

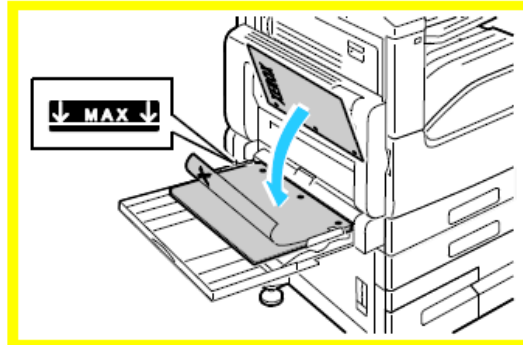
How to Load Special Paper - **Bypass Tray**

B7025/30/35

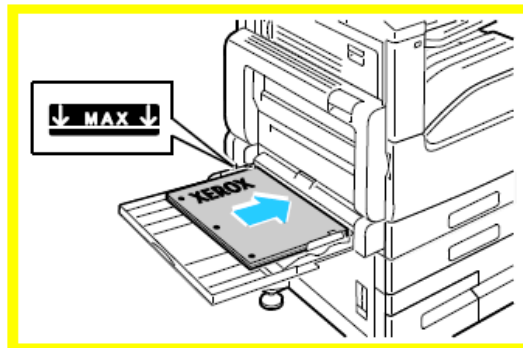
USdw 2017

Adjust the guides to the edge of your media. Fan the paper before loading and do not fill above the Max line on any tray or document handler. Do not remove paper from its packaging and follow any picture guides on the tray for best results. For more detail, see the User Guide or www.xerox.com/support

- For 1-sided printing, load letterhead or pre-printed paper face down with the top edge toward the back. Load hole-punched paper with the holes to the right.

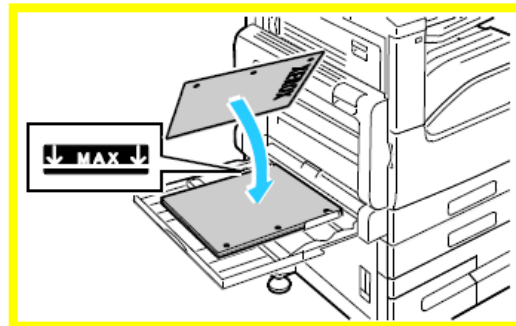


- For 2-sided printing, load letterhead or pre-printed paper face up with the top edge toward the back. Load hole-punched paper with the holes to the left.

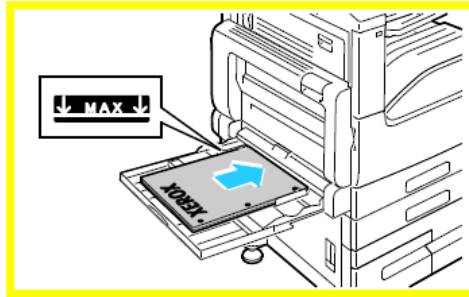


– For short-edge feed:

- For 1-sided printing, load letterhead or pre-printed paper face down with the top edge to the right. Load hole-punched paper with the holes toward the front.

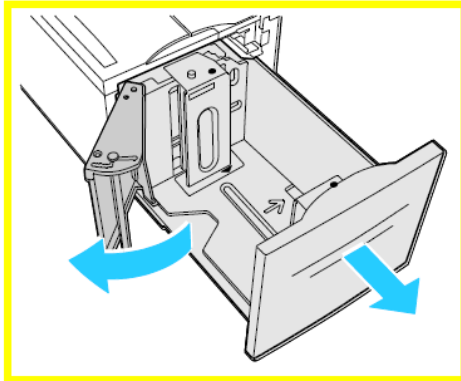


- For 2-sided printing, load letterhead or pre-printed paper face up with the top edge to the left. Load hole-punched paper with the holes toward the front.



Optional Tray 6 High Capacity – normally used for dedicated plain paper white.

1. Pull out Tray 6 from the high-capacity feeder until it stops. Open the side gate until it stops.

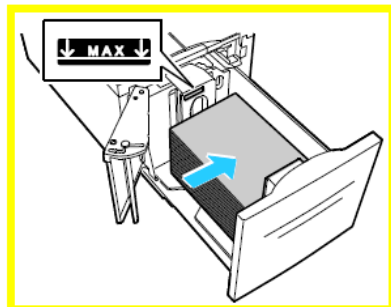


2. Wait for the tray to lower and stop.
3. The control panel displays the paper tray settings. Ensure that you load the correct paper type into the tray.

