

Printing to Laser and Solid Ink Printers

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.

Printers	Cost	Size	Weight	Two-Sided	Color	Manual Feed
Xerox 5550DT Mono Laser	\$.05	U.S. Letter (8.5"x11")	Normal (24lb)	Yes	No	Yes
	\$.10	Tabloid (11"x17")	Heavy (60lb) (Letter size only)			
Xerox 7100DN Color Laser	\$.20	U.S. Letter (8.5"x11")	Normal (24lb)	Yes	Yes	Yes
	\$.30	Tabloid (11"x17")	Heavy (60lb) (Letter size only)			
Xerox ColorQube 9201 Solid Ink	\$.10	U.S. Letter (8.5"x11")	Normal (24lb)	Yes	Yes	Yes
	\$.20	Tabloid (11"x17")	Heavy (60lb) (Letter size only)			

Instructions

1 Navigate to File>Print. Select a printer from the Printer dropdown menu. Select one of the Xerox Printers.

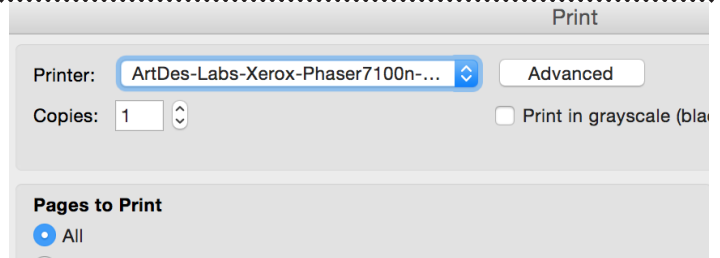


Fig 1 - Printer Selection

2 Click the Page Setup button.

Select the printer you are using 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".

Click OK.

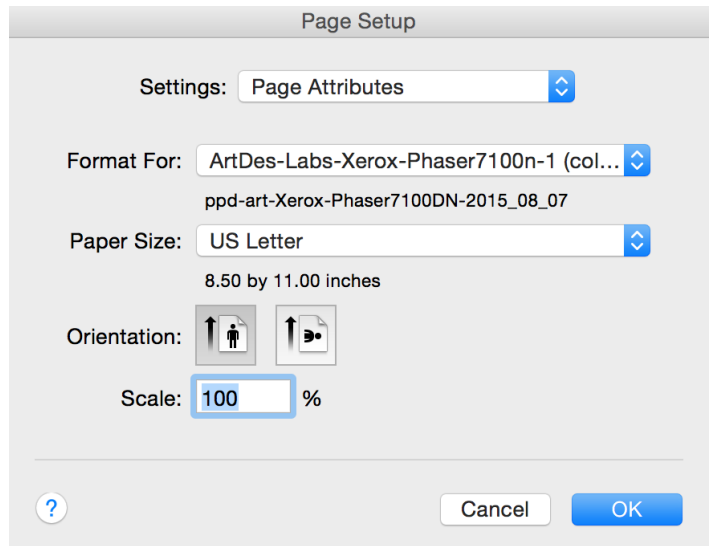


Fig 2 - Page Setup Menu

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 3 - Printer... button

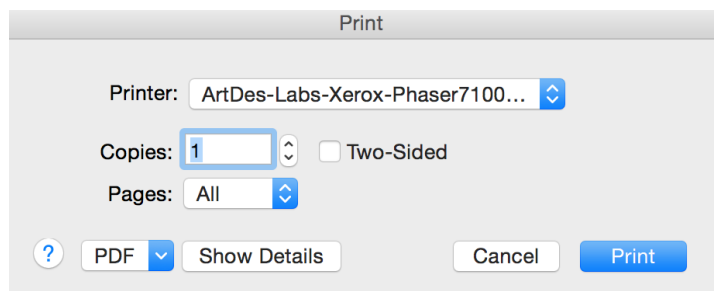


Fig 4 - Show Details

Instructions

3 In the Print Menu (continued)

If you want to print double sided:

For the 5550, select Two-Sided from the Print Menu. To change the binding, select Layout from the dropdown menu. Select the desired binding method from the Two-Sided dropdown menu.

For the ColorQube and the 7100s, select Xerox Features from the dropdown menu, and select the desired binding method from the 2-Sided Printing dropdown.

