User's Guide

CLP-41xN/CLP-41xNW Series CLP-68xND/CLP-68xDW Series

BASIC

This guide provides information concerning installation, basic operation and troubleshooting on windows.

ADVANCED

This guide provides information about installation, advanced configuration, operation and troubleshooting on various OS environments.

Some features may not be available depending on models or countries.

BASIC



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BASIC



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1. Introduction

This chapter provides information you need to know before using the machine.

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Key benefits

Environmentally friendly



- To save toner and paper, this machine supports Eco feature (see "Eco printing" on page 48).
- To save paper, you can print multiple pages on one single sheet of paper (see "Using advanced print features" on page 207).
- To save paper, you can print on both sides of the paper (double-sided printing) (or Manual) (see "Using advanced print features" on page 207).
- To save electricity, this machine automatically conserves electricity by substantially reducing power consumption when not in use.

Fast high resolution printing



- You can print in a full range of colors using cyan, magenta, yellow, and black.
- You can print with a resolution of up to 9,600 x 600 dpi effective output (600 x 600 x 4 bit).

- Fast, on-demand printing.
 - CLP-41xN/CLP-41xNW Series
 - For single-side printing, 18 ppm (A4) or 19 ppm (Letter).
 - CLP-68xND/ CLP-68xDW Series
 - For single-side printing, 24 ppm (A4) or 25 ppm (Letter).
 - For duplex printing, 12 ppm (A4) or 12 ppm (Letter).

Convenience



- Easy Capture Manager allows you to easily edit and print whatever you captured using the Print Screen key on the keyboard (see "Easy Capture Manager" on page 224).
- Samsung Easy Printer Manager and Printing Status is a program that
 monitors and informs you of the machine's status and allows you to
 customize the machine's settings (see "Using Samsung Easy Printer
 Manager" on page 232 or "Using Samsung Printer Status" on page 235).
- Samusng AnyWeb Print helps you screen-capture, preview, scrap, and print the screen of Windows Internet Explorer more easily, than when you use the ordinary program (see "Samsung AnyWeb Print" on page 225).
- Smart Update allows you to check for the latest software and install the latest version during the printer driver installation process. This is available only for Windows.

Key benefits

 If you have Internet access, you can get help, support application, machine drivers, manuals, and order information from the Samsung website, www.samsung.com > find your product > Support or Downloads.

Wide range of functionality and application support



- Supports various paper sizes (see "Print media specifications" on page 105).
- Print watermark: You can customize your documents with words, such as "CONFIDENTIAL" (see "Using advanced print features" on page 207).
- Print posters: The text and pictures of each page of your document are magnified and printed across the multiple sheets of paper and can then be taped together to form a poster (see "Using advanced print features" on page 207).
- You can print in various operating systems (see "System requirements" on page 109).
- Your machine is equipped with a USB interface and/or a network interface.

Supports various wireless network setting method



- Using the WPS (Wi-Fi Protected Setup™) button
 - You can easily connect to a wireless network using the WPS button on the machine and the access point (a wireless router).
- Using the USB cable or a network cable
 - You can connect and set various wireless network settings using a USB cable or a network cable.
- · Using the Wi-Fi Direct
 - You can conveniently print from your mobile device using the Wi-Fi or Wi-Fi Direct feature.



See "Introducing wireless set up methods" on page 151.

Features by models

Some features and optional goods may not be available depending on model or country.

Operating System

Operating System	CLP-41xN Series CLP-41xNW Series	CLP-68xND Series CLP-68xDW Series
Windows	•	•
Macintosh	•	•
Linux	•	•
Unix	•	•

(•: Included, Blank: Not available)

Software

Software	CLP-41xN Series CLP-41xNW Series	CLP-68xND Series CLP-68xDW Series
SPL printer driver	•	•
PCL printer driver	•	•
PS printer driver ^a	•	•
XPS printer driver ^a	•	•

Software		CLP-41xN Series CLP-41xNW Series	CLP-68xND Series CLP-68xDW Series
Direct Printin	g Utility		
Samsung Easy Printer Manager	Device Settings	•	•
Samsung Prin	iter Status	•	•
Samsung Any	Web Print	•	•
SyncThru™ W	eb Service	•	•
SyncThru Adr Service	min Web	•	•
Easy Eco Driv	er	•	•
Easy Capture	Manager	•	•
Samsung Eas Manager	y Color	•	•

a. For XPS/PS driver, You can install the XPS/PS printer driver in the **Custom Installation** window (Refer to Software CD that was provided with your machine).

