



KONICA MINOLTA

bizhub 3320

Quick Reference

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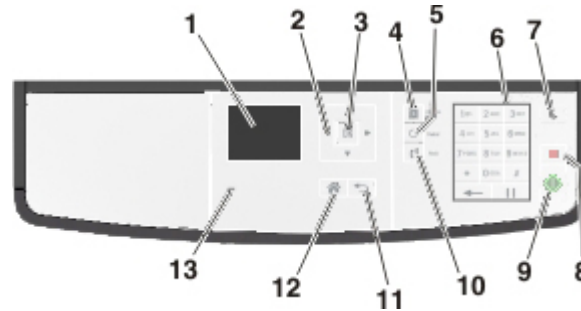
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1—Learning about the printer

Using the printer control panel



	Use the	To
1	Display	<ul style="list-style-type: none"> View the printer status and messages. Set up and operate the printer.
2	Arrow buttons	Scroll up and down or left and right.
3	Select button	<ul style="list-style-type: none"> Select menu options. Save settings.
4	Address book button	View all the stored addresses.
5	Redial button	View the last number dialed.
6	Keypad	Enter numbers, letters, or symbols.
7	Sleep button	<p>Enable Sleep mode or Hibernate mode.</p> <p>Do the following to wake the printer from Sleep mode:</p> <ul style="list-style-type: none"> Press  (Sleep button). Send a print job from the computer. Perform a power-on reset using the main power switch. Receive a fax.
8	Cancel button	Cancel all printer activity.
9	Start button	Start a job, depending on which mode is selected.

Quick Reference

	Use the	To
10	Fax button	Send faxes.
11	Back button	Return to the previous screen.
12	Home button	Go to the home screen.
13	Indicator light	Check the status of the printer.

Understanding the colors of the Sleep button and indicator lights

The colors of the Sleep button and indicator lights on the printer control panel signify a certain printer status or condition.

Indicator light color and its corresponding printer status

Indicator light	Printer status
Off	The printer is off or in Hibernate mode.
Blinking green	The printer is warming up, processing data, or printing.
Solid green	The printer is on, but idle.
Blinking red	The printer requires user intervention.

Sleep button light color and its corresponding printer status




Sleep button light	Printer status
Off	The printer is off, idle or in Ready state.
Solid amber	The printer is in Sleep mode.
Blinking amber	The printer is entering or waking from Hibernate mode.
Blinking amber for 0.1 second, then goes completely off for 1.9 seconds in a slow, pulsing pattern	The printer is in Hibernate mode.

2—Loading paper and specialty media

Setting the paper size and type

1. From the printer control panel, navigate to:

 > **Settings** >  > **Paper Menu** >  > **Paper Size/Type** > 

2. Press the up or down arrow button to select the tray or feeder, and then press .
3. Press the up or down arrow button to select the paper size, and then press .
4. Press the up or down arrow button to select the paper type, and then press  to change the settings.

Configuring Universal paper settings



The Universal paper size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus.

Notes:

- The smallest supported Universal paper size is 76.2 x 127 mm (3 x 5 inches), and is supported only from the multipurpose feeder.
- The largest supported Universal paper size is 215.9 x 355.6 mm (8.5 x 14 inches), and is supported from all paper sources.

1. From the printer control panel, navigate to:

 > **Settings** >  > **Paper Menu** >  > **Universal Setup** >  > **Units of Measure** >  > select a unit of measure > 

2. Select **Portrait Width** or **Portrait Height**, and then press .
3. Press the left or right arrow button to change the setting, and then press .

Loading trays



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

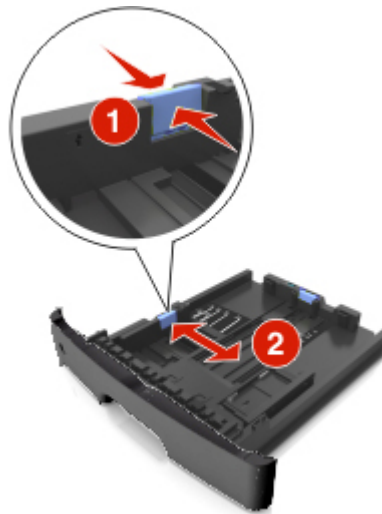
1. Pull out the tray completely.

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

Quick Reference

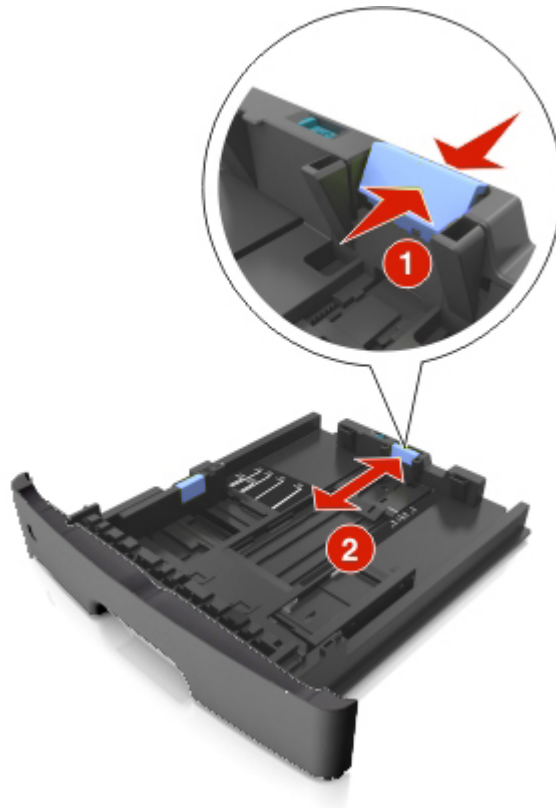


2. Squeeze and then slide the width guide tab to the correct position for the size of the paper you are loading.



Quick Reference

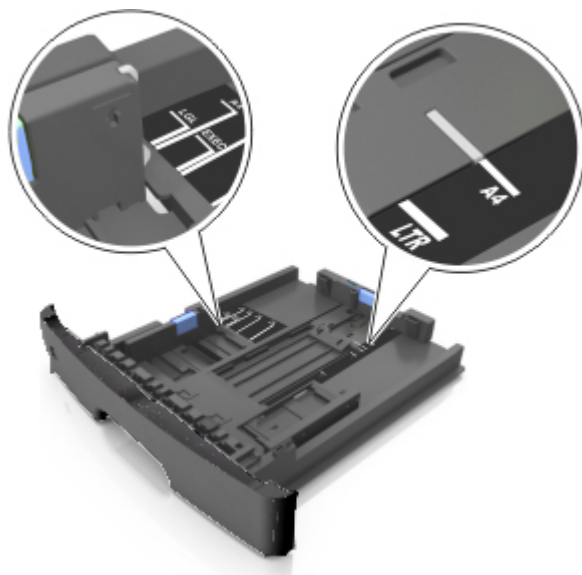
3. Squeeze and then slide the length guide tab to the correct position for the size of the paper you are loading.



