


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 (two-sided)

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the control panel, navigate to:
 > Copy >  > Paper Setup > 
- 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
- 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, navigate to:
 > Fax >  > enter the needed information > 
If necessary, configure other fax settings.
- 3 Fax the document.

Using the computer

Note: Make sure that the Universal Fax driver is installed with the printer software. For more information, see "Installing the software" in the *User's Guide*.

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.
If necessary, configure other fax settings.
- 4 Fax the document.



For Macintosh users

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

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 control panel, navigate to:
 > E-mail >  > enter the needed information
Note: You can also enter the recipient using the address book or shortcut number.
If necessary, configure the output file type settings.
- 3 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.

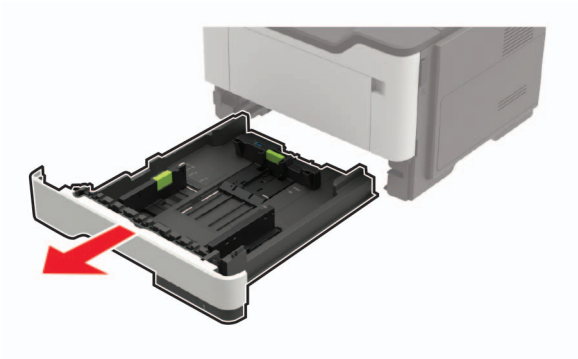
Loading paper

Loading trays

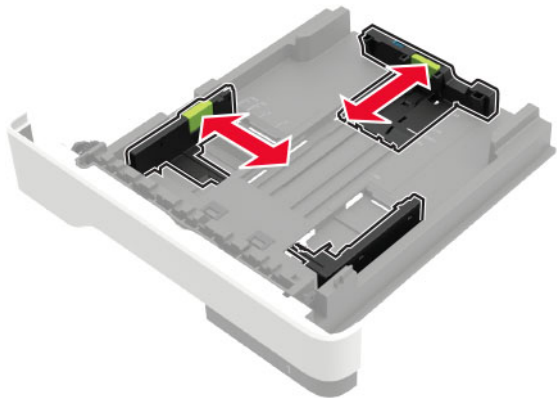
 **CAUTION—TIPPING HAZARD:** To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

- 1 Remove the tray.

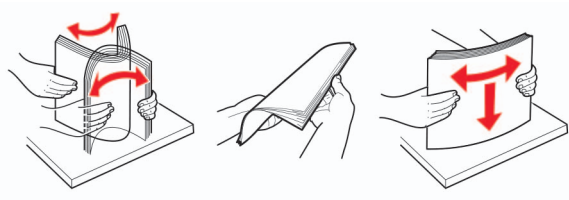
Note: To avoid paper jams, do not remove trays while the printer is busy.



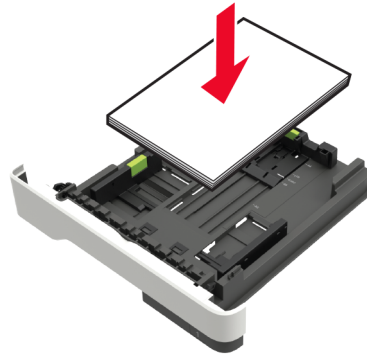
2 Adjust the paper guides to match the size of the paper that you are loading.



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:

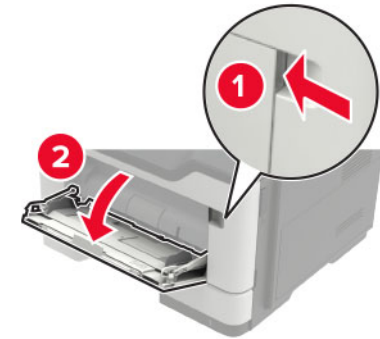
- Load letterhead facedown with the top edge of the sheet toward the front of the tray for one-sided printing.
- Load letterhead faceup with the bottom edge of the sheet toward the front of the tray for two-sided printing.
- Do not slide paper into the tray.
- To avoid paper jams, make sure that the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

5 Insert the tray.

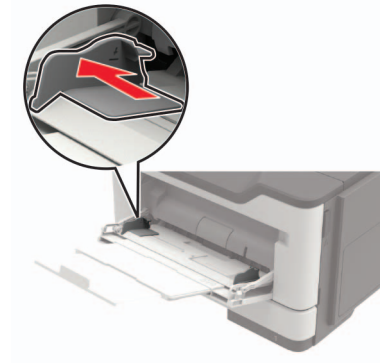
If necessary, set the paper size and paper type from the control panel to match the paper loaded.

