



User Guide

Guide d'utilisation

Guida dell'utente

Benutzerhandbuch

Guía del usuario

Guia do Usuário

Gebruikershandleiding

Användarhandbok

Руководство пользователя

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Printer Features

1

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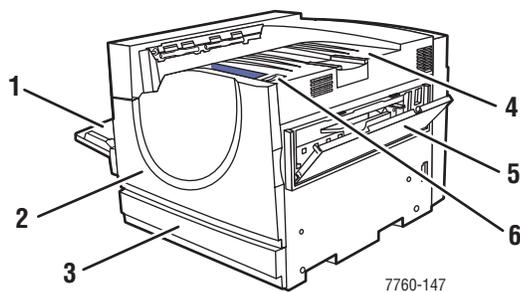
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Parts of the Printer

This section includes:

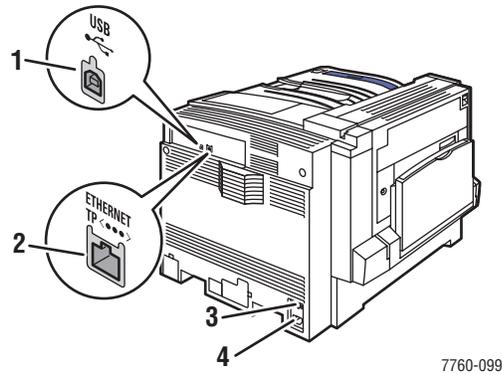
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- [Internal Components](#) on page 1-4
- [Options](#) on page 1-5

Front-Right View



1. Tray 1 (Multi-Purpose Tray)
2. Front door
3. Tray 2
4. Top output tray
5. Right door
6. Power switch

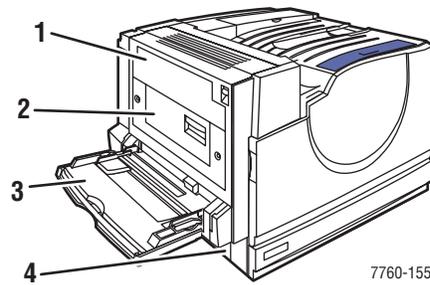
Rear-Left View



7760-099

1. USB connection
2. Ethernet 10/100/1000 Base-Tx connection
3. Circuit breaker
4. Power cord connection

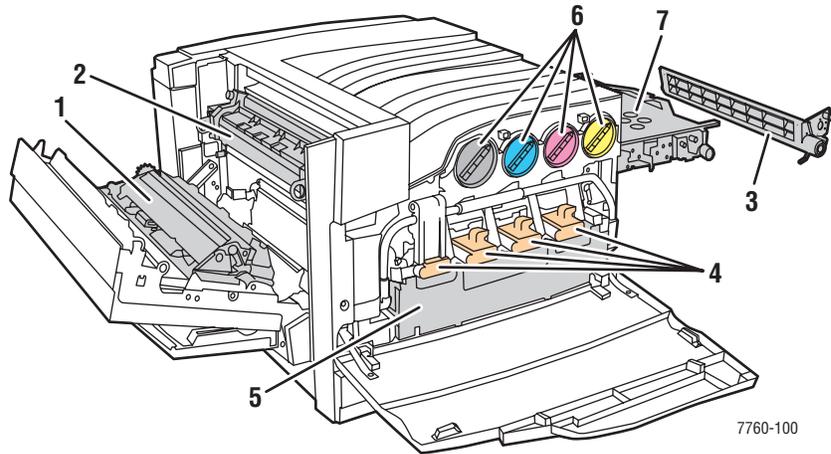
Front-Left View



7760-155

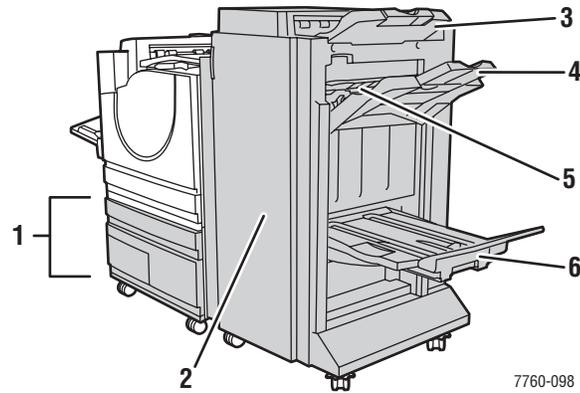
1. Door A
2. Door D
3. Tray 1 (MPT)
4. Door B

Internal Components

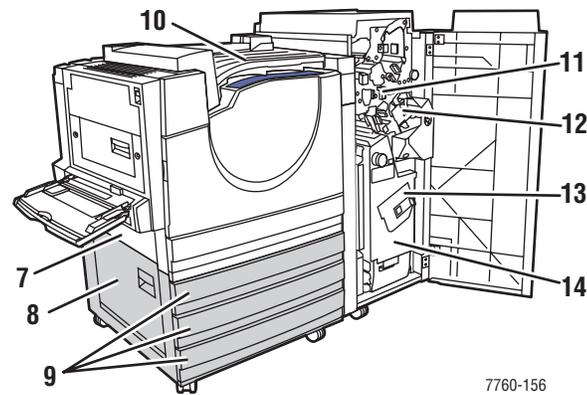


1. Transfer Roller
2. Fuser
3. Accumulator Belt Cleaner
4. Imaging Units
5. Waste Cartridge
6. Toner Cartridges
7. Accumulator Belt

Options



1. Trays 3-5, (2500-Sheet High-Capacity Feeder)
2. Finisher Door (Finisher with booklet maker)
3. Finisher Upper Output Tray
4. Finisher Stacker Output Tray
5. Cover 5 (Finisher Door 5)
6. Finisher Booklet Output Tray



7. Door B
8. Door C
9. Trays 3-5 (1500-Sheet High-Capacity Feeder)
10. Horizontal transport (top output tray with finisher installed)
11. Punch Waste Box
12. Staple unit
13. Saddle staple unit
14. Booklet drawer

Printer Configurations

This section includes:

- [Standard Features](#) on page 1-6
- [Available Configurations](#) on page 1-7
- [Options](#) on page 1-7

Standard Features

- Maximum print speed:
 - 35 ppm (pages per minute) color
 - 45 ppm monochrome
- Connections:
 - USB
 - Ethernet 10/100/1000 Base-Tx
- Internal Hard Drive which enables the following job types:
 - Personal prints
 - Personal saved prints
 - Proof prints
 - Saved prints
 - Secure prints
 - Printing with saved jobs
- Memory: 512 MB
- Fonts:
 - PostScript
 - PCL
- Trays:
 - Tray 1 (Multi-Purpose Tray)
 - Tray 2
- Custom sizes including banners
- Automatic 2-sided printing
- Maximum resolution (dpi): 1200 dpi x 1200 dpi
- Standard, enhanced, and photo print-quality modes
- PhaserCal Software

Available Configurations

The Phaser 7760 Color Laser Printer is available in three configurations.

| Features | Printer Configurations | | |
|---|------------------------|----------|----------|
| | 7760DN | 7760GX | 7760DX |
| 1500-Sheet High-Capacity Feeder (Trays 3, 4, and 5) | Optional | Standard | No |
| 2500-Sheet High-Capacity Feeder (Trays 3, 4, and 5) | Optional | No | Standard |
| Finisher | Optional | Optional | Optional |
| PhaserMatch Software | Optional | Standard | Standard |

Options

The following options can be purchased separately for the Phaser 7760 Color Laser Printer. Print the Configuration page to see which options are installed on your printer. To print the Configuration page, see [Information Pages](#) on page 1-11.

Additional Trays

Tray 1 (MPT) and Tray 2 are standard on all configurations. The following additional feeders are available:

- 1500-Sheet High-Capacity Feeder, with three full width 500-sheet trays (Trays 3, 4, and 5)
- 2500-Sheet High-Capacity Feeder, with one full width tray (Tray 3) and two Letter-/A4-size trays (Trays 4 and 5)

Finishers

Two types of finishers are available. Both provide stapling and hole punching for a variety of paper and media.

- Advanced Finisher
- Professional Finisher: Can also fold and saddle staple output to create booklets.

These finishers are available with either a 3-hole punch or a 2-/4-hole punch.

Note: If you add a finisher to the Phaser 7760DN configuration, you must also add a 1500-Sheet High-Capacity Feeder or a 2500-Sheet High-Capacity Feeder.

Memory

All configurations have two memory slots supporting 512 MB DDR RAM modules. The maximum memory is 1 GB.

PhaserCal and PhaserMatch Software

PhaserMatch Color Management and PhaserCal Color Calibration software provide instrument-based color calibration tools. These applications use spectrophotometer measurements to achieve optimum calibration and can be used to create custom TekColor Corrections for your Phaser 7760 printer.

PhaserCal software is a subset of PhaserMatch and comes standard on all Phaser 7760 Color Laser Printer configurations. PhaserMatch software is standard on the Phaser 7760GX and Phaser 7760DX configurations.

To order PhaserMatch software for the Phaser 7760DN, go to www.xerox.com/office/7760supplies.

See also:

PhaserMatch and PhaserCal 4.0 User Guide at www.xerox.com/office/7760support

Control Panel

This section includes:

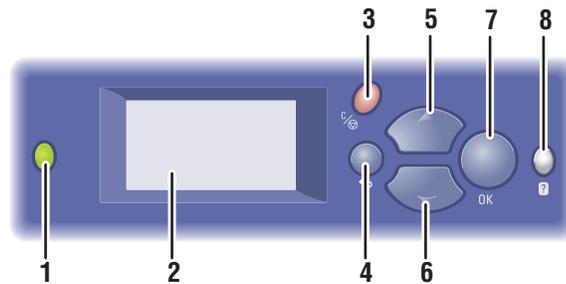
- [Control Panel Features](#) on page 1-9
- [Control Panel Layout](#) on page 1-10
- [Menu Map](#) on page 1-11
- [Information Pages](#) on page 1-11
- [Sample Pages](#) on page 1-11

Control Panel Features

The control panel:

- Displays the printer's operating status (for example, **Printing, Ready to Print**), printer errors, and warnings.
- Prompts you to load paper, order and replace supplies, and clear jams.
- Enables you to access tools and information pages to help resolve problems.
- Enables you to change printer and network settings.
- Enables you to access supply status.

Control Panel Layout



7760-161

1. **Status Indicator LED:**
 - Green:** Printer is ready to print.
 - Orange:** Warning condition, printer continues to print.
 - Red:** Startup sequence or error condition.
 - Blinking:** Printer is busy or warming up.
2. **Graphic display** indicates status messages and menus.
3. **Cancel** button
 - Cancels the current print job.
4. **Back** button
 - Returns to the previous menu item.
5. **Up Arrow** button
 - Scrolls upward through the menus.
6. **Down Arrow** button
 - Scrolls downward through the menus.
7. **OK** button
 - Accepts the setting selected.
8. **Help (?)** button
 - Displays a help message with information about the printer, such as printer status, error messages, and maintenance information.

Information Pages

Your printer comes with a set of information pages to help you obtain the best results from your printer. Access these pages from the control panel. Print the Menu Map to see where these information pages are located in the control panel menu structure.



Note: This print icon appears before the titles of information pages that can be printed. When the page is highlighted on the control panel, press the **OK** button to print that page.

For example, to print the Configuration page or the Supplies Usage page to view current information about your printer, do the following:

1. On the control panel, select **Information**, and then press the **OK** button.
2. Select **Information Pages**, and then press the **OK** button.
3. Select **Configuration Page** or **Supplies Usage Page**, and then press the **OK** button to print.

Note: You can also print information pages from CentreWare Internet Services (IS) and from the printer driver.

Menu Map

The Menu Map helps you navigate the control panel menus. To print the Menu Map:

1. On the control panel, select **Information**, and then press the **OK** button.
2. Select **Menu Map**, and then press the **OK** button to print.

Note: Print the Menu Map to see other information pages available for printing.

Sample Pages

Your printer comes with a set of sample pages that demonstrate different printer functions.

To print sample pages:

1. On the control panel, select **Information**, and then press the **OK** button.
2. Select **Sample Pages**, and then press the **OK** button.
3. Select the desired sample page, and then press the **OK** button to print.

Color Sampler Pages

The color sampler pages are designed to help you select colors to use in your print jobs. Each sampler page lists either the percentages of cyan, magenta, yellow, and black that are used, or the amounts (from 0 to 255) of red, green, and blue that are used.

Note: Before you print the sampler pages, select the appropriate PostScript Setup settings for the default print-quality mode and color correction from the Printer Setup menu on the control panel.

To print the color sampler pages:

1. On the control panel, select **Information**, and then press the **OK** button.
2. Select **Sample Pages**, and then press the **OK** button.
3. Select either **CMYK Sampler Pages** or **RGB Sampler Pages**, and then press the **OK** button to print.

See also:

Advanced Features Guide at www.xerox.com/office/7760support

More Information

This section includes:

- [Resources](#) on page 1-13
- [Xerox Support Centre](#) on page 1-14

Resources

Obtain information regarding your printer and its capabilities from the following sources.

| Information | Source |
|---|--|
| Setup Guide* | Packaged with printer |
| Quick Reference Guide* | Packaged with printer |
| User Guide (PDF)* | <i>Software and Documentation CD-ROM</i> |
| Advanced Features Guide (PDF) | www.xerox.com/office/7760support |
| Quick Start Tutorials | www.xerox.com/office/7760support |
| Video Tutorials | www.xerox.com/office/7760support |
| Recommended Media List | www.xerox.com/paper |
| Printer Management Tools | www.xerox.com/office/pmtools |
| Knowledge Base | www.xerox.com/office/7760support |
| PhaserSMART | www.phaserSMART.com |
| Technical Support | www.xerox.com/office/7760support |
| Information about menu selection or error messages on control panel | Control panel Help (?) button |
| Information pages | Control panel menu |

* Also available on the Support website.

Xerox Support Centre

The **Xerox Support Centre** is a utility that is installed during printer driver installation. It is available for printers with Windows 2000 and later or Mac OS X, version 10.2 and higher.

The **Xerox Support Centre** appears on the desktop for Windows printers or is placed in the Mac OS X dock. It provides a central location for accessing the following information:

- User manuals and video tutorials
- Solutions to troubleshooting problems
- Printer and supplies status
- Supplies ordering and recycling
- Answers to frequently asked questions
- Default printer driver settings (Windows only)

To start the Xerox Support Centre utility:

1. Select one of the following options:
 - **Windows:** Double-click the **Xerox Support Centre** icon on your desktop.
 - **Macintosh:** Click the **Xerox Support Centre** icon in the dock.
2. Select your printer from the **Select Printer** drop-down list.



Xerox Support Centre

See also:

Using the Xerox Support Centre tutorial at www.xerox.com/office/7760support

Note: If your printer is connected via USB, Xerox Support Centre features requiring a network connection are unavailable.

Network Basics

2

This chapter includes:

- [Overview of Network Setup and Configuration](#) on page 2-2
- [Setting Up the Network](#) on page 2-3
- [Configuring the Network Address](#) on page 2-5
- [Installing the Printer Drivers](#) on page 2-9

This chapter provides basic information about setting up and connecting to your printer.

See also:

Advanced Features Guide at www.xerox.com/office/7760support

Overview of Network Setup and Configuration

To set up and configure the network:

1. Turn on the printer and the computer.
2. Connect the printer to the network using the recommended hardware and cables.
3. Print the Configuration page and keep it for referencing network settings.
4. Configure the printer's network address, which is required to identify the printer on the network.
 - Windows operating systems: Run the Installer on the *Software and Documentation CD-ROM* to automatically set the printer's IP address if the printer is connected to an established TCP/IP network. You can also manually set the printer's IP address on the control panel.
 - Macintosh systems: Manually set the printer's network address (for TCP/IP) on the control panel.
5. Install the driver software on the computer from the *Software and Documentation CD-ROM*. For information on driver installation, see the section in this chapter for the specific operating system you are using.

Note: If the *Software and Documentation CD-ROM* is not available, you can download the latest driver from www.xerox.com/office/drivers.

For more detailed networking information, see the *Advanced Features Guide* at www.xerox.com/office/7760support.

Setting Up the Network

This section includes:

- [Choosing a Connection Method](#) on page 2-3
- [Configuring the Network Address](#) on page 2-5
- [Connecting via Ethernet \(Recommended\)](#) on page 2-4

Choosing a Connection Method

Connect the printer via Ethernet or USB. A USB connection is a direct connection and not used for networking. An Ethernet connection is used for networking. Hardware and cabling requirements vary for the different connection methods. Cabling and hardware are generally not included with your printer and must be purchased separately.

Connecting via USB

If you are connecting to one computer, a USB connection offers fast data speeds. However, a USB connection is not as fast as an Ethernet connection. To use USB, PC users must have Microsoft Windows 98 SE, Windows 2000, or Windows XP. Macintosh users must use Mac OS 9.x and higher.

USB Connection

A USB connection requires a standard A/B USB cable. This cable is not included with your printer and must be purchased separately. Verify that you are using the correct USB cable for your connection.

1. Connect one end of the USB cable to the printer and turn it on.
2. Connect the other end of the USB cable to the computer.

See also:

[Installing the Printer Drivers](#) on page 2-9

Connecting via Ethernet (Recommended)

Ethernet can be used for one or more computers. It supports many printers and systems on an Ethernet network. An Ethernet connection is recommended because it is faster than a USB connection. It also allows you direct access to CentreWare Internet Services (IS). CentreWare IS provides a simple interface that enables you to manage, configure, and monitor networked printers from your desktop using an embedded web server. For complete information about CentreWare IS, click the **Help** button in CentreWare IS to go to the *CentreWare IS Online Help*.

Network Connection

Depending on your particular setup, the following hardware and cabling is required for Ethernet.

- If you are connecting to one computer, an Ethernet RJ-45 crossover cable is required.
- If you are connecting to one or more computers with a hub, an Ethernet hub and two twisted-pair (category 5/RJ-45) cables are required.
- If you are connecting to one or more computers using a cable or DSL router, a cable or DSL router and two or more twisted-pair (category 5/RJ-45) cables are required. (One cable for each device.)
- If you are connecting to one or more computers with a hub, connect the computer to the hub with one cable, and then connect the printer to the hub with the second cable. Connect to any port on the hub except the uplink port.

TCP/IP and EtherTalk are the most common protocols used with Ethernet. To print using a TCP/IP protocol, each computer and printer requires a unique IP address.

See also:

[Configuring the Network Address](#) on page 2-5

[Installing the Printer Drivers](#) on page 2-9

Configuring the Network Address

This section includes:

- [TCP/IP and IP Addresses](#) on page 2-5
- [Automatically Setting the Printer's IP Address \(Windows\)](#) on page 2-5
- [Dynamic Methods of Setting the Printer's IP Address](#) on page 2-6
- [Manually Setting the Printer's IP Address](#) on page 2-8

TCP/IP and IP Addresses

If your computer is on a large network, contact your network administrator for the appropriate TCP/IP addresses and additional configuration information.

If you are creating your own small Local Area Network or connecting the printer directly to your computer using Ethernet, follow the procedure for automatically setting the printer's Internet Protocol (IP) address.

PCs and printers primarily use TCP/IP protocols to communicate over an Ethernet network. With TCP/IP protocols, each printer and computer must have a unique IP address. It is important that the addresses are similar, but not the same; only the last digit needs to be different. For example, your printer can have the address 192.168.1.2 while your computer has the address 192.168.1.3. Another device can have the address 192.168.1.4.

Generally, Macintosh computers use either TCP/IP or the EtherTalk protocol to talk to a networked printer. For Mac OS X systems, TCP/IP is preferred. Unlike TCP/IP, however, EtherTalk does not require printers or computers to have IP addresses.

Many networks have a Dynamic Host Configuration Protocol (DHCP) server. A DHCP server automatically programs an IP address into every PC and printer on the network that is configured to use DHCP. A DHCP server is built into most cable and DSL routers. If you use a cable or DSL router, see your router's documentation for information on IP addressing.

See also:

Knowledge Base at www.xerox.com/office/7760support

Automatically Setting the Printer's IP Address (Windows)

If the printer is connected to a small established TCP/IP network without a DHCP server, use the installer on the *Software and Documentation CD-ROM* to detect or assign an IP address to your printer. For further instructions, insert the *Software and Documentation CD-ROM* into your computer's CD-ROM drive. After the Installer launches, follow the prompts for installation.

Note: For the automatic Installer to function, the printer must be connected to an established TCP/IP network.

Dynamic Methods of Setting the Printer's IP Address

Set the printer's IP address using any of the following methods. DHCP is enabled by default on all Phaser printers.

- DHCP
- CentreWare IS
- AutoIP

Information Required for Manual IP Addressing

| Information | Comments |
|---|--|
| Internet Protocol (IP) address of the printer | Format is <i>xxx.xxx.xxx.xxx</i> , where <i>xxx</i> represents a decimal number from 0–255. |
| Network Mask | If you are unsure, leave this blank; the printer chooses an appropriate mask. |
| Default Router/Gateway address | Router address is required to communicate with the host device from anywhere other than the local network segment. |

Enabling DHCP on the Printer

Verify that the printer DHCP protocol is enabled by setting the control panel or by using CentreWare IS. DHCP is enabled by default on all Phaser printers.

Note: To determine the printer's IP address, select **Printer Identification** on the control panel.

See also:

[Control Panel Features](#) on page 1-9

Changing or Modifying the IP Address Using CentreWare IS

CentreWare IS provides a simple interface that enables you to manage, configure, and monitor networked printers from your desktop using an embedded web server. For complete information about CentreWare IS, click the **Help** button in CentreWare IS to go to the *CentreWare IS Online Help*.

After setting the printer's IP address, you can modify TCP/IP settings using CentreWare IS.

