Quick Reference

Learning about the printer

Using the control panel

	Use the	To
1	Display	• Show the status of the printer. • Set up and operate the printer.
2	Home button	Go to the home screen.
3	Sleep button	Enable Sleep mode or Hibernate mode. The following actions wake the printer from Sleep mode: • Touching the control panel home screen The following actions wake the printer from Hibernate mode: • Pressing the Sleep button until the printer wakes • Performing a power-on reset using the main power switch

	Use the	To
4	Keypad	Enter numbers, letters, or symbols on the printer.
5	Stop or Cancel button	Stop all printer activity.
6	Indicator light	Check the status of the printer.

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.

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

1 From the home screen, navigate to:

> **Paper Menu** > **Universal Setup**

2 Select a unit of measure, and then set the portrait width and height.

3 Apply the changes.

Loading trays

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.

Note: Do not remove trays while a job prints or while `Busy` appears on the printer display. Doing so may cause a jam.
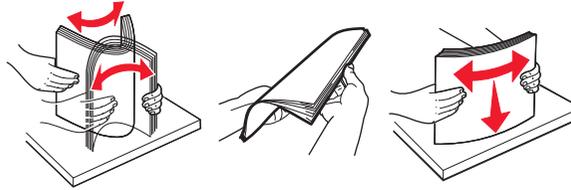
2 Squeeze and slide the paper guides to the correct position for the size of the paper you are loading.
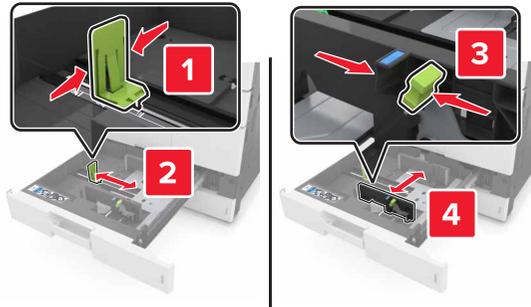
Note: Use the indicators on the bottom of the tray to position the guides.

3 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.

4 Load the paper stack with the printable side faceup.

Notes:

- Load printable side facedown for duplex printing.
- Load pre-punched paper with the holes toward the front or the left side of the tray.
- Load letterhead with the header on the left side of the tray.
- Make sure that the paper is below the maximum fill line on the edge of the paper tray. Overfilling may cause paper jams.

5 Insert the tray.

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

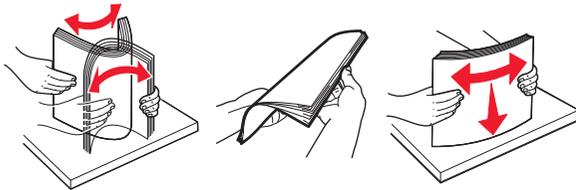## Loading the multipurpose feeder

1 Open the multipurpose feeder.

2 Adjust the guide to match the size of the paper you are loading.

3 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.

4 Load the paper.
- Load only one size and type of paper.

Loading letterhead

| Without an optional finisher	With an optional finisher
One-sided printing	One-sided printing
Note: For long-edge orientation, load letterhead facedown with the header on the left side of the feeder.	**Note:** For long-edge orientation, load letterhead facedown with the header on the right side of the feeder.
Two-sided printing	Two-sided printing
Note: For long-edge orientation, load letterhead faceup with the header on the right side of the feeder.	**Note:** For long-edge orientation, load letterhead faceup with the header on the left side of the feeder.

Loading prepunched paper

One-sided printing	Two-sided printing

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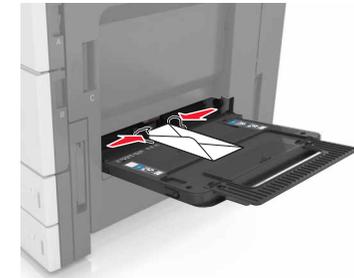
Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

- Make sure that the paper is below the maximum fill line. Overfilling may cause paper jams.
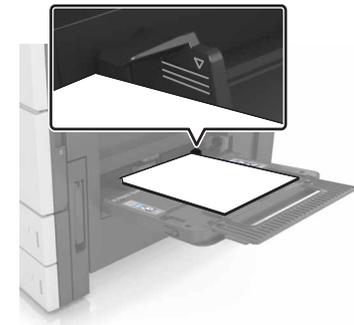
5 From the control panel, set the paper size and paper type in the Paper menu to match the paper loaded in the feeder.

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 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**.

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

1 From the home screen, navigate to:

🔧 > **Paper Menu** > **Custom Names**

2 Type a custom paper type name, and then apply the changes.

3 Touch **Custom Types**, and then verify if 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**.

Adjusting toner darkness

1 From the home screen, navigate to:

🔧 > **Settings** > **Print Settings** > **Quality Menu**
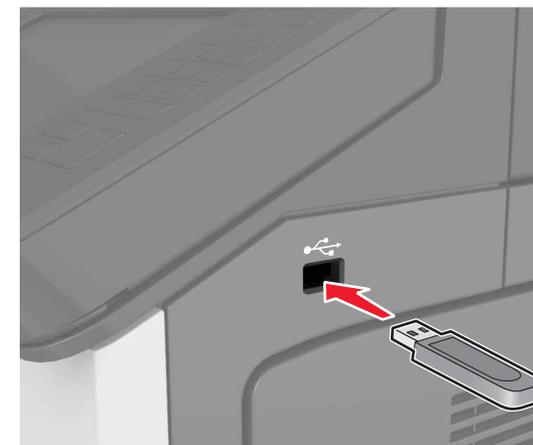
2 Adjust the toner darkness setting, and then save the changes.

Printing from a flash drive

Notes:

- Before printing an encrypted PDF file, you are prompted to type the file password from the 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 home screen when a flash drive is inserted.
- 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 on the printer display. 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 or a malfunction can occur.

