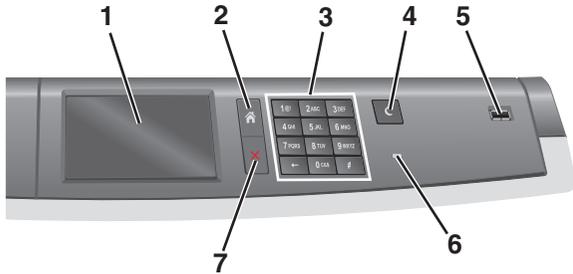


Quick Reference

Learning about the printer

Understanding the printer control panel



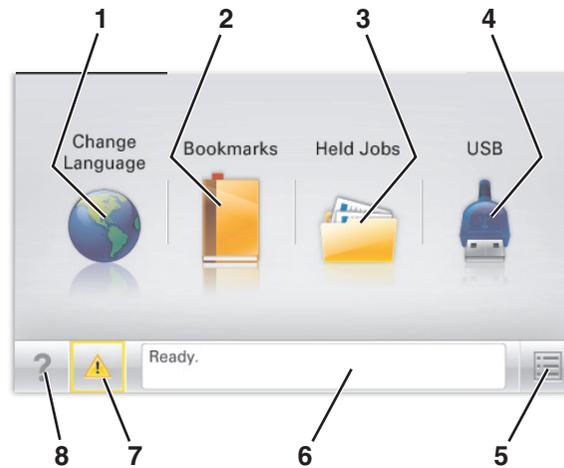
Item	Description	
1	Display	Shows the status of the printer
2	Home	Lets you navigate back to the home screen
3	Keypad	Allows you to enter numbers, letters, or symbols
4	Sleep Mode	Enables Sleep Mode Note: Touching the screen or any hard button presses will cause the printer to wake from Sleep Mode.
5	USB port	Allows the user to connect a USB flash drive to the printer Note: Only the front USB port supports flash drives.
6	Indicator light	<ul style="list-style-type: none"> Off—The printer is off. Blinking green—The printer is warming up, processing data, or printing. Solid green—The printer is on, but idle. Solid red—Operator intervention is needed. Amber—The printer enters Sleep Mode or Hibernate Mode.

Item	Description	
7	Stop/Cancel	Stops all printer activity Note: A list of options is displayed once Stopped appears on the display.

Understanding the home screen

When the printer is turned on, the display shows a basic screen, referred to as the home screen. Use the home screen buttons and icons to initiate an action.

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



Touch	To	
1	Change Language	Change the primary language of the printer.
2	Bookmarks	Create, organize, and save a set of bookmarks (URLs) into a tree view of folders and file links. Note: The tree view does not include bookmarks created within Forms and Favorites , and the ones in the tree are not usable from within Forms and Favorites .
3	Held Jobs	Display all current held jobs.

Touch	To	
4	USB or USB Thumbdrive	View, select, or print photos and documents from a flash drive. Note: This icon appears only when you return to the home screen while a memory card or flash drive is connected to the printer.
5	Menus	Access printer menus. Note: These menus are available only when the printer is in the Ready state.
6	Status message bar	<ul style="list-style-type: none"> Show the current printer status such as Ready or Busy. Show printer conditions such as Fuser missing or Cartridge Low. Show intervention messages and the instructions on how to clear them.
7	Status/Supplies	<ul style="list-style-type: none"> Display a warning or error message whenever the printer requires intervention to continue processing. Access the messages screen for more information on the message, and how to clear it.
8	Tips	Open a context-sensitive Help information on the touch screen.

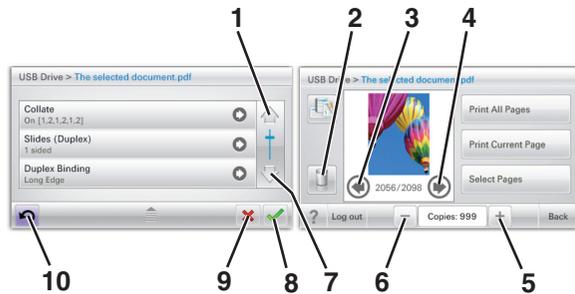
This may also appear on the home screen:

Touch	To
Search Held Jobs	Search current held jobs.

Using the touch-screen buttons

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

Sample touch screen



	Touch	To
1	Up arrow 	Scroll up.
2	Delete folder 	Delete the file you selected.
3	Left arrow 	Scroll to the left.
4	Right arrow 	Scroll to the right.
5	Right scroll increase 	Scroll to another value in increasing order.

	Touch	To
6	Left scroll decrease 	Scroll to another value in decreasing order.
7	Down arrow 	Scroll down.
8	Accept 	Save a setting.
9	Cancel 	<ul style="list-style-type: none"> Cancel an action or a selection. Cancel out a screen and return to the previous screen.
10	Back 	Navigate back to the previous screen.

Other touch-screen buttons

	Touch	To
	Exit 	Exit from the current screen to the home screen.
	Radio button 	Select or clear an item.

Features

Feature	Description
Menu trail line: Menus > Settings > Print Settings > Number of Copies	A menu trail line is located at the top of each menu screen. This feature acts as a trail, showing the path taken to arrive at the current menu. It gives the exact location within the menus. Number of Copies is not underlined since this is the current screen. If you touch an underlined word on the Number of Copies screen before the Number of Copies is set and saved, then the selection is not saved, and does not become the default setting.
Attendance message alert 	If an attendance message affects a function, then this icon appears and the red indicator light blinks.
Warning 	If an error condition occurs, then this icon appears.

