# DIGITAL FULL COLOR MULTIFUNCTIONAL SYSTEM MX-C507F/MX-C407F

**User's Guide** 

# May 2020

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Model(s):

1A9, 5A9

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6 Safety information

# **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



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.

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**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.

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**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 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.

This product uses a printing process that heats the print media, and the heat may cause the media to release emissions. You must understand the section in your operating instructions that discusses the guidelines for selecting print media to avoid the possibility of harmful emissions.

This product may produce small amounts of ozone during normal operation, and may be equipped with a filter designed to limit ozone concentrations to levels well below the recommended exposure limits. To avoid high ozone concentration levels during extensive usage, install this product in a well-ventilated area and replace the ozone and exhaust filters if instructed to do so in the product maintenance instructions. If there are no references to filters in the product maintenance instructions, then there are no filters requiring replacement for this product.

### SAVE THESE INSTRUCTIONS.

# Learning about the printer

# Selecting a location for the printer

When 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.

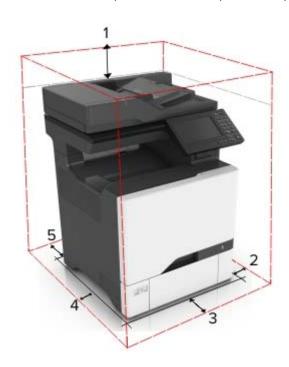


**CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not place or use this product near water or wet locations.

- 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	-40 to 43.3°C (-40 to 110°F)

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



1	Тор	291.7 mm (11.5 in.)
2	Right side	508 mm (20 in.)
3	Front	508 mm (20 in.)
4	Left side	76.2 mm (3 in.)
5	Rear	101.6 mm (4 in.)

# **Printer configurations**



**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.

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



1	Automatic document feeder (ADF)
2	ADF tray
3	ADF bin
4	Control panel
5	650-sheet duo tray
6	Optional 550-sheet trays
7	Standard bin

# **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.

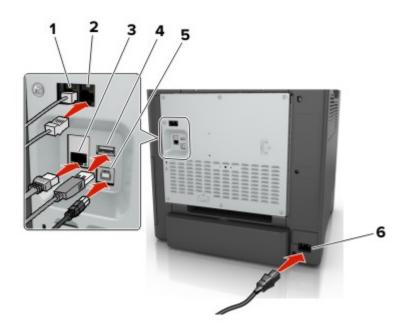


**CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, use only the power cord provided with this product or the manufacturer's authorized replacement.



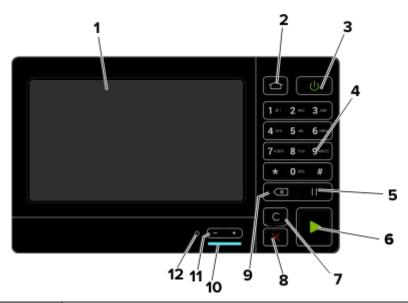
**CAUTION—POTENTIAL INJURY:** To reduce the risk of fire, use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.

**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.



	Use the	То	
1	EXT port	Connect additional devices (telephone or answering machine) to the printer and the telephone line. Use this port if you do not have a dedicated fax line for the printer and if this connection method is supported in your country or region.	
		Note: Remove the plug to access the port.	
2	LINE port	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.	
3	Ethernet port	Connect the printer to a network.	
4	USB port	Attach a keyboard or any compatible option.	
5	USB printer port Connect the printer to a computer.		
6	Power cord socket	Connect the printer to a properly grounded electrical outlet.	

# Using the control panel



	Use the	То
1	Display	View the printer messages and supply status.
		Set up and operate the printer.
2	Home button	Go to the home screen.
3	Power button	<ul> <li>Turn on or turn off the printer.</li> <li>Note: To turn off the printer, press and hold the power button for five seconds.</li> <li>Set the printer to Sleep or Hibernate mode.</li> <li>Wake the printer from Sleep or Hibernate mode.</li> </ul>
4	Keypad	Enter numbers or symbols in an input field.
5	Pause button	Place a dial pause in a fax number.

	Use the	То
6	Start button	Start a job, depending on which mode is selected.
7	Clear all or Reset button	Reset the default settings of a function such as copying, faxing, or scanning.
8	Stop or Cancel button	Stop the current job.
9	Backspace button	Move the cursor backward and delete a character in an input field.
10	Indicator light	Check the status of the printer.
11	Volume buttons	Adjust the volume of the headset or speaker.
12	Headset or speaker port	Attach a headset or speaker.

# Understanding the status of the power button and indicator light

Indicator light	Printer status
Off	The printer is off or in Hibernate mode.
Blue	The printer is ready or processing data.
Red	The printer requires user intervention.

Power button light	Printer status
Off	The printer is off, ready, or processing data.
Solid amber	The printer is in Sleep mode.
Blinking amber	The printer is in Hibernate mode.

# Using the home screen

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



Touch		То
1	Сору	Make copies.
2	E-mail	Send e-mails.
3	Settings	Access the printer menus.
4	Fax	Send fax.
5	Address Book	Manage a contact list that other applications on the printer can access.
6	Status/Supplies	Show a printer warning or error message whenever the printer requires intervention to continue processing.
		View more information on the printer warning or message, and on how to clear it.
		<b>Note:</b> You can also access this setting by touching the top section of the home screen.
7	USB Drive	Print photos and documents from a flash drive.
		Scan photos and documents to a flash drive
8	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.
9	Held Jobs	Show the print jobs that are held in the printer memory.
10	Shortcut Center	Organize all shortcuts.
11	App Profiles	Access application profiles.
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	Change Language	Change the language on the display.

# **Printing the Menu Settings Page**

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

# Installing the printer software

- **1** Obtain a copy of the software installer package.
  - From our website.
  - From the place where you purchased the printer.
- **2** Run the installer, and then follow the instructions.

# Setting up and using the home screen applications

# **Customizing the home screen**

- 1 From the control panel, touch Settings > Device > Visible Home Screen Icons.
- **2** Select the icons that you want to appear on the home screen.
- **3** Apply the changes.

# **Setting up Forms and Favorites**

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.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.
- 2 Click Apps > Forms and Favorites > Configure.
- **3** Click **Add**, and then customize the settings.

### **Notes:**

- To make sure that the location settings of the bookmark are correct, type the IP address of the host computer where the bookmark is located.
- Make sure that the printer has access rights to the folder where the bookmark is located.
- 4 Apply the changes.

# **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.
- If you are using a proxy server, then temporarily disable it to load the web page correctly.
- 2 Click Apps > Card Copy > Configure.

- 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 to scan multiple cards.

# **Using Shortcut Center**

- 1 From the home screen, touch **Shortcut Center**, and then select a printer function.
- 2 Touch Create Shortcut, and then configure the settings.
- **3** Touch **Save**, and then type a unique shortcut name.
- 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.

# **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.

- 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.
- 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.fsample.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. 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, TIFF, and HTML-based web pages. Other file types such as DOCX and XLXS 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.
- 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 <u>"Creating bookmarks"</u> on page 16.

# **Managing contacts**

### **Adding contacts**

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

- 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.
- If you are using a proxy server, then temporarily disable it to load the web page correctly.
- 2 Click Address Book.

**3** From the Contacts section, add a contact.

**Note:** You can assign the contact to one or more groups.

- **4** If necessary, specify a login method to allow application access.
- **5** Apply the changes.

### **Adding groups**

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.
- If you are using a proxy server, then temporarily disable it to load the web page correctly.
- 2 Click Address Book.
- **3** From the Contact Groups section, add a group name.

**Note:** You can assign one or more contacts to the group.

**4** Apply the changes.

### **Editing contacts or groups**

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.
- If you are using a proxy server, then temporarily disable it to load the web page correctly.
- 2 Click Address Book.
- **3** Do either of the following:
  - From the Contacts section, click a contact name, and then edit the information.
  - From the Contact Groups section, click a group name, and then edit the information.
- 4 Apply the changes.

## **Deleting contacts or groups**

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

- 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.
- If you are using a proxy server, then temporarily disable it to load the web page correctly.
- 2 Click Address Book.

- **3** Do either of the following:
  - From the Contacts section, select a contact that you want to delete.
  - From the Contact Groups section, select a group name that you want to delete.

# 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, navigate to:

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.

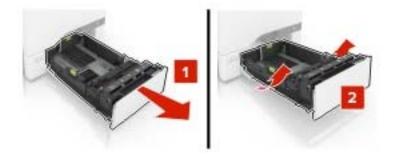
# **Loading trays**



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

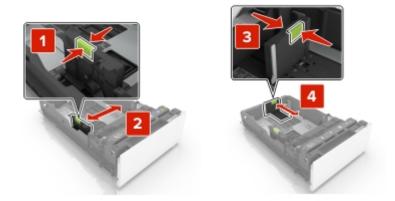
**1** Remove the tray.

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



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

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



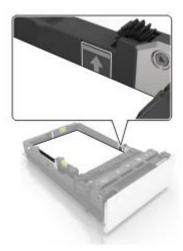
**3** Flex, fan, and align the paper edges before loading.



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

### **Notes:**

- 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.
- Make sure that the stack height is below the maximum paper fill indicator. Overfilling may cause paper jams.

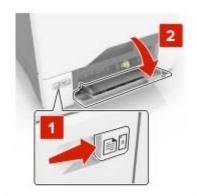


**5** Insert the tray.

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 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 envelopes 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.

**5** From the Paper Menu in the control panel, set the paper size and type to match the paper loaded in the tray.

# **Linking trays**

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

- 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.
- If you are using a proxy server, then temporarily disable it to load the web page correctly.
- 2 Click Settings > Paper > Tray Configuration.
- **3** Set the same paper size and paper type for the trays that you are linking.

- Save the settings.
- Click **Settings** > **Device** > **Maintenance** > **Configuration Menu** > **Tray Configuration**.
- Set Tray Linking to **Automatic**.
- Save the settings.

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.

# **Printing**

# 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 forms**

**1** From the home screen, navigate to:

Forms and Favorites > select form > Print

- **2** If necessary, configure the print settings.
- **3** Send the print job.

# Printing from a mobile device

## Printing from a mobile device using Google Cloud Print

Google Cloud Print<sup>TM</sup> is a printing service that allows you to print to any Google Cloud Print-ready printer.

Before you begin, make sure that:

- The printer is registered to the Google Cloud Print server.
- The Cloud Print plugin is downloaded from the Google Play<sup>TM</sup> store and is enabled in the mobile device.
- **1** From your Android<sup>TM</sup> mobile device, open a document or select a document from your file manager.
- **2** Tap **Print**.
- **3** Select a printer, and then tap ...

# 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 wireless network" on page 122.

- **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 other print settings.
- **3** Send the print job.

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 USB flash drives with full-speed standard.
- USB flash drives must support the File Allocation Table (FAT) system.

Many flash drives are tested and approved for use with the printer. For more information, contact the place where you purchased the printer.

### File types

Documents:

- .doc or .docx
- .xls or .xlsx
- .ppt or .pptx

- .pdf
- .xps

### Images:

- .dcx
- .gif
- .jpeg or .jpg
- .bmp
- .pcx
- .tiff or .tif
- .png

# **Configuring confidential jobs**

**1** From the control panel, navigate to:

**Settings** > **Security** > **Confidential Print Setup** 

**2** Configure the settings.

Use	То
Max Invalid PIN	Set the number of times an invalid PIN can be entered.
	Note: When the limit is reached, the print jobs for that user name are deleted.
Confidential Job	Set the expiration time for confidential print jobs.
Expiration	<b>Note:</b> Confidential held jobs are stored in the printer until they are released or deleted manually.
Repeat Job Expiration	Set the expiration time for a repeat print job.
	Note: Repeat held jobs are stored in the printer memory for reprinting.
Verify Job Expiration	Set the expiration time that the printer prints a copy before printing the remaining copies.
	<b>Note:</b> Verify jobs print one copy to check if it is satisfactory before printing the remaining copies.
Reserve Job Expiration	Set the expiration time that the printer stores print jobs.
	Note: Reserve held jobs are automatically deleted after printing.
Require All Jobs to be Held	Set the printer to hold all print jobs.
Keep duplicate documents	Set the printer to print all documents with the same file name.

# Printing confidential and other held jobs

- **1** With a document open, click **File** > **Print**.
- 2 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 the print job is confidential, then enter a four-digit PIN.
- 6 Click OK or Print.
- **7** From the printer home screen, release the print job.
  - For confidential print jobs, navigate to:
     Held jobs > select your user name > Confidential > enter the PIN > select the print job > configure the settings > Print
  - For other print jobs, navigate to:
     Held jobs > select your user name > select the print job > configure the settings > Print

# Printing a font sample list

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

# Canceling a print job

### From the printer control panel

1 From the home screen, touch Job Queue.

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

**2** Select the job to cancel.

### From the computer

- **1** Depending on the operating system, do either of the following:
  - Open the printers folder, and then select your printer.
  - From the System Preferences in the Apple menu, navigate to your printer.
- **2** Select the job to cancel.

30 Copying

# Copying

# **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 control panel, press



# **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 navigate to:
- 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** > **Paper Setup**.
- **3** Adjust the settings.
- 4 Copy the document.

31 Copying

# Reducing or enlarging copies

- 1 Load an original document into the ADF tray or on the scanner glass.
- **2** From the home screen, navigate to:

Copy > Scale > specify 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.

# Creating a copy shortcut

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



3 Create a shortcut.

32 E-mailing

# E-mailing

# Configuring the SMTP server for e-mail

### From the control panel

- 1 From the control panel, touch Settings > E-mail > E-mail Setup.
- **2** Configure the settings.

### From 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.
- 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.
- 4 Click Save.

# Sending an e-mail

### Using the control panel

- **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.

Note: You can also enter the recipient using the address book or shortcut number.

- **3** If necessary, configure the output file type settings.
- 4 Send the e-mail.

### Using the shortcut number

- 1 From the control panel, press #, and then enter the shortcut number using the keypad.
- 2 Send the e-mail.

# Creating an e-mail shortcut

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



3 Create a shortcut.

# **Faxing**

# Setting up the printer to fax

### **Notes:**

- The following connection methods are applicable only in some countries or regions.
- During the initial printer setup, clear the fax function check box and any other function you plan to set up later, and then touch **Continue**.
- The indicator light may blink red if the fax function is enabled and not fully set up.

**Warning—Potential Damage:** Do not touch cables or the printer in the area shown while actively sending or receiving a fax.



# Configuring the SMTP server for fax

### From the control panel

- 1 From the control panel, touch Settings > Fax > Fax Server Setup > Fax Server E-mail Settings.
- **2** Configure the settings.

**Note:** To use the SMTP server setting for e-mail, enable **Use E-mail SMTP Server**.

### From the Embedded Web Server

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

- 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.
- If you are using a proxy server, then temporarily disable it to load the web page correctly.
- 2 Click Settings > Fax > Fax Server Setup.

**3** From the Fax Server E-mail Settings section, configure the settings.

Note: To use the SMTP server setting for e-mail, enable Use E-mail SMTP Server.

4 Click Save.

### Choosing a fax connection

### 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.

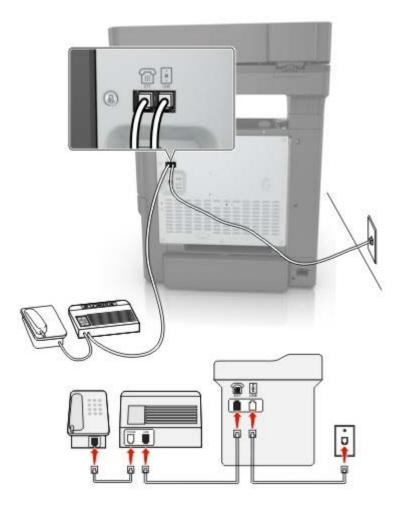
### **Notes:**

- You can set the printer to receive faxes automatically (Auto Answer On) or manually (Auto Answer 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

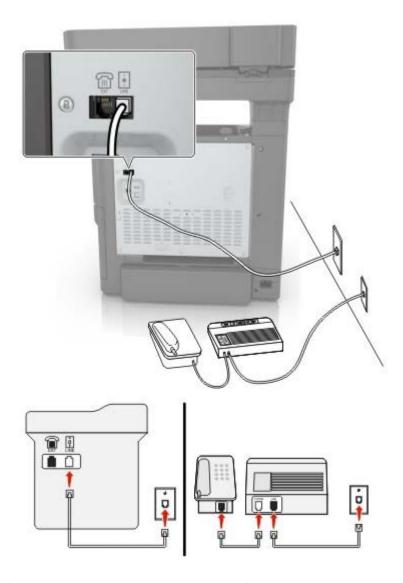
**Note:** If you subscribe to a distinctive ring service, then make sure that you set the correct ring pattern for the printer. Otherwise, the printer does not receive faxes even if you have set it to receive faxes automatically.

### Connected to the same telephone 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 an active analog wall jack.
- **3** Connect the answering machine to the telephone port of the printer.

