## MEY2/3/4-750-PS

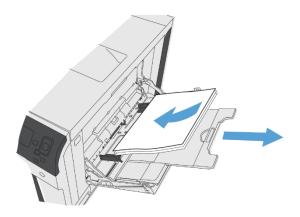
## HOW TO PRINT ON YOUR OWN PAPER

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.

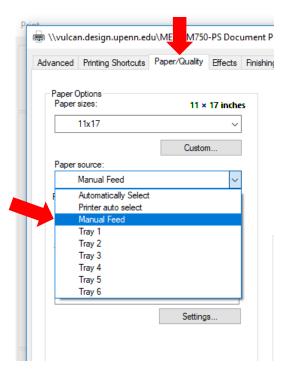
\*The maximum paper weight you can print on is 220 gsm/58-lb. bond.\*

(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.

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	Papert	ype:				
		Plain			$\sim$	
		Plain Mid-Weight 96-110g Cardstock 176-220g				
		More Int pages of teren	t paper			

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.

Type is:	?	×
Type is:		
••• Unspecified ••• Everyday <96g		
⊕ Presentation 96-130g ⊕ Brochure 131-175g		
⊟ Photo/Cover >176g		
HP Cover Matte 200g HP Matte Photo 200g		
HP Brochure Glossy 200g		
Cardstock 176-220g Card Glossy 176-220g		
Other		
ОК	Cancel	

- **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.

Manually feed: Tray 1	Manually feed: Cardstock, 11x17
To use another tray, press OK	For help press ?

- **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.