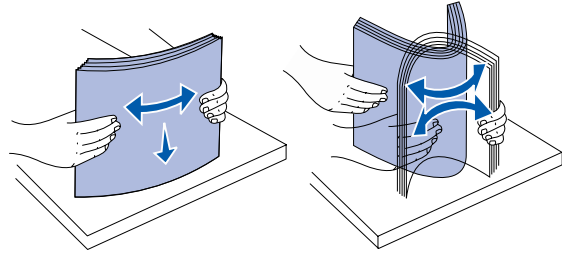# Quick Reference

Load paper or other print media

Get the most out of your printer by properly loading the trays and setting the types and sizes. Never mix media types within a tray.
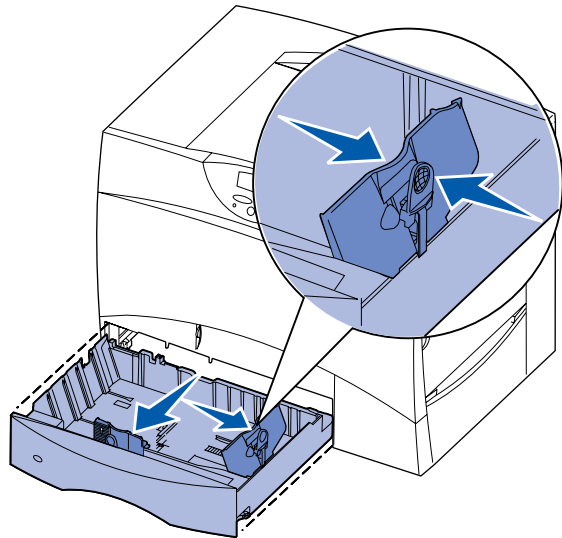
To help prevent jams:

- Flex all stacks of print media back and forth to loosen them, and then fan them before loading. Do not fold or crease the print media. Straighten the edges of the stack on a level surface.

- Do not exceed the maximum stack height. Overfilling may cause jams.
- **Never remove paper trays while a print job is printing.** It could damage the tray or the printer.
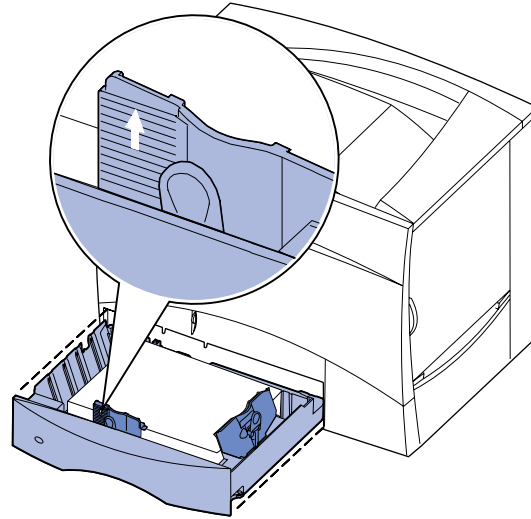
Loading 500-sheet trays

1 Remove the tray.

2 Squeeze the front guide lever and slide the guide to the front of the tray.

3 Squeeze the side guide lever and slide the guide to the correct position for the size paper you are loading.

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

5 Place the paper against the back left corner of the tray, print side down.

6 Squeeze the front guide lever and slide the guide until it firmly touches the stack of paper.
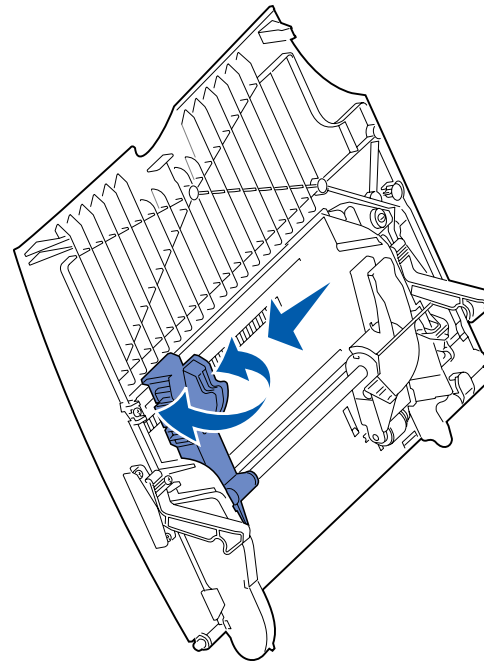
7 Reinstall the tray.

8 If you are loading a different type of media than was previously loaded in the tray, change the Paper Type setting for that tray on the operator panel. See "Set Paper Type and Paper Size" on page 2.