#### Connected to different wall jacks

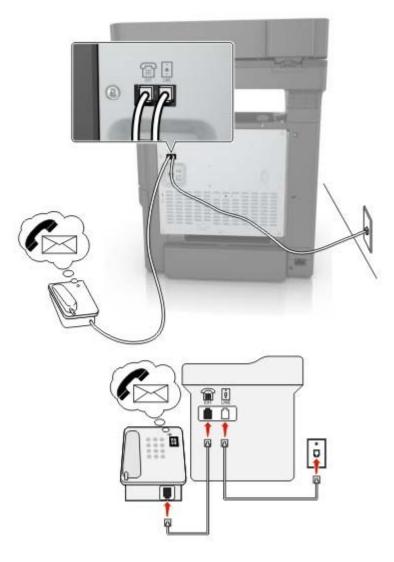


- **1** Connect one end of the telephone cable to the line port of the printer.
- **2** Connect the other end of the cable to an active analog wall jack.

#### **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 six.

Setup 3: Printer is sharing the line with a telephone subscribed to voice mail service



- **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.
- **3** Connect the telephone to the telephone port of the printer.

#### **Notes:**

- This setup works best if you are using voice mail more often than fax, and if you subscribe to a distinctive ring service.
- When you answer the telephone and you hear fax tones, press \*9\* or the manual answer code on the telephone to receive the fax.
- You can also set the printer to receive faxes automatically, but turn off the voice mail service when you are expecting a fax.

#### Setting up fax using digital subscriber line



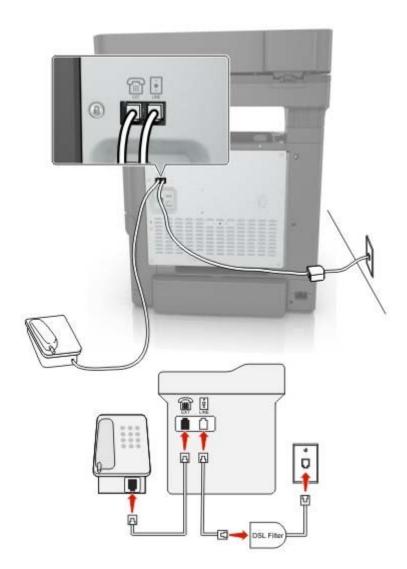
**CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.



**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.



Digital subscriber line (DSL) splits your regular telephone line into two channels: voice and Internet. Telephone and fax signals travel through the voice channel, and Internet signals pass through the other channel.

To minimize interference between the two channels, ask for a DSL filter from your DSL provider.

- **1** Connect the line port of the DSL filter to the wall jack.
- 2 Connect one end of the telephone cable to the line port of the printer.

**3** Connect the other end of the cable to the telephone port on the DSL filter.

**Note:** To connect a telephone to the printer, remove any installed adapter plug from the telephone port of the printer, and then connect the telephone.

#### Setting up fax using VoIP telephone service



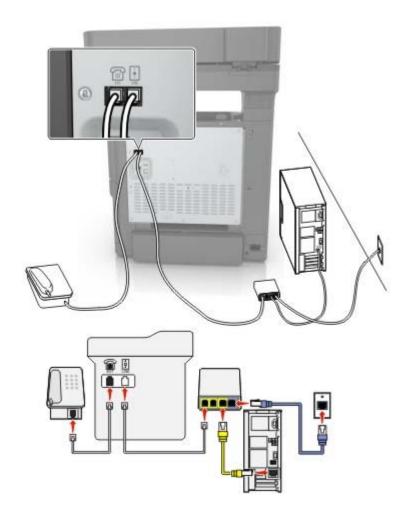
**CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.



**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.



- **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 port labeled **Phone Line 1** or **Phone Port** on the VoIP adapter.

**Note:** The port labeled **Phone Line 2** or **Fax Port** is not always active. VoIP providers may charge extra cost for the activation of the second telephone port.

**3** Connect the telephone to the telephone port of the printer.

#### Notes:

- To check if the telephone port on the VoIP adapter is active, plug an analog telephone into the port, and then listen for a dial tone.
- If you need two telephone ports for your devices, but do not want to pay extra cost, then use a phone splitter. Plug the phone splitter into the port labeled **Phone Line 1** or **Phone Port**, and then plug the printer and telephone into the splitter.
- To check the splitter, plug an analog telephone into the splitter, and then listen for a dial tone.

#### **Setting up fax using cable modem connection**



**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.

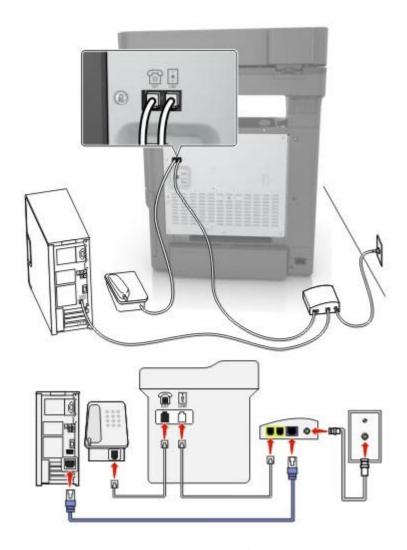


**CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not use the fax feature during a lightning storm.



**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.

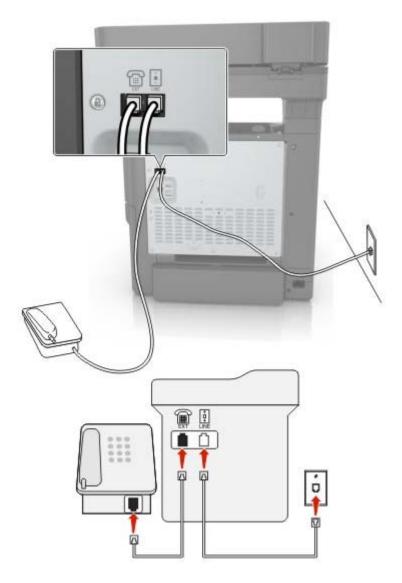
**Setup 1: Printer is connected directly to a cable modem** 



- **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 port labeled **Phone Line 1** or **Phone Port** on the cable modem.
- **3** Connect your analog telephone to the telephone port of the printer.

**Note:** To check if the telephone port on the cable modem is active, connect an analog telephone, and then listen for a dial tone.

Setup 2: Printer is connected to a wall jack; cable modem is installed elsewhere in the facility



- **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 telephone wall jack.
- **3** Connect your analog telephone to the telephone port of the printer.

#### 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.



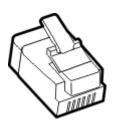
**CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not use the fax feature during a lightning storm.



**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 RJ11. 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.



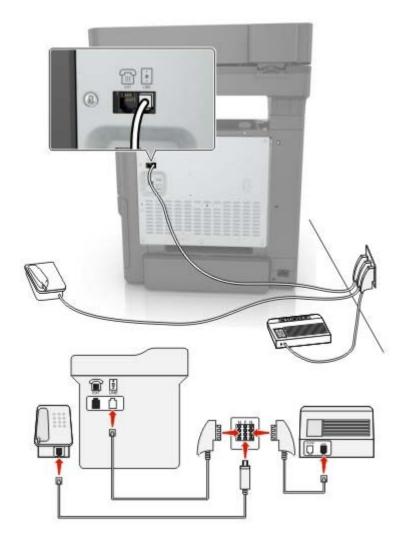
#### Connecting the printer to a non-RJ11 wall jack



- **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 RJ11 adapter, and then connect the adapter to the wall jack.
- **3** If you want to connect another device with a non-RJ11 connector to the same wall jack, then connect it directly to the telephone adapter.

#### Connecting the printer to a wall jack in Germany

The German wall jack has two kinds of ports. The N ports are for fax machines, modems, and answering machines. The F port is for telephones. Connect the printer to any of the N ports.



- **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 RJ11 adapter, and then connect the adapter to an N port.
- **3** If you want to connect a telephone and answering machine to the same wall jack, then connect the devices as shown.

## 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

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

**2** Configure the settings.

## Sending a fax

#### Using the control panel

- **1** Load the 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** If necessary, configure other fax settings.
- 4 Send the fax job.

#### Using the computer

Note: Make sure that the Universal Fax driver is installed.

- 1 With a document open, click File > Print.
- 2 Select the printer, and then click **Properties**, **Preferences**, **Options**, or **Setup**.
- **3** Click **Fax** > **Enable fax**, and then enter the recipient number.
- **4** If necessary, configure other fax settings.
- **5** Send the fax job.

## Scheduling a fax

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

# Creating a fax destination shortcut

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

# Changing the fax resolution

- **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 adjust the setting.
- 4 Send the fax.

## Adjusting the fax darkness

- 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

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

## **Blocking junk faxes**

- 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

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

# Forwarding a fax

- 1 From the home screen, touch Settings > Fax > Fax Setup > Fax Receive Settings > Admin Controls.
- **2** Touch **Fax Forwarding** > **Forward**.
- **3** Configure the Forward to and Confirmation E-mail settings.

Scanning 49

# **Scanning**

# 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 **1**.
- 3 Create a shortcut.

## 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.

Note: If the USB Drive screen does not appear, then touch USB Drive on the home screen.

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.

Scanning 50



# Scanning to a fax server

- **1** Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch Scan Center, and then from the list of destinations, select Fax.
- 3 Select a fax destination.

Note: To create a fax destination, touch Create Fax.

4 Scan the document.

# Sending scanned documents to a computer

- **1** Load an original document into the ADF tray or on the scanner glass.
- **2** From the home screen, touch **Scan Profiles** > **Scan To Computer**.
- **3** Select the scan profile where you want to save the document.

# **Understanding the printer menus**

# Menu map

Device	• Preferences	Accessibility	
	• Eco-Mode	Restore Factory Defaults	
	Remote Operator Panel	Maintenance	
	Notifications	Visible Home Screen Icons	
	Power Management	About this Printer	
Print	• <u>Layout</u>	• PDF	
	• <u>Setup</u>	PostScript	
	Quality	• PCL	
	Job Accounting	• HTML	
	• XPS	• <u>Image</u>	
Paper	Tray Configuration	Media Configuration	
Сору	Copy Defaults		
Fax	Fax Defaults	Fax Defaults	
E-mail	• E-mail Setup	Web Link Setup	
	• E-mail Defaults		
FTP	FTP Defaults		
USB Drive	• Flash Drive Scan	• Flash Drive Print	
Network/Ports	Network Overview	LPD Configuration	
	• Wireless	HTTP/FTP Settings	
	• Ethernet	• ThinPrint	
	• TCP/IP	• <u>USB</u>	
	• <u>SNMP</u>	Restrict external network access	
	• IPSec	Google Cloud Print	
	• <u>802.1x</u>	Wi-Fi Direct	
Security	Login Methods	Disk Encryption	
	Schedule USB Devices	• Erase Temporary Data Files	
	Security Audit Log	Solutions LDAP Settings	
	Login Restrictions	• Miscellaneous	
	Confidential Print Setup		
Reports	Menu Settings Page	• Shortcuts	
	• <u>Device</u>	• <u>Fax</u>	
	• Print	• Network	

<u>Help</u>	Print All Guides	Information Guide
	Color Quality Guide	Media Guide
	Connection Guide	Moving Guide
	Copy Guide	Print Quality Guide
	E-mail Guide	Scan Guide
	Fax Guide	Supplies Guide
Troubleshooting	Print Quality Test Pages	Cleaning the Scanner

# **Device**

## **Preferences**

Menu item	Description
Display Language	Set the language of the text that appears on the display.
Country/Region	Identify the country or region that the printer is configured to operate.
Run initial setup  Off*  On	Run the setup wizard.
Keyboard	Select a language as a keyboard type.
Keyboard Type	<b>Note:</b> All the Keyboard Type values may not appear or may require special hardware be installed to appear.
Displayed information 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.
Date and Time  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.
Paper Sizes U.S.* Metric	Specify the unit of measurement for paper sizes.  Note: The country or region selected in the initial setup wizard determines the initial paper size setting.

Menu item	Description
Screen Brightness 20–100% (90*)	Adjust the brightness of the display.
Flash Drive Access Enabled* Disabled	Enable access to the flash drive.
Allow Background Removal Off On*	Specify whether background removal is allowed.
Allow Custom Job scans Off	Specify whether the Custom Job Scanning setting appears for copy, scan, and fax.
On*	<b>Note:</b> This menu setting appears only when a hard disk is installed.
One Page Flatbed Scanning Off*	Set the printer to scan any type of job involving the scanner glass as a single page.
On	<b>Note:</b> The printer returns to the home screen after performing a single flatbed scan instead of displaying prompts.
Express Scanning Off* On	Set the initial scanning speed point to the fastest speed.
Output Lighting Off On*	Enable the integrated output light or indicator light of an optional output bin.
Audio Feedback  Button Feedback (On*)  Volume (5*)	<ul> <li>Enable audio feedback for button presses, panel interactions, paper loaded prompts, and error notifications.</li> <li>Adjust the feedback volume.</li> </ul>
Screen Timeout 5–300 seconds (60*)	Set the idle time before the display shows the home screen or before the printer logs out a user account automatically.
Note: An asterisk (*) next to a value indica	ates the factory default setting.

## **Eco-Mode**

Menu item	Description
Print	Configure the print settings of the printer.
Sides (1-Sided*)	
Pages per Side (Off*)	
Toner Darkness (4*)	
Color Saver (Off*)	
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Copy Sides (1 sided to 1 sided*) Pages per Side (Off*) Darkness (5*)	Configure the copy settings of the printer.
Note: An asterisk (*) next to a value indicates the factory default setting.	

# **Remote Operator Panel**

Menu item	Description
External VNC Connection  Don't Allow*  Allow	Connect an external Virtual Network Computing (VNC) client to the remote control panel.
Authentication Type  None*  Standard Authentication	Set the authentication type when accessing the VNC client server.
VNC Password	Specify the password to connect to the VNC client server.  Note: This menu item appears only if Authentication Type is set to Standard Authentication.
Note: An asterisk (*) next to a value indicates the factory default setting.	

## **Notifications**

Description
Set the indicator light to come on when a printer error occurs.
<b>Note:</b> This menu item appears only in some printer models.
Enable a sound when loading paper into the ADF.
Set the number of times that the alarm sounds when the printer requires user intervention.
Show the estimated status of the supplies.
Set the number of times that the alarm sounds when the toner cartridge is low.

Menu item	Description
E-mail Alerts Setup E-mail Setup Primary SMTP Gateway Primary SMTP Gateway Port (25*) Secondary SMTP Gateway Secondary SMTP Gateway Port (25*) SMTP Timeout (30 seconds*) Reply Address Always use SMTP default Reply Address (Off*) Use SSL/TLS (Disabled*) Require Trusted Certificate (On*) SMTP Server Authentication (No authentication required*) Device-Initiated E-mail (None*) User-Initiated E-mail (None*)	Configure the e-mail settings of the printer.
Use Active Directory Device Credentials (Off*) Device Userid Device Password Kerberos 5 REALM NTLM Domain Disable "SMTP server not set up" error (Off*)  Error Prevention Jam Assist (On*)	Set the printer to flush blank pages or pages with partial prints automatically after a jammed page has been cleared.
Auto Continue (On*) Auto Reboot Auto Reboot (Reboot always*) Max Auto Reboots (2*) Auto Reboot Window (720 seconds*) Display Short Paper Error (Auto-clear*) Page Protect (Off*)	<ul> <li>Let the printer continue processing or printing a job automatically after clearing certain printer conditions that require user intervention.</li> <li>Set the printer to restart automatically when an error occurs.</li> <li>Set the printer to show a message when a short paper error occurs.</li> <li>Set the printer to process the entire page into the memory before printing it.</li> </ul>
Jam Content Recovery  Jam Recovery (Auto*)  Scanner Jam Recovery (Page level*)  Note: An asterisk (*) next to a value indicates the fa	<ul> <li>Set the printer to reprint jammed pages.</li> <li>Specify how to restart a scan job after resolving a paper jam.</li> </ul>

# **Power Management**

Menu item	Description
Sleep Mode Profile Print from Sleep Mode Stay awake after printing Enter Sleep Mode after printing*	Set the printer to stay in Ready mode or return to Sleep mode after printing.
Timeouts Sleep Mode 1–120 minutes (15*)	Set the idle time before the printer begins operating in Sleep mode.
Timeouts  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.
Timeouts  Hibernate Timeout on Connection  Hibernate  Do Not Hibernate*	Set Hibernate Timeout to turn off the printer while an active Ethernet connection exists.
Schedule Power Modes Schedules Add New Schedule  Note: An asterisk (*) next to a value indicates the	Schedule the printer when to enter Sleep or Hibernate mode.

