Quick Reference

Learning about the printer

Understanding the printer control panel
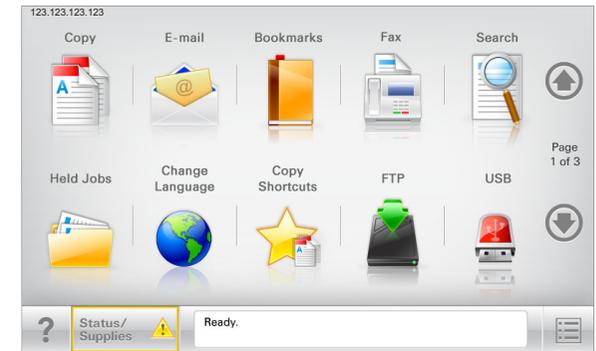

Item		Description
1	Display	Shows the status of the printer, and allows printer setup and operation
2	Indicator light	• **Off**—The printer is off. • **Blinking green**—The printer is warming up, processing data, or printing. • **Solid green**—The printer is on, but idle. • **Blinking red**—The printer requires operator intervention is needed.

Item		Description
3	Sleep	Enables Sleep Mode or Hibernate Mode The following are the statuses of the indicator light and the Sleep button: • 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 for 1/10 of a second, then go completely unilluminated for 1.9 seconds in pulsing pattern. The following actions wake the printer from Sleep Mode: • Touching the screen or any hard button presses. • Opening an input tray, cover, or door. • Sending a print job from the computer. • Performing a Power On Reset (POR) with the main power switch.
4	Keypad	Lets you enter numbers, letter, or symbols
5	Submit	Lets you submit changes made in the printer settings
6	Stop/Cancel	Stops all printer activity **Note:** A list of option is displayed once `Stopped` appears on the display.
7	Home	Lets you navigate back to the home screen

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.
	Access the printer menus. **Note:** These menus are available only when the printer is in the Ready state.
FTP	Access the File Transfer Protocol (FTP) menus and scan documents directly to an FTP server.
Status message bar	• 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	• 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	View, select, print, scan, or e-mail photos and documents from a flash drive. **Note:** This button appears only when you return to the home screen while a memory card or flash drive is connected to the printer.

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: • 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: • 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 lets you change the primary language of the printer.

Features

Feature	Description
Menu trail line Sample: <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.
Printer IP address Sample: `123.123.123.123`	The IP address of your network printer is located at the top left corner of the home screen and appears as four sets of numbers separated by periods. You can use the IP address when accessing the Embedded Web Server so you can view and remotely configure printer settings even when you are not physically near the printer.

Using the touch-screen buttons

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

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.

Touch	To
Cancel	• Cancel an action or a selection. • Exit a screen and return to the previous screen without saving changes.
Reset	Reset values on the screen.

Setting up and using the home screen applications

Notes:

- Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded applications.
- There may be additional solutions and applications available for purchase. For more information, contact the place where you purchased the scanner.

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.

3 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

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** > **General Settings** > **Home screen customization**.

   A list of basic printer functions appears.

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

   Note: Cleared check box items are hidden.

4 Click **Submit**.

Activating the home screen applications

Your printer comes with preinstalled home screen applications. Before you can use these applications, first activate and set up these applications using the Embedded Web Server. For more information about accessing the Embedded Web Server, see .

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

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 *read* access. For help, see the documentation that came with your operating system.

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)** > **Forms and Favorites**.

3 Define the bookmarks, and then customize the settings.

4 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
	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. **Notes:** • 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 *write* 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
	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. **Note:** The icon appears only when a flash drive with My MFP settings is inserted into the USB port of the printer.

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
	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. **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.

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

You can export configuration settings into a text file, and then import it to apply the settings to other printers.

Exporting a configuration to a file

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** or **Configuration**.

3 Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.

4 From Installed Solutions, click the name of the application you want to configure.

5 Click **Configure** > **Export**.

6 Follow the instructions on the computer screen to save the configuration file, and then type a unique file name or use the default name.

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

Importing a configuration from a file

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** or **Configuration**.

3 Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.

4 From Installed Solutions, click the name of the application you want to configure.

5 Click **Configure** > **Import**.

6 Browse to the saved configuration file that was exported from a previously configured printer, and then load or preview it.

> **Note:** If a timeout occurs and a blank screen appears, then refresh the Web 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 paper size to Universal for the specified tray 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

The following are the supported Universal sizes:

- 76.2–296.93 x 76.2–1219.2 mm (3–11.69 x 3–48 inches)
- 297.18–320.29 x 76.2–609.6 mm (11.70–12.61 x 3–24 inches)
- 320.55–609.6 x 76.2–320.29 mm (12.62–24 x 3–12.61 inches)
- 609.85–1219.2 x 76.2–296.93 mm (24.01–48 x 3–11.69 inches)

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**.

3 Select the width or height, and then touch **Submit**.

Loading the standard or optional 520‑sheet tray

The printer has one standard 520-sheet tray (Tray 1), and may have one or more optional 520-sheet trays. All 520-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.
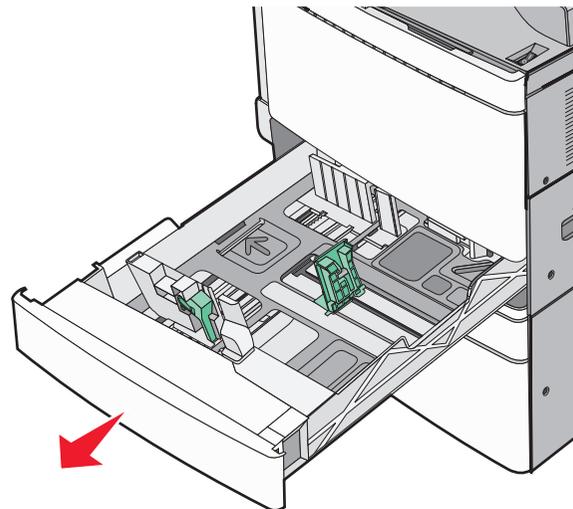
Notice the size indicators at the bottom of the tray. Use these indicators to help position the length and width guides.
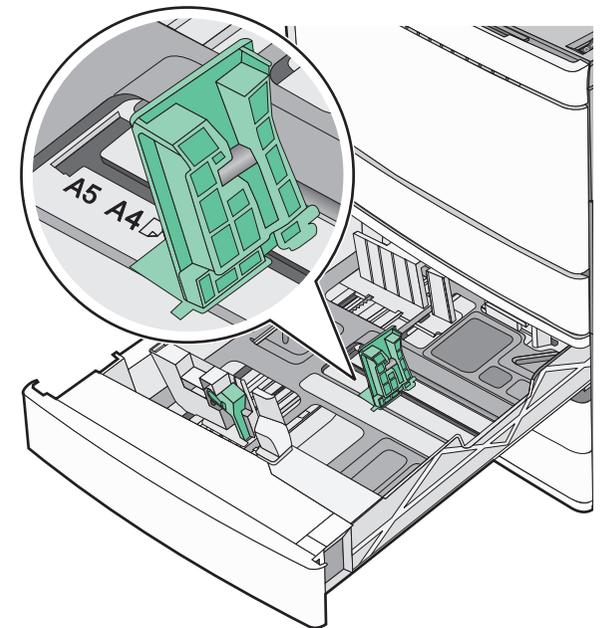
**2** Squeeze and then slide the width guide to the correct position for the paper size loaded.
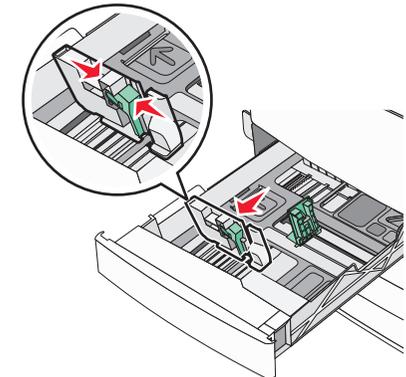
3 Squeeze and then slide the length guide to the correct position for the paper size loaded.

