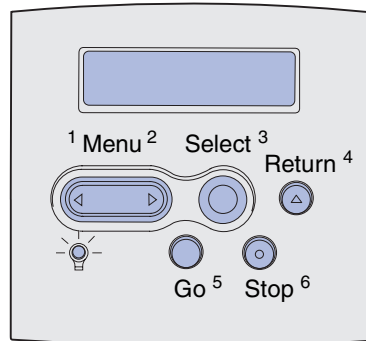# Quick Reference

Operator panel

Press **Menu** to:

- Enter the menus from the Ready state.
- Scroll through menus or values.
- Increase or decrease a numerical value.
- Display the Job Menu while the printer is busy.

Press **Select** to:

- Select the item on the second line of the display.
- Save the selection as a new default setting.

Press **Return** to return to the previous menu level.

Press **Go** to:

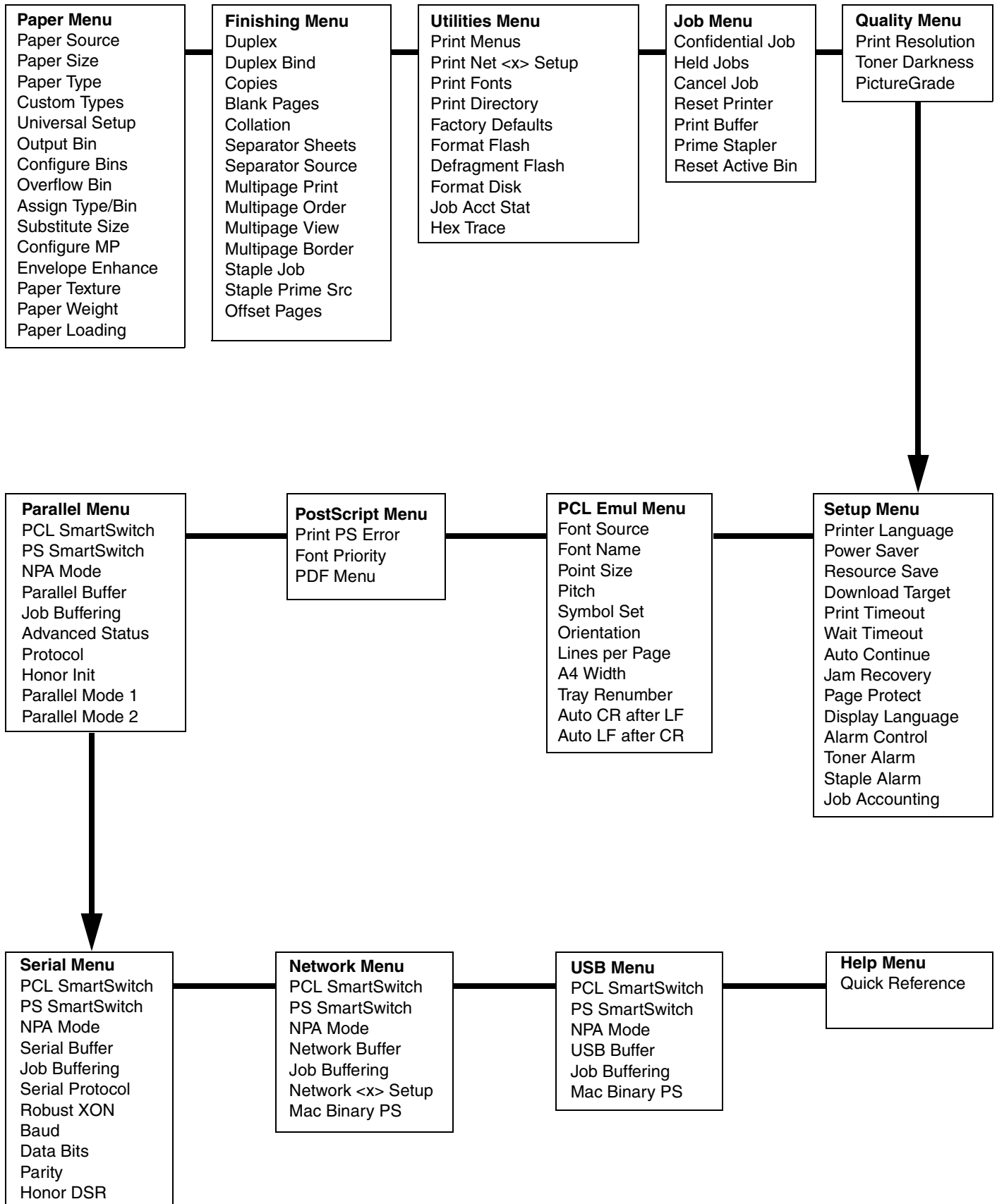- Exit printer menus and return to the Ready state.
- Clear messages.

