

## Supported Papers

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For online support information, go to [www.xerox.com/office/5500infosmart](http://www.xerox.com/office/5500infosmart)

## Guidelines

Follow these guidelines to ensure the best print quality and avoid printer jams:

- Store paper on a flat surface, in a relatively low humidity environment.
- Do not unwrap paper until you are ready to use it, rewrap any paper that is not being used.
- Do not expose paper to direct sunlight or high humidity.
- If excessive jams occur, flip and fan the paper in the tray or install fresh paper from a newly opened ream.
- Fan transparencies and labels prior to loading them in the tray.
- Do not print on label stock once a label has been removed from the sheet.
- Use only paper envelopes. Do not use envelopes with windows or metal clasps. Other size envelopes may be printed as a custom size.

### Caution

Damage caused by using unsupported paper, transparencies, and other specialty media is not covered by the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

## Paper that May Damage Your Printer

Your printer is designed to be used with a variety of paper types. Other media types can cause poor print quality, increased paper jams, or damage to your printer.

### Note

If you use pre-printed material regularly, the feed rollers may require additional cleaning.

The 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

**Note**

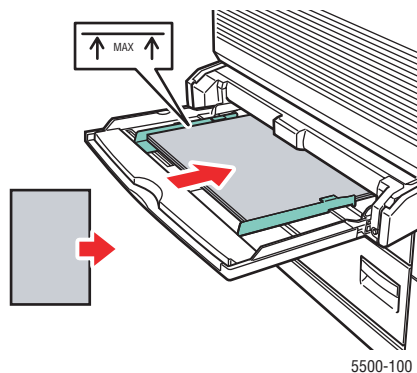
Using paper free of contaminants helps guarantee longer component life and better print quality. Paper with better cut quality also reduces paper jams and misfeeds.

## Tray Setup

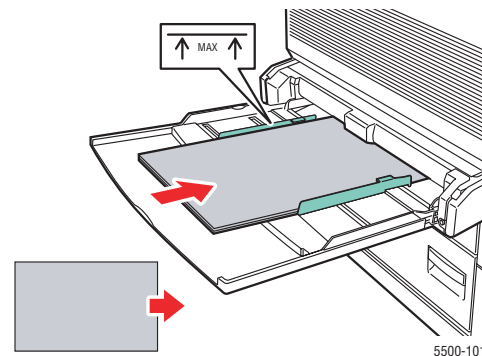
When loading paper, transparencies, or other specialty media in a tray:

- Adjust the width and length guides, if loading paper with a different width or length.
- Fan the paper, transparencies, or other specialty media before loading in the paper tray.
- Do not overload the paper tray. Do not load paper or transparencies above the fill lines inside the tray.
- Slide the length and side guides firmly against the paper or other specialty media.
- Push the tray completely to the back of printer.
- Set the paper size and type if prompted by the front panel.

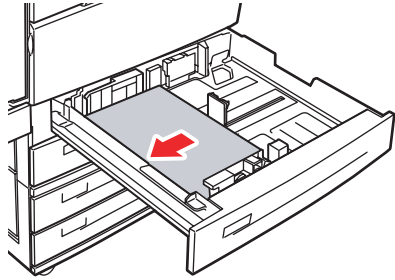
For online support, go to [www.xerox.com/office/5500support](http://www.xerox.com/office/5500support).



