

# 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 output have the same paper size.

- 2 From the home screen, touch **Copy**, and then specify the number of copies.

If necessary, adjust the copy settings.

- 3 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 home screen, touch **Copy > Sides**.

- 3 Adjust the settings.

- 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 home screen, touch **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, select **Fax**, and then enter the needed information.

- 3 If necessary, configure other fax settings.

- 4 Fax the document.

#### Using the computer

**Note:** Make sure that the Universal Fax driver is installed.

##### 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

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

- 2 From the control panel, select **E-mail**, and then enter the needed information.

For non-touch-screen printer models, press **#**, and then enter the shortcut number using the keypad.

**Note:** You can also enter the recipient using the address book.

- 3 If necessary, configure the output file type settings.

- 4 Send the e-mail.

## 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:** Make sure that you download the Mopria Print Service application from the Google Play store and enable it in the mobile device.

1 From your Android mobile device, launch a compatible application or select a document from your file manager.

2 Tap  > **Print**.

3 Select a printer, and then adjust the settings, if necessary.

4 Tap .

## 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 from a mobile device using Wi-Fi Direct®

Wi-Fi Direct® is a printing service that lets you print to any Wi-Fi Direct-ready printer.

**Note:** Make sure that the mobile device is connected to the printer wireless network. For more information, see [“Connecting a mobile device to the printer wireless network” on page 6](#).

1 From your mobile device, launch a compatible application or select a document from your file manager.

2 Depending on your mobile device, do one of the following:

- Tap  > **Print**.
- Tap  > **Print**.
- Tap  > **Print**.

3 Select a printer, and then adjust the settings, if necessary.

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.

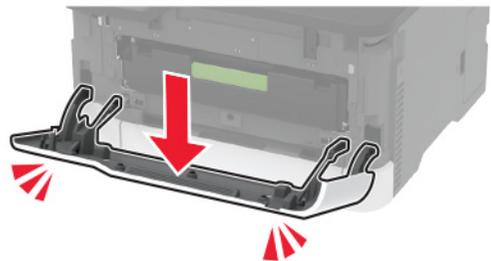
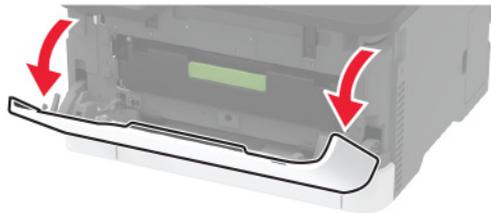
- For confidential print jobs, navigate to:  
**Held jobs** > select your user name > **Confidential** > enter the PIN > select the print job > configure the settings > **Print**
- For other print jobs, navigate to:  
**Held jobs** > select your user name > select the print job > configure the settings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

## Maintaining the printer

### Replacing a print cartridge

**Note:** If the tray is extended, then remove it before replacing a cartridge.

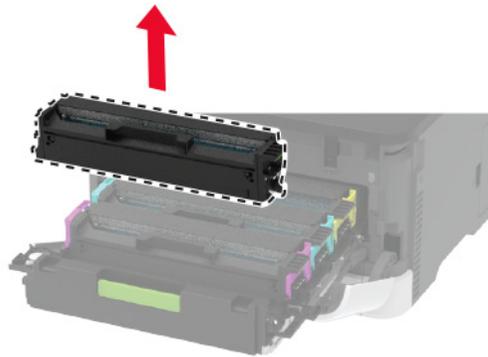
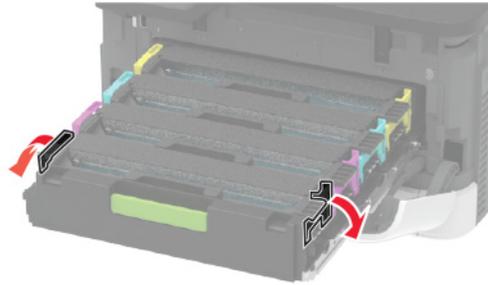
- 1 Open the front door, and then firmly push it down.



- 2 Pull out the print cartridge tray.



- 3 Remove the used print cartridge.



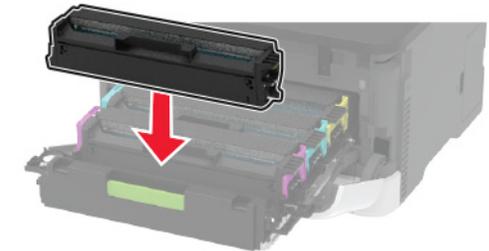
- 4 Unpack the new print cartridge.

