

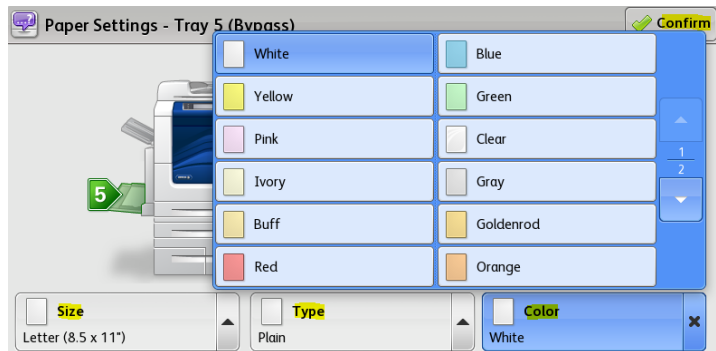


XEROX

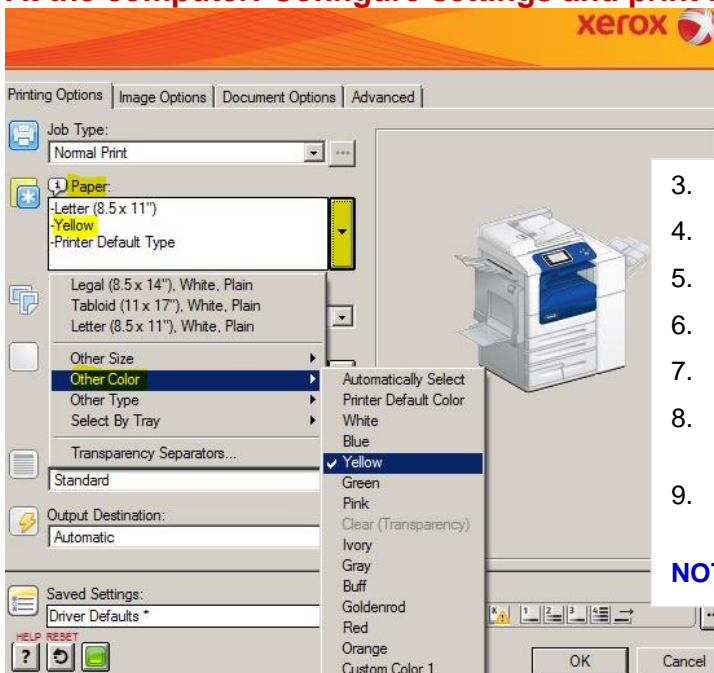
Printing to Color Paper

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

1. Load the **Color paper** in Paper Trays 1 - 5-Bypass > The Check Settings for the Tray screen will appear.
2. **Confirm the following:**
 - a) **Size:** Letter 8.5 x11" paper.
 - b) **Type:** Plain (or **other media** type)
 - c) **Color:** If other than White [**Yellow**]
 - d) **Confirm:** Upper right corner of screen



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



3. Select **File > Print > Select Printer Properties:**
4. **Verify** the **"Paper"** settings > Size **"Letter (8.5x11")"**
5. Click dropdown menu >
6. Select **"Other Color"**
7. Select **"your Paper Color"**
8. **(Optional)** Click **"Output Destination"** dropdown > Select **Center Tray**.
9. Press **OK**, > press **Print** > Your document is now sent to the Xerox MFP.

NOTE: To save these settings, refer to steps 10-15.

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

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

