DEVELOP

Quick Reference

ineo 4020

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1—Learning about the printer

Using the printer control panel

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1	Display	• View the printer status and messages. • Set up and operate the printer.
2	Home button	Go to the home screen.
3	Tips	Open a context-sensitive Help dialog.
4	Clear all / Reset button	Reset the default settings of a function, such as copying, faxing, or scanning.
5	Keypad	Enter numbers, letters, or symbols.
6	Sleep button	Enable Sleep mode or Hibernate mode. Do one of the following to wake the printer from Sleep mode: • Press ☾ (Sleep button). • Send a print job from the computer. • Perform a power-on reset with the main power switch. • Receive a fax.
7	Stop or Cancel button	Stop all printer activity.
8	Submit button	Submit changes made in the printer settings.
9	Indicator light	Check the status of the printer.

Understanding the home screen

When the printer is turned on, the display shows a basic screen, referred to as the home screen. Use the home screen buttons and icons to initiate an action such as copying, faxing, or scanning; to open the menu screen; or respond to messages.

Note: Your home screen may vary depending on your home screen customization settings, administrative setup, and active embedded solutions.

	Touch	To
1	Copy	Access the Copy menus and make copies.
2	Fax	Access the Fax menus and send fax.
3	E-mail	Access the E-mail menus and send e-mails.
4	FTP	Access the File Transfer Protocol (FTP) menus and scan documents directly to an FTP server.
5	Menu icon	Access printer menus. **Note:** The menus are available only when the printer is in ready state.
6	Status message bar	• Show the current printer status such as `Ready` or `Busy`. • Show printer supply conditions such as `Imaging unit low` or `Cartridge Low`. • Show intervention messages and the instructions on how to clear them.
7	Status/Supplies	• Show a printer warning or error message whenever the printer requires intervention to continue processing. • View more information on the printer warning or message, and on how to clear it.

This may also appear on the home screen:

Touch	To
Search Held Jobs	Search current held jobs.
Jobs by user	Access print jobs saved by user.
Profiles and Solutions	Access profiles and solutions.

Features

Feature	Description
Attendance message alert	If an attendance message affects a function, then this icon appears and the red indicator light blinks.
Warning	If an error condition occurs, then this icon appears.
Printer IP address Example: `123.123.123.123`	The IP address of your printer is located at the top left corner of the home screen and appears as four sets of numbers separated by periods. You can use the IP address when accessing the Embedded Web Server to view and remotely configure printer settings even when you are not physically near the printer.

Using the touch-screen buttons

Note: Your home screen may vary, depending on your home screen customization settings, administrative setup, and active embedded solutions.
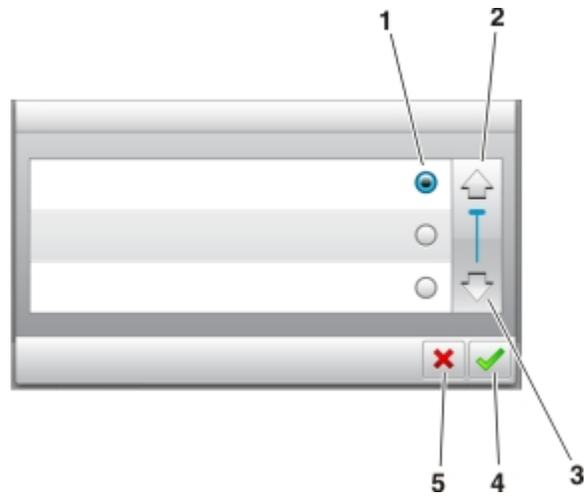
	Touch the	To
1	Radio button	Select or clear an item.
2	Up arrow	Scroll up.
3	Down arrow	Scroll down.
4	Accept button	Save a setting.
5	Cancel button	• Cancel an action or a selection. • Return to the previous screen.

Other touch-screen buttons

Touch	To
	Return to the home screen.
	Open a context-sensitive Help dialog on the printer control panel.
	Scroll to the left.

Touch	To
	Scroll to the right.

2—Setting up and using the home screen applications

Notes:

- Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded applications. Some applications are supported only on select printer models.

- There may be additional solutions and applications available for purchase. To learn more, inquire at your point of purchase.

Accessing the Embedded Web Server

The Embedded Web Server is the printer Web page that lets you view and remotely configure printer settings even when you are not physically near the printer.

1. Obtain the printer IP address:

   - From the printer control panel home screen

   - From the TCP/IP section in the Network/Ports menu

   - By printing a network setup page or menu settings page, and then finding the TCP/IP section

   Note: An IP address appears as four sets of numbers separated by periods, such as `123.123.123.123`.

2. Open a Web browser, and then type the printer IP address in the address field.

3. Press **Enter**.

   Note: If you are using a proxy server, then temporarily disable it to load the Web page correctly.

Customizing the home screen

1. Open a Web browser, and then type the printer IP address in the address field.

   Note: View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2. Do one or more of the following:

   - Show or hide the icons of basic printer functions.

     a. Click **Settings** >**General Settings** >**Home screen customization**.

     b. Select the check boxes to specify which icons appear on the home screen.

        Note: If you clear a check box beside an icon, then the icon does not appear on the home screen.

    c.   Click **Submit**.

- Customize the icon for an application. For more information, see <u>Finding information about the home screen applications</u> or see the documentation that came with the application.

Activating the home screen applications

Finding information about the home screen applications

Your printer comes with preinstalled home screen applications.

Setting up Forms and Favorites

Use	To
	Streamline work processes by letting you quickly find and print frequently used online forms directly from the printer home screen.
	Note: The printer must have permission to access the network folder, FTP site, or Web site where the bookmark is stored. From the computer where the bookmark is stored, use sharing, security, and firewall settings to allow the printer at least a *read* access. For help, see the documentation that came with your operating system.

1. Open a Web browser, and then type the printer IP address in the address field.

   Note: View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2. Click **Settings** >**Apps** >**Apps Management** >**Forms and Favorites**.

3. Click **Add**, and then customize the settings.

   Notes:

   - See the mouse-over help beside each field for a description of the setting.

   - To make sure the location settings of the bookmark are correct, type the correct IP address of the host computer where the bookmark is located. For more information on obtaining the IP address of the host computer, see <u>Finding the IP address of the computer</u>.

   - Make sure the printer has access rights to the folder where the bookmark is located.

4. Click **Apply**.

To use the application, touch **Forms and Favorites** on the printer home screen, and then navigate through form categories, or search for forms based on a form number, name, or description.

Finding the IP address of the computer

Note: Make sure that you know how your printer and computer are connected to the network (Ethernet or wireless).

The computer IP address is required when setting up home screen applications, such as:

- Forms and Favorites

- Scan to Network

For Windows users

1. Open the command window.

   In Windows 8

   From the Search charm, type `run`, and then navigate to:

   Apps list >**Run** > type `cmd` >**OK**

   In Windows 7 or earlier

   a. Click or click **Start**, and then click **Run**.

   b. In the Start Search or Run dialog, type `cmd`.

   c. Press **Enter**, or click **OK**.

2. Type `ipconfig`, and then click **Go** or press **Enter**.

   Note: Type `ipconfig /all` to see additional useful information.

3. Look for `IP Address`.

   The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

For Macintosh users

Note: This is applicable only in Mac OS X version 10.5 or later.

1. From the Apple menu, navigate to:

   System Preferences >**Network**

2. Click **Ethernet**, **Wi-Fi**, or **AirPort**.

3. Click **Advanced** >**TCP/IP**.

4. Look for `IPv4 Address`.

Finding the IP address of the printer

Note: Make sure your printer is connected to a network or to a print server.

You can find the printer IP address:

- From the top left corner of the printer home screen.

- From the TCP/IP section in the Network/Ports menu.

- By printing a network setup page or menu settings page, and then finding the TCP/IP section.

Note: An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

Setting up Card Copy

Use	To
	Quickly and easily copy insurance, identification, and other wallet-size cards. You can scan and print both sides of a card on a single page, saving paper and showing the information on the card in a more convenient manner.

1. Open a Web browser, and then type the printer IP address in the address field.

   Note: View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2. Click **Settings** >**Apps** >**Apps Management** >**Card Copy**.

3. Change the default scanning options, if necessary.

   - **Default tray**—Select the default tray to be used for printing scan images.

