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# How to load paper

Published 09/13/2011 11:43 PM | Updated 12/17/2014 01:41 AM | Answer ID 142225

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## How do I load paper?

### Important

- Do not stack paper over the limit mark.

### Note

- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, click the following link: "[Paper size and type recommendations](#)".
- To load paper in the bypass tray, see "[Copying from the Bypass Tray](#)".

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### [\[-\] Loading Paper into Trays 1 - 4](#)

This section describes how to load paper into trays 1 - 4.

Every paper tray is loaded in the same way.

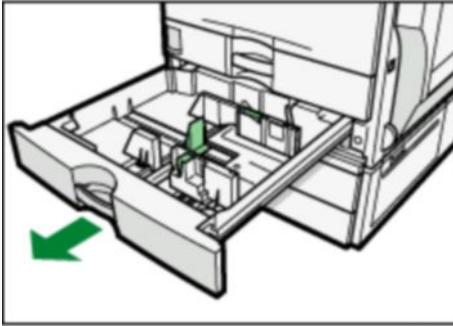
In the following example procedure, paper is loaded in tray 2.

### Important

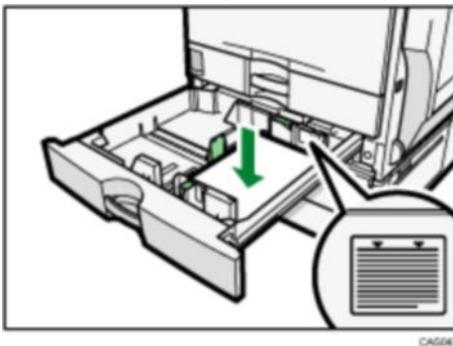
- **Region A (mainly Europe and Asia):** Tray 1 can hold A4 paper only. If you want to print on A5, B5 JIS (Japanese Industrial Standard), or 8<sup>1</sup>/<sub>2</sub> x 11 from tray 1, contact your service representative.

- **Region B (mainly North America):** Tray 1 can hold 8<sup>1</sup>/<sub>2</sub> x 11" paper only. If you want to print on A4, A5, or B5 JIS (Japanese Industrial Standard) from tray 1, contact your service representative.
- Check the paper edges are aligned at the right side.

1. Carefully pull out the paper tray until it stops.



2. Square the paper and load it print side up.  
Do not stack paper over the limit mark.



3. Carefully push the paper tray fully in.

### Note

- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the paper bows, it might not feed in properly.
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- Various sizes of paper can be loaded in trays 2 - 4 by adjusting the positions of side fences and end fence.
- You can load envelopes in trays 2 - 4.
- Each tray can hold up to 550 sheets.

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[\[+\] Loading Paper into the Small Size Paper Tray](#)

[\[+\] Loading Paper into Tray 3 \(LCT\)](#)

[\[+\] Loading Paper into the Large Capacity Tray \(LCT\)](#)[\[+\] Loading Orientation-Fixed Paper or Two-Sided Paper](#)[\[-\] Copying from the Bypass Tray](#)

The bypass tray allows you to copy non-standard paper.

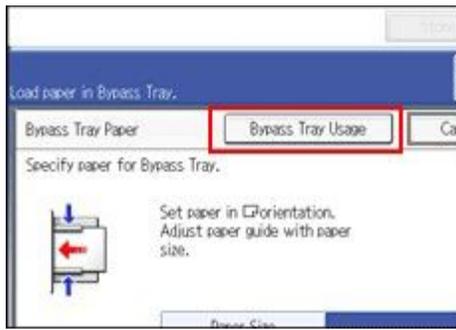
Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, and paper that cannot be loaded in the paper trays.

