





Xerox B7030 Apps Quick Reference Guide

UF UNIVERSITY of FLORIDA



XEROX VersaLink 7000 The Control Panel Features

The tiltable Control Panel consists of the Touch Screen, Built-in Speaker, which emits sounds for a range of events, and Hard Buttons.



1. **Power Button**: The Power Button enables you to power the device on and off.

The white LED backlight indicates if the device is on, off, in low power or sleep modes.

- 2. Home Button: The Home button returns you to the Home screen of the user interface.
- 3. NFC Indicator: The NFC Indicator is displayed if Near Field Communication is enabled.
- 4. **Touch Screen**: The capacitive touch screen enables you to interact with the device by using very light finger touches.
- 5. **Status LED**: The color of the Status LED provides a visual indication of the status of the device.

It Flashes BLUE if:

- a. A user has swiped a card for authentication
- b. The device is powering on
- c. A print job, copy job, or receive-fax job has completed
- d. A mobile client is using AirPrint to locate the device

It flashes AMBER if:

- a. The device has an error or shows an alert (levels of toner, staples or waste). The LED flashes
- b. on and off to indicate a more serious condition, which can require a call for service.
- c. The device requires user attention. The LED fades in and out to indicate a less serious condition.



XEROX VersaLink B7000 Powering OFF and ON

The printer has a single multifunction button on the control panel. The Power/Wake button restarts, powers up, or powers down the printer. This button also enters and exits low-power mode, and flashes when the printer is in power-saver mode.

CAUTION: Do not unplug the power cord while the printer powers Off or On.

Powering Off:

• At the printer control panel, press the **Power/Wake** button, then touch **Power Off**..



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• Open the front door, then press the power switch Off.



Power On:

- Open the front door, then press the power switch **On** position.
- On the Control Panel, press the **Power/Wake** button (1).

The following Power Off options are available:

- **Cancel:** Power off options are cancelled and the device is available for use.
- **Restart:** The device restarts. Any jobs in progress are deleted.
- Sleep: Sleep Mode is a power saving state that extends the device's energy saving capability.
- **Power Off:** The device powers off. Any jobs currently in the print queue are deleted. Any jobs in the queue are retained.



XEROX 7000

Paper Trays 1, 2, 3, 4, and Bypass Tray 5

Features:

- Fully Adjustable or Dedicated trays.
- Paper and Media Types: Plain, Bond, Hole-punched, Letterhead, Pre-printed, Recycled, Labels, Lighwteight Cardstock, Cardstock, Heavyweight Cardstock.
- High capacity: Dedicated paper trays [3 & 4] are primary feeders for the most commonly used media.

Loading Trays 1 & 2 or 1, 2, 3, 4:

- 1. Pull out the tray until it stops.
- Before loading paper > fan the edges to separate sheets that may be stuck together.
- 3. If required, move the paper tray guides out to load paper.
- Load paper against the left side of the tray > Do not load paper above the MAX fill line.
- Adjust the guides so they touch the edges of the stack > Confirm or change settings.

Loading Trays 3 & 4 [High capacity]:

- 1. Pull out the tray 3 or 4 until it stops > Wait for the tray to lower and stop.
- 2. Before loading paper, fan the edges to separate sheets that may be stuck together.
- 3. If required, move the paper tray guides out to load paper.
- 4. Stack the paper against the left rear corner of the tray > **Do not** load paper above the **MAX** fill line.
- 5. Close the tray > Confirm or change settings



- 1. Lower Tray 5 on the left side of the device > pull out the extension tray for larger paper.
- 2. Move the paper tray guides out to the edges of the tray.
- 3. Load paper in the tray > **Do not** load paper above the **MAX** fill line.
- 4. Adjust the width guides against the edges of the paper.
- 5. Change [Size, Type, Color] OR/AND > Confirm Settings.













