Basic Printing

This topic includes:

Follow these steps to print jobs:

1. Load paper in the tray.
2. Confirm the paper type at the printer's front panel.
3. Select **File/Print** to adjust the printing options in the printer driver. For more information go to Reference/Printing/Adjusting Printing Options on the *User Documentation CD-ROM*.
4. Send the job to the printer from the application's **Print** dialog box.

Tray 1 (MPT) Paper Path

The following graphic displays the printer's paper path:
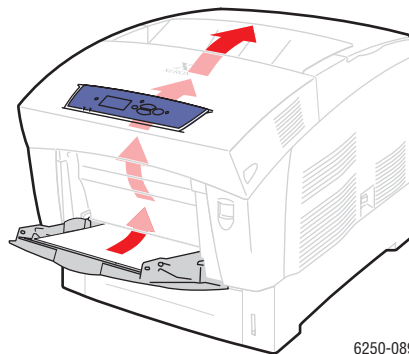
6250-089

Loading Paper in Tray 1 (MPT)

Use Tray 1 (MPT) for plain paper, envelopes, transparencies, custom size paper, labels, business cards, greeting cards, CD/DVD labels, and CD/DVD inserts.

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**.
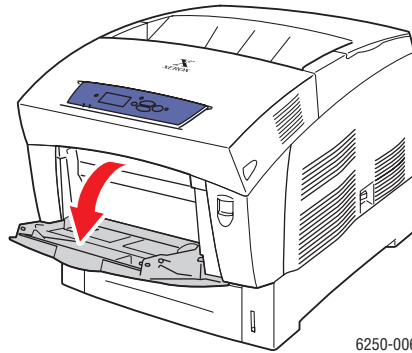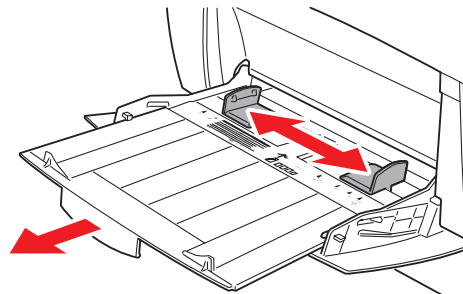
6250-045

Caution

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

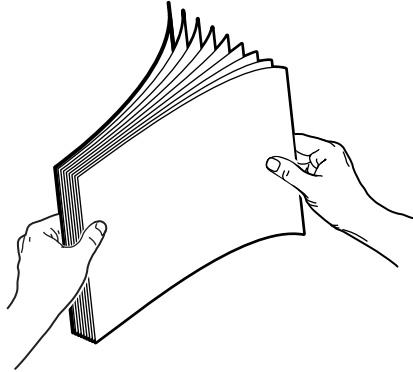**1.** Open Tray 1 (MPT) by pushing the handle down and out.

6250-006

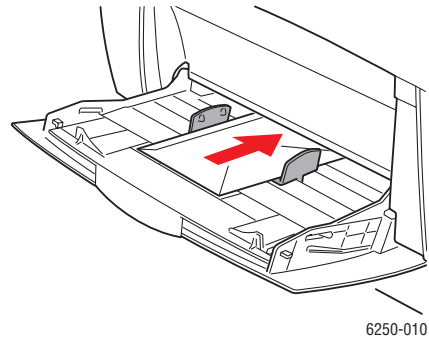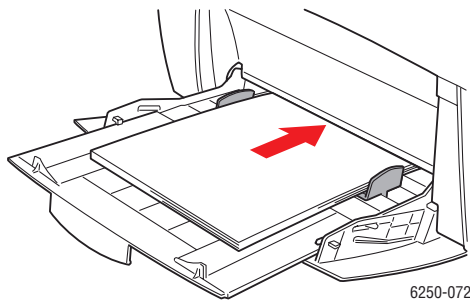**2.** Adjust the paper guides to match the size of the paper.

6250-007

3. Fan the paper to release sheets that may stick together.

4. Insert the paper, transparencies, or envelopes into the tray. Place the side to be printed **facedown** with the **top** of the page at the back of the tray. Do not load paper above the fill line. Place envelopes with the **flap side up** and **top** of the envelope towards the right of the printer.


