

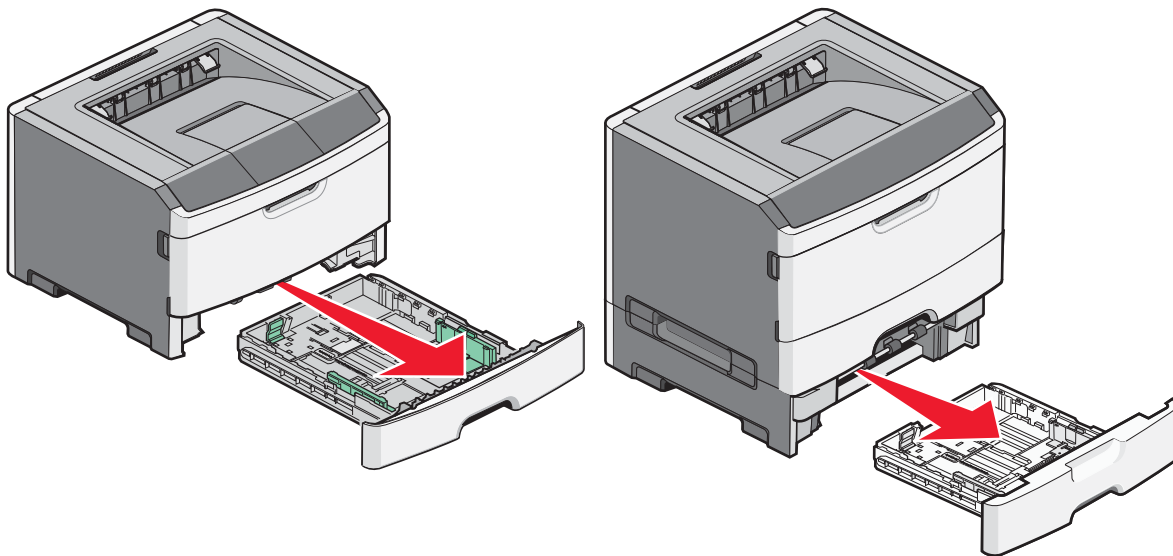
Printing guide

This section explains how to load the 250-sheet tray, the 550-sheet tray, and the multipurpose feeder. It also includes information about paper orientation, setting the Paper Size and Paper Type, and linking and unlinking trays.

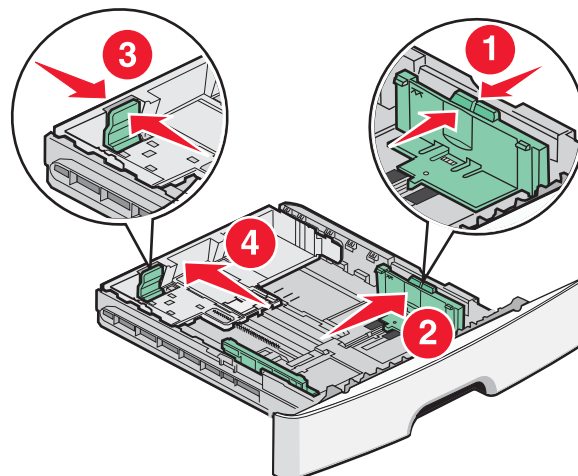
Loading trays

- 1 Pull the tray completely out.

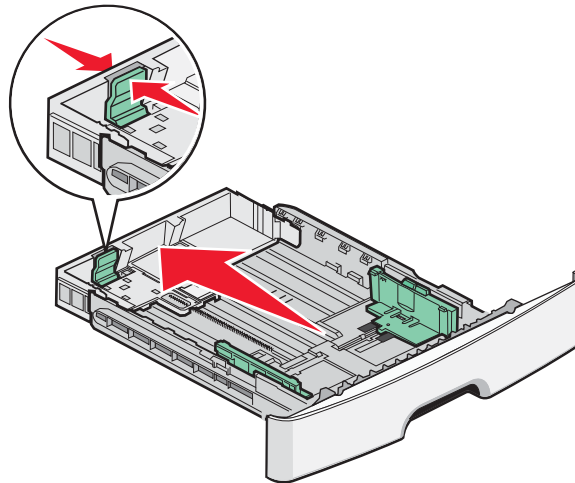
Note: Do not remove trays while a job prints or while **Busy** appears on the display. Doing so may cause a jam.



