

Quick Reference

Copying

Making copies

- 1 Load an original document into the ADF tray or on the scanner glass.

Notes:

- To avoid a cropped image, make sure that the size of the original document and output is the same.
- To make a quick copy, from the control panel, press



- 2 From the home screen, touch **Copy**, and then specify the size of the original document.

Note: If the document is a mix of different sizes, then select **Mixed Letter/Legal**.

- 3 If necessary, specify a tray or feeder and a different output size.
- 4 Send the copy job.

Copying on both sides of the paper (two-sided)

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Copy > Paper Setup**.
- 3 Adjust the settings.
- 4 Send the copy job.

Copying multiple pages onto a single sheet

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Copy > Pages Per Side**.

- 3 Adjust the settings.
- 4 Send the copy job.

Faxing

Sending a fax

Using the control panel

- 1 Load the original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Fax**, and then enter the needed information.
- 3 If necessary, configure other fax settings.
- 4 Send the fax job.

Using the computer

For Windows users

- 1 With a document open, click **File > Print**.
- 2 Select the printer, and then click **Properties, Preferences, Options, or Setup**.
- 3 Click **Fax > Enable fax**, and then enter the recipient number.
- 4 If necessary, configure other fax settings.
- 5 Send the fax job.

For Macintosh users

- 1 With a document open, choose **File > Print**.
- 2 Select the printer and enter the recipient number.
- 3 If necessary, configure other fax settings.
- 4 Send the fax job.

E-mailing

Sending an e-mail

Using the control panel

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **E-mail**, and then enter the needed information.
Note: You can also enter the recipient using the address book or shortcut number.
- 3 If necessary, configure the output file type settings.
- 4 Send the e-mail.

Using the shortcut number

- 1 From the control panel, press **#**, and then enter the shortcut number using the keypad.
- 2 Send the e-mail.

Printing

Printing from a computer

Note: For specialty media such as labels, card stock, and envelopes, set the paper size and type in the printer before sending the print job.

- 1 With a document open, click **File > Print**.
- 2 If necessary, adjust the settings.
- 3 Send the print job.

Printing held jobs

- 1 With a document open, select **File > Print**.
- 2 Select the printer, and then do the following:
 - For Windows users, click **Properties** or **Preferences**, and then click **Print and Hold**.

- For Macintosh users, select **Print and Hold**.

- 3 Select the print job type.
- 4 If necessary, assign a user name.
- 5 Send the print job.
- 6 From the printer home screen, touch **Held Jobs**.
- 7 Send the print job.

Canceling a print job

From the printer control panel

- 1 From the home screen, touch **Job Queue**.

Note: You can also access this setting by touching the top section of the home screen.

- 2 Select the job to cancel.

From the computer

- 1 Depending on the operating system, do either of the following:
 - Open the printers folder, and then select your printer.
 - From the System Preferences in the Apple menu, navigate to your printer.
- 2 Select the job to cancel.

Loading paper

Loading trays

CAUTION—TIPPING HAZARD: To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

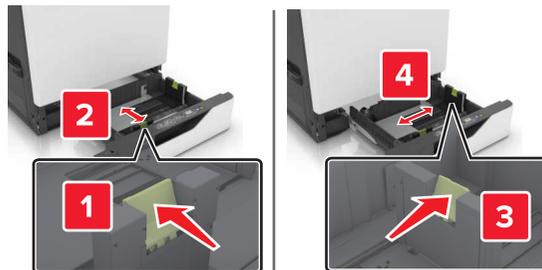
- 1 Pull out the tray.

Note: Do not remove trays while the printer is busy.

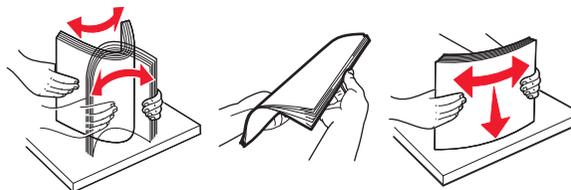


- 2 Adjust the guides to match the size of the paper you are loading.

Note: Use the indicators on the bottom of the tray to position the guides.



