Printing Labels

When printing labels on the Sharp copiers, it is important that you have the correct setting on both your computer and the copier.

- **On the computer:**
  - Printer Properties select the Paper Tab. Change the Paper Source to Bypass Tray and Paper Type to Labels.

- **On the copier:**
  - Select Tray settings (picture of copier)
  - Select Bypass tray
  - Select Labels

Note: once this is set on the copier, it will remain the default for everyone until someone changes it.