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

3 Specify the number of copies to be printed, and then send the job for printing.

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 touch **Held Jobs** on the home screen to print files from the flash drive.

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

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.

In Windows 8

From the Search charm, type `run`, and then navigate to:

Run > type `control printers` > OK

In Windows 7 or earlier

a Click ⊞, or click **Start** and then click **Run**.

b Type `control printers`.

c Press **Enter**, or click **OK**.

2 Double-click the printer icon.

3 Select the print job you want to cancel.

4 Click **Delete**.

For Macintosh users

1 From System Preferences in the Apple menu, open the printers folder.

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

Clearing jams

Avoiding jams

Load paper properly

- Make sure paper lies flat in the tray.

Correct loading of paper	Incorrect loading of paper
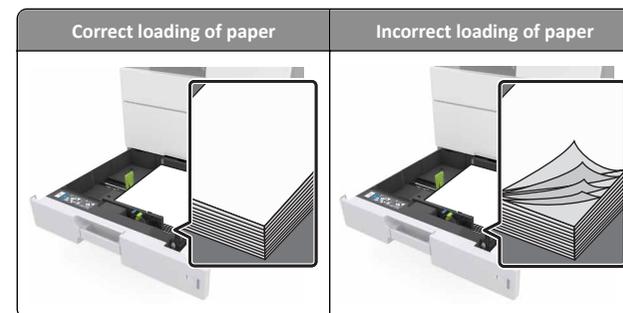
- Do not remove a tray while the printer is printing.
- Do not load a tray while the printer is printing. Load it before printing, or wait for a prompt to load it.
- Do not load too much paper. Make sure the stack height is below the maximum paper fill indicator.

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

- Make sure the guides in the tray or the multipurpose feeder are properly positioned and are not pressing tightly against the paper or envelopes.
- Push the tray firmly into the printer after loading paper.

Use recommended paper

- Use only recommended paper or specialty media.
- Do not load wrinkled, creased, damp, bent, or curled paper.
- Flex, fan, and straighten paper before loading it.
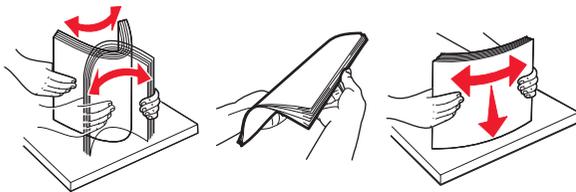
- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

Understanding jam messages and locations

When a jam occurs, a message indicating the jam location and information to clear the jam appears on the printer display. Open the doors, covers, and trays indicated on the display to remove the jam.

Notes:

- When Jam Assist is set to On, the printer flushes blank pages or pages with partial prints after a jammed page has been cleared. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages. However, the Auto setting reprints jammed pages only if adequate printer memory is available.
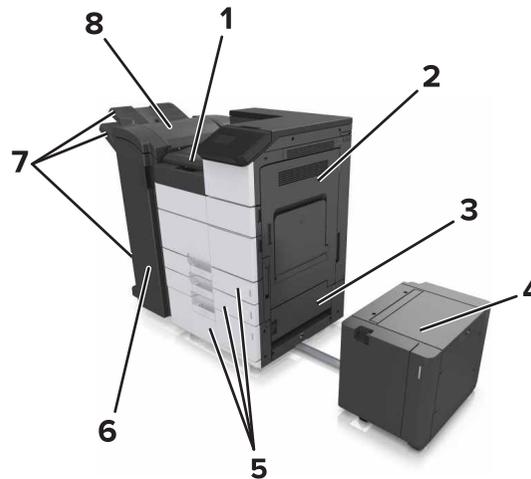
1	Area G
2	Door C
3	Door D
4	Door F
5	Trays
6	Door H
7	Finisher bins
8	Door J

| Area name	Control panel message	What to do
Multipurpose feeder	[x]-page jam, clear jammed paper from multipurpose feeder. [200.xx]	Remove the jammed paper from the feeder.
Door C, trays	[x]-page jam, open door C and clear all jammed paper. [2yy.xx]	Open door C, and then remove the jammed paper.
	[x]-page jam, slide the 3000-sheet tray and open door C. [2yy.xx]	Pull out the tray, and then remove the jammed paper.
Door D, trays	[x]-page jam, open door D and clear all jammed paper. [24y.xx]	Open door D, and then remove the jammed paper.
	[x]-page jam, slide the 3000-sheet tray and open door D. [24y.xx]	Pull out the tray, and then remove the jammed paper.
Doors C and F	[x]-page jam, slide the 3000-sheet tray and open door F. [24y.xx]	Pull the 3000-sheet tray, and then remove the jammed paper from the side of the tray. Open door F, and then remove the jammed paper.
Area G, doors C, J, and H, finisher bin	[x]-page jam, open doors G, H, and J and clear jammed paper. [4yy.xx]	Open door G, and then remove the jammed paper. Open door H, and then remove the jammed paper.
Doors C and G, finisher bin	[x]-page jam, press latch to access area G. Leave paper in bin. [40y.xx]	Slide the staple finisher to the left, and then remove the jammed paper.
Area G, doors C, J, and H, finisher bin	[x]-page jam, open door H and rotate knob H6 clockwise. Leave paper in bin. [426.xx–428.xx]	Open door H, and then remove the jammed paper.

[x]-page jam, clear jammed paper from multipurpose feeder. [200.xx]

1 Remove all paper from the multipurpose feeder.

2 Remove the jammed paper.

3 Open door C to remove any paper fragments.

Note: Make sure that door C does not hit any cable attached to the printer.

