UNIVERSITY OF MIAMI
MANAGED PRINT SERVICES
MAKING SMARTER **IMPRESSIONS**

QUICK REFERENCE GUIDE
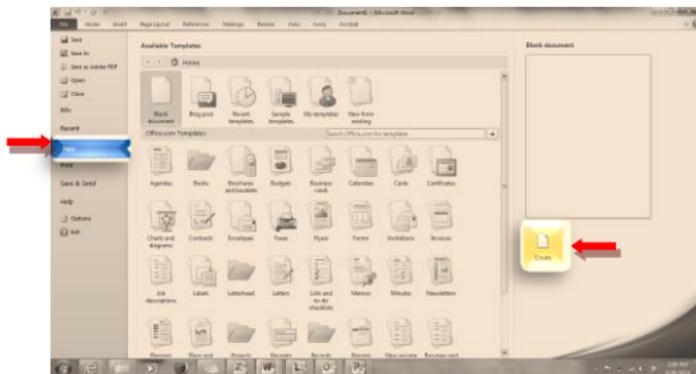What you need to know about printing **POST CARDS**

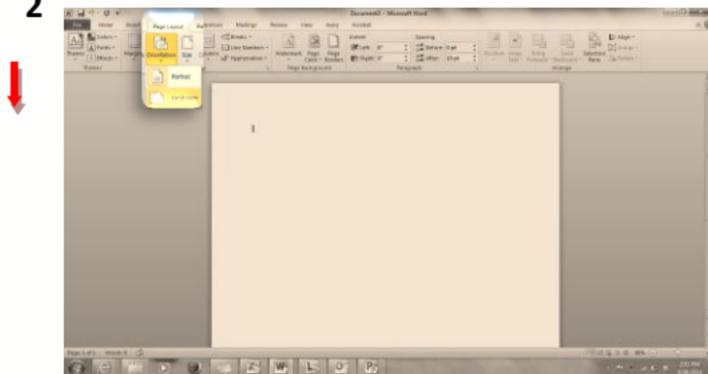## Post-Card Printing Instructions
(Canon 1030iF example)

1. Create a new file. Select **File**, located in the top left corner of the screen, select **New**, then select **Create**, located on the right side of the screen.

2. Select the **Page Layout** tab at the top of the screen, then **Orientation,** and then **Landscape** as the layout setting
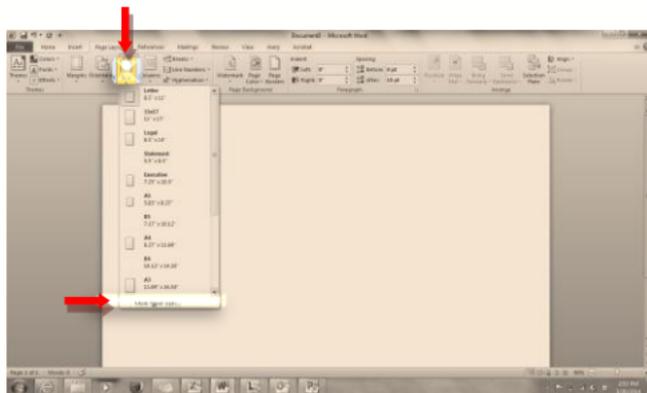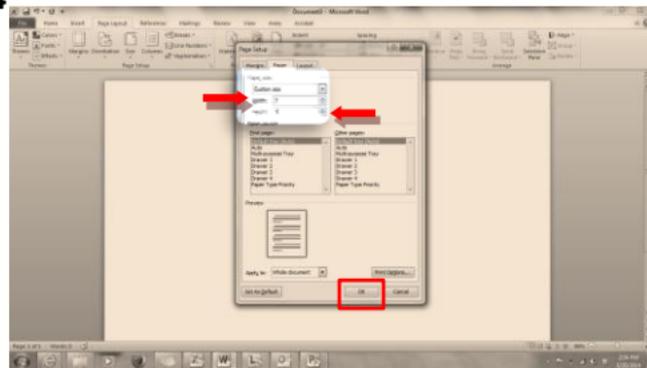
1