   - **Default number of copies**—Specify the number of copies that should automatically print when the application is used.

   - **Default contrast setting**—Specify a setting to increase or decrease the level of contrast when a copy of the scanned card is printed. Select **Best for Content** if you want the printer to adjust the contrast automatically.

   - **Default scale setting**—Set the size of the scanned card when printed. The default setting is 100% (full size).

   - **Resolution setting**—Adjust the quality of the scanned card.

     Notes:

     - When scanning a card, make sure the scan resolution is not more than 200 dpi for color, and 400 dpi for black and white.

     - When scanning multiple cards, make sure the scan resolution is not more than 150 dpi for color, and 300 dpi for black and white.

   - **Print Borders**—Select the check box to print the scan image with a border around it.

4. Click **Apply**.

To use the application, touch **Card Copy** on the printer home screen, and then follow the instructions.

Using MyShortcut

Use	To
	Create shortcuts on the printer home screen, with settings for up to 25 frequently used copy, fax, or e-mail jobs.

To use the application, touch **MyShortcut**, and then follow the instructions on the printer display.

Setting up Scan to Network

Use	To
	Scan a document and send it to a shared network folder. You can define up to 30 unique folder destinations.
	Notes:
	• The printer must have permission to write to the destinations. From the computer where the destination is specified, use sharing, security, and firewall settings to allow the printer at least a *write* access. For help, see the documentation that came with your operating system.
	• The Scan to Network icon appears only when one or more destinations are defined.

1. Open a Web browser, and then type the printer IP address in the address field.

   Note: View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2. Click **Settings** >**Apps** >**Apps Management** >**Scan to Network**.

3. Specify the destinations, and then customize the settings.

   Notes:

   - See the mouse-over help beside some of the fields for a description of the setting.

   - To make sure the location settings of the destination are correct, type the correct IP address of the host computer where the specified destination is located. For more information on obtaining the IP address of the host computer, see <u>Finding the IP address of the computer</u>.

   - Make sure the printer has access rights to the folder where the specified destination is located.

4. Click **Apply**.

To use the application, touch **Scan to Network** on the printer home screen, and then follow the instructions on the printer display.

Setting up Remote Operator Panel

This application shows the printer control panel on your computer screen and lets you interact with the printer control panel, even when you are not physically near the network printer. From your computer screen, you can view the printer status, release held print jobs, create bookmarks, and do other print-related tasks you might normally do while standing at the network printer.

1. Open a Web browser, and then type the printer IP address in the address field.

    Note: View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2. Click **Settings** >**Remote Operator Panel Settings**.

3. Select the **Enabled** check box, and then customize the settings.

4. Click **Submit**.

To use the application, click **Remote Operator Panel** >**Launch VNC Applet**.

Exporting and importing a configuration

You can export configuration settings into a text file, and then import the file to apply the settings to other printers.

1. Open a Web browser, and then type the printer IP address in the address field.

    Note: View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2. To export or import a configuration for one application, do the following:

    a. Click **Settings** >**Apps** >**Apps Management**.

    b. From the list of installed applications, click the name of the application you want to configure.

    c. Click **Configure**, and then do either of the following:

    *   To export a configuration to a file, click **Export**, and then follow the instructions on the computer screen to save the configuration file.

        Notes:

        -   When saving the configuration file, you can type a unique file name or use the default name.

        -   If a "JVM Out of Memory" error occurs, then repeat the export process until the configuration file is saved.

- To import a configuration from a file, click **Import**, and then browse to the saved configuration file that was exported from a previously configured printer.

  Notes:

  - Before importing the configuration file, you can choose to preview it first or load it directly.

  - If a timeout occurs and a blank screen appears, then refresh the Web browser, and then click **Apply**.

3. To export or import a configuration for multiple applications, do the following:

   a. Click **Settings** >**Import/Export**.

   b. Do either of the following:

      - To export a configuration file, click **Export Embedded Solutions Settings File**, and then follow the instructions on the computer screen to save the configuration file.

      - To import a configuration file, do the following:

        a. Click **Import Embedded Solutions Settings File** >**Choose File**, and then browse to the saved configuration file that was exported from a previously configured printer.

        b. Click **Submit**.

3—Loading paper and specialty media

Setting the paper size and type

From the home screen navigate to:

🔧 >**Paper Menu** >**Paper Size/Type** > select a tray > select the paper size or type > ✅

Configuring Universal paper settings

The Universal paper size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus.

Notes:

- The smallest supported Universal size is 76.2 x 127 mm (3 x 5 inches).

- The largest supported Universal size is 215.9 x 355.6 mm (8.5 x 14 inches).

1. From the home screen, navigate to:

   🔧 >**Paper Menu** >**Universal Setup** >**Units of Measure** > select the unit of measure > ✅

2. Touch **Portrait Width** or **Portrait Height**.

3. Select the width or height, and then touch ✅.

Loading trays

⚠ **CAUTION—POTENTIAL INJURY:** To reduce the risk of equipment instability, load each tray separately. Keep all trays closed until needed.

1. Pull out the tray completely.

   Note: Do not remove trays while a job prints or while `Busy` appears on the printer display. Doing so may cause a jam.

2. Squeeze, and then slide the width guide tab to the correct position for the size of the paper you are loading.
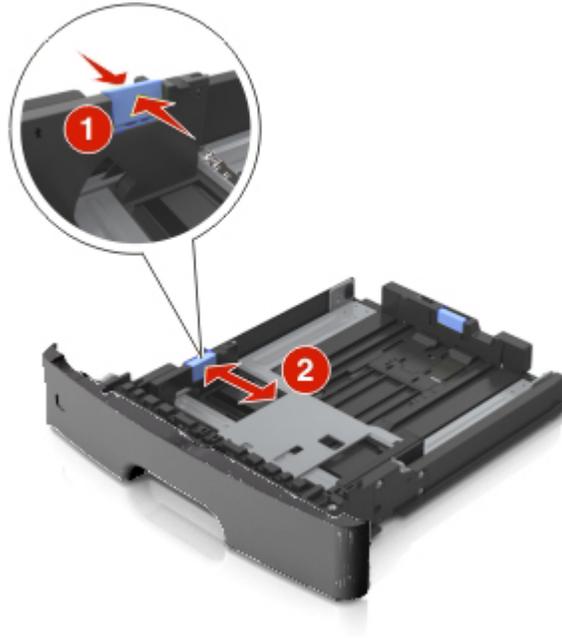
3. Unlock the length guide. Squeeze, and then slide the length guide tab to the correct position for the size of the paper you are loading.
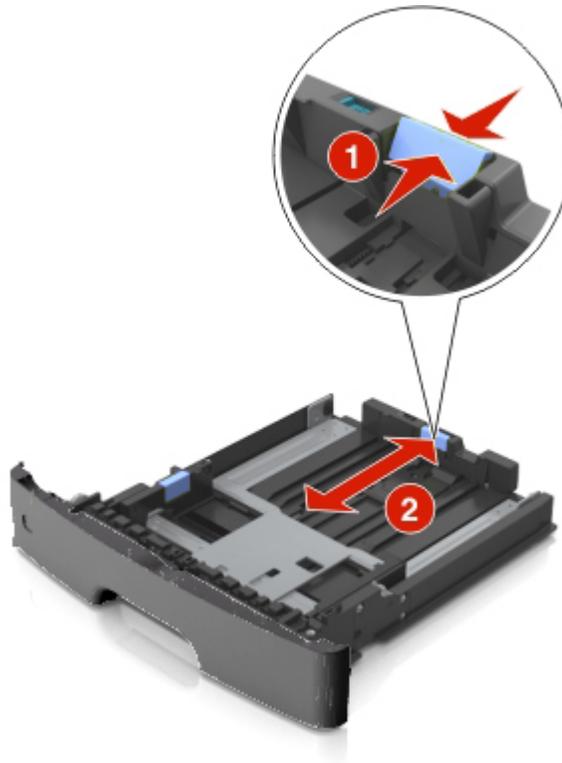
Notes:

- For some paper sizes like letter, legal, and A4, squeeze and slide the length guide tab backward to accommodate their length.

- When loading legal-size paper, the length guide extends beyond the base leaving the paper exposed to dust. To protect the paper from dust, you can purchase a dust cover separately. For more information, contact technical support.

