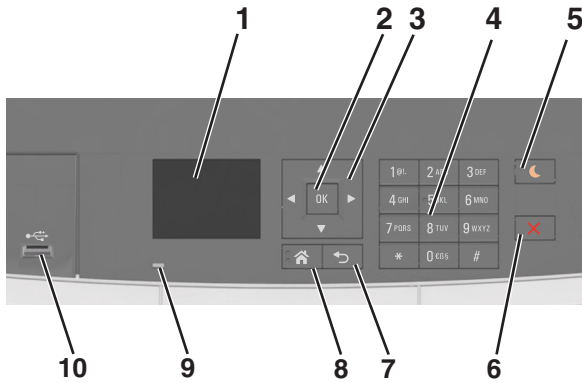


Quick Reference

Learning about the printer

Using the printer control panel



	Use the	To
1	Display	<ul style="list-style-type: none"> View the printer status. Set up and operate the printer.
2	Select button	<ul style="list-style-type: none"> Select menu options. Save settings.
3	Arrow buttons	Scroll through menus, or settings on the display.
4	Keypad	Enter numbers, letters, or symbols.
5	Sleep button	Enable Sleep mode or Hibernate mode. Notes: <ul style="list-style-type: none"> Pressing any hard button, attaching a device to a USB port, sending a print job, or performing a power-on reset with the main power switch wakes the printer from Sleep mode. Pressing the Sleep button or the power switch will cause the printer to wake from Hibernate mode.
6	Stop button	Stop all printer activity.

	Use the	To
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 camera or flash drive to 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 color and its corresponding printer status

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 color and its corresponding printer status

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.

Using the Embedded Web Server

Note: This functionality is available only in network printers or printers connected to print servers.

If the printer is installed on a network, then you can use the Embedded Web Server to do the following:

- View the virtual display of the printer control panel.
- Check the status of the printer supplies.
- Configure printer settings.
- Configure network settings.
- View reports.

To access the Embedded Web Server for your printer:

- Obtain the printer IP address:
 - From the TCP/IP section in the Network/Ports menu
 - By printing a network setup page or menu settings page, and then finding the TCP/IP section

Notes:

- An 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.

- Open a Web browser, and then type the printer IP address in the address field.

- Press **Enter**.

The Embedded Web Server page appears.

Loading paper and specialty media

Setting the paper size and type

- From the printer control panel, navigate to:



- Press the up or down arrow button to select the tray or feeder size,

and then press **OK**.

- 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 tray or feeder type, and then press **OK**.
- 5 Press the up or down arrow button to select the paper type, and then press **OK**.

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 76 x 127 mm (3 x 5 inches) and is loaded only in the multipurpose feeder and manual feeder.
- The largest supported Universal size is 215.9 x 359.9 mm (8.5 x 14.17 inches) and is loaded only in the multipurpose feeder and manual feeder.

- 1 From the printer control panel, navigate to:

Home > **Settings** > **OK** > **Paper Menu** > **OK** > **Units of Measure** > **OK** > select a unit of measure > **OK**

- 2 Press the arrow buttons until **Units of Measure, Portrait Height**, or **Portrait Width** appears, and then press **OK**.

- 3 Enter the preferred settings using the keypad, and then press **OK**.

- 4 Press **Home**.

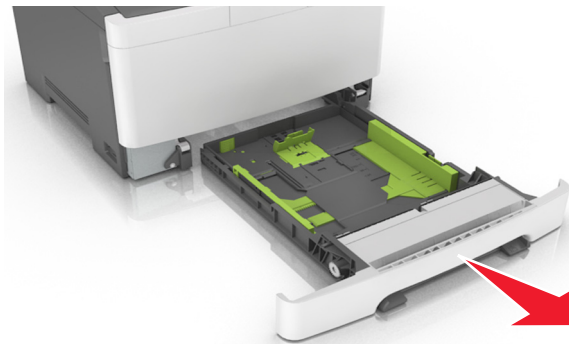
Loading the 250- and 550-sheet tray

The printer has one 250-sheet tray (Tray 1) with an integrated manual feeder. The 250-sheet tray, the 650-sheet duo tray, and the 550-sheet tray support the same paper sizes and types and are loaded in the same way.

