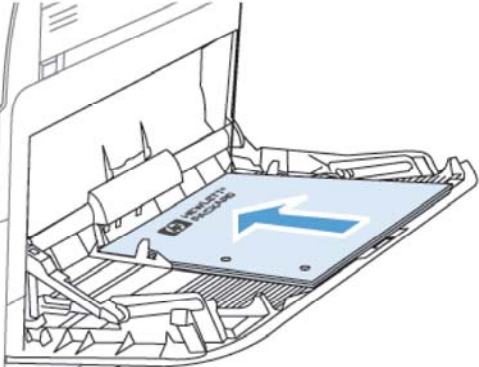
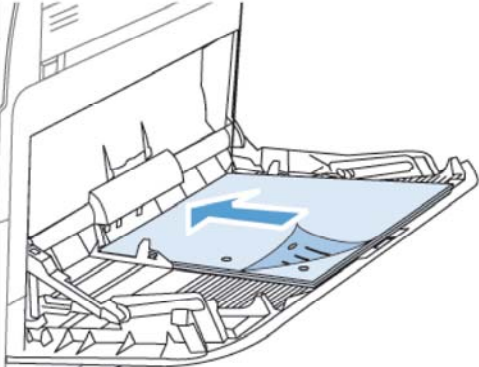

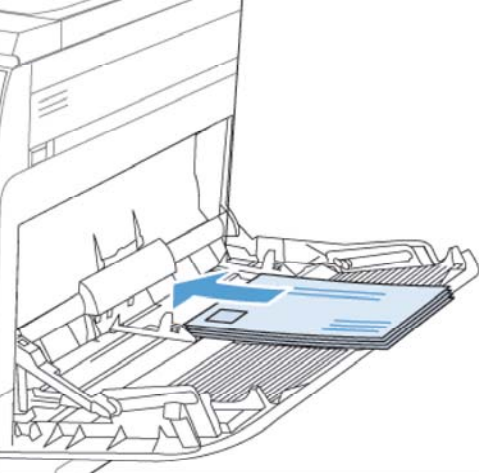

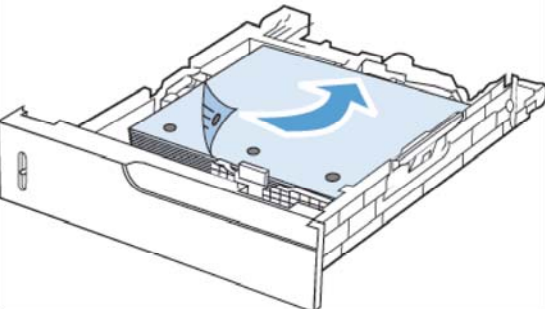
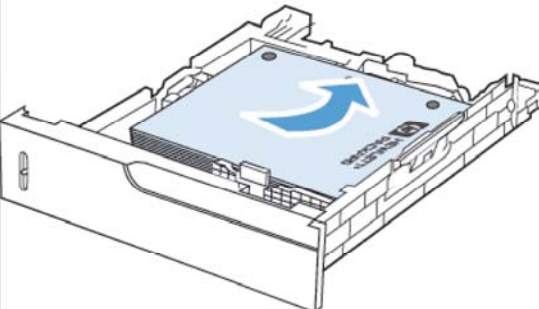


Paper type	Single-sided printing, no stapler/stacker	Duplex printing, no stapler/stacker	Single-sided printing, no stapler/stacker
Letterhead, preprinted, or prepunched	1: Paper orientation 	2: Paper orientation 	3: Paper orientation 
Envelopes	Face-up Short, postage-edge leading into the product 5: Envelope orientation 		Face-up Short, postage-edge leading into the product 6: Envelope orientation 

