Printing Guide

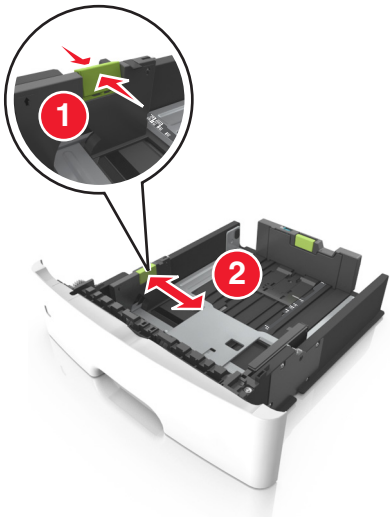
Loading trays

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

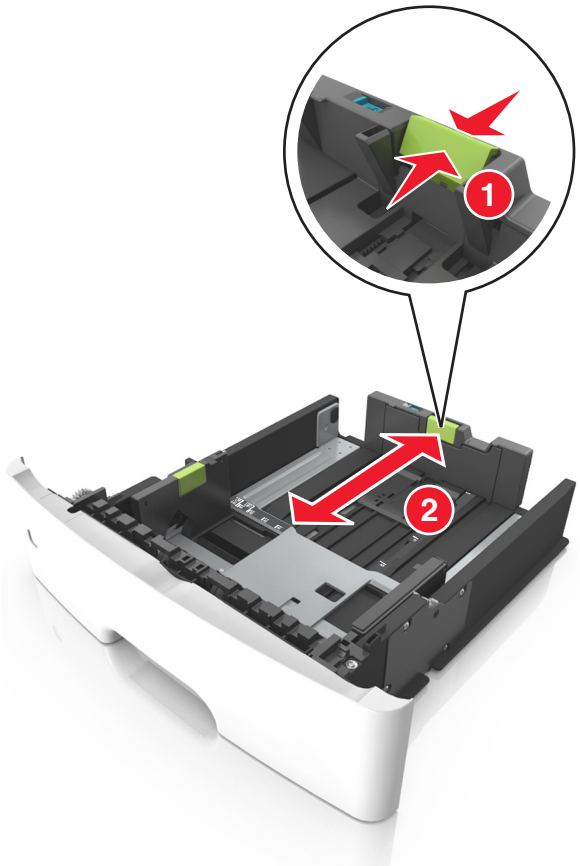
1 Pull out the tray completely.

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 then slide the width guide tab to the correct position for the size of the paper you are loading.

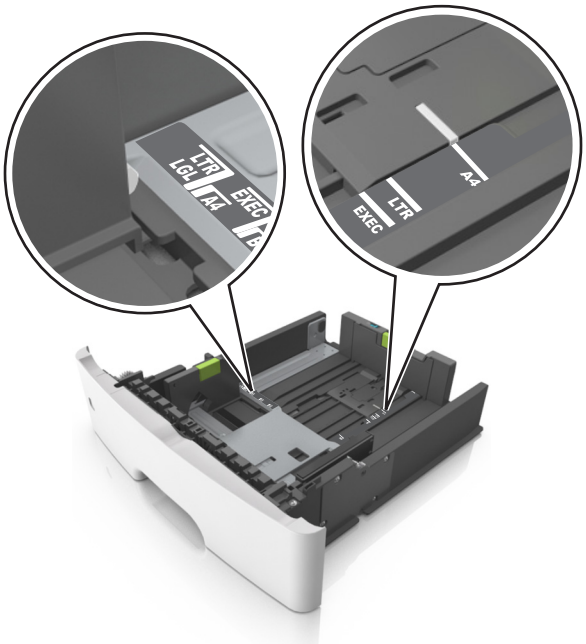


3 Squeeze and then slide the length guide tab to the correct position for the size of the paper you are loading.

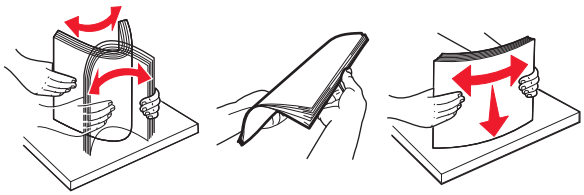


Notes:

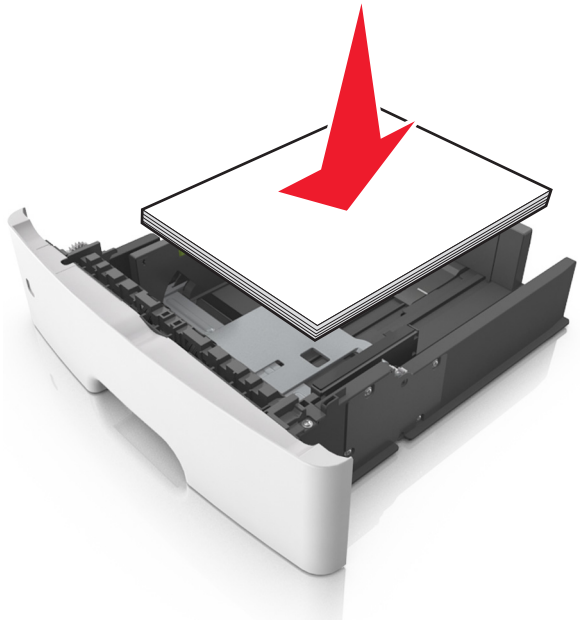
- For some paper sizes like letter, legal, and A4, squeeze and slide the length guide tab backward to accommodate their length.
- When loading legal-size paper, the length guide extends beyond the base leaving the paper exposed to dust. To protect the paper from dust, you can purchase a dust cover separately. For more information, contact customer support.
- If you are loading A6-size paper in the standard tray, then squeeze and then slide the length guide tab toward the center of the tray to the A6-size position.
- Make sure the width and length guides are aligned with the paper size indicators on the bottom of the tray.



4 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.



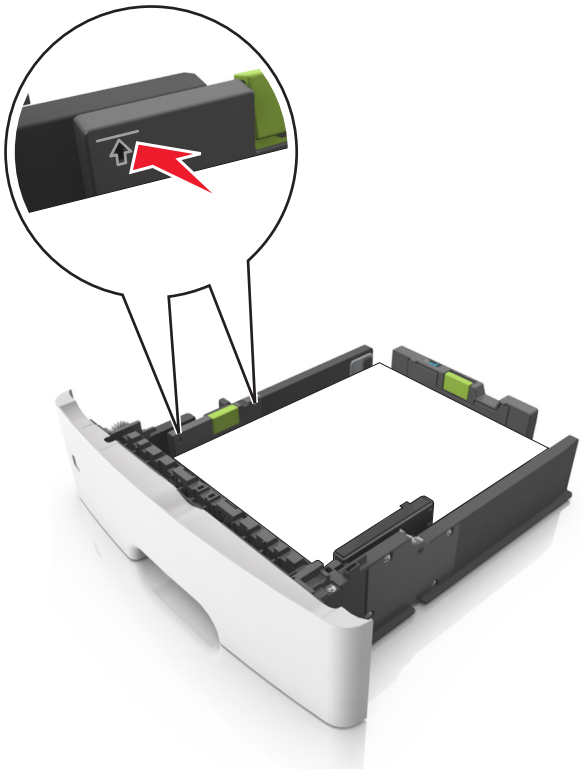
5 Load the paper stack.



Notes:

- Load with the printable side facedown when using recycled or preprinted paper.

- Load prepunched paper with the holes on the top edge toward the front of the tray.
- Load letterhead facedown, with the top edge of the sheet toward the front of the tray. For two-sided printing, load letterhead faceup with the bottom edge of the sheet toward the front of the tray.
- Make sure the paper is below the maximum paper fill indicator located on the side of the width guide.



6 Insert the tray.

7 From the printer control panel, set the paper size and paper type in the Paper menu to match the paper loaded in the tray.

Note: Set the correct paper size and paper type to avoid paper jams and print quality problems.

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 >