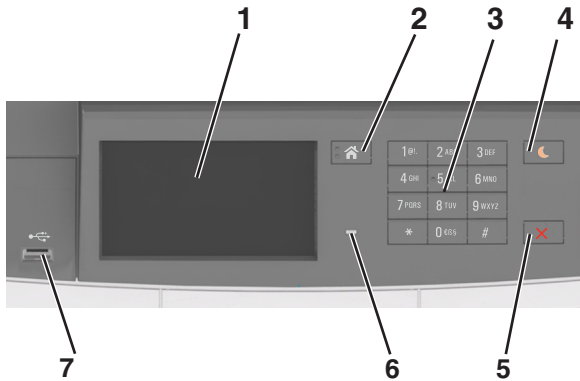


# Quick Reference

## Learning about the printer

### Using the printer control panel



	Use the	To
1	Display	<ul style="list-style-type: none"> <li>Show the status of the printer.</li> <li>Set up and operate the printer.</li> </ul>
2	Home button	Go to the home screen.
3	Keypad	Enter numbers, letters, or symbols on the printer.
4	Sleep button	Enable Sleep mode or Hibernate mode. <b>Notes:</b> <ul style="list-style-type: none"> <li>Pressing any hard button, touching the printer control panel, attaching a device to a USB port, sending a print job, or performing a power-on reset with the main power switch wakes the printer from Sleep mode.</li> <li>Pressing the Sleep button or the power switch causes the printer to wake from Hibernate Mode.</li> </ul>
5	Stop or Cancel button	Stop all printer activity.

	Use the	To
6	Indicator light	Check the status of the printer.
7	USB port	Connect a USB a flash drive to the printer. <b>Note:</b> Only the front USB port supports flash drives.

### Understanding the colors of the Sleep button and indicator lights

The colors of the Sleep button and indicator lights on the printer control panel signify a certain printer status or condition.

Indicator light	Printer status
Off	The printer is off or in Hibernate mode.
Blinking green	The printer is warming up, processing data, or printing.
Solid green	The printer is on, but idle.
Blinking red	The printer requires user intervention.

Sleep button light	Printer status
Off	The printer is off, idle or in Ready state.
Solid amber	The printer is in Sleep mode.
Blinking amber	The printer is entering or waking from Hibernate mode.
Blinking amber for 0.1 second, then goes completely off for 1.9 seconds in a slow, pulsing pattern	The printer is in Hibernate mode.

### Understanding the home screen

When the printer is turned on, the display shows a basic screen, referred to as the home screen. Use the home screen buttons and icons to initiate an action.

**Note:** Your home screen may vary depending on your home screen customization settings, administrative setup, and active embedded solutions.





Touch	To
1	Change Language Change the primary language of the printer.
2	Bookmarks Create, organize, and save a set of bookmarks (URLs) into a tree view of folders and file links. <b>Note:</b> The tree view does not include bookmarks created within Forms and Favorites, and the ones in the tree are not usable in Forms and Favorites.
3	Held Jobs Display all current held jobs.
4	USB View, select, or print photos and documents from a flash drive. <b>Note:</b> This icon appears only when you return to the home screen while a memory card or flash drive is connected to the printer.
5	Menus Access printer menus. <b>Note:</b> These menus are available only when the printer is in ready state.
6	Status message bar <ul style="list-style-type: none"> <li>Show the current printer status such as <b>Ready</b> or <b>Busy</b>.</li> <li>Show the status of printer supplies.</li> <li>Show intervention messages and the instructions on how to clear them.</li> </ul>

Touch	To
7	Status/Supplies <ul style="list-style-type: none"> <li>Show a printer warning or error message whenever the printer requires intervention to continue processing.</li> <li>View more information on the printer warning or message, and on how to clear it.</li> </ul>
8	Tips <p>View a context-sensitive help information.</p>

This may also appear on the home screen:

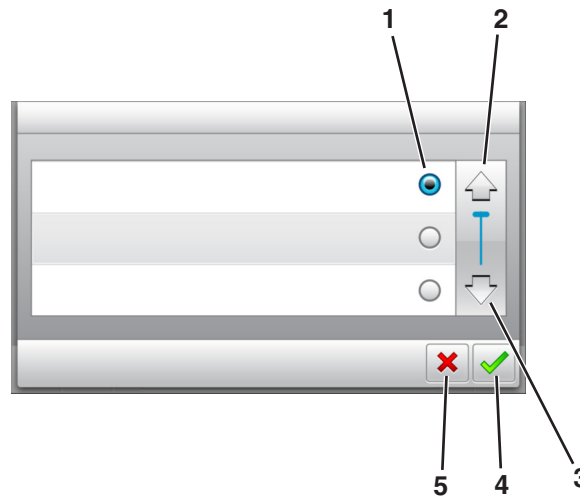
Touch	To
Search Held Jobs	Search current held jobs.
Jobs by user	Access print jobs saved by user.
Profiles and Solutions	Access profiles and solutions.

