Quick Reference

Learning about the printer

Using the printer control panel

	Use the	To
1	Display	• View the printer status. • Set up and operate the printer.
2	Select button	Submit changes made in the printer settings.
3	Arrow buttons	Scroll up and down or left and right.
4	Keypad	Enter numbers, letters, or symbols.
5	Sleep button	Enable Sleep mode or Hibernate mode. Do the following to wake the printer from Sleep mode: • Press any hard button. • Pull out Tray 1 or load paper in the multipurpose feeder. • Open a door or cover. • Send a print job from the computer. • Perform a power-on reset with the main power switch. • Attach a device to the USB port on the printer.

	Use the	To
6	Stop or Cancel button	Stop all printer activity.
7	Back button	Return to the previous screen.
8	Home button	Go to the home screen.
9	Indicator light	Check the status of the printer.
10	USB port	Connect a flash drive to the printer. **Note:** 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 control panel signify a 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.

Loading paper and specialty media

Setting the paper size and type

1 From the printer control panel, navigate to:

🏠 > **Settings** > OK > **Paper Menu** > OK > **Paper Size/Type** > OK

2 Press the up or down arrow button to select the tray or feeder, and then press OK .

3 Press the up or down arrow button to select the paper size, and then press OK .

4 Press the up or down arrow button to select the paper type, and then press OK to change the settings.

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 70 x 127 mm (2.76 x 5 inches) for one-sided printing and 105 x 148 mm (4.13 x 5.83 inches) for two-sided (duplex) printing.
• The largest supported Universal size is 216 x 356 mm (8.5 x 14 inches) for one-sided and two-sided printing.
• When printing on paper less than 210 mm (8.3 inches) wide, the printer prints at a reduced speed to prevent damage to the fuser.

From the printer control panel, navigate to:

🏠 > **Settings** > OK > **Paper Menu** > OK > **Universal Setup** > OK > **Units of Measure** > OK > select unit of measure > OK

Loading the 250- or 550-sheet tray

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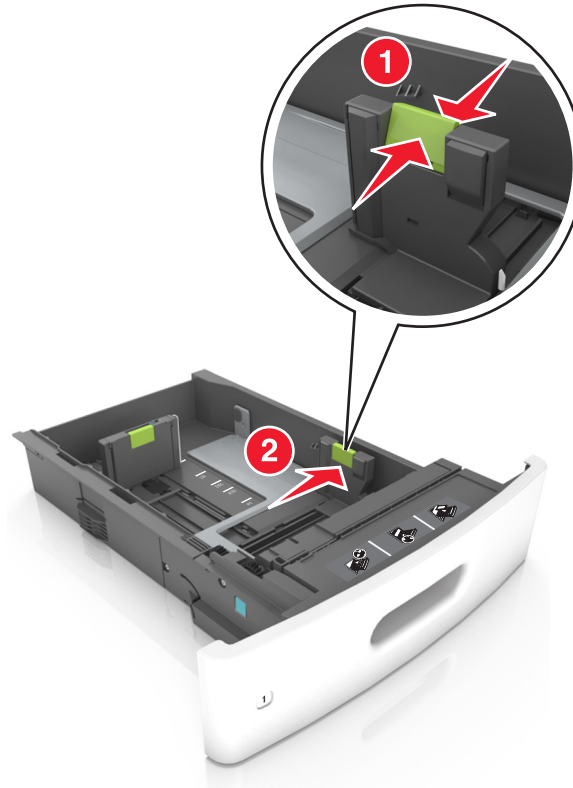
1 Pull out the tray.

Notes:

- When loading folio-, legal-, or Oficio-size paper, lift the tray slightly and pull it out completely.
- Avoid removing trays while a job prints or while **Busy** appears on the display. Doing so may cause a jam.

2 Squeeze and slide the width guide to the correct position for the size of the paper being loaded until it *clicks* into place.

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

3 Unlock the length guide, and then squeeze and slide the guide to the correct position for the size of the paper being loaded.
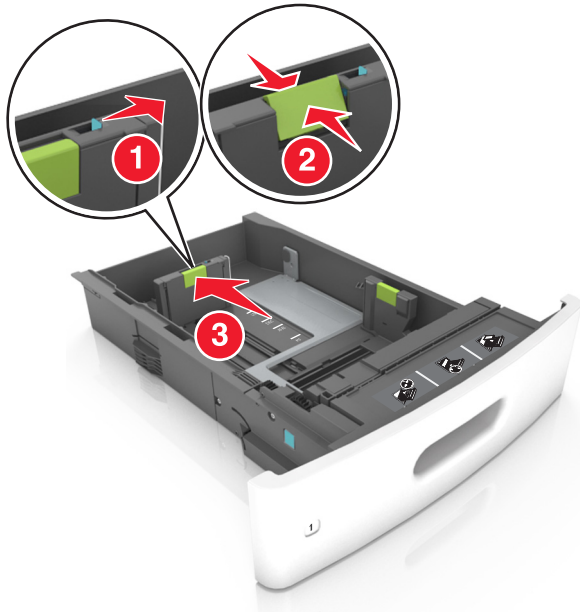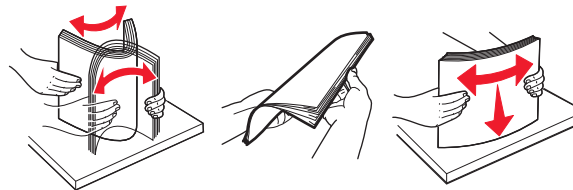

Notes:

- Lock the length guide for all paper sizes.
- Use the paper size indicators at the bottom of the tray to help position the guides.
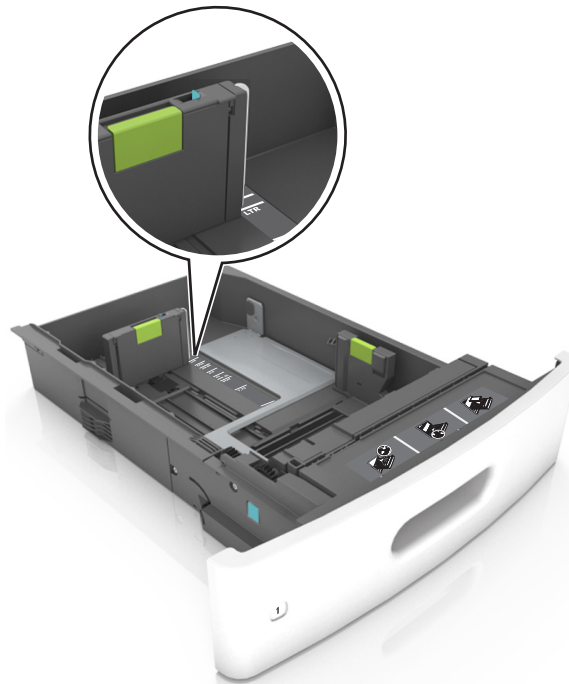
4 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.

5 Load the paper stack with the printable side facedown.

Note: Make sure the paper is loaded properly.

- There are different ways of loading letterhead depending on whether an optional staple finisher is installed or not.

