

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 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

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

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

- 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.
- 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 5.0 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

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

Notes:

- Make sure that the Apple device and the printer are connected to the same network. If the network has multiple wireless hubs, then make sure that both devices are connected to the same subnet.
 - This application is supported only in some Apple devices.
- 1 From your mobile device, select a document from your file manager or launch a compatible application.
 - 2 Tap  > **Print**.
 - 3 Select a printer, and then adjust the settings, if necessary.
 - 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**.

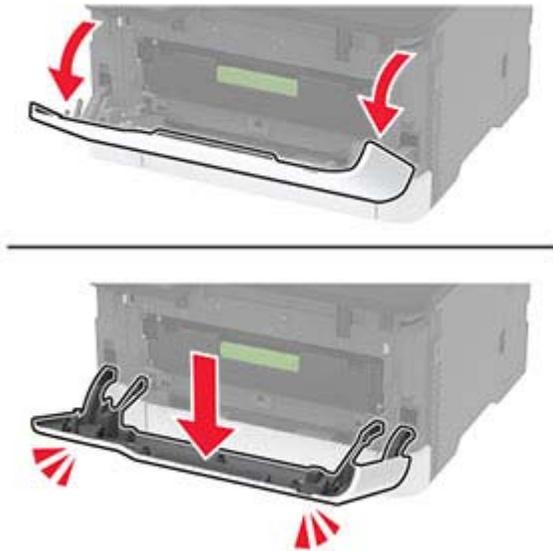
- 3 Select the print job type (Confidential, Repeat, Reserve, or Verify).
If the print job is confidential, then assign a user name and a four-digit PIN.
- 4 Click **OK** or **Print**.
- 5 From the printer home screen, release the print job.
 - For confidential print jobs, navigate to:
Held jobs > select 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

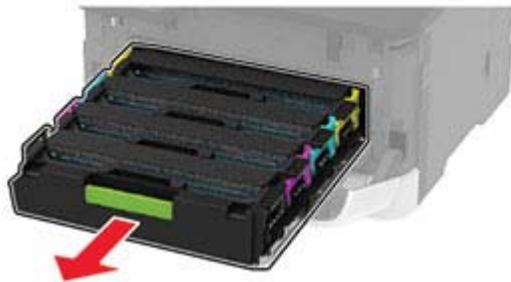
Replacing a print cartridge

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

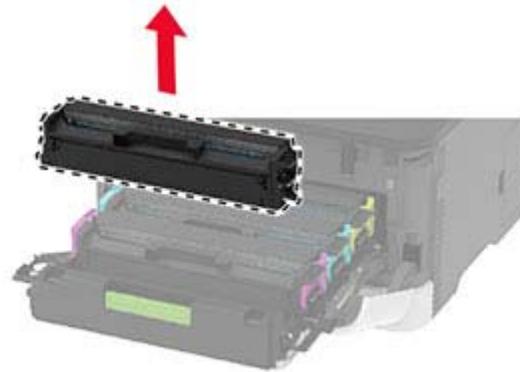
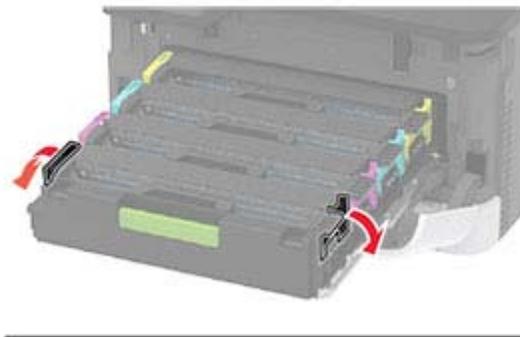
- 1 Open the front door, and then firmly push it down.



- 2 Pull out the print cartridge tray.



- 3 Remove the used print cartridge.



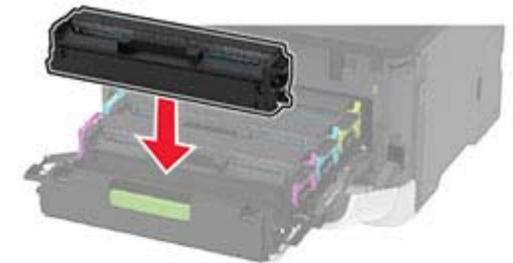
- 4 Unpack the new print cartridge.