## Features




Feature	Description
Attendance message alert 	If an attendance message affects a function, then this icon appears and the red indicator light blinks.
Warning 	If an error condition occurs, then this icon appears.
Printer IP address Example: 123 . 123 . 123 . 123	The IP address of your printer is located at the top left corner of the home screen and appears as four sets of numbers separated by periods. You can use the IP address when accessing the Embedded Web Server to view and remotely configure printer settings even when you are not physically near the printer.


## Using the touch-screen buttons

**Note:** Your home screen may vary, depending on your home screen customization settings, administrative setup, and active embedded solutions.



	Touch the	To
1	Radio button	Select or clear an item.
2	Up arrow	Scroll up.
3	Down arrow	Scroll down.
4	Accept button	Save a setting.
5	Cancel button	<ul style="list-style-type: none"> <li>Cancel an action or a selection.</li> <li>Return to the previous screen.</li> </ul>



Touch	To
	Return to the home screen.
	Open a context-sensitive Help dialog on the printer control panel.
	Scroll to the left.

Touch	To
	Scroll to the right.

## Loading paper and specialty media

### Setting the paper size and type

From the home screen navigate to:

 > **Paper Menu** > **Paper Size/Type** > select a tray > select the paper size or type > 

### Configuring Universal paper settings

The Universal paper size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus.


#### Notes:

- The smallest supported Universal size is 76 x 127 mm (3 x 5 inches) and is loaded only in the multipurpose feeder and manual feeder.
- The largest supported Universal size is 215.9 x 359.9 mm (8.5 x 14.17 inches) and is loaded only in the multipurpose feeder and manual feeder.

1 From the home screen, navigate to:

 > **Paper Menu** > **Universal Setup** > **Units of Measure** > select a unit of measure

2 Touch **Portrait Width** or **Portrait Height**.

3 Select the width or height, and then touch .

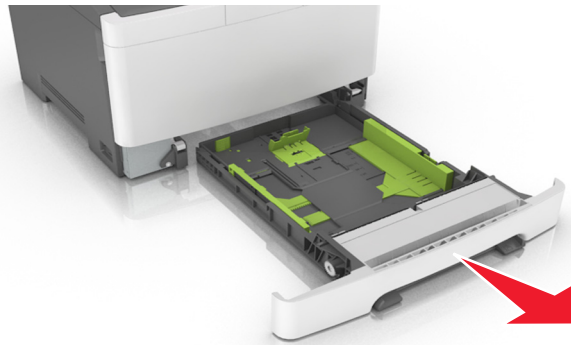
## Loading the 250- and 550-sheet tray

The printer has one 250-sheet tray (Tray 1) with an integrated manual feeder. The 250-sheet tray, the 650-sheet duo tray, and the 550-sheet tray support the same paper sizes and types and are loaded in the same way.

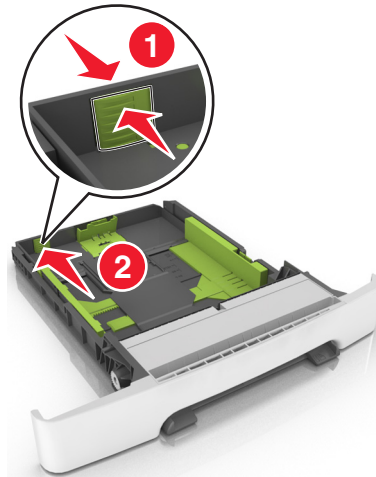
**CAUTION—POTENTIAL INJURY:** To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

- 1 Pull out the tray completely.

