

## Control Panel

Available services can vary on your printer setup. For details about services and settings, see the *User Guide*.



Touch screen



1 Menus

6 Alphanumeric keypad

7 Job controls



1

**Services Home** displays main services, such as copy, scan, and fax.

**Services** returns to the active service from the Job Status or Machine Status screens, or to a preset service.

**Job Status** displays active, held, and completed jobs.

**Machine Status** displays settings and information.



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**2 Log In/Out** accesses password protected features.

**3 Help (?)** displays additional information about the current selection or service.

**4 Language** changes the touch screen language and keyboard settings.

**5 Power Saver** enters or exits Power Saver mode.

**6 Power** restarts or powers down the printer.



7

**Interrupt Print**

**Clear All**

**Stop**

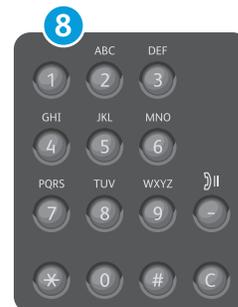
**Start**

**Clear All** clears previous and changed settings for the current service. Press twice to reset all defaults and clear existing scans.

**Start** starts the selected job.

**Stop** temporarily stops the current job. Follow the onscreen message to cancel or resume your job.

**Interrupt Print** pauses the currently printing job to run a more urgent job.



8

**Alphanumeric keys** may be used for entering copy quantities, fax numbers, and other numeric information.

**C** (clear) deletes numeric values or the last digit entered.

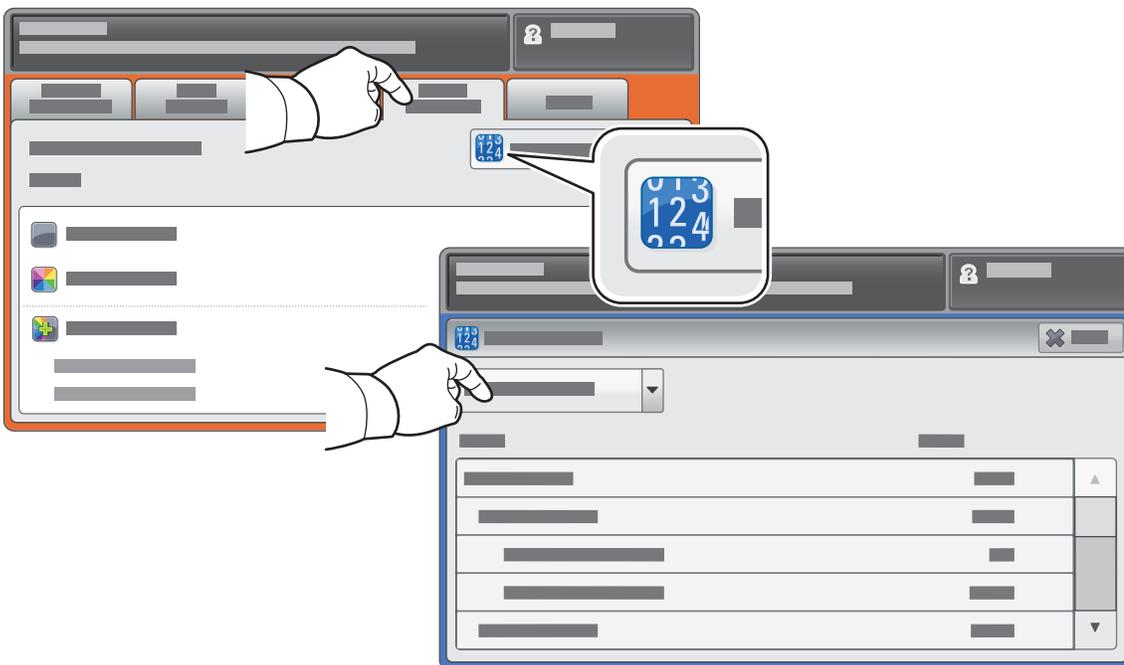
## Machine Status

The Machine Status menu provides access to supplies status, printer information, and settings. Some menus and settings require log in using the administrator name and password.



