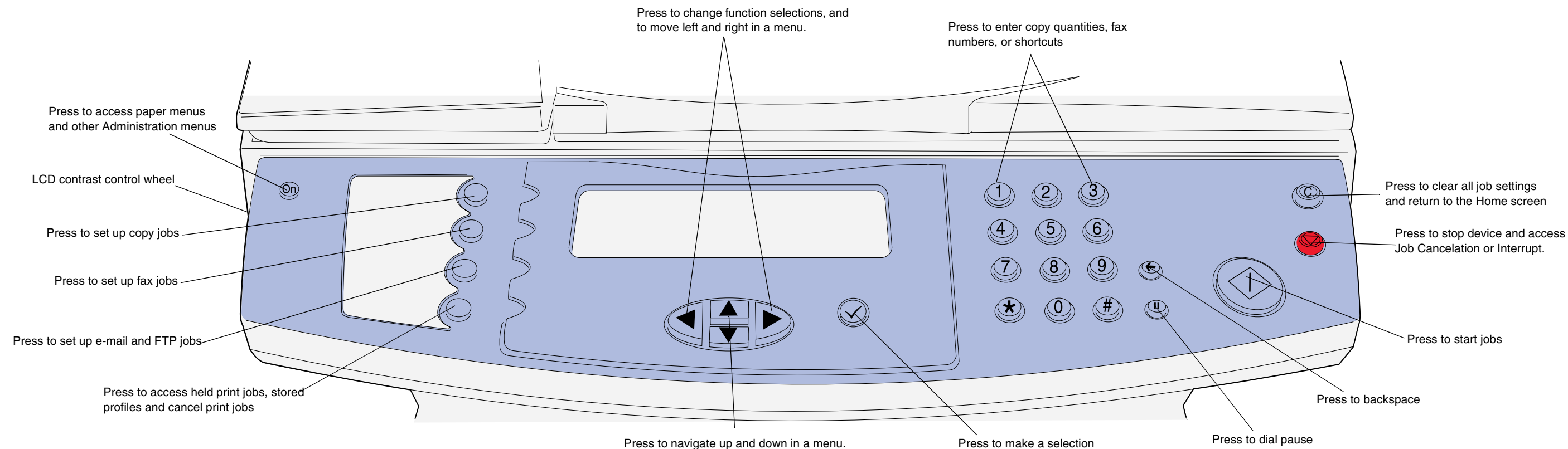


Quick Reference



Make a simple copy

- 1 Use the drawing on the scanner automatic document feeder (ADF) as a guide to feeding the paper and make sure the top of each page feeds in first. If you are using the scanner flatbed, place your document in the top left corner of the scanner.
- 2 Use the numeric keypad to enter the number of copies you want to make. The Copy screen will open automatically. (To make a copy with the default settings, press **Start**).
- 3 Press **Start**.

Make a single duplex copy

Note: To copy double-sided original documents, you must use the scanner flatbed, and scan each side. (Statement, A5, and Universal paper sizes with a width of less than 182 mm or a length less than 257 mm cannot be duplexed).

- 1 Place the original document face down on the scanner flatbed.
- 2 Press **Copy**.
- 3 Choose **Options** and then press the check mark button (✓).
- 4 Choose **Duplex** and use the arrow keys to select **Long Edge** or **Short Edge**, depending on how you want your duplex to look.
- 5 Press **Start**.
- 6 When the scan is finished for one side, turn the original document over.
- 7 Choose **Scan Next Page** and then press ✓.

Interrupting printing to make a copy

Unless disabled by your support person, printing may be interrupted to make a copy quickly. Press the **Stop** button to stop the device, load your document into the scanner, choose **Insert immediate copy job**, and then press ✓.

Tips

- If you are using the flatbed of the scan unit, watch the control panel for messages. After you have scanned the page, the **Scan Next Page** or **Done** prompt appears. Place the next page and then press **Start** to continue scanning. Select **Done** when all the pages have been scanned.
- Select a **Paper Saver** setting to copy two pages (or four pages) of your original document onto one sheet of paper.
- When the **Scale** setting reads **Auto**, your copies are automatically scaled from the size selected in **Copy From** to the size selected in **Copy To**.

