Quick Reference

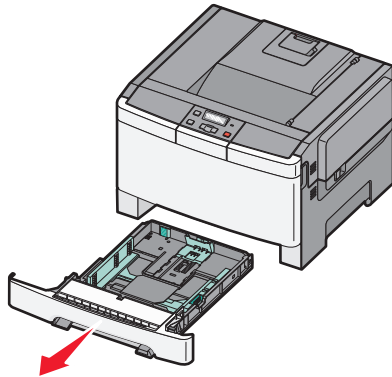## Loading paper and specialty media

Loading the standard 250‑sheet tray

The printer has one standard 250‑sheet tray (Tray 1) with an attached manual feeder. The 250‑sheet tray, the 650‑sheet duo drawer, and the optional 550‑sheet tray support the same paper sizes and types and are loaded in the same way.
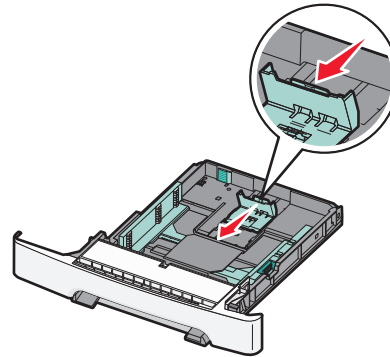
Note: The optional 550‑sheet tray is not available for all printer models.

1 Pull the tray out.

> **Note:** Do not remove trays while a job prints or while `Busy` appears on the display. Doing so may cause a jam.
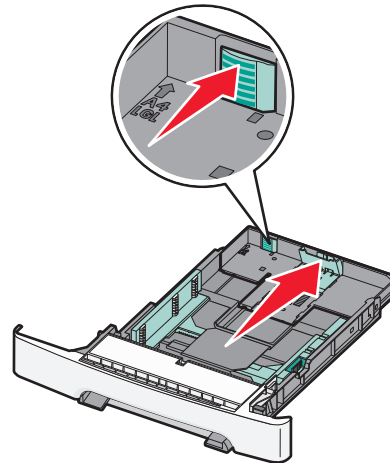

2 Squeeze the length guide tab inward as shown, and slide the guide to the correct position for the paper size being loaded.
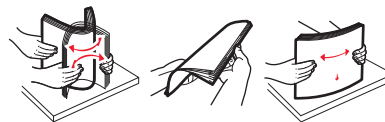

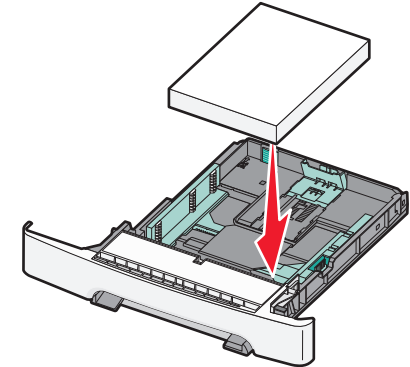> **Note:** Use the size indicators on the bottom of the tray to help position the guide.

3 If the paper is longer than A4 or letter size, push the green tab at the back of the tray to extend it.

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.
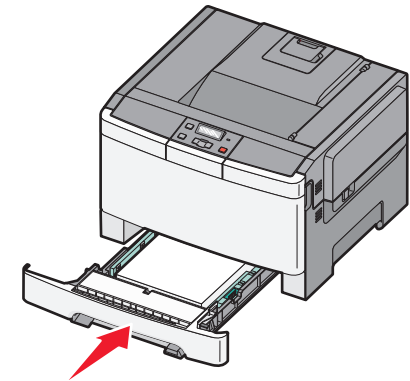

5 Load the paper stack with the recommended print side faceup.

6 Make sure the paper guides are secure against the edges of the paper.

> **Note:** Make sure that side guides are placed tightly against the edges of the paper so that the image is registered properly on the page.
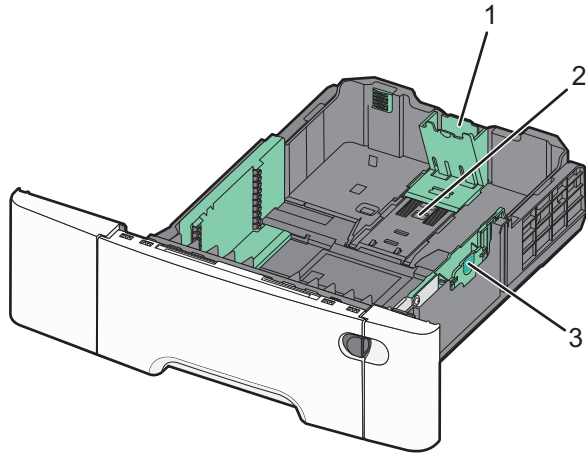
7 Insert the tray.

