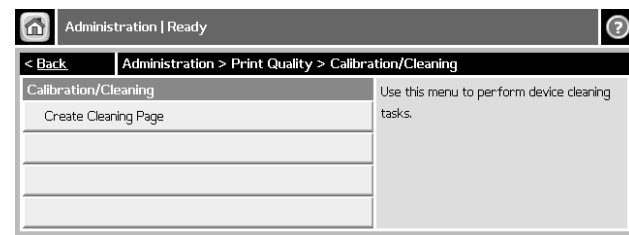
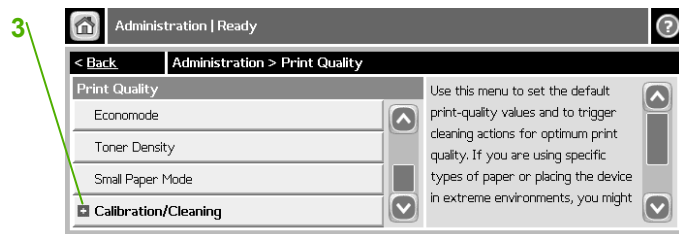
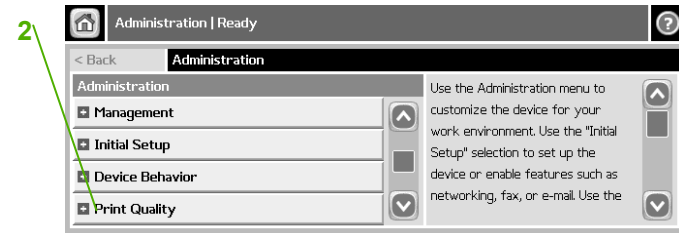
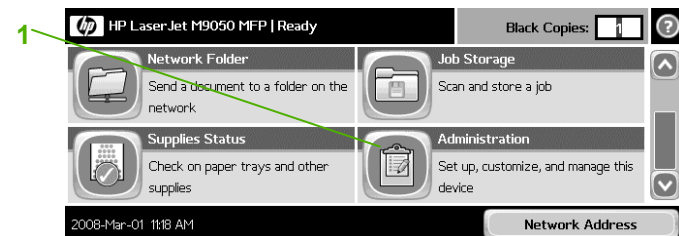


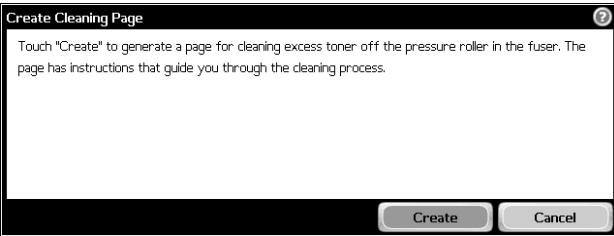
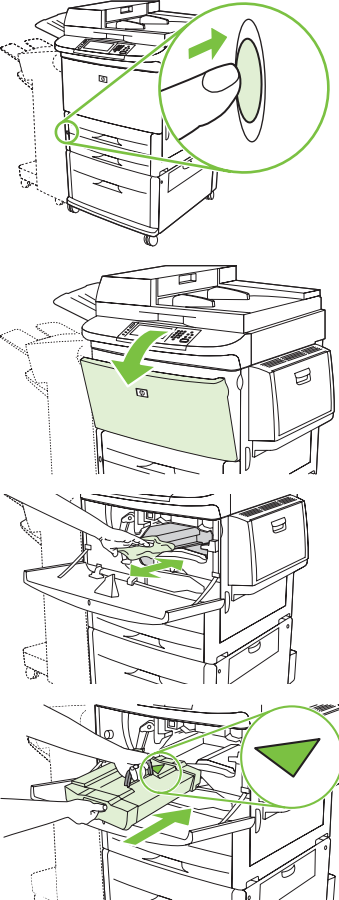