- If you are loading A6-size paper in the standard tray, then squeeze and then slide the length guide tab toward the center of the tray to the A6-size position.

- Make sure the width and length guides are aligned with the paper size indicators on the bottom of the tray.
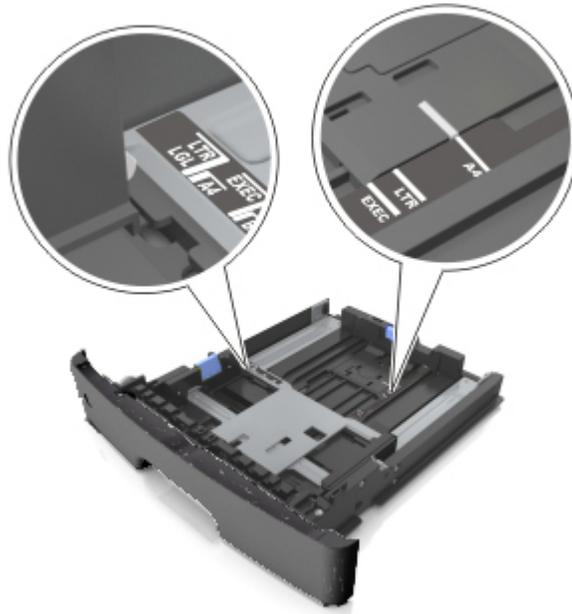
4. Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.

5. Load the paper stack.
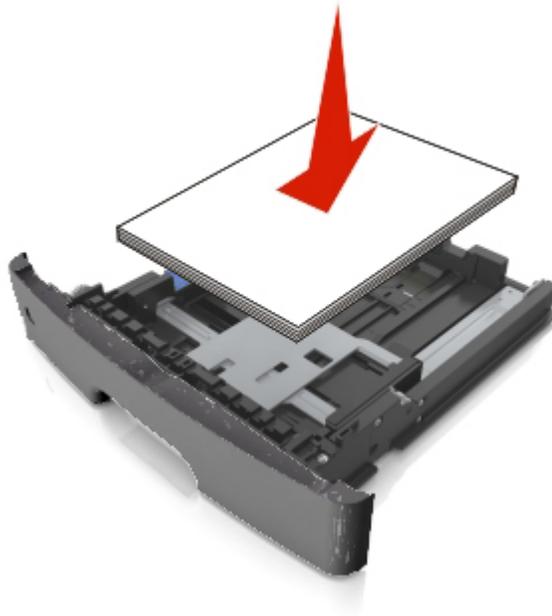
Notes:

- Load with the printable side facedown when using recycled or preprinted paper.

- Load prepunched paper with the holes on the top edge toward the front of the tray.

- Load letterhead facedown, with the top edge of the sheet toward the front of the tray. For two-sided printing, load letterhead faceup with the bottom edge of the sheet toward the front of the tray.

- Make sure the paper is below the maximum paper fill indicator located on the side of the width guide.
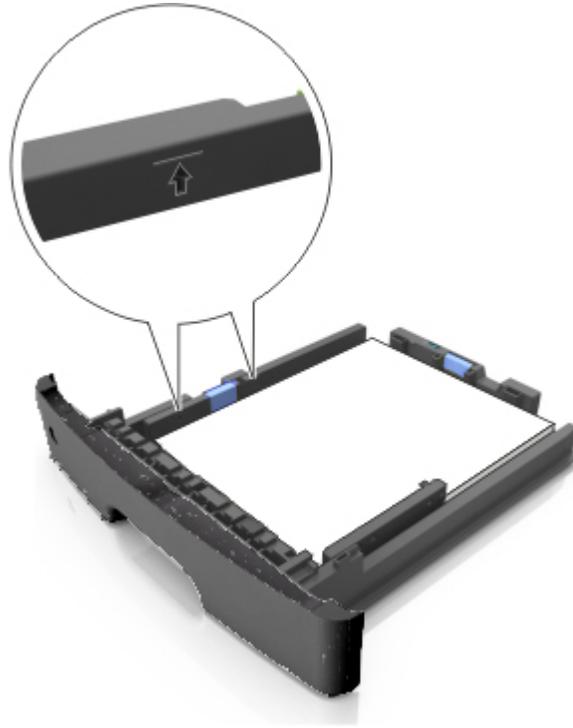
6. Insert the tray.

7. From the printer control panel, set the paper size and paper type in the Paper menu to match the paper loaded in the tray.

    Note: Set the correct paper size and type to avoid paper jams and print quality problems.

Loading the multipurpose feeder

Use the multipurpose feeder when printing on different paper sizes and types or specialty media, such as card stock, transparencies, and envelopes. You can also use it for single-page print jobs on letterhead.

1. Open the multipurpose feeder.

a. Pull the multipurpose feeder extender.
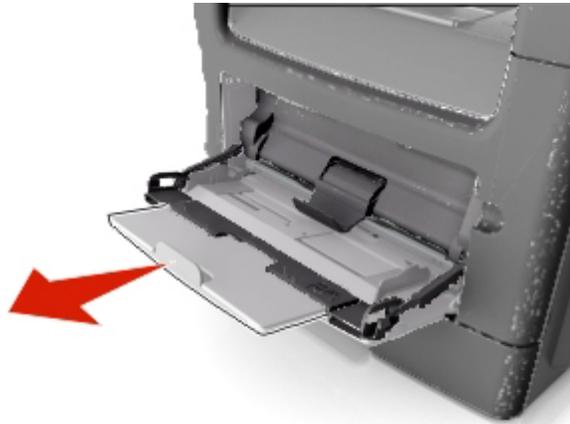
b. Pull the extender gently so that the multipurpose feeder is fully extended and open.
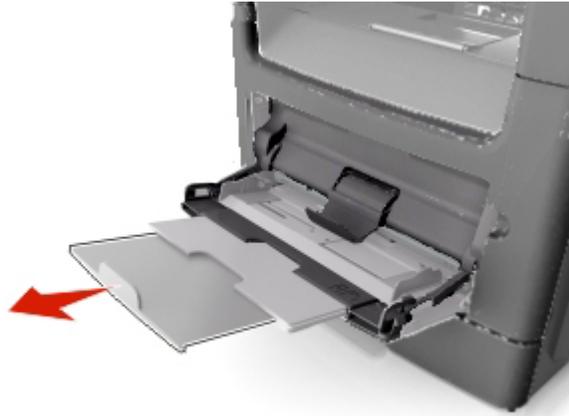
2. Squeeze the tab on the left width guide, and then move the guides for the paper you are loading.


3. Prepare the paper or specialty media for loading.

- Flex sheets of paper back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.

- Hold transparencies by the edges. Flex the stack of transparencies back and forth to loosen them, and then fan them. Straighten the edges on a level surface.

    Note: Avoid touching the printable side of the transparencies. Be careful not to scratch them.

- Flex the stack of envelopes back and forth to loosen them, and then fan them. Straighten the edges on a level surface.

4. Load the paper or specialty media.

    Notes:

    - Do not force paper or specialty media into the multipurpose feeder.

    - Make sure the paper or specialty media is below the maximum paper fill indicator located on the paper guides. Overfilling may cause paper jams.

- Load paper, transparencies, and card stock with the recommended printable side faceup and the top edge entering the printer first. For more information on loading transparencies, see the packaging that the transparencies came in.

Note: When loading A6-size paper, make sure the multipurpose feeder extender rests lightly against the edge of the paper so that the last few sheets of paper remain in place.
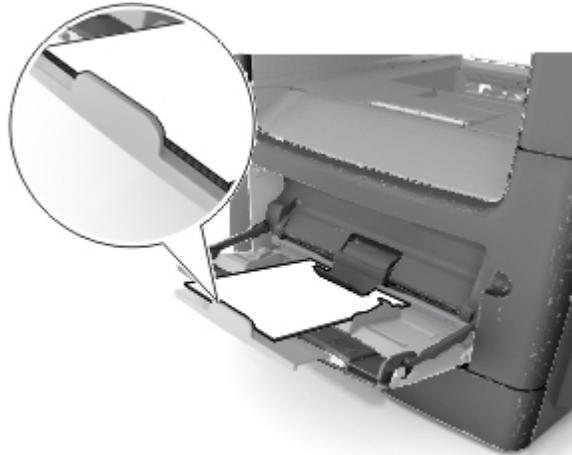
- Load letterhead faceup with the top edge entering the printer first. For two-sided (duplex) printing, load letterhead facedown with the bottom edge entering the printer first.

