

Quick Reference

Loading paper and specialty media

Setting the paper size and type

The Paper Size setting is automatically sensed according to the position of the paper guides in each tray except in the standard 150-sheet tray (Tray 1) and in the multipurpose feeder. The Paper Size setting for Tray 1 is set manually via the wheel on the tray, while the Paper Size setting for the multipurpose feeder is set in the Paper Size menu.

From the home screen, navigate to:

☰ > **Paper Menu** > **Paper Size/Type** > select a tray > select the paper size or type > ✓

Only Tray 1 has Plain Paper as the factory default Paper Type setting. Custom 2, 3, 4, 5, and 6 are the default settings for the other trays.

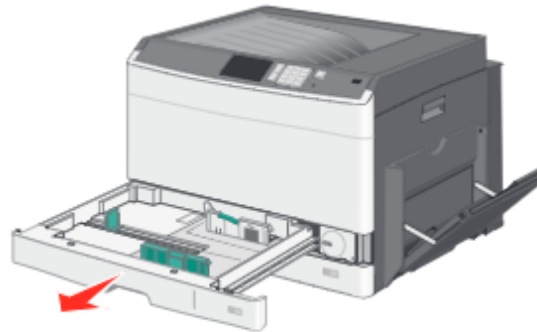
Loading the standard or optional 550-sheet tray

The printer has standard 150- (Tray 1) and 250-sheet trays (Tray 2), and it may have one or more optional 550-sheet trays. All 550-sheet trays support the same paper sizes and types. The only sizes that are supported for both long-edge and short-edge feeding are Letter and A4. Anything longer than A4 should be fed with the short edge of the page entering the printer first, anything shorter should be fed with the long edge of the page entering the printer first.

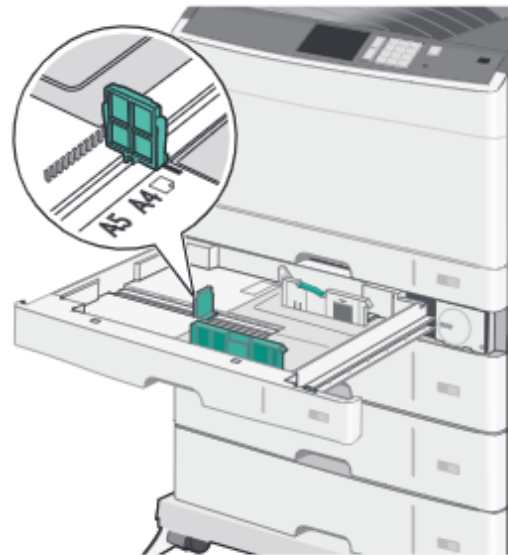
Any unusual sized sheets or heavy weight media should be loaded into the multipurpose feeder, which can support up to 50 sheets.

CAUTION—TIPPING HAZARD: To reduce the risk of equipment instability, load each paper drawer or tray separately. Keep all other drawers or trays closed until needed.

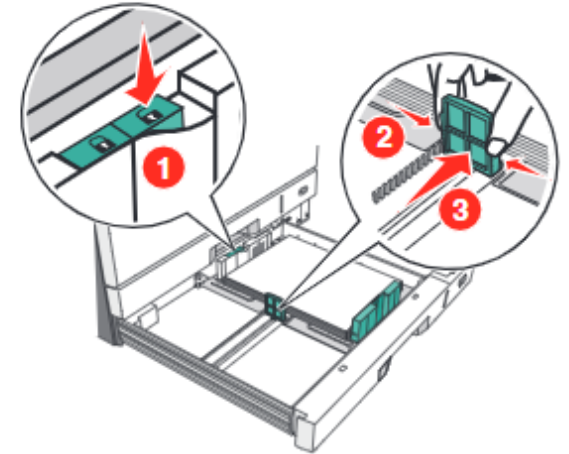
1 Pull the tray out.



Notice the size indicators at the bottom of the tray. Use these indicators to help position the guides.



2 Make sure to unlock the width guide lock at the rear of the tray. Squeeze the width guide tabs as shown, and then slide the guide to the correct position for the paper size being loaded.

