



The following guide will help you specify the paper weight being used in your device

### Applicable paper types

Paper Type	Paper weight	Paper capacity
Thin paper	13-13/16 lb to 15-11/16 lb (52 g/m <sup>2</sup> to 59 g/m <sup>2</sup> )	<b>Tray 1:</b> 500 sheets <b>Tray 2:</b> 500 sheets <b>Tray 3:</b> 500 sheets <b>Tray 4:</b> 1000 sheets <b>Tray 4(Large tray):</b> 2500 sheets <b>Large Capacity Unit:</b> 3000 sheets
Plain paper Recycled paper Single Side Only <sup>*1</sup> Special Paper <sup>*2</sup> Letterhead <sup>*3</sup> Colored Paper <sup>*4</sup> User Paper 1 <sup>*5</sup>	15-15/16 lb to 23-15/16 lb (60 g/m <sup>2</sup> to 90 g/m <sup>2</sup> )	<b>Bypass Tray:</b> 150 sheets <b>Tray 1:</b> 500 sheets <b>Tray 2:</b> 500 sheets <b>Tray 3:</b> 500 sheets <b>Tray 4:</b> 1000 sheets <b>Tray 4(Large tray):</b> 2500 sheets <b>Large Capacity Unit:</b> 3000 sheets
Plain paper+ User Paper 2 <sup>*5</sup>	24-3/16 lb to 27-15/16 lb (91 g/m <sup>2</sup> to 105 g/m <sup>2</sup> )	<b>Bypass Tray:</b> 120 sheets <b>Tray 1:</b> 400 sheets <b>Tray 2:</b> 400 sheets <b>Tray 3:</b> 400 sheets <b>Tray 4:</b> 800 sheets <b>Tray 4(Large tray):</b> 2000 sheets <b>Large Capacity Unit:</b> 2400 sheets
Thick 1 User Paper 3 <sup>*5</sup>	28-3/16 lb to 31-15/16 lb (106 g/m <sup>2</sup> to 120 g/m <sup>2</sup> )	<b>Bypass Tray:</b> 20 sheets <b>Tray 1:</b> 150 sheets <b>Tray 2:</b> 150 sheets <b>Tray 3:</b> 150 sheets <b>Tray 4:</b> 300 sheets <b>Tray 4(Large tray):</b> 1000 sheets <b>Large Capacity Unit:</b> 2500 sheets
Thick 1+ User Paper 4 <sup>*5</sup>	32-3/16 lb to 41-3/4 lb (121 g/m <sup>2</sup> to 157 g/m <sup>2</sup> )	<b>Bypass Tray:</b> 20 sheets <b>Tray 1:</b> 150 sheets <b>Tray 2:</b> 150 sheets <b>Tray 3:</b> 150 sheets <b>Tray 4:</b> 300 sheets <b>Tray 4(Large tray):</b> 1000 sheets <b>Large Capacity Unit:</b> 1750 sheets



## HOW TO GUIDES

Thick 2 User Paper 5 <sup>*5</sup>	42 lb to 55-5/8 lb (158 g/m <sup>2</sup> to 209 g/m <sup>2</sup> )	<b>Bypass Tray:</b> 20 sheets <b>Tray 1:</b> 150 sheets <b>Tray 2:</b> 150 sheets <b>Tray 3:</b> 150 sheets <b>Tray 4:</b> 300 sheets <b>Tray 4(Large tray):</b> 1000 sheets <b>Large Capacity Unit:</b> 1550 sheets
Thick 3 User Paper 6 <sup>*5</sup>	55-7/8 lb to 68-1/8 lb (210 g/m <sup>2</sup> to 256 g/m <sup>2</sup> )	<b>Bypass Tray:</b> 20 sheets <b>Tray 1:</b> 150 sheets <b>Tray 2:</b> 150 sheets <b>Tray 3:</b> 150 sheets <b>Tray 4:</b> 300 sheets <b>Tray 4(Large tray):</b> 1000 sheets <b>Large Capacity Unit:</b> 1300 sheets
Thick 4	68-3/8 lb to 79-13/16 lb (257 g/m <sup>2</sup> to 300 g/m <sup>2</sup> )	<b>Bypass Tray:</b> 20 sheets
Transparency	-	<b>Bypass Tray:</b> 20 sheets
Postcards (4 6 (A6 Card))	-	<b>Bypass Tray:</b> 20 sheets <b>Tray 1:</b> 200 sheets
Envelopes	-	<b>Bypass Tray:</b> 10 sheets <b>Tray 1:</b> 70 sheets * The paper capacity of <b>Tray 1</b> is the reference value at a temperature 73.4 °F (23 °C) and humidity 65%.
Label sheets	-	<b>Bypass Tray:</b> 20 sheets
Index paper	-	<b>Bypass Tray:</b> 20 sheets
Banner paper	33-13/16 lb to 55-7/8 lb (127 g/m <sup>2</sup> to 210 g/m <sup>2</sup> )	<b>Bypass Tray:</b> 10 sheets

\*<sup>1</sup> Paper on which you will not print on both sides (for example, when something is already printed on the front side).

