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The multipurpose feeder can hold several sizes and types of paper, such as transparencies and envelopes. It is useful for single page printing on letterhead, colored paper, or other special paper. Refer to the *Card Stock & Label Guide* for more information on paper types and sizes.

You can use the multipurpose feeder one of two ways:

- **Paper tray**—Load paper or other print media in the feeder with the intention of leaving the media in the feeder.
- **Manual bypass feeder**—Send a print job to the feeder while specifying the type and size of media from your computer. The printer then prompts you to load the appropriate print media before it prints.

Keep in mind the following capacities, paper dimensions, and operating tips when loading the multipurpose feeder.

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Capacity

The maximum stack height is 10 mm (0.4 in.). The multipurpose feeder can hold approximately:

- 100 sheets of 75 g/m^2 (20 lb) paper
- 50 sheets of glossy paper
- 10 envelopes
- 50 transparencies
- 50 sheets of card stock
- 30 sheets of labels

Paper dimensions

The multipurpose feeder accepts paper within the following dimensions:

- Width—90 mm (3.54 in.) to 297 mm (11.69 in.)
- Length—148 mm (5.83 in.) to 432 mm (17 in.)

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Trouble-free printing

- Load only one size of paper or envelopes at a time in the multipurpose feeder.
- To achieve the best possible print quality, use only high-quality print media that is designed for use in laser printers. For more guidelines on paper, see **Choosing media**.
- To prevent paper jams, do not add or remove paper when there is still paper in the multipurpose feeder. This applies to other types of print media, too.
- Never add print media to the multipurpose feeder while the printer is printing from the multipurpose feeder. Doing so may cause a jam.
- Load media with the recommended print side up.
- *Do not* place objects on the multipurpose feeder. Also, avoid pressing down or applying excessive force on it.
- *Do not* remove any paper tray while a job is printing from the multipurpose feeder or **Busy** is displayed on the operator panel. Doing so may cause a jam.

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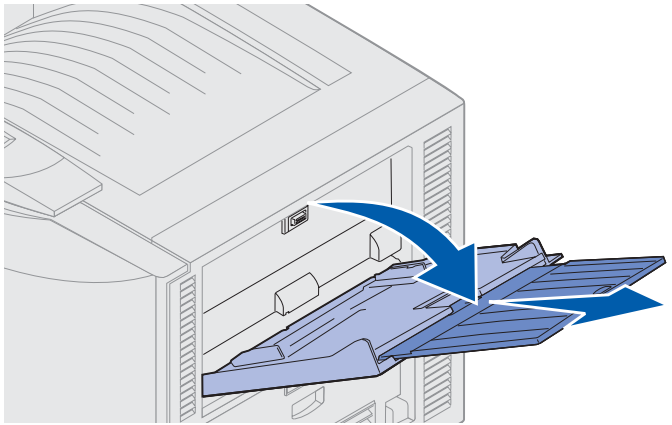
To load the multipurpose feeder:

1 Open the multipurpose feeder door, and then extend the recessed tray to accommodate the paper you will be using.



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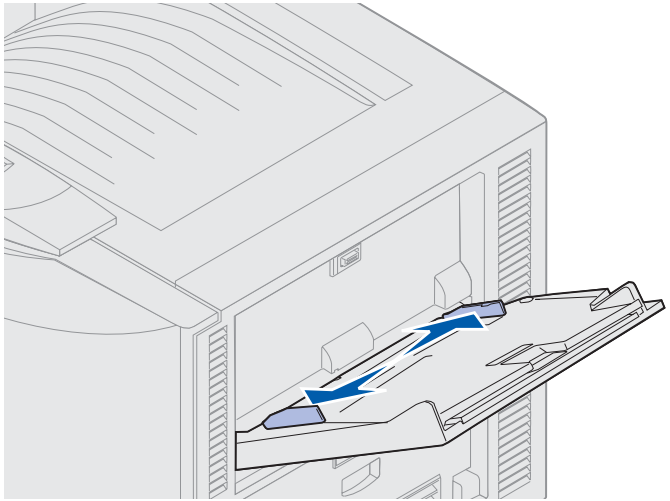
2 Slide the paper width guides to the correct position for the size paper you are loading.



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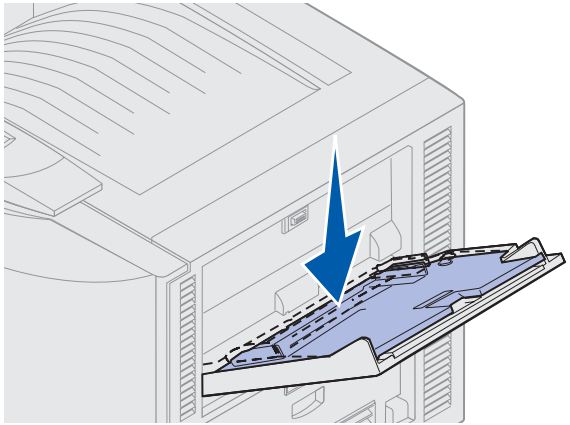
3 Push down the bottom plate until it locks into place.



