

# **DIGITAL FULL COLOR MULTIFUNCTIONAL SYSTEM MX-C528F/MX-C428F**

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## **User's Guide**

**January 2023**

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Machine type:

7530

Models:

67H, 23H

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# Safety information

## Conventions

**Note:** A *note* identifies information that could help you.

**Warning:** A *warning* identifies something that could damage the product hardware or software.

**CAUTION:** A *caution* indicates a potentially hazardous situation that could injure you.

Different types of caution statements include:



**CAUTION—POTENTIAL INJURY:** Indicates a risk of injury.



**CAUTION—SHOCK HAZARD:** Indicates a risk of electrical shock.



**CAUTION—HOT SURFACE:** Indicates a risk of burn if touched.



**CAUTION—TIPPING HAZARD:** Indicates a crush hazard.



**CAUTION—PINCH HAZARD:** Indicates a risk of being caught between moving parts.

## Product statements



**CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.



**CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, use only the power cord provided with this product or the manufacturer's authorized replacement.



**CAUTION—POTENTIAL INJURY:** Do not use this product with extension cords, multioutlet power strips, multioutlet extenders, or UPS devices. The power capacity of these types of accessories can be easily overloaded by a laser printer and may result in a risk of fire, property damage, or poor printer performance.



**CAUTION—POTENTIAL INJURY:** Do not use this product with an inline surge protector. The use of a surge protection device may result in a risk of fire, property damage, or poor printer performance.




**CAUTION—POTENTIAL INJURY:** To reduce the risk of fire, use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.





**CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not place or use this product near water or wet locations.





**CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.


 **CAUTION—POTENTIAL INJURY:** Do not cut, twist, bind, crush, or place heavy objects on the power cord. Do not subject the power cord to abrasion or stress. Do not pinch the power cord between objects such as furniture and walls. If any of these things happen, a risk of fire or electrical shock results. Inspect the power cord regularly for signs of such problems. Remove the power cord from the electrical outlet before inspecting it.


 **CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, make sure that all external connections (such as Ethernet and telephone system connections) are properly installed in their marked plug-in ports.

 **CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, if you are accessing the controller board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the electrical outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.


 **CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not use the fax feature during a lightning storm.






 **CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock when cleaning the exterior of the printer, unplug the power cord from the electrical outlet and disconnect all cables from the printer before proceeding.

 **CAUTION—POTENTIAL INJURY:** If the printer weight is greater than 20 kg (44 lb), then it may require two or more people to lift it safely.

 **CAUTION—POTENTIAL INJURY:** When moving the printer, follow these guidelines to avoid personal injury or printer damage:

- Make sure that all doors and trays are closed.
- Turn off the printer, and then unplug the power cord from the electrical outlet.
- Disconnect all cords and cables from the printer.
- If the printer has separate floor-standing optional trays or output options attached to it, then disconnect them before moving the printer.
- If the printer has a caster base, then carefully roll it to the new location. Use caution when passing over thresholds and breaks in flooring.
- If the printer does not have a caster base but is configured with optional trays or output options, then remove the output options and lift the printer off the trays. Do not try to lift the printer and any options at the same time.
- Always use the handholds on the printer to lift it.
- Any cart used to move the printer must have a surface able to support the full footprint of the printer.
- Any cart used to move the hardware options must have a surface able to support the dimensions of the options.
- Keep the printer in an upright position.
- Avoid severe jarring movements.
- Make sure that your fingers are not under the printer when you set it down.
- Make sure that there is adequate clearance around the printer.

 **CAUTION—TIPPING HAZARD:** Installing one or more options on your printer or MFP may require a caster base, furniture, or other feature to prevent instability causing possible injury. For more information on supported configurations, contact the place where you purchased the printer.

-  **CAUTION—TIPPING HAZARD:** To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.
-  **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.
-  **CAUTION—PINCH HAZARD:** To avoid the risk of a pinch injury, use caution in areas marked with this label. Pinch injuries may occur around moving parts, such as gears, doors, trays, and covers.
-  **CAUTION—POTENTIAL INJURY:** This product uses a laser. Use of controls or adjustments or performance of procedures other than those specified in the *User's Guide* may result in hazardous radiation exposure.
-  **CAUTION—POTENTIAL INJURY:** The lithium battery in this product is not intended to be replaced. There is a danger of explosion if a lithium battery is incorrectly replaced. Do not recharge, disassemble, or incinerate a lithium battery. Discard used lithium batteries according to the manufacturer's instructions and local regulations.

This equipment is not suitable for use in locations where children are likely to be present.

This product is designed, tested, and approved to meet strict global safety standards with the use of specific manufacturer's components. The safety features of some parts may not always be obvious. The manufacturer is not responsible for the use of other replacement parts.

Refer service or repairs, other than those described in the user documentation, to a service representative.

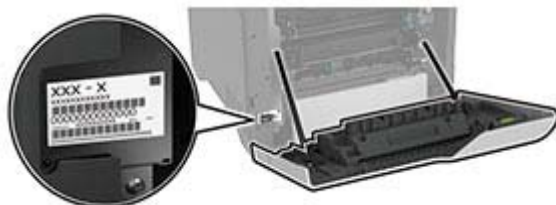
**SAVE THESE INSTRUCTIONS.**



# Learn about the printer

## Finding the printer serial number

- 1 Open door A.
- 2 Locate the serial number.



## Printer configurations

**CAUTION—TIPPING HAZARD:** To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

You can configure your printer by adding four optional 550-sheet trays.



1	ADF tray
2	ADF bin

<b>3</b>	Control panel
<b>4</b>	650-sheet duo tray <b>Note:</b> The tray is composed of a 550-sheet tray and a 100-sheet multipurpose feeder.
<b>5</b>	Optional 550-sheet trays
<b>6</b>	Standard bin
<b>7</b>	Automatic document feeder (ADF)

## Using the control panel



	Control panel part	Function
<b>1</b>	Power button	<ul style="list-style-type: none"> <li>Turn on or turn off the printer.</li> <li><b>Note:</b> To turn off the printer, press and hold the power button for five seconds.</li> <li>Set the printer to Sleep mode.</li> <li>Wake the printer from Sleep or Hibernate mode.</li> </ul>
<b>2</b>	Display	<ul style="list-style-type: none"> <li>View the printer messages and supply status.</li> <li>Set up and operate the printer.</li> </ul>
<b>3</b>	Indicator light	Check the status of the printer.

## Understanding the status of the indicator light

Indicator light	Printer status
Off	The printer is off.
Solid blue	The printer is ready.
Blinking blue	The printer is printing or processing data.
Blinking red	The printer requires user intervention.
Solid amber	The printer is in Sleep mode.
Blinking amber	The printer is in Deep Sleep or Hibernate mode.

# Selecting paper

## Paper guidelines

Use the appropriate paper to prevent jams and help ensure trouble-free printing.

- Always use new, undamaged paper.
- Before loading paper, know the recommended printable side of the paper. This information is usually indicated on the paper package.
- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, types, or weights in the same tray; mixing results in jams.
- Do not use coated papers unless they are specifically designed for electrophotographic printing.

## Paper characteristics

The following paper characteristics affect print quality and reliability. Consider these factors before printing on them.

### Weight

Trays can feed paper of varying weights. Paper lighter than 60 g/m<sup>2</sup> (16 lb) may not be stiff enough to feed properly, and may cause jams. For more information, see the “Supported paper weights” topic.

### Curl

Curl is the tendency for paper to curl at its edges. Excessive curl can cause paper feeding problems. Curl can occur after the paper passes through the printer, where it is exposed to high temperatures. Storing paper unwrapped in hot, humid, cold, or dry conditions can contribute to paper curling before printing and can cause feeding problems.

### Smoothness

Paper smoothness directly affects print quality. If paper is too rough, toner cannot fuse to it properly. If paper is too smooth, it can cause paper feeding or print quality issues. We recommend the use of paper with 50 Sheffield points.

### Moisture content

The amount of moisture in paper affects both print quality and the printer ability to feed the paper correctly. Leave paper in its original wrapper until you use it. Exposure of paper to moisture changes can degrade its performance.

Before printing, store paper in its original wrapper for 24 to 48 hours. The environment in which the paper is stored must be the same as the printer. Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.

### Grain direction

Grain refers to the alignment of the paper fibers in a sheet of paper. Grain is either *grain long* which runs the length of the paper, or *grain short* which runs the width of the paper. For recommended grain direction, see the “Supported paper weights” topic.

## Fiber content

Most high-quality xerographic paper is made from 100 percent chemically treated pulped wood. This content provides the paper with a high degree of stability, resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton can negatively affect paper handling.

## Unacceptable paper

The following paper types are not recommended for use with the printer:

- Chemically treated papers that are used to make copies without carbon paper. They are also known as carbonless papers, carbonless copy paper (CCP), or no carbon required (NCR) paper.
- Preprinted papers with chemicals that may contaminate the printer.
- Preprinted papers that can be affected by the temperature in the printer fuser.
- Preprinted papers that require a registration (the precise print location on the page) greater than  $\pm 2.3$  mm ( $\pm 0.09$  in.). For example, optical character recognition (OCR) forms.

Sometimes, registration can be adjusted with a software app to print successfully on these forms.

- Coated papers (erasable bond), synthetic papers, or thermal papers.
- Rough-edged, rough or heavily textured surface papers, or curled papers.
- Recycled papers that fail EN12281:2002 (European).
- Paper weighing less than  $60 \text{ g/m}^2$  (16 lb).
- Multiple-part forms or documents.

## Storing paper

Use these paper storage guidelines to help avoid jams and uneven print quality:

- Store paper in its original wrapper in the same environment as the printer for 24 to 48 hours before printing.
- Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.
- For best results, store paper where the temperature is  $21^\circ\text{C}$  ( $70^\circ\text{F}$ ) and the relative humidity is 40 percent.
- Most label manufacturers recommend printing in a temperature range of  $18\text{--}24^\circ\text{C}$  ( $65\text{--}75^\circ\text{F}$ ) with relative humidity between 40 and 60 percent.
- Store paper in cartons, on a pallet or shelf, rather than on the floor.
- Store individual packages on a flat surface.
- Do not store anything on top of individual paper packages.
- Take paper out of the carton or wrapper only when you are ready to load it in the printer. The carton and wrapper help keep the paper clean, dry, and flat.

## Selecting preprinted forms and letterhead

- Use grain long paper.
- Use only forms and letterhead printed using an offset lithographic or engraved printing process.
- Avoid paper with rough or heavily textured surfaces.
- Use inks that are not affected by the resin in toner. Inks that are oxidation-set or oil-based generally meet these requirements; latex inks might not.

- Print samples on preprinted forms and letterheads considered for use before buying large quantities. This action determines whether the ink in the preprinted form or letterhead affects print quality.
- When in doubt, contact your paper supplier.
- When printing on letterhead, load the paper in the proper orientation for your printer.

## Supported paper sizes

Paper size	650-sheet duo tray		Optional 550-sheet tray	Two-sided printing	Scanner	ADF
	550-sheet tray	100-sheet multipurpose feeder <sup>5</sup>				
<b>A4</b> 210 x 297 mm (8.27 x 11.7 in.)	✓	✓	✓	✓	✓	✓
<b>A5 landscape<sup>1</sup></b> 210 x 148 mm (8.27 x 5.83 in.)	✓	✓	✓	✓	✓	✓
<b>A5 portrait<sup>1</sup></b> 148 x 210 mm (5.83 x 8.27 in.)	✓	✓	✓	✓	✓	✓
<b>A6</b> 105 x 148 mm (4.13 x 5.83 in.)	✓	✓	✓	✓	✓	✓
<b>Banner</b> 215.9 x 1320.8 mm (8.5 x 52 in.)	X	✓	X	X	X	X
<b>Executive</b> 184.2 x 266.7 mm (7.25 x 10.5 in.)	✓	✓	✓	✓	✓	✓
<b>Folio</b> 215.9 x 330.2 mm (8.5 x 13 in.)	✓	✓	✓	✓	✓	✓

<sup>1</sup> Supported in both the portrait and landscape orientations. When fed in the portrait orientation, A5 is treated as narrow paper. When fed in landscape orientation, it is treated as a regular width paper.

<sup>2</sup> When Universal is selected, the page is formatted for 215.9 x 355.6 mm (8.5 x 14 in.) unless the size is specified by the software application.

<sup>3</sup> Load narrow paper in portrait orientation.

<sup>4</sup> When Other Envelope is selected, the page is formatted for 215.9 x 355.6 mm (8.5 x 14 in.) unless a size is specified by the software application.

<sup>5</sup> This paper source does not support automatic size sensing.

Paper size	650-sheet duo tray		Optional 550-sheet tray	Two-sided printing	Scanner	ADF
	550-sheet tray	100-sheet multipurpose feeder <sup>5</sup>				
<b>Hagaki</b> 100 x 148 mm (3.94 x 5.83 in.)	X	✓	X	X	✓	X
<b>JIS B5</b> 182 x 257 mm (7.17 x 10.1 in.)	✓	✓	✓	✓	✓	✓
<b>Legal</b> 215.9 x 355.6 mm (8.5 x 14 in.)	✓	✓	✓	✓	✓	✓
<b>Letter</b> 215.9 x 279.4 mm (8.5 x 11 in.)	✓	✓	✓	✓	✓	✓
<b>Oficio (Mexico)</b> 216 x 340 mm (8.5 x 13.4 in.)	✓	✓	✓	✓	✓	✓
<b>Statement</b> 139.7 x 215.9 mm (5.5 x 8.5 in.)	✓	✓	✓	✓	✓	✓
<b>Universal<sup>2, 3</sup></b> 76.2 x 127 mm to 215.9 x 355.6 mm (3 x 5 in. to 8.5 x 14 in.)	X	✓	X	X	✓	X
<b>Universal<sup>2, 3</sup></b> 105 x 148 mm to 215.9 x 355.6 mm (4.13 x 5.83 in. to 8.5 x 14 in.)	✓	✓	✓	✓	✓	X
<b>7 3/4 Envelope</b> 98.4 x 190.5 mm (3.875 x 7.5 in.)	X	✓	X	X	✓	X

<sup>1</sup> Supported in both the portrait and landscape orientations. When fed in the portrait orientation, A5 is treated as narrow paper. When fed in landscape orientation, it is treated as a regular width paper.

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<sup>5</sup> This paper source does not support automatic size sensing.

Paper size	650-sheet duo tray		Optional 550-sheet tray	Two-sided printing	Scanner	ADF
	550-sheet tray	100-sheet multipurpose feeder <sup>5</sup>				
<b>9 Envelope</b> 98.4 x 225.4 mm (3.875 x 8.9 in.)	X	✓	X	X	✓	X
<b>10 Envelope</b> 104.8 x 241.3 mm (4.12 x 9.5 in.)	✓	✓	✓	X	✓	X
<b>11 Envelope</b> 114.3 x 263.525 mm (4.5 x 10.375 in.)	✓	✓	✓	X	✓	X
<b>12 Envelope</b> 120.65 x 279.4 mm (4.75 x 11 in.)	✓	✓	✓	X	✓	X
<b>B5 Envelope</b> 176 x 250 mm (6.93 x 9.84 in.)	✓	✓	✓	X	✓	X
<b>B6 Envelope</b> 125 x 176 mm (4.92 x 6.92 in.)	✓	✓	✓	X	✓	X
<b>C5 Envelope</b> 162 x 229 mm (6.38 x 9.01 in.)	✓	✓	✓	X	✓	X
<b>C6 Envelope</b> 114 x 162 mm (4.48 x 6.37 in.)	✓	✓	✓	X	✓	X
<b>DL Envelope</b> 110 x 220 mm (4.33 x 8.66 in.)	✓	✓	✓	X	✓	X

<sup>1</sup> Supported in both the portrait and landscape orientations. When fed in the portrait orientation, A5 is treated as narrow paper. When fed in landscape orientation, it is treated as a regular width paper.

<sup>2</sup> When Universal is selected, the page is formatted for 215.9 x 355.6 mm (8.5 x 14 in.) unless the size is specified by the software application.

<sup>3</sup> Load narrow paper in portrait orientation.

<sup>4</sup> When Other Envelope is selected, the page is formatted for 215.9 x 355.6 mm (8.5 x 14 in.) unless a size is specified by the software application.

<sup>5</sup> This paper source does not support automatic size sensing.

Paper size	650-sheet duo tray		Optional 550-sheet tray	Two-sided printing	Scanner	ADF
	550-sheet tray	100-sheet multipurpose feeder <sup>5</sup>				
<b>Monarch</b> 98.4 x 190.5 mm (3.875 x 7.5 in.)	X	✓	X	X	✓	X
<b>Other Envelope<sup>4</sup></b> 98.4 x 162 mm to 176 x 250 mm (3.87 x 6.38 in. to 6.93 x 9.84 in.)	X	✓	X	X	✓	X

<sup>1</sup> Supported in both the portrait and landscape orientations. When fed in the portrait orientation, A5 is treated as narrow paper. When fed in landscape orientation, it is treated as a regular width paper.

<sup>2</sup> When Universal is selected, the page is formatted for 215.9 x 355.6 mm (8.5 x 14 in.) unless the size is specified by the software application.

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<sup>5</sup> This paper source does not support automatic size sensing.

## Supported paper types

Paper type	650-sheet duo tray		Optional 550-sheet tray	Two-sided printing	Scanner	ADF
	550-sheet tray	100-sheet multipurpose feeder				
<b>Plain</b>	✓	✓	✓	✓	✓	✓
<b>Card stock</b>	✓	✓	✓	✓	✓	X
<b>Recycled</b>	✓	✓	✓	✓	✓	✓
<b>Glossy</b>	✓	✓	✓	✓	✓	X
<b>Labels</b>	✓	✓	✓	✓	✓	X
<b>Vinyl Labels</b>	✓	✓	✓	X	✓	X
<b>Bond</b>	✓	✓	✓	✓	✓	✓
<b>Envelope</b>	✓	✓	✓	X	✓	X
<b>Letterhead</b>	✓	✓	✓	✓	✓	✓



Paper type	650-sheet duo tray		Optional 550-sheet tray	Two-sided printing	Scanner	ADF
	550-sheet tray	100-sheet multipurpose feeder				
Preprinted	✓	✓	✓	✓	✓	✓
Colored Paper	✓	✓	✓	✓	✓	✓
Light	✓	✓	✓	✓	✓	✓
Heavy	✓	✓	✓	✓	✓	✓
Rough/Cotton	✓	✓	✓	✓	✓	✓
Transparency	X	X	X	X	X	X
Custom Type [x]	✓	✓	✓	✓	✓	✓

**Notes:**

- Labels, envelopes, and card stock always print at reduced speed.
- Card stock is supported in two-sided printing only up to 163 g/m<sup>2</sup> (90-lb index). Anything heavier is supported only in one-sided printing.
- Vinyl labels are supported for occasional use only and must be tested for acceptability. Some vinyl labels may feed more reliably from the multipurpose feeder.

**Supported paper weights**

650-sheet duo tray		Optional 550-sheet tray	Two-sided printing	ADF
550-sheet tray	100-sheet multipurpose feeder			
60–218 g/m <sup>2</sup> (16–58-lb bond)	60–218 g/m <sup>2</sup> (16–58-lb bond)	60–218 g/m <sup>2</sup> (16–58-lb bond)	60–162 g/m <sup>2</sup> (16–43-lb bond)	52–120 g/m <sup>2</sup> (14–32-lb bond)

Paper type	Paper weight
Plain Paper	75–90.3 g/m <sup>2</sup> (20–24 lb bond)
Glossy	88–176 g/m <sup>2</sup> (60–120 lb book)
	162–176 g/m <sup>2</sup> grain long (60–65 lb cover)
Heavy Paper	90.3–105 g/m <sup>2</sup> grain long (24.1–28 lb bond)
Card stock	Up to 199 g/m <sup>2</sup> grain long (110 lb index)
	Up to 218 g/m <sup>2</sup> grain short (80 lb cover)
Labels	Up to 218 g/m <sup>2</sup> (58 lb bond)
Envelopes	60–105 g/m <sup>2</sup> (16–28 lb bond)

**Notes:**

- For 60 to 176 g/m<sup>2</sup> (16–47-lb bond) paper, grain long fibers are recommended.
- Paper less than 75 g/m<sup>2</sup> (20-lb bond) must be printed with Paper Type set to Light Paper. Failure to do so may cause excessive curl which can lead to feeding errors, especially in more humid environments.
- Two-sided printing supports paper weight from 60-162 g/m<sup>2</sup> (16–43-lb bond) paper.
- 100% cotton content maximum weight is 90 g/m<sup>2</sup> (24-lb bond).

# Set up, install, and configure

## Selecting a location for the printer

- Leave enough room to open trays, covers, and doors and to install hardware options.
- Set up the printer near an electrical outlet.

**⚠ CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

**⚡ CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not place or use this product near water or wet locations.

- Make sure that airflow in the room meets the latest revision of the ASHRAE 62 standard or the CEN Technical Committee 156 standard.
- Provide a flat, sturdy, and stable surface.
- Keep the printer:
  - Clean, dry, and free of dust.
  - Away from stray staples and paper clips.
  - Away from the direct airflow of air conditioners, heaters, or ventilators.
  - Free from direct sunlight and humidity extremes.
- Observe the recommended temperatures and avoid fluctuations:

Ambient temperature	10 to 32.2°C (50 to 90°F)
Storage temperature	15.6 to 32.2°C (60 to 90°F)

- Allow the following recommended amount of space around the printer for proper ventilation:

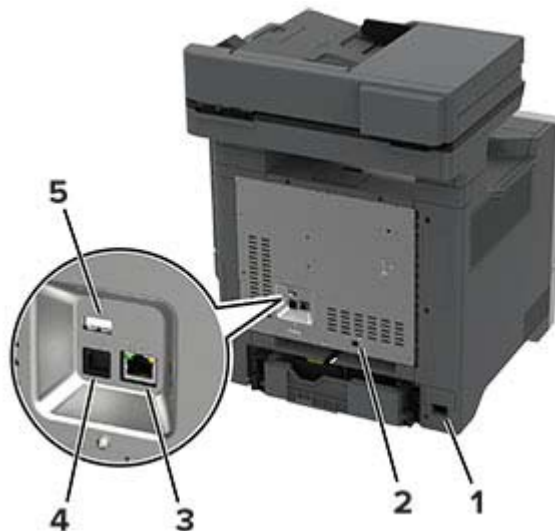


1	Top	229 mm (9 in.)
2	Rear	101.6 mm (4 in.)
3	Right side	178 mm (7 in.)
4	Front	508 mm (20 in.)
5	Left side	127 mm (5 in.)

## Attaching cables

- ⚠ CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.
- ⚠ CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.
- ⚠ CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, use only the power cord provided with this product or the manufacturer's authorized replacement.
- ⚠ CAUTION—POTENTIAL INJURY:** To reduce the risk of fire, use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.

**Warning—Potential Damage:** To avoid loss of data or printer malfunction, do not touch the USB cable, any wireless network adapter, or the printer in the areas shown while actively printing.



	Printer port	Function
1	Power cord socket	Connect the printer to a properly grounded electrical outlet.
2	LINE port <b>Note:</b> Available only in some printer models.	Connect the printer to an active telephone line through a standard wall jack (RJ-11), DSL filter, or VoIP adapter, or any other adapter that allows you to access the telephone line to send and receive faxes.

	Printer port	Function
3	Ethernet port	Connect the printer to a network.
4	USB printer port	Connect the printer to a computer.
5	USB port	Attach a keyboard or any compatible option.

## Setting up and using the home screen applications

### Using the home screen

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



#	Icon	Function
1	Stop or Cancel button	Stop the current job.
2	Copy	Make copies.
3	Change Language	Change the language on the printer display.
4	E-mail	Send e-mails.
5	Settings	Access the printer menus.
6	Fax	Send fax.
7	Address Book	Access, create, and organize contacts.

#	Icon	Function
8	Status/Supplies	<ul style="list-style-type: none"> <li>Show a printer warning or error message whenever the printer requires intervention to continue processing.</li> <li>View more information on the printer warning or message, and on how to clear it.</li> </ul> <p><b>Note:</b> You can also access this setting by touching the top section of the home screen.</p>
9	Held Jobs	Show all the current held print jobs
10	Job Queue	Show all the current print jobs. <b>Note:</b> You can also access this setting by touching the top section of the home screen.
11	USB Drive	View, select, or print photos and documents from a flash drive.
12	Scan Profiles	Scan and save documents directly to the computer.
13	FTP	Scan and save documents directly to an FTP server.
14	Bookmarks	Organize all bookmarks.
15	Hard Disk	View, select, and manage documents from a hard drive or an intelligent storage drive.
16	Network Folder	Scan to a network folder or network location.
17	Start button	Start a job, depending on which mode is selected.
18	On-screen keypad	Enter numbers or symbols in an input field.

## Customizing the home screen

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 > Device > Home Screen Customization**.

3 Do one or more of the following:

- To add an icon to the home screen, click **+**, select the app name, and then click **Add**.
- To remove a home screen icon, select the app name, and then click **Remove**.
- To customize an app name, select the app name, click **Edit**, and then assign a name.
- To restore the name of an app, select the app name, click **Edit**, and then select **Restore app label**.
- To add a space between apps, click **+**, select **BLANK SPACE**, and then click **Add**.
- To arrange the apps, drag the app names in the order that you want.
- To restore the default home screen, click **Restore home screen**.

4 Apply the changes.

## Setting up Scan Center

- 1 From the home screen, touch **Scan Center**.
- 2 Select and create a destination, and then configure the settings.

**Notes:**

- When creating a network destination, make sure to validate and adjust the settings until no errors occur.
- Only destinations created from the Embedded Web Server are saved. For more information, see the documentation that came with the solution.

- 3 Apply the changes.

## Creating a shortcut

- 1 From the home screen, touch **Shortcut Center**.

**Note:** The icon and name may have been changed. For more information, contact your administrator.

- 2 Select a printer function, and then touch **Create Shortcut**.

**Note:** The Secure E-mail function is not supported.


- 3 Configure the settings, and then touch **Save**.

- 4 Type a unique shortcut name.

**Note:** To avoid clipped names on the home screen, type only up to 25 characters.

- 5 Touch **OK**.

The application automatically generates a unique shortcut number.

**Note:** To launch the shortcut, touch , touch #, and then enter the shortcut number.

## Setting up Card Copy

- 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 **Apps > Card Copy > Configure**.

**Notes:**

- Make sure that Display Icon is enabled.
- Make sure that E-mail Settings and Network Share Settings are configured.
- When scanning a card, make sure that the scan resolution does not exceed 200 dpi for color and 400 dpi for black and white.
- When scanning multiple cards, make sure that the scan resolution does not exceed 150 dpi for color and 300 dpi for black and white.

**3** Apply the changes.

**Note:** You need a printer hard disk or an intelligent storage drive to scan multiple cards.

## Using Display Customization

Before using the application, make sure to do the following:

- From the Embedded Web Server, click **Apps > Display Customization > Configure**.
- Enable and configure the screen saver, slideshow, and wallpaper settings.

### Managing screen saver and slide show images

**1** From the Screen Saver and Slideshow Images section, add, edit, or delete an image.

**Notes:**

- You can add up to 10 images.
- When enabled, the status icons appear on the screen saver only when there are errors, warnings, or cloud-based notifications.

**2** Apply the changes.

### Changing the wallpaper image

**1** From the home screen, touch **Change Wallpaper**.

**2** Select an image to use.

**3** Apply the changes.

### Running a slide show from a flash drive

**1** Insert a flash drive into the USB port.

**2** From the home screen, touch **Slideshow**.

Images appear in alphabetical order.

**Note:** You can remove the flash drive after the slide show starts, but the images are not stored in the printer. If the slide show stops, then insert the flash drive again to view the images.

## Managing bookmarks

### Creating bookmarks

Use bookmarks to print frequently accessed documents that are stored in servers or on the web.

**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 **Bookmarks > Add Bookmark**, and then type a bookmark name.



**3** Select an Address protocol type, and then do one of the following:

- For HTTP and HTTPS, type the URL that you want to bookmark.
- For HTTPS, make sure to use the host name instead of the IP address. For example, type **myWebsite.com/sample.pdf** instead of typing **123.123.123.123/sample.pdf**. Make sure that the host name also matches the Common Name (CN) value in the server certificate. For more information on obtaining the CN value in the server certificate, see the help information for your web browser.
- For FTP, type the FTP address. For example, **myServer/myDirectory**. Enter the FTP port number. Port 21 is the default port for sending commands.
- For SMB, type the network folder address. For example, **myServer/myShare/myFile.pdf**. Type the network domain name.
- If necessary, select the Authentication type for FTP and SMB.

To limit access to the bookmark, enter a PIN.

**Note:** The application supports the following file types: PDF, JPEG, and TIFF. Other file types such as DOCX and XLSX are supported in some printer models.

**4** Click **Save**.

## Creating folders

**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 **Bookmarks > Add Folder**, and then type a folder name.

**Note:** To limit access to the folder, enter a PIN.






**3** Click **Save**.

**Note:** You can create folders or bookmarks inside a folder. To create a bookmark, see [“Creating bookmarks” on page 24](#).

## Managing contacts

**1** From the home screen, touch **Address Book**.

**2** Do one or more of the following:

- To add a contact, touch  on top of the screen, and then touch **Create Contact**. If necessary, specify a login method to allow application access.
- To delete a contact, touch  on top of the screen, touch **Delete Contacts**, and then select the contact.
- To edit contact information, touch the contact name.
- To create a group, touch  on top of the screen, and then touch **Create Group**. If necessary, specify a login method to allow application access.
- To delete a group, touch  on top of the screen, touch **Delete Groups**, and then select the group.
- To edit a contact group, touch **GROUPS >** select a group name >  > select the action you want to make.

**3** Apply the changes.

# Setting up and using the accessibility features

## Activating Voice Guidance

### From the home screen

- 1 In one motion and using one finger, slowly swipe left then up on the display until you hear a voice message.

**Note:** For printer models without built-in speakers, use headphones to hear the message.

- 2 Using two fingers, touch **OK**.

**Note:** If the gesture does not work, then apply more pressure.

### From the keyboard

- 1 Press and hold the **5** key until you hear a voice message.

**Note:** For printer models without built-in speakers, use headphones to hear the message.

- 2 Press **Tab** to navigate the focus cursor to the OK button, and then press **Enter**.

### Notes:

- When Voice Guidance is activated, always use two fingers to select any item on the display.
- Voice Guidance has limited language support.

## Deactivating Voice Guidance

- 1 In one motion and using one finger, slowly swipe left then up on the display until you hear a voice message.

**Note:** For printer models without built-in speakers, use headphones to hear the message.

- 2 Using two fingers, do either of the following:

- Touch **Voice Guidance**, then touch **OK**.
- Touch **Cancel**.

**Note:** If the gesture does not work, then apply more pressure.

You can also deactivate Voice Guidance by doing either of the following:

- Using two fingers, double tap the home screen.
- Press the power button to put the printer in Sleep or Hibernate mode.

## Navigating the screen using gestures

### Notes:

- Most of the gestures are applicable only when Voice Guidance is activated.
- Enable Magnification to use the zoom and pan gestures.
- Use a physical keyboard to type characters and adjust certain settings.

Gesture	Function
Swipe left then up using one finger	Launch Accessibility mode. Use the same gesture to exit Accessibility mode. <b>Note:</b> This gesture is also applicable when the printer is in normal mode.
Double-tap using one finger	Select an option or item on the screen.
Double-tap the home icon using two fingers	Deactivate the Accessibility mode.
Triple-tap using one finger	Zoom in or zoom out text and images.
Swipe right or swipe down using one finger	Move to the next item on the screen.
Swipe left or swipe up using one finger	Move to the previous item on the screen.
Swipe up then down using one finger	Move to the first item on the screen.
Pan	Access parts of the zoomed image that are beyond the limit of the screen. <b>Note:</b> Use two fingers to drag a zoomed image.
Swipe up then right using one finger	Increase the volume. <b>Note:</b> This gesture is also applicable when the printer is in normal mode.
Swipe down then right using one finger	Decrease the volume. <b>Note:</b> This gesture is also applicable when the printer is in normal mode.
Swipe up then left using one finger	Exit an application and return to the home screen.
Swipe down then left using one finger	Go back to the previous setting.

## Using the on-screen keyboard

When the on-screen keyboard appears, do one or more of the following:

- Touch a key to announce and type the character in the field.
- Drag a finger across different characters to announce and type the character in the field.
- Touch a text box using two fingers to announce the characters in the field.
- Touch **Backspace** to delete characters.

## Enabling Magnification mode

- 1 In one motion and using one finger, slowly swipe left then up on the display until you hear a voice message.

**Note:** For printer models without built-in speakers, use headphones to hear the message.

- 2 Using two fingers, do the following:

- a Touch **Magnification mode**.
- b Touch **OK**.

**Note:** If the gesture does not work, then apply more pressure.

For more information on navigating a magnified screen, see [“Navigating the screen using gestures” on page 26](#).

## Adjusting the Voice Guidance speech rate


- 1 From the home screen, touch **Settings > Device > Accessibility > Speech Rate**.
- 2 Select the speech rate.

## Adjusting the default headphone volume

- 1 From the home screen, touch **Settings > Device > Accessibility**.
- 2 Adjust the headphone volume.

**Note:** The volume resets to the default value after the user exits Accessibility mode or when the printer wakes from Sleep or Hibernate mode.

## Adjusting the default internal speaker volume

- 1 From the home screen, touch .
- 2 Adjust the volume.

### Notes:

- If Quiet Mode is enabled, then audible alerts are turned off. This setting also slows the printer performance.
- The volume resets to the default value after the user exits Accessibility mode or when the printer wakes from Sleep or Hibernate mode.

## Enabling spoken passwords or personal identification numbers

- 1 From the home screen, touch **Settings > Device > Accessibility > Speak Passwords/PINs**.
- 2 Enable the setting.

## Setting up the printer to fax

### Setting up the fax function using analog fax

#### Notes:

- Some connection methods are applicable only in some countries or regions.
- If the fax function is enabled and not fully set up, then the indicator light may blink red.
- If you do not have a TCP/IP environment, then use the control panel to set up fax.

**Warning—Potential Damage:** To avoid loss of data or printer malfunction, do not touch cables or the printer in the area shown while actively sending or receiving a fax.



### Using the Settings menu in the printer

- 1 From the home screen, touch **Settings > Fax > Fax Setup > General Fax Settings**.
- 2 Configure the settings.

### 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 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 > Fax > Fax Setup > General Fax Settings**.
- 3 Configure the settings.
- 4 Apply the changes.

### Setting up the fax function using fax server

**Notes:**

- This feature lets you send fax messages to a fax service provider that supports e-mail receiving.
- This feature supports outgoing fax messages only. To support fax receive, make sure that you have a device-based fax, such as analog fax, etherFAX, or Fax over IP (FoIP), configured in your printer.

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

**Notes:**

- View the printer IP address on the 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 > Fax**.

**3** From the Fax Mode menu, select **Fax Server**, and then click **Save**.

**4** Click **Fax Server Setup**.

**5** In the To Format field, type **[#]@myfax.com**, where **[#]** is the fax number and **myfax.com** is the fax provider domain.

**Notes:**

- If necessary, configure the Reply Address, Subject, or Message fields.
- To let the printer receive fax messages, enable the device-based fax receive setting. Make sure that you have a device-based fax configured.

**6** Click **Save**.

**7** Click **Fax Server E-mail Settings**, and then do either of the following:

- Enable **Use E-mail SMTP Server**.

**Note:** If the E-mail SMTP settings are not configured, then see [“Configuring the e-mail SMTP settings” on page 35](#).

- Configure the SMTP settings. For more information, contact your e-mail service provider.

**8** Apply the changes.

## Setting up fax using a standard telephone line



**CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.

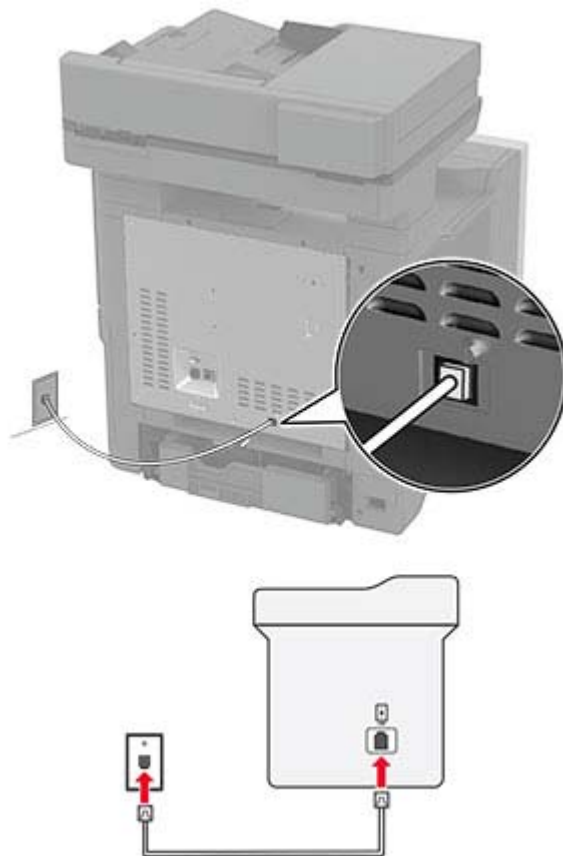


**CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not use the fax feature during a lightning storm.



**CAUTION—POTENTIAL INJURY:** To reduce the risk of fire, use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.

## Setup 1: Printer is connected to a dedicated fax line



**1** Connect one end of the telephone cable to the line port of the printer.

**2** Connect the other end of the cable to an active analog wall jack.

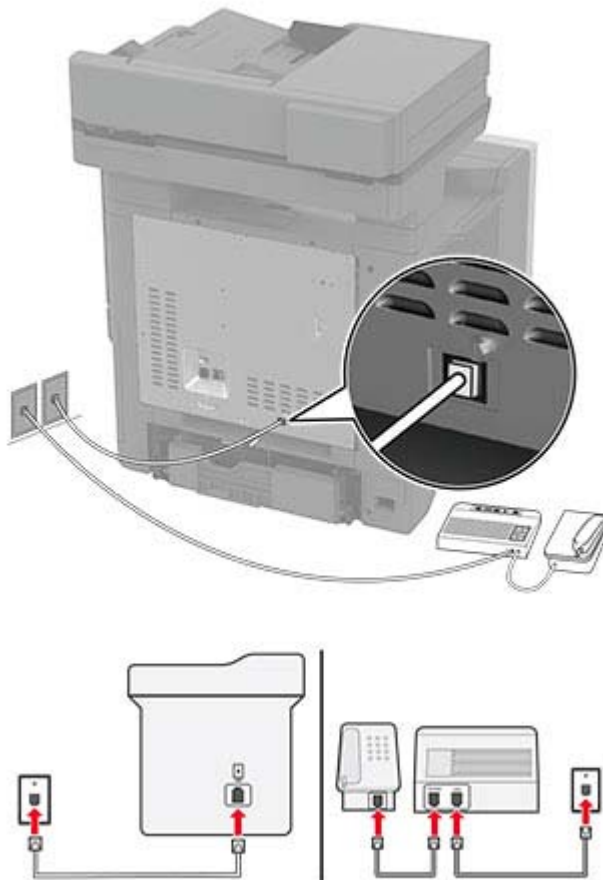
### Notes:

- You can set the printer to receive faxes automatically (set Auto Answer to **On**) or manually (set Auto Answer to **Off**).
- If you want to receive faxes automatically, then set the printer to pick up on a specified number of rings.

## Setup 2: Printer is sharing the line with an answering machine

**Note:** If you subscribe to a distinctive ring service, then make sure that you set the correct ring pattern for the printer. Otherwise, the printer does not receive faxes even if you have set it to receive faxes automatically.

### Connected to different wall jacks



- 1 Connect one end of the telephone cable to the line port of the printer.
- 2 Connect the other end of the cable to an active analog wall jack.

#### Notes:

- If you have only one telephone number on your line, then set the printer to receive faxes automatically.
- Set the printer to pick up calls two rings after the answering machine. For example, if the answering machine picks up calls after four rings, then set the printer Rings to Answer setting to **6**.

### Setting up fax in countries or regions with different telephone wall jacks and plugs

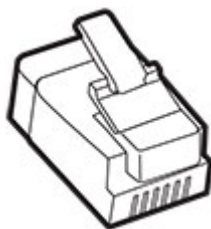
- ⚠ CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.
- ⚠ CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not use the fax feature during a lightning storm.



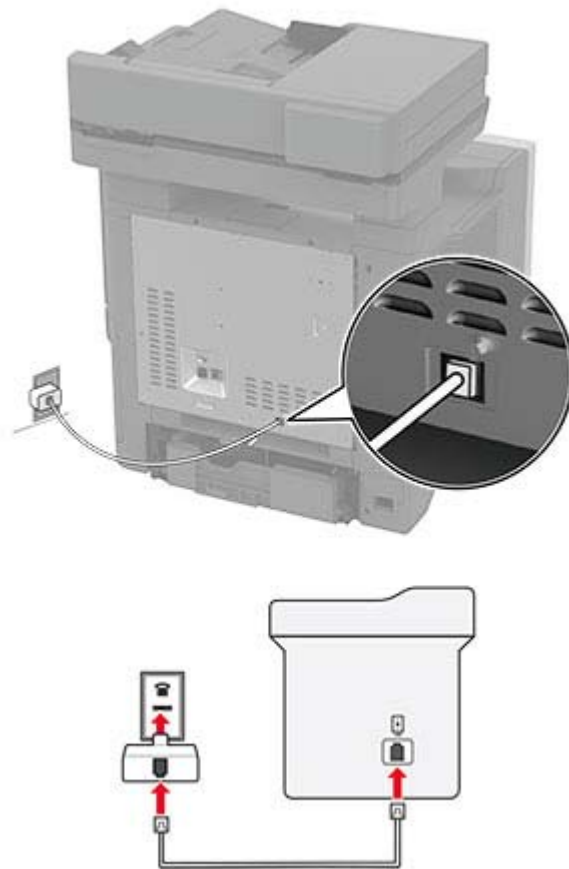
**⚠ CAUTION—POTENTIAL INJURY:** To reduce the risk of fire, use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.

The standard wall jack adopted by most countries or regions is RJ-11. If the wall jack or equipment in your facility is not compatible with this type of connection, then use a telephone adapter. An adapter for your country or region may not come with your printer, and you may need to purchase it separately.

There may be an adapter plug installed in the telephone port of the printer. Do not remove the adapter plug from the telephone port of the printer if you are connecting to a serial or cascaded telephone system.



### Connecting the printer to a non-RJ-11 wall jack



- 1 Connect one end of the telephone cable to the line port of the printer.
- 2 Connect the other end of the cable to the RJ-11 adapter, and then connect the adapter to the wall jack.

- 3 If you want to connect another device with a non-RJ-11 connector to the same wall jack, then connect it directly to the telephone adapter.

## Connecting to a distinctive ring service

A distinctive ring service lets you have multiple telephone numbers on one telephone line. Each telephone number is assigned a different ring pattern.

- 1 From the home screen, touch **Settings > Fax > Fax Setup > Fax Receive Settings > Admin Controls > Answer On**.
- 2 Select a ring pattern.

## Setting the fax date and time

**Note:** Make sure that fax is configured. For more information, see the [Setting up the printer to fax](#) section.

- 1 From the home screen, touch **Settings > Device > Preferences > Date and Time > Configure**.
- 2 Configure the settings.

## Configuring daylight saving time

**Note:** Make sure that fax is configured. For more information, see the [Setting up the printer to fax](#) section.

- 1 From the home screen, touch **Settings > Device > Preferences > Date and Time > Configure**.
- 2 In the Time Zone menu, touch **(UTC+user) Custom**.
- 3 Touch **UTC (GMT) Offset**, and then configure the settings.

## Configuring the fax speaker settings

**Note:** Make sure that fax is configured. For more information, see the [Setting up the printer to fax](#) section.

- 1 From the home screen, touch **Settings > Fax > Fax Setup > Speaker Settings**.
- 2 Do the following:
  - Set Speaker Mode to **Always On**.
  - Set Speaker Volume to **High**.
  - Enable Ringer Volume.

## Configuring the e-mail SMTP settings

Configure the Simple Mail Transfer Protocol (SMTP) settings to send a scanned document through e-mail. The settings vary with each e-mail service provider.

Before you begin, make sure that the printer is connected to a network and that the network is connected to the Internet.

### 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** > **E-mail**.

- 3 From the E-mail Setup section, configure the settings.

**Notes:**

- For more information on the password, see the list of [e-mail service providers](#).
- For e-mail service providers that are not on the list, contact your provider and ask for the settings.

- 4 Click **Save**.

### Using the Settings menu in the printer

- 1 From the home screen, touch **Settings** > **E-mail** > **E-mail Setup**.

- 2 Configure the settings.

**Notes:**

- For more information on the password, see the list of [e-mail service providers](#).
- For e-mail service providers that are not on the list, contact your provider and ask for the settings.

## E-mail service providers

- [AOL Mail](#)
- [Comcast Mail](#)
- [Gmail](#)
- [iCloud Mail](#)
- [Mail.com](#)
- [NetEase Mail \(mail.126.com\)](#)
- [NetEase Mail \(mail.163.com\)](#)
- [NetEase Mail \(mail.yeah.net\)](#)
- [Outlook Live or Microsoft 365](#)
- [QQ Mail](#)
- [Sina Mail](#)

- [Sohu Mail](#)
- [Yahoo! Mail](#)
- [Zoho Mail](#)

**Notes:**

- If you encounter errors using the settings provided, then contact your e-mail service provider.
- For e-mail service providers that are not on the list, contact your provider.

**AOL Mail**

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.aol.com
<b>Primary SMTP Gateway Port</b>	587
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your e-mail address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your e-mail address
<b>Device Password</b>	App password <b>Note:</b> To create an app password, go to the <a href="#">AOL Account Security</a> page, log in to your account, and then click <b>Generate app password</b> .

**Comcast Mail**

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.comcast.net
<b>Primary SMTP Gateway Port</b>	587
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your e-mail address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your e-mail address
<b>Device Password</b>	Account password

**Note:** Make sure that the Third Party Access Security setting is enabled on your account. For more information, go to the [Comcast Xfinity Connect help page](#).

## Gmail™

**Note:** Make sure that two-step verification is enabled on your Google account. To enable two-step verification, go to the [Google Account Security](#) page, log in to your account, and then from the “Signing in to Google” section, click **2-Step Verification**.

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.gmail.com
<b>Primary SMTP Gateway Port</b>	587
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your e-mail address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your e-mail address
<b>Device Password</b>	App password  <b>Notes:</b> <ul style="list-style-type: none"> <li>To create an app password, go to the <a href="#">Google Account Security</a> page, log in to your account, and then from the “Signing in to Google” section, click <b>App passwords</b>.</li> <li>“App passwords” shows only if two-step verification is enabled.</li> </ul>

## iCloud Mail

**Note:** Make sure that two-step verification is enabled on your account.

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.mail.me.com
<b>Primary SMTP Gateway Port</b>	587
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your e-mail address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your e-mail address
<b>Device Password</b>	App password  <b>Note:</b> To create an app password, go to the <a href="#">iCloud Account Management</a> page, log in to your account, and then from the Security section, click <b>Generate Password</b> .

## Mail.com

Setting	Value
Primary SMTP Gateway	smtp.mail.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your e-mail address
SMTP Server Authentication	Login / Plain
Device-Initiated E-mail	Use Device SMTP Credentials
Device UserID	Your e-mail address
Device Password	Account password

## NetEase Mail (mail.126.com)

**Note:** Make sure that the SMTP service is enabled on your account. To enable the service, from the NetEase Mail home page, click **Settings > POP3/SMTP/IMAP**, and then enable either **IMAP/SMTP service** or **POP3/SMTP service**.

Setting	Value
Primary SMTP Gateway	smtp.126.com
Primary SMTP Gateway Port	465
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your e-mail address
SMTP Server Authentication	Login / Plain
Device-Initiated E-mail	Use Device SMTP Credentials
Device UserID	Your e-mail address
Device Password	Authorization password <b>Note:</b> The authorization password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

## NetEase Mail (mail.163.com)

**Note:** Make sure that the SMTP service is enabled on your account. To enable the service, from the NetEase Mail home page, click **Settings > POP3/SMTP/IMAP**, and then enable either **IMAP/SMTP service** or **POP3/SMTP service**.

Setting	Value
Primary SMTP Gateway	smtp.163.com
Primary SMTP Gateway Port	465
Use SSL/TLS	Required

Setting	Value
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your e-mail address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your e-mail address
<b>Device Password</b>	Authorization password <b>Note:</b> The authorization password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

### NetEase Mail (mail.yeah.net)

**Note:** Make sure that the SMTP service is enabled on your account. To enable the service, from the NetEase Mail home page, click **Settings > POP3/SMTP/IMAP**, and then enable either **IMAP/SMTP service** or **POP3/SMTP service**.

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.yeah.net
<b>Primary SMTP Gateway Port</b>	465
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your e-mail address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your e-mail address
<b>Device Password</b>	Authorization password <b>Note:</b> The authorization password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

### Outlook Live or Microsoft 365

These settings apply to outlook.com and hotmail.com e-mail domains, and Microsoft 365 accounts.

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.office365.com
<b>Primary SMTP Gateway Port</b>	587
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your e-mail address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials

Setting	Value
<b>Device UserID</b>	Your e-mail address
<b>Device Password</b>	Account password or app password  <b>Notes:</b> <ul style="list-style-type: none"> <li>• For accounts with two-step verification disabled, use your account password.</li> <li>• For outlook.com or hotmail.com accounts with two-step verification enabled, use an app password. To create an app password, go to the <a href="#">Outlook Live Account Management</a> page, and then log in to your account.</li> </ul>

**Note:** For additional setup options for business using Microsoft 365, go to the [Microsoft 365 help page](#).

## QQ Mail

**Note:** Make sure that the SMTP service is enabled on your account. To enable the service, from the QQ Mail home page, click **Settings > Account**. From the POP3/IMAP/SMTP/Exchange/CardDAV/CalDAV Service section, enable either **POP3/SMTP service** or **IMAP/SMTP service**.

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.qq.com
<b>Primary SMTP Gateway Port</b>	587
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your e-mail address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your e-mail address
<b>Device Password</b>	Authorization code  <b>Note:</b> To generate an authorization code, from the QQ Mail home page, click <b>Settings &gt; Account</b> , and then from the POP3/IMAP/SMTP/Exchange/CardDAV/CalDAV Service section, click <b>Generate authorization code</b> .

## Sina Mail

**Note:** Make sure that the POP3/SMTP service is enabled on your account. To enable the service, from the Sina Mail home page, click **Settings > More settings > User-end POP/IMAP/SMTP**, and then enable **POP3/SMTP service**.

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.sina.com
<b>Primary SMTP Gateway Port</b>	587
<b>Use SSL/TLS</b>	Required



Setting	Value
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your e-mail address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your e-mail address
<b>Device Password</b>	Authorization code <b>Note:</b> To create an authorization code, from the e-mail home page, click <b>Settings &gt; More settings &gt; User-end POP/IMAP/SMTP</b> , and then enable <b>Authorization code status</b> .

### Sohu Mail

**Note:** Make sure that the SMTP service is enabled on your account. To enable the service, from the Sohu Mail home page, click **Options > Settings > POP3/SMTP/IMAP**, and then enable either **IMAP/SMTP service** or **POP3/SMTP service**.

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.sohu.com
<b>Primary SMTP Gateway Port</b>	465
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your e-mail address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your e-mail address
<b>Device Password</b>	Independent password <b>Note:</b> The independent password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

### Yahoo! Mail

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.mail.yahoo.com
<b>Primary SMTP Gateway Port</b>	587
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your e-mail address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your e-mail address

Setting	Value
<b>Device Password</b>	App password <b>Note:</b> To create an app password, go to the <a href="#">Yahoo Account Security</a> page, log in to your account, and then click <b>Generate app password</b> .

