

Laser Printer

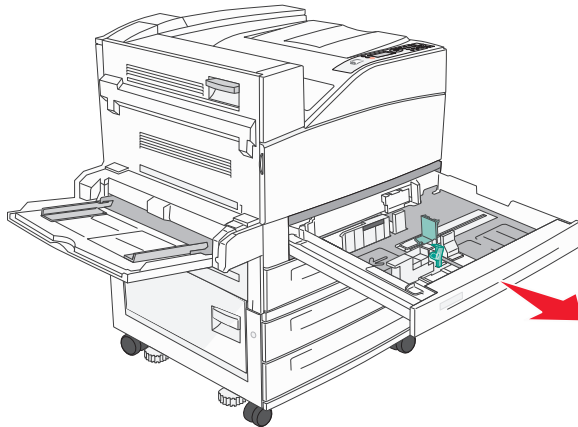
Quick Reference

Loading paper and specialty media

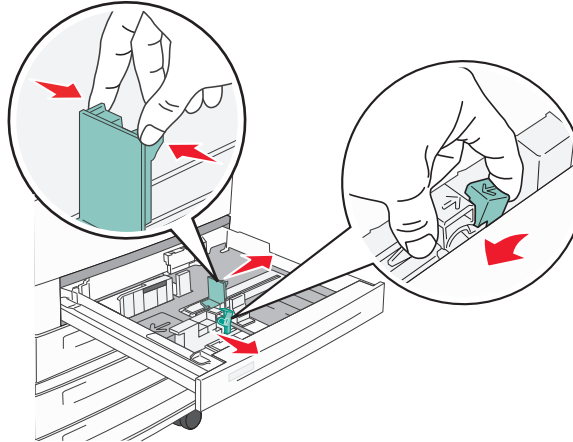
Loading the standard or optional 500-sheet trays

The printer has two standard 500-sheet trays (Tray 1 and Tray 2), and it may have one or more optional 500-sheet trays. All 500-sheet trays support the same paper sizes and types. Paper may be loaded in the trays in either the long-edge or short-edge orientation.

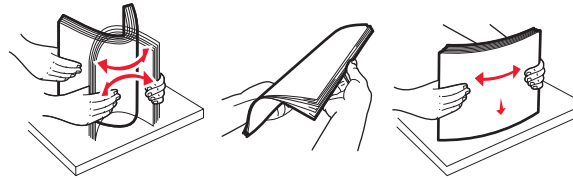
- 1 Pull the tray completely out.



- 2 Squeeze and slide the width and length guides to the correct positions for the paper size being loaded.



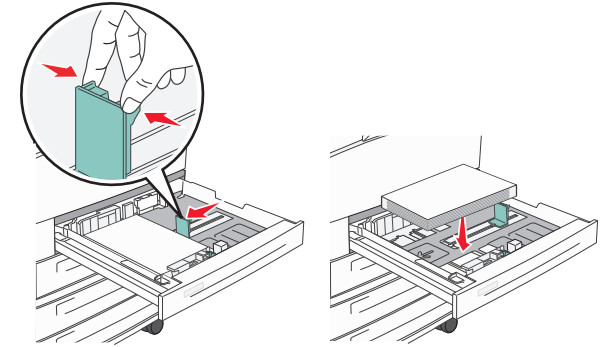
- 3 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.



- 4 Load the paper stack with the recommended print side faceup. Load the paper in either the long-edge or short-edge orientation as shown.

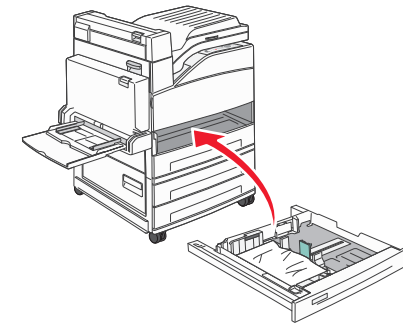
Notes:

- Load sizes larger than A4 in the short-edge orientation.
- Make sure the paper is below the max fill line located on the edge of the paper tray. Overloading the tray can cause paper jams and possible printer damage.



- 5 Make sure the paper guides are secure against the edges of the paper.

- 6 Insert the tray.

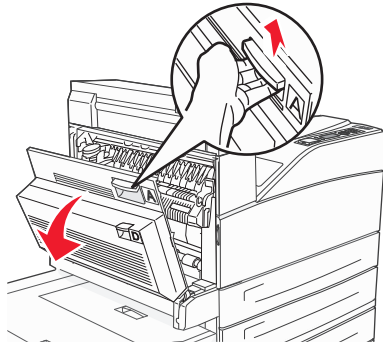


- 7 If the paper type you loaded differs from the type that was previously loaded in the tray, then change the Paper Type setting for the tray.

