Basic Printing

This topic includes:

- "Loading Paper in Tray 1 (MPT)" on page 2-11
- "Loading Paper in Trays 2-5" on page 2-16
- "Using the Stapler" on page 2-24
- "Factors Affecting Printer Performance" on page 2-29

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.

Loading Paper in Tray 1 (MPT)

All paper types can be used in Tray 1 (MPT).

Caution

If you change the type of paper in a tray, you **must** change the paper type on the front panel to match the paper that you loaded. **If you fail to do this, print-quality problems can occur and the fuser can be damaged**.
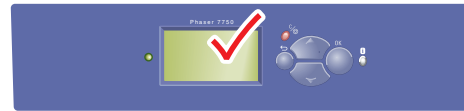
7750-037

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

1. Lower Tray 1 (MPT).
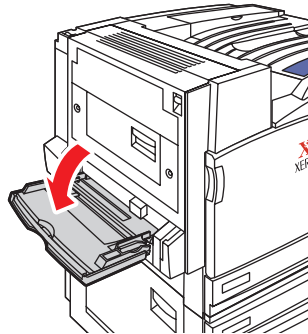
7750-041

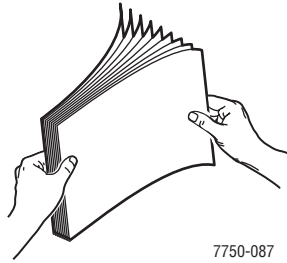**2.** Adjust the paper guides to the size of the paper.

The arrow on the width guide, displayed in the following graphic, must line up with one of three positions identified on the labeled area next to the width guide. Push firmly to move the width guide so that the arrow points to the correct position for the paper size you are using:

- **SRA3** (displayed in a black field): Do not use this setting for custom size printing.
- **12"** (displayed in a gray field): Use this setting for paper widths of 11.75 in. - 12 in. (298 mm - 305 mm)
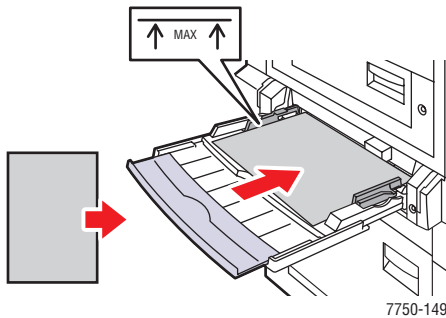- All other sizes (indicated by a black arrow)
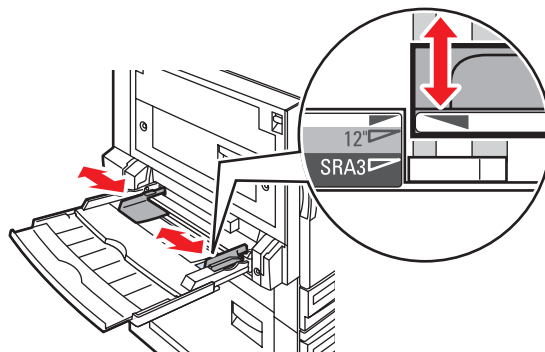
7750-167

**3.** Fan the paper to release sheets that may stick together.

7750-087

4. Insert the paper or transparencies into the tray either **long-edge feed** or **short-edge feed**. If necessary, adjust the paper guides to the size of the paper.
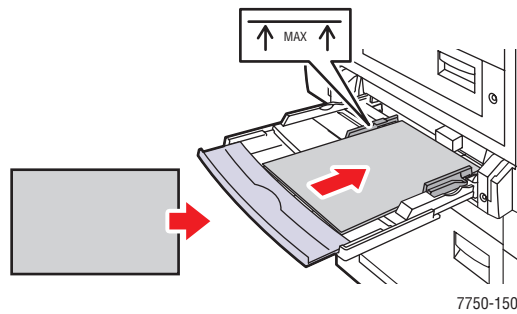
Long-Edge Feed

7750-149

- Place Letter, A4, A6, B5 JIS, Statement, and Executive paper **long-edge feed** in Tray 1 (MPT). Do not load paper above the fill line.
- Place the side to be printed **facedown**.
- Place pre-punched paper with the holes entering the printer **last**.
- Place the letterhead (or **top** of the page) toward the **front** of the printer.