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field (<http://xxx.xxx.xxx.xxx>).
3. Click **Properties**.
4. Select the **Protocols** folder on the left sidebar.
5. Select **TCP/IP**.
6. Enter or modify the settings, and then click **Save Changes** at the bottom of the page.

Using Host Names with the Domain Name Service (DNS)

The printer supports DNS through an embedded DNS resolver. The DNS resolver protocol communicates with one or more DNS servers to resolve the IP address for a given host name or the host name for a given IP address.

To use an IP host name for the printer, the system administrator must configure one or more DNS servers and a local DNS domain name space database. To set up the printer for DNS, supply a maximum of two DNS name server IP addresses.

Dynamic Domain Name Service (DDNS)

The printer supports Dynamic DNS through DHCP. You must have DHCP enabled on the printer for DDNS to function. Your network's DHCP server must also support Dynamic DNS updates through option 12 or option 81 support. See your network administrator for details.

1. Launch your web browser.
2. Enter the printer's IP address in the browser's **Address** field (<http://xxx.xxx.xxx.xxx>).
3. Select **Properties**.
4. Select the **Protocols** folder on the left sidebar.
5. Select **TCP/IP**.
6. In the BOOTP/DHCP Settings section, set the **BOOTP/DHCP** option to **ON**.
7. To enable DDNS, enter the following DDNS/WINS settings information:
 - **DDNS:** Set to **ON**.
 - **Release Host Name:** Set to **NO**.
 - **DDNS/WINS Name:** Use the default name provided by Xerox or enter another name.
 - **Primary WINS Server** (optional)
 - **Secondary WINS Server** (optional)
8. Click **Save Changes** when you are finished entering the settings.

Manually Setting the Printer's IP Address

Note: Verify that your computer has a properly configured IP address for your network. Contact your network administrator for more information.

If you are on a network without a DNS server, or in an environment where the network administrator assigns printer IP addresses, you can use this method to manually set the IP address. Manually setting the IP address overrides DHCP and AutoIP. Alternatively, if you are in a small office with a single PC and use a dialup modem connection, you can manually set the IP address.

1. On the control panel, select **Printer Setup**, and then press the **OK** button.
2. Select **Connection Setup**, and then press the **OK** button.
3. Select **Network Setup**, and then press the **OK** button.
4. Select **TCP/IP Setup**, and then press the **OK** button.
5. Select **DHCP/BOOTP**, and then press the **OK** button to select **Off**.
6. Select **TCP/IP Address**, and then press the **OK** button.
7. Enter the printer's IP address, and then press the **OK** button.

See also:

Advanced Features Guide at www.xerox.com/office/7760support

Installing the Printer Drivers

This section includes:

- [Available Drivers](#) on page 2-9
- [Windows 98 SE or Later and Windows 2000 or Later](#) on page 2-10
- [Macintosh OS 9.x](#) on page 2-11
- [Macintosh OS X, Version 10.2 and Higher](#) on page 2-12

Available Drivers

To access special printing options, use a Xerox printer driver.

Xerox provides drivers for a variety of page description languages and operating systems. The following printer drivers are available:

| Printer Driver | Source* | Description |
|--|----------------|---|
| Windows PostScript Driver | CD-ROM and Web | The PostScript driver is recommended to take full advantage of your system's custom features and genuine Adobe® PostScript®. (Default printer driver) |
| PCL Driver | Web only | The Printer Command Language driver can be used for applications requiring PCL. Note: For Windows 2000 and Windows XP only. |
| Xerox Walk-Up Printing Driver (Windows) | Web only | This driver enables printing from a PC to any Xerox PostScript-enabled printer. This is especially helpful for mobile professionals who travel to multiple locations and need to print to different printers. |
| Macintosh OS 9.x Driver | CD-ROM and Web | This driver enables printing from a Mac OS 9.x operating system. |
| Mac OS X (version 10.2 and higher) Driver | CD-ROM and Web | This driver enables printing from a Mac OS X (version 10.2 and higher) operating system. |
| UNIX Driver | Web only | This driver enables printing from a UNIX operating system. |

* Go to www.xerox.com/office/drivers for the latest printer drivers.

Windows 98 SE or Later and Windows 2000 or Later

To install the printer driver from the *Software and Documentation CD-ROM*:

- 1.** Insert the CD-ROM into the computer's CD-ROM drive. If the installer does not launch, do the following:
 - a.** Click **Start**, and then click **Run**.
 - b.** In the **Run** window, type: <CD drive>\INSTALL.EXE.
- 2.** Select your desired language from the list.
- 3.** Select **Install Printer Driver**.
- 4.** Select the installation method you want to use, and then follow the onscreen instructions.

See also:

Advanced Features Guide at www.xerox.com/office/7760support

Knowledge Base at www.xerox.com/office/7760support

Macintosh OS 9.x

USB

A USB-connected printer does not display in the Chooser. To create a desktop USB printer:

1. Insert the *Software and Documentation CD-ROM* into the CD-ROM drive.
2. Use the **Desktop Printer Utility** to create a desktop USB printer. The utility is located in the **PhaserTools** folder that is created during the software installation.

See also:

Advanced Features Guide at www.xerox.com/office/7760support
Knowledge Base at www.xerox.com/office/7760support

EtherTalk

Note: If you use EtherTalk, Macintosh computers do not require IP addresses.

Follow these steps to install the printer driver:

1. Open the **AppleTalk Control Panel**.
2. Verify that the **Ethernet** port is the selected network port.
3. Double-click the installer on the *Software and Documentation CD-ROM* to install the printer driver.
4. Open the **Chooser**, and then click the **LaserWriter** driver.
5. From the right column of the **Chooser**, select the printer, and then click **Create** to create the desktop printer.

Macintosh OS X, Version 10.2 and Higher

Set up your printer using Bonjour (Rendezvous), create a desktop USB connection, or use an LPD/LPR connection for Macintosh OS X, version 10.2 and higher.

Note: If you are using the PhaserMatch software, use the LPD/LPR connection method. Other connection methods cause PhaserMatch color corrections to become inaccessible.

Macintosh OS X, Version 10.2 and 10.3

Bonjour (Rendezvous) Connection

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive and select the VISE installer to install the printer software.
2. When installation is complete, select one of the following options:
 - Open the **Print Center** utility for Mac OS X, version 10.2.x.
 - Open the **Printer Setup Utility** for Mac OS X, version 10.3.x.

Note: To locate utilities on the Macintosh hard drive, open the **Applications** folder, and then open the **Utilities** folder.

3. Confirm that the first drop-down menu is set to **Bonjour (Rendezvous)**.
4. Select the printer in the window.
5. Select **Xerox** from the list of manufacturers in the lower drop-down menu.
6. Select the appropriate printer model from the list of available devices.
7. Click the **Add** button.

See also:

Advanced Features Guide at www.xerox.com/office/7760support

Knowledge Base at www.xerox.com/office/7760support

USB Connection

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive.
 - Open the **Print Center** utility for Mac OS X, version 10.2.x.
 - Open the **Printer Setup Utility** for Mac OS X, version 10.3.x.

Note: To locate utilities on the Macintosh hard drive, open the **Applications** folder, and then open the **Utilities** folder.

2. Click the **Add** button.
3. Select **USB** from the drop-down menu.
4. Select the printer in the window.
5. Select **Xerox** from the manufacturers in the drop-down menu.
6. Select the appropriate printer configuration from the list of available printers.
7. Click the **Add** button.

LPD/LPR Connection

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive and select the VISE installer to install the printer software.
2. Once installation is complete, select one of the following options:
 - Open the **Print Center** utility for Mac OS X, version 10.2.x.
 - Open the **Printer Setup Utility** for Mac OS X, version 10.3.x.

Note: To locate utilities on the Macintosh hard drive, open the **Applications** folder, and then open the **Utilities** folder.

3. Click the **Add** button.
4. Select one of the following options:
 - **Mac OS X, Version 10.2:** Select **IP Printing** from the pull-down menu. Enter the printer's IP address in the **Printer Address** field. Select **Xerox** from the **Printer Model** pull-down menu, and then select the corresponding PPD file. Click the **Add** button. The printer is added to the list.
 - **Mac OS X, Version 10.3:** Select **IP Printing** from the first pull-down menu. Select **LPD/LPR** from the second pull-down menu. Enter the printer's IP address in the **Printer Address** field. Verify that the **Queue Name** field is blank. Select **Xerox** from the **Printer Model** pull-down menu, and then select the corresponding PPD file. Click the **Add** button. The printer is added to the list.

Macintosh OS X, Version 10.4

Bonjour Connection

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive.
2. Open the **Printer Setup Utility**.

Note: To locate utilities on the Macintosh hard drive, open the **Applications** folder, and then open the **Utilities** folder.

3. Click the **Add** button.
4. Select the **Default Browser** in the **Printer Browser**.
5. Select the **Bonjour** printer in the list of available printers. If the **Printer Browser**:
 - Selects the appropriate printer from the **Print Using** drop-down list, go to Step 8.
 - Does not select the appropriate printer from the **Print Using** drop-down list, go to Step 6.
6. Select **Xerox** from the list of manufacturers in the lower drop-down menu.
7. Select the appropriate printer from the list of available printers.
8. Click the **Add** button.

USB Connection

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive.
2. Open the **Printer Setup Utility**.

Note: To locate utilities on the Macintosh hard drive, open the **Applications** folder, and then open the **Utilities** folder.

3. Click the **Add** button.
4. Select the **Default Browser** in the upper left corner of the **Printer Browser**.
5. Select the USB-connected printer in the printers window. The Printer Browser selects the appropriate printer configuration in the **Print Using** drop-down list.
 - If the appropriate printer configuration is selected, proceed to Step 8.
 - If the appropriate printer configuration is not selected, proceed to Step 6.
6. Select **Xerox** from the manufacturers in the drop-down menu.
7. Select the appropriate printer configuration from the list of available printers.
8. Click the **Add** button. The printer is displayed as an available printer in the Printer Setup Utility.

LPD Connection

To install the printer driver from the *Software and Documentation CD-ROM*:

1. Insert the CD-ROM into the CD-ROM drive and select the VISE installer to install the printer software.
2. Once installation is complete, open the **Printer Setup Utility**.

Note: To locate utilities on the Macintosh hard drive, open the **Applications** folder, and then open the **Utilities** folder.

3. Click the **Add** button.
4. Select **IP Printer** from the upper left corner of the **Printer Browser**.
5. Select **LPD** from the pull-down menu.
6. Enter the printer's IP address in the **Address** field.
7. Click the **Add** button. The printer is added to the list.

Printing Basics

3

This chapter includes:

- [Overview of Basic Steps](#) on page 3-2
- [Supported Paper and Media](#) on page 3-3
- [Loading Paper](#) on page 3-9
- [Selecting Printing Options](#) on page 3-24
- [Printing on Both Sides of the Paper](#) on page 3-30
- [Printing on Specialty Media](#) on page 3-33
- [Choosing Output Options](#) on page 3-48

See also:

Using paper trays video tutorials at www.xerox.com/office/7760support

Overview of Basic Steps

1. Load paper in the tray.
2. If you are prompted by the control panel, either confirm the paper type and size or change it as required.
3. From the software application, access the **Print** dialog box, and then select printing options in the printer driver.
4. Send the job to the printer from the software application's **Print** dialog box.

See also:

[Loading Paper](#) on page 3-9

Supported Paper and Media

This section includes:

- [Paper Usage Guidelines](#) on page 3-3
- [Paper That Can Damage Your Printer](#) on page 3-4
- [Paper Storage Guidelines](#) on page 3-4
- [Supported Paper Sizes and Weights](#) on page 3-5

Your printer is designed to be used with a variety of paper types. Follow the guidelines in this section to ensure the best print quality and to avoid jams.

For best results, use Xerox printing media specified for your Phaser 7760 Color Laser Printer. They are guaranteed to produce excellent results with your printer.

For information about recommended paper and specialty media, see the *Recommended Media List* at www.xerox.com/paper.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/supplies.

Caution: Damage caused by using unsupported paper, transparencies, and other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Paper Usage Guidelines

The printer trays accommodate most sizes and types of paper, transparencies, or other specialty media. Follow these guidelines when loading paper and media in the trays:

- Envelopes, labels, and extra thick card stock can be printed from Tray 1 (MPT) only.
- Transparencies and custom size paper can be printed from Tray 1 (MPT) and Tray 2.
- Fan paper, transparencies, or other specialty media before loading in the paper tray.
- Use only paper envelopes. Do not use envelopes with windows, metal clasps, or adhesives with release strips.
- All envelopes should be printed single-sided only.
- Do not load paper above the fill line on the inside of the paper guide.
- Adjust the paper guides to fit the paper size.
- If excessive jams occur, use paper or other media from a new package.

See also:

[Printing on Specialty Media](#) on page 3-33

Paper That Can Damage Your Printer

Your printer is designed to use a variety of media types for print jobs. However, some media can cause poor output quality, increased paper jams, or damage to your printer.

Unacceptable media includes:

- Rough or porous media, such as inkjet paper
- Plastic media
- Paper that has been folded or wrinkled
- Paper that has been photocopied
- Paper with staples
- Carbonless paper
- Envelopes with windows, metal clasps, or adhesives with release strips
- Padded envelopes
- Non-laser glossy paper
- Transparencies other than the Xerox Digital Color Clear Transparencies
- Label stock that has one or more labels removed from a sheet
- Media that is less than 75 g/m² (20 lb. Bond) or more than 255 g/m² (90 lb. Cover)
- Embossed, coated, or pre-printed paper with heat tolerances below 210° C (322° F)
- Media that melts, offsets, or discolors at temperatures less than 210° C (322° F) for 0.2 seconds.

See also:

[Printing Envelopes](#) on page 3-36

Paper Storage Guidelines

Providing good storage conditions for your paper and other media contributes to optimum print quality.

- Store paper in dark, cool, relatively dry locations. Most paper items are susceptible to damage from ultraviolet (UV) and visible light. UV radiation, which is emitted by the sun and fluorescent bulbs, is particularly damaging to paper items. The intensity and length of exposure to visible light on paper items should be reduced as much as possible.
- Maintain constant temperatures and relative humidity.
- Avoid attics, kitchens, garages, and basements for storing paper. Inside walls are drier than outside walls where moisture can collect.
- Store paper flat. Paper should be stored on pallets, cartons, shelves, or in cabinets.
- Avoid having food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load them into the printer. Leave paper in the original packaging. For most commercial cut-size grades, the ream wrapper contains an inner lining that protects the paper from moisture loss or gain.
- Leave the media inside the bag until you are ready to use it; reinsert unused media in the bag and reseal it for protection. Some specialty media is packaged inside resealable plastic bags.

Supported Paper Sizes and Weights

The following sections provide information about paper sizes and weights that can be used in the printer trays. For more detailed information about paper and other media, print the Paper Tips page:

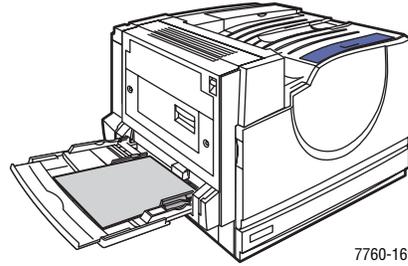
- 1.** On the control panel, select **Information**, and then press the **OK** button.
- 2.** Select **Information Pages**, and then press the **OK** button.
- 3.** Select **Paper Tips Page**, and then press the **OK** button to print.

See also:

[Printing on Specialty Media](#) on page 3-33

Recommended Media List at www.xerox.com/paper

Paper Sizes and Weights for Tray 1 (MPT)



7760-169

Tray 1 (MPT)

75–255 g/m² (20–72 lb. Bond, 22–90 lb. Cover)

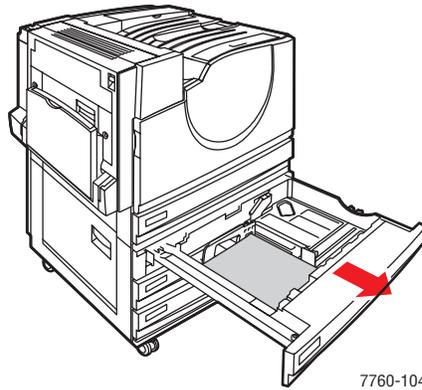


| | | Custom Sizes |
|---------------|-----------------|-----------------------------|
| Statement | 5.5 x 8.5 in. | Short Edge: |
| Executive | 7.25 x 10.5 in. | 100–305 mm (3.95–12.00 in.) |
| Letter | 8.5 x 11 in. | Long Edge: |
| US Folio | 8.5 x 13 in. | 140–1200 mm (5.5–47.25 in.) |
| Legal | 8.5 x 14 in. | |
| Tabloid | 11.0 x 17.0 in. | |
| Tabloid Extra | 12.0 x 18.0 in. | |
| A6 | 105 x 148 mm | |
| A5 | 148 x 210 mm | |
| A4 | 210 x 297 mm | |
| A3 | 297 x 420 mm | |
| SRA3 | 320 x 450 mm | |
| ISO B5 | 176 x 250 mm | |
| B5 JIS | 182 x 257 mm | |
| B4 JIS | 257 x 364 mm | |

Tray 1 (MPT)

| | | |
|---|----------------|-----------------|
|  | #10 Commercial | 4.12 x 9.5 in. |
| | Monarch | 3.87 x 7.5 in. |
|  | A7 | 5.25 x 7.25 in. |
| | DL | 110 x 220 mm |
| | C6 | 114 x 162 mm |
| | C5 | 162 x 229 mm |
| | C4 | 229 x 324 mm |
| | B5 | 176 x 250 mm |

Paper Sizes and Weights for Trays 2–5



7760-104

Trays 2–5

75–216 g/m² (18–57 lb. Bond, 22–80 lb. Cover)



| | | Custom Sizes (Tray 2 only)* |
|-----------|-----------------|---|
| Statement | 5.5 x 8.5 in. | Short Edge: 140–297 mm (5.5–11.70 in.) |
| Letter | 8.5 x 11 in. | Long Edge: 182–432 mm (7.15–17.00 in.) |
| US Folio | 8.5 x 13 in. | |
| Legal | 8.5 x 14 in. | |
| Tabloid | 11.0 x 17.0 in. | |
| A5 | 148 x 210 mm | |
| A4 | 210 x 297 mm | |
| A3 | 297 x 420 mm | |
| B5 JIS | 182 x 257 mm | |
| B4 JIS | 257 x 364 mm | |

*Transparencies and custom sizes can be loaded in Tray 2 only.

Note: Only Letter-, A4-, and B5-size paper can be loaded in Trays 4 and 5 on the 2500-Sheet High-Capacity Feeder.

Loading Paper

This section includes:

- [Loading Paper in Tray 1 \(MPT\)](#) on page 3-9
- [Using Manual Feed in Tray 1 \(MPT\)](#) on page 3-16
- [Loading Paper in Trays 2–5](#) on page 3-17

Note: Most paper sizes can be loaded in the trays either long-edge feed or short-edge feed, however, printing long-edge feed is recommended to optimize the life of the printer, supplies, and print speed.

Loading Paper in Tray 1 (MPT)

Use Tray 1 (MPT) the following paper types:

- Plain, Colored, Preprinted, and Prepunched paper: 75–90 g/m² (20–24 lb. Bond)
- Heavy plain paper, letterhead: 91–105 g/m² (25–28 lb. Bond)
- Thin card stock: 106–169 g/m² (50–60 lb. Cover)
- Thick card stock: 170–220 g/m² (65–80 lb. Cover)
- Extra thick card stock: 221–255 g/m² (81–90 lb. Cover)
- Thin glossy paper: 120–169 g/m² (50–60 lb. Cover)
- Thick glossy paper: 170–220 g/m² (65–80 lb. Cover)
- Envelopes
- Labels
- Xerox Digital Color Clear Transparency
- Custom size paper, including banner

See also:

[Paper Sizes and Weights for Tray 1 \(MPT\)](#) on page 3-6

Note: If you change the paper in Tray 1 (MPT), select the correct paper type and size on the control panel.

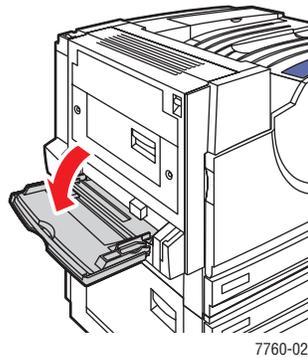
Long-Edge Feed

Place Letter, A4, B5 JIS, ISO B5, Statement, Executive, and paper shorter than 305 mm (12.0 in.) or wider than 140 mm (5.5 in.) long-edge feed (LEF).

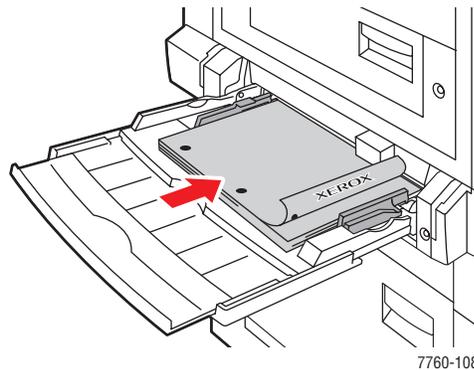
Note: If your printer has a finisher with a booklet maker, you must load paper short-edge feed to print booklets; see [Short-Edge Feed](#) on page 3-13.

To load paper or other media in Tray 1 (MPT):

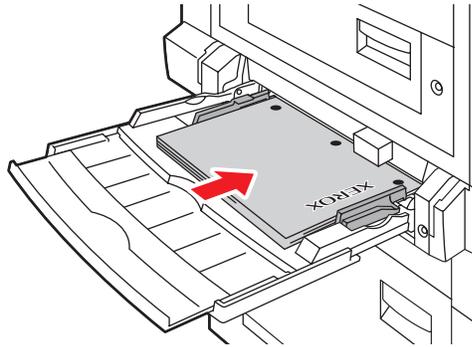
1. Open Tray 1 (MPT).



