Printing **LABELS** or **SPECIAL PAPER STOCKS** on Canon Devices

All **labels** or **special paper stocks** must be **laser rated**. For laser labels, the Avery brand is a good choice. Special Paper stocks will be identified as laser/copy rated material, if you have a question ask your paper supplier and confirm.
Step One (at your desk)

This step starts once your labels are ready to print from word, publisher, or another program.

1. The first thing you must do is select **print**.

2. Choose then Canon Printer. See the example to the right.
Step TWO (at your desk)

1. Now that you have selected your printer you will want to select **printer properties**. See it circled on the right.

2. **Please Note:** While in the print driver/#2 to the right you can do many things like choose paper trays, booklet making, duplex, reduce and enlarge and much more. It is like the copier panel at your PC.

Left click on printer properties

Notice that a new screen appears. The printer properties area is where you can change how your document is printed. We are going to tell the machine which paper source the labels will be located.
Step THREE (at your desk)

Now we are going to tell the MFP/Printer that we will be using labels.

1. Click on the **Paper Source Tab**.

2. Look at the Select by area and make sure **Paper Source** is chosen.

3. Lastly, make sure that **Multi-purpose Tray** is selected.
Step FOUR (at your desk)

1. Now all we have to do is select **OK**

2. We are then brought back to the print screen. Select **Print**

3. Now you need to load the labels in the multi-purpose tray on the MFD/Printer. Some people call this the bypass tray as well.
Step FIVE (at THE MFD/PRINTER)

The multi-purpose tray on the MFD/Printer is located on the right side of the device. It can open and close. If closed you must open it.

1. **Step 1**: Make sure the bypass is open

2. **Step 2**: Place the labels face down. (you will not see the labels.)
Step FIVE (at THE MFD/PRINTER)

As soon as you place the labels face down a screen will appear. Just like the sample on the right.

1. Make sure to select the size of paper. Typically, you will be selecting LTR = Letter. The symbol next to LTR illustrates the position of the paper.
Step SIX (at THE MFD/PRINTER)

1. The next step is to choose Labels. Then select ok.

2. The your will press the next button.

3. Since you have already sent over the print job directly it will pull the labels and print your job. If using secure print just release the job from the panel.

   (#2) Most of the devices will have the labels exit in the top tray of the finisher.