4 Close door C.

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.
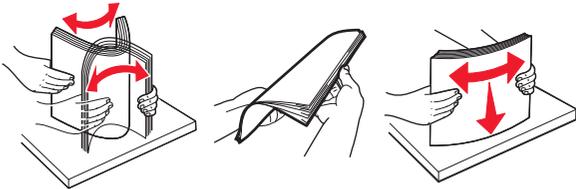
6 Reload the paper.

[x]-page jam, open door C and clear all jammed paper. [2yy.xx]

1 Open door C. Make sure that it does not hit any cable attached to the printer.
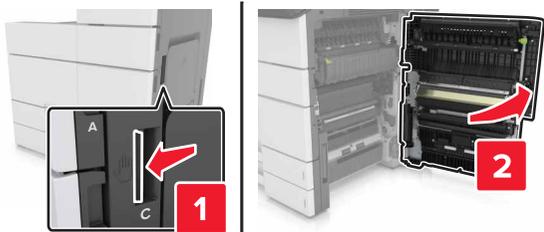
2 Remove the jammed paper from any of the following locations:

Note: Make sure that all paper fragments are removed.

⚠️ **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.
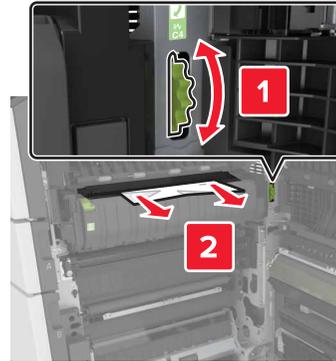
• Fuser area

• Below the fuser area
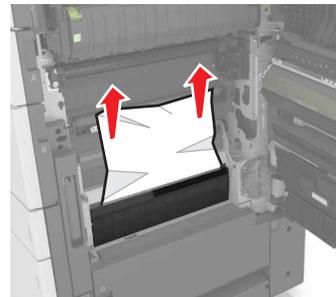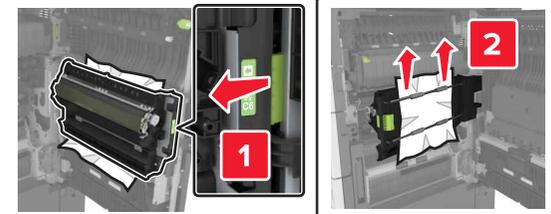
• Duplex area

• Above the duplex area
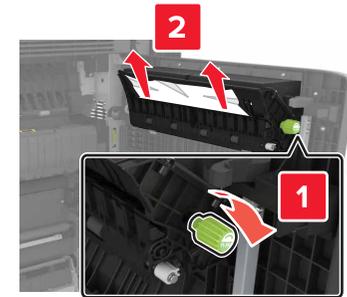
3 Open the standard trays, and then locate the jammed paper.
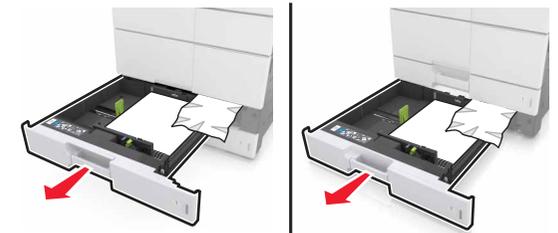
4 Remove the jammed paper.
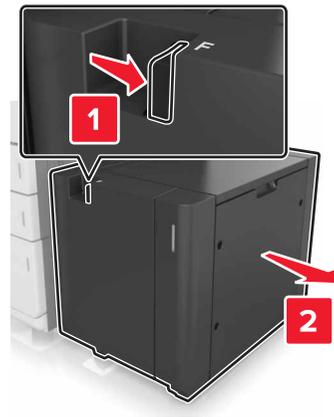
Note: Make sure that all paper fragments are removed.

5 Close the trays and door C.

[x]-page jam, slide the 3000-sheet tray and open door C. [2yy.xx]
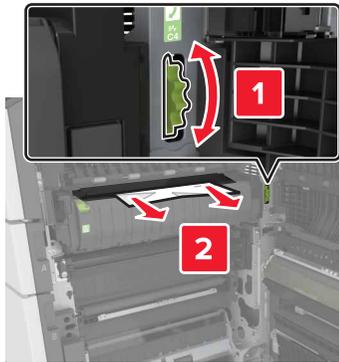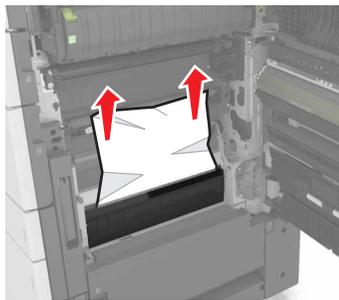
1 Slide the 3000-sheet tray.
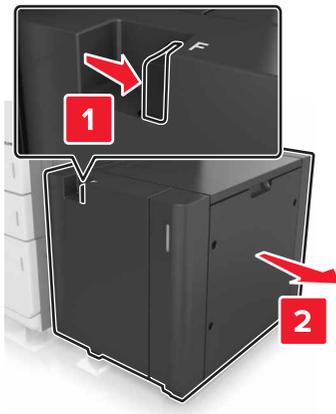
2 Open door C. Make sure that it does not hit any cable attached to the printer.

3 Remove the jammed paper from any of the following locations:

Note: Make sure that all paper fragments are removed.

