

Labels, Business and Index Cards

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Phaser Color Printing Labels can be printed from any tray. They should be printed on one side only. Phaser Professional Solid Ink Business Cards can be printed from Tray 1. They should be printed on one side only. Index cards (3 in. x 5 in.) can be printed from Tray 1 only. They should be printed on one side only. To order Phaser Color Printing Labels or Phaser Professional Solid Ink Business Cards or other supplies, contact your local reseller or visit the Xerox web site at www.xerox.com/office/supplies.

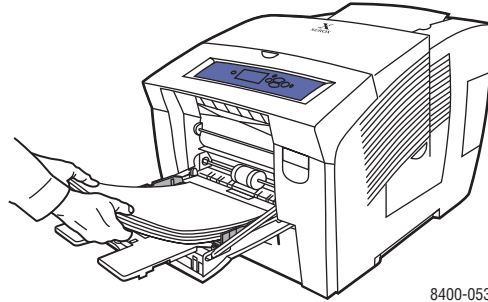
Guidelines

- Store unused labels and cards in their original packaging. Leave the product inside the original packaging until ready to use. Return any unused product to the original packaging and reseal it for protection.
- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels and cards to curl and jam the printer.
- Print only on one side of the sheet of labels.

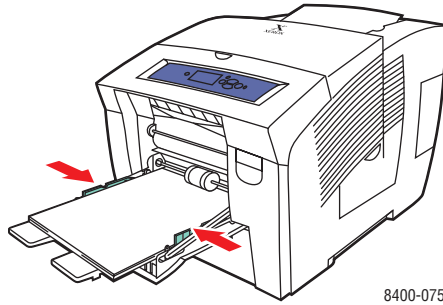
For more information on paper types, weights, and sizes, go to [Reference/Printing/Supported Papers](#) on the *User Documentation CD-ROM*.

Printing Labels in Tray 1

1. Insert the labels into the tray with the side to printed **facedown** with the **top** of page against the rollers.



2. Adjust the paper guides to fit against the labels.



Note

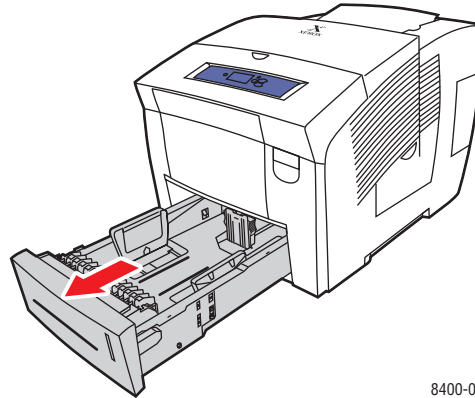
Do not load paper above the fill line inside the tray.

3. At the printer's front panel, press the **OK** button if the paper type is correct.
 - a. If the paper type is not correct, select **Change**, then press the **OK** button.
 - b. Select the paper size, then press the **OK** button.
 - c. Select **Label**, then press the **OK** button to save your selection.
4. In the printer driver, select either the paper type or Tray 1 as the paper source.

For more information, go to [Reference/Printing/Basic Printing](#) on the *User Documentation CD-ROM*.

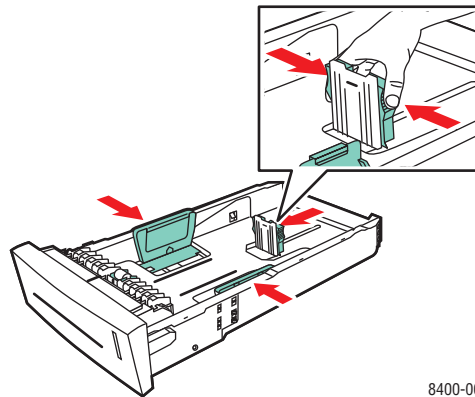
Printing Labels in Tray 2, 3, or 4

1. Pull the tray completely out of the printer.



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2. Adjust the width and length paper guides to match the size of the paper.
 - Press the sides of the length guide, then slide the guide until the arrow on the guide matches the appropriate paper size and clicks into place.
 - Slide the side guides until the arrows on the guides match the appropriate paper size and the guides click into place.

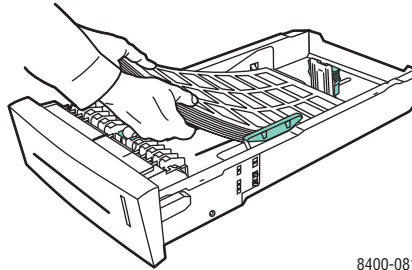


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Note

When the paper guides are adjusted correctly, there may be a small space between the paper and the guides.

3. Insert the labels into the tray with the side to be printed **faceup** with the **top** of the page toward the **front** of the tray.

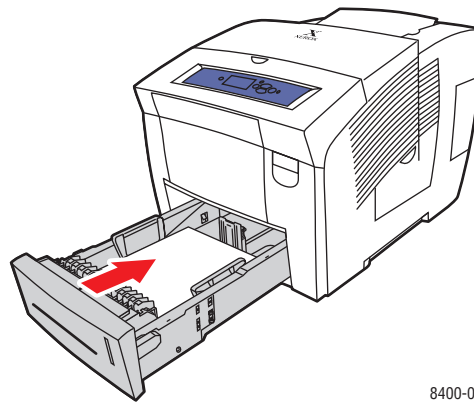


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Note

Do not load paper above the fill line inside the tray.

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



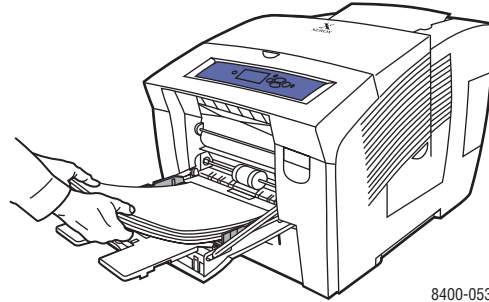
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5. At the printer's front panel:
 - a. Select **Printer Setup**, then press the **OK** button.
 - b. Select **Paper Handling Setup**, then press the **OK** button.
 - c. Select **Tray 2, 3, or 4 Paper Type**, then press the **OK** button.
 - d. Select **Label**, then press the **OK** button to save your selection.
6. In the printer driver, select the appropriate tray or paper type as the paper source.

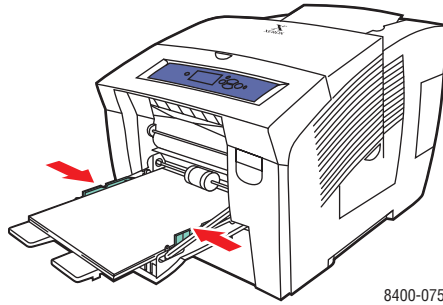
For more information, go to [Reference/Printing/Basic Printing](#) on the *User Documentation CD-ROM*.

Printing Business and Index Cards in Tray 1

1. Insert the cards into the tray with the side to printed **facedown** with the **top** of page against the rollers.



2. Adjust the paper guides to fit against the business or index cards.



Note

Do not load paper above the fill line inside the tray.

3. At the printer's front panel, press the **OK** button if the paper type is correct.
 - a. If the type of paper is not correct, select **Change**, then press the **OK** button.
 - b. Select the paper size, then press the **OK** button.
 - c. Select **Index**, then press the **OK** button to save your selection.
4. In the printer driver, select either the paper type or Tray 1 as the paper source.

For more information, go to [Reference/Printing/Basic Printing](#) on the *User Documentation CD-ROM*.