XEROX Replacing Consumables

- Consumables are supplies that are depleted during the operation of the device which can be configured to display an alert on the touch screen and send an email alert if a consumable needs replacing.
- > If an alert is displayed, please reorder the consumable.
- If an error message is displayed, you should replace the consumable. If output quality deteriorates, check the status of the consumables.
- > Genuine Xerox consumables are specially formulated to provide the best quality.
- Follow the instructions on the touch screen or use the instructions provided with the consumable. For guidance, information labels colored orange are affixed to parts of the device.



Toner Cartridge

Drum Cartridge





Paper Path Jam



XEROX Troubleshooting

- In the event of a fault with the device, a message is displayed on the touch screen and the Status LED on the control panel flashes AMBER or RED.
- > Instructions are provided on the touch screen device to enable you resolve the problem



- 1. The fault screen indicates the location of the missfed paper and the paper path.
- 2. For guidance, the paper path and clearance areas are colored GREEN.
- 3. Information labels colored GREEN are affixed to parts of the device.



Paper Jam Locations

- 1. Door B
- 2. Bypass Tray
- 3. Door A
- 4. Door C
- 5. Document Feeder
- 6. Document Feeder Output Tray
- 7. Finisher Areas
- 8. Paper Trays 1 to 4





XEROX Copy and Settings – B&W



🛃 Admin	Сору		G.	Star
	1	2	3	
1	4	5	6	
	7	8	9	
		0	×	
2-Sided			1→1 9	sided
			Auto S	alact

2-Sided Copying

- 1 >1 Sided scans only one side of the originals and produces 1-sided copies.
- 1 >2 Sided scans only one side of the originals and produces 2-sided copies.
- 2 >2 Sided scans both sides of the originals and produces 2-sided copies
- 2 >1 Sided scans both sides of the originals and produces 1-sided copies.

Paper Supply

- Manually select a paper tray by touching the tray
- More... Allow you to view all paper trays

Collated

• **Collated** - Default setting (1,2,3,1,2,3)

Reduce/Enlarge

- Reduce/Enlarge Selection of Preset or manual ratios for standard paper sizes
- [100%] Enter a ratio from 25% to 400% using the 10 key pad

Original Type - Select Photo, Photo/Text, Map, Magazine or Newspaper, More.

Lighten / Darken, - Adjust the Lightness / Darkness of the document being scanned.

Sharpness and Saturation – Default setting Normal.

Auto Background Suppression: Removes unwanted shading from originals with second side show through or colored backgrounds

Edge Erase – Allows change to the edge deletion parameter on copies (All Edges or Individual Edges)

Original Size - Select Custom Scan Area (Manual input of Original size) or Mixed Size Originals

Image Shift - Able to adjust accurately the position of the scanned image. (Up/Down, Right/Left).

Book Copying – Allows copying pages from a bound original

Booklet Creation – Create pamphlets (fold and staple requires booklet finisher)

Front Cover – Covers, Inserts and Exception pages.

Annotations - Allow Page Numbers, Comments, the Date and Bates Stamps to be added to output documents.

Page Layout - Allows 2 Pages, 4 Pages, or 8 Pages to be combines into a single side of the paper.

Reset – Resets all features to their default settings.

Save – Allows user to select Save as New Preset or Save Defaults.

Customize – Allows user to re-organize the feature list of an app Feature List or Presets, or Remove App Customization.





XEROX Scan To Email



Log In	Email	Send
То:		2
Xerox Scan		
ට Xerox Scan[Date & Time].pdf	.pdf
O Preview		

- 1. Touch the [Email] icon > Touch the Address book button > Select Favorites icon or Contacts button > select your name >
- 2. **[If required]** select any of the **settings** below, **OR** > Touch the Send button.

[SETTINGS]:

Add Recipient: - Select to add additional recipients (email(s)

Subject: - Add your personal subject text.

U Attachment – Name the scanned image.

.pdf File Format: PDF (1 multi-page), PDF/A, .XPS, TIF, JPEG, More - PDF (1 File per Page- Uncheck 🖺 Combine Files

Preview – To view a simple image and allows the users to rotate and add additional pages prior to sending scan jobs.

Output Color - Select Auto Detect, Black & White, Grayscale or Color.