⚠ **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.
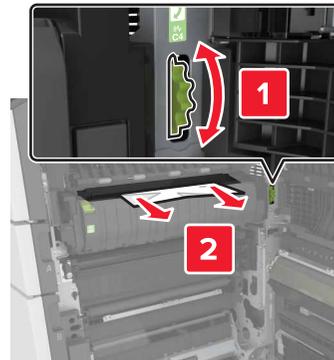
- Fuser area

- Below the fuser area
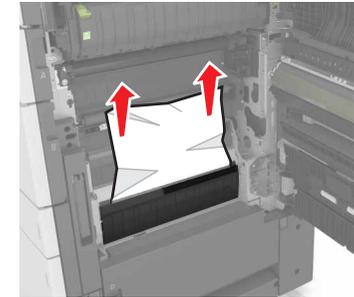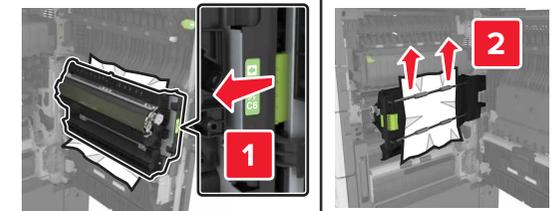
- Duplex area

- Above the duplex area
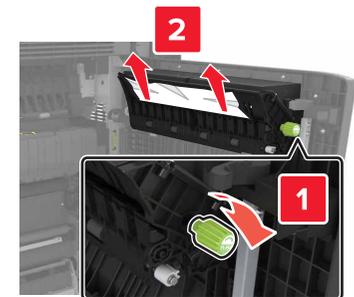
4 Open the standard trays, and then locate the jammed paper.

5 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

**6** Close the trays and door C.

7 Slide the 3000-sheet tray back into place.

[x]-page jam, open door D and clear all jammed paper. [24y.xx]

1 Open door D, and then remove the jammed paper.

Note: Make sure that all paper fragments are removed.
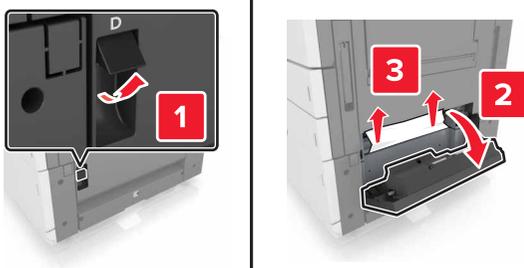
2 Open the optional tray, and then locate the jammed paper.
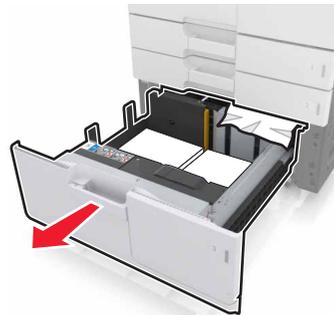
3 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.
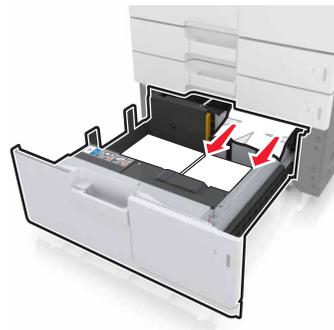
4 Close the tray and door D.

[x]-page jam, slide the 3000-sheet tray and open door D. [24y.xx]

1 Slide the 3000-sheet tray.
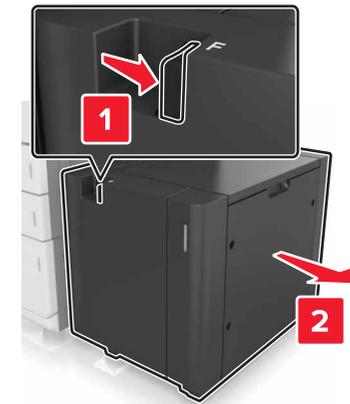
2 Open door D, and then remove the jammed paper.

Note: Make sure that all paper fragments are removed.
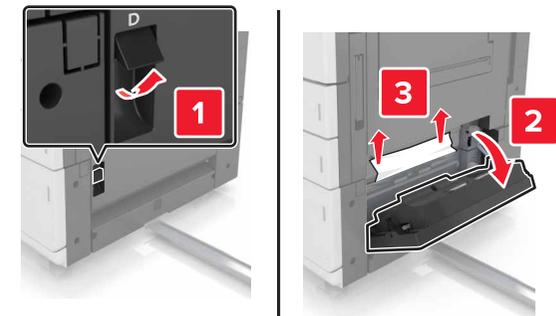
3 Open the optional tray, and then locate the jammed paper.
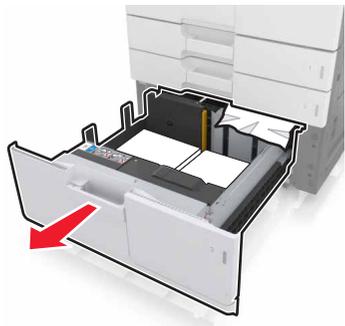
4 Remove the jammed paper.

    Note: Make sure that all paper fragments are removed.
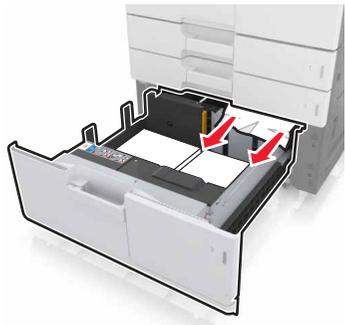
5 Close the tray and door D.

6 Slide the 3000-sheet tray back into place.

[x]-page jam, slide the 3000-sheet tray and open door F. [24y.xx]

1 Slide the 3000-sheet tray.

2 Remove the jammed paper.

    Note: Make sure that all paper fragments are removed.
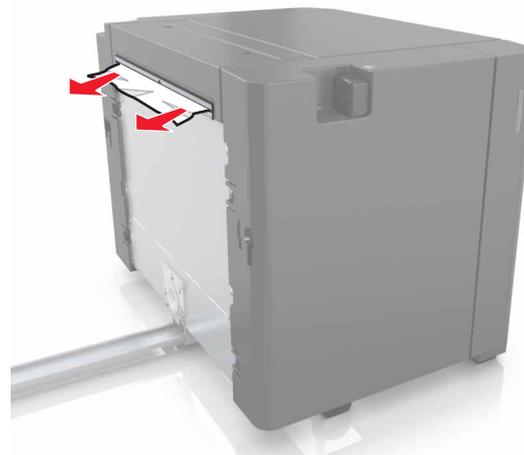
3 Open door F, and then remove the jammed paper.