Without an optional staple finisher	With an optional staple finisher
One-sided printing	One-sided printing
Two-sided printing	Two-sided printing

- If you are loading prepunched paper for use with the staple finisher, then make sure the holes on the long edge of the paper are on the right side of the tray.
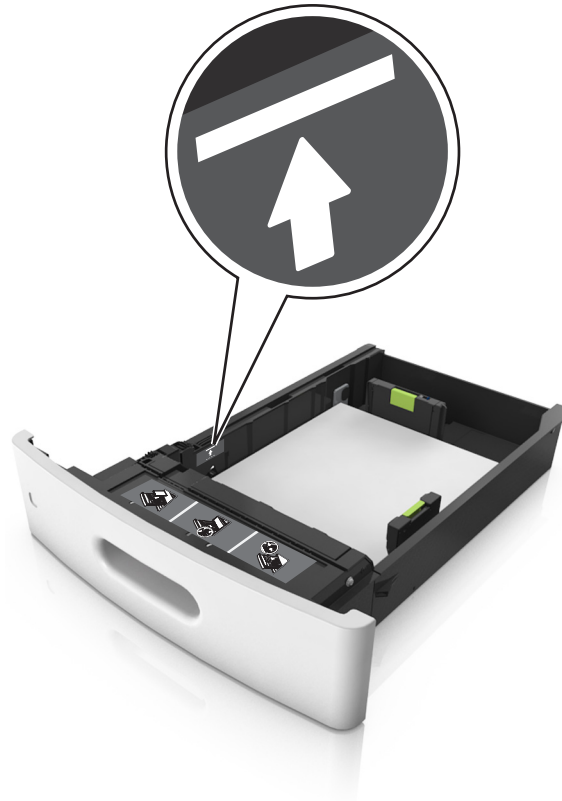
One-sided printing	Two-sided printing

Note: If the holes on the long edge of the paper are on the left side of the tray, then a jam may occur.

- Do not slide the paper into the tray. Load paper as shown in the illustration.

- Make sure the paper is below the solid line, which is the maximum paper fill indicator.

Warning—Potential Damage: Overfilling the tray can cause paper jams.

- When using card stock, labels, or other types of specialty media, make sure the paper is below the dashed line, which is the alternate paper fill indicator.
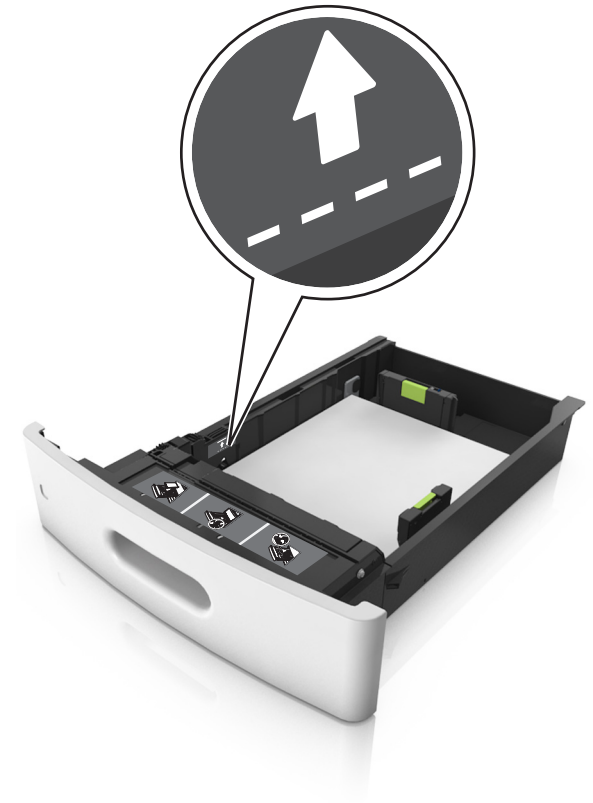
6 For custom- or Universal-size paper, adjust the paper guides to lightly touch the sides of the stack, and then lock the length guide.

7 Insert the tray.

8 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: Set the correct paper size and type to avoid paper jams and print quality problems.

Loading the 2100-sheet tray

⚠️ **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.

2 Adjust the width and length guides.

Loading A5-size paper

a Pull up and slide the width guide to the position for A5.

b Squeeze and slide the length guide to the position for A5 until it *clicks* into place.
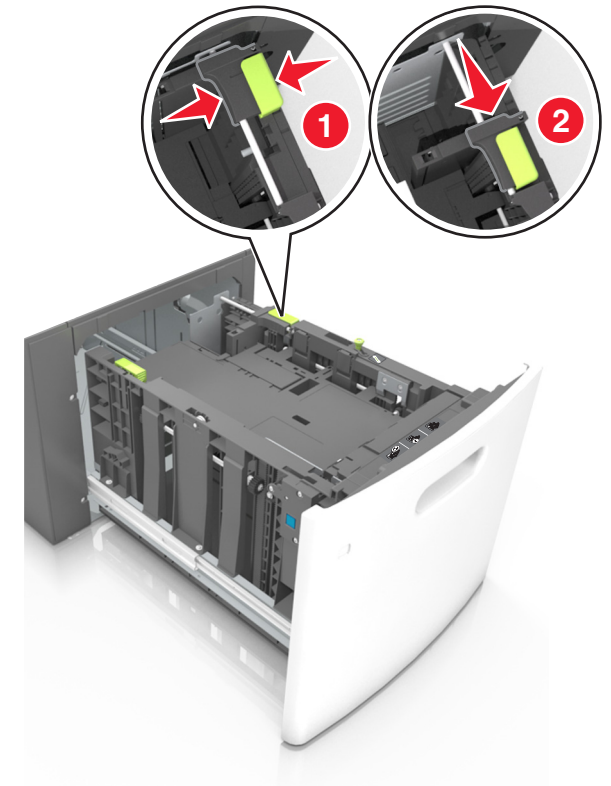
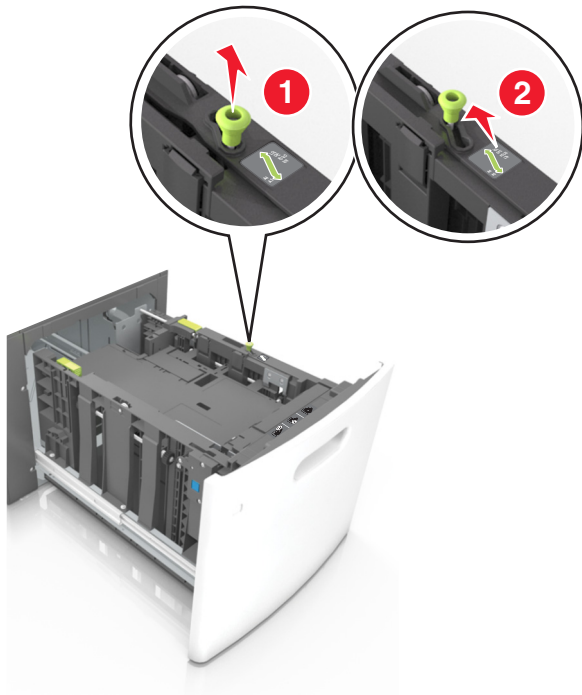**c** Remove the A5 length guide from its holder.
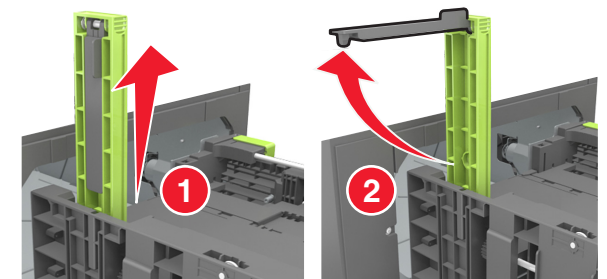
d Insert the A5 length guide into its designated slot.

