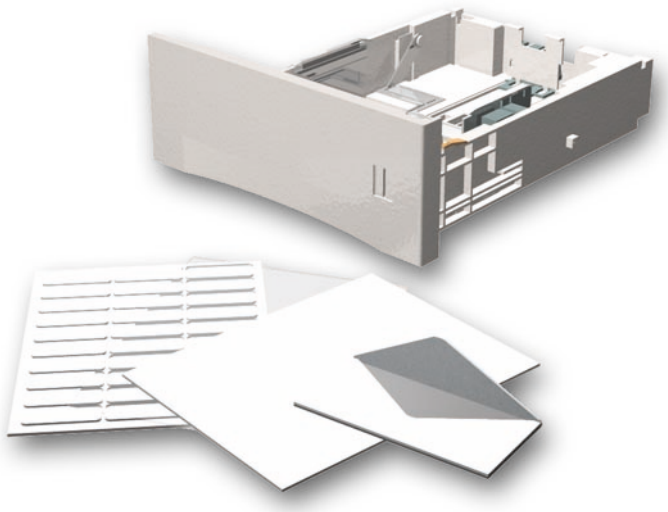
THE DOCUMENT COMPANY
XEROX

Phaser™ 4400
Laser Printer

Trays and Paper Guide



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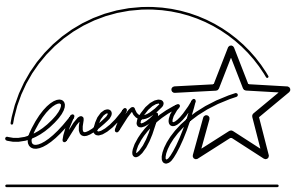

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Contents

Supported Papers 1

Trays. 2

Loading paper in Tray 1, 2, or 3 3

Loading paper in the Multi-Purpose Tray. 7

Loading envelopes in the envelope feeder 10

Loading custom size paper 13

Loading custom size paper in Trays 1, 2, or 3 13

Loading custom size paper in the Multi-Purpose Tray. 15

Specialty Printing 16

Automatic 2-sided printing 16

Guidelines for automatic 2-sided printing 16

Binding preferences 16

Printing 2-sided pages automatically using Trays 1, 2, or 3 17

Printing 2-sided pages automatically using the Multi-Purpose Tray 17

Manual 2-sided printing 19

Guidelines for manual 2-sided printing 19

Manual 2-sided printing using Trays 1, 2, or 3 19

Manual 2-sided printing using the Multi-Purpose Tray 22

Transparencies 25

Guidelines for printing on transparencies. 25

Printing transparencies from Tray 1, 2, or 3 25

Printing transparencies from the Multi-Purpose Tray 26

Envelopes 27

Guidelines for envelope printing 27

Printing envelopes from the envelope feeder 28

Printing envelopes from the Tray 1, 2, or 3 29

Printing envelopes from the Multi-Purpose Tray 30

Labels 31

Guidelines for printing labels 31

Printing labels from Tray 1, 2, or 3 31

Printing labels from the Multi-Purpose Tray 32

Output Trays 33

Offsetting output 34

Index. 35

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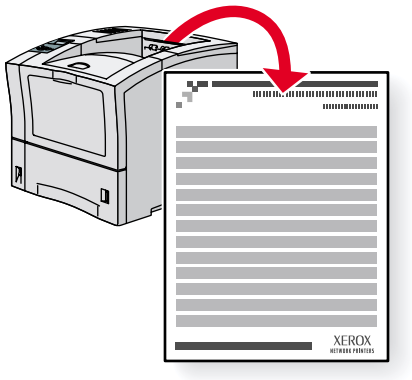
Supported Papers

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.



P4400-77

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

Accessing the Paper Tips page

Access the **Paper Tips** page 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 **`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™ 4400 LASER PRINTER

Paper Tips

Refer to the following tables to ensure the best print-quality and to avoid paper jams. For best results, use Xerox-branded paper as it is guaranteed to produce excellent results on your Xerox Phaser™ 4400 Laser Printer. Print-quality and paper handling performance may vary depending on vendor and type of paper used.

Note: If you change the type of paper or transparencies, you **must** specify the type on the front panel of the printer. For the Multi-Purpose Tray or envelope feeder only: if you change the size of paper, also specify the size on the front panel.

Supported paper and paper sizes

	Input			Output	
Paper Type	**550-Sheet Tray**	**Multi-Purpose Tray**	**Envelope Feeder**	**Standard Tray**	**500-Sheet Stacker**
A4 (210 x 297 mm)	●	●	---	●	●
A5 (148 x 210 mm)	●(1)	●(1)	---	●	●
A6 (105 x 148 mm)	custom(1)	●(1)	●(1)	●	●
ISO B5 (176 x 250 mm)	custom(1)	●(1)	---	●	●
B5 JIS (182 x 257 mm)	●	●	---	●	●
Index Card (3 x 5 in.)	---	●(1)	---	●	---
Statement (5.5 x 8.5 in.)	custom(1)	●(1)	---	●	●
Executive (7.25 x 10.5 in.)	●	●	---	●	●
Letter (8.5 x 11 in.)	●	●	---	●	●
US Folio (8.5 x 13 in.)	●	●	---	●	●
Legal (8.5 x 14 in.)	●	●	---	●	●
Envelopes					
#10 Commercial (4.12 x 9.5 in.)	custom(1)	●(1)	●(1)	●	●
Monarch (3.87 x 7.5 in.)	custom(1)	●(1)	●(1)	●	●
DL (110 x 220 mm)	custom(1)	●(1)	●(1)	●	●
C5 (162 x 229 mm)	custom(1)	●(1)	●(1)	●	●
B5 (176 x 250 mm)	custom(1)	●(1)	custom(1)	●	●
Transparencies					
A4 (210 x 297 mm)	●(1)	●(1)	---	●	●
Letter (8.5 x 11 in.)	●(1)	●(1)	---	●	●
Labels					
A4 (210 x 297 mm)	●(1)	●(1)	---	●	●
Letter (8.5 x 11 in.)	●(1)	●(1)	---	●	●
Capacity(2)	**550**	**100**	**75**	**500**	**500**

● = Short-edge feed (1) Simplex (one-sided) printing only. (2) Maximum capacity at 75 g/m^2 (20 lb.) paper stock. Capacity is reduced for heavier/thicker stock.