## Billing and Usage Information

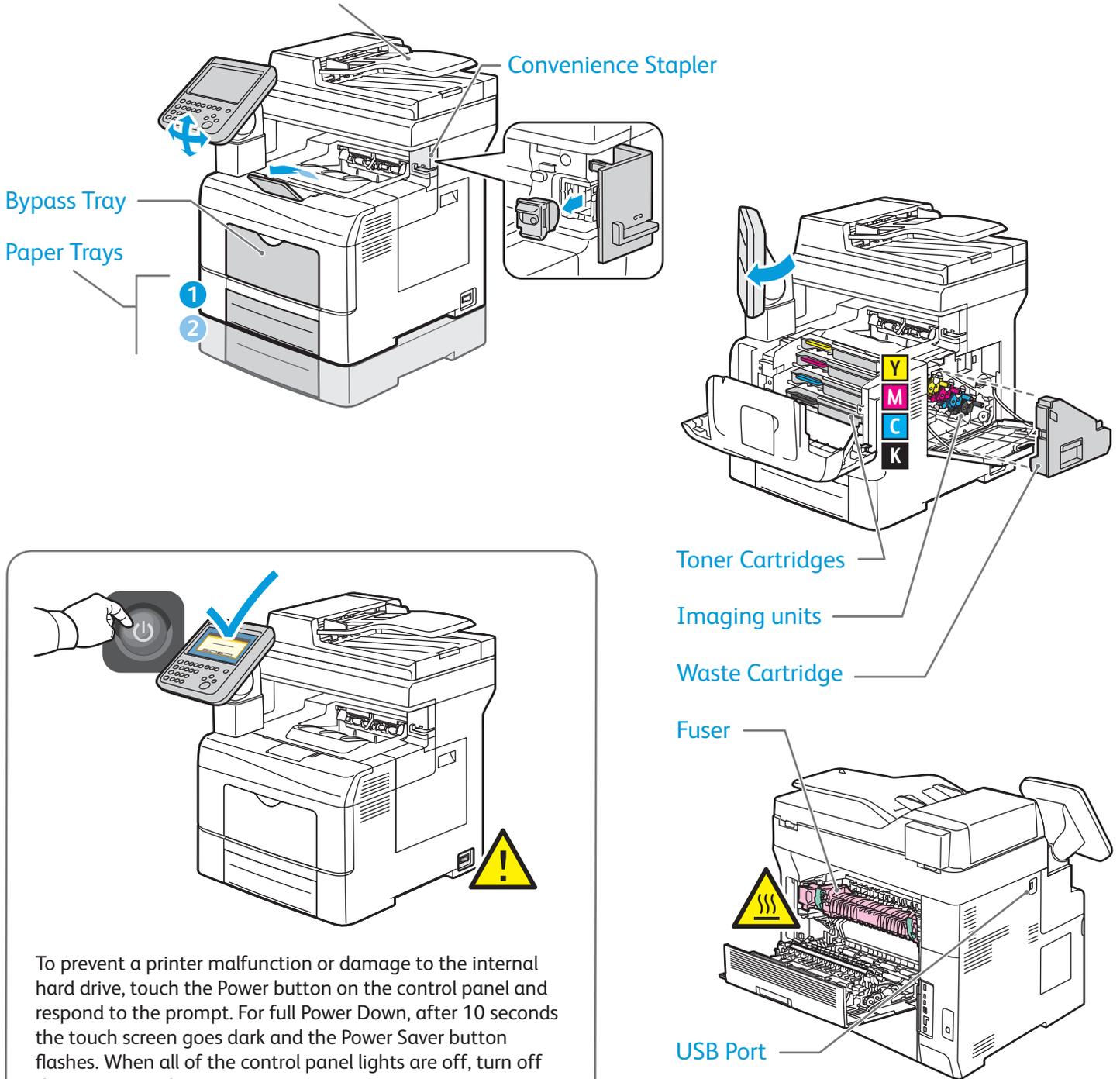
In the Machine Status menu, touch the **Billing Information** tab for basic impression counts. Touch the **Usage Counters** button for detailed usage counts. The drop-down menu provides more count categories.



## Printer Tour

Optional accessories can be part of your printer setup. For details, see the *User Guide*.

### Duplex Automatic Document Feeder

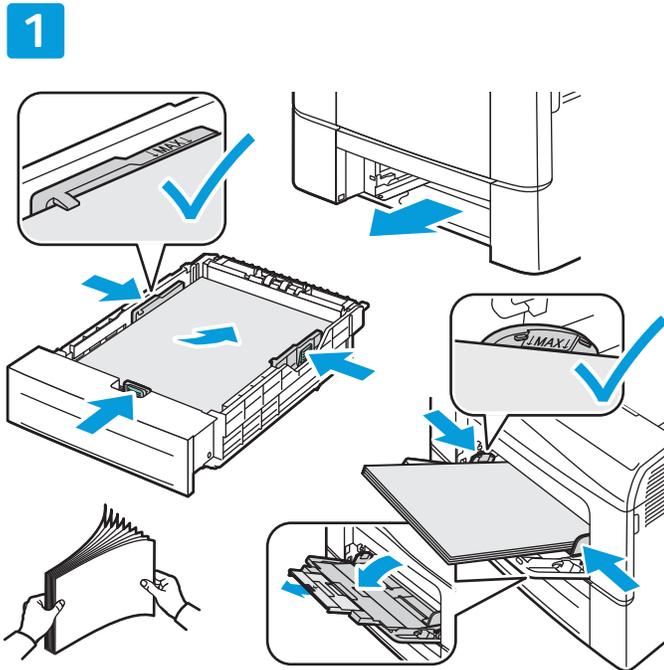


To prevent a printer malfunction or damage to the internal hard drive, touch the Power button on the control panel and respond to the prompt. For full Power Down, after 10 seconds the touch screen goes dark and the Power Saver button flashes. When all of the control panel lights are off, turn off the power switch.