## Zoho Mail

Setting	Value
<b>Primary SMTP Gateway</b>	smtp.zoho.com
<b>Primary SMTP Gateway Port</b>	587
<b>Use SSL/TLS</b>	Required
<b>Require Trusted Certificate</b>	Disabled
<b>Reply Address</b>	Your e-mail address
<b>SMTP Server Authentication</b>	Login / Plain
<b>Device-Initiated E-mail</b>	Use Device SMTP Credentials
<b>Device UserID</b>	Your e-mail address
<b>Device Password</b>	Account password or app password <b>Notes:</b> <ul style="list-style-type: none"> <li>• For accounts with two-step verification disabled, use your account password.</li> <li>• For accounts with two-step verification enabled, use an app password. To create an app password, go to the <a href="#">Zoho Mail Account Security</a> page, log in to your account, and then from the Application-Specific Passwords section, click <b>Generate New Password</b>.</li> </ul>

## Loading paper and specialty media

### Setting the size and type of the specialty media

The trays automatically detect the size of plain paper. For specialty media like labels, card stock, or envelopes, do the following:

- 1 From the home screen, touch **Settings > Paper > Tray Configuration > Paper Size/Type** > select a paper source.
- 2 Set the size and type of the specialty media.

### Configuring Universal paper settings

- 1 From the home screen, touch **Settings > Paper > Media Configuration > Universal Setup**.
- 2 Configure the settings.

## Enabling the Multiple Universal Sizes setting

- 1 From the home screen, touch **Settings** > **Device** > **Maintenance** > **Configuration Menu** > **Tray Configuration**.
- 2 Enable the Multiple Universal Sizes setting.

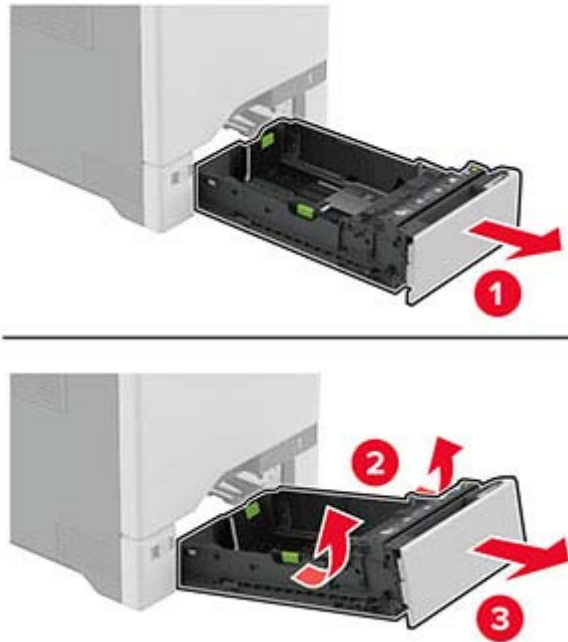
## Loading trays



**CAUTION—TIPPING HAZARD:** To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

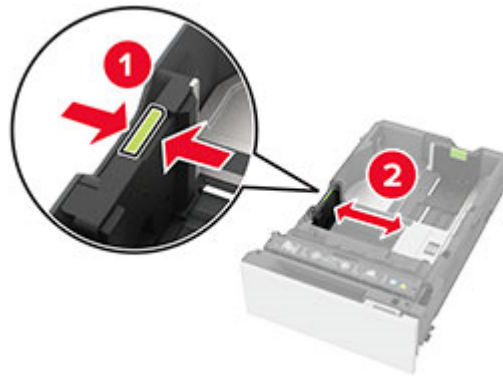
- 1 Remove the tray.

**Note:** To avoid jams, do not remove trays while the printer is busy.

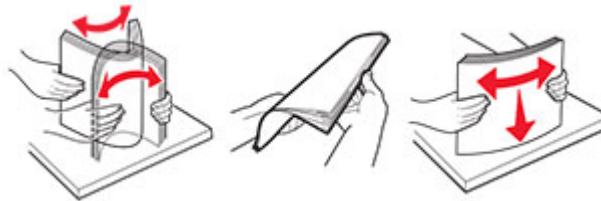


- 2 Adjust the guides to match the size of the paper that you are loading.

**Note:** Use the indicators on the bottom of the tray to position the guides.



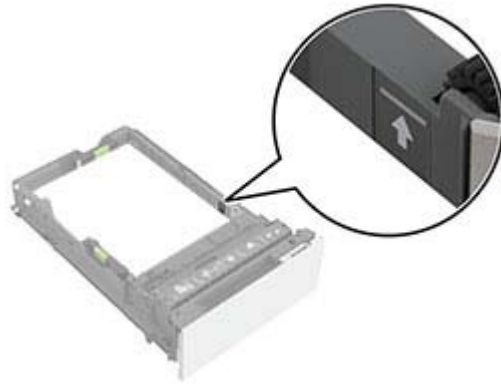
**3** Flex, fan, and align the paper edges before loading.



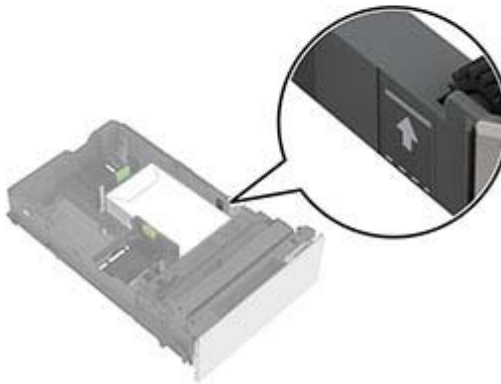
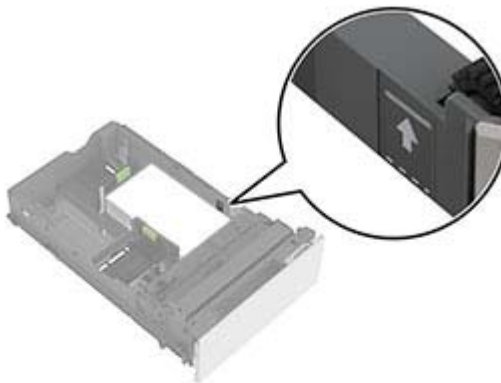
**4** Load the paper stack with the printable side faceup.

- For one-sided printing, load letterhead faceup with the header toward the front of the tray.
- For two-sided printing, load letterhead facedown with the header toward the back of the tray.
- Do not slide paper into the tray.

- For plain paper, make sure that the stack height is below the maximum paper fill indicator. Overfilling may cause paper jams.



- For envelopes and other specialty media, make sure that the stack height is below the dashed line. Overfilling may cause paper jams.

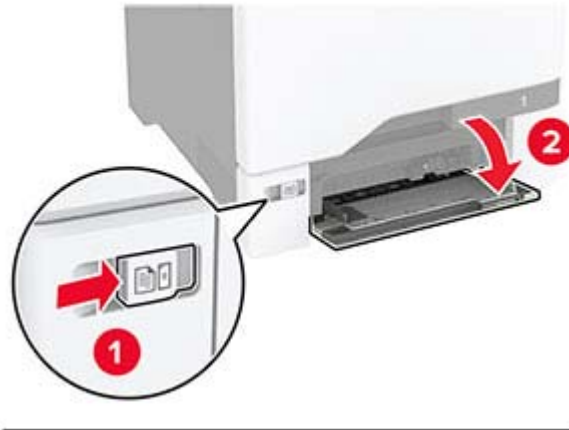


**5** Insert the tray.

If necessary, set the paper size and type to match the paper loaded in the tray.

## Loading the multipurpose feeder

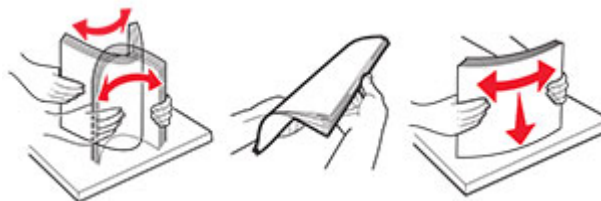
- 1 Open the multipurpose feeder.



- 2 Adjust the guide to match the size of the paper that you are loading.

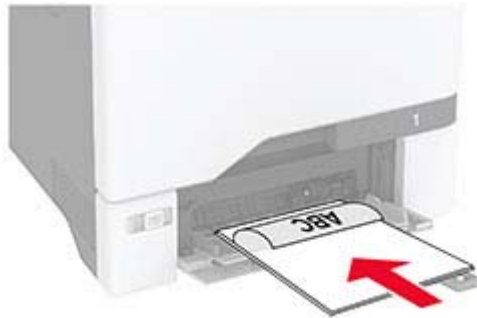


- 3 Flex, fan, and align the paper edges before loading.



**4** Load the paper.

- Load paper and card stock with the printable side facedown and the top edge entering the printer first.



- Load envelope with the flap side up and against the right side of the paper guide. Load European envelopes with the flap entering the printer first.



**Warning—Potential Damage:** Do not use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives.

**Note:** To avoid paper pick problems, make sure that the leading edge of the paper or specialty media is properly aligned with the separator dam.



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

## Linking trays

- 1 From the home screen, touch **Settings** > **Paper** > **Tray Configuration** > select a paper source.
- 2 Set the same paper size and paper type for the trays that you are linking.
- 3 From the home screen, touch **Settings** > **Device** > **Maintenance** > **Configuration Menu** > **Tray Configuration** > **Tray Linking**.
- 4 Touch **Automatic**.

To unlink trays, make sure that no trays have the same paper size and paper type settings.

**Warning—Potential Damage:** The temperature of the fuser varies according to the specified paper type. To avoid printing issues, match the paper type setting in the printer with the paper loaded in the tray.

# Installing and updating software, drivers, and firmware

## Installing the printer software

### Notes:

- The print driver is included in the software installer package.
  - For Macintosh computers with macOS version 10.7 or later, you do not need to install the driver to print on an AirPrint-certified printer. If you want custom printing features, then download the print driver.
- 1 Obtain a copy of the software installer package.
    - From the software CD that came with your printer.
  - 2 Run the installer, and then follow the instructions on the computer screen.



## Installing the fax driver

- 1 Go to our website or the place where you purchased the printer, and then obtain the installer package.
- 2 Run the installer, and then follow the instructions on the computer screen.

## Adding printers to a computer

Before you begin, do one of the following:

- Connect the printer and the computer to the same network. For more information on connecting the printer to a network, see [“Connecting the printer to a Wi-Fi network” on page 78](#).
- Connect the computer to the printer. For more information, see [“Connecting a computer to the printer” on page 80](#).
- Connect the printer to the computer using a USB cable. For more information, see [“Attaching cables” on page 20](#).

**Note:** The USB cable is sold separately.

### For Windows users

- 1 From a computer, install the print driver.

**Note:** For more information, see [“Installing the printer software” on page 48](#).

- 2 Open the printers folder, and then click **Add a printer or scanner**.

- 3 Depending on your printer connection, do one of the following:

- Select a printer from the list, and then click **Add device**.
- Click **Show Wi-Fi Direct printers**, select a printer, and then click **Add device**.
- Click **The printer that I want isn't listed**, and then from the Add Printer window, do the following:
  - a Select **Add a printer using a TCP/IP address or hostname**, and then click **Next**.
  - b In the “Hostname or IP address” field, type the printer IP address, and then click **Next**.

**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.

- c Select a print driver, and then click **Next**.
- d Select **Use the print driver that is currently installed (recommended)**, and then click **Next**.
- e Type a printer name, and then click **Next**.
- f Select a printer sharing option, and then click **Next**.
- g Click **Finish**.

### For Macintosh users

- 1 From a computer, open **Printers & Scanners**.
- 2 Click **+**, and then select a printer.
- 3 From the Use menu, select a print driver.

**Notes:**

- To use the Macintosh print driver, select either **AirPrint** or **Secure AirPrint**.

**4** Add the printer.

## Updating firmware

To enhance printer performance and fix issues, update the printer firmware regularly.

**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 > Device > Update Firmware**.

**3** Do either of the following:

- Click **Check for updates > I agree, start update**.
- Upload the flash file.
  - a** Browse to the flash file.
  - b** Click **Upload > Start**.

## Exporting or importing a configuration file

You can export the configuration settings of your printer 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.

**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** From the Embedded Web Server, click **Export Configuration** or **Import Configuration**.

**3** Follow the instructions on the screen.

**4** If the printer supports applications, then do the following:

- a** Click **Apps > select the application > Configure**.
- b** Click **Export** or **Import**.

## Adding available options in the print driver

### For Windows users

- 1 Open the printers folder.
- 2 Select the printer you want to update, and then do either of the following:
  - For Windows 7 or later, select **Printer properties**.
  - For earlier versions, select **Properties**.
- 3 Navigate to the Configuration tab, and then select **Update Now - Ask Printer**.
- 4 Apply the changes.

### For Macintosh users

- 1 From System Preferences in the Apple menu, navigate to your printer, and then select **Options & Supplies**.
- 2 Navigate to the list of hardware options, and then add any installed options.
- 3 Apply the changes.

## Installing hardware options

### Available internal options

- Intelligent storage drive (ISD)
  - Fonts
    - Simplified Chinese
    - Traditional Chinese
    - Japanese
    - Korean
    - Arabic
  - Mass storage
- Printer hard disk
- Licensed features
  - IPDS
  - Bar Code
- Wireless module
  - MarkNet™ N8370
  - MarkNet N8372
- Trusted Platform Module (TPM)

#### Notes:

- An ISD or a hard disk is required to activate formsmerge and other features.
- Some IPDS features require an ISD or a hard disk.

**Note:** Some options are available only in some printer models. For more information, contact the place where you purchased the printer.

## Installing optional trays

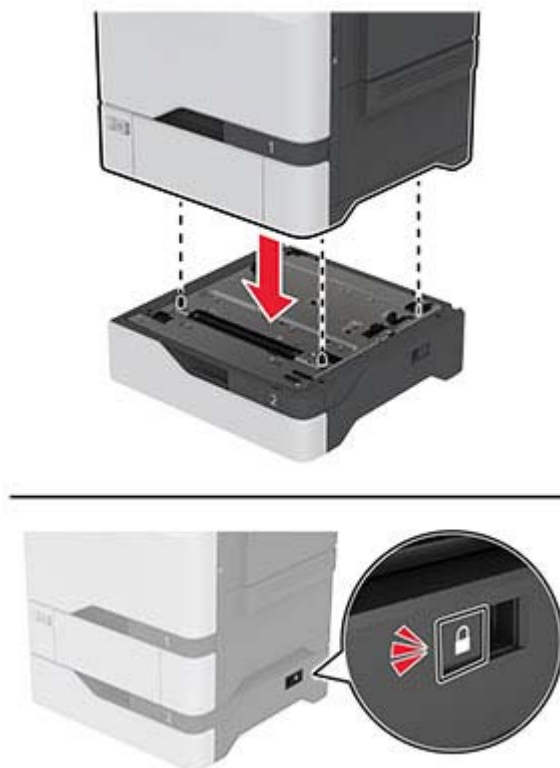
**⚠ CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, if you are accessing the controller board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the electrical outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

- 1 Turn off the printer.
- 2 Unplug the power cord from the electrical outlet, and then from the printer.
- 3 Unpack the optional tray, and then remove all the packing material.

**Note:** If optional trays are already installed, then unlock them from the printer before lifting the printer. Do not try to lift the printer and trays at the same time.

- 4 Install the printer on top of the optional tray until it *clicks* into place.

**⚠ CAUTION—POTENTIAL INJURY:** If the printer weight is greater than 20 kg (44 lb), then it may require two or more people to lift it safely.



- 5 Connect the power cord to the printer, and then to the electrical outlet.



**CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

- 6 Turn on the printer.

Add the tray in the print driver to make it available for print jobs. For more information, see [“Adding available options in the print driver” on page 51](#).

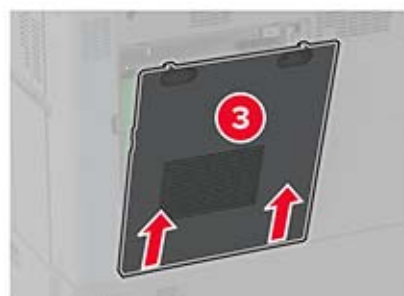
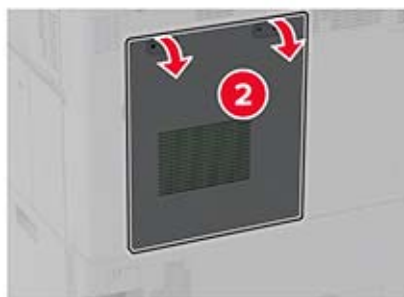
## Installing the intelligent storage drive



**CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, if you are accessing the controller board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the electrical outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

- 1 Turn off the printer, and then unplug the power cord from the electrical outlet.
- 2 Using a flat-head screwdriver, remove the controller board access cover.

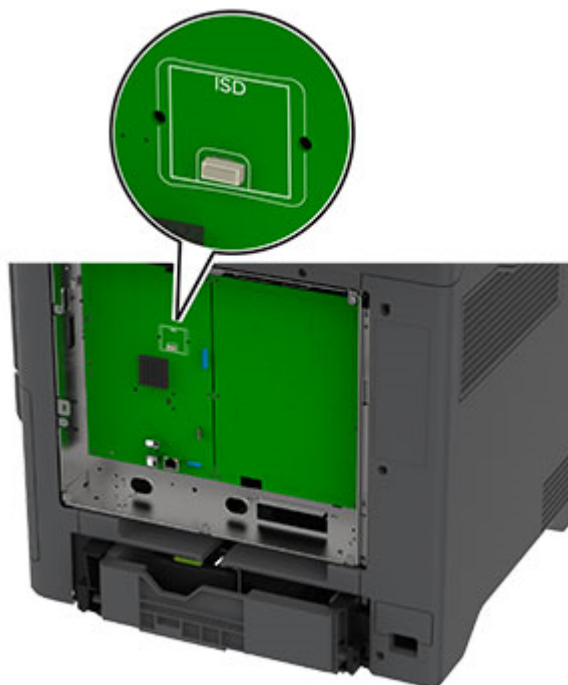
**Warning—Potential Damage:** Controller board electronic components are easily damaged by static electricity. Touch a metal surface on the printer before touching any controller board components or connectors.



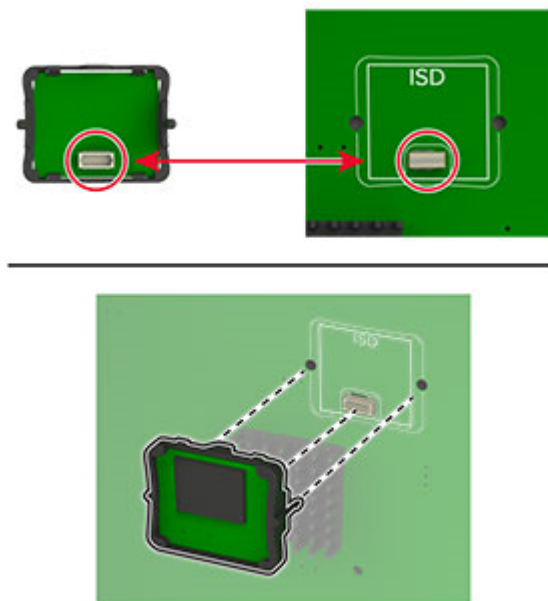
**3** Unpack the intelligent storage drive (ISD).

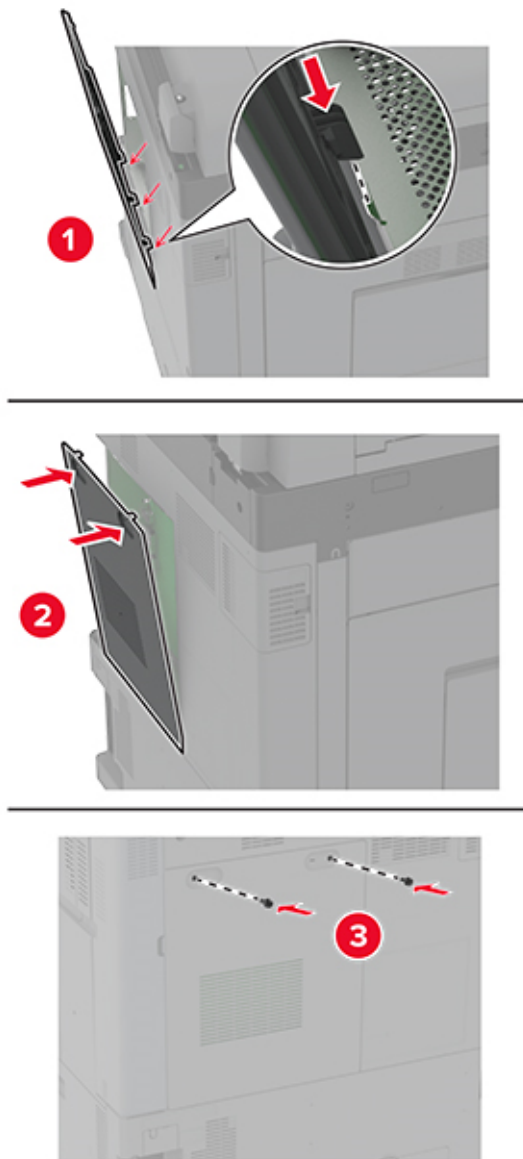
**Warning—Potential Damage:** Avoid touching the connection points along the edge of the card.

4 Locate the ISD connector.



5 Insert the card to the ISD connector.



**6** Attach the controller board access cover.**7** Connect the power cord to the electrical outlet, and then turn on the printer.

**⚠ CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.



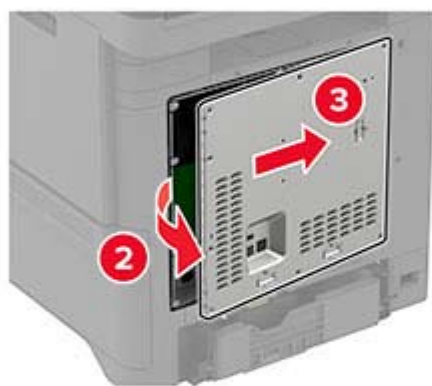
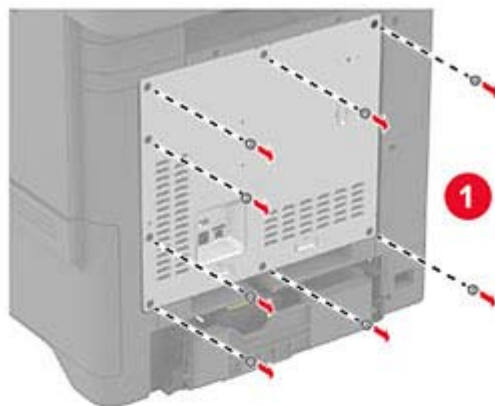
## Installing the Trusted Platform Module



**CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, if you are accessing the controller board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the electrical outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

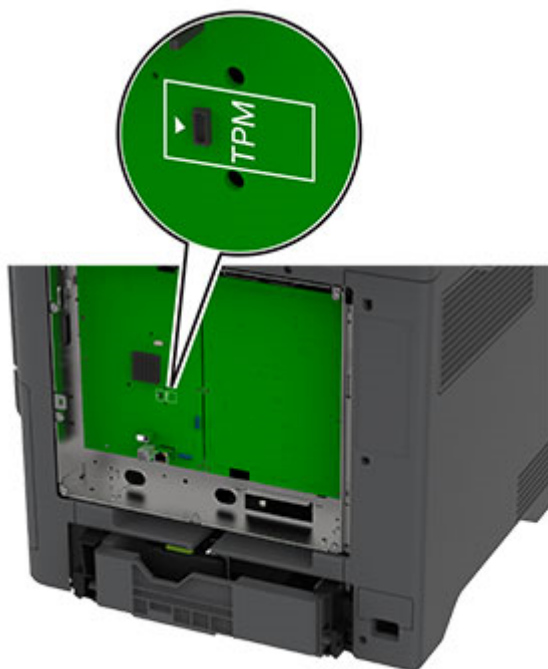
- 1 Turn off the printer, and then unplug the power cord from the electrical outlet.
- 2 Using a flat-head screwdriver, remove the controller board shield.

**Warning—Potential Damage:** Controller board electronic components are easily damaged by static electricity. Touch a metal surface on the printer before touching any controller board components or connectors.

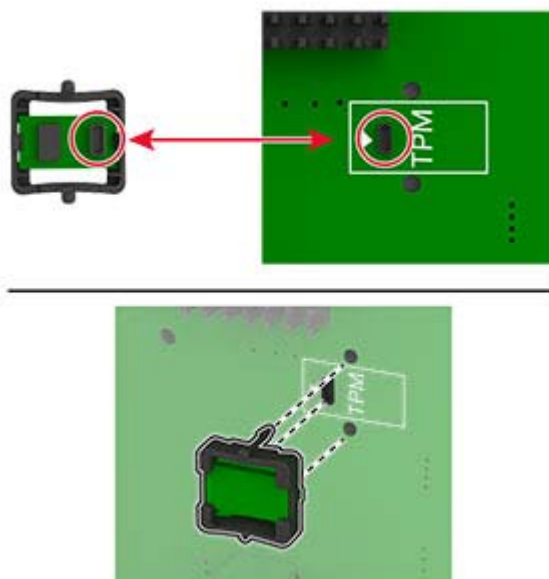


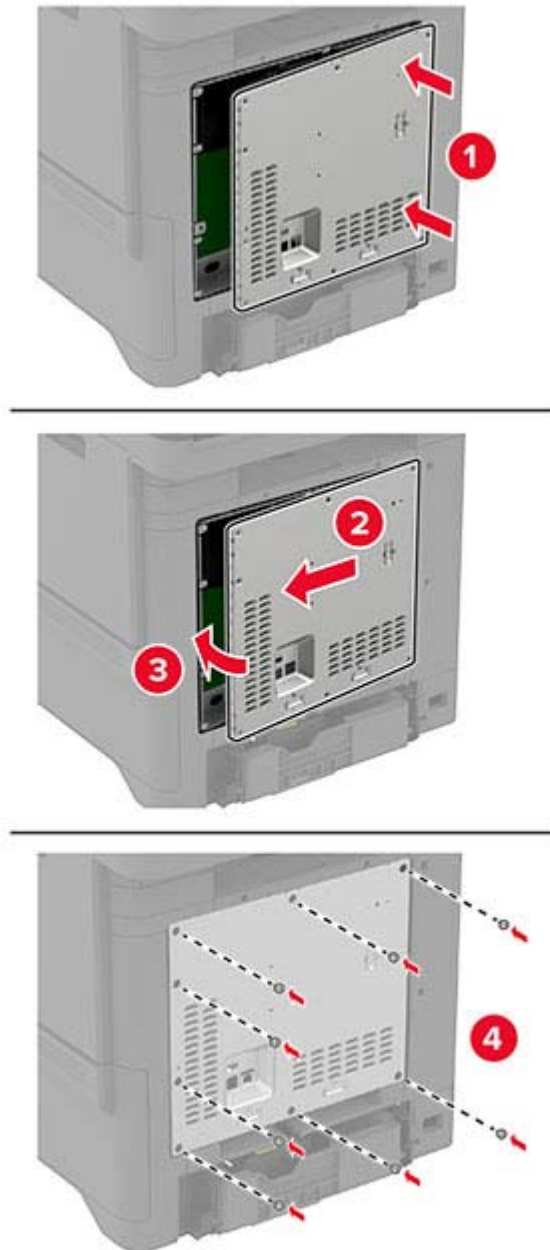
**3** Unpack the Trusted Platform Module.

**4** Locate the TPM connector.



**5** Attach the module to the TPM connector.



**6** Attach the controller board shield.**7** Connect the power cord to the electrical outlet, and then turn on the printer.

**⚠ CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

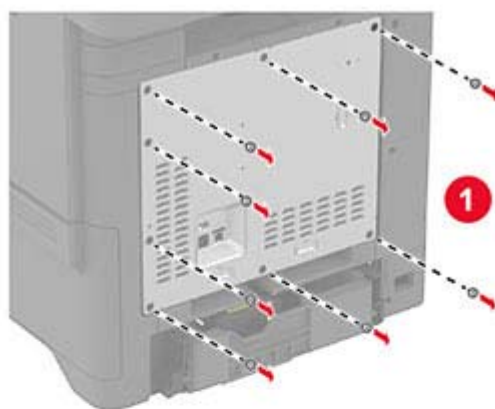
## Installing a printer hard disk



**CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, if you are accessing the controller board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the electrical outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

- 1 Turn off the printer, and then unplug the power cord from the electrical outlet.
- 2 Using a flat-head screwdriver, remove the controller board shield.

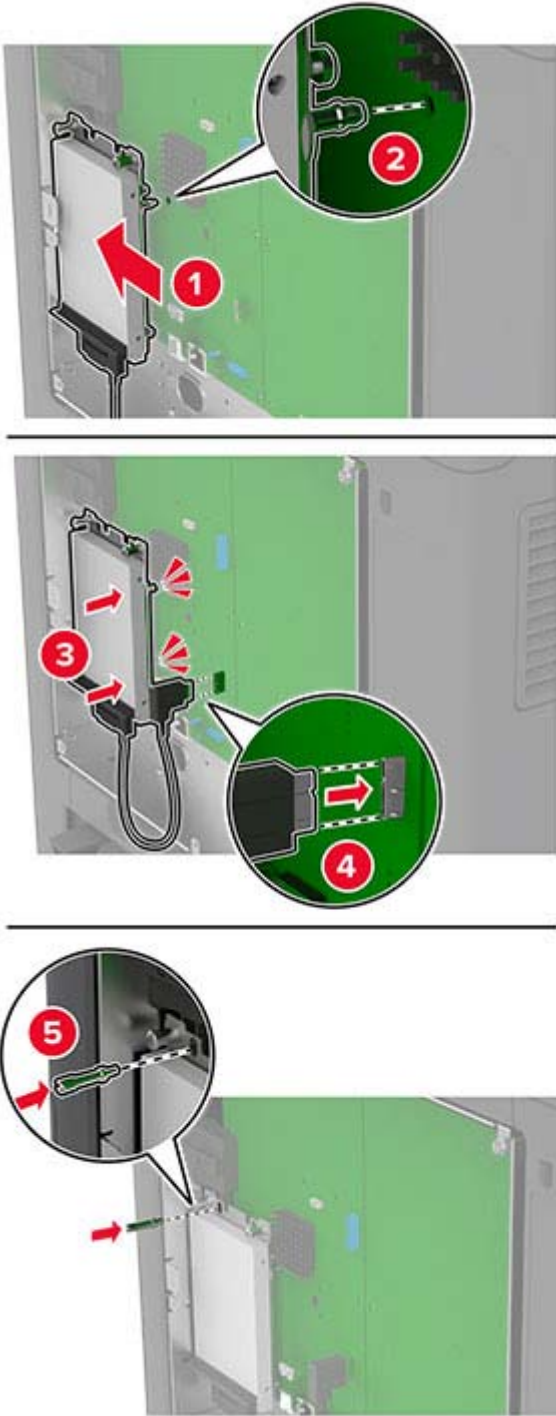
**Warning—Potential Damage:** Controller board electronic components are easily damaged by static electricity. Touch a metal surface on the printer before touching any controller board electronic components or connectors.



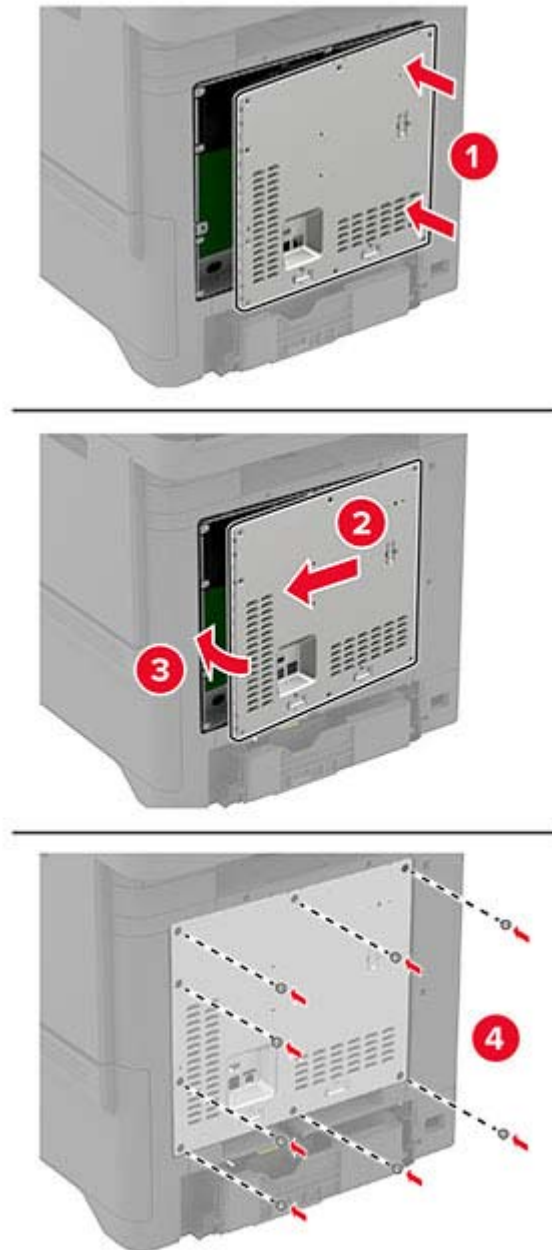
**3** Unpack the hard disk.

**4** Attach the hard disk to the controller board.

**Warning—Potential Damage:** Do not touch or press the center of the hard disk.



- 5 Attach the controller board shield.



- 6 Connect the power cord to the electrical outlet, and then turn on the printer.

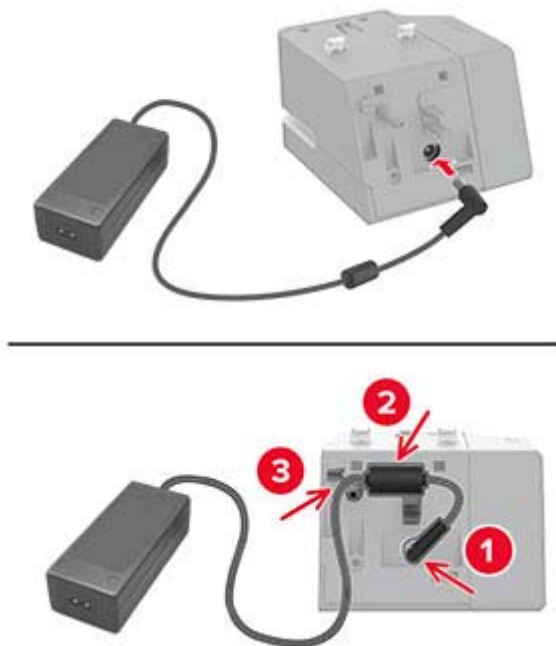
**⚠ CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

## Installing the convenience stapler

- 1 Turn off the printer, and then unplug the power cord from the electrical outlet.
- 2 Unpack the convenience stapler, and then remove all the packing material.

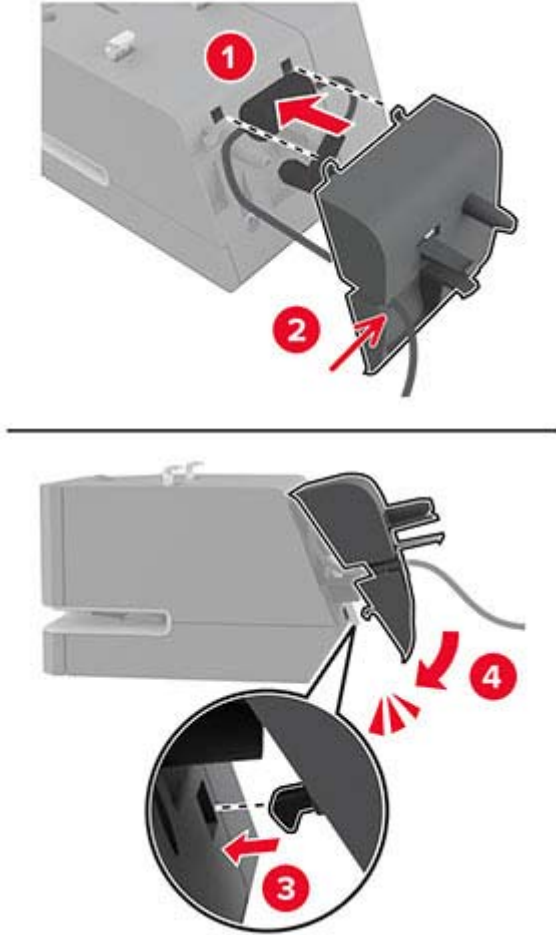


**3** Connect the power supply to the convenience stapler.

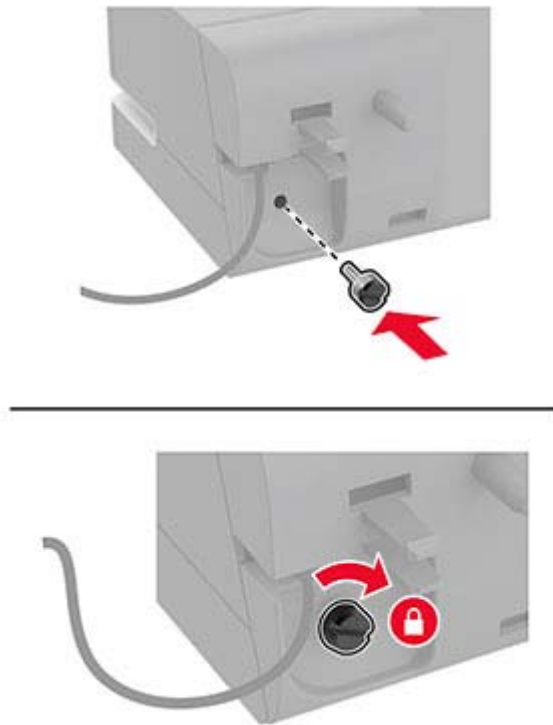


**Note:** Use only the power supply that came with the convenience stapler. Using any other power supply can damage the product.

4 Attach the cover of the power supply until it *clicks* into place.

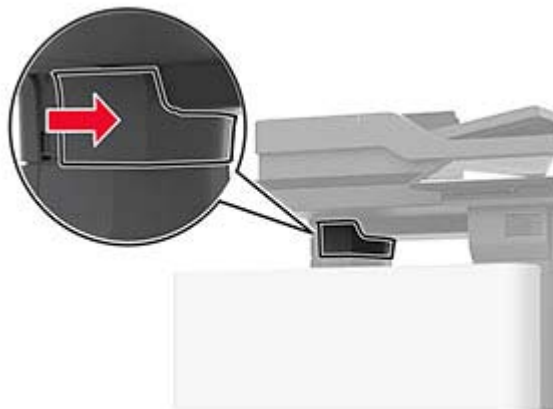


- 5 Install the thumb screw into the cover of the power supply.

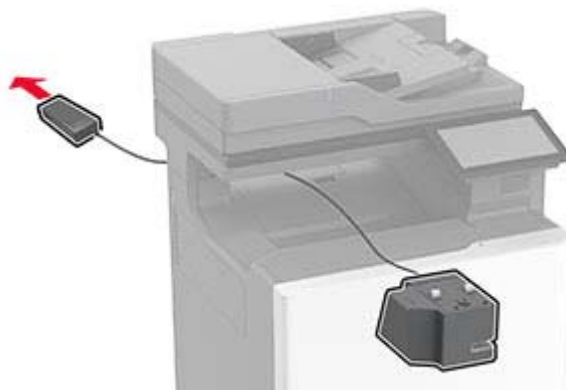


- 6 Remove the column cover above the standard bin.

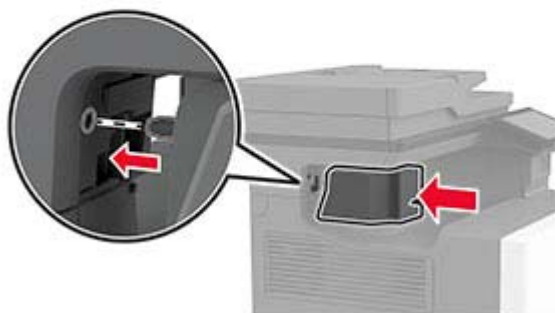
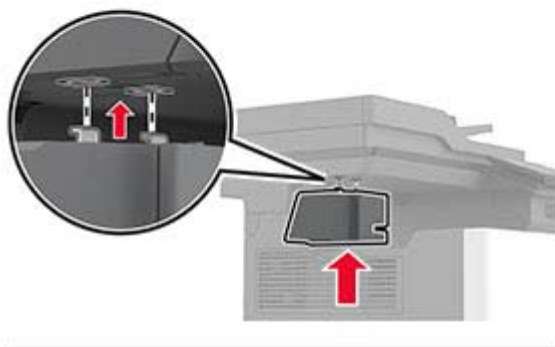
**Note:** Make sure that the column cover is disposed properly.



**7** Insert the power supply through the printer.



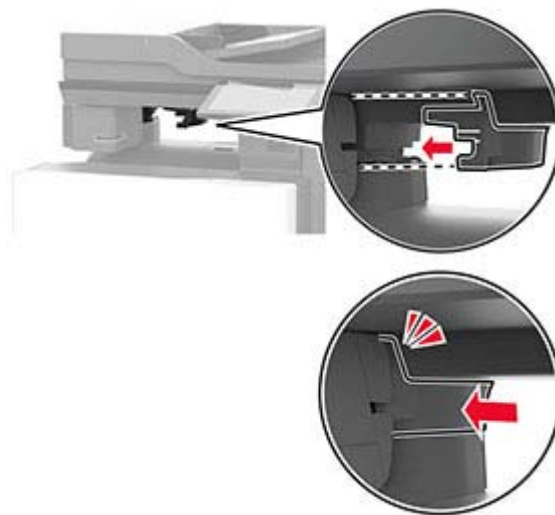
**8** Install the convenience stapler.



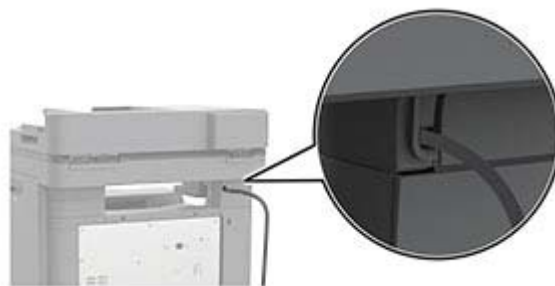
- 9 Position the power supply properly.



- 10 Attach the stapler cover until it *clicks* into place.



**Note:** Make sure that the power supply is secured.



- 11 Connect one end of the stapler power cord to the power supply, and then the other end to the electrical outlet.
- 12 Connect one end of the printer power cord to the printer, and then the other end to the electrical outlet.
- ⚠ CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.
- 13 Turn on the printer.

## Installing wireless modules

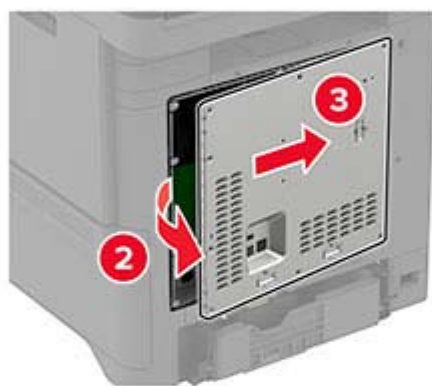
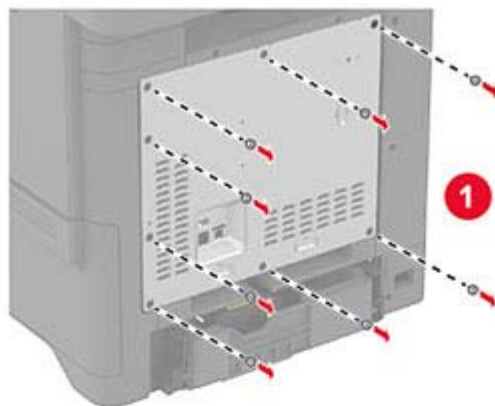
### Installing MarkNet N8370 Wireless Print Server



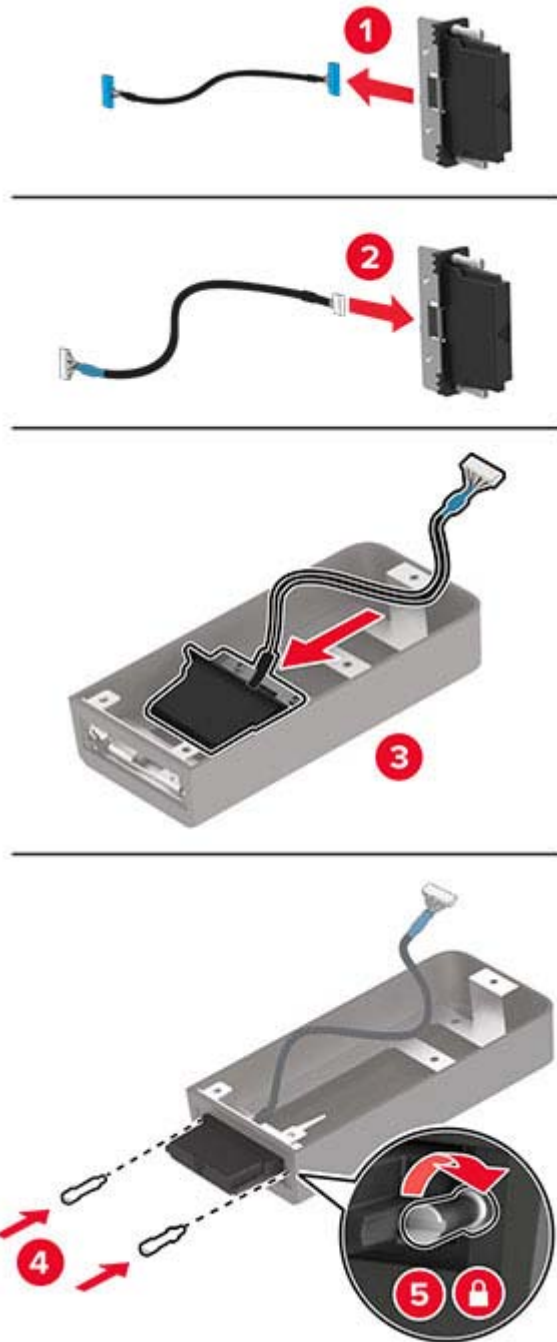
**CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, if you are accessing the controller board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the electrical outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

- 1 Turn off the printer, and then unplug the power cord from the electrical outlet.
- 2 Using a flat-head screwdriver, remove the controller board shield.

**Warning—Potential Damage:** Controller board electronic components are easily damaged by static electricity. Touch a metal surface on the printer before touching any controller board electronic components or connectors.

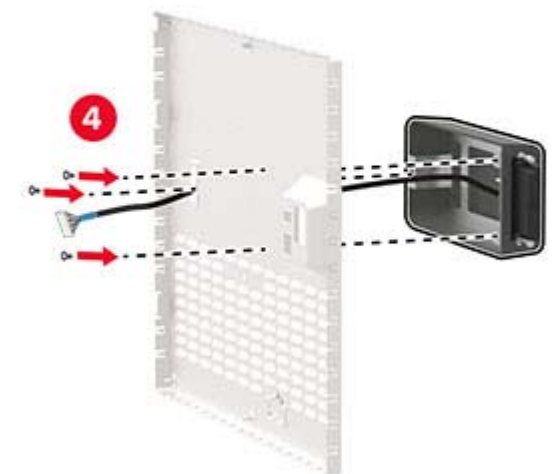
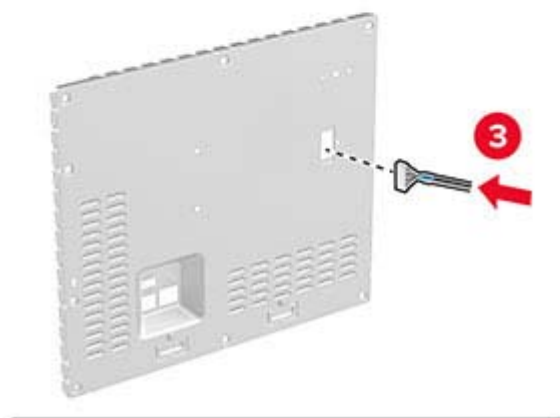
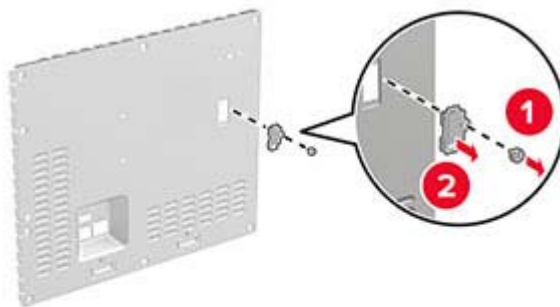


**3** Install the wireless module into its housing.

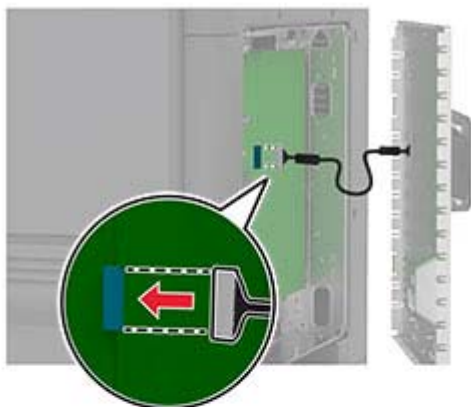




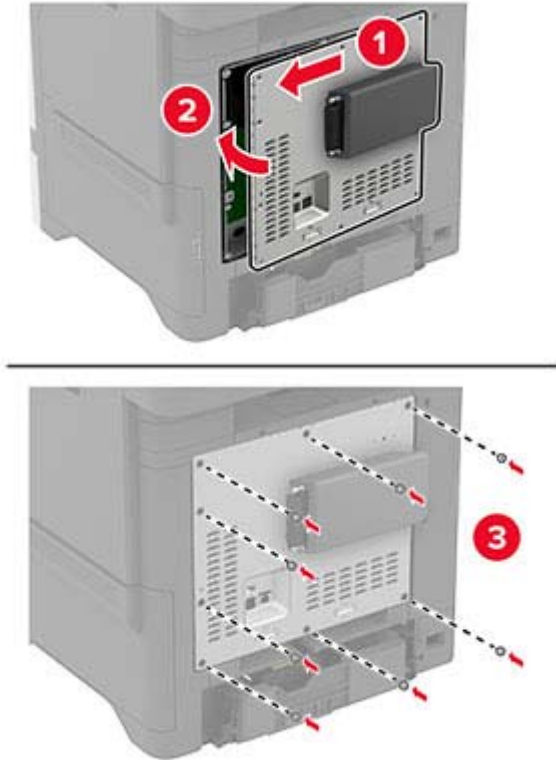
**4** Attach the wireless module to the controller board shield.



- 5 Connect the wireless assembly to the ISP connector in the controller board.



6 Attach the controller board shield.



- 7 Attach the NFC card.

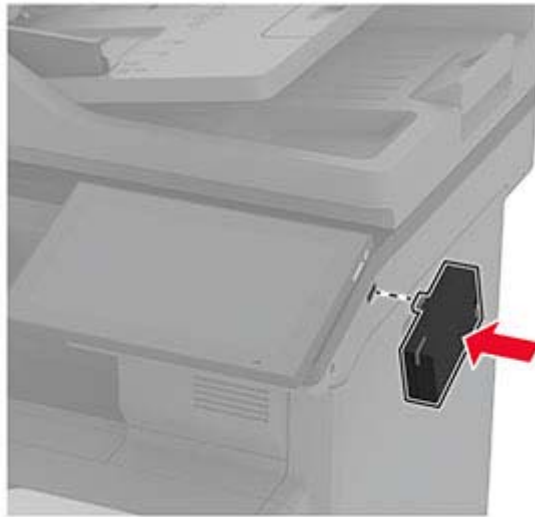


- 8 Connect the power cord to the electrical outlet, and then turn on the printer.

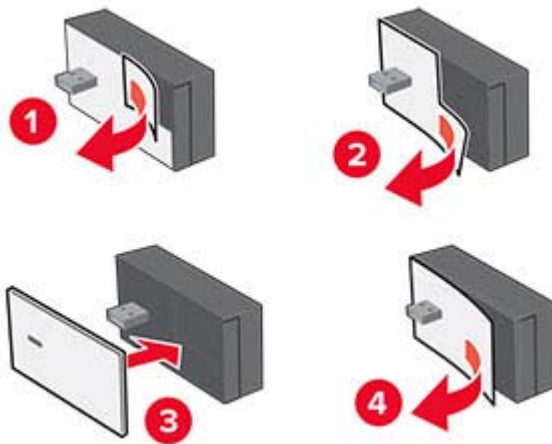
**⚠ CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

### Installing MarkNet N8372 Wireless Print Server

- 1 Turn off the printer.
- 2 Apply isopropyl alcohol to a damp, soft, lint-free cloth, and then wipe the surface around the USB port.

**3** Install the wireless module.**Notes:**

- Apply firm pressure to make sure that the tape sticks to the surface of the printer.
- Make sure that the printer surface is dry and free of condensed moisture.
- The module is best bonded to the printer after 72 hours.