Loading the multipurpose feeder

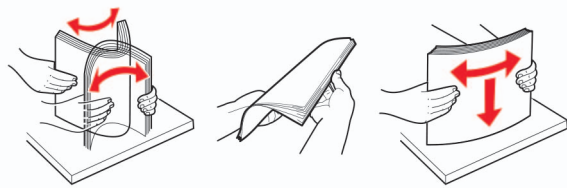
1 Open the multipurpose feeder.



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



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



- 4 Load paper with the printable side faceup.

Notes:

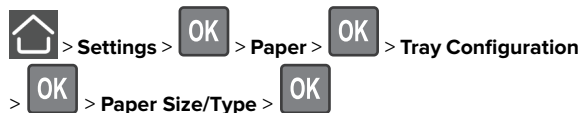
- Load letterhead faceup with the top edge of the sheet toward the front of the tray for one-sided printing.
- Load letterhead facedown with the bottom edge of the sheet toward the front of the tray for two-sided printing.
- Load envelopes with the flap facedown on the left side.
- Load European envelopes with the flap facedown 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 paper type to match the paper loaded.

Setting the size and type of the specialty media

- 1 From the control panel, navigate to:



- 2 Select a paper source, and then configure the size and type of the specialty media.

Printing

Printing from a computer

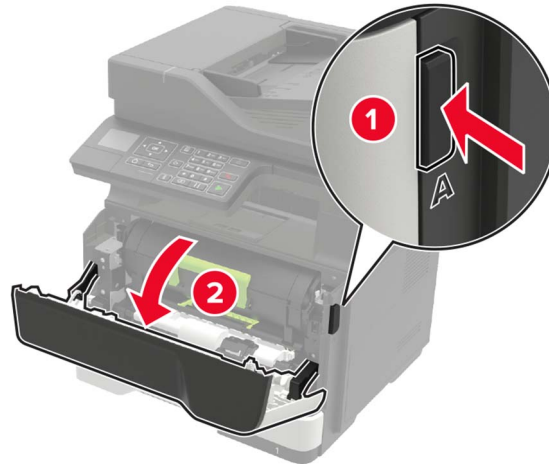
Note: For labels, card stock, and envelopes, set the paper size and type in the printer before printing the document.

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

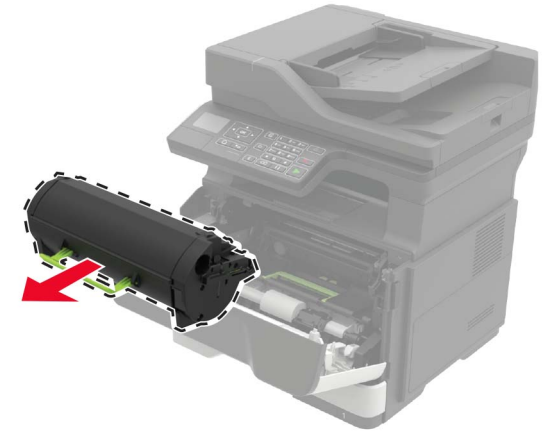
Maintaining the printer

Replacing the toner cartridge

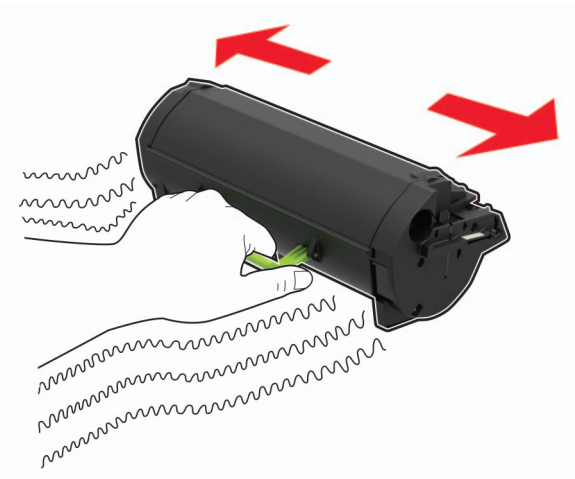
- 1 Open door A.



