

Printing guide

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

Loading the 250- and 550-sheet tray

The printer has one 250-sheet tray (Tray 1) with an integrated manual feeder. The 250-sheet tray, the 650-sheet duo tray, and the 550-sheet tray support the same paper sizes and types and are loaded in the same way.

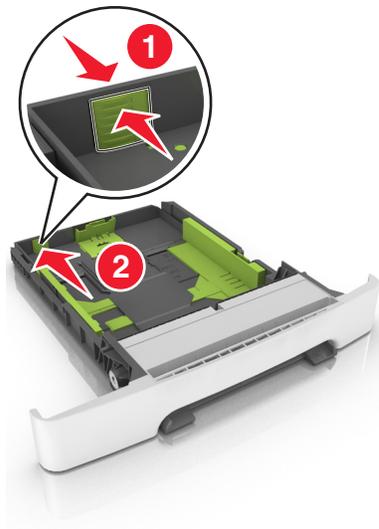
⚠ CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

- 1 Pull out the tray completely.

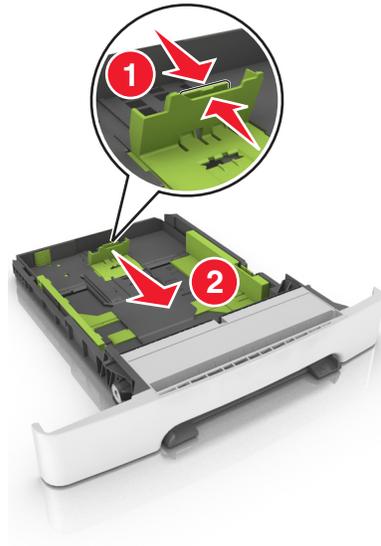
Note: Do not remove trays while a job is printing or while **Busy** appears on the display. Doing so may cause a jam.



- 2 If the paper is longer than letter-size paper, then squeeze and then slide the length guide at the back of the tray to extend it.



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



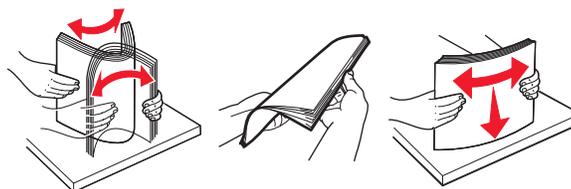
Note: Use the paper size indicators on the bottom of the tray to help position the guide.

- 4 Squeeze, and then slide the width guide tab to the correct position for the size of the paper being loaded.

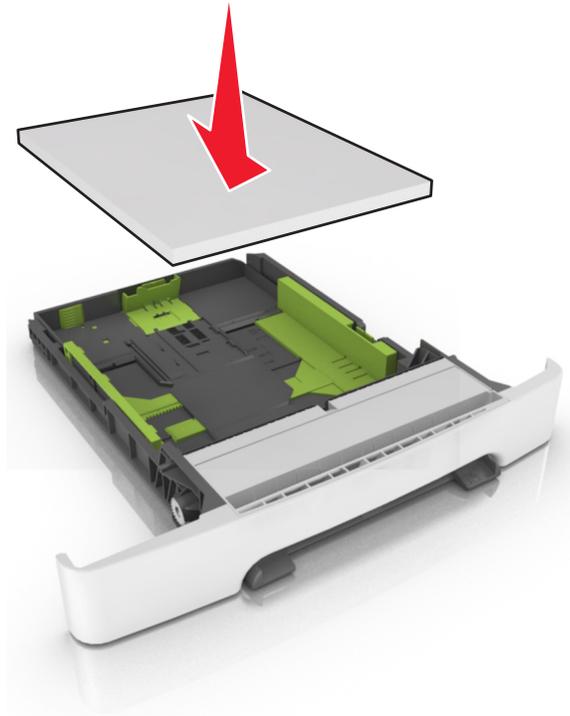


Note: Use the paper size indicators on the bottom of the tray to help position the guides.