- 2 Squeeze and slide the guides to the correct position for the paper size you are loading.



For long paper like A4 or legal, squeeze and slide the length guide backwards to accommodate the length of paper you are loading.

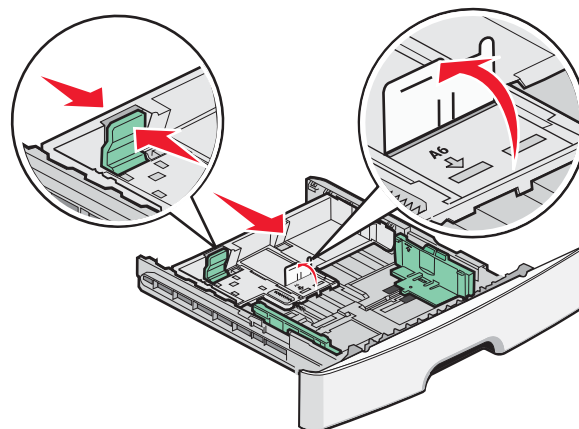


If you are loading A6-size paper:

- a** Squeeze and slide the length guide toward the center of the tray to the A5 size position.
- b** Raise the A6 backstop.

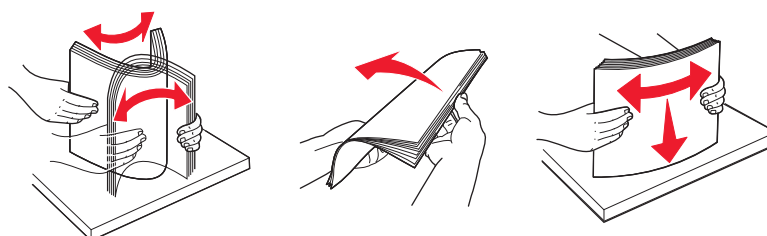
Notes:

- Tray 1 accommodates only 150 sheets of A6-size paper. Notice the maximum fill line on the A6 backstop which indicates the maximum height for loading A6-size paper. Do not try to overload the tray.
- A6-size paper cannot be loaded in tray 2.



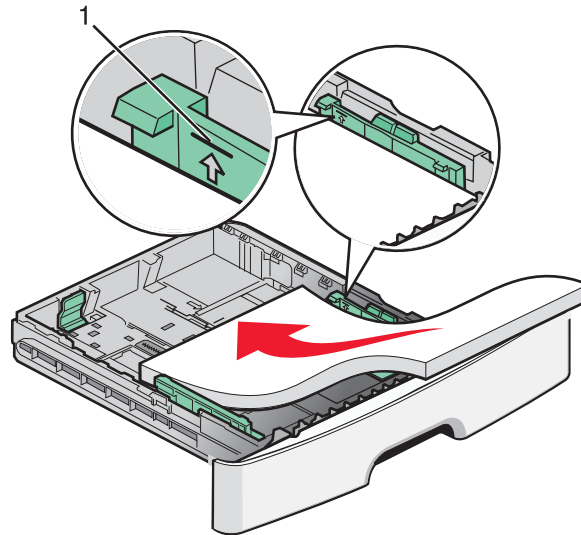
Note: Use the size indicators on the bottom of the tray to help position the guide.