Setting up and using the home screen applications

Accessing the Embedded Web Server

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

- Obtain the printer IP address:
 - From the printer control panel home screen
 - From the TCP/IP section in the Network/Ports menu
 - By printing a network setup page or menu settings page, and then finding the TCP/IP section

Note: An IP address appears as four sets of numbers separated by periods, such as 123 . 123 . 123 . 123.

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

3 Press **Enter**.

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

Activating the home screen applications

For detailed information about configuring and using the home screen applications, contact the place where you bought the printer.

Background and Idle Screen

Icon	Description
	The application lets you customize the background and idle screen of your printer home screen.

To change the background of the printer home screen using the printer control panel, do the following:

- 1 From the home screen, navigate to:
Change Background > select background to use

2 Touch .

Forms and Favorites

Icon	Description
	<p>The application helps you simplify and streamline work processes by letting you quickly find and print frequently used online forms directly from the home screen. For example, you can print the latest version of a form exactly when you need it. This eliminates inventories of printed forms that can easily become outdated.</p> <p>Note: The printer must have permission to access the network folder, FTP site, or Web site where the bookmark is stored. From the computer where the bookmark is stored, use sharing, security, and firewall settings to allow the printer at least a <i>read</i> access. For help, see the documentation that came with your operating system.</p>

To configure Forms and Favorites, do the following:

- 1 From the Embedded Web Server, click **Settings** > **Device Solutions** > **Solutions (eSF)** > **Forms and Favorites**.
- 2 Define the bookmarks, and then customize the settings.
- 3 Click **Apply**.

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

Eco-Settings

Icon	Description
	The application lets you easily manage energy consumption, noise, toner, and paper usage settings to help reduce the environmental impact of your printer.

Showroom

Icon	Description
	The application lets you create and display a customized slide show on the touch screen of your printer. You can specify how long each slide is displayed, and images can be loaded either from a flash drive or through the printer Embedded Web Server.

Remote Operator Panel

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

To activate Remote Operator Panel, do the following:

- 1 From the Embedded Web Server, click **Settings** > **Device Solutions** > **Solutions (eSF)** > **Remote Operator Panel**.
- 2 Select the **Enabled** check box, and then customize the settings.
- 3 Click **Apply**.

To use Remote Operator Panel, from the Embedded Web Server, click **Applications** > **Remote Operator Panel** > **Launch VNC Applet**.

Exporting and importing a configuration using the Embedded Web Server

You can export configuration settings into a text file that can then be imported and used to apply the settings to one or more additional printers.

Exporting a configuration

- 1 From the Embedded Web Server, click **Settings** or **Configuration**.
- 2 Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.
- 3 From Installed Solutions, click the name of the application you want to configure.
- 4 Click **Configure** > **Export**.

- 5 Follow the instructions on the computer screen to save the configuration file, and then enter a unique file name or use the default name.

Note: If a **JVM Out of Memory** error occurs, then repeat the export until the configuration file is saved.

Importing a configuration

- 1 From the Embedded Web Server, click **Settings** or **Configuration**.
- 2 Click **Device Solutions > Solutions (eSF)**, or click **Embedded Solutions**.
- 3 From Installed Solutions, click the name of the application you want to configure.
- 4 Click **Configure > Import**.
- 5 Browse to the saved configuration file, and then load or preview it.

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

Loading paper and specialty media

Setting the paper size and type

The Paper Size setting is automatically sensed according to the position of the paper guides in each tray except in the standard 150-sheet tray (Tray 1) and in the multipurpose feeder. The Paper Size setting for Tray 1 is set manually via the wheel on the tray, while the Paper Size setting for the multipurpose feeder is set in the Paper Size menu.

From the home screen, navigate to:

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

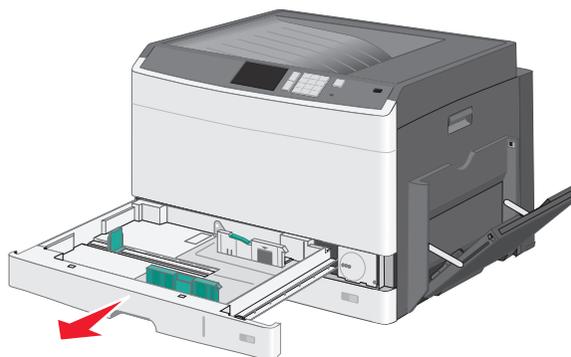
Only Tray 1 has Plain Paper as the factory default Paper Type setting. Custom 2, 3, 4, 5, and 6 are the default settings for the other trays.

Loading the standard or optional 550-sheet tray

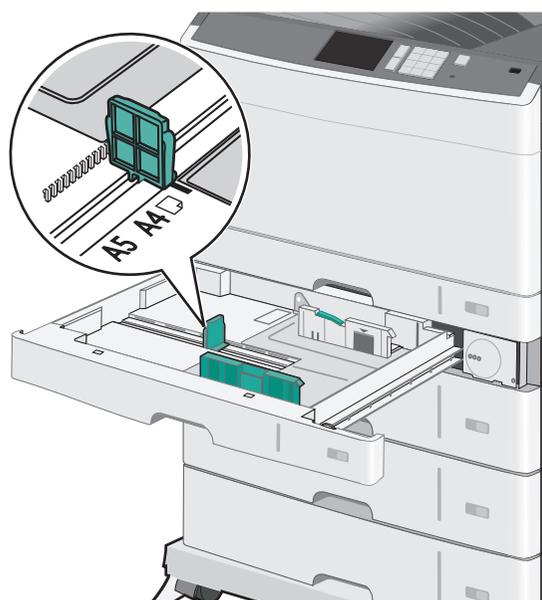
The printer has a standard 150-sheet (Tray 1) and 250-sheet tray (Tray 2), and it may have one or more optional 550-sheet trays. All 550-sheet trays support the same paper sizes and types.