**4** Check for a gap between the module and the printer, then attach the spacer module if necessary.

- 5 Attach the NFC card.



- 6 Turn on the printer.

## Networking

### Connecting the printer to a Wi-Fi network

Before you begin, make sure that:

- A wireless module is installed in your printer. For more information, see the [Installing wireless modules](#) section.
- Active Adapter is set to Auto. From the home screen, touch **Settings** > **Network/Ports** > **Network Overview** > **Active Adapter**.

- 1 From the home screen, touch **Settings** > **Network/Ports** > **Wireless** > **Setup On Printer Panel** > **Choose Network**.
- 2 Select a Wi-Fi network, and then type the network password.

**Note:** For printers that are Wi-Fi-network-ready, a prompt to set up the Wi-Fi network appears during initial setup.

## Connecting the printer to a wireless network using Wi-Fi Protected Setup (WPS)

Before you begin, make sure that:

- The access point (wireless router) is WPS-certified or WPS-compatible. For more information, see the documentation that came with your access point.
- A wireless module is installed in your printer. For more information, see the [Installing wireless modules](#) section.
- Active Adapter is set to Auto. From the home screen, touch **Settings** > **Network/Ports** > **Network Overview** > **Active Adapter**.

### Using the Push-Button method

- 1 From the home screen, touch **Settings** > **Network/Ports** > **Wireless** > **Wi-Fi Protected Setup** > **Start Push Button Method**.
- 2 Follow the instructions on the display.

### Using the personal identification number (PIN) method

- 1 From the home screen, touch **Settings** > **Network/Ports** > **Wireless** > **Wi-Fi Protected Setup** > **Start PIN Method**.
- 2 Copy the eight-digit WPS PIN.
- 3 Open a web browser, and then type the IP address of your access point in the address field.  
**Notes:**
  - To know the IP address, see the documentation that came with your access point.
  - If you are using a proxy server, then temporarily disable it to load the web page correctly.
- 4 Access the WPS settings. For more information, see the documentation that came with your access point.
- 5 Enter the eight-digit PIN, and then save the changes.

## Configuring Wi-Fi Direct

Wi-Fi Direct® allows wireless devices to connect directly to a Wi-Fi Direct-enabled printer without using an access point (wireless router).

Before you begin, make sure that a wireless module is installed on your printer. For more information, see the [Installing wireless modules](#) section.

- 1 From the home screen, touch **Settings** > **Network/Ports** > **Wi-Fi Direct**.
- 2 Configure the settings.
  - **Enable Wi-Fi Direct**—Enables the printer to broadcast its own Wi-Fi Direct network.
  - **Wi-Fi Direct Name**—Assigns a name for the Wi-Fi Direct network.
  - **Wi-Fi Direct Password**—Assigns the password for negotiating the wireless security when using the peer-to-peer connection.

- **Show Password on Setup Page**—Shows the password on the Network Setup Page.
- **Auto-Accept Push Button Requests**—Lets the printer accept connection requests automatically.

**Note:** Accepting push-button requests automatically is not secured.

#### Notes:

- By default, the Wi-Fi Direct network password is not visible on the printer display. To show the password, enable the password peek icon. From the home screen, touch **Settings > Security > Miscellaneous > Enable Password/PIN Reveal**.
- You can see the password of the Wi-Fi Direct network without showing it on the printer display. From the home screen, touch **Settings > Reports > Network > Network Setup Page**.

## Connecting a mobile device to the printer

Before connecting your mobile device, make sure that Wi-Fi Direct has been configured. For more information, see [“Configuring Wi-Fi Direct” on page 79](#).

### Connecting using Wi-Fi Direct

**Note:** These instructions apply only to Android mobile devices.

- 1 From the mobile device, go to the settings menu.
- 2 Enable **Wi-Fi**, and then tap **Wi-Fi Direct**.
- 3 Select the printer Wi-Fi Direct name.
- 4 Confirm the connection on the printer control panel.

### Connecting using Wi-Fi

- 1 From the mobile device, go to the settings menu.
- 2 Tap **Wi-Fi**, and then select the printer Wi-Fi Direct name.

**Note:** The string DIRECT-xy (where x and y are two random characters) is added before the Wi-Fi Direct name.

- 3 Enter the Wi-Fi Direct password.

## Connecting a computer to the printer

Before connecting your computer, make sure that Wi-Fi Direct has been configured. For more information, see [“Configuring Wi-Fi Direct” on page 79](#).

### For Windows users

- 1 Open the printers folder, and then click **Add a printer or scanner**.
- 2 Click **Show Wi-Fi Direct printers**, and then select the printer Wi-Fi Direct name.
- 3 From the printer display, take note of the eight-digit PIN of the printer.
- 4 Enter the PIN on the computer.

**Note:** If the print driver is not already installed, then Windows downloads the appropriate driver.



## For Macintosh users

- 1 Click the wireless icon, and then select the printer Wi-Fi Direct name.

**Note:** The string DIRECT-xy (where x and y are two random characters) is added before the Wi-Fi Direct name.

- 2 Type the Wi-Fi Direct password.

**Note:** Switch your computer back to its previous network after disconnecting from the Wi-Fi Direct network.

## Deactivating the Wi-Fi network

- 1 From the home screen, touch **Settings > Network/Ports > Network Overview > Active Adapter > Standard Network**.
- 2 Follow the instructions on the display.

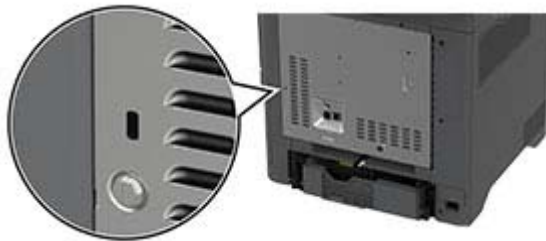
## Checking the printer connectivity

- 1 From the home screen, touch **Settings > Reports > Network > Network Setup Page**.
- 2 Check the first section of the network setup page, and confirm that the status is connected.  
If the status is not connected, then the LAN drop may be inactive, or the network cable may be malfunctioning. Contact your administrator for assistance.

# Secure the printer

## Locating the security slot

The printer is equipped with a security lock feature. Attach a security lock compatible with most laptop computers in the location shown to secure the printer in place.



## Erasing printer memory

To erase volatile memory or buffered data in your printer, turn off the printer.

To erase nonvolatile memory, device and network settings, security settings, and embedded solutions, do the following:

- 1 From the home screen, touch **Settings** > **Device** > **Maintenance** > **Out of Service Erase**.
- 2 Touch the **Sanitize all information on nonvolatile memory** check box, and then touch **ERASE**.
- 3 Touch **Start initial setup wizard** or **Leave printer offline**, and then touch **Next**.
- 4 Start the operation.

**Note:** This process also destroys the encryption key that is used to protect user data. Destroying the encryption key makes the data irrecoverable.

## Erasing printer storage drive

- 1 From the home screen, touch **Settings** > **Device** > **Maintenance** > **Out of Service Erase**.
- 2 Depending on the storage drive that is installed on your printer, do either of the following:
  - For hard disk, touch the **Sanitize all information on hard disk** check box, touch **ERASE**, and then select a method to erase data.  
**Note:** The process to sanitize the hard disk can take from several minutes to more than an hour, making the printer unavailable for other tasks.
  - For intelligent storage drive (ISD), touch **Erase Intelligent Storage Drive**, and then touch **ERASE** to erase all user data.
- 3 Start the operation.

## Restoring factory default settings

- 1 From the home screen, touch **Settings** > **Device** > **Restore Factory Defaults**.
- 2 Touch **Restore Settings** > select the settings that you want to restore > **RESTORE**.
- 3 Start the operation.

## Statement of Volatility

Type of memory	Description
Volatile memory	The printer uses standard random access memory (RAM) to buffer temporarily user data during simple print and copy jobs.
Nonvolatile memory	The printer may use two forms of non-volatile memory: EEPROM and NAND (flash memory). Both types store the operating system, printer settings, and network information. They also store scanner and bookmark settings and embedded solutions.
Hard disk storage drive	Some printers may have a hard disk drive installed. The printer hard disk is designed for printer-specific functionality. The hard disk lets the printer retain buffered user data from complex print jobs, form data, and font data.
Intelligent storage drive (ISD)	Some printers may have an ISD installed. ISD uses non-volatile flash memory to store user data from complex print jobs, form data, and font data.

Erase the content of any installed printer memory in the following circumstances:

- The printer is decommissioned.
- The printer hard disk or ISD is replaced.
- The printer is moved to a different department or location.
- The printer is serviced by someone from outside your organization.
- The printer is removed from your premises for service.
- The printer is sold to another organization.

**Note:** To dispose a storage drive, follow the policies and procedures of your organization.

# Print

## Printing from a computer

**Note:** For labels, card stock, and envelopes, set the paper size and type in the printer before printing the document.

- 1 From the document that you are trying to print, open the Print dialog.
- 2 If necessary, adjust the settings.
- 3 Print the document.

## Printing from a mobile device

### Printing from a mobile device using AirPrint



The AirPrint software feature is a mobile printing solution that allows you to print directly from Apple devices to an AirPrint-certified printer.



**Notes:**

- Make sure that the Apple device and the printer are connected to the same network. If the network has multiple wireless hubs, then make sure that both devices are connected to the same subnet.
  - This application is supported only in some Apple devices.
- 1 From your mobile device, select a document from your file manager or launch a compatible application.
  - 2 Tap the share icon, and then tap **Print**.
  - 3 Select a printer.  
If necessary, adjust the settings.
  - 4 Print the document.

## Printing from a mobile device using Wi-Fi Direct®

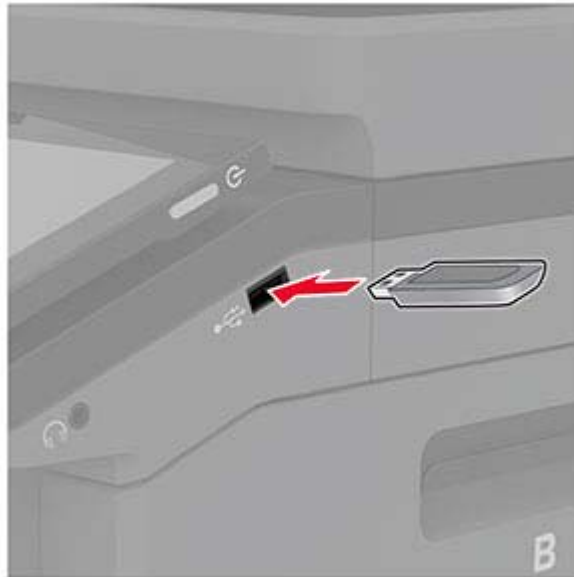
Wi-Fi Direct® is a printing service that lets you print to any Wi-Fi Direct-ready printer.

**Note:** Make sure that the mobile device is connected to the printer wireless network. For more information, see [“Connecting a mobile device to the printer” on page 80](#).

- 1 From your mobile device, launch a compatible application or select a document from your file manager.
- 2 Depending on your mobile device, do one of the following:
  - Tap  > **Print**.
  - Tap  > **Print**.
  - Tap **...** > **Print**.
- 3 Select a printer, and then adjust the settings, if necessary.
- 4 Print the document.

## Printing from a flash drive

- 1 Insert the flash drive.



### Notes:

- If you insert the flash drive when an error message appears, 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 display.
- 2 From the display, touch the document that you want to print.  
If necessary, configure the print settings.
  - 3 Print the document.  
To print another document, touch **USB Drive**.

**Warning—Potential Damage:** To avoid loss of data or printer malfunction, do not touch the flash drive or the printer in the area shown while actively printing, reading, or writing from the memory device.



## Supported flash drives and file types

### Flash drives

#### Notes:

- The printer supports high-speed flash drives with full-speed standard.
- Flash drives must support the File Allocation Table (FAT) system.

### File types

Documents	Images
<ul style="list-style-type: none"> <li>• PDF (version 1.7 or earlier)</li> <li>• Microsoft file formats (DOC, DOCX, XLS, XLSX, PPT, PPTX)</li> </ul>	<ul style="list-style-type: none"> <li>• JPEG or JPG</li> <li>• TIFF or TIF</li> <li>• GIF</li> <li>• BMP</li> <li>• PNG</li> <li>• PCX</li> <li>• DCX</li> </ul>

## Configuring confidential jobs

- 1 From the home screen, touch **Settings** > **Security** > **Confidential Print Setup**.
- 2 Configure the settings.

Setting	Description
Max Invalid PIN	Set the limit for entering an invalid PIN. <b>Note:</b> When the limit is reached, the print jobs for that user name are deleted.
Confidential Job Expiration	Set an individual expiration time for each held job before it is automatically deleted from the printer memory, hard disk, or intelligent storage drive. <b>Note:</b> A held job is either Confidential, Repeat, Reserve, or Verify.
Repeat Job Expiration	Set the expiration time for print jobs that you want to repeat.
Verify Job Expiration	Set the expiration time for printing a copy of a job for you to check its quality before printing the remaining copies.
Reserve Job Expiration	Set the expiration time for jobs that you want to store in the printer for printing later.
Require All Jobs to be Held	Set the printer to hold all print jobs.
Keep duplicate documents	Set the printer to keep all documents with the same file name.

## Printing confidential and other held jobs

### For Windows users

- 1 With a document open, click **File > Print**.
- 2 Select a printer, and then click **Properties, Preferences, Options, or Setup**.
- 3 Click **Print and Hold**.
- 4 Select **Use Print and Hold**, and then assign a user name.
- 5 Select the print job type (Confidential, Repeat, Reserve, or Verify).  
If you select **Confidential**, then secure the print job with a personal identification number (PIN).
- 6 Click **OK** or **Print**.
- 7 From the printer home screen, release the print job.
  - For confidential print jobs, touch **Held jobs** > select your user name > **Confidential** > enter the PIN > select the print job > configure the settings > **Print**.
  - For other print jobs, touch **Held jobs** > select your user name > select the print job > configure the settings > **Print**.

### For Macintosh users

#### Using AirPrint

- 1 With a document open, choose **File > Print**.
- 2 Select a printer, and then from the drop-down menu following the Orientation menu, choose **PIN Printing**.
- 3 Enable **Print with PIN**, and then enter a four-digit PIN.

- 4 Click **Print**.
- 5 From the printer home screen, release the print job. Touch **Held jobs** > select your computer name > **Confidential** > enter the PIN > select the print job > **Print**.

#### Using the print driver

- 1 With a document open, choose **File** > **Print**.
- 2 Select a printer, and then from the drop-down menu following the Orientation menu, choose **Print and Hold**.
- 3 Choose **Confidential Print**, and then enter a four-digit PIN.
- 4 Click **Print**.
- 5 From the printer home screen, release the print job. Touch **Held jobs** > select your computer name > **Confidential** > select the print job > enter the PIN > **Print**.

## Printing a font sample list

- 1 From the home screen, touch **Settings** > **Reports** > **Print** > **Print Fonts**.
- 2 Touch **PCL Fonts** or **PS Fonts**.


## Printing a directory list

From the home screen, touch **Settings** > **Reports** > **Print** > **Print Directory**.

## Placing separator sheets between copies

- 1 From the home screen, touch **Settings** > **Print** > **Layout** > **Separator Sheets** > **Between Copies**.
- 2 Print the document.

## Canceling a print job

- 1 From the home screen, touch .
- 2 Select the job to cancel.

**Note:** You can also cancel a job by touching **Job Queue**.



## Adjusting toner darkness

- 1 From the home screen, touch **Settings** > **Print** > **Quality**.
- 2 In the Toner Darkness menu, adjust the settings.



# Copy

## Using the automatic document feeder and scanner glass

Automatic document feeder (ADF)	Scanner glass
 <ul style="list-style-type: none"> <li>• Use the ADF for multiple-page or two-sided documents.</li> <li>• Load an original document faceup. For multiple-page documents, make sure to align the leading edge before loading.</li> <li>• Make sure to adjust the ADF guides to match the width of the paper that you are loading.</li> </ul>	 <ul style="list-style-type: none"> <li>• Use the scanner glass for single-page documents, book pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</li> <li>• Place the document facedown in the corner with the arrow.</li> </ul>

## Making copies

- 1 Load an original document into the ADF tray or on the scanner glass.

**Note:** To avoid a cropped image, make sure that the original document and output have the same paper size.

- 2 From the home screen, touch **Copy**, and then specify the number of copies.  
If necessary, adjust the copy settings.
- 3 Copy the document.

**Note:** To make a quick copy, from the home screen, touch .

## Copying photos

- 1 Place a photo on the scanner glass.
- 2 From the home screen, touch **Copy** > **Content** > **Content Type** > **Photo**.
- 3 Touch **Content Source**, and then select the setting that best matches the original photo.
- 4 Copy the photo.

## Copying on letterhead

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Copy** > **Copy From** > select the size of the original document.
- 3 Touch **Copy To**, and then select the paper source that contains the letterhead.  
If you loaded the letterhead into the multipurpose feeder, then touch **Copy To** > **Multipurpose Feeder** > select a paper size > **Letterhead**.
- 4 Copy the document.

## Copying on both sides of the paper

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Copy** > **Sides**.
- 3 Touch **1 sided to 2 sided** or **2 sided to 2 sided**.
- 4 Copy the document.

## Reducing or enlarging copies

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Copy** > **Scale** > select a scale value.  
**Note:** Changing the size of the original document or output after setting Scale restores the scale value to Auto.
- 3 Copy the document.

## Collating copies

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Copy** > **Collate** > **On [1,2,1,2,1,2]**.
- 3 Copy the document.

## Placing separator sheets between copies

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Copy** > **Separator Sheets**.
- 3 Adjust the settings.
- 4 Send the copy job.

## Copying multiple pages onto a single sheet


- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Copy** > **Pages per Side**.
- 3 Adjust the settings.
- 4 Copy the document.

## Copying cards

- 1 Load a card on the scanner glass.
- 2 From the home screen, touch **Card Copy**.  
**Note:** If necessary, adjust the scan settings.
- 3 Touch **Scan**.



**Note:** If you want multiple copies of the card, then touch **Print a Copy**.

## Creating a copy shortcut

- 1 From the home screen, touch **Copy**.
- 2 Configure the settings, and then touch .
- 3 Create a shortcut.

## E-mail

### Using the automatic document feeder and scanner glass


Automatic document feeder (ADF)	Scanner glass
 <ul style="list-style-type: none"> <li>• Use the ADF for multiple-page or two-sided documents.</li> <li>• Load an original document faceup. For multiple-page documents, make sure to align the leading edge before loading.</li> <li>• Make sure to adjust the ADF guides to match the width of the paper that you are loading.</li> </ul>	 <ul style="list-style-type: none"> <li>• Use the scanner glass for single-page documents, book pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</li> <li>• Place the document facedown in the corner with the arrow.</li> </ul>

## Sending an e-mail

Before you begin, make sure that the SMTP settings are configured. For more information, see [“Configuring the e-mail SMTP settings” on page 35](#).



- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **E-mail**, and then enter the needed information.
- 3 If necessary, configure the scan settings.
- 4 Send the e-mail.

## Creating an e-mail shortcut

- 1 From the home screen, touch **E-mail**.
- 2 Configure the settings, and then touch .
- 3 Create a shortcut.

# Fax

## Using the automatic document feeder and scanner glass

Automatic document feeder (ADF)	Scanner glass
 <ul style="list-style-type: none"> <li>• Use the ADF for multiple-page or two-sided documents.</li> <li>• Load an original document faceup. For multiple-page documents, make sure to align the leading edge before loading.</li> <li>• Make sure to adjust the ADF guides to match the width of the paper that you are loading.</li> </ul>	 <ul style="list-style-type: none"> <li>• Use the scanner glass for single-page documents, book pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</li> <li>• Place the document facedown in the corner with the arrow.</li> </ul>

## Sending a fax

**Note:** Make sure that fax is configured. For more information, see the [Setting up the printer to fax](#) section.

### Using the control panel

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Fax**, and then enter the needed information.  
If necessary, adjust the settings.
- 3 Send the fax.

### Using the computer

Before you begin, make sure that the fax driver is installed. For more information, see [“Installing the fax driver” on page 49](#).

#### For Windows users

- 1 From the document that you are trying to fax, open the Print dialog.
- 2 Select the printer, and then click **Properties, Preferences, Options, or Setup**.
- 3 Click **Fax > Enable fax > Always display settings prior to faxing**, and then enter the recipient number.  
If necessary, configure other fax settings.
- 4 Send the fax.

## For Macintosh users

- 1 With a document open, choose **File > Print**.
- 2 Select the printer that has - **Fax** added after its name.
- 3 In the To field, enter the recipient number.  
If necessary, configure other fax settings.
- 4 Send the fax.


## Scheduling a fax

**Note:** Make sure that fax is configured. For more information, see the [Setting up the printer to fax](#) section.

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Fax > To >** enter the fax number **> Done**.
- 3 Touch **Send Time**, configure the date and time, and then touch **OK**.
- 4 Send the fax.

## Creating a fax destination shortcut

**Note:** Make sure that fax is configured. For more information, see the [Setting up the printer to fax](#) section.

- 1 From the home screen, touch **Fax > To**.
- 2 Enter the recipient number, and then touch **Done**.
- 3 Configure the settings, and then touch .
- 4 Create a shortcut.

## Changing the fax resolution

**Note:** Make sure that fax is configured. For more information, see the [Setting up the printer to fax](#) section.

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Fax**, and then enter the needed information.
- 3 Touch **Resolution**, and then select a setting.
- 4 Send the fax.

## Adjusting the fax darkness

**Note:** Make sure that fax is configured. For more information, see the [Setting up the printer to fax](#) section.

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Fax**, and then enter the needed information.

- 3 Touch **Darkness**, and then adjust the setting.
- 4 Send the fax.

## Printing a fax log

**Note:** Make sure that analog fax or etherFAX is configured. For more information, see the [Setting up the printer to fax](#) section.

- 1 From the home screen, touch **Settings > Reports > Fax**.
- 2 Touch **Fax Job Log** or **Fax Call Log**.

## Blocking junk faxes

**Note:** Make sure that analog fax or etherFAX is configured. For more information, see the [Setting up the printer to fax](#) section.

- 1 From the home screen, touch **Settings > Fax > Fax Setup > Fax Receive Settings > Admin Controls**.
- 2 Set Block No Name Fax to **On**.

## Holding faxes

**Note:** Make sure that analog fax or etherFAX is configured. For more information, see the [Setting up the printer to fax](#) section.

- 1 From the home screen, touch **Settings > Fax > Fax Setup > Fax Receive Settings > Holding Faxes**.
- 2 Select a mode.

## Forwarding a fax

**Note:** Make sure that analog fax or etherFAX is configured. For more information, see the [Setting up the printer to fax](#) section.

- 1 Create a destination shortcut.
  - a Open a web browser, and then type the printer IP address in the address field.

**Notes:**

    - View the printer IP address on the 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.
  - b Click **Shortcuts > Add Shortcut**.
  - c Select a shortcut type, and then configure the settings.



**Note:** Take note of the shortcut number.
  - d Apply the changes.
- 2 Click **Settings > Fax > Fax Setup > Fax Receive Settings > Admin Controls**.

- 3** In the Fax Forwarding menu, select **Forward** or **Print and Forward**.
- 4** In the Forward to menu, select the destination type and then type the shortcut number.
- 5** Apply the changes.



# Scan

## Using the automatic document feeder and scanner glass

Automatic document feeder (ADF)	Scanner glass
 <ul style="list-style-type: none"> <li>• Use the ADF for multiple-page or two-sided documents.</li> <li>• Load an original document faceup. For multiple-page documents, make sure to align the leading edge before loading.</li> <li>• Make sure to adjust the ADF guides to match the width of the paper that you are loading.</li> </ul>	 <ul style="list-style-type: none"> <li>• Use the scanner glass for single-page documents, book pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</li> <li>• Place the document facedown in the corner with the arrow.</li> </ul>

## Scanning to a computer

Before you begin, make sure that the computer and the printer are connected to the same network.

**Note:** Make sure that the printer is added to the computer. For more information, see [“Adding printers to a computer” on page 49](#).

- 1 Load an original document into the automatic document feeder or on the scanner glass.
- 2 From the computer, open **Windows Fax and Scan**.
- 3 From the Source menu, select a scanner source.
- 4 If necessary, change the scan settings.
- 5 Scan the document.

### For Macintosh users

**Note:** Make sure that the printer is added to the computer. For more information, see [“Adding printers to a computer” on page 49](#).


- 1 Load an original document into the automatic document feeder or on the scanner glass.
- 2 From the computer, do either of the following:
  - Open **Image Capture**.
  - Open **Printers & Scanners**, and then select a printer. Click **Scan > Open Scanner**.

- 3 From the Scanner window, do one or more of the following:
  - Select where you want to save the scanned document.
  - Select the size of the original document.
  - To scan from the ADF, select **Document Feeder** from the Scan Menu or enable **Use Document Feeder**.
  - If necessary, configure the scan settings.
- 4 Click **Scan**.

## Scanning to an FTP server

- 1 Load the original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **FTP**, and then enter the needed information.
- 3 If necessary, configure other FTP settings.
- 4 Send the FTP job.


## Creating an FTP shortcut

- 1 From the home screen, touch **FTP**.
- 2 Enter the FTP server address, and then touch .
- 3 Create a shortcut.

## Scanning to a network folder

- 1 Load the document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Scan Center**.

**Note:** The icon and name may have been changed. For more information, contact your administrator.
- 3 Do either of the following:
  - Select a destination.

**Note:** For SFTP, set the port number to **22**.
  - Use a shortcut by touching , and then selecting the shortcut from the list.
- 4 Scan the document.

## Creating a network folder shortcut

- 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 **Shortcuts > Add Shortcut**.

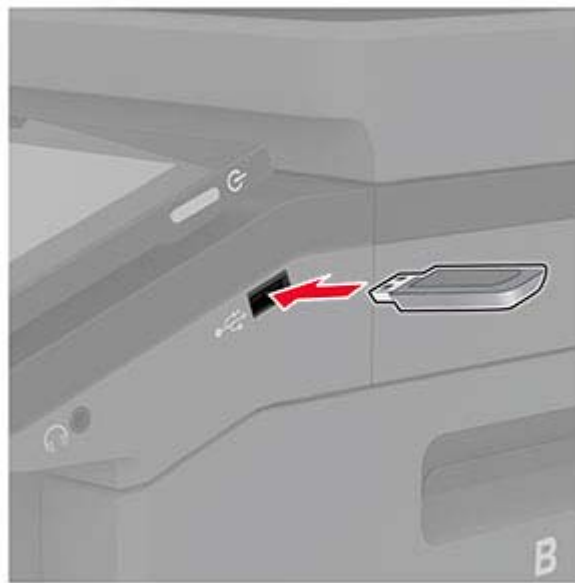
**3** From the Shortcut Type menu, select **Network Folder**, and then configure the settings.

**4** Apply the changes.

## Scanning to a flash drive

**1** Load an original document into the ADF tray or on the scanner glass.

**2** Insert the flash drive.



**3** Touch **Scan to USB** and adjust the settings if necessary.

**Notes:**

- To save the scanned document to a folder, touch **Scan to**, select a folder, and then touch **Scan Here**.
- If the USB Drive screen does not appear, then touch **USB Drive** on the control panel.

**4** Scan the document.

**Warning—Potential Damage:** To avoid loss of data or printer malfunction, do not touch the flash drive or the printer in the area shown while actively printing, reading, or writing from the memory device.



# Use printer menus

## Menu map

Device	<ul style="list-style-type: none"> <li>• <a href="#">Preferences</a></li> <li>• <a href="#">Eco-Mode</a></li> <li>• <a href="#">Remote Operator Panel</a></li> <li>• <a href="#">Notifications</a></li> <li>• <a href="#">Power Management</a></li> <li>• <a href="#">Anonymous Data Collection</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Accessibility</a></li> <li>• <a href="#">Restore Factory Defaults</a></li> <li>• <a href="#">Maintenance</a></li> <li>• <a href="#">Home Screen Customization</a></li> <li>• <a href="#">About this Printer</a></li> </ul>
Print	<ul style="list-style-type: none"> <li>• <a href="#">Layout</a></li> <li>• <a href="#">Setup</a></li> <li>• <a href="#">Quality</a></li> <li>• <a href="#">Job Accounting</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">PDF</a></li> <li>• <a href="#">PostScript</a></li> <li>• <a href="#">PCL</a></li> <li>• <a href="#">Image</a></li> </ul>
Paper	<ul style="list-style-type: none"> <li>• <a href="#">Tray Configuration</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Media Configuration</a></li> </ul>
Copy	<a href="#">Copy Defaults</a>	
Fax	<a href="#">Fax Defaults</a>	
E-mail	<ul style="list-style-type: none"> <li>• <a href="#">E-mail Setup</a></li> <li>• <a href="#">E-mail Defaults</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Web Link Setup</a></li> </ul>
FTP	<a href="#">FTP Defaults</a>	
USB Drive	<ul style="list-style-type: none"> <li>• <a href="#">Flash Drive Scan</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Flash Drive Print</a></li> </ul>
Network/Ports	<ul style="list-style-type: none"> <li>• <a href="#">Network Overview</a></li> <li>• <a href="#">Wireless</a></li> <li>• <a href="#">Wi-Fi Direct</a></li> <li>• <a href="#">Ethernet</a></li> <li>• <a href="#">TCP/IP</a></li> <li>• <a href="#">SNMP</a></li> <li>• <a href="#">IPSec</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">802.1x</a></li> <li>• <a href="#">LPD Configuration</a></li> <li>• <a href="#">HTTP/FTP Settings</a></li> <li>• <a href="#">ThinPrint</a></li> <li>• <a href="#">USB</a></li> <li>• <a href="#">Restrict external network access</a></li> </ul>
Security	<ul style="list-style-type: none"> <li>• <a href="#">Login Methods</a></li> <li>• <a href="#">Schedule USB Devices</a></li> <li>• <a href="#">Security Audit Log</a></li> <li>• <a href="#">Login Restrictions</a></li> <li>• <a href="#">Confidential Print Setup</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Disk Encryption</a></li> <li>• <a href="#">Erase Temporary Data Files</a></li> <li>• <a href="#">Solutions LDAP Settings</a></li> <li>• <a href="#">Miscellaneous</a></li> </ul>
Reports	<ul style="list-style-type: none"> <li>• <a href="#">Menu Settings Page</a></li> <li>• <a href="#">Device</a></li> <li>• <a href="#">Print</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Shortcuts</a></li> <li>• <a href="#">Fax</a></li> <li>• <a href="#">Network</a></li> </ul>
<a href="#">Troubleshooting</a>	Print Quality Test Pages	Cleaning the Scanner

# Device

## Preferences

Menu item	Description
<b>Display Language</b> [List of languages]	Set the language of the text that appears on the display.
<b>Country/Region</b> [List of countries or regions]	Identify the country or region where the printer is configured to operate.
<b>Run initial setup</b> Off* On	Run the setup wizard.
<b>Keyboard</b> Keyboard Type [List of languages]	Select a language as a keyboard type. <b>Note:</b> All the Keyboard Type values may not appear or may require special hardware to appear.
<b>Displayed information</b> Display Text 1 (IP Address*) Display Text 2 (Date/Time*) Custom Text 1 Custom Text 2	Specify the information to appear on the home screen.
<b>Date and Time</b> Configure Current Date and Time Manually Set Date and Time Date Format (MM-DD-YYYY*) Time Format (12 hour A.M./P.M.*) Time Zone (UTC-5:00*) Network Time Protocol Enable NTP (On*) NTP Server Enable Authentication (None*)	Configure the printer date and time and network time protocol.
<b>Paper Sizes</b> U.S.* Metric	Specify the unit of measurement for paper sizes. <b>Note:</b> The country or region selected in the initial setup wizard determines the initial paper size setting.
<b>Screen Brightness</b> 20–100% (100*)	Adjust the brightness of the display.
<b>Flash Drive Access</b> Disabled Enabled*	Enable access to the flash drive.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Allow Background Removal</b> Off On*	Specify whether background removal is allowed.
<b>Allow Custom Job scans</b> Off On*	Specify whether the Custom Job Scanning setting appears for copy, scan, and fax.  <b>Note:</b> This menu item appears only when a hard disk or an intelligent storage drive is installed.
<b>One Page Flatbed Scanning</b> Off* On	Set the printer to scan any type of job involving the scanner glass as a single page.  <b>Note:</b> The printer returns to the home screen after performing a single flatbed scan instead of displaying prompts.
<b>Device Sounds</b> Mute All Sounds (Off*) Button Feedback (On*) Volume (5*) ADF Loaded Beep (On*) Alarm Control (Single*) Cartridge Alarm (Single*) Speaker Mode (On until Connected*) Ringer Volume (On*)	Configure the sound settings of the printer.
<b>Screen Timeout</b> 5–300 seconds (60*)	Set the idle time in seconds before the display shows the home screen, or before the printer logs out a user account automatically.

**Note:** An asterisk (\*) next to a value indicates the factory default setting.

## Eco-Mode

Menu item	Description
<b>Print</b> Sides 1-Sided* 2-Sided	Specify whether to print on one side or both sides of the paper.

**Note:** An asterisk (\*) next to a value indicates the factory default setting.

Menu item	Description
<b>Print</b> Pages per Side Off* 2 pages per side 3 pages per side 4 pages per side 6 pages per side 9 pages per side 12 pages per side 16 pages per side	Print multiple page images on one side of a sheet of paper.
<b>Print</b> Toner Darkness 1–5 (4*)	Determine the lightness or darkness of text images.
<b>Print</b> Color Saver Off* On	Reduce the amount of toner used to print graphics and images.
<b>Copy</b> Sides 1 sided to 1 sided* 1 sided to 2 sided 2 sided to 1 sided 2 sided to 2 sided	Specify the scanning behavior based on the original document.
<b>Copy</b> Pages per Side Off* 2 Portrait pages 4 Portrait pages 2 Landscape pages 4 Landscape pages	Specify the scanning behavior based on the original document.
<b>Copy</b> Darkness 1–9 (5*)	Determine the darkness of the scanned text images.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Remote Operator Panel

Menu item	Description
<b>External VNC Connection</b> Don't Allow* Allow	Connect an external Virtual Network Computing (VNC) client to the remote control panel.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	



Menu item	Description
<b>Authentication Type</b> None* Standard Authentication	Set the authentication type when accessing the VNC client server.
<b>VNC Password</b>	Specify the password to connect to the VNC client server. <b>Note:</b> This menu item appears only if Authentication Type is set to Standard Authentication.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Notifications

Menu item	Description
<b>ADF Loaded Beep</b> Off On*	Enable a sound when loading paper into the ADF.
<b>Alarm Control</b> Off Single* Continuous	Set the number of times that the alarm sounds when the printer requires user intervention.
<b>Supplies</b> Show Supply Estimates Show estimates* Do not show estimates	Show the estimated status of the supplies.
<b>Supplies</b> Cartridge Alarm Off Single* Continuous	Set the number of times that the alarm sounds when the cartridge is low.
<b>Supplies</b> Custom Supply Notifications	Configure notification settings when the printer requires user intervention. <b>Note:</b> This menu item appears only in the Embedded Web Server.
<b>E-mail Alerts Setup</b> E-mail Setup Primary SMTP Gateway	Type the IP address or host name of the primary SMTP server for sending e-mail.
<b>E-mail Alerts Setup</b> E-mail Setup Primary SMTP Gateway Port (25*)	Enter the port number of the primary SMTP server.
<b>E-mail Alerts Setup</b> E-mail Setup Secondary SMTP Gateway	Type the server IP address or host name of your secondary or backup SMTP server.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>E-mail Alerts Setup</b> E-mail Setup Secondary SMTP Gateway Port (25*)	Enter the server port number of your secondary or backup SMTP server.
<b>E-mail Alerts Setup</b> E-mail Setup SMTP Timeout (30*)	Specify how long before the printer times out if the SMTP server does not respond.
<b>E-mail Alerts Setup</b> E-mail Setup Reply Address	Specify a reply address in the e-mail.
<b>E-mail Alerts Setup</b> E-mail Setup Always use SMTP default Reply Address (Off*)	Use the SMTP default Reply Address.
<b>E-mail Alerts Setup</b> E-mail Setup Use SSL/TLS (Disabled*)	Send an e-mail using an encrypted link.
<b>E-mail Alerts Setup</b> E-mail Setup Require Trusted Certificate (On*)	Require a trusted certificate when accessing the SMTP server.
<b>E-mail Alerts Setup</b> E-mail Setup SMTP Server Authentication (No authentication required*)	Set the authentication type for the SMTP server.
<b>E-mail Alerts Setup</b> E-mail Setup Device-Initiated E-mail (None*)	Set whether credentials are required for device-initiated e-mails.
<b>E-mail Alerts Setup</b> E-mail Setup User-Initiated E-mail (None*)	Set whether credentials are required for user-initiated e-mails.
<b>E-mail Alerts Setup</b> E-mail Setup Use Active Directory Device Credentials (Off*)	Enable user credentials and group designations to connect to the SMTP server.
<b>E-mail Alerts Setup</b> E-mail Setup Device Userid	Specify the user ID to connect to the SMTP server.
<b>E-mail Alerts Setup</b> E-mail Setup Device Password	Specify the password to connect to the SMTP server.

**Note:** An asterisk (\*) next to a value indicates the factory default setting.

Menu item	Description
<b>E-mail Alerts Setup</b> E-mail Setup Kerberos 5 REALM	Specify the realm for the Kerberos 5 authentication protocol.
<b>E-mail Alerts Setup</b> E-mail Setup NTLM Domain	Specify the domain name for the NTLM security protocol.
<b>E-mail Alerts Setup</b> E-mail Setup Disable "SMTP server not set up" error (Off*)	Disable an SMTP setup error message to appear on the display.
<b>Error Prevention</b> ADF Multifeed Sensor Off On*	Detect when the ADF picks more than one sheet of media at once.
<b>Error Prevention</b> Jam Assist Off On*	Set the printer to check for jammed paper automatically.
<b>Error Prevention</b> Auto Continue Off On* Auto Continue Time (5*)	Let the printer continue processing or printing a job automatically after clearing certain attendance conditions.
<b>Error Prevention</b> Auto Reboot Auto Reboot Reboot when idle Reboot always* Reboot never	Set the printer to restart when an error occurs.
<b>Error Prevention</b> Auto Reboot Max Auto Reboots (2*)	Set the number of automatic reboots that the printer can perform.
<b>Error Prevention</b> Auto Reboot Auto Reboot Window (720*)	Set the number of seconds before the printer performs an automatic reboot.
<b>Error Prevention</b> Auto Reboot Auto Reboot Counter	Show a read-only information of the reboot counter.

**Note:** An asterisk (\*) next to a value indicates the factory default setting.

Menu item	Description
<b>Error Prevention</b> Auto Reboot Reset Auto Reboot Counter Cancel Continue	Reset Auto Reboot Counter.
<b>Error Prevention</b> Display Short Paper Error On Auto-clear*	Set the printer to show a message when a short paper error occurs. <b>Note:</b> Short paper refers to the size of the paper loaded.
<b>Error Prevention</b> Page Protect Off* On	Set the printer to process the entire page into the memory before printing it.
<b>Jam Content Recovery</b> Jam Recovery Off On Auto*	Set the printer to reprint jammed pages.
<b>Jam Content Recovery</b> Scanner Jam Recovery Job level Page level*	Specify how to restart a scan job after resolving a paper jam.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Power Management

Menu item	Description
<b>Sleep Mode Profile</b> Print from Sleep Mode Stay awake after printing Enter Sleep Mode after printing*	Set the printer to stay awake or enter Sleep mode after printing.
<b>Sleep Mode Profile</b> Touch to Wake from Deep Sleep Off On*	Wake the printer from Deep Sleep mode by touching the printer display.
<b>Timeouts</b> Sleep Mode 1–114 minutes (15*)	Set the idle time before the printer begins operating in Sleep mode.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Timeouts</b> Hibernate Timeout Disabled 1 hour 2 hours 3 hours 6 hours 1 day 2 days 3 days* 1 week 2 weeks 1 month	Set the time before the printer turns off.
<b>Timeouts</b> Hibernate Timeout on Connection Hibernate Do Not Hibernate*	Set Hibernate Timeout to turn off the printer while an active Ethernet connection exists.
<b>Schedule Power Modes</b> Schedules Add New Schedule	Schedule the printer when to enter Sleep or Hibernate mode.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Anonymous Data Collection

Menu item	Description
<b>Anonymous Data Collection</b> Device Usage and Performance Information None*	<b>Note:</b> Anonymous Data Send Time appears only when you set Anonymous Data Collection to Device Usage and Performance Information.
<b>Anonymous Data Send Time</b> Start Time Stop Time	
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Accessibility

Menu item	Description
<b>Duplicate Key Strike Interval</b> 0–5 (0*)	Set the interval in seconds during which the printer ignores duplicate key presses on an attached keyboard.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Key Repeat Initial Delay</b> 0.25–5 (1*)	Set the initial length of delay in seconds before a repeating key starts repeating. <b>Note:</b> This menu item appears only when a keyboard is attached to the printer.
<b>Key Repeat Rate</b> 0.5–30 (30*)	Set the number of presses per second for a repeating key. <b>Note:</b> This menu item appears only when a keyboard is attached to the printer.
<b>Prolong Screen Timeout</b> Off* On	Let the user remain in the same location and reset the Screen Timeout timer when it expires instead of returning to the home screen.
<b>Headphone Volume</b> 1–10 (5*)	Adjust the headphone volume. <b>Note:</b> This menu item appears only when a headphone is attached to the printer.
<b>Enable Voice Guidance When Headphone Is Attached</b> Off* On	Enable Voice Guidance when a headphone is attached to the printer.
<b>Speak Passwords/PINs</b> Off* On	Set the printer to read out loud passwords or personal identification numbers. <b>Note:</b> This menu item appears only when a headphone or a speaker is attached to the printer.
<b>Speech Rate</b> Very Slow Slow Normal* Fast Faster Very Fast Rapid Very Rapid Fastest	Set the Voice Guidance speech rate. <b>Note:</b> This menu item appears only when a headphone or a speaker is attached to the printer.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Restore Factory Defaults

Menu item	Description
<b>Restore Settings</b> Restore all settings Restore printer settings Restore network settings Restore fax settings Restore app settings	Restore the printer factory default settings.

## Maintenance

### Configuration Menu

Menu item	Description
<b>USB Configuration</b> USB PnP 1* 2	Change the USB driver mode of the printer to improve its compatibility with a personal computer.
<b>USB Configuration</b> USB Scan to Local On* Off	Set whether the USB device driver enumerates as a USB Simple device (single interface) or as a USB Composite device (multiple interfaces).
<b>USB Configuration</b> USB Speed Full Auto*	Set the USB port to run at full speed and disable its high-speed capabilities.
<b>Tray Configuration</b> Size Sensing Tray [x] Sensing Off On*	Set the tray to sense automatically the paper size loaded into it.
<b>Tray Configuration</b> Tray Linking Automatic* Off	Set the printer to link the trays that have the same paper type and paper size settings.
<b>Tray Configuration</b> Show Tray Insert Message Off Only for unknown sizes* Always	Display a message that lets the user change the paper size and paper type settings after inserting the tray.
<b>Tray Configuration</b> A5 Loading Short Edge Long Edge*	Determine the default loading orientation for the A5 size paper in all paper sources.
<b>Tray Configuration</b> Paper Prompts Auto* Multipurpose Feeder Manual Paper	Set the paper source that the user fills when a prompt to load paper appears.  <b>Note:</b> For Multipurpose Feeder to appear, in the Paper menu, set Configure MP to Cassette.

**Note:** An asterisk (\*) next to a value indicates the factory default setting.

Menu item	Description
<b>Tray Configuration</b> Envelope Prompts Auto* Multipurpose Feeder Manual Envelope	Set the paper source that the user fills when a prompt to load envelope appears.  <b>Note:</b> For Multipurpose Feeder to appear, in the Paper menu, set Configure MP to Cassette.
<b>Tray Configuration</b> Action for Prompts Prompt user* Continue Use current	Set the printer to resolve paper- or envelope-related change prompts.
<b>Reports</b> Menu Settings Page Event Log Event Log Summary	Print reports about printer menu settings, status, and event logs.
<b>Supply Usage And Counters</b> Clear Supply Usage History	Reset the supply usage history, such as number of pages and days remaining, to the factory shipped level.
<b>Supply Usage And Counters</b> ITM Reset Reset Black Cartridge Counter Reset Cyan Cartridge Counter Reset Magenta Cartridge Counter Reset Yellow Cartridge Counter Reset Maintenance Counter	Reset the counter after installing a new supply item or maintenance kit.
<b>Supply Usage And Counters</b> Tiered Coverage Ranges	Adjust the amount of color coverage for each printing range.
<b>Printer Emulations</b> PPDS Emulation Off* On	Set the printer to recognize and use the PPDS data stream.
<b>Printer Emulations</b> PS Emulation Off On*	Set the printer to recognize and use the PS data stream.
<b>Printer Emulations</b> Enable Formsmerge Off* On	Activate formsmerge to store the forms into the hard disk or intelligent storage drive (ISD).  <b>Note:</b> The printer must have a hard disk or an ISD installed.
<b>Printer Emulations</b> Enable Prescribe Off* On	Activate Prescribe.  <b>Note:</b> The Prescribe license must be installed.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	



Menu item	Description
<b>Printer Emulations</b> Emulator Security Page Timeout 0–60 (60*)	Set the page timeout during emulation.
<b>Printer Emulations</b> Emulator Security Reset Emulator After Job Off* On	Reset the emulator after a print job.
<b>Printer Emulations</b> Emulator Security Disable Printer Message Access Off On*	Disable access to printer message during emulation.
<b>Fax Configuration</b> Fax Low Power Support Disable Sleep Permit Sleep Auto*	Set fax to enter Sleep mode whenever the printer determines that it must.
<b>Fax Configuration</b> Fax Storage Location NAND Disk*	Set the storage location for all faxes. <b>Note:</b> This menu item appears only when a hard disk or an ISD is installed.
<b>Print Configuration</b> Black Only Mode Off* On	Print non-copy jobs in grayscale.
<b>Print Configuration</b> Color Trapping Off 1 2* 3 4 5	Enhance the printed output to compensate for misregistration in the printer.
<b>Print Configuration</b> Font Sharpening 0–150 (24*)	Set a text point-size value below which the high-frequency screens are used when printing font data. For example, if the value is 24, then all fonts sized 24 points or less use the high-frequency screens.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Device Operations</b> Quiet Mode Off* On	Set the printer to operate in Quiet Mode.  <b>Note:</b> Enabling this setting slows down the overall performance of the printer.
<b>Device Operations</b> Panel Menus Off On*	Enable access to the printer menus from the control panel.
<b>Device Operations</b> Safe Mode Off* On	Set the printer to operate in a special mode, in which it attempts to continue offering as much functionality as possible, despite known issues.  For example, when set to On, and the duplex motor is nonfunctional, the printer performs one-sided printing of the documents even if the job is two-sided printing.
<b>Device Operations</b> Minimum Copy Memory 80 MB* 100 MB	Set the minimum memory allocation for storing copy jobs.
<b>Device Operations</b> Clear Custom Status	Erase user-defined strings for the Default or Alternate custom messages.
<b>Device Operations</b> Clear all remotely-installed messages	Erase messages that were remotely installed.
<b>Device Operations</b> Automatically Display Error Screens Off On*	Show existing error messages on the display after the printer remains inactive on the home screen for a length of time.
<b>Device Operations</b> Honor orientation on fast path copy Off* On	Enable the printer to use the orientation setting under the Copy menu when sending quick copy jobs.
<b>Toner patch sensor setup</b> Calibration frequency preference Disabled Fewest color adjustments Fewer color adjustments Normal* Better color accuracy Best color accuracy	Set the printer to put down the correct amount of toner to maintain color consistency.
<b>Toner patch sensor setup</b> Full calibration	Run the full color calibration.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Toner patch sensor setup</b> Print TPS information page	Print a diagnostic page that contains information on toner patch sensor calibration.
<b>Scanner Configuration</b> Scanner Manual Registration Print Quick Test	Print a Quick Test target page.  <b>Note:</b> Make sure that the margin spacing on the target page is uniform all the way around the target. If it is not, then the printer margins must be reset.
<b>Scanner Configuration</b> Scanner Manual Registration Front ADF Registration Rear ADF Registration Flatbed Registration	Manually register the flatbed and ADF after replacing the ADF, scanner glass, or controller board.
<b>Scanner Configuration</b> Reset Maintenance Counter	Reset the counter after replacing the ADF maintenance kit.
<b>Scanner Configuration</b> Edge Erase Flatbed Edge Erase (3*) ADF Edge Erase (3*)	Set the size, in millimeters, of the no-print area around an ADF or flatbed scan job.
<b>Scanner Configuration</b> ADF Deskew ADF Electronic Deskew (On*)	Reduce skewing of documents that are scanned from the ADF.
<b>Scanner Configuration</b> Disable Scanner No* Yes ADF Only	Disable the scanner when it is not working properly.
<b>Scanner Configuration</b> Tiff Byte Order CPU Endianness* Little Endian Big Endian	Set the byte order of a TIFF-formatted scan output.
<b>Scanner Configuration</b> Exact Tiff Rows Per Strip On* Off	Set the RowsPerStrip tag value of a TIFF-formatted scan output.

**Note:** An asterisk (\*) next to a value indicates the factory default setting.

## Out of Service Erase

Menu item	Description
<b>Out of Service Erase</b> Memory Last Sanitized Hard Disk Last Sanitized ISD last erased	Show a read-only information on when the printer memory or storage drive was last erased.  <b>Note:</b> Hard Disk Last Sanitized and ISD last erased appear only when a storage drive is installed.
<b>Out of Service Erase</b> Sanitize all information on nonvolatile memory Erase all printer and network settings Erase all apps and app settings Erase all shortcuts and shortcut settings Sanitize all information on hard disk Erase downloads (Erase all macros, fonts, PFOs, etc.) Erase buffered jobs Erase Held jobs Erase Intelligent Storage Drive	Clear all information on nonvolatile memory and on the storage drive.  <b>Note:</b> Sanitize all information on hard disk and Erase Intelligent Storage Drive appear only when a storage drive is installed.

## Home Screen Customization

**Note:** This menu appears only in the Embedded Web Server.

Menu	Description
Copy E-mail Fax Held Faxes Release Held Faxes Status/Supplies Job Queue Settings Change Language Address Book Bookmarks Held Jobs USB Drive FTP Scan Profiles Lock Device Scan Center Card Copy Shortcut Center	Specify which icons to show on the home screen.

## About this Printer

Menu item	Description
<b>Asset Tag</b>	Specify the identity of the printer. The maximum length is 32 characters.
<b>Printer's Location</b>	Specify the printer location. The maximum length is 63 characters.
<b>Contact</b>	Specify the contact information for the printer. The maximum length is 63 characters.
<b>Firmware Version</b>	Show the firmware version installed on the printer.
<b>Engine</b>	Show the engine number of the printer.
<b>Serial Number</b>	Show the serial number of the printer.
<b>Export Configuration File to USB</b>	Export the configuration file to a flash drive.
<b>Export Compressed Logs to USB</b>	Export the compressed log files to a flash drive.

