

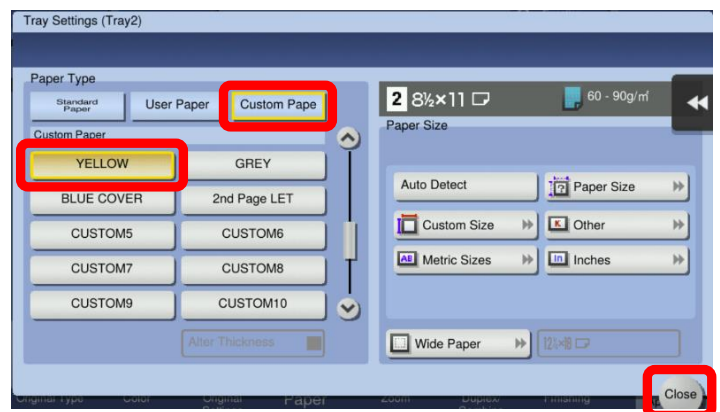
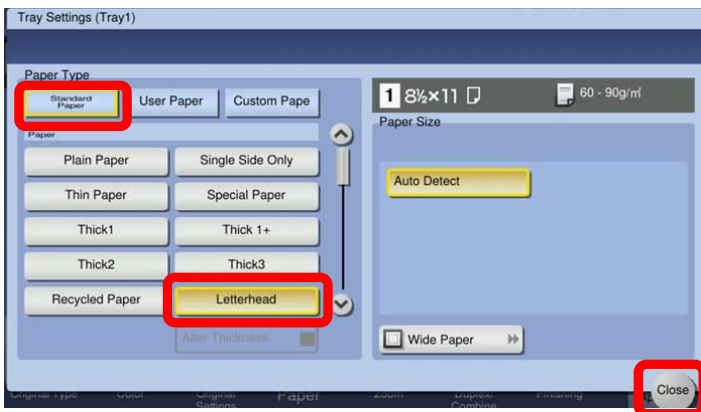
SETTING UP PAPER TYPES FOR PAPER TRAYS ON MFPs

If you only require a small quantity of specialty paper, the Bypass Tray should be utilized (*depending on device model: 50 or 150 sheet capacity). *Bypass Tray does NOT need to be pre-configured to use nor does it need to be reset to plain paper after use. 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. ***NOTE: 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 (Classic Style, Quick Copy)**, select **COPY** button, under **PAPER**, choose **PAPER TRAY**, then **SETTINGS**.



2. In **SETTINGS** choose **PAPER TYPE** (use **▲ ▼** arrows to scroll for more selections or select **STANDARD PAPER OR CUSTOM PAPER** at top of screen).



Select the **STANDARD PAPER** name **OR**

Select **CUSTOM PAPER** name (if available)

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

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

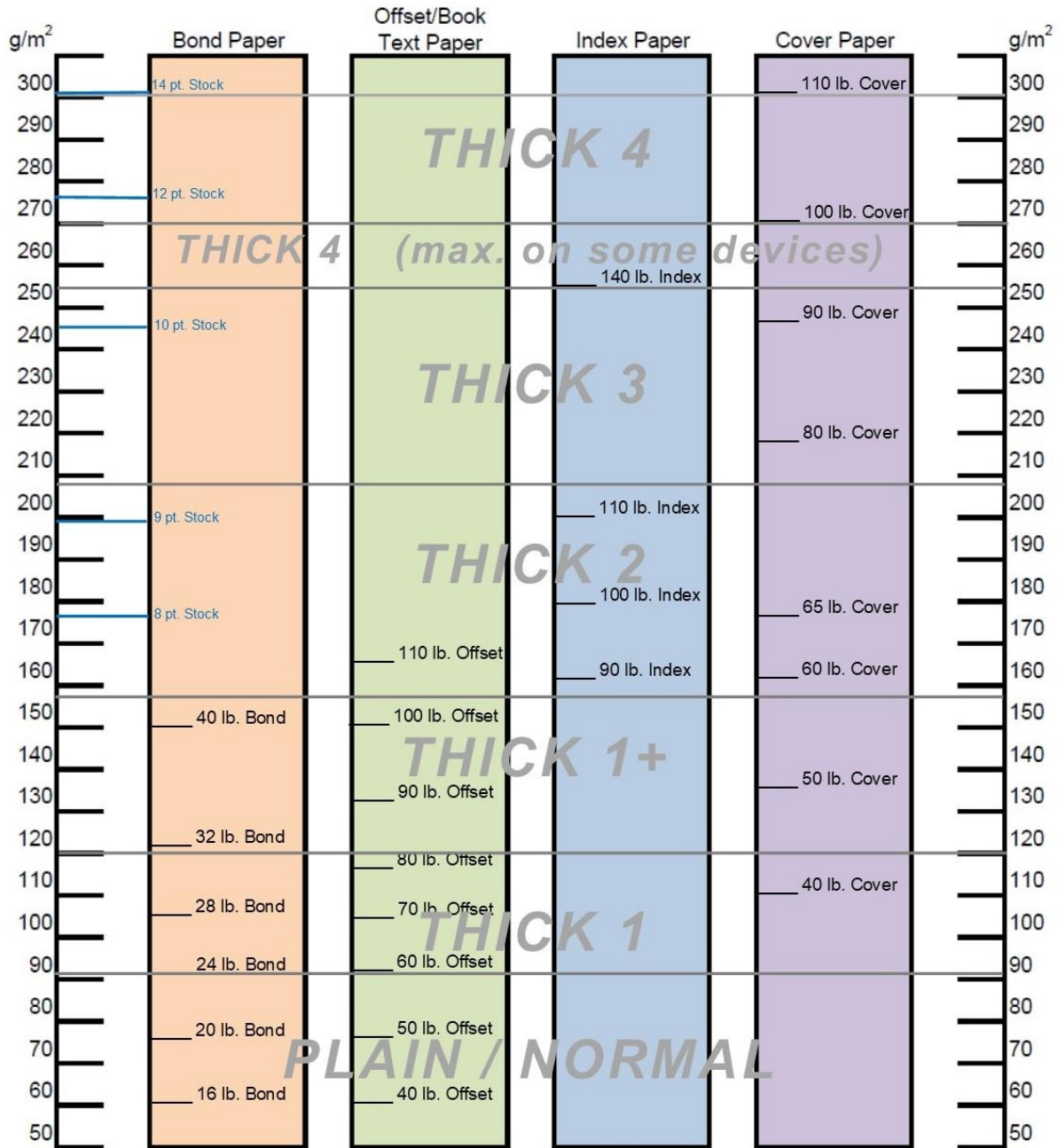
Selecting **RESET** on the device control panel **DOES NOT** reset the main paper trays to **PLAIN paper**. Go back into **SETTINGS** and manually change each paper tray back to **PLAIN** paper. *Be sure to use the **CLOSE** buttons on the screens to ensure the settings are saved.

***NOTE:** Bypass Tray does NOT need to be reset to plain paper.

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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.

