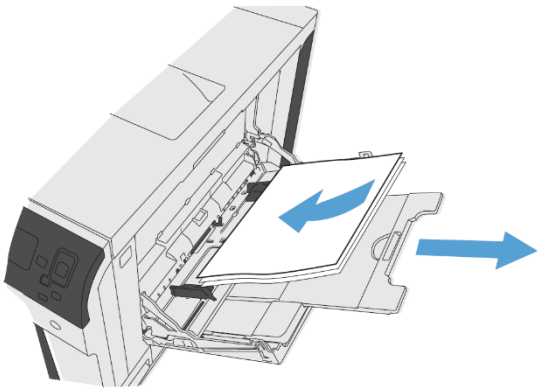# MEY2/3/4-750-PS

HOW TO PRINT ON YOUR OWN PAPER

The HP Color LaserJet M750 allows you to manually feed different paper types into **Tray 1**. If you would like to print on your own **laser-certified** specialty paper (e.g., cardstock, label paper, transparency, etc.), this guide will help you do so.
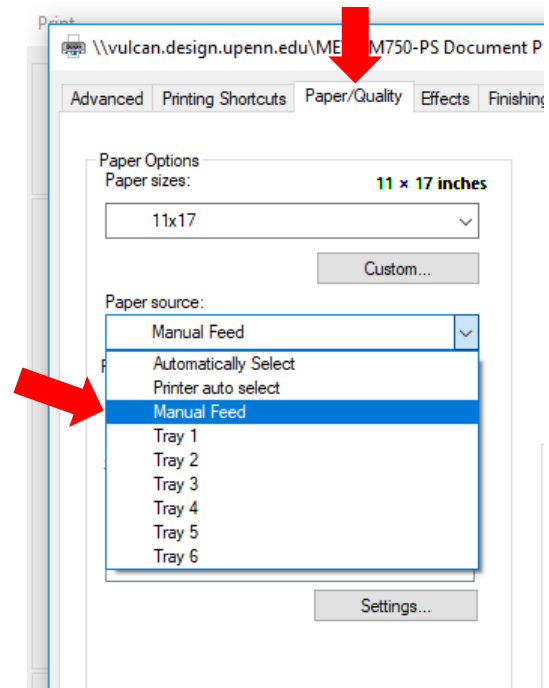
The maximum paper weight you can print on is 220 gsm/58-lb. bond.

(For automatic double-sided printing, the maximum paper weight is 120 gsm/32-lb. bond. You must manually flip and print your paper if it is heavier than that.)
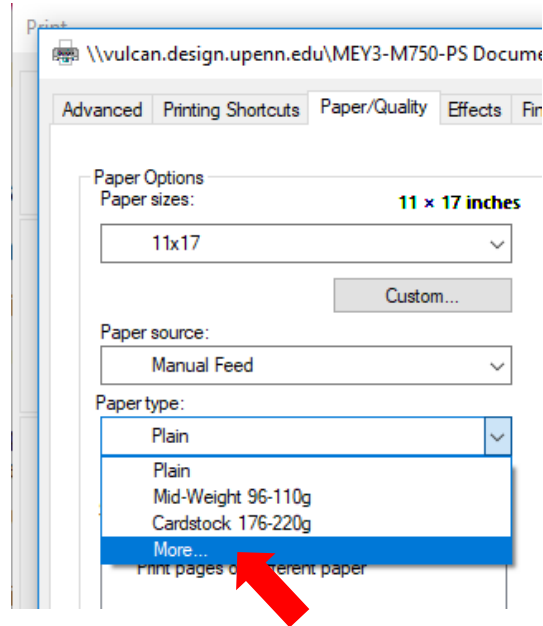
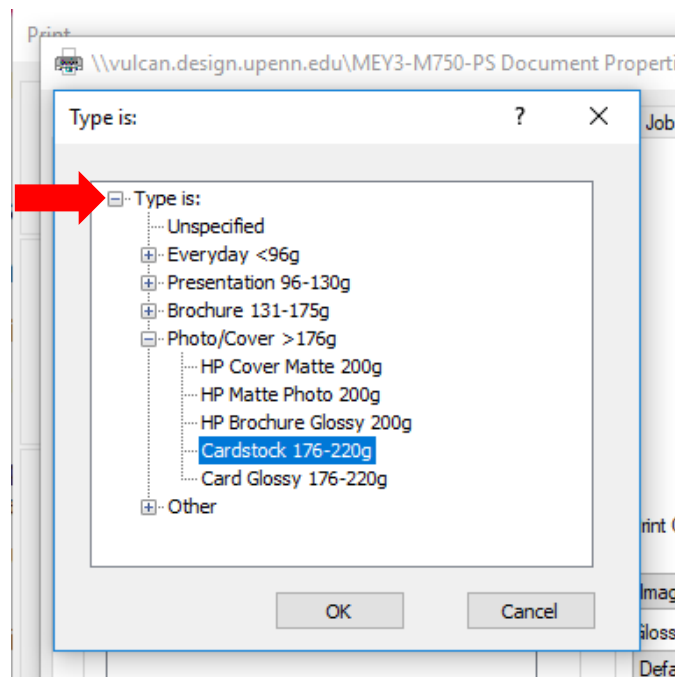1. Gently open Tray 1 (on the right side of the printer) and make sure that it's empty.

2. Open your PDF with Adobe Acrobat or Adobe Reader.
3. File > Print. Select MEY2-750-PS, MEY3-750-PS, or MEY4-750-PS as the printer, depending on what floor you're on.
4. Adjust the **Pages to Print** and **Paper Sizing & Handling** settings as you wish.
5. Go to **Properties > Paper/Quality**.
6. For Paper Size, select the size you will be using.
7. For **Paper Source**, select **Manual Feed**.

8. For **Paper Type**, select the correct paper type/weight in the menu. You may have to click **More…** in the drop-down menu.

A new window will pop up that says **Type is:**. Expand the Type is: section and select the paper type/weight that fits your job.

9. Click OK, OK, and Print! This will send your job to the printer, but it will not actually print until you have loaded paper and followed the control panel prompts.

10. The printer control panel will direct you to "Manually feed: Tray 1" with the paper size & type that you selected.

11. For larger sizes of paper, pull out the extension tray.

12. Move the width guides to the outer edges of the tray.

13. Load paper **face down**. Move the width guides to fit snugly around your paper.

    a. For letter-size paper (8.5 x 11"), feed the **LONG** edge into the printer.

14. After you load the paper, the printer control panel will say "Tray 1: *YourPaperType, YourPaperSize*" with the paper size & type that you selected. If the settings are correct, press **OK**.

15. Your job should print on the paper you loaded! If you are having trouble, stop by the IT Help Desk for assistance.