

Media guide

The printer supports the following paper and other specialty media sizes. Select custom sizes up to the maximum specified for the Universal setting.

Supported paper sizes, types, weights, and capacities

Paper types and weights supported by the printer

The printer engine and the duplex path support 60–90 g/m² (16–24 lb) paper weights. The multipurpose feeder supports 60–163 g/m² (16–43 lb) paper weights.

Note: Optional trays are not available for some models.

Paper type	Standard 250-sheet tray (Tray 1)	Standard or optional 250-sheet tray (Tray 2)	Optional 550-sheet tray (Tray 2)	Multipurpose feeder	Duplex path
Paper • Plain • Light • Heavy • Rough/Cotton • Recycled • Custom	✓	✓	✓	✓	✓
Bond	✓	✓	✓	✓	✓
Letterhead	✓	✓	✓	✓	✓
Preprinted	✓	✓	✓	✓	✓
Colored Paper	✓	✓	✓	✓	✓
Card stock	X	X	X	✓	X
Glossy paper	X	X	X	X	X
Paper labels¹	✓	✓	✓	✓	X
Transparencies	✓	X	X	✓	X
Envelopes (smooth)²	X	X	X	✓	X

¹ Single-sided paper labels are supported for occasional use. It is recommended to print 20 or fewer pages of paper labels a month. Vinyl, pharmacy, and dual-sided labels are not supported.

² Use envelopes that lie flat when individually placed on a table facedown.

Paper sizes supported by the printer

Note: Optional trays are not available for some models.

Paper size	Dimensions	Standard 250-sheet tray (Tray 1)	Standard or optional 250-sheet tray (Tray 2)	Optional 550-sheet tray (Tray 2)	Multipurpose feeder	Duplex path
A4	210 x 297 mm (8.3 x 11.7 in.)	✓	✓	✓	✓	✓
A5	148 x 210 mm (5.8 x 8.3 in.)	✓	✓	✓	✓	X
A6¹	105 x 148 mm (4.1 x 5.8 in.)	✓	X	X	✓	X
Executive	184 x 267 mm (7.3 x 10.5 in.)	✓	✓	✓	✓	X
Folio	216 x 330 mm (8.5 x 13 in.)	✓	✓	✓	✓	✓
JIS B5	182 x 257 mm (7.2 x 10.1 in.)	✓	✓	✓	✓	X
Legal	216 x 356 mm (8.5 x 14 in.)	✓	✓	✓	✓	✓
Letter	216 x 279 mm (8.5 x 11 in.)	✓	✓	✓	✓	✓
Oficio (Mexico)²	216 x 340 mm (8.5 x 13.4 in.)	✓	✓	✓	✓	✓
Statement	140 x 216 mm (5.5 x 8.5 in.)	✓	✓	✓	✓	X
Universal³	76.2 x 127 mm (3 x 5 in.) up to 216 x 356 mm (8.5 x 14 in.)	✓	✓	✓	✓	X
B5 Envelope	176 x 250 mm (6.9 x 9.8 in.)	X	X	X	✓	X
C5 Envelope	162 x 229 mm (6.4 x 9 in.)	X	X	X	✓	X
DL Envelope	110 x 220 mm (4.3 x 8.7 in.)	X	X	X	✓	X
7 3/4 Envelope (Monarch)	98 x 191 mm (3.9 x 7.5 in.)	X	X	X	✓	X
9 Envelope	98 x 225 mm (3.9 x 8.9 in.)	X	X	X	✓	X
10 Envelope	105 x 241 mm (4.1 x 9.5 in.)	X	X	X	✓	X

¹ A6 is supported only for grain long papers.

² This size setting formats the page for 216 x 356 mm (8.5 x 14 in.) unless the size is specified by the software application.

³ If a paper size you want to use is not listed, configure a Universal paper size. For more information, see "Configuring Universal paper settings" on page 3.

Paper size	Dimensions	Standard 250-sheet tray (Tray 1)	Standard or optional 250-sheet tray (Tray 2)	Optional 550-sheet tray (Tray 2)	Multipurpose feeder	Duplex path
Other Envelope	216 x 356 mm (8.5 x 14 in.)	X	X	X	✓	X

¹ A6 is supported only for grain long papers.

