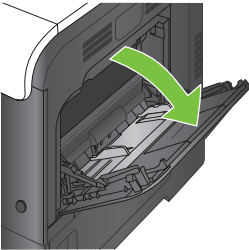
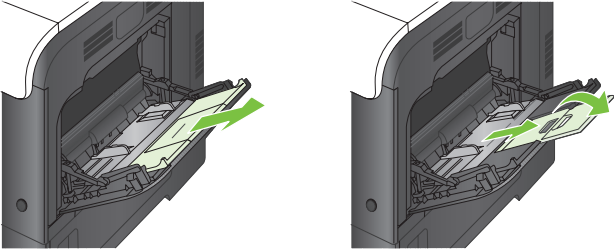
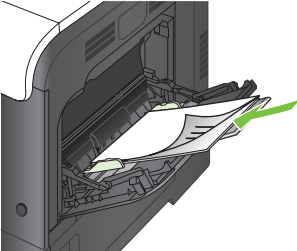
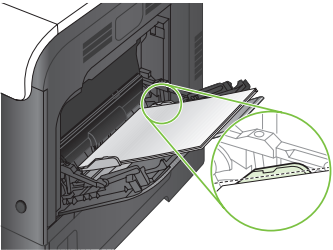


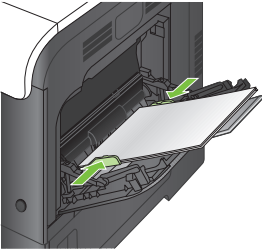
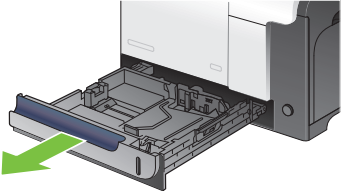
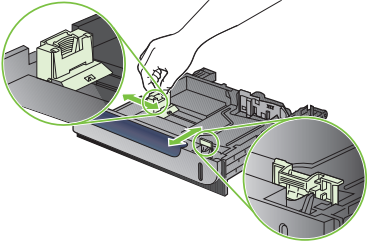
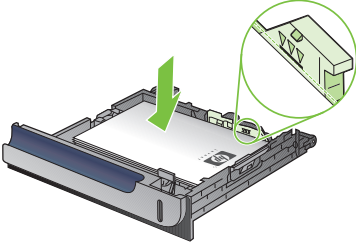


Load paper and print media

How do I?	Steps to perform
<p data-bbox="92 375 262 406">Load Tray 1</p> <p data-bbox="92 478 672 534">CAUTION: To avoid jams, never add or remove paper from Tray 1 during printing.</p>	<ol data-bbox="714 343 1312 1220" style="list-style-type: none"><li data-bbox="714 343 1312 391">1 Open Tray 1.<li data-bbox="714 614 1312 678">2 Fold out the tray extension to support the paper and set the side guides to the correct width.<li data-bbox="714 885 1312 949">3 Load paper in the tray face down and the short, top edge going into the product first.<li data-bbox="714 1165 1312 1220">4 Make sure the stack fits under the tabs on the guides and does not exceed the load-level indicators.    

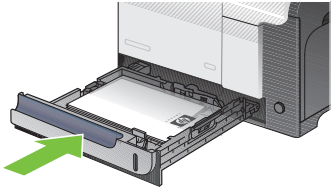

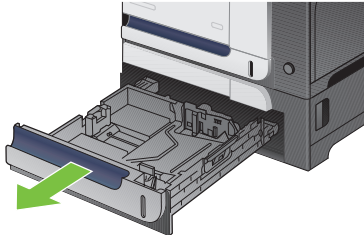
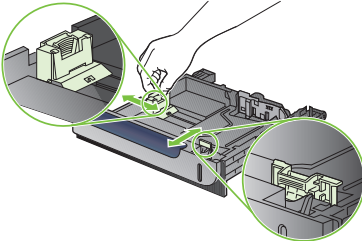




