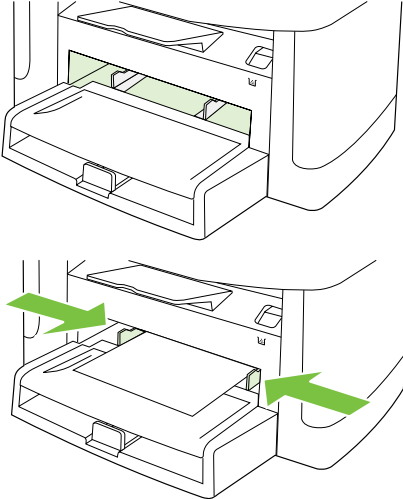
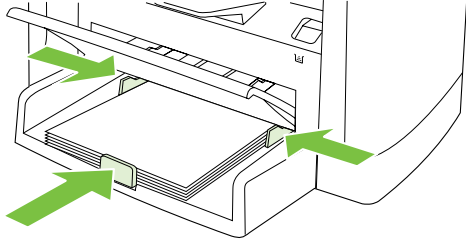




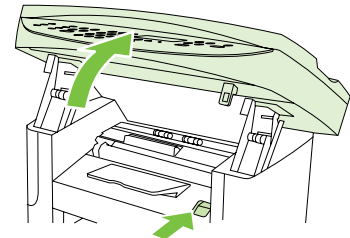
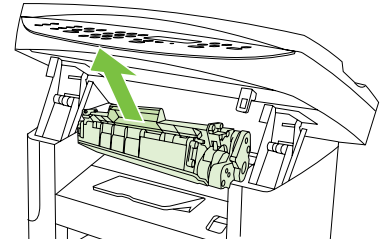
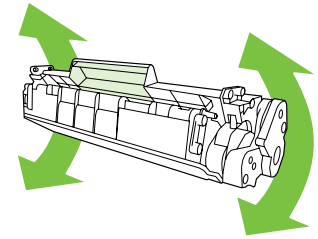
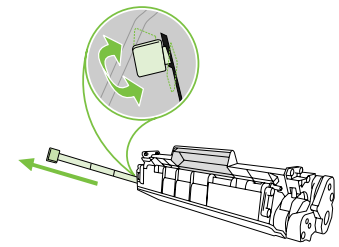
Fill paper trays

How do I?	Steps to perform
<p data-bbox="86 373 485 411">Load paper and print media</p> <p data-bbox="86 443 317 481">Priority input tray</p> <p data-bbox="107 608 709 746">NOTE: When you add new media, make sure that you remove all of the media from the input tray and straighten the stack of new media. Do not fan the media. This reduces jams by preventing multiple sheets of media from feeding through the product at one time</p>	<ol data-bbox="730 347 1346 746" style="list-style-type: none"> <li data-bbox="730 347 1346 432">1 The priority input tray is accessed from the front of the product. The product prints from the priority input tray before attempting to print from tray 1. <li data-bbox="730 608 1346 746">2 Media guides ensure that the media is correctly fed into the product and that the print is not skewed (crooked on the media). When loading media, adjust the media guides to match the width of the media that you are using. 
<p data-bbox="86 896 485 935">Load paper and print media</p> <p data-bbox="86 967 170 1005">Tray 1</p>	<p data-bbox="743 871 1339 983">Load media with the top forward and the side to be printed on facing up. Media guides ensure that the media feeds correctly into the product and that the print is not skewed. Tray 2 has side and rear media guides.</p> 



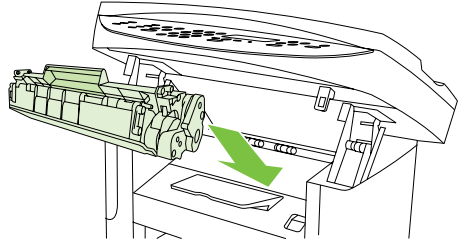
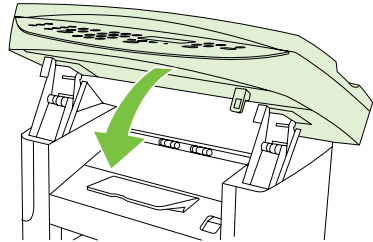


Replace print cartridges

How do I?	Steps to perform
<p data-bbox="86 375 430 411">Replace print cartridges</p> <p data-bbox="86 638 695 726">CAUTION: If toner gets on any clothing, wipe it off with a dry cloth and wash the clothing in cold water. <i>Hot water sets toner into the fabric.</i></p>	<ol data-bbox="716 343 1323 1244" style="list-style-type: none"><li data-bbox="716 343 1081 375">1 Open the print-cartridge door.<li data-bbox="716 638 1323 726">2 Grasp the handle on the print cartridge and then pull the cartridge straight out to remove it. See the recycling information inside the print cartridge box.<li data-bbox="716 901 1323 957">3 Remove the new print cartridge from its packaging, and then rock the print cartridge back and forth.<li data-bbox="716 1157 1323 1244">4 Remove the orange cover from the print cartridge, and then pull the orange tab straight out to remove the sealing tape.    



