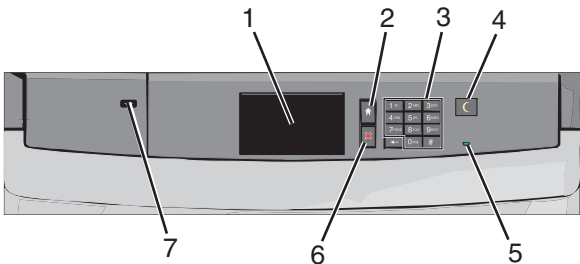


Quick Reference

Learning about the printer

Understanding the printer control panel



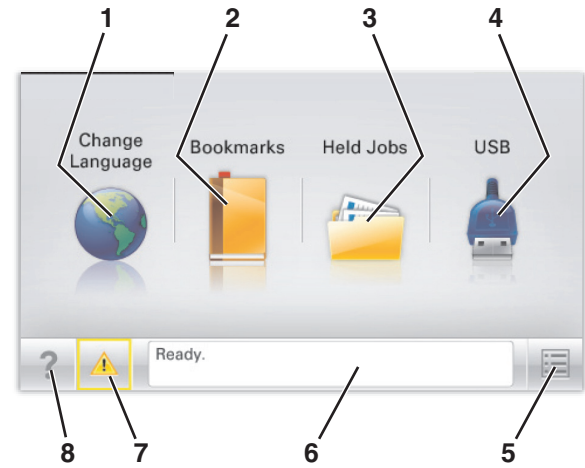
Item		Description
1	Display	Shows the status of the printer
2	Home	Lets you navigate back to the home screen
3	Keypad	Allows you to enter numbers, letters, or symbols on the printer

Item		Description
4	Sleep	<p>Enables Sleep Mode or Hibernate Mode</p> <p>The following are the statuses of the indicator light and the Sleep button:</p> <ul style="list-style-type: none">• Entering or waking from Sleep Mode—The indicator light is illuminated solid green, Sleep button is unilluminated.• Operating in Sleep Mode—The indicator light is illuminated solid green, Sleep button is illuminated solid amber.• Entering or waking from Hibernate Mode—The indicator light is illuminated solid green, Sleep button is illuminated blinking amber.• Operating in Hibernate Mode—The indicator light is unilluminated, Sleep button is blinking amber for 1/10 of a second, then go completely unilluminated for 1.9 seconds in pulsing pattern. <p>The following actions wake the printer from Sleep Mode:</p> <ul style="list-style-type: none">• Touching the screen or any hard button presses.• Opening an input tray, cover, or door.• Sending a print job from the computer.• Performing a Power On Reset (POR) with the main power switch.
5	Indicator light	<p>Off—The printer is off.</p> <p>Blinking green—The printer is warming up, processing data, or printing.</p> <p>Solid green—The printer is on, but idle.</p> <p>Solid red—Operator intervention is needed.</p>
6	Stop/Cancel	<p>Stops all printer activity</p> <p>Note: A list of options is displayed once Stopped appears on the display.</p>
7	USB port	<p>Allows you to connect a USB Bluetooth adapter, or a flash drive to the printer</p> <p>Note: Only the front USB port supports flash drives.</p>

Understanding the home screen

When the printer is turned on, the display shows a basic screen, referred to as the home screen. Use the home screen buttons and icons to initiate an action.

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



Touch		To
1	Change Language	Change the primary language of the printer.
2	Bookmarks	<p>Create, organize, and save a set of bookmarks (URLs) into a tree view of folders and file links.</p> <p>Note: The tree view does not include bookmarks created within Forms and Favorites, and the ones in the tree are not usable from within Forms and Favorites.</p>
3	Held Jobs	Display all current held jobs.
4	USB or USB Thumbdrive	<p>View, select, or print photos and documents from a flash drive.</p> <p>Note: This icon appears only when you return to the home screen while a memory card or flash drive is connected to the printer.</p>
5	Menus	<p>Access printer menus.</p> <p>Note: These menus are available only when the printer is in the Ready state.</p>

Touch	To
6	Status message bar <ul style="list-style-type: none"> • Show the current printer status such as Ready or Busy. • Show printer conditions such as Fuser missing or Cartridge Low. • Show intervention messages and the instructions on how to clear them.
7	Status/Supplies <ul style="list-style-type: none"> • 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.
8	Tips <p>Open a context-sensitive Help information on the touch screen.</p>

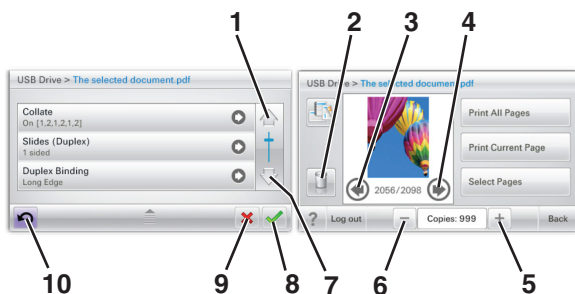
This may also appear on the home screen:








Touch	To
Search Held Jobs	Search current held jobs.




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.

Sample touch screen





Touch	To
1	Up arrow  Scroll up.
2	Delete folder  Delete the file you selected.
3	Left arrow  Scroll to the left.
4	Right arrow  Scroll to the right.
5	Right scroll increase  Scroll to another value in increasing order.
6	Left scroll decrease  Scroll to another value in decreasing order.
7	Down arrow  Scroll down.

Touch	To
8	Accept  Save a setting.
9	Cancel  <ul style="list-style-type: none"> • Cancel an action or a selection. • Cancel out a screen and return to the previous screen.
10	Back  Navigate back to the previous screen.