How do I?	Steps to perform
<p>Load Tray 1 (continued)</p>	<p>5 Adjust the side guides so that they lightly touch the paper stack but do not bend it.</p> 
<p>Load Tray 2</p> <p>CAUTION: Do not print envelopes, labels, postcards, or unsupported sizes of paper from the Tray 2. Print these types of paper only from Tray 1.</p>	<p>6 Slide open the tray.</p> <p>NOTE: Do not open the tray while it is in use.</p>  <p>7 Adjust the paper-length and paper-width guides by squeezing the adjustment latch and sliding the guides to the size of the paper being used.</p>  <p>8 Load paper into the tray face up. Check the paper to verify the guides lightly touch the stack, but do not bend it.</p> <p>NOTE: To prevent jams, do not overfill the tray. Be sure the top of the stack is below the tray full indicator.</p> <p>NOTE: If the tray is not adjusted correctly, an error message might appear during printing or the paper might jam.</p> 





How do I?	Steps to perform
<p>Load Tray 2 (continued)</p>	<p>9 Slide the tray into the product.</p>  <p>10 The control panel shows the tray's paper type and size. If the configuration is not correct, follow the instructions on the control panel to change the size or type.</p> 
<p>Load standard-sized paper into Tray 3</p>	<p>1 Slide open the tray.</p> <p>NOTE: Do not open the tray while it is in use.</p>  <p>2 Adjust the paper-length and paper-width guides by squeezing the adjustment latches and sliding the guides to the size of the paper being used.</p> 





How do I?

Steps to perform

Load standard-sized paper into Tray 3 (continued)

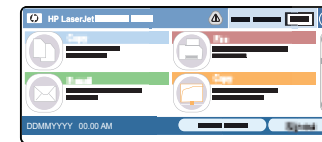
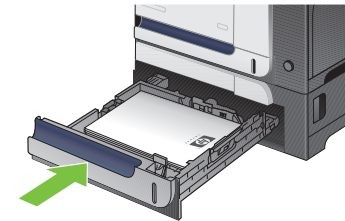
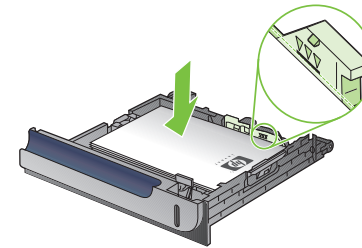
- 3 Load paper into the tray face up. Check the paper to verify the guides lightly touch the stack, but do not bend it.

NOTE: To prevent jams, do not overfill the tray. Be sure the top of the stack is below the tray full indicator.

NOTE: If the tray is not adjusted correctly, an error message might appear during printing or the paper might jam.

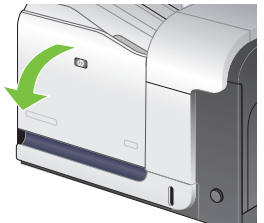
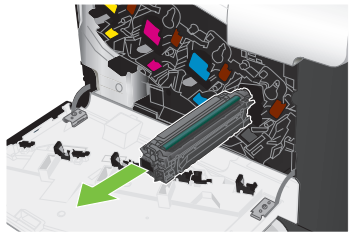
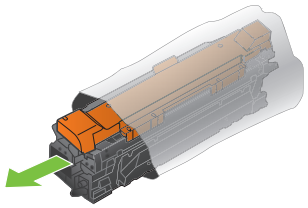
- 4 Slide the tray into the product.

- 5 The control panel shows the tray's paper type and size. If the configuration is not correct, follow the instructions on the control panel to change the size or type.



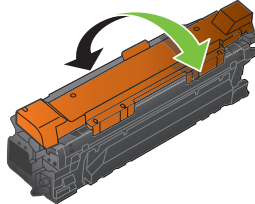
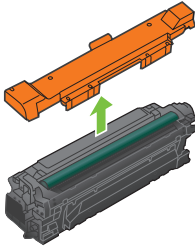
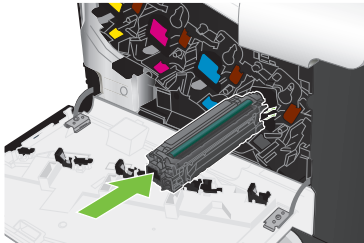
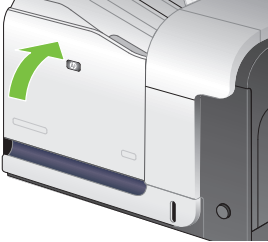