- 3 Flex, fan, and align the paper edges before loading.



- 4 Load the paper with the printable side faceup.

Notes:

- Do not slide paper into the tray.
- Make sure that the stack height is below the maximum paper fill indicator. Overfilling may cause paper jams.

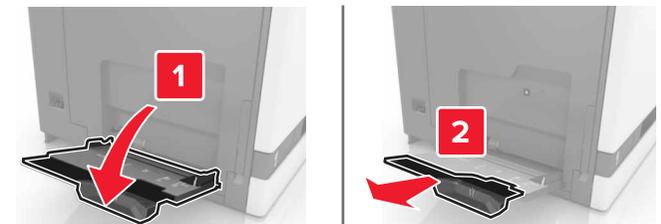


- 5 Insert the tray.

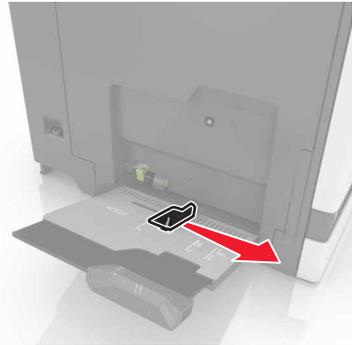
If loading a paper type other than plain, set the paper size and type to match the paper loaded in the tray.

Loading the multipurpose feeder

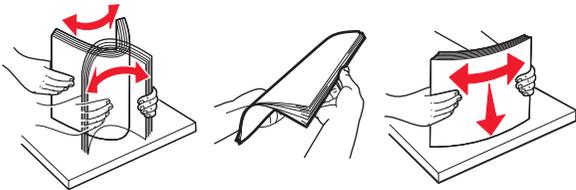
- 1 Open the multipurpose feeder.



2 Adjust the guide to match the size of the paper you are loading.

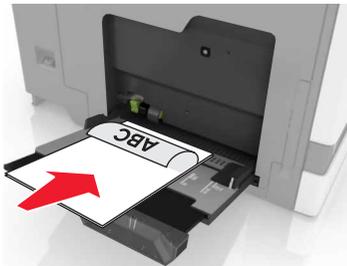


3 Flex, fan, and align the paper edges before loading.



4 Load the paper.

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



- Load envelopes with the flap side up and against the left side of the paper guide. Load European envelopes with the flap side up and entering the printer first.



Warning—Potential Damage: Do not use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives.

5 From the control panel, set the paper size and type to match the paper loaded in the tray.

Setting the size and type of the specialty media

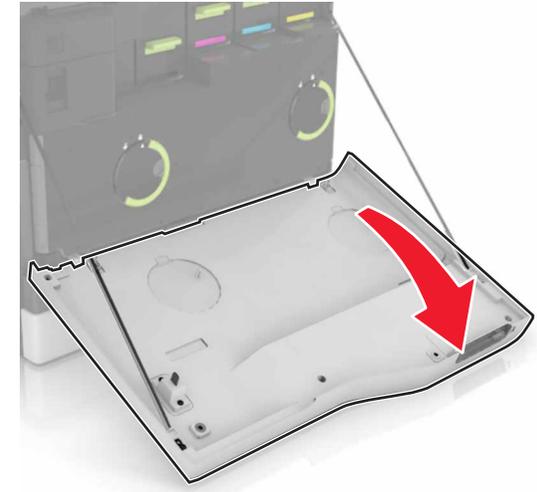
The trays automatically detect the size of plain paper. For specialty media like labels, card stock, or envelopes, do the following:

- 1 From the home screen, navigate to:
Settings > Paper > Tray Configuration > select a tray
- 2 Configure the size and type of the specialty media.

