

# Quick Reference

## Loading paper

### Loading trays

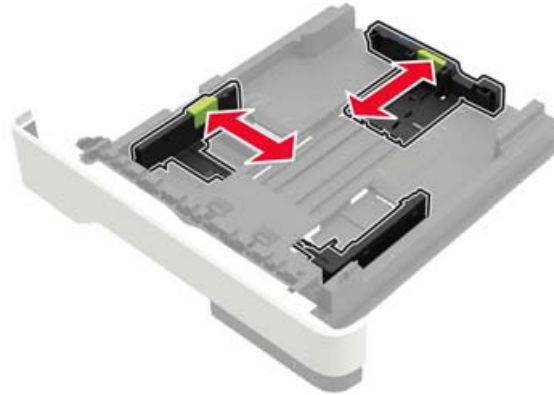
**CAUTION—TIPPING HAZARD:** To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

1 Remove the tray.

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



2 Adjust the paper 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, and then make sure that the side guides fit snugly against the paper.



### Notes:

- Load letterhead facedown with the top edge of the sheet toward the front of the tray for one-sided printing.
- Load letterhead faceup with the bottom edge of the sheet toward the front of the tray for two-sided printing.
- Do not slide paper into the tray.
- To avoid paper jams, make sure that the stack height is below the maximum paper fill indicator.

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.



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



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



- Load paper with the printable side faceup.

**Notes:**

- Load letterhead faceup with the top edge of the sheet toward the front of the tray for one-sided printing.
- Load letterhead facedown with the bottom edge of the sheet toward the front of the tray for two-sided printing.
- Load envelopes with the flap facedown on the left side.
- Load European envelopes with the flap facedown and entering the printer first.

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

- 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

- From the home screen, navigate to:

 > Paper >  > Tray Configuration >  > Paper Size/Type > 

- 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.

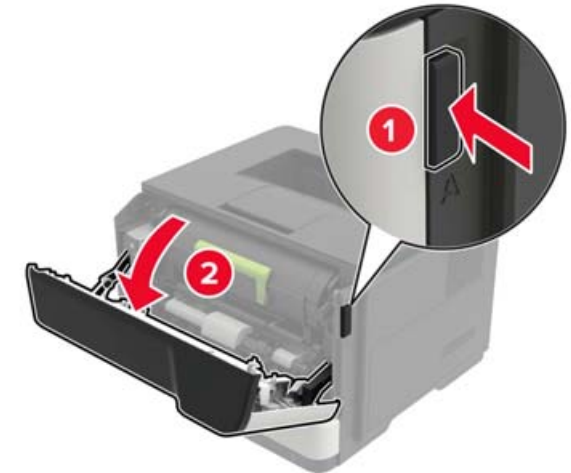
- From the document that you are trying to print, open the Print dialog.
- If necessary, adjust the settings.
- Print the document.

**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

- Open door A.



- 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.

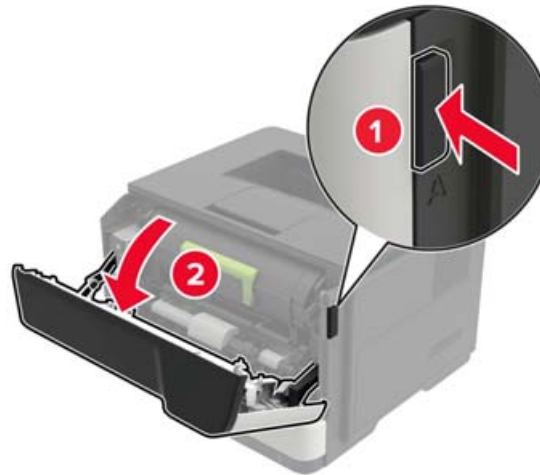
**Note:** Use the arrows inside the printer as guides.



- 5 Close door A.

## Replacing the imaging unit

- 1 Open door A.



- 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.



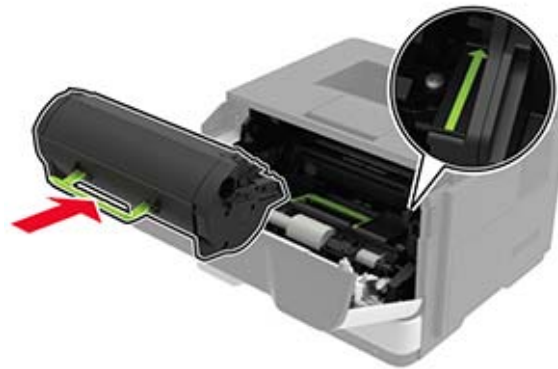
5 Insert the new imaging unit.

