Quick Reference

Learning about the printer

Using the printer control panel

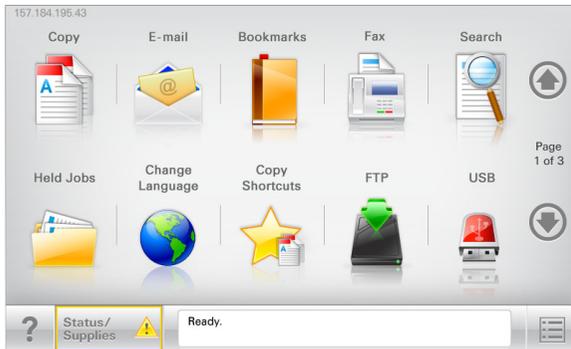|	Use the	To
1	Display	View printing, e-mailing, copying, and faxing options, as well as status and error messages.

2	Sleep button	Enable Sleep Mode or Hibernate Mode.
		The following are the statuses of the indicator light and the Sleep button:
		• Entering or waking from Sleep mode
		  – The indicator light is illuminated solid green.
		  – The Sleep button is illuminated.
		• Operating in Sleep mode
		  – The indicator light is illuminated solid green.
		  – The Sleep button is illuminated solid amber.
		• Entering or waking from Hibernate mode
		  – The indicator light is unilluminated.
		  – The Sleep button is blinking amber for 0.10 of a second, then goes completely unilluminated for 1.9 seconds in pulsing pattern.
		• Operating in Hibernate mode
		  – The indicator light is unilluminated.
		  – The Sleep button is blinking amber for 0.10 of a second, then goes completely unilluminated for 1.9 seconds in pulsing pattern.
		The following actions wake the printer from Sleep mode:
		• Touching the screen or pressing any hard button
		• Opening an input tray, cover, or door
		• Loading paper into the automatic document feeder (ADF)
		• Opening the scanner glass cover or lid.
		• Sending a print job from the computer
		• Performing a power-on reset (POR) with the main power switch

3	Keypad	Enter numbers, letters, or symbols.

	Use the	To
4	Dial pause button	• Cause a two- or three-second dial pause in a fax number. In the Fax To field, a dial pause is represented by a comma (,). • Redial a fax number. **Notes:** • Pressing ⏸ outside of the Fax menu causes an error beep. • Pressing ⏸ from the home screen redials the most recent fax number.
5	Indicator light	• **Off**—The printer is off. • **Blinking green**—The printer is warming up, processing data, or printing. • **Solid green**—The printer is on, but idle. • **Blinking red**— Operator intervention is needed.
6	Start button	• Initiate the current job indicated on the display. • Start a copy job with the default settings. **Note:** Pressing the button while scanning has no effect.
7	Stop button	Stop all printer activity. **Note:** A list of options is displayed once `Stopped` appears on the display.
8	Home button	Return to the home screen. **Note:** Pressing the Home button from the home screen resets all workflow factory defaults.
9	Back button	• Delete the right-most digit of the value in the Copy Count field. The factory default value of 1 appears if the entire number is deleted by pressing ⬅ numerous times. • Delete the right-most digit of a number entered manually in the Fax Destination List field. You can also press ⬅ to delete an entire shortcut entry. When an entire line is deleted, another press of ⬅ causes the cursor to move up one line. • Delete the character to the left of the cursor in the E-mail Destination List field. If the character is in a shortcut, then the shortcut is deleted.

	Use the	To
10	USB port	Connect a flash drive to the printer. **Note:** Only the front USB port supports flash drives.

Understanding the home screen

When the printer is turned on, the display shows a basic screen, referred to as the home screen. Touch the home screen buttons and icons to initiate an action such as copying, faxing, or scanning; to open the menu screen; or to respond to messages.

Note: Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded solutions.

Touch	To
Copy	Access the Copy menus and make copies.
E-mail	Access the E-mail menus and send e-mails.
Fax	Access the Fax menus and send fax.
☰	Access the printer menus. **Note:** These menus are available only when the printer is in the Ready state.
FTP	Access the File Transfer Protocol (FTP) menus and scan documents directly to an FTP server.

Touch	To
Status message bar	• Show the current printer status such as **Ready** or **Busy**. • Show printer conditions such as **Toner Low** or **Cartridge Low**. • Show intervention messages so the printer can continue processing.
Status/Supplies	• Display a warning or error message whenever the printer requires intervention to continue processing. • Access the messages screen for more information on the message, and how to clear it.
USB or USB Thumbdrive	View, select, print, scan, or e-mail photos and documents from a flash drive. **Note:** This button appears only when you return to the home screen while a memory card or flash drive is connected to the printer.
Bookmarks	Create, organize, and save a set of bookmarks (URL) into a tree view of folders and file links. **Note:** The tree view supports only bookmarks created from this function, and not from any other application.
Held Jobs	Display all current held jobs.

Other buttons that may appear on the home screen:

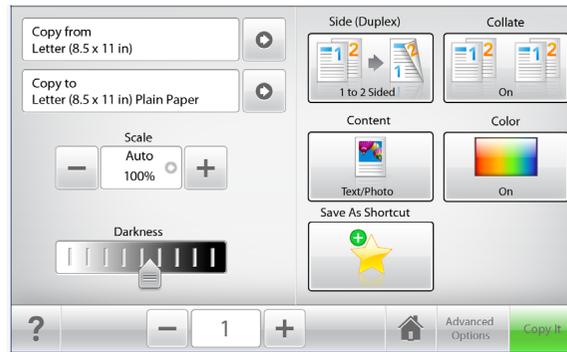| Touch	To
Search held jobs	Search on any of the following items: • User name for held or confidential print jobs • Job names for held jobs, excluding confidential print jobs • Profile names • Bookmark container or print job names • USB container or print job names for supported file types
Release Held Fax	Access the list of held faxes. **Note:** This button appears only when there are held faxes with a scheduled hold time previously set.

Touch	To
Lock Device	Open a password entry screen. Enter the correct password to lock the printer control panel. **Note:** This button appears only when the printer is unlocked and password has been set.
Unlock Device	Open a password entry screen. Enter the correct password to unlock the printer control panel. **Note:** This button appears only when the printer is locked. The printer control panel buttons and shortcuts cannot be used while this appears.
Cancel Jobs	Open the Cancel Jobs screen. The Cancel Jobs screen shows three headings: Print, Fax, and Network. The following options are available under the Print, Fax, and Network headings: • Print job • Copy job • Fax profile • FTP • E-mail send Each heading has a list of jobs shown in a column under it which can show only three jobs per screen. If more than three jobs exist in a column, then an arrow appears enabling you to scroll through the jobs.
Change Language	Launch the Change Language pop-up window that lets you change the primary language of the printer.

Features

Feature	Description
Menu trail line Sample: Menus > Settings > Copy Settings > Number of Copies	A menu trail line is located at the top of each menu screen. This feature shows the path taken to arrive at the current menu. Touch any of the underlined words to return to that menu. Number of Copies is not underlined since this is the current screen. If you touch an underlined word on the Number of Copies screen before the Number of Copies is set and saved, then the selection is not saved, and it does not become the default setting.
Attendance message alert	If an attendance message affects a function, then this icon appears and the red indicator light blinks.
Warning	If an error condition occurs, then this icon appears.
Printer IP address Sample: `123.123.123.123`	The IP address of your network printer is located at the top left corner of the home screen and appears as four sets of numbers separated by periods. You can use the IP address when accessing the Embedded Web Server so you can view and remotely configure printer settings even when you are not physically near the printer.

Using the touch-screen buttons

Note: Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded solutions.

Touch	To
Copy It	Submit changes made in the copy settings and start the copy job.
Right arrow	Scroll to the right.
Left arrow	Scroll to the left.
Home	Return to the home screen.
Right increase	Select a higher value.
Left decrease	Select a lower value.

Touch	To
Exit	Exit from the current screen.
Tips	Open a context-sensitive help dialog.

Other touch-screen buttons

Touch	To
Accept	Save a setting.
Cancel	• Cancel an action or a selection. • Exit a screen and return to the previous screen without saving changes.
Reset	Reset values on the screen.

Setting up and using the home screen applications

Notes:

- Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded applications. Some applications are supported only in select printer models.
- There may be additional solutions and applications available for purchase. To learn more, visit **www.lexmark.com**. Or, inquire at your point of purchase.

Accessing the Embedded Web Server

The Embedded Web Server is the printer Web page that lets you view and remotely configure printer settings even when you are not physically near the printer.

1 Obtain the printer IP address:

- From the printer control panel home screen
- 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

   Note: An IP address appears as four sets of numbers separated by periods, such as `123.123.123.123`.

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

   The Embedded Web Server page appears.

Showing or hiding icons on the home screen

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

   Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Click **Settings** > **General Settings** > **Home screen customization**.

   A list of basic printer functions appears.

3 Select the check boxes to specify which icons appear on the printer home screen.

   Note: Cleared check box items are hidden.

4 Click **Submit**.

Activating the home screen applications

Your printer comes with preinstalled home screen applications. To use these applications, activate and set up these applications using the Embedded Web Server. For more information about accessing the Embedded Web Server, see "Accessing the Embedded Web Server" on page 4.

For detailed information about configuring and using the home screen applications, visit the Lexmark Web site at **http://support.lexmark.com**.

Setting up Forms and Favorites

Icon	Description
	The application helps you simplify and streamline work processes by letting you quickly find and print frequently used online forms directly from the home screen.
	Note: The printer must have permission to access the network folder, FTP site, or Web site where the bookmark is stored. From the computer where the bookmark is stored, use sharing, security, and firewall settings to allow the printer at least a *read* access. For help, see the documentation that came with your operating system.

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

   Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Click **Settings** > **Device Solutions** > **Solutions (eSF)** > **Forms and Favorites**.

3 Define the bookmarks, and then customize the settings.

4 Click **Apply**.

To use the application, touch **Forms and Favorites** on the printer home screen, and then navigate through form categories, or search for forms based on a form number, name, or description.

Setting up Scan to Network

Icon	Description
	The application lets you capture a digital image of a hard-copy document and route it to a shared network folder. You can define up to 30 unique folder destinations.
	Notes:
	- The printer must have permission to write to the destinations. From the computer where the destination is specified, use sharing, security, and firewall settings to allow the printer at least a *write* access. For help, see the documentation that came with your operating system.
	- The Scan to Network icon appears only when one or more destinations are defined.

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

   Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Click **Settings** > **Device Solutions** > **Solutions (eSF)** > **Scan to Network**.

3 Specify the destinations, and then customize the settings.

4 Click **Apply**.

To use the application, touch **Scan to Network** on the printer home screen, and then follow the instructions on the printer display.

Setting up My MFP

Icon	Description
	The application lets you customize your touch-screen settings and store those preferences in a flash drive. Each time you want to copy, fax, or scan, insert the flash drive into the USB port of the printer. All your personal preferences are automatically uploaded, including job settings, home screen preferences, and address book. **Note:** The icon appears only when a flash drive with My MFP settings is inserted into the USB port of the printer.

To set up My MFP, insert a flash drive into the USB port of the printer, and then follow the instructions on the printer display to run the setup wizard.

To use My MFP, insert the flash drive into the USB port of the printer when you want to copy, fax, or scan.

Understanding WS-Scan

Icon	Description
	The Web Services-Scan application lets you scan documents at the network printer, and then send the scanned image to your computer. WS-Scan is a Microsoft application that is similar to Scan to Network, but has the capability of sending the scanned image to a Windows-based application. To learn more about WS-Scan, see the Microsoft documentation. **Note:** The icon appears on the printer home screen only when there is a computer registered with the network printer. The computer must have either Windows 7 or Windows Vista operating system installed.

