

Basic Printing

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Follow these general steps to print:

1. Load paper in the tray.
2. Adjust the tray guides.
3. If prompted by the front panel, confirm the paper type and size and change it as required.

Note

If printing envelopes, go to [Reference/Printing/Envelopes](#) on the *User Documentation CD-ROM*; if printing labels, go to [Reference/Printing/Labels](#) on the *User Documentation CD-ROM*; if printing postcards, go to [Reference/Printing/Postcards](#) on the *User Documentation CD-ROM*.

4. Send the job to the printer from the application's **Print** dialog box.

Loading Paper in Tray 1 (MPT) for Single-Sided Printing

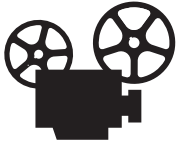
All paper sizes and types can be used in Tray 1 (MPT).

Caution

If you change the type or size of paper in a tray, you **must** change the paper type and size on the front panel to match the paper that you loaded. **If you fail to do this, print-quality problems or jams can occur, and the fuser can be damaged.**

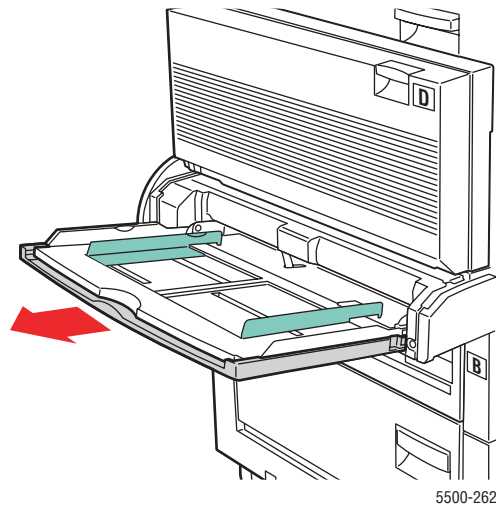


5500-123

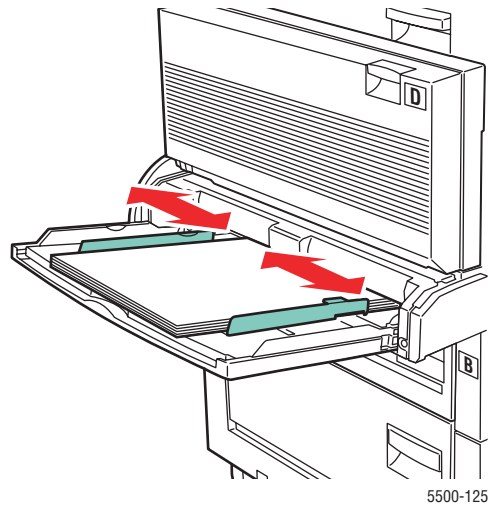


Videos are available with instructions for using Tray 1 (MPT). Videos are located on the *User Documentation CD-ROM* and at www.xerox.com/office/5500support.

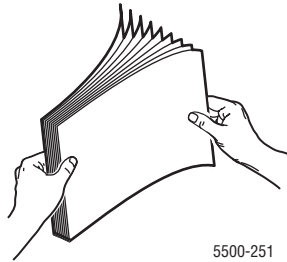
1. Lower Tray 1 (MPT).



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



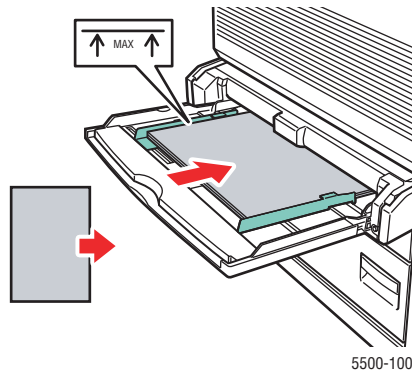
3. Fan the paper to release sheets that may stick together.



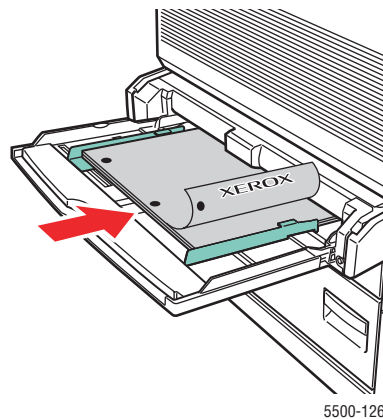
4. Insert the paper into the tray either **long-edge feed** or **short-edge feed**. If necessary, adjust the paper guides to the size of the paper.

Long-Edge Feed

- Recommended for Letter, A4, B5 JIS, large US Postcard, and many custom sizes of paper.
- Do not load paper above the fill line.

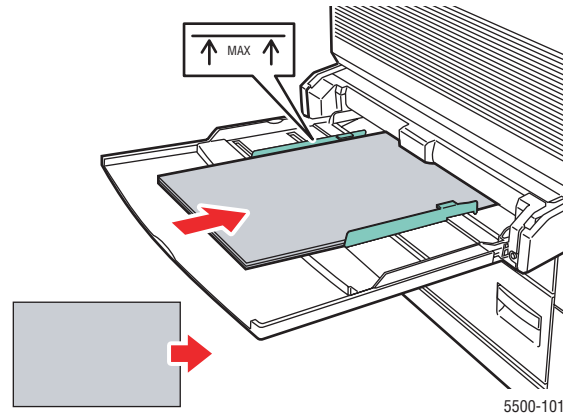


- Place the side to be printed **facedown**.
- Place pre-punched paper with the holes entering the printer **last**.
- Place the letterhead (or **top** of the page) toward the **front** of the printer.

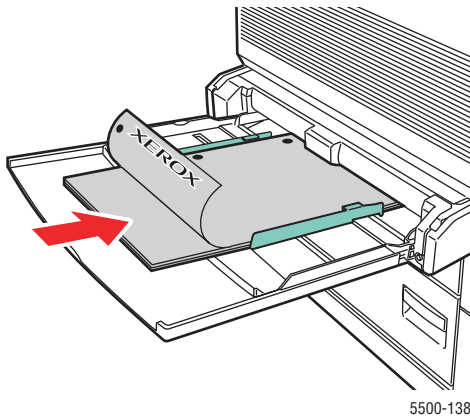


Short-Edge Feed

- Place Letter (rotated), Legal, Statement, Tabloid, A3, A4 (rotated), A5, US Folio, B4 JIS, B5 JIS (rotated), B6 JIS, and small US Postcard paper **short-edge feed** in Tray 1 (MPT).



