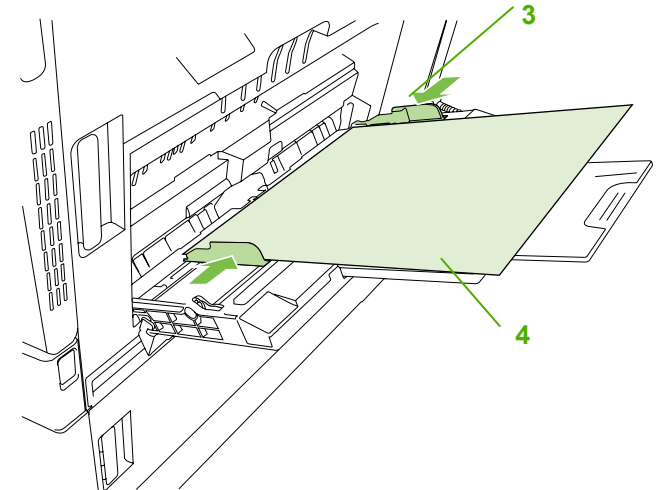
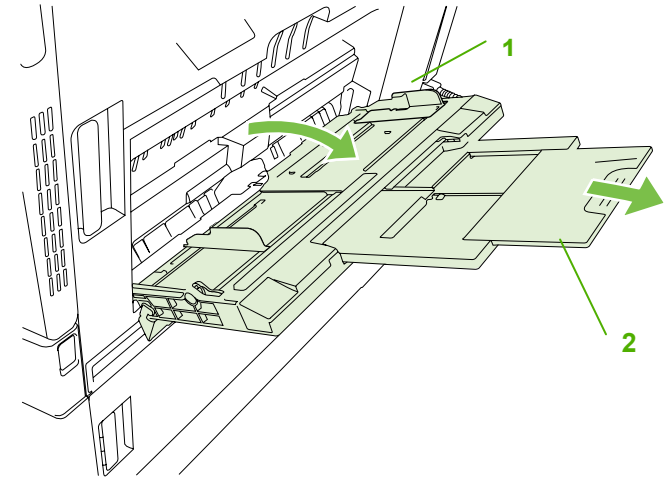




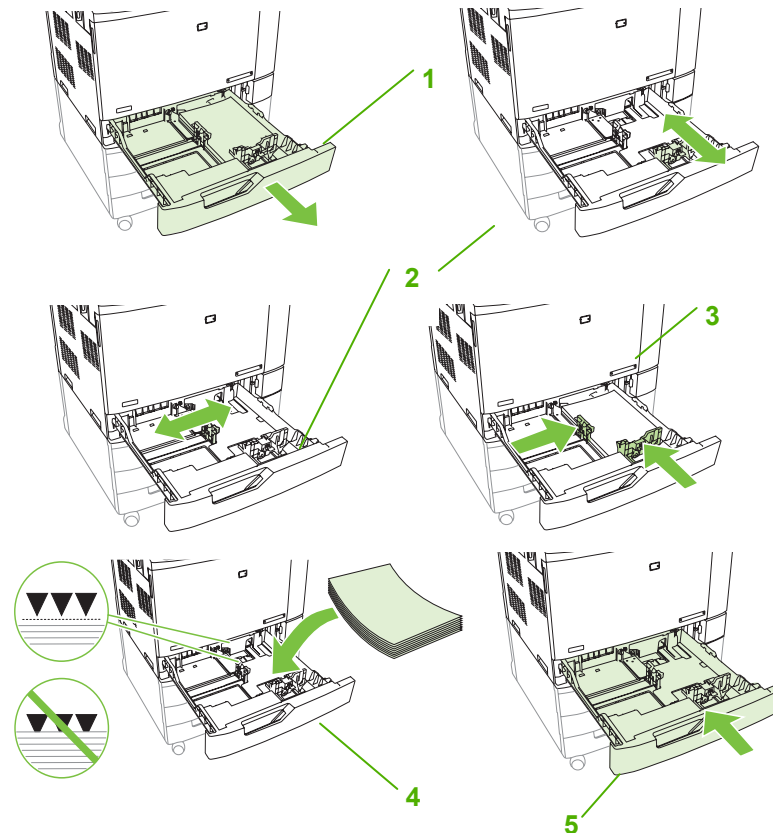
Load trays

How do I	Steps to perform
Load Tray 1	<p>NOTE: To avoid jams, never add or remove paper from Tray 1 during printing.</p> <p>Pull out Tray 1 (1)</p> <p>Pull out the tray extension to support paper until it snaps into place (2).</p> <p>Adjust the paper guides to the correct size (3).</p> <p>Load paper in the tray with the side to be printed face down and the leading edge of the paper into the product (4). The stack must not exceed the load level indicators.</p> <p>NOTE: For Letter Rotated and A4 Rotated sizes, place the side to be printed on face down, with the top of the page facing into the printer.</p>
Collapse Tray 1 extensions	<p>To close Tray 1, lift the paper support extension to retract it, and then gently press down on the end of the smaller extension to retract it. Close the tray door.</p>



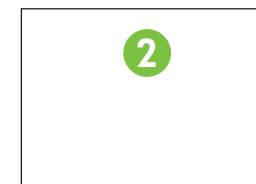
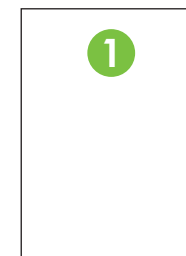
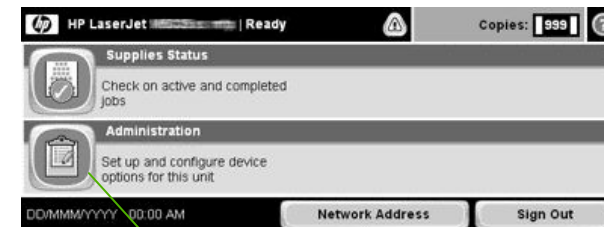