Setting up Remote Operator Panel

This application shows the printer control panel on your computer screen and lets you interact with the printer control panel, even when you are not physically near the network printer. From your computer screen, you can view the printer status, release held print jobs, create

bookmarks, and do other print-related tasks you might normally do while standing at the network printer.

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

   Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Click **Settings** > **Device Solutions** > **Solutions (eSF)** > **Remote Operator Panel**.

3 Select the **Enabled** check box, and then customize the settings.

4 Click **Apply**.

To use the application, from the Embedded Web Server, click **Applications** > **Remote Operator Panel** > **Launch VNC Applet**.

Exporting and importing a configuration

You can export configuration settings into a text file, and then import it to apply the settings to other printers.

Exporting a configuration to a file

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

   Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Click **Settings** or **Configuration**.

3 Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.

4 From Installed Solutions, click the name of the application you want to configure.

5 Click **Configure** > **Export**.

6 Follow the instructions on the computer screen to save the configuration file, and then type a unique file name or use the default name.

   Note: If a `JVM Out of Memory` error occurs, then repeat the export process until the configuration file is saved.

Importing a configuration from a file

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

   Note: View the printer IP address on the printer control panel home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Click **Settings** or **Configuration**.

3 Click **Device Solutions** > **Solutions (eSF)**, or click **Embedded Solutions**.

4 From Installed Solutions, click the name of the application you want to configure.

5 Click **Configure** > **Import**.

6 Browse to the saved configuration file that was exported from a previously configured printer, and then load or preview it.

   Note: If a timeout occurs and a blank screen appears, then refresh the Web browser, and then click **Apply**.

Loading paper and specialty media

Setting the paper size and type

From the home screen, navigate to:

 > **Paper Menu** > **Paper Size/Type** > select a tray > select the paper size or type > **Submit**

Notes:

- The Paper Size setting is automatically set according to the position of the paper guides in each tray except the standard 550-sheet tray (Tray 1) and the multipurpose feeder.
- The Paper Size setting for Tray 1 and the multipurpose feeder must be set manually in the Paper Size menu.
- The factory default Paper Type setting is Plain Paper.
- The Paper Type setting must be set manually for all trays.

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. Set the Paper Size for the specified tray to Universal when the size you want is not available from the Paper Size menu. Then, specify all of the following Universal size settings for your paper:

- Units of Measure

- Portrait Width
- Portrait Height

Note: The smallest supported Universal size is 76 x 127 mm (3 x 5 in.); the largest size is 216 x 356 mm (8.5 x 14 in.).

1 From the home screen, navigate to:

> Paper Menu > Universal Setup > Units of Measure > select a unit of measure

**2** Touch **Portrait Width** or **Portrait Height** > select the width or height > **Submit**.

Loading the standard or optional 550-sheet tray

The printer has one standard 550-sheet tray (Tray 1) and may have up to four optional 550-sheet trays including the special media tray. For narrow paper sizes such as A6 and envelopes, use the special media tray. For more information, see "Loading the optional 550-sheet special media tray" on page 7.

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

1 Pull the tray completely out.

Note: Do not remove trays while a job prints or while `Busy` appears on the display. Doing so may cause a jam.
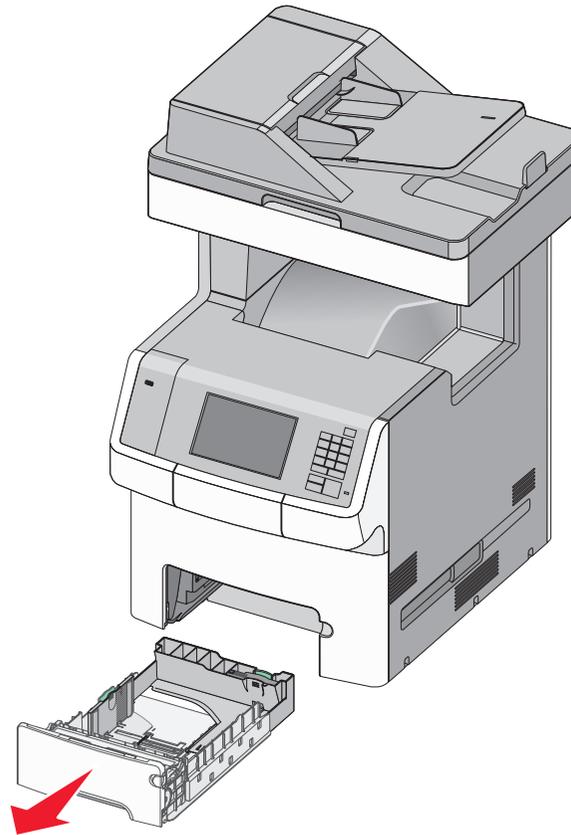
2 Squeeze and slide the width guide to the correct position for the paper size you are loading.
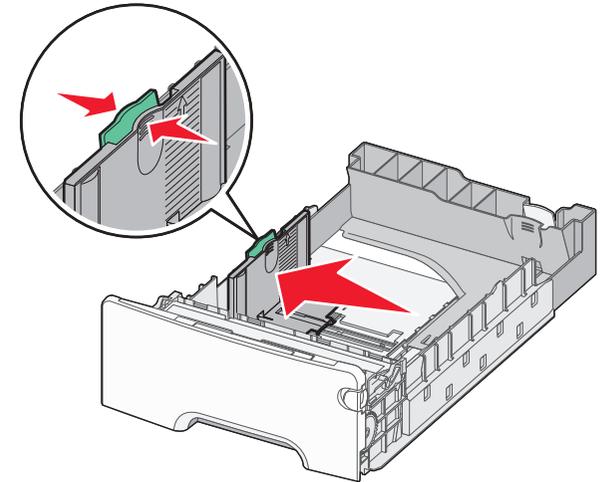
Note: Use the paper size indicators at the bottom of the tray to help position the length and width guides.
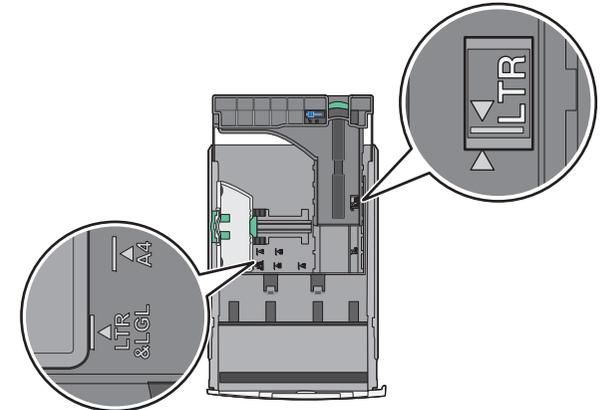
3 Squeeze and slide the length guide to the correct position for the paper size you are loading.

Notes:

- For some paper sizes like letter, legal, and A4, squeeze and slide the length guide backward to accommodate their length.
- The length guide has a locking device. To unlock the length guide, slide to the left the button on top of the length guide. To lock, slide the button to the right when a length has been selected.
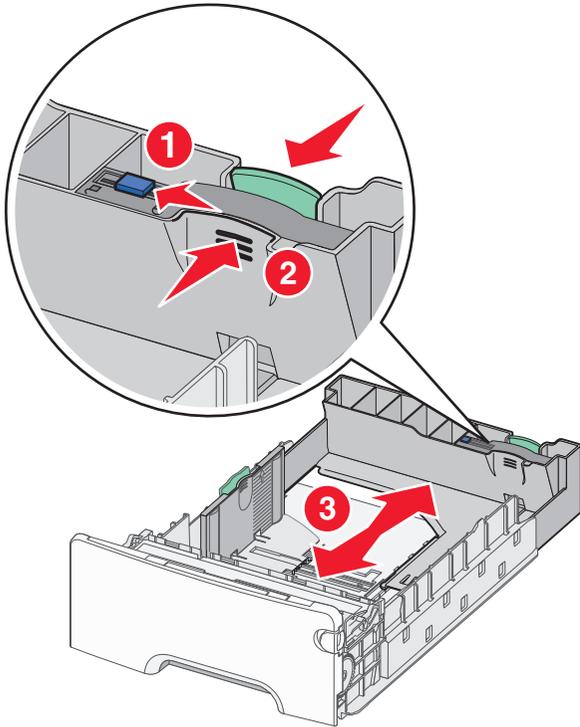
4 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.
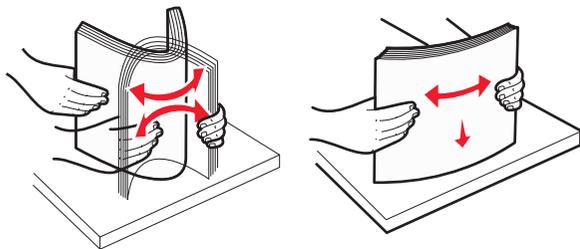
5 Load the paper stack toward the back of the tray with the recommended printable side faceup.

Notes:

- When loading preprinted letterhead for one-sided printing, place the header faceup toward the front of the tray.
- When loading preprinted letterhead for two-sided printing, place the header facedown toward the rear of the tray.
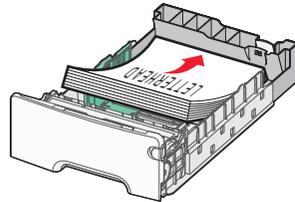
One-sided printing   **Two-sided (Duplex) printing**
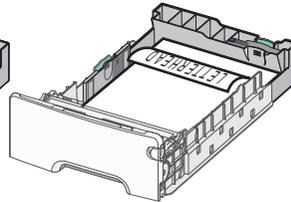
Note: Make sure paper does not exceed the maximum paper fill indicator located on the left side of the tray.
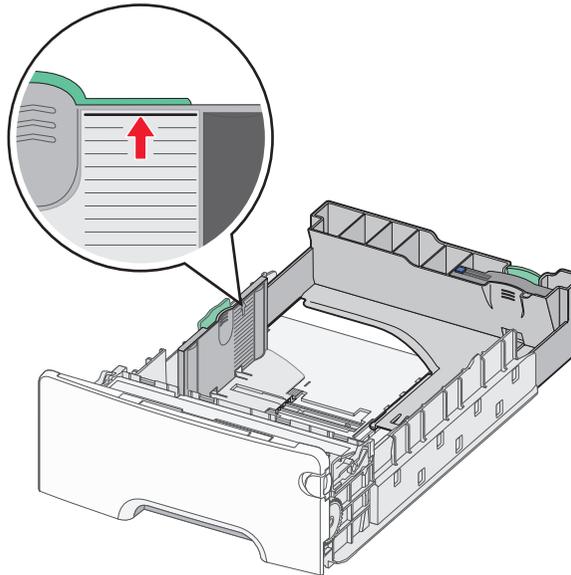
Warning—Potential Damage: Overloading the tray can cause paper jams and possible printer damage.

