Quick Reference

Print

Printing from a computer

For Windows users

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

2 Select a printer, and then click **Properties**, **Preferences**, **Options**, or **Setup**.

   If necessary, adjust the settings.

3 Click **OK**, and then click **Print**.

For Macintosh users

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

2 Select a printer, and then select a setting from **Presets**.

   If necessary, adjust the settings.

3 Click **Print**.

Printing from a mobile device

Printing from a mobile device using Mopria™ Print Service

Mopria Print Service is a mobile printing solution for mobile devices running on Android™ version 5.0 or later. It lets you print directly to any Mopria™ certified printer.

Note: Make sure that you download Mopria Print Service from the Google Play™ store and enable it on your mobile device.

1 From your mobile device, launch a compatible app or select a document from the file manager.

2 Tap ⋮ > **Print**.

3 Select a printer, and then adjust the settings, if necessary.

4 Tap 🖶.

Printing from a mobile device using AirPrint

The AirPrint software feature is a mobile printing solution that lets you print directly from Apple devices to an AirPrint-certified printer.

Notes:

- Make sure that the Apple device and the printer are connected to the same network. If the network has multiple wireless hubs, then make sure that both devices are connected to the same subnet.
- This application is supported only in some Apple devices.

1 From your mobile device, select a document from your file manager or launch a compatible application.

2 Tap ⬆ > **Print**.

3 Select a printer, and then adjust the settings, if necessary.

4 Print the document.

Printing from a mobile device using Wi-Fi Direct®

Wi-Fi Direct® is a printing service that lets you print to any Wi-Fi Direct-ready printer.

Note: Make sure that the mobile device is connected to the printer wireless network. For more information, see .

1 From your mobile device, launch a compatible application or select a document from your file manager.

2 Depending on your mobile device, do one of the following:

- Tap ⋮ > **Print**.
- Tap ⬆ > **Print**.
- Tap ••• > **Print**.

3 Select a printer, and then adjust the settings, if necessary.

4 Print the document.

Configuring confidential jobs

1 From the control panel, navigate to **Settings** > **Security** > **Confidential Print Setup**.

2 Configure the settings.

| Setting	Description
Max Invalid PIN	Set the limit for entering an invalid PIN. **Note:** When the limit is reached, the print jobs for that username are deleted.
Confidential Job Expiration	Set an individual expiration time for each held job before it is automatically deleted from the printer memory, hard disk, or intelligent storage drive. **Note:** A held job is either **Confidential**, **Repeat**, **Reserve**, or **Verify**.
Repeat Job Expiration	Set the expiration time for print jobs that you want to repeat.
Verify Job Expiration	Set the expiration time for printing a copy of a job for you to check its quality before printing the remaining copies.
Reserve Job Expiration	Set the expiration time for jobs that you want to store in the printer for printing later.
Require All Jobs to be Held	Set the printer to hold all print jobs.
Keep duplicate documents	Set the printer to keep all documents with the same file name.

Maintain the printer

Printer ports

> ⚠ **CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock, do not set up this product or make any electrical or cabling connections, such as the power cord, fax feature, or telephone, during a lightning storm.

> ⚠ **CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, connect the power cord to an appropriately rated and properly grounded electrical outlet that is near the product and easily accessible.

> ⚠ **CAUTION—POTENTIAL INJURY:** To avoid the risk of fire or electrical shock, use only the power cord provided with this product or the manufacturer's authorized replacement.

Warning—Potential Damage: To avoid loss of data or printer malfunction, do not touch the USB cable, any wireless network adapter, or the printer in the areas shown while actively printing.
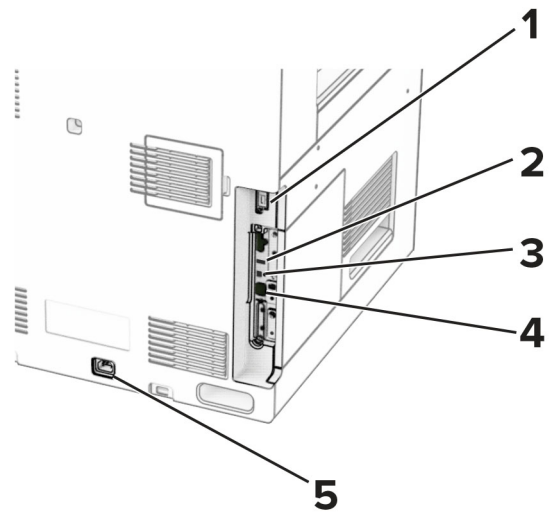
|	Printer port	Function
1	Finisher or option port	Connect the printer to a finisher or an option.
2	USB port	Attach a keyboard or any compatible option.
3	USB printer port	Connect the printer to a computer.
4	Ethernet port	Connect the printer to a network.
5	Power cord socket	Connect the printer to a properly grounded electrical outlet.

Replacing a toner cartridge

1 Open the front door.
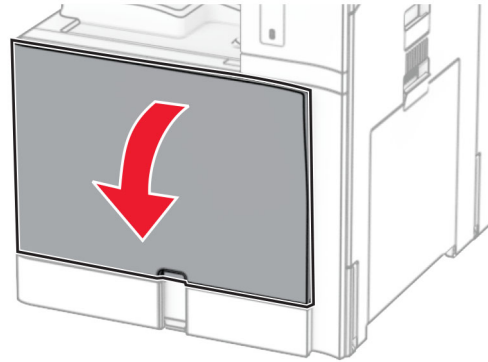
2 Remove the used toner cartridge.
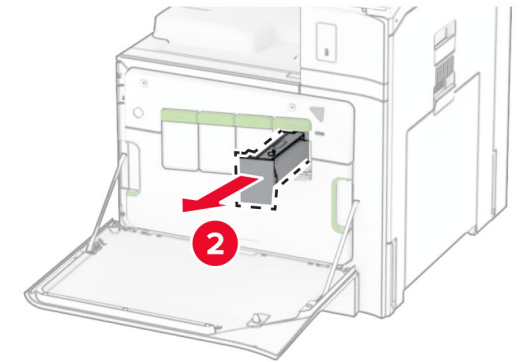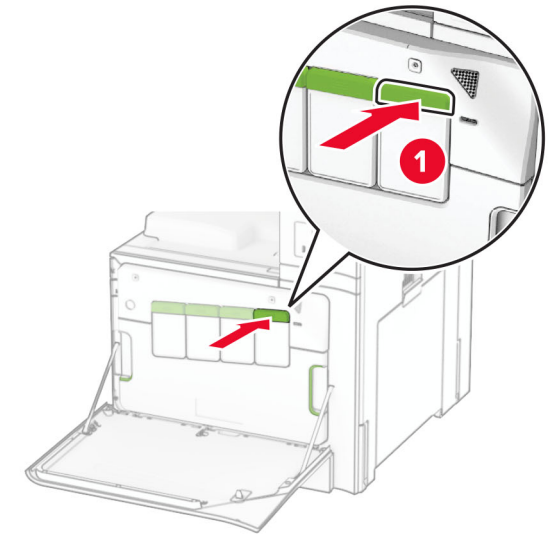
3 Unpack the new toner cartridge.

4 Insert the new toner cartridge until it *clicks* into place.
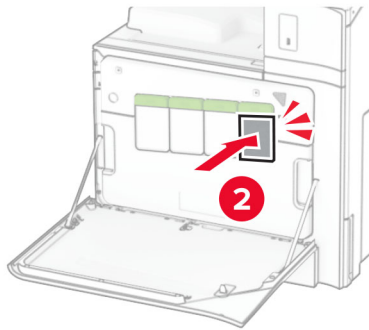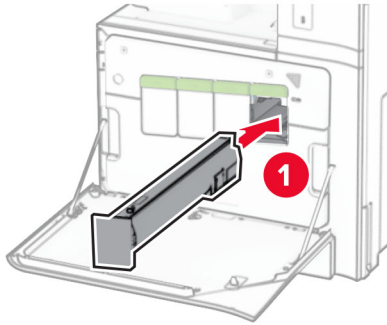
5 Close the door.

Loading the 550-sheet tray

⚠️ **CAUTION—TIPPING HAZARD:** To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

1 Open the tray.

   Note: To avoid jams, do not open trays while the printer is busy.
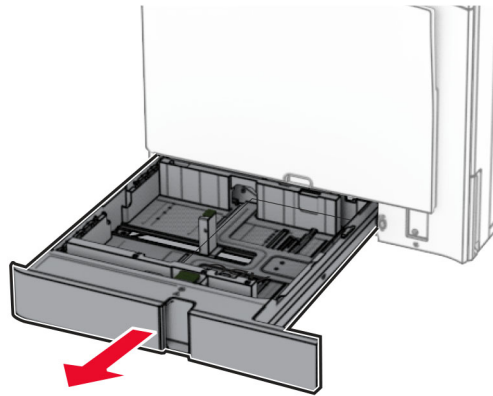
2 Adjust the guides to match the size of the paper that you are loading.

   Notes:

   - Use the indicators on the bottom of the tray to position the guides.
   - Prepunched paper is supported only in the standard 550-sheet tray.
   - A3-size paper is supported only in the optional 550-sheet tray.
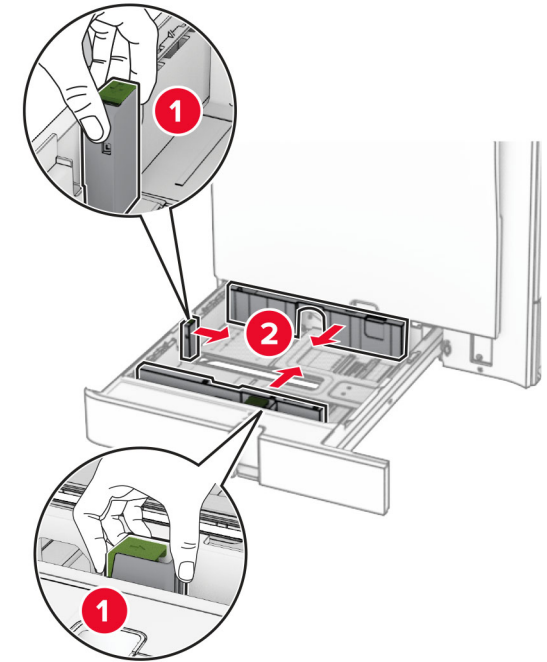
3 Flex, fan, and align the paper edges before loading.
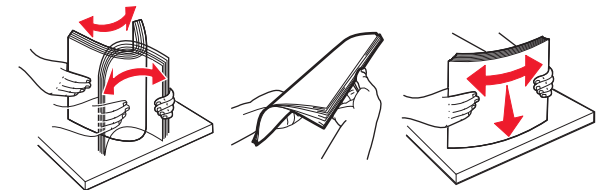
4 Load the paper stack with the printable side faceup.

   Notes:

   - Do not slide paper into the tray.
   - Make sure that the side guides fit snugly against the paper.
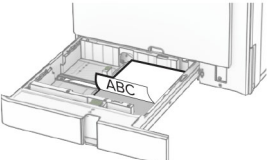   - Make sure that the stack height is below the maximum paper fill indicator. Overfilling may cause paper jams.
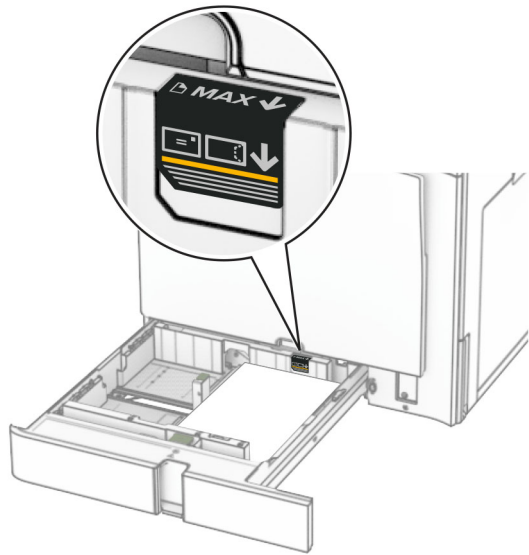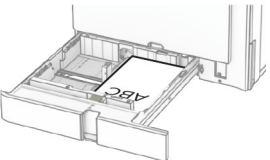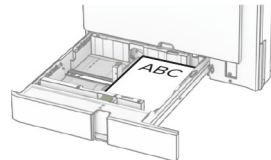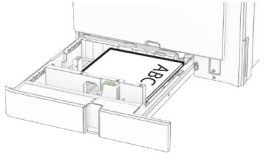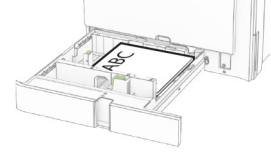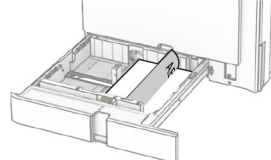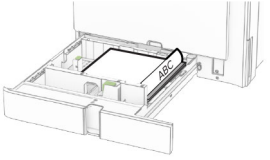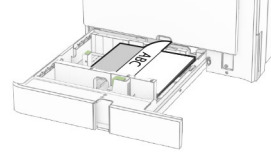
5 Insert the tray.

If necessary, set the paper size and paper type to match the paper loaded in the tray.
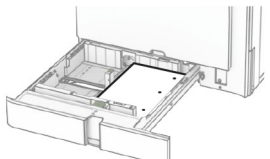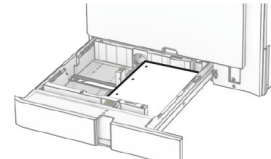
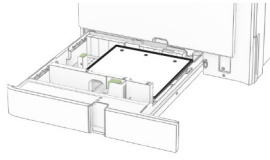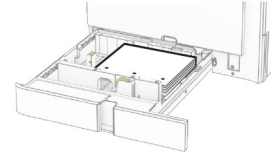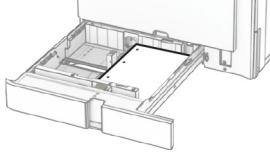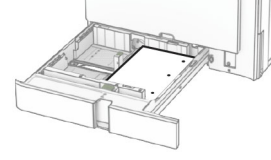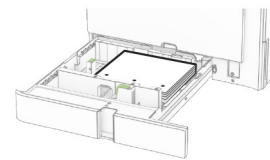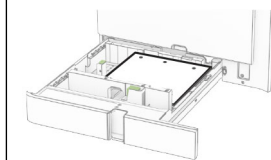**Note:** When a finisher is installed, the pages are rotated to 180° when printed.

When loading letterhead, do any of the following:

Without a finisher	With a finisher
One-sided, long-edge printing	One-sided, long-edge printing
One-sided, short-edge printing	One-sided, short-edge printing

Without a finisher	With a finisher
Two-sided, long-edge printing	Two-sided, long-edge printing
Two-sided, short-edge printing	Two-sided, short-edge printing

When loading prepunched paper, do any of the following:

| Without an optional finisher	With an optional finisher
One-sided, long-edge printing	One-sided, long-edge printing
One-sided, short-edge printing	One-sided, short-edge printing
Two-sided, long-edge printing	Two-sided, long-edge printing

Without an optional finisher	With an optional finisher
Two-sided, short-edge printing	Two-sided, short-edge printing

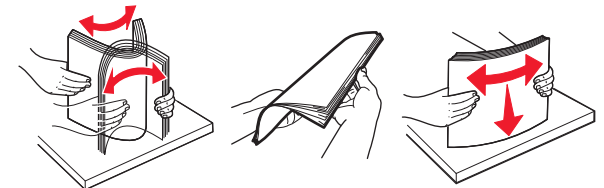## Loading the 2000-sheet tandem tray

⚠ **CAUTION—TIPPING HAZARD:** To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

1 Open the tray.

Note: To avoid jams, do not pull out trays while the printer is busy.
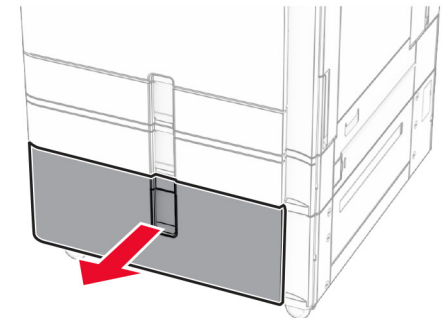
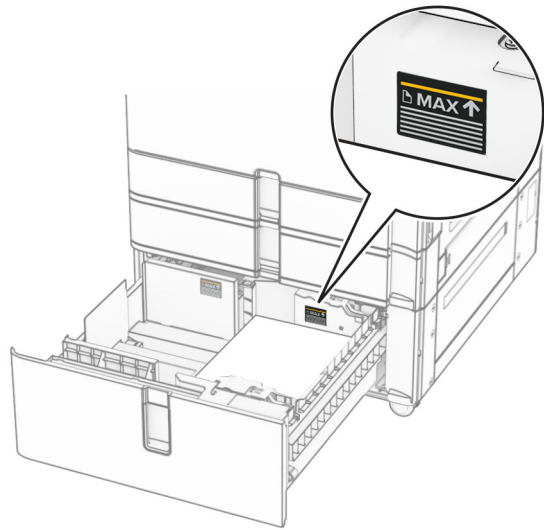**2** Flex, fan, and align the paper edges before loading.

