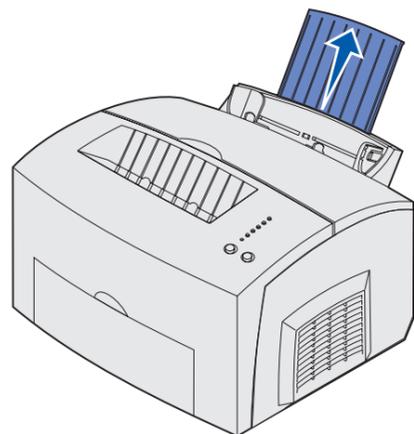


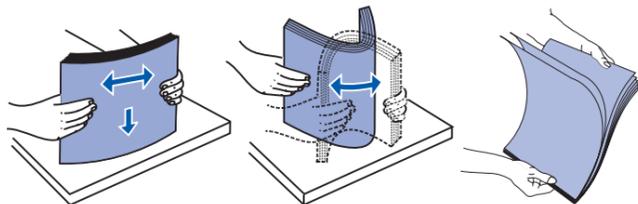
Quick Reference

Loading tray 1

- 1 Extend the rear paper support until you hear a *click*.



- 2 Straighten the edges on a level surface. Flex the sheets back and forth to loosen them, fan the sheets on all four sides, and flex them again.



Note: Not flexing and fanning the media may cause feed problems and jams.

- 3 Load:
 - letterhead paper with the top of the page pointing down, facing you.
 - envelopes in the center of the tray.

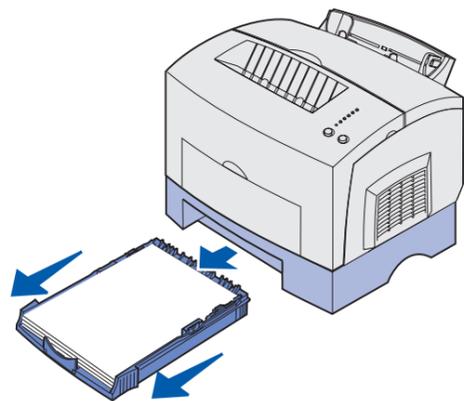
Load them vertically, flap side down, with the stamp area in the top left corner.



- 4 Extend the front paper support on the top output bin.
- 5 Slide the paper guides flush against the edges of the media.
- 6 Open the front output door if you are printing on special media.
- 7 Choose the paper size and type from your software application.
- 8 Start your print job.

Loading the optional 250-sheet tray

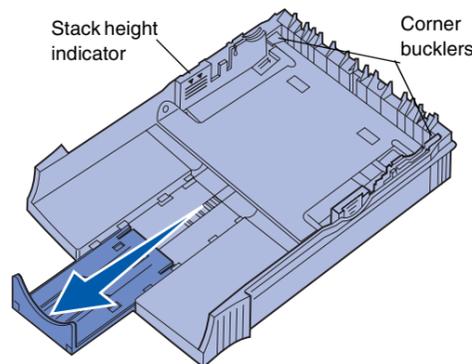
Grasp the tabs on either side of the paper tray and pull it completely out of the printer.



- 1 If loading:
 - letterhead paper, insert letterhead face down with the top of the page entering the printer first.
 - A4 or legal size paper, extend the paper support.
- 2 Make sure the metal plate is pressed down before inserting the paper tray into the printer.

Note: After the paper tray is inserted, the metal plate springs back up so the paper can feed into the printer.

- 3 Do not exceed the stack height indicator; overfilling the tray may cause jams.
- 4 Slide the paper guides against the edges of the paper.
- 5 Make sure the paper is under both corner bucklers and is flat in the tray.



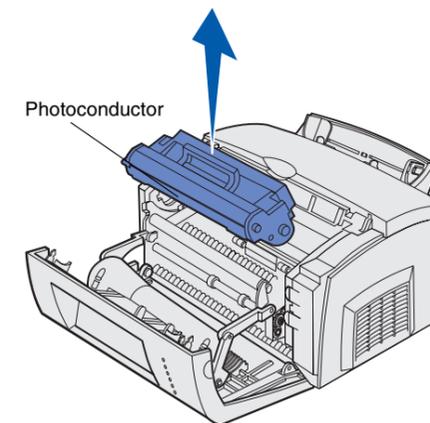
- 6 Reinstall the tray, making sure the tray is pushed all the way in.
- 7 Select the paper size and type from your software application.
- 8 Start your print job.

Clearing jams

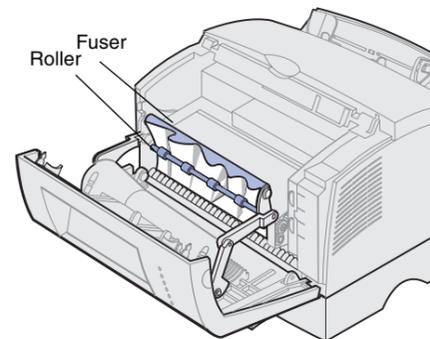
The Paper Jam light prompts you to clear the paper path.

- 1 Open the printer cover.
- 2 Remove the print cartridge (it may be warm) and cover it.

