Labels: Ensure the Label or Envelope is properly loaded. Choose the correct stock in the printer driver.

• Do not use any sheet where labels are missing, curled or pulled away from the backing sheet.

Envelopes:

• Ensure the envelopes are loaded properly and within specifications. Envelopes will run from the Bypass Tray or Tray 1. See the Related Content section for additional information about loading envelopes. Best results – use optional Envelope Tray.

•The Envelope Tray can replace Tray 2.

• If envelopes are wrinkling, ensure the envelopes are within specification.

•If loading Envelopes long edge feed (LEF), select Landscape in the print driver.

Solution: Load & Print Labels

You can print labels from Tray 1, Tray 2 and for best results, Tray 5.

Guidelines for Printing Labels:

•Use labels designed for laser printing. •Do not use vinyl labels or dry gum labels.

•Do not feed a sheet of labels through the printer more than once.

•Print only on one side of the sheet of labels. Use full sheet labels only.

•Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.

•Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions can cause print-quality problems or cause them to jam in the printer.

•Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam in the printer.

•In the print driver software, select Label as the paper type.

•Before loading labels, remove all other paper from the tray.

CAUTION: Do not use any sheet where labels are missing, curled, or pulled away from the backing sheet. It could damage the printer.

Load **Labels in Tray 5**:

1. Open Tray 5. Pull out the extension tray for larger sizes of paper. Remove any paper that is a different size or type.
2. Move the width guides to the edges of the tray.
3. Load labels in the tray.

   ◦For long-edge feed, load labels **face down** with the top edge toward the front of the printer.

   ◦For short-edge feed, load labels face down with the top edge leading into the printer:

   Note: Do not load paper above the maximum fill line. Overfilling the tray can cause printer jams.
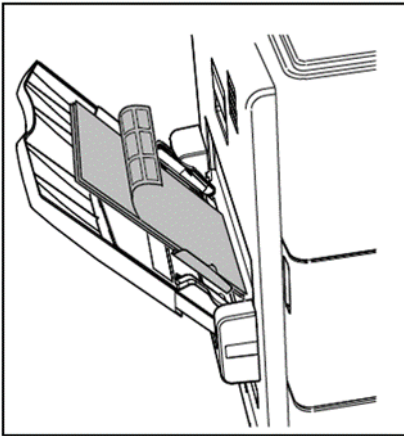
4. At the control panel, select the correct paper size, type, and color:

   ◦Ensure that the paper type is set to Labels. To select a new paper type, touch Type.

   ◦To select a new paper size, touch Size. ◦To select a new paper color, touch Color.

5. To confirm the settings if loading the same stock in any tray, touch Confirm.

Basic Tray Information. See xerox.com/support for Recommended Media list and full specifications. Tip: Accurately program printer Trays and print driver with the correct stock type, color and size for the job. If a job is sent and the stock is not loaded, it will be **held for resources**. You can check held job status in the **Job App**. Load the required stock and it will automatically print. Other jobs will print around held jobs.

Size: Tray 5 Minimum: 105 x 135 mm (4.25 x 5.3 in.) Maximum: 297 x 432 mm (11.7 x 17 in.)

C5 envelopes only. **Trays 1 and 2** Min: 139 x 210 mm (5.5 x 8.3 in.) Max: 297 x 432 mm (11.7 x 17 in.)

Weights: **Trays 1-4** 60-200 g/m² **Tray 5** 60-216 g/m²

Paper Types: Trays 1 & 2 & Tray 5 Bypass: Bond, Covers, Glossy, Hole punched, Index, Labels (Trays 1 and 2 only). Letterhead, Plain, Pre-printed. Recycled. Transparencies (Tray 2 only). Lightweight Cardstock 106-160 g/m² and Cardstock 161-216 g/m²