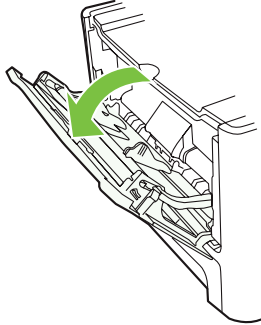
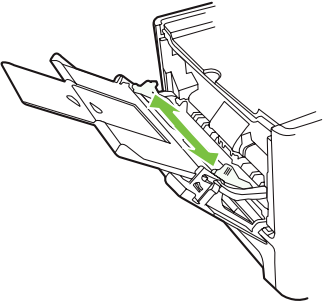
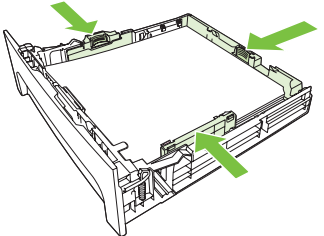




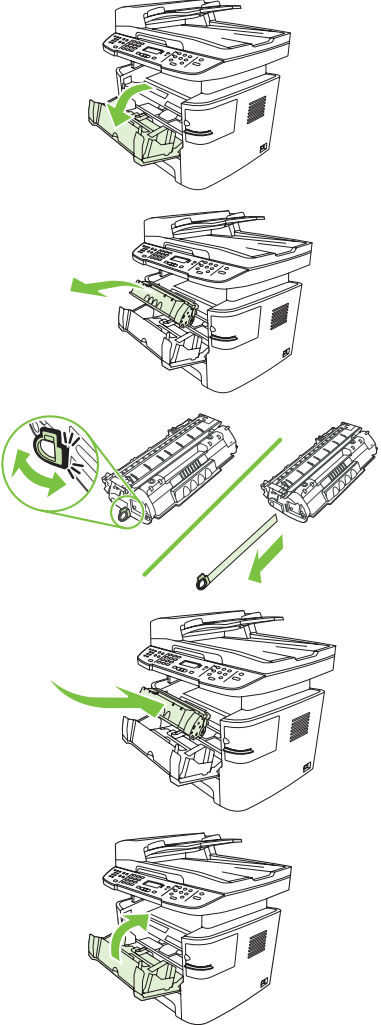
Fill Paper Trays

How do I?	Steps to perform
<p data-bbox="86 373 485 411">Load paper and print media</p> <p data-bbox="86 443 176 481">Tray 1</p>	<p data-bbox="730 347 1344 485">1 Tray 1 is accessed from the front of the product. Tray 1 holds up to 50 sheets of 75 g/m² (20 lb) media or five envelopes, ten transparencies, or ten cards. You can use tray 1 to print the first page on media different from the remainder of the document.</p> <p data-bbox="730 702 1344 839">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>  
<p data-bbox="86 1062 485 1101">Load paper and print media</p> <p data-bbox="86 1133 239 1171">Tray 2 or 3</p>	<p data-bbox="730 1037 1344 1174">1 Load media with the top forward and the side to be printed on facing down. Media guides ensure that the media feeds correctly into the product and that the print is not skewed. Tray 2 has side and rear media guides.</p> 



