

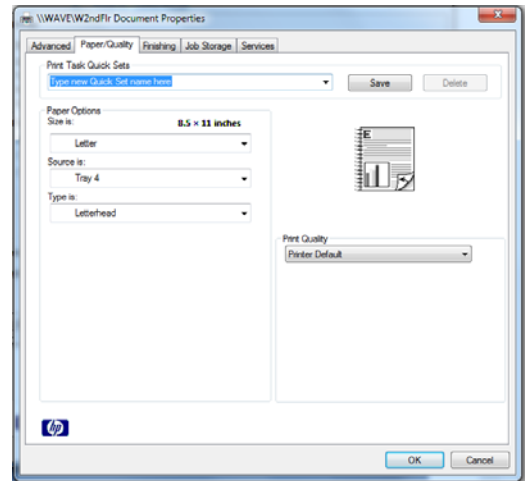
## PRINTING INSTRUCTIONS WHEN USING LETTERHEAD STATIONERY

If the document has **MULTIPLE PAGES, BEFORE SENDING THE PRINT REQUEST** you will need to add the necessary additional pages (blank bond paper) in Tray 4 of the printer **BENEATH** the top letterhead page. The letterhead page should be placed face down with the logo towards you. Then, from your computer:

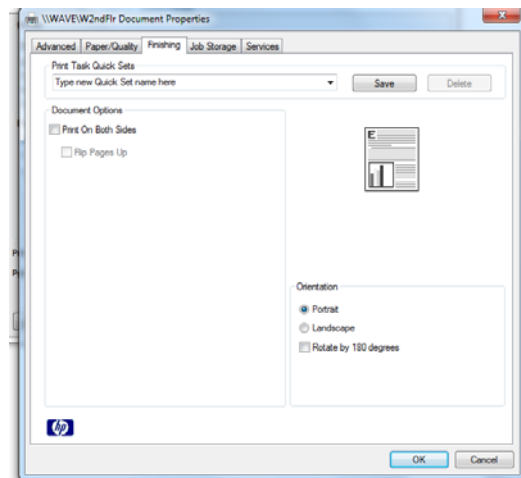
- a. Open **Page Setup** and under “Headers and Footers” select “**Different First Page**”. The top margin for the first page should be at least 1.5 inches, and the bottom margin at least 1 inch. Margins for the subsequent pages should be at least 1 inch all around.

Select

- b. **File**
- c. **Print**
- d. Next to printer name, select “**Properties**” then
- e. Select the **Paper/Quality** tab and change the following values under **Paper Options**:
  - i. Size is: **Letter**
  - ii. Source is: **Tray 4**
  - iii. Type is: **Letterhead (VERY IMPORTANT)**



- f. Select the **Finishing** tab and under **Document Options** **UNCHECK** “Print on Both Sides”



- g. Press **OK** for the “Properties” window
- h. Press **OK** for the “Printer” window

Your document will now print in the letterhead stationery and the Separator Page (with your name) will print in regular plain paper.