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## Load and program stock in any tray

**Purpose:** The tray programming options available on the Printer do not consistently correspond with the tray programming options on the DocuSP. This can result in faulted or incomplete print jobs. This procedure provides instructions to program the paper tray attributes such as size and weight on both the Printer and DocuSP.

This procedure ensures that the paper tray attributes on the printer correlate with the paper tray attributes on the DocuSP. Your print jobs are completed in a timely fashion and with minimal or no interruptions.

**IMPORTANT!!!** The system settings programmed for the Printer and DocuSP may vary depending on the work environment. This procedure assumes that certain features/options are pre-programmed at both the Printer and DocuSP.

**Before performing this procedure**, please ensure that your printer and DocuSP settings reflect the settings as listed in the following five KEY POINT items.



**KEY POINT:** Program the following features/options on both the Printer and the DocuSP:

1. You must be logged in as the System Administrator on both the Printer and DocuSP.
2. The **Auto Size Detect** feature on the printer UI is the default setting for all applicable trays.



**NOTE:** For the Auto Size Detect table, refer to page 22 or the System Administration Guide, Chapter 4, the section "Paper size settings." This table lists the various paper sizes that are automatically detected by the printer.

3. The **Paper Tray Attributes During Loading** feature is enabled on the printer UI.
4. The **Paper Type Mismatch Confirmation Screen** feature on printer UI is enabled.
5. The **Tray Confirmation** feature on the DocuSP is set for **When Tray Settings Change**.



For information on changing these settings, refer to:

- **Page 4** for the printer System Administration settings or Chapter 4 of the System Administration Guide, the section entitled “Paper Tray Settings”
- **Page 9** for the DocuSP System Administration settings or your DocuSP customer documentation



**NOTE:** You may always call the Xerox Customer Support Center at any time for help and/or information. To contact Xerox, either go to [www.xerox.com](http://www.xerox.com) or call 1-800-275-9376.



Perform the following steps to load stock in a tray and program/change the paper settings:



1. Load the paper into the desired tray and close the tray.



**NOTE:** The manufacturing size default settings for Trays 1 and 2 are 8.5 x 11 inch (A4).



Refer to **page 17** for instructions on loading paper in a tray, or refer to Chapter 3 of the User Guide.

2. The printer UI displays a confirmation screen reflecting the Paper Size and Paper Type/Color.



**NOTE:** If the Printer UI does not display the confirmation screen, go to **page 10** for instructions on manually confirming and/or changing the tray settings, or refer to the User Guide, Chapter 2, the section entitled “Change/Verify the Paper Tray Attribute settings.”

- Ensure that the printer UI confirmation screen is displaying the correct Paper Size, Type, and Color.
  - If the UI confirmation screen is displaying the correct information, select the **Save** button.
  - If the UI confirmation screen is not displaying the correct information, select the Paper Size and/or Paper Type/Color buttons and enter the correct information.



**NOTE:** The Paper Color information is NOT transmitted from the Printer to the DocuSP. Therefore, you do NOT need to program the Paper Color information at the Printer UI. **If you are using colored paper, program that information at the DocuSP ONLY.**

Once the correct information is entered, select the **Save** button.

3. The DocuSP UI displays a screen asking you to confirm the contents of the tray.



**NOTE:** If the DocuSP does not display the Confirm Tray Contents screen, go to [page 15](#) to manually confirm and/or change the DocuSP tray contents, or refer to the User Guide, Chapter 2, the section entitled “Manually confirm/change the tray settings on the DocuSP.”

- Ensure that the information shown on the DocuSP confirmation screen reflects the correct paper tray information (size, type, etc.).
  - If the information is correct, select **OK**.
  - If the information is **incorrect**, select **Change...** to change and save the correct paper tray information.

After you have entered the correct information, select **OK** to save and close the window.



**KEY POINT:** You must be logged on as the System Administrator before you can make changes. Ask your system administrator for more information/help and/or refer to your customer documentation.

4. Once the tray settings on both the printer UI and DocuSP UI reflect the contents of the tray, you may continue with your job(s).

**Remember:** If you continue to have problems programming either the printer UI or DocuSP UI, you may call the Xerox Customer Support Center at 1-800-275-9376 and/or go to [www.xerox.com](http://www.xerox.com).

## System Administration settings



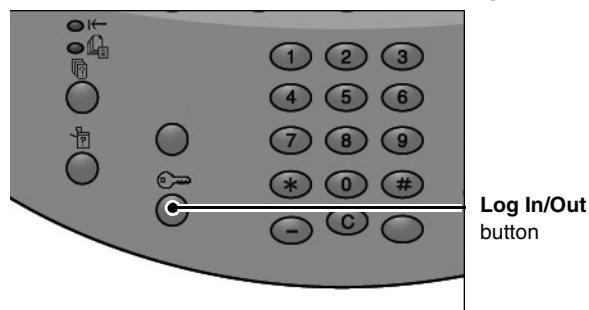
**NOTE:** When you change settings at the System Administration level, the new settings become the default settings.

**NOTE:** The UI screens shown may or may not reflect your system configuration. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens shown here are a representation of the type of screens that may be seen on your particular system

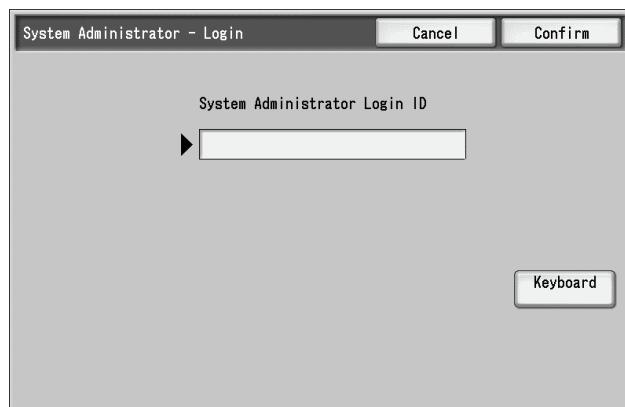
## Printer settings

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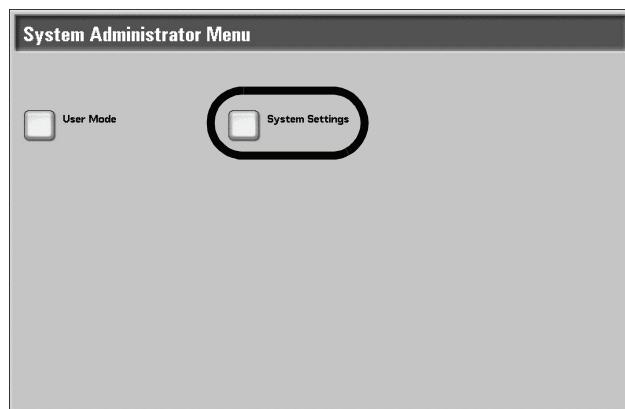
1. On the printer Control Panel, press the **Log In/Out** button.