(•: Included, Blank: Not available)

Features by models

Variety feature

	CLP-41xN Series	CLP-68xND Series
Features		
	CLP-41xNW Series	CLP-68xDW Series
Hi-Speed USB 2.0	•	•
IEEE 1284 parallel connector ^a		0
Network Interface Ethernet 10/	•	•
100/1000 Base TX wired LAN		
Network Interface 802.11b/g/n	•	•
wireless LAN ^b	CLP-41xNW Series	CLP-68xDW Series
	only	only
Eco printing	•	•
Duplex (2-sided) printing		•
Duplex (2-sided) printing	•	
(manual) ^c		
USB memory interface		•
Memory module	0	0
Optional tray (Tray2)		0
Mass Storage Device (HDD)		

a. If you use the parallel port, you cannot use the USB cable.

(●: Included, ○: optional, Blank: Not available)

b. Depending on your country, wireless LAN card may not be available. For some counties, only 802.11 b/g can be applied. Contact your local Samsung dealer or the retailer where you bought your machine.

c. Windows only.

Useful to know



The machine does not print.

- Open the print queue list and remove the document from the list (see "Canceling a print job" on page 45).
- Remove the driver and install it again (see "Installing the driver locally" on page 21).
- Select your machine as your default machine in your Windows (see "Setting your machine as a default machine" on page 206).



Where can I purchase accessories or supplies?

- Inquire at a Samsung distributor or your retailer.
- Visit www.samsung.com/supplies. Select your country/ region to view product service information.



The status LED flashes or remains constantly on.

- Turn the product off and on again.
- Check the meanings of LED indications in this manual and troubleshoot accordingly (see "Understanding the status LED" on page 94).



A paper jam has occurred.

- Open and close the door (see "Front view" on page 17).
- Check the instructions on removing jammed paper in this manual and troubleshoot accordingly (see "Clearing paper jams" on page 82).



Printouts are blurry.

- The toner level might be low or uneven. Shake the toner cartridge (see "Redistributing toner" on page 62).
- Try a different print resolution setting (see "Opening printing preferences" on page 46).
- Replace the toner cartridge (see "Replacing the toner cartridge" on page 64).



Where can I download the machine's driver?

 You can get help, support application, machine drivers, manuals, and order information from the Samsung website, www.samsung.com > find your product > Support or Downloads.

About this user's guide

This user's guide provides information for your basic understanding of the machine as well as detailed steps to explain machine usage.

- Read the safety information before using the machine.
- If you have a problem using the machine, refer to the troubleshooting chapter.
- Terms used in this user's guide are explained in the glossary chapter.
- All illustrations in this user's guide may differ from your machine depending on its options or model you purchased.
- The screenshots in this administrator's guide may differ from your machine depending on the machine's firmware/driver version.
- The procedures in this user's guide are mainly based on Windows 7.

Conventions

Some terms in this guide are used interchangeably, as below:

- Document is synonymous with original.
- Paper is synonymous with media, or print media.
- Machine refers to printer or MFP.

General icons

lcon	Text	Description
1	Caution	Gives users information to protect the machine from possible mechanical damage or malfunction.
	Note	Provides additional information or detailed specification of the machine function and feature.

These warnings and precautions are included to prevent injury to you and others, and to prevent any potential damage to your machine. Be sure to read and understand all of these instructions before using the machine. After reading this section, keep it in a safe place for future reference.

Important safety symbols

Explanation of all icons and signs used in this chapter

1	Warning	Hazards or unsafe practices that may result in severe personal injury or death.
<u>.</u>	Caution	Hazards or unsafe practices that may result in minor personal injury or property damage.
\Diamond	Do not attempt.	

Operating environment



Warning



Do not use if the power cord is damaged or if the electrical outlet is not grounded.

This could result in electric shock or fire.



Do not place anything on top of the machine (water, small metal or heavy objects, candles, lit cigarettes, etc.).

This could result in electric shock or fire.



- If the machine gets overheated, it releases smoke, makes strange noises, or generates an odd odor, immediately turn off the power switch and unplug the machine.
- The user should be able to access the power outlet in case of emergencies that might require the user to pull the plug out.

This could result in electric shock or fire.



Do not bend, or place heavy objects on the power cord.

Stepping on or allowing the power cord to be crushed by a heavy object could result in electric shock or fire.