2. Load the paper or other media with the long edge entering the printer first.
 - For **single-sided printing**, place the side to be printed **facedown**, with the top of the page towards the **front** of the printer. Prepunched holes should enter the printer **last**.

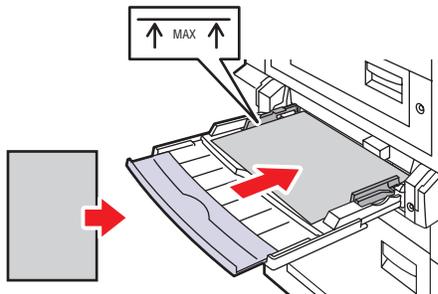


- For automatic **2-sided printing**, place side one **faceup**, with the top of the page towards the **front** of the printer. Prepunched holes should enter the printer **first**.



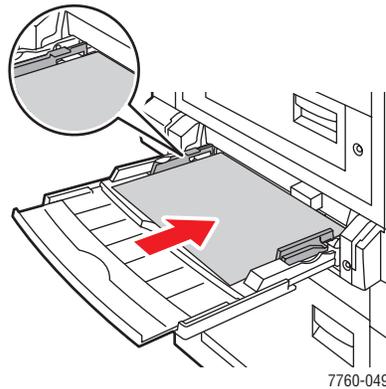
7760-119

Caution: Do not load paper or media above the fill line indicated on the tray. Overloading the tray may cause jams.



7760-107

3. Adjust the paper guides to the size of the paper.



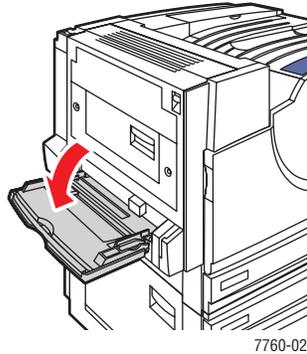
4. When the control panel prompts you to confirm the type and size of paper in the tray, press the **OK** button to use the current tray setup. If you loaded a new size or type of paper in the tray, do the following:
 - a. Select **Change setup**, and then press the **OK** button.
 - b. Select the appropriate paper type, and then press the **OK** button.
 - c. Select the appropriate paper size, and then press the **OK** button. For some sizes that can be loaded in either direction, you need to select the size with the letters **LEF** (Long-Edge Feed). If you loaded a custom paper size, select **New Custom Size** for the paper size and follow the prompts; see [Printing Custom Size Paper from Tray 1 \(MPT\)](#) on page 3-45 for more information.

Short-Edge Feed

Use short-edge feed for Labels, Legal, Tabloid, Tabloid Extra, A3, A5, A6, US Folio, B4 JIS, SRA3, and paper that is narrower than 140 mm (5.5 in.) or longer than 305 mm (12.0 in.).

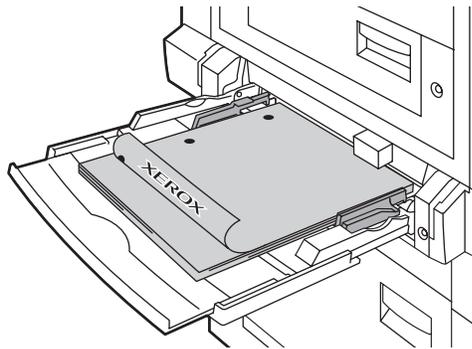
Note: If your printer has a finisher with a booklet maker, you must load paper short-edge feed to print booklets.

1. Open Tray 1 (MPT).



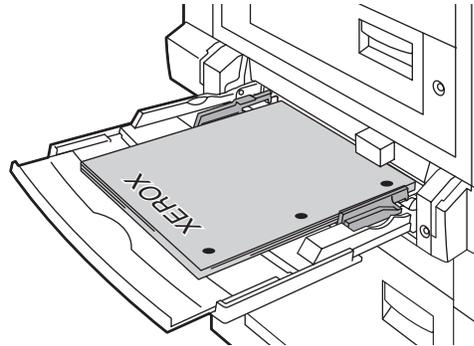
7760-027

2. Load the paper or other media with the short edge against the printer.
 - For **single-sided printing**, place the side to be printed **facedown**, with the top of the page entering the printer **last**. Place prepunched paper with the holes toward the **back** of the printer.



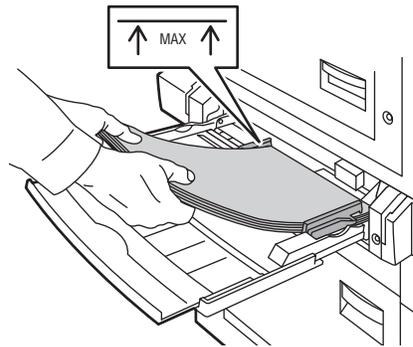
7760-109

- For automatic **2-sided printing**, place side one **faceup**, with the top of the page entering the printer **last**. Place prepunched paper with the holes toward the **front** of the printer.



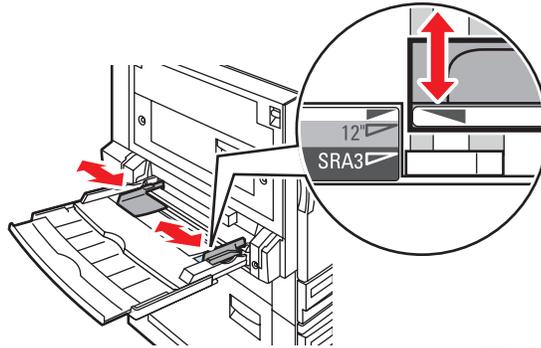
7760-120

Caution: Do not load paper or media above the fill line indicated on the tray. Overloading the tray may cause jams.



7760-068

3. Adjust the guides to fit the paper.



7760-105

4. When the control panel prompts you to confirm the type and size of paper in the tray, press the **OK** button to use the current tray setup. If you loaded a new size or type of paper in the tray, do the following:
 - a. Select **Change setup**, and then press the **OK** button.
 - b. Select the appropriate paper type, and then press the **OK** button.
 - c. Select the appropriate paper size, and then press the **OK** button. For some sizes that can be loaded in either direction, you need to select the size with the letters **SEF** (Short-Edge Feed). If you loaded a custom paper size, select **New Custom Size** for the paper size and follow the prompts; see [Printing Custom Size Paper from Tray 1 \(MPT\)](#) on page 3-45 for more information.

See also:

[Printing on Specialty Media](#) on page 3-33

[Printing Custom Size Paper](#) on page 3-45

Using Manual Feed in Tray 1 (MPT)

If you are using paper, such as letterhead, and do not want others to use it by mistake, you can have the printer prompt you when it is time to load the paper for your print job.

Selecting Manual Feed Using Windows

To select manual feed using Windows 2000, Windows XP, or Windows Server 2003:

1. In the Windows printer driver, click the **Paper/Quality** tab.
2. Select **Force Printing from a Specific Tray**, and then select **Tray 1 (MPT)** from the list.
3. Select **Manual Feed**, and then click **OK** to save the driver settings.
4. Submit your print job.
5. When prompted by the control panel, remove the paper from Tray 1 (MPT).
6. Load the appropriate paper for your job into the tray.

Selecting Manual Feed Using Macintosh

To select manual feed using Macintosh:

1. In the **Print** dialog box, select **Paper Feed** from the drop-down list.
2. Select **Manual Feed** in the **All pages from** drop-down list.
3. Submit your print job.
4. When prompted by the control panel, remove the paper from Tray 1 (MPT).
5. Load the appropriate paper for your job into the tray.

See also:

[Loading Paper in Tray 1 \(MPT\)](#) on page 3-9

Loading Paper in Trays 2–5

Use Trays 2–5 for the following paper types:

- Plain, Colored, Preprinted, and Prepunched paper: 75–90 g/m² (20–24 lb. Bond)
- Heavy plain paper, letterhead: 91–105 g/m² (25–28 lb. Bond)
- Thin card stock: 106–169 g/m² (50–60 lb. Cover)
- Thick card stock: 170–220 g/m² (65–80 lb. Cover)
- Thin glossy paper: 120–169 g/m² (50–60 lb. Cover)
- Thick glossy paper: 170–220 g/m² (65–80 lb. Cover)
- Xerox Digital Color Clear Transparency (Tray 2 Only)

Note: Custom size paper can be loaded in Tray 2 only.

See also:

[Paper Sizes and Weights for Trays 2–5](#) on page 3-8

[Printing on Specialty Media](#) on page 3-33

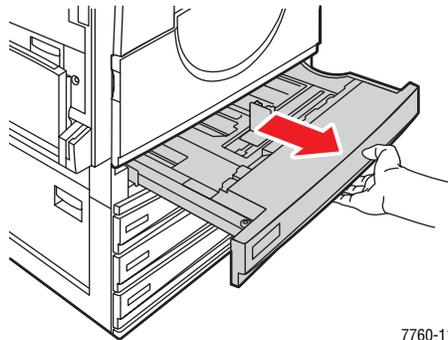
Long-Edge Feed

Use long-edge feed for all paper types and sizes, except paper that is longer than 297 mm (11.7 in.).

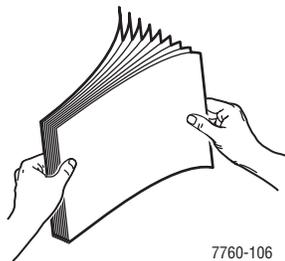
Note: If your printer has a finisher with a booklet maker, you must load paper short-edge feed to print booklets; see [Short-Edge Feed](#) on page 3-21.

To load paper or other media in Trays 2-5:

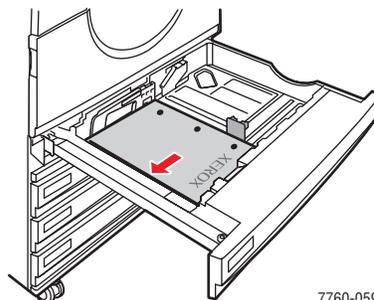
1. Pull out the tray.



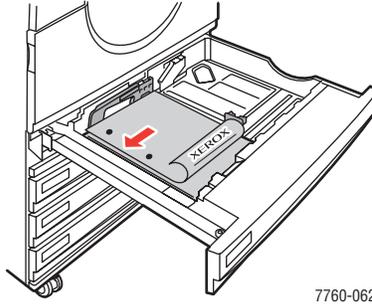
2. Fan the paper to release sheets that are stuck together.



3. Load the paper with the long edge towards the left side of the tray.
 - For **single-sided** printing, insert the side to be printed **faceup**, with the top of the paper at the **front** of the tray. Prepunched holes should be on the **right** side of the tray.

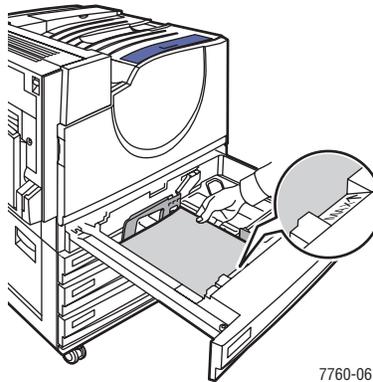


- For automatic **2-sided** printing, insert the side to be printed **facedown**, with the top of the paper at the **front** of the tray. Prepunched holes should be on the **left** side of the tray.



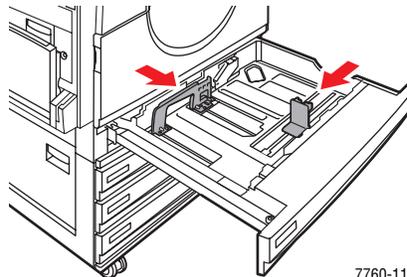
7760-062

Caution: Do not load paper or media above the fill line indicated on the tray. Overloading the tray may cause jams.



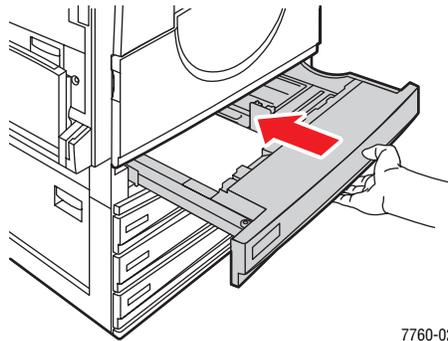
7760-061

4. Adjust the guides to fit the paper.



7760-111

5. Push the tray completely into the printer.



7760-023

6. When the control panel prompts you to confirm the type and size of paper in the tray, press the **OK** button to use the current tray setup. If you loaded a new type of paper in the tray or loaded a custom size in Tray 2, do the following:
 - a. Select **Change setup**, and then press the **OK** button.
 - b. Select the appropriate paper type, and then press the **OK** button.
 - c. For Tray 2, select the paper size, and then press the **OK** button.

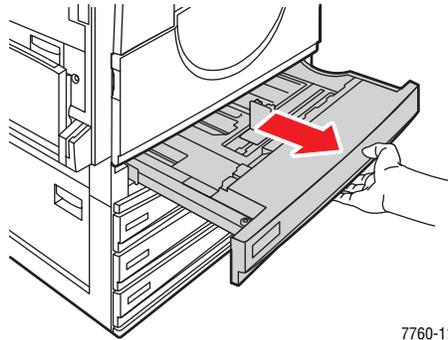
Note: If you loaded custom size paper, select **New Custom Size** for the paper size and follow the prompts; see [Printing Custom Size Paper from Tray 2](#) on page 3-46 for more information. If Tray 2 was set for custom size paper and you loaded standard-size paper, select **Auto-Sensed** for the paper size; the tray guides are then used by the printer to determine the paper size in the tray.

Short-Edge Feed

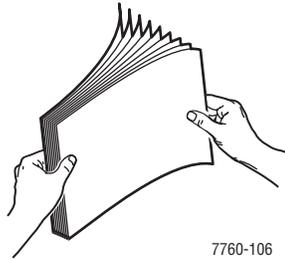
Use short-edge feed for Letter, A4, B5 JIS, and paper longer than 297 mm (11.7 in.).

Note: If your printer has a finisher with a booklet maker, you must load paper short-edge feed to print booklets.

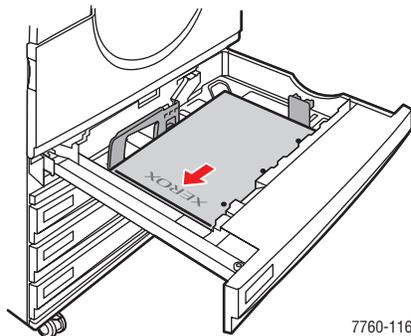
1. Pull out the tray.



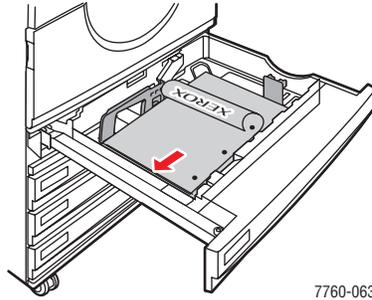
2. Fan the paper to release sheets that are stuck together.



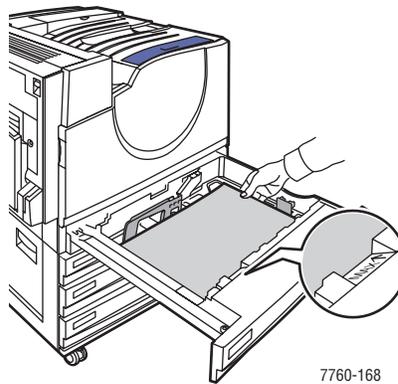
3. Load the paper with the long edge of the paper facing the front of the tray.
 - For **single-sided** printing, insert the side to be printed **faceup**, with the top of the paper towards the **left** of the tray. Prepunched holes should be at the **front** of the tray.



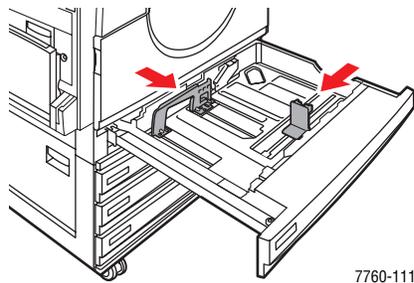
- For **2-sided** printing, insert the side to be printed **facedown**, with the top of the paper towards the **right** side of the tray. Prepunched holes should be towards the **front** of the tray.



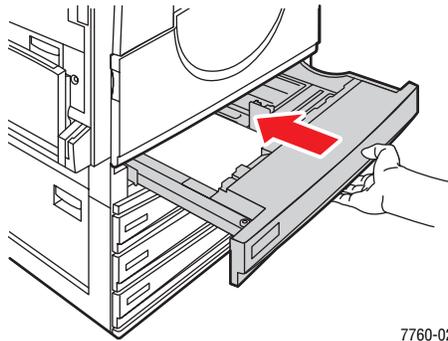
Caution: Do not load paper or media above the fill line indicated on the tray. Overloading the tray may cause jams.



4. Adjust the paper guides to the size of the paper.



5. Push the tray completely into the printer.



7760-023

6. When the control panel prompts you to confirm the type and size of paper in the tray, press the **OK** button to use the current tray setup. If you loaded a new type of paper in the tray or loaded a custom size in Tray 2, do the following:
 - a. Select **Change setup**, and then press the **OK** button.
 - b. Select the appropriate paper type, and then press the **OK** button.
 - c. For Tray 2, select the paper size, and then press the **OK** button.

Note: If you loaded custom size paper, select **New Custom Size** for the paper size and follow the prompts; see [Printing Custom Size Paper from Tray 2](#) on page 3-46 for more information. If Tray 2 was set for custom size paper and you loaded standard-size paper, select **Auto-Sensed** for the paper size; the tray guides are then used by the printer to determine the paper size in the tray.

See also:

[Printing on Specialty Media](#) on page 3-33

Selecting Printing Options

This section includes:

- [Selecting Printing Preferences \(Windows\)](#) on page 3-24
- [Selecting Options for an Individual Job \(Windows\)](#) on page 3-25
- [Selecting Options for an Individual Job \(Macintosh\)](#) on page 3-27

See also:

Advanced Features Guide at www.xerox.com/office/7760support

Selecting Printing Preferences (Windows)

Printer preferences control all of your print jobs, unless you override them specifically for a job. For example, if you want to use automatic 2-sided printing for most jobs, set this option in printer settings.

To select printer preferences:

1. Select one of the following options:
 - **Windows 98 SE, Windows 2000, Windows Server 2003:** Click **Start**, select **Settings**, and then click **Printers**. Go to Step 2.
 - **Windows XP:** Click **Start**, and then select **Printers and Faxes**. Go to Step 2.
2. In the **Printers** folder, right-click the icon for your printer.
3. From the pop-up menu, select **Printing Preferences** or **Properties**.
4. Make selections on the driver tabs, and then click the **OK** button to save your selections.

Note: For more information about Windows printer driver options, click the **Help** button on the printer driver tab to view the online help.

Selecting Options for an Individual Job (Windows)

If you want to use special printing options for a particular job, change the driver settings before sending the job to the printer. For example, if you want to use Photo print-quality mode for a particular graphic, select this setting in the driver before printing that job.

1. With the desired document or graphic open in your application, access the **Print** dialog box.
2. Select the Phaser 7760 Color Laser Printer and click its **Properties** button to open the printer driver.
3. Make selections from the driver tabs. See the following table for specific printing options.

Note: In Windows 2000, Windows XP, and Windows Server 2003, you can save current printing options with a distinctive name and apply them to other print jobs. Select either the **Paper Quality**, **Output Options**, or **TekColor** tab, and then select a **Saved Setting**. Click the **Help** button for more information.

4. Click the **OK** button to save your selections.
5. Print the job.

See the following table for specific printing options:

Printing Options for Windows Operating Systems

| Operating System | Driver Tab | Printing Options |
|--|--------------------|--|
| Windows 2000, Windows XP, or Windows Server 2003 | Layout tab | <ul style="list-style-type: none"> ■ Orientation ■ Automatic 2-sided printing ■ Pages per sheet |
| | Paper/Quality tab | <ul style="list-style-type: none"> ■ Document size, paper type, and tray selection ■ Print quality ■ Cover pages ■ Saved settings |
| | Output Options tab | <ul style="list-style-type: none"> ■ Stapling ■ Hole punching ■ Paper destination ■ End of job notification ■ Secure prints, personal prints, personal saved prints, proof prints, and saved prints ■ Separation pages ■ Saved settings |
| | TekColor tab | <ul style="list-style-type: none"> ■ Color corrections ■ Black and white conversion ■ Color adjustments ■ Saved settings |

Printing Options for Windows Operating Systems (Continued)

| Operating System | Driver Tab | Printing Options |
|-------------------------|---------------------------|---|
| Windows 98 SE | Setup tab | <ul style="list-style-type: none">■ Paper type, size, and tray selection■ Orientation■ Automatic 2-sided printing■ Print quality■ End of job notification |
| | Output Options tab | <ul style="list-style-type: none">■ Stapling■ Hole punching■ Secure prints, proof prints, and saved prints■ Separation pages■ Cover pages |
| | TekColor tab | <ul style="list-style-type: none">■ Color corrections■ Black & white conversion |

Selecting Options for an Individual Job (Macintosh)

To select print settings for a particular job, change the driver settings before sending the job to the printer.

1. With the document open in your application, click **File**, and then click **Print**.
2. Select the desired printing options from the menus and drop-down lists that are displayed.

Note: In Macintosh OS X, click **Save Preset** on the **Print** menu screen to save the current printer settings. You can create multiple presets and save each with its own distinctive name and printer settings. To print jobs using specific printer settings, click the applicable saved preset in the **Presets** list.

