

DEVELOP

Dynamic balance

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Quick Reference

ineo 3300P

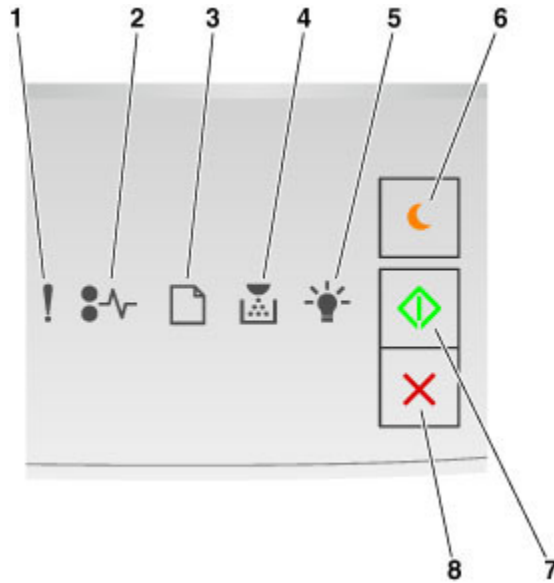
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1—Learning about the printer




Note: For network printers or printers connected to a print server, you can also check the status of your printer through the Embedded Web Server.

Using the printer control panel





















	Light or button		Color	Description
1	Error light		Yellow	An error has occurred.
2	Paper jam light		Yellow	A paper jam has occurred.
3	Load or remove paper light		Yellow	Paper must be loaded in the tray or removed from the bin.
4	Toner low or replace imaging unit light		Yellow	The toner cartridge is low on toner, or the imaging unit needs to be replaced.
5	Ready or data light		Green	The printer is in Ready state.

Quick Reference

	Light or button		Color	Description
6	Sleep button and light		Amber	Use this to enable Sleep mode or Hibernate mode.
7	Start button and light		Green	Use this to initiate a print job.
8	Stop or cancel button		Red	Use this to cancel a print job.































































Understanding the printer control panel light sequences

The printer control panel lights can mean different things, depending on the light sequence. The lights can be on, off, blinking, or blinking slowly, indicating a printer status, a warning, or an error. The following table shows the appearances of the lights.





















On	Blinking	Blinking slowly
		
		
		
		
		
		


If the printer control panel light sequence matches a light sequence in the following table, then see the message in the same row.




























Quick Reference

Light sequence						Message
						
						Close front door
						Replace imaging unit
						Replace unsupported toner cartridge
						Replace unsupported imaging unit
						Toner cartridge, imaging unit mismatch
						Canceling print job
						Flushing buffer
						Resolution reduced
						Non-Printer Manufacturer toner cartridge
						Non-Printer Manufacturer imaging unit
						Printer had to restart
						Toner cartridge very low
						Imaging unit very low
						Toner cartridge nearly low
						Imaging unit nearly low
						Service error

Quick Reference

Light sequence						Message
						
						Load paper
						Remove paper from standard bin
						Change paper
						Toner cartridge low
						Imaging unit low
						Ready
						Waiting
						Busy
						Not ready

If the printer control panel light sequence matches a light sequence in the “Primary light sequence” column of the following table, then press  twice quickly on the printer control panel. Search for a matching light sequence in the “Supplemental light sequence” column, and then see the message in the same row.

Primary light sequence						Supplemental light sequence						Message
												
												Missing or unresponsive toner cartridge
												Replace toner cartridge
												Toner cartridge, printer region mismatch

Quick Reference

Primary light sequence						Supplemental light sequence						Message
!	⚡	📄	🗑️	💡	⬠	!	⚡	📄	🗑️	💡	⬠	
!			🗑️			!	⚡		🗑️			Missing or unresponsive imaging unit
!					⬠	!	⚡				⬠	Standard network software error
!					⬠	!	⚡				⬠	Network [x] software error
!					⬠	!			🗑️		⬠	Insufficient memory to collate job
!					⬠	!				💡	⬠	Complex page
!					⬠	!				💡	⬠	Insufficient memory to support Resource Save feature
!					⬠	!	⚡	📄			⬠	Standard parallel port disabled
!					⬠	!	⚡	📄			⬠	Standard USB port disabled
!					⬠	!		📄	🗑️		⬠	Too many trays attached
!					⬠	!		📄		💡	⬠	Incorrect paper size
!					⬠	!			🗑️	💡	⬠	Memory full
	⚡				⬠		⚡	📄			⬠	Paper jam, clear standard bin
	⚡				⬠		⚡	📄			⬠	Paper jam, remove standard tray to clear duplex
	⚡				⬠		⚡		🗑️		⬠	Paper jam, open rear door

Quick Reference

Primary light sequence						Supplemental light sequence						Message
!	⚙️	📄	🗑️	💡	🔍	!	⚙️	📄	🗑️	💡	🔍	
	⚙️				🔍		⚙️		🗑️		🔍	Paper jam, remove standard tray to clear duplex
	⚙️				🔍		⚙️		🗑️		🔍	Paper jam, remove standard tray to clear duplex
	⚙️				🔍		⚙️			💡	🔍	Paper jam, open front door
	⚙️				🔍		⚙️	📄	🗑️		🔍	Paper jam, remove standard tray
	⚙️				🔍		⚙️	📄		💡	🔍	Paper jam, remove optional tray
	⚙️				🔍		⚙️		🗑️	💡	🔍	Paper jam, manual feeder

2—Loading paper and specialty media

Setting the paper size and type

Using the Embedded Web Server

1. Open a Web browser, and then type the printer IP address in the address field.

Notes:

- Print a network setup page or menu settings page, and then locate the IP address in the TCP/IP section. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings >Paper Menu**.