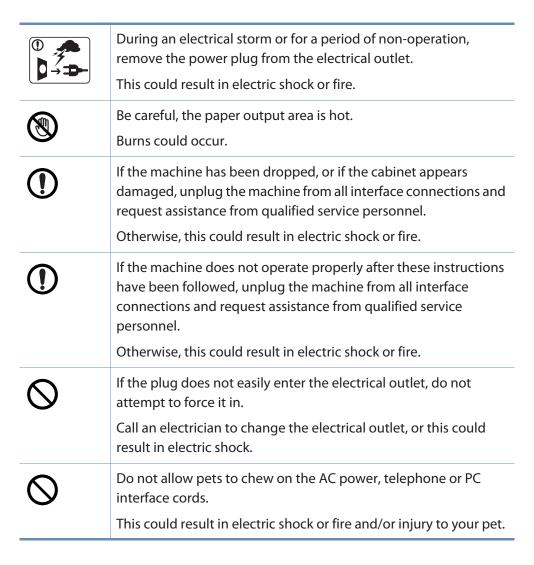


Do not remove the plug by pulling on the cord; do not handle the plug with wet hands.

This could result in electric shock or fire.



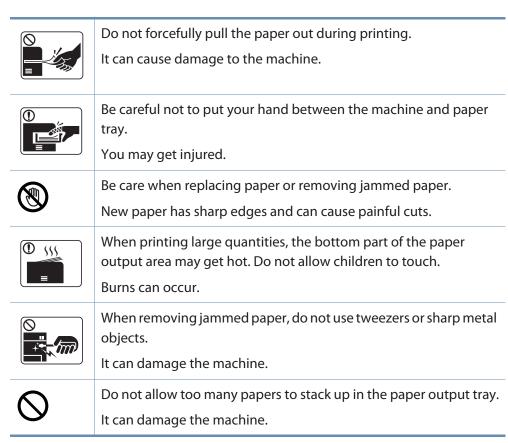
Caution



Operating method



Caution



\Diamond	Do not block or push objects into the ventilation opening. This could result in elevated component temperatures which can cause damage or fire.
\Diamond	Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.
	This machine's power reception device is the power cord. To switch off the power supply, remove the power cord from the electrical outlet.

Installation / Moving



Warning



Do not place the machine in an area with dust, humidity, or water leaks.

This could result in electric shock or fire.



Caution



Before moving the machine, turn the power off and disconnect all cords. The information below are only suggestions based on the units weight.

If you have a medical condition that prevents you from lifting, do not lift the machine. Ask for help, and always use the appropriate amount of people to lift the device safety.

Then lift the machine:

- If the machine weighs under 20 kg (44.09 lbs), lift with 1 person.
- If the machine weighs 20 kg (44.09 lbs) 40kg (88.18 lbs), lift with 2 people.
- If the machine weighs more than 40 kg (88.18 lbs), lift with 4 or more people.

The machine could fall, causing injury or machine damage.



Do not place the machine on an unstable surface.

The machine could fall, causing injury or machine damage.



Use only No.26 AWG^a or larger, telephone line cord, if necessary.

Otherwise, it can cause damage to the machine.



Make sure you plug the power cord into a grounded electrical outlet.

Otherwise, this could result in electric shock or fire.

•	Use the power cord supplied with your machine for safe operation. If you are using a cord which is longer than 2 meters (6 feet) with a 110V machine, then the gauge should be 16 AWG or larger.
	Otherwise, it can cause damage to the machine, and could result in electric shock or fire.
\Diamond	Do not put a cover over the machine or place it in an airtight location, such as a closet. If the machine is not well-ventilated, this could result in fire.
\bigcirc	Do not overload wall outlets and extension cords.
Q	This can diminish performance, and could result in electric shock or fire.
	The machine should be connected to
	the power level which is specified on the label.
	If you are unsure and want to check the power level you are using, contact the electrical utility company.

a. AWG: American Wire Gauge

Maintenance / Checking



Caution

	paint thinner or alcohol; do not spray water directly into the machine. This could result in electric shock or fire. When you are working inside the machine replacing supplies or cleaning the inside, do not operate the machine.
	You could get injured.
	Keep cleaning supplies away from children. Children could get hurt.
	Do not disassemble, repair or rebuild the machine by yourself. It can damage the machine. Call a certified technician when the machine needs repairing.
①	To clean and operate the machine, strictly follow the user's guide provided with the machine.
	Otherwise, you could damage the machine.

①	Keep the power cable and the contact surface of the plug clean from dust or water. Otherwise, this could result in electric shock or fire.
8	Do not remove any covers or guards that are fastened with screws.
	 Fuser units should only be repaired by a certified service technician. Repair by non-certified technicians could result in fire or electric shock.
	The machine should only be repaired by a Samsung service technician.

	Toner dust can be dangerous if inhaled or ingested.
\Diamond	Using recycled supplies, such as toner, can cause damage to the machine.
	In case of damage due to the use of recycled supplies, a service fee will be charged.
1	When toner gets on your clothing, do not use hot water to wash it.
	Hot water sets toner into fabric. Use cold water.
①	When changing the toner cartridge or removing jammed paper, be careful not to let toner dust touch your body or clothes.
	Toner dust can be dangerous if inhaled or ingested.

from children.