## Print

### Layout

Menu item	Description
<b>Sides</b> 1-Sided* 2-Sided	Specify whether to print on one side or both sides of the paper.
<b>Flip Style</b> Long Edge* Short Edge	Determine which side of the paper is bound when performing two-sided printing.
<b>Blank Pages</b> Print Do Not Print*	Print blank pages that are included in a print job.
<b>Collate</b> Off (1,1,1,2,2,2) On (1,2,1,2,1,2)*	Keep the pages of a print job stacked in sequence, particularly when printing multiple copies of the job.
<b>Separator Sheets</b> None* Between Copies Between Jobs Between Pages	Insert blank separator sheets when printing.
<b>Separator Sheet Source</b> Tray [x] (1*) Multipurpose Feeder	Specify the paper source for the separator sheet.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Pages per Side</b> Off* 2 pages per side 3 pages per side 4 pages per side 6 pages per side 9 pages per side 12 pages per side 16 pages per side	Print multiple page images on one side of a sheet of paper.
<b>Pages per Side Ordering</b> Horizontal* Reverse Horizontal Vertical Reverse Vertical	Specify the positioning of multiple page images when using the Pages per Side menu.
<b>Pages per Side Orientation</b> Auto* Landscape Portrait	Specify the orientation of multiple page images when using the Pages per Side menu.
<b>Pages per Side Border</b> None* Solid	Print a border around each page image when using the Pages per Side menu.
<b>Copies</b> 1–9999 (1*)	Specify the number of copies for each print job.
<b>Print Area</b> Normal* Fit to page Whole Page	Set the printable area on a sheet of paper.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Setup

Menu item	Description
<b>Printer Language</b> PCL Emulation PS Emulation*	Set the printer language.  <b>Note:</b> Setting a printer language default does not prevent a software program from sending print jobs that use another printer language.
<b>Job Waiting</b> Off* On	Preserve print jobs requiring supplies so that jobs not requiring the missing supplies can print.  <b>Note:</b> This menu item appears only when a hard disk or an intelligent storage drive (ISD) is installed.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Job Hold Timeout</b> 0–255 (30*)	Set the time in seconds that the printer waits for user intervention before it holds jobs that require unavailable resources.  <b>Note:</b> This menu item appears only when a hard disk or an ISD is installed.
<b>Printer Usage</b> Max Speed Max Yield*	Determine how the color imaging kit operates during printing.  <b>Notes:</b> <ul style="list-style-type: none"> <li>• When set to Max Yield, the color imaging kit slows or stops while printing groups of black-only pages.</li> <li>• When set to Max Speed, the color imaging kit always runs while printing, whether color or black pages are being printed.</li> </ul>
<b>Low-Speed Printer Usage</b> Max Speed Max Yield*	Determine how the color imaging kit operates during low-speed printing.  <b>Notes:</b> <ul style="list-style-type: none"> <li>• When set to Max Yield, the color imaging kit slows or stops while printing groups of black-only pages.</li> <li>• When set to Max Speed, the color imaging kit always runs while printing, whether color or black pages are being printed.</li> <li>• This setting only changes printer behavior when the print engine is running at a 25 pages per minute process speed. It has no effect when the print engine is running at faster process speeds.</li> </ul>
<b>Download Target</b> RAM* Disk	Specify where to save all permanent resources that have been downloaded to the printer.  <b>Note:</b> This menu item appears only when a hard disk or an ISD is installed.
<b>Resource Save</b> Off* On	Determine what the printer does with downloaded resources when it receives a job that requires more than the available memory.  <b>Notes:</b> <ul style="list-style-type: none"> <li>• When set to Off, the printer retains downloaded resources only until memory is needed. Resources associated with the inactive printer language are deleted.</li> <li>• When set to On, the printer preserves all the permanent downloaded resources across all language switches. When necessary, the printer shows memory full messages instead of deleting permanent resources.</li> </ul>
<b>Print All Order</b> Alphabetical* Newest First Oldest First	Specify the order when you choose to print all held and confidential jobs.  <b>Note:</b> This menu item appears only when a hard disk or an ISD is installed.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Quality

Menu item	Description
<b>Print Mode</b> Black and White Color*	Set how the printer generates color content.
<b>Print Resolution</b> 4800 CQ* 1200 dpi	Set the resolution for the printed output. <b>Note:</b> 4800 CQ provides high-quality output at maximum speed.
<b>Toner Darkness</b> 1 to 5 (4*)	Determine the lightness or darkness of text images.
<b>Halftone</b> Normal* Detail	Enhance the printed output to have smoother lines with sharper edges.
<b>Color Saver</b> Off* On	Reduce the amount of toner used to print graphics and images. <b>Note:</b> When set to On, this setting overrides the value of the Toner Darkness setting.
<b>RGB Brightness</b> -6 to 6 (0*)	Adjust the brightness of every RGB and gray object on the page. <b>Note:</b> This setting does not affect files where CMYK color specifications are used.
<b>RGB Contrast</b> -6 to 6 (0*)	Adjust the contrast of every RGB and gray object on a page. <b>Note:</b> This setting does not affect files where CMYK color specifications are used.
<b>RGB Saturation</b> 0 to 5 (0*)	Preserve the black and white values while adjusting the color values of every object on the page. <b>Note:</b> This setting does not affect files where CMYK color specifications are used.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Advanced Imaging

Menu item	Description
<b>Color Balance</b> Cyan (0*) Magenta (0*) Yellow (0*) Black (0*)	Adjust the amount of toner that is used for each color.
<b>Color Balance</b> Reset Defaults	Reset all color settings to their default values.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	



Menu item	Description
<b>Color Correction</b> Off Auto* Manual	Modify the color settings used to print documents. <b>Notes:</b> <ul style="list-style-type: none"> <li>• Off sets the printer to receive the color correction from the software.</li> <li>• Auto sets the printer to apply different color profiles to each object on the printed page.</li> <li>• Manual allows the customization of the RGB or CMYK color conversions applied to each object on the printed page.</li> </ul>
<b>Color Samples</b> Print Color Samples	Print sample pages for each of the RGB and CMYK color conversion tables used in the printer.
<b>Color Adjust</b>	Calibrate the printer to adjust color variations in the printed output.
<b>Spot Color Replacement</b> Set Custom CMYK	Assign specific CMYK values to twenty named spot colors.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Job Accounting

Menu item	Description
<b>Job Accounting</b> Off* On	Set the printer to create a log of the print jobs that it receives. <b>Note:</b> This menu item appears only when a hard disk or an intelligent storage drive (ISD) is installed.
<b>Accounting Log Frequency</b> Daily Weekly Monthly*	Specify how often the printer creates a log file.
<b>Log Action at End of Frequency</b> None* E-mail Current Log E-mail & Delete Current Log Post Current Log Post & Delete Current Log	Specify how the printer responds when the frequency threshold expires. <b>Note:</b> The value defined in Accounting Log Frequency determines when this action is triggered.
<b>Log Near Full Level</b> Off On (5)*	Specify the maximum size of the log file before the printer executes the Log Action at Near Full. <b>Note:</b> This menu item appears only when a hard disk or an ISD is installed.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Log Action at Near Full</b> None* E-mail Current Log E-mail & Delete Current Log E-mail & Delete Oldest Log Post Current Log Post & Delete Current Log Post & Delete Oldest Log Delete Current Log Delete Oldest Log Delete All But Current Delete All Logs	Specify how the printer responds when the hard disk or ISD is nearly full. <b>Note:</b> The value defined in Log Near Full Level determines when this action is triggered.
<b>Log Action at Full</b> None* E-mail & Delete Current Log E-mail & Delete Oldest Log Post & Delete Current Log Post & Delete Oldest Log Delete Current Log Delete Oldest Log Delete All But Current Delete All Logs	Specify how the printer responds when hard disk or ISD usage reaches the maximum limit (100MB).
<b>URL to Post Log</b>	Specify where the printer posts job accounting logs.
<b>E-mail Address to Send Logs</b>	Specify the e-mail address to which the printer sends job accounting logs.
<b>Log File Prefix</b>	Specify the prefix for the log files. <b>Note:</b> The current host name defined in the TCP/IP menu is used as the default log file prefix.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## PDF

Menu item	Description
<b>Scale To Fit</b> Off* On	Scale the page content to fit the selected paper size.
<b>Annotations</b> Print Do Not Print*	Specify whether to print annotations in the PDF.
<b>Print PDF Error</b> Off On*	Enable the printing of PDF error.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## PostScript

Menu item	Description
<b>Print PS Error</b> Off* On	Print a page that describes the PostScript® error. <b>Note:</b> When an error occurs, processing of the job stops, the printer prints an error message, and the rest of the print job is flushed.
<b>Minimum Line Width</b> 1–30 (2*)	Set the minimum stroke width. <b>Note:</b> Jobs printed in 1200 dpi use the value directly.
<b>Lock PS Startup Mode</b> Off On*	Disable the SysStart file.
<b>Image Smoothing</b> Off* On	Enhance the contrast and sharpness of low-resolution images. <b>Note:</b> This setting has no effect on images with a resolution of 300 dpi or higher.
<b>Font Priority</b> Resident* Flash/Disk	Establish the font search order. <b>Notes:</b> <ul style="list-style-type: none"> <li>Resident sets the printer to search its memory for the requested font before searching the hard disk or intelligent storage drive (ISD).</li> <li>Flash/Disk sets the printer to search the hard disk or ISD for the requested font before searching the printer memory.</li> <li>This menu item appears only when a hard disk or an ISD is installed.</li> </ul>
<b>Wait Timeout</b> Off On* (40 seconds)	Enable the printer to wait for more data before canceling a print job.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## PCL

Menu item	Description
<b>Font Source</b> Resident* Disk Download Flash Font Card All	Select the source which contains the default font selection. <b>Notes:</b> <ul style="list-style-type: none"> <li>Disk and Flash appear only when a non-defective, non-protected hard disk or intelligent storage drive (ISD) that contains fonts is installed.</li> <li>Download appears only if downloaded fonts exist in the printer memory.</li> <li>Font Card appears only when an ISD is installed.</li> </ul>
<b>Font Name</b> [List of available fonts] (Courier*)	Select a font from the specified font source.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Symbol Set</b> [List of available symbol set] (10U PC-8*)	Specify the symbol set for each font name. <b>Note:</b> A symbol set is a set of alphabetic and numeric characters, punctuation, and special symbols. Symbol sets support the different languages or specific programs such as math symbols for scientific text.
<b>Pitch</b> 0.08–100.00 (10.00*)	Specify the pitch for fixed or monospaced fonts. <b>Note:</b> Pitch refers to the number of fixed-space characters in a horizontal inch of type.
<b>Orientation</b> Portrait* Landscape Reverse Portrait Reverse Landscape	Specify the orientation of text and graphics on the page.
<b>Lines per Page</b> 1–255	Specify the number of lines of text for each page printed through the PCL® data stream. <b>Notes:</b> <ul style="list-style-type: none"> <li>• This menu item activates vertical escapement that causes the selected number of requested lines to print between the default margins of the page.</li> <li>• 60 is the U.S. factory default setting. 64 is the international factory default setting.</li> </ul>
<b>PCL5 Minimum Line Width</b> 1–30 (2*)	Set the initial minimum stroke width.
<b>PCLXL Minimum Line Width</b> 1–30 (2*)	
<b>A4 Width</b> 198 mm* 203 mm	Set the width of the logical page on A4-size paper. <b>Note:</b> Logical page is the space on the physical page where data is printed.
<b>Auto CR after LF</b> On Off*	Set the printer to perform a carriage return after a line feed control command. <b>Note:</b> Carriage return is a mechanism that commands the printer to move the position of the cursor to the first position on the same line.
<b>Auto LF after CR</b> On Off*	Set the printer to perform a line feed after a carriage return control command.
<b>Tray Renumber</b> Assign Tray [x] Assign Manual Paper Assign Manual Envelope	Configure the printer to work with a different print driver or custom application that uses a different set of source assignments to request a given paper source.
<b>Tray Renumber</b> View Factory Defaults	Show the factory default value assigned for each paper source.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Tray Renumber</b> Restore Defaults	Restore the tray renumber values to their factory defaults.
<b>Print Timeout</b> Off On* (90 seconds)	Set the printer to end a print job after it has been idle for the specified amount of time.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Image

Menu item	Description
<b>Auto Fit</b> On Off*	Select the best available paper size and orientation setting for an image. <b>Note:</b> When set to On, this menu item overrides the scaling and orientation settings for the image.
<b>Invert</b> Off* On	Invert bitonal monochrome images. <b>Note:</b> This menu item does not apply to GIF or JPEG image formats.
<b>Scaling</b> Anchor Top Left Best Fit* Anchor Center Fit Height/Width Fit Height Fit Width	Adjust the image to fit the printable area. <b>Note:</b> When Auto Fit is set to On, Scaling is automatically set to Best Fit.
<b>Orientation</b> Portrait* Landscape Reverse Portrait Reverse Landscape	Specify the orientation of text and graphics on the page.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

# Paper

## Tray Configuration

Menu item	Description
<b>Default Source</b> Tray [x] (1*) Multipurpose Feeder Manual Paper Manual Envelope	Set the paper source for all print jobs.
<b>Paper Size/Type</b> Tray [x] Multipurpose Feeder Manual Paper Manual Envelope	Specify the paper size or paper type loaded in each paper source.
<b>Substitute Size</b> Off Letter/A4 All Listed*	Set the printer to substitute a specified paper size if the requested size is not loaded in any paper source.  <b>Notes:</b> <ul style="list-style-type: none"> <li>• Off prompts the user to load the required paper size.</li> <li>• All Listed allows all available substitutions.</li> </ul>
<b>Configure MP</b> Cassette* Manual First	Determine the behavior of the multipurpose feeder.  <b>Notes:</b> <ul style="list-style-type: none"> <li>• Cassette configures the multipurpose feeder as the automatic paper source.</li> <li>• Manual sets the multipurpose feeder only for manual-feed print jobs.</li> <li>• First configures the multipurpose feeder as the primary paper source.</li> </ul>
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Media Configuration

### Universal Setup

Menu item	Description
<b>Units of Measure</b> Inches Millimeters	Specify the unit of measurement for the universal paper.  <b>Note:</b> Inches is the U.S. factory default setting. Millimeters is the international factory default setting.
<b>Portrait Width</b> 3.5–19 inches (8.5*) 88.9–482.6 mm (216*)	Set the portrait width of the universal paper.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Portrait Height</b> 3.5–19 inches (14*) 88.9–482.6 mm (356*)	Set the portrait height of the universal paper.
<b>Feed Direction</b> Short Edge* Long Edge	Set the printer to pick paper from the short edge or long edge direction.  <b>Note:</b> Long Edge appears only when the longest edge is shorter than the maximum width supported.
<b>Multiple Universal Sizes</b> Tray [x] Multipurpose Feeder	Assign a unique dimension for multiple universal sizes that are loaded in each paper source.  <b>Note:</b> This setting appears only when enabled in the Device menu. From the home screen, touch <b>Settings &gt; Device &gt; Maintenance &gt; Configuration Menu &gt; Tray Configuration &gt; Multiple Universal Sizes</b> .
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Custom Scan Sizes

Menu item	Description
<b>Custom Scan Size [x]</b> Scan Size Name Width 1–8.5 inches (8.5*) 25.4–215.9 mm (215.9*) Height 1–25 inches (11*) 25.4–635 mm (279.4*) Orientation Portrait* Landscape 2 scans per side Off* On	Assign a scan size name and configure the scan settings.

## Media Types

Menu item	Description
Plain Card Stock Recycled Glossy Labels Vinyl Labels Bond Envelope Letterhead Preprinted Colored Paper Light Heavy Rough/Cotton Custom Type [X]	Specify the texture, weight, and orientation of the paper.

## Copy

### Copy Defaults

Menu item	Description
<b>Content Type</b> Text Text/Photo* Photo Graphics	Improve the output result based on the content of the original document.
<b>Content Source</b> Black and White Laser Color Laser* Inkjet Photo/Film Magazine Newspaper Press Other	Improve the output result based on the source of the original document.
<b>Sides</b> 1 sided to 1 sided* 1 sided to 2 sided 2 sided to 1 sided 2 sided to 2 sided	Specify the scanning behavior based on the original document.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	



Menu item	Description
<b>Separator Sheets</b> None* Between Copies Between Jobs Between Pages	Specify whether to insert blank separator sheets when printing.
<b>Separator Sheet Source</b> Tray [x] (1*) Multipurpose Feeder	Specify the paper source for the separator sheet.
<b>Color</b> Off On* Auto	Set the printer to generate color output from a scan job.
<b>Pages per Side</b> Off* 2 Portrait pages 4 Portrait pages 2 Landscape pages 4 Landscape pages	Specify the number of page images to print on one side of a sheet of paper.
<b>Print Page Borders</b> Off* On	Place a border around each image when printing multiple pages on a single page.
<b>Collate</b> Off [1,1,1,2,2,2] On [1,2,1,2,1,2]*	Print multiple copies in sequence.
<b>“Copy from” Size</b> [List of paper sizes]	Set the paper size of the original document. <b>Note:</b> Letter is the U.S. factory default setting. A4 is the international factory default setting.
<b>“Copy to” Source</b> Tray [x] (1*) Multipurpose Feeder Auto Size Match	Specify the paper source for the copy job.
<b>Temperature</b> -4 to 4 (0*)	Specify whether to generate a cooler or warmer output.
<b>Darkness</b> 1 to 9 (5*)	Adjust the darkness of the scanned image.
<b>Number of Copies</b> 1–9999 (1*)	Specify the number of copies.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Header/Footer</b> Left Header Middle Header Right Header Left Footer Middle Footer Right Footer	Specify the header or footer information on the scanned image.
<b>Overlay</b> Confidential Copy Draft Urgent Custom Off*	Specify the overlay text to print on each copy.
<b>Custom overlay</b>	Type the text for the Custom choice in the Overlay menu.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

### Advanced Imaging

Menu item	Description
<b>Color Balance</b> Cyan (0*) Magenta (0*) Yellow (0*)	Adjust the color intensity for cyan, magenta, and yellow.
<b>Color Dropout</b> Color Dropout (None*) Default Red Threshold (128*) Default Green Threshold (128*) Default Blue Threshold(128*)	Specify which color to drop during scanning, and adjust the dropout setting for that color.
<b>Auto Color Detect</b> Color Sensitivity (5*) Area Sensitivity (5*)	Configure the auto color detection setting.
<b>Contrast</b> Best for content* 0–5	Specify the contrast for the scanned image.
<b>Background Removal</b> Background Detection (Content-based*) Level (0*)	Remove the background color or image noise from the original document.  <b>Notes:</b> <ul style="list-style-type: none"> <li>• Content-based removes the background color from the original document .</li> <li>• Fixed removes image noise from a photo.</li> </ul>
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Auto Center</b> Off* On	Align the content at the center of the page.
<b>Mirror Image</b> Off* On	Create a mirror image of the original document.
<b>Negative Image</b> Off* On	Create a negative image of the original document.
<b>Shadow Detail</b> -4 to 4 (0*)	Adjust the shadow detail in the original document.
<b>Scan Edge to Edge</b> Off* On	Scan the original document from edge to edge.
<b>Sharpness</b> 1–5 (3*)	Adjust the sharpness of the scanned image.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

### Admin Controls

Menu item	Description
<b>Allow Color Copies</b> Off On*	Print copies in color.
<b>Allow Priority Copies</b> Off On*	Interrupt a print job to make copies.
<b>Custom Job Scanning</b> Off* On	Set the printer to scan the first set of original documents using the specified settings, and then scan the next set with the same or different settings.  <b>Note:</b> This menu item appears only when a hard disk or an intelligent storage drive (ISD) is installed.
<b>Allow Save as Shortcut</b> Off On*	Save copy settings as a shortcut.
<b>Adjust ADF Skew</b> Off On*	Set the printer to adjust the skewed images from documents that are scanned from the ADF.
<b>Sample copy</b> Off* On	Print a sample copy to check the quality before printing the remaining copies.  <b>Note:</b> This menu item appears only when a hard disk or an ISD is installed.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

# Fax

## Fax Defaults

### Fax Mode

Menu item	Description
<b>Fax Mode</b> Fax Fax Server Disabled	Select a fax mode. <b>Note:</b> Depending on your printer model, the factory default setting may vary.

### Fax Setup

#### General Fax settings

Menu item	Description
<b>Fax Name</b>	Specify your fax ID.
<b>Fax Number</b>	Specify your fax number.
<b>Fax ID</b> Fax Name Fax Number*	Set the fax ID to use during fax negotiation.
<b>Enable Manual Fax</b> Off* On	Turn on the manual fax function in the printer. <b>Notes:</b> <ul style="list-style-type: none"> <li>• This menu item requires a line splitter and a telephone handset.</li> <li>• Use a regular telephone line to answer an incoming fax job and to dial a fax number.</li> <li>• To go directly to the manual fax function, touch <b>#</b> and <b>0</b> on the keypad.</li> </ul>
<b>Memory Use</b> All receive Mostly receive Equal* Mostly send All send	Set the amount of internal printer memory allocated for faxing. <b>Note:</b> This menu item prevents memory buffer conditions and failed faxes.
<b>Cancel Faxes</b> Allow* Don't Allow	Cancel outgoing or incoming faxes.
<b>Fax Number Masking</b> Off* From Left From Right	Specify the format for masking an outgoing fax number.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Digits to Mask</b> 0–58 (0*)	Specify the number of digits to mask in an outgoing fax number.
<b>Enable Line Connected Detection</b> Off On*	Determine whether a telephone line is connected to the printer. <b>Note:</b> Events are detected immediately.
<b>Enable Line In Wrong Jack Detection</b> Off On*	Determine whether a telephone line is connected to the correct port on the printer. <b>Note:</b> Events are detected immediately.
<b>Enable Extension in Use Support</b> Off On*	Determine whether a telephone line is used by another device, such as another phone on the same line. <b>Note:</b> Events are detected immediately.
<b>Optimize Fax Compatibility</b>	Configure the printer fax functionality for optimal compatibility with other fax machines.
<b>Fax Transport</b> T.38 Analog G.711 etherFAX	Set the fax transport method. <b>Note:</b> This menu item appears only if an etherFAX or Fax over IP (FoIP) license bundle is installed in the printer.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## HTTPS Fax Settings

**Note:** This menu appears only if Fax Transport is set to etherFAX.

Menu item	Description
<b>HTTPS service URL</b>	Specify the etherFAX service URL.
<b>HTTPS Proxy</b>	Specify a proxy server URL.
<b>HTTPS Proxy User</b>	Specify the user name and password for the proxy server.
<b>HTTPS Proxy Password</b>	
<b>Fax Send Encryption</b> Disabled Enabled* Required	Enable encryption for outgoing fax messages.
<b>Fax Receive Encryption</b> Disabled Enabled* Required	Enable encryption for incoming fax messages.
<b>HTTPS Fax Status</b>	Show the etherFAX communication status.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Fax Send Settings

Menu item	Description
<b>Resolution</b> Standard* Fine Super Fine Ultra Fine	Set the resolution of the scanned image.  <b>Note:</b> A higher resolution increases fax transmission time and requires more memory.
<b>Original Size</b> [List of paper sizes] (Mixed Sizes*)	Specify the size of the original document.
<b>Orientation</b> Portrait* Landscape	Specify the orientation of the original document.
<b>Sides</b> Off* Short Edge Long Edge	Specify the orientation of the original document when scanning on both sides of the document.
<b>Content Type</b> Text* Text/Photo Photo Graphics	Improve the output result based on the content of the original document.
<b>Content Source</b> Black and White Laser Color Laser* Inkjet Photo/Film Magazine Newspaper Press Other	Improve the output result based on the source of the original document.
<b>Darkness</b> 1–9 (5*)	Adjust the darkness of the scanned image.
<b>Behind a PABX</b> On Off*	Set the printer to dial a fax number without waiting to recognize the dial tone.  <b>Note:</b> Private Automated Branch Exchange (PABX) is a telephone network that allows a single access number to offer multiple lines to outside callers.
<b>Dial Mode</b> Tone* Pulse	Specify the dial mode for incoming or outgoing faxes.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

**Advanced Imaging**

Menu item	Description
<b>Color Balance</b> Cyan - Red -4 to 4 (0*) Magenta - Green -4 to 4 (0*) Yellow - Blue -4 to 4 (0*)	Adjust the color intensity during scanning.
<b>Color Dropout</b> Color Dropout (None*) Default Red Threshold (128*) Default Green Threshold (128*) Default Blue Threshold (128*)	Specify which color to drop during scanning, and adjust the dropout setting for that color.
<b>Contrast</b> Best for Content* 0 1 2 3 4 5	Set the contrast of the output.
<b>Background Removal</b> Level -4 to 4 (0*)	Adjust the amount of background visible on a scanned image.
<b>Mirror Image</b> Off* On	Create a mirror image of the original document.
<b>Negative Image</b> Off* On	Create a negative image of the original document.
<b>Shadow Detail</b> -4 to 4 (0*)	Adjust the amount of shadow detail visible on a scanned image.
<b>Scan Edge to Edge</b> On Off*	Allow edge-to-edge scanning of the original document.
<b>Sharpness</b> 1–5 (3*)	Adjust the sharpness of the scanned image.
<b>Temperature</b> -4 to 4 (0*)	Specify whether to generate a cooler or warmer output.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

**Admin Controls**

Menu item	Description
<b>Automatic Redial</b> 0–9 (5*)	Specify the number of attempts that the printer redials before it cancels sending the fax to a specified destination.
<b>Redial Frequency</b> 1–200 minutes (3*)	Increase the time between redial attempts to increase the chance of sending fax successfully.
<b>Enable ECM</b> On* Off	Activate Error Correction Mode (ECM) for fax jobs. <b>Note:</b> ECM detects and corrects errors in the fax transmission process caused by telephone line noise and poor signal strength.
<b>Enable Fax Scans</b> On* Off	Create faxes using the printer scanner.
<b>Driver to Fax</b> On* Off	Allow the print driver to send fax.
<b>Allow Save as Shortcut</b> On* Off	Save fax numbers as shortcuts on the printer.
<b>Max Speed</b> 33600* 14400 9600 4800 2400	Set the maximum speed for sending fax.
<b>Custom Job Scanning</b> Off* On	Turn on scanning of custom jobs by default. <b>Note:</b> This menu item appears only when a hard disk or an intelligent storage drive (ISD) is installed.
<b>Scan Preview</b> Off* On	Show a preview of the scan on the display. <b>Note:</b> This menu item appears only when a hard disk or an ISD is installed.
<b>Adjust ADF Skew</b> Off On*	Correct slight skew in the scanned image.
<b>Enable Color Fax Scans</b> Off by Default* On by Default Never Use Always Use	Enable color scans for fax.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	



Menu item	Description
<b>Auto Convert Color Faxes to Mono Faxes</b> On* Off	Convert all outgoing color faxes to black and white.
<b>Confirm Fax Number</b> Off* On	Ask the user to confirm the fax number.
<b>Dial Prefix</b>	Set a dialing prefix.
<b>Dialing Prefix Rules</b>	Establish a dialing prefix rule.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

### Fax Receive Settings

Menu item	Description
<b>Fax Job Waiting</b> None* Toner Toner and Supplies	Remove fax jobs that request specific unavailable resources from the print queue.
<b>Rings to Answer</b> 1–25 (3*)	Set the number of rings required before the printer answers the incoming calls.
<b>Auto Reduction</b> On* Off	Scale incoming fax to fit on the page.
<b>Paper Source</b> Tray [X] Auto*	Set the paper source for printing incoming fax.
<b>Sides</b> On Off*	Print on both sides of the paper.
<b>Separator Sheets</b> None* Before Job After Job	Specify whether to insert blank separator sheets when printing.
<b>Separator Sheet Source</b> Tray [X] (1*)	Specify the paper source for the separator sheet.
<b>Output Bin</b> Standard Bin	Specify the output bin for received faxes.
<b>Fax Footer</b> On Off*	Print the transmission information at the bottom of each page from a received fax.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Fax Footer Time Stamp</b> Receive* Print	Print the time stamp at the bottom of each page from a received fax.
<b>Holding Faxes</b> Held Fax Mode Off* Always On Manual Scheduled	Hold received faxes from printing until they are released.
<b>Holding Faxes</b> Fax Holding Schedule	Assign a schedule for holding faxes. <b>Note:</b> This menu item appears only if Held Fax Mode is set to Scheduled.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

### Admin Controls

Menu item	Description
<b>Enable Fax Receive</b> On* Off	Set the printer to receive fax.
<b>Enable Color Fax Receive</b> On* Off	Set the printer to receive fax in color.
<b>Enable Caller ID</b> On Off*	Show the caller ID information of the incoming call on the printer display.
<b>Block No Name Fax</b> On Off*	Block incoming faxes without fax IDs.
<b>Banned Fax List</b> Add Banned Fax	Specify the phone numbers that you want to block.
<b>Answer On</b> All Rings* Single Ring Only Double Ring Only Triple Ring Only Single or Double Rings Only Single or Triple Rings Only Double or Triple Rings Only	Set a distinctive ring pattern for incoming fax.
<b>Auto Answer</b> On* Off	Set the printer to receive fax automatically.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Manual Answer Code</b> 0–9 (9*)	Manually enter a code on the telephone number pad to begin receiving fax. <b>Notes:</b> <ul style="list-style-type: none"> <li>• This menu item appears only when the printer shares a line with a telephone.</li> <li>• This menu item appears only when you set the printer to receive fax manually.</li> </ul>
<b>Fax Forwarding</b> Print* Print and Forward Forward	Specify whether to forward received fax.
<b>Forward To</b> Destination 1 Destination 2	Specify where to forward received fax. <b>Note:</b> This menu item appears only when Fax Forwarding is set to Print and Forward or Forward.
<b>Max Speed</b> 33600* 14400 9600 4800 2400	Set the maximum speed for transmitting fax.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Fax Cover Page

Menu item	Description
<b>Fax Cover Page</b> Off by Default* On by Default Never Use Always Use	Configure the settings for the fax cover page.
<b>Include To field</b> Off* On	
<b>Include From field</b> Off* On	
<b>From</b>	
<b>Include Message Field</b> Off* On	
<b>Message:</b>	
<b>Include Logo</b> Off* On	
<b>Include Footer [x]</b> Off* On	
<b>Footer [x]</b>	
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Fax Log Settings

Menu item	Description
<b>Transmission Log Frequency</b> Always* Never Only for Error	Specify how often the printer creates a transmission log.
<b>Transmission Log Action</b> Print Off On* E-mail Off* On	
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Receive Error Log</b> Print Never* Print on Error	Print a log for fax-receive failures.
<b>Auto Print Logs</b> On* Off	Print all fax activity.
<b>Log Paper Source</b> Tray [x] (1*)	Specify the paper source for printing logs.
<b>Logs Display</b> Remote Fax Name* Dialed Number	Identify the sender by remote fax name or fax number.
<b>Enable Job Log</b> On* Off	View a summary of all fax jobs.
<b>Enable Call Log</b> On* Off	View a summary of the fax call history.
<b>Log Output Bin</b> Standard Bin* Bin [x]	Specify the output bin for printed logs.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

### Speaker Settings

Menu item	Description
<b>Speaker Mode</b> Always Off* Always On On until Connected	Set the fax speaker mode.
<b>Speaker Volume</b> Low* High	Adjust the fax speaker volume.
<b>Ringer Volume</b> Off* On	Enable the ringer volume.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## VoIP Settings

Menu item	Description
<b>VoIP Protocol</b> SIP* H.323	Set the Voice over Internet Protocol (VoIP) protocol.
<b>STUN Server</b>	Specify the STUN server to traverse a firewall.
<b>Force Fax Mode</b> Off On*	Switch VoIP gateway from analog to T.38 at the beginning of a fax call.
<b>Force Fax Mode Delay</b> 0–15 (7*)	Set the time delay in seconds when sending another invite of Force Fax Mode.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## SIP Settings

Menu item	Description
<b>Proxy</b>	Specify the IP address of the system that converts the phone number to an IP address where the fax is sent.
<b>Registrar</b>	Specify a name or IP address of the system that handles the registration of Session Initiation Protocol (SIP) clients.
<b>User</b>	Specify the name of the user for SIP.
<b>Password</b>	Specify the password that is used in registering with the SIP Registrar.
<b>Auth ID</b>	The user name that is used when registering. <b>Note:</b> If the Auth ID setting is not set, the setting uses the user name of the User field instead.
<b>Transport For Registration</b> UDP* TCP	Set the SIP transport type for registration.
<b>Transport For Incoming Calls</b> UDP* TCP UDP And TCP	Set the SIP transport type for incoming calls.
<b>Transport For Outgoing Calls</b> UDP* TCP	Set the SIP transport type for outgoing calls.
<b>Outbound Proxy</b>	Specify an outbound proxy to forward all SIP communication.
<b>Contact</b>	Specify a contact name for SIP.
<b>Realm</b>	Specify a realm name for SIP. <b>Note:</b> If the Realm setting is not set, the setting uses the name of the Contact instead.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>SIP Registration Status</b>	Show the status of the SIP Registration.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

### H.323 Settings

Menu item	Description
<b>Gateway</b>	Specify the H.323 gateway IP address.
<b>Gatekeeper</b>	Specify the H.323 gatekeeper.
<b>User</b>	Specify the user name used with the H.323 gateway.
<b>Password</b>	Specify the password for the H.323 gateway.
<b>Enable Fast Start</b> Off* On	Enable Fast Start.
<b>Disable H.245 Tunneling</b> Off* On	Disable H.323 Tunneling.
<b>Disable Gatekeeper Discovery</b> Off On*	Disable H.323 Gatekeeper Discovery.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

### T.38 Settings

Menu item	Description
<b>Indicator Redundancy</b> 0–5 (3*)	Set the number of times that a fax indicator is repeated in the T.38 communication.
<b>Low Speed Redundancy</b> 0–5 (3*)	Set the number of times that low speed data is repeated in the T.38 communication.
<b>High Speed Redundancy</b> 0–5 (1*)	Set the number of times that high-speed data is repeated in the T.38 communication.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Fax Server Setup

### General Fax Settings

Menu item	Description
<b>To Format</b>	Specify a fax recipient. <b>Note:</b> If you want to use the fax number, then type the number sign (#) before a number.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Reply Address</b>	Specify a reply address for sending fax.
<b>Subject</b>	Specify the fax subject and message.
<b>Message</b>	
<b>Enable analog receive</b> Off* On	Set the printer to receive analog faxes.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

### Fax Server E-mail Settings

Menu item	Description
<b>Use E-mail SMTP Server</b> On Off*	Use the Simple Mail Transfer Protocol (SMTP) settings for e-mail in receiving and sending faxes. <b>Note:</b> When set to On, all other settings of the Fax Server E-mail Settings menu are not shown.
<b>Primary SMTP Gateway</b>	Type the IP address or host name of the primary SMTP server.
<b>Primary SMTP Gateway Port</b> 1–65535 (25*)	Enter the port number of the primary SMTP server.
<b>Secondary SMTP Gateway</b>	Type the server IP address or host name of your secondary or backup SMTP server.
<b>Secondary SMTP Gateway Port</b> 1–65535 (25*)	Enter the server port number of your secondary or backup SMTP server.
<b>SMTP Timeout</b> 5–30 (30*)	Set the time before the printer times out if the SMTP server does not respond.
<b>Reply Address</b>	Specify a reply address for sending fax.
<b>Use SSL/TLS</b> Disabled* Negotiate Required	Specify whether to send fax using an encrypted link.
<b>Require Trusted Certificate</b> Off On*	Specify a trusted certificate when accessing the SMTP server.
<b>SMTP Server Authentication</b> No authentication required* Login / Plain NTLM CRAM-MD5 Digest-MD5 Kerberos 5	Set the authentication type for the SMTP server.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	



Menu item	Description
<b>Device-Initiated E-mail</b> None* Use Device SMTP Credentials	Specify whether credentials are required for device-initiated e-mail.
<b>User-Initiated E-mail</b> None* Use Device SMTP Credentials Use Session User ID and Password Use Session E-mail address and Password Prompt user	Specify whether credentials are required for user-initiated e-mail.
<b>Use Active Directory Device Credentials</b> Off* On	Enable user credentials and group destinations to connect to the SMTP server.
<b>Device Userid</b>	Specify the user ID and password to connect to the SMTP server.
<b>Device Password</b>	
<b>Kerberos 5 REALM</b>	Specify the realm for the Kerberos 5 authentication protocol.
<b>NTLM Domain</b>	Specify the domain name for the NTLM security protocol.
<b>Disable "SMTP server not set up" error</b> Off* On	Hide the "SMTP server not set up" error message.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

### Fax Server Scan Settings

Menu item	Description
<b>Image Format</b> TIFF (.tif) PDF (.pdf)* XPS (.xps) TXT (.txt) RTF (.rtf) DOCX (.docx) XLSX (.xlsx) CSV (.csv)	Specify the file format for the scanned image.
<b>Content Type</b> Text* Text/Photo Photo Graphics	Improve the output result based on the content of the original document.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Content Source</b> Black and White Laser Color Laser* Inkjet Photo/Film Magazine Newspaper Press Other	Improve the output result based on the source of the original document.
<b>Fax Resolution</b> Standard* Fine Super Fine Ultra Fine	Set the fax resolution.
<b>Sides</b> Off* Short Edge Long Edge	Specify the orientation of the original document when scanning on both sides of the document.
<b>Darkness</b> 1–9 (5*)	Set the darkness of the output.
<b>Orientation</b> Portrait* Landscape	Specify the orientation of text and graphics on the page.
<b>Original Size</b> [List of paper sizes]	Set the paper size of the original document. <b>Notes:</b> <ul style="list-style-type: none"> <li>• Mixed Sizes is the U.S. factory default setting. A4 is the international factory default setting.</li> <li>• This setting may vary depending on your printer model.</li> </ul>
<b>Use Multi-Page TIFF</b> Off On*	Choose between single- and multiple-page TIFF files.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

# E-mail

## E-mail Setup

Menu item	Description
<b>Primary SMTP Gateway</b>	Type the IP address or host name of the primary SMTP server for sending e-mail.
<b>Primary SMTP Gateway Port</b> 1–65535 (25*)	Enter the port number of the primary SMTP server.
<b>Secondary SMTP Gateway</b>	Type the server IP address or host name of your secondary or backup SMTP server.
<b>Secondary SMTP Gateway Port</b> 1–65535 (25*)	Enter the server port number of your secondary or backup SMTP server.
<b>SMTP Timeout</b> 5–30 seconds (30*)	Set the time before the printer times out if the SMTP server does not respond.
<b>Reply Address</b>	Specify a reply address in the e-mail.
<b>Always use SMTP default Reply Address</b> On Off*	Always use the default reply address in the SMTP server.
<b>Use SSL/TLS</b> Disabled* Negotiate Required	Specify whether to send e-mail using an encrypted link.
<b>Require Trusted Certificate</b> Off On*	Require a trusted certificate when accessing the SMTP server.
<b>SMTP Server Authentication</b> No authentication required* Login / Plain NTLM CRAM-MD5 Digest-MD5 Kerberos 5	Set the authentication type for the SMTP server.
<b>Device-Initiated E-mail</b> None* Use Device SMTP Credentials	Specify whether credentials are required for device-initiated e-mail.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>User-Initiated E-mail</b> None* Use Device SMTP Credentials Use Session User ID and Password Use Session E-mail address and Password Prompt user	Specify whether credentials are required for user-initiated e-mail.
<b>Use Active Directory Device Credentials</b> Off* On	Specify whether credentials are required for user-initiated e-mail.
<b>Device Userid</b>	Specify the user ID and password to connect to the SMTP server.
<b>Device Password</b>	
<b>Kerberos 5 REALM</b>	Specify the realm for the Kerberos 5 authentication protocol.
<b>NTLM Domain</b>	Specify the domain name for the NTLM security protocol.
<b>Disable “SMTP server not set up” error</b> Off* On	Hide the “SMTP server not set up” error message.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## E-mail Defaults

Menu item	Description
<b>Subject:</b>	Specify the e-mail subject and message.
<b>Message:</b>	
<b>File Name</b>	Specify the filename for the scanned document.
<b>Format</b> JPEG (.jpg) PDF (.pdf)* TIFF (.tif) XPS (.xps) TXT (.txt) RTF (.rtf) DOCX (.docx) XLSX (.xlsx) CSV (.csv)	Specify the file format of the scanned document.
<b>Global OCR Settings</b> Recognized Languages Auto Rotate (Off*) Despeckle (Off*) Auto Contrast Enhance (Off*)	Configure the settings for optical character recognition (OCR). <b>Note:</b> This menu item appears only if you have purchased and installed an OCR solution.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>PDF Settings</b> PDF Version (1.5*) Archival Version (A-1a*) Highly Compressed (Off*) Secure (Off*) Searchable (Off*) Archival (PDF/A) (Off*)	Configure the PDF settings of the scanned document.  <b>Notes:</b> <ul style="list-style-type: none"> <li>• Archival Version and Archival (PDF/A) are supported only when PDF Version is set to 1.4.</li> <li>• Highly Compressed appears only when a hard disk or an intelligent storage drive (ISD) is installed.</li> </ul>
<b>Content Type</b> Text Text/Photo* Photo Graphics	Improve the output result based on the content type of the original document.
<b>Content Source</b> Black and White Laser Color Laser* Inkjet Photo/Film Magazine Newspaper Press Other	Improve the output result based on the content source of the original document.
<b>Color</b> Black and White Gray Color* Auto	Set the printer to capture file content in color or in mono.
<b>Resolution</b> 75 dpi 150 dpi* 200 dpi 300 dpi 400 dpi 600 dpi	Set the resolution of the scanned image.
<b>Darkness</b> 1–9 (5*)	Adjust the darkness of the scanned image.
<b>Orientation</b> Portrait* Landscape	Specify the orientation of the original document.
<b>Original Size</b> Mixed Sizes*	Set the paper size of the original document.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Sides</b> Off* Short Edge Long Edge	Specify the orientation of the original document when scanning on both sides of the document.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

### Advanced Imaging

Menu item	Description
<b>Color Balance</b> Cyan (0*) Magenta (0*) Yellow (0*)	Adjust the color intensity for cyan, magenta, and yellow.
<b>Color Dropout</b> Color Dropout (None*) Default Red Threshold (128*) Default Green Threshold (128*) Default Blue Threshold (128*)	Specify which color to drop during scanning, and adjust the dropout setting for that color.
<b>Auto Color Detect</b> Color Sensitivity (5*) Area Sensitivity (5*) E-mail Bit Depth (1 bit*) Minimum Scan Resolution (300 dpi*)	Configure the auto color detection setting.
<b>JPEG Quality</b> Best for content* 5–95	Set the JPEG quality of the scanned image.
<b>Contrast</b> Best for content* 0–5	Specify the contrast for the scanned image.
<b>Background Removal</b> Background Detection (Content-based*) Level (0*)	Remove the background color or image noise from the original document.  <b>Notes:</b> <ul style="list-style-type: none"> <li>• Content-based removes the background color from the original document.</li> <li>• Fixed removes image noise from a photo.</li> </ul>
<b>Mirror Image</b> Off* On	Create a mirror image of the original document.
<b>Negative Image</b> Off* On	Create a negative image of the original document.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Shadow Detail</b> -4 to 4 (0*)	Adjust the shadow detail in the scanned image.
<b>Scan Edge to Edge</b> Off* On	Scan the original document from edge to edge.
<b>Sharpness</b> 1–5 (3*)	Adjust the sharpness in the scanned image.
<b>Temperature</b> -4 to 4 (0*)	Generate a bluer or redder output of the original document.
<b>Blank Pages</b> Blank Page Removal (Do Not Remove*) Blank Page Sensitivity (5*)	Set the sensitivity of scans in relation to blank pages in the original document.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

### Admin Controls

Menu item	Description
<b>Max E-mail Size</b> 0–65535 (0*)	Set the allowable file size for each e-mail.
<b>Size Error Message</b>	Specify an error message that the printer sends when an e-mail exceeds its allowable file size. <b>Note:</b> You can type up to 1024 characters.
<b>Limit Destinations</b>	Limit sending of e-mail only to the specified list of domain name. <b>Note:</b> Use a comma to separate each domain.
<b>Send Me a Copy</b> Never appears* On by Default Off by Default Always On	Send a copy of the e-mail to yourself.
<b>Allow self e-mails only</b> Off* On	Set the printer to send e-mails to yourself only.
<b>Use cc:/bcc:</b> Off* On	Enable carbon copy and blind carbon copy in e-mail.
<b>Use Multi-Page TIFF</b> Off On*	Enable scanning of multiple TIFF images in one TIFF file.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>TIFF Compression</b> JPEG LZW*	Specify the compression type for TIFF files.
<b>Text Default</b> 5–95 (75*)	Set the text quality in the content being scanned.
<b>Text/Photo Default</b> 5–95 (75*)	Set the text and photo quality in the content being scanned.
<b>Photo Default</b> 5–95 (50*)	Set the photo quality of the content being scanned.
<b>Adjust ADF Skew</b> Off On*	Set the printer to adjust the skewed images from documents that are scanned from the ADF.
<b>Transmission Log</b> Print log* Do Not Print Log Print Only For Error	Print a transmission log for e-mail scans.
<b>Log Paper Source</b> Tray [x] (1*) Multipurpose Feeder	Specify the paper source for printing e-mail logs.
<b>Custom Job Scanning</b> Off* On	Set the printer to scan the first set of original documents using the specified settings, and then scan the next set with the same or different settings.  <b>Note:</b> This menu item appears only when a hard disk or an ISD is installed.
<b>Scan Preview</b> Off* On	Show a scan preview of the original document.  <b>Note:</b> This menu item appears only when a hard disk or an ISD is installed.
<b>Allow Save as Shortcut</b> Off On*	Save an e-mail address as a shortcut.
<b>E-mail Images Sent As</b> Attachment* Web Link	Specify how to send the images that are included in the e-mail.
<b>Reset E-mail Information After Sending</b> Off On*	Reset the To, Subject, Message, and Filename fields to their default values after sending an e-mail.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	



## Web Link Setup

Menu item	Description
<b>Server</b>	Specify the credentials of the server that is hosting the images that are included in the e-mail.
<b>Login</b>	
<b>Password</b>	
<b>Path</b>	
<b>File Name</b>	
<b>Web Link</b>	

## FTP

### FTP Defaults

Menu item	Description
<b>Format</b> JPEG (.jpg) PDF (.pdf)* TIFF (.tif) XPS (.xps) TXT (.txt) RTF (.rtf) DOCX (.docx) XLSX (.xlsx) CSV (.csv)	Specify the file format for the scanned image.
<b>Global OCR Settings</b> Recognized Languages Auto Rotate (Off*) Despeckle (Off*) Auto Contrast Enhance (Off*)	Configure the settings for optical character recognition (OCR). <b>Note:</b> This menu item appears only if you have purchased and installed an OCR solution.
<b>PDF Settings</b> PDF Version (1.5*) Archival Version (A-1a*) Highly Compressed (Off*) Secure (Off*) Searchable (Off*) Archival (PDF/A) (Off*)	Configure the PDF settings for the scanned image. <b>Notes:</b> <ul style="list-style-type: none"> <li>Archival Version and Archival (PDF/A) are supported only when PDF Version is set to 1.4.</li> <li>Highly Compressed appears only when a hard disk or an intelligent storage drive (ISD) is installed.</li> </ul>
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Content Type</b> Text Text/Photo* Graphics Photo	Improve the output result based on the content type of the original document.
<b>Content Source</b> Black and White Laser Color Laser* Inkjet Photo/Film Magazine Newspaper Press Other	Improve the output result based on the content source of the original document.
<b>Color</b> Black and White Gray Color* Auto	Set the printer to capture file content in color or in mono.
<b>Resolution</b> 75 dpi 150 dpi* 200 dpi 300 dpi 400 dpi 600 dpi	Set the resolution of the scanned image.
<b>Darkness</b> 1–9 (5*)	Adjust the darkness of the scanned image.
<b>Orientation</b> Portrait* Landscape	Specify the orientation of the original document.
<b>Original Size</b> Mixed Sizes*	Set the paper size of the original document.
<b>Sides</b> Off* Long Edge Short Edge	Specify the orientation when scanning on both sides of the document.
<b>File Name</b>	Specify the file name of the scanned image.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

**Advanced Imaging**

Menu item	Description
<b>Color Balance</b> Cyan (0*) Magenta (0*) Yellow (0*)	Adjust the color intensity for cyan, magenta, and yellow.
<b>Color Dropout</b> Color Dropout (None*) Default Red Threshold (128*) Default Green Threshold (128*) Default Blue Threshold (128*)	Specify which color to drop during scanning, and adjust the dropout setting for that color.
<b>Auto Color Detect</b> Color Sensitivity (5*) Area Sensitivity (5*) FTP Bit Depth (1 bit*) Minimum Scan Resolution (300 dpi*)	Configure the auto color detection setting.
<b>JPEG Quality</b> Best for content* 5–95	Set the JPEG quality of the scanned image.
<b>Contrast</b> Best for content* 0 1 2 3 4 5	Specify the contrast for the scanned image.
<b>Background Removal</b> Background Detection (Content-based*) Level (0*)	Remove the background color or image noise from the original document.  <b>Notes:</b> <ul style="list-style-type: none"> <li>• Content-based removes the background color from the original document .</li> <li>• Fixed removes image noise from a photo.</li> </ul>
<b>Mirror Image</b> Off* On	Create a mirror image of the original document.
<b>Negative Image</b> Off* On	Create a negative image of the original document.
<b>Shadow Detail</b> -4 to 4 (0*)	Adjust the shadow detail in the scanned image.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Scan Edge to Edge</b> Off* On	Allow edge-to-edge scanning of the original document.
<b>Sharpness</b> 1–5 (3*)	Adjust the sharpness in the scanned image.
<b>Temperature</b> -4 to 4 (0*)	Generate a bluer or redder output of the original document.
<b>Blank Pages</b> Blank Page Removal (Do Not Remove*) Blank Page Sensitivity (5*)	Set the sensitivity of scans in relation to blank pages in the original document.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

### Admin Controls

Menu item	Description
<b>Text Default</b> 5–95 (75*)	Set the quality of text on the scanned image.
<b>Text/Photo Default</b> 5–95 (75*)	Set the quality of text and photo on the scanned image.
<b>Photo Default</b> 5–95 (50*)	Set the quality of photo on the scanned image.
<b>Use Multi-Page TIFF</b> On* Off	Enable scanning of multiple TIFF images in one TIFF file.
<b>TIFF Compression</b> LZW* JPEG	Specify the compression type for TIFF files.
<b>Transmission Log</b> Print Log* Do Not Print Log Print Only For Error	Print a transmission log for FTP scans.
<b>Log Paper Source</b> Tray [x] (1*) Multipurpose Feeder	Specify the paper source for printing FTP logs.
<b>Custom Job Scanning</b> Off* On	Set the printer to scan the first set of original documents using the specified settings, and then scan the next set with the same or different settings. <b>Note:</b> This menu item appears only when a hard disk or an ISD is installed.
<b>Scan Preview</b> Off* On	Show a preview of the original document. <b>Note:</b> This menu item appears only when a hard disk or an ISD is installed.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Allow Save as Shortcut</b> Off On*	Save an FTP address as a shortcut.
<b>Adjust ADF Skew</b> Off* On	Set the printer to adjust the skewed images from documents that are scanned from the ADF.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## USB Drive

### Flash Drive Scan

Menu item	Description
<b>Format</b> JPEG (.jpg) PDF (.pdf)* TIFF (.tif) XPS (.xps) TXT (.txt) RTF (.rtf) DOCX (.docx) XLSX (.xlsx) CSV (.csv)	Specify the file format for the scanned image.
<b>Global OCR Settings</b> Recognized Languages Auto Rotate (Off*) Despeckle (Off*) Auto Contrast Enhance (Off*)	Configure the settings for optical character recognition (OCR). <b>Note:</b> This menu item appears only if you have purchased and installed an OCR solution.
<b>PDF Settings</b> PDF Version (1.5*) Archival Version (A-1a*) Highly Compressed (Off*) Secure (Off*) Searchable (Off*) Archival (PDF/A) (Off*)	Configure the PDF settings of the scanned image. <b>Notes:</b> <ul style="list-style-type: none"> <li>Archival Version and Archival (PDF/A) are supported only when PDF Version is set to 1.4.</li> <li>Highly Compressed appears only when a hard disk or an intelligent storage drive (ISD) is installed.</li> </ul>
<b>Content Type</b> Text Text/Photo* Graphics Photo	Improve the output result based on the content type of the original document.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Content Source</b> Black and White Laser Color Laser* Inkjet Photo/Film Magazine Newspaper Press Other	Improve the output result based on the content source of the original document.
<b>Color</b> Black and White Gray Color* Auto	Set the printer to capture file content in color or in mono.
<b>Resolution</b> 75 dpi 150 dpi* 200 dpi 300 dpi 400 dpi 600 dpi	Set the resolution of the scanned image.
<b>Darkness</b> 1–9 (5*)	Adjust the darkness of the scanned image.
<b>Orientation</b> Portrait* Landscape	Specify the orientation of the original document.
<b>Original Size</b> Mixed Sizes*	Set the paper size of the original document.
<b>Sides</b> Off* Long edge Short edge	Specify the orientation of the original document when scanning on both sides of the document.
<b>File Name</b>	Specify the file name of the scanned image.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

**Advanced Imaging**

Menu item	Description
<b>Color Balance</b> Cyan (0*) Magenta (0*) Yellow (0*)	Adjust the color intensity for cyan, magenta, and yellow.
<b>Color Dropout</b> Color Dropout (None*) Default Red Threshold (128*) Default Green Threshold (128*) Default Blue Threshold (128*)	Specify which color to drop during scanning, and adjust the dropout setting for that color.
<b>Auto Color Detect</b> Color Sensitivity (5*) Area Sensitivity (5*) Scan Bit Depth (1 bit*) Minimum Scan Resolution (300 dpi*)	Configure the auto color detection setting.
<b>JPEG Quality</b> Best for content* 5–95	Set the JPEG quality of the scanned image.
<b>Contrast</b> Best for content* 0–5	Specify the contrast for the scanned image.
<b>Background Removal</b> Background Detection (Content-based*) Level (0*)	Remove the background color or image noise from the original document.  <b>Notes:</b> <ul style="list-style-type: none"> <li>• Content-based removes the background color from the original document.</li> <li>• Fixed removes image noise from a photo.</li> </ul>
<b>Mirror Image</b> Off* On	Create a mirror image of the original document.
<b>Negative Image</b> Off* On	Create a negative image of the original document.
<b>Shadow Detail</b> -4 to 4 (0*)	Adjust the shadow detail in the scanned image.
<b>Scan Edge to Edge</b> Off* On	Scan the original document from edge to edge.
<b>Sharpness</b> 1–5 (3*)	Adjust the sharpness in the scanned image.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Temperature</b> -4 to 4 (0*)	Generate a bluer or redder output of the original document.
<b>Blank Pages</b> Blank Page Removal (Do Not Remove*) Blank Page Sensitivity (5*)	Set the sensitivity of scans in relation to blank pages in the original document.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

### Admin Controls

Menu item	Description
<b>Text Default</b> 5–95 (75*)	Set the quality of text on the scanned image.
<b>Text/Photo Default</b> 5–95 (75*)	Set the quality of text and photo on the scanned image.
<b>Photo Default</b> 5–95 (50*)	Set the quality of a photo on the scanned image.
<b>Use Multi-Page TIFF</b> Off On*	Enable scanning of multiple TIFF images in one TIFF file.
<b>TIFF Compression</b> LZW* JPEG	Specify the compression type for TIFF files.
<b>Custom Job Scanning</b> Off* On	Set the printer to scan the first set of original documents using the specified settings, and then scan the next set with the same or different settings. <b>Note:</b> This menu item appears only when a hard disk or an ISD is installed.
<b>Scan Preview</b> Off* On	Show a scan preview of the original document. <b>Note:</b> This menu item appears only when a hard disk or an ISD is installed.
<b>Adjust ADF Skew</b> Off* On	Set the printer to adjust the skewed images from documents that are scanned from the ADF.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

### Flash Drive Print

Menu item	Description
<b>Number of Copies</b> 1–9999 (1*)	Set the number of copies.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	



Menu item	Description
<b>Paper Source</b> Tray [x] (1*) Multipurpose Feeder Manual Paper Manual Envelope	Set the paper source for the print job.
<b>Color</b> Off On*	Print a flash drive file in color.
<b>Collate</b> (1,1) (2,2,2) (1,2,3) (1,2,3)*	Keep the pages of a print job stacked in sequence, particularly when printing multiple copies of the job.
<b>Sides</b> 1-Sided* 2-Sided	Specify whether to print on one side or both sides of the paper.
<b>Flip Style</b> Long Edge* Short Edge	Determine which side of the paper is bound when performing two-sided printing.
<b>Pages per Side</b> Off* 2 pages per side 3 pages per side 4 pages per side 6 pages per side 9 pages per side 12 pages per side 16 pages per side	Print multiple page images on one side of a sheet of paper.
<b>Pages per Side Ordering</b> Horizontal* Reverse Horizontal Reverse Vertical Vertical	Specify the positioning of multiple page images when using Pages per Side menu.
<b>Pages per Side Orientation</b> Auto* Landscape Portrait	Specify the orientation of multiple page images when using Pages per Side menu.
<b>Pages per Side Border</b> None* Solid	Print a border around each page image when using Pages per Side menu.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Separator Sheets</b> Off* Between Copies Between Jobs Between Pages	Insert blank separator sheets when printing.
<b>Separator Sheet Source</b> Tray [x] (1*) Multipurpose Feeder	Specify the paper source for the separator sheet.
<b>Blank Pages</b> Do Not Print* Print	Print blank pages in a print job.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Network/Ports

### Network Overview

Menu item	Description
<b>Active Adapter</b> Auto* Standard Network Wireless	Specify the type of the network connection. <b>Note:</b> Wireless is available only in printers connected to a wireless network.
<b>Network Status</b>	Show the connectivity status of the printer network.
<b>Display Network Status on Printer</b> Off On*	Show the network status on the display.
<b>Speed, Duplex</b>	Show the speed of the currently active network card.
<b>IPv4</b>	Show the IPv4 address.
<b>All IPv6 Addresses</b>	Show all IPv6 addresses.
<b>Reset Print Server</b>	Reset all active network connections to the printer. <b>Note:</b> This setting removes all network configuration settings.
<b>Network Job Timeout</b> Off On* (90 seconds)	Set the time before the printer cancels a network print job.
<b>Banner Page</b> Off* On	Print a banner page.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Scan to PC Port Range</b>	Specify a valid port range for printers that are behind a port blocking firewall.
<b>Enable Network Connections</b> Off On*	Enable the printer to connect to a network.
<b>Enable LLDP</b> Off* On	Enable Link Layer Discovery Protocol (LLDP) in the printer.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Wireless

**Note:** This menu is available only in printers connected to a Wi-Fi network or printers that have a wireless network adapter.

