

Printing on card – creating postcards

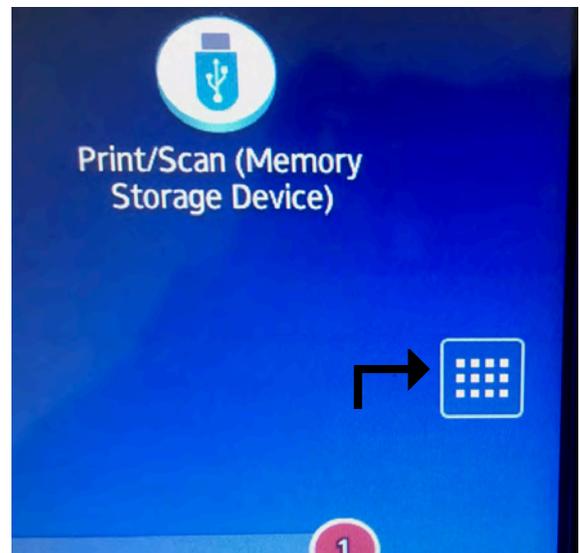
We have the following card stock available: 100, 120, 160, 210, 250 gsm.

The card stock is stored in the small cupboard to the left of the printer in colour coded folders, see the list on the inside of the cupboard door.

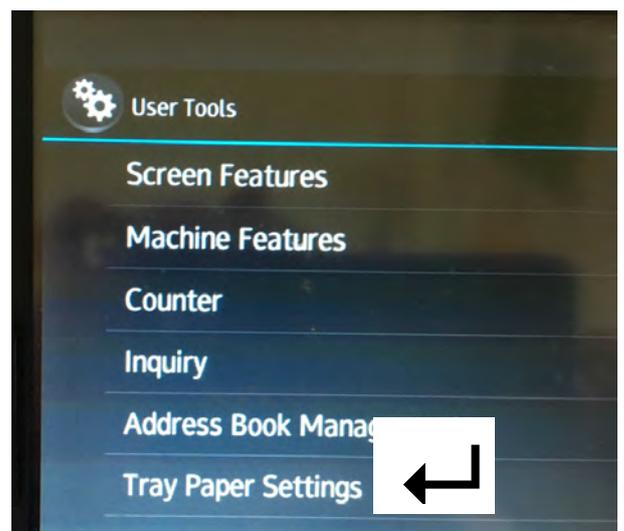


These instructions presume that you are printing from a pdf on a USB. Set up for the required card stock following steps 1- 14. Then see the Guidelines for Printing from a USB-pdf: steps1-9

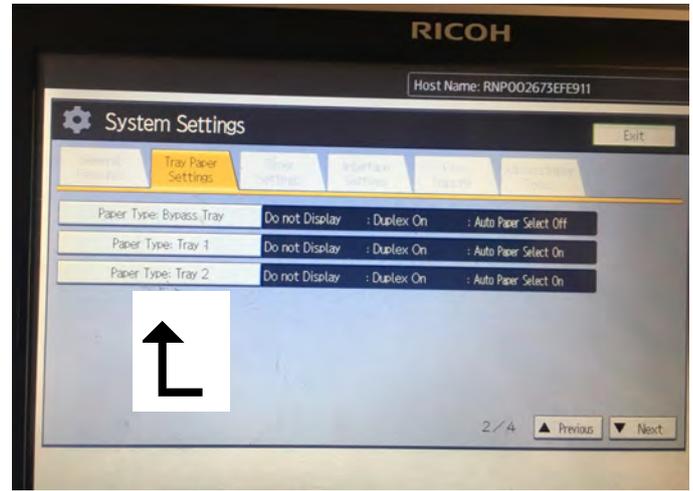
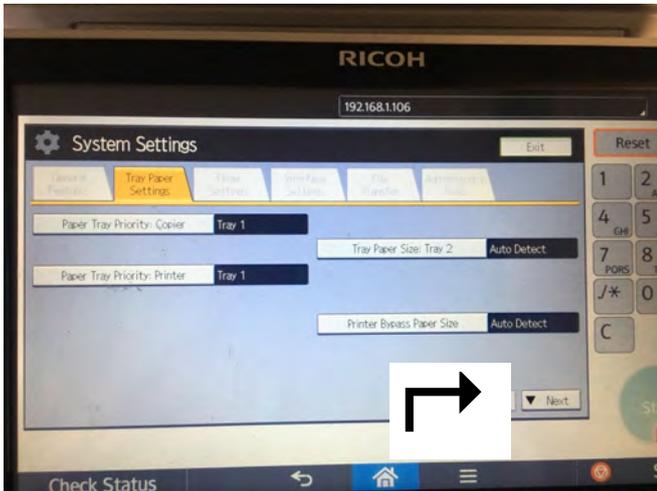
1. Select the required weight card stock
2. Remove the standard paper from the second tray and replace it with the card stock
3. Touch anywhere on the screen to wake the printer up. You will see the **Home Screen**