When storing supplies such as toner cartridges, keep them away

Supply usage



Caution



Do not disassemble the toner cartridge.

Toner dust can be dangerous if inhaled or ingested.



Do not burn any of the supplies such as toner cartridge or fuser unit.

This could cause an explosion or uncontrollable fire.

Machine overview

Accessories Power cord Quick installation guide Software CDa Misc. accessoriesb

a. The software CD contains the print drivers, user's guide, and software applications.

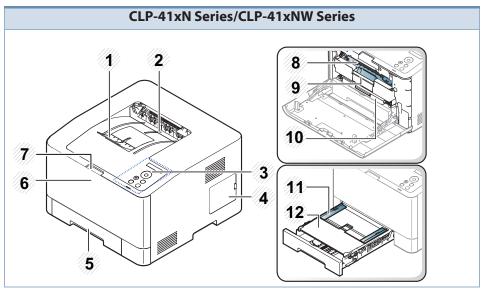
b. Miscellaneous accessories included with your machine may vary by country of purchase and specific model.

Machine overview

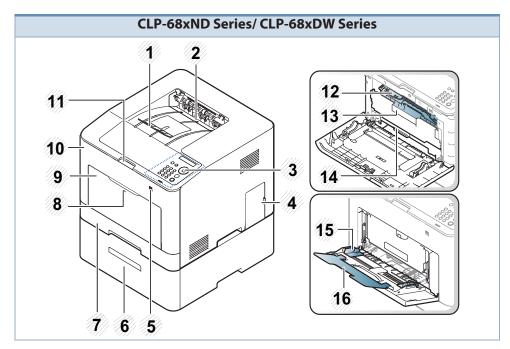
Front view



- This illustration may differ from your machine depending on your model. There are various types of machine.
- Some features and optional goods may not be available depending on model or country (see "Features by models" on page 7).



1	1 Output support		Front cover handle
2	Output tray	8	Toner cartridges
3	Control panel	9	Toner cartridge handle
4	Control board cover	10	Intermediate Transfer Belt (ITB)
5	Tray 1	11	Paper width guides on a manual feeder
6	Front cover	12	Manual feeder



Output support	9	Multi-purpose tray
Output tray	10	Front cover
Control panel	11	Front cover handle
Control board cover	12	Toner cartridges
USB memory port	13	Toner cartridge handle
Optional tray ^a	14	Intermediate Transfer Belt (ITB)
Tray 1	15	Paper width guides on a multi- purpose tray
Push-release of Multi-purpose tray	16	Multi-purpose support tray
	Output tray Control panel Control board cover USB memory port Optional tray ^a Tray 1 Push-release of Multi-purpose	Output tray 10 Control panel 11 Control board cover 12 USB memory port 13 Optional tray ^a 14 Tray 1 15 Push-release of Multi-purpose 16

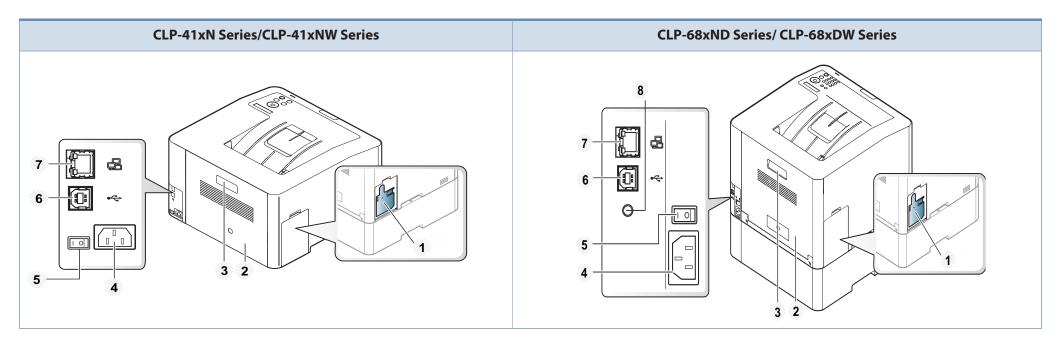
a. This is an optional feature. CLP-68xND Series/CLP-68xDW Series only.

Machine overview

Rear view



- This illustration may differ from your machine depending on your model. There are various types of machine.
- Some features and optional goods may not be available depending on model or country (see "Features by models" on page 7).