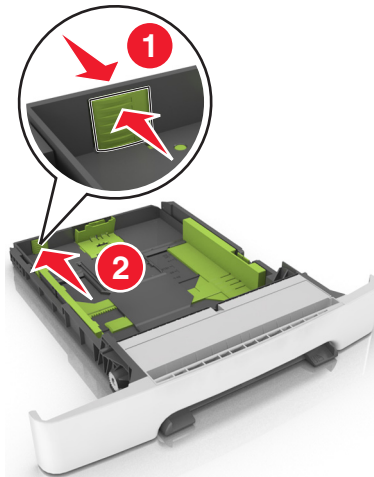
CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

- 1 Pull out the tray completely.

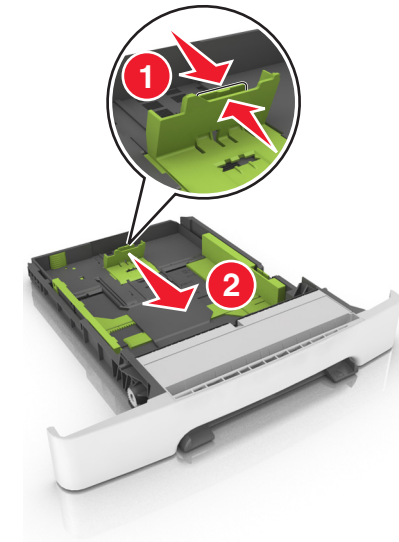
Note: Do not remove trays while a job is printing or while **Busy** appears on the display. Doing so may cause a jam.



- 2 If the paper is longer than letter-size paper, then squeeze and then slide the length guide at the back of the tray to extend it.

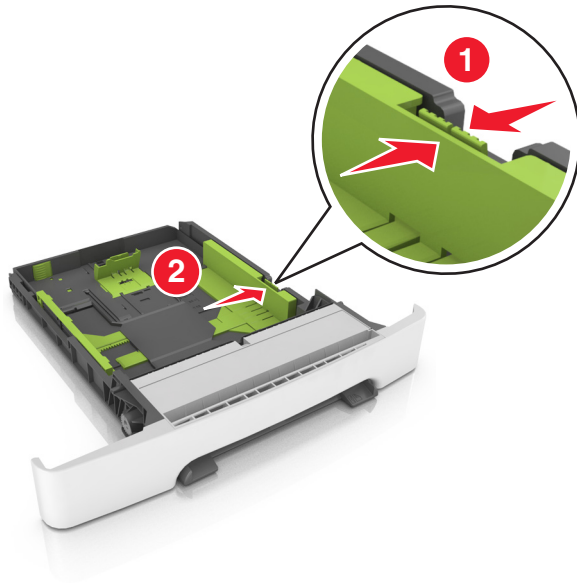


- 3 Squeeze, and then slide the length guide tab to the correct position for the size of the paper being loaded.



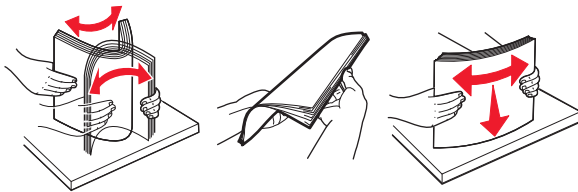
Note: Use the paper size indicators on the bottom of the tray to help position the guide.

- 4 Squeeze, and then slide the width guide tab to the correct position for the size of the paper being loaded.