**Important**

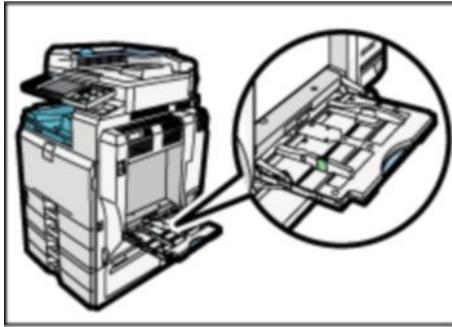
- Paper that has a vertical length of 90.0 - 305.0 mm (3.55 - 12.00 inches) and a horizontal length of 148.0 - 457.2 mm (5.83 - 18.00 inches) can be fed in from the bypass tray. Note however that the limitation on the horizontal and vertical length range will vary depending on which options are installed.
  - When prints are delivered to the trays of the finisher:  
Horizontal length: 148.0 - 457.2 mm (5.83 - 18.00 inches), vertical length: 100.0 - 305.0 mm (3.94 - 12.00 inches)
  - When prints are delivered to Internal Tray 2:  
Horizontal length: 148.0 - 432.0 mm (5.83 - 17.00 inches), vertical length: 93.0 - 297.0 mm (3.67 - 11.69 inches)
- Paper that has a horizontal length of 432 mm or more is prone to creasing, feed failures, and jamming.
- The device can automatically detect the following sizes as regular size copy paper:
  - **Region A (mainly Europe and Asia):** A3, A4, A5, A6
  - **Region B (mainly North America):** 11 x 17, 8<sup>1</sup>/<sub>2</sub> x 11, 5<sup>1</sup>/<sub>2</sub> x 8<sup>1</sup>/<sub>2</sub>
- If the paper you want to copy onto is not shown on the Paper Type screen or is lighter than 75 g/m<sup>2</sup> (approx. 20 lb. Bond) or heavier than 81 g/m<sup>2</sup> (approx. 20 lb. Bond), you must specify the paper type under Tray Paper Settings in User Tools.
- Do not use color OHP transparencies that are coated with materials that might melt.
- The maximum number of sheets you can load at the same time depends on paper type. Load only as much paper as can be held between the paper guides on the bypass tray.

**[Bypass Tray Usage]**

Press **[Bypass Tray Usage]** to display a description on using the bypass tray.

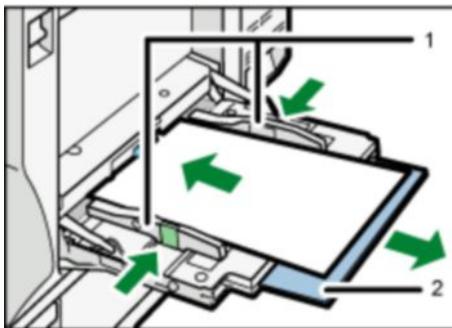


1. Open the bypass tray.



2. Insert the paper face down until you hear the beep, and then align the paper guides to the paper size.

If the guides are not flush against the paper, images might be skewed or paper misfeeds might occur.



1. Paper guides
2. Extender

3. Press **[Bypass]**, and then press the **[#]** key.



4. Select the size and type of the paper.

5. Press **[OK]**.
6. Place the originals, and then press the **[Start]** key.
7. When the copy job is finished, press the **[Clear Modes]** key to clear the settings.

### Note

- Certain types of paper might not be detected properly when placed on the bypass tray. If this happens, remove the paper and place it on the bypass tray again.
- Load only as much paper as can be held between the guides on the bypass tray. Overloading the bypass tray can result in misfeeds and skewed images.
- The following paper sizes can be selected as the standard sizes:
  - A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS, 12x 18, 11x 17, 11x 15, 10x 14, 8<sup>1</sup>/<sub>2</sub> x 14, 8<sup>1</sup>/<sub>2</sub> x 13, 8<sup>1</sup>/<sub>2</sub> x 11, 8<sup>1</sup>/<sub>4</sub> x 14, 8<sup>1</sup>/<sub>4</sub> x 13, 8x 13, 8x 10, 7<sup>1</sup>/<sub>4</sub> x 10<sup>1</sup>/<sub>2</sub>, 5<sup>1</sup>/<sub>2</sub> x 8<sup>1</sup>/<sub>2</sub>, 4<sup>1</sup>/<sub>8</sub> x 9<sup>1</sup>/<sub>2</sub>, 3<sup>7</sup>/<sub>8</sub> x 7<sup>1</sup>/<sub>2</sub>, C5 Env, C6 Env, DL Env, 8K, 16K
- To support A4, 8<sup>1</sup>/<sub>2</sub> x 11 or larger paper sizes, pull out the extender.
- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.
- When the Panel Key Sound is turned off, it will not sound if you insert paper into the bypass tray.
- Depending on the environment where the device is being used, you might at times hear a rustling noise from paper moving through the device. This noise does not indicate a malfunction.

