

Quick Reference




Contents

Copying.....	5
Making copies.....	5
Making a quick copy.....	5
Copying using the ADF.....	5
Copying using the scanner glass.....	5
Job interrupt.....	6
Canceling a copy job.....	6
Canceling a copy job while the document is in the ADF.....	6
Canceling a copy job while copying pages using the scanner glass.....	6
Canceling a copy job while the pages are being printed.....	6
E-mailing.....	7
Getting ready to e-mail.....	7
Setting up the e-mail function.....	7
Configuring the e-mail settings.....	7
Creating an e-mail shortcut.....	7
Creating an e-mail shortcut using the Embedded Web Server.....	7
Creating an e-mail shortcut using the touch screen.....	8
Canceling an e-mail.....	8
Faxing.....	9
Sending a fax.....	9
Sending a fax using the printer control panel.....	9
Sending a fax using the computer.....	9
Creating shortcuts.....	10
Creating a fax destination shortcut using the Embedded Web Server.....	10
Creating a fax destination shortcut using the touch screen.....	10
Scanning to an FTP address.....	11
Scanning to an FTP address.....	11
Scanning to an FTP address using the keypad.....	11
Scanning to an FTP address using a shortcut number.....	11
Scanning to an FTP address using the address book.....	11
Scanning to a computer or flash drive.....	12
Scanning to a computer.....	12
Scanning to a flash drive.....	12

Copying

Making copies

Making a quick copy

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the printer control panel, press .
- 4 If you placed the document on the scanner glass, then touch **Finish the Job** to return to the home screen.

Copying using the ADF

- 1 Load an original document faceup, short edge first into the ADF.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 Adjust the paper guides.
- 3 On the home screen, touch **Copy**, or use the keypad to enter the number of copies.
The copy screen appears.
- 4 Change the copy settings as needed.
- 5 Touch **Copy It**.


Copying using the scanner glass

- 1 Place an original document facedown on the scanner glass in the upper left corner.
- 2 On the home screen, touch **Copy**, or use the keypad to enter the number of copies.
The copy screen appears.
- 3 Change the copy settings as needed.
- 4 Touch **Copy It**.
- 5 If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the Next Page**.
- 6 Touch **Finish the Job** to return to the home screen.

Job interrupt

Job interrupt pauses the current print job and lets you print copies.

Note: The Job Interrupt setting must be On for this feature to function.

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the printer control panel, press .
- 4 If you placed the document on the scanner glass, then touch **Finish the Job** to return to the home screen.

Canceling a copy job

Canceling a copy job while the document is in the ADF

When the ADF begins processing a document, the scanning screen appears. To cancel the copy job, touch **Cancel Job** on the touch screen.


A “Canceling scan job” screen appears. The ADF clears all pages in the ADF and cancels the job.

Canceling a copy job while copying pages using the scanner glass

Touch **Cancel Job** on the touch screen.

A “Canceling scan job” screen appears. Once the job is canceled, the copy screen appears.

Canceling a copy job while the pages are being printed

- 1 Touch **Cancel Job** on the touch screen, or press  on the keypad.
- 2 Touch the job you want to cancel.
- 3 Touch **Delete Selected Jobs**.

The remaining print job is canceled. The home screen appears.

E-mailing

Getting ready to e-mail

Setting up the e-mail function

For e-mail to operate, it must be turned on in the printer configuration and have a valid IP address or gateway address. To set up the e-mail function:

- 1 Type the printer IP address into the address field of your Web browser.
Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.
- 2 Click **Settings**.
- 3 Under Default Settings, click **E-mail/FTP Settings**.
- 4 Click **E-mail Settings**.
- 5 Click **Setup E-mail Server**.
- 6 Fill in the fields with the appropriate information.
- 7 Click **Add**.

Configuring the e-mail settings

- 1 Type the printer IP address into the address field of your Web browser.
Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.
- 2 Click **Settings**.
- 3 Click **E-mail/FTP Settings**.
- 4 Click **E-mail Settings**.
- 5 Fill in the fields with the appropriate information.
- 6 Click **Submit**.

Creating an e-mail shortcut

Creating an e-mail shortcut using the Embedded Web Server

- 1 Type the printer IP address into the address field of your Web browser.
Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.
- 2 Click **Settings**.

3 Under Other Settings, click **Manage Shortcuts**.

4 Click **E-mail Shortcut Setup**.

5 Type a unique name for the recipient, and then enter the e-mail address.

Note: If you are entering multiple addresses, then separate each address with a comma (,).

6 Select the scan settings (Format, Content, Color, and Resolution).

7 Enter a shortcut number, and then click **Add**.

If you enter a number that is already in use, then you are prompted to select another number.

Creating an e-mail shortcut using the touch screen

1 On the home screen, touch **E-mail**.

2 Type the recipient's e-mail address.

To create a group of recipients, touch **Next address**, and then type the next recipient's e-mail address.

