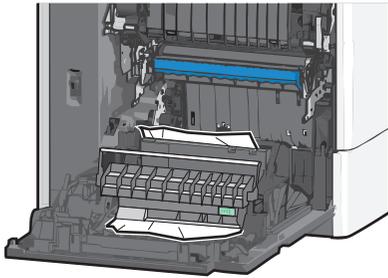
CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

- Slide the latch to open the duplex cover.



- Grasp the jammed paper, and then gently pull it out.

Note: Make sure all paper fragments are removed.



- 4 Close the duplex cover.
- 5 Close the side door of the printer.
- 6 From the printer control panel, touch **Continue, jam cleared.**

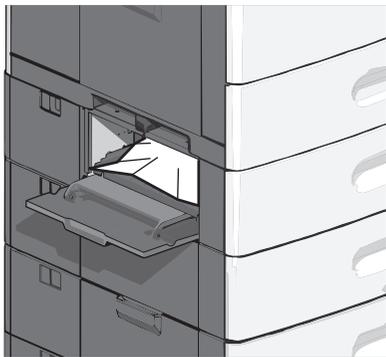
24x paper jam

Paper jam in Tray 1

- 1 Open the side door.
- 2 Grasp the jammed paper on each side, and then gently pull it out.
- 3 Close the side door.
- 4 From the printer control panel, touch **Continue, jam cleared.**

Paper jam in the optional trays

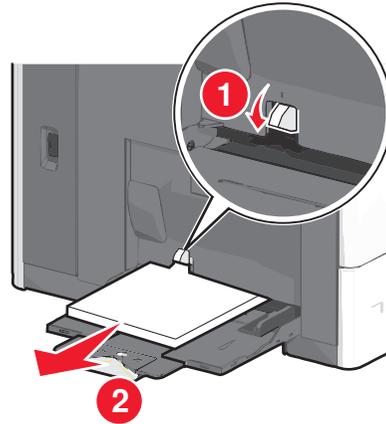
- 1 Open the side door of the specified optional tray.
- 2 Grasp the jammed paper on each side, and then gently pull it out.



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

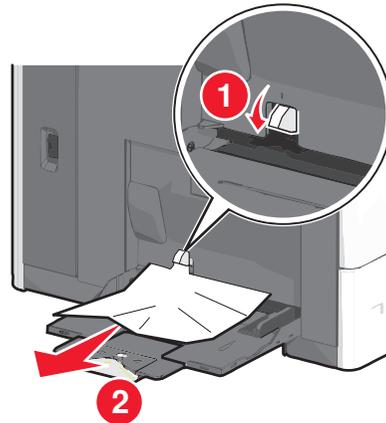
250 paper jam

- 1 Push the paper pick tab, and then remove all paper from the multipurpose feeder.



Warning—Potential Damage: Pulling the paper out, without pushing the paper pick tab first, may cause the paper pick tab to break.

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

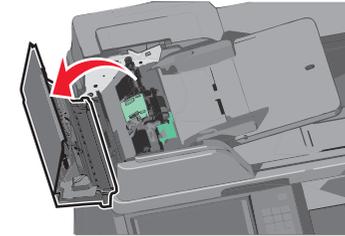


Note: Make sure all paper fragments are removed.

- 3 Reload paper into the multipurpose feeder, and then adjust the paper guides.
- 4 From the printer control panel, touch **Continue, jam cleared.**

280–289 paper jams

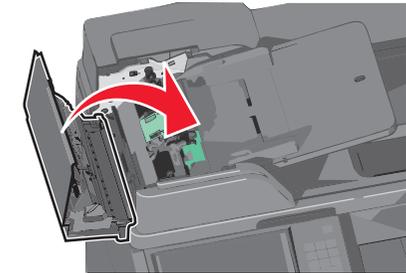
- 1 Remove all original documents from the ADF.
- 2 Open the ADF cover.



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

Note: Make sure all paper fragments are removed.

- 4 Close the ADF cover.



