

DIGITAL MULTIFUNCTIONAL SYSTEM MX-B467F

User's Guide

November 2021

Machine type:

7017

Model:

6H9

Contents

- Safety information..... 6**
 - Conventions..... 6
 - Product statements..... 6

- Learning about the printer..... 9**
 - Selecting a location for the printer..... 9
 - Printer configurations..... 10
 - Attaching cables..... 11
 - Using the control panel..... 13
 - Understanding the status of the power button and indicator light..... 13
 - Printing the Network Setup Page..... 14

- Setting up and using the home screen applications..... 15**
 - Using the home screen..... 15
 - Customizing the home screen..... 16
 - Setting up Card Copy..... 16
 - Using Shortcut Center..... 16
 - Using Display Customization..... 16
 - Setting up Scan Center..... 17
 - Managing contacts..... 17

- Loading paper and specialty media..... 20**
 - Setting the paper size and type..... 20
 - Configuring Universal paper settings..... 20
 - Loading trays..... 20
 - Loading the multipurpose feeder..... 22
 - Linking trays..... 23

- Paper support..... 24**
 - Supported paper sizes..... 24
 - Supported paper types..... 26
 - Supported paper weights..... 27

- Printing..... 28**
 - Printing from a computer..... 28

Printing from a mobile device..... 28

Printing from a flash drive..... 29

Supported flash drives and file types..... 30

Configuring confidential jobs..... 31

Printing confidential and other held jobs..... 31

Printing a font sample list..... 32

Canceling a print job..... 32

Copying..... 33

Using the automatic document feeder and scanner glass..... 33

Making copies..... 33

Copying photos..... 33

Copying on letterhead..... 34

Copying on both sides of the paper..... 34

Reducing or enlarging copies..... 34

Collating copies..... 34

Placing separator sheets between copies..... 34

Copying multiple pages onto a single sheet..... 35

Creating a copy shortcut..... 35

E-mailing..... 36

Using the automatic document feeder and scanner glass..... 36

Configuring the e-mail SMTP settings..... 36

Sending an e-mail..... 44

Creating an e-mail shortcut..... 44

Faxing..... 45

Setting up the printer to fax..... 45

Using the automatic document feeder and scanner glass..... 51

Sending a fax..... 51

Scheduling a fax..... 52

Creating a fax destination shortcut..... 52

Changing the fax resolution..... 53

Adjusting the fax darkness..... 53

Printing a fax log..... 53

Blocking junk faxes..... 53

Holding faxes..... 53

Forwarding a fax..... 54

Scanning..... 55

Using the automatic document feeder and scanner glass..... 55

Scanning to a computer..... 55

Scanning to an FTP server..... 56

Scanning to a network folder..... 56

Creating an FTP shortcut..... 56

Scanning to a flash drive..... 57

Understanding the printer menus..... 59

Menu map..... 59

Device..... 60

Print..... 73

Paper..... 81

Copy..... 84

Fax..... 87

E-mail..... 100

FTP..... 106

USB Drive..... 111

Network/Ports..... 116

Security..... 130

Reports..... 137

Help..... 139

Troubleshooting..... 139

Printing the Menu Settings Page..... 139

Securing the printer..... 140

Locating the security slot..... 140

Erasing printer memory..... 140

Erasing printer hard disk memory..... 140

Encrypting the printer hard disk..... 141

Restoring factory default settings..... 141

Statement of Volatility..... 141

Maintaining the printer..... 143

Adjusting the speaker volume..... 143

Networking..... 143
Cleaning printer parts..... 147
Ordering parts and supplies..... 151
Replacing parts and supplies.....152
Moving the printer..... 162
Saving energy and paper..... 163

Clearing jams..... 165

Avoiding jams..... 165
Identifying jam locations..... 166
Paper jam in door A.....167
Paper jam in the rear door.....171
Paper jam in the standard bin.....172
Paper jam in the duplex unit.....173
Paper jam in trays.....174
Paper jam in the multipurpose feeder.....175
Paper jam in the automatic document feeder.....176

Troubleshooting.....177

Print quality problems..... 177
Printing problems.....178
Network connection problems.....198
Issues with supplies.....200
Paper feed problems.....200
Faxing problems.....203
Scanning problems.....206
Contacting your dealer.....210

Upgrading and migrating..... 211

Hardware.....211
Software.....225
Firmware.....227

Notices.....229

Index..... 241

Safety information






Conventions

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








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


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


Different types of caution statements include:


-  **CAUTION—POTENTIAL INJURY:** Indicates a risk of injury.
-  **CAUTION—SHOCK HAZARD:** Indicates a risk of electrical shock.
-  **CAUTION—HOT SURFACE:** Indicates a risk of burn if touched.
-  **CAUTION—TIPPING HAZARD:** Indicates a crush hazard.
-  **CAUTION—PINCH HAZARD:** Indicates a risk of being caught between moving parts.


Product statements


-  **CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.
-  **CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, use only the power cord provided with this product or the manufacturer's authorized replacement.
-  **CAUTION—POTENTIAL INJURY:** Do not use this product with extension cords, multioutlet power strips, multioutlet extenders, or UPS devices. The power capacity of these types of accessories can be easily overloaded by a laser printer and may result in a risk of fire, property damage, or poor printer performance.
-  **CAUTION—POTENTIAL INJURY:** Do not use this product with an inline surge protector. The use of a surge protection device may result in a risk of fire, property damage, or poor printer performance.
-  **CAUTION—POTENTIAL INJURY:** To reduce the risk of fire, use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.
-  **CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not place or use this product near water or wet locations.
-  **CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.


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


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

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


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






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

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

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

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

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

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

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


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


SAVE THESE INSTRUCTIONS.

Learning about the printer

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.

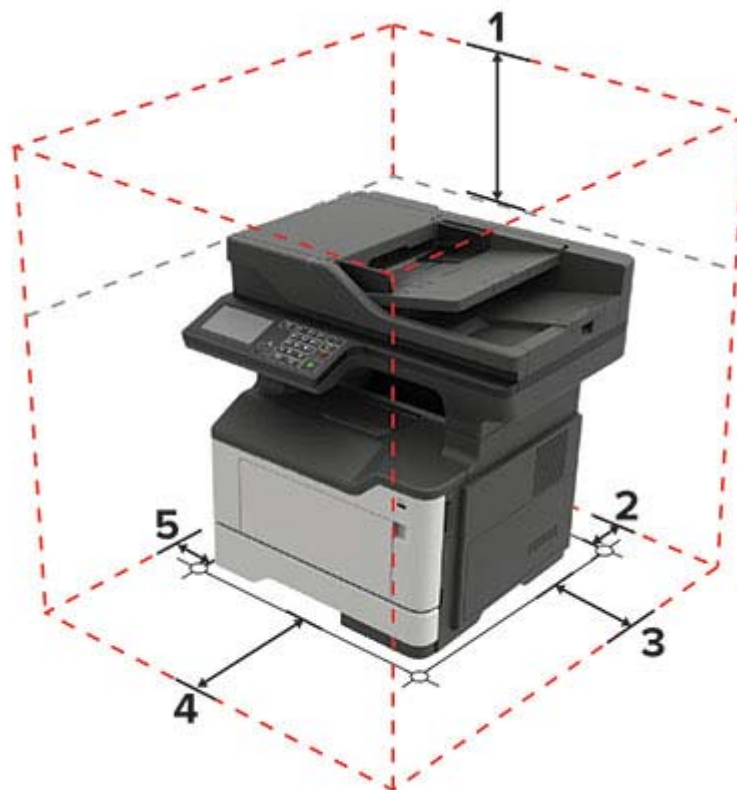
 **CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

 **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°C (50 to 90°F)
Storage temperature	0 to 40°C (32 to 104°F)

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



1	Top	737 mm (29 in.)
2	Rear	203 mm (8 in.)
3	Right side	305 mm (12 in.)
4	Front	510 mm (20 in.)
5	Left side	203 mm (8 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 optional 250- or 550-sheet trays. For more information, see [“Installing optional trays” on page 224](#).



1	Control panel
2	Automatic document feeder (ADF)
3	Standard bin
4	Controller board access cover
5	Standard 250-sheet tray
6	Optional 250- or 550-sheet tray
7	Multipurpose feeder
8	Door A

Attaching cables

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

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

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

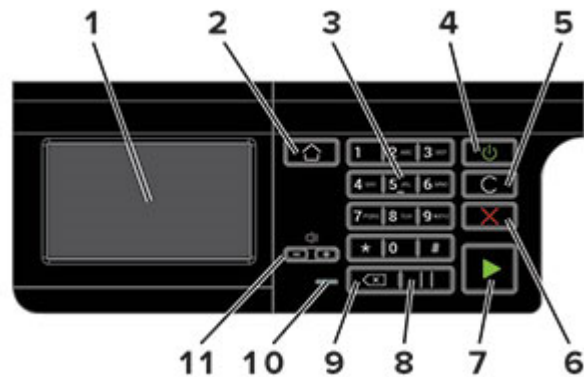
⚠ CAUTION—POTENTIAL INJURY: To reduce the risk of fire, use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.

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



	Printer port	Function
1	Power cord socket	Connect the printer to an electrical outlet.
2	Ethernet port	Connect the printer to an Ethernet network.
3	LINE port Note: Available only in some printer models.	Connect the printer to an active telephone line through a standard wall jack (RJ-11), DSL filter, or VoIP adapter, or any other adapter that allows you to access the telephone line to send and receive faxes.
4	EXT port Note: Available only in some printer models	Connect more 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.
5	USB port Note: Available only in some printer models.	Attach a keyboard or any compatible option.
6	USB printer port	Connect the printer to a computer.

Using the control panel



	Use the	To
1	Display	<ul style="list-style-type: none"> View the printer messages and supply status. Set up and operate the printer.
2	Home button	Go to the home screen.
3	Numeric keypad	Enter numbers or symbols in an input field.
4	Power button	Turn on or turn off the printer. Note: To turn off the printer, press and hold the power button for five seconds.
5	Clear all or Reset button	Reset the default settings of a function such as copying, faxing, or scanning.
6	Stop or Cancel button	Stop the current printer task.
7	Start button	Start a printer task, depending on which mode is selected.
8	Pause button	Place a dial pause in a fax number.
9	Backspace button	Move the cursor backward and delete a character in an input field.
10	Indicator light	Check the printer status.
11	Volume buttons	Adjust the speaker volume.

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.

Power button light	Printer status
Blinking amber	The printer is in hibernate mode.

Printing the Network Setup Page

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

Setting up and using the home screen applications

Using the home screen

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



Touch		To
1	Status/Supplies	<ul style="list-style-type: none"> Show a 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. <p>Note: You can also access this setting by touching the top section of the home screen.</p>
2	Job Queue	<p>Show all the current print jobs.</p> <p>Note: You can also access this setting by touching the top section of the home screen.</p>
3	Change Language	Change the language on the display.
4	Settings	Access the printer menus.
5	Eco-Settings	Manage energy consumption, noise, toner, and paper usage settings.
6	Held Jobs	Show the print jobs that are held in the printer memory.
7	USB Drive	Print photos and documents from a flash drive.
8	Address Book	Manage a contact list that other applications on the printer can access.

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 Card Copy

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

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the web page correctly.

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

Notes:

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

- 3 Apply the changes.

Note: You need a printer hard disk 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.

Using Display Customization

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

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

Managing screen saver and slide show images

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

Notes:

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

2 Apply the changes.

Changing the wallpaper image

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

2 Select an image to use.

3 Apply the changes.

Running a slide show from a flash drive

1 Insert a flash drive into the USB port.

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

Images appear in alphabetical order.

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

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 contacts

Adding contacts

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

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the web page correctly.

2 Click **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 123.123.123.123.
- 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 123.123.123.123.
- 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.

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the web page correctly.

2 Click **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 paper size and type

- 1 From the home screen, navigate to:
Settings > Paper > Tray Configuration > Paper Size/Type > select a paper source
- 2 Set the paper size and type.

Configuring Universal paper settings

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

Loading trays

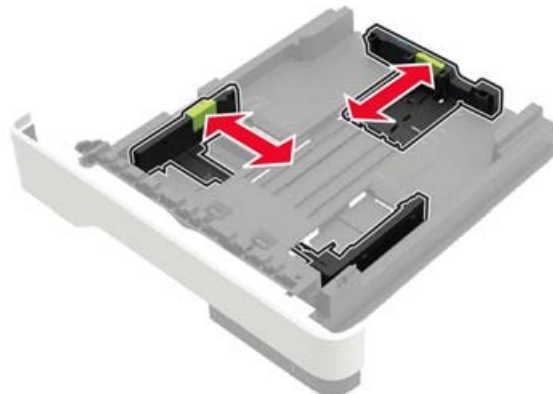
 **CAUTION—TIPPING HAZARD:** To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

- 1 Remove the tray.

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



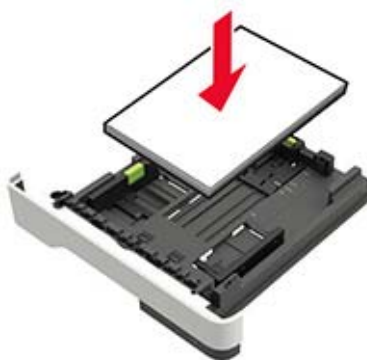
- 2** Adjust the paper guides to match the size of the paper that you are loading.



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



- 4** Load the paper stack with the printable side facedown, and then make sure that the side guides fit snugly against the paper.



Notes:

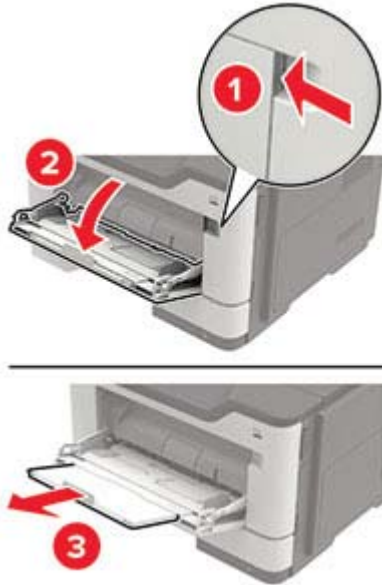
- Load letterhead facedown with the top edge of the sheet toward the front of the tray for one-sided printing.
- Load letterhead faceup with the bottom edge of the sheet toward the front of the tray for two-sided printing.
- Do not slide paper into the tray.
- To avoid paper jams, make sure that the stack height is below the maximum paper fill indicator.

- 5** Insert the tray.

If necessary, set the paper size and paper type from the control panel to match the paper loaded.

Loading the multipurpose feeder

1 Open the multipurpose feeder.



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



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



4 Load paper with the printable side faceup.

Notes:

- Load letterhead faceup with the top edge of the sheet toward the front of the tray for one-sided printing.
- Load letterhead facedown with the bottom edge of the sheet toward the front of the tray for two-sided printing.

- Load envelopes with the flap facedown on the left side.
- Load European envelopes with the flap facedown and 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 control panel, set the paper size and paper type to match the paper loaded.

Linking trays

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

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

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

Paper support

Supported paper sizes

Paper size	Tray	Multipurpose feeder	Two-sided printing	ADF	Scanner glass
A4 210 x 297 mm (8.3 x 11.7 in.)	✓	✓	✓	✓	✓
A5 210 x 148 mm (5.8 x 8.3 in.)	✓	✓	X	✓	✓
A5 LEF* 148 x 210 mm (5.8 x 8.3 in.)	✓	✓	X	✓	✓
A6* 105 x 148 mm (4.1 x 5.8 in.)	✓	✓	X	✓	✓
JIS B5 182 x 257 mm (7.2 x 10.1 in.)	✓	✓	X	✓	✓
Oficio (Mexico) 216 x 340 mm (8.5 x 13.4 in.)	✓	✓	✓	✓	✓
Hagaki 100 x 148 mm (3.9 x 5.8 in.)	X	✓	X	X	✓
Business card 50.8 x 88.9 mm (2 x 3.5 in.)	X	X	X	X	✓
Statement 140 x 216 mm (5.5 x 8.5 in.)	✓	✓	X	✓	✓
Executive 184 x 267 mm (7.3 x 10.5 in.)	✓	✓	X	✓	✓
Letter 216 x 279 mm (8.5 x 11 in.)	✓	✓	✓	✓	✓

* This paper size is not supported in the optional tray.

Paper size	Tray	Multipurpose feeder	Two-sided printing	ADF	Scanner glass
Legal 216 x 356 mm (8.5 x 14 in.)	✓	✓	✓	✓	✓
Folio 216 x 330 mm (8.5 x 13 in.)	✓	✓	✓	✓	✓
Universal* 76.2 x 127 mm to 216 x 356 mm (3 x 5 in. to 8.5 x 14 in.)	X	✓	X	X	✓
Universal* 105 x 148 mm to 216 x 356 mm (4.13 x 5.83 in. to 8.5 x 14 in.)	✓	X	X	✓	✓
Universal 148 x 210 mm to 216 x 356 mm (5.83 x 8.27 in. to 8.5 x 14 in.)	X	X	X	✓	✓
7 3/4 Envelope (Monarch) 98 x 191 mm (3.9 x 7.5 in.)	X	✓	X	X	✓
9 Envelope 98 x 225 mm (3.9 x 8.9 in.)	X	✓	X	X	✓
10 Envelope 105 x 241 mm (4.1 x 9.5 in.)	X	✓	X	X	✓
DL Envelope 110 x 220 mm (4.3 x 8.7 in.)	X	✓	X	X	✓
C5 Envelope 162 x 229 mm (6.4 x 9 in.)	X	✓	X	X	✓
B5 Envelope 176 x 250 mm (6.9 x 9.8 in.)	X	✓	X	X	✓

* This paper size is not supported in the optional tray.

Paper size	Tray	Multipurpose feeder	Two-sided printing	ADF	Scanner glass
Other Envelope 76.2 x 127 mm to 216 x 356 mm (3 x 5 in. to 8.5 x 14 in.)	X	✓	X	X	✓
* This paper size is not supported in the optional tray.					

Supported paper types

Paper type	Tray	Multipurpose feeder	Two-sided printing	ADF	Scanner glass
Plain paper	✓	✓	✓	✓	✓
Card stock	X	✓	X	X	✓
Transparency	✓	✓	X	X	✓
Recycled	✓	✓	✓	✓	✓
Paper labels ¹	✓	✓	X	X	✓
Bond ²	✓	✓	✓	✓	✓
Letterhead	✓	✓	✓	✓	✓
Preprinted	✓	✓	✓	✓	✓
Colored Paper	✓	✓	✓	✓	✓
Light Paper	✓	✓	✓	✓	✓
Heavy Paper ²	✓	✓	✓	✓	✓
Rough/Cotton	✓	✓	✓	✓	✓
Envelope	X	✓	X	X	✓
Rough envelope	X	✓	X	X	✓

¹ One-sided paper labels designed for laser printers are supported for occasional use. It is recommended to print 20 or fewer pages of paper labels per month. Vinyl, pharmacy, and two-sided labels are not supported.

² Bond and Heavy Paper are supported in two-sided printing up to 90-g/m² (24-lb) paper weight.

Supported paper weights

	Tray	Multipurpose feeder	Two-sided printing	ADF
Paper weight	60–120 g/m ² (16–32 lb)	60–216 g/m ² (16–58 lb)	60–90 g/m ² (16–24 lb)	52–120 g/m ² (14–32 lb)

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 from a mobile device

Printing from a mobile device using AirPrint



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




Notes:

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

Printing from a mobile device using Wi-Fi Direct®

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

Note: Make sure that the mobile device is connected to the printer wireless network. For more information, see [“Connecting a mobile device to the printer” on page 145](#).

- 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

- PDF (version 1.7 or earlier)
- XPS
- Microsoft file formats (.doc, .docx, .xls, .xlsx, .ppt, .pptx)

Images

- .dcx
- .gif
- .JPEG or .jpg
- .bmp
- .pcx

- .TIFF or .tif
- .png

Configuring confidential jobs

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

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

Printing confidential and other held jobs

For Windows users

- 1 With a document open, click **File** > **Print**.
- 2 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, touch **Held jobs** > select your user name > **Confidential** > enter the PIN > select the print job > configure the settings > **Print**.
 - For other print jobs, touch **Held jobs** > select your user name > select the print job > configure the settings > **Print**.

For Macintosh users

- 1 With a document open, choose **File > Print**.
- 2 From the Preview or Media & Quality menu, choose **PIN Printing**.
- 3 Enable **Print with PIN**, and then enter a four-digit PIN.
- 4 Click **Print**.
- 5 From the printer home screen, release the print job. Touch **Held jobs** > select your computer name > **Confidential** > enter the PIN > select the print job > **Print**.

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.

Copying

Using the automatic document feeder and scanner glass

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

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 control panel, navigate to:
Copy > Settings > Content > Content Type > Photo
- 3 From the Content Source menu, select the setting that best matches the original photo.
- 4 Copy the document.

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** > **Settings** > **Sides**.
- 3 Adjust the settings.
- 4 Copy the document.

Reducing or enlarging copies

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the control panel, navigate to:
Copy > **Settings** > **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 control panel, navigate to:
Copy > **Settings** > **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 control panel, navigate to:
Copy > **Settings** > **Separator Sheets** > adjust the settings
- 3 Copy the document.

Copying multiple pages onto a single sheet



- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the control panel, navigate to:
Copy > Settings > Pages per Side > adjust the settings
- 3 Copy the document.

Creating a copy shortcut

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

E-mailing

Using the automatic document feeder and scanner glass

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

Configuring the e-mail SMTP settings

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

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

Using the Embedded Web Server

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

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the web page correctly.

- 2 Click **Settings** > **E-mail**.

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

Notes:

- For more information on the password, see the list of [e-mail service providers](#).

- For e-mail service providers that are not on the list, contact your provider and ask for the settings.

4 Click **Save**.

Using the Settings menu in the printer

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

2 Configure the settings.

Notes:

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

E-mail service providers

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

Notes:

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

AOL Mail

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

Setting	Value
Device UserID	Your e-mail address
Device Password	App password Note: To create an app password, go to the AOL Account Security page, log in to your account, and then click Generate app password .

Comcast Mail

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

Gmail™

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

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

iCloud Mail

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

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

Mail.com

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

NetEase Mail (mail.126.com)

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

Setting	Value
Primary SMTP Gateway	smtp.126.com
Primary SMTP Gateway Port	465
Use SSL/TLS	Required
Require Trusted Certificate	Disabled

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

NetEase Mail (mail.163.com)

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

Setting	Value
Primary SMTP Gateway	smtp.163.com
Primary SMTP Gateway Port	465
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your e-mail address
SMTP Server Authentication	Login / Plain
Device-Initiated E-mail	Use Device SMTP Credentials
Device UserID	Your e-mail address
Device Password	Authorization password Note: The authorization password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

NetEase Mail (mail.yeah.net)

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

Setting	Value
Primary SMTP Gateway	smtp.yeah.net
Primary SMTP Gateway Port	465
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your e-mail address
SMTP Server Authentication	Login / Plain

Setting	Value
Device-Initiated E-mail	Use Device SMTP Credentials
Device UserID	Your e-mail address
Device Password	Authorization password Note: The authorization password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

Outlook Live or Microsoft 365

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

Setting	Value
Primary SMTP Gateway	smtp.office365.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your e-mail address
SMTP Server Authentication	Login / Plain
Device-Initiated E-mail	Use Device SMTP Credentials
Device UserID	Your e-mail address
Device Password	Account password or app password Notes: <ul style="list-style-type: none"> • For accounts with two-step verification disabled, use your account password. • For outlook.com or hotmail.com accounts with two-step verification enabled, use an app password. To create an app password, go to the Outlook Live Account Management page, and then log in to your account.

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

QQ Mail

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

Setting	Value
Primary SMTP Gateway	smtp.qq.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your e-mail address

Setting	Value
SMTP Server Authentication	Login / Plain
Device-Initiated E-mail	Use Device SMTP Credentials
Device UserID	Your e-mail address
Device Password	Authorization code Note: To generate an authorization code, from the QQ Mail home page, click Settings > Account , and then from the POP3/IMAP/SMTP/Exchange/CardDAV/CalDAV Service section, click Generate authorization code .

Sina Mail

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

Setting	Value
Primary SMTP Gateway	smtp.sina.com
Primary SMTP Gateway Port	587
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your e-mail address
SMTP Server Authentication	Login / Plain
Device-Initiated E-mail	Use Device SMTP Credentials
Device UserID	Your e-mail address
Device Password	Authorization code Note: To create an authorization code, from the e-mail home page, click Settings > More settings > User-end POP/IMAP/SMTP , and then enable Authorization code status .

Sohu Mail

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

Setting	Value
Primary SMTP Gateway	smtp.sohu.com
Primary SMTP Gateway Port	465
Use SSL/TLS	Required
Require Trusted Certificate	Disabled
Reply Address	Your e-mail address
SMTP Server Authentication	Login / Plain

Setting	Value
Device-Initiated E-mail	Use Device SMTP Credentials
Device UserID	Your e-mail address
Device Password	Independent password Note: The independent password is provided when IMAP/SMTP service or POP3/SMTP service is enabled.

Yahoo! Mail

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

Zoho Mail

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

Setting	Value
Device Password	Account password or app password Notes: <ul style="list-style-type: none"> • For accounts with two-step verification disabled, use your account password. • For accounts with two-step verification enabled, use an app password. To create an app password, go to the Zoho Mail Account Security page, log in to your account, and then from the Application-Specific Passwords section, click Generate New Password.