2. Enter the System Administrator Login ID (password) with the numeric keypad, and select **Confirm**.

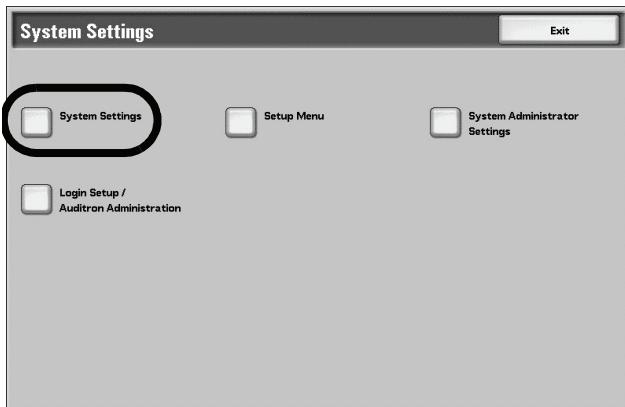


3. Select **System Settings**.

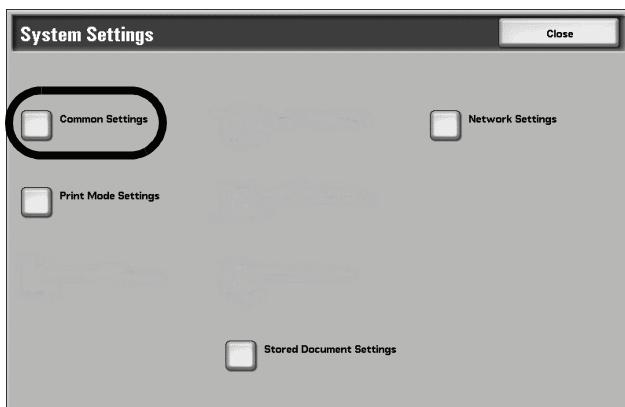


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#### **4. Select System Settings.**



#### **5. Select Common Settings.**

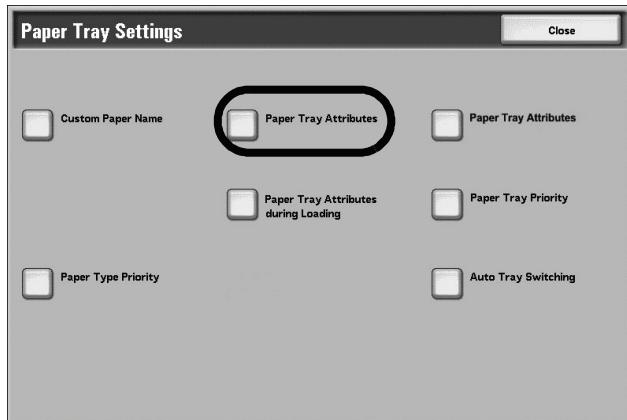


#### **6. Select Paper Tray Settings.**



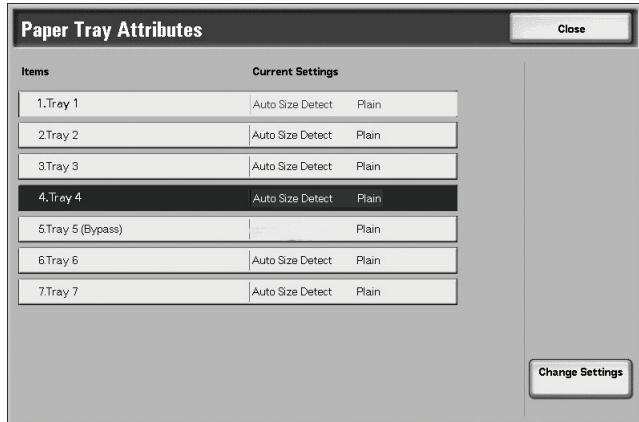
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## 7. Select Paper Tray Attributes.