- 5 Reload original documents into the ADF, straighten the stack, and then adjust the paper guide.
- 6 From the printer control panel, touch **Continue, jam cleared.**

290–292 paper jams

290 paper jam

Close the ADF cover.

291 paper jam

Close the scanner glass cover.

292 paper jam

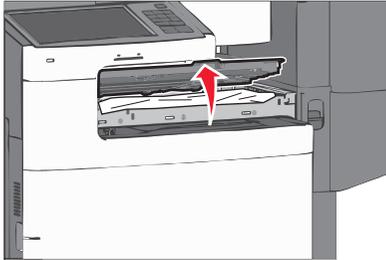
Try one of more of the following:

- Close the ADF cover.

- Close the scanner cover.
- Contact your system support system person.

400–403 and 460–461 paper jams

- 1 Open the paper transport unit door.



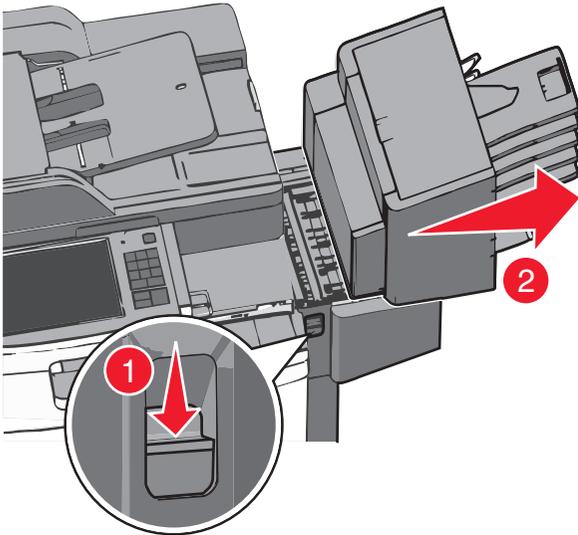
- 2 Firmly grasp the jammed paper, and then gently pull it out.

Note: Make sure all paper fragments are removed.

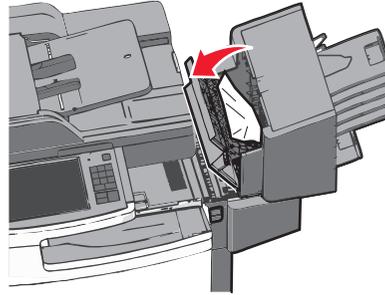
- 3 Close the paper transport unit door.
- 4 From the printer control panel, touch **Continue, jam cleared**.

431–438 paper jams

- 1 Push down the button to slide the output finisher to the right.



- 2 Open the finisher door, and then removed the jammed paper.



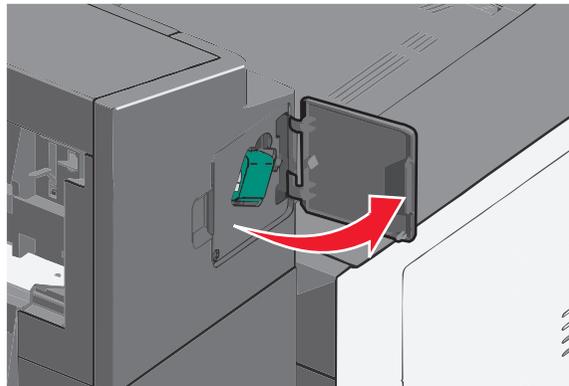
Note: Make sure all paper fragments are removed.

- 3 Close the finisher door.
- 4 Slide the finisher back until it *clicks* in place.
- 5 From the printer control panel, touch **Continue, jam cleared**.