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NETWORK PRINTERS

Custom paper sizes

	Input			Output	
	550-Sheet Tray	Multi-Purpose Tray	Envelope Feeder	Standard Tray	500-Sheet Stacker
Simplex (one-sided)					
Width	98 - 216 mm 3.87 - 8.5 in.	76 - 216 mm 3.0 - 8.5 in.	98 - 178 mm 3.87 - 7.0 in.	76 - 216 mm 3.0 - 8.5 in.	98 - 216 mm 3.87 - 8.5 in.
Length	148 - 356 mm 5.83 - 14.0 in.	127 - 356 mm 5.0 - 14.0 in.	148 - 254 mm 5.83 - 10.0 in.	127 - 356 mm 5.0 - 14.0 in.	148 - 356 mm 5.83 - 14.0 in.
Duplex (two-sided)					
Width	182 - 216 mm 7.16 - 8.5 in.	182 - 216 mm 7.16 - 8.5 in.	---	Same as Input	
Length	257 - 356 mm 10.12 - 14.0 in.	257 - 356 mm 10.12 - 14.0 in.	---	Same as Input	

Paper weights

The Phaser™ 4400 Laser Printer supports paper weights as follows:

- 16 - 130 lbs. (60 - 216 g/m^2) simplex/one-sided
- 16 - 28 lbs. (60 - 105 g/m^2) duplex/two-sided

Plain Paper: (60 - 120 g/m^2) (16 - 32 lb.)

Card Stock: (120 - 216 g/m^2) (32 - 130 lb.)

Paper tips

- If excessive jams occur, flip the paper in the tray or install fresh paper from a newly opened ream.
- Transparencies should be fanned prior to loading.
- Other size envelopes may be printed as custom paper sizes.
- Use only paper envelopes. Do not use envelopes with windows or metal clasps.
- Label media should be fanned prior to loading.
- Do not print to label stock once a label has been removed.

Ordering supplies

See **www.xerox.com/officeprinting/4400supplies** for information on ordering supplies.

Xerox Branded Paper

Item	Paper Size	Part Number
Plain Paper		
Xerox Premier 80	A4 (210 x 297 mm)	3R91720
Xerox Premier 80	A5 (148 x 210 mm)	3R91832
Xerox 4024 DP statement	Statement (5.5 x 8.5 in.)	3R2072
Xerox 4024 DP	Letter (8.5 x 11 in.)	3R721
Xerox 4024 DP folio	Folio (8.5 x 13 in.)	3R725
Xerox 4024 DP legal	Legal (8.5 x 14 in.)	3R727
Transparencies		
Xerox 3M Type L transparencies	A4 (210 x 297 mm)	3R91334
Xerox Clear transparencies	Letter (8.5 x 11 in.)	3R4446
Labels		
Xerox A4 24-up label	A4 (210 x 297 mm)	3R96178
Xerox Multi-purpose 30-up label	Letter (8.5 x 11 in.)	3R12051

Replaceable Items

Item	Part Number
Standard-Capacity Print Cartridge	113R00627
High-Capacity Print Cartridge	113R00628
Maintenance Kit Contains: a Fuser Cartridge, 1 Transfer Roll, and 9 Feed Rollers.	108R00497 for 110 V (60 Hz) 108R00498 for 220 V (50 Hz)

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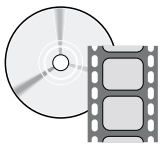
NETWORK PRINTERS

Trays

This section covers:

- Loading paper in Tray 1, 2, or 3 — see page 3.
- Loading paper in the Multi-Purpose Tray — see page 7.
- Loading envelopes in the envelope feeder — see page 10.
- Loading custom size paper — see page 13.

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**.



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

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

Note

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

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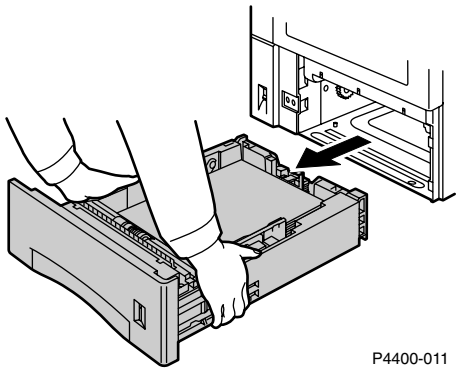
Loading paper in Tray 1, 2, or 3

Note

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

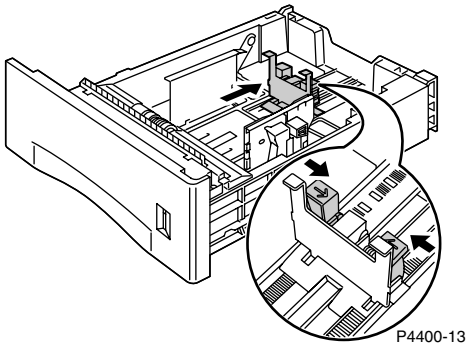
To load paper in Tray 1, 2, or 3:

1. Remove the tray from the printer:
   a. Pull out the tray until it stops.
   b. Gently remove the tray from the printer while lifting up.
   c. Place the tray on a flat surface.



If you are loading paper of the same size, skip to Step 5.

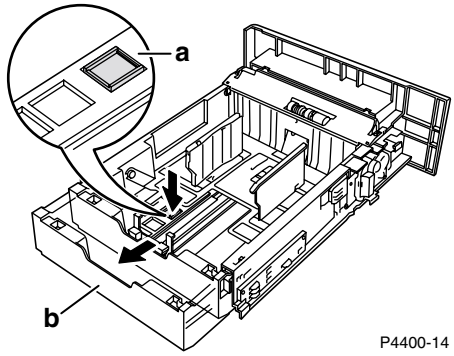
2. Gently squeeze the length guide and slide it all the way to the rear of the tray.



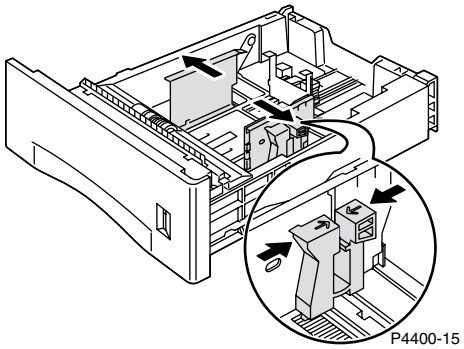
3. To load paper longer than 297 mm (11.69 in.), adjust the catch as shown below. There are three settings for the catch. Choose the one that is closest beyond the length of the paper.

a. Press the square latch.

b. Slide out the back of the tray to fit your paper.