Paper orientation for loading Tray 2 or Trays 3, 4, and 5

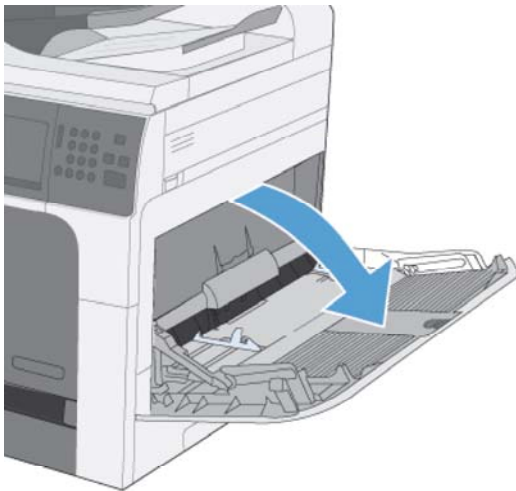
Paper type	Single-sided printing	Duplex printing
Letterhead, preprinted, or prepunched	Face-down Top edge at the right of the tray 7: Paper orientation 	Face-up Top edge at the right of the tray 8: Paper orientation 

Load Tray 1

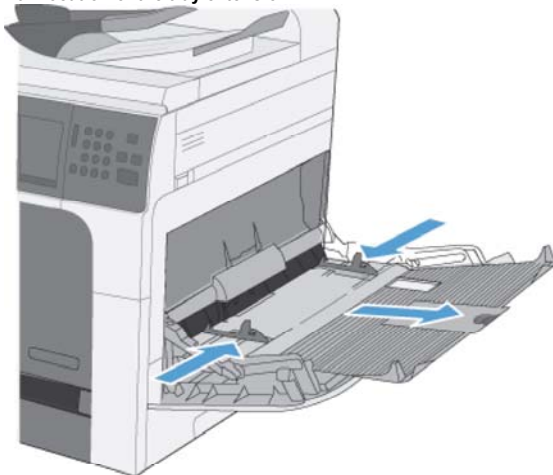
To avoid jams, never add or remove paper from Tray 1 during printing.

1. Open Tray 1.
9: Location of Tray 1

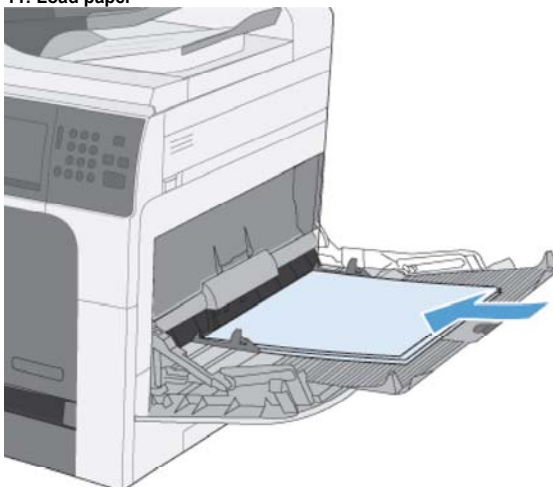




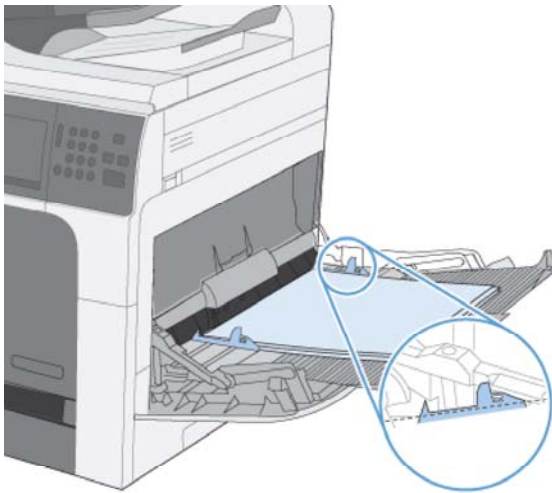
2. Pull out the tray extension to support the paper and set the side guides to the correct width.
10: Location of the tray extension



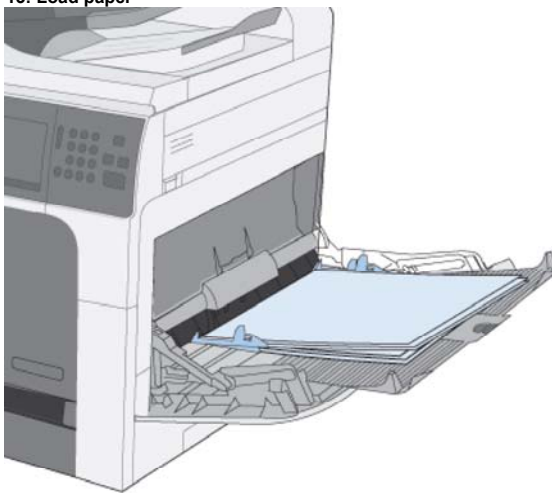
3. Load paper in the tray.
11: Load paper