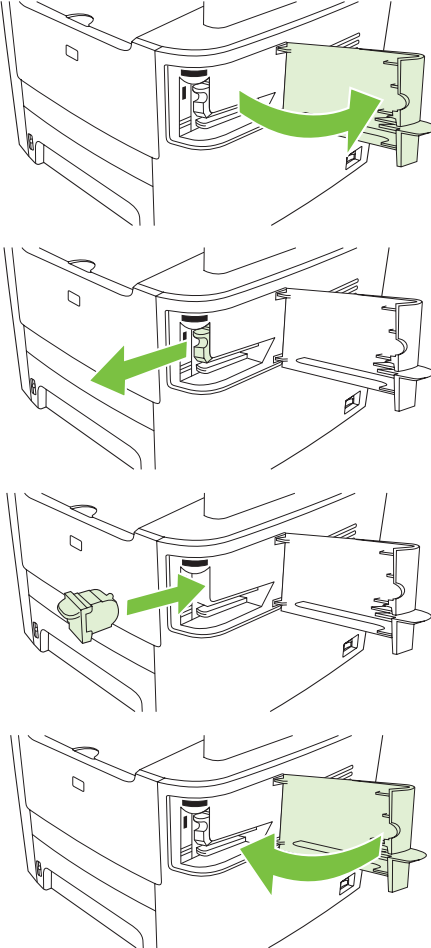


Replace print cartridges

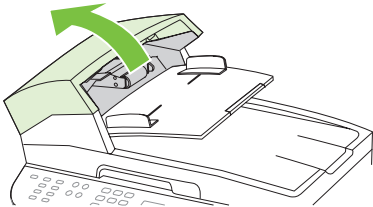
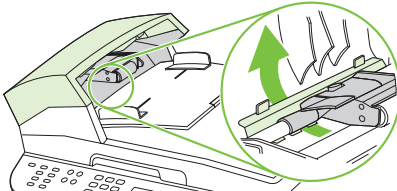
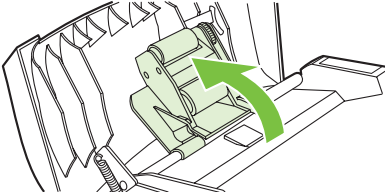
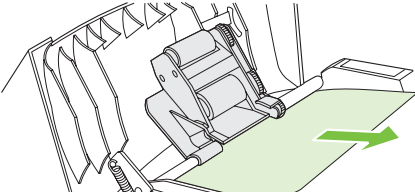
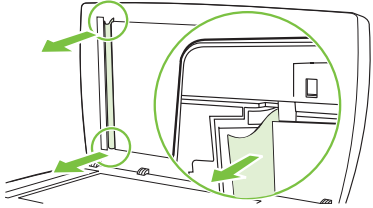
How do I?	Steps to perform
Replace print cartridges	<ol style="list-style-type: none"><li data-bbox="730 347 1081 371">1 Open the print-cartridge door.<li data-bbox="730 560 1323 639">2 Grasp the handle on the print cartridge and then pull the cartridge straight out to remove it. See the recycling information inside the print cartridge box.<li data-bbox="730 764 1333 876">3 Remove the new print cartridge from its packaging; remove the orange cover from the print cartridge, and then pull the orange tab straight out to remove the sealing tape.<li data-bbox="730 962 1323 1018">4 Insert the cartridge into the product until it is firmly in place.<li data-bbox="730 1185 1081 1209">5 Close the print-cartridge door. 



Replenish staples

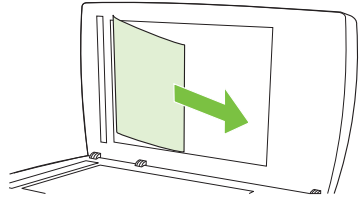
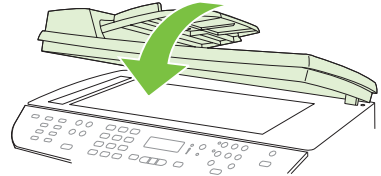
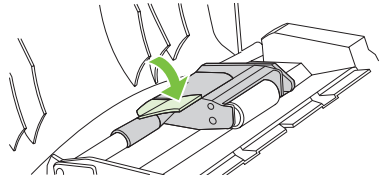
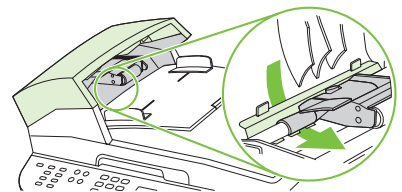
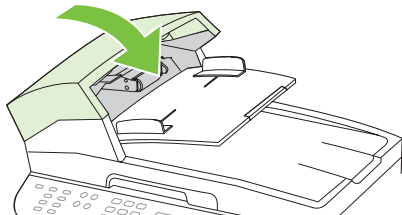
How do I?	Steps to perform
Load staples	<ol style="list-style-type: none"><li data-bbox="730 347 1008 375">1 Open the stapler door.<li data-bbox="730 595 1285 651">2 If you are replacing a staple cassette remove the staple cassette from the product.<li data-bbox="730 842 1312 898">3 Insert a new staple cassette into the opening inside the stapler door.<li data-bbox="730 1090 1008 1117">4 Close the stapler door. 



