# SHARP PRODUCT QUICK QUIDE

HOW TO PRINT TO THE BYPASS TRAY

Register the Bypass Tray
The first step is to set the media (envelope, card stock, etc.) in the Bypass Tray with the proper settings. Once your paper is placed is the Bypass Tray, a pop-up window should automatically appear (Image 3) asking you toinput your "Paper Type" and "Paper Size". If this window does not come up, simply go to "COPY" and select "Paper Select" to manually add the settings
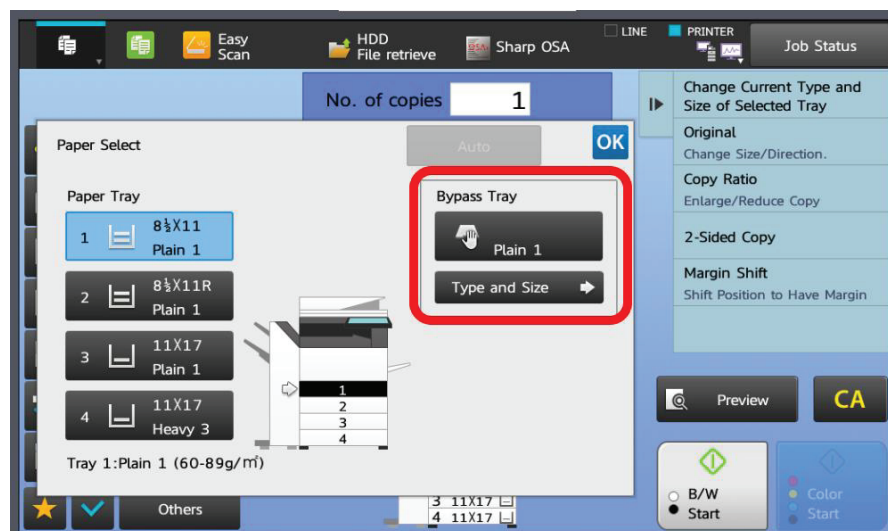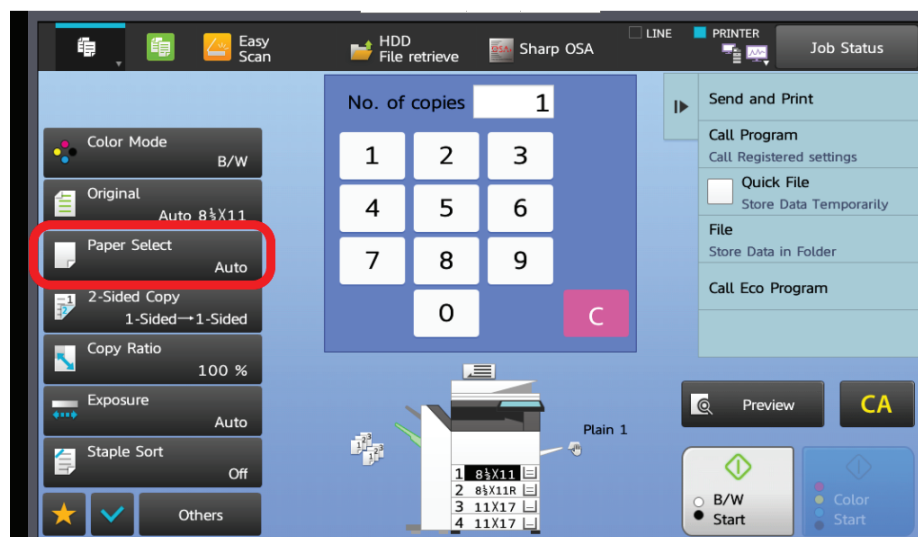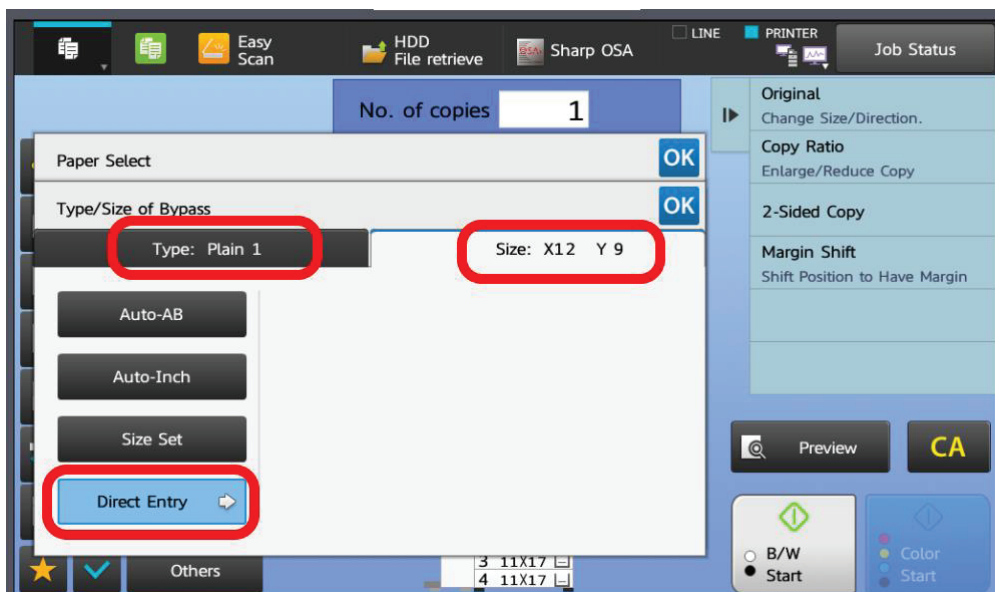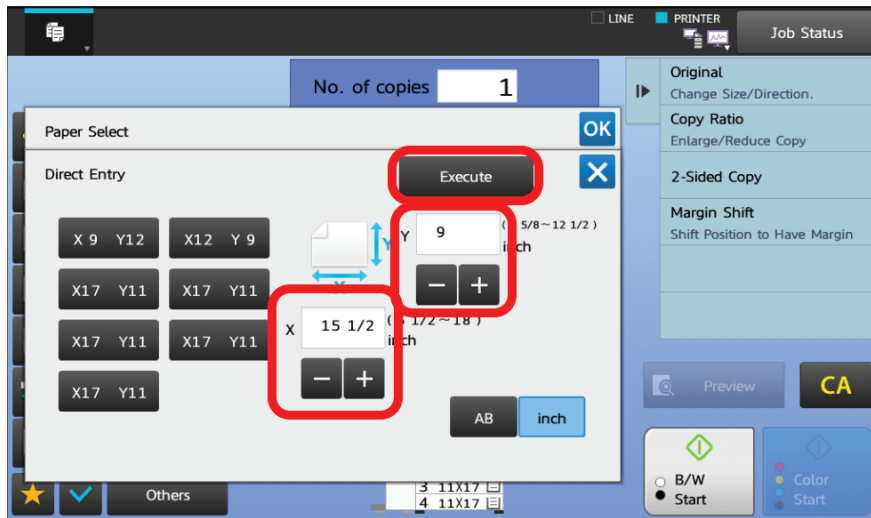
Select the Type and Size Tab.
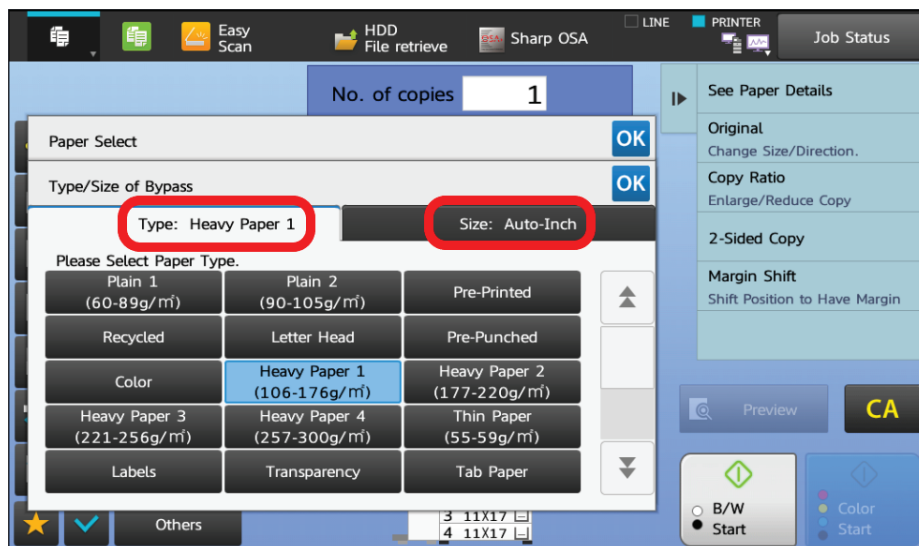
Select the appropriate "Paper Type" (Depends on thickness of paper)
Select the "Paper Size" Tab