## Paper Handling

For details about trays and paper, see the *User Guide*.

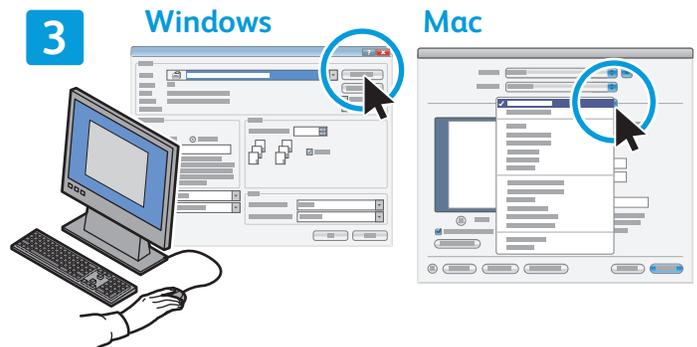
### Loading Paper



For best results, fan the edges of the paper. Adjust guides to fit the paper size. Do not load paper above the maximum fill line.

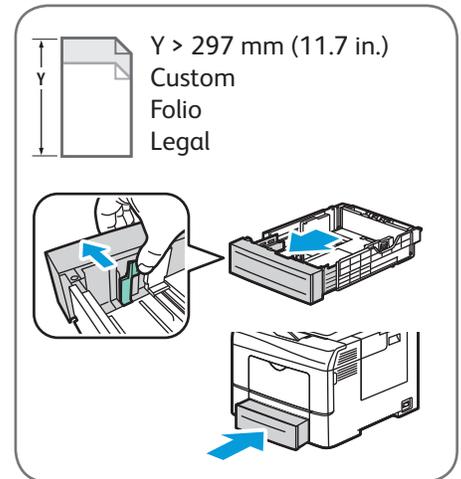
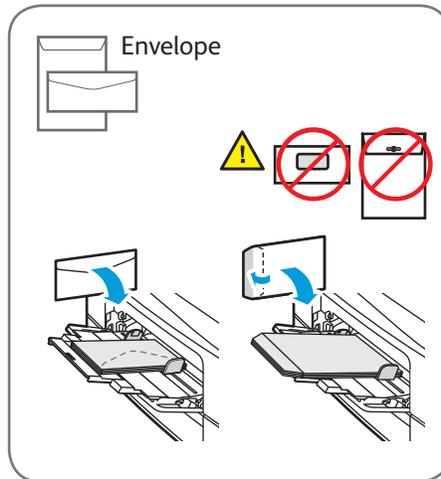
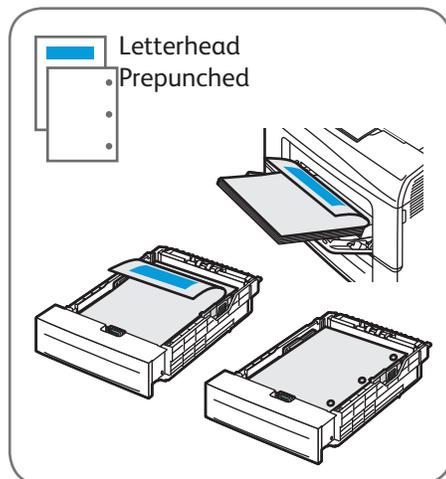


Confirm or change size and type settings if needed.



When printing, select options in the print driver.

### Paper Orientation



## Copying

For details, see the *Copying* chapter in the *User Guide*.

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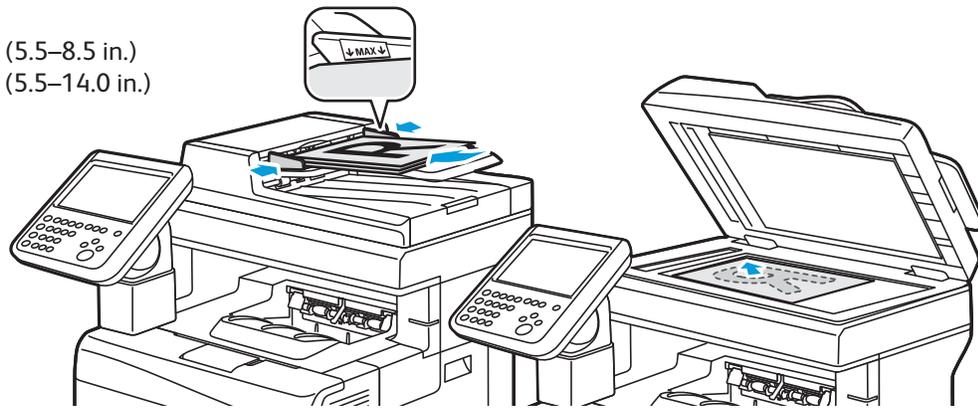
X: 139.7–215.9 mm (5.5–8.5 in.)  
Y: 139.7–355.6 mm (5.5–14.0 in.)



