



# Dave Yost • Auditor of State

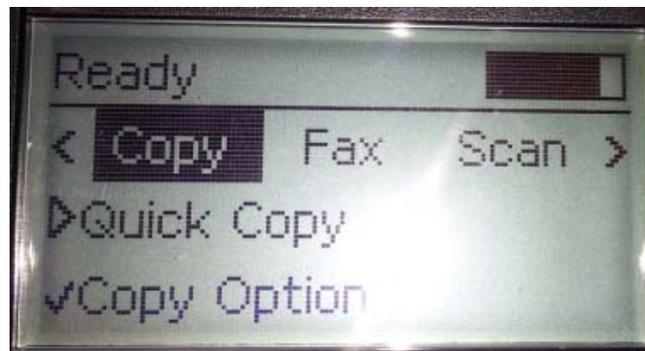
**TO:** All UAN Clients  
**FROM:** UAN Support  
**DATE:** June 4, 2012  
**RE:** Dell 2335dn Multifunction Printer Quick Tips

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The purpose of this document is to provide an overview of a portion of the most likely used functionality of the Dell 2335dn Multifunction printer. As with previous printer releases, the UAN application has a customized printer driver that assigns the tray settings to legal sized paper in tray 1 and letter sized paper in tray 2 (bottom tray). The UAN application settings however, do not apply to the other functions of the printer, such as copying, faxing and scanning. This document will assist you with setting up several default settings to the copying, faxing and scanning functions. The information provided in this document is optional.

**Warning:** The Dell 2335dn copy, fax and scan defaults will be lost and will need to be reset if the printer's memory is cleared. The printer memory could get cleared when, for example, there is a power outage.

## Printer LCD Screen



## Copy

After the following default(s) have been defined, to make a copy simply place your paper on the glass - printed side downward, or the input tray - printed side upward and click the Start button.

**Question:** How to change the default drawer setting so copies are printed on letter size paper (Tray 2/bottom tray)?

**Answer:** To automatically copy on letter size paper the copy defaults needs to be changed. The following steps will be performed using the printer's LCD screen pictured on page one of this document

Step 1: To access the Copy Defaults area, click the right arrow button until Setup is selected. Click the Check Mark button, then the v or ^ buttons until Copy Defaults is selected, then click on the Check Mark button.

Step 2: In the Copy Defaults menu, you can define the default Select Tray option.

Step 3: Scroll using the v or ^ buttons to highlight 'Select Tray' and then choose 'Select'.

Step 4: Scroll using the v or ^ buttons to highlight the paper tray you want. You can select from Tray 1 (legal size paper) or Tray 2 (letter size paper). If you want to copy on letter size paper, select Tray 2 and then select the Check Mark button to save the selection.

Step 5: Your default setting has been saved. Press Cancel to return to the printer's main LCD screen.

**Question:** How to duplex i.e. automatic copy to both sides of the paper?

**Answer:** To automatically copy on both sides of the paper the copy defaults needs to be changed. The following steps will be performed using the printer's LCD screen pictured on page one of this document.

Step 1: To access the Copy Defaults area, click right arrow button until Setup is displayed, click Check Mark button. Click on the v or ^ button until 'Duplex' is selected, then click on the Check Mark button.

Step 2: In the Duplex menu click v or ^ button, you can choose from 1 -> 2 long edge option (e.g. When you turn from one page to the next along the long edge of the paper much like a magazine.), or 1 -> 2 short edge option (e.g. Short edge would be when you turn the page from the short edge of the paper like a steno notebook). After the selection has been made, select the Check Mark button.

Step 3: Your default setting has been saved. Press Cancel to return to the printer's main LCD screen.

## **Fax**

The Dell 2335dn fax option operates as a standard fax machine. Before you can utilize this feature, there are some basic setups steps that you need to complete. These steps will be performed on the LCD screen of the printer. After the fax default(s) have been set, the on screen wizard will walk you through everything you need to send the fax.

**Question:** How to print incoming fax on letter size paper (Tray 2/bottom tray)?

**Answer:** To have an incoming fax document print on letter size paper, you need to change the fax default settings. The following steps will be performed using the printer's LCD screen pictured on page one of this document.

Step 1: To access the Fax Defaults area, click the right arrow button until Fax is displayed, then click Check Mark button. Click the v or ^ button until Fax Defaults is displayed, click Check Mark button.

Step 2: In the Fax Defaults menu, you can define the default Select Tray option.

Step 3: Scroll using the v or ^ buttons to highlight 'Select Tray' and then click Check Mark button.

Step 4: Scroll using the v or ^ buttons to highlight the paper tray you want. You can select from Tray 1 (legal size paper) or Tray 2 (letter size paper). If you want to copy on letter size paper, select Tray 2 and then select the Check Mark button to save the selection.

Step 5: Your default setting has been saved. Press Cancel to return to the printer's main LCD screen.

**Question:** How to duplex an incoming fax i.e. fax prints on both sides of the paper?

**Answer:** To automatically copy on both sides of the paper the copy defaults needs to be changed. The following steps will be performed using the printer's LCD screen pictured on page one of this document.

