# Printing on media other than standard A4 or A3 paper.

On the Xerox printers it is possible to print on many media and sizes.

The paper weight can vary from 60 to 300 gr/m2.
(Automatic double-sided to 220 gsm and automatic double-sided on coated up to 169 gsm).

The size of the paper is at least 89 x 98 mm and at maximum 320 x 483 mm.

The following paper types can be used:

Bond (60gsm - 105gsm), Card Stock (170gsm - 256gsm), Card Stock Reloaded, Custom, Envelopes, Glossy Card Stock (170gsm - 256gsm), Glossy Card Stock Reloaded, Heavyweight Card Stock (257gsm - 300gsm), Heavyweight Card Stock Reloaded Heavyweight Glossy Card Stock (257gsm - 300gsm), Heavyweight Glossy Card Stock, Hole punched, Labels, Letterhead, Lightweight, Lightweight Cardstock (106gsm - 169gsm), Lightweight Card Stock Reloaded, Lightweight Glossy Card Stock, Lightweight Glossy Card Stock Reloaded Plain, Plain-Reloaded, Preprinted, Recycled and Transparencies.


This guide has been specifically written for the Altalink C80xx models. The Versalink C400 A4 color printer has similar possibilities, but is more limited in paper weight and paper size.

The weight on the VersaLink C400 ranges from 60 up to 220 gr/m2.
(Automatic double-sided 60 up to 163 gr/m2).

The sizes of the paper on the VersaLink C400 are a minimum of 148 x 210 mm and a maximum of 216 x 356 mm.

The types of paper that can be selected on the VersaLink C400 are: Plain, Lightweight Cardstock, Cardstock, Hole Punched, Recycled, Pre-Printed, Letterhead, Bond, Lightweight Glossy Cardstock, Glossy Cardstock and Custom.

If you intend to use a VersaLink C400 for printing, choose a media type that is available on the VersaLink C400 in the printer driver.

## Resume.

Choose type and size in the print command, place the media selected in the printer driver in tray 5 and confirm it on the display. This can be done before or after releasing the print job.

## 1. Give the print command.

Paper type.

When issuing the print command, choose the type of paper on which you want to print.
Do this by clicking "File" - "Print" - "Printer Properties" and then in the "Paper" box, click on the down arrow on the right site. A menu opens, click on "Other Type" and select the type on which you want to print. In the example, the Letterhead paper type is selected.
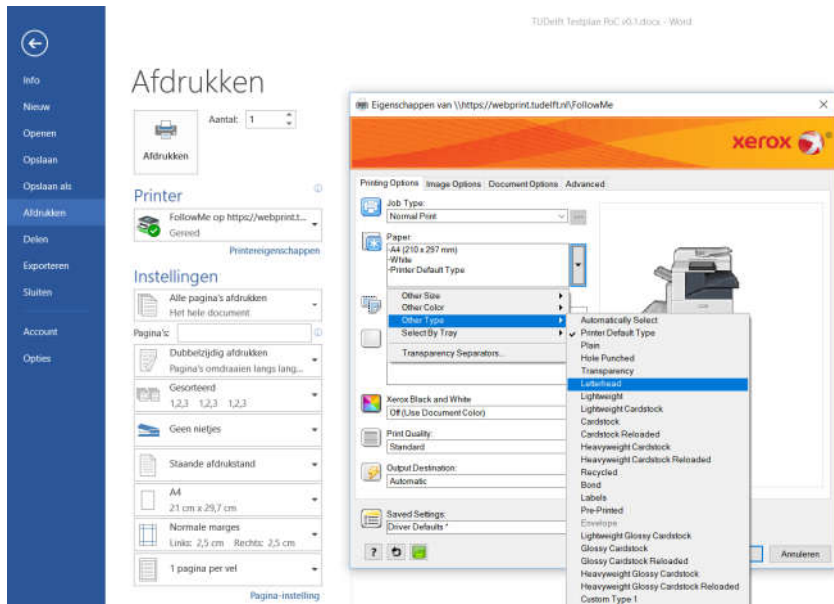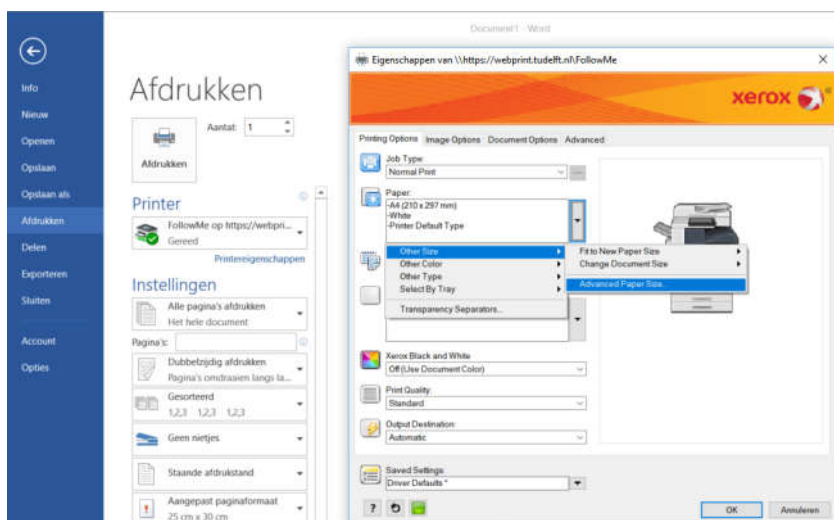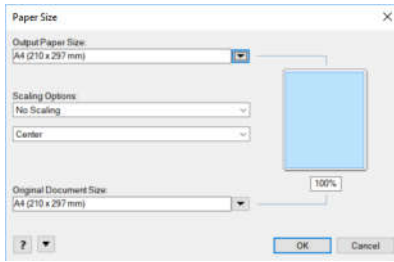
Paper size.

