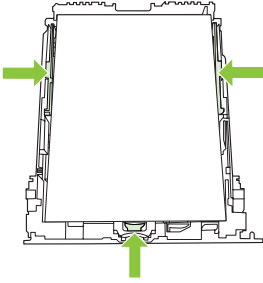
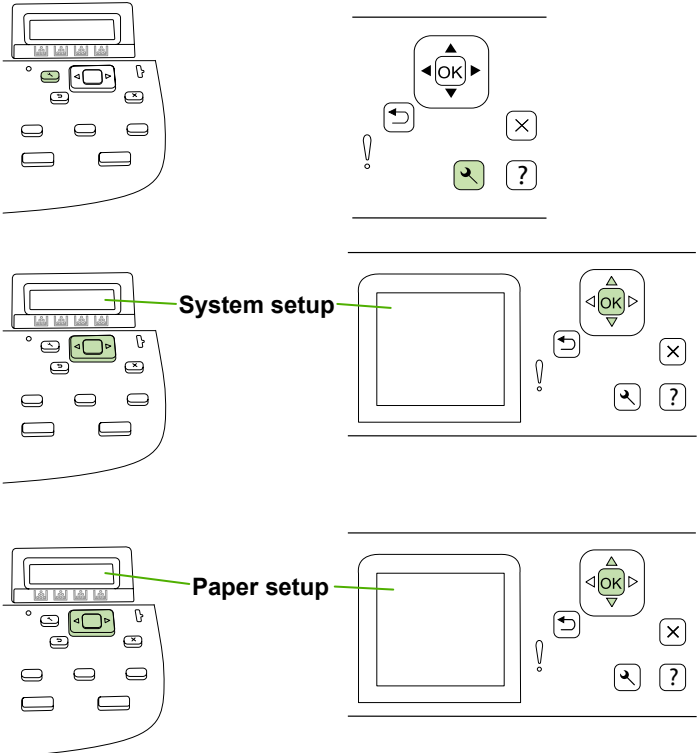




Fill paper trays

How do I?	Steps to perform
<p>Load paper and print media</p> <p>Tray 1</p> <p>NOTE: When you add new media, make sure that you remove all of the media from the input tray and straighten the stack of new media. Do not fan the media. This reduces jams by preventing multiple sheets of media from feeding through the product at one time.</p>	<ol style="list-style-type: none"> 1 Load media with the top forward and the side to be printed on facing down. 2 Media guides ensure that the media is correctly fed into the product and that the print is not skewed (crooked on the media). When loading media, adjust the media guides to match the width of the media that you are using. 
<p>Configure tray</p>	<ol style="list-style-type: none"> 1 On the product control panel, press Setup (⚙️). 2 Use the arrow buttons to select System setup, and then press OK. 3 Use the arrow keys to select Paper setup, and then press OK. 



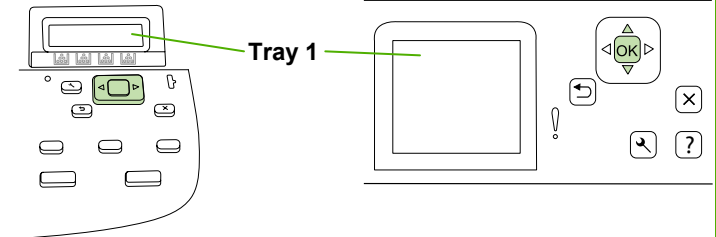


How do I?

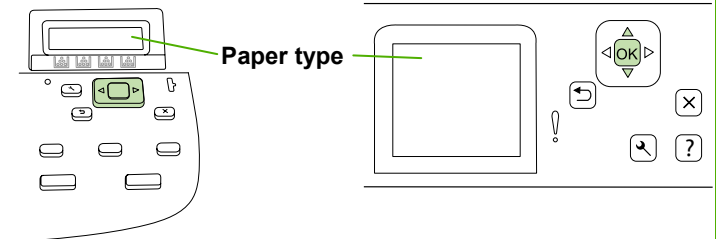
Steps to perform

Load paper and print media (continued)

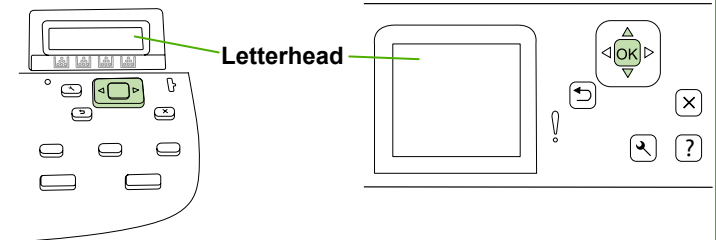
4 Use the arrow keys to select the tray to be configured, and then press **OK**.