Change print cartridges

How do I?	Steps to perform
<p data-bbox="86 343 430 375">Change print cartridges</p> <p data-bbox="86 566 693 646">CAUTION: If toner gets on clothing, wipe it off with a dry cloth and wash the clothes in cold water. Hot water sets toner into fabric.</p>	<ol data-bbox="714 311 1312 1021" style="list-style-type: none"><li data-bbox="714 311 1312 375">1 Open the front door. Make sure that the door is completely open.<li data-bbox="714 566 1312 630">2 Grasp the handle of the used print cartridge and pull out to remove.<li data-bbox="714 853 1312 917">3 Remove the new print cartridge from its protective bag.<li data-bbox="714 933 1312 1021">4 Store the used print cartridge in a protective bag. Information about recycling used print cartridges is on the print-cartridge box. <p data-bbox="714 1053 1312 1109">NOTE: Be careful not to damage the memory tag on the print cartridge.</p>   





How do I?	Steps to perform
<p data-bbox="92 300 596 336">Change print cartridges (continued)</p> <p data-bbox="92 544 579 571">CAUTION: Avoid prolonged exposure to light.</p> <p data-bbox="92 676 674 730">CAUTION: Do not touch the green roller. Doing so can damage the cartridge.</p>	<p data-bbox="716 272 1304 327">5 Grasp both sides of the print cartridge and distribute the toner by gently rocking the print cartridge.</p>  <p data-bbox="716 544 1287 598">6 Remove the orange protective cover from the print cartridge.</p>  <p data-bbox="716 810 1274 865">7 Align the print cartridge with its slot and insert the print cartridge until it clicks into place.</p>  <p data-bbox="716 1075 968 1102">8 Close the front door.</p> 





Replace the toner collection unit

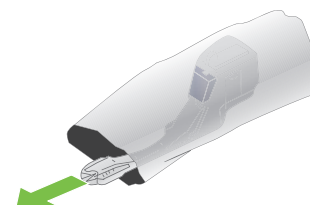
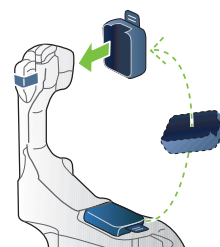
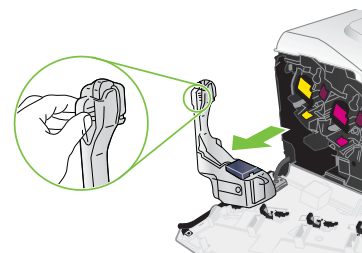
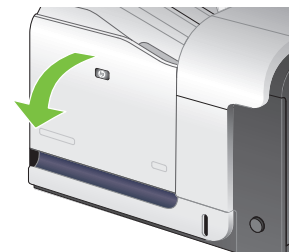
How do I?

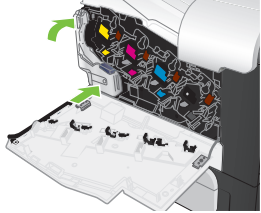
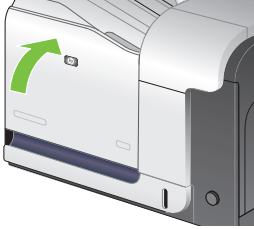
Replace the toner collection unit

NOTE: The toner collection unit is designed for a single use. Do not attempt to empty the toner collection unit and reuse it. Doing so could lead to toner being spilled inside the product, which could result in reduced print quality.

