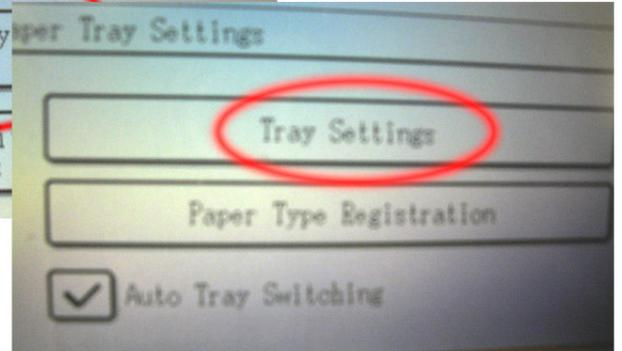
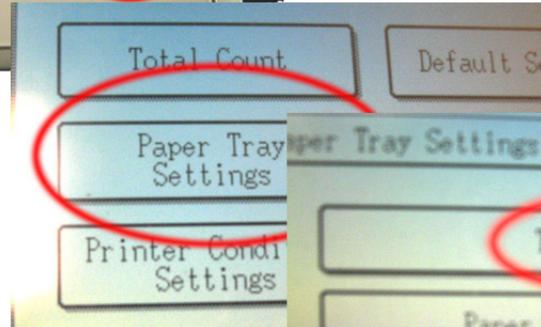


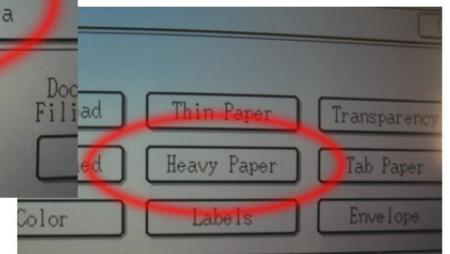
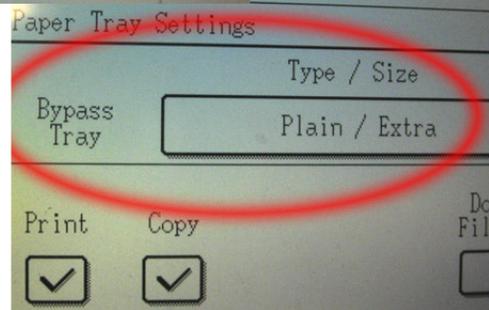
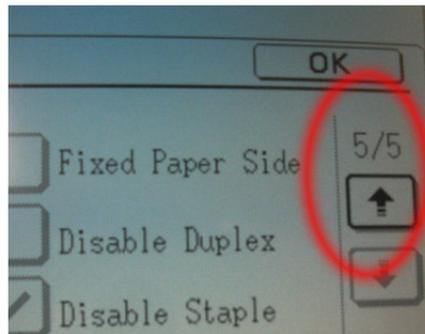
PRINTER SET-UP INSTRUCTIONS

Note: Printing certificates from the **Bypass tray** (Sharp-MX Printer) requires configuration of the printers' **Bypass tray**. The printer needs to "recognize" the 11" x 14" **Heavy Paper** size. Other printers should have similar options.

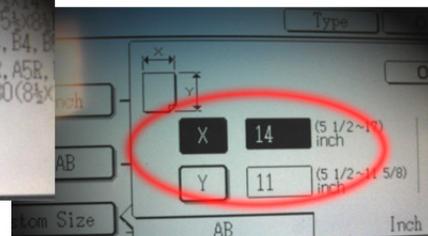
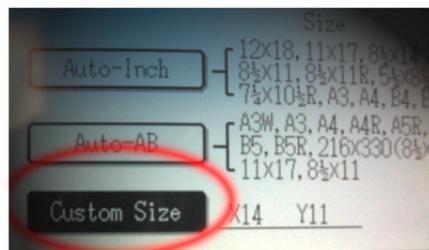
1. On the printers control panel, Select **System Settings** / **Paper Tray Settings** / and then **Tray Settings**.



2. Within the Tray Settings menu, scroll to select the **Bypass Tray/Heavy Paper** setting and then select **Heavy Paper**.

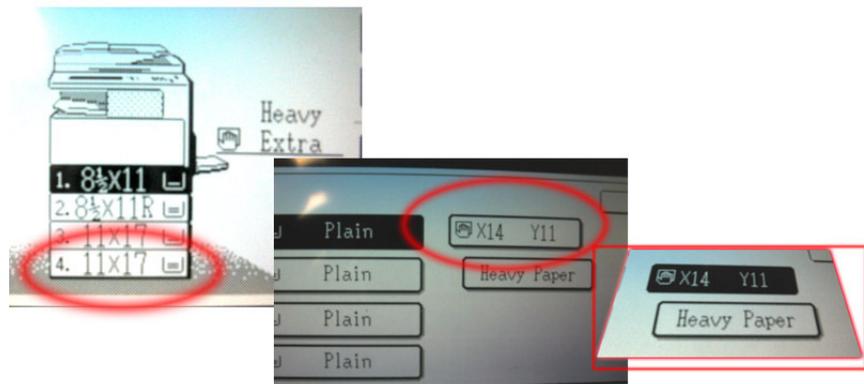


3. After selecting the **Heavy Paper** setting, select the **Custom Size** setting and enter 11" x 14". OK/Exit all the way out.

