

# Specialty Printing

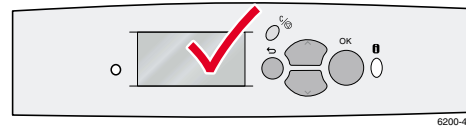
This section covers:

- Automatic 2-sided printing — see page 12.
- Manual 2-sided printing — see page 14.
- Transparencies — see page 19.
- Envelopes — see page 22.
- Labels, Business Cards, Greeting Cards, CD/DVD Inserts, and CD/DVD Labels — see page 24.

For a list of the acceptable papers, transparencies, envelopes, and labels that can be used in each tray, refer to the *Supported Papers* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.

## Caution

You **MUST** set the paper type and size in the printer's **front panel** any time you add paper to the printer. *If you change paper sizes or types, take a moment to ensure that the front panel values agree with your paper choice.* If you fail to do this, you can damage the printer's fuser.



## Automatic 2-sided printing

To have the printer do automatic 2-sided printing (duplexing):

- The printer must have a duplex unit installed.
- The paper must be loaded in a tray. The printer will NOT do automatic 2-sided printing on paper loaded in the Multi-Purpose Tray.
- The paper must have a weight of 75-105 g/m<sup>2</sup> (20 - 28 lb. bond).
- The paper size must be A5 or larger. The printer will NOT do automatic 2-sided printing on paper smaller than 148 x 210 mm (5.83 x 8.27 in.).
- The paper type must be **Plain Paper**, **Letterhead**, or **Special**.

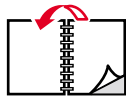
## Caution

DO NOT use any specialty media (such as glossy coated paper), envelopes, or labels for automatic 2-sided printing. Any damage caused by duplexing specialty media may not be covered under your printer warranty.

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

When you print any job, you can use the printer driver to select the orientation of the images on the page: **Portrait** or **Landscape**. When you print 2-sided jobs, you also select the binding preference, which determines how the pages turn; refer to the table on page 14 for the wording used in the printer drivers for binding preference.

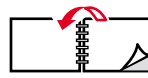
Portrait  
Bind on Side Edge  
Flip on Long Edge



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 do automatic 2-sided printing:

1. Insert a stack of paper into the tray. Depending on the size and type of paper, load the paper long-edge feed or short-edge feed. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.

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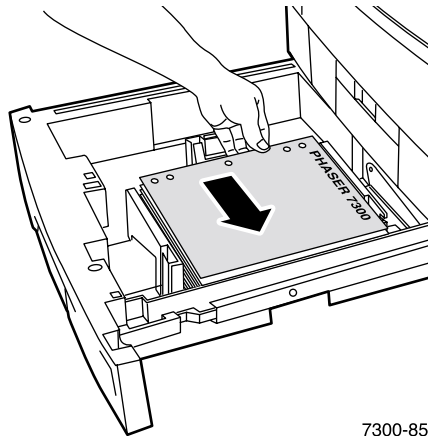
**Long-edge feed**

- Use for the following sizes: Letter, A4, and B5 JIS.
- Place the side to be printed with the odd-number pages *faceup* with the top of the page at the *back* of the tray.
- Prepunched holes should be on your *left* as you face the printer.

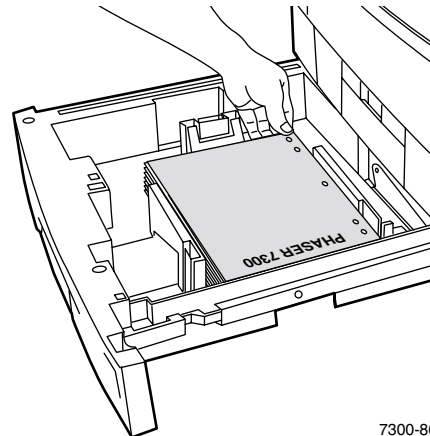
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**Short-edge feed**

- Use for the following sizes: Legal, Tabloid (11 x 17 in.), Tabloid Extra (12 x 18 in.), Executive, US Folio, A3, SRA3, A5, A6, and B4 JIS.
  - Place the side to be printed with the odd-number pages *faceup* with the top of the page on your *right* as you face the printer.
  - Prepunched holes should be towards the *back* of the printer.
- 



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2. In the printer driver:
  - Select the tray containing the paper.
  - Select the orientation.
  - Select 2-sided printing. Refer to the table on page 14 for instructions and the wording used in the printer drivers.
3. Send the job to the printer.

