

Quick Reference

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 Google Cloud Print

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

Before you begin, make sure that:

- The printer is registered to the Google Cloud Print server.
 - The Cloud Print plugin is downloaded from the Google Play™ store and is enabled in the mobile device.
- 1 From your Android™ mobile device, open a document or select a document from your file manager.

2 Tap  > **Print**.

3 Select a printer, and then tap .

Printing from a mobile device using Mopria Print Service

Mopria® Print Service is a mobile printing solution for mobile devices running on Android version 4.4 or later. It allows you to print directly to any Mopria-certified printer.

Note: Make sure that you download the Mopria Print Service application from the Google Play store and enable it in the mobile device.

1 From your Android mobile device, launch a compatible application or select a document from your file manager.

2 Tap  > **Print**.

3 Select a printer, and then adjust the settings, if necessary.

4 Tap .

Printing from a mobile device using AirPrint

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

Notes:

- This application is supported only in some Apple devices.
- This application is supported only in some printer models.

1 From the home screen of your mobile device, launch a compatible application.

2 Select an item to print, and then tap the share icon.

3 Tap **Print**, and then select a printer.

4 Print the document.




Printing from a mobile device using Wi-Fi Direct®

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

Note: Make sure that the mobile device is connected to the printer wireless network. For more information, see [“Connecting a mobile device to the printer wireless network” on page 5](#).

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.

Configuring confidential jobs

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 > Security > Confidential Print Setup**.

3 Configure the settings.

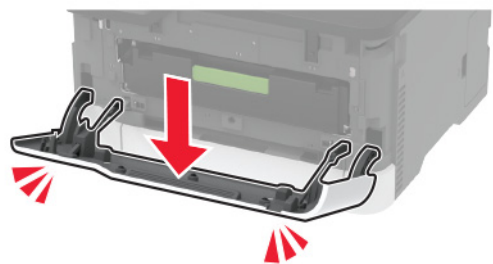
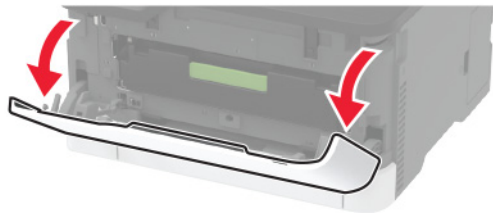
Use	To
Max Invalid PIN	Set the number of times an invalid PIN can be entered. Note: When the limit is reached, the print jobs for that user name are deleted.
Confidential Job Expiration	Set the expiration time for confidential print jobs. Note: Confidential held jobs are stored in the printer until they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

Maintaining the printer

Replacing a print cartridge

Note: If the tray is extended, then remove it before replacing a cartridge.

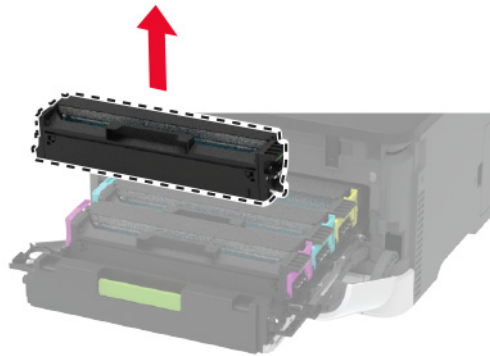
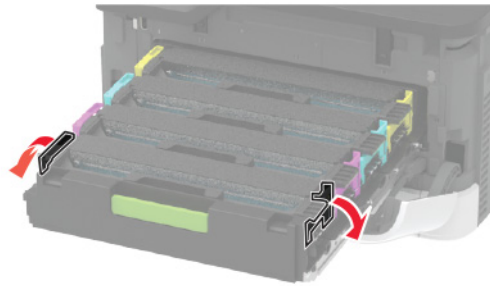
1 Open the front door, and then firmly push it down.



