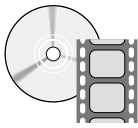


Trays

This section covers:

- Loading paper in Trays 1-5 — see page 3.
- Loading paper in the Multi-Purpose Tray — see page 6.
- Using custom size paper — see page 8.

For a list of the acceptable papers, transparencies, envelopes, and labels that can be used in each tray, refer to the *Supported Papers* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.



Instructional videos for loading trays are available on the **Interactive Documentation CD-ROM** or the Xerox web site at: www.xerox.com/officeprinting/7300support

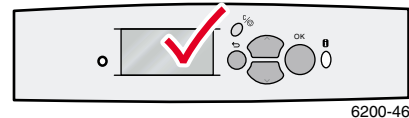
You can also refer to the labels inside the printer for paper loading instructions.

Note

Do not load a tray that is currently being used for printing.

Caution

You **MUST** set the paper type and size in the printer's **front panel** any time you add paper to the printer. *If you change paper sizes or types, take moment to ensure that the front panel values agree with your paper choice.* If you fail to do this, you can damage the printer's fuser.



Loading paper in Trays 1-5

Note

If you change the type of paper, you **MUST** specify the type on the front panel of the printer.

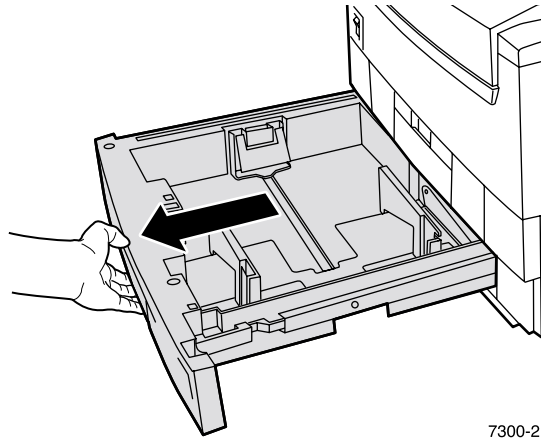


Note

Transparencies and glossy coated paper cannot be loaded in trays 2-5; they can only be loaded in Tray 1 or the Multi-Purpose Tray. Envelopes, labels, business cards, greeting cards, thick card stock, CD/DVD labels, and CD/DVD inserts cannot be loaded in trays 1-5; they can only be loaded in the Multi-Purpose Tray.

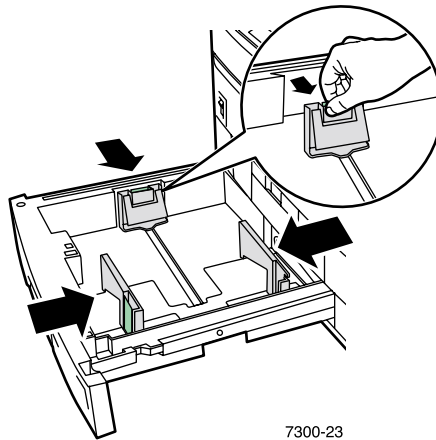
To load paper in Trays 1-5:

1. Pull out the tray.



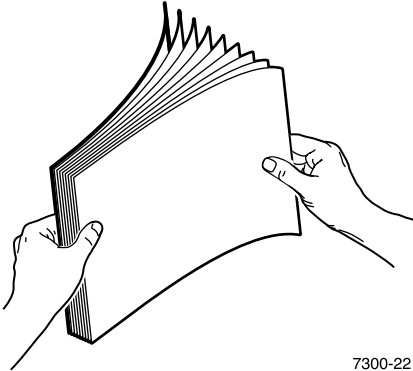
7300-21

2. If necessary, adjust the width and length guides to match the size of the paper.



7300-23

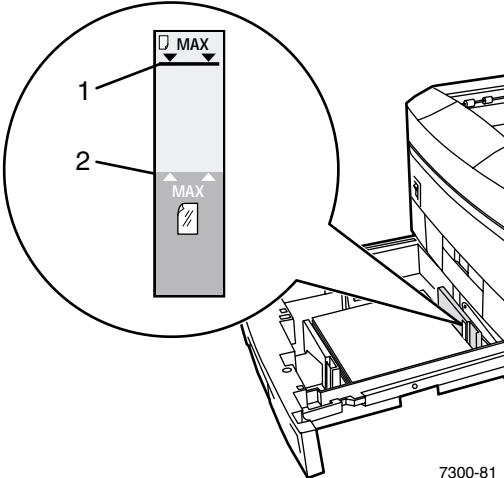
3. Fan the paper to release sheets that are stuck together.