3 Load the paper stack to the right tray insert with the printable side faceup.
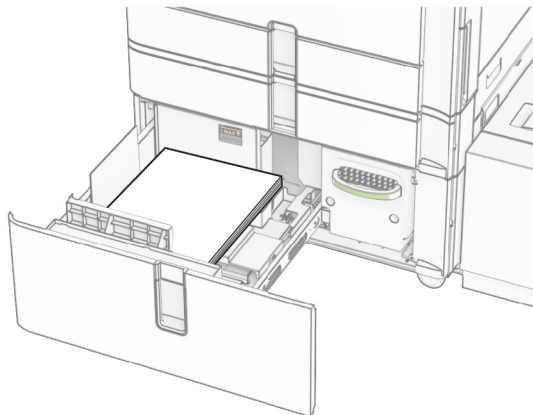
Notes:

- Do not slide paper into the tray.

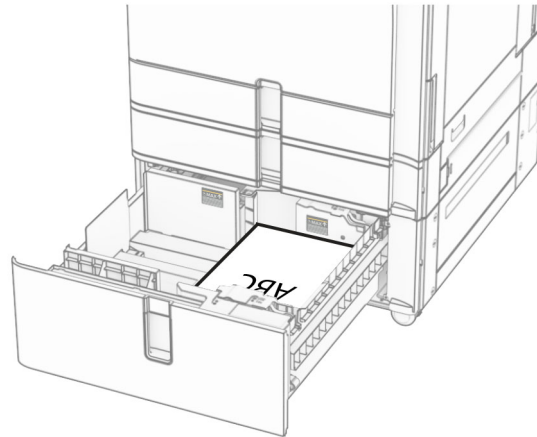- Make sure that the stack height is below the maximum paper fill indicator. Overfilling may cause paper jams.

4 Insert the right tray insert into the printer.

5 Load the paper stack to the left tray insert with the printable side faceup.


6 Insert the tray.

If necessary, set the paper size and type to match the paper loaded in the tray.

Note: When a finisher is installed, the pages are rotated to 180° when printed.

When loading letterhead for one-sided printing, load it faceup with the header toward the front of the tray.

When loading letterhead for two-sided printing, load it facedown with the header toward the front of the tray.
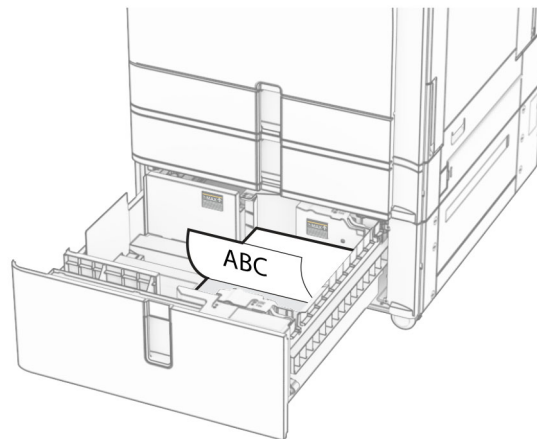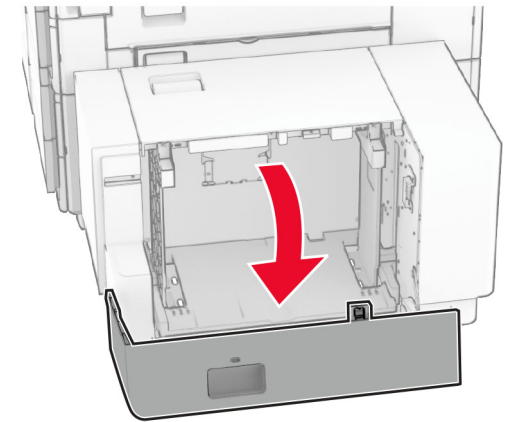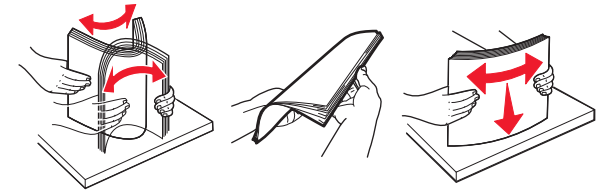

Loading the 1500-sheet tray

⚠ **CAUTION—TIPPING HAZARD:** To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

1 Open door K.

Note: To avoid jams, do not open trays while the printer is busy.
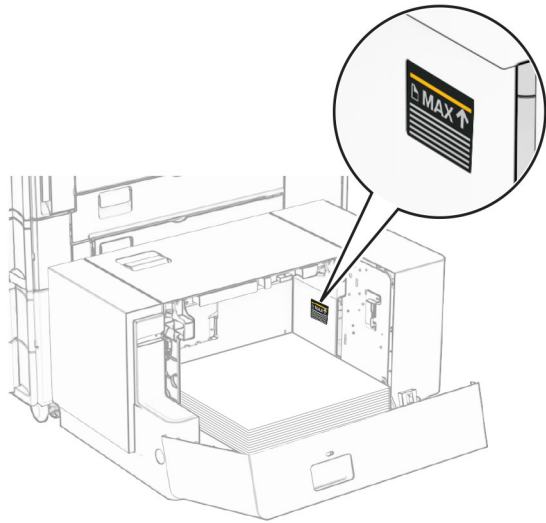

2 Flex, fan, and align the paper edges before loading.

3 Load the paper stack with the printable side facedown.
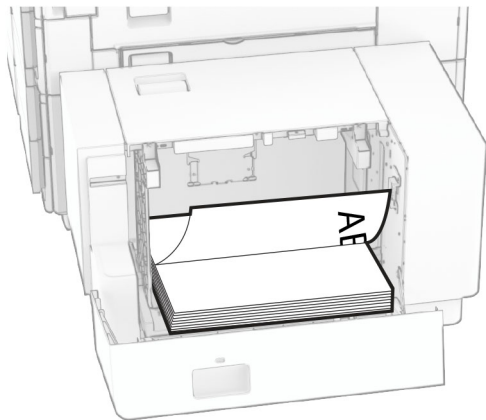
Notes:

- Do not slide paper into the tray.
- Make sure that the stack height is below the maximum paper fill indicator. Overfilling may cause paper jams.
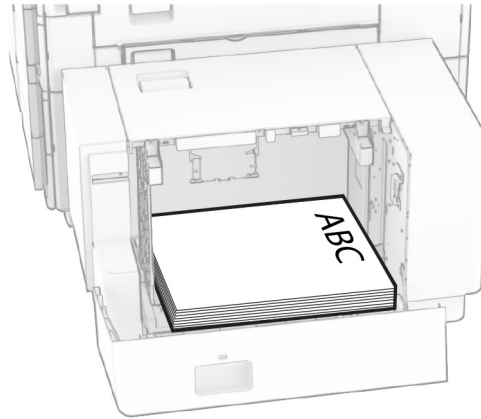
4 Close door K.

If necessary, set the paper size and type to match the paper loaded in the tray.

When loading letterhead for one-sided printing, load it facedown with the header toward the rear of the printer.
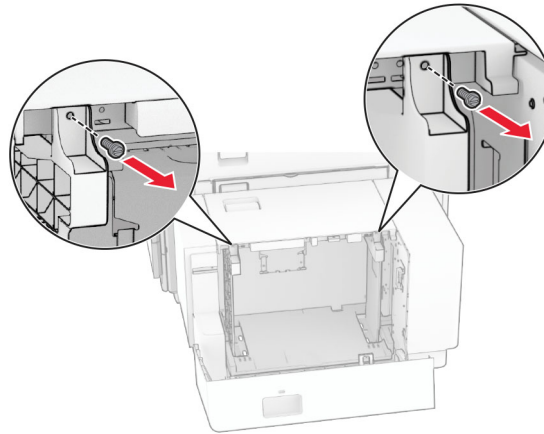

When loading letterhead for two-sided printing, load it faceup with the header toward the rear of the printer.
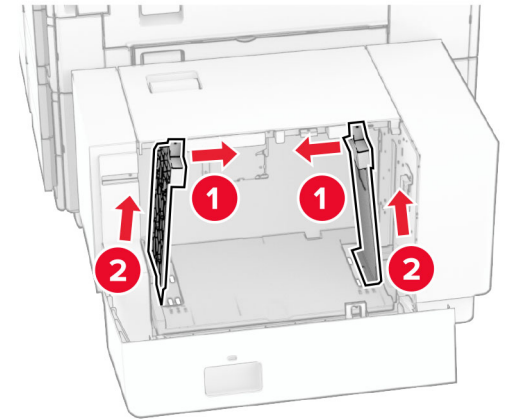

When loading a different paper size, make sure to adjust the guides. Do the following:
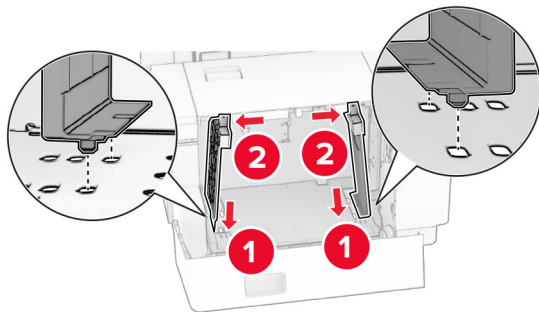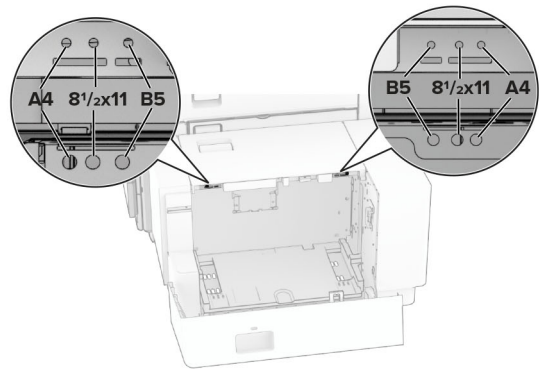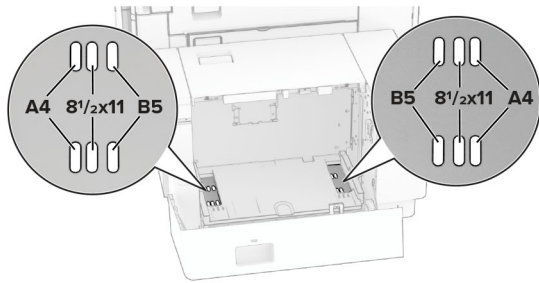
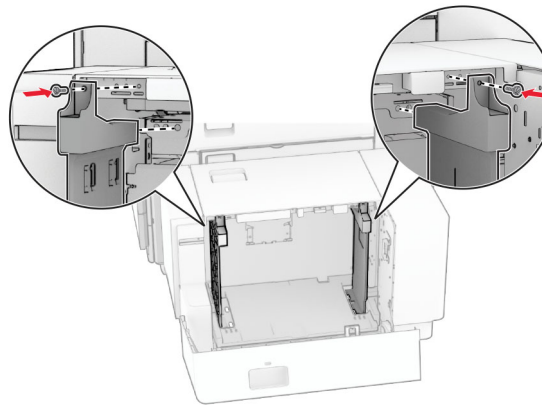**1** Using a flat-headed screwdriver, remove the screws from the paper guides.

2 Remove the paper guides.

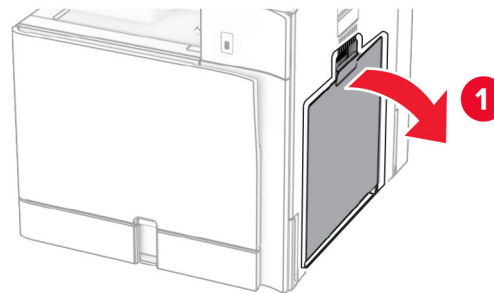**3** Align the paper guides to match the size of the paper that you are loading.
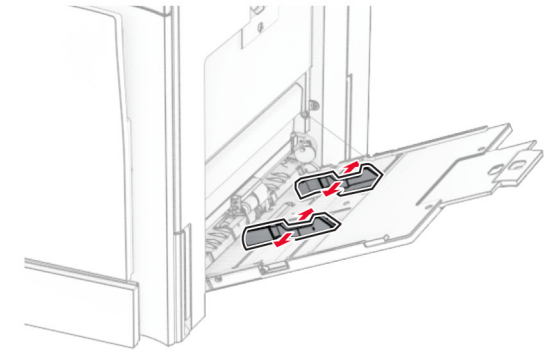

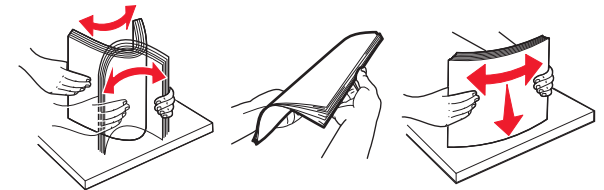**4** Install the screws on the paper guides.

Loading the multipurpose feeder

1 Open the multipurpose feeder.

2 Adjust the side guides to match the size of the paper that you are loading.

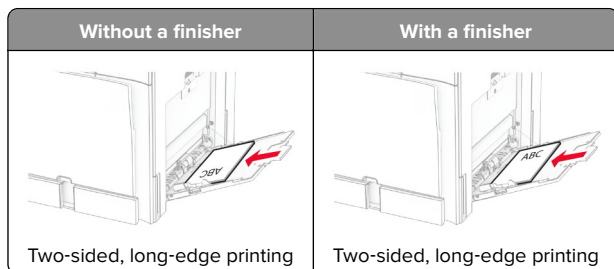**3** Flex, fan, and align the paper edges before loading.


4 Load the paper.

Note: Make sure that the side guides fit snugly against the paper.

- When loading letterhead, do either of the following:

Without a finisher	With a finisher
One-sided, long-edge printing	One-sided, long-edge printing

Without a finisher	With a finisher
Two-sided, long-edge printing	Two-sided, long-edge printing

When loading prepunched paper, do either of the following:

Without a finisher	With a finisher
One-sided, long-edge printing	One-sided, long-edge printing
Two-sided, long-edge printing	Two-sided, long-edge printing
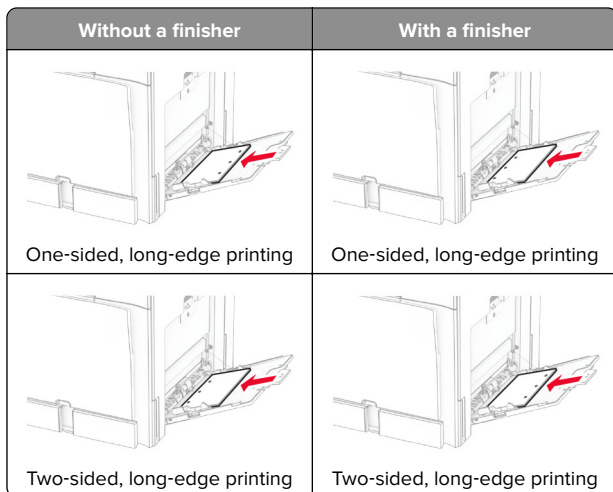
For envelopes

Load envelope with the flap faceup toward the rear of the printer. Load European envelope with the flap faceup entering the multipurpose feeder first.
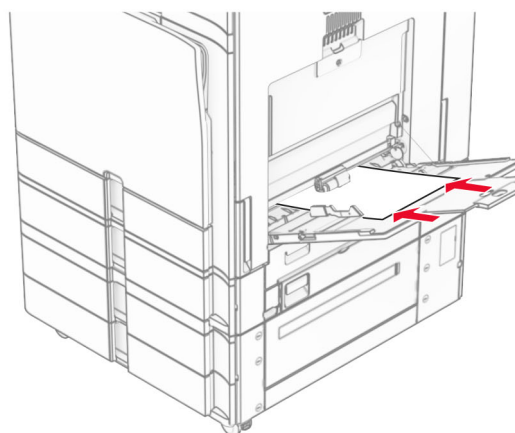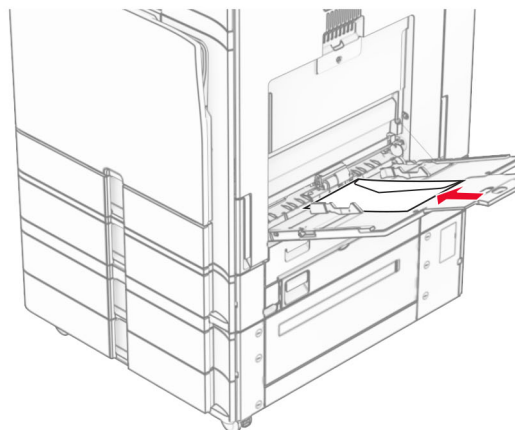
Note: When a finisher is installed, the printer rotates the pages to 180°.

