

## Media trays

**Standard paper trays.** The printer is shipped with a standard Letter- or A4-size paper tray which holds 200 sheets (slightly less than one-half ream) of paper.

**Note** *The standard paper trays are designed for use with paper media. You can use a standard paper tray for printing up to 50 transparency sheets. However you must use a Tektronix printer driver to specify **Transparency** as the media type and confirm the print at the front panel. Otherwise, transparency print quality is lower.*

**Transparency trays.** If you print on both paper and transparencies, consider ordering a separate, dedicated transparency tray. This lets you quickly switch between paper and transparency print jobs by simply swapping media trays in the printer. Optional Letter- and A4-size transparency trays have a capacity of 175 sheets (approximately three boxes).

**Lower Paper Tray Assembly.** An optional Lower Paper Tray Assembly extends the printer's capabilities. Its 500-sheet capacity adds to the 200-sheet capacity of the standard paper tray for high-volume printing environments. When the upper tray is loaded with a second media type such as transparencies or letterhead, the printer then supports printing of two media types without the need to swap trays.

**Note** *The Lower Paper Tray Assembly only accepts paper media; it should not be used with label stock or transparency media.*

## Establishing a default media tray (optional)

When you add the Lower Tray Assembly to your printer, you then have the option of selecting which tray (the upper or lower) will be the default media tray for printing. The printer's default media tray setting is only used when you are printing from a non-Tektronix printer driver. These drivers do not allow you to directly select the printing tray. When using a Tektronix printer driver, explicit driver selections override the printer's default media tray setting.

The default media tray selection can be set through the printer's front panel menu or a downloadable utility file. Refer to the *Phaser 340 Drivers and Utilities Printing Reference* manual for more information on downloading default media tray selections.

**Printing from a non-supported printer driver.** When the Lower Paper Tray Assembly is first installed, the default media tray selection is set to `AutoSelect`. With this selection, the printer automatically switches to the upper tray if the Lower Paper Tray Assembly becomes empty. If a paper tray of the same size exists in the upper tray slot, then printing resumes. However, if the transparency tray is installed, then the printer prompts you to load paper in the Lower Paper Tray Assembly.

Other default media tray selections (`Upper` and `Lower`) let you explicitly set printing from the upper or lower tray with no automatic tray switching capability. This is valuable if you have, for example, common office paper in the Lower Paper Tray Assembly and letterhead in the upper paper tray. You can have the default media tray selection set for printing office paper in the lower tray. When you want to print on letterhead in the upper tray, you will need to change the default media tray setting to `Upper`. (Supported printer driver users can choose between the upper and lower trays directly from the printer driver.)

If you attempt to print transparencies using a non-supported driver, the printer uses the printing mode of the tray (paper) and produces unsatisfactory results. To print transparencies from the upper paper tray, use a supported printer driver and explicitly select **Transparency**, or purchase a dedicated transparency tray.

## Selecting the default media tray using the front panel (optional)

1. When the printer is on and the Ready message appears, press the **Menu** button. The printer displays the first selection in the menu:

```
Help Pages
<----> Menu
```

2. Using the left (<----) or right (---->) arrow buttons, scroll through the selections until the following message appears:

```
Printer Defaults
<----> Menu
```

3. Press the **Menu** button to access printer default selections. Using the left or right arrow buttons, scroll through the selections until the following message is displayed:

```
Default Tray
<----> Menu
```

**Note** *The Default Tray selection only appears if the optional Lower Paper Tray Assembly is connected to the printer.*

4. Press the **Menu** button to access default tray selections. The printer displays the following message:

```
Default Tray:AutoSelect*
<----> OK
```

5. Using the left or right arrow buttons, scroll through the default tray selections until you reach the appropriate setting. An asterisk next to the selection indicates the active setting.
6. Press the **OK** button to confirm your default tray selection.
7. Return to the top level of the menu by pressing the **Exit** button until the printer displays the Ready message.