


# 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:  

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

### Copying multiple pages onto a single sheet

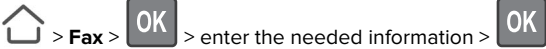
- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the control panel, navigate to:  

- 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:  
  
If necessary, configure other fax settings.
- 3 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.  
If necessary, configure other fax settings.
- 4 Fax the document.

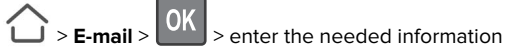
##### For Macintosh users

- 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:  


**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.

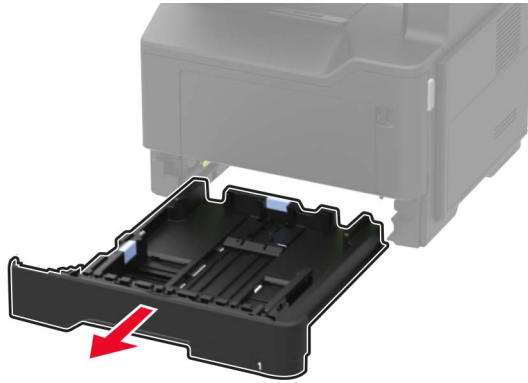
## Loading paper

### Loading trays

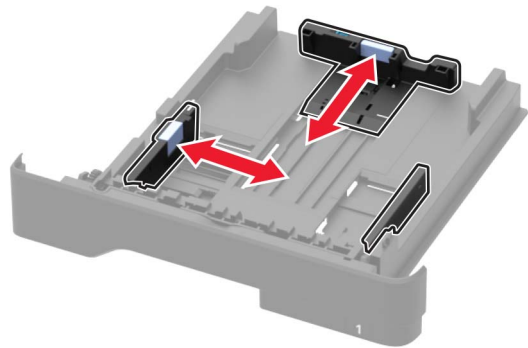
 **CAUTION—TIPPING HAZARD:** To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

- 1 Remove the tray.

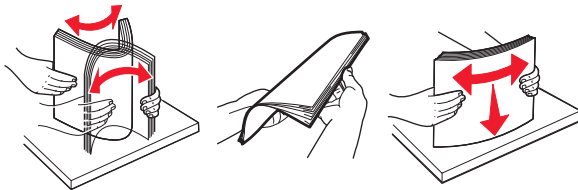
**Note:** To avoid paper jams, do not remove trays while the printer is busy.



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



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

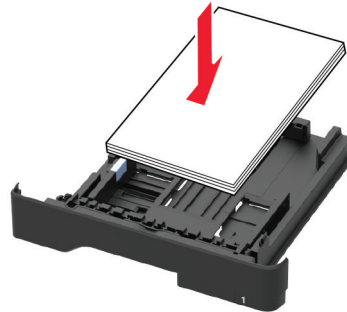


4 Load the paper stack with the printable side facedown.

**Notes:**

- To avoid paper jams, 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.

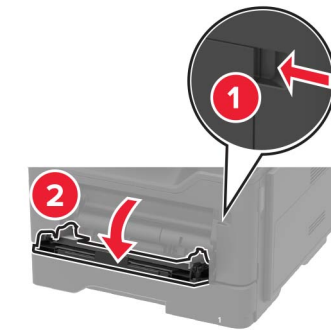


5 Insert the tray.

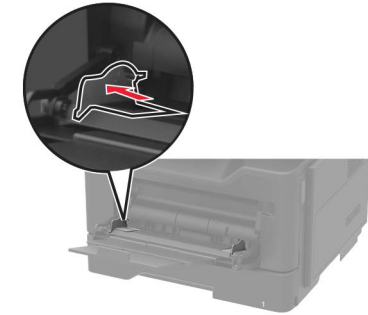
If necessary, set the paper size and paper type from the control panel to match the paper loaded.

### Loading the multipurpose feeder

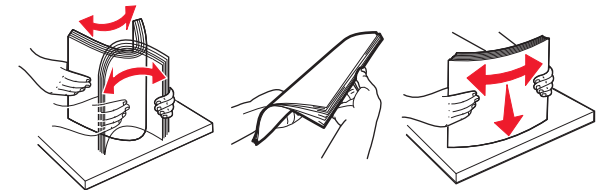
1 Open the multipurpose feeder.