Menu item	Description
<b>Setup On Printer Panel</b> Choose Network Add Wi-Fi Network Network Name Network Mode Infrastructure Wireless Security Mode Disabled* WPA2/WPA - Personal WPA2 - Personal WPA2/WPA3 - Personal WPA3 - Personal 802.1x - RADIUS	Configure the Wi-Fi connection using the control panel. <b>Note:</b> This menu item appears as <i>Wireless Connection Setup</i> in the Embedded Web Server.
<b>Wi-Fi Protected Setup</b> Start Push Button Method Start PIN Method	Establish a Wi-Fi network and enable network security. <b>Notes:</b> <ul style="list-style-type: none"> <li>Start Push Button Method connects the printer to a Wi-Fi network when buttons on both the printer and the access point (wireless router) are pressed within a given time.</li> <li>Start PIN Method connects the printer to a Wi-Fi network when a PIN on the printer is entered into the wireless settings of the access point.</li> </ul>
<b>Compatibility</b> 802.11b/g/n (2.4GHz)* 802.11a/b/g/n/ac (2.4GHz/5GHz) 802.11a/n/ac (5GHz)	Specify the standard for the Wi-Fi network. <b>Note:</b> 802.11a/b/g/n/ac (2.4GHz/5GHz) and 802.11a/n/ac (5GHz) only appear when a Wi-Fi option is installed.

Menu item	Description
<b>Wireless Security Mode</b> Disabled* WPA2/WPA-Personal WPA2-Personal WPA2/WPA3 - Personal WPA3 - Personal 802.1x - RADIUS	Set the security mode for connecting the printer to Wi-Fi devices.
<b>WPA2/WPA Personal</b> AES*	Enable Wi-Fi security through Wi-Fi Protected Access (WPA). <b>Note:</b> This menu item appears only when the Wireless Security Mode is set to WPA2/WPA-Personal.
<b>Set PSK</b>	Set the password for secure Wi-Fi connection.
<b>WPA2-Personal</b> AES*	Enable Wi-Fi security through WPA2. <b>Note:</b> This menu item appears only when the Wireless Security Mode is set to WPA2-Personal.
<b>802.1x Encryption Mode</b> WPA+ WPA2* WPA2 + PMF*	Enable Wi-Fi security through 802.1x standard. <b>Note:</b> This menu item appears only when the Wireless Security Mode is set to 802.1x - RADIUS.
<b>IPv4</b> Enable DHCP On* Off Set Static IP Address IP Address Netmask Gateway	Enable and configure IPv4 settings in the printer.
<b>IPv6</b> Enable IPv6 On* Off Enable DHCPv6 On Off* Stateless Address Autoconfiguration On* Off DNS Server Address Manually Assigned IPv6 Address Manually Assigned IPv6 Router Address Prefix All IPv6 Addresses All IPv6 Router Addresses	Enable and configure IPv6 settings in the printer.

Menu item	Description
<b>Network Address</b> UAA LAA	View the network addresses.
<b>PCL SmartSwitch</b> On* Off	Set the printer to switch automatically to PCL emulation when a print job requires it, regardless of the default printer language. <b>Note:</b> If PCL SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
<b>PS SmartSwitch</b> On* Off	Set the printer to switch automatically to PS emulation when a print job requires it, regardless of the default printer language. <b>Note:</b> If PS SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
<b>Job Buffering</b> On Off*	Temporarily store print jobs in the hard disk or intelligent storage drive (ISD) before printing. <b>Note:</b> This menu item appears only when a hard disk or an ISD is installed.
<b>Mac Binary PS</b> Auto* On Off	Set the printer to process Macintosh binary PostScript print jobs. <b>Notes:</b> <ul style="list-style-type: none"> <li>• On processes raw binary PostScript print jobs.</li> <li>• Off filters print jobs using the standard protocol.</li> </ul>

## Wi-Fi Direct

**Note:** This menu is available only in printers connected to a Wi-Fi network or printers that have a wireless network adapter.

Menu item	Description
<b>Enable Wi-Fi Direct</b> On Off*	Set the printer to connect directly to Wi-Fi devices.
<b>Wi-Fi Direct Name</b>	Specify the name of the Wi-Fi Direct network.
<b>Wi-Fi Direct Password</b>	Set the password to authenticate and validate users on a Wi-Fi connection.
<b>Show Password on Setup Page</b> Off On*	Show the Wi-Fi Direct Password on the Network Setup Page.
<b>Preferred Channel Number</b> 1–11 Auto*	Set the preferred channel of the Wi-Fi network.
<b>Group Owner IP Address</b>	Specify the IP address of the group owner.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Auto-Accept Push Button Requests</b> Off* On	Accept requests to connect to the network automatically. <b>Note:</b> Accepting clients automatically is not secured.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Ethernet

Menu item	Description
<b>Network Speed</b>	Show the speed of the active network adapter.
<b>IPv4</b> Enable DHCP (On*) Set Static IP Address	Configure the IPv4 settings.
<b>IPv6</b> Enable IPv6 (On*) Enable DHCPv6 (Off*) Stateless Address Autoconfiguration (On*) DNS Server Address Manually Assigned IPv6 Address Manually Assigned IPv6 Router Address Prefix (64*) All IPv6 Addresses All IPv6 Router Addresses	Configure the IPv6 settings.
<b>Network Address</b> UAA LAA	Specify the network address.
<b>PCL SmartSwitch</b> Off On*	Set the printer to switch automatically to PCL emulation when a print job requires it, regardless of the default printer language. <b>Note:</b> When this setting is disabled, the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
<b>PS SmartSwitch</b> Off On*	Set the printer to switch automatically to PostScript emulation when a print job requires it, regardless of the default printer language. <b>Note:</b> When this setting is disabled, the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
<b>Job Buffering</b> Off* On	Temporarily store print jobs in the hard disk or intelligent storage drive (ISD) before printing. <b>Note:</b> This menu item appears only when a hard disk or an ISD is installed.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Mac Binary PS</b> Auto* On Off	Set the printer to process Macintosh binary PostScript print jobs.  <b>Notes:</b> <ul style="list-style-type: none"> <li>• Auto processes print jobs from computers using either Windows or Macintosh operating systems.</li> <li>• Off filters PostScript print jobs using the standard protocol.</li> </ul>
<b>Energy Efficient Ethernet</b> On Off Auto*	Reduce power consumption when the printer does not receive data from the Ethernet network.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## TCP/IP

**Note:** This menu appears only in network printers or printers attached to print servers.

Menu item	Description
<b>Set Hostname</b>	Set the current TCP/IP host name.
<b>Domain Name</b>	Set the domain name.
<b>Allow DHCP/BOOTP to update NTP server</b> On* Off	Allow the DHCP and BOOTP clients to update the NTP settings of the printer.
<b>Zero Configuration Name</b>	Specify a service name for the zero configuration network.
<b>Enable Auto IP</b> Off On*	Assign an IP address automatically.
<b>DNS Server Address</b>	Specify the current Domain Name System (DNS) server address.
<b>Backup DNS Address</b>	Specify the backup DNS server addresses.
<b>Backup DNS Address 2</b>	
<b>Backup DNS Address 3</b>	
<b>Domain Search Order</b>	Specify a list of domain names to locate the printer and its resources that reside in different domains on the network.
<b>Enable DDNS</b> Off* On	Update the Dynamic DNS settings.
<b>DDNS TTL</b>	Specify the current DDNS settings.
<b>Default TTL</b>	
<b>DDNS Refresh Time</b>	
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Enable mDNS</b> Off On*	Update the multicast DNS settings.
<b>WINS Server Address</b>	Specify a server address for Windows Internet Name Service (WINS).
<b>Enable BOOTP</b> Off* On	Allow the BOOTP to assign a printer IP address.
<b>Restricted Server List</b>	Specify the IP addresses that are allowed to communicate with the printer over TCP/IP.  <b>Notes:</b> <ul style="list-style-type: none"> <li>• Use a comma to separate each IP address.</li> <li>• You can add up to 50 IP addresses.</li> </ul>
<b>Restricted Server List Options</b> Block All Ports* Block Printing Only Block Printing and HTTP Only	Specify the access option for IP addresses that are not in the list.
<b>MTU</b> 256–1500 Ethernet (1500*)	Specify a maximum transmission unit (MTU) parameter for the TCP connections.
<b>Raw Print Port</b> 1–65535 (9100*)	Specify a raw port number for printers connected on a network.
<b>Outbound Traffic Maximum Speed</b> Off* On	Set the maximum transfer rate of the printer. <b>Note:</b> When enabled, the option for this setting is 100–1000000 Kilobits/second.
<b>TLS Support</b> Enable TLSv1.0 (Off) Enable TLSv1.1 (Off*) Enable TLSv1.2 (On*)	Enable the Transport Layer Security protocol.
<b>SSL Cipher List</b>	Specify the cipher algorithms to use for the SSL or the TLS connections.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## SNMP

**Note:** This menu appears only in network printers or printers that are attached to print servers.



Menu item	Description
<p><b>SNMP Versions 1 and 2c</b></p> <ul style="list-style-type: none"> <li>Enabled</li> <li>Off</li> <li>On*</li> <li>Allow SNMP Set</li> <li>Off</li> <li>On*</li> <li>Enable PPM MIB</li> <li>Off</li> <li>On*</li> <li>SNMP Community</li> </ul>	<p>Configure Simple Network Management Protocol (SNMP) versions 1 and 2c to install print drivers and applications.</p>
<p><b>SNMP Version 3</b></p> <ul style="list-style-type: none"> <li>Enabled</li> <li>Off</li> <li>On*</li> <li>Context Name</li> <li>Set Read/Write Credentials                             <ul style="list-style-type: none"> <li>User Name</li> <li>Authentication Password</li> <li>Privacy Password</li> </ul> </li> <li>Set Read-only Credentials                             <ul style="list-style-type: none"> <li>User Name</li> <li>Authentication Password</li> <li>Privacy Password</li> </ul> </li> <li>Authentication Hash                             <ul style="list-style-type: none"> <li>MD5</li> <li>SHA1*</li> </ul> </li> <li>Minimum Authentication Level                             <ul style="list-style-type: none"> <li>No Authentication, No Privacy</li> <li>Authentication, No Privacy</li> <li>Authentication, Privacy*</li> </ul> </li> <li>Privacy Algorithm                             <ul style="list-style-type: none"> <li>DES</li> <li>AES-128*</li> </ul> </li> </ul>	<p>Configure SNMP version 3 to install and update the printer security.</p>

**Note:** An asterisk (\*) next to a value indicates the factory default setting.

## IPSec

**Note:** This menu appears only in network printers or printers that are attached to print servers.

Menu item	Description
<b>Enable IPsec</b> Off* On	Enable Internet Protocol Security (IPsec).
<b>Base Configuration</b> Default* Compatibility Secure	Set the IPsec base configuration. <b>Note:</b> This menu item appears only when Enable IPsec is set to On.
<b>DH (Diffie-Hellman) Group Proposal</b> modp2048 (14)* modp3072 (15) modp4096 (16) modp6144 (17)	Set the IPsec base configuration. <b>Note:</b> This menu item appears only when Base Configuration is set to Compatibility.
<b>Proposed Encryption Method</b> 3DES AES*	Set the encryption method. <b>Note:</b> This menu item appears only when Base Configuration is set to Compatibility.
<b>Proposed Authentication Method</b> SHA1 SHA256* SHA512	Set the authentication method. <b>Note:</b> This menu item appears only when Base Configuration is set to Compatibility.
<b>IKE SA Lifetime (Hours)</b> 1 2 4 8 24*	Specify the IKE SA expiry period. <b>Note:</b> This menu item appears only when Base Configuration is set to Secure.
<b>IPsec SA Lifetime (Hours)</b> 1 2 4 8* 24	Specify the IPsec SA expiry period. <b>Note:</b> This menu item appears only when Base Configuration is set to Secure.
<b>IPsec Device Certificate</b>	Specify an IPsec certificate. <b>Note:</b> This menu item appears only when Enable IPsec is set to On.
<b>Pre-Shared Key Authenticated Connections</b> Host [x]	Configure the authenticated connections of the printer. <b>Note:</b> These menu items appear only when Enable IPsec is set to On.
<b>Certificate Authenticated Connections</b> Host [x] Address[/subnet]	
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## 802.1x

**Note:** This menu appears only in network printers or printers that are attached to print servers.

Menu item	Description
<b>Active</b> Off* On	Let the printer join networks that require authentication before allowing access.
<b>802.1x Authentication</b> Device Login Name Device Login Password Validate Serve Certificate (On*) Enable Event Logging (Off*) 802.1x Device Certificate	Configure the settings for authenticating the 802.1x connection.
<b>Allowable Authentication Mechanisms</b> EAP - MD5 (On*) EAP - MSCHAPv2 (On*) LEAP (On*) PEAP (On*) EAP - TLS (On*) EAP - TTLS (On*) TTLS Authentication Method (MSCHAPv2*)	Configure the allowed authentication mechanisms for the 802.1x connection.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## LPD Configuration

**Note:** This menu appears only in network printers or printers that are attached to print servers.

Menu item	Description
<b>LPD Timeout</b> 0–65535 seconds (90*)	Set the time-out value to stop the Line Printer Daemon (LPD) server from waiting indefinitely for hung or invalid print jobs.
<b>LPD Banner Page</b> Off* On	Print a banner page for all LPD print jobs. <b>Note:</b> A banner page is the first page of a print job used as a separator of print jobs and to identify the originator of the print job request.
<b>LPD Trailer Page</b> Off* On	Print a trailer page for all LPD print jobs. <b>Note:</b> A trailer page is the last page of a print job.
<b>LPD Carriage Return Conversion</b> Off* On	Enable carriage return conversion. <b>Note:</b> Carriage return is a mechanism that commands the printer to move the position of the cursor to the first position on the same line.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## HTTP/FTP Settings

Menu item	Description
<b>Proxy</b> HTTP Proxy IP Address HTTP Default IP Port FTP Proxy IP Address FTP Default IP Port Authentication User Name Password Local Domains	Configure the HTTP and FTP server settings.
<b>Other Settings</b> Enable HTTP Server (On*)	Access the Embedded Web Server to monitor and manage the printer.
<b>Other Settings</b> Enable HTTPS (On*)	Enable Hypertext Transfer Protocol Secure (HTTPS) to encrypt data transferring to and from the print server.
<b>Other Settings</b> Force HTTPS Connections (Off*)	Force the printer to use HTTPS connections.
<b>Other Settings</b> Enable FTP/TFTP (On*)	Send files using FTP/TFTP.
<b>Other Settings</b> HTTPS Device Certificate (default*)	View the HTTP device certificate used on the printer.
<b>Other Settings</b> Timeout for HTTP/FTP Requests (30*)	Specify the amount of time before the server connection stops.
<b>Other Settings</b> Retries for HTTP/FTP Requests (3*)	Set the number of retries to connect to the HTTP/FTP server.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## ThinPrint

Menu item	Description
<b>Enable ThinPrint</b> Off* On	Print using ThinPrint.
<b>Port Number</b> 4000–4999 (4000*)	Set the port number for the ThinPrint server.
<b>Bandwidth (bits/sec)</b> 100–1000000 (0*)	Set the speed to transmit data in a ThinPrint environment.
<b>Packet Size (kbytes)</b> 0–64000 (0*)	Set the packet size for data transmission.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## USB

Menu item	Description
<b>PCL SmartSwitch</b> Off On*	Set the printer to switch to PCL emulation when a print job received through a USB port requires it, regardless of the default printer language.  <b>Note:</b> When this setting is disabled, the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
<b>PS SmartSwitch</b> Off On*	Set the printer to switch to PostScript emulation when a print job received through a USB port requires it, regardless of the default printer language.  <b>Note:</b> When this setting is disabled, the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
<b>Job Buffering</b> Off* On	Temporarily store print jobs in the hard disk or intelligent storage drive (ISD) before printing.  <b>Note:</b> This menu item appears only when a hard disk or an ISD is installed.
<b>Mac Binary PS</b> Auto* On Off	Set the printer to process Macintosh binary PostScript print jobs.  <b>Notes:</b> <ul style="list-style-type: none"> <li>• Auto processes print jobs from computers using either Windows or Macintosh operating systems.</li> <li>• Off filters PostScript print jobs using the standard protocol.</li> </ul>
<b>Enable USB Port</b> Off On*	Enable the front USB drive port.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Restrict external network access

Menu item	Description
<b>Restrict external network access</b> Off* On	Restrict access to network sites.
<b>External network address</b>	Specify the network addresses with restricted access.
<b>E-mail address for notification</b>	Specify an e-mail address to send a notification of logged events.
<b>Ping frequency</b> 1–300 (10*)	Specify the network query interval in seconds.
<b>Subject</b>	Specify the subject and message of the notification e-mail.
<b>Message</b>	
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

# Security

## Login Methods

### Manage Permissions

Menu item	Description
<p><b>Function Access</b></p> <ul style="list-style-type: none"> <li>Access Address Book in Apps</li> <li>Modify Address Book</li> <li>Manage Shortcuts</li> <li>Create Profiles</li> <li>Manage Bookmarks</li> <li>Flash Drive Print</li> <li>Flash Drive Color Printing</li> <li>Flash Drive Scan</li> <li>Copy Function</li> <li>Copy Color Printing</li> <li>Color Dropout</li> <li>E-mail Function</li> <li>Fax Function</li> <li>FTP Function</li> <li>Release Held Faxes</li> <li>Held Jobs Access</li> <li>Use Profiles</li> <li>Cancel Jobs at the Device</li> <li>Change Language</li> <li>Internet Printing Protocol (IPP)</li> <li>Initiate Scans Remotely</li> <li>B/W Print</li> <li>Color Print</li> <li>Network Folder - Scan</li> <li>Hard Disk - Print</li> <li>Hard Disk - Color Print</li> <li>Hard Disk - Scan</li> </ul>	<p>Control access to the printer functions.</p> <p><b>Note:</b> Some menu items appear only when a hard disk or an intelligent storage drive is installed.</p>
<p><b>Administrative Menus</b></p> <ul style="list-style-type: none"> <li>Security Menu</li> <li>Network/Ports Menu</li> <li>Paper Menu</li> <li>Reports Menu</li> <li>Function Configuration Menus</li> <li>Supplies Menu</li> <li>Option Card Menu</li> <li>SE Menu</li> <li>Device Menu</li> </ul>	<p>Control access to the printer menu settings.</p>

Menu item	Description
<b>Device Management</b> Remote Management Firmware Updates Apps Configuration Operator Panel Lock Embedded Web Server Access Import / Export All Settings Out of Service Erase Cloud Services Enrollment	Control access to the printer management options.
<b>Apps</b> New Apps Slideshow Change Wallpaper Screen Saver Card Copy Scan Center Scan Center Custom [x]	Control access to printer applications.

### Local Accounts

Menu item	Description
<b>Manage Groups/Permissions</b>	Show a list of all saved groups in the printer.
<b>Add User</b> User Name/Password User Name Password PIN	Create local accounts and specify their access to the printer functions, administrative menus, printer management options, and applications.

### Default Login Methods

**Note:** This menu appears only when you configure the settings in the Local Accounts menu.

Menu item	Description
<b>Control Panel</b> User Name/Password User Name Password PIN	Specify the default login method to access the control panel.
<b>Browser</b> User Name/Password User Name Password PIN	Specify the default login method to access the browser.

## Schedule USB Devices

Menu item	Description
<b>Schedules</b> Add New Schedule	Schedule access to the front USB port.

## Security Audit Log

Menu item	Description
<b>Enable Audit</b> Off* On	Record the events in the secure audit log and remote syslog.
<b>Enable Remote Syslog</b> Off* On	Send audit logs to a remote server.
<b>Remote Syslog Server</b>	Specify the remote syslog server.
<b>Remote Syslog Port</b> 1–65535 (514*)	Specify the remote syslog port.
<b>Remote Syslog Method</b> Normal UDP* Stunnel	Specify a syslog method to transmit logged events to a remote server.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	



Menu item	Description
<b>Remote Syslog Facility</b> 0 - Kernel Messages 1 - User-Level Messages 2 - Mail System 3 - System Daemons 4 - Security/Authorization Messages* 5 - Messages Generated Internally by Syslogs 6 - Line Printer Subsystem 7 - Network News Subsystem 8 - UUCP Subsystem 9 - Clock Daemon 10 - Security/Authorization Messages 11 - FTP Daemon 12 - NTP Subsystem 13 - Log Audit 14 - Log Alert 15 - Clock Daemon 16 - Local Use 0 (local0) 17- Local Use 1 (local1) 18 - Local Use 2 (local2) 19 - Local Use 3 (local3) 20 - Local Use 4 (local4) 21 - Local Use 5 (local5) 22 - Local Use 6 (local6) 23 - Local Use 7 (local7)	Specify a facility code that the printer uses when sending log events to a remote server.
<b>Severity of Events to Log</b> 0 - Emergency 1 - Alert 2 - Critical 3 - Error 4 - Warning* 5 - Notice 6 - Informational 7 - Debug	Specify the priority level cutoff for logging messages and events.
<b>Remote Syslog Non-Logged Events</b> Off* On	Send all events, regardless of severity level, to the remote server.
<b>Admin's E-mail Address</b>	Send e-mail notification of logged events to the administrator.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>E-mail Log Cleared Alert</b> Off* On	Send e-mail notification to the administrator when a log entry is deleted.
<b>E-mail Log Wrapped Alert</b> Off* On	Send e-mail notification to the administrator when the log becomes full and begins to overwrite the oldest entries.
<b>Log Full Behavior</b> Wrap Over Oldest Entries* E-mail Log Then Delete All Entries	Resolve log storage issues when the log fills its allotted memory.
<b>E-mail % Full Alert</b> Off* On	Send e-mail notification to the administrator when the log fills its allotted memory.
<b>% Full Alert Level</b> 1–99 (90*)	
<b>E-mail Log Exported Alert</b> Off* On	Send e-mail notification to the administrator when a log is exported.
<b>E-mail Log Settings Changed Alert</b> Off* On	Send e-mail notification to the administrator when Enable Audit is set.
<b>Log Line Endings</b> LF (\n)* CR (\r) CRLF (\r\n)	Specify how the log file terminates the end of each line.
<b>Digitally Sign Exports</b> Off* On	Add a digital signature to each exported log file.
<b>Clear Log</b>	Delete all audit logs.
<b>Export Log</b> Syslog (RFC 5424) Syslog (RFC 3164) CSV	Export a security log to a flash drive.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Login Restrictions

Menu item	Description
<b>Login failures</b> 1–10 (3*)	Specify the number of failed login attempts before the user gets locked out.
<b>Failure time frame</b> 1–60 minutes (5*)	Specify the time frame between failed login attempts before the user gets locked out.
<b>Lockout time</b> 1–60 minutes (5*)	Specify the lockout duration.
<b>Web Login Timeout</b> 1–120 minutes (10*)	Specify the delay for a remote login before the user is logged off automatically.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Confidential Print Setup

Menu item	Description
<b>Max Invalid PIN</b> 2–10	Set the limit for entering an invalid PIN. <b>Note:</b> When the limit is reached, the print jobs for that user name are deleted.
<b>Confidential Job Expiration</b> Off* 1 Hour 4 Hours 24 Hours 1 Week	Set an individual expiration time for each held job before it is automatically deleted from the hard disk or intelligent storage drive. <b>Note:</b> A held job is either Confidential, Repeat, Reserve, or Verify.
<b>Repeat Job Expiration</b> Off* 1 Hour 4 Hours 24 Hours 1 Week	Set the expiration time for a print job that you want to repeat.
<b>Verify Job Expiration</b> Off* 1 Hour 4 Hours 24 Hours 1 Week	Set the expiration time for printing a copy of a job for you to check its quality before printing the remaining copies.
<b>Reserve Job Expiration</b> Off* 1 Hour 4 Hours 24 Hours 1 Week	Set the expiration time for jobs that you want to store in the printer for printing later.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<b>Require All Jobs to be Held</b> Off* On	Set the printer to hold all print jobs.
<b>Keep duplicate documents</b> Off* On	Set the printer to keep all documents with the same file name.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Disk Encryption

**Note:** This menu appears only when a hard disk or an intelligent storage drive is installed.

Menu item	Description
<b>Status</b> Enabled	Encryption happens automatically when a storage drive is installed.

## Erase Temporary Data Files

Menu item	Description
<b>Stored in onboard memory</b> Off* On	Delete all files stored on the printer memory.
<b>Stored on hard disk</b> 1 Pass Erase* 3 Pass Erase 7 Pass Erase	Delete all files stored on the printer hard disk. <b>Note:</b> This menu item appears only when a printer hard disk is installed.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Solutions LDAP Settings

Menu item	Description
<b>Follow LDAP Referrals</b> Off* On	Search the different servers in the domain for the logged-in user account.
<b>LDAP Certificate Verification</b> Yes No*	Enable verification of LDAP certificates.

## Miscellaneous

Menu item	Description
<b>Protected Features</b> Show* Hide	Show all the features that Function Access Control (FAC) protects regardless of the security permission that the user has. <b>Note:</b> Hide displays only FAC-protected features that the user has access.
<b>Print Permission</b> Off* On	Let the user log in before printing.
<b>Default Print Permission Login</b> User Name/Password* User Name	Set the default login for Print Permission.
<b>Security Reset Jumper</b> Enable "Guest" access* No Effect	Specify user access to the printer. <b>Notes:</b> <ul style="list-style-type: none"> <li>• Enable "Guest" access provides anyone access to all aspects of the printer.</li> <li>• No Effect may make access to the printer impossible when the required security information is unavailable.</li> </ul>
<b>Use Intelligent Storage Drive for User Data</b> Off On*	Enable intelligent storage drive to store user data.
<b>Minimum Password Length</b> 0–32 (0*)	Specify the password length.
<b>Enable Password/PIN Reveal</b> Off* On	Show the password or personal identification number.
<b>Note:</b> An asterisk (*) next to a value indicates the factory default setting.	

## Reports

### Menu Settings Page

Menu item	Description
<b>Menu Settings Page</b>	Print a report that contains the printer menus.

### Device

Menu item	Description
<b>Device Information</b>	Print a report that contains information about the printer.
<b>Device Statistics</b>	Print a report about printer usage and supply status.

Menu item	Description
<b>Profiles List</b>	Print a list of profiles that are stored in the printer.
<b>Asset Report</b>	Print a diagnostic tool for print problems. <b>Note:</b> To avoid clipping the content, print the report on letter- or A4-size paper.

## Print

Menu item	Description
<b>Print Fonts</b> PCL Fonts PS Fonts	Print samples and information about the fonts that are available in each printer language.
<b>Print Demo</b> Demo Page	Print a page that shows the printer capabilities and supported solutions.
<b>Print Directory</b>	Print the resources that are stored in the flash drive, hard disk, or intelligent storage drive (ISD). <b>Note:</b> This menu item appears only when a flash drive, a hard disk, or an ISD is installed.

## Shortcuts

Menu item	Description
<b>All Shortcuts</b>	Print a report that lists the shortcuts that are stored in the printer.
<b>Fax Shortcuts</b>	<b>Note:</b> Fax Shortcuts appears only when fax is installed.
<b>Copy Shortcuts</b>	
<b>E-mail Shortcuts</b>	
<b>FTP Shortcuts</b>	
<b>Network Folder Shortcuts</b>	

## Fax

**Note:** This menu appears only if Fax is configured, and Enable Job Log is set to On.

Menu item	Description
<b>Fax Job Log</b>	Print a report about the last 200 completed fax jobs.
<b>Fax Call Log</b>	Print a report about the last 100 attempted, received, and blocked calls.

## Network

Menu item	Description
<b>Network Setup Page</b>	Print a page that shows the configured network and wireless settings on the printer. <b>Note:</b> This menu item appears only in network printers or printers connected to print servers.
<b>Wi-Fi Direct Connected Clients</b>	Print a page that shows the list of devices that are connected to the printer using Wi-Fi Direct. <b>Note:</b> This menu item appears only when Enable Wi-Fi Direct is set to On.

## Troubleshooting

Menu item	Description
<b>Print Quality Test Pages</b>	Print sample pages to identify and correct print quality defects.
<b>Cleaning the Scanner</b>	Print instructions on how to clean the scanner.

## Printing the Menu Settings Page

From the home screen, touch **Settings > Reports > Menu Settings Page**.

# Maintain the printer

## Checking the status of parts and supplies

- 1 From the home screen, touch **Status/Supplies**.
- 2 Select the parts or supplies that you want to check.

**Note:** You can also access this setting by touching the top section of the home screen.

## Configuring supply notifications

- 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 > Device > Notifications**.
- 3 From the Supplies menu, click **Custom Supply Notifications**.
- 4 Select a notification for each supply item.
- 5 Apply the changes.

## Setting up e-mail alerts

Configure the printer to send e-mail alerts when supplies are low, when paper must be changed or added, or when there is a paper jam.

- 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 > Device > Notifications > E-mail Alert Setup**, and then configure the settings.

**Note:** For more information on SMTP settings, contact your e-mail provider.
- 3 Apply the changes.
- 4 Click **Setup E-mail Lists and Alerts**, and then configure the settings.
- 5 Apply the changes.



## Viewing reports

- 1 From the home screen, touch **Settings** > **Reports**.
- 2 Select the report that you want to view.

## Ordering parts and supplies

**Note:** All life estimates for printer supplies assume printing on letter- or A4-size plain paper.

**Warning—Potential Damage:** Failure to maintain optimum printer performance, or to replace parts and supplies, may cause damage to your printer.

### Ordering black imaging unit

To order black imaging unit, contact the place where you purchased the printer.

### Ordering color imaging kit

To order color imaging kit, contact the place where you purchased the printer.

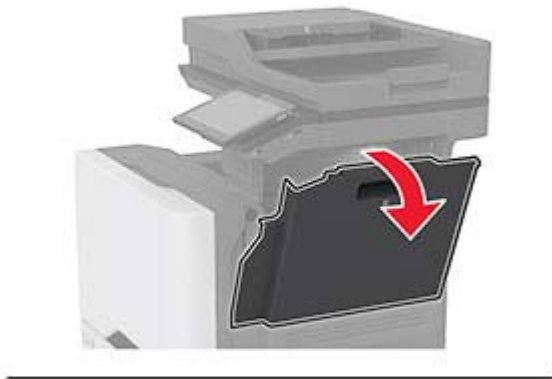
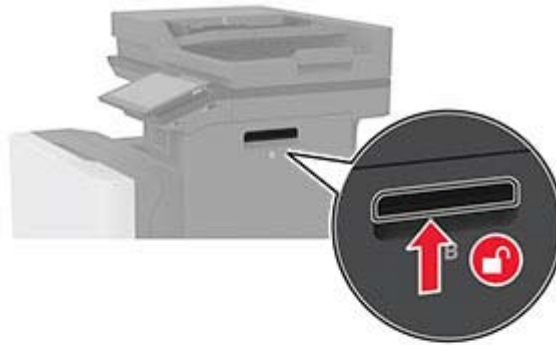
### Ordering a fuser maintenance kit

To order a maintenance kit, contact the place where you purchased the printer.

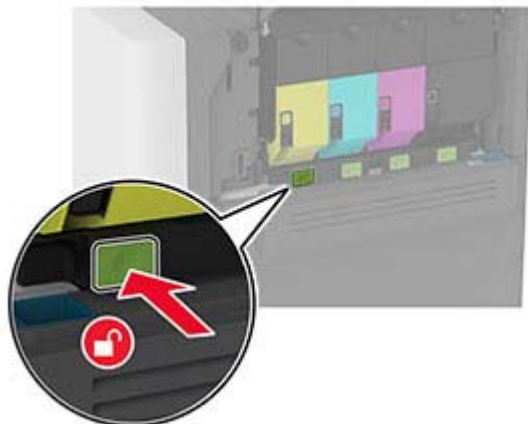
## Replacing parts and supplies

### Replacing a toner cartridge

- 1 Open door B.

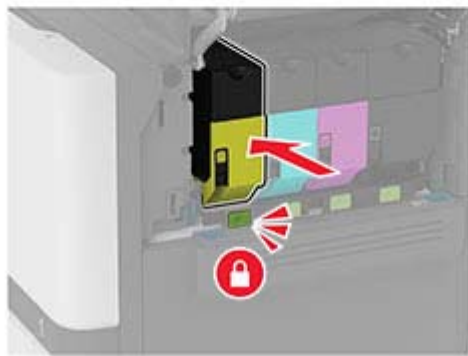


**2** Remove the used toner cartridge.



**3** Unpack the new toner cartridge.

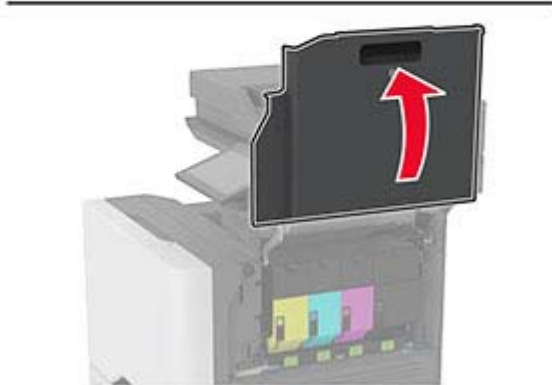
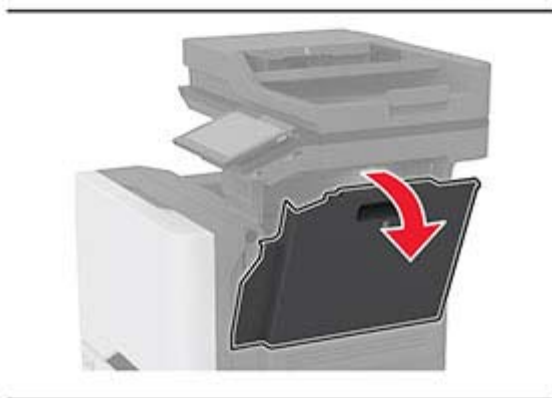
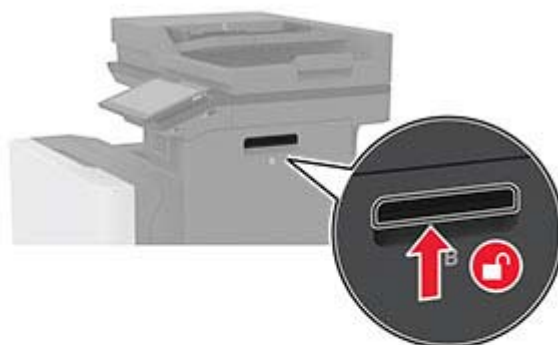
**4** Insert the new toner cartridge.



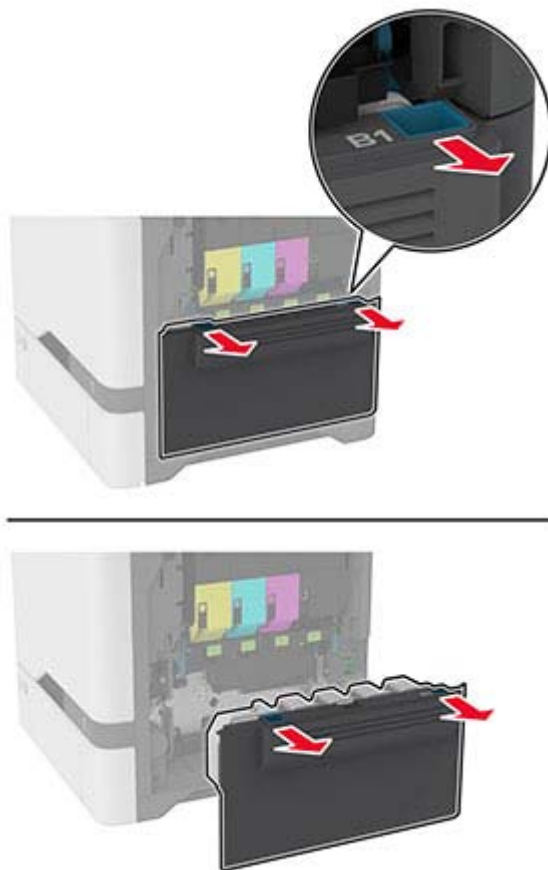
**5** Close door B.

## Replacing the black imaging unit

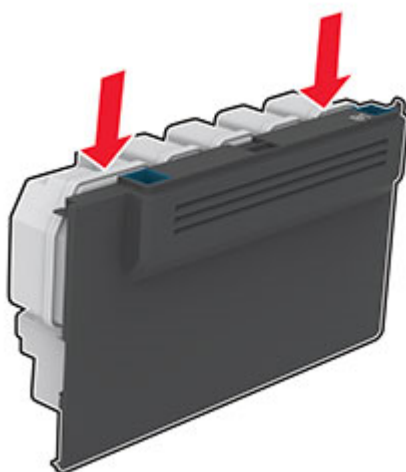
- 1 Open door B.



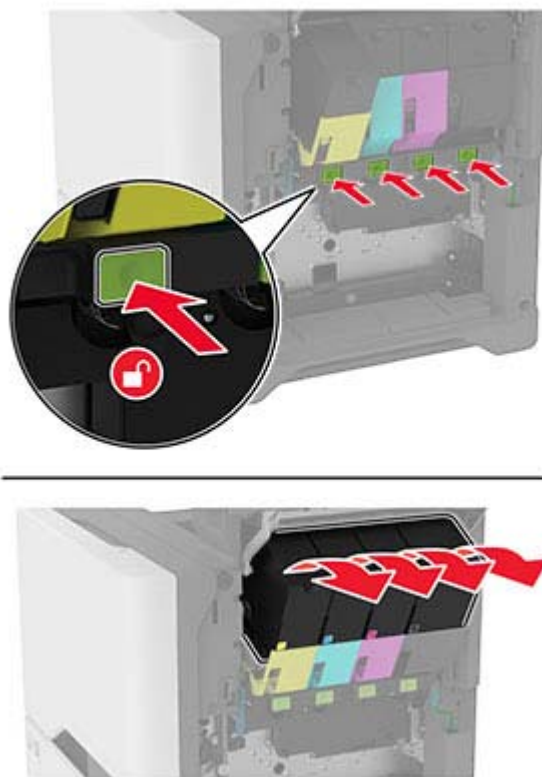
**2** Remove the waste toner bottle.



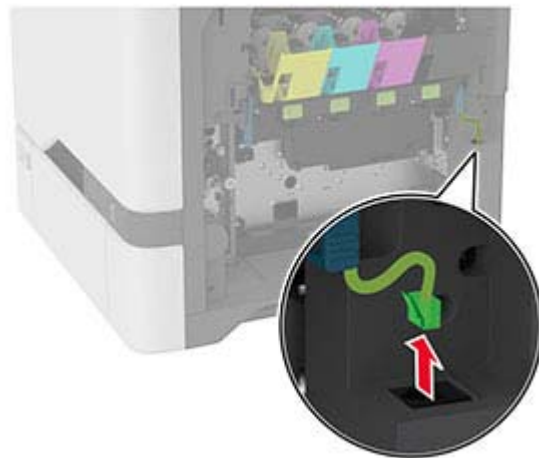
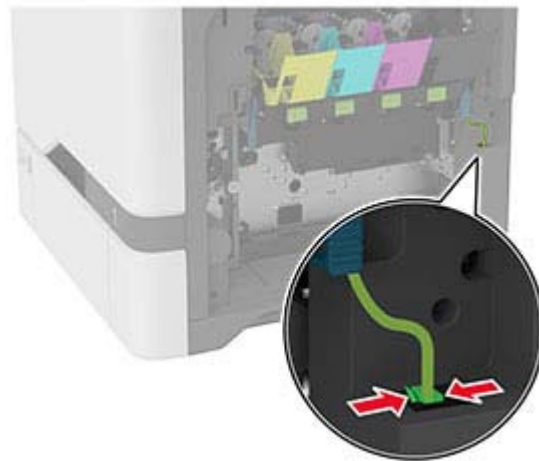
**Note:** To avoid spilling the toner, place the bottle in an upright position.



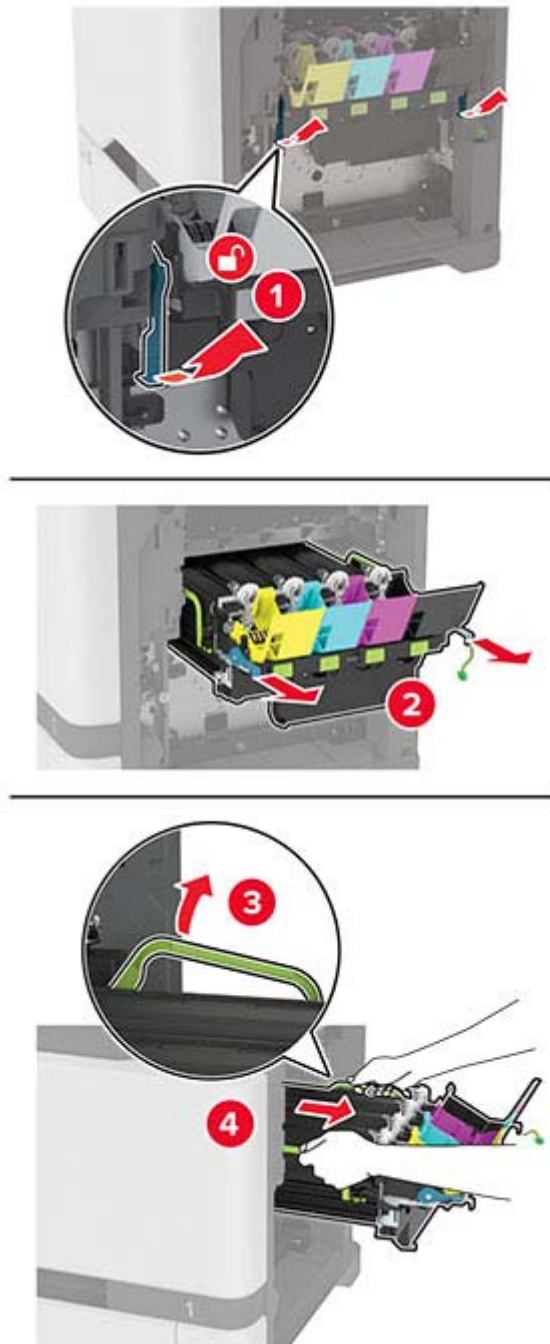
**3** Remove the toner cartridges.



**4** Disconnect the imaging kit cable.



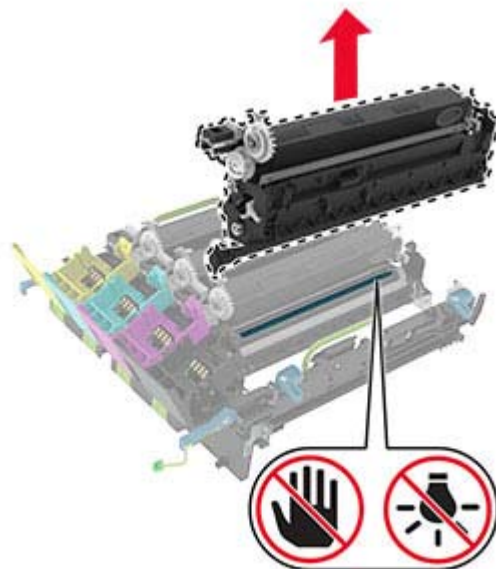
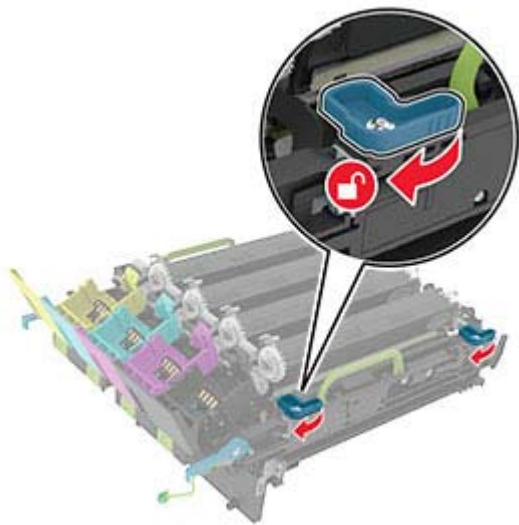


**5** Remove the imaging kit.

**Note:** To avoid scratching the imaging kit or damaging the photoconductor drum, place the imaging kit in an uplifted position.



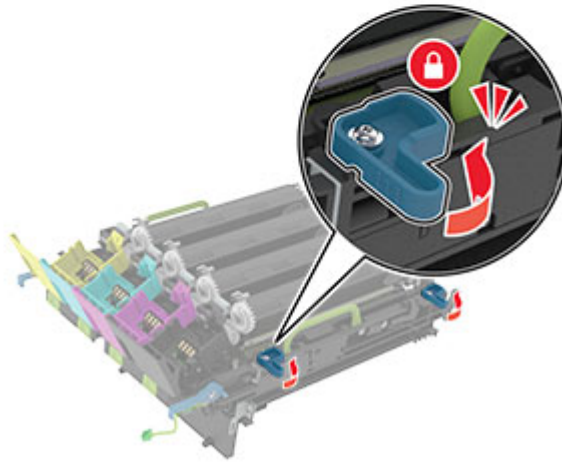
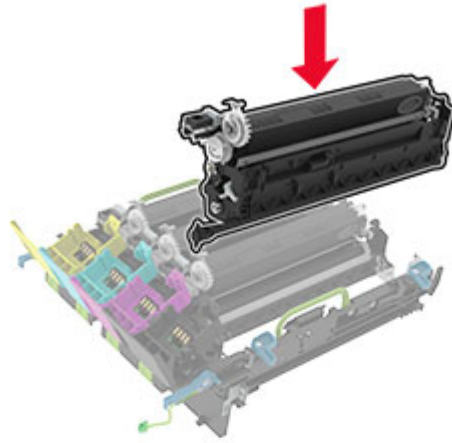
6 Remove the used black imaging unit.



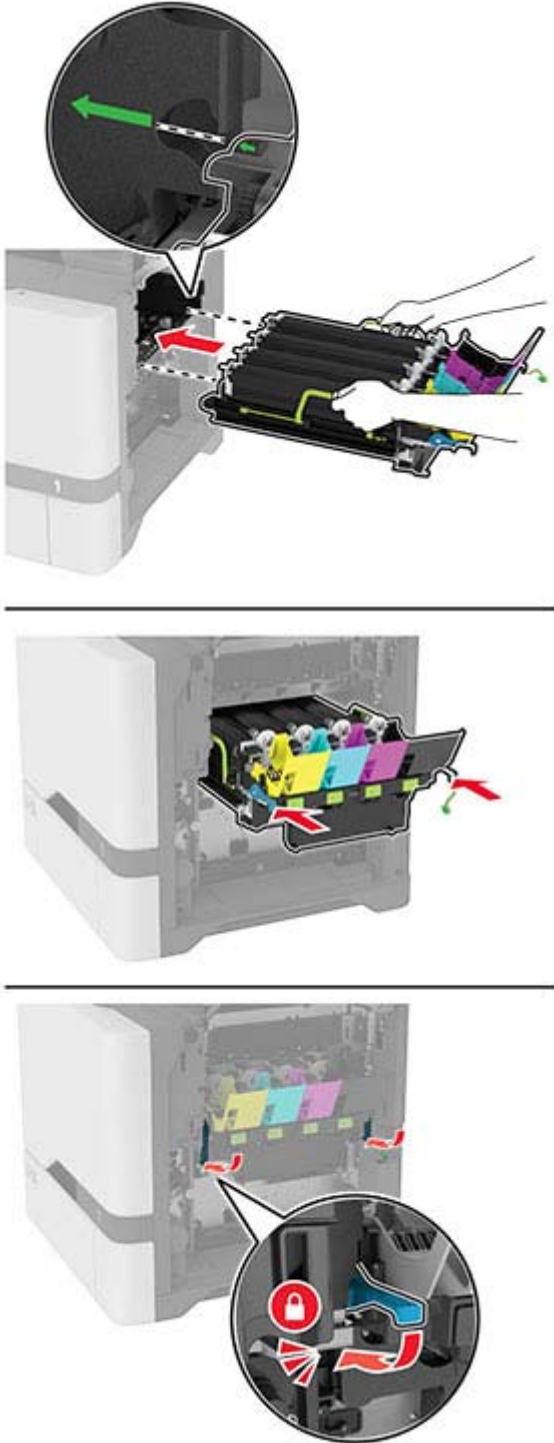
**Warning—Potential Damage:** Do not expose the photoconductor unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

**Warning—Potential Damage:** Do not touch the shiny photoconductor drum under the imaging kit. Doing so may affect the quality of future print jobs.