60–125 g/m<sup>2</sup>  
(16–32 lb. Bond)



50–125 g/m<sup>2</sup>  
(13–32 lb. Bond)



Load the original.

2



Press **Services Home**, then touch **Copy**.



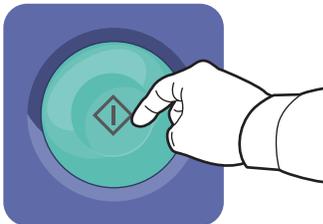
**Clear All** clears previous and changed settings for the current service.

3



Change the settings and job quantity as needed.

4



Press **Start**.



**Stop** temporarily stops the current job. Follow the onscreen message to cancel or resume your job.



**Interrupt Print** pauses the currently printing job to run a more urgent job.

## Scanning and Emailing

The printer is connected typically to a network rather than a single computer, so you select a destination for the scanned image at the printer.

This guide covers techniques to scan documents without preparing special setups:

- Scanning documents to an email address.
- Scanning documents to a saved Favorite, Address Book listing, or USB Flash drive
- Scanning documents to the Public folder on the printer hard drive, and retrieving them using your Web browser.

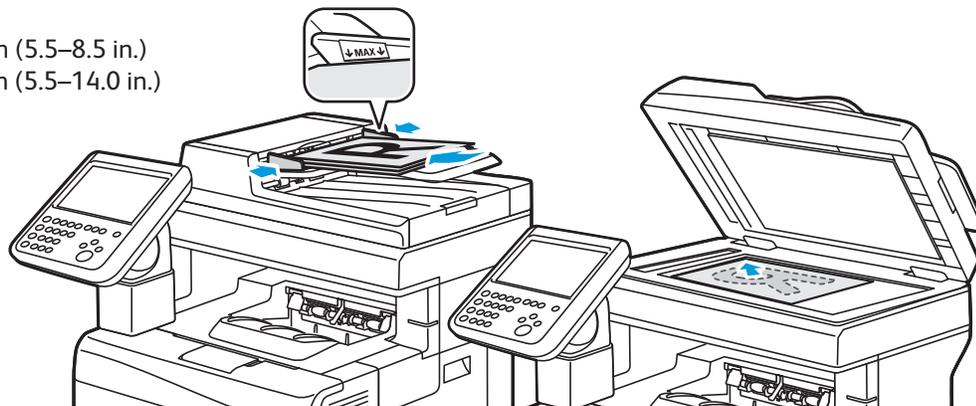
For details and more scan setups, see the *Scanning* chapter in the *User Guide*. For details about address book and workflow template setup, see the *System Administrator Guide*.

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 X: 139.7–215.9 mm (5.5–8.5 in.)  
Y: 139.7–355.6 mm (5.5–14.0 in.)

 60–125 g/m<sup>2</sup>  
(16–32 lb. Bond)

 50–125 g/m<sup>2</sup>  
(13–32 lb. Bond)



Load the original.

2

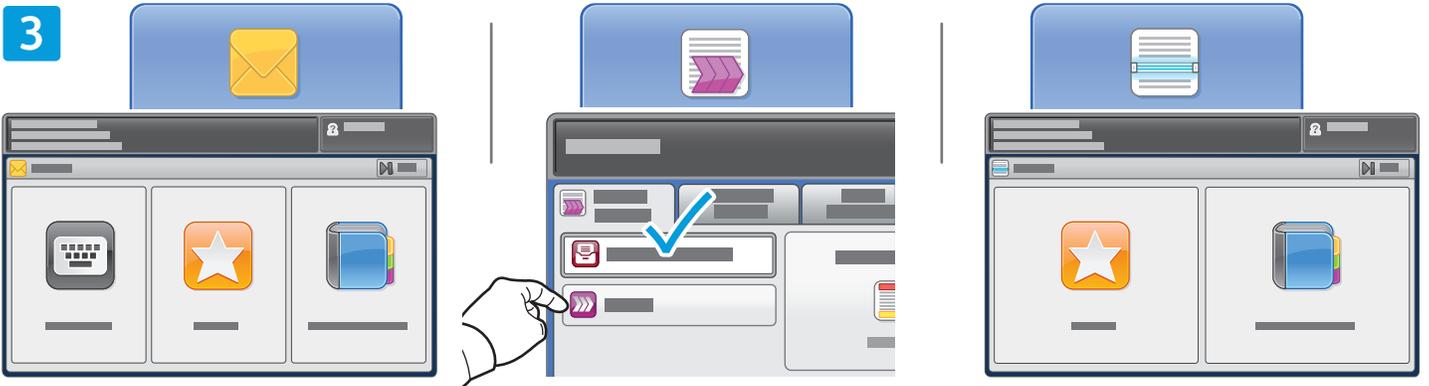


Press **Services Home**, then touch **Email** for emailing the scan, or **Workflow Scanning** to scan to the Default Public Folder or a USB Flash drive. Touch **Scan To** if your scan destination is stored in the Address Book or saved as a Favorite.



