About Your Printer

1	Operator Panel	2	Automatic Document Feeder (ADF)
3	Document Feeder Tray	4	Document Output Tray
5	Toner Access Cover	6	Cleaning Rod
7	Power Switch	8	Front Cover
9	Paper Width Guides	10	Length Guide
11	MPF Extension	12	Multipurpose Feeder (MPF)
13	Front USB Port	14	Priority Sheet Inserter (PSI)

Locating the Service Tag

Service Tag xxxxxxx	Express Service Code 000 000 000 00

Service Tag

604E46631/0Y6GYNA00
KB3148X03-2
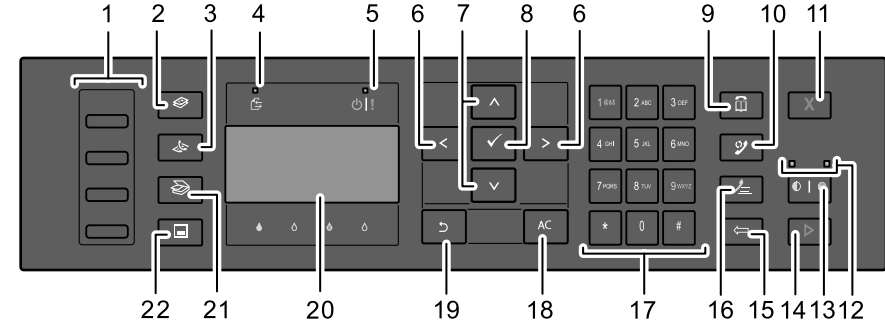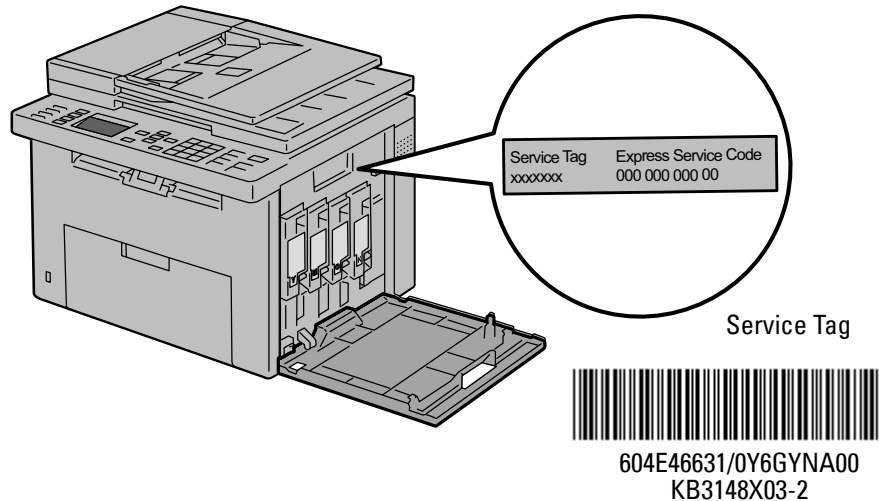
| 1	One Touch Dial button	Calls up the stored Fax number.
2	(Copy) button	Moves to the top menu for the Copy menu.
3	(Fax) button	Moves to the top menu for the Fax menu.
4	Data LED	Lights up for incoming, outgoing, or pending Fax jobs.
5	Ready / Error LED	• Lights up when the printer is ready. (Ready LED) • Lights up when the prinetr has an error. (Error LED)
6	>< button	Moves a cursor or highlight to the selected position.
7	∧∨ button	Moves a cursor or highlight to the selected position.
8	✓ (Set) button	Confirms the entry of values.
9	(Contacts) button	Moves to the Address Book menu for the Fax and Scan services.
10	(Redial / Pause) button	Redials a telephone number.
11	X (Cancel) button	Cancels the current processing or pending job.
12	B&W / Color LED	Lights up to display which color mode is being selected.
13	(Color Mode) button	Switches the color mode.
14	(Start) button	Starts a job.
15	(Speed Dial) button	Calls up the stored telephone number.
16	(Backspace) buton	Deletes characters and numbers.
17	Numeric keypad	Enters characters and numbers.
18	AC (All Clear) button	Resets the current setting, and returns to the top menu.
19	(Back) button	Returns to a previous screen.
20	LCD Panel	Displays various settings, instructions, and error messages.
21	(Scan) button	Moves to the top menu for the Scan menu.
22	(Menu) button	Moves to the top menu for the Print from USB Memory, Job Status, and System menus.