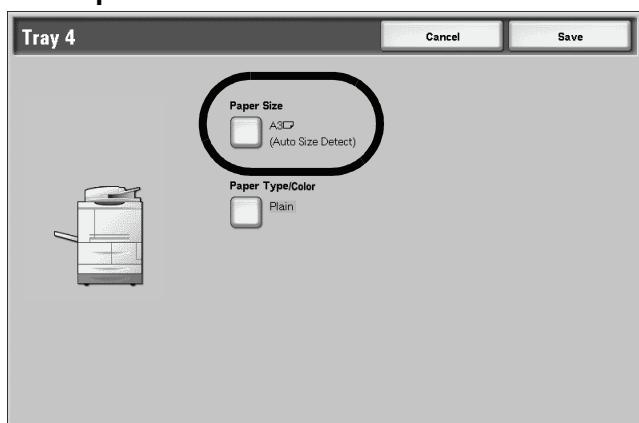


**NOTE:** For the purpose of this procedure, Tray 4 is selected and shown in the illustrations.

## 8. Select the desired paper tray and select Change Settings.



## 9. Select Paper Size.

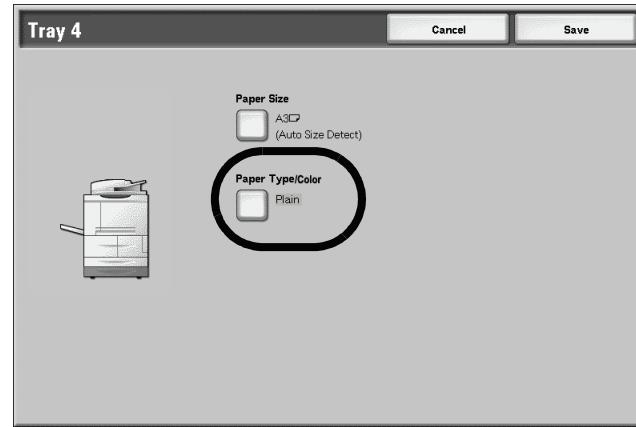


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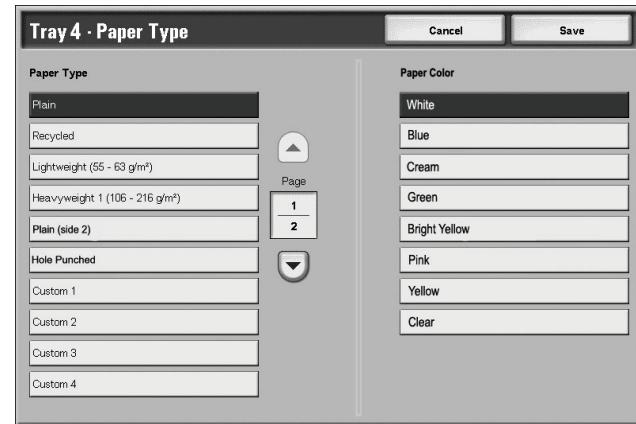
**10. Select Auto Size Detect and Save.**



**11. Select Paper Type/Color.**



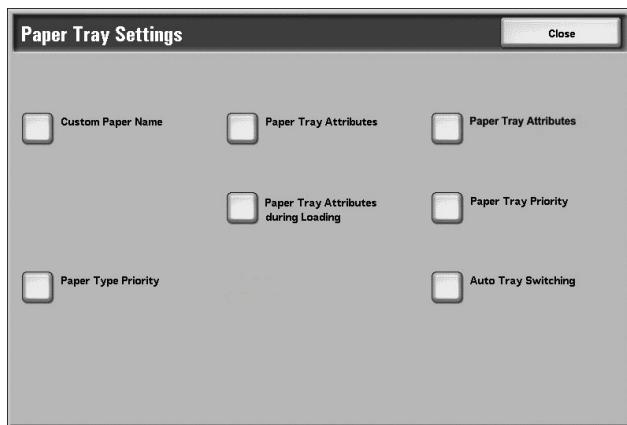
**12. Select the Plain for the paper type and White for the Paper Color, and then select Save.**



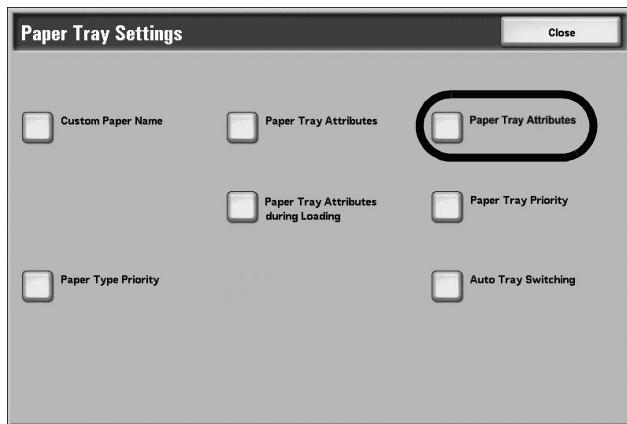
**13. Repeat Step 8.-Step 12. for the other paper trays (3, 4, 5, 6, and 7).**

**14. Ensure that the Current Settings for the Items you changed show the newly entered values, and select Close.**

**15.** Select **Close** repeatedly until the Paper Tray Settings screen is displayed.



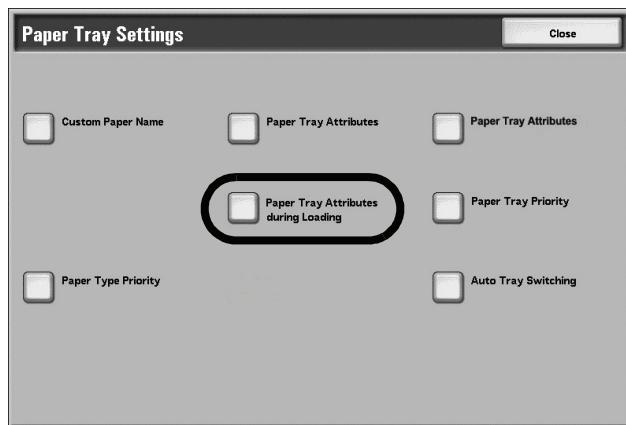
**16.** Select the other Paper Tray Attributes option.



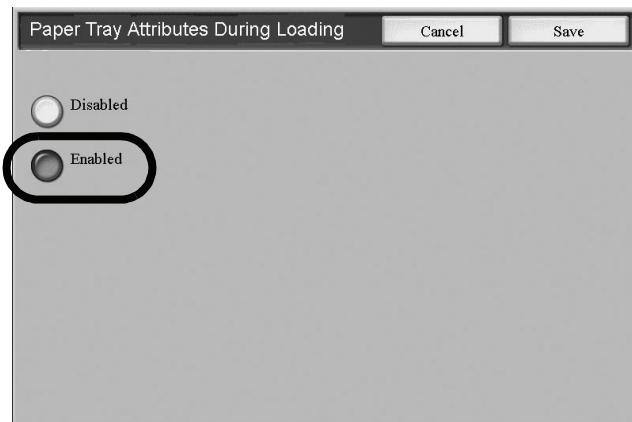
**17.** Select **Enabled** and **Save**.



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- 18.** From Paper Tray Settings, select **Paper Tray Attributes During Loading**.



- 19.** Select **Enabled** and **Save**.



- 20.** Select **Close** repeatedly until the main default screen is displayed.

- 21.** Select **Exit** to exit the System Administration mode.