Clearing jams

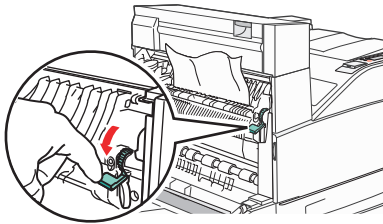
200–201 paper jams

- 1 Open Door A by pushing the release latch up and lowering the door.



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

- 2 Pull the jam up and toward you.



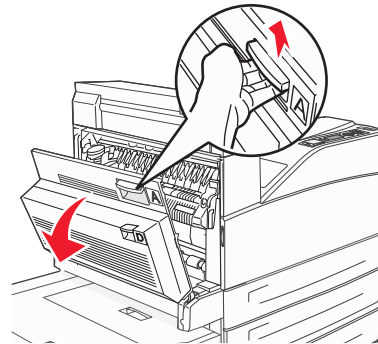
Note: If the jam does not move immediately, stop pulling. Push down and pull the green lever to make it easier to remove the jam. Make sure all paper fragments are removed.

- 3 Close Door A.

202 paper jam

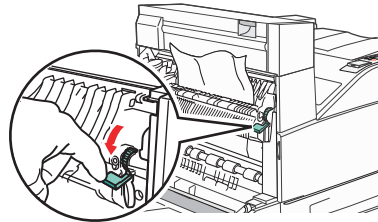
Clearing Area A

- 1 Open Door A by pushing the release latch up and lowering the door.



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

- 2 Pull the jam up and toward you.

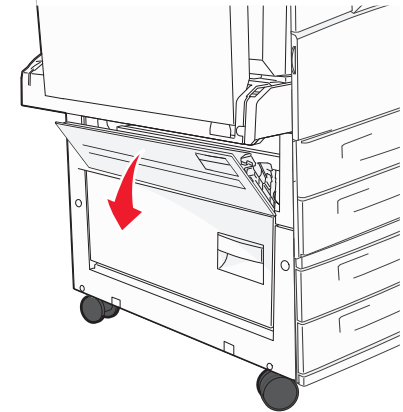


Note: If the jam does not move immediately, stop pulling. Push down and pull the green lever to make it easier to remove the jam. Make sure all paper fragments are removed.

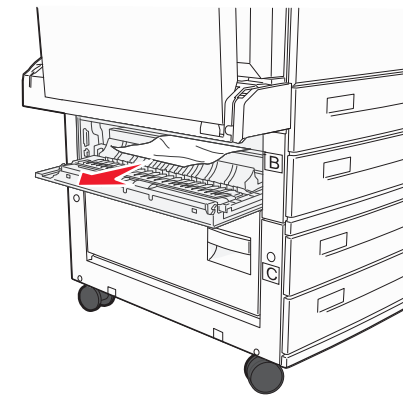
- 3 Close Door A.

Clearing Area B

- 1 Open Door B.



- 2 Pull the jam up and toward you.

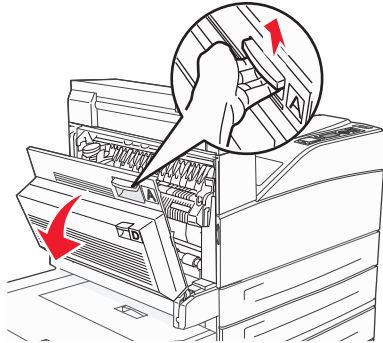



- 3 Close Door B.

203, 230–231 paper jams

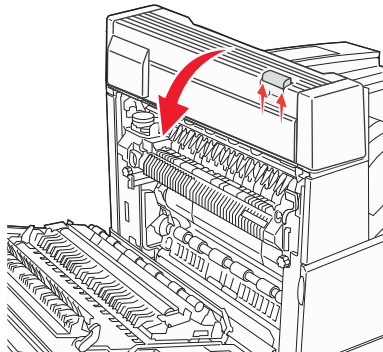
203 paper jam

- 1 Open Door A by pushing the release latch up and lowering the door.

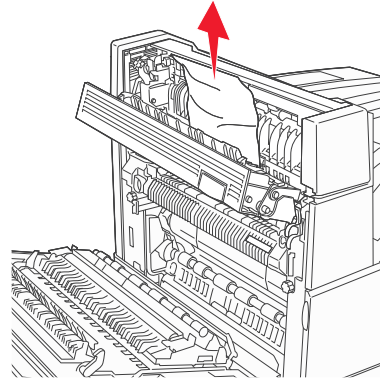


 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

- 2 Open Door E by pushing the release latch and lowering the door.