- 2 Remove the used toner cartridge.

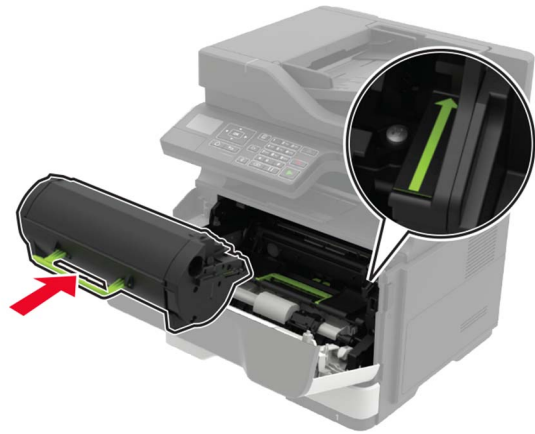


- 3 Unpack the new toner cartridge, and then shake it three times to redistribute the toner.



- 4 Insert the new toner cartridge.

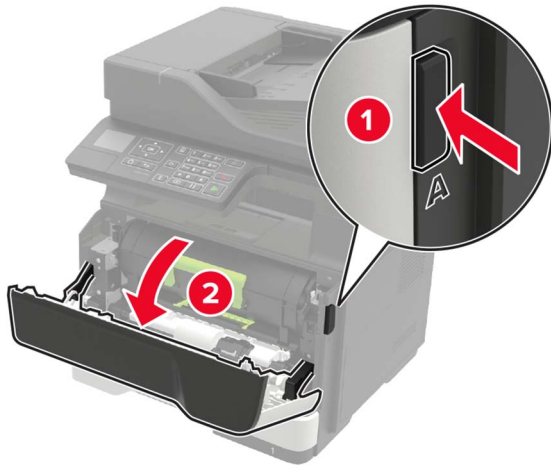
Note: Use the arrows inside the printer as guides.



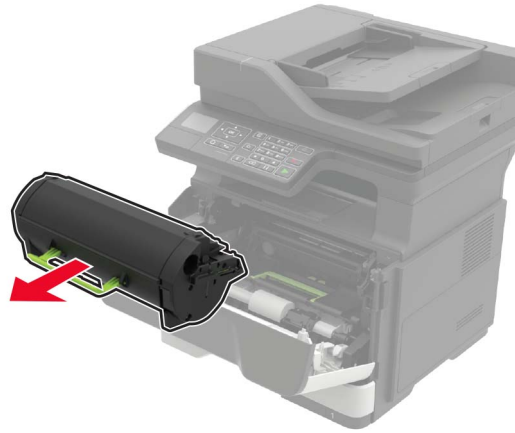
5 Close door A.

Replacing the imaging unit

1 Open door A.



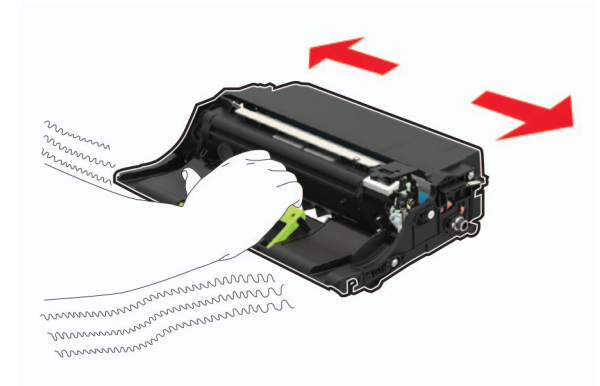
2 Remove the toner cartridge.