Press **Stop** to temporarily stop all print activity without losing data.

Printing this quick reference

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

2 When you see Quick Reference, press **Select.** The *Quick Reference* prints.

   Note: This *Quick Reference* is also included on the *Publications* CD that shipped with your printer.

Operator panel menus

Paper Menu
Paper Source
Paper Size
Paper Type
Custom Types
Universal Setup
Output Bin
Configure Bins
Overflow Bin
Assign Type/Bin
Substitute Size
Configure MP
Envelope Enhance
Paper Texture
Paper Weight
Paper Loading

Finishing Menu
Duplex
Duplex Bind
Copies
Blank Pages
Collation
Separator Sheets
Separator Source
Multipage Print
Multipage Order
Multipage View
Multipage Border
Staple Job
Staple Prime Src
Offset Pages

Utilities Menu
Print Menus
Print Net <x> Setup
Print Fonts
Print Directory
Factory Defaults
Format Flash
Defragment Flash
Format Disk
Job Acct Stat
Hex Trace

Job Menu
Confidential Job
Held Jobs
Cancel Job
Reset Printer
Print Buffer
Prime Stapler
Reset Active Bin

Quality Menu
Print Resolution
Toner Darkness
PictureGrade

Parallel Menu
PCL SmartSwitch
PS SmartSwitch
NPA Mode
Parallel Buffer
Job Buffering
Advanced Status
Protocol
Honor Init
Parallel Mode 1
Parallel Mode 2

PostScript Menu
Print PS Error
Font Priority
PDF Menu

PCL Emul Menu
Font Source
Font Name
Point Size
Pitch
Symbol Set
Orientation
Lines per Page
A4 Width
Tray Renumber
Auto CR after LF
Auto LF after CR

Setup Menu
Printer Language
Power Saver
Resource Save
Download Target
Print Timeout
Wait Timeout
Auto Continue
Jam Recovery
Page Protect
Display Language
Alarm Control
Toner Alarm
Staple Alarm
Job Accounting

Serial Menu
PCL SmartSwitch
PS SmartSwitch
NPA Mode
Serial Buffer
Job Buffering
Serial Protocol
Robust XON
Baud
Data Bits
Parity
Honor DSR

Network Menu
PCL SmartSwitch
PS SmartSwitch
NPA Mode
Network Buffer
Job Buffering
Network <x> Setup
Mac Binary PS

USB Menu
PCL SmartSwitch
PS SmartSwitch
NPA Mode
USB Buffer
Job Buffering
Mac Binary PS

Help Menu
Quick Reference

Printing confidential jobs

If you want to print a job that is personal or confidential, and you do not want anyone else to see it, the printer can hold your job in memory until you arrive at the printer.

Note: This only works with custom printer drivers. These drivers are located on the drivers CD that shipped with your printer.

To print a confidential job:

1 In your word processor, spreadsheet, browser, or other application, select
File ‣ Print.

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

3 Click **Help** and refer to the topic "Confidential print" or "Print and hold.*"* Follow the instructions.

Note: If you send a large file to a shared network printer, it remains in the printer memory until you print it. This could prevent others from printing. Retrieve your print jobs as soon as possible. To check the amount of memory in your printer, see **Printing a menu settings page**.

4 Go to the printer and use the operator panel to access your confidential print job:

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

b Press **Menu** until you see Confidential Job, and then press **Select**.

c Press **Menu** until you see your user name, and then press **Select**.

d Enter your four-digit personal identification number (PIN) using the numbered buttons on the operator panel. As you enter your PIN, asterisks appear on the display.

e Press **Menu** until you see Print A Job, and then press **Select**. (Print All Jobs sends all jobs with the same user name and PIN immediately to the printer.)

f Press **Menu** until you see the job you want to print, and then press **Select**.

g Press **Go** to send the job to the printer.

After the job prints, the job is deleted from printer memory and the printer returns to the Ready state.