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3. Select **Size**, followed by **More Paper Sizes**

4. Next, select your desired **width** and **Height**, followed by selecting **OK** to execute size settings.
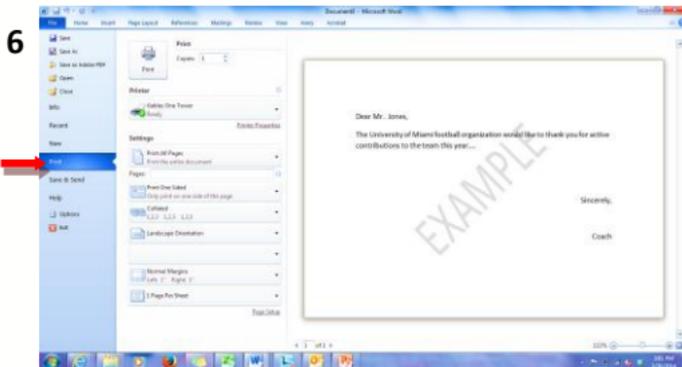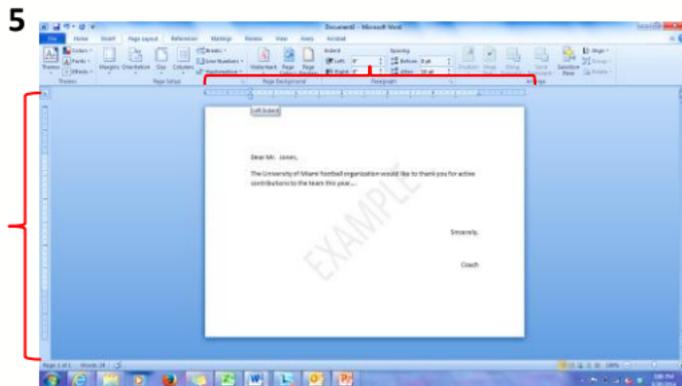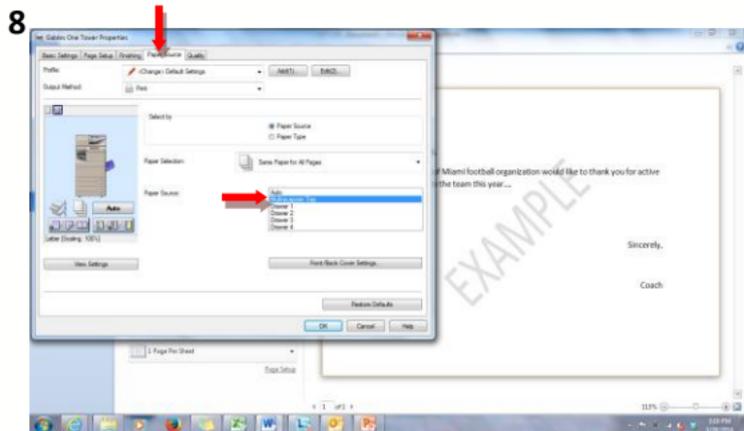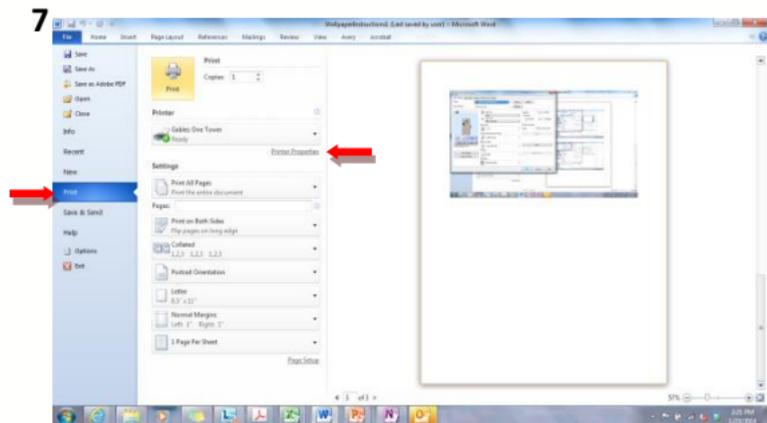
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5. Your page should reflect the height and width size you selected. Next, adjust the margins accordingly.