8 If a different type or size of paper was loaded than the type or size previously loaded in the tray, change the Paper Type or Paper Size setting for the tray from the printer control panel.

> **Note:** Mixing paper sizes or types in a tray may lead to jams.

Loading the 650‑sheet duo drawer

The 650‑sheet duo drawer (Tray 2) consists of a 550‑sheet tray and an integrated 100‑sheet multipurpose feeder. The drawer is loaded in the same way as the 250‑sheet tray and the optional 550‑sheet tray, and supports the same paper types and sizes. The only differences are the look of the guide tabs and the location of the paper size indicators, as shown in the following illustration:
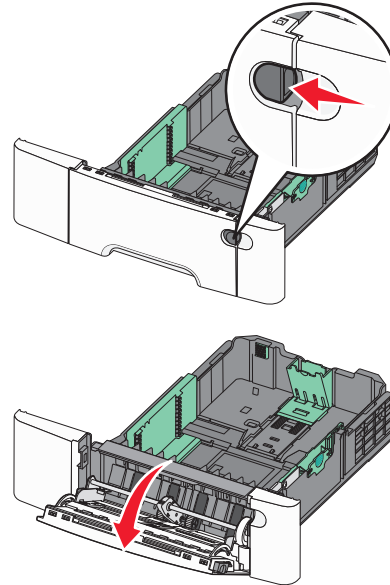
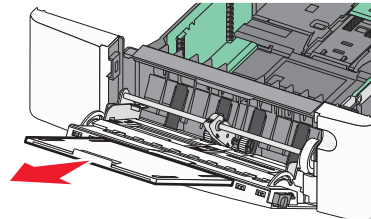**Note:** The optional 550‑sheet tray is not available for all printer models.

1	Length guide tabs
2	Size indicators
3	Width guide tabs

Using the multipurpose feeder

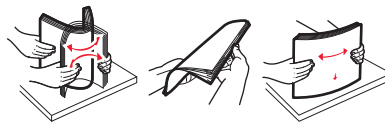1 Push the feeder release latch to the left to open the multipurpose feeder.

2 Grasp the extension, and pull it straight out until it is fully extended.

3 Prepare the paper for loading.

- Flex sheets of paper back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.
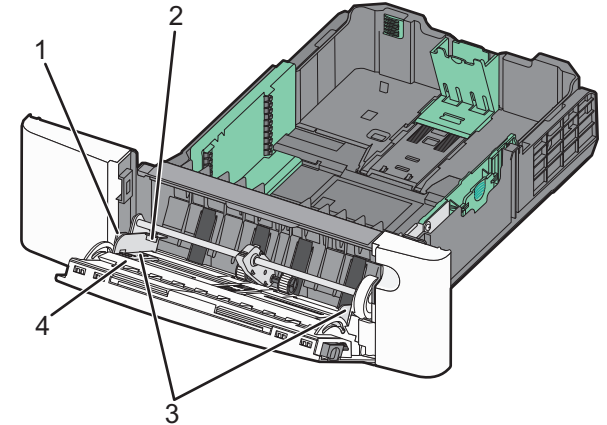

- Hold transparencies by the edges and fan them. Straighten the edges on a level surface.

Note: Avoid touching the print side of transparencies. Be careful not to scratch them.

- Flex a stack of envelopes back and forth to loosen them, and then fan them. Straighten the edges on a level surface.
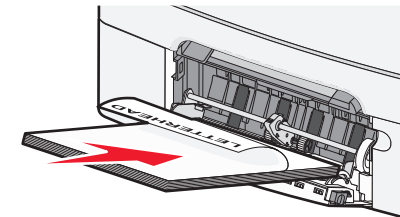
4 Locate the stack height limiter and tab.

Note: Do not exceed the maximum stack height by forcing paper under the stack height limiter.