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

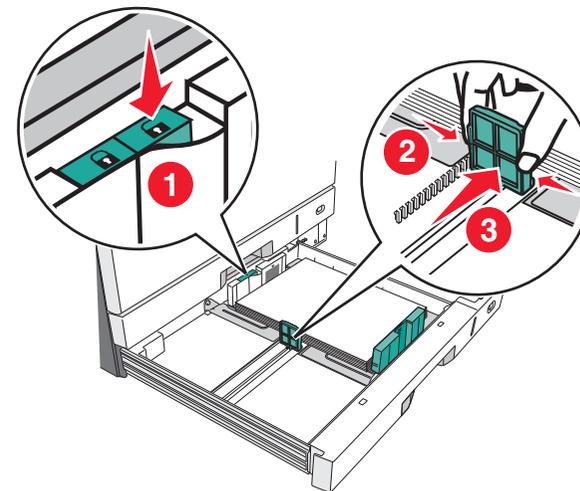
- 1 Pull the tray out.



Notice the size indicators at the bottom of the tray. Use these indicators to help position the guides.

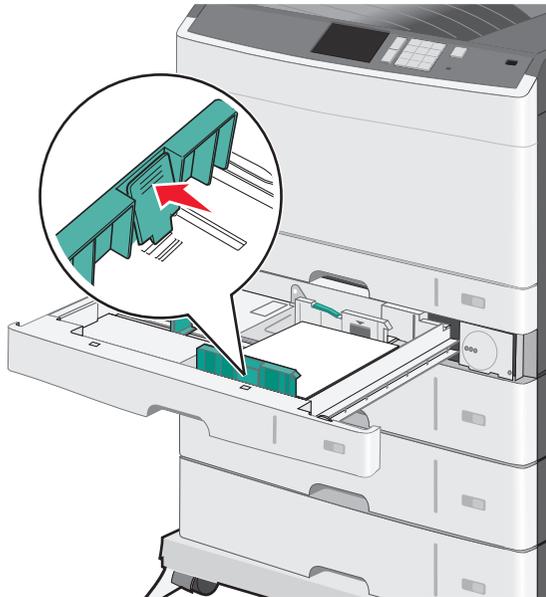


- 2 Make sure to release the width guide lock at the rear of the tray. Squeeze and then slide the width guide to the correct position for the paper size you are loading.

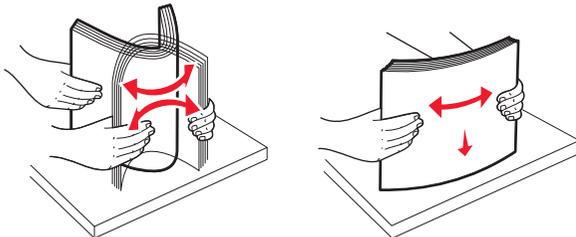


Note: Always use the width guide lock at the rear of the tray to prevent the margins from being knocked out of adjustment.

- 3** Squeeze and then slide the length guide to the correct position for the paper size you are loading.



- 4** Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



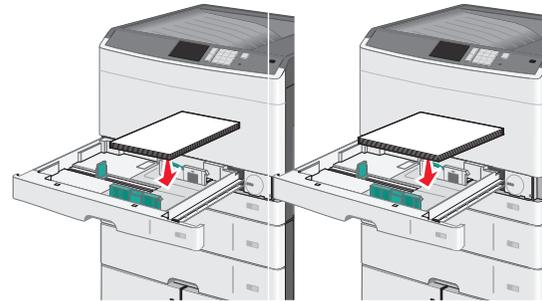
- 5** Load the paper stack with the recommended print side faceup.

Notes:

- If the paper is longer than A4, then load it in short-edge orientation.
- If the paper is shorter than A4, then load it in long-edge orientation.
- Make sure the paper is below the maximum fill line located on the edge of the paper tray. Overloading the tray can cause paper jams and possible printer damage.

