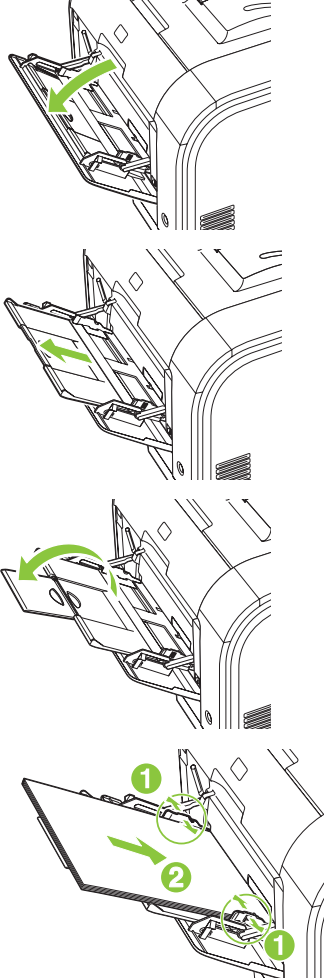




## Load paper and print media

How do I?	Steps to perform
Load paper and print media	<p><b>Tray 1</b></p> <ol style="list-style-type: none"><li data-bbox="758 395 926 424">1 Open tray 1.</li><li data-bbox="758 596 1356 651">2 If loading long sheets of media, pull out the extension tray.</li><li data-bbox="758 847 1161 876">3 If necessary, flip out the extension.</li><li data-bbox="758 1098 1371 1182">4 Extend the paper guides fully (callout 1) and then load the media stack into tray 1 (callout 2). Adjust the paper guides to the size of the paper.</li></ol> <p><b>NOTE:</b> Place the media into tray 1 with the side to be printed on face-up and the top toward the product.</p> 





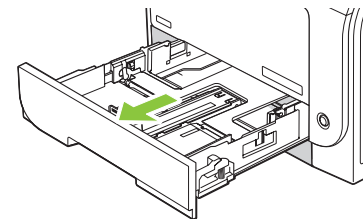
## How do I?

## Steps to perform

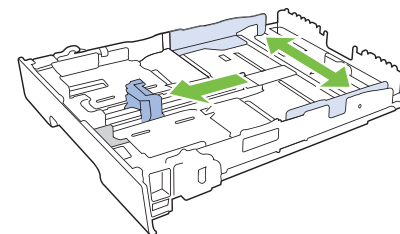
### Load paper and print media (continued)

#### Load tray 2 or 3

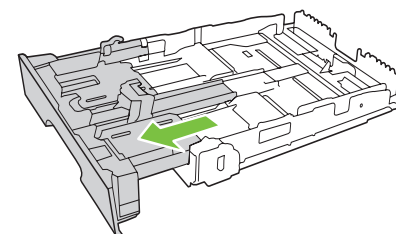
1 Pull the tray out of the product.



2 Slide open the paper length and width guides.

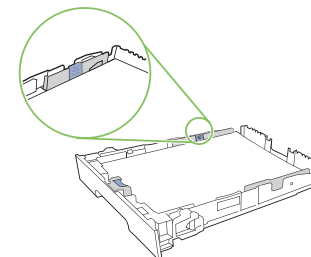


- To load Legal-size paper, extend the tray by pressing and holding the extension tab while pulling the front of the tray toward you.



**NOTE:** When it is loaded with Legal-size paper, the tray extends from the front of the product approximately 64 mm (2.5 inches).

3 Place the paper in the tray and make sure that it is flat at all four corners. Slide the paper length and width guides so that they are against the stack of paper.



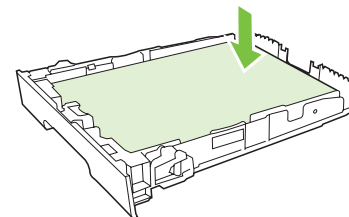


## How do I?

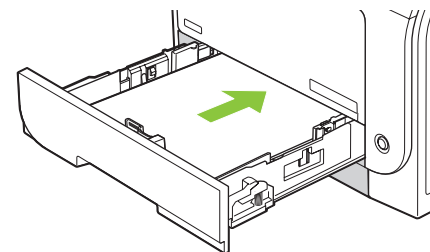
## Steps to perform

Load paper and print media (continued)

- 4 Push down on the paper to make sure that the paper stack is below the paper limit tabs on the side of the tray.