## Setting the printer driver for two-sided printing

Macintosh LaserWriter 8.6 or LaserWriter 8.7	<ol style="list-style-type: none"> <li>1. From the <b>File</b> menu, select <b>Print</b>, and then select <b>Layout</b>.</li> <li>2. Select <b>Print on Both Sides</b>.</li> <li>3. Select a binding preference.</li> </ol>
Windows 95, Windows 98, or Windows Me	<ol style="list-style-type: none"> <li>1. From the <b>File</b> menu, select <b>Print</b>.</li> <li>2. Click the <b>Properties</b> button.</li> <li>3. On the <b>Setup</b> tab, select <b>Print on 2 Sides</b>.</li> <li>4. Check or uncheck <b>Bind on Top Edge</b>.</li> </ol>
Windows 2000 or Windows XP	<ol style="list-style-type: none"> <li>1. From the <b>File</b> menu, select <b>Print</b>.</li> <li>2. Click the <b>Properties</b> button.</li> <li>3. On the <b>Layout</b> tab for <b>Print on Both Sides (Duplex)</b>, select either <b>Flip on Long Edge</b> or <b>Flip on Short Edge</b>.</li> </ol>
Windows NT	<ol style="list-style-type: none"> <li>1. From the <b>File</b> menu, select <b>Print</b>.</li> <li>2. Click the <b>Properties</b> button.</li> <li>3. On the <b>Page Setup</b> tab for <b>Print on Both Sides (Duplex Printing)</b>, select either <b>Long Edge</b> or <b>Short Edge</b>.</li> </ol>

## Manual 2-sided printing

If the printer doesn't have a duplex unit, you can still have the printer print on both sides of the paper. However, you must have the printer print all of the odd-numbered pages first, reinsert the printed pages in the tray, then have the printer print the even-numbered pages.

You can use Trays 1 - 5 or the Multi-Purpose Tray for manual 2-sided printing.

### Paper specifics

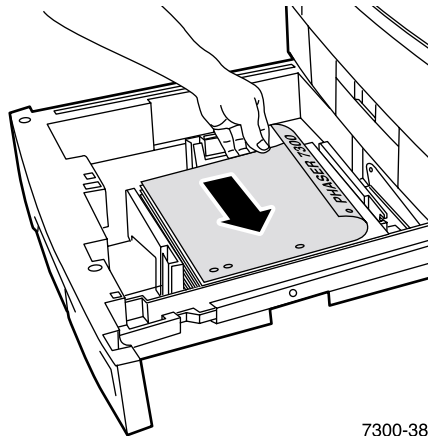
- For the best opacity and feed reliability, use Plain Paper that is 90 g/m<sup>2</sup> (24 lb. bond) paper.
- 2-sided printing on specialty paper can shorten the life of printer components.
- For best results, do not use heavy toner coverage on side 1 of a manual 2-sided print. Increase the top margin on side 1 to at least 12 mm (0.48 in.).
- Print quality may be degraded on the second side of manual 2-sided prints for weights ranging from 105-203 g/m<sup>2</sup> (>28-75 lb. bond, 58-112 lb. index).