2 Pull out the print cartridge tray.



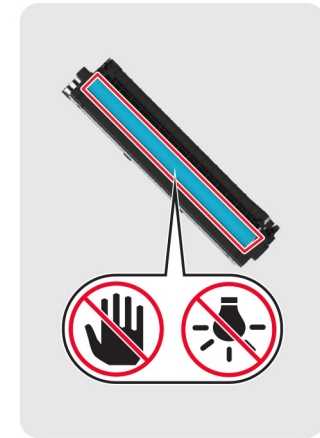
3 Remove the used print cartridge.



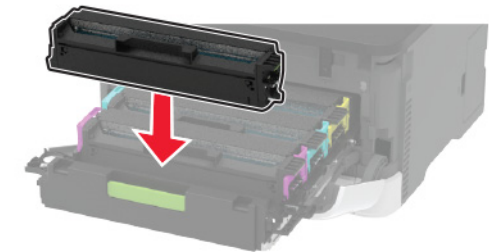
4 Unpack the new print cartridge.

Warning—Potential Damage: Do not expose the underside of the print cartridge to direct light. Extended exposure to light may cause print quality problems.

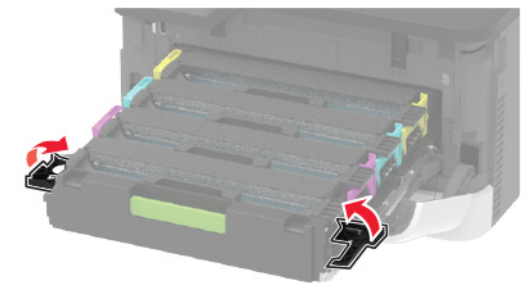
Warning—Potential Damage: Do not touch the underside of the print cartridge. Doing so may affect the quality of future print jobs.



5 Insert the new print cartridge.



6 Insert the print cartridge tray, and then close the door.



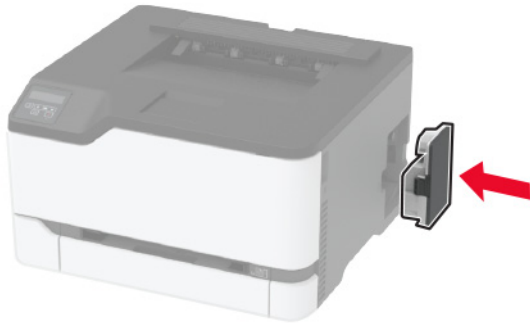
Replacing the waste toner bottle

- 1 Remove the used waste toner bottle.



Note: To avoid spilling the toner, place the bottle in an upright position.

- 2 Unpack the new waste toner bottle.
- 3 Insert the new waste toner bottle.



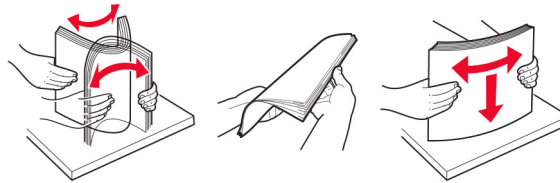
Loading the tray

- 1 Remove the tray.

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



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



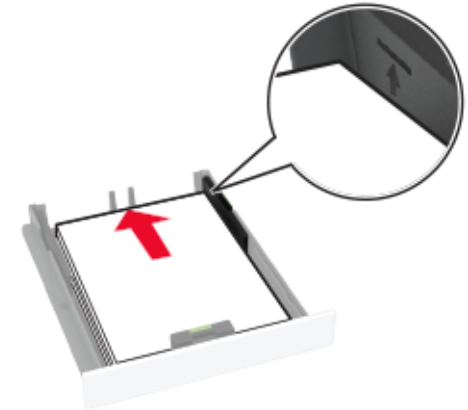
- 3 Load the paper stack with the printable side faceup.



