- **5** Load the paper stack:
 - Print side facedown for single-sided printing
 - Print side faceup for duplex printing

Note: Paper must be loaded differently in the trays if an optional StapleSmart[™] II Finisher is installed.



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.