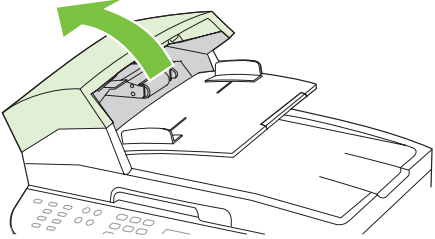
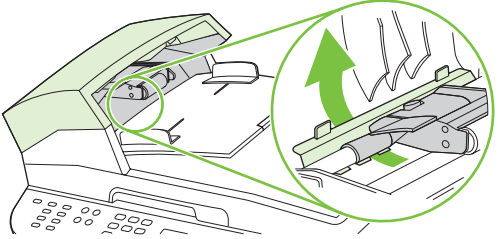
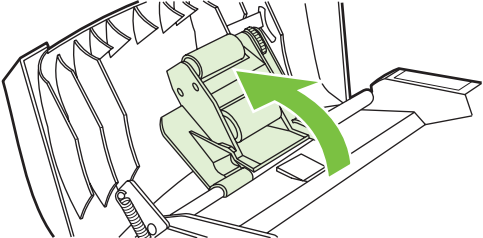
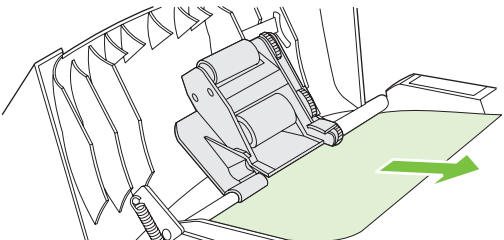


How do I?	Steps to perform
Replace print cartridges (continued)	<p data-bbox="730 272 1325 328">5 Insert the cartridge into the product until it is <i>firmly</i> in place.</p>  <p data-bbox="730 563 1083 587">6 Close the print-cartridge door.</p> 



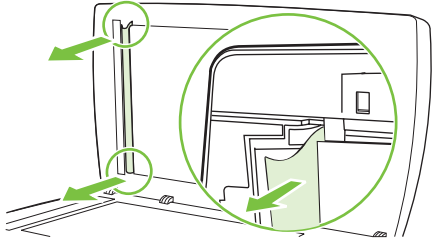
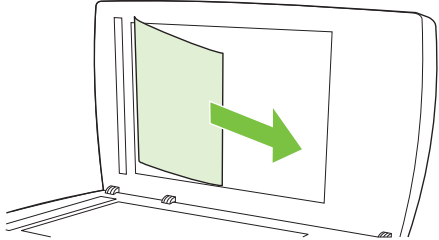
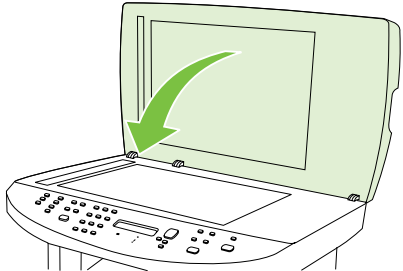
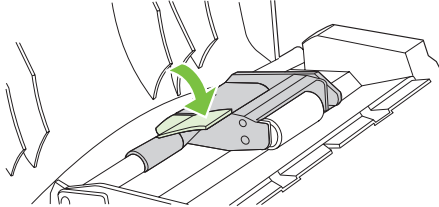


Clear paper jams

How do I?	Steps to perform
<p>Clear jams from the ADF</p> <p>You are notified of a media jam by the Doc feeder jam Clear, Reload message that appears on the product control-panel display.</p> <p>NOTE: Verify that any shipping tape inside the ADF has been removed.</p>	<ol style="list-style-type: none"><li data-bbox="743 341 1003 368">1 Open the ADF cover.<li data-bbox="743 603 1335 683">2 Remove the jam cleanout part. Using both hands, lift up on the two handles until the part unsnaps. Rotate and lift out the cleanout part and set it aside.<li data-bbox="743 863 1350 916">3 Lifting the green lever, rotate the pick mechanism until it stays open.<li data-bbox="743 1123 1346 1176">4 Gently try to remove the page without tearing it. If you feel resistance, go to the next step.    

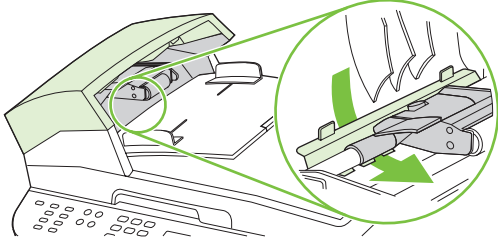
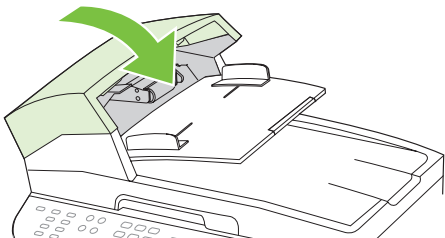
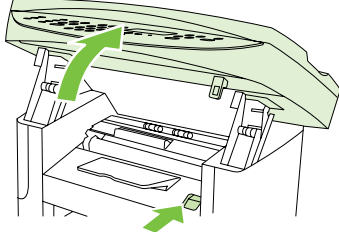
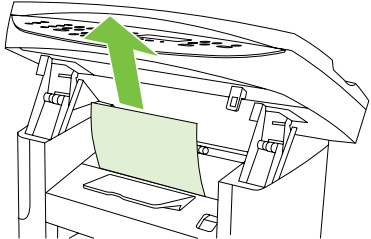