Send a fax

- 1 Use the drawing on the scanner automatic document feeder (ADF) as a guide to feeding the paper and make sure the top of each page feeds in first. If you are using the scanner flatbed, place your document in the top left corner of the scanner.
- 2 Use the following method to fax:
 - a Press **Fax** and use the numeric keypad to enter the fax number of the person receiving the fax.
To change the default fax settings, use the navigation keys to highlight **Options** and then press ✓.
 - b Press **Start** when you are ready to send the fax.

Canceling jobs

Fax jobs, jobs using the printer, and jobs being scanned may be canceled if they have not yet been completed. To cancel a job, press **Stop** and select either **Cancel scan**, **Cancel print jobs** or **Cancel faxes**. **Cancel scan** will immediately cancel the current scan. **Cancel print jobs** and **Cancel faxes** will open lists of waiting jobs.

Select the job to cancel, then use the navigation arrows to highlight **Delete**. With **Delete** highlighted, press the ✓ button to cancel the selected jobs in the list.

Using shortcuts

From the Home screen, entering # and a shortcut number will open the function associated with that shortcut. Shortcuts may also be entered in the To: field for fax, the opening e-mail screen, or the manual entry screen for e-mail. Using a shortcut for a Profile, such as a Scan-to-PC profile, begins the job process, so your originals should be loaded in the scanner prior to entering the shortcut.

- 1 Place the original in either the ADF or on the flatbed.
- 2 Press the # key and enter the shortcut number

If you need more information

- Refer to the *Setup Guide* or the *User's Reference* located on the Publications CD for information about using and maintaining your MFP.

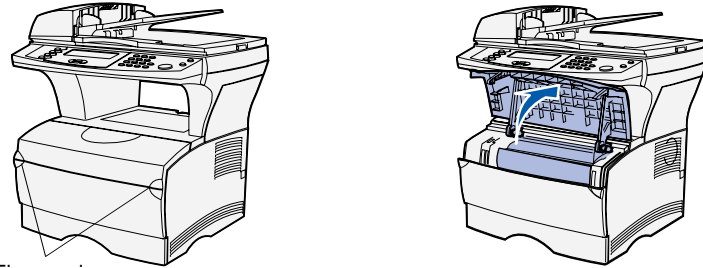
Contact your administrator or Help desk if you have questions about network printing.

Clearing jams

For more information on clearing jams, see the *User's Reference* located on the Publications CD.

Jams under the print cartridge or in the fuser (200 or 201 Paper Jam, remove toner cartridge to access)

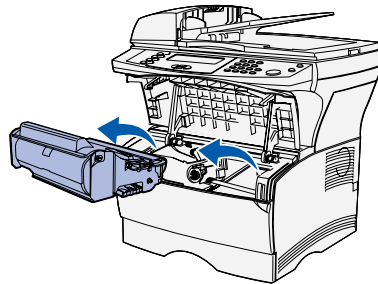
- 1 Open the upper front door using the finger grips.



Finger grips

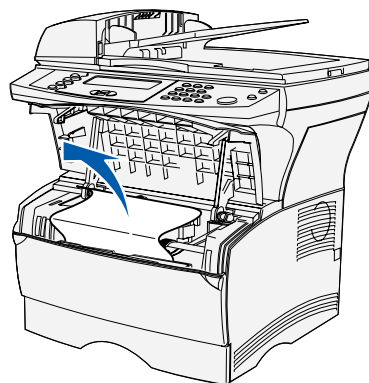
- 2 Remove the print cartridge.

CAUTION! The rear portion of the inside of the MFP may be hot.



Warning! Do not touch the photoconductor drum on the bottom of the print cartridge.