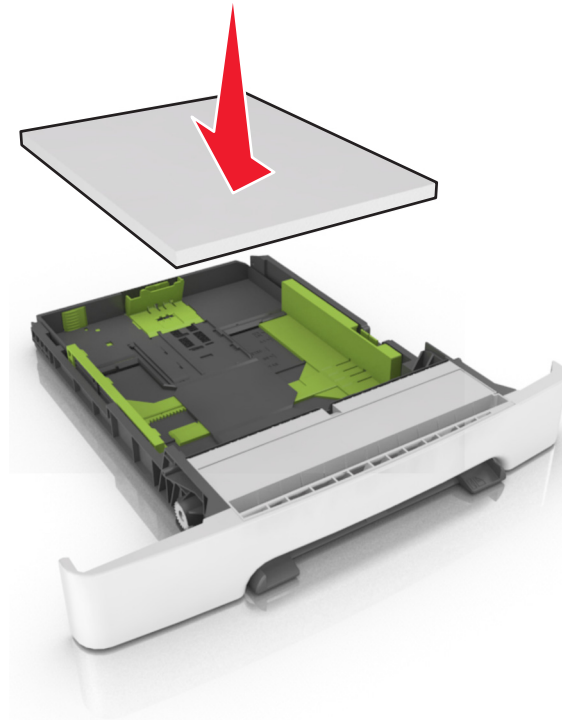


Note: Use the paper size indicators on the bottom of the tray to help position the guides.

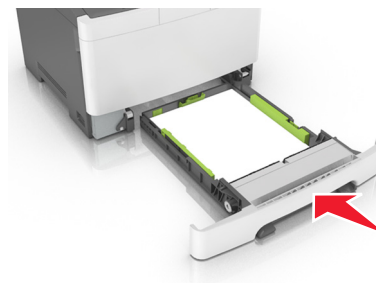
- 5 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.



- 6 Load the paper stack with the recommended printable side faceup.



- 7 Place the paper guides securely against the edges of the paper.
8 Insert the tray.



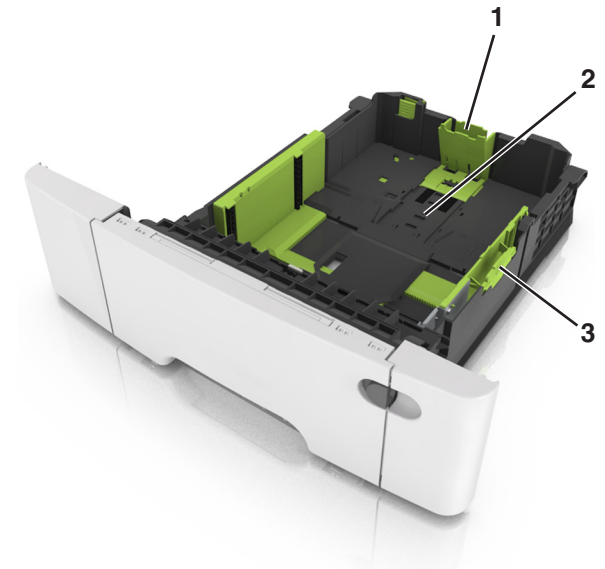
- 9 From the printer control panel, set the paper size and paper type in the Paper menu to match the paper loaded in the tray.

Note: Mixing paper sizes or paper types in a tray may cause jams.

Loading the 650-sheet duo tray

The 650-sheet duo tray (Tray 2) consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder. The tray is loaded in the same way as the 250-sheet tray and the optional 550-sheet tray, and supports the same paper types and sizes. The only differences are the look of the guide tabs and the location of the paper size indicators.

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



1	Length guide tab
2	Paper size indicator
3	Width guide tab

Loading the multipurpose feeder

- 1 Push the multipurpose feeder latch to the left.



- 2 Open the multipurpose feeder.



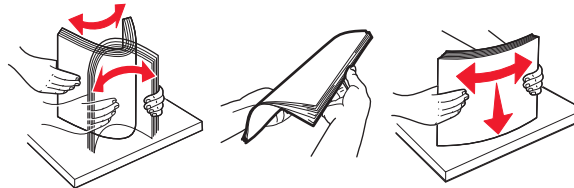
- 3 Pull the multipurpose feeder extender.

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



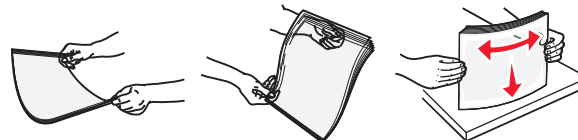
- 4 Prepare the paper for loading.

- 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.



- Hold transparencies by the edges, and then fan them. Straighten the edges on a level surface.

Note: Avoid touching the printable side of transparencies. Be careful not to scratch them.



