# Quick Reference

## Loading paper and specialty media

This section explains how to load the 250- and 550-sheet trays, and the manual feeder. It also includes information about setting the Paper Size and Paper Type.

### Setting the paper size and paper type

Make sure the settings for the trays reflect the size and type of paper loaded in the trays. The factory default paper type setting is plain paper, so the paper type setting must be set manually for all trays that do not contain plain paper. Access the Paper menu through the Embedded Web Server if your printer is networked:

1 Type the printer IP address in the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2 Click **Settings**.

3 From the Paper menu, find the Size and Type for each input source.

4 Select the paper size and paper type used most frequently from each input source.

5 Click **Submit**.

If the printer is connected to a computer by a USB or parallel cable, use one of the following utilities to access the Paper menu, depending on your operating system:

- On a Windows computer, access the Paper menu through the Local Printer Settings Utility.
- On a Macintosh computer, access the Paper menu through the Printer Settings.

**Note:** The Paper Size and Type settings will be saved until you reset factory default settings. If you would like to override the Paper Size and Type settings for a special print job, do one of the following:

- For Windows users, click **File** → **Print**, and then click **Properties**, **Preferences**, **Options**, or **Setup**.
- For Macintosh users, choose **File** > **Print**, and then adjust the settings from the print dialog and pop-up menus.

### Loading the standard 250-sheet tray

The printer has two trays to select from: the standard tray (Tray 1), also known as the 250-sheet tray, and either the optional 250-sheet tray or the optional 550-sheet tray (Tray 2). Only one optional drawer (which includes an optional tray) may be attached to the printer at one time.

Proper paper loading prevents jams and facilitates trouble-free printing.

1 Pull the tray completely out.
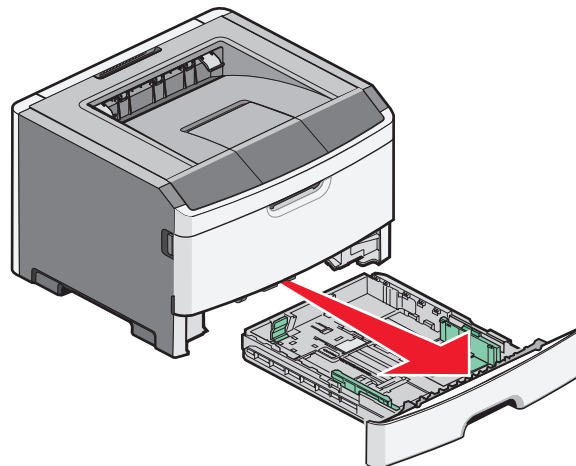


Do not remove trays while a job prints or when the Busy light sequence appears on the printer control panel. Doing so may cause a jam.



Busy

☼ - On

2 Squeeze the width guide tabs, and then slide them to the sides of the tray. The width guides move in unison.

3 Squeeze the length guide tabs together, and then slide the length guide to the correct position for the paper size being loaded.
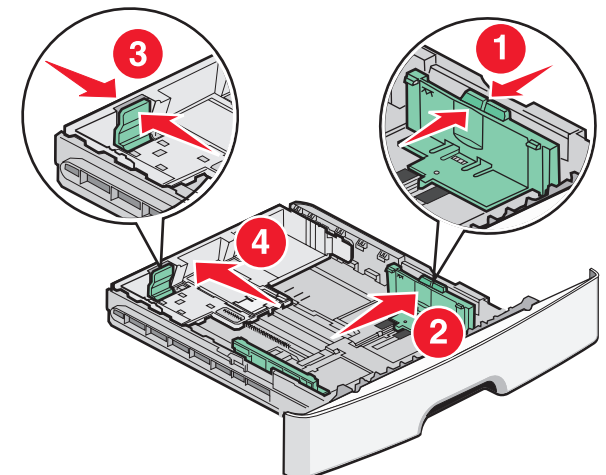


