

Basic Printing

This topic includes:

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- "Loading Paper in Trays 2-4" on page 2-15
- "Factors Affecting Printer Performance" on page 2-18

Follow these steps to print jobs:

1. Load paper in the tray.
2. Adjust the tray guides.
3. If prompted by the front panel, confirm the paper type and/or size and change it as required.
4. Select **File/Print** to adjust the printing options in the printer driver.
5. Send the job to the printer from the application's **Print** dialog box.

For more information on paper types, weights, and sizes, go to [Reference/Printing/Supported Papers](#) on the *User Documentation CD-ROM*.

Loading Paper in Tray 1

Tray 1 can be used for all paper, transparencies, and specialty media, as well as 3 x 5 in. index cards.

Caution

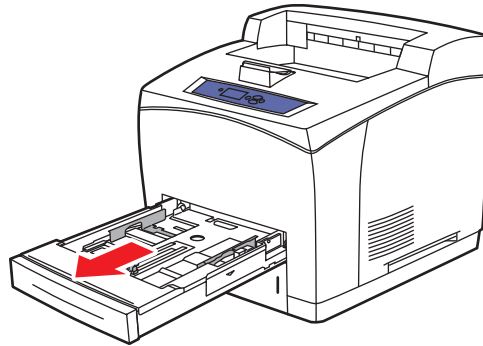
If you change the type of paper in a tray, you **must** change the paper type and size on the front panel to match the paper that you loaded. **If you fail to do this, print-quality problems can occur and the fuser can be damaged.**



4500-020

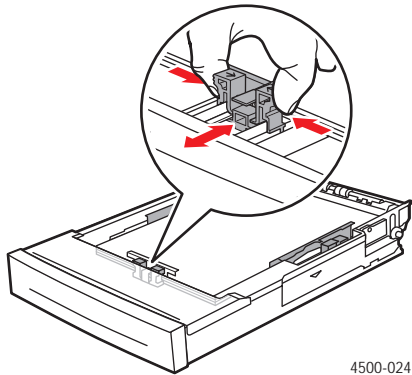
For more information on paper types, weights, and sizes, go to [Reference/Printing/Supported Papers](#) on the *User Documentation CD-ROM*.

1. Pull the tray completely out of the printer.

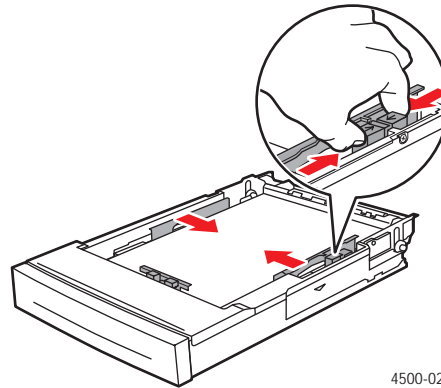


4500-001

2. If loading paper having a different width or length, adjust the width and length guides.

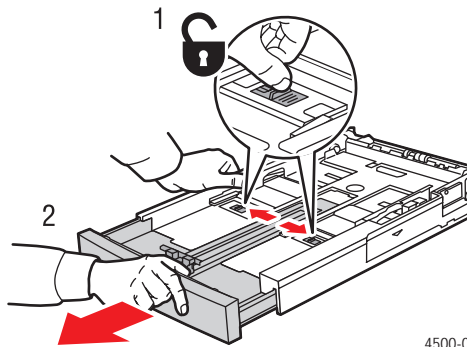


4500-024

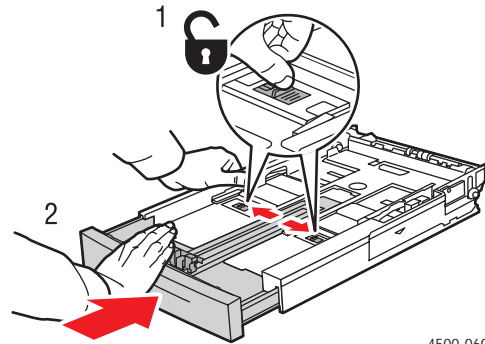


4500-023

3. Extend the tray to accommodate legal or US Folio (legal 13) paper by moving the release tabs to the sides of the tray and pulling out on the front of the tray. Contract the tray by moving the release tabs to the sides of the tray and pushing in the front of the tray.