7750-102

Short-Edge Feed

7750-150
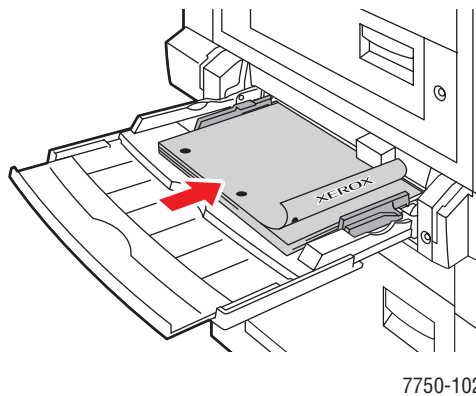
- ■ Place Legal, Tabloid, Tabloid Extra, A3, A5, US Folio, B4 JIS, and SRA3 paper **short-edge feed** in Tray 1 (MPT). Do not load paper above the fill line.
- ■ Place the side to be printed **facedown**.
- ■ Place pre-punched paper with the holes toward the **back** of the printer.
- ■ Place letterhead (or the **top** of the page) to enter the printer **last**.


7750-101
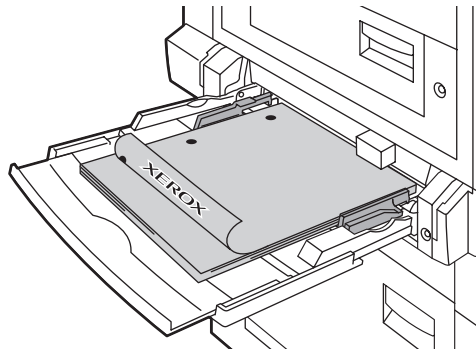
Note

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

Selecting Front Panel Settings

1. At the printer's front panel, do one of the following:
- ■ Press the **OK** button if both the paper type and size selected are correct. Go to Step 4.
- ■ Select **Change** if the paper type or size selected is not correct, then press the **OK** button. Go to Step 2.

2. Select the paper type, then press the **OK** button.

3. Select the paper size, then press the **OK** button to save your selection.

4. In the printer driver, select either the paper type or **Tray 1** (**MPT**) as the paper source.

Tray 1 (MPT) Paper Path

The following graphic displays the printer's paper path:
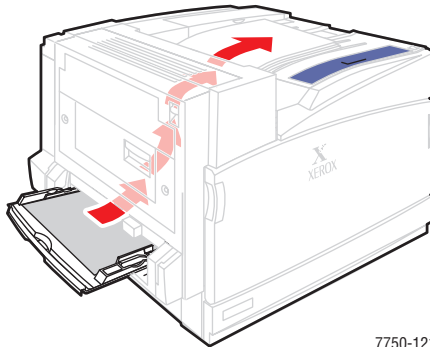
7750-121

Loading Paper in Trays 2-5

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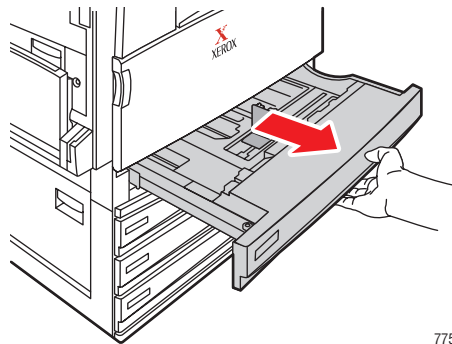
Caution