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## DocuSP settings



**NOTE:** When you change settings at the System Administrator level, the new settings become the default settings.

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1. From the DocuSP UI, select the **Logon** pull-down menu and select **Logon...**
2. From the Logon screen, select **System Administrator** from the **User Name** pull-down menu.
3. Enter the correct **Password** and select **OK**.
4. From the **Setup** pull-down menu at the top of the DocuSP UI, select **System Preferences**.

5. From the System Preferences window, select the **Stocks and Trays** tab.
6. Under **Tray Confirmation**, select the **When Tray Settings Change** radio button.
7. Select **Apply** and **OK** to save the change and close the System Preferences window.

## Confirm/change the tray settings on the printer

### Map the paper type and weight



**KEY POINT:** This table shows which Paper Types & Weights on the Printer UI correspond to which Paper Types and Weights on the DocuSP UI.

### Paper Type names and weight

Printer Paper Types & Weights	DocuSP Paper Types	DocuSP Paper weight (g/m <sup>2</sup> )	Paper can be used in which trays:
Plain (64-105 g/m <sup>2</sup> )	Plain	75	All (Trays 1, 2, 3, 4, 5, 6, 7, and 8)
Recycled (64-105 g/m <sup>2</sup> )	Recycled	75	All
Lightweight (52-63 g/m <sup>2</sup> )	Plain	60	All
Heavyweight 1 (106-216 g/m <sup>2</sup> )	Plain	150	All
Heavyweight 2 (217-253 g/m <sup>2</sup> )	Plain	250 (or 150 if 250 is not available)	Trays 5 and 8
Plain (Side 2)	Plain	75	All
Hole Punched	Plain Drilled	75	All
Transparency	Transparency	75	Tray 5
Tab Stock 1 (106-216 g/m <sup>2</sup> )	Full-Cut Tab	150	Trays 3, 4, 5, and 8
Tab Stock 2 (217-253 g/m <sup>2</sup> )	Full-Cut Tab	250 (or 150 if 250 is not available)	Tray 5
Labels 1 (106-216 g/m <sup>2</sup> )	Labels	150	Tray 5
Labels 2 (217-253 g/m <sup>2</sup> )	Labels	250 (or 150 if 250 is not available)	Tray 5
Custom 1 (64-105 g/m <sup>2</sup> )	Plain or Custom	75	All
Custom 2 (64-105 g/m <sup>2</sup> )	Plain or Custom	75	All
Custom 3 (64-105 g/m <sup>2</sup> )	Plain or Custom	75	All

## Paper Type names and weight

Printer Paper Types & Weights	DocuSP Paper Types	DocuSP Paper weight (g/m <sup>2</sup> )	Paper can be used in which trays:
Custom 4 (64-105 g/m <sup>2</sup> )	Plain or Custom	75	All
Custom 5 (64-105 g/m <sup>2</sup> )	Plain or Custom	75	All
Not applicable (N/A)	Pre-Cut Tab	150	N/A
Any (program on the printer according to type, weight, size)	Pre-Printed	Any (varies depending on specific Pre-Printed stock used)	All (suggested use in Tray 5 or 8)
N/A	Ordered Stock	N/A	N/A
Any (program on the printer according to type, weight, size)	Custom	Any	Depends on size, weight, and type

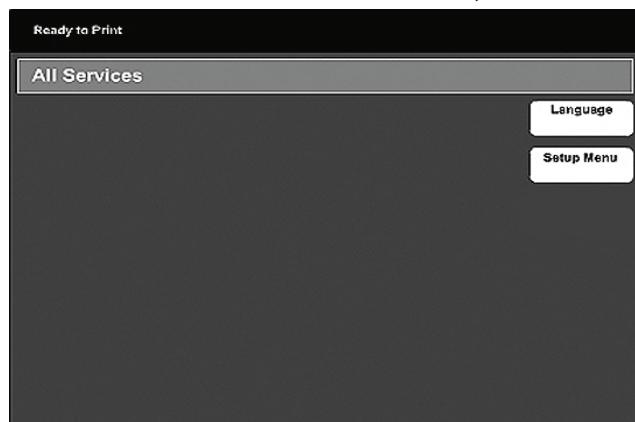


**NOTE:** The UI screens shown may or may not reflect your system configuration. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens shown here are a representation of the type of screens that may be seen on your particular system

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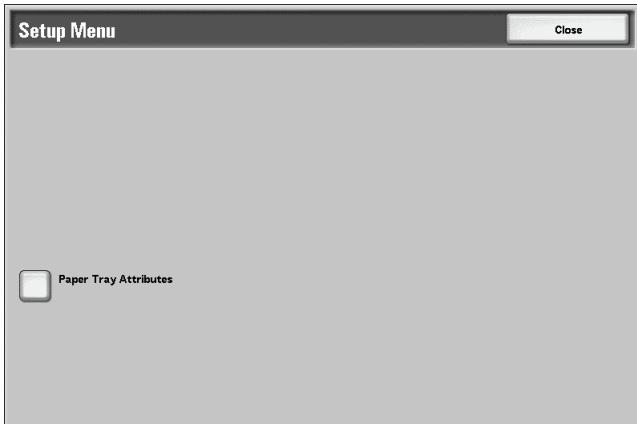
You can manually confirm and/or change the paper settings (such as weight, size, type, etc.) from the **All Services/Setup Menu** on the printer UI.

