

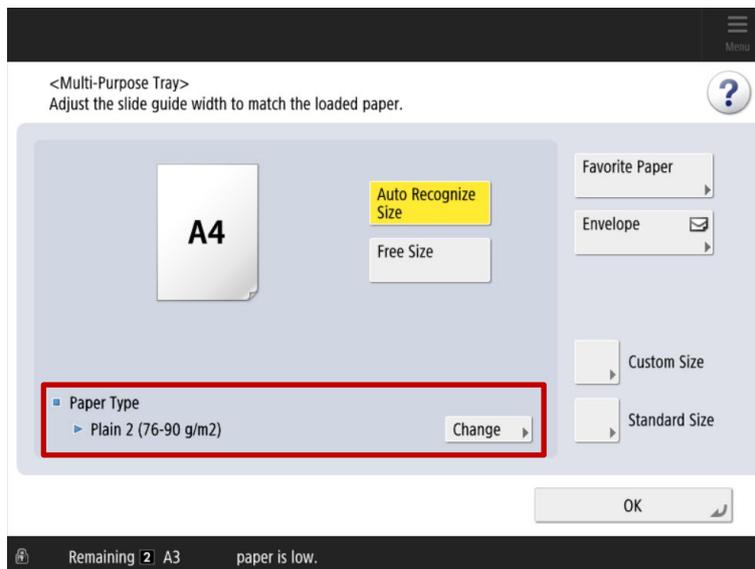
## Loading Labels

Open the manual feed tray, which you will usually find on the right hand side of the printer and adjust the guides to match the size of the paper.

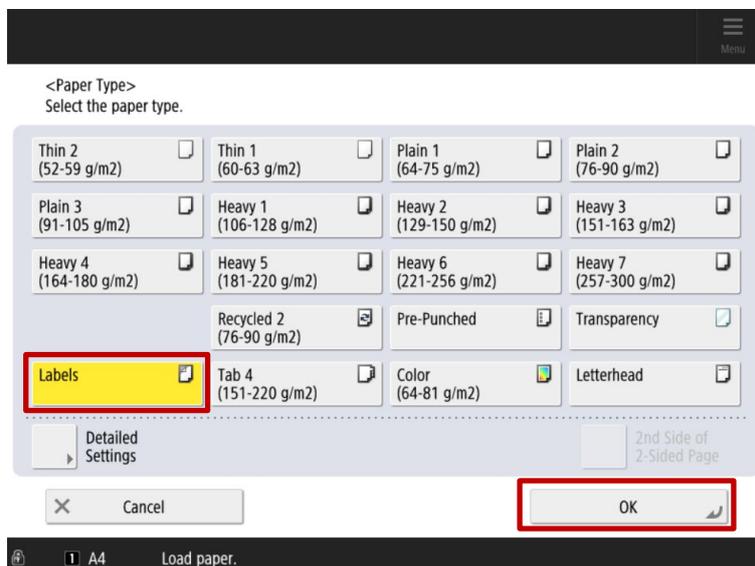


Insert the paper onto the tray until the paper stops – load the paper with the print side face down. Make sure that the paper stack does not exceed the load limit line (▼▼▼▼). Loading too much paper can cause paper jams.

The screen for specifying the paper size and type is displayed when the paper is fully inserted.

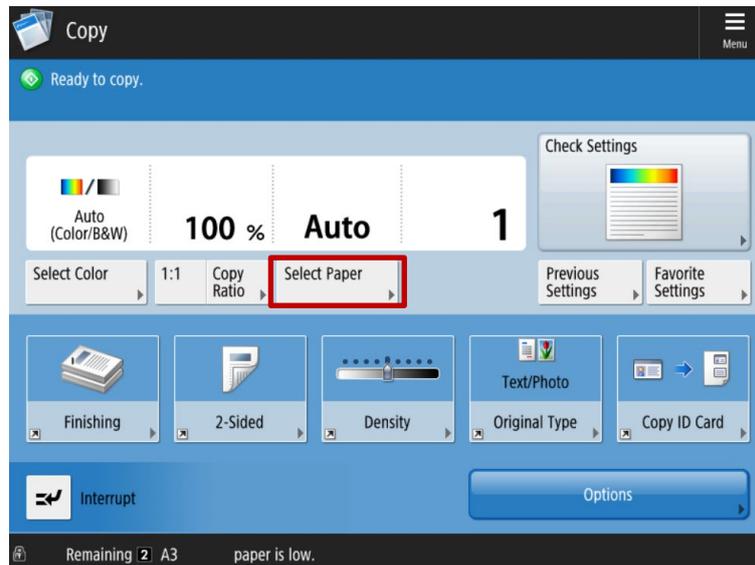


Specify the paper size if the printer hasn't done so already, then **change the Paper Type from Plain Paper to Labels**.

