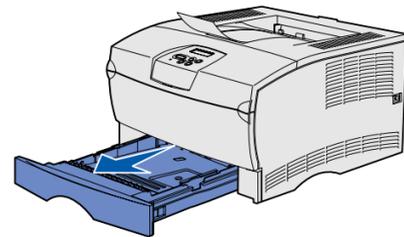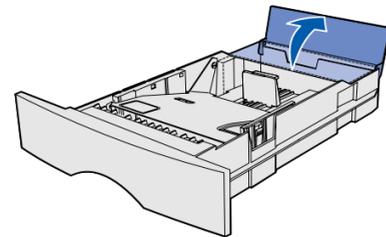# Quick Reference

Loading a tray
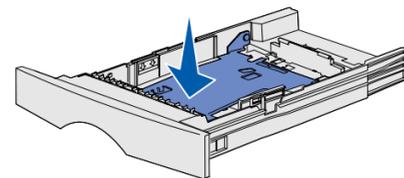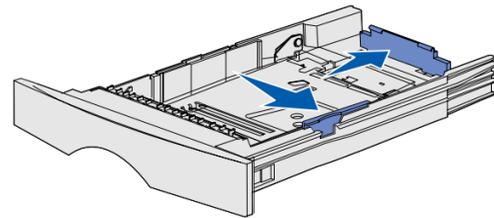
1 Remove the tray completely.

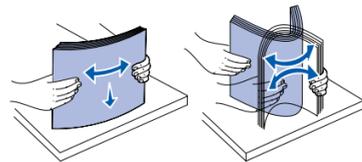
For the optional 500-sheet tray, open the cover.
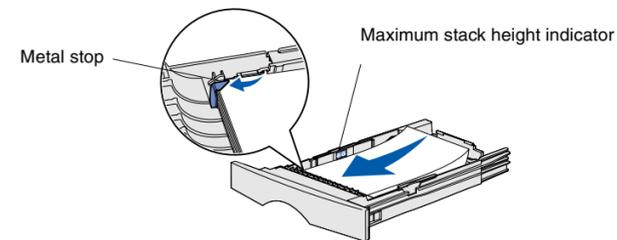

2 Press the metal plate down.

3 Squeeze the width guide tab and the width guide together, and then slide the guide all the way to the right.

4 Squeeze the length guide tab and the length guide together, and then slide the guide to its fully extended position.

5 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the print media. Straighten the edges of the stack on a level surface.
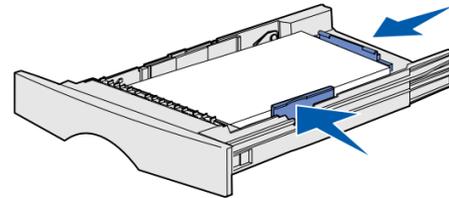

6 Place the print media against the left side of the tray and insert it under the metal stop, print side down. Do not bend or wrinkle the sheets.
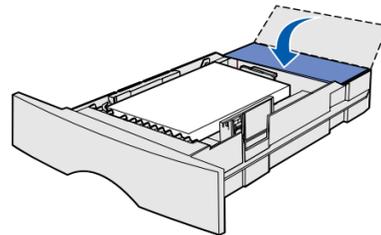

> **Note:** Do not exceed the maximum stack height. Overfilling the tray may cause a jam.

7 Slide the width and length guides until they lightly touch the edges of the print media.

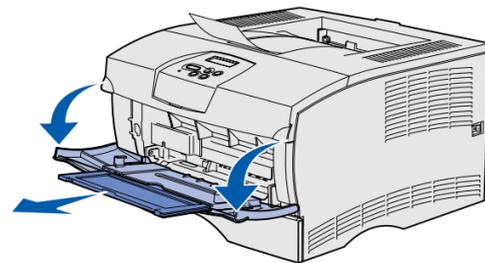**8** For the optional 500-sheet tray, close the cover.
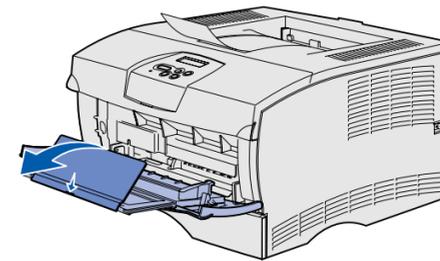

9 Reinstall the tray.

Loading the multipurpose feeder

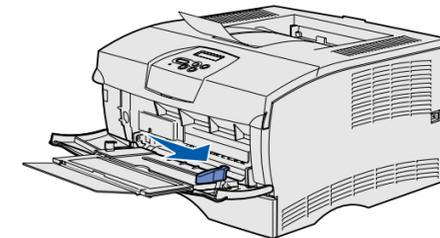The multipurpose feeder accepts plain paper, envelopes, transparencies, card stock, and labels.

