

# XEROX

## Bypass Label Procedure

### Loading (Standard Avery) Labels in the Bypass Tray

Before Labels can be printed from your PC, please follow instructions below.

Open the Bypass Tray, located on the left side of the printer, by rotating it outward.



Load the **Label** paper [face down] in the center of the paper tray. **Do not** load the paper above the **MAX** fill line.



Adjust the paper edge guides so that they just touch the edge of the paper stack.



The **Check Settings for Tray 5 (Bypass)** screen will appear on the Touch Screen.

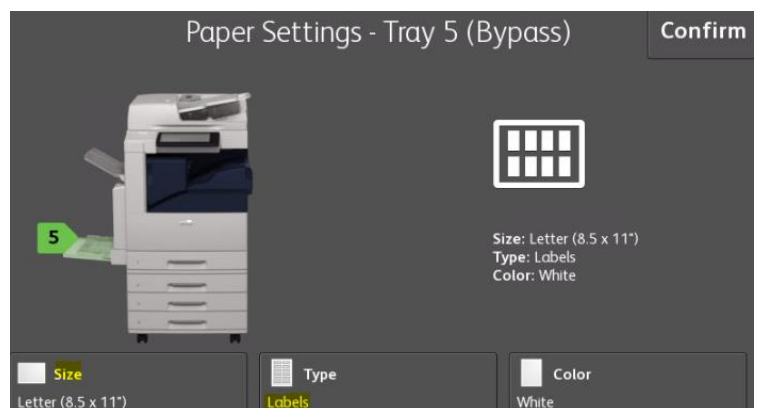
**Confirm the following:**

**Size:** Letter (8.5 x 11)

**Type:** Labels (or other media type)

**Color:** If other than White

**Confirm:** Upper right corner



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## Bypass Label Procedure

### Printing Labels From Your Computer Application

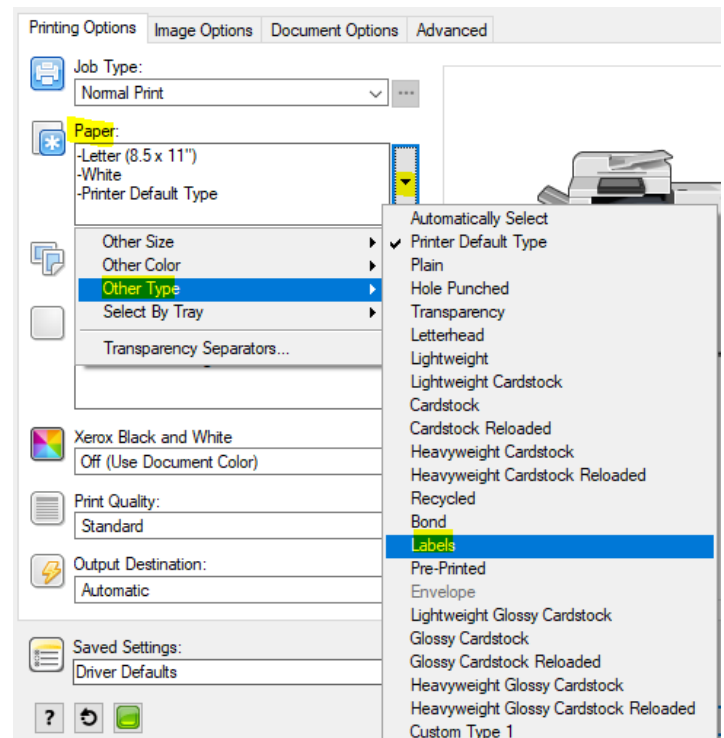
**NOTE:** The paper attributes for the tray you want to print from must match the paper attributes in the print driver in order for the document to print properly.

If the paper attributes **do not match** between the **printer** and the **driver**, the **document will not print**. If a paper tray is selected in the application (many applications work in this manner), this setting often overrides the print driver settings, which will also cause the document not to print. It is best to leave the paper tray decision to the print driver rather than 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)