3. Click **Print** to print the job.

See the following table for specific printing options:

Macintosh PostScript Driver Settings

| Operating System | Driver Drop-Down Title | Printing Options |
|------------------------|---------------------------|--|
| Mac OS X, version 10.4 | Copies & Pages | <ul style="list-style-type: none"> ■ Copies ■ Pages |
| | Layout | <ul style="list-style-type: none"> ■ Pages per sheet ■ Layout direction ■ Border ■ 2-sided printing |
| | Paper Handling | <ul style="list-style-type: none"> ■ Reverse page order ■ Print (all, odd, even) |
| | ColorSync | <ul style="list-style-type: none"> ■ Color conversion |
| | Cover Page | <ul style="list-style-type: none"> ■ Cover pages |
| | Paper Feed | <ul style="list-style-type: none"> ■ Paper source |
| | Finishing Options | <ul style="list-style-type: none"> ■ Stapling ■ Hole punching ■ Paper destination ■ Offset collated sets |
| | Job Types | <ul style="list-style-type: none"> ■ Secure prints, personal prints, personal saved prints, proof prints, and saved prints |
| | Image Quality | <ul style="list-style-type: none"> ■ Print quality ■ Color correction and sRGB neutral grays ■ Image smoothing |
| | Printer Features | <ul style="list-style-type: none"> ■ Paper types ■ Separation pages |

Macintosh PostScript Driver Settings (Continued)

| Operating System | Driver Drop-Down Title | Printing Options | |
|---------------------------------|---------------------------|--|---|
| Mac OS X, version 10.2 and 10.3 | Copies & Pages | <ul style="list-style-type: none"> ■ Copies ■ Pages | |
| | Layout | <ul style="list-style-type: none"> ■ Pages per sheet ■ Layout direction ■ Border ■ Two-sided printing | |
| | Paper Handling | <ul style="list-style-type: none"> ■ Reverse page order ■ Print (all, odd, even) | |
| | ColorSync | <ul style="list-style-type: none"> ■ Color conversion | |
| | Cover Page | <ul style="list-style-type: none"> ■ Cover pages | |
| | Paper Feed | <ul style="list-style-type: none"> ■ Paper source | |
| | Finishing Options | <ul style="list-style-type: none"> ■ Stapling ■ Hole punching ■ Paper destination ■ Offset collated sets | |
| | Job Types | <ul style="list-style-type: none"> ■ Secure prints, personal prints, proof prints, and saved prints | |
| | Image Quality | <ul style="list-style-type: none"> ■ Print quality ■ RGB color corrections neutral grays ■ Image smoothing | |
| | Printer Features | <ul style="list-style-type: none"> ■ Paper types ■ Separation pages | |
| | Mac OS 9.x | General | <ul style="list-style-type: none"> ■ Copies ■ Pages ■ Paper source |
| | | Color Matching | <ul style="list-style-type: none"> ■ Print color |
| Cover Page | | <ul style="list-style-type: none"> ■ Cover pages | |
| Layout | | <ul style="list-style-type: none"> ■ Pages per sheet ■ Border ■ Two-sided printing | |
| Print Quality | | <ul style="list-style-type: none"> ■ Print quality ■ Image smoothing | |
| Job Types | | <ul style="list-style-type: none"> ■ Secure prints, personal prints, proof prints, and saved prints | |

Macintosh PostScript Driver Settings (Continued)

| Operating System | Driver Drop-Down Title | Printing Options |
|-------------------------|-------------------------------|---|
| | Advanced Options | <ul style="list-style-type: none">■ Paper destination■ Paper types■ Offset collated sets■ Separation pages |
| | Finishing Options | <ul style="list-style-type: none">■ Stapling■ Hole punching■ Destination■ Offset collated sets |

Printing on Both Sides of the Paper

This section includes:

- [Automatic 2-Sided Printing Guidelines](#) on page 3-30
- [Binding Edge Options](#) on page 3-31
- [Selecting 2-Sided Printing](#) on page 3-31

Note: For information about manual two-sided printing, go to the Knowledge Base at www.xerox.com/office/7760support.

Automatic 2-Sided Printing Guidelines

To use the printer's automatic 2-sided printing (duplex) feature:

- The paper must have a length of 148–432 mm (5.83–17 in.).
- The paper must have a weight of 75–169 g/m² (20–40 lb. Bond).
- The paper type must be: **Plain Paper, Heavy Plain Paper, Preprinted, Prepunched, Colored Paper, Letterhead, Thin Card Stock, or Thin Glossy Paper.**

The following paper and media cannot be used for 2-sided printing:

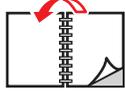
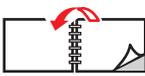
- Thick and Extra Thick Card Stock
- Thick Glossy Paper
- Transparencies
- Envelopes
- Labels
- Any die-cut specialty media, such as business cards

See also:

[Supported Paper and Media](#) on page 3-3

Binding Edge Options

When you use the printer driver to select 2-sided printing, also select the binding edge, which determines how the pages turn. The actual outcome depends on the orientation (portrait or landscape) of images on the page, as displayed in the following illustrations.

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

Selecting 2-Sided Printing

To perform automatic 2-sided printing:

1. Load paper into the tray:

Tray 1 (MPT)

- **Long-Edge Feed:** Insert side one **faceup** with the long edge entering the printer first and the top of the page towards the **front** of the printer. Prepunched holes enter the printer **first**.
- **Short-Edge Feed:** Insert side one **faceup** with the short edge entering the printer first and the top of the page towards the **left** side of the printer. Prepunched holes are at the **back** of the tray.

Trays 2-5

- **Long-Edge Feed:** Insert side one **facedown** with the long edge towards the **left** side of the printer and the top of the paper at the **front** of the tray. Prepunched holes are towards the **left** side of the printer.
 - **Short-Edge Feed:** Insert side one **facedown**, with the short edge towards the **left** side of the printer and the top of the paper towards the **right** side of the tray. Prepunched holes should be towards the **front** of the tray.
2. In the printer driver, select 2-sided printing. The location of the selection depends on your computer's operating system.

To select automatic 2-sided printing:

| Operating System | Steps |
|---|--|
| Windows 98 SE | <ol style="list-style-type: none">1. Select the Setup tab.2. Select Print on 2 Sides.3. Select or deselect Bind On Top Edge. |
| Windows 2000, Windows XP, or Windows Server 2003 | <ol style="list-style-type: none">1. Select the Layout tab.2. Select either Flip On Long Edge or Flip On Short Edge under Print On Both Sides (Duplex). |
| Mac OS 9.x | <ol style="list-style-type: none">1. In the Print dialog box, select Layout.2. Select Print on Both Sides.3. Click the Binding icon that matches the edge to bind. |
| Mac OS X, version 10.2 and higher | <ol style="list-style-type: none">1. In the Print dialog box, select Duplex.2. Select Print on Both Sides.3. Click the Binding icon that matches the edge to bind. |

See also:

[Loading Paper in Tray 1 \(MPT\) on page 3-9](#)

[Loading Paper in Trays 2–5 on page 3-17](#)

Printing on Specialty Media

This section includes:

- [Printing Transparencies](#) on page 3-33
- [Printing Envelopes](#) on page 3-36
- [Printing Labels](#) on page 3-38
- [Printing Glossy Paper](#) on page 3-40
- [Printing Custom Size Paper](#) on page 3-45

Printing Transparencies

Transparencies can be printed from Tray 1 (MPT) and Tray 2. They should be printed on one side only.

For best results, use only Xerox Digital Color Clear Transparency Film. For more information, see the *Recommended Media List* at www.xerox.com/paper.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/supplies.

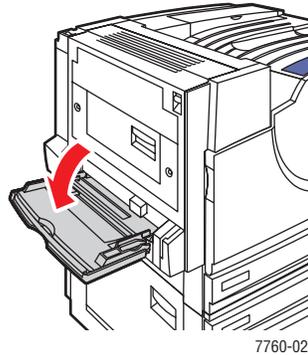
Caution: Damage caused by using unsupported paper, transparencies, and other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Guidelines

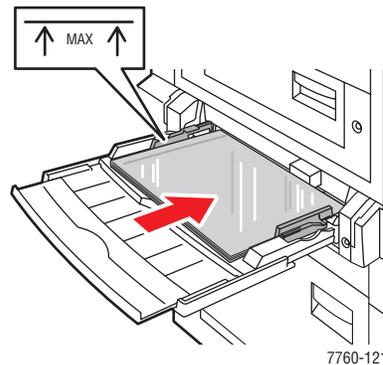
- Remove all paper before loading transparencies in the tray.
- Do not load more than 50 transparencies in Tray 1 (MPT). Do not load more than 200 transparencies in Tray 2. Overloading the tray may cause the printer to jam.
- Handle transparencies by the edges using both hands to avoid fingerprints and creases, which can cause poor print quality.
- After loading the transparencies in the tray, use the control panel to change the paper type to **Xerox Transparency**.

Printing Transparencies from Tray 1 (MPT)

1. Open Tray 1 (MPT).



2. Insert the transparencies into the tray and adjust the paper guides to match the size of the transparencies.
 - Place the long edge of the transparencies entering the printer first.
 - Do not load more than 50 transparencies.



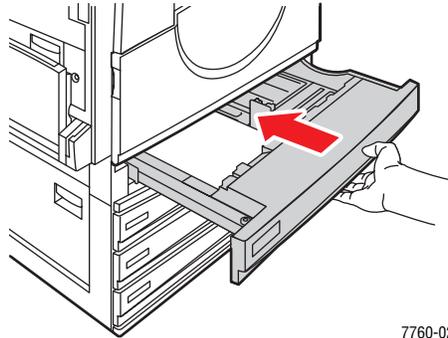
3. When the control panel prompts you to confirm the type and size of paper in the tray:
 - a. Select **Change setup**, and then press the **OK** button.
 - b. Select **Xerox Transparency**, and then press the **OK** button.
 - c. Select the transparency size, and then press the **OK** button.

Note: For some sizes that can be loaded in either direction, you need to select the size with the letters **LEF** (Long-Edge Feed) if you loaded the long edge of the paper to enter the printer first or **SEF** (Short-Edge Feed) if you loaded the short edge to enter the printer first.

4. In the printer driver, select **Transparency** as the paper type and/or select **Tray 1 (MPT)** as the paper source.

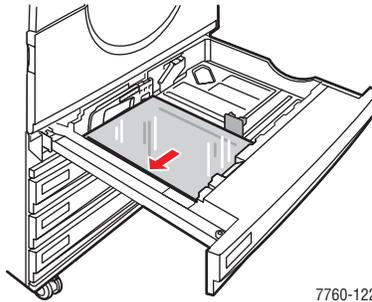
Printing Transparencies from Tray 2

1. Pull out Tray 2.



7760-023

2. Insert the transparencies into the tray and adjust the paper guides to fit the transparency size.



7760-122

- Note:** Do not load transparencies above the transparency fill line inside the tray.
3. Push the tray completely into the printer.
 4. When the control panel prompts you to confirm the type and size of paper in the tray:
 - a. Select **Change setup**, and then press the **OK** button.
 - b. Select the **Xerox Transparency**, and then press the **OK** button.
 - c. Select the transparency size, and then press the **OK** button.

- Note:** For some sizes that can be loaded in either direction, you need to select the size with the letters **LEF** (Long-Edge Feed) if you loaded the long edge of the paper along the left side of the tray or **SEF** (Short-Edge Feed) if you loaded the short edge along the left side of the tray.
5. In the printer driver, select **Transparency** as the paper type and/or select **Tray 2** as the paper source.

Printing Envelopes

Envelopes can be printed from Tray 1 (MPT) only.

See also:

[Paper Sizes and Weights for Tray 1 \(MPT\)](#) on page 3-6

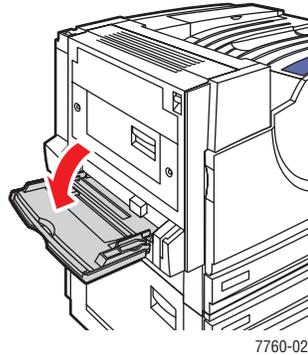
Guidelines

- Use only paper envelopes specified in the Supported Paper Sizes and Weights table. Successful envelope printing is highly dependent on the quality and construction of the envelopes. Use envelopes made specifically for laser printers.
- It is recommended that you maintain constant temperatures and relative humidity.
- Store unused envelopes in their packaging to avoid the effects of moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Avoid padded envelopes; purchase envelopes that lie flat on a surface.
- Remove air bubbles from the envelopes before loading by setting a heavy book on top of the envelopes.
- If wrinkling or embossing problems occur, use a different brand of envelopes made specifically for laser printers.

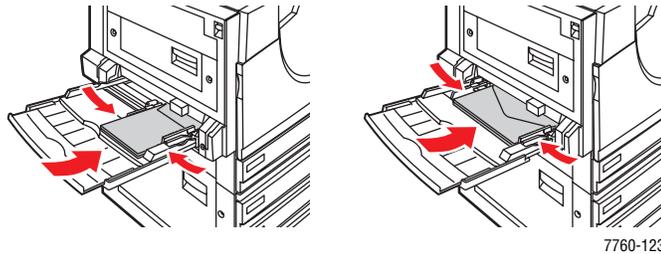
Caution: Never use envelopes with windows or metal clasps; they can damage the printer. Damage caused by using unsupported envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas, please contact your local representative for details.

Printing Envelopes from Tray 1 (MPT)

1. Open Tray 1 (MPT).



2. Insert the envelopes into Tray 1 (MPT), and adjust the paper guides to match the size of the envelopes.
 - Place the side to be printed **facedown**.
 - Place the flap **faceup** and entering the printer first.



3. When the control panel prompts you to confirm the type and size of paper in the tray:
 - a. Select **Change setup**, and then press the **OK** button.
 - b. Select **Envelope** as the paper type, and then press the **OK** button.
 - c. Select the appropriate envelope size, and then press the **OK** button.

Note: For some sizes that can be loaded in either direction, you need to select the size with the letters **LEF** (Long-Edge Feed) if you loaded the long edge of the paper to enter the printer first or **SEF** (Short-Edge Feed) if you loaded the short edge to enter the printer first.

4. In the printer driver, select **Tray 1 (MPT)** as the paper source and/or select **Envelope** as the paper type.

Printing Labels

Labels can be printed from Tray 1 (MPT) only.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/supplies.

See also:

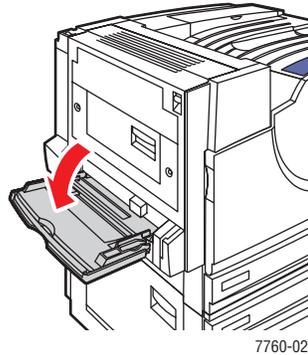
[Paper Sizes and Weights for Tray 1 \(MPT\)](#) on page 3-6

Guidelines

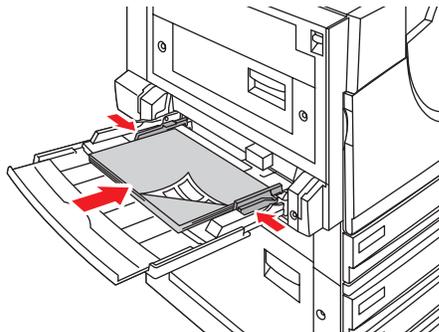
- Do not use vinyl labels.
- Print only on one side of the sheet of labels.
- Do not use any sheet where labels are missing; it may damage the printer.
- Store unused labels flat in their original packaging. Leave the sheets of labels inside the original packaging until ready to use. Return any unused sheets of labels to the original packaging and reseal it.
- Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing them in extreme conditions may cause print-quality problems or cause them to jam in the printer.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam the printer.

Printing Labels from Tray 1 (MPT)

1. Open Tray 1 (MPT).



2. Load the labels in Tray 1 (MPT).
 - Insert the label sheets **long-edge feed**.
 - Place the labels sheets **facedown**.
 - Place the top of the page towards the **front** of the printer.



3. Adjust the paper guides to match the size of the sheets.
4. When the control panel prompts you to confirm the type and size of paper in the tray:
 - a. Select **Change setup**, and then press the **OK** button.
 - b. Select **Labels** as the paper type, and then press the **OK** button.
 - c. Select the appropriate size of the label sheets with the letters **LEF** (Long-Edge Feed), and then press the **OK** button.
5. In the printer driver, select **Tray 1 (MPT)** as the paper source and/or select **Labels** as the paper type.

Printing Glossy Paper

Glossy paper can be printed from any tray within the following weight range:

- Thin Glossy Paper: 120–169 g/m² (50–60 lb. Cover)
- Thick Glossy Paper: 170–220 g/m² (65–80 lb. Cover)

Note: Glossy paper should be printed on one side only.

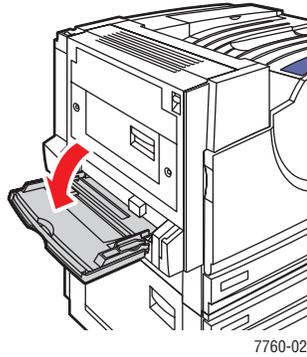
To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/supplies.

Guidelines

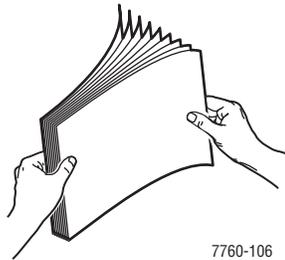
- Do not open sealed packages of glossy paper until you are ready to load them into the printer.
- Leave glossy paper in the original wrapper, and leave the packages in the shipping carton until ready to use.
- Remove all other paper from the tray before loading glossy paper.
- Load only the amount of glossy paper you are planning to use. Do not leave glossy paper in the tray when you are finished printing. Reinsert unused glossy paper in the original wrapper and seal.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause glossy paper to curl and jam the printer.

Printing Glossy Paper from Tray 1 (MPT)

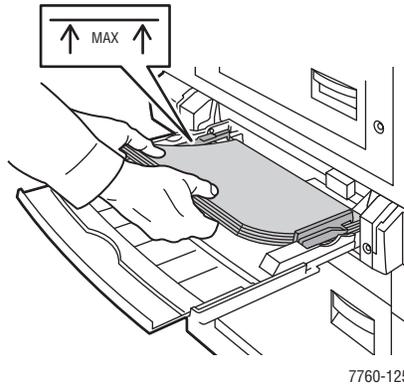
1. Open Tray 1 (MPT).



2. Fan the glossy paper to release sheets that may be stuck together.



3. Insert the glossy paper into Tray 1.
 - Use long-edge feed (with the long edge entering the printer first) for Letter- and A4- size paper.
 - Use short-edge feed (with the short edge entering the printer first) for Tabloid, Tabloid Extra, A3, and SRA3 paper.
 - For single-sided printing, place the side to be printed **facedown**.
 - For automatic 2-sided printing, place side one **faceup**.



Note: Do not load glossy paper above the transparency fill line inside the tray. Overloading the tray may cause jams.

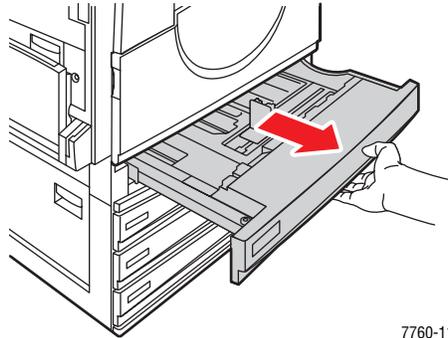
4. Adjust the paper guides to match the size of the paper.
5. When the control panel prompts you to confirm the type and size of paper in the tray:
 - a. Select **Change setup**, and then press the **OK** button.
 - b. Select **Thin Glossy Paper** or **Thick Glossy Paper** (for paper over 170 g/m²) as the paper type, and then press the **OK** button.
 - c. Select the appropriate paper size, and then press the **OK** button.

Note: For some sizes that can be loaded in either direction, you need to select the size with the letters **LEF** (Long-Edge Feed) if you loaded the long edge of the paper to enter the printer first or **SEF** (Short-Edge Feed) if you loaded the short edge to enter the printer first.

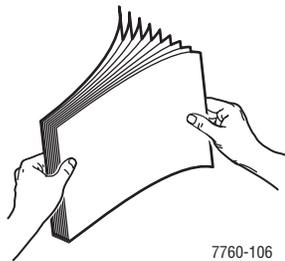
6. In the printer driver, select the **Thin Glossy Paper** or **Thick Glossy Paper** as the paper type or **Tray 1 (MPT)** as the paper source.

Printing Glossy Paper from Trays 2-5

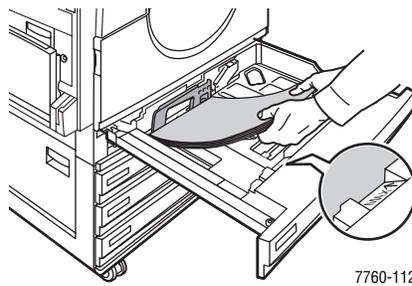
1. Pull out the tray.



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



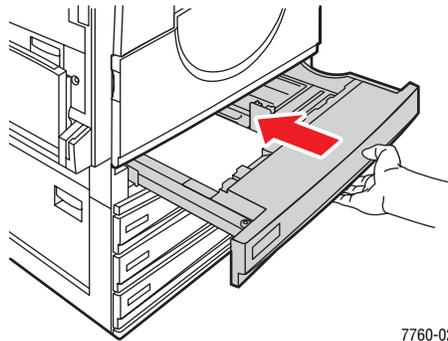
3. Insert glossy paper with the long edge along the left side of the tray.
 - For single-sided printing, place the side to be printed **faceup**.
 - For automatic 2-sided printing place side one **facedown**.



Note: Do not load glossy paper above the transparency fill line inside the tray. Overloading the tray may cause jams.