> **Note:** The length guide has a locking device. To unlock, slide the button on top of the length guide down. To lock, slide the button up when a length has been selected.
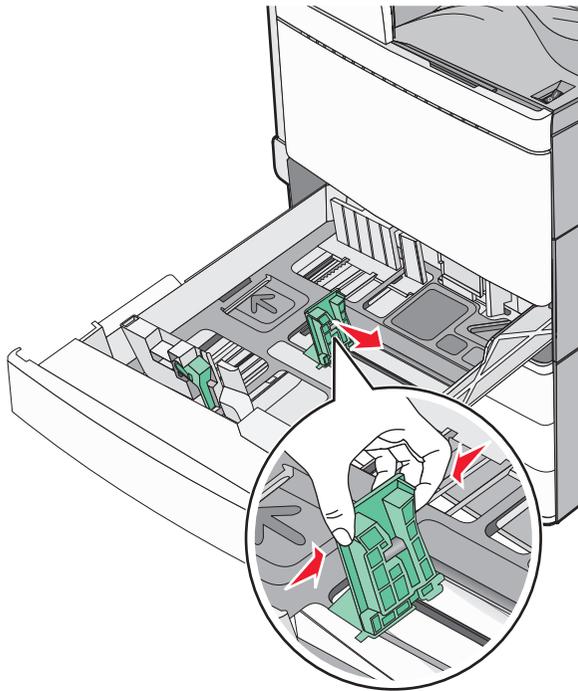
4 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.
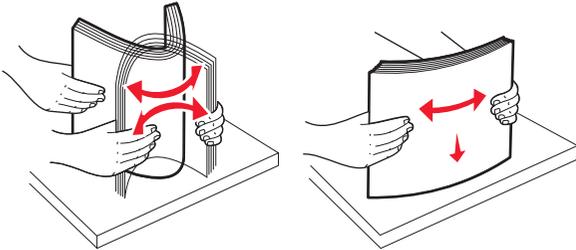

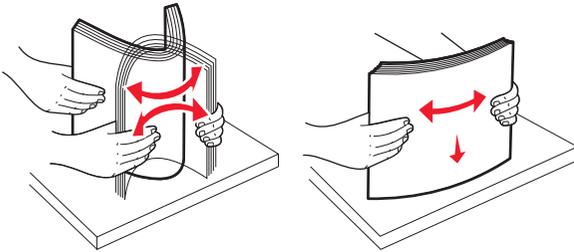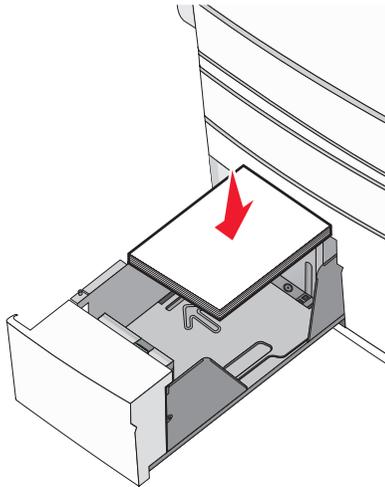**5** Load the paper stack with the recommended print side faceup.

Notes:

- Place print side facedown for duplex printing.
- Place pre-punched paper with the holes toward the front of the tray.
- Place letterheads with the header on the left side of the tray.
- Make sure the paper is below the maximum fill line located on the edge of the paper tray.

**Warning—Potential Damage:** Overloading the tray can cause paper jams and possible printer damage.
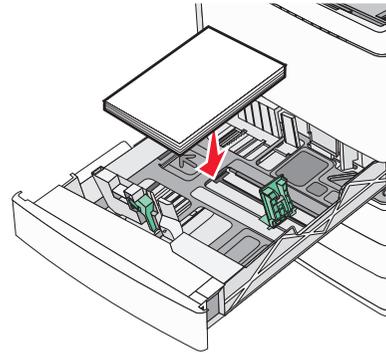
6 Insert the tray.
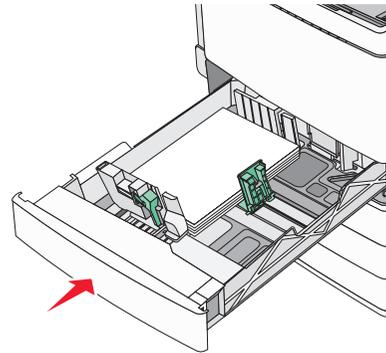
7 From the printer control panel, verify the Paper Size and Paper Type setting for the tray based on the paper you loaded.

Loading the optional 850- and 1,150-sheet trays

The 850- and 1,150-sheet trays support the same paper sizes and types, and require the same process for loading paper.

⚠ 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.
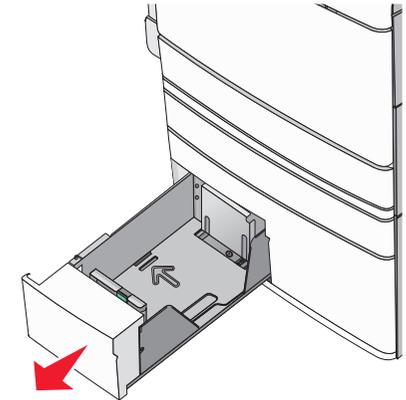
2 Squeeze and then slide the length guide to the correct position for the paper size you are loading.
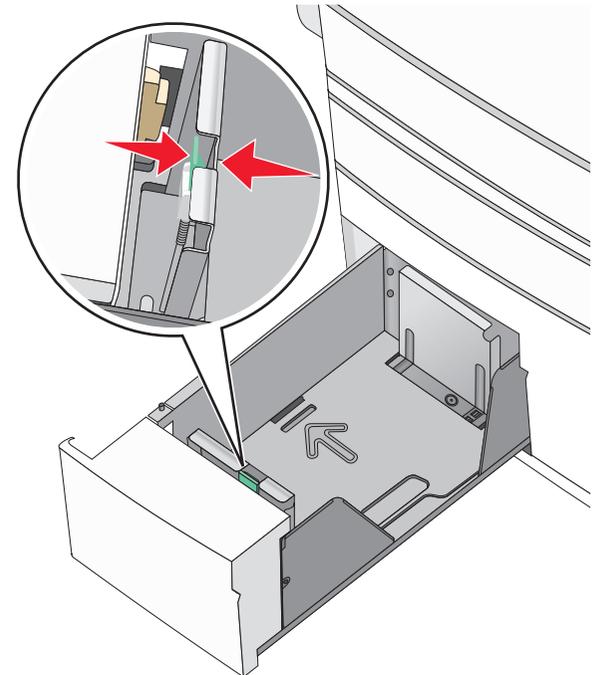
3 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.

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

Notes:

- Place 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.

Warning—Potential Damage: Overloading the tray can cause paper jams and possible printer damage.

5 Insert the tray.

6 From the printer control panel, verify the Paper Size and Paper Type setting 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 letter-, A4-, and legal-size paper (80 g/m^2 or 20 lb).

1 Pull the tray out.
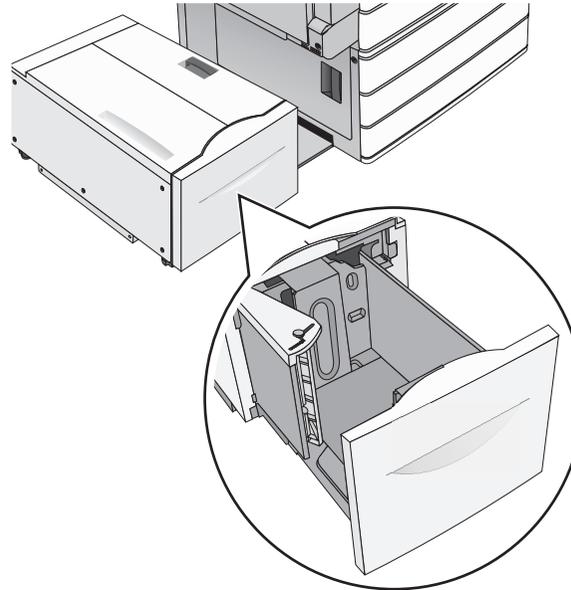
2 Adjust the width guide as necessary.
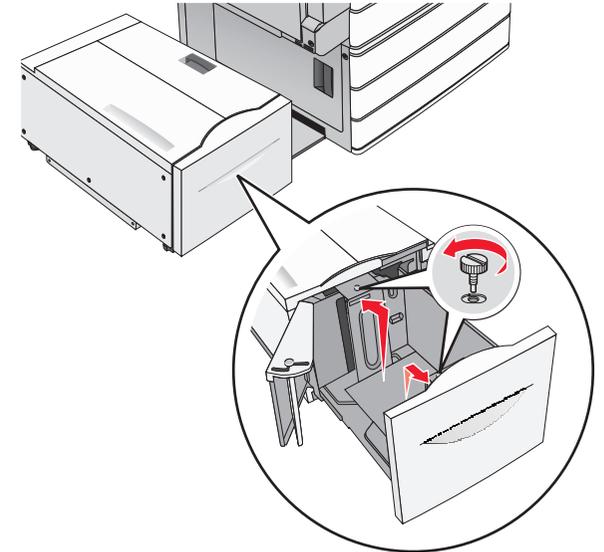
3 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.
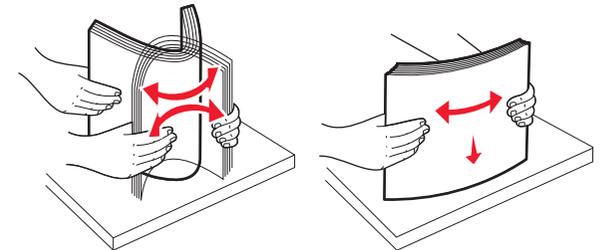
4 Load paper into the tray with the print side faceup.
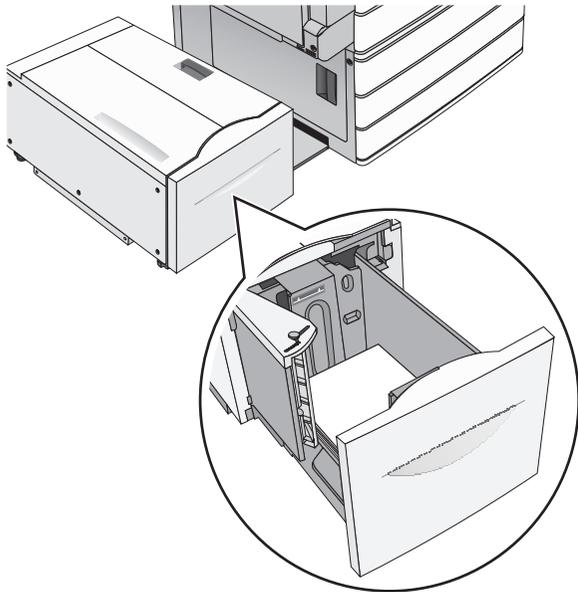
Note: Make sure the paper is below the maximum fill line located on the edge of the paper tray. Overloading the tray can cause paper jams and possible printer damage.
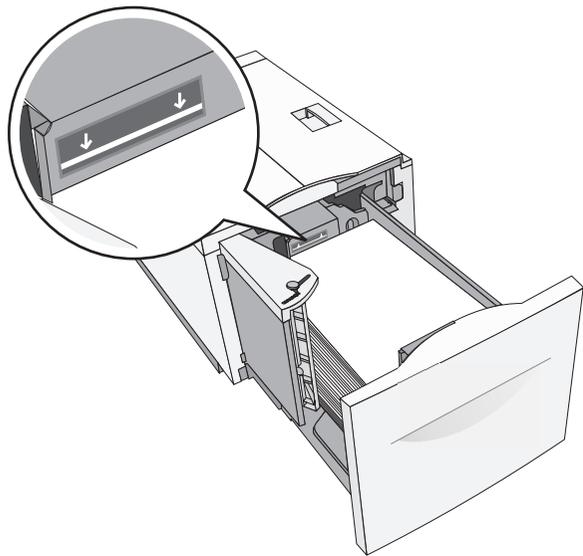
Notes:

- 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/m^2 (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.
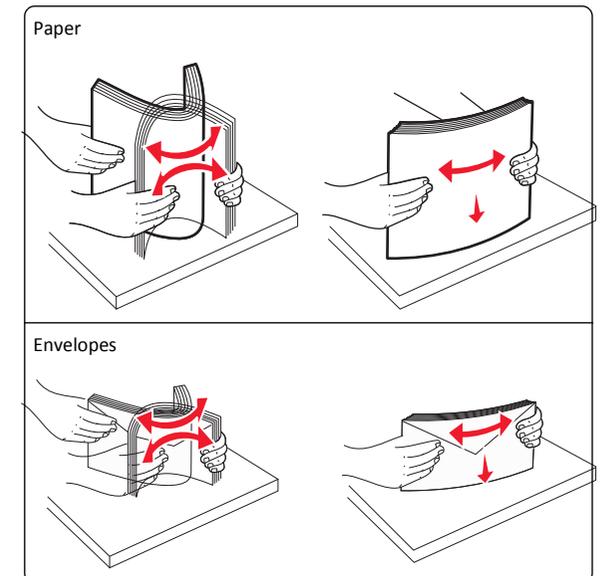
1 Pull down the multipurpose feeder door.
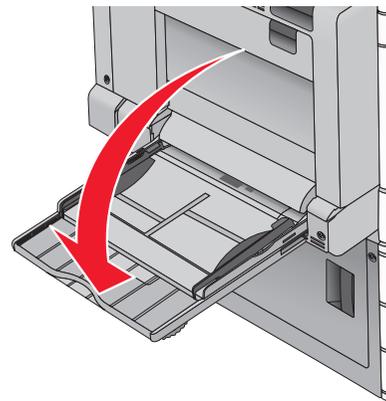
2 For paper or specialty media that is longer than letter-size paper, gently pull the extension until it is fully extended.
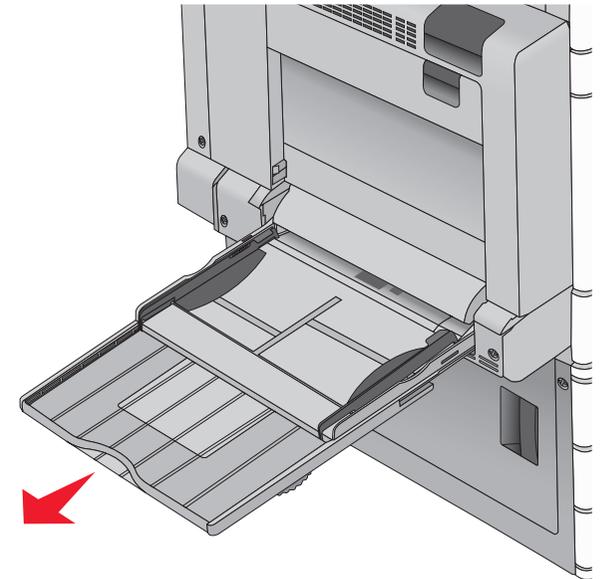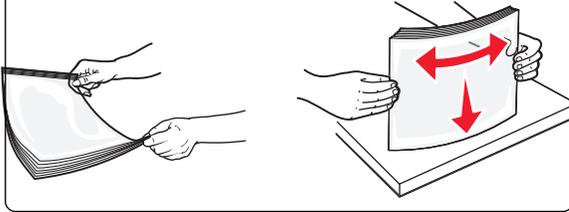

3 Flex the sheets of paper or specialty media back and forth to loosen them. Do not fold or crease them. Straighten the edges on a level surface.
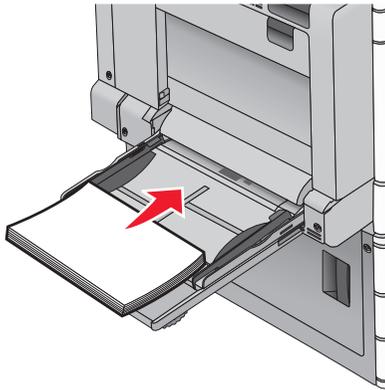
Transparencies

Note: Avoid scratching or touching the print side.

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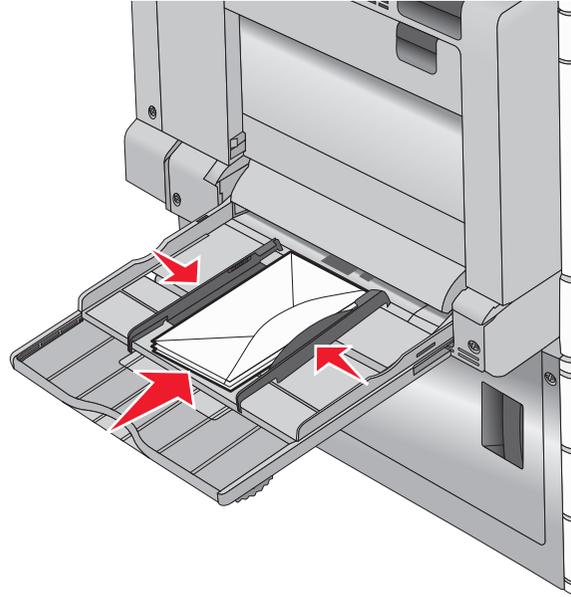
Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

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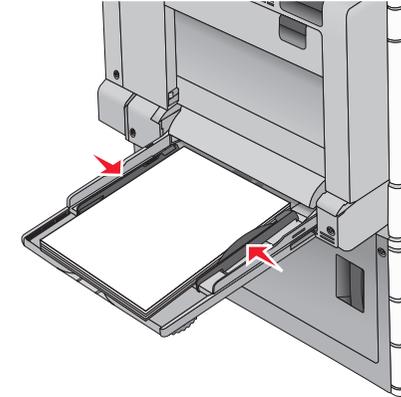
6 From the printer control panel, set the Paper Size and Paper Type for the multipurpose feeder (MP Feeder Size and MP Feeder Type) based on the paper or specialty media loaded.

Linking and unlinking trays

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

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Click **Settings** > **Paper Menu**.

3 Change the paper size and type settings for the trays you are linking.

- To link trays, make sure the paper size and type for the tray match that of the other tray.
- To unlink trays, make sure the paper size or type for the tray does *not* match that of the other tray.

4 Click **Submit**.

Note: You can also change the paper size and type settings using the printer control panel. For more information, see "Setting the paper size and type" on page 5.

Warning—Potential Damage: Paper loaded in the tray should match the paper type name assigned in the printer. The temperature of the fuser varies according to the specified paper type. Printing issues may occur if settings are not properly configured.

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.
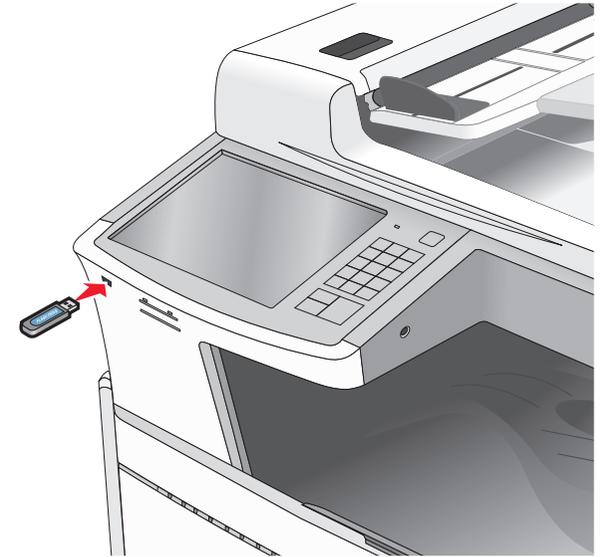
4 Click **Submit**.

Printing from a 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.

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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.