1. From the Printer UI **All Services** screen, select **Setup Menu**.

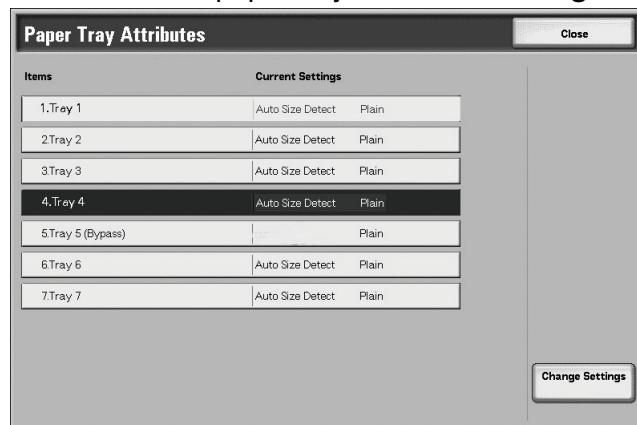


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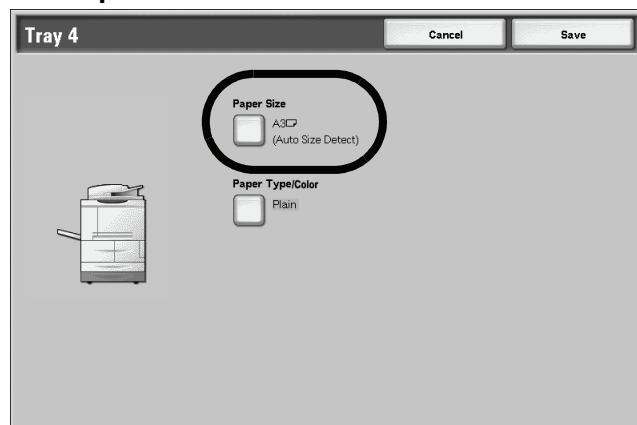
**2. Select Paper Tray Attributes.**



**3. Select the desired paper tray and select Change Settings.**



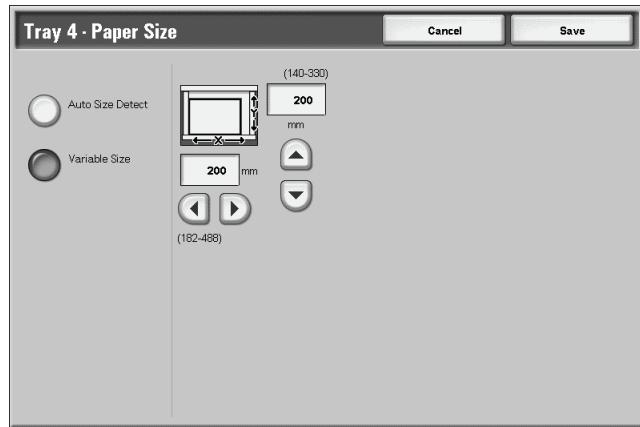
**4. Select Paper Size.**



**5. Select either Auto Size Detect or Variable.**

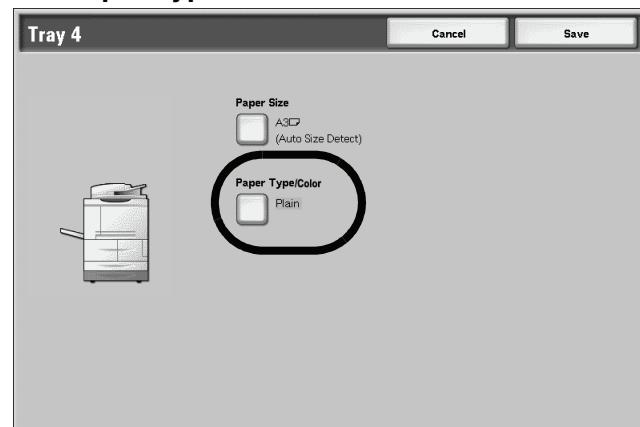


- If you select Auto Size Detect, select save to save and close the window.
- If you select Variable, the screen displays:

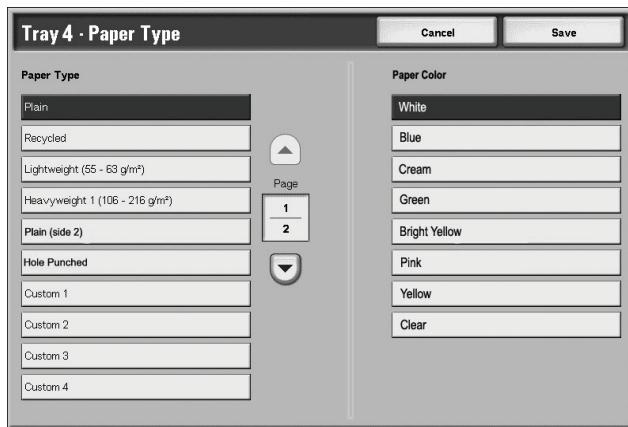


- a. Select the width and height of the paper by selecting the buttons.
- b. Select **Save**.

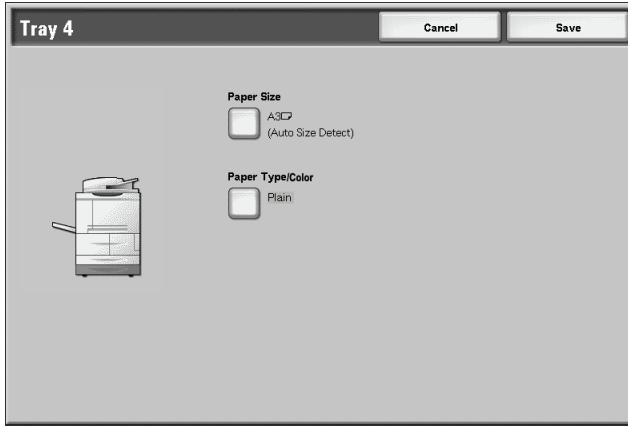
**6. Select Paper Type/Color.**



- 7.** Select the desired Paper Type Paper Color, and then select **Save**.



- 8.** Select **Save** to return to the Paper Tray Attributes screen.



- 9.** Choose one of the following:

- a. If you want to change the attributes for another tray, repeat Step 2. - Step 8.

Paper Tray Attributes		
Items	Current Settings	
1.Trey 1	Auto Size Detect	Plain
2.Tray 2	Auto Size Detect	Plain
3.Tray 3	Auto Size Detect	Plain
4.Tray 4	Auto Size Detect	Plain
5.Tray 5 (Bypass)		Plain
6.Tray 6	Auto Size Detect	Plain
7.Tray 7	Auto Size Detect	Plain

**Change Settings**

- b. If you finished, repeatedly select **Close** until you return to the All Services screen.

## Manually confirm/change the tray settings on the DocuSP



**KEY POINT:** You can quickly and easily check the status of the printer trays from the DocuSP by selecting **Printer Status** from the **Printer** pull-down menu. The settings for the individual trays cannot be changed from here. In order to change the settings, perform the procedure provided in this section.



