

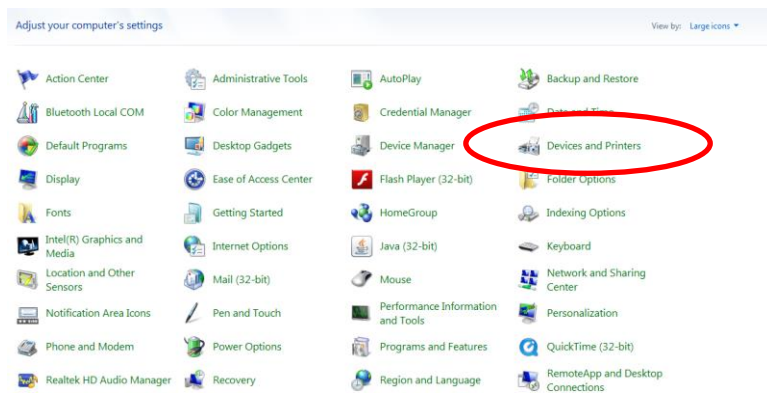
Print on Banner Paper (304.8mm x 1193.8mm OR 304.8mm x 1016mm) on your Toshiba copier

Many Toshiba Colour copiers have the ability to print on banner paper. This paper can come in many lengths but the common is 304.8mm x 1016mm Bond (Thick 2) and 304.8mm x 1193.8mm *Aqua Ace* Paper. Toshiba *Aqua Ace* paper is a tear resistant/water resistant coated paper designed to be used in an outdoor environment. It is referred to as a “printable laminated” paper. Both types and sizes of paper can be ordered through our office. This instruction assumes you already possess either the Bond or Aqua Ace paper.

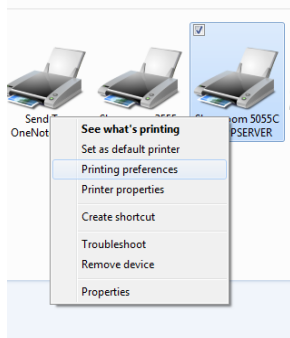
You are required to be a local administrator of the workstation that contains the print driver to make changes. If the driver resides on the server, you must make the changes at the server instead of the workstation.

Setup Print Driver for Paper Size (Windows)

1. Open the *Devices & Printers, Printers, or Printers & Faxes* folder. This may be in *Control Panel*.



2. Locate your Toshiba print driver, right click on the icon & select *Printing Preferences*.

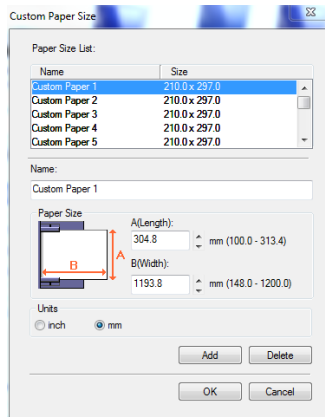


3. Switch to the *Others* tab then click on *Custom Paper Size*. If you cannot click on *Custom Paper Size*, you are not a local administrator or the print driver is installed on your server. See your IT person for assistance.

Once you click on the *Custom Paper Size* you will see the window to create customize paper sizes for your Toshiba.

4. Click on the top *Custom Paper 1* in the *Paper Size List*.

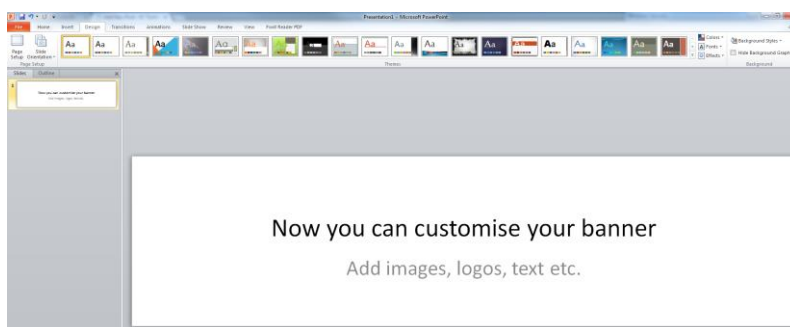
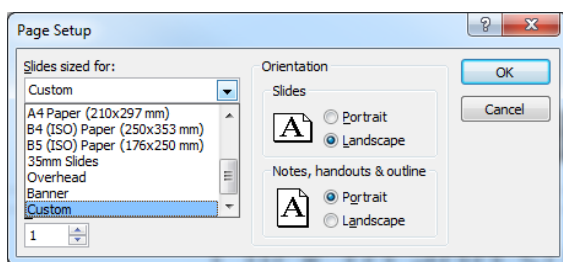
- Create the paper size name in the *Name* field such as **Banner 304.8mm x 1193.8mm**
- Set the A(Length) to 304mm and B(Width) to 1193.8mm. Click *Add*.
- If you want a 304.8mm x 1016mm banner then select *Custom Paper 2* and repeat the process in this step changing the B(width) to **1016mm**.
- Click OK the OK again to get out of Printing Preferences. Close Printers.



Create your Document (Windows & Microsoft Powerpoint 2010)

5. Create a custom paper size in your application. I will use Microsoft PowerPoint 2010 as an example here and create a 304.8mm x 1193.8mm banner.

- Click on the *Design* tab and on *Page Setup*
- In the *Slides sized for* drop down menu, select *Custom*
- Set *Width* to **119.38cm** (or 101.6cm if using Thick 2 paper) and *Length* to **30.48cm**. Click OK.



6. Now it's time to print the banner.

- Click *File>Print* select the Toshiba copier & click *Properties*.
- Under the Basic tab, change the Original Paper Size to your Banner size.
- The Paper Source will automatically change to Bypass Tray
- The Paper Type will depend on the paper you are using: For **Aqua Ace** Printable Laminated paper select *Special 1*. For **Bond** paper select *Thick 2*.
- Click OK.



7. After getting out of properties and back to PowerPoint print dialog box, verify that the settings are per image to the right. Powerpoints "Preview" box should display your banner exactly as you want it printed.

- Printing Options: One Page Per Sheet
- Paper Size: Banner you created
- Paper Source: Bypass
- If the image does not appear as desired, the common issue is the Orientation in the Publisher print dialog box. If it's a horizontal banner, use Landscape.
- When ready, click Print.

8. At the copier, the Job Status button will start to blink indicating that you need to address something.

- Press job status
- On screen, it will tell you to *Put Paper in the Bypass* and *Press Start*
- The paper size will display as **UNIV** for an unknown or Universal size. Insert the banner in the bypass tray (you will need to hold it with one hand).
- On screen press the *Start* button. The copier may ask you to verify the paper type you selected. The *Aqua Ace* paper is **Special 1**. The *Bond* paper is **Thick 2**. Select the appropriate type and press *Start* again.
- The copier will start to pull the paper through the bypass feeder. Hold the end of the paper until it is about half way through and gently let go of it. Move to the other end of the copier and guide the banner out.