

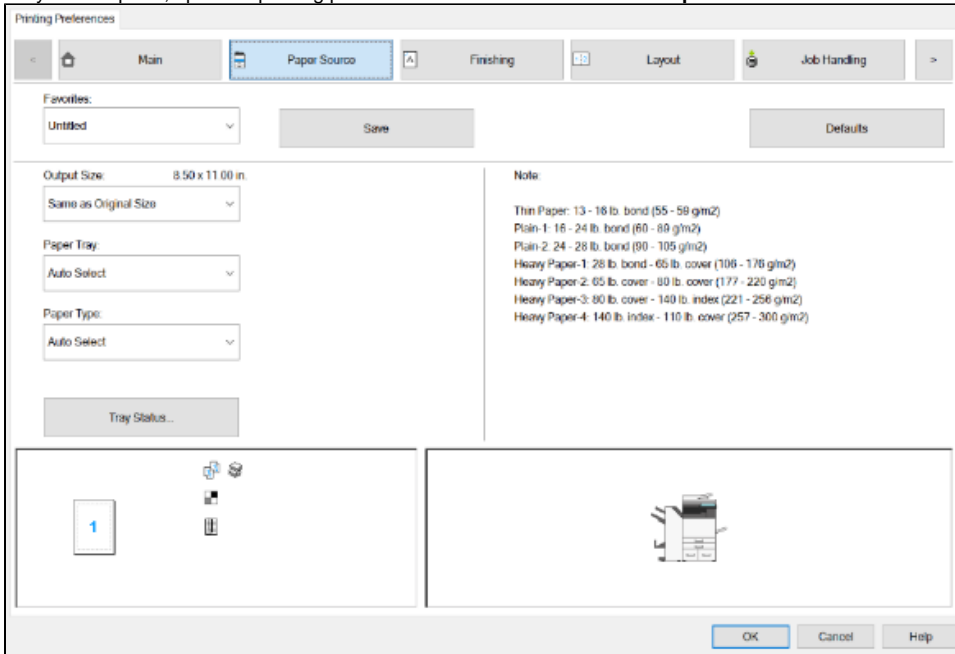
How to Print on Specialized Paper with a Sharp Copier?

If you need to print on card stock, envelopes, or other specialized paper with a Sharp copier, see the instructions below.

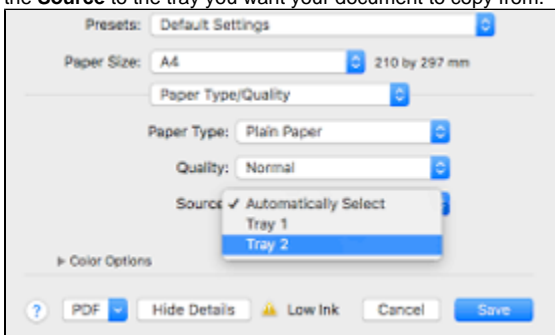
NOTE: Settings must be changed in both the print driver as well as the machine. They must match or the job will not print.

To switch to a different drawer:

1. On your computer, open the printing preferences window and click on the **Paper Source** tab.

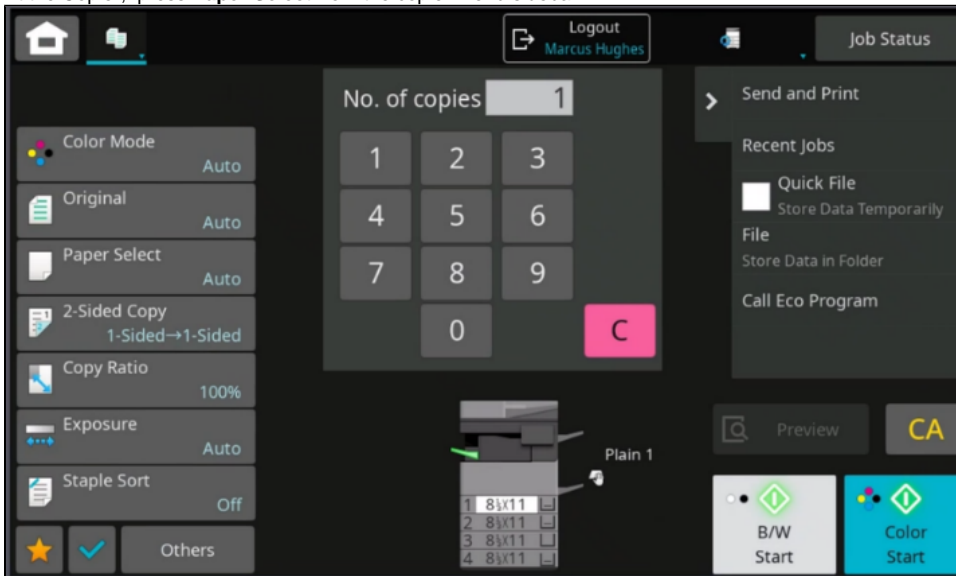


2. Use the **Paper Tray** drop-down menu to choose what drawer you would like your document to come out of or you can choose a drawer by clicking on the specific drawer on the picture of the copier.
3. Use the **Paper Type** drop-down menu to choose the type of special paper you are using such as, envelopes, labels, or heavy stock. Make sure the copier paper type matches the paper type designated at the PC.
4. On a Mac computer, open the printer settings and change the **Paper Type** to match the paper type you want to use at the copier. Then change the **Source** to the tray you want your document to copy from.

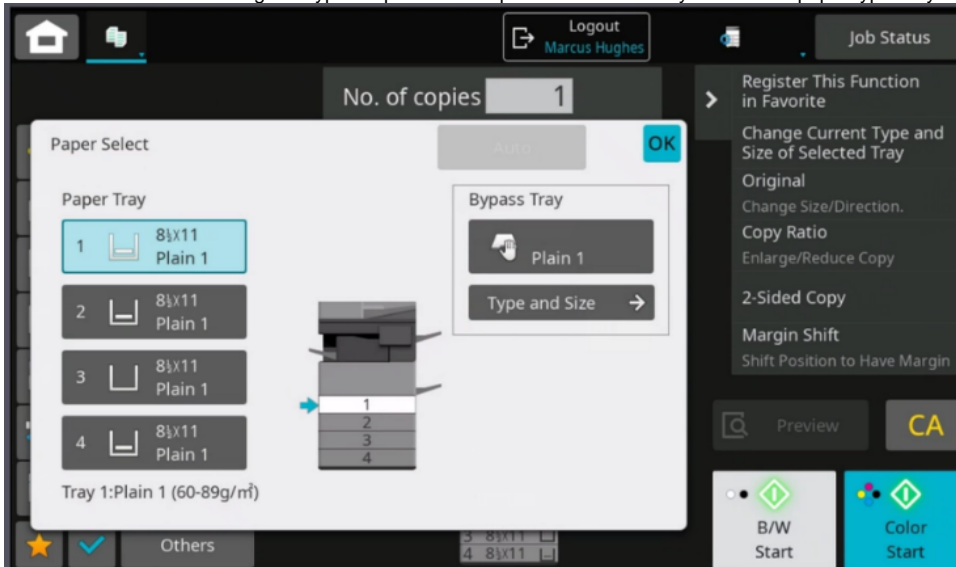


NOTE: Labels and transparency must state on the package that they are designated for copiers. If not, they will melt and jam in the machine causing the machine to be down for an extended period of time.

5. At the Copier, press **Paper Select** from the copier menu sidebar.



6. Choose the drawer you would like your document to come out of from the list on the left or you can choose a drawer by clicking on the specific drawer on the picture of the copier in the center of the screen. If you are using the bypass, place the paper in the bypass tray on the right side of the machine. before selecting the bypass option. The copier will automatically choose the paper type for you.



Related Articles

- [Print and Copy](#)
- [How to Order Supplies or Request Service for a Sharp Copier](#)
- [How to Change Toner in a Sharp Copier](#)

Search Knowledge Base

Submit a Service Request

We value your feedback! Click [HERE](#) to suggest updates to an existing article, request a new article, or submit an idea.