    Note: Make sure that all paper fragments are removed.
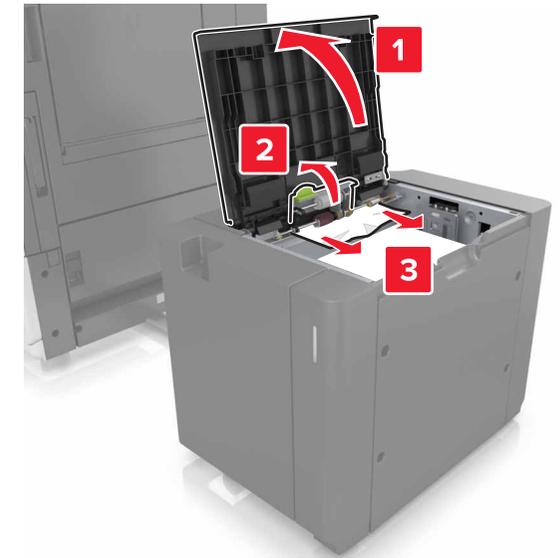
4 Close door F.

5 Open door C. Make sure that it does not hit any cable attached to the printer.

6 Remove the jammed paper from any of the following locations:

    Note: Make sure that all paper fragments are removed.

    ⚠ **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.

- Fuser area

- Below the fuser area
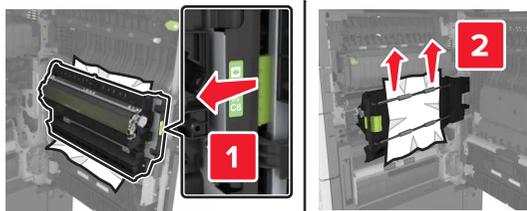
- Duplex area

- Above the duplex area
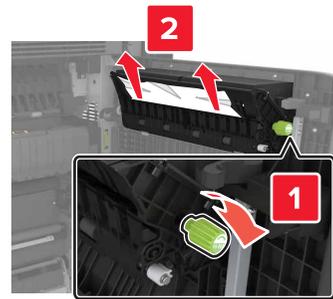
7 Close door C, and then slide the 3000-sheet tray back into place.

[x]-page jam, open doors G, H, and J and clear jammed paper. Leave paper in bin. [4yy.xx]

1 Open door G, and then remove the jammed paper.

   Note: Make sure that all paper fragments are removed.

2 Open door J, and then lift handle J1 to its upright position.
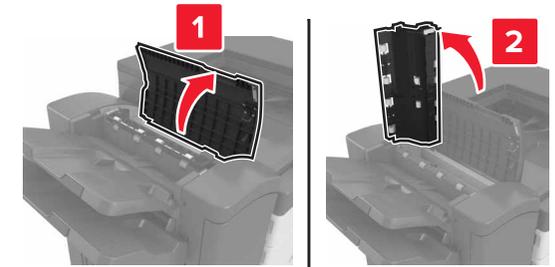
3 Open door H.

4 Remove the jammed paper from any of the following locations:

   Note: Make sure that all paper fragments are removed.

- Door J
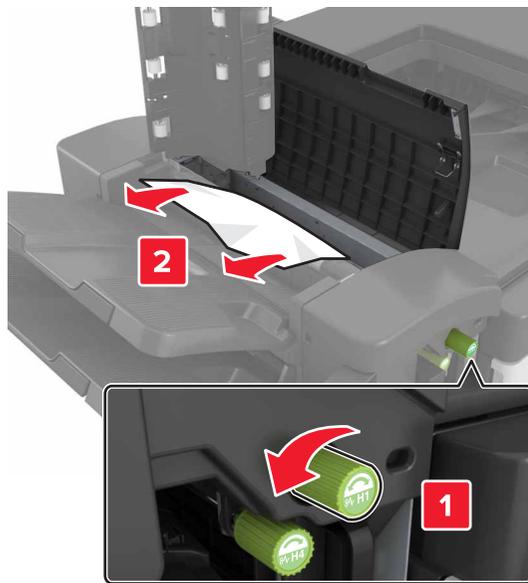
Note: If there is a jammed paper between the finisher bins, then remove the paper.
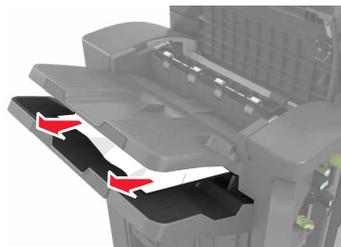
- Areas H1 and H2
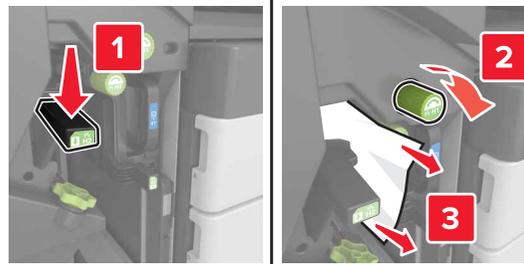

