



Xerox C7030 Apps Quick Reference Guide

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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.

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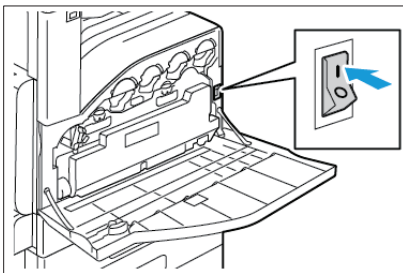
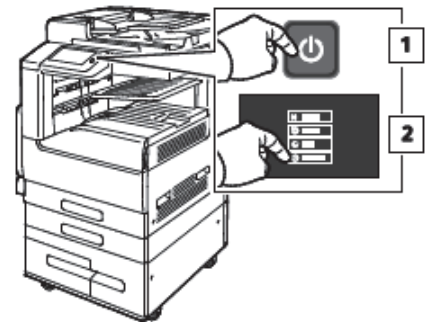
Powering OFF and ON

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**.
- 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.

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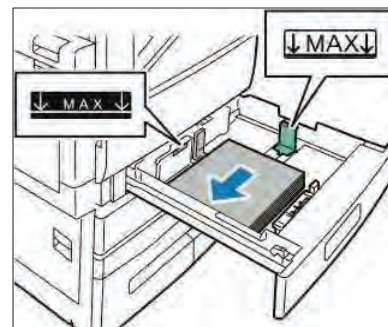
Paper Trays 1, 2, 3, 4, and Bypass Tray 5

Features:

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

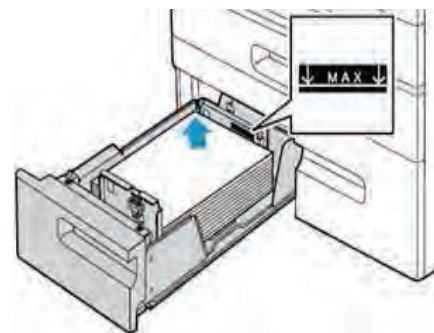
Loading Trays 1 & 2 or 1, 2, 3, 4:

1. Pull out the tray until it stops.
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. Load paper against the left side of the tray > **Do not** load paper above the **MAX** fill line.
5. Adjust the guides so they touch the edges of the stack > Confirm **or** change settings.



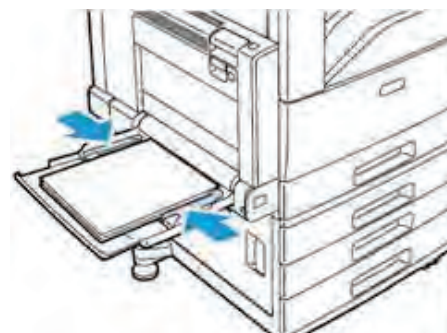
Loading Trays 3 & 4 [High capacity]:

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



Bypass Tray 5 [100 sheets]: special materials feeder Labels | Cardstock | Letterhead | Envelopes [DL, C6, C5, Envelope(6"x9"), Envelope (9"x12"), Monarch(3.9"x7.5"), No.9(3.9"x8.9"), No.10 (4.1"x9.5")]

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.



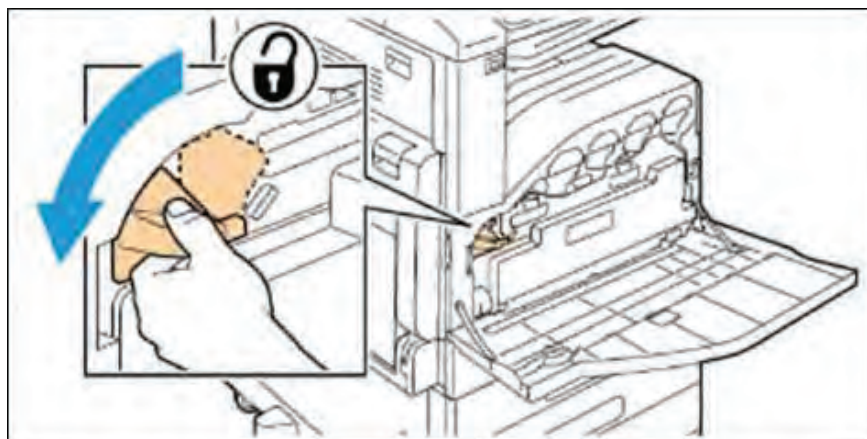
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Replacing Consumables

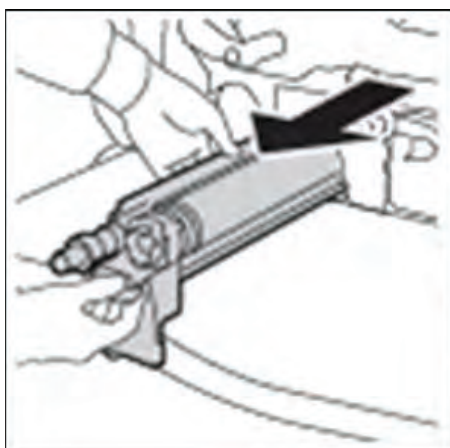
- Consumables are supplies that are depleted during the operation of the device which can be configured to display an alert on the touch screen and send an email alert if a consumable needs replacing.
- If an alert is displayed, please reorder the consumable.
- If an error message is displayed, you should 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.