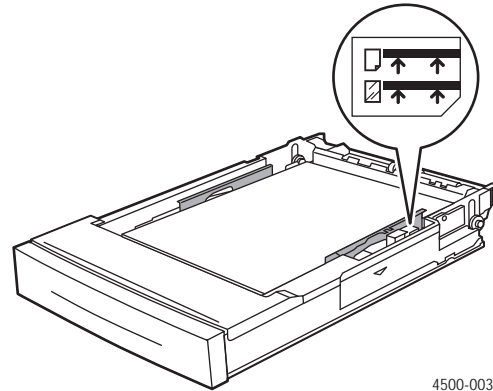
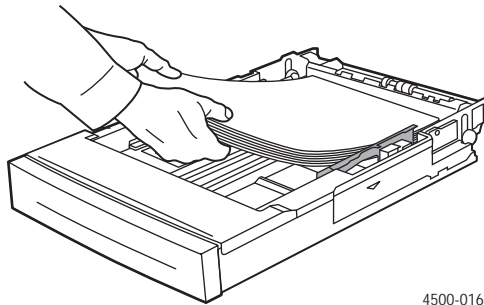


4500-0



4500-060

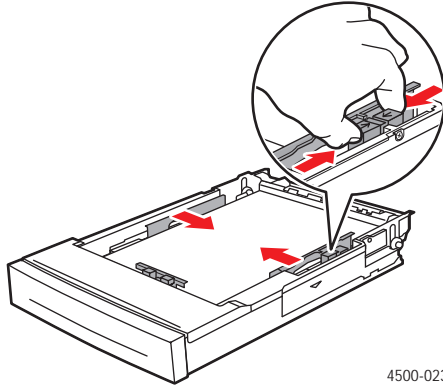
4. Load the paper, transparencies, or other specialty media in the tray.



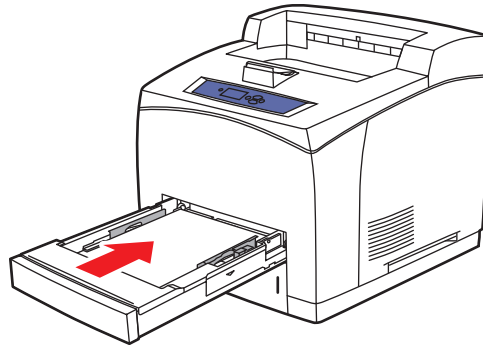
Note

Do not load paper, transparencies, or specialty media above the fill lines inside the tray. Only use flat paper, transparencies, or specialty media. If frequent jamming occurs with card stock or heavier paper that is less than 175 mm (7 in.) long, reduce the number of sheets in the tray.

5. Slide the side guide firmly against the paper or other specialty media.



6. Insert the tray into the printer slot and push it completely to the back of the printer.



4500-040

7. Confirm or change the paper size and type when prompted by the front panel.



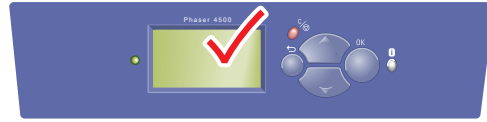
4500-020

Loading Paper in Trays 2-4

Use Trays 2-4 for all paper, transparencies, and specialty media *except* 3 x 5 in. index cards.

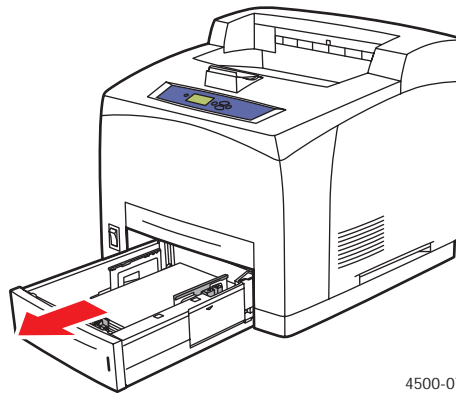
Caution

If you change the type of paper in a tray, you **must** change the paper type on the front panel to match the paper that you loaded. **If you fail to do this, print-quality problems can occur and the fuser can be damaged.**



