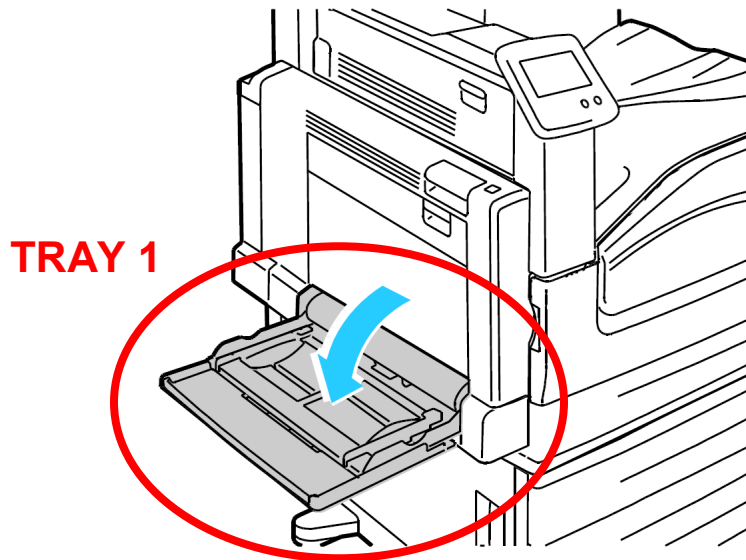# MEY3-7800-GX

HOW TO PRINT ON YOUR OWN PAPER

The Xerox Phaser 7800GX allows you to manually feed different paper types into **Tray 1**. If you would like to print on your own **laser-certified** specialty paper (e.g., cardstock, label paper, transparency, etc.), this guide will help you do so.
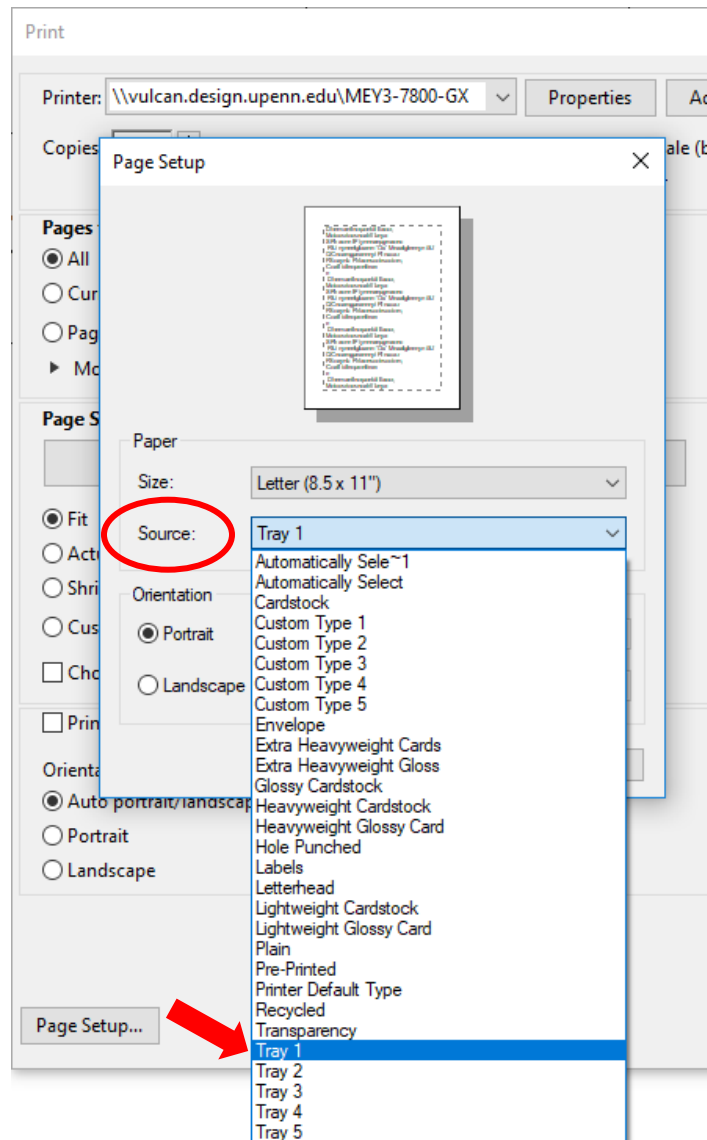*The maximum paper weight you can print on is 350 gsm.*

1. Open Tray 1 (on the left side of the printer) and make sure that it's empty.

TRAY 1

2. Open your PDF with Adobe Acrobat or Adobe Reader.
3. File > Print. Select MEY3-7800-GX as the printer.
4. Adjust the **Pages to Print** and **Paper Sizing & Handling** settings as you wish.
5. Select **Page Setup** (bottom left). The Page Setup window will appear.
6. For Paper Size, select the size you will be using.

7.	For Paper **Source**, select Tray 1.

8.	Click OK.

9.	Print! This will send your job to the printer.

10.	The printer will say "Waiting to print" and prompt you to load paper into the empty Tray 1.

11.	For larger sizes of paper, pull out the extension tray.

12.	Move the width guides to the outer edges of the tray.

13.	Load paper **face down**. Move the width guides to fit snugly around your paper.

> ➢	For letter-size paper (8.5 x 11"), feed the **LONG** edge into the printer. If you try to feed the short edge into the printer, the printer may give a paper jam error.

14.	The printer will prompt you to select **Paper Size** and **Paper Type**. On the printer touchscreen menu, select the correct paper size (letter, tabloid, legal, etc.) and paper type (cardstock, labels, transparency, etc.). Say **OK**.

15.	Your job should print on the paper you loaded! If you are having trouble, stop by the IT Help Desk for assistance.