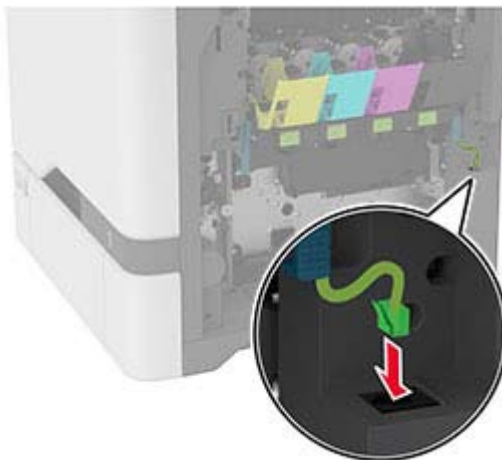
- 7 Unpack the new black imaging unit.
- 8 Insert the new black imaging unit into the imaging kit.



9 Insert the imaging kit.



**10** Connect the imaging kit cable.



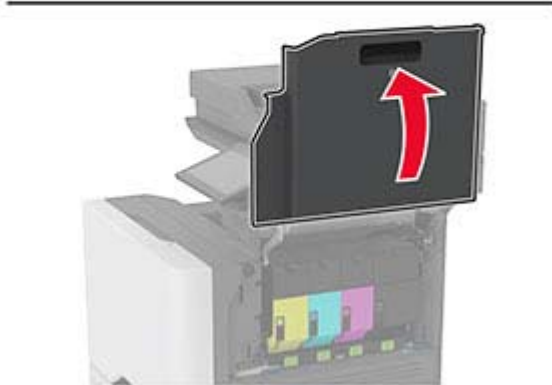
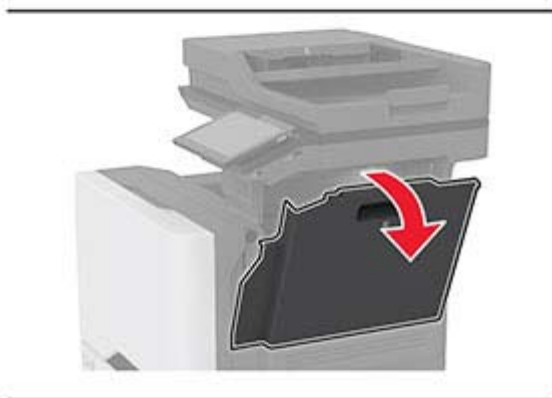
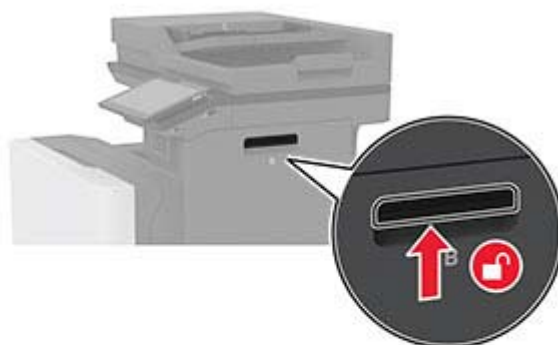
**11** Insert the waste toner bottle.

**12** Insert the toner cartridges.

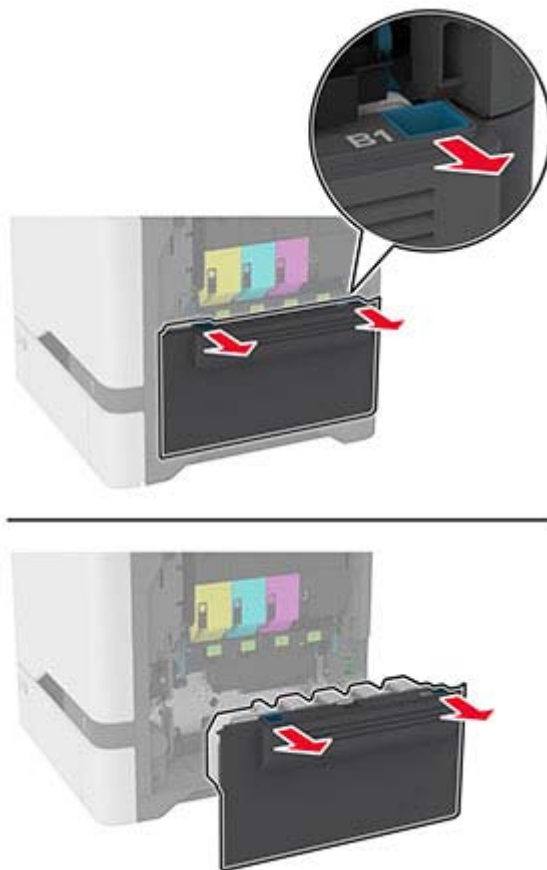
**13** Close door B.

## Replacing the color imaging kit

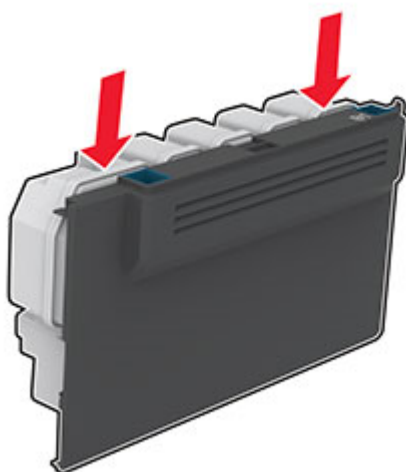
- 1 Open door B.



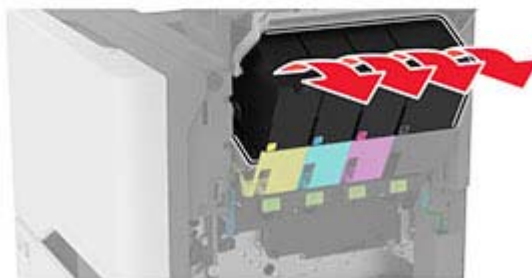
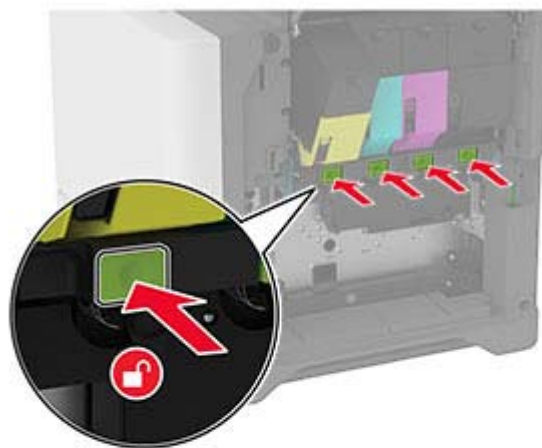
**2** Remove the waste toner bottle.



**Note:** To avoid spilling the toner, place the bottle in an upright position.

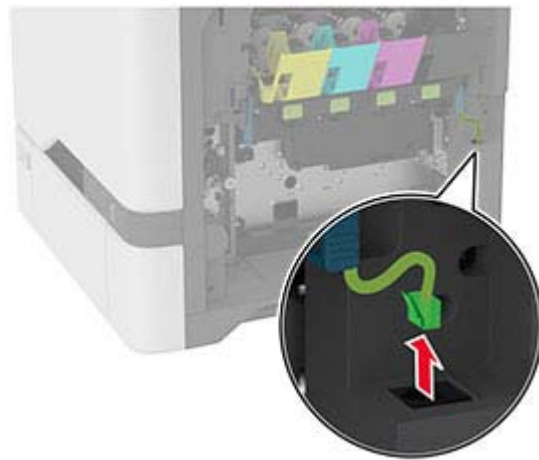
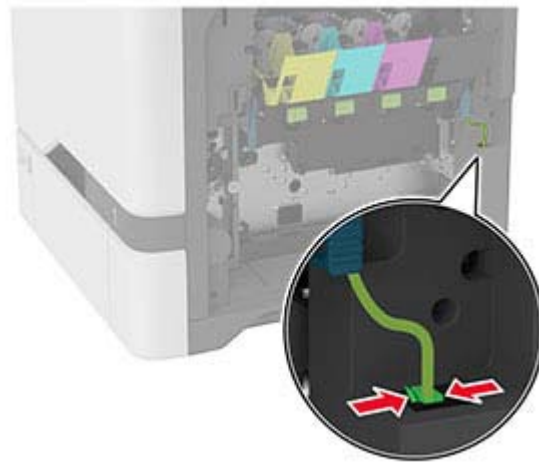


**3** Remove the toner cartridges.

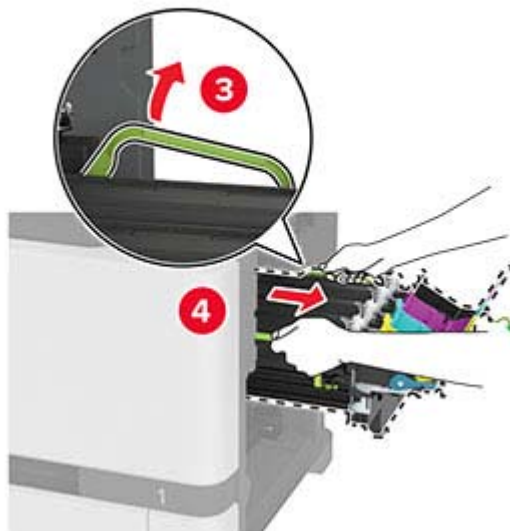
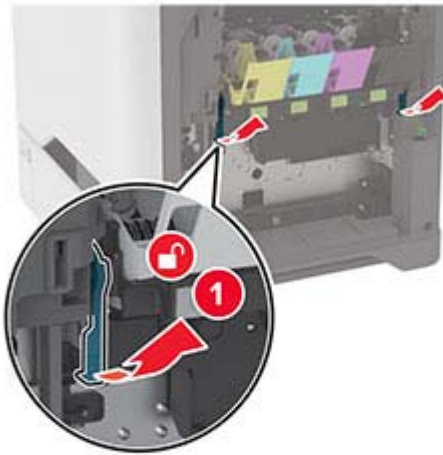


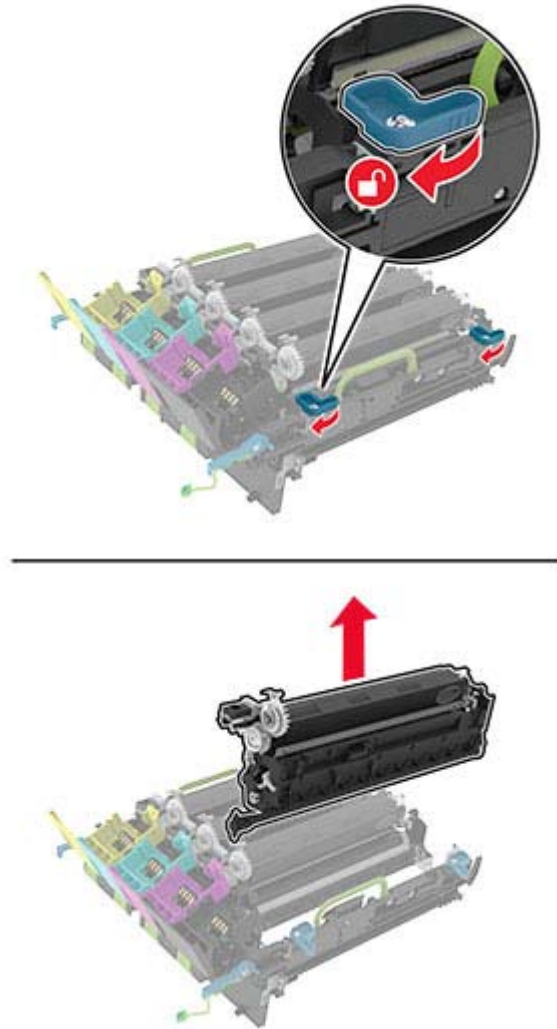


4 Disconnect the imaging kit cable.



**5** Remove the used imaging kit.



**6** Remove the black imaging unit.

**Warning—Potential Damage:** Do not expose the photoconductor unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

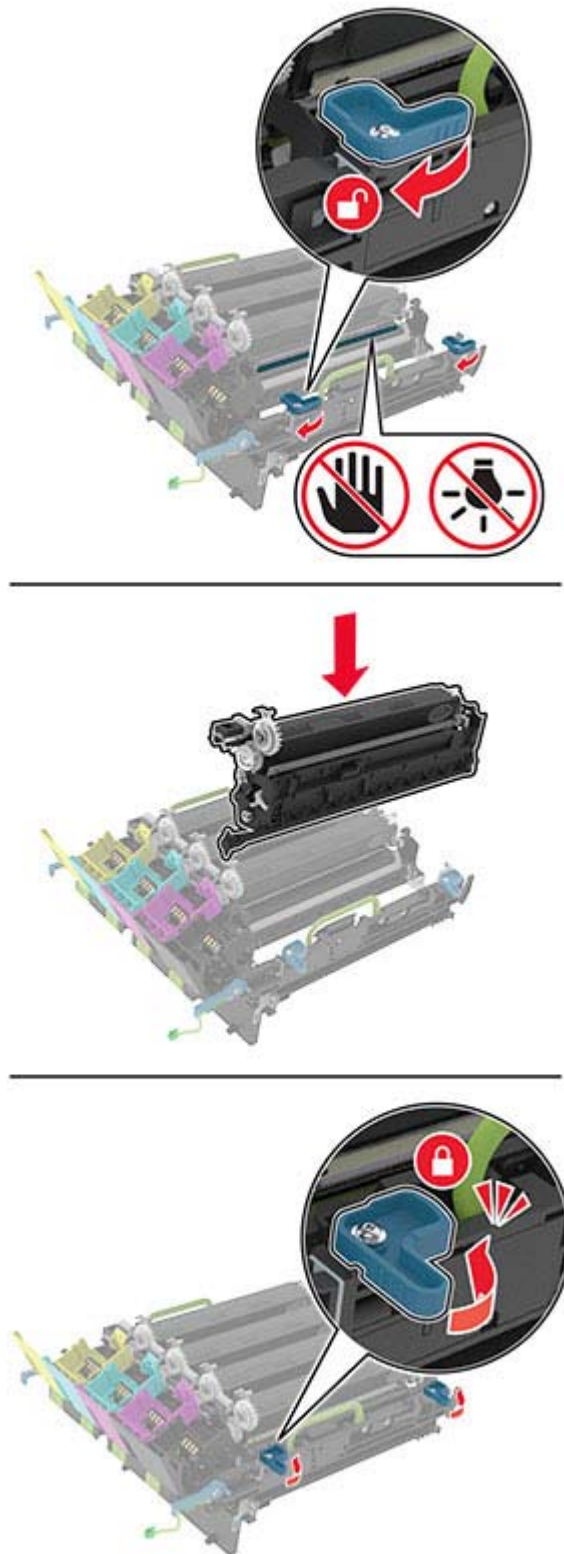
**Warning—Potential Damage:** Do not touch the shiny photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs.



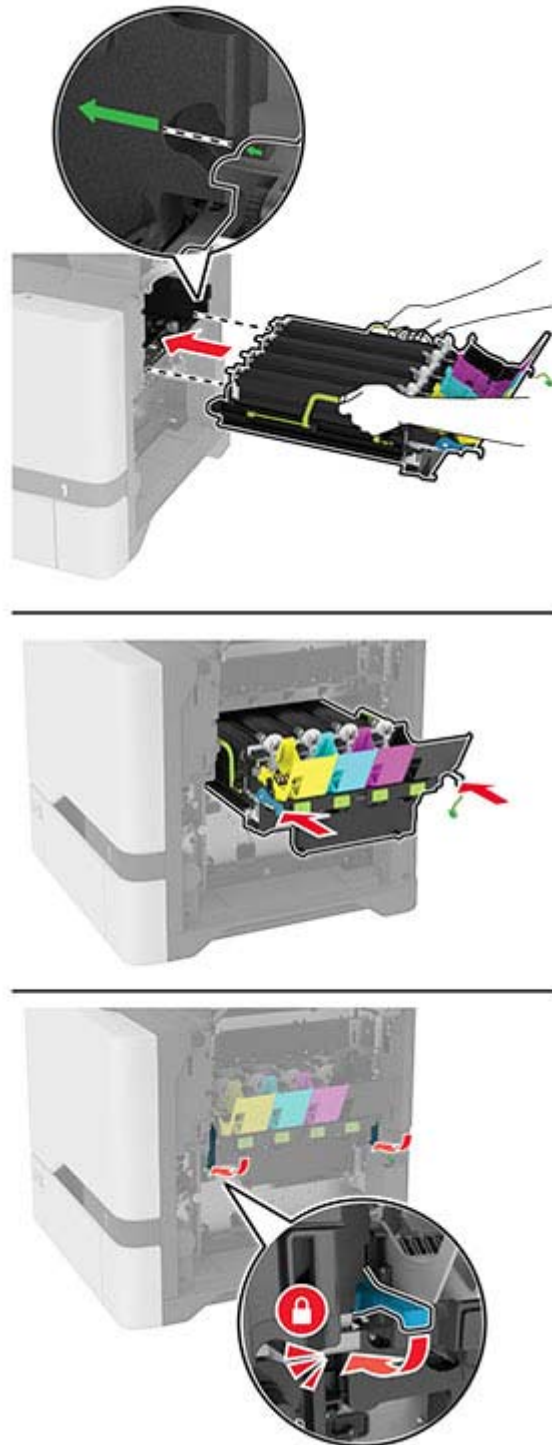
7 Unpack the new imaging kit.

**Note:** The imaging kit includes the imaging kit and the cyan, magenta, and yellow developer units.

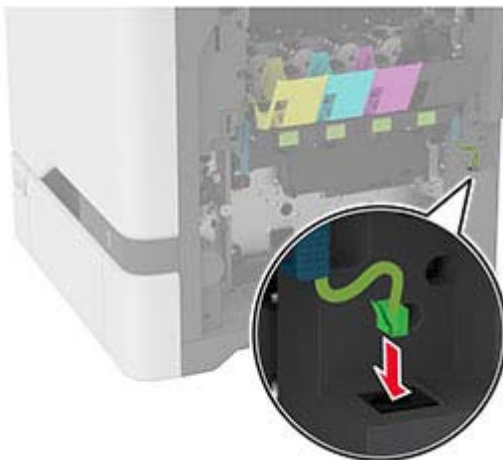
8 Insert the black imaging unit into the new imaging kit.



9 Insert the new imaging kit.



**10** Connect the imaging kit cable.



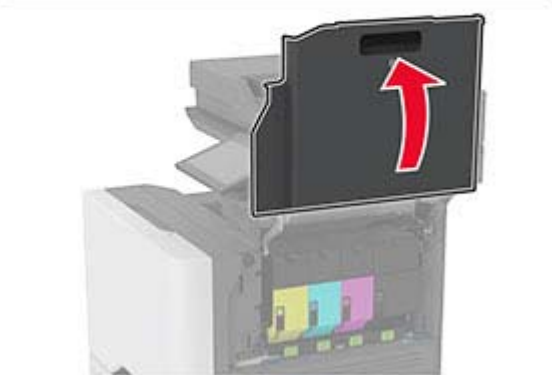
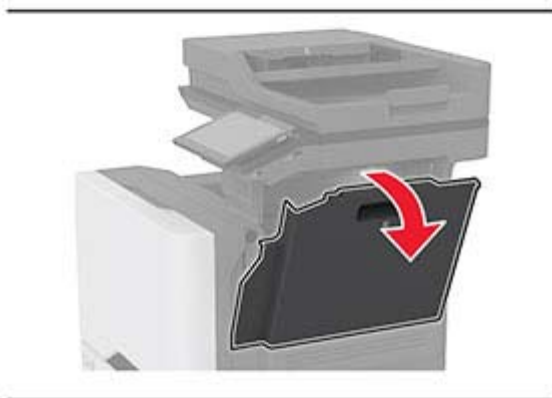
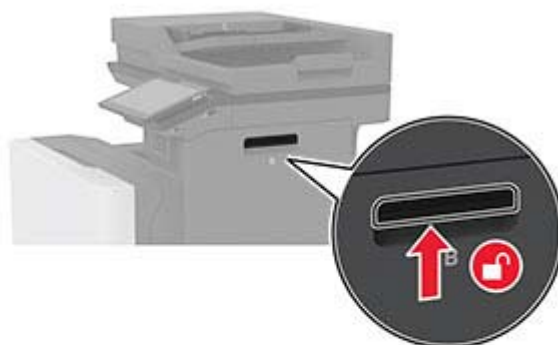
**11** Insert the waste toner bottle.

**12** Insert the toner cartridges.

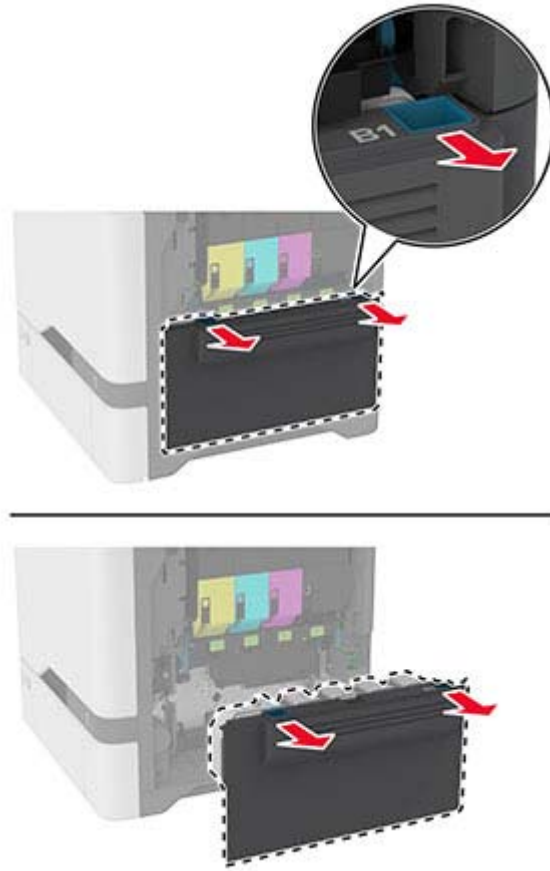
**13** Close door B.

## Replacing the waste toner bottle

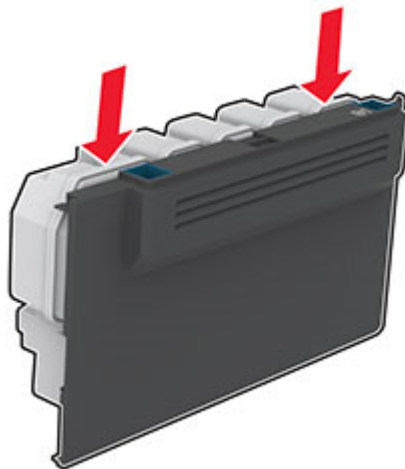
- 1 Open door B.



- 2 Remove the used waste toner bottle.



**Note:** To avoid spilling the toner, place the bottle in an upright position.




- 3 Unpack the new waste toner bottle.
- 4 Insert the new waste toner bottle.



- 5 Close door B.
- 6 Dispose the used waste toner bottle properly.

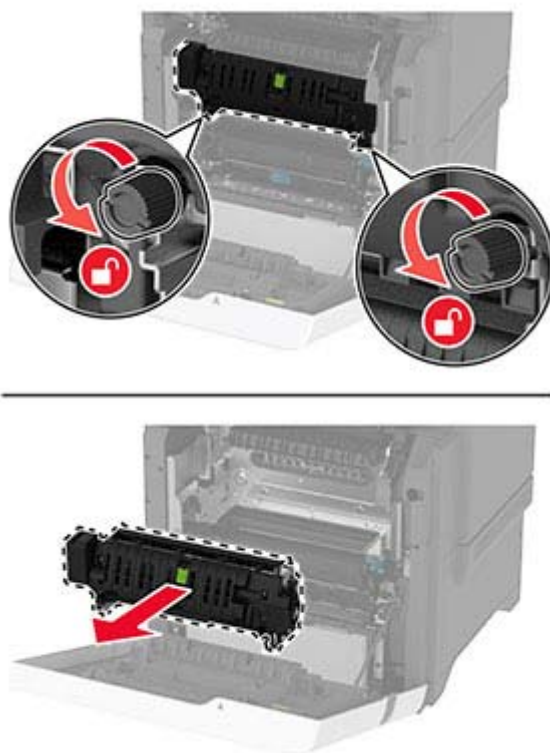
## Replacing the fuser

- 1 Turn off the printer, and then unplug the power cord from the electrical outlet.
- 2 Open door A, and then open door A1.

 **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.

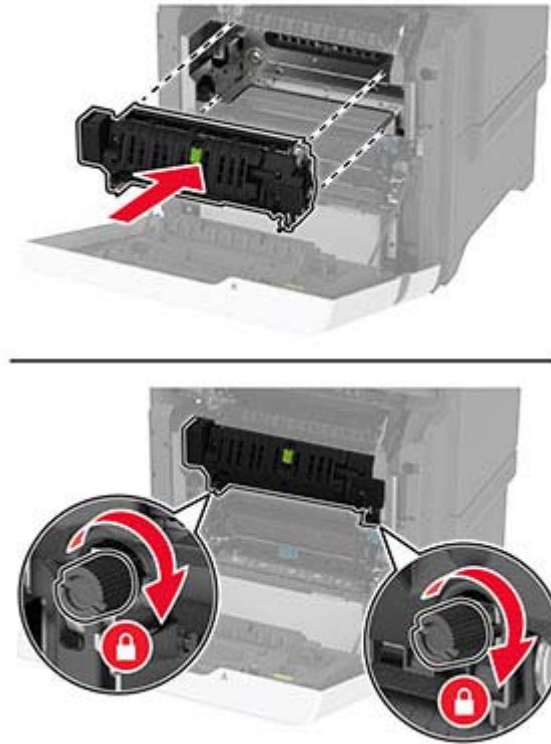


**3** Remove the used fuser.



**4** Unpack the new fuser.

- 5 Insert the new fuser.



- 6 Close door A1, and then close door A.
- 7 Connect the power cord to the electrical outlet, and then turn on the printer.

**⚠ CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

- 8 Reset the fuser maintenance counter.

For more information, see [“Resetting the maintenance counter” on page 225.](#)

## Replacing the pick roller

### Replacing the pick roller in the 550-sheet tray

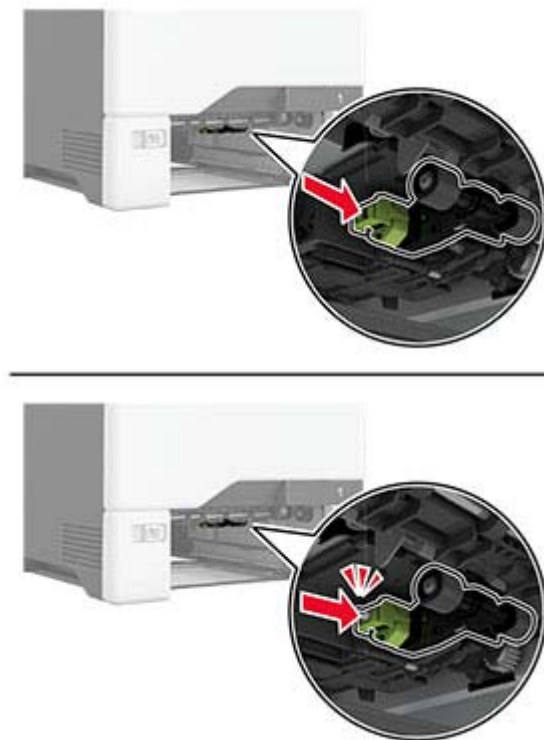
- 1 Turn off the printer, and then unplug the power cord from the electrical outlet.
- 2 Remove the tray.



**3** Remove the used pick roller.**4** Unpack the new pick roller.

**Warning—Potential Damage:** To avoid damage and poor printer performance, make sure that your hands are clean when handling the parts.

- 5 Insert the new pick roller.



- 6 Insert the tray.
- 7 Connect the power cord to the electrical outlet, and then turn on the printer.

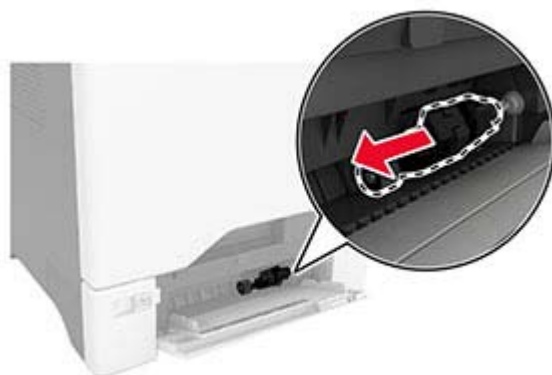
**⚠ CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

### Replacing the pick roller in the multipurpose feeder

- 1 Turn off the printer, and then unplug the power cord from the electrical outlet.
- 2 Open the multipurpose feeder.



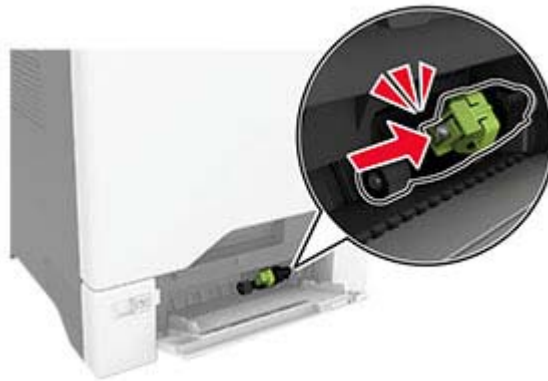
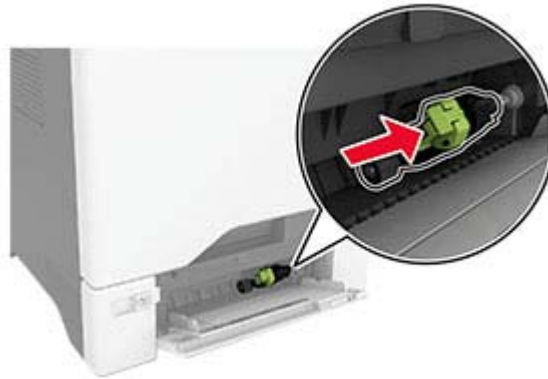
- 3 Remove the used pick roller.



- 4 Unpack the new pick roller.

**Warning—Potential Damage:** To avoid damage and poor printer performance, make sure that your hands are clean when handling the parts.

- 5 Insert the new pick roller.



- 6 Close the multipurpose feeder.
- 7 Connect the power cord to the electrical outlet, and then turn on the printer.

**⚠ CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

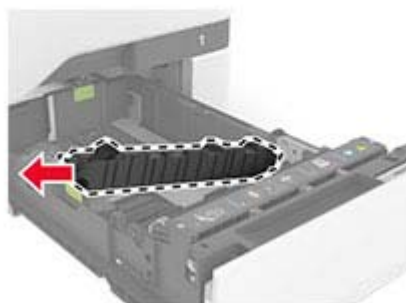
## Replacing the separator bracket

- 1 Pull out the tray.



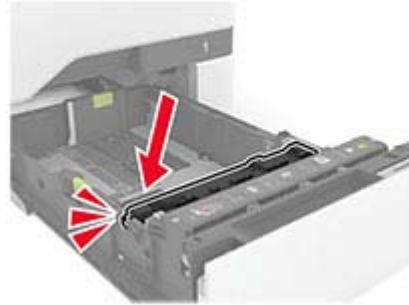
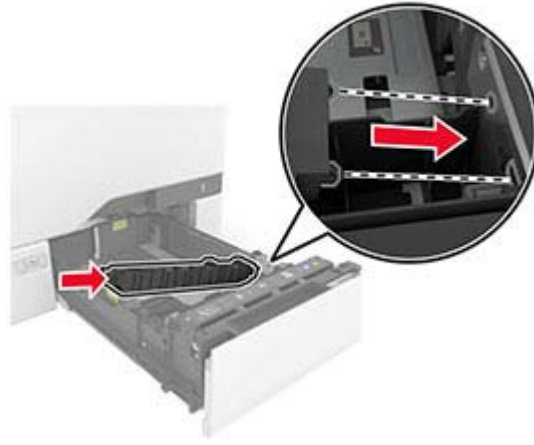


**2** Remove the used separator bracket.



**3** Unpack the new separator bracket.

**4** Insert the new separator bracket.



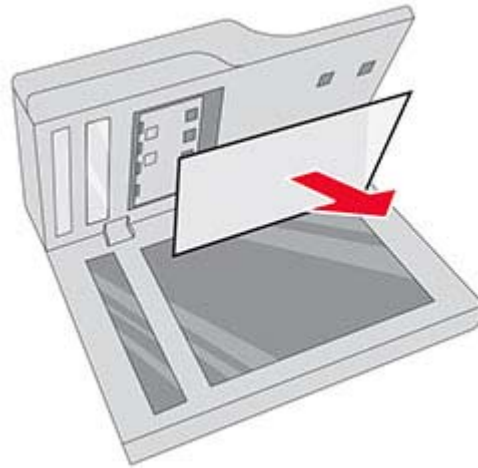
**5** Insert the tray.

## Replacing the scanner glass pad

**1** Open the scanner cover.



**2** Remove the used scanner glass pad.



**3** Unpack the new scanner glass pad.

- 4 Place the white area of the new scanner glass pad facedown on the scanner glass, and then remove the backing on the tape.



**Note:** Make sure that the scanner glass pad is aligned correctly on the edges of the scanner glass.

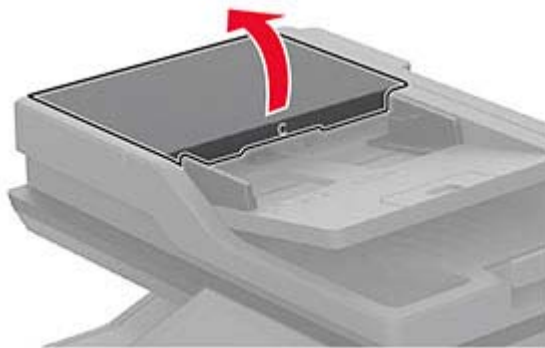
- 5 Close the scanner cover to stick the new scanner glass pad to the cover.



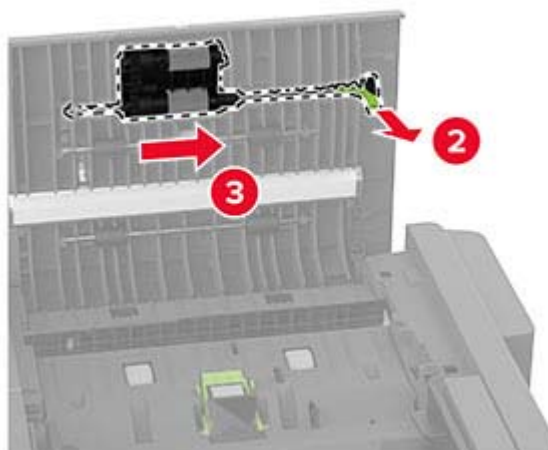
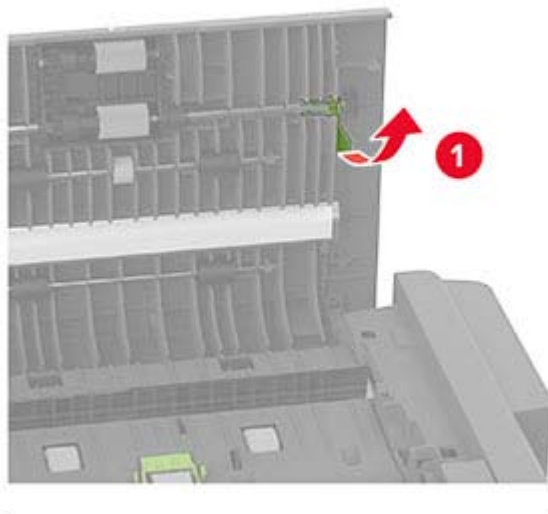
- 6 Open the scanner cover to check if the new scanner glass pad is properly attached to the cover.
- 7 Close the scanner cover.

## Replacing the ADF rollers

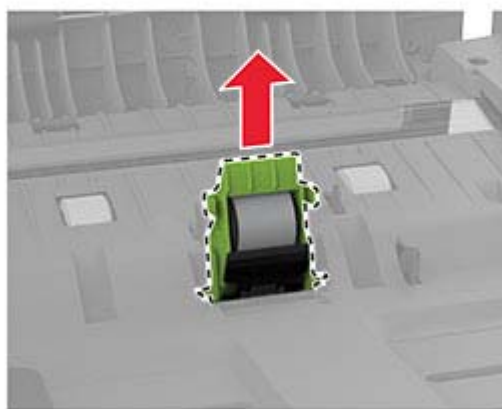
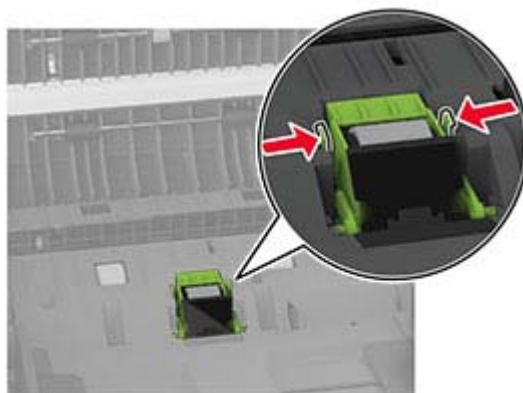
- 1 Open door C.



**2** Remove the used ADF pick roller.

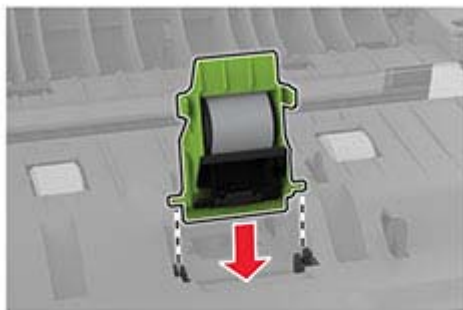


**3** Remove the used ADF separator roller.



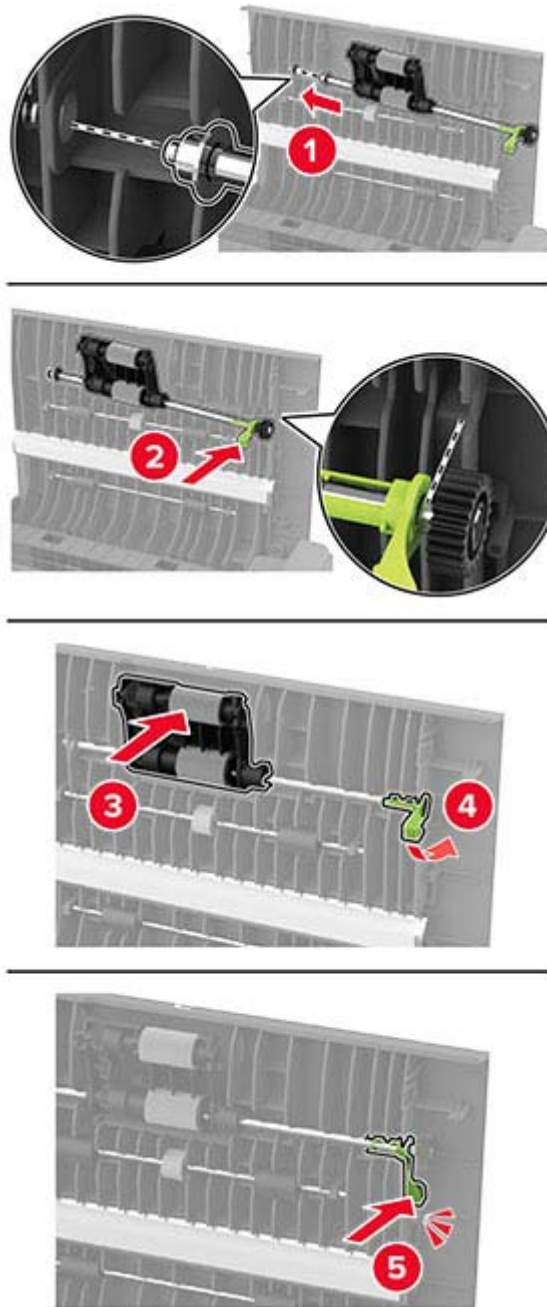
**4** Unpack the new ADF pick roller and ADF separator roller.

**5** Insert the new ADF separator roller until it *clicks* into place.





6 Insert the new ADF pick roller until it *clicks* into place.



7 Close door C.

## Resetting the maintenance counter


- 1 From the home screen, touch **Settings** > **Device** > **Maintenance** > **Configuration Menu** > **Supply Usage And Counters**.
- 2 Touch **Reset Maintenance Counter**.

## Resetting the supply usage counters

- 1 From the home screen, touch **Settings > Device > Maintenance > Configuration Menu > Supply Usage And Counters**.
- 2 Select the counter that you want to reset.

## Cleaning printer parts

### Cleaning the printer

 **CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock when cleaning the exterior of the printer, unplug the power cord from the electrical outlet and disconnect all cables from the printer before proceeding.

#### Notes:


- Perform this task after every few months.
- Damage to the printer caused by improper handling is not covered by the printer warranty.

- 1 Turn off the printer, and then unplug the power cord from the electrical outlet.
- 2 Remove paper from the standard bin and multipurpose feeder.
- 3 Remove any dust, lint, and pieces of paper around the printer using a soft brush or vacuum.
- 4 Wipe the outside of the printer with a damp, soft, lint-free cloth.


#### Notes:

- Do not use household cleaners or detergents, as they may damage the finish of the printer.
- Make sure that all areas of the printer are dry after cleaning.

- 5 Connect the power cord to the electrical outlet, and then turn on the printer.

 **CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

### Cleaning the touch screen

 **CAUTION—SHOCK HAZARD:** To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the electrical outlet and disconnect all cables from the printer before proceeding.

- 1 Turn off the printer, and then unplug the power cord from the electrical outlet.
- 2 Using a damp, soft, lint-free cloth, wipe the touch screen.

#### Notes:

- Do not use household cleaners or detergents, as they may damage the touch screen.
- Make sure that the touch screen is dry after cleaning.

3 Connect the power cord to the electrical outlet, and then turn on the printer.

**⚠ CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

## Cleaning the scanner

1 Open the scanner cover.



2 Using a damp, soft, lint-free cloth, wipe the following areas:

- ADF glass pad



- Scanner glass pad



- ADF glass



- Scanner glass



- 3** Close the scanner cover.
- 4** Open door C.
- 5** Using a damp, soft, lint-free cloth, wipe the following areas:
  - ADF glass pad in door C



- ADF glass in door C



**6** Close door C.

## Cleaning the pick tires

- 1** Turn off the printer, and then unplug the power cord from the electrical outlet.
- 2** Remove the tray.

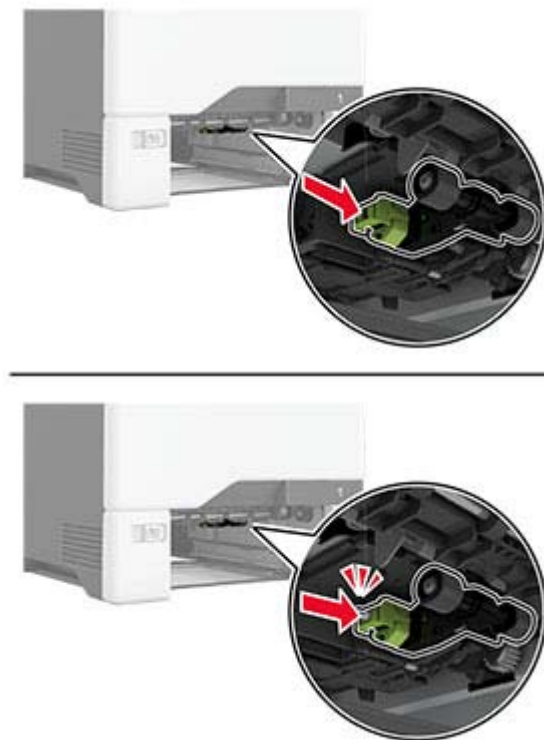


**3** Remove the pick roller.



**4** Apply isopropyl alcohol to a soft, lint-free cloth, and then wipe the pick tires.

- 5 Insert the pick roller.

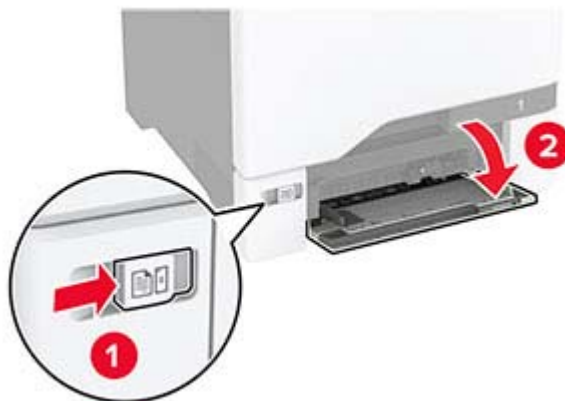


- 6 Insert the tray.
- 7 Connect the power cord to the electrical outlet, and then turn on the printer.

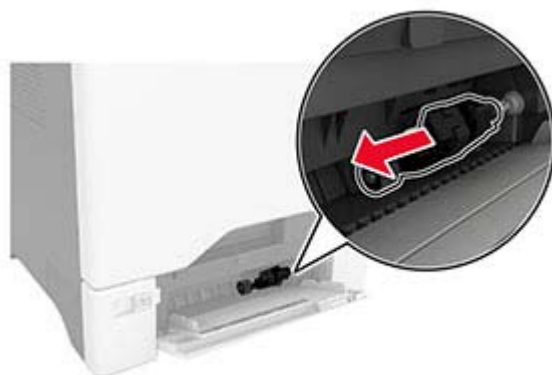
**⚠ CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

## Cleaning the pick roller in the multipurpose feeder

- 1 Turn off the printer, and then unplug the power cord from the electrical outlet.
- 2 Open the multipurpose feeder.



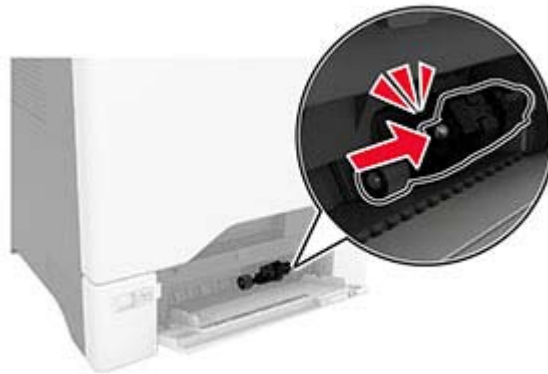
**3** Remove the pick roller.



**4** Apply isopropyl alcohol to a soft, lint-free cloth, and then wipe the pick roller.



- 5 Insert the pick roller.



- 6 Close the multipurpose feeder.
- 7 Connect the power cord to the electrical outlet, and then turn on the printer.

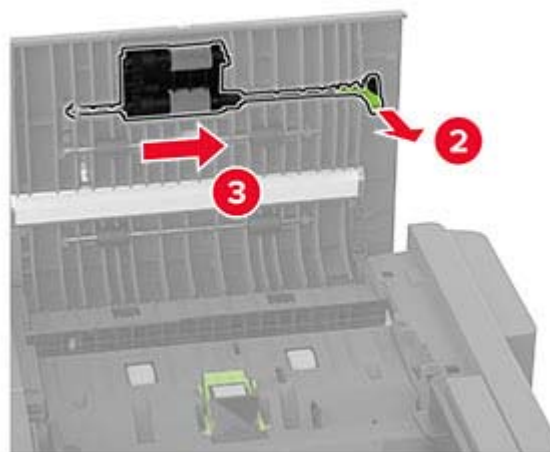
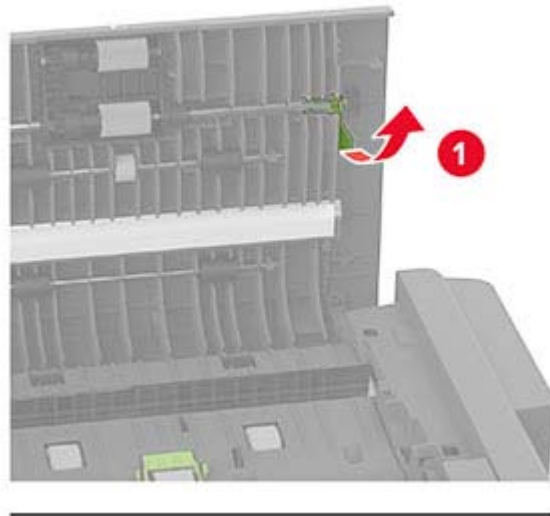
**⚠ CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

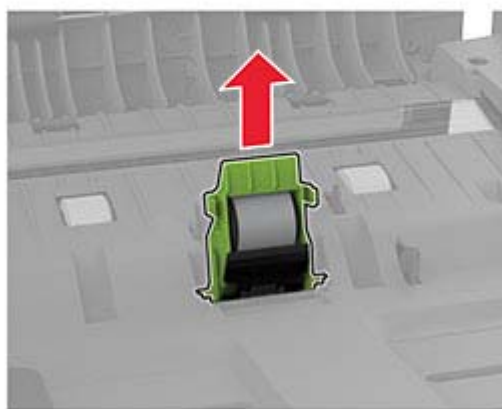
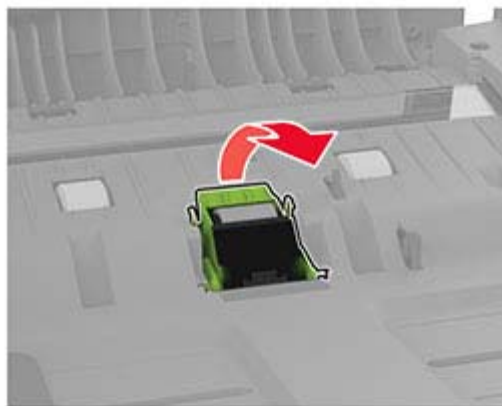
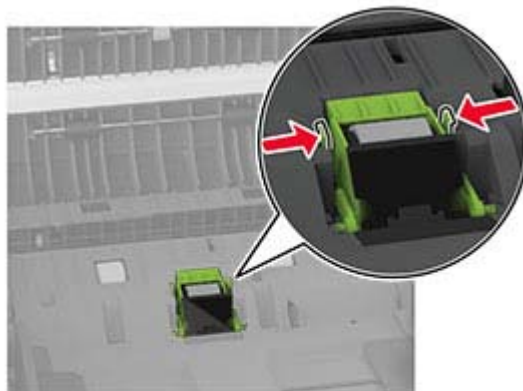
## Cleaning the ADF rollers

- 1 Open door C.