# Accessibility

Menu item	Description
<b>Duplicate Key Strike Interval</b> 0–5 seconds (0*)	Set the interval during which the printer ignores duplicate key presses on an attached keyboard.
<b>Key Repeat Initial Delay</b> 0.25–5 seconds (1*)	Set the initial length of delay before a repeating key starts repeating.  Note: Appears only when a keyboard is attached to the printer.
Key Repeat RateSet the number of presses per second for a repeating key.0.5–30 (30*)Note: Appears only when a keyboard is attached to the printer.	
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Prolong Screen Timeout	Let the user remain in the same location and reset the Screen Timeout timer when
Off*	it expires instead of returning to the home screen.
On	
Note: An asterisk (*) next to a value indicates the factory default setting.	

# **Restore Factory Defaults**

Menu item	Description
Restore Settings	Restore the printer factory default settings.
Restore all settings	
Restore printer settings	
Restore network settings	
Restore fax settings	
Restore app settings	

## Maintenance

# **Configuration Menu**

Menu item	Description
USB Configuration USB PnP 1* 2	Change the USB driver mode of the printer to improve its compatibility with a personal computer.
USB Configuration 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).
USB Configuration USB Speed Full Auto*	Set the USB port to run at full speed and disable its high-speed capabilities.
Tray Configuration Size Sensing Tray [x] Sensing Off On*	Set the tray to sense automatically the paper size loaded into it.
Tray Configuration  Tray Linking  Automatic*  Off	Set the printer to link the trays that have the same paper type and paper size settings.

Menu item	Description
Tray Configuration Show Tray Insert Message Off Only for unknown sizes* Always	Show the <b>Tray Insert</b> message.
Tray Configuration  A5 Loading  Short Edge  Long Edge*	Determine the default loading orientation for the A5 size paper in all paper sources.
Tray Configuration Paper Prompts Auto* Multipurpose Feeder Manual Paper	Set the paper source that the user fills when a prompt to load paper appears.  Note: For Multipurpose Feeder to appear, in the Paper menu, set Configure MP to Cassette.
Tray Configuration  Envelope Prompts  Auto*  Multipurpose Feeder  Manual Envelope	Set the paper source that the user fills when a prompt to load envelope appears.  Note: For Multipurpose Feeder to appear, in the Paper menu, set Configure MP to Cassette.
Tray Configuration  Action for Prompts  Prompt user*  Continue  Use current	Set the printer to resolve paper- or envelope-related change prompts.
Reports  Menu Settings Page Event Log Event Log Summary HealthCheck Statistics	Print reports about printer menu settings, status, and event logs.
Printer Emulations PPDS Emulation Off* On	Set the printer to recognize and use the PPDS data stream.
Printer Emulations PS Emulation Off On*	Set the printer to recognize and use the PS data stream.
Printer Emulations Emulator Security Page Timeout 0–60 (60*)	Set the page timeout during emulation.
Note: An asterisk (*) next to a value indica	tes the factory default setting.

Menu item	Description
Printer Emulations Emulator Security Reset Emulator After Job Off* On	Reset the emulator after a print job.
Printer Emulations Emulator Security Disable Printer Message Access Off On*	Disable access to printer message during emulation.
Fax Configuration Fax Low Power Support Disable Sleep Permit Sleep Auto*	Set fax to enter Sleep mode whenever the printer determines that it should.
Fax Configuration Fax Storage Location NAND Disk*	Set the storage location for all faxes.  Note: This menu item appears only when a hard disk is installed.
Print Configuration  Black Only Mode  Off*  On	Print non-copy jobs in grayscale.
Print Configuration Color Trapping Off 1 2* 3 4 5	Enhance the printed output to compensate for misregistration in the printer.
Print Configuration 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.
Device Operations  Quiet Mode  Off*  On	Set the printer to operate in Quiet Mode.  Note: Enabling this setting slows down the overall performance of the printer.

Device Operations Safe Mode Off* On  Device Operations Minimum Copy Memory 80 MB* 100 MB  Device Operations Clear Custom Status  Device Operations Clear all remotely-installed messages  Device Operations Automatically Display Error Screens	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.  Set the minimum memory allocation for storing copy jobs.  Erase user-defined strings for the Default or Alternate custom messages.  Erase messages that were remotely installed.
Minimum Copy Memory 80 MB* 100 MB  Device Operations Clear Custom Status  Device Operations Clear all remotely-installed messages  Device Operations Automatically Display Error Screens	Erase user-defined strings for the Default or Alternate custom messages.
Clear Custom Status  Device Operations Clear all remotely-installed messages  Device Operations Automatically Display Error Screens	messages.
Clear all remotely-installed messages  Device Operations  Automatically Display Error Screens	Erase messages that were remotely installed.
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 equal to the Screen Timeout setting.
Device Operations  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.
Device Operations  Automatic Media Type Detection  Off  On*	Set the printer to detect the paper type of a page being loaded.
Device Operations  Enable Optional Parallel Port  Off*  On	Enable the optional parallel port.
Toner patch sensor setup  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.
Toner patch sensor setup Full calibration	Run the full color calibration.

Menu item	Description
Toner patch sensor setup Print TPS information page	Print a diagnostic page that contains information on toner patch sensor calibration.
Scanner Configuration Scanner Manual Registration Print Quick Test	Print a Quick Test target page.  Note: 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.
Scanner Configuration 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.
Scanner Configuration 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.
Scanner Configuration  ADF Deskew  ADF Mechanical Deskew (On*)  ADF Electronic Deskew (On*)	Reduce skewing of documents that are scanned from the ADF.
Scanner Configuration  Disable Scanner  Enabled*  Disabled  ADF Disabled	Disable the scanner when it is not working properly.
Scanner Configuration  Tiff Byte Order  CPU Endianness*  Little Endian  Big Endian	Set the byte order of a TIFF-formatted scan output.
Scanner Configuration  Exact Tiff Rows Per Strip  On*  Off	Set the RowsPerStrip tag value of a TIFF-formatted scan output.

### **Out of Service Erase**

Menu item	Description
Out of Service Erase  Memory Last Sanitized	Show information on when the printer memory or hard disk was last sanitized.
Hard Disk Last Sanitized	<b>Note:</b> Hard Disk Last Sanitized appears only when a hard disk is installed.

Menu item	Description
Out of Service Erase Sanitize all information on nonvolatile memory	Clear all information on non-volatile memory and information on the hard disk.
Erase all printer and network settings Erase all apps and app settings Erase all shortcuts and shortcut settings	<b>Note:</b> Sanitize all information on hard disk appears only when a hard disk is installed.
Sanitize all information on hard disk	
Erase downloads (Erase all macros, fonts, PPOs, etc.)	
Erase buffered jobs Erase Held jobs	

### **Visible Home Screen Icons**

Menu	Description
Сору	Specify which icons to show on the home screen.
E-mail	
Fax	
Status/Supplies	
Job Queue	
Change Language	
Shortcut Center	
Address Book	
Bookmarks	
Held Jobs	
USB	
FTP	
Scan Profiles	
App Profiles	
Forms and Favorites	
Scan Center	
Card Copy	

#### **About this Printer**

Menu item	Description	
Asset Tag	Show the serial number of the printer.	
Printer's Location	Identify the printer location. The maximum length is 63 characters.	
Contact	Personalize the printer name. The maximum length is 63 characters.	
Export Configuration File to USB	Export the configuration file to a flash drive.	
Export Compressed Logs to USB	Export the compressed log files to a flash drive.	

# **Print**

# Layout

Menu item	Description
Sides 1-Sided* 2-Sided	Specify whether to print on one side or both sides of the paper.
Flip Style  Long Edge*  Short Edge	Determine which side of the paper is bound when performing two-sided printing.
Blank Pages Print Do Not Print*	Print blank pages that are included in a print job.
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.
Separator Sheets None* Between Copies Between Jobs Between Pages	Insert blank separator sheets when printing.
Separator Sheet Source Tray [x] (1*) Multipurpose Feeder	Specify the paper source for the separator sheet.
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.
Pages per Side Ordering Horizontal* Reverse Horizontal Vertical Reverse Vertical	Specify the positioning of multiple page images when using the Pages per Side menu.  a value indicates the factory default setting.

Menu item	Description
Pages per Side Orientation Auto* Landscape Portrait	Specify the orientation of multiple page images when using the Pages per Side menu.
Pages per Side Border 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.
Print Area  Normal*  Fit to page  Whole Page	Set the printable area on a sheet of paper.
Note: An asterisk (*) next to a value indicates the factory default setting.	

# Setup

Menu item	Description
Printer Language PCL Emulation PS Emulation*	Set the printer language.  Note: Setting a printer language default does not prevent a software program from sending print jobs that use another printer language.
Job Waiting Off* On	Preserve print jobs requiring supplies so that jobs not requiring the missing supplies can print.  Note: This menu item appears only when a printer hard disk is installed.
Job Hold Timeout 0-255 (30*)	Set the time in seconds that the printer waits for user intervention before it holds jobs that require unavailable resources and continues to print other jobs in the print queue.
	<b>Note:</b> This menu item appears only when a printer hard disk is installed.
Printer Usage  Max Speed  Max Yield*	Determine how the color imaging kit operates during printing.  Notes:
	When set to Max Yield, the color imaging kit slows or stops while printing groups of black-only pages.
	<ul> <li>When set to Max Speed, the color imaging kit always runs while printing, whether color or black pages are being printed.</li> </ul>
Download Target  RAM*	Specify where to save all permanent resources, such as fonts and macros, that have been downloaded to the printer.
Disk	Note: This menu item appears only when a printer hard disk is installed.
Note: An asterisk (*) next to a value ind	licates the factory default setting.

Menu item	Description
On  fonts and macros, when it receives a job that requires more available memory.  Notes:  When set to Off, the printer retains downloaded resource memory is needed. Resources associated with the inac language are deleted.  When set to On, the printer preserves all the permanen downloaded resources across all language switches. We have to one of the printer preserves all the permanen downloaded resources across all language switches.	Determine what the printer does with downloaded resources, such as fonts and macros, when it receives a job that requires more than the available memory.
	Notes:
	<ul> <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> </ul>
	<ul> <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>
Print All Order Alphabetical* Newest First Oldest First	Specify the order when you choose to print all held and confidential jobs.  Note: This menu item appears only when a printer hard disk is installed.

# Quality

Description
Set how the printer generates color content.
Set the resolution for the printed output.  Note: 4800 CQ provides high-quality output at maximum speed.
Determine the lightness or darkness of text images.
Enhance the printed output to have smoother lines with sharper edges.
Reduce the amount of toner used to print graphics and images.  Note: When set to On, this setting overrides the value of the Toner Darkness setting.
Adjust the brightness, contrast, and saturation for color output.  Note: This setting does not affect files where CMYK color specifications are used.

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

#### **Advanced Imaging**

Menu item	Description
Color Balance Cyan -5 to 5 (0*) Magenta -5 to 5 (0*) Yellow -5 to 5 (0*) Black -5 to 5 (0*) Reset Defaults	Adjust the amount of toner that is used for each color.
Color Correction  Off Auto*  Manual	<ul> <li>Modify the color settings used to print documents.</li> <li>Notes: <ul> <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> </li> </ul>
Color Samples Print Color Samples	Print sample pages for each of the RGB and CMYK color conversion tables used in the printer.
Color Adjust	Calibrate the printer to adjust color variations in the printed output.
Spot Color Replacement Set Custom CMYK	Assign specific CMYK values to twenty named spot colors.
Note: An asterisk (*) next to a va	lue indicates the factory default setting.

# **Job Accounting**

log of the print jobs that it receives. ears only when a flash memory or hard disk is	
ter creates a log file.	
Monthly*  Note: An asterisk (*) next to a value indicates the factory default setting.	

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

# **XPS**

Menu item	Description
Print Error Pages	Print the error pages that the printer encountered while processing an XPS file.
Off*	
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Minimum Line Width	Set the minimum stroke width.
1–30 (2*)	Notes:
	Jobs printed in 1200 dpi use the value directly.
	<ul> <li>Jobs printed in 4800 CQ use half the value.</li> </ul>
Note: An asterisk (*) next to a value indicates the factory default setting.	

### **PDF**

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

# **PostScript**

Menu item	Description
Print PS Error	Print a page that describes the PostScript® error.
Off* On	<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.
Minimum Line Width	Set the minimum stroke width.
1–30 (2*)	Notes:
	Jobs printed in 1200 dpi use the value directly.
	Jobs printed in 4800 CQ use half the value.
Lock PS Startup Mode	Disable the SysStart file.
Off	
On*	
Image Smoothing	Enhance the contrast and sharpness of low-resolution images.
Off*	<b>Note:</b> This setting has no effect on images with a resolution of 300 dpi or
On	higher.
Note: An asterisk (*) next to a value inc	licates the factory default setting.

Menu item	Description
Font Priority	Establish the font search order.
Resident*	Notes:
Flash/Disk	<ul> <li>Resident sets the printer to search its memory for the requested font before searching the flash memory or printer hard disk.</li> </ul>
	<ul> <li>Flash/Disk sets the printer to search the flash memory or printer hard disk for the requested font before searching the printer memory.</li> </ul>
	<ul> <li>This menu item appears only when a flash memory or hard disk is installed.</li> </ul>
Wait Timeout	Enable the printer to wait for more data before canceling a print job.
Off	
On* (40 seconds)	

# **PCL**

Menu item	Description
Font Source	Choose the source which contains the default font selection.
Resident* Disk Flash All	<ul> <li>Notes:</li> <li>Flash and Disk appear only when a flash memory or hard disk is installed.</li> <li>For Flash and Disk to appear, make sure that they are not read- or</li> </ul>
	write-protected.
Font Name Courier*	Select a font from the specified font source.
Symbol Set	Specify the symbol set for each font name.
10U PC-8*	<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.
Pitch	Specify the pitch for fixed or monospaced fonts.
0.08–100 (10*)	<b>Note:</b> Pitch refers to the number of fixed-space characters in a horizontal inch of type.
Orientation Portrait* Landscape	Specify the orientation of text and graphics on the page.

Description
Specify the number of lines of text for each page printed through the PCL® data stream.
Notes:
This menu item activates vertical escapement that causes the selected number of requested lines to print between the default margins of the page.
<ul> <li>60 is the U.S. factory default setting. 64 is the international factory default setting.</li> </ul>
Set the initial minimum stroke width.
Notes:
<ul> <li>Jobs printed in 1200 dpi use the value directly.</li> <li>Jobs printed in 4800 CQ use half the value.</li> </ul>
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.
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.
Set the printer to perform a line feed after a carriage return control command.
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.
Show the factory default value assigned for each paper source.
Restore the tray renumber values to their factory defaults.
Set the printer to end a print job after it has been idle for the specified amount of time.

# **HTML**

Menu item	Description	
Font Name Times*	Set the font to use when printing HTML documents.	
Note: An asterisk (*) next to a value indicates the factory default setting.		

Description
Set the font size to use when printing HTML documents.
Scale HTML documents for printing.
Set the page orientation for HTML documents.
Set the page margin for HTML documents.
Print background information or graphics in HTML documents.

# **Image**

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

# **Paper**

# **Tray Configuration**

Menu item	Description
Default Source  Tray [x] (1*)  Multipurpose Feeder  Manual Paper  Manual Envelope	Set the paper source for all print jobs.
Paper Size/Type  Tray [x]  Multipurpose Feeder  Manual Paper  Manual Envelope	Specify the paper size or paper type loaded in each paper source.
Substitute Size 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.  Notes:  Off prompts the user to load the required paper size.  All Listed allows all available substitutions.
Configure MP  Cassette*  Manual  First	Determine the behavior of the multipurpose feeder.  Notes:      Cassette configures the multipurpose feeder as the automatic paper source.      Manual sets the multipurpose feeder only for manual-feed print jobs.      First configures the multipurpose feeder as the primary paper source.

# **Media Configuration**

#### **Universal Setup**

Menu item	Description
Units of Measure	Specify the unit of measurement for the universal paper.
Inches	Note: Inches is the U.S. factory default setting. Millimeters is the
Millimeters	international factory default setting.
Portrait Width	Set the portrait width of the universal paper.
3–52 inches (8.5*)	
76–1321 mm (216*)	
Note: An asterisk (*) next to a value	ue indicates the factory default setting

Menu item	Description
Portrait Height 3–52 inches (14*) 76.2–1321 mm (356*)	Set the portrait height of the universal paper.
Feed Direction Short Edge*	Set the printer to pick paper from the short edge or long edge direction.
Long Edge	<b>Note:</b> Long Edge appears only when the longest edge is shorter than the maximum width supported.

#### **Custom Scan Sizes**

Menu item	Description
Custom Scan Size [x]	Assign a scan size name and configure the scan settings.
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	

#### **Media Types**

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

# Сору

# **Copy Defaults**

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

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

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

#### **Advanced Imaging**

Menu item	Description
Color Balance Cyan (0* Magenta (0*) Yellow (0*)	Adjust the color intensity for cyan, magenta, and yellow.
Color Dropout  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.
Auto Color Detect  Color Sensitivity (5*)  Area Sensitivity (5*)	Configure the auto color detection setting.
Contrast  Best for content* 0–5	Specify the contrast for the scanned image.
Background Removal  Background Detection (Content-based*)  Level (0*)	Remove the background color or image noise from the original document.  Notes:  Content-based removes the background color from the original document.
	Fixed removes image noise from a photo.