Steps to perform

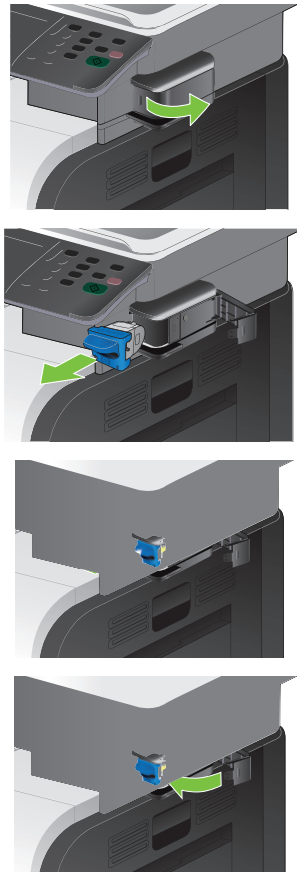
- 1 Open the front door. Make sure that the door is completely open.
- 2 Grasp the blue label at the top of the toner collection unit and remove it from the product.
- 3 Place the attached blue cap over the blue opening at the top of the unit.
- 4 Remove the new toner collection unit from its packaging.



How do I?	Steps to perform
<p data-bbox="94 300 552 371">Replace the toner collection unit (continued)</p> <p data-bbox="94 587 688 647">NOTE: If the toner collection unit is not installed correctly, the front door does not close completely.</p>	<p data-bbox="716 272 1312 355">5 Insert the bottom of the new unit into the product first and then push the top of the unit until it clicks into place.</p>  <p data-bbox="716 592 972 616">6 Close the front door.</p> 



Replace staples

How do I?	Steps to perform
Load staples	<ol style="list-style-type: none"><li data-bbox="730 316 1008 343">1 Open the stapler door.<li data-bbox="730 542 1344 622">2 If you are replacing a staple cassette (for example, if the staple cassette has run out of staples), remove the staple cassette from the product.<li data-bbox="730 774 1312 829">3 Insert a new staple cassette into the opening inside the stapler door.<li data-bbox="730 989 1008 1016">4 Close the stapler door. 



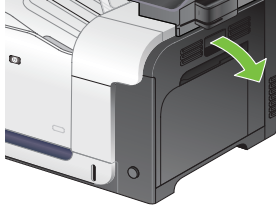
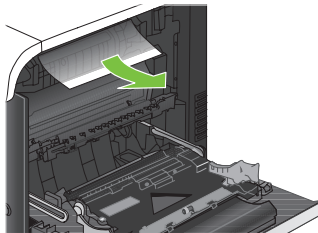
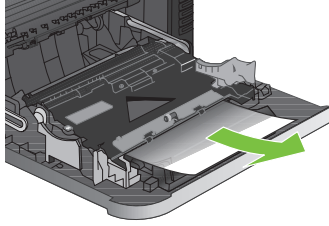
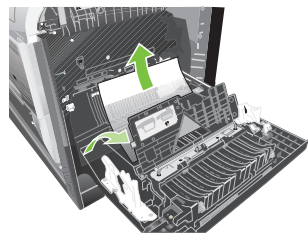
HP Color LaserJet CM3530 MFP Series – Manage and maintain

Clean the paper path from the product control panel

How do I?	Steps to perform
<p data-bbox="94 343 577 375">Create and use the cleaning page</p> <p data-bbox="94 399 682 486">Run the product cleaning page to keep the fuser free of toner and paper particles that can sometimes accumulate.</p>	<ol data-bbox="728 311 1144 574" style="list-style-type: none"><li data-bbox="728 311 1144 343">1 Scroll to and touch Administration.<li data-bbox="728 391 1144 422">2 Scroll to and touch Print Quality.<li data-bbox="728 502 1144 534">3 Touch Calibration/cleaning.<li data-bbox="728 550 1144 574">4 Touch Process cleaning page.



Clear jams

How do I?	Steps to perform
<p>Clear jams in the right door</p> <p>WARNING! To avoid electrical shock, remove any necklaces, bracelets, or other metal items before reaching into the inside of the product.</p> <p>CAUTION: The fuser can be hot while the product is in use. Wait for the fuser to cool before handling it.</p>	<ol style="list-style-type: none"><li data-bbox="716 316 1312 526">1 Open the right door. <li data-bbox="716 587 1312 821">2 If paper is jammed as it enters the output bin, gently pull the paper downward to remove it. <li data-bbox="716 866 1312 1093">3 If paper is jammed inside the right door, gently pull the paper to remove it. <li data-bbox="716 1137 1312 1372">4 Lift the paper-feed cover on the inside of the right door. If jammed paper is present, gently pull the paper straight out to remove it. 