3 Remove the used imaging unit.



4 Unpack the new imaging unit, and then shake it three times to redistribute the toner.



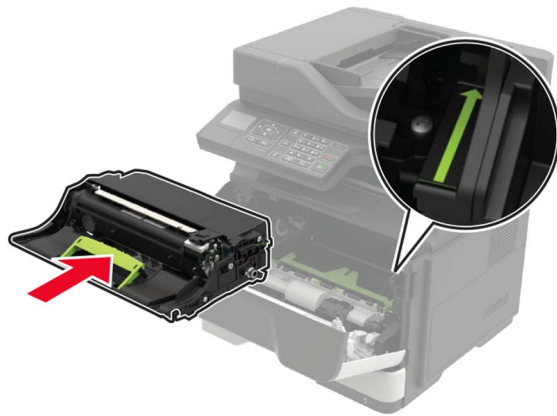
Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

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



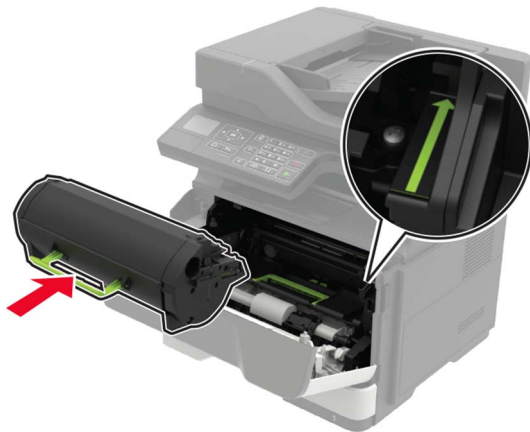
5 Insert the new imaging unit.

Note: Use the arrows inside the printer as guides.



6 Insert the toner cartridge.

Note: Use the arrows inside the printer as guides.



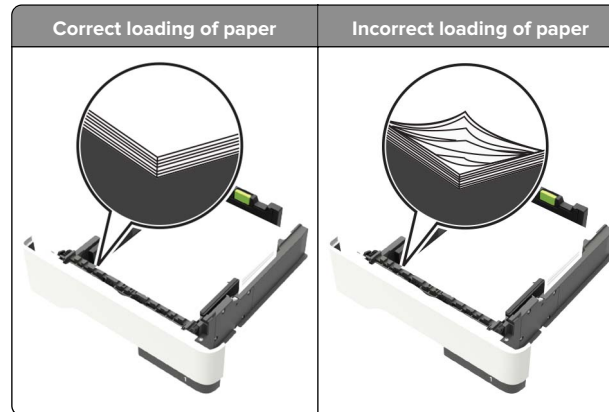
7 Close door A.

Clearing jams

Avoiding jams

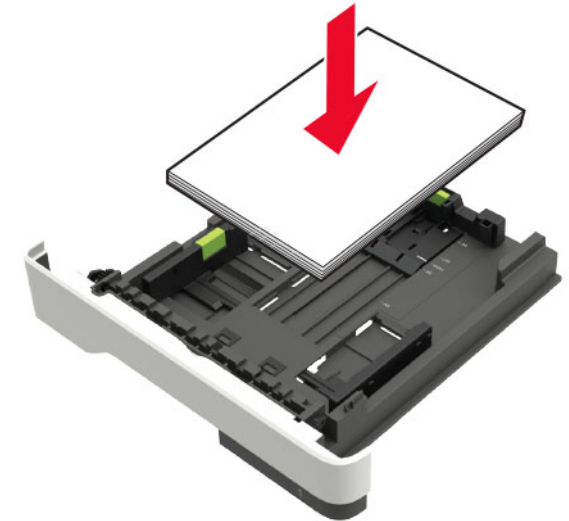
Load paper properly

- 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.

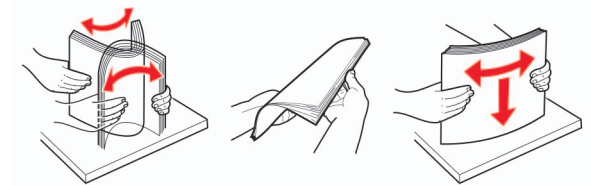
- Do not slide paper into the tray. Load paper as shown in the illustration.



- 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.

