

# Quick Reference

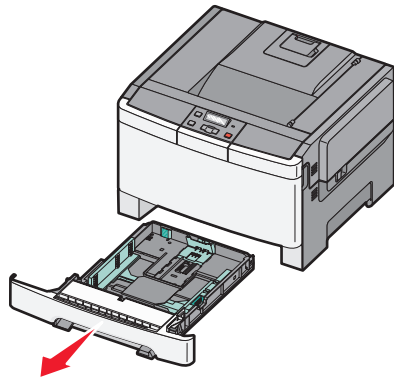
## Loading paper and specialty media

### Loading the standard 250-sheet tray

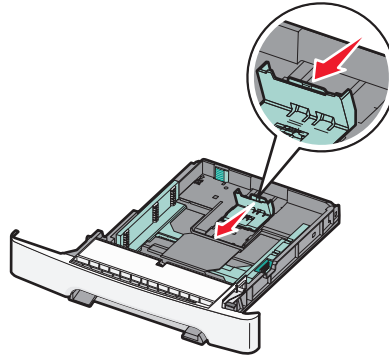
The printer has one standard 250-sheet tray (Tray 1) and may have an optional 650-sheet duo drawer. The 250-sheet tray and 650-sheet duo drawer support the same paper sizes and types.

- 1 Pull the tray out.

**Note:** Do not remove trays while a job prints or while **Busy** appears on the display. Doing so may cause a jam.

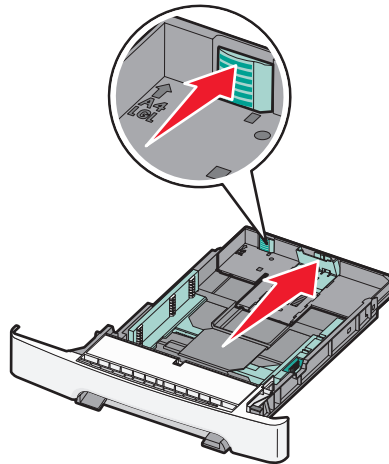


- 2 Squeeze the length guide tab inward as shown, and slide the guide to the correct position for the paper size being loaded.

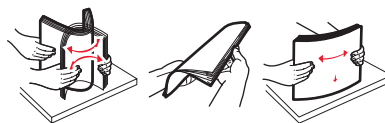


**Note:** Use the size indicators on the bottom of the tray to help position the guide.

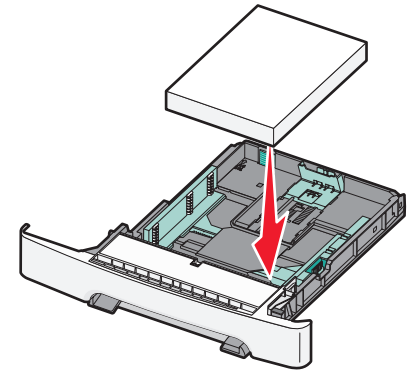
- 3 If the paper is longer than letter-size paper, push the green tab at the back of the tray to elongate it.



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



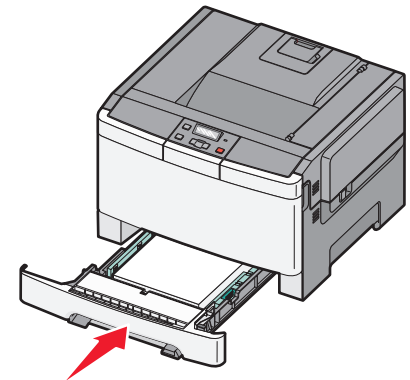
- 5 Load the paper stack with the recommended print side faceup.



- 6 Make sure the paper guides are secure against the edges of the paper.

**Note:** Make sure that side guides are placed tightly against the edges of the paper so that the image is registered properly on the page.

- 7 Insert the tray.




- 8 If a different type or size of paper was loaded than the type or size previously loaded in the tray, change the Paper Type or Paper Size setting for the tray from the printer control panel.

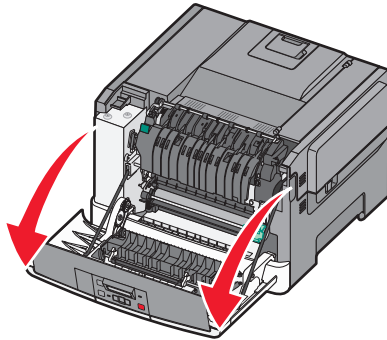
**Note:** Mixing paper sizes or types in a paper tray may lead to jams.

## Clearing jams

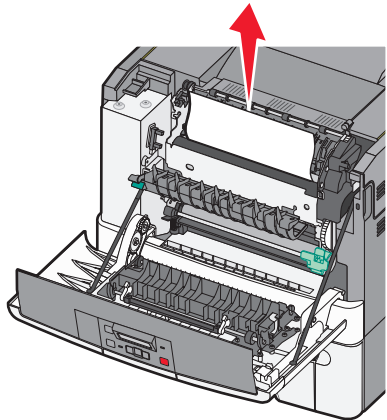
### 201 paper jam

- 1 Grasp the front door at the side handholds, and then pull it toward you to open it.


 **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 Remove the jammed paper.




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

- 3 Close the front door.
- 4 Press .

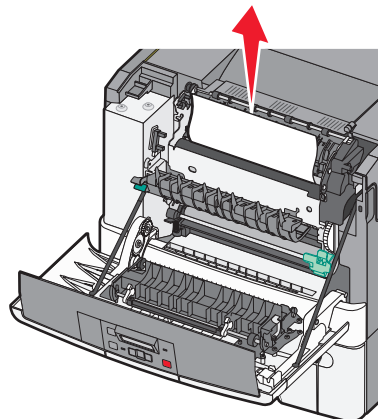
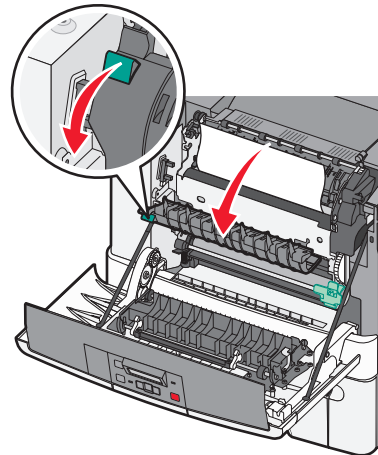
### 202 paper jam

- 1 Grasp the front door at the side handholds, and then pull it toward you to open it.


 **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 Grasp the green lever, and then pull the fuser cover toward you.
- 3 Hold the fuser cover down, and then remove the jammed paper.


The fuser cover closes when released.




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

- 4 Close the front door.
- 5 Press .

### 230 paper jam

- 1 Grasp the front door at the side handholds, and then pull it toward you to open it.
- 2 Remove the jam.
- 3 Press .

### 235 paper jam

- 1 Grasp the front door at the side handholds, and then pull it toward you to open it.
- 2 Remove the jam.
- 3 Load the tray with the correct paper size.
- 4 Insert the tray.
- 5 Close the front door.
- 6 Press .