**Warning—Potential Damage:** Do not expose the underside of the print cartridge to direct light. Extended exposure to light may cause print quality problems.

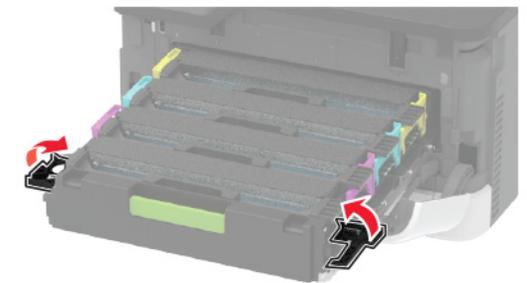
**Warning—Potential Damage:** Do not touch the underside of the print cartridge. Doing so may affect the quality of future print jobs.



- 5 Insert the new print cartridge.



- 6 Insert the print cartridge tray, and then 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 the tray

1 Remove the tray.

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



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

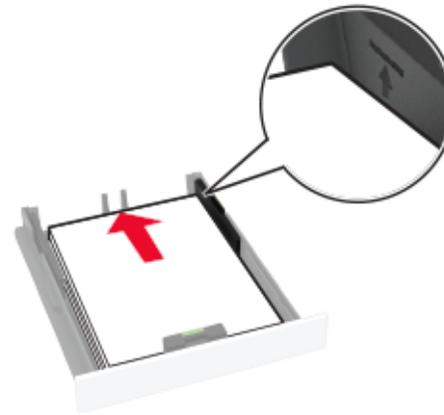


3 Load the paper stack with the printable side faceup.

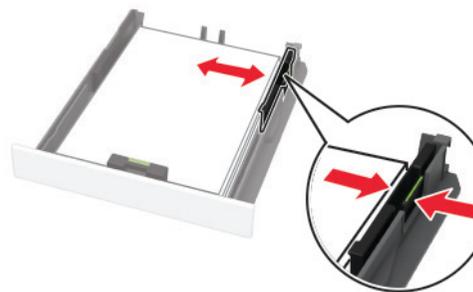
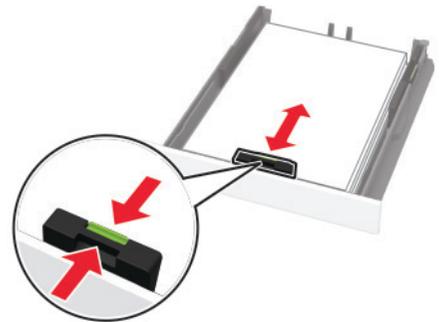


**Notes:**

- Load letterhead faceup with the header toward the back of the tray for one-sided printing.
- Load letterhead facedown with the header 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.