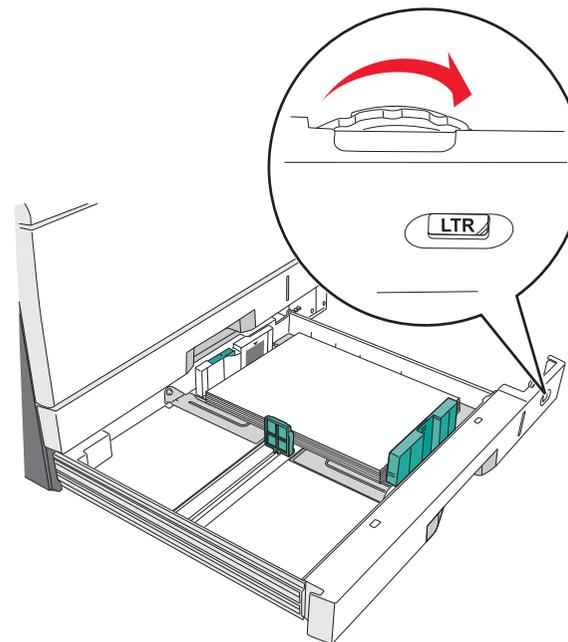
Long-edge orientation

Short-edge orientation

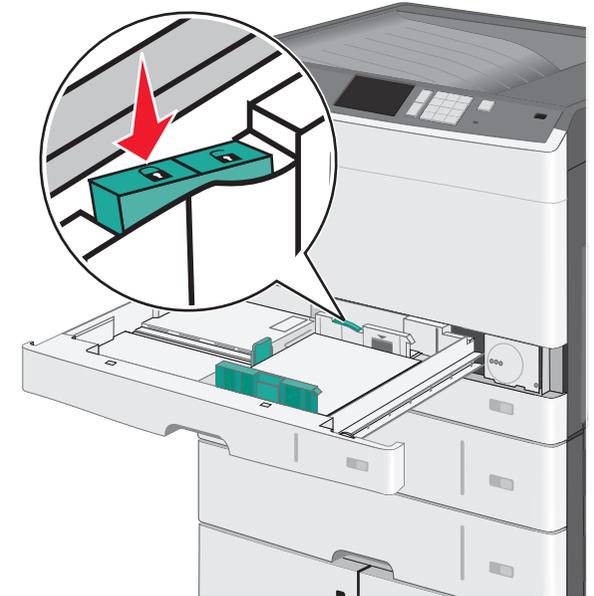


- 6** Adjust both the width and length guides to lightly touch the edge of the paper stack. Make sure the paper fits loosely in the tray, lies flat, and is not bent or wrinkled.

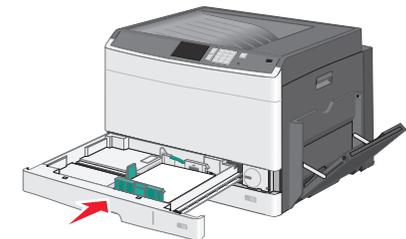
- 7** Turn the wheel clockwise to set the paper size.



- 8** Lock the width guide.



- 9** Insert the tray.



- 10** From the printer control panel, verify the Paper Size and Paper Type for the tray based on the paper you loaded.

Loading the multipurpose feeder

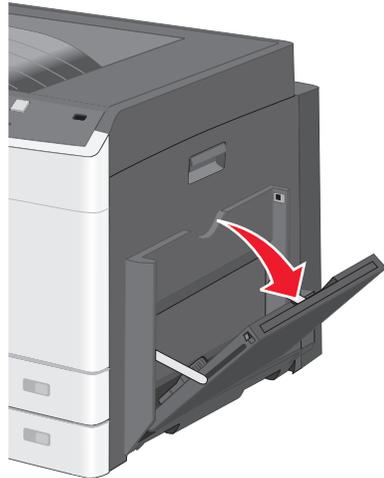
The multipurpose feeder can hold several sizes and types of print media, such as transparencies, labels, card stock, and envelopes. It can be used for single-page or manual printing, or as an additional tray.

The multipurpose feeder can hold approximately:

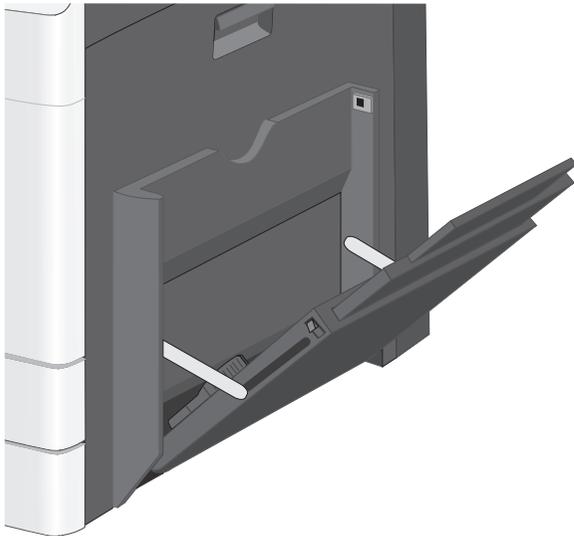
- 50 sheets of 75-g/m² (20-lb) paper
- 10 envelopes
- 20 transparencies

Note: Do not add or remove paper or specialty media when the printer is printing from the multipurpose feeder or when the printer control panel indicator light is blinking. Doing so may cause a jam.

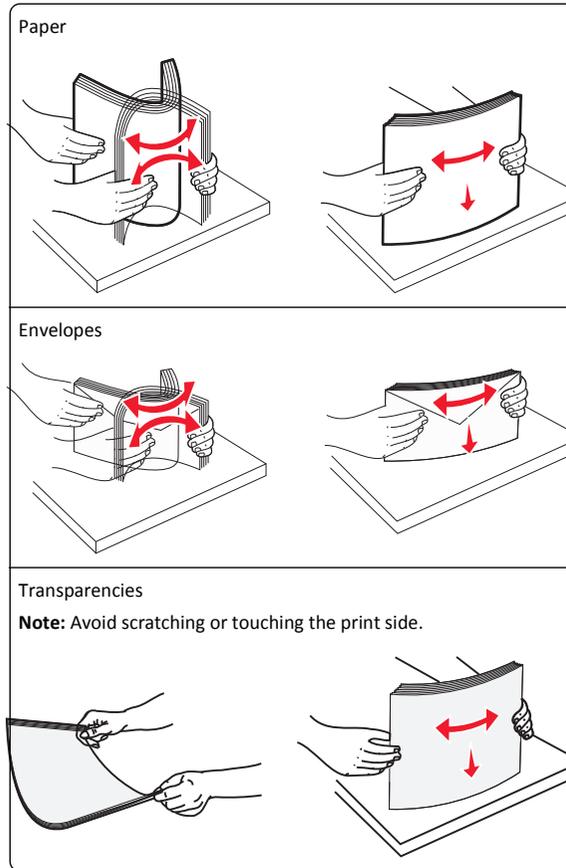
- 1 Pull down the multipurpose feeder door.



