

Quick Reference

Copying

Making copies

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

Note: To avoid a cropped image, make sure that the original document and the output have the same paper size.

- 2 From the control panel, specify the number of copies.
- 3 If necessary, adjust the copy settings.
- 4 Copy the document.

Note: To make a quick copy, from the control panel, press



Copying on both sides of the paper

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the control panel, navigate to:

> **Copy > Sides**

For non-touch-screen printer models, press **OK** to navigate through the settings.

- 3 Adjust the setting.
- 4 Copy the document.

Copying multiple pages onto a single sheet

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the control panel, navigate to:

> **Copy > Pages per Side**

For non-touch-screen printer models, press **OK** to navigate through the settings.

- 3 Adjust the settings.
- 4 Copy the document.

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 control panel, select **Fax**, and then enter the needed information.
- 3 If necessary, configure other fax settings.
- 4 Fax the document.

Using the computer

For Windows users

- 1 From the document that you are trying to fax, open the Print dialog.
- 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 Fax the document.

For Macintosh users

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

E-mailing

Sending an e-mail using a shortcut number

- 1 Load the original document into the ADF tray or on the scanner glass.
- 2 From the control panel, navigate to:

> **Shortcuts > E-mail**

For non-touch-screen printer models, press **OK** to navigate through the settings.

- 3 Select the shortcut number.
- 4 Send the e-mail.

Scanning

Scanning to an FTP server using a shortcut number

- 1 Load the original document into the ADF tray or on the scanner glass.
- 2 From the control panel, navigate to:

> **Shortcuts > FTP**

For non-touch-screen printer models, press **OK** to navigate through the settings.

- 3 Select the shortcut number.
- 4 Scan the document.

Printing

Printing from a computer

Note: For labels, card stock, and envelopes, set the paper size and type in the printer before printing the document.

- 1 From the document that you are trying to print, open the Print dialog.
- 2 If necessary, adjust the settings.
- 3 Print the document.

Printing from a mobile device


Printing from a mobile device using Google Cloud Print

Google Cloud Print™ is a printing service that allows you to print to any Google Cloud Print-ready printer.

Before you begin, make sure that:

- The printer is registered to the Google Cloud Print server.
 - The Cloud Print plugin is downloaded from the Google Play™ store and is enabled in the mobile device.
- 1 From your Android™ mobile device, open a document or select a document from your file manager.

- 2 Tap  > **Print**.

- 3 Select a printer, and then tap .

Printing from a mobile device using Mopria Print Service

Mopria® Print Service is a mobile printing solution for mobile devices running on Android version 4.4 or later. It allows you to print directly to any Mopria-certified printer.

Note: Before printing, make sure that the Mopria Print Service is enabled.

- 1 From the home screen of your mobile device, launch a compatible application.

- 2 Tap **Print**, and then select the printer.
- 3 Send the print job.

Printing from a mobile device using AirPrint

AirPrint is a mobile printing solution that allows you to print directly from Apple devices to an AirPrint-certified printer.

Notes:

- This application is supported only in some Apple devices.
- This application is supported only in some printer models.

- 1 From the home screen of your mobile device, launch a compatible application.
- 2 Select an item to print, and then tap the share icon.
- 3 Tap **Print**, and then select a printer.
- 4 Print the document.

Printing confidential and other held jobs

For Windows users

- 1 With a document open, click **File > Print**.
- 2 Click **Properties, Preferences, Options, or Setup**.
- 3 Click **Print and Hold**.
- 4 Select **Use Print and Hold**, and then assign a user name.
- 5 Select the print job type (Confidential, Repeat, Reserve, or Verify).
If the print job is confidential, then enter a four-digit PIN.
- 6 Click **OK or Print**.
- 7 From the printer home screen, release the print job.
 - For confidential print jobs, navigate to:
Held jobs > select your user name > **Confidential** > enter the PIN > select the print job > configure the settings > **Print**
 - For other print jobs, navigate to:
Held jobs > select your user name > select the print job > configure the settings > **Print**

For Macintosh users

- 1 With a document open, choose **File > Print**.

If necessary, click the disclosure triangle to see more options.