If you are loading a longer size of paper like A4 or legal, squeeze the length guide tabs and slide the length guide backwards to
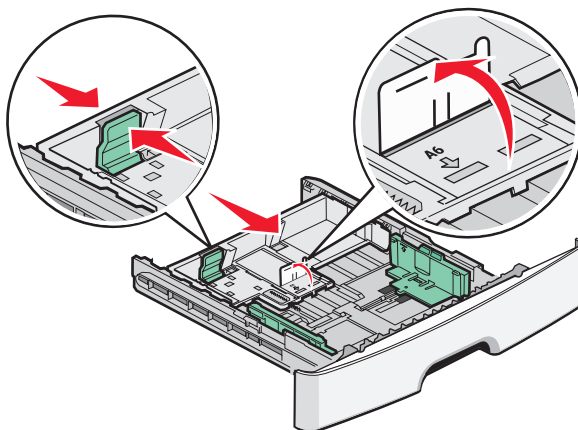
the position for the length of paper you are loading. The tray extends backwards.
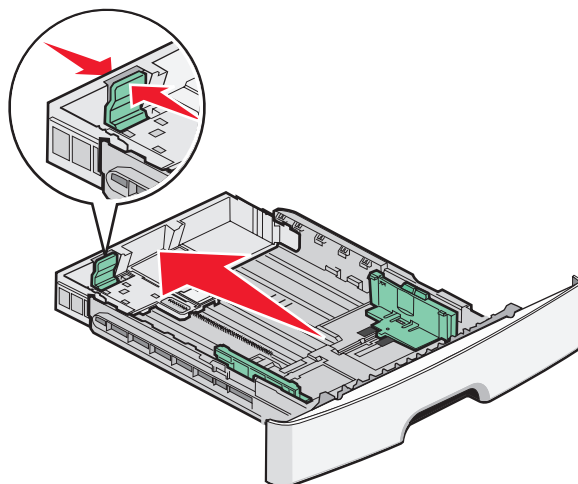
If you are loading A6-size paper:

**a** Squeeze the length guide tabs together as shown, and slide the length guide toward the center of the tray to the A6 size position.

**b** Raise the A6 length guide.

**Note:** The standard tray accommodates only 150 sheets of A6-size paper.

**4** Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.
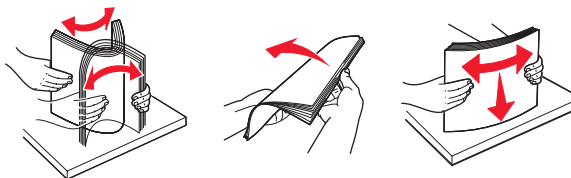
**5** Load the paper stack toward the back of the tray as shown with the recommended print side facedown.

**Note:** Notice the maximum fill line. Do not try to overload the tray. Do not load A6-size paper to the maximum fill line; the tray holds only 150 sheets of A6-size paper.
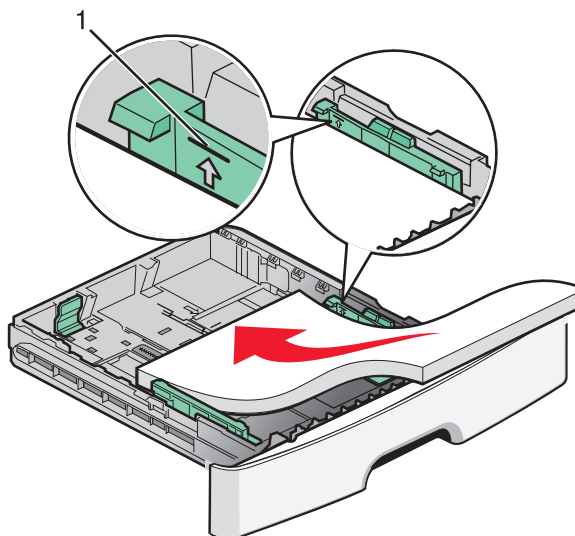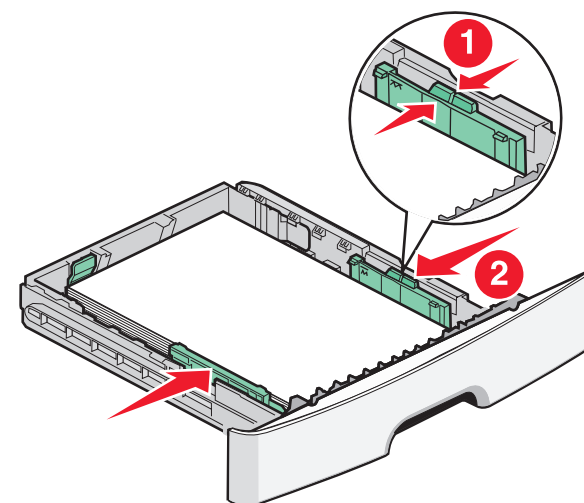
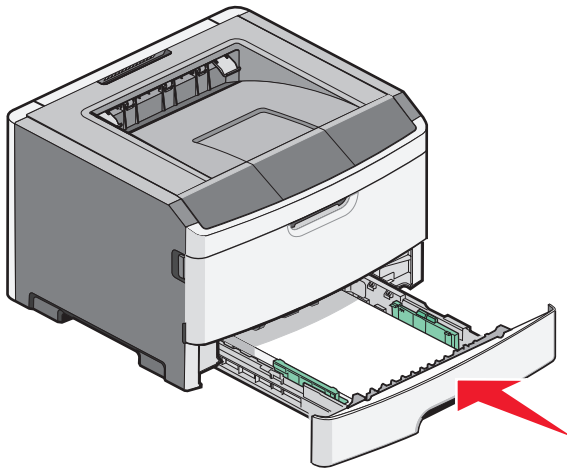| **1** | Maximum fill line |
|-------|-------------------|