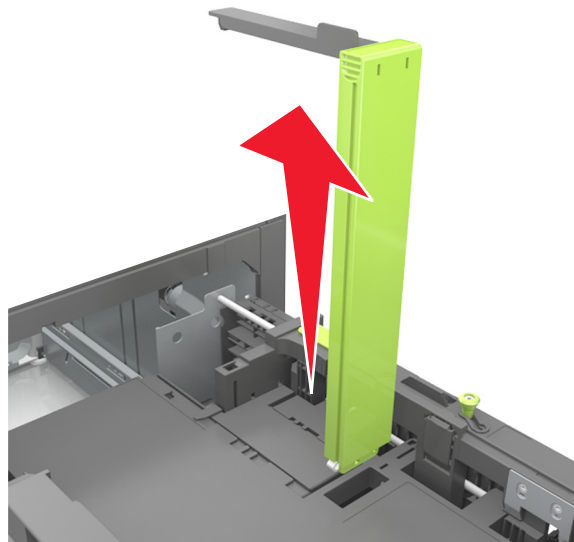 **Note:** Press the A5 length guide until it *clicks* into place.
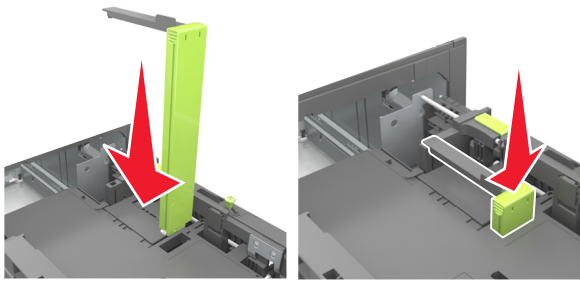
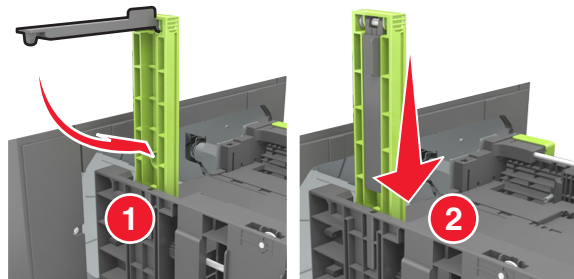## Loading A4-, letter-, legal-, oficio-, and folio-size paper

**a** Pull up and slide the width guide to the correct position for the size of the paper being loaded.

b If the A5 length guide is still attached to the length guide, then remove it from its place. If the A5 length guide is not attached, then proceed to step d.
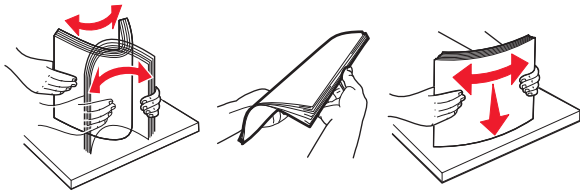

c Put the A5 length guide in its holder.

d Squeeze the length guide and slide it to the correct position for the size of the paper being loaded until it *clicks* into place.
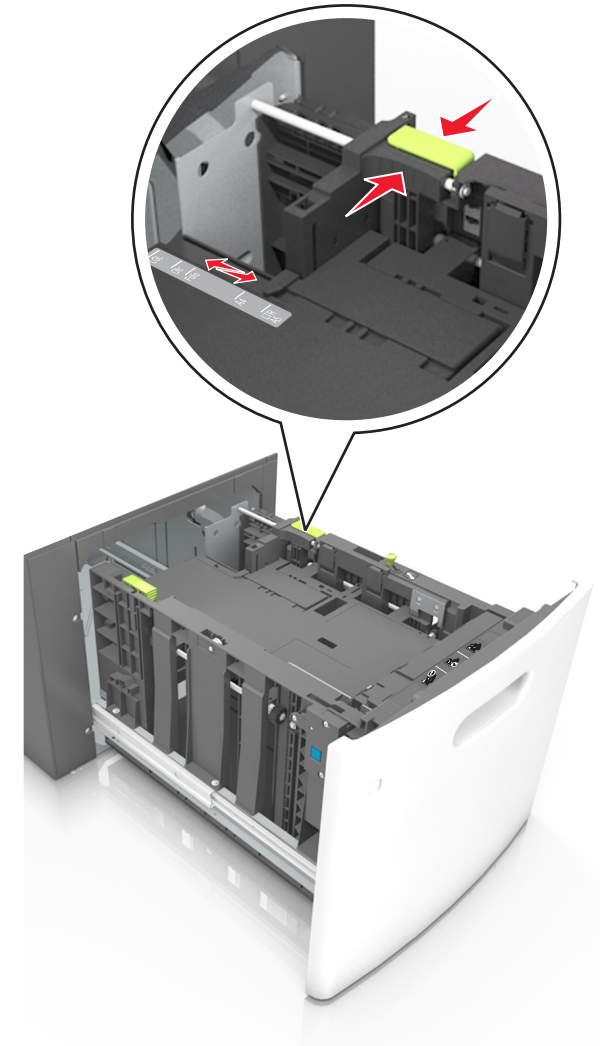
3 Flex and fan the sheets to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.


4 Load the paper stack with the printable side facedown.

Note: Make sure the paper is loaded properly.

- There are different ways for loading letterhead depending on whether an optional staple finisher is installed or not.

| Without an optional staple finisher	With an optional staple finisher
One-sided printing	One-sided printing
Two-sided printing	Two-sided printing

- If you are loading prepunched paper for use with the staple finisher, then make sure the holes on the long edge of the paper are on the right side of the tray.

One-sided printing	Two-sided printing
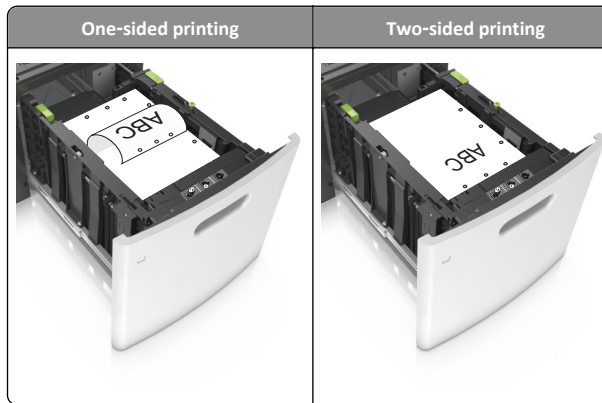
Note: If the holes on the long edge of the paper are on the left side of the tray, then a jam may occur.
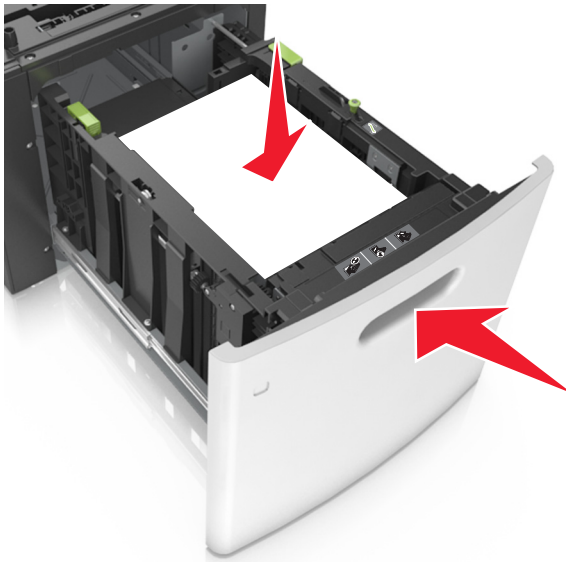
- Make sure the paper is below the maximum paper fill indicator.
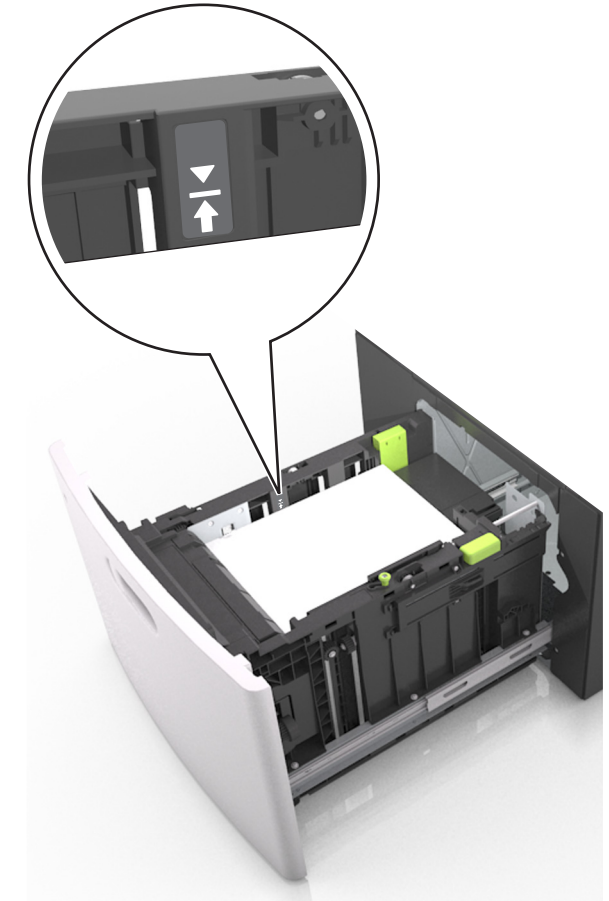
Warning—Potential Damage: Overfilling the tray can cause paper jams.

