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The multipurpose feeder can hold several sizes and types of paper, such as transparencies, postcards, note cards, and envelopes. It is useful for single page printing on letterhead, colored paper, or other special paper.

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

Capacity

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

- 100 sheets of 75 g/m² (20 lb) paper
- 10 envelopes
- 75 transparencies

Paper dimensions

The multipurpose feeder accepts paper within the following dimensions:

- Width—69.85 mm (2.75 in.) to 229 mm (9.01 in.)
- Length—127 mm (5 in.) to 355.6 mm (14 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 print material**.
- 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 materials, too.
- Never add print materials to the multipurpose feeder while the printer is printing from the multipurpose feeder. Doing so may cause a paper jam.
- Print material should be loaded with the recommended print side up and the top of the print material going into the multipurpose feeder first.
- *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 paper jam.

Note: The multipurpose feeder may be used with the optional envelope feeder installed.



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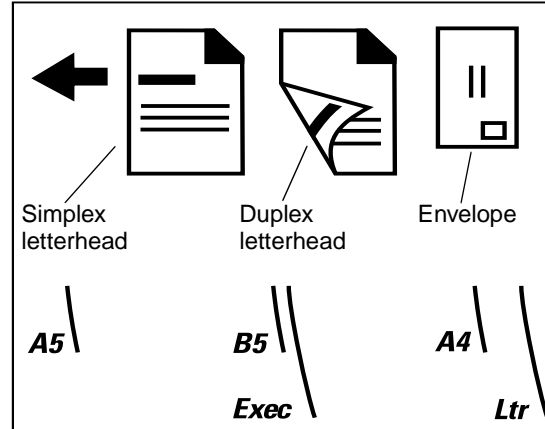
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The icons on the multipurpose feeder show you how to load the multipurpose feeder with paper, how to turn an envelope for printing, and how to load letterhead paper for simplex and duplex printing. See [Loading letterhead](#) for detailed instructions on loading documents loaded on letterhead.



Note: The Paper Loading menu item in the Paper Menu lets you print simplex (single-sided) jobs on letterhead (or other preprinted media) that has been *loaded specifically for duplex printing*. For more information, see [Paper Loading](#).

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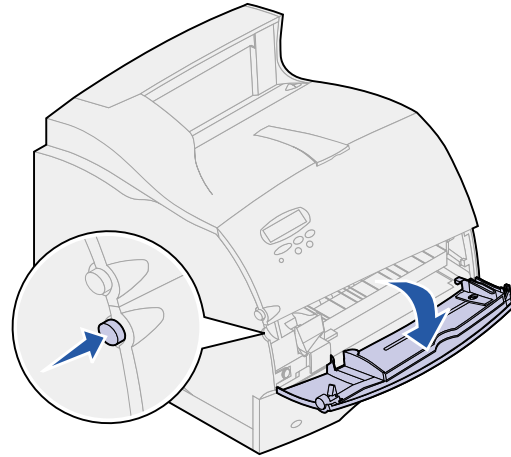
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To load the multipurpose feeder:

- 1 Push the lower release latch. The multipurpose feeder door drops open.



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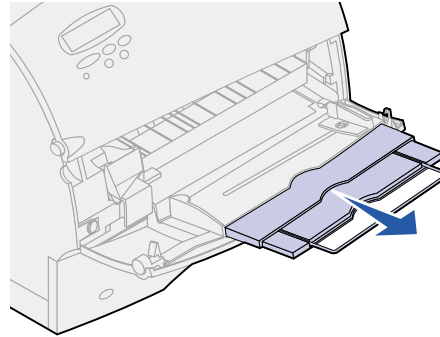
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- 2 Pull out the metal bar in the recessed area on the multipurpose feeder far enough to accommodate the paper you will be using.



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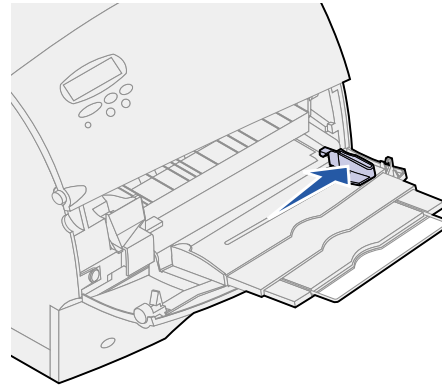
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3 Slide the paper width guide to the far right.