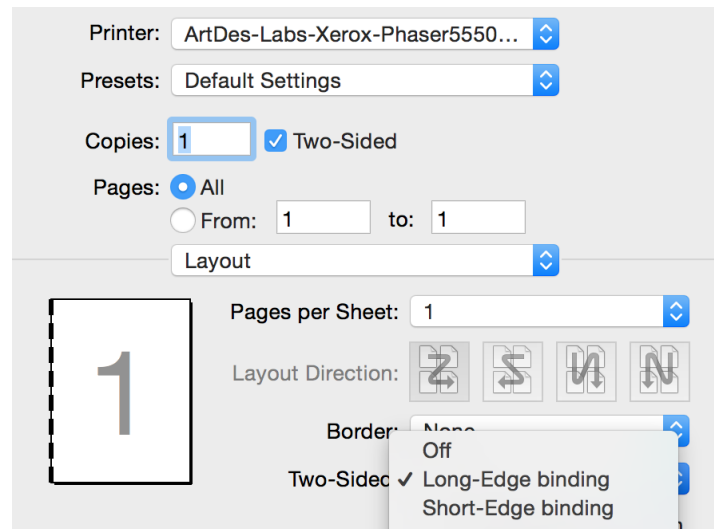


Fig 5 - Binding Options

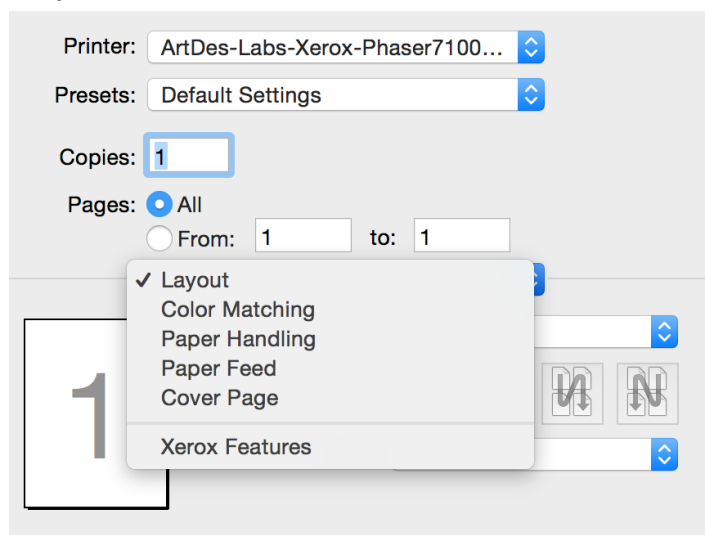


Fig 6 - Xerox Features

If you want to use Heavyweight paper:

For the 5550 select Paper Feed Options from the dropdown menu. Select the Paper Types dropdown menu, select Heavyweight.

For the Colorqube and the 7100s, select Xerox Features from the dropdown menu. Select Paper > Other Types > Heavyweight.

