THE DOCUMENT COMPANY
XEROX ®

Phaser® **7300**
Color Printer

Trays and
Paper
Guide
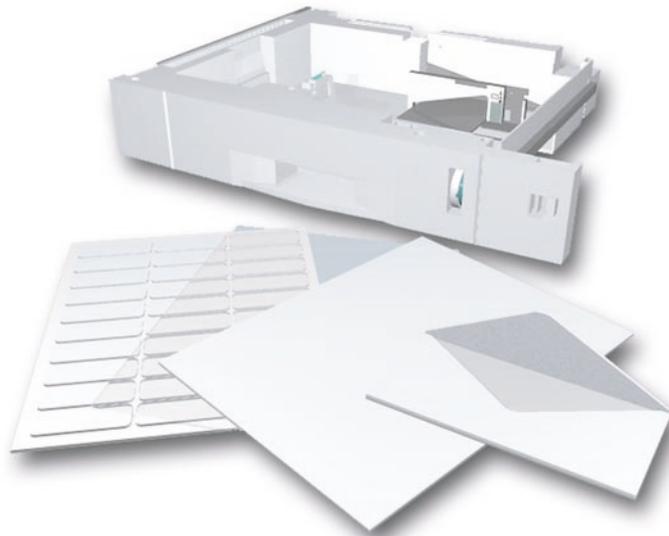
Tektronix
COLOR PRINTERS BY
XEROX

Contents

Supported Papers

A large amount of information is stored in your printer as printable pages. The following pages are samples of the printable page for this topic.

7300-58
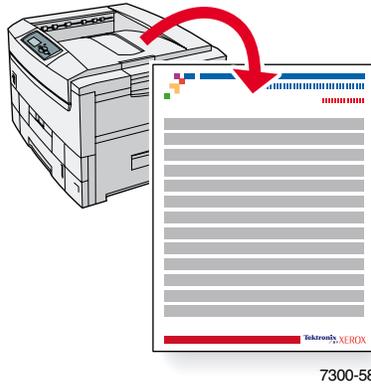
All the printable pages have this format, with color bars at the top and at the bottom of the page. Print these pages at the printer's front panel.

Accessing printable pages

Access these pages from the **Printable Pages Menu**:

1. At the front panel, scroll to the **Printable Pages Menu** using the **Down Arrow** or **Up Arrow** key and press the **OK** key.

2. Scroll to the desired printable page (such as **Paper Tips**) using the **Down Arrow** or **Up Arrow** key and press the **OK** key.

Menu Map

For a complete list of printable pages, print the Menu Map:

1. Select **Menus** on the front panel and press the **OK** key.

2. Select **Print Menu Map** and press the **OK** key.

The Multi-Purpose Tray (MPT) and other trays use only certain sizes and types of paper or transparencies. Follow these tables to ensure the best print quality and to avoid paper jams. For best results, use only **Xerox Phaser®** branded media as it is guaranteed to produce excellent results on your Phaser® 7300 Printer - the Phaser® 7300 and Phaser® media are *Made for Each Other.®*

⚠ **Caution:** Damage caused by using unsupported media is not covered by your printer's warranty.

Legend:
- ● = (output face up)
- ○ = (output face down)
- ◐ = (output)

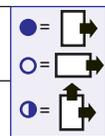| Paper Type	Tray	Letter (8.5 x 11 in.)	Legal (8.5 x 14 in.)	Tabloid (11 x 17 in.)	Tabloid Extra (12 x 18 in.)	Executive (7.25 x 10.5 in.)	Statement (5.5 x 8.5 in.)	US Folio (8.5 x 13 in.)	Custom	A4 (210 x 297 mm)	A3 (297 x 420 mm)	SRA3 (320 x 450 mm)	A5 (148 x 210 mm)	A6 (105 x 148 mm)	ISO B5 (176 x 250 mm)	B5 JIS (182 x 257 mm)	B4 JIS (257 x 364 mm)
Plain Paper 64 - 120 g/m² (17 - 32 lb Bond)	MPT	●	○	○	○	○	○	○	◐	●	○	○	○	○	●	●	○
	All Trays	●	○	○	○	○		○	◐	●	○	○	○	*		●	○
Transparency	MPT	●						◐	●								
Caution: Use only Phaser® 35-Series Transparency Film. Other transparencies may damage the printer's fuser.	Tray 1	●						◐	●								
Thin Card Stock 120 - 163 g/m² (44 - 60 lb Cover)	MPT	●	○	○	○	○	○	○	◐	●	○	○	○	●	●	●	○
	All Trays	●	○	○	○	○		○	◐	●	○	○	○	*		●	○
Thick Card Stock 163 - 203 g/m² (60 - 75 lb Cover)	MPT	●	○	○	○	○	○	○	◐	●	○	○	○	○		●	○
Labels	MPT	○						◐	○								
Letterhead 64 - 120 g/m² (17 - 32 lb Bond)	MPT	●	○	○	○	○	◐	○	◐	●	○	○	○	●	●	●	○
	All Trays	●	○	○	○	○		○	◐	●	○	○	○	*		●	○
Glossy Coated Paper 120 - 163 g/m² (81 - 110 lb Book)	MPT	●	○	○	○	○	○	○	◐	●	○	○	○	●	●	●	○
	Tray 1	●	○	○	○	○		○	◐	●	○	○	○	○		●	○
Business Cards	MPT	○						◐	○								
Greeting Cards	MPT	○						◐	○								
CD/DVD Labels and CD/DVD Inserts	MPT	○						◐	○								

Envelope
≤ 105 g/m²
You can also use custom envelope sizes.

⚠ *Caution: Use only paper envelopes. Do not use envelopes with windows or metal clasps.*

MPT:
- #10 Commercial Envelope (4.12 x 9.5 in.)
- Monarch Envelope (3.87 x 7.5 in.)
- A7 Envelope (5.25 x 7.25 in.)
- Custom
- DL Envelope (110 x 220 mm)
- C4 Envelope (229 x 324 mm)
- C5 Envelope (162 x 229 mm)
- C6 Envelope (114 x 162 mm)
- B5 Envelope (176 x 250 mm)

⚠ *Caution: Do not print on label stock once labels have been removed.* (Labels)

⚠ *Caution: Do not use glossy ink-jet paper or non-laser glossy paper as they may cause damage to the printer's fuser.* (Glossy Coated Paper)

⚠ *Caution: Do not print business card media once cards have been removed.* (Business Cards)

⚠ *Caution: Do not print label or insert media once labels or inserts have been removed.* (CD/DVD Labels)

Special   Only one special setting at a time may be selected.