- 2 Gently pull the extension until it is fully extended.



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



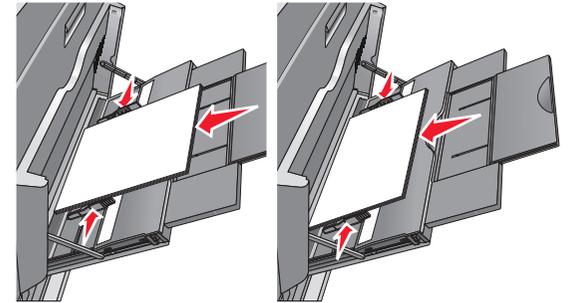
- 4 Load the paper or specialty media. Slide the stack gently into the multipurpose feeder until it comes to a stop.

Notes:

- Load A3-, A6-, 11x17, JIS B4+, Statement- and legal-size media in short-edge orientation.
- Load A4-, A5-, Exec-, JIS B5- and letter-size media in long-edge orientation.
- Load envelopes flap side up in short-edge orientation.
- Do not exceed the maximum amount of media that the multipurpose feeder can hold.
- Load only one size and type of paper at a time.

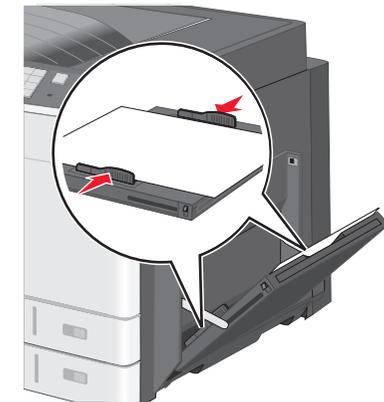
Long-edge orientation

Short-edge orientation



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

- 5 Adjust the width guide to lightly touch the edge of the stack. Make sure the paper or specialty media fits loosely in the multipurpose feeder, lies flat, and is not bent or wrinkled.



- 6 From the printer control panel, set the Paper Size and Paper Type for the multipurpose feeder (MP Feeder Size and MP Feeder Type) based on the paper or specialty media loaded.

Linking and unlinking trays

Linking trays

Tray linking is useful for large print jobs or for printing multiple copies. When one linked tray is empty, paper feeds from the next linked tray. When the Paper Size and Paper Type settings are the same for any trays, the trays are automatically linked. The Paper Size setting is automatically sensed according to the position of the paper guides in each tray except Tray 1 and the multipurpose feeder. The Paper Size setting for the multipurpose feeder must be set manually from the Paper Size menu. The Paper Type setting must be set for all trays from the Paper Type menu. The Paper Type menu and the Paper Size menu are both available from the Paper Size/Type menu.

Unlinking trays

Note: Trays that do not have the same settings as any other tray are not linked.

Change one of the following tray settings:

- Paper Type

Paper Type names describe the paper characteristics. If the name that best describes your paper is used by linked trays, assign a different Paper Type name to the tray, such as Custom Type [x], or define your own custom name.

- Paper Size

Load a different paper size to automatically change the Paper Size setting for a tray. Paper Size settings for the multipurpose feeder are not automatic; they must be set manually from the Paper Size menu.

Warning—Potential Damage: Do not assign a Paper Type name that does not accurately describe the type of paper loaded in a tray. The temperature of the fuser varies according to the specified Paper Type. Prints may not be properly processed if an inaccurate Paper Type is selected.

Creating a custom name for a paper type

If the printer is on a network, you can use the Embedded Web Server to define a name other than Custom Type [x] for each of the custom paper types loaded into the printer.

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

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

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

- 2 Click **Settings > Paper Menu > Custom Name > type a name > Submit**.

Note: This custom name will replace the Custom Type [x] name under the Custom Types and Paper Size and Type menus.

- 3 Click **Custom Types > select a paper type > Submit**.

Assigning a custom paper type name

- 1 From the home screen, navigate to:

 > Paper Menu > Paper Size/Type

- 2 Select the tray number or MP Feeder Type.

- 3 Touch the left or right arrow until **Custom Type [x]** or another custom name appears.

- 4 Touch .

Printing

Printing a document

Printing a document

- 1 From the printer control panel, set the paper type and size to match the paper loaded.
- 2 Send the print job:

For Windows users

- a With a document open, click **File > Print**.
- b Click **Properties, Preferences, Options, or Setup**.
- c Adjust the settings, if necessary.
- d Click **OK > Print**.

For Macintosh users

- a Customize the settings in the Page Setup dialog:
 - 1 With a document open, choose **File > Page Setup**.

- 2 Choose a paper size or create a custom size to match the paper loaded.
- 3 Click **OK**.