Sending an e-mail

Before you begin, make sure that the SMTP settings are configured. For more information, see [“Configuring the e-mail SMTP settings” on page 36](#).


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

Using a shortcut number

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 From the home screen, touch **Shortcuts > E-mail**.
- 3 Select the shortcut number.
- 4 Send the e-mail.

Creating an e-mail shortcut

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

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 select **Continue**.
- If the fax function is enabled and not fully set up, then the indicator light may blink red.

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



Setting up the fax function using analog fax

Notes:

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

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



Using the Settings menu in the printer

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

Using the Embedded Web Server

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

Notes:

- View the printer IP address on the home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the web page correctly.

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

Setting up fax using a standard telephone line

Note: These instructions apply only to printers that support analog fax.



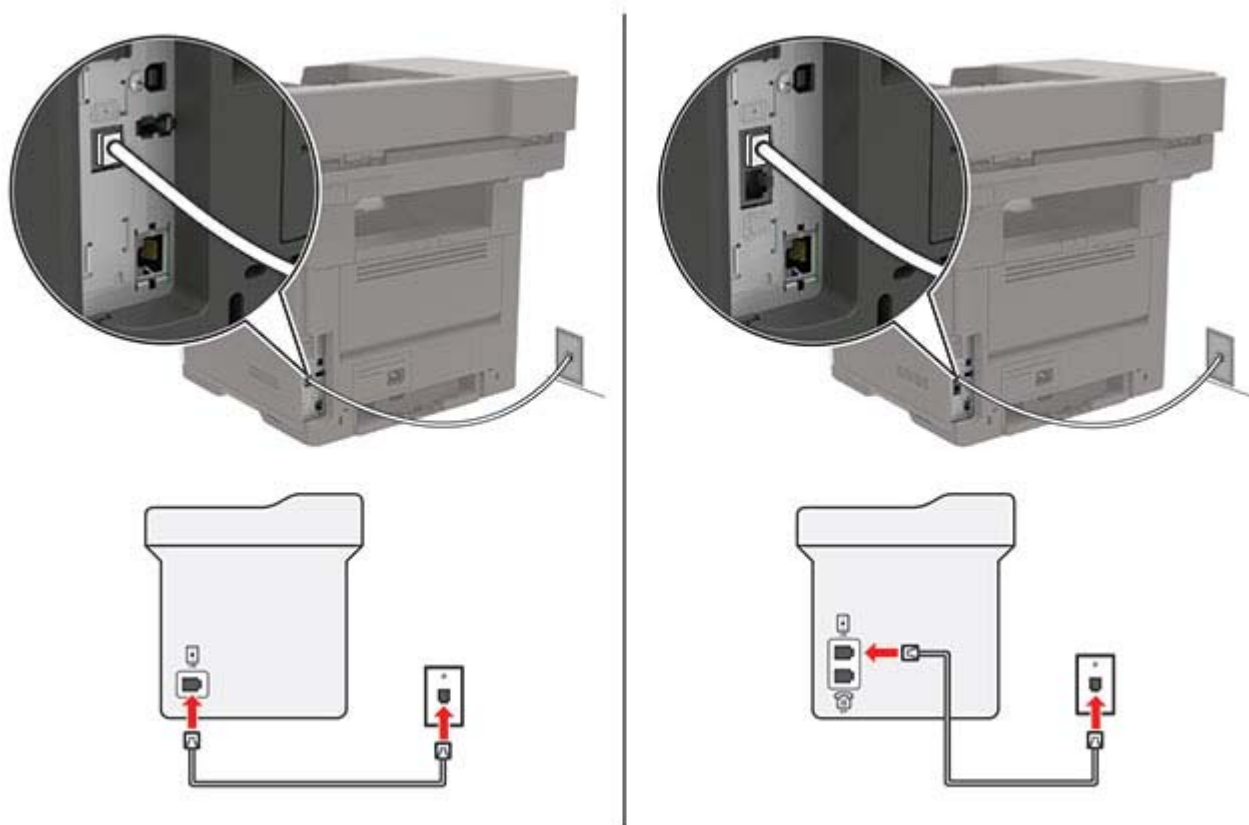
CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.



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



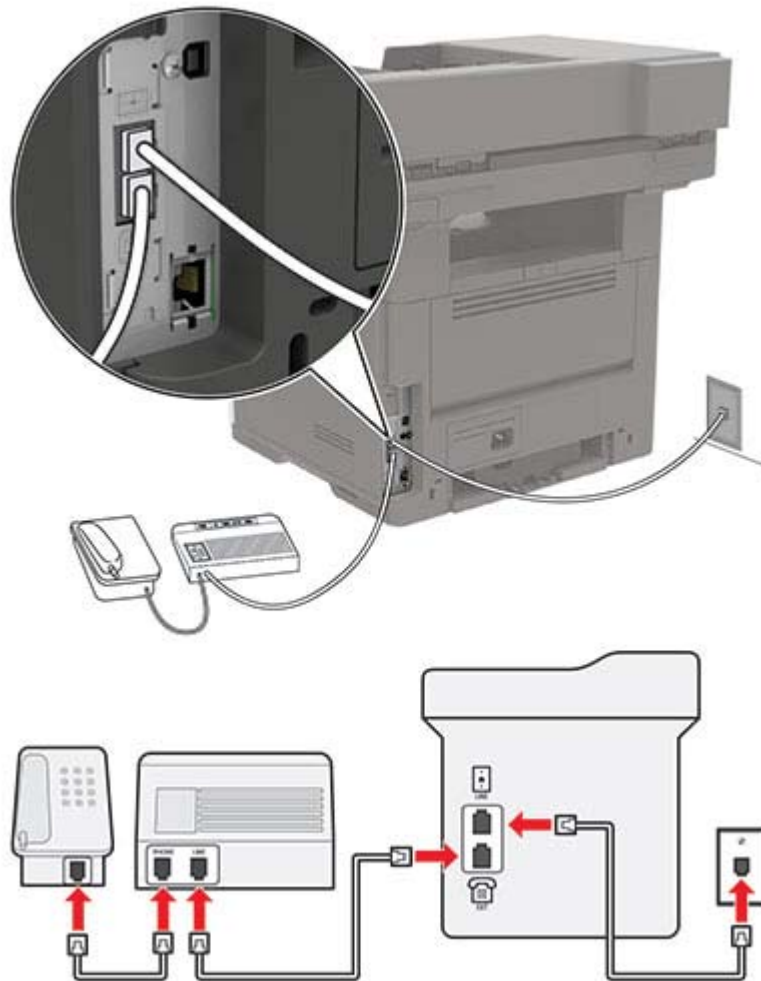
- 1 Connect one end of the telephone cable to the line port of the printer.
- 2 Connect the other end of the cable to an active analog telephone wall jack.

Notes:

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

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

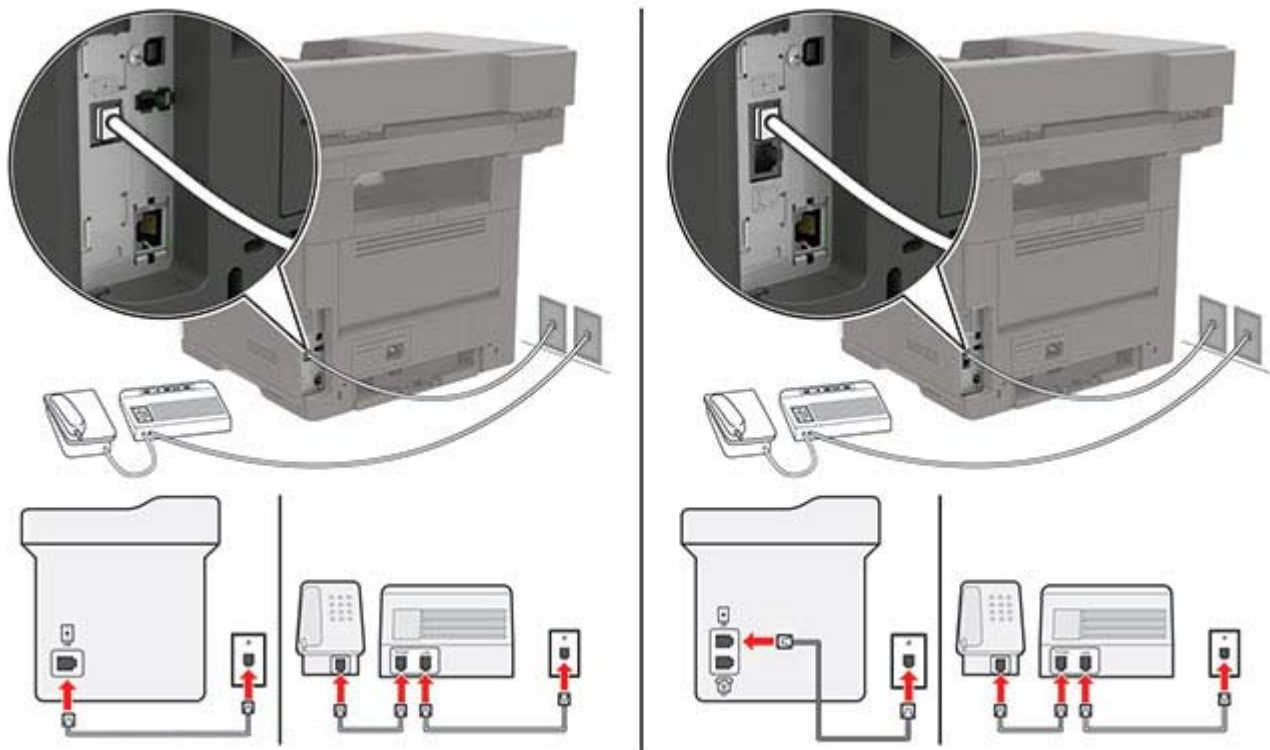
Note: If you subscribe to a distinctive ring service, then make sure that you set the correct ring pattern for the printer. Otherwise, the printer does not receive faxes even if you have set it to receive faxes automatically.

Connected to the same telephone wall jack

Note: These instructions apply only to printers that have EXT and line ports.

- Connect one end of the telephone cable to the line port of the printer.
- Connect the other end of the cable to an active analog wall jack.
- 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 **6**.

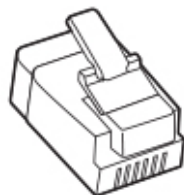
Setting up fax in countries or regions with different telephone wall jacks and plugs

Note: These instructions apply only to printers that support analog fax.

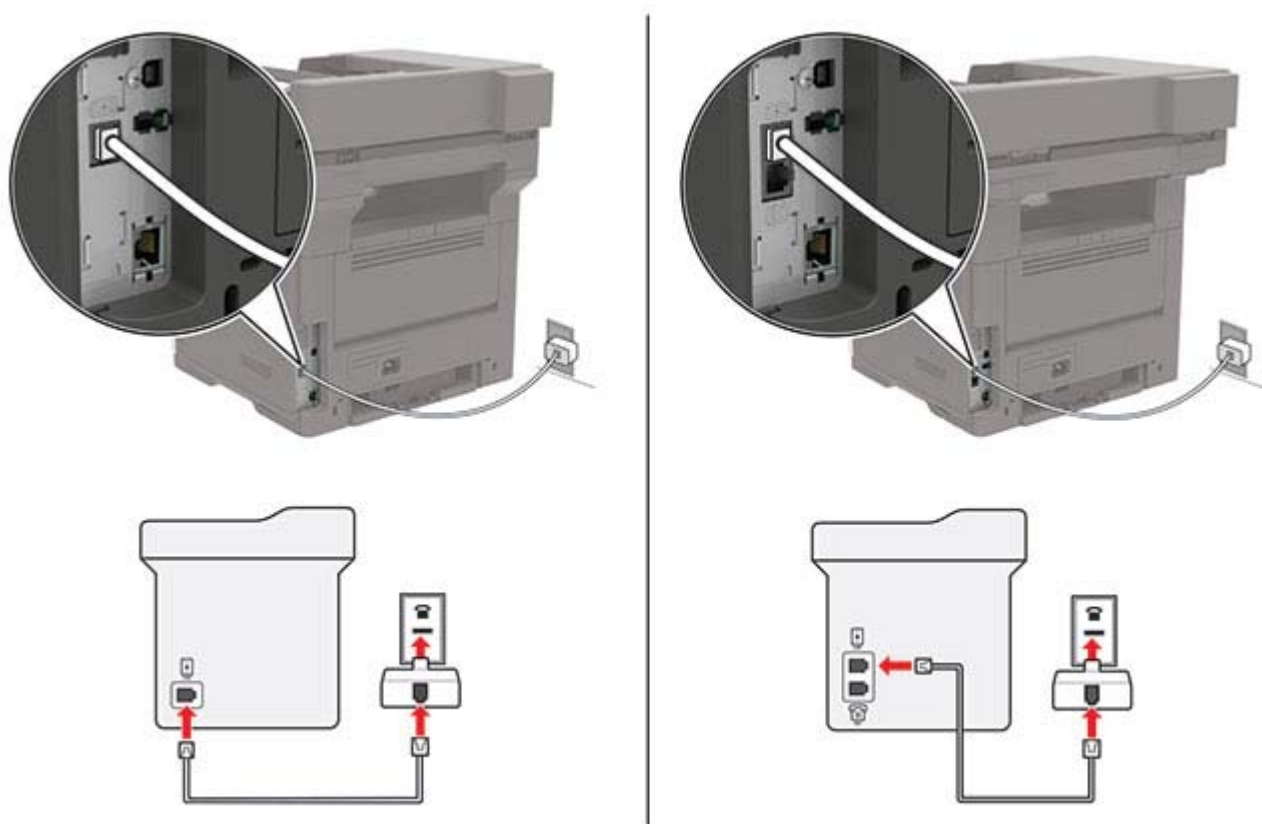
- ⚡ CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.
- ⚡ CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not use the fax feature during a lightning storm.
- ⚠ CAUTION—POTENTIAL INJURY:** To reduce the risk of fire, use only a 26 AWG or larger telecommunications (RJ-11) cord when connecting this product to the public switched telephone network. For users in Australia, the cord must be approved by the Australian Communications and Media Authority.

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

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



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



- 1 Connect one end of the telephone cable to the line port of the printer.
- 2 Connect the other end of the cable to the RJ-11 adapter, and then connect the adapter to the wall jack.
- 3 If you want to connect another device with a non-RJ-11 connector to the same wall jack, then connect it directly to the telephone adapter.

Connecting to a distinctive ring service

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

Note: These instructions apply only to printers that support analog fax.

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

Setting the fax date and time

Note: Make sure that fax is configured. For more information, see [“Setting up the printer to fax” on page 45](#).



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

Configuring daylight saving time

Note: Make sure that fax is configured. For more information, see [“Setting up the printer to fax” on page 45](#).

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

Using the automatic document feeder and scanner glass

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

Sending a fax

Note: Make sure that fax is configured. For more information, see [“Setting up the printer to fax” on page 45](#).

Using the control panel

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

Using the computer

Before you begin, make sure that the fax driver is installed. For more information, see [“Installing the fax driver” on page 226](#).

For Windows users

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

For Macintosh users

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

Scheduling a fax

Note: Make sure that fax is configured. For more information, see [“Setting up the printer to fax” on page 45](#).

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

Creating a fax destination shortcut

Note: Make sure that fax is configured. For more information, see [“Setting up the printer to fax” on page 45](#).

- 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

Note: Make sure that fax is configured. For more information, see [“Setting up the printer to fax” on page 45](#).

- 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

Note: Make sure that fax is configured. For more information, see [“Setting up the printer to fax” on page 45](#).

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

Printing a fax log

Note: Make sure that fax is configured. For more information, see [“Setting up the printer to fax” on page 45](#).

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

Blocking junk faxes

Note: Make sure that fax is configured. For more information, see [“Setting up the printer to fax” on page 45](#).

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

Holding faxes

Note: Make sure that fax is configured. For more information, see [“Setting up the printer to fax” on page 45](#).

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

Forwarding a fax

Note: Make sure that fax is configured. For more information, see [“Setting up the printer to fax” on page 45](#).

1 Create a destination shortcut.

a From the home screen, touch **Shortcut Center**.

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

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

c Configure the settings, and then touch **Save**.

d Type a unique shortcut name.

e Touch **OK**.

Note: Take note of the shortcut number.

2 From the home screen, touch **Settings > Fax > Fax Setup > Fax Receive Settings > Admin Controls**.



3 Touch **Fax Forwarding** and then touch **Forward** or **Print and Forward**.

4 Touch **Forward to**, and then select a destination.

5 Select a destination type, and then enter the shortcut number of the destination.

Scanning

Using the automatic document feeder and scanner glass

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

Scanning to a computer

Before you begin, make sure that:

- The printer firmware is updated. For more information, see [“Updating firmware” on page 228](#).
- The computer and the printer are connected to the same network.

For Windows users

Note: Make sure that the printer is added to the computer. For more information, see [“Adding printers to a computer” on page 226](#).

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

For Macintosh users

Note: Make sure that the printer is added to the computer. For more information, see [“Adding printers to a computer” on page 226](#).

- 1 Load an original document into the automatic document feeder or on the scanner glass.
- 2 From the computer, do either of the following:
 - Open **Image Capture**.
 - Open **Printers & Scanners**, and then select a printer. Click **Scan** > **Open Scanner**.
- 3 From the Scanner window, do one or more of the following:
 - Select where you want to save the scanned document.
 - Select the size of the original document.
 - To scan from the ADF, select **Document Feeder** from the Scan Menu or enable **Use Document Feeder**.
 - If necessary, configure the scan settings.
- 4 Click **Scan**.


Scanning to an FTP server

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


Scanning to a network folder

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

Note: This application is supported only in some printer models.
- 3 Do either of the following:
 - Select a destination.

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

Creating an FTP shortcut

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

Scanning to a flash drive

This feature is available only in some printer models.

- 1 Load an original document into the ADF tray or on the scanner glass.
- 2 Insert the flash drive.



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

Notes:

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

- 4 Scan the document.

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



Understanding the printer menus

Menu map

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

Help	<ul style="list-style-type: none"> • Print All Guides • Connection Guide • Copy Guide • E-mail Guide • Fax Guide • FTP Guide • Information Guide 	<ul style="list-style-type: none"> • Media Guide • Mono Quality Guide • Moving Guide • Print Quality Guide • Scan Guide • Supplies Guide
Troubleshooting	Print Quality Test Pages	Cleaning the Scanner

Device

Preferences

Menu item	Description
Display Language [List of languages]	Set the language of the text that appears on the display.
Country/Region [List of countries or regions]	Identify the country or region where the printer is configured to operate.
Run initial setup On Off*	Run the setup wizard.
Keyboard Keyboard Type [List of languages]	Select a language as a keyboard type. Note: All the Keyboard Type values may not appear or may require special hardware 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 [Eastern Time*]	Configure the printer date and time.

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

Menu item	Description
Date and Time Network Time Protocol Enable NTP [On*] NTP Server Enable Authentication	Configure the settings for Network Time Protocol (NTP). Note: When Enable Authentication is set to MD5 key, Key ID and Password appear.
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.
Screen Brightness 20–100% (100*)	Adjust the brightness of the display.
Flash Drive Access Enabled* Disabled	Enable access to the flash drive.
Allow Background Removal On* Off	Specify whether background removal is allowed.
Allow Custom Job scans On* Off	Scan multiple jobs to one file. Note: This menu setting appears only when a hard disk is installed.
One Page Flatbed Scanning On Off*	Set copies from the scanner glass to only one page at a time.
Audio Feedback Button Feedback On* Off	Enable audio feedback for button presses, panel interactions, paper loaded prompts, and error notifications.
Audio Feedback Volume 1–10 (5*)	Adjust the volume of the printer speakers. Note: Changes to the volume are applied after the current user session ends.
Screen Timeout 10–300 (60*)	Set the idle time in seconds before the display shows the home screen, or before the printer logs off a user account automatically.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Eco-Mode

Menu item	Description
<p>Print</p> <p>Sides</p> <ul style="list-style-type: none"> 1-Sided* 2-Sided 	<p>Specify whether to print on one side or two sides of the paper.</p>
<p>Print</p> <p>Pages per Side</p> <ul style="list-style-type: none"> 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 	<p>Print multiple page images on one side of a sheet of paper.</p>
<p>Print</p> <p>Toner Darkness</p> <ul style="list-style-type: none"> 1–10 (8*) 	<p>Determine the lightness or darkness of text images.</p>
<p>Copy</p> <p>Sides</p> <ul style="list-style-type: none"> 1 sided to 1 sided* 1 sided to 2 sided 2 sided to 1 sided 2 sided to 2 sided 	<p>Specify the scanning behavior based on the original document.</p>
<p>Copy</p> <p>Pages per Side</p> <ul style="list-style-type: none"> Off* 2 Portrait pages 4 Portrait pages 2 Landscape pages 4 Landscape pages 	<p>Specify the scanning behavior based on the original document.</p>
<p>Copy</p> <p>Darkness</p> <ul style="list-style-type: none"> 1–9 (5*) 	<p>Determine the darkness of the scanned text images.</p>

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

Menu item	Description
ADF Loaded Beep Off On*	Enable a sound when loading paper into the ADF.
Alarm Control Off Single* Continuous	Set the number of times that the alarm sounds when the printer requires user intervention.
Supplies Show Supply Estimates Show estimates* Do not show estimates	Show the estimated status of the supplies.
Supplies Cartridge Alarm Off* Single Continuous	Set the number of times that the alarm sounds when the toner cartridge is low.
Supplies Custom Supply Notifications	Configure notification settings when the printer requires user intervention. Note: This menu item appears only in the Embedded Web Server.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
<p>E-mail Alerts Setup</p> <ul style="list-style-type: none"> 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*) Use Active Directory Device Credentials (Off*) Device Userid Device Password Kerberos 5 REALM NTLM Domain Disable "SMTP server not set up" error (Off*) 	<p>Configure the printer to send e-mail alerts to a list of contacts when the printer requires user intervention.</p>
<p>E-mail Alerts Setup</p> <ul style="list-style-type: none"> Setup E-mail Lists and Alerts <ul style="list-style-type: none"> E-mail List 1 E-mail List 2 Subject Text E-mail Events 	<p>Specify the e-mail addresses and enable the e-mail alert events.</p> <p>Note: This menu item appears only in the Embedded Web Server.</p>
<p>Error Prevention</p> <ul style="list-style-type: none"> Jam Assist <ul style="list-style-type: none"> Off On* 	<p>Set the printer to flush automatically blank pages or pages with partial prints after a jammed page is cleared.</p>
<p>Error Prevention</p> <ul style="list-style-type: none"> Auto Continue <ul style="list-style-type: none"> Enabled 5–255 (5*) 	<p>Let the printer to continue processing or printing a job automatically after clearing certain attendance conditions.</p>
<p>Error Prevention</p> <ul style="list-style-type: none"> Auto Reboot <ul style="list-style-type: none"> Auto Reboot <ul style="list-style-type: none"> Reboot when idle Reboot always* Reboot never 	<p>Set the printer to restart when an error occurs.</p>
<p>Note: An asterisk (*) next to a value indicates the factory default setting.</p>	

Menu item	Description
Error Prevention Auto Reboot Max Auto Reboots 1–20 (2*)	Set the number of automatic reboots that the printer can perform.
Error Prevention Auto Reboot Auto Reboot Window 1–525600 (720*)	Set the number of seconds before the printer performs an automatic reboot.
Error Prevention Auto Reboot Auto Reboot Counter	Show a read-only information of the reboot counter.
Error Prevention Auto Reboot Reset Auto Reboot Counter Cancel Continue	Reset the values of the Auto Reboot Counter.
Error Prevention Display Short Paper Error On Auto-clear*	Set the printer to show a message when a short paper error occurs. Note: Short paper refers to the size of the paper loaded.
Error Prevention Page Protect Off* On	Set the printer to process the entire page into the memory before printing it.
Jam Content Recovery Jam Recovery Off On Auto*	Set the printer to reprint jammed pages.
Jam Content Recovery Scanner Jam Recovery Job level Page level*	Specify how to restart a scan job after resolving a paper jam.