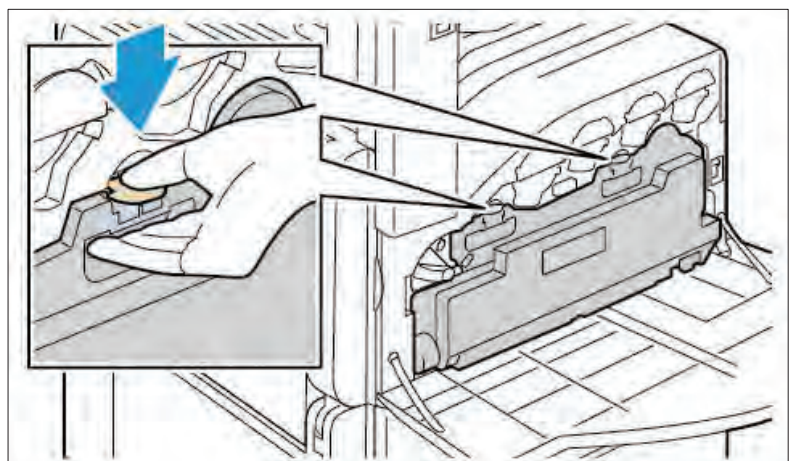
Toner Cartridge



Drum Cartridge



Waste Cartridge



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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

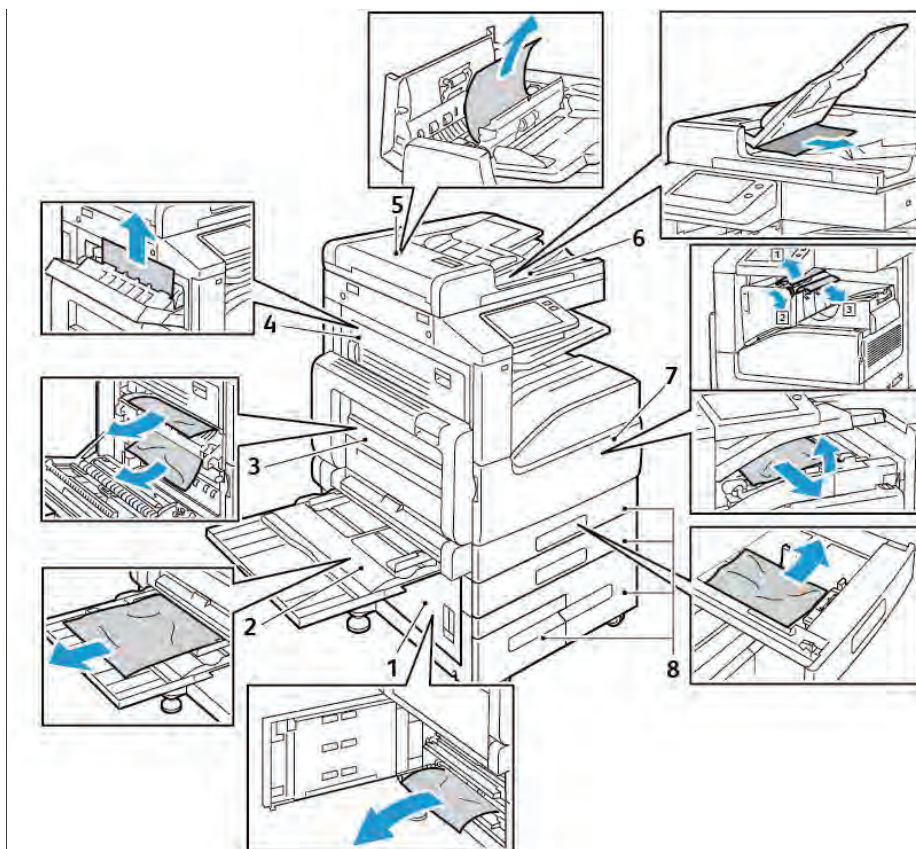
Paper Path Jam



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.

