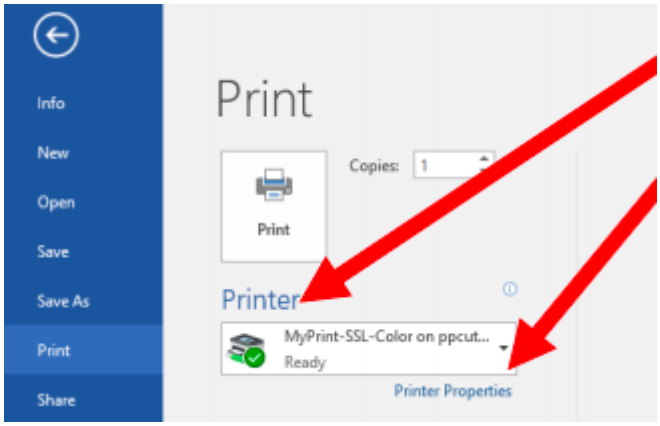
Print Letterhead, Cardstock, or Monarch/Executive Paper using MyPrint

Stephanie Obodda - 2024-08-02 - Comments (0) - MyPrint

These instructions are for the Windows version of Word.

First: On Your Computer

1. Open your document in Microsoft Word.
2. Click the Print option on the left menu.
3. From the list of printers, choose MyPrint-Pro-BW or MyPrint-Pro-Color.
4. Click Printer Properties.



5. From the One-Click Preset List, choose either Letterhead, Monarch/Executive Paper, or Cardstock, depending on what you are printing.
6. Click OK to save these settings.
7. Click Print.

Second: At the Printer

1. As usual, swipe your Brown ID card at the printer.
2. Locate and open the bypass tray on the side of the printer.

3. Place your paper in the bypass tray. If you are using Brown letterhead, it should be face down with the logo to the right/top of the tray.
4. As usual, release the print from the touchscreen. (If you're not sure how to do that, see the instructions in the article Pick up Prints from a MyPrint Printer.)

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