Other touch-screen buttons

Touch	To
Exit	Exit from the current screen to the home screen.
Radio button	Select or clear an item.

Features

Feature	Description
Menu trail line: <u>Menus > Settings > Print Settings > Number of Copies</u>	A menu trail line is located at the top of each menu screen. This feature acts as a trail, showing the path taken to arrive at the current menu. It gives the exact location within the menus. 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 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.

Setting up and using the home screen applications

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.


3 Press **Enter**.

Note: If you are using a proxy server, then temporarily disable it to load the Web page correctly.

Activating the home screen applications

For detailed information about configuring and using the home screen applications, contact the place where you bought the printer.

Background and Idle Screen

Icon	Description
	The application lets you customize the background and idle screen of your printer home screen.


To change the background of the printer home screen using the printer control panel, do the following:

1 From the home screen, navigate to:

Change Background > select background to use

2 Touch .

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. For example, you can print the latest version of a form exactly when you need it. This eliminates inventories of printed forms that can easily become outdated. 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 <i>read</i> access. For help, see the documentation that came with your operating system.

To configure Forms and Favorites, do the following:


- 1 From the Embedded Web Server, click **Settings > Device Solutions > Solutions (eSF) > Forms and Favorites**.
- 2 Define the bookmarks, and then customize the settings.
- 3 Click **Apply**.

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

Eco-Settings

Icon	Description
	The application lets you easily manage energy consumption, noise, toner, and paper usage settings to help reduce the environmental impact of your printer.

Showroom

Icon	Description
	The application lets you create and display a customized slide show on the touch screen of your printer. You can specify how long each slide is displayed, and images can be loaded either from a flash drive or through the printer Embedded Web Server.

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 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 printer.

To activate Remote Operator Panel, do the following:

- 1 From the Embedded Web Server, click **Settings > Device Solutions > Solutions (eSF) > Remote Operator Panel**.
- 2 Select the **Enabled** check box, and then customize the settings.
- 3 Click **Apply**.

To use Remote Operator Panel, 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 the file to apply the settings to other printers.

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

Note: View the 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.

- 2 Export or import a configuration file for one or multiple applications.

For one application

- a Navigate to:

Settings > Apps > Apps Management > select an application > Configure

- b Export or import the configuration file.

Notes:

- If a **JVM Out of Memory** error occurs, then repeat the export process until the configuration file is saved.
- If a timeout occurs and a blank screen appears, then refresh the Web browser, and then click **Apply**.

For multiple applications

- a Click **Settings > Import/Export**.
- b Export or import a configuration file.



Note: When importing a configuration file, click **Submit** to complete the process.

Loading paper and specialty media

Setting the paper size and type

The Paper Size setting is automatically sensed according to the position of the paper guides in each tray except the multipurpose feeder. The Paper Size setting for the multipurpose feeder must be set manually from the Paper Size menu. The Paper Type setting must be set manually for all trays that do not contain plain paper.

From the home screen navigate to:

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

The factory default Paper Type setting is Plain Paper.

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

Notes:


- The largest supported Universal size is 216 x 1219 mm (8.5 x 48 in.).
- The smallest supported Universal size is 76 x 127 mm (3 x 5 in.) and loaded in the multipurpose feeder only.

From the home screen, navigate to:

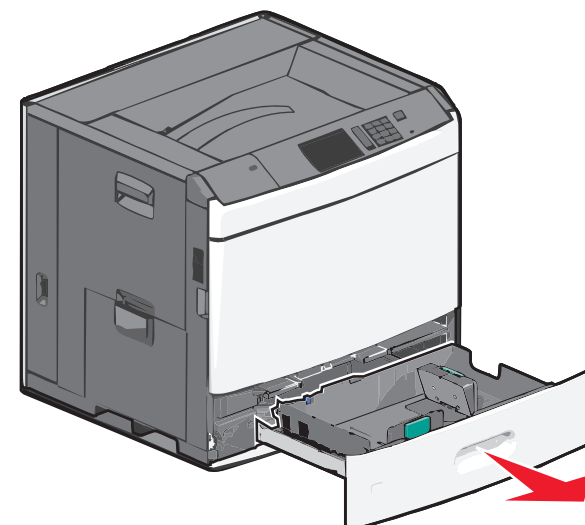
 **> Paper Menu > Universal Setup > Units of Measure > select unit of measure > Portrait Width or Portrait Height > select width or height >** 

Loading the standard or optional 550-sheet tray

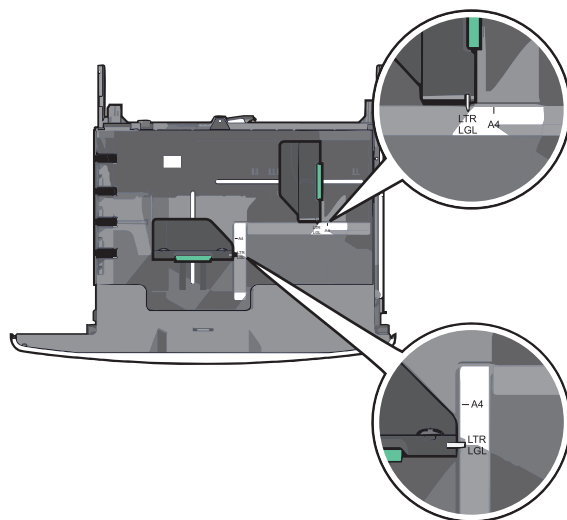
The printer has one standard 550-sheet tray (Tray 1), and may have one or more optional 550-sheet trays. All 550-sheet trays support the same paper sizes and types.