- Place the side to be printed **facedown**.
- Place pre-punched paper with the holes toward the **back** of the printer.
- Place letterhead (or the top of the page) to enter the printer last.



5. If prompted at the printer's front panel, press the **OK** button to accept the paper size and type that are highlighted. If you have changed the paper size or type, do the following:
 - a. Select **Change**, then press the **OK** button.
 - b. Select the paper size or type, then press the **OK** button to save your selection.
6. In the printer driver, select either the paper type or **Tray 1 (MPT)** as the paper source.

Note

For information on custom size printing, go to [Reference/Printing/Custom Sizes](#) on the *User Documentation CD-ROM*

Loading Paper in Trays 2-5 for Single-Sided Printing

Use Trays 2-5 for all paper, transparencies, and specialty media. If smaller than 140 mm (5.5 in.) in width or 182 mm (7.16 in.) in height, use single-sided printing only.

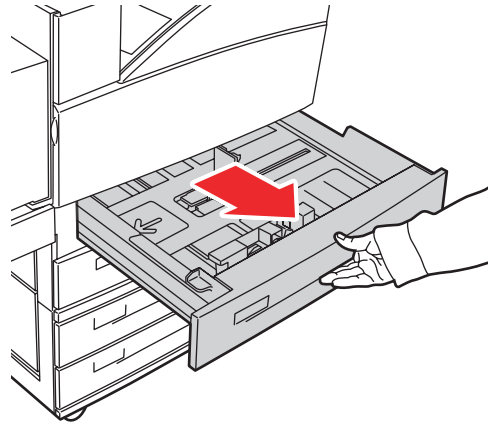
Caution

If you change the type of paper in a tray, you **must** change the paper type on the front panel to match the paper that you loaded. **If you fail to do this, print-quality problems can occur and the fuser can be damaged.**



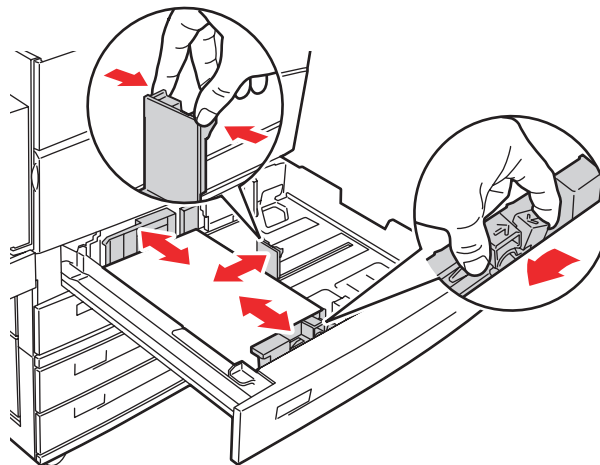
5500-123

1. Pull out the tray.



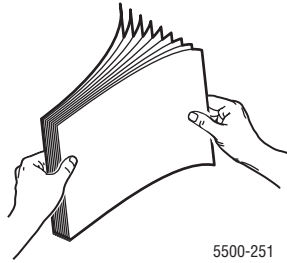
5500-156

2. If loading paper with a different width or length, adjust the width and length guides.

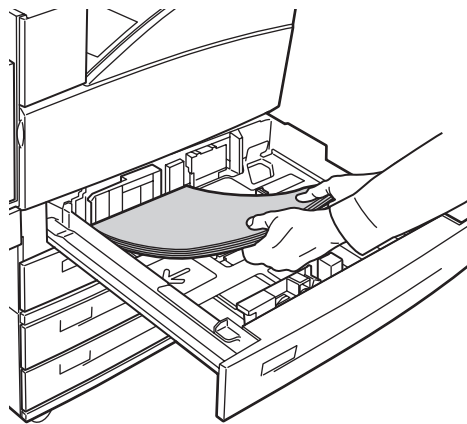


5500-136

3. Fan the paper to release sheets that may stick together.

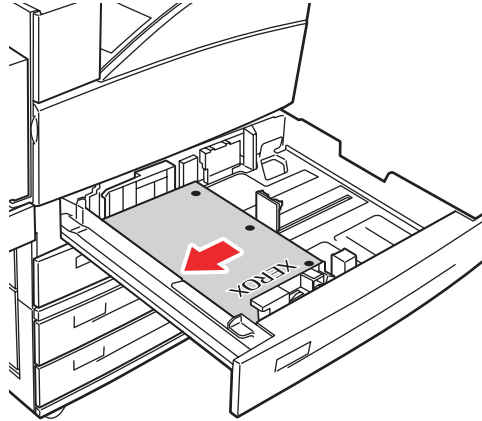


4. Insert paper into the tray either **long-edge feed** or **short-edge feed**.



Long-Edge Feed

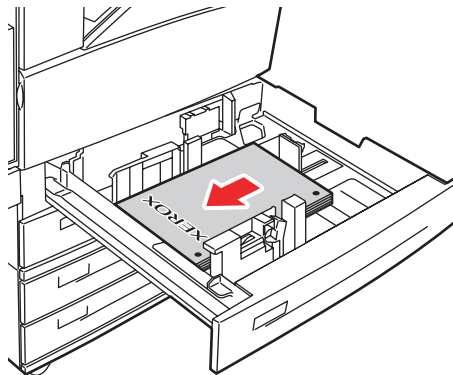
- Place Letter, Executive, A4, B5 JIS, and many custom sizes of paper **long-edge feed** into the tray.
- Place the side to be printed **faceup**.
- Place pre-punched paper with the holes toward the **right** side of the tray.
- Place letterhead (or the **top** of the page) toward the **front** of the tray.



