Quick Reference

Loading paper

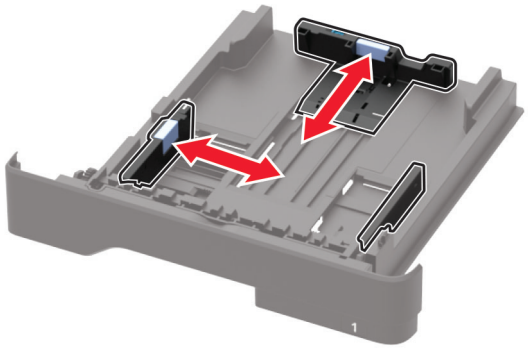
Loading trays

CAUTION—TIPPING HAZARD: To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

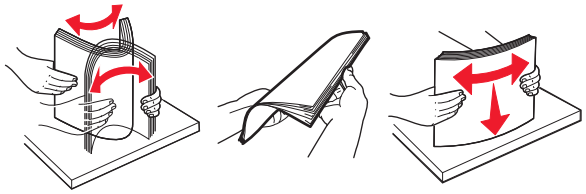
1 Remove the tray.

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

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



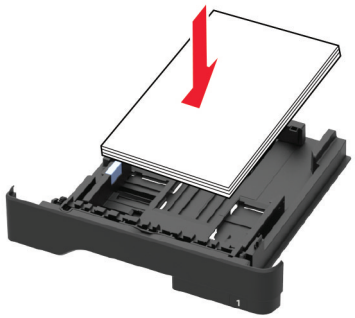
3 Flex, fan, and align the paper edges before loading.



4 Load the paper stack with the printable side facedown.

Notes:

- To avoid paper jams, make sure that the stack height is below the maximum paper fill indicator.
- Do not slide paper into the tray. Load paper as shown in the illustration.

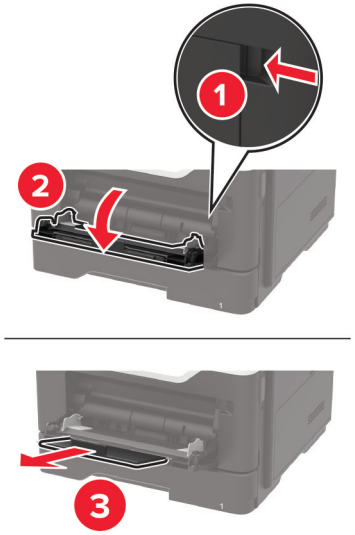


5 Insert the tray.

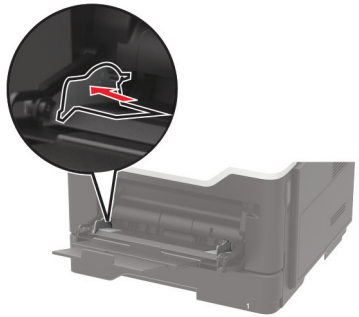
If necessary, set the paper size and paper type from the control panel to match the paper loaded.

Loading the multipurpose feeder

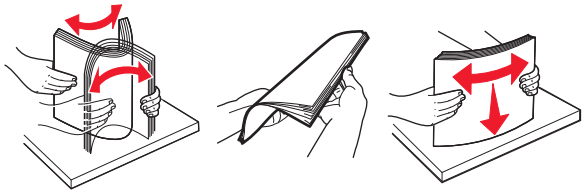
1 Open the multipurpose feeder.



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

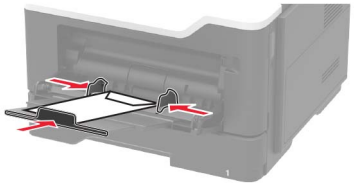


3 Flex, fan, and align the paper edges before loading.



4 Load the paper.

Note: Load European envelopes with the flap entering the printer first.



Warning—Potential Damage: Do not use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives.

5 From the control panel, set the paper size and paper type to match the paper loaded.

Setting the size and type of the specialty media

1 From the home screen, navigate to:

> **Paper** > OK > **Tray Configuration** > OK > **Paper Size/Type** > OK

2 Select a paper source, and then configure the size and type of the specialty media.

Printing

Printing from a computer

Note: For labels, card stock, and envelopes, set the paper size and paper 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.