**Note:** Use the arrows inside the printer as guides.



6 Insert the toner cartridge.

**Note:** Use the arrows inside the printer as guides.



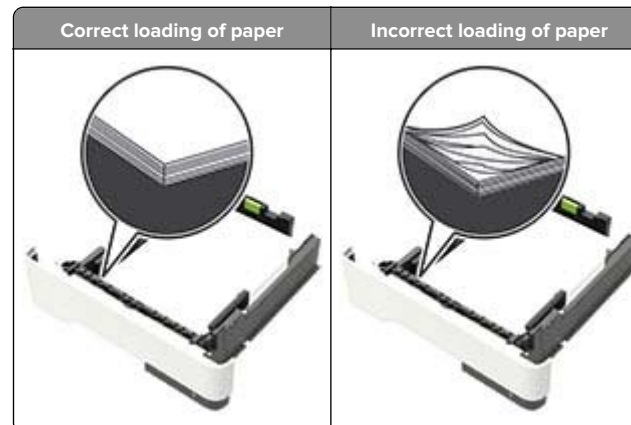
7 Close door A.

## Clearing jams

### Avoiding jams

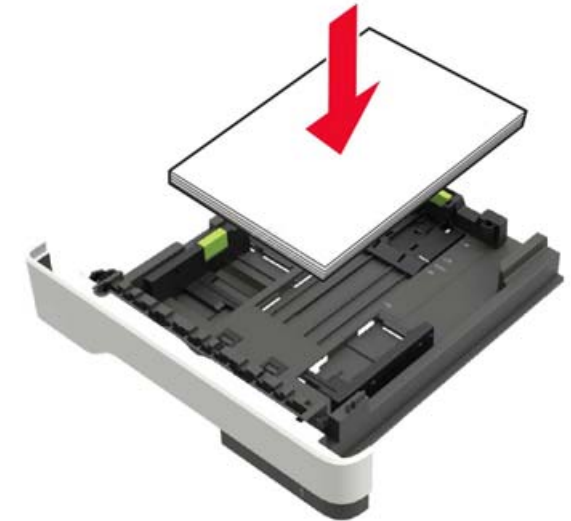
#### Load paper properly

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



- 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.

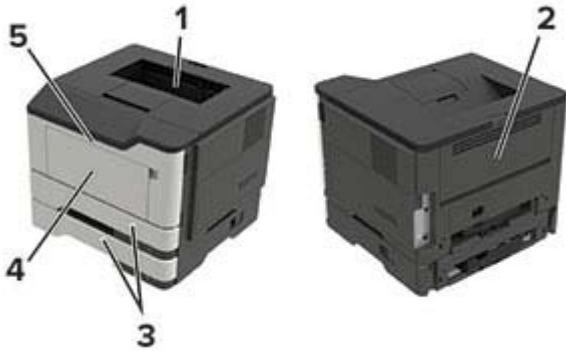


- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure that the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

## 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.



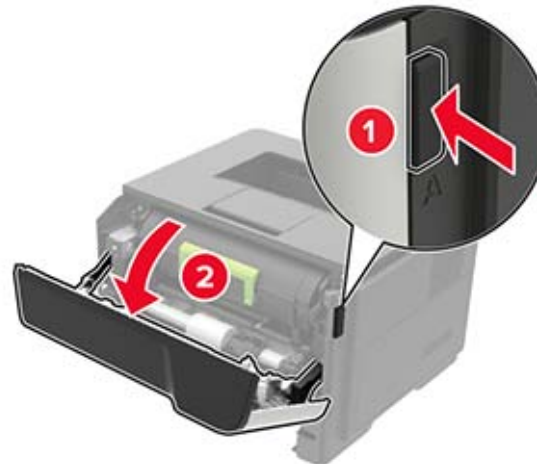
	Jam location
1	Standard bin
2	Rear door
3	Tray [x]
4	Multipurpose feeder
5	Door A

## Paper jam in door A

1 Remove the tray.



2 Open door A.



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.