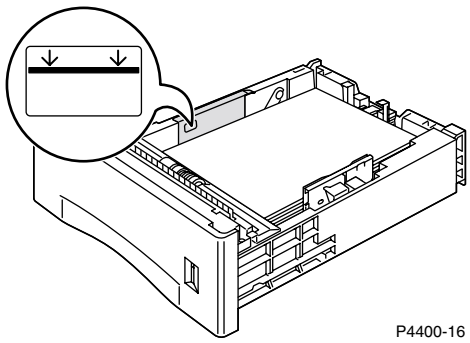


4. Gently squeeze the side guides and slide them all the way to the sides of the tray.



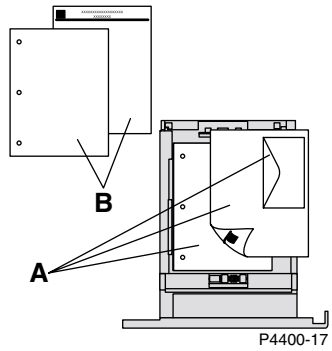
5. To reduce the possibility of misfeeds and jams, fan the stack of paper before inserting it into the tray.

6. Align the four corners of the paper stack and insert it into the tray, following the simplex and duplex instructions below.



Top view of tray:

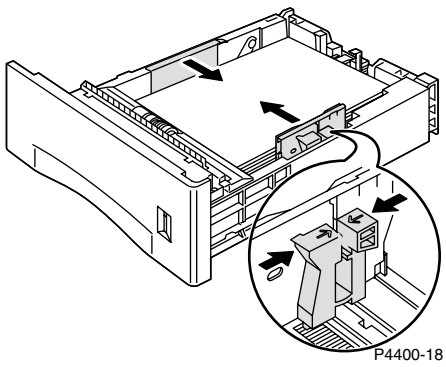
A. Simplex printing, B. Duplex printing



7. While squeezing the right side of the guides handle, adjust the guides to the paper width.

Note

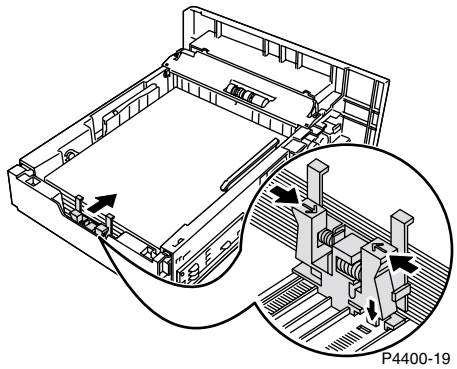
To avoid misfeeds and jams, make sure that the stack is placed at the center of the tray and adjust the side guides to the correct size.



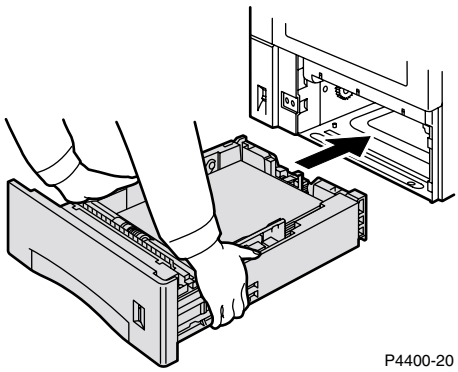
8. When the side guides are aligned, adjust the length guide to the paper length.

Note

To avoid paper jams or incorrect paper size sensing, make sure the length guide stopper is firmly seated in the floor of the tray. Also, make sure the paper is under the retaining clip on the length guide.

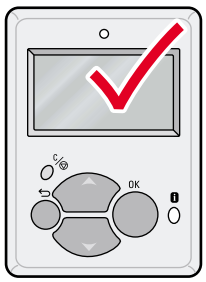


9. Insert the tray completely into the printer. Make sure that it is properly seated.



10. 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.



P4400-100

Loading paper in the Multi-Purpose Tray

Note

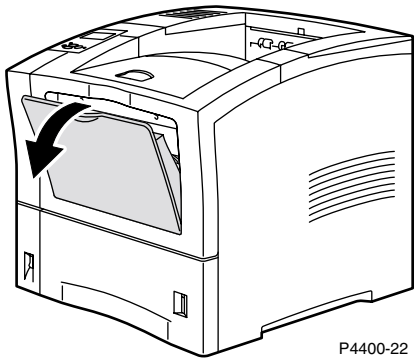
If you change the type of paper or transparencies, you MUST specify the type on the front panel of the printer.

To load paper in the Multi-Purpose Tray:

1. Open the Multi-Purpose Tray door by pulling the latch at the top center.

Caution

To prevent possible damage to the Multi-Purpose Tray, do not exert strong pressure on it or place any heavy objects on it.

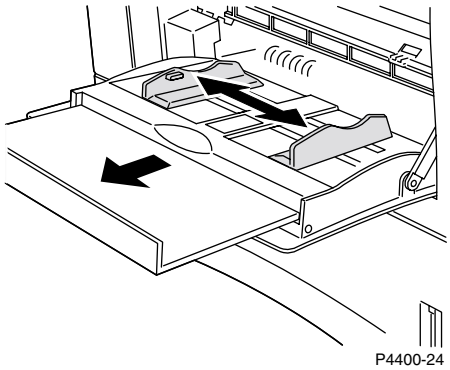


P4400-22

2. Extend the Multi-Purpose Tray and adjust the paper guide to fit the media you intend to use.

Note

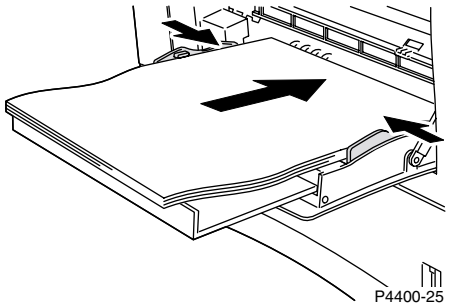
To prevent possible jams, be sure to adjust the guides correctly and do not overload the tray.



3. To reduce the possibility of misfeeds and jams, fan the stack of paper before inserting it into the tray.
4. Align the four corners of the paper and place it into the tray with the side to be printed facing ***up***.

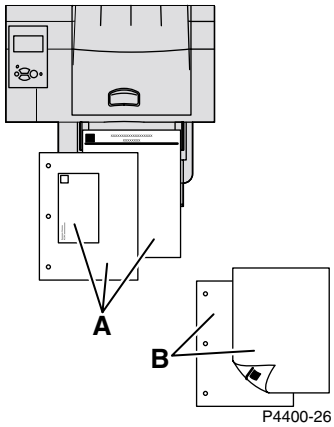
Note

Be sure to insert the paper all the way in until it gently touches the stopper inside the printer.



