

Supported Papers

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Follow the guidelines in these tables to ensure the best print quality and avoid printer jams. For best results, use only Xerox Printing Media specified for your printer; they are guaranteed to produce excellent results with your Phaser 4500 Laser Printer.

Paper and Media Sizes

Paper Size	Input		Output	
	Tray 1	Trays 2–4	Standard Tray	500-Sheet Stacker*
Letter (8.5 x 11 in.)	●	●	▲	▲
A4 (210 x 297 mm)	●	●	▲	▲
A5 (148 x 210 mm)	●	●	▲	▲
A6 (105 x 148 mm)	■	■	▲	▲
ISO B5 (176 x 250 mm)	■	■	▲	▲
B5 JIS (182 x 257 mm)	●	●	▲	▲
Index Card (3 x 5 in.)	■ ¹	–	▲	–
Statement (5.5 x 8.5 in.)	■	■	▲	▲
Executive (7.25 x 10.5 in.)	●	●	▲	▲
US Folio (legal 13) (8.5 x 13 in.)	●	●	▲	▲
Legal (8.5 x 14 in.)	●	●	▲	▲
Envelopes				
#10 Commercial (4.12 x 9.5 in.)	■ ¹	■ ¹	▲	▲
Monarch (3.87 x 7.5 in.)	■ ¹	■ ¹	▲	▲
DL (110 x 220 mm)	■ ¹	■ ¹	▲	▲
C5 (162 x 229 mm)	■ ¹	■ ¹	▲	▲
B5 (176 x 250 mm)	■ ¹	■ ¹	▲	▲
Capacity²	150	550	500	500

● = Auto-Sensed size

■ = User-Selected size

▲ = Output

* = Option

¹ = 1-Sided printing only

² = Maximum capacity at 75 g/m² (20 lb.) paper stock. Capacity is reduced for heavier/thicker stock.

For online support information, go to www.xerox.com/office/infoSMART.

Simplex and Duplex Sizes

	Input		Output	
	Tray 1	Trays 2-4	Standard Tray	500-Sheet Stacker
Simplex (1-Sided Printing)				
Width	76 – 216 mm 3.0 – 8.5 in.	98 – 216 mm 3.9 – 8.5 in.	76 – 216 mm 3.0 – 8.5 in.	90 – 216 mm 3.5 – 8.5 in.
Height	127 – 356 mm 5.0 – 14.0 in.	148 – 356 mm 5.8 – 14.0 in.	127 – 356 mm 5.0 – 14.0 in.	140 – 356 mm 5.5 – 14.0 in.
Duplex (2-Sided Printing)				
Width	90 – 216 mm 3.5 – 8.5 in.	98 – 216 mm 3.9 – 8.5 in.	Same as Input	
Height	140 – 356 mm 5.5 – 14.0 in.	148 – 356 mm 5.8 – 14.0 in.	Same as Input	

Paper Weights

The Phaser 4500 Laser Printer supports the following paper types and weights:

Paper and Media Types and Weights

Paper/Media Type	Weight
Bond	60-216 g/m ² (16-58 lb.)
Labels*	Xerox A4 24-Up Label Xerox Multipurpose 30-Up Label
Transparency*	Xerox Clear Transparency
Greeting Cards	190 g/m ² (70 lb. Cover)
Index Card Stock	60-216 g/m ² (33-120 lb.)
Tag Card Stock	60-216 g/m ² (37-133 lb.)
Cover Card Stock	60-216 g/m ² (37-133 lb.)
* 1-Sided printing only	

