



> Support & Drivers



## WorkCentre 7220/7225 Support & Drivers



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Support

Drivers & Downloads

Documentation

Videos

Contact

Home > Browse: Maintenance/Consumables, > View Content: How To Load Paper in Trays 1, 2, 3, or 4 >

### Product Resources

> Supplies

#### Owners

> Product Registration

> Support Forum

> Supplies

> MySupport

> Security Information

> Account Management

### Product Support Links

> Request Remote Technical Support

> Service Request Status

> Xerox Customer Support Contact Numbers

> Update Your Log

### Additional Resources

> Supplies/Consumables/Parts

> Recycling

> Xerox Environment, Health & Safety

> Windows and Mac OS X Compatibility information

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Tools to grow your digital printing business and increase profits

> ProfitAccelerator™ resources

## Software Version 073.xxx.xxx.xxxxx: Load Paper in Trays 1, 2, 3, or 4

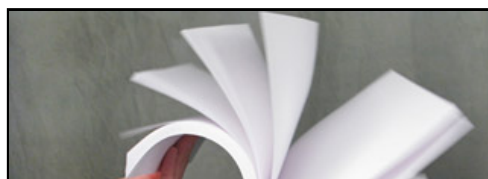
1. Pull out the tray until it stops.



2. Ensure that the guide locks are set in the correct position for the standard or custom size paper you are loading. For details, see the **Setting the Guide Locks in the 500-Sheet Adjustable Trays** section below.
3. Remove any paper that is a different size or type.
4. Move the length and width guides out:
  - a. Pinch the guide lever on each guide.
  - b. Slide the guides outward until they stop.
  - c. Release the levers.



5. Flex the sheets back and forth and fan them, then align the edges of the stack on a level surface. This procedure separates any sheets that are stuck together and reduces the possibility of jams.





**NOTE:** To avoid jams and misfeeds, do not remove paper from its packaging until you are ready to use it.

6. Load the paper in the tray.

- For long-edge feed, insert letterhead and pre-printed paper face-down with the top edge toward the front. Load hole punched paper with the holes to the left.
- Load labels face-up with the top edge toward the front of the tray.
- For short-edge feed, insert letterhead and pre-printed paper face-down with the top edge to the left. Load hole punched paper with the holes toward the back.
- Load labels face-up with the top edge to the right.

**NOTE:** Do not load paper above the maximum fill line. Overfilling the tray can cause the printer to jam.

7. Adjust the length and width guides to fit the paper.



8. Close the tray.

9. Do one of the following:

- To confirm the paper size, type, and color when a tray is set to Fully Adjustable, select [Confirm]. To select a new paper size, select [Size]. To select a new paper type, select [Type]. To select a new paper color, select [Color]. When finished, select [Confirm].
- To change the paper size, type, or color when the tray is set to Dedicated mode:
  - a. Login as the System Administrator. See the **Related Content** for additional information.
  - b. Press the [Machine Status] button on the Control Panel and then select the [Tools] tab on the Touch Screen.
  - c. Select [Device Settings] and then [Paper Management].
  - d. Select [Tray Settings] and then select a dedicated tray.
  - e. To modify the tray settings, select [Edit].
  - f. Select [Size], [Type], or [Color] to change the paper size, paper type, or paper color.
  - g. Select [OK].

#### Setting the Guide Locks in the 500-Sheet Adjustable Trays

You can adjust the guides in trays 1-4 to accommodate standard or custom paper sizes. In the standard position, the guides move into the supported standard paper settings. In the custom position, the guides move in 1 mm increments.

To move the guide locks from the standard to the custom paper size position, do the following:

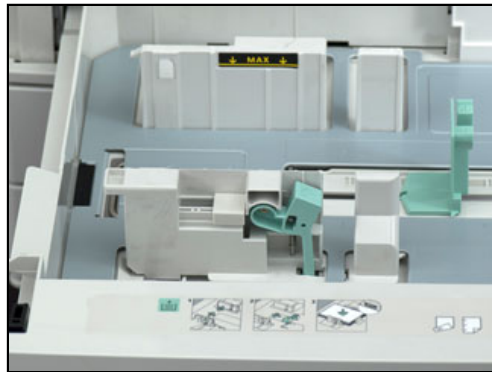
1. Pull out the tray until it stops.





**NOTE:** For best results, remove any paper from the tray, pinch the guide levers, and slide the guides inward.

2. Pry up the retainer with your fingertip, and then remove the retainer.



3. To engage the fine-adjustment block, pinch the levers and slide the guide lock to the left.



4. Replace the retainer and snap it into place.





5. Load the custom-size paper in the tray. The tray guides move in 1 mm increments.

### Next Steps

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- › [Return to Solutions List: How To Load Paper in Trays 1, 2, 3, or 4](#)
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