

Media Guide

Paper sizes supported by the printer

Note: When printing on paper less than 210 mm (8.3 inches) wide, the printer may print at a reduced speed after a period of time to ensure the best print performance.

Paper size ¹	Dimensions	Standard or optional 250- or 550-sheet tray	Optional 2100-sheet tray	Multipurpose feeder	Duplex
A4	210 x 297 mm (8.3 x 11.7 in.)	✓	✓	✓	✓
A5	148 x 210 mm (5.8 x 8.3 in.)	✓	✓ ²	✓	✓
A6	105 x 148 mm (4.1 x 5.8 in.)	✓	x	✓	✓
JIS B5	182 x 257 mm (7.2 x 10.1 in.)	✓	x	✓	✓
Letter	216 x 279 mm (8.5 x 11 in.)	✓	✓	✓	✓
Legal	216 x 356 mm (8.5 x 14 in.)	✓	✓	✓	✓
Executive	184 x 267 mm (7.3 x 10.5 in.)	✓	x	✓	✓
Oficio	216 x 340 mm (8.5 x 13.4 in.)	✓	✓	✓	✓
Folio	216 x 330 mm (8.5 x 13 in.)	✓	✓	✓	✓
Statement	140 x 216 mm (5.5 x 8.5 in.)	✓	x	✓	✓
Universal³	105 x 148 mm to 216 x 356 mm (4.13 x 5.83 in. to 8.5 x 14 in.)	✓	x	✓	✓
	70 x 127 mm to 216 x 356 mm (2.76x5 to 8.5x14 in.)	x	x	✓	x
7 3/4 Envelope (Monarch)	98 x 191 mm (3.9 x 7.5 in.)	✓	x	✓	x

¹ If your preferred default paper size cannot be set in the printer control panel, then you may select common paper sizes that correspond to the position of the length guide in the tray from the Paper Size/Type menu. If the paper size is not available, then select **Universal** or turn off tray size sensing. For more information, contact customer support.

² Paper is supported in long-edge orientation.

³ Universal is supported in duplex mode only if the width is from 105 mm (4.13 in.) to 216 mm (8.5 in.), and the length is from 148 mm (5.83 in.) to 356 mm (14 in.).

Paper size ¹	Dimensions	Standard or optional 250- or 550-sheet tray	Optional 2100-sheet tray	Multipurpose feeder	Duplex
9 Envelope	98 x 225 mm (3.9 x 8.9 in.)	✓	X	✓	X
10 Envelope	105 x 241 mm (4.1 x 9.5 in.)	✓	X	✓	X
DL Envelope	110 x 220 mm (4.3 x 8.7 in.)	✓	X	✓	X
C5 Envelope	162 x 229 mm (6.38 x 9.01 in.)	✓	X	✓	X
B5 Envelope	176 x 250 mm (6.93 x 9.84 in.)	✓	X	✓	X
Other Envelope	98 x 162 mm (3.9 x 6.4 in.) to 176 x 250 mm (6.9 x 9.8 in.)	✓	X	✓	X

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Storing paper

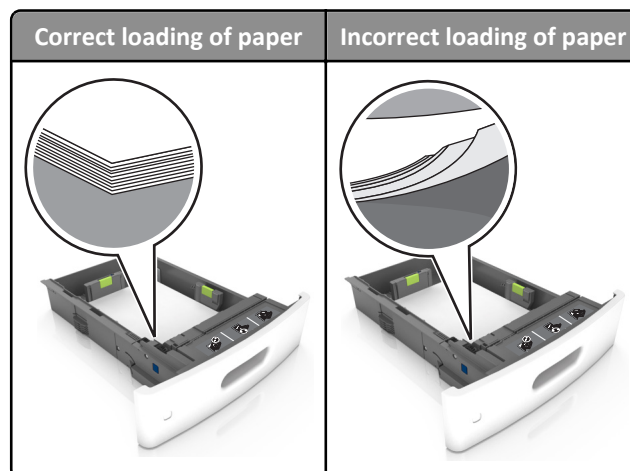
Use these paper storage guidelines to help avoid jams and uneven print quality:

- For best results, store paper where the temperature is 21°C (70°F) and the relative humidity is 40 percent. Most label manufacturers recommend printing in a temperature range of 18–24°C (65–75°F) with relative humidity between 40 and 60 percent.
- Store paper in cartons, 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.
- Take paper out of the carton or wrapper only when you are ready to load it in the printer. The carton and wrapper help keep the paper clean, dry, and flat.

