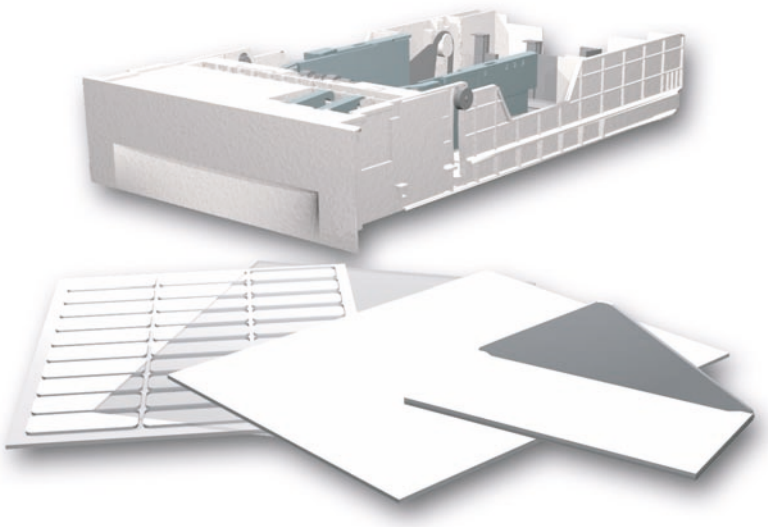
THE DOCUMENT COMPANY
XEROX®

Phaser® 6200
Color Laser Printer

Trays and Paper Guide



Tektronix
COLOR PRINTERS BY
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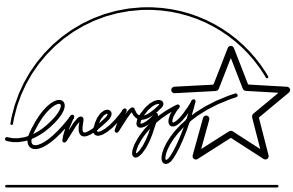

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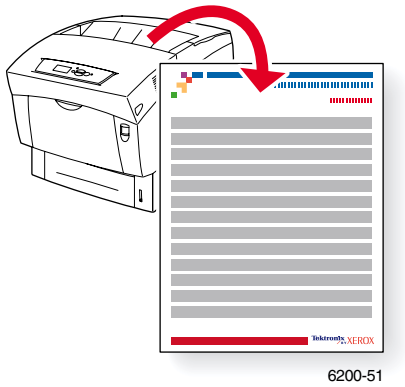
Supported Papers

A large amount of information is stored in your printer as printable pages. The following pages show the **Paper Tips** printable page, which provides information on the supported papers.



All the printable pages have this format, with color bars at the top and at the bottom of the page. Print these pages at the printer's front panel.

Accessing printable pages

Access these pages from the **`Printable Pages Menu`**:

1. At the front panel, scroll to the **`Printable Pages Menu`** using the **Down Arrow** or **Up Arrow** key and press the **OK** key.
2. Scroll to the desired printable page (such as **`Print Paper Tips Page`**) using the **Down Arrow** or **Up Arrow** key and press the **OK** key.

Menu Map

For a complete list of printable pages, print the Menu Map:

1. Select **`Menus`** on the front panel and press the **OK** key.
2. Select **`Print Menu Map`** and press the **OK** key.

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PHASER® 6200 COLOR PRINTER

Paper Tips

The Multi-Purpose Tray (MPT) and other trays use only certain sizes and types of paper or transparencies. Follow these tables to ensure the best print quality and to avoid paper jams. For best results, use only **Xerox Phaser®** branded media as it is guaranteed to produce excellent results on your Phaser® 6200 Printer - the Phaser® 6200 and Phaser® media are *Made for Each Other.®*

⚠ ***Caution:*** **Damage caused by using unsupported media is not covered by your printer's warranty.**

Paper Type	Tray	Letter (8.5 x 11 in.)	Legal (8.5 x 14 in.)	Executive (7.25 x 10.5 in.)	Statement (5.5 x 8.5 in.)	US Folio (8.5 x 13 in.)	A4 (210 x 297 mm)	A5 (148 x 210 mm)	A6 (105 x 148 mm)	B5 JIS (182 x 257 mm)	ISO B5 (176 x 250 mm)	Custom
Plain Paper 64 - 90 g/m² (17 - 24 lb Bond)	MPT	●	●	●	●	●	●	●	●	●	●	●
	Trays 1 - 3	●	●	●		●	●			●		
Heavy Plain Paper 85 - 105 g/m² (22 - 28 lb Bond)	MPT	●	●	●	●	●	●	●	●	●	●	●
	Trays 1 - 3	●	●	●		●	●			●		
Transparency ⚠ *Caution:* Use **only** Phaser® 6200 Premium Transparency Film. Other transparencies may damage the printer's fuser.	MPT	●					●					
	Tray 1	●					●					
Thin Card Stock 100 - 163 g/m² (26 - 60 lb Cover)	MPT	●	●	●	●	●	●	●	●	●	●	●
Thick Card Stock 160 - 216 g/m² (59 - 80 lb Cover)	MPT	●	●	●	●	●	●	●	●	●	●	●
Envelope You can also use custom envelope sizes. ⚠ *Caution:* Use only paper envelopes. Do not use envelopes with windows or metal clasps.	MPT	#10 Commercial Envelope (4.12 x 9.5 in.) Monarch Envelope (3.87 x 7.5 in.) A7 Envelope (5.25 x 7.25 in.) Custom							DL Envelope (110 x 220 mm) C5 Envelope (162 x 229 mm) C6 Envelope (114 x 162 mm) B5 Envelope (176 x 250 mm)			
Labels ⚠ *Caution:* Do not print on label stock once labels have been removed.	MPT	●					●					●
Letterhead 85 - 105 g/m² (22 - 28 lb Bond)	MPT	●	●	●	●	●	●	●	●	●	●	●
	Trays 1 - 3	●	●	●		●	●			●		
Glossy Coated Paper 120 - 163 g/m² (81 - 110 lb Book) ⚠ *Caution:* Do not use glossy ink-jet paper or non-laser glossy paper as they may cause damage to the printer's fuser.	MPT	●	●	●	●	●	●	●	●	●	●	●
Business Cards ⚠ *Caution:* Do not print business card media once cards have been removed.	MPT	●					●					●
Greeting Cards	MPT	●					●					●
CD/DVD Labels and CD/DVD Inserts ⚠ *Caution:* Do not print label or insert media once labels or inserts have been removed.	MPT	●					●					●
Photo Paper 120 - 163 g/m² (81 - 110 lb)	MPT	●					●					●