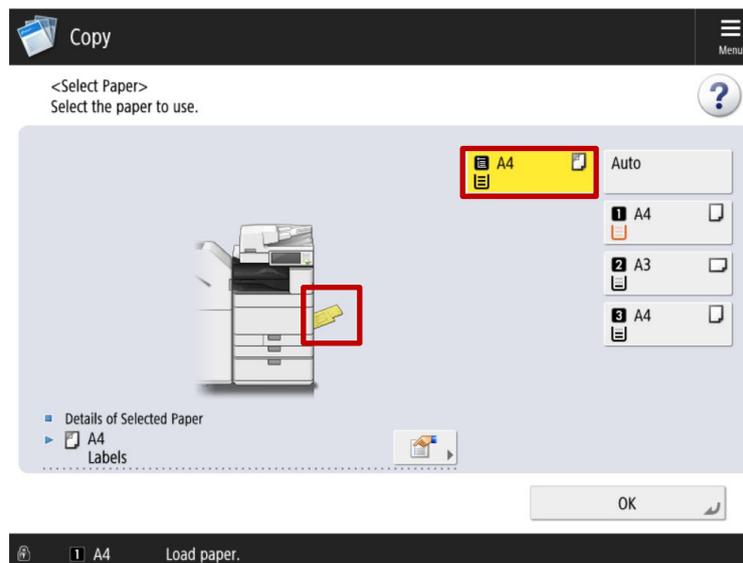


## Copying on Labels

Load the paper as per the instructions above, then log on to the device and select the Copy screen. Set the job up as single sided and press the Select Paper button.



Select the Multi-Purpose tray from the list displayed. You will know if you have pressed the correct option as the manual feed will be highlighted on the picture of the printer.



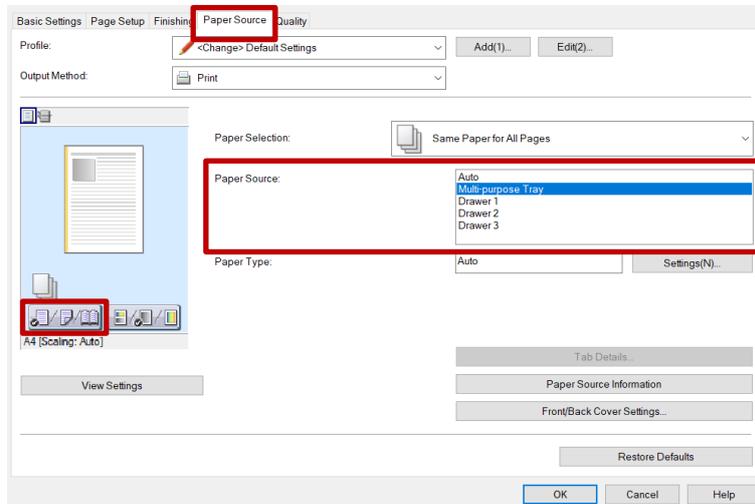
Press OK, then select how many copies you need before pressing the green button to start the job.

*Please note: if you do not use Canon approved labels which then results in the device malfunctioning, you may subsequently be billed if this requires a Canon technician to visit and/or parts to be ordered to fix the issue*

## Printing on Labels

### Canon Print Driver

Open the document that contain the labels and select Print. Select Printer Properties and go to the Paper Source tab.

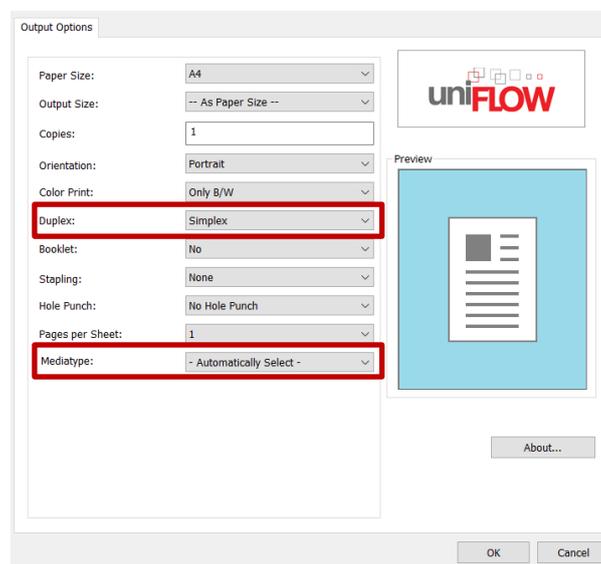


In the Paper Source list, select Multipurpose Tray. Also, **please make sure the job is set to print single-sided** – a quick way to do this is by clicking the button under the thumbnail on the left-hand side of the screen.

Press OK and send the job to print as normal. When printing, it will pick up the paper up from the manual feed and print your labels.

### uniFLOW Universal Print Driver

Open the document that contain the labels and select Print. Select Printer Properties and go to the Paper Catalog (Media Type) drop down.



From the options, select **Stack Bypass tray**. Also, please make sure the job is set to print **single-sided**.

Press OK and send the job to print as normal. When you release it, it will pick up the paper up from the manual feed and print your labels.