Notes:

- For some paper sizes like letter, legal, and A4, squeeze and slide the length guide tab backward to accommodate their length.
- When loading legal-size paper, the length guide extends beyond the base leaving the paper exposed to dust. To protect the paper from dust, you can purchase a dust cover separately. For more information, contact technical support.
- If you are loading A6-size paper in the standard tray, then squeeze and then slide the length guide tab toward the center of the tray to the A6-size position.
- Make sure the width and length guides are aligned with the paper size indicators on the bottom of the tray.

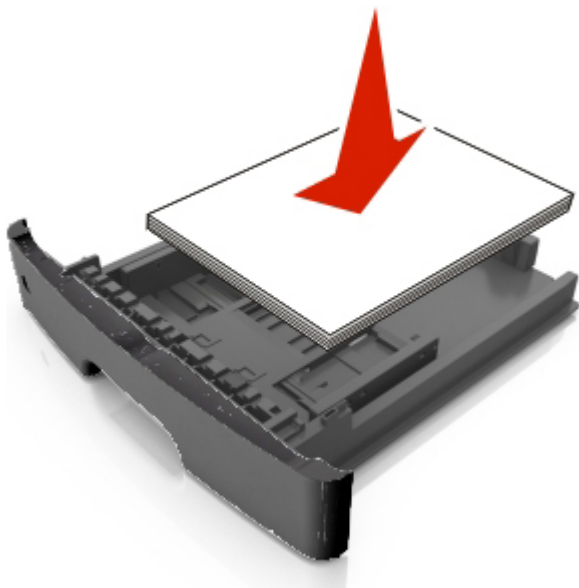
Quick Reference



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.

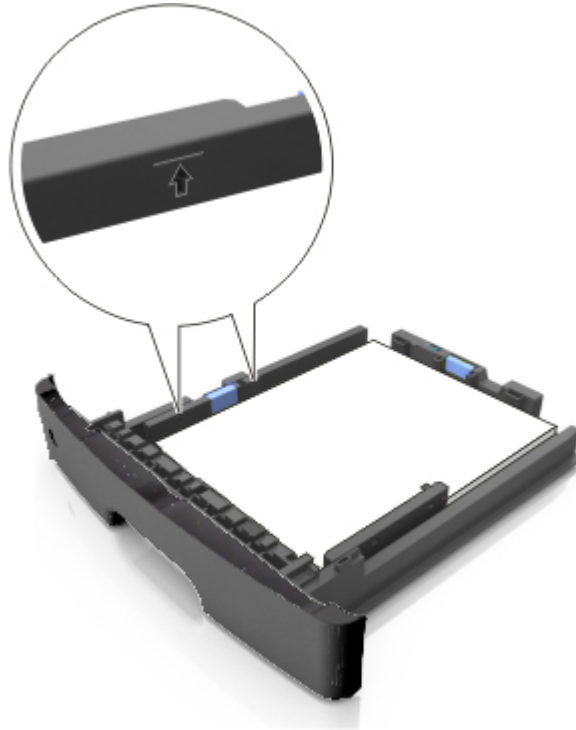


Notes:

- Load with the printable side facedown when using recycled or preprinted paper.
- Load prepunched paper with the holes on the top edge toward the front of the tray.

Quick Reference

- Load letterhead facedown, with the top edge of the sheet toward the front of the tray. For two-sided printing, load letterhead faceup with the bottom edge of the sheet toward the front of the tray.
- Make sure the paper is below the maximum paper fill indicator located on the side of the width guide.



6. Insert the tray.



7. From the printer control panel, set the paper size and paper type in the Paper menu to match the paper loaded in the tray.

Note: Set the correct paper size and type to avoid paper jams and print quality problems.

Loading the multipurpose feeder

Use the multipurpose feeder when printing on different paper sizes and types or specialty media, such as card stock, transparencies, and envelopes. You can also use it for single-page print jobs on letterhead.

1. Open the multipurpose feeder.

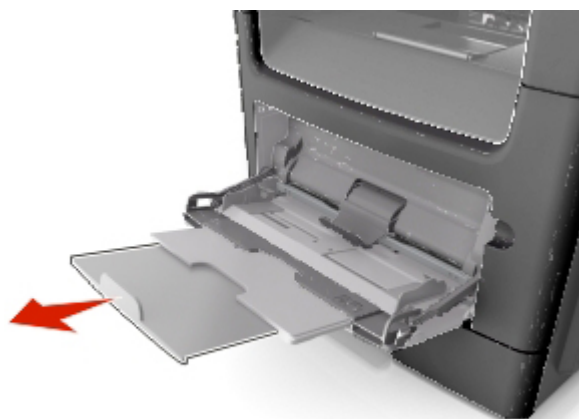


- a. Pull the multipurpose feeder extender.

