

# Quick Reference Guide



# Print on special paper, labels, or transparencies with Windows

- 1. On the File menu in the software program, click Print.
- 2. Select the product, and then click the **Properties** or **Preferences** button.

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3. Click the Paper/Quality tab.

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 From the Type is drop-down list, select the type of paper you are using, and click the OK button.

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Show important instructions for printing on short media	

# Manually print on both sides (duplex) with Windows

1. Load paper face-up in the input tray.



- 2. On the File menu in the software program, click **Print**.
- 3. Select the product, and then click the **Properties** or **Preferences** button.

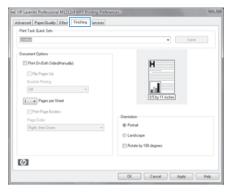
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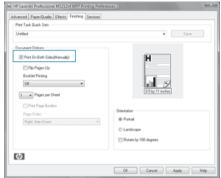
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4. Click the **Finishing** tab.

 Select the Print on both sides (manually) check box. Click the OK button to print the first side of the job.

 Retrieve the printed stack from the output bin, and, maintaining the paper orientation, place it with the printed-side facing down in the input tray.







7. At the computer, click the **Continue** button to print the second side of the job.

# **Create a booklet with Windows**

- 1. On the File menu in the software program, click Print.
- 2. Select the product, and then click the **Properties** or **Preferences** button.

3. Click the Finishing tab.

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4. Click the Print on both sides (manually) check box.

 In the Booklet Printing drop-down list, select a binding option. The Pages per sheet option automatically changes to 2 pages per sheet.

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# Reduce or enlarge copies (M1130 Series)

1. Load the document onto the scanner glass.



 Press the Setup button repeatedly until the Reduce/Enlarge <u>st</u> light is on.



- Press the up arrow ▲ to increase the copy size, or press the down arrow ▼ to decrease the copy size.

### Reduce or enlarge copies (M1210 Series)

1. Load the document onto the scanner glass or into the document feeder.



 Press the Copy Settings button one time to open the Reduce/Enlarge menu.



- Use the arrow buttons to select the correct reduction or enlargement option, and then press the OK button.

# Change the copy quality setting (M1210 Series)

1. Press the Copy Settings B button two times to open the Copy Quality menu.



 Use the arrow buttons to select a copyguality option, and press the OK button.

**NOTE:** The setting returns to the default value after two minutes.

# Copy a two-sided original to a two-sided document

1. Load the first page of the document onto the scanner glass or into the document feeder (M1210 Series).



- 2. Press the Start Copy Dutton.
- 3. Flip the original, and then reload it onto the scanner glass or into the document feeder.
- Remove the copied page from the output bin and place it face down into the input tray.



- 5. Press the Start Copy ∎₽ button.
- Remove the copied page from the output bin, and then set it aside for manual collating.
- Repeat steps 1 through 6, following the original document page order, until all pages of the original are copied.

### Scan quality

Over time, specks of debris might collect on the scanner glass and white plastic backing, which can affect performance. Use the following procedure to clean the scanner glass and white plastic backing.

 Use the power switch to turn off the product, and then unplug the power cord from the electrical socket.



- 2. Open the scanner lid.
- Clean the scanner glass and the white plastic backing with a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.

CAUTION: Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the product; these can damage the product. Do not place liquids directly on the glass or platen. They might seep and damage the product.



- Dry the glass and white plastic with a chamois or a cellulose sponge to prevent spotting.
- 5. Plug in the product, and then use the power switch to turn on the product.

# Use the control panel to create and edit the fax phone book

 On the control panel, press the Setup button.



- 2. Use the arrow buttons to select the **Phone Book** menu, and then press the OK button.
- Use the arrow buttons to select the Add/ Edit menu, and then press the OK button.
- Enter the fax number and name, and then press the OK button.

# Fax from the flatbed scanner

1. Place the document face-down on the scanner glass.



- 2. Press the Setup 🔧 button.
- Select the Phone Book menu, and then press the OK button.
- From the list, select the phone book entry. If no entry exists, use the keypad on the control panel to dial the number.
- On the control panel, press the Send Fax button. The product starts the fax job.

### Fax from the document feeder

1. Insert the originals into the document feeder face-up.

**NOTE:** The document feeder capacity is up to 35 sheets of 75 g/m<sup>2</sup> or 20 lb media.

CAUTION: To prevent damage to the product, do not use an original that contains correction tape, correction fluid, paper clips, or staples. Also, do not load photographs, small originals, or fragile originals into the document feeder.

2. Adjust the guides until they are snug against the paper.





- 3. Press the Setup 🔧 button.
- 4. Select the Phone Book menu, and then press the OK button.
- From the list, select the phone book entry. If no entry exists, use the keypad on the control panel to dial the number.
- On the control panel, press the Send Fax ↓ button. The product starts the fax job.

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Edition 2, 2/2016 Part number: CE841-90941

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CE841-90941

