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Selecting the right paper or other media reduces printing problems. For best print quality, try a sample of the paper or other media you are considering before buying large quantities.

- Use 20 lb (75 g/m<sup>2</sup>) xerographic paper.
- Use transparencies designed for laser printers. We recommend Lexmark laser printer transparencies: for letter size transparencies, part number 70X7240; for A4 size transparencies, part number 12A5010.
- Use envelopes made from 24 lb (90 g/m<sup>2</sup>) bond paper. To reduce paper jams, do not use envelopes that:
  - Have excessive curl
  - Are stuck together
  - Are damaged in any way
  - Contain windows, holes, perforations, cutouts, or embossing
  - Use metal clasps, string ties, or metal folding bars
  - Have postage stamps attached
  - Have any exposed adhesive when the flap is in the sealed position
- Do not use labels that have exposed adhesive on the sheets.
- Do not print a large number of labels continuously.
- Use card stock with a maximum weight of 163 g/m<sup>2</sup> and a minimum size of 76.2 x 127 mm (3 x 5 in.).



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### Media types and sizes

Media	Size	Weight	Capacity
Paper	A4, A5, B5, letter, legal, executive	17–43 lb (64–163 g/m <sup>2</sup> ) 16–43 lb (60–163 g/m <sup>2</sup> ) 16–24 lb (60–90 g/m <sup>2</sup> )	Tray 1:150 sheets (20# paper)  Manual feed:1 sheet  Optional tray 2: 250 sheets (20# paper)
Transparencies	A4, letter	N/A	Tray 1:10 sheets Manual feed:1 sheet
Envelopes	Monarch (7 3/4), 9, Com-10, C5, C6, B5, DL	24 lb (90 g/m <sup>2</sup> )	Tray 1:10 envelopes Manual feed:1 envelope
Labels (Paper)	Minimum: 8.3 x 11 in. (210 mm x 279 mm)  Maximum: 8.5 x 11.7 in. (216 mm x 297 mm)	17–43 lb (64–163 g/m <sup>2</sup> )	Tray 1:10 sheets Manual feed:1 sheet



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Media	Size	Weight	Capacity
Index Bristol / Tag card stock	Minimum: 3 x 5 in. (76.2 x 127 mm)  Maximum: 8.5 x 14 in. (216 mm x 356 mm)	67–90 lb Index Bristol (120–163 g/m <sup>2</sup> )  50–100 lb tag (75–163 g/m <sup>2</sup> )	Tray 1:10 cards  Manual feed: 1 card



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