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

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	Schedule the printer when to enter Sleep or Hibernate mode.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Anonymous Data Collection

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

Accessibility

Menu item	Description
Duplicate Key Strike Interval 0–5 (0*)	Set the interval in seconds during which the printer ignores duplicate key presses on an attached keyboard.
Key Repeat Initial Delay 0.25–5 (1*)	Set the initial length of delay in seconds before a repeating key starts repeating. Note: This menu item appears only when a keyboard is attached to the printer.
Key Repeat Rate 0.5–30 (30*)	Set the number of presses per second for a repeating key. Note: This menu item appears only when a keyboard is attached to the printer.
Prolong Screen Timeout Off* On	Let the user remain in the same location and reset the Screen Timeout timer when it expires instead of returning to the home screen.
Headphone Volume 1–10 (5*)	Adjust the headphone volume. Note: This menu item appears only when a headphone is attached to the printer.
Enable Voice Guidance When Headphone Is Attached Off* On	Enable Voice Guidance when a headphone is attached to the printer.
Speak Passwords/PINs Off* On	Set the printer to read out loud passwords or personal identification numbers. Note: This menu item appears only when a headphone or a speaker is attached to the printer.
Speech Rate Very Slow Slow Normal* Fast Faster Very Fast Rapid Very Rapid Fastest	Set the Voice Guidance speech rate. Note: This menu item appears only when a headphone or a speaker is attached to the printer.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Restore Factory Defaults

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

Maintenance

Configuration Menu

Menu item	Description
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 Tray Linking Automatic* Off	Set the printer to link the trays that have the same paper type and paper size settings.
Tray Configuration Show Tray Insert Message Off Only for unknown sizes* Always	Display a message to select paper size and type after inserting the tray.
Tray Configuration A5 Loading Short Edge* Long Edge	Specify the page orientation when loading A5 paper size.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Tray Configuration Paper Prompts Auto* Multipurpose Feeder Manual Paper	Set the paper source that the user fills when a prompt to load paper appears.
Tray Configuration Envelope Prompts Auto* Multipurpose Feeder Manual Envelope	Set the paper source that the user fills when a prompt to load envelope appears.
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.
Supply Usage And Counters Clear Supply Usage History Reset Black Cartridge Counter Reset Maintenance Counter	Reset the supply page counter or view the total printed pages.
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.
Printer Emulations Emulator Security Reset Emulator After Job Off* On	Reset the emulator after a print job.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Printer Emulations Emulator Security Disable Printer Message Access On* Off	Disable access to the 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. Note: This menu item appears only in some printer models.
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.
Print Configuration Print Density Disabled* 1–5 Copy Density Disabled* 1–5	Adjust the toner density when printing or copying documents.
Device Operations Quiet Mode Off* On	Set the printer to reduce the amount of noise that it makes when printing. Note: Enabling this setting slows down the overall performance of the printer.
Device Operations Panel Menus Enable* Disable	Set the printer to show the control panel menus. Note: This menu item appears only in the Embedded Web Server.
Device Operations Safe Mode Off* On	Set the printer to operate in a special mode, in which it attempts to continue offering as much functionality as possible, despite known issues. For example, when set to On, and the duplex motor is nonfunctional, the printer performs one-sided printing of the documents even if the job is two-sided printing.
Device Operations Minimum Copy Memory 20MB* 30MB 50MB 80MB 100MB	Set the memory allocation for storing copy jobs. Note: The values appear only if the amount of installed DRAM is at least twice the amount of the value.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Device Operations Clear Custom Status	Erase all custom messages.
Device Operations Clear all remotely-installed messages	Erase all remotely-installed messages.
Device Operations Automatically Display Error Screens On* Off	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 On Off*	Enable the printer to use the Orientation setting under the Copy menu when sending quick copy jobs.
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 reset the printer margins.
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 0–6 (3*) ADF Edge Erase 0–6 (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 Off On Auto*	Set the printer to perform ADF mechanical skew adjustment.
Scanner Configuration Disable Scanner Enabled* Disabled ADF Disabled	Disable the scanner if it is not working properly.

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

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

Out of Service Erase

Menu item	Description
Memory Last Sanitized Hard Disk Last Sanitized	Show information on when the printer memory or hard disk was last sanitized. Note: Hard Disk Last Sanitized appears only when a hard disk is installed.
Sanitize all information on nonvolatile memory Erase all printer and network settings Erase all apps and app settings Erase all shortcuts and shortcut settings Sanitize all information on hard disk Erase downloads (Erase all macros, fonts, PFOs, etc.) Erase buffered jobs Erase Held jobs	Clear all information on nonvolatile memory and information on the hard disk. Note: Sanitize all information on hard disk appears only when a hard disk is installed.

Visible Home Screen Icons

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

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

Menu item	Description
Blank Pages Print Do Not Print*	Print blank pages that are included in a print job.
Collate 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.
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.
Copies 1–9999 (1*)	Specify the number of copies for each print job.
Print Area Normal* 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 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. Note: This menu item appears only when a hard disk is installed.
Download Target RAM* Disk	Specify where to save all permanent resources, such as fonts and macros, that have been downloaded to the printer. Note: This menu item appears only when a hard disk is installed.
Resource Save Off* On	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 style="list-style-type: none"> • When set to Off, the printer retains downloaded resources only until memory is needed. Resources associated with the inactive printer language are deleted. • 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.
Print All Order Alphabetical* Newest First Oldest First	Specify the order in which held and confidential jobs are printed when Print All is selected. Note: This menu item appears only when a hard disk is installed.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Quality

Menu item	Description
Print Resolution 300 dpi 600 dpi* 1200 Image Q 2400 Image Q 1200 dpi	Set the resolution for the text and images on the printed output. Note: Resolution is determined in dots per inch or image quality.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Pixel Boost Off* Fonts Horizontally Vertically Both directions	Enable more pixels to print in clusters for clarity, in order to enhance text and images.
Toner Darkness 1–10 (8*)	Determine the lightness or darkness of text images.
Halftone Normal* Detail	Enhance the printed output to have smoother lines with sharper edges.
Brightness -6 to 6 (0*)	Adjust the brightness of the printed output.
Contrast 0–5 (0*)	Adjust the contrast of the printed output.
Gray Correction Auto* Off	Adjust the contrast enhancement applied to images.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Job Accounting

Menu item	Description
Job Accounting Off* On	Set the printer to create a log of the print jobs that it receives. Note: This menu item appears only when a flash memory or hard disk is installed.
Accounting Log Frequency Daily Weekly Monthly*	Specify how often the printer creates a log file.
Log Action at End of Frequency 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.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
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 Oldest Log Delete Current Log Delete Oldest 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 Oldest 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 indicates the factory default setting.	

XPS

Menu item	Description
Print Error Pages Off* On	Print a test page that contains information on errors.
Minimum Line Width 1–30 (2*)	Set the minimum stroke width of any job printed in 1200 dpi.
Note: An asterisk (*) next to a value indicates the factory default setting.	

PDF

Menu item	Description
Scale To Fit Off* On	Scale the page content to fit the selected paper size.
Annotations Print Do Not Print*	Specify whether to print annotations in the PDF.
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 Off* On	Print a page that describes the PostScript® error. Note: 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 1–30 (2*)	Set the minimum stroke width. Note: Jobs printed in 1200 dpi use the value directly.
Lock PS Startup Mode Off On*	Disable the SysStart file.
Font Priority Resident* Flash/Disk	Establish the font search order. Notes: <ul style="list-style-type: none"> Resident sets the printer to search its memory for the requested font before searching the flash memory or printer hard disk. Flash/Disk sets the printer to search the flash memory or printer hard disk for the requested font before searching the printer memory. This menu item appears only when a flash memory or hard disk is installed.
Wait Timeout Off On* (40 seconds)	Enable the printer to wait for more data before canceling a print job.
Note: An asterisk (*) next to a value indicates the factory default setting.	

PCL

Menu item	Description
Font Source Resident* Disk Download Flash All	Select the source which contains the default font selection. Notes: <ul style="list-style-type: none"> • Disk and Flash appear only when a non-defective, non-protected hard disk or flash memory is installed. • Download appears only if downloaded fonts exist in the printer memory.
Font Name [List of available fonts] (Courier*)	Select a font from the specified font source.
Symbol Set [List of available symbol set] (10U PC-8*)	Specify the symbol set for each font name. Note: 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 0.08–100.00 (10.00*)	Specify the pitch for fixed or monospaced fonts. Note: Pitch refers to the number of fixed-space characters in a horizontal inch of type.
Orientation Portrait* Landscape Reverse Portrait Reverse Landscape	Specify the orientation of text and graphics on the page.
Lines per Page 1–255 (60*)	Specify the number of lines of text for each page printed through the PCL® data stream. Notes: <ul style="list-style-type: none"> • This menu item activates vertical escapement that causes the selected number of requested lines to print between the default margins of the page. • 60 is the U.S. factory default setting. 64 is the international factory default setting.
PCL5 Minimum Line Width 1–30 (2*)	Set the initial minimum stroke width.
PCLXL Minimum Line Width 1–30 (2*)	
A4 Width 198 mm* 203 mm	Set the width of the logical page on A4-size paper. Note: Logical page is the space on the physical page where data is printed.
Auto CR after LF On Off*	Set the printer to perform a carriage return after a line feed control command. Note: Carriage return is a mechanism that commands the printer to 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.	

Menu item	Description
Auto LF after CR On Off*	Set the printer to perform a line feed after a carriage return control command.
Tray Renumber Assign Tray [x]	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.
Tray Renumber View Factory Defaults	Show the factory default value assigned for each paper source.
Tray Renumber Restore Defaults	Return all tray assignments to factory default values.
Print Timeout Off On* (90 seconds)	Set the printer to end a print job after it has been idle for the specified amount of time.
Note: An asterisk (*) next to a value indicates the factory default setting.	

HTML

Menu item	Description
Font Name Times*	Set the font to use when printing HTML documents.
Font Size 1–255 (12*)	Set the font size to use when printing HTML documents.
Scale 1–400% (100*)	Scale HTML documents for printing.
Orientation Portrait* Landscape	Set the page orientation for HTML documents.
Margin Size 8–255 mm (19*)	Set the page margin for HTML documents.
Backgrounds Do Not Print Print*	Print background information or graphics in HTML documents.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Image

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

Menu item	Description
Substitute Size Off Statement/A5 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: <ul style="list-style-type: none"> • Off prompts the user to load the required paper size. • Statement/A5 prints A5-size document on statement when loading statement and statement-size jobs on A5 paper size when loading A5. • Letter/A4 prints A4-size document on letter when loading letter and letter-size jobs on A4 paper size when loading letter. • All Listed substitutes Letter/A4.
Configure MP Cassette* Manual First	Determine the behavior of the multipurpose feeder. Notes: <ul style="list-style-type: none"> • 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.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Media Configuration menu

Universal Setup

Menu item	Description
Units of Measure Inches Millimeters	Specify the unit of measurement for the universal paper. Note: Inches is the U.S. factory default setting. Millimeters is the international factory default setting.
Portrait Width 3.00–14.17 inches (8.50*) 76–360 mm (216*)	Set the portrait width of the universal paper.
Portrait Height 3.00–14.17 inches (14*) 76–360 mm (356*)	Set the portrait height of the universal paper.
Feed Direction Short Edge* Long Edge	Set the printer to pick paper from the short edge or long edge direction. Note: Long Edge appears only when the longest edge is shorter than the maximum width supported.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Custom Scan Sizes

Menu item	Description
<p>Custom Scan Size [x]</p> <ul style="list-style-type: none"> Scan Size Name Width <ul style="list-style-type: none"> 1–8.5 inches (8.5*) 25.4–215.9 mm (215.9*) Height <ul style="list-style-type: none"> 1–25 inches (14*) 25.4–635 mm (355.6*) Orientation <ul style="list-style-type: none"> Portrait* Landscape 2 scans per side <ul style="list-style-type: none"> Off* On 	<p>Assign a scan size name and configure the scan settings.</p>

Media Types

Menu item	Description
<ul style="list-style-type: none"> Plain Transparency Recycled Labels Bond Envelope Letterhead Preprinted Colored Paper Light Heavy Custom Type [X] 	<p>Specify the texture, weight, and orientation of the paper loaded.</p>

Copy

Copy Defaults

Menu item	Description
Content Type Text Text/Photo* Photo Graphics	Improve the output result based on the content 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 source of the original document.
Sides 1 sided to 1 sided* 1 sided to 2 sided 2 sided to 1 sided 2 sided to 2 sided	Specify the scanning behavior based on the original document.
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.
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.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
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. Note: 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.
Darkness 1 to 9 (5*)	Adjust the darkness of the scanned image.
Number of Copies 1–9999 (1*)	Specify the number of copies.
Header/Footer Left Header Middle Header Right Header Left Footer Middle Footer Right Footer	Specify the header or footer information on the scanned image.
Overlay Confidential Copy Draft Urgent Custom Off*	Specify the overlay text to print on each copy.
Custom overlay	Type the text for the Custom choice in Overlay menu.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Advanced Imaging

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

Menu item	Description
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: <ul style="list-style-type: none"> • Content-based removes the background color from the original document . • Fixed removes image noise from a photo.
Auto Center Off* On	Align the content at the center of the page.
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 original document.
Scan Edge to Edge Off* On	Scan the original document from edge to edge.
Sharpness 1–5 (3*)	Adjust the sharpness of the scanned image.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Admin Controls

Menu item	Description
Transparency Separators Off On*	Insert a blank sheet between transparencies.
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.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Allow Save as Shortcut Off On*	Save copy settings as a shortcut.
Sample copy	Print a sample copy to check the quality before printing the remaining copies.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax

Fax Mode

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

Fax Setup

General Fax Settings

Menu item	Description
Fax Name	Identify your fax machine.
Fax Number	Identify your fax number.
Fax ID Fax Name Fax Number*	Notify fax recipients of your fax name or fax number.
Enable Manual Fax On Off*	Set the printer to fax manually. Note: Use a regular telephone line to answer an incoming fax job and to dial a fax number.
Memory Use All receive Mostly receive Equal* Mostly send All send	Set the amount of internal printer memory allocated for faxing. Note: This menu item prevents memory buffer conditions and failed faxes.
Cancel Faxes Allow* Don't Allow	Cancel outgoing faxes before they are transmitted, or cancel incoming faxes before they finish printing.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Caller ID Off On* Alternate	Show the telephone number of the person sending the fax. Note: This menu item appears only if multiple caller ID patterns are supported, and Fax Mode is set to Analog.
Fax Number Masking Off* From Left From Right	Specify the format for masking an outgoing fax number.
Digits to Mask 0–58 (0*)	Specify the number of digits to mask in an outgoing fax number.
Enable Line Connected Detection On* Off	Determine whether a telephone line is connected to the printer. Note: Detection takes place when turning on the printer and before each call.
Enable Extension in Use Support On Off*	Determine whether a telephone line is used by another device such as another phone on the same line. Note: This menu item is monitored continuously after turning on the printer.
Optimize Fax Compatibility	Configure the printer fax functionality for optimal compatibility with other fax machines.
Fax Transport Analog* etherFAX None HTTPS Fax	Set the fax transport method.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax Send Settings

Menu item	Description
Resolution Standard* Fine Super Fine Ultra Fine	Set the resolution of the scanned image. Note: A higher resolution increases fax transmission time and requires higher memory.
Original Size [List of paper sizes]	Specify the size of the original document. Note: Mixed Sizes is the U.S. factory default setting. A4 is the international factory default setting.
Orientation Portrait* Landscape	Specify the orientation of the original document.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Sides Off* Long Edge Short Edge	Specify the page orientation of text and graphics when scanning a two-sided document.
Content Type Text* Text/Photo Photo Graphics	Improve the output result based on the content 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 source of the original document.
Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
Behind a PABX Off* On	Set the printer to dial a fax number without waiting to recognize the dial tone. Note: Private Automated Branch Exchange (PABX) is a telephone network that allows a single access number to offer multiple lines to outside callers.
Dial Mode Tone* Pulse	Specify the dial mode for incoming or outgoing faxes.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Advanced Imaging

Menu item	Description
Color Balance -4 to 4 (0*)	Adjust the amount of toner used for each color.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Color Dropout None* Red Green Blue Default Red Threshold 0–255 (128*) Default Green Threshold 0–255 (128*) Default Blue Threshold 0–255 (128*)	Specify which color to drop during scanning, and adjust the dropout setting for that color.
Contrast Best for Content* 0 1 2 3 4 5	Set the contrast of the output.
Background Removal Background Detection Content-based* Fixed Level -4 to 4 (0*)	Adjust the amount of background visible on a scanned image. Notes: <ul style="list-style-type: none"> • If you want to remove the background color from the original document, then set Background Detection to Content-based. • If you want to remove image noise from a photo, then set Background Detection to Fixed.
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 amount of shadow detail visible on a scanned image.
Scan Edge to Edge Off* On	Allow edge-to-edge scanning of the original document.
Sharpness 1–5 (3*)	Adjust the sharpness of the scanned image.
Temperature -4 to 4 (0*)	Specify whether to generate a cooler or warmer output.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Admin Controls

Menu item	Description
Automatic Redial 0–9 (5*)	Adjust the number of redial attempts based on the activity levels of recipient fax machines.
Redial Frequency 1–200 minutes (3*)	Increase the time between redial attempts to increase the chance of sending fax successfully.
Enable ECM Off On*	Activate Error Correction Mode (ECM) for fax jobs. Note: ECM detects and corrects errors in the fax transmission process that are caused by telephone line noise and poor signal strength.
Enable Fax Scans Off On*	Fax documents that are scanned at the printer.
Driver to Fax Off On*	Allow the print driver to send fax.
Allow Save as Shortcut Off On*	Save fax numbers as shortcuts in the printer.
Max Speed 33600* 14400 9600 4800 2400	Set the maximum speed for sending fax.
Custom Job Scanning Off* On	Turn on scanning of custom jobs by default. Note: This menu item appears only when a hard disk is installed.
Scan Preview Off* On	Show a preview of the scan on the display. Note: This menu item appears only when a hard disk is installed.
Enable Color Fax Scans Off by default* On by default Never use Always use	Enable color scans for fax.
Auto Convert Color Faxes to Mono Faxes Off On*	Convert all outgoing color faxes to black and white.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Confirm Fax Number Off* On	Ask the user to confirm the fax number.
Dial Prefix	Set a dialing prefix.
Dialing Prefix Rules Prefix Rule [x]	Establish a dialing prefix rule.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax Receive Settings

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

Menu item	Description
Fax Footer Time Stamp Receive* Print	Print the time stamp at the bottom of each page from a received fax.
Holding Faxes Held Fax Mode Off* Always On Manual Scheduled	Hold received faxes from printing until they are released.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Admin Controls

Menu item	Description
Enable Fax Receive On* Off	Set the printer to receive fax.
Enable Color Fax Receive On* Off	Set the printer to receive color fax.
Enable Caller ID On* Off	Show the number that is sending the incoming fax.
Block No Name Fax On Off*	Block incoming faxes sent from devices with no station ID or fax ID specified.
Banned Fax List Add Banned Fax	Specify the phone numbers that you want to block.
Answer On All Rings* Single Ring Only Double Ring Only Triple Ring Only Single or Double Rings Only Single or Triple Rings Only Double or Triple Rings Only	Set a distinctive ring pattern for incoming fax.
Auto Answer On* Off	Set the printer to receive fax automatically.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Manual Answer Code 0–9 (9*)	Manually enter a code on the telephone number pad to begin receiving fax. Notes: <ul style="list-style-type: none"> • This menu item appears only when the printer shares a line with a telephone. • This menu item appears only when you set the printer to receive fax manually.
Fax Forwarding Print* Print and Forward Forward	Specify how to forward received fax.
Forward to Destination [x] Type Shortcut Number	Specify where to forward received fax.
Confirmation E-mail	Send a confirmation e-mail when fax forwarding is successful. Note: The e-mail is sent only when forwarding to FTP or Network Share destinations.
Max Speed 33600* 14400 9600 4800 2400	Set the maximum speed for transmitting fax.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax Cover Page

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

Fax Log Settings

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

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

Speaker Settings

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

Fax Server Setup

General Fax Settings

Menu item	Description
To Format	Specify a fax recipient. Note: If you want to use the fax number, then type the number sign (#) before a number.
Reply Address	Specify a reply address for sending fax.
Subject	Specify the fax subject and message.
Message	
Enable analog receive Off* On	Set the printer to receive analog faxes.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax Server E-mail Settings

Menu item	Description
Use E-mail SMTP Server Off On*	Use the e-mail SMTP server when configuring the fax server e-mail settings.
Primary SMTP Gateway	Type the IP address or host name of the primary Simple Mail Transfer Protocol (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 (30*)	Set the time before the printer times out if the SMTP server does not respond.
Reply Address	Specify a reply address for sending fax.
Always use SMTP default Reply Address Off* On	Specify the SMTP reply address for sending fax.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Use SSL/TLS Disabled* Negotiate Required	Specify whether to send fax using an encrypted link.
Require Trusted Certificate Off On*	Specify a trusted certificate when accessing the SMTP server.
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	Enable user credentials and group destinations to connect to the SMTP server.
Device Userid	Specify the user ID and password to connect to the SMTP server.
Device Password	
Kerberos 5 REALM	Specify the realm for the Kerberos 5 authentication protocol.
NTLM Domain	Specify the domain name for the NTLM security protocol.
Disable "SMTP server not set up" error Off* On	Hide the "SMTP server not set up" error message.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Fax Server Scan Settings

Menu item	Description
Image Format PDF (.pdf)* TIFF (.tif) XPS (.xps)	Specify the file format for the scanned image.
Content Type Text* Text/Photo Photo Graphics	Improve the output result based on the content 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 source of the original document.
Fax Resolution Standard* Fine Super Fine Ultra Fine	Set the fax resolution.
Sides Off* Short Edge Long Edge	Specify the page orientation of text and graphics when scanning a two-sided document.
Darkness 1 -9 (5*)	Set the darkness of the output.
Orientation Portrait* Landscape	Specify the orientation of text and graphics on the page.
Original Size [List of paper sizes]	Set the paper size of the original document. Note: Mixed Sizes is the U.S. factory default setting. A4 is the international factory default setting.
Use Multi-Page TIFF Off On*	Choose between single- and multiple-page TIFF files.
Note: An asterisk (*) next to a value indicates the factory default setting.	

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

Menu item	Description
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	Enable user credentials and group designations to connect to the SMTP server.
Device Userid	Specify the user ID and password to connect to the SMTP server.
Device Password	
Kerberos 5 REALM	Specify the realm for the Kerberos 5 authentication protocol.
NTLM Domain	Specify the domain name for the NTLM security protocol.
Disable “SMTP server not set up” error Off* On	Hide the “SMTP server not set up” error message.
Note: An asterisk (*) next to a value indicates the 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 JPEG (.jpg) PDF (.pdf)* TIFF (.tif) XPS (.xps) TXT (.txt) RTF (.rtf) DOCX (.docx) CSV (.csv)	Specify the file format of the scanned document. Note: The menu items may vary depending on your printer model.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Global OCR Settings Recognized Languages Auto Rotate Despeckle Auto Contrast Enhance	Configure the settings for optical character recognition (OCR). Note: This menu item appears only if you have purchased and installed an OCR solution.
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 document. Notes: <ul style="list-style-type: none"> • 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* Photo Graphics	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.
Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
Orientation Portrait* Landscape	Specify the orientation of the original document.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Original Size Mixed Sizes*	Set the paper size of the original document.
Sides Off* Short Edge Long Edge	Specify the orientation of the original document when scanning on both sides of the document.
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* Red Green Blue Default Red Threshold 0–255 (128*) Default Green Threshold 0–255 (128*) Default Blue Threshold 0–255 (128*)	Specify which color to drop during scanning, and adjust the dropout setting for that color.
Auto Color Detect Color Sensitivity 1–9 (5*) Area Sensitivity 1–9 (5*) E-mail Bit Depth 1 bit* 8 bit Minimum Scan Resolution 75 dpi 150 dpi 200 dpi 300 dpi*	Configure the auto color detection setting.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
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* Fixed Level -4 to 4 (0*)	Remove the background color or image noise from the original document. Notes: <ul style="list-style-type: none"> • 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.
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 (Do Not 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 indicates the factory default setting.	

Admin Controls

Menu item	Description
Max E-mail Size 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.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
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.
TIFF Compression JPEG LZW*	Specify the compression type for TIFF files.
Text Default 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 next set with the same or different settings. Note: This menu item appears only when a hard disk is installed.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
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 indicates the factory default setting.	

Web Link Setup

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

FTP

FTP Defaults

Menu item	Description
Format JPEG (.jpg) PDF (.pdf)* TIFF (.tif) XPS (.xps) TXT (.txt) RTF (.rtf) DOCX (.docx) CSV (.csv)	Specify the file format for the scanned image. Note: The menu items may vary depending on your printer model.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Global OCR Settings Recognized Languages Auto Rotate Despeckle Auto Contrast Enhance	Configure the settings for optical character recognition (OCR). Note: This menu item appears only if you have purchased and installed an OCR solution.
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. Notes: <ul style="list-style-type: none"> • 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* Photo Graphics	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.
Darkness 1–9 (5*)	Adjust the darkness of the scanned image.
Orientation Portrait* Landscape	Specify the orientation of the original document.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
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 Cyan (0*) Magenta (0*) Yellow (0*)	Adjust the color intensity for cyan, magenta, and yellow.
Color Dropout Color Dropout None* Red* Green* Blue* Default Red Threshold 0–255 (128*) Default Green Threshold 0–255 (128*) Default Blue Threshold 0–255 (128*)	Specify which color to drop during scanning, and adjust the dropout setting for that color.
Auto Color Detect Color Sensitivity 1–9 (5*) Area Sensitivity 1–9 (5*) FTP Bit Depth 1 bit* 8 bit Minimum Scan Resolution 75 dpi 150 dpi 200 dpi 300 dpi*	Configure the auto color detection setting.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
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* Fixed Level -4 to 4 (0*)	Remove the background color or image noise from the original document. Notes: <ul style="list-style-type: none"> • 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 Do Not Remove* Remove Blank Page Sensitivity 1–9 (5*)	Set the sensitivity of scans in relation to blank pages in the original document.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Admin Controls

Menu item	Description
Text Default 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	Turn on scanning of custom jobs by default. Note: This menu item appears only when a hard disk is installed.
Scan Preview Off On*	Show a preview of the scan on the display. 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 value indicates the factory default setting.	

USB Drive

Flash Drive Scan

Menu item	Description
Format JPEG (.jpg) PDF (.pdf)* TIFF (.tif) XPS (.xps) TXT (.txt) RTF (.rtf) DOCX (.docx) CSV (.csv)	Specify the file format for the scanned image. Note: The menu items may vary depending on your printer model.
Global OCR Settings Recognized Languages Auto Rotate Despeckle Auto Contrast Enhance	Configure the settings for optical character recognition (OCR). Note: This menu item appears only if you have purchased and installed an OCR solution.
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: <ul style="list-style-type: none"> • 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* Photo Graphics	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.
Note: An asterisk (*) next to a value indicates the factory default setting.	

