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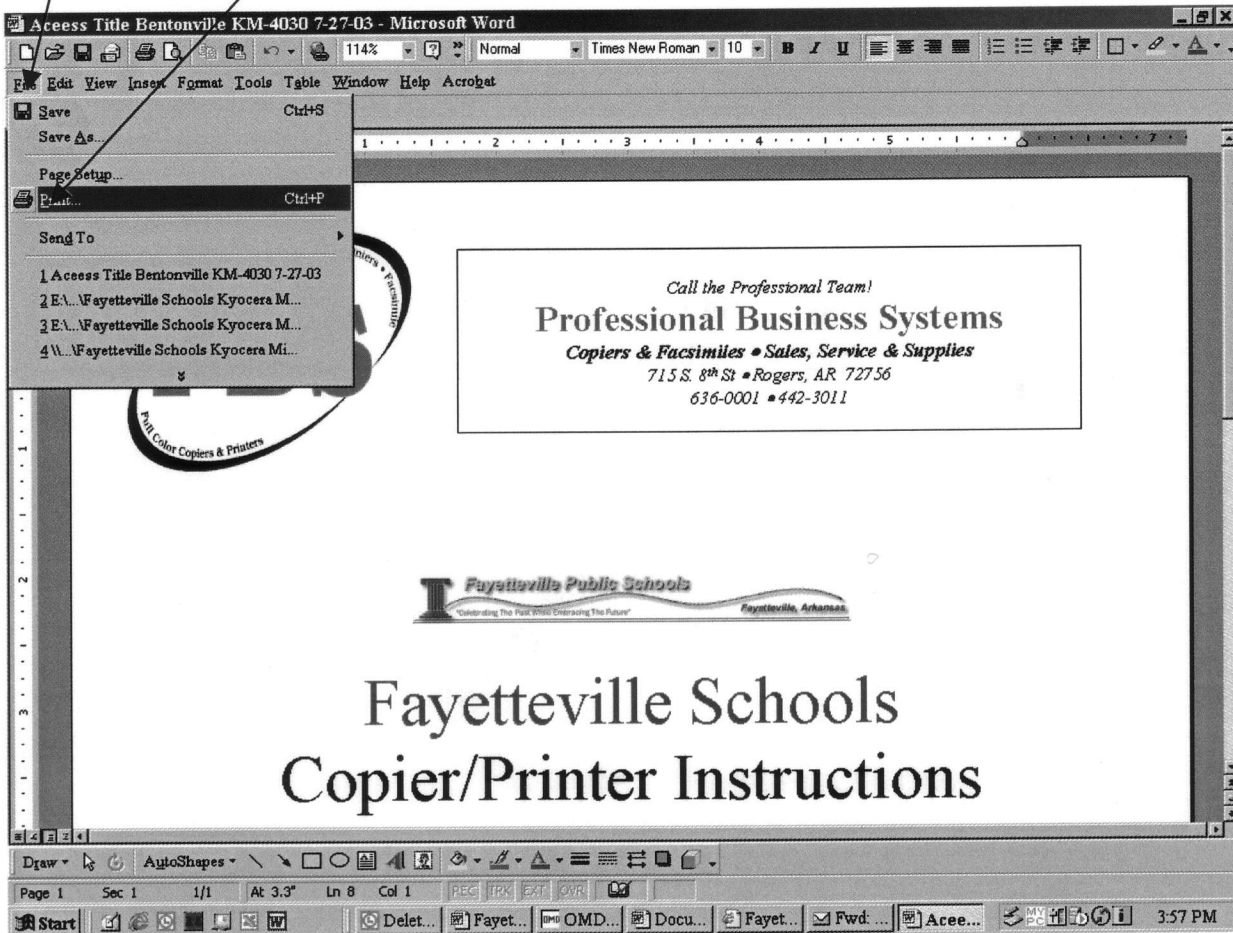
Fayetteville Schools Copier/Printer Instructions

