The SOP (Standard Operating Practice) for printing on Letter Head and similar paper. Whatever the contents/ printings are, the following norms & steps MUST BE ADHERED TO. This SOP is for selecting the SOURCE for the printing – rest other settings like the paper size number of copies etc. are assumed to be known to you.

1. Printer's Side Tray must be used to print on Letter Head, rest from Drawer. (In case any printer isn't having the facility needs to be brought to IT's Knowledge). No one should be using the Drawer for this.
2. You are needed to give the printing by selecting the source as "Stack Bypass" – How To Do that is shown below.
    On selecting the print command from menu of the respective application would get similar window like :
    a) Select the Canon Printer you want to print on from the available list
    b) Select the Properties in the same window.
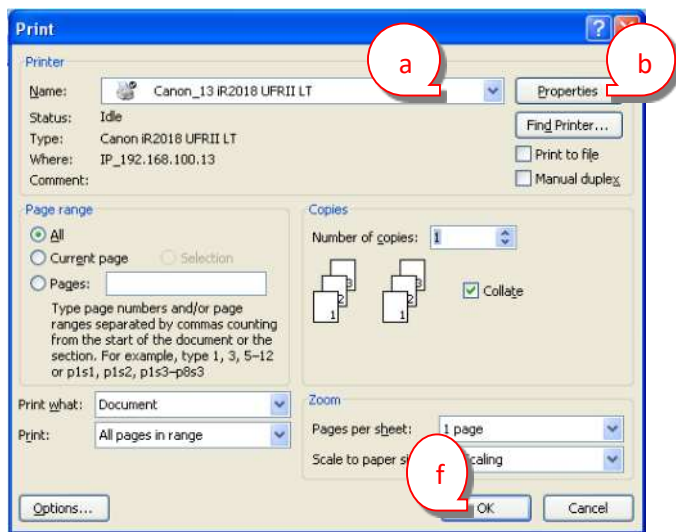
c) Select the Paper Source Tab from the properties window
d) Change your choice to "Stack Bypass" as your Paper Source. If this choice isn't available Show to IT Tech.Support
e) Select OK to close the window and go to previous window.
f) Select OK to print (refer the image above)