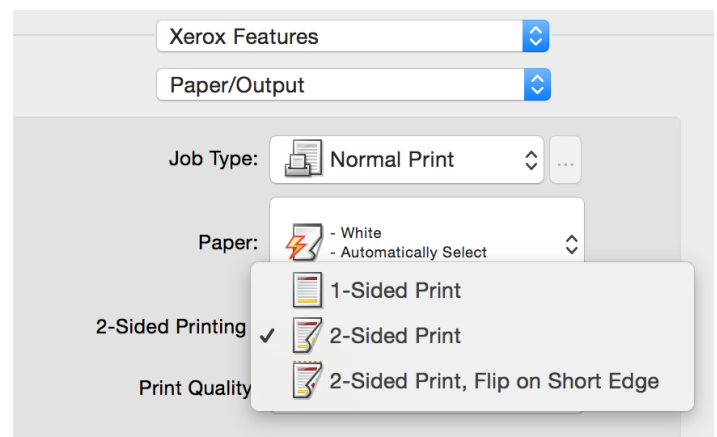


Fig 7 - Xerox Features - Binding Options

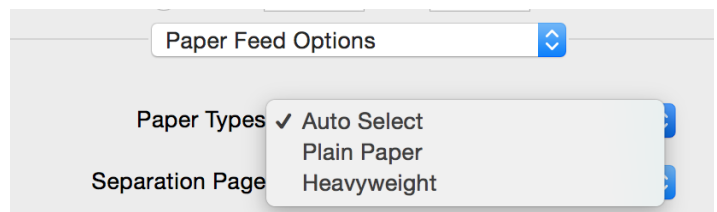


Fig 8 - Paper Feed Options - Heavyweight

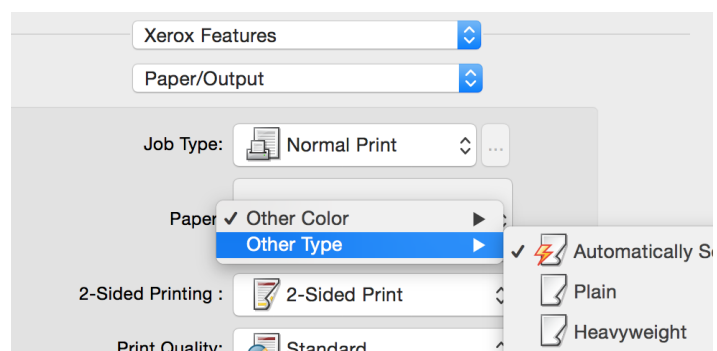


Fig 9 - Xerox Features - Heavyweight

Instructions

4 In the Print Menu (continued)

If you want to use Manual Feed tray:
Select Paper Feed from the dropdown menu. Select the MANUAL FEED TRAY from the dropdown menu.

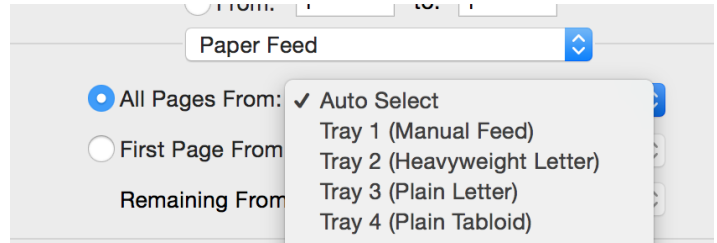


Fig 10 - Paper Feed - Manual Tray

For manual feed paper on the ColorQube, you will also need to select an appropriate paper type and color (if applicable).

Select Xerox Features from the dropdown menu. Select the Paper > Other Color and Other Types dropdown menus, and select the closest description to your paper. Then choose the same settings on the printer when you are prompted after loading paper in the Manual Feed tray.

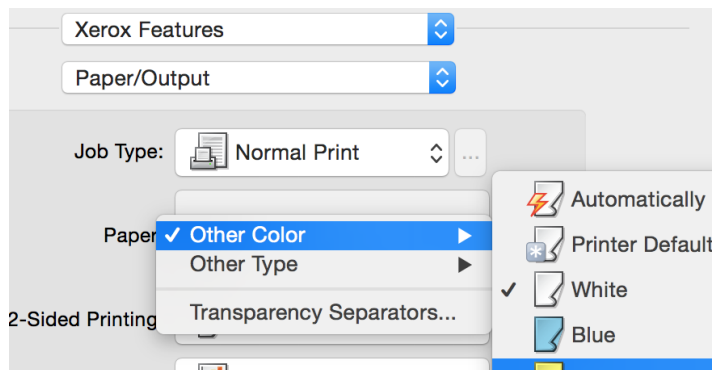


Fig 11 - Xerox Features - Manual Options

For more information on using the Manual Feed Tray on the Colorqube, see the [Printing to the Manual Feed Tray on the ColorQube](#) document.

5 Once all your settings are set, Click Print

6 When your document has reached Papercut, you will see a pop-up notification window.

Follow the [Releasing Prints from Papercut](#) instructions to release your print.

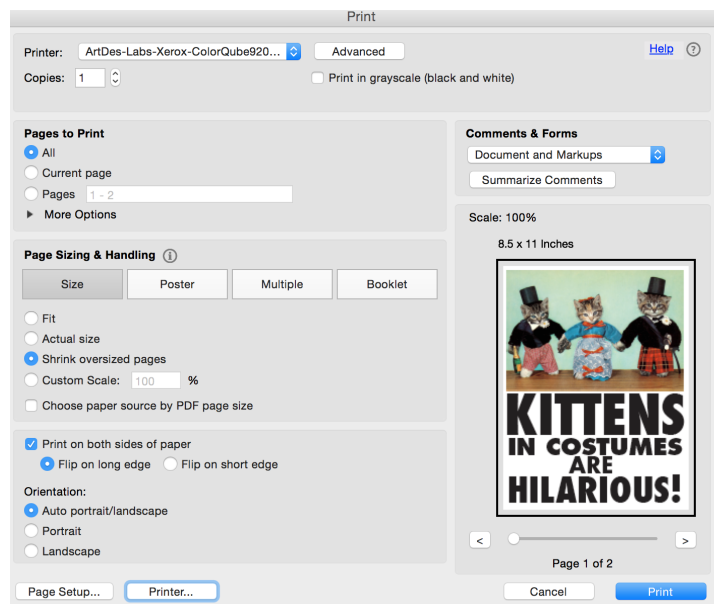


Fig 12 - Confirm and Print