6. If all driver options are correct, select **OK** to close **Printer Properties F**

7. Select the **Print** tab under the file menu, followed by selecting **Printer Properties**

8. Select the **Paper Source** tab at the top of the Printer Properties window and designate the **Multi-purpose Tray** as the output tray. Select **OK** when finished with printer property settings.
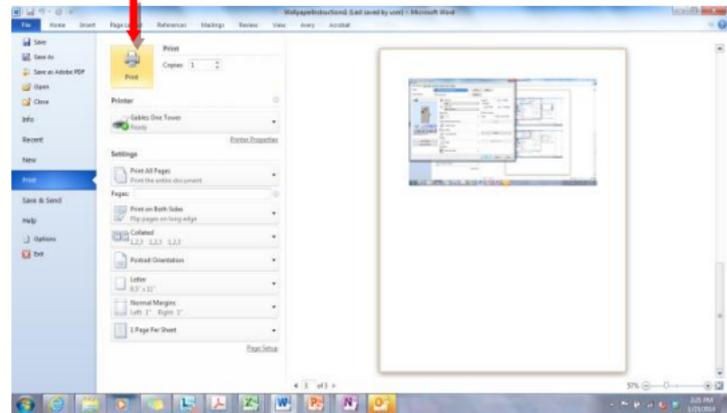
9. Select **Print** to send your job to the device.

Your job will not print until you place your stationary in the multipurpose tray and configure the stationary settings

9.

10. Adjust the paper guides to fit your postcard stationary

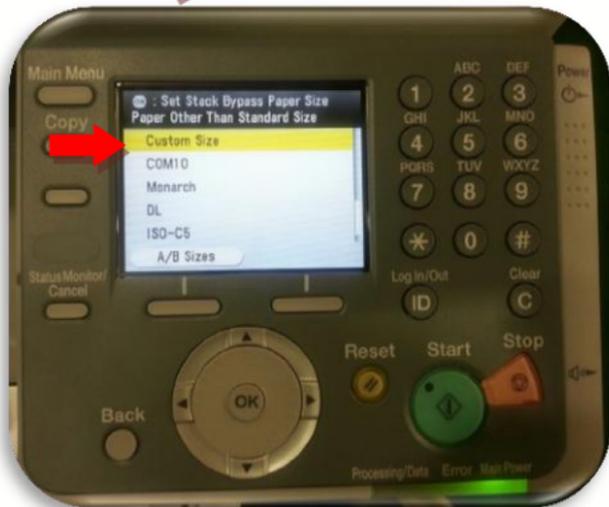**11.** Place your post card face down with the top of the post card away from the device

12. Next, scroll down using the navigation arrow and locate **Custom Size**.

13. Next, specify the stationary size. This can be done manually by using the arrows on the navigation control panel to select the X axis*(width)* and the Y axis*(height).* Select **OK** to configure each setting. When configuring, you may either use the arrows or turn the navigation dial to adjust settings.
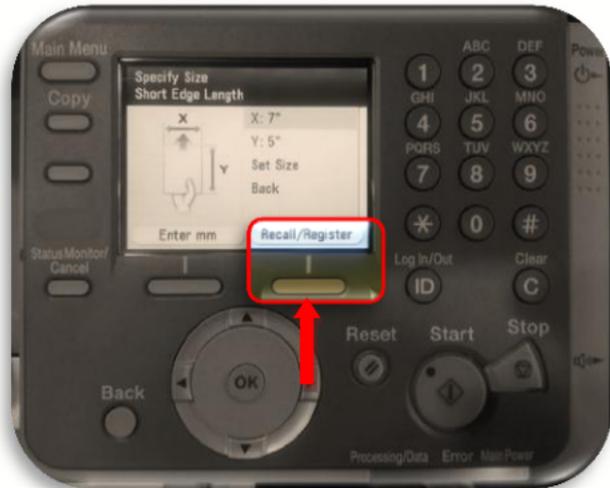
13.

