

TRAINING EXERCISE

CONFIGURING COVER SHEET TRAY & SLIP SHEET TRAY

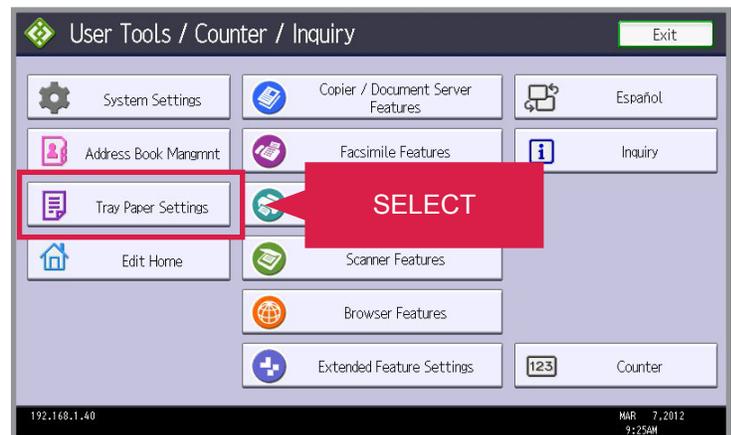
STEP 1:

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



STEP 2:

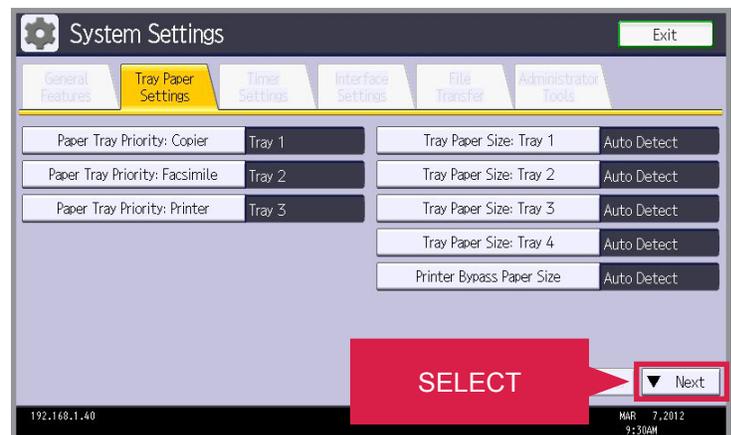
Select Tray Paper Settings.



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.

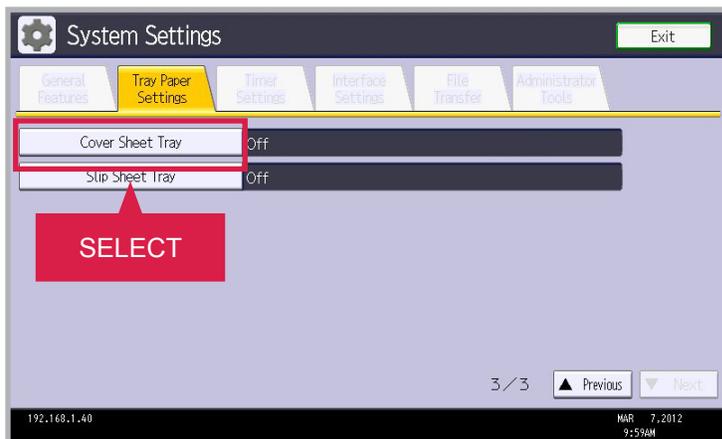


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STEP 4:

Select Cover Sheet Tray.

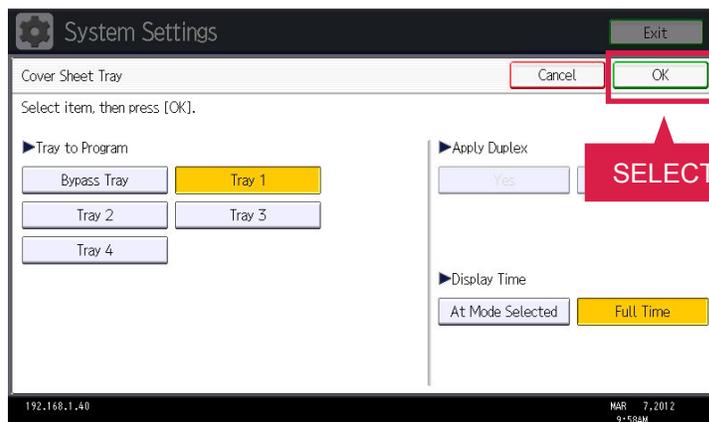
Note: Here you can make your paper tray selections for cover sheet and slip sheet.



STEP 5:

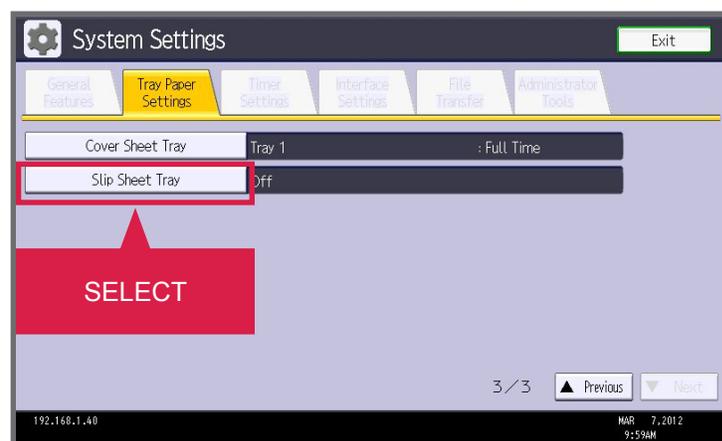
Select Tray 1, Select Full Time and then Press OK.

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



STEP 6:

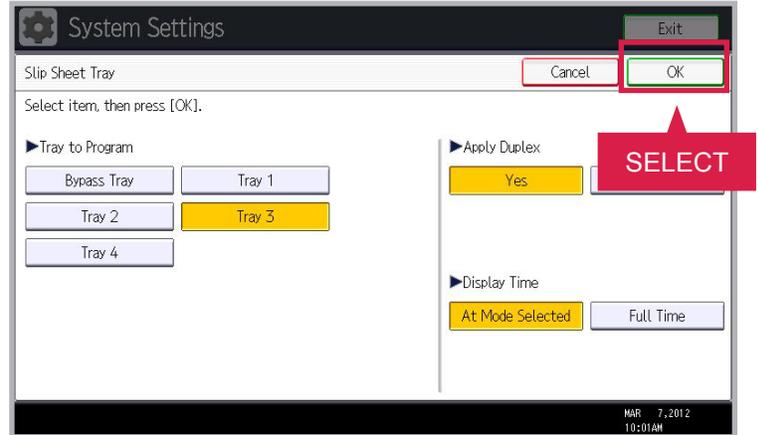
Select Slip Sheet Tray.



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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.