2-Sided Scanning – If your original pages are 2-Sided.

Original Type – Select, Text, Photo&Text, Photo.

Lighten / Darken, - Adjust the Lightness / Darkness of the document being scanned.

- Original Orientation Select Portrait or Landscape.
- Original Size Select Auto Detect, Preset Scan Area, Custom Scan Area (Manual input of Original size) or Mixed Size Originals (valid pairs of different paper sizes: 8.5x11" & 8.5x14)

Remove Blank Pages - Select this to Ignore Blank Pages when scanning 2-Sided originals

Message - Allows you to add a text message to accompany the transmitted images.

Reset – Resets all features to their default settings.

Save – Allows user to select Save as a 1-Touch App, Save as New Preset or Save Defaults.

Customize – Allows user to re-organize the feature list of an app **Feature List** or **Presets**, or **Remove App Customization**.





XEROX VersaLink Basic Fax





- 1. Touch the [Fax] icon > Touch Enter Fax Number field > type the fax number > OR
- 2. Click the Address book icon > Select Favorites or Contacts > select your desired contact(s) >
- 3. **[If required]** select any of the **settings** below, **OR** > Touch the Kenter button.

[SETTINGS]:

Preview – To view a simple image and allows the users to rotate and additional pages prior to sending scan jobs. 2-Sided Scanning – If your original pages are 2-Sided. Original Type – Select, Photo/Text, Photo, Text, Map, or Newspaper/ Magazine. Lighten / Darken, - Adjust the Lightness / Darkness of the document being scanned. Sharpness – Default - Normal. Sharpen Text Images, Soften Photos Original Size – Select Auto Detect, Preset Scan Area, Custom Scan Area (Manual input of Original size) or Mixed Size Originals Resolution – Increase or Decrease the scan resolution (72 dpi to 600 dpi) Remove Blank Pages – Select this to Ignore Blank Pages when scanning 2-Sided originals Book Faxing - Allows scanning images from books, magazines or other bound documents for faxing. Transmission Header Text – Enter Name and telephone number of Sender. **Delay Send** – Allows you to delay the time for up to 24hours for the printer to send your fax job. Priority Send – Allows you to identify urgent faxes. Priority faxes are sent first. Manual Send – Enable the fax modem speaker temporarily. Helpful to dial international numbers or to wait for specific audio tone Reset – Resets all features to their default settings. Save – Allows user to select Save as New Preset or Save Defaults. **Customize** – Allows user to re-organize the feature list of an app **Feature List** or **Presets**, or **Remove App Customization**.





XEROX VersaLink Scan To (Email | Folder)





- 1. Touch the [Scan To] icon >
- 2. Select the Favorites or Contacts box > select one or multiple destinations >
- 3. Touch OK >
- 4. [If required] Select Settings below to produce the best quality image output, OR > Touch the scan button..

[SETTINGS]:

Add Recipient: - Select to add additional recipients (email(s)

O Attachment – Name the scanned image.

Pdf File Format: PDF (1 multi-page), PDF/A,, TIF, JPEG, More - PDF (1 File per Page- Uncheck Combine Files

Preview – To view a simple image and allows the users to rotate and add additional pages prior to sending scan jobs.

Output Color – Select Auto Detect, Black & White, Grayscale or Color.

2-Sided Scanning - If your original pages are 2-Sided.

Original Type – Select, Text, Photo&Text, Photo.

Lighten / Darken, - Adjust the Lightness / Darkness of the document being scanned.

Original Orientation – Select Portrait or Landscape.

Original Size - Select Auto Detect, Preset Scan Area, Custom Scan Area (Manual input of Original size) or Mixed Size Originals

Remove Blank Pages - Select this to Ignore Blank Pages when scanning 2-Sided originals

Message – Allows you to add a text message to accompany the transmitted images.

Reset – Resets all features to their default settings.

Save – Allows user to select Save as a 1-Touch App, Save as New Preset or Save Defaults.

Customize – Allows user to re-organize the feature list of an app **Feature List** or **Presets**, or **Remove App Customization**.