Setting the size and type of the specialty media

For specialty media like labels, card stock, or envelopes, do the following:

1 From the control panel, navigate to **Settings** > **Paper** > **Tray Configuration** > **Paper Size/Type**.

2 Select a paper source, and then set the size and type of the specialty media.

Installing the printer software

Notes:

- The print driver is included in the software installer package.
- For Macintosh computers with macOS version 10.7 or later, you do not need to install the driver to print on an AirPrint-certified printer. If you want custom printing features, then download the print driver.

1 Obtain a copy of the software installer package.

- From the software CD that came with your printer.
- From our website or the place where you purchased the printer.

2 Run the installer, and then follow the instructions on the computer screen.
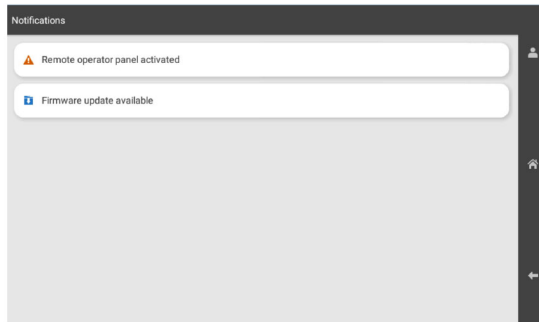
Updating firmware

Updating the firmware using the control panel

Using the notification center

This method is applicable only in some printer models.

1 From the control panel, navigate to the notification center, and then select **Firmware update available**.

2 Select **Install now**.

The printer reboots automatically after the update.

Using the Settings menu

1 From the control panel, navigate to **Settings** > **Device** > **Update Firmware**.

2 Depending on your printer model, select **Check for updates** or **Check for updates now**.

3 If a new update is available, then select **Install now**.

The printer reboots automatically after the update.

Updating the firmware using the Embedded Web Server

Before you begin, make sure that:

- You have downloaded the latest printer software and saved it to your flash drive or computer. For more information, contact the place where you purchased your printer.
- You are not using a special code on your printer to avoid losing this functionality.

Warning—Potential Damage: Make sure that all printers receiving firmware updates are turned on during the entire firmware update process. Turning off a printer during a firmware update can severely damage it.

If the printer is connected to the network when checking for updates, then downloading the firmware is not required.

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 **Device**.

3 Scroll down, and then click **Update Firmware**.

4 Depending on your printer model, click **Check for updates** or **Check for updates now**.

If a new update is available, then click **I agree, start update**.

The printer reboots automatically after the update.

Adding printers to a computer

Before you begin, do one of the following:

- Connect the printer and the computer to the same network. For more information on connecting the printer to a network, see .
- Connect the computer to the printer. For more information, see .
- Connect the printer to the computer using a USB cable. For more information, see .

Note: The USB cable is sold separately.

For Windows users

1 Install the print driver on the computer.

Note: For more information, see .

2 Open **Printers & scanners**, and then click **Add a printer or scanner**.

3 Depending on your printer connection, do one of the following:

- Select a printer from the list, and then click **Add device**.

- Click **Show Wi-Fi Direct printers**, select a printer, and then click **Add device**.
- Click **The printer that I want isn't listed**, and then from the **Add Printer** window, do the following:

  a Select **Add a printer using an IP address or hostname**, and then click **Next**.

  b In the Device type field, select **TCP/IP Device**.

  c In the Hostname or IP address field, type the printer IP address, and then click **Next**.

  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.

  d Select a print driver, and then click **Next**.

  e Select **Use the driver that is currently installed (recommended)**, and then click **Next**.

  f Type a printer name, and then click **Next**.

  g Click **Finish**.

For Macintosh users

1 Open **Printers & Scanners**.

2 Click **Add Printer, Scanner, or Fax**, and then select a printer.

3 From the **Add Printer** menu, select a print driver.

Notes:

- To use the Macintosh print driver, select either **AirPrint** or **Secure AirPrint**.
- If you want custom printing features, then select the manufacturer print driver. To install the driver, see .

4 Add the printer.

Connecting the printer to a Wi-Fi network

Before you begin, make sure that:

- Active Adapter is set to Auto. From the control panel, navigate to **Settings** > **Network/Ports** > **Network Overview** > **Active Adapter**.
- The Ethernet cable is not connected to the printer.

1 From the control panel, navigate to **Settings** > **Network/Ports** > **Wireless** > **Setup On Printer Panel** > **Choose Network**.

2 Select a Wi-Fi network, and then type the network password.

> **Note:** For printers with built-in Wi-Fi capability, a prompt for setting up the Wi-Fi network appears during initial setup.

Configuring Wi-Fi Direct

Wi-Fi Direct® enables Wi-Fi devices to connect directly to each other without using an access point (wireless router).

1 From the control panel, navigate to **Settings** > **Network/Ports** > **Wi-Fi Direct**.

2 Configure the settings.

- **Enable Wi-Fi Direct**—Enables the printer to broadcast its own Wi-Fi Direct network.
- **Wi-Fi Direct Name**—Assigns a name for the Wi-Fi Direct network.
- **Wi-Fi Direct Password**—Assigns the password for negotiating the wireless security when using the peer-to-peer connection.
- **Show Password on Setup Page**—Shows the password on the Network Setup Page.
- **Preferred Channel Number**—Assigns the preferred channel of the Wi-Fi Direct network.
- **Group Owner IP Address**—Assigns the IP address of the group owner.
- **Auto-Accept Push Button Requests**—Lets the printer accept connection requests automatically.

  > **Note:** Accepting push-button requests automatically is not secured.

Notes:

- By default, the Wi-Fi Direct network password is not visible on the printer display. To show the password, enable the password peek icon. From the control panel, navigate to **Settings** > **Security** > **Miscellaneous** > **Enable Password/PIN Reveal**.
- To know the password of the Wi-Fi Direct network without showing it on the printer display, print the **Network Setup Page**. From the control panel, navigate to **Settings** > **Reports** > **Network** > **Network Setup Page**.

Connecting a computer to the printer

Before connecting your computer, make sure that Wi-Fi Direct has been configured. For more information, see .

For Windows users

1 Open **Printers & scanners**, and then click **Add a printer or scanner**.

2 Click **Show Wi-Fi Direct printers**, and then select the printer Wi-Fi Direct name.

3 From the printer display, take note of the eight-digit PIN of the printer.

4 Enter the PIN on the computer.

Note: If the print driver is not already installed, then Windows downloads the appropriate driver.

For Macintosh users

1 Click the wireless icon, and then select the printer Wi-Fi Direct name.

> **Note:** The string DIRECT-xy (where x and y are two random characters) is added before the Wi-Fi Direct name.

2 Type the Wi-Fi Direct password.

Note: Switch your computer back to its previous network after disconnecting from the Wi-Fi Direct network.

Connecting a mobile device to the printer

Before connecting your mobile device, make sure that Wi-Fi Direct has been configured. For more information, see .

Using Wi-Fi Direct

Note: These instructions apply only to mobile devices running on the Android platform.

1 From the mobile device, go to the **Settings** menu.

2 Enable **Wi-Fi**, and then tap **⋮** > **Wi-Fi Direct**.

3 Select the printer Wi-Fi Direct name.

4 Confirm the connection on the printer control panel.

Using Wi-Fi

1 From the mobile device, go to the **Settings** menu.

2 Tap **Wi-Fi**, and then select the printer Wi-Fi Direct name.

> **Note:** The string DIRECT-xy (where x and y are two random characters) is added before the Wi-Fi Direct name.

3 Enter the Wi-Fi Direct password.

Clearing jams

Identifying jam locations

Notes:

- When **Jam Assist** is set to **On**, the printer flushes blank pages or pages with partial prints after a jammed page has been cleared. Check your printed output for blank pages.
- When **Jam Recovery** is set to **On** or **Auto**, the printer reprints jammed pages.
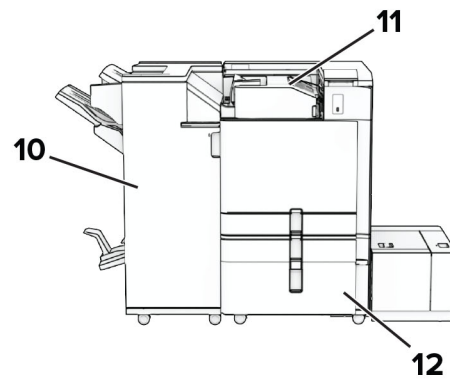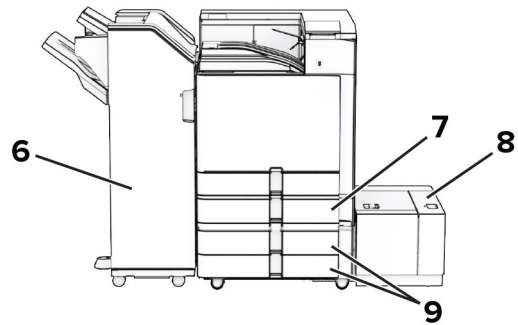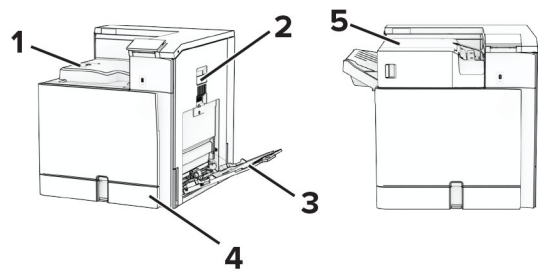
	Jam locations
1	Standard bin
2	Door B
3	Multipurpose feeder

	Jam locations
4	Standard tray
5	Staple finisher
6	Staple, hole punch finisher
7	Optional 550-sheet tray
8	1500-sheet tray
9	2 x 550-sheet tray
10	Booklet finisher
11	Paper transport with folding option
12	2000-sheet tandem tray

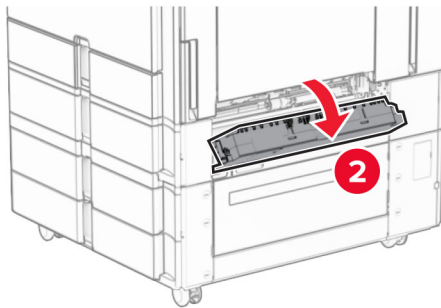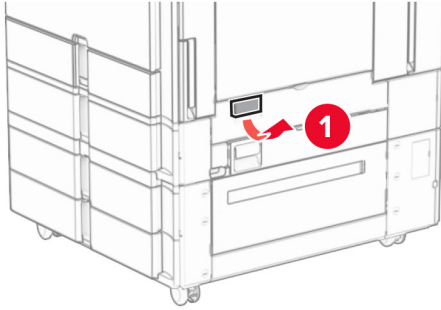## Paper jam in the standard tray

1 Pull out the standard tray.
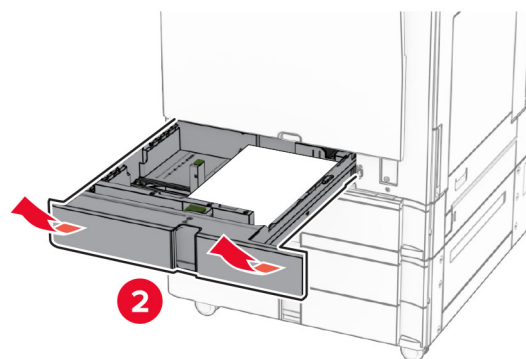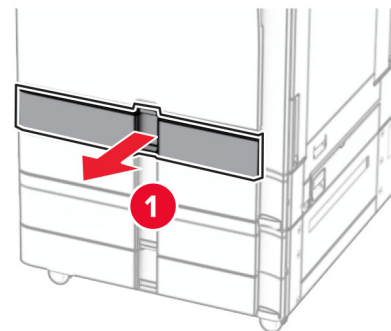
2 Remove the jammed paper.

> **Note:** Make sure that all paper fragments are removed.
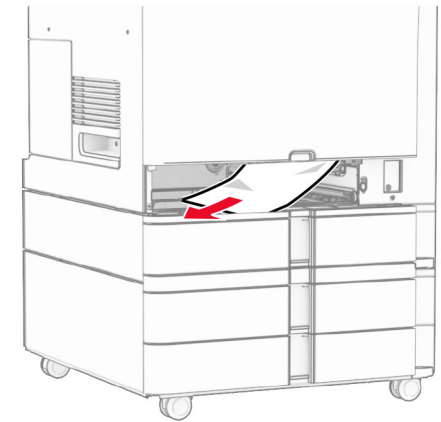
3 Insert the tray.

Paper jam in the optional 550-sheet tray

1 Open door D.

2 Remove the jammed paper.

> **Note:** Make sure that all paper fragments are removed.
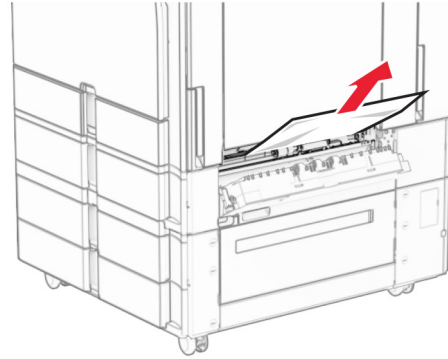
3 Close the door.

4 Pull out the optional 550-sheet tray.
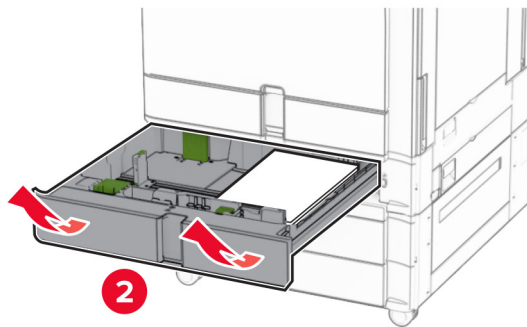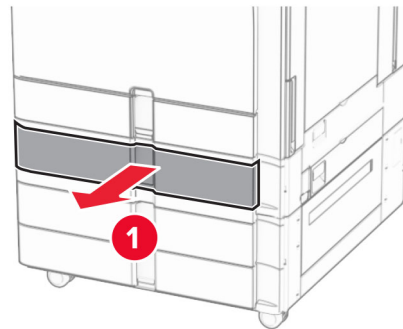
5 Remove the jammed paper.

> **Note:** Make sure that all paper fragments are removed.
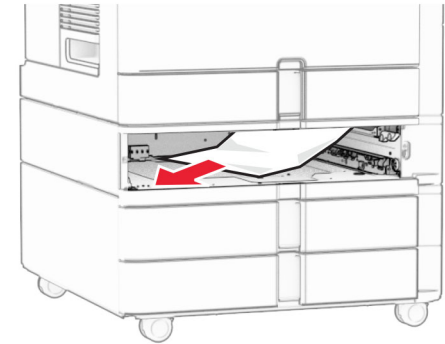
6 Insert the tray.