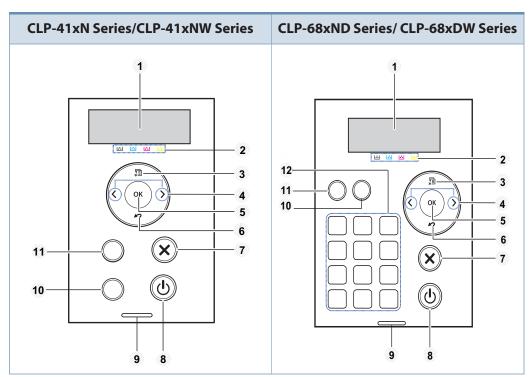
1	Waster toner container	5	Power-switch
2	Rear cover	6	USB port ^a
3	Rear cover handle	7	Network port
4	Power receptacle	8	5V output port for IEEE 1284 parallel connector ^{a b}

- a. The optional IEEE 1284 paraller connector can be used by plugging in both the USB port and the 5V output port.
- b. This is an optional feature. CLP-68xND Series/CLP-68xDW Series only.

Control panel overview



- This control panel may differ from your machine depending on its model.
 There are various types of control panels.
- Some features and optional goods may not be available depending on model or country (see "Features by models" on page 7).



1	Display screen	Shows the current status and prompts during an
	Display scieeli	operation.

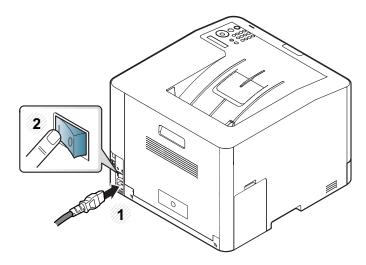
			Show the status of each toner cartridge. If the toner
2			cartridge is low or needs to be replaced, the Status
	Toner		LED turns red and the display shows the message.
2	colors		However the arrow mark shows which color toner is
			of concern or may be installed with a new cartridge
			(see "Toner-related messages" on page 98).
_			Enters menu mode and scrolls through the available
3	Menu	*3	menus (see "Accessing the menu" on page 27).
	_	l .	Navigates available values by moving to the next or
4	Arrow		previous options.
5	ОК		Confirms the selection on the screen.
6	Back		Sends you back to the upper menu level.
			Stops current operation.
7	Cancel	(\times)	stops current operation.
		(b)	You can turn the power on and off with this button.
8	Power		Or wake up from the power save mode.
		/ ^	Indicates the status of your machine (see
	LED	⟨·›⟩ / <u>⟨\</u>	•
9			"Understanding the status LED" on page 94).
			Indicates the wireless status of your machine (see
			"Understanding the status LED" on page 94).
			Configures the wireless network connection easily
10	WPS ^a	(6)	without a computer (see "Using the WPS button" on
10			page 152).
	Demo		Prints a demo page by pressing this button.
	page		Total and the second se
11	Eco		Enters eco mode to reduce toner consumption and
			paper usage (see "Eco printing" on page 48).
12	Numerio	: keypad	Use the keypad to enter numbers and characters (see
			"Keypad letters and numbers" on page 205).

a. CLP-41xNW Series/CLP-68xDW Series only.

Turning on the machine

Connect the machine to the electricity supply first.

Turn the switch on if the machine has a power switch.





Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Front view" on page 17).

Power is turned on automatically.



If you want to turn the power off, press and hold (Power) button for about 3 seconds.

Installing the driver locally

A locally connected machine is a machine directly attached to your computer using the cable. If your machine is attached to a network, skip the following steps below and go on to installing a network connected machine's driver (see "Installing driver over the network" on page 139).



- If you are a Macintosh Linux, or UNIX operating systems user, refer to the "Installation for Macintosh" on page 130, "Installation for Linux" on page 132, or "Installing the UNIX printer driver package" on page 145.
- The installation window in this User's Guide may differ depending on the machine and interface in use.
- Selecting Custom Installation allows you to choose which programs to install. When the installation window appears, select Custom Installation. You can select the XPS/PS printer driver or other software applications in the Select Software window.
- Only use a USB cable no longer than 3 meters (118 inches).

Windows

1 Make sure that the machine is connected to your computer and powered on.



If the "Found New Hardware Wizard" appears during the installation procedure, click Cancel to close the window.

Insert the supplied software CD into your CD-ROM drive.

If the installation window does not appear, click **Start** > **All programs** > **Accessories** > **Run**.

X:**Setup.exe** replacing "X" with the letter, which represents your CD-ROM drive and click **OK**.

Select Install Now.



- Read the License Agreement, and select I accept the terms of the License Agreement. Then, click Next.
- Follow the instructions in the installation window to complete the installation process.

If the printer driver does not work properly, follow the steps below to reinstall the driver.