> If you change the type of paper in a tray, you **must** change the paper type on the front panel to match the paper that you loaded. **If you fail to do this, print-quality problems can occur and the fuser can be damaged**.
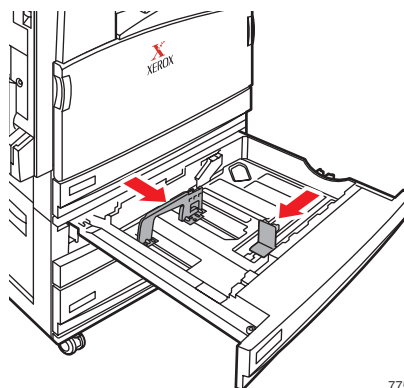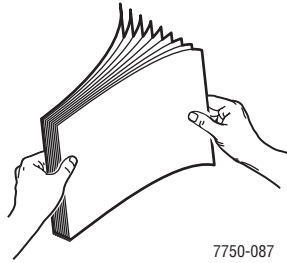
7750-037

1. Pull out the tray.

7750-035

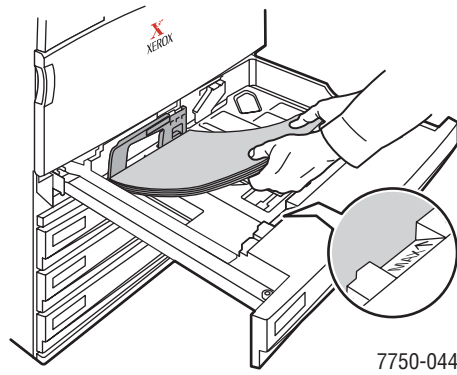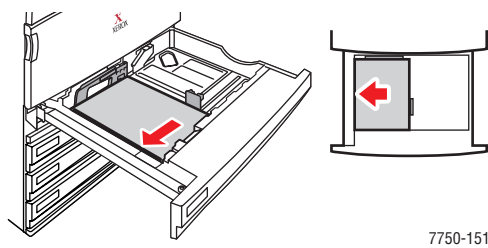2. If loading paper having a different width or length, adjust the width and length guides.

7750-106

3. Fan the paper to release sheets that may stick together.

7750-087

4. Insert paper or transparencies into the tray either **long-edge feed** or **short-edge feed**.
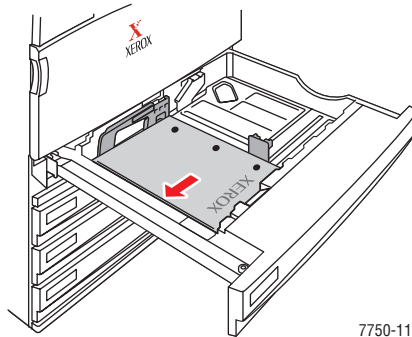


7750-044

Long-Edge Feed

7750-151

- Place Letter, A4, and B5 JIS paper **long-edge feed** into the tray.
- Place the side to be printed **faceup**.

- Place pre-punched paper with the holes toward the **right** side of the tray.
- Place letterhead (or the **top** of the page) toward the **front** of the tray.

7750-119

Short-Edge Feed

- Place Legal, Tabloid, A3, A5, B4 JIS, US Folio, and Statement paper **short-edge feed** into the tray.
- Place the side to be printed **faceup**.
- Place pre-punched paper with the holes toward the **front** of the tray.
- Place letterhead (or **top** of the page) toward the **left** side of the tray.

7750-091
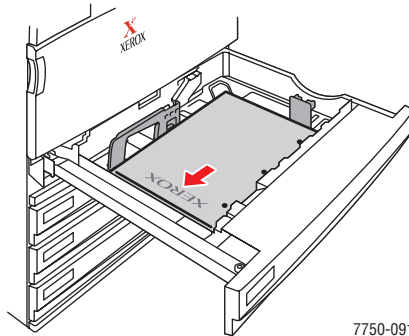
Note

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

5. If necessary, adjust the paper guides to the size of the paper.

Adjust the paper guides according the paper size and orientation (long-edge feed or short-edge feed). Labels inside the paper tray provide additional information for loading paper according to size and orientation.
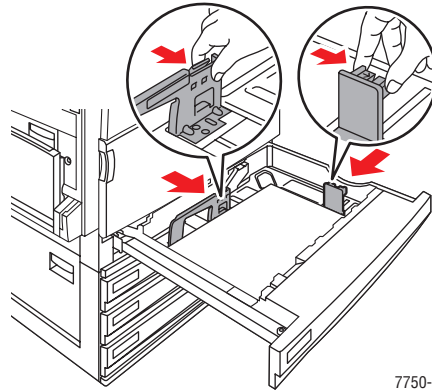
7750-092