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



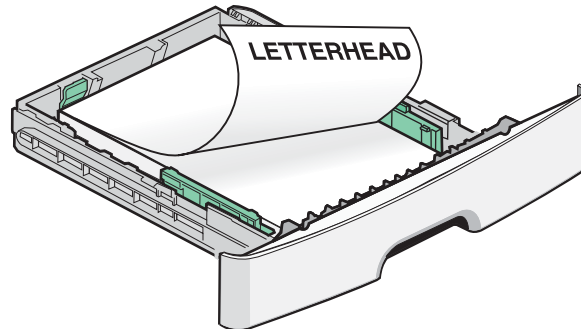
- 4 Load the paper stack toward the back of the tray as shown with the recommended print side facedown.

Note: The maximum fill line on the width guide indicates the maximum height for loading paper. Do not load A6-size paper to the maximum fill line; the tray holds only 150 sheets of A6-size paper.

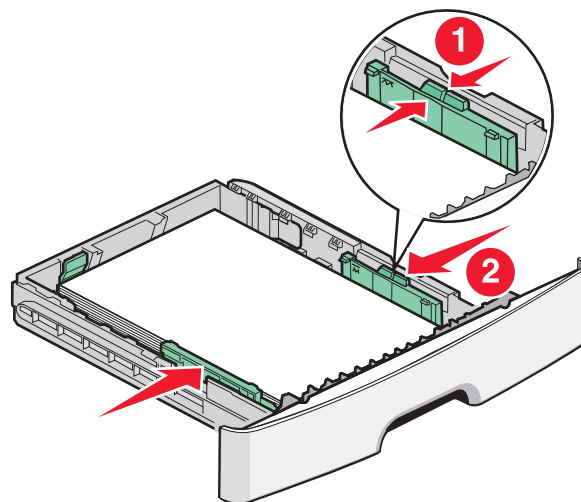


1	Maximum fill line
---	-------------------

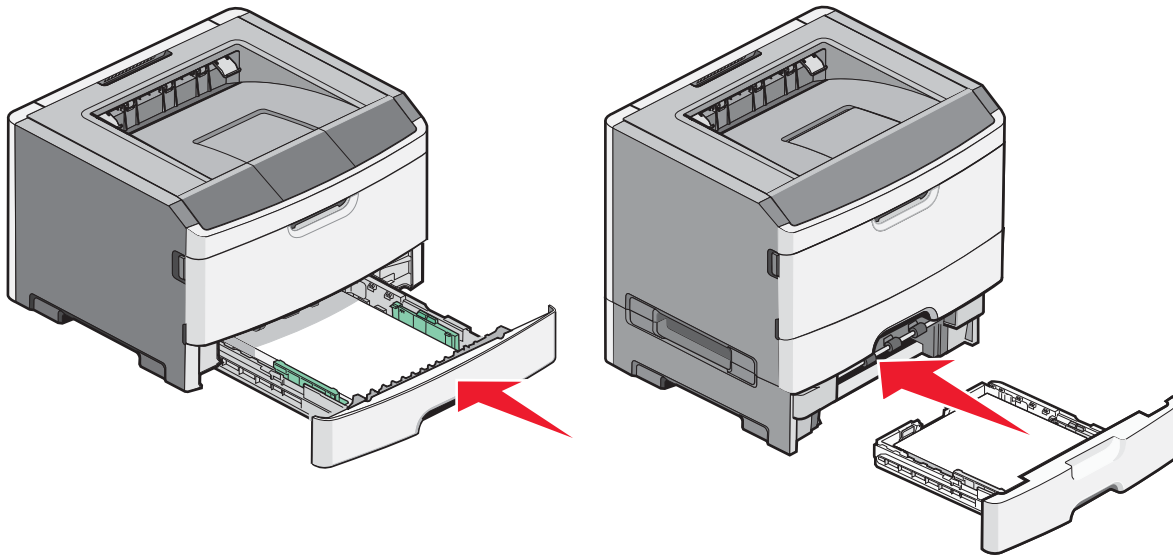
Load letterhead with the top edge of the sheet toward the front of the tray and the design facedown.



- 5 Squeeze and slide the guides to lightly touch the side of the stack.



- 6 Insert the tray.