- 5 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.

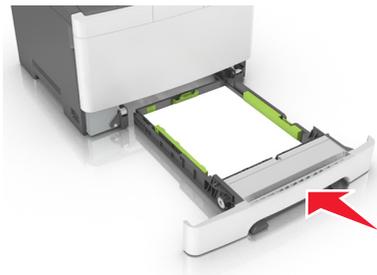


- 6 Load the paper stack with the recommended printable side faceup.



- 7 Place the paper guides securely against the edges of the paper.

- 8 Insert the tray.



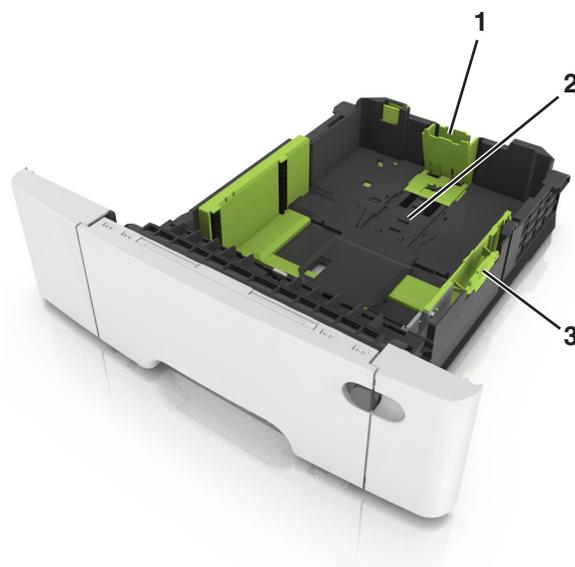
- 9 From the printer control panel, set the paper size and paper type in the Paper menu to match the paper loaded in the tray.

Note: Mixing paper sizes or paper types in a tray may cause jams.

Loading the 650-sheet duo tray

The 650-sheet duo tray (Tray 2) consists of a 550-sheet tray and an integrated 100-sheet multipurpose feeder. The tray is loaded in the same way as the 250-sheet tray and supports the same paper types and sizes. The only differences are the look of the guide tabs and the location of the paper size indicators.

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



1	Length guide tab
2	Paper size indicator
3	Width guide tab

Loading the multipurpose feeder

- 1 Push the multipurpose feeder latch to the left.



2 Open the multipurpose feeder.



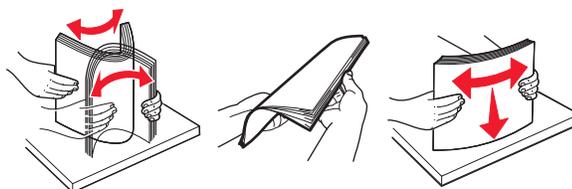
3 Pull the multipurpose feeder extender.

Note: Guide the extender gently so that the multipurpose feeder is fully extended and open.



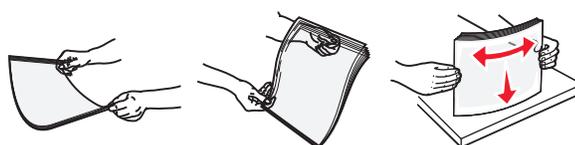
4 Prepare the paper for loading.

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



- Hold transparencies by the edges, and then fan them. Straighten the edges on a level surface.

Note: Avoid touching the printable side of transparencies. Be careful not to scratch them.