Maintaining the printer

Replacing a toner cartridge

1 Open door A.

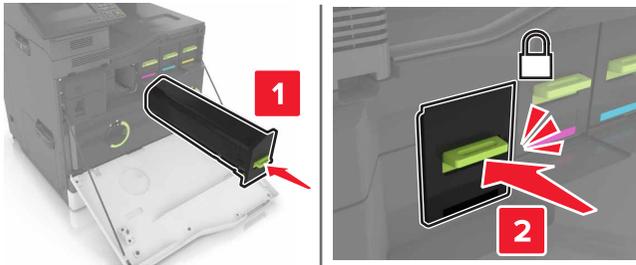


2 Remove the toner cartridge.



3 Unpack the new toner cartridge.

4 Insert the new toner cartridge until it *clicks* into place.



5 Close door A.

Cleaning the scanner glass

1 Open the scanner cover.



2 Wipe the areas shown with a damp, soft, lint-free cloth.



1	White underside of the scanner cover
2	Scanner glass
3	Automatic document feeder (ADF) glass
4	White underside of the ADF cover

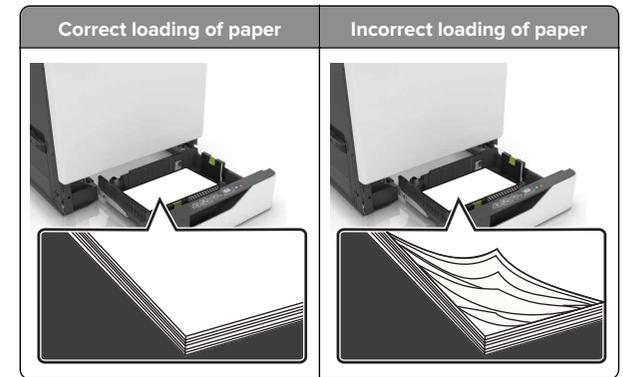
3 Close the scanner cover.

Clearing jams

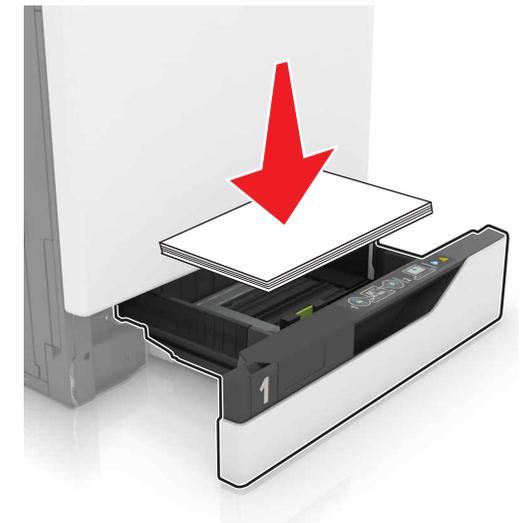
Avoiding jams

Load paper properly

- Make sure that the paper lies flat in the tray.



- Do not load or remove a tray while the printer is printing.
- Do not load too much paper. Make sure that the stack height is below the maximum paper fill indicator.
- Do not slide paper into the tray. Load paper as shown in the illustration.

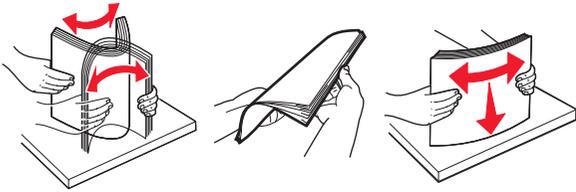


- Make sure that the paper guides are positioned correctly and are not pressing tightly against the paper or envelopes.
- Push the tray firmly into the printer after loading paper.

Use recommended paper

- Use only recommended paper or specialty media.

- Do not load paper that is wrinkled, creased, damp, bent, or curled.
- Flex, fan, and align the paper edges before loading.



- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

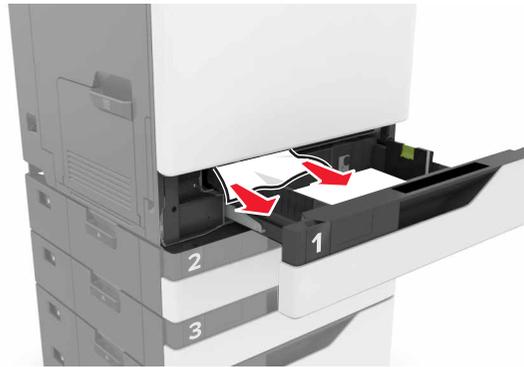
Paper jam in trays

- 1 Pull out the tray.