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

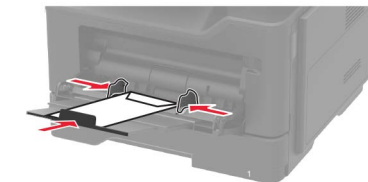


3 Flex, fan, and align the paper edges before loading.



4 Load the paper.

**Note:** Load European envelopes with the flap entering the printer first.

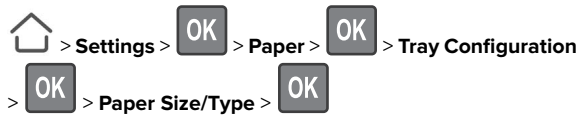


**Warning—Potential Damage:** Do not use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives.

5 From the 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 paper type in the printer before printing the document.

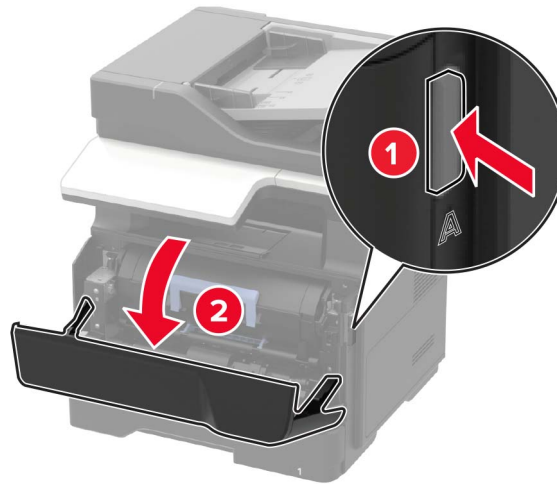
- 1 From the document that you are trying to print, open the Print dialog.
- 2 If necessary, adjust the settings.
- 3 Print the document.

**Note:** For details of the function of the printer driver, refer to the Help of the printer driver.

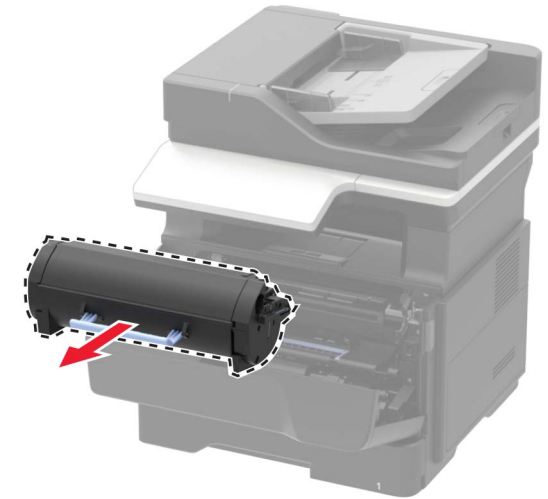
## Maintaining the printer

### Replacing the toner cartridge

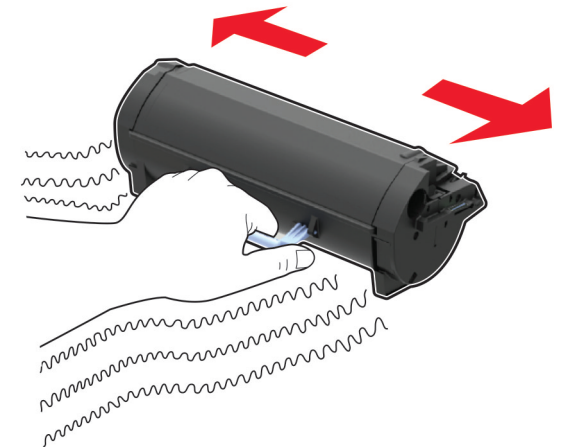
1 Open the front door.



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.



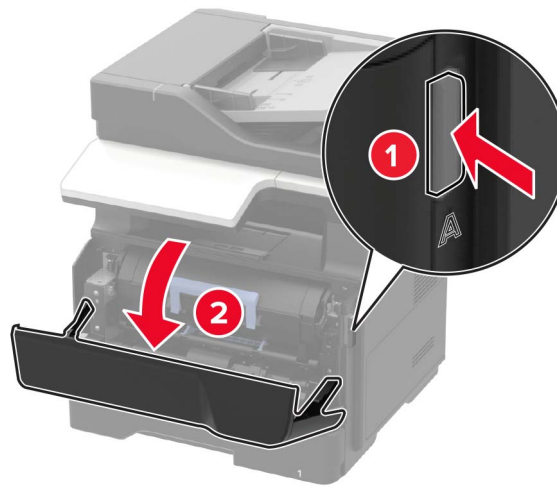
5 Close the front door.