Using the printer settings on the computer

Depending on your operating system, access the Paper menu using the Local Printer Settings Utility or Printer Settings.

Note: The paper size and type settings will be saved until you reset factory default settings.

Configuring Universal paper settings

The Universal paper size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus.

Notes:

- The smallest Universal size supported in the multipurpose feeder is 76.2 x 127 mm (3 x 5 inches).
- The largest supported Universal size is 215.9 x 355.6 mm (8.5 x 14 inches).

Using the Embedded Web Server

1. Open a Web browser, and then type the printer IP address in the address field.
2. Click **Settings >Paper Menu >Universal Setup**.
3. Select the unit of measure, or click **Print Width** or **Print Length**.
4. Change the setting, and then click **Submit**.

Using the printer settings on the computer

1. Depending on your operating system, access the Paper menu using the Local Printer Settings Utility or Printer Settings.
2. Select the tray containing the Universal paper size, and then select Universal as the paper size.

Using the standard bin and paper stop

The standard bin holds up to 150 sheets of 20-lb paper. It collects prints facedown. The standard bin includes a paper stop that keeps paper from sliding out the front of the bin as it stacks.

To open the paper stop, pull it so that it flips forward.



Note: Close the paper stop when moving the printer to another location.

Loading trays


⚠ CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

1. Pull out the tray completely.

Note: Do not remove trays while a job prints or while the following light sequence appears on the printer control panel. Doing so may cause a jam.



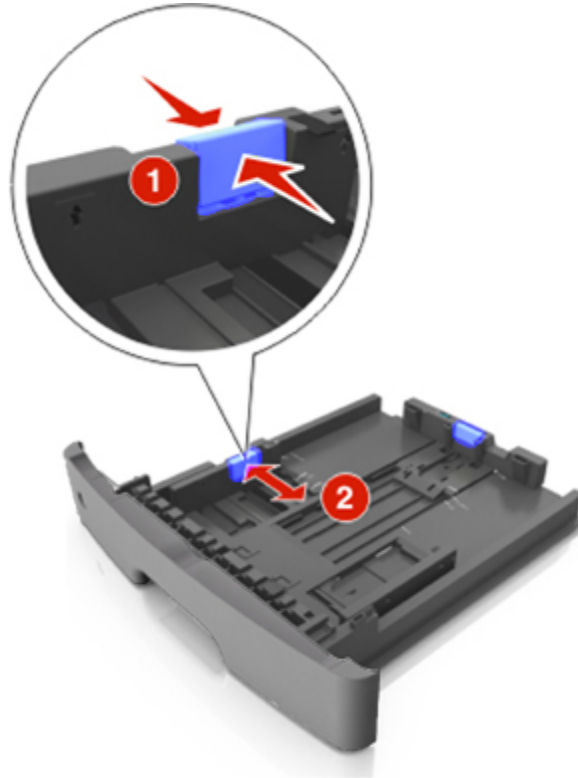
Busy

 - Blinking



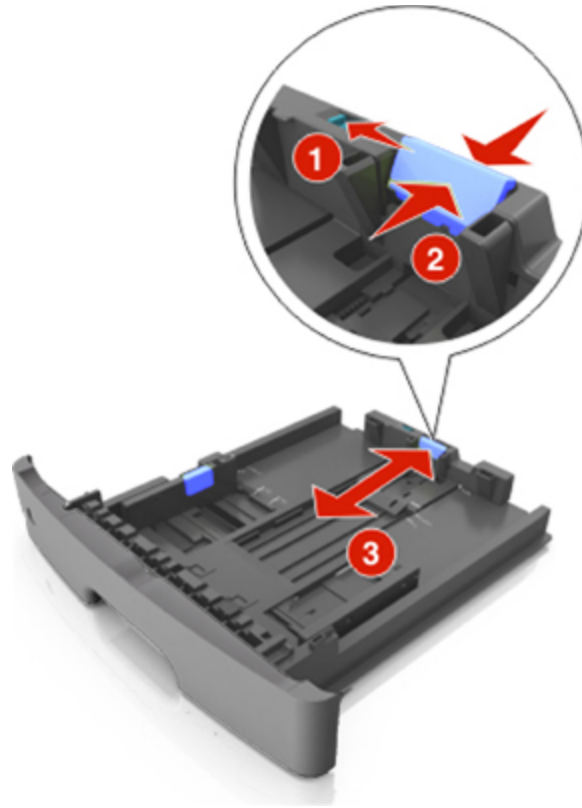
Quick Reference

2. Squeeze, and then slide the width guide tab to the correct position for the size of the paper you are loading.



Quick Reference

3. Unlock the length guide. Squeeze, and then slide the length guide tab to the correct position for the size of the paper you are loading.