## Manual 2-sided printing using Trays 1 - 5

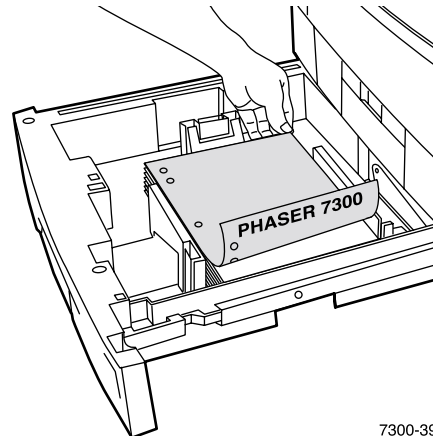
### Printing side 1

1. Insert a stack of paper into the tray. Depending on the size and type of paper, load the paper long-edge feed or short-edge feed. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.

Long-edge feed	Short-edge feed
<ul style="list-style-type: none"> <li>■ Use for the following sizes: Letter, A4, and B5 JIS.</li> <li>■ Place the side to be printed <b>facedown</b> with the top of the page at the <b>back</b> of the tray.</li> <li>■ Prepunched holes should be on your <b>right</b> as you face the printer.</li> </ul>	<ul style="list-style-type: none"> <li>■ Use for the following sizes: Legal, Tabloid (11 x 17 in.), Tabloid Extra (12 x 18 in.), Executive, US Folio, A3, SRA3, A5, A6, and B4 JIS.</li> <li>■ Place the side to be printed <b>facedown</b> with the top of the page on your <b>right</b> as you face the printer.</li> <li>■ Prepunched holes should be towards the <b>front</b> of the printer.</li> </ul>



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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 paper printed with side 1 into the tray. Depending on the size and type of paper, load the paper long-edge feed or short-edge feed.

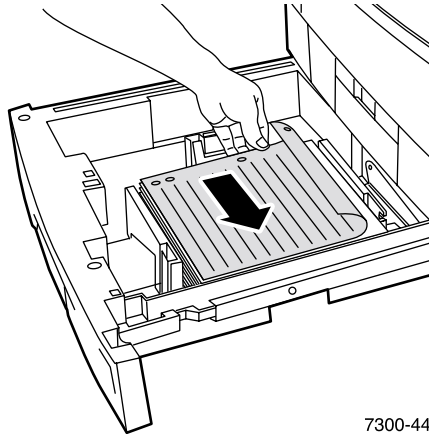
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### Long-edge feed

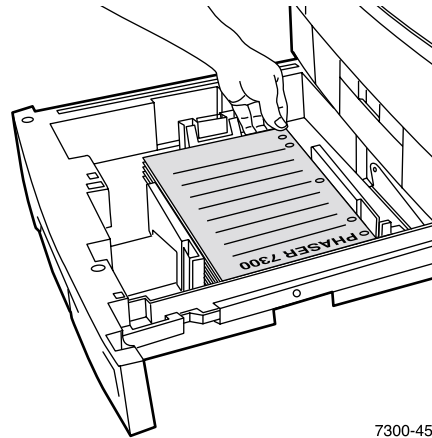
- Place the printed side 1 *faceup* with the top of the page at the *back* of the tray; (the side to be printed is *facedown*).
- Prepunched holes should be on your *left* as you face the printer.

### Short-edge feed

- Place the printed side 1 *faceup* with the top of the page on your *right* as you face the printer; (the side to be printed is *facedown*).
  - Prepunched holes should be at the *back* of the tray.
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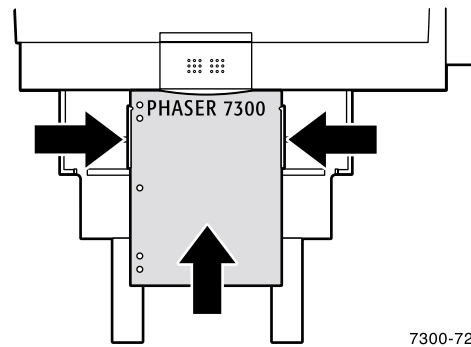
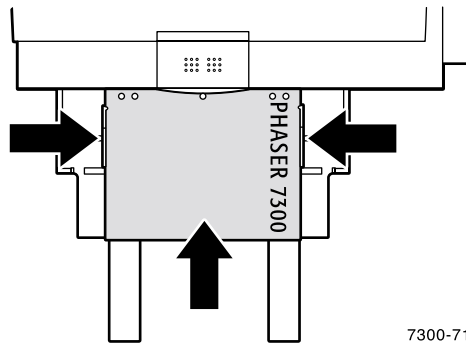
2. In the printer driver, select the tray containing the paper.
3. Send the job to the printer so that the even-numbered pages (side 2) are printed.