Chris Meyer
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715 S. 8th Street Rogers, AR 72756
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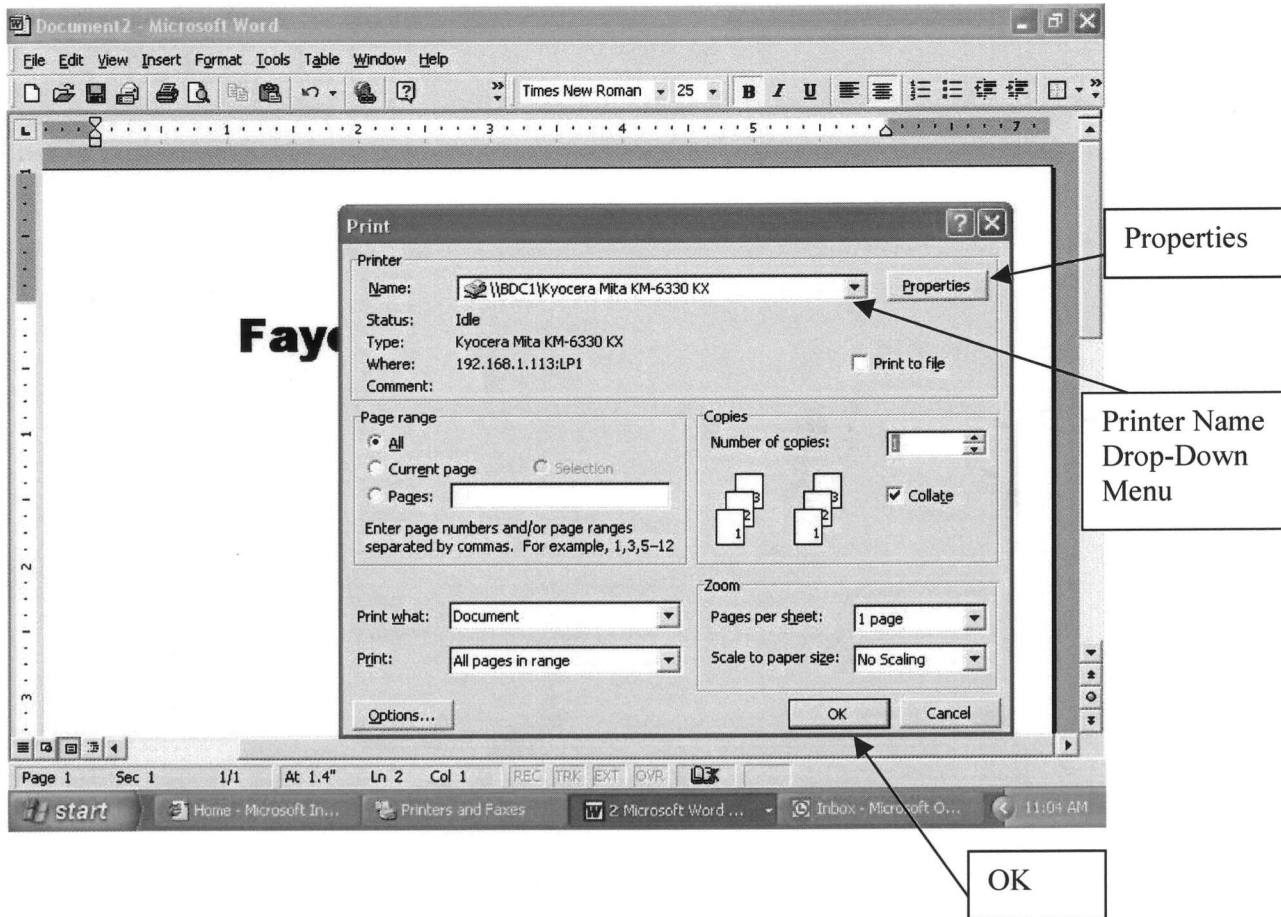
CMEYER@PBSTEAM.COM

