Load paper and print media

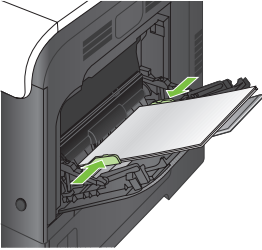| How do I?	Steps to perform
Load Tray 1 **CAUTION:** To avoid jams, never add or remove paper from Tray 1 during printing.	**1** Open Tray 1.
	2 Fold out the tray extension to support the paper and set the side guides to the correct width.
	3 Load paper in the tray face down and the short, top edge going into the product first.
	4 Make sure the stack fits under the tabs on the guides and does not exceed the load-level indicators.

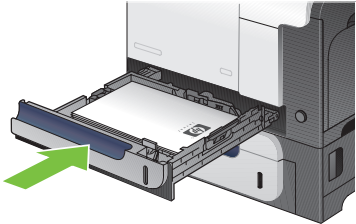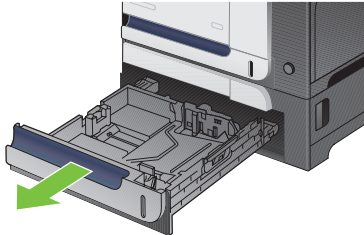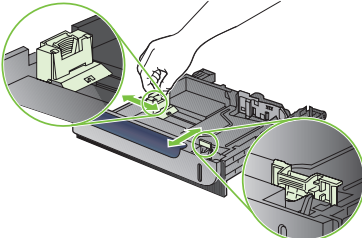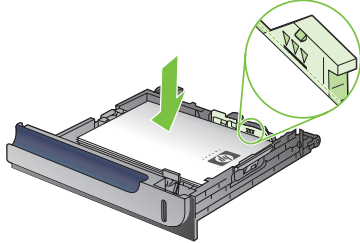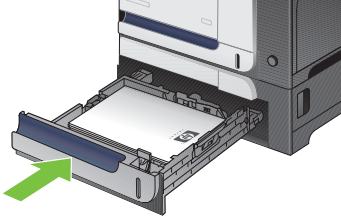| How do I?	Steps to perform
Load Tray 1 (continued)	**5** Adjust the side guides so that they lightly touch the paper stack but do not bend it.
Load Tray 2 **CAUTION:** Do not print envelopes, labels, postcards, or unsupported sizes of paper from the Tray 2. Print these types of paper only from Tray 1.	**1** Slide open the tray. **NOTE:** Do not open the tray while it is in use.
	2 Adjust the paper-length and paper-width guides by squeezing the adjustment latch and sliding the guides to the size of the paper being used.
	3 Load paper into the tray face up. Check the paper to verify the guides lightly touch the stack, but do not bend it. **NOTE:** To prevent jams, do not overfill the tray. Be sure the top of the stack is below the tray full indicator. **NOTE:** If the tray is not adjusted correctly, an error message might appear during printing or the paper might jam.

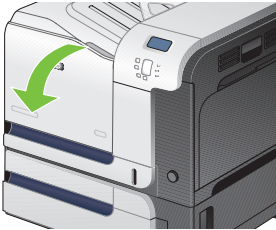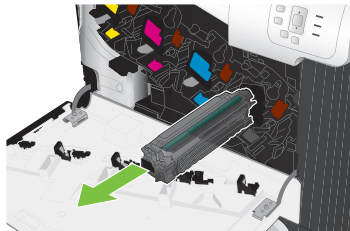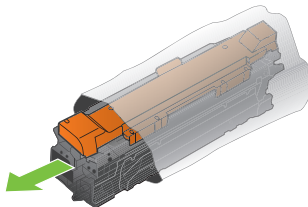| How do I?	Steps to perform
Load Tray 2 (continued)	**4** Slide the tray into the product. **5** The control panel shows the tray's paper type and size. If the configuration is not correct, follow the instructions on the control panel to change the size or type.
Load standard-sized paper into Tray 3	**1** Slide open the tray. **NOTE:** Do not open the tray while it is in use. **2** Adjust the paper-length and paper-width guides by squeezing the adjustment latches and sliding the guides to the size of the paper being used.

