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**.