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

Menu item	Description
Color Dropout Color Dropout None* Red Green Blue Default Red Threshold 0–255 (128*) Default Green Threshold 0–255 (128*) Default Blue Threshold 0–255 (128*)	Specify which color to drop during scanning, and adjust the dropout setting for that color.
Auto Color Detect Color Sensitivity 1–9 (5*) Area Sensitivity 1–9 (5*) Scan Bit Depth 1 bit* 8 bit Minimum Scan Resolution 75 dpi 150 dpi 200 dpi 300 dpi*	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* Fixed Level (0*)	Remove the background color or image noise from the original document. Notes: <ul style="list-style-type: none"> • 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 the factory default setting.	

Menu item	Description
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.
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 Do Not Remove* Remove Blank Page Sensitivity 1–9 (5*)	Set the sensitivity of scans in relation to blank pages in the original document.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Admin Controls

Menu item	Description
Text Default 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.
TIFF Compression LZW* JPEG	Specify the compression type for TIFF files.
Custom Job Scanning Off* On	Turn on scanning of custom jobs by default. Note: This menu item appears only when a hard disk is installed.
Scan Preview Off On*	Show a preview of the scan on the display. Note: This menu item appears only when a hard disk is installed.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
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 value indicates the factory default setting.	

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

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

Menu item	Description
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 value indicates the factory default setting.	

Wireless

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

Menu item	Description
Setup On Printer Panel Choose Network Add Wi-Fi Network Network Name Network Mode Infrastructure Wireless Security Mode Disabled* WEP WPA2/WPA - Personal WPA2 - Personal 802.1x - RADIUS	Configure the Wi-Fi connection using the control panel. Note: 802.1x - RADIUS can be configured only from the Embedded Web Server.

Menu item	Description
Wi-Fi Protected Setup WPS Auto Detect Off On* Start Push Button Method Start PIN Method	Establish a Wi-Fi network and enable network security. Notes: <ul style="list-style-type: none"> • WPS Auto Detect appears only when the Wireless Security Mode is set to WEP. • Start Push-Button Method connects the printer to a Wi-Fi network when buttons on both the printer and the access point (wireless router) are pressed within a given time. • Start PIN Method connects the printer to a Wi-Fi network when a PIN on the printer is entered into the wireless settings of the access point.
Network Mode BSS Type Infrastructure*	Specify the network mode.
Enable Wi-Fi Direct On Off*	Enable Wi-Fi Direct-capable devices to connect directly 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. Note: 802.11a/b/g/n/ac (2.4GHz/5GHz) and 802.11a/n/ac (5GHz) only appear when a Wi-Fi option is installed.
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. Note: 802.1x - RADIUS can be configured only from the Embedded Web Server.
WEP Authentication Mode Auto* Open Shared	Set the type of Wireless Encryption Protocol (WEP) for the printer. Note: This menu item appears only when the Wireless Security Mode is set to WEP.
Set WEP Key	Specify a WEP password for secure Wi-Fi connection.
WPA2/WPA Personal AES	Enable Wi-Fi security through Wi-Fi Protected Access (WPA). Note: This menu item appears only when the Wireless Security Mode is set to WPA2/WPA-Personal.
Set Pre-Shared Key	Set the password for secure Wi-Fi connection.
WPA2-Personal AES	Enable Wi-Fi security through WPA2. Note: This menu item appears only when the Wireless Security Mode is set to WPA2-Personal.

Menu item	Description
<p>802.1x Encryption Mode WPA+ WPA2*</p>	<p>Enable Wi-Fi security through 802.1x standard.</p> <p>Notes:</p> <ul style="list-style-type: none"> • This menu item appears only when the Wireless Security Mode is set to 802.1x - RADIUS. • 802.1x - RADIUS can be configured only from the Embedded Web Server.
<p>IPv4 Enable DHCP On* Off Set Static IP Address IP Address Netmask Gateway</p>	<p>Enable and configure IPv4 settings in the printer.</p>
<p>IPv6 Enable IPv6 On* Off Enable DHCPv6 On Off* Stateless Address Autoconfiguration On* Off DNS Server Address Manually Assigned IPv6 Address Manually Assigned IPv6 Router Address Prefix All IPv6 Addresses All IPv6 Router Addresses</p>	<p>Enable and configure IPv6 settings in the printer.</p>
<p>Network Address UAA LAA</p>	<p>View the network addresses.</p>
<p>PCL SmartSwitch Off On*</p>	<p>Set the printer to switch automatically to PCL emulation when a print job requires it, regardless of the default printer language.</p> <p>Note: If PCL SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.</p>
<p>PS SmartSwitch Off On*</p>	<p>Set the printer to switch automatically to PS emulation when a print job requires it, regardless of the default printer language.</p> <p>Note: If PS SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.</p>

Menu item	Description
Job Buffering On Off*	Temporarily store print jobs in the printer 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: <ul style="list-style-type: none"> • On processes raw binary PostScript print jobs. • Off filters print jobs using the standard protocol.

Wi-Fi Direct

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

Ethernet

Menu item	Description
Network Speed	Show the speed of an active network adapter.
IPv4 Enable DHCP Off On*	Enable Dynamic Host Configuration Protocol (DHCP). Note: DHCP is a standard protocol that allows a server to distribute IP addressing and configuration information dynamically to clients.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
IPv4 Set Static IP Address IP Address Netmask Gateway	Set the static IP address of your printer.
IPv6 Enable IPv6 Off On*	Enable IPv6 in the printer.
IPv6 Enable DHCPv6 Off* On	Enable DHCPv6 in the printer.
IPv6 Stateless Address Autoconfiguration Off On*	Set the network adapter to accept the automatic IPv6 address configuration entries provided by a router.
IPv6 DNS Server Address	Specify the DNS server address.
IPv6 Manually Assigned IPv6 Address	Assign the IPv6 address.
IPv6 Manually Assigned IPv6 Router	Assign the IPv6 address.
IPv6 Address Prefix 0–128 (64*)	Specify the address prefix.
IPv6 All IPv6 Addresses	Show all IPv6 addresses.
IPv6 All IPv6 Router Addresses	Show all IPv6 router addresses.
Network Address UAA LAA	Show the printer Media Access Control (MAC) addresses: Locally Administered Address (LAA) and Universally Administered Address (UAA). Note: You can change the printer LAA manually.
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: If PCL SmartSwitch is off, then 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 On*	Set the printer to switch automatically to PS emulation when a print job requires it, regardless of the default printer language. Note: If PS SmartSwitch is off, then the printer does not examine incoming data and uses the default printer language specified in the Setup menu.
Job Buffering Off On*	Temporarily store jobs on the printer 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: <ul style="list-style-type: none"> • On processes raw binary PostScript print jobs. • Off filters print jobs using the standard protocol.
Energy Efficient Ethernet Off On*	Reduce power consumption when the printer does not receive data from the Ethernet network.
Note: An asterisk (*) next to a value indicates the factory default setting.	

TCP/IP

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

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

Menu item	Description
Enable DDNS Off* On	Update the Dynamic DNS settings.
DDNS TTL 300–31536000 seconds (3600*)	Specify the current DDNS settings.
Default TTL 5–254 seconds (254*)	
DDNS Refresh Time 300–31536000 seconds (604800*)	
Enable mDNS On* Off	Update 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 an IP address for the TCP connections. Notes: <ul style="list-style-type: none"> • Use a comma to separate each IP address. • You can add up to 50 IP addresses.
Restricted Server List Options Block All Ports* Block Printing Only Block Printing and HTTP Only	Specify how the IP addresses in the list can access the printer functionality.
MTU 256–1500 (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 Disabled* Enabled 100–1000000 (100000*)	Enable the printer maximum transfer rate.
Enable TLSv1.0 On* Off	Enable the TLSv1.0 protocol.

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

Menu item	Description
Enable TLSv1.1 On* Off	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 Enabled Off On* Allow SNMP Set Off On* Enable PPM MIB Off On* SNMP Community	Configure Simple Network Management Protocol (SNMP) versions 1 and 2c to install print drivers and applications.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
SNMP Version 3 Enabled Off On* Context Name Set Read/Write Credentials User Name Authentication Password Privacy Password Set Read-only Credentials User Name Authentication Password Privacy Password Authentication Hash MD5 SHA1* Minimum Authentication Level No Authentication, No Privacy Authentication, No Privacy Authentication, Privacy* Privacy Algorithm DES AES-128*	Configure SNMP version 3 to install and update the printer security.
Note: An asterisk (*) next to a value indicates the factory default setting.	

IPSec

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

Menu item	Description
Enable IPSec Off* On	Enable Internet Protocol Security (IPSec).
Base Configuration Default* Compatibility Secure	Set the IPSec base configuration. Note: This menu item appears only when Enable IPSec is set to On.
DH (Diffie-Hellman) Group Proposal modp2048 (14)* modp3072 (15) modp4096 (16) modp6144 (17)	Set the IPSec base configuration. Note: This menu item appears only when Base Configuration is set to Compatibility.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Proposed Encryption Method 3DES AES*	Set the encryption method. Note: This menu item appears only when Base Configuration is set to Compatibility.
Proposed Authentication Method SHA1 SHA256* SHA512	Set the authentication method. Note: This menu item appears only when Base Configuration is set to Compatibility.
IKE SA Lifetime (Hours) 1 2 4 8 24*	Specify the IKE SA expiry period. Note: This menu item appears only when Base Configuration is set to Secure.
IPSec SA Lifetime (Hours) 1 2 4 8* 24	Specify the IPSec SA expiry period. Note: This menu item appears only when Base Configuration is set to Secure.
IPSec Device Certificate	Specify an IPSec certificate. Note: This menu item appears only when Enable IPSec is set to On.
Pre-Shared Key Authenticated Connections Host [x]	Configure the authenticated connections of the printer. Note: These menu items appear only when Enable IPSec is set to On.
Certificate Authenticated Connections Host [x] Address[/subnet]	
Note: An asterisk (*) next to a value indicates the factory default setting.	

802.1x

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

Menu item	Description
Active Off* On	Let the printer join networks that require authentication before allowing access.
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 Off* On	Print a banner page for all LPD print jobs. Note: A banner page is the first page of a print job used as a separator of print jobs and to identify the originator of the print job request.
LPD Trailer Page Off* On	Print a trailer page for all LPD print jobs. Note: A trailer page is the last page of a print job.
LPD Carriage Return Conversion Off* On	Enable carriage return conversion. Note: Carriage return is a mechanism that commands the printer to 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 Off On*	Access the Embedded Web Server to monitor and manage the printer.
Enable HTTPS Off On*	Enable Hypertext Transfer Protocol Secure (HTTPS) to encrypt data transferring to and from the print server.
Force HTTPS Connections On Off*	Force the printer to use HTTPS connections.
Enable FTP/TFTP Off On*	Send files using FTP/TFTP.
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.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
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.
Port Number 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 On*	Set the printer to switch to PCL emulation when a print job received through a USB port requires it, regardless of the default printer language. Note: 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 On*	Set the printer to switch to PostScript emulation when a print job received through a USB port requires it, regardless of the default printer language. Note: 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* 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: <ul style="list-style-type: none"> • Auto processes print jobs from computers using either Windows or Macintosh operating systems. • Off filters PostScript print jobs using the standard protocol.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Menu item	Description
Enable USB Port Off On*	Enable the front USB drive port.
Note: An asterisk (*) next to a value indicates the factory default setting.	

Restrict external network access

Menu item	Description
Restrict external network access Off* On	Restrict access to network sites.
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 1–300 (10*)	Specify the network query interval in seconds.
Subject	Specify the subject and message of the notification e-mail.
Message	
Note: An asterisk (*) next to a value indicates the factory default setting.	

Security

Login Methods

Manage Permissions

Menu item	Description
<p>Function Access</p> <ul style="list-style-type: none"> Access Address Book in Apps Modify Address Book Manage Shortcuts Create Profiles Manage Bookmarks Flash Drive Print Flash Drive Scan Copy Function Color Dropout E-mail Function Fax Function FTP Function Release Held Faxes Held Jobs Access User Profiles Cancel Jobs at the Device Change Language Internet Printing Protocol (IPP) Initiate Scans Remotely B/W Print Network Folder - Scan 	<p>Control access to the printer functions.</p>
<p>Administrative Menus</p> <ul style="list-style-type: none"> Security Menu Network/Ports Menu Paper Menu Reports Menu Function Configuration Menus Supplies Menu Option Card Menu SE Menu Device Menu 	<p>Control access to the printer menu settings.</p>

Menu item	Description
<p>Device Management</p> <ul style="list-style-type: none"> Remote Management Firmware Updates Apps Configuration Operator Panel Lock Import/Export All Settings Out of Service Erase Embedded Web Server Access 	<p>Control access to the printer management options.</p>
<p>Apps</p> <ul style="list-style-type: none"> New Apps Scan Center Scan Center Custom 1 Scan Center Custom 2 Scan Center Custom 3 Scan Center Custom 4 Scan Center Custom 5 Scan Center Custom 6 Scan Center Custom 7 Scan Center Custom 8 Scan Center Custom 9 Scan Center Custom 10 	<p>Control access to printer applications.</p>

Local Accounts

Menu item	Description
<p>Manage Groups/Permissions</p> <ul style="list-style-type: none"> Add Group <ul style="list-style-type: none"> Import Access Controls Function Access Administrative Menus Device Management Apps All Users <ul style="list-style-type: none"> Import Access Controls Function Access Administrative Menus Device Management Apps Admin 	<p>Control group or user access to the printer functions, applications, and security settings.</p>

Menu item	Description
Add User User Name/Password User Name Password PIN	Create local accounts to manage access to the printer functions.
User Name/Password Accounts Add User	
User Name Accounts Add User	
Password Accounts Add User	
PIN Accounts Add User	

Schedule USB Devices

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

Security Audit Log

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

Menu item	Description
<p>Remote Syslog Facility</p> <ul style="list-style-type: none"> 0 - Kernel Messages 1 - User-Level Messages 2 - Mail System 3 - System Daemons 4 - Security/Authorization Messages* 5 - Messages Generated Internally by Syslogs 6 - Line Printer Subsystem 7 - Network News Subsystem 8 - UUCP Subsystem 9 - Clock Daemon 10 - Security/Authorization Messages 11 - FTP Daemon 12 - NTP Subsystem 13 - Log Audit 14 - Log Alert 15 - Clock Daemon 16 - Local Use 0 (local0) 17 - Local Use 1 (local1) 18 - Local Use 2 (local2) 19 - Local Use 3 (local3) 20 - Local Use 4 (local4) 21 - Local Use 5 (local5) 22 - Local Use 6 (local6) 23 - Local Use 7 (local7) 	<p>Specify a facility code that the printer uses when sending log events to a remote server.</p>
<p>Severity of Events to Log</p> <ul style="list-style-type: none"> 0 - Emergency 1 - Alert 2 - Critical 3 - Error 4 - Warning* 5 - Notice 6 - Informational 7 - Debug 	<p>Specify the priority level cutoff for logging messages and events.</p>
<p>Remote Syslog Non-Logged Events</p> <ul style="list-style-type: none"> Off* On 	<p>Send all events, regardless of severity level, to the remote server.</p>
<p>Admin's E-mail Address</p>	<p>Send e-mail notification of logged events to the administrator.</p>
<p>Note: An asterisk (*) next to a value indicates the factory default setting.</p>	

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

Confidential Print Setup

Menu item	Description
Max Invalid PIN 2–10	Set the number of times an invalid PIN can be entered. Notes: <ul style="list-style-type: none"> • 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 Off* 1 Hour 4 Hours 24 Hours 1 Week	Set the expiration time for confidential print jobs. Notes: <ul style="list-style-type: none"> • 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. • If the printer is turned off, then all confidential jobs held in the printer memory are deleted.
Repeat Job Expiration Off* 1 Hour 4 Hours 24 Hours 1 Week	Set the expiration time for a print job that you want to repeat.
Verify Job Expiration Off* 1 Hour 4 Hours 24 Hours 1 Week	Set the expiration time that the printer prints a copy for the user to examine its quality, before printing the remaining copies.
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 value indicates the factory default setting.	

Disk Encryption

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

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

Erase Temporary Data Files

Menu item	Description
Stored in onboard memory Off* On	Delete all files stored on the printer memory.
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.

Mobile Services Management

Use	To
AirPrint Print Scan Fax	Enable functions in the AirPrint software feature.

Miscellaneous

Menu item	Description
Protected Features Show* Hide	Show all the features that Function Access Control (FAC) protects regardless of the security permission that the user has. Note: 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	Specify user access to the printer. Notes: <ul style="list-style-type: none"> • The jumper is located beside a lock icon on the controller board. • Enable "Guest" access provides anyone access to all aspects of the printer. • No Effect may make access to the printer impossible when the required security information is unavailable.
Minimum Password Length 0–32	Specify the password length.
Note: An asterisk (*) next to a value 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.
Profiles 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 Demo Demo Page	Print a page that shows the printer capabilities and supported solutions.
Print Directory	Print the resources that are stored in the flash drive or printer hard disk. Note: This menu item appears only when a flash drive or printer hard disk is installed.

Shortcuts

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

Fax

Note: This menu appears only in some printer models.

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. Note: 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
Connection Guide	Provides information about connecting the printer locally (USB) or to a network
Copy Guide	Provides information about making copies and configuring the settings
E-mail Guide	Provides information about sending e-mails and configuring the settings
Fax Guide	Provides information about sending faxes and configuring the settings
FTP Guide	Provides information about scanning documents and configuring the settings
Information Guide	Provides more information sources about the printer
Media Guide	Provides information about loading paper and specialty media
Mono Quality Guide	Provides information about mono print quality settings
Moving Guide	Provides information about moving, locating, or shipping the printer
Print Quality Guide	Provides information about solving print quality issues
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.

Printing the Menu Settings Page

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

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 non-volatile 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 **OK**.
- 3 Select either **Start initial setup** or **Leave printer offline**, and then touch **OK**.

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.

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 In the Restore Settings menu, select the settings that you want to restore.
- 3 Touch **RESTORE**.
- 4 Follow the instructions on the display.

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.

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

The speaker volume will reset to default value after the session is logged out, when the printer wakes from Sleep or Hibernate mode, or after a power-on reset.

- 1 From the control panel, navigate to:
Settings > Device > Preferences > Audio Feedback
- 2 Select the volume.

Note: If Quiet Mode is enabled, then audible alerts are turned off.

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

Note: For information on installing the wireless network adapter, see the setup sheet that came with the adapter.

Connecting the printer to a Wi-Fi network

Make sure that Active Adapter is set to Auto. From the home screen, touch **Settings > Network/Ports > Network Overview > Active Adapter**.

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

Note: For 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.
- Active Adapter is set to Auto. From the home screen, touch **Settings** > **Network/Ports** > **Network Overview** > **Active Adapter**.

Using the Push Button method

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

Using the personal identification number (PIN) method

- 1 From the home screen, touch **Settings** > **Network/Ports** > **Wireless** > **Wi-Fi Protected Setup** > **Start PIN Method**.
- 2 Copy the eight-digit WPS PIN.
- 3 Open a web browser, and then type the IP address of your access point in the address field.

Notes:

- To know the IP address, see the documentation that came with your access point.
 - If you are using a proxy server, then temporarily disable it to load the web page correctly.
- 4 Access the WPS settings. For more information, see the documentation that came with your access point.
 - 5 Enter the eight-digit PIN, and then save the changes.

Configuring Wi-Fi Direct

Wi-Fi Direct[®] is a Wi-Fi-based peer-to-peer technology that allows wireless devices to connect directly to a Wi-Fi Direct-enabled printer without using an access point (wireless router).

- 1 From the home screen, touch **Settings** > **Network/Ports** > **Wi-Fi Direct**.
- 2 Configure the settings.
 - **Enable Wi-Fi Direct**—Enables the printer to broadcast its own Wi-Fi Direct network.
 - **Wi-Fi Direct Name**—Assigns a name for the Wi-Fi Direct network.
 - **Wi-Fi Direct Password**—Assigns the password for negotiating the wireless security when using the peer-to-peer connection.
 - **Show Password on Setup Page**—Shows the password on the Network Setup Page.
 - **Auto-Accept Push Button Requests**—Lets the printer accept connection requests automatically.

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

Notes:

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

Connecting a mobile device to the printer

Before connecting your mobile device, make sure that Wi-Fi Direct has been configured. For more information, see [“Configuring Wi-Fi Direct” on page 144](#).

Connecting using Wi-Fi Direct

Note: These instructions apply only to Android mobile devices.

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

Connecting using Wi-Fi

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

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

- 3 Enter the Wi-Fi Direct password.

Connecting a computer to the printer

Before connecting your computer, make sure that Wi-Fi Direct has been configured. For more information, see [“Configuring Wi-Fi Direct” on page 144](#).

For Windows users

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

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

For Macintosh users

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

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

- 2 Type the Wi-Fi Direct password.

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

Deactivating the Wi-Fi network

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

Changing the printer port settings after installing an internal solutions port

Notes:

- If the printer has a static IP address, then do not change the configuration.
- If the computers are configured to use the network name instead of an IP address, then do not change the configuration.
- If you are adding a wireless internal solutions port (ISP) to a printer previously configured for an Ethernet connection, then disconnect the printer from the Ethernet network.

For Windows users

- 1 Open the printers folder.
- 2 From the shortcut menu of the printer with the new ISP, open the printer properties.
- 3 Configure the port from the list.
- 4 Update the IP address.
- 5 Apply the changes.

For Macintosh users

- 1 From System Preferences in the Apple menu, navigate to the list of printers, and then select + > **IP**.
- 2 Type the IP address in the address field.
- 3 Apply the changes.

Setting up serial printing (Windows only)

- 1 Set the parameters in the printer.
 - a From the control panel, navigate to the menu for the port settings.
 - b Locate the menu for the serial port settings, and then adjust the settings, if necessary.
 - c Apply the changes.


- 2 From your computer, open the printers folder, and then select your printer.
- 3 Open the printer properties, and then select the COM port from the list.
- 4 Set the COM port parameters in Device Manager.

Notes:

- Serial printing reduces printing speed.
- Make sure that the serial cable is connected to the serial port on your printer.

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

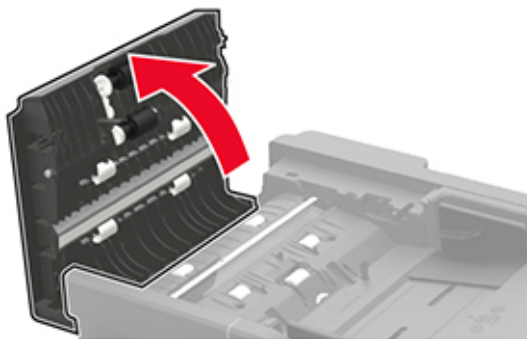


- Scanner glass pad



3 Close the scanner cover.

4 Open the ADF cover.



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

- ADF glass pad in the ADF cover



- ADF glass in the ADF cover



6 Close the ADF cover.

Ordering parts and supplies

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 a toner cartridge

Notes:

- The estimated cartridge yield is based on the ISO/IEC 19752 standard.
- Extremely low print coverage for extended periods of time may negatively affect actual yield.

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

Ordering an imaging unit

To order an imaging unit, 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 123.123.123.123.
- 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.

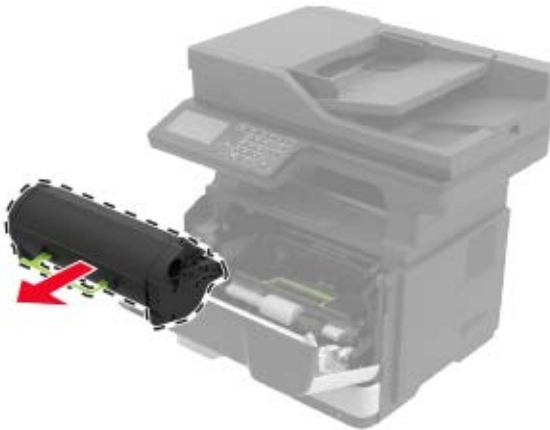
Replacing parts and supplies

Replacing the toner cartridge

- 1 Open door A.



- 2 Remove the used toner cartridge.



- 3 Unpack the new toner cartridge, and then shake it three times to redistribute the toner.



- 4 Insert the new toner cartridge.

Note: Use the arrows inside the printer as guides.



- 5 Close door A.

Replacing the imaging unit

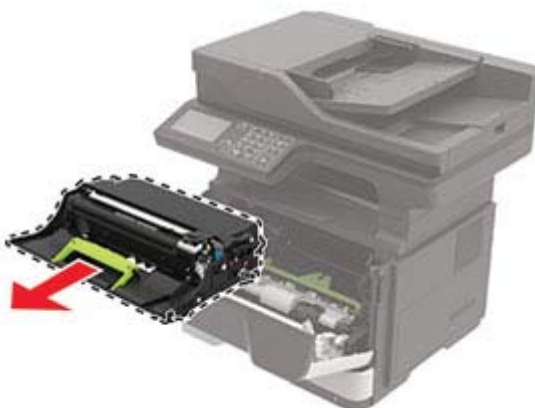
1 Open door A.



2 Remove the toner cartridge.



3 Remove the used imaging unit.



- 4 Unpack the new imaging unit, and then shake it three times to redistribute the toner.