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

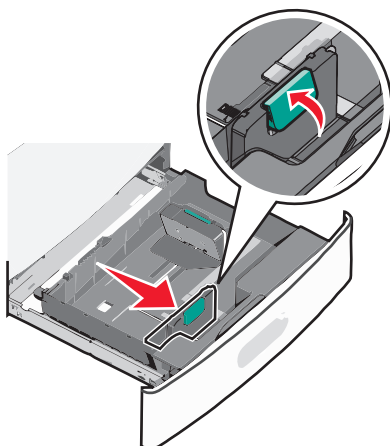
- 1 Pull the tray out.



Notice the size indicators on the bottom of the tray. Use these indicators to help position the length and width guides.

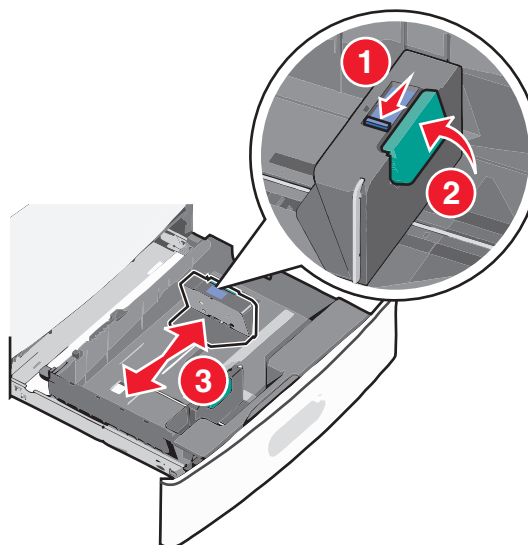


- 2 Squeeze and then slide the width guide to the correct position for the paper size you are loading.

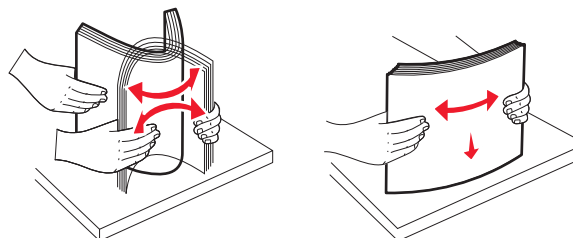


- 3 Squeeze and then slide the length guide to the correct position for the paper size you are loading.

Note: The length guide has a locking device. To unlock, push the button on top of the length guide backward. To lock, push the button forward when a length has been selected.



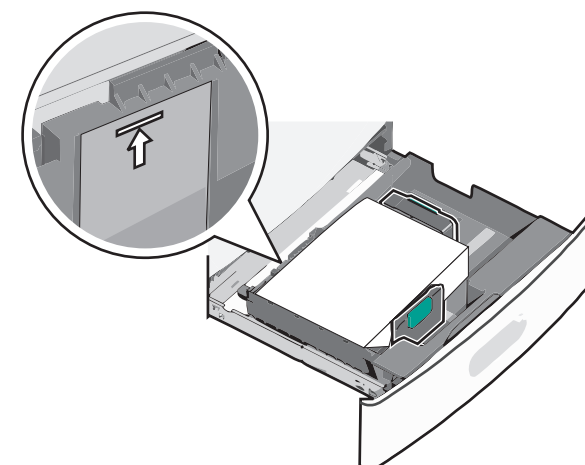
- 4 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



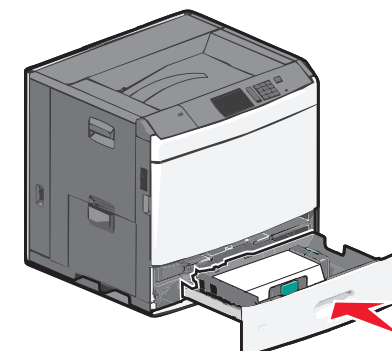
- 5 Load the paper stack with the recommended print side faceup.

Notes:

- Place the print side facedown for duplex printing.
- Place pre-punched paper with the holes toward the front of the tray.
- Place letterheads faceup with the header on the left side of the tray.
- Place letterheads facedown with the header on the right side of the tray for duplex printing.
- Make sure the paper is below the maximum fill line located on the edge of the paper tray. Overloading the tray can cause paper jams and possible printer damage.



- 6 Insert the tray.



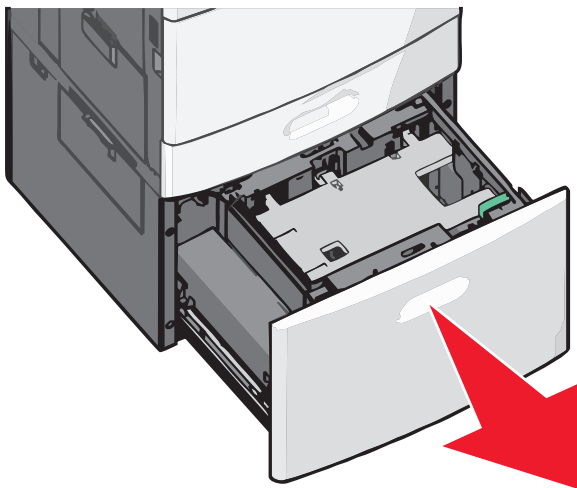
- 7 From the printer control panel, verify the Paper Size and Paper Type for the tray based on the paper you loaded.

Loading the 2000-sheet high-capacity feeder

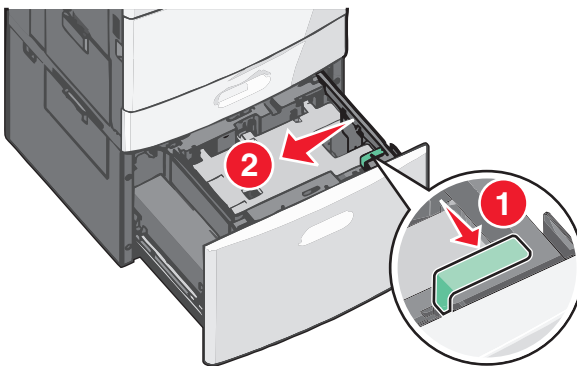
The high-capacity feeder can hold up to 2,000 sheets of A4-, letter-, or legal-size paper (80 g/m² or 20 lb).

