# Canon ImageRUNNER Advance DX: Setting Paper Type in the Multipurpose Tray
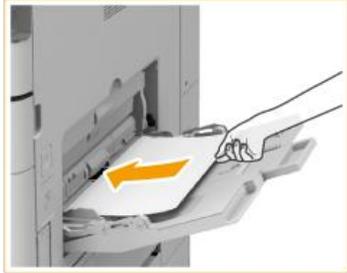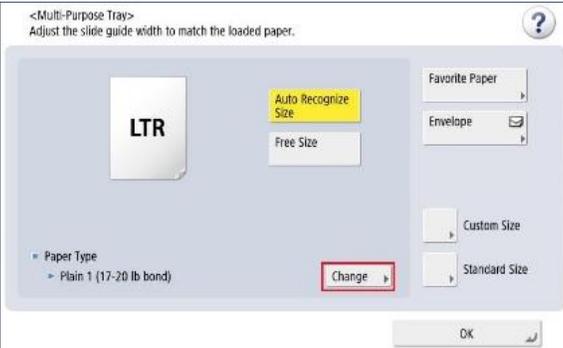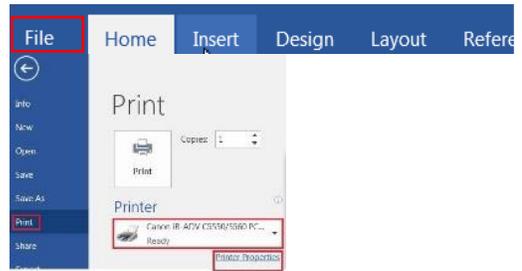
*This guide will go over how to use the Multipurpose Tray*

| At the Copier | |
|---|---|
| **1.** Insert the paper into the multipurpose tray to open the multipurpose tray's Custom Size display window. |  |
| **2.** Select **Change** to change the paper type. |  |
| **3.** Select the corresponding paper type closest to the paper package information.<br><br>• When determining which "Heavy" is the weight of the cardstock being used, open the **Display Setting** button to view a chart with the paper weights listed.<br><br>**4.** Select **OK**. |  |

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| **From the Computer**<br>*Access the Print Driver* | |
|---|---|
| 1. Open the document.<br>2. Select **File** >> **Print**.<br>3. Select the **Canon** copier. |  |
| 4. Select the **Paper Source** tab.<br>5. Choose the **Multipurpose tray**.<br>6. Select the paper type from the Settings button.<br>7. Click **OK**. |  |

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