**Clear All** clears previous and changed settings for the current service.

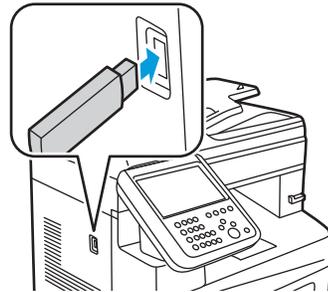
3



For Email, touch **Enter Recipient**, then enter the email address using the touch screen keypad, then touch **Add**. Touch **Add Recipient** to add more email addresses to the list.

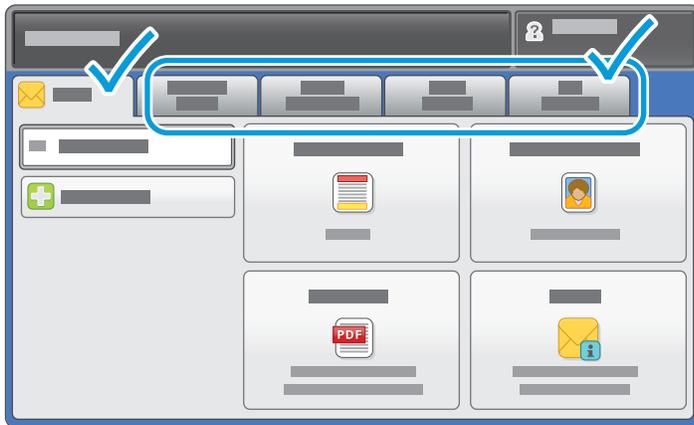
Use the Device Address Book or Favorites to enter saved email addresses.

For Workflow Scanning, touch **Change**, then select **Default Public Mailbox**, or insert your USB Flash drive.



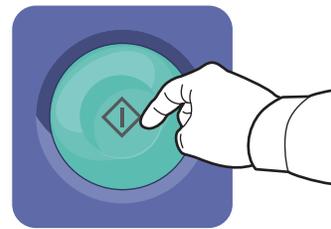
For Scan To, touch **Favorites** or **Device Address Book** to enter saved share locations.

4

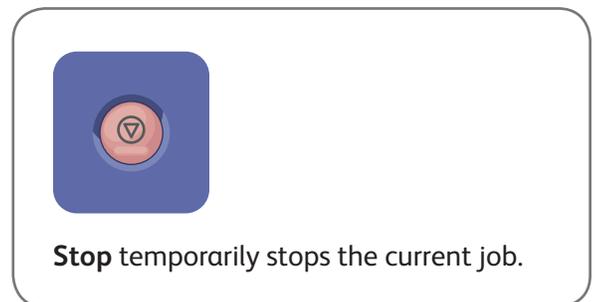


Change the settings as needed.

5

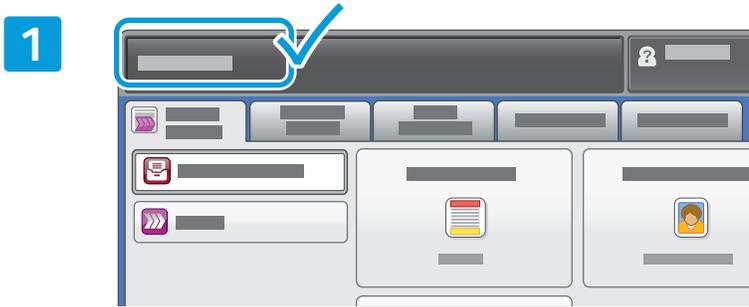


Press **Start**.