**Note:** When loading letterhead, place the top edge of the sheet toward the front of the tray. Load the letterhead with the design placed facedown.
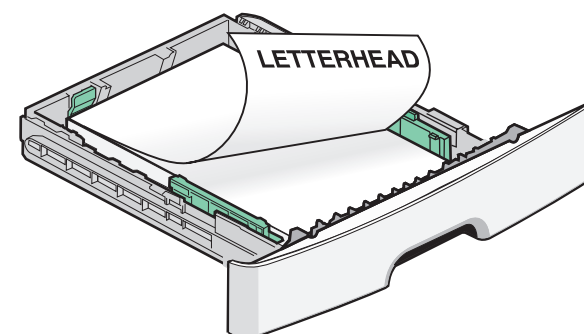
**6** Squeeze the width guide tabs on the right guide, and slide the width guides to lightly touch the side of the stack.

**7** Insert the tray.

**8** If a different type of paper was loaded than the type previously loaded in the tray, change the Paper Type setting.

**Note:** The difference between the standard 250-sheet tray and the optional 250- and 550-sheet trays is that the standard tray accommodates up to 150 sheets of A6-size paper, so the width guides slide farther to the center of the tray.
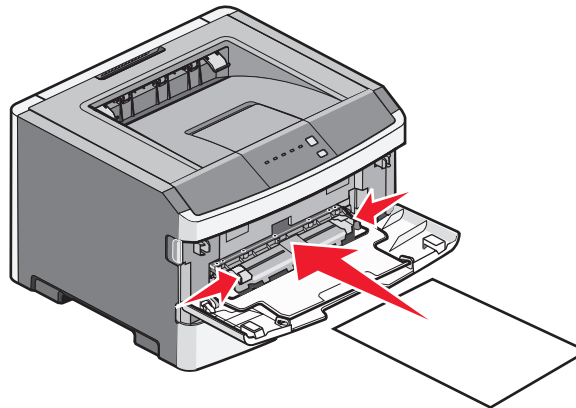
# Using the manual feeder

The manual feeder is located inside the manual feeder door of the printer and can feed only one sheet of paper at a time. You can use the manual feeder to quickly print on paper types or sizes that are not currently loaded in the tray.
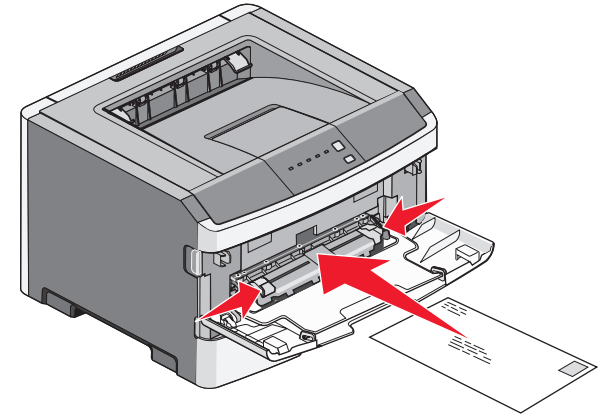
**1** Open the manual feeder door.
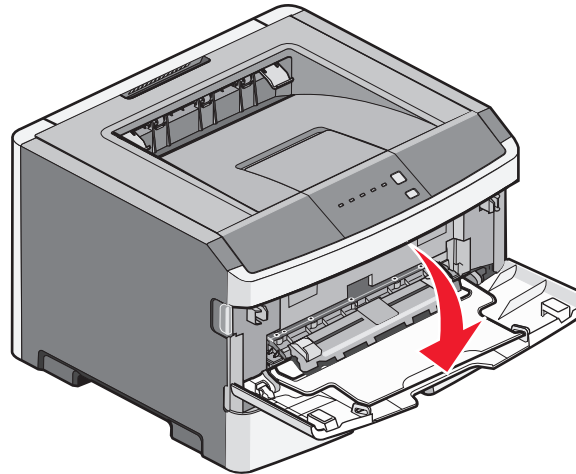
**2** When the ▯ light is lit, load the paper faceup into the center of the manual feeder.

