Front and Rear View

1	Transfer Belt Unit	12	Output Tray Extension
2	Drum Cartridges	13	Top Cover
3	Waste Toner Box	14	Ethernet Port
4	Right Side Cover	15	USB Port
5	Power Switch	16	Wireless Adapter Socket
6	Tray1	17	Left Side Cover
7	Optional 550-Sheet Feeder (Tray2)	18	Duplex Unit
8	Multipurpose Feeder (MPF)	19	2nd Belt Transfer Roller (2nd BTR)
9	Toner Cartridges	20	Fusing Unit
10	Front Cover	21	Power Connector
11	Operator Panel	22	Rear Cover

Service Tag   Express Service Code
xxxxxxx   000 000 000 00

Service Tag
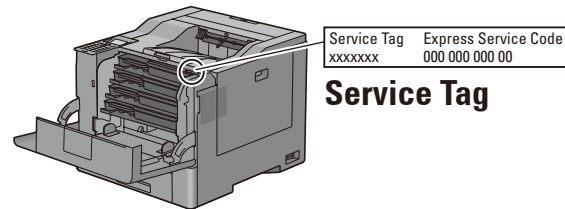
About the Operator Panel

The operator panel has a 4-line LCD panel, a status LED, control buttons, and a number pad, which allows you to control the printer.
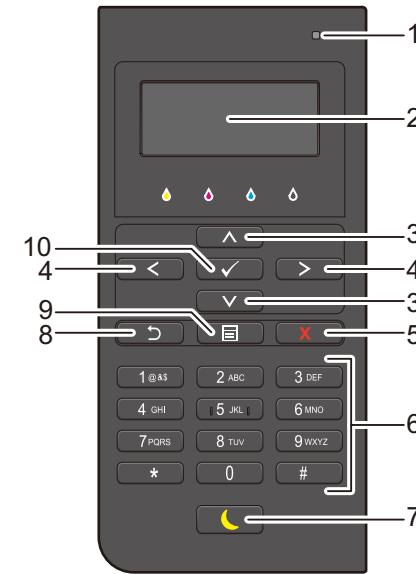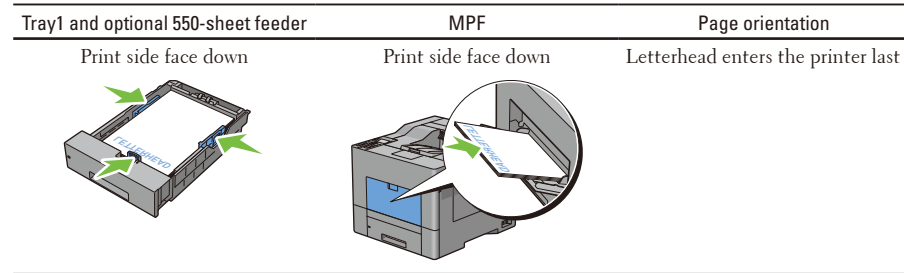

1	Status LED (Ready / Error)	Shows a green light when the printer is ready and a blinking green light when data is being received. Shows an amber light when an error occurs and a blinking amber light when an unrecoverable print error occurs.
2	LCD Panel	Displays various settings, instructions, and error messages.
3	∧ ∨ button	Moves the cursor or highlight up or down.
4	< > button	Moves the cursor or highlight right or left.
5	✕ (Cancel) button	Cancels active or pending jobs.
6	Number Pad	Enters numbers and characters.
7	☾ (Power Saver) button	Enters or exits the Power Saver mode. When the machine is not used for a while, it enters the Power Saver mode to reduce power consumption. When the Power Saver mode is active, the Power Saver button blinks.
8	↩ (Back) button	Returns to the previous screen.
9	☰ (Menu) button	Moves to the top level of the menu.
10	✓ (Set) button	Confirms the entry of values.

NOTE: Moving to a different menu or returning to a previous screen cancels the current entry or setting. Make sure to press the ✓ (Set) button to save the current entry or setting.

Loading Letterhead

The pre-printed paper such as letterhead and pre-punched paper must be inserted bottom edge first with the print side facing down as shown below.

Tray1 and optional 550-sheet feeder	MPF	Page orientation
Print side face down	Print side face down	Letterhead enters the printer last

NOTE: Set Letterhead 2 Sided or Letterhead Duplex Mode to Enable and Paper Type to Letterhead, Preprinted, or Prepunched from the operator panel or the printer driver even when you print on a single side of letterhead, pre-printed, or pre-punched paper.

Loading an Envelope in the MPF

Load envelopes in the MPF as shown in the illustrations below.

CAUTION: Never use envelopes with windows, coated linings, or self-stick adhesives. These lead to paper jams and can cause damage to the printer.

NOTE: If you do not load envelopes in the MPF right after they have been removed from the packaging, they may bulge. To avoid jams, press firmly across the whole envelopes to flatten them before loading the envelopes in the MPF.

NOTE: The maximum height (quantity) of envelopes that can be loaded in the MPF is approximately 15 mm (0.59 inches) (15 envelopes).

Envelope #10, Monarch or DL size	C5 size
	or
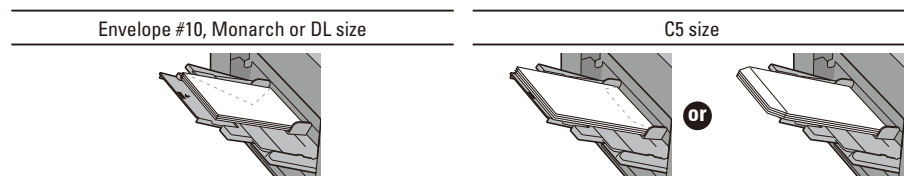
Identifying the Location of Paper Jams

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

The following illustration shows where paper jams may occur along the print media path.
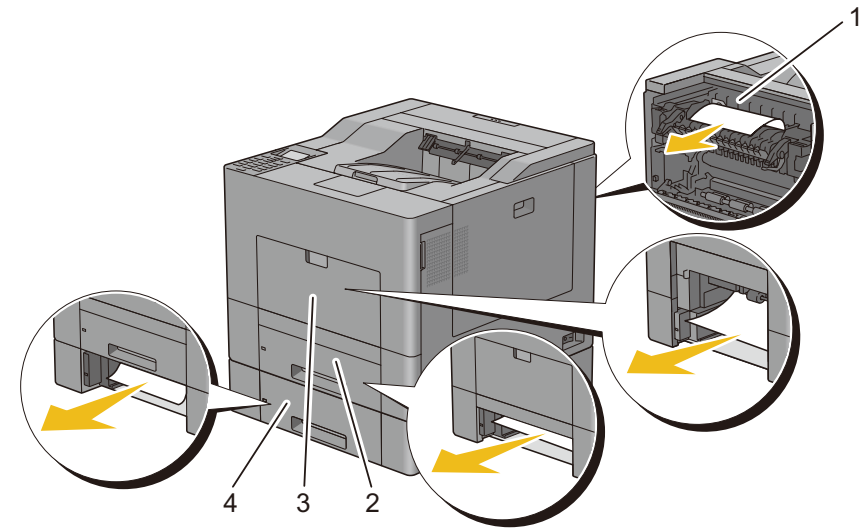
1	Fusing Unit
2	Tray1
3	MPF
4	Optional 550-Sheet Feeder