5500-130

Short-Edge Feed

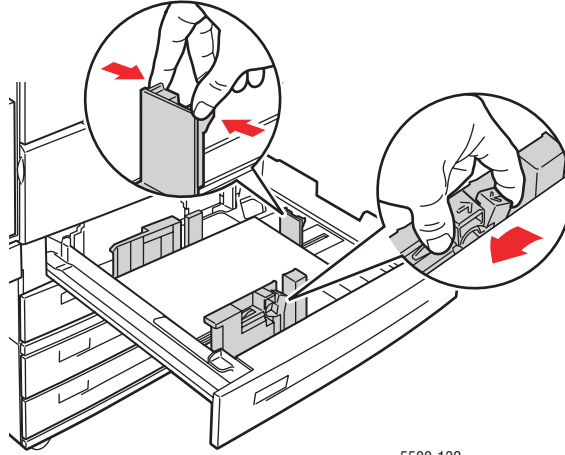
- Place Letter (rotated), Legal, Tabloid, A3, A5, A4 (rotated), B4 JIS, B5 JIS (rotated), US Folio, Statement and many custom sizes of paper **short-edge feed** into the tray.
- Place the side to be printed **faceup**.
- Place pre-punched paper with the holes toward the **front** of the tray.
- Place letterhead (or **top** of the page) toward the **left** side of the tray.



5500-254

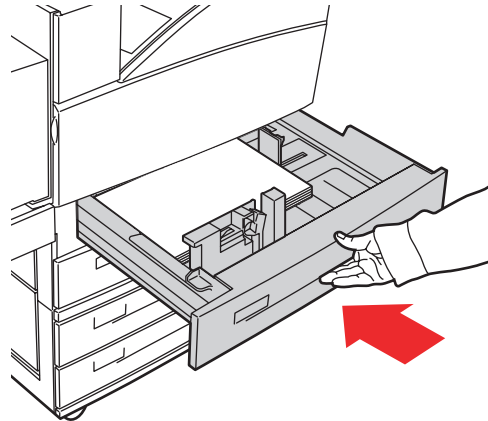
5. If necessary, adjust the paper guides to the size of the paper.

Adjust the paper guides according to the paper size and feed direction (long-edge feed or short-edge feed). Labels inside the paper tray provide additional information for loading paper according to size and feed direction.



5500-132

6. Push the tray completely into the printer.



5500-032

7. If prompted at the printer's front panel, press the **OK** button to accept the paper size and type that are highlighted. If you have changed the paper size or type, do the following:
 - a. Select **Change**, then press the **OK** button.
 - b. Select the paper size or type, then press the **OK** button to save your selection.
8. In the printer driver, select either the paper type or the tray you loaded as the paper source.

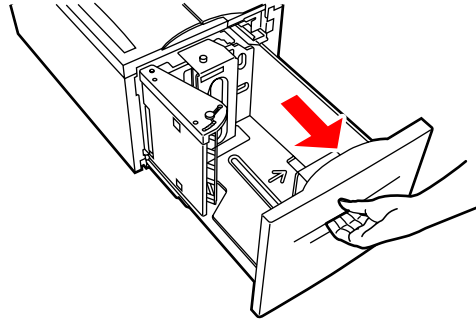
Note

For information on custom size printing, go to [Reference/Printing/Custom Sizes](#) on the *User Documentation CD-ROM*.

Loading Paper in Tray 6 for Single-Sided Printing

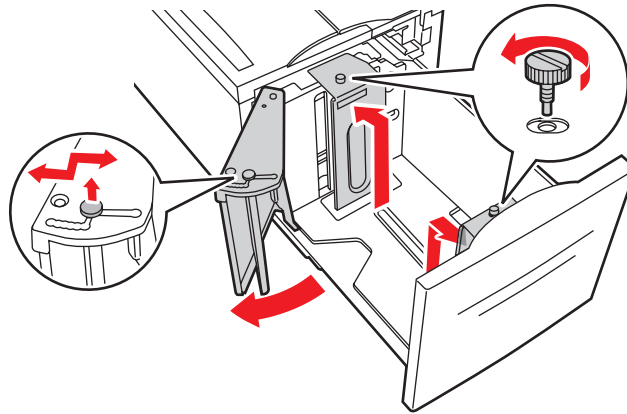
Use Tray 6 as a high capacity feeder for Letter, A4, Executive, and B5 JIS paper. Paper can only be loaded long-edge feed in Tray 6.

1. Pull out the tray.

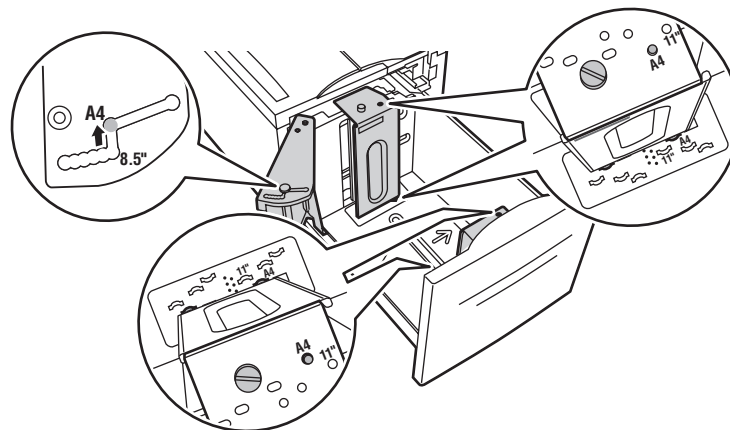


5500-112

2. If loading paper with a different width or length, adjust the width and length guides.

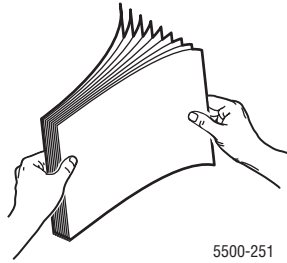


5500-241

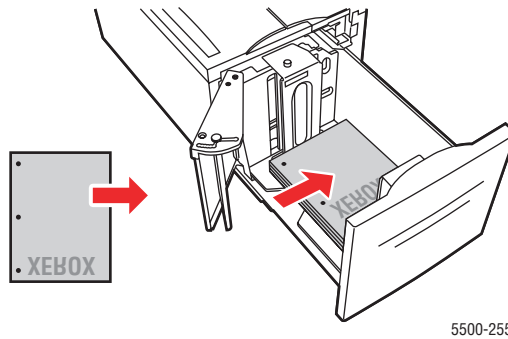


5500-240

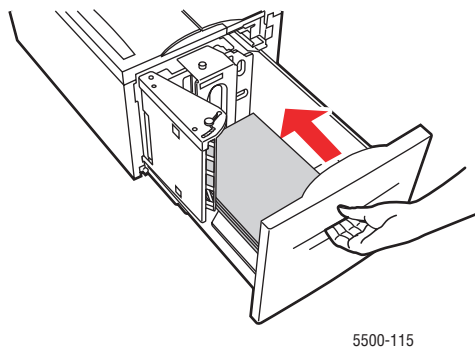
3. Fan the paper to release sheets that may stick together.