Paper Type	Tray	Letter	Legal	Tabloid	Tabloid Extra	Executive	Statement	US Folio	Custom	A4	A3	SRA3	A5	A6	ISO B5	B5 JIS	B4 JIS
Light Paper 64 - 75 g/m² (17 - 20 lb Bond)	MPT	●	○	○	○	○	○	○	◐	●	○	○	○	●	●	●	○
	Tray 1	●	○	○	○	○		○	◐	●	○	○	○	○		●	○
Medium Paper 75 - 90 g/m² (20 - 24 lb Bond)	MPT	●	○	○	○	○	○	○	◐	●	○	○	○	●	●	●	○
	Tray 1	●	○	○	○	○		○	◐	●	○	○	○	○		●	○
Medium Heavy Paper 90 - 105 g/m² (24 - 28 lb Bond)	MPT	●	○	○	○	○	○	○	◐	●	○	○	○	●	●	●	○
	Tray 1	●	○	○	○	○		○	◐	●	○	○	○	○		●	○
Heavy Paper 105 - 120 g/m² (28 - 32 lb Bond)	MPT	●	○	○	○	○	○	○	◐	●	○	○	○	○	●	●	○
	Tray 1	●	○	○	○	○		○	◐	●	○	○	○	○		●	○

* Tray 1 only

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Paper Type	Phaser® Branded Media	Size	Part Number
Plain Paper	Premium Color Printing Paper, 500 Sheets	Letter	016-1368-00
		A4	016-1369-00
		Tabloid	016-1699-00
		A3	016-1700-00
		Tabloid Extra	016-1900-00
		SRA3	016-1901-00
Transparency	35-Series Standard Transparency, 50 Sheets	Letter	016-1894-00
		A4	016-1895-00
	35-Series Premium Transparency, 50 Sheets	Letter	016-1896-00
		A4	016-1897-00
Thin Card Stock	Premium Cover Paper, 100 Sheets	Letter	016-1823-00
		A4	016-1824-00
Labels	Color Printing Labels, 30/Sheet, 100 Sheets	Letter	016-1812-00
	Color Printing Labels, 14/Sheet, 100 Sheets	A4	016-1814-00
	Color Printing Labels, 6/Sheet, 100 Sheets	Letter	016-1813-00
	Color Printing Labels, 8/Sheet, 100 Sheets	A4	016-1815-00
Glossy Coated Paper	Glossy Coated Paper, 100 Sheets	Letter	016-1704-00
		A4	016-1705-00
	Glossy Coated Paper, 50 Sheets	Tabloid	016-1718-00
		A3	016-1719-00
		Tabloid Extra	016-1940-00
		SRA3	016-1941-00
Business Cards	Premium Business Cards, 10/Sheet, 25 Sheets	Letter	016-1898-00
		A4	016-1899-00
Greeting Cards	Premium Greeting Cards with Envelopes, 25 Sheets/Envelopes	Letter	016-1987-00
		A4	016-1988-00
CD/DVD Labels	CD/DVD Labels and Inserts	Letter	016-2011-00
CD/DVD Inserts	20 Labels and Inserts	A4	016-2026-00

Paper tips

- If excessive jams occur, flip and fan the paper in the tray or install fresh paper from an unopened ream.

- Transparencies should be fanned prior to loading.

- Other size envelopes may be printed in custom mode.

- Use only paper envelopes. Do not use envelopes with windows or metal clasps.

- Label media should be fanned prior to loading.

- Do not print on labels once a label has been removed.

See **www.xerox.com/officeprinting/7300supplies** for information on ordering supplies.

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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.

6200-46

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.
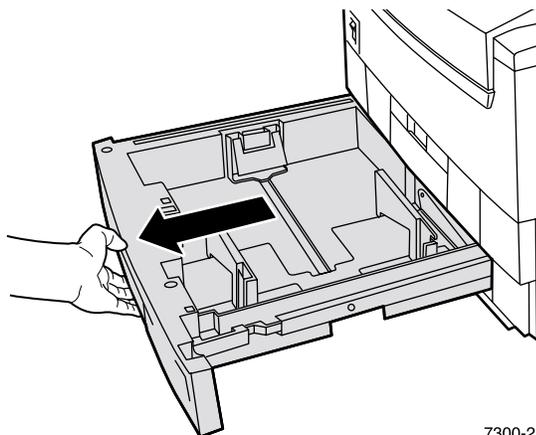
7300-21

2. If necessary, adjust the width and length guides to match the size of the paper.
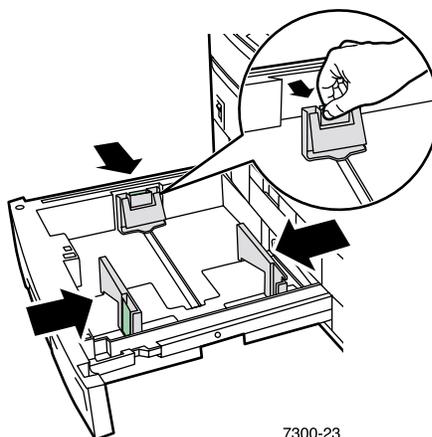
7300-23

3. Fan the paper to release sheets that are stuck together.
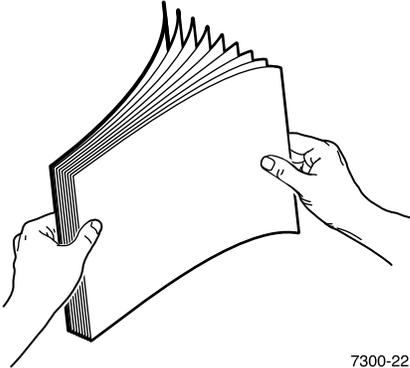
7300-22

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.
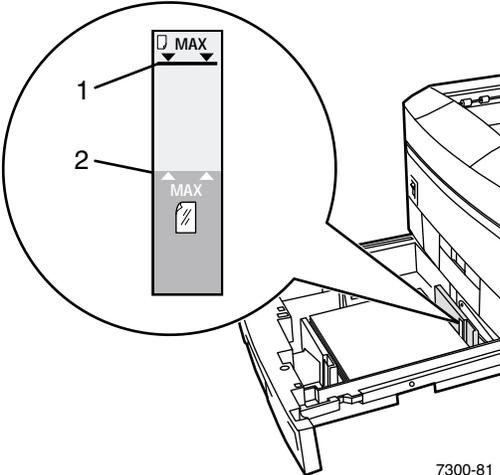
7300-81