Top view of Multi-Purpose Tray:

A. Simplex printing, B. Duplex printing



P4400-26

Note

If you change the size or type of paper while the front panel displays a **Load MPT** message, the printer automatically sets the menus to the size and type specified in the message.

5. 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.
6. If you have changed the type or size of paper:
   a. On the printer's front panel, scroll to **Change Paper Type** 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. Scroll to **Change Paper Size** and press the **OK** key.
   d. Scroll to the correct paper size and press the **OK** key to save your selection.

P4400-100

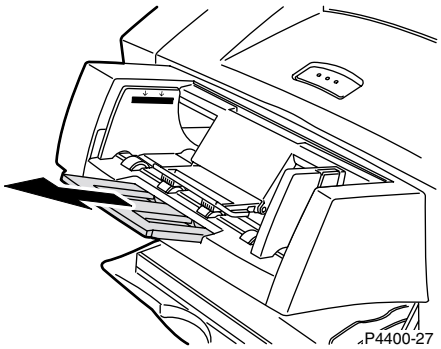
Loading envelopes in the envelope feeder

The envelope feeder is an optional device for your printer. In addition to feeding envelopes, it can also be used to feed card stock, such as **A6** postcards.

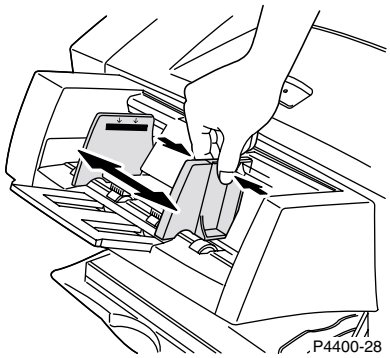
Note

Some envelopes may curl or wrinkle, even with the envelope feeder. For best results, test a few envelopes to determine what works best for you.

1. Pull out the envelope feeder tray, if it is not already extended.

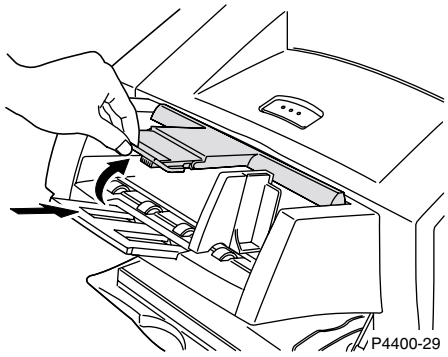


2. Pinch the release tab on the right width adjuster and move the width adjusters to the outside.



3. Lift the envelope holder and load the envelope feeder with the appropriate size and type of envelopes.

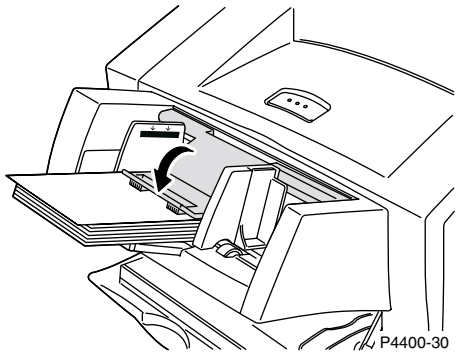
- Place the side to be printed ***faceup***.
- The top of the envelopes should be toward the ***left*** of the printer.



Caution

Never use envelopes with windows, metal clasps, or exposed gummed surfaces; they can damage the printer. Damage caused by using unsupported envelopes might not be covered by your printer's warranty.

4. Lower the envelope holder onto the envelopes.



Note

If you change the size or type of envelopes while the front panel displays a **`Load Envelope Feeder`** message, the printer automatically sets the menus to the size and type in the Load message.

5. If the front panel prompts you and you haven't changed the size or type of envelopes, press the **OK** key to accept the current setting for paper type.

6. If the front panel prompts you and you have changed the size or type of envelopes:
   a. Press the **Down Arrow** key to scroll to **Change Paper Type**, then press the **OK** key.
   b. Scroll to the correct paper type (usually **Envelope**) and press the **OK** key to save your selection.
   c. Scroll to **Change Paper Size**, then press the **OK** key.
   d. Scroll to the correct envelope size and press the **OK** key to save your selection.

Loading custom size paper

In addition to the wide variety of paper sizes available for this printer, you can use custom size paper. 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 front panel of your printer.

Note

After you load a custom size paper in any of this printer's trays, you MUST set the front panel values to agree with the paper you have loaded. You also must define the custom size in the printer driver.

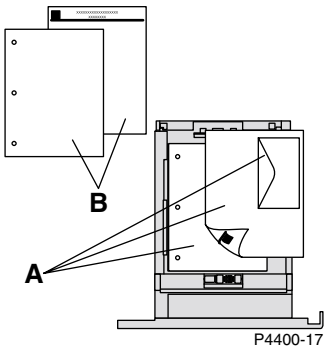
This section provides information about loading custom size paper in Trays 1, 2, or 3. You also can load custom sized paper in the Multi-Purpose Tray and in the Envelope Feeder.

Loading custom size paper in Trays 1, 2, or 3

1. Open the tray.
2. Insert the custom size paper and adjust the guides to match the size of the paper.

Top view of tray:

A. Simplex printing, B. Duplex printing



3. When the front panel prompts you to confirm the type of paper, scroll to the correct paper type and press the **OK** key to save your selection.
4. Set the tray for custom size paper and specify the dimensions:
   a. On the front panel, with `Menus` highlighted, press the **OK** key.
   b. Scroll to `Printer Setup Menu` by pressing the **Down Arrow** key and press the **OK** key.
   c. Scroll to `Tray Setup Menu` and press the **OK** key.
   d. Scroll to `Tray # Setup Menu` (where # is the number of the tray) and press the **OK** key.
   e. If you don't see a selection for `Set Custom X`, scroll to `Custom Size` and press the **OK** key to change `Custom Size` to `On`.
   f. Scroll to `Set Custom X` and press the **OK** key.

g. Press the **Down Arrow** or **Up Arrow** key to scroll to the value for **X**, and then press the **OK** key. (The X value is the measurement from the left to the right of the paper in the tray.)

h. Scroll to `Set Custom Y` and press the **OK** key.

i. Press the **Down Arrow** or **Up Arrow** key to scroll to the value for **Y**, and then press the **OK** key. (The Y value is the measurement from the front to the back of the paper in the tray.)