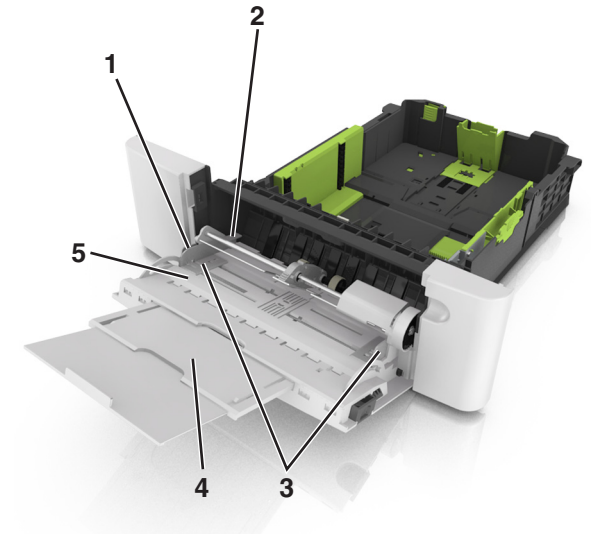
- Flex a stack of envelopes back and forth to loosen them, and then fan them. Straighten the edges on a level surface.

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



- 5 Locate the maximum paper fill indicator and tab.

Note: Make sure the paper or specialty media is below the maximum paper fill indicator located on the paper guides.

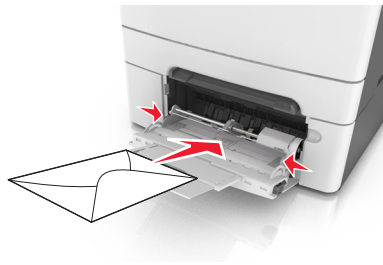


1	Width guide tab
2	Maximum paper fill indicator
3	Width guide
4	Feeder extender
5	Paper size indicator

- 6 Load the paper, and then adjust the width guide to lightly touch the edge of the paper stack.
- Load paper, card stock, and transparencies with the recommended printable side facedown and the top edge entering the printer first.



- Load envelopes with the flap side up and against the right side of the paper guide.



Notes:

- Do not load or close the multipurpose feeder while a job is printing.
 - Load only one size and type of paper at a time.
 - Paper should lie flat in the multipurpose feeder. Make sure the paper fits loosely in the multipurpose feeder and is not bent or wrinkled.
- 7 From the printer control panel, set the paper size and type in the Paper menu to match the paper loaded in the tray.

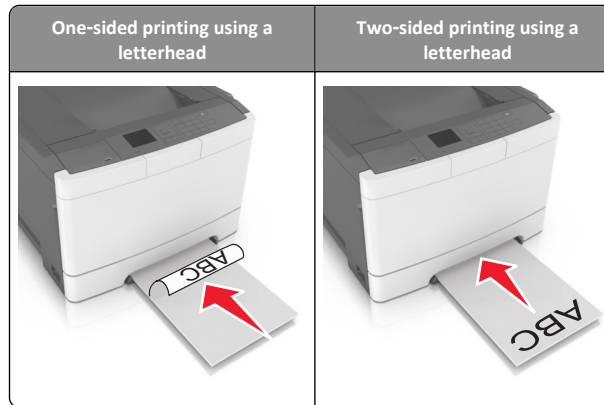
Loading the manual feeder

The standard 250-sheet tray has an integrated manual feeder that can be used to print on different types of paper one sheet at a time.

- 1 Load a sheet of paper into the manual feeder:

- Printable side facedown for one-sided printing
- Printable side faceup for two-sided (duplex) printing

Note: There are different ways for loading letterhead depending on the mode of printing.



- Load envelope with the flap side up and against the right side of the paper guide.

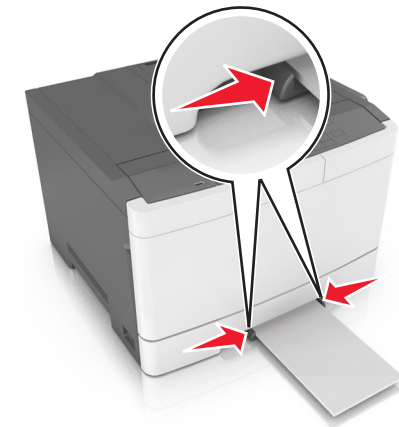


- 2 Feed paper into the manual feeder only to the point where its leading edge can contact the paper guides.

