Dell 5230/5350

Quick Reference
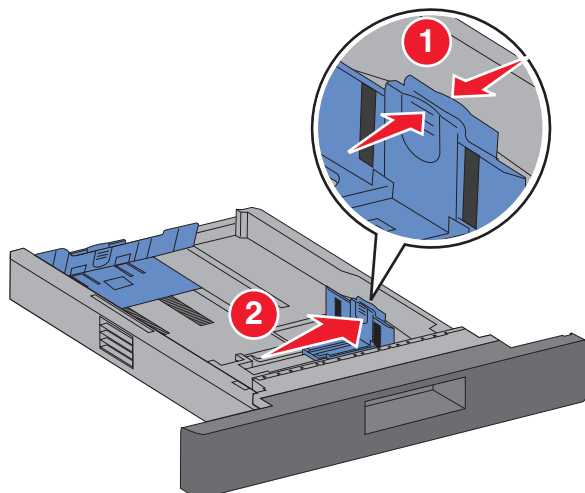
Loading paper and specialty media

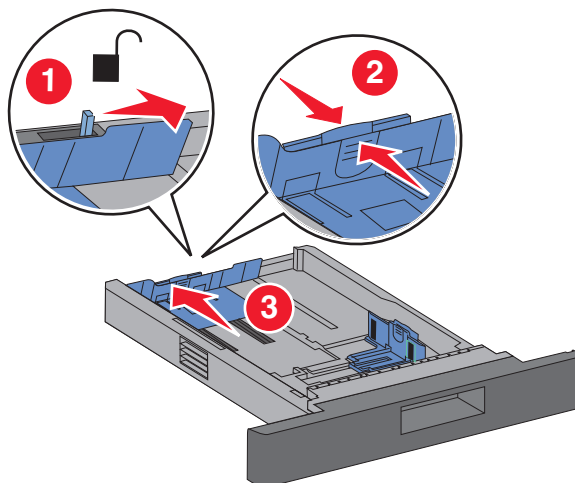### Loading the 250-sheet or 550-sheet tray

1 Pull the tray out.

> **Note:** Do not remove trays while a job prints or while `Busy` appears on the display. Doing so may cause a jam.

2 Squeeze the width guide tab inward as shown, and move the width guide to the correct position for the paper size being loaded.
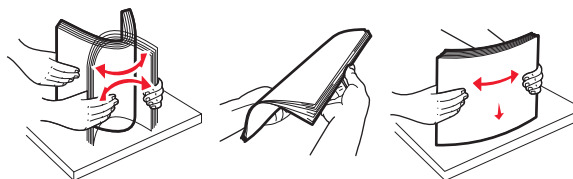

3 Unlock the length guide, squeeze the length guide tab inward as shown, and slide the guide to the correct position for the paper size being loaded.

Notes:

- Use the size indicators on the bottom of the tray to help position the guides.
- For standard paper sizes, lock the length guide.

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.
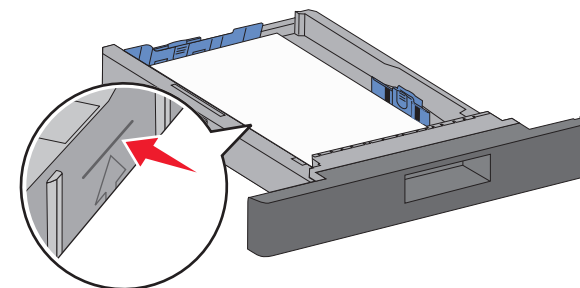

5 Load the paper:

- For single-sided printing, load the paper print side facedown with the leading edge of the paper toward the front of the tray.

  > **Note:** For print jobs using an optional Staple Finisher, place the leading edge of the paper toward the back of the tray.

- For two-sided or duplex printing, load the paper faceup with the leading edge of the paper toward the back of the tray.

  > **Note:** For print jobs using an optional Staple Finisher, place the leading edge of the paper toward the front of the tray.

> **Note:** Notice the maximum fill line on the side of the tray which indicates the maximum height for loading paper. Do not overload the tray.

6 If necessary, adjust the paper guides to lightly touch the sides of the stack, and lock the length guide for the paper sizes indicated on the tray.
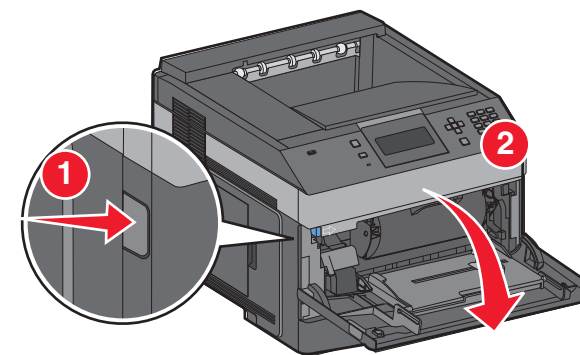
7 Insert the tray.

