Toshiba Print to 11 x 17 - How to Steps at the computer (for Toshiba's with ByPass paper trays) Print a PDF/Jpg/Png

- 1. Do this at the computer, before you print it. Under File, Print, then on the Print dialog box choose Size Options Fit on Page.
- 2. The **Basic Tab, Properties,** under **Original Paper Size**, choose Ledger 11 x 17. Under **Color** leave as **Black & White** or choose **Auto** for color. **Paper Source**, choose **ByPass** tray, **Destination**, choose **Upper Exit Tray.** Click **OK**. (shown below)
- 3. You are back at the Print dialog box, check in the little image that it looks correct. If needed change **Orientation**. Click **Print**.
- 4. Walk up to Toshiba, open **ByPass** tray, **PUT IN YOUR 11X 17 PAPER FIRST**. Swipe card, release job by pressing **Select Jobs**, then **Print** or **Print All**. Nothing is printing at this point. (do this exactly in these steps)
- 5. Press the **Print** key, touch the **Job Status** tab that is flashing. A picture of the printer will appear, (you might need to click the **Jobs** tab) touch the **ByPass** tray that is shown on the little picture of a printer. It should be already blue or selected, just tap it.
- 6. Press Start on the keypad. Your job should print pulling the paper from the ByPass tray. Press Start for each file (not copies).

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Microsoft Photo Gallery – Printing Options

Click the **Options** to bring up the Print Settings dialog box. Notice I selected **Fit picture to frame & Full page photo**.

Print Pictures	3	C+	XT	X
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Click on **Printer Properties** on the **Print Settings** dialog box. Follow same details as on first page of this tutorial for printing properties.

Print Pictures	3	C+	X		8
How do you want to print	t your pictures	?			
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