- Place Letter, A4, Executive, and B5 JIS paper **long-edge feed** into the tray.
- Place the side to be printed **facedown**.
- Place pre-punched paper with the holes toward the **left** side of the tray.
- Place letterhead (or the **top** of the page) toward the **front** of the tray.



3. Push the tray completely into the printer.



4. If prompted at the printer's front panel, press the **OK** button to accept the paper size and type that are highlighted. If you have changed the paper size or type, do the following:
 - a. Select **Change**, then press the **OK** button.
 - b. Select the paper size or type, then press the **OK** button to save your selection.
5. In the printer driver, select either the paper type or **Tray 6** as the paper source.

Loading Paper in Tray 1 (MPT) for 2-Sided Printing

All standard paper sizes, except postcard, B6 JIS, and envelopes, and most custom paper sizes can be used in Tray 1 (MPT) for 2-sided printing.

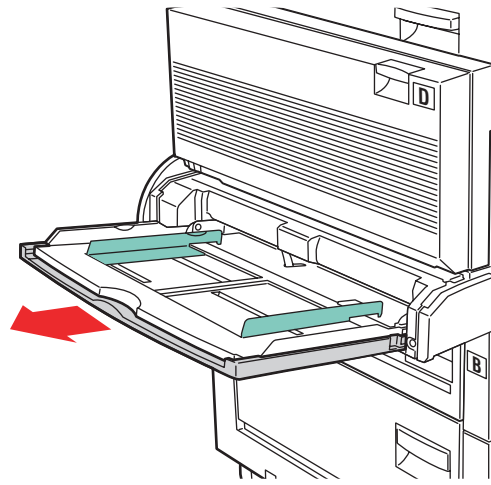
Caution

If you change the type or size of paper in a tray, you **must** change the paper type and size on the front panel to match the paper that you loaded. **If you fail to do this, print-quality problems or jams can occur, and the fuser can be damaged.**



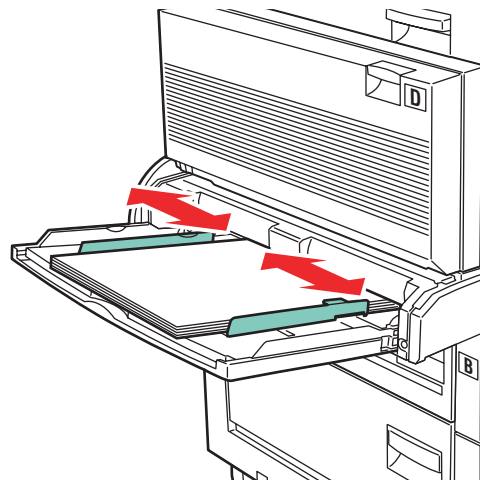
5500-123

1. Lower Tray 1 (MPT).



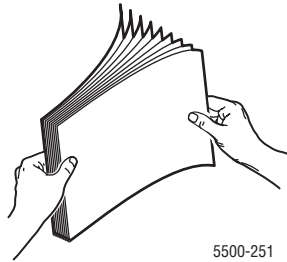
5500-262

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



5500-125

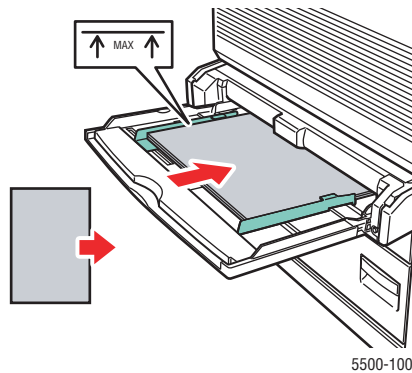
3. Fan the paper to release sheets that may stick together.



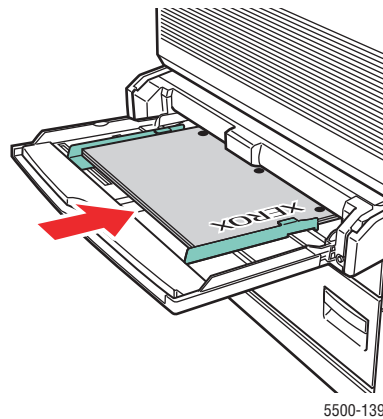
4. Insert the paper into the tray either **long-edge feed** or **short-edge feed**. If necessary, adjust the paper guides to the size of the paper.

Long-Edge Feed

- Recommended for Letter, A4, and B5 JIS sizes of paper.
- Do not load paper above the fill line.



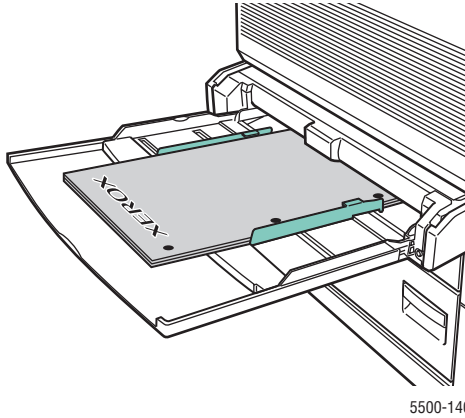
- Place the side to be printed first (page 1) **faceup**.
- Place pre-punched paper with the holes entering the printer **first**.
- Place the letterhead (or **top** of the page) toward the **front** of the printer.



Short-Edge Feed

- For Letter (rotated), Legal, Statement, Tabloid, A3, A4 (rotated), A5, US Folio, B4 JIS, and B5 JIS (rotated) sizes of paper.
- Place the side to be printed first (page 1) **faceup**.
- Place pre-punched paper with the holes toward the **front** of the printer.

- Place letterhead (or the top of the page) to enter the printer last.



5. If prompted at the printer's front panel, press the **OK** button to accept the paper size and type that are highlighted. If you have changed the paper size or type, do the following:
 - a. Select **Change**, then press the **OK** button.
 - b. Select the paper size or type, then press the **OK** button to save your selection.
6. In the printer driver, select either the paper type or **Tray 1 (MPT)** as the paper source.