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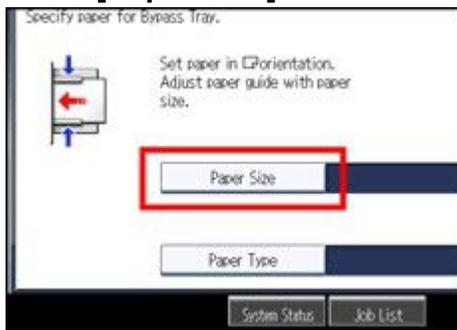
### [\[-\] Copying onto Regular Size Paper](#)

Makes copies onto regular size paper from the bypass tray.

1. Open the bypass tray, and then insert the paper face down until you hear the beep.
2. Align the paper guides to the paper size.
3. Press **[Bypass]**, and then press the **[#]** key.



#### 4. Press **[Paper Size]**.



#### 5. Select the paper size.



#### 6. Press **[OK]** twice.

#### 7. Place the originals, and then press the **[Start]** key.

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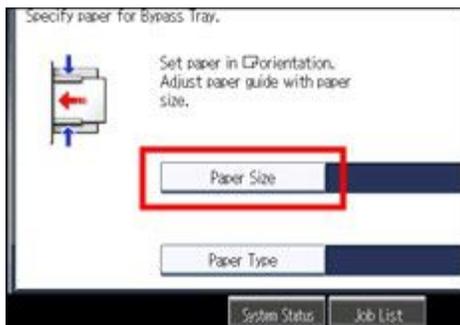
### [\[-\] Copying onto Custom Size Paper](#)

Makes copies onto custom size paper from the bypass tray.

1. Open the bypass tray, and then insert the paper face down until you hear the beep.
2. Align the paper guides to the paper size.
3. Press **[Bypass]**, and then press the **[#]** key.

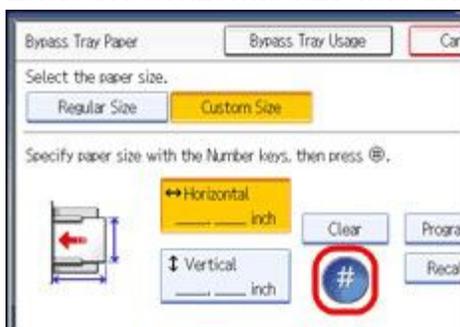


#### 4. Press **[Paper Size]**.



5. Press **[Custom Size]**.

6. Enter the horizontal size with the number keys, and then press **[#]**.



7. Enter the vertical size with the number keys, and then press **[#]**.

8. Press **[OK]** twice.

9. Place the originals, and then press the **[Start]** key.

### Note

- To change the value you entered, press the item you want to change, and then enter a new value.
- You can register a custom paper size. For details, see "[Registering a custom size](#)". You can also recall the registered custom paper size. For details, see "[Recalling the registered custom size](#)".

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[\[+\] Registering a custom size](#)

[\[+\] Recalling the registered custom size](#)

### [\[-\] Copying onto OHP Transparencies or Thin Paper](#)

When copying onto OHP transparencies or thin paper, select the type and size of paper.