Notes:

- For some paper sizes like letter, legal, and A4, squeeze and slide the length guide tab backward to accommodate their length.
- When loading legal-size paper, the length guide extends beyond the base leaving the paper exposed to dust. To protect the paper from dust, you can purchase a dust cover separately.
- If you are loading A6-size paper in the standard tray, then squeeze and slide the length guide tab toward the center of the tray to the A6-size position.
- Make sure the width and length guides are aligned with the paper size indicators on the bottom of the tray.

Quick Reference

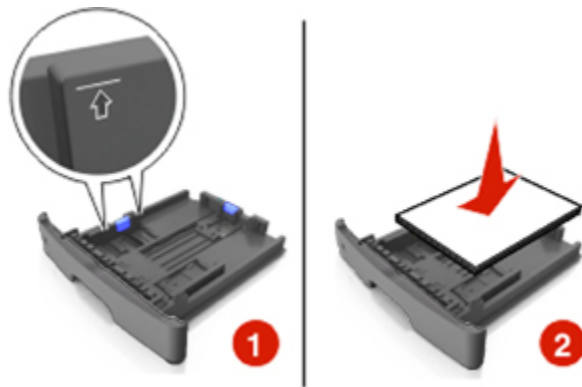


4. Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.



5. Load the paper stack.

Note: Make sure the paper is below the maximum fill indicator located on the side of the width guide.



Notes:

- Load with the printable side facedown when using recycled or preprinted paper.
- Load prepunched paper with the holes on the top edge toward the front of the tray.
- Load letterhead facedown, with the top edge of the sheet toward the front of the tray. For two-sided printing, load letterhead faceup with the bottom edge of the sheet toward the front of the tray.

Quick Reference

6. Insert the tray.



7. From the Embedded Web Server or your computer, set the paper size and type in the Paper menu to match the paper loaded in the tray.

Notes:

- If the printer is not connected to a network, then access the Paper menu using Local Printer Settings Utility or Printer Settings, depending on your operating system.
- Set the correct paper size and type to avoid paper jams and print quality problems.

Loading the multipurpose feeder

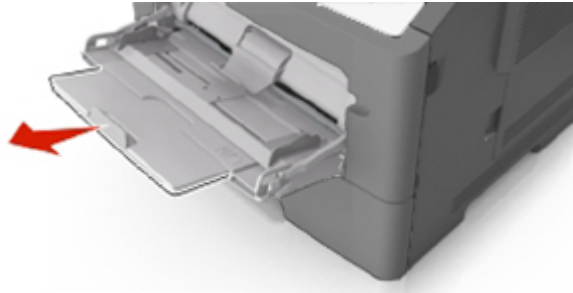
Use the multipurpose feeder when printing on different paper sizes and types or specialty media, such as card stock, transparencies, paper labels, and envelopes. You can also use it for single-page print jobs on letterhead.

1. Open the multipurpose feeder.



Quick Reference

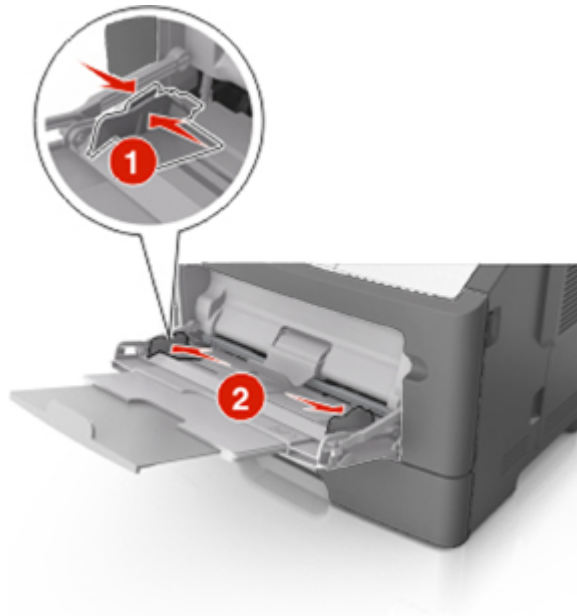
- a. Pull the multipurpose feeder extender.



- b. Pull the extender gently so the multipurpose feeder is fully extended and open.



2. Squeeze the tab on the left width guide, and then move the guides for the paper you are loading.



Quick Reference

3. Prepare the paper or specialty media for loading.

- Flex sheets of paper back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.



- Hold transparencies by the edges. Flex the stack of transparencies back and forth to loosen them, and then fan them. Straighten the edges on a level surface.

Note: Avoid touching the printable side of the transparencies. Be careful not to scratch them.



- Flex the stack of envelopes back and forth to loosen them, and then fan them. Straighten the edges on a level surface.