4. Make sure the stack fits under the tabs on the guides and does not exceed the load-level indicators.
12: Load-level indicators



5. Adjust the side guides so that they lightly touch the paper stack but do not bend it.

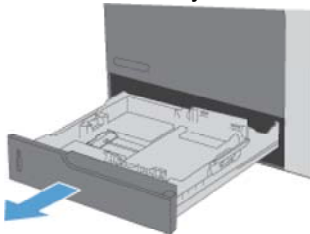


Load Tray 2 and optional Trays 3, 4, and 5 with standard-size paper

1. Open the tray.

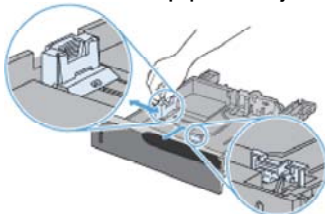
Do not open the tray while it is in use.

14: Location of the tray



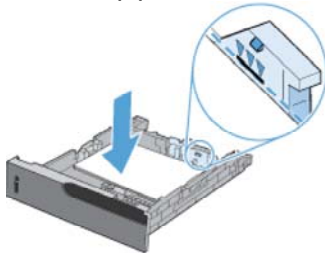
2. Adjust the paper-length and paper-width guides by squeezing the adjustment latches and sliding the guides to the size of the paper being used.

15: Location of the paper size adjustment



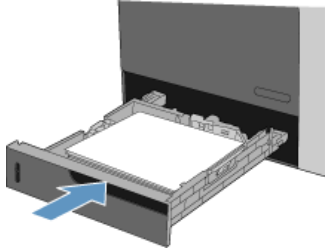
3. Load paper into the tray. Check the paper to verify the guides lightly touch the stack, but do not bend it.

To prevent jams, do not overfill the tray. Be sure the top of the stack is below the tray full indicator.

16: Load the paper

If the tray is not adjusted correctly, an error message might appear during printing or the paper might jam.

4. Close the tray.

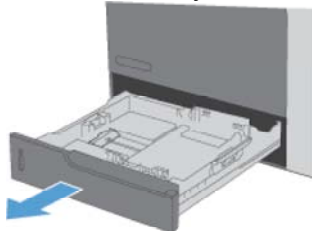
17: Location of the tray

5. The control panel shows the tray's paper type and size. If the configuration is not correct, follow the instructions on the control panel to change the size or type.

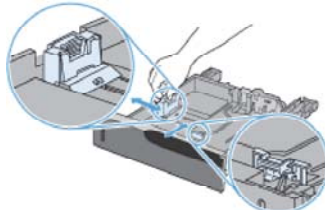
18: Control panel

Load Tray 2 and optional Trays 3, 4, and 5 with custom-size paper

1. Open the tray.

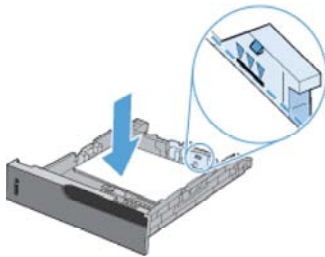
19: Location of the tray

2. Adjust the paper-length and paper-width guides by squeezing the adjustment latches and sliding the guides to the size of the paper being used.

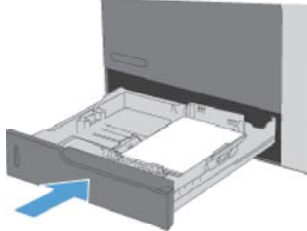
20: Location of the paper size adjustment

3. Load paper into the tray. Check the paper to verify the guides lightly touch the stack, but do not bend it.

21: Load the paper



- 4. Close the tray.
22: Location of Tray 3



- 5. The control panel prompts you to set the paper size and type. Select the `Custom` setting, and then configure the X and Y dimensions of the custom paper size.

See the label in the paper tray, or the following illustration, to determine the X and Y dimensions.

23: Location of Tray 3