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

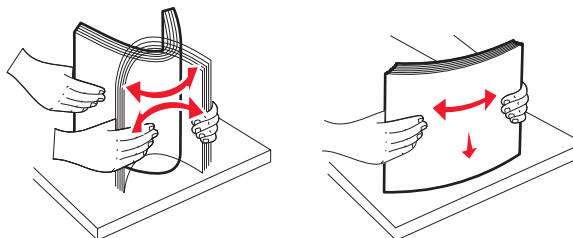
1 Pull the tray out.



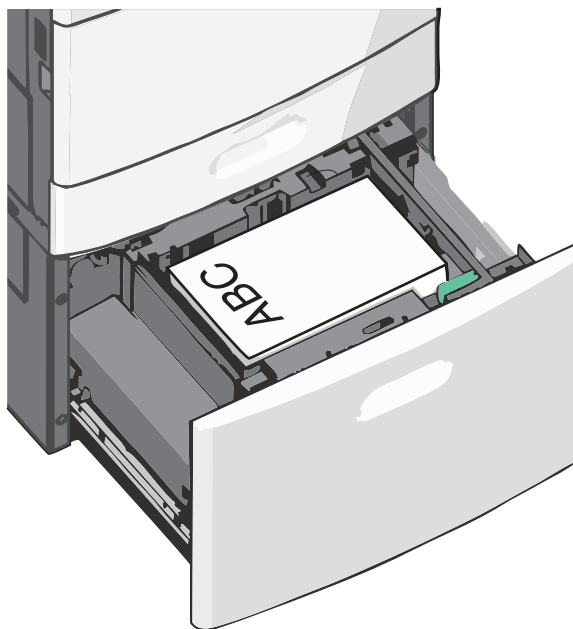
2 Adjust the width guide as necessary.



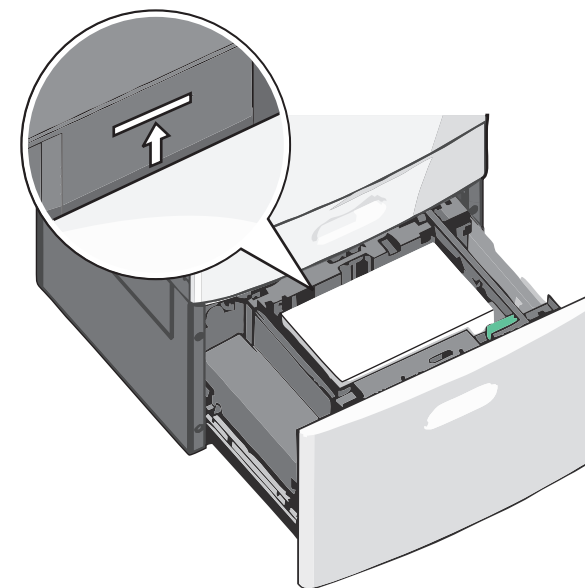
3 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



4 Load paper into the tray with the print side faceup.



Note: Make sure the paper is below the maximum fill line located on the edge of the paper tray. Overloading the tray can cause paper jams.



Notes:

- Place pre-punched paper with the holes toward the front of the tray.
- Place letterheads faceup with the header on the left side of the tray.
- Place letterheads facedown with the header on the right side of the tray for duplex printing.

5 Insert the tray.

Loading the multipurpose feeder

The multipurpose feeder can hold several sizes and types of print media, such as transparencies, labels, card stock, and envelopes. It can be used for single-page or manual printing, or as an additional tray.

The multipurpose feeder can hold approximately:

- 100 sheets of 75-g/m² (20-lb) paper
- 10 envelopes
- 75 transparencies

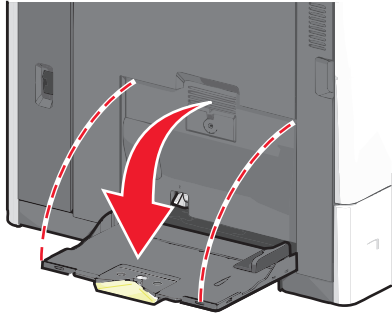
The multipurpose feeder accepts paper or specialty media within the following dimensions:

- Width—89 mm (3.5 in.) to 229 mm (9.02 in.)
- Length—127 mm (5 in.) to 1270 mm (50 in.)

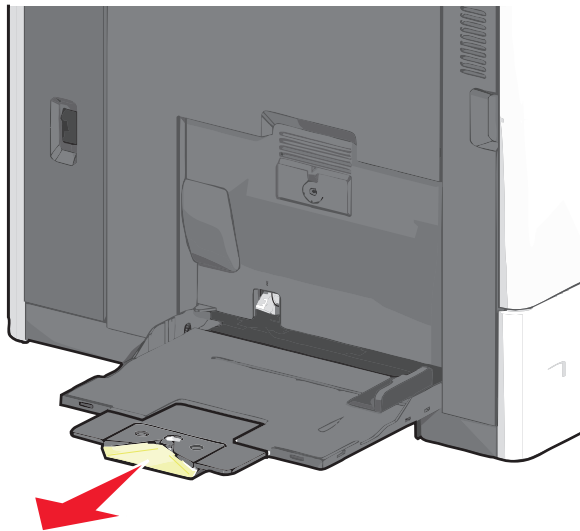
Note: Maximum width and length can be applied only to short-edge feeding.

