

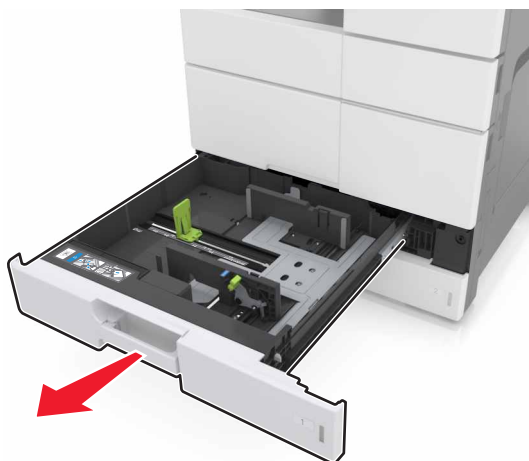
Printing Guide

Loading trays

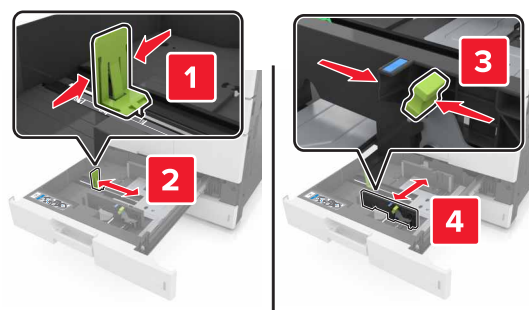
⚠ CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

- 1 Pull out the tray.

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



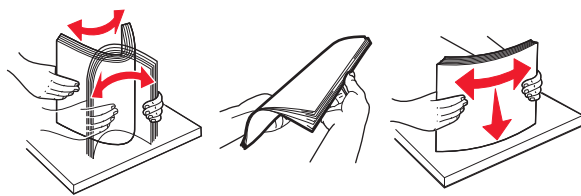
- 2 Squeeze and slide the paper guides to the correct position for the size of the paper you are loading.



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



- 3** 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.



- 4** Load the paper stack with the printable side faceup.



Notes:

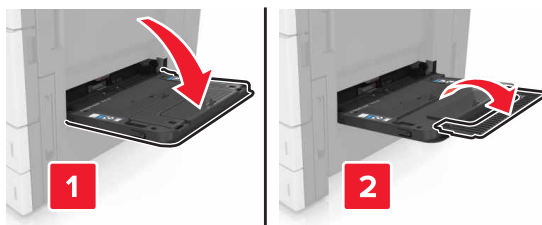
- Load printable side facedown for duplex printing.
- Load pre-punched paper with the holes toward the front or the left side of the tray.
- Load letterhead with the header on the left side of the tray.
- Make sure that the paper is below the maximum fill line on the edge of the paper tray. Overfilling may cause paper jams.



- 5 Insert the tray.
- 6 From the control panel, set the paper size and paper type in the Paper menu to match the paper loaded in the tray.

Loading the multipurpose feeder

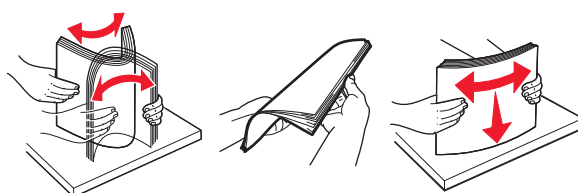
- 1 Open the multipurpose feeder.



- 2 Adjust the guide to match the size of the paper you are loading.



- 3 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.



- 4 Load the paper.
- Load only one size and type of paper.

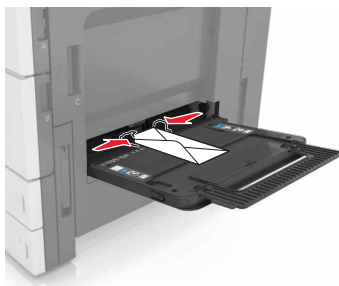
Loading letterhead

Without an optional finisher	With an optional finisher
One-sided printing  Note: For long-edge orientation, load letterhead facedown with the header on the left side of the feeder.	One-sided printing  Note: For long-edge orientation, load letterhead facedown with the header on the right side of the feeder.
Two-sided printing  Note: For long-edge orientation, load letterhead faceup with the header on the right side of the feeder.	Two-sided printing  Note: For long-edge orientation, load letterhead faceup with the header on the left side of the feeder.

Loading prepunched paper

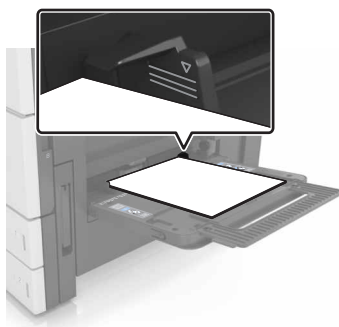
One-sided printing	Two-sided printing
	

- Load envelopes with the flap side up.



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

- Make sure that the paper is below the maximum fill line. Overfilling may cause paper jams.



- 5 From the control panel, set the paper size and paper type in the Paper menu to match the paper loaded in the feeder.

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 > 