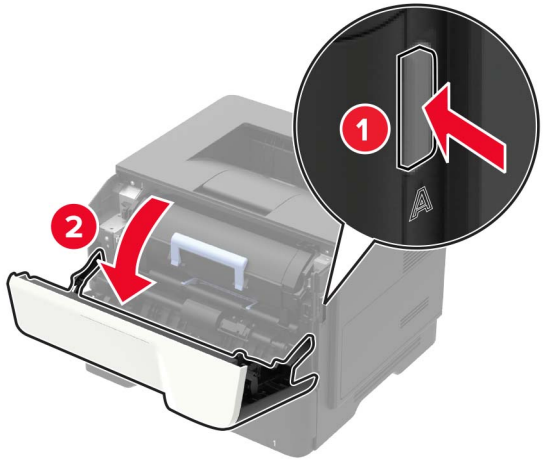
3 Print the document.

Note: For details of the function of the printer driver, refer to the Help of the printer driver.

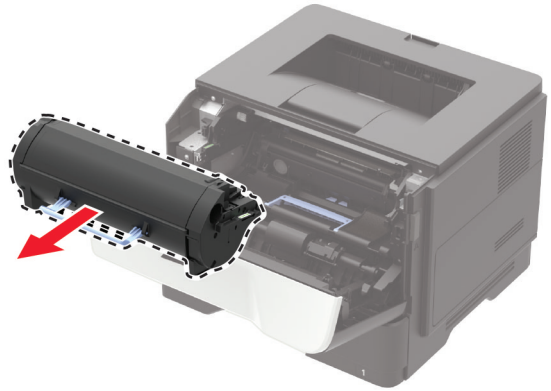
Maintaining the printer

Replacing the toner cartridge

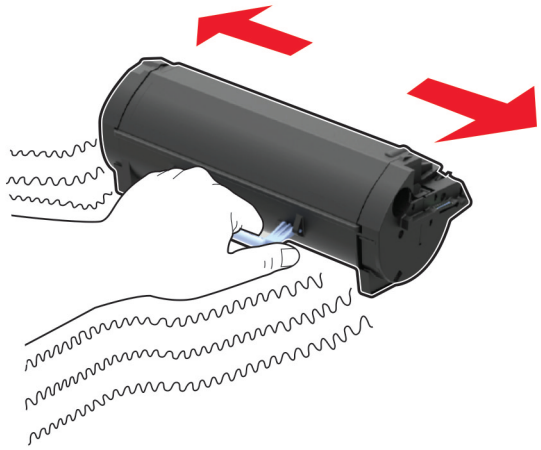
1 Open the front door.



2 Remove the used toner cartridge.

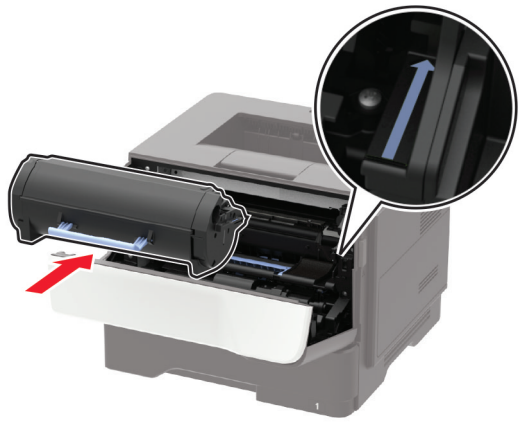


3 Unpack the new toner cartridge, and then shake it three times to redistribute the toner.



4 Insert the new toner cartridge.

Note: Use the arrows inside the printer as guides.