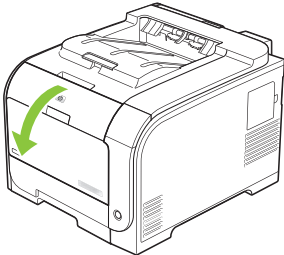
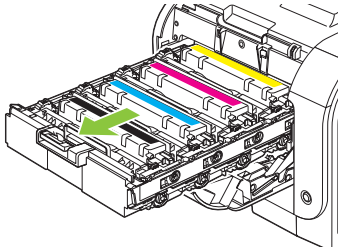
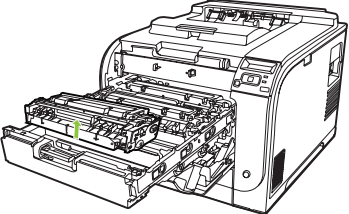
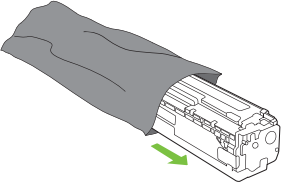


- 5 Slide the tray into the product.





## Replace print cartridges

How do I?	Steps to perform
Replace print cartridges	<ol style="list-style-type: none"><li data-bbox="730 347 982 379">1 Open the front door. </li><li data-bbox="730 635 1129 667">2 Pull out the print-cartridge drawer. </li><li data-bbox="730 898 1318 962">3 Grasp the handle on the old print cartridge and then pull the cartridge straight up to remove it. </li><li data-bbox="730 1166 1318 1198">4 Remove the new print cartridge from the packaging. </li></ol>



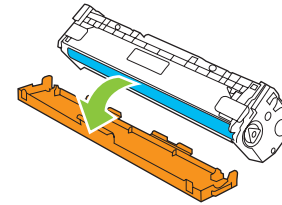


## How do I?

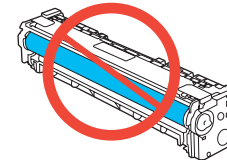
## Steps to perform

### Replace print cartridges (continued)

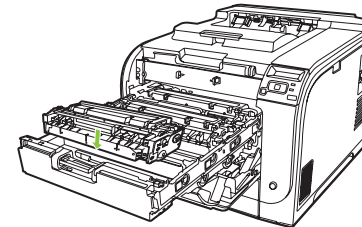
- 5 Remove the orange, plastic shield from the bottom of the new print cartridge.



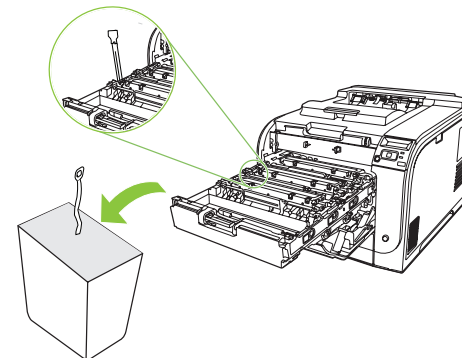
**CAUTION:** Do not touch the imaging drum on the bottom of the print cartridge. Fingerprints on the imaging drum can cause print-quality problems.



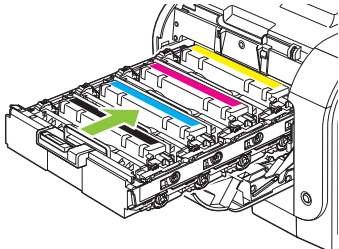
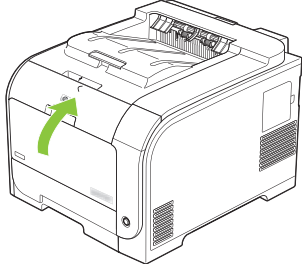
- 6 Insert the new print cartridge into the product.



- 7 Pull the tab on the left side of the print cartridge straight up to completely remove the sealing tape. Discard the sealing tape.



