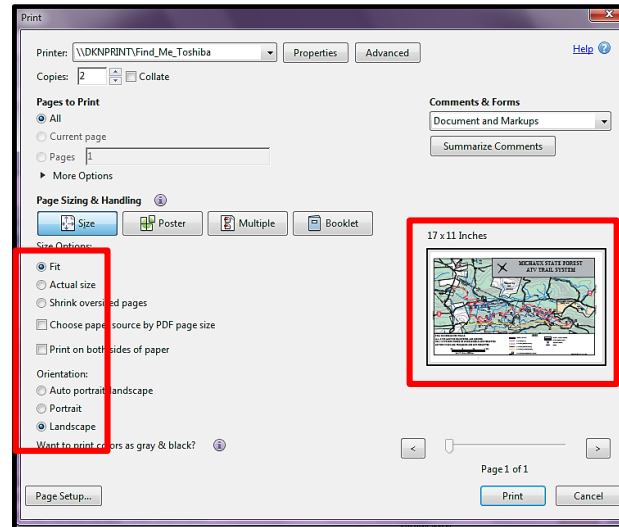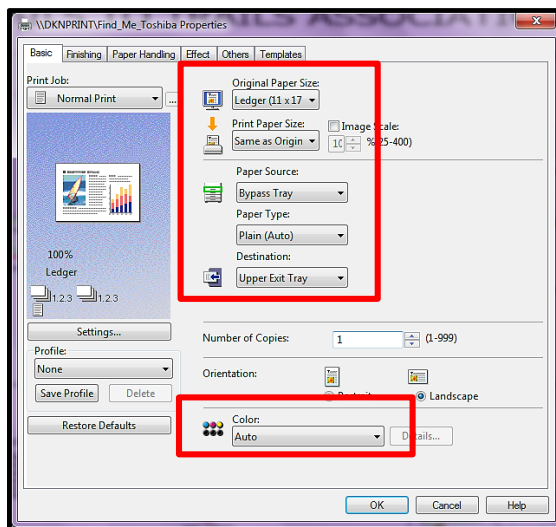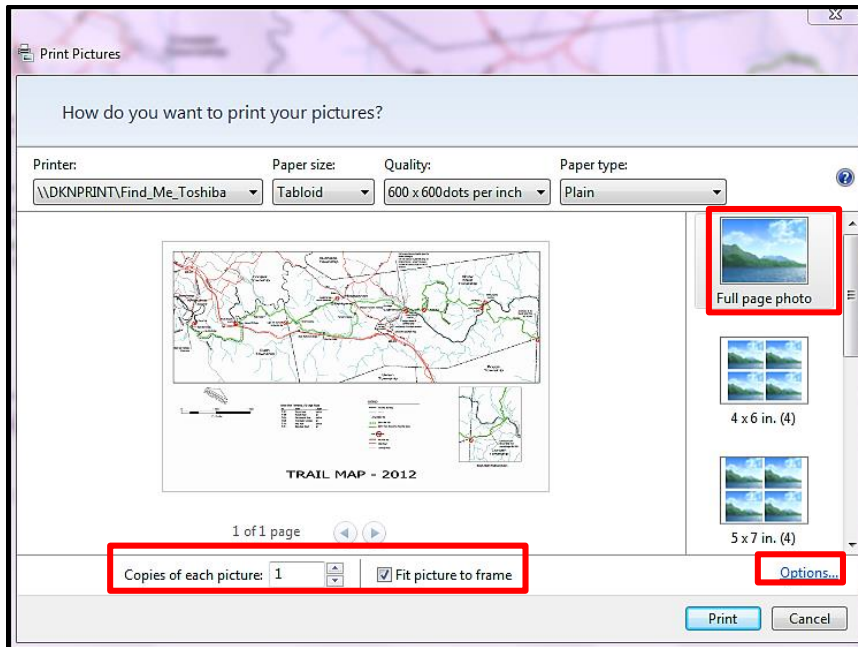Toshiba Print to 11 x 17 - How to Steps at the computer (for Toshiba's with ByPass paper trays) **Print a PDF/Jpg/Png**

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).

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**.

Click on **Printer Properties** on the **Print Settings** dialog box.
Follow same details as on first page of this tutorial for printing properties.