SKYGO MARKETING CORPORATION

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Phone No.: (032) 345-0722, Fax. No.: (032) 345-3862

NOTIFICATION

TO   : BRANCH CASHIERS / STORE SUPERVISORS / FIELD SUPERVISORS

FROM   : MIS DEPARTMENT

SUBJECT   : INSTRUCTIONS ON PRINTING OF COC

DATE   : MAY 5, 2017

This is in relation to the notification on TPL insurance posted in SKYGO ONE last May 4, 2017 wherein printing of COC will now be done in the branches.

Below are instructions on how to properly print the COC using the paper provided by Pioneer in your existing branch printers.
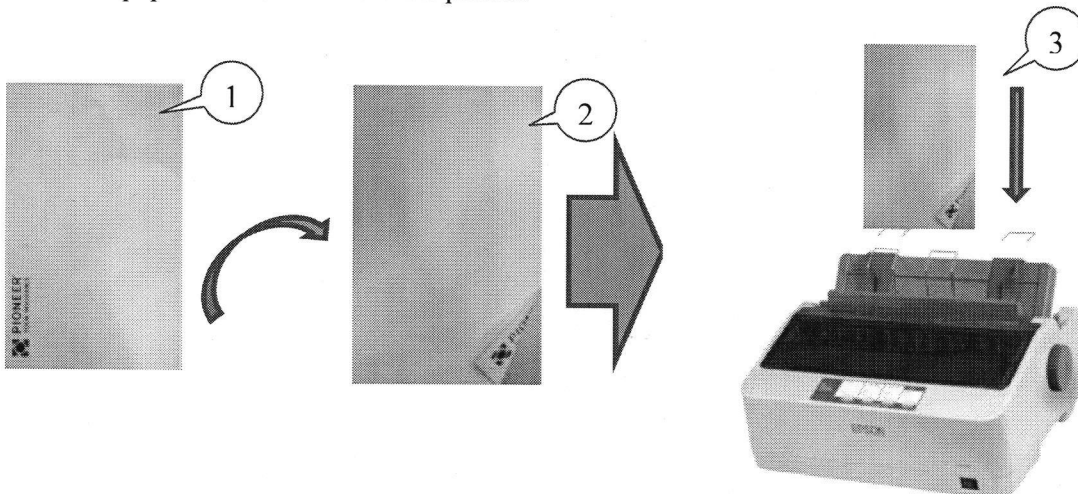
INSERTING PIONEER PAPER TO THE PRINTER

Steps:

1. Flip the Pioneer paper into the printer.
2. Insert the paper to printer.
   Note: Pioneer logo should be facing back of the printer feeder as shown in the figure below.
3. Insert paper at the leftmost of the printer.

COC PRINTING

In printing COC open the original copy of COC via adobe reader and click the image of the printer button found in your opened file for the print tab to display.

Steps:

1. Choose **Epson LX 310** printer, make sure that the printer is properly installed with the printer driver software.
2. Find "**Page Scaling**" and select "**Fit to Printable Area**"
3. Check the box of "**Choose paper source by PDF page size**"
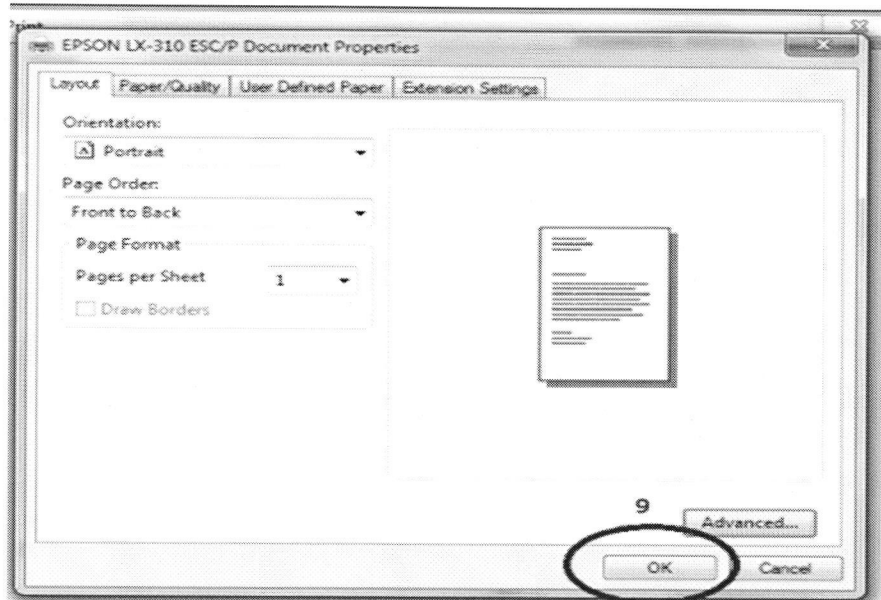4. Click "**Properties**"
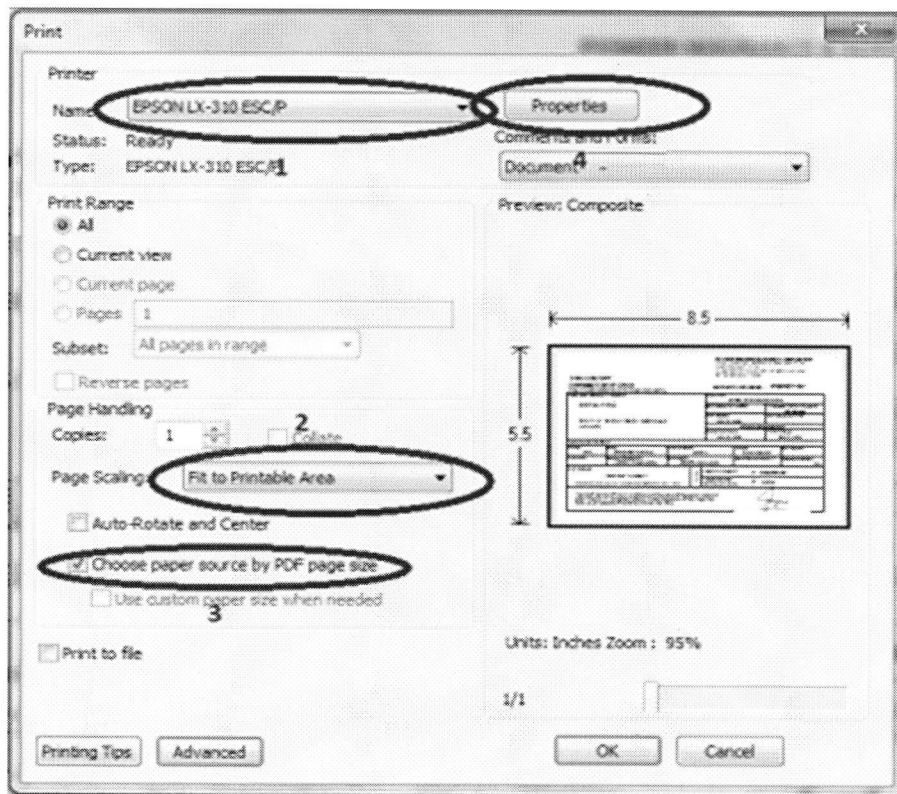
5. Under the properties button, see to it that the orientation is "**Portrait**" then click "**Advance**".