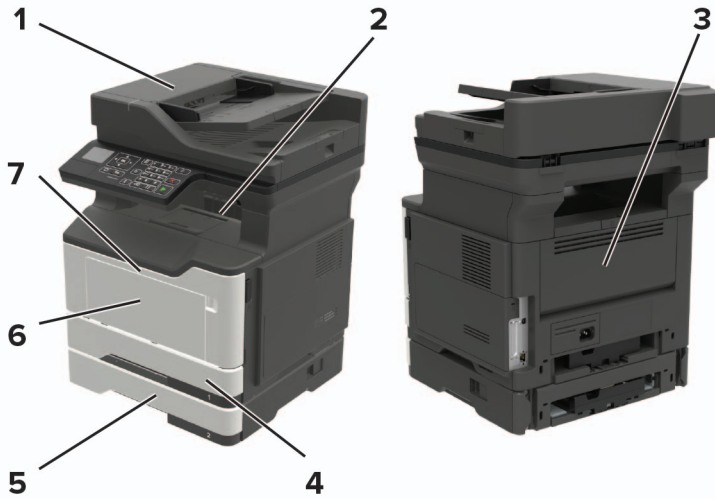


- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

Identifying jam locations

Notes:

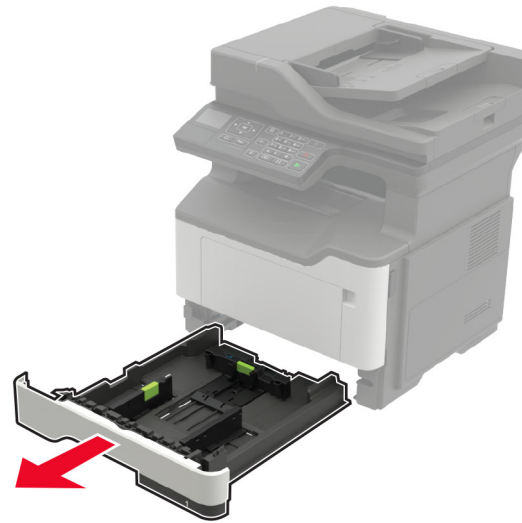
- When Jam Assist is set to On, the printer automatically flushes blank pages or partially printed pages with after a jammed page is cleared. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages.



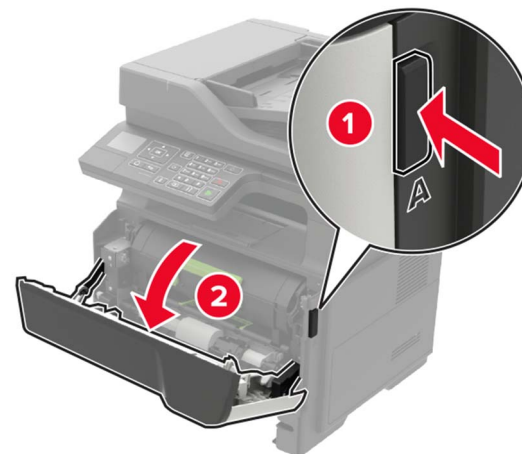
	Jam location
1	Automatic document feeder
2	Standard bin
3	Rear door
4	Standard 250-sheet tray
5	Optional 250- or 550-sheet tray
6	Multipurpose feeder
7	Door A

Paper jam in door A

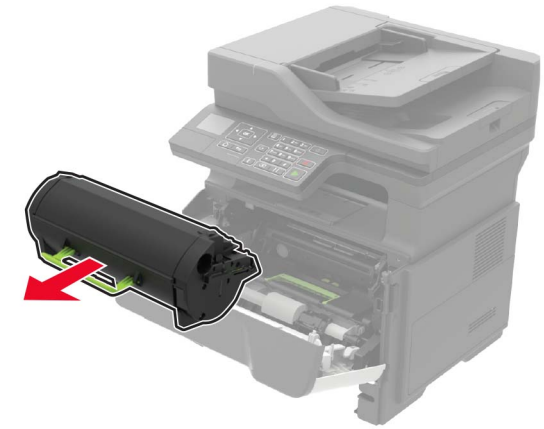
1 Remove the tray.



2 Open door A.



3 Remove the toner cartridge.



4 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.

