

Printing guide

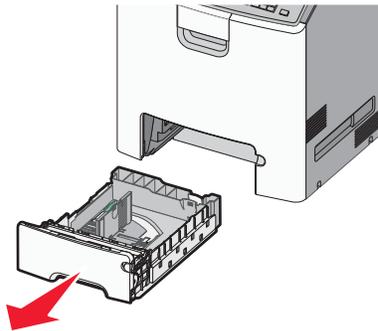
Get the most from the printer by properly loading the trays and properly setting the types and sizes of media.

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. All 550-sheet trays support the same paper sizes and types.

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

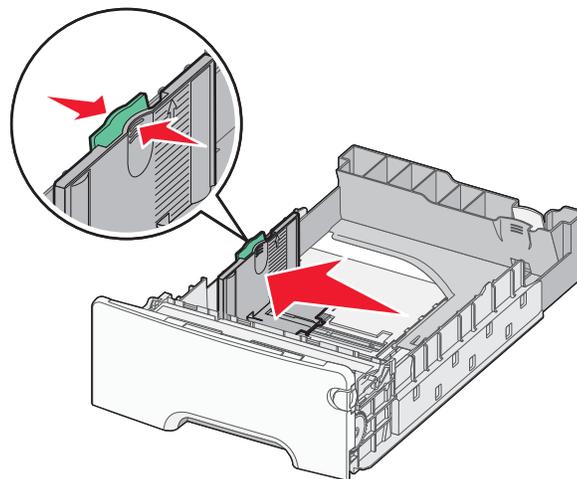
- 1 Pull the tray completely out.



Notes:

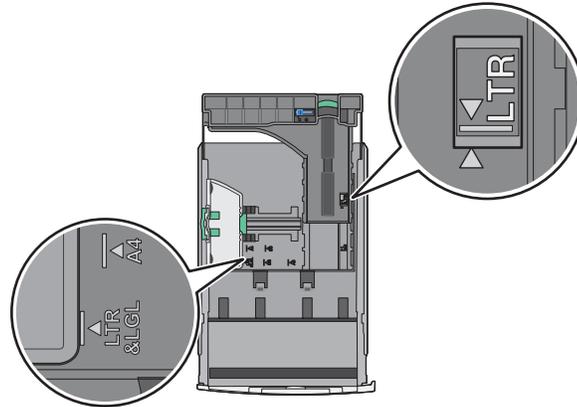
- Do not remove trays while a job prints or while **Busy** appears on the printer display. Doing so may cause a jam.
- The standard 550-sheet tray (Tray 1) does not automatically detect the paper size.

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



Notes:

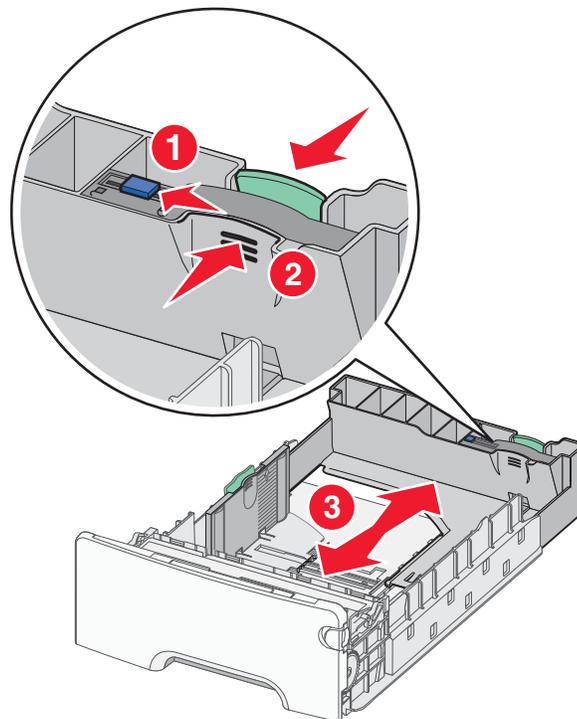
- Use the paper size indicators at the bottom of the tray to help position the length and width guides.
- Incorrect positioning of the width guide can cause paper jams.



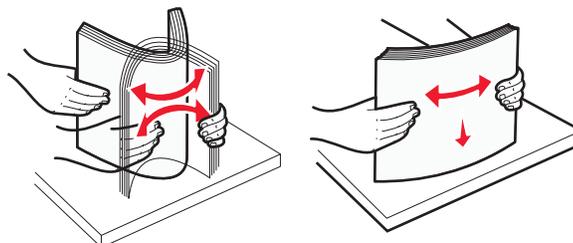
3 Squeeze and slide the length guide to the correct position for the paper size you are loading.

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.

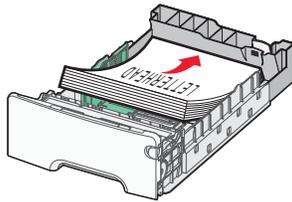


5 Load the paper stack with the recommended printable side faceup.

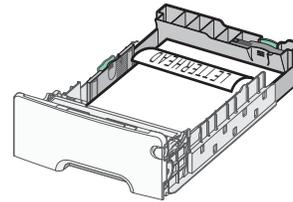
Notes:

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

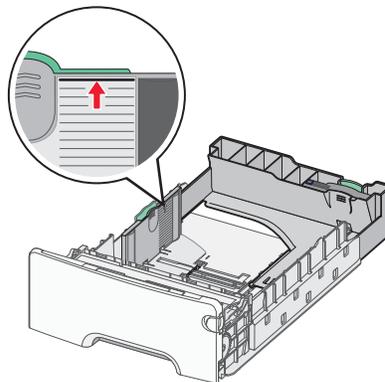
One-sided printing



Two-sided printing



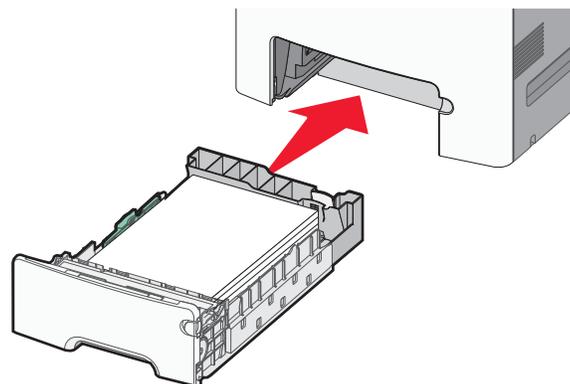
Note: Make sure paper does not exceed the maximum fill indicator located on the left side of the tray.



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.

Note: Paper jams may occur if the paper size and type settings selected do not match the paper loaded.

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 paper 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.