Description
Align the content at the center of the page.
Create a mirror image of the original document.
Create a negative image of the original document.
Adjust the shadow detail in the original document.
Scan the original document from edge to edge.
Adjust the sharpness of the scanned image.

#### **Admin Controls**

Menu item	Description
Allow Color Copies Off On*	Print copies in color.
Allow Priority Copies Off On*	Interrupt a print job to make copies.
Custom Job Scanning 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.  Note: This menu item appears only when a hard disk is installed.
Allow Save as Shortcut Off On*	Save copy settings as a shortcut.
Adjust ADF Skew Off On*	Set the printer to adjust the skewed images from documents that are scanned from the ADF.
Sample copy Off* On	Print a sample copy to check the quality before printing the remaining copies.  Note: This menu item appears only when a hard disk is installed.
Note: An asterisk (*) next to a value indicates the factory default setting.	

# Fax

#### **Fax Defaults**

#### Fax Mode

Menu item	Description
Fax Mode	Select a fax mode.
Fax*	
Fax Server	
Disabled	
Note: An asterisk (*) next to a value indicates the factory default setting.	

### Fax Setup

figure the general fax settings.

Menu item	Description
Fax Send Settings	Configure the fax send settings.
Resolution (Standard*)	Note: Custom Job Scanning and Scan Preview appear only
Original Size (Mixed Sizes*)	when a hard disk is installed.
Orientation (Portrait*)	
Sides (Off*)	
Content Type (Text*)	
Content Source (Color Laser*)	
Darkness (5*)	
Behind a PABX (Off*)	
Dial Mode (Tone*)	
Advanced Imaging	
Color Balance	
Color Dropout	
Contrast (Best for Content*)	
Background Removal	
Background Detection (Content-based*)	
Level (0*)	
Mirror Image (Off*)	
Negative Image (Off*)	
Shadow Detail (0*)	
Scan Edge to Edge (Off*)	
Sharpness (3*)	
Temperature (0*)	
Admin Controls	
Automatic Redial (5*)	
Redial Frequency (3 minutes*)	
Enable ECM (On*)	
Enable Fax Scans (On*)	
Driver to Fax (Off*)	
Allow Save as Shortcut (On*)	
Max Speed (33600*)	
Custom Job Scanning (Off*)	
Scan Preview (Off*)	
Adjust ADF Skew (On*)	
Enable Color Fax Scans (Off by Default*)	
Auto Convert Color Faxes to Mono Faxes	
(On*)	
Confirm Fax Number (Off*)	
Dial Prefix	
Dialing Prefix Rules	
Note: An asterisk (*) next to a value indicates the fa	ctory default setting.

Menu item	Description
Fax Receive Settings	Configure the fax receive settings.
Rings to Answer (3*)	Comigure the tax receive settings.
Auto Reduction (Off*)	
Paper Source (Auto*)	
Sides (Off*)	
Separator Sheets (None*)	
Separator Sheet Source(Tray 1*)	
Output Bin(Standard Bin*)	
Fax Footer (Off*)	
Fax Footer Time Stamp (Receive*)	
Holding Faxes	
Held Fax Mode (Off*)	
Admin Controls	
Enable Fax Receive (On*)	
Enable Color Fax Receive (On*)	
Enable Caller ID (On*)	
Block No Name Fax (Off*)	
Banned Fax List	
Answer On (All Rings*)	
Auto Answer (On*)	
Manual Answer Code (*9*)	
Fax Forwarding (Print*)	
Max Speed (33600*)	
Fax Cover Page	Configure the fax cover page settings.
Fax Cover Page (Off by Default*)	
Include To field (Off*)	
Include From field (Off*)	
Include Message field (Off*)	
Include Logo (Off*)	
Include Footer [x]	
Fax Log Settings	Configure the fax log settings.
Transmission Log Frequency (Always*)	
Transmission Log Action	
Print (On*)	
E-mail (Off*)	
Receive Error Log (Print Never*)	
Auto Print Logs (On*)	
Log Paper Source (Tray 1*)	
Logs Display (Remote Fax Name*)	
Enable Job Log (On*)	
Enable Call Log (On*)	
Log Output Bin (Standard Bin*)	
<b>Note:</b> An asterisk (*) next to a value indicates the fa	actory default setting.

Menu item	Description
Speaker Settings Speaker Mode (Always Off*) Speaker Volume (Low*)	Set the speaker mode and volume for incoming or outgoing fax.
Ringer Volume (Off*)	
Note: An asterisk (*) next to a value indica	ites the factory default setting.

#### **Fax Server Setup**

Menu item	Description
General Fax Settings	Configure the general fax settings.
To Format	
Reply Address	
Subject:	
Message:	
Enable analog receive (Off*)	
Fax Server E-mail Settings	Configure the fax server e-mail settings.
Use E-mail SMTP Server (Off*)	
Primary SMTP Gateway	
Primary SMTP Gateway Port	
Secondary SMTP Gateway	
Secondary SMTP Gateway Port	
SMTP Timeout (30 seconds*)	
Reply Address	
Use SSL/TLS (Disabled*)	
Required Trusted Certificate (On*)	
SMTP Server Authentication (No authentication required*)	
Device-Initiated E-mail (None*)	
User-Initiated E-mail (None*)	
Use Active Directory Device Credentials (Off*)	
Device Userid	
Device Password	
Kerberos 5 REALM	
NTLM Domain	
Disable "SMTP server not set up" error (Off*)	

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

Menu item	Description
Fax Server Scan Settings	Configure the fax server scan settings.
Image Format (PDF (.pdf)*)	
Content Type (Text*)	
Content Source (Color Laser*)	
Fax Resolution (Standard*)	
Sides (Off*)	
Darkness (5*)	
Orientation (Portrait*)	
Original Size (Mixed Sizes*)	
Use Multi-Page TIFF (On*)	

# E-mail

### E-mail Setup

Menu item	Description
Primary SMTP Gateway	Type the IP address or host name of the primary SMTP server for sending e-mail.
Primary SMTP Gateway Port 1–65535 (25*)	Enter the port number of the primary SMTP server.
Secondary SMTP Gateway	Type the server IP address or host name of your secondary or backup SMTP server.
Secondary SMTP Gateway Port 1–65535 (25*)	Enter the server port number of your secondary or backup SMTP server.
SMTP Timeout 5–30 seconds (30*)	Set the time before the printer times out if the SMTP server does not respond.
Reply Address	Specify a reply address in the e-mail.
Always use SMTP default Reply Address On Off*	Always use the default reply address in the SMTP server.
Use SSL/TLS Disabled* Negotiate Required	Specify whether to send e-mail using an encrypted link.
Require Trusted Certificate Off On*	Require a trusted certificate when accessing the SMTP server.

Menu item	Description
SMTP Server Authentication  No authentication required*  Login / Plain  NTLM  CRAM-MD5  Digest-MD5  Kerberos 5	Set the authentication type for the SMTP server.
Device-Initiated E-mail  None*  Use Device SMTP Credentials	Specify whether credentials are required for device-initiated e-mail.
User-Initiated E-mail 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.
Use Active Directory Device Credentials  Off*  On	Specify whether credentials are required for user-initiated e-mail.
Device Userid Device Password	Specify the user ID and password to connect to the SMTP server.
Kerberos 5 REALM	Specify the realm for the Kerberos 5 authentication protocol.
NTLM Domain	Specify the domain name for the NTLM security protocol.
Note: An asterisk (*) next to a value indicates the	ne factory default setting.

### **E-mail Defaults**

Menu item	Description	
Subject:	Specify the e-mail subject and message.	
Message:		
File Name	Specify the filename for the scanned document.	
Format	Specify the file format of the scanned document.	
JPEG (.jpg)		
PDF (.pdf)*		
TIFF (.tif)		
XPS (.xps)		
Note: An asterisk (*) next to a	Note: An asterisk (*) next to a value indicates the factory default setting.	

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

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

#### **Advanced Imaging**

Menu item	Description
Color Balance Cyan (0*) Magenta (0*) Yellow (0*)	Adjust the color intensity for cyan, magenta, and yellow.
Color Dropout  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.
Auto Color Detect Color Sensitivity (5*) Area Sensitivity (5*) E-mail Bit Depth (1 bit*)	Configure the auto color detection setting.
JPEG Quality  Best for content* 5–95	Set the JPEG quality of the scanned image.
Contrast  Best for content* 0–5	Specify the contrast for the scanned image.
Background Removal  Background Detection (Content-based*)  Level (0*)	Remove the background color or image noise from the original document.  Notes:  Content-based removes the background color from the original document.  Fixed removes image noise from a photo.
Mirror Image Off* On	Create a mirror image of the original document.
Negative Image Off* On	Create a negative image of the original document.
Note: An asterisk (*) next to a value indicates	s the factory default setting.

Description
Adjust the shadow detail in the scanned image.
Scan the original document from edge to edge.
Adjust the sharpness in the scanned image.
Generate a bluer or redder output of the original document.
Set the sensitivity of scans in relation to blank pages in the original document.

#### **Admin Controls**

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

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

# Web Link Setup

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

# **FTP**

#### **FTP Defaults**

Menu item	Description
Format  JPEG (.jpg)  PDF (.pdf)*  TIFF (.tif)  XPS (.xps)	Specify the file format for the scanned image.
PDF Settings PDF Version (1.5*) Archival Version (A-1a*) Highly Compressed (Off*) Secure (Off*) Archival (PDF/A) (Off*)	Configure the PDF settings for the scanned image.  Note: Highly Compressed appears only when a hard disk is installed.
Content Type Text Text/Photo* Graphics Photo	Improve the output result based on the content type of the original document.
Content Source  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.

Menu item	Description
Color  Black and White  Gray  Color*  Auto	Set the printer to capture file content in color or in mono.
Resolution 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.
Orientation Portrait* Landscape	Specify the orientation of the original document.
Original Size Mixed Sizes*	Set the paper size of the original document.
Sides Off* Long Edge Short Edge	Specify the orientation when scanning on both sides of the document.
File Name	Specify the file name of the scanned image.
Note: An asterisk (*) next	to a value indicates the factory default setting.

#### **Advanced Imaging**

Menu item	Description
Color Balance	Adjust the color intensity for cyan, magenta, and yellow.
Cyan (0*)	
Magenta (0*)	
Yellow (0*)	
Color Dropout	Specify which color to drop during scanning, and adjust the dropout
Color Dropout (None*)	setting for that color.
Default Red Threshold (128*)	
Default Green Threshold (128*)	
Default Blue Threshold (128*)	
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Auto Color Detect Color Sensitivity (5*) Area Sensitivity (5*) FTP Bit Depth (1 bit*)	Configure the auto color detection setting.
JPEG Quality  Best for content* 5–95	Set the JPEG quality of the scanned image.
Contrast  Best for content*  0  1  2  3  4  5	Specify the contrast for the scanned image.
Background Removal  Background Detection (Content-based*)  Level (0*)	Remove the background color or image noise from the original document.  Notes:  Content-based removes the background color from the original document.  Fixed removes image noise from a photo.
Mirror Image Off* On	Create a mirror image of the original document.
Negative Image Off* On	Create a negative image of the original document.
Shadow Detail -4 to 4 (0*)	Adjust the shadow detail in the scanned image.
Scan Edge to Edge Off* On	Allow edge-to-edge scanning of the original document.
Sharpness 1–5 (3*)	Adjust the sharpness in the scanned image.
Temperature -4 to 4 (0*)	Generate a bluer or redder output of the original document.
Blank Pages Blank Page Removal (Remove*) Blank Page Sensitivity (5*)	Set the sensitivity of scans in relation to blank pages in the original document.
Note: An asterisk (*) next to a value indicate	s 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.
Text/Photo Default 5–95 (75*)	Set the quality of text and photo on the scanned image.
Photo Default 5–95 (50*)	Set the quality of photo on the scanned image.
Use Multi-Page TIFF On* Off	Enable scanning of multiple TIFF images in one TIFF file.
TIFF Compression  LZW*  JPEG	Specify the compression type for TIFF files.
Transmission Log Print Log* Do Not Print Log Print Only For Error	Print a transmission log for FTP scans.
Log Paper Source Tray [x] (1*) Multipurpose Feeder	Specify the paper source for printing FTP logs.
Custom Job Scanning 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.  Note: This menu item appears only when a hard disk is installed.
Scan Preview Off On*	Show a preview of the original document.  Note: This menu item appears only when a hard disk is installed.
Allow Save as Shortcut Off On*	Save an FTP address as a shortcut.
Adjust ADF Skew Off On*	Set the printer to adjust the skewed images from documents that are scanned from the ADF.
Note: An asterisk (*) next to a valu	ue indicates the factory default setting.

# **USB** Drive

#### Flash Drive Scan

Menu item	Description
Format  JPEG (.jpg)  PDF (.pdf)*  TIFF (.tif)  XPS (.xps)	Specify the file format for the scanned image.
PDF Settings  PDF Version (1.5*)  Archival Version (A-1a*)  Highly Compressed (Off*)  Secure (Off*)  Archival (PDF/A) (Off*)	Configure the PDF settings of the scanned image.  Notes:  Archival Version and Archival (PDF/A) are supported only when PDF Version is set to 1.4.  Highly Compressed appears only when a hard disk is installed.
Content Type  Text  Text/Photo*  Graphics  Photo	Improve the output result based on the content type of the original document.
Content Source  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.
Color  Black and White  Gray  Color*  Auto	Set the printer to capture file content in color or in mono.
Resolution 75 dpi 150 dpi* 200 dpi 300 dpi 400 dpi 600 dpi	Set the resolution of the scanned image.  value indicates the factory default setting.

Menu item	Description
<b>Darkness</b> 1–9 (5*)	Adjust the darkness of the scanned image.
Orientation Portrait* Landscape	Specify the orientation of the original document.
Original Size Mixed Sizes*	Set the paper size of the original document.
Sides Off* Long edge Short edge	Specify the orientation of the original document when scanning on both sides of the document.
File Name	Specify the file name of the scanned image.
Note: An asterisk (*) next to a value indicates the factory default setting.	

#### **Advanced Imaging**

Menu item	Description
Color Balance Cyan (0*) Magenta (0*) Yellow (0*)	Adjust the color intensity for cyan, magenta, and yellow.
Color Dropout  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.
Auto Color Detect  Color Sensitivity (5*)  Area Sensitivity (5*)  Scan Bit Depth (1 bit*)	Configure the auto color detection setting.
JPEG Quality  Best for content* 5–95	Set the JPEG quality of the scanned image.
Contrast  Best for content* 0–5	Specify the contrast for the scanned image.

Menu item	Description
Background Removal Background Detection (Content-based*)	Remove the background color or image noise from the original document.
Level (0*)	Notes:
	Content-based removes the background color from the original document.
	Fixed removes image noise from a photo.
Mirror Image Off* On	Create a mirror image of the original document.
Negative Image Off* On	Create a negative image of the original document.
Shadow Detail -4 to 4 (0*)	Adjust the shadow detail in the scanned image.
Scan Edge to Edge Off* On	Scan the original document from edge to edge.
<b>Sharpness</b> 1–5 (3*)	Adjust the sharpness in the scanned image.
Temperature -4 to 4 (0*)	Generate a bluer or redder output of the original document.
Blank Pages Blank Page Removal (Remove*) Blank Page Sensitivity (5*)	Set the sensitivity of scans in relation to blank pages in the original document.

#### **Admin Controls**

Menu item	Description
<b>Text Default</b> 5–95 (75*)	Set the quality of text on the scanned image.
Text/Photo Default 5-95 (75*)	Set the quality of text and photo on the scanned image.
Photo Default 5–95 (50*)	Set the quality of a photo on the scanned image.
Use Multi-Page TIFF Off On*	Enable scanning of multiple TIFF images in one TIFF file.
Note: An asterisk (*) next to a value indicates the factory default setting.	

pecify the compression type for TIFF files.
et the printer to scan the first set of original documents using the specified ettings, and then scan the next set with the same or different settings. <b>lote:</b> This menu item appears only when a hard disk is installed.
show a scan preview of the original document. <b>Note:</b> This menu item appears only when a hard disk is installed.
et the printer to adjust the skewed images from documents that are scanned rom the ADF.

### Flash Drive Print

Menu item	Description
Number of Copies 1–9999 (1*)	Set the number of copies.
Paper Source  Tray [x] (1*)  Multipurpose Feeder  Manual Paper  Manual Envelope	Set the paper source for the print job.
Color Off On*	Print a flash drive file in color.
Collate (1,1,1) (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.
Sides 1-Sided* 2-Sided	Specify whether to print on one side or both sides of the paper.
Flip Style  Long Edge*  Short Edge	Determine which side of the paper is bound when performing two-sided printing.
Long Edge* Short Edge	Determine which side of the paper is bound when performing two-sided printing to a value indicates the factory default setting.