Load the paper against the right side of the tray.

- Place letterhead or pre-printed paper face up with the top edge toward the back of the tray.
- Place hole-punched paper with the holes toward the left side of the tray.

Note: Do not load paper above the maximum fill line. Overfilling can cause paper jams.



Recommended to **use the Envelope Tray for #10** envelopes. (See Tray Specifications.) Bypass tray does not show #10, it will with the Envelope Tray installed.

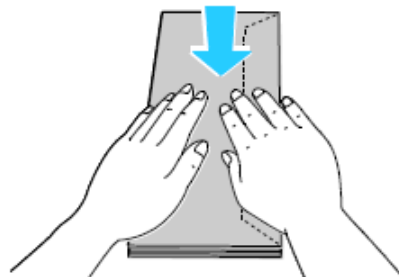
Envelopes

You can print envelopes from the Bypass Tray. When the optional Envelope Tray is installed, you can print envelopes from the Envelope Tray.

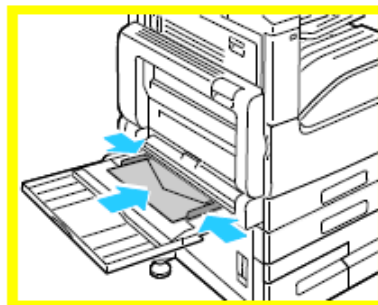
Guidelines for Printing Envelopes

- Use only paper envelopes.
- Do not use envelopes with windows or metal clasps.
- Print quality depends on the quality and construction of the envelopes. If you do not get the desired results, try another envelope brand.
- Maintain constant temperatures and relative humidity.
- Store unused envelopes in their packaging to avoid excess moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Remove air bubbles from the envelopes before loading them into the tray by setting a heavy book on top of them.
- In the print driver software, select Envelope as the paper type.
- Do not use padded envelopes. Use envelopes that lie flat on a surface.
- Do not use envelopes with heat activated glue.
- Do not use envelopes with press and seal flaps.

Note: If you do not load envelopes in the bypass tray right after they have been removed from the packaging, they can bulge. To avoid jams, flatten the envelopes.



Load Number 10, C5, DL, or Monarch envelopes with flaps facing up and the long edge going into the printer first.



Note: For envelopes to print correctly, when you load envelopes with the flaps open, in the print driver, set the orientation as needed. To flip the images, in the print driver, select **Rotate Image 180 Degrees**.

4. If the control panel prompts you, verify the size, type and color on the screen. If you are not prompted, change the paper settings.
 - a. At the printer control panel, press the **Home** button.
 - b. Touch **Device > Paper Trays**.
 - c. In the Paper Trays menu, touch the bypass tray icon.
 - To select an envelope size, touch the current size setting, then select the required size.
 - To select a paper type, touch the current paper type, then select **envelope**.
 - To select an envelope color, touch the current paper color, then select an envelope color.
 - d. To save the settings, touch **OK**.
5. To return to the Home screen, press the **Home** button.

Loading the Envelope Tray

You can use the optional Envelope Tray in place of Tray 1. The Envelope Tray is a dedicated tray and holds the following envelope sizes:

- Monarch and No.10

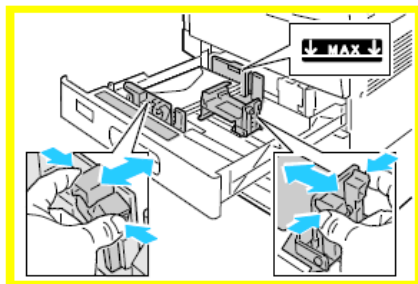
DL and C5

To load the Envelope Tray:

1. Pull out the Envelope Tray until it stops.

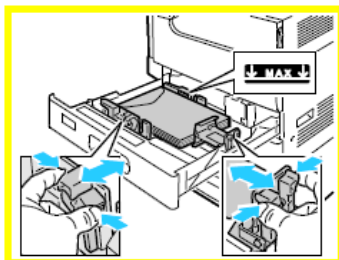
For DL, Monarch, No.10 and C5 envelopes with the flap on a long edge load envelopes face down with the flaps closed and flaps toward the left.

