Labels, Index Cards, and Greeting Cards

This topic includes:

- "Guidelines" on page 2-34
- "Printing Index Cards from Tray 1" on page 2-34
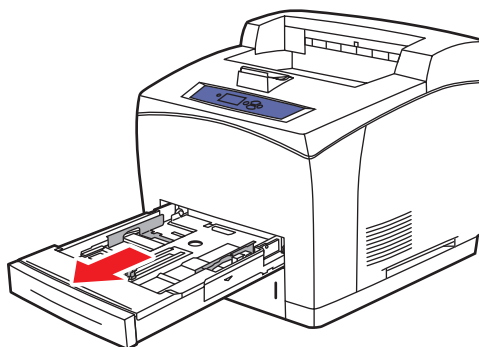- "Printing Labels from Trays 1-4" on page 2-36

Xerox labels can be printed from any tray. They should be printed on one side only. Index cards (3 in. x 5 in.) can be printed from Tray 1 only. They should be printed on one side only. To order labels, index cards, greeting cards, or other paper or specialty media, contact your local reseller.

Guidelines

- Do not use vinyl labels.
- Do not use any labels or cards on a sheet where items are missing; it may damage printer components.
- Store unused labels or cards flat in their original packaging. Leave the product inside the original packaging until ready to use. Return any unused product to the original packaging and reseal it for protection.
- Do not store labels or cards 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 the labels or cards to curl and jam the printer.
- Print only on one side of the sheet of labels.

Printing Index Cards from Tray 1
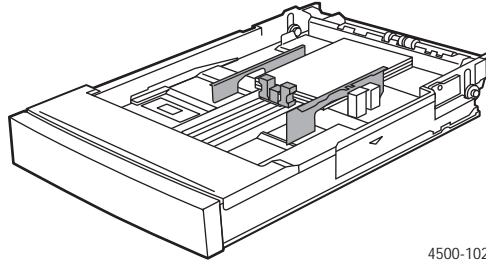
1. Pull the tray completely out of the printer.

4500-001

2. Insert the 3 x 5 in. index cards into the tray with the side to be printed **faceup** with the **top** of the card toward the **back** of the tray.
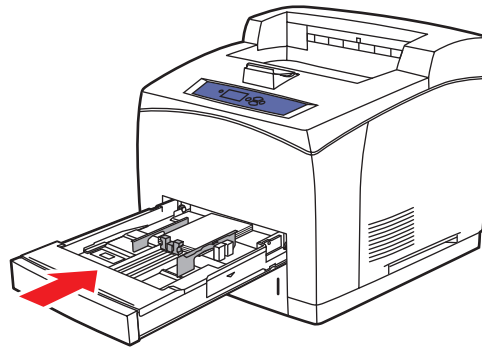
> **Note**
>
> Do not load paper above the fill line inside the tray.

4500-102

3. Adjust the paper guides to fit against the index cards.

4. Insert the tray into the printer tray slot and push it completely to the back of the printer.

4500-105

5. At the printer's front panel, press the **OK** button to accept the paper size and type highlighted on the Front Panel.
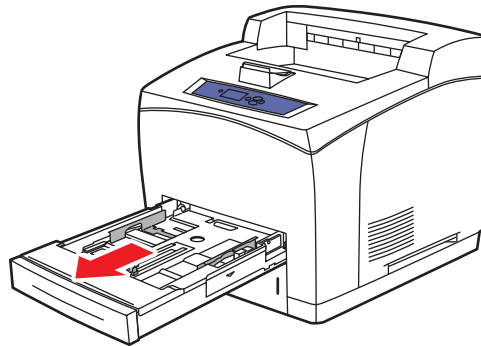
Follow these steps if the paper size and type loaded is different than the paper size and type highlighted on the Front Panel:

a. Select **Change Paper Size**, then press the **OK** button.

b. Select **Index Card (3.0 x 5.0 in.)**, then press the **OK** button.

c. Press the **Back** button.

d. Select **Change Paper Type**, then press the **OK** button.

e. Select **Card Stock**, then press the **OK** button to save your selection.