- Load envelopes with the flap on the left side facedown.

Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

5. From the printer control panel, set the paper size and paper type in the Paper menu to match the paper or specialty media loaded in the multipurpose feeder.

Linking and unlinking trays

When one linked tray becomes empty, paper feeds from the next linked tray. We recommend giving all custom paper, such as letterhead and different colored plain papers, a different custom type name so that the trays they are in do not automatically link.

Linking and unlinking trays

1. Open a Web browser, and then type the printer IP address in the address field.

   Notes:

   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

   - If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings** >**Paper Menu**.

3. Change the paper size and type settings for the trays you are linking.

   - To link trays, make sure the paper size and type for the tray match that of the other tray.

   - To unlink trays, make sure the paper size or type for the tray does *not* match that of the other tray.

4. Click **Submit**.

Note: You can also change the paper size and type settings using the printer control panel. For more information, see Setting the paper size and type.

Warning—Potential Damage: Paper loaded in the tray should match the paper type name assigned in the printer. The temperature of the fuser varies according to the specified paper type. Printing issues may occur if settings are not properly configured.

Creating a custom name for a paper type

Using the Embedded Web Server

1. Open a Web browser, and then type the printer IP address in the address field.

   Notes:

   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

   - If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings** >**Paper Menu** >**Custom Names**.

3. Select a custom name, and then type a custom paper type name.

4. Click **Submit**.

5. Click **Custom Types**, and then verify if the new custom paper type name has replaced the custom name.

Using the printer control panel

1. From the home screen, navigate to:

    >**Paper Menu** >**Custom Names**

2. Select a custom name, and then type a custom paper type name.

3. Touch ✔.

4. Touch **Custom Types**, and then verify that the new custom paper type name has replaced the custom name.

Assigning a custom paper type

Using the Embedded Web Server

Assign a custom paper type name to a tray when linking or unlinking trays.

1. Open a Web browser, and then type the printer IP address in the address field.

   Notes:

   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

   - If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings** >**Paper Menu** >**Custom Types**.

3. Select a custom paper type name, and then select a paper type

   Note: Paper is the factory default paper type for all user-defined custom names.

4. Click **Submit**.

Using the printer control panel

1. From the home screen, navigate to:

   🔧 >**Paper Menu** >**Custom Types**

2. Select a custom paper type name, and then select a paper type

   Note: Paper is the factory default paper type for all user-defined custom names.

3. Touch ✔.

Configuring a custom name

Using the Embedded Web Server

1. Open a Web browser, and then type the printer IP address in the address field.

   Notes:

   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

   - If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings** >**Paper Menu** >**Custom Types**.

3. Select a custom name you want to configure, then select a paper or specialty media type, and then click **Submit**.

Using the printer control panel

1. From the home screen, navigate to:

    >**Paper Menu** >**Custom Types**

2. Select a custom name you want to configure, and then touch .

4—Printing

Printing forms and a document

Printing forms

Use the Forms and Favorites application to quickly and easily access frequently used forms or other information that is regularly printed. Before you can use this application, first set it up on the printer. For more information, see Setting up Forms and Favorites.

1. From the printer home screen, navigate to:

   Forms and Favorites > select the form from the list   > enter the number of copies   > adjust other settings

2. Depending on your printer model, touch ![print icon] , ![check icon] , or **Submit**.

Printing a document

1. From the Paper menu on the printer control panel, set the paper type and size to match the paper loaded.

2. Send the print job:

   For Windows users

   a. With a document open, click **File** >**Print**.

   b. Click **Properties**, **Preferences**, **Options**, or **Setup**.

   c. Adjust the settings, if necessary.

   d. Click **OK** >**Print**.
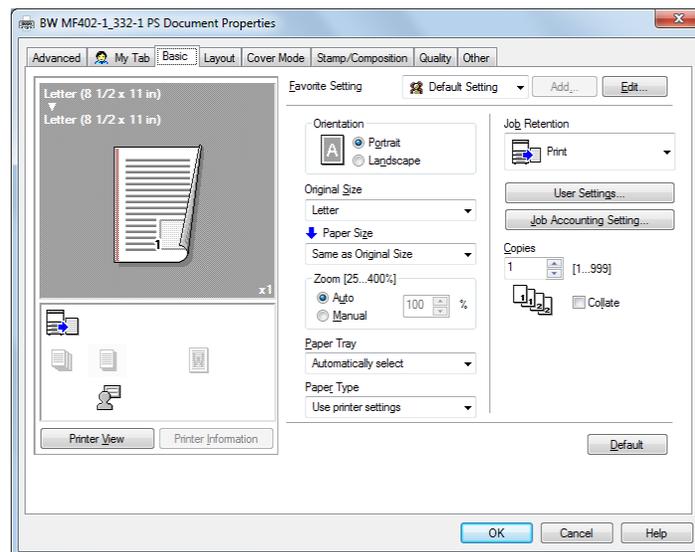
Note: For details on the printing preferences settings, refer to the Help for the Driver.

For Macintosh users

a. Customize the settings in the Page Setup dialog:

1. With a document open, choose **File** >**Page Setup**.

2. Choose a paper size or create a custom size to match the paper loaded.

3. Click **OK**.

b. Customize the settings in the Print dialog:

1. With a document open, choose **File** >**Print**.

   If necessary, click the disclosure triangle to see more options.

2. From the Print dialog and pop-up menus, adjust the settings if necessary.

   Note: To print on a specific paper type, adjust the paper type setting to match the paper loaded, or select the appropriate tray or feeder.

3. Click **Print**.

Adjusting toner darkness

Using the Embedded Web Server

1. Open a Web browser, and then type the printer IP address in the address field.

   Notes:

   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

   - If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings** >**Print Settings** >**Quality Menu** >**Toner Darkness**.

3. Adjust the setting, and then click **Submit**.

Using the printer control panel

1. From the home screen, navigate to:

    >**Settings** >**Print Settings** >**Quality Menu** >**Toner Darkness**

2. Adjust the setting, and then touch .

Printing from a flash drive

Printing from a flash drive

Notes:

- Before printing an encrypted PDF file, you will be prompted to type the file password from the printer control panel.

- You cannot print files for which you do not have printing permissions.

1. Insert a flash drive into the USB port.
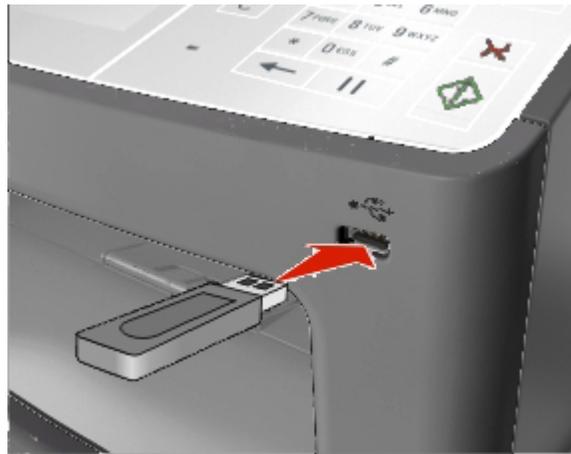
   Notes:

   - A flash drive icon appears on the printer home screen when a flash drive is inserted.

   - If you insert the flash drive when the printer requires attention, such as when a jam has occurred, then the printer ignores the flash drive.

   - If you insert the flash drive while the printer is processing other print jobs, then `Busy` appears on the printer display. After these print jobs are processed, you may need to view the held jobs list to print documents from the flash drive.

   Warning—Potential Damage: Do not touch the USB cable, any wireless network adapter, any connector, the memory device, or the printer in the areas shown while actively printing, reading, or writing from the memory device. Loss of data can occur.

2. From the printer control panel, touch the document you want to print.

3. Touch the arrows to get a preview of the document.

4. Use ➕ or ➖ to specify the number of copies to be printed, and then touch **Print**.

   Notes:

   - Do not remove the flash drive from the USB port until the document has finished printing.

   - If you leave the flash drive in the printer after leaving the initial USB menu screen, then touch **Held Jobs** on the home screen to print files from the flash drive.