Paper jam in the multipurpose feeder

1 Remove any paper from the multipurpose feeder.

2 Remove the jammed paper.

> **Note:** Make sure that all paper fragments are removed.
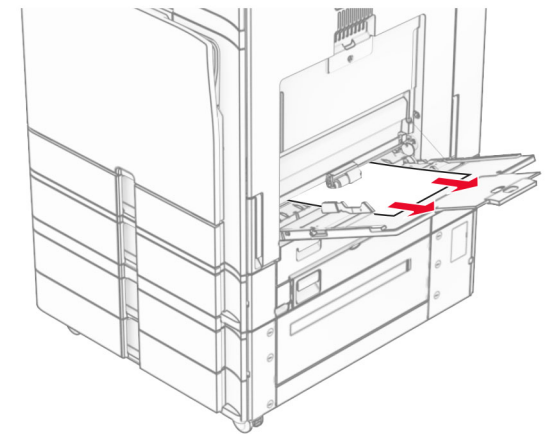
Paper jam in the 2 x 550-sheet tray

1 Open door E.
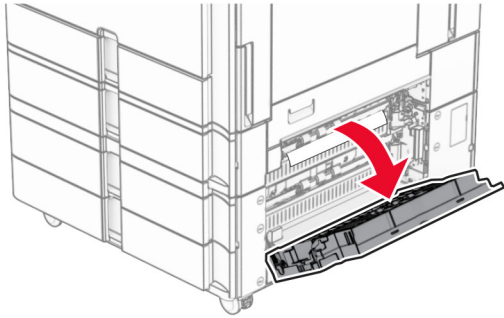
2 Remove the jammed paper inside door E.

   Note: Make sure that all paper fragments are removed.
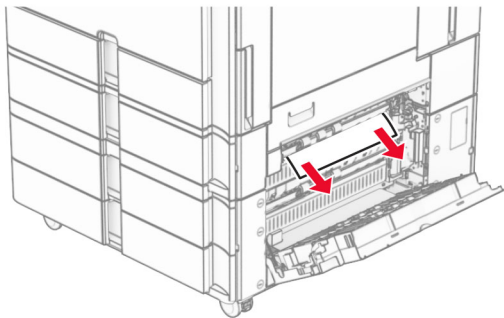
3 Close door E.

4 Pull out tray 3.
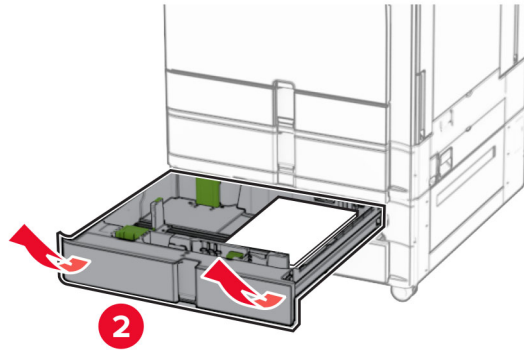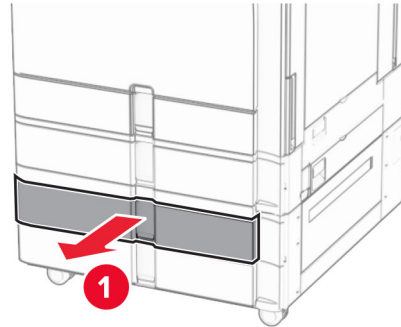
5 Remove the jammed paper.

   Note: Make sure that all paper fragments are removed.
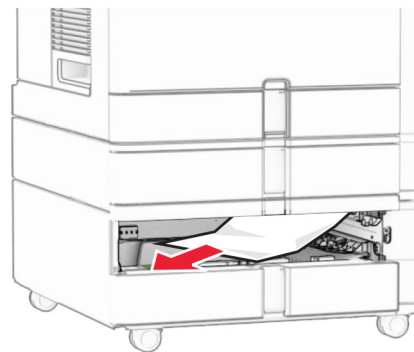
6 Insert tray 3.

7 Repeat for tray 4.

Paper jam in the 2000-sheet tandem tray

1 Open door E.
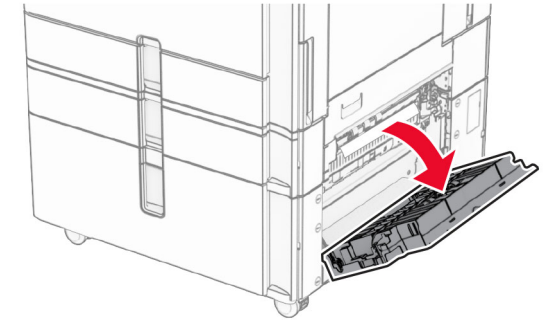
2 Remove the jammed paper inside door E.

   Note: Make sure that all paper fragments are removed.
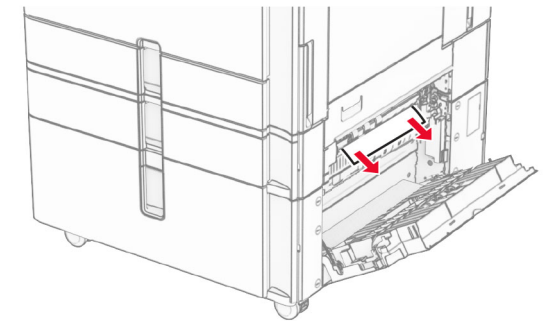
3 Close door E.

Paper jam in the 1500-sheet tray

1 Open door K.
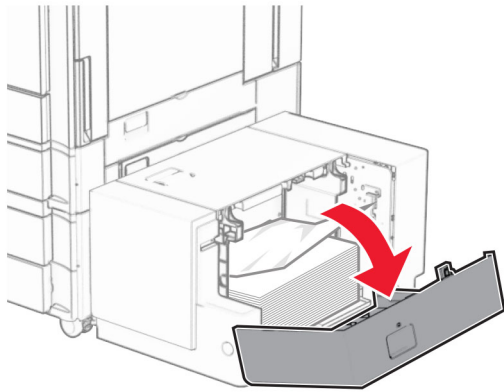
2 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.
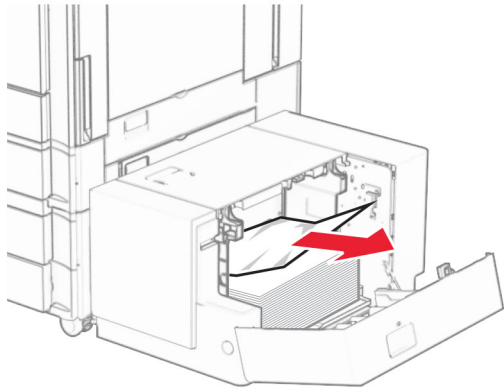
3 Close door K.

4 Grab handle J, and then slide the tray to the right.
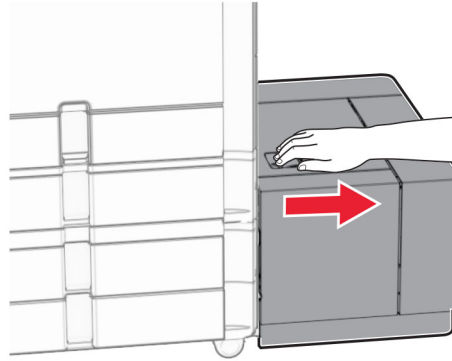
5 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.
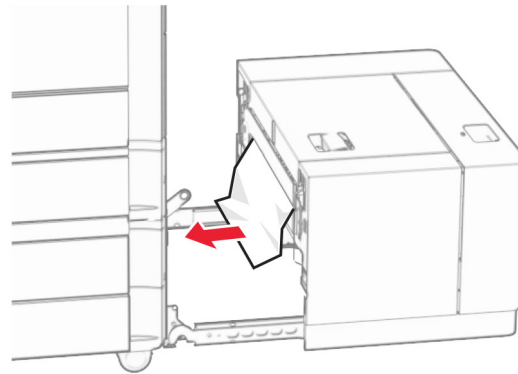
6 Slide the tray back into place.

Paper jam in door B

1 Open door B.

⚠ **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.

Warning—Potential Damage: To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.
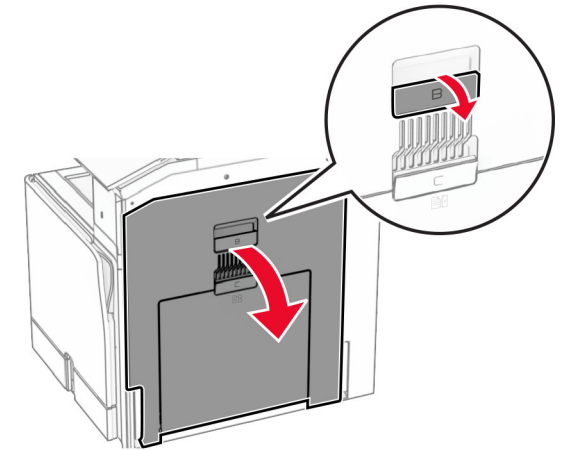
2 Remove the jammed paper in any of the following locations:

Note: Make sure that all paper fragments are removed.

- Above the fuser
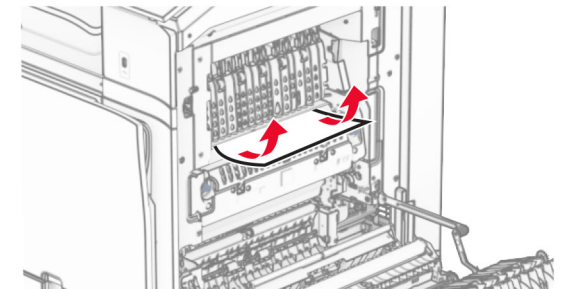
- In the fuser
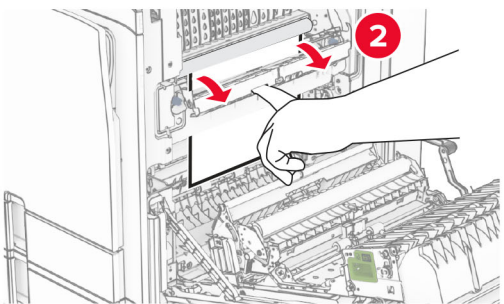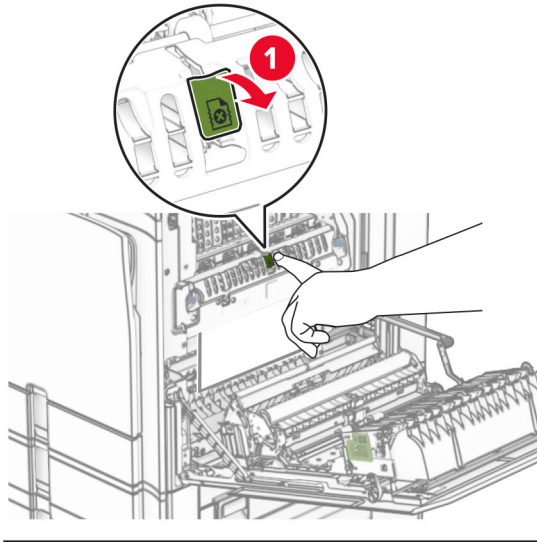
- Below the fuser
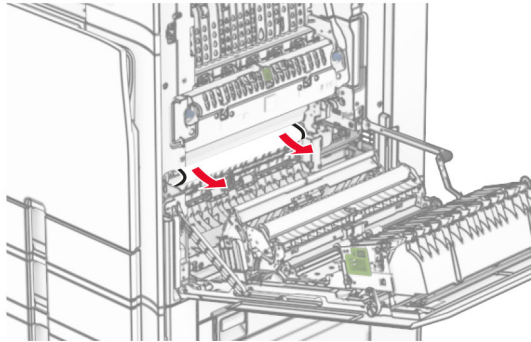
- Under the standard bin exit roller
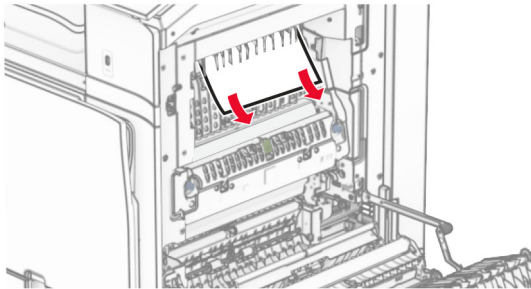
- In the duplex unit
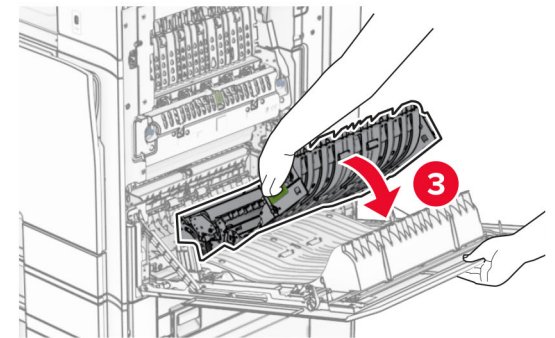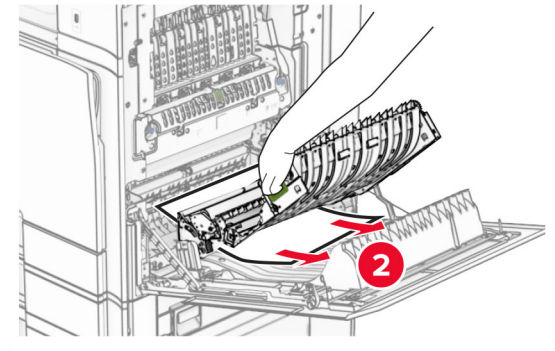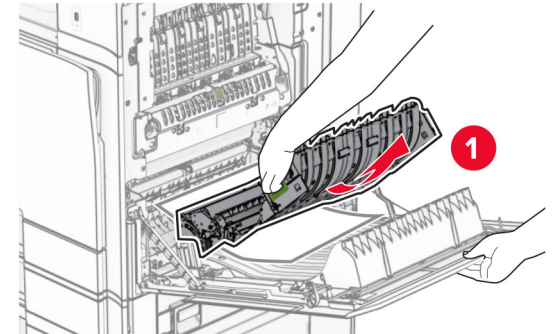
3 Close door B.

Paper jam in the standard bin

1 Remove any paper from the standard bin.

2 Remove the jammed paper.

> **Note:** Make sure that all paper fragments are removed.
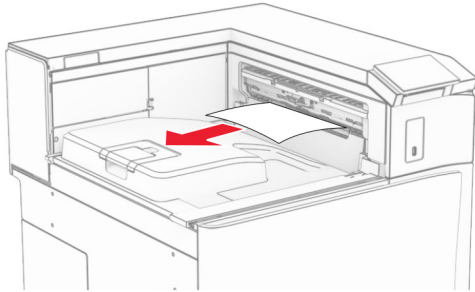
Paper jam in the staple finisher

1 Remove the jammed paper in the staple finisher bin.

> **Note:** Make sure that all paper fragments are removed.
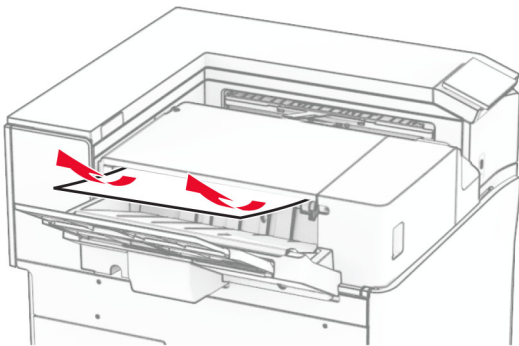
2 Grab handle F, and then slide the staple finisher to the left.
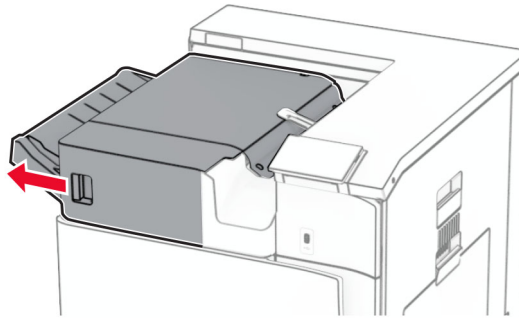
3 Open door R1, and then rotate the knob R2 clockwise.
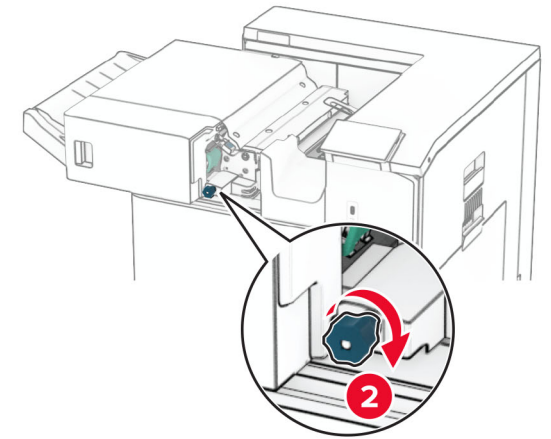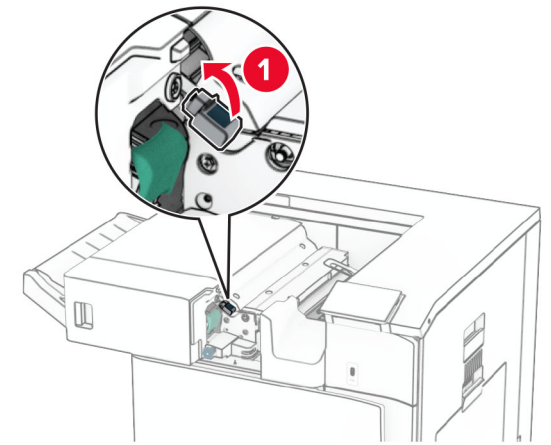
4 Remove the jammed paper.

