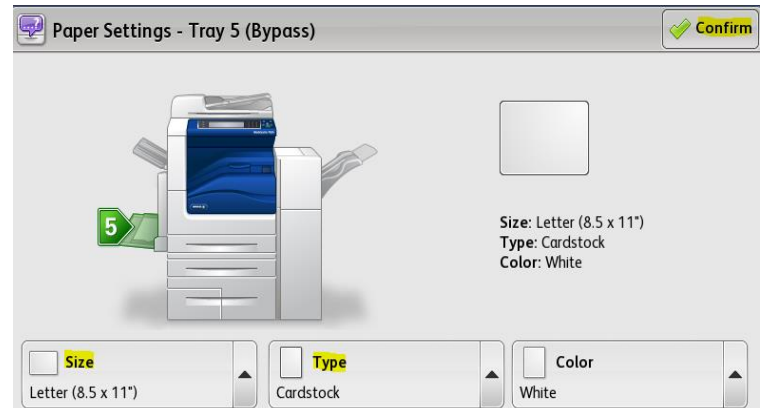# XEROX
Card Stock for Letter Size

NOTE: **The paper attributes for the tray you want to print from must match the paper attributes in the print driver in order for the document to print properly.**

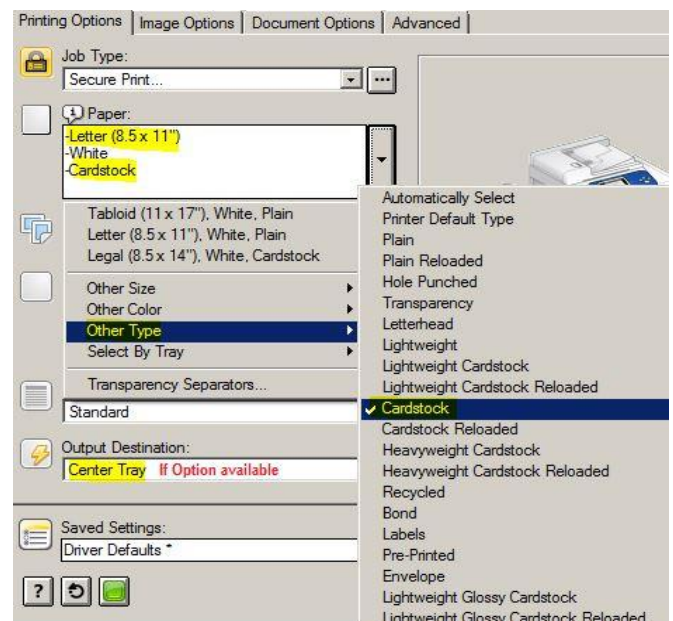## At the Copier: Load and confirm Letter Size (Paper Trays 1 – 5-Bypass)

1. Load the **Cardstock** in the Bypass Tray **>**
2. In the **Paper Settings-Tray 5 (Bypass)** screen
3. **Confirm the following**:
    a) **Size**: **Letter 8.5 x11"** paper.
    b) **Type**: Cardstock (or **other media** type)
    c) **Color**: **If** other than White
    d) **Confirm**: Upper right corner of screen

At the computer: Configure settings and print from the application:

4. Select **File > Print >** Select **Printer Properties >**
5. **Verify** the "**Paper**" settings **>** Size "**Letter (8.5x11")**"
6. Click dropdown arrow **>**
7. Select "**Other Type**"
8. Select "your **Cardstock** type"
9. (**Optional**) Click "**Output Destination**" dropdown **>**
10. Select Center Tray.
11. Press **OK**, **> Print >** Your document is now sent to the Xerox MFP.

Saved Settings: Allows you to "save **settings**" for jobs that you print on a regular basis:

12. Click the **dropdown** menu (1) **>**
13. Select "**Save As**" (2) >
14. In the **Save As** window (3) **>** enter a name
    (exa: [**Cardstock**] to reflect your selected settings **>**
15. Press **OK** (4) **>**
16. To **Retrieve** the saved setting(s) **>**
17. Select it from the "List" (5).