Loading Paper in Trays 2-5 for 2-Sided Printing

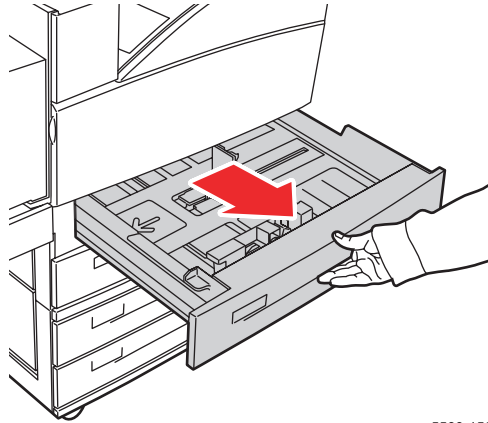
Use Trays 2-5 for 2-sided printing of all standard paper sizes except postcards, B6 JIS, and envelopes, and custom paper smaller than 140 mm (5.5 in.) in width or 182 mm (7.16 in.) in height.

Caution

If you change the type of paper in a tray, you **must** change the paper type on the front panel to match the paper that you loaded. **If you fail to do this, print-quality problems can occur and the fuser can be damaged.**

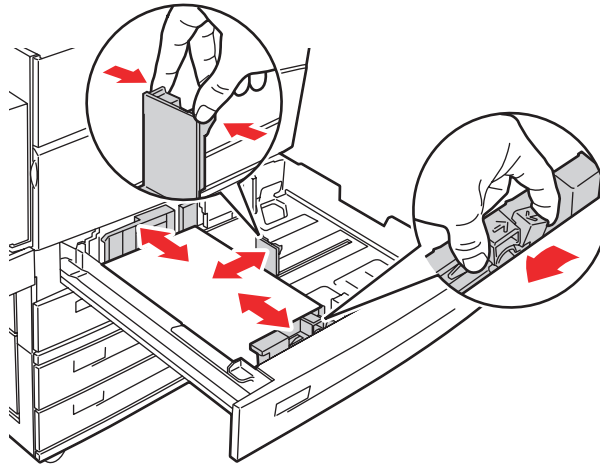


1. Pull out the tray.



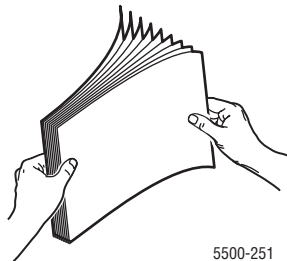
5500-156

2. If loading paper with a different width or length, adjust the width and length guides.



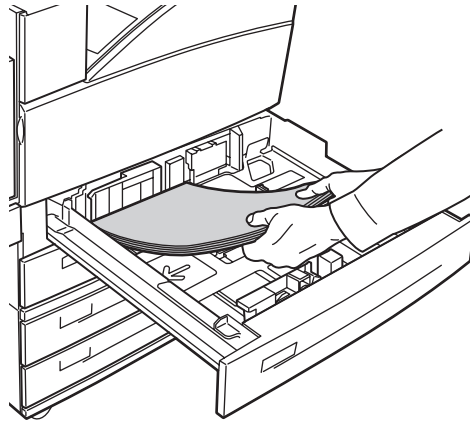
5500-136

3. Fan the paper to release sheets that may stick together.



5500-251

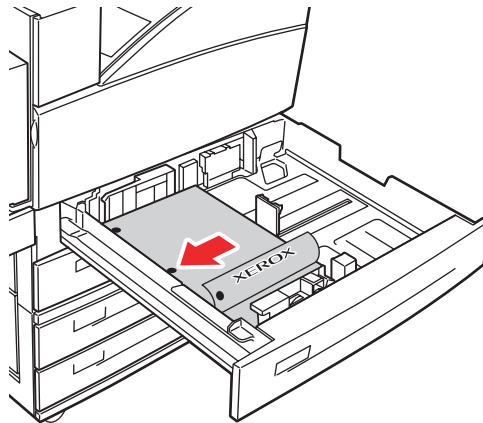
4. Insert paper into the tray either **long-edge feed** or **short-edge feed**.



5500-129

Long-Edge Feed

- Recommended for Letter, Executive, A4, B5 JIS, and many custom sizes of paper.
- Place the side to be printed first (page 1) **facedown**.
- Place pre-punched paper with the holes toward the **left** side of the tray.
- Place letterhead (or the **top** of the page) toward the **front** of the tray.

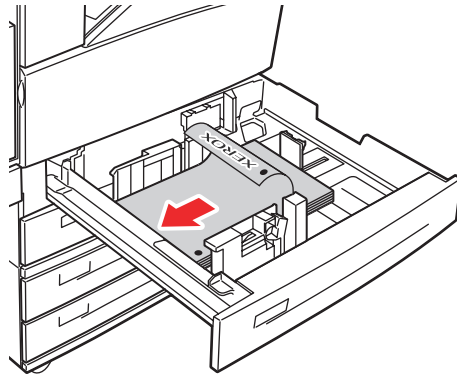


5500-134

Short-Edge Feed

- Recommended for Letter (rotated), Legal, Tabloid, A3, A5, A4 (rotated), B4 JIS, B5 JIS (rotated), US Folio, Statement and some custom sizes of paper.
- Place the side to be printed first (page 1) **facedown**.
- Place pre-punched paper with the holes toward the **front** of the tray.

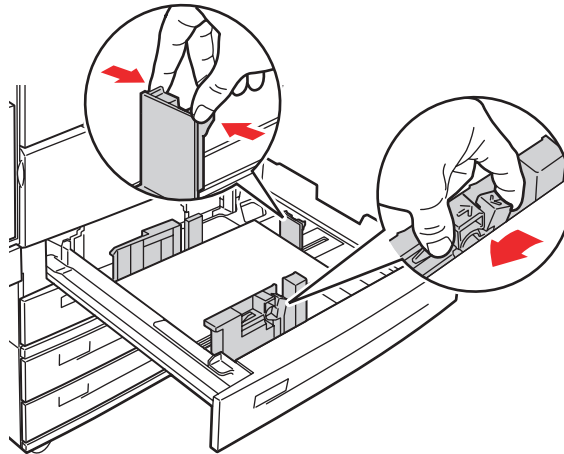
- Place letterhead (or **top** of the page) toward the **right** side of the tray.