Turning off custom sizes

When you use standard size paper in the tray and adjust the guides for that paper, you don't need to specify the paper size in the front panel. The trays contain size sensors that automatically inform the printer about the paper size. However, when you insert custom size paper in the tray and change `Custom Size` to `On`, the size sensors are turned off and you must enter the X and Y values as described in Step 4 on the previous page. If you later insert standard size paper in the tray, you must turn on the tray sensors again by changing `Custom Size` to `Off`:

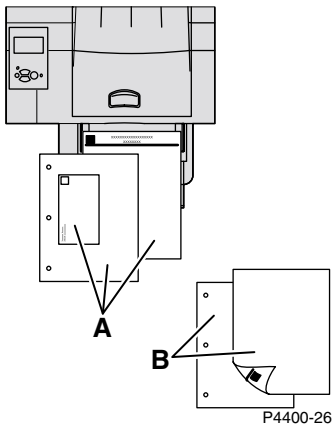
1. On the front panel with `Menus` highlighted, press the **OK** key.
2. Scroll to `Printer Setup Menu` by pressing the **Down Arrow** key and press the **OK** key.
3. Scroll to `Tray Setup Menu` and press the **OK** key.
4. Scroll to `Tray # Setup Menu` (where # is the number of the tray) and press the **OK** key.
5. Scroll to `Custom Size` and press the **OK** key to change `Custom Size` to `Off`. This reactivates the tray sensors for that tray.

Loading custom size paper in the Multi-Purpose Tray

1. Open the Multi-Purpose Tray.
2. Insert the custom size paper and adjust the guides to match the size of the paper.

Top view of Multi-Purpose Tray:

A. Simplex printing, B. Duplex printing



3. When the front panel prompts you to confirm the type and size of paper:
   a. Scroll to `Change Paper Type` 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.
   a. Scroll to `Change Paper Size` and press the **OK** key.
   b. Scroll to `Custom` and press the **OK** key.
   c. Scroll to `Set Custom X` and press the **OK** key.
   d. Press the **Down Arrow** or **Up Arrow** key to scroll to the value for **X**, and then press the **OK** key. (The X value is the measurement from the left to the right of the paper in the tray.)
   e. Scroll to `Set Custom Y` and press the **OK** key.
   f. Press the **Down Arrow** or **Up Arrow** key to scroll to the value for **Y**, and then press the **OK** key. (The Y value is the measurement from the front to the back of the paper in the tray.)

Specialty Printing

This section covers:

- Automatic 2-sided printing — see page 16.
- Manual 2-sided printing — see page 19.
- Transparencies — see page 25.
- Envelopes — see page 27.
- Labels — see page 31.

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**.

Automatic 2-sided printing

Guidelines for automatic 2-sided printing

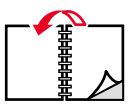
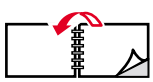
- The printer must have an optional duplex unit installed.
- The paper must have a weight of 60 – 105 g/m^2 (16 – 28 lb. bond).
- The paper size can be **Letter**, **Legal**, **Executive**, **US Folio**, **A4**, **B5 JIS**, and **Custom** sizes between 182 – 216 mm (7.16 – 8.5 inches) wide and 257 – 356 mm (10.12 – 14.0 inches) long.
- The paper type must be **Plain Paper**, **Card Stock** (not exceeding the weight limits listed above), **Letterhead**, **Colored Paper**, or **Special**.

Caution

DO NOT use transparencies, envelopes, or labels for automatic 2-sided printing. Any damage caused by duplexing these are not covered under your printer's warranty.

Binding preferences

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.

Portrait Bind on Side (Long) Edge	Portrait Bind on Top (Short) Edge	Landscape Bind on Top (Long) Edge	Landscape Bind on Side (Short) Edge
			

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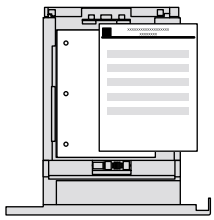
Printing 2-sided pages automatically using Trays 1, 2, or 3

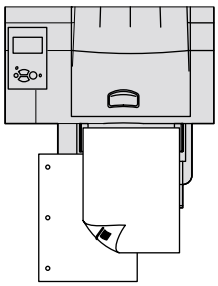
1. Insert a stack of paper into the tray. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.
   - Place the side to be printed with the odd-number pages ***faceup*** with the top of the page toward the back of the tray.
   - Prepunched holes should be toward the ***left*** of the printer.


P4400-80

2. In the printer driver:
   - Select the tray containing the paper.
   - Select the orientation.
   - Select 2-sided printing. Refer to the table on page 18 for instructions and the wording used in the printer drivers.
3. Send the job to the printer.

Printing 2-sided pages automatically using the Multi-Purpose Tray

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 ***facedown*** with the top of the page entering the printer ***last***.
   - Prepunched holes should be toward the ***left*** of the printer.


P4400-84

2. In the printer driver:
   - Select the tray containing the paper.
   - Select the orientation.
   - Select 2-sided printing. Refer to the table on page 18 for instructions and the wording used in the printer drivers.
3. Send the job to the printer.

Setting the printer driver for 2-sided printing

Operating System	Driver	Instructions
Macintosh LaserWriter 8.6 or **LaserWriter 8.7**		1. From the **File** menu, select **Print**, and then select **Layout**. 2. Select **Print on Both Sides**. 3. Select a binding preference.
Windows 95, **Windows 98**, or **Windows Me**	PostScript PCL5e PCL6	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**	PostScript PCL5e	1. From the **File** menu, select **Print**. 2. Click the **Properties** button. 3. On the **Layout** tab under **Print on Both Sides (Duplex)**, select either **Flip on Long Edge** or **Flip on Short Edge**.
Windows NT	PostScript PCL5e	1. From the **File** menu, select **Print**. 2. Click the **Properties** button. 3. On the **Page Setup** tab under **Print on Both Sides (Duplex Printing)**, select either **Long Side** or **Short Side**.
Windows NT, **Windows 2000**, or **Windows XP**	PCL6	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**.

Manual 2-sided printing

If the printer doesn't have a duplex unit or if you need to duplex paper sizes or weights outside the duplex unit's limits, 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, 2, or 3 or the Multi-Purpose Tray for manual 2-sided printing.

Guidelines for manual 2-sided printing

- The application you are printing from must provide an option for printing odd pages and even pages separately.
- The paper must have a weight of 60 – 216 g/m^2 (16 – 80 lb.).
- Do not use envelopes, labels, or transparencies.

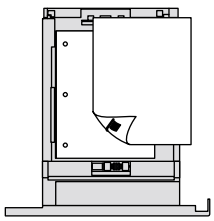
Manual 2-sided printing using Trays 1, 2, or 3

Printing the odd-numbered pages

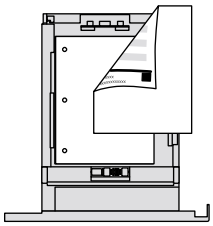
1. Insert a stack of paper into the tray. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.