Loading the multipurpose feeder

You can use the multipurpose feeder one of two ways:

- **Paper tray**—As a paper tray, you can load paper or specialty media in the feeder with the intention of leaving the media in the feeder.
- **Manual bypass feeder**—As a manual bypass feeder, you send a print job to the feeder while specifying the type and size of media from your computer. The printer then prompts you to load the appropriate print media before it prints.
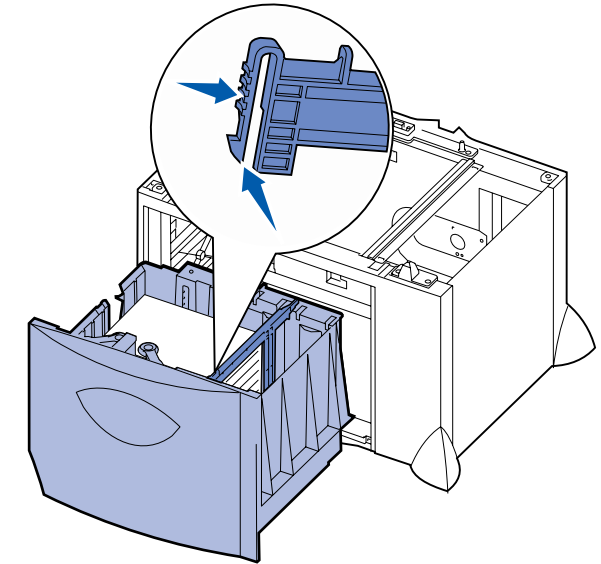
1 Open the multipurpose feeder.

2 Squeeze the paper guide lever and slide the guide all the way toward the front of the printer.

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

4 Arrange the stack of print media correctly for the size, type, and print method you are using.

5 Place the print media, print side up, along the left side of the multipurpose feeder, and then push it in as far as it will easily go. Do not force the media.

6 Squeeze the paper guide lever and slide the guide until it lightly touches the side of the stack.

7 If you are loading a different type of media than was previously loaded in the tray, change the Paper Type setting for that tray on the operator panel. See "Set Paper Type and Paper Size" on page 2.
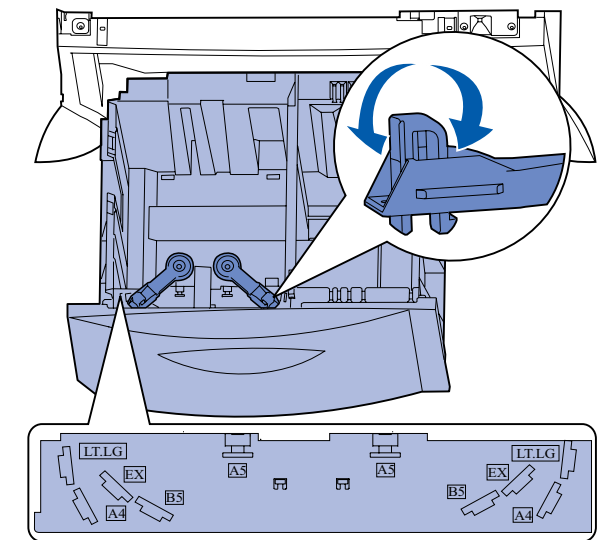
Loading the 2000-sheet tray

Follow these instructions to load a 2000-sheet tray. *Do not load any print media other than paper in the 2000-sheet tray.*
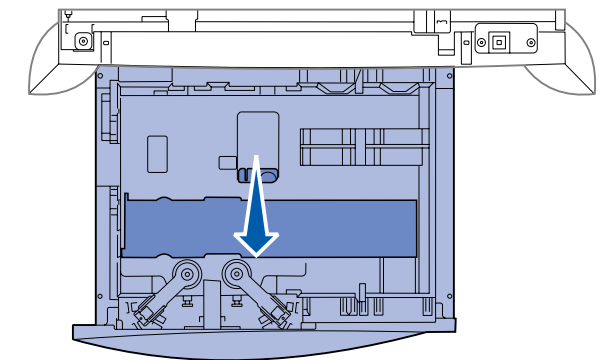
1 Pull open the tray.

2 Squeeze the side guide lever, lift the guide, and place it into the appropriate slot for the size paper you are loading.

3 Squeeze the two front guide levers and slide the guide to the correct position for the size paper you are loading.
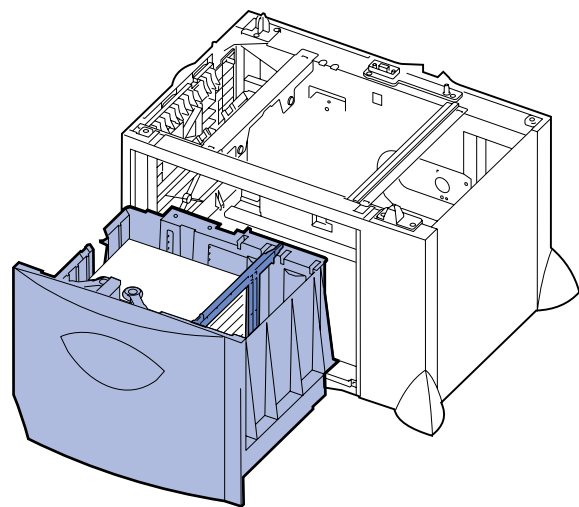
4 Slide the bottom support toward the front of the tray until it touches the front guide.