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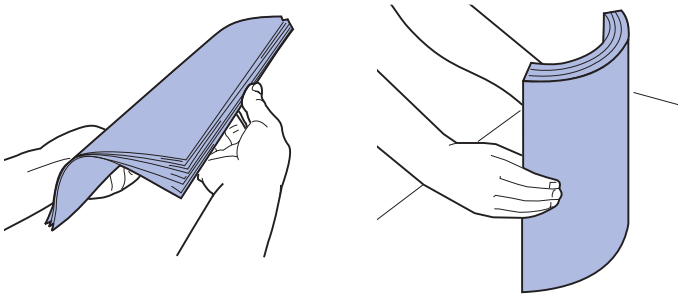
4 Prepare the print media for loading.

– Flex paper or fan envelopes back and forth. Do not fold or crease the paper. Straighten the edges on a level surface.



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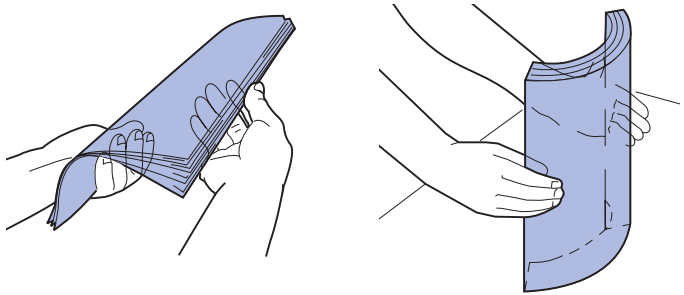
– Hold transparencies by the edges and avoid touching the print side. Fan the stack of transparencies to prevent jams. Be careful not to scratch or leave fingerprints on the transparencies.



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5 Load one type of print media in the multipurpose feeder. *Do not* mix types. Click a topic for loading instructions:

- **Loading paper and transparencies**
- **Loading envelopes**
- **Loading letterhead**

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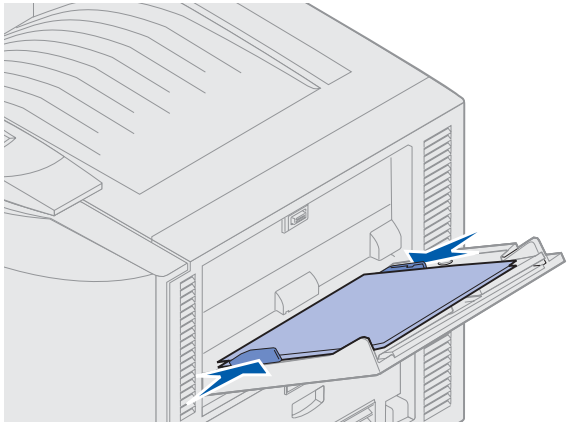
Loading paper and transparencies

a Load paper or transparencies in the center of the tray with the recommended print side face up.



b Continue with **step 6**.

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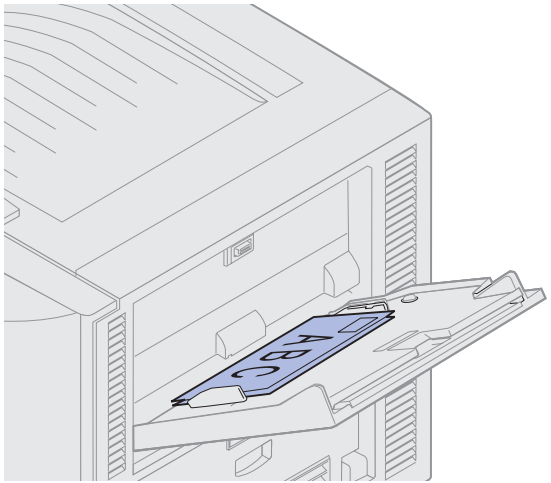
Loading envelopes

a Load envelopes flap side down with the stamp area on the right. The end of the envelope with the return address area enters the multipurpose feeder last.

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



Note: If envelopes jam while printing, try reducing the number of envelopes in the multipurpose feeder.

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b Continue with **step 6**.

Loading letterhead

a For both *simplex* (single-sided) and *duplex* printing on letterhead, place the printed side *face up*.

b Continue with **step 6**.

6 Gently slide the print media into the multipurpose feeder.

Note: Forcing the print media may cause it to buckle.

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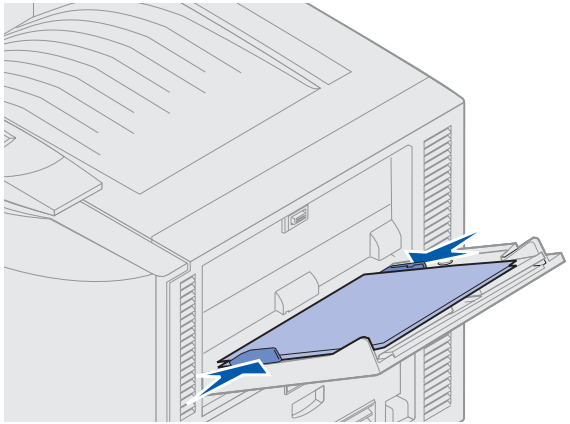
7 Slide the width guides until they lightly rest against the edges of the print media. *Do not* bend the print media.