3 Touch **Save as Shortcut**.

4 Type a unique name for the shortcut, and then touch **Enter**.

5 Verify that the shortcut name and number are correct, and then touch **OK**.

If the name or number is incorrect, then touch **Cancel**, and then reenter the information.

Canceling an e-mail

- When using the ADF, touch **Cancel Job** while **Scanning...** appears.
- When using the scanner glass, touch **Cancel Job** while **Scanning...** appears or while **Scan the Next Page / Finish the Job** appears.

Faxing

Sending a fax

Sending a fax using the printer control panel

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.


Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 On the home screen, touch **Fax**.

- 4 Enter the fax number or a shortcut using the touch screen or keypad.

To add recipients, touch **Next Number**, and then enter the recipient's telephone number or shortcut number, or search the address book.

Note: To place a dial pause within a fax number, press . The dial pause appears as a comma in the "Fax to" box. Use this feature if you need to dial an outside line first.

- 5 Touch **Fax It**.

Sending a fax using the computer

Faxing from a computer lets you send electronic documents without leaving your desk. This gives you the flexibility of faxing documents directly from software programs.

Note: In order to perform this function from your computer, you must use the PostScript printer driver for your printer.

- 1 From your software program, click **File → Print**.
- 2 From the Print window, select your printer, and then click **Properties**.
- 3 Choose the **Other Options** tab, and then click **Fax**.
- 4 Click **OK**, and then click **OK** again.
- 5 On the Fax screen, type the name and number of the fax recipient.
- 6 Click **Send**.

Creating shortcuts

Creating a fax destination shortcut using the Embedded Web Server

Instead of entering the entire phone number of a fax recipient on the printer control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number. A shortcut can be created to a single fax number or a group of fax numbers.

- 1 Type the printer IP address into the address field of your Web browser.

Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

- 2 Click **Settings**.

- 3 Click **Manage Shortcuts**.

Note: A password may be required. If you do not have an ID and password, get one from your system support person.

- 4 Click **Fax Shortcut Setup**.

- 5 Type a unique name for the shortcut, and then enter the fax number.

To create a multiple-number shortcut, enter the fax numbers for the group.

Note: Separate each fax number in the group with a semicolon (;).

- 6 Assign a shortcut number.

If you enter a number that is already in use, then you are prompted to select another number.

- 7 Click **Add**.

Creating a fax destination shortcut using the touch screen

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 On the home screen, touch **Fax**.

- 4 Enter the fax number.

To create a group of fax numbers, touch **Next number**, and then enter the next fax number.

- 5 Touch **Save as Shortcut**.

- 6 Enter a name for the shortcut.

- 7 Verify that the shortcut name and number are correct, and then touch **OK**. If the name or number is incorrect, then touch **Cancel**, and then reenter the information.

If you enter a number that is already in use, then you are prompted to select another number.

- 8 Touch **Fax It** to send the fax, or touch  to return to the home screen.

Scanning to an FTP address

Scanning to an FTP address

Scanning to an FTP address using the keypad

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, adjust the paper guides.
- 3 On the home screen, touch **FTP**.
- 4 Type the FTP address.
- 5 Touch **Send It**.

Scanning to an FTP address using a shortcut number

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 Press **#**, and then enter the FTP shortcut number.
- 4 Touch **Send It**.

Scanning to an FTP address using the address book

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, adjust the paper guides.
- 3 On the home screen, touch **FTP**.
- 4 Touch **Search Address Book**.
- 5 Type the name or part of the name you are searching for, and then touch **Search**.
- 6 Touch the name that you want to add to the To: field.
- 7 Touch **Send It**.

Scanning to a computer or flash drive

Scanning to a computer

- 1 Type the printer IP address into the address field of your Web browser.

Note: If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

- 2 Click **Scan Profile**.

- 3 Click **Create**.

- 4 Select your scan settings, and then click **Next**.

- 5 Select a location on your computer where you want to save the scanned output file.

- 6 Enter a scan name.

The scan name is the name that appears in the Scan Profile list on the display.

- 7 Click **Submit**.

- 8 Review the instructions on the Scan Profile screen.

A shortcut number was automatically assigned when you clicked Submit. You can use this shortcut number when you are ready to scan your documents.

- a Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- b If you are loading a document into the ADF, then adjust the paper guides.

- c Press **#**, and then enter the shortcut number using the keypad, or touch **Held Jobs** on the home screen, and then touch **Profiles**.

- d After you enter the shortcut number, the scanner scans and sends the document to the directory or program you specified. If you touched **Profiles** on the home screen, then locate your shortcut on the list.

- 9 Return to the computer to view the file.

The output file is saved in the location you specified or launched in the program you specified.

Scanning to a flash drive

- 1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 Insert the flash drive into the USB port on the front of the printer.

The Held Jobs screen appears.

- 4 Touch **Scan to USB drive**.

5 Select the scan settings.

6 Touch **Scan It**.