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

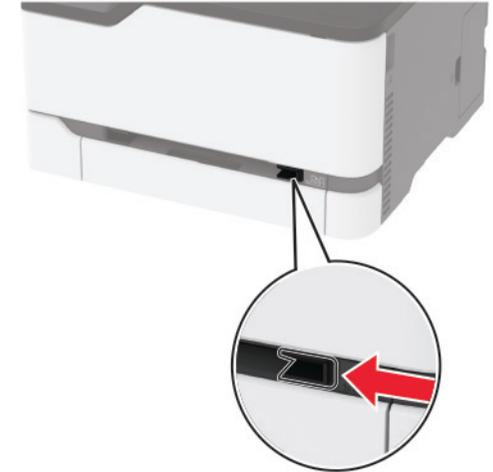


5 Insert the tray.

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

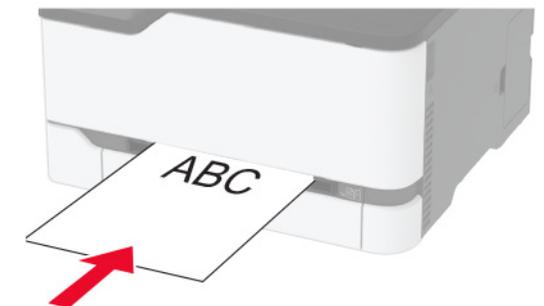
### Loading the manual feeder

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

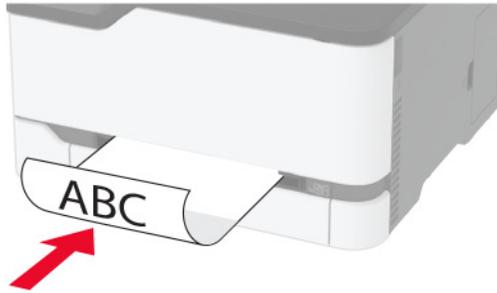


2 Load a sheet of paper with the printable side faceup.

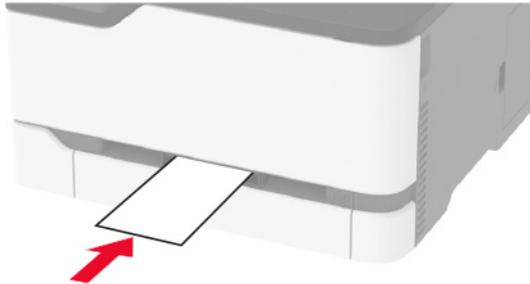
- Load letterhead with the printable side faceup and the top edge entering the printer first for one-sided printing.



- 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 right side of the paper guide.



- 3 Feed the paper until its leading edge gets pulled in.

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

## Setting the paper size and type

- 1 From the home screen, navigate to:  
**Settings > Paper > Tray Configuration > Paper Size/Type >** select a paper source
- 2 Set the paper size and type.

## Connecting a mobile device to the printer wireless network

- 1 Enable Wi-Fi Direct in the printer. From the home screen, touch **Settings > Network/Ports > Wireless > Enable Wi-Fi Direct.**

### Notes:

- The Wi-Fi Direct SSID and password are generated automatically. To view the Wi-Fi Direct SSID and password, go to the Wi-Fi Direct menu.
- You can also change the SSID and password, if necessary.

- 2 Connect your mobile device to the printer wireless network.

## 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	Manual feeder
4	Tray
5	Rear door

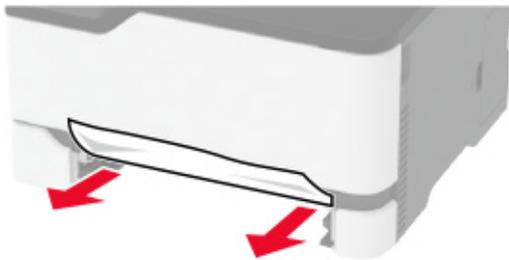
## Paper jam in the tray

- 1 Remove the tray and the manual feeder.



- 2 Remove the jammed paper.

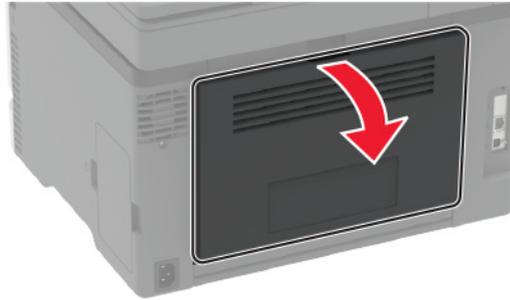
**Note:** Make sure that all paper fragments are removed.



- 3 Insert the manual feeder and the tray.

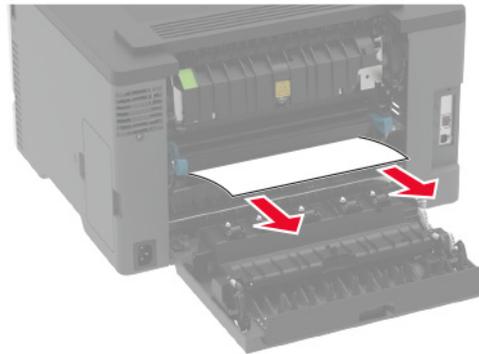
- 4 Open the rear door.

 **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.



- 5 Remove the jammed paper.

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



- 6 Close the door.

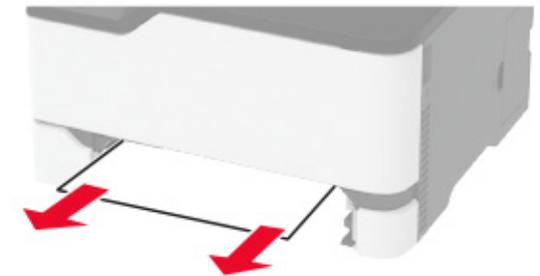
## Paper jam in the manual feeder

- 1 Remove the tray and the manual feeder.



- 2 Remove the jammed paper.