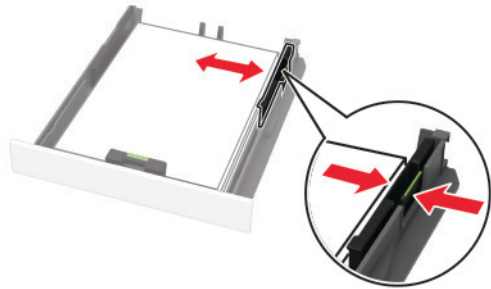
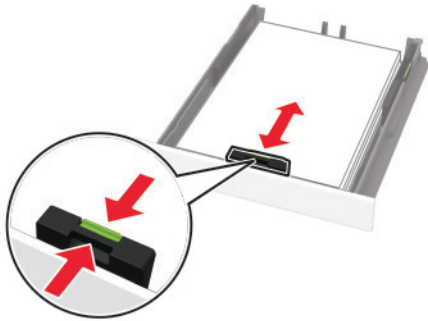
Notes:

- Load letterhead faceup with the header toward the back of the tray for one-sided printing.

- Load letterhead facedown with the header 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.



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

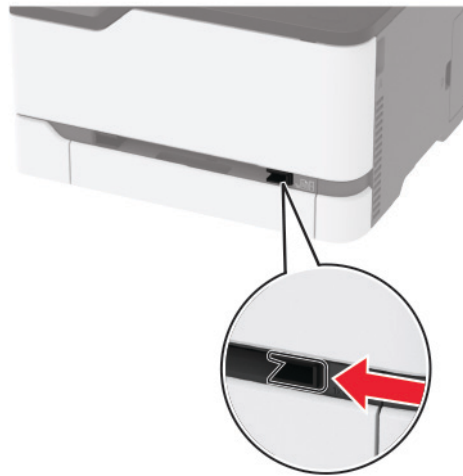


- 5 Insert the tray.

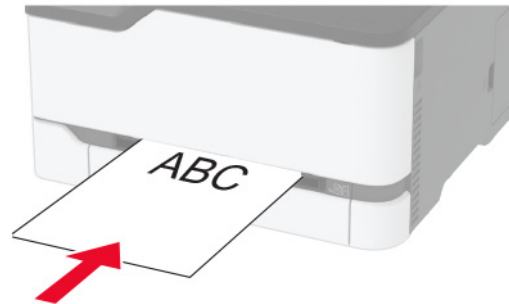
If necessary, set the paper size and paper type from the control panel to match the paper loaded.

Loading the manual feeder

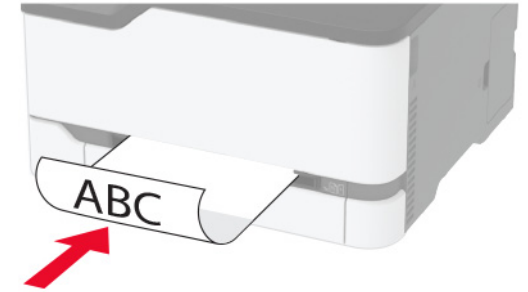
- 1 Adjust the guide to match the size of the paper that you are loading.



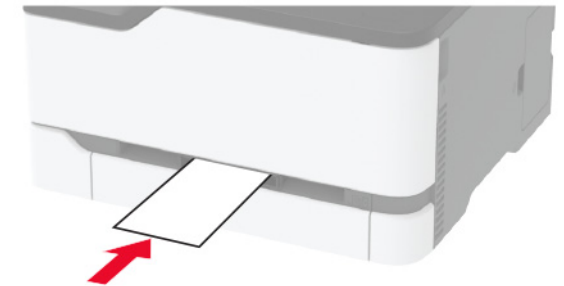
- 2 Load a sheet of paper with the printable side faceup.
- Load letterhead with the printable side faceup and the top edge entering the printer first for one-sided printing.



- Load letterhead with the printable side facedown and the top edge entering the printer last for two-sided printing.



- Load envelope with the flap side down and against the right side of the paper guide.



- 3 Feed the paper until its leading edge gets pulled in.

Warning—Potential Damage: To avoid paper jams, do not force paper into the manual feeder.

Setting the paper size and type

- 1 From the control panel, navigate to:

Settings > **OK** > Paper > **OK** > Tray Configuration > **OK**
> Paper Size/Type > **OK** > select a paper source

- 2 Set the paper size and type.

Connecting a mobile device to the printer wireless network

1 Enable Wi-Fi Direct in the printer. From the home screen, navigate to:

Settings > > Network/Ports > > Wireless >
> Enable Wi-Fi Direct >

Notes:

- The Wi-Fi Direct SSID and password are generated automatically. To view the Wi-Fi Direct SSID and password, go to the Wi-Fi Direct menu.
- You can also change the SSID and password, if necessary.