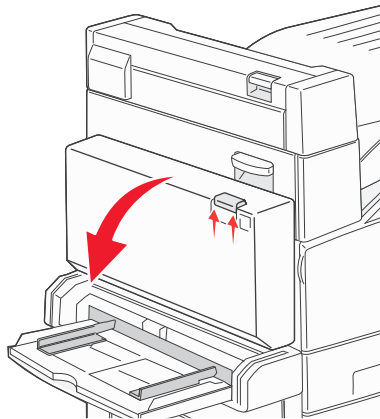
- 3 Pull the jam up.



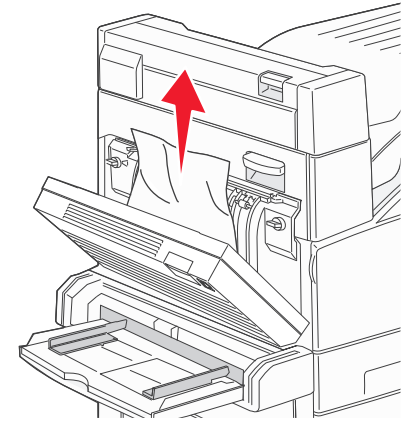
- 4 Close Door E.
- 5 Close Door A.

230 paper jam

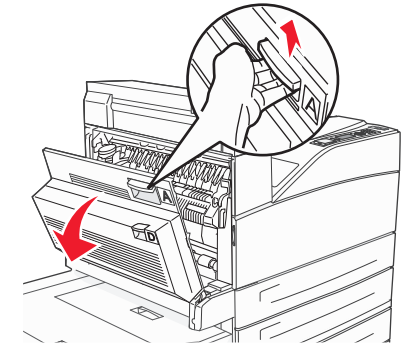
- 1 Open Door D.




- 2 Remove the jam.

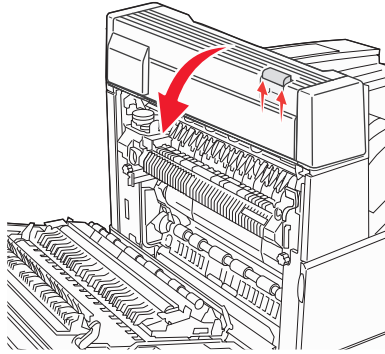


- 3 Close Door D.
- 4 Open Door A by pushing the release latch up and lowering the door.

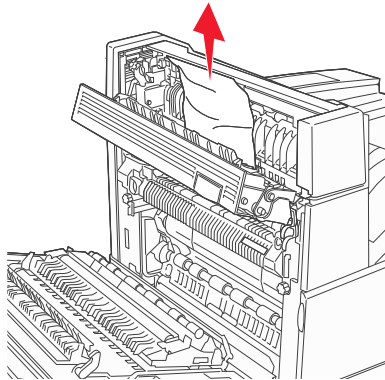


 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

- 5 Open Door E by pushing the release latch and lowering the door.



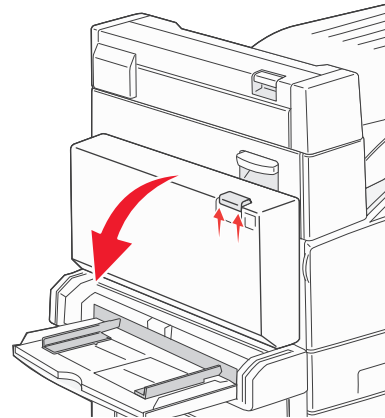
- 6 Pull the jam up.



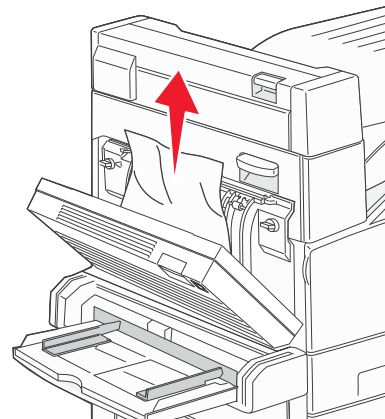
- 7 Close Door E.
8 Close Door A.

231 paper jam

- 1 Open Door D.

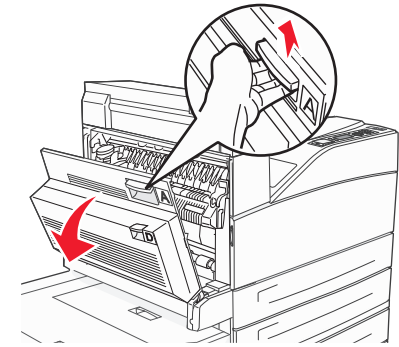



- 2 Remove the jam.