5 Insert the tray.

Note: Press the paper stack down while inserting the tray.

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

   Note: Set the correct paper size and type to avoid paper jams and print quality problems.

Loading the multipurpose feeder

1 Pull down the multipurpose feeder door.

   Note: Do not load or close the multipurpose feeder while a job is printing.
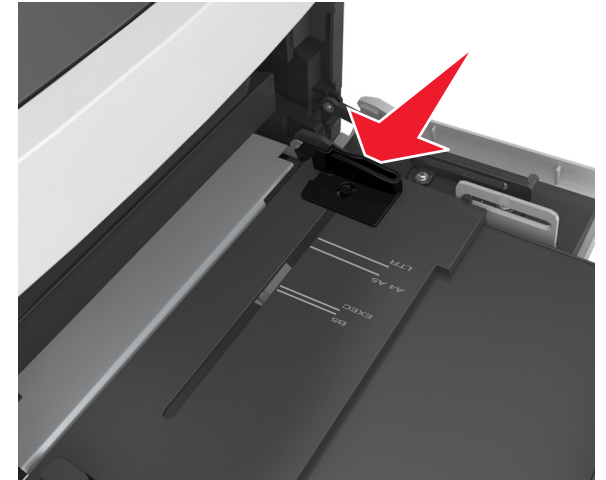
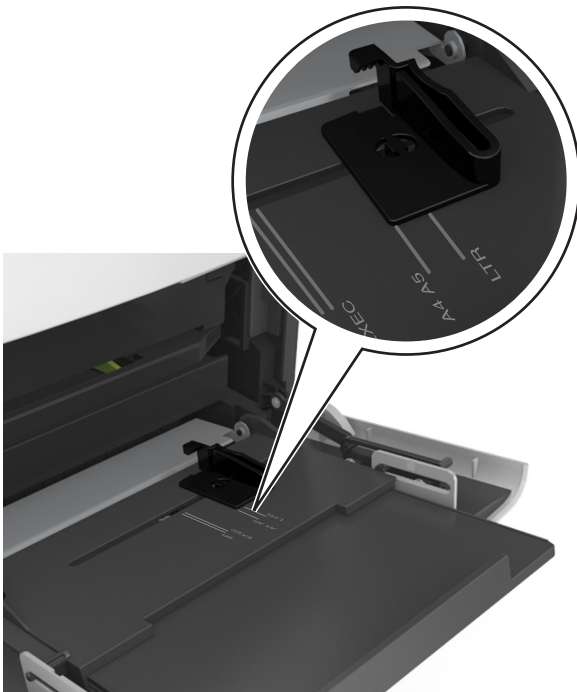**2** Pull the multipurpose feeder extender.

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

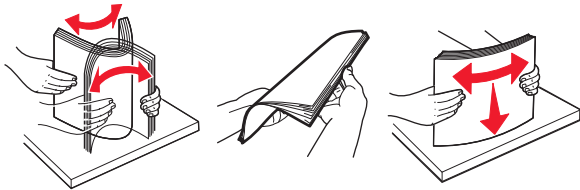**3** Slide the width guide to the correct position for the size of the paper being loaded.

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

4 Prepare the paper or specialty media 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 then fan them. Straighten the edges on a level surface.
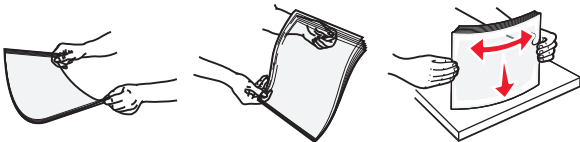
**Note:** Avoid touching the printable side of the transparencies. Be careful not to scratch them.

5 Load the paper or specialty media.

Note: Slide the stack gently into the multipurpose feeder until it comes to a stop.

- Load only one size and type of paper or specialty media at a time.
- Make sure the paper fits loosely in the multipurpose feeder, lies flat, and is not bent or wrinkled.
- There are different ways of loading letterhead depending on whether an optional staple finisher is installed or not.

Without an optional staple finisher	With an optional staple finisher
One-sided printing	One-sided printing
Two-sided (duplex) printing	Two-sided (duplex) printing

- If you are loading prepunched paper for use with the staple finisher, then make sure the holes on the long edge of the paper are on the right side of the tray.

One-sided printing	Two-sided printing
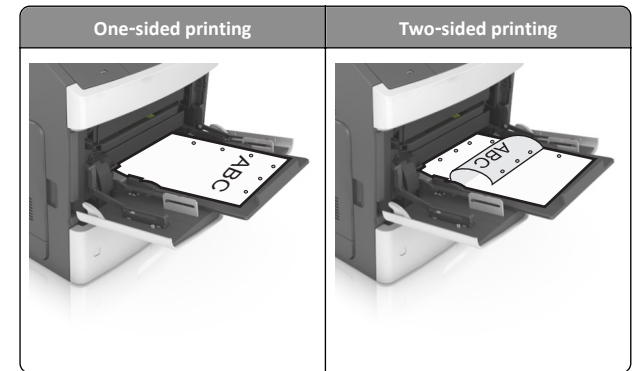
Note: If the holes on the long edge of the paper are on the left side of the tray, then a jam may occur.

- Make sure the paper or specialty media is below the maximum paper fill indicator.

Warning—Potential Damage: Overfilling the feeder can cause paper jams.

6 For custom- or Universal-size paper, adjust the width guides to lightly touch the sides of the stack.

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

   Note: Set the correct paper size and type to avoid paper jams and print quality problems.

Linking and unlinking trays

Linking and 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 control panel in the TCP/IP section under 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 paper size and type settings for the trays you are linking.

   - To link trays, make sure the paper size and type for the tray match that of the other tray.
   - To unlink trays, make sure the paper size or type for the tray does *not* match that of the other tray.

4 Click **Submit**.

Note: You can also change the paper size and type settings using the printer control panel. For more information, see .

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 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** > **Custom Names**.

3 Select a custom name, and then type a new 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 printer control panel, navigate to:

   🏠 > **Settings** > OK > **Paper Menu** > OK > **Custom Names**

2 Select a custom name, and then type a new custom paper type name.

3 Press OK .

4 Press **Custom Types**, and then verify if the new custom paper type name has replaced the custom name.

Assigning a custom paper type name

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 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** > **Custom Names**.

3 Type a name for the paper type, and then click **Submit**.

4 Select a custom type, and then verify that the correct paper type is associated with the custom name.

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

Using the printer control panel

1 From the printer control panel, navigate to:

   🏠 > **Settings** > OK > **Paper Menu** > OK > **Custom Names**

2 Type a name for the paper type, and then press OK .

Assigning a custom 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 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** > **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 printer control panel, navigate to:

   🏠 > **Settings** > OK > **Paper Menu** > OK > **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 Press OK .

Printing

Printing a document

1 From the Paper menu on 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 if necessary:

   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 Page Setup dialog if necessary:

   1   With a document open, choose **File** > **Print**.
      If necessary, click the disclosure triangle to see more options.