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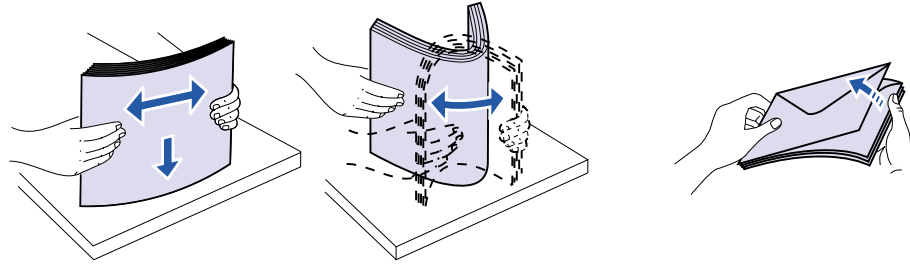
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- 4 Prepare the print material for loading.
 - Flex paper or fan envelopes back and forth. Do not fold or crease the paper. Straighten the edges on a level surface.



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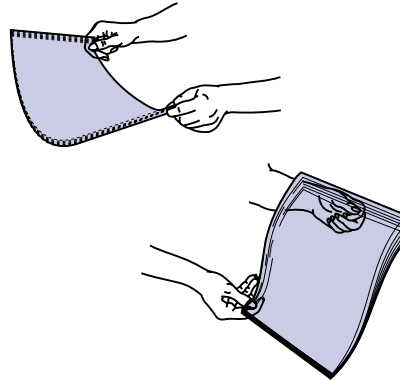
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- Hold transparencies by the edges and avoid touching the print side. Fan the stack of transparencies to prevent jams. Be careful not to scratch or leave fingerprints on the transparencies.



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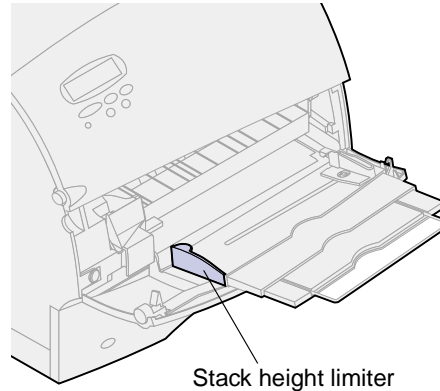
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- 5 Use the stack height limiter as a guide for stack height when loading print materials.



- 6 Load one type of print material 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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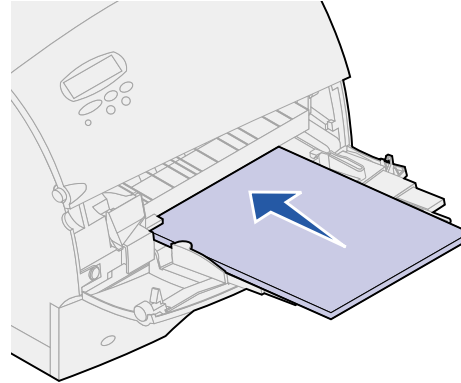
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Loading paper and transparencies

- a Load paper with the left edge of the stack against the stack height limiter and with the recommended print side face up.



- b Continue with **step 7**.



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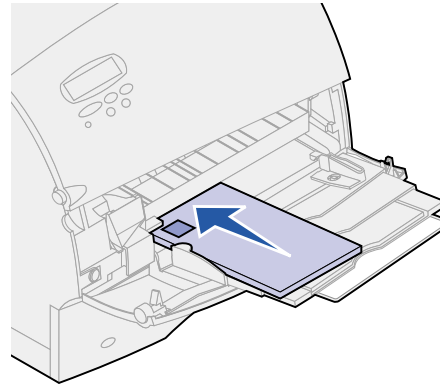
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Loading envelopes

- a Load envelopes flap side down with the stamp area and flap on the left side. The end of the envelope with the stamp area enters the multipurpose feeder first.

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



- b Continue with **step 7**.



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

Loading letterhead

Load letterhead according to the options installed on the printer. Click the topic that describes your printer configuration.