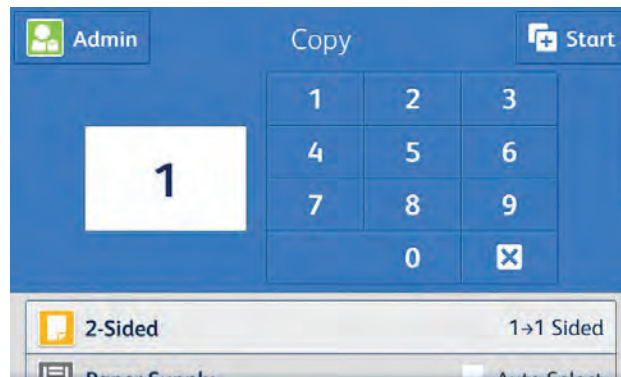
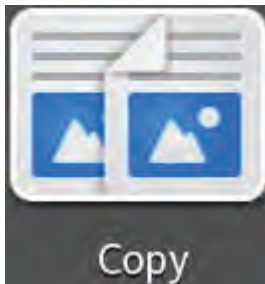
Paper Jam Locations

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



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Copy and Settings – Color



Auto Detect

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

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**.

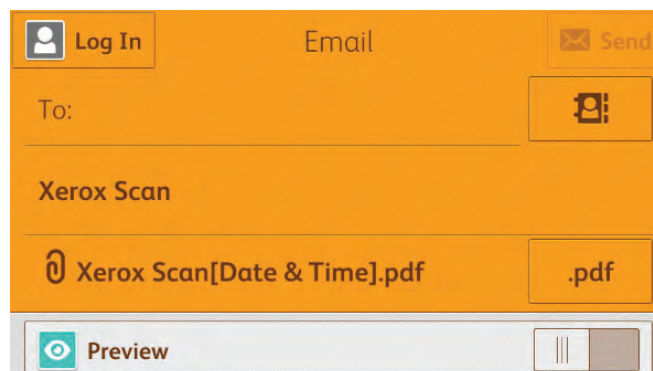
Reset – Resets all features to their default settings.



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**.

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Scan To Email

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  button.

[SETTINGS]:

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

Subject: – Add your personal subject text.

 **Attachment** – Name the scanned image.

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

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.

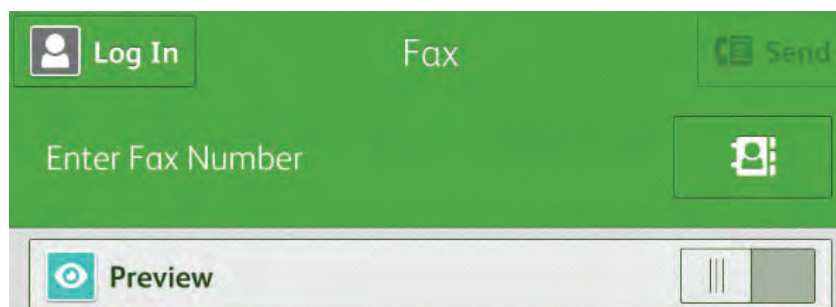
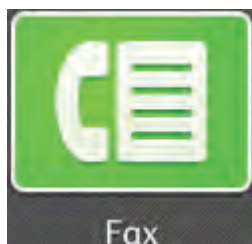
Reset – Resets all features to their default settings.



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  **Send** button.

[SETTINGS]:

Preview – To view a simple image and allows the users to **rotate** and **add 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.

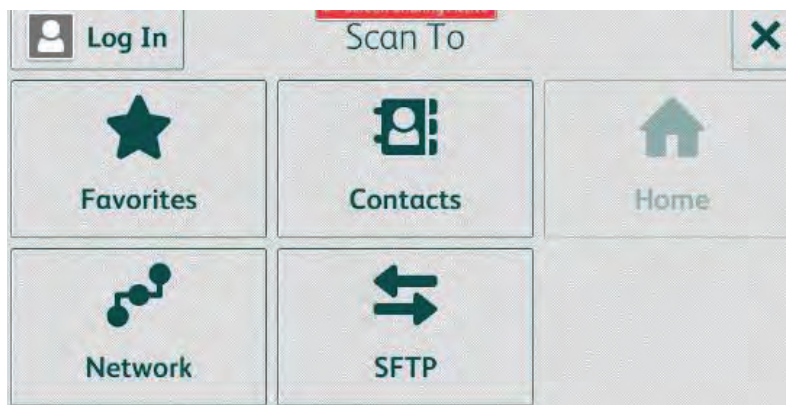
Manual Send – Enable the fax modem speaker temporarily. Helpful to dial international numbers or to wait for specific audio tone


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))



Attachment – Name the scanned image.