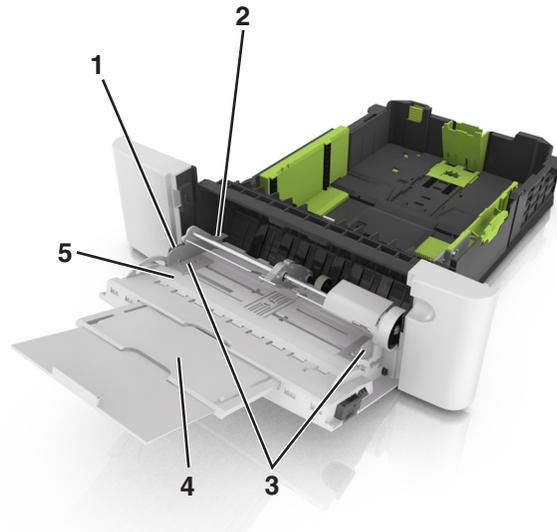
- Flex a stack of envelopes back and forth to loosen them, and then fan them. Straighten the edges on a level surface.

Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.



5 Locate the maximum paper fill indicator and tab.

Note: Make sure the paper or specialty media is below the maximum paper fill indicator located on the paper guides.



1	Width guide tab
2	Maximum paper fill indicator
3	Width guide
4	Feeder extender
5	Paper size indicator

6 Load the paper, and then adjust the width guide to lightly touch the edge of the paper stack.

- Load paper, card stock, and transparencies with the recommended printable side facedown and the top edge entering the printer first.



- Load envelopes with the flap side up and against the right side of the paper guide.



Notes:

- Do not load or close the multipurpose feeder while a job is printing.
- Load only one size and type of paper at a time.
- Paper should lie flat in the multipurpose feeder. Make sure the paper fits loosely in the multipurpose feeder and is not bent or wrinkled.

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

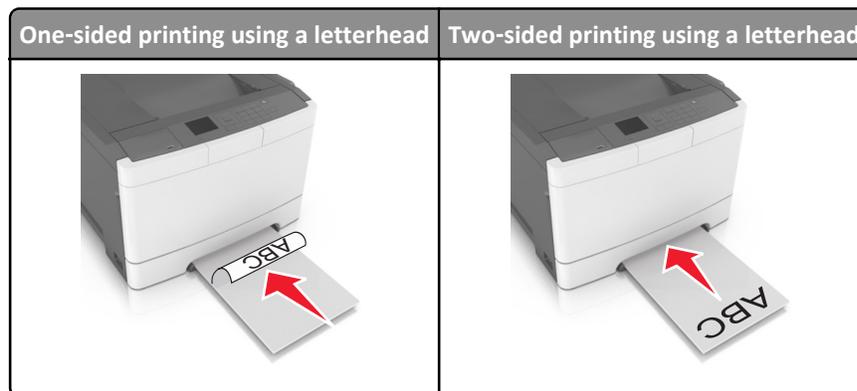
Loading the manual feeder

The standard 250-sheet tray has an integrated manual feeder that can be used to print on different types of paper one sheet at a time.

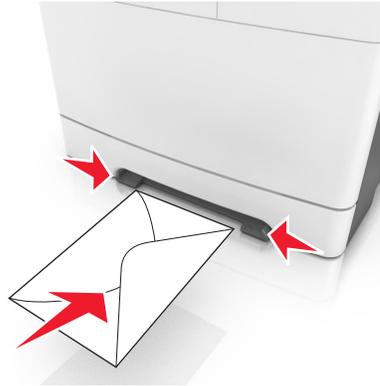
1 Load a sheet of paper into the manual feeder:

- Printable side facedown for one-sided printing
- Printable side faceup for two-sided (duplex) printing

Note: There are different ways for loading letterhead depending on the mode of printing.



- Load envelope with the flap side up and against the right side of the paper guide.



- 2 Feed paper into the manual feeder only to the point where its leading edge can contact the paper guides.

Note: To achieve the best possible print quality, use only high-quality media designed for laser printers.

- 3 Adjust the paper guides to the width of the paper loaded.

Warning—Potential Damage: Do not force the paper into the feeder. Forcing the paper may cause jams.



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 size, 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 tray or feeder type, and then press .

- 5 Press the up or down arrow button to select the paper type, and then press .