Canceling a print job

To cancel a print job after it has started printing:

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

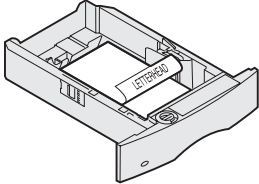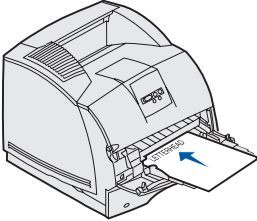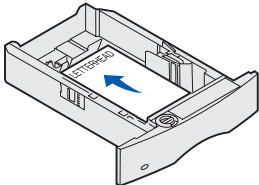To verify Paper Size and Paper Type settings, and check installed options and memory, print a menu settings page:
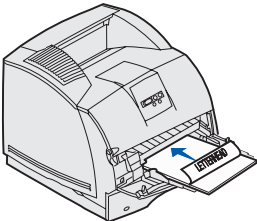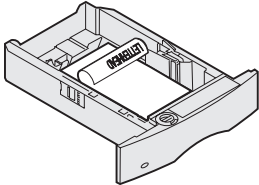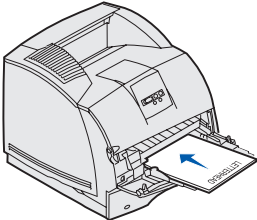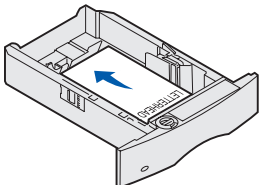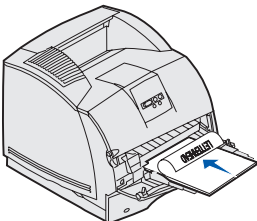
1 Press **Menu** until you see Utilities Menu, and then press **Select**.

2 Press **Menu** until you see Print Menus, and then press **Select.** The menu settings page prints.
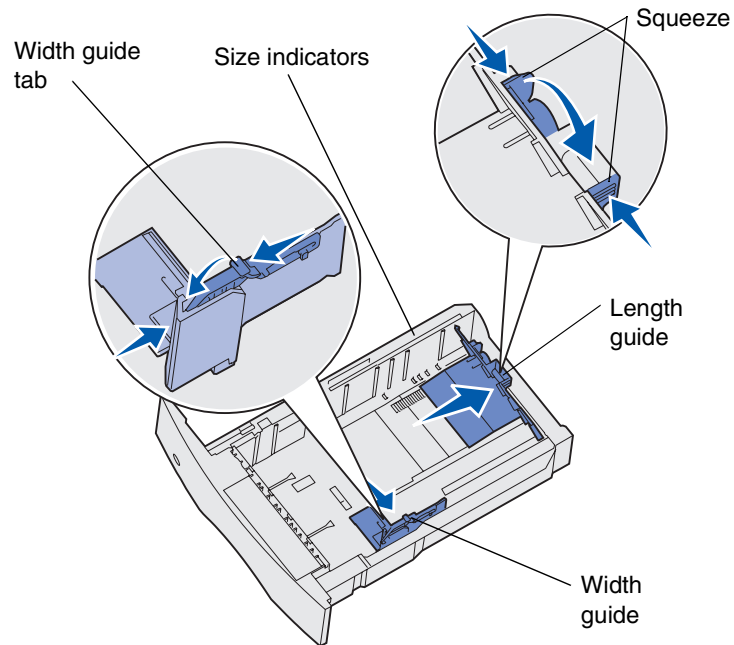
Common printer messages

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.

Loading letterhead

Letterhead must be loaded differently depending on what options you have installed.

	In a tray	In the multipurpose feeder
Without finisher, single-sided printing		
Without finisher, double-sided printing		
With finisher, single-sided printing		
With finisher, double-sided printing		

Loading a tray

Width guide tab   Size indicators   Squeeze
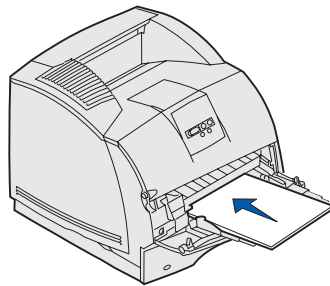
Length guide

Width guide

Load print media into any of the standard or optional trays. All trays are loaded the same way.

1 Remove the tray.

2 Squeeze the width guide tab and the width guide, and slide the guide to the far right side of the tray.

3 Squeeze the length guide lever, and slide the length guide to the correct position for the size paper you are loading.

4 Place the print media into the tray with the recommended print side face down for single-sided printing and face up for double-sided printing. Do not load print media above the load line.