Note: Auto duplexing is only supported from Trays 1 - 3, on 75 - 105 g/m² (20 - 28 lb Bond) media. This option is not available on the Phaser 6200B and Phaser 6200N.

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Paper Type	Phaser® Branded Media	Size	Part Number
Plain Paper **Heavy Plain Paper**	Premium Color Printing Paper, 500 Sheets	Letter A4	016-1368-00 016-1369-00
Transparency	6200 Premium Transparency, 50 Sheets	Letter A4	016-1948-00 016-1949-00
Thin Card Stock	Premium Cover Paper, 100 Sheets	Letter A4	016-1823-00 016-1824-00
Label	Color Printing Labels, 30/Sheet, 100 Sheets Color Printing Labels, 14/Sheet, 100 Sheets Color Printing Labels, 6/Sheet, 100 Sheets Color Printing Labels, 8/Sheet, 100 Sheets	Letter A4 Letter A4	016-1812-00 016-1814-00 016-1813-00 016-1815-00
Glossy Coated Paper	Glossy Coated Paper, 100 Sheets	Letter A4	016-1704-00 016-1705-00
Business Card	Premium Business Cards,10/Sheet, 25Sheets	Letter A4	016-1898-00 016-1899-00
Greeting Card	Premium Greeting Cards with Envelopes, 25 Sheets/Envelopes	Letter A4	016-1987-00 016-1988-00
CD/DVD Label	CD/DVD Labels and Inserts 20 Labels and Inserts	Letter A4	016-2011-00 016-2026-00
Photo Paper	Digital Photo Paper 50 Sheets	Letter A4	016-2009-00 016-2010-00

Paper tips

- If excessive jams occur, flip and fan the paper in the tray or install fresh paper from an unopened ream.
- Transparencies should be fanned prior to loading.
- Using non-Phaser® 6200 PremiumTransparencies may cause print quality problems or damage to the fuser.
- Other size envelopes may be printed in custom mode.
- Use only paper envelopes. Do not use envelopes with windows or metal clasps.
- Label media should be fanned prior to loading.
- Do not print on label, business card or CD/DVD insert sheets once a they have been removed from the printer.

Note: Damage caused by using non-supported media will not be covered under the warranty, service agreement or Total Satisfaction Guarantee.

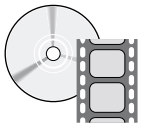
See **www.xerox.com/officeprinting/6200supplies** for information on ordering supplies.

Trays

This section covers:

- Loading paper in Trays 1-3 — see page 2.
- Loading paper in the Multi-Purpose Tray — see page 6.
- Using custom size paper — see page 8.

For a list of the acceptable papers, transparencies, envelopes, and labels that can be used in each tray, refer to the *Supported Papers* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.



Instructional videos for loading trays are available on the **Interactive Documentation CD-ROM** or the Xerox web site at: www.xerox.com/officeprinting/6200support/

You can also refer to the labels inside the printer for paper loading instructions.

Note

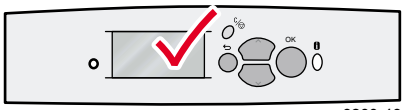
Do not load a tray that is currently being used for printing.

You MUST set the paper type in the printer's front panel any time you add paper to the printer. If you change paper types, take a moment to ensure that the front panel values agree with the paper you have loaded. If you fail to do this, you can damage the printer's fuser.

Loading paper in Trays 1-3

Note

If you change the type of paper, you MUST specify the type on the front panel of the printer.



6200-46

Caution

Phaser® 6200 Transparency film is designed specifically to work with this printer's oil-less fuser. Using non-Phaser 6200 Transparencies might result in poor image quality and might damage the fuser. Damage caused by using non-Phaser 6200 Transparencies is not covered under the warranty, service agreement, or Total Satisfaction Guarantee. To order Phaser® 6200 Transparencies, visit the Phaser® 6200 Supplies and Accessories web site. DO NOT load Phaser® 6200 Transparency Film in Trays 2 or 3; use Tray 1 or the Multi-Purpose Tray instead.

Caution

DO NOT load card stock, glossy coated paper, photo paper, envelopes, labels, business cards, greeting cards, CD/DVD labels, and CD/DVD inserts in Trays 1-3; use the Multi-Purpose Tray instead.