Windows

- 1 Make sure that the machine is connected to your computer and powered on.
- From the Start menu, select Programs or All Programs > Samsung Printers > your printer driver name > Uninstall.
- Follow the instructions in the uninstall window.
- Insert the software CD into your CD-ROM drive and install the driver again (see "Installing the driver locally" on page 21).



2. Menu Overview and Basic Setup

This chapter provides information about the overall menu structure and the basic setup options.

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Menu overview

The control panel provides access to various menus to set up the machine or use the machine's functions.



- Some menus may not appear on the display depending on options or models. If so, it is not applicable to your machine.
- Some menu names may differ from your machine depending on its options or the models.
- The menus are described in the Advanced Guide (see "Useful Setting Menus" on page 185).

Accessing the menu

- 1 Select 🗐 (Menu) until the menu you want appears on the bottom line of the display and press OK.
- 7 Press the arrows until the needed menu item appears and press **OK**.
- If the setting item has sub menus, repeat step 2.
- Press **OK** to save the selection.
- 5 Press (Cancel) to return to the ready mode.

Menu overview

Information	Layout	Paper	Graphic	Sys	stem Setup	
Information Menu Map Configuration Supplies Info. Demo Page PCL Font	Common Margin	Paper Copies MP Tray/ [Tray <x>] Paper Size Paper Type Paper Source</x>	Graphic Resolution Normal Best Clear Text Off	Date & Time ^a Clock Mode ^a Language Power Save Wakeup Event Auto Tray Swi. ^a Paper Substit. Tray Protect ^a Skip BlankPage Maintenance		
PS Font Usage Counter Account	MP Tray <tray x=""> Emulation Mar. Margin^b Common Margin Manual Feeder Emulation Mar. Duplex^a Off Long Edge Short Edge</tray>	Tray 1 Tray 2 ^a MP Tray ^a Manual Feeder ^b Auto	Minimum Normal Maximum Edge Enhance Off Normal Maximum Trapping Off Normal Maximum Screen Normal Enhanced Detailed	Button Press Printer USB Host ^a Job Timeout Import Setting ^a Export Setting ^a Altitude Adj. Normal High 1 High 2 High 3 Auto Continue Auto CR	CLR Empty Msg. ^c Supplies Life TonerLow Alert Eco Setup Default Mode Change Temp. Clear Setting	

a. CLP-68xND Series/CLP-68xDW Series only.

b. CLP-41xN Series/CLP-41xNW Series only.

c. This option only appears when small amount of toner is left in the cartridge.

Menu overview

Emulation	lmage Mgr.	Network		Direct USB ^a	Job Manage ^a	Custom ^b	
Emulation Type	Custom Color	TCP/IP (IPv4)	Wi-Fi Direct	Clear Settings	USB Print	Active Job	
Setup	Default	DHCP	On/Off	Network Conf.	File Manage	Secured Job	
	Print Density	ВООТР	Device Name	Net. Activate	Check Space	Stored Job	
	Auto Color Reg	Static	IP Address	Http Activate		Print	
	Tone Adjust.	TCP/IP (IPv6)	Group Owner	WINS		Delete	
	Default	IPv6 Activate	Network Key	SNMP V1/V2		File Policy	
		DHCPv6 Config	Status	SNTP		Rename	
	Auto Tone Adj.		WPS Setting				
	Cal. ID Sensor	Ethernet Speed	PBC	UPnP(SSDP)		Overwrite	
		Automatic	PIN	MDNS			
		10Mbps Half	WLAN Setting ^d	SetIP			
		10Mbps Full	Wizard	SLP			
		100Mbps Half	Custom				
		100Mbps Full	WLAN Default				
		1Gbps Full	WLAN Signal				
		802.1x	Excellent				
		Wireless ^c	Very Good				
		Wi-Fi ON/OFF	Good				
			Low				
			Very Low				
			No Signal				

a. CLP-68xND Series/CLP-68xDW Series only.

b. This menu appears only when the XOA (eXtensible Open Architecture) web application is installed.

c. CLP-41xNW Series/CLP-68xDW Series only.

d. CLP-68xDW Series only.

Machine's basic settings



You can set the machine's settings by using the **Device Settings** in Samsung Easy Printer Manager program.

For Windows and Macintosh users, you set from Samsung Easy Printer
 Manager > (Switch to advanced mode) > Device Settings, see
 "Device Settings" on page 234.

After installation is complete, you may want to set the machine's default settings.

To change the machine's default settings, follow these steps:



It may be necessary to press **OK** to navigate to lower-level menus for some models.

- 1 Select **[] (Menu**) button on the control panel.
- Press System Setup.
- Select the option you want, then press **OK**.
 - **Language:** Change the language that is displayed on the control panel.
 - Date & Time: You can set the time and date. They are printed on reports. If, however, they are not correct, you need to change it for the correct time being.