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  icon > select **Add Contact**.
3. In the appropriate field > enter the **Contact 's First Name, Last Name, OR CompanyName**.
4. Touch the **Star**  icon to mark as a **Favorite**  >
5. To **Add** an **Email** address > touch **Add Email** to enter the email address > touch **Enter** > Go to **Step 7**.
6. 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**.



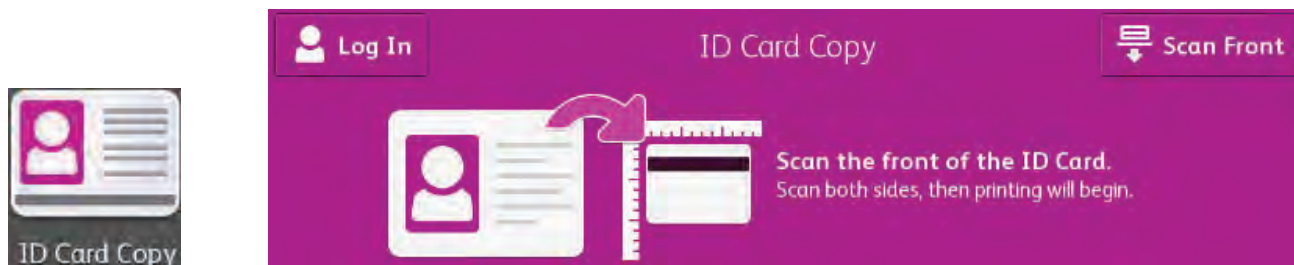
Editing or Deleting Contacts in the Address Book at the Control Panel

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**

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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
2. **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.
5. **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]:

 **Quantity** – Use the + and - buttons to 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

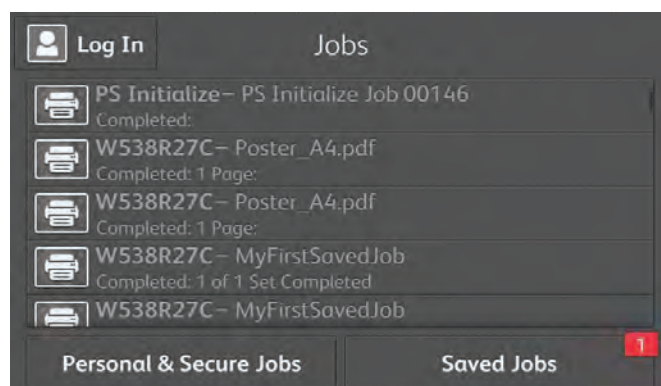
The queue of **Active jobs** sent to the device is shown at the top of the jobs list.

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' status) for various reasons: it is a **Secure print**; it **Requires Resources** e.g. paper (**Size, Type, Color**); it has been held by a user request on the device.

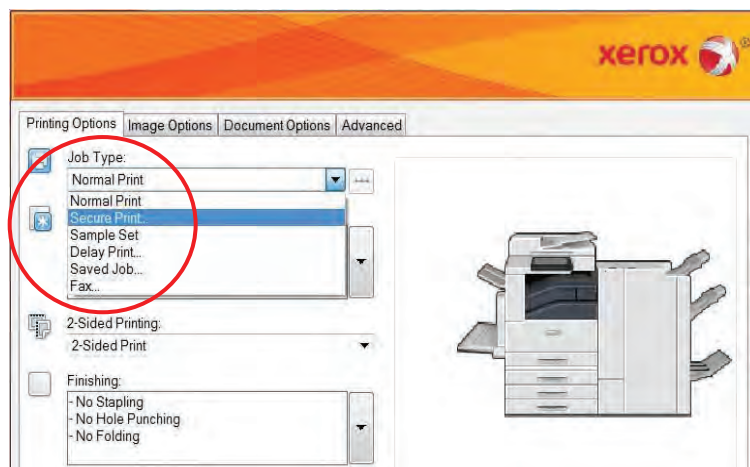


Personal & Secure Jobs

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.



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.

About



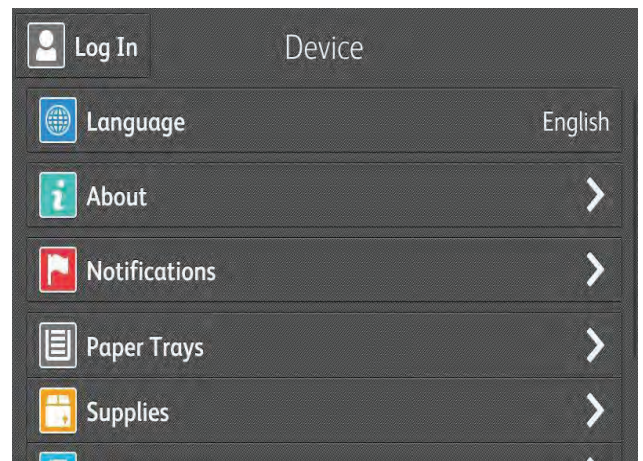
General information about the device, such as the customer support, serial number and software version. If a fax card is installed the fax number is also displayed here. Under **About**, the Information Pages feature enables you to print a Configuration Report.