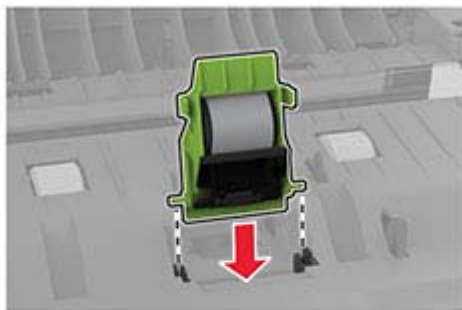


**2** Remove the ADF pick roller.

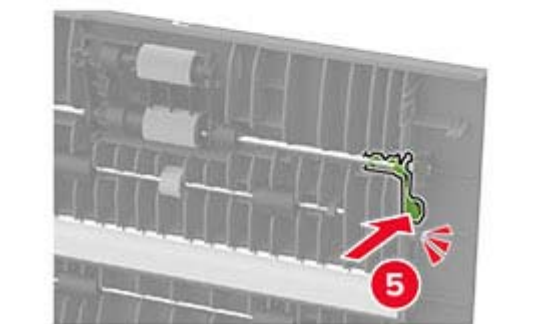
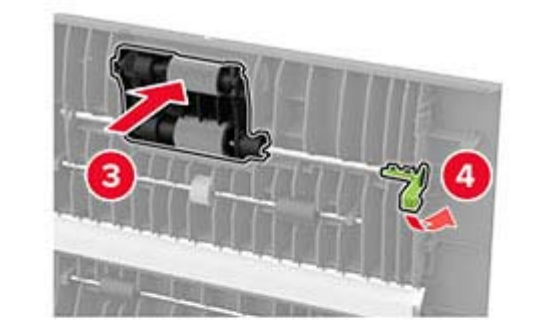
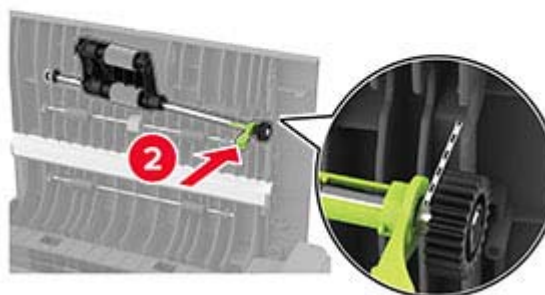
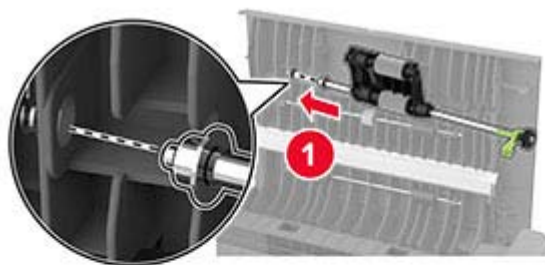


**3** Remove the ADF separator roller.**4** Apply isopropyl alcohol to a soft, lint-free cloth, and then wipe the ADF pick roller and ADF separator roller.

**5** Insert the ADF separator roller until it *clicks* into place.



**6** Insert the ADF pick roller until it *clicks* into place.



**7** Close door C.

# Saving energy and paper

## Configuring the power save mode settings

### Sleep mode

- 1 From the home screen, touch **Settings > Device > Power Management > Timeouts > Sleep Mode**.
- 2 Specify the amount of time that the printer stays idle before it enters Sleep Mode.

### Hibernate mode

- 1 From the home screen, touch **Settings > Device > Power Management > Timeouts > Hibernate Timeout**.
- 2 Select the amount of time that the printer stays idle before it enters Hibernate mode.

#### Notes:

- For Hibernate Timeout to work, set Hibernate Timeout on Connection to Hibernate.
- The Embedded Web Server is disabled when the printer is in Hibernate mode.


## Adjusting the brightness of the display


- 1 From the home screen, touch **Settings > Device > Preferences**.
- 2 In the Screen Brightness menu, adjust the setting.


## Conserving supplies

- Print on both sides of the paper.  
**Note:** Two-sided printing is the default setting in the print driver.
- Print multiple pages on a single sheet of paper.
- Use the preview feature to see how the document looks like before printing it.
- Print one copy of the document to check its content and format for accuracy.

## Moving the printer to another location

 **CAUTION—POTENTIAL INJURY:** If the printer weight is greater than 20 kg (44 lb), then it may require two or more people to lift it safely.

 **CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, use only the power cord provided with this product or the manufacturer's authorized replacement.

 **CAUTION—POTENTIAL INJURY:** When moving the printer, follow these guidelines to avoid personal injury or printer damage:

- Make sure that all doors and trays are closed.
- Turn off the printer, and then unplug the power cord from the electrical outlet.
- Disconnect all cords and cables from the printer.

- If the printer has separate floor-standing optional trays or output options attached to it, then disconnect them before moving the printer.
- If the printer has a caster base, then carefully roll it to the new location. Use caution when passing over thresholds and breaks in flooring.
- If the printer does not have a caster base but is configured with optional trays or output options, then remove the output options and lift the printer off the trays. Do not try to lift the printer and any options at the same time.
- Always use the handholds on the printer to lift it.
- Any cart used to move the printer must have a surface able to support the full footprint of the printer.
- Any cart used to move the hardware options must have a surface able to support the dimensions of the options.
- Keep the printer in an upright position.
- Avoid severe jarring movements.
- Make sure that your fingers are not under the printer when you set it down.
- Make sure that there is adequate clearance around the printer.

**Note:** Damage to the printer caused by improper moving is not covered by the printer warranty.

## Shipping the printer

When shipping the printer, use the original packaging or contact the place where you purchased the printer.

# Troubleshoot a problem

## Print quality problems

Find the image that resembles the print quality problem you are having, and then click the link below it to read problem-solving steps.



[“Blank or white pages” on page 241](#)



[“Dark print” on page 242](#)



[“Ghost images” on page 244](#)



[“Gray or colored background” on page 245](#)



[“Incorrect margins” on page 246](#)



[“Light print” on page 246](#)



[“Missing colors” on page 248](#)



[“Mottled print and dots” on page 249](#)



[“Paper curl” on page 250](#)



[“Print crooked or skewed” on page 251](#)



[“Solid color or black images” on page 252](#)



[“Text or images cut off” on page 253](#)



[“Toner easily rubs off” on page 254](#)



[“Uneven print density” on page 255](#)



[“Horizontal dark lines” on page 256](#)



[“Vertical dark lines” on page 257](#)





[“Horizontal white lines” on page 258](#)



[“Vertical white lines” on page 259](#)



[“Repeating defects” on page 261](#)

## Printing problems

### Print quality is poor

#### Blank or white pages



**Note:** Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings** > **Troubleshooting** > **Print Quality Test Pages**.

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Check if the printer is using a genuine and supported toner cartridge.</p> <p><b>Note:</b> If the cartridge is not supported, then install a supported one.</p> <p><b>b</b> Print the document.</p> <p>Is the printer printing blank or white pages?</p>	Go to step 2.	The problem is solved.

Action	Yes	No
<p><b>Step 2</b></p> <p><b>a</b> Remove the color imaging kit, and then remove the black imaging unit.</p> <p><b>Warning—Potential Damage:</b> Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.</p> <p><b>Warning—Potential Damage:</b> Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs.</p> <p><b>b</b> Insert the black imaging unit, and then insert the color imaging kit.</p> <p><b>c</b> Print the document.</p> <p>Is the printer printing blank or white pages?</p>	<p>Contact your <a href="#">dealer</a>.</p>	<p>The problem is solved.</p>

**Dark print**



**Note:** Before solving the problem, print the quality sample pages to determine the missing color. From the home screen, touch **Settings > Troubleshooting > Print Quality Test Pages**.

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Perform Color Adjust.</p> <p>From the home screen, touch <b>Settings &gt; Print &gt; Quality &gt; Advanced Imaging &gt; Color Adjust</b>.</p> <p><b>b</b> Print the document.</p> <p>Is the print too dark?</p>	<p>Go to step 2.</p>	<p>The problem is solved.</p>

Action	Yes	No
<p><b>Step 2</b></p> <p><b>a</b> Depending on your operating system, reduce the toner darkness from the Printing Preferences or Print dialog.</p> <p><b>Note:</b> You can also change the settings on the printer control panel. From the home screen, touch <b>Settings &gt; Print &gt; Quality &gt; Toner Darkness</b>.</p> <p><b>b</b> Print the document.</p> <p>Is the print too dark?</p>	Go to step 3.	The problem is solved.
<p><b>Step 3</b></p> <p><b>a</b> Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Make sure that the settings match the paper loaded in the tray.</li> <li>• You can also change the settings on the printer control panel. From the home screen, touch <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b>.</li> </ul> <p><b>b</b> Print the document.</p> <p>Is the print too dark?</p>	Go to step 4.	Go to step 6.
<p><b>Step 4</b></p> <p>Make sure that the paper has no texture or rough finishes.</p> <p>Are you printing on textured or rough paper?</p>	Go to step 5.	Go to step 6.
<p><b>Step 5</b></p> <p><b>a</b> Replace textured or rough paper with plain paper.</p> <p><b>b</b> Print the document.</p> <p>Is the print too dark?</p>	Go to step 6.	The problem is solved.
<p><b>Step 6</b></p> <p><b>a</b> Load paper from a fresh package.</p> <p><b>Note:</b> Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.</p> <p><b>b</b> Print the document.</p> <p>Is the print too dark?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

## Ghost images



**Note:** Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings** > **Troubleshooting** > **Print Quality Test Pages**.

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Load the tray with the correct paper type and weight.</p> <p><b>b</b> Print the document.</p> <p>Do ghost images appear on prints?</p>	Go to step 2.	The problem is solved.
<p><b>Step 2</b></p> <p><b>a</b> Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded in the tray.</li> <li>• You can also change the setting on the printer control panel. From the home screen, touch <b>Settings</b> &gt; <b>Paper</b> &gt; <b>Tray Configuration</b> &gt; <b>Paper Size/Type</b>.</li> </ul> <p><b>b</b> Print the document.</p> <p>Do ghost images appear on prints?</p>	Go to step 3.	The problem is solved.
<p><b>Step 3</b></p> <p><b>a</b> Perform Color Adjust.</p> <p>From the home screen, touch <b>Settings</b> &gt; <b>Print</b> &gt; <b>Quality</b> &gt; <b>Advanced Imaging</b> &gt; <b>Color Adjust</b>.</p> <p><b>b</b> Print the document.</p> <p>Do ghost images appear on prints?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

### Gray or colored background



**Note:** Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings** > **Troubleshooting** > **Print Quality Test Pages**.

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Depending on your operating system, increase toner darkness from the Printing Preferences or Print dialog.</p> <p><b>Note:</b> You can also change the setting on the printer control panel. From the home screen, touch <b>Settings</b> &gt; <b>Print</b> &gt; <b>Quality</b> &gt; <b>Toner Darkness</b>.</p> <p><b>b</b> Print the document.</p> <p>Does gray or colored background appear on prints?</p>	Go to step 2.	The problem is solved.
<p><b>Step 2</b></p> <p><b>a</b> Perform Color Adjust.</p> <p>From the home screen, touch <b>Settings</b> &gt; <b>Print</b> &gt; <b>Quality</b> &gt; <b>Advanced Imaging</b> &gt; <b>Color Adjust</b>.</p> <p><b>b</b> Print the document.</p> <p>Does gray or colored background appear on prints?</p>	Go to step 3.	The problem is solved.
<p><b>Step 3</b></p> <p><b>a</b> Remove the color imaging kit, and then remove the black imaging unit.</p> <p><b>Warning—Potential Damage:</b> Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.</p> <p><b>Warning—Potential Damage:</b> Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs.</p> <p><b>b</b> Insert the black imaging unit, and then insert the color imaging kit.</p> <p><b>c</b> Print the document.</p> <p>Does gray or colored background appear on prints?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

### Incorrect margins



**Note:** Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings** > **Troubleshooting** > **Print Quality Test Pages**.

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Adjust the paper guides in the tray to the correct position for the paper loaded.</p> <p><b>b</b> Print the document.</p> <p>Are the margins correct?</p>	<p>The problem is solved.</p>	<p>Go to step 2.</p>
<p><b>Step 2</b></p> <p><b>a</b> Depending on your operating system, specify the paper size from the Printing Preferences or Print dialog.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded.</li> <li>• You can also change the setting on the printer control panel. From the home screen, touch <b>Settings</b> &gt; <b>Paper</b> &gt; <b>Tray Configuration</b> &gt; <b>Paper Size/Type</b>.</li> </ul> <p><b>Note:</b></p> <p><b>b</b> Print the document.</p> <p>Are the margins correct?</p>	<p>The problem is solved.</p>	<p>Contact your <a href="#">dealer</a>.</p>

### Light print

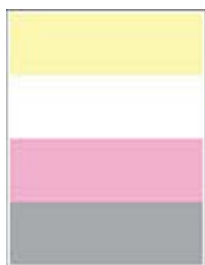


**Note:** Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings** > **Troubleshooting** > **Print Quality Test Pages**.

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Perform Color Adjust. From the home screen, touch <b>Settings &gt; Print &gt; Quality &gt; Advanced Imaging &gt; Color Adjust.</b></p> <p><b>b</b> Print the document.</p> <p>Is the print light?</p>	Go to step 2.	The problem is solved.
<p><b>Step 2</b></p> <p><b>a</b> Depending on your operating system, increase toner darkness from the Printing Preferences or Print dialog. <b>Note:</b> You can also change the setting on the printer control panel. From the home screen, touch <b>Settings &gt; Print &gt; Quality &gt; Toner Darkness.</b></p> <p><b>b</b> Print the document.</p> <p>Is the print light?</p>	Go to step 3.	The problem is solved.
<p><b>Step 3</b></p> <p><b>a</b> Turn off Color Saver. From the home screen, touch <b>Settings &gt; Print &gt; Quality &gt; Color Saver.</b></p> <p><b>b</b> Print the document.</p> <p>Is the print light?</p>	Go to step 4.	The problem is solved.
<p><b>Step 4</b></p> <p><b>a</b> Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog. <b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded.</li> <li>• You can also change the setting on the printer control panel. From the home screen, touch <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type.</b></li> </ul> <p><b>b</b> Print the document.</p> <p>Is the print light?</p>	Go to step 5.	The problem is solved.
<p><b>Step 5</b></p> <p>Check if paper has texture or rough finishes.</p> <p>Are you printing on textured or rough paper?</p>	Go to step 6.	Go to step 7.
<p><b>Step 6</b></p> <p><b>a</b> Replace textured or rough paper with plain paper.</p> <p><b>b</b> Print the document.</p> <p>Is the print light?</p>	Go to step 7.	The problem is solved.

Action	Yes	No
<p><b>Step 7</b></p> <p><b>a</b> Load paper from a fresh package.</p> <p><b>Note:</b> Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.</p> <p><b>b</b> Print the document.</p> <p>Is the print light?</p>	Go to step 8.	The problem is solved.
<p><b>Step 8</b></p> <p><b>a</b> Remove the color imaging kit, and then remove the black imaging unit.</p> <p><b>Warning—Potential Damage:</b> Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.</p> <p><b>Warning—Potential Damage:</b> Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs.</p> <p><b>b</b> Insert the black imaging unit, and then insert the color imaging kit.</p> <p><b>c</b> Print the document.</p> <p>Is the print too light?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

### Missing colors



**Note:** Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings** > **Troubleshooting** > **Print Quality Test Pages**.



Action	Yes	No
<p><b>a</b> Remove the color imaging kit.</p> <p><b>Warning—Potential Damage:</b> Do not expose the color imaging kit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.</p> <p><b>Warning—Potential Damage:</b> Do not touch the photoconductor drum under the color imaging kit. Doing so may affect the quality of future print jobs.</p> <p><b>b</b> Remove the toner cartridge of the missing color.</p> <p><b>c</b> Remove, and then insert the developer unit of the missing color.</p> <p><b>d</b> Insert the toner cartridge of the missing color.</p> <p><b>e</b> Insert the color imaging kit.</p> <p><b>f</b> Print the document.</p> <p>Are some colors missing on print?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

### Mottled print and dots



**Note:** Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings > Troubleshooting > Print Quality Test Pages**.

Action	Yes	No
<p><b>Step 1</b></p> <p>Check the printer for leaked toner contamination.</p> <p>Is the printer free of leaked toner?</p>	Go to step 2.	Contact your <a href="#">dealer</a> .
<p><b>Step 2</b></p> <p><b>a</b> From the home screen, touch <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b>.</p> <p><b>b</b> Check if the paper size and paper type settings match the paper loaded.</p> <p><b>Note:</b> Make sure that the paper does not have texture or rough finishes.</p> <p>Do the settings match?</p>	Go to step 4.	Go to step 3.

Action	Yes	No
<p><b>Step 3</b></p> <p><b>a</b> Depending on your operating system, specify the paper size and paper type from the Printing Preferences or Print dialog.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Make sure that the settings match the paper loaded in the tray.</li> <li>• You can also change the settings on the printer control panel. From the home screen, touch <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b>.</li> </ul> <p><b>b</b> Print the document.</p> <p>Is the print mottled?</p>	Go to step 4.	The problem is solved.
<p><b>Step 4</b></p> <p><b>a</b> Load paper from a fresh package.</p> <p><b>Note:</b> Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.</p> <p><b>b</b> Print the document.</p> <p>Is the print mottled?</p>	Go to step 5.	The problem is solved.
<p><b>Step 5</b></p> <p><b>a</b> Remove the color imaging kit, and then remove the black imaging unit.</p> <p><b>Warning—Potential Damage:</b> Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.</p> <p><b>Warning—Potential Damage:</b> Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs.</p> <p><b>b</b> Insert the black imaging unit, and then insert the color imaging kit.</p> <p><b>c</b> Print the document.</p> <p>Is the print mottled?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

**Paper curl**



**Note:** Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings** > **Troubleshooting** > **Print Quality Test Pages**.

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Adjust the guides in the tray to the correct position for the paper loaded.</p> <p><b>b</b> Print the document.</p> <p>Is the paper curled?</p>	Go to step 2.	The problem is solved.
<p><b>Step 2</b></p> <p><b>a</b> Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded.</li> <li>• You can also change the setting on the printer control panel. From the home screen, touch <b>Settings</b> &gt; <b>Paper</b> &gt; <b>Tray Configuration</b> &gt; <b>Paper Size/Type</b>.</li> </ul> <p><b>b</b> Print the document.</p> <p>Is the paper curled?</p>	Go to step 3.	The problem is solved.
<p><b>Step 3</b></p> <p>Print on the other side of the paper.</p> <p><b>a</b> Remove paper, flip it over, and then reload paper.</p> <p><b>b</b> Print the document.</p> <p>Is the paper curled?</p>	Go to step 4.	The problem is solved.
<p><b>Step 4</b></p> <p><b>a</b> Load paper from a fresh package.</p> <p><b>Note:</b> Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.</p> <p><b>b</b> Print the document.</p> <p>Is the paper curled?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

**Print crooked or skewed**



**Note:** Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings** > **Troubleshooting** > **Print Quality Test Pages**.

Action	Yes	No
<p><b>Step 1</b></p> <ul style="list-style-type: none"> <li><b>a</b> Pull out the tray.</li> <li><b>b</b> Remove the paper, and then load paper from a fresh package.  <b>Note:</b> Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.</li> <li><b>c</b> Squeeze and slide the paper guides to the correct position for the size of the paper you are loading.</li> <li><b>d</b> Insert the tray.</li> <li><b>e</b> Print the document.</li> </ul> <p>Is the print crooked or skewed?</p>	Go to step 2.	The problem is solved.
<p><b>Step 2</b></p> <ul style="list-style-type: none"> <li><b>a</b> Check if you are printing on a supported paper.</li> <li><b>b</b> Print the document.</li> </ul> <p>Is the print crooked or skewed?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

**Solid color or black images**



**Note:** Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings** > **Troubleshooting** > **Print Quality Test Pages**.

Action	Yes	No
<p><b>a</b> Remove the color imaging kit, and then remove the black imaging unit.</p> <p><b>Warning—Potential Damage:</b> Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.</p> <p><b>Warning—Potential Damage:</b> Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs.</p> <p><b>b</b> Insert the black imaging unit, and then insert the color imaging kit.</p> <p><b>c</b> Print the document.</p> <p>Is the printer printing solid color or black images?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

**Text or images cut off**



**Note:** Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings** > **Troubleshooting** > **Print Quality Test Pages**.

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Adjust the paper guides in the tray to the correct position for the paper loaded.</p> <p><b>b</b> Print the document.</p> <p>Is the text or image clipped?</p>	Go to step 2.	The problem is solved.

Action	Yes	No
<p><b>Step 2</b></p> <p><b>a</b> Depending on your operating system, specify the paper size from the Printing Preferences or Print dialog.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded in the tray.</li> <li>• You can also change the setting on the printer control panel. From the home screen, touch <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b>.</li> </ul> <p><b>b</b> Print the document.</p> <p>Is the text or image clipped?</p>	<p>Go to step 3.</p>	<p>The problem is solved.</p>
<p><b>Step 3</b></p> <p><b>a</b> Remove the color imaging kit, and then remove the black imaging unit.</p> <p><b>Warning—Potential Damage:</b> Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.</p> <p><b>Warning—Potential Damage:</b> Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs.</p> <p><b>b</b> Insert the black imaging unit, and then insert the color imaging kit.</p> <p><b>c</b> Print the document.</p> <p>Is the text or image clipped?</p>	<p>Contact your <a href="#">dealer</a>.</p>	<p>The problem is solved.</p>

**Toner easily rubs off**



**Note:** Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings > Troubleshooting > Print Quality Test Pages**.

Action	Yes	No
<p><b>1</b> Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded.</li> <li>• You can also change the setting on the printer control panel. From the home screen, touch <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type.</b></li> </ul> <p><b>2</b> Print the document.</p> <p>Does the toner rub off?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

### Uneven print density



**Note:** Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings > Troubleshooting > Print Quality Test Pages.**

Action	Yes	No
<p><b>a</b> Remove the color imaging kit, and then remove the black imaging unit.</p> <p><b>Warning—Potential Damage:</b> Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.</p> <p><b>Warning—Potential Damage:</b> Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs.</p> <p><b>b</b> Insert the black imaging unit, and then insert the color imaging kit.</p> <p><b>c</b> Print the document.</p> <p>Is the print density uneven?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

### Horizontal dark lines



**Notes:**

- Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings** > **Troubleshooting** > **Print Quality Test Pages**.
- If horizontal dark lines keep appearing on the prints, then see the “Repeating defects” topic.

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded.</li> <li>• You can also change the setting on the printer control panel. From the home screen, touch <b>Settings</b> &gt; <b>Paper</b> &gt; <b>Tray Configuration</b> &gt; <b>Paper Size/Type</b>.</li> </ul> <p><b>b</b> Print the document.</p> <p>Do horizontal dark lines appear on prints?</p>	<p>Go to step 2.</p>	<p>The problem is solved.</p>
<p><b>Step 2</b></p> <p><b>a</b> Load paper from a fresh package.</p> <p><b>Note:</b> Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it.</p> <p><b>b</b> Print the document.</p> <p>Do horizontal dark lines appear on prints?</p>	<p>Go to step 3.</p>	<p>The problem is solved.</p>



Action	Yes	No
<p><b>Step 3</b></p> <p><b>a</b> Remove the color imaging kit, and then remove the black imaging unit.</p> <p><b>Warning—Potential Damage:</b> Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.</p> <p><b>Warning—Potential Damage:</b> Do not touch the photoconductor drum under the imaging kit and black imaging unit. Doing so may affect the quality of future print jobs.</p> <p><b>b</b> Insert the black imaging unit, and then insert the color imaging kit.</p> <p><b>c</b> Print the document.</p> <p>Do horizontal dark lines appear on prints?</p>	<p>Contact your <a href="#">dealer</a>.</p>	<p>The problem is solved.</p>

**Vertical dark lines**



**Note:** Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings > Troubleshooting > Print Quality Test Pages**.

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded in the tray.</li> <li>• You can also change the setting on the printer control panel. From the home screen, touch <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b>.</li> </ul> <p><b>b</b> Print the document.</p> <p>Do vertical dark lines appear on prints?</p>	<p>Go to step 2.</p>	<p>The problem is solved.</p>

Action	Yes	No
<p><b>Step 2</b></p> <p><b>a</b> Load paper from a fresh package.</p> <p><b>Note:</b> Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it.</p> <p><b>b</b> Print the document.</p> <p>Do vertical dark lines appear on prints?</p>	Go to step 3.	The problem is solved.
<p><b>Step 3</b></p> <p><b>a</b> Remove the color imaging kit, and then remove the black imaging unit.</p> <p><b>Warning—Potential Damage:</b> Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.</p> <p><b>Warning—Potential Damage:</b> Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs.</p> <p><b>b</b> Insert the black imaging unit, and then insert the color imaging kit.</p> <p><b>c</b> Print the document.</p> <p>Do vertical dark lines appear on prints?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

### Horizontal white lines



**Notes:**

- Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings > Troubleshooting > Print Quality Test Pages**.
- If horizontal white lines keep appearing on the prints, then see the “Repeating defects” topic.

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded in the tray.</li> <li>• You can also change the setting on the printer control panel. From the home screen, touch <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b>.</li> </ul> <p><b>b</b> Print the document.</p> <p>Do horizontal white lines appear on prints?</p>	Go to step 2.	The problem is solved.
<p><b>Step 2</b></p> <p><b>a</b> Load the specified paper source with the recommended paper type.</p> <p><b>b</b> Print the document.</p> <p>Do horizontal white lines appear on prints?</p>	Go to step 3.	The problem is solved.
<p><b>Step 3</b></p> <p><b>a</b> Remove the color imaging kit, and then remove the black imaging unit.</p> <p><b>Warning—Potential Damage:</b> Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.</p> <p><b>Warning—Potential Damage:</b> Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs.</p> <p><b>b</b> Insert the black imaging unit, and then insert the color imaging kit.</p> <p><b>c</b> Print the document.</p> <p>Do horizontal white lines appear on prints?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

### Vertical white lines



**Note:** Before solving the problem, print the Print Quality Test Pages. From the home screen, touch **Settings** > **Troubleshooting** > **Print Quality Test Pages**.

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded in the tray.</li> <li>• You can also change the setting on the printer control panel. From the home screen, touch <b>Settings</b> &gt; <b>Paper</b> &gt; <b>Tray Configuration</b> &gt; <b>Paper Size/Type</b>.</li> </ul> <p><b>b</b> Print the document.</p> <p>Do vertical white lines appear on prints?</p>	<p>Go to step 2.</p>	<p>The problem is solved.</p>
<p><b>Step 2</b></p> <p>Check if you are using the recommended paper type.</p> <p><b>a</b> Load the specified paper source with the recommended paper type.</p> <p><b>b</b> Print the document.</p> <p>Do vertical white lines appear on prints?</p>	<p>Go to step 3.</p>	<p>The problem is solved.</p>
<p><b>Step 3</b></p> <p><b>a</b> Remove the color imaging kit, and then remove the black imaging unit.</p> <p><b>Warning—Potential Damage:</b> Do not expose the color imaging kit and black imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.</p> <p><b>Warning—Potential Damage:</b> Do not touch the photoconductor drum under the color imaging kit and black imaging unit. Doing so may affect the quality of future print jobs.</p> <p><b>b</b> Insert the black imaging unit, and then insert the color imaging kit.</p> <p><b>c</b> Print the document.</p> <p>Do vertical white lines appear on prints?</p>	<p>Contact your <a href="#">dealer</a>.</p>	<p>The problem is solved.</p>

## Repeating defects



**Note:** Before solving the problem, print the quality sample pages to determine the cause of the repeating defects. From the home screen, touch **Settings > Troubleshooting > Print Quality Test Pages**.

Action	Yes	No
<p><b>Step 1</b></p> <p>Determine how many colors have defects.</p> <p>Is only one color affected?</p>	Go to step 2.	Go to step 3.
<p><b>Step 2</b></p> <p><b>a</b> Using the Maintenance Defect Ruler, measure the distance between the repeating defects on the affected color page.</p> <p><b>b</b> Replace the supply item that matches the measurement on the affected color page.</p> <p><b>Color imaging kit or black imaging unit</b></p> <ul style="list-style-type: none"> <li>• 94.5 mm (3.72 in.)</li> <li>• 29.9 mm (1.18 in.)</li> <li>• 23.2 mm (0.91 in.)</li> </ul> <p><b>Developer unit</b></p> <ul style="list-style-type: none"> <li>• 43.6 mm (1.72 in.)</li> <li>• 45.0 mm (1.77 in.)</li> </ul> <p><b>c</b> Print the Print Quality Test Pages.</p> <p>Do the defects still appear?</p>	Take note of the distance, and then contact your <a href="#">dealer</a> .	The problem is solved.

Action	Yes	No
<p><b>Step 3</b></p> <p><b>a</b> Using the Maintenance Defect Ruler, measure the distance between the repeating defects on the affected color page.</p> <p><b>b</b> Replace the supply item that matches the measurement on the affected color page.</p> <p><b>Transfer module</b></p> <ul style="list-style-type: none"> <li>• 37.7 mm (1.48 in.)</li> <li>• 78.5 mm (3.09 in.)</li> <li>• 54.6 mm (2.15 in.)</li> </ul> <p><b>Fuser</b></p> <ul style="list-style-type: none"> <li>• 95 mm (3.74 in.)</li> <li>• 110 mm (4.33 in.)</li> </ul> <p><b>c</b> Print the Print Quality Test Pages.</p> <p>Do the defects still appear?</p>	<p>Take note of the distance, and then contact your <a href="#">dealer</a>.</p>	<p>The problem is solved.</p>

### Print jobs do not print

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> From the document you are trying to print, open the Print dialog, and then check if you have selected the correct printer.</p> <p><b>b</b> Print the document.</p> <p>Is the document printed?</p>	<p>The problem is solved.</p>	<p>Go to step 2.</p>
<p><b>Step 2</b></p> <p><b>a</b> Check if the printer is on.</p> <p><b>b</b> Resolve any error messages that appear on the display.</p> <p><b>c</b> Print the document.</p> <p>Is the document printed?</p>	<p>The problem is solved.</p>	<p>Go to step 3.</p>
<p><b>Step 3</b></p> <p><b>a</b> Check if the ports are working and if the cables are securely connected to the computer and the printer.</p> <p>For more information, see the setup documentation that came with the printer.</p> <p><b>b</b> Print the document.</p> <p>Is the document printed?</p>	<p>The problem is solved.</p>	<p>Go to step 4.</p>

Action	Yes	No
<p><b>Step 4</b></p> <p><b>a</b> Turn off the printer, wait for about 10 seconds, and then turn on the printer.</p> <p><b>b</b> Print the document.</p> <p>Is the document printed?</p>	The problem is solved.	Go to step 5.
<p><b>Step 5</b></p> <p><b>a</b> Remove, and then reinstall the print driver.</p> <p><b>b</b> Print the document.</p> <p>Is the document printed?</p>	The problem is solved.	Contact your <a href="#">dealer</a> .

### Confidential and other held documents do not print

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> From the control panel, check if the documents appear in the Held Jobs list.</p> <p><b>Note:</b> If the documents are not listed, then print the documents using the Print and Hold options.</p> <p><b>b</b> Print the documents.</p> <p>Are the documents printed?</p>	The problem is solved.	Go to step 2.
<p><b>Step 2</b></p> <p>The print job may contain a formatting error or invalid data.</p> <ul style="list-style-type: none"> <li>• Delete the print job, and then send it again.</li> <li>• For PDF files, generate a new file, and then print the documents.</li> </ul> <p>Are the documents printed?</p>	The problem is solved.	Go to step 3.

Action	Yes	No
<p><b>Step 3</b></p> <p>If you are printing from the Internet, then the printer may be reading the multiple job titles as duplicates.</p> <p><b>For Windows users</b></p> <ul style="list-style-type: none"> <li><b>a</b> Open the Printing Preferences dialog.</li> <li><b>b</b> From the Print and Hold tab, click <b>Use Print and Hold</b>, and then click <b>Keep duplicate documents</b>.</li> <li><b>c</b> Enter a PIN, and then save the changes.</li> <li><b>d</b> Send the print job.</li> </ul> <p><b>For Macintosh users</b></p> <ul style="list-style-type: none"> <li><b>a</b> Save and name each job differently.</li> <li><b>b</b> Send the job individually.</li> </ul> <p>Are the documents printed?</p>	<p>The problem is solved.</p>	<p>Go to step 4.</p>
<p><b>Step 4</b></p> <ul style="list-style-type: none"> <li><b>a</b> Delete some held jobs to free up printer memory.</li> <li><b>b</b> Print the documents.</li> </ul> <p>Are the documents printed?</p>	<p>The problem is solved.</p>	<p>Go to step 5.</p>
<p><b>Step 5</b></p> <ul style="list-style-type: none"> <li><b>a</b> Add printer memory.</li> <li><b>b</b> Print the documents.</li> </ul> <p>Are the documents printed?</p>	<p>The problem is solved.</p>	<p>Contact your <a href="#">dealer</a>.</p>

### Job prints from the wrong tray or on the wrong paper

Action	Yes	No
<p><b>Step 1</b></p> <ul style="list-style-type: none"> <li><b>a</b> Check if you are printing on the correct paper.</li> <li><b>b</b> Print the document.</li> </ul> <p>Is the document printed on the correct paper?</p>	<p>Go to step 2.</p>	<p>Load the correct paper size and paper type.</p>



Action	Yes	No
<p><b>Step 2</b></p> <p><b>a</b> Depending on your operating system, specify the paper size and paper type from the Printing Preferences or Print dialog.</p> <p><b>Note:</b> You can also change the settings on the printer control panel. From the home screen, touch <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b>.</p> <p><b>b</b> Make sure that the settings match the paper loaded.</p> <p><b>c</b> Print the document.</p> <p>Is the document printed on the correct paper?</p>	<p>The problem is solved.</p>	<p>Go to step 3.</p>
<p><b>Step 3</b></p> <p><b>a</b> Check if the trays are linked.</p> <p>For more information, see <a href="#">“Linking trays” on page 48</a>.</p> <p><b>b</b> Print the document.</p> <p>Is the document printed from the correct tray?</p>	<p>The problem is solved.</p>	<p>Contact your <a href="#">dealer</a>.</p>


## Slow printing

Action	Yes	No
<p><b>Step 1</b></p> <p>Make sure that the printer cable is securely connected to the printer and to the computer, print server, option, or other network device.</p> <p>Is the printer printing slow?</p>	<p>Go to step 2.</p>	<p>The problem is solved.</p>
<p><b>Step 2</b></p> <p><b>a</b> Make sure that the printer is not in Quiet Mode.</p> <p>From the home screen, touch <b>Settings &gt; Device &gt; Maintenance &gt; Configuration Menu &gt; Device Operations &gt; Quiet Mode</b>.</p> <p><b>b</b> Print the document.</p> <p>Is the printer printing slow?</p>	<p>Go to step 3.</p>	<p>The problem is solved.</p>
<p><b>Step 3</b></p> <p><b>a</b> Depending on your operating system, specify the print resolution from the Printing Preferences or Print dialog.</p> <p><b>b</b> Set the resolution to 4800 CQ.</p> <p><b>c</b> Print the document.</p> <p>Is the printer printing slow?</p>	<p>Go to step 4.</p>	<p>The problem is solved.</p>

Action	Yes	No
<p><b>Step 4</b></p> <p><b>a</b> From the home screen, touch <b>Settings &gt; Print &gt; Quality &gt; Print Resolution</b>.</p> <p><b>b</b> Set the resolution to 4800 CQ.</p> <p><b>c</b> Print the document.</p> <p>Is the printer printing slow?</p>	Go to step 5.	The problem is solved.
<p><b>Step 5</b></p> <p><b>a</b> Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Make sure that the setting matches the paper loaded.</li> <li>• You can also change the setting on the printer control panel. From the home screen, touch <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b>.</li> <li>• Heavier paper prints more slowly.</li> <li>• Paper narrower than letter, A4, and legal may print more slowly.</li> </ul> <p><b>b</b> Print the document.</p> <p>Is the printer printing slow?</p>	Go to step 6.	The problem is solved.
<p><b>Step 6</b></p> <p><b>a</b> Make sure that the printer settings for texture and weight match the paper being loaded.</p> <p>From the home screen, touch <b>Settings &gt; Paper &gt; Media Configuration &gt; Media Types</b>.</p> <p><b>Note:</b> Rough paper texture and heavy paper weight may print more slowly.</p> <p><b>b</b> Print the document.</p> <p>Is the printer printing slow?</p>	Go to step 7.	The problem is solved.
<p><b>Step 7</b></p> <p>Remove held jobs.</p> <p>Is the printer printing slow?</p>	Go to step 8.	The problem is solved.

Action	Yes	No
<p><b>Step 8</b></p> <p><b>a</b> Make sure that the printer is not overheating.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Allow the printer to cool down after a long print job.</li> <li>• Observe the recommended ambient temperature for the printer. For more information, see <a href="#">“Selecting a location for the printer” on page 19.</a></li> </ul> <p><b>b</b> Print the document.</p> <p>Is the printer printing slow?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

## The printer is not responding

Action	Yes	No
<p><b>Step 1</b></p> <p>Check if the power cord is connected to the electrical outlet.</p> <p> <b>CAUTION—POTENTIAL INJURY:</b> To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.</p> <p>Is the printer responding?</p>	The problem is solved.	Go to step 2.
<p><b>Step 2</b></p> <p>Check if the electrical outlet is turned off by a switch or breaker.</p> <p>Is the electrical outlet turned off by a switch or breaker?</p>	Turn on the switch or reset the breaker.	Go to step 3.
<p><b>Step 3</b></p> <p>Check if the printer is on.</p> <p>Is the printer on?</p>	Go to step 4.	Turn on the printer.
<p><b>Step 4</b></p> <p>Check if the printer is in Sleep or Hibernate mode.</p> <p>Is the printer in Sleep or Hibernate mode?</p>	Press the power button to wake the printer.	Go to step 5.
<p><b>Step 5</b></p> <p>Check if the cables connecting the printer and the computer are inserted to the correct ports.</p> <p>Are the cables inserted to the correct ports?</p>	Go to step 6.	Insert the cables to the correct ports.

Action	Yes	No
<p><b>Step 6</b></p> <p>Turn off the printer, install the hardware options, and then turn on the printer.</p> <p>For more information, see the documentation that came with the option.</p> <p>Is the printer responding?</p>	The problem is solved.	Go to step 7.
<p><b>Step 7</b></p> <p>Install the correct print driver.</p> <p>Is the printer responding?</p>	The problem is solved.	Go to step 8.
<p><b>Step 8</b></p> <p>Turn off the printer, wait for about 10 seconds, and then turn on the printer.</p> <p>Is the printer responding?</p>	The problem is solved.	Contact your <a href="#">dealer</a> .

## Unable to read flash drive

Action	Yes	No
<p><b>Step 1</b></p> <p>Check if the printer is not busy processing another print, copy, scan, or fax job.</p> <p>Is the printer ready?</p>	Go to step 3.	Go to step 2.
<p><b>Step 2</b></p> <ul style="list-style-type: none"> <li>• Wait for the printer to finish processing the other job.</li> <li>• Remove, and then insert the flash drive.</li> </ul> <p>Does the printer recognize the flash drive?</p>	The problem is solved.	Go to step 3.
<p><b>Step 3</b></p> <p>Check if the flash drive is inserted into the front USB port.</p> <p><b>Note:</b> The flash drive does not work when it is inserted into the rear USB port.</p> <p>Is the flash drive inserted into the correct port?</p>	Go to step 5.	Go to step 4.
<p><b>Step 4</b></p> <p>Insert the flash drive into the correct port.</p> <p>Does the printer recognize the flash drive?</p>	The problem is solved.	Go to step 5.

Action	Yes	No
<p><b>Step 5</b> Check if the flash drive is supported. For more information, see <a href="#">“Supported flash drives and file types” on page 86.</a></p> <p>Is the flash drive supported?</p>	Go to step 7.	Go to step 6.
<p><b>Step 6</b> Insert a supported flash drive.</p> <p>Does the printer recognize the flash drive?</p>	The problem is solved.	Go to step 7.
<p><b>Step 7</b> Remove, and then insert the flash drive.</p> <p>Does the printer recognize the flash drive?</p>	The problem is solved.	Contact your <a href="#">dealer</a> .

## Enabling the USB port

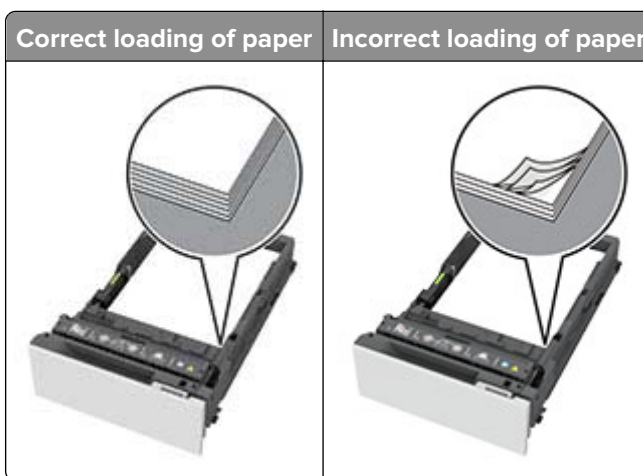
From the home screen, touch **Settings > Network/Ports > USB > Enable USB Port.**

## Clearing jams

### Avoiding jams

#### Load paper properly

- Make sure that the paper lies flat in the tray.



- Do not load or remove a tray while the printer is printing.
- Do not load too much paper. Make sure that the stack height is below the maximum paper fill indicator.

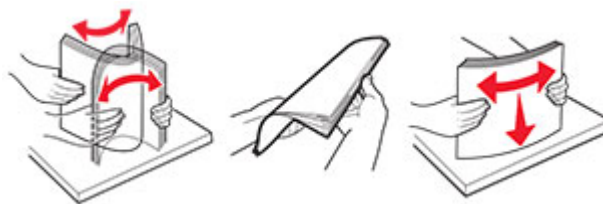
- Do not slide paper into the tray. Load paper as shown in the illustration.



- Make sure that the paper guides are positioned correctly 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 paper that is wrinkled, creased, damp, bent, or curled.
- Flex, fan, and align the paper edges before loading.

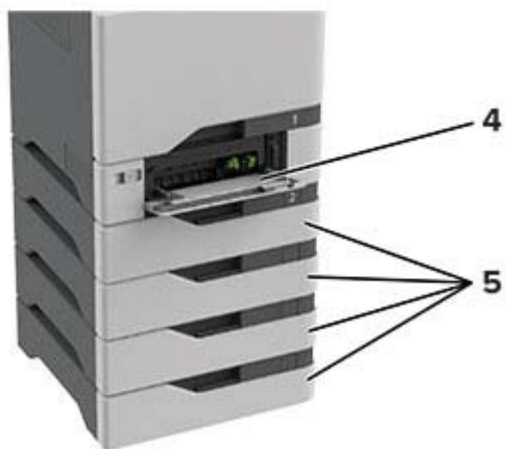
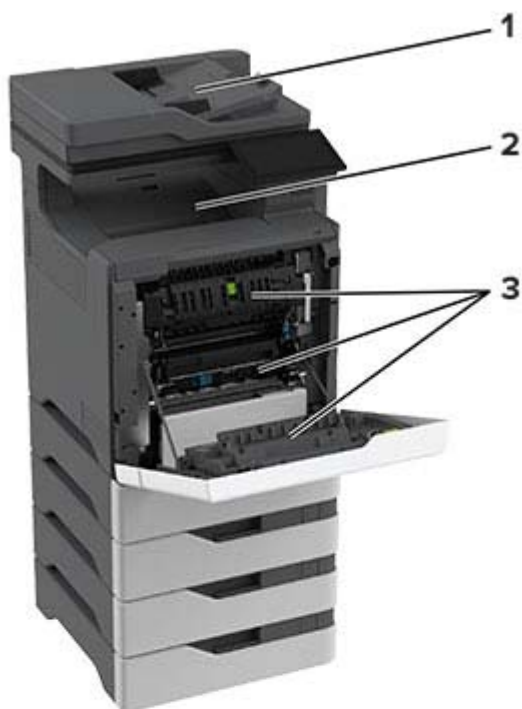


- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

## Identifying jam locations

### Notes:

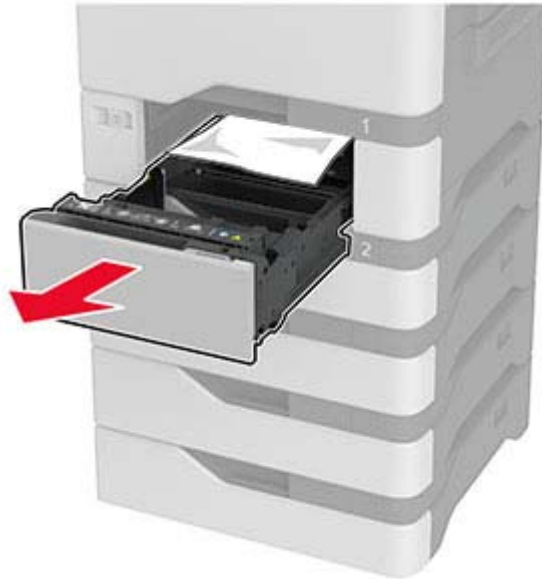
- When Jam Assist is set to On, the printer flushes blank pages or pages with partial prints after a jammed page has been cleared. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages.



	Jam locations
<b>1</b>	ADF
<b>2</b>	Standard bin
<b>3</b>	Door A
<b>4</b>	Multipurpose feeder
<b>5</b>	Trays

## Paper jam in trays

- 1 Remove the tray.



**Warning—Potential Damage:** A sensor inside the optional tray is easily damaged by static electricity. Touch a metal surface before removing the jammed paper in the tray.

- 2 Remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.



- 3 Insert the tray.

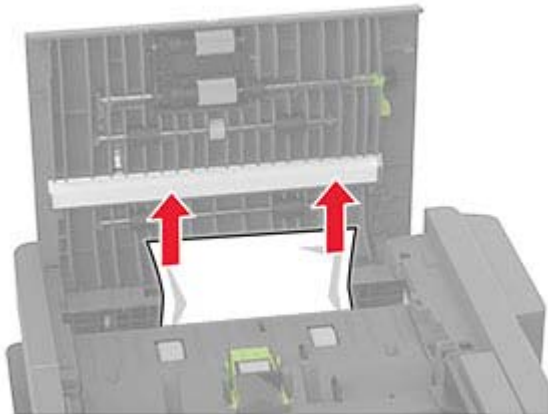


## Paper jam in the automatic document feeder

- 1 Remove all original documents from the ADF tray.
- 2 Open door C.



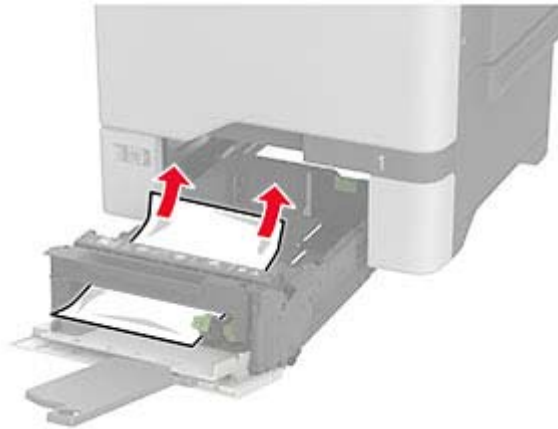
- 3 Remove the jammed paper.  
**Note:** Make sure that all paper fragments are removed.



- 4 Close door C.

## Paper jam in the multipurpose feeder

- 1 Remove paper from the multipurpose feeder.
- 2 Pull out the tray.
- 3 Remove the jammed paper.  
**Note:** Make sure that all paper fragments are removed.



4 Insert the tray.

## Paper jam in the standard bin

Remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.



## Paper jam in door A

### Paper jam in the fuser area

1 Open door A.

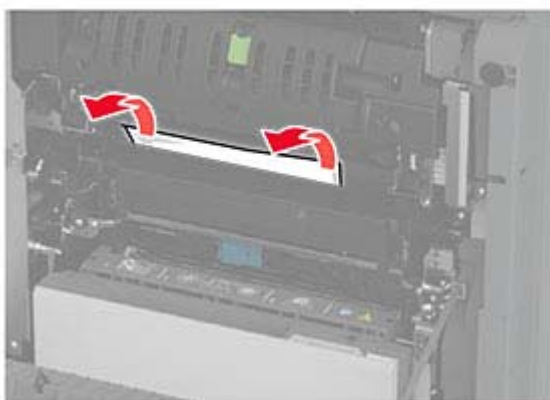


**CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



**2** Remove the jammed paper.

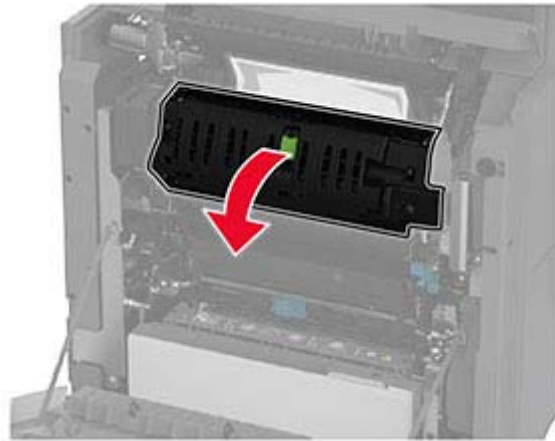
**Note:** Make sure that all paper fragments are removed.



**3** Open door A1.

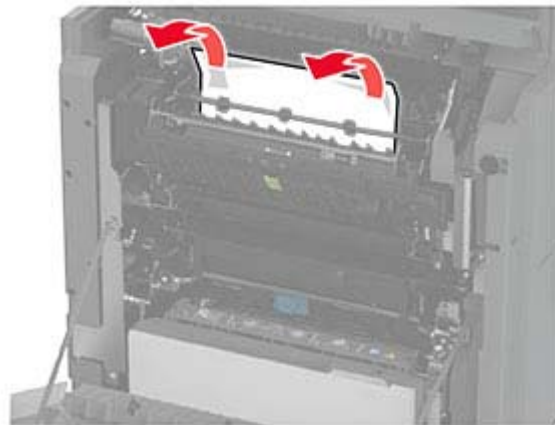


- 4 Open the fuser access door.



- 5 Remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.



- 6 Close and latch the fuser access door.

- 7 Close door A1, and then close door A.

### Paper jam behind door A

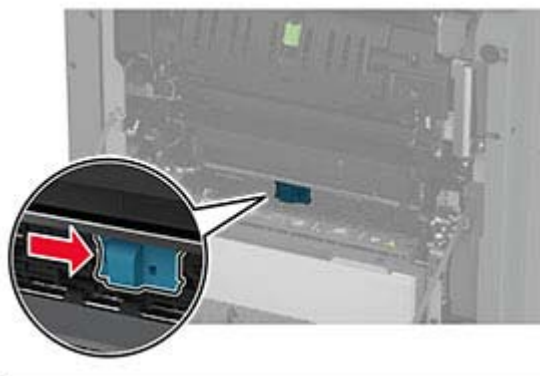
- 1 Open door A.