Make my scan look better

How do I?	Steps to perform
<p>Print a cleaning page</p>	<ol style="list-style-type: none"> 1 From the Home screen, touch Administration. 2 Touch Print Quality. 3 Touch Calibration/Cleaning. 4 Touch Create Cleaning Page. <p>The device prints a cleaning page.</p>

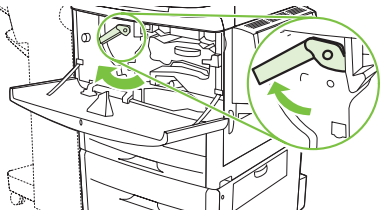





How do I?	Steps to perform
<p>Print a cleaning page (continued)</p>	<p>5 Follow the instructions printed on the cleaning page.</p> 
<p>Clean the paper path</p> <p>CAUTION: To prevent damage to the print cartridge, use two hands when removing it from the MFP. Do not expose the print cartridge to light for more than a few minutes. Cover the print cartridge when it is outside of the MFP.</p>	<ol style="list-style-type: none"> 1 Before you begin these steps, turn the MFP off (button out) and disconnect all cables, including the power cord. 2 Open the front cover of the MFP, rotate the green lever downward to the unlocked position, and remove the print cartridge. <p>NOTE: If toner gets on your clothes, wipe it off with a dry cloth, and wash your clothes in cold water. Hot water sets toner into fabric.</p> 3 With a dry, lint-free cloth, wipe any residue from the paper path area, the registration roller, and the print cartridge cavity. 4 Replace the print cartridge. 






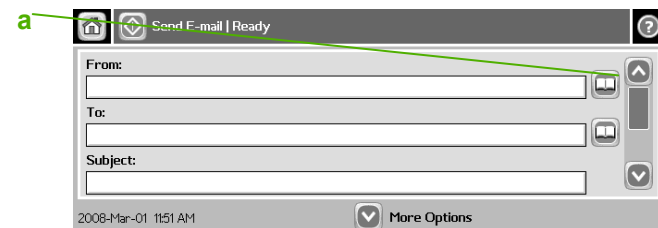
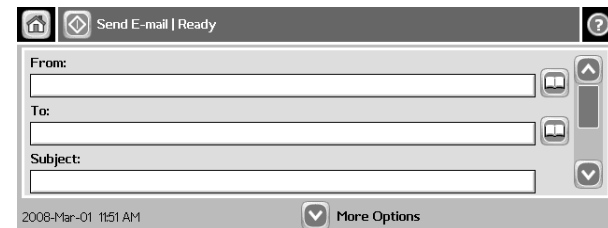
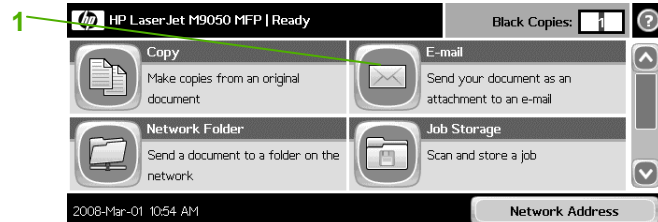
How do I?	Steps to perform
<p>Clean the paper path (continued)</p>	<p>5 Rotate the green handle into the locked position.</p> 
	<p>6 Close the front cover, reconnect all cables, and turn the MFP on (button in).</p> 
<p>Clean the glass</p> <p>CAUTION: Do not pour or spray liquids directly onto the glass. Do not press hard on the glass surface. (You could break the glass).</p>	<ul style="list-style-type: none"> • Clean the glass only if dirt is visible, or if you are experiencing a decrease in copy quality, such as streaking. • Clean the glass surface by wiping it gently with a clean, slightly damp, lint-free cloth.





Use the address book

How do I?	Steps to perform
<p>Create a recipient list</p>	<ol style="list-style-type: none"> 1 From the Home screen, touch E-mail. 2 Complete one of the following steps: <ul style="list-style-type: none"> • Touch To: to open the keyboard screen, and then type the recipients' e-mail addresses. Separate multiple e-mail addresses with a semicolon or by touching Enter on the touchscreen. • Use the address book. <ol style="list-style-type: none"> a. On the Send E-mail screen, touch the address book button  to open the address book. b. Navigate the entries in the address book by using the scroll bar. Hold down the arrow to scroll quickly through the list.








