

**DEVELOP**

Dynamic balance

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Quick Guide

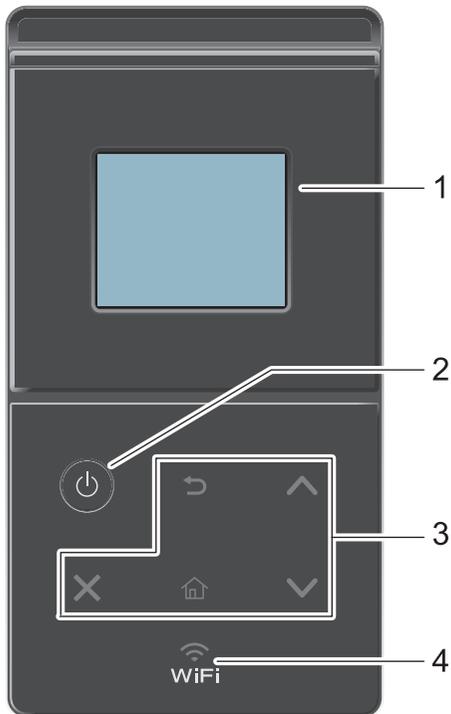
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# User's Guides

Which Guide?	What's in It?
Safety Information	Read this Guide first. Please read the Safety Instructions before you set up your machine. See this Guide for trademarks and legal limitations.
Installation User's Guide	Follow the instructions for setting up your machine, and installing the drivers and software for the operating system and connection type you are using.
Quick Guide	Learn the basic operations and basic machine maintenance. See troubleshooting tips.
User's Guide	This guide includes the additional contents of the Quick Guide.  In addition to information about the Print operations, useful information is included about using the machine on a network.
Google Cloud Print Guide	This Guide provides details about how to use Google Cloud Print™ services for printing over the Internet.

## Control Panel Overview

The control panel may vary depending on your model.



### 1. Touchscreen Liquid Crystal Display (LCD)

Access menus and options by pressing them on the touchscreen.

### 2. Power On/Off

- Turn the machine on by pressing .
- Turn the machine off by pressing and holding down . The LCD displays [Shutting Down] for a few seconds before going off.

### 3. Touchpanel

#### (Back)

Press to go back to the previous menu.

#### (Home)

Press to return to the Home screen.

#### (Cancel)

- Press to cancel an operation (available when lit).

- Press to cancel a programmed print job and clear it from the machine's memory. To cancel multiple print jobs, hold down  until the LCD displays [Cancel All Jobs].



Press to display the previous or next page.

#### 4. (WiFi)

(For infrastructure mode)

When the **WiFi** light is on, your machine is connected to a wireless access point. When the **WiFi** light blinks, the wireless connection is down, or your machine is in the process of connecting to a wireless access point.

(For Ad-Hoc mode)

The **WiFi** LED is always off.

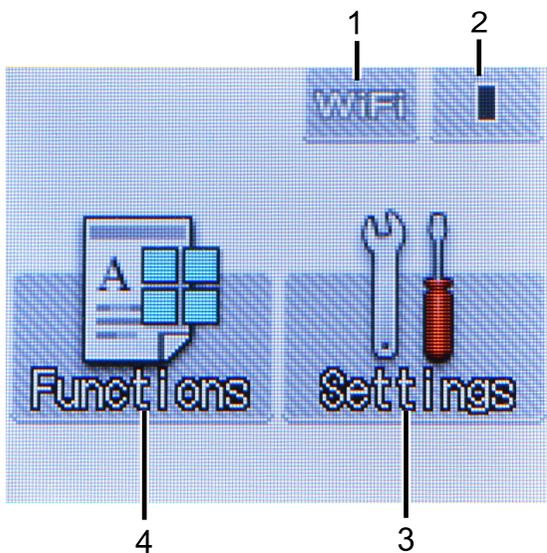
# Touchscreen LCD Overview

From the Home screen, you can access the Wi-Fi setup, Toner level, Settings, and Functions screen.