#### Important

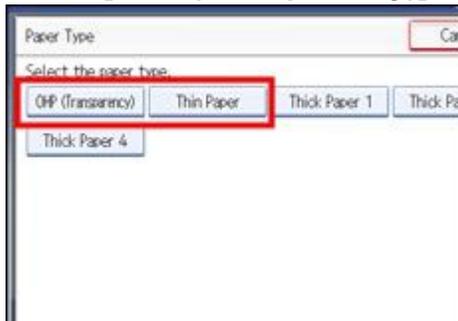
- We recommend that you use specified OHP transparencies.
- Do not use color OHP transparencies that are coated with materials that might melt.

- OHP transparencies must be loaded face down in the tray.
- When copying onto OHP transparencies, remove copied sheets one by one.
- The Duplex function cannot be used with OHP transparencies or thin paper. If **[1 Sided -> 2 Sided]** is selected, cancel the setting.

1. Open the bypass tray, and then insert the paper face down until you hear the beep.
2. Align the paper guides to the paper size.
3. Press **[Bypass]**, and then press the **[#]** key.



4. Press **[Paper Type]**.
5. Select **[OHP (Transparency)]** or **[Thin Paper]**, and then press **[OK]**.



6. Specify the paper size, and then press **[OK]** twice.
7. Place the originals, and then press the **[Start]** key.

#### Note

- Printing on special paper such as OHP transparencies and thin paper may be slower than printing on plain paper.
- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.
- Load OHP transparencies one by one if they jam when loaded together.

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#### [\[-\] Copying onto Thick Paper](#)

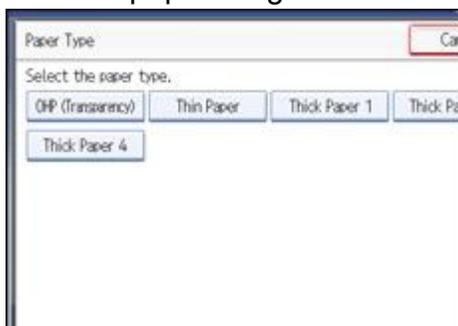
When copying onto thick paper, select the type and size of paper.

## Important

- The Duplex function cannot be used with paper that is classifiable as Thick Paper 2, 3, or 4. If **[1 Sided -> 2 Sided]** is selected, cancel the setting.
1. Open the bypass tray, and then insert the paper face down until you hear the beep.
  2. Align the paper guides to the paper size.
  3. Press **[Bypass]**, and then press the **[#]** key.



4. Press **[Paper Type]**.
5. Select a paper weight from 1 to 4, and then Press **[OK]**.



Select **[Thick Paper 1]** when paper weight is between 106 g/m<sup>2</sup> (28 lb. Bond) and 169 g/m<sup>2</sup> (90 lb. Index).

Select **[Thick Paper 2]** when paper weight is between 170 g/m<sup>2</sup> (65 lb. Cover) and 220 g/m<sup>2</sup> (80 lb. Cover).

Select **[Thick Paper 3]** when paper weight is between 221 g/m<sup>2</sup> (80 lb. Cover) and 256 g/m<sup>2</sup> (140 lb. Index).

Select **[Thick Paper 4]** when paper weight is between 257 g/m<sup>2</sup> (140 lb. Index) and 300 g/m<sup>2</sup> (110 lb. Cover).

6. Specify the paper size, and then Press **[OK]** twice.
7. Place the originals, and then press the **[Start]** key.

## Note

- When copying onto Thick Paper 4, copy paper is output in the internal tray even if you specified a different tray.