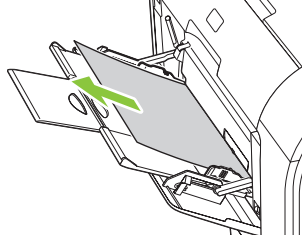
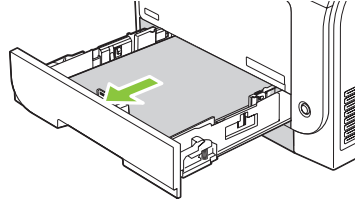
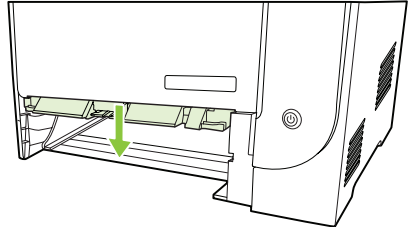
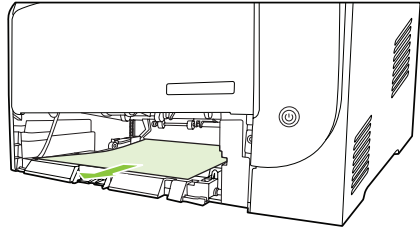


How do I?	Steps to perform
Replace print cartridges (continued)	<p data-bbox="730 272 1108 296"><b>8</b> Close the print-cartridge drawer.</p>  <p data-bbox="730 539 982 563"><b>9</b> Close the front door.</p>  <p data-bbox="730 826 1314 906"><b>10</b> Place the old print cartridge in the box for the new print cartridge. Follow the recycling instructions that are included in the box.</p>



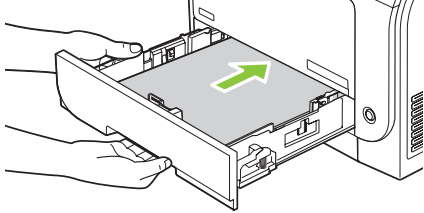
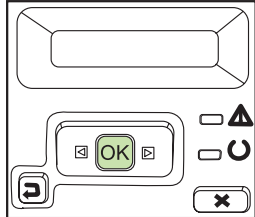
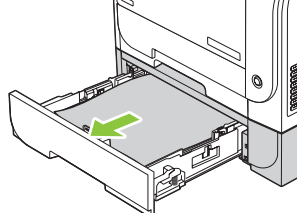
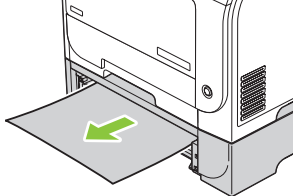


## Clear paper jams

How do I?	Steps to perform
<p>Clear jams in tray 1</p>	<p><b>NOTE:</b> If the sheet tears, make sure that all of the fragments are removed before you resume printing.</p> <p>Pull the jammed sheet from tray 1.</p> <p>If paper has entered far enough into tray 1, remove tray 2, drop the tray 1 plate down, and then remove the paper from the opening.</p> 
<p>Clear jams in tray 2</p>	<ol style="list-style-type: none"> <li data-bbox="678 616 1171 643">1 Pull out tray 2 and place it on a flat surface.                      </li> <li data-bbox="678 858 999 885">2 Lower the jam-access tray.                      </li> <li data-bbox="678 1106 1255 1133">3 Remove the jammed sheet by pulling it straight out.                      </li> </ol>



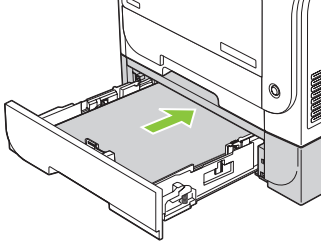
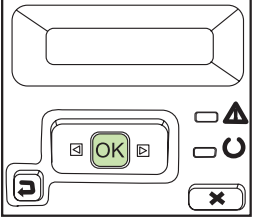
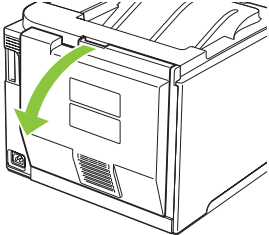
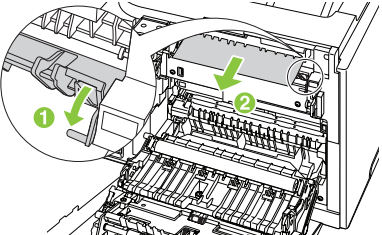