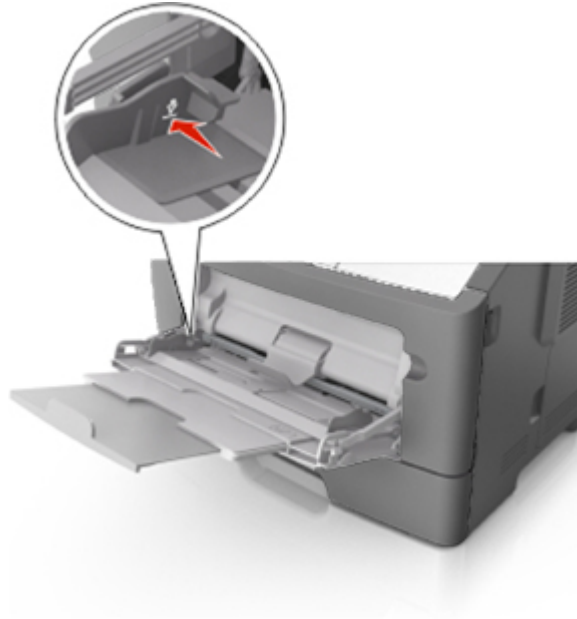


4. Load the paper or specialty media.

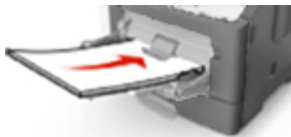
Notes:

- Do not force paper into the multipurpose feeder. Overfilling may cause paper jams.
- Make sure the paper or specialty media is below the maximum paper fill indicator located on the paper guides.

Quick Reference



- Load paper, transparencies, and card stock with the recommended printable side faceup and the top edge entering the printer first. For more information on loading transparencies, see the packaging the transparencies came in.



- Load letterhead faceup with the top edge entering the printer first. For two-sided (duplex) printing, load letterhead facedown with the bottom edge of the sheet entering the printer first.



- Load envelopes with the flap on the left side facedown.

Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.



5. From the Embedded Web Server or from your computer, set the paper size and type in the Paper menu to match the paper loaded in the multipurpose feeder.

Note: Depending on your operating system, access the Paper menu using Local Printer Settings Utility or Printer Settings.

Linking and unlinking trays

When the paper size and paper type for any trays are the same, the printer will link those trays. When one linked tray becomes empty, paper will feed from the next linked tray. It is recommended to give all unique paper, such as letterhead and different colored plain papers, a different custom type name so that the trays they are in will not automatically link.

Linking and unlinking trays

Using the Embedded Web Server

1. Open a Web browser, and then type the printer IP address in the address field.

Notes:

- Print a network setup page or menu settings page, and then locate the IP address in the TCP/IP section. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the Web page correctly.
2. Click **Settings > Paper Menu**.
 3. From the Tray Configuration section, select a tray, and then change the paper size and type settings.
 - To link trays, make sure the paper size and type for the tray match that of the other tray.
 - To unlink trays, make sure the paper size or type for the tray does *not* match that of the other tray.
 4. Click **Submit**.

Using the printer settings on the computer

Depending on your operating system, access the Paper menu using the Local Printer Settings Utility or Printer Settings.

Warning—Potential Damage: Paper loaded in the tray should match the paper type assigned in the printer. The temperature of the fuser varies according to the specified paper type. Printing issues may occur if settings are not properly configured.

Configuring a custom paper type name

Using the Embedded Web Server

1. Open a Web browser, and then type the printer IP address in the address field.

Notes:

- Print a network setup page or menu settings page, and then locate the IP address in the TCP/IP section. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings >Paper Menu >Custom Names**.
3. Select a custom name, and then type a new custom paper type name.
4. Click **Submit**.
5. Click **Custom Types**, and then verify if the new custom paper type name has replaced the custom name.

Using the printer settings on the computer (Windows only)

Access the Custom menu using the Local Printer Settings Utility.

Configuring a custom paper type

Using the Embedded Web Server

1. Open a Web browser, and then type the printer IP address in the address field.

Notes:

- Print a network setup page or menu settings page, and then locate the IP address in TCP/IP section. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2. Click **Settings >Paper Menu >Custom Types**.
3. Select a custom paper type name, and then select a custom paper type.

Note: Plain Paper is the factory default paper type for all user-defined custom names.

4. Click **Submit**.

Using the printer settings on the computer

Depending on your operating system, access the Custom menu using the Local Printer Settings Utility or Printer Settings.

Assigning a custom paper type

Using the Embedded Web Server

1. Open a Web browser, and then type the printer IP address in the address field.

Notes:

- Print a network setup page or menu settings page, and then locate the IP address in the TCP/IP section. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the Web page correctly.
2. Click **Settings > Paper Menu**.
 3. From the Tray Configuration section, select a paper source, and then select a custom paper type under the paper type column.
 4. Click **Submit**.

Using the printer settings on the computer

Depending on your operating system, access the Paper menu using the Local Printer Settings Utility or Printer Settings.

