

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, touch **Copy It**.

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 home screen, navigate to:
Copy > change 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 > change the copy settings > **Copy It**
- 3 If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the Next Page**.
- 4 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 pages are being printed

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

E-mailing

Getting ready to e-mail

Setting up the e-mail function

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

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages 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** > **Setup E-mail Server**.
- 5 Fill in the fields with the appropriate information.
- 6 Click **Submit**.

Configuring e-mail settings

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

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings** > **E-mail/FTP Settings** > **E-mail Settings**.
- 3 Fill in the fields with the appropriate information.
- 4 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.


If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings**.
- 3 Under Other Settings, click **Manage Shortcuts** > **E-mail Shortcut Setup**.
- 4 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 (,).
- 5 Select the scan settings (Format, Content, Color, and Resolution).
- 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 touch screen

- 1 From the home screen, navigate to:
E-mail > Recipient > type an e-mail address
To create a group of recipients, touch **Next address**, and then type the next recipient's e-mail address.
- 2 Touch .
- 3 Type a unique name for the shortcut, and then touch **Done**.
- 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.

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 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 From 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 > Other Options > Fax > OK > OK**.
- 3 On the Fax screen, enter the name and number of the fax recipient.
- 4 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.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

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

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

- 3 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 (;).

- 4 Assign a shortcut number.

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 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 From the home screen, navigate to:

Fax > enter the fax number

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

- 4 Navigate to:

 > enter a name for the shortcut > **Done > OK > Fax It**

Scanning to an FTP address

Scanning to an FTP address

Scanning to an FTP address 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 From the home screen, navigate to:
FTP > FTP > type the FTP address > **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 From the home screen, navigate to:

FTP > FTP >  > enter the name of recipient > **Browse shortcuts >** name of recipient > **Done**

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.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Scan Profile > Create**.
- 3 Select your scan settings, and then click **Next**.
- 4 Select a location on your computer where you want to save the scanned output file.
- 5 Enter a scan name.
The scan name is the name that appears in the Scan Profile list on the display.
- 6 Click **Submit**.
- 7 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 entering 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.

- 8 Return to the computer to view the file.

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 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 USB Drive home screen appears.
- 4 Select the destination folder, and then touch **Scan to USB drive**.
- 5 Adjust the scan settings.
- 6 Touch **Scan It**.