Supported flash drives and file types

Notes:

- High-speed USB flash drives must support the full-speed standard. Low-speed USB devices are not supported.

- USB flash drives must support the File Allocation Table (FAT) system. Devices formatted with New Technology File System (NTFS) or any other file system are not supported.

Recommended flash drives	File type
Many flash drives are tested and approved for use with the printer. For more information, contact the place where you purchased the printer.	Documents: • .pdf • .xps Images: • .dcx • .gif • .jpeg or .jpg • .bmp • .pcx • .tiff or .tif • .png

Canceling a print job

Canceling a print job from the printer control panel

1. From the home screen, touch **Cancel Jobs**, or press ❌ on the keypad.

2. Touch the job you want to cancel, and then touch 🗑.

3. Press 🏠 on the keypad to return to the home screen.

Canceling a print job from the computer

For Windows users

1. Open the printers folder.

   In Windows 8

   From the Search charm, type `run`, and then navigate to:

   Apps list >**Run** > type `control printers` >**OK**

   In Windows 7 or earlier

   a. Click 🪟 or click **Start**, and then click **Run**.

    b.   In the Start Search or Run dialog, type `control printers`.

    c.   Press **Enter**, or click **OK**.

2.   Double-click the printer icon.

3.   Select the print job you want to cancel.

4.   Click **Delete**.

For Macintosh users

1.   From the Apple menu, navigate to either of the following:

-   (For Mac OS X v10.3/v10.4/v10.5/v10.6)
    System Preferences >**Print & Fax** > select a printer >**Open Print Queue**

-   (For Mac OS X v10.7/10.8)
    System Preferences >**Print & Scan** > select a printer >**Open Print Queue**

2.   From the printer window, select the print job you want to cancel, and then delete it.

5—Copying

Making copies

Making a quick copy

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

   Notes:

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

   - The ADF indicator light comes on when the paper is loaded properly.

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

   Note: To avoid a cropped image, make sure the size of the original document and the size of the copy paper are the same.

3. From the printer control panel, press .

Copying using the ADF

1. Load an original document faceup, short edge first into the ADF tray.

   Notes:

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

   - The ADF indicator light comes on when the paper is loaded properly.

2. Adjust the paper guides.

3. From the home screen, navigate to:

   Copy > specify the copy settings >**Copy It**

Copying using the scanner glass

1. Place an original document facedown on the scanner glass in the upper left corner.

2. From the home screen, navigate to:

   Copy > specify the copy settings >**Copy It**

   If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the next page**.

3. Touch **Finish the Job**.

Copying photos

1. Place a photo facedown on the scanner glass in the upper left corner.

2. From the home screen, navigate to:

    Copy >**Content** >**Photo** >

3. From the Content Source menu, select the appropriate setting that best matches the original photo.

4. Touch >**Copy It**

    Note: If you have more photos to copy, then place the next photo on the scanner glass, and then touch **Scan the next page**.

5. Touch **Finish the Job**.

Canceling a copy job

Canceling a copy job while the original document is in the ADF

When the ADF begins processing a document, touch **Cancel Job** on the printer control panel.

Canceling a copy job while copying pages using the scanner glass

From the home screen, touch **Cancel Job**.

`Canceling` appears on the display. When the job is canceled, the Copy screen appears.

Canceling a copy job while pages are being printed

1. From the printer control panel, press .

2. Touch the job you want to cancel, and then touch .

3. Press to return to the home screen.

6—E-mailing

Setting up the printer to e-mail

Setting up the e-mail function

1. Open a Web browser, and then type the printer IP address in the address field.

   Notes:

   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

   - If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings** >**E-mail/FTP Settings** >**E-mail Settings**.

3. Enter the appropriate information, and then click **Submit**.

Creating an e-mail shortcut

Creating an e-mail shortcut using the Embedded Web Server

1. Open a Web browser, and then type the printer IP address in the address field.

   Notes:

   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

   - If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings**.

3. From the Other Settings column, click **Manage Shortcuts** >**E-mail Shortcut Setup**.

4. Type a name for the shortcut, and then enter the e-mail address.

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

5. Adjust the scan settings, if necessary.

6. 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 printer control panel

1. From the home screen, navigate to:

   E-mail >**Recipient(s)** > type the recipient's e-mail address >

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

2. Touch **Subject** > type the e-mail subject > .

3. Touch **Message** > type your message > .

4. Adjust the e-mail settings.

   Note: If you change the settings after the e-mail shortcut has been created, then the settings are not saved.

5. Touch **Save As Shortcut**.

6. Type a unique name for the shortcut, and then touch .

7. Verify that the shortcut name is correct, and then touch **OK**.

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

   Notes:

   -   The shortcut name appears in the E-mail Shortcuts icon on the printer home screen.

   -   You can use the shortcut when e-mailing another document using the same settings.

7—Faxing

Sending a fax

You can use the printer to send a fax to one or more recipients in a number of ways. You can type the e-mail address, use a shortcut number, or use the address book. You can also use the MyShortcuts application from the printer home screen. For more information, see the "Activating the home screen applications" section.

Sending a fax using the printer control panel

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

   Notes:

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

   - The ADF indicator light comes on when the paper is loaded properly.

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

3. From the home screen, touch **Fax**.

4. From the printer control panel keypad, enter the fax number or the shortcut number.

   Note: To add recipients, touch ⏎, and then enter the recipient's telephone number or shortcut number, or search the address book.

5. Touch **Fax It**.

Sending a fax using the computer

The printer driver fax option lets you send a print job to the printer, which sends the job as a fax. The fax option works as a normal fax machine, but is controlled through the printer driver instead of the printer control panel.

1. With a document open, click **File** >**Print**.

2. Select the printer, and then navigate to:

   Properties >**Fax** tab >**Enable fax**

3. Enter the recipient fax number or numbers in the "Fax number(s)" field.

   Note: Fax numbers can be entered manually or by using the Phone Book feature

4. If necessary, enter a prefix in the "Dialing prefix" field.

5. Select the appropriate paper size and page orientation.

6. If you want to include a cover page with the fax, then select **Include cover page with fax**, and then enter the appropriate information.

7. Click **OK**.

Notes:

- For information on installing these drivers, see the *Drivers and Documentation* CD.

- If the **Always display settings prior to faxing** check box is selected, then you are prompted to verify the recipient information before the fax is sent. If this check box is cleared, then the queued document is sent automatically as a fax when you click **OK** on the Fax tab.

Sending a fax using a shortcut number

Fax shortcuts are like the speed dial numbers on a telephone or a fax machine. A shortcut number (1–999) can contain a single recipient or multiple recipients.

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

   Notes:

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

   - The ADF indicator light comes on when the paper is loaded properly.

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

3. From the printer control panel, press **#**, and then enter the shortcut number using the keypad.

4. Touch **Fax It**.

Sending a fax using the address book

The address book feature lets you search for bookmarks and network directory servers.

Note: If the address book feature is not enabled, then contact your system support person.

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

   Notes:

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

   - The ADF indicator light comes on when the paper is loaded properly.

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

3. From the home screen, navigate to:

   Fax > > type the name of the recipient >

   Note: You can only search for one name at a time.

4. Touch the name of the recipient, and then touch **Fax It**.

Sending a fax at a scheduled time

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

   Notes:

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

   - The ADF indicator light comes on when the paper is loaded properly.

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

3. From the home screen, navigate to:

   Fax > enter the fax number >**Delayed Send**

   Note: If Fax Mode is set to Fax Server, then the Delayed Send button will not appear. Faxes waiting for transmission are listed in the fax queue.

4. Specify the time the fax will be transmitted, and then touch .

   The time is increased or decreased in 30-minute increments.

5. Touch **Fax It**.

   Note: The document is scanned and then faxed at the scheduled time.

Creating shortcuts

Creating a fax destination shortcut using the Embedded Web Server

Assign a shortcut number to a single fax number or a group of fax numbers.

1. Open a Web browser, and then type the printer IP address in the address field.

   Notes:

   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

   - If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings** > **Manage Shortcuts** > **Fax Shortcut Setup**.

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

3. Type a name for the shortcut, and then enter the fax number.

Notes:

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

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

4. Assign a shortcut number.

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

5. Click **Add**.

Creating a fax destination shortcut using the printer control panel

1. From the home screen, touch **Fax**, and then enter the fax number.

   To create a group of fax numbers, touch [icon], and then enter the other fax number.