3—Printing

Printing documents

Printing a document

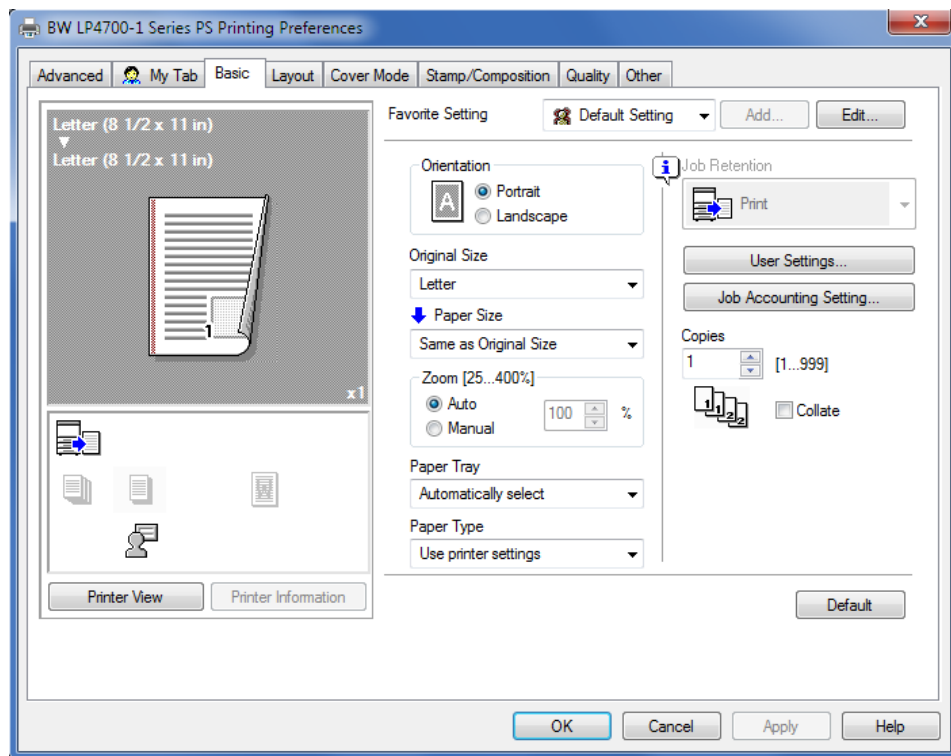
1. From the Embedded Web Server or your computer, set the paper size and type in the Paper menu to match the paper loaded in the tray.

Note: If the printer is not connected to a network, then access the Paper menu using Local Printer Settings Utility or Printer Settings, depending on your operating system.

2. Send the print job.

For Windows users

- a. With a document open, click **File >Print**.
- b. Click **Properties, Preferences, Options, or Setup**.
- c. Adjust the settings, if necessary.
- d. Click **OK >Print**.



Note: For details on the Printing Preferences settings, refer to the Help for the Driver.

For Macintosh users

- a. Customize the settings in the Page Setup dialog.
 1. With a document open, choose **File >Page Setup**.
 2. Choose a paper size or create a custom size to match the paper loaded.
 3. Click **OK**.
- b. Customize the settings in the Print dialog.
 1. With a document open, choose **File >Print**.
If necessary, click the disclosure triangle to see more options.
 2. From the Print dialog and pop-up menus, adjust the settings if necessary.
Note: To print on a specific paper type, adjust the paper type setting to match the paper loaded, or select the appropriate tray or feeder.
 3. Click **Print**.

Adjusting toner darkness

Using the Embedded Web Server

1. Open a Web browser, and then type the printer IP address in the address field.

Notes:

- Print a network setup page or menu settings page, and then locate the IP address in the TCP/IP section. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the Web page correctly.
2. Click **Settings >Print Settings >Quality Menu**.
 3. Adjust the toner darkness setting.
 4. Click **Submit**.


Using the printer settings on the computer

Depending on your operating system, adjust the toner darkness settings using the Local Printer Settings Utility or Printer Settings.

Canceling a print job

Canceling a print job from the computer

For Windows users

1. Open the printers folder.
 - a. Click , or click **Start** and then click **Run**.
 - b. In the Start Search or Run dialog, type `control printers`.
 - c. Press **Enter**, or click **OK**.
2. Double-click the printer icon.
3. Select the print job you want to cancel.
4. Click **Delete**.

For Macintosh users

1. From the Apple Menu, navigate to either of the following:
 - **System Preferences >Print & Scan > select a printer >Open Print Queue**
 - **System Preferences >Print & Fax > select a printer >Open Print Queue**
2. From the printer window, select the print job you want to cancel, and then click **Delete**.

4—Clearing jams

Accessing jam areas

Open the doors and pull out the trays to access jam areas.




Access area	Description
1	Standard bin
2	Rear door
3	Standard 250-sheet tray (Tray 1)
4	Optional 250- or 550-sheet tray (Tray 2)
5	Multipurpose feeder door
6	Front door

Notes:


- When Jam Assist is set to On, the printer automatically flushes blank pages or pages with partial prints to the standard bin after a jammed page has been cleared. Check your printed output stack for discarded pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages. However, the Auto setting does not guarantee that the page will print.