- 2 From the print options or Copies & Pages menu, choose **Job Routing**.
- 3 Select the print job type (Confidential, Repeat, Reserve, or Verify).
If the print job is confidential, then assign a user name and a four-digit PIN.
- 4 Click **OK or Print**.
- 5 From the printer home screen, release the print job.

- For confidential print jobs, navigate to:
Held jobs > select your user name > **Confidential** > enter the PIN > select the print job > configure the settings > **Print**
- For other print jobs, navigate to:
Held jobs > select your user name > select the print job > configure the settings > **Print**

Maintaining the printer

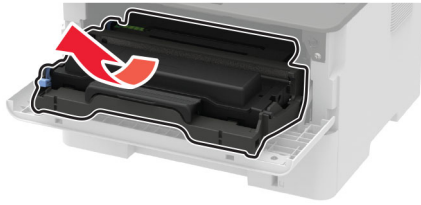
Replacing the toner cartridge

- 1 Open the front door.

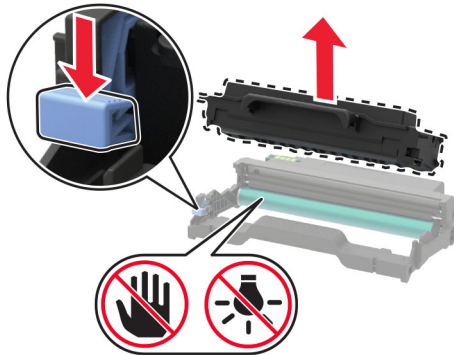
Warning—Potential Damage: To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



2 Remove the imaging unit.

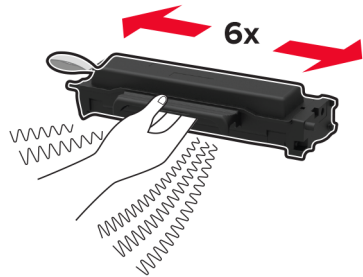


3 Remove the used toner cartridge from the imaging unit.

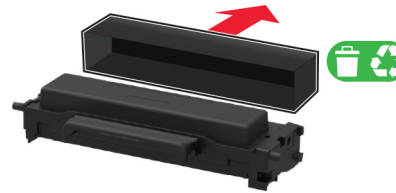
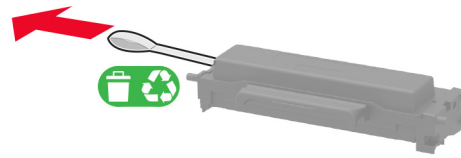


4 Unpack the new toner cartridge.

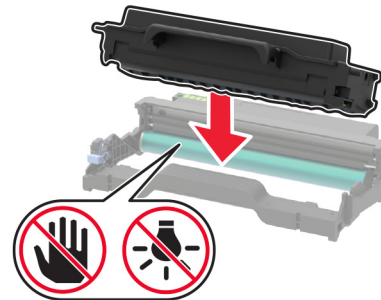
5 Shake the toner cartridge to redistribute the toner.



6 Remove the seal, and then remove the cover.



7 Insert the new toner cartridge into the imaging unit.



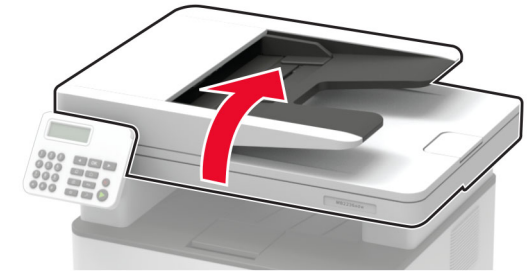
8 Insert the imaging unit.