   2   From the Print dialog and 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**.

Adjusting toner darkness

Using the Embedded Web Server

1   Open a Web browser, and then type the IP address of the printer 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** > **Print Settings** > **Quality Menu** > **Toner Darkness**.

3   Adjust the toner darkness, and then click **Submit**.

Using the printer control panel

1   From the printer control panel, navigate to:

[home icon] > **Settings** > [OK] > **Print Settings** > [OK] > **Quality Menu** > [OK] > **Toner Darkness**

2   Adjust the toner darkness, and then press [OK].

Supported flash drives and file types

Notes:

- High-speed USB flash drives must support the full-speed standard. Low-speed USB devices are not supported.

- USB flash drives must support the File Allocation Table (FAT) system. Devices formatted with New Technology File System (NTFS) or any other file system are not supported.

Recommended flash drives	File type
Many flash drives are tested and approved for use with the printer. For more information, contact the place where you purchased the printer.	Documents: • .pdf • .xps Images: • .dcx • .gif • .jpeg or .jpg • .bmp • .pcx • .tiff or .tif • .png • .fls

Printing from a flash drive

Notes:

- Before printing an encrypted PDF file, you will be prompted to enter the file password from the printer control panel.

- You cannot print files for which you do not have printing permissions.

1   Insert a flash drive into the USB port.

Notes:

- A flash drive icon appears on the printer control panel and in the held jobs icon when a flash drive is installed.

- If you insert the flash drive when the printer requires attention, such as when a jam has occurred, then the printer ignores the flash drive.

- If you insert the flash drive while the printer is processing other print jobs, then **Busy** appears. After these print jobs are processed, you may need to view the held jobs list to print documents from the flash drive.

Warning—Potential Damage: Do not touch the printer or the flash drive in the area shown while actively printing, reading, or writing from the memory device. Loss of data can occur.

2 From the printer control panel, select the document you want to print.

3 Press the left or right arrow button to specify the number of copies for printing, and then press `OK`.

Notes:

- Do not remove the flash drive from the USB port until the document has finished printing.
- If you leave the flash drive in the printer after leaving the initial USB menu screen, then access held jobs from the printer control panel to print files from the flash drive.

Printing from a mobile device

To download a compatible mobile printing application, visit our Web site or contact the place where you purchased the printer.

Note: Mobile printing applications may also be available from your mobile device manufacturer.

Canceling a print job

Canceling a print job from the printer control panel

From the printer control panel, press ✖ > `OK`.

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

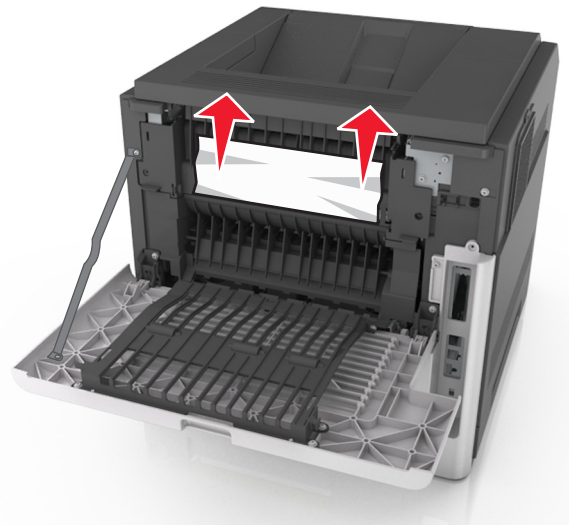## [x]-page jam, lift front cover to remove cartridge [200–201]

⚠ **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.

**1** Lift the front cover, and then pull down the multipurpose feeder door.
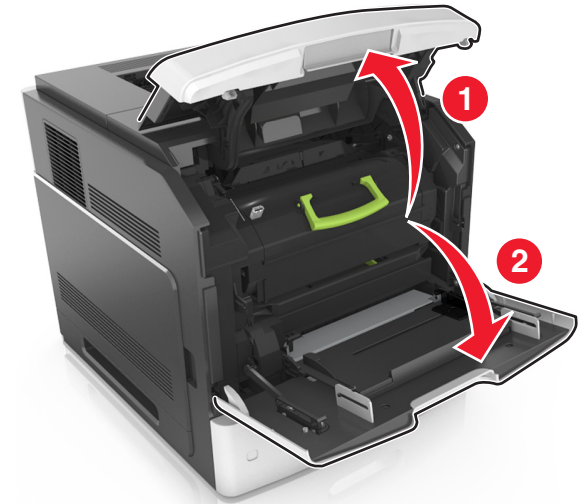
2 Lift the blue handle, and then pull the toner cartridge out of the printer.
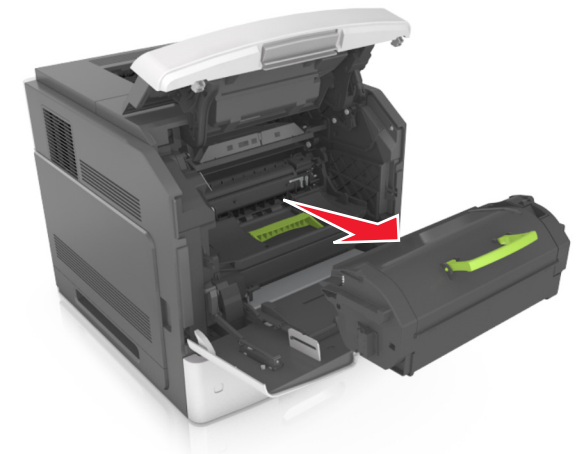
3 Place the cartridge aside.

4 Lift the blue handle, and then pull the imaging unit out of the printer.
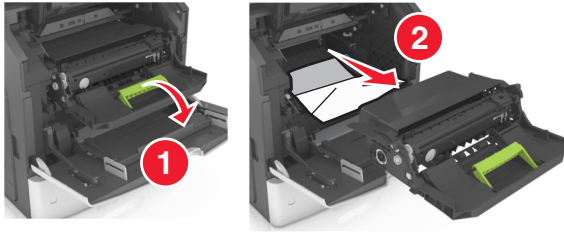
5 Place the imaging unit aside on a flat, smooth surface.

Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

Warning—Potential Damage: Do not touch the photoconductor drum. Doing so may affect the print quality of future print jobs.
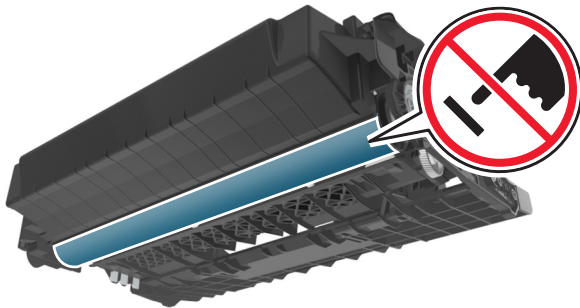
6 Pull the jammed paper gently to the right, and then remove it from the printer.

Note: Make sure all paper fragments are removed.
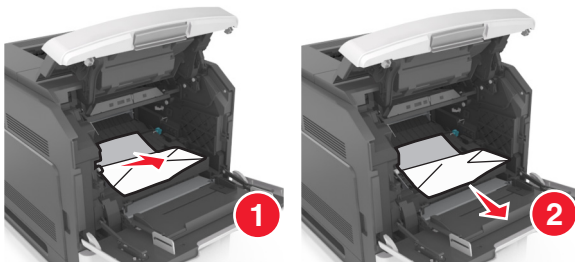
Warning—Potential Damage: The jammed paper may be covered with toner, which can stain garments and skin.