**Notes:**

- Load letterhead faceup, with the top of the sheet entering first.
- Load envelopes with the flap side down and with the stamp area as shown.

**3** Feed paper into the manual feeder only to the point where its leading edge can contact the paper guides.

**4** Adjust the paper guides to the paper width.

**Warning—Potential Damage:** Do not force the paper into the feeder. Forcing the paper causes jams.

# Using the standard exit bin and paper stop

The standard exit bin holds up to 150 sheets of 20 lb paper. It collects print jobs facedown. The standard exit bin includes a paper stop that keeps paper from sliding out the front of the bin as it stacks. The paper stop also aids in neater stacking of the paper.

To open the paper stop, pull it so it flips forward.
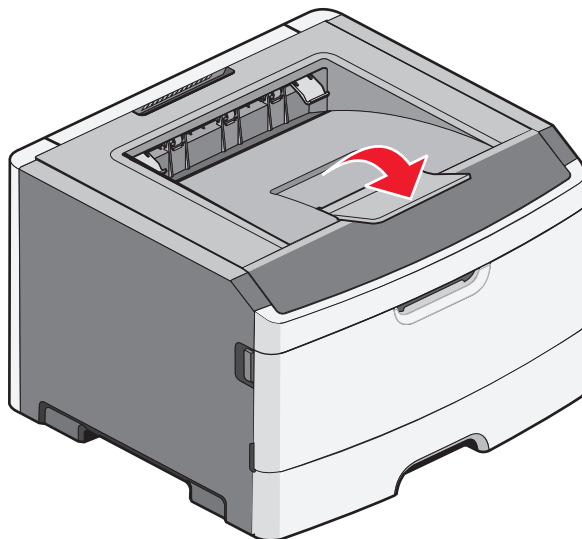


**Notes:**

- Do not leave the paper stop in the open position if you are printing on transparencies. Doing so may cause creases in the transparencies.
- When moving the printer to another location, make sure the paper stop is closed.

# Paper capacities

The capacities of the trays and the manual feeder are based on 75 g/m $^2$ (20 lb) paper.

| Load up to | Notes |
|---|---|
| **Tray 1**<br>250 sheets of paper<br>150 sheets of A6-size paper<br>50 transparencies | **Note:** The A6 paper size is supported only in Tray 1. |

| Load up to | Notes |
|---|---|
| **Tray 2**<br>250 or 550 sheets of paper | **Note:** Only one optional drawer may be installed on the printer at a time. The maximum amount of paper that can be loaded depends on whether you have an optional 250- or 550-sheet tray. |
| **Manual feeder**<br>1 sheet of paper<br>1 sheet of A6-size paper<br>1 transparency<br>1 sheet of card stock<br>1 envelope | **Note:** Feed paper into the manual feeder only to the point where its leading edge can contact the paper guides. Do not force the paper into the feeder. |

# Clearing jams

## Avoiding jams

The following hints can help you avoid jams:

- Use only recommended paper or specialty media.
- Do not load too much paper. Make sure the stack height does not exceed the indicated maximum height.
- Do not load wrinkled, creased, damp, or curled paper.
- Flex, fan, and straighten paper before loading it.
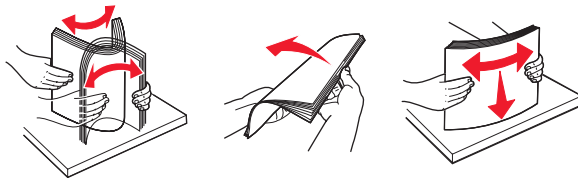


- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same stack.
- Store the paper in an appropriate environment.
- Do not remove trays while the printer is printing. Wait for the ☼ light to come on before removing a tray. The light sequence for loading paper also signals that the tray may be removed:



Load paper

🗋 - On

- Do not load the manual feeder while the printer is printing. Wait for the 🗋 light to come on.
- Push all trays in firmly after loading paper.

- Make sure the guides in the trays are properly positioned, and are not pressing too tightly against the paper.
- Make sure all paper sizes and paper types are set correctly.
- Make sure all printer cables are attached correctly. For more information, see the setup documentation.