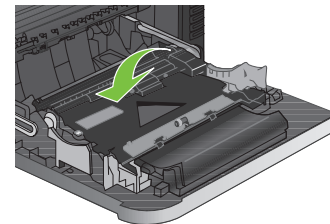


How do I?

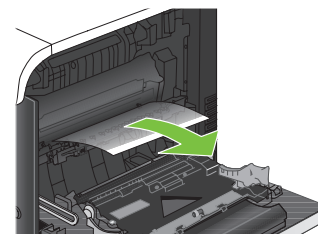
Steps to perform

Clear jams in the right door (continued)

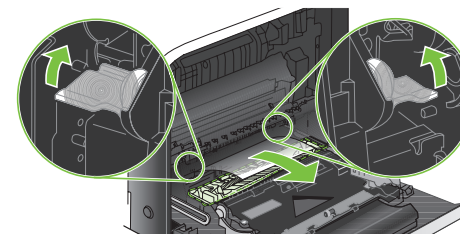
5 Close the paper-feed cover.



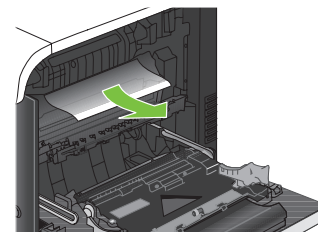
6 Gently pull the paper out of the pickup area.

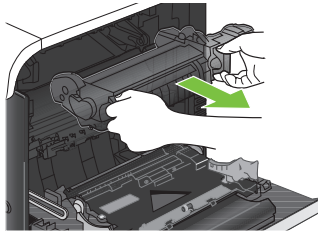
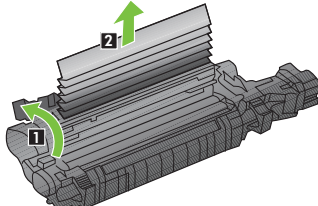
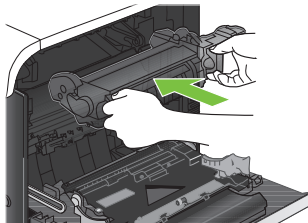
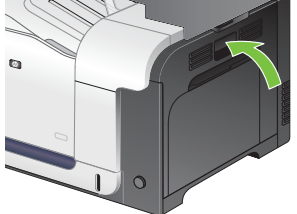


7 Look for paper in the Tray 2 roller area. Near the bottom of the right side, squeeze the two green levers upward to release the jam-access door. Remove any jammed paper, and close the door.



8 If paper is visible entering the bottom of the fuser, gently pull downward to remove it.



How do I?	Steps to perform
<p>Clear jams in the right door (continued)</p> <p>CAUTION: Do not touch the rollers on the transfer roller. Contaminates can affect print quality.</p> <p>CAUTION: The fuser can be hot while the product is in use. Wait for the fuser to cool before handling it.</p> <p>CAUTION: Even if the body of the fuser has cooled, the rollers that are inside could still be hot. Do not touch the fuser rollers until they have cooled.</p>	<p>9 Paper could be jammed inside the fuser where it would not be visible. Remove the fuser to check for jammed paper inside.</p> <ol style="list-style-type: none"> Grasp the fuser handles, lift up slightly, and pull out the fuser. Open the jam-access door. If paper is jammed inside the fuser, gently pull it straight up to remove it. If the paper tears, remove all paper fragments. Close the jam-access door, and push the fuser completely into the product. <p>10 Close the right door.</p>    