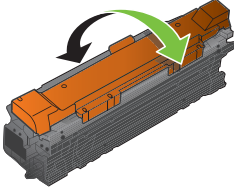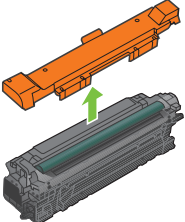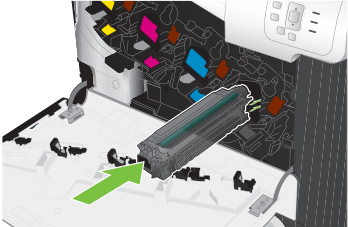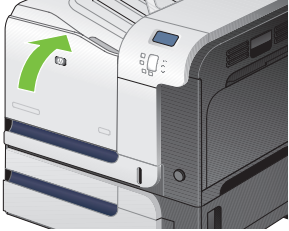| How do I?	Steps to perform
Load standard-sized paper into Tray 3 (continued)	**3** Load paper into the tray face up. Check the paper to verify the guides lightly touch the stack, but do not bend it. **NOTE:** To prevent jams, do not overfill the tray. Be sure the top of the stack is below the tray full indicator. **NOTE:** If the tray is not adjusted correctly, an error message might appear during printing or the paper might jam. **4** Slide the tray into the product. **5** The control panel shows the tray's paper type and size. If the configuration is not correct, follow the instructions on the control panel to change the size or type.

Change print cartridges

How do I?	Steps to perform
Change print cartridges	**1** Open the front door. Make sure that the door is completely open.
CAUTION: If toner gets on clothing, wipe it off with a dry cloth and wash the clothes in cold water. Hot water sets toner into fabric.	**2** Grasp the handle of the used print cartridge and pull out to remove.
	3 Remove the new print cartridge from its protective bag.
	4 Store the used print cartridge in a protective bag. Information about recycling used print cartridges is on the print-cartridge box.
	NOTE: Be careful not to damage the memory tag on the print cartridge.

How do I?	Steps to perform
Change print cartridges (continued)	**5** Grasp both sides of the print cartridge and distribute the toner by gently rocking the print cartridge.
CAUTION: Avoid prolonged exposure to light.	**6** Remove the orange protective cover from the print cartridge.
CAUTION: Do not touch the green roller. Doing so can damage the cartridge.	
	7 Align the print cartridge with its slot and insert the print cartridge until it clicks into place.
	8 Close the front door.

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Replace the toner collection unit
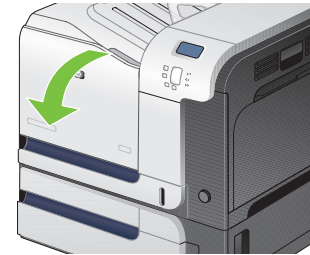
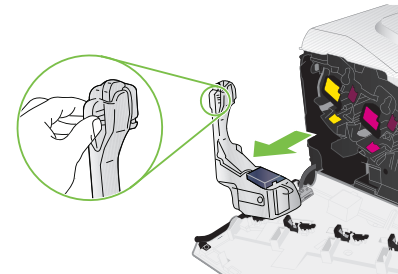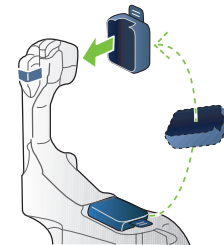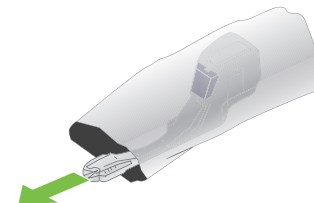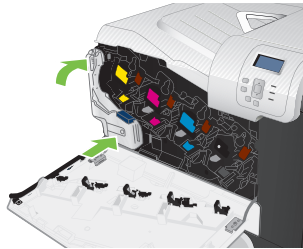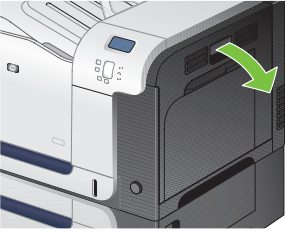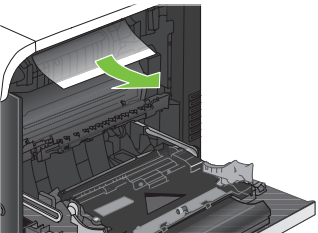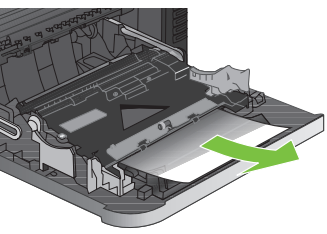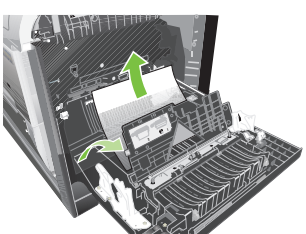| How do I?	Steps to perform
Replace the toner collection unit **NOTE:** The toner collection unit is designed for a single use. Do not attempt to empty the toner collection unit and reuse it. Doing so could lead to toner being spilled inside the product, which could result in reduced print quality.	**1** Open the front door. Make sure that the door is completely open. **2** Grasp the blue label at the top of the toner collection unit and remove it from the product. **3** Place the attached blue cap over the blue opening at the top of the unit. **4** Remove the new toner collection unit from its packaging.