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

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



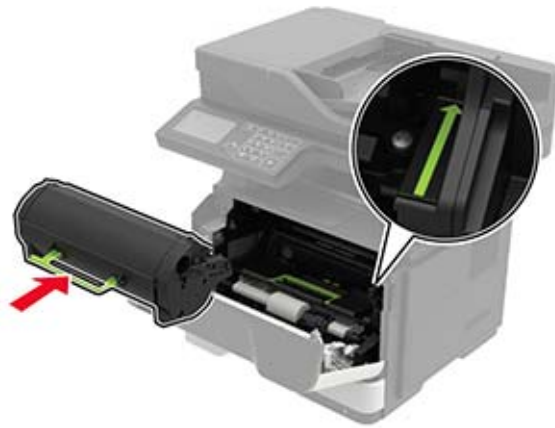
- 5 Insert the new imaging unit.

Note: Use the arrows inside the printer as guides.



- 6 Insert the toner cartridge.

Note: Use the arrows inside the printer as guides.



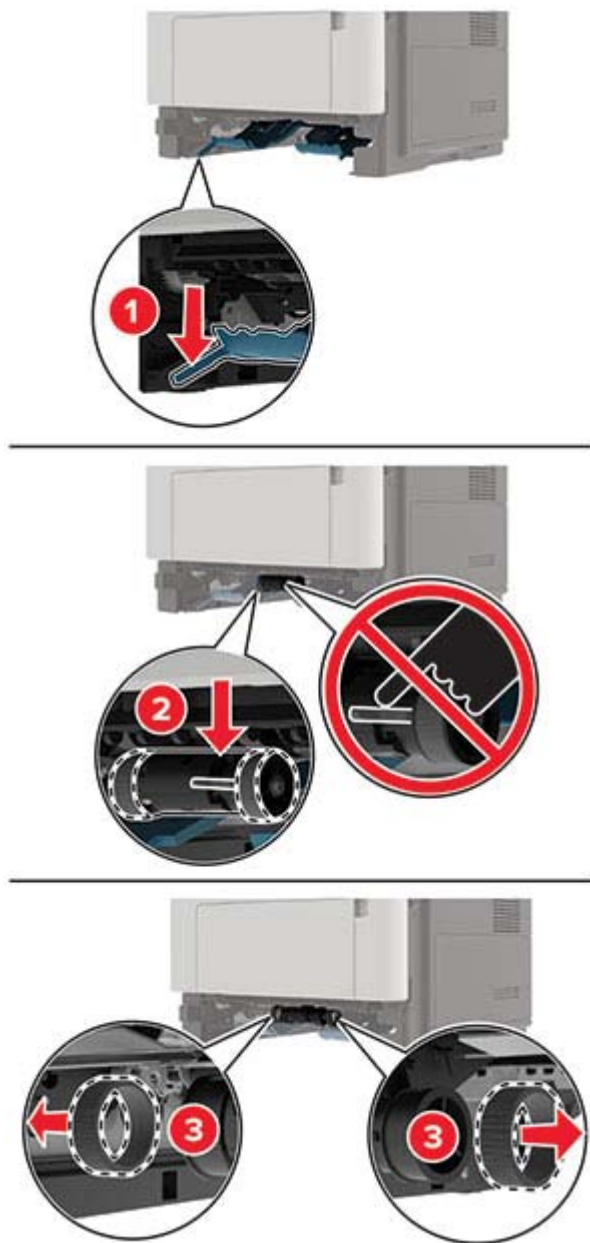
7 Close door A.

Replacing the pick tires

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

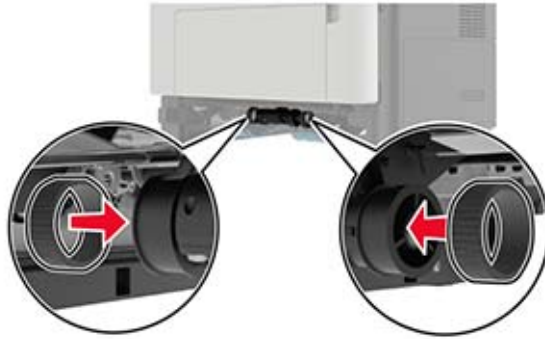


4 Remove the used pick tires one after the other.



5 Unpack the new pick tires.

- 6 Insert the new pick tires.



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

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

- 9 Turn on the printer.

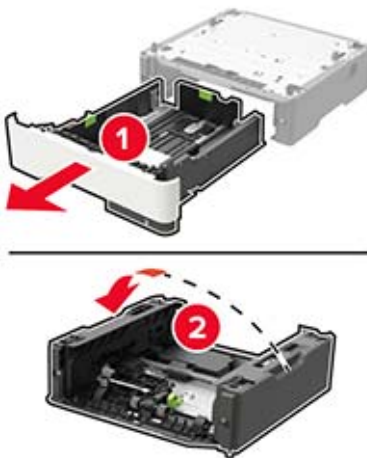
Replacing the pick roller assembly

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

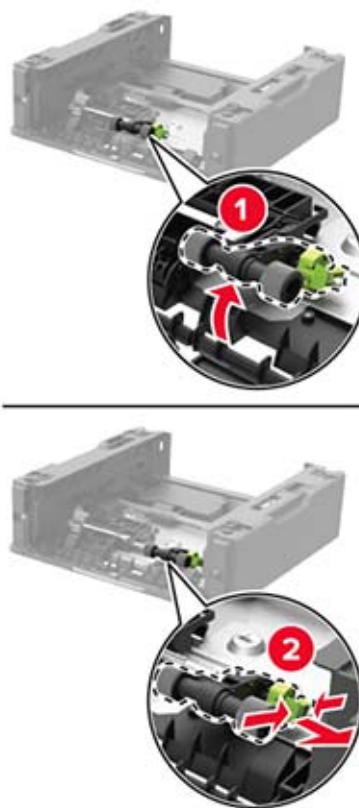
⚠ CAUTION—POTENTIAL INJURY: If the printer weight is greater than 20 kg (44 lb), then it may require two or more people to lift it safely.



4 Remove the tray insert, and then flip the tray base.



5 Remove the used pick roller assembly.



6 Unpack the new pick roller assembly.

7 Insert the new pick roller assembly.




8 Flip the tray base, and then insert the tray insert.

- 9 Align the printer with the optional tray, and then lower the printer until it *clicks* into place.



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

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

- 11 Turn on the printer.



Resetting the supply usage counters


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

Warning—Potential Damage: Supplies and parts without use-and-return program agreement terms may be reset and remanufactured. However, the manufacturer's warranty does not cover any damage caused by non-genuine supplies or parts. Resetting counters on the supply or part without proper remanufacturing can cause damage to your printer. After resetting the supply or part counter, your printer may display an error indicating the presence of the reset item.

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

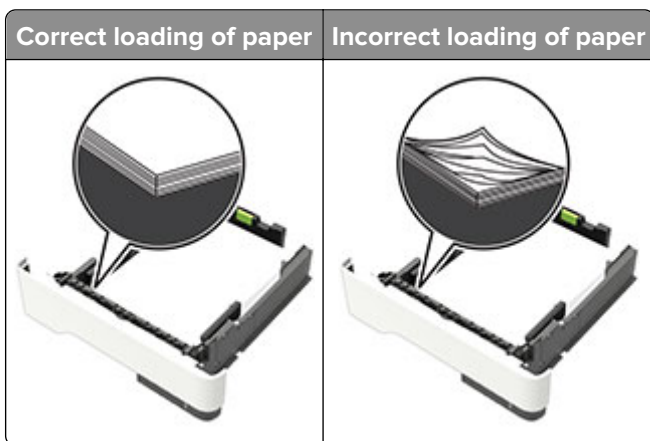
- Print on both sides of the paper.
Note: Two-sided printing is the default setting in the print driver.
- Print multiple pages on a single sheet of paper.
- Use the preview feature to see how the document looks like before printing it.
- Print one copy of the document to check its content and format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

Clearing jams

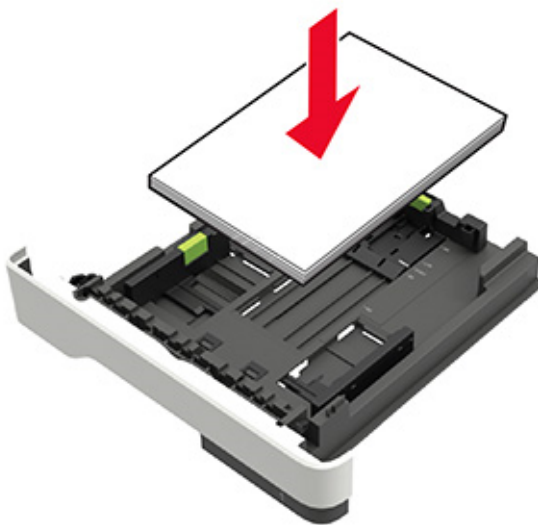
Avoiding jams

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.

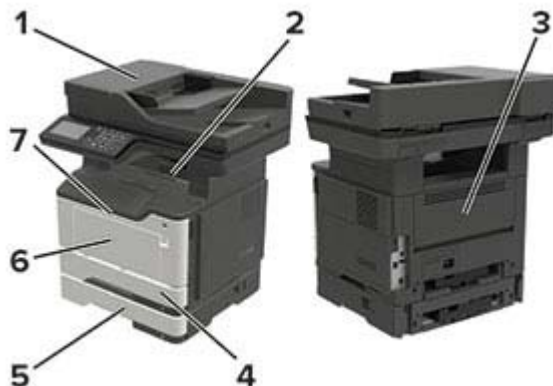


- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

Identifying jam locations

Notes:

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



	Jam location
1	Automatic document feeder
2	Standard bin
3	Rear door
4	Standard 250-sheet tray
5	Optional 250- or 550-sheet tray
6	Multipurpose feeder
7	Door A

Paper jam in door A

- 1 Remove the tray.



- 2 Open door A.



- 3 Remove the toner cartridge.



- 4 Remove the imaging unit.



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

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

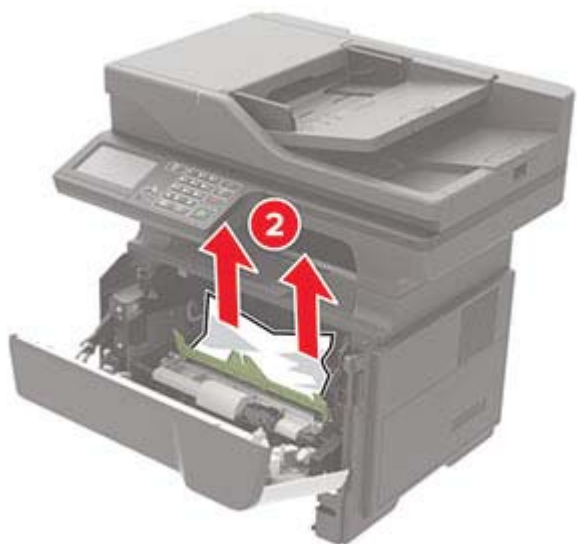


5 Remove the jammed paper.



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

Note: Make sure that all paper fragments are removed.



6 Insert the imaging unit.

Note: Use the arrows inside the printer as guides.



7 Insert the toner cartridge.

Note: Use the arrows inside the printer as guides.




8 Close door A.

9 Insert the tray.

Paper jam in the rear door

1 Open the rear door.

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



2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



3 Close the rear door.

Paper jam in the standard bin

Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



Paper jam in the duplex unit

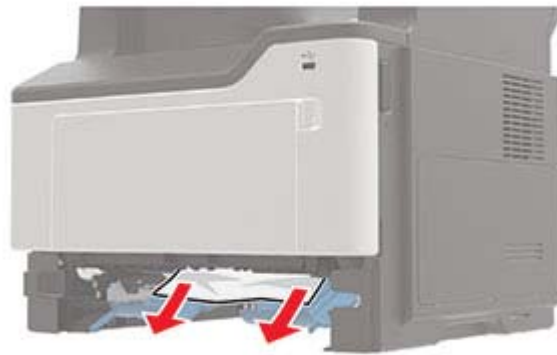
- 1 Remove the tray.

Warning—Potential Damage: To prevent damage from electrostatic discharge, touch the metal plate at the back of the printer where the cables plug in before accessing or touching interior areas of the printer.



- 2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



- 3 Insert the tray.

Paper jam in trays

- 1 Remove the tray.

Warning—Potential Damage: To prevent damage from electrostatic discharge, touch the metal plate at the back of the printer where the cables plug in before accessing or touching interior areas of the printer.



- 2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



3 Insert the tray.

Paper jam in the multipurpose feeder

1 Remove paper from the multipurpose feeder.

2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



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

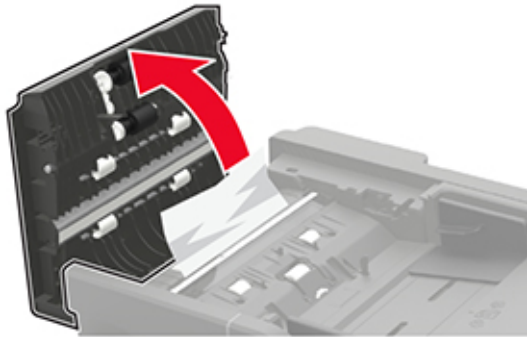


4 Reload paper, and then adjust the paper guide.

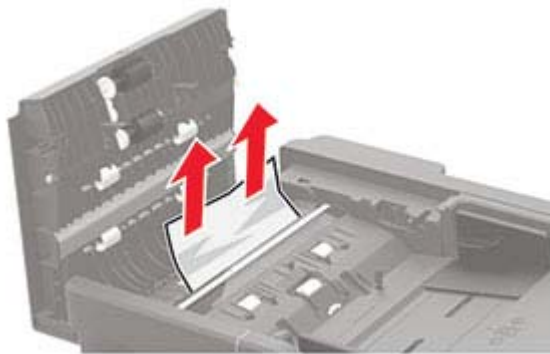


Paper jam in the automatic document feeder

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



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



- 4 Close the ADF cover.

Troubleshooting

Print quality problems

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



[“Blank or white pages” on page 178](#)



[“Dark print” on page 178](#)



[“Fine lines are not printed correctly” on page 180](#)



[“Folded or wrinkled paper” on page 181](#)



[“Gray background ” on page 182](#)



[“Horizontal light bands” on page 183](#)



[“Incorrect margins” on page 183](#)



[“Light print” on page 184](#)



[“Mottled print and dots” on page 185](#)



[“Paper curl” on page 186](#)



[“Print crooked or skewed” on page 188](#)



[“Repeating defects” on page 188](#)



[“Solid black pages” on page 189](#)



[“Text or images cut off” on page 189](#)



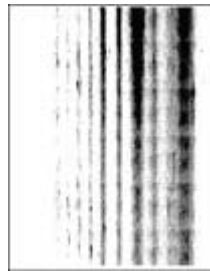
[“Toner easily rubs off” on page 190](#)



[“Vertical dark bands” on page 190](#)



[“Vertical dark lines or streaks” on page 191](#)



[“Vertical dark streaks with print missing” on page 192](#)



[“Vertical light bands” on page 192](#)

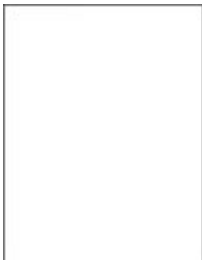


[“Vertical white lines” on page 192](#)

Printing problems

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

Action	Yes	No
<p>Step 1</p> <p>a Check if the printer is using a genuine and supported toner cartridge.</p> <p>Note: If the cartridge is not supported, then install a supported one.</p> <p>b Print the document.</p> <p>Is the print dark?</p>	Go to step 2.	The problem is solved.
<p>Step 2</p> <p>a Turn off the printer, wait for about 10 seconds, and then turn on the printer.</p> <p>b Reduce toner darkness. From the control panel, navigate to: Settings > Print > Quality</p> <p>c Print the document.</p> <p>Is the print dark?</p>	Go to step 3.	The problem is solved.
<p>Step 3</p> <p>a Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Make sure that the setting matches the paper loaded. • You can also change the setting on the printer control panel. From the control panel, navigate to Settings > Paper > Tray Configuration > Paper Size/Type. <p>b Print the document.</p> <p>Is the print dark?</p>	Go to step 4.	The problem is solved.
<p>Step 4</p> <p>Check if the paper has texture or rough finishes.</p> <p>Are you printing on textured or rough paper?</p>	Go to step 5.	Go to step 6.
<p>Step 5</p> <p>a Replace textured paper with plain paper.</p> <p>b Print the document.</p> <p>Is the print dark?</p>	Go to step 6.	The problem is solved.
<p>Step 6</p> <p>a Load paper from a fresh package.</p> <p>Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.</p> <p>b Print the document.</p> <p>Is the print dark?</p>	Go to step 7.	The problem is solved.

Action	Yes	No
<p>Step 7</p> <p>a Remove, and then insert the imaging unit.</p> <p>Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.</p> <p>Warning—Potential Damage: Do not touch the photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs.</p> <p>b Print the document.</p> <p>Is the print dark?</p>	<p>Contact your dealer.</p>	<p>The problem is solved.</p>

Fine lines are not printed correctly



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 **OK** to navigate through the settings.

Action	Yes	No
<p>Step 1</p> <p>a Check if the printer is using a genuine and supported toner cartridge.</p> <p>Note: If the cartridge is not supported, then install a supported one.</p> <p>b Print the document.</p> <p>Are fine lines not printed correctly?</p>	<p>Go to step 2.</p>	<p>The problem is solved.</p>
<p>Step 2</p> <p>a Adjust the print quality settings.</p> <p>1 From the control panel, navigate to: Settings > Print > Quality > Pixel Boost > Fonts</p> <p>2 Adjust Toner Darkness to 7. From the control panel, navigate to: Settings > Print > Quality</p> <p>b Print the document.</p> <p>Are fine lines not printed correctly?</p>	<p>Contact your dealer.</p>	<p>The problem is solved.</p>

Folded or wrinkled paper



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 **OK** to navigate through the settings.

Action	Yes	No
<p>Step 1</p> <p>a Check if the printer is using a genuine and supported toner cartridge.</p> <p>Note: If the cartridge is not supported, then install a supported one.</p> <p>b Print the document.</p> <p>Is the paper folded or wrinkled?</p>	Go to step 2.	The problem is solved.
<p>Step 2</p> <p>a Load paper from a fresh package.</p> <p>Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.</p> <p>b Print the document.</p> <p>Is the paper folded or wrinkled?</p>	Go to step 3.	The problem is solved.
<p>Step 3</p> <p>a Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Make sure that the setting matches the paper loaded. • You can also change the setting on the printer control panel. Navigate to Settings > Paper > Tray Configuration > Paper Size/Type. <p>b Print the document.</p> <p>Is the paper folded or wrinkled?</p>	Contact your dealer .	The problem is solved.

Gray 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 **OK** to navigate through the settings.

Action	Yes	No
<p>Step 1</p> <p>a Turn off the printer, wait for 10 seconds, and then turn on the printer.</p> <p>b Decrease toner darkness. From the control panel, navigate to: Settings > Print > Quality > Toner Darkness</p> <p>c Print the document.</p> <p>Does gray background appear on prints?</p>	Go to step 2.	The problem is solved.
<p>Step 2</p> <p>a Check if the printer is using a genuine and supported toner cartridge. Note: If the toner cartridge is not supported, then install a supported one.</p> <p>b Print the document.</p> <p>Does gray background appear on prints?</p>	Go to step 3.	The problem is solved.
<p>Step 3</p> <p>a Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Make sure that the setting matches the paper loaded. • You can also change the setting on the printer control panel. Navigate to Settings > Paper > Tray Configuration > Paper Size/Type. <p>b Print the document.</p> <p>Does gray background appear on prints?</p>	Contact your dealer .	The problem is solved.

Horizontal light bands



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 **OK** to navigate through the settings.

Action	Yes	No
<p>a Check if the printer is using a genuine and supported toner cartridge.</p> <p>Note: If the cartridge is not supported, then install a supported one.</p> <p>b Print the document.</p> <p>Do horizontal light bands appear on prints?</p>	Contact your dealer .	The problem is solved.

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 **OK** to navigate through the settings.

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

Action	Yes	No
<p>Step 2</p> <p>a Depending on your operating system, specify the paper size from the Printing Preferences or Print dialog.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Make sure that the setting matches the paper loaded. • You can also change the setting from the printer control panel. Navigate to Settings > Paper > Tray Configuration > Paper Size/Type. <p>b Print the document.</p> <p>Are the margins correct?</p>	<p>The problem is solved.</p>	<p>Contact your dealer.</p>

Light print




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 **OK** to navigate through the settings.

Action	Yes	No
<p>Step 1</p> <p>a Check if the printer is using a genuine and supported toner cartridge.</p> <p>Note: If the cartridge is not supported, then install a supported one.</p> <p>b Print the document.</p> <p>Is the print light?</p>	<p>Go to step 2.</p>	<p>The problem is solved.</p>
<p>Step 2</p> <p>a Turn off the printer, wait for about 10 seconds, and then turn on the printer.</p> <p>b Increase toner darkness. From the control panel, navigate to: Settings > Print > Quality > Toner Darkness</p> <p>c Print the document.</p> <p>Is the print light?</p>	<p>Go to step 3.</p>	<p>The problem is solved.</p>

Action	Yes	No
<p>Step 3</p> <p>a Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Make sure that the setting matches the paper loaded. • You can also change the setting on the printer control panel. Navigate to Settings > Paper > Tray Configuration > Paper Size/Type <p>b Print the document.</p> <p>Is the print light?</p>	Go to step 4.	The problem is solved.
<p>Step 4</p> <p>Check if the print resolution is set to 600 dpi.</p> <p>a From the control panel, navigate to: Settings > Print > Quality > Print Resolution</p> <p>b Print the document.</p> <p>Is the print light?</p>	Go to step 5.	The problem is solved.
<p>Step 5</p> <p>Check the status of the toner cartridge, and replace if necessary.</p> <p>a From the control panel, navigate to: Status/Supplies > Supplies</p> <p>b Print the document.</p> <p>Is the print light?</p>	Contact your dealer .	The problem is solved.

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.

Action	Yes	No
<p>Step 1</p> <p>a Check if the printer is using a genuine and supported toner cartridge.</p> <p>Note: If the cartridge is not supported, then install a supported one.</p> <p>b Print the document.</p> <p>Is the print mottled?</p>	Go to step 2.	The problem is solved.
<p>Step 2</p> <p>Check the printer for leaked toner contamination.</p> <p>Is the printer free of leaked toner?</p>	Go to step 3.	Contact your dealer .
<p>Step 3</p> <p>a Check the status of the imaging unit.</p> <p>From the control panel, navigate to:</p> <p>Settings > Reports > Device > Device Statistics</p> <p>b From the Supply Information section of the pages printed, check the status of the imaging unit.</p> <p>Is the imaging unit near end of life?</p>	Go to step 4.	Contact your dealer .
<p>Step 4</p> <p>a Replace the imaging unit.</p> <p>b Print the document.</p> <p>Is the print mottled?</p>	Contact your dealer .	The problem is solved.

Paper curl



Action	Yes	No
<p>Step 1</p> <p>a Check if the paper loaded is supported.</p> <p>Note: If paper is not supported, then load a supported paper.</p> <p>b Print the document.</p> <p>Is the paper curled?</p>	Go to step 2.	The problem is solved.

Action	Yes	No
<p>Step 2</p> <p>a Check if the printer is using a genuine and supported toner cartridge.</p> <p>Note: If the cartridge is not supported, then install a supported one.</p> <p>b Print the document.</p> <p>Is the paper curled?</p>	<p>Go to step 3.</p>	<p>The problem is solved.</p>
<p>Step 3</p> <p>a Adjust the guides in the tray to the correct position for the paper loaded.</p> <p>b Print the document.</p> <p>Is the paper curled?</p>	<p>Go to step 4.</p>	<p>The problem is solved.</p>
<p>Step 4</p> <p>a Depending on your operating system, specify the paper size and paper type from the Printing Preferences or Print dialog.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Make sure that the settings match the paper loaded. • You can also change the settings on the printer control panel. Navigate to Settings > Paper > Tray Configuration > Paper Size/Type. For non-touch-screen printer models, press  to navigate through the settings. <p>b Print the document.</p> <p>Is the paper curled?</p>	<p>Go to step 5.</p>	<p>The problem is solved.</p>
<p>Step 5</p> <p>a Remove paper, flip it over, and then reload paper.</p> <p>b Print the document.</p> <p>Is the paper curled?</p>	<p>Go to step 6.</p>	<p>The problem is solved.</p>
<p>Step 6</p> <p>a Load paper from a fresh package.</p> <p>Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.</p> <p>b Print the document.</p> <p>Is the paper curled?</p>	<p>Contact your dealer.</p>	<p>The problem is solved.</p>

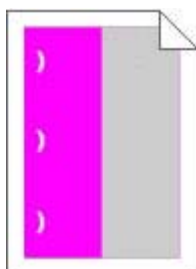
Print crooked or skewed



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 **OK** to navigate through the settings.

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

Repeating defects



Contact your [dealer](#).

Solid black pages



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 **OK** to navigate through the settings.

Action	Yes	No
<p>a Check if the printer is using a genuine and supported toner cartridge.</p> <p>Note: If the toner cartridge is not supported, then install a supported one.</p> <p>b Print the document.</p> <p>Is the printer printing solid black pages?</p>	Contact your dealer .	The problem is solved.

Text or images cut off



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 **OK** to navigate through the settings.