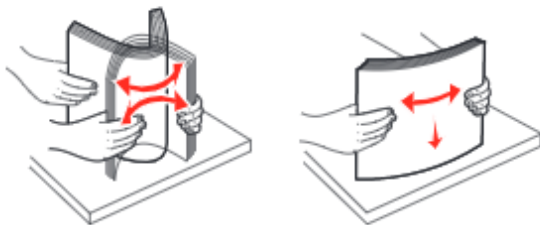


Note: Always use the paper width guide lock at the rear of the tray to prevent the margins from being knocked out of adjustment.

- 3 Squeeze the length guide tabs together, and then slide the length guide to the correct position for the paper size being loaded.



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



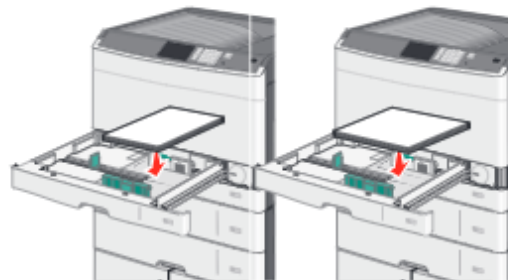
- 5 Load the paper stack with the recommended print side faceup. Load the paper in either the long-edge or short-edge orientation as described at the beginning of this section.

Notes:

- Load sizes larger than A4 in the short-edge orientation.
- Make sure the paper is below the maximum fill line located on the edge of the paper tray. Overloading the tray can cause paper jams and possible printer damage.

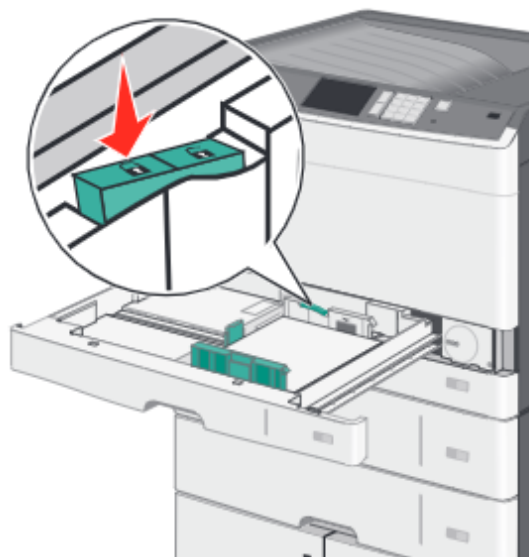
Long-edge orientation

Short-edge orientation

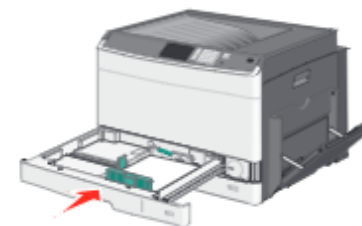


- 6 Adjust both the width and length guides to lightly touch the edge of the paper stack. Make sure the paper fits loosely in the tray, lies flat, and is not bent or wrinkled.

- 7 Lock the width guide.



- 8 Insert the tray.



- 9 From the printer control panel, set the Paper Size and Paper Type for the tray based on the paper you loaded.

Loading the multipurpose feeder

The multipurpose feeder can hold several sizes and types of print media, such as transparencies, labels, card stock, and envelopes. It can be used for single-page or manual printing, or as an additional tray.

The multipurpose feeder can hold approximately:

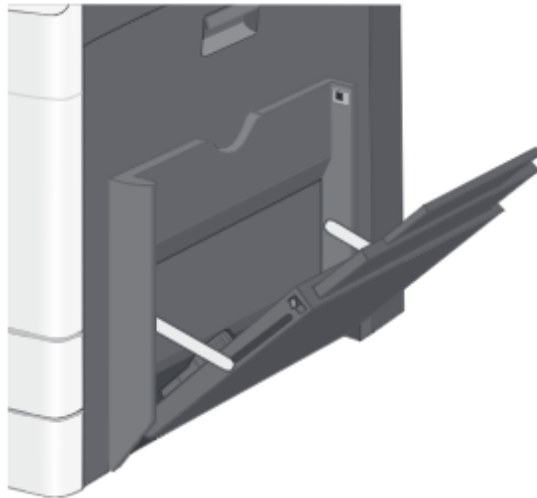
- 50 sheets of 75-g/m² (20-lb) paper
- 10 envelopes
- 20 transparencies

Note: Do not add or remove paper or specialty media when the printer is printing from the multipurpose feeder or when the printer control panel indicator light is blinking. Doing so may cause a jam.