- Areas H3 and H4
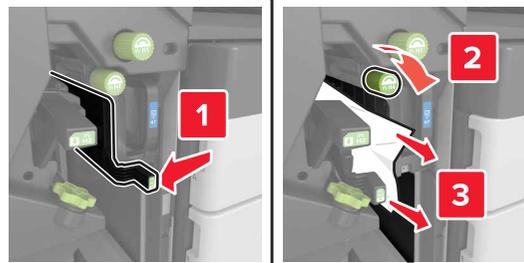
- Area H6
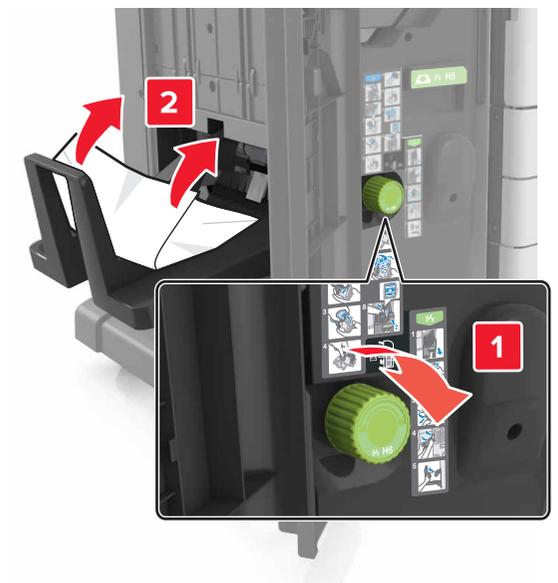
5 Close Door H.

6 Open door C, and then remove the jammed paper.

Note: Make sure that door C does not hit any cable attached to the printer.
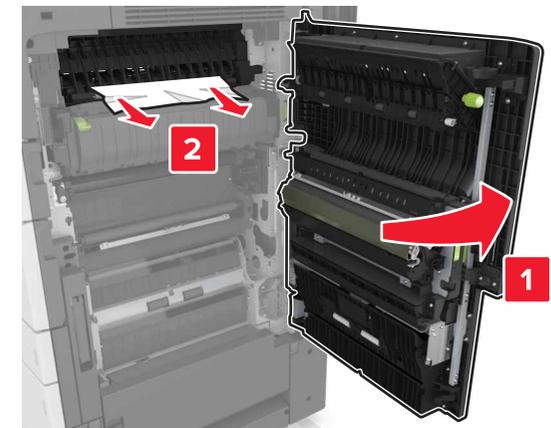
Notes:

- Make sure that all paper fragments are removed.
- If the 3000-sheet tray is installed, then slide the tray to the right to open the door.

**7** Close door C.

[x]-page jam, press latch to access area G. Leave paper in bin. [40y.xx]

1 Remove all paper from the staple finisher bin.
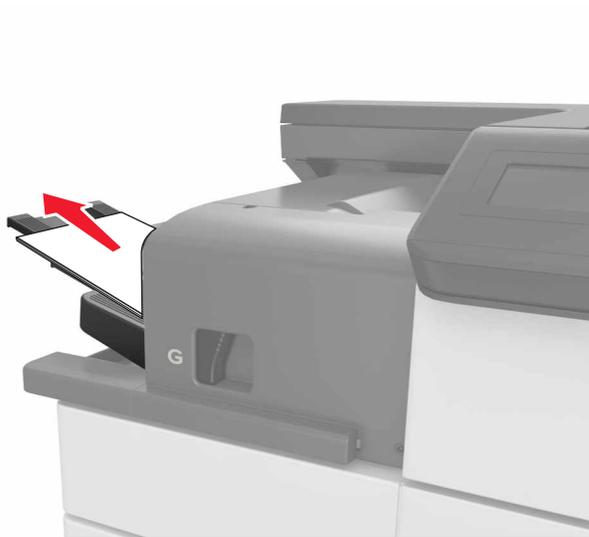
2 Press the latch and slide the staple finisher to the left, and then remove the jammed paper.
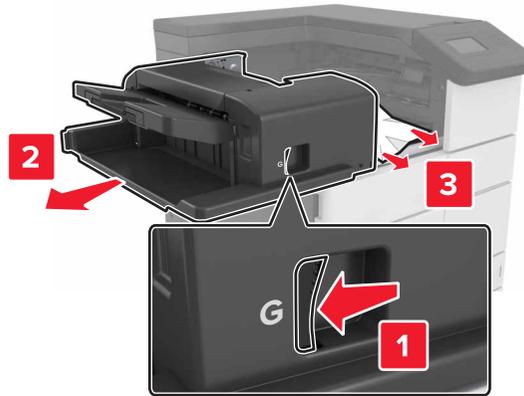
Notes:

- Make sure that all paper fragments are removed.
- If necessary, turn spinner wheel G1 downward to feed jammed paper into the finisher bin, and then remove the paper.

3 Slide the finisher back into place.

4 Open door C, and then remove the jammed paper.

⚠️ **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.
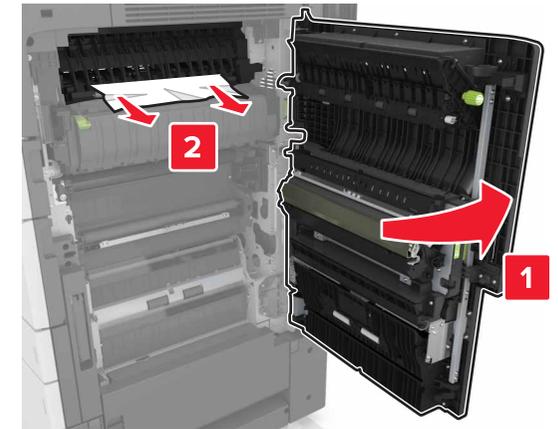
Notes:

- Make sure that door C does not hit any cable attached to the printer.
- Make sure that all paper fragments are removed.
- If the 3000-sheet tray is installed, then slide the tray to the right to open the door.