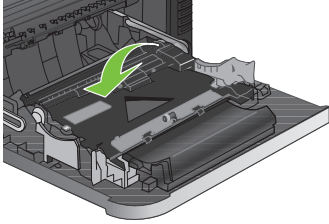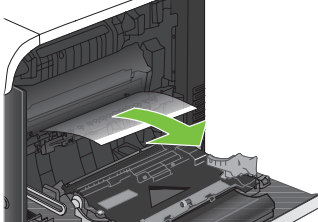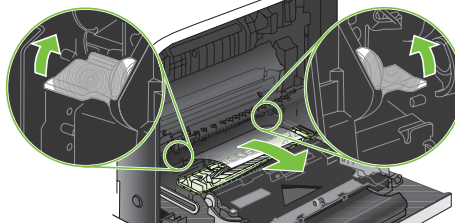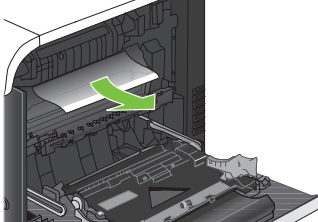| How do I?	Steps to perform
Replace the toner collection unit (continued) **NOTE:** If the toner collection unit is not installed correctly, the front door does not close completely.	**5** Insert the bottom of the new unit into the product first and then push the top of the unit until it clicks into place. **6** Close the front door.

Clear jams

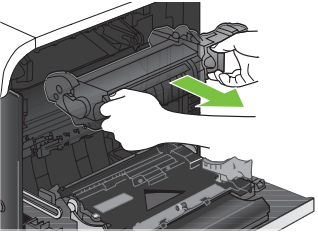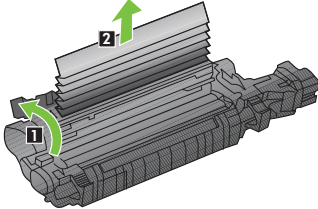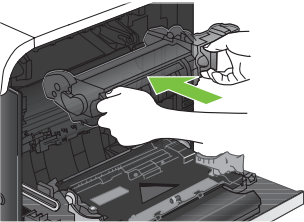| How do I?	Steps to perform
Clear jams in the right door **WARNING!** To avoid electrical shock, remove any necklaces, bracelets, or other metal items before reaching into the inside of the product. **CAUTION:** The fuser can be hot while the product is in use. Wait for the fuser to cool before handling it.	**1** Open the right door. **2** If paper is jammed as it enters the output bin, gently pull the paper downward to remove it. **3** If paper is jammed inside the right door, gently pull the paper to remove it. **4** Lift the paper-feed cover on the inside of the right door. If jammed paper is present, gently pull the paper straight out to remove it.
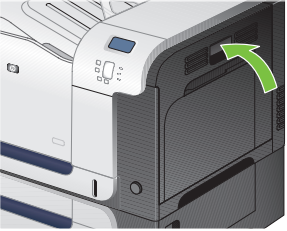
How do I?	Steps to perform
Clear jams in the right door (continued)	**5** Close the paper-feed cover.
	6 Gently pull the paper out of the pickup area.
	7 Look for paper in the Tray 2 roller area. Near the bottom of the right side, squeeze the two white levers upward to release the jam-access door. Remove any jammed paper, and close the door.
	8 If paper is visible entering the bottom of the fuser, gently pull downward to remove it.

How do I?	Steps to perform

Clear jams in the right door (continued)

CAUTION: Do not touch the rollers on the transfer roller. Contaminates can affect print quality.

CAUTION: The fuser can be hot while the product is in use. Wait for the fuser to cool before handling it.

CAUTION: Even if the body of the fuser has cooled, the rollers that are inside could still be hot. Do not touch the fuser rollers until they have cooled.