**NOTE:** The UI screens shown may or may not reflect your system configuration. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens shown here are a representation of the type of screens that may be seen on your particular system

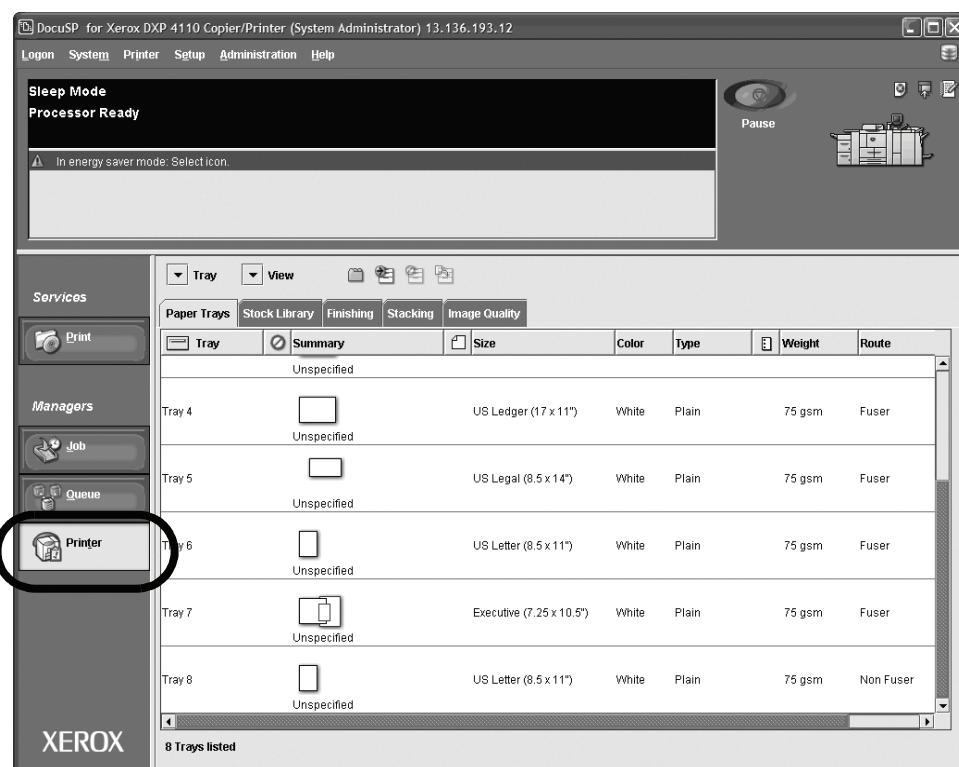


You can manually confirm and/or change the paper tray settings on the DocuSP UI by performing the following steps.

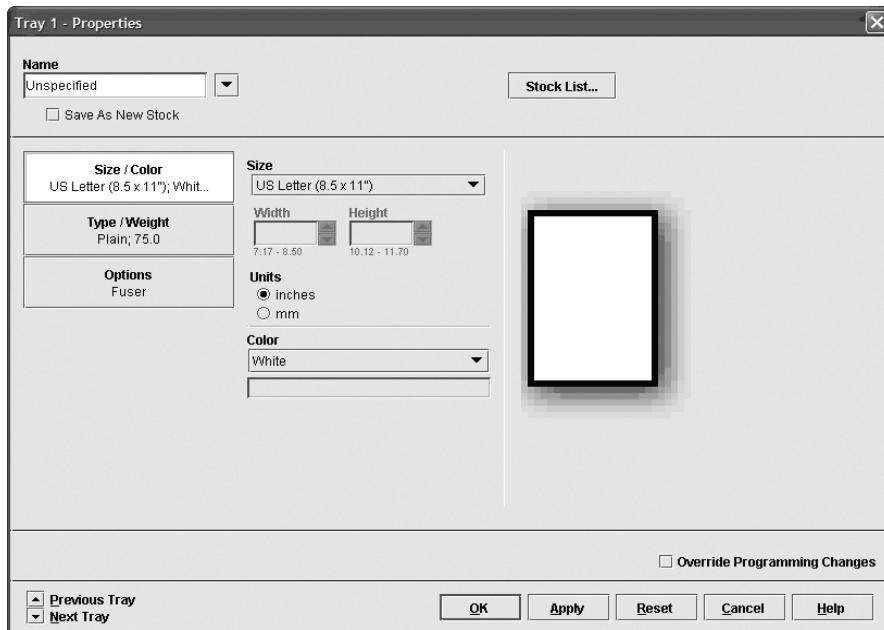


**KEY POINT:** You **must** be logged on as the System Administrator in order to make changes to the paper tray settings.

1. From the DocuSP UI, select the **Logon** pull-down menu and select **Logon...**
2. From the Logon screen, select **System Administrator** from the **User Name** pull-down menu.
3. Enter the correct **Password** and select **OK**.
4. From **Services**, select **Printer**.



5. Check the paper tray settings for the desired tray(s).
  - Ensure that the settings reflect any changes made to the tray (such as size, type, weight, etc.).
  - If the settings shown on the DocuSP are correct, you finished.
  - If the settings shown on the DocuSP are different from the actual tray contents, continue to the next step.
6. Double click on the desired tray to open the **Properties** window.



7. Make the desired changes to the settings (size, type, weight, etc.).
 

Ensure that the changes made here reflect the Printer UI settings and the contents of the paper tray.
8. Select **Apply** to save the changes.
9. Select **OK** to close the Properties window.

## Load paper in the trays

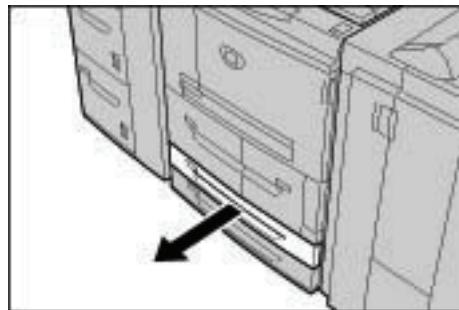


**NOTE:** The procedures provided in this section do not cover Trays 1 and 2 because the manufacturing default settings for Trays 1 and 2 is 8.5 x 11 inch (A4). Refer to the Xerox 4590 EPS/4110 EPS User Guide, Chapter 3 for instructions on loading paper in Trays 1 and 2.