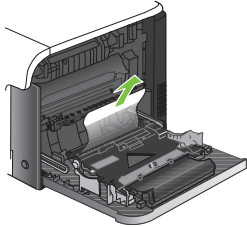
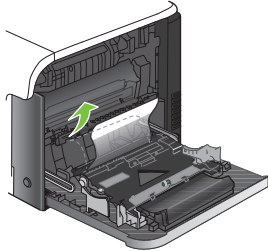
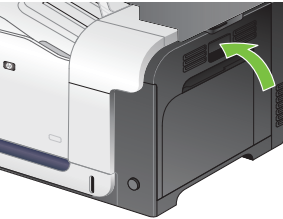
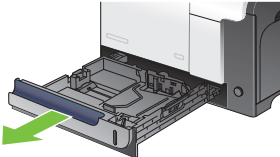




How do I?	Steps to perform
<p>Clear jams in the output bin area</p>	<ol style="list-style-type: none"> <li data-bbox="716 272 1312 328">1 If paper is visible from the output bin, grasp the leading edge and remove it. <li data-bbox="716 523 1312 579">2 If jammed paper is visible in the duplex output area, gently pull it to remove it. <div data-bbox="1373 268 1633 491" style="text-align: right;"> </div> <div data-bbox="1373 520 1619 730" style="text-align: right;"> </div>
<p>Clear jams in Tray 1</p>	<ol style="list-style-type: none"> <li data-bbox="716 783 1312 863">1 If jammed paper is visible in Tray 1, clear the jam by gently pulling the paper straight out. Press the OK button to clear the message. <li data-bbox="716 1038 1312 1118">2 If you cannot remove the paper, or if no jammed paper is visible in Tray 1, close Tray 1 and open the right door. <div data-bbox="1335 778 1560 1002" style="text-align: right;"> </div> <div data-bbox="1335 1034 1608 1246" style="text-align: right;"> </div>

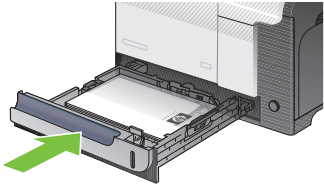
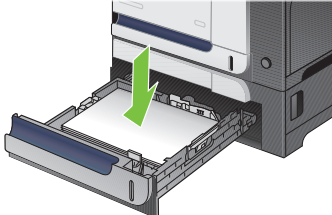
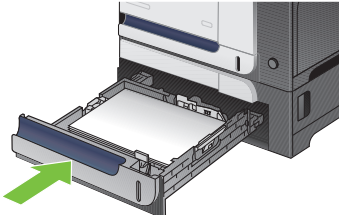





How do I?	Steps to perform
<p>Clear jams in Tray 1 (continued)</p>	<ol style="list-style-type: none"> <li data-bbox="716 272 1312 328">3 If paper is visible inside the right door, gently pull the trailing edge to remove it. <li data-bbox="1339 272 1583 499"> <li data-bbox="716 523 1224 552">4 Gently pull the paper out of the pick up area. <li data-bbox="1339 523 1604 775"> <li data-bbox="716 831 968 860">5 Close the right door. <li data-bbox="1339 831 1619 1050">
<p>Clear jams in Tray 2</p> <p>CAUTION: Opening a tray when paper is jammed can cause the paper to tear and leave pieces of paper in the tray, which might cause another jam. Be sure to clear jams before opening the tray.</p>	<ol style="list-style-type: none"> <li data-bbox="716 1110 1318 1193">1 Open Tray 2 and make sure that the paper is stacked correctly. Remove any jammed or damaged sheets of paper. <li data-bbox="1352 1110 1629 1267">






How do I?	Steps to perform
Clear jams in Tray 2 (continued)	<p>2 Close the tray.</p> 
Clear jams in the optional 500-sheet paper and heavy media tray (Tray 3)	<p>3 Open Tray 3 and make sure that the paper is stacked correctly. Remove any damaged or jammed sheets of paper.</p>  <p>4 Close Tray 3.</p> 
Clear jams in the lower right door (Tray 3)	<p>1 Open the lower right door.</p> 



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How do I?	Steps to perform
	<p data-bbox="718 271 1312 327">2 If paper is visible, gently pull the jammed paper up or down to remove it.</p>  <p data-bbox="718 518 1029 550">3 Close the lower right door.</p> 