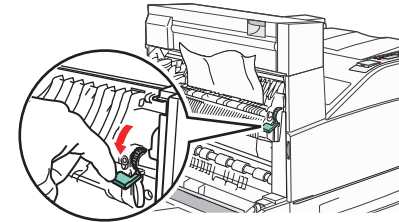
- 3 Close Door D.

- 4 Open Door A by pushing the release latch up and lowering the door.



 **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.

- 5 Pull the jam up and toward you.



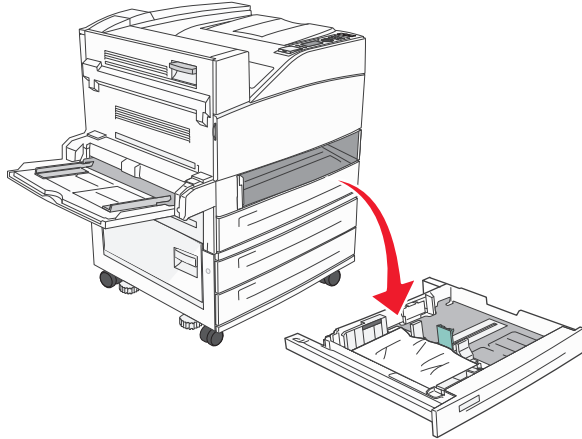
Note: If the jam does not move immediately, stop pulling. Push down and pull the green lever to make it easier to remove the jam. Make sure all paper fragments are removed.

- 6 Close Door A.

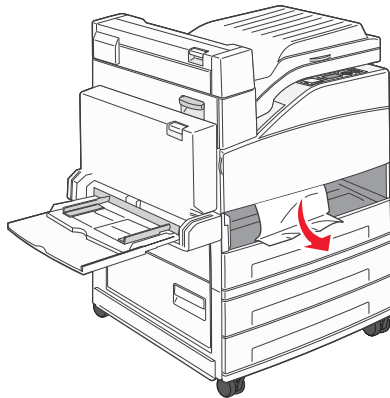
24x paper jam

Jam in Tray 1

- 1 Remove Tray 1 from the printer.



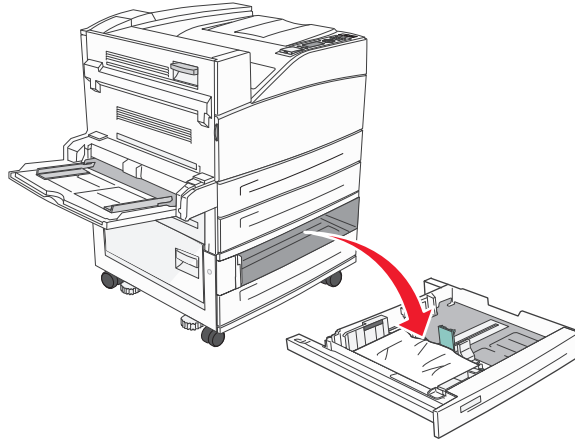
- 2 Remove the jam.



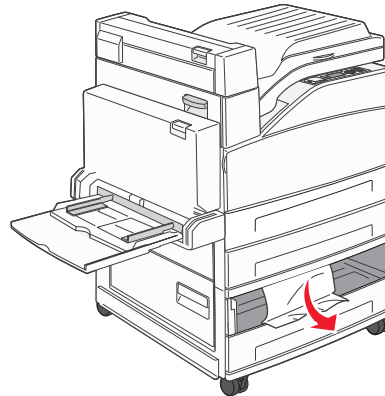
- 3 Insert Tray 1.

Jam in the optional tray

- 1 Pull the tray out.



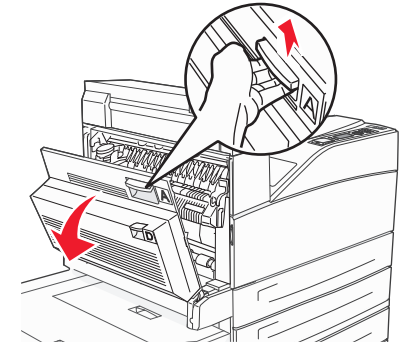
- 2 Remove the jam.



- 3 Insert the tray.

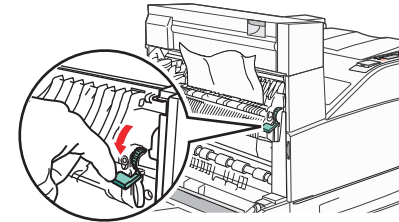
Clearing jam in Door A

- 1 Open Door A by pushing the release latch up and lowering the door.



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

- 2 Pull the jam up and toward you.



Note: If the jam does not move immediately, stop pulling. Push down and pull the green lever to make it easier to remove the jam. Make sure all paper fragments are removed.

