TRAINING EXERCISE
CONFIGURING COVER SHEET TRAY & SLIP SHEET TRAY

STEP 1:
To configure Cover Sheet & Slip Sheet Settings, Select User tools/Counter.

STEP 2:
Select Tray Paper Settings.

STEP 3:
Select Next two times to get to Tray Paper Settings screen 3/3.

For demonstration purposes, you only need to click this on-screen demo once.
**STEP 4:**
Select Cover Sheet Tray.

Note: Here you can make your paper tray selections for cover sheet and slip sheet.

**STEP 5:**
Select Tray 1, Select Full Time and then Press OK.

Note: You have a choice of applying duplex to tray one for cover sheets or having cover sheet displayed full time.

**STEP 6:**
Select Slip Sheet Tray.
**STEP 7:**
Select Tray 3 and then Select OK.

**STEP 8:**
Select Exit three times.

For demonstration purposes, you only need to click this on-screen demo once.

**STEP 9:**
To ensure you have configured the correct paper tray, look for the Key icon indicator on the main screen.

JOB TASK COMPLETE.