Action	Yes	No
<p>a Check if the printer is using a genuine and supported toner cartridge.</p> <p>Note: If the toner cartridge is not supported, then install a supported one.</p> <p>b Print the document.</p> <p>Are text or images cut off?</p>	Contact your dealer .	The problem is solved.

Toner easily rubs off



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 **OK** to navigate through the settings.

Action	Yes	No
<p>Step 1</p> <p>a Check if the printer is using a genuine and supported toner cartridge.</p> <p>Note: If the cartridge is not supported, then install a supported one.</p> <p>b Print the document.</p> <p>Does toner easily rub off?</p>	Go to step 2.	The problem is solved.
<p>Step 2</p> <p>a Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Make sure that the setting matches the paper loaded. • You can also change the setting on the printer control panel. Navigate to Settings > Paper > Tray Configuration > Paper Size/Type. <p>b Print the document.</p> <p>Does toner easily rub off?</p>	Contact your dealer .	The problem is solved.

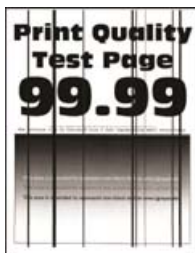
Vertical dark bands



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 **OK** to navigate through the settings.

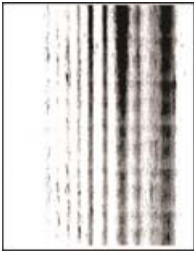
Action	Yes	No
<p>a Check if the printer is using a genuine and supported toner cartridge.</p> <p>Note: If the toner cartridge is not supported, then install a supported one.</p> <p>b Print the document.</p> <p>Do vertical dark bands appear on prints?</p>	Contact your dealer .	The problem is solved.

Vertical dark lines or streaks



Action	Yes	No
<p>Step 1</p> <p>a From the control panel, navigate to: Settings > Troubleshooting > Cleaning the scanner</p> <p>b Print the document.</p> <p>Do vertical dark lines or streaks appear on prints?</p>	Go to step 2.	The problem is solved.
<p>Step 2</p> <p>a Using a damp, soft, lint-free cloth, clean the scanner. For more information, see “Cleaning the scanner” on page 148.</p> <p>b Copy the document using the ADF.</p> <p>Do vertical dark lines or streaks appear on prints?</p>	Go to step 3.	The problem is solved.
<p>Step 3</p> <p>a Check if the printer is using a genuine and supported toner cartridge.</p> <p>Note: If the toner cartridge is not supported, then install a supported one.</p> <p>b Print the document.</p> <p>Do vertical dark lines or streaks appear on prints?</p>	Contact your dealer .	The problem is solved.


Vertical dark streaks with print missing



Contact your [dealer](#).

Vertical light bands




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.

Action	Yes	No
<p>a Check if the printer is using a genuine and supported toner cartridge.</p> <p>Note: If the cartridge is not supported, then install a supported one.</p> <p>b Print the document.</p> <p>Do vertical light bands appear on prints?</p>	Contact your dealer .	The problem is solved.

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  to navigate through the settings.

Action	Yes	No
<p>Step 1</p> <p>a Check if the printer is using a genuine and supported toner cartridge.</p> <p>Note: If the cartridge is not supported, then install a supported one.</p> <p>b Print the document.</p> <p>Do vertical white lines appear on prints?</p>	Go to step 2.	The problem is solved.
<p>Step 2</p> <p>Fix slow printing problems. For more information, see “Slow printing” on page 195.</p> <p>Do vertical white lines appear on prints?</p>	Contact your dealer .	The problem is solved.

Print jobs do not print

Action	Yes	No
<p>Step 1</p> <p>a From the document you are trying to print, open the Print dialog, and then check if you have selected the correct printer.</p> <p>b Print the document.</p> <p>Is the document printed?</p>	The problem is solved.	Go to step 2.
<p>Step 2</p> <p>a Check if the printer is on.</p> <p>b Resolve any error messages that appear on the display.</p> <p>c Print the document.</p> <p>Is the document printed?</p>	The problem is solved.	Go to step 3.
<p>Step 3</p> <p>a Check if the ports are working and if the cables are securely connected to the computer and the printer.</p> <p>For more information, see the setup documentation that came with the printer.</p> <p>b Print the document.</p> <p>Is the document printed?</p>	The problem is solved.	Go to step 4.
<p>Step 4</p> <p>a Turn off the printer, wait for about 10 seconds, and then turn on the printer.</p> <p>b Print the document.</p> <p>Is the document printed?</p>	The problem is solved.	Go to step 5.

Action	Yes	No
<p>Step 5</p> <p>a Remove, and then reinstall the print driver.</p> <p>b Print the document.</p> <p>Is the document printed?</p>	<p>The problem is solved.</p>	<p>Contact your dealer.</p>

Confidential and other held documents do not print

Action	Yes	No
<p>Step 1</p> <p>a From the control panel, check if the documents appear in the Held Jobs list.</p> <p>Note: If the documents are not listed, then print the documents using the Print and Hold options.</p> <p>b Print the documents.</p> <p>Are the documents printed?</p>	<p>The problem is solved.</p>	<p>Go to step 2.</p>
<p>Step 2</p> <p>The print job may contain a formatting error or invalid data. Delete the print job, and then send it again.</p> <p>Are the documents printed?</p>	<p>The problem is solved.</p>	<p>Go to step 3.</p>
<p>Step 3</p> <p>If you are printing from the Internet, then the printer may be reading the multiple job titles as duplicates.</p> <p>For Windows users</p> <p>a Open the Printing Preferences dialog.</p> <p>b From the Print and Hold tab, click Use Print and Hold, and then click Keep duplicate documents.</p> <p>c Enter a PIN, and then save the changes.</p> <p>d Send the print job.</p> <p>For Macintosh users</p> <p>a Save and name each job differently.</p> <p>b Send the job individually.</p> <p>Are the documents printed?</p>	<p>The problem is solved.</p>	<p>Go to step 4.</p>
<p>Step 4</p> <p>a Delete some held jobs to free up printer memory.</p> <p>b Print the documents.</p> <p>Are the documents printed?</p>	<p>The problem is solved.</p>	<p>Contact your dealer.</p>

Job prints from the wrong tray or on the wrong paper


Action	Yes	No
<p>Step 1</p> <p>a Check if you are printing on the correct paper.</p> <p>b Print the document.</p> <p>Is the document printed on the correct paper?</p>	Go to step 2.	Load the correct paper size and paper type.
<p>Step 2</p> <p>a Depending on your operating system, specify the paper size and paper type from the Printing Preferences or Print dialog.</p> <p>Note: You can also change the settings on the printer control panel. From the home screen, touch Settings > Paper > Tray Configuration > Paper Size/Type.</p> <p>b Make sure that the settings match the paper loaded.</p> <p>c Print the document.</p> <p>Is the document printed on the correct paper?</p>	The problem is solved.	Go to step 3.
<p>Step 3</p> <p>a Check if the trays are linked.</p> <p>For more information, see “Linking trays” on page 23.</p> <p>b Print the document.</p> <p>Is the document printed from the correct tray?</p>	The problem is solved.	Contact your dealer .

Slow printing

Action	Yes	No
<p>Step 1</p> <p>a Connect the printer cable securely to the printer and the computer, print server, option, or other network device.</p> <p>b Print the document.</p> <p>Is the printer printing slow?</p>	Go to step 2.	The problem is solved.
<p>Step 2</p> <p>a Make sure that the printer is not in Quiet Mode.</p> <p>From the home screen, touch Settings > Device > Maintenance > Configuration Menu > Device Operations > Quiet Mode.</p> <p>b Print the document.</p> <p>Is the printer printing slow?</p>	Go to step 3.	The problem is solved.

Action	Yes	No
<p>Step 3</p> <p>a Depending on your operating system, specify the paper type from the Printing Preferences or Print dialog.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Make sure that the setting matches the paper loaded in the tray. • You can also change the setting from the printer control panel. From the home screen, touch Settings > Paper > Tray Configuration > Paper Size/Type. <p>b Print the document.</p> <p>Is the printer printing slow?</p>	<p>Go to step 4.</p>	<p>The problem is solved.</p>
<p>Step 4</p> <p>a Reduce the number of pages to print.</p> <p>b Print the document.</p> <p>Is the printer printing slow?</p>	<p>Go to step 5.</p>	<p>The problem is solved.</p>
<p>Step 5</p> <p>a From the home screen, touch Settings > Print > Quality > Print Resolution.</p> <p>b Set the resolution to 600 dpi.</p> <p>c Print the document.</p> <p>Is the printer still printing slow?</p>	<p>Go to step 6.</p>	<p>The problem is solved.</p>
<p>Step 6</p> <p>a Make sure that the printer is not overheating.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Allow the printer to cool down after a long print job. • Observe the recommended ambient temperature for the printer. For more information, see “Selecting a location for the printer” on page 9. <p>b Print the document.</p> <p>Is the printer still printing slow?</p>	<p>Contact your dealer.</p>	<p>The problem is solved.</p>

The printer is not responding

Action	Yes	No
<p>Step 1 Check if the power cord is connected to the electrical outlet.</p> <p> 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.</p> <p>Is the printer responding?</p>	The problem is solved.	Go to step 2.
<p>Step 2 Check if the electrical outlet is turned off by a switch or breaker.</p> <p>Is the electrical outlet turned off by a switch or breaker?</p>	Turn on the switch or reset the breaker.	Go to step 3.
<p>Step 3 Check if the printer is on.</p> <p>Is the printer on?</p>	Go to step 4.	Turn on the printer.
<p>Step 4 Check if the printer is in Sleep or Hibernate mode.</p> <p>Is the printer in Sleep or Hibernate mode?</p>	Press the power button to wake the printer.	Go to step 5.
<p>Step 5 Check if the cables connecting the printer and the computer are inserted to the correct ports.</p> <p>Are the cables inserted to the correct ports?</p>	Go to step 6.	Insert the cables to the correct ports.
<p>Step 6 Install the correct print driver.</p> <p>Is the printer responding?</p>	The problem is solved.	Go to step 7.
<p>Step 7 Turn off the printer, wait for about 10 seconds, and then turn on the printer.</p> <p>Is the printer responding?</p>	The problem is solved.	Contact your dealer .

Adjusting toner darkness

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

Network connection problems

Cannot open Embedded Web Server

Action	Yes	No
<p>Step 1 Check if the printer is on.</p> <p>Is the printer on?</p>	Go to step 2.	Turn on the printer.
<p>Step 2 Make sure that the printer IP address is correct.</p> <p>Notes:</p> <ul style="list-style-type: none"> • View the IP address on the home screen. • An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123. <p>Is the printer IP address correct?</p>	Go to step 3.	Type the correct printer IP address in the address field.
<p>Step 3 Check if you are using a supported browser:</p> <ul style="list-style-type: none"> • Internet Explorer version 11 or later • Microsoft Edge • Safari version 6 or later • Google Chrome™ version 32 or later • Mozilla Firefox version 24 or later <p>Is your browser supported?</p>	Go to step 4.	Install a supported browser.
<p>Step 4 Check if the network connection is working.</p> <p>Is the network connection working?</p>	Go to step 5.	Contact your administrator.
<p>Step 5 Make sure that the cable connections to the printer and print server are secure. For more information, see the documentation that came with the printer.</p> <p>Are the cable connections secure?</p>	Go to step 6.	Secure the cable connections.
<p>Step 6 Check if the web proxy servers are disabled.</p> <p>Are the web proxy servers disabled?</p>	Go to step 7.	Contact your administrator.

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

Unable to read flash drive

Action	Yes	No
<p>Step 1 Check if the printer is not busy processing another job.</p> <p>Is the printer ready?</p>	Go to step 2.	Wait for the printer to finish processing the other job.
<p>Step 2 Check if the flash drive is inserted into the front USB port.</p> <p>Note: The flash drive does not work when it is inserted into the rear USB port.</p> <p>Is the flash drive inserted into the correct port?</p>	Go to step 3.	Insert the flash drive into the correct port.
<p>Step 3 Check if the flash drive is supported. For more information, see “Supported flash drives and file types” on page 30.</p> <p>Is the flash drive supported?</p>	Go to step 4.	Insert a supported flash drive.
<p>Step 4</p> <p>a Check if the USB port is enabled. For more information, see “Enabling the USB port” on page 199.</p> <p>b Remove, and then insert the flash drive.</p> <p>Does the printer recognize the flash drive?</p>	The problem is solved.	Contact your dealer .

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 malfunctioning. Contact your administrator for assistance.

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
<p>Step 1</p> <p>a Use an envelope that has been stored in a dry environment.</p> <p>Note: Printing on envelopes with high moisture content can seal the flaps.</p> <p>b Send the print job.</p> <p>Does the envelope seal when printing?</p>	Go to step 2.	The problem is solved.

Action	Yes	No
<p>Step 2</p> <p>a Make sure that the paper type is set to Envelope. From the control panel, touch Settings > Paper > Tray Configuration > Paper Size/Type > select a paper source</p> <p>b Send the print job.</p> <p>Does the envelope seal when printing?</p>	Contact your dealer .	The problem is solved.

Collated printing does not work

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

Tray linking does not work

Action	Yes	No
<p>Step 1</p> <p>a Check if the trays contain the same paper size and paper type.</p> <p>b Check if the paper guides are positioned correctly.</p> <p>c Print the document.</p> <p>Do the trays link correctly?</p>	The problem is solved.	Go to step 2.

Action	Yes	No
<p>Step 2</p> <p>a From the home screen, touch Settings > Paper > Tray Configuration > Paper Size/Type.</p> <p>b Set the paper size and paper type to match the paper loaded in the linked trays.</p> <p>c Print the document.</p> <p>Do the trays link correctly?</p>	<p>The problem is solved.</p>	<p>Go to step 3.</p>
<p>Step 3</p> <p>a Make sure that Tray Linking is set to Automatic. For more information, see “Linking trays” on page 23.</p> <p>b Print the document.</p> <p>Do the trays link correctly?</p>	<p>The problem is solved.</p>	<p>Contact your dealer.</p>

Paper frequently jams

Action	Yes	No
<p>Step 1</p> <p>a Pull out the tray.</p> <p>b Check if paper is loaded correctly.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Make sure that the paper guides are positioned correctly. • Make sure that the stack height is below the maximum paper fill indicator. • Make sure to print on recommended paper size and type. <p>c Insert the tray.</p> <p>d Print the document.</p> <p>Do paper jams occur frequently?</p>	<p>Go to step 2.</p>	<p>The problem is solved.</p>
<p>Step 2</p> <p>a From the home screen, touch Settings > Paper > Tray Configuration > Paper Size/Type.</p> <p>b Set the correct paper size and type.</p> <p>c Print the document.</p> <p>Do paper jams occur frequently?</p>	<p>Go to step 3.</p>	<p>The problem is solved.</p>

Action	Yes	No
<p>Step 3</p> <p>a Load paper from a fresh package.</p> <p>Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you are ready to use it.</p> <p>b Print the document.</p> <p>Do paper jams occur frequently?</p>	Contact your dealer .	The problem is solved.

Jammed pages are not reprinted

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

Faxing problems

Cannot send or receive faxes

Action	Yes	No
<p>Step 1</p> <p>Resolve any error messages that appear on the display.</p> <p>Can you send or receive a fax?</p>	The problem is solved.	Go to step 2.
<p>Step 2</p> <p>Make sure that the cable connections for the following equipment are secure:</p> <ul style="list-style-type: none"> • Telephone • Handset • Answering machine <p>Can you send or receive a fax?</p>	The problem is solved.	Go to step 3.
<p>Step 3</p> <p>Check for a dial tone.</p> <ul style="list-style-type: none"> • Call the fax number to check if it is working properly. • If you are using the On Hook Dial feature, then turn up the volume to check if you hear a dial tone. <p>Can you hear a dial tone?</p>	Go to step 5.	Go to step 4.

Action	Yes	No
<p>Step 4 Check the telephone wall jack.</p> <ul style="list-style-type: none"> a Connect the analog telephone directly to the wall jack. b Listen for a dial tone. c If you do not hear a dial tone, then use a different telephone cable. d If you still do not hear a dial tone, then connect the analog telephone to a different wall jack. e If you hear a dial tone, then connect the printer to that wall jack. <p>Can you send or receive a fax?</p>	<p>The problem is solved.</p>	<p>Go to step 5.</p>
<p>Step 5 Check if the printer is connected to an analog phone service or to the correct digital connector.</p> <ul style="list-style-type: none"> • 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. • If you are using DSL, then connect to a DSL filter or router that supports analog use. For more information, contact your DSL provider. • 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. <p>Can you send or receive a fax?</p>	<p>The problem is solved.</p>	<p>Go to step 6.</p>
<p>Step 6 Temporarily disconnect other equipment and disable other telephone services.</p> <ul style="list-style-type: none"> 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. <p>Can you send or receive a fax?</p>	<p>The problem is solved.</p>	<p>Go to step 7.</p>
<p>Step 7 Scan the original document one page at a time.</p> <ul style="list-style-type: none"> a Dial the fax number. b Scan the document. <p>Can you send or receive a fax?</p>	<p>The problem is solved.</p>	<p>Contact your dealer.</p>

Can receive but not send faxes

Action	Yes	No
<p>Step 1 Load the original document properly into the ADF tray or on the scanner glass.</p> <p>Can you send faxes?</p>	The problem is solved.	Go to step 2.
<p>Step 2 Set up the shortcut number properly.</p> <ul style="list-style-type: none"> • Check if the shortcut number is set for the telephone number that you want to dial. • Dial the telephone number manually. <p>Can you send faxes?</p>	The problem is solved.	Contact your dealer .

Can send but not receive faxes

Action	Yes	No
<p>Step 1 Make sure that the paper source is not empty.</p> <p>Can you receive faxes?</p>	The problem is solved.	Go to step 2.
<p>Step 2 Check the ring count delay settings. From the home screen, touch Settings > Fax > Fax Setup > Fax Receive Settings > Rings to Answer.</p> <p>Can you receive faxes?</p>	The problem is solved.	Go to step 3.
<p>Step 3 If the printer is printing blank pages, then see “Blank or white pages” on page 178.</p> <p>Can you receive faxes?</p>	The problem is solved.	Contact your dealer .

Poor fax print quality

Action	Yes	No
<p>Step 1 Enhance the print quality.</p> <p>a From the home screen, touch Settings > Print > Quality.</p> <p>b Adjust the settings.</p> <p>Is the fax print quality satisfactory?</p>	The problem is solved.	Go to step 2.

Action	Yes	No
<p>Step 2 Decrease the incoming fax transmission speed.</p> <p>a From the home screen, touch Settings > Fax > Fax Setup > Fax Receive Settings > Admin Controls > Max Speed.</p> <p>b Select a lower transmission speed.</p> <p>Is the fax print quality satisfactory?</p>	<p>The problem is solved.</p>	<p>Go to step 3.</p>
<p>Step 3 Replace the toner cartridge. For more information, see the instruction sheet that came with the supply item.</p> <p>Is the fax print quality satisfactory?</p>	<p>The problem is solved.</p>	<p>Contact your dealer.</p>

Scanning problems

Cannot scan from a computer

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

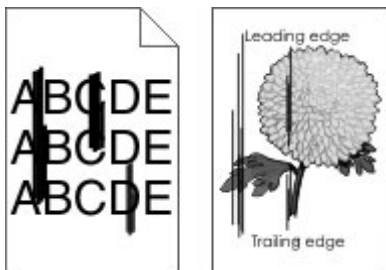
Partial copies of document or photo

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

Poor copy quality

Action	Yes	No
<p>Step 1</p> <p>a 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.</p> <p>For more information, see “Cleaning the scanner” on page 148.</p> <p>b Make sure that the document or photo is loaded facedown on the upper left corner of the scanner glass.</p> <p>c Copy the document or photo.</p> <p>Is the copy quality satisfactory?</p>	The problem is solved.	Go to step 2.
<p>Step 2</p> <p>a Check the quality of the original document or photo.</p> <p>b Adjust the scan quality settings.</p> <p>c Copy the document or photo.</p> <p>Is the copy quality satisfactory?</p>	The problem is solved.	Contact your dealer .

Vertical dark streaks on output when scanning from the ADF



Action	Yes	No
<p>Step 1</p> <ul style="list-style-type: none"> a Open the scanner cover. b Using a damp, soft, lint-free cloth, wipe the ADF glass and the white underside of the ADF cover. c Close the scanner cover. <p>Do vertical streaks still appear on scanned documents?</p>	Go to step 2.	The problem is solved.
<p>Step 2</p> <ul style="list-style-type: none"> a Open door C. b Using a damp, soft, lint-free cloth, wipe the ADF glass and the white underside of the ADF cover. c Close the door. <p>Do vertical streaks still appear on scanned documents?</p>	Contact your dealer .	The problem is solved.

Scan job was not successful

Action	Yes	No
<p>Step 1</p> <p>Check the cable connections.</p> <ul style="list-style-type: none"> a Make sure that the Ethernet or USB cable is securely connected to the computer and the printer. b Resend the scan job. <p>Is the scan job successful?</p>	The problem is solved.	Go to step 2.
<p>Step 2</p> <p>Check the file that you want to scan.</p> <ul style="list-style-type: none"> a Make sure that the file name is not already used in the destination folder. b Make sure that the document or photo you want to scan is not open in another application. c Resend the scan job. <p>Is the scan job successful?</p>	The problem is solved.	Go to step 3.
<p>Step 3</p> <ul style="list-style-type: none"> 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. <p>Is the scan job successful?</p>	The problem is solved.	


Scanner does not close

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

Scanning takes too long or freezes the computer

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

Scanner does not respond

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

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.

Upgrading and migrating

Hardware

Available internal options

- Flash memory
- Font cards
- Firmware cards
 - Forms and Bar Code
 - IPDS
 - PRESCRIBE
- Internal solutions port
 - RS-232C Serial Interface Card
 - Parallel 1284-B Interface Card
 - MarkNet™ N8230 Fiber Ethernet
- MarkNet N8372 Wireless Print Server Interface Card
- Printer hard disk

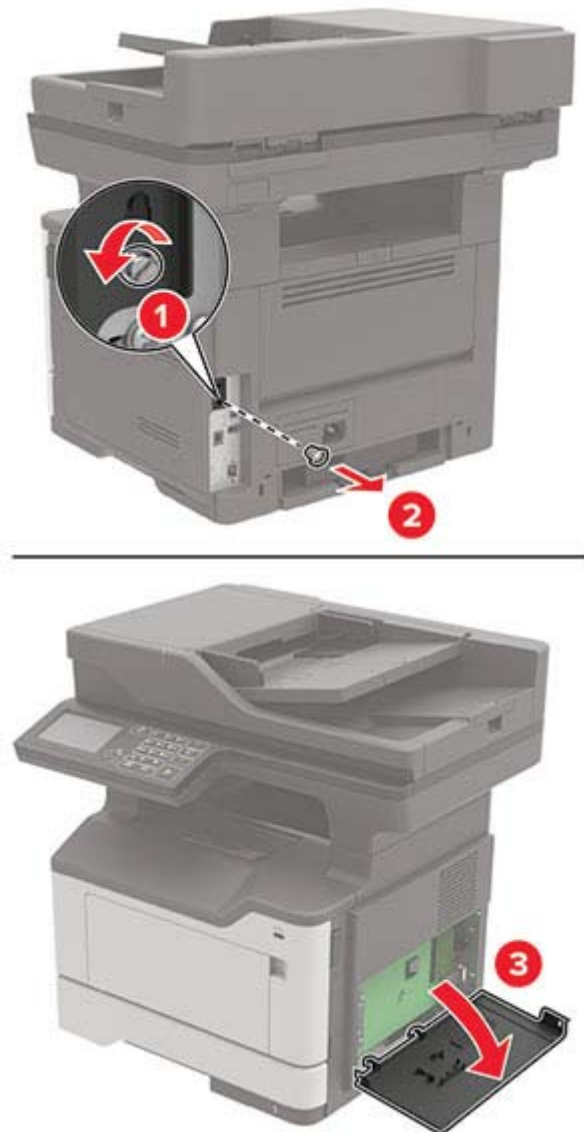
Accessing the controller board



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

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

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



4 Close the access cover.

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

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

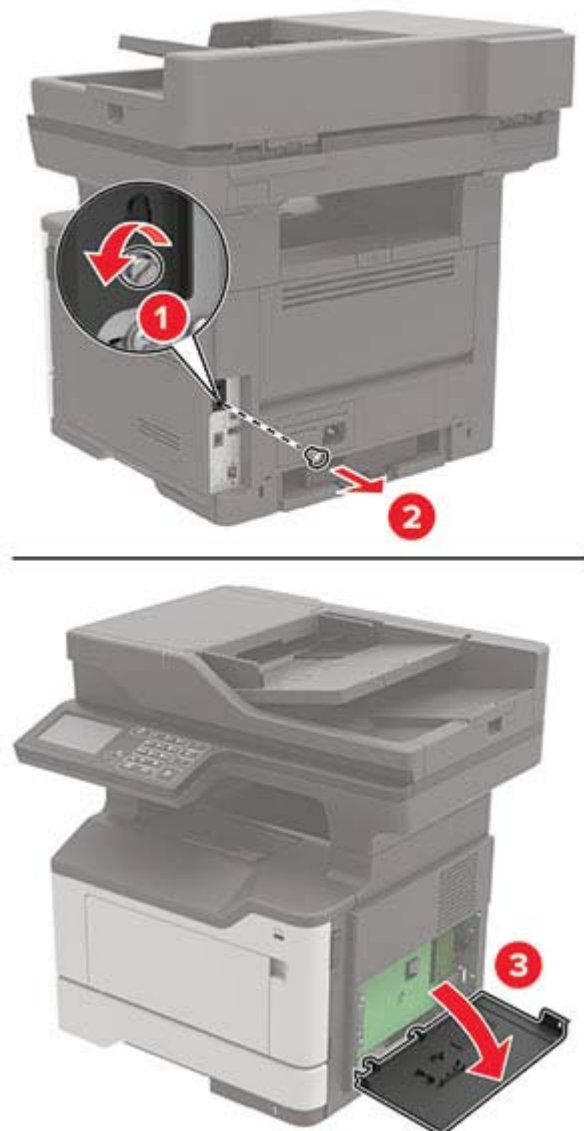
6 Turn on the printer.

