

## Basic Printing

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- "Factors Affecting Printer Performance" on page 2-16

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. For more information go to [Reference/Printing/Adjusting Printing Options](#) on the *User Documentation CD-ROM*.
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

Use Tray 1 for a wide range of papers including: plain paper, transparencies, card stock, labels, envelopes, custom size paper, and specialty papers.

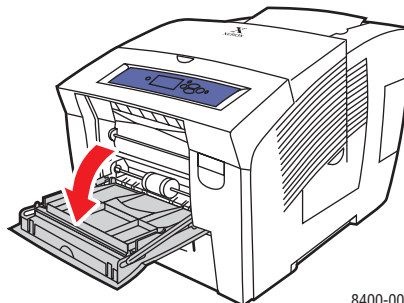
#### Note

If you change the paper in Tray 1, you are prompted by the front panel to either accept the indicated paper type and size or change them.



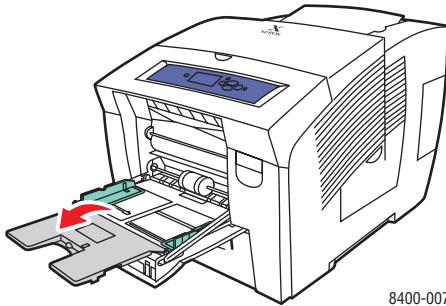
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1. Open Tray 1 by pulling down and out on the handle.

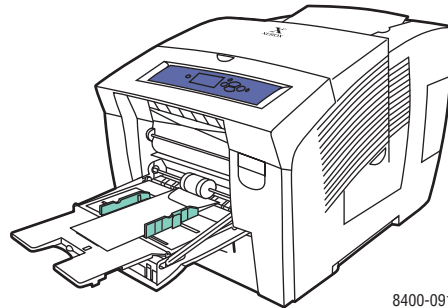
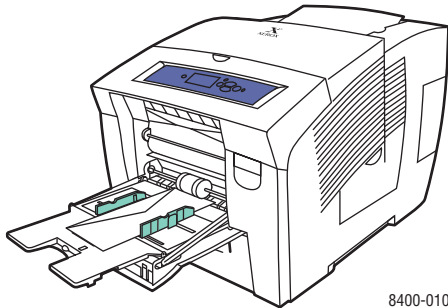


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2. Open the tray extension.



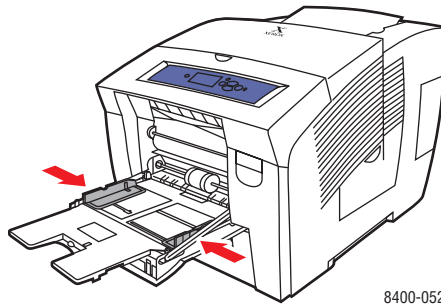
3. Insert the paper, transparencies, or envelopes into the tray.
  - **Single-sided printing:** Insert the side to be printed **facedown** with the **top** of page against the rollers.
  - **2-sided printing:** Insert the first side to be printed first **faceup** with the **bottom** of the page against the rollers.
  - **Side-flap envelopes:** Insert the envelopes with the **flap side up** and the **flap** of the envelopes toward the left of the printer.
  - **End-flap envelopes:** If the end-flaps are extended, close but do not seal the flaps before placing the envelopes in the tray. Insert the envelopes with the **flap side up** and the **end-flap** of the envelope against the rollers.



**Note**

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

4. Adjust the paper guides to fit against the paper, transparencies, or envelopes.



5. At the printer's front panel, press the **OK** button if the paper type is correct.
  - a. If the paper type is not correct, select **Change**, then press the **OK** button.
  - b. Select the paper size, then press the **OK** button.
  - c. Select the paper type, then press the **OK** button to save your selection.

**Note**

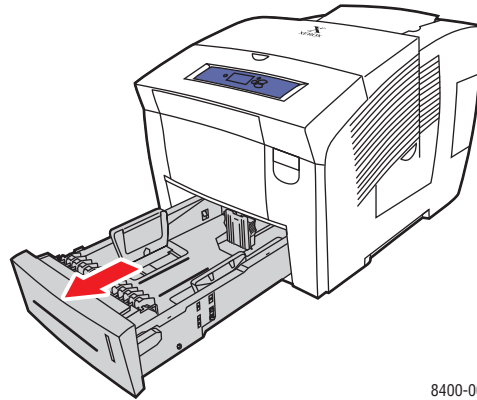
If the front panel does not show the paper size that you loaded, slide the paper guides to fit against the paper.