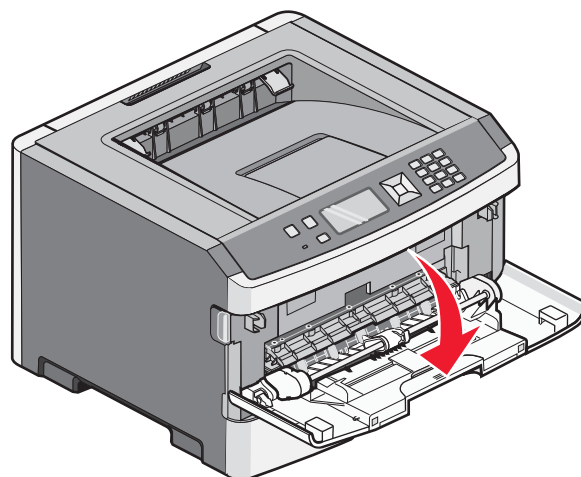
- 7 If the paper type you loaded differs from the type that was previously loaded in the tray, then change the Paper Size/Type setting on the Paper menu.

Using the multipurpose feeder

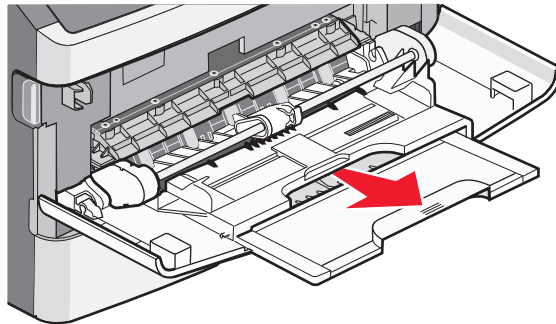
You may want to use the multipurpose feeder when you print on different sizes and types of papers or specialty media, such as card stock, transparencies, paper labels, and envelopes. You may also want to use the multipurpose feeder for single-page print jobs on letterhead or on other specialty media you do not keep in a tray.

Opening the multipurpose feeder

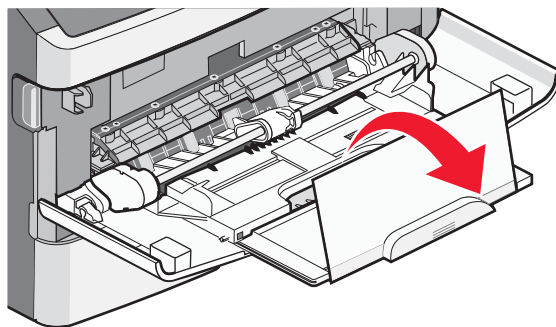
- 1 Grasp the handle, and pull the multipurpose feeder door down.



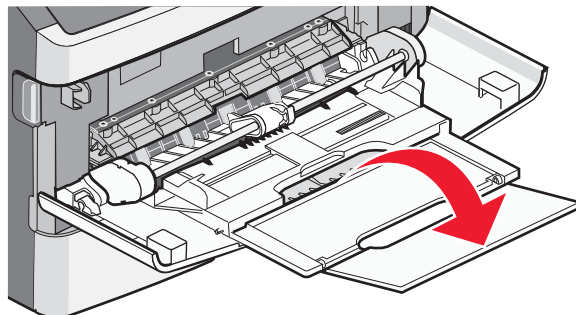
2 Grasp the raised handle, and pull the extension forward.



