

Custom Size Paper

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Guidelines

Print custom size paper, within the following ranges, from the trays listed.

	Input			Output		
	Tray 1 (MPT)	Trays 2-5	Envelope Tray	Standard Output Tray	Stacker Upper Tray	Stacker Lower Tray
Width	89 – 297 mm (3.5 – 11.70 in.)	140 – 297 mm (5.50 – 11.70 in.)	148–241 mm (5.82–9.50 in.)	89 – 297 mm (3.5 – 11.70 in.)	182 – 297 mm (7.16 – 11.70 in.)	210 – 297 mm (8.27 – 11.70 in.)
Height	98 – 432 mm (3.87 – 17.0 in.)	182 – 432 mm (7.16 – 17.0 in.)	98–162 mm (3.87–6.38 in.)	98 – 432 mm (3.87 – 17.0 in.)	182 – 432 mm (7.16 – 17.0 in.)	182 – 432 mm (7.16 – 17.0 in.)

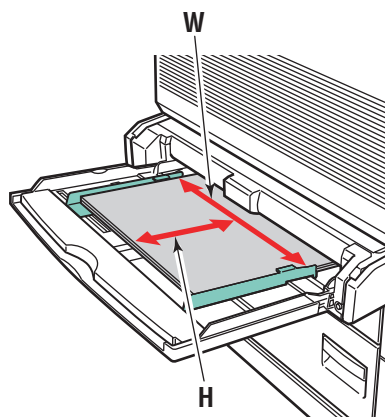
For more information on paper types, weights, and sizes, go to [Reference/Printing/Supported Papers](#) on the *User Documentation CD-ROM*.

Printing Custom Size

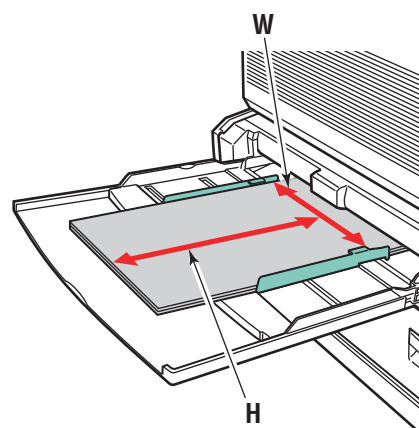
Loading the Paper Trays

1. Insert custom size paper in Tray 1 (MPT) or Trays 2-5.

Tray 1 (MPT)