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
■ 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 *facedown* with the top of the page at the *back* of the tray. ■ Prepunched holes should be on your *right* as you face the printer.	■ 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 *facedown* with the top of the page on your *right* as you face the printer. ■ Prepunched holes should be towards the *front* of the tray.
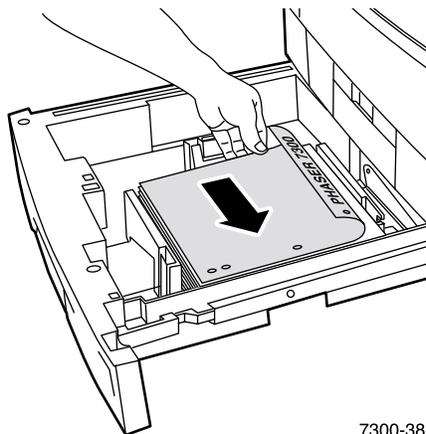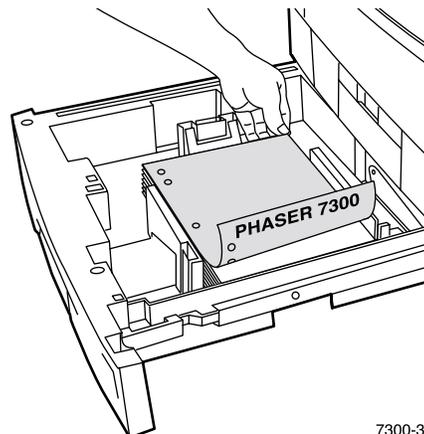
7300-38   7300-39

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.
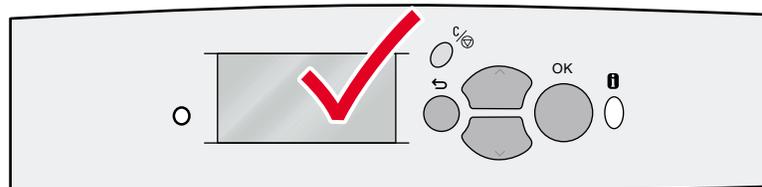
6200-45

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.
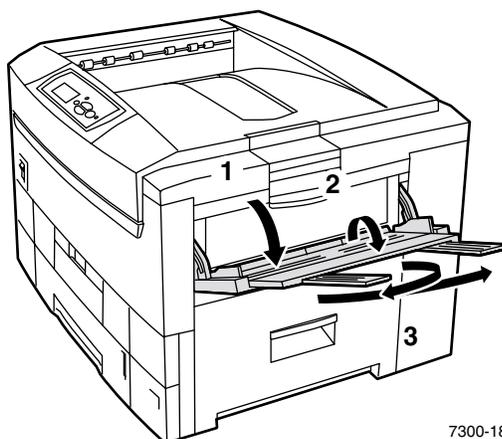
2. If printing on envelopes or specialty media, open the Left Side Output Tray and swing out the two extensions.
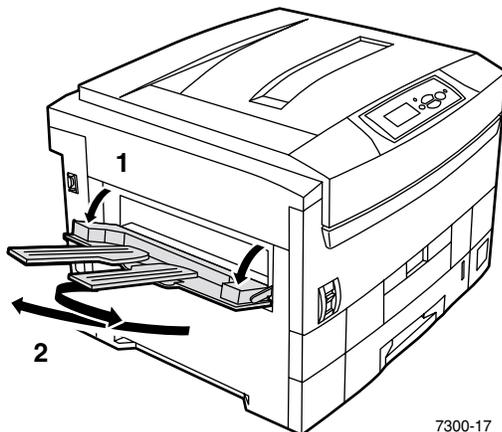
3. Insert the paper or transparencies in the Multi-Purpose Tray and adjust the width guides to match the size of the paper. Depending on the size and type of paper, load the paper long-edge feed or short-edge feed. For information on custom size paper, refer to page 11.

| Long-edge feed	Short-edge feed
■ 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 all sizes except Letter, A4, B5 JIS, and ISO B5 of most paper types.
■ Use for transparencies.	■ Use for all sizes of labels, business cards, greeting cards, CD/DVD labels, and CD/DVD inserts.
■ Place the side to be printed *faceup*.	■ Place the side to be printed *faceup* with the top of the page entering the printer *first*.
■ Prepunched holes should enter the printer *first*.	■ Prepunched holes should be towards the *front* of the printer.
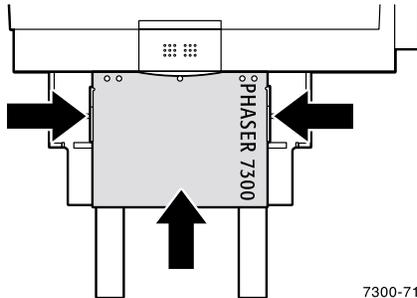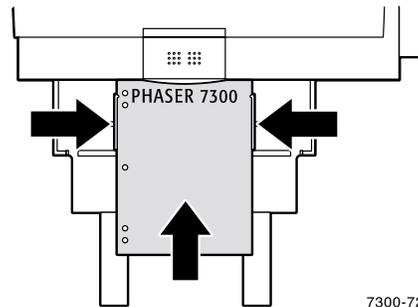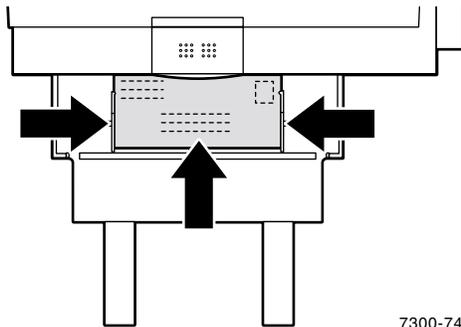
7300-71

