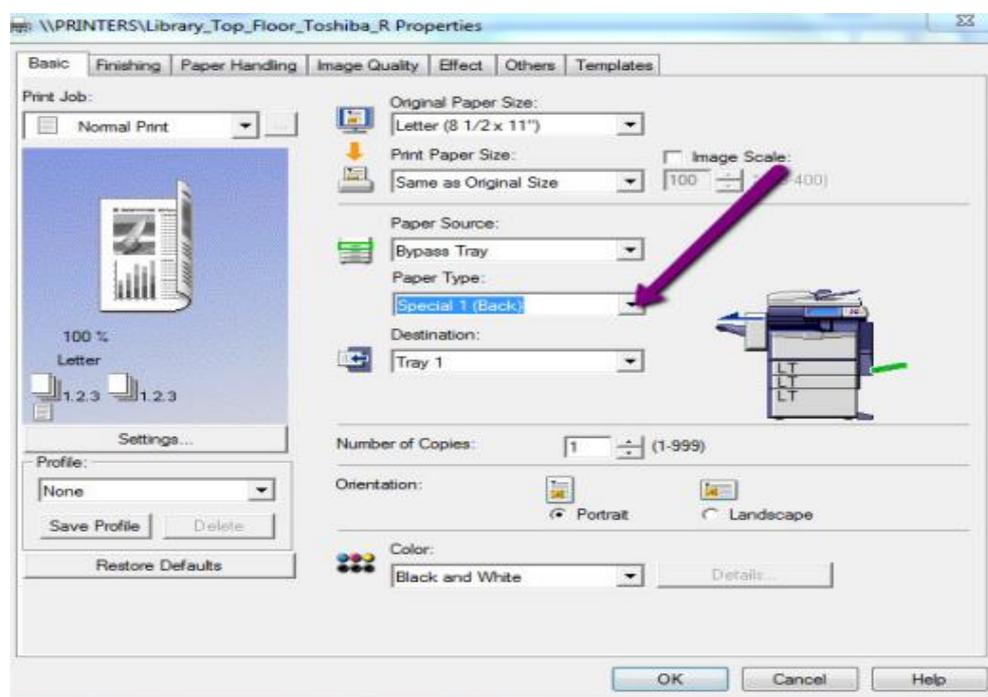# Printing on Card, Acetate and tracing Paper etc:

Regularly, you will be seeking to print on different types of materials. Some are not acceptable in the printers such as tissue or very thick card or plastic.

The Official thickness of the paper etc that the Toshiba machines can take is from 52g/m² - 280g/m². However, <u>most of the specific papers and materials should be fed through the Bypass tray</u>, and the job should be sent direct from a PC, so that a specific paper type can be selected.

This can be done by clicking into 'Printer Properties' after you pick 'File – Print' or 'Cntrl –P'.

Below is a table of Paper Type and their corresponding thickness: **NOTE: The large volume paper feeders should have paper with a weight between 64 – 105 g/m².**

Media Type	Weight in g/m²	Maximum Sheets in bypass tray at a time.
Thin Paper	52 - 59	1
Plain Paper	60 - 105	80
Thick 1	106 - 163	40
Thick 2	164 – 209	30
Thick 3	210 – 256	30
Thick 4	257 - 280	30

Note that there is no 'Acetate' Option. Officially, office laser printers are not for printing on Acetate, but generally, provided it's not too thick, it should print on acetate fine. The

problem arises if the acetate gets jammed passing through the fuser unit, as this is what heats and fuses the toner onto the media. The acetate will melt if it jams here. **So it is recommended that the user loads 1 acetate at a time for printing**, and IT should be called if an acetate gets jammed.

Once you go to the printer and release your job, you should hit the 'Print' Button as you will need to tell the printer that you loaded the bypass tray with the media you specified when you sent the job. If you are not met at this point with a graphic of the printer with a button saying 'Bypass Tray' beside it (Usually flashing blue) then look at the bottom right of the printers screen and there should be a button there called 'Job Status'. Press it. This should then bring you to the afore mentioned graphic of the printer. At this point you need to choose the paper type that you selected at the PC. So if for example you chose 'Thick 1' when you were sending from the PC, then choose 'Thick 1' at this point also. Then push the green 'Start' button, and your job should print.

NB: *If the steps above are not followed in relation to selecting the correct Paper Type for the media being printed on, the following symptoms can occur:*
- *If you are printing on Card, but do not select the correct thickness setting, then prints may come out very smudged, and subsequent prints will have streaks etc until the rollers are clear of toner.*
- *If you are printing on 'Thin' paper, but put more than 1 sheet in the bypass tray, it can take multiple sheets at a time and mess up the print, or jam up the printer.*