Notifications



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..



Supplies



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 %
M	Magenta	95 %
Y	Yellow	95 %
K	Black	95 %
Drum Cartridge		99 %

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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

2-SIDED PRINTING:

- **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)

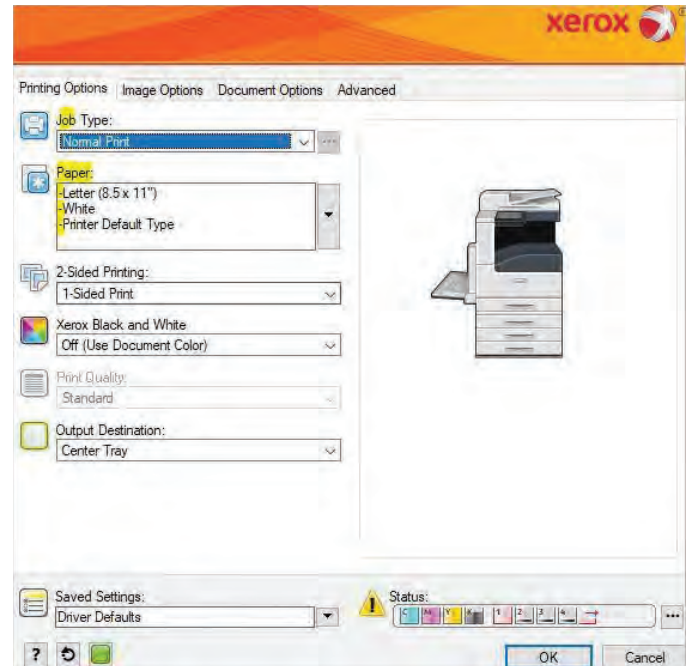
- **Off:** - Document prints in **color**.
- **On:** - Document prints in **black and white** only.

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

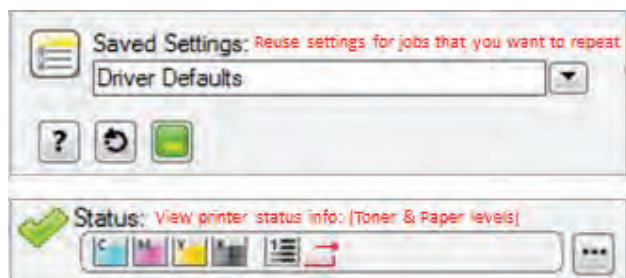
- **Standard:** Produces crisp, bright prints at high speed and is **ideal** for **black text**. Standard mode provides the best trade-off between performance and image quality for most jobs.
- **Enhanced:** Provides the **best overall** image quality for CAD applications and fine detail. Lines and edges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



Help

? Printer driver help.

Reset

Reset all printer driver settings to default values.

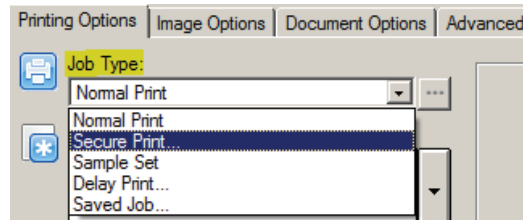
Earth Smart

Energy and waste reduction settings.

XEROX

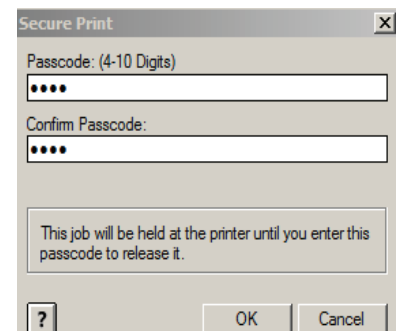
VersaLink Secure Print

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.