6 Insert the tray.
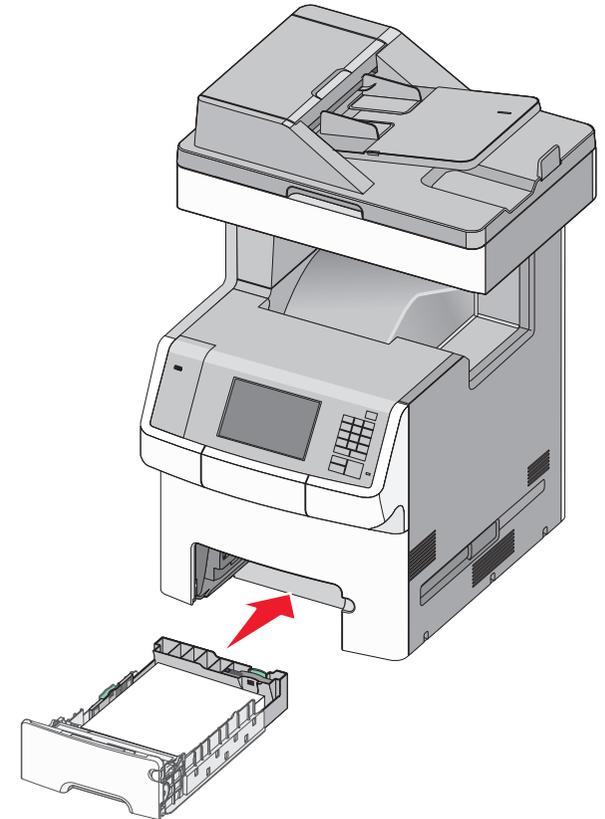
7 From the printer control panel, verify the paper size and paper type setting for the tray based on the paper you loaded.

Loading the optional 550-sheet special media tray

The optional 550-sheet special media tray (Tray 2) supports narrow paper sizes such as envelopes and A6.
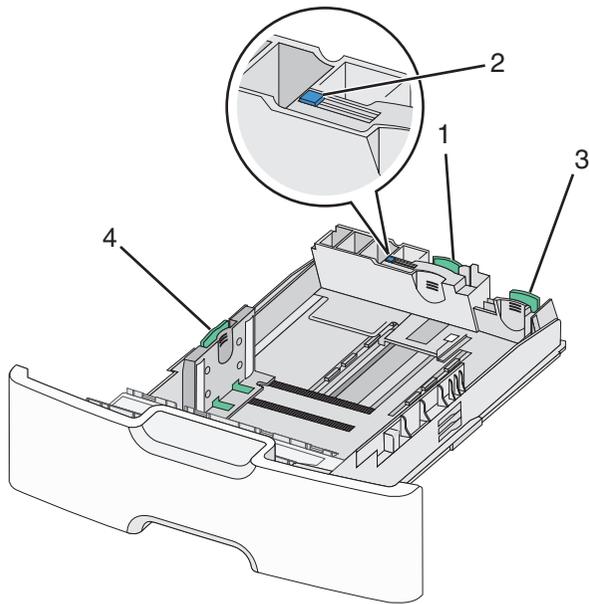
1	Primary length guide
2	Length guide lock
3	Secondary length guide
4	Width guide

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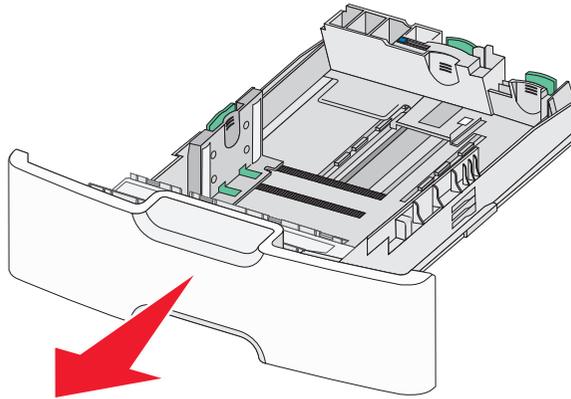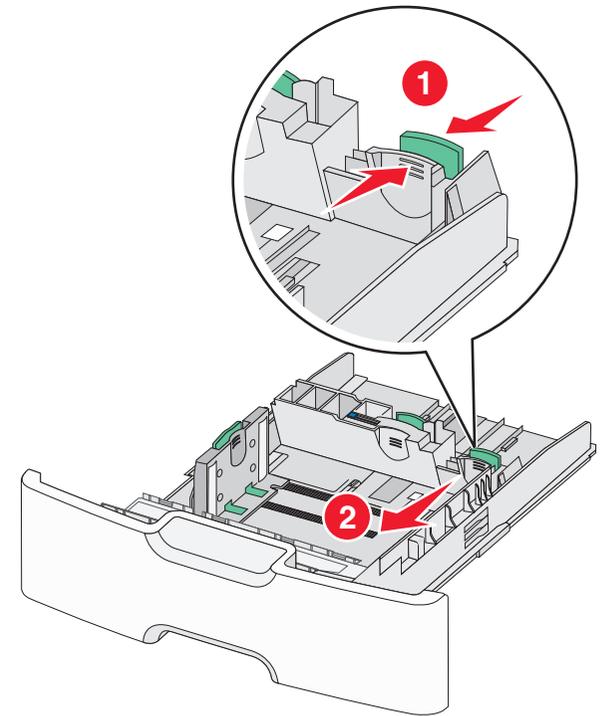
Notes:

- For instructions on loading paper sizes larger than A6 and envelopes, see "Loading the standard or optional 550-sheet tray" on page 6.
- For a complete list of supported paper sizes, see the "Supported paper sizes, types, and weights" section in the *User's Guide*.

Loading narrow paper sizes such as envelopes and A6

1 Pull the tray completely out.

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

2 Squeeze and slide the primary length guide toward you until it stops.

Notes:

- The length has a locking device. To unlock the length guide, slide to the left the button on top of the length guide. To lock, slide the button to the right when a length has been selected.
- You can only slide the secondary length guide when the primary length guide reaches the edge of the width guide.
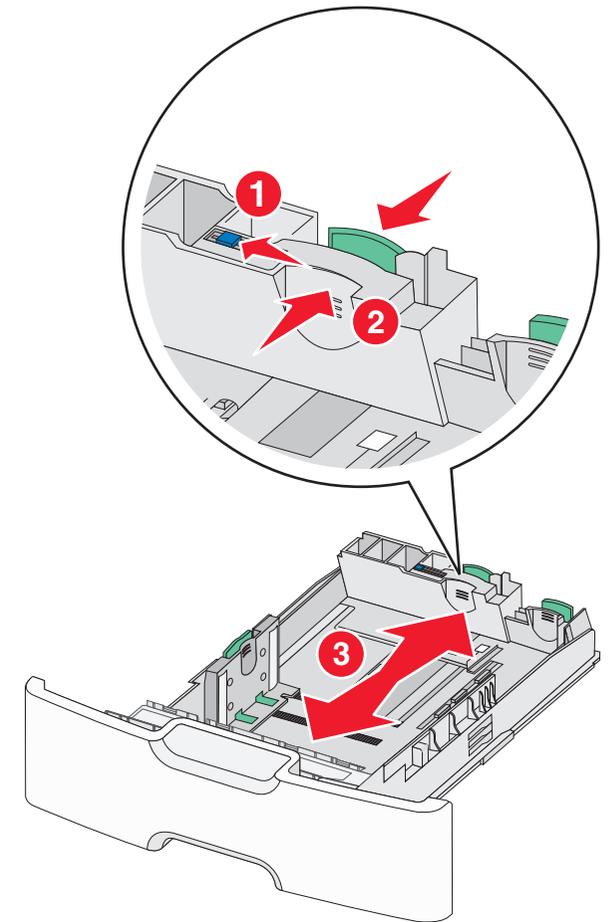
3 Squeeze and slide the width guide to the correct position for the paper size you are loading.
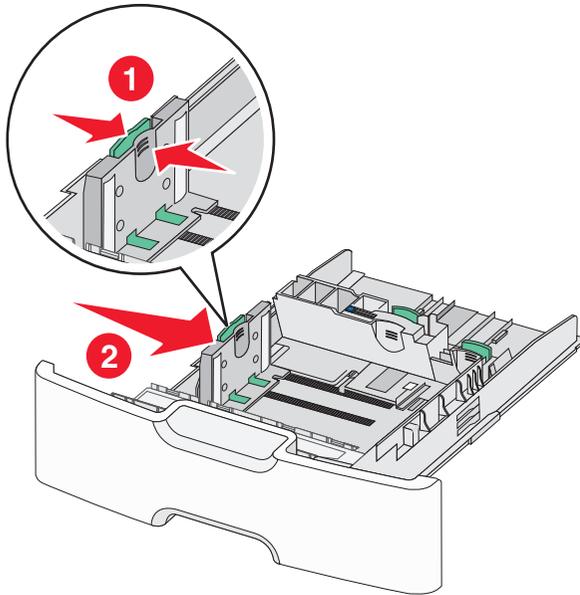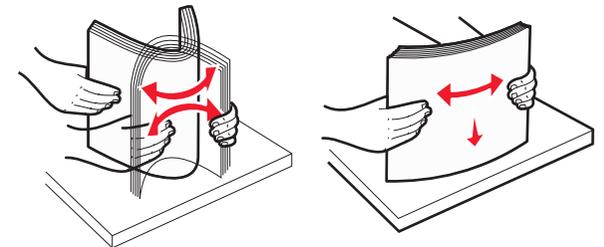

Note: Use the paper size indicators at the bottom of the tray to help position the width guide.
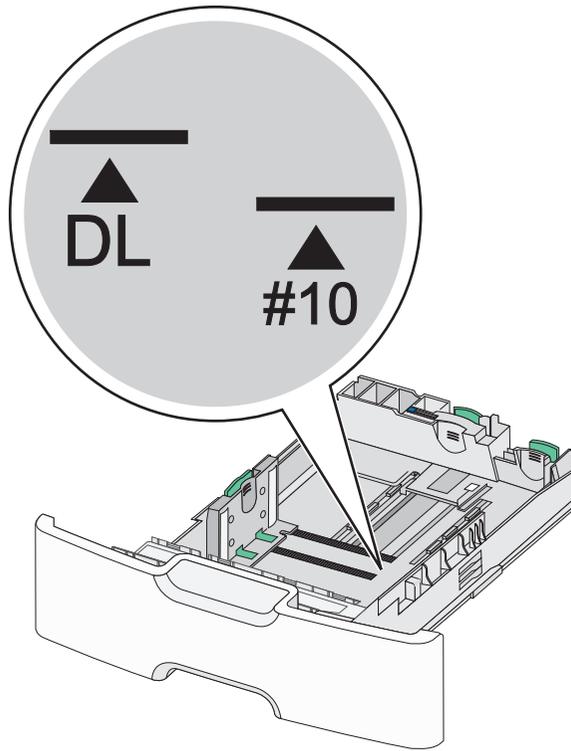
4 Squeeze and slide the secondary length guide to the correct position for the paper size you are loading.
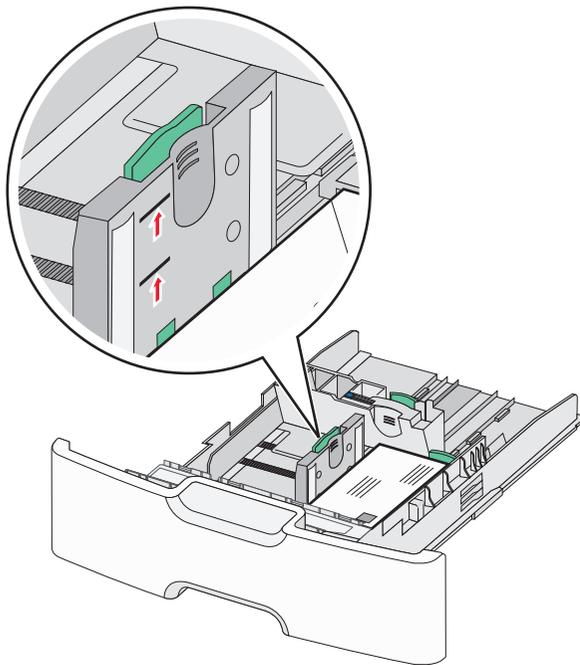

5 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.