7300-72

7300-74
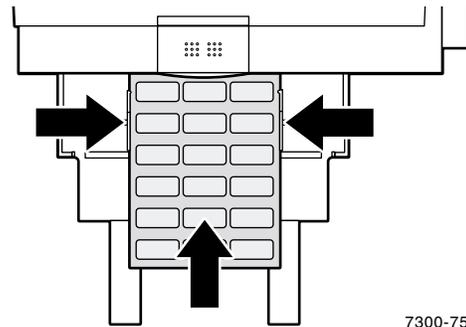
7300-75
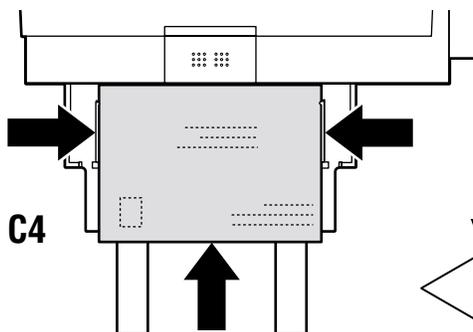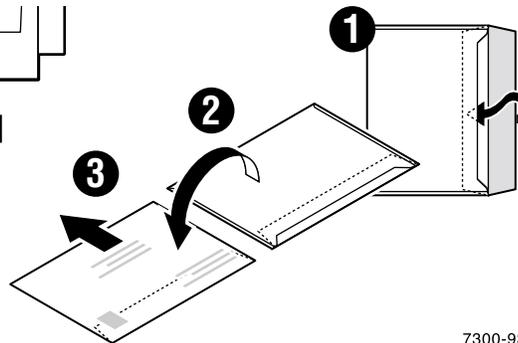
7300-93

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.

6200-45
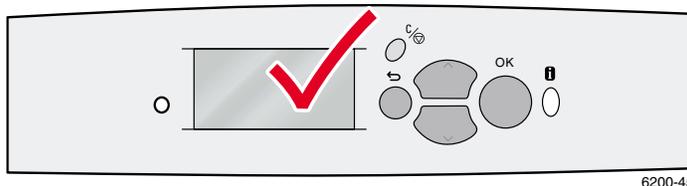
Using custom size paper

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	105 mm - 328 mm
	5.83 in. - 12.60 in.	4.13 in. - 12.60 in.
Y dimension	148 mm - 457 mm	148 mm - 914 mm
	5.83 in. - 18 in.	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*.
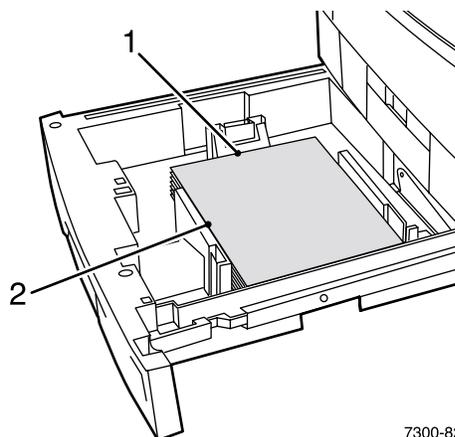
7300-82

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.
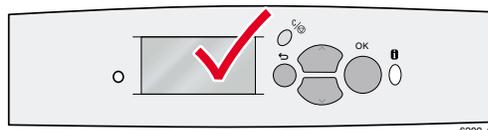
6200-45

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*.
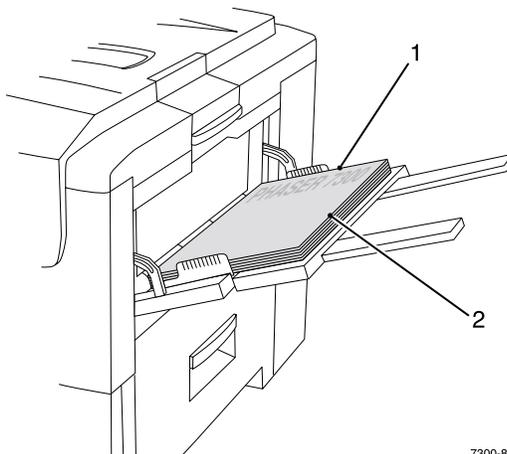
3. If your paper is over 18 inches long, open the left side output tray. See page 26.

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.
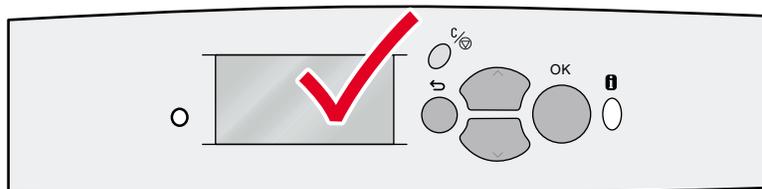
Specialty Printing

This section covers:

- Automatic 2-sided printing — see page 12.

- Manual 2-sided printing — see page 14.

- Transparencies — see page 19.

- Envelopes — see page 22.

- Labels, Business Cards, Greeting Cards, CD/DVD Inserts, and CD/DVD Labels — see page 24.

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**.

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 a 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.

Automatic 2-sided printing

To have the printer do automatic 2-sided printing (duplexing):

- The printer must have a duplex unit installed.

- The paper must be loaded in a tray. The printer will NOT do automatic 2-sided printing on paper loaded in the Multi-Purpose Tray.

- The paper must have a weight of 75-105 g/m^2 (20 - 28 lb. bond).

- The paper size must be A5 or larger. The printer will NOT do automatic 2-sided printing on paper smaller than 148 x 210 mm (5.83 x 8.27 in.).

- The paper type must be **Plain Paper**, **Letterhead**, or **Special**.

Caution

DO NOT use any specialty media (such as glossy coated paper), envelopes, or labels for automatic 2-sided printing. Any damage caused by duplexing specialty media may not be covered under your printer warranty.

For best results with automatic 2-sided printing, do not use heavy toner coverage on the even-numbered pages of your print job.

When you print any job, you can use the printer driver to select the orientation of the images on the page: **Portrait** or **Landscape**. When you print 2-sided jobs, you also select the binding preference, which determines how the pages turn; refer to the table on page 14 for the wording used in the printer drivers for binding preference.
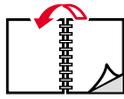
Portrait	Portrait	Landscape	Landscape
Bind on Side Edge	Bind on Top Edge	Bind on Side Edge	Bind on Top Edge
Flip on Long Edge	Flip on Short Edge	Flip on Short Edge	Flip on Long Edge

To do automatic 2-sided printing:

1. 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 more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.

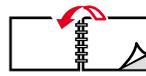| Long-edge feed	Short-edge feed
■ Use for the following sizes: Letter, A4, and B5 JIS.	■ Use for the following sizes: Legal, Tabloid (11 x 17 in.), Tabloid Extra (12 x 18 in.), Executive, US Folio, A3, SRA3, A5, A6, and B4 JIS.
■ Place the side to be printed with the odd-number pages *faceup* with the top of the page at the *back* of the tray.	■ Place the side to be printed with the odd-number pages *faceup* with the top of the page on your *right* as you face the printer.
■ Prepunched holes should be on your *left* as you face the printer.	■ Prepunched holes should be towards the *back* of the printer.