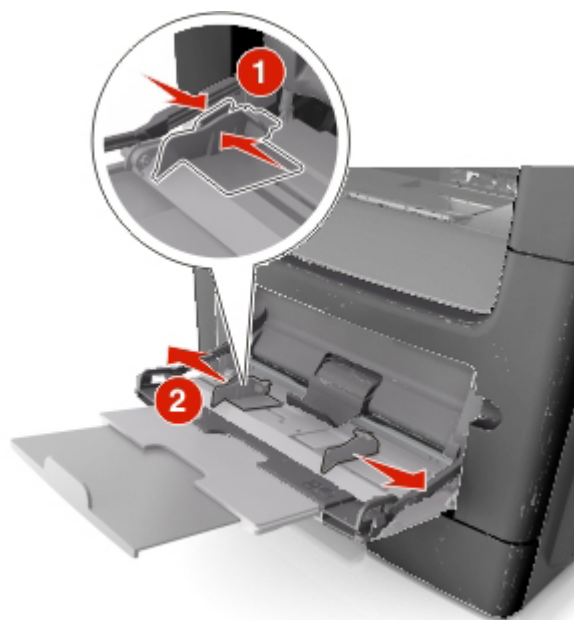


Quick Reference

- b. Pull the extender gently so that the multipurpose feeder is fully extended and open.



2. Squeeze the tab on the left width guide, and then move the guides for the paper you are loading.



3. Prepare the paper or specialty media for loading.

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



Quick Reference

- Hold transparencies by the edges. Flex the stack of transparencies back and forth to loosen them, and then fan them. Straighten the edges on a level surface.

Note: Avoid touching the printable side of the transparencies. Be careful not to scratch them.



- Flex the stack of envelopes back and forth to loosen them, and then fan them. Straighten the edges on a level surface.



4. Load the paper or specialty media.

Notes:

- Do not force paper or specialty media into the multipurpose feeder.
- Make sure the paper or specialty media is below the maximum paper fill indicator located on the paper guides. Overfilling may cause paper jams.



Quick Reference

- Load paper, transparencies, and card stock with the recommended printable side faceup and the top edge entering the printer first. For more information on loading transparencies, see the packaging that the transparencies came in.



Note: When loading A6-size paper, make sure the multipurpose feeder extender rests lightly against the edge of the paper so that the last few sheets of paper remain in place.



Quick Reference

- Load letterhead faceup with the top edge entering the printer first. For two-sided (duplex) printing, load letterhead facedown with the bottom edge entering the printer first.



- Load envelopes with the flap on the left side facedown.



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

5. From the printer control panel, set the paper size and paper type in the Paper menu to match the paper or specialty media loaded in the multipurpose feeder.

Linking and unlinking trays

Linking and unlinking trays

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

Notes:

- View the printer IP address on the printer control panel in the TCP/IP section under the Network/Ports menu. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings > Paper Menu**.

3. Change the paper size and type settings for the trays you are linking.

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

4. Click **Submit**.

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

Warning—Potential Damage: Paper loaded in the tray should match the paper type name assigned in the printer. The temperature of the fuser varies according to the specified paper type. Printing issues may occur if settings are not properly configured.

Creating a custom name for a paper type

Using the Embedded Web Server

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

Notes:

- View the printer IP address in the TCP/IP section in the Network/Ports menu. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings > Paper Menu > Custom Names**.

3. Select a custom name, and then type a new custom paper type name.


4. Click **Submit**.

5. Click **Custom Types**, and then verify if the new custom paper type name has replaced the custom name.

Using the printer control panel

1. From the printer control panel, navigate to:

 > **Settings** >  > **Paper Menu** >  > **Custom Names**

2. Select a custom name, and then type a new custom paper type name.
3. Press .
4. Press **Custom Types**, and then verify if the new custom paper type name has replaced the custom name.

Assigning a custom paper type name

Using the Embedded Web Server

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

Notes:

- View the printer IP address in the TCP/IP section in the Network/Ports menu. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings** > **Paper Menu** > **Custom Names**.
3. Type a name for the paper type, and then click **Submit**.
4. Select a custom type, and then verify that the correct paper type is associated with the custom name.

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

Using the printer control panel

1. From the printer control panel, navigate to:

 > **Settings** >  > **Paper Menu** >  > **Custom Names**

2. Type a name for the paper type, and then press .

Assigning a custom paper type

Using the Embedded Web Server

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

Notes:

- View the printer IP address in the TCP/IP section in the Network/Ports menu. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings >Paper Menu >Custom Types**.
3. Select a custom paper type name, and then select a paper type.

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

4. Click **Submit**.

Using the printer control panel

1. From the printer control panel, navigate to:

 >**Settings** >  >**Paper Menu** >  >**Custom Types**

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

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

3. Press .

3—Printing

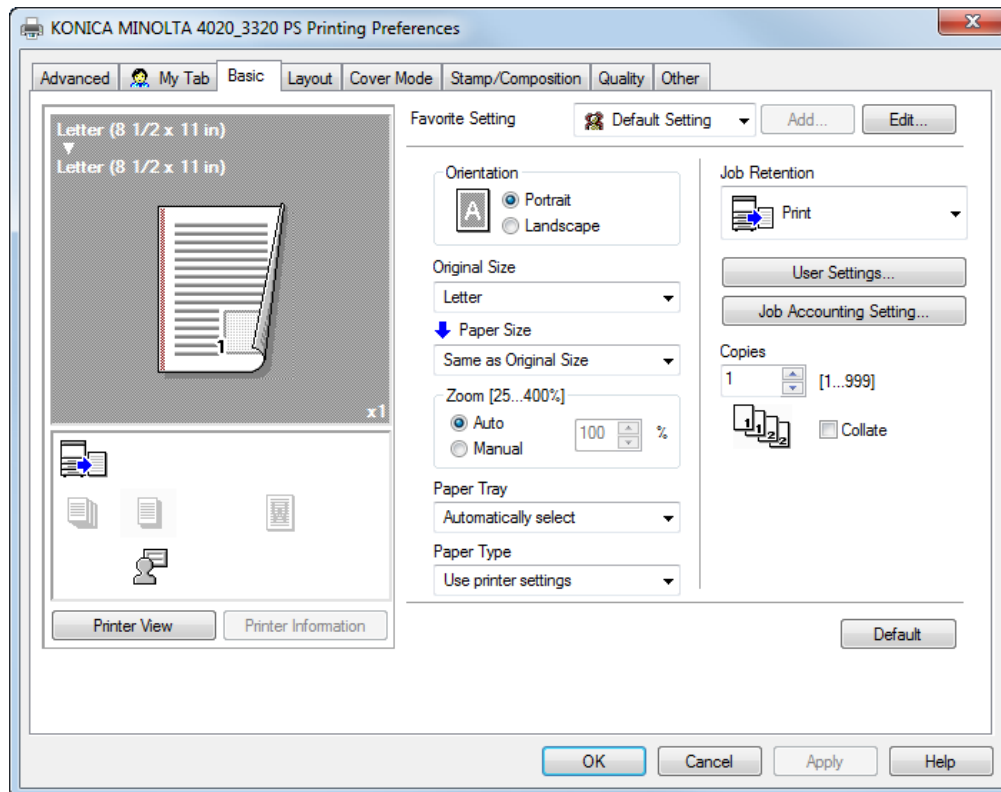
Printing a document

Printing a document

1. From the Paper menu on the printer control panel, set the paper type and size to match the paper loaded.
2. Send the print job:

For Windows users

- a. With a document open, click **File >Print**.
- b. Click **Properties, Preferences, Options, or Setup**.
- c. Adjust the settings, if necessary.
- d. Click **OK >Print**.



Note: For details on the printing preferences settings, refer to the Help for the Driver.

For Macintosh users

- a. Customize the settings in the Page Setup dialog if necessary:
 1. With a document open, choose **File >Page Setup**.
 2. Choose a paper size or create a custom size to match the paper loaded.
 3. Click **OK**.
- b. Customize the settings in the Page Setup dialog if necessary:
 1. With a document open, choose **File >Print**.
If necessary, click the disclosure triangle to see more options.
 2. From the Print dialog and pop-up menus adjust the settings if necessary.
Note: To print on a specific paper type, adjust the paper type setting to match the paper loaded, or select the appropriate tray or feeder.
 3. Click **Print**.

Adjusting toner darkness

Using the Embedded Web Server

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

Notes:

- View the printer IP address in the TCP/IP section in the Network/Ports menu. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings >Print Settings >Quality Menu >Toner Darkness**.
3. Adjust the toner darkness, and then click **Submit**.

Using the printer control panel



1. From the printer control panel, navigate to:

 > **Settings** >  > **Print Settings** >  > **Quality Menu** >  > **Toner Darkness**

2. Adjust the toner darkness, and then press .

Canceling a print job

Canceling a print job from the printer control panel

From the printer control panel, press . When a list of print jobs appears, select the job to cancel, and then press .

Canceling a print job from the computer

For Windows users


1. Open the printers folder.

In Windows 8

From the Search charm, type **run**, and then navigate to:

Apps list > **Run** > type **control printers** > **OK**

In Windows 7 or earlier

- a. Click  or click **Start**, and then click **Run**.
 - b. In the Start Search or Run dialog, type **control printers**.
 - c. Press **Enter**, or click **OK**.
2. Double-click the printer icon.
 3. Select the print job you want to cancel.
 4. Click **Delete**.

For Macintosh users

1. From the Apple menu, navigate to either of the following:
 - (For Mac OS X v10.3/v10.4/v10.5/v10.6)
System Preferences > **Print & Fax** > select a printer > **Open Print Queue**
 - (For Mac OS X v10.7/10.8)
System Preferences > **Print & Scan** > select a printer > **Open Print Queue**
2. From the printer window, select the print job you want to cancel, and then delete it.

4—Copying

Making copies

Making a quick copy


1. Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

2. If you are loading a document into the ADF tray, then adjust the paper guides.

Note: To avoid a cropped image, make sure the size of the original document and the size of the copy paper are the same.

3. From the printer control panel, press .


Copying using the ADF

1. Load an original document faceup, short edge first into the ADF tray.

Notes:


- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.


2. Adjust the paper guides.

3. From the printer control panel, use the keypad to enter the number of copies, and then press .

Copying using the scanner glass

1. Place an original document facedown on the scanner glass in the upper left corner.

2. From the printer control panel, use the keypad to enter the number of copies, and then press .


Note: If you want to scan another document, then place the next document on the scanner glass, press the left or right arrow button to scroll to **Scan the Next Page**, and then press .


3. Press the left or right arrow button to scroll to **Finish the Job**, and then press .


Copying photos

1. Place a photo facedown on the scanner glass in the upper left corner.
2. From the printer control panel, navigate to:

 > **Copy** >  > **Content Type** > **Photo**

3. From the Content Source menu, choose a setting that best describes the original photo you are copying, and then press .

Note: If you want to copy another photo, then place it on the scanner glass, press the left or right arrow button to scroll to **Scan the Next Page**, and then press .

4. Press the left or right arrow button to scroll to **Finish the Job**, and then press .

Canceling a copy job

Canceling a copy job from the printer control panel

From the printer control panel, press .

5—E-mailing

Setting up the printer to e-mail

Setting up the e-mail function

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

Notes:

- View the printer IP address in the TCP/IP section in the Network/Ports menu. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings >E-mail/FTP Settings >E-mail Settings**.
3. Enter the appropriate information, and then click **Submit**.

Configuring e-mail settings

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

Notes:

- View the printer IP address in the TCP/IP section in the Network/Ports menu. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings >E-mail/FTP Settings > E-mail Settings**.
3. Enter the appropriate information, and then click **Submit**.

Creating an e-mail shortcut

Creating an e-mail shortcut using the Embedded Web Server

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

Notes:

- View the printer IP address in the TCP/IP section in the Network/Ports menu. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings >Manage Shortcuts >E-mail Shortcut Setup**.
3. Type a name for the shortcut, and then enter the e-mail address.

Note: If you are entering multiple addresses, then separate each address with a comma (,).

4. Adjust the scan settings, if necessary.
5. Enter a shortcut number, and then click **Add**.

If you enter a number that is already in use, then you are prompted to select another number.

Canceling an e-mail

From the printer control panel, press .

6—Faxing





Sending a fax


Sending a fax using the printer control panel


1. Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
 - The ADF indicator light comes on when the paper is loaded properly.
2. If you are loading a document into the ADF tray, then adjust the paper guides.
 3. From the printer control panel, navigate to:

 > **Fax** >  > enter a fax or shortcut number on the keypad >  > **Original Size** > 

Note: If you want to fax another document, then place it on the scanner glass, press the left or right arrow button to scroll to **Scan the Next Page**, and then press .