## Accessing jam areas

Open doors and remove trays to access jam areas. The following illustration shows possible jam areas:
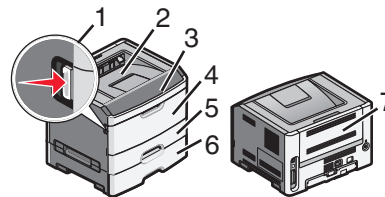


| Access point | Description |
|---|---|
| 1 | Push the button to open the front door. Inside this door is the unit housing the toner cartridge and photoconductor kit. |
| 2 | Standard exit bin |
| 3 | Front door |
| 4 | Manual feeder door |
| 5 | Standard 250-sheet tray (Tray 1) |
| 6 | Optional tray (Tray 2) |
| 7 | Rear door |

## Understanding jam lights and access locations

The following table lists the jam lights and messages and provides brief instructions for how to access each jam. More detailed instructions follow.

**Note:** The jam messages listed appear on the virtual display of the Embedded Web Server.

`200.yy Paper jam`



`200.yy Paper jam`

 - On

☼ - On

▷ - On

Try one of the following:

- Remove Tray 1.
- Open the front door, and then remove the photoconductor kit and toner cartridge unit.



`201.yy Paper jam`

 - On

▨/⊙ - On

▷ - On

Open the front door, and then remove the photoconductor kit and toner cartridge unit.

**202.yy Paper jam**

⚡ - On

📄 - On
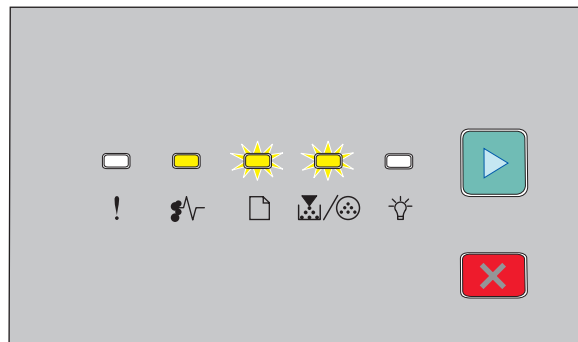
▷ - On

Open the front door, and then open the rear door.



**231.yy Paper jam**

⚡ - On

📄 - Blinking

▷ - On

Open the front door, and then open the rear door.



**233.yy Paper jam**

⚡ - On
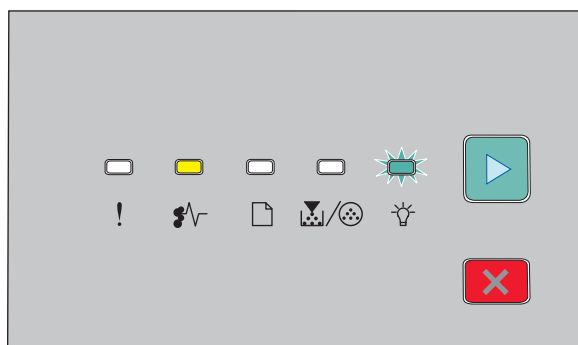
📄 - Blinking

🗑/⊛ - Blinking

▷ - On

Try one of the following:
- Remove Tray 1, and then depress the lever.
- Open the front door, and then open the rear door.



**234.yy Paper jam**

⚡ - On

💡 - Blinking

▷ - On

Try one of the following:
- Open the front door, and then open the rear door.
- Remove Tray 1, and then depress the lever.



**235.yy Paper jam**

⚡ - On

📄 - Blinking

💡 - Blinking

▷ - On

Remove the jam from the standard exit bin.
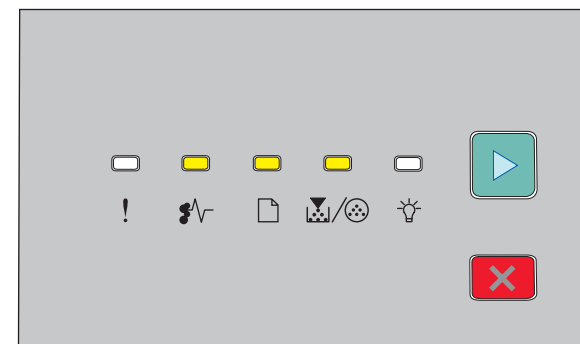


**24x.yy Paper jam**

⚡ - On

📄 - On

🗑/⊛ - On

▷ - On

Try one of the following:

- Remove Tray 1.
- Open the front door, and then remove the photoconductor kit and toner cartridge unit.
- Remove Tray 2.
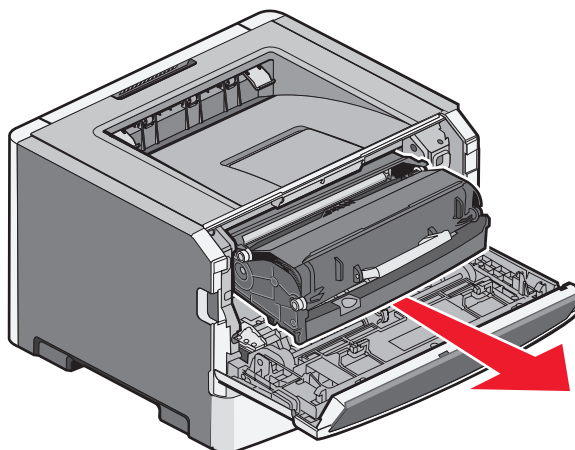


**251.yy Paper jam**

 - On

 - On

 - On

 - On

Remove the jam from the manual feeder.

# Clearing jams behind the photoconductor kit and toner cartridge

**1** Push the release button, and then lower the front door.
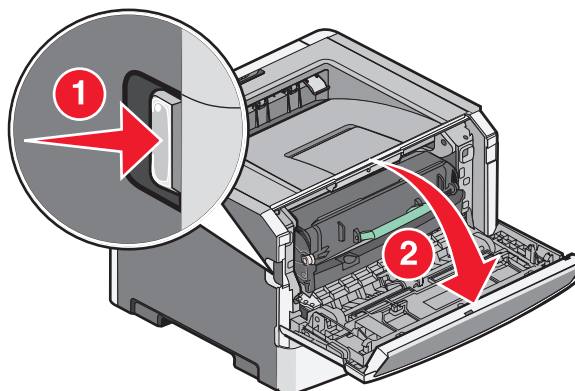


**2** Lift and pull the unit containing the photoconductor kit and the toner cartridge out of the printer. Set the unit aside on a flat, clean surface.



**Warning—Potential Damage:** Do not touch the photoconductor on the underside of the photoconductor kit. Use the cartridge handle whenever you are holding the cartridge.

⚠ **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.

**3** Remove the jammed paper.
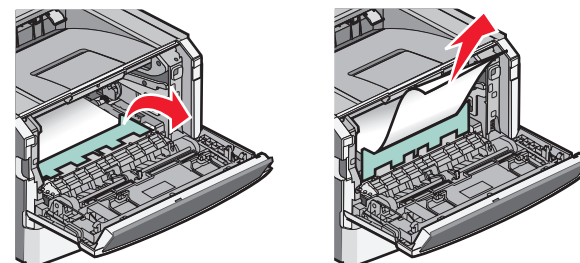


**Note:** If the paper is not easy to remove, then open the rear door to remove the paper.
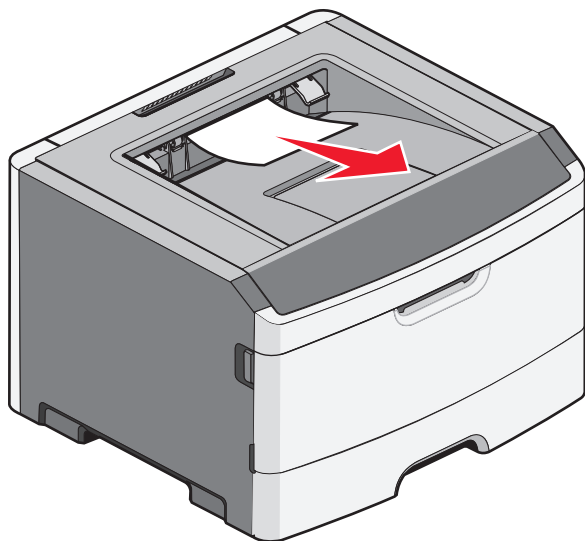
**4** Align and reinstall the unit.
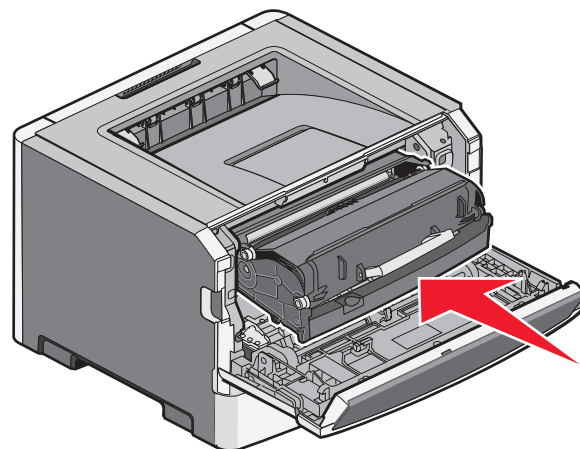