5500-135

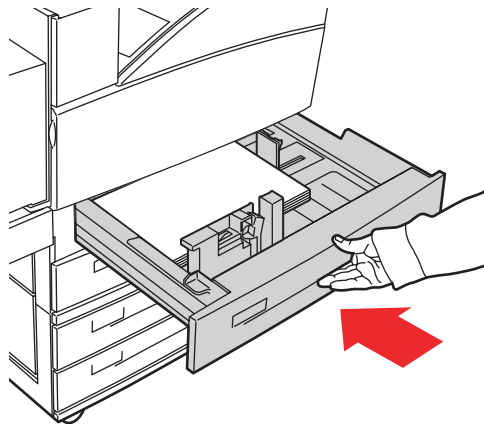
5. If necessary, adjust the paper guides to the size of the paper.

Adjust the paper guides according to the paper size and feed direction (long-edge feed or short-edge feed). Labels inside the paper tray provide additional information for loading paper according to size and feed direction.



5500-132

6. Push the tray completely into the printer.



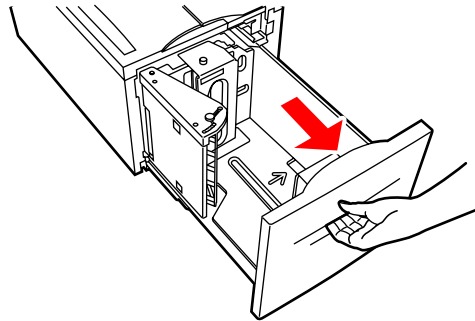
5500-032

7. If prompted at the printer's front panel, press the **OK** button to accept the paper size and type that are highlighted. If you have changed the paper size or type, do the following:
 - a. Select **Change**, then press the **OK** button.
 - b. Select the paper size or type, then press the **OK** button to save your selection.
 8. In the printer driver, select either the paper type or the tray you loaded as the paper source.
- For information on custom size printing, go to [Reference/Printing/Custom Sizes](#) on the *User Documentation CD-ROM*.

Loading Paper in Tray 6 for 2-Sided Printing

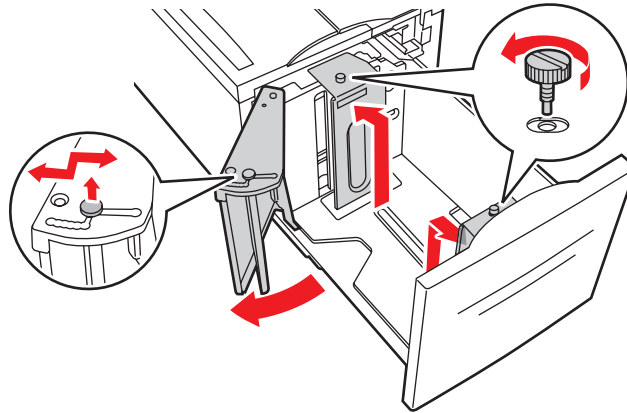
Use Tray 6 as a high capacity feeder for 2-sided printing of Letter, A4, Executive, and B5 JIS paper. Paper can only be loaded long-edge feed in Tray 6.

1. Pull out the tray.

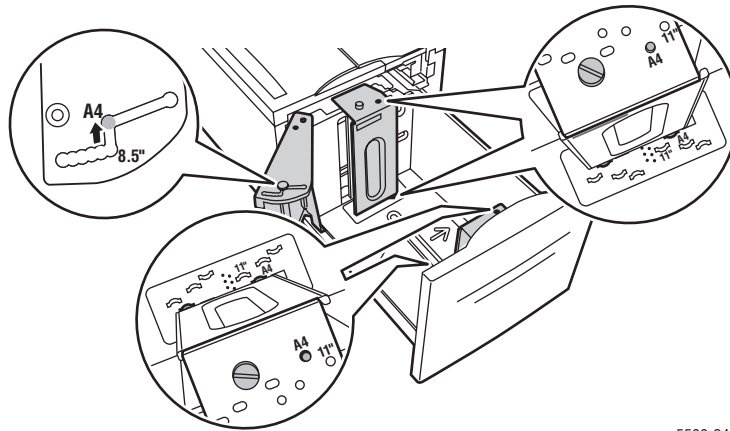


5500-112

2. If loading paper with a different width or length, adjust the width and length guides.

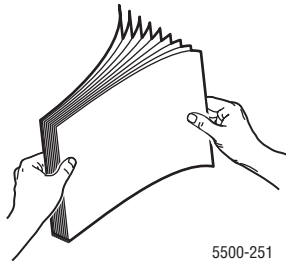


5500-241



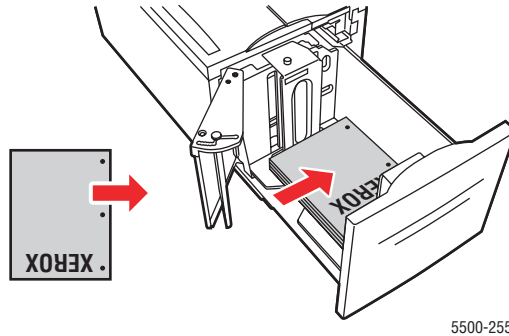
5500-240

3. Fan the paper to release sheets that may stick together.

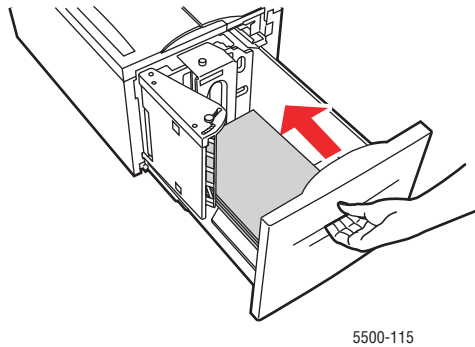


5500-251

- Place Letter, A4, Executive, and B5 JIS paper **long-edge feed** into the tray.
- Place the side to be printed first (page 1) **faceup**.
- Place pre-punched paper with the holes toward the **right** side of the tray.
- Place letterhead (or the **top** of the page) toward the **front** of the tray.



