



Basic Print Guide For Xerox C560 Laser Printer

**Including folded booklet
print from inDesign**



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.

Click Change Settings

Choose a Media Type: 60 - 256gsm choose: Coated 2
256 - 350gsm choose: Heavyweight 4
Transparencies choose: Transparency

Choose a Paper size: Standard A sizes up to SRA3 (32 x 45cm)

Click save - Click Confirm

Trays 1 - 4: 60 - 256gsm.

Bypass Tray 5: 60 - 350gsm

Double sided:

60- 256gsm auto duplex (prints 2 sided).

256-350gsm manual duplex (print the even pages, flip manually

Portrait short edge / Landscape long edge. Reload the paper, then print the odd pages).

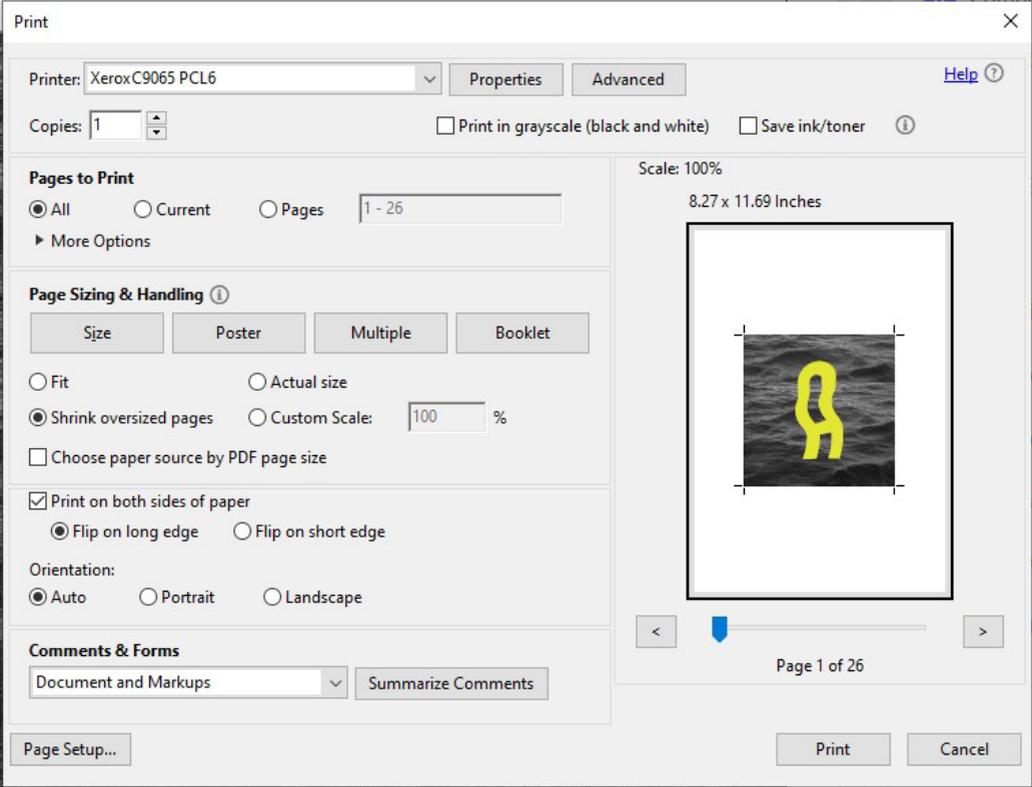
Print To Xerox C60

You can print from any application.

Acrobat Example:

- Go to file menu - choose Print.
- Select the printer at the top - Xerox C560.

Here you can choose number of copies, print range and duplex(doublesided printing), Flip on long edge for portrait - flip on short edge for landscape. You can also choose single sided.