Installing a memory card

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

- 1 Turn off the printer.
- 2 Unplug the power cord from the electrical outlet, and then from the printer.
- 3 Open the controller board access cover.

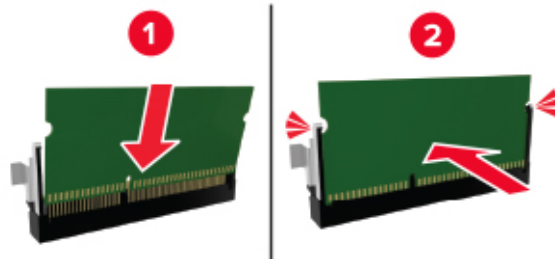
Warning—Potential Damage: Controller board electronic components are easily damaged by static electricity. Touch a metal surface on the printer before touching any controller board components or connectors.



- 4 Unpack the memory card.

Warning—Potential Damage: Do not touch the connection points along the edge of the card.

- 5 Insert the memory card until it *clicks* into place.



- 6 Close the controller board access cover.
- 7 Connect the power cord to the printer, and then to the electrical outlet.

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

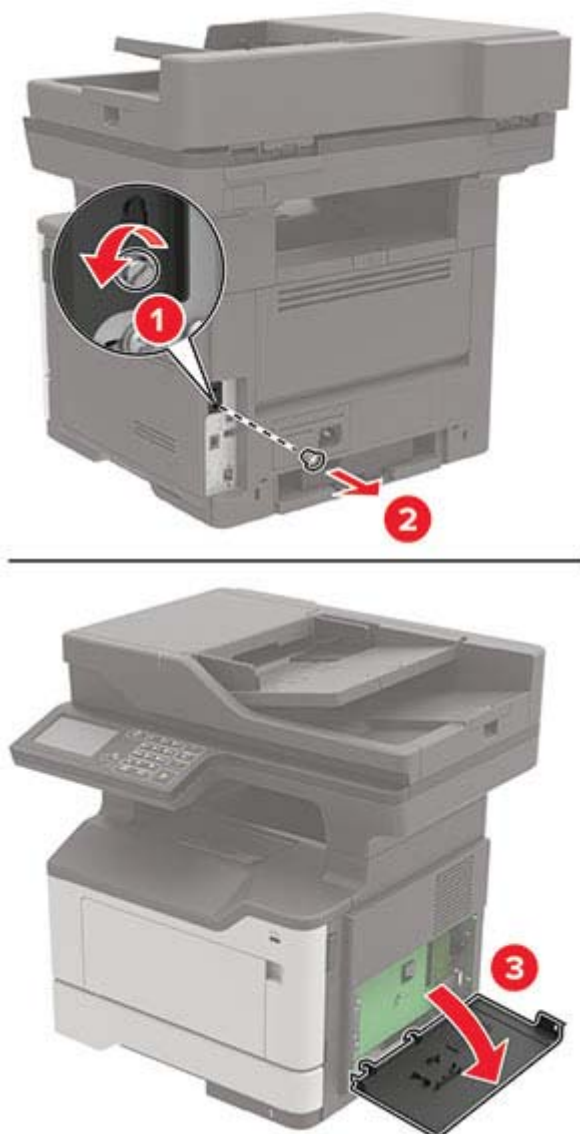
- 8 Turn on the printer.

Installing an optional card

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

- 1 Turn off the printer.
- 2 Unplug the power cord from the electrical outlet, and then from the printer.
- 3 Open the controller board access cover.

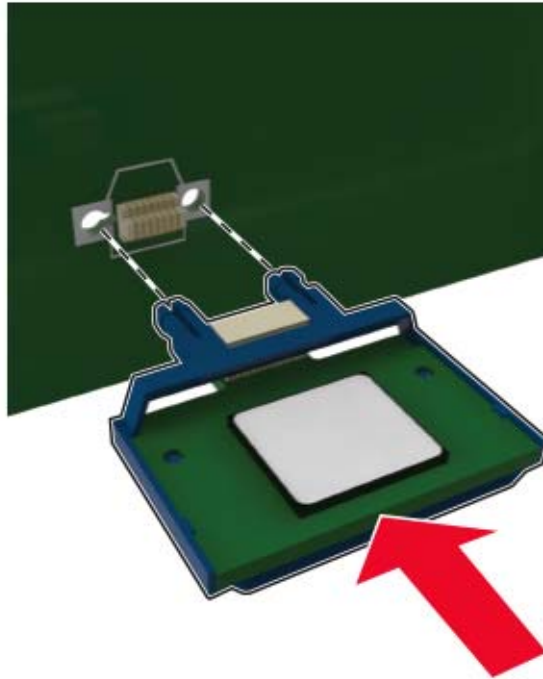
Warning—Potential Damage: Controller board electronic components are easily damaged by static electricity. Touch a metal surface on the printer before touching any components or connectors.



4 Unpack the optional card.

Warning—Potential Damage: Do not touch the connection points along the edge of the card.

- 5 Push the card firmly into place.



Note: The entire length of the connector on the card must touch and be flush against the controller board.

Warning—Potential Damage: Improper installation of the card may cause damage to the card and the controller board.

- 6 Close the access cover.
- 7 Connect the power cord to the printer, and then to the electrical outlet.

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

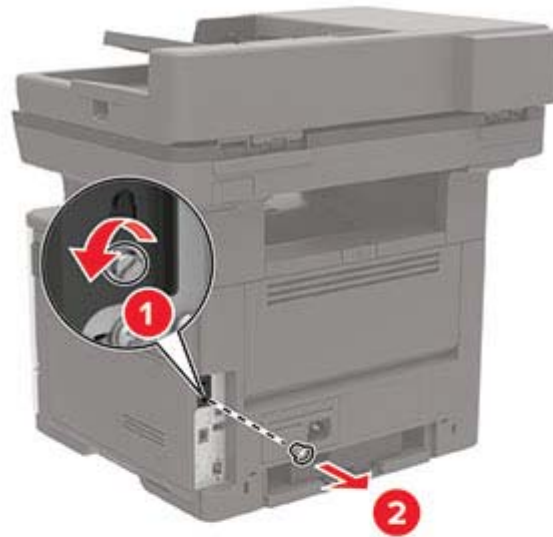
- 8 Turn on the printer.

Installing a printer hard disk

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

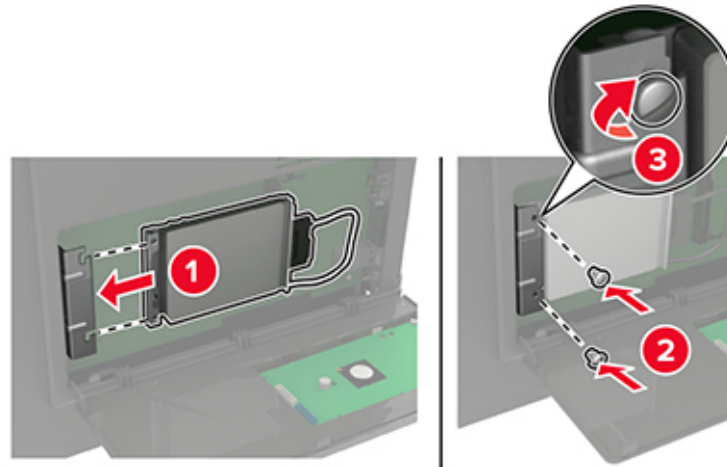
- 1 Turn off the printer.
- 2 Unplug the power cord from the electrical outlet, and then from the printer.
- 3 Open the controller board access cover.

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

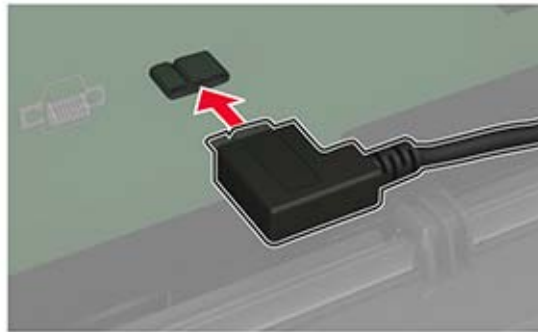


- 4 Unpack the hard disk.
- 5 Attach the hard disk to the controller board.

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



- 6** Attach the hard disk interface cable to the controller board.



- 7** Close the access cover.
8 Connect the power cord to the printer, and then to the electrical outlet.

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

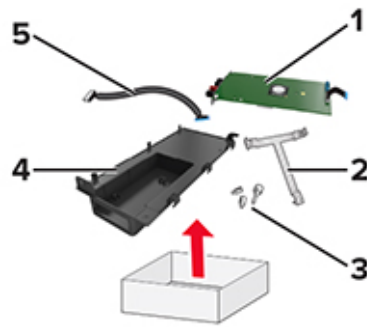
- 9** Turn on the printer.

Installing an internal solutions port

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

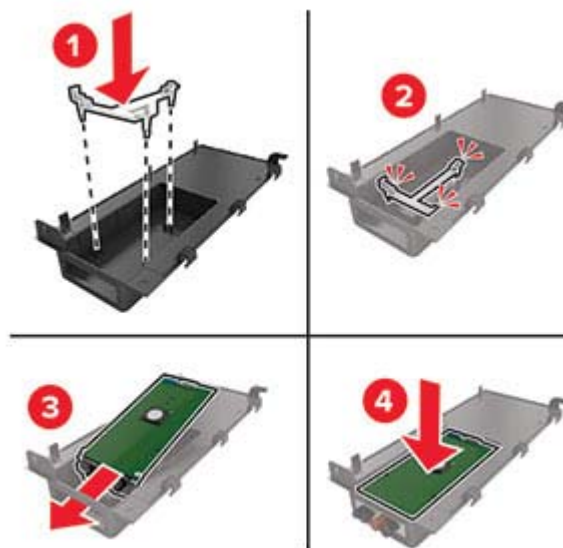
- 1** Turn off the printer.
- 2** Unplug the power cord from the electrical outlet, and then from the printer.
- 3** Unpack the internal solutions port (ISP) kit.

Note: Remove the preinstalled interface cable from the ISP.

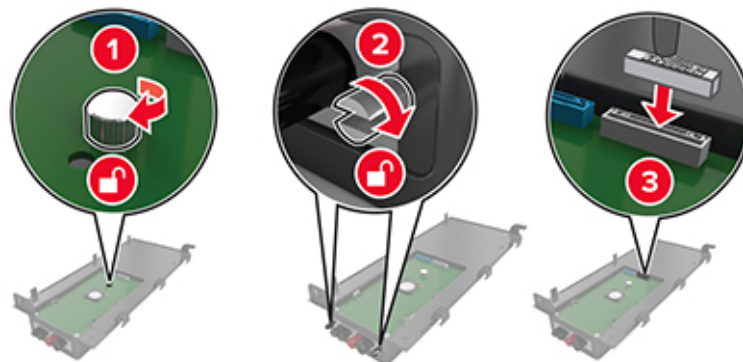


1	ISP
2	Mounting bracket
3	Thumbscrews
4	Housing
5	Interface cable

4 Install the ISP into its housing.

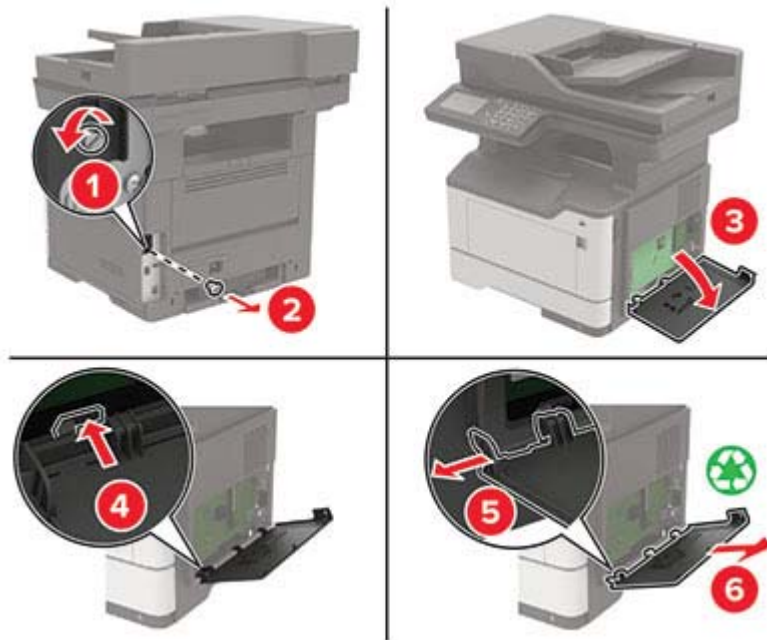


5 Secure the ISP in place and attach the ISP extended cable.

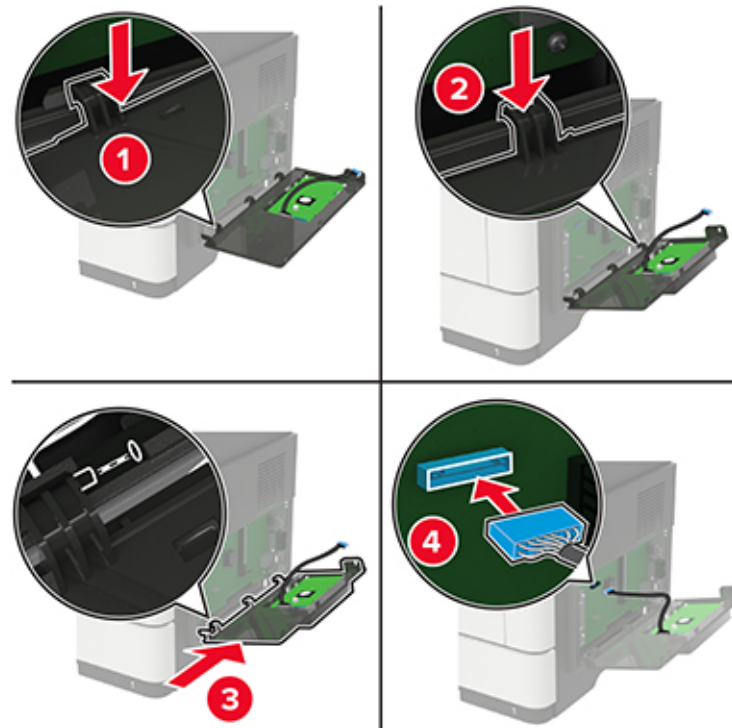


6 Open, and then remove the controller board access cover.

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

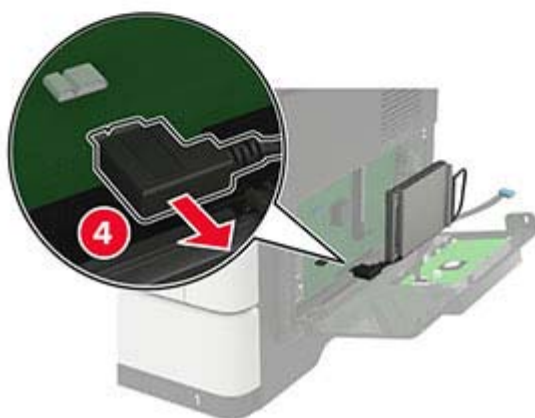
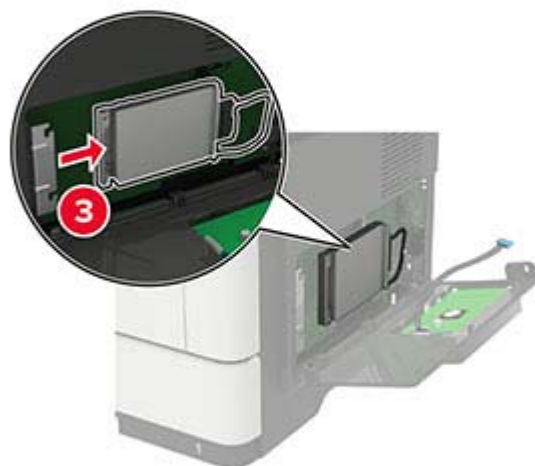
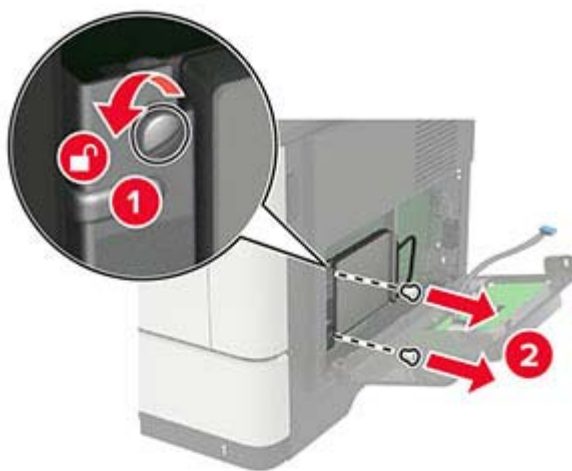


7 Attach the ISP kit to the printer.

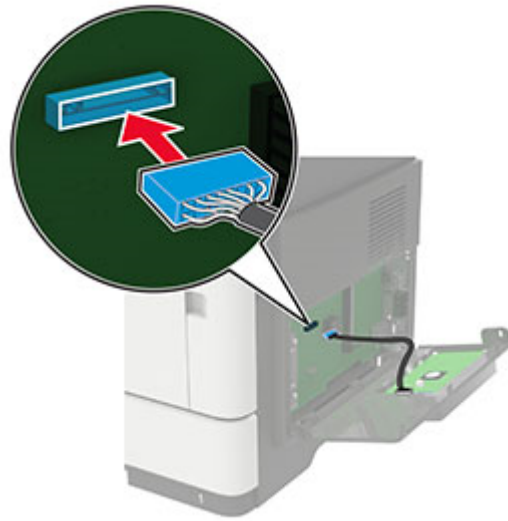


If a printer hard disk is installed, then remove the hard disk before installing the ISP.

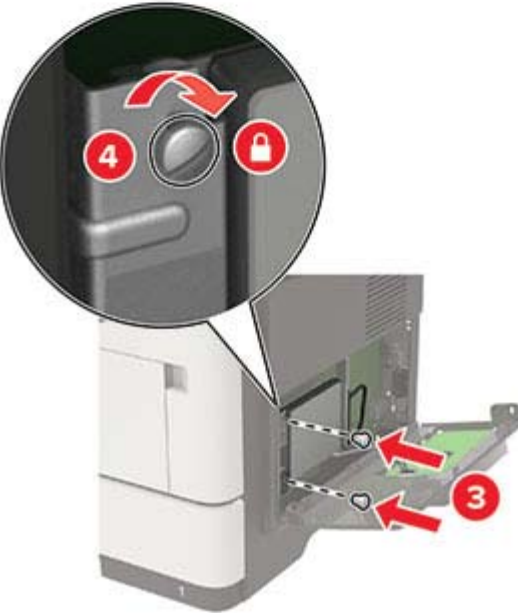
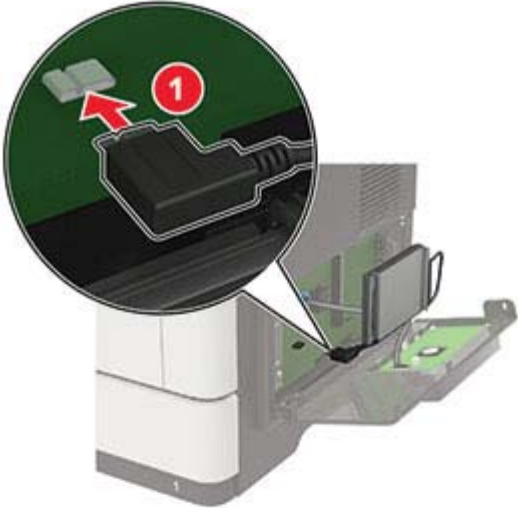
- a** Unplug the hard disk interface cable from the controller board.




- b** Connect the ISP extended cable to the ISP connector.




c Install the hard disk.



- 8 Close the access cover.
- 9 Connect the power cord to the printer, and then to the electrical outlet.
 -  **CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.
- 10 Turn on the printer.


Installing optional trays

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


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

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

- 4 Align the printer with the optional tray, and then lower the printer until it *clicks* into place.

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



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

Add the tray in the print driver to make it available for print jobs. For more information, see [“Adding available options in the print driver” on page 227](#).

Software

Supported operating systems

Using the software CD, you can install the printer software on the following operating systems:

- Windows 10
- Windows 8.1
- Windows Server 2012 R2
- Windows Server 2012
- Windows 7 SP1
- Windows Server 2008 R2 SP1
- Windows Server 2008 SP2
- Windows Vista SP2
- Mac OS X version 10.7 or later
- Red Hat Enterprise Linux WS
- openSUSE Linux
- SUSE Linux Enterprise Server
- Debian GNU/Linux
- Ubuntu
- Fedora
- IBM AIX
- Oracle Solaris SPARC
- Oracle Solaris x86

Notes:

- For Windows operating systems, the print drivers and utilities are supported in both 32- and 64-bit versions.
- For drivers and utilities that are compatible with Mac OS X version 10.6 or earlier and for specific supported Linux or UNIX operating system versions, go to our website.
- For more information on software compatibility with all other operating systems, contact customer support.

Installing the printer software

Notes:

- The print driver is included in the software installer package.

- For Macintosh computers with macOS version 10.7 or later, you do not need to install the driver to print on an AirPrint-certified printer. If you want custom printing features, then download the print driver.

- 1 Obtain a copy of the software installer package.
 - From the software CD that came with your printer.
 - From our website or the place where you purchased the printer.
- 2 Run the installer, and then follow the instructions on the computer screen.

Installing the fax driver

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

Adding printers to a computer

Before you begin, do one of the following:

- Connect the printer and the computer to the same network. For more information on connecting the printer to a network, see [“Connecting the printer to a Wi-Fi network” on page 143](#).
- Connect the computer to the printer. For more information, see [“Connecting a computer to the printer” on page 145](#).
- Connect the printer to the computer using a USB cable. For more information, see [“Attaching cables” on page 11](#).

Note: The USB cable is sold separately.

For Windows users

- 1 From a computer, install the print driver.

Note: For more information, see [“Installing the printer software” on page 225](#).
- 2 Open **Printers & scanners**, and then click **Add a printer or scanner**.
- 3 Depending on your printer connection, do one of the following:
 - Select a printer from the list, and then click **Add device**.
 - Click **Show Wi-Fi Direct printers**, select a printer, and then click **Add device**.
 - Click **The printer that I want isn't listed**, and then from the Add Printer window, do the following:
 - a Select **Add a printer using a TCP/IP address or hostname**, and then click **Next**.
 - b In the “Hostname or IP address” field, type the printer IP address, and then click **Next**.

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the web page correctly.
- c Select a print driver, and then click **Next**.
 - d Select **Use the print driver that is currently installed (recommended)**, and then click **Next**.
 - e Type a printer name, and then click **Next**.

- f Select a printer sharing option, and then click **Next**.
- g Click **Finish**.

For Macintosh users

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

Notes:

- To use the Macintosh print driver, select either **AirPrint** or **Secure AirPrint**.
- If you want custom printing features, then select the manufacturer print driver. To install the driver, see [“Installing the printer software” on page 225](#).

- 4 Add the printer.

Adding available options in the print driver

For Windows users

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

For Macintosh users

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

Firmware

Exporting or importing a configuration file

You can export the configuration settings of your printer into a text file, and then import the file to apply the settings to other printers.

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

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

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

2 Export or import a configuration file for one or multiple applications.

For one application

- a** From the Embedded Web Server, click **Apps** > the application that you want > **Configure**.
- b** Click **Export** or **Import**.

For multiple applications

- a** From the Embedded Web Server, click **Export Configuration** or **Import Configuration**.
- b** Follow the instructions on the screen.

Updating firmware

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

For more information on updating the firmware, contact your sales representative.

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

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the web page correctly.

2 Click **Settings** > **Device** > **Update Firmware**.

3 Do either of the following:

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

Notices

Product information

Product name:

DIGITAL MULTIFUNCTIONAL SYSTEM
MX-B467F

Machine type:

7017

Model:

6H9

Edition notice

November 2021

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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.

 <p>GENUINE SUPPLIES</p>	<p>For best copying results, be sure to use only Sharp Genuine Supplies which are designed, engineered, and tested to maximize the life and performance of Sharp products. Look for the Genuine Supplies label on the toner package.</p>
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Noise emission levels

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

Note: Some modes may not apply to your product.

1-meter average sound pressure, dBA	
Printing	One-sided: 56 Two-sided: 55
Scanning	51
Copying	57
Ready	14

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.

India E-Waste notice



This product including components, consumables, parts and spares complies with the “India E-Waste Rules” and prohibits use of lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1% by weight and 0.01% by weight for cadmium, except for the exemption set in the Rule.