7300-22

Note

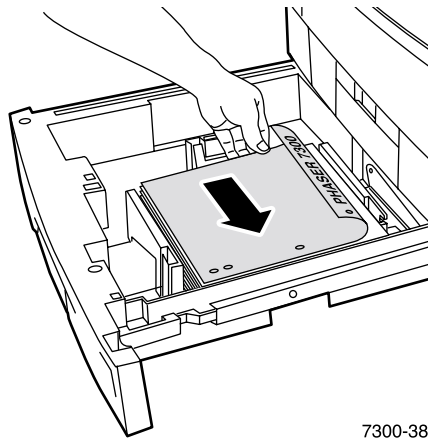
Observe the fill lines on the back of the tray. Do not load paper or transparencies above the paper (1) or transparency (2) fill line, because it may cause a jam.



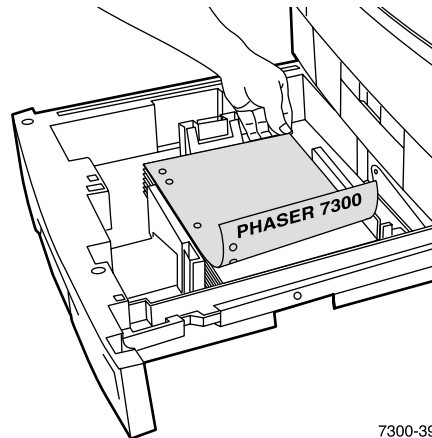
7300-81

4. Insert a stack of paper into the tray. Depending on the size and type of paper, load the paper long-edge feed or short-edge feed. For information on custom size paper, refer to page 8.

Long-edge feed	Short-edge feed
<ul style="list-style-type: none"> ■ Use for the following sizes: Letter, A4, and B5 JIS. ■ Use for transparencies (in Tray 1 only). Transparencies should NOT be loaded in Trays 2 - 5. ■ Place the side to be printed <i>facedown</i> with the top of the page at the <i>back</i> of the tray. ■ Prepunched holes should be on your <i>right</i> as you face the printer. 	<ul style="list-style-type: none"> ■ Use for the following sizes: Legal, Tabloid (11 x 17 in.), Tabloid Extra (12 x 18 in.), Executive, US Folio, A3, SRA3, A5, A6, and B4 JIS. ■ Place the side to be printed <i>facedown</i> with the top of the page on your <i>right</i> as you face the printer. ■ Prepunched holes should be towards the <i>front</i> of the tray.

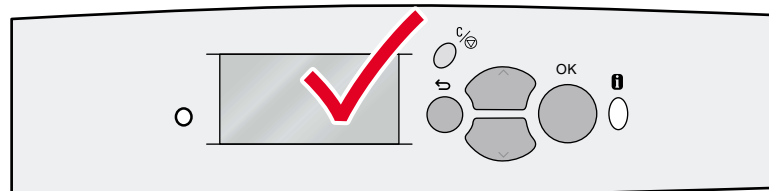


7300-38



7300-39

5. Slide the tray back into the printer and turn to the front panel.
6. When the front panel prompts you:
- If you haven't changed the type of paper, press the **OK** key to accept the current setting for paper type.
 - If you have changed the type of paper, scroll to the correct paper type and press the **OK** key to save your selection.



6200-45

Note

To avoid possible print-quality and paper-feed problems, make sure that the tray's paper type setting matches the loaded paper type.

Loading paper in the Multi-Purpose Tray

Use the Multi-Purpose Tray for envelopes and specialty papers, such as labels, business cards, greeting cards, CD/DVD labels, and CD/DVD inserts as well as paper.

Note

If you change the type of paper, you **MUST** specify the type on the front panel of the printer.