If you click on the advanced button you can see the option to add trim marks

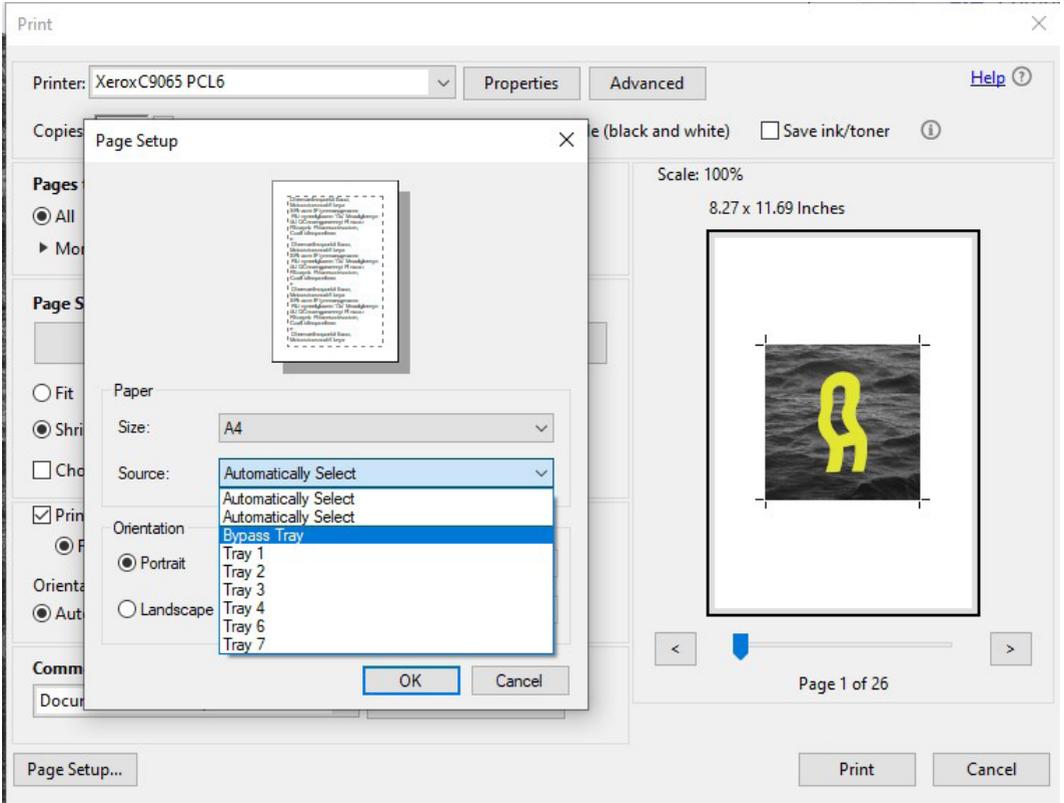
Page Setup

Paper Size, A5, A4, A3, SRA3

for A4 and A5 choose A4 SEF / A5 SEF (Short Edge Feed)

Source - Choose Bypass Tray if you are feeding your paper in the tray under the display.

Click Ok, then Print

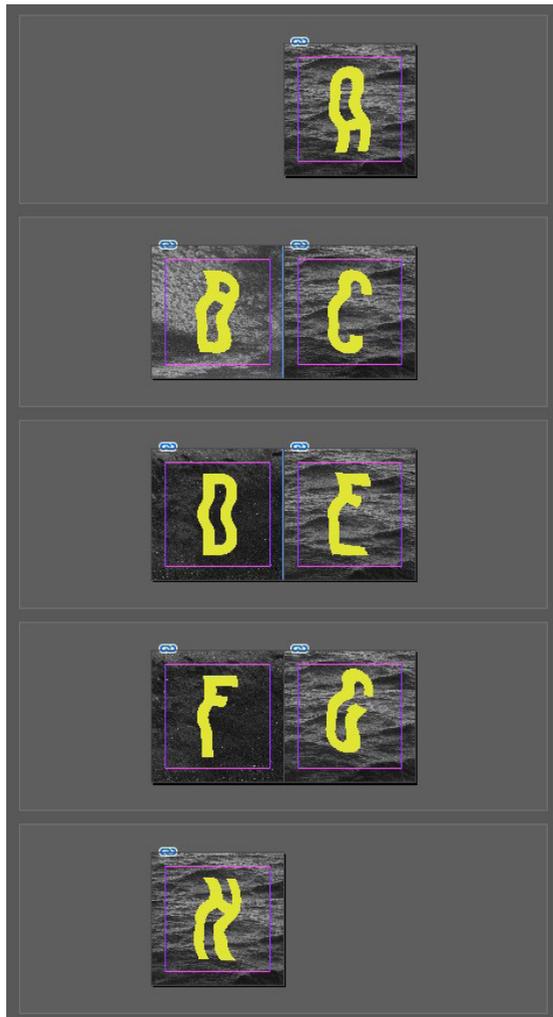


Please note:

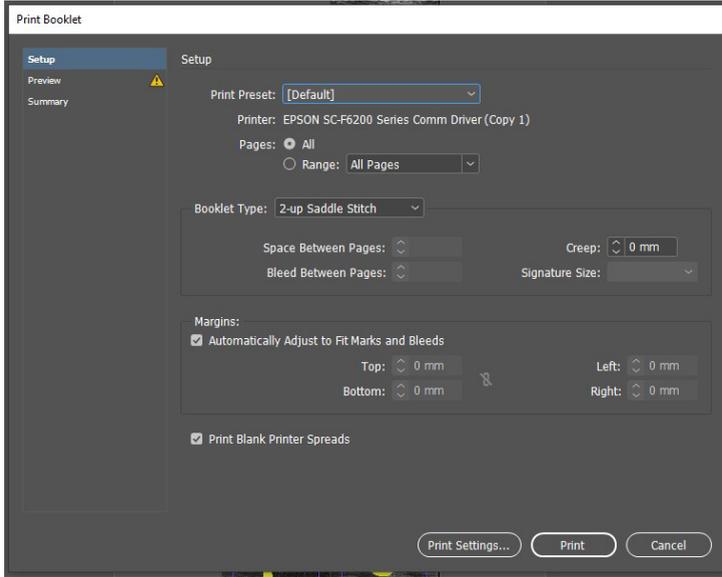
When Double sided printing on heavyweight paper, over 250gsm, (Heavyweight 4), You will need to print the even pages first then put the paper back in and print the odd pages.

Folded Booklet Printing from InDesign

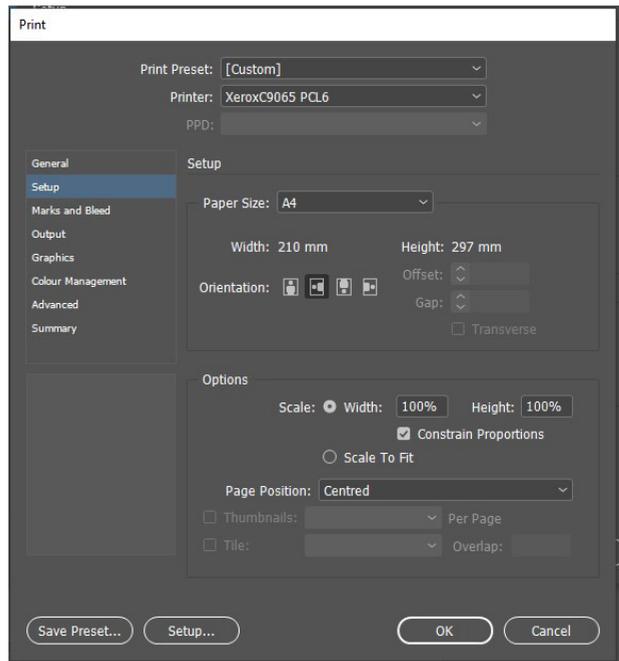
**Step 1. make your booklet in InDesign,
Folded booklet pages must be in multiples
of 4. 4 pages will print on 1 sheet of paper**



Step 2. when your booklet is ready to print go to File/Print Booklet. Choose how your booklet will be bound, 2 up saddle stitch for a simple zine. Go to print settings.