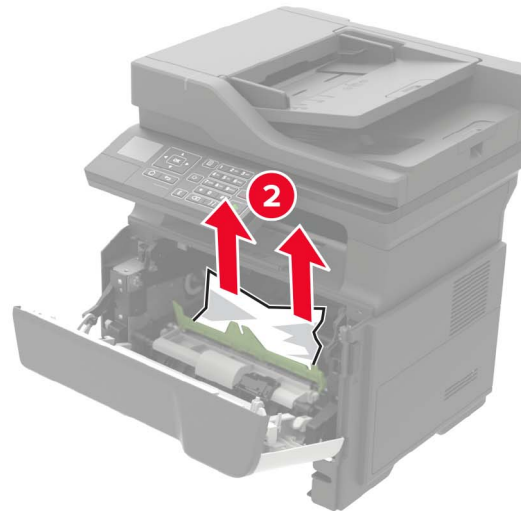
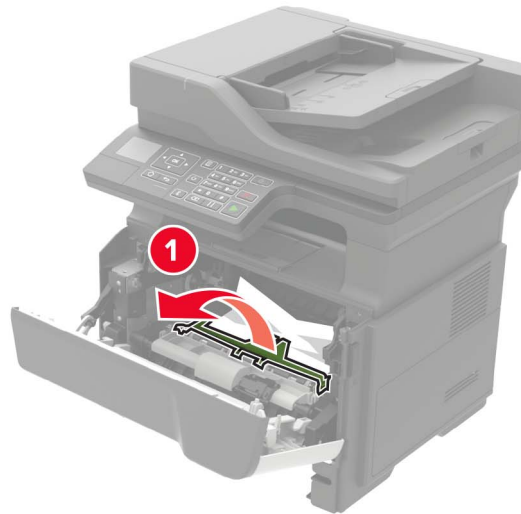
Warning—Potential Damage: Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.



5 Remove the jammed paper.

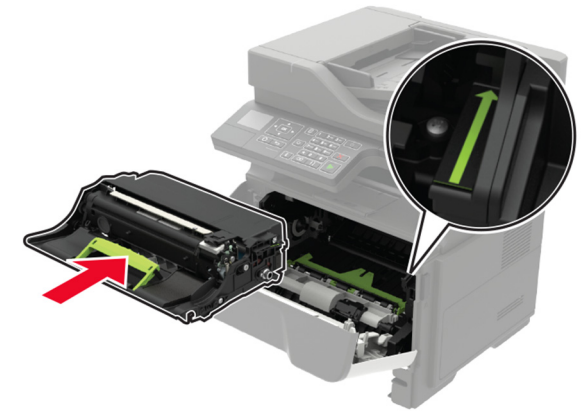
CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

Note: Make sure that all paper fragments are removed.



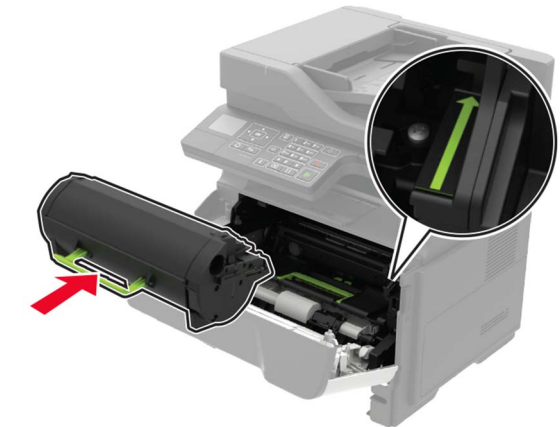
6 Insert the imaging unit.

Note: Use the arrows inside the printer as guides.



7 Insert the toner cartridge.

Note: Use the arrows inside the printer as guides.




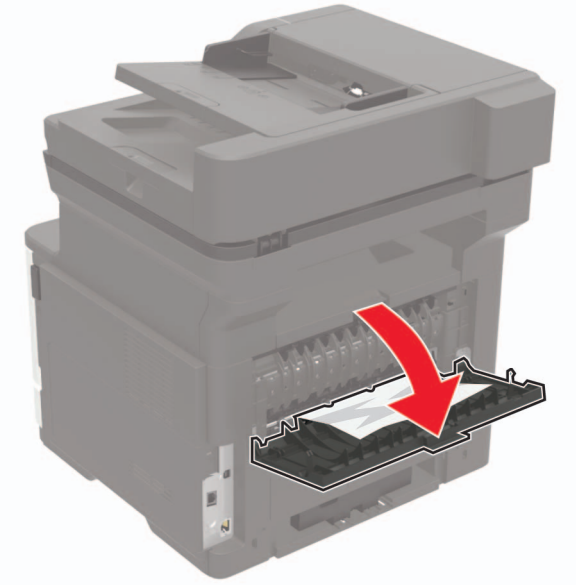
8 Close door A.