### Load paper in trays 3 and 4

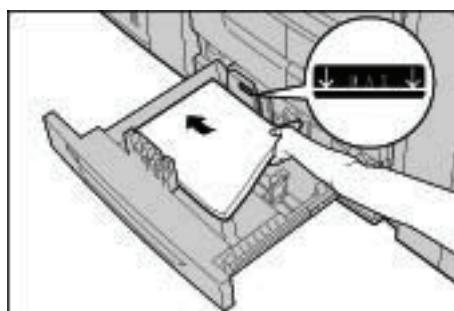
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1. Pull out the tray towards you until it stops.



**WARNING:** When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

2. Ensure that the paper guide is adjusted to the size of the paper currently loaded in the tray.
3. Load and align the edge of the paper against the left edge of the tray with the side to be printed on facing up.



**KEY POINT:** Do not load paper exceeding the maximum fill line. Doing so might cause paper jams or machine trouble.

Do not put paper or anything in the empty space on the right side of trays 3 or 4. Doing so might cause paper jams or machine trouble.

4. If you changed the paper type, weight or size, enter this in the Paper Tray Attributes window on the machine user interface. Select [OK] to save the information and close the window.
5. Push the tray in gently until it comes to a stop.

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## Load paper in Tray 5 (Bypass)

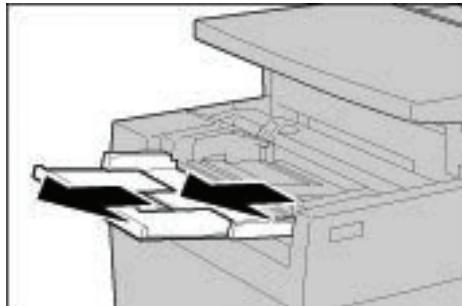
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**NOTE:** When adding paper to Tray 5 (Bypass), remove any paper remaining in the tray, add it to the stack of paper to be added, then load all of the paper into the tray at once.

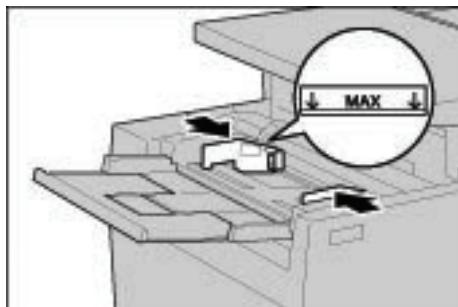
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1. Open Tray 5 (Bypass) as necessary.

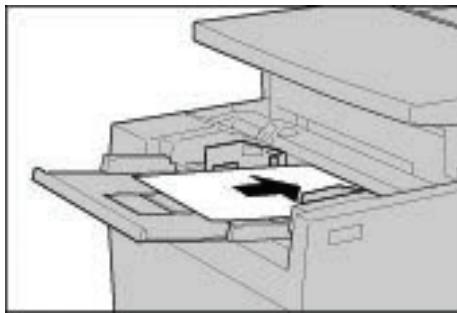


**NOTE:** If necessary, extend the extension flap. The extension flap can be extended in two stages. When pulling out the extension flap, do it gently.

2. Hold the center of the paper guides and slide them to the desired paper size.



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- 3.** Load paper with the side to be printed on facing up, and insert the paper lightly along the paper guide on the front side of the machine until it comes to a stop.



**KEY POINT:** Do not load mixed size paper into the tray or exceed the maximum fill line. Doing so might cause paper jams or machine trouble.

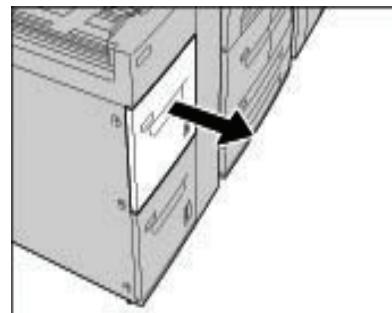
- 4.** When loading a non-standard paper size from Tray 5 (Bypass), move the paper guides to accommodate the paper.
- 5.** Select printing.

### **Load paper in the High Capacity Feeder (Trays 6 and 7)**

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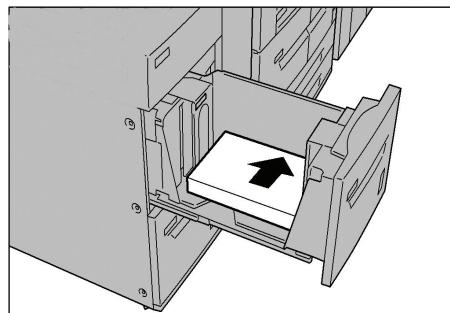
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- 1.** Pull out the tray towards you until it stops.



**WARNING:** When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

- 2.** Load and align the edge of the paper against the right edge of the tray with the side to be printed on facing up.





**NOTE:** Do not load paper exceeding the maximum fill line. Doing so might cause paper jams or machine trouble.

3. Push the tray in gently until it comes to a stop.

### **Load paper in the Oversized High Capacity Feeder (Tray 6)**

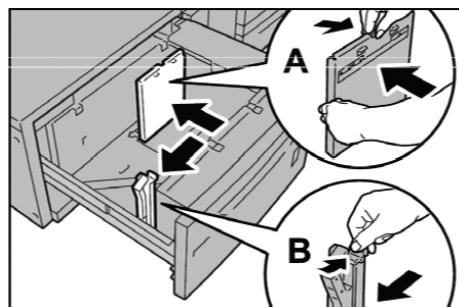
The following describes the procedure for loading paper in the 1-drawer Oversized High Capacity Feeder.

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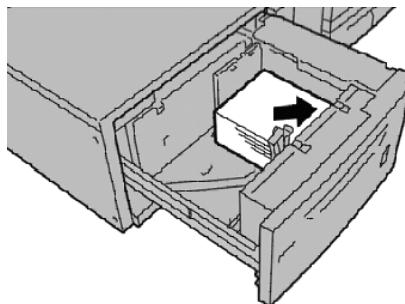


**WARNING:** When pulling out the paper tray, do it slowly. If pulled out with too much force, the tray can hit and injure your knees.