Lithium-ion rechargeable battery



This product may contain a coin-cell, lithium-ion rechargeable battery, which should only be removed by a trained technician. Crossed-out wheelie bin means the product should not be discarded as unsorted waste but must be sent to separate collection facilities for recovery and recycling. In the event the battery is removed, do not dispose of the battery in your household waste. There may be separate collection systems for batteries in your local community, such as a battery-recycling drop-off location. The separate collection of waste batteries assures appropriate treatment of waste including reuse and recycling and prevents any potential negative effects on human health and environment. Please responsibly dispose of the batteries.

Information on disposal

Information on the disposal of this equipment and its batteries

IF YOU WISH TO DISPOSE OF THIS EQUIPMENT, DO NOT USE THE ORDINARY WASTE BIN, AND DO NOT PUT THEM INTO A FIREPLACE!

Used electrical and electronic equipment and batteries should always be collected and treated SEPARATELY in accordance with local law.

Separate collection promotes an environment-friendly treatment, recycling of materials, and minimizing final disposal of waste. IMPROPER DISPOSAL can be harmful to human health and the environment due to certain substances! Take USED EQUIPMENT to a local, usually municipal, collection facility, where available. This

equipment contains a BATTERY which cannot be removed by the user. For battery exchange, please contact your dealer.

If in doubt about disposal, contact your local authorities or dealer and ask for the correct method of disposal.

ONLY FOR USERS IN THE EUROPEAN UNION, AND SOME OTHER COUNTRIES; FOR INSTANCE NORWAY AND SWITZERLAND: Your participation in separate collection is requested by law.



Users from PRIVATE HOUSEHOLDS are requested to use existing return facilities for used equipment. Return is free of charge.

The symbol shown above appears on electrical and electronic equipment (or the packaging) to remind the users of this. If the equipment has been used for BUSINESS PURPOSES, please contact your SHARP dealer who will inform you about take-back. You might be charged for the costs arising from take-back. Small equipment (and small quantities) might be taken back by your local collection facility. For Spain: Please contact the established collection system or your local authority for take-back of your used products.

Cartridge disposal and treatment

Regarding your used Sharp toner cartridges and other consumables from Sharp copiers/multifunctional machines, please observe that these waste products shall be treated properly according to the legal requirements in your area. We recommend to contact competent service providers (e.g. waste recycling companies) for this, and to ask local authorities for support, when necessary. For information on existing Sharp collection and recycling programs, which exist in some countries, please see our website www.sharp.eu.

Blue Angel

For Sharp Multifunctional Copiers/Printer which are certified with the German environmental label Blue Angel, please find detailed information on the websites of our respective national sales company:
<http://www.sharp.eu>

Static sensitivity notice



This symbol identifies static-sensitive parts. Do not touch the areas near these symbols without first touching a metal surface in an area away from the symbol.

To prevent damage from electrostatic discharge when performing maintenance tasks such as clearing paper jams or replacing supplies, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer even if the symbol is not present.

ENERGY STAR

Any product bearing the ENERGY STAR® emblem on the product or on a start-up screen is certified to comply with Environmental Protection Agency (EPA) ENERGY STAR requirements as of the date of manufacture.



Temperature information

Operating temperature and relative humidity	10 to 32.2°C (50 to 90°F) and 15 to 80% RH 15.6 to 32.2°C (60 to 90°F) and 8 to 80% RH Maximum wet-bulb temperature ² : 22.8°C (73°F) Non-condensing environment
Printer / cartridge / imaging unit long-term storage ¹	15.6 to 32.2°C (60 to 90°F) and 8 to 80% RH Maximum wet-bulb temperature ² : 22.8°C (73°F)
Printer / cartridge / imaging unit short-term shipping	-40 to 40°C (-40 to 104°F)
¹ 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. ² Wet-bulb temperature is determined by the air temperature and the relative humidity.	

Laser notice

The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR, Chapter I, Subchapter J for Class I (1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 60825-1: 2014.

Class I laser products are not considered to be hazardous. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service conditions. The printer has a non-serviceable printhead assembly that contains a laser with the following specifications:

Class: IIIb (3b) AlGaInP

Nominal output power (milliwatts): 15

Wavelength (nanometers): 650–670

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: 620 Two-sided: 385
Copy	The product is generating hard-copy output from hard-copy original documents.	630
Scan	The product is scanning hard-copy documents.	20
Ready	The product is waiting for a print job.	14.5
Sleep Mode	The product is in a high-level energy-saving mode.	1.41
Hibernate	The product is in a low-level energy-saving mode.	0.1
Off	The product is plugged into an electrical outlet, but the power switch is turned off.	0.1

The power consumption levels listed in the previous table represent time-averaged measurements. Instantaneous power draws may be substantially higher than the average.

Sleep Mode

This product is designed with an energy-saving mode called *Sleep Mode*. The Sleep Mode saves energy by lowering power consumption during extended periods of inactivity. The Sleep Mode is automatically engaged after this product is not used for a specified period of time, called the *Sleep Mode Timeout*.

Factory default Sleep Mode Timeout for this product (in minutes):	15
---	----

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

The amount of time the printer waits after a job is printed before it enters Hibernate mode can be modified between one hour and one month.

Notes on EPEAT-registered imaging equipment products:

- Standby power level occurs in Hibernate or Off mode.
- The product shall automatically power down to a standby power level of ≤ 1 W. The auto standby function (Hibernate or Off) shall be enabled at product shipment.

Off mode

If this product has an off mode which still consumes a small amount of power, then to completely stop product power consumption, disconnect the power supply cord from the electrical outlet.

Total energy usage

It is sometimes helpful to estimate the total product energy usage. Since power consumption claims are provided in power units of Watts, the power consumption should be multiplied by the time the product spends in each mode in order to calculate energy usage. The total product energy usage is the sum of each mode's energy usage.

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/m² 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-M14-002

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 Innovation, Science and Economic Development Canada technical specifications.

The Ringer Equivalence Number (REN) indicates the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices not exceed five. The REN is located on the product label.

This equipment uses CA11A telephone jacks.

Avis réservé aux utilisateurs du réseau téléphonique du Canada

Ce produit est conforme aux spécifications techniques d'Innovation, Sciences et Développement économique Canada.

Le numéro REN (ringer equivalence number : numéro d'équivalence de sonnerie) indique le nombre maximum d'appareils pouvant être connectés à l'interface téléphonique. En bout de ligne, le nombre d'appareils qui peuvent être connectés n'est pas directement limité, mais la somme des REN de ces appareils ne doit pas dépasser cinq. Le numéro REN est indiqué sur l'étiquette produit.

Cet équipement utilise des prises de téléphone CA11A.

Notice to users of the New Zealand telephone network

The following are special conditions for the Facsimile User Instructions. The grant of a telepermit for any item of terminal equipment indicates only that Spark has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Spark, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Spark's network services.

This equipment shall not be set up to make automatic calls to the Spark "111" Emergency Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment should not be used under any circumstances that may constitute a nuisance to other Spark customers.

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

The decadic (or pulse) dialing on this device is unsuitable for use on the Spark network in New Zealand.

For correct operation, the total of all the Ringer Equivalence Numbers (RENs) of all parallel devices connected to the same telephone line may not exceed 5. The REN of this device is located on the label.

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 Spark's telepermit requirements are dependent on the equipment associated with this device. The associated equipment shall be set to operate within the following limits for compliance to Spark's specifications:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next call attempt.
- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is not less than 5 seconds between the end of one call attempt and the beginning of another.

Japanese telecom notice

The installed optional modem is in compliance with Japanese Telecommunication Law and has been Certified by JATE, with the following Certification Number:

A18-0046001

	Lexmark International, Inc.
	LEX-M14-002
	A18-0046001

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.

Usò 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

Innovation, Science and Economic Development Canada compliance statement

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Standard ICES-003.

Avis de conformité aux normes de l'Innovation, Sciences et Développement économique Canada

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

Notice to users of Class A products in Brazil

Este produto não é apropriado para uso em ambientes domésticos, pois poderá causar interferências eletromagnéticas que obrigam o usuário a tomar medidas necessárias para minimizar estas interferências.

European Community (EC) directives conformity

This product is in conformity with the protection requirements of EC Council directives 2014/30/EU, 2014/35/EU, and 2011/65/EU as amended by (EU) 2015/863 on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits, and on the restrictions of use of certain hazardous substances in electrical and electronic equipment.

This product satisfies the Class A limits of EN 55032 and safety requirements of EN 62368-1.

United Kingdom (UK) conformity

This product is in conformity with the protection requirements of the Electromagnetic Compatibility Regulations 2016, the Electrical Equipment (Safety) Regulations 2016, and the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Regulations 2012.

This product satisfies the Class A limits of BS EN 55032 and safety requirements of BS EN 62368-1.

Radio interference notice

Warning

This is a product that complies with the emission requirements of 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.

Index

A

- accessing the controller board 211
- adapter plug 49
- adding a shortcut
 - copy 35
- adding contacts 17
- adding groups 18
- adding hardware options
 - print driver 227
- adding internal options
 - print driver 227
- adding printers to a computer 226
- adding shortcut
 - e-mail 44
 - fax destination 52
 - FTP address 56
- ADF registration
 - adjusting 210
- adjusting
 - scanner registration 210
- adjusting ADF registration 210
- adjusting fax darkness 53
- adjusting the brightness
 - printer display 164
- adjusting the brightness of the printer display 164
- adjusting the default speaker volume 143
- adjusting toner darkness 197

B

- blocking junk faxes 53

C

- cables
 - Ethernet 11
 - USB 11
- can send but not receive faxes 205
- canceling a print job
 - from the computer 32
 - from the printer control panel 32
- cannot open Embedded Web Server 198
- cannot scan from a computer 206
- cannot send faxes 205
- cannot send or receive faxes 203
- Card Copy
 - setting up 16
- changing resolution
 - fax 53
- changing the printer port settings after installing ISP 146
- changing the wallpaper 16
- checking the status of parts and supplies 151
- cleaning
 - exterior of the printer 147
 - interior of the printer 147
- cleaning the printer 147
- Cleaning the Scanner 139
- cleaning the scanner 148
- clearing jam
 - in door A 167
 - in the duplex unit 173
 - in trays 174
- collated printing does not work 201
- collating copies
 - copying 34
- computer
 - connecting to the printer 145
- computer, scanning to 55
- confidential documents do not print 194
- confidential print jobs
 - configuring 31
 - printing 31
- configuring daylight saving time 51
- configuring supply notifications 151
- configuring the e-mail server settings 36
- configuring the settings
 - fax speaker 143
- configuring Wi-Fi Direct 144
- connecting a computer to the printer 145
- connecting mobile device to printer 145
- connecting printer to distinctive ring service 50
- connecting the printer to a wireless network 143
- connecting to a wireless network
 - using PIN method 144
 - using Push Button method 144
- conserving supplies 164
- contacting your dealer 210
- contacts
 - adding 17
 - deleting 18
 - editing 18
- control panel
 - using 13
- controller board
 - accessing 211
- copy troubleshooting
 - partial copies of documents or photos 207
 - poor copy quality 207
 - scanner does not respond 209
 - scanner unit does not close 209
- copying
 - multiple pages onto a single sheet 35
 - on both sides of the paper 34
 - on letterhead 34
 - photos 33
 - separator sheets between copies 34
 - using the automatic document feeder (ADF) 33
 - using the scanner glass 33

- copying different paper sizes 33
- copying from
 - selected tray 33
- creating a shortcut copy 35
- creating shortcut
 - e-mail 44
 - fax destination 52
 - FTP address 56
- crooked print 188
- customizing the display 16

D

- date and time
 - fax settings 51
- daylight saving time
 - configuring 51
- deactivating the Wi-Fi network 146
- dealer
 - contacting 210
- default speaker volume
 - adjusting 143
- deleting contacts 18
- deleting groups 18
- different paper sizes, copying 33
- Display Customization
 - using 16
- distinctive ring service, fax
 - enabling 50
- documents, printing
 - from a computer 28
- dots on print 185

E

- editing contacts 18
- editing groups 18
- emission notices 230
- enabling the USB port 199
- enabling Wi-Fi Direct 145
- encrypting
 - printer hard disk 141
- enlarging a copy size 34
- envelope seals when printing 200
- environmental settings 163
- erasing hard disk memory 140
- erasing printer memory 140, 141
- Ethernet port 11

- exporting a configuration file
 - using the Embedded Web Server 227
- e-mail
 - sending 44
- e-mail function
 - setting up 36
- e-mail server
 - configuring 36
- e-mail service providers 36
- e-mail shortcut
 - creating 44
- e-mailing
 - using the automatic document feeder (ADF) 36
 - using the scanner glass 36

F

- factory default settings
 - restoring 141
- fax
 - forwarding 54
 - holding 53
 - scheduling send time and date 52
 - sending 51
- fax darkness
 - adjusting 53
- fax destination shortcut
 - creating 52
- fax driver
 - installing 226
- fax log
 - viewing 53
- fax port 11
- fax resolution
 - changing 53
- fax setup
 - country- or region-specific 49
 - standard telephone line connection 46
- fax speaker
 - configuring the settings 143
- fax troubleshooting
 - cannot receive faxes 205
 - cannot send faxes 205
 - cannot send or receive faxes 203
 - received fax has poor print quality 205
- faxing
 - setting the date and time 51

- using the automatic document feeder (ADF) 51
- using the scanner glass 51
- fine lines are not printed correctly 180
- firmware, updating 228
- flash drive
 - printing from 29
 - scanning to 57
- folder paper 181
- font sample list
 - printing 32
- forwarding fax 54
- FTP address
 - creating shortcut 56
- FTP server, scanning to
 - using the control panel 56

G

- groups
 - adding 18
 - deleting 18
 - editing 18

H

- hard disk memory
 - erasing 140
- hardware options
 - trays 224
- hardware options, adding
 - print driver 227
- held documents do not print 194
- held jobs
 - printing 31
 - setting expiration time 31
- Help menu 139
- Hibernate mode
 - configuring 163
- holding faxes 53
- home screen
 - customizing 16
 - using 15
- home screen icons 15
 - displaying 16
- humidity around the printer 233

I

- icons on the home screen
 - showing 16
- identifying jam locations 166

- imaging unit
 - ordering 151
 - replacing 154
- importing a configuration file
 - using the Embedded Web Server 227
- indicator light
 - printer status 13
- installing a memory card 213
- installing a printer hard disk 216
- installing an internal solutions port 218
- installing an optional card 214
- installing options
 - printer hard disk 216
- installing the fax driver 226
- installing the print driver 225
- installing the printer software 225
- internal options
 - firmware cards 211
 - flash memory 211
 - font cards 211
 - installing 214
 - internal solutions port 211
 - memory card 213
 - printer hard disk 211, 216
- internal options, adding
 - print driver 227
- internal solutions port
 - installing 218

J

- jammed pages are not reprinted 203
- jams
 - avoiding 165
- jams, clearing
 - in the automatic document feeder 176
 - in the multipurpose feeder 175
 - in the standard bin 172
- job prints from the wrong tray 195
- job prints on the wrong paper 195
- junk faxes
 - blocking 53

L

- letterhead
 - copying on 34
- LINE port 11
- linking trays 23
- loading
 - multipurpose feeder 22
- loading envelopes
 - in the multipurpose feeder 22
- loading trays 20
- locating paper jams 166
- locating the security slot 140

M

- making copies 33
- managing screen saver 16
- memory card
 - installing 213
- menu
 - 802.1x 126
 - About this Printer 73
 - Accessibility 67
 - Anonymous Data Collection 66
 - Confidential Print Setup 135
 - Configuration Menu 68
 - Copy Defaults 84
 - Custom Scan Sizes 83
 - Device 138
 - Disk Encryption 136
 - Eco-Mode 62
 - Erase Temporary Data Files 136
 - Ethernet 120
 - E-mail Defaults 101
 - E-mail Setup 100
 - Fax 138
 - Fax Cover Page 95
 - Fax Log Settings 95
 - Fax Mode 87
 - Fax Receive Settings 92
 - Fax Send Settings 88
 - Fax Server E-mail Settings 97
 - Fax Server Scan Settings 99
 - Flash Drive Print 115
 - Flash Drive Scan 111
 - FTP Defaults 106
 - General Fax Settings 87, 97
 - HTML 80
 - HTTP/FTP Settings 127
 - Image 81
 - IPSec 125
 - Job Accounting 76

- Layout 73
- Local Accounts 131
- Login Restrictions 135
- LPD Configuration 126
- Manage Permissions 130
- Media Types 83
- Menu Settings Page 137
- Miscellaneous 137
- Mobile Services
 - Management 137
- Network 139
- Network Overview 116
- Notifications 63
- Out of Service Erase 72
- PCL 79
- PDF 78
- PostScript 78
- Power Management 66
- Preferences 60
- Print 138
- Quality 75
- Remote Operator Panel 63
- Restore Factory Defaults 68
- Restrict external network
 - access 129
- Schedule USB Devices 132
- Security Audit Log 132
- Setup 75
- Shortcuts 138
- SNMP 124
- Solutions LDAP Settings 136
- Speaker Settings 96
- TCP/IP 122
- ThinPrint 128
- Tray Configuration 81
- Troubleshooting 139
- Universal Setup 82
- USB 128
- Visible Home Screen Icons 73
- Web Link Setup 106
- Wi-Fi Direct 120
- XPS 77

- Menu Settings Page
 - printing 139
- menus
 - Wireless 117
- mobile device
 - connecting to printer 145
 - printing from 28, 29
- mottled print 185
- moving the printer 9, 162

multiple pages onto a single sheet
copying 35
multipurpose feeder
loading 22

N

network folder
scanning to 56
Network Setup Page
printing 14
network setup page
printing 199
noise emission levels 230
Non-Printer Manufacturer
supply 200
non-volatile memory 141
erasing 140
notices 230, 234, 235

O

operating systems
supported 225
optional card
installing 214
options
internal solutions port 218
ordering
imaging unit 151
toner cartridge 151

P

paper
Universal size setting 20
paper curl 186
paper jam in door A 167
paper jam in the automatic
document feeder 176
paper jam in the duplex unit 173
paper jam in the multipurpose
feeder 175
paper jam in the rear door 171
paper jam in trays 174
paper jam, clearing
in the automatic document
feeder 176
in the multipurpose feeder 175
in the rear door 171
paper jams
avoiding 165

paper jams, clearing
in the standard bin 172
paper sizes
supported 24
partial copies of documents or
photos 207
parts status
checking 151
personal identification number
method 144
photos
copying 33
pick roller assembly
replacing 158
pick tires
replacing 156
placing separator sheets
between copies 34
poor copy quality 207
poor fax print quality 205
power button light
printer status 13
power save modes
configuring 163
print driver
hardware options, adding 227
installing 225
print job
canceling from the
computer 32
canceling from the printer
control panel 32
print jobs not printed 193
print quality problems 177
Print Quality Test Pages 139
print quality troubleshooting
blank pages 178
crooked print 188
dark print 178
fine lines are not printed
correctly 180
folded or wrinkled paper 181
gray background on prints 182
horizontal light bands 183
light print 184
mottled print and dots 185
paper curl 186
print quality problems 177
repeating print defects 188
skewed print 188
solid black pages 189
text or images cut off 189

toner easily rubs off 190
vertical dark bands 190
vertical dark lines or streaks 191
vertical dark streaks with print
missing 192
vertical light bands 192
vertical white lines 192
white pages 178
print troubleshooting
collated printing does not
work 201
confidential and other held
documents do not print 194
envelope seals when
printing 200
incorrect margins 183
jammed pages are not
reprinted 203
job prints from the wrong
tray 195
job prints on the wrong
paper 195
paper frequently jams 202
print jobs do not print 193
slow printing 195
tray linking does not work 201
unable to read flash drive 199
printer
minimum clearances 9
selecting a location 9
shipping 163
printer configurations 10
printer display
adjusting the brightness 164
printer hard disk
encrypting 141
printer hard disk memory 141
printer is not responding 197
printer memory
erasing 140
printer menus 59
printer messages
Non-Printer Manufacturer
supply 200
Replace cartridge, printer region
mismatch 200
Scanner maintenance required,
use ADF Kit 200
printer port settings
changing 146
printer ports 11

- printer settings
 - restoring factory default 141
- printer software
 - installing 225
- printing
 - confidential print jobs 31
 - font sample list 32
 - from a computer 28
 - from a flash drive 29
 - from a mobile device 28, 29
 - held jobs 31
 - Menu Settings Page 139
 - Network Setup Page 14
 - network setup page 199
 - using Wi-Fi Direct 29
- printing a font sample list 32
- printing a network setup page 199
- printing from a computer 28
- printing from a flash drive 29
- Push Button method 144

R

- reducing a copy size 34
- removing jam
 - in the duplex unit 173
- removing paper jam
 - in door A 167
 - in trays 174
- repeat print jobs 31
- repeating print defects 188
- Replace cartridge, printer region mismatch 200
- replacing supplies
 - imaging unit 154
 - toner cartridge 152
- replacing the pick roller assembly 158
- replacing the pick tires 156
- resetting supply usage counters 162
- restoring factory default settings 141
- RJ-11 adapter 49
- running a slideshow 16

S

- safety information 7, 8
- saving paper 35
- Scan Center
 - setting up 17

- scan job not successful 208
- scan troubleshooting
 - cannot scan from a computer 206
 - partial copies of documents or photos 207
 - poor copy quality 207
 - scanner does not respond 209
 - scanning freezes the computer 209
 - scanning takes too long 209
 - vertical dark streaks on output when scanning from the ADF 207
- scanner
 - cleaning 148
- scanner glass
 - using 33, 36, 51, 55
- Scanner maintenance required, use ADF Kit 200
- scanner unit does not close 209
- scanning
 - to a computer 55
 - to a network folder 56
 - to an FTP server 56
 - to flash drive 57
 - using the automatic document feeder (ADF) 55
 - using the scanner glass 55
- scanning quality problem 207
- scanning to an FTP server
 - using the control panel 56
- scheduling a fax 52
- securing printer memory 141
- security slot
 - locating 140
- selecting a location for the printer 9
- sending e-mail 44
- sending fax 51
- serial printing
 - setting up 146
- setting the paper size 20
- setting the paper type 20
- setting the Universal paper size 20
- setting up
 - analog fax 45
- setting up fax
 - country- or region-specific 49
 - standard telephone line connection 46

- setting up serial printing 146
- shipping the printer 163
- Shortcut Center
 - using 16
- shortcut, creating
 - e-mail 44
 - fax destination 52
 - FTP address 56
- shortcut, creating a copy 35
- skewed print 188
- Sleep mode
 - configuring 163
- slow printing 195
- SMTP settings
 - configuring 36
- speaker
 - default volume 143
- statement of volatility 141
- storing print jobs 31
- supplies
 - conserving 164
 - supplies status
 - checking 151
 - supplies, ordering
 - imaging unit 151
- supply notifications
 - configuring 151
- supply usage counters
 - resetting 162
- supported file types 30
- supported flash drives 30
- supported operating systems 225
- supported paper sizes 24
- supported paper types 26
- supported paper weights 27

T

- temperature around the printer 233
- toner cartridge
 - ordering 151
 - replacing 152
- toner darkness
 - adjusting 197
- tray linking does not work 201
- trays
 - installing 224
 - linking 23
 - loading 20
 - unlinking 23

troubleshooting
cannot open Embedded Web Server 198
print quality problems 177
printer is not responding 197

troubleshooting, copy
partial copies of documents or photos 207
poor copy quality 207
scanner does not respond 209

troubleshooting, fax
received fax has poor print quality 205

troubleshooting, print
collated printing does not work 201
confidential and other held documents do not print 194
envelope seals when printing 200
incorrect margins 183
jammed pages are not reprinted 203
job prints from the wrong tray 195
job prints on the wrong paper 195
paper frequently jams 202
print jobs do not print 193
slow printing 195

troubleshooting, print quality
blank pages 178
crooked print 188
dark print 178
fine lines are not printed correctly 180
folded or wrinkled paper 181
gray background on prints 182
horizontal light bands 183
light print 184
mottled print and dots 185
paper curl 186
repeating print defects 188
skewed print 188
solid black pages 189
text or images cut off 189
toner easily rubs off 190
vertical dark bands 190
vertical dark lines or streaks 191
vertical dark streaks with print missing 192
vertical light bands 192

vertical white lines 192
white pages 178

troubleshooting, scan
partial copies of documents or photos 207
poor copy quality 207
scan job not successful 208
scanner does not respond 209
scanner unit does not close 209
vertical dark streaks on output when scanning from the ADF 207

two-sided copying 34

U

unable to read flash drive
troubleshooting, print 199

understanding the status of the power button and indicator light 13

Universal paper size
setting 20

unlinking trays 23

updating firmware 228

USB port 11
enabling 199

using Display Customization 16

using the ADF
copying 33

using the automatic document feeder (ADF) 33, 36, 51, 55

using the control panel 13

using the home screen 15

using the scanner
glass 33, 36, 51, 55
copying 33

V

verify print jobs 31

vertical dark lines on prints 191

vertical dark streaks on output when scanning from the ADF 207

vertical streaks on prints 191

viewing a fax log 53

volatile memory 141
erasing 140

W

white lines 192

Wireless menu 117

wireless network
connecting the printer to 143
Wi-Fi Protected Setup 144

wireless networking 143

Wi-Fi Direct
configuring 144
enabling 145
printing from a mobile device 29

Wi-Fi network
deactivating 146

Wi-Fi Protected Setup
wireless network 144

wrinkled paper 181