Centric Business Systems

SHARP PRODUCT QUICK QUIDE

LABEL PRINTING

- 1. In the desired program, create your document.
- 2. Select Print
- 3. Select Printer Properties



- 4. Select the {Paper Source} tab
- 5. Select proper paper size from drop down menu
- 6. Select paper source as {bypass tray} from drop down menu
- 7. Under Paper Type drop down menu, select {label}
- 8. After labels are loaded into the bypass tray.
- 9. Select {Print}



Note: When loading the labels place them face down. When placing the labels in the bypass tray there will be a pop up on the copier screen asking the user to register the media that was loaded. Select label paper as your type and it will auto detect the 8 $\frac{1}{2}$ x 11 size.