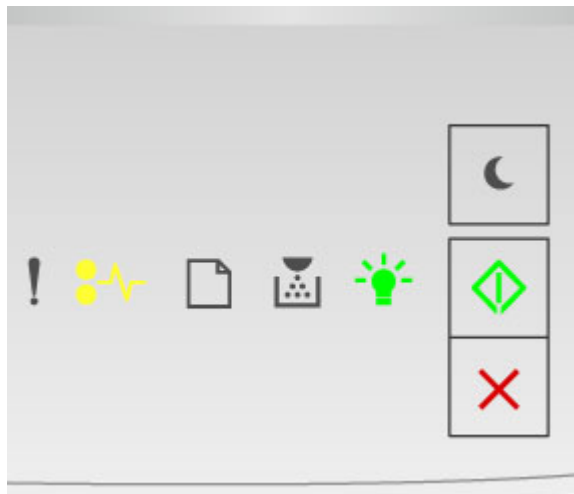
[x]-page jam, open front door. [20y.xx]





 - On

 - On

If the printer control panel light sequence matches the light sequence in the preceding illustration, then press  twice quickly to see the supplemental light sequence.




 - On

 - On

 - On

If the supplemental light sequence matches the light sequence in the preceding illustration, then do the following.

Quick Reference

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

1. Press the button on the right side of the printer, and then open the front door.



2. Pull out the toner cartridge using the handle.

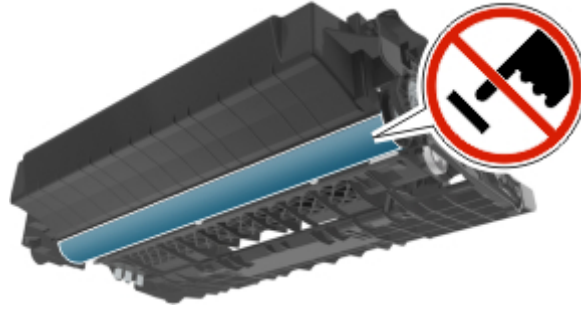


3. Lift the blue handle, and then pull the imaging unit out of the printer.



Warning—Potential Damage: Do not touch the photoconductor drum. Doing so may affect the print quality of future print jobs.

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4. Place the imaging unit aside on a flat, smooth surface.

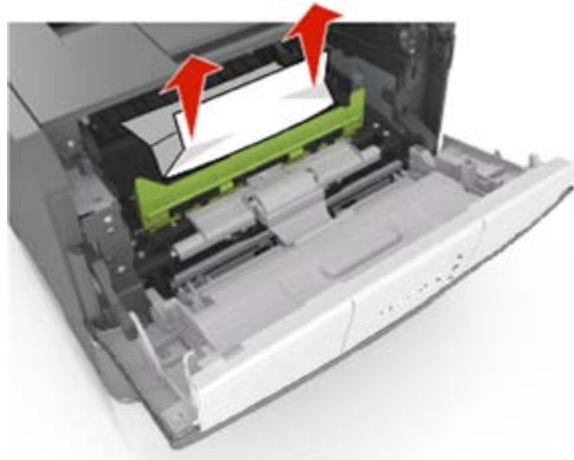
Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light can cause print quality problems.

5. Lift the green flap in front of the printer.



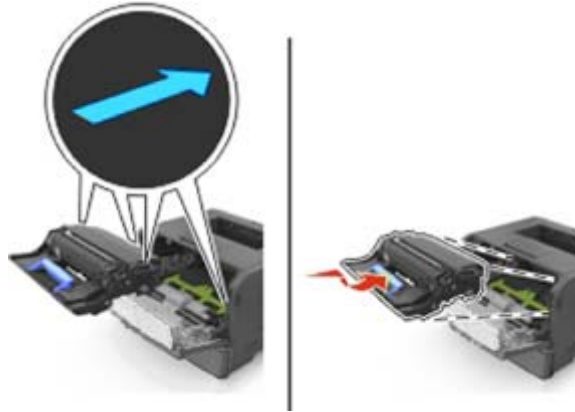
6. Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

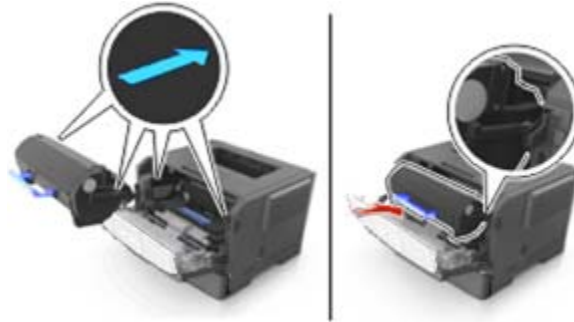


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7. Insert the imaging unit by aligning the arrows on the side rails of the unit with the arrows on the side rails inside the printer, and then insert the imaging unit into the printer.



8. Insert the toner cartridge by aligning the side rails of the cartridge with the arrows on the side rails inside the printer, and then insert the cartridge into the printer.