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

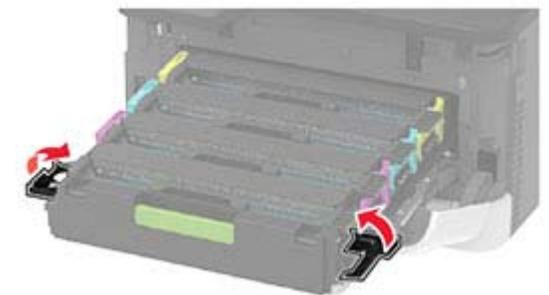
Warning—Potential Damage: Do not touch the underside of the print cartridge. Doing so may affect the quality of future print jobs.



- 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 pad

Note: In some printer models, this location has an ADF glass instead of a pad.



- Scanner glass pad



- ADF glass



- Scanner glass



3 Close the scanner cover.

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

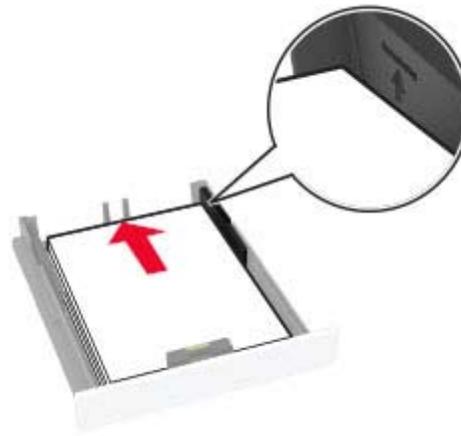


3 Load the paper stack with the printable side faceup.

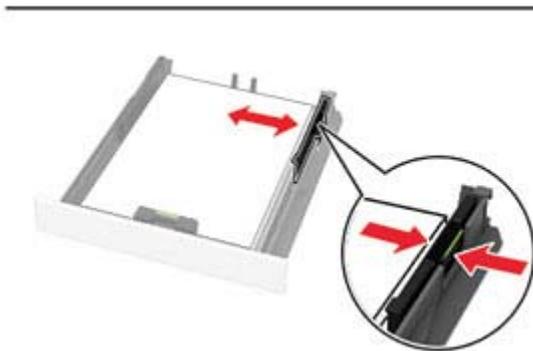
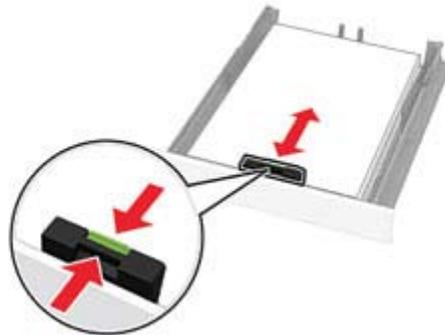


Notes:

- 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.

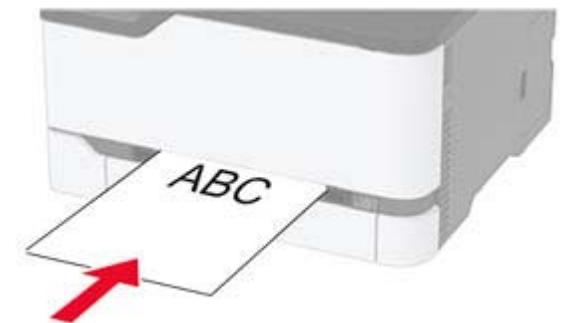
Loading the manual feeder

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

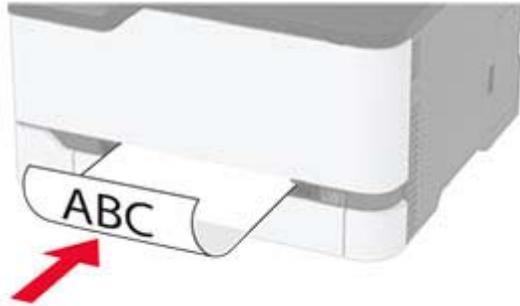


2 Load a sheet of paper with the printable side faceup.

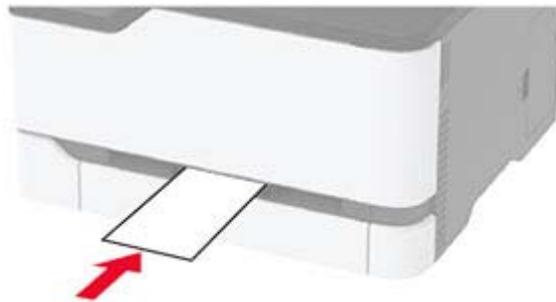
- Load letterhead with the printable side faceup and the top edge entering the printer first for one-sided printing.



- 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.

Notes:

- To avoid paper jams, do not force paper into the manual feeder.
- Before loading another sheet, wait for a message to appear on the display.

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.

