

## XEROX Card Stock for Letter Size

## 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 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

🛃 Paper Settings - T	ray 5 (Bypass)		Confirm
5		Size: Letter (8.5 x 11°) Type: Cardstock Color: White	
Size Letter (8.5 x 11")	Cardstock	Color White	

## 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.

Conum Diet	
Paper:	
-Letter (8.5 x 11")	
-White	-
-Cardstock	
	<ul> <li>Automatically Select</li> </ul>
Tabloid (11 x 17"), White, Plain	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 Time	Letterhead
Select By Tray	Lightweight
Select by may	<ul> <li>Lightweight Cardstock</li> </ul>
Transparency Separators	Lightweight Cardstock Reloaded
Standard	Cardstock
	Cardstock Reloaded
Output Destination:	_ Heavyweight Cardstock
Center Tray If Option available	Heavyweight Cardstock Reloaded
	Recycled
	Bond
Saved Settings:	Labels
Driver Defaults *	Pre-Printed
	Envelope
Ð 👩	Lightweight Glossy Cardstock
	Lightweight Glossy Cardstock Beload

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	Univer Delauts
Saved Setting Name: Senter name to reflect settings (Cardstock)	Earth Smart Printing Landscape Stapling
? <mark>0K</mark>	2 Save As
Saved Settings:	Rename Delete