Menu item	Description
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.
Pages per Side Ordering  Horizontal*  Reverse Horizontal  Reverse Vertical  Vertical	Specify the positioning of multiple page images when using Pages per Side menu.
Pages per Side Orientation Auto* Landscape Portrait	Specify the orientation of multiple page images when using Pages per Side menu.
Pages per Side Border None* Solid	Print a border around each page image when using Pages per Side menu.
Separator Sheets Off* Between Copies Between Jobs Between Pages	Insert blank separator sheets when printing.
Separator Sheet Source Tray [x] (1*) Multipurpose Feeder	Specify the paper source for the separator sheet.
Blank Pages  Do Not Print*  Print	Print blank pages in a print job.

# **Network/Ports**

#### **Network Overview**

Menu item	Description
Active Adapter Auto* Standard Network Wireless	Specify the type of the network connection.  Note: Wireless is available only in printers connected to a wireless network.
Network Status	Show the connectivity status of the printer network.
Display Network Status on Printer Off On*	Show the network status on the display.
Speed, Duplex	Show the speed of the currently active network card.
IPv4	Show the IPv4 address.
All IPv6 Addresses	Show all IPv6 addresses.
Reset Print Server	Reset all active network connections to the printer.  Note: This setting removes all network configuration settings.
Network Job Timeout Off On* (90 seconds)	Set the time before the printer cancels a network print job.
Banner Page Off* On	Print a banner page.
Scan to PC Port Range	Specify a valid port range for printers that are behind a port blocking firewall.
Enable Network Connections Off On*	Enable the printer to connect to a network.
Enable LLDP Off* On	Enable Link Layer Discovery Protocol (LLDP) in the printer.
Note: An asterisk (*) next to a valu	e 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
Setup On Printer Panel Choose Network Add Wi-Fi Network Network Name Network Mode (Infrastructure*) Wireless Security Mode (Disabled*)	Configure the wireless connection using the control panel.
Wi-Fi Protected Setup Start Push Button Method Start PIN Method	Establish a Wi-Fi network and enable network security.
Enable Wi-Fi Direct On Off*	Enable Wi-Fi Direct-capable devices to connect to the printer.
Compatibility 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.
Wireless Security Mode Disabled* WEP WPA2/WPA-Personal WPA2-Personal 802.1x - RADIUS	Set the security mode for connecting the printer to Wi-Fi devices.
IPv4 Enable DHCP (On*) Set Static IP Address	Configure the IPv4 settings.
IPv6 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.
Network Address	Specify the network address.
PCL SmartSwitch Off On*	Set the printer to switch automatically to PCL emulation when a print job requires it, regardless of the default printer language.  Note: When this setting is disabled, the printer does
	<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.

Menu item	Description
PS SmartSwitch 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.
Job Buffering Off*	Temporarily store print jobs on the hard disk before printing.
On	<b>Note:</b> This menu item appears only when a hard disk is installed.
Mac Binary PS Auto*	Set the printer to process Macintosh binary PostScript print jobs.
On	Notes:
Off	On processes raw binary PostScript print jobs.
	Off filters print jobs using the standard protocol.

### **Ethernet**

Menu item	Description
Network Speed	Show the speed of the active network adapter.
IPv4 Enable DHCP (On*) Set Static IP Address	Configure the IPv4 settings.
IPv6 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.
Network Address  UAA  LAA	Specify the network address.
PCL SmartSwitch Off	Set the printer to switch automatically to PCL emulation when a print job requires it, regardless of the default printer language.
On*	<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.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
PS SmartSwitch Off	Set the printer to switch automatically to PostScript emulation when a print job requires it, regardless of the default printer language.
On*	<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.
Job Buffering	Temporarily store jobs on the hard disk before printing.
Off*	Note: This menu item appears only when a hard disk is installed.
On	
Mac Binary PS	Set the printer to process Macintosh binary PostScript print jobs.
Auto*	Notes:
On	
Off	<ul> <li>Auto processes print jobs from computers using either Windows or Macintosh operating systems.</li> </ul>
	<ul> <li>Off filters PostScript print jobs using the standard protocol.</li> </ul>
Energy Efficient Ethernet	Reduce power consumption when the printer does not receive data
On	from the Ethernet network.
Off	
Auto*	

### TCP/IP

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

Menu item	Description
Set Hostname	Set the current TCP/IP host name.
Domain Name	Set the domain name.
Allow DHCP/BOOTP to update NTP server	Allow the DHCP and BOOTP clients to update the NTP settings of the printer.
On* Off	
Zero Configuration Name	Specify a service name for the zero configuration network.
Enable Auto IP  Off* On	Assign an IP address automatically.
DNS Server Address	Specify the current Domain Name System (DNS) server address.
Backup DNS Address	Specify the backup DNS server addresses.
Backup DNS Address 2	
Backup DNS Address 3	
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description	
Domain Search Order	Specify a list of domain names to locate the printer and its resources that reside in different domains on the network.	
Enable DDNS Off* On	Update the Dynamic DNS settings.	
DDNS TTL	Specify the current DDNS settings.	
Default TTL		
DDNS Refresh Time		
Enable mDNS Off On*	Update the multicast DNS settings.	
WINS Server Address	Specify a server address for Windows Internet Name Service (WINS).	
Enable BOOTP  Off*  On	Allow the BOOTP to assign a printer IP address.	
Restricted Server List	Specify the IP addresses that are allowed to communicate with the printer over TCP/IP.	
	Notes:	
	Use a comma to separate each IP address.	
Particle of Common Link Onkings	You can add up to 50 IP addresses.  Cracify the access artists for ID addresses that are not in the list.	
Restricted Server List Options  Block All Ports*  Block Printing Only  Block Printing and HTTP Only	Specify the access option for IP addresses that are not in the list.	
MTU 256–1500 Ethernet (1500*)	Specify a maximum transmission unit (MTU) parameter for the TCP connections.	
Raw Print Port 1–65535 (9100*)	Specify a raw port number for printers connected on a network.	
Outbound Traffic Maximum Speed Off* On	Set the maximum transfer rate of the printer.  Note: When enabled, the option for this setting is 100–1000000 Kilobits/second.	
Enable TLSv1.0 Off On*	Enable the TLSv1.0 protocol.	
Enable TLSv1.1  Off On*	Enable the TLSv1.1 protocol.	
SSL Cipher List	Specify the cipher algorithms to use for the SSL or the TLS connections.	
Note: 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
SNMP Versions 1 and 2c	Configure Simple Network Management Protocol (SNMP) versions
Enabled	and 2c to install print drivers and applications.
Off	
On*	
Allow SNMP Set	
Off	
On*	
Enable PPM MIB	
Off	
On*	
SNMP Community	
SNMP Version 3	Configure SNMP version 3 to install and update the printer security
Enabled	
Off	
On*	
Set Read/Write Credentials	
User Name	
Password	
Set Read-only Credentials	
User Name	
Password	
Authentication Hash	
MD5	
SHA1*	
Minimum Authentication Level	
No Authentication, No Privacy	
Authentication, No Privacy	
Authentication, Privacy*	
Privacy Algorithm	
DES	
AES-128*	

#### **IPSec**

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

Menu item	Description
Enable IPSec	Enable Internet Protocol Security (IPSec).
Off	
On*	
Base Configuration	Set the IPSec base configuration.
Default*	
Compatibility Secure	
DH (Diffie-Hellman) Group Proposal	Set the IPSec base configuration.
modp2048 (14)*	<b>Note:</b> This menu item appears only when Base Configuration is set
modp3072 (15) modp4096 (16)	to Compatibility.
modp4090 (10)	
Proposed Encryption Method	Set the encryption method.
3DES	<b>Note:</b> This menu item appears only when Base Configuration is set
AES*	to Compatibility.
Proposed Authentication Method	Set the authentication method.
SHA1	Note: This menu item appears only when Base Configuration is set
SHA256*	to Compatibility.
SHA512	
IKE SA Lifetime (Hours)	Specify the IKE SA expiry period.
1	<b>Note:</b> This menu item appears only when Base Configuration is set
2	to Secure.
4 8	
24*	
IPSec SA Lifetime (Hours)	Specify the IPSec SA expiry period.
1	<b>Note:</b> This menu item appears only when Base Configuration is set
2	to Secure.
4	
8*	
24	
IPSec Device Certificate	Specify an IPSec certificate.
Pre-Shared Key Authenticated	Configure the authenticated connections of the printer.
Connections	
Host [x]	
Certificate Authenticated Connections	
Host [x] Address[/subnet]	
Note: An asterisk (*) next to a value indica	tes 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
Active	Let the printer join networks that require authentication before
Off*	allowing access.
On	
Note: 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
LPD Timeout 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.
LPD Banner Page	Print a banner page for all LPD print jobs.
Off*	<b>Note:</b> A banner page is the first page of a print job used as a
On	separator of print jobs and to identify the originator of the print job request.
LPD Trailer Page	Print a trailer page for all LPD print jobs.
Off*	<b>Note:</b> A trailer page is the last page of a print job.
On	
LPD Carriage Return Conversion	Enable carriage return conversion.
Off*	<b>Note:</b> Carriage return is a mechanism that commands the printer to
On	move the position of the cursor to the first position on the same line.
Note: An asterisk (*) next to a value indicates the factory default setting.	

# **HTTP/FTP Settings**

Menu item	Description
Enable HTTP Server	Access the Embedded Web Server to monitor and manage the printer.
Off	
On*	
Enable HTTPS	Enable Hypertext Transfer Protocol Secure (HTTPS) to encrypt data transferring
Off	to and from the print server.
On*	
Force HTTPS Connections	Force the printer to use HTTPS connections.
On	
Off*	
Enable FTP/TFTP	Send files using FTP/TFTP.
Off	
On*	
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Local Domains	Specify domain names for HTTP and FTP servers.
HTTP Proxy IP Address	Configure the HTTP and FTP server settings.
FTP Proxy IP Address	
HTTP Default IP Port	
HTTPS Device Certificate	
FTP Default IP Port	
Timeout for HTTP/FTP Requests 1–299 (30*)	Specify the amount of time before the server connection stops.
Retries for HTTP/FTP Requests 1–299 (3*)	Set the number of retries to connect to the HTTP/FTP server.
Note: An asterisk (*) next to a value indicates the factory default setting.	

### **ThinPrint**

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

### **USB**

Menu item	Description
PCL SmartSwitch Off	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.
On*	<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.
PS SmartSwitch Off	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.
On*	<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.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Job Buffering Off* On	Temporarily store jobs on the hard disk before printing.  Note: This menu item appears only when a hard disk is installed.
Mac Binary PS Auto* On Off	Set the printer to process Macintosh binary PostScript print jobs.  Notes:  Auto processes print jobs from computers using either Windows or Macintosh operating systems.  Off filters PostScript print jobs using the standard protocol.
Enable USB Port Off On*	Enable the front USB drive port.

#### **Restrict external network access**

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

# **Google Cloud Print**

Menu item	Description
Registration Register	Register the printer to the Google Cloud Print server.
Options	Print directly from your Google account.
Enable Google Cloud Print	
Off	
On*	

Menu item	Description
Options  Enable Local Discovery  Off On*	Allow the registered user and other users on the same subnet to send jobs to the printer locally.
Options  Enable SSL Peer Verification  Off  On*	Verify authenticity of the peer certificate to connect to your Google account.
Options Always Print As Image Off* On	Set the printer to process PDF files as an image for faster printing.
Note: An asterisk (*) next to a value indicates the factory default setting.	

#### **Wi-Fi Direct**

**Note:** This menu appears only when a direct Wi-Fi network is the active network.

Menu item	Description
SSID	Specify the service set identifier (SSID) of the Wi-Fi network.
Preferred Channel Number Auto 1–11 (6*)	Show the PSK on the Network Setup Page.
Set PSK	Set the preshared key (PSK) to authenticate and validate users on a Wi-Fi connection.
Show PSK on Setup Page Off On*	Show the PSK on the Network Setup Page.
Group Owner IP Address	Specify the IP address of the group owner.
Auto-Accept Push Button Requests Off* On	Accept requests to connect to the network automatically.  Note: Accepting clients automatically is not secure.
Note: An asterisk (*) next to a value indicates the factory default setting.	

# **Security**

# **Login Methods**

#### **Manage Permissions**

Menu item	Description	
Function Access	Control access to the printer functions.	
Access Address Book in Apps	<b>Note:</b> Some menu items appear only when a hard disk is installed.	
Modify Address Book		
Manage Shortcuts		
Create Profiles		
Manage Bookmarks		
Flash Drive Print		
Flash Drive Color Printing		
Flash Drive Scan		
Copy Function		
Copy Color Printing		
Color Dropout		
E-mail Function		
Fax Function		
FTP Function		
Release Held Faxes		
Held Jobs Access		
Use Profiles		
Cancel Jobs at the Device		
Change Language		
Internet Printing Protocol (IPP)		
Initiate Scans Remotely		
B/W Print		
Color Print		
Network Folder - Print		
Network Folder - Color Print		
Network Folder - Scan		
Hard Disk - Print		
Hard Disk - Color Print		
Hard Disk - Scan		

Menu item	Description
Administrative Menus	Control access to the printer menu settings.
Security Menu	
Network/Ports Menu	
Paper Menu	
Reports Menu	
Function Configuration Menus	
Supplies Menu	
Option Card Menu	
SE Menu	
Device Menu	
Device Management	Control access to the printer management options.
Remote Management	
Firmware Updates	
Apps Configuration	
Operator Panel Lock	
Import / Export All Settings	
Out of Service Erase	
Apps	Control access to printer applications.
New Apps	
Card Copy	
Scan Center	
Scan Center Custom [x]	
Forms and Favorites	

#### **Local Accounts**

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

#### **Default Login Methods**

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

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

### **Schedule USB Devices**

Menu item	Description
Schedules	Schedule access to the front USB port.
Add New Schedule	

## **Security Audit Log**

Description
Record the events in the secure audit log and remote syslog.
Send audit logs to a remote server.
Specify the remote syslog server.
Specify the remote syslog port.
Specify a syslog method to transmit logged events to a remote server.

Menu item	Description
Remote Syslog Facility	Specify a facility code that the printer uses when sending log events to a remote
0 - Kernel Messages	server.
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)	
Severity of Events to Log	Specify the priority level cutoff for logging messages and events.
0 - Emergency	
1 - Alert	
2 - Critical	
3 - Error	
4 - Warning*	
5 - Notice	
6 - Informational	
7 - Debug	
Remote Syslog Non-Logged Events	Send all events, regardless of severity level, to the remote server.
Off*	
On	
Admin's E-mail Address	Send e-mail notification of logged events to the administrator.
Note: An asterisk (*) next to a value	e indicates the factory default setting.

Menu item	Description
E-mail Log Cleared Alert Off* On	Send e-mail notification to the administrator when a log entry is deleted.
E-mail Log Wrapped Alert Off* On	Send e-mail notification to the administrator when the log becomes full and begins to overwrite the oldest entries.
Log Full Behavior Wrap Over Older Entries* E-mail Log Then Delete All Entries	Resolve log storage issues when the log fills its allotted memory.
E-mail % Full Alert Off* On	Send e-mail notification to the administrator when the log fills its allotted memory.
% Full Alert Level 1–99 (90*)	
E-mail Log Exported Alert Off* On	Send e-mail notification to the administrator when a log is exported.
E-mail Log Settings Changed Alert Off* On	Send e-mail notification to the administrator when Enable Audit is set.
Log Line Endings  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.
Clear Log	Delete all audit logs.
Export Log Syslog (RFC 5424) Syslog (RFC 3164) CSV	Export a security log to a flash drive.
	ue indicates the factory default setting.

## **Login Restrictions**

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

## **Confidential Print Setup**

Menu item	Description	
Max Invalid PIN	Set the number of times an invalid PIN can be entered.	
2–10	Notes:	
	A value of zero turns off this setting.	
	When the limit is reached, the print jobs for that user name and PIN are deleted.	
Confidential Job Expiration	Set the expiration time for confidential print jobs.	
Off*	Notes:	
1 Hour 4 Hours 24 Hours	If this menu item is changed while confidential print jobs reside in the printer memory or hard disk, then the expiration time for those print jobs does not change to the new default value.	
1 Week	If the printer is turned off, then all confidential jobs held in the printer memory are deleted.	
Repeat Job Expiration	Set the expiration time for a print job that you want to repeat.	
Off*		
1 Hour		
4 Hours		
24 Hours		
1 Week		
Verify Job Expiration Off*	Set the expiration time that the printer prints a copy for the user to examine its quality, before printing the remaining copies.	
1 Hour		
4 Hours		
24 Hours		
1 Week		
Note: An asterisk (*) next to a	Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description	
Reserve Job Expiration Off* 1 Hour 4 Hours 24 Hours 1 Week	Set the expiration time that the printer stores print jobs for printing later.	
Require All Jobs to be Held Off* On	Set the printer to hold all print jobs.	
Keep duplicate documents Off* On	Set the printer to print other documents with the same file name without overwriting any of the print jobs.	
Note: An asterisk (*) next to a	Note: An asterisk (*) next to a value indicates the factory default setting.	

