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Use the Paper Menu to define the paper loaded in each paper tray and the default paper source and output bin.

Select a menu item for more details:

- **Assign Type/Bin**
- **Configure Bins**
- **Configure MP**
- **Custom Types**
- **Paper Loading**
- **Paper Size**
- **Paper Source**
- **Paper Type**
- **Paper Weight**
- **Substitute Size**
- **Universal Setup**

Note: Values marked by an asterisk (*) are the factory default settings.

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Assign Type/Bin

Purpose:

To send print jobs to a specific output bin based on the requested paper type.

Values (for Standard Bin* and Bin 1):

Plain Paper Bin

Envelope Bin

Card Stock Bin

Letterhead Bin

Bond Bin

Preprinted Bin

Glossy Paper Bin

Colored Bin

Labels Bin


Custom <x> Bin (where <x> represents 1 through 6)


Note: If a user-defined name is available, it is displayed instead of Custom <x> Bin. The name is truncated to 14 characters. If two or more bins share the same name, the name only appears once in the Assign Type/Bin value list.


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Configure Bins

Purpose:

To determine which output bin(s) the printer uses for a particular job.

Values:

- Mailbox*** Sends print jobs to the output bin designated for that user.
- Mail Overflow** Sends print jobs to the output bin designated for that user until it is full, and then sends jobs to the designated overflow bin.
- Type Assignment** Sends each job to the output bin specified for that paper type.

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Configure MP

Purpose:

To determine when the printer selects paper loaded in the multipurpose feeder.

Values:

- Cassette*** Printer treats the multipurpose feeder like any other paper tray. If a print job requests a paper size or type that is only loaded in the multipurpose feeder, the printer pulls paper from the multipurpose feeder for the job.
- Manual** Printer treats the multipurpose feeder like a manual feed tray, and displays **Load Manual** when you need to insert a single sheet of paper in the feeder.
- First** Printer pulls paper from the multipurpose feeder until it is empty, regardless of the paper source or paper size requested for the job.

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Custom Types

Purpose:

To specify the kind of paper associated with each of the Custom Types available in the Paper Type menu item.

Values (for Custom Type <x>, where <x> represents 1 through 6):

- | | |
|--------------|--------------|
| Paper* | Glossy Paper |
| Card Stock | Labels |
| Transparency | Envelope |

Note: If a user-defined name is available, it is displayed instead of Custom Type <x>. The user-defined name is truncated to 14 characters. If two or more custom types share the same name, the name only appears once in the Custom Types value list.

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Paper Loading

Purpose:

To properly handle preprinted paper loaded in a tray, whether the job is a duplexed job or a single-sided job.

Values:

First select a paper type:

- | | | |
|-----------------------|---------------------------------|-------------------------|
| Bond Loading | Colored Loading | Ltrhead Loading |
| Glossy Loading | Custom <x> Loading | Preprint Loading |

Then select a value:

- Duplex** Notifies the printer that the specified paper type is loaded properly for duplex printing. If the printer receives a single-sided job using that paper type, the printer inserts blank pages as necessary to print the job properly on preprinted forms. This setting may slow single-sided printing.

- Off*** Printer assumes preprinted material is loaded for single-sided printing. Duplexed jobs may not print properly.

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Note: If a user-defined name is available, it is displayed instead of Custom <x> Loading. The name is truncated to 14 characters.

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Paper Size

Purpose:

To identify the default paper size for each paper source.

Values:

First select a paper source:

Tray <x> Size	MP Feeder Size
Manual Pap Size	Manual Env Size

*Then select a value (*denotes country-specific factory default values):*

Letter*	A4*	A3	7 3/4 Envelope	11 x 17
Legal	A5	9 Envelope	DL Envelope*	Folio
Executive	JIS B4	Other Envelope	C5 Envelope	
Statement	JIS B5	10* Envelope*	B5 Envelope	

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Universal

Select Universal when you load paper that does not match any of the other available sizes. The printer automatically formats the page for the maximum possible size. You can then set the actual page size from your application software.

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Paper Source

Purpose:

To identify the default paper source.

Values:

Tray <x> (Tray 1*)

MP Feeder

Manual Paper

Manual Env

If you loaded the same size and type of paper in two paper sources (and the Paper Size and Paper Type menu items are correctly set), the trays are automatically linked. When one paper source is empty, paper automatically feeds from the next linked source.

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Paper Type

Purpose:

To identify the type of paper installed in each paper source.

Values:

First select a paper source:

Tray <x> Type
Manual Pap Type

MP Feeder Type
Manual Env Type

Then select a value:

Plain Paper
Card Stock
Transparency

Labels
Bond
Letterhead

Preprinted
Custom Type <x>
Glossy Paper

Envelope
Colored Paper

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The Paper Type default for each envelope source is Envelope. The Paper Type default for each paper tray is as follows:

Tray 1–Plain Paper

Tray 2–Custom Type 2

Tray 3–Custom Type 3

Tray 4–Custom Type 4

Tray 5–Custom Type 5

Manual Pap Type–Plain Paper

Note: If a user-defined name is available, it is displayed instead of Custom Type <x>. The user-defined name is truncated to 14 characters. If two or more custom types share the same name, the name only appears once in the Paper Type value list.

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Use this menu item to:

- Optimize print quality for the specified paper.
- Select paper sources through your software application by selecting type and size.
- Automatically link paper sources. Any sources containing the same type and size of paper are automatically linked by the printer, if you have set the Paper Size and the Paper Type to the correct values.

See also:

Output bins

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Paper Weight

Purpose:

To identify the relative weight of the paper loaded in a specific source and ensure that the toner adheres properly to the printed page.

Values:

First select a paper type:

Plain Weight	Preprint Weight	Bond Weight
Ltrhead Weight	Colored Weight	Custom <x> Weight

Then select a value:

Light	16–20 lb
Normal*	20–24 lb
Heavy	24–28 lb

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Note: If a user-defined name is available, it is displayed instead of Custom <x> Weight. The name is truncated to 14 characters.

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Substitute Size

Purpose:

To have the printer substitute the specified paper size if the requested size is not loaded.

Values:

- Off** Printer prompts the user to load the requested paper size.
- Statement/A5** Prints A5 size jobs on statement size paper if only statement size paper is loaded, and prints statement size jobs on A5 paper if only A5 paper is loaded.
- 11x17/A3** Prints A3 size jobs on 11x17 size paper if only 11x17 size paper is loaded, and prints 11x17 size jobs on A3 size paper if only A3 size paper is loaded.
- Letter/A4** Prints A4 size jobs on letter size paper if only letter size paper is loaded, and prints letter size jobs on A4 size paper if only A4 size paper is loaded.
- All Listed*** Substitutes Letter/A4.

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Universal Setup

Purpose:

To determine the default size when the Paper Size setting for a tray or feeder is Universal.

Values:

First select a unit of measure (denotes a country-specific factory default value):*

Inches*

Millimeters*

Then select the values:

Portrait Width	=3.00–17.00 in. (11.69 in.*)	=76–432 mm (297 mm*)
Portrait Height	=3.00–17.00 in. (17.00 in.*)	=76–432 mm (432 mm*)
Feed Direction	=Short Edge*	=Long Edge ▲

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