**Note:** Dispose of the empty toner cartridge according to your local regulations. Do not burn the cartridge.

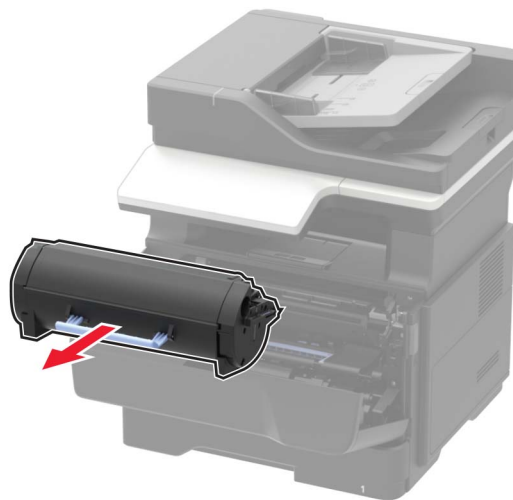
**CAUTION—POTENTIAL INJURY:** If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

## Replacing the imaging unit

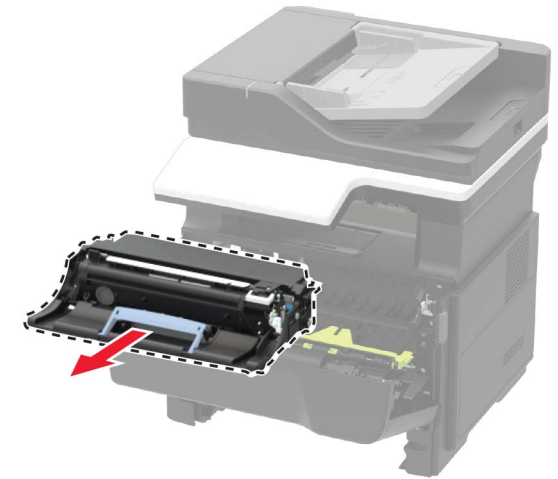
1 Open the front door.



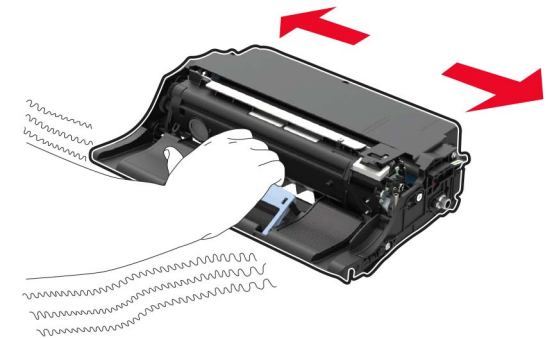
2 Remove the toner cartridge.



3 Remove the used imaging unit.



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



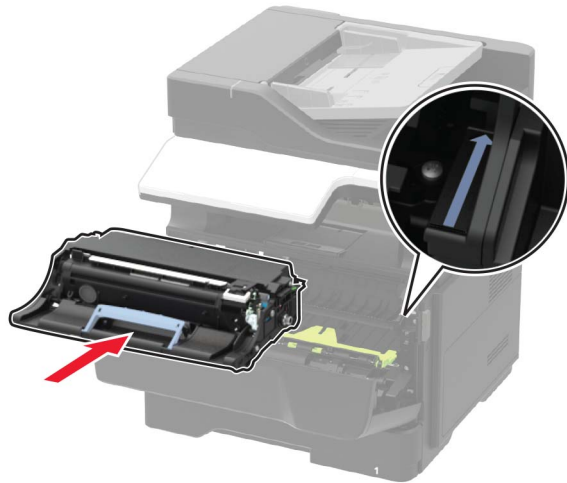
**Warning—Potential Damage:** Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

