

Printing guide

Get the most from the printer by properly loading the trays and setting the types and sizes for media.

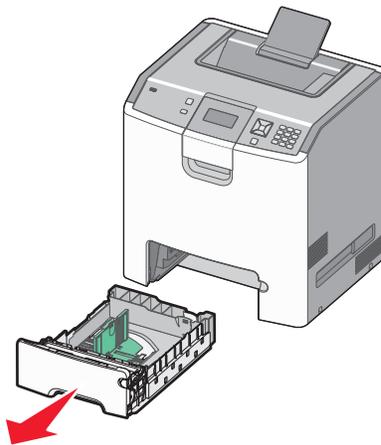
Loading the paper tray

The printer has up to five input sources to select from: the standard tray (Tray 1), also known as the 550-sheet tray, an optional 550-sheet tray, an optional 2,000-sheet tray, a multipurpose tray, and an optional 550-sheet specialty media drawer. Load the paper or specialty media used for the majority of print jobs in Tray 1. Proper paper loading prevents jams and facilitates trouble-free printing.

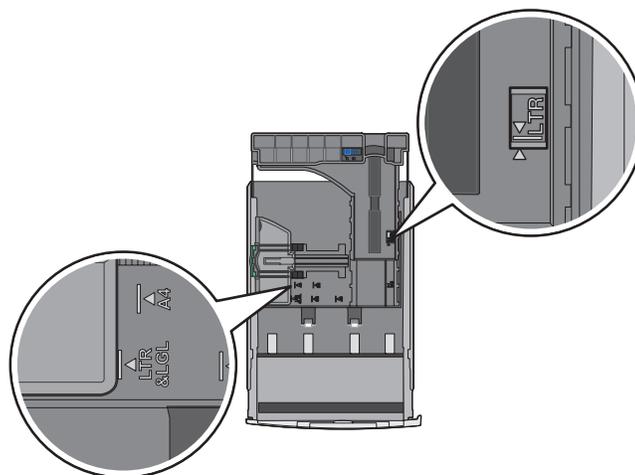
Note: The C736n, C736dn, and C736dtn model printers will support a total of four optional input sources. The C734n, C734dn, C734dtn, and C734dw model printers will support a total of three optional input sources.

Do not remove trays while a job prints or while **Busy** blinks on the printer control panel. Doing so may cause a jam.

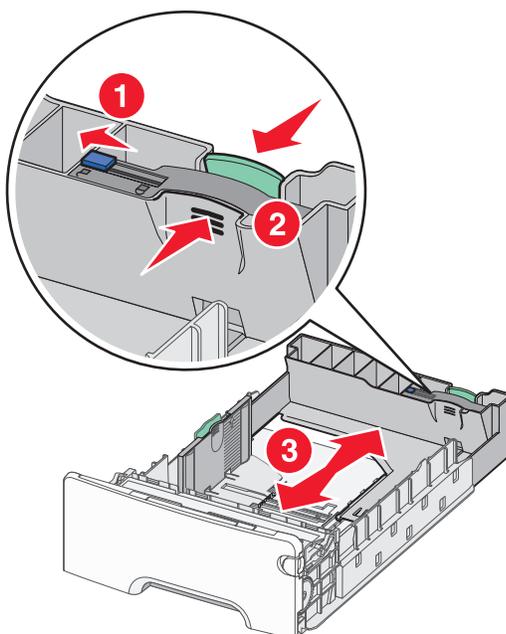
- 1 Grasp the handle, and then pull the tray out. Remove the tray completely.



Notice the size indicators on the bottom of the tray. Use these indicators to help position the guides.



- 2 Squeeze the width guide tabs as shown, and then slide the guide to the correct position for the size of paper being loaded.

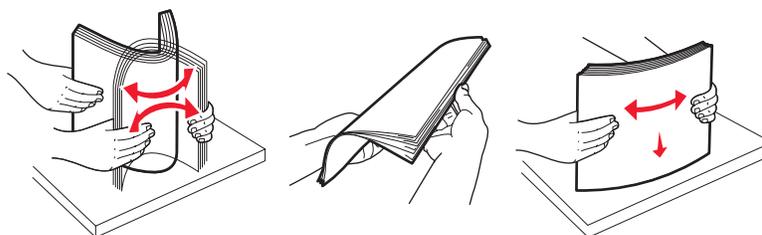


Notice the load line on the left side of the paper tray: it indicates the maximum height for loading paper.

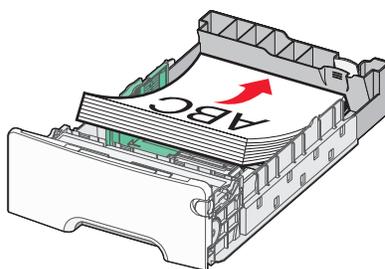
- 3 Squeeze the length guide tabs together, and then slide the length guide to the correct position for the size of paper being loaded.

Note: The length guide has a locking device. To unlock the tray, slide the button on top of the length guide to the left as shown. To lock the tray once a length has been selected, slide the button back to the right.

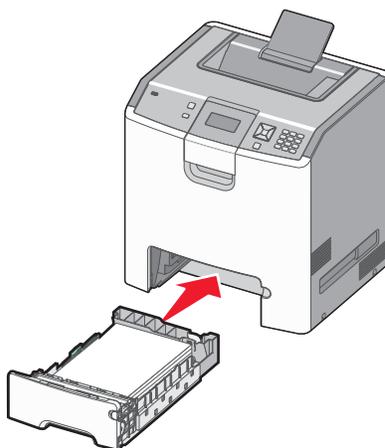
- 4 Flex a stack of paper back and forth to loosen the sheets, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.



- 5 Load the paper stack with the recommended print side faceup. Load the stack toward the back of the tray as shown. When loading preprinted letterhead for simplex printing, place the header toward the front of the tray.



- 6 Align the tray, and then reinsert it.



- 7 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. For more information, see “Setting the paper size and type” on page 3.

Setting the paper size and type

Note: Trays with matching paper size and paper type settings are automatically linked by the printer. When a linked tray runs out of paper, the printer draws from another tray.

To change the paper size and type settings:

- 1 Make sure that the printer is on and **Ready** appears.
- 2 From the printer control panel, press .
- 3 Press the down arrow button until **✓ Paper Menu** appears, and then press .
- 4 Press the down arrow button until **✓ Paper Size/Type** appears, and then press .
- 5 Press the down arrow button until the correct tray appears, and then press .
- 6 Press the down arrow button until **✓** appears next to the correct size, and then press .
- 7 Press the left or right arrow button to scroll through the list of possible paper types. Press  at the correct paper type. **Submitting Selection** appears. The printer returns to the **Paper Size/Type**.
- 8 Press  three times to return to the **Ready** state.