4. Press the left or right arrow button to scroll to **Finish the Job**, and then press .

Sending a fax using the computer

The printer driver fax option lets you send a print job to the printer, which sends the job as a fax. The fax option works as a normal fax machine, but is controlled through the printer driver instead of the printer control panel.

1. With a document open, click **File >Print**.
2. Select the printer, and then click **Properties, Preferences, Options, or Setup**.
3. Navigate to:

Fax tab >Enable fax

4. Enter the recipient fax number or numbers in the “Fax number(s)” field.

Note: Fax numbers can be entered manually or by using the Phone Book feature

5. If necessary, enter a prefix in the “Dialing prefix” field.
6. Select the appropriate paper size and page orientation.
7. If you want to include a cover page with the fax, then select **Include cover page with fax**, and then enter the appropriate information.

8. Click **OK**.

Notes:


- For information on installing these drivers, see the *Drivers and Documentation CD*.
- If the **Always display settings prior to faxing** check box is selected, then you are prompted to verify the recipient information before the fax is sent. If this check box is cleared, then the queued document is sent automatically as a fax when you click **OK** on the Fax tab.

Sending a fax using a shortcut number

Fax shortcuts are just like the speed dial numbers on a telephone or fax machine. A shortcut number (1–999) can contain a single recipient or multiple recipients.

1. Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
 - The ADF indicator light comes on when the paper is loaded properly.
2. If you are loading a document into the ADF tray, then adjust the paper guides.
 3. Press **#** , and then enter the shortcut number on the keypad.
 4. Press .

Sending a fax using the address book

The address book feature lets you search for bookmarks and network directory servers.

1. Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
 - The ADF indicator light comes on when the paper is loaded properly.
2. If you are loading a document into the ADF tray, then adjust the paper guides.
 3. From the printer control panel, navigate to:

 > **Fax** >  >  > select the name of the recipient > 





Sending a fax at a scheduled time

1. Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly into the ADF tray.

2. If you are loading a document into the ADF tray, then adjust the paper guides.
3. From the printer control panel, navigate to:

 > **Fax** >  > enter the fax number > **Delayed Send** > **Send Later** > select the date you want the fax to be sent >  > select the time you want the fax to be sent > 

4. Press .

Note: The document is scanned, and then faxed at the scheduled time.

Creating a fax destination shortcut

Creating a fax destination shortcut using the Embedded Web Server

Assign a shortcut number to a single fax number or a group of fax numbers.

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

Notes:

- View the printer IP address in the TCP/IP section in the Network/Ports menu. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings** > **Manage Shortcuts** > **Fax Shortcut Setup**.

Note: A password may be required. If you do not have an ID and password, then contact your system support person.

3. Type a name for the shortcut, and then enter the fax number.

Notes:

- To create a multiple-number shortcut, enter the fax numbers for the group.
- Separate each fax number in the group with a semicolon (;).



4. Assign a shortcut number.

Note: If you enter a number that is already in use, then you are prompted to select another number.



5. Click **Add**.

Canceling an outgoing fax

Canceling a fax job while the original documents are still scanning

- If you are using the ADF tray and **Scanning** page appears, then press .
- If you are using the scanner glass and **Scanning** page, **Scan the Next Page**, or **Finish the Job** appears, then press .

Canceling a fax job after scanning the original documents

1. From the printer control panel, press .
2. Press the left or right arrow button to scroll to the job you want to cancel.
3. Press  > **Delete Selected Jobs**.

7—Scanning


Scanning to an FTP address

Scanning to an FTP address

Scanning to an FTP address using a shortcut number

1. Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
 - The ADF indicator light comes on when the paper is loaded properly.
2. If you are loading a document into the ADF tray, then adjust the paper guides.
 3. From the printer control panel, press #, and then enter the FTP shortcut number.
 4. Press .

Scanning to an FTP address using the address book

1. Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
 - The ADF indicator light comes on when the paper is properly loaded.
2. If you are loading a document into the ADF tray, then adjust the paper guides.
 3. From the printer control panel, navigate to:

 > **FTP Shortcuts** >  > select the name of the recipient > 

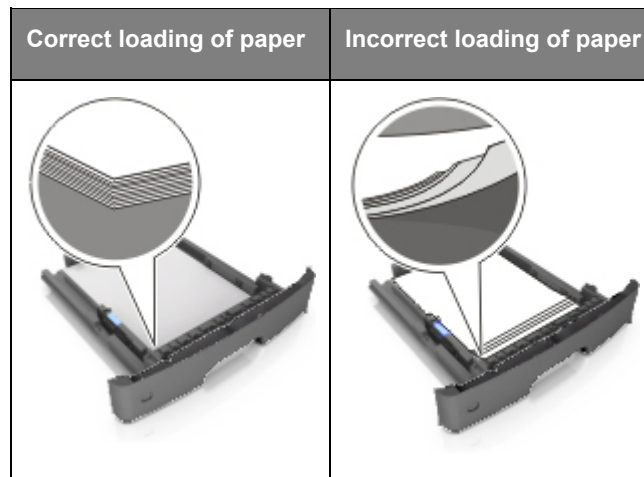
8—Clearing jams

Jam error messages appear on the printer display and include the area of the printer where the jam occurred. When there is more than one jam, the number of jammed pages is displayed.

Avoiding jams

Load paper properly

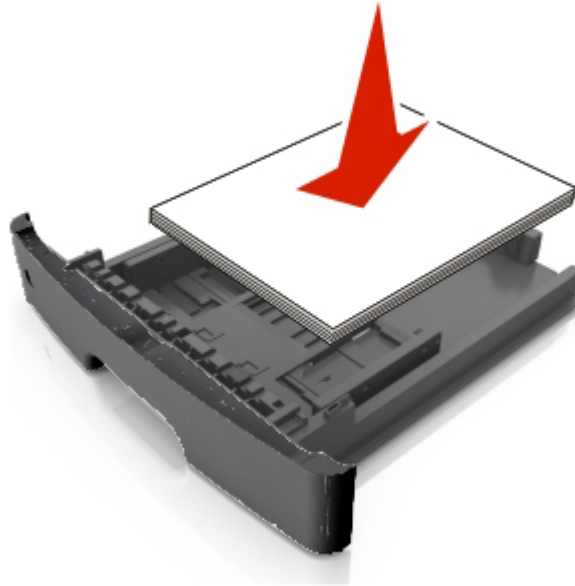
- Make sure paper lies flat in the tray.