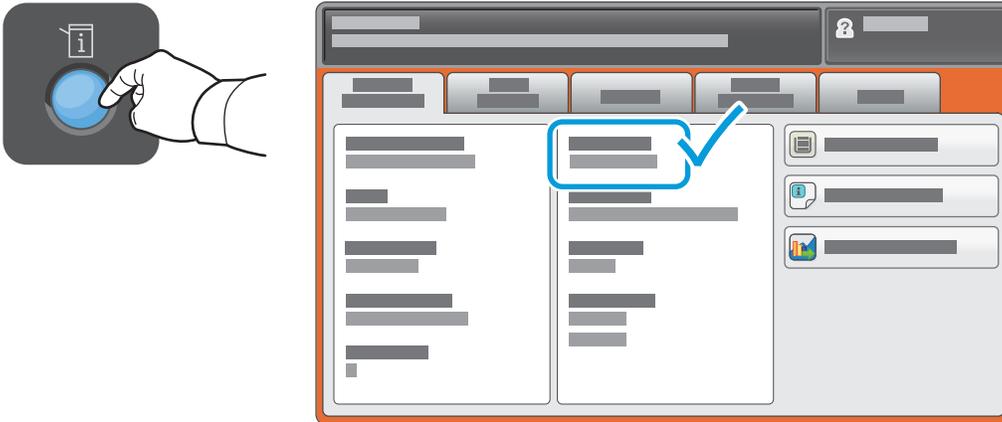


## Retrieving Scan Files

To retrieve your scanned images from the Default Public Folder, use CentreWare Internet Services to copy the scan files from the printer to your computer. You can also use CentreWare Internet Services to set up personal mailboxes and workflow scanning templates. For details, see the *User Guide*.

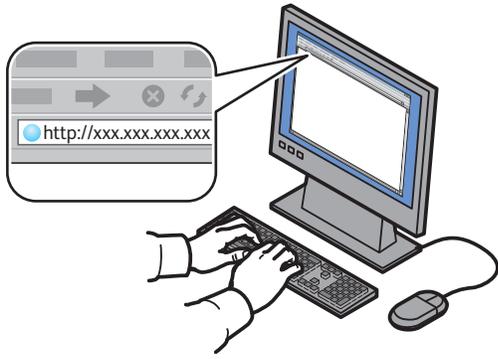


Note the printer IP address on the touch screen.



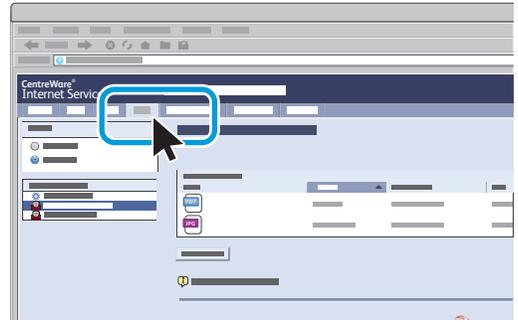
If the IP Address does not show in the upper left corner of the touch screen, press **Machine Status** and check the information field.

2



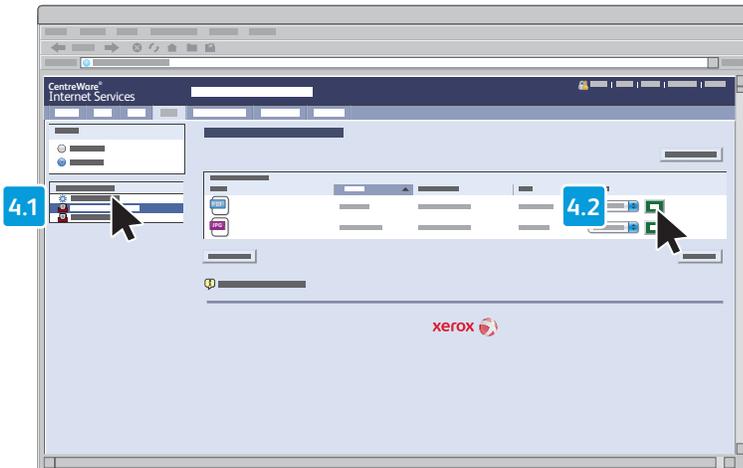
Type the printer IP address in a Web browser, then press **Enter** or **Return**.

3



Click the **Scan** tab.

4



Select the **Default Public Folder**, then click **Go** to download the scan.

Click **Update View** to refresh the list.

Select **Download** to save the file to your computer.  
 Select **Reprint** to print the saved file again.  
 Select **Delete** to permanently remove the stored job.

## Faxing

You can send a fax in one of four ways:

- **Embedded Fax** scans the document and sends it directly to a fax machine.
- **Server Fax** scans the document and sends it to a fax server, which transmits the document to a fax machine.
- **Internet Fax** scans the document and emails it to a recipient.
- **LAN Fax** sends the current print job as a fax.