- Adjust the paper guides so that they rest lightly against the edges of the envelopes. Ensure that the maximum fill line is visible or that there are no more than 50 envelopes loaded in the tray.



For C5 envelopes with the flap on a short edge, load envelopes face down with the flap closed, and flap toward the left.

- Adjust the paper guides so that they rest lightly against the edges of the envelopes. Ensure that the maximum fill line is visible or that there are no more than 50 envelopes loaded in the tray.

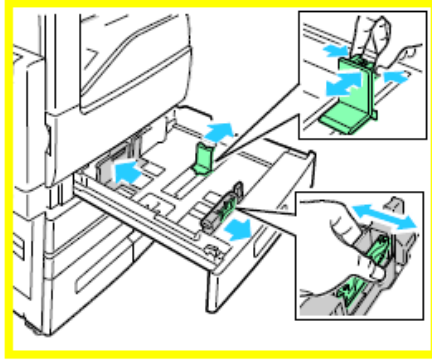


Load labels in Tray 1 -2 (Recommended Bypass Tray).

Ensure that the paper guides are set in the correct position for the size labels you are loading.

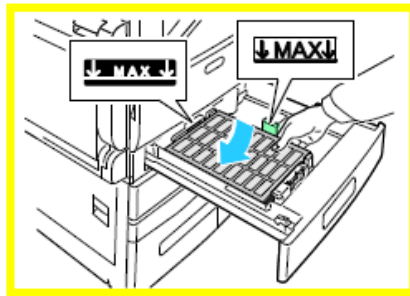
Remove any paper that is a different size or type.

To move out the length or width paper guide, release the guide lock, then slide out the length or width paper guide.

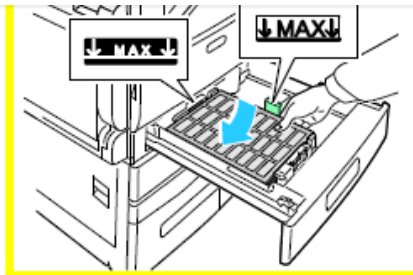


Load labels in the tray.

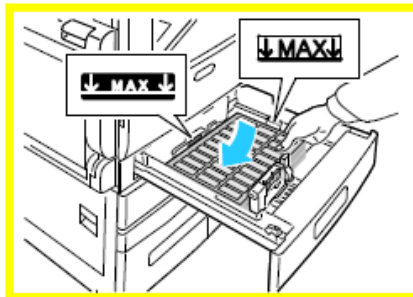
- For long-edge feed, insert labels face up with the top edge toward the back.



- For short-edge feed, insert labels face up with the top edge to the left.



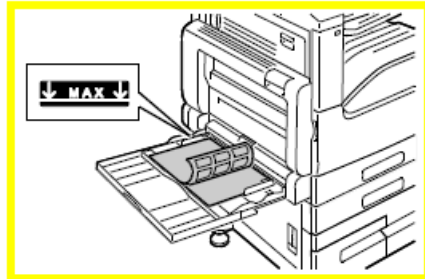
For short-edge feed, insert labels face up with the top edge to the left.



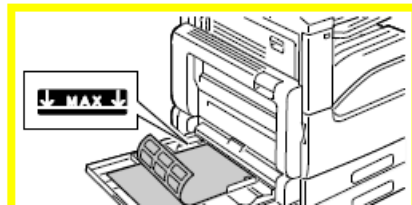
Load labels in the Bypass Tray

Load labels in the tray.

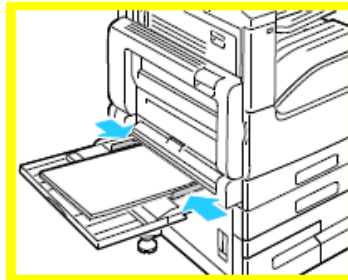
- For long-edge feed, load labels face down with the top edge toward the back of the printer.



- For short-edge feed, load labels face down with the top edge to the right.



Adjust the width guides until they touch the edges of the paper.



At the control panel, select the correct paper size, type, and color. Ensure that the paper type is set to Labels.

Note: To change the paper settings when the tray is set to Dedicated mode, refer to [Configuring Tray Settings](#) on page [143](#).

To confirm the settings, touch **OK**.

To return to the Home screen, press the **Home** button.

See your **User Guide** at Xerox.com/support for more support detail and the User Guide in the Documentation Tab.