Step 1: To access the Fax Defaults area, go into setup, Click on the down arrow until Fax Duplex is selected, then click on the Check Mark button.

Step 2: In the Print Duplex menu, you can choose from 1 -> 2 long edge option (e.g. When you turn from one page to the next along the long edge of the paper much like a magazine.), or 1 -> 2 short edge option (e.g. Short edge would be when you turn the page from the short edge of the paper like a steno notebook). After the selection has been made, select the Check Mark button.

Step 3: Your default setting has been saved. Press Cancel to return to the printer's main LCD screen.

**Question:** How to set a Personalized Header, Answer Mode, and Number of Rings to Answer?

**Answer:** Fax Setup Wizard

Step 1: To access the Fax Setup Wizard, click the right arrow button until Setup is selected. Click the down arrow until Fax Setup is selected, then click the down arrow until Setup Wizard is selected. After the selection has been made, select the Check Mark button.

Step 2: The setup Wizard will automatically print a Help Page in various languages, English is at the top. This help page highlights what the wizard will define and gives an explanation of each option.

Step 3: The first option is ID: This will be the header that will display every time you send a fax. (By default, the Phone Number and Date/Time will also display). Once you have typed in the ID, select the Check Mark button. The Wizard will then go on asking you to define Receive Mode, Rings to Answer, and a Basic Line Test. Once everything has been completed, you will get a 'Setup Wizard Successful' message. You will then be returned to the printer's main menu.

**Question:** How to set a Dialing Prefix?

**Answer:** To create a telephone prefix that will dial every time an outgoing fax is sent, you will need to go to the Fax Setup screen.

Step 1: To access the Prefix Dial option, click the right arrow button until Setup is selected. Click the down arrow until Fax Setup is selected, then click the down arrow until Prefix Dial is selected. After the selection has been made, select the Check Mark button.

Step 2: In the Prefix Dial Screen, you will receive a flashing cursor. Simply type the Prefix that you wish to use at this point. You may dial a single number or use symbols such as \*.

## **Scan**

The scanning function needs to be set up before scanning can occur. This document is based on the scanner setup and scanner software provided by Dell. The scanning default settings will be performed within Dell printer software located at: Start Button → All Programs → Nuance PaperPort 12 → PaperPort.

The scanner option on the Dell 2335dn has the ability to scan documents and store them on your local computer, networked drive, or USB drive. In this tutorial, we will show you how to setup your scanner to store scanned documents to your PC via a USB connection, and also walk through the process of scanning documents to a USB drive with no computer interaction.

**Question:** How do you use scan option?

**Answer:** To scan documents to a PC, some initial setup is involved. The following are the steps:

Step 1: To begin the scanner setup, click on the Start Button → All Programs → Nuance PaperPort 12, and then click on 'Scanner Setup Wizard'. By default, there should be no scanner recognized here unless you have a previous one installed.

Step 2: To continue, click 'Next'. You do not need to check the option to 'download the latest scanner database from Nuance'. The default option on the next screen should be 'Select and test scanner or digital camera'. Click 'Next'.

Step 3: On the next screen, choose the option 'WIA: Dell 2335dn MFP' and click 'Next'.

Step 4: The next screen asks if you want to test your scanner with Paperport 12.1, choose 'Yes' and click 'Next'. It will ask you again, click 'Next' again.

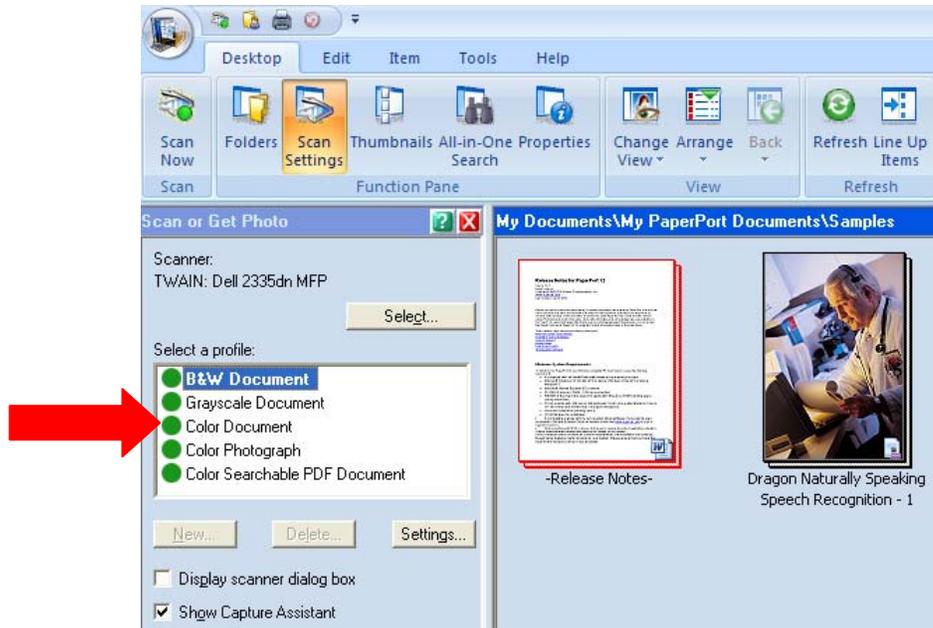
Step 5: You should hear the scanner initialize then display a 'Basic scan test' option defaulted with a Check Mark, click 'Next'. Click Next again

- At this point, you need to place a color document on the glass. The 'Color Picture' option should be defaulted, as well as 'Flatbed', click the 'Scan' button.
- The scanner will now begin scanning and should show a preview of your document and display 'Basic Scan test passed'. Click 'Next', then 'Finish'.