How do I?

Create a recipient list (continued)

Steps to perform

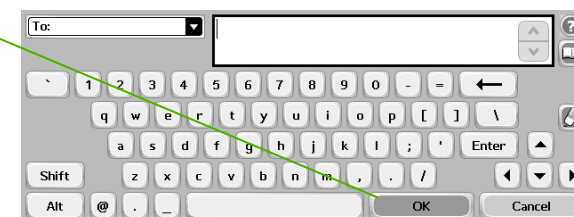
- c. Highlight the name to select a recipient, and then touch the add button .

You can also select a distribution list by touching the drop-down list at the top of the screen and then touching **All**, or add a recipient from a local list by touching **Local** in the drop-down list. Highlight the appropriate names, and then touch  to add the name to your list of recipients.

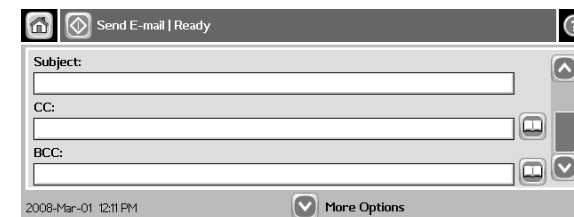
You can remove a recipient from your list by scrolling to highlight the recipient, and then touching the remove button .



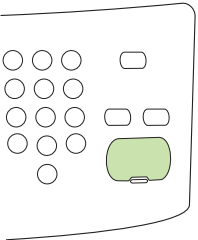

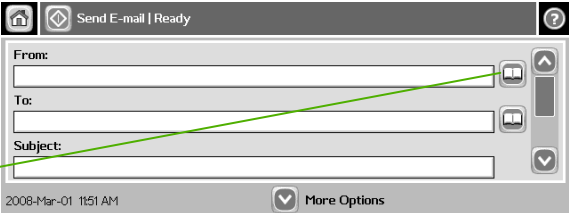
- 3 The names in the recipient list are placed in the text line of the keyboard screen. If you want, you can add a recipient that is not found in the address book by typing the e-mail address on the keyboard. After you are satisfied with your recipient list, touch **OK**.



- 4 Finish typing information in the **CC:** and **Subject:** fields on the Send E-mail screen, if necessary. You can check the list of recipients by touching the down arrow in the **To:** text line.





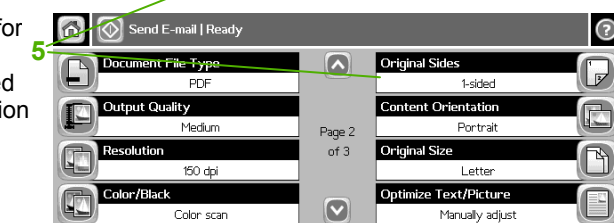
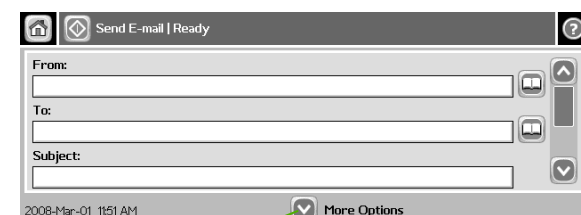
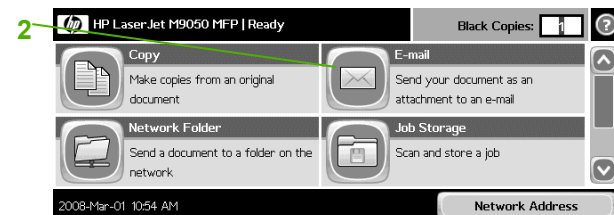
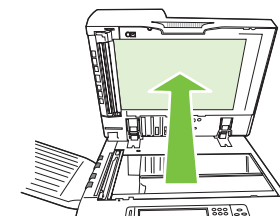
How do I?	Steps to perform
Create a recipient list (continued)	<p>5 Press Start.</p> 
Use the local address book	<p>Use the local address book to store frequently-used e-mail addresses. The local address book can be shared between devices that use the same server to gain access to the HP Digital Sending software.</p> <p>You can use the address book when you type e-mail addresses in the From:, To:, CC:, or BCC: fields. You can also add or delete addresses in the address book.</p> <p>To open the address book, touch the address book button .</p> 