\*<sup>2</sup> Fine and other special paper.

\*<sup>3</sup> Paper where company names, pre-set text, and others are already printed.

\*<sup>4</sup> Coloured paper.

\*<sup>5</sup> Paper that is registered as one of frequently used paper types.

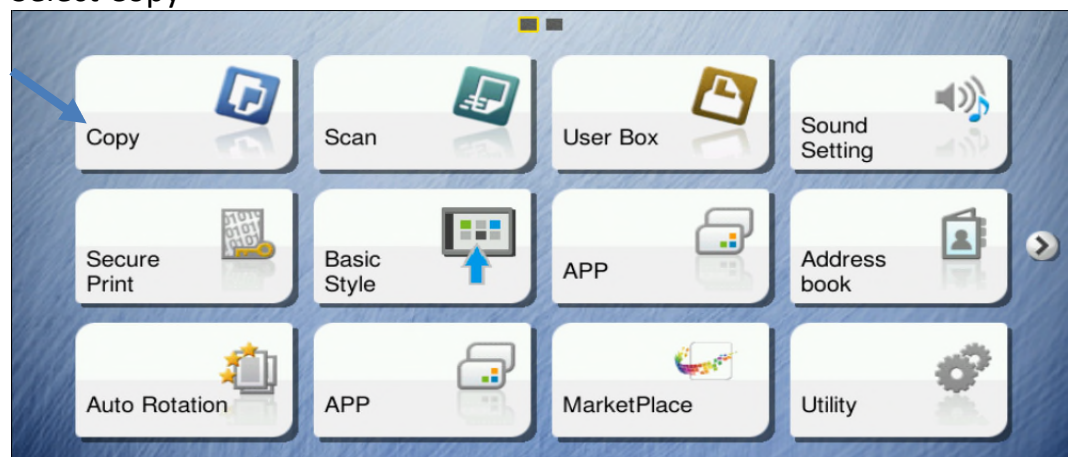


### tips & tricks

- When printing on the reverse side of a sheet printed on one side, load paper into the **Bypass Tray**, and select [Duplex 2nd Side] in the paper setting, improving a reduction of the printing image quality. [Duplex 2nd Side] is available when plain paper, plain paper+, Thick 1, Thick 1+, Thick 2, Thick 3, or Thick 4 is selected to be printed from the **Bypass Tray**.
- If thin paper, Thick 3, or Thick 4 is selected for printing, the resulting image quality may not be as expected.
- When loading Thick 4 in the paper tray, place A4 in the landscape direction.
- When loading transparencies into the paper tray, place them in the portrait direction.
- Transparencies can only be printed in black.

## Configuring the copier

Select Copy



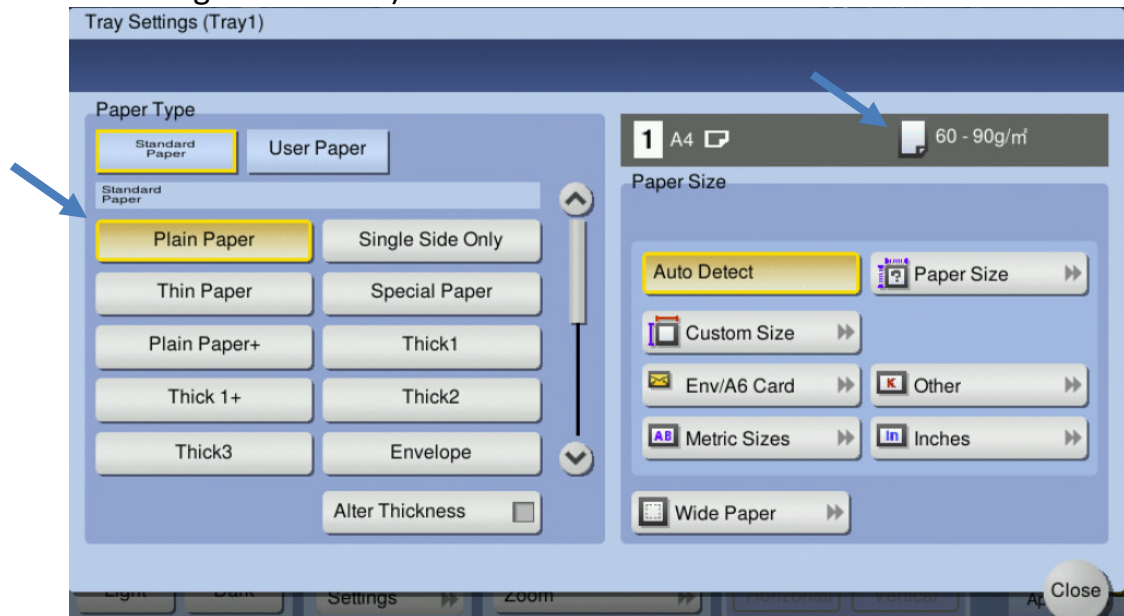


## HOW TO GUIDES

Select the required paper tray from the Paper tray list and press Settings



Select the appropriate Paper Type (you can reference the paper weight on the right hand side)





