

Printing

Paper handling

Maintenance

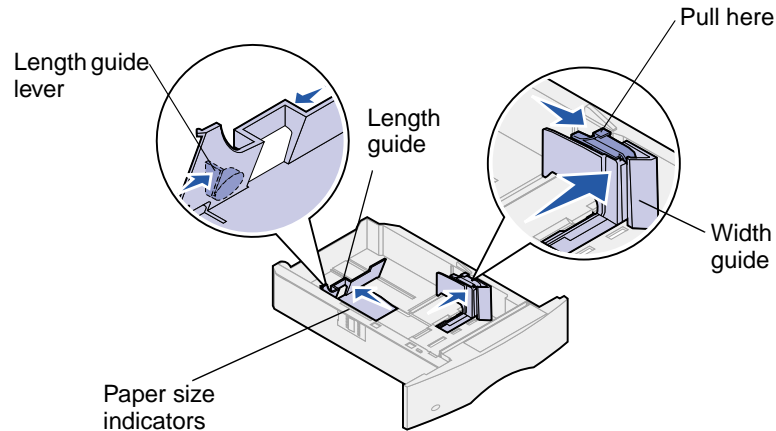
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Complete these instructions to load print materials into any of the standard or optional trays.

- 1 Remove the paper tray.
- 2 Pull the width guide tab and slide the width guide to the far right side of the tray.
- 3 Squeeze the length guide lever and slide the length guide to the correct position for the size paper you are loading.



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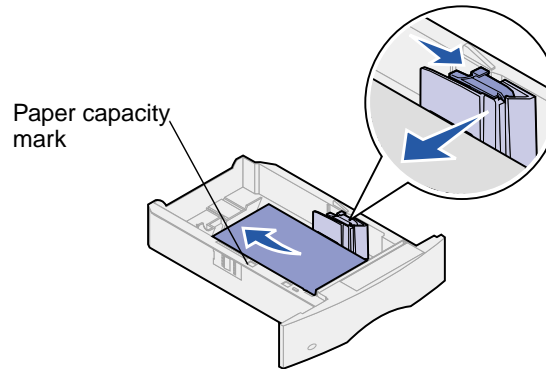
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- 4 Place the paper into the paper tray with the recommended print side face down for single-sided printing and face up for double-sided printing. Do not fill paper above the stack height mark.
- 5 Pull the width guide tab and slide the width guide to the left until it lightly rests against the edge of the paper stack.



- 6 Reinstall the tray.

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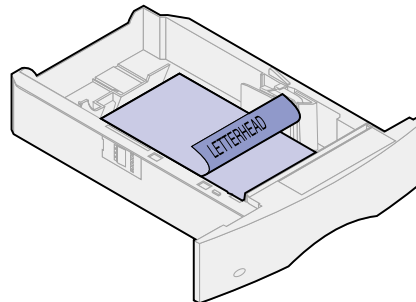
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## Loading letterhead

For *simplex* (single-sided) printing on letterhead, place the printed side *face down* as shown.



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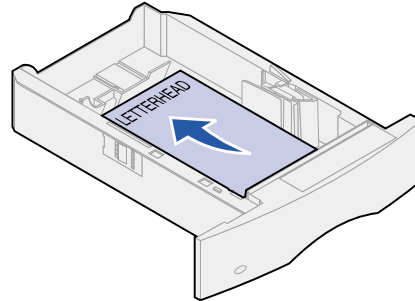
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For *duplex* printing on letterhead, place the printed side *face up* as shown.



**Note:** The Paper Loading menu item lets you print simplex (single-sided) jobs on letterhead (or other preprinted media) that has been *loaded specifically for duplex printing*. See **Paper Loading** for more information. ▲



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