

# Printing and Copying Through the Stack Bypass

These instructions are congruent for both the Canon B/W and Color Copiers.

## Step 1

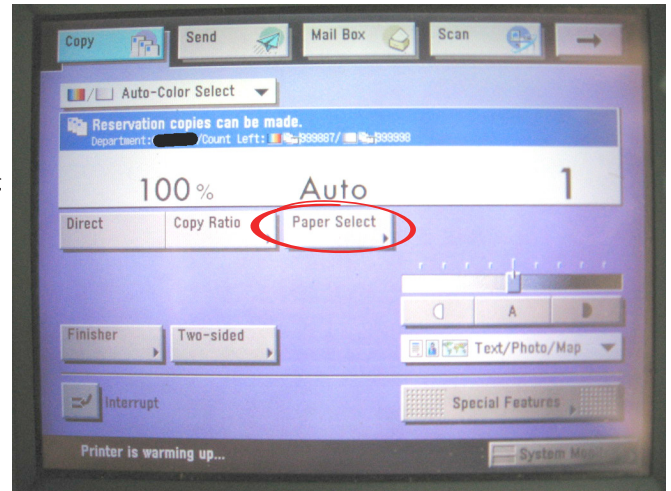
Preparing paper in the stack bypass.

- Place desired paper in the bypass feed tray.
- On the copier control screen, press the **System Monitor** button.
- Follow the on-screen instructions for defining your paper.

## Step 2

Copying onto paper through the stack bypass.

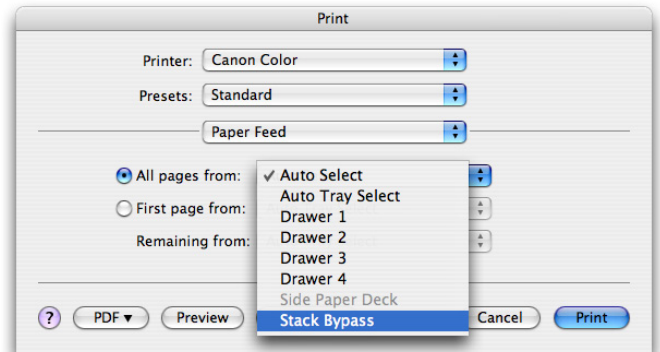
- Insert copy card.
- Place art / text / photo that you want to copy on the copier bed.
- Press the button labelled **Paper Select**.
- Press the button that corresponds to your paper in the stack bypass.
- Make any changes to the copier settings that you would normally make like size adjustments, contrast, etc.
- Click the **Start** button on the copier.



## Step 3

Printing onto paper through the stack bypass.

- Click on the **File** tab at the top and then **Print**.
- Click on the third drop down menu box, and select **Paper Feed**.
- Find the drop down menu for **All Pages From:** and select **Stack Bypass**.
- Enter your **Department ID and Password** in **Owner Information**.
- Click **Print**.



## Troubleshooting:

**Q:** Am I charged differently for printing through the stack bypass?

**A:** No, just remember that any copy or print made on the Color Copier will be charged 50 cents, even if it is just black.

**Q:** What sort of paper weight limitations are there for the stack bypass?

**A:** The **B/W Copier** can handle up to **110 lb paper**, and the **Color Copier** can handle up to **140 lb paper**