To load paper in Trays 1-3:

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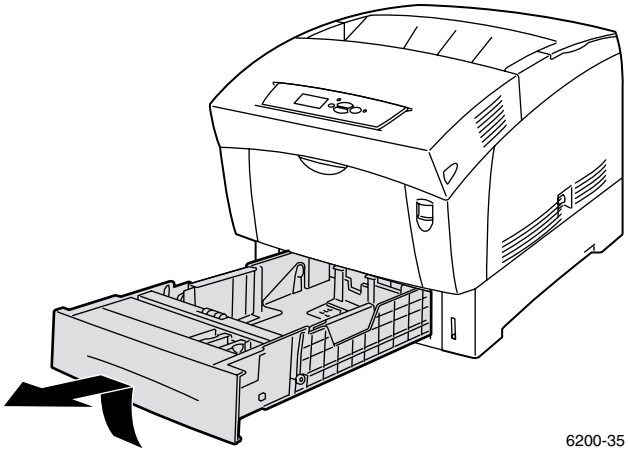
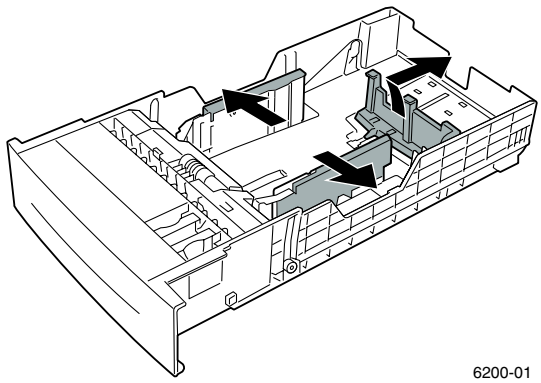
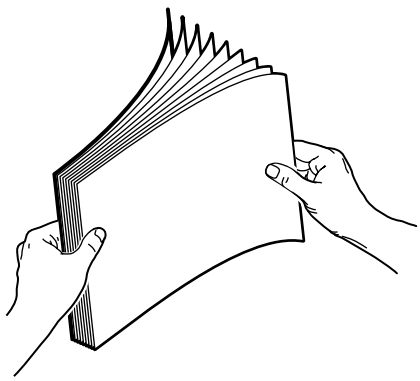
1. Pull out the tray.



2. If loading paper having a different width, push the width guides outward. If loading paper having a different length, tilt the back guide forward, slide the guide, and insert the pins on the bottom of the guide into the holes in the tray corresponding to the paper size you are loading.



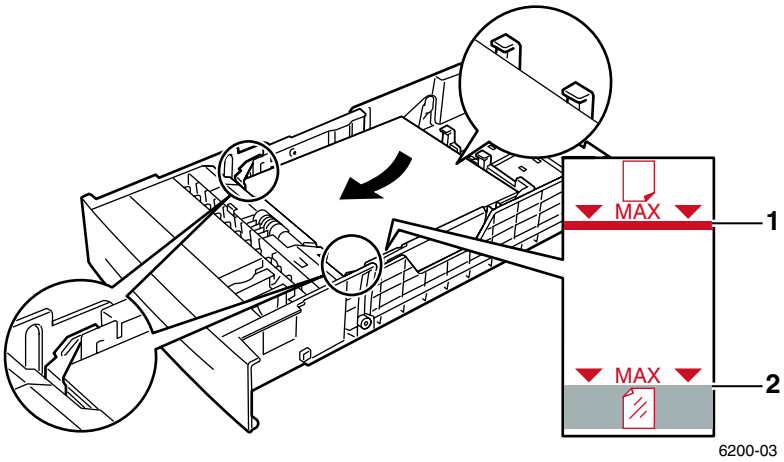
3. Fan the paper to release sheets that are stuck together.



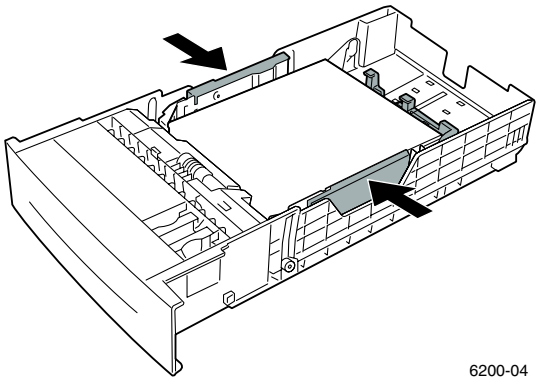
4. Insert a stack of paper into the tray. Place the paper under the front corner tabs and under the tabs on the back guide. For one-sided prints, place the side to be printed ***faceup*** with the top of the page at the ***front*** of the tray. For two-sided prints, place the side to be printed with the odd-numbered pages ***facedown*** with the top of the page at the ***back*** of the tray. If using paper with pre-punched holes, place the holes toward the right side of the tray.

Note

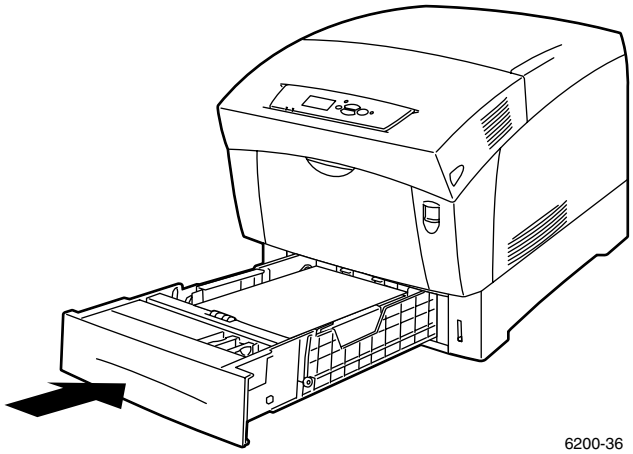
Observe the fill lines on the side of the tray. Do not load paper above the paper fill line (**1**), because it may cause a jam. Do not load transparencies above the transparency fill line (**2**).