4. Adjust the paper guides to the size of the paper.

5. Push the tray all the way back into the printer.



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6. When the control panel prompts you to confirm the type and size of paper in the tray:
 - a. Select **Change setup**, and then press the **OK** button.
 - b. Select **Thin Glossy Paper** or **Thick Glossy Paper** (for paper over 170 g/m²) as the paper type, and then press the **OK** button.
 - c. If you loaded the glossy paper in Tray 2, select the appropriate paper size, and then press the **OK** button.

Note: For some sizes that can be loaded in either direction, you need to select the size with the letters **LEF** (Long-Edge Feed) since you loaded the long edge of the paper along the left side of the tray.

7. In the printer driver, select the **Thin Glossy Paper** or **Thick Glossy Paper** as the paper type or the appropriate tray as the paper source.

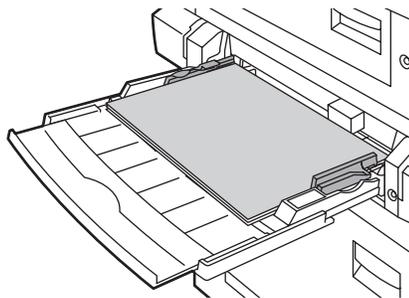
Printing Custom Size Paper

In addition to the wide variety of standard paper sizes that you can use for printing, you can also print on custom size paper within the following dimensions.

| | Tray 1 (MPT) | Tray 2 |
|------------|-----------------------------|-----------------------------|
| Short Edge | 100–305 mm (3.95–12.00 in.) | 140–297 mm (5.5–11.70 in.) |
| Long Edge | 140–1200 mm (5.5–47.25 in.) | 182–432 mm (7.15–17.00 in.) |

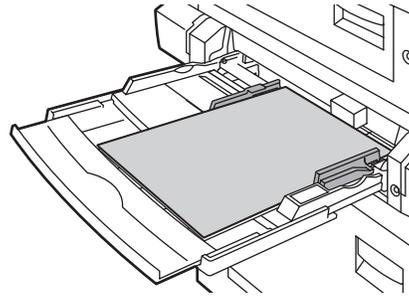
Printing Custom Size Paper from Tray 1 (MPT)

1. Open Tray 1 (MPT).



7760-166

Long-Edge Feed



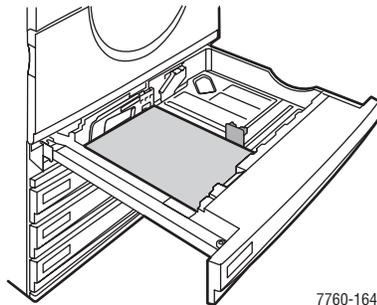
7760-167

Short-Edge Feed

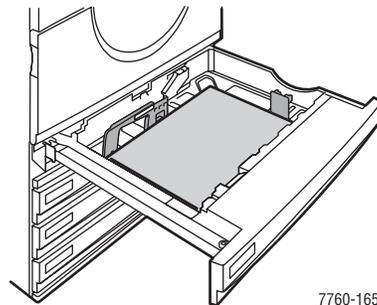
2. Insert custom size paper in Tray 1 (MPT) and adjust the guides to fit the paper.
3. When the control panel prompts you to confirm the type and size of paper in the tray:
 - a. Select **Change setup**, and then press the **OK** button.
 - b. Select the appropriate paper type, and then press the **OK** button.
 - c. Select **New Custom Size**, and then press the **OK** button.
 - d. If the measurement shown for the short edge of the paper is correct, press the **OK** button. Otherwise, select **Change**, press the **OK** button, use the **Up Arrow** or **Down Arrow** button to scroll to the correct measurement, and then press the **OK** button.
 - e. If the measurement shown for the long edge of the paper is correct, press the **OK** button. Otherwise, select **Change**, press the **OK** button, use the **Up Arrow** or **Down Arrow** button to scroll to the correct measurement, and then press the **OK** button.
 - f. If the control panel prompts you for the paper orientation, select **Long-Edge Feed** if you loaded the long edge of the paper to enter the printer first or select **Short-Edge Feed** if you loaded the short edge to enter the printer first.
4. In the printer driver, select **Tray 1 (MPT)** as the paper source.

Printing Custom Size Paper from Tray 2

1. Open Tray 2.



Long-Edge Feed



Short-Edge Feed

2. Insert custom size paper in Tray 2 and adjust the guides to fit the paper.
3. When the control panel prompts you to confirm the type and size of paper in the tray:
 - a. Select **Change setup**, and then press the **OK** button.
 - b. Select the appropriate paper type, and then press the **OK** button.
 - c. Select **New Custom Size**, and then press the **OK** button.
 - d. If the measurement shown for the short edge of the paper is correct, press the **OK** button. Otherwise, select **Change**, press the **OK** button, use the **Up Arrow** or **Down Arrow** button to scroll to the correct measurement, and then press the **OK** button.
 - e. If the measurement shown for the long edge of the paper is correct, press the **OK** button. Otherwise, select **Change**, press the **OK** button, use the **Up Arrow** or **Down Arrow** button to scroll to the correct measurement, and then press the **OK** button.
 - f. If the control panel prompts you for the paper orientation, select **Long-Edge Feed** if you loaded the long edge of the paper along the left side of the tray or select **Short-Edge Feed** if you loaded the short edge along the left side of the tray.
4. In the printer driver, select **Tray 2** as the paper source.

Turning Off Custom Size Printing for Tray 2

Note: When you have finished using custom paper in Tray 2, select **Auto-Sensed** as the paper size when you load the standard-size paper. The tray guides are then used by the printer to determine the paper size in the tray.

On the control panel:

1. Select **Printer Setup**, and then press the **OK** button.
2. Select **Paper Handling Setup**, and then press the **OK** button.
3. Select **Tray 2 Setup**, and then press the **OK** button.
4. Select **Change**, and then press the **OK** button.
5. Select **Auto-Sensed**, and then press the **OK** button. The paper size is set to match the tray's paper guides.

Choosing Output Options

This section includes:

- [Offsetting Output](#) on page 3-49
- [Stapling Output](#) on page 3-50
- [Using the Hole Puncher](#) on page 3-51

Output Trays

The printer has one output tray located on the top of the printer. If a finisher is installed the following output options are available:

- Top output tray (horizontal transport)
- Finisher upper output tray
- Finisher stacker output tray
- Finisher booklet output tray

Note: If you select stapling or hole punching in the printer driver, the output automatically goes to a finisher output tray.

Selecting an Output Tray from the Printer Driver

To select an output tray for a specific print job:

| Operating System | Steps |
|---|--|
| Windows 98 SE, Windows 2000, Windows XP, Windows Server 2003 | <ol style="list-style-type: none"> 1. Select the Output Options tab. 2. Select the output tray from the Paper Destination drop-down list. |
| Mac OS 9 or Mac OS X, version 10.2 and higher | <ol style="list-style-type: none"> 1. In the Print dialog box, select Finishing Options from the drop-down list. 2. Select the output tray from the Paper Destination drop-down list. |

See also:

- [Stapling Output](#) on page 3-50
- [Using the Hole Puncher](#) on page 3-51

Offsetting Output

When you send output to the top output tray or the finisher stacker tray, the copies or jobs can be offset in the tray. Offsetting shifts the pages in the output tray for each job or each copy of a collated job.

Note: If a finisher is installed, the top output tray no longer offsets.

Selecting Offsetting from the Printer Driver

To select offsetting for a specific print job:

| Operating System | Steps |
|---|--|
| Windows 2000, Windows XP, Windows Server 2003 | <ol style="list-style-type: none">1. Select the Layout tab.2. Click the Advanced button.3. Set Offset Collated Sets to On. |
| Mac OS 9 or Mac OS X, version 10.2 and higher | <ol style="list-style-type: none">1. In the Print dialog box, select Finishing Options from the drop-down list.2. Click Offset Collated Sets to select it. |

Stapling Output

If your printer has a finisher, you can have the printer staple sets of up to 50 sheets of 75 g/m² (20 lb. Bond Paper).

If your printer has a finisher with the booklet maker, you can have the printer saddle staple and fold sets of up to 15 sheets to make a booklet. It can also fold sets of up to 5 sheets without stapling.

Use the following guidelines when stapling paper:

- To be stapled, the sheets of paper must have a width between 203–297 mm (8–11.7 in.) and height between 182–432 mm (7.2–17 in.).
- Extra Thick Card Stock, glossy paper, transparencies, labels, and envelopes are not stapled.
- To use the booklet maker, the paper size must be Letter (short-edge feed), US Folio, Legal, Tabloid, A4 (short-edge feed), A3, or B4 JIS.

Stapling Options

The following stapling options are available from the printer driver:

- **None (default):** The prints are not stapled.
- **Front:** Inserts one staple in each set of copies. (For portrait long-edge feed paper, staples the upper-left corner.)
- **Rear:** Inserts one staple in each set of copies. (For portrait long-edge feed paper, staples the lower-left corner.)
- **Dual:** Inserts two staples in each set of copies. (For portrait long-edge feed paper, staples the left edge.)
- **Quadruple:** Inserts four staples in each set of copies. (For portrait long-edge feed paper, staples the left edge.)
- **Saddle:** Inserts two staples on the center line of each set of copies. Each set is then folded along the center line and sent to the lower tray of the finisher.
- **Fold (No Staple):** Each set of copies is folded along the center line and sent to the lower tray of the finisher.

See also:

Advanced Features Guide at www.xerox.com/office/7760support

Stapling Orientation

The sample image in the printer driver displays the location of the staples, which changes depending on the orientation of the page and the paper feed direction (long-edge feed or short-edge feed).

See also:

[Loading Paper](#) on page 3-9

Selecting Stapling From the Printer Driver

To select a stapling option for a specific print job:

| Operating System | Steps |
|---|---|
| Windows 98 SE, Windows 2000, Windows XP, Windows Server 2003 | <ol style="list-style-type: none"> 1. Select the Output Options tab. 2. Select the stapling option from the Stapling drop-down list. |
| Mac OS 9 or Mac OS X, version 10.2 and higher | <ol style="list-style-type: none"> 1. In the Print dialog box, select Finishing Options from the drop-down list. 2. Select the stapling option. |

Using the Hole Puncher

If your printer has a finisher, you can have the printer punch holes in the paper after it is printed. Your finisher will have either the 3-hole or the 2-/4-hole punch options.

Note: Hole punching is not available when printing booklets.

Use the following guidelines when selecting hole punching options:

- The edge of the paper to be punched must be 257 mm (10.12 in.), 267 mm (10.5 in.), 270 mm (10.63 in.), 279 (11 in.), or 297 mm (11.7 in.).
- Thick Card Stock, Extra Thick Card Stock, Thick Glossy Paper, transparencies, labels, and envelopes are not punched.
- If you select **Quadruple** for stapling and **4 Holes** for hole punching, the paper is not punched.

Hole Punching Options

- **None (default):** Holes are not punched.
- **2 Holes:** Punches 2 holes 80 mm (3.15 in.) apart.
- **3 Holes:** Punches 3 holes 108 mm (4.25 in.) apart.
- **4 Holes:** Punches 4 holes 80 mm (3.15 in.) apart.

Hole Orientation

The sample image displayed in the driver shows the location of the holes, which depend on the orientation of the page and the paper feed direction (long-edge feed or short-edge feed).

Selecting Hole Punching from the Printer Driver

To select a hole punching option for a specific print job:

| Operating System | Steps |
|---|---|
| Windows 98 SE, Windows 2000, Windows XP, Windows Server 2003 | <ol style="list-style-type: none">1. Select the Output Options tab.2. Select the number of holes from the Hole Punching drop-down list.3. Select Finisher Output Tray from the Paper Destination drop-down list. |
| Mac OS 9 or Mac OS X, version 10.2 and higher | <ol style="list-style-type: none">1. In the Print dialog box, select Finishing Options from the drop-down list.2. Select the number of holes under Hole Punching.3. Select Finisher Output Tray from the Paper Destination drop-down list. |

Print Quality

4

This chapter includes:

- [Controlling the Quality of Your Prints](#) on page 4-2
- [Solving Print-Quality Problems](#) on page 4-5

Controlling the Quality of Your Prints

This chapter includes:

- [Selecting a Print-Quality Mode](#) on page 4-2
- [Adjusting Color](#) on page 4-3

See also:

Advanced Features Guide at www.xerox.com/office/7760support

Selecting a Print-Quality Mode

The print-quality mode and TekColor correction directly control the quality of your prints. The print-quality mode and paper type directly control the print speed. You can change these settings in the printer driver or on the control panel.

Note: Driver settings override the settings selected on the control panel.

The following table describes the print-quality modes:

| Print-Quality Mode | Type of Print Job |
|--------------------|--|
| Standard | General-purpose mode for crisp, bright color prints at high speed. Recommended for most office use and quick prints. |
| Enhanced | High-quality mode for fine lines and sharp text. Recommended for detailed prints. |
| Photo | Highest-quality mode for very smooth color shades. Recommended for printing photographs or when using graphic arts applications and press matches. |

To select the print-quality mode in a supported driver:

| Operating System | Steps |
|--|--|
| Windows 98 SE | <ol style="list-style-type: none"> 1. Select the Setup tab. 2. Select a print-quality mode. |
| Windows 2000, Windows XP, or Windows Server 2003 | <ol style="list-style-type: none"> 1. Select the Paper/Quality tab. 2. Select a print-quality mode. |
| Mac OS 9.x | <ol style="list-style-type: none"> 1. In the Print dialog box, select General. 2. Select Print Quality from the drop-down list. 3. Select the desired mode for Quality. |
| Mac OS X, version 10.2 and higher | <ol style="list-style-type: none"> 1. In the Print dialog box, select Image Quality from the drop-down list. 2. Select a print-quality mode from the Print Quality drop-down list. |

Adjusting Color

The TekColor correction options provide simulations of different color devices. **Automatic** is the default correction for general image processing. See the following table to determine what option you want to use.

| TekColor Correction | Description | |
|---------------------|--|--|
| Automatic | Applies the best color correction to each graphic element: text, artwork, and photographs. | |
| Office Color | sRGB Display | Approximates the colors on a CRT computer display. |
| | sRGB Vivid | Produces brighter, more saturated colors than sRGB Display. |
| | LCD Display | Approximates the colors on a LCD computer monitor. |
| | Custom Colors | Uses an RGB custom color correction developed for your printer using PhaserMatch software. |
| Press Match | SWOP Press | Matches Specifications for Web Offset Publications. |
| | Euroscale | Matches FOGRA glossy paper specification. |
| | Commercial | Approximates U.S. commercial press target. |
| | SNAP Press | Matches Specifications for Newsprint Advertising Production. |
| | Japan Color | Matches Japan Color 2001 specification. |
| | ISO Coated | Matches FOGRA 27L specification. |
| | ISO Uncoated | Matches FOGRA 29L specification. |
| | Custom Colors | Uses a CMYK custom color correction developed for your printer using PhaserMatch software. |

| TekColor Correction | Description |
|--|---|
| None | Applies no color correction. Use with other color management tools, such as ICC (International Color Consortium) profiles, ColorSync, or the PANTONE® Color Chart for your printer. |
| Black and White | Converts all colors to shades of gray. |
| Use Printer Control Panel Setting | Uses the color correction set in the printer. The color correction can be set in the printer using either the control panel or the CentreWare software (if available). |

To select the color correction in a supported driver:

| Operating System | Steps |
|--|--|
| Windows 98 SE, Windows 2000, Windows XP, or Windows Server 2003 | <ol style="list-style-type: none"> 1. Select the TekColor tab. 2. Select the desired color correction. Some of the color corrections are grouped under Office Color or Press Match. |
| Mac OS 9.x | <ol style="list-style-type: none"> 1. In the Print dialog box, select General. 2. Select TekColor from the drop-down list. 3. Select the desired color correction for Color. |
| Mac OS X, version 10.2 and higher | <ol style="list-style-type: none"> 1. In the Print dialog box, select Image Quality from the drop-down list. 2. Select the desired color correction from the Color Correction drop-down list. |

See also:

Knowledge Base at www.xerox.com/office/7760support

Solving Print-Quality Problems

This section includes:

- [Light Lines or Streaks in One Color](#) on page 4-6
- [Dark Lines, Smudges, or Streaks Through All Colors](#) on page 4-7
- [Repeating Defects](#) on page 4-8
- [Colors Align Incorrectly](#) on page 4-9
- [Incomplete Fusing](#) on page 4-10
- [Image Is Offset](#) on page 4-11
- [Solid Fills Appear Mottled or Blotchy, Blacks Appear Blue](#) on page 4-12
- [Poor Transparency Print Quality](#) on page 4-13
- [All Colors Are Too Light or Too Dark](#) on page 4-14
- [Grays Are Not Neutral](#) on page 4-14
- [Colors Vary Between Computers](#) on page 4-15
- [Colors Do Not Match](#) on page 4-15
- [Printed Colors Do Not Match Monitor Colors](#) on page 4-16
- [PANTONE Colors Do Not Match](#) on page 4-16
- [Color Settings Not Applied](#) on page 4-16
- [Print Area Is Not Centered on the Paper](#) on page 4-17

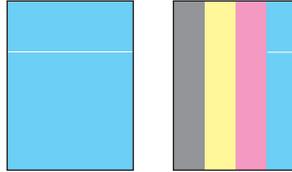
See also:

Knowledge Base at www.xerox.com/office/7760support

Advanced Features Guide at www.xerox.com/office/7760support

Light Lines or Streaks in One Color

Problem



Thin, light or white lines appear in only one color.

Solution

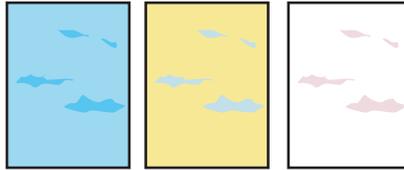
1. Open the front door.
2. Remove the waste cartridge.
3. Clean the laser window for the color affected with the laser window cleaner wand. See [Cleaning the Laser Window](#) on page 5-3.

Note: The laser window cleaner wand is located inside the front door. Insert the wand until the arrow aligns with the front plate of the printer.

4. Return the waste cartridge to the printer.
5. If the problem continues after cleaning the laser window, replace the imaging unit that corresponds to the color affected.

Dark Lines, Smudges, or Streaks Through All Colors

Problem



Dark or light marks appear on the page in all colors and/or in non-printed areas.

Solution

1. Verify that the paper you are using is the correct type for the printer. See [Supported Paper and Media](#) on page 3-3.
2. Verify that the paper is properly loaded in the tray, and the correct paper type is selected in the [Paper Tray Setup](#) menu. See [Loading Paper](#) on page 3-9.

If the problem continues, remove toner print smears:

1. On the control panel, select [Troubleshooting](#), select [Print Quality Problems](#), and then select [Remove Print Smears](#).

Several cleaning pages are printed.

2. Repeat Step 1 until no toner appears on the pages.

If the problem is not resolved by removing the toner print smears, follow these steps.

1. On the control panel, select [Troubleshooting](#), select [Print Quality Problems](#), and then select [Repeating Defects Page](#).

The Repeating Defects page prints with instructions for identifying defective units.

2. Replace the item(s) identified on the Repeating Defects page to correct the problem.

If the problem continues, replace the belt cleaner assembly or the accumulator belt.

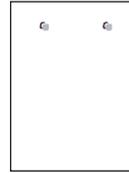
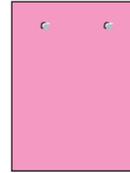
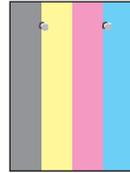
Note: If the Transfer Roller is replaced, on the control panel, select [Information](#), select [Supplies Info](#), and then select [Reset Transfer Roller Life](#).

Repeating Defects

Problem



Spots or lines appear at regular intervals on the page, in the direction the paper moves through the printer, in only one color.



Spots or lines appear at regular intervals on the page, in the direction the paper moves through the printer, in all colors and/or in non-printed areas.

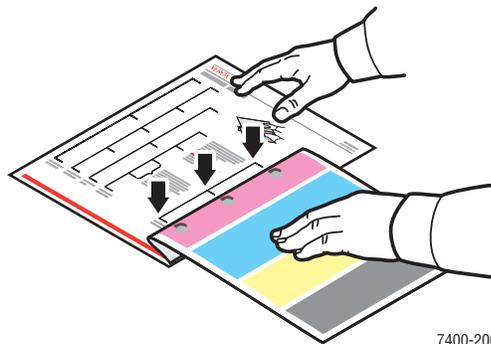
Solution

Print the Repeating Defects page to view instructions for correcting the problem. To print the Repeating Defects page:

1. On the control panel, select **Troubleshooting**, and then press the **OK** button.
2. Select **Print Quality Problems**, and then press the **OK** button.
3. Select **Repeating Defects**, and then press the **OK** button.

The Repeating Defects page prints.

4. Follow the instructions on the page to measure the distance between the defects and identify the item causing the defects.
5. Replace the item causing the defects.



Note: If the Transfer Roller is replaced, on the control panel, select **Information**, select **Supplies Info**, and then select **Reset Transfer Roller Life**.

If the Accumulator Belt is replaced, on the control panel, select **Troubleshooting**, select **Service Tools**, and then select **Reset Accumulator Belt Life**.

Colors Align Incorrectly

Problem



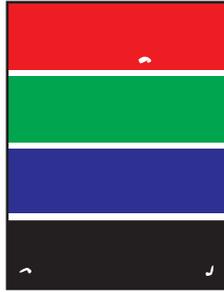
Color has shifted outside the designated area or is superimposed over another color.

Solution

1. Open and close the front door. The printer performs an automatic registration calibration with the next print.

Incomplete Fusing

Problem



Toner appears to be missing from the print, or rubs off easily.