7300-85
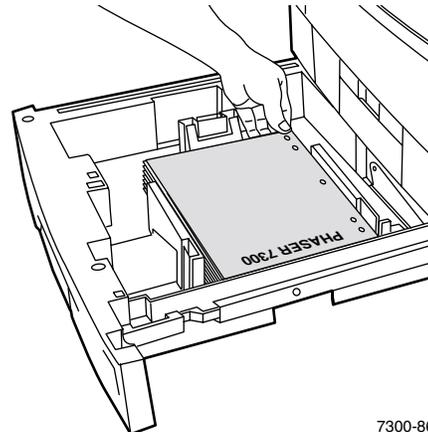
7300-86

2. In the printer driver:

   ■ Select the tray containing the paper.

   ■ Select the orientation.

   ■ Select 2-sided printing. Refer to the table on page 14 for instructions and the wording used in the printer drivers.

3. Send the job to the printer.

Setting the printer driver for two-sided printing

Macintosh **LaserWriter 8.6** or **LaserWriter 8.7**	**1.** From the **File** menu, select **Print**, and then select **Layout**. **2.** Select **Print on Both Sides**. **3.** Select a binding preference.
Windows 95, **Windows 98**, or **Windows Me**	**1.** From the **File** menu, select **Print**. **2.** Click the **Properties** button. **3.** On the **Setup** tab, select **Print on 2 Sides**. **4.** Check or uncheck **Bind on Top Edge**.
Windows 2000 or **Windows XP**	**1.** From the **File** menu, select **Print**. **2.** Click the **Properties** button. **3.** On the **Layout** tab for **Print on Both Sides (Duplex)**, select either **Flip on Long Edge** or **Flip on Short Edge**.
Windows NT	**1.** From the **File** menu, select **Print**. **2.** Click the **Properties** button. **3.** On the **Page Setup** tab for **Print on Both Sides (Duplex Printing)**, select either **Long Edge** or **Short Edge**.

Manual 2-sided printing

If the printer doesn't have a duplex unit, you can still have the printer print on both sides of the paper. However, you must have the printer print all of the odd-numbered pages first, reinsert the printed pages in the tray, then have the printer print the even-numbered pages.

You can use Trays 1 - 5 or the Multi-Purpose Tray for manual 2-sided printing.

Paper specifics

■ For the best opacity and feed reliability, use Plain Paper that is 90 g/m^2 (24 lb. bond) paper.

■ 2-sided printing on specialty paper can shorten the life of printer components.

■ For best results, do not use heavy toner coverage on side 1 of a manual 2-sided print. Increase the top margin on side 1 to at least 12 mm (0.48 in.).

■ Print quality may be degraded on the second side of manual 2-sided prints for weights ranging from 105-203 g/m^2 (>28-75 lb. bond, 58-112 lb. index).

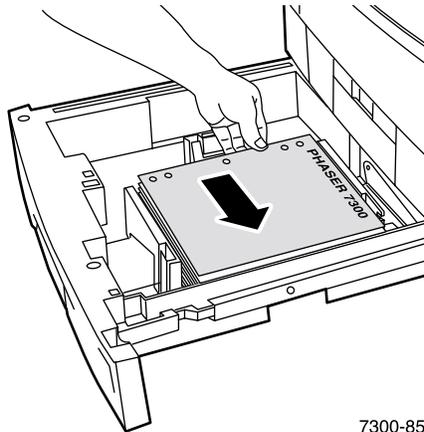# Manual 2-sided printing using Trays 1 - 5

Printing side 1

1. 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 more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.

Long-edge feed	Short-edge feed
■ Use for the following sizes: Letter, A4, and B5 JIS. ■ Place the side to be printed *facedown* with the top of the page at the *back* of the tray. ■ Prepunched holes should be on your *right* as you face the printer.	■ 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 *facedown* with the top of the page on your *right* as you face the printer. ■ Prepunched holes should be towards the *front* of the printer.
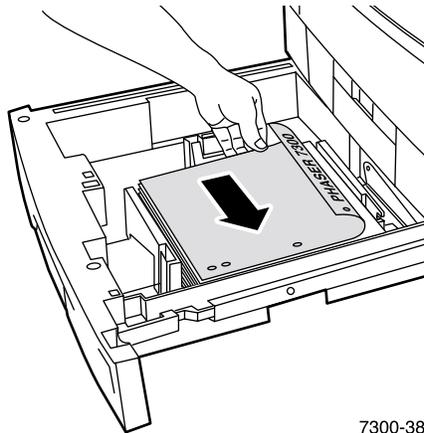
7300-38
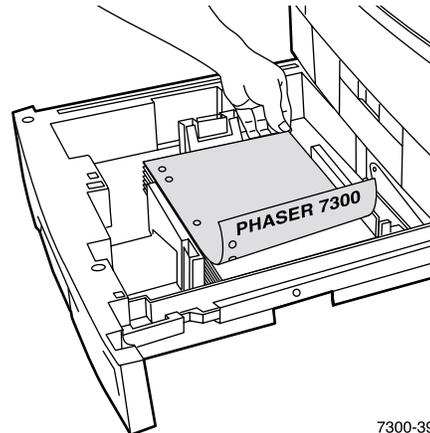
7300-39

2. In the printer driver, select the tray containing the paper.

3. Send the job to the printer so that the odd-numbered pages (side 1) are printed.

Printing side 2

1. Insert the paper printed with side 1 into the tray. Depending on the size and type of paper, load the paper long-edge feed or short-edge feed.

Long-edge feed	**Short-edge feed**
■ Place the printed side 1 *faceup* with the top of the page at the *back* of the tray; (the side to be printed is *facedown*). ■ Prepunched holes should be on your *left* as you face the printer.	■ Place the printed side 1 *faceup* with the top of the page on your *right* as you face the printer; (the side to be printed is *facedown*). ■ Prepunched holes should be at the *back* of the tray.

7300-44
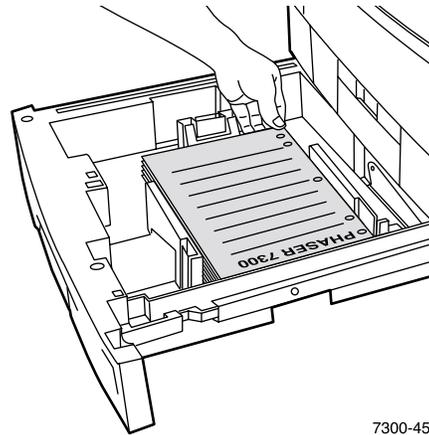
7300-45

2. In the printer driver, select the tray containing the paper.

3. Send the job to the printer so that the even-numbered pages (side 2) are printed.

# Manual 2-sided printing using the Multi-Purpose Tray

Printing side 1

1. Insert a stack of paper into the Multi-Purpose Tray. Depending on the size and type of paper, load the paper long-edge feed or short-edge feed. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.