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

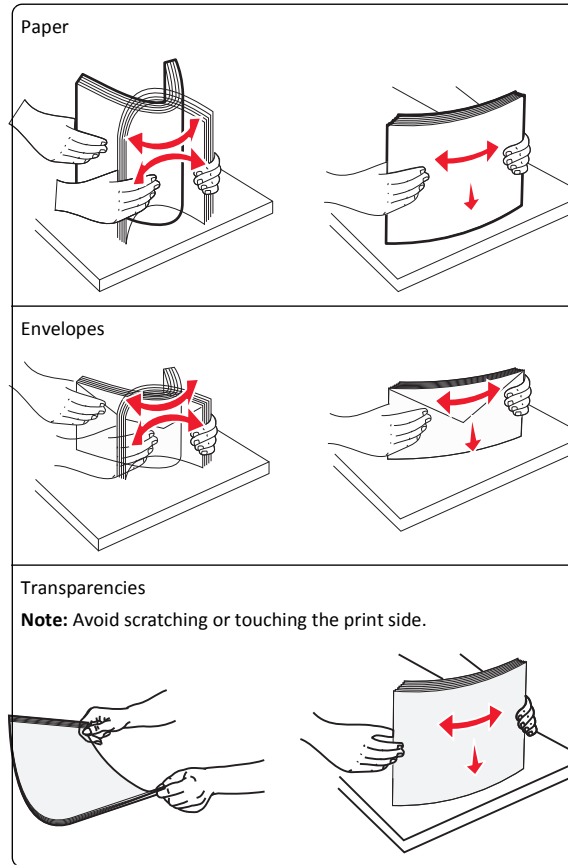
- 1 Pull down the multipurpose feeder door.



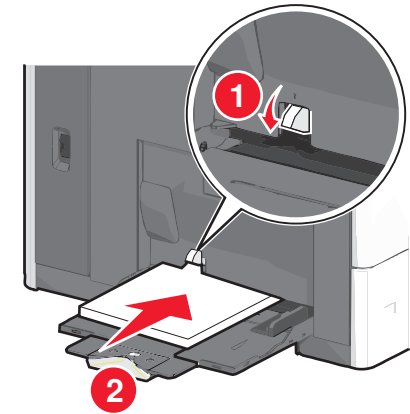
- 2 For paper or specialty media that is longer than letter-size paper, gently pull the extension until it is fully extended.



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

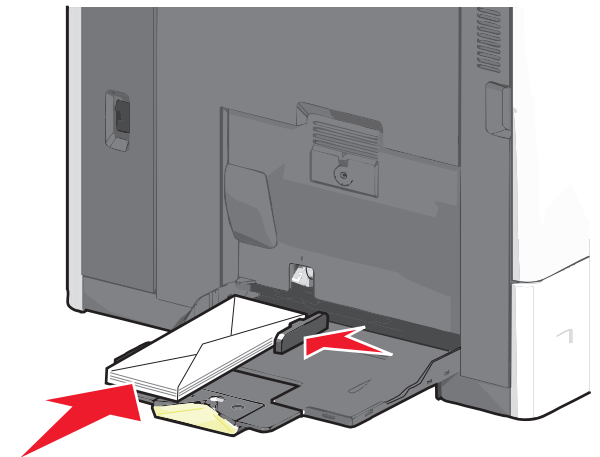


- 4 Push the paper pick tab, and then load the paper or specialty media. Slide the stack gently into the multipurpose feeder until it comes to a stop, and then release the paper pick tab.



Warning—Potential Damage: Pulling the paper out, without pushing the paper pick tab first, may cause jams or the paper pick tab to break.

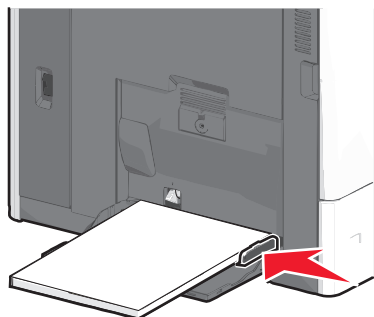
- Load paper and transparencies with the recommended print side facedown and the short edge entering the printer first.
- For duplex letterhead printing, place the letterhead faceup and the header entering the printer last.
- Load envelopes with the flap side up and to the right.



Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

Notes:

- Do not exceed the maximum stack height by forcing paper or transparencies under the stack height limiter.
 - Load only one size and type of paper at a time.
- 5 Adjust the width guide to lightly touch the edge of the stack. Make sure the paper or specialty media fits loosely in the multipurpose feeder, lies flat, and is not bent or wrinkled.



- 6 From the printer control panel, set the Paper Size and Paper Type for the multipurpose feeder (MP Feeder Size and MP Feeder Type) based on the paper or specialty media loaded.

Linking and unlinking trays

Linking and 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 for the trays you are linking.
 - To link trays, make sure the paper size and type for the tray match that of the other tray.

- To unlink trays, make sure the paper size or type for the tray does *not* match that of the other tray.

- 4 Click **Submit**.

Note: You can also change the paper size and type settings using the printer control panel. For more information, see [“Setting the paper size and type” on page 4](#).

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 exit bins

Link exit bins to create a single output source. The printer automatically uses the next available bin as the output source.

The standard exit bin holds up to 550 sheets of 20-lb paper. If you need additional output capacity, you can purchase other optional exit bins.

Note: Not all exit bins support every paper size and type.

- 1 From the home screen, navigate to:



> **Paper Menu > Bin Setup**

- 2 Touch the bin or bins you want to link, and then touch **Configure Bins > Link**.