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

Notes:

- Load envelopes with the stamp side entering the printer first.
- Make sure the paper does not exceed the maximum paper fill indicator located on the side of the width guide.

Warning—Potential Damage: Overloading the tray can cause paper jams and possible printer damage.

7 Insert the tray.
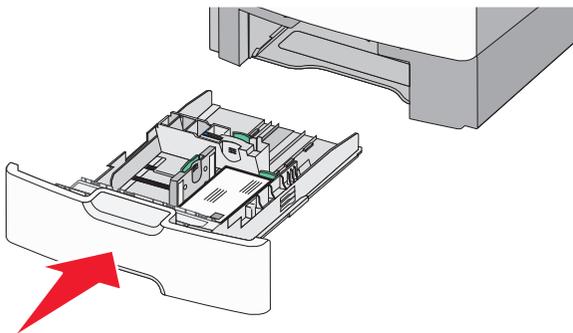
8 From the printer control panel, verify the paper size and paper type setting for the tray based on the paper you loaded.

Note: Return the secondary length guide to its original position when loading long papers such as legal, letter, and A4. Squeeze and slide the guide until it *clicks* into place.
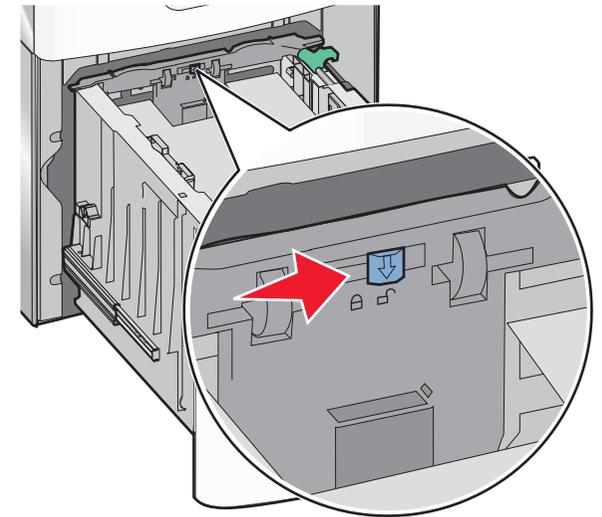
Loading the 2,000-sheet high-capacity feeder

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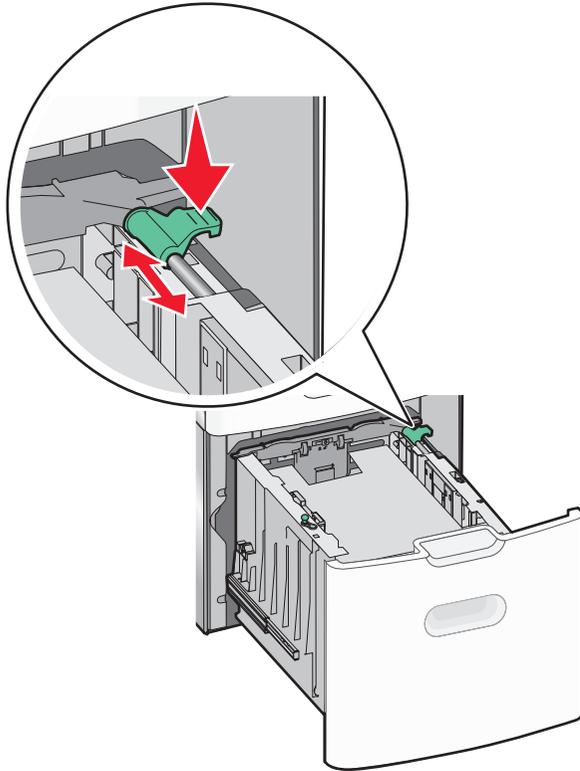
1 Pull the tray out.

2 Pull up and slide the width guide to the correct position for the paper size you are loading.
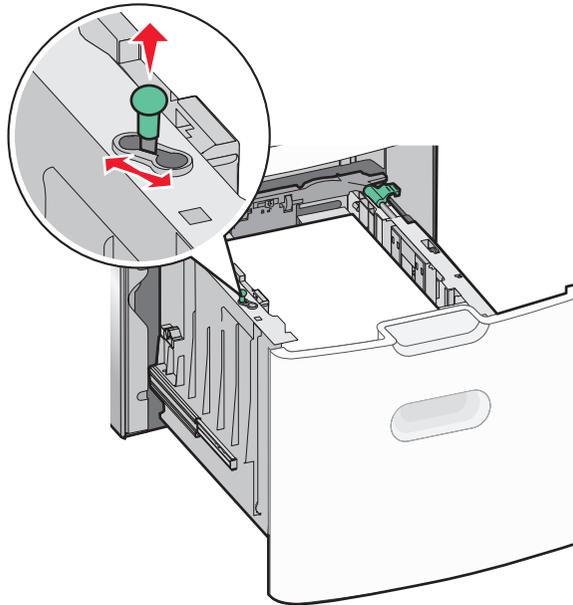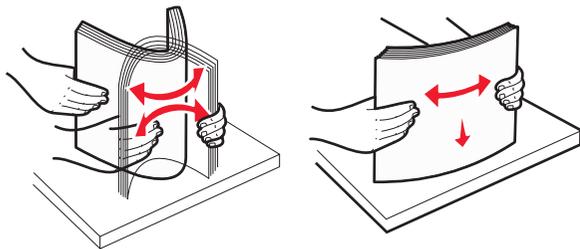

3 Unlock the length guide.

4 Push the length guide release latch to raise the length guide. Slide the guide to the correct position for the paper size you are loading, and then lock the guide.
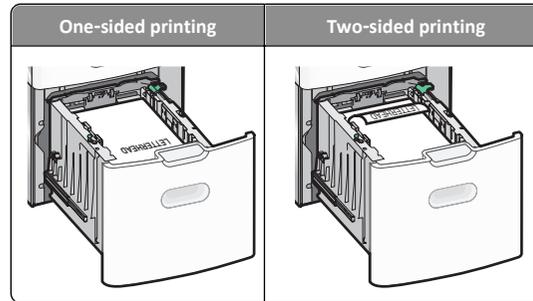

5 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.
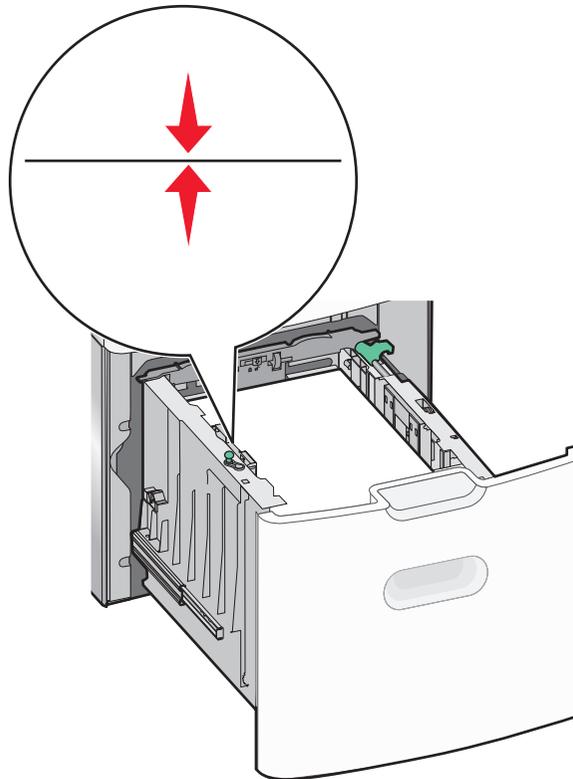

6 Load the paper stack:

- Printable side faceup for one-sided printing
- Printable side facedown for two-sided printing

One-sided printing	Two-sided printing

- Make sure paper does not exceed the maximum paper fill indicator located on the side of the tray.

   Warning—Potential Damage: Overloading the tray may cause paper jams and possible printer damage.
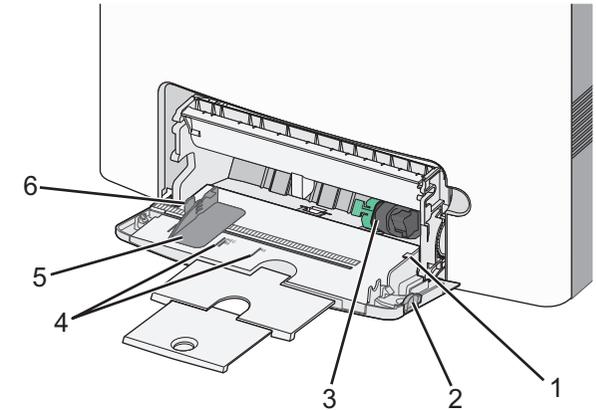

7 Insert the tray.

Loading the multipurpose feeder

The multipurpose feeder can hold approximately:

- 100 sheets of 75-g/m^2 (20-lb) paper
- 10 envelopes
- 75 transparencies

Note: Do not add or remove paper or specialty media while the printer prints from the multipurpose feeder or when the printer control panel indicator light is blinking. Doing so may cause a jam.
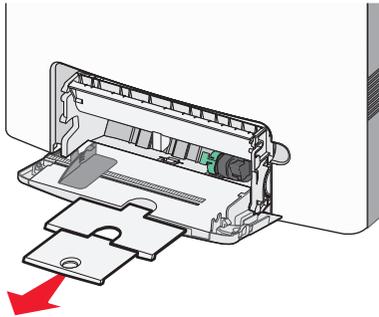

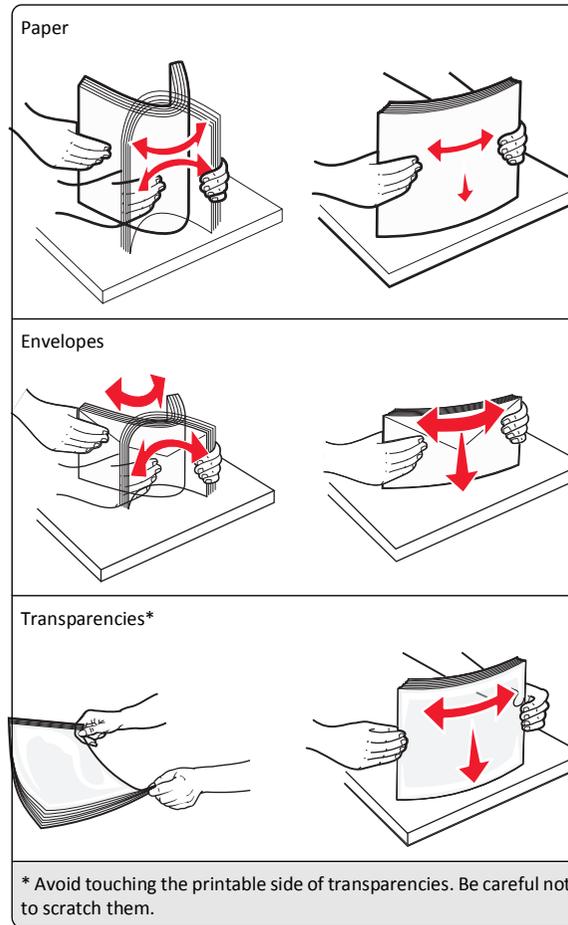| 1	Maximum paper fill indicator
2	Tray release latch
3	Paper release lever
4	Paper size indicators
5	Paper width guide
6	Width guide release tab

**1** Press the tray release latch to the left, and then pull the multipurpose feeder down.
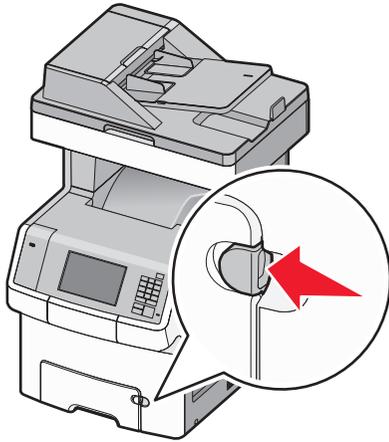
2 Gently pull the extension out until it is fully extended.