6. Push the tray completely into the printer.
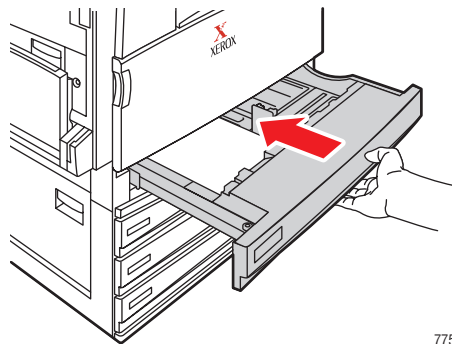
7750-014

Selecting Front Panel Settings for Tray 2

1. At the printer's front panel, do one of the following:
- Press the **OK** button if both the paper type and size selected are correct. Go to Step 4.
- Select **Change** if the paper type or size selected is not correct, then press the **OK** button. Go to Step 2.

2. Select the paper type, then press the **OK** button.

3. Select one of the following paper size options:

- The paper size displayed or **Auto-Sensed**
- **Custom**: Requires you to select custom width and custom height values.

Note

For information on custom size printing, go to Reference/Printing/Custom Size Paper on the *User Documentation CD-ROM*.

4. In the printer driver, select either the paper type or **Tray 2**.

Selecting Front Panel Settings for Trays 3-5

**1.** At the printer's front panel, do one of the following:

- Press the **OK** button if the paper type selected is correct.
- Select the correct paper type, then press the **OK** button.

2. In the printer driver, select either the paper type or **Tray 3**, **4**, or **5**.

Note

For more information about printing options and other selections, click the **Help** button on the printer driver tab to view the online help.

Trays 2-5 Paper Path

The following graphic displays the printer's paper path:

7750-124
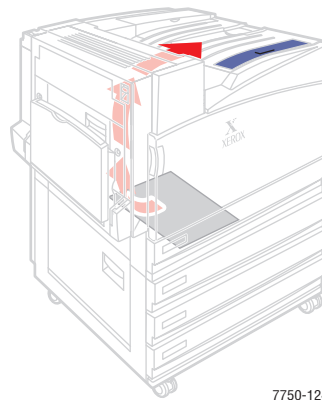
Automatic 2-Sided Printing in Trays 2-5

**1.** Place paper in Trays 2, 3, 4, or 5.

Long-Edge Feed

- Place Letter, A4, and B5 JIS paper **long-edge feed** into the tray.
- Place the side to be printed **facedown**.
- Place pre-punched paper with the holes toward the **left** side of the tray.
- Place letterhead (or the **top** of the page) toward the **front** of the tray.
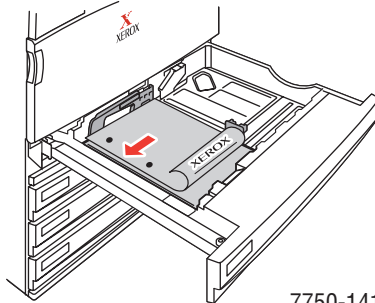
7750-141

Short-Edge Feed

- Place Legal, Tabloid, A3, A5, B4 JIS, US Folio, and Statement paper **short-edge feed** into the tray.
- Place the side to be printed **facedown**.
- Place pre-punched paper with the holes toward the **front** of the tray.
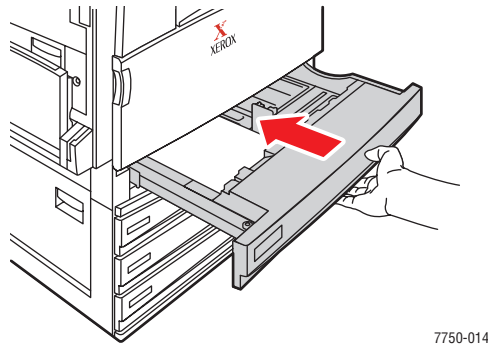- Place letterhead (or the **top** of the page) toward the **right** side of the tray.
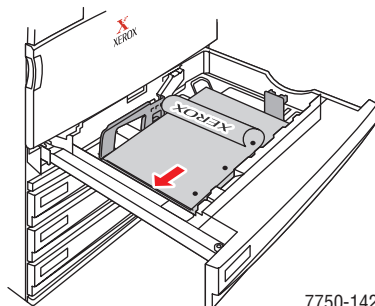
7750-142