**Tray 1 (MPT) Long-Edge Feed  
(Recommended)**

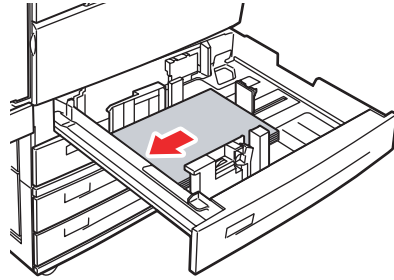


**Tray 1 (MPT) Short-Edge Feed**



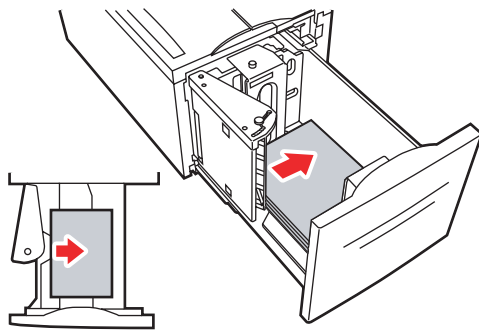
5500-102

**Trays 2-5 Long-Edge Feed  
(Recommended)**



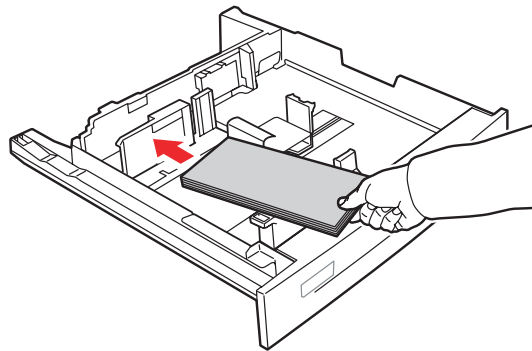
5500-106

**Trays 2-5 Short-Edge Feed**



5500-103

**Tray 6 Long-Edge Feed**



5500-204

**Envelope Tray**

# Supported Paper and Media

## Paper Sizes and Weights

<ul style="list-style-type: none"> <li>■ User-Selected Size</li> <li>● Auto-Sensed Size</li> <li>▲ Supported</li> <li>◆ Supported only when Long-Edge Feed</li> </ul> <p><b>Note</b> Depending on your region, finishers are configured with either a 3-hole punch or a 2- / 4-hole punch.</p> <p>These custom widths are supported with stapling and hole punching: 210 mm (8.27 in.), 257 mm (10.12 in.), 297 mm (11.70 in.), 8.50 in. (216 mm), 10.50 in. (267 mm), 11.00 in. (279 mm).</p>	Input					Output				
	Tray 1 (MPT)	Tray 2	Tray 3-5	Tray 6	Envelope Tray	2-Sided Printing	Standard Output Tray	Stacker Upper Tray	Stacker Lower Tray	Holes Punched
<b>Paper Size</b>										
Letter (8.5 x 11 in.) A4 (210 x 297 mm)	■	●	●	●	▲	▲	▲	▲	2, 3, 4	▲
Legal (8.5 x 14 in.) US Folio (8.5 x 13 in.)	■	●	●		▲	▲	▲	▲	2	▲
Executive (7.25 x 10.5 in.)	■	●	●	●	▲	▲	▲	◆	2, 3, 4	◆
A5 (148 x 210 mm) Statement (5.5 x 8.5 in.)	■	●	●		▲	▲				
Small US Postcard (3.5 x 5.5 in.)	■					▲				
Large US Postcard (4.0 x 6.0 in.) A6 (105 x 148 mm)	■			■		▲				
Tabloid (11.0 x 17.0 in.) A3 (297 x 420 mm)	■	●	●		▲	▲	▲	▲	2, 3, 4	▲
B4 JIS (257 x 364 mm)	■	●	●		▲	▲	▲	▲	2	▲
B5 JIS (182 x 257 mm)	■	●	●	●	▲	▲	▲	◆	2	◆
B6 JIS (128 x 182 mm)	■					▲				
Envelopes										
#10 Commercial (4.12 x 9.5 in.) Monarch (3.87 x 7.5 in.)	■			■		▲				
DL (110 x 220 mm) C5 (162 x 229 mm)	■			■		▲				
C4 (229 x 324 mm)	■	■				▲				

## Paper Sizes and Weights (Continued)

		Input					Output				
		Tray 1 (MPT)	Tray 2	Tray 3-5	Tray 6	Envelope Tray	2-Sided Printing	Standard Output Tray	Stacker Upper Tray	Stacker Lower Tray	Holes Punched
■ User-Selected Size ● Auto-Sensed Size ▲ Supported ◆ Supported only when Long-Edge Feed											
<b>Note</b> Depending on your region, finishers are configured with either a 3-hole punch or a 2- / 4-hole punch.  These custom widths are supported with stapling and hole punching: 210 mm (8.27 in.), 257 mm (10.12 in.), 297 mm (11.70 in.), 8.50 in. (216 mm), 10.50 in. (267 mm), 11.00 in. (279 mm).											
<b>Paper Custom Width</b>		<b>Paper Custom Height</b>									
89–297 mm (3.50–11.70 in.)		98–127 mm (3.87–5.00 in.)		■							
89–297 mm (3.50–11.70 in.)		127–182 mm (5.00–7.16 in.)		■							
89–140 mm (3.50–5.50 in.)		182–432 mm (7.16–17.00 in.)		■							
140–182 mm (5.50–7.16 in.)		182–432 mm (7.16–17.00 in.)		■ ■ ■							
182–210 mm (7.16–8.27 in.)		182–432 mm (7.16–17.00 in.)		■ ■ ■							
210–297 mm (8.27–11.70 in.)		182–432 mm (7.16–17.00 in.)		■ ■ ■							
<b>Envelope Custom Width</b>		<b>Envelope Custom Height</b>									
148–241 mm (5.82–9.50 in.)		98–162 mm (3.87–6.38 in.)		■							
<b>Paper Weight</b>											
60–105 g/m <sup>2</sup> (16–28 lb. Bond)		▲ ▲ ▲ ▲ ▲									
105–163 g/m <sup>2</sup> (28–43 lb. Bond)		▲ ▲ ▲ ▲									
163–176 g/m <sup>2</sup> (43–47 lb. Bond)		▲ ▲ ▲ ▲									
176–215 g/m <sup>2</sup> (47–57 lb. Bond)		▲ ▲ ▲ ▲									