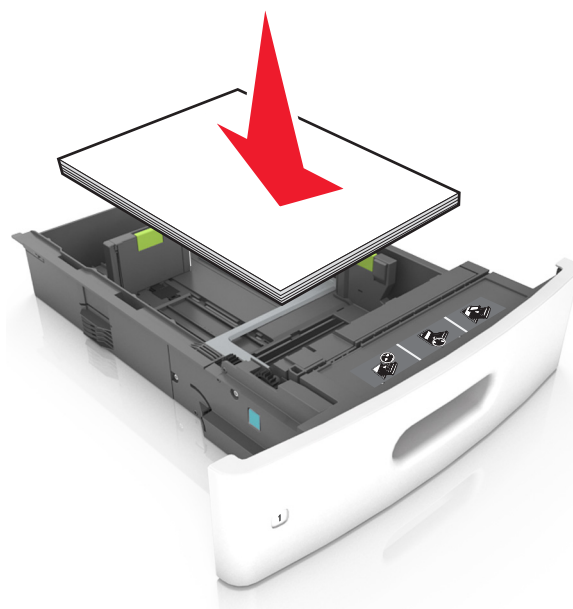
Avoiding jams

Load paper properly

- Make sure paper lies flat in the tray.



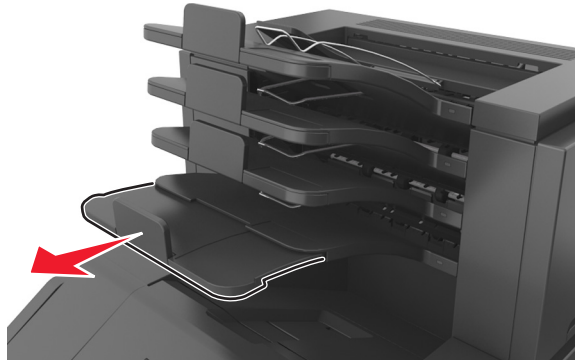
- Do not remove a tray while the printer is printing.
- Do not load a tray while the printer is printing. Load it before printing, or wait for a prompt to load it.
- Do not load too much paper. Make sure the stack height is below the maximum paper fill indicator.
- Do not slide the paper into the tray. Load paper as shown in the illustration.



- Make sure the guides in the tray or the multipurpose feeder are properly positioned and are not pressing tightly against the paper or envelopes.
- Push the tray firmly into the printer after loading paper.
- If you are loading prepunched paper for use with the staple finisher, then make sure the holes on the long edge of the paper are on the right side of the tray. For more information, see the “Loading paper and specialty media” section of the *User’s Guide*.

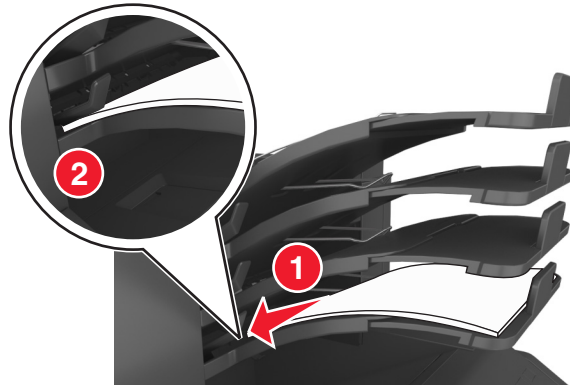
Allow the paper to enter the optional mailbox bins properly

- Make sure to adjust the bin extender so that the paper size indicators match the size of the paper used.



Notes:

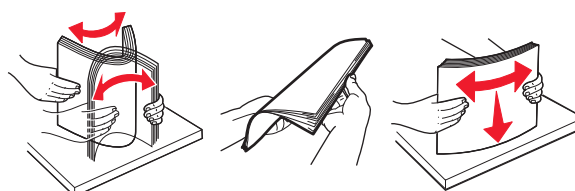
- If the bin extender is shorter than the size of the paper you are printing on, then the paper causes a jam in the mailbox bin. For example, if you are printing on a legal-size paper and the bin extender is set to letter-size, then a jam occurs.
- If the bin extender is longer than the size of the paper you are printing on, then the edges become uneven and the paper is not stacked properly. For example, if you are printing on a letter-size paper and the bin extender is set to legal-size, then the paper does not stack properly.
- If paper needs to be returned to the mailbox bin, then insert the paper under the bin arm, and then push the paper all the way back.



Note: If the paper is not under the bin arm, then a jam occurs due to an overfilled bin.

Use recommended paper

- Use only recommended paper or specialty media.
- Do not load wrinkled, creased, damp, bent, or curled paper.
- Flex, fan, and straighten paper or specialty media before loading it.



- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.

- Make sure the paper size and type are set correctly on the computer or printer control panel.
- Store paper per manufacturer recommendations.