- 2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

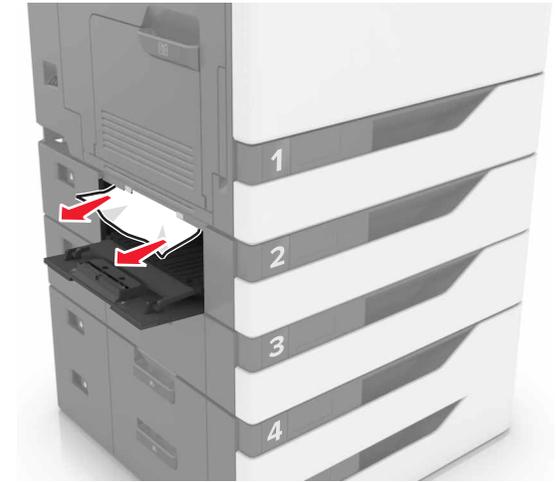


- 3 Insert the tray.
- 4 Open the tray cover.



- 5 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

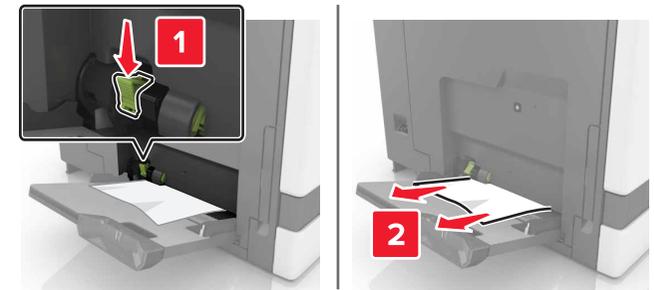


- 6 Close the tray cover.

Paper jam in the multipurpose feeder

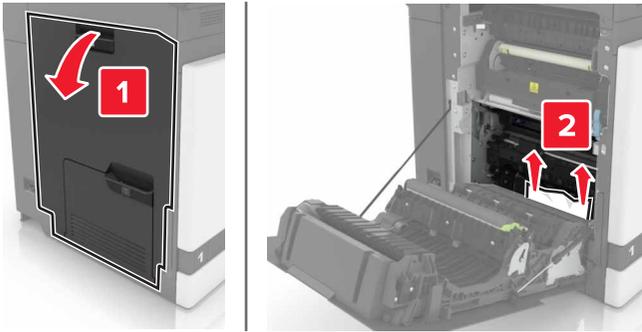
- 1 Remove paper from the multipurpose feeder.
- 2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



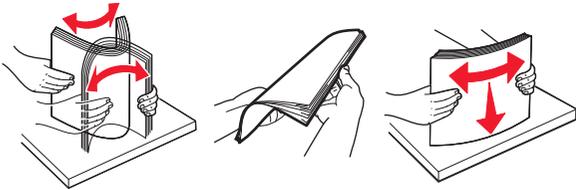
- 3 Open door B, and then remove any paper fragments.

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.