2. Squeeze the handle on the paper guide (A) and slide the guide to the desired paper size. Squeeze the handle on the paper guide (B) and slide the guide to the desired paper size.



3. Fan the sheets before loading them into the tray. With the side to be printed on facing up, load and align the paper stack in the lower right corner of the tray as shown below.



**NOTE:** Do not load paper exceeding the maximum fill line. Doing so might cause paper jams or machine malfunctions. When loading drilled stock, place the paper with its drilled side to the right. When loading tab stock, place the tabs to the left.

4. Slide both paper guides to just touch the edges of the paper stack.

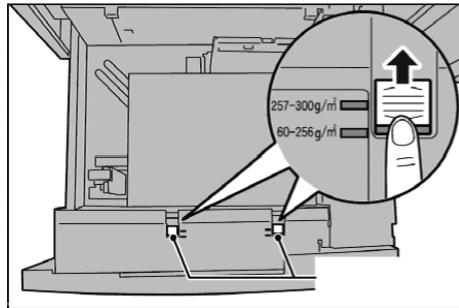


**NOTE:** Position the paper guides correctly to match the paper size. If the position of the paper guide is not correct, the paper may not be fed properly and paper jams may occur.



**CAUTION:** For paper heavier than 256 gsm, slide both Paper Weight Switches to the heavier weight position (257 - 300 gsm). Failure to do so may result in paper jams.

5. Move both Paper Weight Switches to their appropriate positions.



6. Push the tray in gently until it comes to a stop.



**NOTE:** When the loaded tray is closed, the tray position is automatically adjusted in the front/back direction based on the paper size.

## Auto Size Detect Table

When you load standard-sized paper in trays 3, 4, 5, 6 and 7, the size is automatically detected by the machine.

**NOTE:** Trays 1 and 2 are preset for paper size 8.5 x 11 inches. The machine detects only that size in trays 1 and 2.



Refer to the following table for the combinations of sizes that can be detected automatically.

Paper size group		A/B series (8x13"/8x14")				Inch series			
Size	Orientation	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity tray 6 and 7	Tray 1 and 2	Tray 3 and 4	Tray 5 (Bypass)	High capacity (Trays 6 and 7)
		Portrait	Landscape	Portrait	Landscape	Portrait	Landscape	Portrait	Landscape
A6	Portrait	No	No	No	No	No	No	No	No
A5	Portrait	No	Yes	Yes	No	No	No	No	No
A5	Landscape	No	No	No	No	No	No	No	No
A4	Portrait	No	Yes	No	No	No	Yes	No	No
A4	Landscape	Yes	Yes	Yes	Yes	No	Yes	No	Yes
A3	Portrait	No	Yes	Yes	No	No	Yes	No	No
B6	Portrait	No	No	No	No	No	No	No	No
B6	Landscape	No	No	No	No	No	No	No	No
B5	Portrait	No	Yes	Yes	No	No	Yes	Yes	No
B5	Landscape	No	Yes	Yes	Yes	No	No	No	No
B4	Portrait	No	Yes	Yes	No	No	Yes	No	No
5.5 x 8.5	Portrait	No	No	No	No	No	Yes	Yes	No
5.5 x 8.5	Landscape	No	No	No	No	No	No	No	No
7.25 x 10.5	Portrait	No	No	No	No	No	No	No	No
7.25 x 10.5	Landscape	No	No	No	No	No	Yes	No	Yes
8 x 10	Portrait	No	No	No	No	No	Yes	No	No
8 x 10	Landscape	No	No	No	No	No	No	No	No
8.46 x 12.4	Portrait	No	No	No	No	No	No	No	No
8.5 x 11	Portrait	No	Yes	No	No	No	Yes	Yes	No
8.5 x 11	Landscape	No	Yes	No	Yes	Yes	Yes	Yes	Yes

Paper size group		A/B series (8×13"/8×14")			Inch series					
Size	Orientation	Tray 1 and 2		Tray 3 and 4	Tray 5 (Bypass)		Tray 3 and 4		High capacity (Trays 6 and 7)	
		Portrait	Landscape		No	Yes	No	Yes	No	No
8.5 × 13	<input type="checkbox"/>	No	Yes	Yes	No	No	Yes	No	No	No
8.5 × 14	<input type="checkbox"/>	No	Yes	Yes	No	No	Yes	Yes	No	No
11 × 15	<input type="checkbox"/>	No	No	No	No	No	No	No	No	No
11 × 17	<input type="checkbox"/>	No	Yes	No	No	No	Yes	Yes	No	No
Cover A4	<input type="checkbox"/>	No	No	No	No	No	No	No	No	No
9 × 11	<input type="checkbox"/>	No	No	No	No	No	No	No	No	No
12 × 18	<input type="checkbox"/>	No	No	No	No	No	No	No	No	No
SRA3	<input type="checkbox"/>	No	Yes	No	No	No	No	No	No	No
12.6 × 19.2	<input type="checkbox"/>	No	Yes	No	No	No	No	No	No	No
13 × 18	<input type="checkbox"/>	No	No	No	No	No	No	Yes	No	No
13 × 19	<input type="checkbox"/>	No	No	No	No	No	No	Yes	No	No
16 K	<input type="checkbox"/>	No	No	No	No	No	No	No	No	No
16 K	<input type="checkbox"/>	No	Yes	No	No	No	No	No	No	No
18 K	<input type="checkbox"/>	No	No	No	No	No	No	No	No	No
Postcard	<input type="checkbox"/>	No	No	No	No	No	No	No	No	No
Return postcard	<input type="checkbox"/>	No	No	No	No	No	No	No	No	No
4 × 6	<input type="checkbox"/>	No	No	No	No	No	No	No	No	No
No.3 standard envelops	<input type="checkbox"/>	No	No	No	No	No	No	No	No	No
Photo2L (5 × 7)		No	No	No	No	No	No	No	No	No
Index paper (A4)	<input type="checkbox"/>	No	Yes	No	No	No	No	No	No	No
index paper (8.5 × 11)	<input type="checkbox"/>	No	No	No	No	No	No	Yes	No	No

