


# Printing Guide

## Loading trays

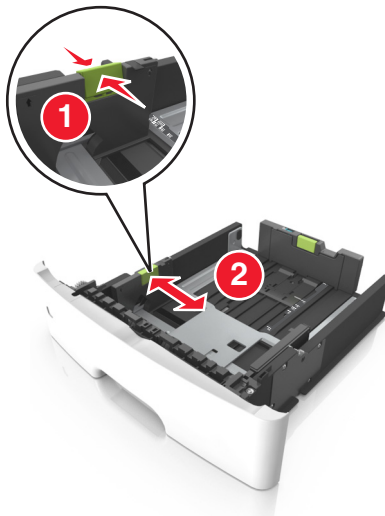
 **CAUTION—POTENTIAL INJURY:** To reduce the risk of equipment instability, load each tray separately. Keep all trays closed until needed.

- 1 Pull the tray completely out.

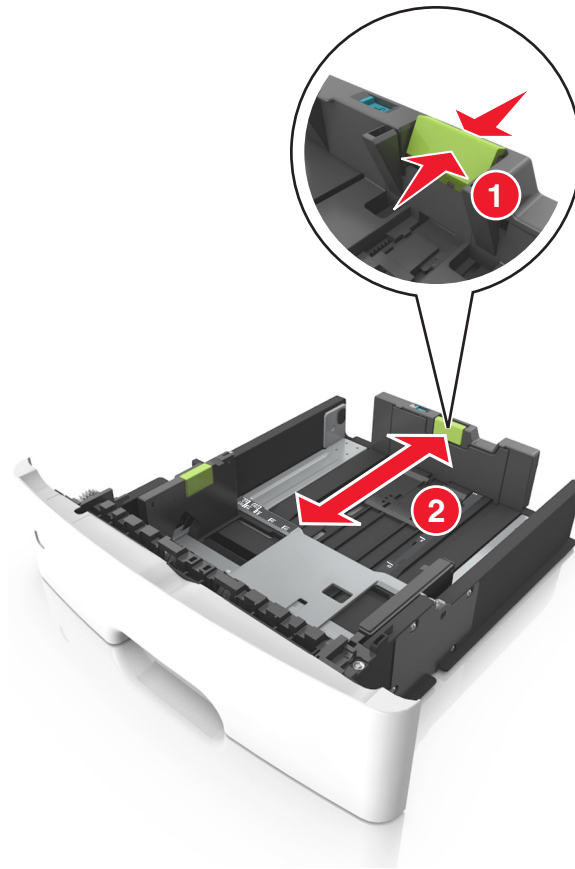
**Note:** Do not remove trays while a job prints or while **Busy** appears on the printer display. Doing so may cause a jam.



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

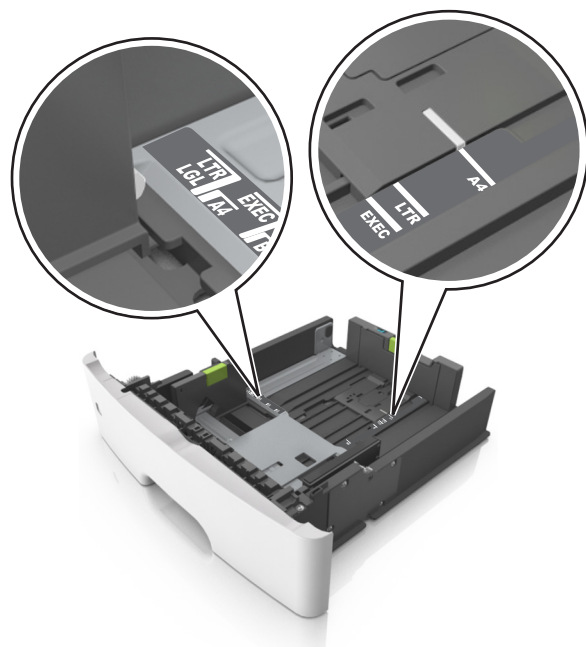


- 3 Unlock the length guide. Squeeze, and then slide the length guide tab to the correct position for the size of the paper you are loading.