3 Grasp the handle, and pull the extension so it flips forward.

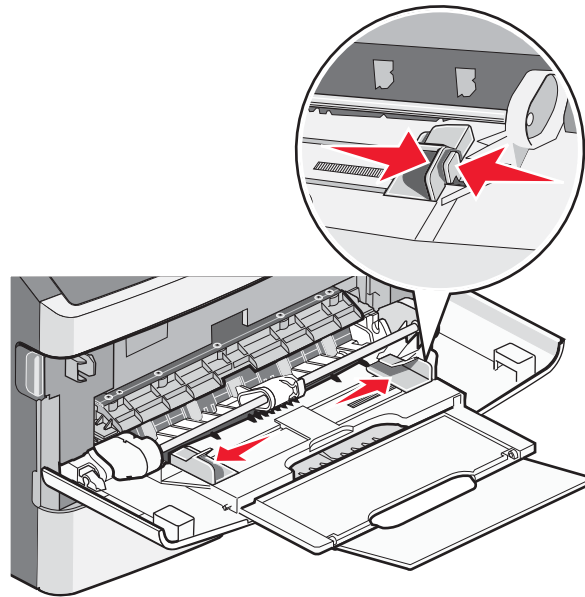


4 Guide the extension down gently so the multipurpose feeder is extended fully and open.



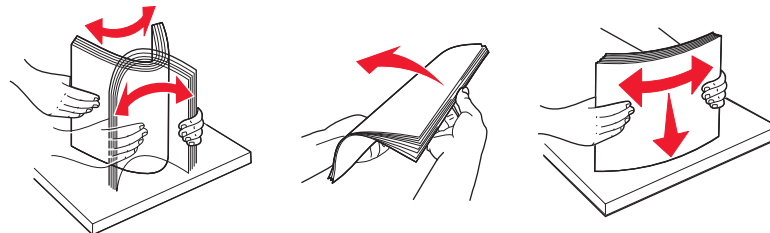
Loading the multipurpose feeder

- 1 Squeeze the tab located on the right width guide, and move the guides out fully.



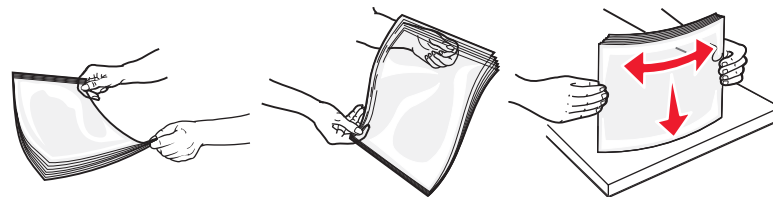
- 2 Prepare the paper or specialty media for loading.

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

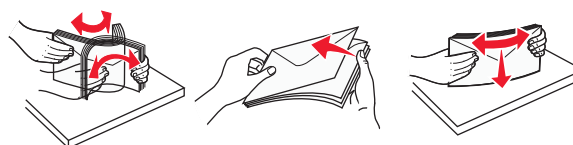


- Hold transparencies by the edges, and then fan them. Straighten the edges on a level surface.

Note: Avoid touching the print side of the 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.

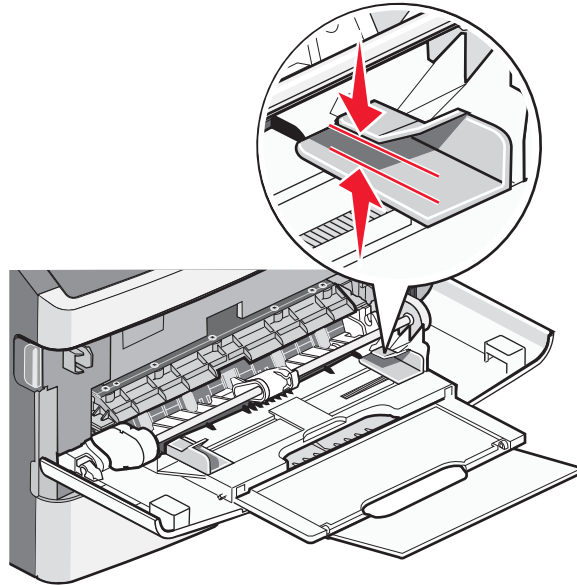


Note: Fanning prevents the edges of envelopes from sticking together. It also helps them feed properly to avoid jams. Do not fold or crease envelopes.