Solution

1. Verify that the paper you are using is the correct type for the printer. See [Supported Paper and Media](#) on page 3-3.
2. Verify that the paper is properly loaded in the tray, and the correct paper type is selected in the [Paper Tray Setup](#) menu. See [Loading Paper](#) on page 3-9.

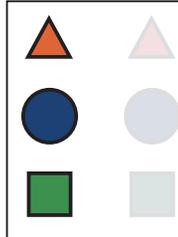
If the problem continues:

1. Do one of the following:
 - Tray 1 (MPT): Remove and re-insert the paper.
 - Tray 2-5: Open and close the selected paper tray. The control panel prompts you to confirm or change the paper type.
2. On the control panel, select **Change**, press the **OK** button, and then do one of the following:
 - Select the correct paper type, and then press the **OK** button.
 - Select the next heavier type of paper, and then press the **OK** button.

Note: Paper types from lightest to heaviest are: Plain Paper, Heavy Plain Paper, Thin Card Stock, Thick Card Stock, Extra Thick Card Stock.

Image Is Offset

Problem



Toner appears to have been pulled off the page and placed about 84 mm (3.3 in.) across the page from where it should be.

Solution

1. Verify that the paper you are using is the correct type for the printer. See [Supported Paper and Media](#) on page 3-3.
2. Verify that the paper is properly loaded in the tray, and the correct paper type is selected in the **Paper Tray Setup** menu. See [Loading Paper](#) on page 3-9.

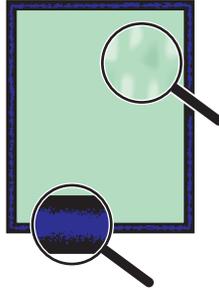
If the problem continues:

1. Do one of the following:
 - Tray 1 (MPT): Remove and re-insert the paper.
 - Tray 2-5: Open and close the selected paper tray. The control panel prompts you to confirm or change the paper type.
2. On the control panel, select **Change**, press the **OK** button, and then do one of the following:
 - Select the correct paper type, and then press the **OK** button.
 - Select the next lighter type of paper, and then press the **OK** button.

Note: Paper types from heaviest to lightest are: Extra Thick Card Stock, Thick Card Stock, Thin Card Stock, Heavy Plain Paper, and Plain Paper.

Solid Fills Appear Mottled or Blotchy, Blacks Appear Blue

Problem



Solution

1. Verify that the paper you are using is the correct type for the printer. See [Supported Paper and Media](#) on page 3-3.
2. Verify that the paper is properly loaded in the tray, and the correct paper type is selected in the **Paper Tray Setup** menu. See [Loading Paper](#) on page 3-9.

If the problem continues, adjust the toner transfer setting for the paper type being used:

1. Load paper into Tray 1 (MPT). The control panel prompts you to change the paper type.
2. On the control panel, do one of the following:
 - Press the **OK** button to confirm the paper type. Proceed to Step 3.
 - Follow these steps:
 - a. Select **Change** to change the paper type, and then press the **OK** button.
 - b. Scroll the correct paper type, and then press the **OK** button.
 - c. Scroll to the correct paper size, and then press the **OK** button.
 - d. Proceed to Step 3.
3. Select **Printer Setup**, select **Calibration Setup**, select **Calibrate for Paper**, and then select **Calibrate for Paper Pages**.
4. Follow the instructions on the Calibrate for Paper Pages to adjust the toner transfer setting.

Poor Transparency Print Quality

Problem

Print-quality defects are occurring on the transparency film:

- Light and/or dark spots.
- Smearred toner
- Light bands on the print

Caution: Damage caused by using unsupported paper, transparencies, and other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

To order paper, transparencies, or other specialty media, contact your local reseller or go to www.xerox.com/office/supplies.

Solution

1. Using non-recommended transparency film can cause print-quality problems or damage the printer's fuser. See the *Recommended Media List* at www.xerox.com/paper.
2. Verify that the paper is properly loaded in the tray, and that **Transparency** is the selected paper type in the **Paper Tray Setup** menu. See [Loading Paper](#) on page 3-9.

All Colors Are Too Light or Too Dark

Problem

Colors appear faded or too dark.

Solution

1. Use a different TekColor correction in the printer driver.

Note: Setting the TekColor correction to **Automatic** produces the best results for most documents.

2. Verify the print-quality mode selected is appropriate for the paper type.
3. If the problem continues, in the Xerox printer driver (Windows 2000 or later), select the **TekColor** tab, click the **More Options** button, and then adjust the **Lightness** level.
4. If the problem continues, calibrate the colors using the procedures on the Color Calibration Tutorial page. To print the Color Calibration Tutorial page:
 - a. On the control panel, select **Troubleshooting**, and then press the **OK** button.
 - b. Select **Print Quality Problems**, and then press the **OK** button.
 - c. Select **Calibrate Colors**, and then press the **OK** button.
 - d. Select **Tutorial Page**, and then press the **OK** button.
 - e. Follow the instructions on the page.

See also:

[Adjusting Color](#) on page 4-3

Grays Are Not Neutral

Problem

The grays on the printed page are not neutral; they contain color tints.

Solution

Follow the procedures on the Color Calibration Tutorial page to calibrate the printer's colors. To print the Color Calibration Tutorial page:

1. On the control panel, select **Troubleshooting**, and then press the **OK** button.
2. Select **Print Quality Problems**, and then press the **OK** button.
3. Select **Calibrate Colors**, and then press the **OK** button.
4. Select **Tutorial Page**, and then press the **OK** button.
5. Follow the instructions on the page.

Colors Vary Between Computers

Problem

The colors printed from one computer do not match the colors printed from a different computer.

Solution

To prevent color differences in print jobs:

1. Confirm that the driver settings for **Print Quality** and **Color Correction** are identical on both computers.
2. Adjust the settings as needed.

Note: Driver settings override the settings selected on the control panel.

See also:

[Adjusting Color](#) on page 4-3

Colors Do Not Match

Problem

The color produced by the printer is different from the color that it must match.

Solution

For help with color matching problems, go to www.xerox.com/office/7760support.

If the problem continues, follow these steps to ensure that the colors produced by the printer are accurate:

1. Confirm that the settings for **Print Quality** and **Color Correction** are identical in the printer driver and on the control panel.
2. Print the RGB Sampler pages or CMYK Sampler pages.
 - a. On the control panel, highlight **Information**, and then press the **OK** button.
 - b. Select **Sample Pages**, and then press the **OK** button.
 - c. Select **RGB Sampler Pages** or **CMYK Sampler Pages**, and then press the **OK** button.
3. Use the values on the color sampler to set the colors in your document.

See also:

Advanced Features Guide at www.xerox.com/office/7760support

Printed Colors Do Not Match Monitor Colors

Problem

The color produced by the printer looks different from the color that appears on the monitor.

Solution

See also:

Advanced Features Guide at www.xerox.com/office/7760support

PANTONE Colors Do Not Match

Problem

The colors printed on the document do not match the Phaser 7760 Color Laser Printer PANTONE color chart.

Solution

For information about PANTONE color matching, go to www.xerox.com/office/7760support.

Color Settings Not Applied

Problem

If you change color settings on the control panel, it does not affect the colors in the printed document.

Solution

To change color settings:

1. In the printer driver, change the settings for **Print Quality** and **Color Correction**.

See also:

[Adjusting Color](#) on page 4-3

Note: Driver settings override the settings selected on the control panel.

Print Area Is Not Centered on the Paper

Problem

The printed area appears outside the margins on the page.

Solution

- 1.** On the control panel, select **Paper Tray Setup**, and then press the **OK** button.
- 2.** Select the tray you are using, and then press the **OK** button.
- 3.** Verify that the tray is set to the correct paper size.
- 4.** If the problem continues, use the Calibrate Margins page to shift the print area on the paper. The print area appears as a dashed rectangle on the Calibrate Margins page; the printer does not print outside this rectangle.
 - a.** On the control panel, select **Troubleshooting**, and then press the **OK** button.
 - b.** Select **Print Quality Problems**, and then press the **OK** button.
 - c.** Select **Calibrate Margins**, and then press the **OK** button.
 - d.** Select **Calibrate Margins Page**, and then press the **OK** button.
 - e.** Select the appropriate tray to calibrate, and then press the **OK** button.
 - f.** Follow the instructions on the Calibrate Margins page.

See also:

Advanced Features Guide at www.xerox.com/office/7760support

Maintenance

5

This chapter includes:

- [Cleaning the Printer](#) on page 5-2
- [Adding Staples](#) on page 5-6
- [Emptying the Punch Waste Box](#) on page 5-12
- [Ordering Supplies](#) on page 5-14
- [Moving and Repacking the Printer](#) on page 5-16

See also:

Maintenance video tutorials at www.xerox.com/office/7760support

Replacing supplies video tutorials at www.xerox.com/office/7760support

Cleaning the Printer

- [Cleaning the Outside of the Printer](#) on page 5-2
- [Cleaning the Laser Window](#) on page 5-3

For safety information, see [User Safety](#) on page A-1.

Cleaning the Outside of the Printer

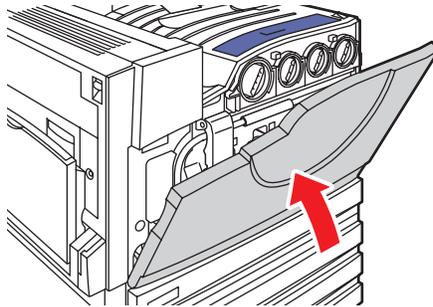
To remove stains, clean the outside of the printer using a soft, damp cloth moistened with a mild neutral detergent. Do not spray detergent directly onto the printer.

Warning: To prevent electric shock, turn the printer off and unplug the power cord from the electrical outlet before cleaning the printer.

Use only an approved toner vacuum to clean the printer. Do not lubricate the printer with oil.

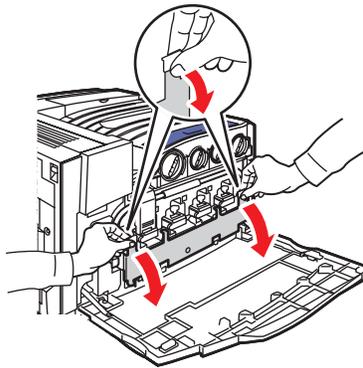
Cleaning the Laser Window

1. Open the front door.



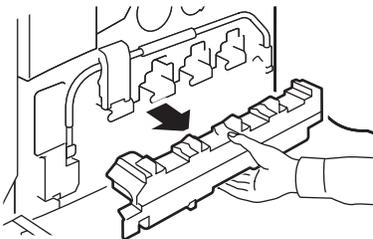
7760-008

2. Open the waste cartridge door.



7760-024

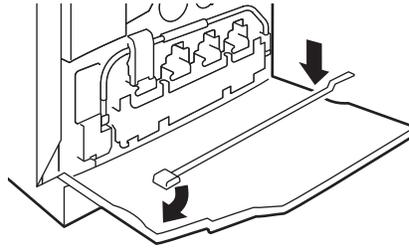
3. Remove the waste cartridge.



7760-158

Note: Be careful not to spill the toner by tipping the waste cartridge.

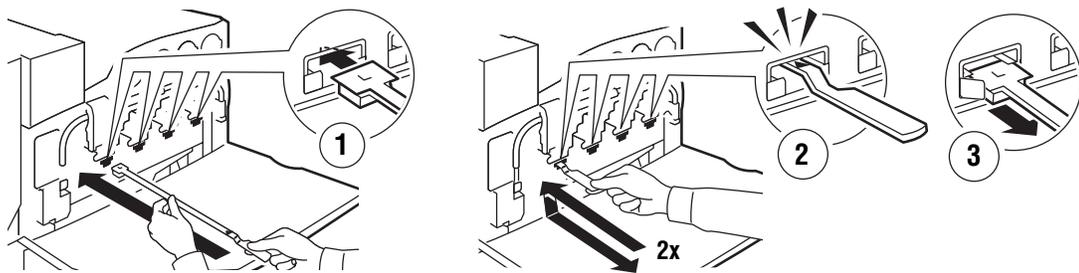
4. Remove the laser cleaning wand from the front door.



7760-160

5. Insert the laser cleaning wand into the slot, there is a slot for each imaging unit labeled one through four.
6. Push the wand all the way into the printer until you hear a click or the arrow on the wand aligns with the front of the printer.

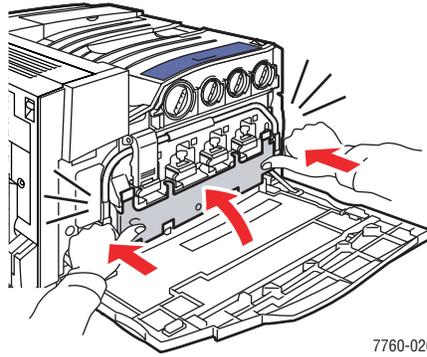
Note: If you fail to insert the laser cleaning wand fully into the printer, the laser window will not be cleaned properly.



7760-159

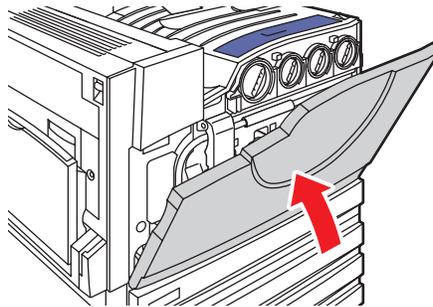
7. Repeat Steps 4 and 5 for each slot.
8. Place the laser cleaning wand back inside the front door.

9. Reinsert the waste cartridge and close the waste cartridge door.



7760-026

10. Close the front door.



7760-008

Adding Staples

This section includes:

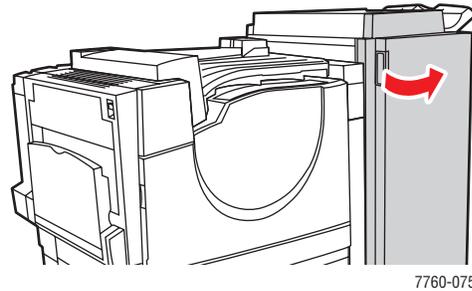
- Adding Staples to the Regular Stapler on page 5-6
- Adding Staples to the Booklet Stapler on page 5-9

Note: The staple cartridges used in the booklet stapler are different from the staple cartridges used in the regular stapler.

Adding Staples to the Regular Stapler

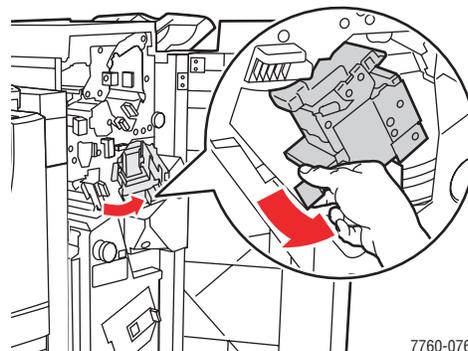
When the control panel displays a message that staple cartridge R1 needs to be replaced, follow these steps.

1. Open the finisher door.



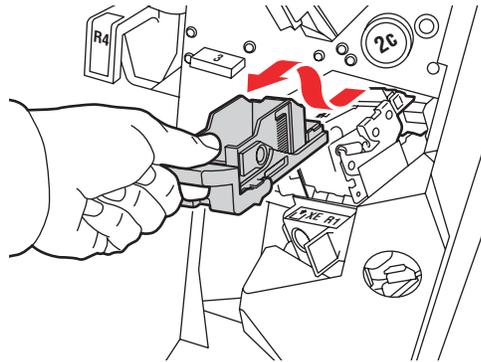
7760-075

2. Pull the staple unit to the front of the finisher.



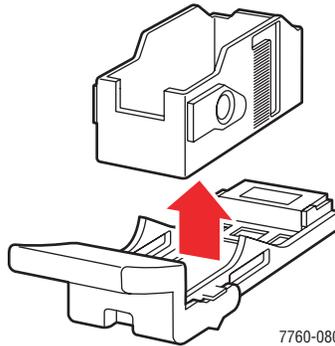
7760-076

3. Remove the stapler by the handle.



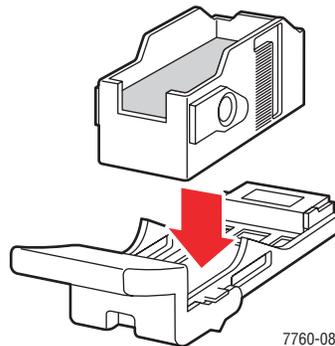
7760-077

4. If present, remove the empty staple cartridge.



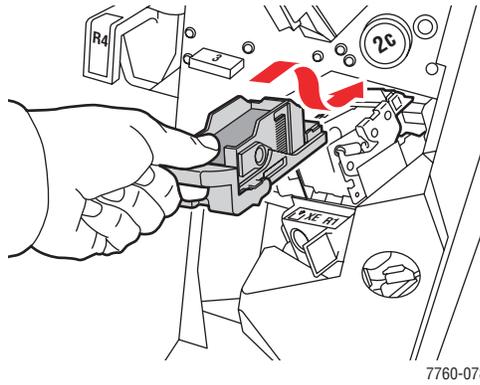
7760-080

5. Insert a new staple cartridge.

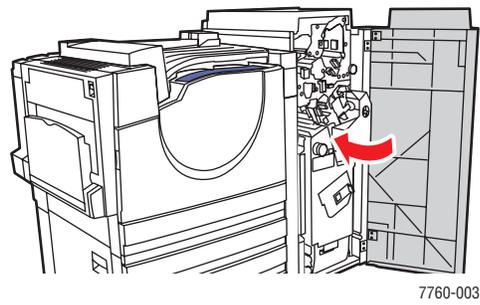


7760-081

6. Insert the stapler in the finisher.



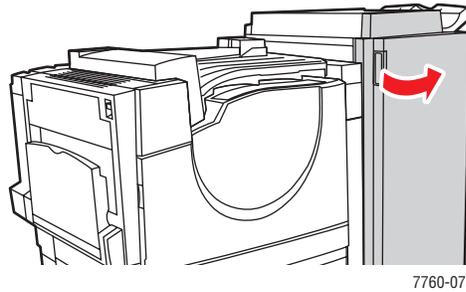
7. Close the finisher door.



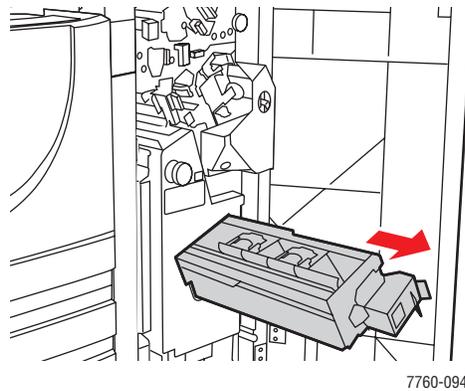
Adding Staples to the Booklet Stapler

When the control panel displays a message that staple cartridge R2 or R3 needs to be replaced, follow these steps.

- 1.** Open the finisher door.

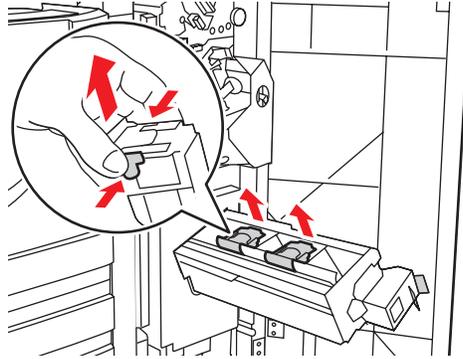


- 2.** Pull out the booklet stapler.



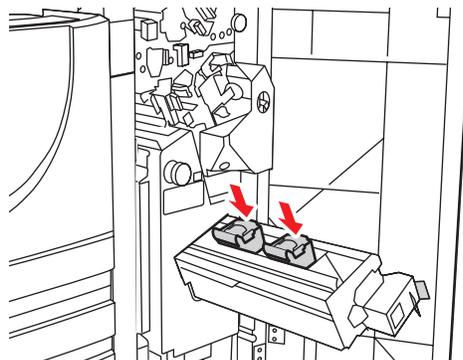
3. Remove the empty staple cartridges.

Note: Usually both cartridges are empty at the same time. You may need to replace both of them.