- **Without a duplex unit**
- **With a duplex unit**



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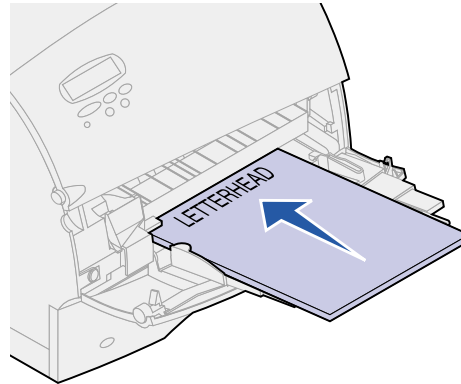
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Without a duplex unit

- a Load letterhead paper for *single-sided* printing with the logo face up. The end of the sheet with the logo should enter the printer first.



- b Continue with **step 7**.



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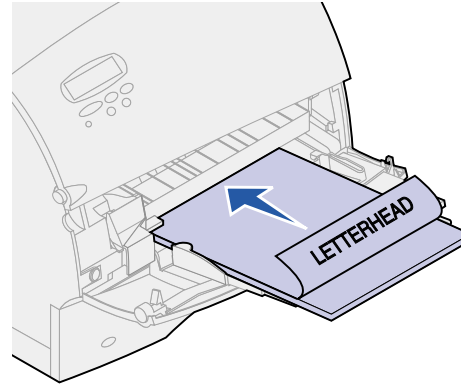
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With a duplex unit

- a Load letterhead paper for *duplex* printing with the logo face down. The end of the sheet with the logo should enter the printer last.



- b Continue with **step 7**.

Note: The Paper Loading menu item in the Paper Menu lets you print simplex (single-sided) jobs on letterhead (or other preprinted media) that has been *loaded specifically for duplex printing*. For more information, see **Paper Loading**.



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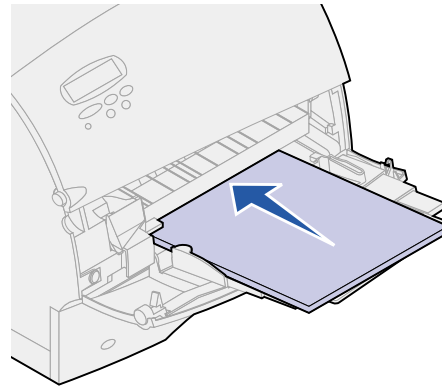
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- 7 Gently slide the print material into the multipurpose feeder as far as it will go. Forcing the print material may cause it to buckle.



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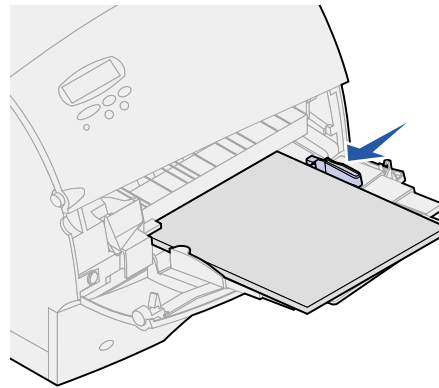
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- 8 Slide the paper width guide to the left until it lightly touches the stack of print material.
Do not bend the print material.



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- 9 Select the paper source, size, and type from your software application and select paper size and type from the printer 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 material 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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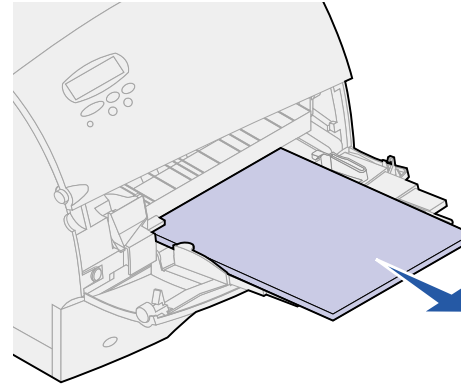
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Closing the multipurpose feeder

- 1 Remove print material from the multipurpose feeder.



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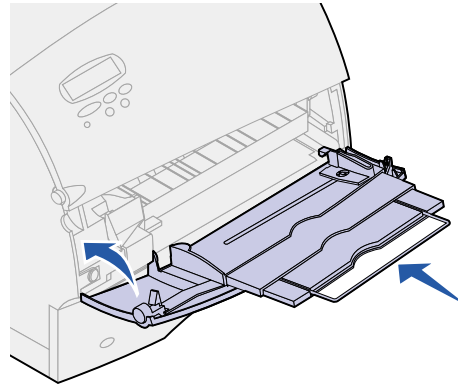
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- 2 Push the metal bar straight back to collapse the multipurpose feeder to its short-length position.



- 3 Close the multipurpose feeder door. ▲