8 If a different type of paper was loaded than the type previously loaded in the tray, then change the Paper Type setting for the tray from the printer control panel.
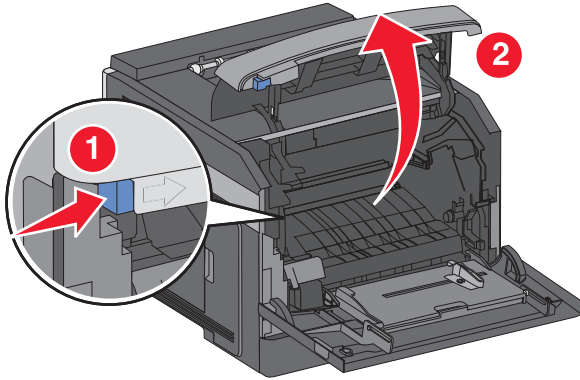
Clearing jams

200 and 201 paper jams

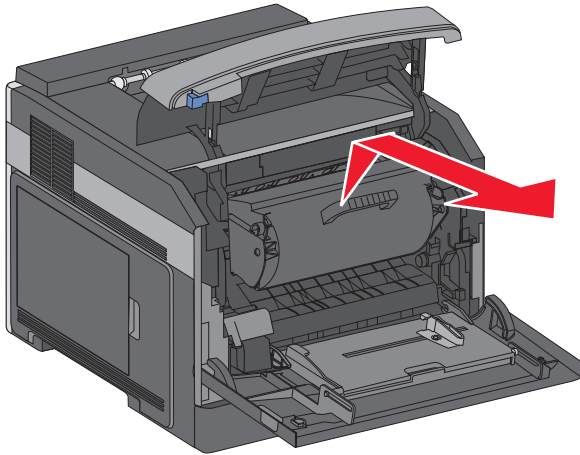**1** Push the release latch, and then lower the multipurpose feeder door.

2 Push the release latch, and then open the front cover.

3 Lift and pull the toner cartridge out of the printer.

Warning—Potential Damage: Do not touch the photoconductor drum on the underside of the cartridge. Use the cartridge handle whenever you are holding the cartridge.

4 Place the toner cartridge aside on a flat, smooth surface.

Warning—Potential Damage: Do not leave the cartridge exposed to light for extended periods.

Warning—Potential Damage: The jammed paper may be covered with unfused toner which can stain garments and skin.

5 Remove the jammed paper.

⚠️ **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.

Note: If the paper is not easy to remove, then open the rear door and remove the paper from there.
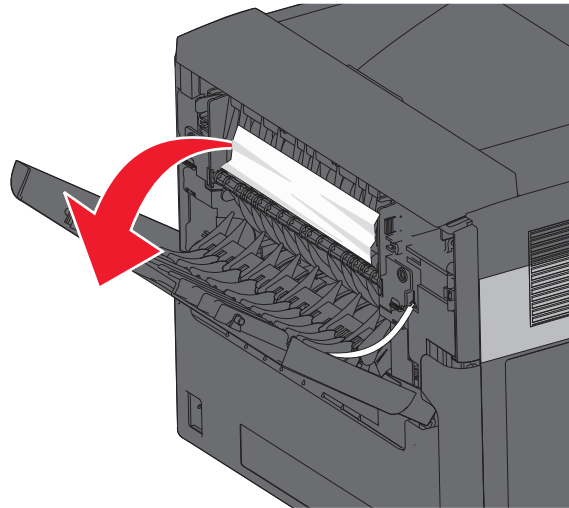
6 Align and reinstall the toner cartridge.

7 Close the front cover.

8 Close the multipurpose feeder door.

9 Press ☑.

202 and 203 paper jams

If the paper is exiting the printer, then pull the paper out, and then press ☑.

If the paper is not exiting the printer:

1 Pull down the top rear door.

2 Slowly remove the jammed paper to avoid tearing it.

3 Close the top rear door.

4 Press ☑.

241–245 paper jams

1 Pull out the tray indicated on the display.

2 Remove any jammed paper, and then insert the tray.

3 Press ☑.

4 If the jam message persists for a 250-sheet or 550-sheet tray, then remove the tray from the printer.

5 Remove the jammed paper, and then insert the tray.

6 Press ☑.