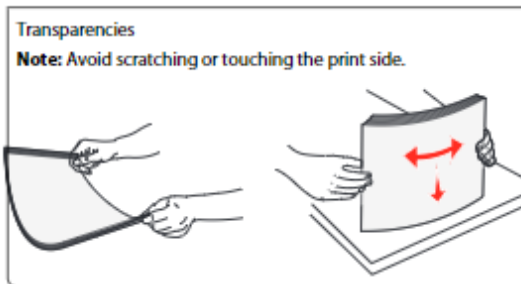
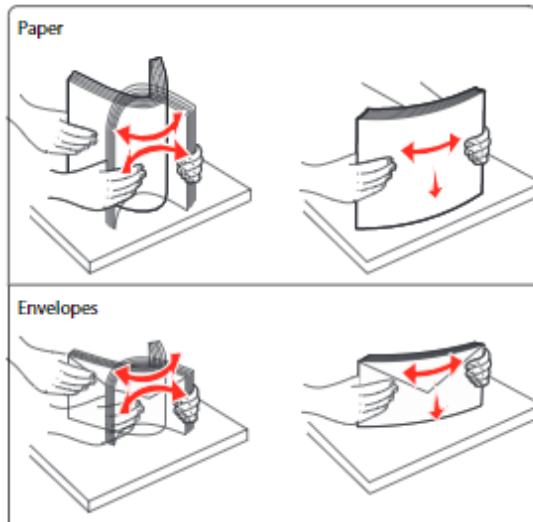
- 1 Pull down the multipurpose feeder door.



2 Gently pull the extension until it is fully extended.



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

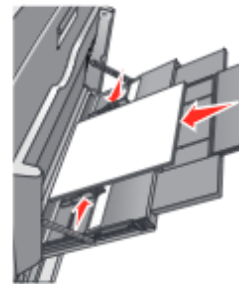


4 Load the paper or specialty media. Slide the stack gently into the multipurpose feeder until it comes to a stop.

Notes:

- Load A3-, A6-, 11x17, JIS B4-, Statement- and legal-size media in short-edge orientation.
- Load A4-, A5-, Exec-, JIS B5- and letter-size media in long-edge orientation.
- Load envelopes flap side up in short-edge orientation.
- Do not exceed the maximum amount of media that the multipurpose feeder can hold.
- Load only one size and type of paper at a time.

Long-edge orientation

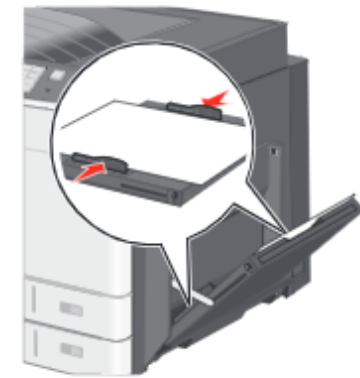


Short-edge orientation



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

5 Adjust the width guide to lightly touch the edge of the stack. Make sure the paper or specialty media fits loosely in the multipurpose feeder, lies flat, and is not bent or wrinkled.



6 From the printer control panel, set the Paper Size and Paper Type for the multipurpose feeder (MP Feeder Size and MP Feeder Type) based on the paper or specialty media loaded.

Linking and unlinking trays

Linking trays

Tray linking is useful for large print jobs or for printing multiple copies. When one linked tray is empty, paper feeds from the next linked tray. When the Paper Size and Paper Type settings are the same for any trays, the trays are automatically linked. The Paper Size setting is automatically sensed according to the position of the paper guides in each tray except Tray 1 and the multipurpose feeder. The Paper Size setting for the multipurpose feeder must be set manually from the Paper Size menu. The Paper Type setting must be set for all trays from the Paper Type menu. The Paper Type menu and the Paper Size menu are both available from the Paper Size/Type menu.

Unlinking trays

Note: Trays that do not have the same settings as any other tray are not linked.

Change one of the following tray settings:

- Paper Type

Paper Type names describe the paper characteristics. If the name that best describes your paper is used by linked trays, assign a