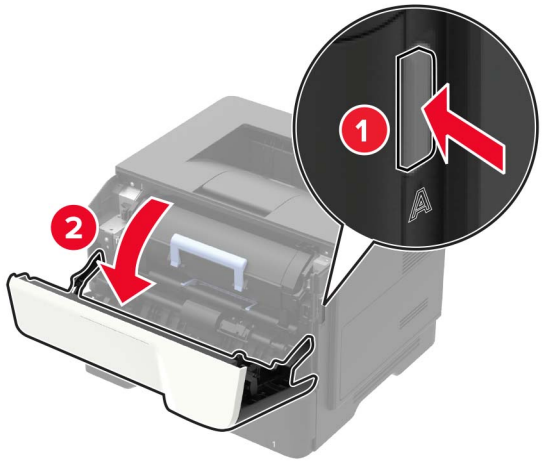
5 Close the front door.

Note: Dispose of the empty toner cartridge according to your local regulations. Do not burn the cartridge.

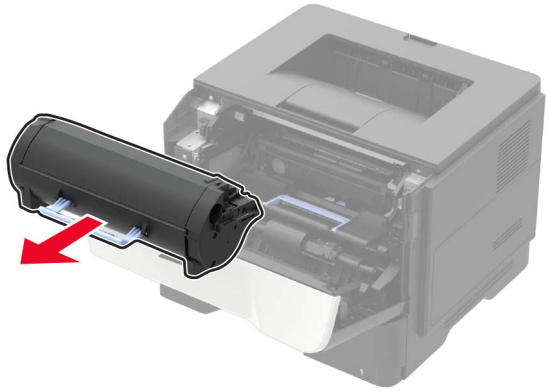
CAUTION—POTENTIAL INJURY: If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

Replacing the imaging unit

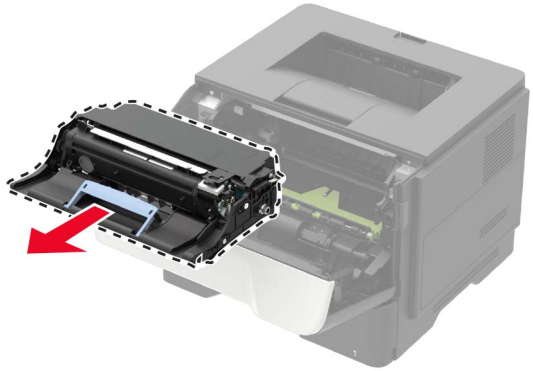
1 Open the front door.



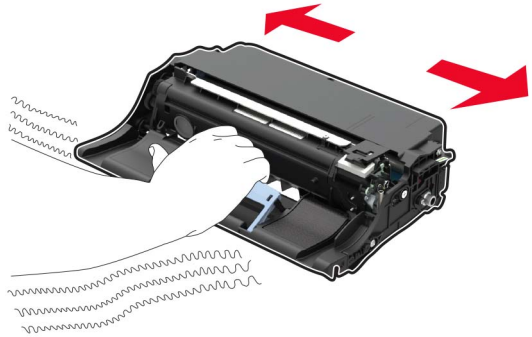
2 Remove the toner cartridge.



3 Remove the used imaging unit.



4 Unpack the new imaging unit, and then shake it three times to redistribute the toner.

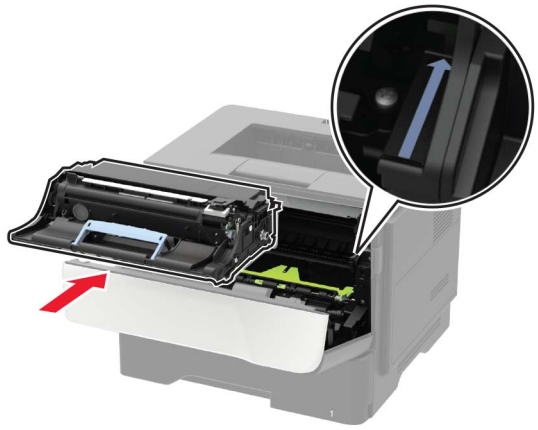


Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

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

5 Insert the new imaging unit.

Note: Use the arrows inside the printer as guides.



6 Insert the toner cartridge.

Note: Use the arrows inside the printer as guides.

