Batch claim printer alignment settings for CMS 1500

(*Epson WF 4630* Verified working on Windows XP/7 only)

Note: Before proceeding with the setup below please make sure the firmware is updated on the printer to GM19E9. After the printer driver is updated the software will ask if you if you would like to update the firmware. Please, select yes. In addition, please make sure your using the latest version of Adobe Reader XI.

Rear Feed Setup: Windows XP/7



- 1.) Click on or <u>Start</u>.
- 2.) Click on *Devices and Printers*.
- 3.) *Right Click* on *WF*-4630 Series printer.
- 4.) Click Printing Preferences.
- 5.) Click the *Main* tab.
- 6.) Click on the drop down to the right of *Paper Source*, select *User-Defined*.
- 7.) Change the Paper Size Name to *Rear Feed* and Click *Save*. (Verify that the settings match the picture below before proceeding.

iper Size	Paper Size Name
User-Defined	Rear Feed
	Paper Width 8.50 🔶 [3.50 8.50]
	Paper Height 11.00 💌 [5.00 47.24]
	Unit © mm inch
Administrator Protect	

Printing: Windows XP/7

- 1.) Export the PDF to the Desktop.
- 2.) Open the PDF in *Adobe Reader*.
- 3.) Click on *Print*.

4.) Make sure that *Fit* and *Portrait* are selected. (Verify that the settings match the picture below before proceeding)

Pri <u>n</u> ter: WF-4630 Series(Network) Properties Add	Ivanced Help
Copies: 1 💽 Print in grayscale	(black and white)
Pages to Print	Comments & Forms
<u>All</u>	Document and Markups
Current page	Summarize Commen <u>t</u> s
Pages ↓ More Options	Scale: 97%
Page Sizing & Handling 👔	8.5 x 11 Inches
© Eit Actual size Shink oversized pages Custom Scale: 100 % Choose paper source by PDF page size	terrererererererererererererererererere
□ Print on <u>b</u> oth sides of paper Drientation: ○ Auto poţrtait/landscape ◎ Portrait	
Landscape	
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- 5.) Click *Page Setup*.
- 6.) Select Size and choose *Rear Feed*.
- 7.) Select *Rear Paper Feed* under *Source*.
- 8.) Click *Ok*.
- 9.) Click Print.