Long-edge feed	Short-edge feed
■ Use for the following sizes: Letter, A4, B5 JIS, and ISO B5. ■ Place the side to be printed *faceup* with the top of the page at the *back* of the printer. ■ Prepunched holes should enter the printer *first*.	■ Use for all sizes except Letter, A4, B5 JIS, and ISO B5 of most paper types. ■ Use for labels, business cards, greeting cards, CD/DVD inserts and CD/DVD labels. ■ Place the side to be printed *faceup* with the top of the page entering the printer *first*. ■ Prepunched holes should be towards the *front* of the printer.

7300-71 7300-72

2. In the printer driver, select the Multi-Purpose Tray as the paper source.

3. Send the job to the printer so that the odd-numbered pages (side 1) are printed.
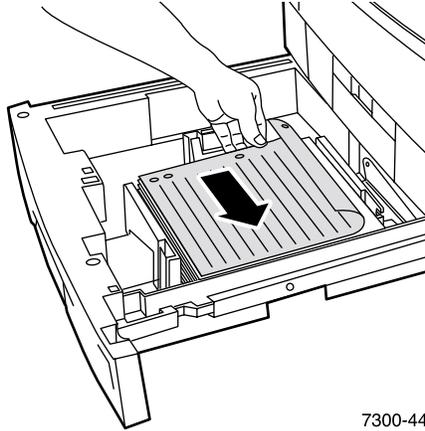
Printing side 2

1. Insert the paper printed with side 1 into the Multi-Purpose Tray. Depending on the size and type of paper, load the paper long-edge feed or short-edge feed.
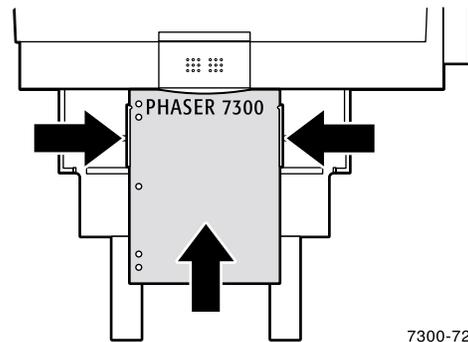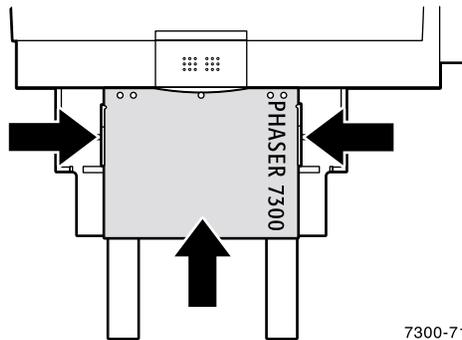
Long-edge feed	Short-edge feed
■ Place the printed side 1 *facedown* with the top of the page at the *back* of the tray; (the side to be printed is *faceup*).	■ Place the printed side 1 *facedown* with the top of the page entering the printer *first*; (the side to be printed is *faceup*).
■ Prepunched holes should be on your *right* as you face the printer.	■ Prepunched holes should toward the *back* of the printer.

7300-46

7300-47

2. In the printer driver, select the Multi-Purpose Tray as the paper source.

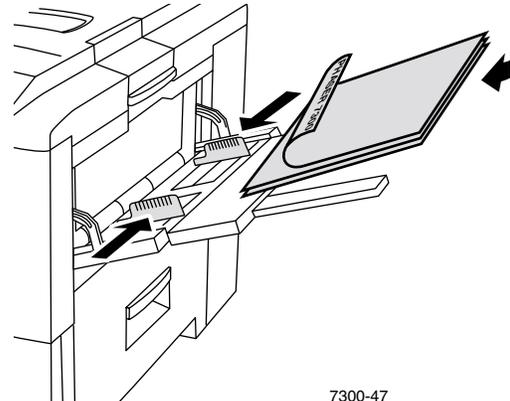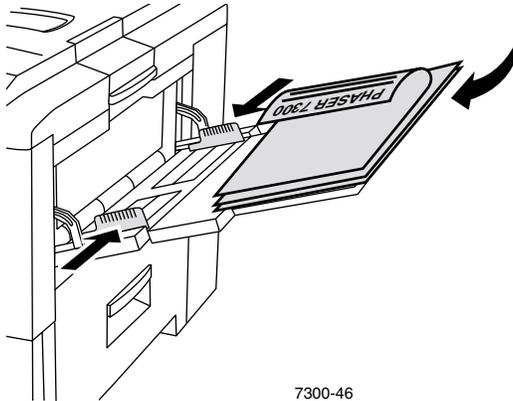3. Send the job to the printer so that the even-numbered pages (side 2) are printed.

Transparencies

Transparencies can be printed from Tray 1 or the Multi-Purpose Tray. Handle transparencies by the edges and with both hands to avoid fingerprints and creases, which can cause poor print quality.

Videos are available with instructions for loading transparencies. Videos are located on the **Interactive Documentation CD-ROM** and on the Xerox web site at: **www.xerox.com/officeprinting/7300support**

Xerox Phaser 35-Series Transparencies

Xerox recommends that you use Phaser 35-Series Transparencies, which have been specifically developed for use with this type of printer fuser.

Xerox Phaser 35-Series Transparency Film

Item	Size	Description	Part Number
Premium	A/Letter (U. S.) 8.5 x 11 in.	50 sheets	016-1896-00
Premium	A4 (Metric Letter) 210 x 297 mm	50 sheets	016-1897-00
Standard	A/Letter (U. S.) 8.5 x 11 in.	50 sheets	016-1894-00
Standard	A4 (Metric Letter) 210 x 297 mm	50 sheets	016-1895-00

To order supplies and accessories, contact your local reseller or visit the Xerox web site at: www.xerox.com/officeprinting/7300supplies

Using non-Phaser 35-Series transparency film

The printer features a unique oil-less fuser. Phaser 35-Series Premium Transparency film is designed specifically to work with the printer's fuser. If you want to use non-Phaser 35-Series transparency film, you *must* use a film that meets the following specifications:

■ Compatible with oil-less fuser systems

■ Fusing temperature: 165 degrees C

Transparency film that does not meet these specifications can produce poor image quality, produce a jam in the printer, wrap around the fuser rollers and even melt on the fuser rollers. Some non-Phaser 35-Series transparencies have paper tape on the edge that can separate in the heat of the fuser, leading to damage. Using non-Phaser 35-Series transparencies may damage the fuser. Damage caused by using non-Phaser 35-Series transparencies might not be covered under the warranty, service agreement, or Total Satisfaction Guarantee.

