Quick Reference

Operator panel

¹ Menu ² Select ³ Return ⁴

Go ⁵ Stop ⁶
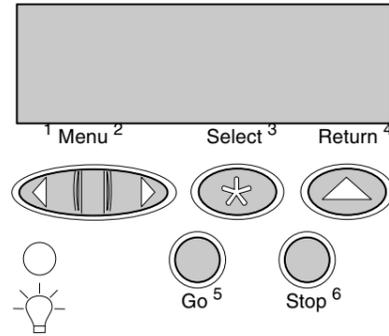
Press **Menu** to:

- Enter the menus from the `Ready` state.
- Scroll through menus or values.
- Increase or decrease a numerical value.
- Display the `Job Menu` while the printer is busy.

Press **Select** to:

- Select the item on the second line of the display.
- Save the selection as a new default setting.

Press **Return** to return to the previous menu level.

Press **Go** to:

- Exit printer menus and return to the `Ready` state.
- Clear messages.

Press **Stop** to temporarily stop all print activity without losing data.

Printing this quick reference information

This quick reference information is also included, in a printable format, on the publications CD that shipped with your printer.

Printing confidential jobs

If you want to print a job that is personal or confidential, and you do not want anyone else to see it, the printer can hold your job in memory until you arrive at the printer.

Note: This only works with custom printer drivers. These drivers are located on the drivers CD that shipped with your printer.

To print a confidential job:

1. In your word processor, spreadsheet, browser, or other application, select **File ▸ Print**.
2. Click **Properties** (or **Options**, **Printer**, or **Setup**, depending on the application) to view the printer driver settings.
3. Click **Help** and refer to the topic "Confidential print" or "Print and hold." Follow the instructions.

Note: If you send a large file to a shared network printer, it remains in the printer memory until you print it. This could prevent others from printing. Retrieve your print jobs as soon as possible. To check the amount of memory in your printer, see **Printing a menu settings page**.

4. Go to the printer and use the operator panel to access your confidential print job:

   a. Press **Menu** until you see `Job Menu`, and then press **Select**.
   b. Press **Menu** until you see `Confidential Job`, and then press **Select**.
   c. Press **Menu** until you see your user name, and then press **Select**.
   d. Enter your four-digit personal identification number (PIN) using the numbered buttons on the operator panel. As you enter your PIN, asterisks appear on the display.
   e. Press **Menu** until you see `Print A Job`, and then press **Select**. (`Print All Jobs` sends all jobs with the same user name and PIN immediately to the printer.)
   f. Press **Menu** until you see the job you want to print, and then press **Select**.
   g. Press **Go** to send the job to the printer.

After the job prints, the job is deleted from printer memory and the printer returns to the `Ready` state.

Clearing jams

This section shows how to clear jams based on the operator panel jam messages. To clear any jam, grasp the jammed media with two hands and pull it gently away from the printer to remove it.

> **Warning:** Do not attempt to clear any jam using tools or instruments. This may permanently damage the printer.

Jams behind the rear door

> **CAUTION:** The inside of the printer near the fuser is hot.

To access jams behind the rear door, open the rear door and pull open both the fuser pressure release levers. Remember to reposition the fuser pressure release levers once you have removed the jam.

Operator panel display: `201 Paper Jam`

Rear door release lever

Fuser pressure release levers
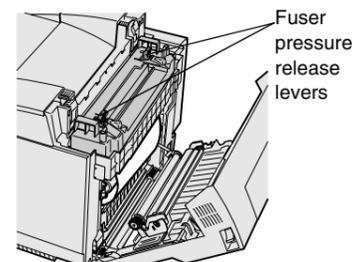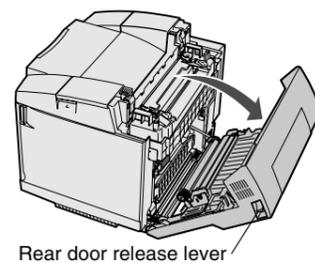
Operator panel display: `202 Paper Jam`

Rear door release lever

Fuser pressure release levers
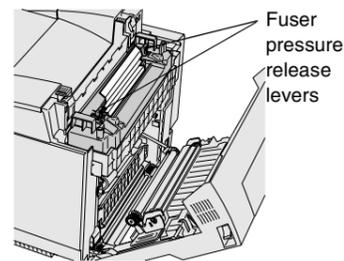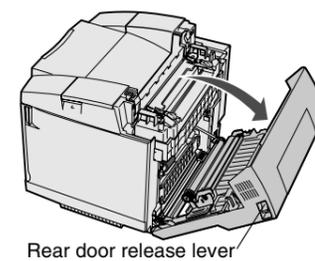
Jams in the optional duplex unit