14. If these settings are already preset, you may instead select Recall/ Register and select 1 of 2 available preset options if a stationary size has been assigned to one.

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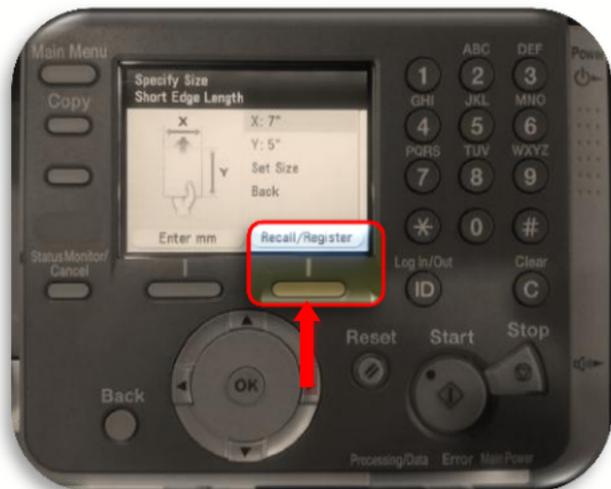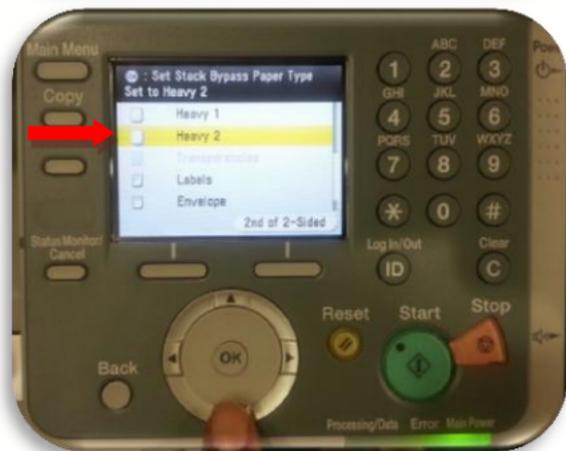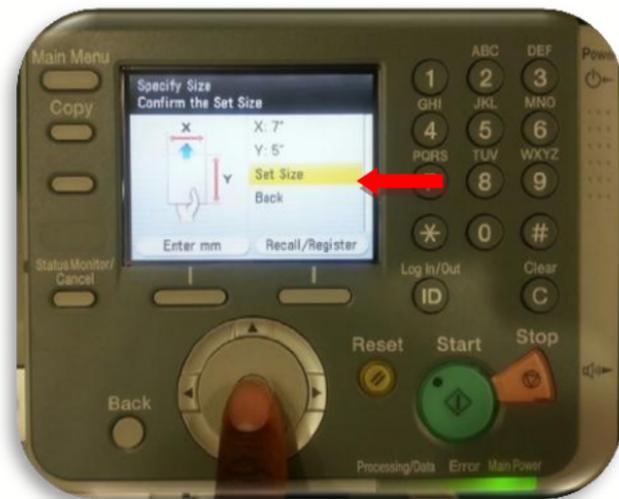
16. Once the stationary specific size is set, select **Set Size**, to let the device know what type of stationary you have placed in the multi-purpose tray. For this example, **Heavy 2** is selected from the list. Once this option is selected, your job will release.

Additional Information

If you have additional questions, please refer to our website at www.miami.edu/mps for additional details, information, instruction and training materials. You may also contact the Canon UM Helpdesk at 855-477-4783 to request personalized or group training, or contact Derek Lawrence at dlawrence@miami.edu.

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