**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 the front door.

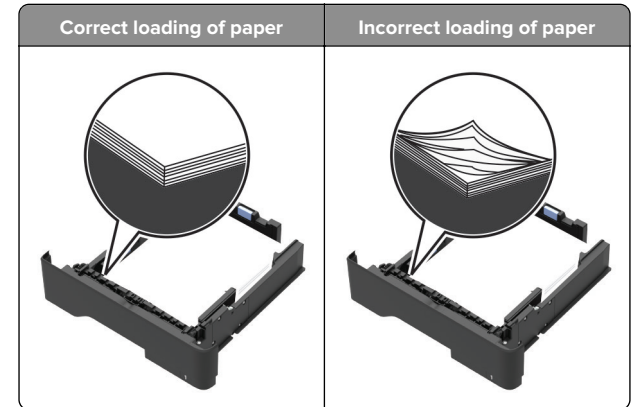
**Note:** Dispose of the used imaging unit according to your local regulations. Do not burn the imaging unit.

## Clearing jams

### Avoiding jams

#### Load paper properly

- Make sure that the paper lies flat in the tray.



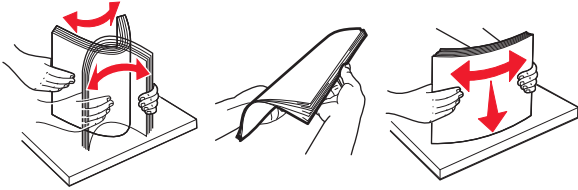
- Do not load or remove a tray while the printer is printing.
- Do not load too much paper. Make sure that the stack height is below the maximum paper fill indicator.
- Do not slide paper into the tray. Load paper as shown in the illustration.



- 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:

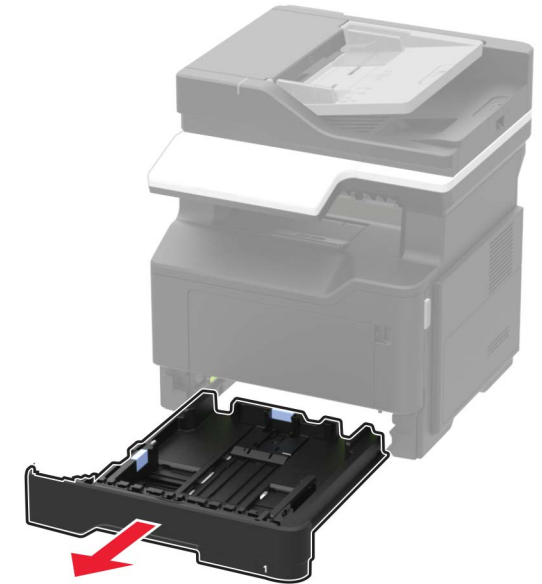
- When Jam Assist is set to On, the printer automatically flushes blank pages or partially printed pages with after a jammed page is cleared. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages.



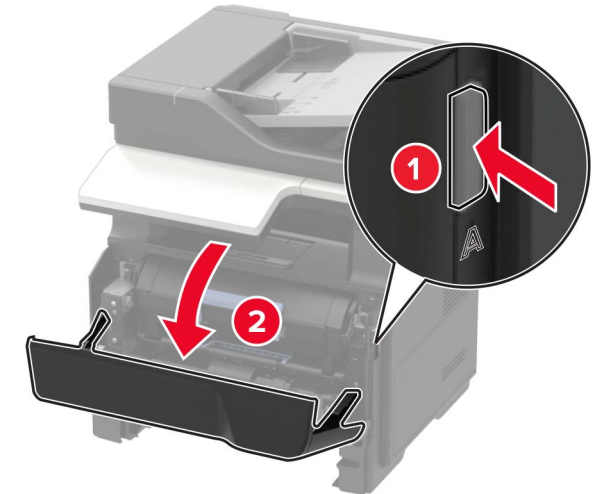
	Jam location
1	Automatic document feeder
2	Standard bin
3	Rear door
4	Duplex unit
5	Tray
6	Multipurpose feeder
7	Front door