Supported flash drives and file types

Flash drive	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. **Notes:** • Hi-Speed USB flash drives must support the full-speed standard. Devices supporting only USB low-speed capabilities 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.	Documents: • .pdf • .xps • .html Images: • .dcx • .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 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. 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

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

Understanding jam numbers and locations

When a jam occurs, a message indicating the jam location appears on the printer display. Open doors and covers, and remove trays to access jam locations. To resolve any paper jam message, you must clear all jammed paper from the paper path.
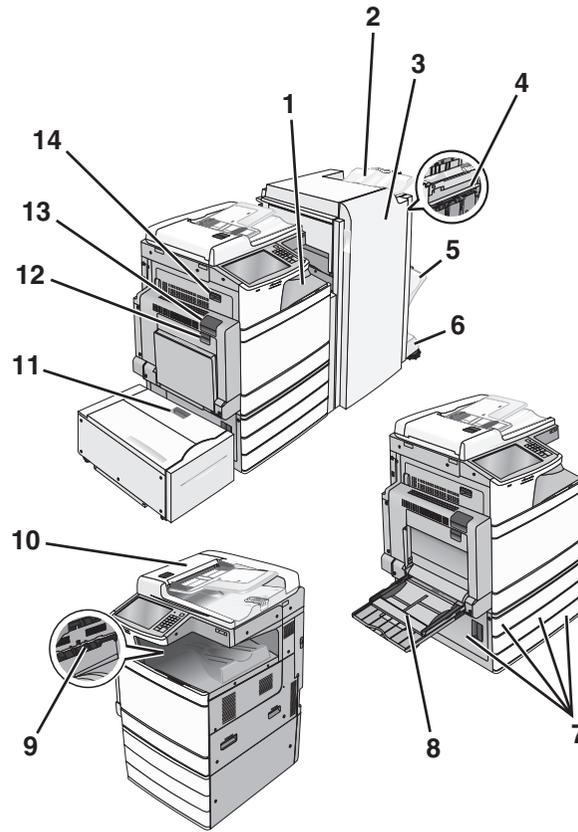
Area	Area name	Jam numbers	What to do
1	Cover F (paper transport)	4yy.xx 455	Open cover F, and then remove jammed paper. Open door G and H, and then remove the jammed paper. Open staple door, remove the staple cartridge, and then remove the jammed staple.
2	Standard finisher bin		
3	Door G		
4	Door H		
5	Finisher bin 1		
6	Finisher bin 2		
7	Door C Trays 1–4	24x	Open door C, and then remove the jammed paper Open each tray, and then remove the jammed paper.

Area	Area name	Jam numbers	What to do
8	Multipurpose feeder	250	Remove all paper from the multipurpose feeder, and then remove the jammed paper.
9	Standard exit bin	201–202 203	Remove all paper from the standard exit bin, and then remove the jammed paper.
10	Automatic Document Feeder (ADF)	28y.xx	Remove all paper from the ADF, and then remove the jammed paper.
11	Tray 5 (high-capacity feeder)	24x	Open the tray, and then remove the jammed paper. Open the top cover, and then remove the jammed paper. Gently move the tray to the left until it stops, and then remove the jammed paper.
12	Door B	230	Open door B, and then remove jammed paper.
13	Door A	201–202 231 281	Open door A, and then remove the jammed paper. Remove all jammed paper in the fuser.
14	Door D	203	Open door A, and then door D, and then remove the jammed paper.

201–202 paper jams

If the jammed 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.
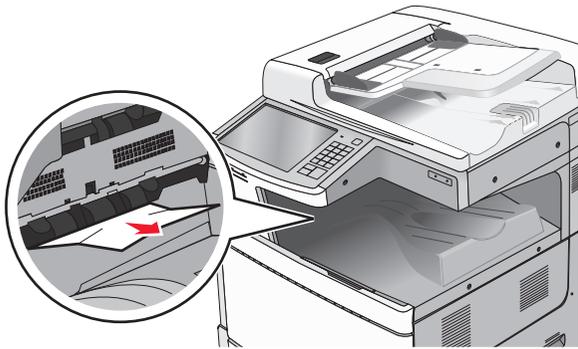
Paper jam in the fuser

1 Open door A by lifting the release latch and lowering the door.

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

2 Lift the green lever.
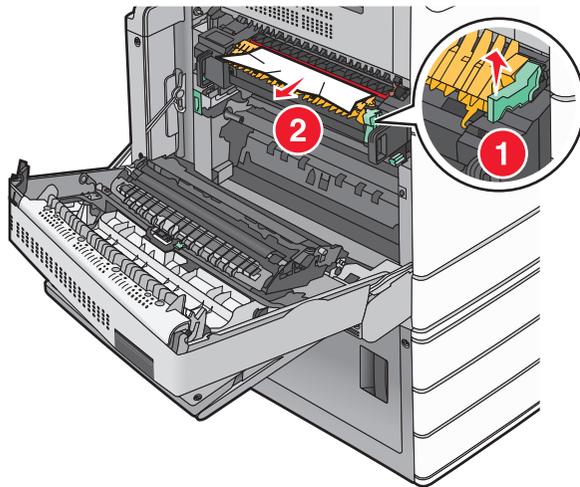
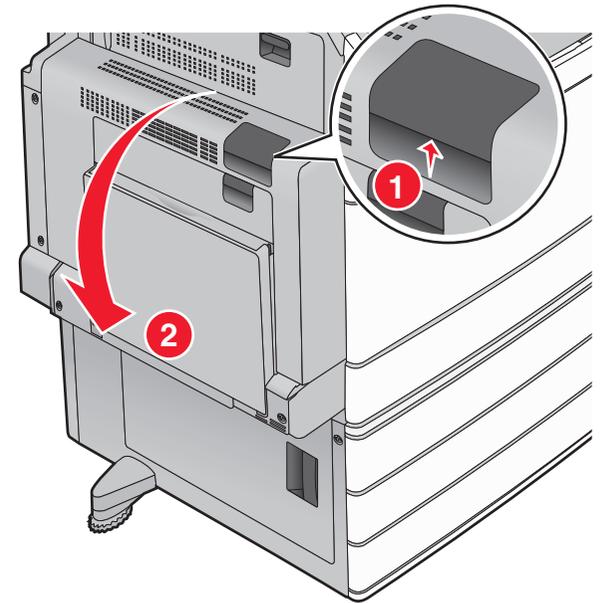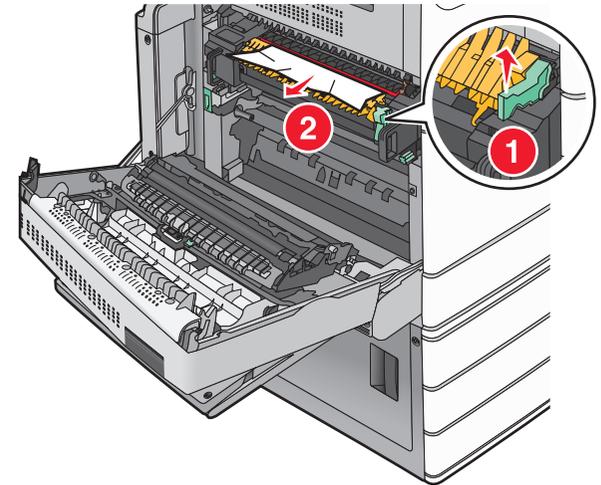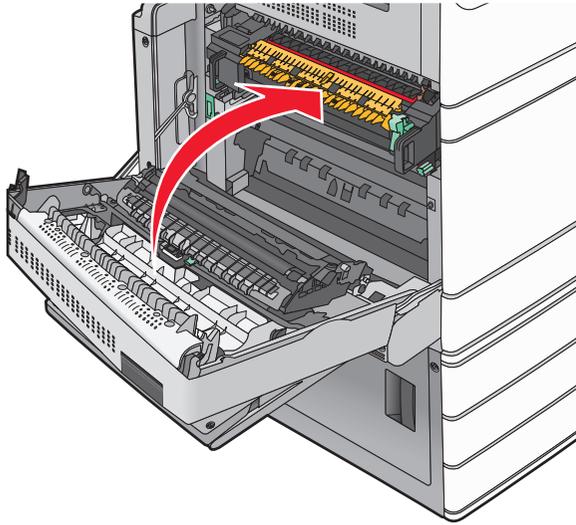**3** Firmly grasp the jammed paper on each side, and then gently pull it out.

> **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.

4 Push the green lever back into place.

5 Close door A.

6 If necessary, touch **Continue** from the printer control panel.

Paper jam under the fuser

1 Open door A.

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

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

3 Close door A.

4 If necessary, touch **Continue** from the printer control panel.

203 paper jam

If the jammed 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.
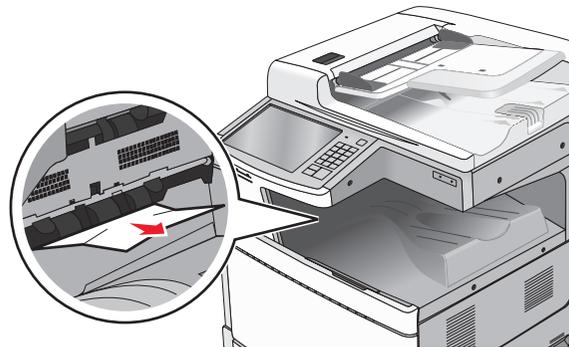
1 Open door A, and then door D by lifting the release latch of each door and lowering the doors.