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

Paper

Envelopes

Transparencies*

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


4 Load the paper or specialty media. Slide the stack into the multipurpose feeder until it comes to a stop.
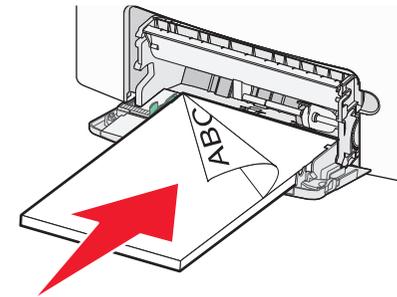
Notes:

- Make sure paper or specialty media does not exceed the maximum paper fill indicator.
- Load only one size and type of paper or specialty media at a time.
- Paper or specialty media should lie flat and fit loosely in the multipurpose feeder.
- If the paper or specialty media is pushed too far into the multipurpose feeder, then press the paper release lever to remove it.
- Load envelopes with the flap on the right side up and the stamp edge entering the printer first.

Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.
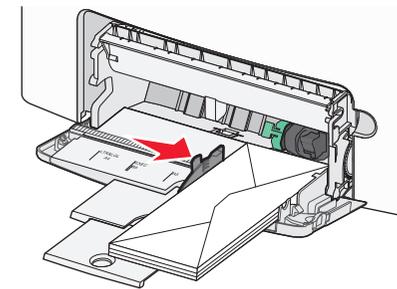
5 From the printer control panel, verify the paper size and paper type setting for the feeder based on the paper you loaded.

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. It is recommended to give all unique paper, such as letterhead and different colored plain papers, a different custom type name so that the trays they are in will not automatically link.

Unlinking trays

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** > **Paper Menu**.

3 Change the paper size and type settings of the tray so that they do *not* match the settings of any other tray, and then 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.

Linking trays

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** > **Paper Menu**.

3 Change the paper type and size settings of the tray so that they match the settings of any other tray, and then click **Submit**.

Creating a custom name for a paper type

If the printer is on a network, then use the Embedded Web Server to define a name other than Custom Type [x] for each of the custom paper types loaded into the printer.

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 Navigate to:

   Settings > **Paper Menu** > **Custom Name** > type a name > **Submit**

   Note: The custom name will replace Custom Type [x] under the Custom Types and Paper Size and Type menus.

3 Navigate to:

   Custom Types > select a paper type > **Submit**

Assigning a custom paper type name

Assign a custom paper type name to a tray when linking or unlinking trays.

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** > **Paper Menu** > **Custom Names**.

3 Type a name for the paper type, and then click **Submit**.

4 Select a custom type, and then verify that the correct paper type is associated with the custom name.

   Note: Plain Paper is the factory default paper type for all user-defined custom names.

Configuring a custom name

If the printer is on a network, then you can use the Embedded Web Server to define a name other than Custom Type [x] for each of the custom paper types loaded into the printer.

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** > **Paper Menu** > **Custom Types**.

3 Select a custom name you want to configure, select a paper or specialty media type, and then click **Submit**.

Printing

Printing forms

Use the Forms and Favorites application to quickly and easily access frequently used forms or other information that is regularly printed. Before you can use this application, first set it up on the printer. For more information, see "Setting up Forms and Favorites" on page 4.

1 From the printer home screen, navigate to:

   Forms and Favorites > select the form from the list > enter the number of copies > adjust other settings

2 Depending on your printer model, touch 🖶 , ✔️ , or **Submit**.

Printing a document

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**.

Adjusting toner darkness

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** > **Quality Menu** > **Toner Darkness**.

3 Adjust the toner darkness setting.

4 Click **Submit**.

Printing from a flash drive

Printing from a flash drive

Notes:

- Before printing an encrypted PDF file, you will be prompted to enter the file password from the printer control panel.
- You cannot print files for which you do not have printing permissions.

1 Insert a flash drive into the USB port.
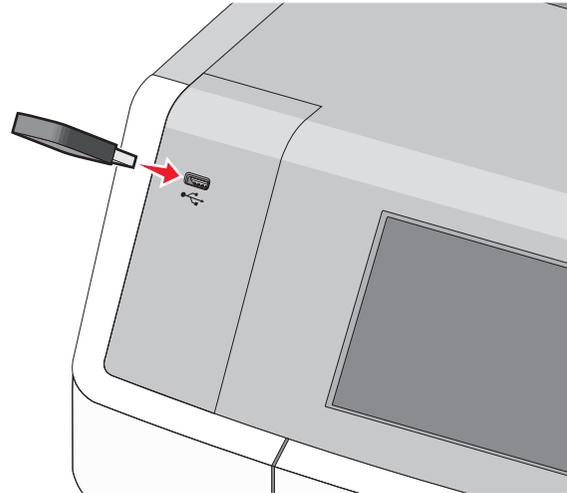
Notes:

- A flash drive icon appears on the home screen and in the held jobs icon when a flash drive is installed.
- If you insert the flash drive when the printer requires attention, such as when a jam has occurred, then the printer ignores the flash drive.
- If you insert the flash drive while the printer is processing other print jobs, then **Busy** appears. After these print jobs are processed, you may need to view the held jobs list to print documents from the flash drive.

Warning—Potential Damage: Do not touch the USB cable, any network adapter, any connector, the memory device, or the printer in the areas shown while actively printing, reading, or writing from the memory device. A loss of data can occur.

2 From the printer control panel, touch the document you want to print.

3 Touch the arrows to specify the number of copies for printing, and then touch **Print**.

Notes:

- Do not remove the flash drive from the USB port until the document has finished printing.
- If you leave the flash drive in the printer after leaving the initial USB menu screen, then you can still print files from the flash drive as held jobs.

Supported flash drives and file types

Flash drive	File type
• Lexar JumpDrive 2.0 Pro (256MB, 512MB, or 1GB sizes) • SanDisk Cruzer Mini (256MB, 512MB, or 1GB sizes) **Notes:** • Hi-Speed USB flash drives must support the full-speed standard. Devices supporting only USB low-speed capabilities are not supported. • USB flash drives must support the File Allocation Table (FAT) system. Devices formatted with New Technology File System (NTFS) or any other file system are not supported.	Documents: • .pdf • .xps Images: • .dcx • .gif • .JPEG or .jpg • .bmp • .pcx • .TIFF or .tif • .png • .fls

Canceling a print job

Canceling a print job from the printer control panel

1 Touch **Cancel Jobs** on the touch screen, or press ✖ on the keypad.

2 Touch the job you want to cancel, and then touch **Delete Selected Jobs**.

Canceling a print job from the computer

For Windows users

1 Open the printers folder:

 a Click ⊞, or click **Start** and then click **Run**.

 b In the Start Search or Run dialog, type `control printers`.

 c Press **Enter**, or click **OK**.

2 Double-click the printer icon.

3 Select the print job you want to cancel.

4 From the keyboard, press **Delete**.

For Macintosh users

In Mac OS X version 10.5 or later:

1 From the Apple menu, choose **System Preferences** > **Print & Fax** > **Open Print Queue**.

2 From the printer window, select the print job you want to cancel.

3 From the icon bar at the top of the window, click the **Delete** icon.

In Mac OS X version 10.4:

1 From the Finder, navigate to:

 Go > **Applications** > **Utilities**

2 Double-click **Print Center** or **Printer Setup Utility**.

3 Double-click the printer icon.

4 From the printer window, select the print job you want to cancel.

5 From the icon bar at the top of the window, click **Delete**.

Copying

Making copies

Making a quick copy

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

 Notes:

 • When loading a document into the ADF, adjust the paper guides.

 • Make sure the size of the original document and the copy paper size are the same. Failure to set the proper size may result in a cropped image.

 • Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 From the printer control panel, press ◇ to start copying.

Copying using the ADF

1 Load an original document faceup, short edge first into the ADF.

 Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 Adjust the paper guides.

3 From the home screen, navigate to:

 Copy > change the copy settings > **Copy It**

Copying using the scanner glass

1 Place an original document facedown on the scanner glass in the upper left corner.

2 From the home screen, navigate to:

 Copy > change the copy settings > **Copy It**

3 If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the Next Page**.

4 Touch **Finish the Job** to return to the home screen.

Copying film photos

1 Place a photo facedown on the upper left corner of the scanner glass.

2 From the home screen, navigate to:

 Copy > **Content** > **Photo** > ✔ > **Photo/Film** > ✔ > **Copy It** > **Scan the Next Page** or **Finish the Job**

Canceling a copy job

Canceling a copy job while the document is in the ADF

When the ADF begins processing a document, the scanning screen appears. To cancel the copy job, touch **Cancel Job** on the touch screen.

A "Canceling scan job" screen appears. The ADF clears all pages in the ADF and cancels the job.

Canceling a copy job while copying pages using the scanner glass

Touch **Cancel Job** on the touch screen.

A "Canceling scan job" screen appears. Once the job is canceled, the copy screen appears.

Canceling a copy job while pages are being printed

1 From the home screen, touch **Cancel Job**, or press ✖ on the keypad.

2 Touch the job you want to cancel.

3 Touch **Delete Selected Jobs**.

E-mailing

Getting ready to e-mail

Setting up the e-mail function

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings**.

3 Under Default Settings, click **E-mail/FTP Settings**.

4 Click **E-mail Settings** > **Setup E-mail Server**.

5 Fill in the fields with the appropriate information.

6 Click **Submit**.

Configuring e-mail settings

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings** > **E-mail/FTP Settings** > **E-mail Settings**.

3 Fill in the fields with the appropriate information.

4 Click **Submit**.

Creating an e-mail shortcut

Creating an e-mail shortcut using the Embedded Web Server

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings**.

3 Under Other Settings, click **Manage Shortcuts** > **E-mail Shortcut Setup**.

4 Type a unique name for the recipient, and then enter the e-mail address.

Note: If you are entering multiple addresses, then separate each address with a comma (,).

5 Select the scan settings (Format, Content, Color, and Resolution).

6 Enter a shortcut number, and then click **Add**.

If you enter a number that is already in use, then you are prompted to select another number.

Creating an e-mail shortcut using the printer control panel

1 From the home screen, navigate to:

E-mail > **Recipient** > type an e-mail address

To create a group of recipients, touch **Next address**, and then type the next recipient's e-mail address.

2 Touch ⭐.

3 Type a unique name for the shortcut, and then touch **Done**.

4 Verify that the shortcut name is correct, and then touch **OK**.

If the shortcut name is incorrect, then touch **Cancel**, and then reenter the information.

Canceling an e-mail

- When using the ADF, touch **Cancel Job** while `Scanning` appears.