## **Disk Encryption**

**Note:** This menu appears only when a hard disk is installed.

Menu item	Description
Status	Enable disk encryption.
Enabled	
Disabled	
Start encryption	

## **Erase Temporary Data Files**

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

## **Solutions LDAP Settings**

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

### **Miscellaneous**

Menu item	Description
Protected Features Show*	Show all the features that Function Access Control (FAC) protects regardless of the security permission that the user has.
Hide	<b>Note:</b> Hide displays only FAC-protected features that the user has access.
Print Permission Off* On	Let the user log in before printing.
Default Print Permission Login User Name/Password* User Name	Set the default login for Print Permission.
Security Reset Jumper Enable "Guest" access* No Effect	<ul> <li>Specify user access to the printer.</li> <li>Notes: <ul> <li>The jumper is located beside a lock icon on the controller board.</li> <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> </li> </ul>
Minimum Password Length 0-32	Specify the password length.
Note: An asterisk (*) next to a value	e indicates the factory default setting.

## **Reports**

## **Menu Settings Page**

Menu item	Description
Menu Settings Page	Print a report that contains the printer menus.

### **Device**

Menu item	Description	
Device Information	Print a report that contains information about the printer.	
Device Statistics	Print a report about printer usage and supply status.	
Profile List	Print a list of profiles that are stored in the printer.	
Asset Report	Print a report that contains the printer serial number and model name.	

### **Print**

Menu item	Description
Print Fonts PCL Fonts PS Fonts	Print samples and information about the fonts that are available in each printer language.
Print Directory	Print the resources that are stored in the flash drive or hard disk.  Note: This menu item appears only when a flash drive or hard disk is installed.

### **Shortcuts**

Menu item	Description
All Shortcuts	Print a report that lists the shortcuts that are stored in the printer.
Fax Shortcuts	
Copy Shortcuts	
E-mail Shortcuts	
FTP Shortcuts	
Network Folder Shortcuts	

## Fax

Menu item	Description	
Fax Job Log	Print a report about the last 200 completed fax jobs.	
	Note: This menu item appears only when Enable Job Log is set to On.	
Fax Call Log	Print a report about the last 100 attempted, received, and blocked calls.	
	Note: This menu item appears only when Enable Job Log is set to On.	

### Network

Menu item	Description
Network Setup Page	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.
Wi-Fi Direct Connected Clients	Print a page that shows the list of devices that are connected to the printer using Wi-Fi Direct.
	Note: This menu item appears only when Enable Wi-Fi Direct is set to On.

# Help

Menu item	Description
Print All Guides	Prints all the guides
Color Quality Guide	Provides information about solving color quality issues
Connection Guide	Provides information about connecting the printer locally (USB) or to a network
Copy Guide	Provides information about making a copy and configuring the settings
E-mail Guide	Provides information about sending an e-mail and configuring the settings
Fax Guide	Provides information about sending a fax and configuring the settings
Information Guide	Provides information about the printer
Media Guide	Provides information about loading paper and specialty media
Moving Guide	Provides information about moving, locating, or shipping the printer
Print Quality Guide	Provides information about solving print quality issues
Scan Guide	Provides information about scanning a document and configuring the settings
Supplies Guide	Provides information about ordering supplies

# **Troubleshooting**

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

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# **Securing 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 or individual settings, 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 Select the Sanitize all information on nonvolatile memory check box, and then touch ERASE.
- 3 Select Start initial setup wizard or Leave printer offline, and then touch Next.
- 4 Start the operation.

## Erasing printer hard disk memory

- 1 From the home screen, touch Settings > Device > Maintenance > Out of Service Erase.
- 2 Select the Sanitize all information on hard disk check box, and then touch ERASE.
- 3 Select a method to erase data.
- 4 Start the operation.

**Note:** This process can take from several minutes to more than an hour, making the printer unavailable for other tasks.

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## **Encrypting the printer hard disk**

This process erases all contents in the hard disk. If necessary, back up important data from the printer before starting the encryption.

- 1 From the home screen, touch Settings > Security > Disk Encryption > Start encryption.
- **2** Follow the instructions on the display.

#### **Notes:**

- To avoid loss of data, do not turn off the printer during the encryption process.
- This process can take from several minutes to more than an hour, making the printer unavailable for other tasks.
- After encryption, the printer automatically restarts.

## 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.
Non-volatile memory	The printer may use two forms of non-volatile memory: EEPROM and NAND (flash memory). Both types are used to store the operating system, printer settings, network information, scanner and bookmark settings, and embedded solutions.
Hard disk memory	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.

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

- The printer is decommissioned.
- The printer hard disk 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.

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#### Disposing of a printer hard disk

- Degaussing—Flushes the hard disk with a magnetic field that erases stored data
- **Crushing**—Physically compresses the hard disk to break component parts and render them unreadable
- Milling—Physically shreds the hard disk into small metal bits

**Note:** To guarantee that all data are completely erased, destroy physically each hard disk where data is stored.

# **Maintaining the printer**

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

### Adjusting the speaker volume

#### Adjusting the default internal speaker volume

**1** From the control panel, navigate to:

Settings > Device > Preferences > Audio Feedback

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 session is logged out or when the printer wakes from Sleep or Hibernate mode.

#### Configuring the fax speaker settings

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

### **Networking**

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

**1** From the home screen, navigate to:

**Settings > Network/Ports > Wireless** 

2 Select **Setup On Printer Panel** and then follow the instructions on the display.

**Note:** For Wi-Fi-network-ready printer models, a prompt for Wi-Fi network setup 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 network adapter is installed in your printer. For more information, see the instructions that came with the adapter.

#### **Using the Push Button method**

- 1 From the control panel, navigate to:
  - 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 control panel, navigate to:
  - 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:**

- 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.
- 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.

### Connecting a mobile device to the printer wireless network

1 Enable Wi-Fi Direct in the printer. From the home screen, touch Settings > Network/Ports > Wireless > Enable Wi-Fi Direct.

#### Notes:

- The Wi-Fi Direct SSID and password are generated automatically. To view the Wi-Fi Direct SSID and password, go to the Wi-Fi Direct menu.
- You can also change the SSID and password, if necessary.
- **2** Connect your mobile device to the printer wireless 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.

### 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:**

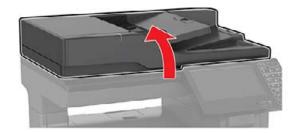
- Do not use household cleaners or detergents, as they may damage the finish of the printer.
- Make sure that all areas of the printer are dry after cleaning.
- **5** Connect the power cord to the electrical outlet, and then turn on the printer.



**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 scanner

1 Open the scanner cover.



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

• ADF glass



• ADF glass pad



• Scanner glass



Scanner glass pad



3 Close the scanner cover.

## Ordering parts and supplies

To order parts and supplies, contact the place where you purchased the printer.

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

#### 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.

### **Ordering toner cartridges**

#### **Notes:**

- The estimated cartridge yield is based on the ISO/IEC 19798 standard.
- Extremely low print coverage for extended periods of time may negatively affect actual yield and may cause cartridge parts to fail before exhaustion of toner.

To order toner cartridges, contact the place where you purchased the printer.

### Ordering a waste toner bottle

To order a waste toner bottle, contact the place where you purchased the printer.

### **Configuring supply notifications**

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

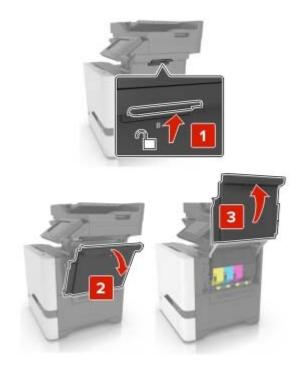
#### Notes:

- 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.
- 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.

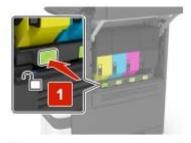
## Replacing parts and supplies

### Replacing a toner cartridge

1 Open door B.



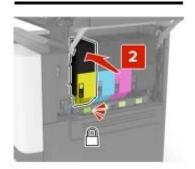
Remove the toner cartridge.





- Unpack the new toner cartridge.
- Insert the new toner cartridge.

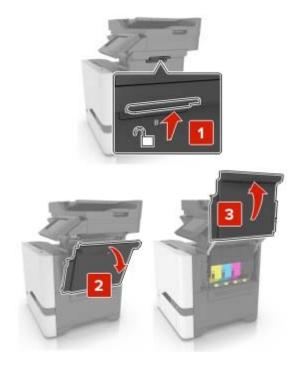




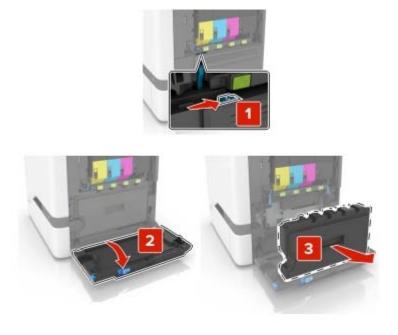
Close door B.

## Replacing the waste toner bottle

1 Open door B.

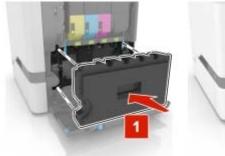


**2** Remove the waste toner bottle.



**3** Unpack the new waste toner bottle.

4 Insert the new waste toner bottle.





**5** Close door B.

### Moving the printer

#### 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.

### 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 printer display

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

### **Conserving supplies**

Print on both sides of the paper.

**Note:** Two-sided printing is the default setting in the print driver.

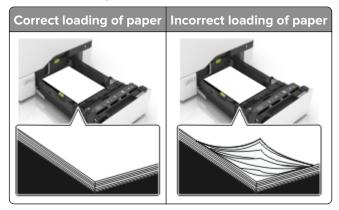
- Print multiple pages on a single sheet of paper.
- Use the preview feature to see how the document looks like before printing it.
- Print one copy of the document to check its content and format for accuracy.

# **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
1	Standard bin
2	Automatic document feeder (ADF)
3	Fuser
4	Trays
5	Duplex unit
6	Multipurpose feeder

## Paper jam in trays

1 Pull out 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.

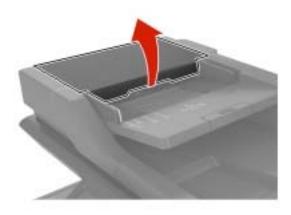
**Note:** Make sure that all paper fragments are removed.



**3** Insert the tray.

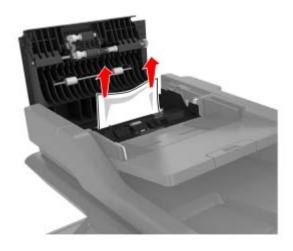
## Paper jam behind door E

1 Open door E.



2 Remove the jammed paper.

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

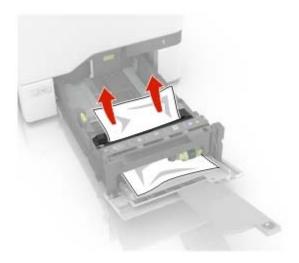


3 Close door E.

## 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.

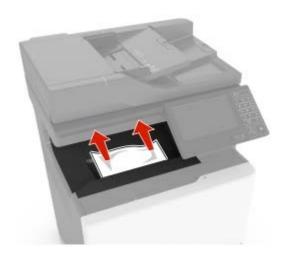


4 Insert the tray.

## Paper jam in the standard bin

1 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



**2** Open doors A and D, and then remove any paper fragments.

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** Close doors D and A.

## Paper jam in door A

### Paper jam in the fuser

1 Open door A.

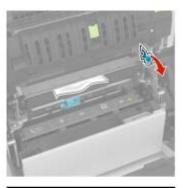


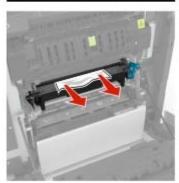
**CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



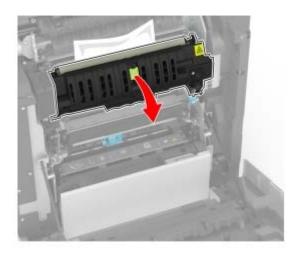
#### **2** Remove the jammed paper.

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



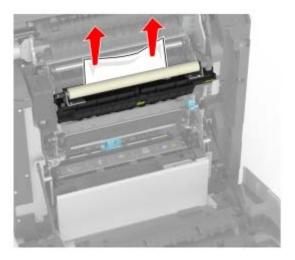


#### **3** Open the fuser access door.



4 Remove the jammed paper.

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



**5** Close door A.

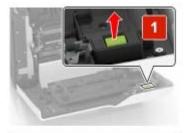
#### Paper jam in the duplex unit

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.



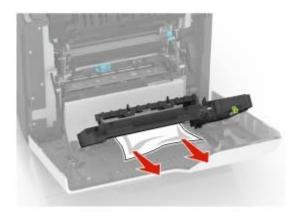
**2** Open the duplex cover.





**3** Remove the jammed paper.

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



**4** Close the duplex cover and door A.

# **Troubleshooting**

# **Network connection problems**

## **Cannot open Embedded Web Server**

Action	Yes	No
Step 1	Go to step 2.	Turn on the printer.
Check if the printer is on.		
Is the printer on?		
Step 2	Go to step 3.	Type the correct printer IP address in the address field.
Make sure that the printer IP address is correct.		
Notes:		
<ul> <li>View the IP address on the home screen.</li> </ul>		
<ul> <li>An IP address appears as four sets of numbers separated by periods, such as 123.123.123.</li> </ul>		
Is the printer IP address correct?		
Step 3	Go to step 4.	Install a supported browser.
Check if you are using a supported browser:		
Internet Explorer version 11 or later		
Microsoft Edge		
Safari version 6 or later		
<ul> <li>Google Chrome<sup>TM</sup> version 32 or later</li> </ul>		
Mozilla Firefox version 24 or later		
Is your browser supported?		
Step 4	Go to step 5.	Contact your administrator.
Check if the network connection is working.		
Is the network connection working?		
Step 5	Go to step 6.	Secure the cable
Make sure that the cable connections to the printer and print server		connections.
are secure. For more information, see the documentation that		
came with the printer.		
Are the cable connections secure?		
Step 6	Go to step 7.	Contact your
Check if the web proxy servers are disabled.		administrator.
Are the web proxy servers disabled?		

Action	Yes	No
Step 7 Access the Embedded Web Server.	The problem is solved.	Contact your <u>dealer</u> .
Did the Embedded Web Server open?		

#### Unable to read flash drive

Action	Yes	No
Step 1 Check if the printer is not busy processing another job.	Go to step 2.	Wait for the printer to finish processing the other job.
Is the printer ready?		
Step 2	Go to step 3.	Insert the flash drive
Check if the flash drive is inserted into the front USB port.		into the correct port.
<b>Note:</b> The flash drive does not work when it is inserted into the rear USB port.		
Is the flash drive inserted into the correct port?		
Step 3	Go to step 4.	Insert a supported
Check if the flash drive is supported. For more information, see "Supported flash drives and file types" on page 27.		flash drive.
Is the flash drive supported?		
Step 4  a Check if the USB port is enabled. For more information, see "Enabling the USB port" on page 142.  b Remove, and then insert the flash drive.	The problem is solved.	Contact your <u>dealer</u> .
Does the printer recognize the flash drive?		

### **Enabling the USB port**

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

### 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 unplugged or malfunctioning. Contact your administrator for assistance.

### Hardware options problems

#### **Defective flash detected**

Contact your dealer.

#### Not enough free space in flash memory for resources

Contact your dealer.

#### Unformatted flash detected

Try one or more of the following:

- From the control panel, select **Continue** to stop the defragmentation and continue printing.
- Format the flash memory.

**Note:** If the error message remains, then the flash memory may be defective and needs to be replaced. To replace the flash memory, contact your <u>dealer</u>.

### **Issues with supplies**

### Replace cartridge, printer region mismatch

Install the correct toner cartridge.

### **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, from the control panel, press and hold **X** and **#** simultaneously for 15 seconds.

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.

## Scanner maintenance required, use ADF Kit

The printer is scheduled for maintenance. Contact customer support or your service representative, and then report the message.

## Paper feed problems

### **Envelope seals when printing**

Action	Yes	No
Step 1	Go to step 2.	The problem is
<b>a</b> Use an envelope that has been stored in a dry environment.		solved.
<b>Note:</b> Printing on envelopes with high moisture content can seal the flaps.		
<b>b</b> Send the print job.		
Does the envelope seal when printing?		
Step 2	Contact your <u>dealer</u> .	The problem is
a Make sure that the paper type is set to Envelope.		solved.
From the control panel, touch <b>Settings</b> > <b>Paper</b> > <b>Tray Configuration</b> > <b>Paper Size/Type</b> > select a paper source		
<b>b</b> Send the print job.		
Does the envelope seal when printing?		