2 Connect your mobile device to the printer wireless network.

Clearing jams

Identifying jam locations

Notes:

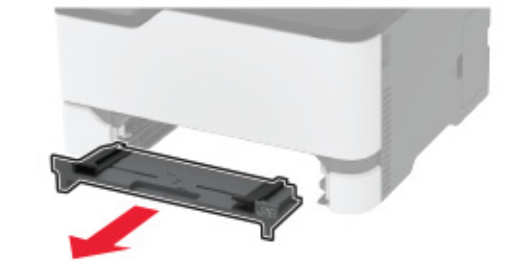
- When Jam Assist is set to On, the printer flushes blank pages or pages with partial prints after a jammed page has been cleared. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages.



	Jam locations
1	Standard bin
2	Manual feeder
3	Tray
4	Rear door

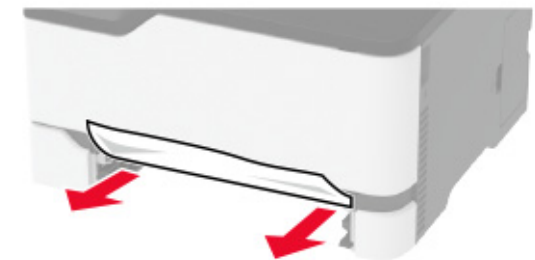
Paper jam in the tray

1 Remove the tray and the manual feeder.




2 Remove the jammed paper.

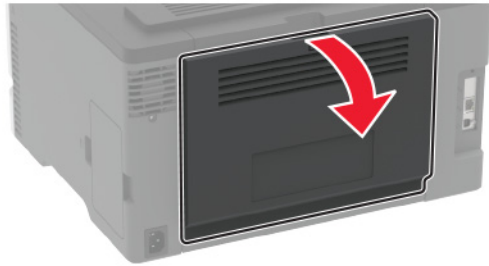
Note: Make sure that all paper fragments are removed.



3 Insert the manual feeder and the tray.

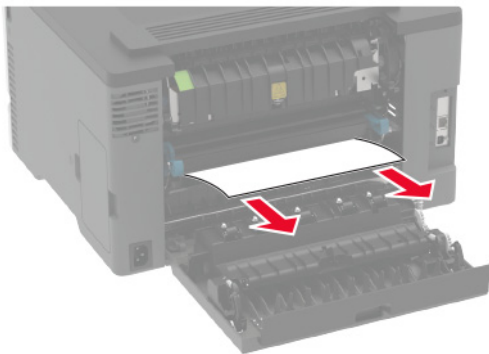
4 Open the rear door.

 **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.



5 Remove the jammed paper.

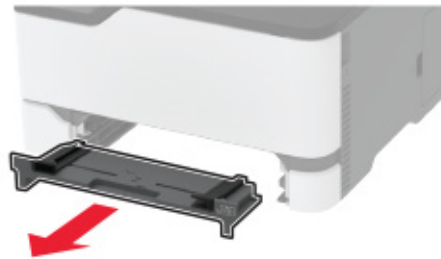
Note: Make sure that all paper fragments are removed.



6 Close the door.

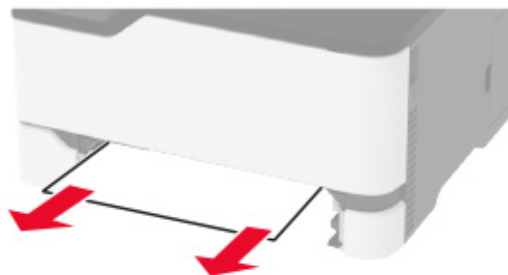
Paper jam in the manual feeder

1 Remove the tray and the manual feeder.



2 Remove the jammed paper.


Note: Make sure that all paper fragments are removed.