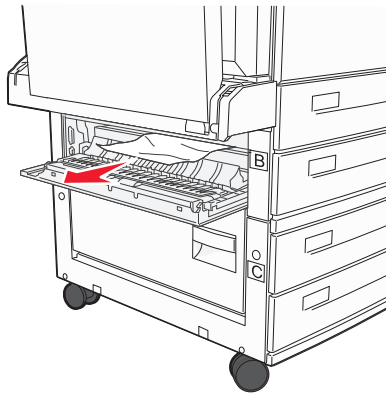
- 3 Close Door A.

Clearing jam in Door B

- 1 Open Door B.



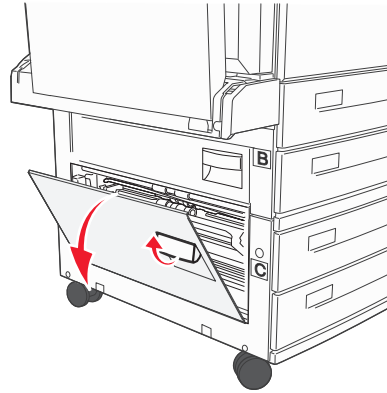
- 2 Pull the jam up and toward you.



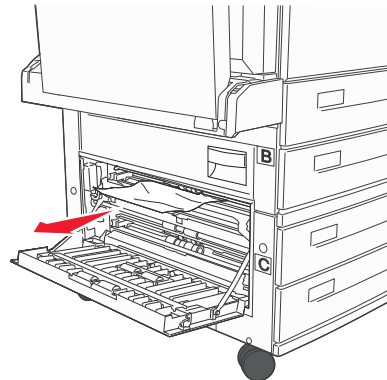
- 3 Close Door B.

241 paper jam

- 1 Open Door C.



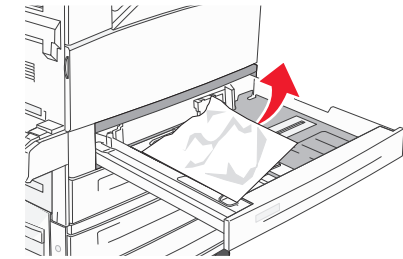
- 2 Pull the jam up and toward you.



Note: Make sure all paper fragments are removed.

- 3 Close Door C.

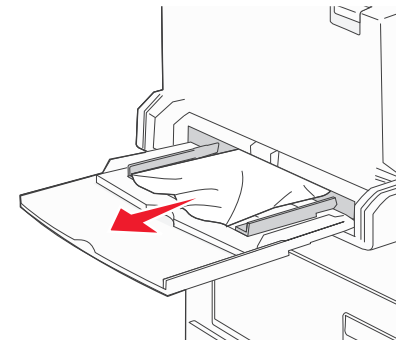
- 4 Open Tray 1, and then remove any crumpled paper from the tray.



- 5 Insert Tray 1.

250 paper jam

- 1 Remove the paper from the multipurpose feeder.



- 2 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.

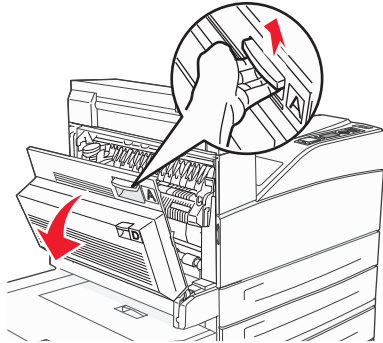
- 3 Load the paper into the multipurpose feeder.

- 4 Adjust the paper guide to rest lightly against the edge of the paper.

280–282 paper jams

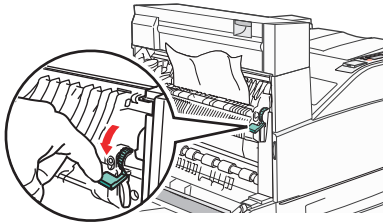
280-281 paper jams

- 1 Open Door A by pushing the release latch up and lowering the door.



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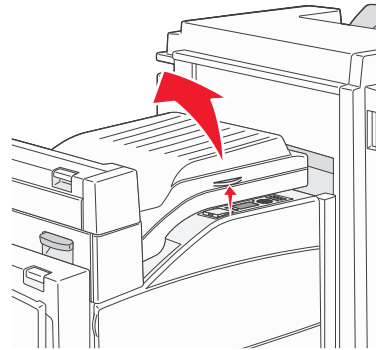
- 2 Pull the jam up and toward you.