If the paper size of the document match one of the standard sizes in the printer driver, the driver will automatically take them over and you don't have to choose anything else. In the "Paper" box, the top line is no longer A4 (210 x 297 mm) but the size of the document, for example Letter or Tabloid. (However, not all applications pass this on to the driver, in that case choose the paper format.)
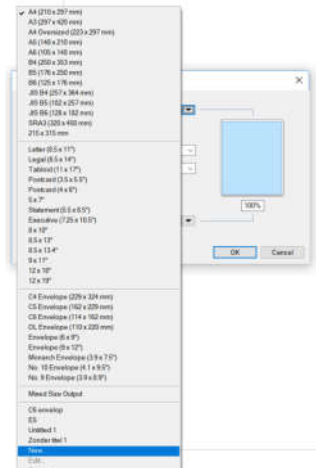
Custom sizes.

If you use a paper size that does not appear in the list, for example 250 x 300 mm, choose Other Size - Advanced Paper Size
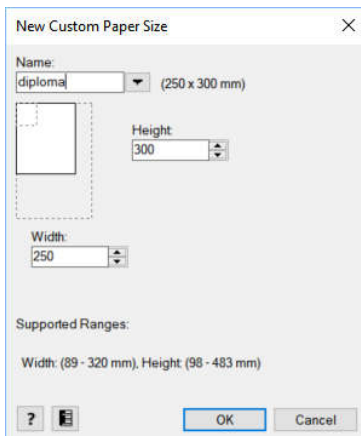


The following menu opens

Click on the arrow next to Output Paper Size and choose New from the menu



Fill in the dimensions (beware of height and width) and give it a recognizable name, in the example Diploma



Then click OK several times and give the print command.

Note: from now, you can now use this format on your PC under the given name.

The printer now "knows" that this job needs to be printed on the paper you have chosen. If the job is released on a printer where the selected paper is not loaded, the printer will ask for that paper. If the selected paper is present in tray 5, it will be selected automatically.

## 2. Set up the printer for different paper types and sizes.

Standard are the Xerox multifunctional printers at TU Delft configured for the use of A4 plain white paper in Trays 1, 3 and 4. Sometimes Tray 1 is configured for letterhead. Tray 2 is fixed to A3 plain white paper. If tray 1, 2, 3 or 4 is opened, a message will appear on the screen as below.
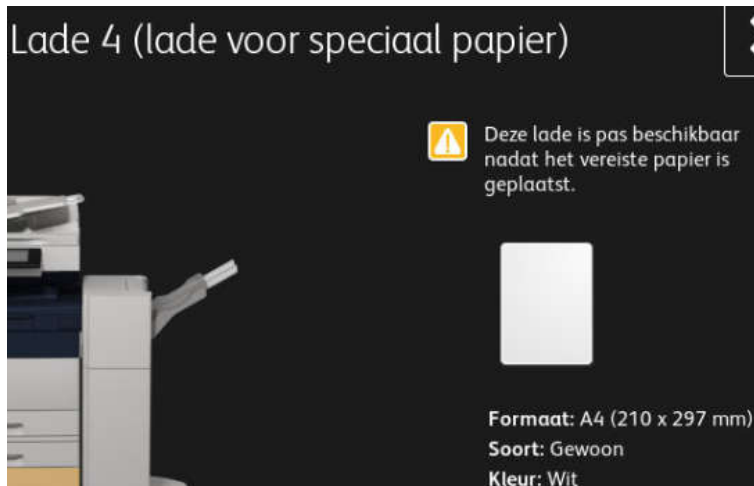


Picture in Dutch, to be replaced

It is physical possible to put your own paper (A4 or A3) in one of the drawers and select that tray for printing. However, the printer does not "know" that the paper is different and processes your paper as plain paper. With all kinds of mistakes as a result.

If paper with dimensions other than A4 (or A3 in tray 2) is placed, the printer will not accept this and will display an error message on the screen.

The manual feed (tray 5) can be set by the user for other formats, types and colours. We will use this property to reliably print on your own paper. Place your paper (maximum about 100 sheets of 80 gr/m2) in tray 5 (there are icons for letterhead and labels on the drawer)



A menu with three options for Size, Type and Colour appears on the display. Choose at Size the same setting as in the printer driver, create a new custom format if necessary, again similar to what you have made in the printer driver. For Type, choose the type of paper you specified in the printer driver. Finally, make the choice in Colour that you have made in the printer driver, probably the default White.

Close with "Confirm".

Now release the job you want to be printed on your paper.

Note. A pop-up message on the display appears and the job will be held, if a job is released and your paper is not loaded. The job will not be printed before your paper is loaded correctly (or if the user gives the printer permission to print on different paper).

Note. Even if all trays are empty, your paper will not be used for jobs that require ordinary paper. The printer only switches to a tray with the same paper type.