> ⚠ **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 on each side, and then gently pull it out.
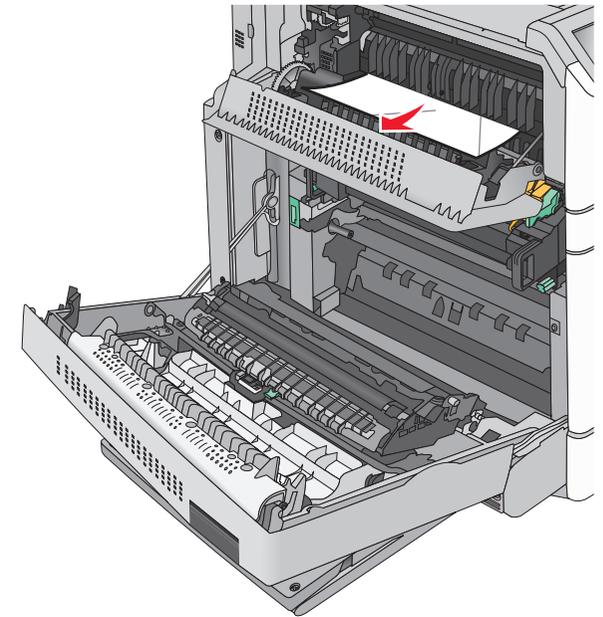
> **Note:** Make sure all paper fragments are removed.

3 Close door D, and then close door A.

4 If necessary, touch **Continue** from the printer control panel.

230 paper jam

1 Lower the multipurpose feeder, and then open door B.
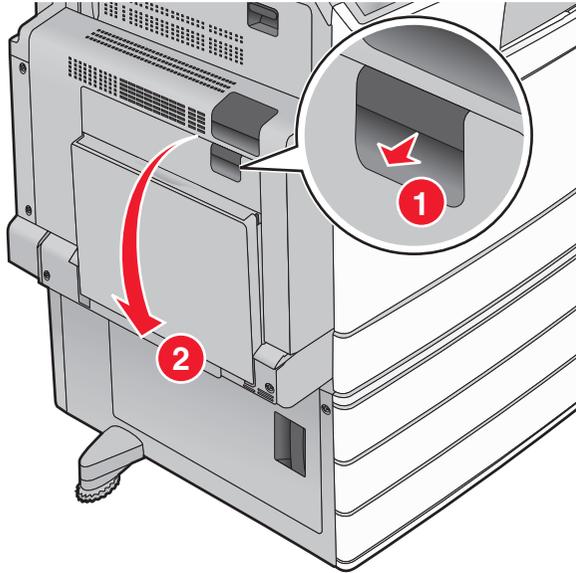
2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.
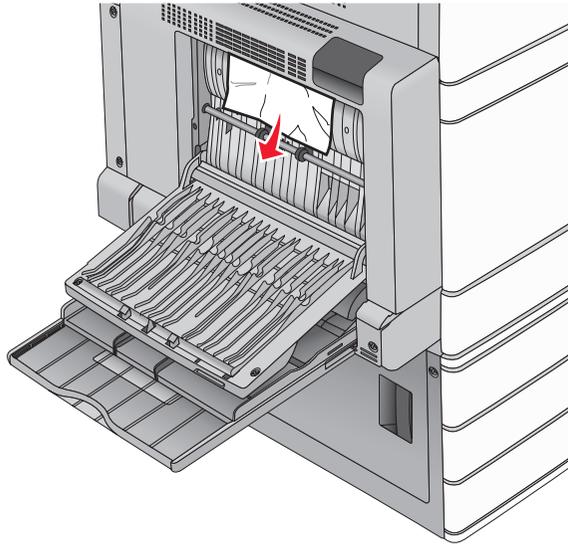
3 Close door B.

4 If necessary, touch **Continue** from the printer control panel.

231 paper jam

1 Open door A by lifting the release latch, and then lowering the door.

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

2 Lift the green lever.

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

Note: Make sure all paper fragments are removed.

4 Push the green lever back into place.

5 Close door A.

6 If necessary, touch **Continue** from the printer control panel.

24x paper jam

Note: Make sure all paper fragments are removed when pulling out any jammed paper.

Paper jam in Tray 1

1 Open Tray 1.
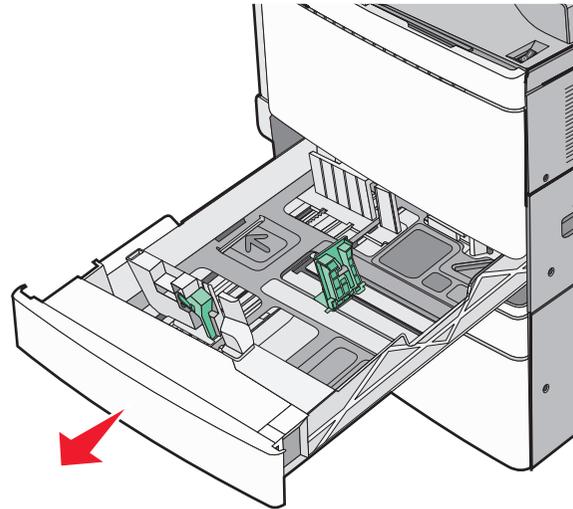


2 Firmly grasp the jammed paper on each side, and then gently pull it out.
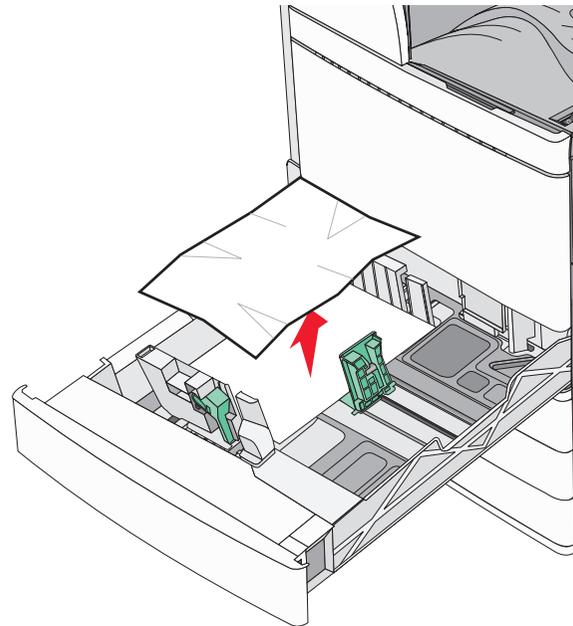
3 Close Tray 1.

4 If necessary, touch **Continue, jam cleared** from the printer control panel.

Paper jam in one of the optional trays (Trays 2–4)

1 Check door C, and then firmly grasp the jammed paper and then pull it out.
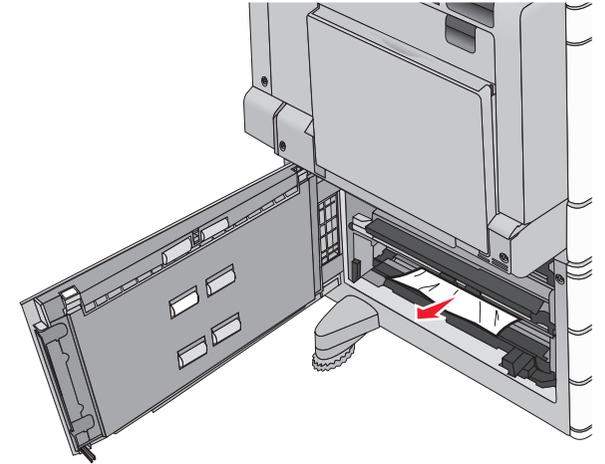
2 Open the specified tray.

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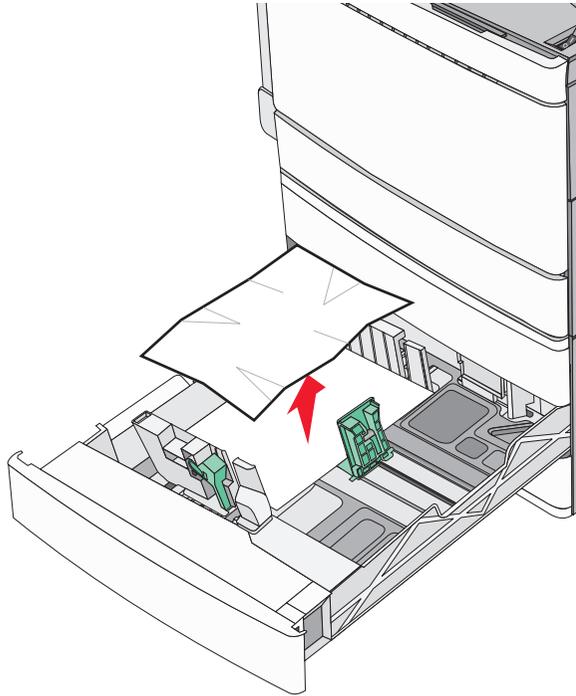
4 Close the tray.

