

2-Sided Printing

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Automatic 2-Sided Printing

Your printer must be a 6250DP, 6250DT, or 6250DX to perform automatic 2-sided printing.

Guidelines

To print a 2-sided document, verify that you are using the following weight ranges:

Weight	Tray
65–163 g/m ² (37–60 lb. Cover)	Tray 1 (MPT)
65–130 g/m ² (17–32 lb. Bond)	Trays 2-4
120–163 g/m ² (81–110 lb. Book) (Glossy Coated Paper)	All Trays
120–163 g/m ² (81–110 lb. Book) (Thin card stock)	Tray 1 (MPT)

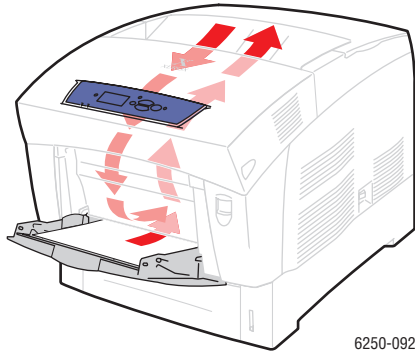
Caution

DO NOT use any specialty media, envelopes, or labels for automatic 2-sided printing. Damage caused by automatically printing specialty media using the duplex unit is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee.

For best results with automatic 2-sided printing, do not use heavy toner coverage on the even-numbered pages of your print job.

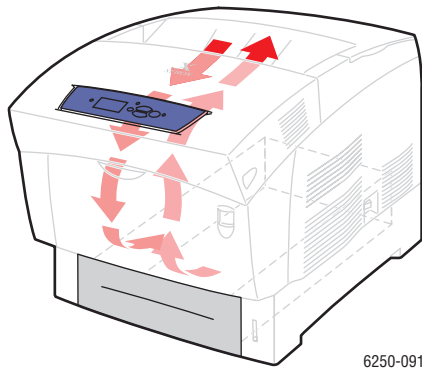
Tray 1 (MPT) Paper Path

The following graphic displays the printer's paper path:



Trays 2-4 Paper Path

The following graphic displays the printer's paper path:



Binding Preferences

Use the printer driver to select **Portrait** or **Landscape** orientation for the images on the page. When you print 2-sided jobs, select the binding preference which determines how the pages turn.

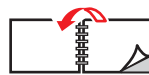
Portrait
Bind on Side Edge
Flip on Long Edge



Portrait
Bind on Top Edge
Flip on Short Edge



Landscape
Bind on Side Edge
Flip on Short Edge

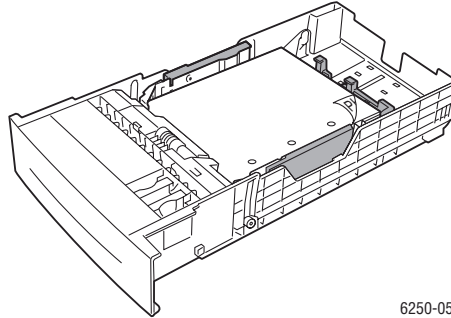


Landscape
Bind on Top Edge
Flip on Long Edge



To perform automatic 2-sided printing:

1. Insert paper into the tray. For more information see the “Basic Printing” topic in this section. Place the side to be printed with the odd-numbered pages **face down** with the **top** of the page at the **back** of the tray. If using paper with pre-punched holes, place the holes toward the **right** side of the tray when you are facing the front panel.



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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.**

2. In the printer driver:
 - Select the appropriate tray.
 - Select the orientation.
 - Select **2-sided printing** as described in the table below.
3. Click **OK** to accept the printer driver settings, then click **OK** to print.

Setting the Printer Driver for 2-Sided Printing

Operating System	Steps
Windows 98 or Windows Me	<ol style="list-style-type: none"> 1. Select File, then select Print. 2. Click Properties. 3. Select Setup, then select Print 2 Sides. 4. Select or deselect Bind On Top Edge.
Windows 2000, Windows XP, or Windows Server 2003	<ol style="list-style-type: none"> 1. Select File, then select Print. 2. Click Properties. 3. Select either Flip On Long Edge, or Flip On Short Edge in Print On Both Sides (Duplex) on the Layout tab.
Windows NT	<ol style="list-style-type: none"> 1. Select File, then select Print. 2. Click Properties. 3. Select either Long Edge, or Short Edge in Print On Both Sides (duplex printing) on the Page Setup tab.

Setting the Printer Driver for 2-Sided Printing (Continued)

Operating System	Steps
Mac OS 9	<ol style="list-style-type: none"> 1. Select File, then select Print. 2. Select Layout. 3. Select Print on Both Sides. 4. Click the Binding icon that matches the edge to bind.
Mac OS X, version 10.1 (and higher)	<ol style="list-style-type: none"> 1. Select File, then select Print. 2. Select Duplex. 3. Select Print on Both Sides. 4. Click the Binding icon that matches the edge to bind.