Operator panel display: `230 Paper Jam`
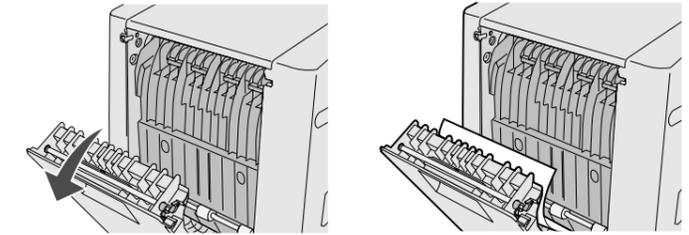
Operator panel display: `231 Paper Jam`

Jams in trays

Operator panel display: `241 Paper Jam` *(standard tray)*

Operator panel display: `242 Paper Jam` *(optional 530-sheet tray)*

Note: For a jam in an optional 530-sheet tray, you may not need to fully remove the tray from its drawer.

Loading a tray

Width guide
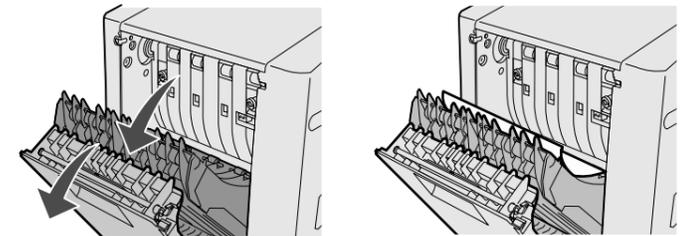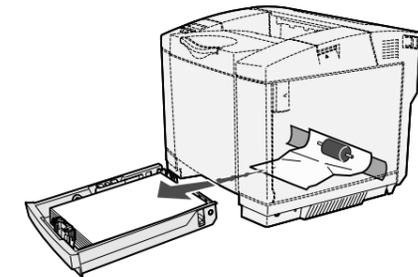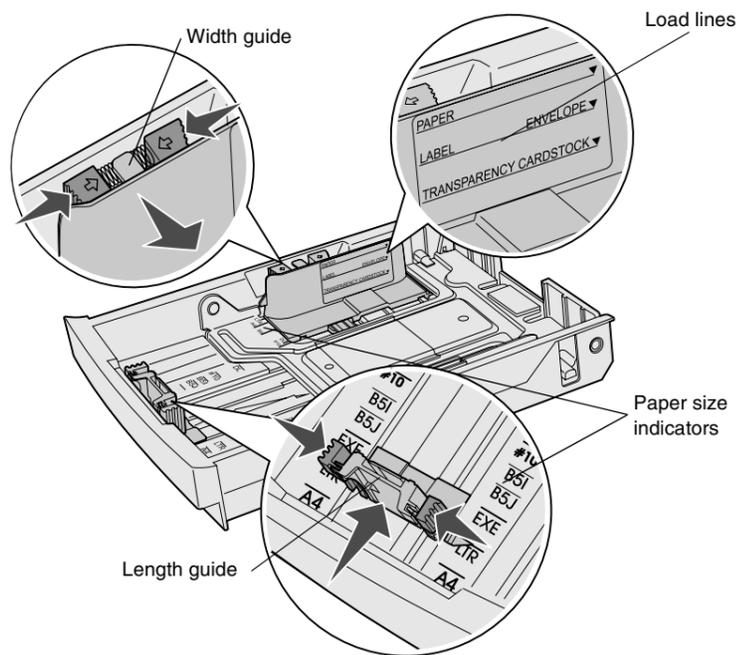Load lines
Paper size indicators
Length guide
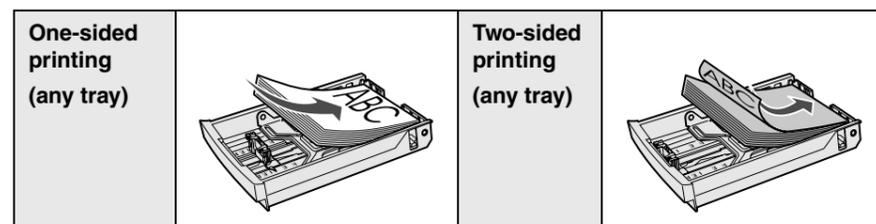
Load media into any of the standard or optional trays. All trays are loaded the same way.