- Printing on thick paper may be slower than printing on plain paper.
- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

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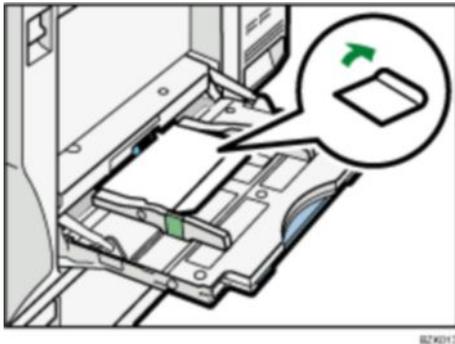
### [\[-\] Copying onto Envelopes from the Bypass Tray](#)

When copying onto envelopes, specify the paper type and paper size.

#### **Important**

- Before using this function, select **[Envelope]** under Paper Type: Bypass Tray in User Tools.
- Before loading self-adhesive envelopes, be sure to fan them thoroughly. This will prevent them sticking together. If fanning does not prevent them sticking together, load them one by one. Note that some types of envelope cannot be used with this device.
- The Duplex function cannot be used with envelopes. If **[1 Sided -> 2 Sided]** is selected, cancel the setting.

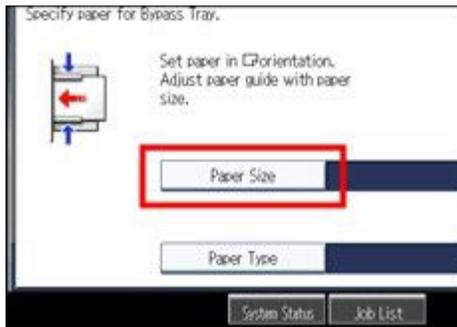
1. Open the bypass tray and set the envelopes print side down, flaps open and pointing away from the device. Push the envelopes into the device until you hear the beep.



2. Align the paper guides to the envelope size.
3. Press **[Bypass]**, and then press the **[#]** key.



4. Press **[Paper Size]**.



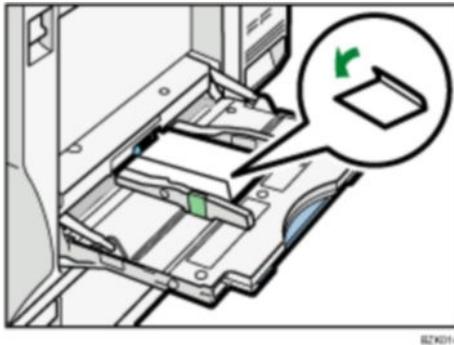
5. Select the envelope size, and then Press **[OK]** twice.



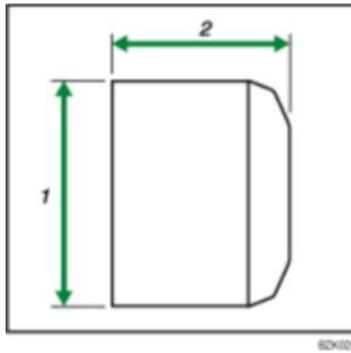
6. Place the originals, and then press the **[Start]** key.

### Note

- When placing an original on the exposure glass, place the original with the bottom line aligned to the left scale.
- When placing an original in the ADF, place the original with the bottom line inserted in the ADF.
- Load envelopes with flaps fully open. Otherwise, they might not feed into the device.
- When loading envelopes in the landscape (☐) orientation, set them so that their flaps are closed, facing upward, and pointing toward the front of the device.



- To copy onto custom size envelopes, you must specify the envelope's dimensions. Be sure to include the fully open flap in the horizontal dimension.



1. Vertical size

2. Horizontal size

- Check the envelopes are not damp.
- Load only as much envelopes as can be held between the paper guides on the bypass tray. For the number of envelopes that you can set on the bypass tray, click the following link: "[Paper size and type recommendations](#)".
- Check there is no air in the envelopes before loading.
- To get better print quality, it is recommended that you set the right, left, top, and bottom print margin, to at least 15 mm (0.6 inch) each.
- You cannot print envelopes with the Duplex function.
- Load only one size and type of envelope at a time.
- Before loading envelopes, flatten leading edges (the side going into the device) by pressing a pencil or ruler across them.
- Before loading envelopes, check they are rectangular in shape.

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