5 If necessary, touch **Continue, jam cleared** from the printer control panel.

Paper jam in Tray 5 (high-capacity feeder)

Paper jam inside the tray

1 Pull out the tray until it stops.
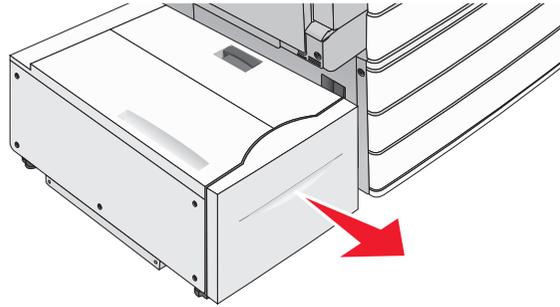
Warning—Potential Damage: Do not pull out the tray with too much force. Doing so may hit and injure your knees.

2 Firmly grasp the jammed paper on each side, and then gently pull it out.
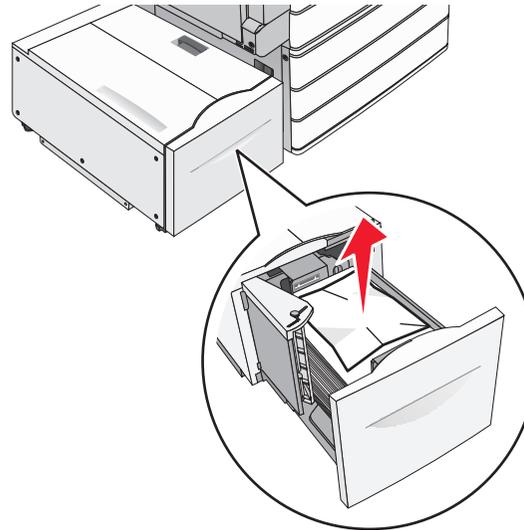
3 Push the tray gently until it stops.

4 If necessary, touch **Continue, jam cleared** from the printer control panel.

Paper jam in the tray exit

1 Gently move the tray to the left until it stops.
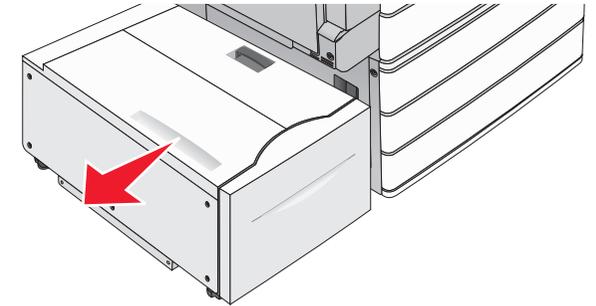
2 Firmly grasp the jammed paper on each side, and then gently pull it out.
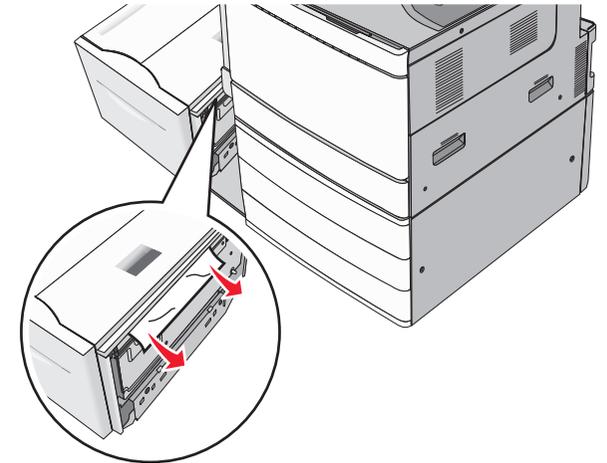
3 Gently put the tray back into position.

4 If necessary, touch **Continue, jam cleared** from the printer control panel.

Paper jam in the top cover

1 Gently move the tray to the left until it stops.
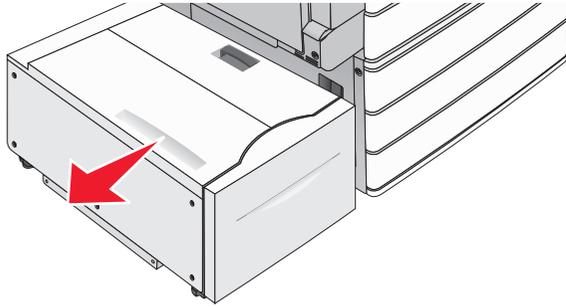
2 Open the top cover.
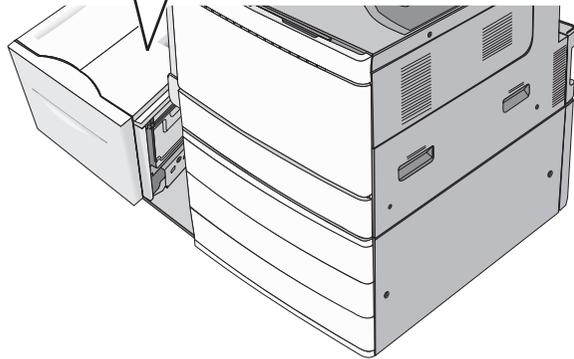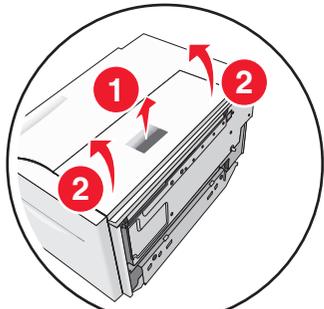
3 Firmly grasp the jammed paper on each side, and then gently pull it out.
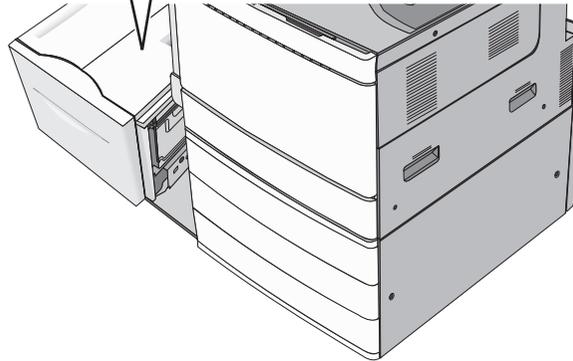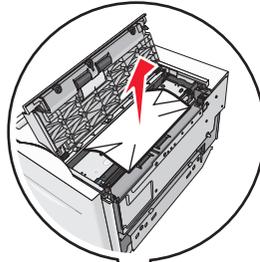
4 Close the top cover.
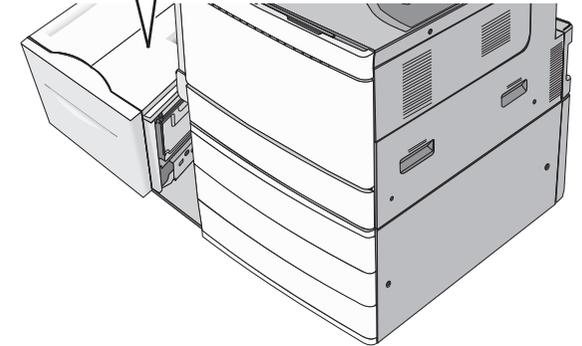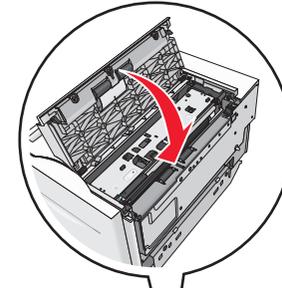
5 Gently put the tray back into position.

6 If necessary, touch **Continue, jam cleared** from the printer control panel.

250 paper jam

1 Remove any jammed pages from the multipurpose feeder.
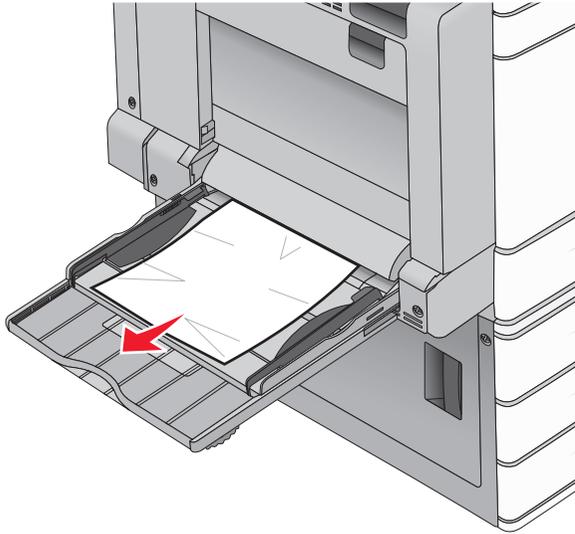
2 Load paper into the multipurpose feeder.

3 If necessary, touch **Continue, jam cleared** from the printer control panel.

281 paper jam

Paper jam in door A

1 Open door A.

> ⚠ **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 the paper is visible under the fuser, firmly grasp it on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.
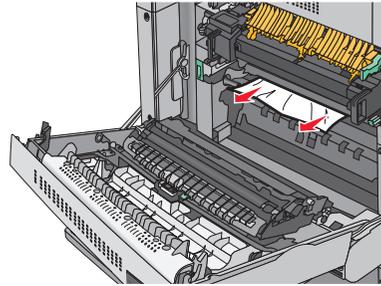
b If the paper is not visible, then you will need to remove the fuser unit.

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

1 Remove the thumbscrew from each side of the fuser unit by rotating them counterclockwise.

2 Lift the handles on each side of the fuser, and then pull to remove the fuser unit.
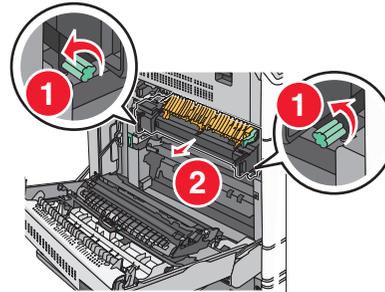
3 Lift the green lever, firmly grasp the paper on each side, and then gently pull it out.