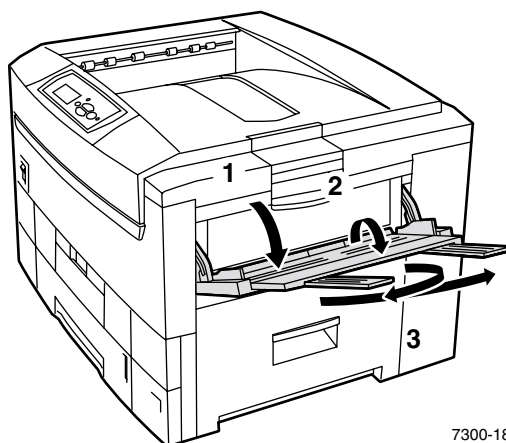


Note

Automatic 2-sided printing is not available with the Multi-Purpose Tray.

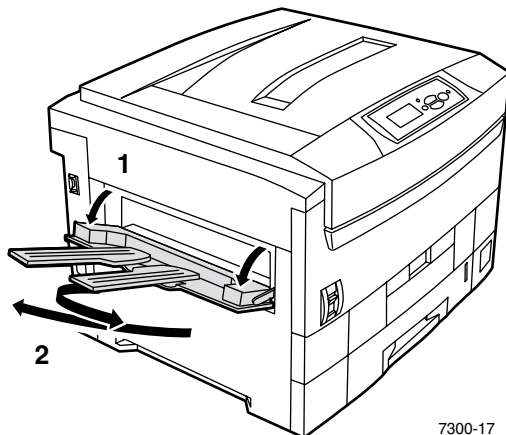
To load paper in the Multi-Purpose Tray:

1. Open the Multi-Purpose Tray and unfold the two extensions.



7300-18

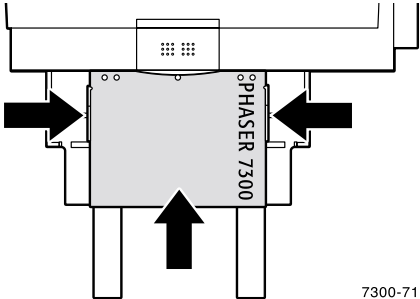
2. If printing on envelopes or specialty media, open the Left Side Output Tray and swing out the two extensions.



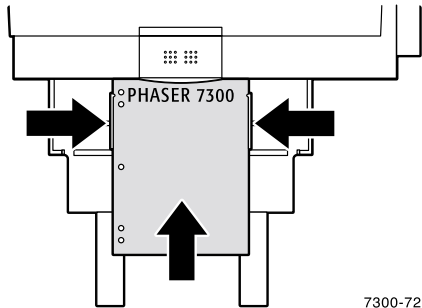
7300-17

3. Insert the paper or transparencies in the Multi-Purpose Tray and adjust the width guides to match the size of the paper. Depending on the size and type of paper, load the paper long-edge feed or short-edge feed. For information on custom size paper, refer to page 11.

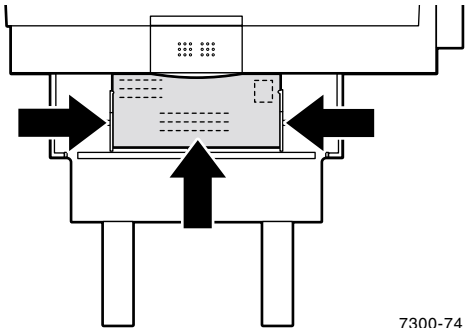
Long-edge feed	Short-edge feed
<ul style="list-style-type: none"> ■ Use for the following sizes: Letter, A4, B5 JIS, and ISO B5 (except for labels, business cards, greeting cards, CD/DVD labels, and CD/DVD inserts). ■ Use for transparencies. ■ Place the side to be printed <i>faceup</i>. ■ Prepunched holes should enter the printer <i>first</i>. 	<ul style="list-style-type: none"> ■ Use for all sizes except Letter, A4, B5 JIS, and ISO B5 of most paper types. ■ Use for all sizes of labels, business cards, greeting cards, CD/DVD labels, and CD/DVD inserts. ■ Place the side to be printed <i>faceup</i> with the top of the page entering the printer <i>first</i>. ■ Prepunched holes should be towards the <i>front</i> of the printer.