## Manual 2-sided printing using the Multi-Purpose Tray

### Printing side 1

1. Insert a stack of paper into the Multi-Purpose Tray. Depending on the size and type of paper, load the paper long-edge feed or short-edge feed. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.

Long-edge feed	Short-edge feed
<ul style="list-style-type: none"> <li>■ Use for the following sizes: Letter, A4, B5 JIS, and ISO B5.</li> <li>■ Place the side to be printed <i>faceup</i> with the top of the page at the <i>back</i> of the printer.</li> <li>■ Prepunched holes should enter the printer <i>first</i>.</li> </ul>	<ul style="list-style-type: none"> <li>■ Use for all sizes except Letter, A4, B5 JIS, and ISO B5 of most paper types.</li> <li>■ Use for labels, business cards, greeting cards, CD/DVD inserts and CD/DVD labels.</li> <li>■ Place the side to be printed <i>faceup</i> with the top of the page entering the printer <i>first</i>.</li> <li>■ Prepunched holes should be towards the <i>front</i> of the printer.</li> </ul>



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

## Printing side 2

1. Insert the paper printed with side 1 into the Multi-Purpose Tray. Depending on the size and type of paper, load the paper long-edge feed or short-edge feed.

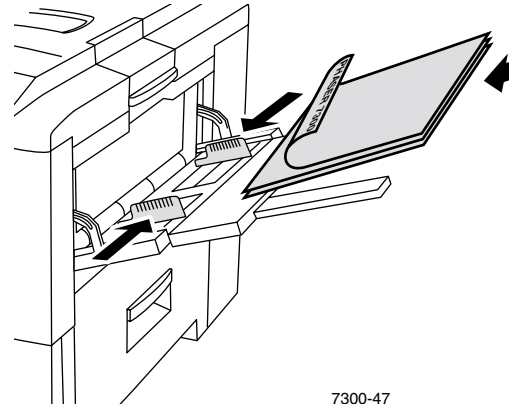
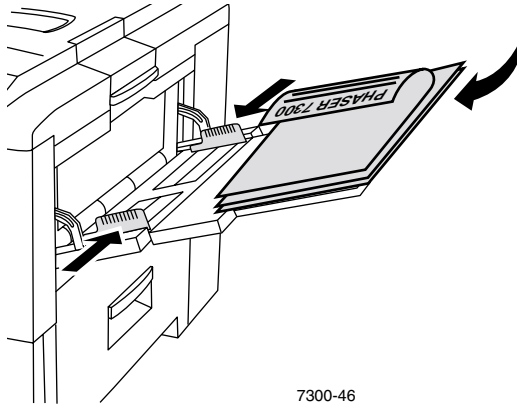
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### Long-edge feed

- Place the printed side 1 *facedown* with the top of the page at the *back* of the tray; (the side to be printed is *faceup*).
- Prepunched holes should be on your *right* as you face the printer.

### Short-edge feed

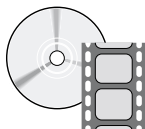
- Place the printed side 1 *facedown* with the top of the page entering the printer *first*; (the side to be printed is *faceup*).
  - Prepunched holes should toward the *back* of the printer.
- 



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

## Transparencies

Transparencies can be printed from Tray 1 or the Multi-Purpose Tray. Handle transparencies by the edges and with both hands to avoid fingerprints and creases, which can cause poor print quality.