- When using the scanner glass, touch **Cancel Job** while `Scanning` appears, or while `Scan the Next Page`/`Finish the Job` appears.

Faxing

Sending a fax

Sending a fax using the printer control panel

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, touch **Fax**.

4 Enter the fax number or a shortcut using the touch screen or keypad.

To add recipients, touch **Next Number** and then enter the recipient's telephone number or shortcut number, or search the address book.

Note: To place a dial pause within a fax number, press ⏸. The dial pause appears as a comma in the "Fax to" field. Use this feature if you need to dial an outside line first.

5 Touch **Fax It**.

Sending a fax using the computer

The printer driver fax option allows you to "print to fax," where the printer will send a queued document as a fax rather than print it. The fax option functions as a normal fax machine, but is controlled through the printer driver instead of the printer control panel.

1 With a document open, click **File** > **Print**.

2 Select the printer, and then navigate to:

Properties > **Fax** tab > **Enable fax**

3 Enter the recipient fax number(s) in the "Fax number(s)" field.

Fax numbers can be entered manually or by using the Phone Book feature.

4 If necessary, enter a prefix in the Dialing prefix field.

5 Select the appropriate paper size and page orientation.

6 If you want to include a cover page with the fax, then select **Include cover page with fax**, and enter the appropriate information.

7 Click **OK**.

Notes:

- The Fax option is available for use only with the PostScript driver or the Universal Fax Driver. For information on installing these drivers, see the *Software and Documentation* CD.
- The Fax option must be configured and enabled in the PostScript driver under Configuration tab before it can be used.
- If the **Always display settings prior to faxing** check box is selected, then you will be prompted to verify the recipient information before the fax is sent. If this check box is not selected, then the queued document will be sent automatically as a fax when you click **OK** on the Fax tab.

Sending a fax using shortcuts

Fax shortcuts are just like the speed dial numbers on a telephone or fax machine. A shortcut number (1–99999) can contain a single recipient or multiple recipients.

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Note: Do not place postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 Press , and then enter the shortcut number using the keypad.

4 Touch **Fax It**.

Sending a fax using the address book

The address book enables you to search for bookmarks and network directory servers.

Note: If the address book feature is not enabled, then contact your system support person.

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

Notes:

- If you are loading a document into the ADF, then adjust the paper guides.
- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 From the home screen, navigate to:

Fax >

3 Touch **Browse shortcuts** or, using the virtual keyboard, type the name or part of the name of the person whose fax number you want to find.

Note: Do not attempt to search for multiple names at the same time.

4 Touch the name of the person you want to send the fax to, and then touch **Done** > **Fax It**.

Creating shortcuts

Creating a fax destination shortcut using the Embedded Web Server

Instead of entering the entire phone number of a fax recipient on the printer control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number. A shortcut can be created to a single fax number or a group of fax numbers.

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Settings** > **Manage Shortcuts** > **Fax Shortcut Setup**.

Note: A password may be required. If you do not have an ID and password, get one from your system support person.

3 Type a unique name for the shortcut, and then enter the fax number.

To create a multiple-number shortcut, enter the fax numbers for the group.

Note: Separate each fax number in the group with a semicolon (;).

4 Assign a shortcut number.

If you enter a number that is already in use, then you are prompted to select another number.

5 Click **Add**.

Creating a fax destination shortcut using the printer control panel

1 From the home screen, touch **Fax**, and then enter the fax number.

To create a group of fax numbers, touch **Next number**, and then enter the next fax number.

2 Touch .

3 Type a unique name for the shortcut, and then touch **Done**.

4 Verify that the shortcut name and number are correct, and then touch **OK**.

If the name or number is incorrect, then touch **Cancel**, and then reenter the information.

Scanning

Using Scan to Network

Scan to Network lets you scan your documents to network destinations specified by your system support person. After the destinations (shared network folders) have been established on the network, the setup process for the application involves installing and configuring the application on the appropriate printer using its Embedded Web Server. For more information, see "Setting up Scan to Network" on page 4.

Scanning to an FTP address

Scanning to an FTP address

Scanning to an FTP address using the printer control panel

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

> **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

FTP > FTP > type the FTP address > **Send It**

Scanning to an FTP address using a shortcut number

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

> **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 Press ⊞, and then enter the FTP shortcut number.

4 Touch **Send It**.

Scanning to an FTP address using the address book

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

> **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 From the home screen, navigate to:

FTP > FTP > 🔍 > enter the name of recipient > **Browse shortcuts** > name of recipient > **Search**

Scanning to a computer or flash drive

Scanning to a computer

1 Type the printer IP address into the address field of your Web browser.

If you do not know the IP address of the printer, you can:

- View the IP address on the printer control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Scan Profile** > **Create**.

3 Select your scan settings, and then click **Next**.

4 Select a location on your computer where you want to save the scanned output file.

5 Enter a scan name.

The scan name is the name that appears in the Scan Profile list on the display.

6 Click **Submit**.

7 Review the instructions on the Scan Profile screen.

A shortcut number was automatically assigned when you clicked **Submit**. You can use this shortcut number when you are ready to scan your documents.

a Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

> **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

b If you are loading a document into the ADF, then adjust the paper guides.

c Press ⊞, and then enter the shortcut number using the keypad, or touch **Held Jobs** on the home screen, and then touch **Profiles**.

d After entering the shortcut number, the scanner scans and sends the document to the directory or program you specified. If you touched **Profiles** on the home screen, then locate your shortcut on the list.

8 Return to the computer to view the file.

The output file is saved in the location or launched in the program you specified.

Scanning to a flash drive

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

> **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 Insert the flash drive into the USB port on the front of the printer.

The USB Drive home screen appears.

4 Select the destination folder, and then touch **Scan to USB drive**.

5 Adjust the scan settings.

6 Touch **Scan It**.

Clearing jams

Carefully select paper and specialty media and load it properly to avoid most jams. For more information, see "Avoiding jams" on page 18. If jams do occur, follow the steps outlined in this chapter.

Note: Jam recovery is set to Auto by default. The printer reprints jammed pages unless the memory required to hold the pages is needed for other printer tasks.

Avoiding jams

Load paper properly

- Make sure paper lies flat in the tray.
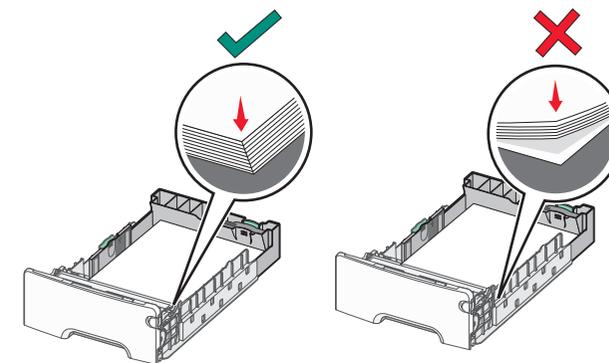
Correct paper loading   Incorrect paper loading

- 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 does not exceed the maximum paper fill indicator.
- Make sure the guides in the tray or the multipurpose feeder are properly positioned and are not pressing too tightly against the paper or envelopes.
- Push the tray in firmly after loading paper.

Use recommended paper

- Use only recommended paper or specialty media.
- Do not load wrinkled, creased, damp, bent, or curled paper.
- Flex and straighten paper before loading it.
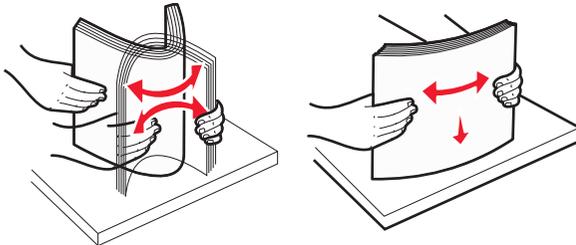
- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same stack.
- Make sure all paper sizes and types are set correctly in the printer control panel menus.
- Store paper per manufacturer recommendations.

Understanding jam numbers and locations

When a jam occurs, a message indicating the jam location appears on the printer display. Open doors and covers, and remove trays to access jam locations. To resolve any paper jam message, you must clear all jammed papers from the paper path.

Area name	Jam numbers	What to do
Inside the printer	200–201	Open the front door, and then remove the jammed paper from behind the toner cartridge area. Open the front door, and then remove the jammed paper from under the photoconductor units. Open the front door, and then remove the jammed paper from under the fuser.
Inside the printer	202–203	Open the front door, and then remove the jammed paper from fuser area. Open the top access cover, and then remove the jammed paper.
Inside the printer	230	Open the front door, and then remove the jammed paper located between the front door and Tray 1.
Standard output bin	202–203	Remove all paper from the standard output bin, and then remove the jammed paper.
Tray [x]	24x	Open each tray, and then remove any jams.
Multipurpose feeder	250	Remove all paper from the multipurpose feeder, and then remove the jammed paper.
Automatic Document Feeder (ADF)	29y.xx	Open the ADF cover, and then remove any jammed paper. Open the duplex cover, and then remove the jammed paper.
Scanner cover		Open the scanner cover, and then remove any jammed paper.

200–201 paper jams

Paper jam in the toner cartridge area

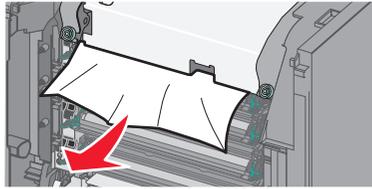1 Open the printer top access cover.
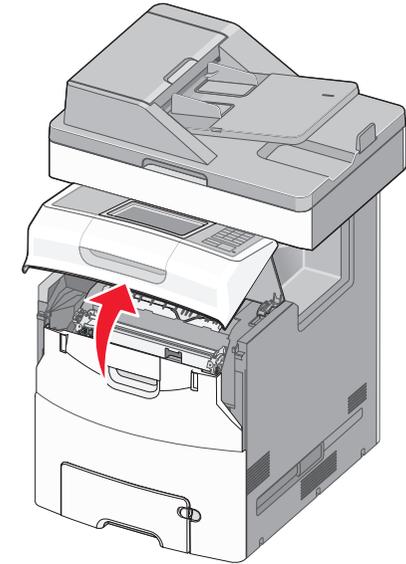
⚠ **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

2 Open the front door.
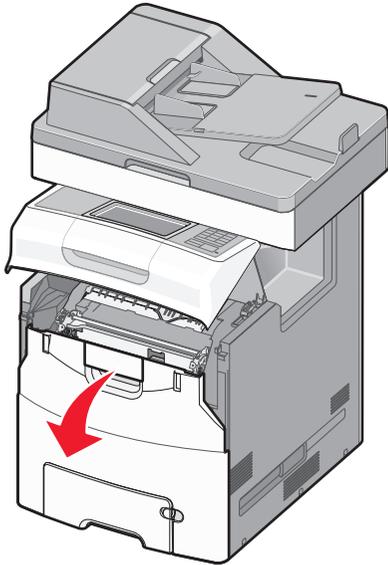
Warning—Potential Damage: To avoid overexposing the photoconductor units, do not leave the front door open for more than 10 minutes.
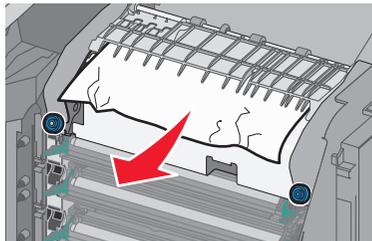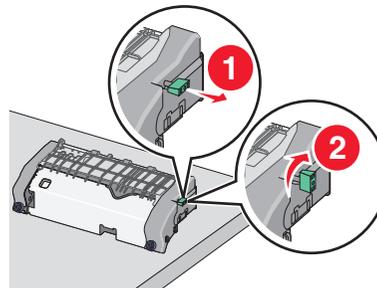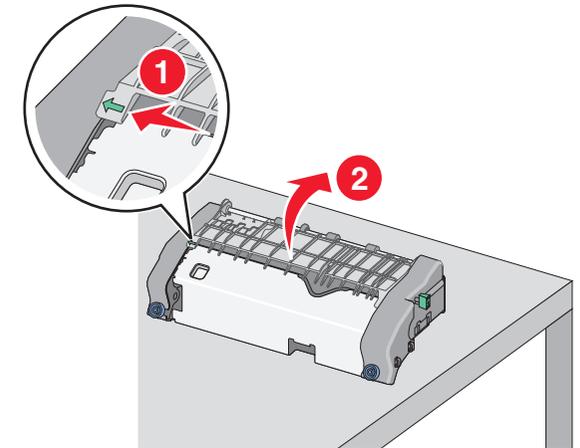
3 Firmly grasp the jammed paper on each side, and then gently pull the paper up and out to remove it from behind the toner cartridge area.

