

# Printing on Legal Paper, OKI MPS 3537

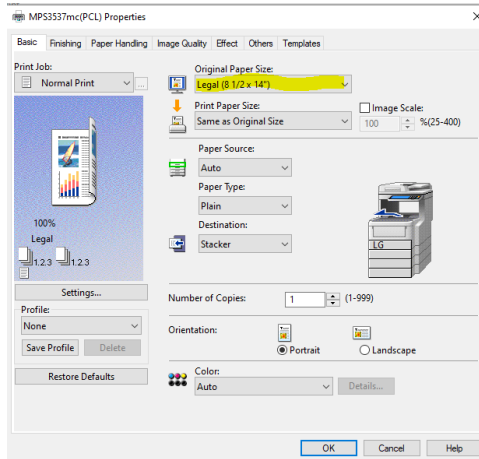
You can either use the Bypass tray OR the standard tray to print legal. These instructions will guide you through printing PDF documents from both.

## From a Main Tray

1. Open the tray and put in the legal paper (adjusting guides as required)
2. Change the Dial from *Letter* to *Legal*



3. In *Adobe Acrobat Reader DC*, select *File->Print*
4. Beside the printer name, click "*Properties*"
5. In the Driver Window:
  - a. For *Original Paper Size*, select ***Legal (8 1/2 x 14")***



6. Click *OK*
7. Click *Print*
8. After you are done printing Legal, replace the letter paper and change the dial back to *Letter*



## From the Bypass Tray

1. Open the bypass tray and insert the legal paper
2. Push the Blue lever on the right of the bypass tray in towards the left side to pop up the paper to the feed rollers
3. If “LG” is not showing for the bypass tray:
  - a. On the touch screen, Touch the Bypass tray

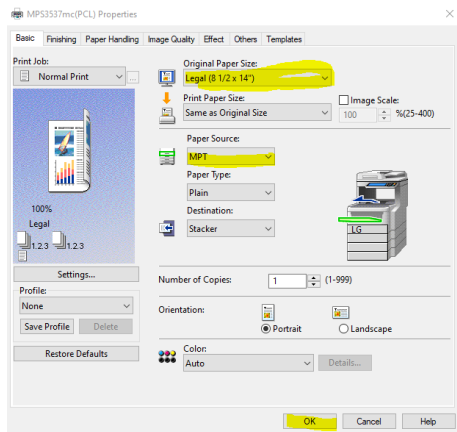


- b. Select “LG” for both *Original* and *Copy*



- c. Touch OK

4. In *Adobe Acrobat Reader DC*, select *File->Print*
5. Beside the printer name, click “*Properties*”
6. In the Driver Window:
  - a. For *Original Paper Size*, select **Legal (8 1/2 x 14”)**
  - b. Click **OK**



7. Click *Print*
8. On the copier, the *Status* touch button will be blinking. Select it.



9. Select the *Bypass* tray and press the green *PRINT* button