The Home screen displays the machine's status when the machine is idle. This screen is also called the Ready Mode screen. When displayed, this screen indicates that your machine is ready for the next command.

If Active Directory Authentication or LDAP Authentication is enabled, the machine's control panel will be locked.

The available features vary depending on your model.



## 1. (Wireless Status )

If you are using a wireless connection, a four-level indicator in the Home screen displays the current wireless signal strength.



- If you see  at the top on the screen, press it to configure wireless settings.

## 2. (Toner)

Displays the remaining toner life. Press to access the [Toner] menu.

## 3. [Settings]

Press to access the [Settings] menu.

Use the Settings menu to access all of your machine's settings.

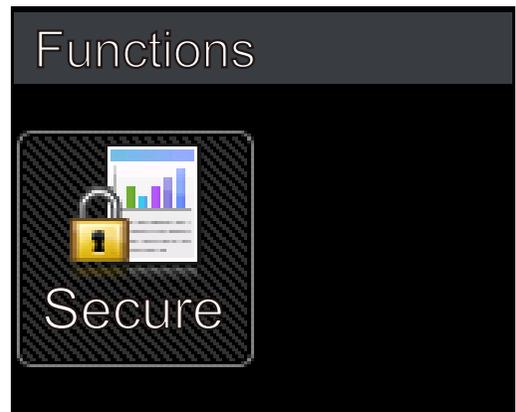
If Setting Lock has been turned on, a lock icon  appears on the LCD. You must unlock the machine to change settings.

## 4. [Functions]

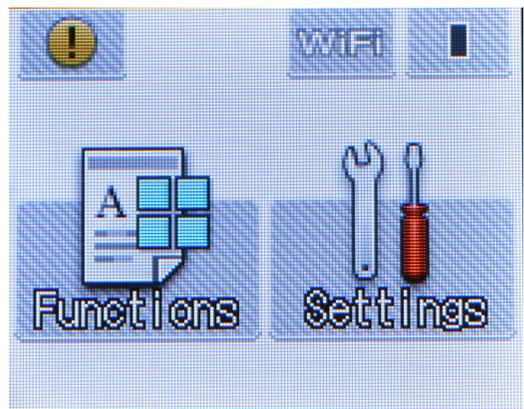
Press to access the Functions screen.

### • [Secure]

Press to access the Secure Print option.



## Warning icon



The warning icon  appears when there is an error or maintenance message; press

 to view it, and then press  to return to Ready Mode.

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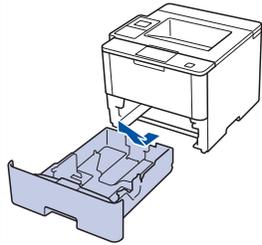
# 2

## Load Paper

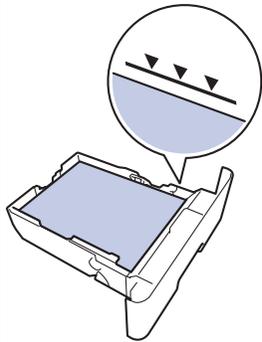
### Load Paper in the Paper Tray

Use the paper tray when printing on the following media:

Plain paper  
Thin paper  
Recycled paper  
Letterhead  
Coloured paper  
Thick paper <sup>1</sup>



- Adjust the guides
- Fan the paper



<sup>1</sup> Open the back cover (face up output tray) before printing to let the printed paper exit onto the face up output tray.

For more detailed information, see the *User's Guide: Load and Print Using the Paper Tray*.