**5** Close the front door.

**6** Press  to continue printing.

# Clearing jams from the standard exit bin

A duplex print job was sent to the printer using a paper size not supported for duplex printing. A sheet is jammed in the standard exit bin.
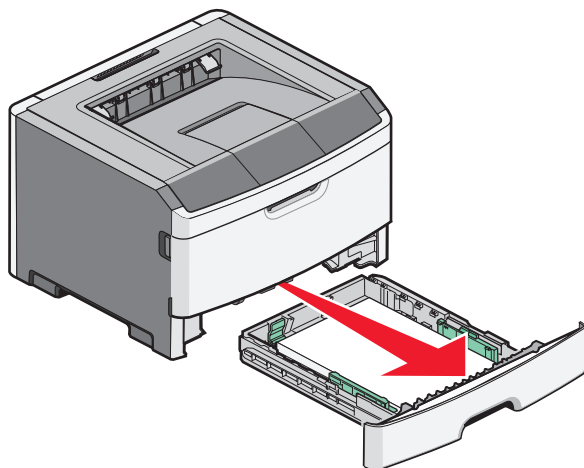
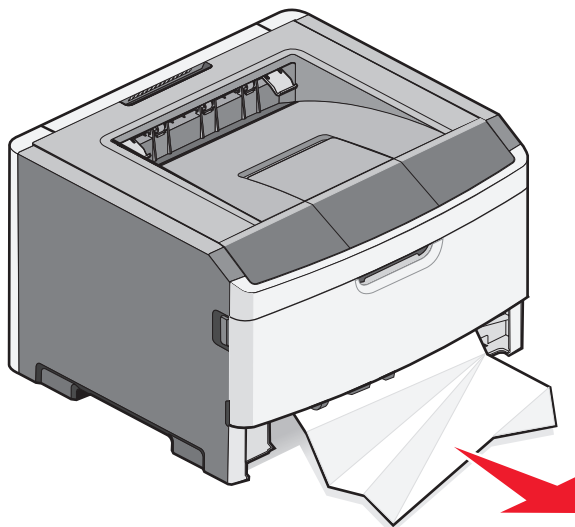To remove the jam, gently pull the sheet straight out of the standard exit bin.

## Clearing jams from Tray 1

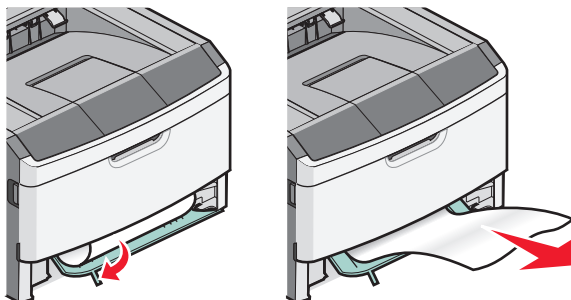To see whether paper is jammed in or behind Tray 1, the standard tray:
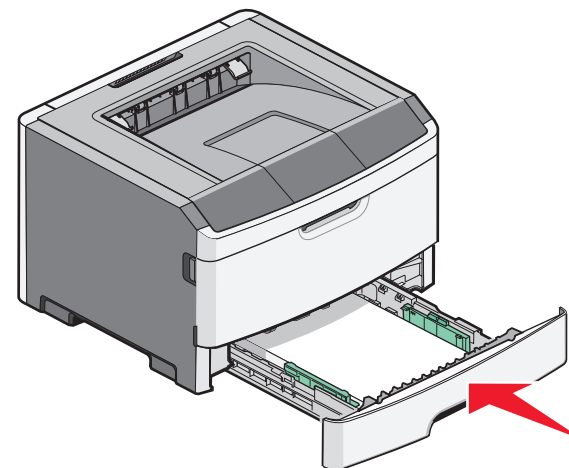
**1** Remove Tray 1.