9. Close the front door.

10. From the printer control panel, press  to clear the message and continue printing.


[x]-page jam, open rear door. [20y.xx]

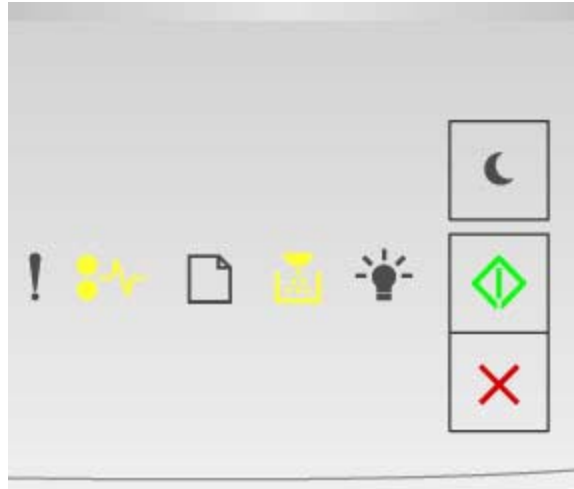



Quick Reference

 - On

 - On

If the printer control panel light sequence matches the light sequence in the preceding illustration, then press  twice quickly to see the supplemental light sequence.



 - On

 - On

 - On


If the supplemental light sequence matches the light sequence in the preceding illustration, then do the following.

1. Press the button on the right side of the printer, and then open the front door.



Quick Reference

2. Gently pull down the rear door.

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.



3. Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.




4. Close the rear and front doors.


5. From the printer control panel, press  to clear the message and continue printing.

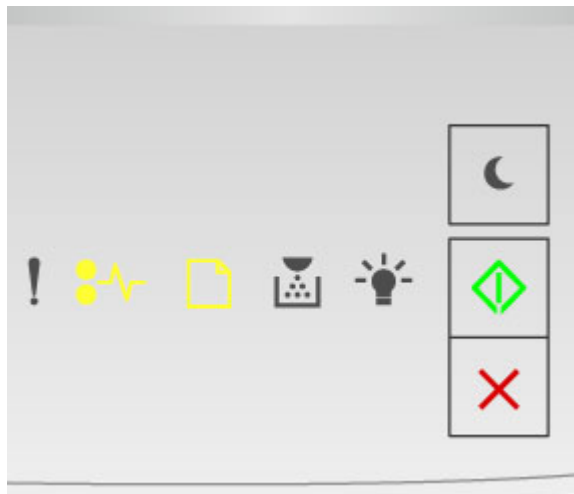
[x]-page jam, clear standard bin. [20y.xx]




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 - On

If the printer control panel light sequence matches the light sequence in the preceding illustration, then press  twice quickly to see the supplemental light sequence.



 - On

 - On

 - On

If the supplemental light sequence matches the light sequence in the preceding illustration, then do the following.

Quick Reference

1. Firmly grasp the jammed paper on each side, and then gently pull it out.


Note: Make sure all paper fragments are removed.



2. From the printer control panel, press  to clear the message and continue printing.


[x]-page jam, remove tray 1 to clear duplex. [23y.xx]











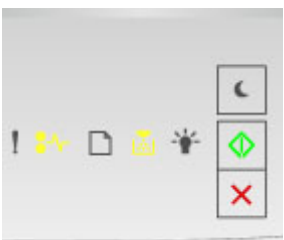



 - On

 - On

If the printer control panel light sequence matches the light sequence in the preceding illustration, then


press  twice quickly to see the supplemental light sequence.

Supplemental light sequences

Light sequence	
	
 - On	
 - On	
 - On	
	
 - On	
 - Blinking	
 - On	
	
 - On	
 - On	
 - On	

Quick Reference

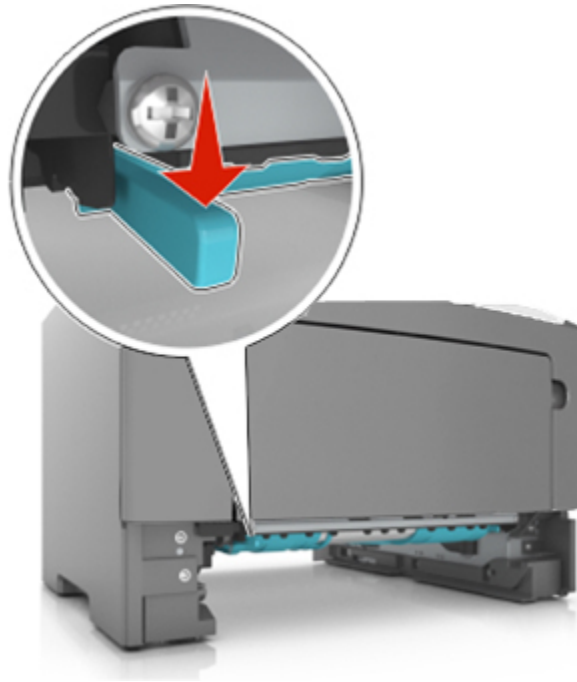
If the supplemental light sequence matches any of the light sequences in the preceding illustrations, then do the following.

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching it.