6250-072

6250-010

5. If necessary, press the guides inward to match the size of the paper.

When prompted by the front panel to confirm the paper type and size:

6. If you have not changed the type or size of paper, press the **OK** button to accept the current setting for paper type and size.

7. If you have changed the paper type:

    a. At the printer's front panel, select **Change**, then press the **OK** button.

    b. Select the appropriate paper type.

    c. Press the **OK** button to save your selection.

8. If you have changed the paper size:

    a. Select the appropriate paper size.

    b. Press the **OK** button to save your selection.

Trays 2-4 Paper Path

The following graphic displays the printer's paper path:
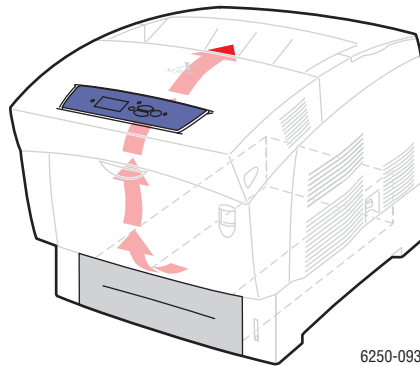
6250-093

Loading Paper in Trays 2-4

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**.

6250-0

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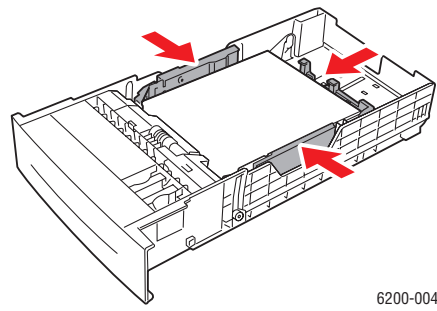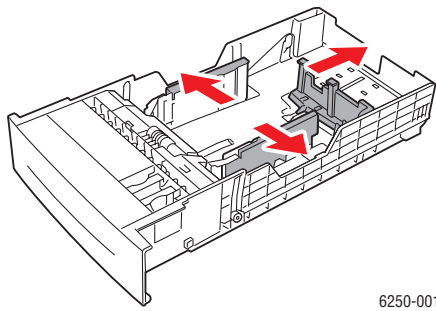
Caution

DO NOT load card stock, photo paper, envelopes, business cards, greeting cards, CD/DVD labels, and CD/DVD inserts in Trays 2-4. Do not load transparencies or labels in Trays 3 or 4. Use Tray 1 (MPT) or Tray 2 for printing these media types.
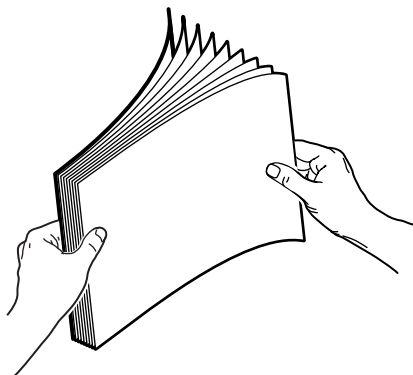
1. Pull out the tray.

6250-035
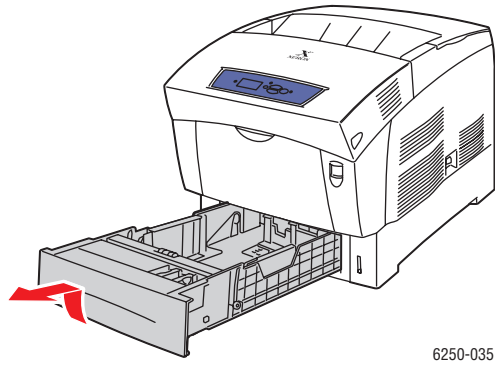
2. If loading paper having a different width or length, adjust the width and length guides.

6250-001   6200-004
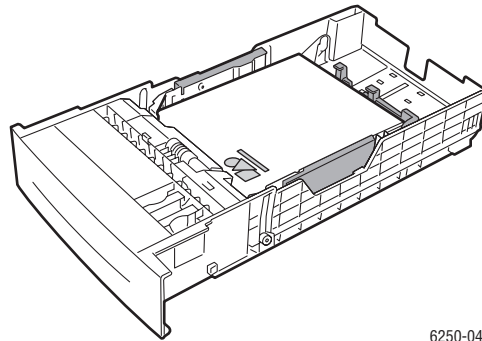
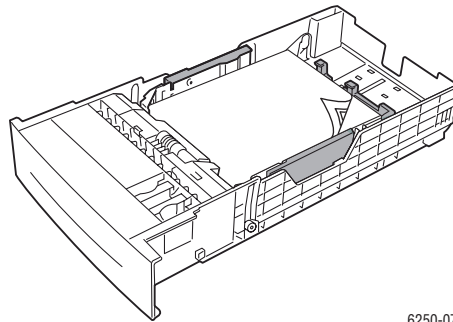**3.** Fan the paper to release sheets that may stick together.