2. If necessary, adjust the paper guides to the size of the paper.

7750-016
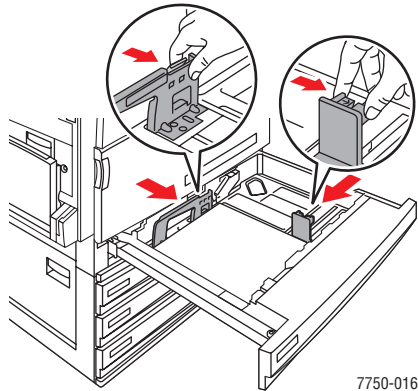
3. Push the tray completely into the printer.

7750-014

Selecting Front Panel Settings

Tray 2

1. At the printer's front panel, do one of the following:

- ■ Press the **OK** button if both the paper type and size selected are correct. Go to Step 4.
- ■ Select **Change** if the paper type or size selected is not correct, then press the **OK** button. Go to Step 2.

2. Select the paper type, then press the **OK** button.

3. Select one of the following paper size options:

- The paper size displayed or **Auto-Sensed**
- **Custom**: Requires you to select custom width and custom height values.

Note

For information on custom size printing, go to Reference/Printing/Custom Size Paper on the *User Documentation CD-ROM*.

**4.** In the printer driver, select either the paper type or **Tray 2**.

Trays 3-5

1. At the printer's front panel, do one of the following:

- Press the **OK** button if the paper type selected is correct.
- Select the correct paper type, then press the OK button.

2. In the printer driver, select either the paper type or **Tray 3**, **4**, or **5**.

Note

For more information about printing options and other selections, click the **Help** button on the printer driver tab to view the online help.

Trays 2-5 Paper Path for 2-Sided Printing

The following graphic displays the printer's paper path for 2-sided printing:
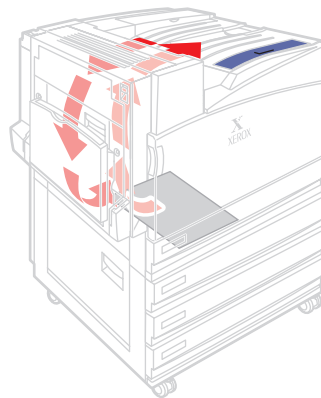
7750-125

Using the Stapler

The optional Finisher can staple up to 50 sheets of paper. Once the print job is stapled, it is delivered to the Finisher Output Tray. The stapler holds 5000 staples.

Note

The printer cannot staple paper fed from Tray 1 (MPT).

■ If output sheets are sent to the stapler unit, but the sheet count exceeds 50, the sheets are sent to the Finisher Output Tray without being stapled. Further sheets then bypass the stapler unit, going directly into the Finisher Output Tray.

■ If output sheets are sent to the stapler unit and then the paper type changes during the job to an unsupported paper type, stapling is turned off and any sheets in the stapler unit are sent to the Finisher Output Tray. Unsupported paper types then bypass the stapler unit, going directly into the Top Output Tray.

■ If stapling is on and you are printing multiple copies, check the **Collate** box, otherwise all the copies of each page are stapled instead of each set of copies.

■ When the stapler is empty, the front panel notifies you that the staple cartridge is either empty or missing. Printing continues with pages being delivered to the Finisher Output Tray without being stapled.

■ If you select stapling in the printer driver, the output is always sent to the Finisher Output Tray even if you select the Top Output Tray for paper destination.