   The paper size can be **Letter**, **Legal**, **Executive**, **US Folio**, **A4**, **B5 JIS**, **A5**, or **Custom** sizes between 98 – 216 mm (3.87 – 8.5 in.) wide and 148 – 356 mm (5.83 – 14.0 in.) long.

   - Portrait orientation:
     Place the side to be printed with odd-numbered pages ***facedown*** with the top of the page at the ***front*** of the tray. Prepunched holes should be toward the ***left*** of the printer.


P4400-90

   - Landscape orientation:
     Place the side to be printed with odd-numbered pages ***facedown*** with the top of the page on the ***left***. Prepunched holes should be toward the ***left*** of the printer.


P4400-109

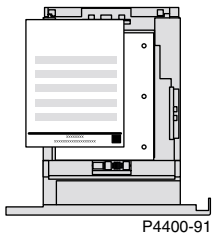
2. In the printer driver:
   - Select the tray containing the paper as the paper source.
   - Do not select the option for 2-sided printing.
3. In the application, select the option to print odd-numbered pages.
4. Send the job to the printer so that the odd-numbered pages are printed.

Printing the even-numbered pages

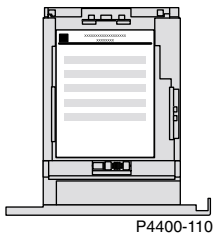
1. Insert the paper printed with the odd-numbered pages into the tray.

   If the print job has an odd number of pages, do not place the last page odd-numbered page back into the tray.

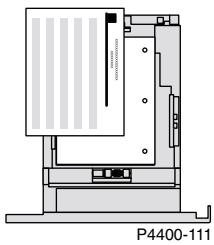
   - Portrait orientation (long-edge binding):
     Place the printed side ***faceup*** with the top of the page at the ***front*** of the tray; (the side to be printed is ***facedown***). Prepunched holes should be toward the ***right*** of the printer.


P4400-91

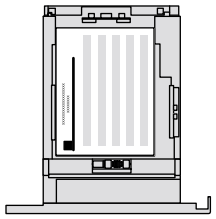
   - Portrait orientation (short-edge binding):
     Place the printed side ***faceup*** with the top of the page at the ***back*** of the tray; (the side to be printed is ***facedown***).


P4400-110

   - Landscape orientation (long-edge binding):
     Place the printed side ***faceup*** with the top of the page on the ***right*** of the tray; (the side to be printed is ***facedown***). Prepunched holes should be toward the ***right*** of the printer.


P4400-111

- Landscape orientation (short-edge binding):
  Place the printed side ***faceup*** with the top of the page on the ***left*** of the tray; (the side to be printed is ***facedown***).



2. In the printer driver:
   - Select the tray containing the paper as the paper source.
   - Do not select the option for 2-sided printing.
3. In the application, select the option to print even-numbered pages.
4. Send the job to the printer so that the even-numbered pages are printed.

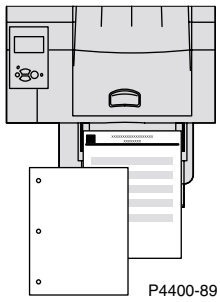
Manual 2-sided printing using the Multi-Purpose Tray

Printing the odd-numbered pages

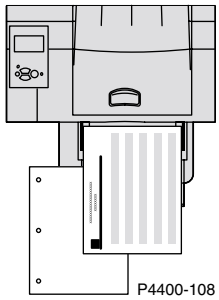
1. Insert a stack of paper into the Multi-Purpose Tray. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.

   The paper can be any size that the Multi-Purpose tray accepts. For more information, refer to the *Supported Papers* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.

   - Portrait orientation:
     Place the paper to be printed with odd-numbered pages ***faceup*** and the top of the page entering the printer ***first***. Prepunched holes should be toward the ***left*** of the printer.



   - Landscape orientation:
     Place the paper to be printed with odd-numbered pages ***faceup*** and the top of the page on the ***left***. Prepunched holes should be toward the ***left*** of the printer.



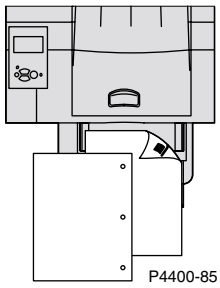
2. In the printer driver:
   - Select **Multi-Purpose Tray** as the paper source.
   - Do not select the option for 2-sided printing.
3. In the application, select the option to print odd-numbered pages.
4. Send the job to the printer so that the odd-numbered pages are printed.

Printing the even-numbered pages

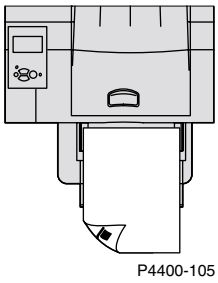
1. Insert the paper printed with the odd-numbered pages into the Multi-Purpose Tray.

   If the print job has an odd number of pages, do not place the last odd-numbered page back into the Multi-Purpose Tray.

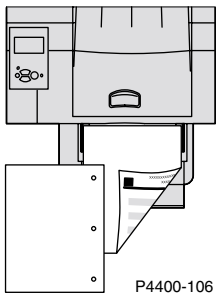
   - Portrait orientation (long-edge binding):
     Place the printed side ***facedown*** with the top of the page entering the printer ***first***; (the side to be printed is ***faceup***). Prepunched holes should be toward the ***right*** of the printer.



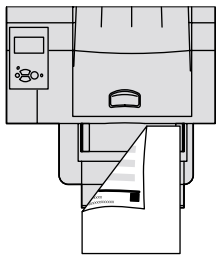
   - Portrait orientation (short-edge binding):
     Place the printed side ***facedown*** with the top of the page entering the printer ***last***; (the side to be printed is ***faceup***).



   - Landscape orientation (long-edge binding):
     Place the printed side ***facedown*** with the top of the page on the ***right***; (the side to be printed is ***faceup***). Prepunched holes should be toward the ***right*** of the printer.



- Landscape orientation (short-edge binding):
  Place the printed side ***facedown*** with the top of the page on the ***left***; (the side to be printed is ***faceup***).

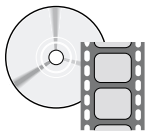


P4400-107

2. In the printer driver:
   - Select **Multi-Purpose Tray** as the paper source.
   - Do not select the option for 2-sided printing.
3. In the application:
   - Select the option to print even-numbered pages.
   - Select the option to print pages in reverse order.
4. Send the job to the printer so that the even-numbered pages are printed.