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Adding / Editing Contacts in the Address Book at the Control Panel



Address Book App allows you to create and maintain a list of individual contacts in one place, each associated with an email address, or fax number. You can store a maximum of 2000 contacts. Or can store up to 250 Fax Groups and 250 Email Groups. Each Group can hold up to 500 members.

Adding Contacts in the Address Book at the Control Panel

- 1. From the Home screen > Touch Address Book icon >
- 2. Touch the Add ¹ icon > select Add Contact.
- In the appropriate field > enter the Contact 's First Name, Last Name, OR CompanyName.
- Touch the Star ¹/₂ icon to mark as a Favorite 1 >
- To Add an Email address > touch Add Email to enter the email address > touch Enter > Go to Step 7.
- To Add a Fax number > touch Add Fax to enter the fax number > touch Enter > Go to Step 7.
- 7. To **Save** your new contact > touch **OK**.
- 8. Repeat steps 2-6 to add the next contact.
- 9. Press the Home button to Exit.



Editing or Deleting Contacts in the Address Book at the Control Panel

- 1. From the Home screen > Touch Address Book icon >
- 2. From the Address Book list > touch the desired contact name > touch Edit.
- 3. Touch the **field** that you want to **update** and **edit** as needed > touch **Next** or **OK**.
- 4. To Save your contact changes > touch OK.
- 5. To **Delete** a contact > touch **Delete Contact** > touch **Delete**.
- 6. Press the Home button to Exit



XEROX ID Card Copy and Settings

Copy both sides of an ID card or small document onto one side of the paper.



- 1. Touch the ID Card Copy icon
- Side 1: Place the front of the ID card face down in the top left corner of the Document Glass. [If necessary > If required > select image-quality settings below]. > Select 8.5 x 11" tray
- 3. Touch the **Scan Front** button to scan the first side of the document. > Lift the Document Cover.
- 4. The device displays a message when ready to scan the back of the ID card.
- Side 2: Place the back of the ID card face down in the top-left corner of the Document Glass.
 [If required > select image-quality settings below].
- 6. Touch **Scan Back**. Both sides of the card are copied onto one side of paper.

[SETTINGS]:

We are a select the select the required number of copies.

Output Color – [Available only with Color MFDs]

- Auto Detect Color of the original is detected and the output settings adjust to match.
- Black and White create black and white copies.
- **Color** Create Color copies.

Reduce/Enlarge - Select 100%, 133%, 164% or Proportional.

Paper Supply –Select a paper tray from the listed sizes (8.5 x 11" up to 11 x 17").

Original Type – Select Photo/Text, Photo, or Text.

Lighten / Darken, – Adjust the Lightness / Darkness of the document being scanned.

Auto Background Suppression: Removes unwanted shading from originals with second side show through or colored backgrounds.

Reset – Resets all features to their default settings.



XEROX VersaLink JOBs App

Controlling Jobs



The **Jobs** App enables you to control jobs on the device to ensure the efficient and effective use of resources.

There are **different types** of jobs **Copy**, **Print**, **Scans**, **Fax**. You can view the status of jobs, **Pause** and **Delete** jobs.

Jobs List

The queue of **Active jobs** sent to the device is shown at the top of the jobs list.

Completed jobs are dimmed.

The **Active job** sent most recently to the device is displayed as the last entry. As a job in the queue is processed, its status is updated.

To **View** the details of an active job in the queue or to **Delete** it, **touch** the **entry**.

A job can be temporarily stopped from printing ('held'



Personal & Secure Jobs

A list of folders containing print jobs that have been sent to the device and then stored in a folder with a **secure passcode number**.

Saved Jobs

Print jobs that have been **saved** for reprinting.



🖳 Log In 🤤 Ja	obs
PS Initialize - PS Initial Completed:	ize Job 00146
W538R27C- Poster_A	4.pdf
W538R27C – Poster_A4 Completed: 1 Page:	4.pdf
W538R27C – MyFirstSo Completed: 1 of 1 Set Comp	avedJob leted
W538R27C - MyFirstSc	lvedJob
Personal & Secure Jobs	Saved Jobs



XEROX VersaLink DEVICE App

Device Status Information



The **Device** App enables you to obtain information about the status of the device. Up-to-date status information about paper trays, consumables and current faults is provided. The app also provides tools which enable you to configure the device.