Stapling Options

Several stapling options are available:

■ **None**: This is the default option. When selected, prints are not stapled.
■ **Front**: Inserts one staple in each set of copies. (See the following table.)
■ **Rear**: Inserts one staple in each set of copies. (See the following table.)
■ **Dual**: Inserts two staples in each set of copies. (See the following table.)

To select a stapling option in a supported driver:

■ **Windows 98, Windows Me, Windows 2000, Windows XP, Windows Server 2003, Windows NT PostScript driver**:

On the **Output/Options** tab, select an option from the **Stapling** drop-down list, then select **Finisher Output Tray** from the **Paper Destination** drop-down list.
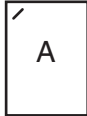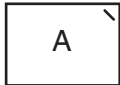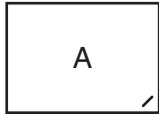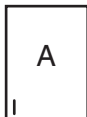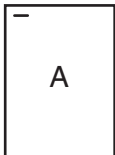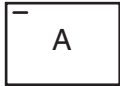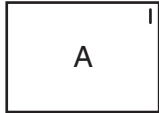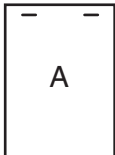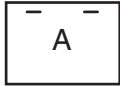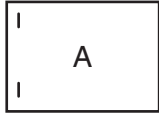
■ **Mac OS 9 driver:**

In the **Print** dialog box, select **Finishing Options** from the drop-down list, then select one of the stapling options displayed.

■ **Mac OS X (version 10.1 and higher) driver**:

In the **Print** dialog box, select **Finishing Options** from the drop-down list, then select a stapling option from the **Stapling** drop-down list.

Use the following table to determine the position of the staples:

Stapling	Orientation	Paper Feed Direction	
		Long-Edge Feed	**Short-Edge Feed**
Front	Portrait	A (staple top-left, diagonal)	A (staple top-right, diagonal)
	Landscape	A (staple top-right, diagonal)	A (staple bottom-right, diagonal)
Rear	Portrait	A (staple bottom-left, vertical)	A (staple top, horizontal)
	Landscape	A (staple top-left, horizontal)	A (staple top-right, vertical)
Dual *	Portrait	A (staples left side, vertical)	A (staples top, horizontal)
	Landscape	A (staples top, horizontal)	A (staples left side, vertical)

* Paper size must be Letter, A4, B4 JIS, B5 JIS, A3, or Tabloid.
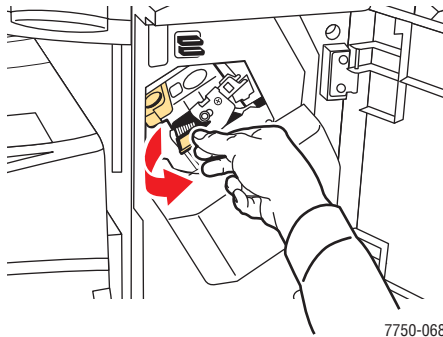
Adding Staples

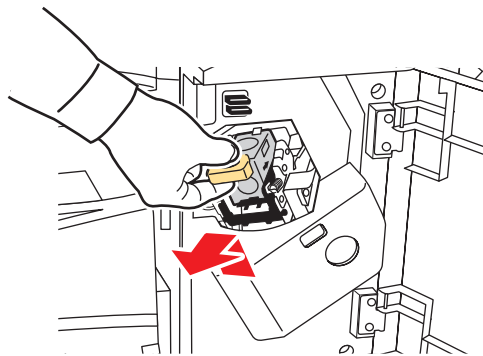**1.** Open Finisher Door J.
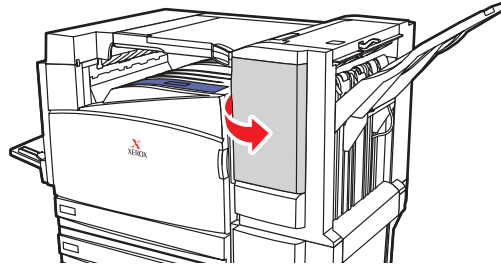
7750-067

