

All systems



Using letterhead paper

For use by: Students & Employees
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Introduction

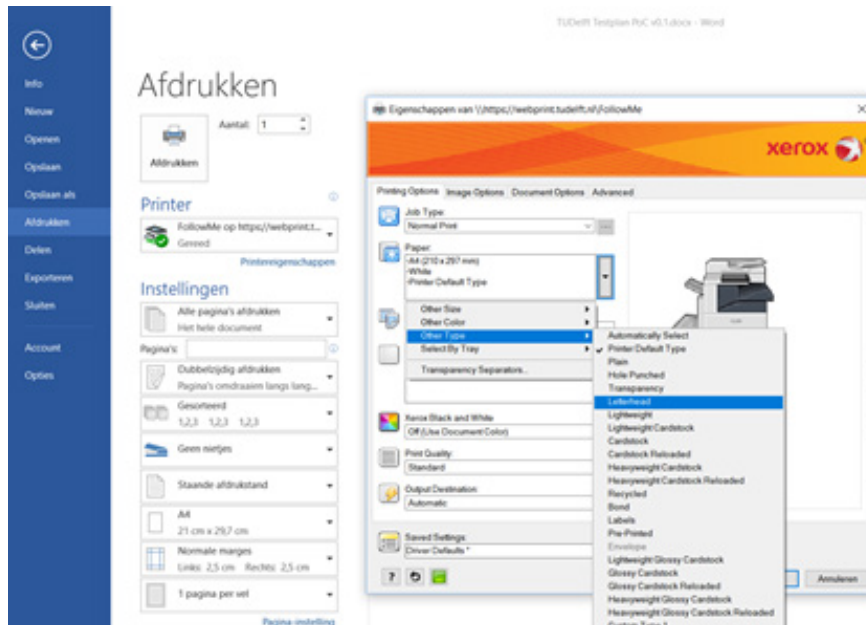
The most cost-effective and simplest way to print letterheads is to print them at the same time you print your letters or other documents.

This manual is intended for those situations when it is not possible to print the letterhead at the same time and you need to use letterhead paper.

1. The print job

Choose the option 'Letterhead' as follows:

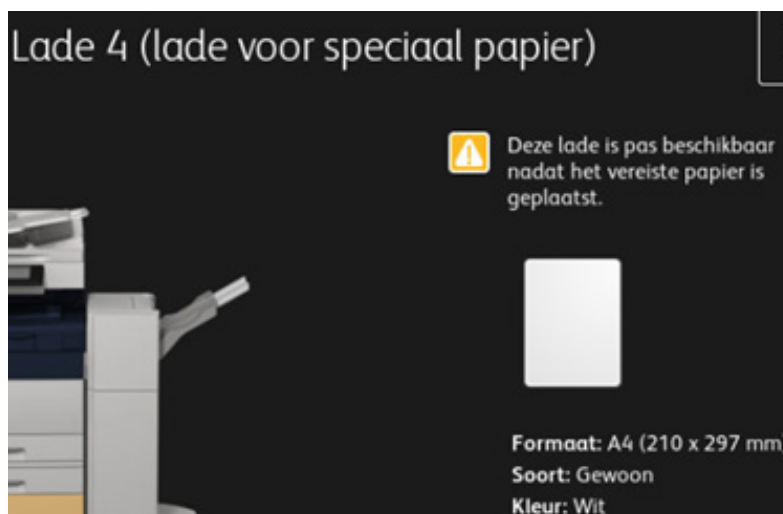
Click on 'File', 'Print' and 'Printer properties' and then on the arrow to the right of the 'Paper' option. In the menu, click on 'Other type' and select 'Letterhead'.



The printer does now 'know' that this print job has to be printed on letterhead paper. If the job is sent to a printer that does not have letterhead paper preloaded, the printer will give a warning. If the printer does have the right paper, it will automatically select the appropriate tray.

Letterhead paper is not preloaded and configured in the printers as standard

The multifunctional Xerox printers at TU Delft are configured for normal A4 plain white paper as standard. If tray 1, 2, 3 or 4 is opened, a warning will be displayed as shown below.



Of course, you can also simply place letterhead paper in one of the trays and select this tray from your computer. However, the printer will not 'know' that this is letterhead paper and treat the paper as normal printer paper. An error will occur if you try to print on two sides and letterhead paper is used instead of normal paper.

If you only need to print on letterhead paper occasionally, follow the instructions in paragraph 2, 'Occasional use of letterhead paper' on the next page.

If you regularly print multiple documents using letterhead paper then you can follow the instructions in paragraph 3, 'Regular use of letterhead paper'.

2. Occasional use of letterhead paper

The user can use the manual input (tray 5) for alternative formats, paper types and colours. These properties are selected to ensure reliable prints on letterhead paper. Load the paper (no more than about 130 sheets) in tray five with the printed side facing upwards and the logo towards you (there is an icon on the tray that shows you how to load the paper properly).



A menu will appear on the display with adjustable settings for Format, Type and Colour at the bottom. Choose 'A4' (portrait) for the Format, 'Letterhead' for the Type and 'White' for the Colour. Press 'Confirm'.

Now you can send a print job to print on letterhead paper.

Note: The printer will display a pop-up message instructing you to load letterhead paper if no letterhead paper has been loaded. The job will not be printed until letterhead paper has been loaded in the correct manner (or until the user instructs the printer to accept other paper).

3. Regular use of large quantities of letterhead paper

If your department regularly uses large amounts of letterhead paper, you can request to have a special multifunctional Xerox printer installed and configured for letterhead paper. If the request is approved, tray 1 (the top tray) of this printer will be configured for letterhead paper. If tray 1 is opened, a warning will pop up that this tray is only for letterhead paper.

Load the letterhead paper in the tray with the logo facing down and towards you. There is an icon on the tray that shows you how to load the paper properly.

If you send a print job for letterhead paper, the printer will automatically use tray 1 and will also be able to print double sided without errors (text starting on the front and continuing on the back).

Even if all other trays are empty, the letterhead paper will not be used for print jobs requiring normal paper.