

Make my scan look better

How do I?	Steps to perform	
Print a cleaning page	1 From the Home screen, touch Administration.	Network Folder Send 3 dosument to a folder on the network Supplies Status Check on paper trays and other supplies 2008-Mar-O1 1183 AM Network Address
	2 Touch Print Quality. 2	Administration Ready C Back Administration I was the Administration menu to customize the device for your work environment. Use the "Initial Setup" selection to set up the device or enable features such as networking, fax, or e-mail. Use the Print Quality
	3 Touch Calibration/Cleaning.	Administration Ready Sack Administration > Print Quality Print Quality Use this menu to set the default print-quality values and to trigger cleaning actions for optimum print quality. If you are using specific types of paper or placing the device in extreme environments, you might
	4 Touch Create Cleaning Page. The device prints a cleaning page.	Administration Ready Sack Administration > Print Quality > Calibration/Cleaning Calibration/Cleaning Use this menu to perform device cleaning tasks.



How do I?	Steps to perform		
Print a cleaning page (continued)	5 Follow the instructions printed on the cleaning page.	Create Cleaning Page Touch "Create" to generate a page for cleaning excess toner off the pressure roller in the fuser. The page has instructions that guide you through the cleaning process. Create Cancel	
Clean the paper path	Before you begin these steps, turn the MFP off (button out) and disconnect all cables, including the power cord.		
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.	 Open the front cover of the MFP, rotate the green lever downward to the unlocked position, and remove the print cartridge. NOTE: If toner gets on your clothes, wipe it off with a dry cloth, and was h your clothes in cold water. Hot water sets toner into fabric. 		
	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
Clean the paper path (continued)	5 Rotate the green handle into the locked position.
	6 Close the front cover, reconnect all cables, and turn the MFP on (button in).
Clean the glass	Clean the glass only if dirt is visible, or if you are experiencing a decrease in copy quality, such as streaking.
CAUTION: Do not pour or spray liquids directly onto the glass. Do not press hard on the glass surface. (You could break the glass).	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
Create a recipient list	1 From the Home screen, touch E-mail. 1 Plaser Jet M9050 MFP Ready 1 Plaser Jet M9050 MFP Ready 1 Send your document as an attachment to an e-mail Job Storage Send a document to a folder on the network 2008-Mar-01 1054 AM Network Address
	2 Complete one of the following steps:
	 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.
	a. On the Send E-mail screen, touch the address book button to open the address book. From: Subject: 2008-Mar-01 1151 AM More Options
	b. Navigate the entries in the address book by using the scroll bar. Hold down the arrow to scroll quickly through the list. E-mail > Address Book Ready Cocal Name E-mail Address Book Ready



How do I?	Steps to perform
Create a recipient list (continued)	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. 3 To: 1 2 3 4 5 6 7 8 9 0
	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. Subject: CC: BCC: 2008-Mar-01 12tl PM More Options



How do I?	Steps to perform	
Create a recipient list (continued)	5 Press Start.	
Use the local address book	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.	
	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.	From: To: Subject:
	To open the address book, touch the address book button □.	2008-Mar-01 11:51 AM



Send a document

How do I?	Steps to perform
Send a document	Place the document face-down on the scanner glass or face-down in the ADF.
	2 From the Home screen, touch E-mail. 2 IP Laser Jet M9050 MFP Ready Black Copies: Copy Make copies from an original document as an attachment to an e-mail
	3 If prompted, type your user name and password. Network Folder Send a document to a folder on the network 2003-Mar-OI 1054 AM Network Address
	4 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. Subject: 2008-Mar-OI 1151 AM More Options
	5 (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. Send E-mail Ready



How do I?	Steps to perform	
Email my scan (continued)	6 Press Start to begin sending.	
	7 When you are finished, remove the original document from the scanner glass, ADF, or output bin.	



Send my scan to a network folder

How do I?	Steps to perform
now do 1:	Place the document face-down on the scanner glass
Scan to a network folder	or face-down in the ADF.
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.	2 From the Home screen, touch Network Folder. 2 PlacerJet M9050 MFP Ready Black Copies: Make copies from an original document to an original document to an e-mail send your document to
	In the Quick Access Folders list, select the folder in which you want to save the document. Send to Network Folder Ready Ouick Access Folders Send to Network Folder Ready Ouick Access Folders KELLYS FOLDER Network Folder Path: More Options
	4 Touch the File Name field to open the keyboard popup screen, and then type the file name. 1 2 3 4 5 6 7 8 9 0



How do I?	Steps to perform		
Scan to a network folder (continued)	5 Touch Send to Network Folder. 5	Send to Network Folder Ready Quick Access Folders JAKES FOLDER	File Name: KELLYS FOLDER
		NEW FOLDER	Network Folder Path: \\\\BOI-TONYC\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
			More Options