2. Touch [icon].

3. Type a unique name for the shortcut, and then touch [icon].

4. 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.

8—Scanning

Using Scan to Network

Scan to Network lets you scan your documents to network destinations specified by your system support person. After the destinations (shared network folders) have been established on the network, the setup process for the application involves installing and configuring the application on the appropriate printer using its Embedded Web Server. For more information, see Setting up Scan to Network.

Scanning to an FTP address

Scanning to an FTP address

Scanning to an FTP address using the printer control panel

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

    Notes:

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

    - The ADF indicator light comes on when the paper is loaded properly.

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

3. From the home screen, navigate to:

    FTP >**FTP Address** > type the FTP address > ✔ >**Scan It**

Scanning to an FTP address using a shortcut number

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

    Notes:

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

    - The ADF indicator light comes on when the paper is loaded properly.

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

3. From the printer control panel, press **#** on the keypad, and then enter the FTP shortcut number.

4. Touch **Scan It**.

Scanning to a computer or flash drive

Scanning to a computer using the Embedded Web Server

1. Open a Web browser, and then type the printer IP address in the address field.

   Notes:

   - View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

   - If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Scan Profile** >**Create Scan Profile**.

3. Select your scan settings, and then click **Next**.

4. Select a location on your computer where you want to save the scan image.

5. Type a scan name, and then a user name.

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

6. Click **Submit**.

   Note: Clicking **Submit** automatically assigns a shortcut number. You can use this shortcut number when you are ready to scan your documents.

7. Review the instructions on the Scan Profile screen.

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

      Notes:

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

      - The ADF indicator light comes on when the paper is loaded properly.

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

   c. Do either of the following:

      - Press **#**, and then enter the shortcut number using the keypad.

      - From the home screen, navigate to:

        Held Jobs >**Profiles** > select your shortcut on the list

        Note: The scanner scans and sends the document to the directory you specified.

8. View the file from the computer.

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

Scanning to a flash drive

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

   Notes:

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

   - The ADF indicator light comes on when the paper is loaded properly.

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

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

   Note: The USB Drive home screen appears.

4. Select the destination folder, and then touch **Scan to USB drive**.

   Note: The printer goes back to the home screen after 30 seconds of inactivity.

5. Adjust the scan settings, and then touch **Scan It**.

9—Clearing jams

By carefully selecting paper and specialty media and loading it properly, you should be able to avoid most jams. If jams occur, then follow the steps outlined in this chapter.

Warning—Potential Damage: Never use any tool to remove a jam. Doing so could permanently damage the fuser.

Avoiding jams

Load paper properly

- Make sure paper lies flat in the tray.

Correct loading of paper	Incorrect loading of paper
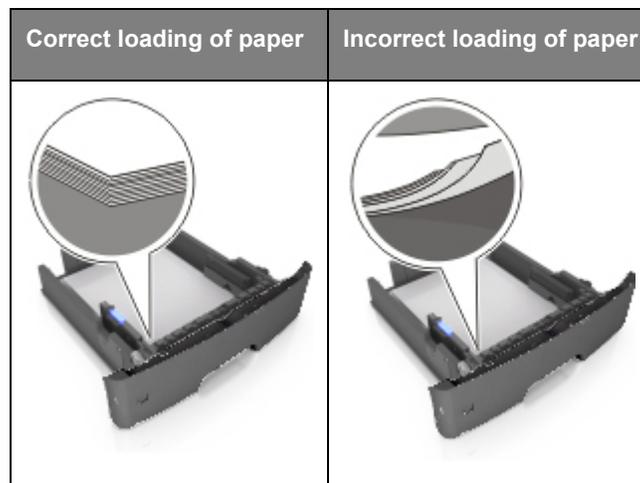
- Do not remove a tray while the printer is printing.

- Do not load a tray while the printer is printing. Load it before printing, or wait for a prompt to load it.

- Do not load too much paper. Make sure the stack height is below the maximum paper fill indicator.

- Do not slide the paper into the tray. Load paper as shown in the illustration.
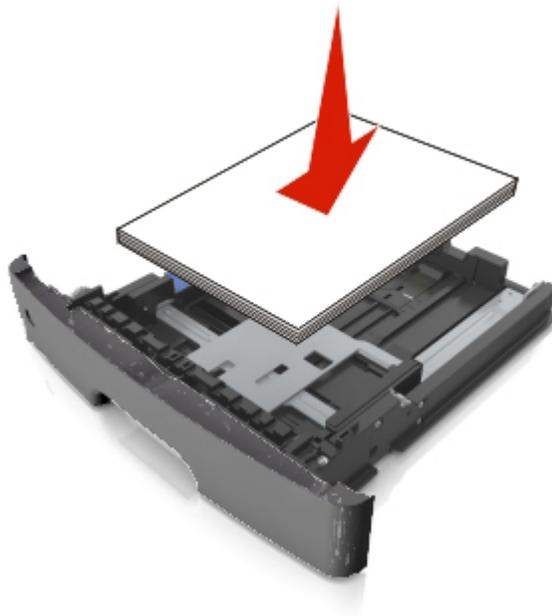
- Make sure the guides in the tray or the multipurpose feeder are properly positioned and are not pressing tightly against the paper or envelopes.

- Push the tray firmly into the printer after loading paper.

Use recommended paper

- Use only recommended paper or specialty media.

- Do not load wrinkled, creased, damp, bent, or curled paper.

- Flex, fan, and straighten paper before loading it.
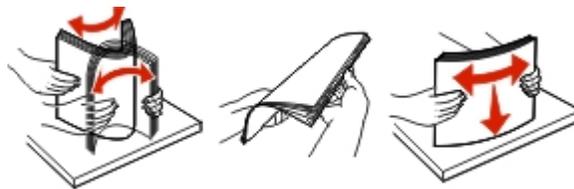
- Do not use paper that has been cut or trimmed by hand.

- Do not mix paper sizes, weights, or types in the same tray.

- Make sure the paper size and type are set correctly on the computer or printer control panel.

- Store paper according to manufacturer recommendations.

Understanding jam messages and locations

When a jam occurs, a message indicating the jam location and information to clear the jam appears on the printer display. Open the doors, covers, and trays indicated on the display to remove the jam.

Notes:

- When Jam Assist is set to On, the printer automatically flushes blank pages or pages with partial prints to the standard bin after a jammed page has been cleared. Check your printed output stack for discarded pages.

- When Jam Recovery is set to On or Auto, the printer reprints jammed pages. However, the Auto setting does not guarantee that the page will reprint.
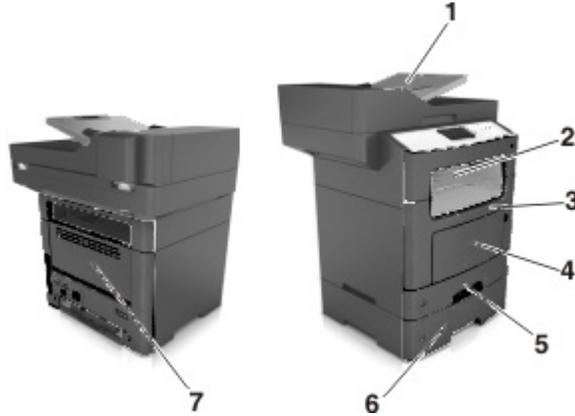

|	Jam access area	Printer control panel message	What to do
1	Automatic document feeder (ADF)	[x]-page jam, open automatic feeder top cover. [28y.xx]	Remove all paper from the ADF tray, and then remove the jammed paper.
2	Standard bin	[x]-page jam, clear standard bin. [20y.xx]	Remove the jammed paper.
3	Front door	[x]-page jam, open front door. [20y.xx]	Open the front door, then remove the toner cartridge and imaging unit, and then the jammed paper.
4	Multipurpose feeder	[x]-page jam, clear manual feeder. [25y.xx]	Remove all paper from the multipurpose feeder, and then remove the jammed paper.
5	Tray 1	[x]-page jam, remove tray 1 to clear duplex. [23y.xx]	Pull out tray 1 completely, then push the front duplex flap down, and then remove the jammed paper. **Note:** You may need to open the rear door to clear some 23y.xx paper jams.
6	Tray [x]	[x]-page jam, remove tray [x]. [24y.xx]	Pull out the indicated tray, and then remove the jammed paper.
7	Rear door	[x]-page jam, open rear door. [20y.xx]	Open the rear door, and then remove the jammed paper.