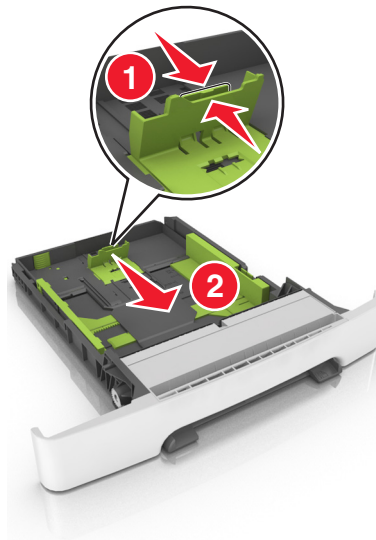
**Note:** Do not remove trays while a job is printing or while **Busy** appears on the display. Doing so may cause a jam.



- 2 If the paper is longer than letter-size paper, then squeeze and then slide the length guide at the back of the tray to extend it.

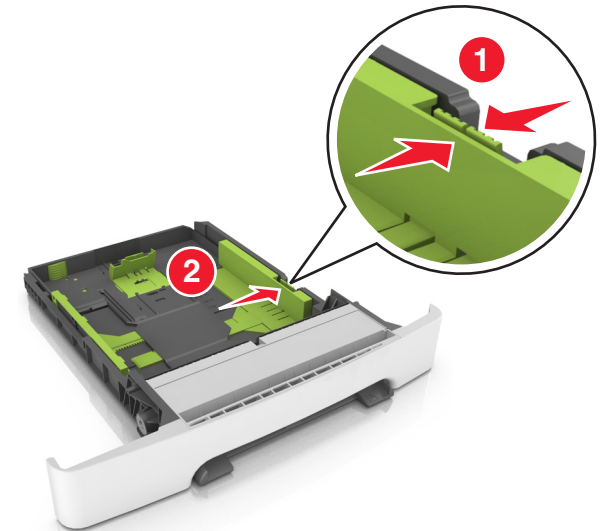


- 3 Squeeze, and then slide the length guide tab to the correct position for the size of the paper being loaded.



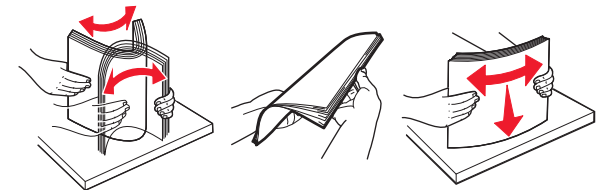
**Note:** Use the paper size indicators on the bottom of the tray to help position the guide.

- 4 Squeeze, and then slide the width guide tab to the correct position for the size of the paper being loaded.

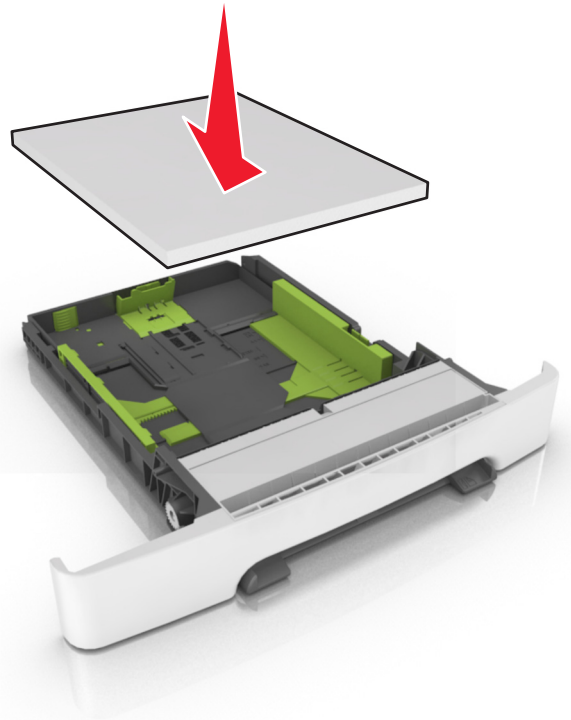


**Note:** Use the paper size indicators on the bottom of the tray to help position the guides.

- 5 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.