Creating a custom name for a paper type

- 1 From the home screen, navigate to:



> **Paper Menu > Custom Names**

- 2 Type a custom paper type name, and then apply the changes.
- 3 Touch **Custom Types**, and then verify if the new custom paper type name has replaced the custom name.

Assigning a custom paper type

Using the Embedded Web Server

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 Types**.

- 3 Select a custom paper type name, and then select a paper type.

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

- 4 Click **Submit**.

Using the printer control panel

- 1 From the home screen, navigate to:



> **Paper Menu > Custom Types**

- 2 Select a custom paper type name, and then select a paper type.

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

- 3 Touch **Submit**.

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 Type the printer IP address in the address field of your Web browser.

Note: If you do not know the IP address of the printer, then 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 > Paper Menu > Custom Types** > select the custom name you want to configure > select a paper or specialty media type > **Submit**.

Printing

Printing a document

Printing a document

- 1 From 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 options 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 From the home screen, navigate to:



> **Settings > Print Settings > Quality Menu**

- 2 Adjust the toner darkness setting, and then save the changes.

Printing from a mobile device

For the list of supported mobile devices and to download a compatible mobile printing application, visit our Web site.

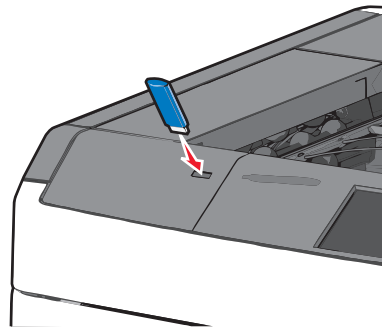
Note: Mobile printing applications may also be available from your mobile device manufacturer.

Printing from a flash drive

Notes:

- Before printing an encrypted PDF file, 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:

- 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 increase the number of copies to print, 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.

Canceling a print job

Canceling a print job from the printer control panel

- 1 From the printer control panel, touch **Cancel Job** or press  on the keypad.
- 2 Touch the print job you want to cancel, and then touch **Delete Selected Jobs**.

Note: If you press  on the keypad, then touch **Resume** to return to the home screen.

Canceling a print job from the computer

For Windows users

- 1 Open the printers folder, and then select your printer.
- 2 From the print queue, select the print job you want to cancel, and then delete it.


For Macintosh users

- 1 From System Preferences in the Apple menu, navigate to your printer.
- 2 From the print queue, select the print job you want to cancel, and then delete it.

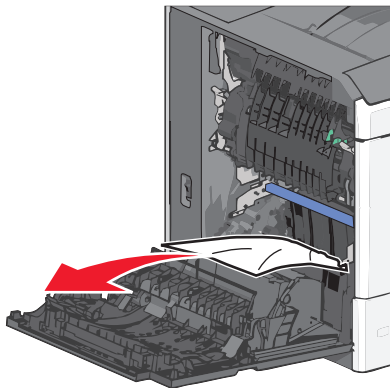
Clearing jams

200 paper jam

- 1 Open the side door of the printer.

 **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.

- 2 Firmly grasp the jammed paper, and then gently pull it out.




Note: Make sure all paper fragments are removed.

- 3 Close the side door of the printer.
- 4 From the printer control panel, touch **Continue, jam cleared**.

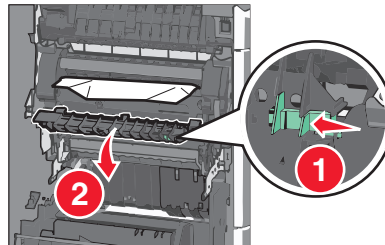
201 paper jam

- 1 Open the side door of the printer.

 **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.

- 2 Determine where the jam is located, and then remove it:

- a If paper is inside the fuser unit, then open the fuser access door.



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

Warning—Potential Damage: Do not touch the center of the fuser unit. Doing so will damage the fuser.

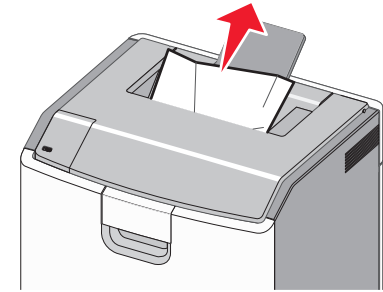
Note: Make sure all paper fragments are removed.

- 3 Close the side door of the printer.
- 4 From the printer control panel, touch **Continue, jam cleared**.

202–203 paper jams


If 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.

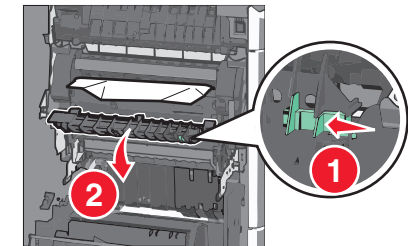


Paper jam in the fuser

- 1 Open the side door of the printer.

 **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.

- 2 If paper is visible inside the fuser unit, then open the fuser access door.



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


Warning—Potential Damage: Do not touch the center of the fuser unit. Doing so will damage the fuser.

Note: Make sure all paper fragments are removed.

- 4 Close the side door.

Paper jam under the fuser

- 1 Open the side door of the printer.

 **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.


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

Note: Make sure all paper fragments are removed.

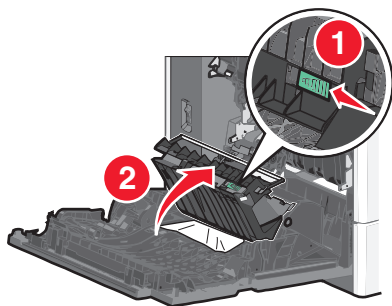
- 3 Close the side door of the printer.
- 4 From the printer control panel, touch **Continue, jam cleared**.

230 paper jam

- 1 Open the side door of the printer.