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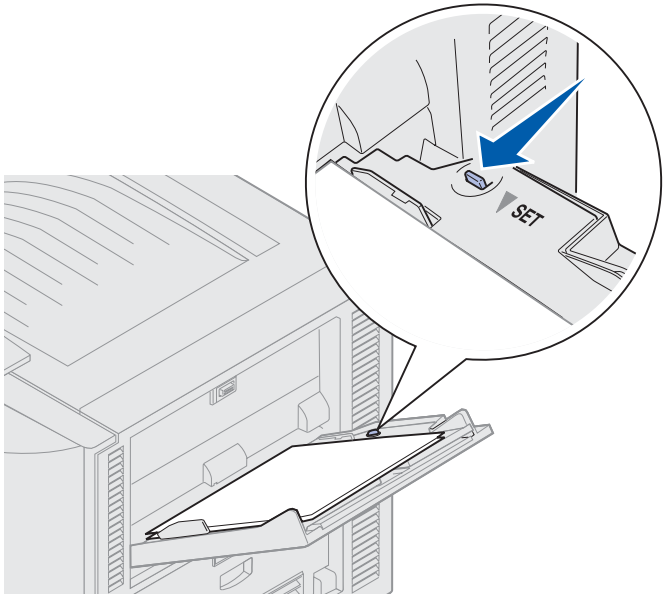
8 Push the SET button to the left to unlock the bottom plate.



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9 Select the paper source, size, and type from your software application and select paper size and type from the operator panel.

a Make sure the Paper Size and Paper Type for the multipurpose feeder (MP Feeder Size and MP Feeder Type) are set to the correct value for the print media you are loading. (See **Paper Size** and **Paper Type** for detailed information about these settings.)

b Press **Go** to return to Ready.

Note: Software settings may override operator panel settings.

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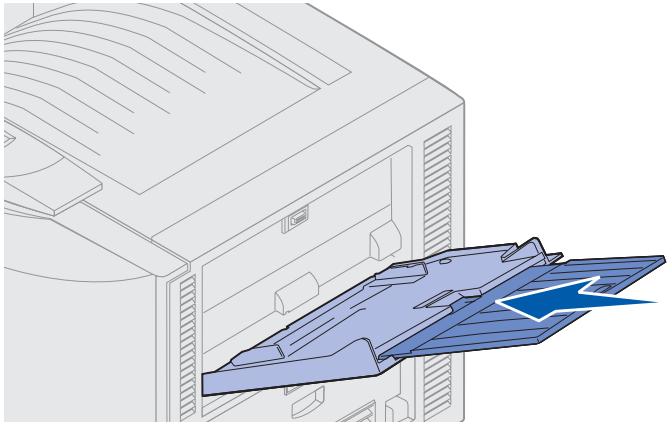
Closing the multipurpose feeder

1 Remove print media from the multipurpose feeder.

2 If necessary, push the extended tray in to collapse the multipurpose feeder to its short-length position.



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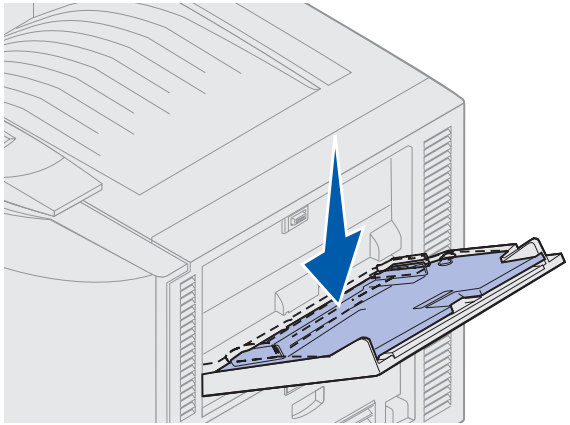
3 Push down the bottom plate until it locks into place.



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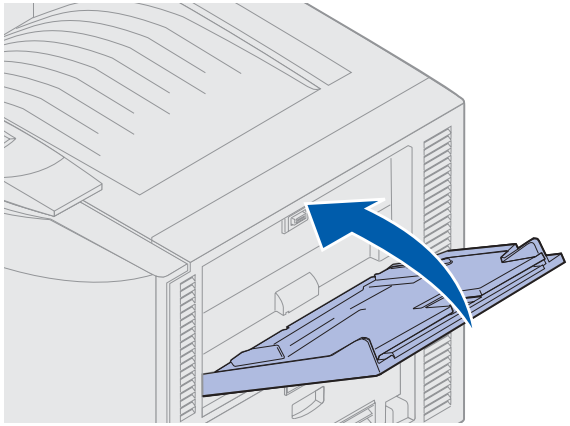
4 Close the multipurpose feeder door.



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