Enter the correct time and date using arrows or numeric keypad (see "Keypad letters and numbers" on page 205).

- Month = 01 to 12
- Day = 01 to 31
- Year = requires four digits
- Hour = 01 to 12
- Minute = 00 to 59
- **Clock Mode:** You can set your machine to display the current time using either a 12-hour or 24-hour format.
- **Power Save:** When you are not using the machine for a while, use this feature to save power.



- When you press the power button or start printing, the product will wake up from the power saving mode.
- When you press any button except power button, the machine wake up from the power save mode. Press (Menu) > System Setup > Wakeup Event > Button Press > On on the control panel.
- Altitude Adj.: Print quality is affected by atmospheric pressure, which atmospheric pressure is determined by the height of the machine above sea level. Before you set the altitude value, determine the altitude where you are (see "Altitude adjustment" on page 204).

Machine's basic settings

- Select the option you want, then press **OK**.
- Press **OK** to save the selection.
- 6 Press (Cancel) to return to ready mode.



Refer to below links to set other settings useful for using the machine.

- See "Setting the paper size and type" on page 42.
- See "Keypad letters and numbers" on page 205.

This chapter provides information on how to load print media into your machine.



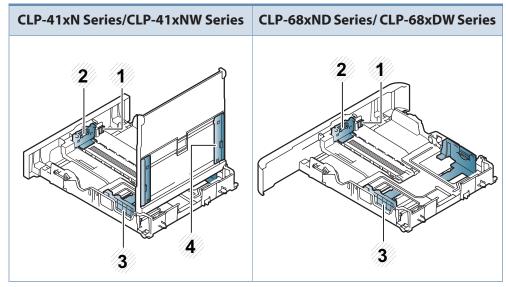
- Using print media that does not meet these specifications may cause problems or require repairs. Such repairs are not covered by Samsung's warranty or service agreements.
- Make sure not to use the inkjet photo paper with this machine. It could cause damage to the machine.
- Using inflammable print media can cause a fire.
- Use designated print media (see "Print media specifications" on page 105).
- Make sure not to use the inkjet photo paper with this machine. It could cause damage to the machine.



The use of inflammable media or foreign materials left in the printer may lead to overheating of the unit and, in rare cases may cause a fire.

Tray overview

To change the size, you need to adjust the paper guides.

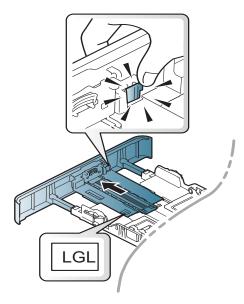


- 1 Tray extend lever
- 2 Paper length guide
- 3 Paper width guide
- 4 Paper width guides on a manual feeder



For Legal-sized paper:

Push button as shown and pull out the tray.



Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Tray overview" on page 32).



If you do not adjust the guide, it may cause paper registration, image skew, or jamming of the paper.

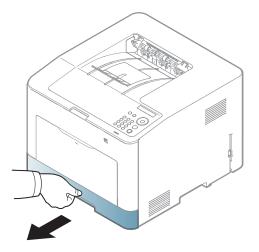
Loading paper in the tray



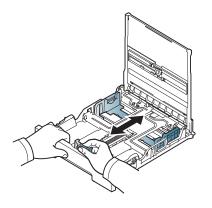
Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Front view" on page 17).

Tray 1 / optional tray

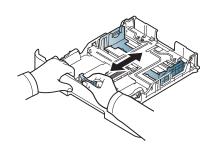
1 Pull out the paper tray.



Hold the tray with one hand, and with the other hand squeeze and slide the paper length guide to locate them in the correct paper size slot marked at the bottom of the tray (see "Tray overview" on page 32).





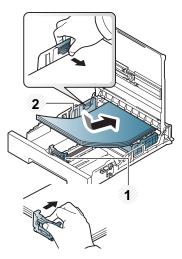


CLP-68xND Series/ CLP-68xDW Series

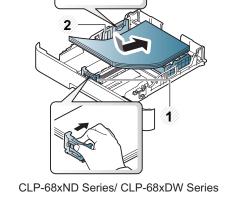
Flex or fan the edge of the paper stack to separate the pages before loading papers.



After inserting paper into the tray, squeeze the paper width guides and paper length guide.



CLP-41xN Series/CLP-47xNW Series



- 1 Paper length guide
- 2 Paper width guide



- Do not push the paper width guide too far causing the media to warp.
- If you do not adjust the paper width guide, it may cause paper jams.