1	Tab
2	Stack height limiter
3	Width guides
4	Size indicators

5 Load the paper, and then adjust the width guide to lightly touch the edge of the paper stack.

- Load paper, card stock, and transparencies with the recommended print side facedown and the top edge entering first.

- Load envelopes with the flap side up.

   Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.
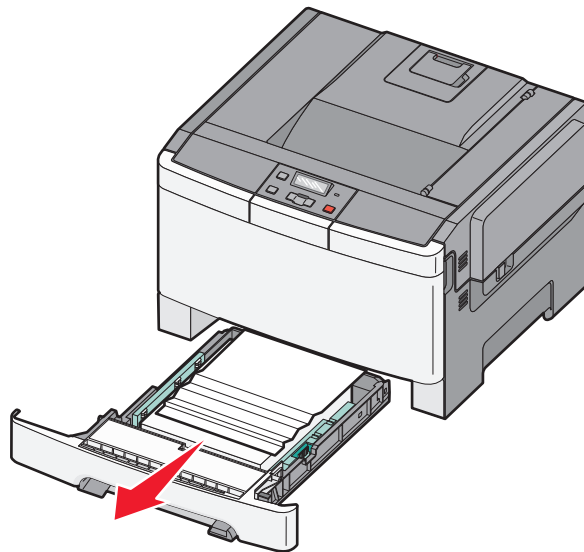
   Notes:

   - Do not load or close the multipurpose feeder while a job is printing.
   - Load only one size and type of paper at a time.

6 Make sure the paper is as far into the multipurpose feeder as it will go with very gentle pushing. Paper should lie flat in the multipurpose feeder. Make sure the paper fits loosely in the multipurpose feeder and is not bent or wrinkled.

Clearing jams

200–202 and 230 paper jams

1 If the jam is in the paper tray:

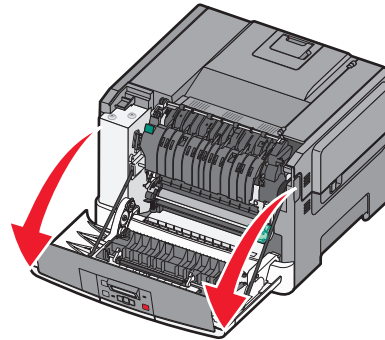   a Grasp the handle, and pull the standard 250-sheet tray (Tray 1) and manual feeder out.

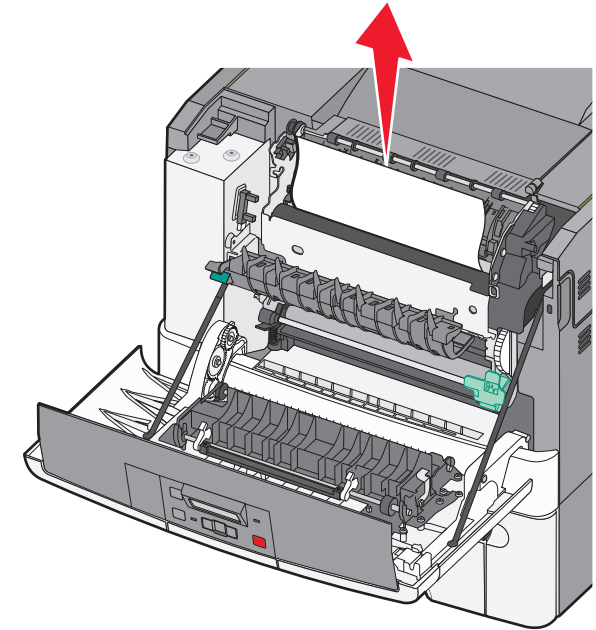   b Remove the jam.

   Note: Make sure all paper fragments are removed.

   c Insert the tray.

   d Press ✓.

2 If the jam is inside the printer:

   a Grasp the front door at the side handholds, and then pull it toward you to open it.