9 Close the door.

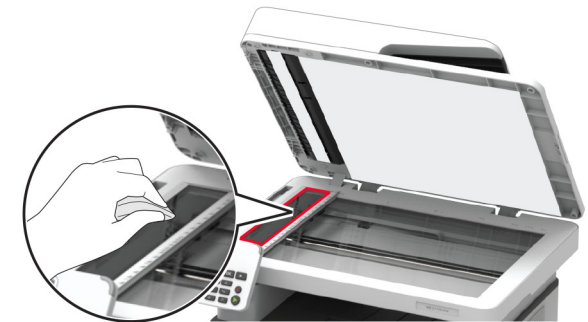
Cleaning the scanner

1 Open the scanner cover.



2 Using a damp, soft, lint-free cloth, wipe the following areas:

- ADF glass



- ADF glass pad



- Scanner glass



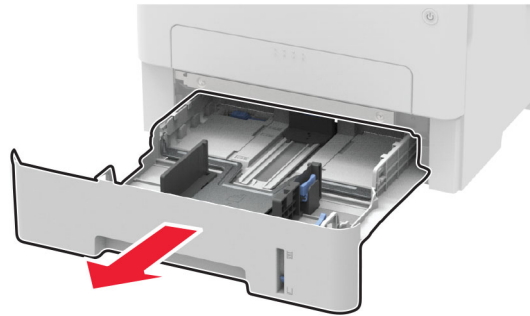
- Scanner glass pad



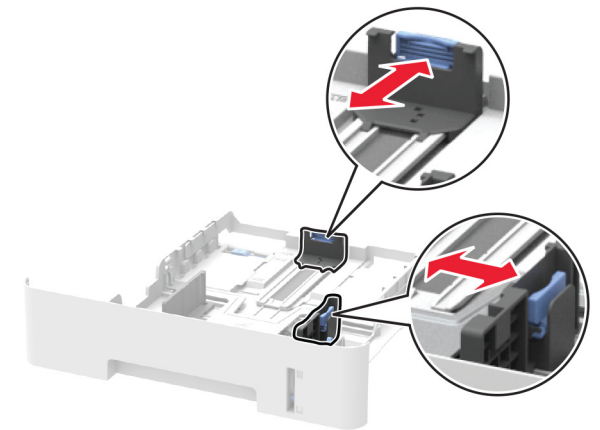
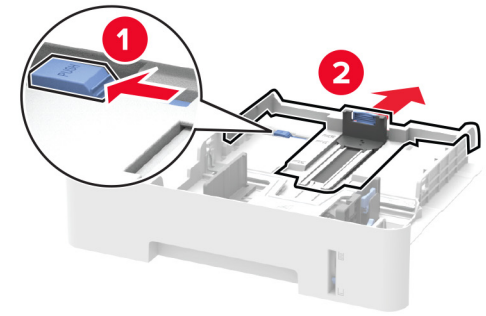
- 3 Close the scanner cover.

Loading trays

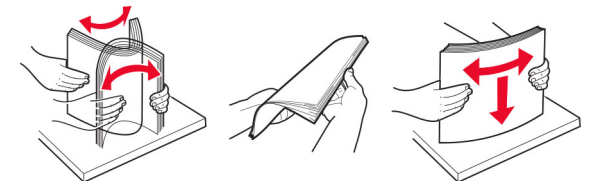
- 1 Remove the tray.



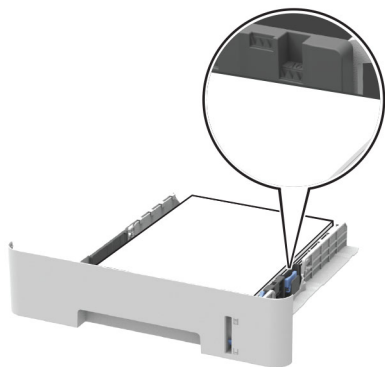
- 2 Adjust the paper guides to match the size of the paper that you are loading.



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



- 4 Load the paper stack with the printable side facedown, and then make sure that the side guides fit snugly against the paper.



Notes:

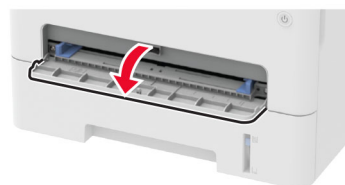
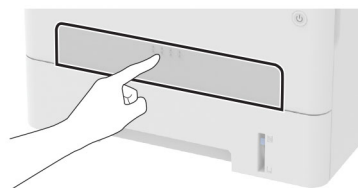
- Load letterhead facedown with the top edge of the sheet toward the front of the tray for one-sided printing.
- Load letterhead faceup with the bottom edge of the sheet toward the front of the tray for two-sided printing.
- Do not slide paper into the tray.
- To avoid paper jams, make sure that the stack height is below the maximum paper fill indicator.

- 5 Insert the tray.