1 Remove the tray.
2 If you are loading an optional legal tray, open the cover.
3 Squeeze the length guide tabs together as shown, and slide the guide to the correct position for the size media you are loading.
4 Squeeze the width guide tabs together as shown, and slide the guide to the correct position for the size media you are loading.
5 Place the media into the tray with the recommended print side faceup for one-sided printing and facedown for two-sided printing. Do not load media above the load line.
6 If you are loading an optional legal tray, close the cover.
7 Re-insert the tray.

Loading letterhead

Letterhead must be loaded differently, depending on what options you have installed.

One-sided printing (any tray)	Two-sided printing (any tray)

Common printer messages

Message	Actions
Change Tray x The printer is requesting a different size or type of media than what is loaded.	• Remove the currently loaded media from the specified tray, and then load the requested media. • Press **Select** to clear the message and print on the media currently loaded in the tray. • Cancel the current job.
Waiting The printer has received data to print, but is waiting for a command or additional data.	• Press **Go** to print the contents of the buffer. • Cancel the current job.
Not Ready The printer is not ready to process data.	Press **Go** to ready the printer to receive jobs.
Flushing Buffer The printer is discarding the current print job.	• Wait for the message to clear. • Sometimes this message means the driver data did not match what the printer was expecting. If the situation recurs, try printing from another printer driver.

Canceling a print job

To cancel a print job after it has started printing:

1 Press **Menu** until you see **Job Menu**, and then press **Select**.
2 Press **Menu** until you see **Cancel Job**, and then press **Select**.

Printing a menu settings page

To verify Paper Size and Paper Type settings, and check installed options and memory, print a menu settings page:

1 Press **Menu** until you see **Utilities Menu**, and then press **Select**.
2 Press **Menu** until you see **Print Menus**, and then press **Select.** The menu settings page prints.

Operator panel menus

Supplies Menu
<color> Toner
Waste Bottle
Photodev Cart
Fuser
Supplies Life
Replace Supplies

Color Menu
Print Mode
Color Correction
Toner Darkness
Color Saver
Color Balance
Color Samples
Manual Color

Paper Menu
Paper Source
Paper Size
Paper Type
Custom Types
Universal Setup
Substitute Size
Paper Weight
Paper Loading

Finishing Menu
Duplex
Duplex Bind
Copies
Blank Pages
Collation
Separator Sheets
Separator Source
Multipage Print
Multipage Order
Multipage View
Multipage Border

PCL Emul Menu
Font Source
Font Name
Point Size
Pitch
Symbol Set
Orientation
Lines per Page
A4 Width
Tray Renumber
Auto CR after LF
Auto LF after CR

Setup Menu
Printer Language
Power Saver
Resource Save
Download Target
Print Timeout
Wait Timeout
Auto Continue
Jam Recovery
Page Protect
Display Language
Alarm Control
Toner Alarm
Job Accounting

Job Menu
Cancel Job
Confidential Job
Held Jobs
Reset Printer
Print Buffer
Abort Restore

Utilities Menu
Print Menus
Print Net Setup
Print Net <x> Setup
Print Fonts
Print Directory
Factory Defaults
Remove Held Jobs
Format Flash
Defragment Flash
Format Disk
Job Acct Stat
Hex Trace
Coverage Est.

PostScript Menu
Print PS Error
Font Priority
Image Smoothing
PDF Menu

Parallel Menu
PCL SmartSwitch
PS SmartSwitch
NPA Mode
Parallel Buffer
Job Buffering
Advanced Status
Protocol
Honor Init
Parallel Mode 1
Parallel Mode 2
MAC Binary PS

Serial Menu
PCL SmartSwitch
PS SmartSwitch
NPA Mode
Serial Buffer
Job Buffering
RS-232/ RS-422
RS-422 Polarity
Serial Protocol
Robust XON
Baud
Data Bits
Parity
Honor DSR

Network Menu
PCL SmartSwitch
PS SmartSwitch
NPA Mode
Network Buffer
Job Buffering
MAC Binary PS
Std Net Setup
Network <x> Setup

Help Menu
Print All
Help Guide
Printing Guide
Supplies Guide
Print Quality
Color Quality
Media Guide
Connection Guide
Moving Guide
Print Defects
Jam Clearance

USB Menu
PCL SmartSwitch
PS SmartSwitch
NPA Mode
USB Buffer
Job Buffering
MAC Binary PS