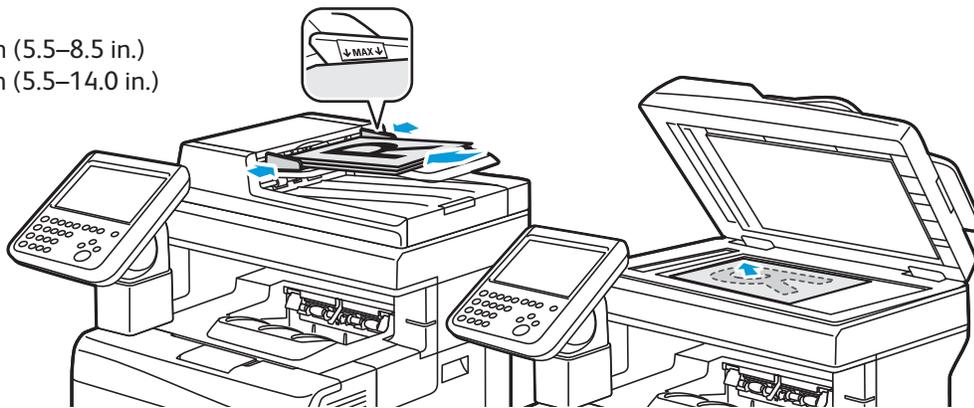
For details, see the *Faxing* chapter in the *User Guide*. For details about LAN Fax, see the print driver software. For details about fax setup and advanced settings, see the *System Administrator Guide*.

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 X: 139.7–215.9 mm (5.5–8.5 in.)  
Y: 139.7–355.6 mm (5.5–14.0 in.)

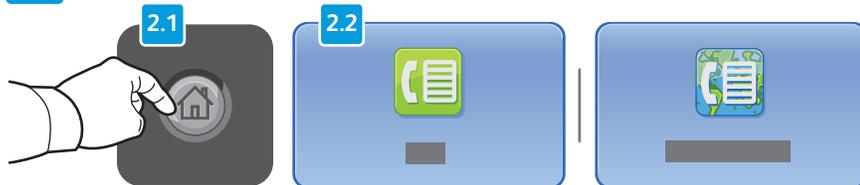
 60–125 g/m<sup>2</sup>  
(16–32 lb. Bond)

 50–125 g/m<sup>2</sup>  
(13–32 lb. Bond)



Load the original.

2



Press **Services Home**, then touch **Fax**, **Server Fax**, or **Internet Fax**.



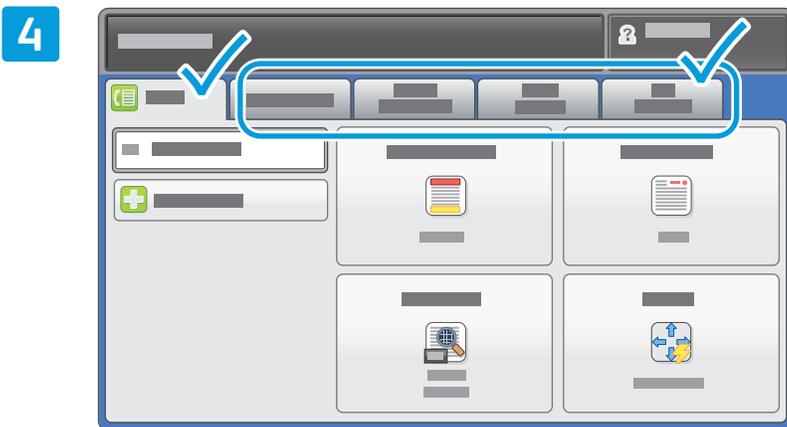
**Clear All** clears previous and changed settings for the current service.



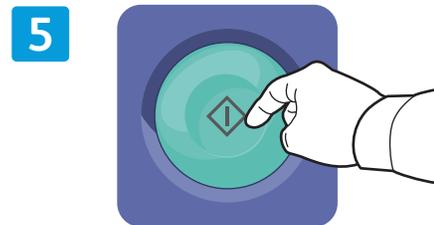
For fax numbers, touch **Enter Recipient**, then enter the fax number using the touch screen alphanumeric keys and special characters, then touch **Add**. Touch **Add Recipient** to add more fax numbers to the list.

For Internet Fax email addresses, touch **Enter Recipient**, then enter the email address using the touch screen keypad, then touch **Add**. Touch **Add Recipient** to add more email addresses to the list.

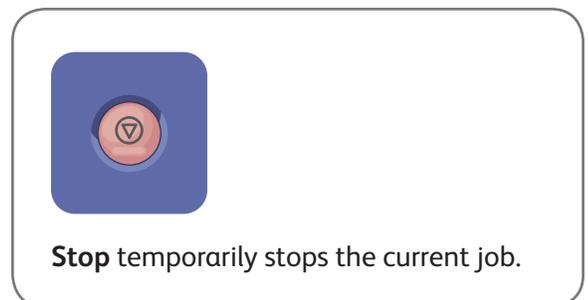
Use the Device Address Book, Favorites, or Mailboxes to enter saved numbers, or the the Device Address Book to enter saved email addresses. Use Polling to access stored fax locations.



Change the settings as needed.