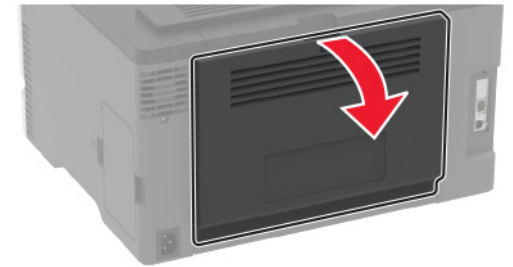


3 Insert the manual feeder and the tray.

Paper jam in the rear door

1 Open the rear door.

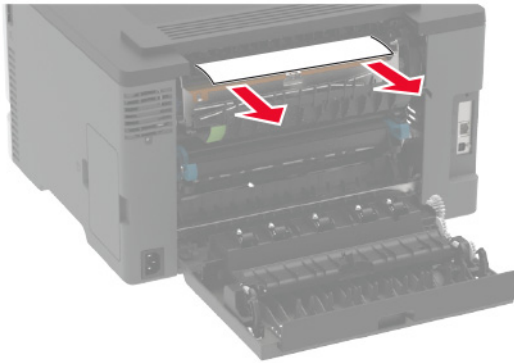
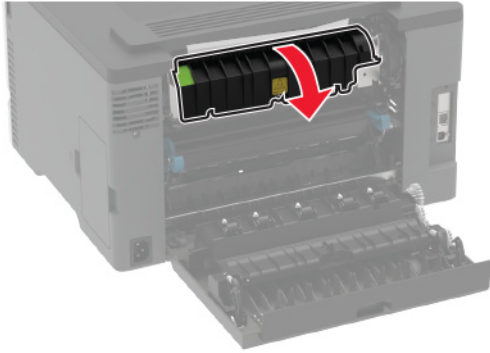
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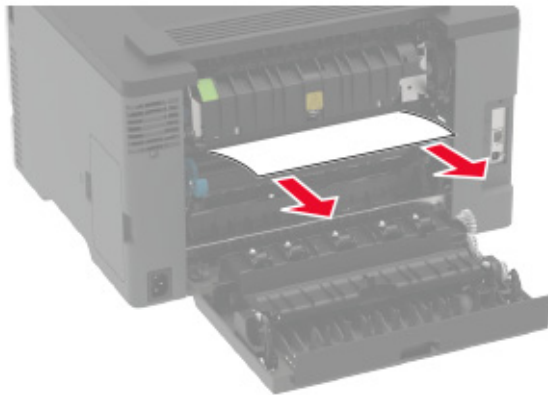
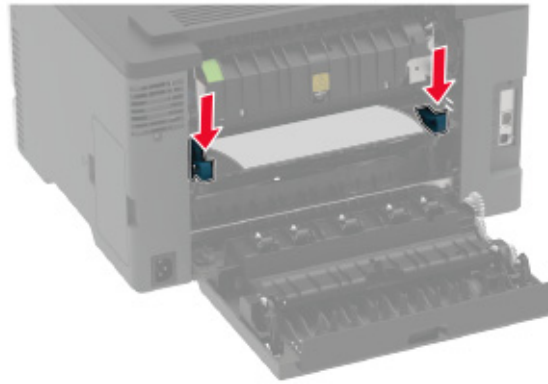
2 Remove the jammed paper from any of the following areas:

Note: Make sure that all paper fragments are removed.

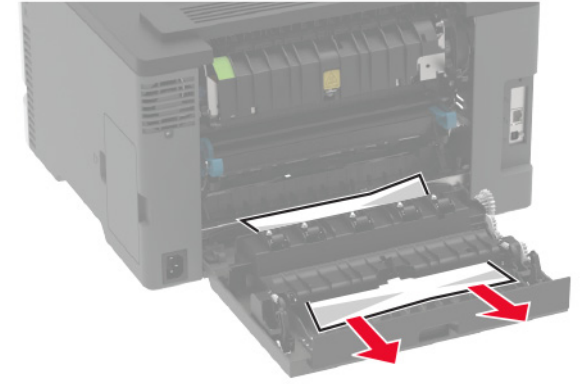
- Fuser area



- Below the fuser area



- Duplex unit



3 Close the door.