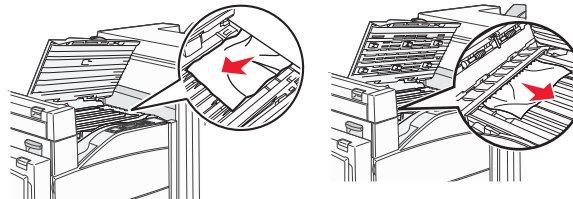
Note: If the jam does not move immediately, stop pulling. Push down and pull the green lever to make it easier to remove the jam. Make sure all paper fragments are removed.

- 3 Close Door A.

- 4 Open Door F.



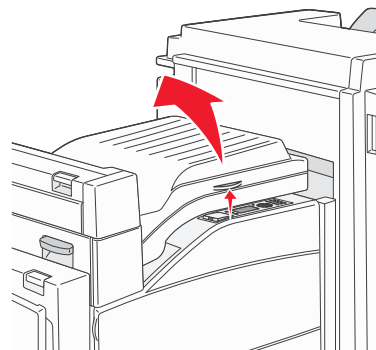
- 5 Remove the jam.



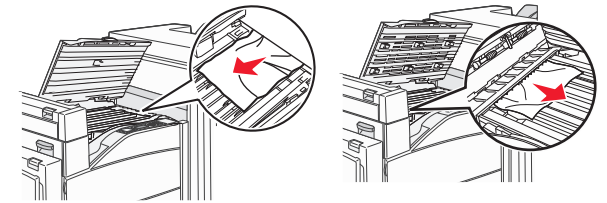
- 6 Close Door F.

282 paper jam

- 1 Open Door F.



- 2 Remove the jam.

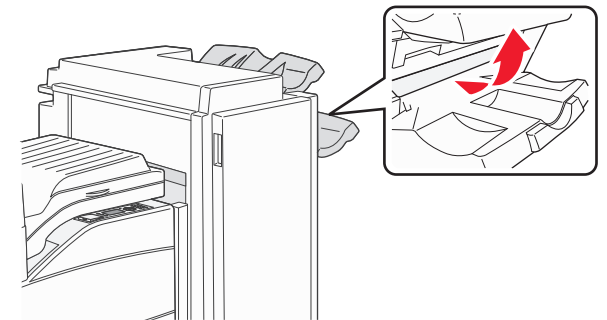


- 3 Close Door F.

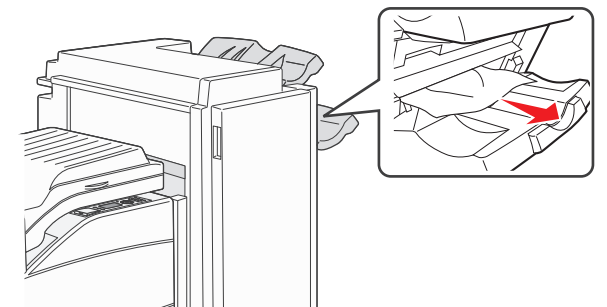
283, 289 staple jams

283 paper jam

- 1 Lift Door H.



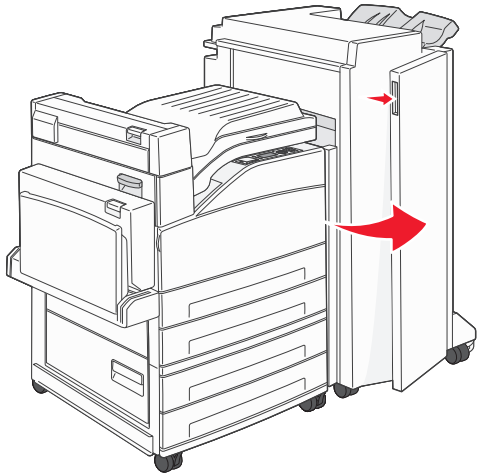
- 2 Remove the jam.



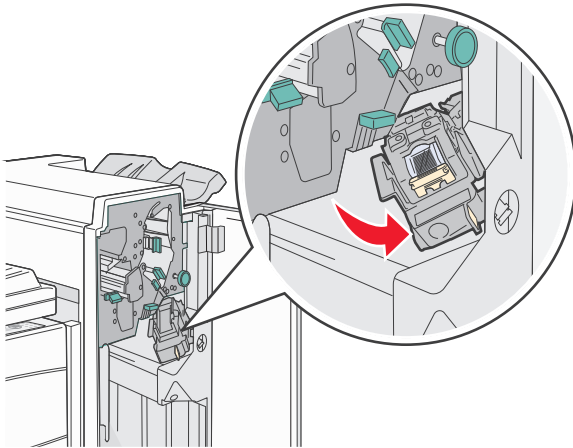
- 3 Close Door H.