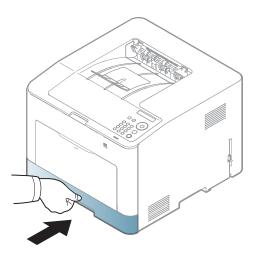
• Do not use a paper with a leading-edge curl, it may cause a paper jam or the paper can be wrinkled.







Insert the tray back into the machine.



When you print a document, set the paper type and size for the tray (see "Setting the paper size and type" on page 42).



The settings made from the machine driver override the settings on the control panel.

- **a** To print in application, open an application and start the print menu.
- **b** Open **Printing Preferences** (see "Opening printing preferences" on page 46).
- **c** Press the **Paper** tab in **Printing Preferences**, and select an appropriate paper type.
 - For example, if you want to use a label, set the paper type to **Label**.
- **d** Select **Auto Select** in paper source, then press **OK**.
- e Start printing in application.

Multi-purpose (or Manual feeder) tray

The multi-purpose (or manual feeder) tray can hold special sizes and types of print material, such as postcards, note cards, and envelopes (see "Print media specifications" on page 105).



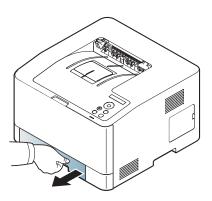
If you want to print from the manual feeder for CLP-41xN Series/CLP-41xNW Series, there should be paper in the tray1.

Tips on using the multi-purpose (or manual feeder) tray

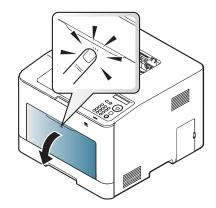
- Load only one type, size and weight of print media at a time in the multipurpose (or manual feeder) tray.
- To prevent paper jams, do not add paper while printing when there is still
 paper in the multi-purpose (or manual feeder) tray. This also applies to other
 types of print media.
- Always load the specified print media only to avoid paper jams and print quality problems (see "Print media specifications" on page 105).
- Flatten any curl on postcards, envelopes, and labels before loading them into the multi-purpose (or manual feeder) tray.
 - 1 Push-release of Multi-purpose tray and pull it down to open.

OR

Pull out the paper tray for manual feeding.

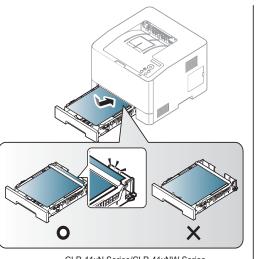


CLP-41xN Series/CLP-41xNW Series



CLP-68xND Series/ CLP-68xDW Series

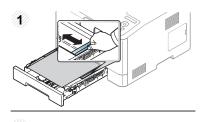
Coad the paper.



CLP-41xN Series/CLP-41xNW Series

CLP-68xND Series/ CLP-68xDW Series

3 Squeeze the multi-purpose (or manual feeder) tray paper width guides and adjust them to the width of the paper. Do not force them too much, or the paper will bent resulting in a paper jam or skew.





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CLP-68xND Series/ CLP-68xDW Series



- When printing the special media, you must follow the loading guideline (See "Printing on special media" on page 37).
- When papers overlap when printing using multi-purpose tray, open tray
 1 and remove overlapping papers then try printing again.
- When paper does not feed well while printing, push the paper in manually until it starts feeding automatically.
- When you print a document, set the paper type and size for the multipurpose (or manual feeder) tray (see "Setting the paper size and type" on page 42).



The settings made from the machine driver override the settings on the control panel.

- **a** To print in application, open an application and start the print menu.
- **b** Open **Printing Preferences** (See "Opening printing preferences" on page 46).
- **c** Press the **Paper** tab in **Printing Preferences**, and select an appropriate paper type.
 - For example, if you want to use a label, set the paper type to **Label**.
- **d** Select **MP Tray** (or **Manual Feeder**) in paper source, then press **OK**.
- **e** Start printing in application.

 If your machine has multi-purpose tray, press **OK** on the control panel each time you load a sheet of paper.

Printing on special media

The table below shows the special media usable in tray.

The media is also shown in the **Printing Preferences**. To get the highest printing quality, select the proper media type from the **Printing preferences** window > **Paper tab** > **Paper Type** (see "Opening printing preferences" on page 46).

For example, if you want to print on labels, select **Labels** for **Paper Type**.



- When using special media, we recommend you feed one sheet at a time (see "Print media specifications" on page 105).
- Illustrations on this user's guide may differ from your machine depending on its options or models. Check your machine type (see "Front view" on page 17).

To see for paper weights for each sheet, refer to "Print media specifications" on page 105.

Types	Tray 1	Optional tray ^a	Manual feeder/ Multi- purpose tray	
Plain	•	•	•	
Thick	•	•	•	
Thicker	•		•	