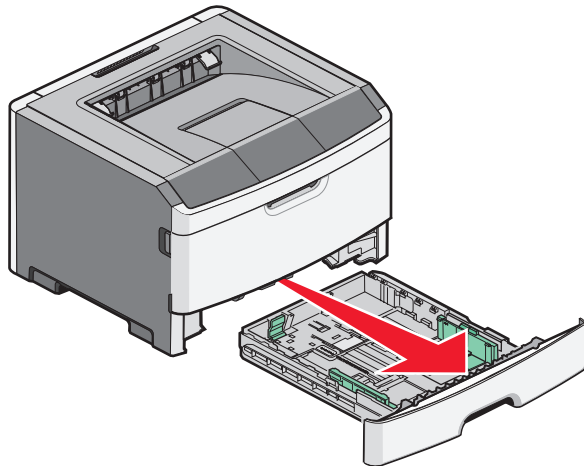


Quick Reference

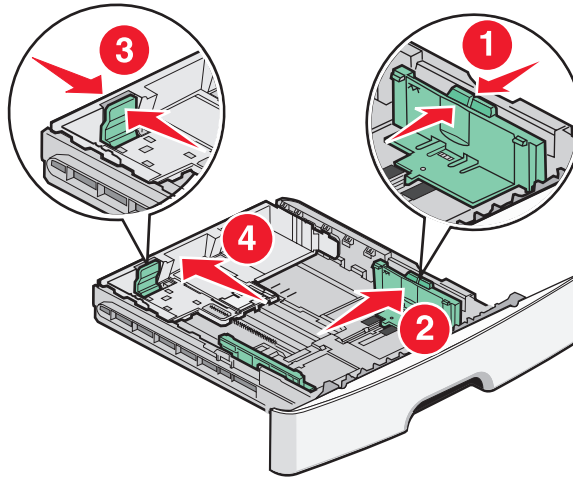
Loading paper

- 1 Pull the tray completely out.

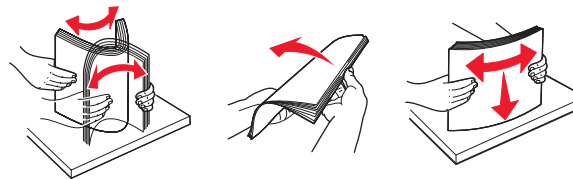


- 2 Squeeze the width guide tabs on the right guide as shown, and slide the width guides to the sides of the tray.

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

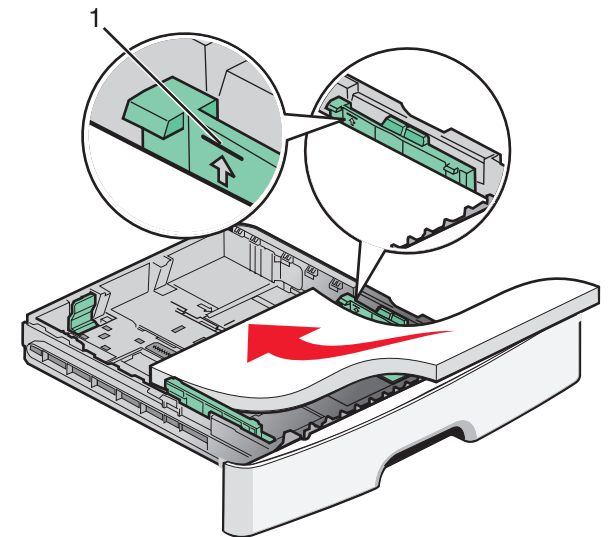


- 4 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.



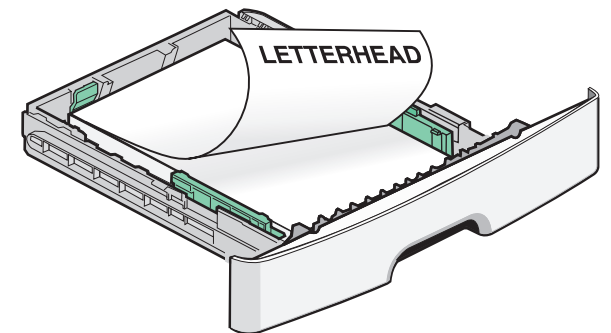
- 5 Load the paper stack toward the back of the tray as shown with the recommended print side facedown.

Note: Notice the maximum fill line on the side of the width guide which indicates the maximum height for loading paper. Do not try to overload the tray.



1 Maximum fill line

When loading letterhead, place the top edge of the sheet toward the front of the tray. Load the letterhead with the design placed facedown.