How do I?	Steps to perform
<p>Clear jams from the document feeder</p>	<ol style="list-style-type: none"><li data-bbox="751 268 1136 292">1 Open the document feeder cover.<li data-bbox="751 496 1339 576">2 Remove the jam cleanout part. Using both hands, lift up on the two handles until the part unsnaps. Rotate and lift out the cleanout part and set it aside.<li data-bbox="751 708 1352 764">3 Lifting the green lever, rotate the pick mechanism until it stays open.<li data-bbox="751 922 1346 978">4 Gently try to remove the page without tearing it. If you feel resistance, go to the next step.<li data-bbox="751 1142 1331 1198">5 Open the document feeder lid and gently loosen the media by using both hands.     

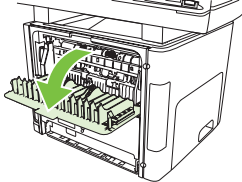
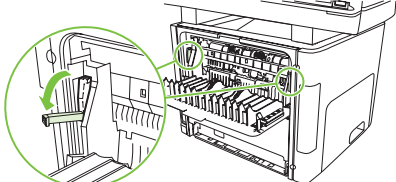
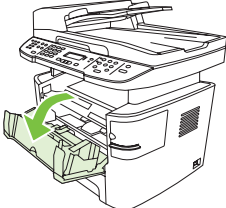
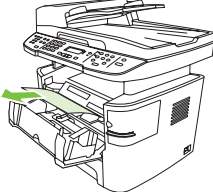
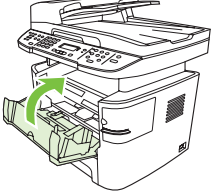




How do I?	Steps to perform
<p>Clear jams from the document feeder (continued)</p>	<p>6 When the media is free, gently pull it out in the direction shown.</p> <p>7 Close the lid to the flatbed scanner.</p> <p>8 Lower the green lever.</p> <p>9 Reinstall the cleanout part by inserting it as shown. Push down on the two tabs until the part snaps into place. Install the cleanout part correctly, because future jamming might occur if the cleanout part is not replaced correctly.</p> <p>10 Close the document feeder lid.</p>     



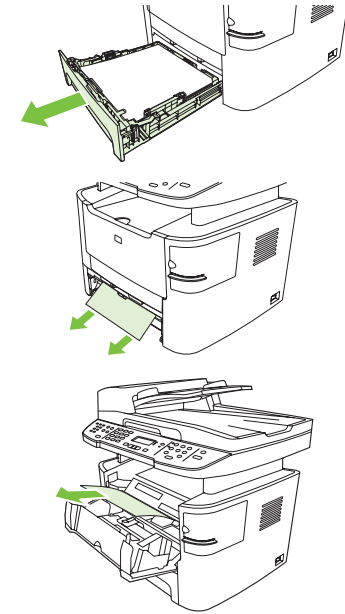


How do I?	Steps to perform
<p data-bbox="90 331 600 363">Clear jams from the input-tray areas</p> <p data-bbox="90 507 705 710">CAUTION: Do not use sharp objects, such as tweezers or needle-nose pliers, to remove jams. Damage caused by sharp objects will not be covered by the warranty. When removing 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="737 304 1325 1206" style="list-style-type: none">1 Open the rear output door.2 Rotate the green pressure release levers downward.3 Open the print-cartridge 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.5 Close the print-cartridge door.     