Videos are available with instructions for loading transparencies. Videos are located on the **Interactive Documentation CD-ROM** and on the Xerox web site at: [www.xerox.com/officeprinting/7300support](http://www.xerox.com/officeprinting/7300support)

### Xerox Phaser 35-Series Transparencies

Xerox recommends that you use Phaser 35-Series Transparencies, which have been specifically developed for use with this type of printer fuser.

#### Xerox Phaser 35-Series Transparency Film

Item	Size	Description	Part Number
Premium	A/Letter (U. S.) 8.5 x 11 in.	50 sheets	016-1896-00
Premium	A4 (Metric Letter) 210 x 297 mm	50 sheets	016-1897-00
Standard	A/Letter (U. S.) 8.5 x 11 in.	50 sheets	016-1894-00
Standard	A4 (Metric Letter) 210 x 297 mm	50 sheets	016-1895-00

To order supplies and accessories, contact your local reseller or visit the Xerox web site at: [www.xerox.com/officeprinting/7300supplies](http://www.xerox.com/officeprinting/7300supplies)

### Using non-Phaser 35-Series transparency film

The printer features a unique oil-less fuser. Phaser 35-Series Premium Transparency film is designed specifically to work with the printer's fuser. If you want to use non-Phaser 35-Series transparency film, you *must* use a film that meets the following specifications:

- Compatible with oil-less fuser systems
- Fusing temperature: 165 degrees C

Transparency film that does not meet these specifications can produce poor image quality, produce a jam in the printer, wrap around the fuser rollers and even melt on the fuser rollers. Some non-Phaser 35-Series transparencies have paper tape on the edge that can separate in the heat of the fuser, leading to damage. Using non-Phaser 35-Series transparencies may damage the fuser. Damage caused by using non-Phaser 35-Series transparencies might not be covered under the warranty, service agreement, or Total Satisfaction Guarantee.

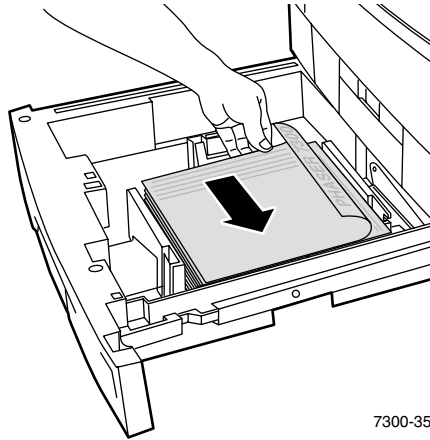
#### Note

Xerox and Xerox Phaser transparency films developed for other Xerox printers and copiers are not meant to be used with this printer. Using non-Phaser 35-Series transparencies may damage the fuser and might not be covered under the warranty.



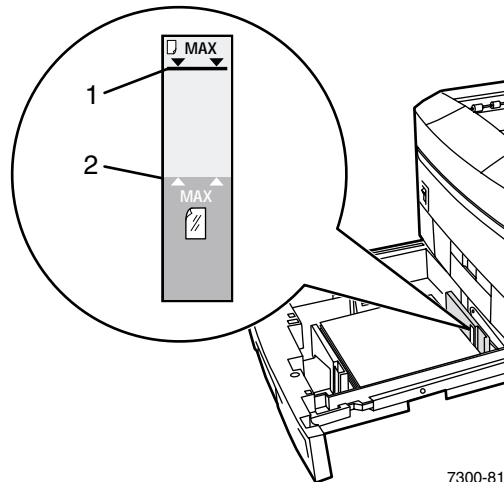
## Printing transparencies from Tray 1

1. Insert the transparencies long-edge feed into the tray. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.



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2. Do not load transparencies above the transparency fill line (2), because it may cause a jam.

