Xerox® Phaser® 6700

PRINT

- With the desired document or graphic open in your application, access the Print dialog box by selecting Print from the File menu.

- Select the Phaser printer and click the Properties button to open the printer driver.

- Make selections from the driver tabs, if necessary.

- Click the OK button to save your selections.

- Click OK to print.

CHANGING PAPER TYPE

After loading paper in the paper tray, set the paper size, type and color using the control panel. After closing the paper tray the paper size, type and color are automatically displayed. Using the settings displayed or the steps below, change the settings to match the Paper Size and Type of paper loaded.

- At the control panel, touch Printer.
- Touch the Tools tab, then touch Tray Management.
- Touch Tray Settings, then select a dedicated tray.
- To modify the tray settings, touch Edit.
- Select Size, Type, or Color.
- Use the Up or Down Arrow as needed to select the desired paper setting.
- Touch OK.

For more information, visit the XEROX product website @ www.support.Xerox.com and input the Product Name Phaser 6700 and click on Documentation.