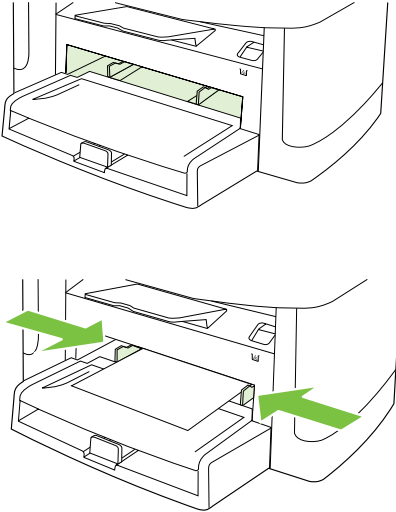
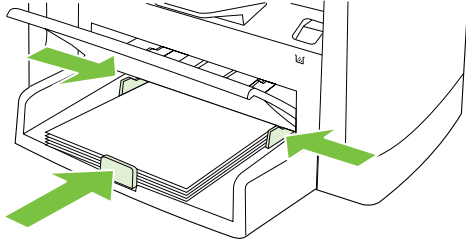




Fill paper trays

How do I?	Steps to perform
<p>Load paper and print media</p> <p>Priority input tray</p>	<ol 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="730 499 1346 639">2 The priority input tray holds up to 10 sheets of 75 g/m² (20 lb) media or one envelope, one transparency, or one card. You can use the priority input tray to print the first page on media different from the remainder of the document. <li data-bbox="730 659 1346 799">3 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>Tray 1</p>	<ol style="list-style-type: none"> <li data-bbox="730 911 1346 1023">1 Tray 1 holds up to 250 pages of 75 g/m² (20 lb) paper, or fewer pages of heavier media (25 mm (0.9 in) or less stack height). Load media with the top forward and the side to be printed on facing down. <li data-bbox="730 1042 1346 1182">2 Media guides ensure that the media feeds correctly into the product and that the print is not skewed. Tray 1 has side and rear media guides. When loading media, adjust the media guides to match the length and width of the media that you are using. 





How do I?

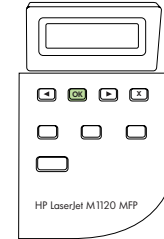
Load paper and print media (continued)

Configure trays

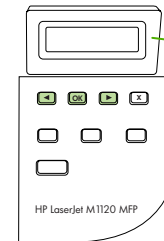
Note: To set the default paper size or type from the control panel, complete the following steps.

Steps to perform

1 On the product control panel, press **Setup**.

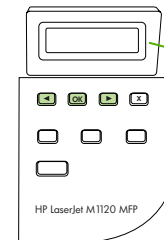


2 Use the arrow buttons to select **System setup**, and then press **OK**.



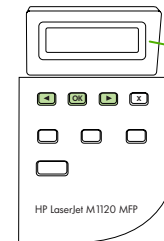
System setup

3 Use the arrow keys to select **Paper setup**, and then press **OK**.



Paper setup

4 Use the arrow keys to select either **Def. paper size** or **Def. paper type**, and then press **OK**.

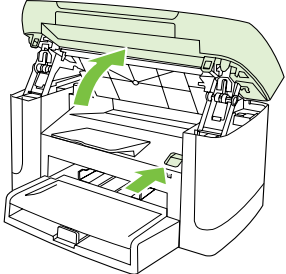
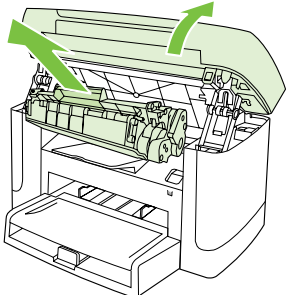
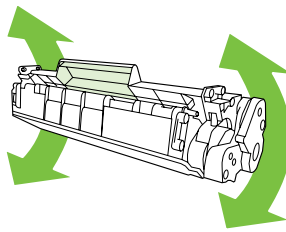
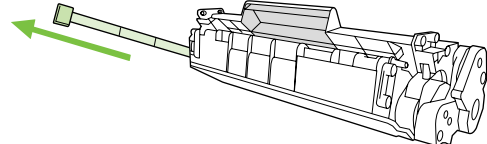


Def. paper size





Replace print cartridges

How do I?	Steps to perform
Replace print cartridges	<ol style="list-style-type: none"><li data-bbox="730 347 1081 375">1 Open the print-cartridge door.<li data-bbox="730 646 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="730 965 1176 992">3 Rock the print cartridge back and forth.<li data-bbox="730 1252 1333 1364">4 Remove the new print cartridge from its packaging; remove the orange cover from the print cartridge, and then pull the orange tab straight out to remove the sealing tape.    



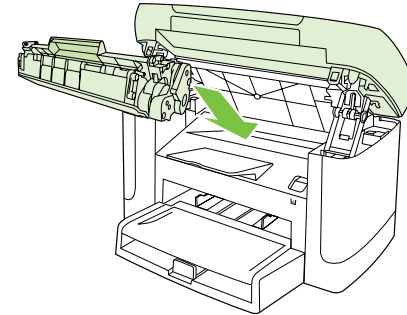


How do I?