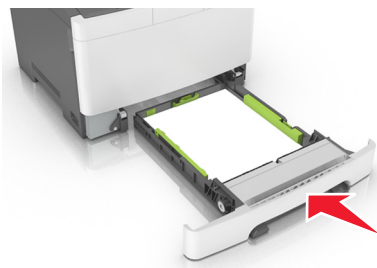


6 Load the paper stack with the recommended printable side faceup.



7 Place the paper guides securely against the edges of the paper.

8 Insert the tray.



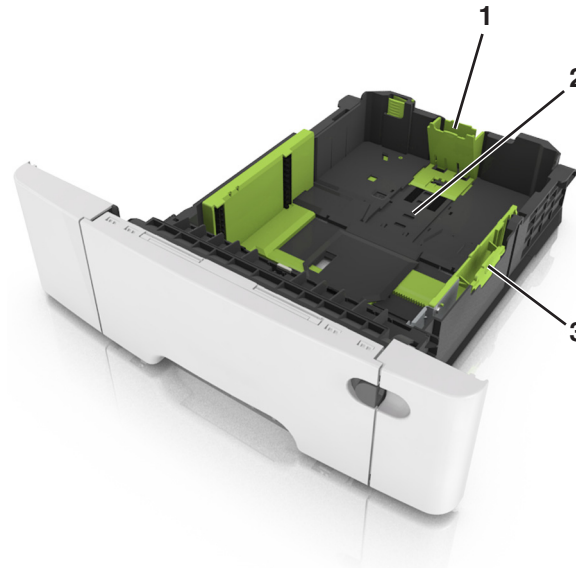
9 From the printer control panel, set the paper size and paper type in the Paper menu to match the paper loaded in the tray.

**Note:** Mixing paper sizes or paper types in a tray may cause jams.

### Loading the 650-sheet duo tray

The 650-sheet duo tray (Tray 2) consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder. The tray 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.

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



1	Length guide tab
2	Paper size indicator
3	Width guide tab

### Loading the multipurpose feeder

1 Push the multipurpose feeder latch to the left.



2 Open the multipurpose feeder.



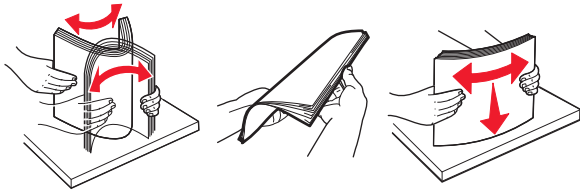
3 Pull the multipurpose feeder extender.

**Note:** Guide the extender gently so that the multipurpose feeder is fully extended and open.



**4 Prepare the paper for loading.**

- Flex the 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 then fan them. Straighten the edges on a level surface.

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



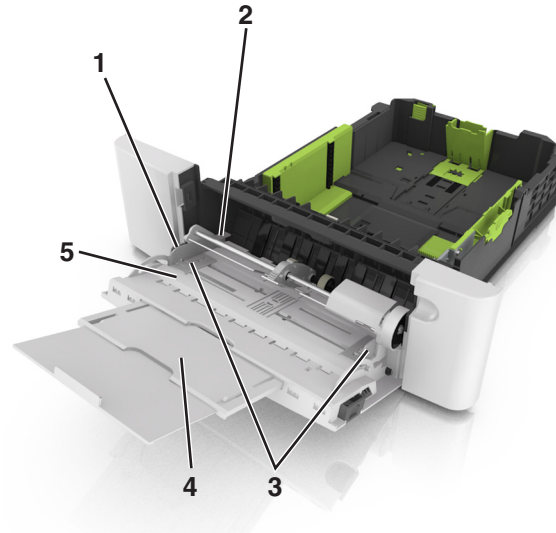
- Flex a stack of envelopes back and forth to loosen them, and then fan them. Straighten the edges on a level surface.

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



**5 Locate the maximum paper fill indicator and tab.**

**Note:** Make sure the paper or specialty media is below the maximum paper fill indicator located on the paper guides.



1	Width guide tab
2	Maximum paper fill indicator
3	Width guide
4	Feeder extender
5	Paper size indicator

**6 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 printable side facedown and the top edge entering the printer first.



- Load envelopes with the flap side up and against the right side of the paper guide.



**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.
- Paper should lie flat in the multipurpose feeder. Make sure the paper fits loosely in the multipurpose feeder and is not bent or wrinkled.

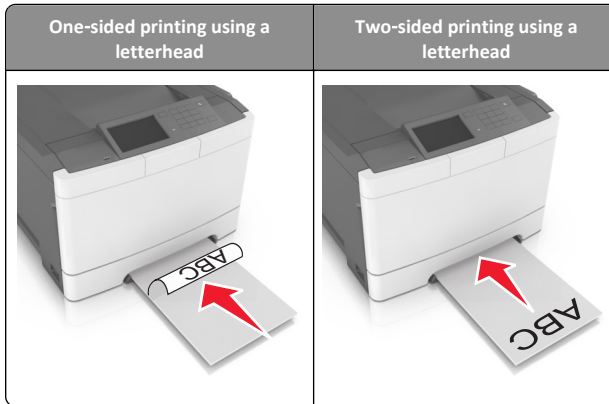
**7 From the printer control panel, set the paper size and type in the Paper menu to match the paper loaded in the tray.**

**Loading the manual feeder**

The standard 250-sheet tray has an integrated manual feeder that can be used to print on different types of paper one sheet at a time.

