

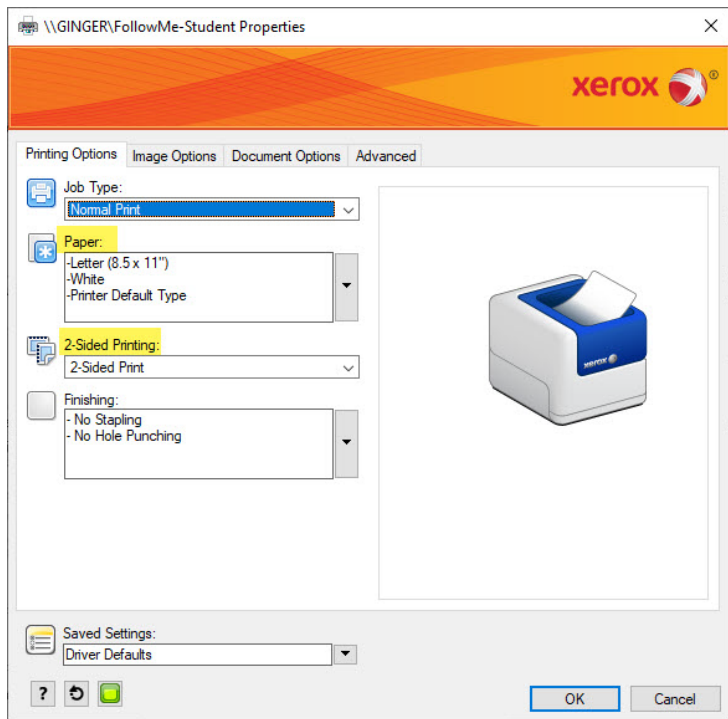
# Printing with Specialty Paper

All library printers are stocked with standard 8.5in x 11in paper. However, the printers can print on specialty paper such as notecards, resume paper, or any other size of paper.

## Changing Settings on Computer

**Step 1:** Begin on the Print screen and click on the Printer Properties.

**Step 2:** To alter the paper properties, use the Paper drop-down in Printing Options and change the paper type, size, and color here. The next drop-down menu switched between 2-Sided and 1-Sided printing.



**Note:** Remember that to print in color, uncheck the black and white box in the Image Options tab. For more in depth steps, see the Change Printer Settings tutorial.

## Changing Settings on Printer

**Step 1:** Set the Specialty paper in the Bypass tray located on the left side of the machine.

**Step 2:** The screen on the printer will prompt you to put in the properties of the paper. These properties should match the setting from the computer that the job was released from.

**Step 3:** Press Confirm and sign in to the printer. Release the print job.

## Additional questions?

Ask an Informatics Assistant located at service desks on the First Floor and Lower Level for additional help.