Notes:

- Make sure all paper fragments are removed.
- If the paper is in the fuser, then lower the fuser nip release lever and switch it to envelope mode.
- After removing the jammed paper, return the lever to the proper position.
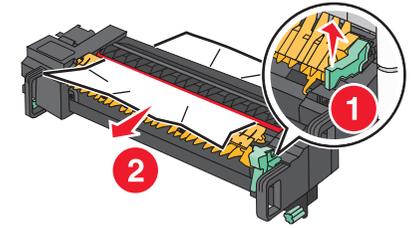
4 Align the fuser unit using the handles on each side, and then place it back into the printer.
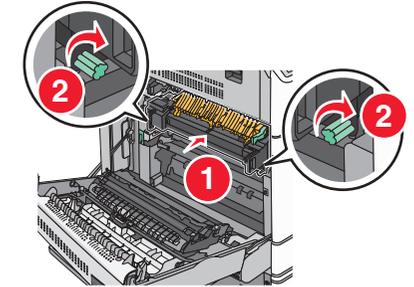
3 Close door A.

4 If necessary, touch **Continue** from the printer control panel.

Paper jam in cover F (paper transport)

1 Open cover F.
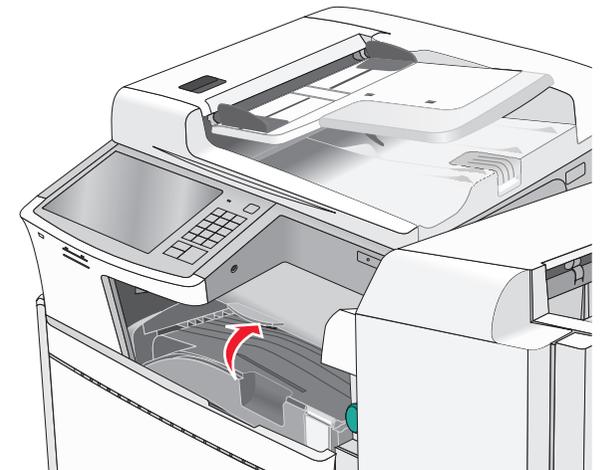
2 Firmly grasp the jammed paper on each side, and then gently pull it out.

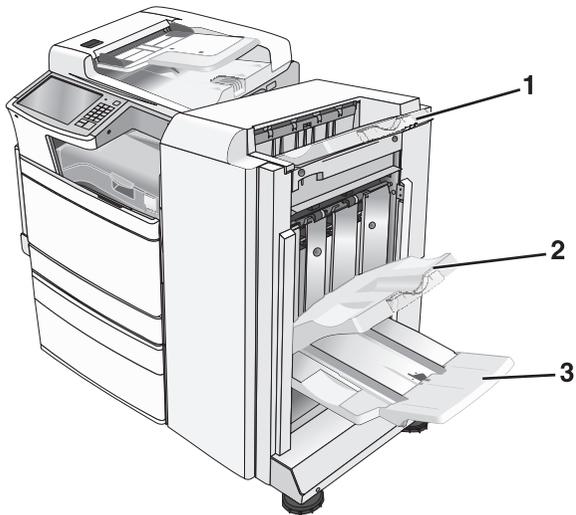**Note:** Make sure all paper fragments are removed.
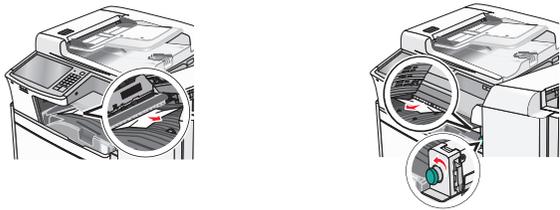
Note: If the paper jam on the right is difficult to remove, then rotate the knob counterclockwise.

3 Close cover F.

4 If necessary, touch **Continue** from the printer control panel.

4yy.xx paper jams

If the jammed paper is visible in any of the finisher exit bins, then firmly grasp the paper on each side, and then gently pull it out.

1	Standard finisher bin
2	Finisher bin 1

3	Finisher bin 2
	Note: Finisher bin 2 is available only when a booklet finisher is installed.

Note: Make sure all paper fragments are removed.

Paper jam in door H

1 Open door H.

Note: Door H is located between the finisher exit bins.
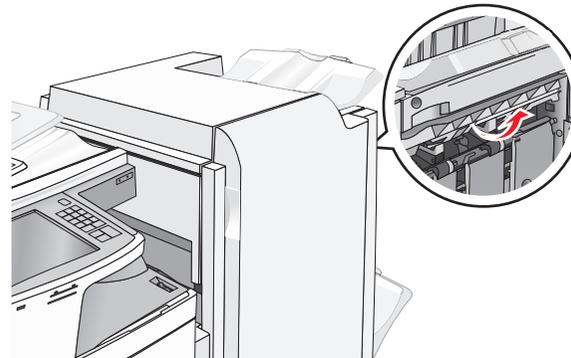
2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.
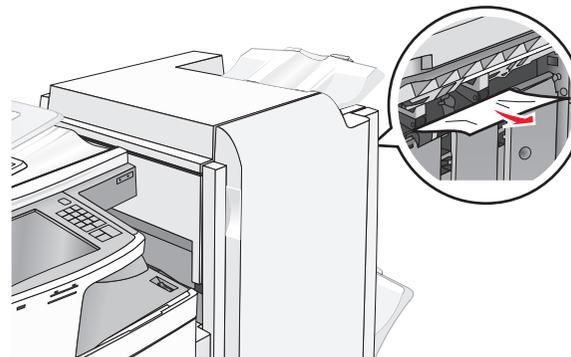
3 Close door H.

4 If necessary, touch **Continue** from the printer control panel.
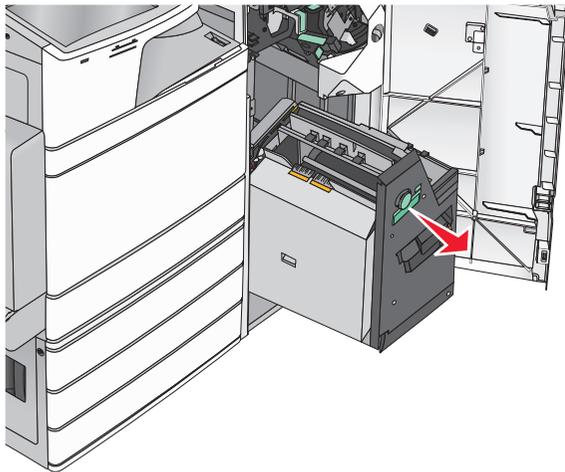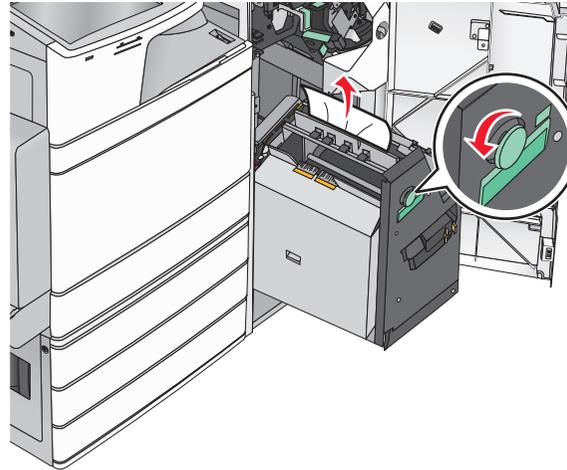
Paper jam in door G

1 Open door G.
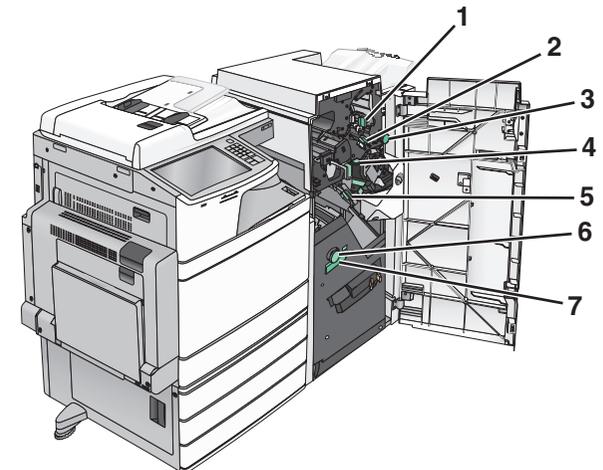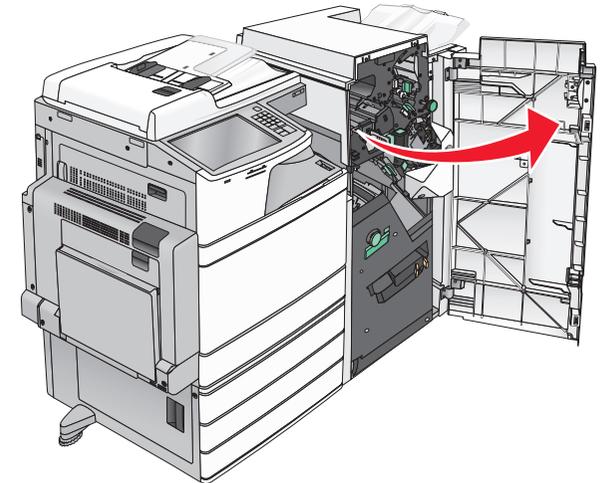
Area	Cover, knob, or handle name
1	Cover G1
2	Cover G2
3	Knob G3
4	Cover G4
5	Cover G7

Area	Cover, knob, or handle name
6	Knob G8
7	Handle G9

2 Lift cover G1 lever.

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

> **Note:** Make sure to remove all paper fragments after gently pulling out any jammed paper inside door G.