   ⚠ **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.
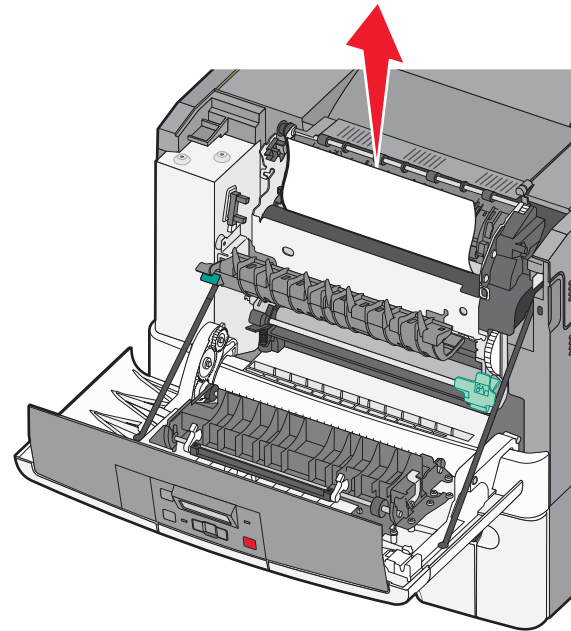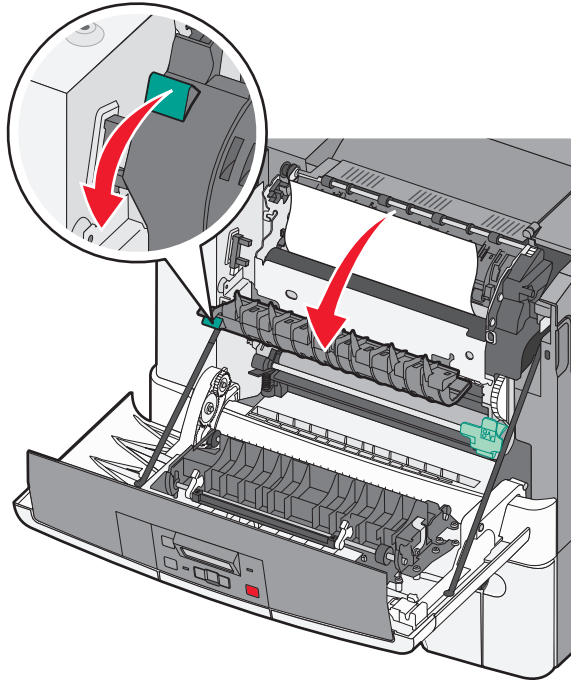

   b If the jam is visible, remove the jammed paper.

   Note: Make sure all paper fragments are removed.

   c If the jam is in the fuser area, grasp the green lever, and then pull the fuser cover toward you

   d Hold the fuser cover down, and then remove the jammed paper.

The fuser cover closes when released.

Note: Make sure all paper fragments are removed.
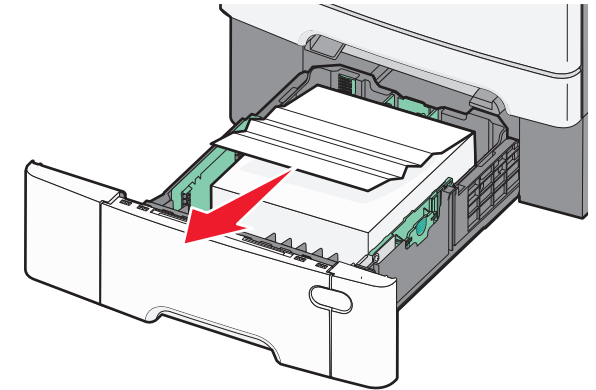
e Close the front door.

f Press ✅.

231 and 235 paper jams

1 Grasp the front door at the side handholds, and then pull it toward you to open it.

2 Remove the jam.

3 Load the tray with the correct paper size.

4 Insert the tray.

5 Close the front door.

6 Press ✅.

24x paper jam

1 Grasp the handle, and pull the optional 550-sheet tray out.

Note: The optional 550-sheet tray is not available on all printer models.
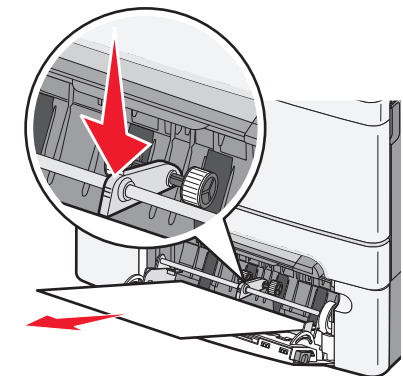
2 Remove the jammed paper.

Note: Make sure all paper fragments are removed.

3 Insert the tray.

4 Press ✅.

250 paper jam

1 Push the lever in the multipurpose feeder down to access the jammed paper.

2 Remove the jam.

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

3 Insert the tray.

4 Press ✅.