

Printing

Paper handling

Maintenance

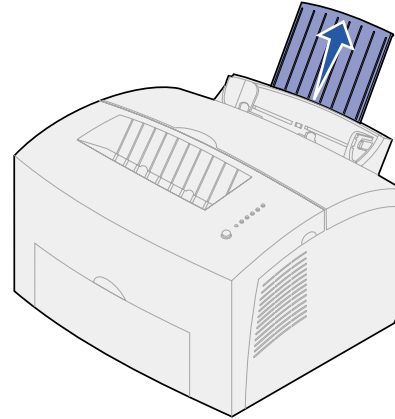
Troubleshooting

Administration

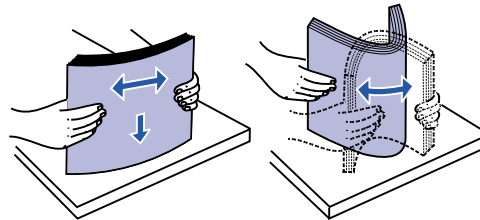
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In tray 1

- 1 Extend the rear paper support until you hear a click.



- 2 Flex the sheets back and forth to loosen them, then fan them.



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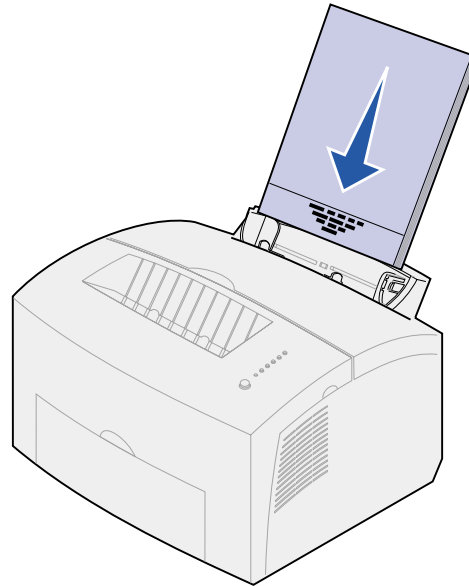
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- 3 If loading letterhead paper, insert letterhead with the top of the page pointing down, facing you.



Note: Preprinted papers such as letterhead must be able to withstand temperatures up to 200°C (392°F) without melting or releasing hazardous emissions.



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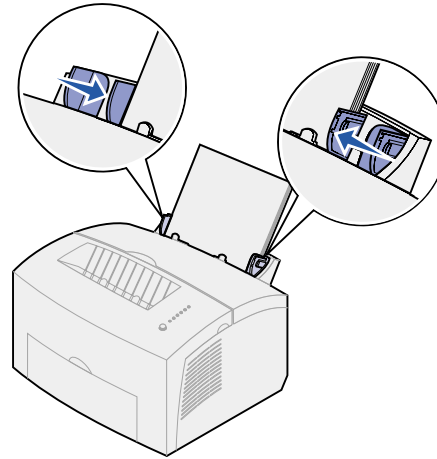
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4 Slide the paper guides against the edges of the paper.



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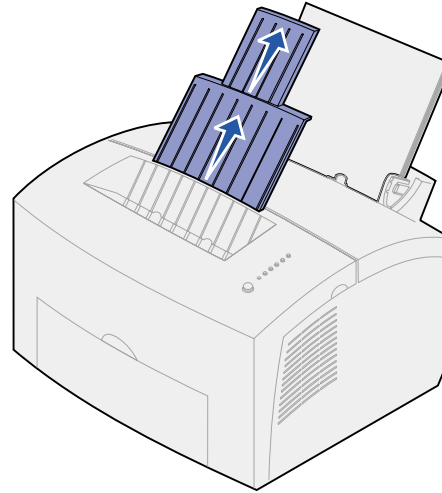
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- 5 Extend the front paper support on the paper output bin until you hear a click. If you are printing on legal-sized paper, completely extend the front paper support.



- 6 Select the paper size and type from your software application.
- 7 Start your print job.



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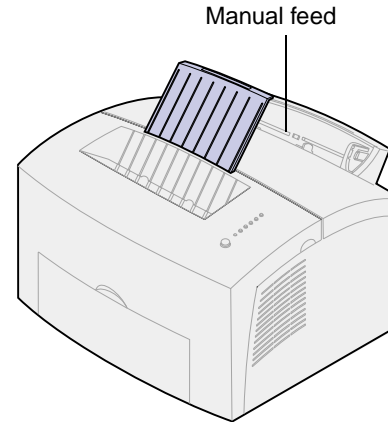
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In the manual feed

Use the manual feed to print one sheet of paper at a time.

- 1 Extend the front paper support on the paper output bin until you hear a click.



- 2 If loading letterhead paper, insert one sheet of letterhead with the top of the page pointing down, facing you.



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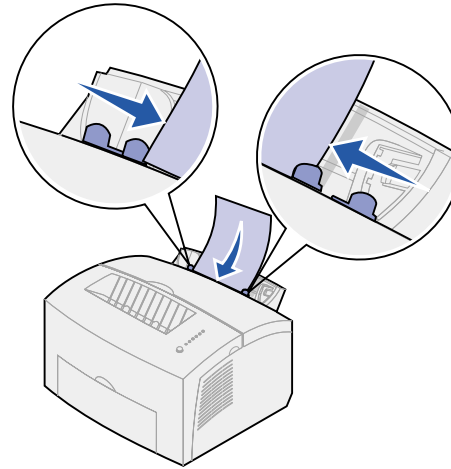
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- 3 Slide the paper guides flush against the edges of the paper.