### Collated printing does not work

Action	Yes	No
Step 1	The problem is solved.	Go to step 2.
a From the control panel, touch Settings > Print > Layout > Collate > On [1,2,1,2,1,2].		
<b>b</b> Print the document.		
Are the pages collated correctly?		
Step 2	The problem is	Go to step 3.
<b>a</b> From the document that you are trying to print, open the Print dialog, and then select <b>Collate</b> .	solved.	
<b>b</b> Print the document.		
Are the pages collated correctly?		

Action	Yes	No
Step 3 a Reduce the number of pages to print. b Print the document.	The problem is solved.	Contact your <u>dealer</u> .
Are the pages collated correctly?		

# Paper curl



Yes	No
Go to step 2.	The problem is solved.
Go to step 3.	The problem is solved.
Go to step 4.	The problem is solved.
	Go to step 2.  Go to step 3.

Action	Yes	No
Step 4  a Load paper from a fresh package.	Contact your <u>dealer</u> .	The problem is solved.
<b>Note:</b> Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.		
<b>b</b> Print the document.		
Is the paper curled?		

# Tray linking does not work

Action	Yes	No
Step 1 a Check if the trays contain the same paper size and paper type. b Check if the paper guides are positioned correctly. c Print the document.  Do the trays link correctly?	The problem is solved.	Go to step 2.
<ul> <li>Step 2</li> <li>a From the home screen, touch Settings &gt; Paper &gt; Tray</li></ul>	The problem is solved.	Go to step 3.
Step 3  a Make sure that Tray Linking is set to Automatic. For more information, see "Linking trays" on page 23.  b Print the document.  Do the trays link correctly?	The problem is solved.	Contact your <u>dealer</u> .

# Paper frequently jams

Action	Yes	No
Step 1	Go to step 2.	The problem is
a Pull out the tray.		solved.
<b>b</b> Check if paper is loaded correctly.		
Notes:		
Make sure that the paper guides are positioned correctly.		
<ul> <li>Make sure that the stack height is below the maximum paper fill indicator.</li> </ul>		
Make sure to print on recommended paper size and type.		
c Insert the tray.		
<b>d</b> Print the document.		
Do paper jams occur frequently?		
Step 2	Go to step 3.	The problem is
a From the home screen, touch Settings > Paper > Tray Configuration > Paper Size/Type.		solved.
<b>b</b> Set the correct paper size and type.		
c Print the document.		
Do paper jams occur frequently?		
Step 3	Contact your <u>dealer</u> .	The problem is
a Load paper from a fresh package.		solved.
<b>Note:</b> Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.		
<b>b</b> Print the document.		
Do paper jams occur frequently?		

# Jammed pages are not reprinted

Action	Yes	No
<ul><li>a From the home screen, touch Settings &gt; Device &gt; Notifications</li><li>&gt; Jam Content Recovery.</li></ul>	The problem is solved.	Contact your <u>dealer</u> .
<ul><li>b In the Jam Recovery menu, select On or Auto.</li><li>c Print the document.</li></ul>		
Are the jammed pages reprinted?		

# **Printing problems**

# Confidential and other held documents do not print

Action	Yes	No
<ul> <li>Step 1</li> <li>a From the control panel, check if the documents appear in the Held Jobs list.</li> <li>Note: If the documents are not listed, then print the documents using the Print and Hold options.</li> <li>b Print the documents.</li> </ul> Are the documents printed?	The problem is solved.	Go to step 2.
<ul> <li>Step 2</li> <li>The print job may contain a formatting error or invalid data.</li> <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> Are the documents printed?	The problem is solved.	Go to step 3.
Step 3 If you are printing from the Internet, then the printer may be reading the multiple job titles as duplicates.  a Open the Printing Preferences dialog.  b From the Print and Hold tab, click Use Print and Hold, and then click Keep duplicate documents.  c From the Confidential Print section, enter a PIN.  d Print the documents.  Are the documents printed?	The problem is solved.	Go to step 4.
Step 4 a Delete some held jobs to free up printer memory. b Print the documents.  Are the documents printed?	The problem is solved.	Contact your <u>dealer</u> .

# **Slow printing**

Action	Yes	No
Step 1  Make sure that the printer cable is securely connected to the printer and to the computer, print server, option, or other network device.	Go to step 2.	The problem is solved.
Is the printer printing slow?		<b>T.</b>
<ul> <li>Step 2</li> <li>a Make sure that the printer is not in Quiet Mode.</li> <li>From the home screen, touch Settings &gt; Device &gt; Maintenance</li> <li>&gt; Configuration Menu &gt; Device Operations &gt; Quiet Mode.</li> <li>b Print the document.</li> </ul>	Go to step 3.	The problem is solved.
Is the printer printing slow?		
<ul> <li>Step 3</li> <li>a Depending on your operating system, specify the print resolution from the Printing Preferences or Print dialog.</li> <li>b Set the resolution to 4800 CQ.</li> <li>c Print the document.</li> </ul>	Go to step 4.	The problem is solved.
Is the printer printing slow?		
<ul> <li>Step 4</li> <li>a From the home screen, touch Settings &gt; Print &gt; Quality &gt; Print Resolution.</li> <li>b Set the resolution to 4800 CQ.</li> <li>c Print the document.</li> </ul>	Go to step 5.	The problem is solved.
Is the printer printing slow?		
<ul> <li>Step 5         <ul> <li>a Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</li> <li>Notes:                <ul> <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 Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type.</li> </ul> </li> </ul> </li> </ul>	Go to step 6.	The problem is solved.
Heavier paper prints more slowly.		
Paper narrower than letter, A4, and legal may print more slowly.		
<b>b</b> Print the document.		
Is the printer printing slow?		

Action	Yes	No
Step 6	Go to step 7.	The problem is
<b>a</b> Make sure that the printer settings for texture and weight match the paper being loaded.		solved.
From the home screen, touch Settings > Paper > Media Configuration > Media Types.		
<b>Note:</b> Rough paper texture and heavy paper weight may print more slowly.		
<b>b</b> Print the document.		
Is the printer printing slow?		
Step 7	Go to step 8.	The problem is
Remove held jobs.		solved.
Is the printer printing slow?		
Step 8	Contact your <u>dealer</u> .	
<b>a</b> Make sure that the printer is not overheating.		solved.
Notes:		
Allow the printer to cool down after a long print job.		
<ul> <li>Observe the recommended ambient temperature for the printer. For more information, see <u>"Selecting a location for the printer" on page 9</u>.</li> </ul>		
<b>b</b> Print the document.		
Is the printer printing slow?		

# Print jobs do not print

Action	Yes	No
<ul> <li>Step 1</li> <li>a From the document you are trying to print, open the Print dialog, and then check if you have selected the correct printer.</li> <li>b Print the document.</li> </ul>	The problem is solved.	Go to step 2.
Is the document printed?		
<ul> <li>Step 2</li> <li>a Check if the printer is on.</li> <li>b Resolve any error messages that appear on the display.</li> <li>c Print the document.</li> </ul>	The problem is solved.	Go to step 3.
Is the document printed?		

Action	Yes	No
<ul> <li>Step 3</li> <li>a Check if the ports are working and if the cables are securely connected to the computer and the printer.</li> <li>For more information, see the setup documentation that came with the printer.</li> <li>b Print the document.</li> </ul>	The problem is solved.	Go to step 4.
Is the document printed?		
<ul> <li>Step 4</li> <li>a Turn off the printer, wait for about 10 seconds, and then turn on the printer.</li> <li>b Print the document.</li> </ul>	The problem is solved.	Go to step 5.
Is the document printed?		
Step 5 a Remove, and then reinstall the print driver. b Print the document.	The problem is solved.	Contact your <u>dealer</u> .
Is the document printed?		

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

Action	Yes	No
Step 1  a Check if you are printing on the correct paper.  b Print the document.	Go to step 2.	Load the correct paper size and paper type.
Is the document printed on the correct paper?		
Step 2	The problem is	Go to step 3.
<b>a</b> Depending on your operating system, specify the paper size and paper type from the Printing Preferences or Print dialog.	solved.	
Note: You can also change the settings on the printer control panel. From the home screen, touch Settings > Paper > Tray Configuration > Paper Size/Type.		
<b>b</b> Make sure that the settings match the paper loaded.		
c Print the document.		
Is the document printed on the correct paper?		

roblem is	Contact your <u>dealer</u> .
d.	

# The printer is not responding

Action	Yes	No
Step 1 Check if the power cord is connected 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.	The problem is solved.	Go to step 2.
Is the printer responding?		
Step 2 Check if the electrical outlet is turned off by a switch or breaker.	Turn on the switch or reset the breaker.	Go to step 3.
Is the electrical outlet turned off by a switch or breaker?		
Step 3 Check if the printer is on.	Go to step 4.	Turn on the printer.
Is the printer on?		
Step 4 Check if the printer is in Sleep or Hibernate mode.	Press the power button to wake the printer.	Go to step 5.
Is the printer in Sleep or Hibernate mode?		
Step 5 Check if the cables connecting the printer and the computer are inserted to the correct ports.	Go to step 6.	Insert the cables to the correct ports.
Are the cables inserted to the correct ports?		
Step 6 Install the correct print driver.	The problem is solved.	Go to step 7.
Is the printer responding?		

Action	Yes	No
Step 7 Turn off the printer, wait for about 10 seconds, and then turn on the printer.	The problem is solved.	Contact your <u>dealer</u> .
Is the printer responding?		

# Print quality is poor

## Blank or white pages



Contact your **dealer**.

## Dark print



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to

Action	Yes	No
Step 1	Go to step 2.	The problem is
a Perform Color Adjust.		solved.
From the control panel, navigate to:		
Settings > Print > Quality > Advanced Imaging > Color Adjust		
<b>b</b> Print the document.		
Is the print too dark?		

Action	Yes	No
Step 2	Go to step 3.	The problem is
<b>a</b> Depending on your operating system, reduce toner darkness from the Printing Preferences or Print dialog.		solved.
Note: You can also change the setting on the printer control panel. Navigate to Settings > Print > Quality > Toner Darkness.		
<b>b</b> Print the document.		
Is the print too dark?		
Step 3	Go to step 4.	The problem is
<b>a</b> Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.		solved.
Notes:		
Make sure that the setting matches the paper loaded.		
<ul> <li>You can also change the setting on the printer control panel. Navigate to Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type.</li> </ul>		
<b>b</b> Print the document.		
Is the print too dark?		
Step 4	Go to step 5.	Go to step 6.
Check if the paper has texture or rough finishes.		
Are you printing on textured or rough paper?		
Step 5	Go to step 6.	The problem is
a Replace textured or rough paper with plain paper.		solved.
<b>b</b> Print the document.		
Is the print too dark?		
Step 6	Contact your <u>dealer</u> .	The problem is
a Load paper from a fresh package.		solved.
<b>Note:</b> Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.		
<b>b</b> Print the document.		
Is the print too dark?		

## **Ghost images**



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to

Action	Yes	No
Step 1	Go to step 2.	The problem is solved.
<b>a</b> Load the tray with the correct paper type.		solved.
<b>b</b> Print the document.		
Do ghost images appear on prints?		
Step 2	Go to step 3.	The problem is
<b>a</b> Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.		solved.
Notes:		
<ul> <li>Make sure that the setting matches the paper loaded.</li> </ul>		
<ul> <li>You can also change the setting on the printer control panel. Navigate to Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type.</li> </ul>		
<b>b</b> Print the document.		
Do ghost images appear on prints?		
Step 3	Contact your <u>dealer</u> .	The problem is
a Perform Color Adjust.		solved.
From the control panel, navigate to:		
Settings > Print > Quality > Advanced Imaging > Color Adjust	t	
<b>b</b> Print the document.		
Do ghost images appear on prints?		

### Gray or colored background



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to

**Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press navigate through the settings.

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Action	Yes	No
a Perform Color Adjust.	Contact your <u>dealer</u> .	The problem is
From the control panel, navigate to:		solved.
Settings > Print > Quality > Advanced Imaging > Color Adjust		
<b>b</b> Print the document.		
Does gray or colored background appear on prints?		

## **Incorrect margins**



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to Settings > Troubleshooting > Print Quality Test Pages. For non-touch-screen printer models, press voto

navigate through the settings.



Action	Yes	No
Step 1  a Adjust the paper guides to the correct position for the paper loaded.  b Print the document.	The problem is solved.	Go to step 2.
Are the margins correct?		

Action	Yes	No
Step 2  a Depending on your operating system, specify the paper size from the Printing Preferences or Print dialog.	The problem is solved.	Contact your <u>dealer</u> .
Notes:      Make sure that the setting matches the paper loaded.		
<ul> <li>You can also change the setting from the printer control panel. Navigate to Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type.</li> </ul>		
<b>b</b> Print the document.		
Are the margins correct?		

# **Light print**



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to

Action	Yes	No
Step 1	Go to step 2.	The problem is
a Perform Color Adjust.		solved.
From the control panel, navigate to:		
Settings > Print > Quality > Advanced Imaging > Color Adjust		
<b>b</b> Print the document.		
Is the print light?		
Step 2	Go to step 3.	The problem is
<b>a</b> Depending on your operating system, increase toner darkness from the Printing Preferences or Print dialog.		solved.
Note: You can also change the setting on the printer control panel. Navigate to Settings > Print > Quality > Toner Darkness.		
<b>b</b> Print the document.		
Is the print light?		

Action	Yes	No
Step 3	Go to step 4.	The problem is
a Turn off Color Saver.		solved.
From the control panel, navigate to:		
Settings > Print > Quality > Color Saver		
<b>b</b> Print the document.		
Is the print light?		
Step 4	Go to step 5.	The problem is
<b>a</b> Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.		solved.
Notes:		
Make sure that the setting matches the paper loaded.		
<ul> <li>You can also change the setting on the printer control panel. Navigate to Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type.</li> </ul>		
<b>b</b> Print the document.		
le de constant limite?		
Is the print light?		
Step 5	Go to step 6.	Go to step 7.
Check if paper has texture or rough finishes.		
Are you printing on textured or rough paper?		
Step 6	Go to step 7.	The problem is
<b>a</b> Replace textured or rough paper with plain paper.		solved.
<b>b</b> Print the document.		
Is the print light?		
Step 7	Contact your <u>dealer</u> .	-
a Load paper from a fresh package.		solved.
<b>Note:</b> Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.		
<b>b</b> Print the document.		
Is the print light?		

### Missing colors



Contact your **dealer**.

## Mottled print and dots



**Note:** Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press to navigate through the settings.

Ac	tion	Yes	No
Ste	ep 1	Go to step 2.	Contact your <u>dealer</u> .
Ch	eck the printer for leaked toner contamination.		
ls t	the printer free of leaked toner?		
Ste	ep 2	Go to step 4.	Go to step 3.
а	From the control panel, navigate to:		
	Settings > Paper > Tray Configuration > Paper Size/Type		
b	Check if the paper size and paper type settings match the paper loaded.		
	<b>Note:</b> Make sure that paper does not have texture or rough finishes.		
Do	the settings match?		
Ste	ep 3	Go to step 4.	The problem is
а	Depending on your operating system, specify the paper size and paper type from the Printing Preferences or Print dialog.		solved.
	<b>Note:</b> Make sure that the settings match the paper loaded.		
b	Print the document.		
ls t	the print mottled?		

Action	Yes	No
Step 4  a Load paper from a fresh package.	Contact your <u>dealer</u> .	The problem is solved.
<b>Note:</b> Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.		
<b>b</b> Print the document.		
Is the print mottled?		

#### Print crooked or skewed



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to

Action	Yes	No
Step 1	Go to step 2.	The problem is
<b>a</b> Adjust the paper guides in the tray to the correct position for the paper loaded.		solved.
<b>b</b> Print the document.		
Is the print crooked or skewed?		
Step 2	Go to step 3.	The problem is
a Load paper from a fresh package.		solved.
<b>Note:</b> Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.		
<b>b</b> Print the document.		
Is the print crooked or skewed?		
Step 3	Contact your <u>dealer</u> .	The problem is
a Check if the paper loaded is supported.		solved.
<b>Note:</b> If paper is not supported, then load a supported paper.		
<b>b</b> Print the document.		
Is the print crooked or skewed?		

## Solid color or black images



Contact your <u>dealer</u>.

## Text or images cut off



**Note:** Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to

Action	Yes	No
<ul> <li>Step 1</li> <li>a Adjust the paper guides in the tray to the correct position for the paper loaded.</li> <li>b Print the document.</li> </ul>	Go to step 2.	The problem is solved.
Are text or images cut off?		
<ul> <li>Step 2</li> <li>a Depending on your operating system, specify the paper size from the Printing Preferences or Print dialog.</li> <li>Notes:</li> </ul>	Contact your <u>dealer</u> .	The problem is solved.
<ul> <li>Make sure that the setting matches the paper loaded.</li> <li>You can also change the setting on the printer control panel. Navigate to Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type.</li> <li>b Print the document.</li> </ul>		
Are text or images cut off?		