4. Insert paper into the tray.

- For one-sided prints, place the side to be printed **faceup** with the **top** of the page at the **front** of the tray.
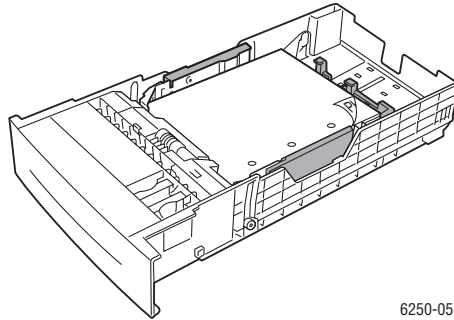
6250-041

- For two-sided prints, place the side to be printed with the odd-numbered pages **facedown** with the top of the page at the **back** of the tray.

6250-074

■ If using paper with pre-punched holes, place the holes toward the **right side** of the tray.

6250-058

Note

Observe the fill lines on the side of the tray. Do not load paper above the fill line (1); it may cause the printer to jam. Do not load transparencies or glossy-coated paper above the transparency fill line (2). Place the paper under the front corner tabs and the tabs on the back guide. Do not load transparencies in Trays 3 or 4.
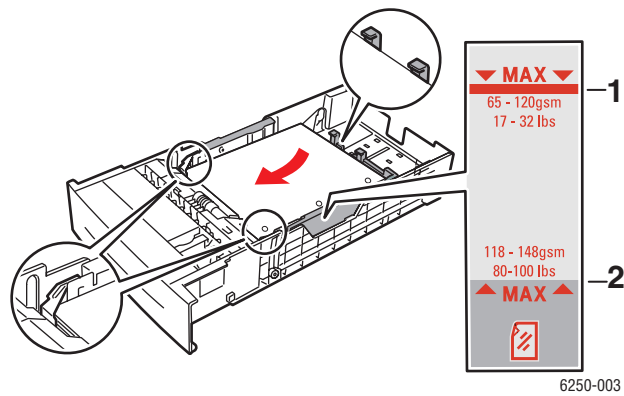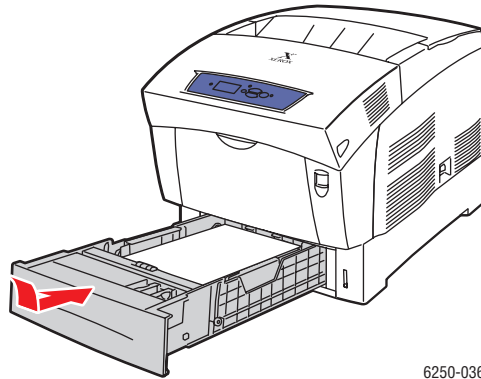

6250-003

5. If necessary, press the guides inward to match the size of the paper.
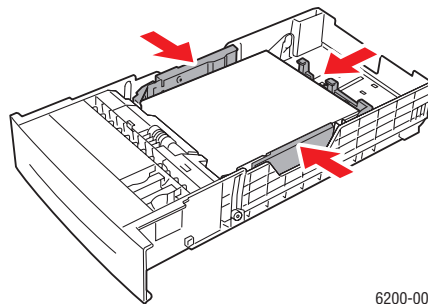
6200-004

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

6250-036

When prompted by the front panel to confirm the paper type and size:

7. If you have not changed the type or size of paper, press the **OK** button to accept the current setting for paper type and size.

8. If you have changed the paper type:

   a. At the printer's front panel, select **Change**, then press the **OK** button.

   b. Select the appropriate paper type.

   c. Press the **OK** button to save your selection.

9. If you have changed the paper size:

   a. Select the appropriate paper size.

   b. Press the **OK** button to save your selection.

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.