



WorkCentre 7220/7225 Support & Drivers



[Fast Track to the Expert](#) >
Contact a Technical Expert
for Remote Support

Support

Drivers & Downloads

Documentation

Videos

Contact

Home > Browse: Maintenance/Consumables, > View Content: How To Load Paper in Tray 5 (Bypass Tray) >

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

Business Development

- Tools to grow your digital printing business and increase profits
- > ProfitAccelerator™ resources

Software Version 073.xxx.xxx.xxxxx: Load Paper in Tray 5 (Bypass Tray)

1. Open tray 5 and pull out the extension tray for larger sizes. If already opened, remove any paper that is a different size or type.



2. Move the width guides to the edges of the tray.



3. 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.

4. Load the paper in the tray. Do one of the following:
 - For long-edge feed, insert letterhead and pre-printed paper face-up with the top edge toward the front of the tray. Load hole punched paper with the holes to the right.
 - Load labels face-down with the top edge toward the front of the tray.
 - Load transparencies face-down with the long edge, or stripe, leading into the printer.
 - For short-edge feed, insert letterhead and pre-printed paper face-up with the top edge leading into the printer. Load hole punched paper with the holes toward the back.
 - Load labels face-down with the top edge to the left.

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

5. Adjust the width guides until they touch the edges of the paper.



6. 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].

