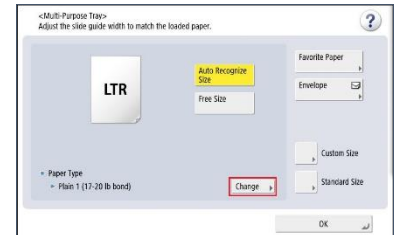**LOFFLER**

Canon ImageRUNNER Advance: Setting Paper Type in the Multipurpose Tray
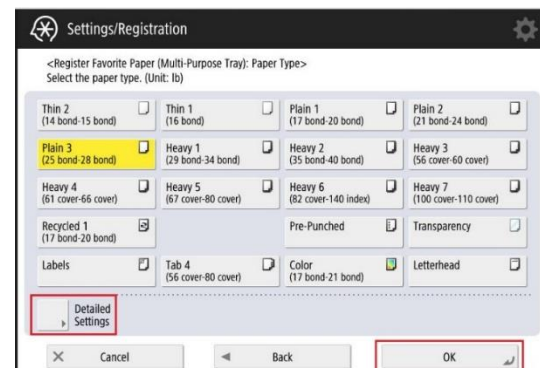
At the Copier

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.

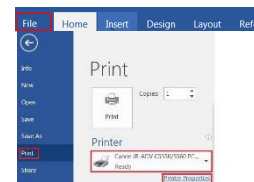3. Select the correct paper type.

   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.

4. Select **OK**.

From the computer, access the print driver:

1. Open the document.

2. Select **File**>**Print**.

3. Select the **Canon** copier.

4. Select the **Paper Source** tab.

5. Select **Multipurpose tray**.

6. Select the paper type from the Settings button.

7. Click **OK**.