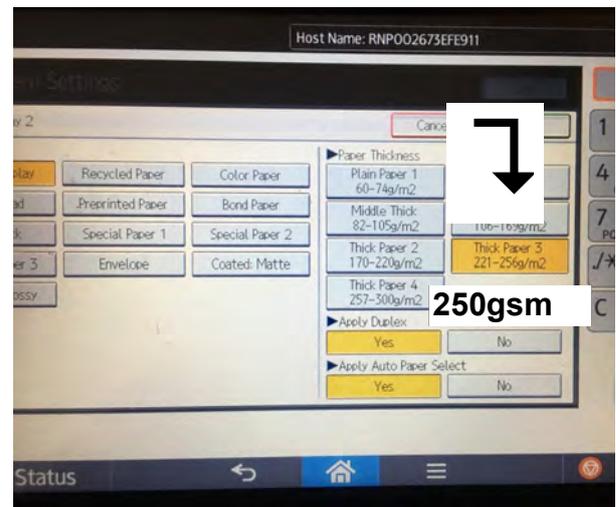
4. Select the **dotted panel**



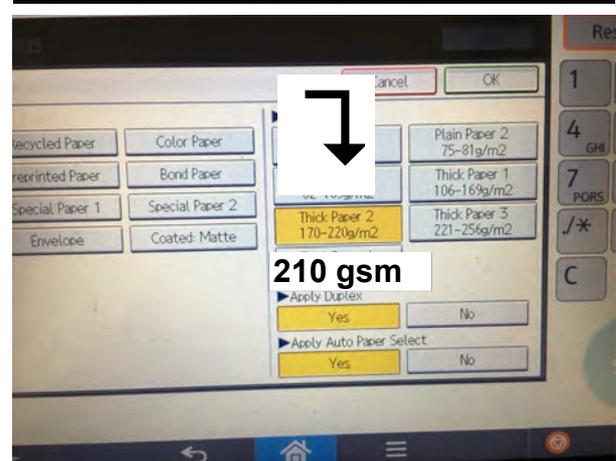
5. Select **User Tools**
6. Select **Tray Paper Settings**



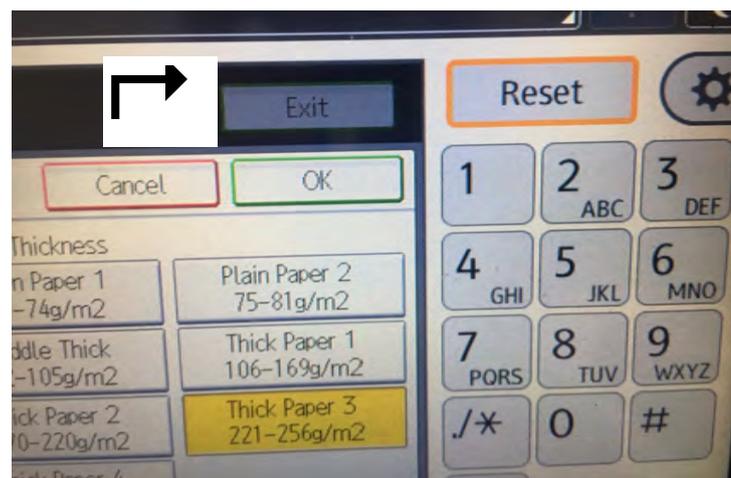
7. Select **Next**
8. Select **Paper Type: Tray 2**

