

Manual feed

Follow these steps to feed a single sheet of media into the printer. The manual feed option is selected through the Windows and Macintosh drivers. Typically, you would use manual feed when one of these conditions exist:

- Paper is loaded in the paper tray and you want to print a transparency *of the same size*.
 - Transparencies are loaded in the tray and you want to print on paper *of the same size*.
1. Make sure that the media you want to manually feed is the same size as the media in the paper tray. If it is not, reset the size on the paper tray to accommodate the single sheet of paper or transparency.

Note *If you do not set the paper tray to the correct size for manual feed, the print might jam or you might get an improperly placed image on your print.*

2. Issue the print command on your computer. In the drivers, select **Manual Feed** under **Paper Source**. The **MEDIA** indicator blinks for 60 seconds.
3. Place the single sheet, *printing side down*, on the paper tray cover and slide it in until it stops. If the paper tray is empty, the printer immediately picks the single sheet. If the paper tray is not empty, the printer waits for the **MEDIA** indicator to stop blinking, then picks the single sheet.