- 1 Load a sheet of paper into the manual feeder:
  - Printable side facedown for one-sided printing
  - Printable side faceup for two-sided (duplex) printing

**Note:** There are different ways for loading letterhead depending on the mode of printing.



- Load envelope with the flap side up and against the right side of the paper guide.

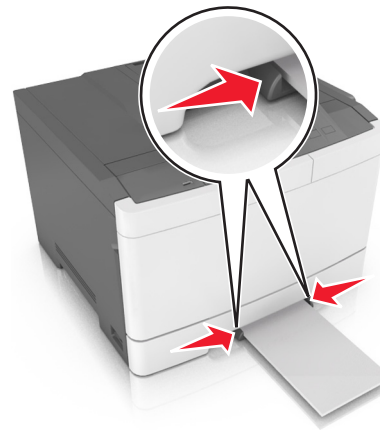


- 2 Feed paper into the manual feeder only to the point where its leading edge can contact the paper guides.

**Note:** To achieve the best possible print quality, use only high-quality media designed for laser printers.

- 3 Adjust the paper guides to the width of the paper loaded.

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



## Linking and unlinking trays

### Linking and unlinking trays

**Note:** This feature applies only in network printers.

- 1 Open a Web browser, and then type the printer IP address in the address field.

**Notes:**

- View the printer IP address in the TCP/IP section in the Network/Ports menu. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

- 2 Click **Settings > Paper Menu**.
- 3 Change the tray settings to specify the paper size and type for the tray.
  - To link trays, make sure the paper size and type for the tray match with that of the other tray.
  - To unlink trays, make sure the paper size or type for the tray *does not* match with that of the other tray.
- 4 Click **Submit**.

**Warning—Potential Damage:** Paper loaded in the tray should match the paper type name assigned in the printer. The temperature of the fuser varies according to the specified paper type. Printing issues may occur if settings are not properly configured.

## Creating a custom name for a paper type

### Using the Embedded Web Server

- 1 Open a Web browser, and then type the printer IP address in the address field.

**Notes:**

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.


- 2 Click **Settings > Paper Menu > Custom Names**.
- 3 Select a custom name, and then type a custom paper type name.
- 4 Click **Submit**.
- 5 Click **Custom Types**, and then verify if the new custom paper type name has replaced the custom name.

### Using the printer control panel

- 1 From the home screen, navigate to:



> **Paper Menu > Custom Names**

- 2 Select a custom name, and then type a custom paper type name.
- 3 Touch .
- 4 Touch **Custom Types**, and then verify that the new custom paper type name has replaced the custom name.

## Assigning a custom paper type

### Using the Embedded Web Server

Assign a custom paper type name to a tray when linking or unlinking trays.

- 1 Open a Web browser, and then type the printer IP address in the address field.

**Notes:**

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

- 2 Click **Settings > Paper Menu > Custom Types**.

- 3 Select a custom paper type name, and then select a paper type

**Note:** Paper is the factory default paper type for all user-defined custom names.

- 4 Click **Submit**.

#### Using the printer control panel

- 1 From the home screen, navigate to:

 > **Paper Menu** > **Custom Types**

- 2 Select a custom paper type name, and then select a paper type

**Note:** Paper is the factory default paper type for all user-defined custom names.

- 3 Touch .

## Printing

### Printing a document

- 1 From the printer control panel, set the paper type and size to match the paper loaded.
- 2 Send the print job:

#### For Windows users

- a With a document open, click **File** > **Print**.
- b Click **Properties**, **Preferences**, **Options**, or **Setup**.
- c Adjust the settings, if necessary.
- d Click **OK** > **Print**.

#### For Macintosh users


- a Customize the settings in the Page Setup dialog:
  - 1 With a document open, choose **File** > **Page Setup**.
  - 2 Choose a paper size or create a custom size to match the paper loaded.
  - 3 Click **OK**.
- b Customize the settings in the Print dialog:
  - 1 With a document open, choose **File** > **Print**. If necessary, click the disclosure triangle to see more options.
  - 2 From the print options pop-up menus, adjust the settings, if necessary.