7 Close the front door.

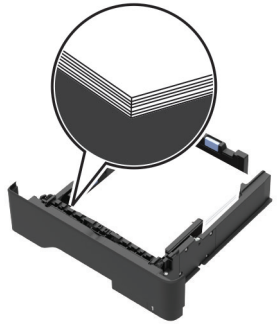
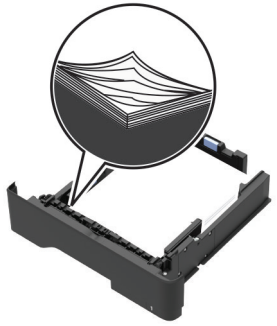
Note: Dispose of the used imaging unit according to your local regulations. Do not burn the imaging unit.

Clearing jams

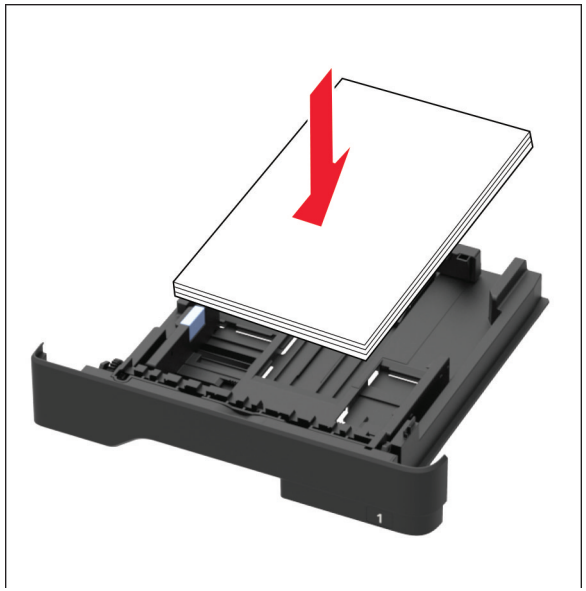
Avoiding jams

Load paper properly

- Make sure that the paper lies flat in the tray.

Correct loading of paper	Incorrect loading of paper
	

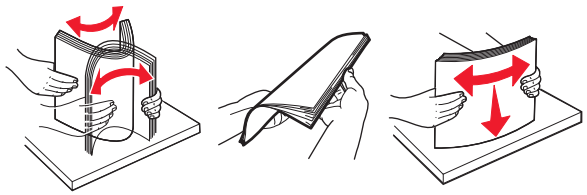
- Do not load or remove a tray while the printer is printing.
- Do not load too much paper. Make sure that the stack height is below the maximum paper fill indicator.
- Do not slide paper into the tray. Load paper as shown in the illustration.



- Make sure that the paper guides are positioned correctly and are not pressing tightly against the paper or envelopes.
- Push the tray firmly into the printer after loading paper.

Use recommended paper

- Use only recommended paper or specialty media.
- Do not load paper that is wrinkled, creased, damp, bent, or curled.
- Flex, fan, and align the paper edges before loading.

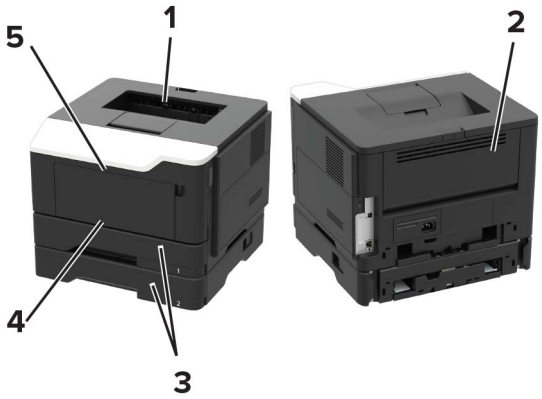


- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

Identifying jam locations

Notes:

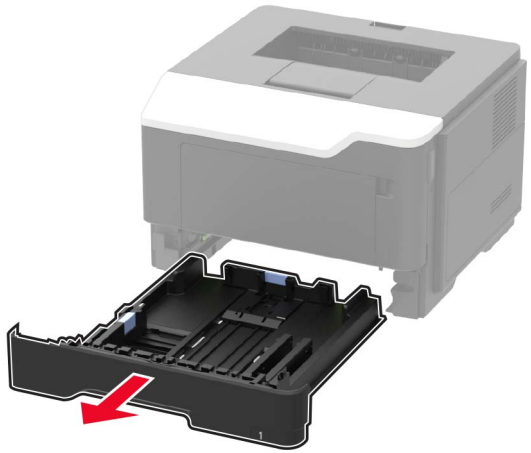
- When Jam Assist is set to On, the printer automatically flushes blank pages or partially printed pages after a jammed page has been cleared. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages.