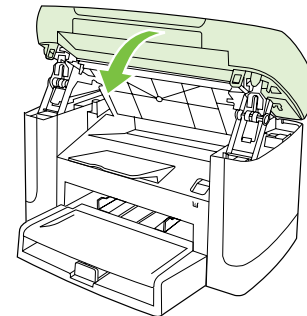
Steps to perform

Replace print cartridges (continued)

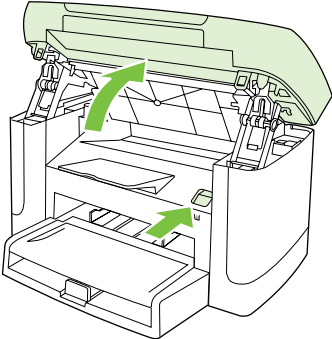
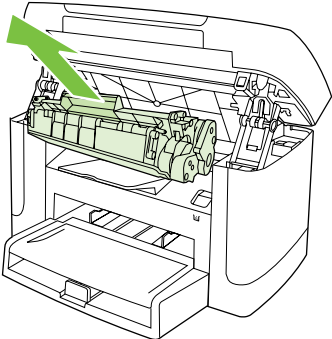
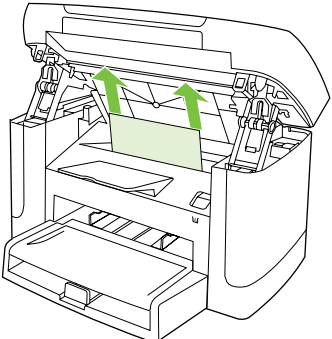
5 Insert the cartridge into the product until it is *firmly* in place.



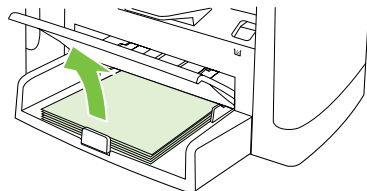
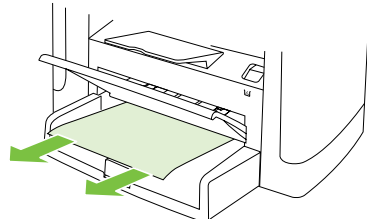
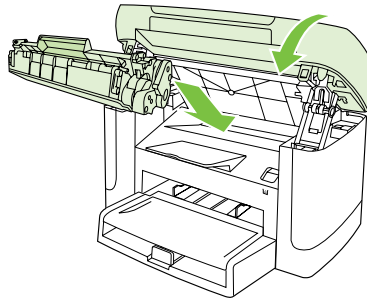
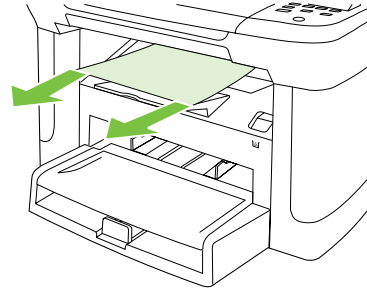
6 Close the print-cartridge door.



Clear paper jams

How do I?	Steps to perform
<p data-bbox="86 373 604 408">Clear jams from the input-tray areas</p> <p data-bbox="86 708 709 791">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>	<ol data-bbox="716 347 1339 1155" style="list-style-type: none"><li data-bbox="716 347 1083 373">1 Open the print-cartridge door.<li data-bbox="716 708 1339 762">2 Grasp the handle on the print cartridge, and then pull the cartridge straight out to remove it.<li data-bbox="716 1072 1339 1155">3 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 data-bbox="764 1193 1339 1302">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>   



How do I?	Steps to perform
<p>Clear jams from the input-tray areas (continued)</p>	<ol style="list-style-type: none"><li data-bbox="730 268 1207 300">4 Open tray 1 and remove the media stack. <li data-bbox="730 480 1333 564">5 With both hands, grasp the side of the jammed media that is most visible (this includes the middle), and carefully pull it free from the product. <li data-bbox="730 719 1260 778">6 Replace the print cartridge and close the print-cartridge door. <li data-bbox="730 1038 1333 1123">7 With both hands, grasp the side of the jammed media that is most visible (this includes the middle), and carefully pull it free from the product. 



How do I?	Steps to perform
<p data-bbox="86 300 520 331">Clear jams from the output bin</p> <p data-bbox="86 639 709 719">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>	<ol data-bbox="716 272 1339 1066" style="list-style-type: none"><li data-bbox="716 272 1339 331">1 Open the print-cartridge door, and remove the print cartridge.<li data-bbox="716 363 1339 422">CAUTION: To prevent damage to the print cartridge, minimize its exposure to direct light.<li data-bbox="716 639 1339 730">2 With both hands, grasp the side of the jammed media that is most visible (this includes the middle), and carefully pull it free from the product.<li data-bbox="716 1007 1339 1066">3 Replace the print cartridge and close the print-cartridge door. 