

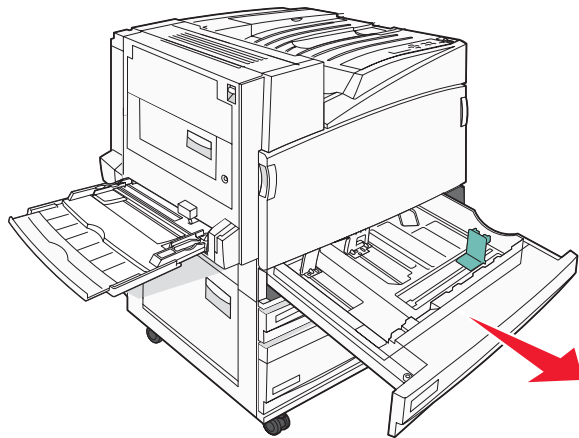
Printing guide

This section explains how to load the 520-, 850-, and 1150-sheet trays. It also includes information about setting the Paper Size and Paper Type.

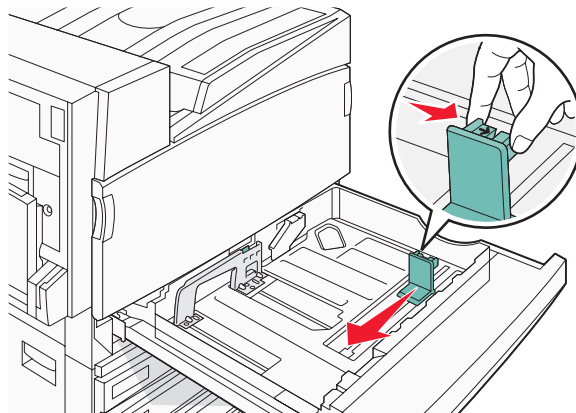
Loading the 520-sheet trays

The printer has a standard 520-sheet tray (Tray 1), and it may have one or more optional 520-sheet trays. All 520-sheet trays support the same paper sizes and types. Paper may be loaded in the trays in either the long-edge or short-edge orientation.

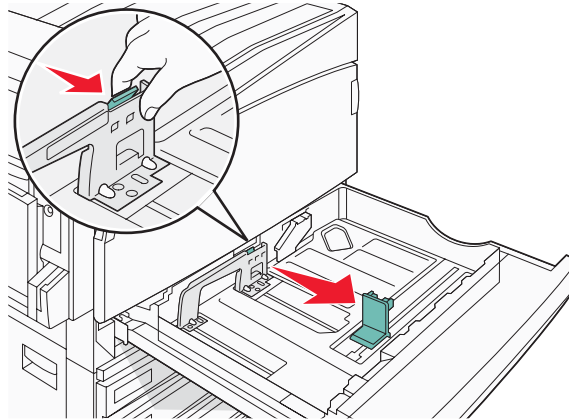
- 1 Grasp the handle, and pull the tray out.



- 2 Squeeze the width guide tabs together as shown, and move the width guide to the correct position for the paper size being loaded.

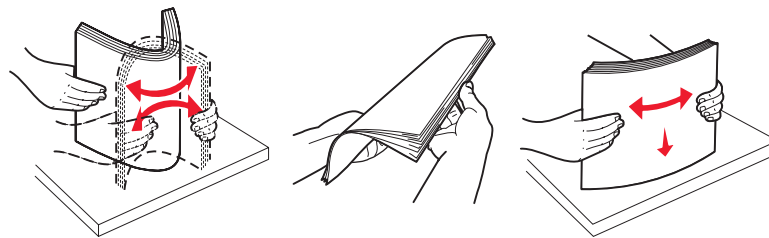


- 3 Squeeze the length guide tab inward as shown, and slide the guide to the correct position for the paper size being loaded.



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

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

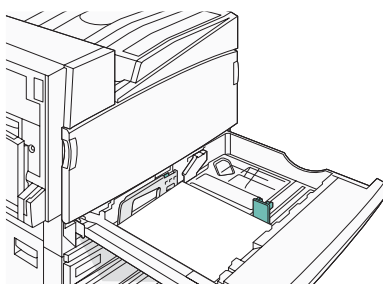


- 5 Load the paper stack with the recommended print side faceup. Load the paper in either the long-edge or short-edge orientation as shown below:

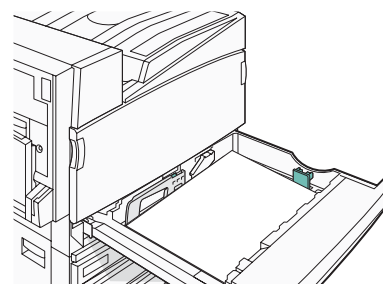
Notes:

- Load sizes larger than A4 in the short-edge orientation.
- Paper must be loaded in the short-edge orientation to create booklets if the optional booklet finisher is installed.