> **Note:** Make sure that all paper fragments are removed.
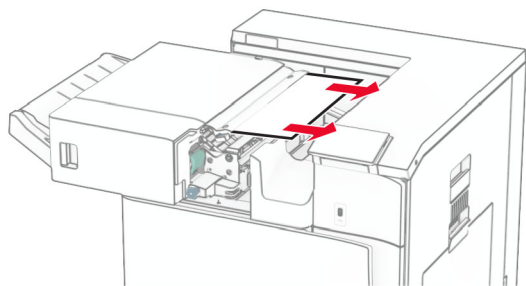
5 Close door R1.

6 Remove the jammed paper in the standard bin exit roller.

Note: Make sure that all paper fragments are removed.
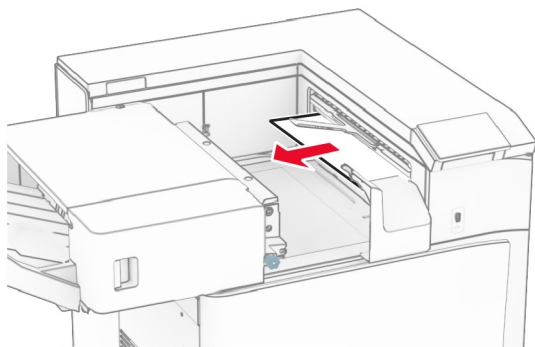
7 Slide the staple finisher back into place.
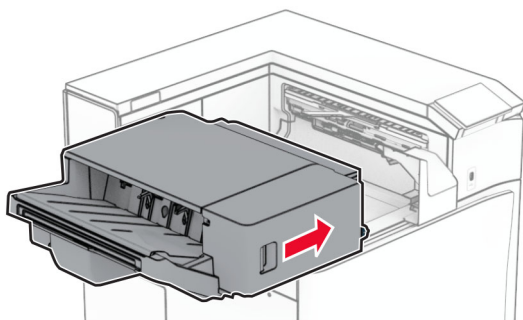
Paper jam in the paper transport with folding option

1 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.
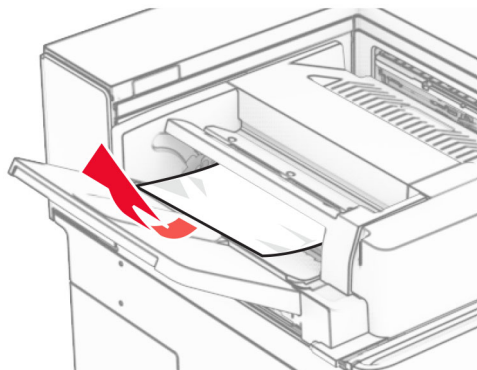
2 Open door F.
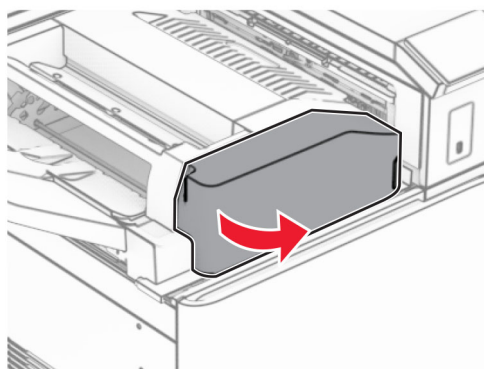
3 Lift handle N4.
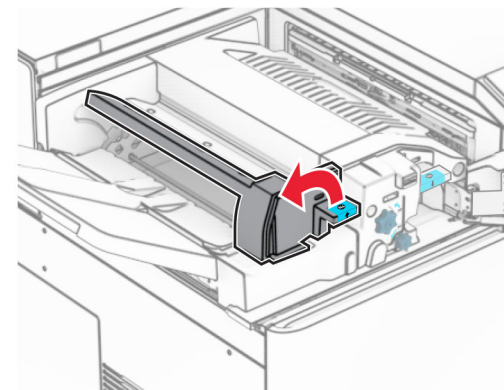
4 Lift handle N5.
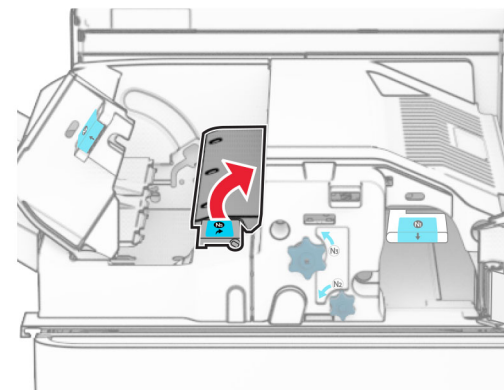
5 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.
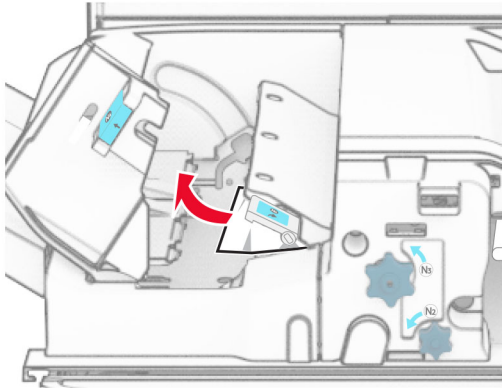
6 Close handle N5, and then close handle N4.

7 Push down handle N1.
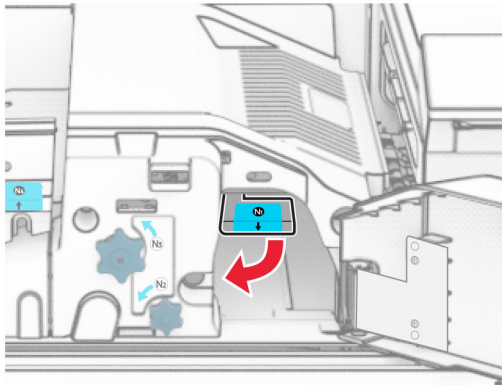
8 Turn knob N2 counterclockwise.
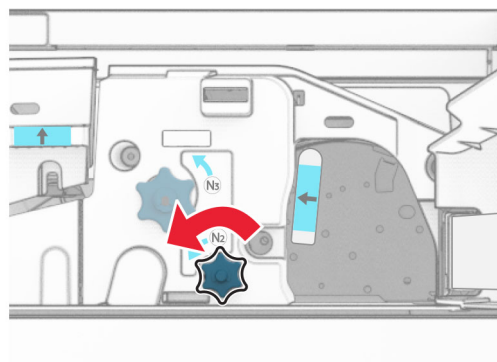
9 Remove the jammed paper.

Warning—Potential Damage: To prevent damage to the printer, remove any hand accessories before removing the jammed paper.

Note: Make sure that all paper fragments are removed.
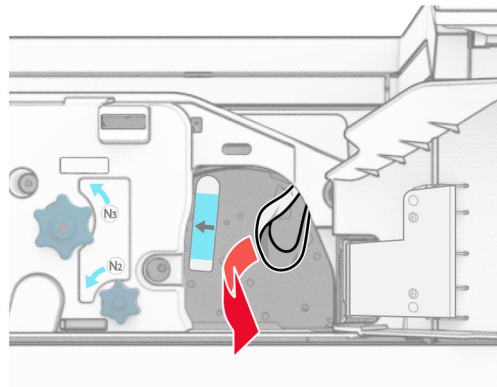
10 Put handle N1 back into place.

11 Close door F.

Paper jam in the staple, hole punch finisher

If your printer is configured with a paper transport, then do the following:

1 Remove the jammed paper in bin 1.

Notes:

- Make sure that all paper fragments are removed.
- Do not remove the printed pages that are in the staple compiler to avoid missing pages.
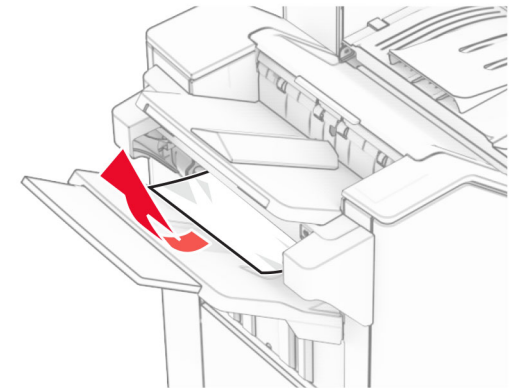
2 Remove the jammed paper in the finisher standard bin.

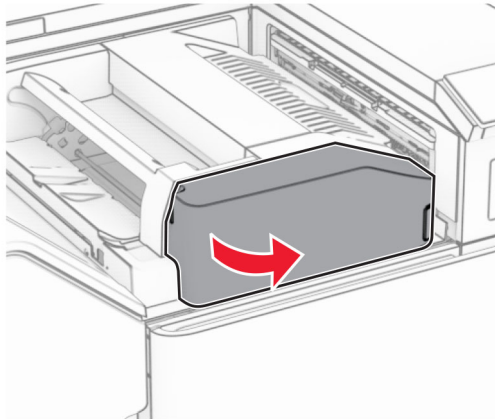**Note:** Make sure that all paper fragments are removed.
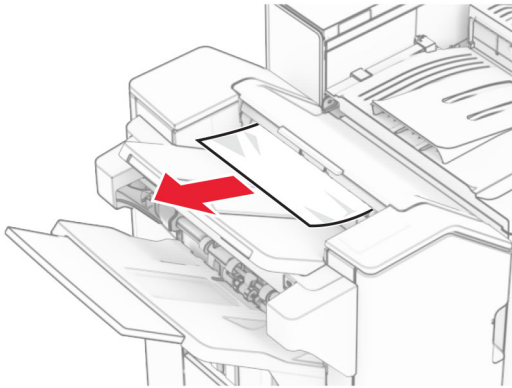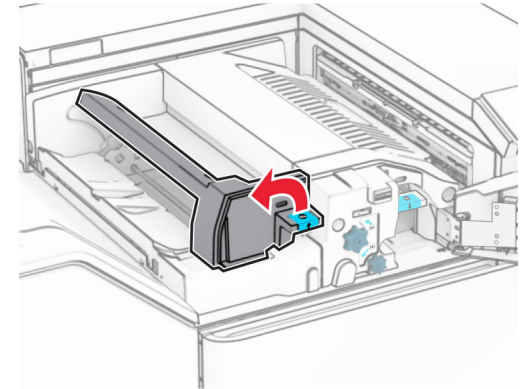
3 Remove the jammed paper in bin 2.

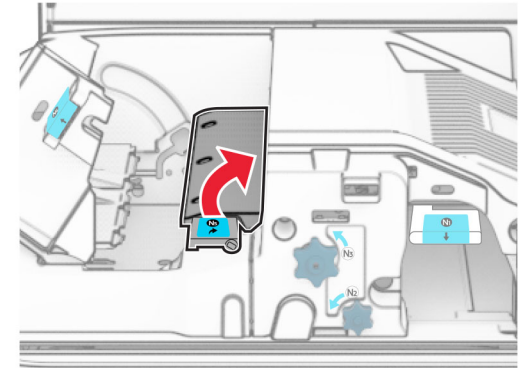**Note:** Make sure that all paper fragments are removed.
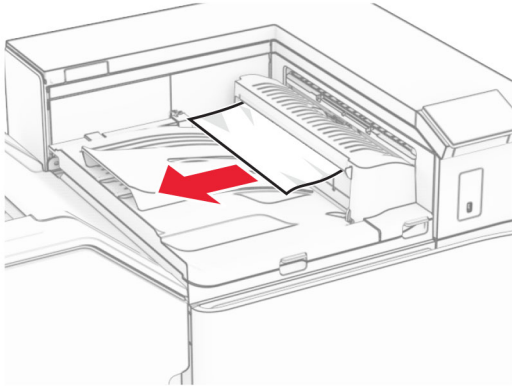
4 Open paper transport cover G, and then remove the jammed paper.

Note: Make sure that all paper fragments are removed.
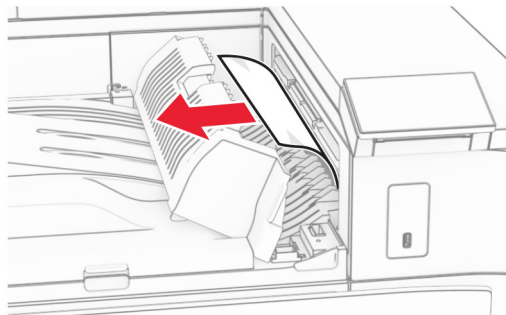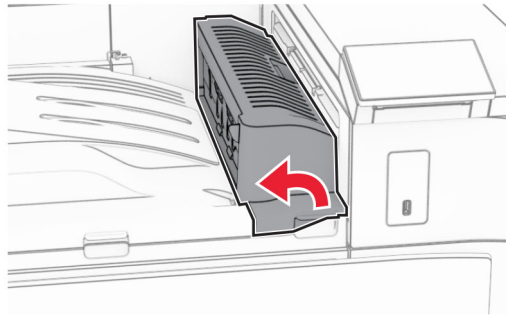
5 Close paper transport cover G.

6 Open door I, open door R1, and then remove the jammed paper.

Note: Make sure that all paper fragments are removed.
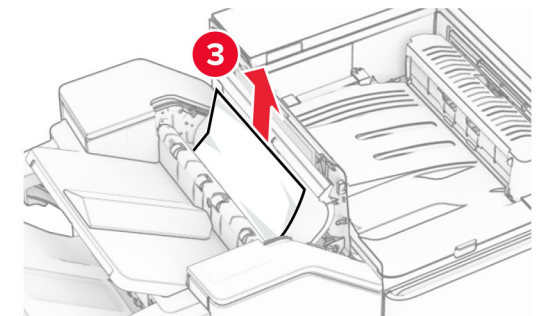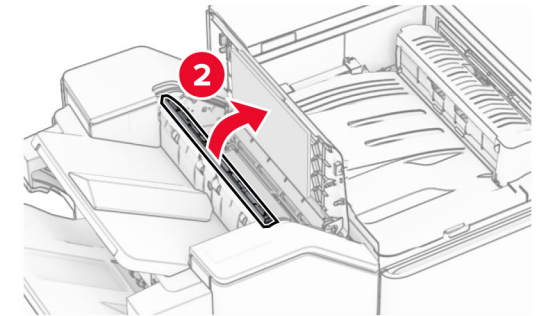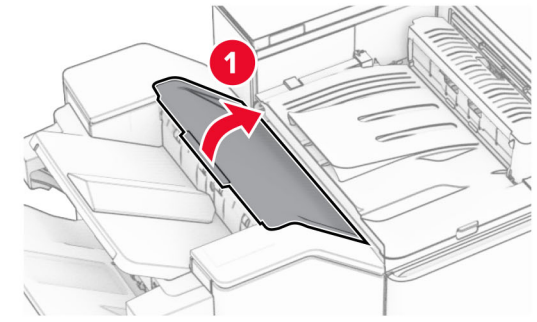
7 Close door R1, and then close door I.