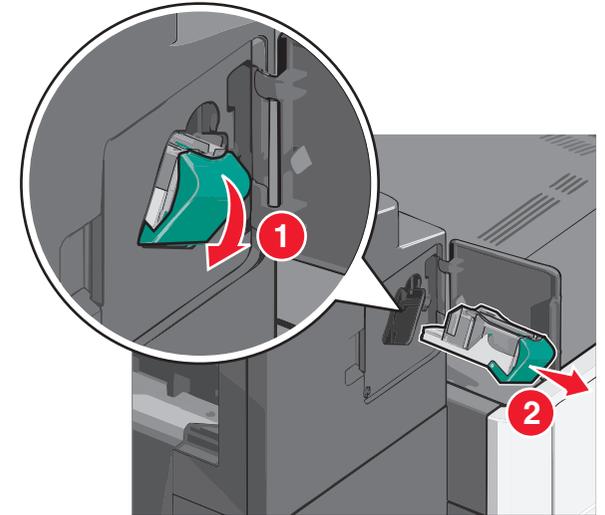
455 staple jam

- 1 Press the latch to open the stapler door.

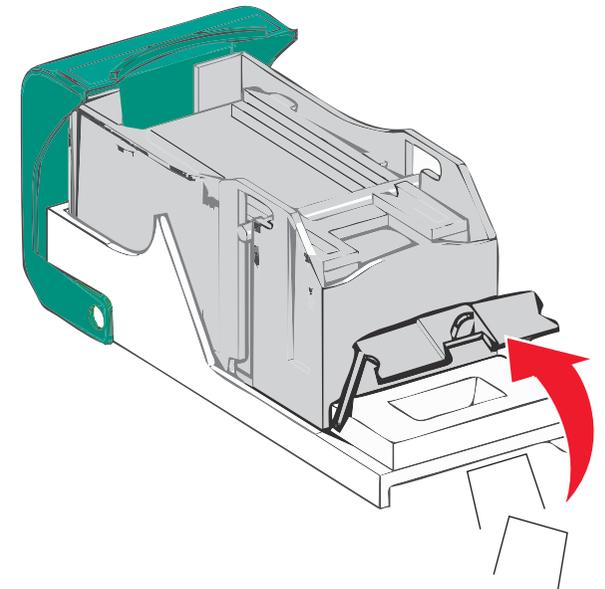
Note: The stapler door is located behind the finisher.



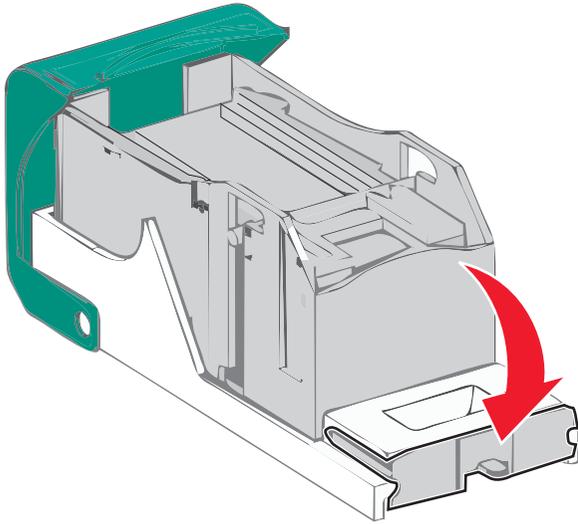
- 2 Lower the latch of the staple cartridge holder, and then pull the staple cartridge holder out of the printer.



- 3 Use the metal tab to lift the staple guard, and then remove any jammed or loose staples.

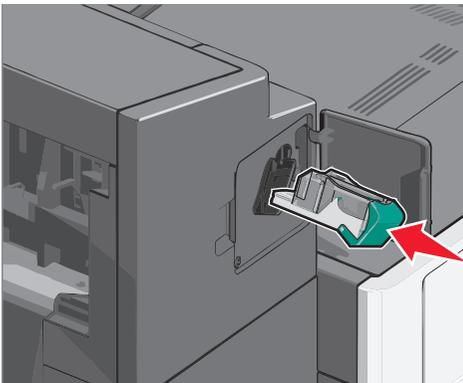


4 Close the staple guard.



5 Press down on the staple guard until it *clicks* into place.

6 Push the staple cartridge holder firmly back into the stapler unit until the staple cartridge holder *clicks* into place.



7 Close the stapler door.

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