Changing Paper

The paper trays adjust to accommodate most sizes and types of paper, transparencies, or other specialty media. For best results, **use only Xerox Phaser Color Printing Media** specified for this printer. They are guaranteed to produce excellent results on your Phaser 7750 Printer – the Phaser 7750 and Phaser media are *Made for Each Other*. See "Basic Printing" later in this section for instructions on how to load paper in the trays.

Caution

> If you change the type or size 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 or jams can occur, and the fuser can be damaged**.

Guidelines

After loading a tray and adjusting the paper guides, set the correct paper type and size at the printer's front panel.

- Do not overload the paper tray. See the tray label for the fill line.
- Fan paper, transparencies, or other specialty media before loading in the paper tray.
- If excessive jams occur, use fresh paper, transparencies, or other specialty media from a new package.

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.
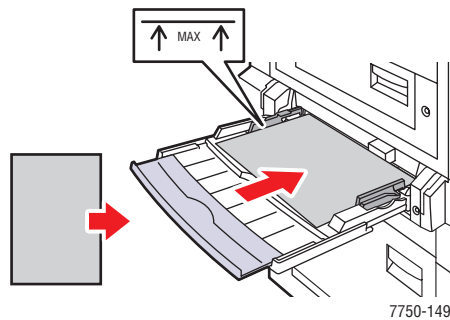
Note

> For optimal print quality and performance, set the correct paper type at the printer's front panel after loading paper in any tray. When loading paper in Tray 1 (MPT) or Tray 2, also set the correct paper size.
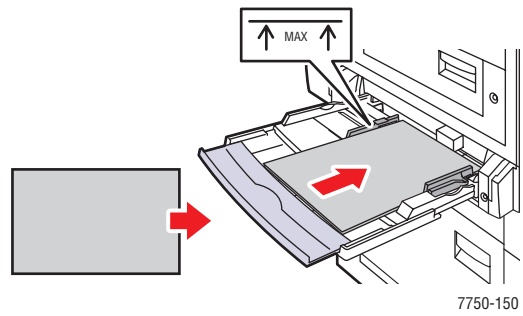
Load paper in the trays either long-edge feed or short-edge feed. See the Supported Papers, Transparencies, and Other Specialty Media tables on the following pages to identify paper feed directions for each paper size and paper tray.

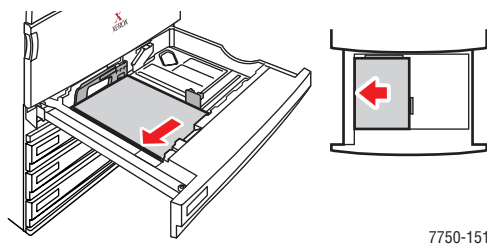**1.** Load paper in the tray.
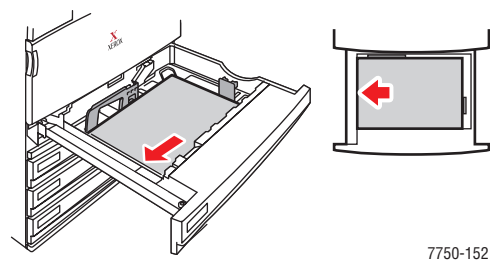
Tray 1 (MPT)

Tray 1 (MPT) Long-Edge Feed

Tray 1 (MPT) Short-Edge Feed

Trays 2-5

Trays 2-5 Long-Edge Feed

Trays 2-5 Short-Edge Feed

Note

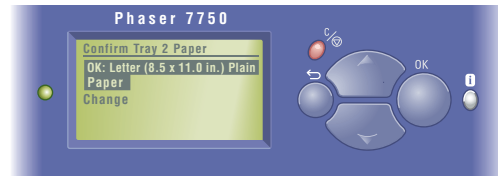Do not load paper above the fill line inside the tray.

2. When prompted by the printer's front panel, select one of the following options to confirm or change the paper type and size:

Tray 1 (MPT) and Tray 2

■ Press the **OK** button to confirm the paper type and size.

■ Select **Change**, then press the **OK** button. Press the **Up Arrow** or **Down Arrow** button to select the appropriate paper type, then press the **OK** button. Press the **Up Arrow** or **Down Arrow** button to select the appropriate paper size option, then press the **OK** button.
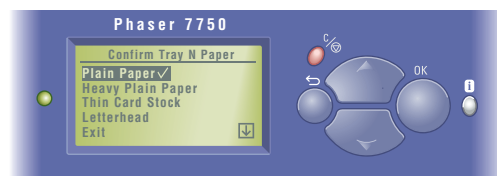
Phaser 7750
Confirm Tray 1 (MPT) Paper
OK: Letter (8.5 x 11.0 in.) Plain Paper
Change

7750-154

Phaser 7750
Confirm Tray 2 Paper
OK: Letter (8.5 x 11.0 in.) Plain Paper
Change

7750-170

Trays 3-5

- Press the **OK** button to confirm the paper type.
- Press the **Up Arrow** or **Down Arrow** button to select a different paper type, then press the **OK** button.

Phaser 7750
Confirm Tray N Paper
Plain Paper ✓
Heavy Plain Paper
Thin Card Stock
Letterhead
Exit

7750-153

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