Note

Xerox and Xerox Phaser transparency films developed for other Xerox printers and copiers are not meant to be used with this printer. Using non-Phaser 35-Series transparencies may damage the fuser and might not be covered under the warranty.

Printing transparencies from Tray 1

1. Insert the transparencies long-edge feed into the tray. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.
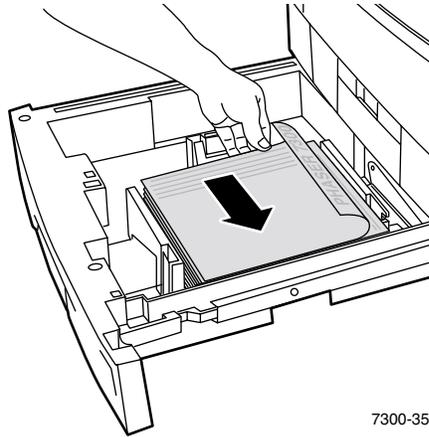
7300-35

2. Do not load transparencies above the transparency fill line (2), because it may cause a jam.
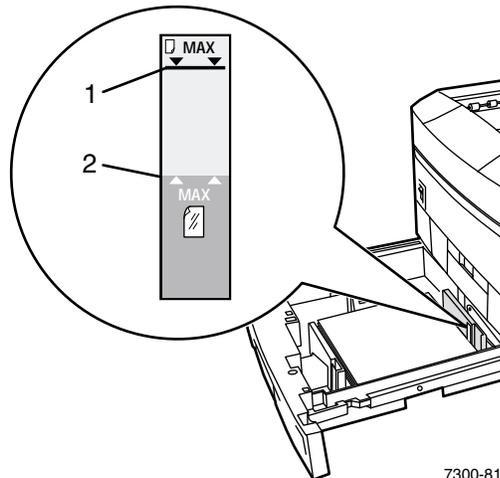
7300-81

3. When the front panel prompts you to confirm or change the selected paper type:

    a. Press the **Down Arrow** key to scroll to **Change**, then press the **OK** key.

    b. Scroll to **Transparency** and press the **OK** key to save your selection.

4. In the printer driver, either select **Tray 1** as the paper source or select **Transparencies** as the paper type.

Printing transparencies from the Multi-Purpose Tray

1. Insert the transparencies long-edge feed into the Multi-Purpose Tray; (maximum capacity is 50 sheets). For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.
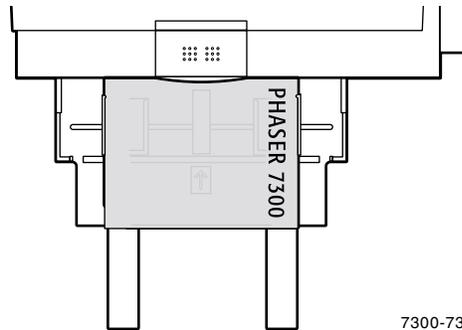

7300-73

2. When the front panel prompts you to confirm or change the selected paper type and size:

   a. Press the **Down Arrow** key to scroll to **Change**, then press the **OK** key.

   b. Scroll to **Transparency** 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.

3. In the printer driver, either select **Multi-Purpose Tray** as the paper source or select **Transparencies** as the paper type.

Envelopes

## Guidelines for envelope printing

- Envelopes can only be printed from the Multi-Purpose Tray.

- Use only paper envelopes.

- Do not print on the back of the envelope.

- Keep unused envelopes in their packaging to avoid the effects of moisture and dryness, which can affect print quality and cause wrinkling.

- Many applications include a tool for creating an envelope document. For example, Microsoft Word includes an **Envelopes and Labels** feature in the **Tools** menu. Be sure to:
  - Select *faceup*.
  - Select the feed method with the image centered.
  - Clear **Clockwise Rotation**.

- Load a maximum of 10 envelopes at a time. This printer is not designed to handle high-capacity production envelope printing.

- Envelopes may wrinkle depending on weight and stiffness of the envelope.

Caution

Never use envelopes with windows or metal clasps; they can damage the printer. Damage caused by using unsupported envelopes might not be covered by your printer's warranty.

Printing envelopes

1. Insert the envelopes long-edge feed into the Multi-Purpose Tray. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.

Most envelopes	C4 envelopes
■ Place the side to be printed *faceup* with the envelope flap closed, but not tucked in.	■ Place the side to be printed *faceup* with the envelope flap closed and *tucked in*.
■ Have the top of the envelope enter the printer *first*.	■ Have the top of the envelope enter the printer *last*.
■ Maximum capacity is 10 sheets	■ Maximum capacity is 10 sheets
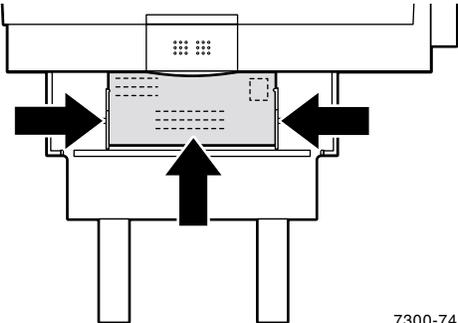
7300-74
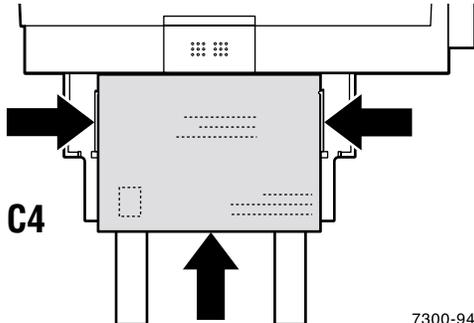
7300-94

2. When the front panel prompts you to confirm or change the selected paper type and size:

    a. Press the **Down Arrow** key to scroll to `Change`, then press the **OK** key.

    b. Scroll to `Envelopes` and press the **OK** key to save your selection.

    c. Scroll to the correct envelope size and press the **OK** key to save your selection.