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

- 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**.
- The **Secure Print Passcode Window** appears >
- In the **Passcode** field > type a 4-10 digit passcode
- In the **Confirm Passcode** field > re-type the 4-10 digit passcode > Click **OK**

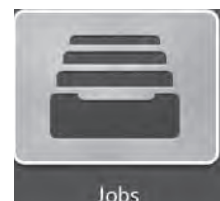


Option 2 (Per job) -Sending a Secure Print Job from the Application

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

Releasing your Secure Print at the Xerox MFP:

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





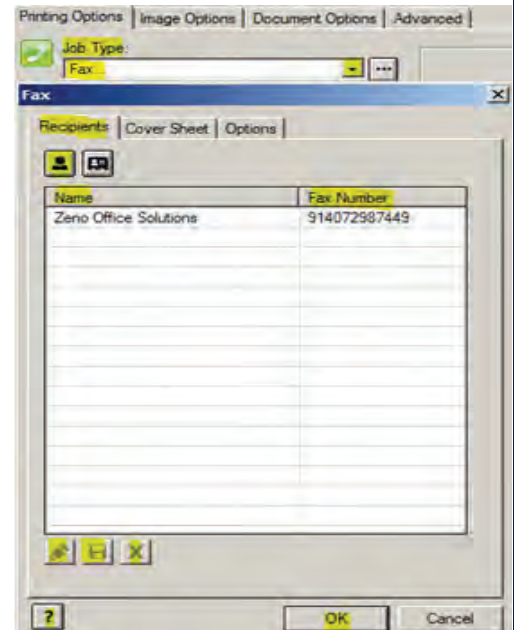
Deleting your Secure Print

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

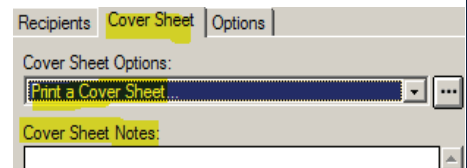
XEROX VersaLink

Faxing from the Computer's Application

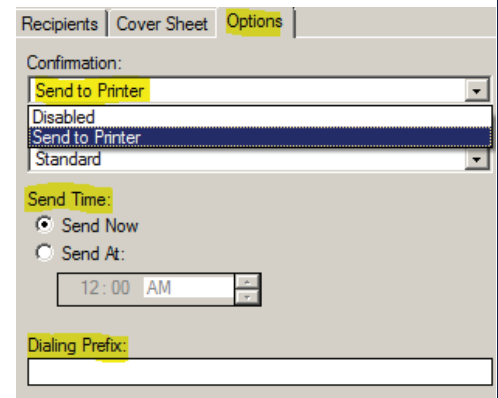
1. Select **File > Print >** in the Print window select **Printer Properties** or **Preference**.
2. In the Printing Options tab > from the **Job Type** List > select **FAX**.
3. In the **Recipients** Tab > Do one or more of the following:
 - a. Click the **Add Recipients** button  > type the (Required) Name and Fax Number. You can add other information > click **OK**. Add new recipients as needed.
 - b. Click the **Phonebook** button  > select a phone book from the list > select a name from the upper list > add it to the Fax Recipients.
 - c. Repeat the procedure to add more names. Click **OK**.



4. Select the **Cover Sheet**, Tab > select **Print a Cover Sheet**. > Enter the details as needed > click **OK**.
5. On the **Cover Sheet information** Tab > type notes that you want to appear on the cover sheet.

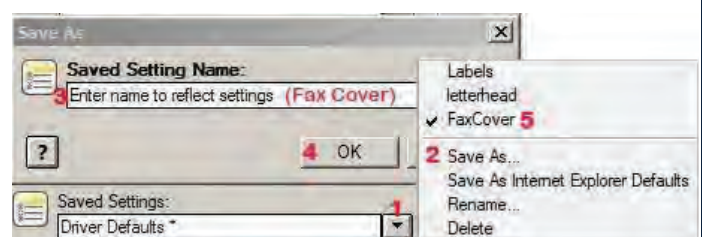


6. Click **Options** Tab > Choose one of the following:
 - a) To **Print** a confirmation Report > under Confirmation > select **Send to Printer**.
- 2) In **Send Time** > select **Send Now** () **OR** Click **Send At**.
- 4) To dial an outside line > select **Dialing Prefix** > Type the dialing prefix in the field.
- 5) Click **OK**.
- 6) Click **OK**. > In the Print window > click **Print**.
- 7) Your Fax Job is now sent to the Xerox MFP.



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

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).





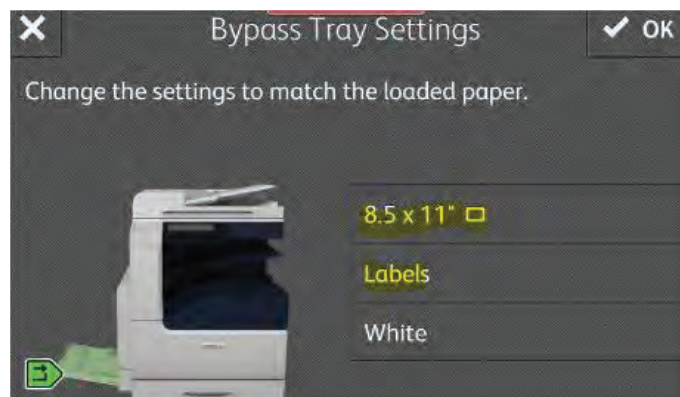
XEROX

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)

