

# How to Change Media Types on Xerox Altalink/Versalink

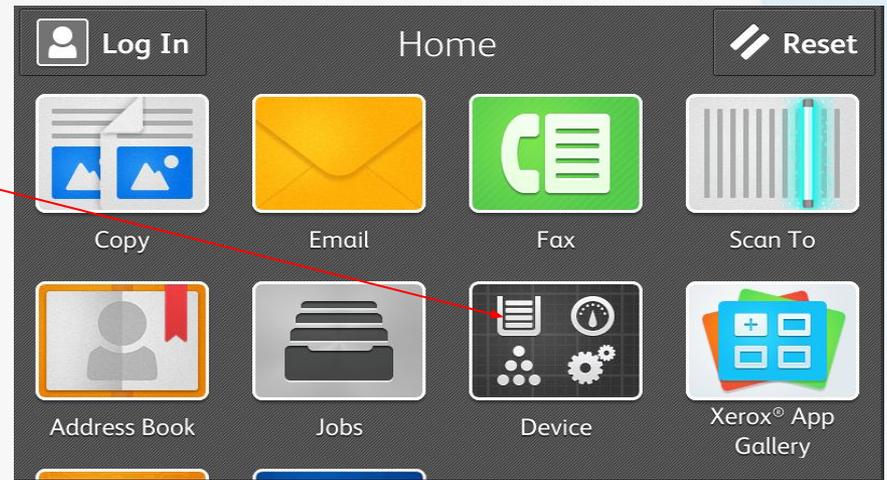


*Solutions for document management.*



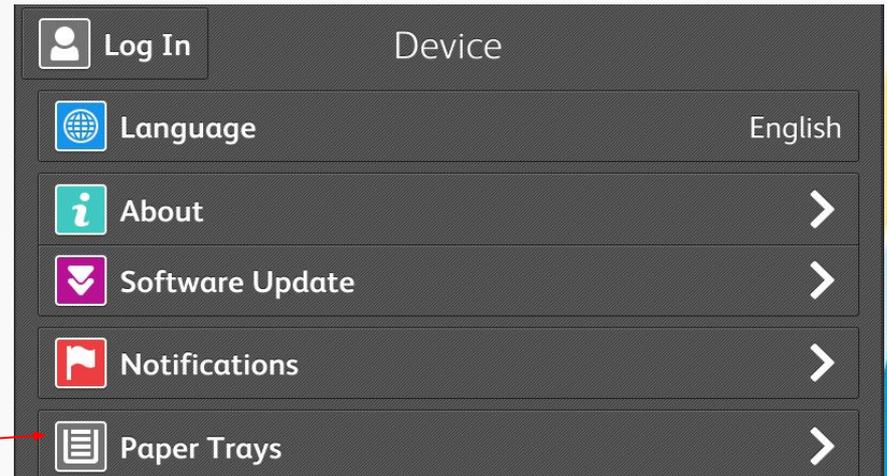
From the Front Panel of the Machine  
Choose the **Device** Button.

**Device** acts as the main settings button for the Versalink/Altalink Models.



Once you are in the Device Section you will see options including one labeled as Paper Tray. This setting not only shows you the type of paper currently in the machine but also allows you to change it.