How do I	Steps to perform
<p>Load Trays 2, 3, 4, or 5</p>	<p>The product automatically detects these standard paper sizes: Letter, Letter Rotated, Legal, Executive, 11x17, A3, A4, A4 Rotated, A5, B4 (JIS), and B5 (JIS).</p> <p>CAUTION: Do not print envelopes or unsupported sizes of paper from Trays 2, 3, 4, and 5.</p> <p>Pull out tray (1).</p> <p>Adjust the paper guides by squeezing the adjustment latch and sliding the guides to the appropriate size (2).</p> <p>Load paper into the tray face up (3).</p> <p>Check the paper to verify the guides lightly touch the stack but do not bend it (4). The stack must not exceed the load level indicators.</p> <p>Close the tray (5).</p> <p>Follow the prompts on the control panel.</p>





How do I	Steps to perform
<p>Load letterhead, pre-printed, or pre-punched paper</p>	<p>To correctly print or copy on letterhead, pre-printed, or pre-punched paper, you need to make sure you load the paper correctly into the tray. You might also need to adjust the Image Rotation setting on the product control panel. The Image Rotation setting is used to adjust for languages that read from left to right (the default) or from right to left.</p> <p>At the control panel home screen, scroll down and touch Administration (1).</p> <p>Scroll down and touch Device Behavior.</p> <p>Scroll down and touch Tray Behavior.</p> <p>Scroll down and touch Image Rotation.</p> <p>Touch the correct Image Rotation option. The default setting is Left to right.</p> <p>Touch Save.</p>
<p>Choose the correct orientation for loading letterhead, pre-printed, or pre-punched paper</p>	<p>The tables below should be used as a guide for loading letterhead, pre-printed, or pre-punched paper.</p> <p>The first table shows the tray-loading orientation when Image Rotation is set to Left to right, which indicates that the language reads left to right. The second table shows the tray-loading orientation when Image Rotation is set to Right to left, which indicates that the language reads right to left. The tables also contain the following information:</p> <ul style="list-style-type: none"> • The paper type: letterhead, pre-printed or pre-punched. • The paper tray: Tray 1 or Trays 2 through 5. • Image orientation: Portrait (1) or Landscape (2).





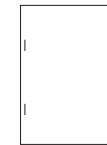
How do I	Steps to perform
Staple with the optional stapler/stacker or booklet maker	The optional stapler/stacker or booklet maker output accessory must be attached in order to staple print or copy jobs. The staple location can be one left – one angled staple located in upper left corner – or two left, two staples located on left long edge.



One left, Portrait



One left, Landscape



Two left, Portrait



Two left, Landscape

Image Rotation = Left to right

Paper type and tray	Image rotation	Duplex mode	Staple location options	How to load for long-edge feed	How to load for short-edge feed
Letterhead or Preprinted – Tray 1	Portrait	1-sided	One left, two left		
Letterhead or Preprinted – Tray 1	Portrait	2-sided	One left, two left		
Letterhead or Preprinted – Tray 1	Landscape	1-sided	One left, two left		
Letterhead or Preprinted – Tray 1	Landscape	2-sided	One left, two left		



Image Rotation = Left to right

Letterhead or Preprinted – Trays 2-5	Portrait	1-sided	One left, two left		
Letterhead or Preprinted – Trays 2-5	Portrait	2-sided	One left, two left		
Letterhead or Preprinted – Trays 2-5	Landscape	1-sided	One left, two left		
Letterhead or Preprinted – Trays 2-5	Landscape	2-sided	One left, two left		
Pre-punched – Tray 1	Portrait	1-sided or 2-sided	One left, two left		
Pre-punched – Tray 1	Landscape	1-sided or 2-sided	One left, two left		

Image Rotation = Left to right

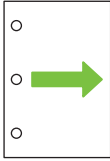
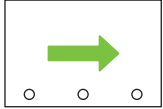
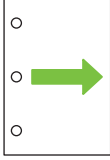
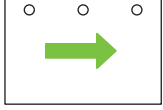
Pre-punched – Trays 2-5	Portrait	1-sided or 2- sided	One left, two left		
Pre-punched – Trays 2-5	Landscape	1-sided or 2- sided	One left, two left		



Image Rotation = Right to left

Paper type and tray	Image rotation	Duplex mode	Staple location options	How to load for long-edge feed	How to load for short-edge feed
Letterhead or Preprinted – Tray 1	Portrait	1-sided	One right, two right		
Letterhead or Preprinted – Tray 1	Portrait	2-sided	One right, two right		
Letterhead or Preprinted – Tray 1	Landscape	1-sided	One right, two right		
Letterhead or Preprinted – Tray 1	Landscape	2-sided	One right, two right		
Letterhead or Preprinted – Trays 2-5	Portrait	1-sided	One right, two right		
Letterhead or Preprinted – Trays 2-5	Portrait	2-sided	One right, two right		



Image Rotation = Right to left

Letterhead or Preprinted – Trays 2-5	Landscape	1-sided	One right, two right		
Letterhead or Preprinted – Trays 2-5	Landscape	2-sided	One right, two right		
Pre-punched – Tray 1	Portrait	1-sided or 2-sided	One right, two right		
Pre-punched – Tray 1	Landscape	1-sided or 2-sided	One right, two right		
Pre-punched – Trays 2-5	Portrait	1-sided or 2-sided	One right, two right		
Pre-punched – Trays 2-5	Landscape	1-sided or 2-sided	One right, two right		