

Printing to the Manual Feed Tray on the ColorQube

Before you begin: Work locally. Always start by moving your file to the desktop. Opening and printing files from a USB (or other) drive can create problems.

Instructions

1 Navigate to File>Print. Select the ColorQube from the *Printer* dropdown menu.

2 Click the *Page Setup* button.

Select the ColorQube from the *Format For* dropdown menu.

In the *Paper Size* dropdown menu, select U.S. Letter for 8.5" x 11" or Tabloid for 11"x17".

For custom sizes: Select *Manage Custom Sizes* to create a non-standard paper size.

Click the + button to create a new custom size. Title it appropriately.

Select the ColorQube 9201 from the *Non-Printable Area* dropdown menu. (Note: do this before setting the Width and Height as it will change to Width and Height to defaults)

Set the Width and Height to the size of your paper. Note: the acceptable Width size range is 9.9" - 11.4" and acceptable Height range is 8.3"-18.0".

Confirm that your new paper size is selected in the *Paper Size* dropdown menu and that your printer is selected in the *Format For* dropdown menu.

Click OK.

3 In the *Print Menu*

Note: If printing from Adobe programs, click the *Printer...* or *Print Settings* or *Setup...* button to access the following settings. To see all options, click *Show Details*.

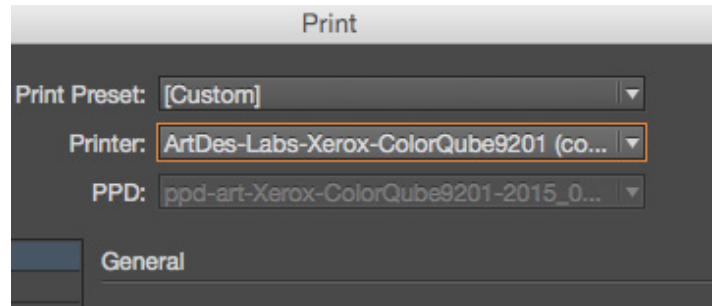


Fig 1 - Printer Selection



Fig 2 - Paper Size dropdown menu

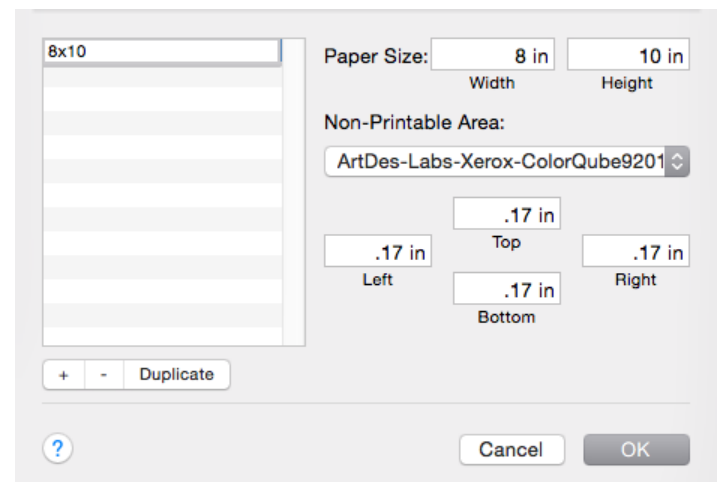


Fig 3 - Custom Paper Sizes

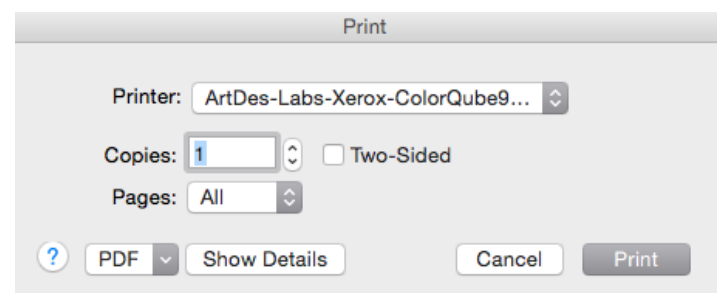


Fig 4 - Show Details

Instructions

3 In the Print Menu (continued)

If you want to print double-sided, select *Xerox Features* from the dropdown menu, and select the desired binding method from the *2-Sided Printing* dropdown.