6200-45
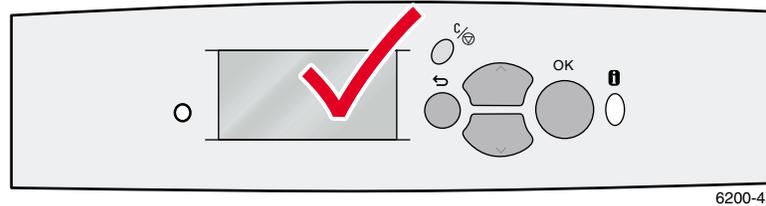
3. Open the Left Side Output Tray.

4. In the printer driver, either select **Multi-Purpose Tray** as the paper source or select **Envelopes** as the paper type.

5. Make a test print from your application to confirm that the orientation of your envelope is correct.

Labels, Business Cards, Greeting Cards, CD/DVD Inserts, and CD/DVD Labels

Labels, business cards, greeting cards, CD/DVD inserts, and CD/DVD labels can only be printed from the Multi-Purpose Tray. The number of sheets that can be loaded depends on the item.

Item	Maximum number of sheets
Labels	50
Business cards	25
Greeting cards	25
CD/DVD labels	50
CD/DVD inserts	25

Refer to the *Supplies* section of the *Support Guide* on the **Interactive Documentation CD-ROM** for information on part numbers for ordering these items. To order supplies and accessories, contact your local reseller or visit the Xerox web site at: www.xerox.com/officeprinting/7300supplies

Guidelines

- If any of the labels, cards, or inserts on a sheet are missing, do not use that sheet; it may damage printer components.

- Keep unused labels, cards, and inserts sealed in their original packaging to avoid moisture and dryness problems, which can cause poor print quality.

- Store unused labels, cards, and inserts flat in their containers.

- Rotate stock frequently. Long periods of storage can cause the labels, cards, and inserts to curl and jam the printer.

- Use the Multi-Purpose Tray for 2-sided printing of labels, cards, and inserts. See "Manual 2-sided printing" on page 14.

Printing labels, business cards, greeting cards, CD/DVD inserts, and CD/DVD labels

1. If printing on labels and your application has a setting for labels, use it as a template. Templates for greeting cards, etc. are available at the Color Connection web site at: www.colorconnection.xerox.com

2. Insert the sheets short-edge feed into the Multi-Purpose Tray. Place the side to be printed *faceup* with the top of the sheet entering the printer *first*. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.


7300-75
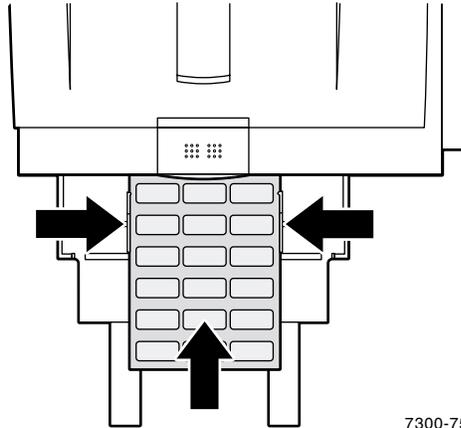
3. When the front panel prompts you to confirm or change the selected paper type and size:

    a. Press the **Down Arrow** key to scroll to **Change**, then press the **OK** key.

    b. Scroll to the correct type and press the **OK** key to save your selection.

    c. Scroll to the correct size and press the **OK** key to save your selection.

4. Open the Left Side Output Tray.

5. In the printer driver, either select **Multi-Purpose Tray** as the paper source or select the paper type.

Output Trays

You can send output to the following trays:

Top Output Tray

- Default output destination.
- Delivers output facedown.
- Can be used for paper up to 18 inches (450 mm) long.
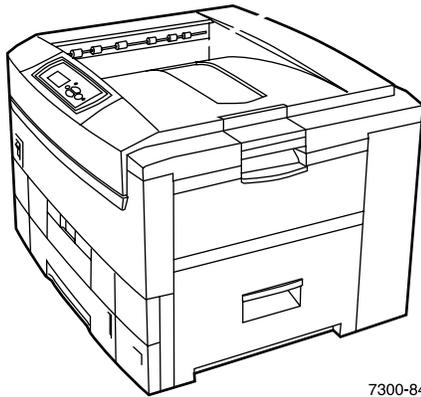
Left Side Output Tray

- Delivers output faceup.
- Keeps the paper flat so is always used for printing on envelopes, labels, business cards, and other specialty media.
- Must be used when you print on paper that is over 18 inches (450 mm) long.
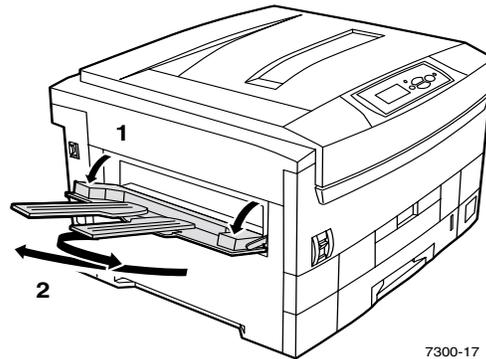
To change the default output destination on the front panel:

1. With **Menus** highlighted, press the **OK** key.
2. Scroll to **Printer Setup Menu** using the **Up Arrow** or **Down Arrow** key.
3. Press the **OK** key.
4. Scroll to **Job Defaults Menu** and press the **OK** key.
5. Select **Set Paper Destination** and press the **OK** key.
6. Select either **Top Output Tray** or **Left Side Output Tray** and press the **OK** key.

The output goes to the default tray unless specifically changed in the printer driver.

Note

> When you select the Left Side Output Tray as the paper destination and the Left Side Output Tray is not open, the printer displays an error message on the front panel that the job will not print until the Left Side Output Tray is opened.

Offsetting output

When you send output to the Top Output Tray, you can also select offsetting. Offsetting separates print jobs or collated sets of a single job by approximately 24 mm (.8 in.) in the output tray.

Note

> If you send output to the Left Side Output Tray, the printer does not offset the output.
>
> You must have a hard drive to have the printer offset collated sets.

You can switch job offsetting on or off on the front panel:

1. With **Menus** highlighted, press the **OK** key.
2. Scroll to **Printer Setup Menu** using the **Up Arrow** or **Down Arrow** key and press **OK**.
3. Scroll to **Job Defaults Menu** and press the **OK** key.
4. Scroll to **Job Offset**.
5. Select either **On** or **Off** by pressing the **OK** key.

Note

> If you change job offsetting in your printer driver, this overrides the front panel setting for your print jobs.

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