Note: Make sure all paper fragments are removed.
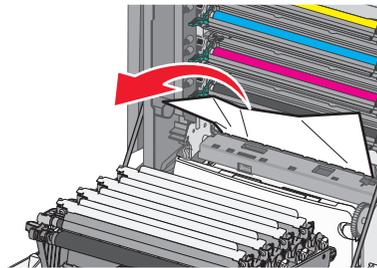
4 Close the front door, and then close the top access cover.

5 From the printer control panel, touch **Continue, jam cleared**.

Paper jam under the photoconductor units

1 Ope the printer top access cover.

⚠ **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 Open the front door.

Warning—Potential Damage: To avoid overexposing the photoconductor units, do not leave the front door open for more than 10 minutes.

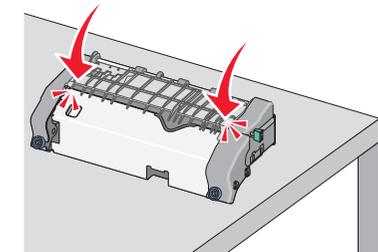**3** If lodged under the photoconductor units, then firmly grasp the jammed paper on each side, and then gently pull it out .
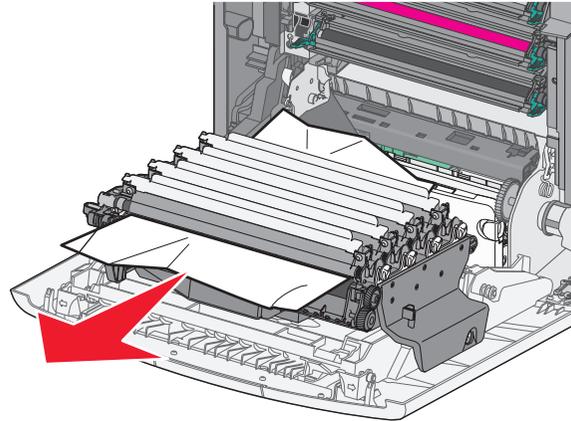
Note: Make sure all paper fragments are removed.

**4** If the jammed paper is lodged too tightly under the photoconductor units, then remove the photoconductor units and place them on a flat surface.

Warning—Potential Damage: Be careful not to touch the photoconductor drum. Doing so may affect the print quality of future print jobs.

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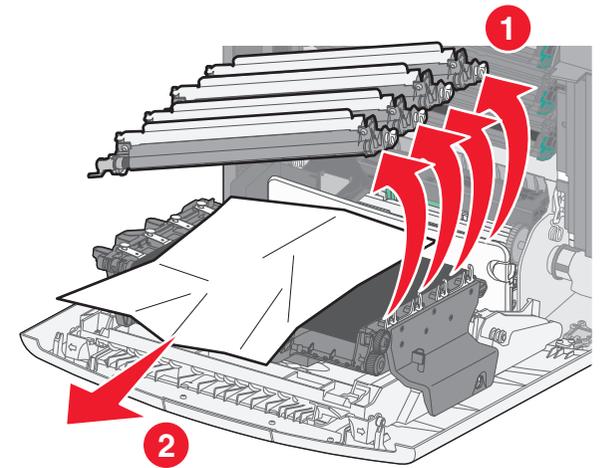
5 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

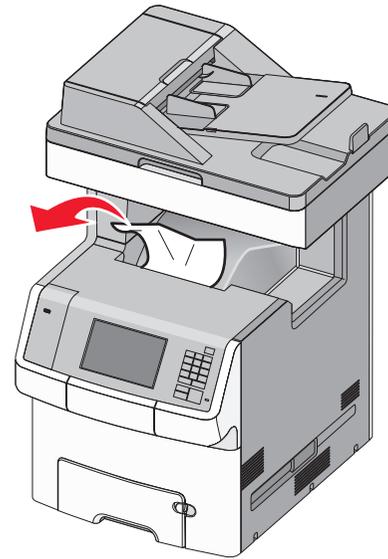**6** Reinstall each photoconductor unit.

7 Close the front door, and then close the printer top access cover.

8 From the printer control panel, touch **Continue, jam cleared**.

Paper jam in the fuser area

1 Open the printer top access cover.

⚠ **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 Open the front door.

Warning—Potential Damage: To avoid overexposing the photoconductor units, do not leave the front door open for more than 10 minutes.

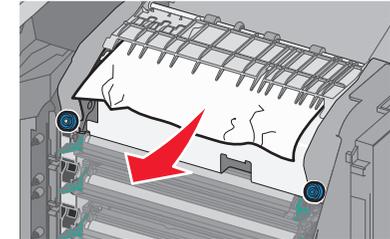**3** Determine where the jammed paper is located, and then remove it:

a If the jammed paper is visible under the fuser, then firmly grasp the paper on each side, and then gently pull it out.

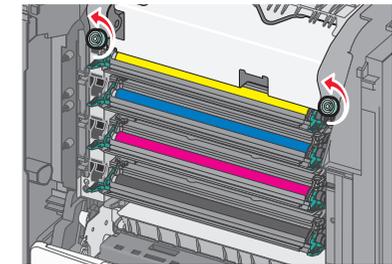**Note:** Make sure all paper fragments are removed.

b If the jammed paper paper is visible at the top paper guide in the fuser assembly, then firmly grasp the paper on each side, and then gently pull it out.

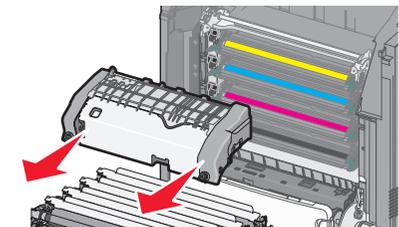> **Note:** Make sure all paper fragments are removed.

c If the jammed paper is not visible, then remove the fuser unit:

> **Warning—Potential Damage:** Do not touch the roller at the center of the fuser unit. Doing so may damage the fuser.

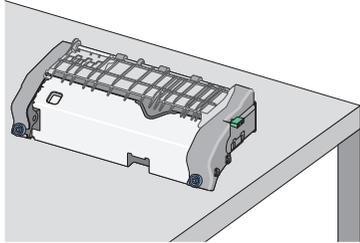**1** Turn the screws on the fuser counterclockwise to loosen them.

2 Using the handholds on each side, lift and pull the fuser out of the printer.

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

d Place the fuser on a flat surface with the blue thumb screws facing you.

e Pull and then rotate the green rectangular knob clockwise to unlock the top paper guide.

f Press the green arrow tab to the left, and then lift the top paper guide.

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

> **Note:** Make sure all paper fragments are removed.

h Close the top paper guide. Make sure both sides of the paper guide are firmly seated.

i Pull and then rotate the green rectangular knob counterclockwise to firmly secure the top paper guide.

j Reinstall the fuser unit:

  1 Align the fuser unit using the handholds on each side, and then place it back into the printer.
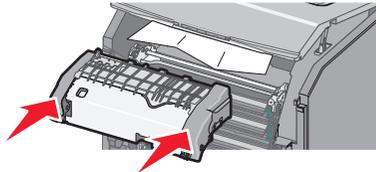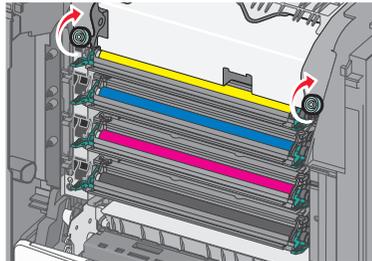
  2 Turn the screws clockwise to fasten the fuser securely.

4 Close the front door, and then close the top access cover.

5 From the printer control panel, touch **Continue, jam cleared**.

202–203 paper jams

If the jammed paper is visible in the standard exit bin, then firmly grasp the paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

Paper jam in the fuser area

1 Open the printer top access cover.

⚠ **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 Open the front door.

Warning—Potential Damage: To avoid overexposing the photoconductor units, do not leave the front door open for more than 10 minutes.

3 Determine where the jammed paper is located, and then remove it:

  a If the jammed paper is visible under the fuser, then firmly grasp the paper on each side, and then gently pull it out.

  Note: Make sure all paper fragments are removed.
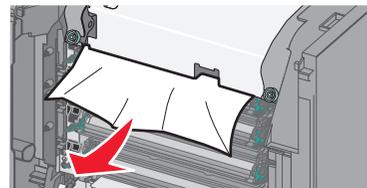
b If the jammed paper is visible at the top paper guide in the fuser assembly, then firmly grasp the paper on each side, and then gently pull it out.

  Note: Make sure all paper fragments are removed.

c If the jammed paper is not visible, then remove the fuser unit:

  1 Turn the screws on the fuser counterclockwise to loosen them.

  2 Using the handholds on each side, lift and pull the fuser out of the printer.
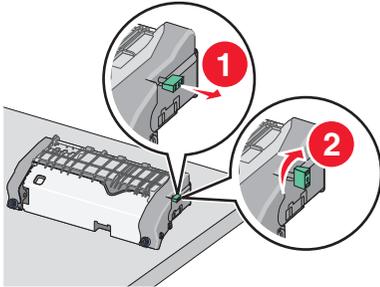
⚠ **CAUTION—HOT SURFACE:** The fuser might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.
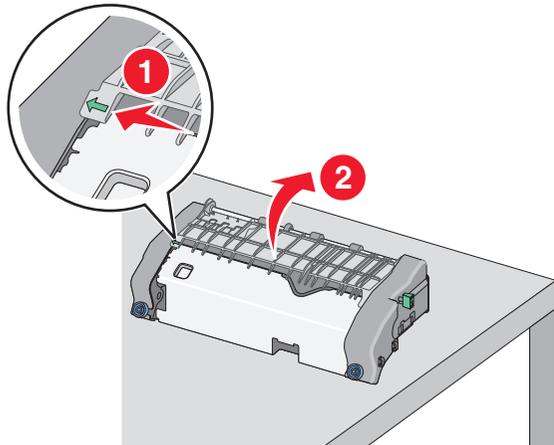
d Place the fuser on a flat surface with the blue thumb screws facing you.

e Pull and then rotate the green rectangular knob clockwise to unlock the top paper guide.
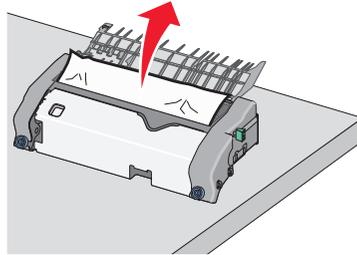

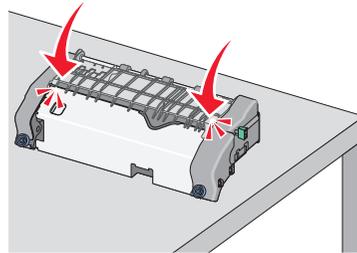**f** Press the green arrow tab to the left, and then lift the top paper guide.

