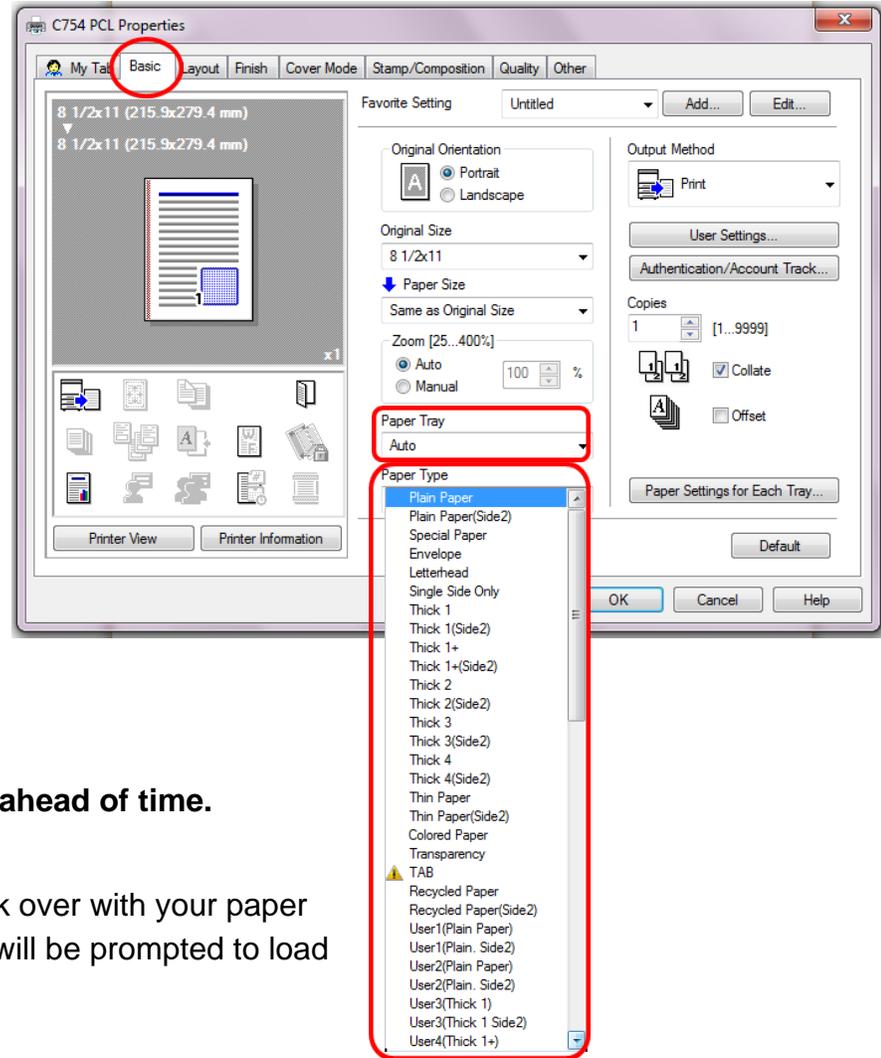# *Printing on Special Paper Stocks*

1. Open the document you wish to print, then click File, Print. Click on Properties to access the printer driver.

2. On the Basic Tab choose the paper type you wish to print on from the pull down menu. **Leave the Paper Tray set to AUTO.**

3. Choose any other settings you want, then click OK.

4. Click OK or Print depending on the program and version you are using.

♦ **You do NOT need to load your paper ahead of time.**

♦ Send the print job to the device and walk over with your paper at your convenience. At the device you will be prompted to load your paper into the Bypass Tray.

♦ **All stocks load with the print side down EXCEPT for Letterhead.** Letterhead is placed in the Bypass tray face up so that you can read the text (ie with the top of the page near the back of the machine and the bottom of the page nearest you).

* Please Note:

You must specify when printing on Envelopes, Transparencies, card stocks (Thick settings). The device will then adjust for that type of stock. Failing to specify the proper paper type will result in poor image quality, wrinkles, and frequent jamming.