- b Customize the settings in the Print dialog:

- 1 With a document open, choose **File > Print**.
If necessary, click the disclosure triangle to see more options.
- 2 From the print options pop-up menus, adjust the settings, if necessary.

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

- 3 Click **Print**.

Printing in black and white

From the home screen, navigate to:

 > Settings > Print Settings > Quality Menu > Print Mode > Black Only > 

Adjusting toner darkness

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

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

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

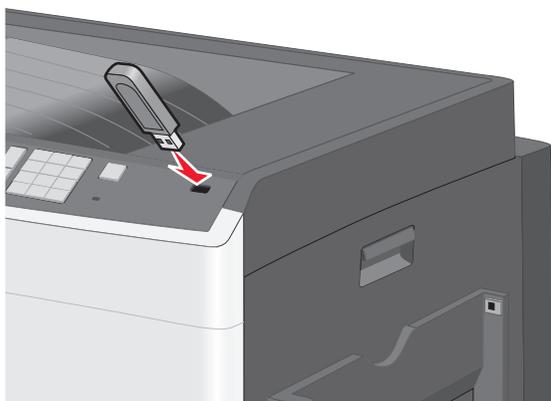
- 2 Click **Settings > Print Settings > Quality Menu > Toner Darkness**.
- 3 Adjust the toner darkness setting.
- 4 Click **Submit**.

Printing from a flash drive

Notes:

- Before printing an encrypted PDF file, enter the file password from the printer control panel.
- You cannot print files for which you do not have printing permissions.

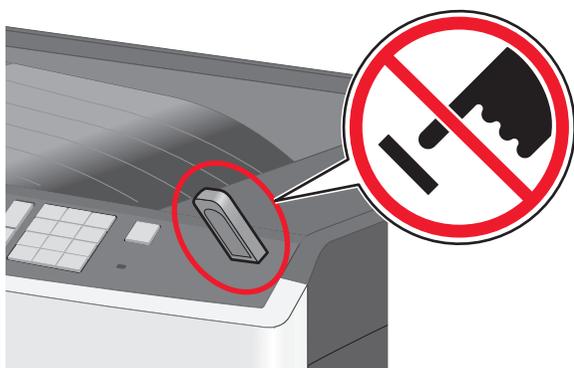
- 1 Insert a flash drive into the USB port.



Notes:

- If you insert the flash drive when the printer requires attention, such as when a jam has occurred, then the printer ignores the flash drive.
- If you insert the flash drive while the printer is processing other print jobs, then **Busy** appears. After these print jobs are processed, you may need to view the held jobs list to print documents from the flash drive.

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



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

- 3 Touch the arrows to increase the number of copies to print, and then touch **Print**.

Notes:

- Do not remove the flash drive from the USB port until the document has finished printing.
- If you leave the flash drive in the printer after leaving the initial USB menu screen, then you can still print files from the flash drive as held jobs.

Printing from a mobile device

For the list of supported mobile devices and to download a compatible mobile printing application, visit our Web site.

Note: Mobile printing applications may also be available from your mobile device manufacturer.

Canceling a print job

Canceling a print job from the printer control panel

- 1 From the printer control panel, touch **Cancel Job** or press  on the keypad.
- 2 Touch the print job you want to cancel, and then touch **Delete Selected Jobs**.

Note: If you press  on the keypad, then touch **Resume** to return to the home screen.

Canceling a print job from the computer

For Windows users

- 1 Open the printers folder, and then select your printer.
- 2 From the print queue, select the print job you want to cancel, and then delete it.

For Macintosh users

- 1 From System Preferences in the Apple menu, navigate to your printer.
- 2 From the print queue, select the print job you want to cancel, and then delete it.

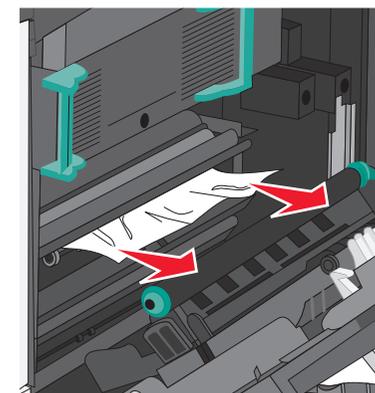
Clearing jams

200 paper jam

- 1 Open the side door.

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

- 2 Pull the jammed paper up and out to remove it from the paper path.



Notes:

- Make sure all paper fragments are removed.
- If the page is in the fuser, the fuser nip release lever should be lowered and should be switched to envelope mode.
- After removing the jammed page, return the lever to the proper position.

- 3 Close the side door.

- 4 Touch **Continue, jam cleared**.

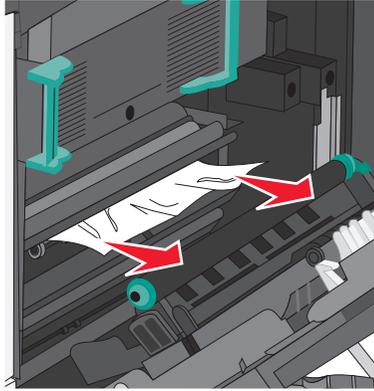
201 paper jam

- 1 Open the side door.

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

2 Determine where the jam is located, and then remove it:

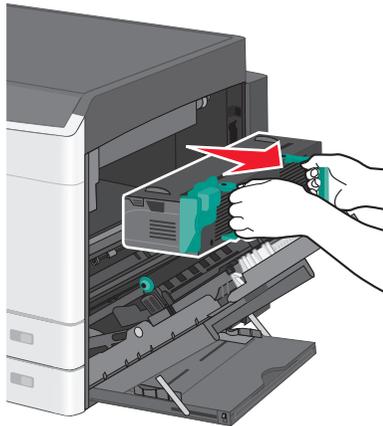
- a If the paper is visible under the fuser, then grasp it on each side and pull it out.