7 Install the imaging unit.
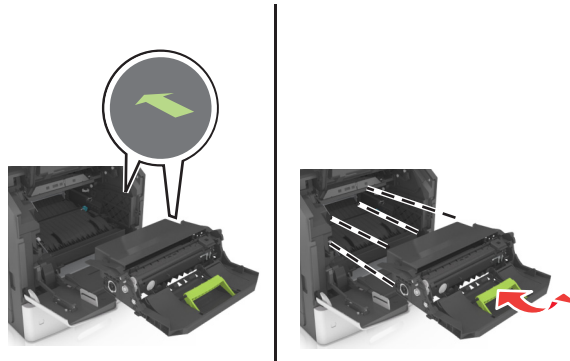
Note: Use the arrows on the side of the printer as a guide.

8 Insert the cartridge into the printer, and then push the blue handle back into place.
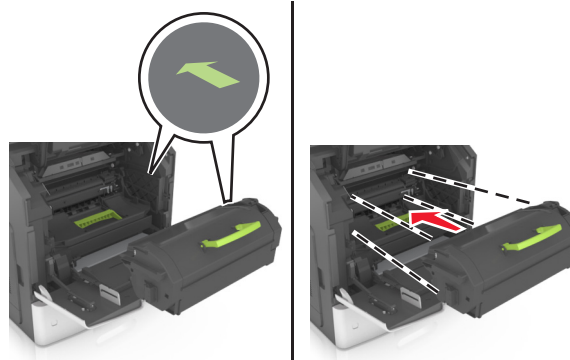
Notes:

- Align the arrows on the guides of the toner cartridge with the arrows in the printer.
- Make sure the cartridge is fully pushed in.

9 Close the multipurpose feeder door and the front cover.
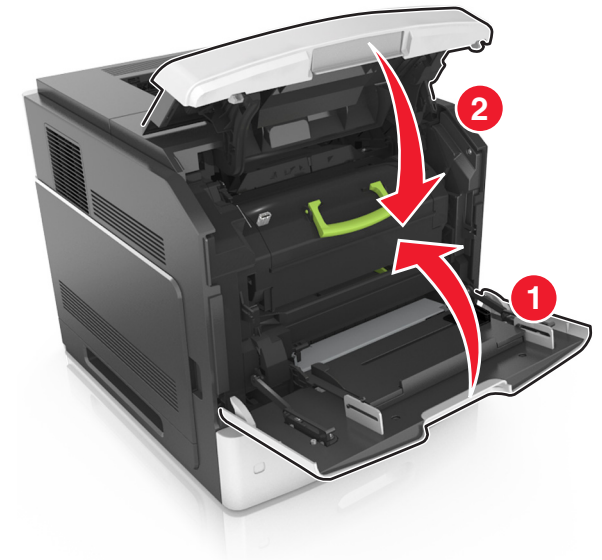
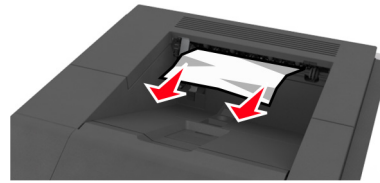**10** To clear the message and continue printing, select **Next** > OK > **Clear the jam, press OK** > OK .

[x]-page jam, open upper rear door [202]

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.

1 Pull down the rear door.

2 Firmly grasp the jammed paper on each side, and then gently pull it out.
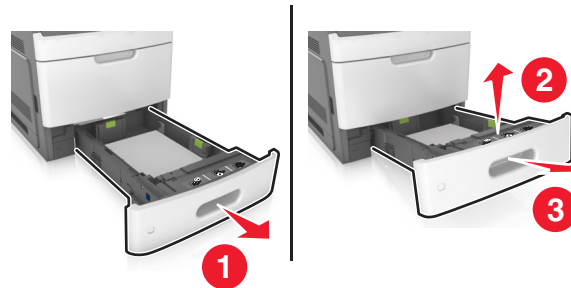
> **Note:** Make sure all paper fragments are removed.

3 Close the rear door.

4 To clear the message and continue printing, select **Next** > `OK` > **Clear the jam, press OK** > `OK`.

[x]-page jam, open upper and lower rear door [231–234]

⚠️ **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.

1 Pull down the rear door.

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

> **Note:** Make sure all paper fragments are removed.
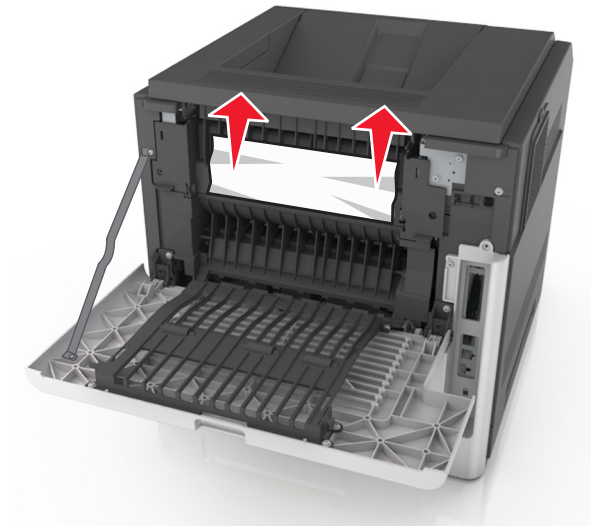
3 Close the rear door.

4 Push the back of the standard tray.

5 Press down the rear duplex flap, then firmly grasp the jammed paper, and then gently pull the paper out.

Note: Make sure all paper fragments are removed.

6 Insert the standard tray.

7 To clear the message and continue printing, select **Next** > OK >

Clear the jam, press OK > OK .

[x]-page jam, remove standard bin jam [203]

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

   Note: Make sure all paper fragments are removed.

2 To clear the message and continue printing, select **Next** > OK >

Clear the jam, press OK > OK .

[x]-page jam, remove tray 1 to clear duplex [235–239]

1 Lift the tray slightly, and then pull out it out completely.

2 Push down the front duplex flap, then firmly grasp the jammed paper, and then gently pull the paper to the right and out of the printer.

   Note: Make sure all paper fragments are removed.
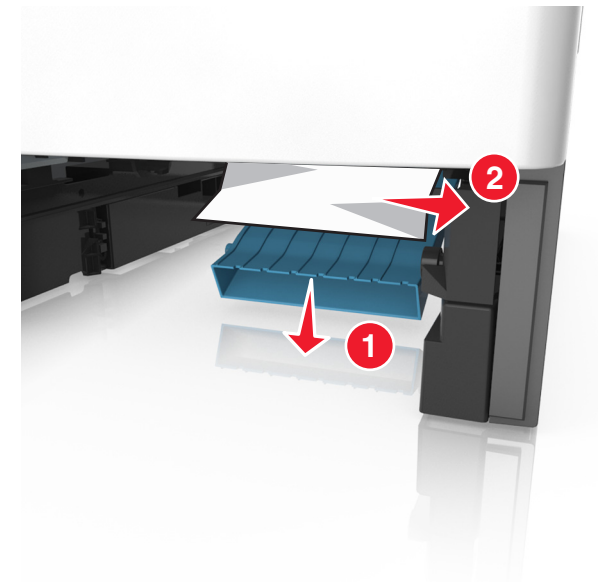
3 Insert the tray.

4 To clear the message and continue printing, select **Next** > OK >

Clear the jam, press OK > OK .

[x]-page jam, open tray [x] [24x]

1 Check which tray is indicated on the printer display.

2 Lift the tray slightly, and then pull it out completely.

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

   Note: Make sure all paper fragments are removed.

4 Insert the tray.

5 To clear the message and continue printing, select **Next** > OK >

   Clear the jam, press OK > OK .