5. If necessary, push the width guides inward to match the size of the paper.

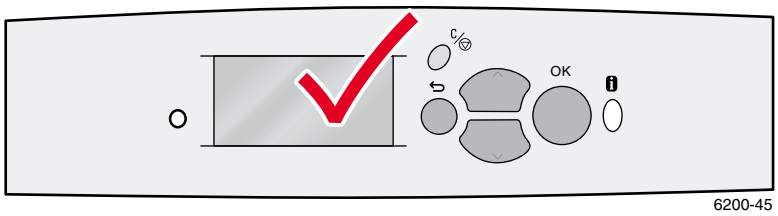


6. Insert the tray and push it completely into the printer.



7. When the front panel prompts you:

- If you haven't changed the type of paper, press the **OK** key to accept the current setting for paper type.
- If you have changed the type of paper, scroll to the correct paper type and press the **OK** key to save your selection.



Note

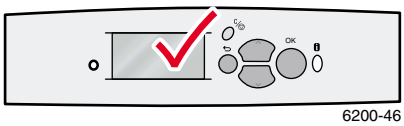
To avoid possible print-quality and paper-feed problems, make sure that the tray's paper type setting matches the loaded paper type.

Loading paper in the Multi-Purpose Tray

Use the Multi-Purpose Tray for envelopes, transparencies, custom size paper, and specialty papers, such as labels, business cards, greeting cards, CD/DVD labels, and CD/DVD inserts as well as paper.

Note

If you change the type or size of paper, you MUST specify the type and size on the front panel of the printer.



6200-46

Caution

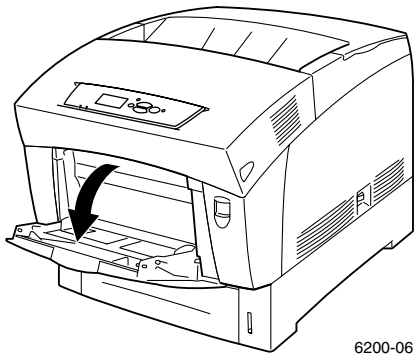
Phaser® 6200 Transparency film is designed specifically to work with this printer's oil-less fuser. Using non-Phaser 6200 Transparencies might result in poor image quality and might damage the fuser. Damage caused by using non-Phaser 6200 Transparencies is not covered under the warranty, service agreement, or Total Satisfaction Guarantee. To order Phaser® 6200 Transparencies, visit the Phaser® 6200 Supplies and Accessories web site. DO NOT load Phaser® 6200 Transparency Film in Trays 2 or 3; use Tray 1 or the Multi-Purpose Tray instead.

Note

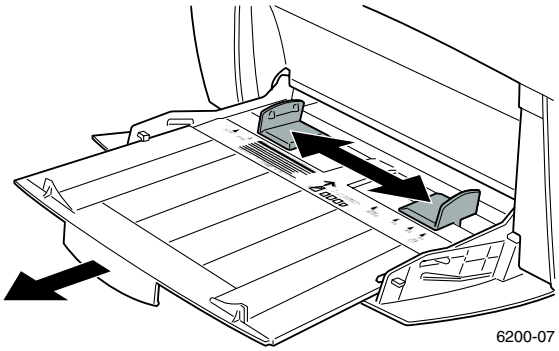
Automatic 2-sided printing is not available from the Multi-Purpose Tray.

To load paper in the Multi-Purpose Tray:

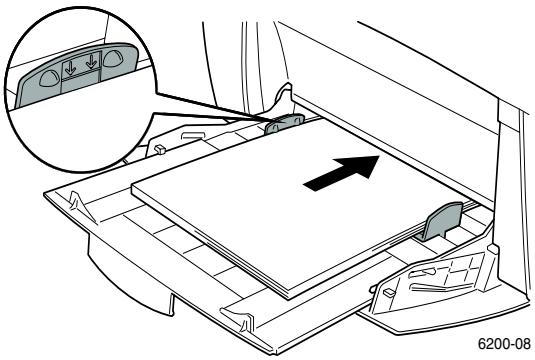
1. Open the Multi-Purpose Tray (labeled MPT) by pushing the handle down and out.

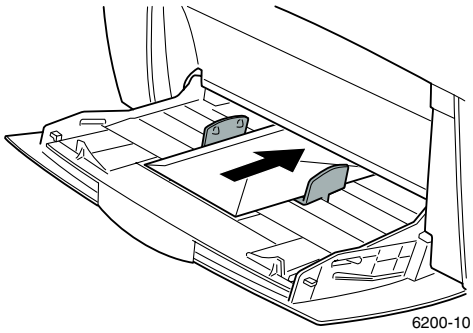

6200-06

2. Adjust the width guides to match the size of the paper.



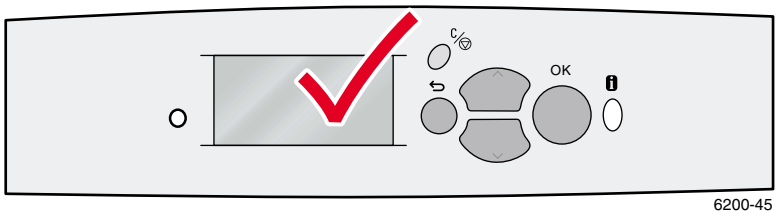
3. Insert the paper, transparencies, or envelopes in the Multi-Purpose Tray. Load the side to be printed ***facedown*** with the ***top*** of the page entering the printer ***first***. Do not load paper above the fill line. Place envelopes with the ***flap side up*** and ***top*** of the envelope towards the right of the printer. (For A7 envelopes, place the ***flap side up*** but have the ***top*** of the envelope enter the printer ***first***.)