## Toner easily rubs off



Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to

Action	Yes	No
Step 1  a Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.	Go to step 2.	The problem is solved.
Notes:		
Make sure that the setting matches the paper loaded.		
<ul> <li>You can also change the setting on the printer control panel. Navigate to Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type.</li> </ul>		
<b>b</b> Print the document.		
Does toner easily rub off?		
Step 2	Go to step 3.	The problem is
a Check if the paper weight is supported.		solved.
<b>Note:</b> If paper weight is not supported, then load a supported one.		
<b>b</b> Print the document.		
Does toner easily rub off?		
Step 3	Contact your <u>dealer</u> .	· ·
a Load paper from a fresh package.		solved.
<b>Note:</b> Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.		
<b>b</b> Print the document.		
Does toner easily rub off?		

### **Uneven print density**



Contact your **dealer**.

#### Horizontal dark lines



#### **Notes:**

• Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to Settings > Troubleshooting > Print Quality Test Pages. For non-touch-screen printer models, press to navigate through the settings.



• If horizontal dark lines keep appearing on the prints, then see the "Repeating defects" topic.

Action	Yes	No
Step 1  a Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.	Go to step 2.	The problem is solved.
Notes:		
<ul> <li>Make sure that the setting matches the paper loaded.</li> <li>You can also change the setting on the printer control panel. Navigate to Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type.</li> </ul>		
<b>b</b> Print the document.		
Do dark lines appear on prints?		

Action	Yes	No
Step 2  a Load paper from a fresh package.	Contact your <u>dealer</u> .	The problem is solved.
Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it.  b Print the document.		
Do dark lines appear on prints?		

### **Vertical dark lines**



**Note:** Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to **Settings** > **Troubleshooting** > **Print Quality Test Pages**.

Action	Yes	No
Step 1	Go to step 2.	Go to step 3.
Using a blank sheet of paper, make a two-sided copy using the ADF.		
Do vertical dark lines or streaks appear on prints?		
Step 2 Using a damp, soft, lint-free cloth, wipe the following areas:  • ADF glass	Go to step 3.	The problem is solved.
ADF glass pad		
Do vertical dark lines or streaks appear on prints?		
Step 3	Go to step 4.	The problem is
Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.		solved.
Notes:		
Make sure that the setting matches the paper loaded.		
<ul> <li>You can also change the setting on the printer control panel. Navigate to Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type.</li> </ul>		
<b>b</b> Print the document.		
Do vertical dark lines or streaks appear on prints?		

Action	Yes	No
Step 4  a Load paper from a fresh package.	Contact your <u>dealer</u> .	The problem is solved.
<b>Note:</b> Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it.		
<b>b</b> Print the document.		
Do vertical dark lines or streaks appear on prints?		

#### Horizontal white lines



#### **Notes:**

• Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to Settings > Troubleshooting > Print Quality Test Pages. For non-touch-screen printer models, press to navigate through the settings.



• If horizontal white lines keep appearing on your prints, then see the "Repeating defects" topic.

Action	Yes	No
<b>a</b> Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.	Contact your <u>dealer</u> .	The problem is solved.
Notes:		
Make sure that the setting matches the paper loaded.		
<ul> <li>You can also change the setting on the printer control panel. Navigate to Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type.</li> </ul>		
<b>b</b> Print the document.		
Do horizontal white lines appear on prints?		

#### **Vertical white lines**



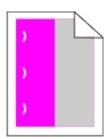
Note: Before solving the problem, print the Print Quality Test Pages. From the control panel, navigate to

**Settings** > **Troubleshooting** > **Print Quality Test Pages**. For non-touch-screen printer models, press navigate through the settings.

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Action	Yes	No
Step 1	Go to step 2.	The problem is
<b>a</b> Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.		solved.
Notes:		
Make sure that the setting matches the paper loaded.		
<ul> <li>You can also change the setting on the printer control panel. Navigate to Settings &gt; Paper &gt; Tray Configuration &gt; Paper Size/Type.</li> </ul>		
<b>b</b> Print the document.		
Do vertical white lines appear on prints?		
Step 2	Contact your <u>dealer</u> .	The problem is
Check if you are using the recommended paper type.		solved.
<b>a</b> Load the paper source with the recommended paper type.		
<b>b</b> Print the document.		
Do vertical white lines appear on prints?		

## **Repeating defects**



Contact your <u>dealer</u>.

# **Color quality problems**

## **Adjusting toner darkness**

- 1 From the home screen, touch Settings > Print > Quality.
- **2** Adjust the toner darkness.
- **3** Apply the changes.

## 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	Vivid—Produces brighter, more saturated colors and may be applied to all incoming color formats.
RGB Graphics	sRGB Display—Produces an output that approximates the colors shown on a computer monitor. Black toner usage is optimized for printing photographs.
	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.
	<ul> <li>sRGB Vivid—Provides an increased color saturation for the sRGB Display color correction. Black toner usage is optimized for printing business graphics.</li> </ul>
	• Off
CMYK Image CMYK Text	US CMYK—Applies color correction to approximate the Specifications for Web Offset Publishing (SWOP) color output.
CMYK Graphics	Euro CMYK—Applies color correction to approximate Euroscale color output.
	Vivid CMYK—Increases the color saturation of the US CMYK color correction setting.
	• Off

# 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 168.

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
Step 1	Go to step 2.	The problem is
a Perform Color Adjust.		solved.
From the home screen, touch Settings > Print > Quality > Advanced Imaging > Color Adjust.		
<b>b</b> Print the document.		
Does the print appear tinted?		
Step 2	Contact your <u>dealer</u> .	The problem is
a From the home screen, touch Settings > Print > Quality >		solved.
Advanced Imaging > Color Balance.		
<b>b</b> Adjust the settings.		
<b>c</b> Print the document.		
Does the print appear tinted?		

# **Faxing problems**

## **Cannot send or receive faxes**

Action	Yes	No
Step 1 Resolve any error messages that appear on the display.	The problem is solved.	Go to step 2.
Can you send or receive a fax?		
Step 2  Make sure that the cable connections for the following equipment are secure:  • Telephone  • Handset  • Answering machine	The problem is solved.	Go to step 3.
Can you send or receive a fax?		
<ul> <li>Step 3</li> <li>Check for a dial tone.</li> <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>	Go to step 5.	Go to step 4.
Can you hear a dial tone?		

Action	Yes	No
<ul> <li>Step 4</li> <li>Check the telephone wall jack.</li> <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> <li>Can you send or receive a fax?</li> </ul>	The problem is solved.	Go to step 5.
<ul> <li>Step 5</li> <li>Check if the printer is connected to an analog phone service or to the correct digital connector.</li> <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> <li>Can you send or receive a fax?</li> </ul>	The problem is solved.	Go to step 6.
Step 6 Temporarily disconnect other equipment and disable other telephone services.  a Disconnect other equipment (such as answering machines, computers, modems, or telephone line splitters) between the printer and the telephone line.  b Disable call waiting and voice mail. For more information, contact your telephone company.  Can you send or receive a fax?	The problem is solved.	Go to step 7.
Step 7 Scan the original document one page at a time.  a Dial the fax number.  b Scan the document.  Can you send or receive a fax?	The problem is solved.	Contact your <u>dealer</u> .

## Can receive but not send faxes

Action	Yes	No
Step 1 Load the original document properly into the ADF tray or on the scanner glass.	The problem is solved.	Go to step 2.
Can you send faxes?		
Step 2	The problem is	Contact your <u>dealer</u> .
Set up the shortcut number properly.	solved.	
Check if the shortcut number is set for the telephone number that you want to dial.		
Dial the telephone number manually.		
Can you send faxes?		

# Can send but not receive faxes

Action	Yes	No
Step 1 Make sure that the paper source is not empty.	The problem is solved.	Go to step 2.
Can you receive faxes?		
Step 2 Check the ring count delay settings. From the home screen, touch Settings > Fax > Fax Setup > Fax Receive Settings > Rings to Answer.  Can you receive faxes?	The problem is solved.	Go to step 3.
Step 3 If the printer is printing blank pages, then see "Blank or white pages" on page 153.  Can you receive faxes?	The problem is solved.	Contact your <u>dealer</u> .

# Poor fax print quality

Action	Yes	No
Step 1	The problem is	Go to step 2.
Make sure that there are no print quality defects.	solved.	
<ul><li>a From the control panel, touch Settings &gt; Troubleshooting &gt; Print Quality Test Pages.</li></ul>		
<b>b</b> Correct any print quality defects. For more information, see <u>"Print quality is poor" on page 153.</u>		
Is the fax print quality satisfactory?		
Step 2	The problem is	Contact your <u>dealer</u> .
Decrease the incoming fax transmission speed.	solved.	
<ul><li>a From the control panel, touch Settings &gt; Fax &gt; Fax Setup &gt; Fax</li><li>Receive Settings &gt; Admin Controls.</li></ul>		
<b>b</b> In the Max Speed menu, select a lower transmission speed.		
Is the fax print quality satisfactory?		

# **Scanning problems**

# Cannot scan from a computer

Action	Yes	No
<ul> <li>Step 1</li> <li>a Turn off the printer, wait for about 10 seconds, and then turn it back on.</li> <li>b Resend the scan job.</li> </ul>	The problem is solved.	Go to step 2.
Can you send the scan job?		
Step 2  a Make sure that the cables between the printer and the print server are secure.  For more information, see the setup documentation that came	The problem is solved.	Contact your <u>dealer</u> .
with the printer. <b>b</b> Resend the scan job.  Can you send the scan job?		

# Partial copies of document or photo

Action	Yes	No
<ul> <li>Step 1</li> <li>a Make sure that the document or photo is loaded facedown on the upper left corner of the scanner glass.</li> <li>b Copy the document or photo.</li> </ul>	The problem is solved.	Go to step 2.
Is the document or photo copied correctly?		
<ul> <li>Step 2</li> <li>a Match the paper size setting and the paper loaded in the tray.</li> <li>b Copy the document or photo.</li> </ul>	The problem is solved.	Contact your <u>dealer</u> .
Is the document or photo copied correctly?		

# **Poor copy quality**

Action	Yes	No
Step 1	The problem is	Go to step 2.
<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.	solved.	
For more information, see <u>"Cleaning the scanner" on page 123</u> .		
<b>b</b> Make sure that the document or photo is loaded facedown on the upper left corner of the scanner glass.		
<b>c</b> Copy the document or photo.		
Is the copy quality satisfactory?		
Step 2	The problem is	Contact your <u>dealer</u> .
a Check the quality of the original document or photo.	solved.	
<b>b</b> Adjust the scan quality settings.		
<b>c</b> Copy the document or photo.		
Is the copy quality satisfactory?		

# Scan job was not successful

Action	Yes	No
<ul> <li>Step 1</li> <li>Check the cable connections.</li> <li>a Make sure that the Ethernet or USB cable is securely connected to the computer and the printer.</li> <li>b Resend the scan job.</li> </ul>	The problem is solved.	Go to step 2.
<ul> <li>Step 2</li> <li>Check the file that you want to scan.</li> <li>a Make sure that the file name is not already used in the destination folder.</li> <li>b Make sure that the document or photo you want to scan is not open in another application.</li> <li>c Resend the scan job.</li> </ul>	The problem is solved.	Go to step 3.
Step 3  a Make sure that the Append time stamp or the Overwrite existing file check box is selected in the destination configuration settings.  b Resend the scan job.  Is the scan job successful?	The problem is solved.	

## **Scanner does not close**

Action	Yes	No
Remove obstructions that keep the scanner unit open.	The problem is solved.	Contact your <u>dealer</u> .
Did the scanner unit close correctly?		

# Scanning takes too long or freezes the computer

Action	Yes	No
Close all applications that are interfering with the scan.	Contact your <u>dealer</u> .	The problem is solved.
Does scanning take too long or freeze the computer?		

## Scanner does not respond

Action	Yes	No
Step 1  a Check if the power cord is connected properly to the printer and the electrical outlet.	The problem is solved.	Go to step 2.
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.		
<b>b</b> Copy or scan the document.		
Is the scanner responding?		
Step 2 a Check if the printer is turned on. b Resolve any error messages that appear on the display. c Copy or scan the document.	The problem is solved.	Go to step 3.
Is the scanner responding?		
<ul> <li>Step 3</li> <li>a Turn off the printer, wait for about 10 seconds, and then turn the printer on.</li> <li>b Copy or scan the document.</li> </ul>	The problem is solved.	Contact your <u>dealer</u> .
Is the scanner responding?		

## **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.

# **Contacting your dealer**

Before contacting your dealer, make sure to have the following information:

- Printer problem
- Error message
- Printer model type and serial number

Visit the place where you purchased your printer.

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# **Notices**

## **Product information**

Product name:

DIGITAL FULL COLOR MULTIFUNCTIONAL SYSTEM MX-C507F/MX-C407F

Machine type:

7528

Model(s):

1A9, 5A9

### **Edition notice**

May 2020

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# **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.

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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.

#### **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 (7528-1A9); 53 (7528-5A9) Two-sided: 53 (7528-1A9); 55 (7528-5A9)	
Scanning	54 (7528-1A9); 53 (7528-5A9)	
Copying	56	
Ready	15 (7528-1A9); 16 (7528-5A9)	

## Waste from Electrical and Electronic Equipment (WEEE) directive



The WEEE logo signifies specific recycling programs and procedures for electronic products in countries of the European Union. We encourage the recycling of our products. If you have further questions about recycling options, contact your local sales office.

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#### India E-Waste notice



This product complies with the India E-Waste (Management and Handling) Rules, 2011, which prohibit 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 Schedule II of the Rules.

## **Product disposal**

Do not dispose of the printer or supplies in the same manner as normal household waste. Consult your local authorities for disposal and recycling options.

## 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**



Products that have earned the ENERGY STAR® are designed to protect the environment through superior energy efficiency.

The products that meet the ENERGY STAR® guidelines carry the ENERGY STAR® logo.

The products without the logo may not meet the ENERGY STAR® guidelines.

## **Temperature information**

Operating temperature and relative humidity	15.6 to 32.2°C (60 to 90°F) and 8 to 15% RH
Printer / cartridge / imaging unit long- term storage <sup>1</sup>	1.1 to 32.2°C (34 to 90°F) and 8% to 80% RH Maximum wet bulb temperature: 22.8°C (73°F)
Printer / cartridge / imaging unit short-term shipping	-40 to 43.3°C (-40 to 110°F)

<sup>&</sup>lt;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.

#### 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 printer contains internally a Class IIIb (3b) AIGaInP laser that is nominally 15 milliwatts operating in the wavelength region of 650–670 nanometers and enclosed in a non-serviceable printhead assembly. 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.

## 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: 700 Two-sided: 600
Сору	The product is generating hard-copy output from hard-copy original documents.	460
Scan	The product is scanning hard-copy documents.	85
Ready	The product is waiting for a print job.	Higher power usage: 51 (7528-1A9); 46.8 (7528-5A9) Lower power usage: 42.7 (7528-1A9); 40.6 (7528-5A9)
Sleep Mode	The product is in a high-level energy-saving mode.	1.67

<sup>&</sup>lt;sup>2</sup> Wet-bulb temperature is determined by the air temperature and the relative humidity.

Mode	Description	Power consumption (Watts)
Hibernate	The product is in a low-level energy-saving mode.	0.2
Off	The product is plugged into an electrical outlet, but the power switch is turned off.	0.2

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):
---

By using the configuration menus, the Sleep Mode Timeout can be modified between 1 minute and 120 minutes. If the print speed is less than or equal to 30 pages per minute, then you can set the timeout only up to 60 minutes. 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.

#### **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	J
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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.

#### 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.

#### **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:

Regulatory Type/Model Number:

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.

If you experience trouble with this equipment, for repair or warranty information, contact your point of purchase. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment contains no user serviceable parts. For repair and warranty information, contact your point of purchase.

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 Industry 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'Industrie 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 Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, 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 Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom "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 Telecom customers.

This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.

The decadic (or pulse) dialing on this device is unsuitable for use on the Telecom 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.

This device uses an RJ-11C modular connector. Contact your point of purchase if a BT adapter is required. The part number is 80D1873.

Some parameters required for compliance with Telecom'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 Telecom'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



## 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

## **Industry 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'industrie du Canada

Cet appareil numérique de classe A est conforme aux exigences de la norme canadienne relative aux équipements pouvant causer des interférences NMB-003.

## 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 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.

A declaration of conformity to the requirements of the Directives is available upon request from Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY.

This product satisfies the Class A limits of EN 55022 and EN55032 and safety requirements of EN 60950-1 or EN 62368-1.

## Radio interference notice

#### Warning

This is a product that complies with the emission requirements of EN55022 and EN55032 Class A limits and immunity requirements of EN55024. 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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