Select "Auto Inch" to have the paper size automatically selected OR select "Direct Entry" to put in a custom paper size. If registering a custom paper size, follow the steps below.
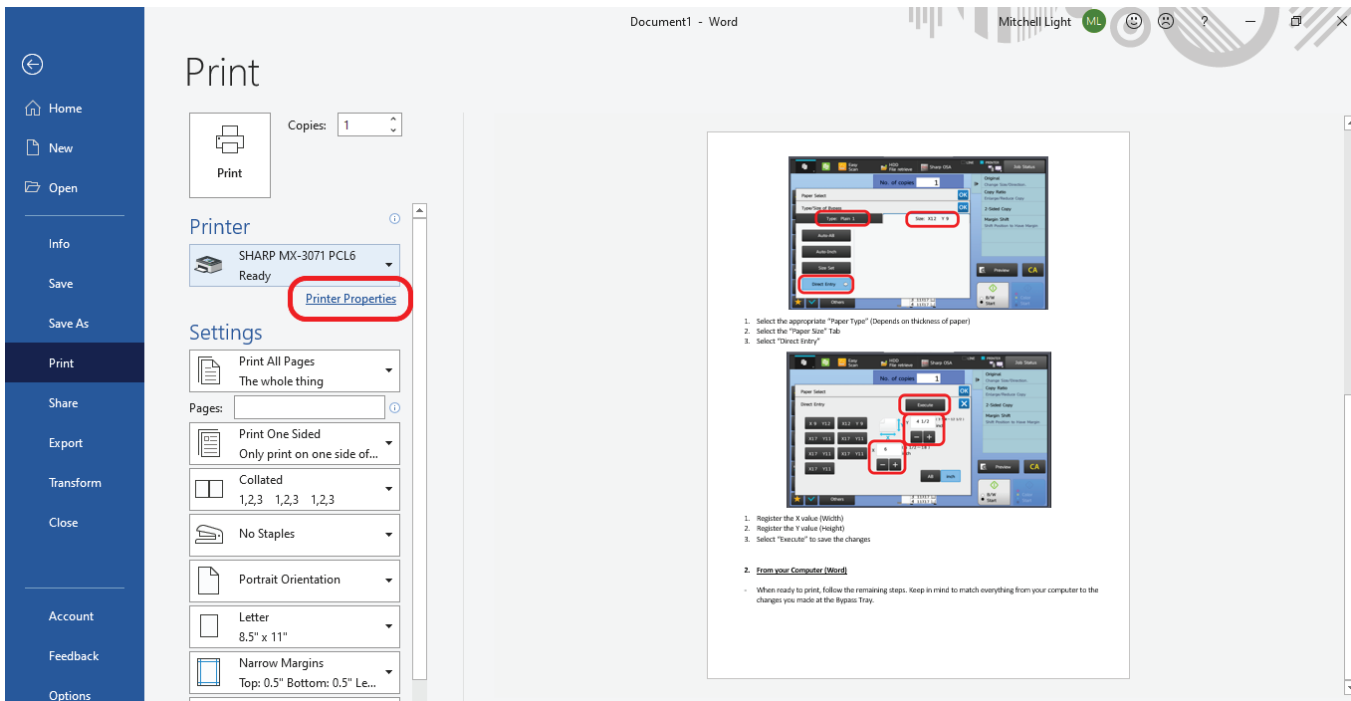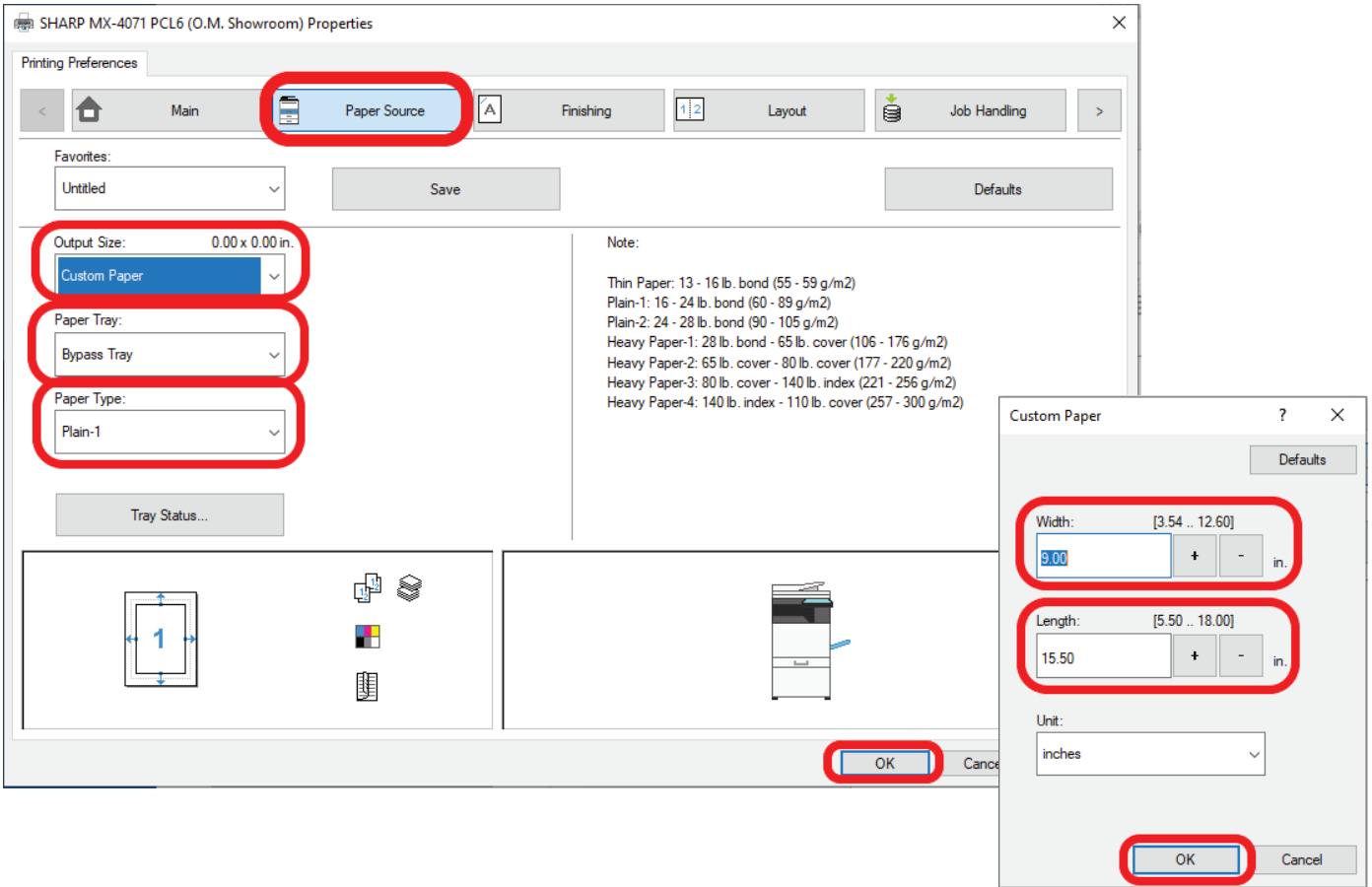
1. Register the X value (Length)
2. Register the Y value (Width)
3. Select "Execute" to save the changes

From your Computer (Word)
When ready to print, follow the remaining steps. *Keep in mind to match everything from your computer to the changes you made at the Bypass Tray.

Select Print
Select "Printer Properties"

Select the "Paper Source" tab

If using a custom size, change "Output Size" drop down to "Custom Paper" and match dimensions you entered at the Bypass Tray

Change "Paper Tray" drop down to "Bypass Tray"

Change "Paper Type" drop down to match the paper type you chose at the Bypass Tray ex: Plain Paper