

# Printing guide

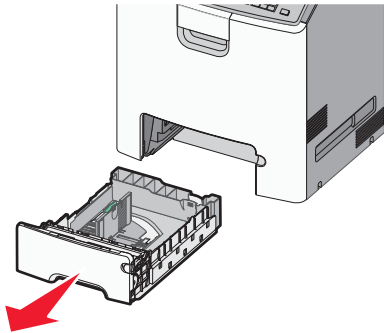
Get the most from the printer by properly loading the trays and properly setting the types and sizes of media.

## Loading the standard or optional 550-sheet tray

The printer has one standard 550-sheet tray (Tray 1) and may have up to three optional 550-sheet trays.

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

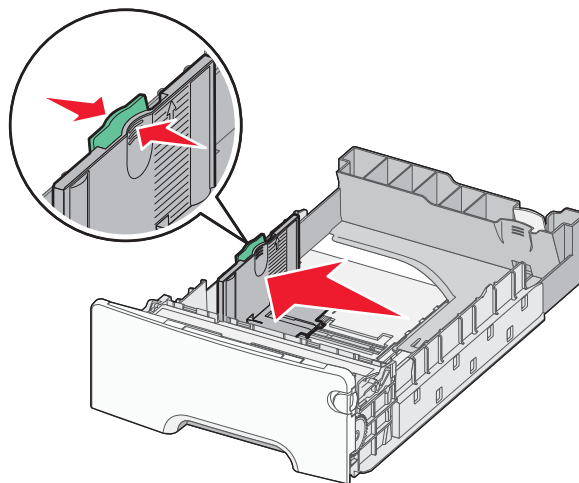
- 1 Pull the tray completely out.



### Notes:

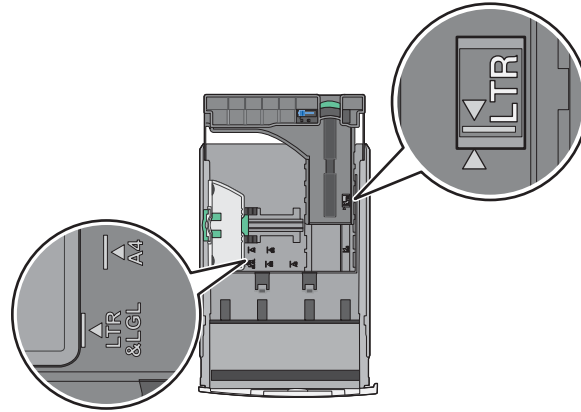
- Do not remove trays while a job prints or while **Busy** appears on the display. Doing so may cause a jam.
- The standard 550-sheet tray (Tray 1) does not automatically detect the paper size.

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



### Notes:

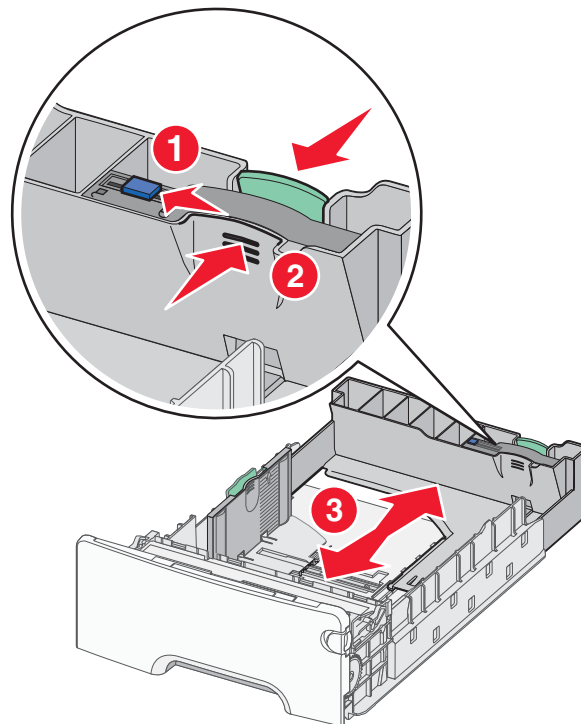
- Use the paper size indicators at the bottom of the tray to help position the length and width guides.
- Incorrect positioning of the width guide can cause paper jams.



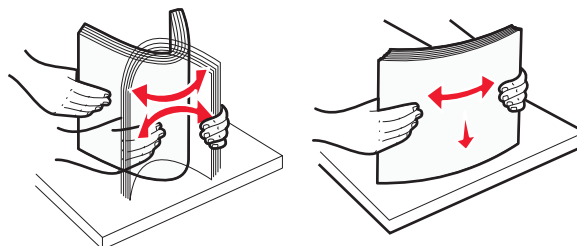
**3** Squeeze and slide the length guide to the correct position for the paper size you are loading.

**Notes:**

- For some paper sizes like letter, legal, and A4, squeeze and slide the length guide backward to accommodate their length.
- The length guide has a locking device. To unlock, slide to the left the button on top of the length guide. To lock, slide the button to the right when a length is selected.



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

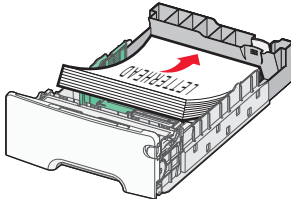


**5** Load the paper stack toward the back of the tray with the recommended printable side faceup.

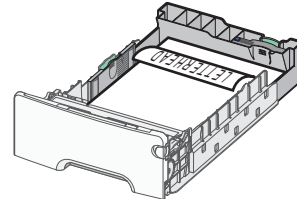
**Notes:**

- When loading preprinted letterhead for one-sided printing, place the letterhead faceup toward the front of the tray.
- When loading preprinted letterhead for two-sided printing, place the letterhead facedown toward the rear of the tray.

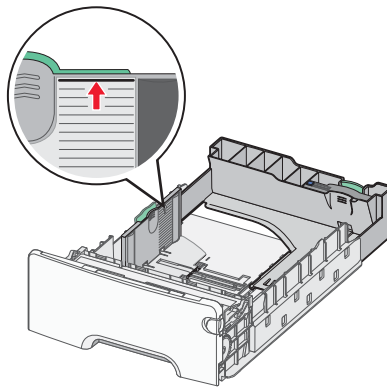
**One-sided printing**



**Two-sided (Duplex) printing**



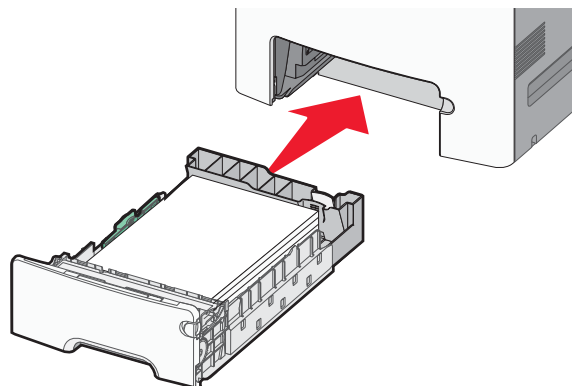
**Note:** Make sure paper does not exceed the maximum paper fill indicator located on the left side of the tray.



**Warning—Potential Damage:** Overloading the tray can cause paper jams and possible printer damage.

**6** Insert the tray.

**Note:** For some paper sizes, the tray will extend past the back of the printer.



**7** From the printer control panel, verify the paper size and paper type setting for the tray based on the paper you loaded.

## Setting the paper size and type

From the home screen navigate to:



> **Paper Menu** > **Paper Size/Type** > select a tray > select the paper size or type >

