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The printer lets you know when you need to load paper. If a tray has less than 50 sheets of paper, **Tray x Low** appears on the display, where **x** corresponds to a paper tray. Open the tray and load paper to remove the message.

When you change the paper in the tray, make sure the paper guides are in the correct positions. The position of the left paper guide informs the printer of the size paper loaded in the tray. Feeding paper when the left or front paper guides are not in the correct position may result in misfeeds or paper jams.

If you load a different type of media, change the Paper Type setting in the **Paper Menu**.

- **Loading paper, card stock, or labels**
- **Loading letterhead**
- **Loading transparencies**



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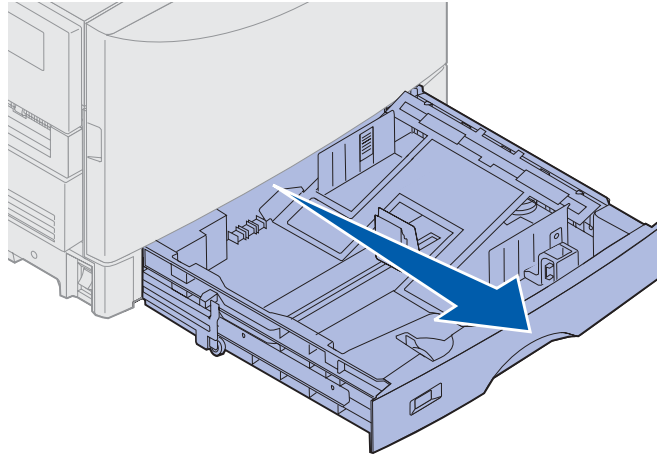
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Loading paper, card stock, or labels

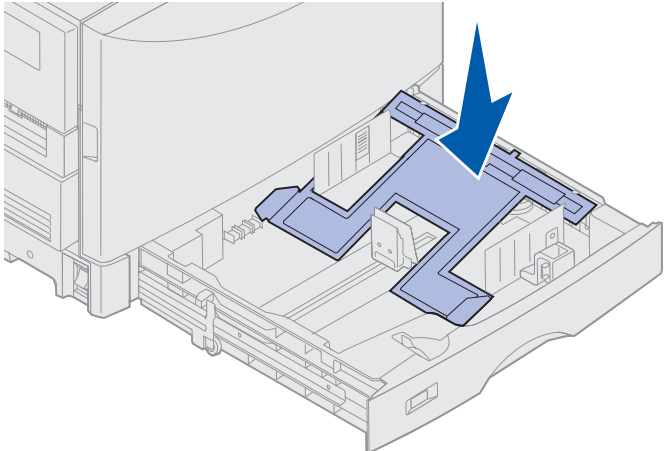
Complete these instructions to load print materials into any of the standard or optional trays.

- 1 Pull the paper tray out until it stops.



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2 Press the metal plate down until it locks.



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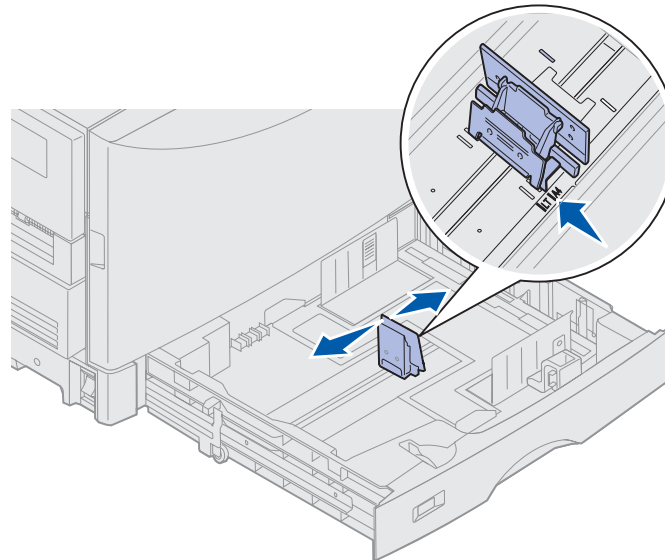
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- 3 Squeeze the left guide and slide it to the position for the size paper you are loading.
- 4 Release the paper guide.

Note: The position of the left paper guide tells the printer the size of the paper in the tray. If the left paper guide is in the wrong position, you may experience paper feeding problems or incorrect page formatting.



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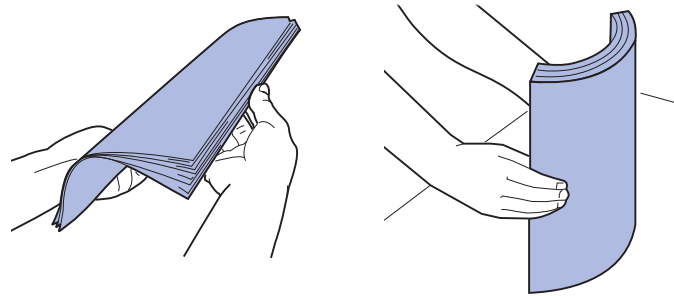
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5 Flex the sheets back and forth to loosen them, and then fan them.



Do not fold or crease the paper. Straighten the edges of the stack on a level surface.