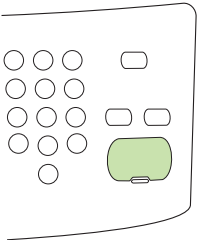


Send a document

How do I?	Steps to perform
<p>Send a document</p>	<ol style="list-style-type: none"> <li data-bbox="741 347 1371 400">Place the document face-down on the scanner glass or face-down in the ADF. <li data-bbox="741 647 1178 671">From the Home screen, touch E-mail. <li data-bbox="741 783 1297 807">If prompted, type your user name and password. <li data-bbox="741 919 1381 1050">Complete the From:, To:, and Subject: fields. Scroll down and complete the CC:, BCC:, and Message fields if appropriate. Your user name or other default information might appear in the From: field. If so, you might not be able to change it. <li data-bbox="741 1198 1388 1329">(Optional) Touch More Options to change the settings for the document that you are sending (for example, the document's original size). If you are sending a two-sided document, you should select Original Sides and an option with a two-sided original.





How do I?	Steps to perform
Email my scan (continued)	<p data-bbox="743 272 1092 300">6 Press Start to begin sending.</p>  <p data-bbox="743 533 1352 587">7 When you are finished, remove the original document from the scanner glass, ADF, or output bin.</p>





Send my scan to a network folder

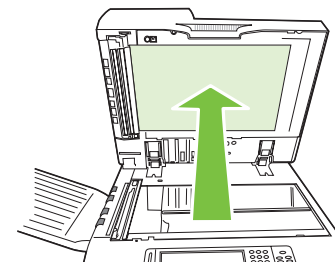
How do I?

Scan to a network folder

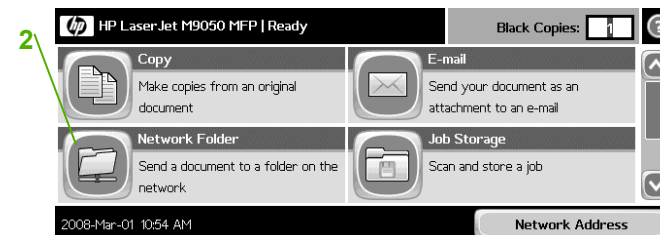
NOTE: You might be required to supply a user name and password in order to use this option, or to send to certain folders. See your system administrator for more information.

Steps to perform

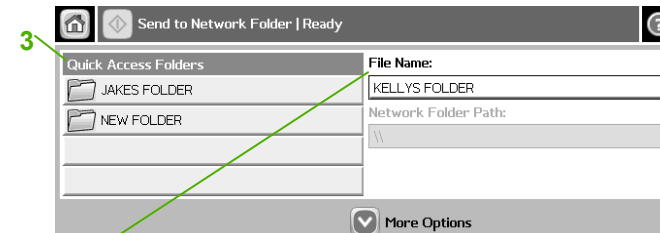
1 Place the document face-down on the scanner glass or face-down in the ADF.



2 From the Home screen, touch **Network Folder**.



3 In the **Quick Access Folders** list, select the folder in which you want to save the document.



4 Touch the **File Name** field to open the keyboard pop up screen, and then type the file name.





How do I?	Steps to perform
Scan to a network folder (continued)	<p>5 Touch Send to Network Folder.</p> 