6. In the printer driver, select the appropriate tray or paper type.

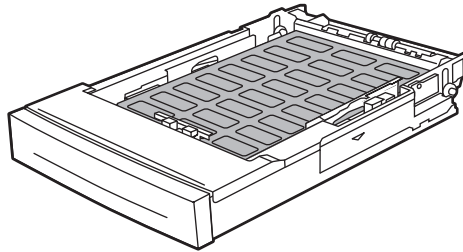For more information, go to Reference/Printing/Basic Printing on the *User Documentation CD-ROM*.

Printing Labels from Trays 1-4

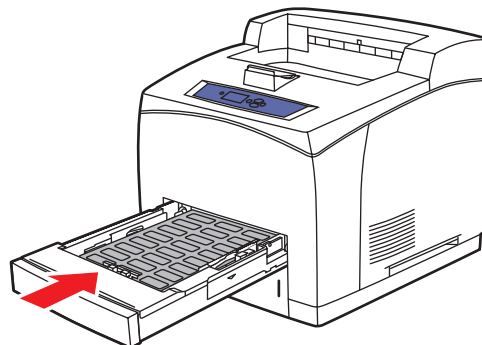**1.** Pull the tray completely out of the printer.

4500-001

2. Insert the labels into the tray with the side to be printed **faceup** with the **top** of the page toward the **back** of the tray.

4500-083

3. Adjust the width and length paper guides to match the size of the paper.

4. Insert the tray into the printer tray slot and push it completely to the back of the printer.

4500-103

5. At the printer's front panel, press the **OK** button to accept the paper size and type highlighted on the Front Panel.
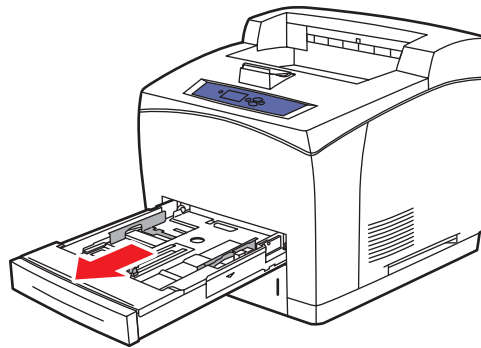
Follow these steps if the paper size and type loaded is different than the paper size and type highlighted on the Front Panel:

a. Select **Change Paper Size**, then press the **OK** button.

b. Select **Auto-Letter (8.5 x 11.0 in.)**, then press the **OK** button.

c. Press the **Back** button.

d. Select **Change Paper Type**, then press the **OK** button.

e. Select **Labels**, then press the **OK** button to save your selection.

6. In the printer driver, select the appropriate tray or paper type.

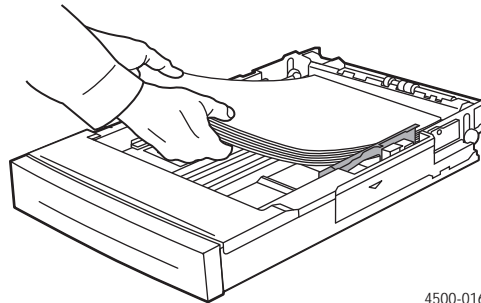For more information, go to Reference/Printing/Basic Printing on the *User Documentation CD-ROM*.

Printing Greeting Cards from Trays 1-4

1. Pull the tray completely out of the printer.

4500-001

2. Insert the greeting cards into the tray with the side to be printed **faceup** with the **top** of the page toward the **back** of the tray.

4500-016

3. Adjust the width and length paper guides to match the size of the paper.

4. Insert the tray into the printer tray slot and push it completely to the back of the printer.

5. At the printer's front panel, press the **OK** button to accept the paper size and type highlighted on the Front Panel.

Follow these steps if the paper size and type loaded is different than the paper size and type highlighted on the Front Panel:

a. Select **Change Paper Size**, then press the **OK** button.

b. Select **Auto-Letter (8.5 x 11.0 in.)**, then press the **OK** button.

c. Press the **Back** button.

d. Select **Change Paper Type**, then press the **OK** button.

e. Select **Card Stock**, then press the **OK** button to save your selection.

6. In the printer driver, select the appropriate tray or paper type.