Manual 2-Sided Printing**Guidelines**

If the printer does not have automatic 2-sided printing capability, or you want to print on a paper type that cannot be automatically printed on two sides, print manually on both sides of the paper by following the procedures in this section.

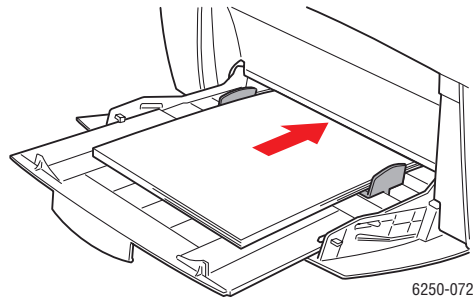
- Use any tray for manual 2-sided printing.
- For best opacity and feed reliability, use Plain Paper that is 90 g/m² (24 lb. Bond) or heavier paper.
- Increase the top margin on side 1 to at least 12 mm (0.48 in.).
- You must print all the odd-numbered pages first. Reinsert the printed pages in the same tray from which the odd-numbered pages were taken, then print the even-numbered pages.
- Do not use heavy toner coverage on side 1 of a manual 2-sided print job.
- 2-sided printing on specialty paper can shorten the life of printer components.

Print quality may be degraded on the second side of manual 2-sided printing jobs. For best results, follow the prompt on the front panel to perform manual 2-sided printing (duplex printing).

Manual 2-Sided Printing Using Tray 1 (MPT)

Printing Side 1

1. Insert paper into **Tray 1 (MPT)**. For more information, see the “Basic Printing” topic in this section. Place the side to be printed **face down** with the **top** of the page entering the printer **first**. If using paper with pre-punched holes, place the holes toward the **right** side of the tray when you are facing the front panel.



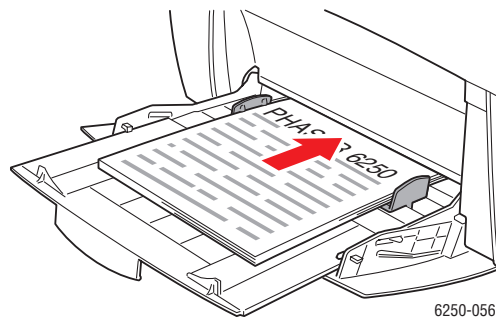
Caution

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.**

2. In the printer driver, select **Tray 1 (MPT)**.
3. Send the job to the printer so that the odd-numbered pages (side 1) are printed.

Printing Side 2

1. Insert the printed paper with side 1 **face up**, and the **top** of the page at the **back** of **Tray 1 (MPT)**. If using paper with pre-punched holes, the holes toward the **left** side of the tray when you are facing the front panel.

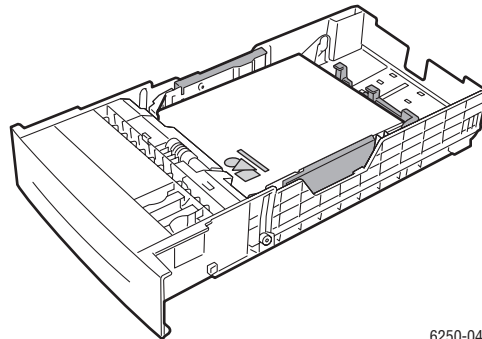


2. In the printer driver, select **Tray 1 (MPT)** as the paper source.
3. Send the job to the printer so that the even-numbered pages (side 2) are printed.

Manual 2-Sided Printing Using Trays 2-4

Printing Side 1

1. Insert paper into the tray. Place the side to be printed **faceup** with the **top** of the page at the **front** of the tray. If using paper with pre-punched holes, place the holes toward the **right** side of the tray when you are facing the front panel.

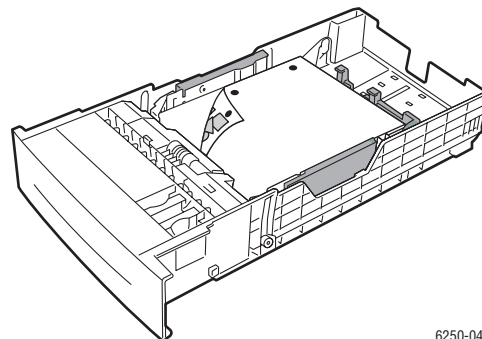


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2. In the printer driver, select the tray containing the paper.
3. Send the job to the printer so that the odd-numbered pages (side 1) are printed.

Printing Side 2

1. Insert the printed paper with side 1 **facedown**, and the **top** of the page at the **front** of the tray. If using paper with pre-punched holes, place the holes toward the **left** side of the tray when you are facing the front panel.



6250-040

2. In the printer driver, select the tray containing the paper.
3. Send the job to the printer so that the even-numbered pages (side 2) are printed.