5 Use the arrow keys to select either **Paper type** or **Paper size**, and then press **OK**.

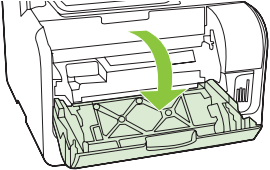
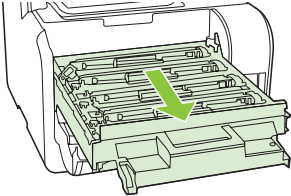
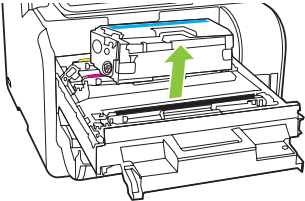
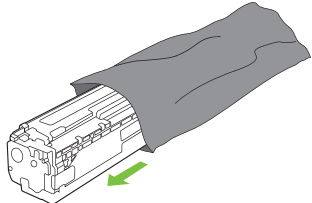


6 Use the arrow keys to select a default type or size for the tray, and then press **OK**.



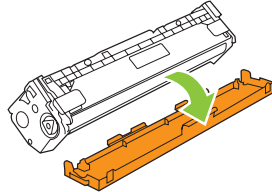
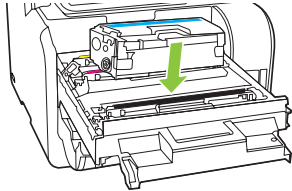
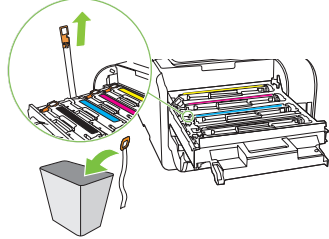
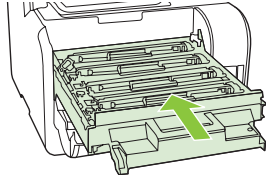
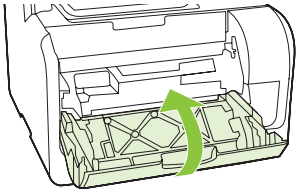


Replace print cartridges

How do I?	Steps to perform
<p data-bbox="94 375 430 406">Replace print cartridges</p> <p data-bbox="94 587 695 667">CAUTION: If toner gets on any clothing, wipe it off with a dry cloth and wash the clothing in cold water. <i>Hot water sets toner into the fabric.</i></p>	<ol data-bbox="730 347 1323 1098" style="list-style-type: none"><li data-bbox="730 347 982 371">1 Open the front door.<li data-bbox="730 587 1129 611">2 Pull out the print-cartridge drawer.<li data-bbox="730 826 1318 882">3 Grasp the handle on the old print cartridge and then pull the cartridge straight up to remove it.<li data-bbox="730 1074 1318 1098">4 Remove the new print cartridge from the packaging.    




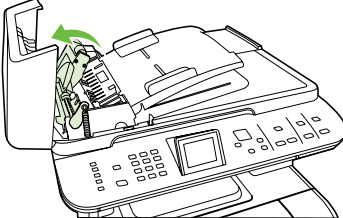
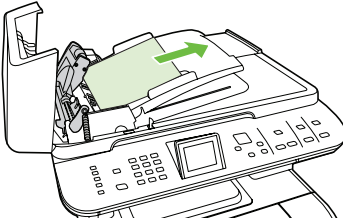
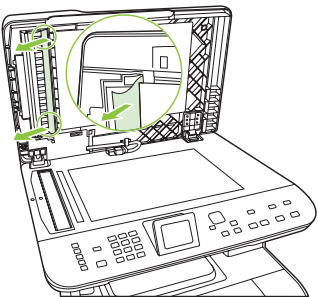


How do I?	Steps to perform
<p data-bbox="86 300 600 336">Replace print cartridges (continued)</p> <p data-bbox="86 480 699 563">CAUTION: Do not touch the imaging drum on the bottom of the print cartridge. Fingerprints on the imaging drum can cause print-quality problems.</p>	<ol style="list-style-type: none"><li data-bbox="716 272 1331 328">5 Remove the orange, plastic shield from the bottom of the new print cartridge. <li data-bbox="716 485 1251 512">6 Insert the new print cartridge into the product. <li data-bbox="716 699 1297 780">7 Pull the tab on the left side of the print cartridge straight up to completely remove the sealing tape. Discard the sealing tape. <li data-bbox="716 959 1108 986">8 Close the print-cartridge drawer. <li data-bbox="716 1174 984 1201">9 Close the front door. 