3. Push the tray completely into the printer.



4. If prompted at the printer's front panel, press the **OK** button to accept the paper size and type that are highlighted. If you have changed the paper size or type, do the following:
 - a. Select **Change**, then press the **OK** button.
 - b. Select the paper size or type, then press the **OK** button to save your selection.
5. In the printer driver, select either the paper type or **Tray 6** as the paper source.

Using the Stapler

Stapling Options

Several stapling options are available in the Phaser 5500 printer driver:

- **None:** This is the default option. When selected, prints are not stapled.
- **Front:** Inserts one staple in each set of copies. (See the following table.)
- **Rear:** Inserts one staple in each set of copies. (See the following table.)
- **Dual:** Inserts two staples in each set of copies. (See the following table.)

To select a stapling option in a supported driver:

- **Windows 98, Windows Me, Windows 2000, Windows XP, Windows Server 2003, Windows NT PostScript driver:**

On the **Output Options** tab, select an option from the **Stapling** drop-down list, then select **Stacker Lower Tray** from the **Paper Destination** drop-down list.



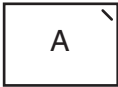
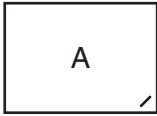
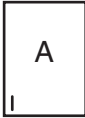


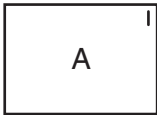



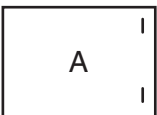
- **Mac OS 9 driver:**

In the **Print** dialog box, select **Finishing Options** from the drop-down list, then select the stapling option. Output goes to the **Stacker Lower Tray**.

- **Mac OS X (version 10.1 and higher) driver:**

In the **Print** dialog box, select **Finishing Options** from the drop-down list, then select the stapling option. Output goes to the **Stacker Lower Tray**.

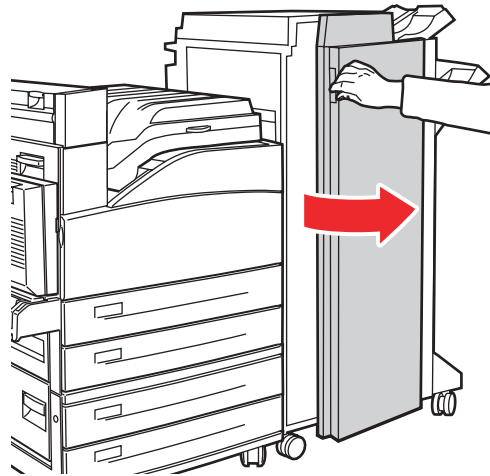
Use the following table to determine the position of the staples:

Stapling	Orientation	Paper Feed Direction	
		Long-Edge Feed	Short-Edge Feed
Front	Portrait		
	Landscape		
Rear	Portrait		
	Landscape		
Dual *	Portrait		
	Landscape		

* Paper size must be Letter and A4 (SEF or LEF), B4 JIS, A3, Legal, U.S. Folio and Tabloid (SEF), Executive and B5 JIS (LEF).

Adding Staples

1. Open Door G.

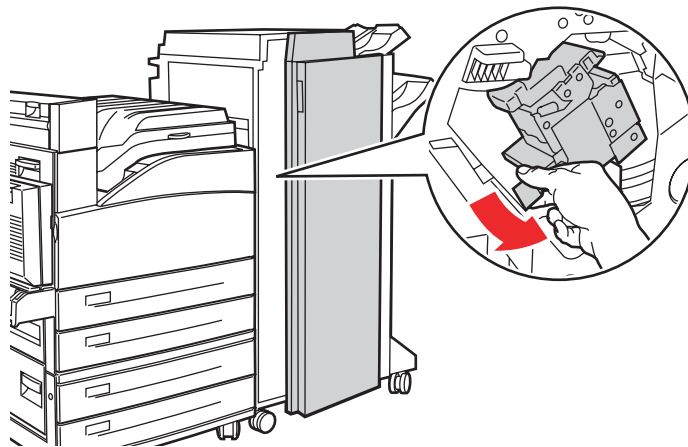


5500-186

Note

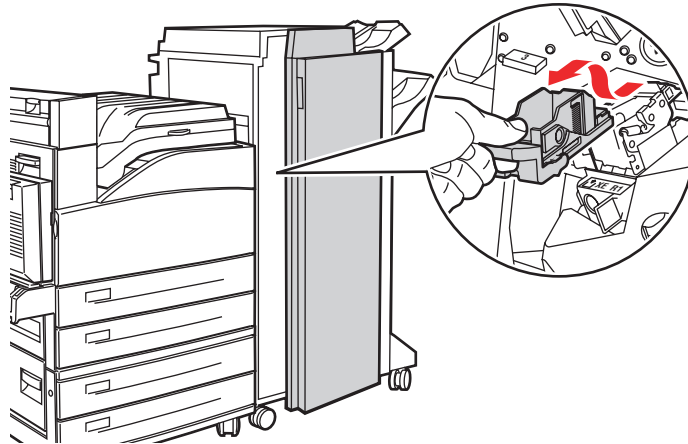
See the instructions on the inside of Door G.

2. Slide the stapler toward you, then to the right.



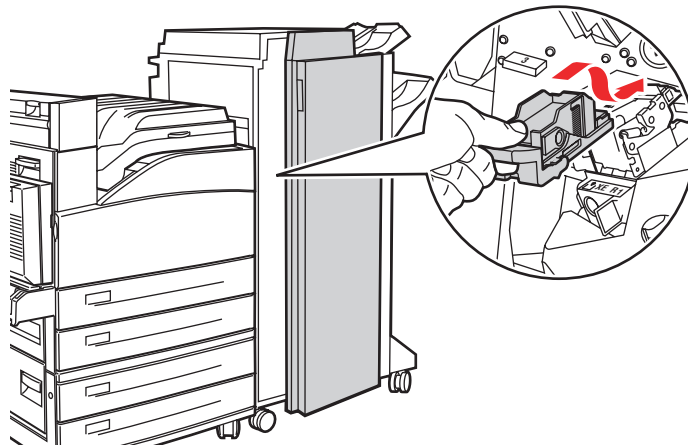
5500-243

3. Remove the staple unit by lifting it up and out.



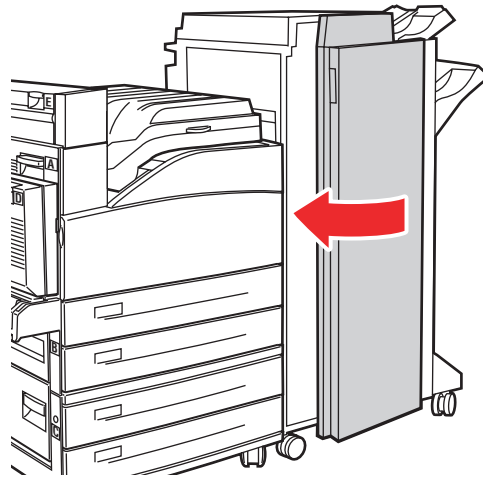
5500-244

4. If present, remove the depleted staple cartridge.
5. Inset a new staple cartridge.
6. Insert the staple unit in the finisher.