289 staple error

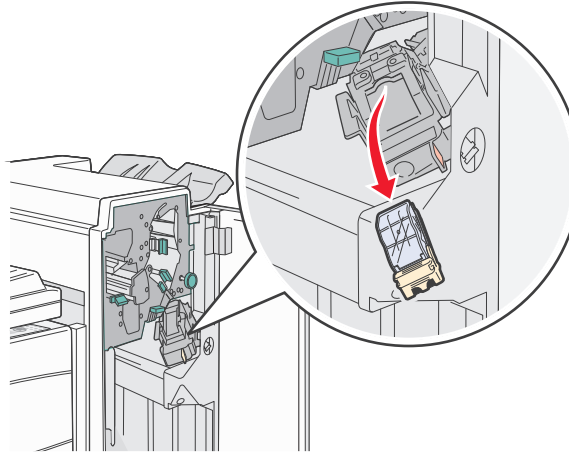
1 Open Door G.



2 Hold the lever on the staple cartridge holder, and move the holder to the right.

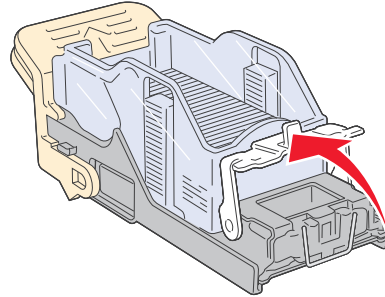


3 Firmly pull the colored tab to remove the staple cartridge.



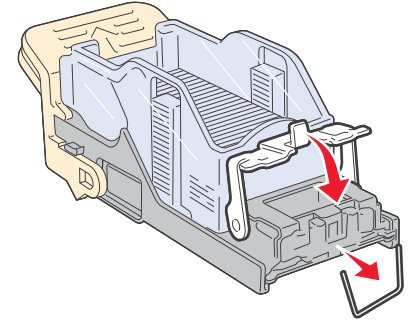
4 Use the metal tab to lift the staple guard, and then pull out the sheet of staples.

Discard the entire sheet.

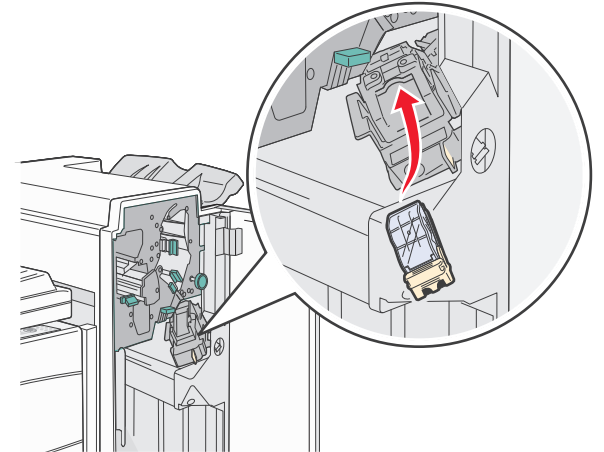


5 Look through the clear covering on the bottom of the cartridge holder to make sure no staples are jammed at the entrance.

6 Press down on the staple guard until it snaps securely into place.



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



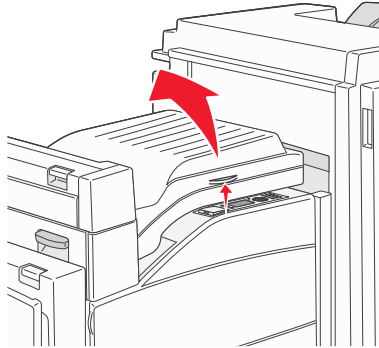
8 Close Door G.

Priming Stapler appears. Priming ensures the stapler is functioning properly.