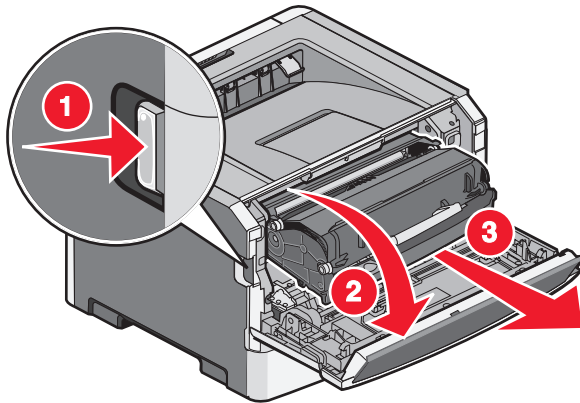
- 6 Squeeze the width guide tabs on the right guide, and slide the width guides to lightly touch the side of the stack.
- 7 Insert the tray.

Clearing paper jams

If a jammed sheet is visible, then pull it out gently. If the jam is not visible, then complete the following steps:

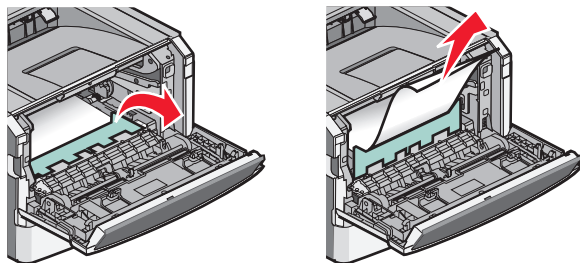
Clearing jams behind the photoconductor kit and toner cartridge unit

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



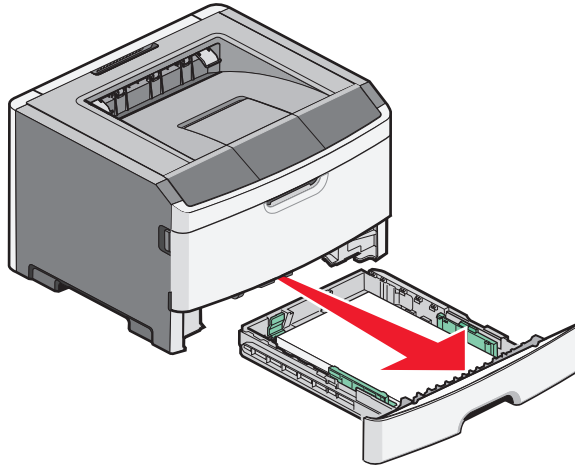
CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

- 2 Lift the flap at the front of the printer, and then remove any jammed sheets of paper.

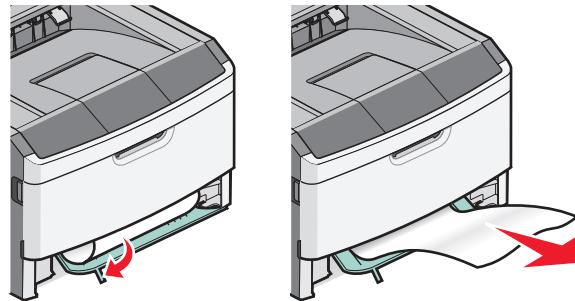


Clearing jams under Tray 1

- 1 Remove the tray from the printer.

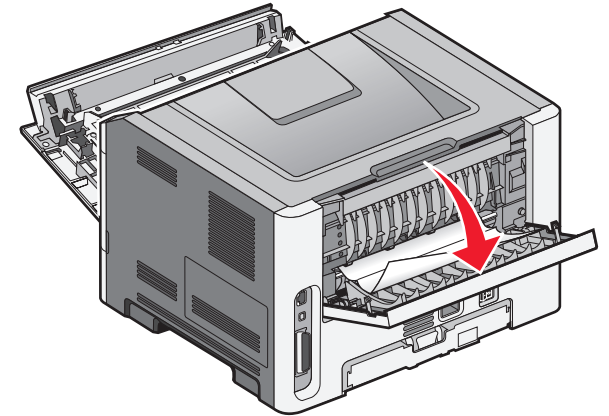


- 2 Locate the lever shown. Pull the lever down to release the jam.
- 3 Pull the jammed sheets from the duplex area.

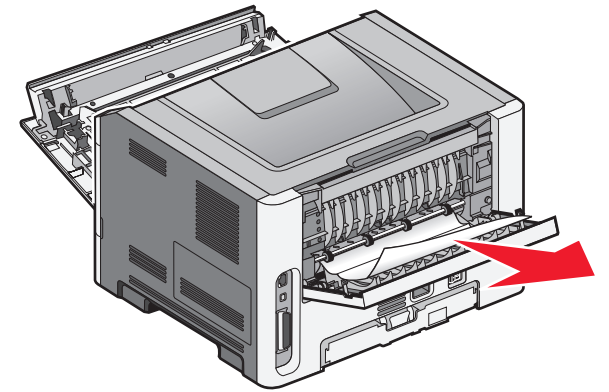


Clearing jams behind the rear door


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



- 2 Remove the jam.



After clearing the paper jam

- 1 Align and insert the unit.
- 2 Insert the tray.
- 3 Close the doors.
- 4 Press .