**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.

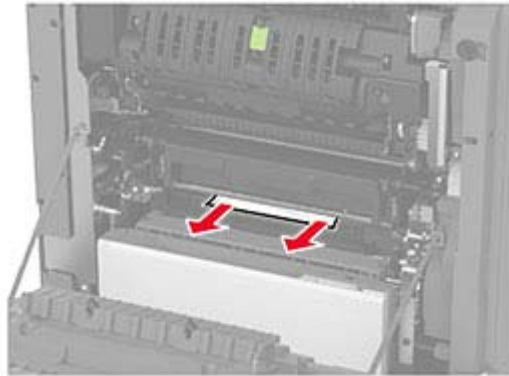


2 Open the isolation unit door.



3 Remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.




**4** Close and latch the isolation unit door.

**5** Close door A.

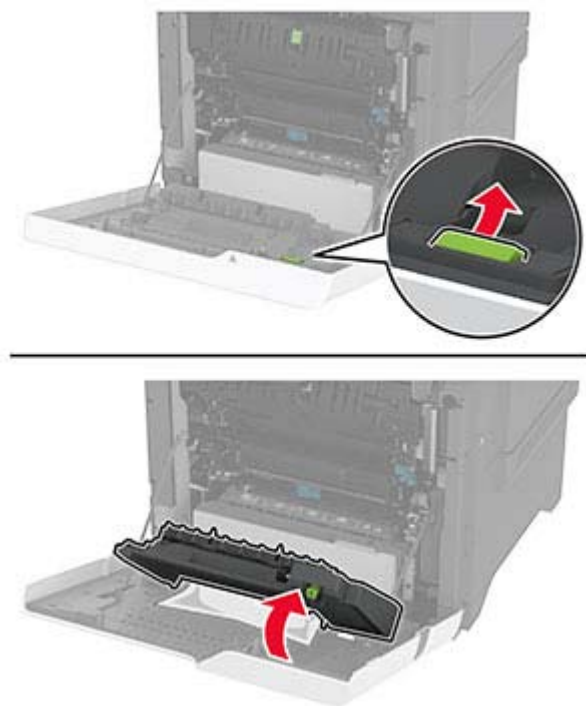
### Paper jam in the duplex area

**1** Open door A.

 **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.

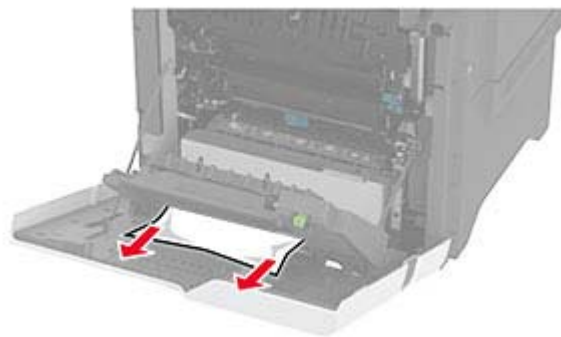


**2** Open the duplex cover.



**3** Remove the jammed paper.

**Note:** Make sure that all paper fragments are removed.



**4** Close the duplex cover, and then close door A.

# Network connection problems

## Cannot open Embedded Web Server

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Check if the printer is on.</p> <p><b>b</b> Access the printer Embedded Web Server (EWS).</p> <p>Can you open the EWS?</p>	The problem is solved.	Go to step 2.
<p><b>Step 2</b></p> <p><b>a</b> Make sure that the printer IP address is correct.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• View the IP address on the home screen.</li> <li>• An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.</li> </ul> <p><b>b</b> Access the EWS.</p> <p>Can you open the EWS?</p>	The problem is solved.	Go to step 3.
<p><b>Step 3</b></p> <p><b>a</b> Make sure that you installed a supported browser:</p> <ul style="list-style-type: none"> <li>• Internet Explorer version 11 or later</li> <li>• Microsoft Edge</li> <li>• Safari version 6 or later</li> <li>• Google Chrome™ version 32 or later</li> <li>• Mozilla Firefox version 24 or later</li> </ul> <p><b>b</b> Access the EWS.</p> <p>Can you open the EWS?</p>	The problem is solved.	Go to step 4.
<p><b>Step 4</b></p> <p><b>a</b> Check if the network connection is working.</p> <p><b>Note:</b> If the connection is not working, then contact your administrator.</p> <p><b>b</b> Access the EWS.</p> <p>Can you open the EWS?</p>	The problem is solved.	Go to step 5.
<p><b>Step 5</b></p> <p><b>a</b> Make sure that the cable connections to the printer and print server are secure. For more information, see the documentation that came with the print server.</p> <p><b>b</b> Access the EWS.</p> <p>Can you open the EWS?</p>	The problem is solved.	Go to step 6.




Action	Yes	No
<p><b>Step 6</b></p> <p><b>a</b> Check if the web proxy servers are disabled.</p> <p><b>Note:</b> If the servers are disabled, then contact your administrator.</p> <p><b>b</b> Access the EWS.</p> <p>Can you open the EWS?</p>	<p>The problem is solved.</p>	<p>Contact your <a href="#">dealer</a>.</p>

## Cannot connect the printer to the Wi-Fi network

Action	Yes	No
<p><b>Step 1</b></p> <p>Make sure that Active Adapter is set to Auto.</p> <p>From the home screen, touch <b>Settings &gt; Network/Ports &gt; Network Overview &gt; Active Adapter &gt; Auto</b>.</p> <p>Can the printer connect to the Wi-Fi network?</p>	<p>The problem is solved.</p>	<p>Go to step 2.</p>
<p><b>Step 2</b></p> <p>Check if the correct Wi-Fi network is selected.</p> <p><b>Note:</b> Some routers may share the default SSID.</p> <p>Are you connecting to the correct Wi-Fi network?</p>	<p>Go to step 4.</p>	<p>Go to step 3.</p>
<p><b>Step 3</b></p> <p>Connect to the correct Wi-Fi network. For more information, see <a href="#">“Connecting the printer to a Wi-Fi network” on page 78</a>.</p> <p>Can the printer connect to the Wi-Fi network?</p>	<p>The problem is solved.</p>	<p>Go to step 4.</p>
<p><b>Step 4</b></p> <p>Check the wireless security mode.</p> <p>From the home screen, touch <b>Settings &gt; Network/Ports &gt; Wireless &gt; Wireless Security Mode</b>.</p> <p>Is the correct wireless security mode selected?</p>	<p>Go to step 6.</p>	<p>Go to step 5.</p>
<p><b>Step 5</b></p> <p>Select the correct wireless security mode.</p> <p>Can the printer connect to the Wi-Fi network?</p>	<p>The problem is solved.</p>	<p>Go to step 6.</p>
<p><b>Step 6</b></p> <p>Make sure that you entered the correct network password.</p> <p><b>Note:</b> Take note of the spaces, numbers, and capitalization in the password.</p> <p>Can the printer connect to the Wi-Fi network?</p>	<p>The problem is solved.</p>	<p>Contact your <a href="#">dealer</a>.</p>

## Hardware options problems

### Cannot detect internal option

Action	Yes	No
<p><b>Step 1</b> Turn off the printer, wait for about 10 seconds, and then turn on the printer.</p> <p>Does the printer detect the internal option?</p>	The problem is solved.	Go to step 2.
<p><b>Step 2</b> Print the Menu Settings Page, and then check if the internal option appears in the Installed Features list.</p> <p>Is the internal option listed?</p>	Go to step 4.	Go to step 3.
<p><b>Step 3</b> Check if the internal option is installed properly into the controller board.</p> <ul style="list-style-type: none"> <li><b>a</b> Turn off the printer, and then unplug the power cord from the electrical outlet.</li> <li><b>b</b> Make sure that the internal option is installed into the appropriate connector on the controller board.</li> <li><b>c</b> Connect the power cord to the electrical outlet, and then turn on the printer.</li> </ul> <p> <b>CAUTION—POTENTIAL INJURY:</b> To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.</p> <p>Does the printer detect the internal option?</p>	The problem is solved.	Go to step 4.
<p><b>Step 4</b></p> <ul style="list-style-type: none"> <li><b>a</b> Check if the internal option is available in the print driver. <b>Note:</b> If necessary, manually add the internal option in the print driver to make it available for print jobs. For more information, see <a href="#">“Adding available options in the print driver” on page 51.</a></li> <li><b>b</b> Print the document.</li> </ul> <p>Does the printer detect the internal option?</p>	The problem is solved.	Contact your <a href="#">dealer</a> .

### Defective flash detected

Contact your [dealer](#).

## Not enough free space in flash memory for resources

Contact your [dealer](#).

## Red light on the convenience stapler

Try one or more of the following:

- Close the staple access door.
- Remove the loose staples.

**Note:** After removing loose staples, two priming cycles are required before stapling. Insert a stack of paper into the stapler three times. The stapling starts at the third insertion.

- Replace the staple cartridge.

## Issues with supplies

### Replace cartridge, printer region mismatch

### Non-Printer Manufacturer supply

The printer has detected an unrecognized supply or part installed in the printer.

Your printer is designed to function best with genuine supplies and parts made by the printer manufacturer. Use of third-party supplies or parts may affect the performance, reliability, or life of the printer and its imaging components.

All life indicators are designed to function with supplies and parts from the printer manufacturer and may deliver unpredictable results if third-party supplies or parts are used. Imaging component usage beyond the intended life may damage your printer or associated components.

**Warning—Potential Damage:** Use of third-party supplies or parts can affect warranty coverage. Damage caused by the use of third-party supplies or parts may not be covered by the warranty.

To accept any and all of these risks and to proceed with the use of non-genuine supplies or parts in your printer, touch and hold the error message on the display using two fingers for 15 seconds. When a confirmation dialog box appears, touch **Continue**.

If you do not want to accept these risks, then remove the third-party supply or part from your printer and install a genuine supply or part from the printer manufacturer.

If the printer does not print after clearing the error message, then reset the supply usage counter.

## Paper feed problems

### Envelope seals when printing

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Use an envelope that has been stored in a dry environment.  <b>Note:</b> Printing on envelopes with high moisture content can seal the flaps.</p> <p><b>b</b> Send the print job.</p> <p>Does the envelope seal when printing?</p>	Go to step 2.	The problem is solved.
<p><b>Step 2</b></p> <p><b>a</b> Make sure that paper type is set to Envelope.            From the home screen, touch <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type.</b></p> <p><b>b</b> Send the print job.</p> <p>Does the envelope seal when printing?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

### Collated printing does not work

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> From the home screen, touch <b>Settings &gt; Print &gt; Layout &gt; Collate.</b></p> <p><b>b</b> Touch <b>On [1,2,1,2,1,2].</b></p> <p><b>c</b> Print the document.</p> <p>Is the document collated correctly?</p>	The problem is solved.	Go to step 2.
<p><b>Step 2</b></p> <p><b>a</b> From the document that you are trying to print, open the Print dialog, and then select <b>Collate.</b></p> <p><b>b</b> Print the document.</p> <p>Is the document collated correctly?</p>	The problem is solved.	Go to step 3.
<p><b>Step 3</b></p> <p><b>a</b> Reduce the number of pages to print.</p> <p><b>b</b> Print the document.</p> <p>Are the pages collated correctly?</p>	The problem is solved.	Contact your <a href="#">dealer</a> .

### Tray linking does not work

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Check if the trays contain the same paper size and paper type.</p> <p><b>b</b> Check if the paper guides are positioned correctly.</p> <p><b>c</b> Print the document.</p> <p>Do the trays link correctly?</p>	The problem is solved.	Go to step 2.
<p><b>Step 2</b></p> <p><b>a</b> From the home screen, touch <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b>.</p> <p><b>b</b> Set the paper size and paper type to match the paper loaded in the linked trays.</p> <p><b>c</b> Print the document.</p> <p>Do the trays link correctly?</p>	The problem is solved.	Go to step 3.
<p><b>Step 3</b></p> <p><b>a</b> Make sure that Tray Linking is set to Automatic. For more information, see <a href="#">“Linking trays” on page 48</a>.</p> <p><b>b</b> Print the document.</p> <p>Do the trays link correctly?</p>	The problem is solved.	Contact your <a href="#">dealer</a> .

### Paper frequently jams

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Remove the tray.</p> <p><b>b</b> Check if paper is loaded correctly.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Make sure that the paper guides are positioned correctly.</li> <li>• Make sure that the stack height is below the maximum paper fill indicator.</li> <li>• Make sure to print on recommended paper size and type.</li> </ul> <p><b>c</b> Insert the tray.</p> <p><b>d</b> Print the document.</p> <p>Do paper jams occur frequently?</p>	Go to step 2.	The problem is solved.

Action	Yes	No
<p><b>Step 2</b></p> <p><b>a</b> From the home screen, touch <b>Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type</b>.</p> <p><b>b</b> Set the correct paper size and type.</p> <p><b>c</b> Print the document.</p> <p>Do paper jams occur frequently?</p>	Go to step 3.	The problem is solved.
<p><b>Step 3</b></p> <p><b>a</b> Load paper from a fresh package.</p> <p><b>Note:</b> Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.</p> <p><b>b</b> Print the document.</p> <p>Do paper jams occur frequently?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

## Jammed pages are not reprinted

Action	Yes	No
<p><b>a</b> From the home screen, touch <b>Settings &gt; Device &gt; Notifications &gt; Jam Content Recovery</b>.</p> <p><b>b</b> In the Jam Recovery menu, select <b>On</b> or <b>Auto</b>.</p> <p><b>c</b> Print the document.</p> <p>Are the jammed pages reprinted?</p>	The problem is solved.	Contact your <a href="#">dealer</a> .

## E-mailing problems

### Disabling the “SMTP server not set up” error message

From the home screen, touch **Settings > E-mail > E-mail Setup > Disable “SMTP Server not set up” error > On**.

To prevent the error from happening again, do one or more of the following:

- Update the printer firmware. For more information, see [“Updating firmware” on page 50](#).
- Configure the e-mail SMTP settings. For more information, see [“Configuring the e-mail SMTP settings” on page 35](#).

## Cannot send e-mails

Action	Yes	No
<p><b>Step 1</b>                      Make sure that the e-mail SMTP settings are configured correctly. For more information, see <a href="#">“Configuring the e-mail SMTP settings” on page 35.</a></p> <p>Can you send an e-mail?</p>	The problem is solved.	Go to step 2.
<p><b>Step 2</b>                      Make sure that you are using the correct password. Depending on your e-mail service provider, use your account password, app password, or authentication password. For more information, see <a href="#">“Configuring the e-mail SMTP settings” on page 35.</a></p> <p>Can you send an e-mail?</p>	The problem is solved.	Go to step 3.
<p><b>Step 3</b>                      Make sure that the printer is connected to a network and that the network is connected to the Internet.</p> <p>Can you send an e-mail?</p>	The problem is solved.	Contact your <a href="#">dealer</a> .

## Faxing problems

### Caller ID is not shown

**Note:** These instructions apply only to printers that support analog fax. For more information, see the [Setting up the printer to fax](#) section.

Action	Yes	No
<p>Enable caller ID.                      From the home screen, touch <b>Settings &gt; Fax &gt; Fax Setup &gt; Fax Receive Settings &gt; Admin Controls &gt; Enable Caller ID.</b></p> <p>Does the caller ID appear?</p>	The problem is solved.	Contact your <a href="#">dealer</a> .

## Cannot send or receive faxes using analog fax

Action	Yes	No
<p><b>Step 1</b> Resolve any error messages that appear on the display.</p> <p>Can you send or receive a fax?</p>	The problem is solved.	Go to step 2.
<p><b>Step 2</b> Make sure that the cable connections for the following equipment are secure:</p> <ul style="list-style-type: none"> <li>• Telephone</li> <li>• Handset</li> <li>• Answering machine</li> </ul> <p>Can you send or receive a fax?</p>	The problem is solved.	Go to step 3.
<p><b>Step 3</b> Check for a dial tone.</p> <ul style="list-style-type: none"> <li>• Call the fax number to check if it is working properly.</li> <li>• If you are using the On Hook Dial feature, then turn up the volume to check if you hear a dial tone.</li> </ul> <p>Can you hear a dial tone?</p>	Go to step 5.	Go to step 4.
<p><b>Step 4</b> Check the telephone wall jack.</p> <ol style="list-style-type: none"> <li>a Connect the analog telephone directly to the wall jack.</li> <li>b Listen for a dial tone.</li> <li>c If you do not hear a dial tone, then use a different telephone cable.</li> <li>d If you still do not hear a dial tone, then connect the analog telephone to a different wall jack.</li> <li>e If you hear a dial tone, then connect the printer to that wall jack.</li> </ol> <p>Can you send or receive a fax?</p>	The problem is solved.	Go to step 5.



Action	Yes	No
<p><b>Step 5</b></p> <p>Check if the printer is connected to an analog phone service or to the correct digital connector.</p> <ul style="list-style-type: none"> <li>• If you are using an Integrated Services for Digital Network (ISDN) telephone service, then connect to an analog telephone port of an ISDN terminal adapter. For more information, contact your ISDN provider.</li> <li>• If you are using DSL, then connect to a DSL filter or router that supports analog use. For more information, contact your DSL provider.</li> <li>• If you are using a private branch exchange (PBX) telephone service, then make sure that you are connecting to an analog connection on the PBX. If none exists, then consider installing an analog telephone line for the fax machine.</li> </ul> <p>Can you send or receive a fax?</p>	<p>The problem is solved.</p>	<p>Go to step 6.</p>
<p><b>Step 6</b></p> <p>Temporarily disconnect other equipment and disable other telephone services.</p> <ol style="list-style-type: none"> <li>a Disconnect other equipment (such as answering machines, computers, modems, or telephone line splitters) between the printer and the telephone line.</li> <li>b Disable call waiting and voice mail. For more information, contact your telephone company.</li> </ol> <p>Can you send or receive a fax?</p>	<p>The problem is solved.</p>	<p>Go to step 7.</p>
<p><b>Step 7</b></p> <p>Scan the original document one page at a time.</p> <ol style="list-style-type: none"> <li>a Dial the fax number.</li> <li>b Scan the document.</li> </ol> <p>Can you send or receive a fax?</p>	<p>The problem is solved.</p>	<p>Contact your <a href="#">dealer</a>.</p>

### Can receive but not send faxes using analog fax

Action	Yes	No
<p><b>Step 1</b> Load an original document properly into the ADF tray or on the scanner glass.</p> <p>Can you send faxes?</p>	The problem is solved.	Go to step 2.
<p><b>Step 2</b> Set up the shortcut number properly.</p> <ul style="list-style-type: none"> <li>• Check if the shortcut number is set for the telephone number that you want to dial.</li> <li>• Dial the telephone number manually.</li> </ul> <p>Can you send faxes?</p>	The problem is solved.	Contact your <a href="#">dealer</a> .

### Can send but not receive faxes using analog fax

Action	Yes	No
<p><b>Step 1</b> Make sure that the paper source is not empty.</p> <p>Can you receive faxes?</p>	The problem is solved.	Go to step 2.
<p><b>Step 2</b> Check the ring count delay settings. From the home screen, touch <b>Settings &gt; Fax &gt; Fax Setup &gt; Fax Receive Settings &gt; Rings to Answer</b>.</p> <p>Can you receive faxes?</p>	The problem is solved.	Go to step 3.
<p><b>Step 3</b> If the printer is printing blank pages, then see <a href="#">“Blank or white pages” on page 241</a>.</p> <p>Can you receive faxes?</p>	The problem is solved.	Contact your <a href="#">dealer</a> .

### Poor fax print quality

Action	Yes	No
<p><b>Step 1</b>                      Make sure that there are no print quality defects.</p> <p><b>a</b> From the home screen, touch <b>Settings &gt; Troubleshooting &gt; Print Quality Test Pages</b>.</p> <p><b>b</b> Correct any print quality defects. For more information, see <a href="#">“Print quality is poor” on page 241</a>.</p> <p>Is the fax print quality satisfactory?</p>	<p>The problem is solved.</p>	<p>Go to step 2.</p>
<p><b>Step 2</b>                      If you are using an analog fax, then decrease the incoming fax transmission speed.</p> <p><b>a</b> From the home screen, touch <b>Settings &gt; Fax &gt; Fax Setup &gt; Fax Receive Settings &gt; Admin Controls</b>.</p> <p><b>b</b> In the Max Speed menu, select a lower transmission speed.</p> <p>Is the fax print quality satisfactory?</p>	<p>The problem is solved.</p>	<p>Contact your <a href="#">dealer</a>.</p>

### Missing information on the fax cover page

Action	No	Yes
<p><b>a</b> Turn off the printer, wait for about 10 seconds, and then turn on the printer.</p> <p><b>b</b> Send or retrieve the fax.</p> <p>Is there missing information on the fax cover page?</p>	<p>The problem is solved.</p>	<p>Contact your <a href="#">dealer</a>.</p>

### Cannot send the fax cover page from the computer

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Make sure that the print driver is updated. For more information, see <a href="#">“Installing the printer software” on page 48</a>.</p> <p><b>b</b> Send the fax.</p> <p>Can you send the fax cover page?</p>	<p>The problem is solved.</p>	<p>Go to step 2.</p>

Action	Yes	No
<p><b>Step 2</b></p> <p><b>a</b> From the document that you are trying to fax, open the Print dialog.</p> <p><b>b</b> Select the printer, and then click <b>Properties, Preferences, Options, or Setup</b>.</p> <p><b>c</b> Click <b>Fax</b>, and then clear the <b>Always display settings prior to faxing</b> setting.</p> <p><b>d</b> Send the fax.</p> <p>Can you send the fax cover page?</p>	<p>The problem is solved.</p>	<p>Contact your <a href="#">dealer</a>.</p>

## Scanning problems

### Cannot scan to a computer

Action	Yes	No
<p><b>Step 1</b></p> <p>Perform a copy job.</p> <p>Is the copy job successful?</p>	<p>Go to step 3.</p>	<p>Go to step 2.</p>
<p><b>Step 2</b></p> <p><b>a</b> Turn off the printer, wait for about 10 seconds, and then turn it back on.</p> <p><b>b</b> Scan the document.</p> <p>Can you scan the document to a computer?</p>	<p>The problem is solved.</p>	<p>Go to step 3.</p>
<p><b>Step 3</b></p> <p>Check the printer connectivity.</p> <p><b>a</b> Print the Network Setup Page. From the home screen, touch <b>Settings &gt; Reports &gt; Network &gt; Network Setup Page</b>.</p> <p><b>b</b> Check the network status.</p> <p>Is the printer connected to the network?</p>	<p>Go to step 5.</p>	<p>Go to step 4.</p>
<p><b>Step 4</b></p> <p><b>a</b> Connect the printer to the network.</p> <p><b>b</b> Scan the document.</p> <p>Can you scan the document to a computer?</p>	<p>The problem is solved.</p>	<p>Go to step 5.</p>

Action	Yes	No
<p><b>Step 5</b></p> <p><b>a</b> Make sure that the printer and the computer are connected to the same network.</p> <p><b>b</b> Scan the document.</p> <p>Can you scan the document to a computer?</p>	<p>The problem is solved.</p>	<p>Contact your <a href="#">dealer</a>.</p>

### Cannot scan to a network folder

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Create a network folder shortcut.</p> <p><b>b</b> Scan a document using the shortcut. For more information, see <a href="#">“Scanning to a network folder” on page 98</a>.</p> <p>Can you scan a document and save it to a network folder?</p>	<p>The problem is solved.</p>	<p>Go to step 2.</p>
<p><b>Step 2</b></p> <p>Make sure that the network folder path and format are correct. For example, <code>//server_hostname/foldername/path</code>, where <b>server_hostname</b> is a fully qualified domain (FQDN) or IP address.</p> <p>Is the network folder path and format correct?</p>	<p>Go to step 3.</p>	<p>Go to step 4.</p>
<p><b>Step 3</b></p> <p>Make sure that you have a write access permission to the network folder.</p> <p>Can you scan a document and save it to a network folder?</p>	<p>The problem is solved.</p>	<p>Go to step 4.</p>

Action	Yes	No
<p><b>Step 4</b> Update the network folder shortcut.</p> <p><b>a</b> Open a web browser, and then type the printer IP address in the address field.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>View the printer IP address on the home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.</li> <li>If you are using a proxy server, then temporarily disable it to load the web page correctly.</li> </ul> <p><b>b</b> Click <b>Shortcuts</b>, and then select a shortcut.</p> <p><b>Note:</b> If you have multiple shortcut types, then select <b>Network Folder</b>.</p> <p><b>c</b> In the Share Path field, type the network folder path.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>If your share path is <code>\\server_hostname\foldername\path</code>, then type <code>//server_hostname/foldername/path</code>.</li> <li>Make sure that you use forward slashes when typing the share path.</li> </ul> <p><b>d</b> From the Authentication menu, select your authentication method.</p> <p><b>Note:</b> If Authentication is set to “Use assigned username and password,” then in the User Name and Password fields, type your credentials.</p> <p><b>e</b> Click <b>Save</b>.</p> <p>Can you scan a document and save it to a network folder?</p>	<p>The problem is solved.</p>	<p>Go to step 5.</p>
<p><b>Step 5</b> Make sure that the printer and the network folder are connected to the same network.</p> <p>Can you scan a document and save it to a network folder?</p>	<p>The problem is solved.</p>	<p>Contact your <a href="#">dealer</a>.</p>

### Partial copies of document or photo

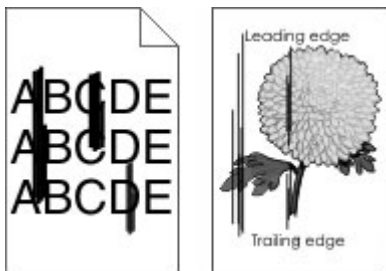
Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Make sure that the document or photo is loaded facedown on the upper left corner of the scanner glass.</p> <p><b>b</b> Copy the document or photo.</p> <p>Is the document or photo copied correctly?</p>	<p>The problem is solved.</p>	<p>Go to step 2.</p>

Action	Yes	No
<p><b>Step 2</b></p> <p><b>a</b> Match the paper size setting and the paper loaded in the tray.</p> <p><b>b</b> Copy the document or photo.</p> <p>Is the document or photo copied correctly?</p>	<p>The problem is solved.</p>	<p>Contact your <a href="#">dealer</a>.</p>

### Poor copy quality

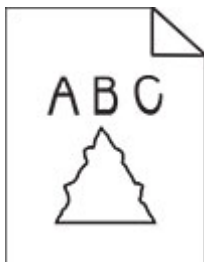
Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Clean the scanner glass and the ADF glass with a damp, soft, lint-free cloth. If your printer has a second ADF glass inside the ADF, then also clean that glass. For more information, see <a href="#">“Cleaning the scanner” on page 227</a>.</p> <p><b>b</b> Make sure that the document or photo is loaded facedown on the upper left corner of the scanner glass.</p> <p><b>c</b> Copy the document or photo.</p> <p>Is the copy quality satisfactory?</p>	<p>The problem is solved.</p>	<p>Go to step 2.</p>
<p><b>Step 2</b></p> <p><b>a</b> Check the quality of the original document or photo.</p> <p><b>b</b> Adjust the scan quality settings.</p> <p><b>c</b> Copy the document or photo.</p> <p>Is the copy quality satisfactory?</p>	<p>The problem is solved.</p>	<p>Contact your <a href="#">dealer</a>.</p>


### Vertical dark streaks on output when scanning from the ADF



Action	Yes	No
<p><b>Step 1</b></p> <ul style="list-style-type: none"> <li><b>a</b> Open the scanner cover.</li> <li><b>b</b> Using a damp, soft, lint-free cloth, wipe the ADF glass and the white underside of the scanner cover.</li> <li><b>c</b> Close the scanner cover.</li> </ul> <p>Do vertical streaks appear on scanned documents?</p>	Go to step 2.	The problem is solved.
<p><b>Step 2</b></p> <ul style="list-style-type: none"> <li><b>a</b> Open the ADF cover.</li> <li><b>b</b> Using a damp, soft, lint-free cloth, wipe the ADF glass and the white underside of the ADF cover.</li> <li><b>c</b> Close the ADF cover.</li> </ul> <p>Do vertical streaks appear on scanned documents?</p>		The problem is solved.

### Jagged image or text when scanning from the ADF



Action	Yes	No
<ul style="list-style-type: none"> <li><b>a</b> Load 50 sheets of clean, plain paper into the ADF. <b>Note:</b> The plain paper helps clean or remove dust and other coating from the ADF feed rollers.</li> <li><b>b</b> From the home screen, touch .</li> <li><b>c</b> Load an original document into the ADF.</li> <li><b>d</b> Scan the document.</li> </ul> <p>Do jagged images or texts appear on the output?</p>		The problem is solved.



### Scan job was not successful

Action	Yes	No
<p><b>Step 1</b> Check the cable connections.</p> <ul style="list-style-type: none"> <li><b>a</b> Make sure that the Ethernet or USB cable is securely connected to the computer and the printer.</li> <li><b>b</b> Resend the scan job.</li> </ul> <p>Is the scan job successful?</p>	The problem is solved.	Go to step 2.
<p><b>Step 2</b> Check the file that you want to scan.</p> <ul style="list-style-type: none"> <li><b>a</b> Make sure that the file name is not already used in the destination folder.</li> <li><b>b</b> Make sure that the document or photo you want to scan is not open in another application.</li> <li><b>c</b> Resend the scan job.</li> </ul> <p>Is the scan job successful?</p>	The problem is solved.	Go to step 3.
<p><b>Step 3</b></p> <ul style="list-style-type: none"> <li><b>a</b> Make sure that the Append time stamp or the Overwrite existing file check box is selected in the destination configuration settings.</li> <li><b>b</b> Resend the scan job.</li> </ul> <p>Is the scan job successful?</p>	The problem is solved.	


### Scanner does not close

Action	Yes	No
<p>Remove obstructions that keep the scanner unit open.</p> <p>Did the scanner unit close correctly?</p>	The problem is solved.	Contact your <a href="#">dealer</a> .

### Scanning takes too long or freezes the computer

Action	Yes	No
<p>Close all applications that are interfering with the scan.</p> <p>Does scanning take too long or freeze the computer?</p>		The problem is solved.

## Scanner does not respond

Action	Yes	No
<p><b>Step 1</b></p> <p><b>a</b> Check if the power cord is connected properly to the printer and the electrical outlet.</p> <p> <b>CAUTION—POTENTIAL INJURY:</b> To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.</p> <p><b>b</b> Copy or scan the document.</p> <p>Is the scanner responding?</p>	The problem is solved.	Go to step 2.
<p><b>Step 2</b></p> <p><b>a</b> Check if the printer is turned on.</p> <p><b>b</b> Resolve any error messages that appear on the display.</p> <p><b>c</b> Copy or scan the document.</p> <p>Is the scanner responding?</p>	The problem is solved.	Go to step 3.
<p><b>Step 3</b></p> <p><b>a</b> Turn off the printer, wait for about 10 seconds, and then turn the printer on.</p> <p><b>b</b> Copy or scan the document.</p> <p>Is the scanner responding?</p>	The problem is solved.	Contact your <a href="#">dealer</a> .

## Adjusting scanner registration

- 1 From the home screen, touch **Settings > Device > Maintenance > Configuration Menu > Scanner Configuration > Scanner Manual Registration**.
- 2 In the Print Quick Test menu, touch **Start**.
- 3 Place the Print Quick Test page on the scanner glass, and then touch **Flatbed Registration**.
- 4 In the Copy Quick Test menu, touch **Start**.
- 5 Compare the Copy Quick Test page with the original document.
 

**Note:** If the margins of the test page are different from the original document, then adjust Left Margin and Top Margin.
- 6 Repeat [step 4](#) and [step 5](#) until the margins of the Copy Quick Test page closely match the original document.

## Adjusting ADF registration

- 1 From the home screen, touch **Settings > Device > Maintenance > Configuration Menu > Scanner Configuration > Scanner Manual Registration**.
- 2 In the Print Quick Test menu, touch **Start**.

**3** Place the Print Quick Test page on the ADF tray.

**4** Touch **Front ADF Registration** or **Rear ADF Registration**.

**Notes:**

- To align Front ADF Registration, place the test page faceup, short edge first into the ADF.
- To align Rear ADF Registration, place the test page facedown, short edge first into the ADF.

**5** In the Copy Quick Test menu, touch **Start**.

**6** Compare the Copy Quick Test page with the original document.

**Note:** If the margins of the test page are different from the original document, then adjust Horizontal Adjust and Top Margin.

**7** Repeat [step 5](#) and [step 6](#) until the margins of the Copy Quick Test page closely match the original document.

## Color quality problems

### Modifying the colors in printed output

**1** From the home screen, touch **Settings > Print > Quality > Advanced Imaging > Color Correction**.

**2** In the Color Correction menu, touch **Manual > Color Correction Content**.

**3** Choose the appropriate color conversion setting.

Object type	Color conversion tables
RGB Image RGB Text RGB Graphics	<ul style="list-style-type: none"> <li>• Vivid—Produces brighter, more saturated colors and may be applied to all incoming color formats.</li> <li>• sRGB Display—Produces an output that approximates the colors shown on a computer monitor. Black toner usage is optimized for printing photographs.</li> <li>• Display-True Black—Produces an output that approximates the colors shown on a computer monitor. This setting uses only black toner to create all levels of neutral gray.</li> <li>• sRGB Vivid—Provides an increased color saturation for the sRGB Display color correction. Black toner usage is optimized for printing business graphics.</li> <li>• Off</li> </ul>
CMYK Image CMYK Text CMYK Graphics	<ul style="list-style-type: none"> <li>• US CMYK—Applies color correction to approximate the Specifications for Web Offset Publishing (SWOP) color output.</li> <li>• Euro CMYK—Applies color correction to approximate Euroscale color output.</li> <li>• Vivid CMYK—Increases the color saturation of the US CMYK color correction setting.</li> <li>• Off</li> </ul>

## FAQ about color printing

### What is RGB color?

RGB color is a method of describing colors by indicating the amount of red, green, or blue used to produce a certain color. Red, green, and blue light can be added in various amounts to produce a large range of colors observed in nature. Computer screens, scanners, and digital cameras use this method to display colors.

### What is CMYK color?

CMYK color is a method of describing colors by indicating the amount of cyan, magenta, yellow, and black used to reproduce a particular color. Cyan, magenta, yellow, and black inks or toners can be printed in various amounts to produce a large range of colors observed in nature. Printing presses, inkjet printers, and color laser printers create colors in this manner.

### How is color specified in a document to be printed?

Software programs are used to specify and modify the document color using RGB or CMYK color combinations. For more information, see the software program Help topics.

### How does the printer know what color to print?

When printing a document, information describing the type and color of each object is sent to the printer and is passed through color conversion tables. Color is translated into the appropriate amounts of cyan, magenta, yellow, and black toner used to produce the color you want. The object information determines the application of color conversion tables. For example, it is possible to apply one type of color conversion table to text while applying a different color conversion table to photographic images.

### What is manual color correction?

When manual color correction is enabled, the printer employs user-selected color conversion tables to process objects. Manual color correction settings are specific to the type of object being printed (text, graphics, or images). It is also specific to how the color of the object is specified in the software program (RGB or CMYK combinations). To apply a different color conversion table manually, see [“Modifying the colors in printed output” on page 299](#).

If the software program does not specify colors with RGB or CMYK combinations, then manual color correction is not useful. It is also not effective if the software program or the computer operating system controls the adjustment of colors. In most situations, setting the Color Correction to Auto generates preferred colors for the documents.

### How can I match a particular color (such as a corporate logo)?

From the printer Quality menu, nine types of Color Samples sets are available. These sets are also available from the Color Samples page of the Embedded Web Server. Selecting any sample set generates multiple-page prints consisting of hundreds of colored boxes. Each box contains a CMYK or RGB combination, depending on the table selected. The observed color of each box is obtained by passing the CMYK or RGB combination labeled on the box through the selected color conversion table.

By examining Color Samples sets, you can identify the box with color closest to the color being matched. The color combination labeled on the box can then be used for modifying the color of the object in a software program. For more information, see the software program Help topics. Manual color correction may be necessary to use the selected color conversion table for the particular object.

Selecting which Color Samples set to use for a particular color-matching problem depends on:

- The Color Correction setting being used (Auto, Off, or Manual)
- The type of object being printed (text, graphics, or images)
- How the color of the object is specified in the software program (RGB or CMYK combinations)

If the software program does not specify colors with RGB or CMYK combinations, then the Color Samples pages are not useful. Additionally, some software programs adjust the RGB or CMYK combinations specified in the program through color management. In these situations, the printed color may not be an exact match of the Color Samples pages.

## The print appears tinted

Action	Yes	No
<p><b>Step 1</b> Perform Color Adjust.</p> <p><b>a</b> From the home screen, touch <b>Settings &gt; Print &gt; Quality &gt; Advanced Imaging &gt; Color Adjust</b>.</p> <p><b>b</b> Print the document.</p> <p>Does the print appear tinted?</p>	Go to step 2.	The problem is solved.
<p><b>Step 2</b> Perform Color Balance.</p> <p><b>a</b> From the home screen, touch <b>Settings &gt; Print &gt; Quality &gt; Advanced Imaging &gt; Color Balance</b>.</p> <p><b>b</b> Adjust the settings.</p> <p><b>c</b> Print the document.</p> <p>Does the print appear tinted?</p>	Contact your <a href="#">dealer</a> .	The problem is solved.

## Contacting your dealer

Before contacting your dealer, make sure to have the following information:

- Printer problem
- Error message
- Printer model type and serial number

# Notices

## Product information

Product name:

DIGITAL FULL COLOR MULTIFUNCTIONAL SYSTEM  
MX-C528F/MX-C428F

Machine type:

7530

Models:

67H, 23H

## Edition notice

January 2023

**The following paragraph does not apply to any country where such provisions are inconsistent with local law:** THIS PUBLICATION IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Some states do not allow disclaimer of express or implied warranties in certain transactions; therefore, this statement may not apply to you.

This publication could include technical inaccuracies or typographical errors. Changes are periodically made to the information herein; these changes will be incorporated in later editions. Improvements or changes in the products or the programs described may be made at any time.


## GOVERNMENT END USERS

The Software Program and any related documentation are "Commercial Items," as that term is defined in 48 C.F.R. 2.101, "Computer Software" and "Commercial Computer Software Documentation," as such terms are used in 48 C.F.R. 12.212 or 48 C.F.R. 227.7202, as applicable. Consistent with 48 C.F.R. 12.212 or 48 C.F.R. 227.7202-1 through 227.7207-4, as applicable, the Commercial Computer Software and Commercial Software Documentation are licensed to the U.S. Government end users (a) only as Commercial Items and (b) with only those rights as are granted to all other end users pursuant to the terms and conditions herein.

## Supplies

Standard supplies for this product that can be replaced by the user include toner cartridges.

Be sure to use only SHARP-specified products for the toner cartridges.

 <p>SHARP GENUINE SUPPLIES</p>	<p>For best copying results, be sure to use only Sharp Genuine Supplies which are designed, engineered, and tested to maximize the life and performance of Sharp products. Look for the Genuine Supplies label on the toner package.</p>
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## Noise emission levels

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

**Note:** Some modes may not apply to your product.

1-meter average sound pressure, dBA	
Printing	One-sided: 52 (7530-23H); 53 (7530-67H) Two-sided: 53 (7530-23H); 55 (7530-67H)
Scanning	51
Copying	Mono: 55 (7530-23H); 56 (7530-67H) Color: 51 (7530-23H); 52 (7530-67H)
Ready	14

## Waste from Electrical and Electronic Equipment (WEEE) directive



## India E-Waste notice



This product including components, consumables, parts and spares complies with the “India E-Waste Rules” and prohibits use of lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1% by weight and 0.01% by weight for cadmium, except for the exemption set in the Rule.

## Lithium-ion rechargeable battery



This product may contain a coin-cell, lithium-ion rechargeable battery, which should only be removed by a trained technician. Crossed-out wheelie bin means the product should not be discarded as unsorted waste but must be sent to separate collection facilities for recovery and recycling. In the event the battery is removed, do not dispose of the battery in your household waste. There may be separate collection systems for batteries in your local community, such as a battery-recycling drop-off location. The separate collection of waste batteries assures appropriate treatment of waste including reuse and recycling and prevents any potential negative effects on human health and environment. Please responsibly dispose of the batteries.

## Information on disposal

### Information on the disposal of this equipment and its batteries

IF YOU WISH TO DISPOSE OF THIS EQUIPMENT, DO NOT USE THE ORDINARY WASTE BIN, AND DO NOT PUT THEM INTO A FIREPLACE!

Used electrical and electronic equipment and batteries should always be collected and treated SEPARATELY in accordance with local law.

Separate collection promotes an environment-friendly treatment, recycling of materials, and minimizing final disposal of waste. IMPROPER DISPOSAL can be harmful to human health and the environment due to certain substances! Take USED EQUIPMENT to a local, usually municipal, collection facility, where available. This



equipment contains a BATTERY which cannot be removed by the user. For battery exchange, please contact your dealer.

If in doubt about disposal, contact your local authorities or dealer and ask for the correct method of disposal.

ONLY FOR USERS IN THE EUROPEAN UNION, AND SOME OTHER COUNTRIES; FOR INSTANCE NORWAY AND SWITZERLAND: Your participation in separate collection is requested by law.



Users from PRIVATE HOUSEHOLDS are requested to use existing return facilities for used equipment. Return is free of charge.

The symbol shown above appears on electrical and electronic equipment (or the packaging) to remind the users of this. If the equipment has been used for BUSINESS PURPOSES, please contact your SHARP dealer who will inform you about take-back. You might be charged for the costs arising from take-back. Small equipment (and small quantities) might be taken back by your local collection facility. For Spain: Please contact the established collection system or your local authority for take-back of your used products.

### Cartridge disposal and treatment

Regarding your used Sharp toner cartridges and other consumables from Sharp copiers/multifunctional machines, please observe that these waste products shall be treated properly according to the legal requirements in your area. We recommend to contact competent service providers (e.g. waste recycling companies) for this, and to ask local authorities for support, when necessary. For information on existing Sharp collection and recycling programs, which exist in some countries, please see our website [www.sharp.eu](http://www.sharp.eu).

### Blue Angel

For Sharp Multifunctional Copiers/Printer which are certified with the German environmental label Blue Angel, please find detailed information on the websites of our respective national sales company:  
<http://www.sharp.eu>

### Static sensitivity notice



This symbol identifies static-sensitive parts. Do not touch the areas near these symbols without first touching a metal surface in an area away from the symbol.

To prevent damage from electrostatic discharge when performing maintenance tasks such as clearing paper jams or replacing supplies, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer even if the symbol is not present.

## ENERGY STAR

Any product bearing the ENERGY STAR® emblem on the product or on a start-up screen is certified to comply with Environmental Protection Agency (EPA) ENERGY STAR requirements as of the date of manufacture.



## Temperature information

Operating temperature and relative humidity	10 to 32.2°C (50 to 90°F) and 15 to 80% RH 15.6 to 32.2°C (60 to 90°F) and 8 to 80% RH Maximum wet-bulb temperature <sup>2</sup> : 22.8°C (73°F) Non-condensing environment
Printer / cartridge / imaging unit long-term storage <sup>1</sup>	15.6 to 32.2°C (60 to 90°F) and 8 to 80% RH Maximum wet-bulb temperature <sup>2</sup> : 22.8°C (73°F)
Printer / cartridge / imaging unit short-term shipping	-40 to 40°C (-40 to 104°F)
<sup>1</sup> Supplies shelf life is approximately 2 years. This is based on storage in a standard office environment at 22°C (72°F) and 45% humidity. <sup>2</sup> Wet-bulb temperature is determined by the air temperature and the relative humidity.	

## Laser notice

The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR, Chapter I, Subchapter J for Class I (1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 60825-1: 2014.

Class I laser products are not considered to be hazardous. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service conditions. The printer has a non-serviceable printhead assembly that contains a laser with the following specifications:

Class: IIIb (3b) AlGaAs

Nominal output power (milliwatts): 12

Wavelength (nanometers): 770–800

## Power consumption

### Product power consumption

The following table documents the power consumption characteristics of the product.

**Note:** Some modes may not apply to your product.

Mode	Description	Power consumption (Watts)
Printing	The product is generating hard-copy output from electronic inputs.	One-sided: 630 (7530-23H); 760 (7530-67H) Two-sided: 520 (7530-23H); 640 (7530-67H)
Copy	The product is generating hard-copy output from hard-copy original documents.	640 (7530-23H); 800 (7530-67H)
Scan	The product is scanning hard-copy documents.	44.5 (7530-23H); 45.0 (7530-67H)
Ready	The product is waiting for a print job.	High-power usage: 66 (7530-67H); 61 (7530-23H) Low-power usage: 32 (7530-67H), 31.5 (7530-23H)
Sleep Mode	The product is in a high-level energy-saving mode.	1.11 (7530-23H); 1.2 (7530-67H)
Hibernate	The product is in a low-level energy-saving mode.	0.1
Off	The product is plugged into an electrical outlet, but the power switch is turned off.	0.1

The power consumption levels listed in the previous table represent time-averaged measurements. Instantaneous power draws may be substantially higher than the average.

### Sleep Mode

This product is designed with an energy-saving mode called *Sleep Mode*. The Sleep Mode saves energy by lowering power consumption during extended periods of inactivity. The Sleep Mode is automatically engaged after this product is not used for a specified period of time, called the *Sleep Mode Timeout*.

Factory default Sleep Mode Timeout for this product (in minutes):	15
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By using the configuration menus, the Sleep Mode Timeout can be modified between 1 minute and 120 minutes, or between 1 minute and 114 minutes, depending on the printer model. If the printer speed is less than or equal to 30 pages per minute, then you can set the timeout only up to 60 minutes or 54 minutes, depending on the printer model. Setting the Sleep Mode Timeout to a low value reduces energy consumption, but may increase the response time of the product. Setting the Sleep Mode Timeout to a high value maintains a fast response, but uses more energy.

Some models support a *Deep Sleep Mode*, which further reduces power consumption after longer periods of inactivity.

## Hibernate Mode

This product is designed with an ultra-low power operating mode called *Hibernate mode*. When operating in Hibernate Mode, all other systems and devices are powered down safely.

The Hibernate mode can be entered in any of the following methods:

- Using the Hibernate Timeout
- Using the Schedule Power modes

Factory default Hibernate Timeout for this product in all countries or regions	3 days
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The amount of time the printer waits after a job is printed before it enters Hibernate mode can be modified between one hour and one month.

### Notes on EPEAT-registered imaging equipment products:

- Standby power level occurs in Hibernate or Off mode.
- The product shall automatically power down to a standby power level of  $\leq 1$  W. The auto standby function (Hibernate or Off) shall be enabled at product shipment.

## Off mode

If this product has an off mode which still consumes a small amount of power, then to completely stop product power consumption, disconnect the power supply cord from the electrical outlet.

## Total energy usage

It is sometimes helpful to estimate the total product energy usage. Since power consumption claims are provided in power units of Watts, the power consumption should be multiplied by the time the product spends in each mode in order to calculate energy usage. The total product energy usage is the sum of each mode's energy usage.

## Applicability of Regulation (EU) 2019/2015 and (EU) 2019/2020

Per Commission Regulation (EU) 2019/2015 and (EU) 2019/2020, the light source contained within this product or its component is intended to be used for Image Capture or Image Projection only, and is not intended for use in other applications.

## Thailand NBTC technical standards conformity statement

คำประกาศเรื่องการเป็นไปตามมาตรฐานทางเทคนิคของ กสทช. ประเทศไทย

This telecommunication equipment conforms to the technical standards or requirements of NBTC.

เครื่องโทรคมนาคมและอุปกรณ์นี้มีความสอดคล้องตามมาตรฐานหรือข้อกำหนดทางเทคนิคของ กสทช.

## Environmental information

**Please read this part carefully. It will help you to reduce your impact on the environment and help you to reduce your costs at the same time.**

## **Saving paper**

- 1** The automated duplex printing function is for printing both sides of paper automatically without turning over the paper manually. If the machine is equipped with the automated duplex printing function, set up your print settings on your computer to automatically print double-sided. Please use the automatic duplex printing function of this machine wherever possible.
- 2** By printing on recycled paper and thin 64 g/m<sup>2</sup> paper that meet the standard EN12281:2002 and similar quality standards, you can reduce the impact on the environment.

## **Saving energy**

The ENERGY STAR® program is a voluntary scheme to promote the development and purchase of energy efficient models, which help to minimize environmental impact. Products which meet the stringent requirements of the ENERGY STAR program for both environmental benefits and the amount of energy consumption may carry the ENERGY STAR logo in case they have been registered with an ENERGY STAR program.

## **Regulatory notices for telecommunication terminal equipment**

This section contains regulatory information pertaining to products that contain the analog facsimile card:

LEX-M03-002

## **Notice to users of the US telephone network: FCC requirements**

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the back of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to your telephone company.

This equipment uses the RJ-11C Universal Service Order Code (USOC) jack.

A plug and jack used to connect this equipment to the premises' wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. Use a compliant telephone cord (RJ-11) that is 26 AWG or larger when connecting this product to the public switched telephone network. See your setup documentation for more information.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact your local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is shown separately on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. You will also be advised of your right to file a complaint with the FCC.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of this equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless said message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message, and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

See your user documentation in order to program this information into your fax machine.

## **Notice to users of the Canadian telephone network**

This product meets the applicable Innovation, Science and Economic Development Canada technical specifications.

The Ringer Equivalence Number (REN) indicates the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices not exceed five. The REN is located on the product label.

This equipment uses CA11A telephone jacks.

### **Avis réservé aux utilisateurs du réseau téléphonique du Canada**

Ce produit est conforme aux spécifications techniques d'Innovation, Sciences et Développement économique Canada.

Le numéro REN (ringer equivalence number : numéro d'équivalence de sonnerie) indique le nombre maximum d'appareils pouvant être connectés à l'interface téléphonique. En bout de ligne, le nombre d'appareils qui peuvent être connectés n'est pas directement limité, mais la somme des REN de ces appareils ne doit pas dépasser cinq. Le numéro REN est indiqué sur l'étiquette produit.

Cet équipement utilise des prises de téléphone CA11A.

## **Notice to users of the New Zealand telephone network**

The following are special conditions for the Facsimile User Instructions. The grant of a telepermit for any item of terminal equipment indicates only that Spark has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Spark, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Spark's network services.

This equipment shall not be set up to make automatic calls to the Spark "111" Emergency Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment should not be used under any circumstances that may constitute a nuisance to other Spark customers.

This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Spark will accept no responsibility should difficulties arise in such circumstances.

The decadic (or pulse) dialing on this device is unsuitable for use on the Spark network in New Zealand.

For correct operation, the total of all the Ringer Equivalence Numbers (RENs) of all parallel devices connected to the same telephone line may not exceed 5. The REN of this device is located on the label.


Some parameters required for compliance with Spark's telepermit requirements are dependent on the equipment associated with this device. The associated equipment shall be set to operate within the following limits for compliance to Spark's specifications:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next call attempt.
- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is not less than 5 seconds between the end of one call attempt and the beginning of another.

### Japanese telecom notice

The installed optional modem is in compliance with Japanese Telecommunication Law and has been Certified by JATE, with the following Certification Number:

A11-0160001JP

	Lexmark International, Inc.
	LEX-M03-002
	A11-0160001JP

### Using this product in Switzerland

This product requires a Swiss billing tone filter to be installed on any line which receives metering pulses in Switzerland.

### Utilisation de ce produit en Suisse

Cet appareil nécessite l'utilisation d'un filtre de tonalité de facturation suisse devant être installé sur toute ligne recevant des impulsions de comptage en Suisse.

## Verwendung dieses Produkts in der Schweiz

Für dieses Produkt muss ein schweizerischer Billing Tone Filter zur Zählzeichenübertragung für jede Leitung installiert werden, über die in der Schweiz Zeitsteuertakte übertragen werden.

## Uso del prodotto in Svizzera

Questo prodotto richiede un filtro toni Billing svizzero, a installare su tutte le linee che ricevono impulsi remoti in Svizzera.

## Federal Communications Commission (FCC) compliance information statement

This product has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The FCC Class A limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

The manufacturer is not responsible for any radio or television interference caused by using other than recommended cables or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate this equipment.

**Note:** To assure compliance with FCC regulations on electromagnetic interference for a Class A computing device, use a properly shielded and grounded cable such as Lexmark part number 1021231 for parallel attach or 1021294 for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

Any questions regarding this compliance information statement should be directed to:

Director of Lexmark Technology & Services  
Lexmark International, Inc.  
740 West New Circle Road  
Lexington, KY 40550  
Telephone: (859) 232-2000  
E-mail: [regulatory@lexmark.com](mailto:regulatory@lexmark.com)

## Innovation, Science and Economic Development Canada compliance statement

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Standard ICES-003.



## Avis de conformité aux normes de l'Innovation, Sciences et Développement économique Canada

Cet appareil numérique de classe A est conforme aux exigences de la norme canadienne relative aux équipements pouvant causer des interférences NMB-003.

### Japanese VCCI notice

製品にこのラベルが表示されている場合、次の要件を満たしています。

この装置は、クラス A 情報技術装置です。この装置を家庭環境で使用すると電波妨害を引き起こすことがあります。この場合には使用者が適切な対策を講ずるよう要求されることがあります。 VCCI-A

この装置は、クラスA情報技術装置です。この装置を家庭環境で使用すると電波妨害を引き起こすことがあります。この場合には使用者が適切な対策を講ずるよう要求されることがあります。 VCCI-A

### Notice to users of Class A products in Brazil

Este produto não é apropriado para uso em ambientes domésticos, pois poderá causar interferências eletromagnéticas que obrigam o usuário a tomar medidas necessárias para minimizar estas interferências.

### European Community (EC) directives conformity

This product is in conformity with the protection requirements of EC Council directives 2014/30/EU, 2014/35/EU, and 2011/65/EU as amended by (EU) 2015/863 on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits, and on the restrictions of use of certain hazardous substances in electrical and electronic equipment.

This product satisfies the Class A limits of EN 55032 and safety requirements of EN 62368-1.

### United Kingdom (UK) conformity

This product is in conformity with the protection requirements of the Electromagnetic Compatibility Regulations 2016, the Electrical Equipment (Safety) Regulations 2016, and the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Regulations 2012.

This product satisfies the Class A limits of BS EN 55032 and safety requirements of BS EN 62368-1.

### Radio interference notice

#### Warning

This is a product that complies with the emission requirements of EN 55032 Class A limits and immunity requirements of EN 55035. This product is not intended to be used in residential/domestic environments.

This is a Class A product. In a domestic environment, this product may cause radio interference, in which case the user may be required to take adequate measures.

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