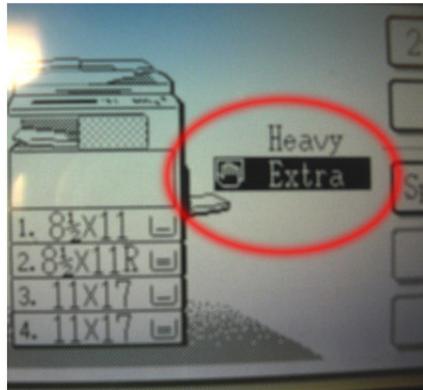


4. After “Exiting” all menu screens, ensure the **Bypass** tray is the **selected** tray.

The 11” x 17” tray may need to be selected for access to the Bypass tray.



The **selected** tray is indicated as selected when it is “**highlighted**”, as shown here.



NOTE: Procure 11” x 17” paper and cut to EXACT size as certificate for use as practice sheets.

5. Place your “practice” sheets on the Bypass tray.

You are now ready to print to your practice sheets.

Open the MS Word certificate template.

Go to Step 1 of :

PRINT OUTPUT INSTRUCTIONS



6. Once you’ve completed final adjustments using practice sheets, place the certificate as shown...

...faced down with top away from printer body.

Print to the certificate.

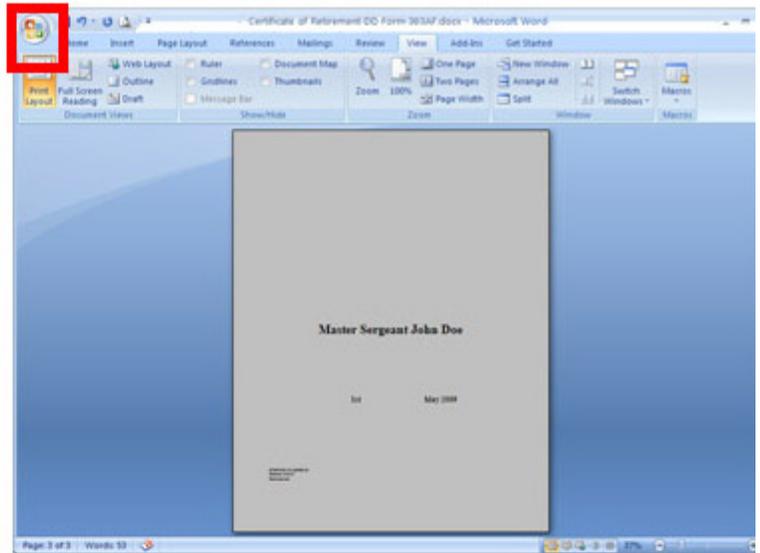


PRINT OUTPUT INSTRUCTIONS

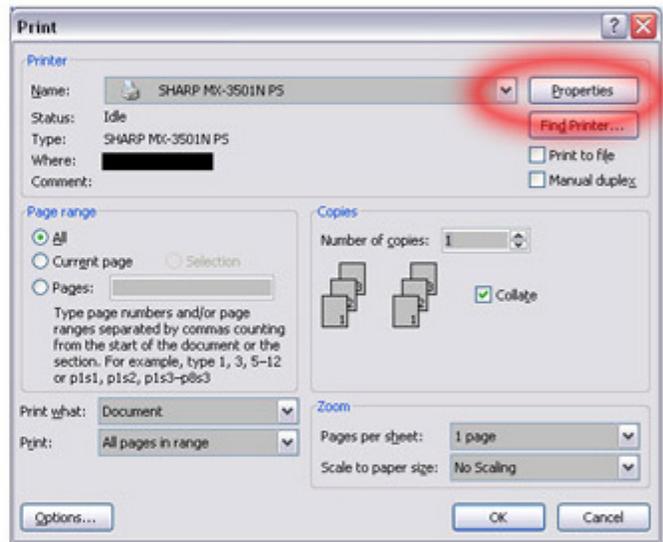
1. Open your certificate(s) template.

Make certain the correct certificate is selected as some templates maintain several certificates

Access the **Print** menu from the MS Office button.



2. Navigate to the **Properties** via the **Properties** button.



3. Click on the **Paper** tab.

Locate the **Paper Size** pull down section and select **Ledger** (11" x 17").

Some printers may require you select the Custom button and specify EXACT paper size.

Locate the **Paper Selection** pull down menu and select **Bypass Tray** from the **Paper Source** section and **Heavy Paper** from the **Paper Type** section.

Click OK and print to **TEST** paper.