How do I?	Steps to perform
Clear jams from the ADF (continued)	<p>5 Open the ADF lid and gently loosen the media by using both hands.</p> 
Clear jams from the document feeder	<p>1 When the media is free, gently pull it out in the direction shown.</p>  <p>2 Close the lid to the flatbed scanner.</p>  <p>3 Lower the green lever.</p> 

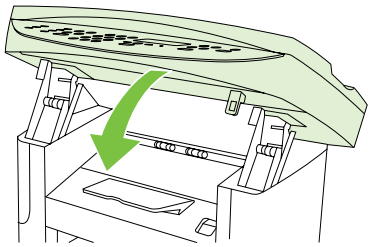
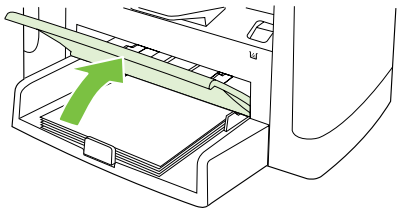
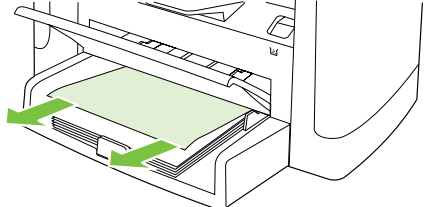
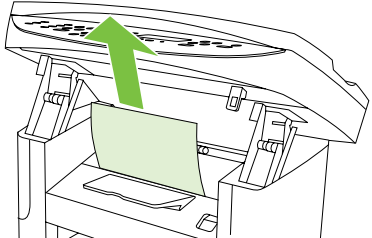




How do I?	Steps to perform	
<p>Clear jams from the document feeder (continued)</p>	<p>4 Reinstall the cleanout part by inserting it as shown. Push down on the two tabs until the part snaps into place. Install the cleanout part correctly, because future jamming might occur if the cleanout part is not replaced correctly.</p> <p>5 Close the ADF lid.</p>	 
<p>Clear jams from the input-tray areas</p> <p>CAUTION: Do not use sharp objects, such as tweezers or needle-nose pliers, to remove jams. Damage caused by sharp objects will not be covered by the warranty.</p> <p>NOTE: Depending on where the jam is located, some of the following steps might not be necessary.</p>	<p>1 Open the print-cartridge door.</p> <p>2 With both hands, grasp the side of the media that is most visible (this includes the middle), and carefully pull it free from the product.</p>	 

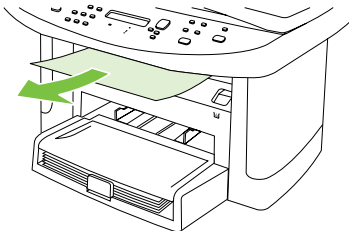




How do I?	Steps to perform
<p data-bbox="92 295 730 367">Clear jams from the input-tray areas (continued)</p> <p data-bbox="92 558 730 646">When removing jammed media, pull the jammed media straight away from the product. Pulling jammed media out of the product at an angle can damage the product.</p>	<ol data-bbox="730 263 1344 1053" style="list-style-type: none"><li data-bbox="730 263 1344 303">3 Close the print-cartridge door<li data-bbox="730 558 1344 598">4 Open tray 1.<li data-bbox="730 790 1344 869">5 With both hands, grasp the side of the media that is most visible (this includes the middle), and carefully pull it free from the product<li data-bbox="730 885 1344 997">6 If no media is visible, open the print-cartridge door, remove the print cartridge, and rotate the upper media guide. Carefully pull the media up and out of the product.<li data-bbox="730 1013 1344 1053">7 Close tray 1 and the print-cartridge door.    





How do I?	Steps to perform
<p>Clear jams from the output bin</p> <p>CAUTION: Do not use sharp objects, such as tweezers or needle-nose pliers, to remove jams. Damage caused by sharp objects will not be covered by the warranty.</p>	<p>With both hands, grasp the side of the media that is most visible (this includes the middle), and carefully pull it free from the product.</p> 
<p>Clear jams from the print-cartridge area</p> <p>CAUTION: To prevent damage to the print cartridge, minimize its exposure to direct light.</p> <p>When removing jammed media, pull the jammed media straight away from the product. Pulling jammed media out of the product at an angle can damage the product.</p>	<ol style="list-style-type: none"> <li data-bbox="745 523 1323 582">1 Open the print-cartridge door, and remove the print cartridge. <li data-bbox="745 790 1323 869">2 With both hands, grasp the side of the media that is most visible (this includes the middle), and carefully pull it free from the product. <li data-bbox="745 1045 1323 1101">3 Replace the print cartridge and close the print-cartridge door. 