8 Open paper transport cover F.
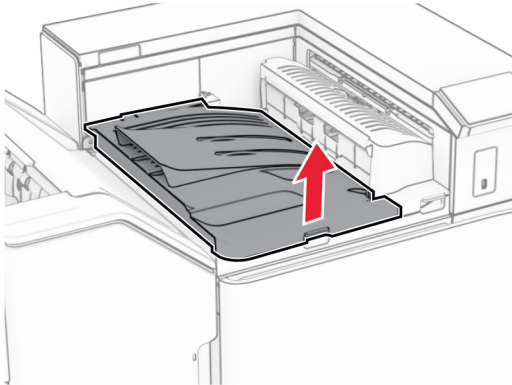
9 Open door H.
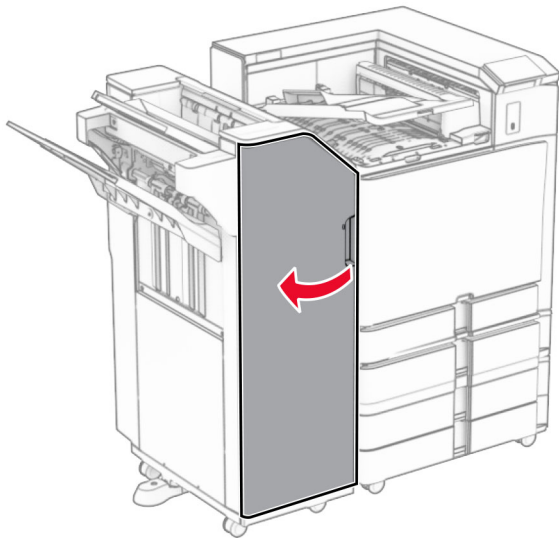
10 Lift handle R4.
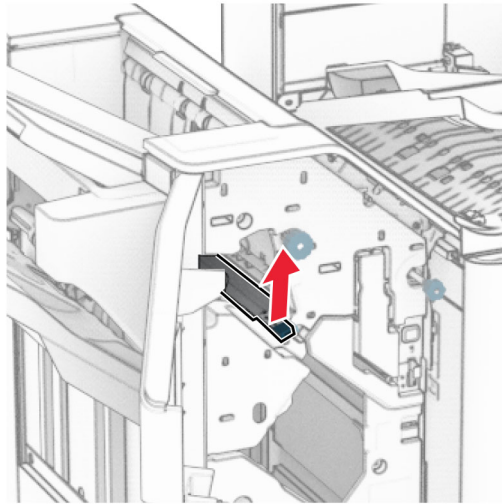
11 Turn knob R3 counterclockwise, and then remove the jammed paper in bin 1.

   Note: Make sure that all paper fragments are removed.
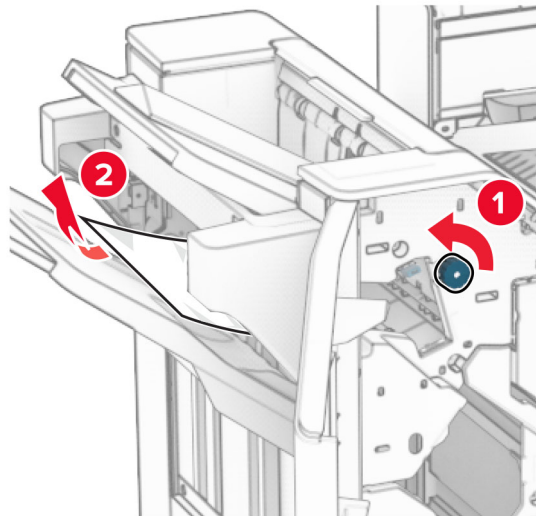
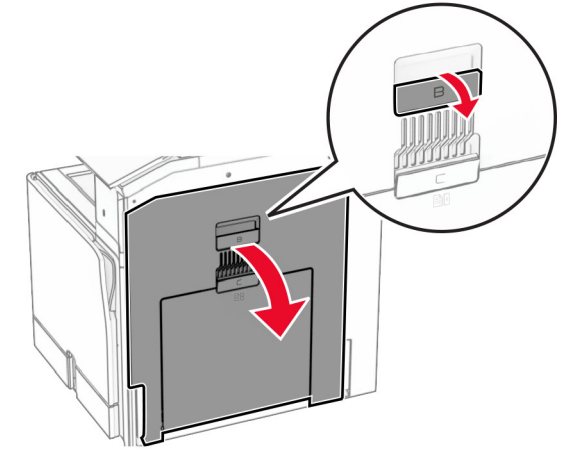**12** Turn knob R2 counterclockwise, and then remove the jammed paper in paper transport cover F.

   Note: Make sure that all paper fragments are removed.
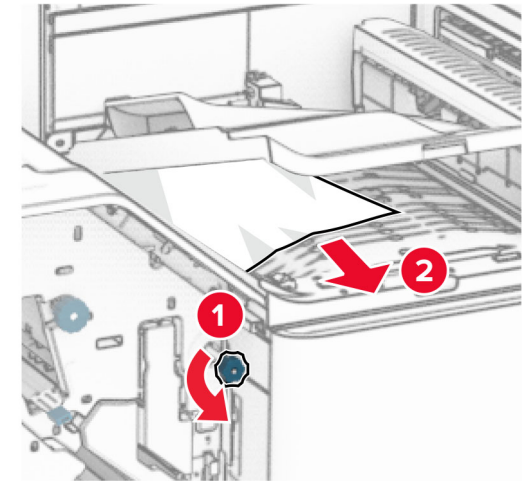
13 Close paper transport cover F.

14 Return handle R4 to its original position.

15 Close door H.

If your printer is configured with a paper transport with folding option, then do the following:

1 Remove the jammed paper in bin 1.

   Notes:

   - Make sure that all paper fragments are removed.
   - Do not remove the printed pages that are in the staple compiler to avoid missing pages.
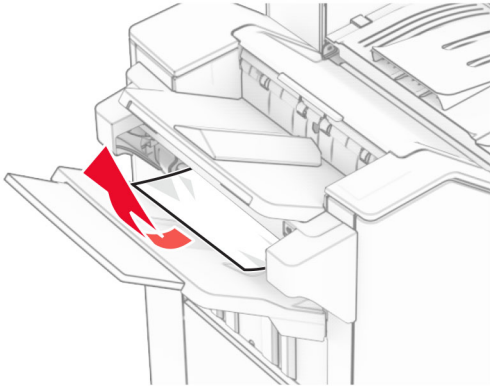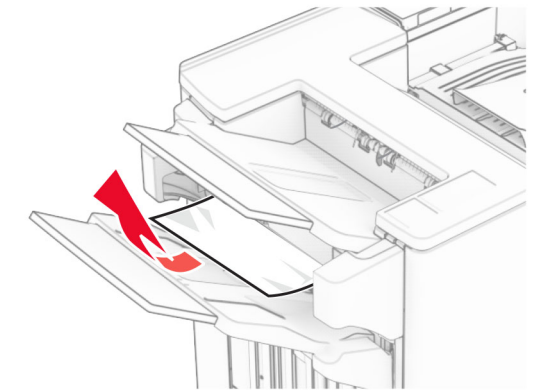
2 Remove the jammed paper in the finisher standard bin.

Note: Make sure that all paper fragments are removed.
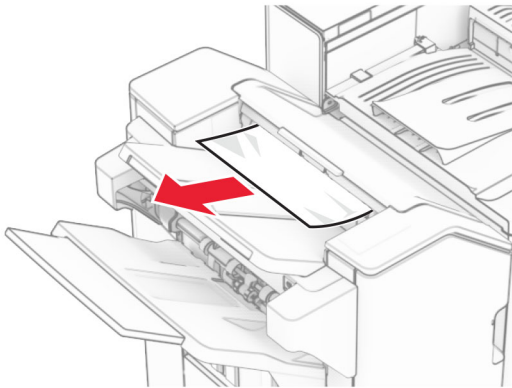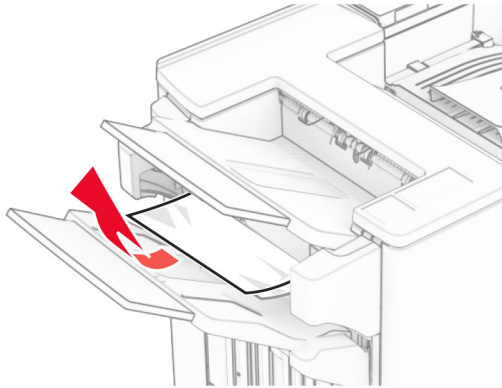

3 Remove the jammed paper in bin 2.

Note: Make sure that all paper fragments are removed.
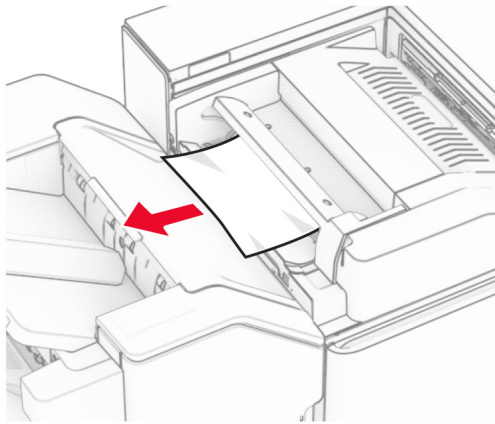
4 Open door F.

5 Open door N4.

6 Open door N5.

7 Open door H.
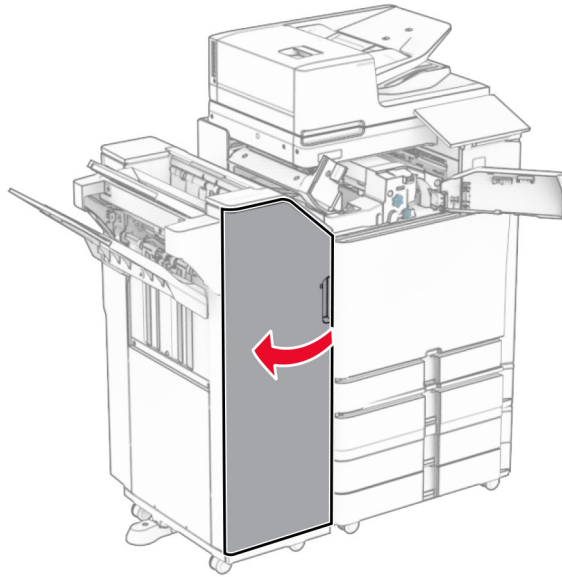
8 Lift handle R4.
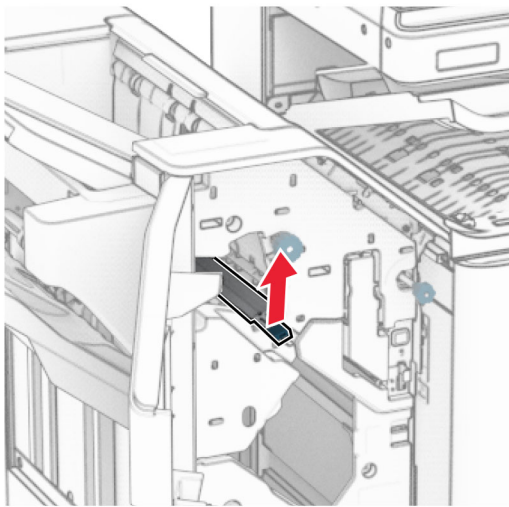
9 Turn knob R3 counterclockwise, and then remove the jammed paper in bin 1.

Note: Make sure that all paper fragments are removed.
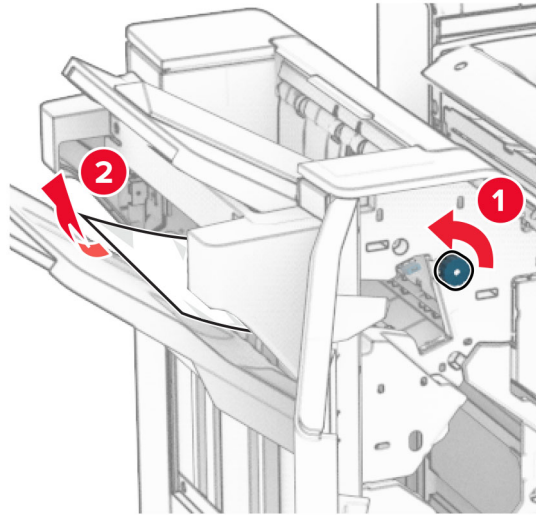
10 Turn knob R2 counterclockwise, and then remove the jammed paper between doors N4 and N5.

Note: Make sure that all paper fragments are removed.
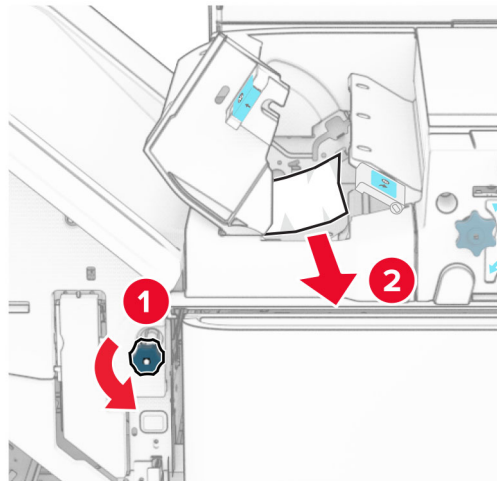
11 Open door B.

⚠ **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.

Warning—Potential Damage: To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.

12 Remove the jammed paper under the standard bin exit roller.

Note: Make sure that all paper fragments are removed.
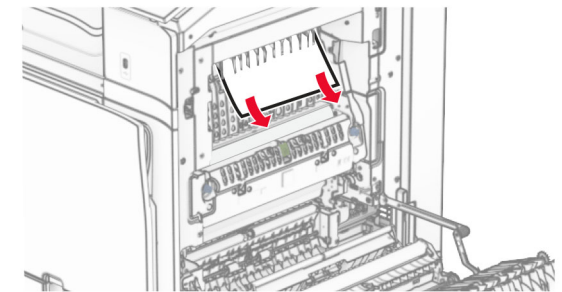
13 Close door B.

14 Push down handle N1.
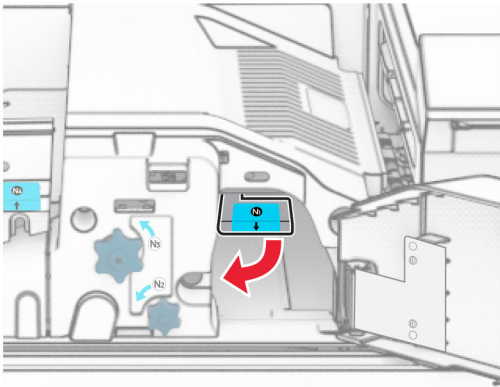
15 Turn knob N2 counterclockwise.
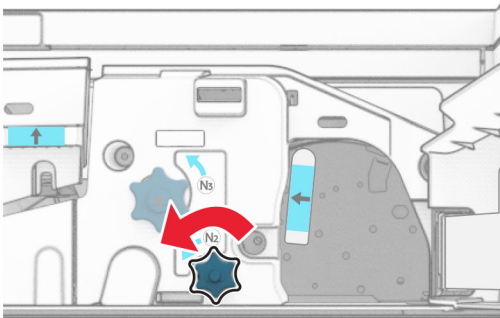
16 Remove the jammed paper.

Warning—Potential Damage: To prevent damage to the printer, remove any hand accessories before removing the jammed paper.