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

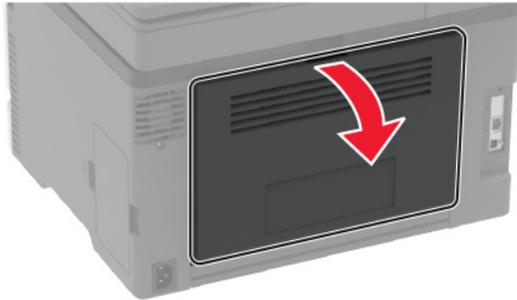


3 Insert the manual feeder and the tray.

## Paper jam in the rear door

1 Open the rear door.

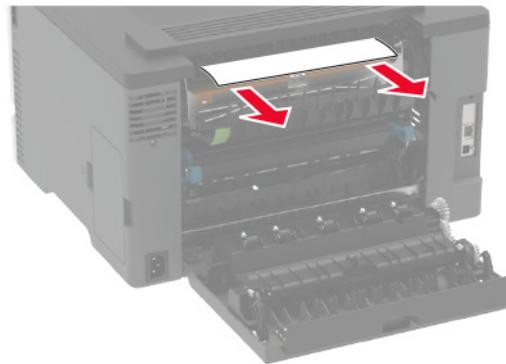
 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



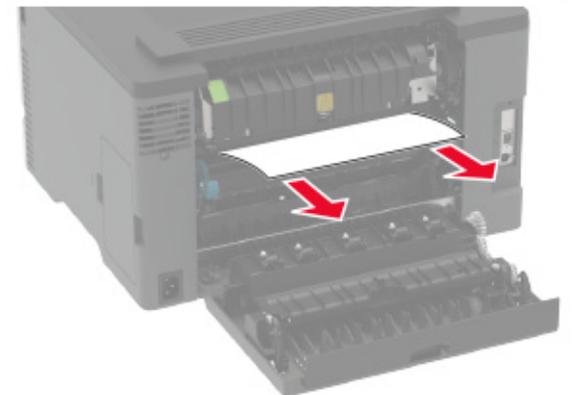
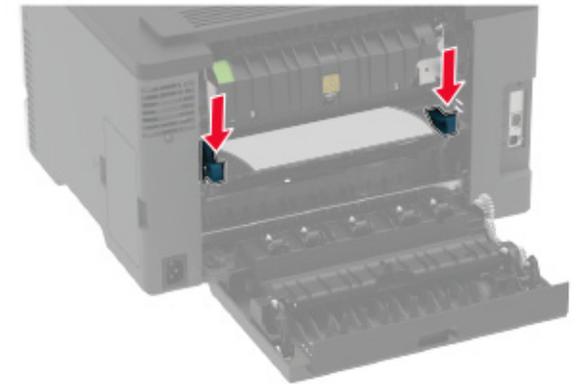
2 Remove the jammed paper from any of the following areas:

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

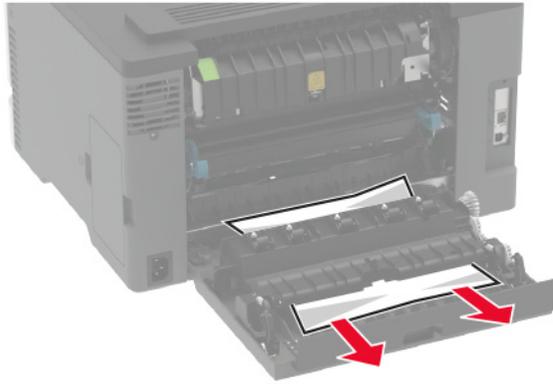
• Fuser area



• Below the fuser area



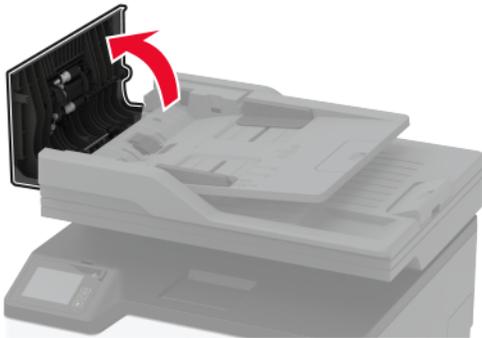
- Duplex unit



- 3 Close the door.

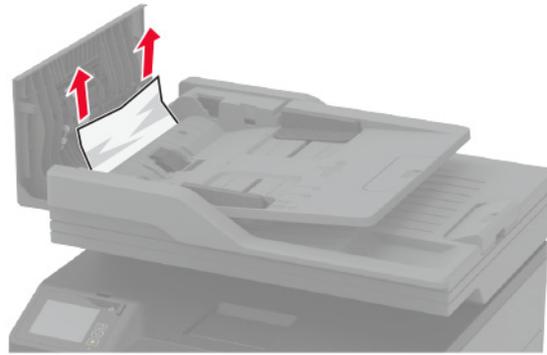
## Paper jam in the automatic document feeder

- 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.