9 Paper could be jammed inside the fuser where it would not be visible. Remove the fuser to check for jammed paper inside.

a. Grasp the fuser handles, lift up slightly, and pull out the fuser.
b. Open the jam-access door. If paper is jammed inside the fuser, gently pull it straight up to remove it. If the paper tears, remove all paper fragments.
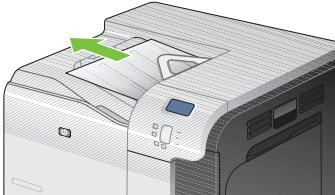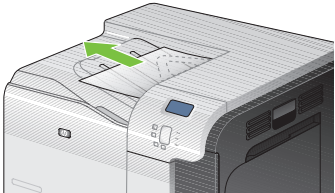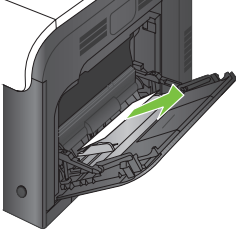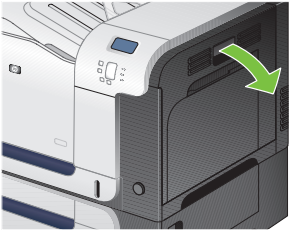
1. Open the jam-access door

2. Remove the jammed paper

c Close the jam-access door, and push the fuser completely into the product.

10 Close the right door.
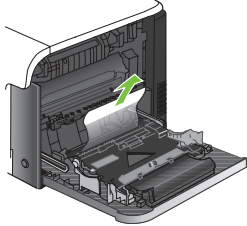
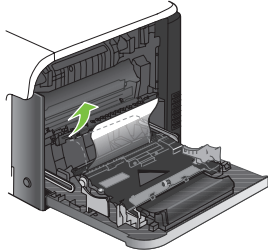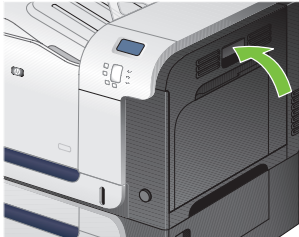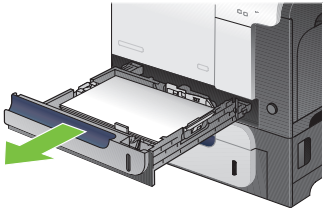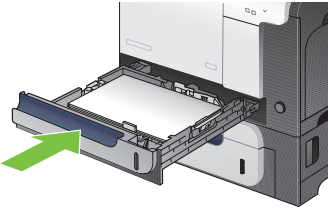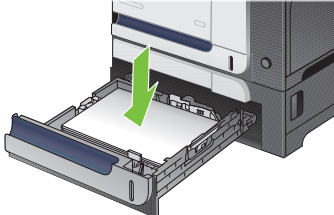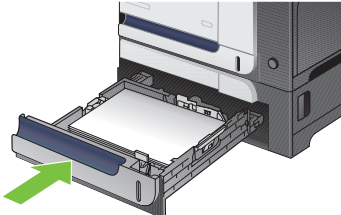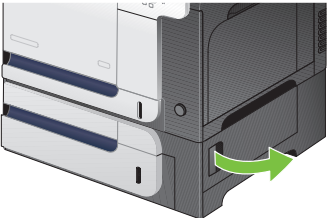| How do I?	Steps to perform
Clear jams in the output bin area	**1** If paper is visible from the output bin, grasp the leading edge and remove it. **2** If jammed paper is visible in the duplex output area, gently pull it to remove it.
Clear jams in Tray 1	**1** If jammed paper is visible in Tray 1, clear the jam by gently pulling the paper straight out. Press the OK button to clear the message. **2** If you cannot remove the paper, or if no jammed paper is visible in Tray 1, close Tray 1 and open the right door.

How do I?	Steps to perform
Clear jams in Tray 1 (continued)	**3** If paper is visible inside the right door, gently pull the trailing edge to remove it.
	4 Gently pull the paper out of the pick up area.
	5 Close the right door.
Clear jams in Tray 2 **CAUTION:** Opening a tray when paper is jammed can cause the paper to tear and leave pieces of paper in the tray, which might cause another jam. Be sure to clear jams before opening the tray.	**1** Open Tray 2 and make sure that the paper is stacked correctly. Remove any jammed or damaged sheets of paper.

How do I?	Steps to perform
Clear jams in Tray 2 (continued)	**2** Close the tray.
Clear jams in the optional 500-sheet paper and heavy media tray (Tray 3)	**1** Open Tray 3 and make sure that the paper is stacked correctly. Remove any damaged or jammed sheets of paper. **2** Close Tray 3.
Clear jams in the lower right door (Tray 3)	**1** Open the lower right door.

How do I?	Steps to perform
Clear jams in the lower right door (Tray 3) (continued)	**2** If paper is visible, gently pull the jammed paper up or down to remove it. **3** Close the lower right door.