How to Load paper

1. OPEN THE PAPER TRAY

The Bypass Tray can be adjusted for all stock types and sizes between A6 and A3.

Paper Trays 1 and 2 are fully adjustable for all stock sizes between A5 and A3.

Paper Trays 3 and 4 are dedicated to hold either A4 or 8.5”x11”.

Paper tray 5 is a high capacity paper source dedicated to hold either A4 or 8.5”x11”.

Paper tray 5 is opened by accessing the door on the left hand side.

To open paper tray 5 press the button on the top of the tray.

Paper tray 5 automatically lowers.

2. LOAD THE PAPER

Do Not load paper above the Maximum Fill line.

For the Bypass Tray, and Paper Trays 1 and 2 adjust the guides to just touch the edge of the paper stack.

Close the Paper Tray

3. CONFIRM THE PAPER STOCK LOADED

For the Bypass Tray and Paper Trays 1 and 2, select the Confirm button OR select the Change Size and / or the Change Type and Colour buttons to reprogramme the tray if the paper size, type or colour

4. MORE INFORMATION

For more information, please refer to:

- Interactive User Guide CD 2
- Quick Use Guide
- http://www.xerox.com/support