



Basic Print Guide For Xerox Phaser 7800 Printer



Load Your Paper

The printer has 4 trays and a manual feed (bypass) tray. When you place paper in one of the trays, the printer display will ask the type of paper and the size. Enter it in using the buttons on the touch display.

Please see the chart for which paper weights the trays can take.

Type	Weight	Tray 1	Tray 2	Tray 3-5	2 Sided Printing
Plain, Letterhead, Recycled, Custom, Hole Punched, & Pre-Printed:	75-105 gsm / 20-28 lbs bond	●	●	●	●
Lightweight Cardstock:	106-169 gsm / 28 lb bond - 60 lbs cover	●	●	●	●
Cardstock:	170-256 gsm / 60-90lbs cover	●	●	●	●
Heavyweight Cardstock:	257-300 gsm / 90-110 lbs cover	●			
Extra Heavyweight Cardstock:	301-350 gsm / 110-130 lbs cover	●			
Lightweight Glossy Cardstock:	106-169 gsm / 28 lbs bond - 60 lbs cover	●	●	●	●
Glossy Cardstock:	170-256 gsm / 60-90 lbs cover	●	●	●	●
Heavyweight Glossy Cardstock:	257-300 gsm / 90-110 lbs cover	●			
Extra Heavyweight Glossy Cardstock:	301-350 gsm / 110-130 lbs cover	●			
Envelopes:		●			
Labels:		●	●	●	
Transparency:		●	●		

Print To Xerox Phaser 7800

You can print from any application.

Acrobat Example:

1. Go to file menu - choose Print.
2. Select the printer - Phaser 7800.
3. Page Setup Button - Format for Phaser 7800. Paper size, A4, A3, SRA3
4. Printer Button - Click the layout menu, choose Paper Feed - Select the tray in which you have loaded your paper.
5. Click on the paper feed menu, choose Xerox Features
6. Print Quality - Enhanced
7. 2-sided printing - Choose 1 or 2-sided or 2-sided flip on short edge (Landscape print).
8. Paper - Other Type - choose your paper type from the list.
9. Print

Photoshop Example:

1. Go to file menu - choose Print.
2. Printer Setup - Select the printer - Phaser 7800.
3. Print Settings - Printer - Phaser 7800.
4. Paper size, A4, A3, SRA3
5. Click the layout menu, choose Paper Feed - Select the tray in which you have loaded your paper.
6. Click on the paper feed menu, choose Xerox Features
7. Print Quality - Enhanced
8. 2-sided printing - Choose 1 or 2-sided or 2-sided flip on short edge (Landscape print).
9. Paper - Other Type - choose your paper type from the list.
10. Print

InDesign Example:

1. Go to file menu - choose Print.
2. Printer - Select the printer - Phaser 7800.
3. Setup - Paper size, A4, A3, SRA3.
4. Page Position - Centered.
5. Colour Management - Let Postscript Printer Determine Colours.
6. Printer Button (at the bottom) - Printer - Phaser 7800.
7. Show Details.
8. Untick 2-sided printing, or leave it ticked.
9. Click the layout menu, choose Paper Feed - Select the tray in which you have loaded your paper.
10. Click on the paper feed menu, choose Xerox Features
11. Print Quality - Enhanced.
12. 2-sided printing - Choose 1 or 2-sided or 2-sided flip on short edge (Landscape print).
13. Paper - Other Type - choose your paper type from the list.
14. Print

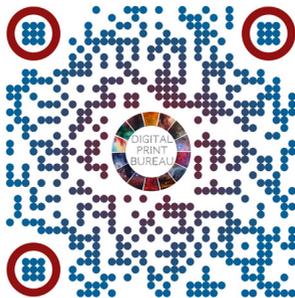


Please note:

When Double sided printing on heavy weight paper, over 200gsm, (Heavyweight Cardstock), You will need to print the even pages first then put the paper back in and print the odd pages.

Ordering Consumables

When the machine is running low on toner or the waste tank is full you can call or email the Digital Print Bureau at Bower Ashton to reorder. The printer will also display any other consumables which need replacing.



Digital Print Bureau Bower Ashton Room OC08

Visit our website at: digitalprint.bowerashton.org

email us at: digitalprintbureau@uwe.ac.uk

Call us on: 011732 584789