1 Open the multipurpose feeder door, and then pull out the extension.
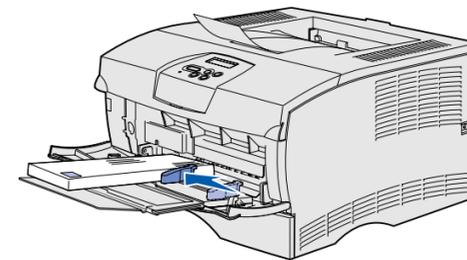

2 Unfold the extension.

3 Slide the width guide all the way to the right.

4 Place paper print side up, or envelopes flap side down, in the feeder. Push the print media forward without forcing it.

> **Note:** Orient the print media correctly for the size, type, and print method you are using. Refer to the publications CD for detailed information about orienting print media. Do not overfill the feeder.

5 Slide the width guide until it lightly touches the side of the stack.

6 In your word processor, spreadsheet, browser, or other application, select **File → Print**.

7 Click **Properties** (or **Options**, **Printer**, or **Setup** depending on the application) to view the printer driver settings.

8 Select **MP Feeder** from the Form Source list box.

9 Select your print media type (envelopes, transparencies, and so on) from the Media Type list box.

10 Click **OK**, and then send your print job as usual.

Canceling a print job

If the job you want to cancel is printing, and Busy appears on the display:

1 Press **Menu** until you see `Job Menu`, and then press **Select**.

2 Press **Menu** until you see `Cancel Job`, and then press **Select**.

Printing a menu settings page

1 Make sure the printer is on and the `Ready` message appears.

2 Press and release **Menu** until you see `Utilities Menu`, and then press **Select**.

3 Press and release **Menu** until you see `Print Menus`, and then press **Select**.
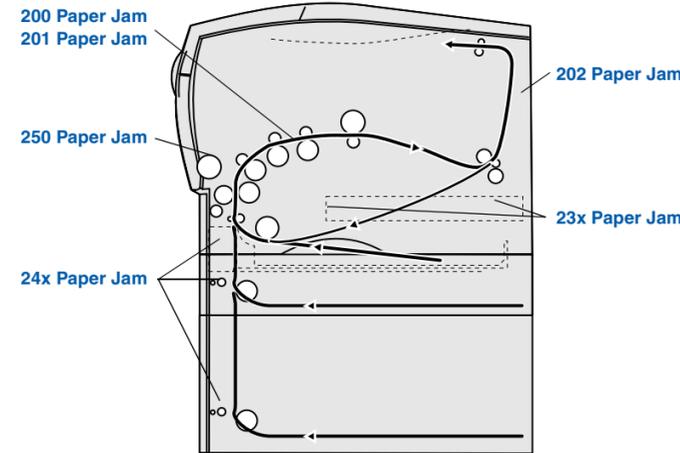
Common operator panel messages

For a more detailed list of operator panel messages, refer to the publications CD.

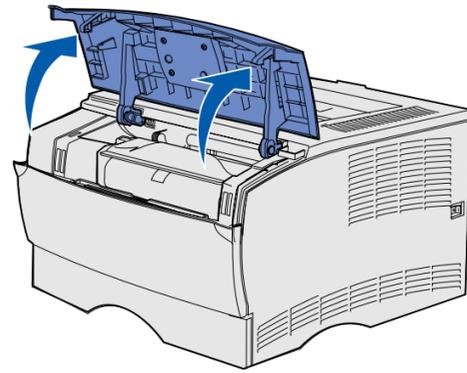| Message	Actions
`Change Tray <x>` The printer is requesting a different size or type of print media than what is loaded.	• Remove the currently loaded print media from the specified tray, and then load the requested print media. • Press **Select** to clear the message and print on the print media currently loaded in the tray. • Cancel the current job.
`Load Manual` The printer is ready for print media to be inserted into the multipurpose feeder.	• Load the multipurpose feeder with the print media specified on the second line of the display. • Press **Select** or **Go** to ignore the manual feed request and print on print media already installed in one of the trays. • Cancel the current job.
`Waiting` The printer has received data to print but is waiting for a command or additional data.	• Press **Go** to print the contents of the buffer. • Cancel the current job.
`Not Ready` The printer is not ready to process data.	Press **Go** to ready the printer to receive jobs.
`Flushing Buffer` The printer is discarding the current print job.	• Wait for the message to clear. • Sometimes this message means the driver data did not match what the printer was expecting. If the situation recurs, try printing from another printer driver.

Clearing jams

The following illustration shows the path that print media travels through the printer. The path varies depending on the input source and output bin you are using.

200 Paper Jam
201 Paper Jam

202 Paper Jam

250 Paper Jam

23x Paper Jam

24x Paper Jam

Note: To clear the `Paper Jam` error message, you must remove all jammed print media from the entire paper path and then press **Go**.
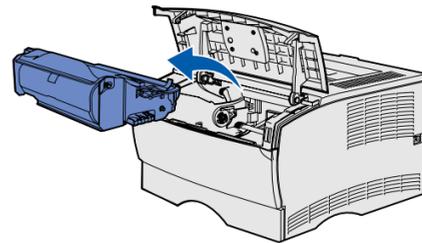
200 / 201 Paper Jam, Remove Cartridge
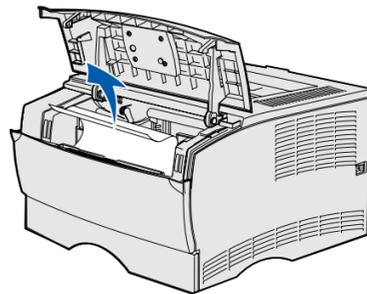
1 Open the upper front door.