1) File

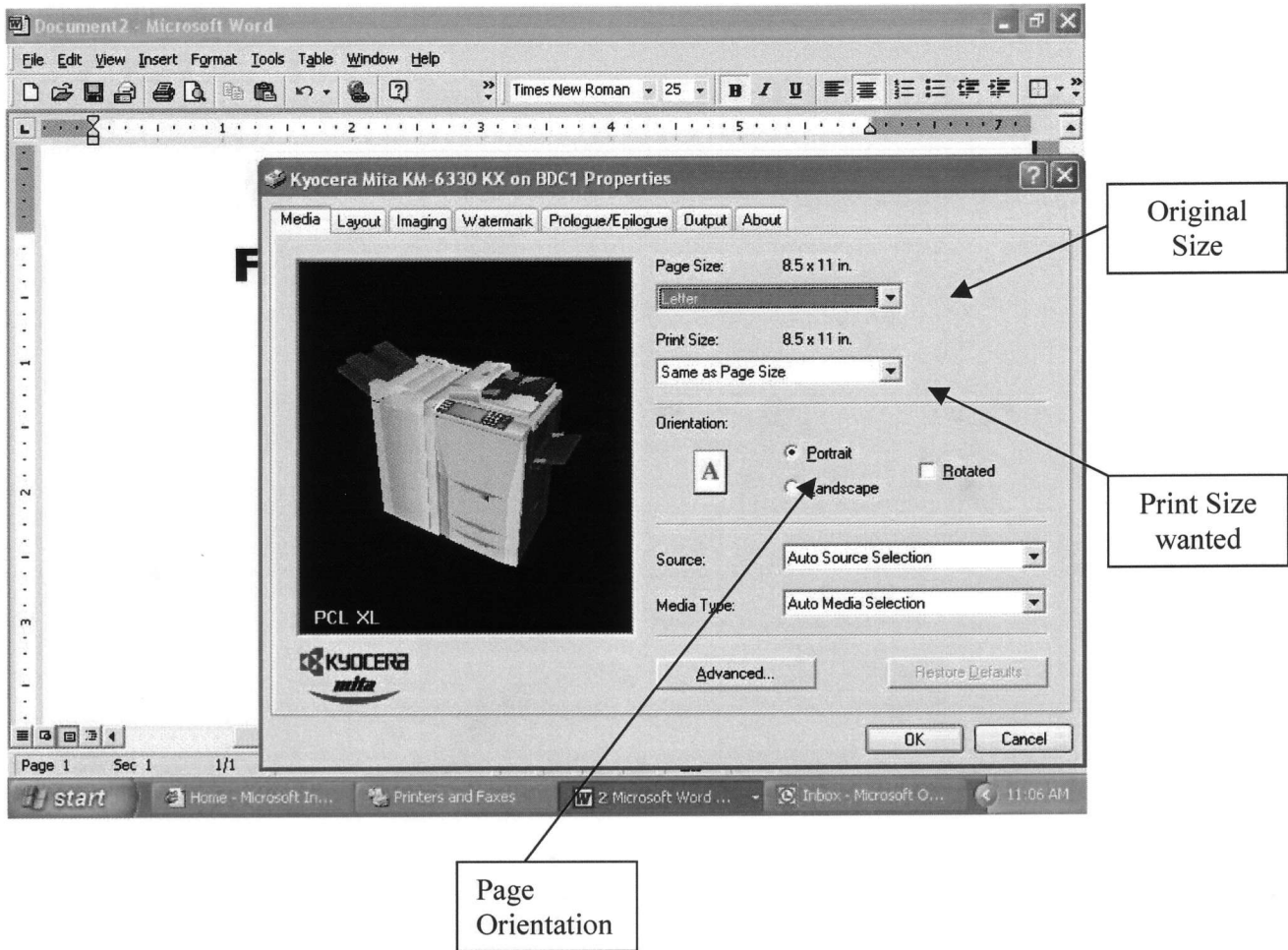
2) Print



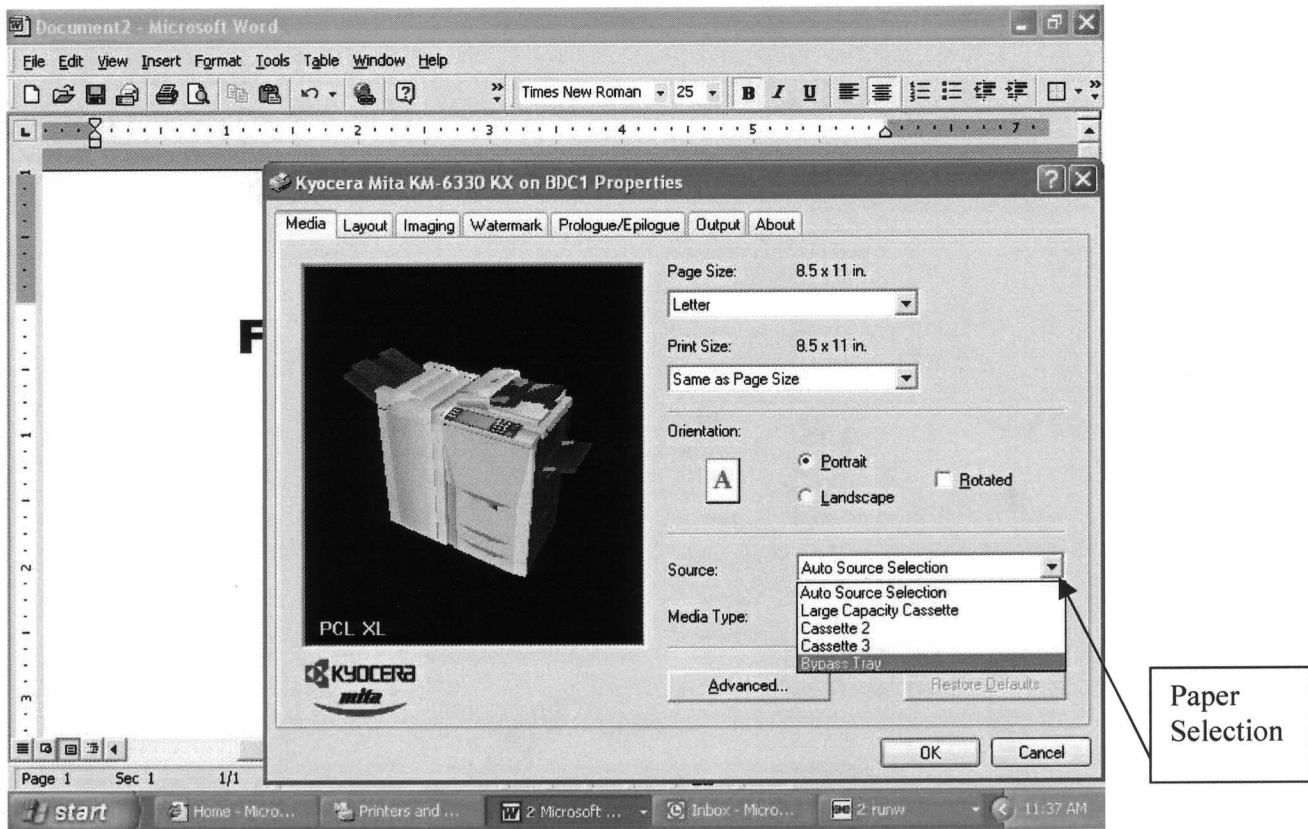
1. Click on **File** from the menu
2. Click on **Print** from the drop down screen



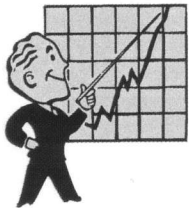
1. Choose the Kyocera Mita 4530 Printer/Copier by clicking on the “Name” drop down menu
2. To print document as is without any finishing options click **OK**
3. To choose more options like 2-sided, staple and 2 or 3-hole punch click on **Properties**



If you want to change the paper size or orientation of your print job choose **Page Size** or **Orientation** and adjust accordingly.



If you want to pull from a specific paper tray select which tray you would like the printer to pull paper out of. The machine default is to select the drawer with a matching paper size if no selection is made, much like the default copier mode settings.



Here we have chosen to pull from the **Bypass Tray**. This allows us to place specialty paper in the side feeder. The **Bypass Tray** is handy when using transparencies, thick colored paper, letterhead, etc.