Transparencies

Transparencies can be printed from Tray 1, 2, or 3 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.



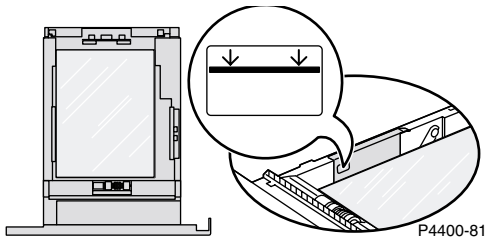
Videos are available with instructions for loading transparencies. Videos are located on the **Interactive Documentation CD-ROM** and on the Xerox web site at: www.xerox.com/officeprinting/4400support

Guidelines for printing on transparencies

- Use Xerox transparencies; for more information, refer to the *Supported Papers* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.
- Print only single-sided.

Printing transparencies from Tray 1, 2, or 3

1. 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**.
   - Don't load transparencies above the indicated mark on the tray.

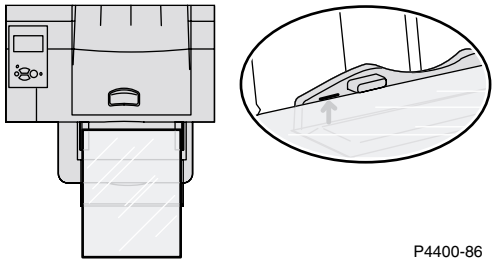


2. When the front panel prompts you to set the paper type, press the **Down Arrow** key to scroll to `Transparency` and press the **OK** key to save your selection.
3. In the printer driver, select **Tray 1, 2**, or **3** (the tray you just loaded) as the paper source and select **Transparency** as the paper type.

Printing transparencies from the Multi-Purpose Tray

1. Insert the transparencies into the Multi-Purpose Tray (maximum capacity is 100 sheets). For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.

   - Don't load transparencies above the indicated mark on the Multi-Purpose Tray.



2. When the front panel prompts you to confirm or change the paper type and size:

   a. Press the **Down Arrow** key to scroll to `Change Paper Type`, then press the **OK** key.

   b. Scroll to `Transparency` and press the **OK** key to save your selection.

   c. Scroll to `Change Paper Size`, then press the **OK** key.

   d. Scroll to the correct transparency size and press the **OK** key to save your selection.

3. In the printer driver, select **Multi-Purpose Tray** as the paper source and select **Transparency** as the paper type.

Envelopes

Envelopes can be printed from the optional envelope feeder, the Multi-Purpose Tray, or Tray 1, 2, or 3.

Note

Some envelopes may curl or wrinkle, even with the envelope feeder. For best results, test a few envelopes to determine what works best for you.

Guidelines for envelope printing

- Use only paper envelopes.
- Do not print on the back of the envelope.
- Never use envelopes with windows, metal clasps, or exposed gummed surfaces.
- Keep unused envelopes in their packaging to avoid the effects of moisture and dryness, which can affect print quality and cause wrinkling.
- Envelopes may wrinkle depending on weight and stiffness of the envelope.

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 ***faceup***.
- Clear **Clockwise Rotation**.
- Select the feed method with the image centered and the stamp on the envelope to the upper left.

Caution

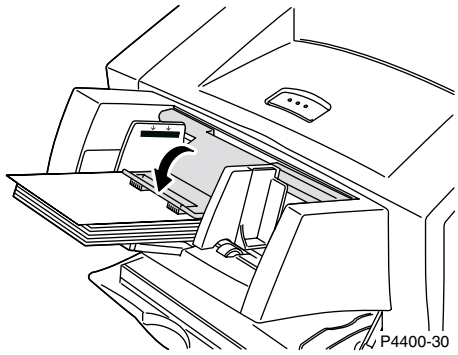
Never use envelopes with windows, metal clasps, or exposed gummed surfaces; they can damage the printer. Damage caused by using unsupported envelopes might not be covered by your printer's warranty.

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.

Printing envelopes from the envelope feeder

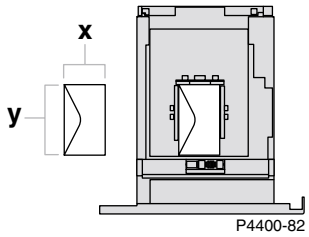
1. Insert the envelopes into the envelope feeder. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.
   - Place the side to be printed ***faceup***.
   - The top of the envelopes should be toward the ***left*** of the printer.



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

Printing envelopes from the Tray 1, 2, or 3

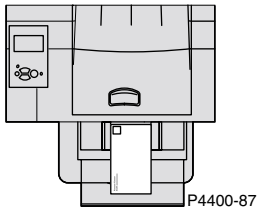
1. Insert the envelopes into the tray. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.
   - Place the side to be printed ***facedown***.
   - The top of the envelopes should be toward the ***left*** of the printer.



2. When the front panel prompts you to set the paper type, scroll to **`Envelope`** and press the **OK** key to save your selection.
3. Set the tray for custom size paper and specify the dimensions:
   a. On the front panel, with **`Menus`** highlighted, press the **OK** key.
   b. Scroll to **`Printer Setup Menu`** by pressing the **Down Arrow** key and press the **OK** key.
   c. Scroll to **`Tray Setup Menu`** and press the **OK** key.
   d. Scroll to **`Tray # Setup Menu`** (where # is the number of the tray) and press the **OK** key.
   e. If you don't see a selection for **`Set Custom X`**, scroll to **`Custom Size`** and press the **OK** key to change **`Custom Size`** to **`On`**.
   f. Scroll to **`Set Custom X`** and press the **OK** key.
   g. Press the **Down Arrow** or **Up Arrow** key to scroll to the value for **X**, and then press the **OK** key. (The X value is the measurement from the left to the right of the paper in the tray.)
   h. Scroll to **`Set Custom Y`** and press the **OK** key.
   i. Press the **Down Arrow** or **Up Arrow** key to scroll to the value for **Y**, and then press the **OK** key. (The Y value is the measurement from the front to the back of the paper in the tray.)
4. In the application, define the envelope size (page size).
5. In the printer driver, select **Tray 1, 2**, or **3** (the tray you just loaded) as the paper source, select the envelope size, and select **Envelope** as the paper type.
6. Make a test print from your application to confirm that the orientation of your envelope is correct.

Printing envelopes from the Multi-Purpose Tray

1. Insert the envelopes 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 the side to be printed ***faceup***.
   - The top of the envelopes should be toward the ***left*** of the printer.