5 Close door C.

[x]-page jam, press latch to access area G and clear jammed staples. Leave paper in bin. [402.93]

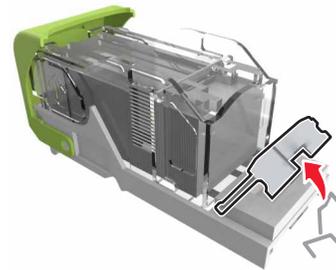1 Remove all paper from the staple finisher bin.
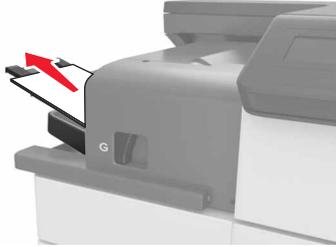
2 Press the latch on the staple finisher, and then slide the finisher to the left.
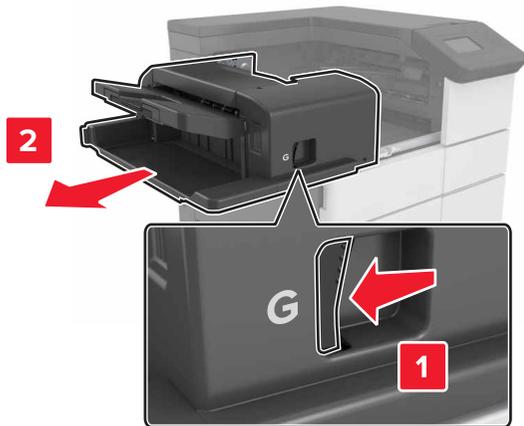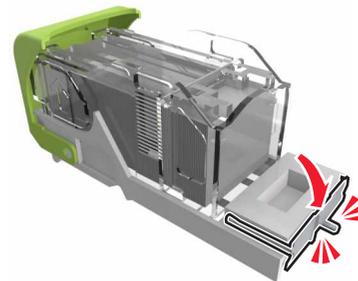

3 Remove the staple cartridge holder.

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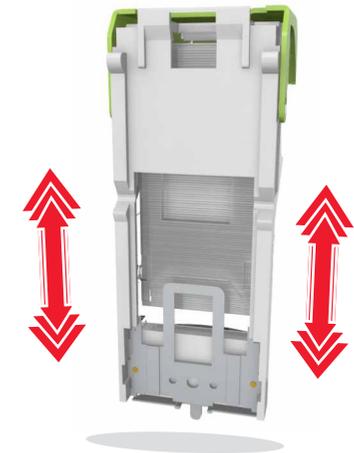

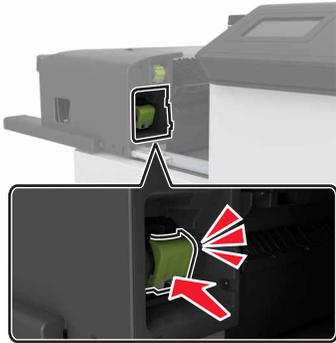5 Press the staple guard down until it *clicks* into place.
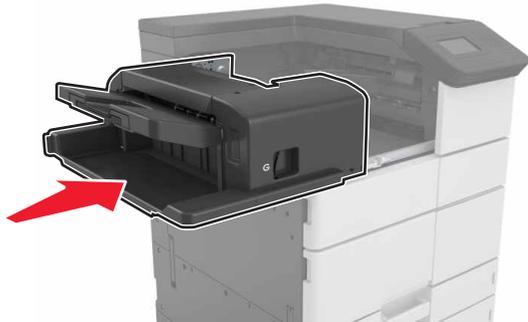

6 Press the staples against the metal bracket.

Note: If the staples are at the rear of the cartridge, then shake the cartridge downward to bring the staples near the metal bracket.

7 Push the cartridge holder into the finisher until the holder *clicks* into place.

8 Slide the finisher back into place.

[x]-page jam, open door H and rotate knob H6 clockwise. Leave paper in bin. [426.xx–428.xx]

If the jammed paper is located under door G, then open the door and remove the paper.
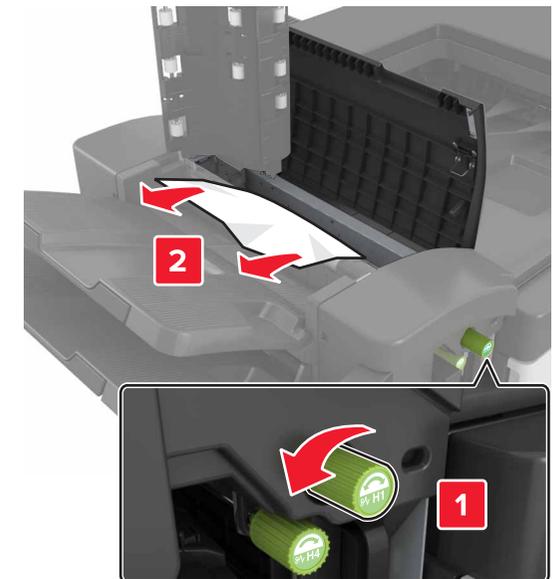

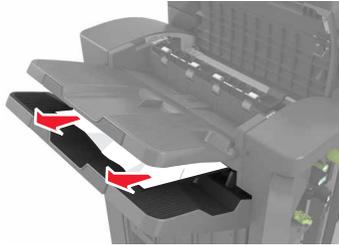**1** Open door J, and then lift handle J1.
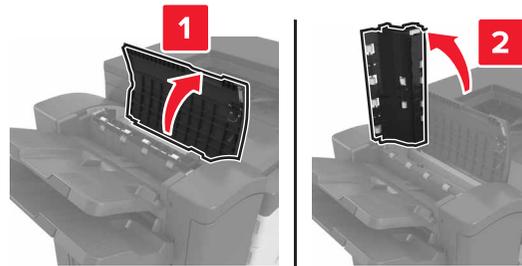
2 Open door H.

3 Remove the jammed paper from any of the following locations:

Note: Make sure that all paper fragments are removed.