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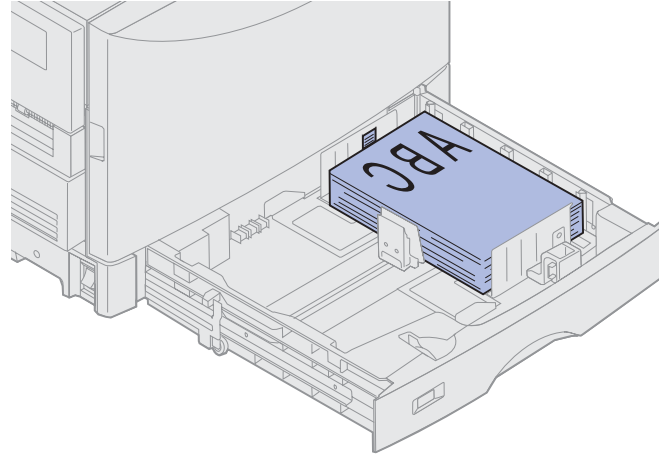
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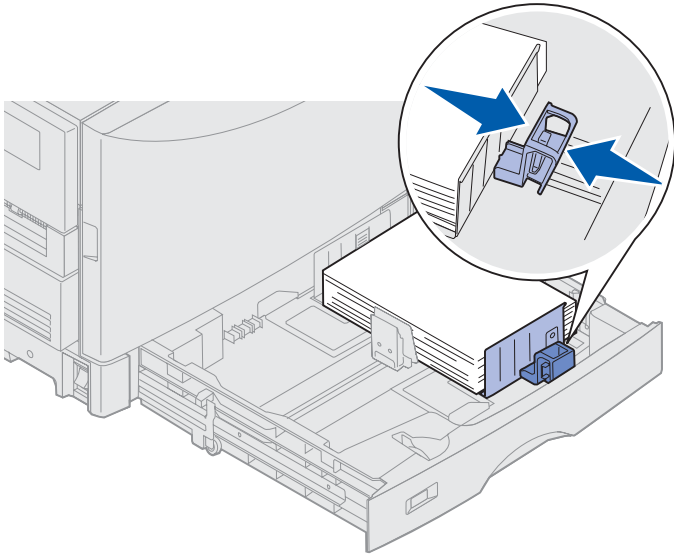
6 Place the paper in the tray, print side down.

Note: Do not exceed the maximum stack height. Overfilling the tray may cause jams.



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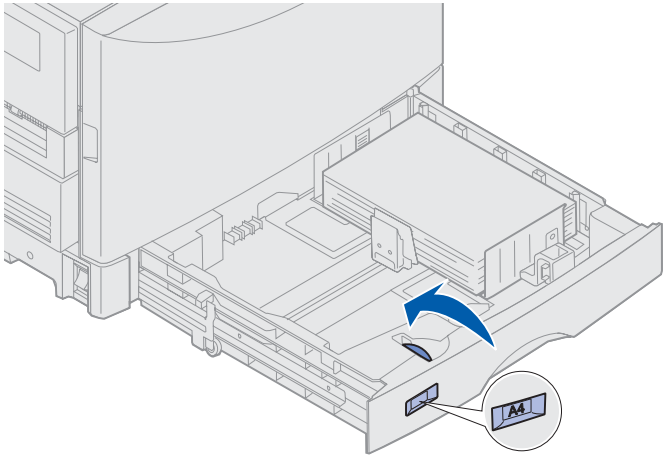
7 Squeeze the front paper guide lever and slide the guide until it lightly touches the stack of paper.



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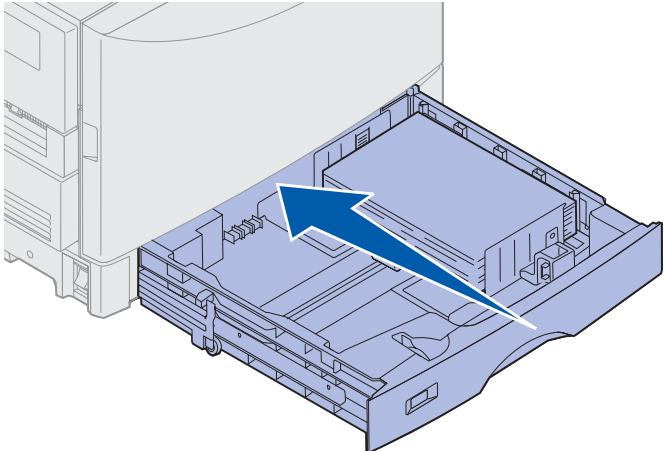
8 Rotate the paper size dial until the size of the paper in the tray is indicated.

Note: This setting serves as a visual reminder only; it has no effect on the operation of the printer.



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9 Push the tray in.



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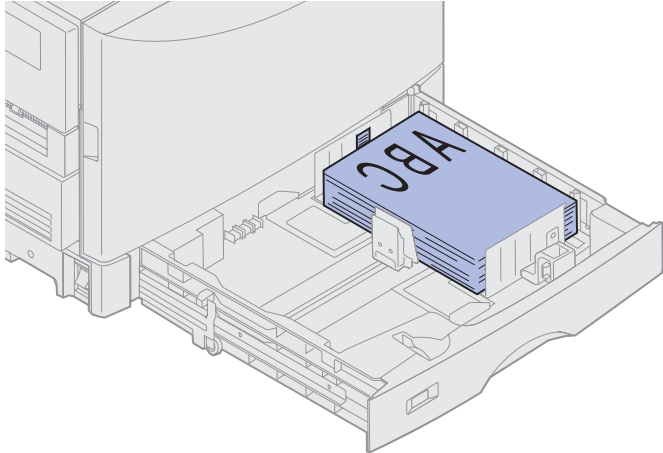
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Loading letterhead

See **Loading the multipurpose feeder** for instructions on loading letterhead in the multipurpose feeder.

Follow the steps in **Loading paper, card stock, or labels** to load transparencies in the tray.



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Loading transparencies

See [Loading the multipurpose feeder](#) for instructions on loading transparencies in the multipurpose feeder. ▲