Note: To achieve the best possible print quality, use only high-quality media designed for laser printers.

- 3 Adjust the paper guides to the width of the paper loaded.

Warning—Potential Damage: Do not force the paper into the feeder. Forcing the paper may cause jams.



Linking and unlinking trays

When the paper size and paper type for any trays are the same, the printer will link those trays. When one linked tray becomes empty, paper will feed from the next linked tray. We recommend giving all unique paper, such as letterhead and different colored plain papers, a different custom type name so that the trays will not automatically link.

Linking and unlinking trays

Note: This feature applies only in network printers.

- 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**.

- 3 Change the tray settings to specify the paper size and type for the tray.

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

4 Click **Submit**.

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:



- 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

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:



- 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:
 - 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 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**.

Printing in black and white

From the printer control panel, navigate to:



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:



2 Adjust the toner darkness, and then press .

Using Max Speed and Max Yield

Max Speed and Max Yield let you choose between a faster print speed or a higher toner yield. Max Yield is the factory default setting.

- **Max Speed**—This lets you print in either black or color depending on what is set in the printer driver. The printer prints in color unless Black Only is selected in the printer driver.
- **Max Yield**—This lets you switch from black to color based on the color content found on each page. Frequent color mode switching can result to slower printing if the content of pages is mixed.

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 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.

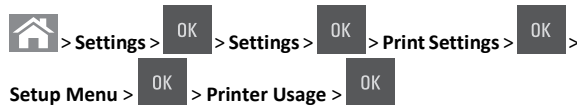
2 Click **Settings** > **Print Settings** > **Setup Menu**.

3 From the Printer Usage list, select **Max Speed** or **Max Yield**.

4 Click **Submit**.

Using the printer control panel



1 From the printer control panel, navigate to:



2 Select **Max Speed** or **Max Yield**, and then press .

Canceling a print job

Canceling a print job from the printer control panel

From the printer control panel, press  > .

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:
Apps list > **Run** > type **control printers** > **OK**

In Windows 7 or earlier

- Click  or click **Start**, and then click **Run**.
- In the Start Search or Run dialog, type **control printers**.
- 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 the Apple menu, navigate to either of the following:

- **System Preferences** > **Print & Scan** > select your printer > **Open Print Queue**
- **System Preferences** > **Print & Fax** > select your printer > **Open Print Queue**

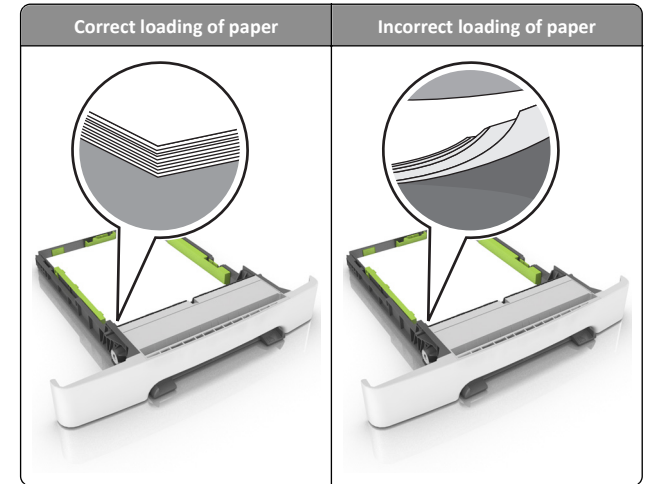
2 From the printer window, select the print job you want to cancel, and then delete it.