**Note:** To print on a specific paper type, adjust the paper type setting to match the paper loaded, or select the appropriate tray or feeder.

- 3 Click **Print**.

### Printing in black and white

From the home screen, navigate to:

 > **Settings** > **Print Settings** > **Quality Menu** > **Print Mode** > **Black Only** > 

### Adjusting toner darkness

#### Using the Embedded Web Server

- 1 Open a Web browser, and then type the printer IP address in the address field.

##### Notes:


- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

- 2 Click **Settings** > **Print Settings** > **Quality Menu** > **Toner Darkness**.
- 3 Adjust the setting, and then click **Submit**.

#### Using the printer control panel

- 1 From the home screen, navigate to:

 > **Settings** > **Print Settings** > **Quality Menu** > **Toner Darkness**

- 2 Adjust the setting, and then touch .

### Using Max Speed and Max Yield

Max Speed and Max Yield let you choose between a faster print speed or a higher toner yield. Max Yield is the factory default setting.

- **Max Speed**—This lets you print in either black or color depending on what is set in the printer driver. The printer prints in color unless Black Only is selected in the printer driver.

- **Max Yield**—This lets you switch from black to color based on the color content found on each page. Frequent color mode switching can result to slower printing if the content of pages is mixed.

#### Using the Embedded Web Server

- 1 Open a Web browser, and then type the printer IP address in the address field.

##### Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

- 2 Click **Settings** > **Print Settings** > **Setup Menu**.
- 3 From the Printer Usage list, select **Max Speed** or **Max Yield**.
- 4 Click **Submit**.

#### Using the printer control panel


- 1 From the home screen, navigate to:


 > **Settings** > **Print Settings** > **Setup Menu**

- 2 From the Printer Usage list, select **Max Speed** or **Max Yield**.
- 3 Touch **Submit**.

### Canceling a print job

#### Canceling a print job from the printer control panel

- 1 From the printer control panel, touch **Cancel Job** or press  on the keypad.
- 2 Touch the print job you want to cancel, and then touch **Delete Selected Jobs**.

**Note:** If you press  on the keypad, then touch **Resume** to return to the home screen.

#### Canceling a print job from the computer

##### For Windows users

- 1 Open the printers folder, and then select your printer.

- 2 From the print queue, select the print job you want to cancel, and then delete it.

#### For Macintosh users

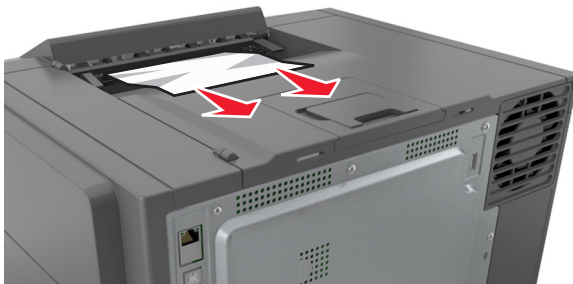
- 1 From System Preferences in the Apple menu, navigate to your printer.
- 2 From the print queue, select the print job you want to cancel, and then delete it.


## Clearing jams


### [x]-page jam, clear standard bin.

- 1 Firmly grasp the jammed paper on each side, and then gently pull it out.

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




- 2 From the printer control panel, touch  to clear the message and continue printing. For non-touch-screen printer models, select

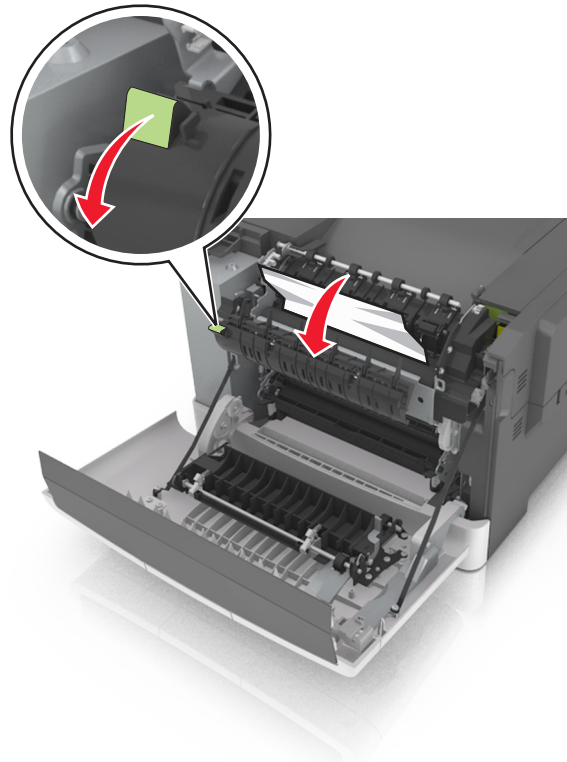
Next > Clear the jam, press OK, and then press  to confirm.