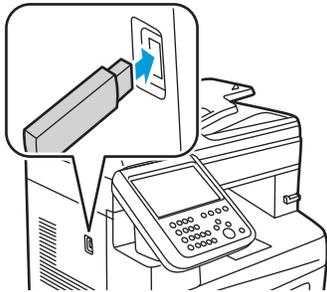
Press **Start**.



## Printing from USB

You can print .pdf, .tiff, .ps, and .xps files directly from a USB Flash drive. For more information, see the *Printing* chapter in the *User Guide* located on your *Software and Documentation* disc or online. To set up this feature, see the *System Administrator Guide*.

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Do not remove USB Flash drive during reading.  
Files may be damaged.

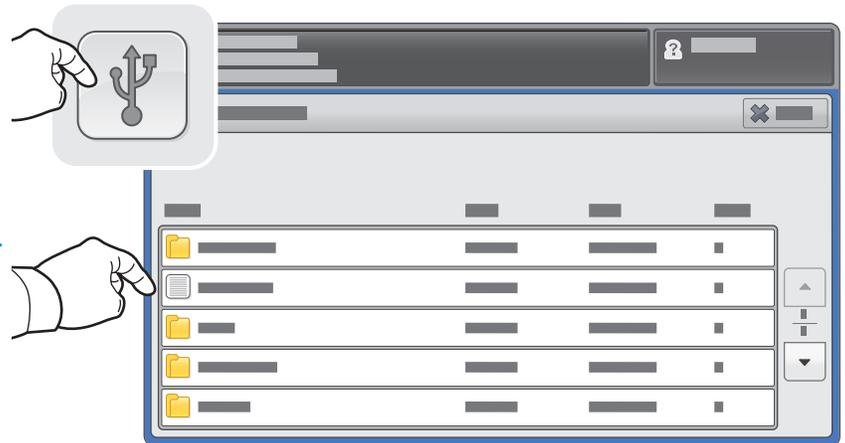
Insert USB Flash drive in the USB port

2

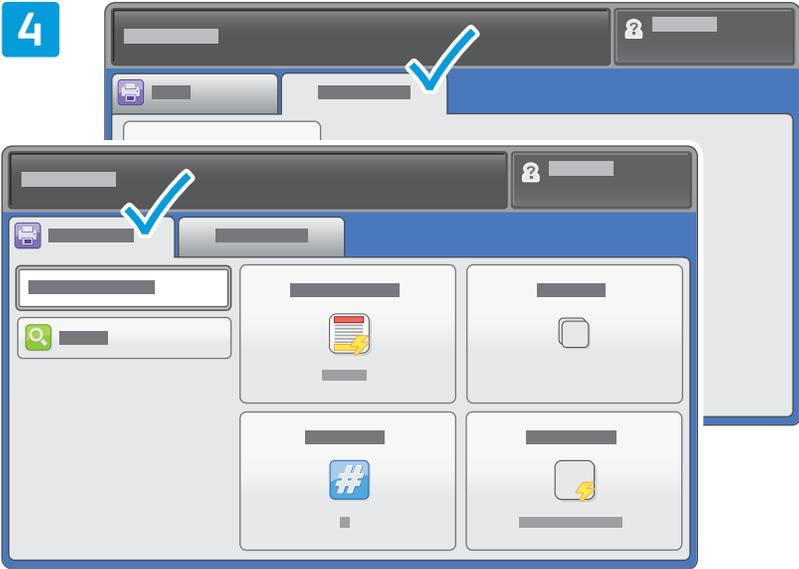


Press **Services Home**, then touch **Print From**.

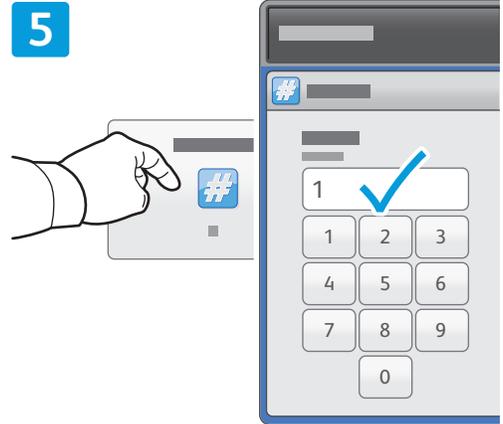
3



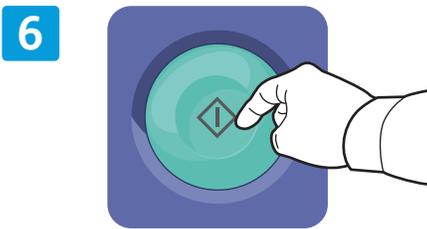
Touch **Print From USB**, then select a file or folder.



Change the settings as needed.



Change the print quantity as needed, then touch **OK**.



Press **Start**.



**Stop** temporarily stops the current job. Follow the onscreen message to cancel or resume your job.



**Interrupt Print** pauses the currently printing job to run a more urgent job.