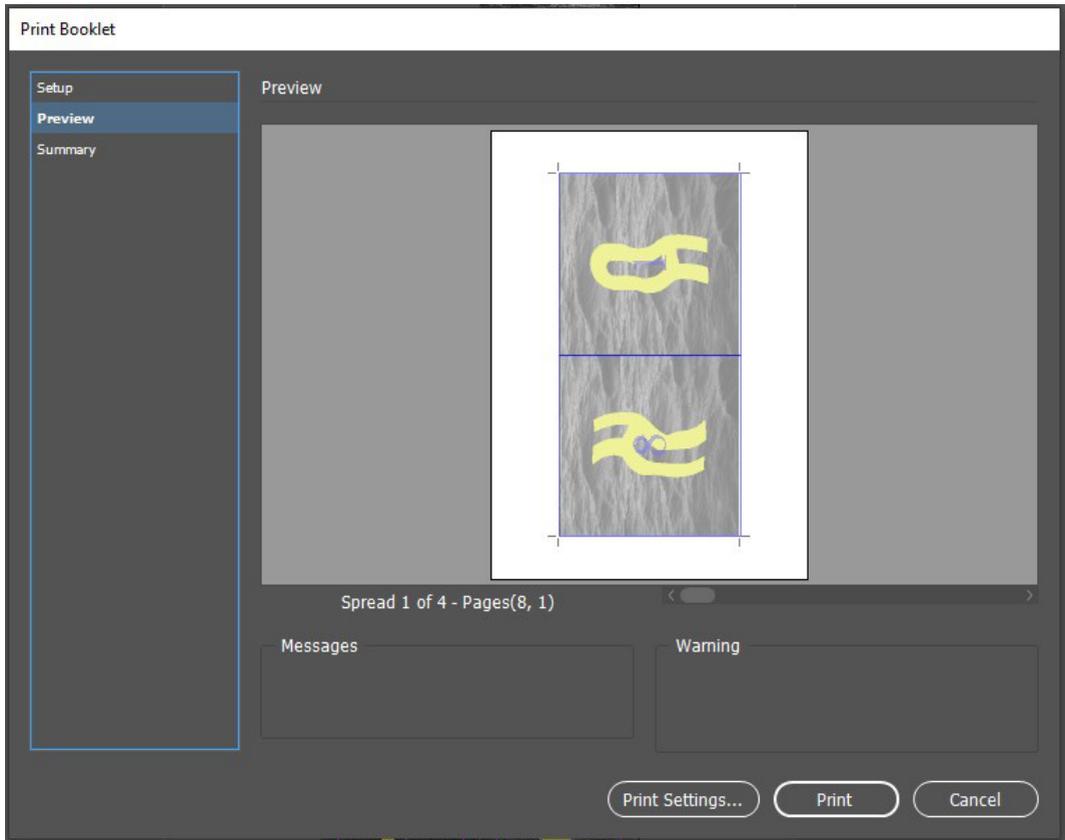
Step 3. Select the Printer Click Setup, select your paper size A4/ A3 and page orientation, centered, click ok.



Step 4. Click on preview to check the orientation and if it fits the paper size.

(The Xerox printer will not print right to the edge, you will get a 4mm border.)

If you want a full bleed on an A5 booklet you can select your page size as A3 then cut it down when its printed.

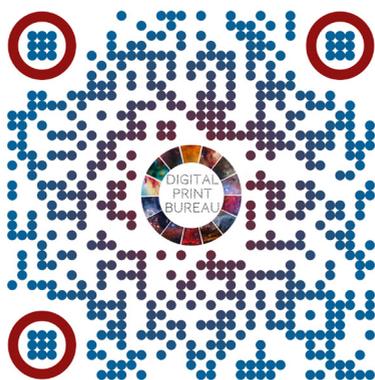


Step 5. Click Print



Ordering Consumables

When the machine is runs out of toner or the waste tank is full you can ask Colum if there are any toners in the office or call or email the Digital Print Bureau at Bower Ashton to reorder. The printer will also display any other consumables which need replacing.



Bower Ashton Room OC08

Visit our website at: digitalprint.bowerashton.org

email us at: digitalprintbureau@uwe.ac.uk

Call us on: 011732 584789