2. Pull the staple cartridge to the front of the finisher.
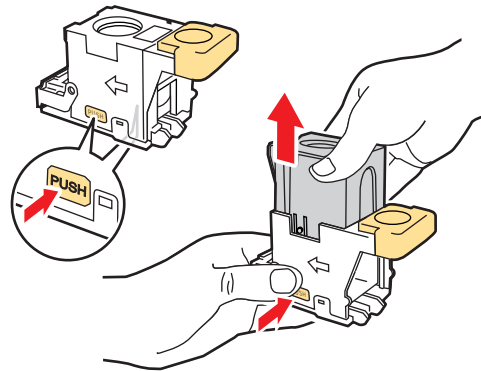

7750-068

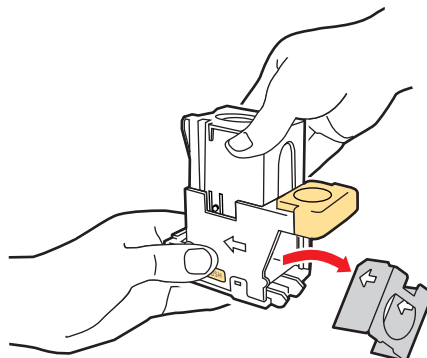**3.** Remove the staple cartridge by lifting the gold handle.

7750-069

4. Press the sides of the staple cartridge together where you see the word "Push" then lift the part of the staple cartridge that is released.
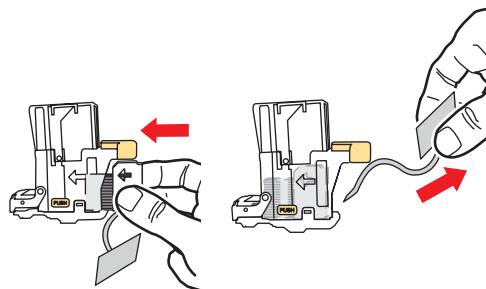
7750-070

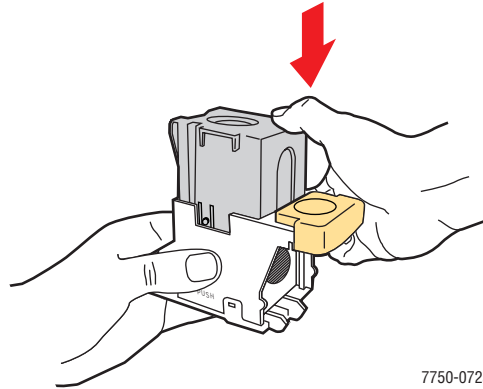**5.** Remove the empty cartridge from the staple cartridge.

7750-112

6. Slide a new set of staples into the cartridge and pull the tab to release the packaging.
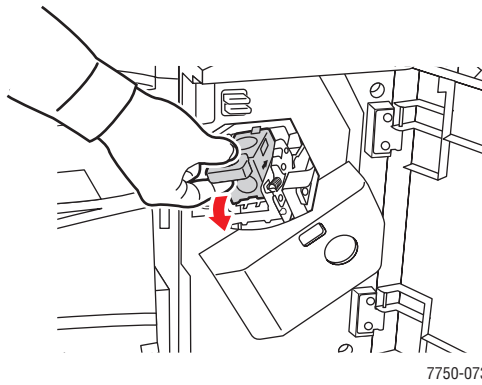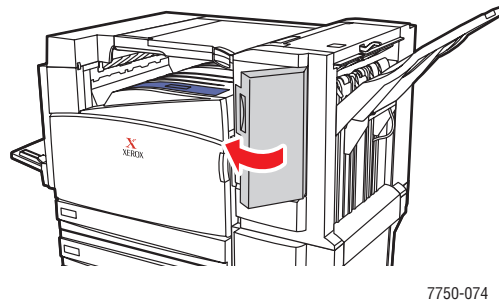
7750-071

7. Push down the top of the staple cartridge until it clicks into place.

7750-072a

8. Replace the staple cartridge in the printer.

7750-073

9. Close Finisher Door J.

7750-074

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 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.

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