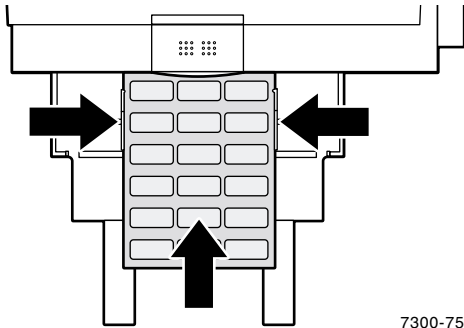
7300-71



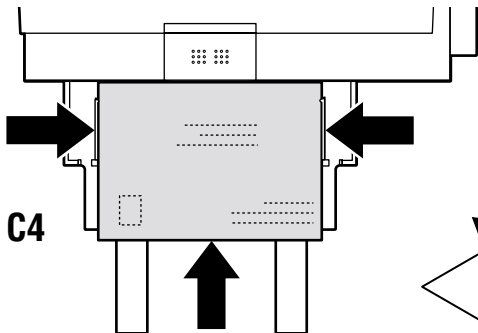
7300-72



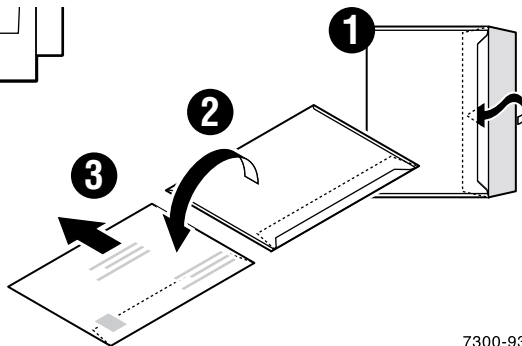
7300-74



7300-75

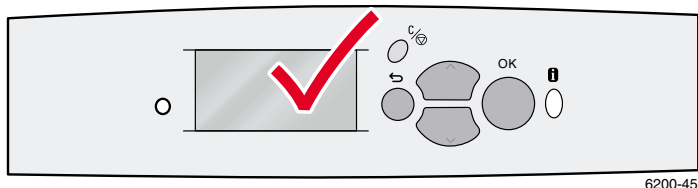


C4



7300-93

4. When the front panel prompts you and you haven't changed the type or size of paper, press the **OK** key to accept the current settings for type and size.
5. If you have changed the type or size of paper:
 - a. On the printer's front panel, scroll to **Change** (by pressing the **Down Arrow** key) and press the **OK** key.
 - b. Scroll to the correct paper type and press the **OK** key to save your selection.
 - c. Scroll to the correct paper size and press the **OK** key to save your selection.



Using custom size paper

In addition to the wide variety of paper sizes available for this printer, you can use custom size paper. Depending on the size, custom size paper can be loaded in Tray 1 or the Multi-Purpose Tray (as described on page 11).

	Tray 1	Multi-Purpose Tray
X dimension	148 mm - 328 mm 5.83 in. - 12.60 in.	105 mm - 328 mm 4.13 in. - 12.60 in.
Y dimension	148 mm - 457 mm 5.83 in. - 18 in.	148 mm - 914 mm 5.83 in. - 36 in.

Note

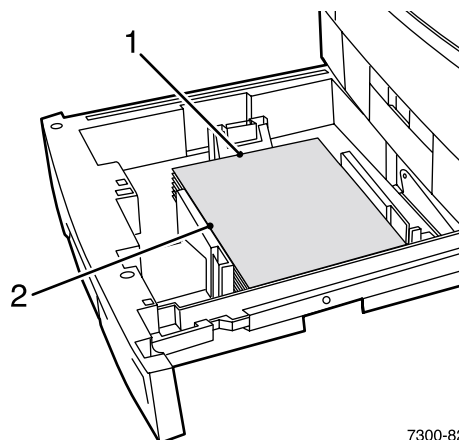
After you load a custom size paper in any of this printer's trays, you **MUST** set the *front panel values* to agree with the paper you have loaded.

Note

Banner paper (paper over 18 inches (450 mm) long) must be loaded into the Multi-Purpose Tray. You **MUST** use the Left Side Output Tray for output. See "Output Trays" on page 26.

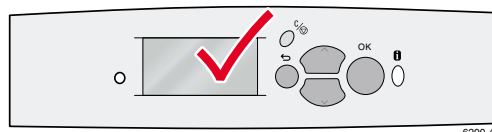
Loading custom size paper in Tray 1

1. Open the tray, as described on page 3.
2. Insert the custom size paper and adjust the guides to match the size of the paper. Place the side to be printed *facedown*.



7300-82

3. When the front panel prompts you to confirm the type of paper, scroll to the correct paper type and press the **OK** key to save your selection.