[x]-page jam, open front door. [20y.xx]

⚠ **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.

1. Press the button on the right side of the printer, and then open the front door.
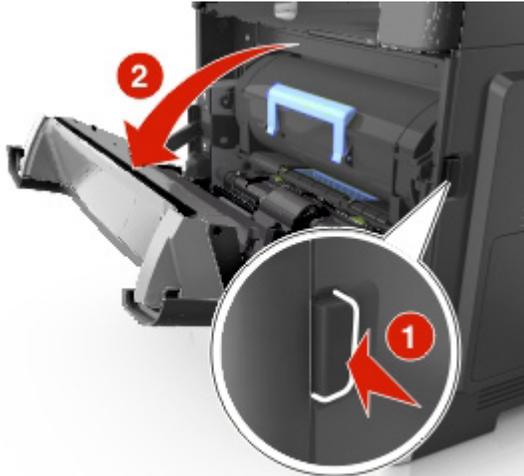
2. Pull the toner cartridge out using the handle.
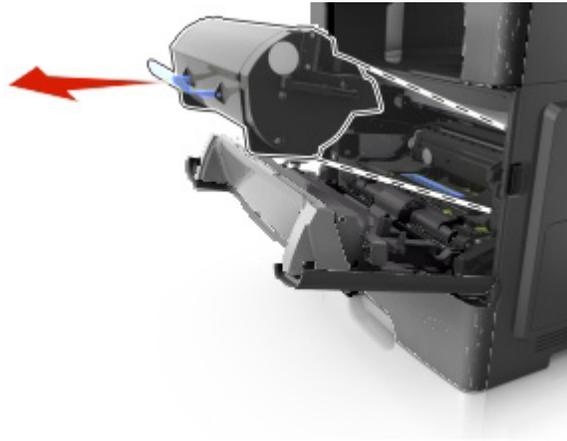
3. Lift the blue handle, and then pull the imaging unit out of the printer.
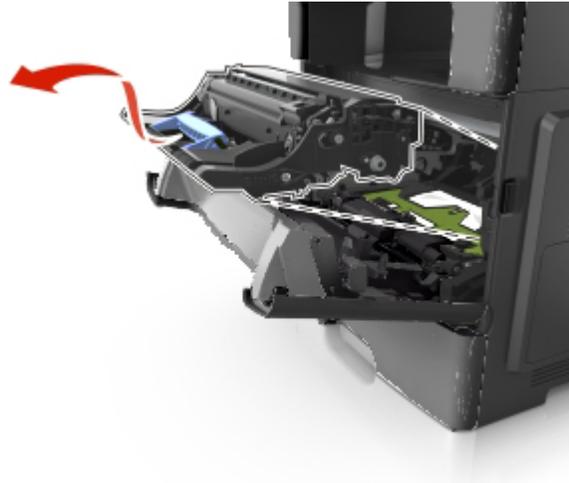
Warning—Potential Damage: Do not touch the shiny blue photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs.
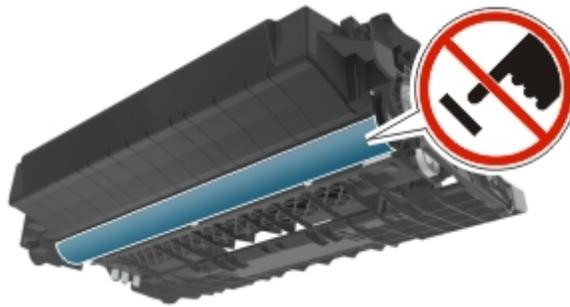
4. Place the imaging unit aside on a flat, smooth surface.

   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.

5. Lift the green flap in front of the printer.
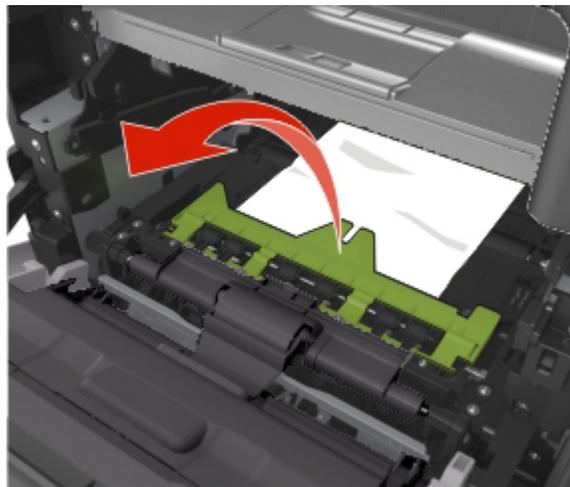
6. Firmly grasp the jammed paper on each side, and then gently pull it out.

    Note: Make sure all paper fragments are removed.
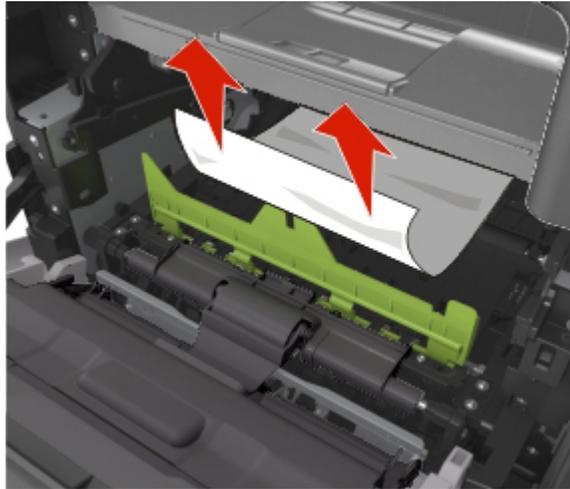
7. Insert the imaging unit by aligning the arrows on the side rails of the unit with the arrows on the side rails inside the printer, and then insert the imaging unit into the printer.
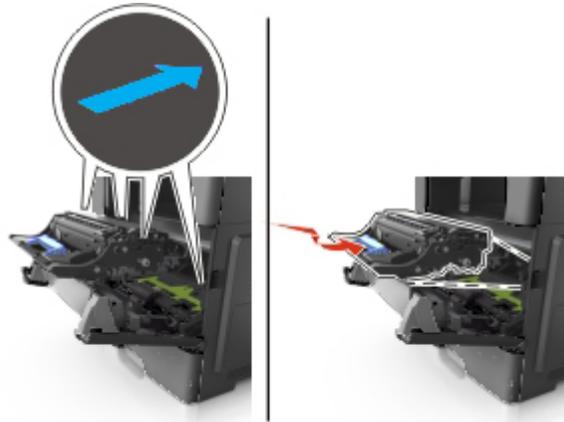

8. Insert the toner cartridge by aligning the side rails of the cartridge with the arrows on the side rails inside the printer, and then insert the cartridge into the printer.
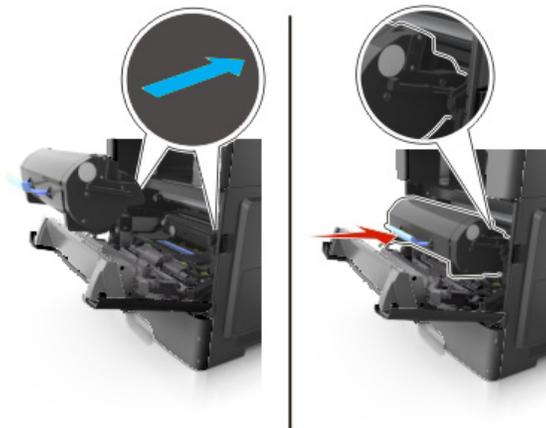
9. Close the front door.

[x]-page jam, open rear door. [20y.xx]

1. Open the front door to loosen the jammed paper in the rear door.
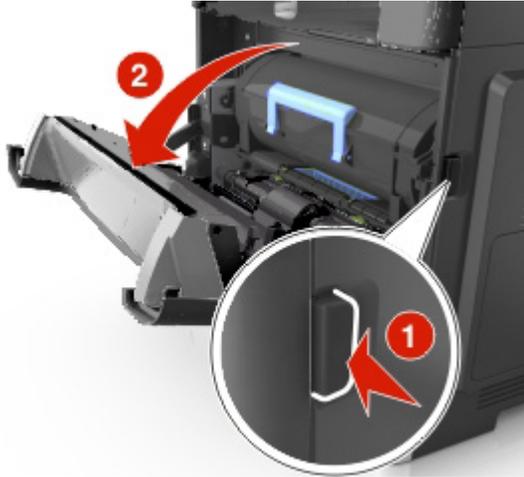
2. Gently pull down the rear door.

