Transparencies

This topic includes:

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- "Printing Transparencies from Trays 1-4" on page 2-28

Xerox Clear Transparencies can be printed from any tray. They should be printed on one side only. To order Xerox Clear Transparencies, contact your local reseller.

Videos are available with instructions for loading transparencies. Videos are located on the *User Documentation CD-ROM* and at www.xerox.com/office/4500support.
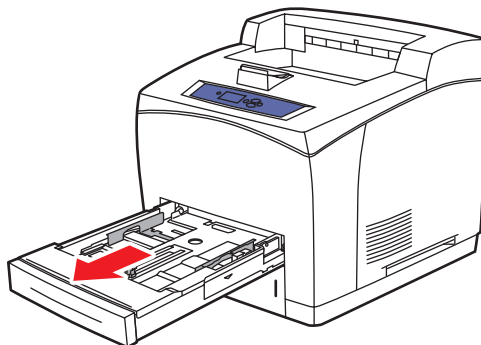
Guidelines

- Remove all paper before loading transparencies in the tray.
- Do not load transparencies above the fill line; it 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.
- Do not use transparencies with stripes on the side.
- Change the paper type at the front panel for all trays.
- Use Xerox Clear Transparencies; print quality may vary with other transparencies.

For more information on paper types, weights, and sizes, go to Reference/Printing/Supported Papers on the *User Documentation CD-ROM*.
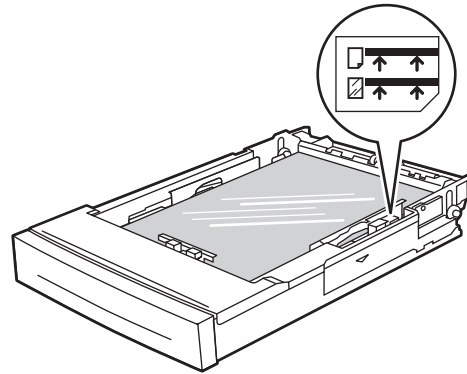
Printing Transparencies from Trays 1-4

1. Pull the tray completely out of the printer.

4500-001

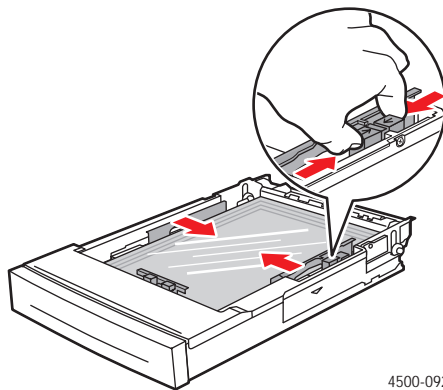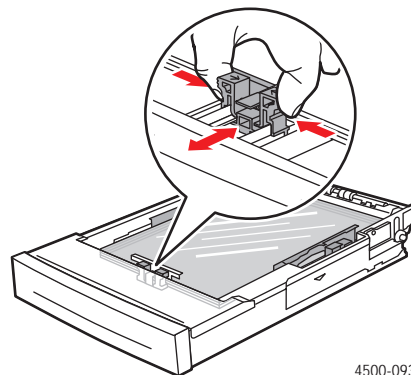**2.** Insert the transparencies into the tray.

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Note

Do not load transparencies above the transparency fill line; it may cause the printer to jam.

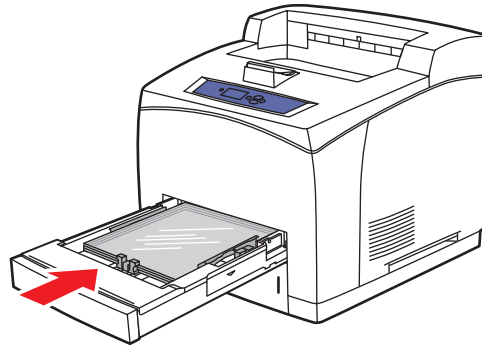**3.** Adjust the width and length paper guides to match the size of the transparencies.

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4500-093

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

4500-098

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-Sensed Letter (8.5 x 11 in.)**, then press the **OK** button.

c. Press the **Back** button.

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

e. Select **Transparency**, 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*.