4. When the front panel prompts you and you haven't changed the type or size of paper, press the **OK** key to accept the current settings for type and size.

5. If you have changed the type or size of paper:
   a. On the printer's front panel, scroll to `Change` by pressing the **Down Arrow** key, then press the **OK** key.
   b. Scroll to the correct paper type and press the **OK** key to save your selection.
   c. Scroll to the correct paper size and press the **OK** key to save your selection.



Note

To avoid possible print-quality and paper-feed problems, make sure that the tray's paper type and size settings match the loaded paper type.

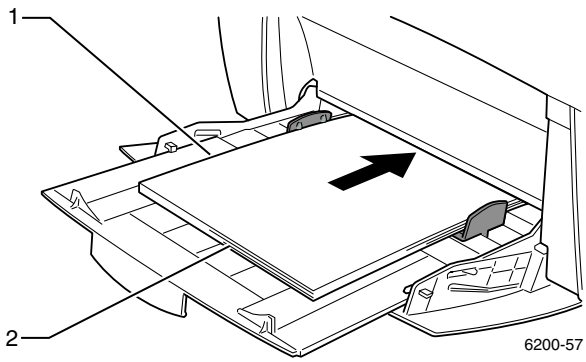
Using custom size paper

In addition to the wide variety of standard paper sizes available for this printer, you can use custom size paper in the Multi-Purpose Tray.

	Size Range
X dimension	89 mm - 216 mm 3.5 in. - 8.5 in.
Y dimension	140 mm - 356 mm 5.5 in. - 14 in.

Loading custom size paper in the Multi-Purpose Tray

1. Open the Multi-Purpose Tray, as described on page 6.
2. Insert the custom size paper and adjust the guides to match the size of the paper. Place the side to be printed ***facedown*** with the top of the page entering the printer ***first***.



3. When the front panel prompts you to confirm the type and size of paper:
   a. Scroll to **Change** (by pressing the **Down Arrow** key) and press the **OK** key.
   b. Scroll to the correct paper type and press the **OK** key to save your selection.
   c. For the paper size, scroll to **Custom** and press the **OK** key.
   d. Select **Set Custom X** by pressing the **OK** key.
   e. Press the **Down Arrow** or **Up Arrow** key to scroll to the desired value for **X** (labeled **2** in the illustration in Step 2) and then press the **OK** key.
   f. Scroll to **Set Custom Y** and press the **OK** key.
   g. Press the **Down Arrow** or **Up Arrow** key to scroll to the desired value for **Y** (labeled **1** in the illustration in Step 2) and then press the **OK** key.

Specialty Printing

This section covers:

- Automatic 2-sided printing — see page 10.
- Manual 2-sided printing — see page 12.
- Transparencies — see page 15.
- Envelopes — see page 18.
- Labels, Business Cards, Greeting Cards, CD/DVD Inserts, and CD/DVD Labels — see page 19.

For a list of the acceptable papers, transparencies, envelopes, and labels that can be used in each tray, refer to the *Supported Papers* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM** or print the **Paper Tips** page from the printer's front panel.

Automatic 2-sided printing

To have the printer do automatic 2-sided printing (duplexing):

- The printer must be either a Phaser 6200 DP or Phaser 6200 DX model.
- The paper must be loaded in a tray. The printer will NOT do automatic 2-sided printing on paper loaded in the Multi-Purpose Tray.
- Any supported paper size that is supported in the tray can be duplexed. Any supported paper type (**Plain Paper**, **Heavy Plain Paper**, **Letterhead**, or **Special**) that can be loaded in the tray can be duplexed.
- The paper must have a weight of 75-105 g/m^2 (20 - 28 lb. bond).

Caution

DO NOT use any specialty media (such as glossy coated paper), envelopes, or labels for 2-sided printing. Any damage caused by duplexing specialty media may not be covered under your printer warranty.

For best results with automatic 2-sided printing, do not use heavy toner coverage on the even-numbered pages of your print job.

When you print any job, you can use the printer driver to select the orientation of the images on the page: **Portrait** or **Landscape**. When you print 2-sided jobs, you also select the binding preference, which determines how the pages turn; refer to the table on page 12 for the wording used in the printer drivers for binding preference.

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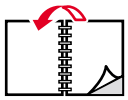
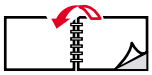
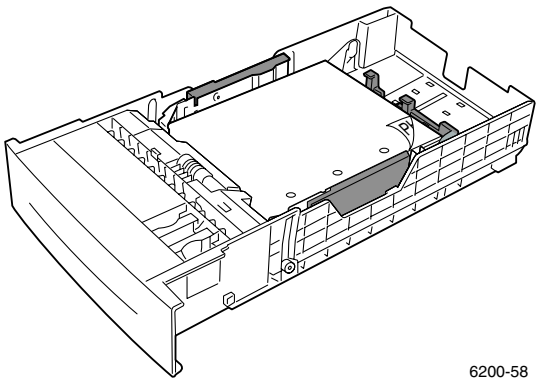
Portrait Bind on Side Edge Flip on Long Edge	Portrait Bind on Top Edge Flip on Short Edge	Landscape Bind on Side Edge Flip on Short Edge	Landscape Bind on Top Edge Flip on Long Edge
			

To do automatic 2-sided printing:

1. Insert a stack of paper into the tray. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**. Place the side to be printed with the odd-numbered pages ***facedown*** with the top of the page at the ***back*** of the tray. If using paper with pre-punched holes, place the holes toward the right side of the tray.



2. In the printer driver:
   - Select the tray containing the paper.
   - Select the orientation.
   - Select 2-sided printing, as described in the following table.
3. Send the job to the printer.