1. Pull out the tray completely.



2. Locate the blue lever, and then pull it down to release the jam.

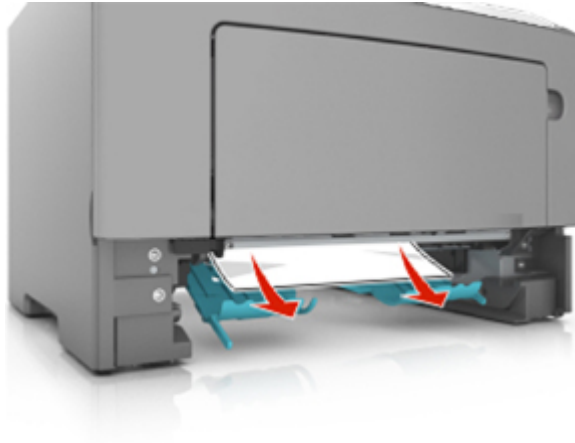


Note: If the jammed paper is not visible in the duplex area, then open the rear door, and then gently remove the jammed paper. Make sure all paper fragments are removed.


Quick Reference

3. Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.




4. Insert the tray.


5. From the printer control panel, press  to clear the message and continue printing.

[x]-page jam, remove tray [x]. [24y.xx]




 - On





 - On

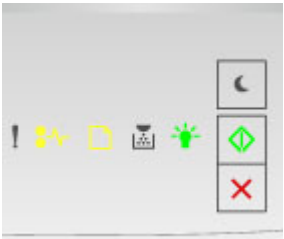
If the printer control panel light sequence matches the light sequence in the preceding illustration, then press  twice quickly to see the supplemental light sequence.





Supplemental light sequences

Light sequence



-  - On
-  - On
-  - On
-  - On



-  - On
-  - On
-  - On
-  - On

If the supplemental light sequence matches any of the light sequences in the preceding illustrations, then do the following.

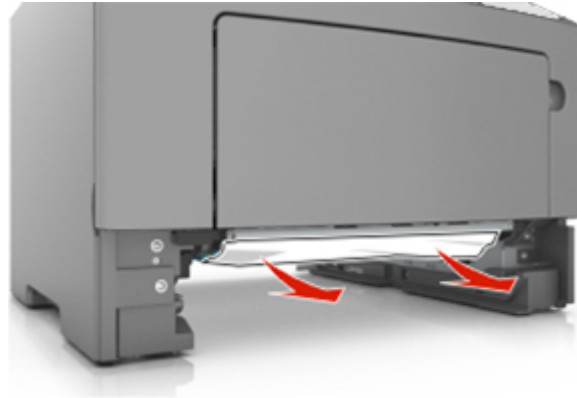
Quick Reference

1. Pull out the tray completely.



2. Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.




3. Insert the tray.


4. From the printer control panel, press  to clear the message and continue printing.

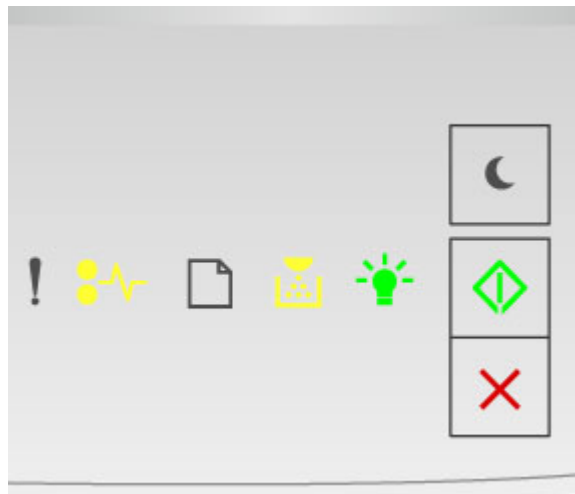
[x]-page jam, clear manual feeder. [250.xx]




 - On

 - On


If the printer control panel light sequence matches the light sequence in the preceding illustration, then press  twice quickly to see the supplemental light sequence.



Quick Reference

 - On

 - On

 - On

 - On

If the supplemental light sequence matches the light sequence in the preceding illustration, then do the following.

1. From the multipurpose feeder, firmly grasp the jammed paper on each side, and then gently pull it out.

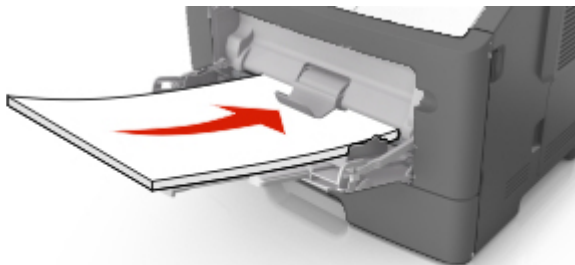
Note: Make sure all paper fragments are removed.



2. Flex the sheets of paper back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.



3. Reload paper into the multipurpose feeder.



Note: Make sure the paper guide lightly rests against the edge of the paper.

4. From the printer control panel, press  to clear the message and continue printing.

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Konica Minolta Business Solutions Europe GmbH
Europaallee 17
D-30855 Langenhagen
Germany
Phone +49 (0)511 7404-0