4 Move cover G2 to the right, and then remove any jammed paper.

> **Note:** If the paper is jammed in the rollers, then rotate knob G3 counterclockwise.

5 Move cover G4 down, and then remove any jammed paper.

6 Move cover G7 to the left, and then remove any jammed paper.

7 Pull handle G9 until the tray is completely open.

8 Lift the inside cover. If the paper is jammed in the rollers, then rotate knob G8 counterclockwise, and then remove the jammed paper.

9 Close door G.

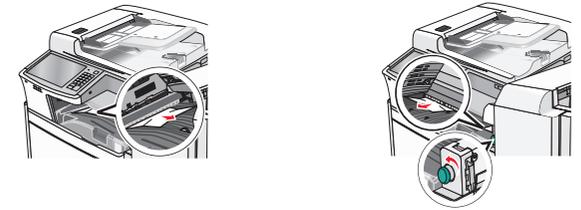**10** If necessary, touch **Continue** from the printer control panel.

Paper jam in cover F (paper transport)

1 Open cover F.
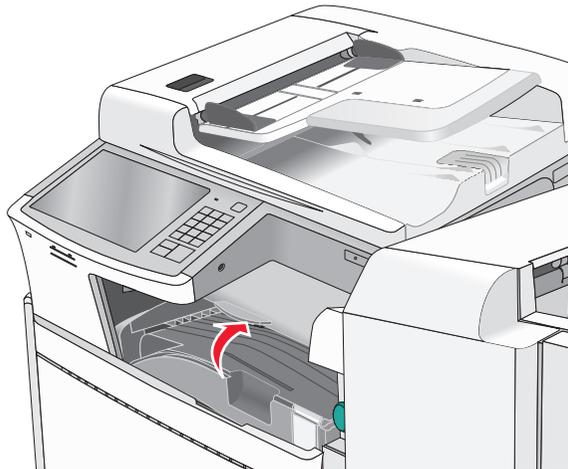
2 Firmly grasp the jammed paper on each side, and then gently pull it out.

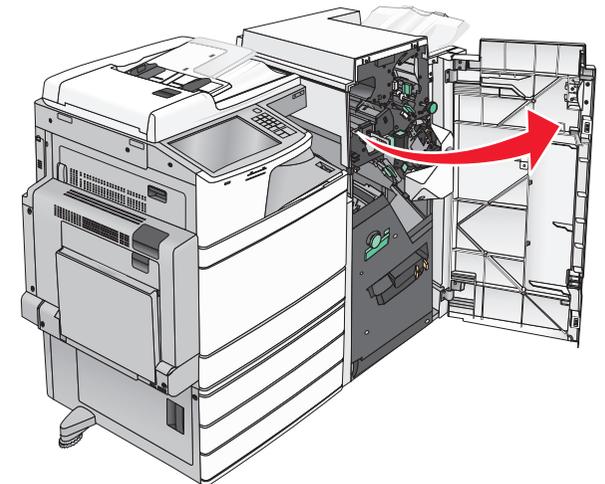> **Note:** Make sure all paper fragments are removed.

> **Note:** If the paper jam on the right is difficult to remove, then rotate the knob counterclockwise.

3 Close cover F.

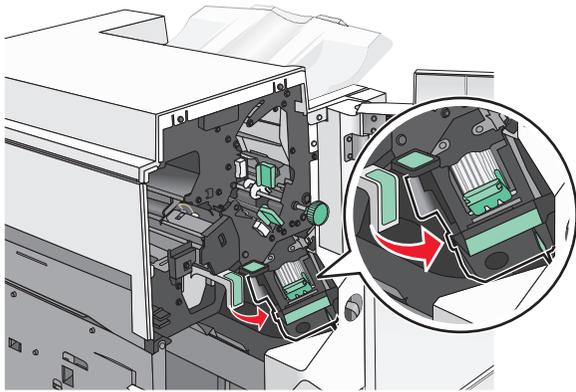**4** If necessary, touch **Continue** from the printer control panel.

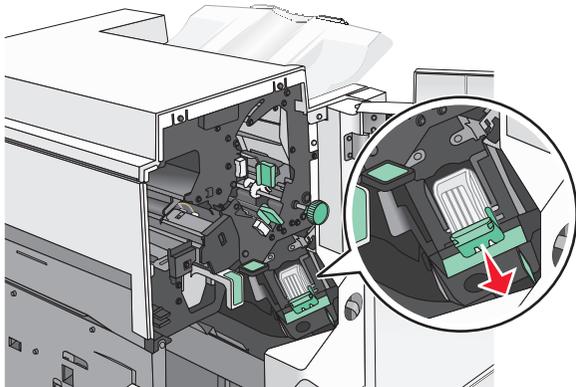## 455 staple jam

1 Open door G.

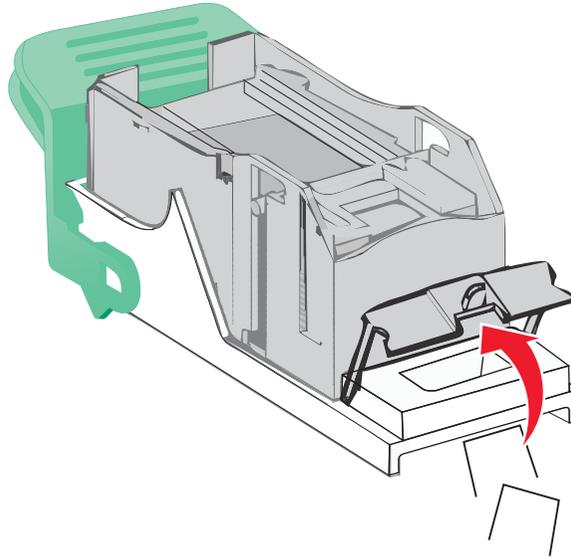**2** Press the latch to open the stapler door.

> **Note:** The stapler door is located behind the finisher.
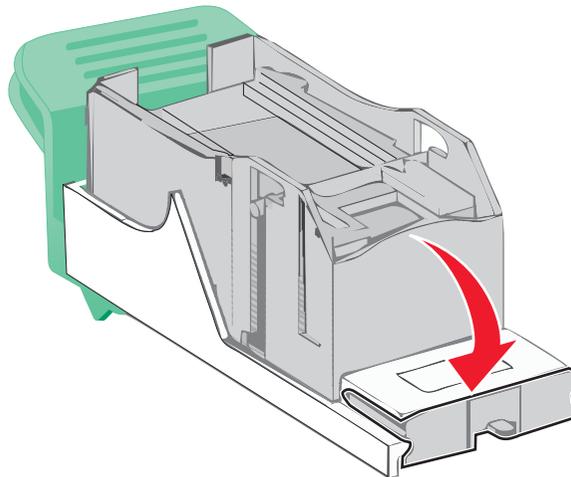
3 Lower the latch of the staple cartridge holder, and then pull the staple cartridge holder out of the printer.

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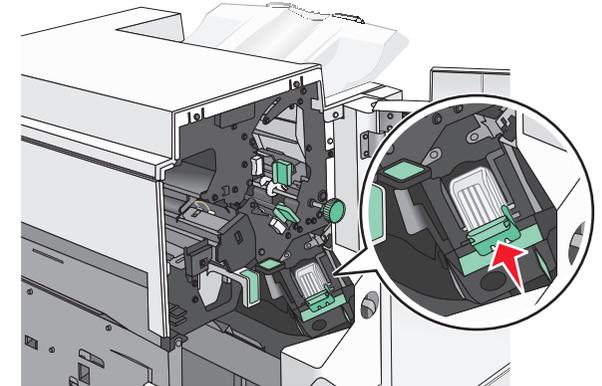

5 Close the staple guard.

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

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

8 Close the stapler door.

9 Close door G.

10 If necessary, touch **Continue, jam cleared** from the printer control panel.
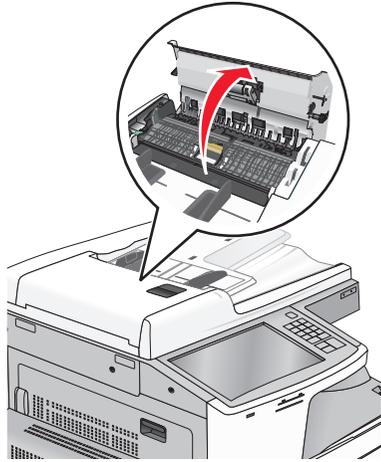
28y.xx paper jams

The scanner failed to feed one or more pages through the ADF.

1 Remove all original documents from the ADF.

   Note: The message clears when the pages are removed from the ADF.

2 Open the ADF cover.

3 Firmly 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.