Note: Make sure that all paper fragments are removed.
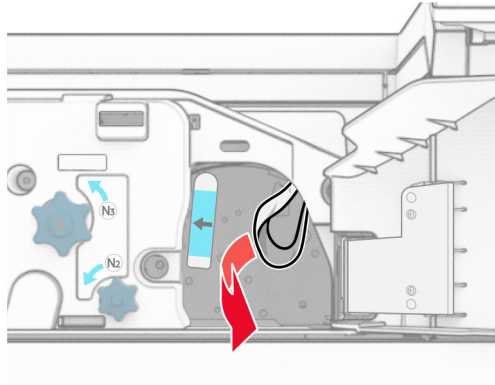
17 Put handle N1 back into place.

18 Close handle N5, and then close handle N4.

19 Close door F.

20 Return handle R4 to its original position.

21 Close door H.

Paper jam in the booklet finisher

If your printer is configured with a paper transport, then do the following:

1 Remove the jammed paper in the finisher standard bin.

    Note: Make sure that all paper fragments are removed.
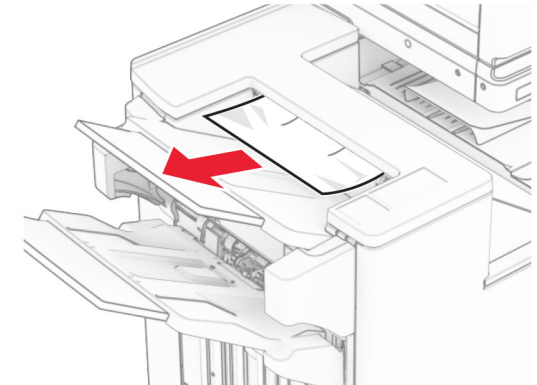
2 Remove the jammed paper in bin 1.

    Note: Make sure that all paper fragments are removed.

3 Remove the jammed paper in bin 1.

Notes:

- Make sure that all paper fragments are removed.
- Do not remove the printed pages that are in the staple compiler to avoid missing pages.

4 Remove the jammed paper in bin 3.

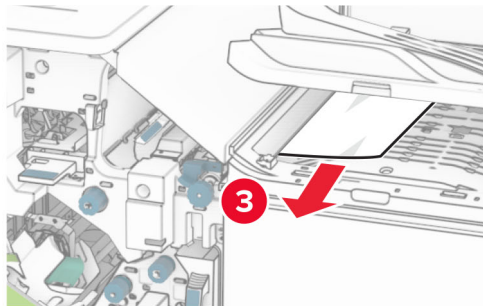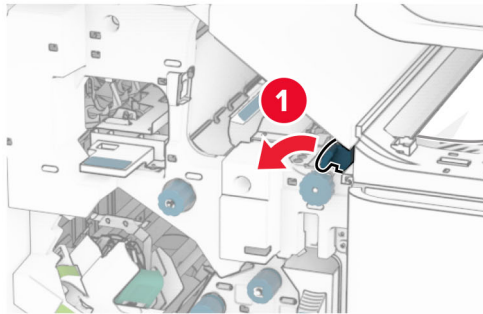**Note:** Make sure that all paper fragments are removed.
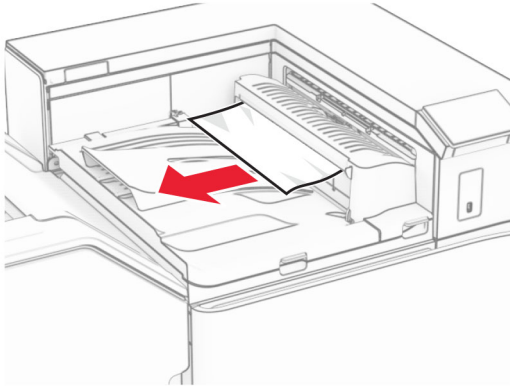
5 Open paper transport cover G, and then remove the jammed paper.

Note: Make sure that all paper fragments are removed.
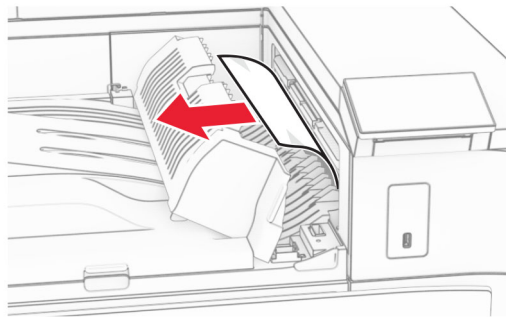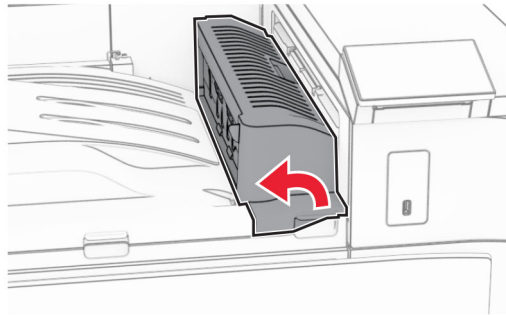
6 Close paper transport cover G.

7 Open paper transport cover F.
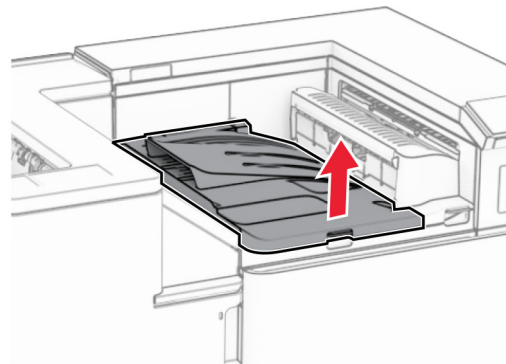
8 Open door H.
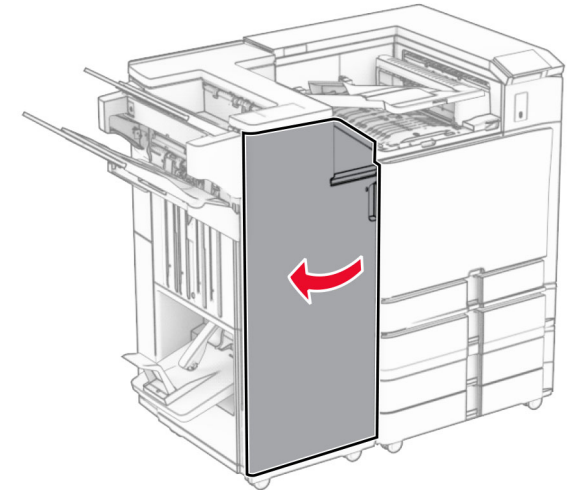
9 Move handle R3 to the right, and then remove the jammed paper.
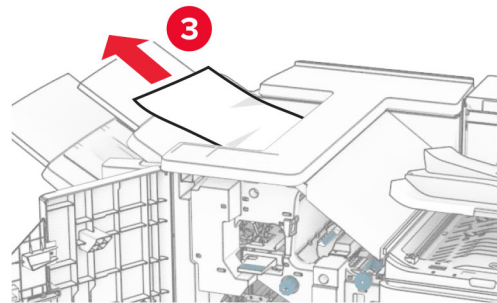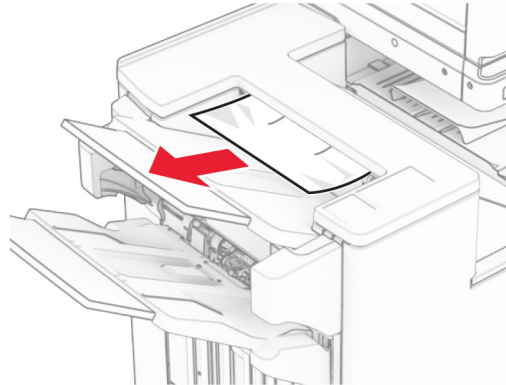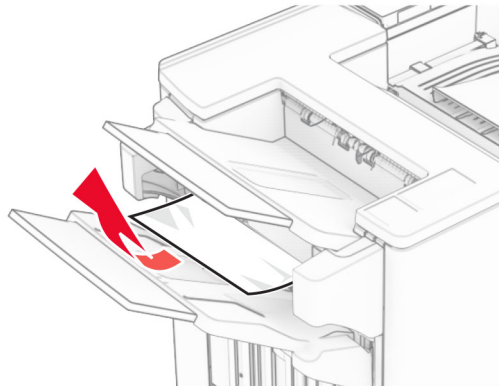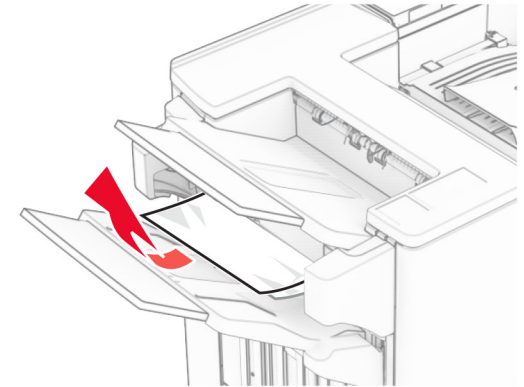
Note: Make sure that all paper fragments are removed.
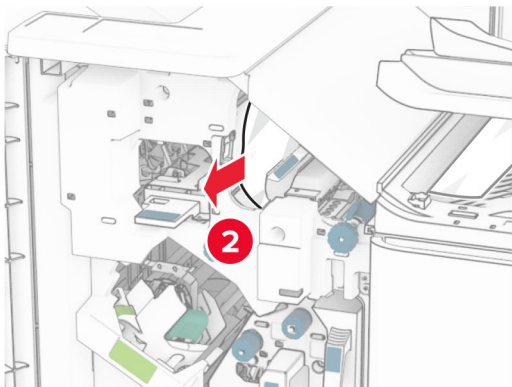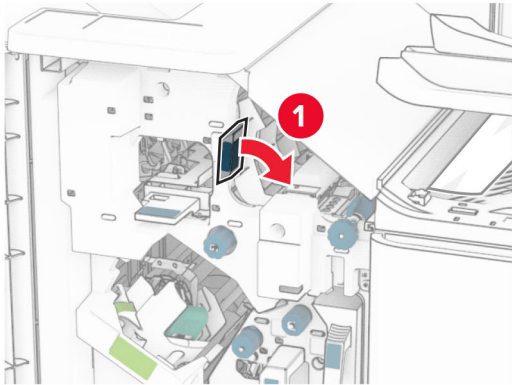
10 Move handle R1 to the left, turn knob R2 counterclockwise, and then remove the jammed paper.

Note: Make sure that all paper fragments are removed.

11 Turn knob R5 counterclockwise, and then remove the jammed paper from the finisher standard bin.

Note: Make sure that all paper fragments are removed.
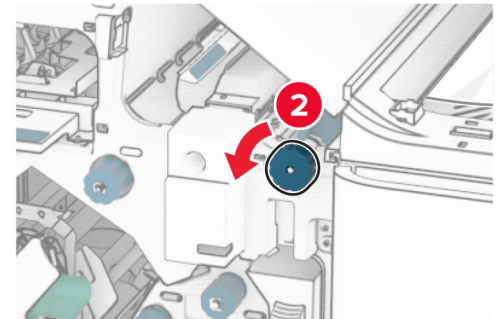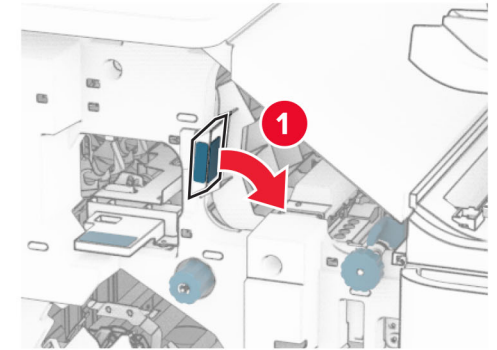
12 Lift handle R4, turn knob R2 clockwise, and then remove the jammed paper.

Note: Make sure that all paper fragments are removed.
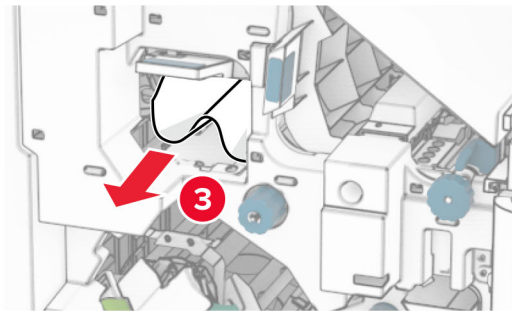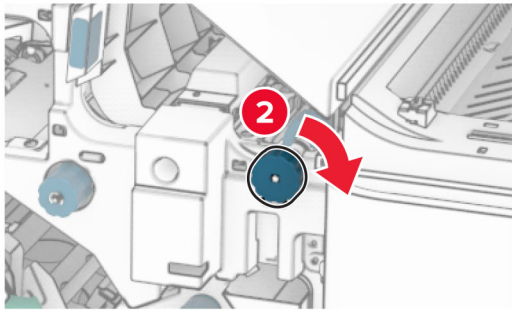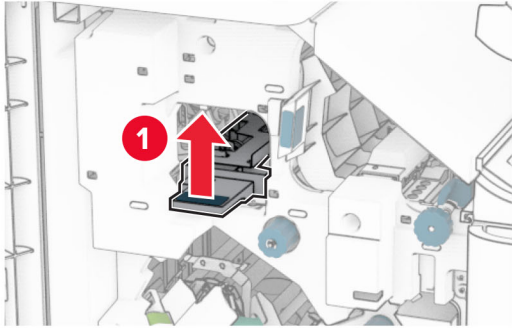
13 Close paper transport cover F.

14 Return handles R1, R3, and R4 to their original position.

15 Close door H.

If your printer is configured with a paper transport with folding option, then do the following:

1 Remove the jammed paper in the finisher standard bin.

Note: Make sure that all paper fragments are removed.

2 Remove the jammed paper in bin 1.

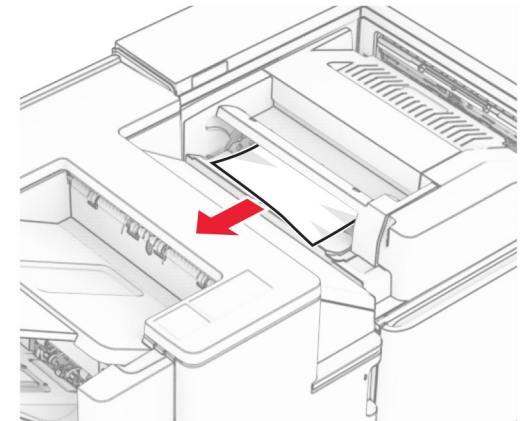**Note:** Make sure that all paper fragments are removed.

3 Remove the jammed paper in bin 1.

Notes:

- Make sure that all paper fragments are removed.
- Do not remove the printed pages that are in the staple compiler to avoid missing pages.