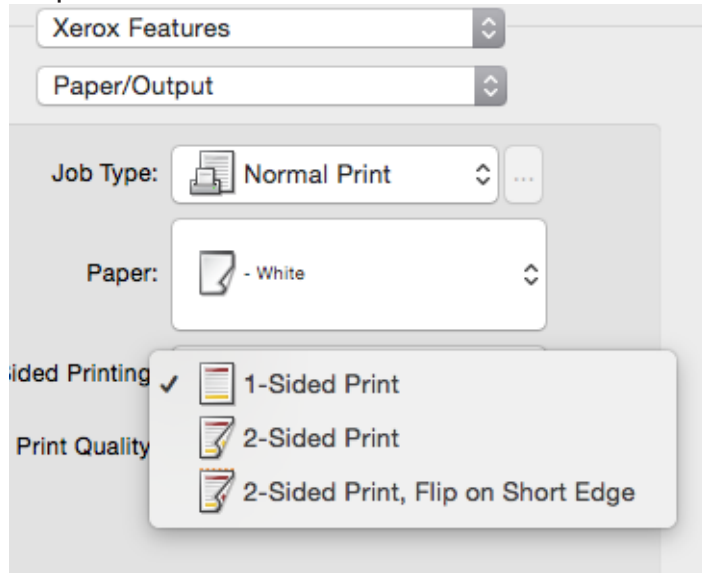


Fig 6 - Xerox Features - Binding Options

If your paper is heavyweight (heavier than 24#), Select *Xerox Features* from the dropdown menu. Select Paper > Other Types > Heavyweight.

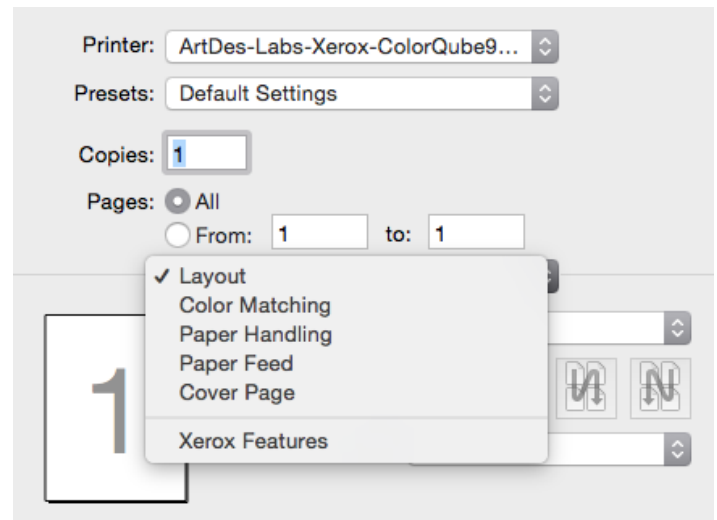


Fig 5 - Xerox Features

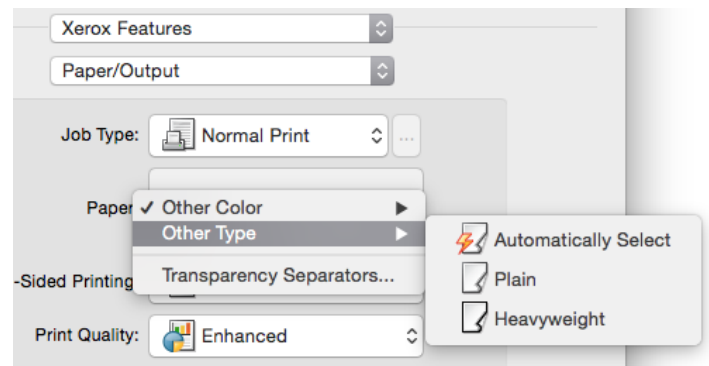


Fig 7 - Xerox Features - Heavyweight

4 Selecting the Manual Feed tray:
Select *Paper Feed* from the dropdown menu. In the *All Pages From* dropdown, select Tray 4 (Manual Feed).

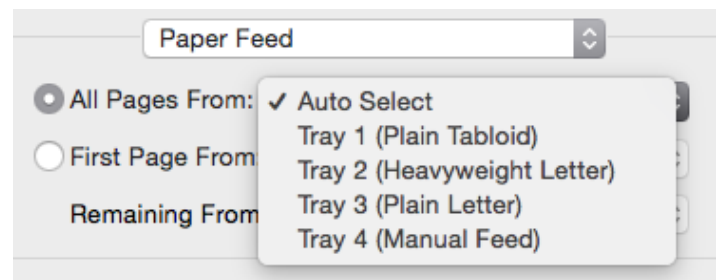


Fig 8 - Paper Feed - Manual Tray

5 Once all your settings are set, click Print

Your document should appear in Papercut shortly to be released.

Instructions

6 Loading your paper in the Manual Feed Tray

When you load your paper in Tray 4 (the Manual Feed Tray), it will prompt you to select your paper type on the touchscreen. The settings you choose for *Size*, *Type* and *Color* must EXACTLY match what you selected when you sent the job. Using the touchscreen, enter the same settings for *Size*, *Type* and *Color* that you selected in the *Print* menu.