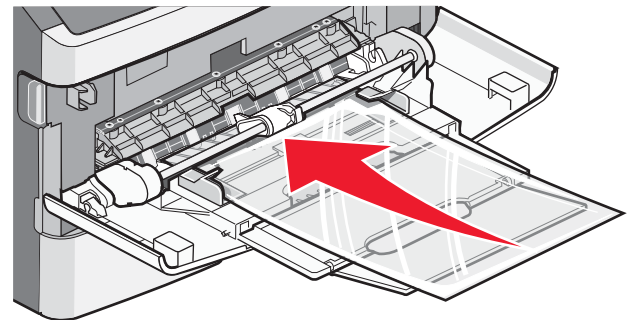
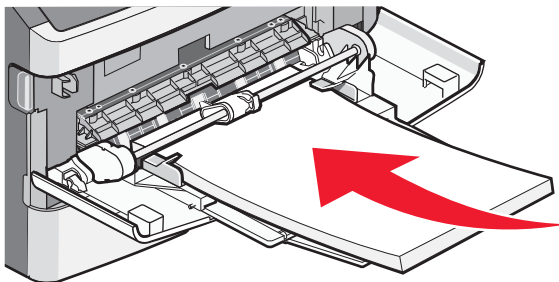
- 3 Load the paper or specialty media.

Notes:

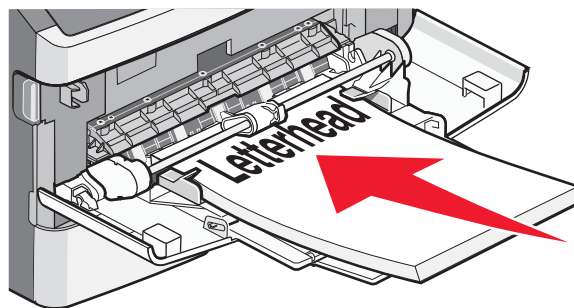
- Do not force any paper into the multipurpose feeder. Overfilling may cause jams.
- Do not exceed the maximum stack height by forcing paper or specialty media under the stack height limiters which are located on the guides.



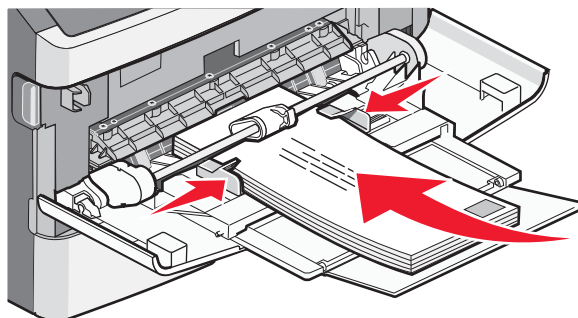
- Load paper, transparencies, and card stock with the recommended print side faceup and the top edge entering the printer first. For more information on loading transparencies, see the packaging the transparencies came in.



- Load letterhead with the logo faceup and the top edge entering the printer first.

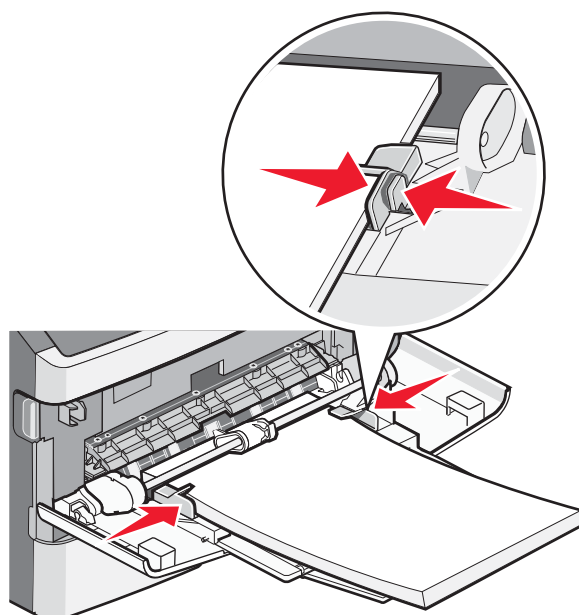


- Load envelopes with the flap side down and the stamp location in the position shown. The stamp and address are shown to illustrate the proper orientation for loading envelopes.