There are many settings that you will be able to define in this program, such as picture quality and picture size. The default settings should be sufficient for most documents that you want to scan. The final determination that you need to make before scanning is Black and White versus Color. An arrow in the picture below references the area where you make that selection.

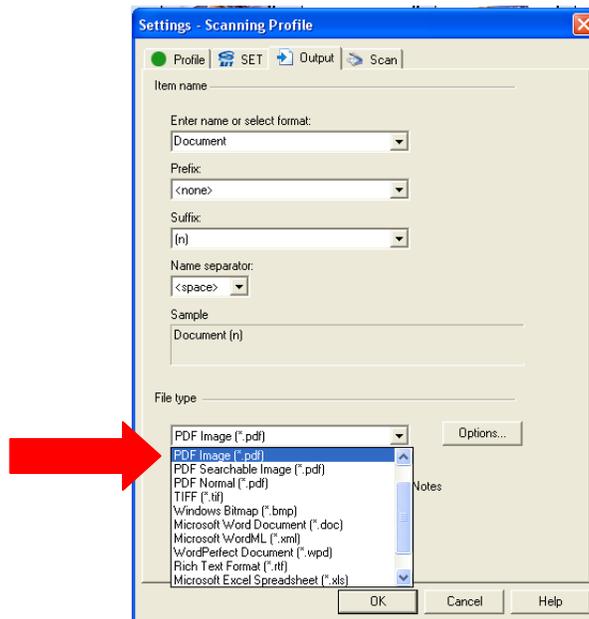
**Question:** How do you scan a picture from the PC?

Step 1: Click on the Start Button → All Programs → Nuance PaperPort 12 → PaperPort



Step 2: Under the ‘Select a profile:’ area, there are five default options to scan pictures. Choose the option that meets your needs. To change any of these defaulted settings, click on the option so that it is highlighted, then click on the Settings button.

Step 3: The Settings – Scanning Profile window will open with 4 tab options. If you choose to change the settings, click on the Output tab. In this window, under the File Type field, you may change the file format. This is referenced by the red arrow. Once you choose the file format, click on the Options button to change the resolution. Click OK to continue.

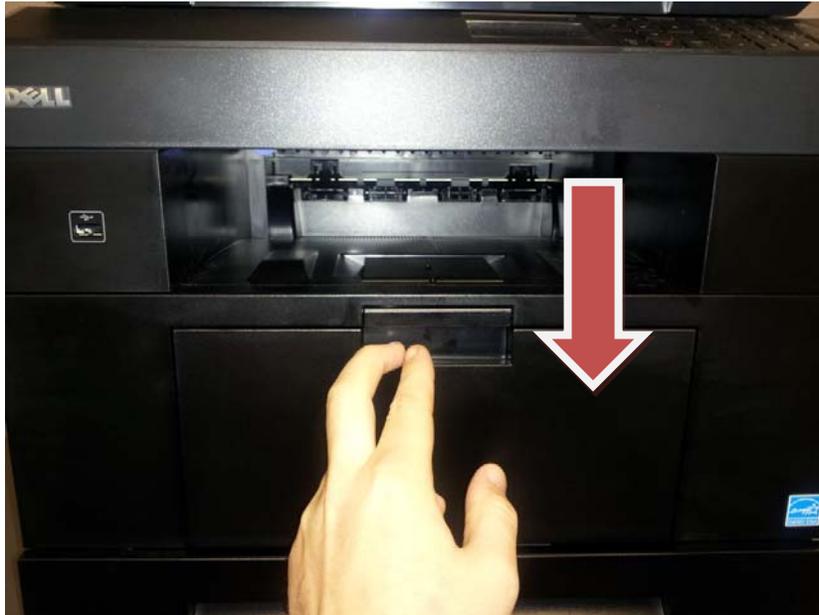


Step 4: To begin scanning, click on the ‘Scan Now’ button located in the top left portion of the window. The document will scan and show a preview in the Samples window in the PaperPort window. The document will also be saved in the My Documents\My PaperPort Documents\Samples folder.

You may leave the document there, or right click on the preview and choose 'Save As', to save the document to a different folder.

## Manual Feed Tray

The Manual Feed Tray on the Dell 2335dn printer is located on the same door that you use to install toner. To access this tray, push down on the door handle as shown in the picture below. The manual feed tray will open. If for some reason the entire tray opens and you can see the toner, close the door and try again.



Once the manual feed tray is open, you will need to unfold the tray as shown in the picture below. To use an envelope, you will need to adjust the blue levers to fit to size.



Note: For best results and to eliminate paper jams when using the manual feed tray, it is recommended to use a single envelope or sheet of paper at a time.