Setting the printer driver for two-sided printing

Macintosh **LaserWriter 8.6** or **LaserWriter 8.7**	**1.** From the **File** menu, select **Print**. **2.** In the **Print** dialog box, click after **General** and select **Layout** from the pull-down menu. **3.** Select **Print on Both Sides**. **4.** Select a binding preference.
Windows 95, **Windows 98**, or **Windows Me**	**1.** From the **File** menu, select **Print**. **2.** Click the **Properties** button. **3.** On the **Setup** tab, select **Print on 2 Sides**. **4.** Check or uncheck **Bind on Top Edge**.
Windows 2000 or **Windows XP**	**1.** From the **File** menu, select **Print**. **2.** Click the **Properties** button. **3.** On the **Layout** tab for **Print on Both Sides (Duplex)**, select either **Flip on Long Edge** or **Flip on Short Edge**.
Windows NT	**1.** From the **File** menu, select **Print**. **2.** Click the **Properties** button. **3.** On the **Page Setup** tab for **Print on Both Sides (Duplex Printing)**, select either **Long Edge** or **Short Edge**.

Manual 2-sided printing

If the printer doesn't have a duplex unit, you can still have the printer print on both sides of the paper. However, you must have the printer print all of the odd-numbered pages first, reinsert the printed pages in the tray, then have the printer print the even-numbered pages.

You can use Trays 1-3 or the Multi-Purpose Tray for manual 2-sided printing.

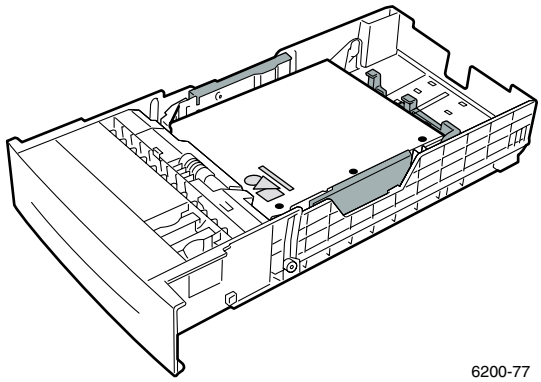
Paper specifics

- When using the Multi-Purpose Tray, the paper must have a weight of 75 - 216 g/m^2 (20 - 58 lb. bond).
- When using the trays, the paper must have a weight of 75 - 105 g/m^2 (20 - 28 lb. bond).
- For the best opacity and feed reliability, use Plain Paper that is 90 g/m^2 (24 lb. bond) paper.
- 2-sided printing on specialty paper can shorten the life of printer components.
- For best results, do not use heavy toner coverage on side 1 of a manual 2-sided print. Increase the top margin on side 1 to at least 12 mm (0.48 in.).
- Print quality may be degraded on the second side of manual 2-sided prints.

Manual 2-sided printing using Trays 1-3

Printing side 1

1. Insert a stack of paper into the tray. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**. Place the side to be printed ***faceup*** with the top of the page at the ***front*** of the tray.

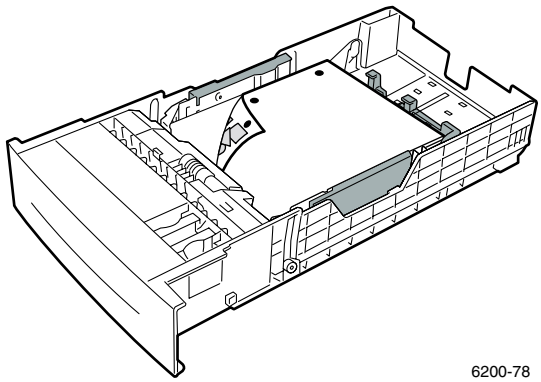


6200-77

2. In the printer driver, select the tray containing the paper.
3. Send the job to the printer so that the odd-numbered pages (side 1) are printed.

Printing side 2

1. Insert the paper printed with side 1 into the tray. Place the printed side 1 ***facedown*** with the top of the page at the ***front*** of the tray; (the side to be printed is ***faceup***).



6200-78

2. In the printer driver, select the tray containing the paper.
3. Send the job to the printer so that the even-numbered pages (side 2) are printed.

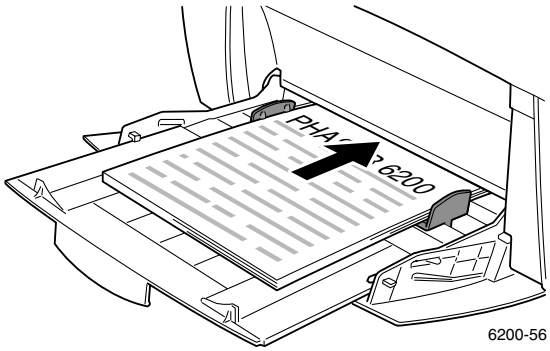
Manual 2-sided printing using the Multi-Purpose Tray

Printing side 1

1. Insert a stack of paper into the Multi-Purpose Tray. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**. Load the side to be printed ***facedown*** with the ***top*** of the page entering the printer ***first***.
2. In the printer driver, select the Multi-Purpose Tray as the paper source.
3. Send the job to the printer so that the odd-numbered pages (side 1) are printed.

Printing side 2

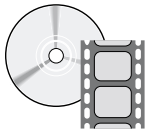
1. Insert the paper printed with side 1 into the Multi-Purpose Tray. Place the printed side 1 ***faceup*** with the top of the page entering the printer ***first***.