4 Remove the jammed paper in bin 3.

Note: Make sure that all paper fragments are removed.
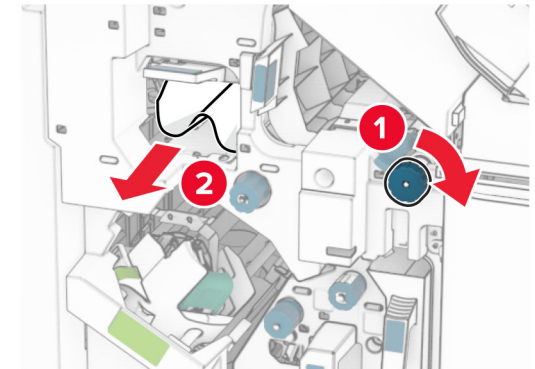
5 Open door F.
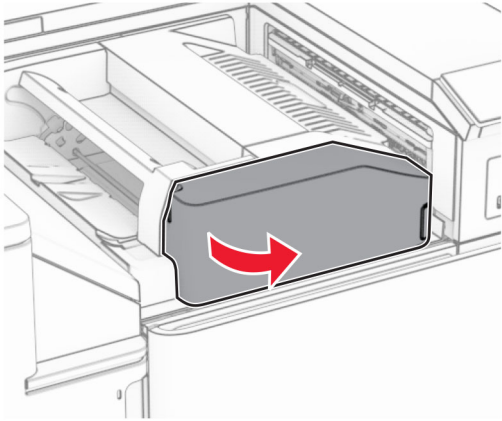
6 Open door H.
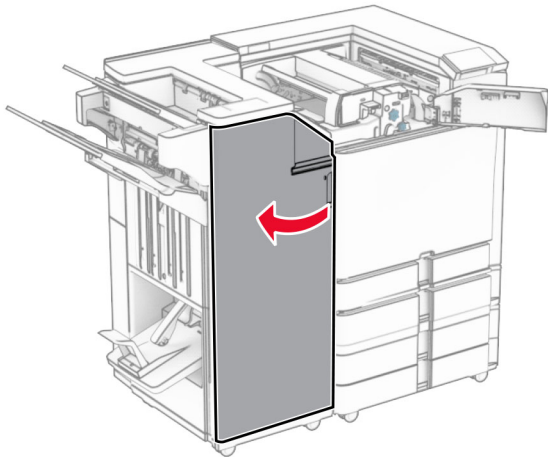
7 Open door N4.
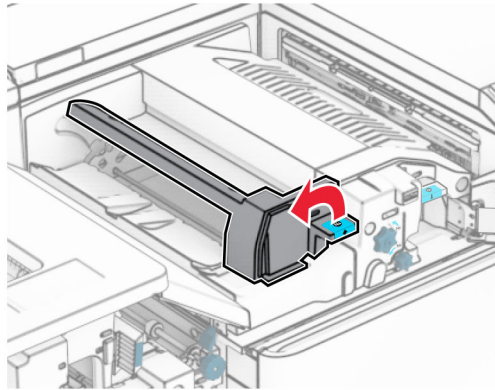
8 Open door N5.
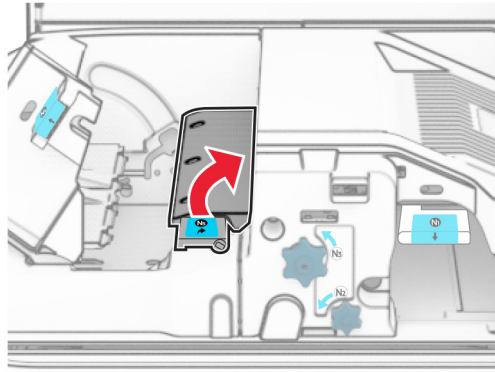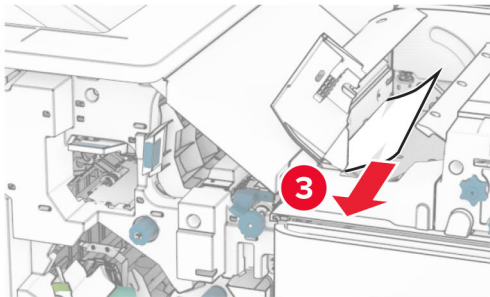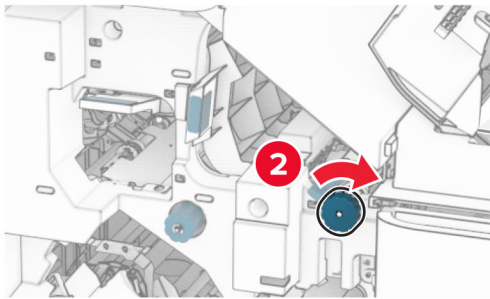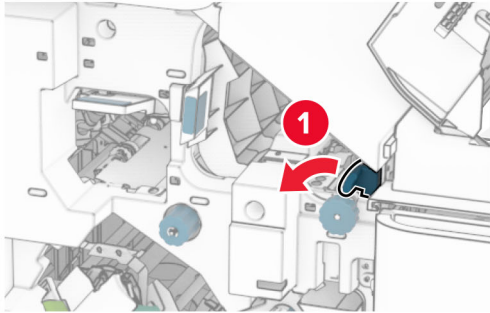

9 Lift handle R4.
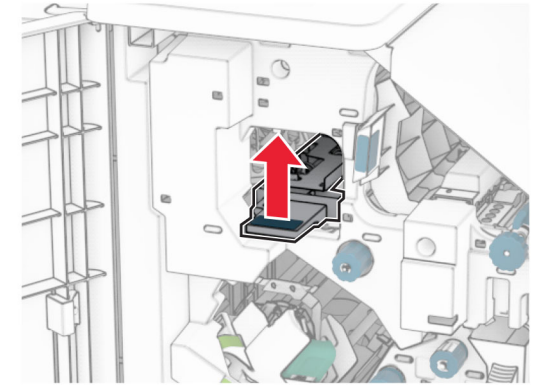
10 Turn knob R2 clockwise, and then remove the jammed paper in handle R4.

Note: Make sure that all paper fragments are removed.

11 Move handle R1 to the left, turn knob R2 counterclockwise, and then remove the jammed paper between doors N4 and N5.
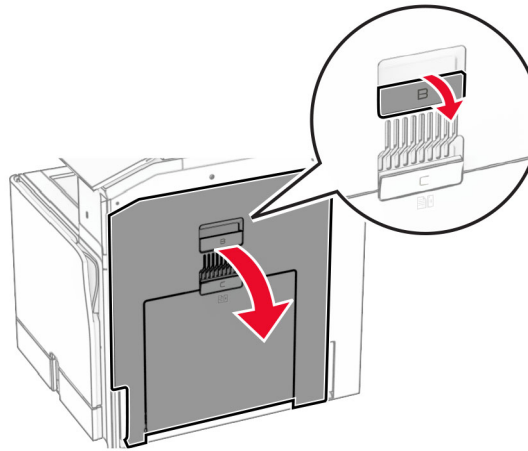
Note: Make sure that all paper fragments are removed.

12 Open door B.

⚠ **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.

Warning—Potential Damage: To prevent damage from electrostatic discharge, touch any exposed metal frame of the printer before accessing or touching interior areas of the printer.
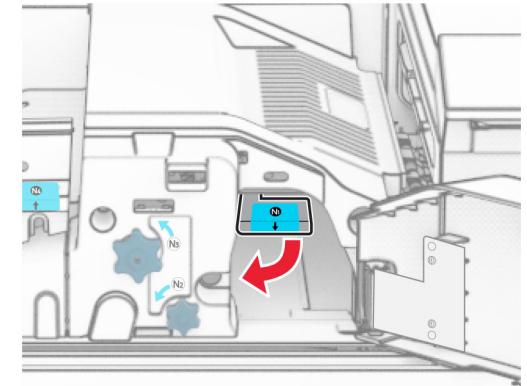

13 Remove the jammed paper under the standard bin exit roller.

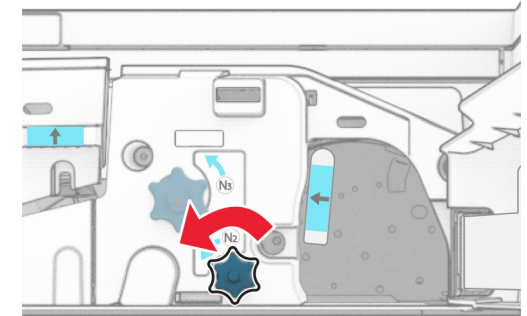**Note:** Make sure that all paper fragments are removed.
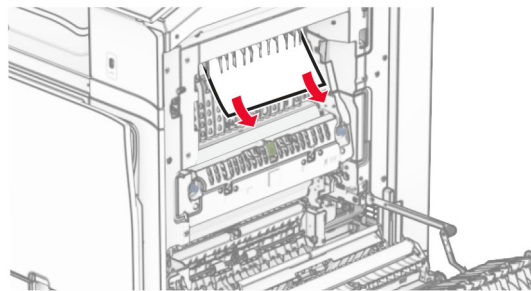
14 Close door B.

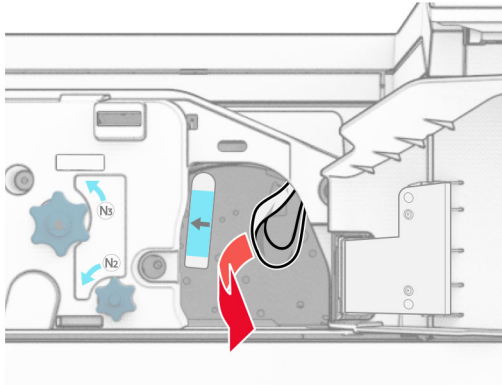**15** Push down handle N1.

16 Turn knob N2 counterclockwise.

17 Remove the jammed paper.

Warning—Potential Damage: To prevent damage to the printer, remove any hand accessories before removing the jammed paper.
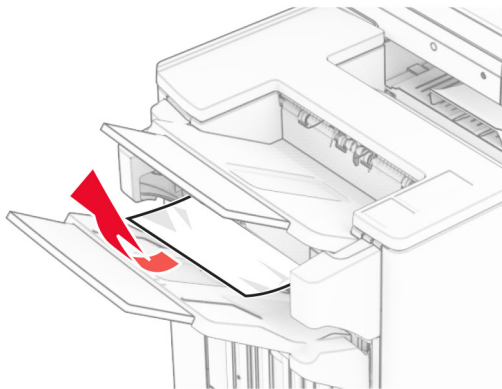
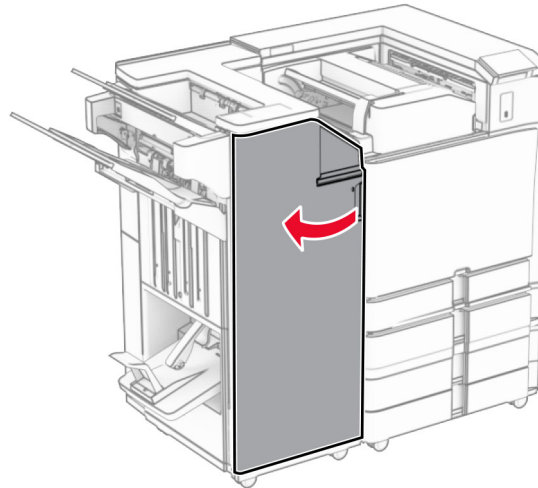**Note:** Make sure that all paper fragments are removed.

18 Put handle N1 back into place.

19 Close door N5, and then close door N4.

20 Close door F.

21 Return handles R1 and R4 back into their original positions.

22 Close door H.

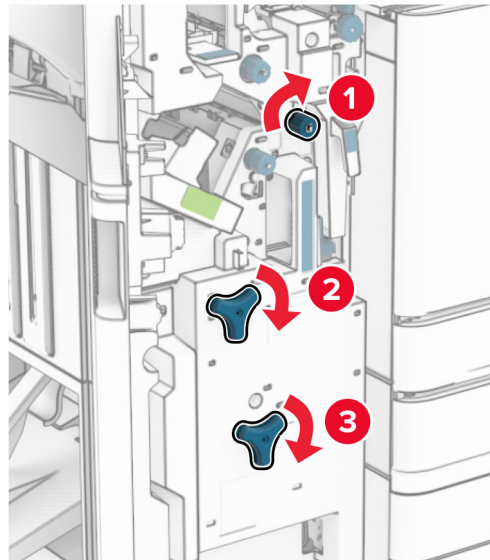### Paper jam in the booklet maker

1 Remove jammed paper in bin 2.

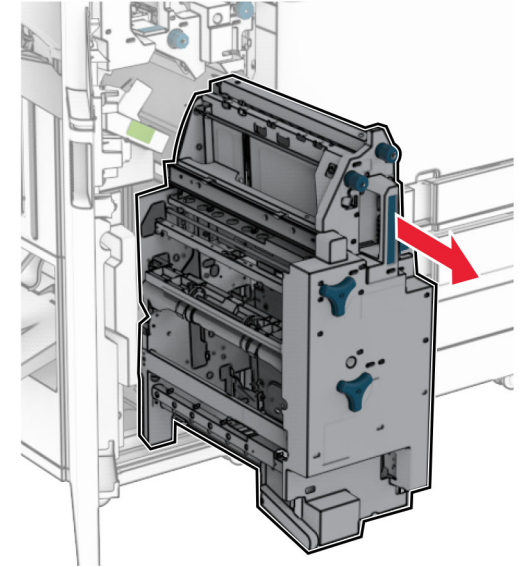　**Note:** Make sure that all paper fragments are removed.
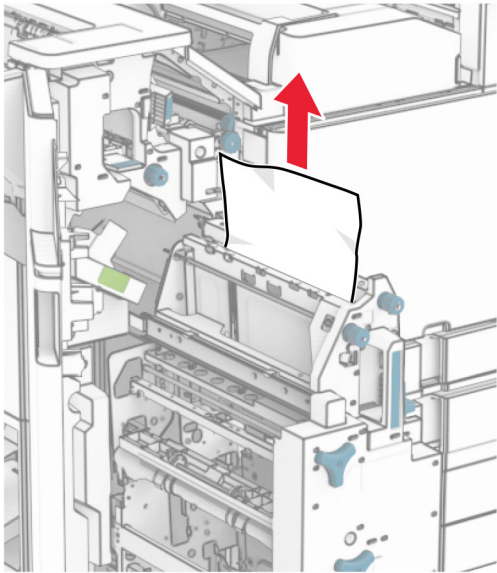

2 Open door H.

3 Turn knobs R6, R11, and R10 clockwise.
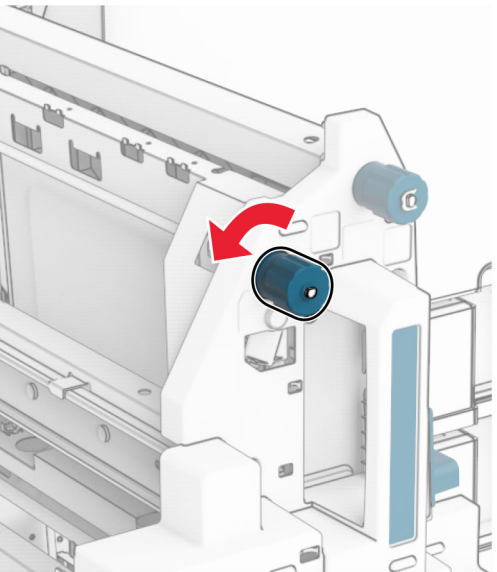

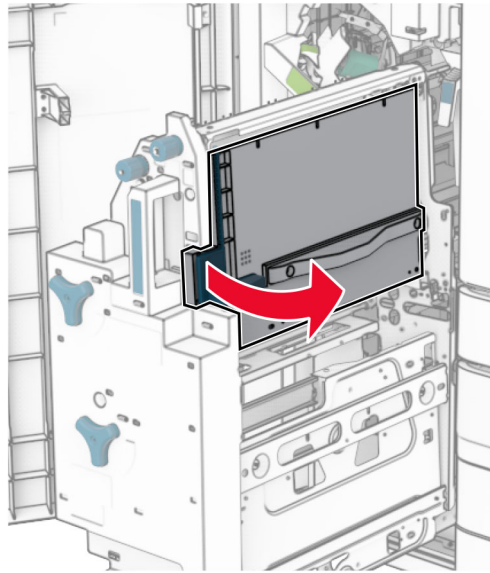**4** Pull out the booklet maker.

5 Remove the jammed paper.

　Note: Make sure that all paper fragments are removed.
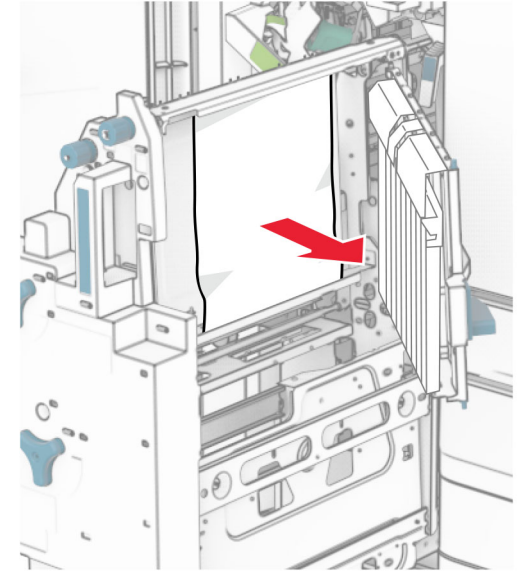
6 Turn knob R9 counterclockwise until it stops.

7 Open door R8.

8 Remove the jammed paper.

Note: Make sure that all paper fragments are removed.

9 Close door R8.

10 Return the booklet maker into the booklet finisher.

11 Close door H.