- Do not remove a tray while the printer is printing.
- Do not load a tray while the printer is printing. Load it before printing, or wait for a prompt to load it.
- Do not load too much paper. Make sure the stack height is below the maximum paper fill indicator.

Quick Reference

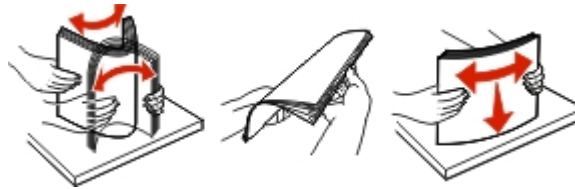
- Do not slide the paper into the tray. Load paper as shown in the illustration.



- Make sure the guides in the tray or the multipurpose feeder are properly positioned and are not pressing tightly against the paper or envelopes.
- Push the tray firmly into the printer after loading paper.

Use recommended paper

- Use only recommended paper or specialty media.
- Do not load wrinkled, creased, damp, bent, or curled paper.
- Flex, fan, and straighten paper before loading it.



- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure the paper size and type are set correctly on the computer or printer control panel.
- Store paper according to manufacturer recommendations.

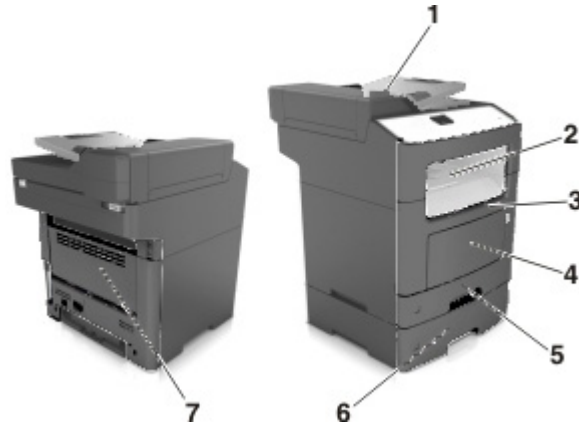
Understanding jam messages and locations

When a jam occurs, a message indicating the jam location and information to clear the jam appears on the printer display. Open the doors, covers, and trays indicated on the display to remove the jam.

Quick Reference

Notes:

- When Jam Assist is set to On, the printer automatically flushes blank pages or pages with partial prints to the standard bin after a jammed page has been cleared. Check your printed output stack for discarded pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages. However, the Auto setting does not guarantee that the page will reprint.



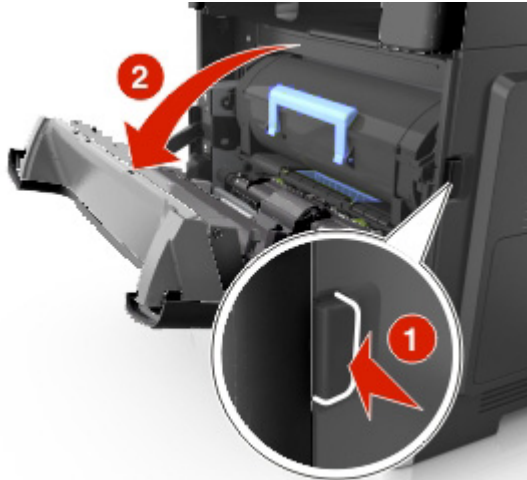
	Jam access area	Printer control panel message	What to do
1	Automatic document feeder (ADF)	[x]-page jam, open automatic feeder top cover. [28y.xx]	Remove all paper from the ADF tray, and then remove the jammed paper.
2	Standard bin	[x]-page jam, clear standard bin. [20y.xx]	Remove the jammed paper.
3	Front door	[x]-page jam, open front door. [20y.xx]	Open the front door, then remove the toner cartridge and imaging unit, and then the jammed paper.
4	Multipurpose feeder	[x]-page jam, clear manual feeder. [25y.xx]	Remove all paper from the multipurpose feeder, and then remove the jammed paper.
5	Tray 1	[x]-page jam, remove tray 1 to clear duplex. [23y.xx]	Pull out tray 1 completely, then push the front duplex flap down, and then remove the jammed paper. Note: You may need to open the rear door to clear some 23y.xx paper jams.
6	Tray [x]	[x]-page jam, remove tray [x]. [24y.xx]	Pull out the indicated tray, and then remove the jammed paper.
7	Rear door	[x]-page jam, open rear door. [20y.xx]	Open the rear door, and then remove the jammed paper.

[x]-page jam, open front door. [20y.xx]

