

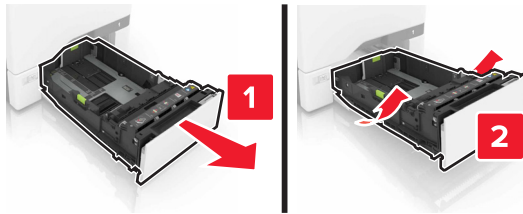
# Media Guide

## Loading trays

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

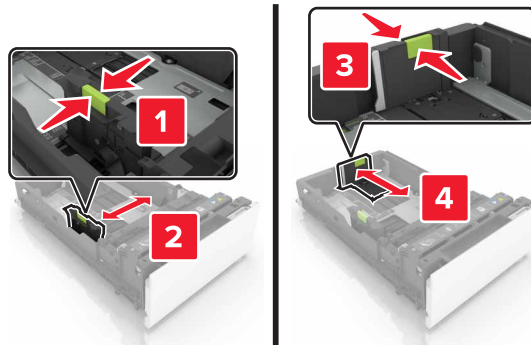
1 Remove the tray.

**Note:** To avoid jams, do not remove tray while a job is printing or while **Busy** appears on the home screen.

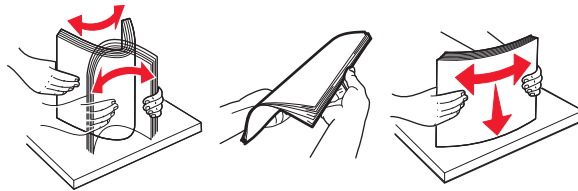


2 Move the paper guides in the tray to the correct position for the paper being loaded.

**Note:** Use the indicators on the bottom of the tray to position the guides.



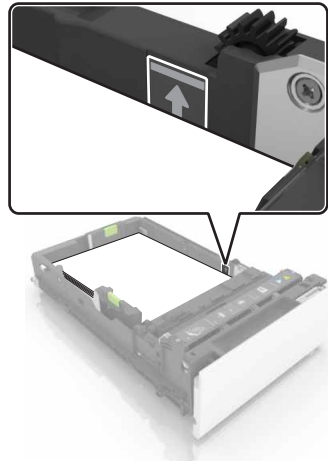
3 Flex, fan, and align the paper edges before loading.



4 Load the paper stack with the printable side faceup.

**Notes:**

- Do not slide paper into the tray.
- Make sure that the paper is below the maximum paper fill indicator in the edge of the paper tray. Overfilling may cause paper jams.



- 5 Insert the tray.
- 6 From the control panel, set the paper size and type to match the paper loaded in the tray.

## Setting the size and type of the specialty media

The trays automatically detect the size of plain paper. For specialty media like labels, card stock, or envelopes, do the following:

- 1 From the home screen, navigate to:  
**Settings > Paper > Tray Configuration** > select a tray
- 2 Configure the size and type of the specialty media.

## Storing paper

Use these paper storage guidelines to help avoid jams and uneven print quality:

- Store paper where the temperature is 21°C (70°F) and the relative humidity is 40%. Most label manufacturers recommend printing in a temperature range of 18–24°C (65–75°F) with relative humidity between 40 and 60%.
- Store paper in cartons, on a pallet or shelf.
- Store individual packages on a flat surface.
- Do not store anything on top of individual paper packages.
- Take paper out of the carton or wrapper only when you are ready to load it in the printer. The carton and wrapper help keep the paper clean, dry, and flat.