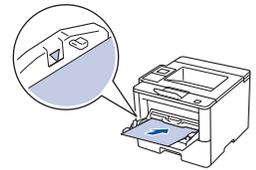
### Load Paper in the Multi-purpose Tray (MP Tray)

Use the MP tray when printing on the following media:

Plain paper  
Thin paper  
Recycled paper  
Bond paper  
Letterhead  
Coloured paper  
Thick paper <sup>1</sup>  
Labels <sup>1</sup>  
Envelopes <sup>1</sup>



- Adjust the guides <sup>1</sup>
- Fan the paper



<sup>1</sup> Open the back cover (face up output tray) before printing to let the printed paper exit onto the face up output tray.

For more detailed information, see the *User's Guide: Load and Print Using the Multi-purpose Tray (MP Tray)*.

## Print from Your Computer

### Print a Document

For labels, thick paper, and envelopes, set the paper size and paper 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.

For details of the function of the printer driver, refer to the Help of the printer driver.

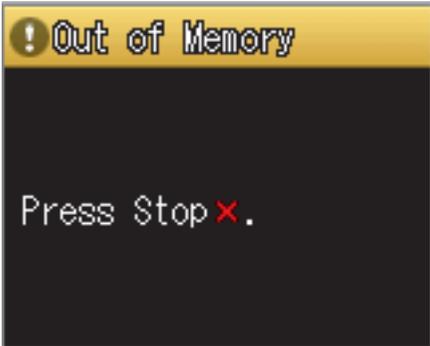
Use this section to resolve problems you may encounter when using your machine.

## Identify the Problem

Even if there seems to be a problem with your machine, you can correct most problems yourself.

First, check the following:

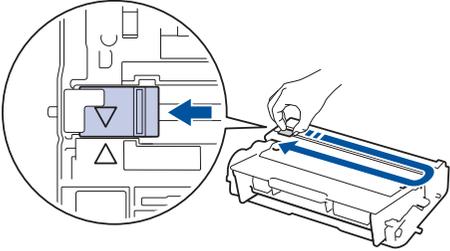
- The machine's power cord is connected correctly and the machine's power is on.
- All of the machine's orange protective parts have been removed.
- The access point, router, or hub is turned on and its link indicator is blinking.
- Paper is inserted correctly in the paper tray.
- The interface cables are securely connected to the machine and the computer.

Find the Error	Find the Solution
Using the LCD 	<ol style="list-style-type: none"> <li>1. Follow the messages on the LCD.</li> <li>2. See the instructions in the following table.</li> <li>3. If you cannot resolve the error, see the <i>User's Guide</i>.</li> </ol>

## Error and Maintenance Messages

The most common error and maintenance messages are shown in the table.

Error Message	Cause	Action
Cartridge Error	The toner cartridge is not installed correctly.	Remove the toner cartridge and imaging unit assembly. Take out the toner cartridge, and put it back in the imaging unit again. Reinstall the toner cartridge and imaging unit assembly in the machine.  If the problem continues, contact customer support.

Error Message	Cause	Action
Drum !	The corona wire on the imaging unit must be cleaned.	Clean the corona wire on the imaging unit.  <p>See the <i>User's Guide: Clean the Corona Wire</i>.</p> If the problem continues, replace the imaging unit with a new one.
	The imaging unit or the toner cartridge and imaging unit assembly is not installed correctly.	Remove the imaging unit, remove the toner cartridge from the imaging unit, and put the toner cartridge back into the imaging unit. Reinstall the imaging unit in the machine.
Jam 2-sided	The paper is jammed in the 2-sided tray or inside the back cover.	Remove the 2-sided tray and open the back cover to pull out all jammed paper.
Jam Inside	The paper is jammed inside the machine.	Open the front cover, remove the toner cartridge and imaging unit assembly, and pull out all jammed paper. Close the front cover.
Jam MP Tray	The paper is jammed in the MP tray.	Remove all jammed paper from in and around the MP tray. Press <i>Retry</i> .
Jam Rear	The paper is jammed in the back of the machine.	Open the fuser cover and remove all jammed paper. Close the fuser cover.
Jam Tray1 Jam Tray2 Jam Tray3 Jam Tray4	The paper is jammed in the indicated paper tray.	Pull out the paper tray and remove all jammed paper as shown in the animation on the LCD.
No Drum Unit	The imaging unit is not installed correctly.	Reinstall the toner cartridge and imaging unit assembly.
No Paper	The machine is out of paper, or paper is not loaded correctly in the paper tray.	<ul style="list-style-type: none"> <li>• Refill paper in the paper tray. Make sure the paper guides are set to the correct size.</li> <li>• If paper is in the tray, remove it and load it again. Make sure the paper guides are set to the correct size.</li> </ul>