General information about the device, such as the customer support, serial number and software version. If a fax card is installed the fax number is also displayed here. Under **About**, the Information Pages feature enables you to print a Configuration Report.



Current Faults and Alerts on the device are displayed in the Notifications window.

The History button enables you to view a history of faults on the device..





Status information about consumables. The operational condition or the percentage remaining before a replacement is required is shown for each item.

By touching an item, you can view the number of pages remaining and information about reordering. Wait until about 5% of a consumable remains before replacing it.

< Supplies	
C Cyan	95%
Magenta	95 %
Y Yellow	95 %
Black	95 %
Drum Cartridge	99%



XEROX Basic Printing Options

JOB TYPE:

- Secure Print Send a print job with a Secure Password to release at printer
- Sample Set Prints 1 complete set to review, then release all
- **Personal Print** Store a job on the printer, then print it from the control panel.
- Saved Job.. Save job(s) on the printer (Public or Private) Folder to Re-Print from the control panel
- Fax Fax a document from your workstation (fax kit required)

PAPER: NOTE: Both Type and Color must match the paper tray settings at the printer.

- Paper Size To Reduce or Enlarge to a standard paper size
- White (Color) Select paper tray setting color other than white.
- Printer Default Type Select other type of paper than plain <u>2-SIDED PRINTING:</u>
- 1-Sided Print
- 2-Sided Print
- **2-Sided Print flip on short edge** (used for landscape and tablet style documents)
- FINISHING: (available ONLY with installed finisher)
- Staple
- Hole Punch
- Booklet Creation

XEROX BLACK AND WHITE: (Applies ONLY to COLOR MFDs)

- Off: Document prints in color.
- On: Document prints in black and white only.

PRINT QUALITY: (Applies ONLY to COLOR (PostScript driver)

- **Standard**: Produces crisp, bright prints at high speed and is **ideal** for **black text**. Standard mode provides the best trade-off between performance and image quality for most jobs.
- Enhanced: Provides the best overall image quality for CAD applications and fine detail. Lines and edges are enhanced for smoothness. Black and dark colors are enhanced for richness.

OUTPUT DESTINATION: (available **ONLY** with installed finisher)

• Automatically Select: The device sends the output to a destination based on your selections in the printer driver

Saved Settings: Allows you to "save settings" for jobs that you print on a regular basis:

Saved Settings; Reuse settings for jobs that you war	nt to repeat
Driver Defaults	
? 5	
Status: View printer status info: (Toner & Paper levels)	_



	xerox
nting Options Image Options Document Options	Advanced
🕤 Јов Туре:	
Normal Print 🗸 🗸	
Paper:	
Letter (8.5 x 11")	
Printer Default Type	
2-Sided Printing:	
1-Sided Print	× ~ ~ ~
Xerox Black and White	
Off (Use Document Color)	~
Print Quality	
Standard	
Output Destination:	
Center Tray	~
Caunal Cattioner	(A) Charlense
Driver Defaults	
5 📄	OK Cance

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XEROX VersaLink Secure Print

Secure print allows you to associate a 4-10 digit passcode with a print job when sending it to the printer. The job is held at the printer until you enter the passcode at the control panel to Print or Delete your jobs.