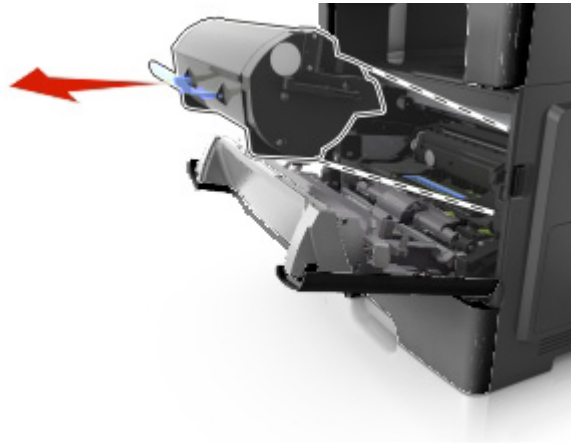


CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

1. Press the button on the right side of the printer, and then open the front door.

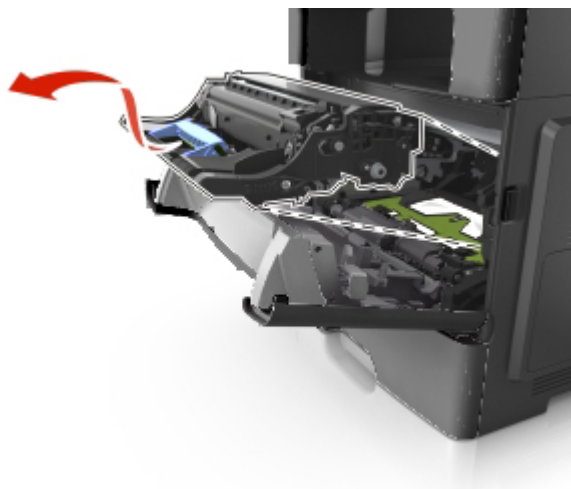


2. Pull the toner cartridge out using the handle.

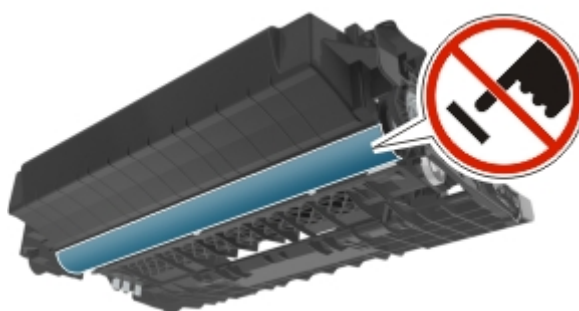


Quick Reference

3. Lift the blue handle, and then pull the imaging unit out of the printer.



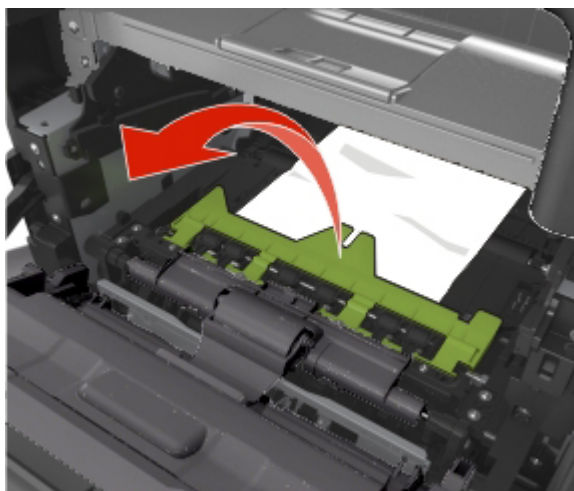
Warning—Potential Damage: Do not touch the shiny blue photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs.



4. Place the imaging unit aside on a flat, smooth surface.

Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

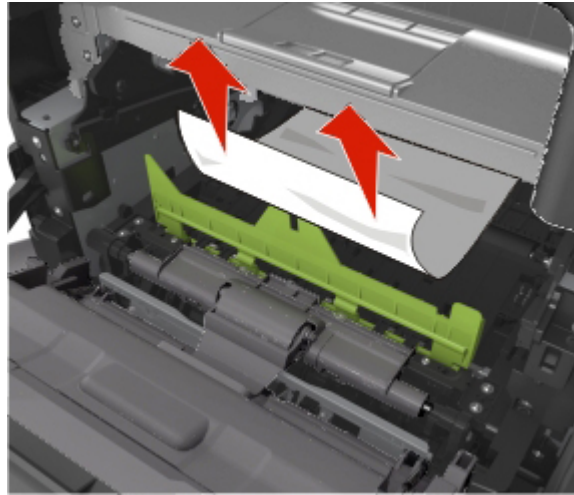
5. Lift the green flap in front of the printer.



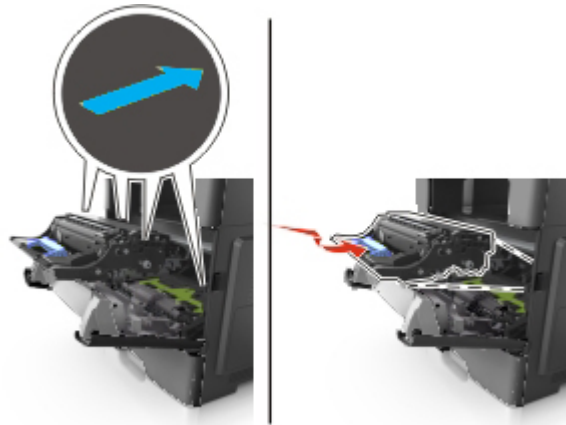
Quick Reference

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

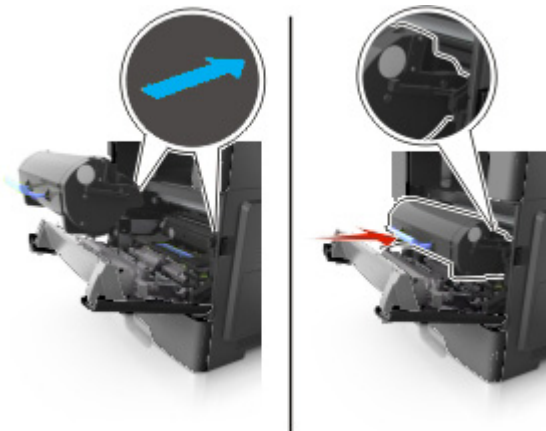
Note: Make sure all paper fragments are removed.



7. Insert the imaging unit by aligning the arrows on the side rails of the unit with the arrows on the side rails inside the printer, and then insert the imaging unit into the printer.



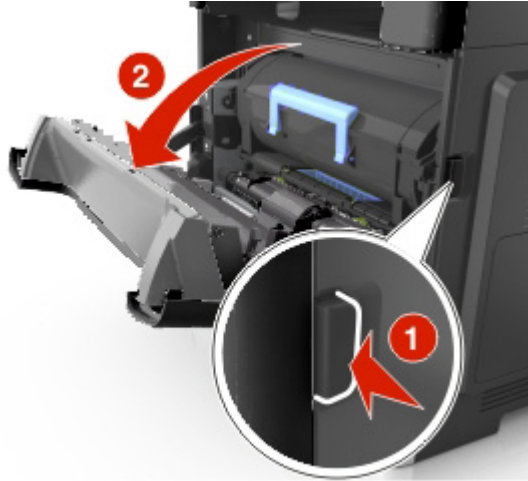
8. Insert the toner cartridge by aligning the side rails of the cartridge with the arrows on the side rails inside the printer, and then insert the cartridge into the printer.