1. 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

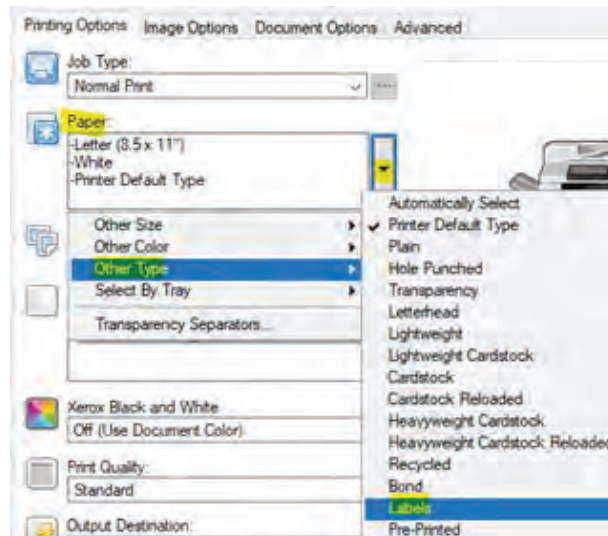


At the computer: Configure settings and print from the application:

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

While the file is open:

1. Select **File > Print >**
2. Select **Print Properties >**
3. Select the **"Paper"** dropdown >
4. Choose **"Other Type"**
5. Select **"Labels"** as the type
6. (**Optional**) Select "Output Destination" dropdown > select Center Tray
7. Press **OK, > Print**
8. Your document will now be sent to the Xerox MFP.



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) >
11. 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).



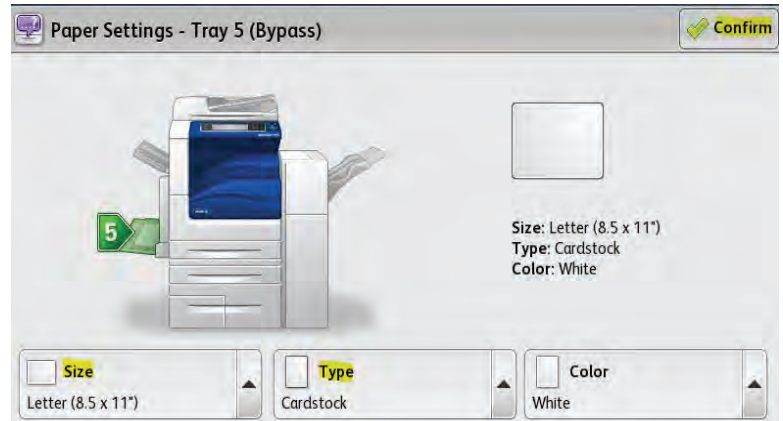


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Card Stock for Letter Size

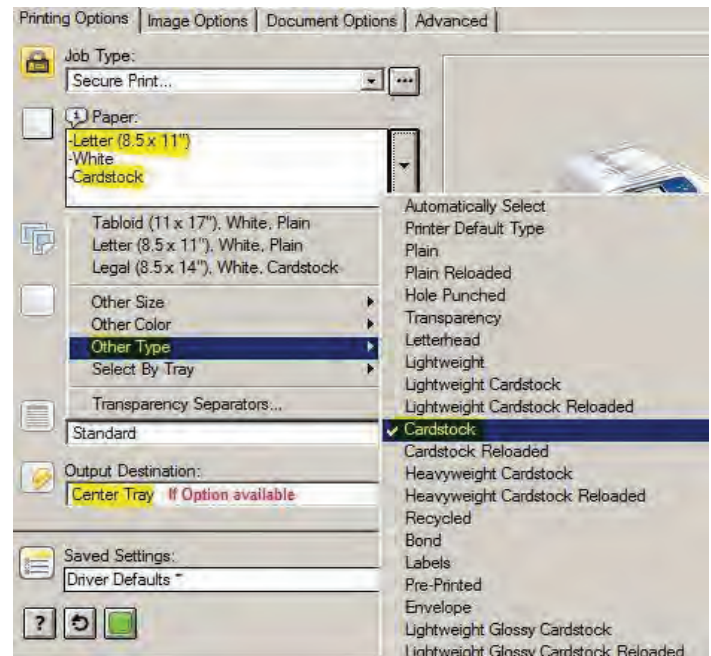
At the Copier: Load and confirm Letter Size (Paper Trays 1 – 5-Bypass)

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



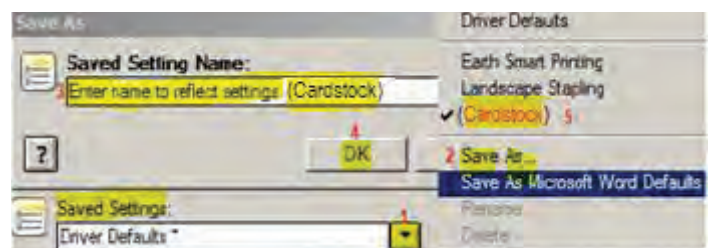
At the computer: Configure settings and print from the application.