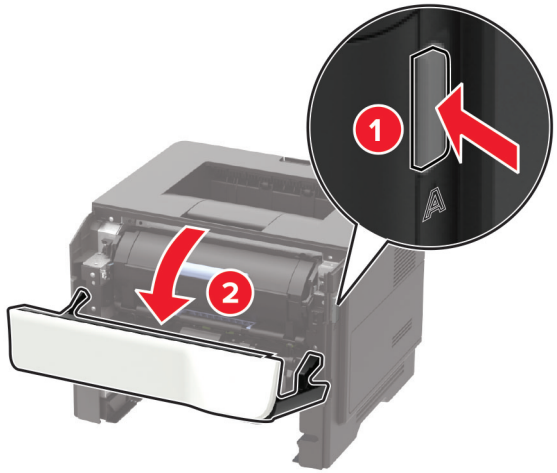
	Jam location
1	Standard bin
2	Rear door
3	Tray [x]
4	Multipurpose feeder
5	Front door

Paper jam in the front door

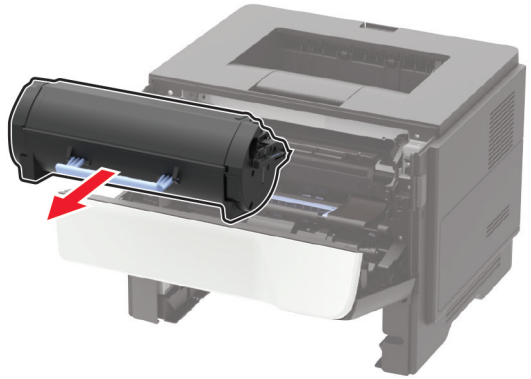
1 Remove the tray.



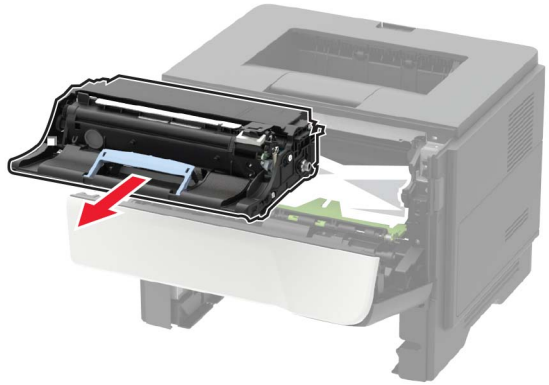
2 Open the front door.



3 Remove the toner cartridge.



4 Remove the imaging unit.

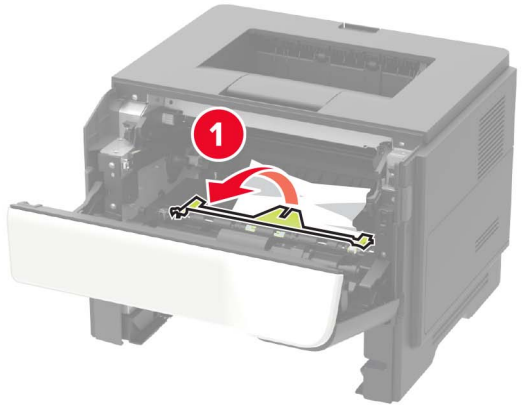


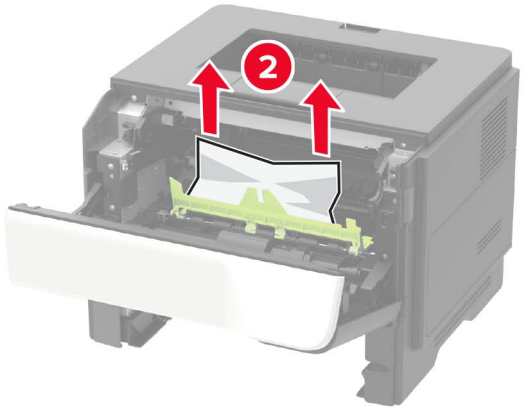
Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

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

5 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.