2. In the printer driver, select the Multi-Purpose Tray as the paper source.
3. Send the job to the printer so that the even-numbered pages (side 2) are printed.

Transparencies

Transparencies can be printed from Tray 1 or the Multi-Purpose Tray. Handle transparencies by the edges and with both hands to avoid fingerprints and creases, which can cause poor print quality.



Videos are available with instructions for loading transparencies. Videos are located on the **Interactive Documentation CD-ROM** and on the Xerox web site at: **www.xerox.com/officeprinting/6200support/**

Xerox Phaser® 6200 Transparencies

Xerox recommends that you use Phaser® 6200 Transparencies, which have been specifically developed for use with this type of printer fuser.

Xerox Phaser® 6200 Premium Transparency Film

Size	Description	Part Number
A/Letter (U. S.) 8.5 x 11 in.	50 sheets	016-1948-00
A4 (Metric Letter) 210 x 297 mm	50 sheets	016-1949-00

To order supplies and accessories, contact your local reseller or visit the Xerox web site at: www.xerox.com/officeprinting/6200supplies

Using non-Phaser 6200 transparency film

The printer features a unique oil-less fuser. Phaser 6200 Transparency film is designed specifically to work with the printer's fuser. If you want to use non-Phaser 6200 transparency film, you *must* use a film that meets the following specifications:

- Compatible with oil-less fuser systems
- Fusing temperature: 178 degrees C
- Electrical surface resistivity: greater than 7 x 10exp11 ohm/square

Any overhead transparency materials used with this printer must be compatible with the heat and pressure of the oil-less fusing process. The materials must not discolor, melt, offset, or release hazardous emissions when heated to 178 degress C for 0.2 seconds.

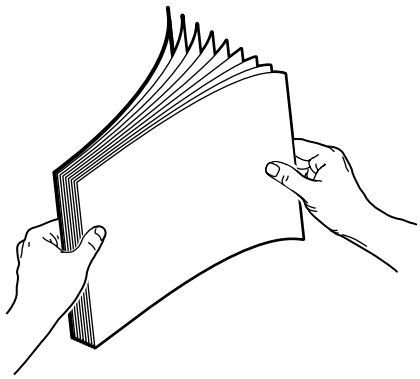
Overhead transparency materials that do not meet these specifications can produce poor image quality, produce a jam in the printer, wrap around the fuser rollers and even melt on the fuser rollers. Some non-Phaser 6200 transparencies have paper tape on the edge that can separate in the heat of the fuser, leading to damage. Using non-Phaser 6200 transparencies may damage the fuser. Damage caused by using non-Phaser 6200 transparencies is not covered under the warranty, service agreement, or Total Satisfaction Guarantee.

Note

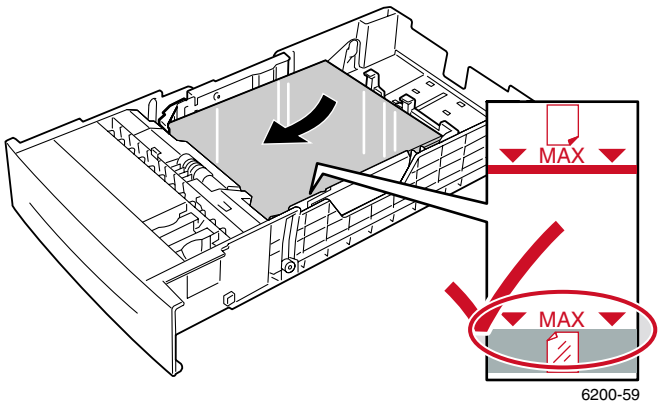
Xerox and Xerox Phaser transparency films developed for other Xerox printers and copiers are not meant to be used with this printer. Using non-Phaser 6200 transparencies may damage the fuser and might not be covered under the warranty.

Printing transparencies from Tray 1

1. Fan the transparencies to release sheets that are stuck together.



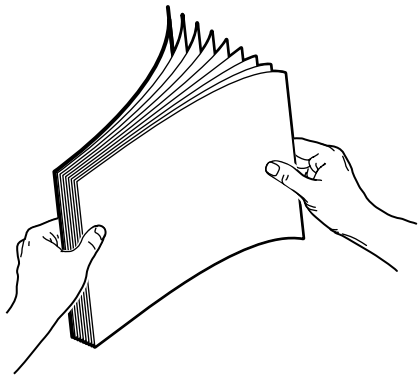
2. Insert the transparencies into the tray. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.
3. Do not load transparencies above the transparency fill line, because it may cause a jam.



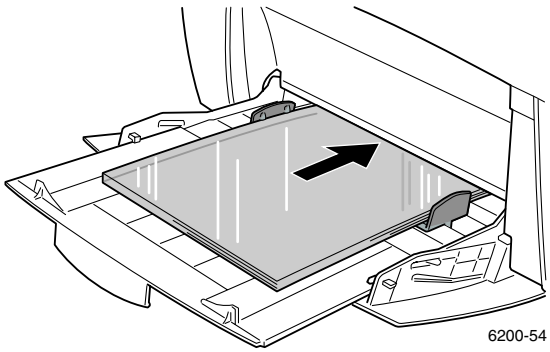
4. When the front panel prompts you to confirm or change the selected paper type:
   a. Press the **Down Arrow** key to scroll to `Change`, then press the **OK** key.
   b. Scroll to `Transparency` and press the **OK** key to save your selection.
5. In the printer driver, select either **Tray 1** as the paper source or **Transparencies** as the paper type.

Printing transparencies from the Multi-Purpose Tray

1. Fan the transparencies to release sheets that are stuck together.



2. Insert the transparencies into the Multi-Purpose Tray; (maximum capacity is 50 sheets). For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.