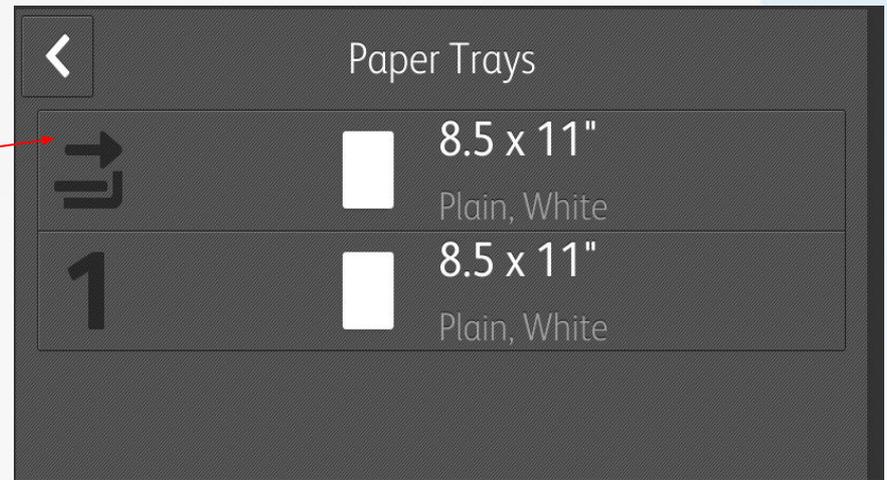
Choose the **Paper Trays** option



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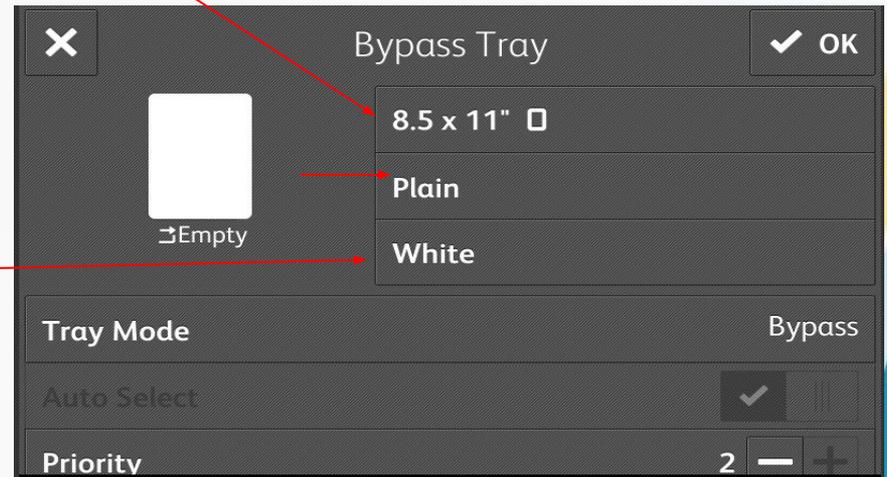
All Available Trays will be listed in this prompt. Choose the tray you would like to adjust

Keep in mind most media types other than plain paper are recommended to be used in the Bypass Tray.



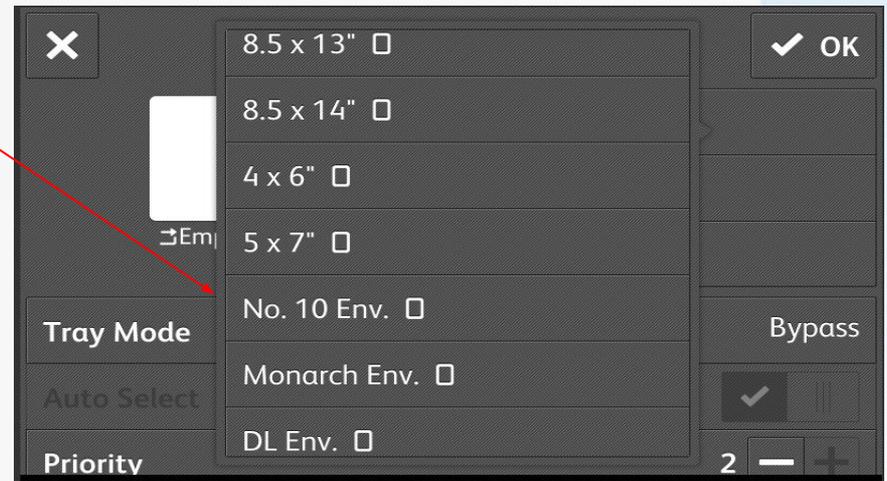
Once you choose the tray to make adjustments to, it will navigate you to the tray options screen.

Here you can see the size, type, and color of the paper. All three settings will need to be set correctly for your media to Print Properly.



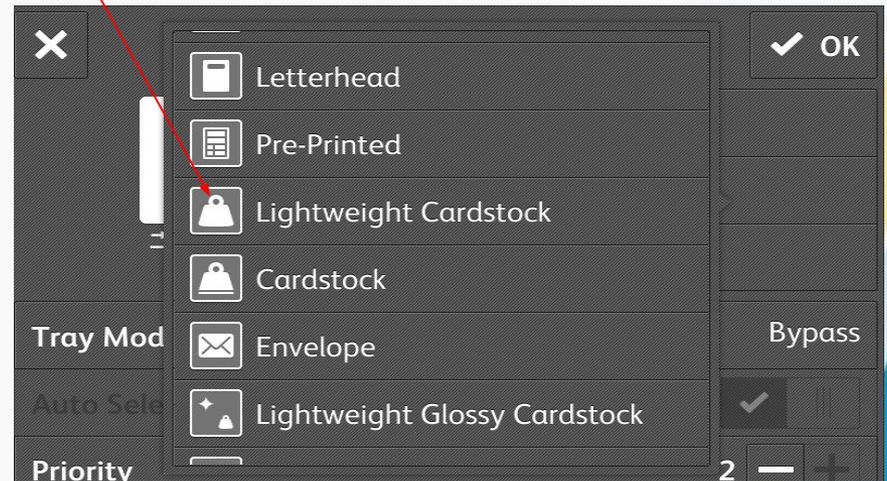
When you click on the **Size** Button, a prompt with all pre-programmed sizes will appear.

-There is also a “Custom” Size option that will let you input a specific size in Inches or MM.



You will need to set your **Paper Type** as well. All Media Types supported by the machine will be listed here. Choose the one that pertains to your current print options.

**Color** of the Paper is Important as well. When using anything other than White, let the machine know so it can adjust for different color.



Once you are done choosing all of your options, Click the “OK” Button and make sure they now reflect the settings you would like to use.

Whichever choices you decide on, be sure to change your print driver settings to match. This is Done by hitting Print Properties after choosing to print the job

When the Driver settings and the Machine settings do not match, the job will list as held for Resources as the Printer does not believe it has the ability to print the job. If this happens make sure to verify all settings are correct. You can see all Pending Jobs in the [Job App](#).