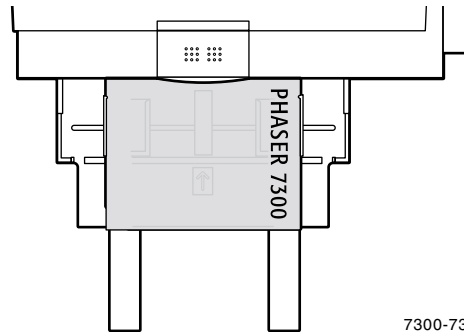


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3. When the front panel prompts you to confirm or change the selected paper type:
  - a. Press the **Down Arrow** key to scroll to **Change**, then press the **OK** key.
  - b. Scroll to **Transparency** and press the **OK** key to save your selection.
4. In the printer driver, either select **Tray 1** as the paper source or select **Transparencies** as the paper type.

## Printing transparencies from the Multi-Purpose Tray

1. Insert the transparencies long-edge feed into the Multi-Purpose Tray; (maximum capacity is 50 sheets). For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.



2. When the front panel prompts you to confirm or change the selected paper type and size:
  - a. Press the **Down Arrow** key to scroll to **Change**, then press the **OK** key.
  - b. Scroll to **Transparency** and press the **OK** key to save your selection.
  - c. Scroll to the correct paper size and press the **OK** key to save your selection.
3. In the printer driver, either select **Multi-Purpose Tray** as the paper source or select **Transparencies** as the paper type.

# Envelopes

## Guidelines for envelope printing

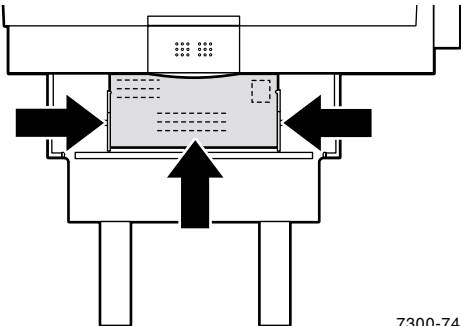
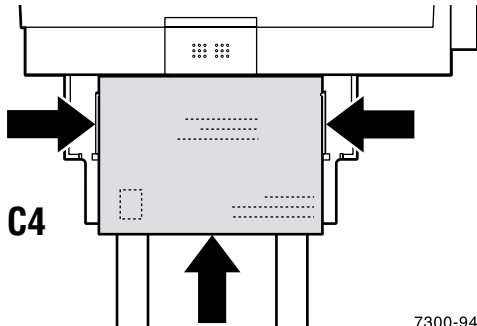
- Envelopes can only be printed from the Multi-Purpose Tray.
- Use only paper envelopes.
- Do not print on the back of the envelope.
- Keep unused envelopes in their packaging to avoid the effects of moisture and dryness, which can affect print quality and cause wrinkling.
- Many applications include a tool for creating an envelope document. For example, Microsoft Word includes an **Envelopes and Labels** feature in the **Tools** menu. Be sure to:
  - Select *faceup*.
  - Select the feed method with the image centered.
  - Clear **Clockwise Rotation**.
- Load a maximum of 10 envelopes at a time. This printer is not designed to handle high-capacity production envelope printing.
- Envelopes may wrinkle depending on weight and stiffness of the envelope.

### Caution

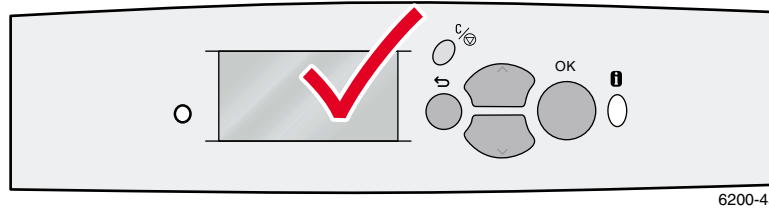
Never use envelopes with windows or metal clasps; they can damage the printer. Damage caused by using unsupported envelopes might not be covered by your printer's warranty.

## Printing envelopes

1. Insert the envelopes long-edge feed into the Multi-Purpose Tray. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.