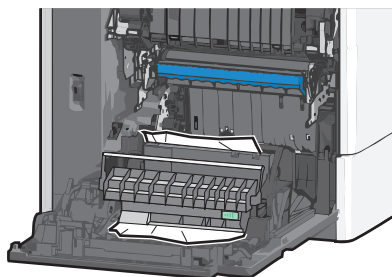
 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

- 2 Slide the latch to open the duplex cover.



- 3 Grasp the jammed paper, and then gently pull it out.


Note: Make sure all paper fragments are removed.



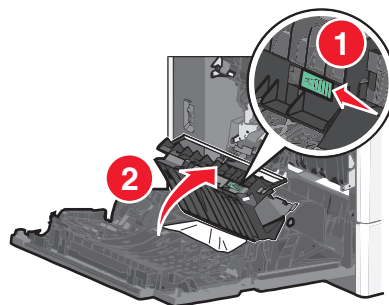
- 4 Close the duplex cover.
- 5 Close the side door of the printer.
- 6 From the printer control panel, touch **Continue, jam cleared**.

231–239 paper jams

- 1 Open the side door of the printer.

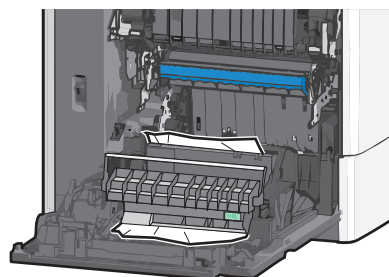
 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

- 2 Slide the latch to open the duplex cover.



- 3 Grasp the jammed paper, and then gently pull it out.

Note: Make sure all paper fragments are removed.



- 4 Close the duplex cover.
- 5 Close the side door of the printer.
- 6 From the printer control panel, touch **Continue, jam cleared**.

24x paper jam

Paper jam in Tray 1

- 1 Open the side door.
- 2 Grasp the jammed paper on each side, and then gently pull it out.
- 3 Close the side door.
- 4 From the printer control panel, touch **Continue, jam cleared**.

Paper jam in the optional trays

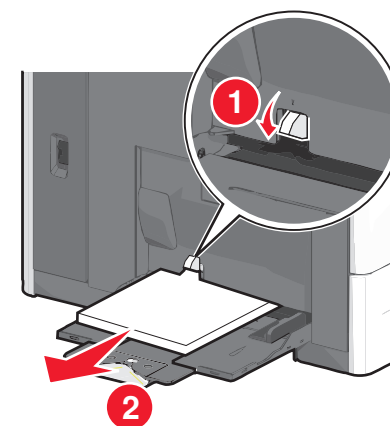
- 1 Open the side door of the specified optional tray.
- 2 Grasp the jammed paper on each side, and then gently pull it out.



- 3 Close the side door.
- 4 From the printer control panel, touch **Continue, jam cleared**.

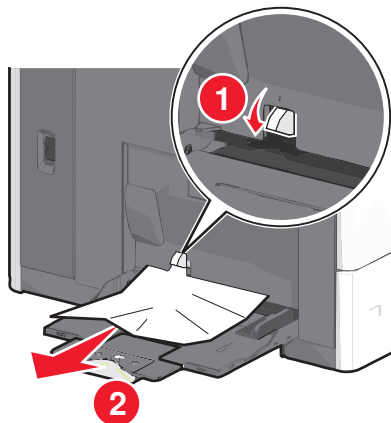
250 paper jam

- 1 Push the paper pick tab, and then remove all paper from the multipurpose feeder.



Warning—Potential Damage: Pulling the paper out, without pushing the paper pick tab first, may cause the paper pick tab to break.

- 2 Grasp the jammed paper on each side, and then gently pull it out.

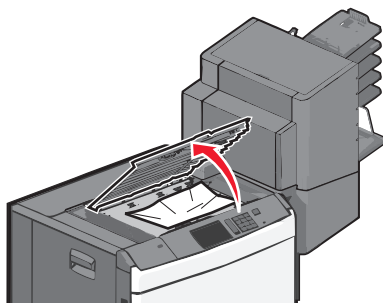


Note: Make sure all paper fragments are removed.

- 3 Reload paper into the multipurpose feeder, and then adjust the paper guides.
- 4 From the printer control panel, touch **Continue, jam cleared.**

400–403 and 460–461 paper jams

- 1 Open the paper transport unit door.



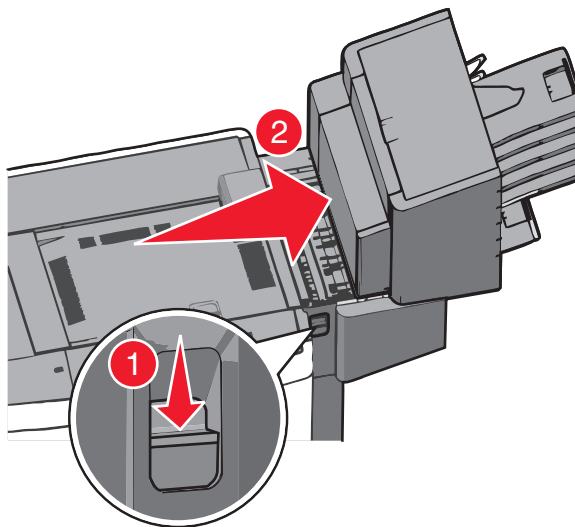
- 2 Firmly grasp the jammed paper, and then gently pull it out.

Note: Make sure all paper fragments are removed.