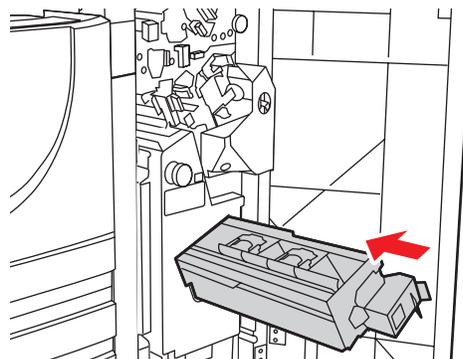
7760-095

4. Insert the new staple cartridges.



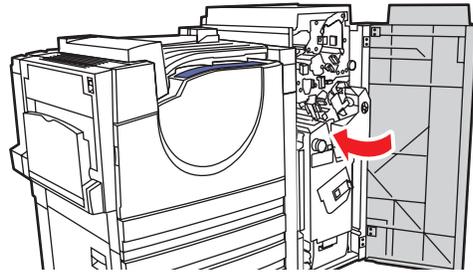
7760-140

5. Push the booklet stapler into the printer.



7760-141

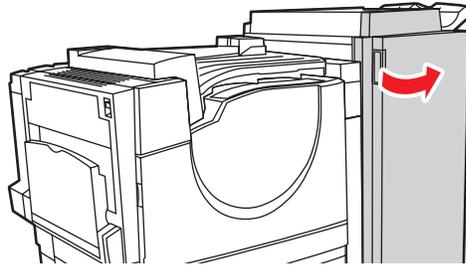
6. Close the finisher door



7760-003

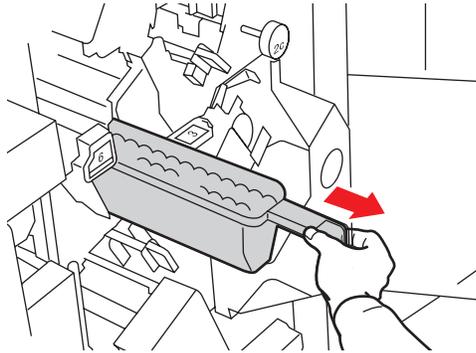
Emptying the Punch Waste Box

1. Open the finisher door.



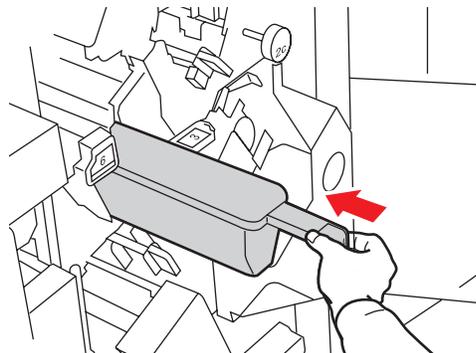
7760-075

2. Remove the punch waste box.



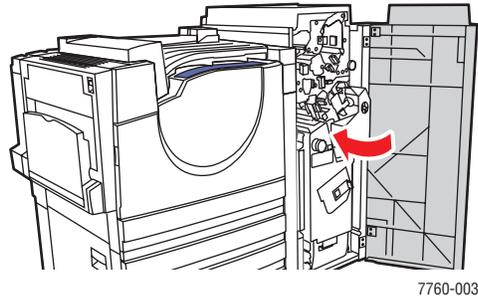
7760-084

3. Empty the waste.
4. Insert the punch waste box into the finisher.



7760-085

5. Close the finisher door.



7760-003

Ordering Supplies

This section includes:

- [Consumables](#) on page 5-14
- [Routine Maintenance Items](#) on page 5-14
- [When to Order Supplies](#) on page 5-14
- [Recycling Supplies](#) on page 5-15

Certain consumables and routine maintenance items need to be ordered occasionally. Each item includes installation instructions in the package.

Consumables

- Toner Cartridges (Cyan, Magenta, Yellow, Black)
- Staple Pack (if the optional finisher is installed)

Routine Maintenance Items

- Imaging Units (Cyan, Magenta, Yellow, Black)
- Fuser
- Transfer Roller
- Accumulator Belt
- Belt Cleaner Assembly
- Waste Cartridge
- Feed Roller Kit

When to Order Supplies

The control panel displays a warning when the supply nears its replacement time. Verify that you have replacements on hand. It is important to order these supplies when the messages first appear to avoid interruptions to your printing. The control panel displays an error message when the supply must be replaced.

To view the current status of your printer supplies, print the Supplies Usage page:

1. On the control panel, select **Information**, and then press the **OK** button.
2. Select **Supplies Info**, and then press the **OK** button.
3. Select **Supplies Usage Page** to print.

To order supplies, contact your local reseller or go to the Xerox Supplies website at www.xerox.com/office/7760supplies.

Caution: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Recycling Supplies

For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Moving and Repacking the Printer

This section includes:

- [Precautions for Moving the Printer](#) on page 5-16
- [Moving the Printer Within the Office](#) on page 5-16
- [Preparing the Printer for Shipment](#) on page 5-16

See also:

[User Safety](#) on page A-1

Precautions for Moving the Printer

To view precautions and guidelines for safely moving your printer, see the [User Safety](#) appendix in this user guide.

Moving the Printer Within the Office

The printer can be safely moved from one location within an office to another as long as it travels in an upright position, gently over smooth surfaces. Any jarring movement, such as pushing the printer over a raised door threshold or across a parking lot, can damage the printer.

Preparing the Printer for Shipment

Caution: Do not remove the toner cartridges; leave them locked in the normal operating position.

Repack the printer using the original packing material and boxes or a Xerox repackaging kit. Additional instructions for repacking the printer are provided in the repackaging kit. If you do not have all the original packaging, or are unable to repackage the printer, contact your local Xerox service representative.

Caution: Damage to the printer resulting from improper moving or failure to repackage the printer properly for shipment, is not covered by the warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Troubleshooting

6

This chapter includes:

- [Preventing Jams](#) on page 6-2
- [Getting Help](#) on page 6-23

See also:

Troubleshooting video tutorials at www.xerox.com/office/7760support
[Print Quality](#) on page 4-1

Clearing Paper Jams

This section includes:

- [Preventing Jams](#) on page 6-2
- [Jams in the Printer](#) on page 6-2
- [Jams in the Finisher](#) on page 6-17

Preventing Jams

To reduce the frequency of paper jams, follow the guidelines and instructions in [Printing Basics](#) which includes information about supported paper and other media, guidelines for paper and media usage, and instructions for properly loading paper and media in the trays. Do not overload the paper trays.

Jams in the Printer

This section includes:

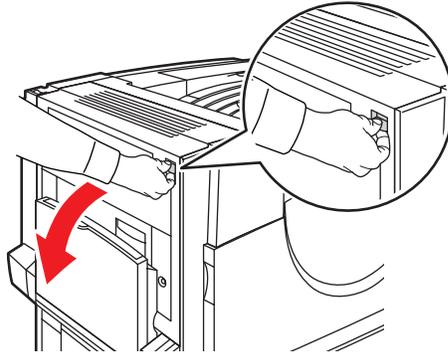
- [Jam at the Fuser](#) on page 6-3
- [Jam at the Duplex Unit](#) on page 6-5
- [Jam at Tray 1 \(MPT\)](#) on page 6-7
- [Jam at Tray 2](#) on page 6-9
- [Jam at Tray 3, 4, or 5](#) on page 6-11
- [Jam at Left Door \(A, B, or C\)](#) on page 6-14

Jam at the Fuser

Follow these steps to clear the jam.

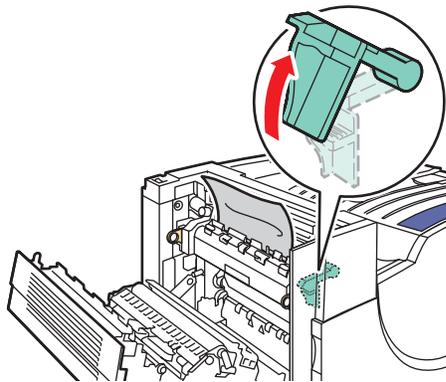
1. Push up on the latch on the left side of the printer to open Left Door A.

Warning: Use caution, components behind the left door may be hot.



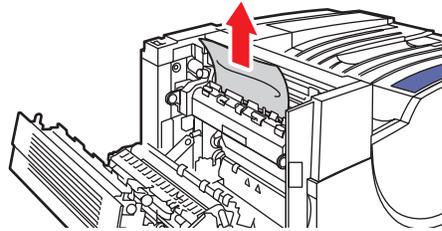
7760-010

2. Lift the release latch located on the right side of the fuser.



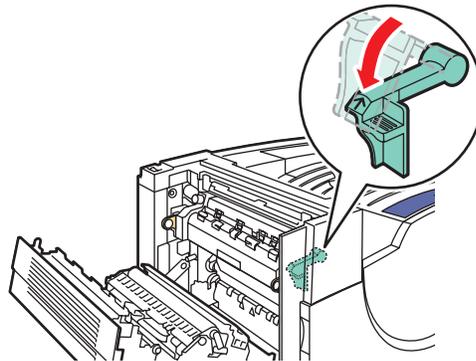
7760-040

3. Remove the jammed paper. Confirm that all paper fragments are removed.



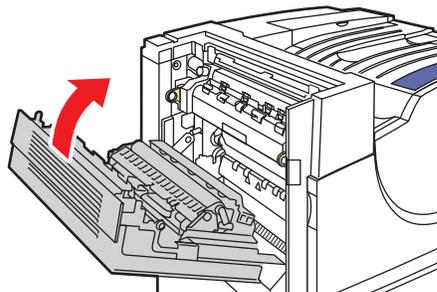
7760-041

4. Push down the release latch.



7760-042

5. Close Left Door A.

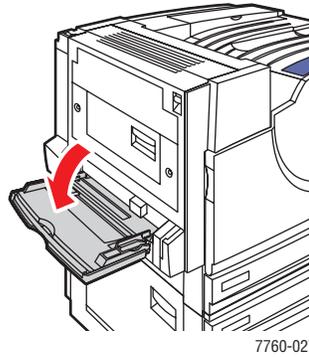


7760-015

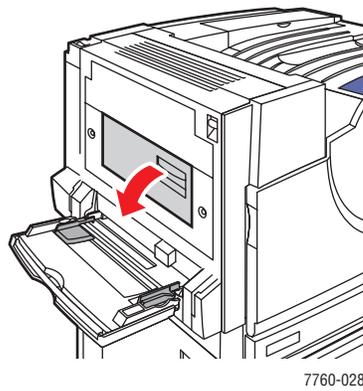
Jam at the Duplex Unit

Follow these steps to clear the jam.

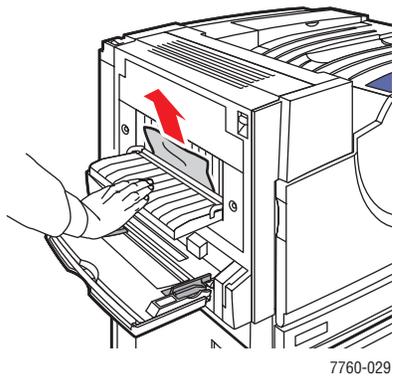
1. Open Tray 1 (MPT).



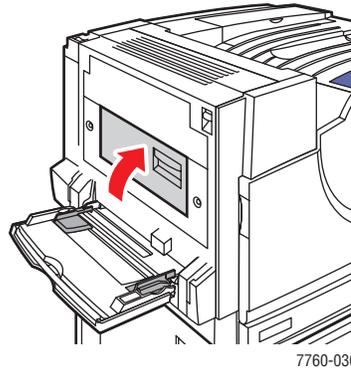
2. Open Left Door D.



3. Remove the jammed paper.



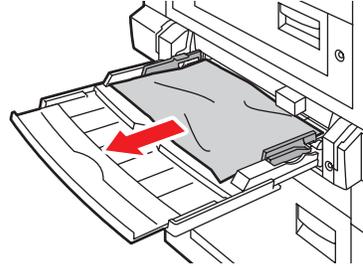
4. Close Left Door D.



Jam at Tray 1 (MPT)

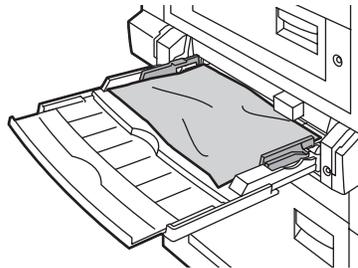
Follow these steps to clear the jam.

1. Remove paper from Tray 1 (MPT). Confirm that all paper fragments are removed.



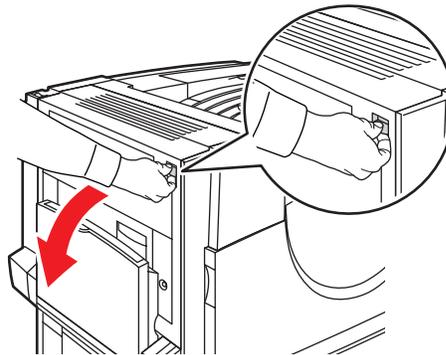
7760-046

2. Remove the jammed paper from Tray 1 (MPT). Confirm that all paper fragments are removed.



7760-047

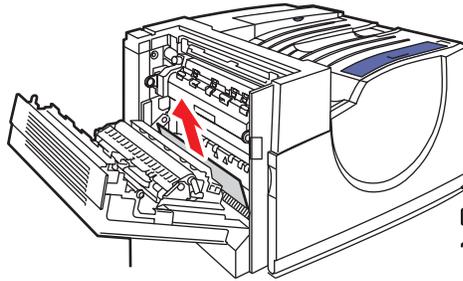
3. If you did not find paper in Step 2, push up the latch on the left side of the printer to open Left Door A.



7760-010

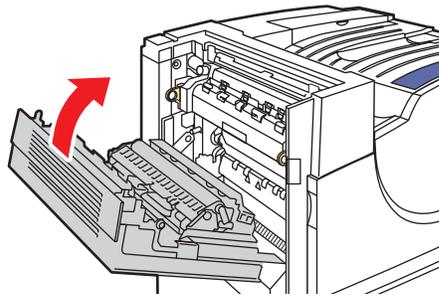
Warning: Use caution, components behind the left door may be hot.

4. Remove the jammed paper. Confirm that all paper fragments are removed.



7760-048

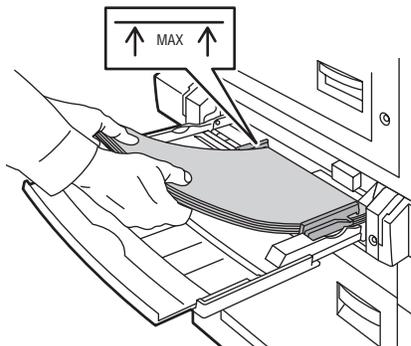
5. Close Left Door A.



7760-015

6. Replace the paper in the tray.

Note: Do not load paper above the fill line.

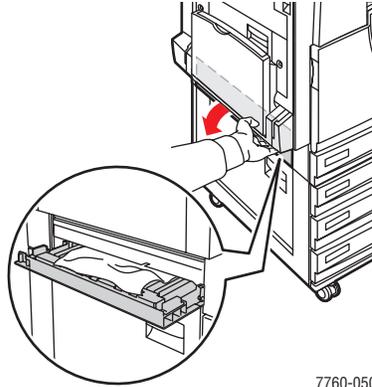


7760-068

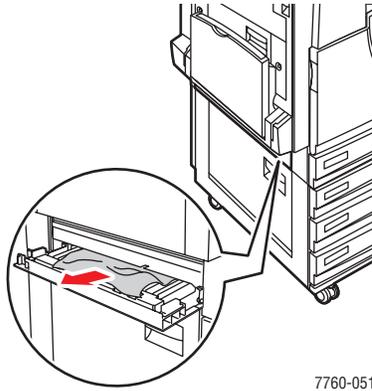
Jam at Tray 2

Follow these steps to clear the jam.

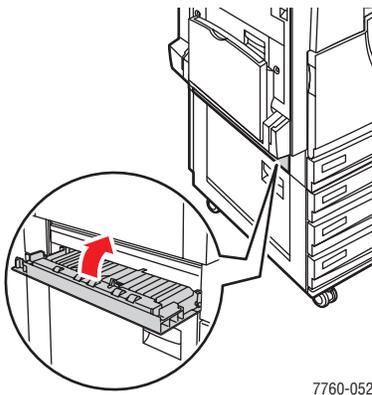
1. Open Left Door B.



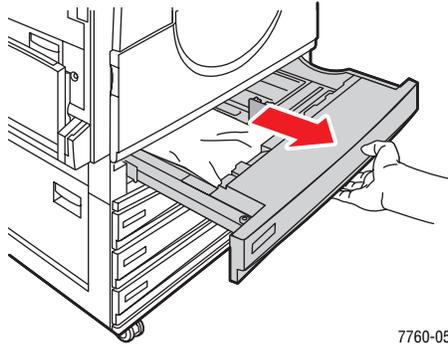
2. Remove the jammed paper. Confirm that all paper fragments are removed.



3. Close Left Door B.

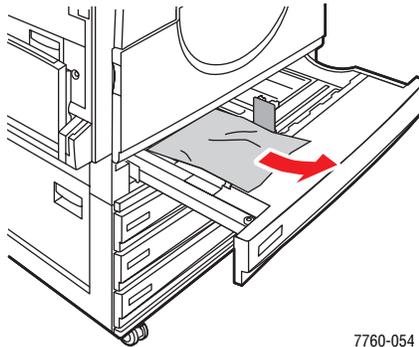


4. Pull Tray 2 out of the printer.



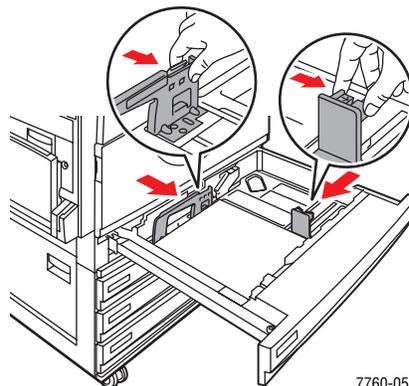
7760-053

5. Remove any crumpled paper from the tray.



7760-054

6. Verify that the paper is loaded correctly in the tray and that the guides are pressed firmly against the paper.



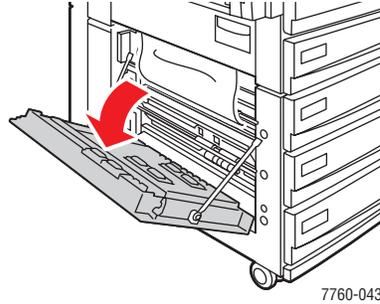
7760-055

7. Push Tray 2 completely back into the printer.

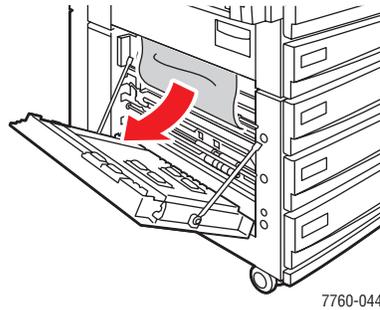
Jam at Tray 3, 4, or 5

Follow these steps to clear the jam.

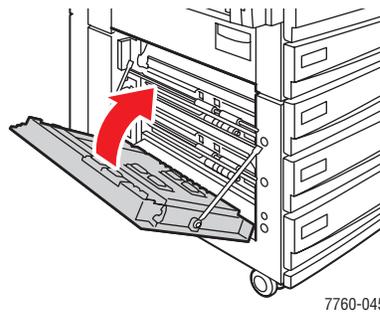
1. Open Left Door C.



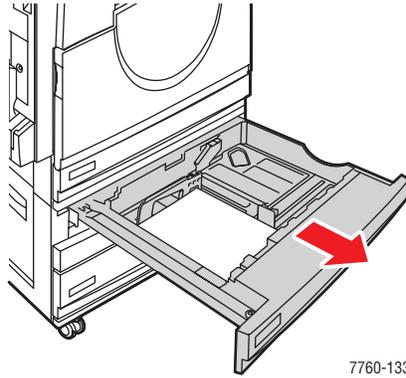
2. Remove the jammed paper. Confirm that all paper fragments are removed.



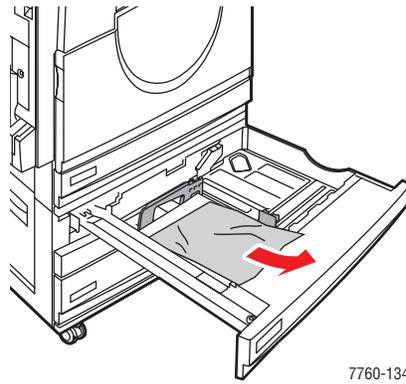
3. Close Left Door C.



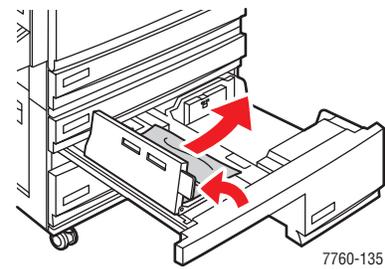
4. Pull out the tray specified on the control panel.



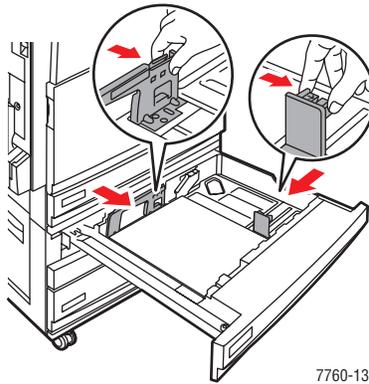
5. Remove crumpled paper from the tray.



Note: If you have a high-capacity feeder, lift the cover on the left side of the tray and remove the jammed paper.

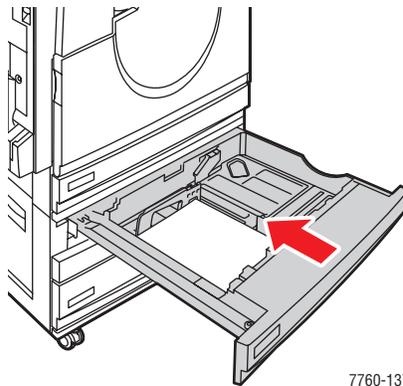


6. Verify that the paper is loaded correctly in the tray and that the guides are pressed firmly against the paper.



7760-136

7. Push the tray completely into the printer.



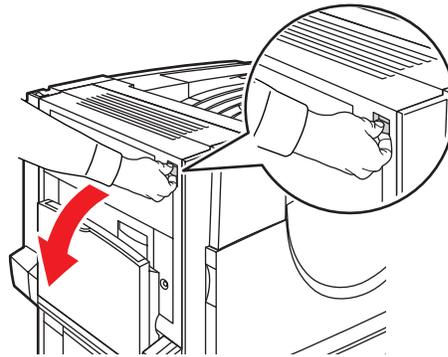
7760-137

Jam at Left Door (A, B, or C)

Follow these steps to clear the jam.

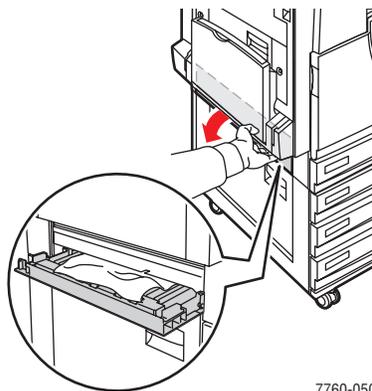
1. Open the left door (A, B, or C) specified on the control panel.