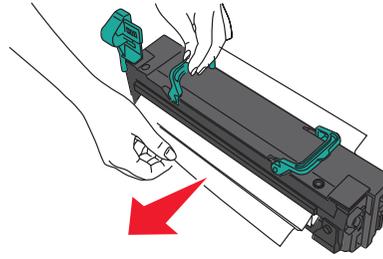
- b If the paper is not visible, then you will need to remove the fuser unit.

Warning—Potential Damage: Do not touch the center of the fuser unit. Doing so will damage the fuser.

- 1 Lift the handles on each side of the fuser, and then pull to remove the fuser unit.

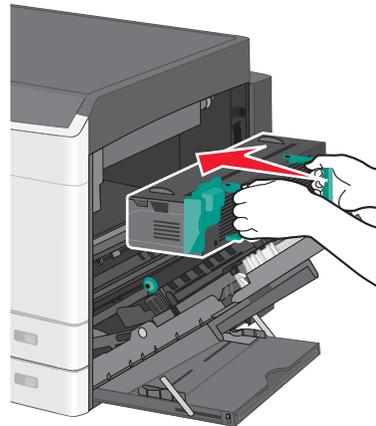


2 Remove the jammed paper.



Notes:

- Make sure all paper fragments are removed.
 - Pull the jammed paper downwards.
 - If the paper is in the fuser, then the fuser nip release lever should be lowered and should be switched to envelope mode.
 - After removing the jammed paper, return the lever to the proper position.
- 3 Align the fuser unit using the handles on each side, and then place it back into the printer.

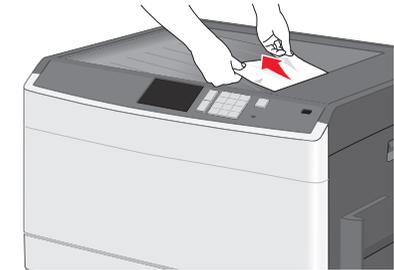


3 Close the side door.

4 Touch **Continue, jam cleared.**

203 paper jam

- 1 Grasp any jammed paper visible in the standard exit bin, and then gently pull it out.



Notes:

- Make sure all paper fragments are removed.
- If the page is in the fuser, then the fuser nip release lever should be lowered and should be switched to envelope mode.
- After removing the jammed page, return the lever to the proper position.

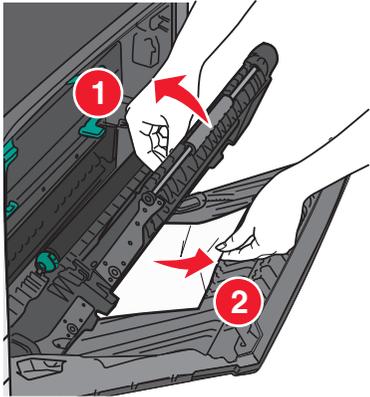
2 Touch **Continue, jam cleared.**

230 paper jam

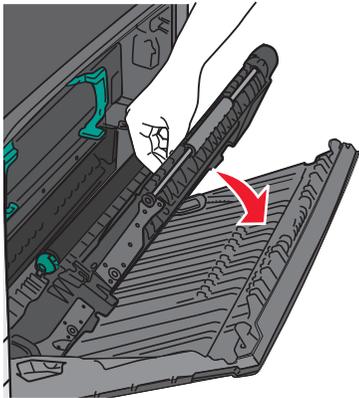
1 Open the side door.

2 Hold onto the handles of the duplexing unit, open the cover, and then remove any jammed paper.

 **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.



3 Close the cover on the duplexing unit.



4 Close the side door.

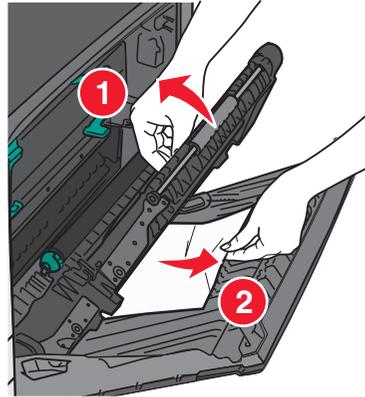
5 Touch **Continue**, jam cleared.

231–239 paper jams

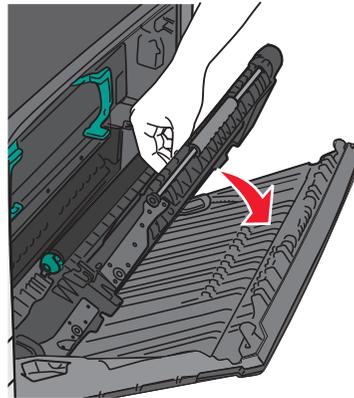
1 Open the side door.

2 Hold onto the handles of the duplexing unit, open the cover, and then remove any jammed paper.

 **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.



3 Close the cover of the duplexing unit.



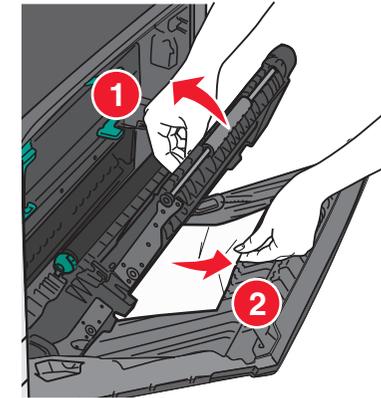
4 Close the side door.