Long-edge orientation

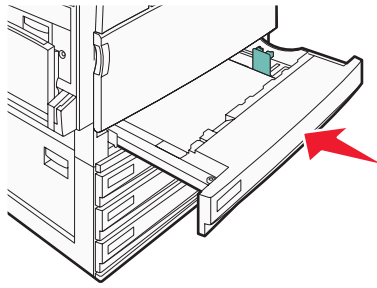


Short-edge orientation



- 6 Make sure the paper guides are secure against the edges of the paper.

7 Align the tray, and insert it.

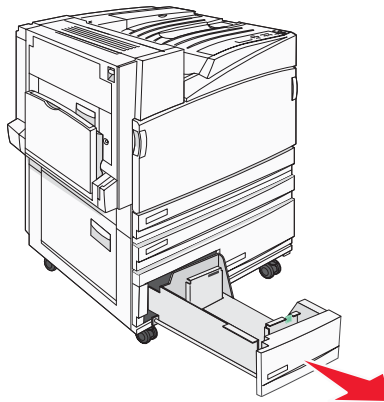


8 If a different type of paper was loaded than the type previously loaded in the tray, change the Paper Type setting for the tray from the control panel.

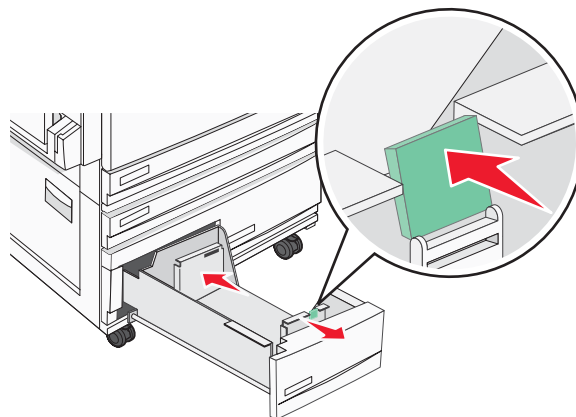
Loading the 867- and 1133-sheet trays

Although the 867-sheet tray and the 1133-sheet tray are different in appearance, they support the same paper sizes and types and require the same process for loading paper. Use these instructions to load paper in either tray:

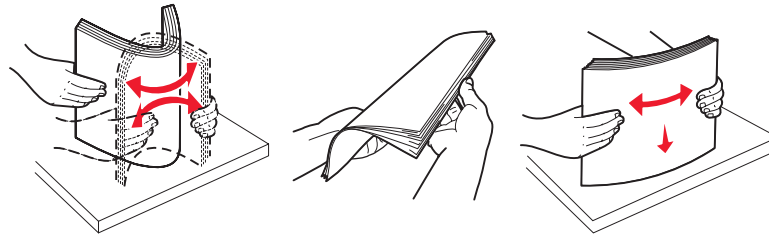
1 Grasp the handle, and open the tray.



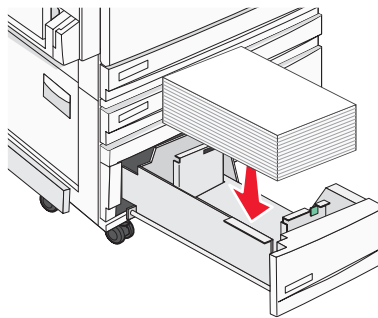
2 Squeeze the length guide tab inward as shown, and slide the guide to the correct position for the paper size being loaded.



- 3 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.


















- 4 Load the paper stack with the recommended print side faceup.



- 5 Make sure the paper guides are secure against the edges of the paper.
- 6 Insert the tray into the printer.
- 7 If a different type of paper was loaded than the type previously loaded in the tray, change the Paper Type setting for the tray from the control panel.

Setting the Paper Size and Paper Type

The Paper Size setting is determined by the position of the paper guides in the tray for all trays except the multipurpose feeder. The Paper Size setting for the multipurpose feeder must be set manually. The factory default Paper Type setting is Plain Paper. The Paper Type setting must be set manually for all trays that do not contain plain paper.

- 1 Make sure the printer is on and **Ready** appears.
 - 2 From the control panel, press .
 - 3 Press  repeatedly until  **Paper Menu** appears, and then press .
 - 4 Press  repeatedly until  **Paper Size/Type** appears, and then press .
 - 5 Press  repeatedly until the correct tray appears, and then press .
 - 6 Press  repeatedly until  appears next to the correct size, and then press .
 - 7 Press  or  repeatedly until the correct Paper Type setting appears, and then press .
- Submitting Selection** appears.