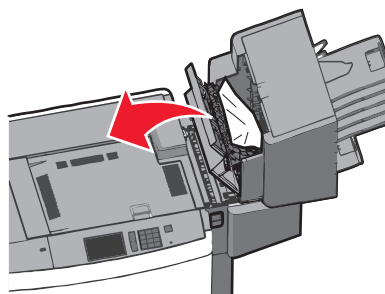
- 3 Close the paper transport unit door.
- 4 From the printer control panel, touch **Continue, jam cleared.**

431–454, and 456–458 paper jams

- 1 Push the button, and then slide the output finisher or mailbox to the right.



- 2 Open the finisher or mailbox access door.



- 3 Grasp the jammed paper, and then gently pull it out.

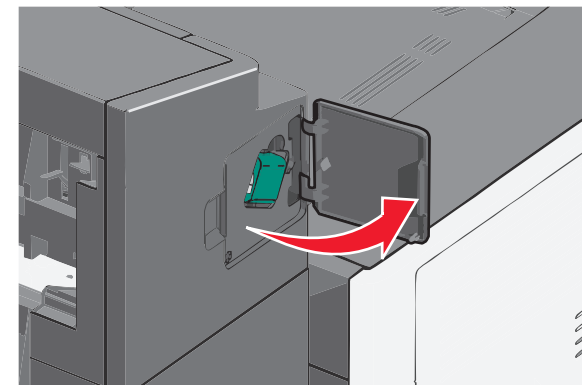
Note: Make sure all paper fragments are removed.

- 4 Close the finisher or mailbox access door.
- 5 Slide the finisher or mailbox to the left until it *clicks* in place.
- 6 From the printer control panel, touch **Continue, jam cleared.**

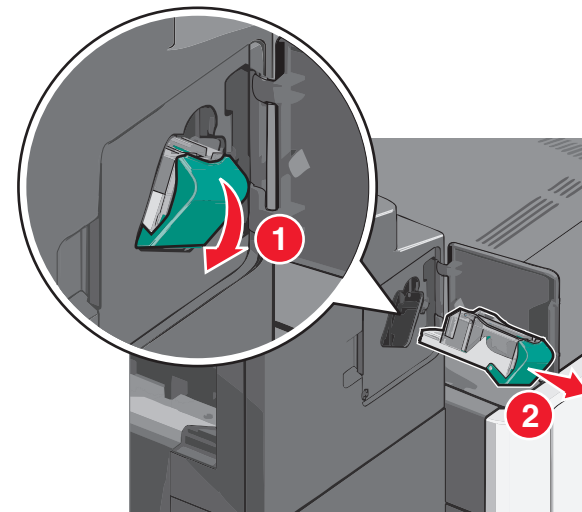
455 staple jam

- 1 Press the latch to open the stapler door.

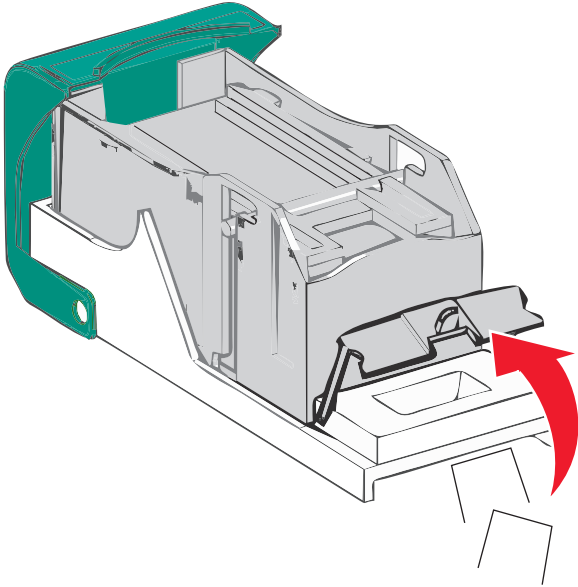
Note: The stapler door is located behind the finisher.



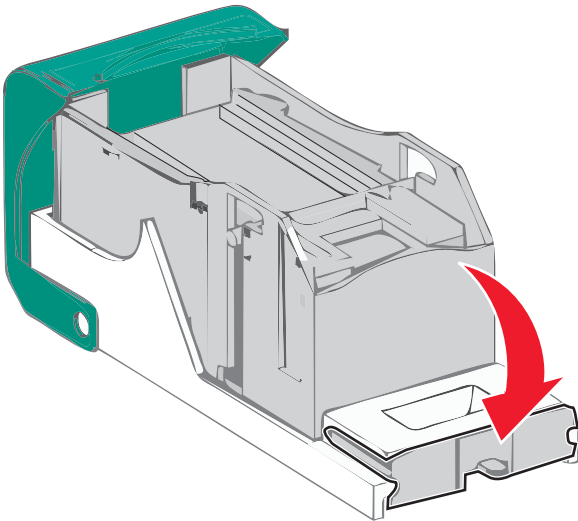
- 2 Lower the latch of the staple cartridge holder, and then pull the staple cartridge holder out of the printer.



- 3 Use the metal tab to lift the staple guard, and then remove any jammed or loose staples.

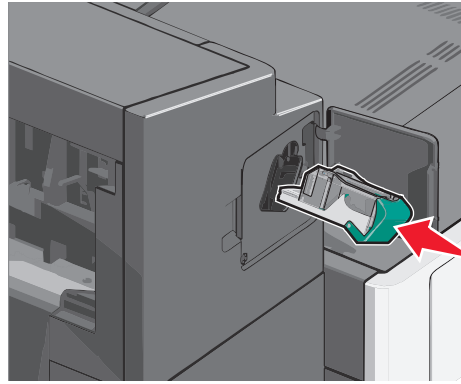


- 4 Close the staple guard.



- 5 Press down on the staple guard until it *clicks* into place.

- 6 Push the staple cartridge holder firmly back into the stapler unit until the staple cartridge holder *clicks* into place.



- 7 Close the stapler door.

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