How do I?	Steps to perform
Clear jams in tray 2 (continued)	<p data-bbox="678 272 873 300">4 Replace tray 2.</p>  <p data-bbox="678 528 1031 555">5 Press <b>OK</b> to continue printing.</p> 
Clear jams in tray 3	<p data-bbox="678 810 1171 837">1 Pull out tray 3 and place it on a flat surface.</p>  <p data-bbox="678 1066 1255 1093">2 Remove the jammed sheet by pulling it straight out.</p> 



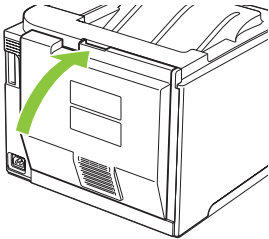
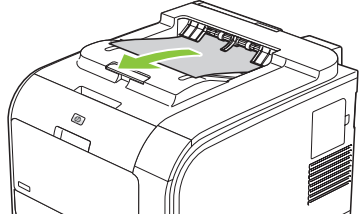
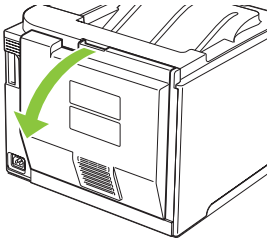
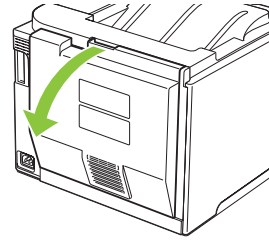




How do I?	Steps to perform
<p>Clear jams in tray 3 (continued)</p>	<p>3 Replace tray 3.</p>  <p>4 Press <b>OK</b> to continue printing.</p> 
<p>Clear jams in fuser area</p>	<p>1 Open the fuser door.</p>  <p>2 If necessary, push the guide (callout 1) and remove any visible paper (callout 2) from the bottom of the delivery area.</p> <p><b>NOTE:</b> If the sheet tears, make sure that all fragments are removed before you resume printing. Do not use sharp objects to remove fragments.</p> 





How do I?	Steps to perform
Clear jams in fuser area (continued)	<p>3 Close the rear door.</p> 
Clear jams in output bin	<p>1 Look for jammed paper in the output bin area.</p> <p>2 Remove any visible media.</p> <p><b>NOTE:</b> If the sheet tears, make sure that all fragments are removed before resuming printing.</p> <p>3 Open and then close the rear door to clear the message.</p>  
Clear jams in duplexer (duplexing models only)	<p>1 Open the rear door.</p> 



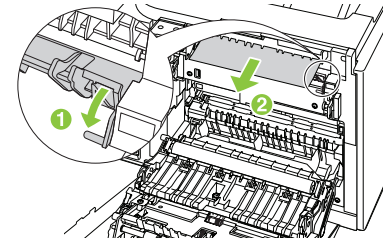


## How do I?

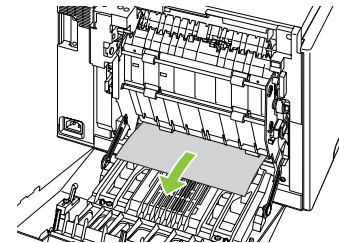
## Steps to perform

Clear jams in duplexer (duplexing models only) (continued)

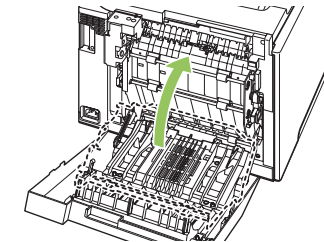
**2** If necessary, pull the guide (callout 1) and remove any visible paper (callout 2) from the bottom of the delivery area.



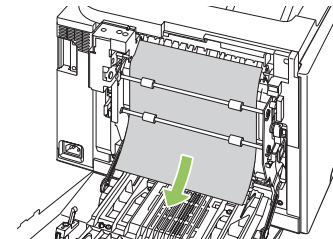
**3** If necessary, remove any visible paper from bottom side of the duplexing unit.



**4** If you can not see any jammed paper, lift the duplexing unit using the tab on the side of the duplexing unit.



**5** If you can see the trailing edge of the paper, remove the paper from the product.





How do I?	Steps to perform
<p>Clear jams in duplexer (duplexing models only) (continued)</p>	<p><b>6</b> If you can see the leading edge of the paper, remove it from the product.</p> <p><b>7</b> Close the rear door.</p> 