



Xerox AltaLink

Fully Adjustable or Dedicated Tray, Tray Priority or Tray Auto Selection

The system administrator can set trays to **Fully Adjustable** or **Dedicated** mode. If a paper tray is set to **Fully Adjustable** mode, you can change paper ***Attributes*** each time that you load the tray. If a paper tray is set to **Dedicated** mode, the control panel **does not prompt** you to load a specific ***Paper Size***, ***Type*** and ***Color***.

Note: There are different methods that may be used to configure the feature. Select your required method to configure the feature.

Configure Tray Settings from the Control Panel:

1. Touch **Login** button in the **Control Panel**. Enter User name: **admin**, Password: **1111**.
2. Press the **Home** button.
3. Touch **Device**.
4. Touch **Tools**, then touch **Device Settings > Paper Management**.
5. Touch **Tray Settings >** select a tray.
 - a. To set the **Mode >** touch **Fully Adjustable** or **Dedicated**.
 - b. To specify the paper settings for a **dedicated** tray > touch **Edit >** set the **Paper Size, Type, and Color**. Touch **OK**.
 - c. To configure the printer to select the **Tray Automatically >** for **Auto Selection >** touch **Enabled**.
 - d. To set the **Priority** for **each** tray > touch the **number field >** enter a **number** [use **alphanumeric keypad**, or touch **Plus (+)** or **Minus (-)**]. **The printer uses paper from the Priority 1 tray first. If that tray is empty, the printer uses paper from the Priority 2 tray.**
6. Touch **OK**.
7. To close **Tray Settings >** touch **X**.
8. To close **Tools >** touch **X**.
9. **Logout** of System Administrator mode.

Configure Tray Settings using the Embedded Web Server:

1. Open a web browser > Access the **Embedded Web Server > Login** as **admin**, Password: **1111**.
2. Access the Paper Management page using **one of** the following **methods**:
3. Click the Tray Content & Settings tab.
 - a. Click **Properties > General Setup > Paper Management**.
 - b. Click **Home >** for **Trays >** click **Settings**.
4. To **edit** a specific paper tray > click **Edit** on that row.
5. For **Edit Tray**, select an option:
 - a. **Fully Adjustable:** This option **prompts** you to **confirm** the ***Attributes*** of paper loaded in the tray.
 - b. **Dedicated:** This option **sets** the paper tray as the **only** paper source for print jobs **matching** a **specific Paper Size, Type and Color**. This option assumes that the paper you loaded in the tray is the type specified for Paper Types.
 - c. **If you selected Dedicated >** click the **Pencil** icon to edit the **Paper Size, Type, and Color** for this tray.
 - d. Select the desired **options**.
 - e. Click **Save**.
6. For **Priority >** set the priority for the **selected** tray. **The printer uses paper from the Priority 1 tray first. If that tray is empty, the printer uses paper from the Priority 2 tray.**
7. To have the print driver select the tray > for **Auto Selection >** select **Enabled**.
8. Click **Save**.
9. **Logout** of System Administrator mode.