

# Printing guide

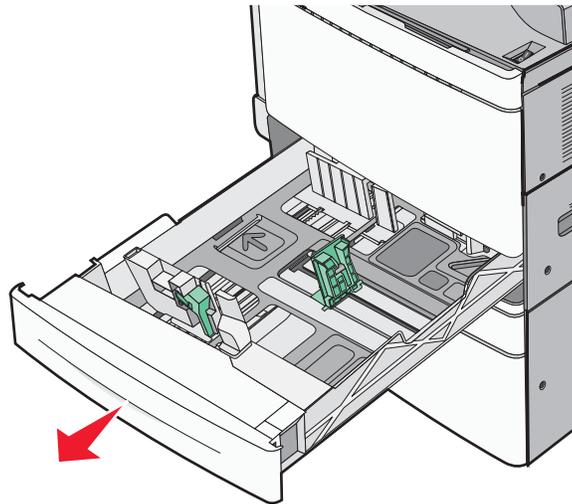
Get the most from the printer by properly loading the trays and setting the types and sizes for media.

## Loading the standard or optional 520-sheet tray

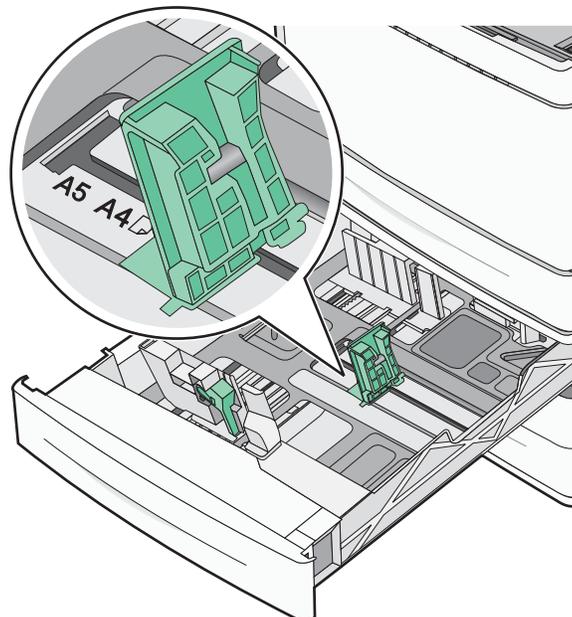
The printer has one standard 520-sheet tray (Tray 1), and may have one or more optional 520-sheet trays. All 520-sheet trays support the same paper sizes and types.

**⚠ 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.

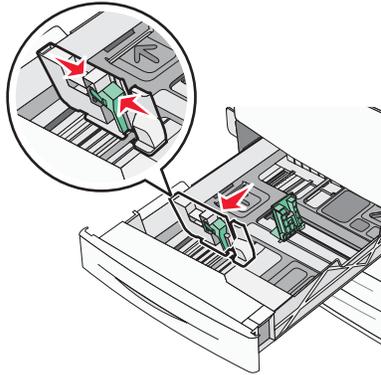
- 1 Pull the tray out.



Notice the size indicators at the bottom of the tray. Use these indicators to help position the length and width guides.

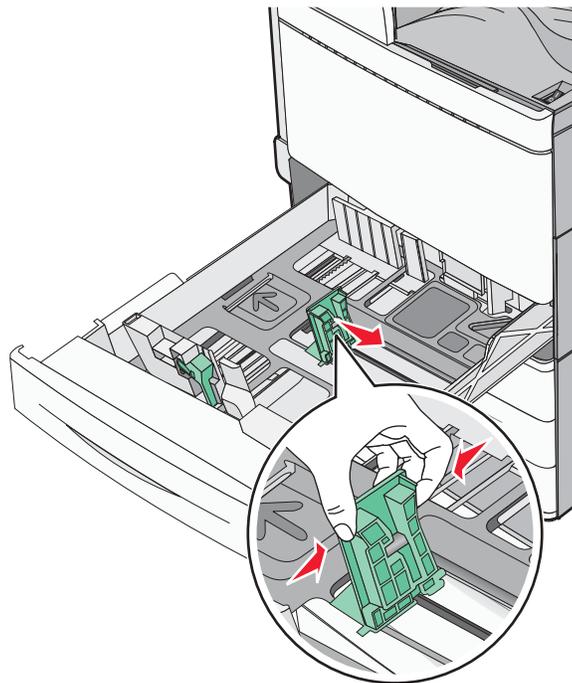


- 2 Squeeze and then slide the width guide to the correct position for the paper size loaded.

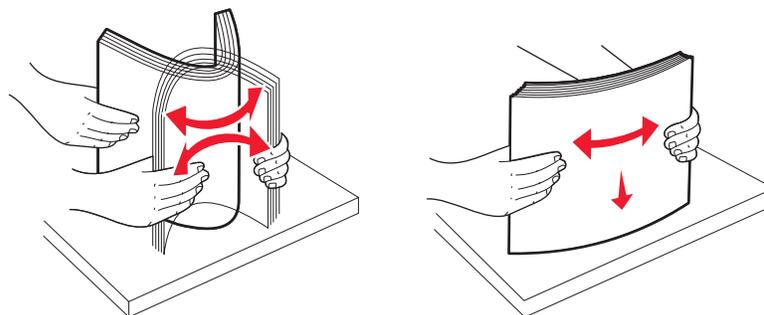


- 3 Squeeze and then slide the length guide to the correct position for the paper size loaded.

**Note:** The length guide has a locking device. To unlock, slide the button on top of the length guide down. To lock, slide the button up when a length has been 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.

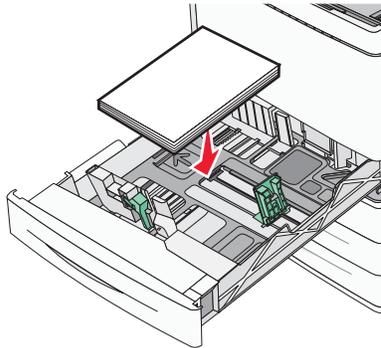


- 5 Load the paper stack with the recommended print side faceup.

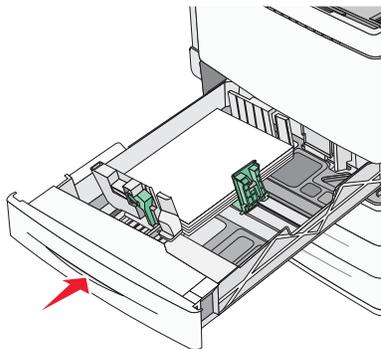
**Notes:**

- Place print side facedown for duplex printing.
- Place pre-punched paper with the holes toward the front of the tray.
- Place letterheads with the header on the left side of the tray.
- Make sure the paper is below the maximum fill line located on the edge of the paper tray.

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



**6** Insert the tray.



**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

The Paper Size setting is automatically sensed according to the position of the paper guides in each tray except the multipurpose feeder. The Paper Size setting for the multipurpose feeder must be set manually from the Paper Size menu. The Paper Type setting must be set manually for all trays that do not contain plain paper.

From the home screen navigate to:

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

The factory default Paper Type setting is Plain Paper.