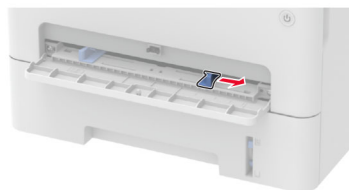
If necessary, set the paper size and paper type from the control panel to match the paper loaded.

Loading the manual feeder

- 1 Open the manual feeder.



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



- 3 Load a sheet of paper with the printable side faceup.

- Load letterhead with the printable side faceup and the top edge entering the printer first for one-sided printing.
- Load letterhead with the printable side facedown and the top edge entering the printer last for two-sided printing.
- Load envelope with the flap side down and against the left side of the paper guide.

Warning—Potential Damage: To avoid paper jams, do not force paper into the manual feeder.

Setting the paper size and type

- 1 From the control panel, navigate to:

Settings > Paper > Tray Configuration > Paper Size/Type > select a paper source

For non-touch-screen printer models, press **OK** to navigate through the settings.

- 2 Set the paper size and type.

Notes:

- For two-sided printing on A4-size paper, make sure that the paper size setting in the duplex unit is set to A4.
- For two-sided printing on letter-, legal-, Oficio-, or folio-size paper, make sure that the paper size setting in the duplex unit is set to Letter.

Clearing jams

Identifying jam locations

Notes:

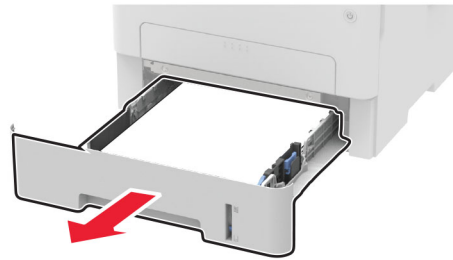
- When Jam Assist is set to On, the printer flushes blank pages or pages with partial prints after a jammed page has been cleared. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages.



Jam locations	
1	Automatic document feeder (ADF)
2	Standard bin
3	Front door
4	Manual feeder
5	Tray
6	Rear door
7	Duplex unit

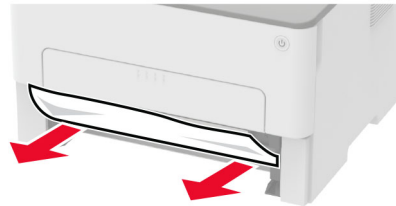
Paper jam in trays

1 Remove the tray.



2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



3 Insert the tray.

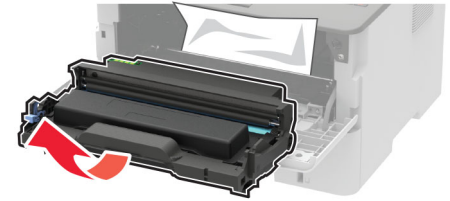
Paper jam in the front door

1 Open the front door.

Warning—Potential Damage: To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



2 Remove the imaging unit.



Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

Warning—Potential Damage: Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.



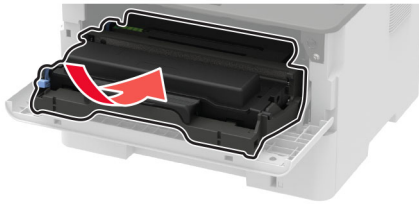
3 Remove the jammed paper.

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.

Note: Make sure that all paper fragments are removed.




4 Insert the imaging unit.

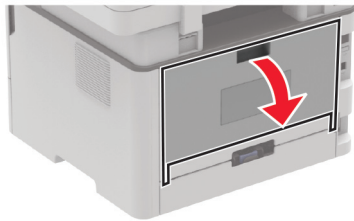


5 Close the door.

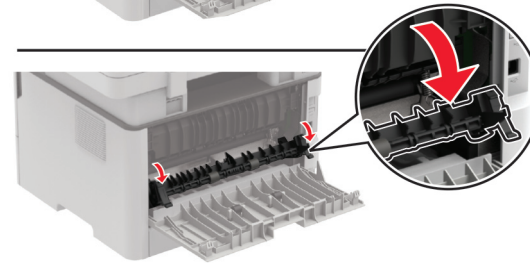
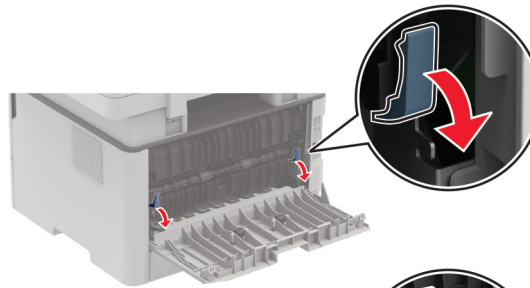
Paper jam in the rear door