Printing Op	tions	Image Options	Document Options	s Advanced
Job	Type:			
No No	rmal Pri	nt	•	
Nor	mal Prir	nt		
Sec Sec	cure Pri	nt		_
Sar	nple Se	et 🛛		
Del	ay Print	t		-
Sav	ved Job	J		

Option 1(All jobs) -Setting Secure Print as the Default setting in Devices and Printers

- 1. **Windows 7** Go to Start > Devices and Printers > Right click your Xerox Printer > click Printing Preferences. In the **Printing Options** tab > in the **Job Type** List > select Secure Print.
- Windows 10 Go to Start > Click Settings (above the Power button) > click Devices > click Printers & Scanners > click Manage > click your Xerox Printer > click Printing Preferences > in the Job Type List > select Secure Print.
- 3. The Secure Print Passcode Window appears >
- 4. In the **Passcode** field > type a 4-10 digit passcode
- 5. In the **Confirm Passcode** field > re-type the 4-10 digit passcode > Click **OK**

Option 2(Per job) -Sending a Secure Print Job from the Application

- Select File > Print > in the Print window select Printer Properties or Preferences.
- 2. In the Printing Options tab > from the Job Type List > select Secure Print.
- 3. In the **Passcode** field > type a 4-10 digit passcode.
- 4. In the **Confirm Passcode** field > re-type the 4-10 digit passcode > Click **OK**.
- 5. Select the **additional features** for your print job > Click **OK**.
- 6. In the Print window > select the number of copies to print > click Print.
- 7. Your print job is now sent to the Xerox MFP.

Releasing your Secure Print at the Xerox MFP:

- 1. At the **Control Panel >** press the **Jobs** icon.
- 2. Touch the Personal & Secure Jobs button
- 3. Touch the **folder** that holds your print job(s)
- 4. Using the keypad, enter your passcode assigned to the print job > touch **OK**.
- 5. Touch the corresponding print job in the list, > touch Print or select Print All.

Deleting your Secure Print

- 1. At the control panel > press the **Jobs** icon
- 2. Touch the Secure Jobs button
- 3. Touch the folder that holds the print job(s)
- 4. Enter the passcode assigned to the print job using the keypad.
- 5. Touch the corresponding print job in the list > touch Delete or Delete All .

Secure Print	×
Passcode: (4-10 Digits)	
••••	
Confirm Passcode:	
••••	
This job will be held at the passcode to release it.	e printer until you enter this
?	OK Cancel





- 9. Click the dropdown menu (1) >
- 10. Select "Save As" (2) >
- 11. In the Save As window (3) > enter a name (exa: [Fax Cover] to reflect your selected settings >
- 12. Press OK (4) >
- 13. To retrieve the saved setting(s) >
- 14. Select it from the "List" (5).

Save Ac	×
Saved Setting Name: Enter name to reflect settings (Fax Cover)	Labels letterhead V FaxCover 5
? <u>4 ok</u>	2 Save As Save As Internet Evolorer Defaults
Saved Settings:	Rename
Driver Defaults *	Delete

×

Cancel

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-

-



XEROX Bypass Label Procedure

NOTE: The paper attributes for the tray you want to print from must match the paper attributes in the print driver in order for the document to print properly.

At the Copier: Load and confirm Letter Size (Paper Tray 5-Bypass)

- Load the Labels in the Bypass Tray Facedown > Do not load the paper above the MAX fill line.
- 2. In the Paper Settings-Tray 5 (Bypass) screen
- 3. Confirm the following:
 - a) Size: Letter 8.5 x11" paper.
 - b) Type: Label (or other media type)
 - c) Color: If other than White
 - d) Confirm: Upper right corner of screen



At the computer: Configure settings and print from the application:

NOTE: Microsoft Word is being used in this example. In other applications, the steps may vary.

Printing Options Image Options Document Options Advanced While the file is open: Job Type: Normal Print 1. Select File > Print > aper Letter (8.5 x 11") Select Print Properties > White Printer Default Type 3. Select the "Paper" dropdown > Automatically Select Other Size ✓ Printer Default Type Choose "Other Type" Other Color Plan Hole Punched 5. Select "Labels" as the type Other Typ Transparency Select By Tray 6. (**Optional**) Select "Output Destination" dropdown > select Letterhead Transparency Separators. Lightweight Center Tray Lightweight Cardstock Cardstock 7. Press OK, > Print Cardstock Reloaded Xerox Black and White Heavyweight Cardstock 8. Your document will now be sent to the Xerox MFP. Off (Use Document Color) Heavyweight Cardstock Reloaded Recycled Print Quality Bond Standard

Saved Settings: Allows you to "save settings" for jobs that you print on a regular basis:

- 9. Click the dropdown menu (1) >
- 10. Select "Save As" (2) >
- In the Save As window (3) > enter a name (exa: [Labels] to reflect your selected settings >
- 12. Press OK (4) >
- 13. To **retrieve** the saved setting(s) >
- 14. Select it from the "List" (5).