### [x]-page jam, open front door to clear fuser.

- 1 Open the front door.

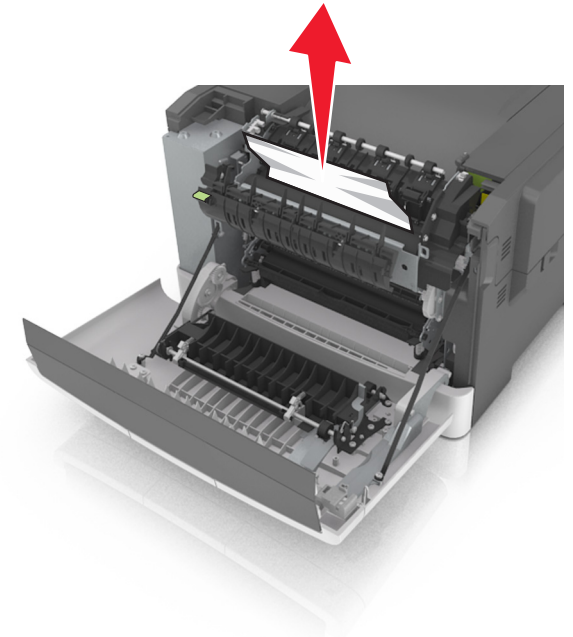
 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

- 2 Pull the green lever to open the fuser cover.




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


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



- 4 Close the front door.




- 5 From the printer control panel, touch  to clear the message and continue printing. For non-touch-screen printer models, select

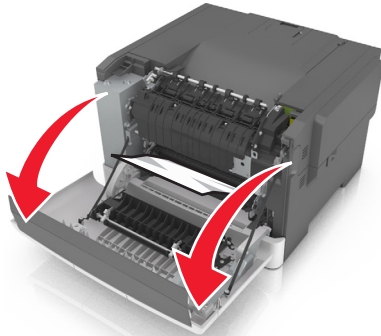
Next > Clear the jam, press OK, and then press  to confirm.



## [x]-page jam, open front door.

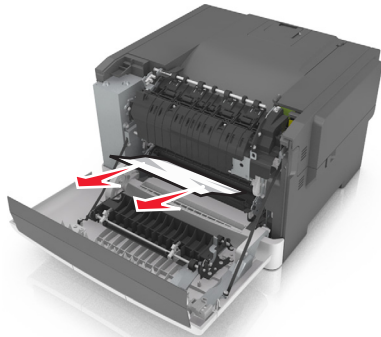
- 1 Open the front door.

 **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.

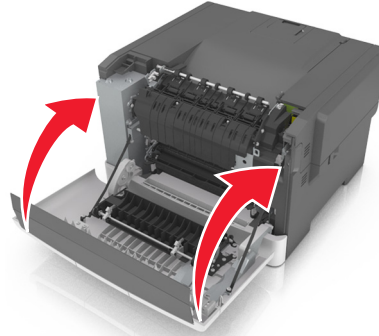




- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.

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




- 3 Close the front door.

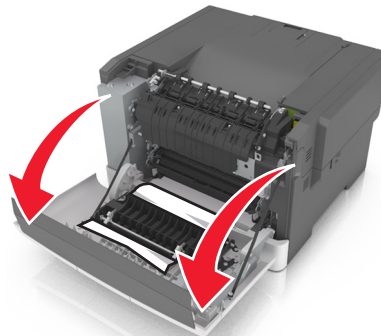


- 4 From the printer control panel, touch  to clear the message and continue printing. For non-touch-screen printer models, select **Next > Clear the jam, press OK**, and then press  to confirm.

## [x]-page jam, open front door to clear duplex.

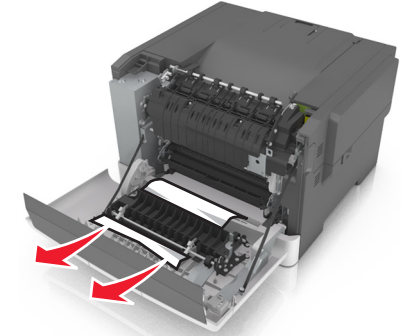
- 1 Open the front door.