Loading Letterhead

Load the letterhead in the printer with the print-side facing up. Ensure that the title on the letter head enters the printer first.

Multipurpose Feeder (MPF)
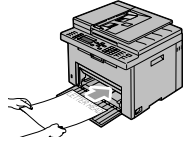
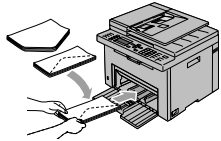Priority Sheet Inserter (PSI)
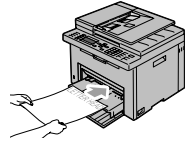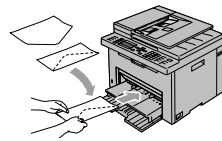
Loading Envelopes

Load envelopes in the printer as shown below:

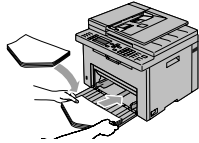Envelope#10, DL, or Monarch

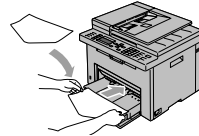Multipurpose Feeder (MPF)

Priority Sheet Inserter (PSI)

To prevent DL and Monarch from being wrinkled, they are recommended to be loaded with the print-side facing up, flap opened, and facing you.
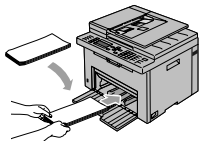
Multipurpose Feeder (MPF)
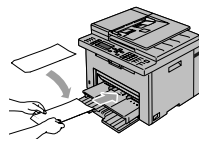
Priority Sheet Inserter (PSI)
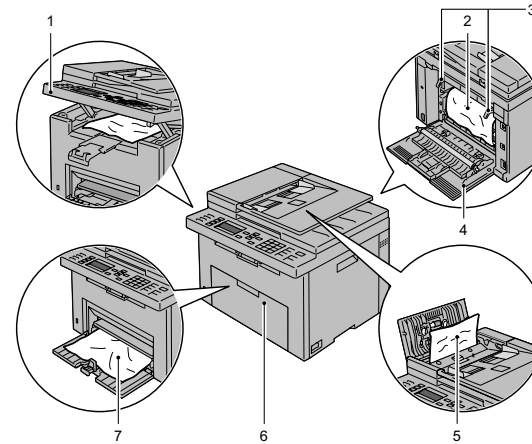
C5

Multipurpose Feeder (MPF)

Priority Sheet Inserter (PSI)

Identifying the Location of Paper Jams

The paper jams may occur at any of the locations shown below:

CAUTION: To avoid permanent damage to your printer, do not attempt to clear paper jams using any tools or instruments.

1	Scanner Unit
2	Fuser
3	Fuser Release Lever
4	Rear Cover
5	ADF Cover
6	Front Cover
7	Multipurpose Feeder (MPF)

CAUTION: Do not attempt to clear jams using tools or instruments. This may permanently damage the printer.

Printing the System Settings Page

1 In the operator panel, press the ☰ **(Menu)** button.

2 Press the ⋁ button until `System` is highlighted, and then press the ✔ button.

3 Press the ⋁ button until `Report/List` is highlighted, and then press the ✔ button.

4 Ensure that `System Settings` is highlighted, and then press the ✔ button.

The system settings page is printed.

Finding Information

For more information, see the following documents available on the *Drivers and Utilities* disc.

- *Setup Guide*
  Setup instructions for printer hardware. Access to software and drivers.
- *User's Guide*
  Additional information about printer components, paper jam clearance, and consumable replacement.

Troubleshooting

Clearing jams
➡ See "Clearing Jams" in the *User's Guide*

Print quality and other printing problems
➡ See "Troubleshooting" in the *User's Guide*

Common error messages
➡ See "Understanding Printer Messages" in the *User's Guide*

Cleaning the Printer

Vertical blanks in prints
➡ See "Maintaining Your Printer" in the *User's Guide*

An alert for the CTD sensor appears
➡ See "Maintaining Your Printer" in the *User's Guide*

Replacing Toners

To replace toners
➡ See "Maintaining Your Printer" in the *User's Guide*