⚠ **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.
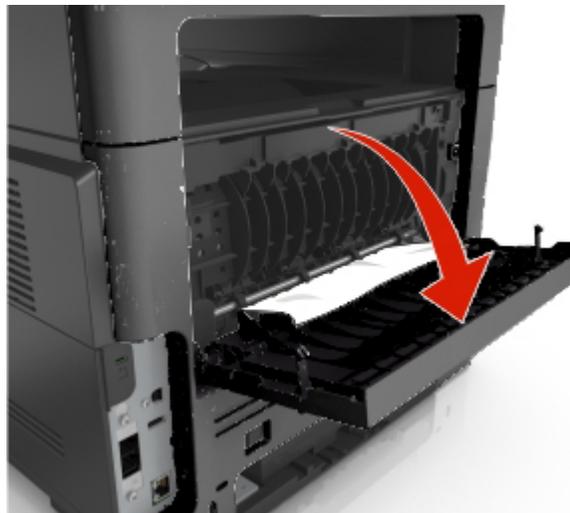
3. Firmly grasp the jammed paper on each side, and then gently pull it out.

   Note: Make sure all paper fragments are removed.
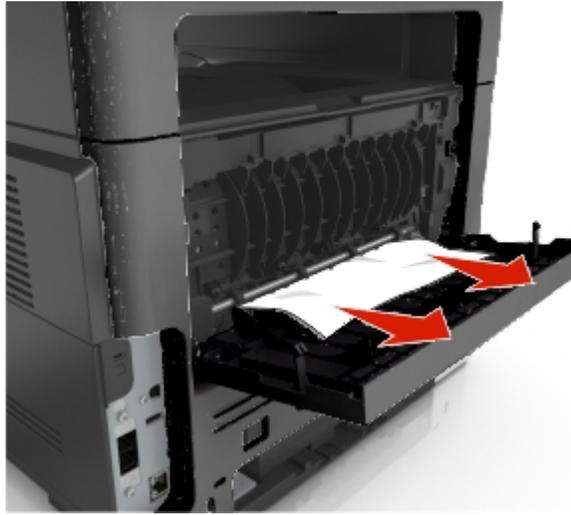
4. Close the rear door, and then the front door.

[x]-page jam, clear standard bin. [20y.xx]

1. Firmly grasp the jammed paper on each side, and then gently pull it out.

   Note: Make sure all paper fragments are removed.

[x]-page jam, remove tray 1 to clear duplex. [23y.xx]

⚠ **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.

1. Pull the tray completely out of the printer.

2. Locate the green lever, and then pull it down to release the jam.
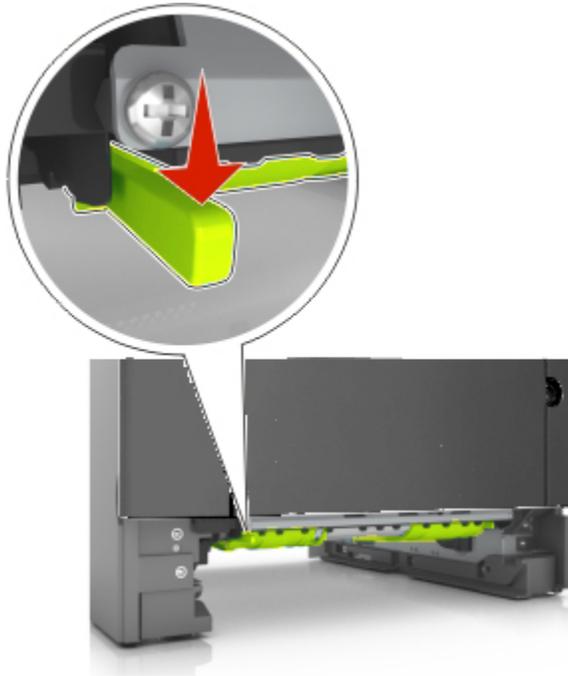
3. Firmly grasp the jammed paper on each side, and then gently pull it out.

> **Note:** Make sure all paper fragments are removed.
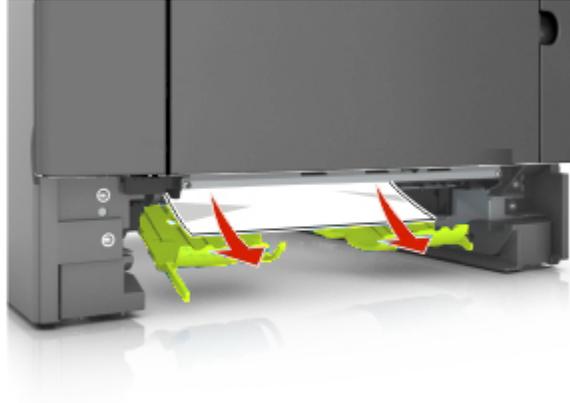
4. Insert the tray.

[x]-page jam, open tray [x]. [24y.xx]

1. Pull the tray completely out of the printer.

> **Note:** The message on the printer display indicates the tray where the jammed paper is located.

2. Firmly grasp the jammed paper on each side, and then gently pull it out.

   Note: Make sure all paper fragments are removed.
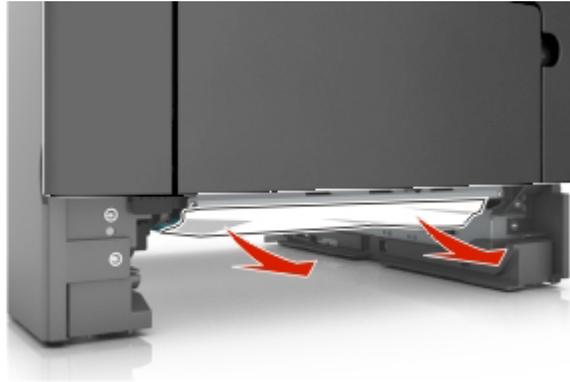
3. Insert the tray.

[x]-page jam, clear manual feeder. [25y.xx]

1. From the multipurpose feeder, firmly grasp the jammed paper on each side, and then gently pull it out.

   Note: Make sure all paper fragments are removed.

2. Flex the sheets of paper back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.

3. Reload paper into the multipurpose feeder.
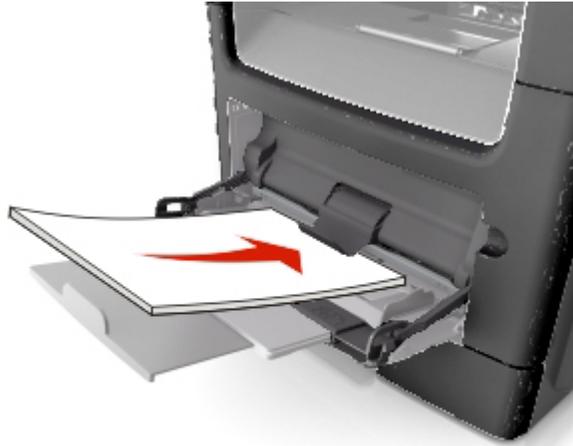
Note: Make sure the paper guide lightly rests against the edge of the paper.

[x]-page jam, open automatic feeder top cover. [28y.xx]

1. Remove all original documents from the ADF tray.

   Note: The message is cleared when the pages are removed from the ADF tray.

2. Open the ADF cover.
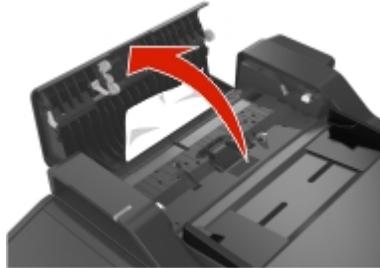
3. Firmly grasp the jammed paper on each side, and then gently pull it out.

   Note: Make sure all paper fragments are removed.

4. Close the ADF cover.

5. Straighten the edges of the original documents, then load the original documents into the ADF, and then adjust the paper guide.

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