



# Quick Reference



## 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 and have additional pages to copy, then place the next page on the scanner glass, and then press **1** on the keypad. Otherwise, press **2** on the keypad.
- 5 Press  to return to **Ready**.

#### 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 From the printer control panel, press **Copy**, or use the keypad to enter the number of copies.
- 4 Change the copy settings as needed.
- 5 From the printer control panel, press .
- 6 Press  to return to **Ready**.

### Copying using the scanner glass

- 1 Place an original document facedown on the scanner glass in the upper left corner.
- 2 From the printer control panel, press the **Copy** button, or use the keypad to enter the number of copies.
- 3 Change the copy settings as needed.
- 4 From the printer control panel, press .
- 5 Place the next document on the scanner glass, and then press **1** on the keypad. Otherwise, press **2** on the keypad.
- 6 Press  to return to **Ready**.

### Canceling a copy job

A copy job can be canceled when the document is in the ADF, on the scanner glass, or while the document is printing. To cancel a copy job:

- 1 From the printer control panel, press .  
**Stopping** appears, followed by **Cancel Job**.
- 2 Press  to cancel the job.  
**Canceling** appears.

The printer clears all pages in the ADF or printer and then cancels the job.

## 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**.

### Setting up the address book

- 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 address in the TCP/IP section.
- 2 Click **Settings**.
- 3 Click **E-mail/FTP Settings**.
- 4 Click **Manage E-mail Shortcuts**.
- 5 Change the e-mail settings as needed.
- 6 Click **Submit**.



### 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.

## Canceling an e-mail

An e-mail can be canceled when the document is in the ADF or on the scanner glass. To cancel an e-mail:

- 1 From the printer control panel, press . **Stopping** appears, and then **Cancel Job** appears.
- 2 Press  to cancel the job.

**Note:** If you want to continue to process the job, press  to continue scanning the e-mail.


**Canceling** appears.

The printer clears all pages in the ADF and then cancels the job. Once the job is canceled, the copy screen 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 From the printer control panel, press the **Fax** button.
- 4 Enter the fax number, and then press .

#### Notes:

- To cause a two- or three-second pause in a fax number, press the **Redial/Pause** button. The dial pause appears as a comma on the "Fax to" line. Use this feature if you need to dial an outside line first.
- Press  to move the cursor to the left and delete a number.
- To use a fax shortcut, press  and then press the arrow buttons until the fax shortcut you want appears. Press .

- 5 Press **1** to enter another fax number, or press **2** to end fax number entry.
- 6 Press .

### 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.

#### For Windows users

- 1 With a file open, click **File → Print**.
- 2 Click **Properties, Preferences, Options, or Setup**.
- 3 Click the **Other Options** tab, and then click **Fax**.
- 4 On the Fax screen, type the name and number of the fax recipient.
- 5 Click **OK**, and then click **OK** again.
- 6 Click **Send**.

#### For Mac OS X version 10.5 users

The steps for sending a fax from the computer vary depending on your operating system. For specific instructions using other Macintosh OS versions, see your Mac OS Help.

- 1 With a document open, choose **File > Print**.
- 2 From the Printer pop-up menu, choose your printer.

**Note:** In order to see the fax options on the Print dialog, you must use the fax driver for your printer. To install the fax driver, choose **Add a printer**, and then install the printer again with a different name, choosing the fax version of the driver.

- 3 Enter the fax information (for example, the name and number of the fax recipient).
- 4 Click **Fax**.

## 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 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 From the printer control panel, press the **Fax** button.  
**To :** appears on the first line, and the time and date appear on the second line.
- 4 Press .  
**Address Book Search** appears.
- 5 Press the arrow buttons until **Add** appears, and then press .
- 6 Press the arrow buttons until **Enter Fax Number** appears, and then press .
- 7 Enter the fax number, and then press .
- 8 Press **1** to enter another fax number, or press **2** to end fax number entry.
- 9 After selecting **2=NO**, **Enter Name** appears.
  - a Press the button on the keypad that corresponds with the letter you want. The first time you press the button, the number for that button appears. When you press the button again, one of the letters assigned to that button appears.
  - b Press the right arrow button to move to the next space, or wait a few seconds and the cursor will move to the next space.
  - c Once the fax name is entered, press .  
**Save as Shortcut** appears.
  - d Enter the shortcut number, and then press .

## Canceling an outgoing fax

A fax can be canceled when the document is in the ADF or on the scanner glass. To cancel a fax:




- 1 From the printer control panel, press .  
**Stopping** appears, and then **Cancel Job** appears.
- 2 Press  to cancel the job.  
**Note:** If you want to continue to process the job, press  to resume scanning the fax.  
**Canceling** appears.

The printer clears all pages in the ADF and then cancels the job.

## 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 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 profile name.  
The profile name is the name that appears in the Scan Profile list on the display.
- 7 Click **Submit**.
- 8 Scan your document.  
A shortcut number was automatically assigned when you clicked Submit. Remember this shortcut number and use it 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 the **Scan/Email** button.
  - d Press the arrow buttons until **Profiles** appears, and then press .
  - e Press , and then enter the shortcut number.
  - f Press .
- 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

**Note:** The USB port is not available on selected printer models.

- 1 Insert a flash drive into the front USB port.  
**Access USB** appears.  
**Note:** When a flash drive is inserted into the printer, the printer can only scan to the flash drive or print files from the flash drive. No other printer functions are available.
- 2 Press **1** on the keypad.
- 3 Press the arrow buttons until **Scan to USB** appears, and then press .
- Press **Start To Begin** appears.
- 4 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.
- 5 If you are loading a document into the ADF, then adjust the paper guides.
- 6 Press .