

SETTING UP PAPER TYPES FOR PAPER TRAYS ON MFPs

If you only require a small quantity of specialty paper, the Bypass Tray can be utilized (*depending on device model: 50 or 150 sheet capacity). <u>Bypass Tray does NOT need to be pre-configured to use nor does it need to be reset to plain paper after use</u>. However, if you want to set up a permanent paper tray setting OR require larger quantities of special stock, follow the steps below to program the main paper trays. *NOTES: Tabs, Labels and Thick 4 paper can only be run through the bypass tray. Labels should be set as Thick 1+.

1. On the USER INTERFACE (in Classic Style mode), select COPY button, select PAPER, choose PAPER TRAY, then CHANGE TRAY SETTINGS.

Deedu te O					N	n of Sate		06/21/201
Auto		1 8½×]	10 -	● 8½×11 □2	E			
_		2 8½×1	402			Change 1	Tray Setting)
	-	3 8 ½×1	10					
Plain Paper	60 - 90g/m	4]]×]						
	Sugrin						d	Close
Photo Auto Col		Original	8½×11	100.0%	150	te>1Side	Do Not Staple	Fund
al Type Color		nginal ettings	Paper	Zoom		ombine	Finishing	Appli

2. In CHANGE TRAY SETTINGS choose PAPER TYPE (use ∧ ∨ arrows to scroll for more selections or select STANDARD PAPER OR CUSTOM PAPER at top of screen).

Tray Settings (Tray1)		Tray Settings (Tray2)				
Paper Type Stardard Paper User Paper Custom Pape	1 81/2×11 D 60 - 90g/m Paper Size	Paper Type Standard User F	Paper Custom Pape	2 8½×11 □ Paper Size	7 📑 60 - 90g/m	•
Paper Olizaria Plain Paper Single Side Only		Custom Paper		~		
	Auto Detect	YELLOW	GREY	Auto Detect	Paper Size	
Thin Paper Special Paper		BLUE COVER	2nd Page LET			
Thick1 Thick 1+		CUSTOM5	CUSTOM6	Custom Siz		*
Thick2 Thick3		CUSTOM7	CUSTOM8	Metric Size	es 🕨 🛄 Inches	*
Recycled Paper Letterhead		CUSTOM9	CUSTOM10	S		
Alter Thickness	Wide Paper		Alter Thickness	Wide Paper	▶ 12%×18 🖙	
Caganaa rypa Color Caganaa Paper Sottinas	Contine Close	onginai cypu – oolol	Onginai Paper	Zoom Dup	iew misning	Close

Select the STANDARD PAPER name

Select CUSTOM PAPER name (if available)

***NOTE:** Be sure to select CLOSE on the screens to ensure the settings are saved.

OR

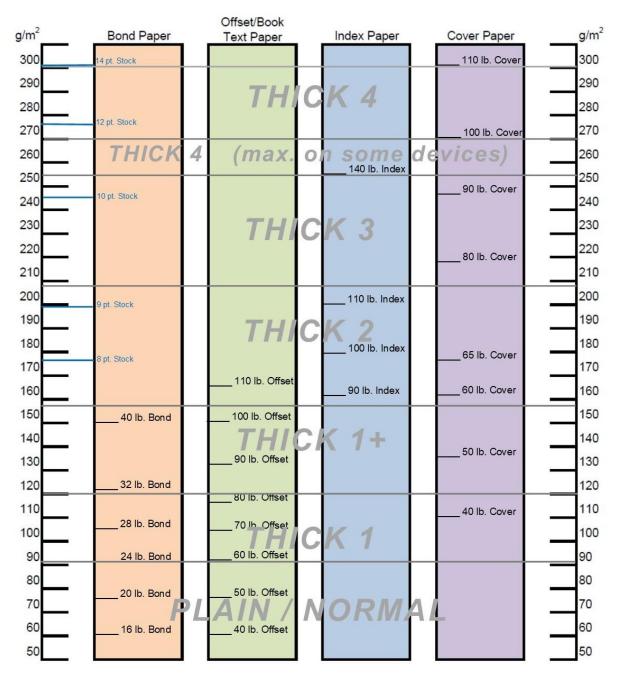
CHANGING PAPER TRAYS BACK TO PLAIN PAPER (must be done manually)

Selecting RESET on the device control panel <u>DOES NOT</u> reset the main paper trays to PLAIN paper. Go back into CHANGE TRAY SETTINGS and manually change each paper tray back to PLAIN paper. *Be sure to use the CLOSE buttons on the screens to ensure the settings are saved. *<u>NOTE: Bypass Tray does NOT need to be reset to plain paper</u>.



PAPER WEIGHT EQUIVALENCY CHART

(*NOTE: Max. weight may vary by device model. *Check device User Guide for specs.)



For use on Konica Minolta bizhub colour MFP devices

*Check paper packages to determine correct Paper Weight setting for the device (use GSM or g/m² value). See examples below.