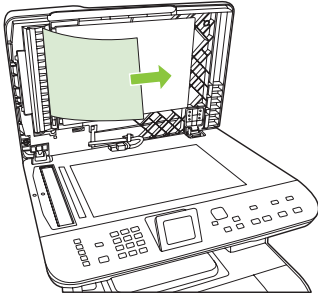
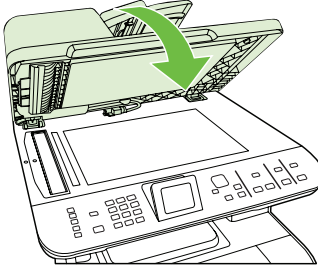
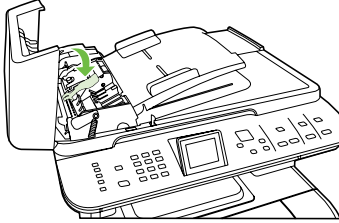



Clear paper jams

How do I?	Steps to perform
<p data-bbox="100 371 348 408">Clear paper jams</p> <p data-bbox="100 440 684 507">Clear jams from the ADF (photo card models only)</p> <p data-bbox="100 655 716 738">CAUTION: Do not use sharp objects, such as tweezers or needle-nose pliers, to remove jams. Damage caused by sharp objects will not be covered by the warranty.</p>	<p data-bbox="745 338 1352 421">When removing jammed media, pull the jammed media straight away from the product. Pulling jammed media out of the product at an angle can damage the product.</p> <ol data-bbox="745 453 1352 1198" style="list-style-type: none"><li data-bbox="745 453 1003 480">1 Open the ADF cover.<li data-bbox="745 655 1352 711">2 Lifting the green lever, rotate the pick mechanism until it stays open.<li data-bbox="745 900 1352 956">3 Gently try to remove the page without tearing it. If you feel resistance, go to the next step.<li data-bbox="745 1144 1352 1198">4 Open the ADF lid and gently loosen the media by using both hands.    





How do I?	Steps to perform
Clear paper jams (continued)	<p>5 When the media is free, gently pull it out in the direction shown.</p>  <p>6 Close the lid to the flatbed scanner.</p>  <p>7 Lower the green lever.</p>  <p>8 Close the ADF lid.</p> 





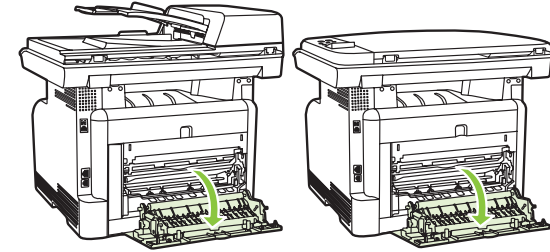
How do I?

Clear paper jams (continued)

Clear jams from the input-tray areas

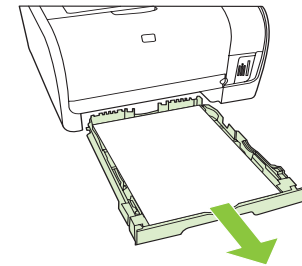
Steps to perform

1 Open the rear output door.

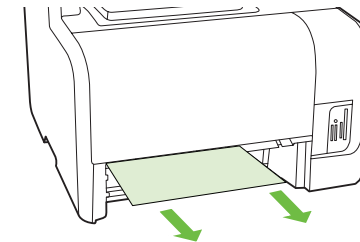


2 With both hands, grasp the side of the media that is most visible (this includes the middle), and carefully pull it free from the product.

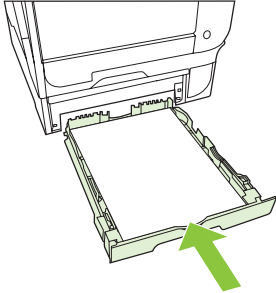
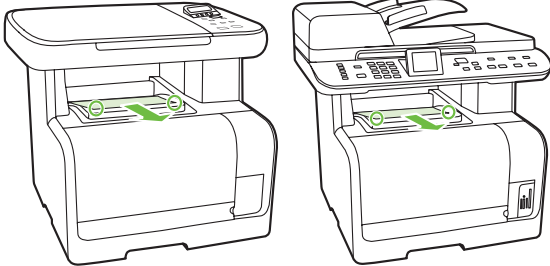
3 Remove tray 1, and lift the jam access door.



4 With both hands, grasp the side of the media that is most visible (this includes the middle), and carefully pull it free from the product.





How do I?	Steps to perform
Clear paper jams (continued)	<p>5 Reinsert tray 1.</p>  <p>6 Close the rear output door.</p>
Clear jams from the output-bin	<p>With both hands, grasp the side of the media that is most visible (this includes the middle), and carefully pull it free from the product.</p> 





Clean the paper path

How do I?	Steps to perform
<p>Clean the paper path from the product control panel</p>	<p>If you do not have access to HP ToolboxFX, you can print and use a cleaning page from the product control panel.</p> <ol style="list-style-type: none"> <li data-bbox="646 467 861 494">1 Press Setup (⚙️). <li data-bbox="646 635 1239 686">2 Use the arrow buttons to find the Service menu, and then press OK. <li data-bbox="646 890 1270 941">3 Use the arrow buttons to find Cleaning mode, and then press OK. <li data-bbox="646 1029 1249 1056">4 Load plain letter or A4 paper when you are prompted. <li data-bbox="646 1165 1207 1216">5 Press OK again to confirm and begin the cleaning process. <p>A page feeds through the product slowly. Discard the page when the process is completed.</p> 