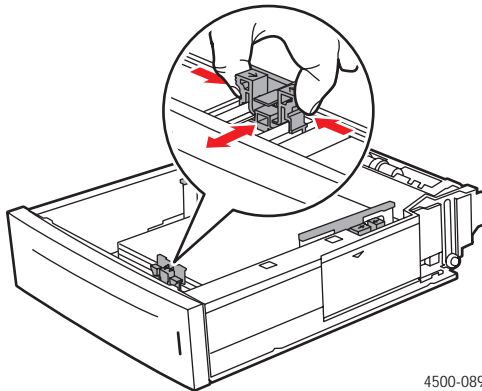
4500-020

1. Pull the tray completely out of the printer.

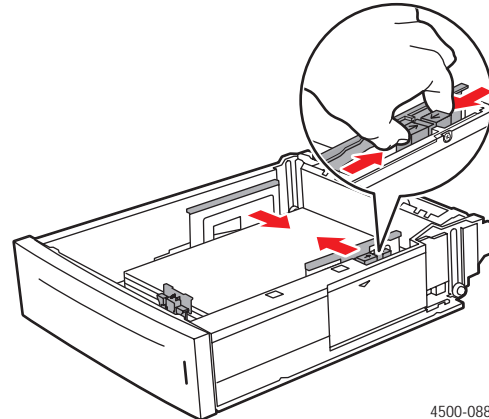


4500-078

2. If loading paper having a different width or length, adjust the width and length guides.

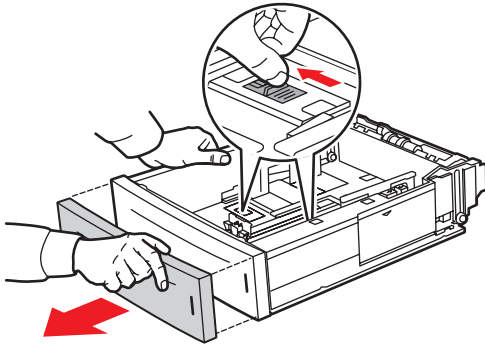


4500-089

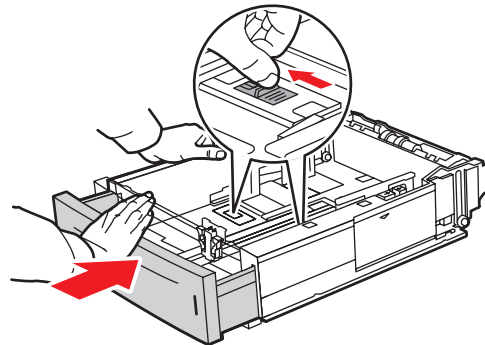


4500-088

3. Extend the tray to accommodate legal or US Folio (legal 13) paper by moving the release tabs to the sides of the tray and pulling out on the front of the tray. Contract the tray by moving the release tabs to the sides of the tray and pushing in the front of the tray.



4500-090

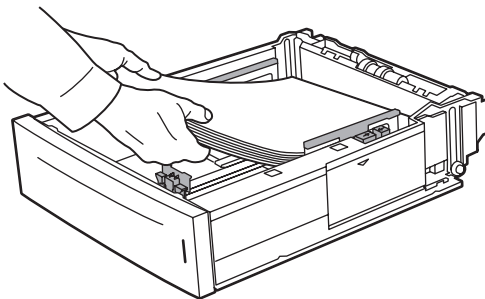


4500-091

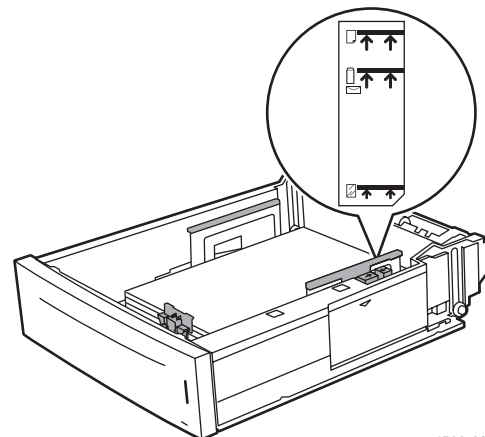
4. Load the paper, transparencies, or other specialty media in the tray.

Note

Do not load paper, transparencies, or specialty media above the fill lines inside the tray. Only use paper, transparencies, or specialty media that are flat. If frequent jamming occurs with card stock or heavier paper that is less than 175 mm (7 in.) long, reduce the number of sheets in the tray.

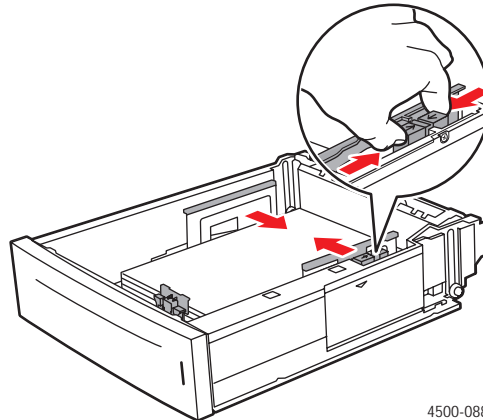


4500-087



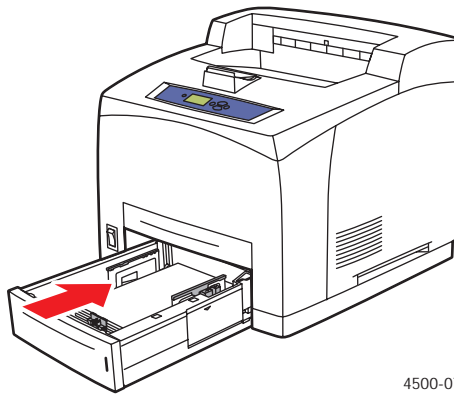
4500-086

5. Slide the side guide firmly against the paper or other specialty media.



4500-088

6. Insert the tray into the printer slot and push it completely to the back of the printer.



4500-077

7. Set the paper size and type when prompted by the front panel.



4500-020

Note

For more information about printing options and other selections, click the **Help** button on the printer driver tab to view the online help.

Factors Affecting Printer Performance

Many factors affect a print job. They include the print speed (stated in number of pages per minute), the media used, download time, and printer processing time.

The computer download time and printer processing time are affected by several factors including:

- Printer memory
- Connection type (network, parallel or USB)
- Network operating system
- Printer configuration
- File size and type of graphics
- Computer speed

Note

Additional printer memory (RAM) may improve overall printer functions, but will not increase the pages per minute (ppm) ability of the printer.