


# 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 > Paper Setup**.
- 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 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.

## 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.

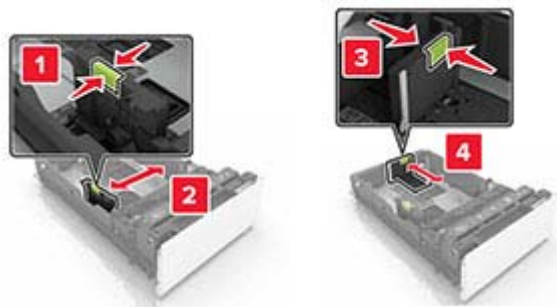
- 1 Remove the tray.

**Note:** To avoid jams, 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.



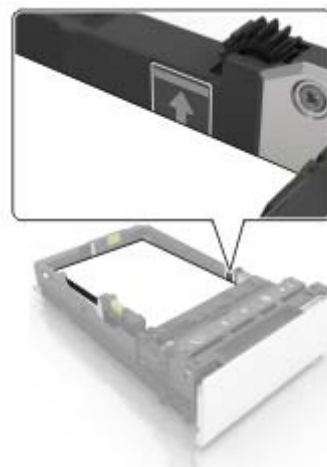
**3** Flex, fan, and align the paper edges before loading.



**4** Load the paper stack with the printable side faceup.

**Notes:**

- For one-sided printing, load letterhead faceup with the header toward the front of the tray.
- For two-sided printing, load letterhead facedown with the header toward the back of the tray.
- 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.

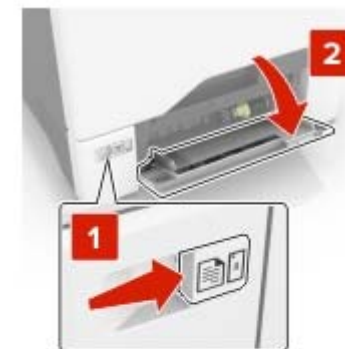


**5** Insert the tray.

If necessary, 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 and card stock with the printable side facedown and the top edge entering the printer first.



- Load envelopes with the flap side up and against the right side of the paper guide. Load European envelopes with the flap 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 Paper Menu in 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 > Paper Size/Type >**  
select a paper source
- 2 Set 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 a toner cartridge

- 1 Open door B.

**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.

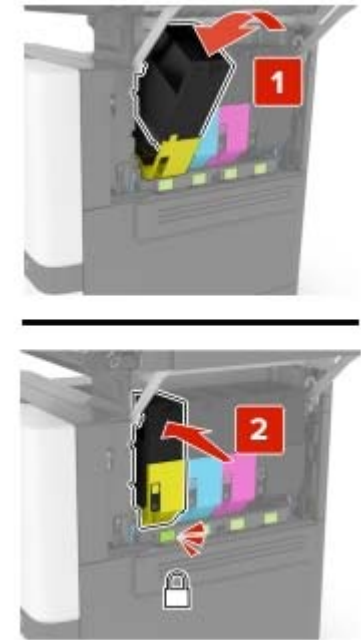


2 Remove the used toner cartridge.



3 Unpack the new toner cartridge.

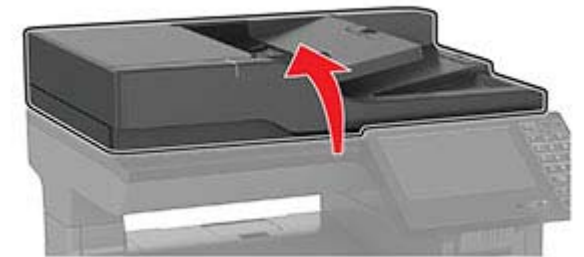
4 Insert the new toner cartridge.



5 Close door B.

### 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



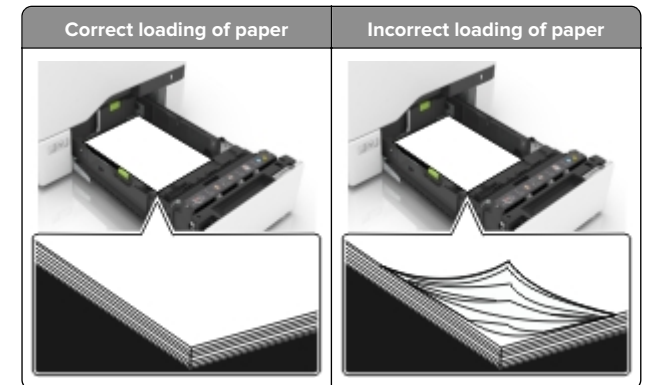
3 Close the scanner cover.