**2** Remove the jammed paper.

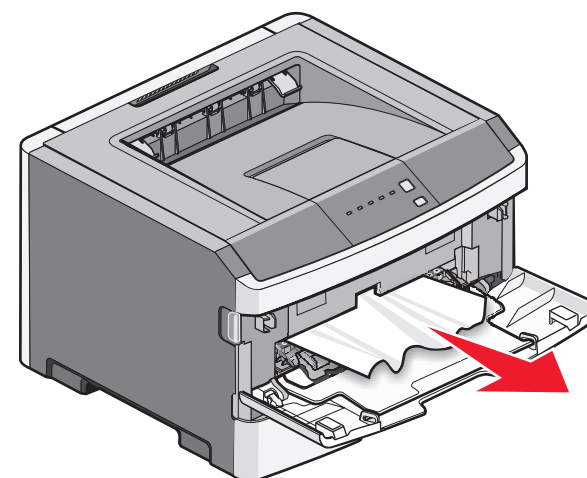**3** If necessary, depress the lever to free the paper and remove the jam.

**4** Insert the tray.

**5** Press ▷ to continue printing.

## Clearing jams in the manual feeder

Paper jammed in the manual feeder can usually be grasped and pulled straight out. If the jam cannot be removed this way, check for jammed paper behind the photoconductor kit and toner cartridge unit. For more information, see "Clearing jams behind the photoconductor kit and toner cartridge" on page 7.
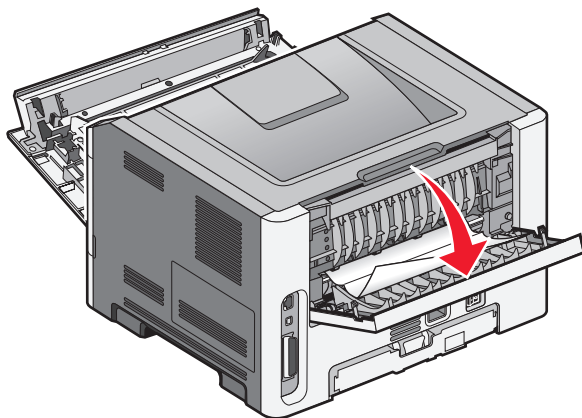
# Clearing jams behind the rear door

If the paper is exiting the printer, pull the paper out. If the paper is not exiting the printer:

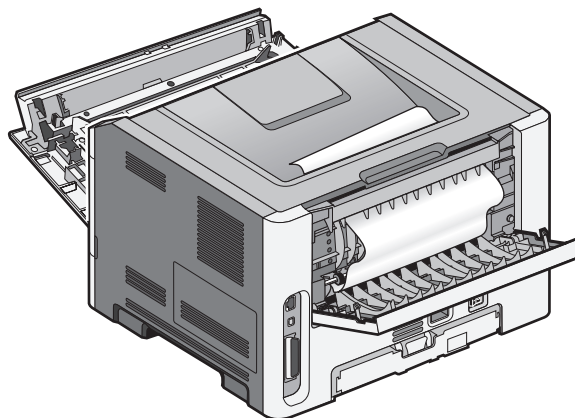**1** Push the release button, and then lower the front door
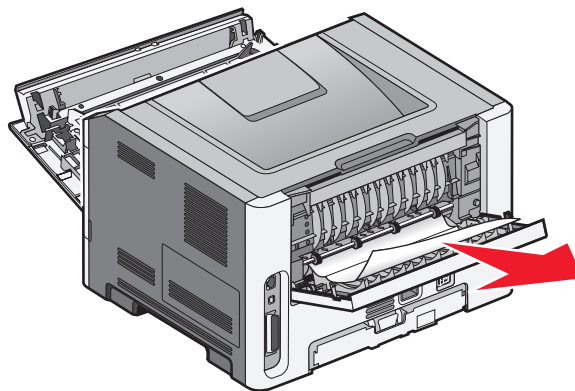


.
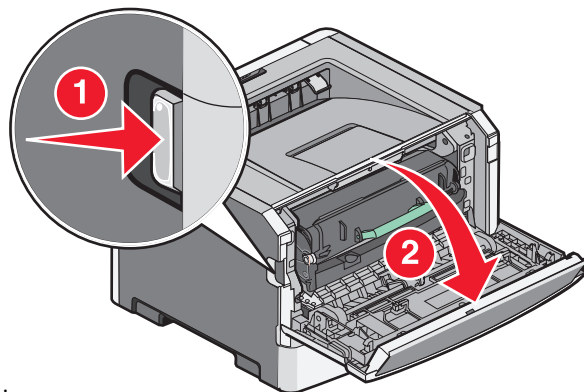
**2** Pull open the rear door.



The paper may be jammed with one end caught in the standard exit bin.

**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.



**3** Remove the jammed paper.



**4** Close both the front and rear doors.

**5** Press ▷ to continue printing.