### Paper jam in the front door

1 Remove the tray.



2 Open the front door.



3 Remove the toner cartridge.



4 Remove the imaging unit.



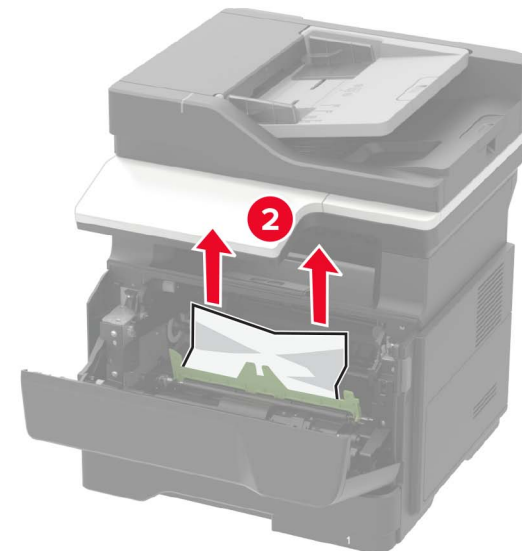
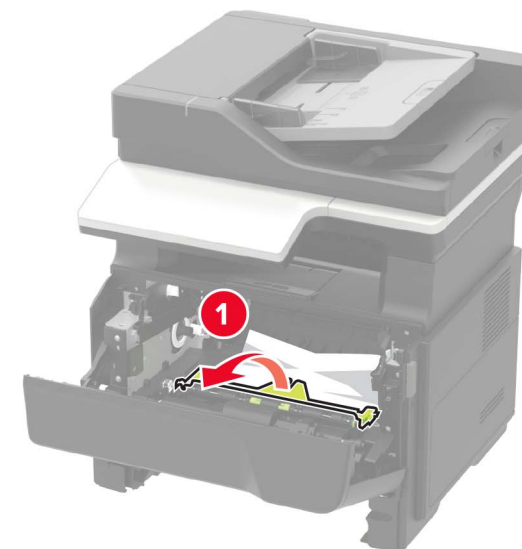
**Warning—Potential Damage:** Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

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



5 Remove the jammed paper.

**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.




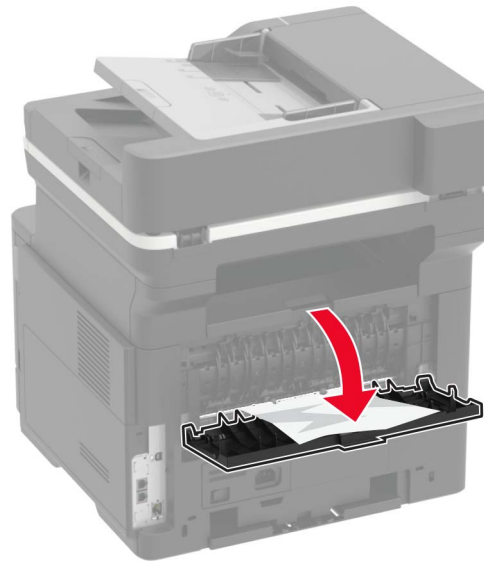
8 Close the front door.

9 Insert the tray.

## Paper jam in the rear door

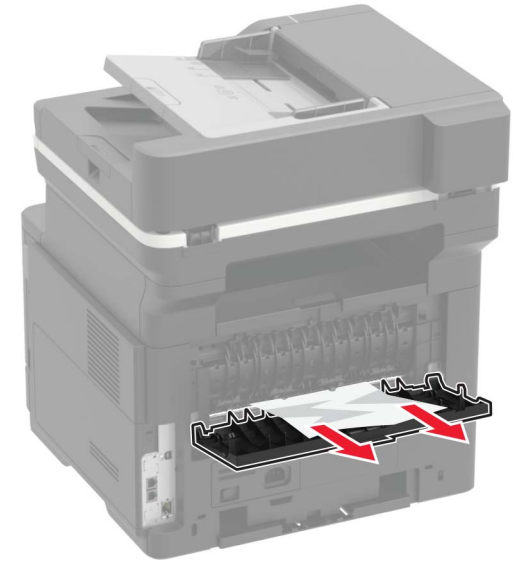
1 Open the rear door.

 **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.

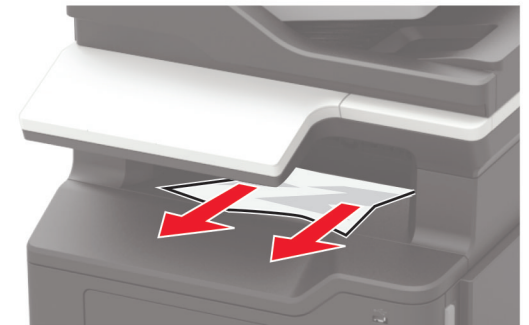


3 Close the rear door.

## Paper jam in the standard bin

Remove the jammed paper.