6200-45

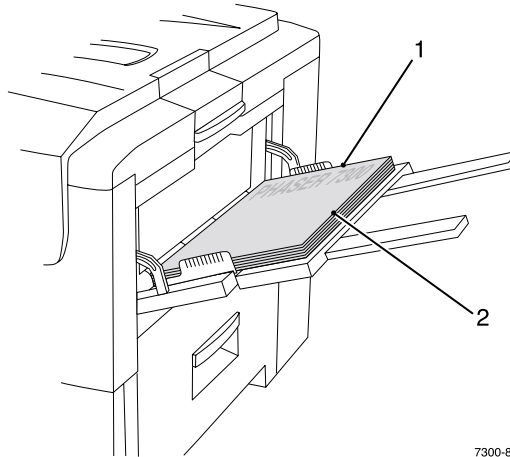
4. Set the tray for custom size paper and specify the dimensions:
 - a. On the front panel, with **Menus** highlighted, press the **OK** key.
 - b. Scroll to **Printer Setup Menu** (by pressing the **Down Arrow** key) and press the **OK** key.
 - c. Scroll to **Tray Setup Menu** and press the **OK** key.
 - d. Scroll to **Tray # Setup Menu** (where # is the number of the tray) and press the **OK** key.
 - e. If you don't see a selection for **Set Custom X**, scroll to **Custom Size** and press the **OK** key to change **Custom Size** to **On**.
 - f. Scroll to **Set Custom X** and press the **OK** key.
 - g. Press the **Down Arrow** or **Up Arrow** key to scroll to the value for **X** (labeled **1** in the illustration in Step 2) and then press the **OK** key.
 - h. Scroll to **Set Custom Y** and press the **OK** key.
 - i. Press the **Down Arrow** or **Up Arrow** key to scroll to the value for **Y** (labeled **2** in the illustration in Step 2) and then press the **OK** key.

When you use standard size paper in Tray 1 and adjust the guides for that paper, you don't need to specify the paper size in the front panel. Tray 1 contains size sensors that automatically inform the printer about the paper size. However, when you insert custom size paper in the tray and change **Custom Size** to **On**, the size sensors are turned off and you must enter the X and Y values as described in Step 4. If you later insert standard size paper in the tray, you must turn on the tray sensors again by changing **Custom Size** to **Off**:

1. On the front panel, with **Menus** highlighted, press the **OK** key.
2. Scroll to **Printer Setup Menu** (by pressing the **Down Arrow** key) and press the **OK** key.
3. Scroll to **Tray Setup Menu** and press the **OK** key.
4. Scroll to **Tray # Setup Menu** (where # is the number of the tray) and press the **OK** key.
5. If you see a selection for **Set Custom X**, scroll to **Custom Size** and press the **OK** key to change **Custom Size** to **Off**. This reactivates the tray sensors for that tray.

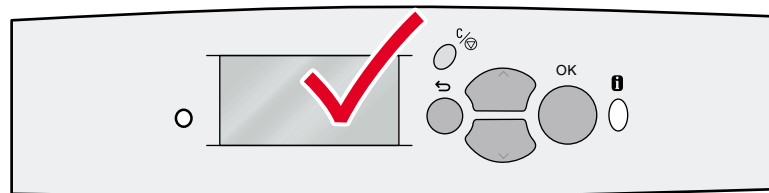
Loading custom size paper in the Multi-Purpose Tray

1. Open the Multi-Purpose Tray, as described on page 6.
2. Insert the custom size paper and adjust the guides to match the size of the paper. Place the side to be printed *faceup*.



7300-83

3. If your paper is over 18 inches long, open the left side output tray. See page 26.
4. When the front panel prompts you to confirm the type and size of paper:
 - a. Scroll to **Change** (by pressing the **Down Arrow** key) and press the **OK** key.
 - b. Scroll to the correct paper type and press the **OK** key to save your selection.
 - c. For the paper size, scroll to **Custom** and press the **OK** key.
 - d. Scroll to **Set Custom X** and press the **OK** key.
 - e. Press the **Down Arrow** or **Up Arrow** key to scroll to the value for X (labeled 2 in the illustration in Step 2) and then press the **OK** key.
 - f. Scroll to **Set Custom Y** and press the **OK** key.
 - g. Press the **Down Arrow** or **Up Arrow** key to scroll to the value for Y (labeled 1 in the illustration in Step 2) and then press the **OK** key.



6200-45