Clearing jams

Avoiding jams

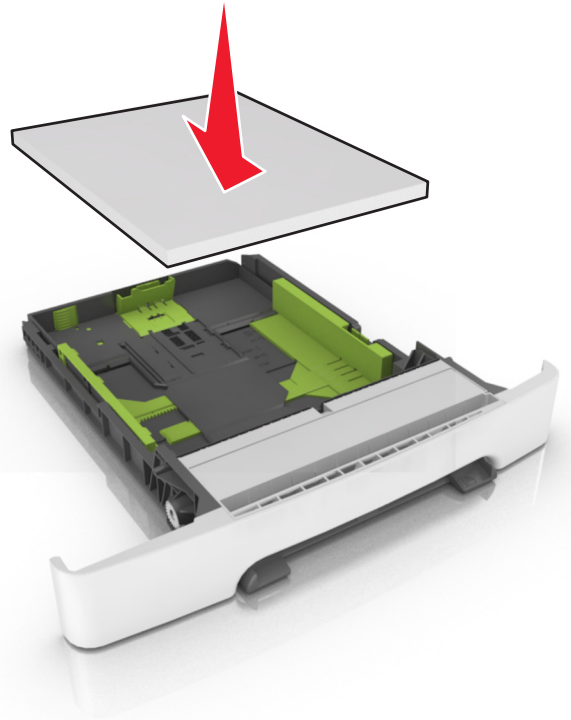
Load paper properly

- Make sure paper lies flat in the tray.



- 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.

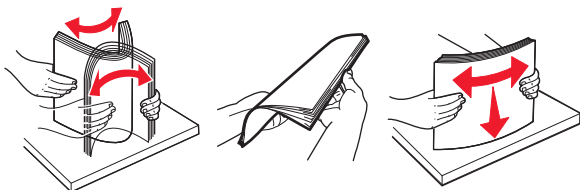
- Do not slide the paper into the tray. Load paper as shown in the illustration.



- 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.

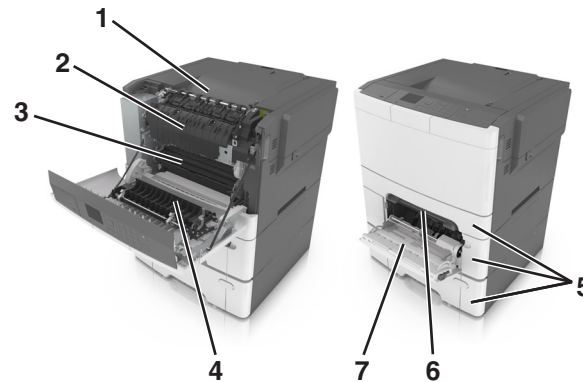


- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

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.

Note: When Jam Recovery is set to On or Auto, the printer reprints jammed pages. However, Auto does not guarantee that the page will print.



	Jam location	Message on the display	What to do
1	Standard bin	Jam, standard bin [203.xx]	Remove the jammed paper.
2	Fuser	Jam, fuser. Open front door. [202.xx]	Open the front door, pull the tab and hold the fuser cover down, and then remove the jammed paper.
3	Front door	Jam, front door [20y.xx]	Open the front door, and then remove the jammed paper.
4	Duplex	Jam, duplex area. Open front door. [23y.xx]	Open the front door, and then remove the jammed paper.


	Jam location	Message on the display	What to do
5	Tray [x]	Jam, tray [x] [24y.xx]	Pull the indicated tray out, and then remove the jammed paper.
6	Manual feeder	Jam, manual feeder [251.xx]	Remove the jammed paper.
7	Multipurpose feeder	Jam, MP feeder [250.xx]	Push the paper release lever to lift the paper rollers, and then remove the jammed paper.


[x]-page jam, clear standard bin.

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

Note: Make sure all paper fragments are removed.




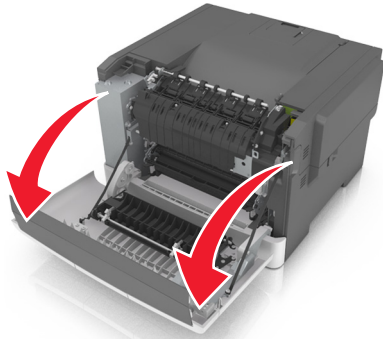
- From the printer control panel, touch  to clear the message and continue printing. For non-touch-screen printer models, select

Next > Clear the jam, press OK, and then press  to confirm.

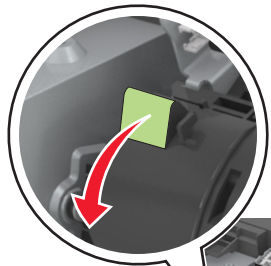
[x]-page jam, open front door to clear fuser.