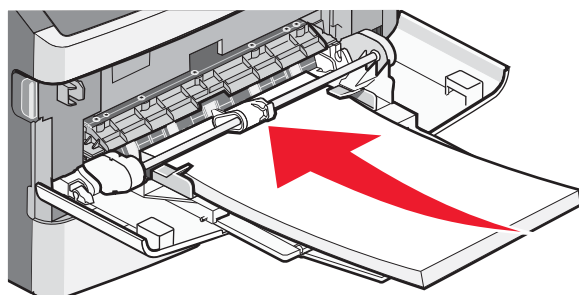


Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

- 4 Squeeze the tab located on the right width guide to adjust the guides to lightly touch the sides of the stack.



- 5 Slide the paper gently into the multipurpose feeder until it comes to a stop. Paper should lie flat in the multipurpose feeder. Make sure the paper fits loosely in the multipurpose feeder and is not bent or wrinkled.









- 6 From the printer control panel, set the Paper Size and Paper Type.

Setting the Paper Size and Paper Type

When the Paper Size and Paper Type settings are the same for any trays, the trays are automatically linked.

Note: If you load a tray with paper that is the same size as the paper that was previously loaded in the tray, you do not need to change the Paper Size setting.

- 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 up or down arrow button until ✓ **Paper Size/Type** appears, and then press .
- 5 Press the up or down arrow button until the correct tray or feeder appears, and then press .
- 6 Press the left or right arrow button until the correct size appears, and then press .
Paper Type appears.
- 7 Press the left or right arrow button until the correct type appears, and then press .
Submitting selection appears, followed by **Paper Size/Type**.

Printing on specialty media

Specialty media is card stock, transparencies, labels, and envelopes, so it is all media that is not paper.

- 1 Load specialty media as specified for the tray or multipurpose feeder. See one of these sections for help if needed:
 - “Loading trays” on page 1
 - “Using the multipurpose feeder” on page 4
- 2 From the printer control panel, set the Paper Type and Paper Size according to the specialty media you loaded.
- 3 From the computer software application, set the paper type, size, and source according to the specialty media you loaded. Do one of the following:

For Windows users

- a With a document open, click **File → Print**.
- b Click **Properties, Preferences, Options, or Setup**.
- c From the Form Source list box, select the source containing the paper you loaded.
- d From the Form Type list box, select the paper type.
- e From the Form Size list box, select the paper size.
- f Click **OK**, and then click **Print**.

For Macintosh users

In Mac OS X:

- a Customize the settings as needed in the Page Setup dialog.
 - 1 With a document open, choose **File > Page Setup**.
 - 2 From the Paper Size pop-up menu, choose a paper size or create a custom size to match the loaded paper.
 - 3 Click **OK**.

b Customize the settings as needed in the Print dialog:

- 1** With a document open, choose **File > Print**.

If necessary, click the disclosure triangle to see more options.

- 2** From the print options or Copies & Pages pop-up menu, choose **Printer Features**.

- 3** From the Feature Sets pop-up menu, choose **Paper**.

- 4** From the Paper type pop-up menu, choose a paper type.

- 5** Click **Print**.

In Mac OS 9:

- 1** Customize the settings as needed in the Page Setup dialog:

- a** With a document open, choose **File > Page Setup**.

- b** From the Paper pop-up menu, choose a paper size or create a custom size to match the loaded paper.

- c** Click **OK**.

- 2** Customize the settings as needed in the Print dialog:

- a** With a document open, choose **File > Print**.

- b** Select a Paper Source option, and then choose the tray loaded with the appropriate paper.

- c** Click **Print**.

- 4** Click **OK**, and then send the print job as usual.