2 Remove the print cartridge.

CAUTION: The rear portion of the inside of the printer may be hot.

Warning: Do not touch the photoconductor drum on the bottom of the print cartridge.
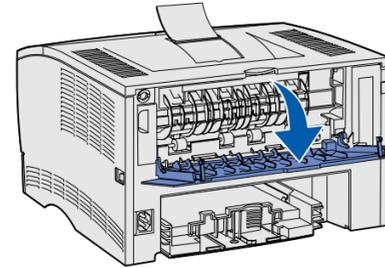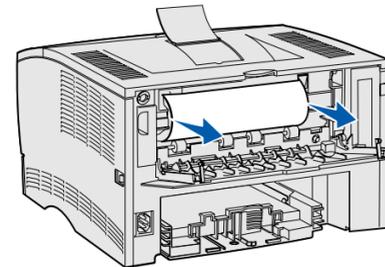
3 Remove any jams.

4 Reinstall the print cartridge.

5 Close the upper front door.

202 Paper Jam, Open Rear Door

1 Open the rear output bin door.

2 Remove any jams.

Note: You may have to remove the print cartridge to clear a jam in this area.
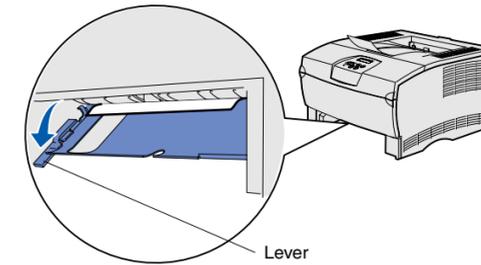
3 Close the rear output bin door.

23x Paper Jam (duplex jam)

Print media can jam under the printer and above Tray 1 when the duplex function is in use. To clear this type of jam, follow the instructions under the appropriate paper jam message.

23x Paper Jam, Remove Tray1, Pull Down Lever At Printer Front

1 Pull Tray 1 completely out.

2 Look under the printer on the left side to locate a green lever.
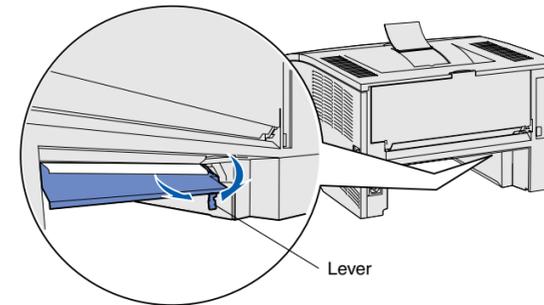
3 Push down on the green lever.

Lever

4 Gently pull the jam toward you.

5 Insert the tray.

Note: Make sure the metal plate under the print media is locked down.

23x Paper Jam, Remove Tray1, Pull Down Lever At Printer Rear

1 Pull Tray 1 completely out.

2 Look under the back of the printer on the right side to locate a green lever.
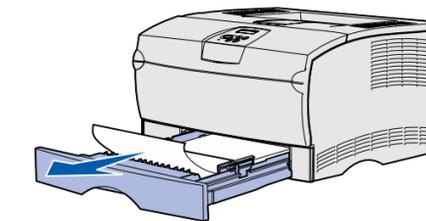
3 Push down on the lever.

Lever

4 Gently pull the jam toward you.
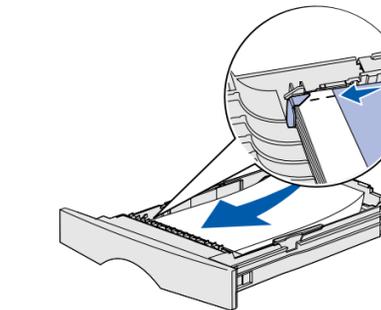
5 Insert the tray.

Note: Make sure the metal plate under the print media is locked down.

24x Paper Jam, Check Tray <x>

1 Gently open the tray until you can see the jam.
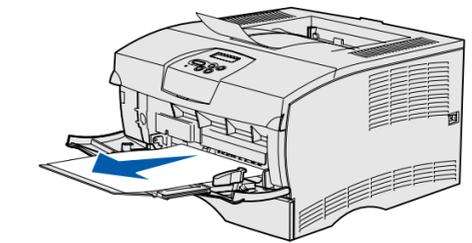
2 Remove any jams.

If you see any print media above the metal stop, completely remove the tray. Press down on the print media to lock the metal plate below it into place. Remove, then re-insert the print media under the metal stop.

3 Reinstall the tray.

250 Paper Jam, Check MP Feeder

Gently pull the jam straight out of the multipurpose feeder.

If you need more information

- Refer to the *Setup Guide* or the publications CD for information about using and maintaining your printer.
- Contact your administrator or Help desk if you have questions about network printing.