- Open the front 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 it.

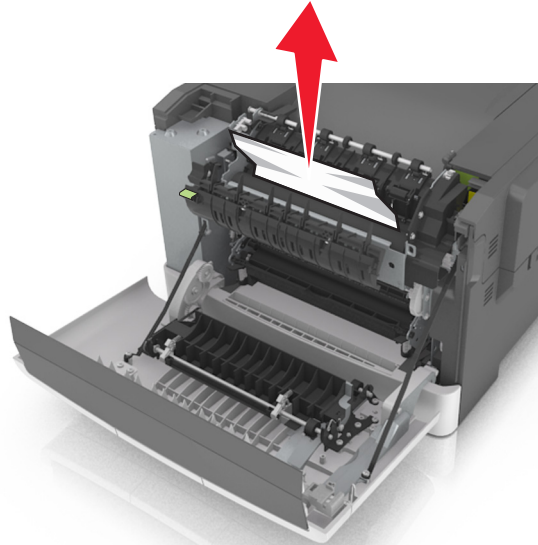


2 Pull the green lever to open the fuser cover.

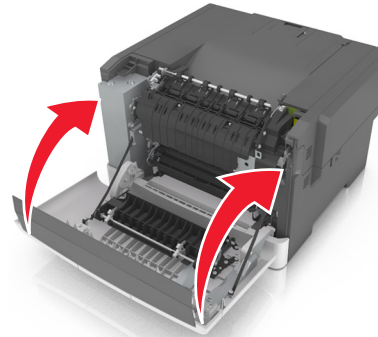



3 Hold down the fuser cover, and then remove the jammed paper.


Note: Make sure all paper fragments are removed.



4 Close the front door.




5 From the printer control panel, touch  to clear the message and continue printing. For non-touch-screen printer models, select

Next > Clear the jam, press OK, and then press  to confirm.

[x]-page jam, open front door.

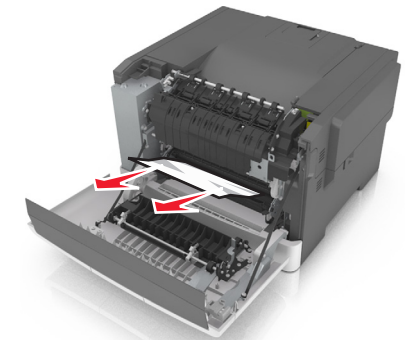
1 Open the front door.

 **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 it.

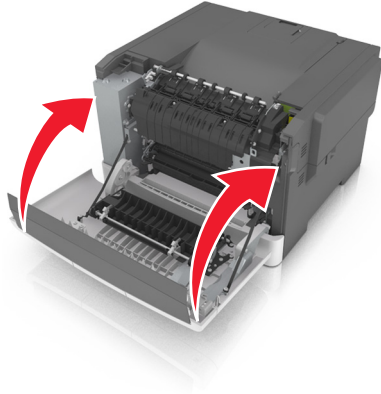




2 Firmly grasp the jammed paper on each side, and then gently pull it out.


Note: Make sure all paper fragments are removed.



3 Close the front door.




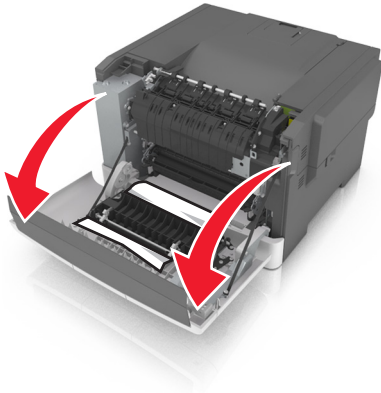
4 From the printer control panel, touch  to clear the message and continue printing. For non-touch-screen printer models, select  to confirm.

Next > Clear the jam, press OK, and then press  to confirm.

[x]-page jam, open front door to clear duplex.

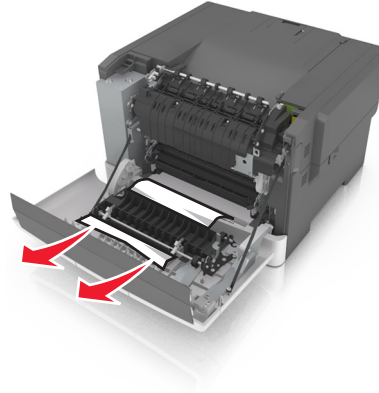
1 Open the front door.