6 Insert the imaging unit.

Note: Use the arrows inside the printer as guides.

7 Insert the toner cartridge.

Note: Use the arrows inside the printer as guides.

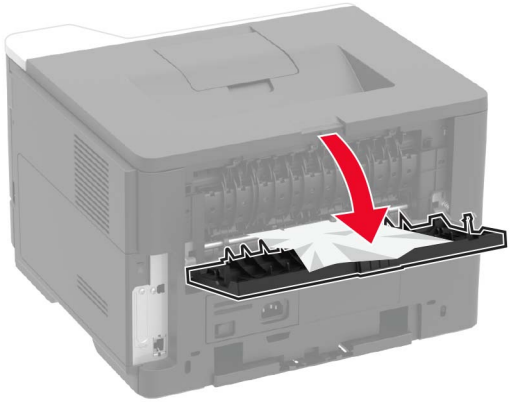
8 Close the front door.

9 Insert the tray.

Paper jam in the rear door

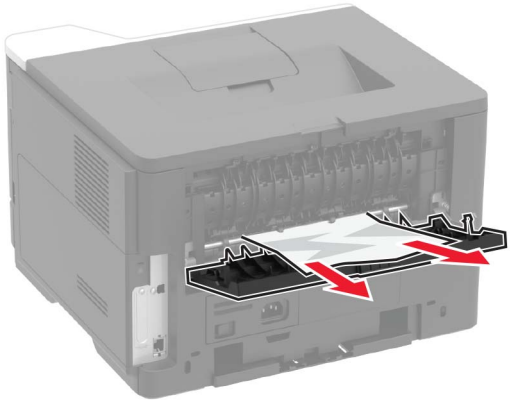
1 Open the rear door.

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.



2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

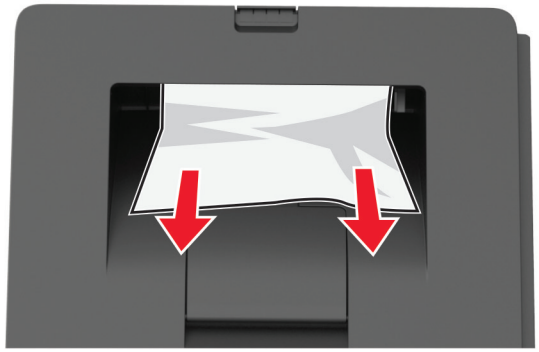


3 Close the rear door.

Paper jam in the standard bin

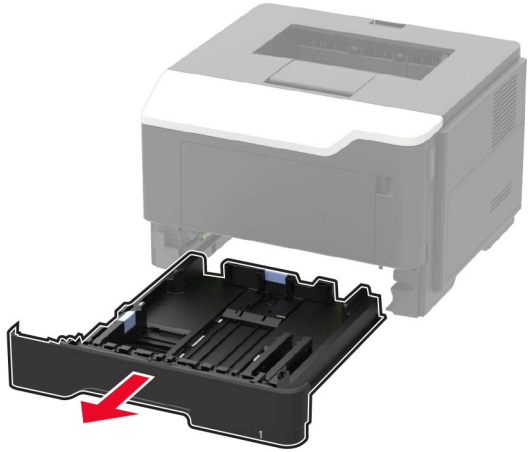
Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



