Local Printing – Manual Feed
Information Technology Group

This document describes the steps for using the manual feed function available on local printers. These steps should be used in any situation where you may need to print from non-standard paper, such as envelopes, labels, index cards. **Never insert resume paper, labels, envelopes, or other non-standard paper into a network printer. Students will be held financially liable for damage incurred through misuse and/or mistreatment of GSB property.**

**Step 1: Use a Local Printer**

Only use local printers (HP 4000) to print using non-standard paper. (Resume paper, labels, envelopes, etc.)

Network printers (HP 8100) cannot process non-standard paper and will always result in a paper jam and damage the printer.

**Step 2: Load the Paper**

1. Open the manual feed tray (Tray 1), located on the front of the printer.

2. Pull out the tray extension.

3. Set the width guide to the desired size.

4. Load Tray 1.

5. Paper should fit, without bending, under the tabs on the guides, and below the line as indicated.

6. Load paper with side to be printed on facing up and the top of the page towards the printer. (see below)
Step 3: Setup your Printer

1. From your application, choose File, Print.

2. From the Print window select the name you chose for your local printer during setup (yours may have a different name than what is shown, i.e. HP 4000, Local printer, etc...).

3. Click on the Properties button.

4. On the Printer Properties window, select the appropriate paper size and orientation.

5. Choose Manual Feed for the Paper Source. Click OK and you will return to the Print window.

6. Click OK in the Print window to print your document.

Step 4: Restoring Your Settings

1. Remove your paper, and close Tray 1 on the printer.

2. Return to Step 3, and follow the instruction until part 4. On the printer Properties window click the Restore Defaults button. Then click OK. When you return to the Print window click Cancel (otherwise you will print an unnecessary copy of your document).