5 Touch **Continue**, jam cleared.

24x paper jam

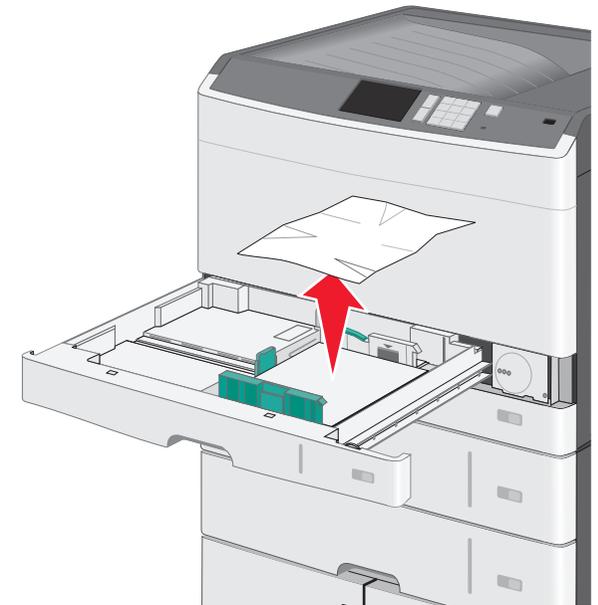
Paper jam in Tray 1

1 Check the side access door to trays and then pull the jammed pages out.



Note: Make sure all paper fragments are removed.

2 Open Tray 1, and then pull the jammed pages straight up and out.



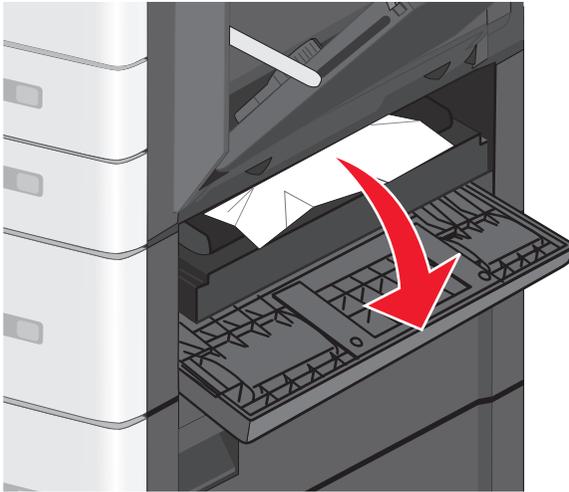
Note: Make sure all paper fragments are removed.

3 Close Tray 1.

4 Touch **Continue, jam cleared.**

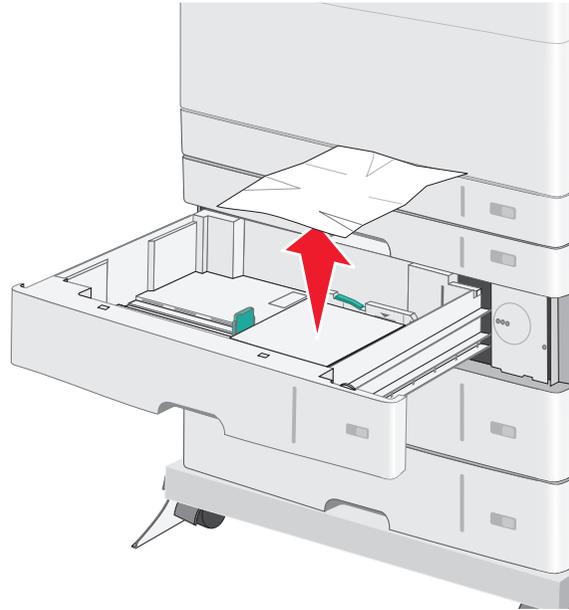
Paper jam in one of the optional trays

1 Check the side access door to trays and then pull the jammed pages out.



Note: Make sure all paper fragments are removed.

2 Open the specified tray, and then pull the jammed pages out.



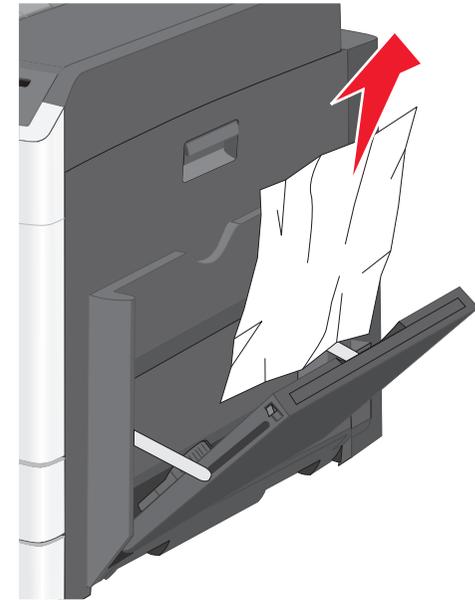
Note: Make sure all paper fragments are removed.

3 Close the tray.

4 Touch **Continue, jam cleared.**

250 paper jam

1 Remove any jammed pages from the multipurpose feeder.



2 Load paper into the multipurpose feeder.

3 Touch **Continue, jam cleared.**