

Printing guide

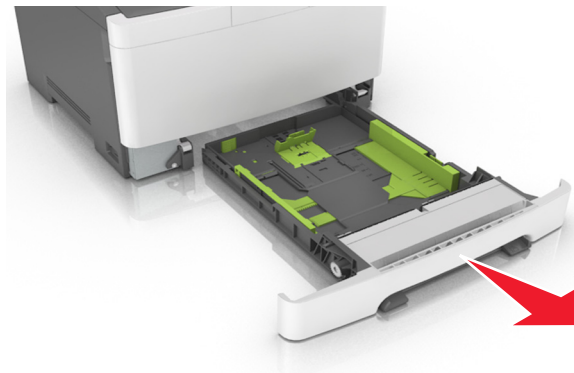
Loading the 250- and 550-sheet tray

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.

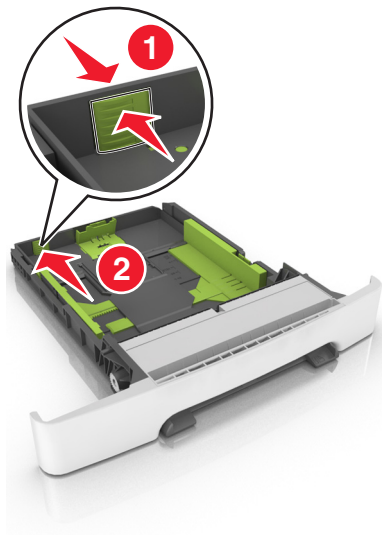
⚠ CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

- 1 Pull out the tray completely.

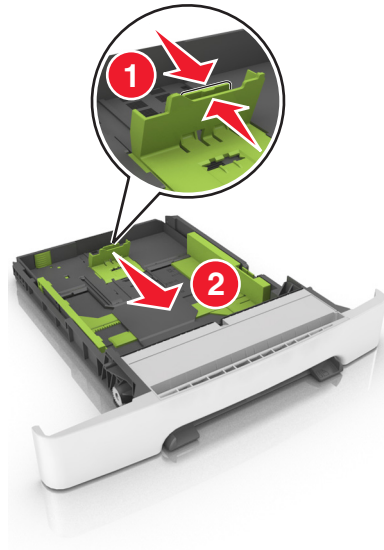
Note: Do not remove trays while a job is printing or while **Busy** appears on the display. Doing so may cause a jam.



- 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.

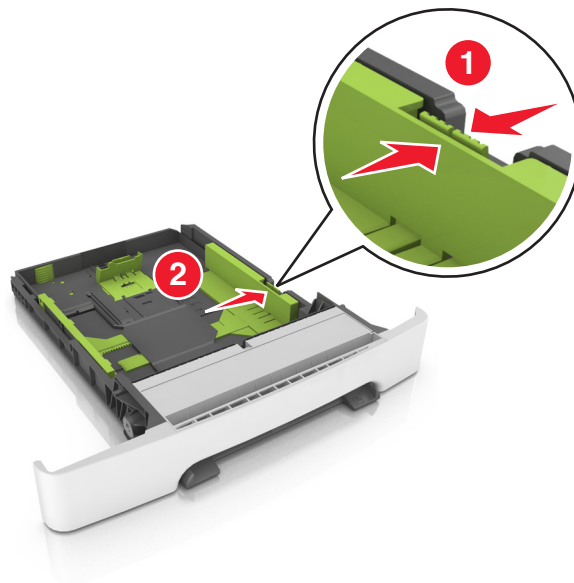


- 3 Squeeze, and then slide the length guide tab to the correct position for the size of the paper being loaded.



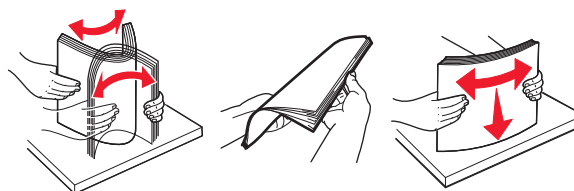
Note: Use the paper size indicators on the bottom of the tray to help position the guide.

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

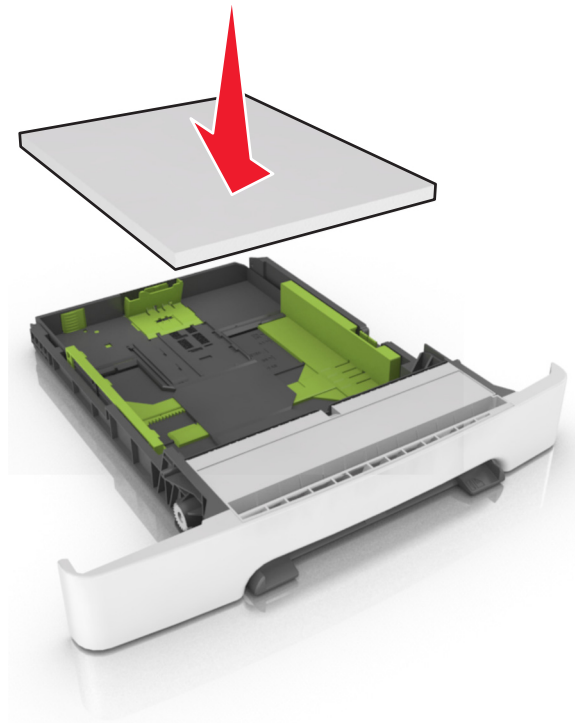


Note: Use the paper size indicators on the bottom of the tray to help position the guides.

- 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.

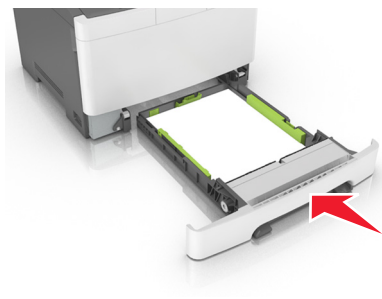


- 6 Load the paper stack with the recommended printable side faceup.



- 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.

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 > 