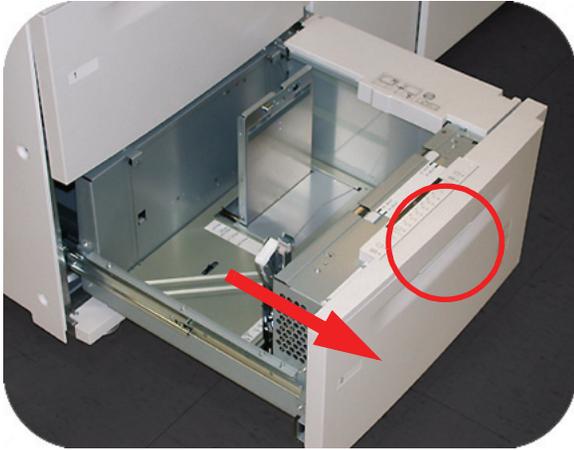

3. Loading Paper

Loading paper (Trays 1-4)



1. Lift the handle and pull out the paper tray.

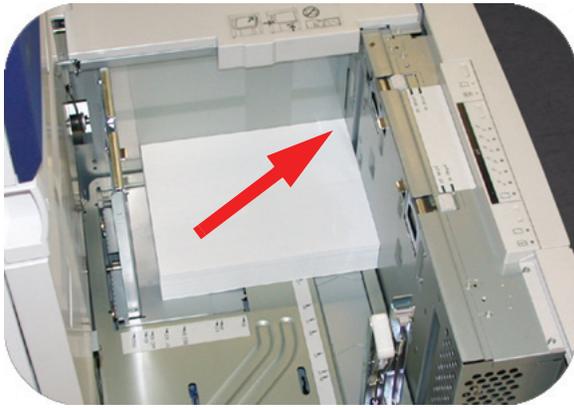


2. Select the appropriate paper stock for your print job.

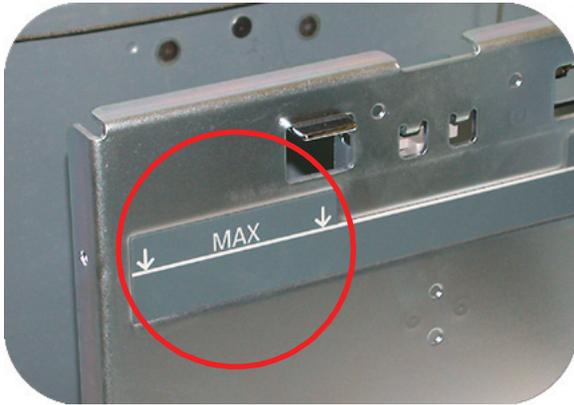


3. Open the ream of paper seam side up and place it in the tray.

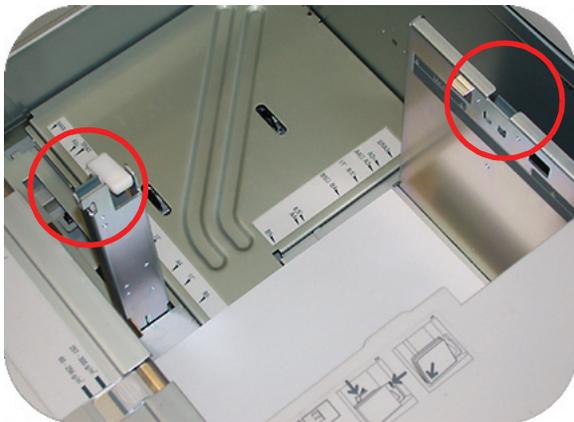
3. Loading Paper



4. Place the paper in the front right corner of the tray.



5. Do Not exceed the "Max" fill line.



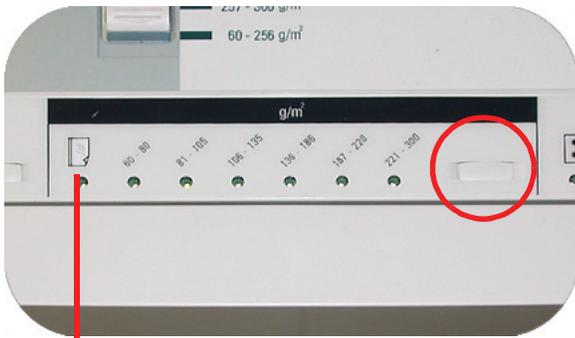
6. Squeeze the green levers, and slide the Paper Guides until they touch the side of the paper.



Non-standard **Standard**

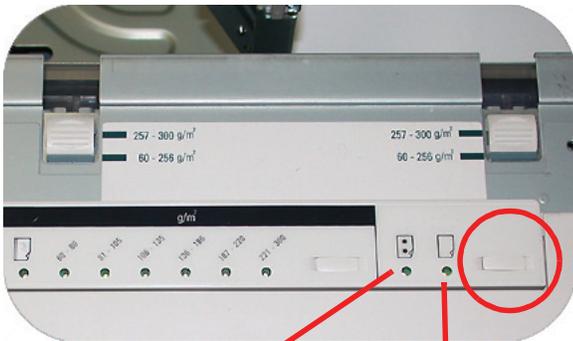
7. Press the button to select **Non-Standard** or **Standard** at the front of the tray. The green light will indicate your selection.

Non-standard size paper is any paper for which there is no paper guide setting within the minimum and maximum sizes for the trays: 7.16 to 12.6 inch Long Edge Feed (LEF) or 7.16 to 19.2 inch SEF (182 - 320 mm LEF or 182 x 488 mm Short Edge Feed (SEF)



Transparency

8. Press the button to select **Transparency** or the appropriate paper weight. The green light will indicate your selection.



Coated

Uncoated

9. Press the button to select **Coated** or **Uncoated**. The green light will indicate your selection.



10. Select the position of the Paper Tray Blowers to match the weight of the paper stock in the tray.
11. Slide the tray back into the machine until it locks into place.

Paper Tray Guidelines

For best results, remember the following:

- **Do not** store reams of paper in any of the trays.
- **Do not** use wrinkled, torn, curled, or folded paper.
- **Do not** mix sizes or weights of paper in a paper tray.