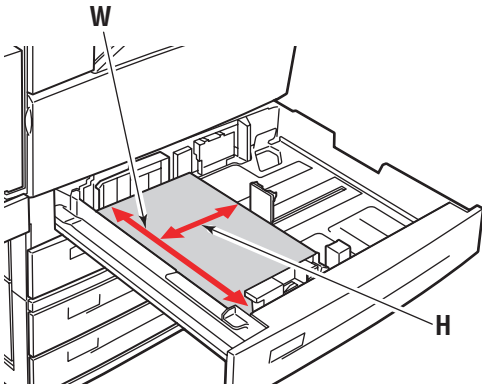


Long-Edge Feed

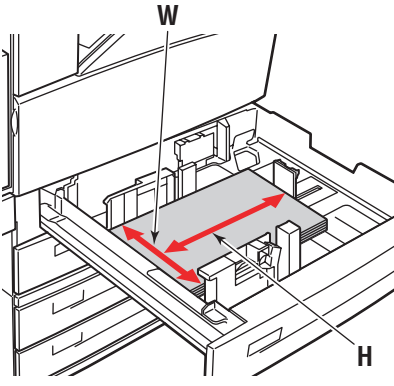


Short-Edge Feed

Trays 2-5

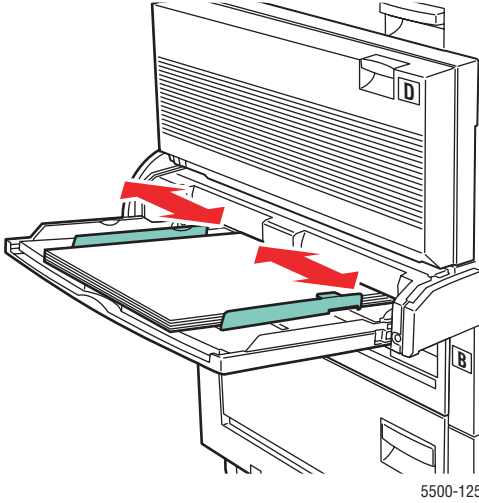


Long-Edge Feed

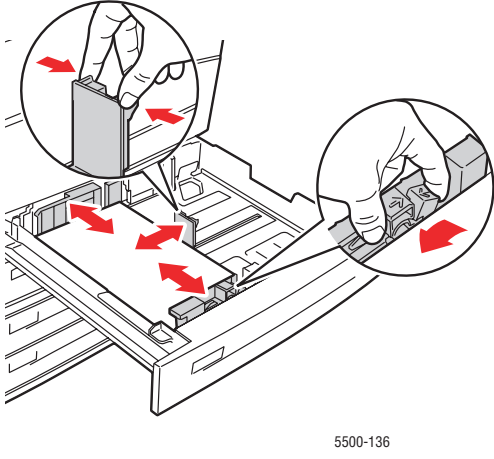


Short-Edge Feed

- 2. Adjust the paper guides according to 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.

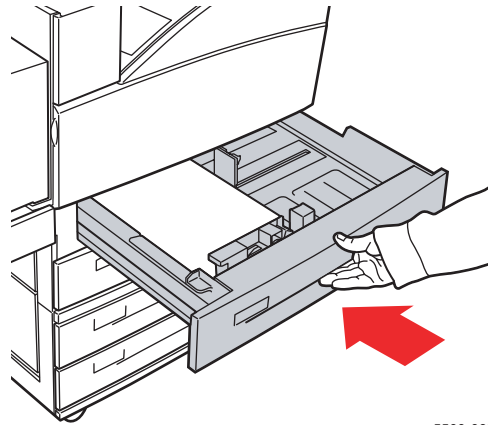


Tray 1 (MPT)



Trays 2-5

3. Push the tray completely into the printer.

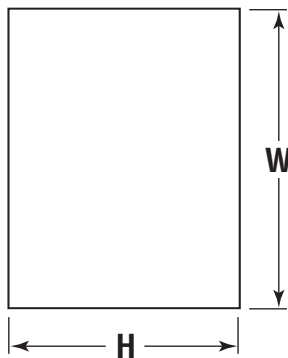


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4. If prompted at the printer's front panel, press the **OK** button to accept the paper size and type that are highlighted. If you have changed the paper size or type, do the following:
 - Select **Change**, then press the **OK** button.
 - Select **Custom**, then press the **OK** button. You are prompted to enter the custom width and custom height.

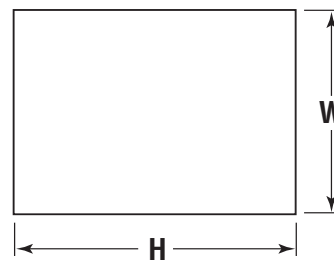
Note

When setting **Custom Width (W)** and **Custom Height (H)** on the front panel, verify that you are selecting the correct width and height values for the paper size and orientation (long-edge feed or short-edge feed).



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Long-Edge Feed



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Short-Edge Feed

5. Select **Custom Width (W)**, press the **Up Arrow** or **Down Arrow** button to select a value, then press the **OK** button.
6. Select **Custom Height (H)**, press the **Up Arrow** or **Down Arrow** button to select a value, then press the **OK** button.
7. Press the **Back** button two times, the press the **OK** button.

8. In the printer driver:
 - a. Select **Properties**, then select the **Paper/Quality** tab.
 - b. Select either the paper type and custom size or the tray loaded with Custom as the paper source.
9. Click the **OK** button to print.

Note

If you replace the custom size in a tray with a non-custom size, be sure to set the new size in the front panel (or Auto Select for a size that is auto sensed).

After Removing Custom Size Paper

Selecting Front Panel Settings

1. At the printer's front panel, select **Printer Setup**, then press the **OK** button.
2. Select **Paper Handling Setup**, then press the **OK** button.
3. Select the Setup menu for this tray, then press the **OK** button.
4. Select **Change Size**, then press the **OK** button.
5. Select a paper type, then press the **OK** button.
 - Select a paper size from the list displayed, then press the **OK** button.
 - This selection should be Auto-Sensed for sizes that are sensed in this tray. If you are unsure if Auto-Sensed is selected, check the front panel. It should show the correct size on the "OK" line of the Setup menu.
6. Press the **Back** button one time, then press the **OK** button.