Save Ks	Driver Delauts	
Saved Setting Name: Enter name to reflect settings (Labels)	Earth Smart Printing Landscape Stapling	
? <u>DK</u>	Z Save As. Save As Microsoft Word Defaults	
Driver Defaults	Renorse Delete	

Output Destination

Labe

Pre-Printed



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Envelope in the Bypass Tray (Tray 5)

At the Copier:

1. Load the envelopes in the tray with the **flaps closed > flaps up >** and **flaps on the leading edge** (towards the right).



2. Center the stack of envelopes, then slide the paper edge guides until they are just touching the edges of the stack.

3. Confirm the following of the Envelope:

- a. Size: Correct Envelope Size.
- b. Type: Envelope
- c. Color: If other than White
- d. **Confirm**: Upper (right corner of screen).





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Envelope in the Bypass Tray (Tray 5)

At the computer:

Configure Word application Envelop Options > Printing Options Tab settings to print to the Xerox MFP as per the figure below.



the settings > OK > Print.



XEROX Card Stock for Letter Size

At the Copier: Load and confirm Letter Size (Paper Trays 1 – 5-Bypass)

- 1. Load the Cardstock in the Bypass Tray >
- 2. In the Paper Settings-Tray 5 (Bypass) screen
- 3. Confirm the following:
 - a) Size: Letter 8.5 x11" paper.
 - b) Type: Cardstock (or other media type)
 - c) Color: If other than White
 - d) Confirm: Upper right corner of screen



At the computer: Configure settings and print from the application.

- 4. Select File > Print > Select Printer Properties >
- 5. Verify the "Paper" settings > Size "Letter (8.5x11")"
- 6. Click dropdown arrow >
- 7. Select "Other Type"
- 8. Select "your Cardstock type"
- 9. (Optional) Click "Output Destination" dropdown >
- 10. Select Center Tray.
- Press OK, > Print > Your document is now sent to the Xerox MFP.

Printing Options | Image Options | Document Options | Advanced |

Secure Print	×
Paper:	
-Letter (8.5 x 11")	
-White	-
Guidatoon	A dometically Colored
Tabloid (11 x 17"), White, Plain	Automatically Select Printer Default Type
Letter (8.5 x 11"). White, Plain	Plain
Legal (8.5 x 14"). White, Cardstock	Plain Reloaded
Other Size	Hole Punched
Other Color	Transparency
Other Type	Letterhead
Select By Tray	Lightweight
Torono Consultant	 Lightweight Cardstock
mansparency separators	Lightweight Cardstock Reloaded
Standard	Cardstock
Output Destination:	Landstock Reloaded
Center Tray If Ontion available	Heavyweight Cardstock Reloaded
Contor may a opposite valuable	Recycled
	Bood
Saved Settings:	Labels
Driver Defaults *	Pre-Printed
	Envelope
0	Lightweight Glossy Cardstock
	Lightweight Glossy Cardstock Reloader

Saved Settings: Allows you to "save settings" for jobs that you print on a regular basis:

- 12. Click the dropdown menu (1) >
- 13. Select "Save As" (2) >
- In the Save As window (3) > enter a name (exa: [Cardstock] to reflect your selected settings >
- 15. Press OK (4) >
- 16. To **retrieve** the saved setting(s) >
- 17. Select it from the "List" (5).

Save As	Driver Defaults	
Saved Setting Name:	Earth Smart Printing Landscape Stapling	
	V(Circition) 5	
2 DK	2 Save Ar	
the second se	Save As Microsoft Word Defaults	
Saved Settings;	Paristo	
Eriver Defaults *	Deete	