Most envelopes	C4 envelopes
<ul style="list-style-type: none"> <li>■ Place the side to be printed <i>faceup</i> with the envelope flap closed, but not tucked in.</li> <li>■ Have the top of the envelope enter the printer <i>first</i>.</li> <li>■ Maximum capacity is 10 sheets</li> </ul>	<ul style="list-style-type: none"> <li>■ Place the side to be printed <i>faceup</i> with the envelope flap closed and <i>tucked in</i>.</li> <li>■ Have the top of the envelope enter the printer <i>last</i>.</li> <li>■ Maximum capacity is 10 sheets</li> </ul>
 <p>7300-74</p>	 <p>7300-94</p>

2. When the front panel prompts you to confirm or change the selected paper type and size:
  - a. Press the **Down Arrow** key to scroll to **Change**, then press the **OK** key.
  - b. Scroll to **Envelopes** and press the **OK** key to save your selection.
  - c. Scroll to the correct envelope size and press the **OK** key to save your selection.



3. Open the Left Side Output Tray.
4. In the printer driver, either select **Multi-Purpose Tray** as the paper source or select **Envelopes** as the paper type.
5. Make a test print from your application to confirm that the orientation of your envelope is correct.

## Labels, Business Cards, Greeting Cards, CD/DVD Inserts, and CD/DVD Labels

Labels, business cards, greeting cards, CD/DVD inserts, and CD/DVD labels can only be printed from the Multi-Purpose Tray. The number of sheets that can be loaded depends on the item.

Item	Maximum number of sheets
Labels	50
Business cards	25
Greeting cards	25
CD/DVD labels	50
CD/DVD inserts	25

Refer to the *Supplies* section of the *Support Guide* on the **Interactive Documentation CD-ROM** for information on part numbers for ordering these items. To order supplies and accessories, contact your local reseller or visit the Xerox web site at: [www.xerox.com/officeprinting/7300supplies](http://www.xerox.com/officeprinting/7300supplies)

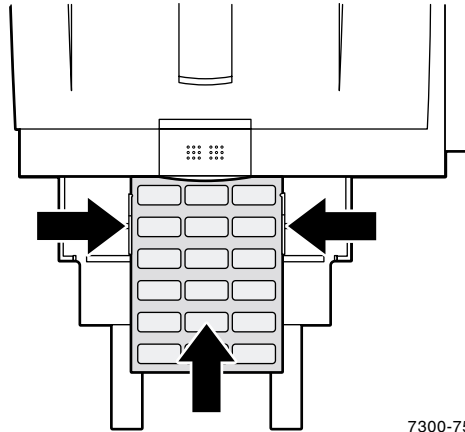
### Guidelines

- If any of the labels, cards, or inserts on a sheet are missing, do not use that sheet; it may damage printer components.
- Keep unused labels, cards, and inserts sealed in their original packaging to avoid moisture and dryness problems, which can cause poor print quality.
- Store unused labels, cards, and inserts flat in their containers.
- Rotate stock frequently. Long periods of storage can cause the labels, cards, and inserts to curl and jam the printer.
- Use the Multi-Purpose Tray for 2-sided printing of labels, cards, and inserts. See “Manual 2-sided printing” on page 14.

### Printing labels, business cards, greeting cards, CD/DVD inserts, and CD/DVD labels

1. If printing on labels and your application has a setting for labels, use it as a template. Templates for greeting cards, etc. are available at the Color Connection web site at: [www.colorconnection.xerox.com](http://www.colorconnection.xerox.com)

2. Insert the sheets short-edge feed into the Multi-Purpose Tray. Place the side to be printed *faceup* with the top of the sheet entering the printer *first*. For more information, refer to the *Trays* section of the *Trays and Paper Guide* on the **Interactive Documentation CD-ROM**.



3. When the front panel prompts you to confirm or change the selected paper type and size:
  - a. Press the **Down Arrow** key to scroll to **Change**, then press the **OK** key.
  - b. Scroll to the correct type and press the **OK** key to save your selection.
  - c. Scroll to the correct size and press the **OK** key to save your selection.
4. Open the Left Side Output Tray.
5. In the printer driver, either select **Multi-Purpose Tray** as the paper source or select the paper type.