Door A



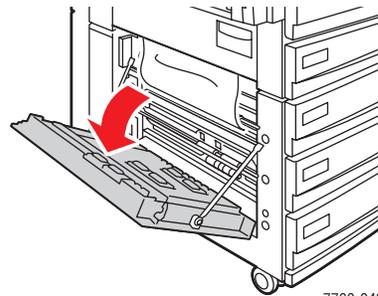
7760-010

Door B



7760-050

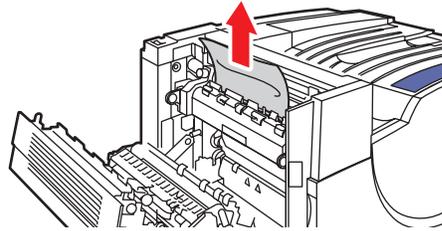
Door C



7760-043

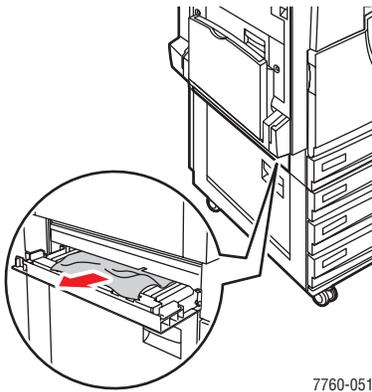
2. Remove the jammed paper. Confirm that all paper fragments are removed.

Door A



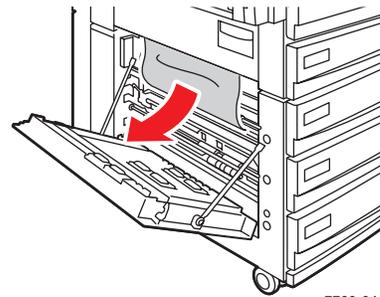
7760-041

Door B



7760-051

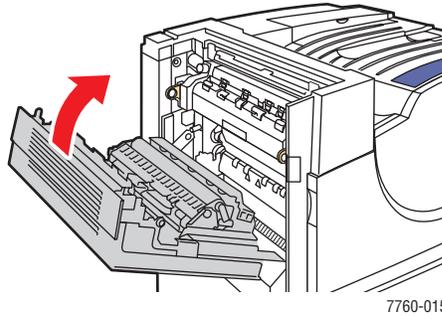
Door C



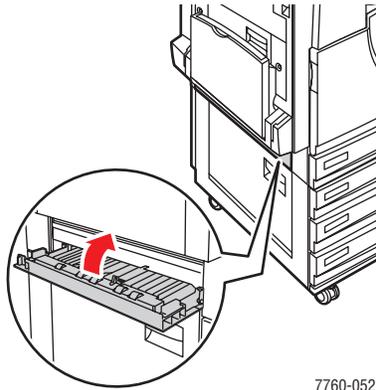
7760-044

3. Close the left door.

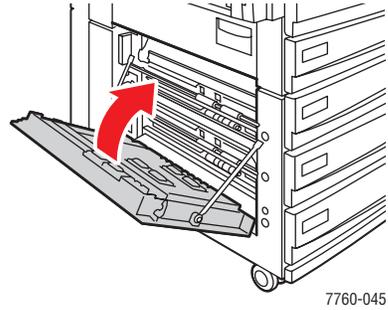
Door A



Door B



Door C



Jams in the Finisher

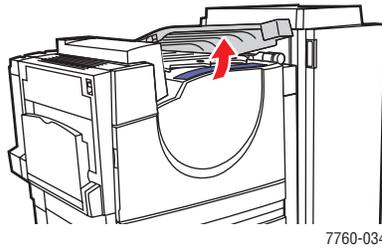
This section includes:

- [Jam Under the Top Output Tray](#) on page 6-17
- [Jam at the Finisher - Area 2](#) on page 6-18
- [Jam at the Finisher - Area 3](#) on page 6-19
- [Jam at the Finisher - Area 4](#) on page 6-20
- [Jam at Finisher Cover](#) on page 6-21
- [Finisher Stacker Output Tray Jammed](#) on page 6-22

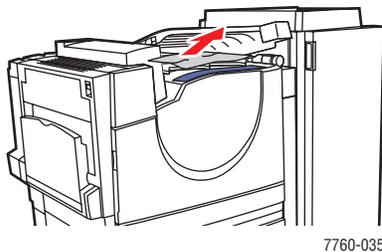
Jam Under the Top Output Tray

Follow these steps to clear the jam.

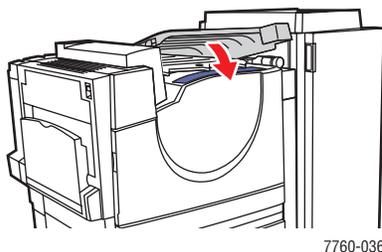
1. Open the top output tray.



2. Remove any jammed paper. Confirm that all paper fragments are removed.



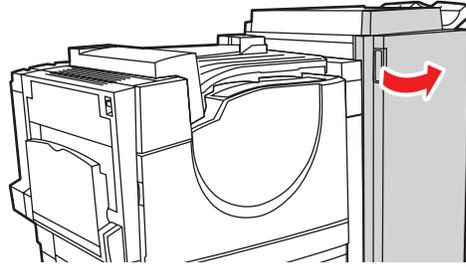
3. Close the top output tray.



Jam at the Finisher - Area 2

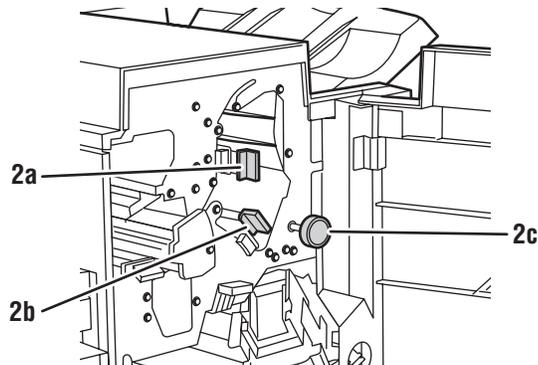
Follow these steps to clear the jam.

1. Open the finisher door.



7760-075

2. Open the handle (2a or 2b) specified on the control panel.
3. If necessary, rotate knob 2c counterclockwise.
4. Pull the jammed paper out of the finisher. Confirm that all paper fragments are removed.



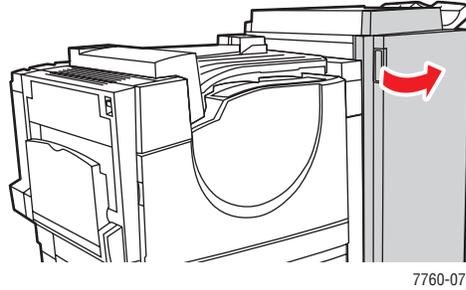
7760-163

5. Close handle 2a and/or 2b by moving them to the left.
6. Close the finisher door.

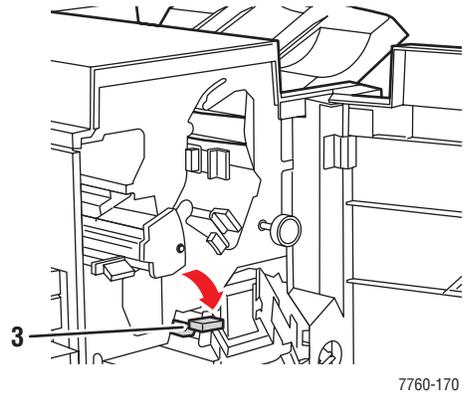
Jam at the Finisher - Area 3

Follow these steps to clear the jam.

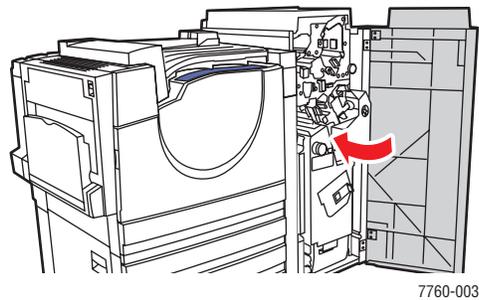
1. Open the finisher door.



2. Open handle 3 by pulling it down.



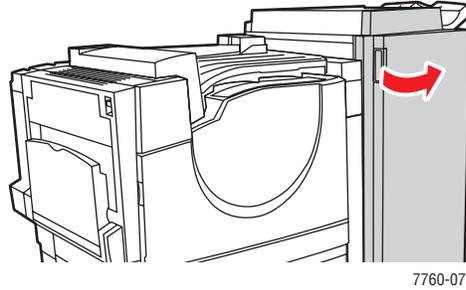
3. Pull the jammed paper out of the finisher. Confirm that all paper fragments are removed.
4. Close handle 3.
5. Close the finisher door.



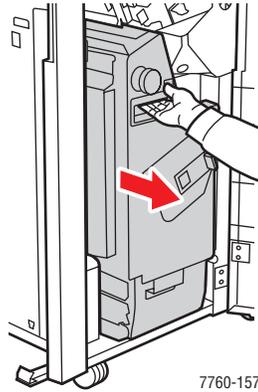
Jam at the Finisher - Area 4

Follow these steps to clear the jam.

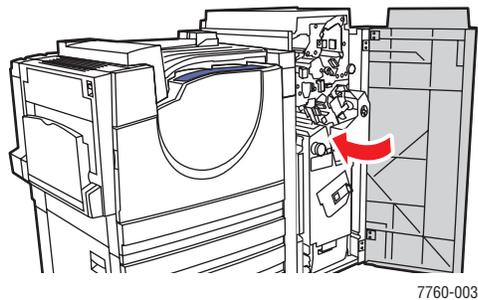
1. Open the finisher door.



2. Pull out the booklet drawer (labeled 4).



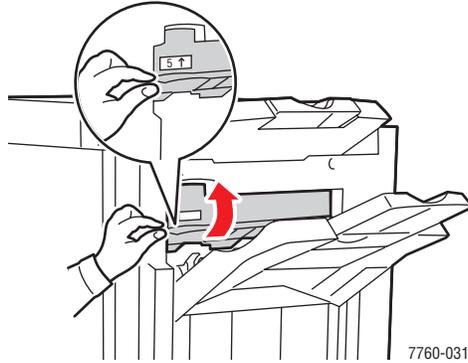
3. Remove the jammed paper. Confirm that all paper fragments are removed.
4. Close the finisher door.



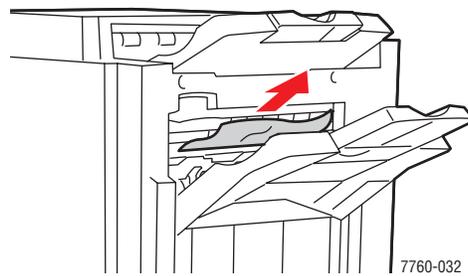
Jam at Finisher Cover

Follow these steps to clear the jam.

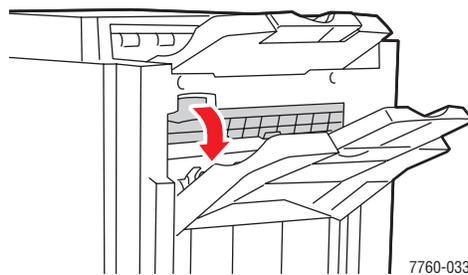
1. Lift the finisher cover (Door 5).



2. Remove the jammed paper.



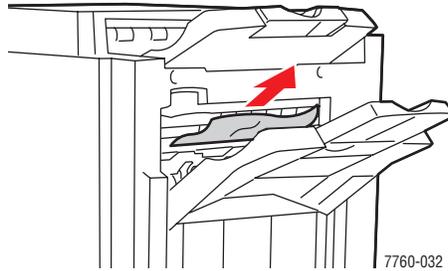
3. Close the finisher cover (Door 5).



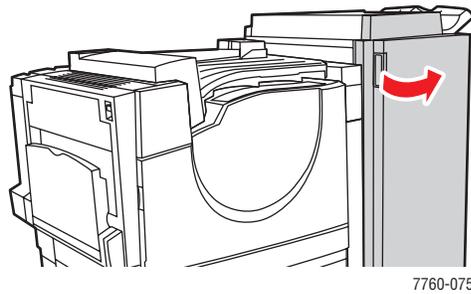
Finisher Stacker Output Tray Jammed

Follow these steps to clear the jam.

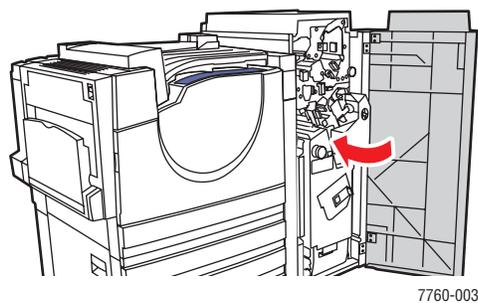
1. Pull the jammed paper out of the stacker output tray.



2. Open the finisher door.



3. Close the finisher door.



Getting Help

This section includes:

- [Control Panel Messages](#) on page 6-23
- [PrintingScout Alerts](#) on page 6-23
- [PhaserSMART Technical Support](#) on page 6-24
- [Web Links](#) on page 6-24

Xerox provides several automatic diagnostic tools to help you produce and maintain print quality.

See also:

[Xerox Support Centre](#) on page 1-14

Control Panel Messages

The control panel provides you with information and troubleshooting help. When an error or warning condition occurs, the control panel displays a message informing you of the problem. In many cases, the control panel also displays an animated graphic showing the location of the problem, such as the location of a paper jam.

Press the **Help** button on the control panel to view additional information about the message or menu displayed. The **Help** button is labeled with a ? symbol.



PrintingScout Alerts

PrintingScout is a tool that is installed with your Xerox printer driver. It automatically checks the printer status when you send a print job. If the printer is unable to print your job, PrintingScout automatically displays an alert on your computer screen to let you know that the printer needs attention. Click the alert to view instructions explaining how to fix the problem.

PhaserSMART Technical Support

PhaserSMART Technical Support is an automated, internet-based support system that uses your default web browser to send diagnostic information from your printer to the Xerox website for analysis. PhaserSMART Technical Support examines the information, diagnoses the problem, and proposes a solution. If the problem is not resolved with the solution, PhaserSMART Technical Support assists you in opening a Service Request with Xerox Customer Support.

To access PhaserSMART Technical Support:

1. Open your browser and go to www.phaserSMART.com.
2. Enter your printer's IP address in the browser window.
3. Follow the instructions on the screen.

Web Links

Xerox provides several websites that offer additional help on your Phaser 7760 Printer. A set of Xerox links is installed in your web browser's **Favorites** folder when you install the Xerox printer drivers on your computer. The **Troubleshooting** tab in your Windows printer driver also includes useful links. Use the following websites to obtain more information.

| Resource | Link |
|---|---|
| PhaserSMART Technical Support automatically diagnoses problems on your networked printer and proposes solutions: | www.phasersmart.com |
| Technical support information for your printer, includes online Technical Support, Knowledge Base, driver downloads, documentation, video tutorials, and much more: | www.xerox.com/office/7760support |
| Supplies for your printer: | www.xerox.com/office/7760supplies |
| A resource for tools and information, such as interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs: | www.colorconnection.xerox.com |
| Local sales and support center: | www.xerox.com/office/contacts |
| Printer registration: | www.xerox.com/office/register |
| Material Safety Data Sheets identify materials, and provide information on safely handling and storing hazardous materials: | www.xerox.com/office/msds (U.S. and Canada) www.xerox.com/environment_europe (European Union) |
| Information about recycling supplies: | www.xerox.com/gwa |

User Safety

A

Your printer and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following information ensures the continued safe operation of your printer.

Electrical Safety

- Use the power cord supplied with your printer.
- Plug the power cord directly into a properly grounded electrical outlet. Make sure each end of the cord is securely connected. If you do not know if an outlet is grounded, ask an electrician to check the outlet.
- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.
- Do not use an extension cord or power strip.
- Verify that the printer is plugged into an outlet that is capable of providing the correct voltage and power. Review the printer's electrical specification with an electrician if necessary.

Warning: Avoid the potential of electrical shock by ensuring that the printer is properly grounded. Electrical products may be hazardous if misused.

- Do not place the printer in an area where people might step on the power cord.
- Do not place objects on the power cord.
- Do not block the ventilation openings. These openings are provided to prevent overheating of the printer.
- Do not drop paper clips or staples into the printer.

Warning: Do not push objects into slots or openings on the printer. Making contact with a voltage point or shorting out a part could result in fire or electrical shock.

If you notice unusual noises or odors:

1. Turn off the printer immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative to correct the problem.

The power cord is attached to the printer as a plug-in device at the back of the printer. If it is necessary to disconnect all electrical power from the printer, disconnect the power cord from the electrical outlet.

Warning: Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are specifically instructed to do so. Power should be OFF when performing these installations. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

Note: Leave the printer on for optimum performance; it does not pose a safety hazard.

The following are hazards to your safety:

- The power cord is damaged or frayed.
- Liquid is spilled into the printer.
- The printer is exposed to water.

If any of these conditions occur, do the following:

1. Turn off the printer immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative.

Laser Safety

With specific regard to lasers, this printer complies with laser product performance standards set by governmental, national, and international agencies and is certified as a Class 1 Laser Product. The printer does not emit hazardous light because the beam is totally enclosed during all modes of customer operation and maintenance.

Maintenance Safety

- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Do not use aerosol cleaners. The use of supplies that are not approved may cause poor performance and could create a hazardous condition.
- Do not attempt to open, reuse, or burn any consumables or routine maintenance items. For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Operational Safety

Your printer and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines helps to ensure the continued, safe operation of your printer.

Printer Location

Place the printer in a dust-free area within a temperature range of 50° F to 90° F (10° C to 32° C) and within the following humidity range:

- Optimal Print Quality: 50% – 70%
- Operating: 20% – 80%

Printer Clearance

Place the printer in an area where there is adequate space for ventilation, operation, and servicing. The recommended minimal spacing is:

Overhead Clearance:

- 60.96 cm (24.0 in.) above the printer

Total Height Requirements:

- Printer: 49.3 cm (19.4 in.)
- 1500-Sheet Feeder: 36.4 cm (14.3 in.)
- 2500-Sheet High-Capacity Feeder: 36.4 cm (14.3 in.)

Total Width Requirements:

- Finisher: 61 cm (24 in.) on the right side of the printer

Other Clearances:

- 42.5 cm (16.7 in.) in front of the printer
- 13 cm (5.3 in.) behind the printer
- 36.8 cm (14.5 in.) on the left side of the printer
- 5 cm (1.96 in.) on the right side of the printer, without the finisher

Operational Guidelines

- Do not block or cover the slots and openings on the printer. The printer may overheat without adequate ventilation.
- For optimum performance, use the printer at elevations below 2,000 m (6,562 ft.).
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure of light-sensitive components when the doors are open.
- Do not place the printer in line with the cold air flow from an air conditioning system.
- Place the printer on a level, solid non-vibrating surface with adequate strength for the weight of the printer. It should be within 2° of horizontal with all four feet in solid contact with the surface. The base printer weight without any packaging materials is approximately 89 kg (196 lb.).

Printing Safety Guidelines

- Wait 10-15 seconds between turning the printer off and on.
- Keep hands, hair, neckties, etc., away from the exit and feed rollers.

When the printer is printing:

- Do not remove the paper source tray that you selected in either the printer driver or control panel.
- Do not open the doors.
- Do not move the printer.

Printer Supplies

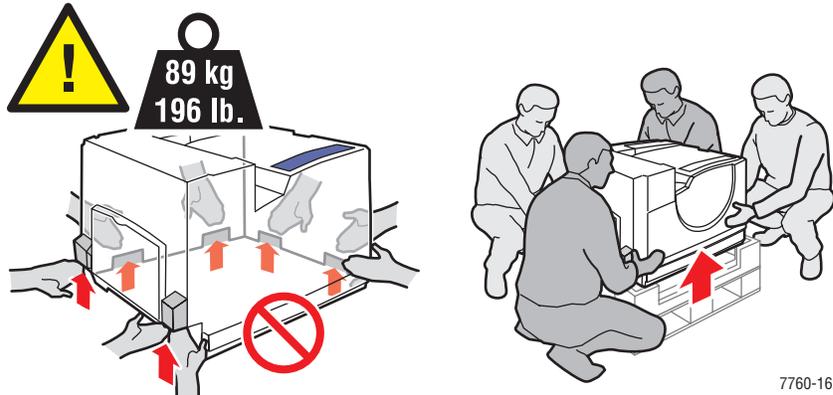
- Use the supplies specifically designed for your printer. The use of unsuitable materials may cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the printer, options, and supplies.

Caution: Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Moving the Printer

Follow these guidelines to avoid injuring yourself or damaging the printer:

- Turn off the printer and unplug all power cables before moving the printer.
- Always use four people to lift the printer.
- Always lift the printer from the designated lift points.



- Do not place any food or liquids on the printer.

Caution: Damage to the printer resulting from improper moving or failure to repackage the printer properly for shipment, is not covered by the warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

Symbols Marked on Product

The following symbols may be marked on your product.



Use caution (or draws attention to a particular component). See the manual(s) for information.



Avoid pinching fingers in the printer. Use caution to avoid personal injury.



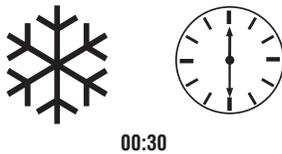
Hot surface on or in the printer. Use caution to avoid personal injury.



Do not touch.



Do not burn the item.



It may take 30 minutes for the fuser to cool down.



This product contains a laser unit. See the manual(s) for information.

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