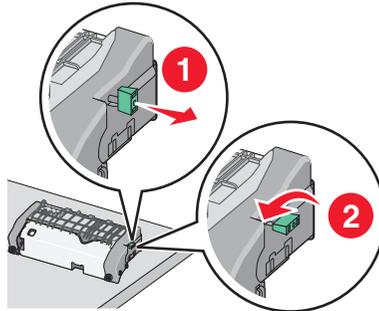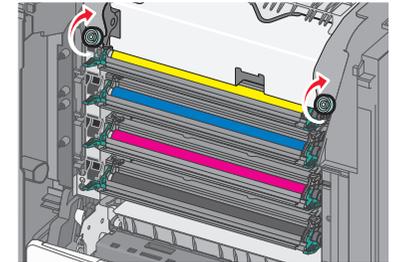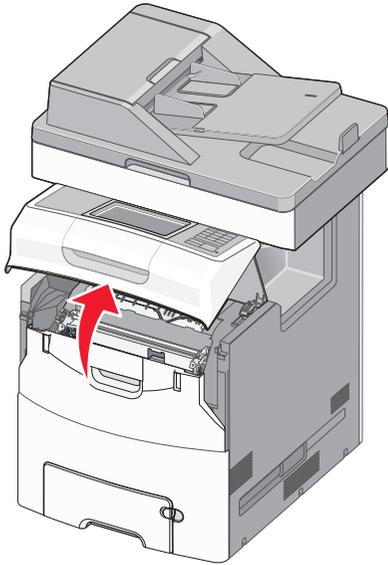**g** Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

h Close the top paper guide. Make sure both sides of the paper guide are firmly seated.

i Pull and then rotate the green rectangular knob counterclockwise to firmly secure the top paper guide.

j Reinstall the fuser unit:

1 Align the fuser unit using the handholds on each side, and then insert it back into the printer.
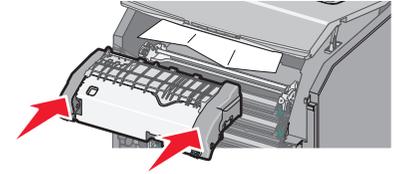
2 Turn the screws clockwise to fasten the fuser securely.

4 Close the front door, and then close the top access cover.

5 From the printer control panel, touch **Continue, jam cleared**.

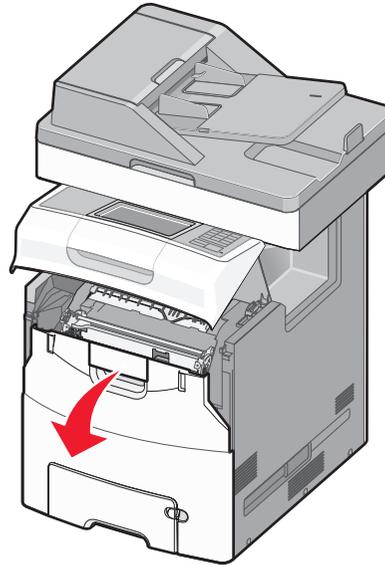## Paper jam inside the printer top access cover

1 Open the printer top access cover.

Warning—Potential Damage: To avoid overexposing the photoconductors, do not leave the front door open for more than 10 minutes.

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 Open the front door.

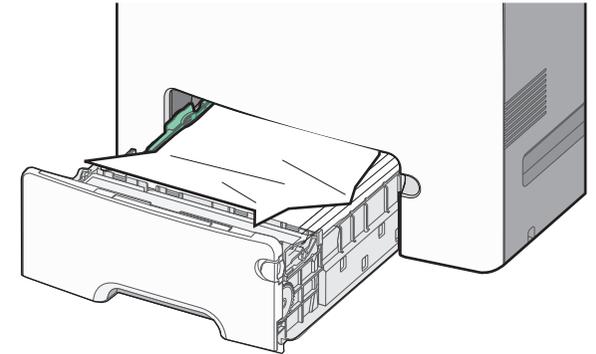**3** Firmly grasp the jammed paper on each side, and then gently pull it out.

  Note: Make sure all paper fragments are removed.

4 Close the front door, and then close the top access cover.

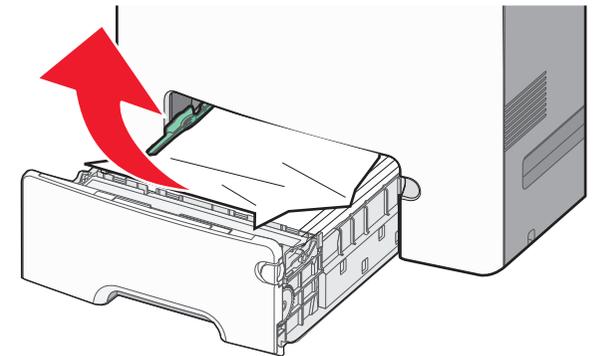**5** From the printer control panel, touch **Continue, jam cleared**.

24x paper jam

Paper jam in Tray 1

1 Open Tray 1.

2 Firmly grasp the jammed paper on each side, and then gently pull it out.
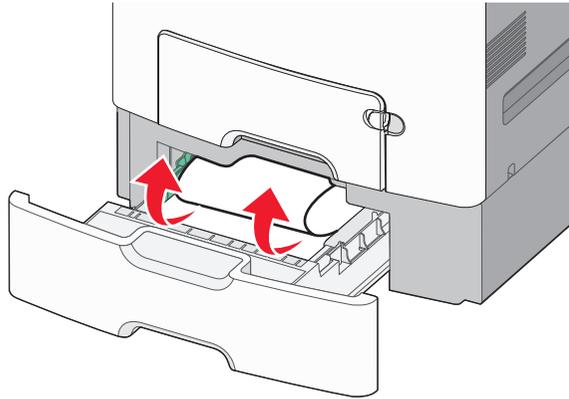
  Note: Make sure all paper fragments are removed.

3 Close Tray 1.

4 From the printer control panel, touch **Continue, jam cleared**.

Paper jam in one of the optional trays

1 Open the specified tray.

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

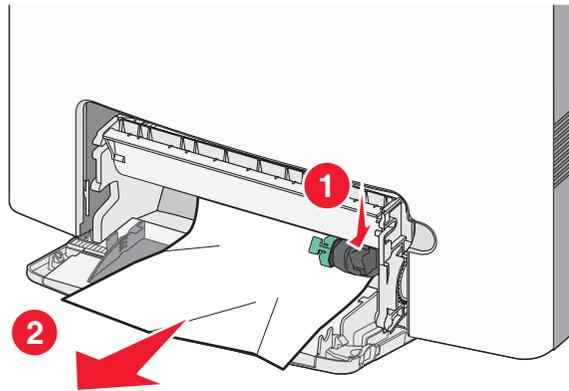 **Note:** Make sure all paper fragments are removed.

3 Close the tray.

4 From the printer control panel, touch **Continue, jam cleared**.

250 paper jam

1 Press the paper release lever, and then remove any jammed pages from the multipurpose feeder.

 Note: Make sure all paper fragments are removed.

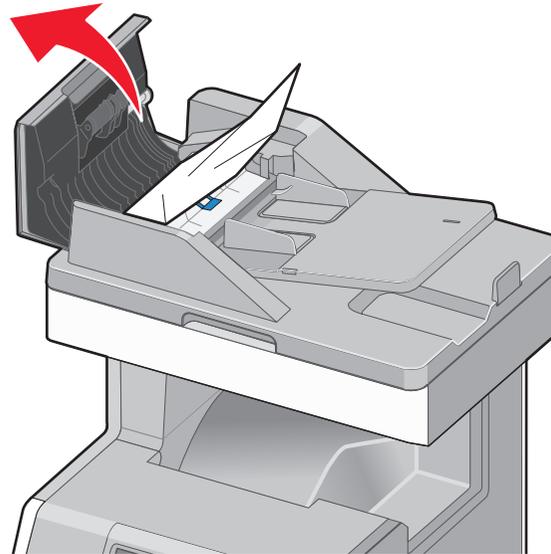**2** Load new paper into the multipurpose feeder.

3 From the printer control panel, touch **Continue, jam cleared**.

29y.xx paper jams

1 Remove all original documents from the Automatic Document Feeder (ADF).

2 Open the ADF cover, firmly grasp the jammed paper on each side, and then gently pull it out.
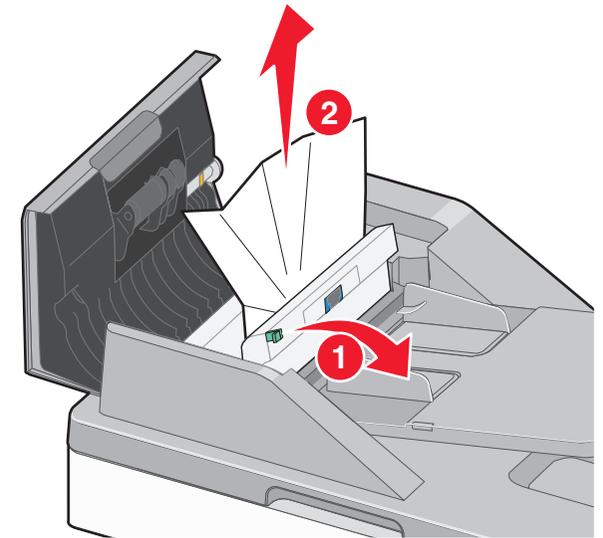
 Note: Make sure all paper fragments are removed.

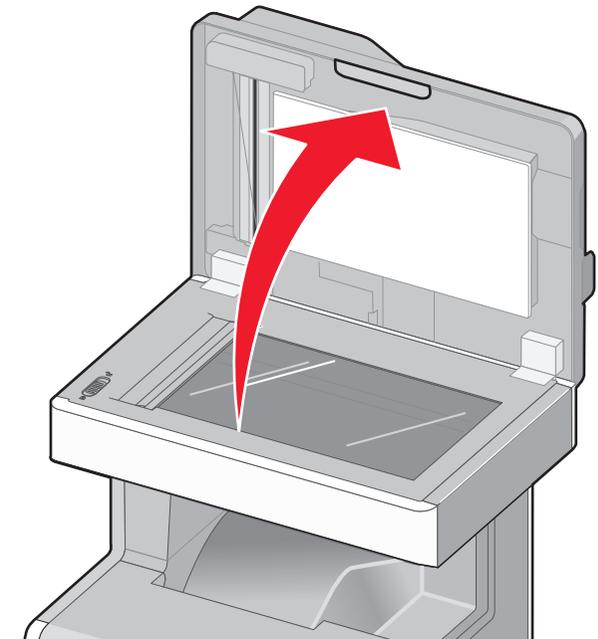

3 Close the ADF cover.

4 Open the duplex cover, firmly grasp the jammed paper on each side, and then gently pull it out.

 Note: Make sure all paper fragments are removed.

5 Open the scanner cover, firmly grasp the jammed paper on each side, and then gently pull it out.

 Note: Make sure all paper fragments are removed.

6 Close the scanner cover.

7 Reload original documents into the ADF, straighten the stack, and then adjust the paper guide.