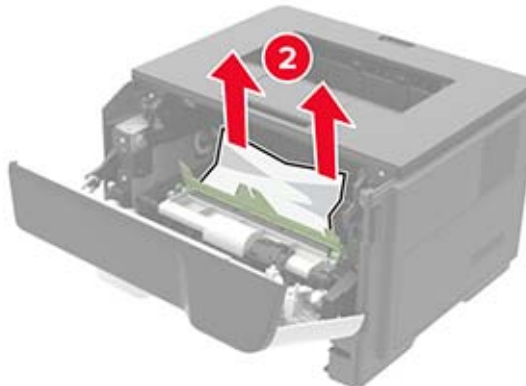
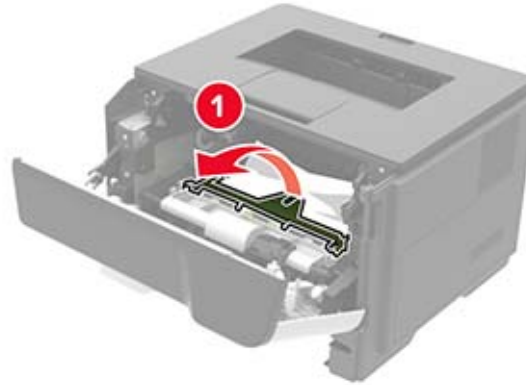
**Warning—Potential Damage:** Do not touch the photoconductor drum. Doing so may affect the quality of future print jobs.



5 Remove the jammed paper.

**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.

**Note:** Make sure that all paper fragments are removed.



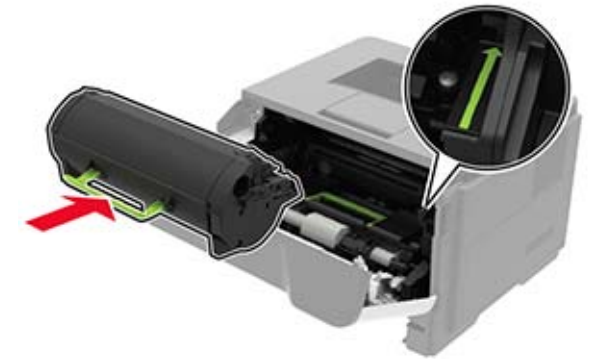
6 Insert the imaging unit.

**Note:** Use the arrows inside the printer as guides.



7 Insert the toner cartridge.

**Note:** Use the arrows inside the printer as guides.



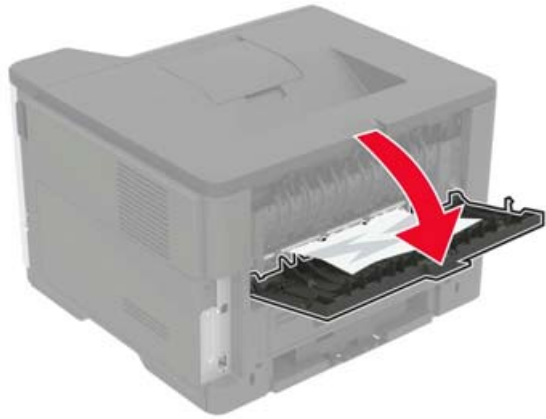
8 Close door A.

9 Insert the tray.

## Paper jam in the rear door

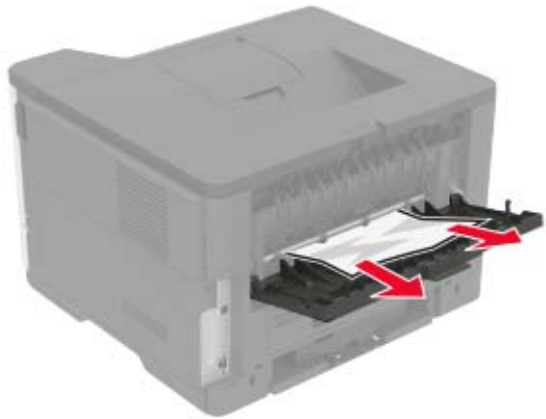
1 Open the rear door.

**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.

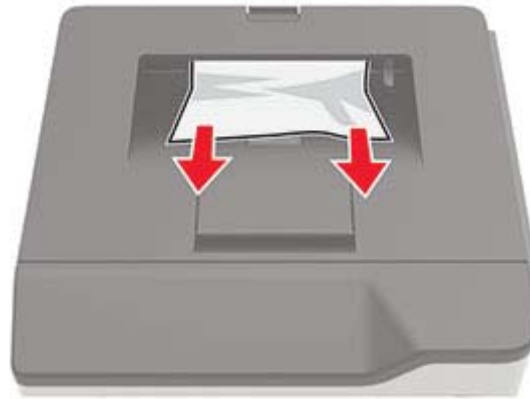


3 Close the rear door.

### 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

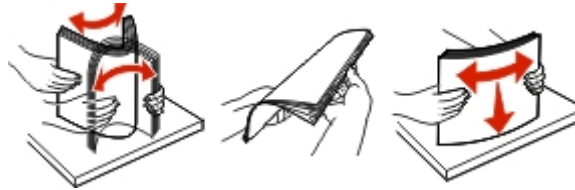
- 1 Remove paper from the multipurpose feeder.

- 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.