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

Labels

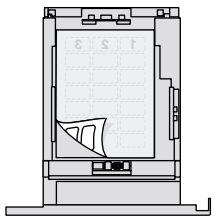
Labels can be printed from Tray 1, 2, or 3 and the Multi-Purpose Tray. Refer to the *Supplies* section of the *Support Guide* on the **Interactive Documentation CD-ROM** for information on part numbers for ordering these items. To order supplies and accessories, contact your local reseller or visit the Xerox web site at: www.xerox.com/officeprinting/4400supplies.

Guidelines for printing labels

- If any of the labels on a sheet are missing, do not use that sheet; it may damage printer components.
- Keep labels in a cool, dry place. Labels stored in a high-humidity environment can jam in the printer.
- Store unused sheets of labels flat in their containers.
- Rotate stock frequently. Long periods of storage can cause the labels to curl and jam the printer.
- Print only on one side of the sheet of labels.

Printing labels from Tray 1, 2, or 3

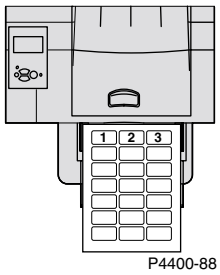
1. If your application has a setting for labels, use it as a template.
2. Insert the sheets of labels into the tray. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.
   - Place the side to be printed ***facedown***.
   - The ***bottom*** of the sheet should enter the printer ***first***.



3. When the front panel prompts you to set the paper type, scroll to **`Labels`** and press the **OK** key to save your selection.
4. In the printer driver, select **Tray 1, 2, or 3** (the tray you just loaded) as the paper source and select **Labels** as the paper type.

Printing labels from the Multi-Purpose Tray

1. If your application has a setting for labels, use it as a template.
2. Insert the sheets of labels 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 the side to be printed ***faceup***.
   - The ***top*** of the sheet should enter the printer ***first***.



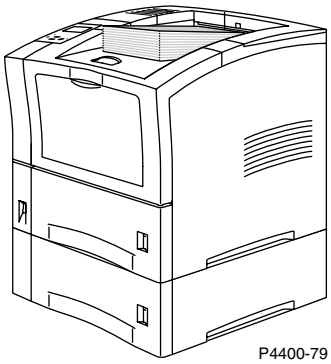
3. When the front panel prompts you to confirm or change the paper type and size:
   a. Press the **Down Arrow** key to scroll to `Change Paper Type`, then press the **OK** key.
   b. Scroll to `Labels` and press the **OK** key to save your selection.
   c. Scroll to `Change Paper Size`, then press the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

Output Trays

You can send output to the following trays:

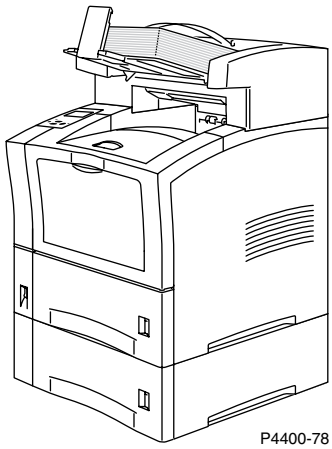
Standard Output Tray

- Default output destination.
- Holds 500 sheets.



500-sheet Stacker (with offset)

- Optional output device for your printer.
- Use as an additional 500-sheet capacity output tray to supplement the Standard Output Tray.



To change the default output destination on the front panel:

1. With **Menus** highlighted, press the **OK** key.
2. Scroll to **Printer Setup Menu** using the **Up Arrow** or **Down Arrow** key.
3. Press the **OK** key.
4. Scroll to **Job Defaults Menu** and press the **OK** key.
5. Select **Set Paper Destination** and press the **OK** key.
6. Select either **Standard Output Tray** or **Stacker** and press the **OK** key.

The output goes to the default tray unless specifically changed in the printer driver.

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Offsetting output

When you send output to the 500-sheet stacker, you can also select offsetting. Offsetting separates print jobs or collated sets of a single job by approximately 25 mm (1 in.) in the output tray.

Note

If you send output to the Standard Output Tray, the printer does not offset the output. The 500-sheet Stacker offsets output, but you must have a hard drive to have the printer offset collated sets.

You can switch job offsetting on or off on the front panel:

1. With **Menus** highlighted, press the **OK** key.
2. Scroll to **Printer Setup Menu** using the **Up Arrow** or **Down Arrow** key and press **OK**.
3. Scroll to **Job Defaults Menu** and press the **OK** key.
4. Scroll to **Job Offset**.
5. Select either **On** or **Off** by pressing the **OK** key.

Note

If you change job offsetting in your printer driver, this overrides the front panel setting for your print jobs.

Index

Numerics

2-sided printing
    automatic 16, 17
    driver selections 18
    manual 19
500-sheet stacker 33

A

automatic 2-sided printing 16

B

binding preference for 2-sided printing 16

C

changing paper type
    Tray 1, 2, or 3 7
custom size paper
    loading in Multi-Purpose Tray 15
    loading in tray 13
    menu selections 14
    range of sizes supported 13

D

driver selections for 2-sided printing 18
duplex unit 16

E

envelopes
    loading 27

F

front panel
    paper size in Multi-Purpose Tray 9
    specify paper type 7, 9
front panel prompts
    custom size in Multi-Purpose Tray 15
    custom size in tray 13, 29

L

labels
    loading 31
loading
    envelope feeder 27
    Multi-Purpose Tray 7
    Tray 1, 2, or 3 3

M

manual 2-sided printing 19
Multi-Purpose Tray
    loading 7
    orientation 9

O

offsetting output 34
ordering supplies 1
orientation
    Multi-Purpose Tray 9
    Tray 1, 2, or 3 5
output
    500-sheet stacker 33
    offset 34
    Standard Output Tray 33

P

paper 2
    loading tray 1, 2, or 3 3
    supported 1
paper tips 1
paper types
    automatic 2-sided printing 16
paper weights 1
printable pages
    supported papers 1

S

size range
    automatic 2-sided printing 16, 19
Standard Output Tray 33
supplies, ordering 1
supported paper sizes 1
supported paper types 1
supported papers 1

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T

transparencies 25
    loading in Multi-Purpose Tray 26
    loading in Tray 1, 2, or 3 25
Tray 1, 2, or 3
    changing paper type 7
    loading 3
    orientation 5
    paper specifics 3
tray sensors
    turning on 14
tray usage 2
two-sided printing
    driver selections 18
    manual 19

W

weight range
    automatic 2-sided printing 16
    manual 2-sided printing 19