## Available Supplies

### Xerox Printing Media

Item	Size	Description	Part Number
<b>Xerox Professional Printing Paper</b>			
Xerox Premium Multipurpose 4024	Letter 8.5 x 11 in.	20 lbs. (75 g/m <sup>2</sup> )	3R721
Xerox Business Multipurpose 4200	Letter 8.5 x 11 in.	20 lbs. (75 g/m <sup>2</sup> )	3R2047
Xerox Business Multipurpose 4200	Legal 8.5 x 14 in.	20 lbs. (75 g/m <sup>2</sup> )	3R2051
Xerox Business Multipurpose (Saillat)	A3 297 x 420 mm		3R91821
Xerox Business Multipurpose 4200	Ledger 11 x 17 in.		3R3761
Xerox Premium Multipurpose 4024	Letter 8.5 x 11 in.	20 lbs. (75 g/m <sup>2</sup> )	3R2531
Xerox Premier Paper	A4 210 x 297 mm	80 g/m <sup>2</sup>	3R91720
Xerox Business Paper	A4 210 x 297 mm	80 g/m <sup>2</sup>	3R91820
<b>Xerox Cover and Index Stock</b>			
Xerox Premium Multipurpose 4024 Cover Stock	Letter 8.5 x 11 in.	65 lbs. (176 g/m <sup>2</sup> )	3R3041
Xerox Premium Multipurpose 4024 Index Stock	Letter 8.5 x 11 in.	90 lbs. (163 g/m <sup>2</sup> )	3R3004
<b>Xerox Recycled Paper</b>			
Xerox Multipurpose Recycled - 30% PCW	Letter 8.5 x 11 in.	20 lbs. (75 g/m <sup>2</sup> )	3R6296
Xerox Recycled Paper - 100% PCW	A4 210 x 297 mm	80 g/m <sup>2</sup>	3R91165
<b>Xerox Pre-Punched Paper</b>			
Xerox Business Multipurpose 4200 - 3 Hole	Letter 8.5 x 11 in.	20 lbs. (75 g/m <sup>2</sup> )	3R2641
Xerox Premium Multipurpose 4024 - 3 Hole	Letter 8.5 x 11 in.	24 lbs. (90 g/m <sup>2</sup> )	3R3317
Xerox Business Paper - 4 Hole	A4 210 x 297 mm	80 g/m <sup>2</sup>	3R91823
<b>Xerox Labels</b>			
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
<b>Xerox Transparency Film</b>			
Xerox Clear - No Strip	Letter 8.5 x 11 in.		3R3117
Xerox Clear (with strip)	Letter 8.5 x 11 in.		3R4174
Xerox Type C, Plain	A4 210 x 297 mm		3R96002
<b>Xerox Carbonless Paper</b>			
2 - Part (White/Canary)	Letter 8.5 x 11 in.	Straight Collation	3R12130
2 - Part (White/Canary)	Legal 8.5 x 14 in.	Straight Collation	3R12133
3 - Part (White/Canary/Pink)	Letter 8.5 x 11 in.	Straight Collation	3R12135
3 - Part (White/Canary/Pink)	Legal 8.5 x 14 in.	Straight Collation	3R12137
3 - Part (White/Canary/Pink)	A4 210 x 297 mm	Straight Collation	3R97108
<b>Xerox Weatherproof Paper</b>			
Xerox Phaser Weatherproof Paper	Letter 8.5 x 11 in.	27 lbs. (100 g/m <sup>2</sup> )	103R01020
Xerox Phaser Weatherproof Paper	A4 210 x 297 mm	100 g/m <sup>2</sup>	103R01021

## Xerox Printing Media (Continued)

Item	Size	Description	Part Number
<b>Xerox Postcards</b>			
Xerox Phaser Postcards	Letter 8.5 x 11 in.	4 per sheet/ 100 sheets	103R01016
Xerox Phaser Postcards	A4 210 x 297 mm	4 per sheet/ 100 sheets	103R01017
<b>Xerox Trifold Brochures</b>			
Xerox Phaser Trifold Brochures	Letter 8.5 x 11 in.		103R01018
Xerox Phaser Trifold Brochures	A4 210 x 297 mm		103R01019