### Configuring the print driver – Method 1

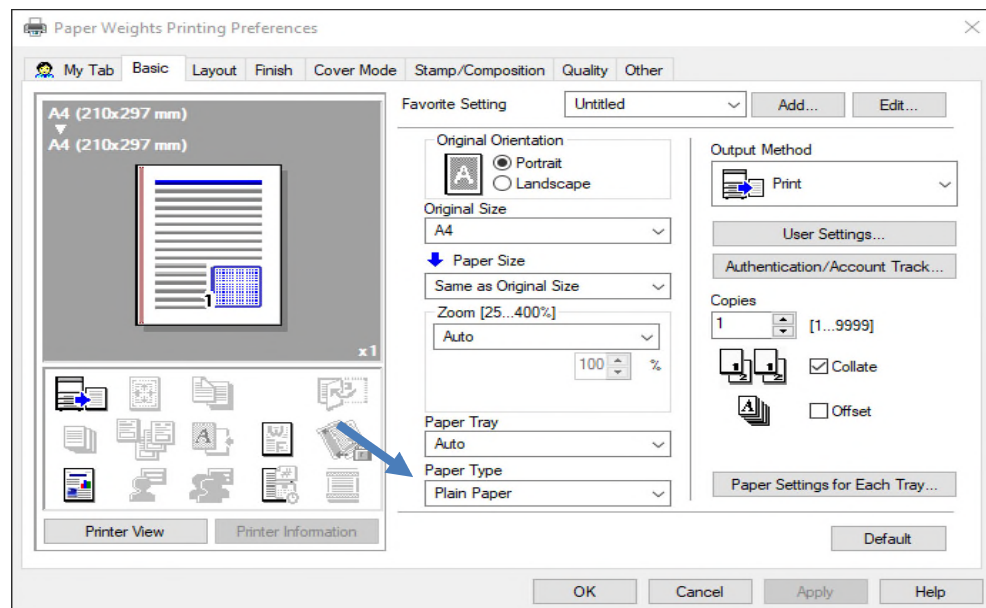
Method 1 would require the Auto Tray Selection Setting configured, as this would allow the device to select a target paper tray.

**To Display:** Utility > Utility > System Settings > Auto Tray Selection Settings



Call SDS for more information on how to configure your device

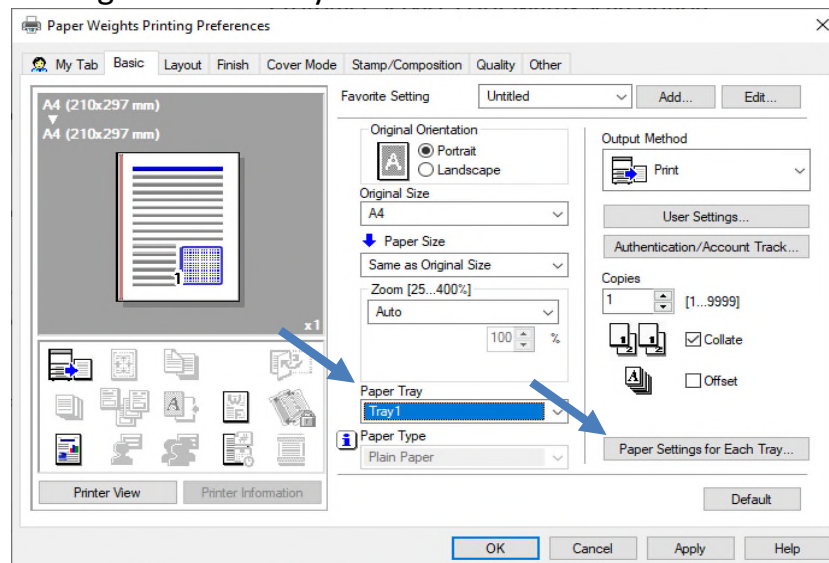
Use the dropdown to select the appropriate Paper Type



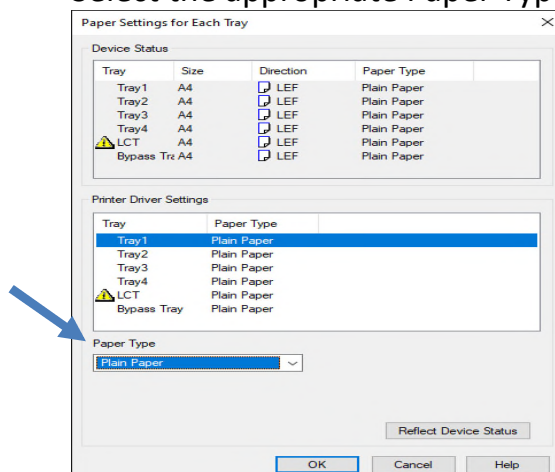


### Configuring the print driver – Method 2

Select the appropriate Paper Tray using the dropdown and then select Paper Settings for Each Tray



Select the appropriate Paper Type from the dropdown



When you have finished using a different media type, please change the paper type back to plain as this will avoid any conflicts for future users.