

MANUALLY FEEDING ON THE PHASERS :: For nice paper/portfolios

When should you manually feed paper through the phasers?

When using **ANY other paper** than the plain paper already in the Phasers.

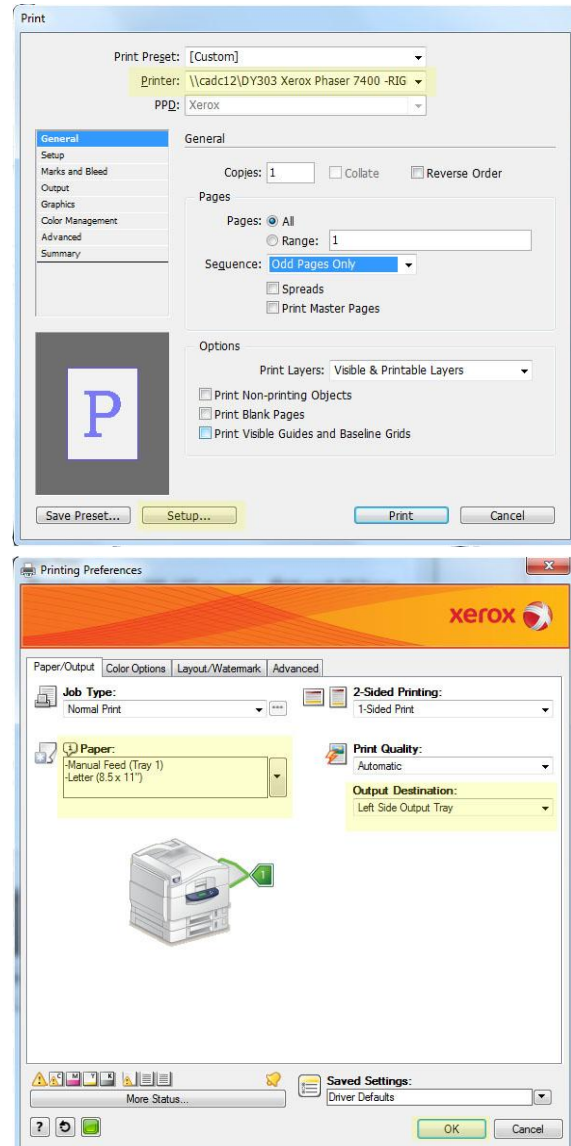
NEVER put your own paper in the trays below.

ALWAYS manually feed your own paper through the **Manual Paper Tray (Tray 1)**.

1. Select **File**, then **Print**, and choose the Phaser you wish to print to from the drop down menu.
 2. For **Photoshop**: Click **Page Setup**.
For **InDesign**: Click **Setup** at the bottom left corner and then click the **Preferences** button on the window that pops up.
 3. Click the tab labeled **Paper/Output**.
 4. Under the **Paper** drop down menu, scroll down to the option **select by tray**, and then click on **Manual Feed (Tray 1)**.
- NOTE:** If your paper is **not** 8.5x11, after step 4 select the **Advanced Paper Selection** tab under the **Paper** menu and then change your paper size under the **Paper Size** drop down menu.
5. Now, under the **Output Destination** drop down menu, choose **Left Side Output Tray**.
 6. Click **OK**, then **Print**.
 11. You will now be prompted at the Phaser to insert the paper of your choice into the Manual Paper Tray (Tray 1 on the right side of the Phaser). **Flip down the tray, as well as the Left Side Output Tray, and load your paper** as instructed.

12. Press the red **Cancel button** at any time if you need to stop the printer.
13. **Monitor your print job** to ensure it is printing correctly.

ALWAYS TEST PRINT so you don't waste your nice paper!



IF you are still having problems, you may contact the CADCIT HelpDesk for further assistance.

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