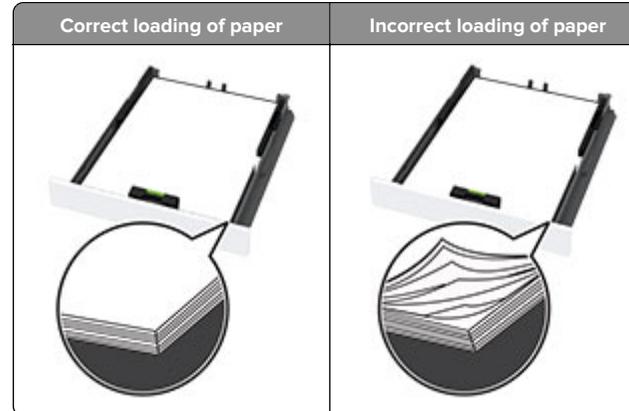
- 2 Connect your mobile device to the printer wireless network.

Clearing jams

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 might attempt to flush blank pages or pages with partial prints after clearing the jam. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages.



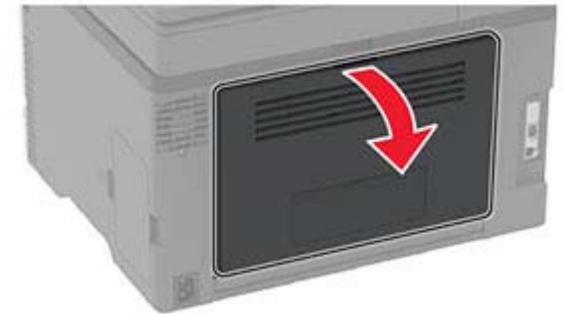
Jam locations	
1	Automatic document feeder (ADF)
2	Standard bin
3	Manual feeder
4	Trays

Jam locations	
5	Door B
6	Door E

Paper jam in the standard tray

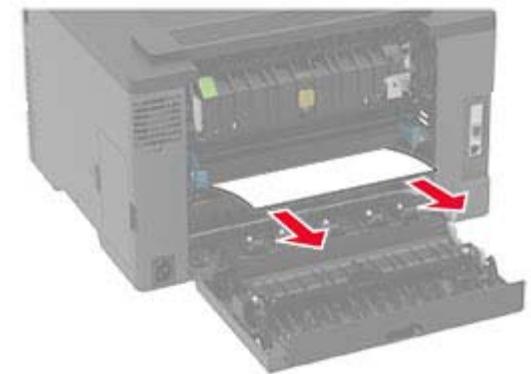
- 1 Open door B.

 **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.



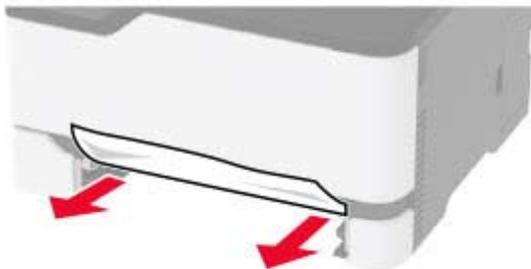
- 3 Close the door.

4 Remove the tray and the manual feeder.



5 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



6 Insert the manual feeder and the tray.

Paper jam in the optional tray

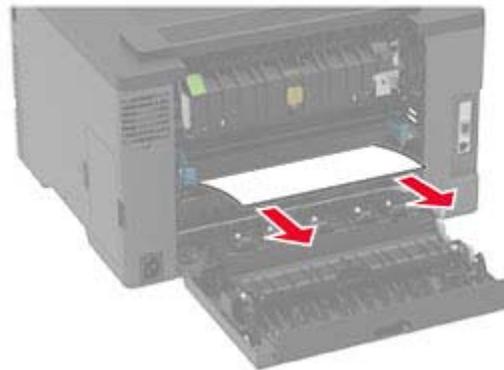
1 Open door B.

 **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.



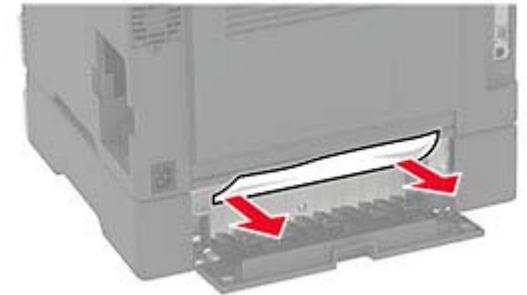
3 Close the door.