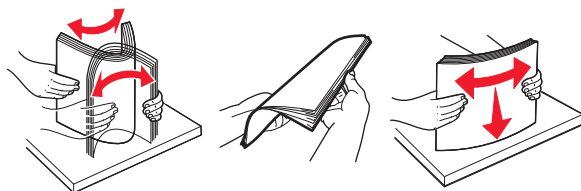


**Notes:**

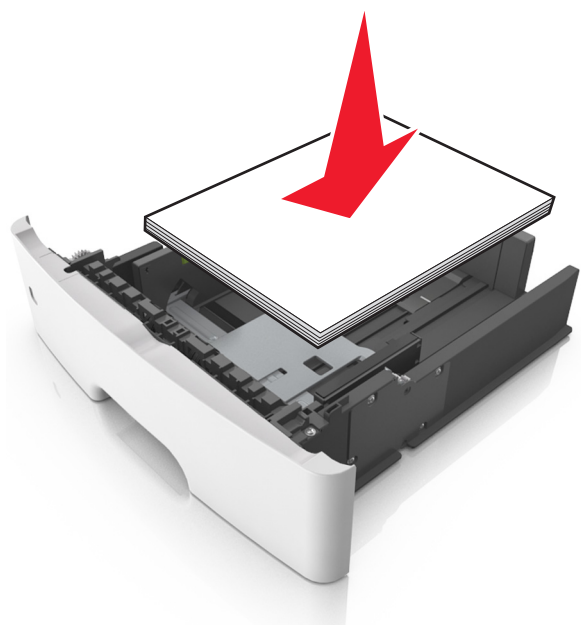
- For some paper sizes like letter, legal, and A4, squeeze and slide the length guide tab backward to accommodate their length.
- When loading legal-size paper, the length guide extends beyond the base leaving the paper exposed to dust. To protect the paper from dust, you can purchase a dust cover separately. For more information, contact customer support.
- If you are loading A6-size paper in the standard tray, then squeeze and then 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.



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



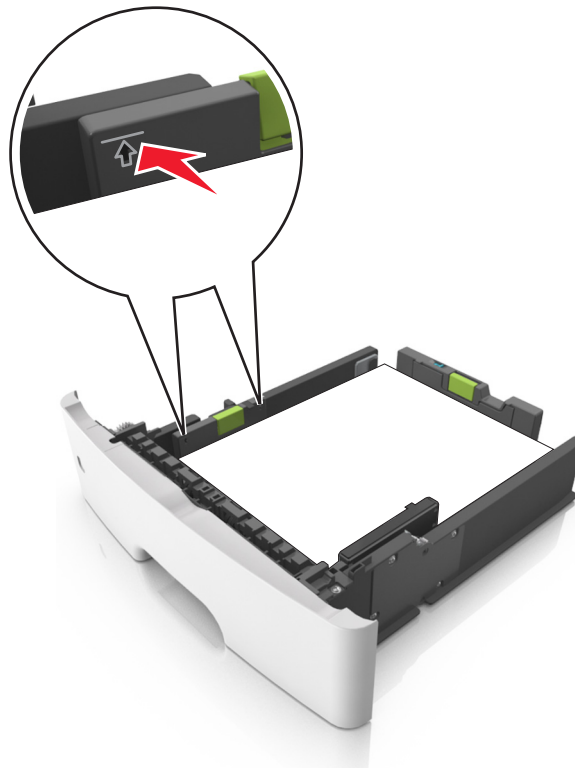
5 Load the paper stack.



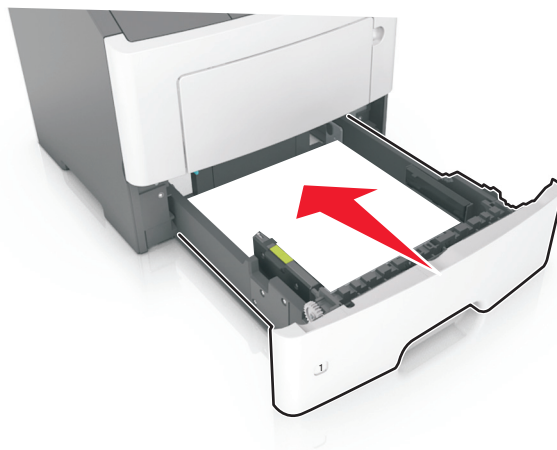
**Notes:**

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



6 Insert the tray.




7 From the printer control panel, set the paper size and type in the Paper menu to match the paper loaded in the tray.


**Note:** Set the correct paper size and type to avoid paper jams and print quality problems.


## Setting the paper size and type

1 From the printer control panel, navigate to:

 > **Settings** >  > **Paper Menu** >  > **Paper Size/Type** > 

2 Press the up or down arrow button to select the tray or feeder, and then press .

3 Press the up or down arrow button to select the paper size, and then press .

4 Press the up or down arrow button to select the paper type, and then press  to change the settings.