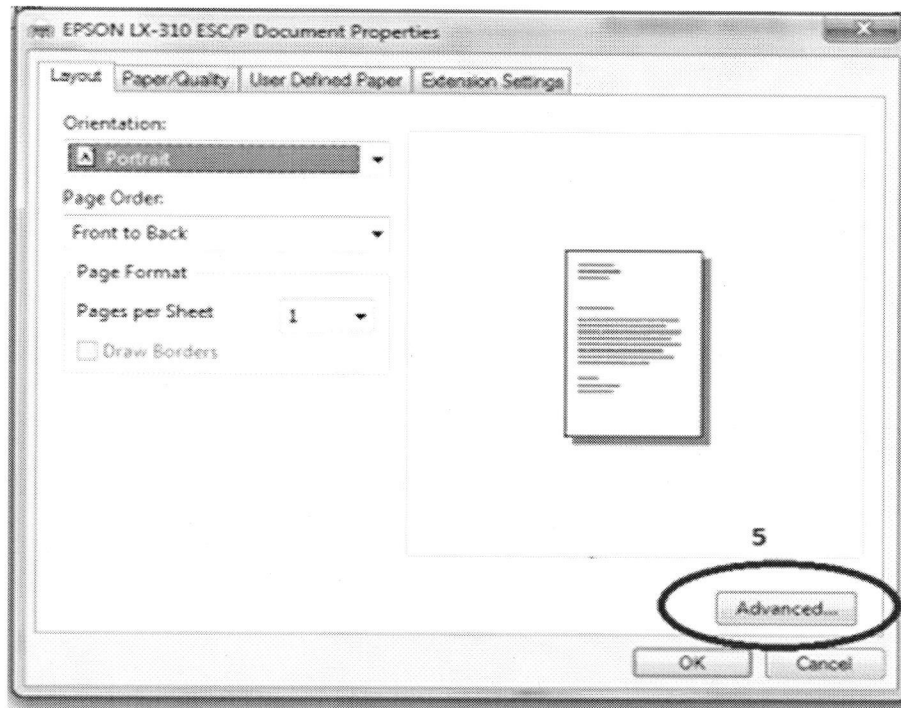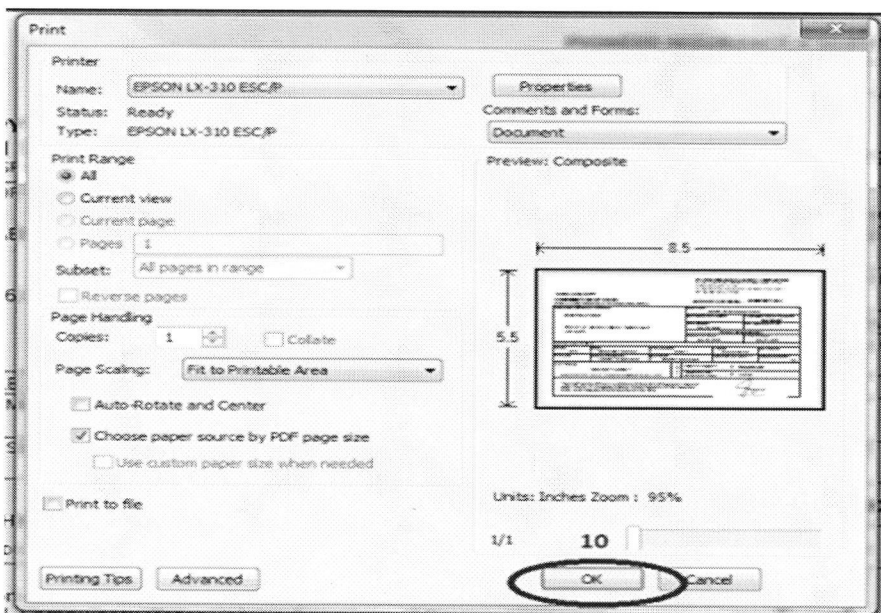
6. Select paper size **Envelope C5 229x162 mm**.
7. Page quality should be **240x144 dots per inch**.
8. Then click **OK**.
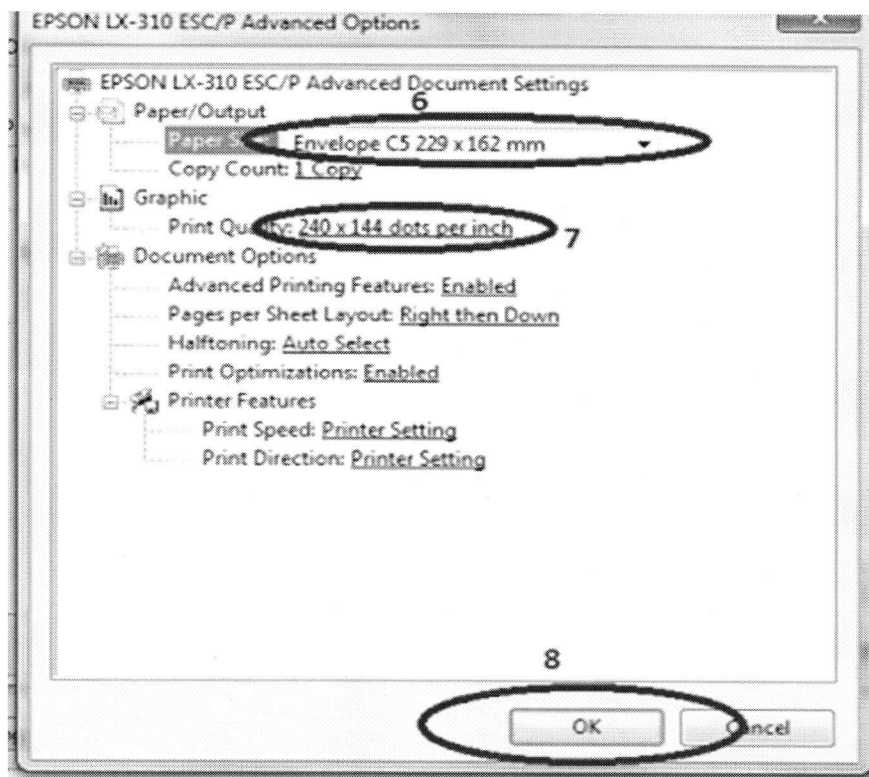
9. Click **OK** as shown in the image below.

10. Then click **OK.**

If you any questions with regards to this, please call **IT Technical Support** at **09178708271** and look for **Romel Povadora.**

Sincerely,

GINO V. ROSALES

MIS Project Manager