4 Close door B.

5 Flex, fan, and align the paper edges before loading.

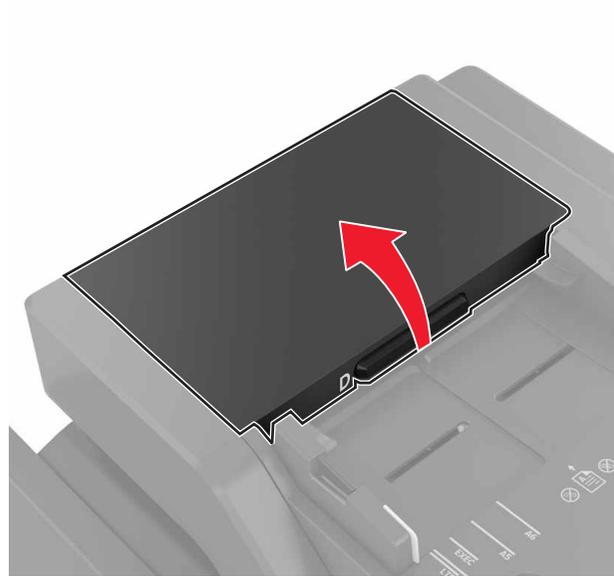


6 Reload paper.

Paper jam in the automatic document feeder

1 Remove all original documents from the ADF tray.

2 Open door D.



3 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

Warning—Potential Damage: Some parts of the printer are easily damaged by static electricity. Before touching any parts or components in an area marked with the static-sensitive symbol, touch a metal surface in an area away from the symbol.

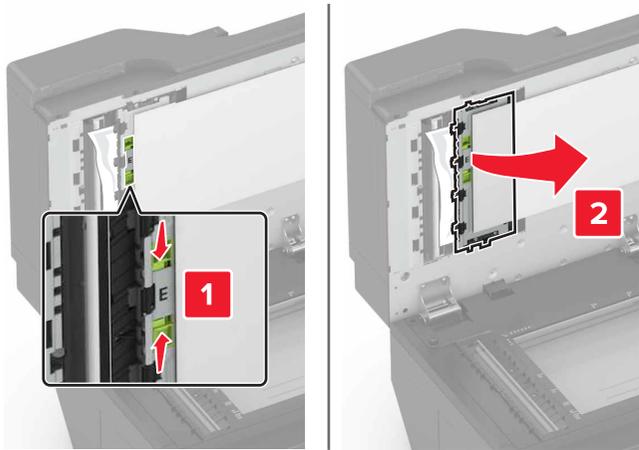


4 Close door D.

5 Open the scanner cover.

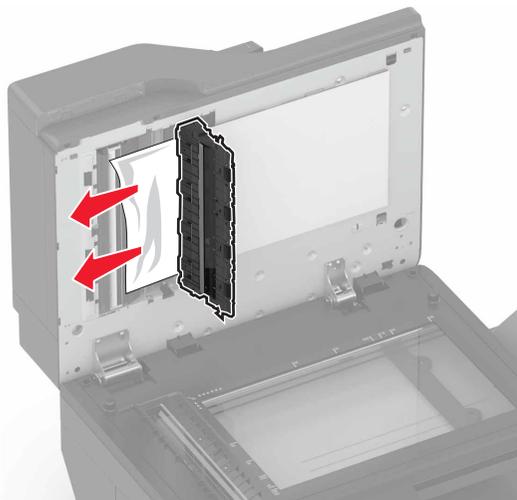


6 Open door E.



7 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

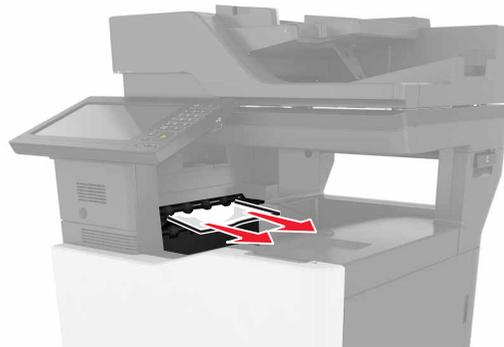


8 Close door E and the scanner cover.

Paper jam in the standard bin

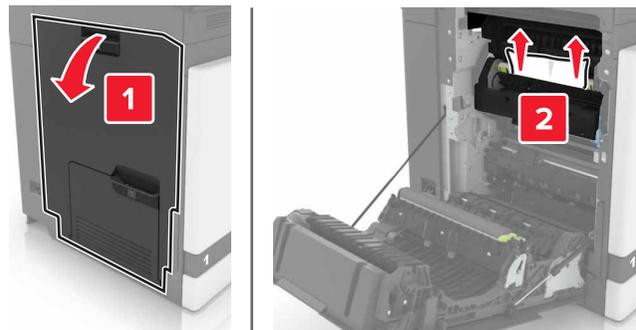
1 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



2 Open door B, and then remove any paper fragments.

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.