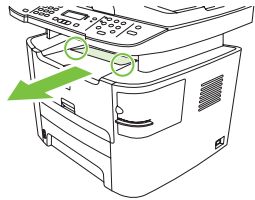
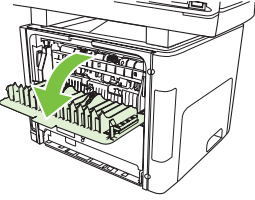
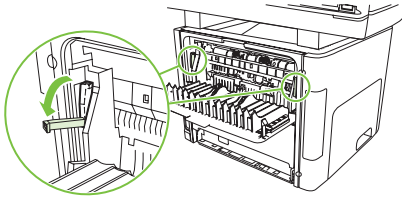
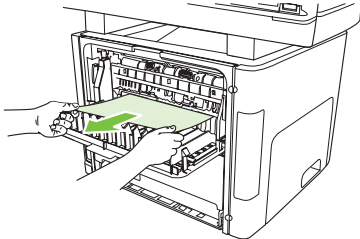
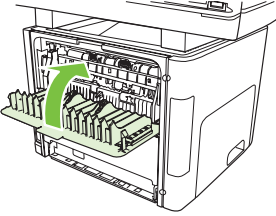




How do I?	Steps to perform
<p>Clear jams from the input-tray areas (continued)</p>	<p>6 Open tray 2 and tray 3.</p> <p>7 With both hands, grasp the side of the media that is most visible (this includes the middle), and carefully pull it free from the product.</p> <p>8 If no media is visible, open the print-cartridge door, remove the print cartridge, and rotate the upper media guide. Carefully pull the media up and out of the product.</p> <p>9 Close tray 2 and optional tray 3.</p>
	<p>10 Close the rear output door.</p>

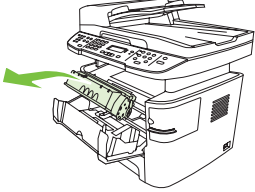
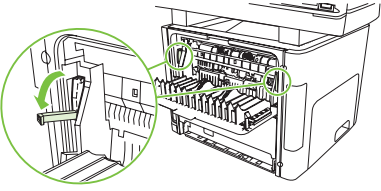
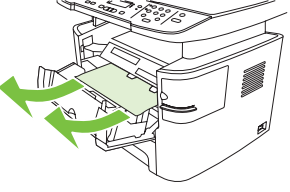
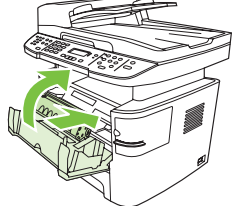
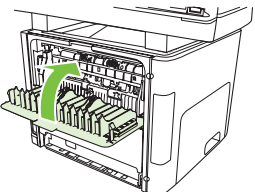




<p>Clear jams from the top (face-down) output bin</p>	<p>1 With both hands, grasp the side of the media that is most visible (this includes the middle), and carefully pull it free from the product.</p>	
<p>Clear jams from the rear (face-up) output bin</p>	<p>1 Open the straight-through output door.</p> <p>2 Pull down the green pressure-release levers.</p> <p>3 With both hands, grasp the side of the media that is most visible (this includes the middle), and carefully pull it free from the printer.</p>	  
	<p>4 Close the straight-through output door.</p>	

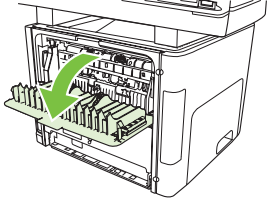
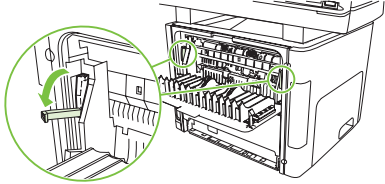
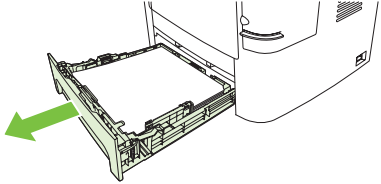
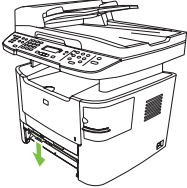
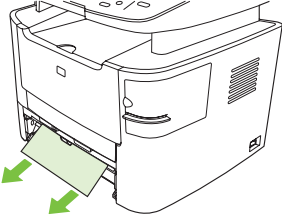