4 Open door E.



5 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



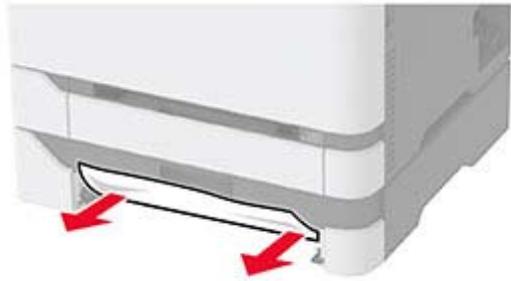
6 Close the door.

7 Remove the optional tray.



8 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



9 Insert the tray.

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.

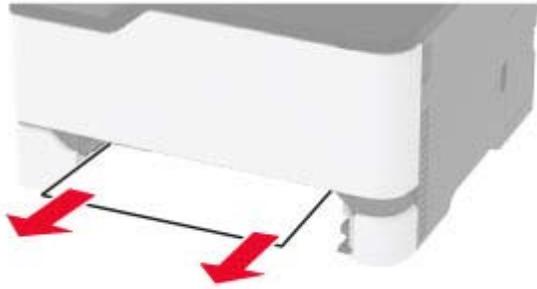
Paper jam in the manual feeder

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 door B

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.



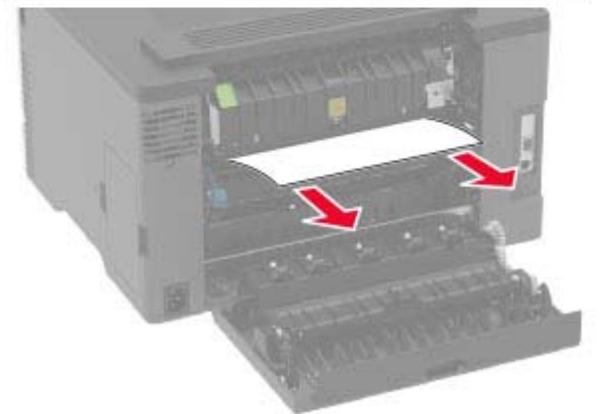
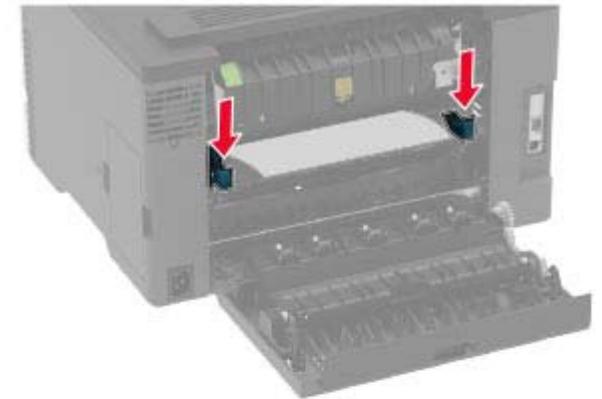
2 Remove the jammed paper from any of the following areas:

Note: Make sure that all paper fragments are removed.

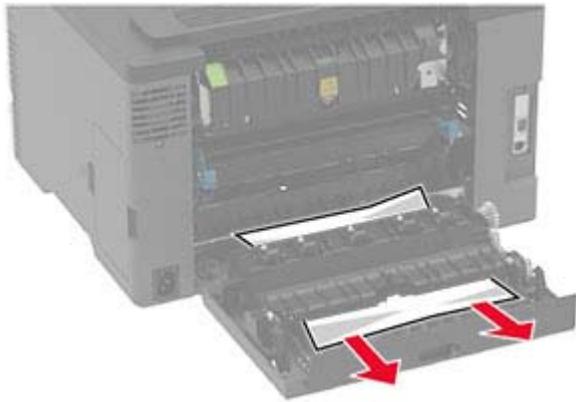
• Fuser area



• Below the fuser area



- Duplex unit



- 3 Close the door.

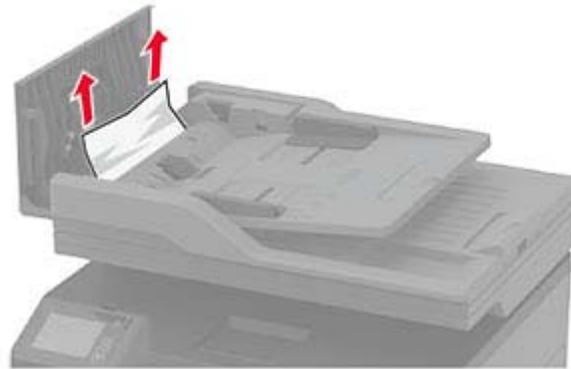
Paper jam in the automatic document feeder

- 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.