5 Squeeze the width guide tab and the width guide, and slide the width guide to the left until it lightly rests against the edge of the paper stack.
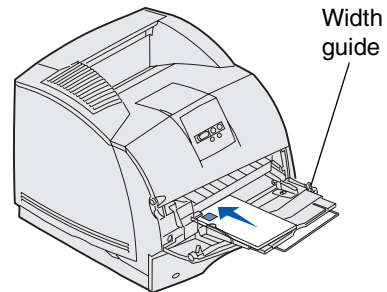
Loading the multipurpose feeder

1 Push the lower release latch and open the multipurpose feeder door.

2 Pull the metal bar out far enough to support your print media size.

3 Slide the width guide to the far right.

4 Place the print media in the multipurpose feeder and push it forward without forcing it.

Paper and transparencies   Envelopes
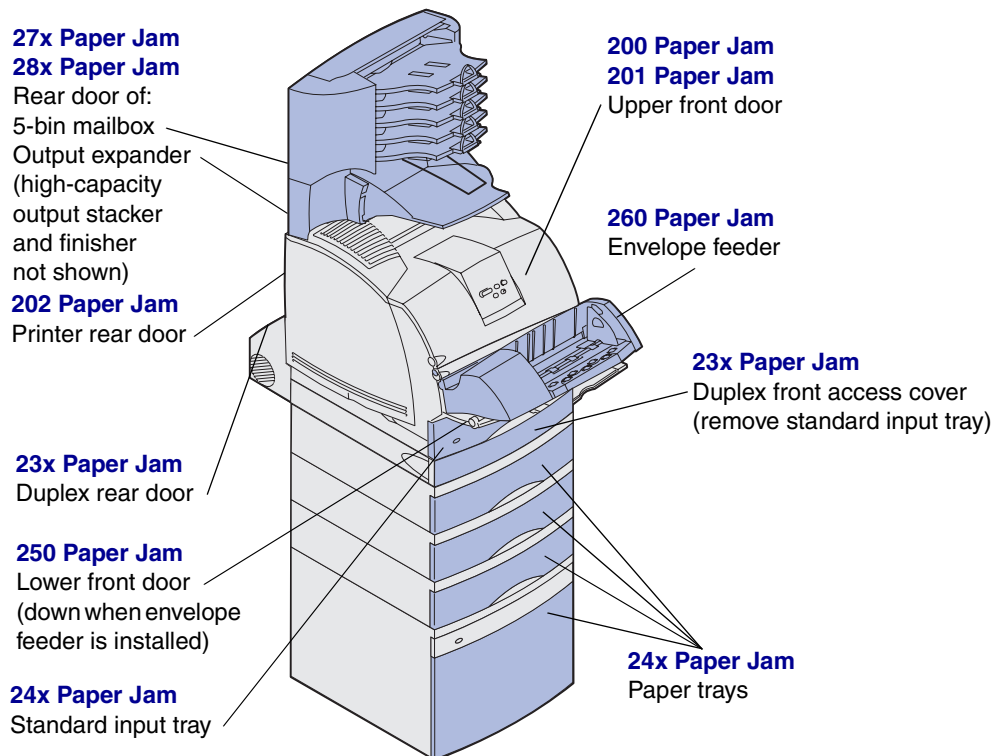
Width
guide

5 Slide the width guide to the left until it lightly touches the side of the print media.

Accessing jam areas

You open doors and covers, remove trays, and remove options to access jam areas. The illustration shows the location of sources and possible jam areas. Be sure to remove any print jobs from the standard bin before opening the upper front door.

CAUTION: Floor-mounted configurations require additional furniture. You must use either a printer stand or printer base if you are using a 2000-sheet drawer, a duplex unit and an input option, or more than one input option. If you purchased a multifunction printer (MFP) that scans, copies, and faxes, you may need additional furniture.

27x Paper Jam
28x Paper Jam
Rear door of:
5-bin mailbox
Output expander
(high-capacity
output stacker
and finisher
not shown)
202 Paper Jam
Printer rear door

200 Paper Jam
201 Paper Jam
Upper front door

260 Paper Jam
Envelope feeder

23x Paper Jam
Duplex front access cover
(remove standard input tray)

23x Paper Jam
Duplex rear door

250 Paper Jam
Lower front door
(down when envelope
feeder is installed)

24x Paper Jam
Standard input tray

24x Paper Jam
Paper trays

Warning: Do not attempt to clear any jam using tools or instruments. This may permanently damage the printer.