Error Message	Cause	Action
No Paper Fed T1 No Paper Fed T2 No Paper Fed T3 No Paper Fed T4	The machine failed to feed paper from the indicated paper tray.	Pull out the paper tray indicated on the LCD and remove all jammed paper.
No Paper MP	The MP tray is out of paper, or paper is not loaded correctly in the MP tray.	Do one of the following: <ul style="list-style-type: none"> <li>• Refill paper in the MP tray. Make sure the paper guides are set to the correct size.</li> <li>• If paper is in the tray, remove it and load it again. Make sure the paper guides are set to the correct size.</li> </ul>
No Paper T1 No Paper T2 No Paper T3 No Paper T4	The machine failed to feed paper from the indicated paper tray.	Do one of the following: <ul style="list-style-type: none"> <li>• Refill paper in the paper tray indicated on the LCD. Make sure the paper guides are set to the correct size.</li> <li>• If paper is in the tray, remove it and load it again. Make sure the paper guides are set to the correct size.</li> </ul>
No Toner	The toner cartridge or the toner cartridge and imaging unit assembly is not installed correctly.	Remove the toner cartridge and imaging unit assembly. Remove the toner cartridge from the imaging unit, and reinstall the toner cartridge back in the imaging unit. Reinstall the toner cartridge and imaging unit assembly back in the machine. If the problem continues, replace the toner cartridge with a new one.
Output Tray Full	The output paper tray is full.	Remove printed paper from output tray indicated on the LCD.
Replace Toner	The toner cartridge is at the end of its life. The machine stops all print operations.	Replace the toner cartridge with a new one.
Supplies Drum End Soon	The imaging unit is near the end of its life.	Order a new imaging unit before the LCD displays <code>Replace Drum</code> .
Supplies Replace Drum	It is time to replace the imaging unit.	Replace the imaging unit with a new one.
	The imaging unit counter was not reset when a new imaging unit was installed.	Reset the imaging unit counter. See the instructions included with the new imaging unit.

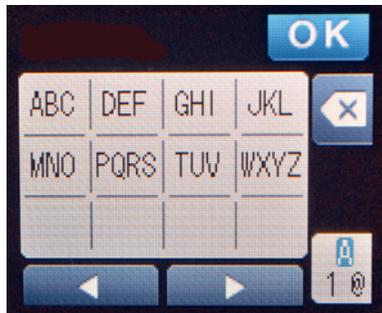
Error Message	Cause	Action
Supplies Toner Low	If the LCD displays this message, you can still print. The toner cartridge is near the end of its life.	Order a new toner cartridge now so you have it ready when the LCD displays <code>Replace Toner</code> .



## How to Enter Text on Your Machine

When text is required, a keyboard appears on your machine's LCD.

- The characters may differ depending on your country.
- The keyboard layout may differ depending on the operation you perform.



- Press  to cycle between letters, numbers and special characters.
- To move the cursor to the left or right, press ◀ or ▶.

### Inserting spaces

- To enter a space, press  twice to choose special characters, then press the space button.

### Making corrections

- If you entered a character incorrectly and want to change it, press ◀ or ▶ to move the cursor to the incorrect character and press . Enter the correct character.
- To insert a character, press ◀ or ▶ to move the cursor to the correct place, and then enter the character.
- Press  for each character you want to erase, or press and hold  to erase all the characters.

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