

## Pattern 4 Instructions:

Basic two sided document: 8 1/2 x 11 {letter}, 8 1/2 x 14 {legal} , 11 x 17{tabloid}

## Readying your cover page to print

It doesn't really matter which program you use to design your document, it will print using the Cm5520 if you access the print menus. It is possible to print quite easily using the Microsoft Word document file menus.

## Paper to Use

20 (standard copying paper) or 24 wt paper (heavier if you are afraid pictures might show through the other side.

Cm5520 has the drawers ready set up for 8 1/2 x 11 in drawer 3. (I keep 24 wt in drawer 3)

Cm5520 has the drawers ready set up for 8 1/2 x 14 in drawer 2.

Cm5520 has the drawers ready set up for 11 x 17 in drawer 1.

Heavier paper or special paper will need to be placed on the by-pass tray. You will notice that if it is heavier than a specific weight, the printer will not duplex it. {Turn it over} Just run it through feeding the document 'feet down' 'face up'.

Remember, that the Cm5520 prints on the bottom of the page as you feed it into the by-pass tray, so if you are printing on the second side of a heavy weight page, the side which you already printed on should be looking at you as you lay it onto the tray.

The Printer/ computer defaults to single-side mode, so you need to follow the print set (#4) to tell the printer to duplex. {It's on the lay-out mode of the Properties Interface Screen.}