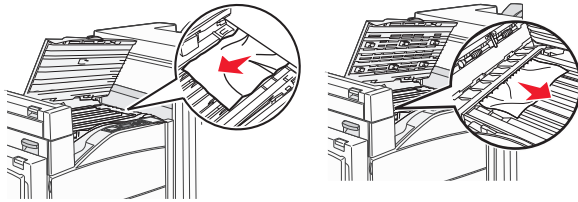
28x paper jam

284 paper jam

1 Open Door F.

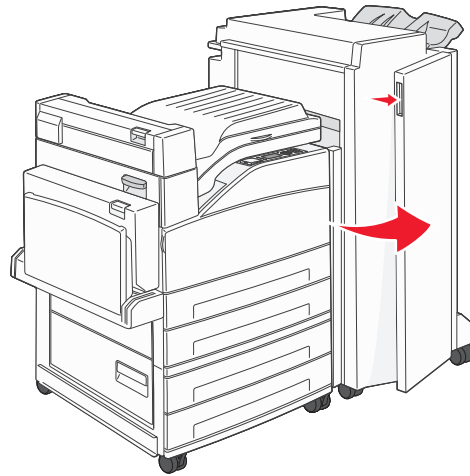


2 Remove the jam.



3 Close Door F.

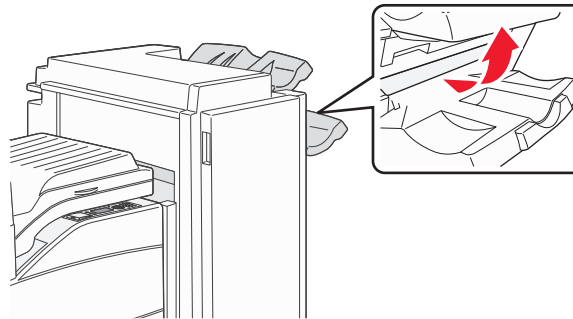
4 Open Door G.



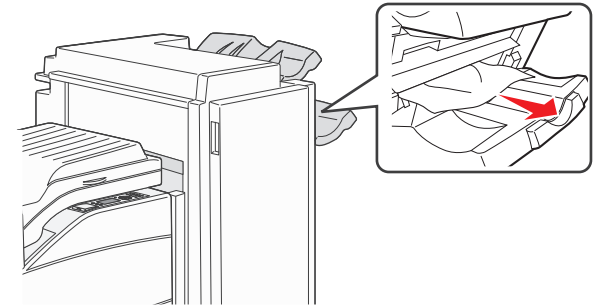
5 Remove the jam.

6 Close Door G.

7 Lift Door H.



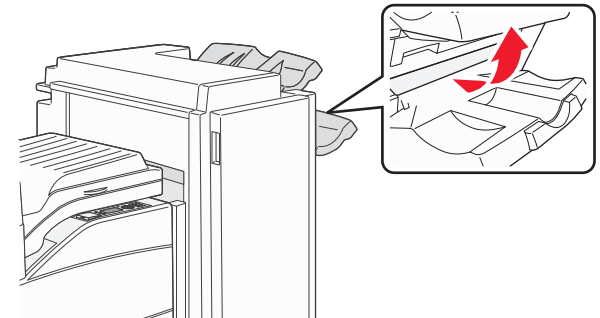
8 Remove the jam.



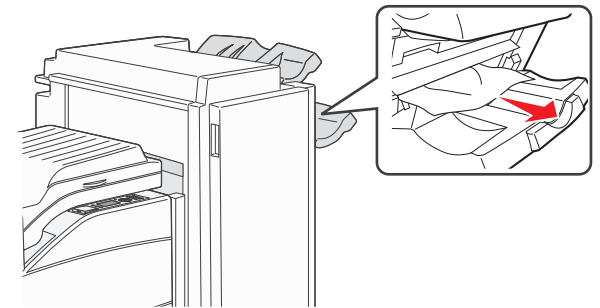
9 Close Door H.

285–286 paper jams

1 Lift Door H.



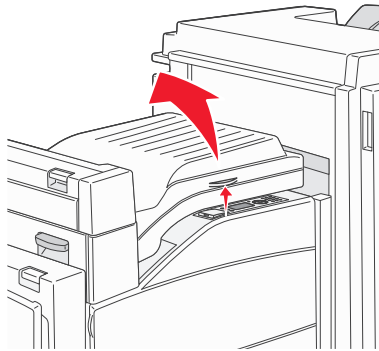
2 Remove the jam.



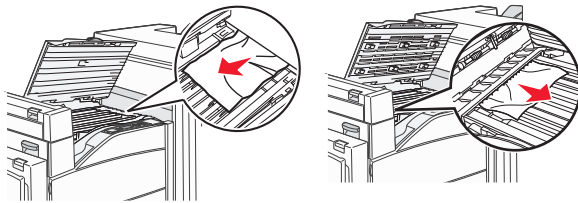
3 Close Door H.

287–288 paper jams

1 Open Door F.

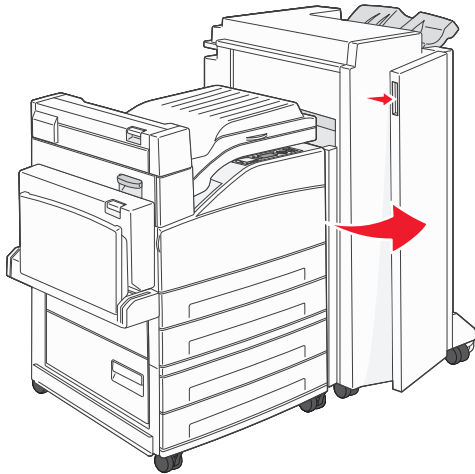


2 Remove the jam.



3 Close Door F.

4 Open Door G.



5 Remove the jam.

6 Close Door G.