Setting paper and transparency size

The Phaser 480X has two paper trays accommodating five paper sizes and two transparency sizes:

Standard Tray   **Optional Tray**
For B, A3, and WB   For A and A4

To adjust the trays for any of these sizes, follow three basic steps:

1. Select a paper tray.

Decide on a paper or transparency size and select the appropriate tray. The paper and transparency size names are imprinted on the paper trays.
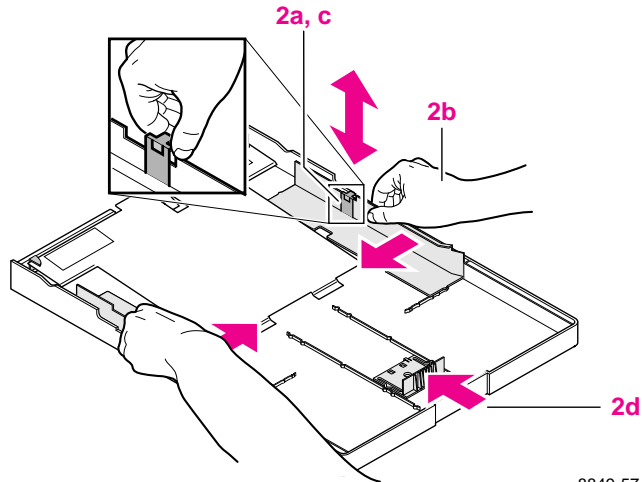
Tray	Size	Media
Standard Tray		
B (Tabloid)	11 x 17 in.	paper
A3 (Metric Tabloid)	297 x 420 mm	paper
WB (Tabloid Extra)	32 x 46.5 mm 12.6 x 18.3 in.	paper
Optional Tray		
A (U.S. Letter)	8.5 x 11.0 in.	paper and transparency
A4 (Metric Letter)	210 x 297 mm	paper and transparency

Note   *If you plan to use Letter-size media regularly, order the **Z480FSS** kit which includes the optional paper tray, Letter-size paper, a Letter-size transfer roll, and an extra transfer roll tray for convenient swapping of the transfer roll.*

2. Set the paper guides on the tray.

On the paper tray, adjust the side and rear paper guides to the desired size:

a. Pull up on the paper guide lock (the metal tab on the right side of the paper tray).

b. Slide the paper guides on the sides to the desired paper size. Select **A3**, **B**, or **WB** (Tabloid Extra) on the standard tray and **A** or **A4** on the optional tray.

c. Push down on the paper guide lock to lock the guides in place.

d. Adjust the rear paper guide to the same setting as the other guides.

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3. Set the paper stopper.

Adjust the paper stopper on the printer's top cover for the paper or transparency size you are using. Align the arrow with the arrow next to the desired paper or transparency size. Select from **A** (U.S. Letter), **A4** (Metric Letter), **A3** (Metric Tabloid), **B** (Tabloid), and **WB** (Tabloid Extra).

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