- 4 Select the paper size and type from your software application.
- 5 Start your print job.
- 6 Briefly (approximately one second) push the operator panel button to start printing.



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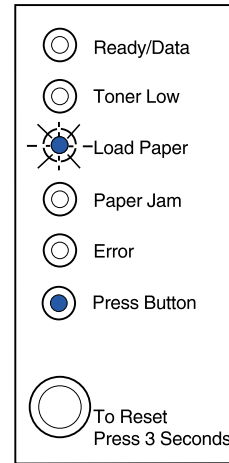
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- When the Load Paper light blinks and the Press Button light comes on, place another sheet in the manual feed.



- Push the operator panel button.



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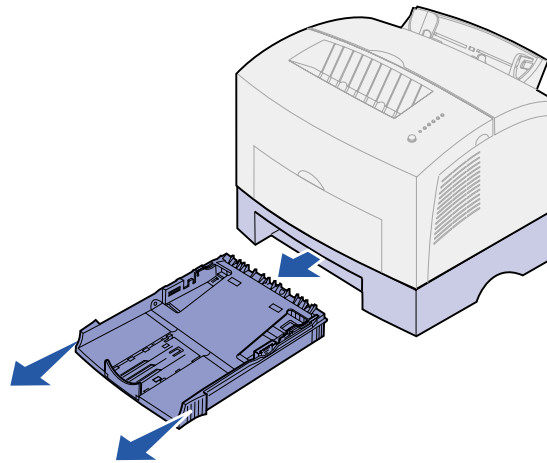
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In the optional tray 2

- 1 Grasp the tabs on either side of the tray and pull it completely out of the printer



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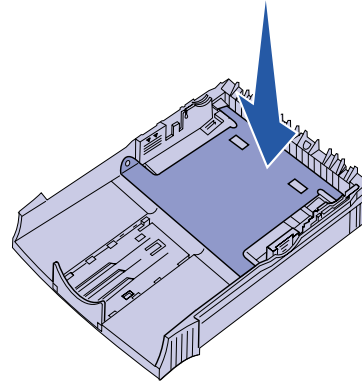
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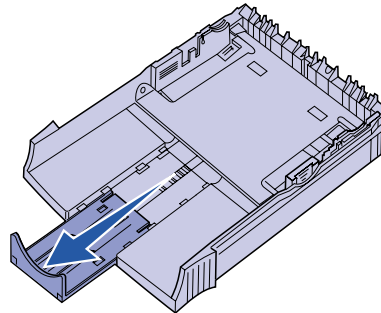
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2 Before loading paper, push down on the metal plate until it locks into plac



3 If loading A4 or legal sized paper, extend the paper support.



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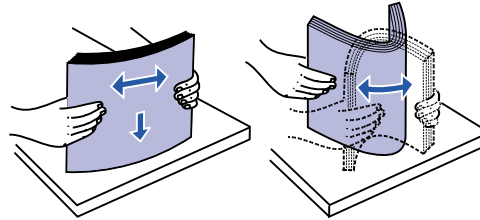
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- 4 Flex the sheets back and forth to loosen them, then fan them.



- 5 If loading letterhead paper, insert letterhead face down with the top of the page entering the printer first.



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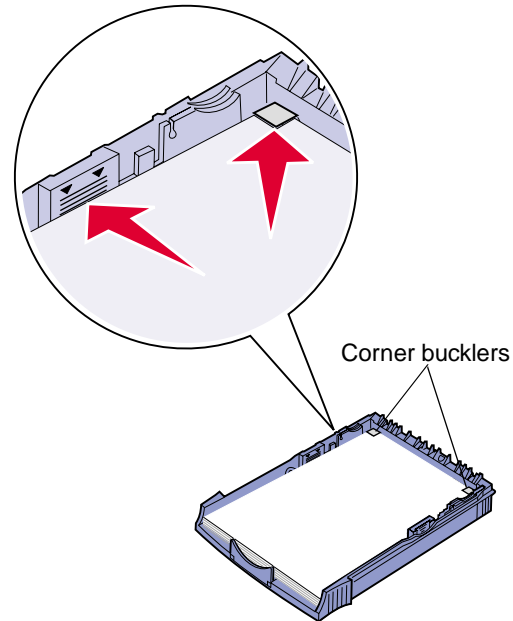
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- 6 Do not exceed the stack height indicator; overfilling the tray may cause paper jams.



- 7 Make sure the paper is under both corner bucklers and lying flat in the tray.
- 8 Slide the paper guides flush against the edges of the media.
- 9 Reinstall the tray firmly into the printer.



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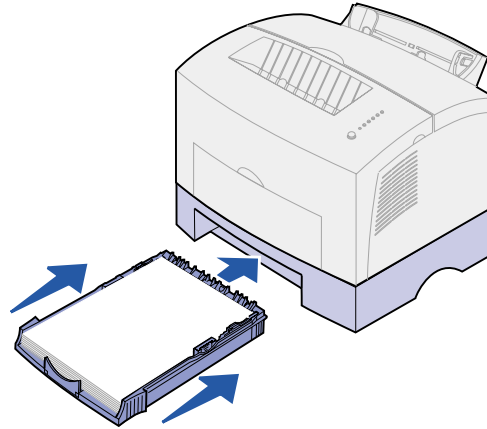
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If the tray is not pushed all the way in, the paper may not feed properly.



- 10 Select the paper size from your software application.
- 11 Start your print job.

