

Changing Paper

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The paper trays adjust to accommodate most sizes and types of paper, transparencies, or other specialty media. For more information about loading paper, go to [Reference/Printing/Basic Printing](#) on *User Documentation CD-ROM*.

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.**

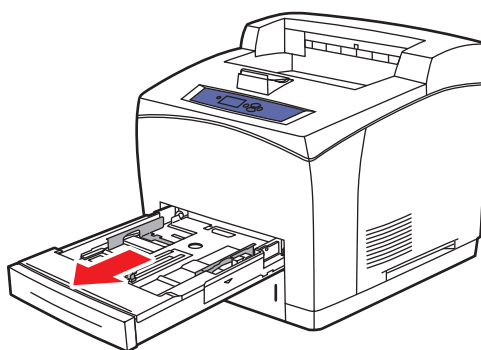
Guidelines

After loading any tray and adjusting the paper guides, set the paper type and size as required at the front panel. All trays require front panel settings for both paper type and size.

- Do not overload the paper tray. See the tray label for the maximum fill line indicators.
- If excessive jams occur, turn the paper or media over. If jams continue to occur, use paper, transparencies, or other specialty media from a new package.
- Use only paper envelopes. Do not use envelopes with plastic windows or metal clasps.

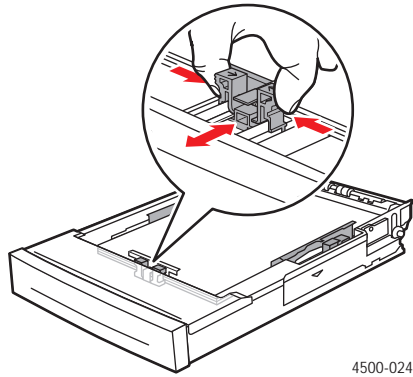
Tray Setup

1. When loading paper, transparencies, or other specialty media in a tray, pull the tray completely out of the printer.



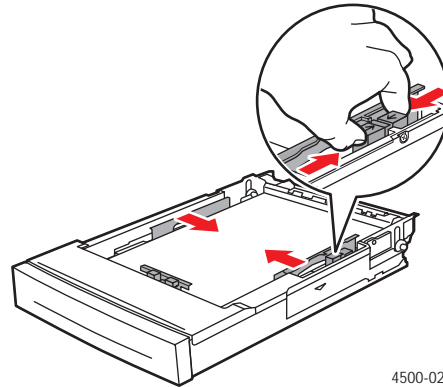
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2. If loading paper having a different width or length, adjust the width and length guides.



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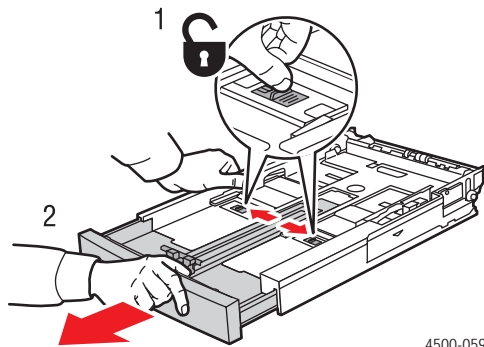
Paper Length Guide



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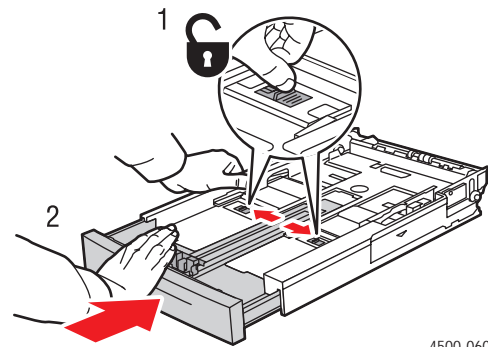
Side Paper Guides

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.



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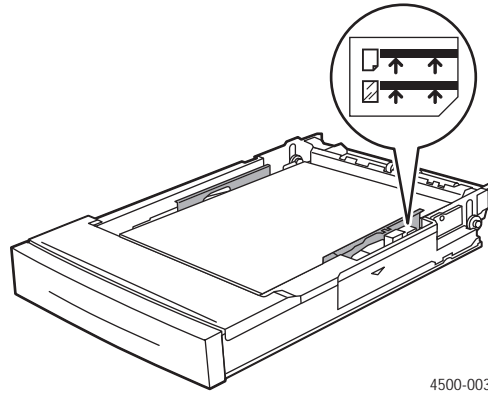
Extending Tray



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Contracting Tray

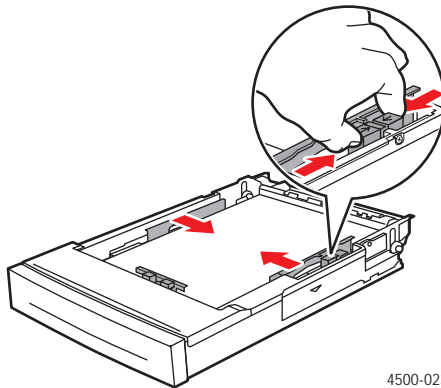
4. Load the paper, transparencies, or other specialty media in the tray. Do not load paper above the fill line inside the tray.



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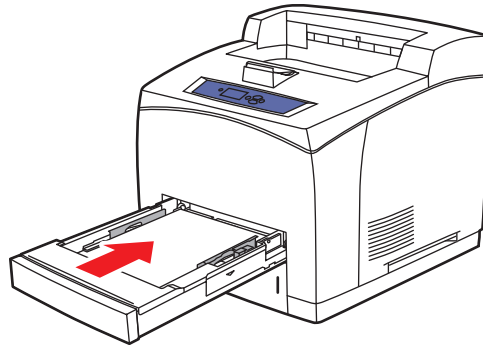
Paper and Transparency Fill Lines

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



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



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



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Caution

Damage caused by using unsupported paper, transparencies, and other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

For online support information, go to www.xerox.com/office/4500support.