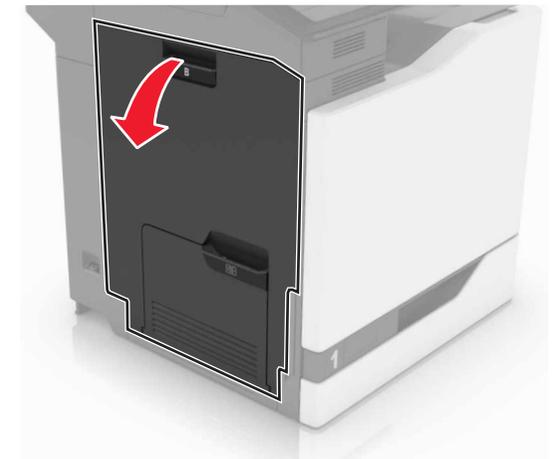
3 Close door B.

Paper jam in door B

Paper jam in the fuser

1 Open door B.

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 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

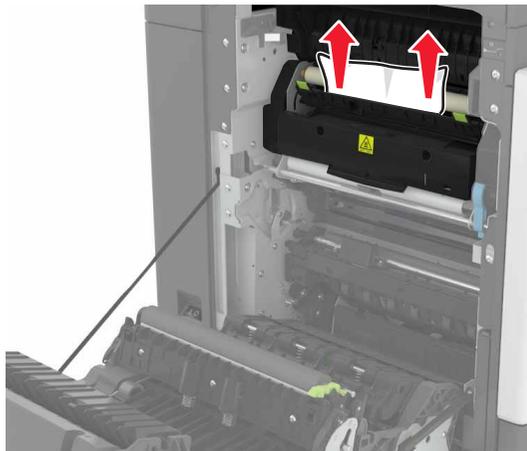


3 Open the fuser access door.



4 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

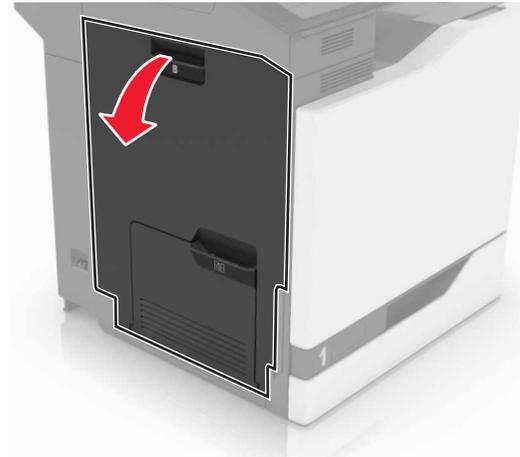


5 Close door B.

Paper jam in the duplex unit

1 Open door B.

 **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.

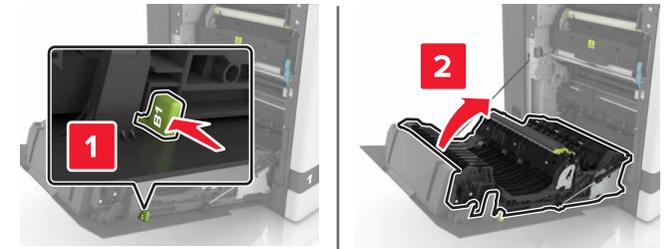


2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

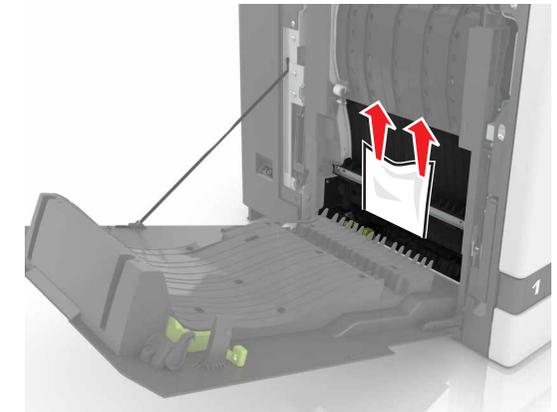


3 Open the duplex cover.



4 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



5 Close the duplex cover and door B.