² This size setting formats the page for 216 x 356 mm (8.5 x 14 in.) unless the size is specified by the software application.

³ If a paper size you want to use is not listed, configure a Universal paper size. For more information, see “Configuring Universal paper settings” on page 3.

Paper capacities

The capacities of the trays and the multipurpose feeder are based on 75 g/m² (20 lb) paper.

Load up to	Notes
Tray 1 250 sheets of paper 150 sheets of A6-size paper 50 paper labels 50 transparencies	Vinyl, pharmacy, or dual-sided labels are not supported. Use paper labels only.
Tray 2 250 or 550 sheets of paper 50 paper labels	Only two drawers may be installed on the printer at a time. The maximum amount of paper that can be loaded depends on whether you have a 250- or 550-sheet tray. Note: Depending on your model, Tray 2 may be an optional 250- or 550-sheet tray..
Multipurpose feeder 50 sheets of paper 15 paper labels 10 transparencies 10 sheets of card stock 7 envelopes	Feed paper into the multipurpose feeder only to the point where its leading edge can contact the paper guides. Do not force the paper into the feeder.






Configuring Universal paper settings

The Universal Paper Size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus. Set the Paper Size for the specified tray to Universal when the size you want is not available from the Paper Size menu. Then, specify all of the following Universal size settings for your paper:

- Units of measure (inches or millimeters)
- Portrait Height and Portrait Width
- Feed Direction

Note: The smallest supported Universal size is 76.2 x 127 mm (3 x 5 in.); the largest is 216 x 356 mm (8.5 x 14 in.).






Specify a unit of measurement

- 1 Make sure the printer is on and **Ready** appears.
- 2 From the printer control panel, press .
✓ **Paper Menu** appears.
- 3 Press .
- 4 Press the down arrow button until ✓ **Universal Setup** appears, and then press .
- 5 Press the down arrow button until **Units of Measure** appears, and then press .
- 6 Press the down arrow button until ✓ appears next to the correct unit of measure, and then press .
Submitting selection appears, followed by the **Universal Setup** menu.

Specify the paper height and width



Defining a specific height and width measurement for the Universal paper size (in the portrait orientation) allows the printer to support the size, including support for standard features such as duplex printing and printing multiple pages on one sheet.

Note: Select **Portrait Height** to adjust the paper height setting or **Paper Width** to adjust the paper width setting, or adjust both. Instructions to adjust both follow.

- 1 From the Universal Setup menu, press the down arrow button until ✓ **Portrait Width** appears, and then press .
- 2 Press the left arrow button to decrease the setting or the right arrow button to increase the setting, and then press .
Submitting selection appears, followed by the **Universal Setup** menu.
- 3 From the Universal Setup menu, press the down arrow button until ✓ **Portrait Height** appears, and then press .
- 4 Press the left arrow button to decrease the setting or the right arrow button to increase the setting, and then press .
Submitting selection appears, followed by the **Universal Setup** menu.
- 5 Press and release  until **Ready** appears.

Specify a feed direction

Short Edge is the factory default setting for feed direction for Universal paper settings. The Feed Direction menu will not appear from the Universal Setup menu unless Long Edge is an available setting. If necessary, specify whether the short or long edge of the paper will enter the printer first.

- 1 From the Universal Setup menu, press the down arrow button until **Feed Direction** appears, and then press .
- 2 Press the down arrow button until ✓ **Short Edge** or ✓ **Long Edge** appears, and then press .

Storing paper

Use these paper storage guidelines to help avoid jams and uneven print quality:

- For best results, store paper where the temperature is 21°C (70°F) and the relative humidity is 40%. Most label manufacturers recommend printing in a temperature range of 18 to 24°C (65 to 75°F) with relative humidity between 40 and 60%.
- Store paper in cartons when possible, on a pallet or shelf, rather than on the floor.
- Store individual packages on a flat surface.
- Do not store anything on top of individual paper packages.