 **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 it.

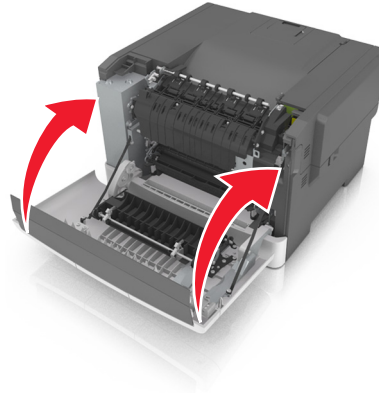




2 Firmly grasp the jammed paper on each side, and then gently pull it out.


Note: Make sure all paper fragments are removed.



3 Close the front door.

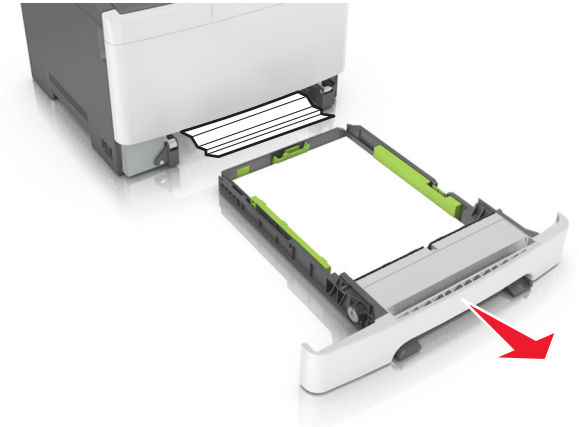


4 From the printer control panel, touch  to clear the message and continue printing. For non-touch-screen printer models, select  to confirm.

Next > Clear the jam, press OK, and then press  to confirm.

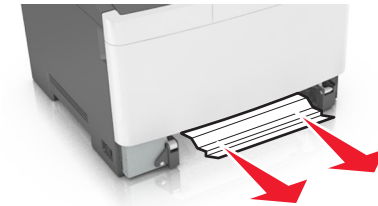
[x]-page jam, clear manual feeder.

1 Pull out the standard 250-sheet tray (Tray 1) and manual feeder.






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

Note: Make sure all paper fragments are removed.



3 Insert the tray.

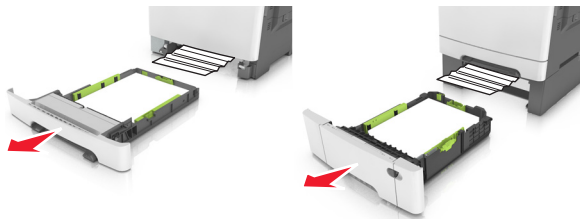
4 From the printer control panel, touch  to clear the message and continue printing. For non-touch-screen printer models, select  to confirm.

Next > Clear the jam, press OK, and then press  to confirm.

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

1 Pull the tray completely out of the printer.

Note: The message on the printer display determines in which tray the paper jam is located.





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

Note: Make sure all paper fragments are removed.



3 Insert the tray.

4 From the printer control panel, touch  to clear the message and continue printing. For non-touch-screen printer models, select

Next > Clear the jam, press OK, and then press  to confirm.

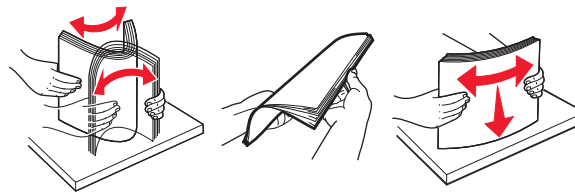
[x]-page jam, clear multipurpose feeder

1 Push the paper release lever in the multipurpose feeder to access the jammed paper, and then gently pull it out.

Note: Make sure all paper fragments are removed.



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 Reload paper into the multipurpose feeder.



- 4 Slide the paper guide until it rests lightly against the edge of the paper stack.



- 5 From the printer control panel, touch  to clear the message and continue printing. For non-touch-screen printer models, select

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

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