1 Open the rear 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.

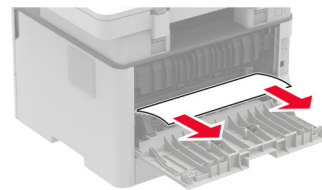


2 Open the fuser access door.



3 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



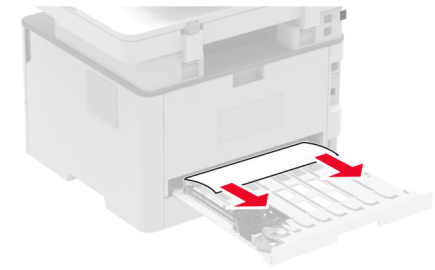
4 Close the fuser access door.

5 Close the rear door.

Paper jam in the duplex unit

1 Remove the duplex unit, and then remove the jammed paper.

Warning—Potential Damage: To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



Note: Make sure that all paper fragments are removed.

2 Insert the duplex unit.

Paper jam in the standard bin

1 Raise the scanner, and then remove the jammed paper.

Note: Make sure that all paper fragments are removed.

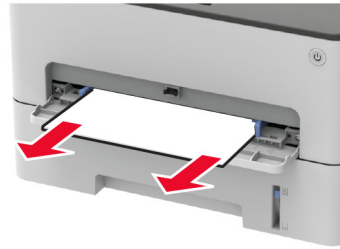


2 Lower the scanner.

Paper jam in the manual feeder

Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

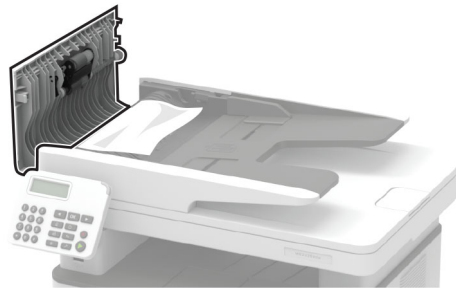


Paper jam in the automatic document feeder

1 Remove all original documents from the ADF tray.

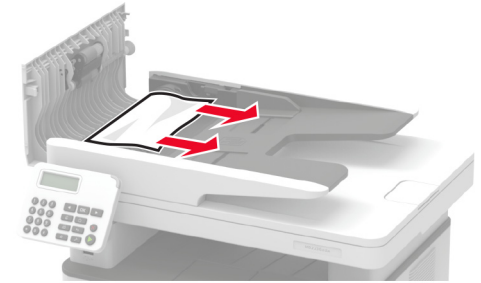
2 Open the ADF cover.

Warning—Potential Damage: To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.



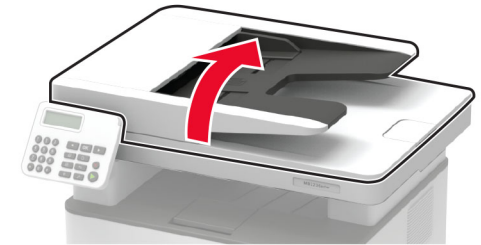
3 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



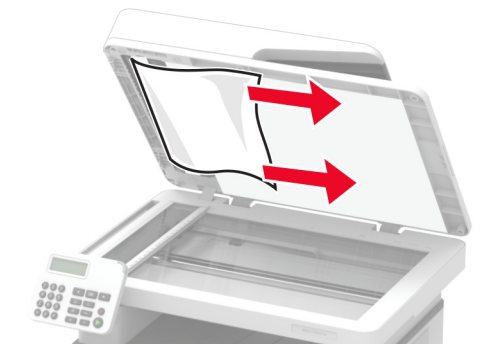
4 Close the ADF cover.

5 Open the scanner cover.



6 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



7 Close the scanner cover.