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TRAINING EXERCISE CONFIGURING PAPER TRAY SETTING

STEP 1:

To configure Paper Tray Settings, Select User tools/ Counter.



STEP 2: Select Tray Paper Settings.



STEP 3:

There are three screens, which allow you to configure your paper tray setting depending on your needs. You can select paper tray priority for copier, facsimile and printer. For demonstration purposes, Select Paper Tray Priority: Copier.

We will set Tray 1 with the following settings:

- Tray Paper Size Auto Detect
- Paper Type Bond
- Paper Thickness Middle thick (82-105g/m2). This is important to ensure correct fusing temperature for thick paper.





CONFIGURING PAPER TRAY SETTING

STEP 4:

Select Tray 1 and then Select OK.



STEP 5:

Select Tray Paper Size: Tray 1.



STEP 6:

The default is set for auto detect, we recommend that you use the default setting. Select OK.

Note: If you wish to configure a particular tray to a particular size make the necessary selections here for Tray 1. You can also use custom size — please refer to the User Guide for an applicable custom size that your device will recognize.

😰 System S	ettings				Exit
Tray Paper Size: Tray 1			Can	cel	ОК
Select item, then pres	s [OK].				
Auto Detect	11×17D	11×15⊡	11×14₽		SELECT
10×14⊡	8%×14₽	8½×13₽	8½×11₽	- E	%×110-
8%×14₽	8%×13⊡	8×13₽	8×05₽		8×0₺₽
8×10₽	7%×10½₽	7%×10%⊡	4%×9½₽		A3D7
			1/2 🔺	Previous	Vext
Custom Size	\leftrightarrow . inch \updownarrow	. inch	Change Size		
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CONFIGURING PAPER TRAY SETTING

STEP 7: Select Next.



STEP 8:

Select Paper Type Tray 1.

General Features Settings	Timer In Settings S	terface F ettings Tra	ile Adm isfer	inistrator Tools	
Paper Type: Bypass Trav	Do not Dis			lect Off	
Paper Type: Tray 1	Do no.	SELEC	CT	lect On	
Paper Type: Tray 2	Do not Dis			lect On	
Paper Type: Tray 3	Do not Display	: Duplex On	: Auto Paper	Select On	
Paper Type: Tray 4	Do not Display	: Duplex On	: Auto Paper	Select On	

STEP 9:

Select Bond Paper and Middle Thick. Select OK.

Note: On this screen you can select the paper type, which you will use for each tray. You can also select the paper thickness according to the information found in the user guide.

😰 System S	ettings			Exit	
Paper Type: Tray 1		SEL	ECT	► OK	
▶Paper Type					
Do not Display	Recycled Paper	Color Paper	Plain Paper 60–81g/m2	Middle Thick	
Letterhead	Preprinted Paper	Bond Paper	Thick Paper 1	Thick Paper 2	
Cardstock	Prepunched Paper	Special Paper 1	106-160g/m2	161-216g/m2	
Special Paper 2	Special Paper 3	Envelope			
			► Apply Duplex		
			Yes	No	
			► Apply Auto Paper Se	elect	
			Yes	No	
				MAR 7,2012 9:51AM	

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CONFIGURING PAPER TRAY SETTING

STEP 10:

You have now completed configuring the paper tray settings.

JOB TASK COMPLETE.

😰 System Settings		Exit
General Features Settings	Timer Interface File Administrator Settings Settings Transfer Tools	
Paper Type: Bypass Tray	Do not Display : Duplex On : Auto Paper Select Off	
Paper Type: Tray 1	Bond Paper : Duplex On : Auto Paper Select On	
Paper Type: Tray 2	Do not Display : Duplex On : Auto Paper Select On	
Paper Type: Tray 3	Do not Display : Duplex On : Auto Paper Select On	
Paper Type: Tray 4	Do not Display : Duplex On : Auto Paper Select On	
	2/3 🔺 Previous	▼ Next
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