9 Insert the tray.

Paper jam in the rear door

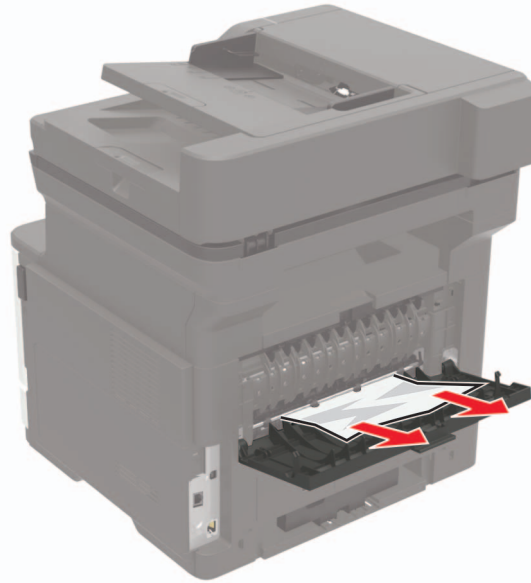
1 Open the rear door.

 **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 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



3 Close the rear door.

Paper jam in the standard bin

Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



Paper jam in the duplex unit

1 Remove the tray.



2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



3 Insert the tray.

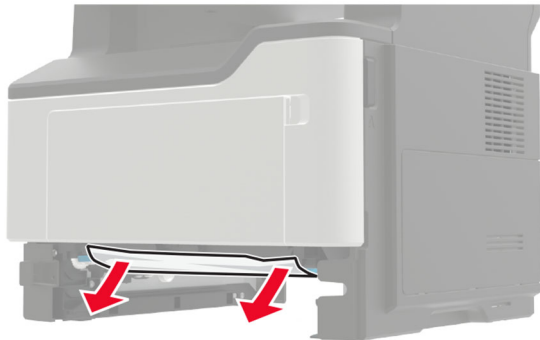
Paper jam in trays

- 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 multipurpose feeder

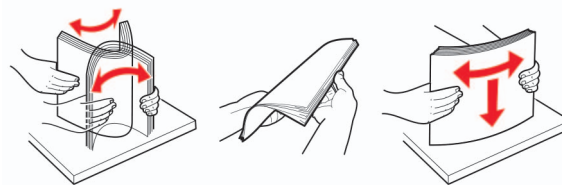
- 1 Remove paper from the multipurpose feeder.

- 2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



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



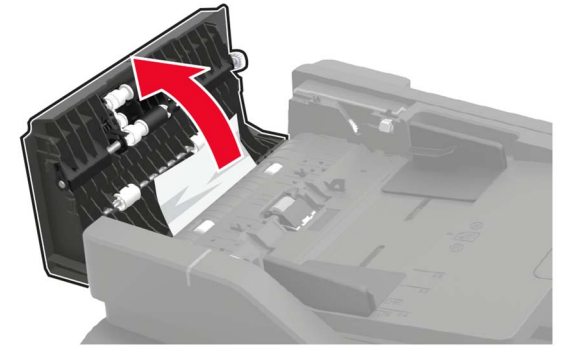
- 4 Reload paper, and then adjust the paper guide.



Paper jam in the automatic document feeder

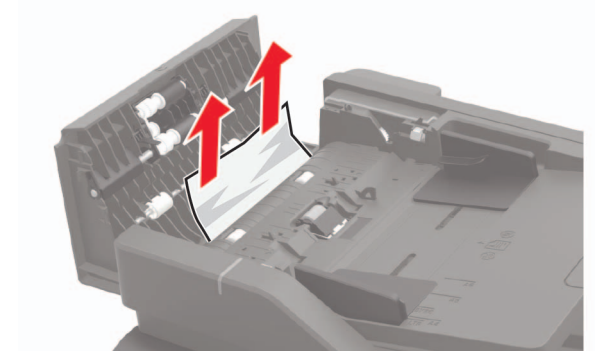
- 1 Remove all original documents from the ADF tray.

- 2 Open the ADF cover.



- 3 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



- 4 Close the ADF cover.