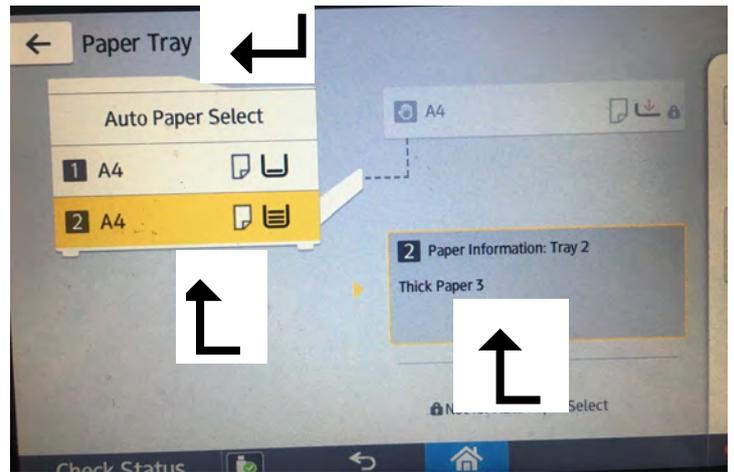
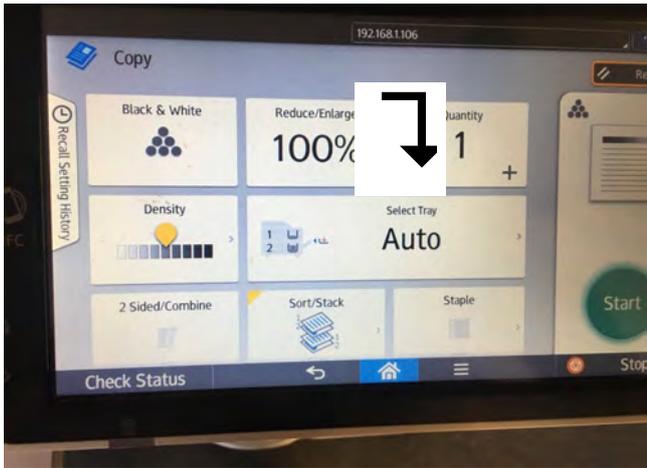


9. Select the icon for the paper weight you are using
10. **Sizes** up to Thick Paper 1 can be printed double sided
11. The printer **cannot automatically print DS on 210 and 250 gsm card**, you will need reload the card in the second tray printed side down. **Note** if the document is in landscape format also rotate the pages 180°
12. Select **Ok**
13. Select **Exit**
14. Press the home icon to return to the main screen.

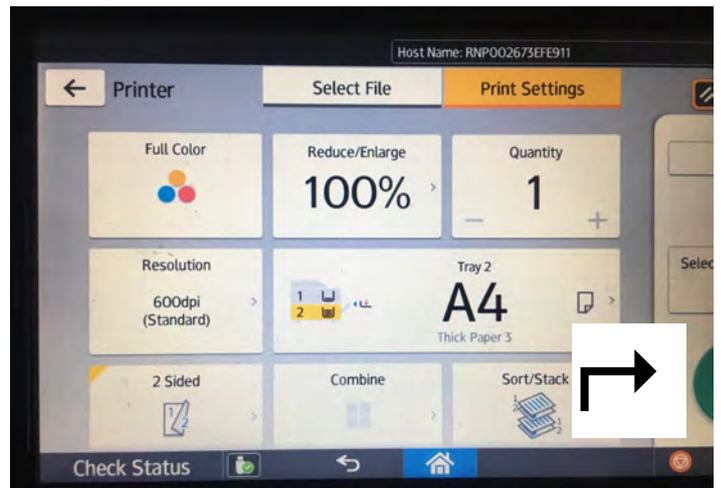


See *Printing from a USB-pdf* for details on setting up your document ready for printing. Follow through steps 1-9 including selecting the quantity of copies required.





15. Select **Paper Tray** and select **Tray 2**, the dialog box should indicate the paper weight.
16. Press the arrow to return to the main screen.
17. Press **start**
Note – the printer will sound different when printing heavier weight card so don't be alarmed.
18. Remember printing DS on 210 or 250 gsm paper needs to be done manually. Return the card face side down and rotate 180⁰ to ensure that your postcards come out 'correctly'.



19. When finished printing it is **vital** that you reset the printer to standard paper
20. Repeat Steps 4-8
21. Select **Plain Paper 2, 75-81gsm**
22. Select **Exit**
23. Select the **Home icon** to exit the screen
24. Use the paper cutter located on the bottom shelf of the bookshelf in the corner.
25. Set the page landscape and cut at 15cm.
26. Turn around and cut at 10.5cm