5500-245

7. Close Door G.



5500-018

Using the Hole Puncher

Depending on your region, the optional finisher is factory configured with either a 3-hole punch or a 2- / 4-hole punch. To determine which option is installed on your printer, print a Configuration Page from the front panel.

- When the hole punch option is turned on, sheets that are sent to the Stacker Upper Tray or the Stacker Lower Tray are punched.
- When the hole punch option is turned off, no paper is punched.
- When the 2-hole and 4-hole punch is installed and enabled, and Punch Holes is set to 2, two holes are punched in the paper.
- When the 2-hole and 4-hole punch is installed and enabled, and Punch Holes is set to 4, four holes are punched in the paper.
- When the printer detects that the punch waste box is full, a warning appears on the front panel, and printing continues without punching.

The hole punching option is selected through the front panel, the printer driver, or through CentreWare IS.

Front Panel

1. At the printer's front panel, select **Printer Setup**, and then press the **OK** button.
2. Select **Paper Handling Setup**, and then press the **OK** button.
3. Select **Punch**, and then press the **OK** button to toggle it on or off.
4. If you have a 2-hole and 4-hole punch, then set Punch Holes to 2 or 4.

Printer Driver (Windows)

1. Select **Start**, select **Settings**, and then select **Printers**.
2. Right-click the **5500** printer, and then select **Printing Preferences**.
3. Select the **Output Options** tab.
4. Select the **Hole Punching** drop-down menu.
5. Select the desired option.

CentreWare IS

1. Launch your web browser.
2. Enter your printer's IP address in the browser's **Address** field (http://xxx.xxx.xxx.xxx)
3. Click **Properties**.
4. Click **Printer Defaults** in the left navigation tree. Expand **General** to see **Printer Default**.
5. Select **On** or **Off** in the **Punch** drop-down menu.
6. Select the desired number of holes in the **Punch Holes** drop-down menu.
7. Click the **Save Changes** button.

To turn hole punching on and off in a supported driver:

- **Windows 98, Windows Me, Windows 2000, Windows XP, Windows Server 2003, Windows NT PostScript driver:**

On the **Output Options** tab, select **On** or **Off** from the **Hole Punch** drop-down list, then select **Stacker Upper Tray** or **Stacker Lower Tray** from the **Paper Destination** drop-down list.

- **Mac OS 9 driver:**

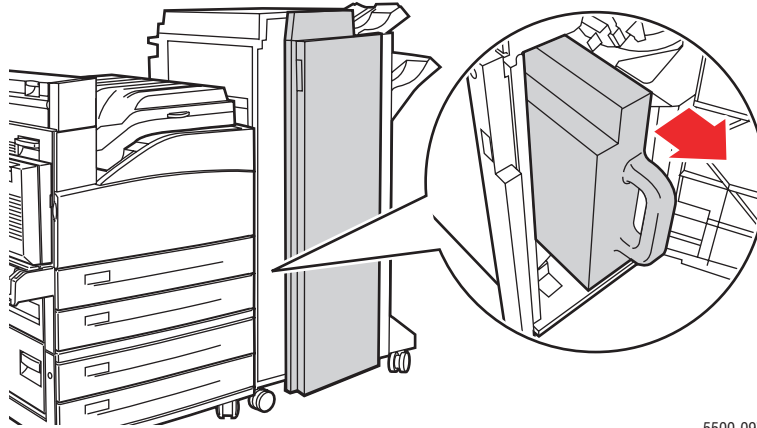
In the **Print** dialog box, select **Finishing Options** from the drop-down list, then select the number of holes under **Holes To Punch**.

- **Mac OS X (version 10.1 and higher) driver:**

In the **Print** dialog box, select **Finishing Options** from the drop-down list, then select the number of holes under **Hole Punching**.

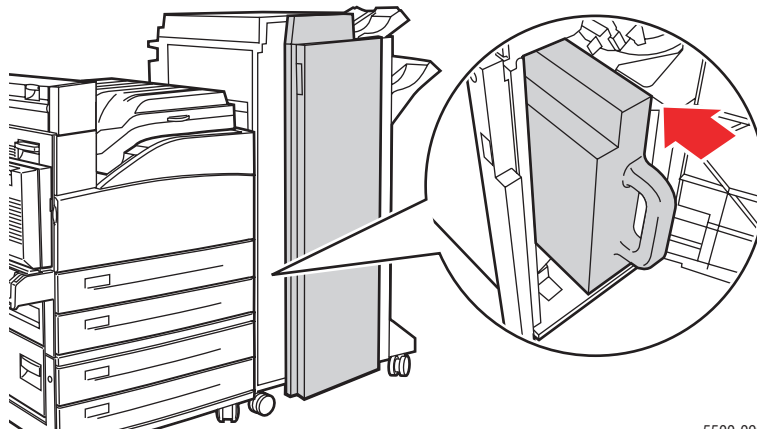
Emptying the Punch Waste Box

1. Open Door G.
2. Remove the Punch Waste Box and empty the contents.



5500-097

3. Place the Punch Waste Box back into the finisher.



5500-099

4. Close Door G.

Factors Affecting Printer Performance

Many factors affect a print job. They include the print speed (stated in number of pages per minute), the media used, download time, and printer processing time.

The computer download time and printer processing time are affected by several factors including:

- Printer memory
- Connection type (network, parallel or USB)
- Network operating system
- Printer configuration
- File size and type of graphics
- Computer speed

Note

Additional printer memory (RAM) may improve overall printer functions, but will not increase the pages per minute (ppm) ability of the printer.