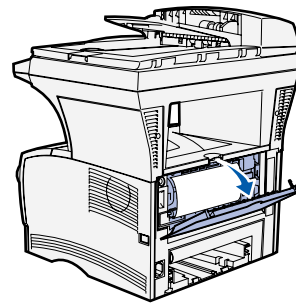
- 3 Remove any jams. If paper is in fuser, pull carefully to avoid tearing..



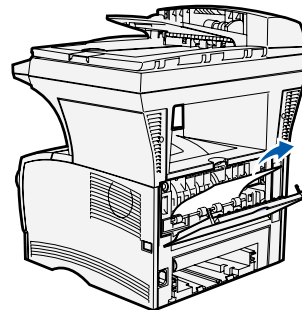
- 4 Reinstall the print cartridge.
- 5 Close the upper front door.
- 6 Press ✓.

Jams behind the rear output bin door (202 Paper Jam, open rear door to access)

- 1 Open the rear output bin door.



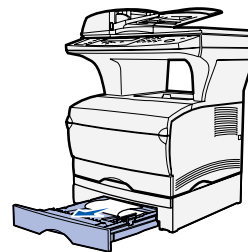
- 2 Remove any jams. You may have to remove the print cartridge to clear a jam in this area. If paper is in fuser, pull carefully to avoid tearing.



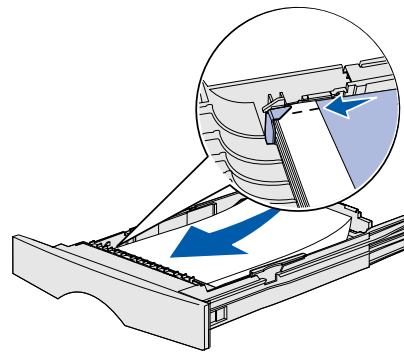
- 3 Close the rear output bin door.
- 4 Press ✓.

Jams in a tray

- 1 Gently open the tray until you can see the jam.
- 2 Remove any jams.



If you see any print media above the metal stop, completely remove the tray. Press down on the print media to lock the metal plate below it into place. Reposition the print media under the metal stop.



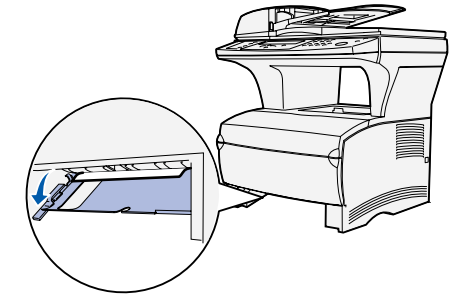
- 3 Reinstall the tray.
- 4 Press ✓.

Jams under the MFP (230 Paper Jam, check duplex)

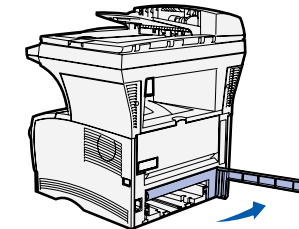
Print media can jam under the MFP and above tray 1 when the duplex function is in use. To clear this type of jam:

Note: Jams under the MFP may not always be visible.

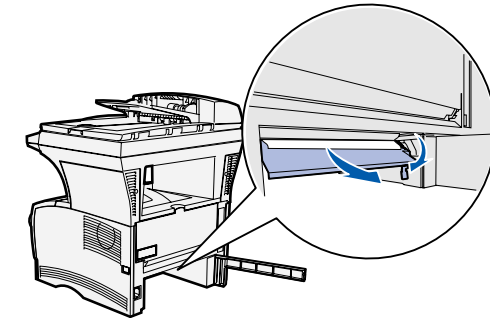
- 1 Completely remove tray 1.
- 2 Press down the green lever on the left under the MFP.



- 3 Remove any jams.
- 4 Grasp the tab on the rear door and pull the door open.



- 5 Press down the green lever on the right under the MFP.



- 6 Remove any jams.
- 7 Close the rear door, and then reinstall the tray.
- 8 Press ✓.

Jams in the scanner (290–293 Scanner jams)

To open the Automatic Document Feeder (ADF), push and hold the release button on the left front side of the ADF and lift up. Remove jam.