- Door J

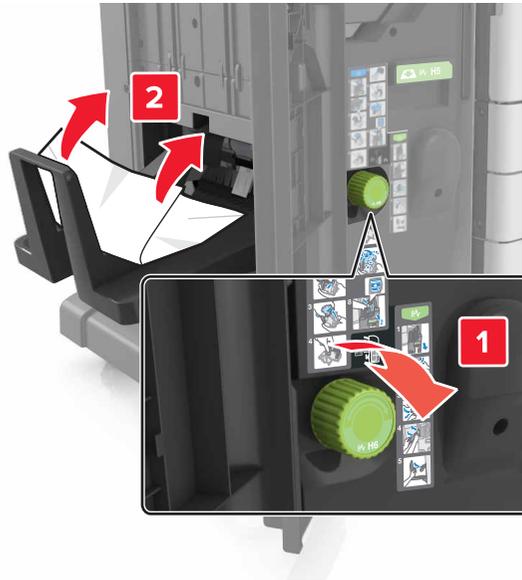**Note:** If there is a jammed paper between the finisher bins, then remove the paper.
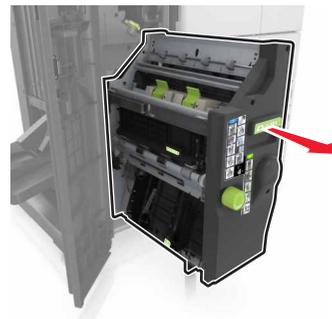

- Areas H1 and H2

- Areas H3 and H4
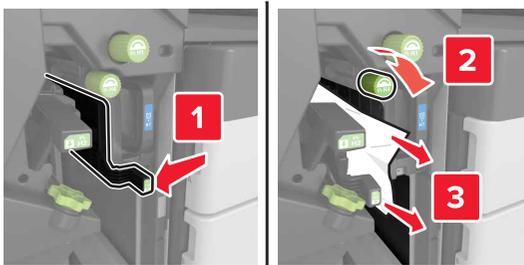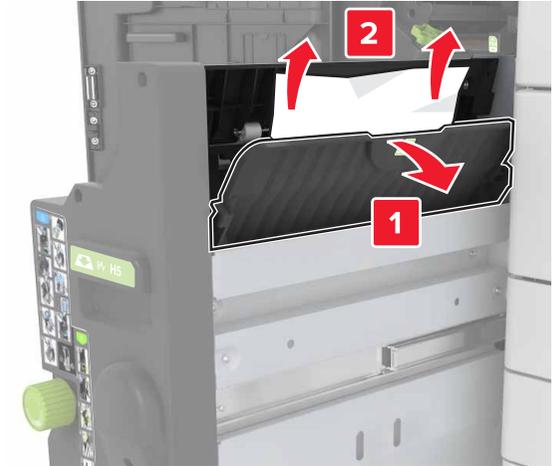

- Area H6

4 Using handle H5, pull out the booklet maker.
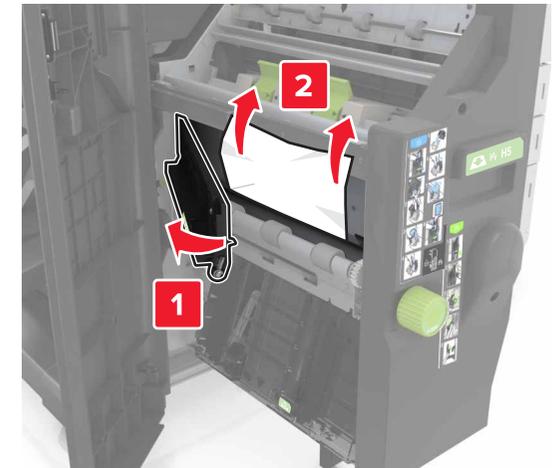

5 Remove the jammed paper from any of the following locations:
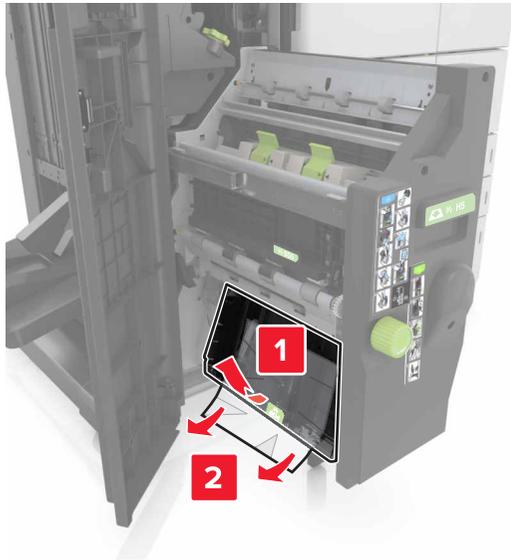
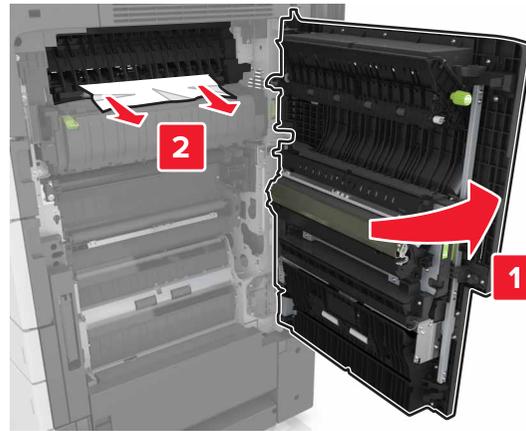 **Note:** Make sure that all paper fragments are removed.

- Area H8

- Area H9

- Area H10

6 Push the booklet maker back into place.

7 Close door H.

8 Open door C, and then remove the jammed paper.

> ⚠️ **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.

Notes:

- Make sure that door C does not hit any cable attached to the printer.
- Make sure that all paper fragments are removed.
- If the 3000-sheet tray is installed, then slide the tray to the right to open the door.

9 Close door C.