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





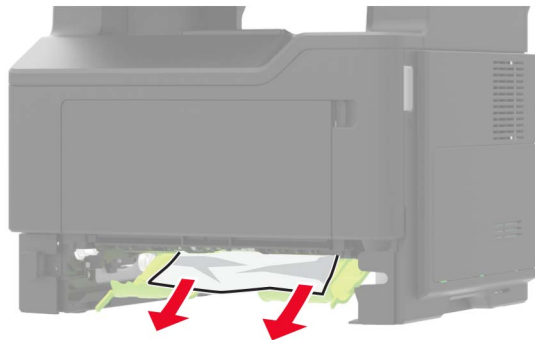
## Paper jam in the duplex unit

- 1 Remove the tray.



- 2 Remove the jammed paper.

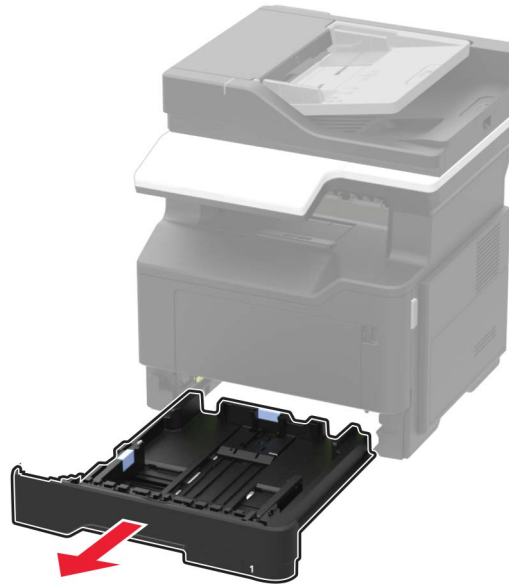
**Note:** Make sure that all paper fragments are removed.



- 3 Insert the tray.

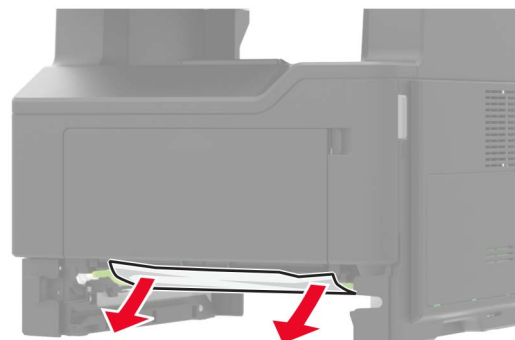
## Paper jam in trays

- 1 Remove the tray.



- 2 Remove the jammed paper.

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



- 3 Insert the tray.

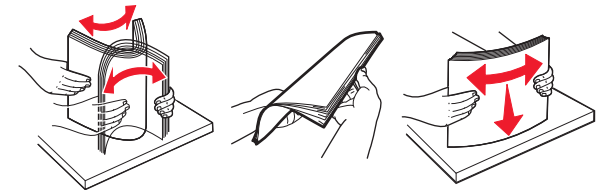
## Paper jam in the multipurpose feeder

- 1 Remove paper from the multipurpose feeder.
- 2 Remove the jammed paper.

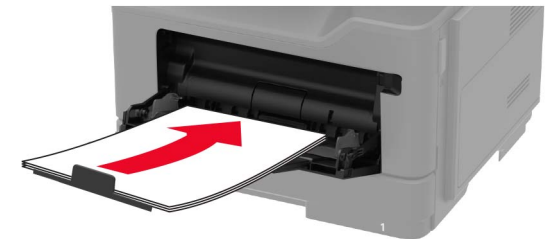
**Note:** Make sure that all paper fragments are removed.



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



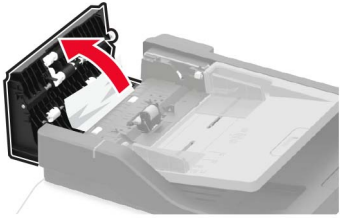
- 4 Reload paper, and then adjust the paper guide.



## 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.