Printing guide

Get the most from the printer by properly loading the trays and properly setting the types and sizes of media.

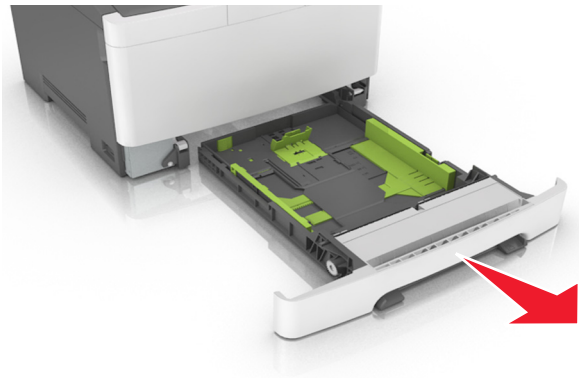
Loading the 250 and 550-sheet tray

The printer has one 250-sheet tray (Tray 1) with an integrated manual feeder. The 250-sheet tray, the 650-sheet duo tray, and the 550-sheet tray support the same paper sizes and types and are loaded in the same way.

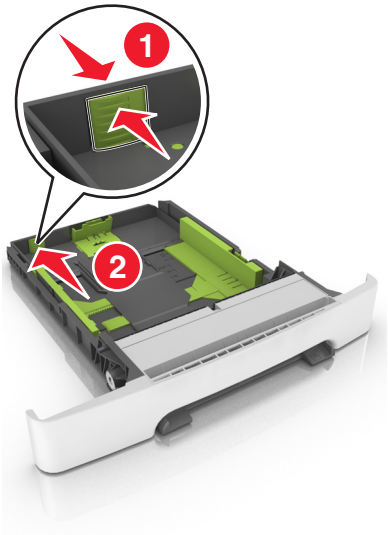
CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each tray separately. Keep all trays closed until needed.

1 Pull out the tray completely.

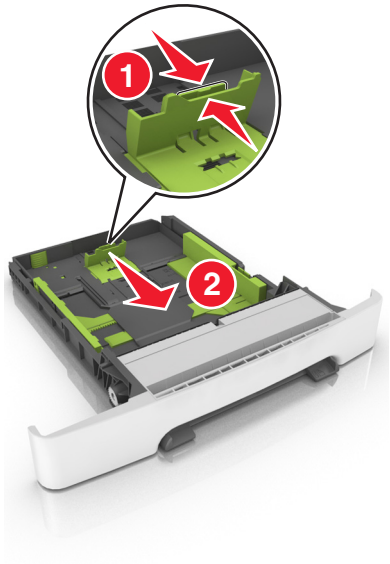
Note: Do not remove trays while a job is printing or while **Busy** appears on the display. Doing so may cause a jam.



2 If the paper is longer than letter-size paper, then push the length guide tab at the back of the tray to extend it.

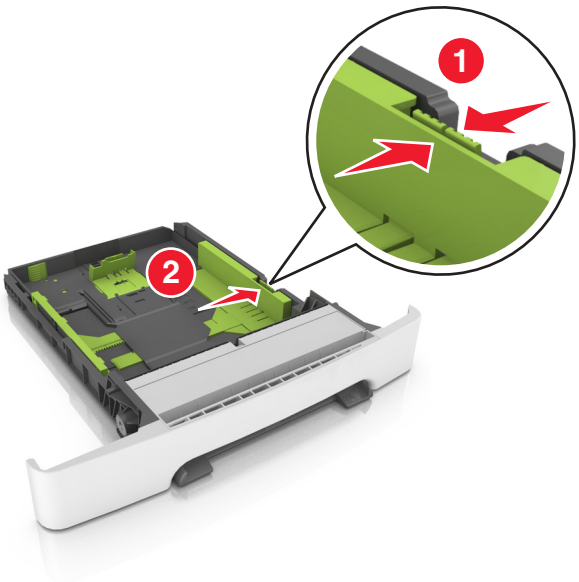


3 Squeeze the length guide tab, and then slide the guide to the correct position for the size of the paper being loaded.



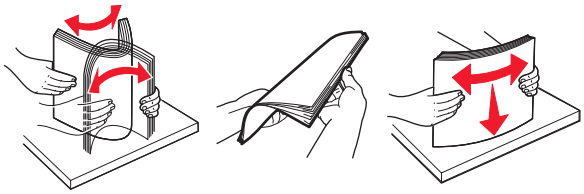
Note: Use the size indicators on the bottom of the tray to help position the guide.

4 Squeeze and slide the width guide to the correct position for the size of the paper being loaded.

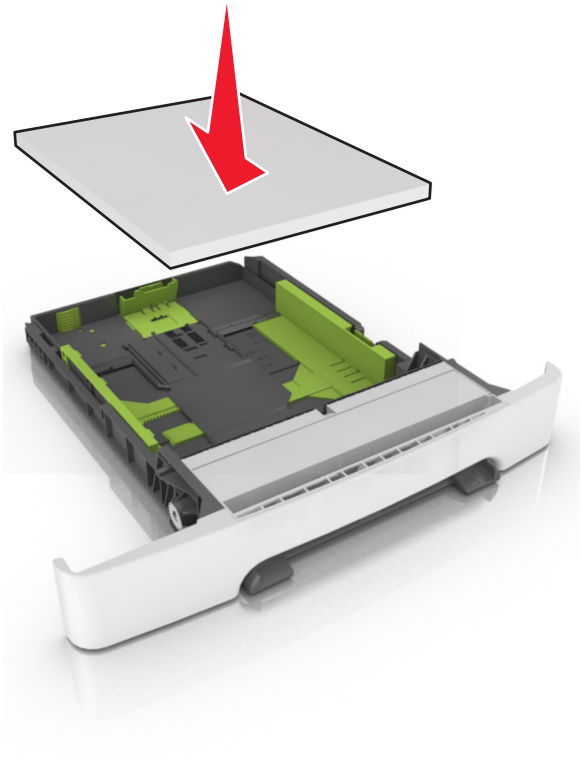


Note: Use the paper size indicators on the bottom of the tray to help position the guides.

5 Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.

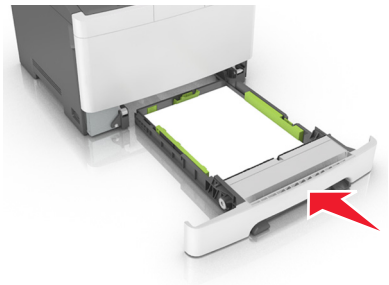


6 Load the paper stack with the recommended printable side faceup.



7 Place the paper guides securely against the edges of the paper.

8 Insert the tray.



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

Note: Mixing paper sizes or types in a tray may cause jams.

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 >