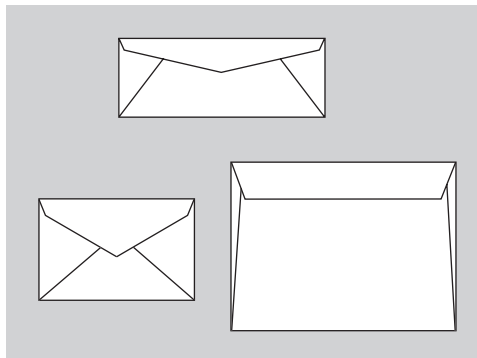# Changing Paper

This topic includes:

- "Guidelines" on page 2-2
- "Tray Setup" on page 2-3

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 with your Phaser 8400 Printer— the Phaser 8400 and Phaser media are *Made for Each Other.* For more information about loading paper, go to Reference/Printing/Basic Printing on *User Documentation CD-ROM*.
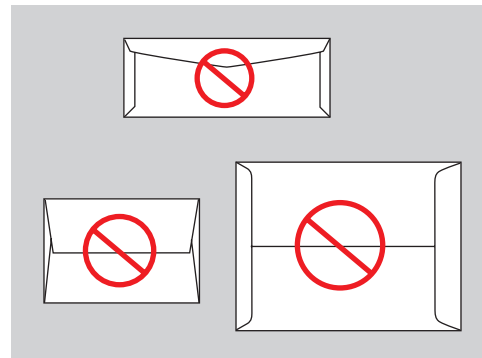
Guidelines

After loading a tray and adjusting the paper guides, set paper type and size as required at the front panel. Tray 1 requires front panel settings for both paper type and size. Trays 2, 3, and 4 require front panel setting for paper type only.

- Do not overload the paper tray. See the tray label for the maximum fill line indicators.
- If excessive jams occur, use paper, transparencies, or other specialty media from a new package.
- Use Phaser Professional Solid Ink Transparencies for vibrant, saturated prints with smooth color transitions.
- Use only paper envelopes. Do not use envelopes with plastic windows or metal clasps.
- Use business/official and Baronial style envelopes with diagonal seams, not side seams.
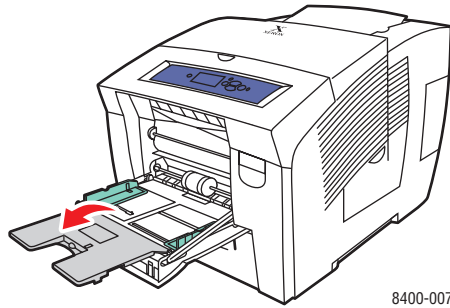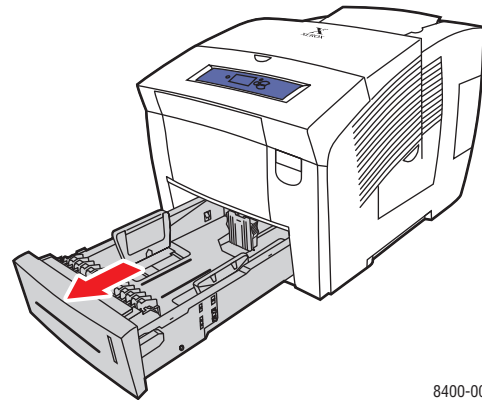

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Note

Envelopes with side seams and end-flaps may jam.

Tray Setup

1. Open the tray.
   - For Tray 1, pull down and out on the handle, then open the tray extension.
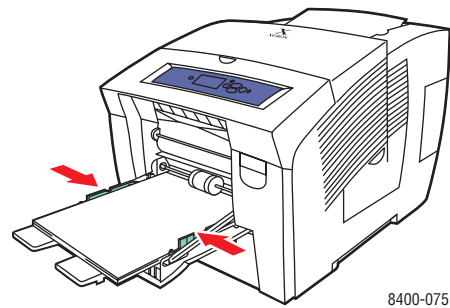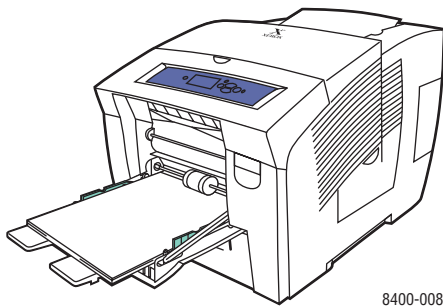   - For Trays 2, 3, or 4, pull the tray completely out of the printer.

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Tray 1   **Trays 2–4**

2. For Tray 1:
   - Load paper into the tray.
   - Adjust the paper guides to fit against the paper.

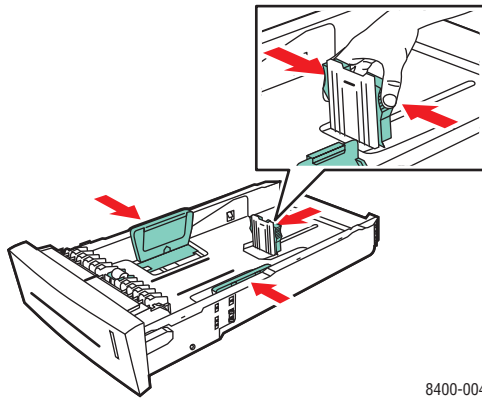
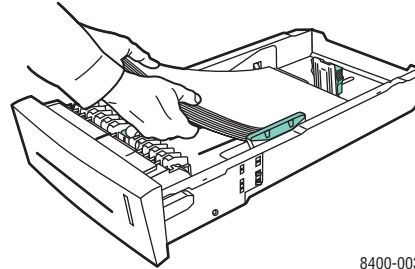8400-008   8400-075

3. For Tray 2, 3, or 4:

- ■ Adjust the paper guides to fit the paper size. Press the length and side guides until the arrows on the guides match the appropriate paper size and the guides click into place.
- ■ Load paper into the tray.

Note

When the paper guides are adjusted correctly for Tray 2, 3, or 4, there may be a small space between the paper and the guides.
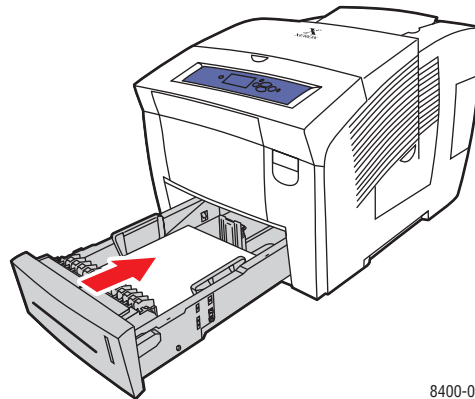

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8400-004

Note

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

4. For Tray 2, 3, or 4, insert the tray into the printer slot and push it completely to the back of the printer.

8400-005

5. Set paper settings when prompted at the printer's front panel, or in the front panel **Paper Handling Setup** menu.

- ■ **Tray 1**: Set the paper size and type.
- ■ **Tray 2**, **3**, or **4**: Set the paper type.

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