6. In the printer driver, select either the paper size or Tray 1 as the paper source.

## Loading Paper in Trays 2, 3, or 4

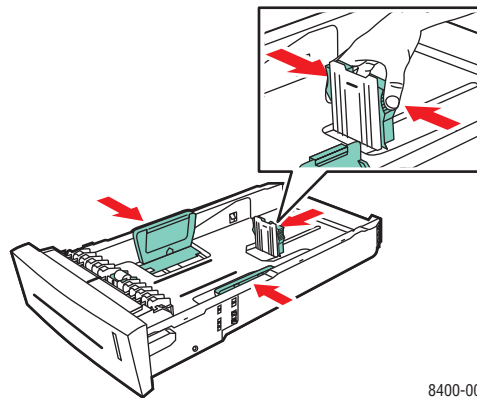
Use Trays 2, 3, and 4 for a wide range of papers including plain paper, transparencies, card stock, labels, specific envelopes, and specialty papers.

1. Pull the tray completely out of the printer.



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2. Adjust the width and length paper guides to match the size of the paper.
  - Press the sides of the length guide, then slide the guide until the arrow on the guide matches the appropriate paper size and clicks into place.
  - Slide the side guides until the arrows on the guides match the appropriate paper size and the guides click into place.



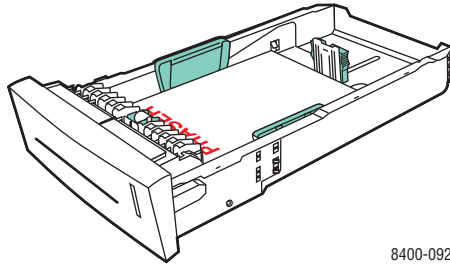
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### Note

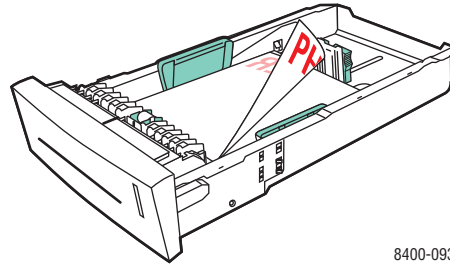
When the paper guides are adjusted correctly, there may be a small space between the paper and the guides.

3. Insert the paper into the tray.

- **Single-sided printing:** Insert the side to be printed **faceup** with the **top** of the page toward the **front** of the tray.
- **2-sided printing:** Insert the side to be printed first **facedown** with the **top** of the page toward the **back** of the tray.

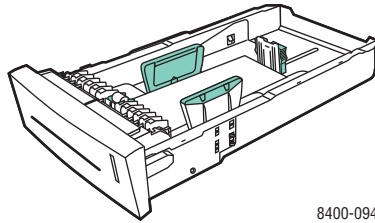


Single-sided printing



2-sided printing

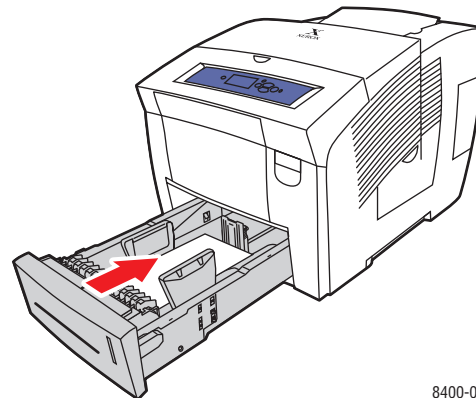
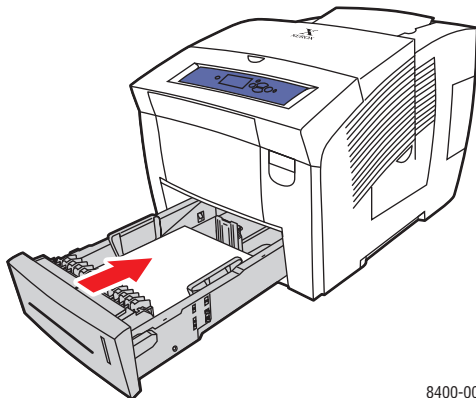
- **Envelopes:** Insert the envelopes with the **flapside down** and the **flap** of the envelope toward the **left** of the printer.



**Note**

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

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



5. At the printer's front panel, if the paper type has changed:
  - a. Select **Printer Setup**, then press the **OK** button.
  - b. Select **Paper Handling Setup**, then press the **OK** button.
  - c. Select **Tray 2, 3, or 4 Paper Type**, then press the **OK** button.
  - d. Select the appropriate paper type, then press the **OK** button to save your selection.
6. In the printer driver, select the appropriate tray or paper type as the paper source.

**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.