9. Close the front door.

[x]-page jam, open rear door. [20y.xx]

1. Open the front door to loosen the jammed paper in the rear door.



2. Gently pull down the rear door.

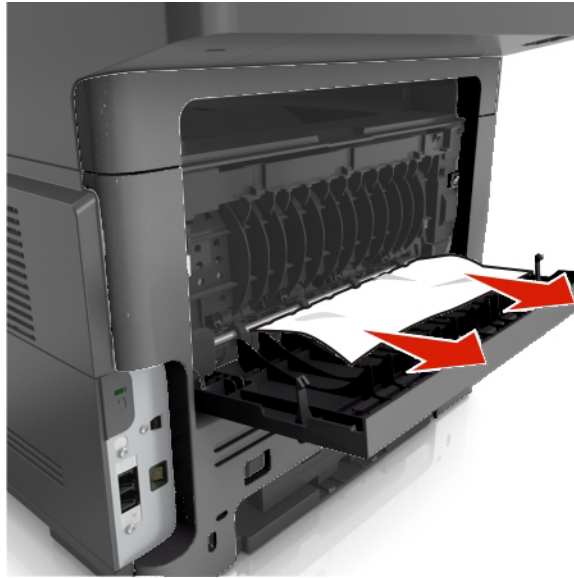
 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



Quick Reference

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

Note: Make sure all paper fragments are removed.



4. Close the rear door, and then the front door.

[x]-page jam, clear standard bin. [20y.xx]

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

Note: Make sure all paper fragments are removed.



[x]-page jam, remove tray 1 to clear duplex. [23y.xx]

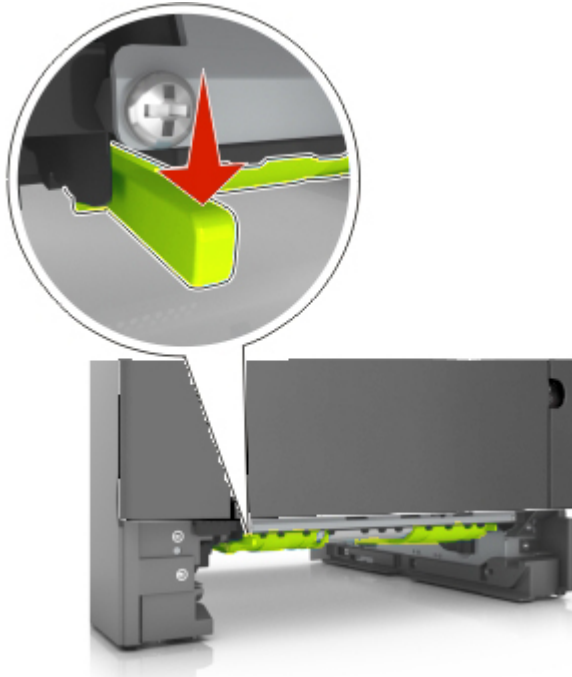


CAUTION—HOT SURFACE: The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

1. Pull the tray completely out of the printer.



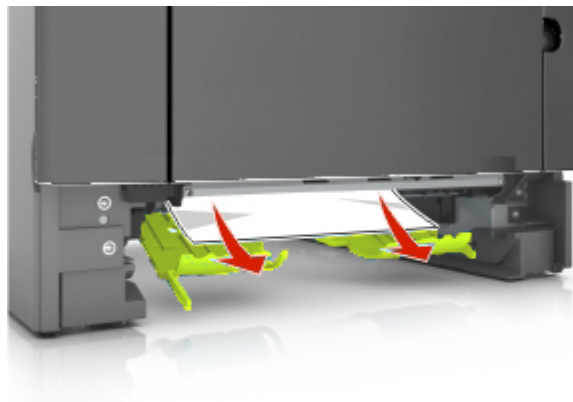
2. Locate the green lever, and then pull it down to release the jam.



Quick Reference

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

Note: Make sure all paper fragments are removed.



4. Insert the tray.

[x]-page jam, open tray [x]. [24y.xx]

1. Pull the tray completely out of the printer.

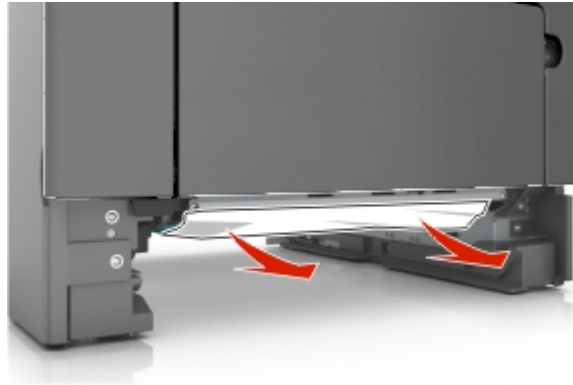
Note: The message on the printer display indicates the tray where the jammed paper is located.



Quick Reference

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

Note: Make sure all paper fragments are removed.



3. Insert the tray.

[x]-page jam, clear manual feeder. [25y.xx]

1. From the multipurpose feeder, firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.



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



3. Reload paper into the multipurpose feeder.



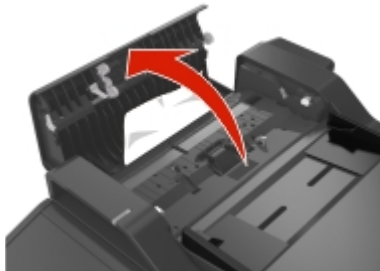
Note: Make sure the paper guide lightly rests against the edge of the paper.

[x]-page jam, open automatic feeder top cover. [28y.xx]

1. Remove all original documents from the ADF tray.

Note: The message is cleared when the pages are removed from the ADF tray.

2. Open the ADF cover.



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

Note: Make sure all paper fragments are removed.

4. Close the ADF cover.
5. Straighten the edges of the original documents, then load the original documents into the ADF, and then adjust the paper guide.