3. When the front panel prompts you to confirm or change the selected paper type and size:
   a. Press the **Down Arrow** key to scroll to `Change`, then press the **OK** key.
   b. Scroll to `Transparency` and press the **OK** key to save your selection.
   c. Scroll to the correct paper size and press the **OK** key to save your selection.
4. In the printer driver, select either **Multi-Purpose Tray** as the paper source or **Transparencies** as the paper type.

Envelopes

Guidelines for envelope printing

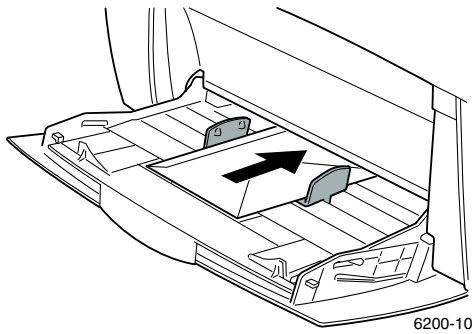
- Envelopes can only be printed from the Multi-Purpose Tray.
- Use only paper envelopes.
- Do not print on the back of the envelope.
- Keep unused envelopes in their packaging to avoid the effects of moisture and dryness, which can affect print quality and cause wrinkling. Excessive moisture causes the envelopes to seal before or during printing.
- Many applications include a tool for creating an envelope document. For example, Microsoft Word includes an **Envelopes and Labels** feature in the **Tools** menu. Be sure to:
  - Select ***facedown***.
  - Select the feed method with the image centered.
  - Clear **Clockwise Rotation**.
- Load a maximum of 10 envelopes at a time. This printer is not designed to handle high-capacity production envelope printing.
- Envelopes may wrinkle depending on the weight and stiffness of the envelope. Envelopes with short flaps work best; longer flaps are more likely to wrinkle.

Caution

Never use envelopes with windows or metal clasps; they can damage the printer. Damage caused by using unsupported envelopes is not covered by your printer's warranty.

Printing envelopes

1. Insert the envelopes short-edge feed into the Multi-Purpose Tray. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.
   - Place envelopes with the ***flap side up*** and ***top*** of the envelope towards the right of the printer. (For A7 envelopes, place the ***flap side up*** but have the ***top*** of the envelope enter the printer ***first***.)
   - Maximum capacity is 10 envelopes.



2. When the front panel prompts you to confirm or change the selected paper type and size:
   a. Press the **Down Arrow** key to scroll to **Change**, then press the **OK** key.
   b. Scroll to **Envelopes** and press the **OK** key to save your selection.
   c. Scroll to the correct envelope size and press the **OK** key to save your selection.
3. In the printer driver, select either **Multi-Purpose Tray** as the paper source or **Envelopes** as the paper type.
4. Make a test print from your application to confirm that the orientation of your envelope is correct.

Note

The heat from the printing process can melt certain types of envelope glue. If the envelope flap sticks shut after printing the test print, tuck the flaps inside the envelopes when printing the remaining envelopes.

Labels, Business Cards, Greeting Cards, CD/DVD Inserts, and CD/DVD Labels

Labels, business cards, greeting cards, CD/DVD inserts, and CD/DVD labels can only be printed from the Multi-Purpose Tray. The number of sheets that can be loaded depends on the item.

Item	Maximum number of sheets
Labels	25
Business cards	25
Greeting cards	25
CD/DVD labels	25
CD/DVD inserts	25

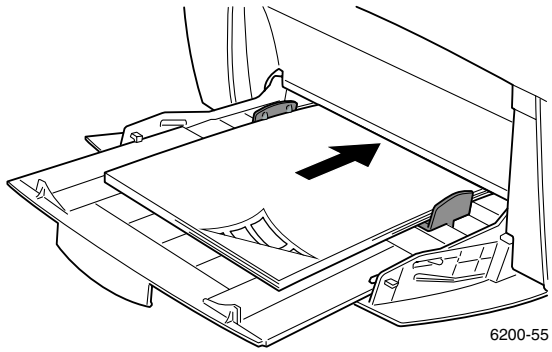
Refer to the *Supplies* section of the *Support Guide* on the **Interactive Documentation CD-ROM** for information on part numbers for ordering these items. To order supplies and accessories, contact your local reseller or visit the Xerox web site at: www.xerox.com/officeprinting/6200supplies

Guidelines

- Do not use vinyl labels.
- If any of the labels, cards, or inserts on a sheet are missing, do not use that sheet; it may damage printer components.
- Store unused labels, cards, and inserts flat in their original packages.
- Do not store labels, cards, or inserts in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions may cause them to jam in the printer or cause print quality problems.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause the labels, cards, and inserts to curl and jam the printer.
- Print only on one side of the sheet of labels and inserts.

Printing labels, business cards, greeting cards, CD/DVD inserts, and CD/DVD labels

1. If printing on labels and your application has a setting for labels, use it as a template. Templates for greeting cards, etc. are available at the Xerox Color Connection web site at: www.colorconnection.xerox.com
2. Insert the sheets into the Multi-Purpose Tray. Place the side to be printed ***facedown*** with the ***top*** of the sheet entering the printer ***first***. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.



3. When the front panel prompts you to confirm or change the selected paper type and size:
   a. Press the **Down Arrow** key to scroll to **Change**, then press the **OK** key.
   b. Scroll to the correct type and press the **OK** key to save your selection.
   c. Scroll to the correct size and press the **OK** key to save your selection.
4. In the printer driver, select either **Multi-Purpose Tray** as the paper source or the paper type.

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