How do I?	Steps to perform
<p data-bbox="86 331 653 368">Clear jams from the print-cartridge area</p> <p data-bbox="86 512 653 571">CAUTION: To prevent damage to the print cartridge, minimize its exposure to direct light.</p>	<ol data-bbox="716 304 1318 1182" style="list-style-type: none"><li data-bbox="716 304 1318 363">1 Open the print-cartridge door, and remove the print cartridge.<li data-bbox="716 512 1318 571">2 On the product, open the rear output door, and then rotate the green pressure-release levers downward.<li data-bbox="716 719 1318 799">3 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.<li data-bbox="716 922 1318 981">4 Replace the print cartridge and close the print-cartridge door.<li data-bbox="716 1150 1318 1182">5 Close the rear output door.     

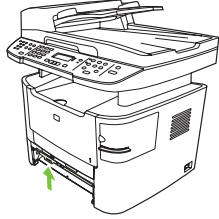
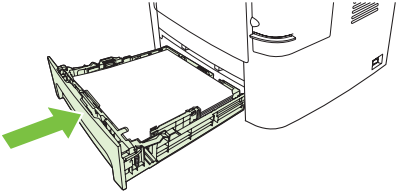
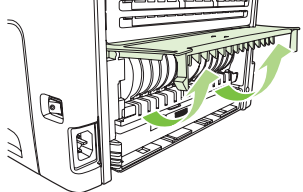
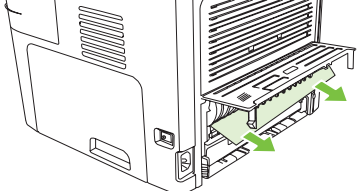
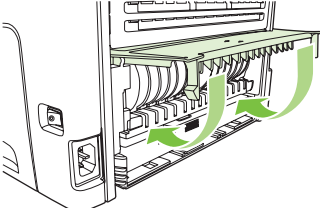




How do I?	Steps to perform
<p data-bbox="86 331 506 368">Clear jams from the duplexer</p> <p data-bbox="86 523 709 695">CAUTION: Do not use sharp objects, such as tweezers or needle-nose pliers, to remove jams. Damage caused by sharp objects will not be covered by the warranty. When removing jammed media, 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="716 304 1323 1222" style="list-style-type: none">1 Open the rear output door.2 Rotate the green pressure release levers downward.3 Remove tray 2.4 Push down on the green lever on the automatic two-sided path door on the front of the product.5 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 jams from the duplexer (continued)	<p data-bbox="730 272 1205 300">6 Close the automatic two-sided path door.</p>  <p data-bbox="730 507 932 534">7 Reinsert tray 2.</p>  <p data-bbox="730 719 1346 775">8 Close the rear output bin, and then open the automatic two-sided path door on the back of the product.</p>  <p data-bbox="730 935 1314 1018">9 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>  <p data-bbox="730 1150 1205 1177">10 Close the automatic two-sided path door.</p> 





How do I?	Steps to perform
<p>Clear jams from the convenience stapler (HP LaserJet M2727nfs mfp only)</p>	<ol style="list-style-type: none"><li data-bbox="730 300 1331 359">1 Turn off the HP LaserJet M2727nfs mfp, and then open the stapler door.<li data-bbox="730 507 1251 534">2 Remove the staple cassette from the product.<li data-bbox="730 726 1331 785">3 Clear any loose staples from the stapler and from the staple cassette.<li data-bbox="730 960 1066 987">4 Replace the staple cassette.<li data-bbox="730 1184 1323 1211">5 Close the stapler door, and then turn on the product.<li data-bbox="730 1216 1323 1275">6 Insert media to test the convenience stapler. Repeat steps 1 through 5 if necessary.