[x]-page jam, clear manual feeder [250]

1 From the multipurpose feeder, firmly grasp the jammed paper on each side, and then gently pull it out.

   Note: Make sure all paper fragments are removed.
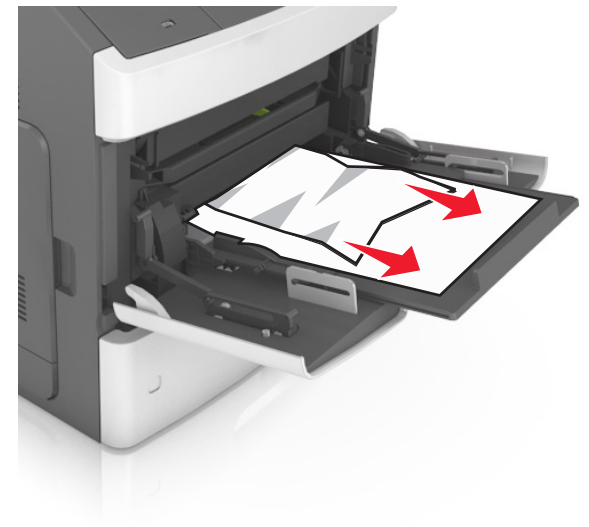
2 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.

3 Reload paper into the multipurpose feeder.

4 Slide the paper guide until it lightly rests against the edge of the paper.
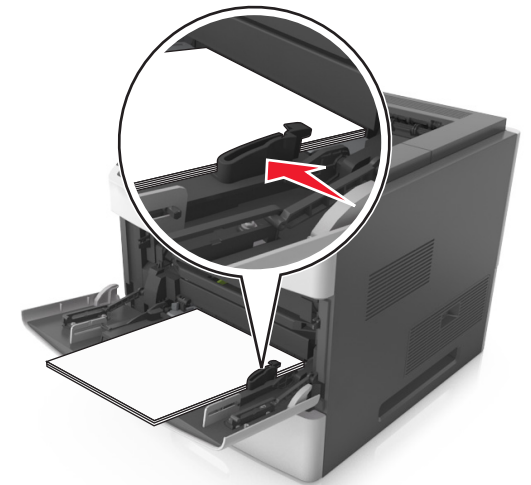
5 To clear the message and continue printing, select **Next** > OK >

Clear the jam, press OK > OK .

[x]-page jam, remove paper, open stapler door. Leave paper in bin. [455–457]

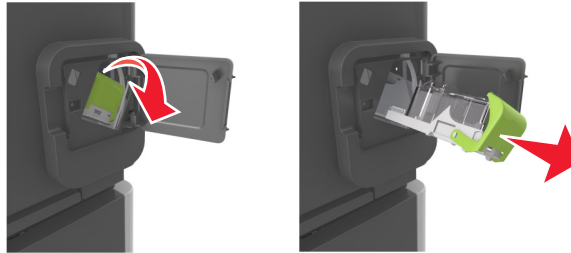**1** From the stapler bin, firmly grasp the jammed paper on each side, and then gently pull it out.
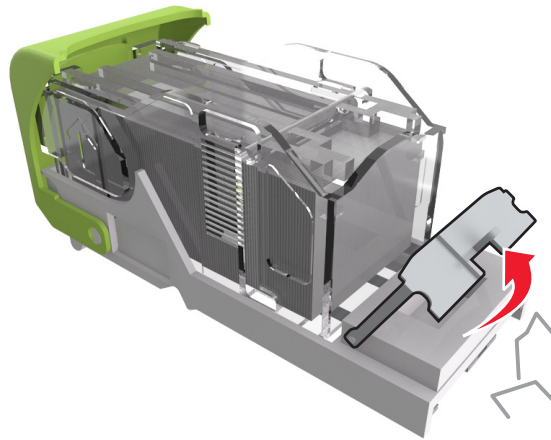
  Note: Make sure all paper fragments are removed.
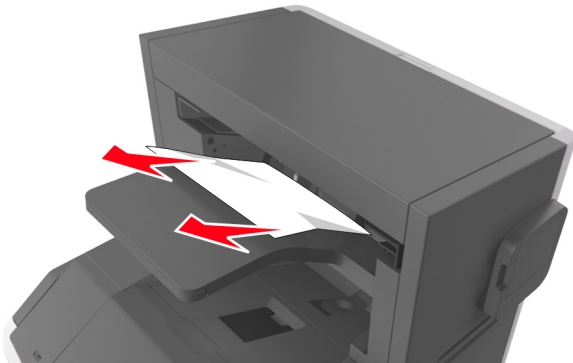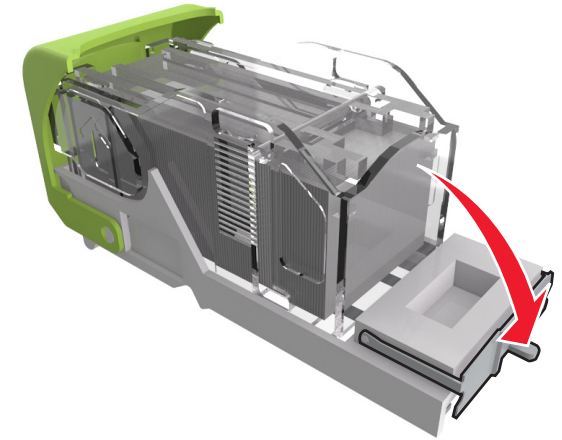

2 Open the stapler door.
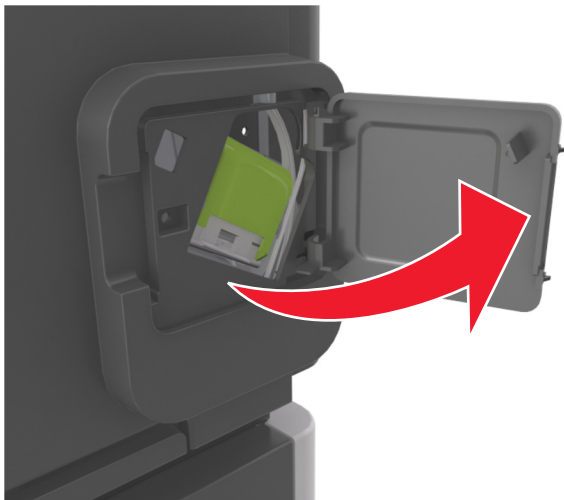
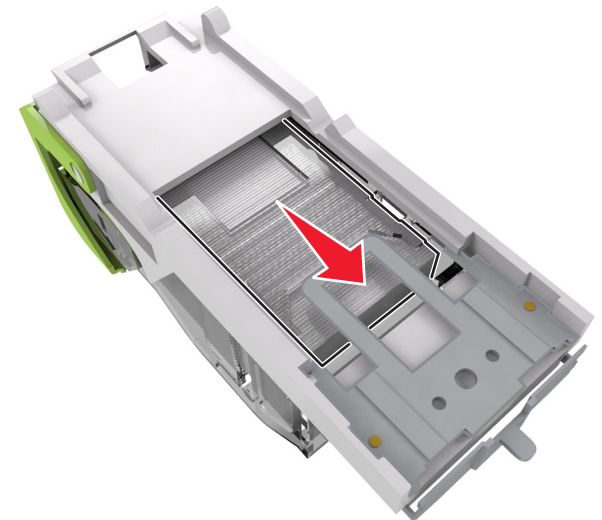**3** Pull down the latch of the staple cartridge holder, and then pull the holder out of the printer.