## 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 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	Standard bin
2	Automatic document feeder (ADF)
3	Fuser
4	Trays
5	Duplex unit

Jam locations	
6	Multipurpose feeder

## Paper jam in trays

- 1 Pull out the tray.



**Warning—Potential Damage:** A sensor inside the optional tray is easily damaged by static electricity. Touch a metal surface before removing the jammed paper in the tray.

- 2 Remove the jammed paper.

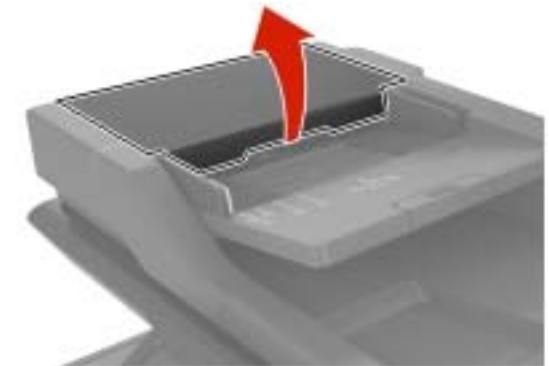
**Note:** Make sure that all paper fragments are removed.



- 3 Insert the tray.

## Paper jam behind door E

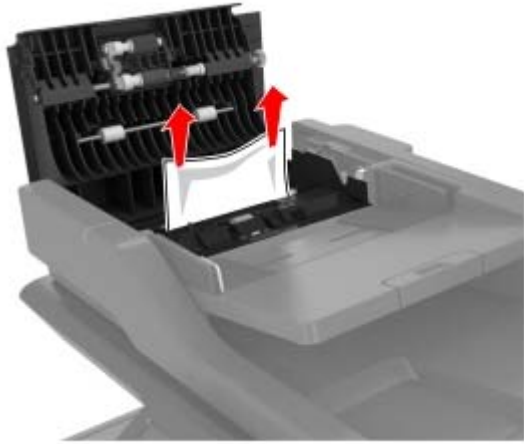
- 1 Open door E.



- 2 Remove the jammed paper.

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



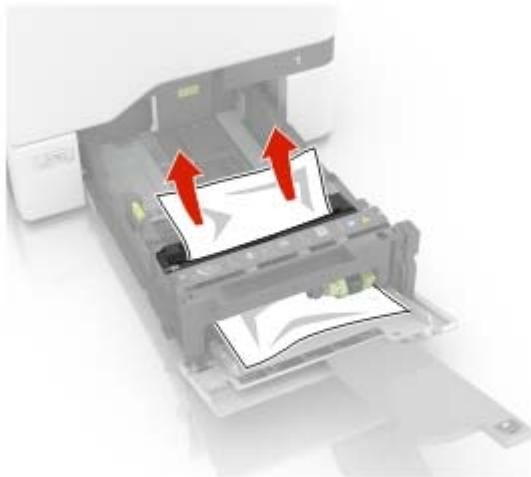


3 Close door E.

### Paper jam in the multipurpose feeder

- 1 Remove paper from the multipurpose feeder.
- 2 Pull out the tray.
- 3 Remove the jammed paper.