When orienting your paper in the feed, the Length of the paper is the direction of the feed (see figure 10).

If the job is a custom size, choose *Custom* in the *Size* dropdown menu.

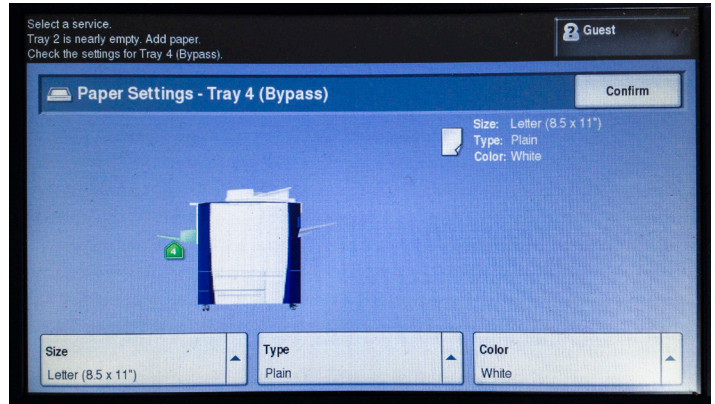


Fig 9 - Xerox ColorQube Touchscreen

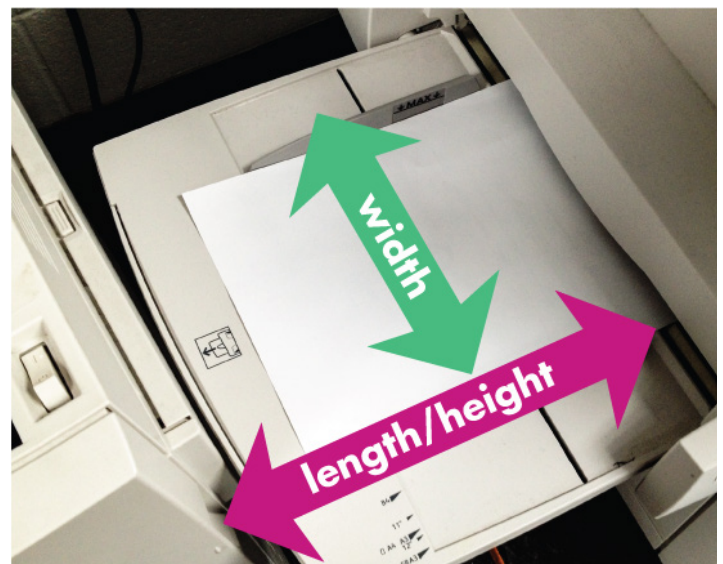


Fig 10 - Paper Feed Orientation

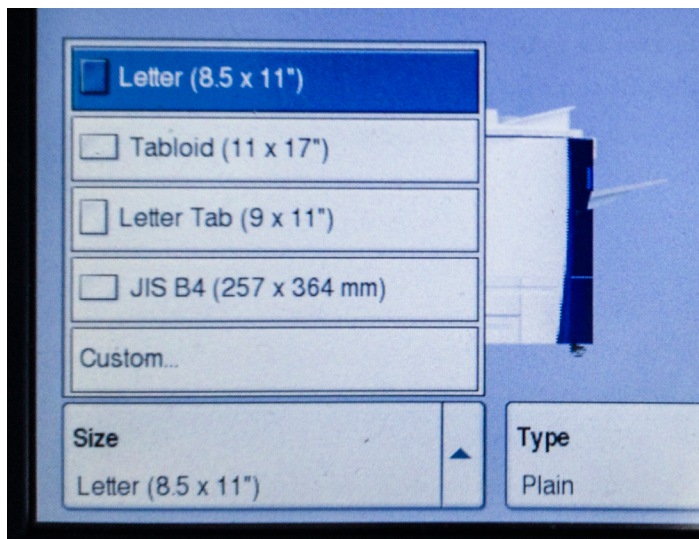


Fig 11 - Paper Size Touchscreen Menu



Fig 12 - Width and Length Touchscreen

When prompted, use the arrow keys to select the *Width* and *Length* of your paper. Note: this should exactly match what you entered for the custom paper size in the *Print* menu as the *Width* and **Height**. The dimension the software calls "Length", the printer calls "Height".

Press *Save*.

On the *Paper Settings* touchscreen, press *Confirm*.

Your document should now print.

*If you need to change any of the settings, remove your paper, and place it in the manual tray again. It will prompt you for the *Paper Settings* again. If you need to check the settings from your document, press the "Job Status" button next to the touch screen, then click on your document, and then on Settings in the pop-up menu.