4 Use the metal tab to lift the staple guard, and then remove any loose staples.

5 Press down the staple guard until it *clicks* into place.

6 Slide the staples toward the metal bracket.

  Note: If the staples are at the rear of the cartridge, then shake the cartridge downward to bring the staples near the metal bracket.
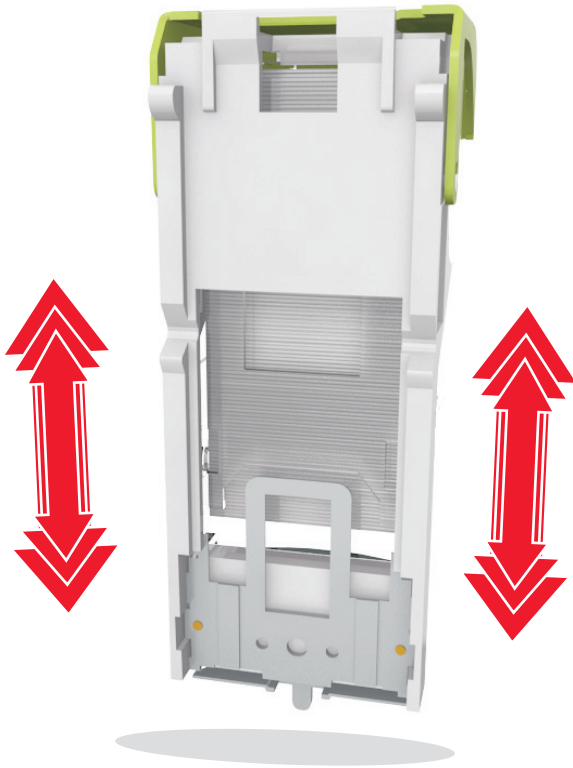
Warning—Potential Damage: Do not tap the cartridge on a hard surface. This could damage the cartridge.

7 Push the cartridge holder firmly back into the stapler unit until the cartridge holder *clicks* into place.

8 Close the stapler door.

9 To clear the message and continue printing, select **Next** > OK >
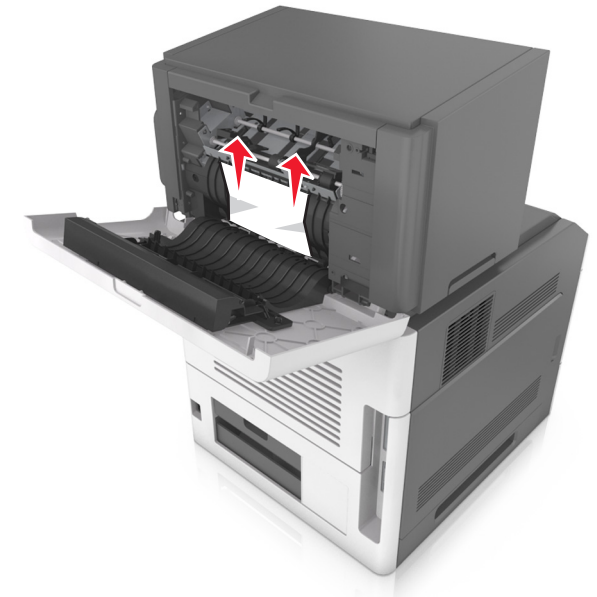
Clear the jam, press OK > OK .

[x]-page jam, remove paper, open finisher rear door. Leave paper in bin. [451]

1 Open the rear staple finisher door.
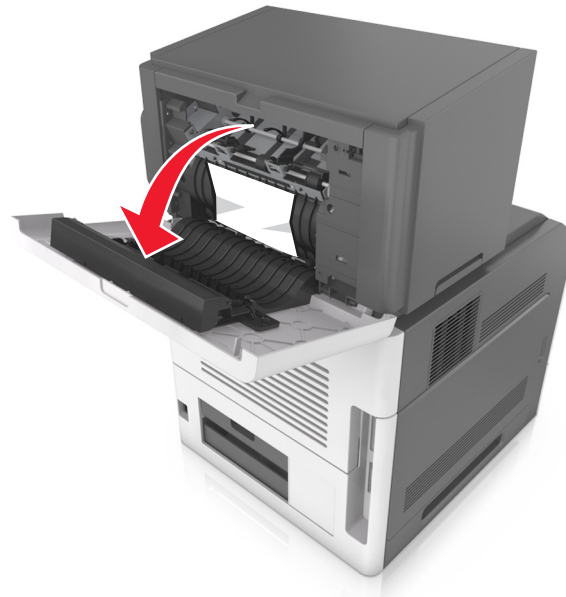
2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

3 Close the staple finisher door.

4 To clear the message and continue printing, select **Next** > OK >

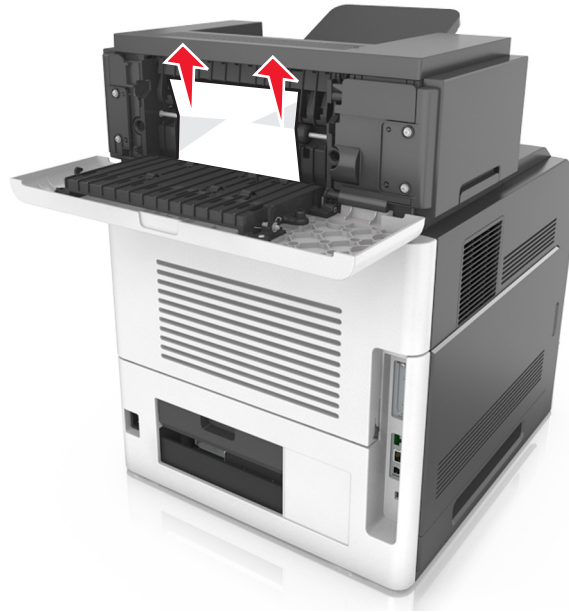**Clear the jam, press OK** > OK .

[x]-page jam, remove paper, open expander rear door. Leave paper in bin. [41y.xx]

1 Open the output expander rear door.

2 Firmly grasp the jammed paper on each side, and then gently pull it out.
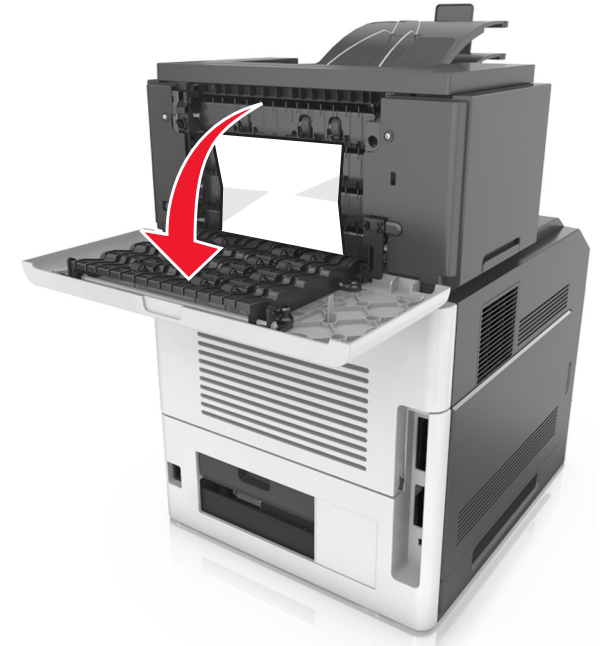
   Note: Make sure all paper fragments are removed.

3 Close the output expander rear door.

4 To clear the message and continue printing, select **Next** > `OK` > **Clear the jam, press OK** > `OK` .

[x]-page jam, remove paper, open mailbox rear door. Leave paper in bin. [43y.xx]

1 Open the mailbox rear door.

2 Firmly grasp the jammed paper on each side, and then gently pull it out.
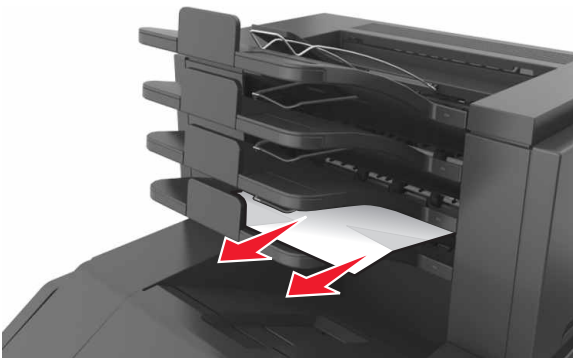
   Note: Make sure all paper fragments are removed.

3 Close the mailbox rear door.

4 If the jam is in the mailbox bin, then firmly grasp the jammed paper, and then gently pull it out.

   Note: Make sure all paper fragments are removed.

5 To clear the message and continue printing, select **Next** > OK >

Clear the jam, press OK > OK .