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

Do not fold or crease the paper. Straighten the edges of the stack on a level surface.

6 Place the paper against the back left corner of the tray, print side down.

Do not load bent or wrinkled print media.

7 Close the tray.

Make sure the tray is pushed completely into the printer.

Note: Do not exceed the maximum stack height. Overfilling the tray may cause paper jams.

Loading the optional envelope tray

For information about loading the optional envelope tray, refer to the publications CD that came with the printer.

Set Paper Type and Paper Size

If you have set Paper Type and Paper Size to the correct values, any trays containing the same type and size of paper are automatically linked by the printer.

Note: If the type of the media you are loading is the same as the media previously loaded, you do not need to change the Paper Type setting.

To change a Paper Type or Paper Size setting:

1 Press **Menu** until you see Paper Menu, and then press **Select**.

2 Press **Menu** until you see Paper Type (or Paper Size), and then press **Select**.

`Tray 1 Type` (or `Tray 1 Size`) appears on the second line of the display.

3 Press **Select** if you want to change the Tray 1 Type (or Tray 1 Size) setting or press **Menu** to scroll to another source.

4 Press **Menu** to scroll through a list of possible paper types (or sizes).

5 When you see the correct paper type (or size), press **Select** to save the setting as the default.

6 Press **Go** to return the printer to the Ready state.

Printing a menu settings page

To verify Paper Size and Paper Type settings, and check installed options and memory, print a menu settings page:

1 Press **Menu** until you see Utilities Menu, and then press **Select**.

2 Press **Menu** until you see Print Menus, and then press **Select.** The menu settings page prints.

Printing on specialty media (transparencies, labels, etc.)

Follow these instructions when you want to print on media such as transparencies, card stock, glossy paper, labels, or envelopes.

1 Load the print media as specified for the tray you are using. See **Load paper or other print media** for help.

2 From the printer operator panel, set the Paper Type and Paper Size according to the print media you loaded. See **Set Paper Type and Paper Size** for help.

3 From the computer's software application, set the paper type, size, and source according to the media you loaded.

   a In your word processor, spreadsheet, browser, or other application, select File ▶ Print.

   b Click **Properties** (or **Options**, **Printer**, or **Setup**, depending on the application) to view the printer driver settings.

   c Select the tray containing the specialty media from the **Form Source** list box.

   d Select your media type (transparencies, envelopes, and so on) from the **Media Type** list box.

   e Select the size of the specialty media from the **Form Type** list box.

   f Click **OK**, and then send your print job as usual.

Canceling a print job

To cancel a print job after it has started printing:

1 Press **Menu** until you see Job Menu, and then press **Select**.

2 Press **Menu** until you see Cancel Job, and then press **Select**.

Common printer messages

Message	Actions
`Change <x>` The printer is requesting a different size or type of paper than what is loaded.	• Remove the currently loaded paper from the specified tray, and then load the requested paper. • Press **Select** to clear the message and print on the media currently loaded in the tray. • Cancel the current job.
`2<XX> Paper Jam` The printer detects a paper jam.	Clear the paper path. Refer to the publications CD or *Clearing Jams* card for more information.
`Load Manual` The printer is ready for paper to be inserted into the multipurpose feeder.	• Load the multipurpose feeder with the paper specified on the second line of the display. • Press **Select** or **Go** to ignore the manual feed request and print on paper already installed in one of the paper trays. • Cancel the current job.
`Waiting` The printer has received data to print but is waiting for a command or additional data.	• Press **Go** to print the contents of the buffer. • Cancel the current job.

Message	Actions
`Flushing Buffer` The printer is discarding the current print job.	• Wait for the message to clear. • Sometimes this message means the driver data did not match what the printer was expecting. If the situation recurs, try printing from another printer driver.
`ITU/Fuser Maint` The image transfer unit and fuser require maintenance.	Replace the image transfer unit and the fuser. Refer to the publications CD for information about ordering and replacing these maintenance items.
`80 Fuser Maintenance` The fuser needs replacing.	Replace the fuser. Refer to the publications CD for information about ordering and replacing the fuser.
`83 ITU Maintenance` The image transfer unit needs replacing.	Replace the image transfer unit. Refer to the publications CD for information about ordering and replacing the image transfer unit.

If you need more information

• Refer to the *Setup Guide* or the publications CD that came with your printer for helpful information about using and maintaining your printer.

• Contact your administrator or Help desk if you have questions about network printing.