 **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.

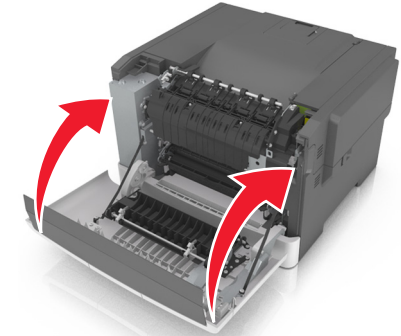




- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.

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



- 3 Close the front door.

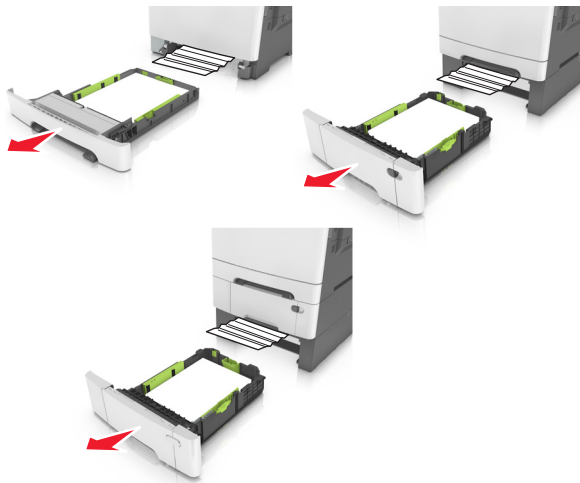


- 4 From the printer control panel, touch  to clear the message and continue printing. For non-touch-screen printer models, select **Next > Clear the jam, press OK**, and then press  to confirm.

## [x]-page jam, open tray [x].

- 1 Pull the tray completely out of the printer.

**Note:** The message on the printer display determines in which tray the paper jam is located.





2 Firmly grasp the jammed paper on each side, and then gently pull it out.

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

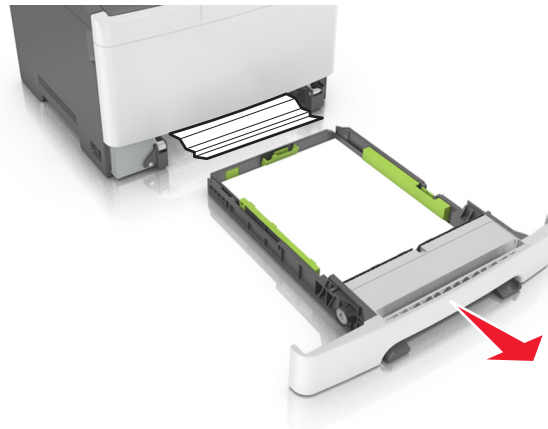


3 Insert the tray.

4 From the printer control panel, touch  to clear the message and continue printing. For non-touch-screen printer models, select **Next > Clear the jam, press OK**, and then press  to confirm.

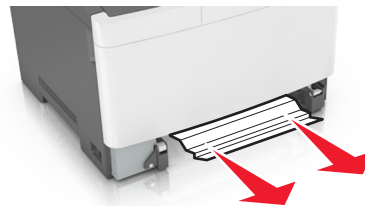
## [x]-page jam, clear manual feeder.

1 Pull out the standard 250-sheet tray (Tray 1) and manual feeder.





2 Grasp the jammed paper on each side, and then gently pull it out.

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



3 Insert the tray.

4 From the printer control panel, touch  to clear the message and continue printing. For non-touch-screen printer models, select **Next > Clear the jam, press OK**, and then press  to confirm.

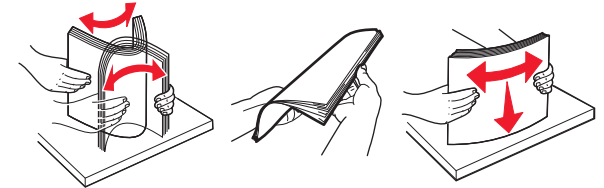
## [x]-page jam, clear multipurpose feeder

1 Push the paper release lever in the multipurpose feeder to access the jammed paper, and then gently pull it out.

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



2 Flex the 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.




3 Reload paper into the multipurpose feeder.



4 Slide the paper guide until it rests lightly against the edge of the paper stack.



5 From the printer control panel, touch  to clear the message and continue printing. For non-touch-screen printer models, select **Next** > **OK** > **Clear the jam, press OK** > **OK**.