Warning! Exposing the photoconductor to light may damage the print cartridge.



- 3 Gently pull out the media.



CAUTION! The fuser may be hot!

- 4 If the media is jammed tightly behind the roller, or if you cannot get a grip on it, close the cover, open the front output door, and pull out the paper.
- 5 Make sure there is no more media in the printer.
- 6 Reinstall the print cartridge.
- 7 Close the printer cover to resume printing.
- 8 Press **Continue** to clear the message.

If the jam occurs as it exits the optional 250-sheet tray into the printer:

- 1 Open the printer cover.
- 2 Remove the print cartridge (the print cartridge may be warm).
- 3 Gently pull the paper toward you.
- 4 Reinstall the print cartridge.
- 5 Close the printer cover to resume printing.
- 6 Press **Continue** to clear the message.

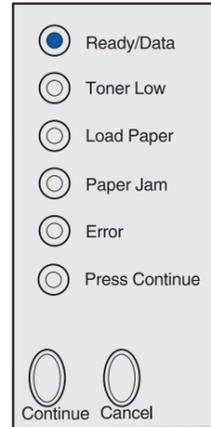
If you cannot reach the paper easily:

- 1 Turn off the printer. (You will lose the rest of the print job.)
- 2 Lift the printer off the drawer.
- 3 Remove the paper.
- 4 Reinstall the drawer.
- 5 Turn on the printer.
- 6 Resend your print job.

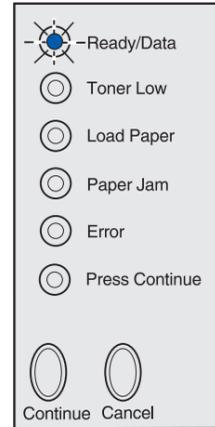
If the jam occurs just after the paper feeds from the optional 250-sheet tray:

- 1 Pull the tray all the way out.
- 2 Gently pull the paper toward you.
- 3 Reinstall the tray to resume printing.
- 4 Press **Continue** to clear the message.

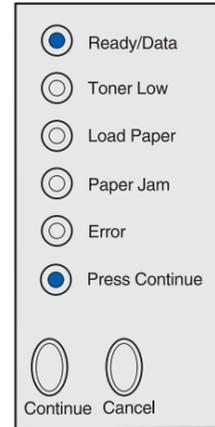
Common operator panel light sequences



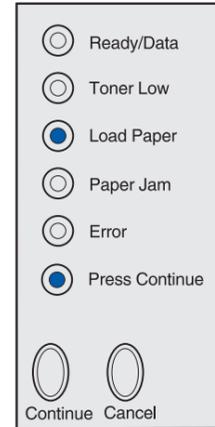
When the Ready/Data light is on solid, the printer is ready to receive and process data.



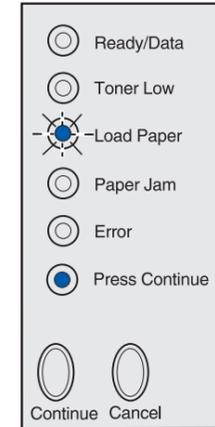
When the Ready/Data light is blinking, the printer is busy receiving or processing data.



When the Ready/Data light and Press Continue lights are on solid, the printer is waiting for additional data.

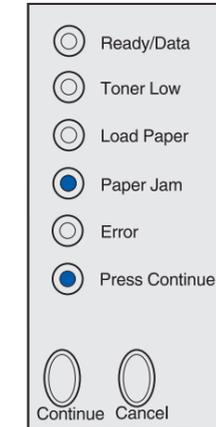


When the Load Paper light and the Press Continue lights are on solid, the printer is out of media, or the media did not feed properly.

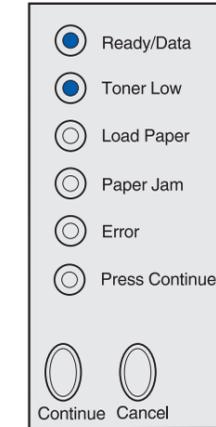


When the Load Paper light is blinking and the Press Continue light is on solid, the printer prompts you to load a single sheet of media in the manual feed.

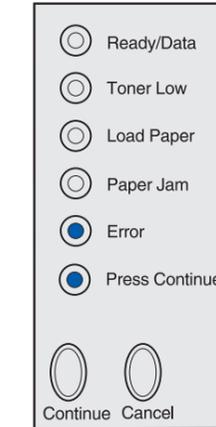
Press **Continue** to print the page.



When the Paper Jam light and the Press Continue lights are on solid, the printer detects a jam.



When the Ready/Data light and Toner Low light are on solid, the printer alerts you that the toner is getting low. To use the remaining toner, remove the print cartridge, gently shake it back and forth, and reinsert it. When the print fades or is unsatisfactory, replace the print cartridge.



When the Error light and Press Continue lights are on solid, a secondary error has occurred.

Press **Continue** twice quickly to display the secondary error code.

Refer to the *Publications* CD to resolve the problem.

Refer to the *Publications* CD for more information about operator panel light sequences.

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