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

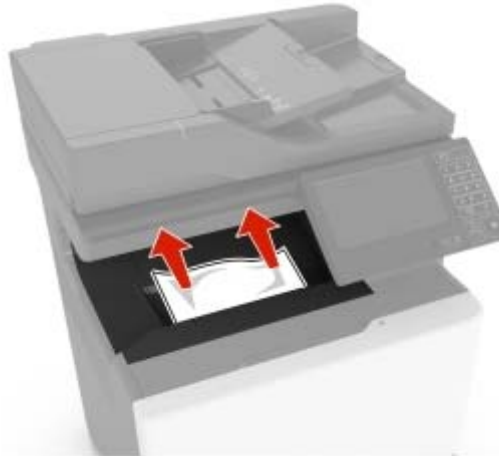


4 Insert the tray.


### Paper jam in the standard bin

1 Remove the jammed paper.

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



2 Open doors A and D, 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.

**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 Close doors D and A.

### Paper jam in door A

#### Paper jam in the fuser

1 Open door A.

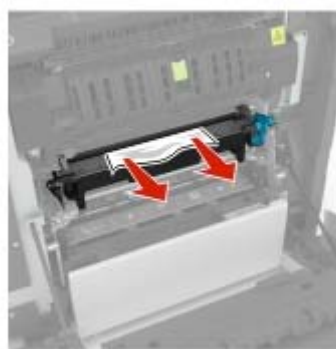
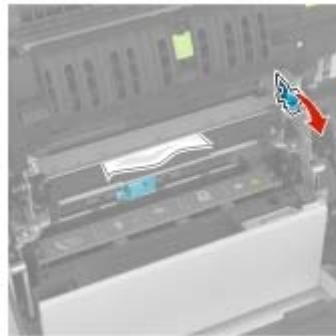
 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

**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.

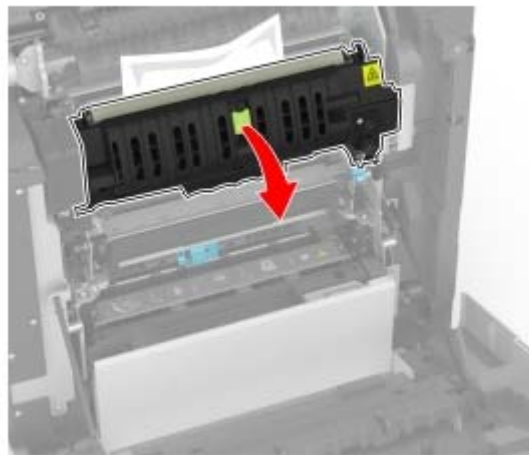


**2** Remove the jammed paper.

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

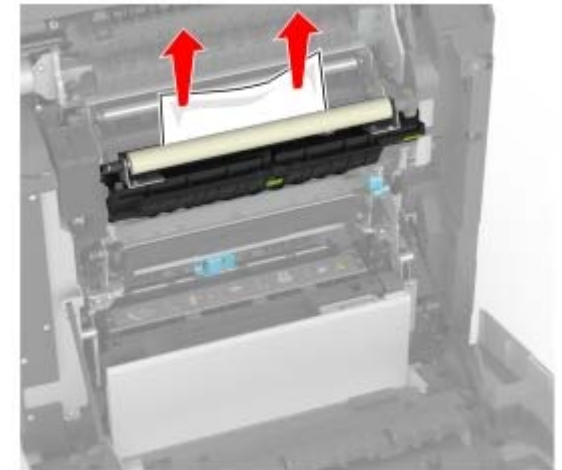


**3** Open the fuser access door.



**4** Remove the jammed paper.


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



**5** Close door A.

### Paper jam in the duplex unit

**1** Open door A.

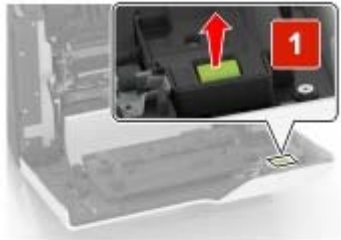
 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

**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.



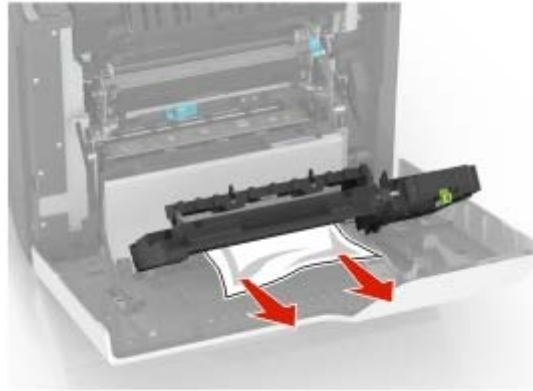


2 Open the duplex cover.



3 Remove the jammed paper.

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



4 Close the duplex cover and door A.