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**.
11. Press **OK, > Print >** Your document is now sent to the Xerox MFP.



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

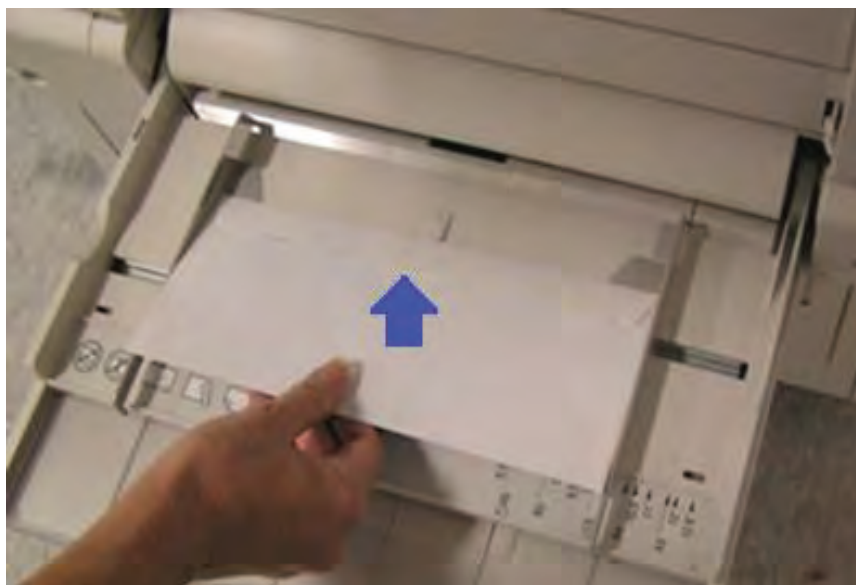
12. Click the **dropdown** menu (1) >
13. Select **"Save As"** (2) >
14. In the **Save As** window (3) > enter a name (exa: [**Cardstock**] to reflect your selected settings >
15. Press **OK** (4) >
16. To **retrieve** the saved setting(s) >
17. Select it from the "List" (5).



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).

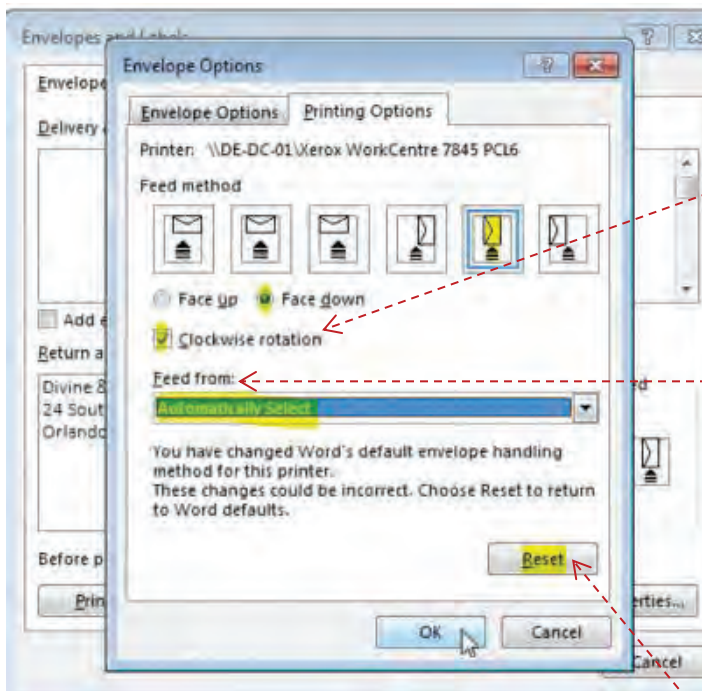


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Envelope in the Bypass Tray (Tray 5)

At the computer:

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



NOTE 1:

Clockwise Rotation: Try "Unchecked" first > If address prints **upside down** > then "Check" box

NOTE 2:

Feed from: "Automatically Select" does **not** print the envelope, > Select **Tray 5 (Bypass)**.

NOTE 3:

If **original** envelope **settings** do **not** print the envelope correctly, > Press the **Reset** button to return to Word defaults > Re-select the settings > **OK** > **Print**.