Xerox Printing Media

Xerox Professional Printing Paper	Size	Description	Part Number
Xerox Premium Multipurpose 4024	Letter 8.5 x 11 in.	20 lbs. (75 g/m ²)	3R721
Xerox Business Multipurpose 4200	Letter 8.5 x 11 in.	20 lbs. (75 g/m ²)	3R2047
Xerox Premium Multipurpose 4024	Legal 8.5 x 14 in.	20 lbs. (75 g/m ²)	3R727
Xerox Premium Multipurpose 4024	Letter 8.5 x 11 in.	20 lbs. (75 g/m ²)	3R2531
Xerox Premier Paper	A4 210 x 297 mm	80 g/m ²	3R91720 or 3R91805
Xerox Business Paper	A4 210 x 297 mm	80 g/m ²	3R91820
Xerox Cover and Index Stock			
Xerox Premium Multipurpose 4024 Cover	Letter 8.5 x 11 in.	65 lbs. (243 g/m ²)	3R3041
Xerox Premium Multipurpose 4024 Index	Letter 8.5 x 11 in.	90 lbs. (243 g/m ²)	3R3004
Xerox Recycled Paper			
Xerox Multipurpose Recycled - 30% PCW	Letter 8.5 x 11 in.	20 lbs. (75 g/m ²)	3R6296
Xerox Recycled Paper - 100% PCW	A4 210 x 297 mm	80 g/m ²	3R91165
Xerox Pre-Punched Paper			
Xerox Premium Multipurpose 4024 - 3Hole	Letter 8.5 x 11 in.	20 lbs. (75 g/m ²)	3R2193
Xerox Premium Multipurpose 4200 - 3Hole	Letter 8.5 x 11 in.	20 lbs. (75 g/m ²)	3R2641
Xerox Premium Multipurpose 4024 - 3Hole	Letter 8.5 x 11 in.	24 lbs. (90 g/m ²)	3R3317
Xerox Business Paper - 4Hole	A4 210 x 297 mm	80 g/m ²	3R91823
Xerox Labels			
Xerox High Speed Labels	Letter 8.5 x 11 in.	33 labels per sheet	3R3139
Xerox Clear High Speed Labels	Letter 8.5 x 11 in.	33 labels per sheet	3R5139
Xerox High Speed Labels	A4 210 x 297 mm	24 labels per sheet	3R96178
Xerox Transparency Film			
Xerox Clear - No Strip	Letter 8.5 x 11 in.		3R3117
Xerox Paper-backed - Clear	Letter 8.5 x 11 in.		3R4173
Xerox Type C, Plain	A4 210 x 297 mm		3R96002
Xerox Carbonless Media			
2 - Part (White/Canary)	Letter 8.5 x 11 in.	Straight/Reverse Collation	3R12130
2 - Part (White/Pink)	Letter 8.5 x 11 in.	Straight/Reverse Collation	3R12132
2 - Part (White/Canary)	Legal 8.5. x 14 in.	Straight/Reverse Collation	3R12133
3 - Part (White/Canary/Pink)	Legal 8.5 x 14 in.	Straight Collation	3R12137
3 - Part (White/Canary/Pink)	Letter 8.5 x 11 in.	Straight Collation	3R12135
3 - Part (White/Canary/Pink)	A4 210 x 297 mm	Straight Collation	3R97108

Paper Usage Guidelines

The printer accommodates most sizes and types of paper, transparencies, or other specialty media. Only Tray 1 accommodates 3 x 5 in. index cards.

- Use only paper envelopes. Do not use padded envelopes.
- Do not use envelopes with windows, metal clasps, or adhesives with release strips.

Paper Storage Guidelines

Providing a good environment, and safe handling and storage conditions for your paper, contributes to ultimate 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.
- It is recommended that you maintain constant temperatures and relative humidity.
- Avoid light, heat, and dampness.
- 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, and leave the packages in the shipping carton. For most commercial cut-size grades, the ream wrapper contains an inner lining that protects the paper from moisture loss or gain.

Phaser media is sold with appropriate packaging to prevent transportation problems and to promote positive customer results. Leave the media inside the packaging until you are ready to use it; reinsert unused media in the original packaging and reseal it for protection.

Paper that May Damage Your Printer

Your printer is designed to be used with a variety of paper types. For more information about supported papers, go to [Reference/Printing/Supported Papers](#) on the *User Documentation CD-ROM*.

Other media types can cause poor print quality, increased paper jams, or damage to your printer.

Following are examples of unacceptable paper:

- Rough or porous media
- Paper that has been photocopied
- Paper with cutouts or perforations
- Paper with staples inserted
- Envelopes with windows, metal clasps, adhesives with release strips, or side seams.

Warning

Use only Xerox clear transparency film. Other types of transparency film may melt and damage the printer.