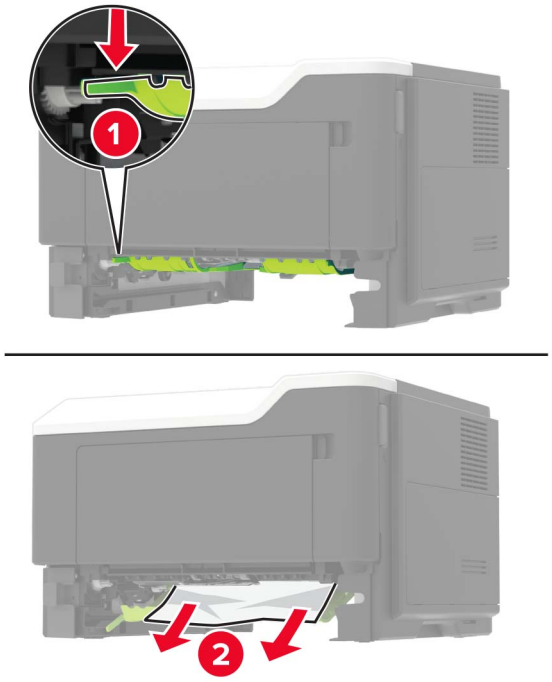
Paper jam in the duplex unit

1 Remove the tray.



2 Remove the jammed paper.

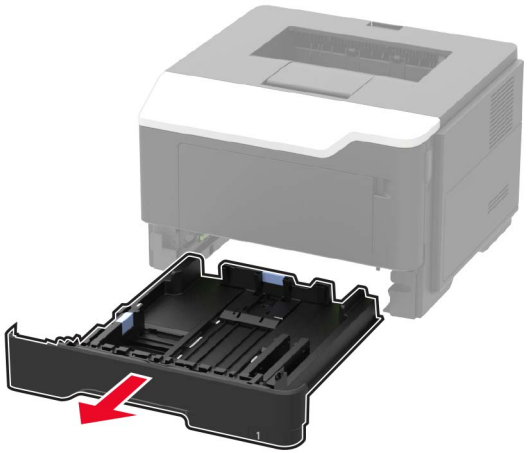
Note: Make sure that all paper fragments are removed.



3 Insert the tray.

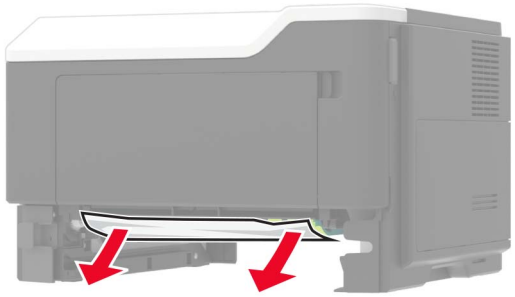
Paper jam in trays

1 Remove the tray.



2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



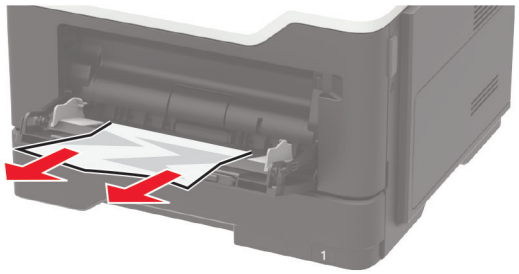
3 Insert the tray.

Paper jam in the multipurpose feeder

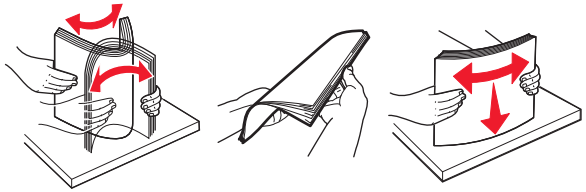
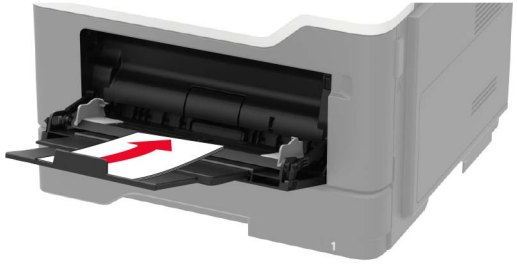
1 Remove paper from the multipurpose feeder.

2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.



3 Flex, fan, and align the paper edges before loading.



4 Reload paper, and then adjust the paper guide.