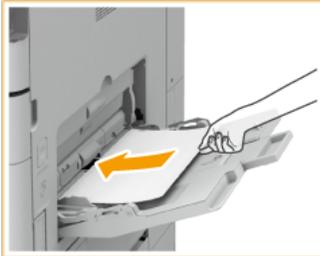
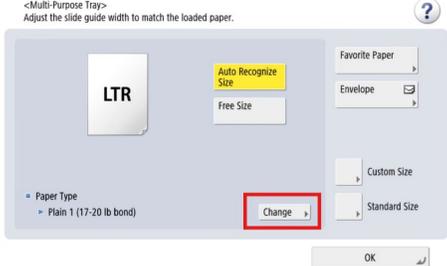
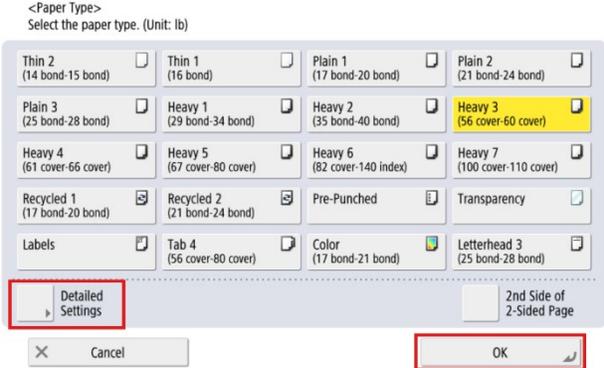
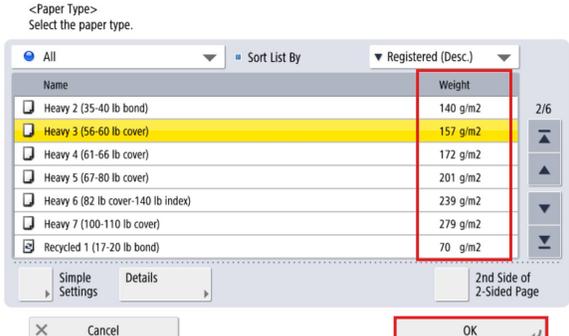


Canon ImageFORCE: Setting Paper Type in the Multi-Purpose Tray

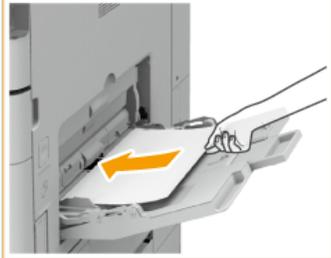
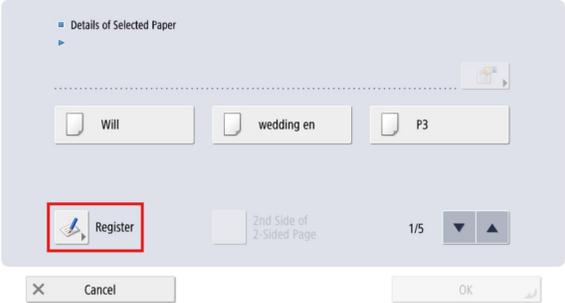
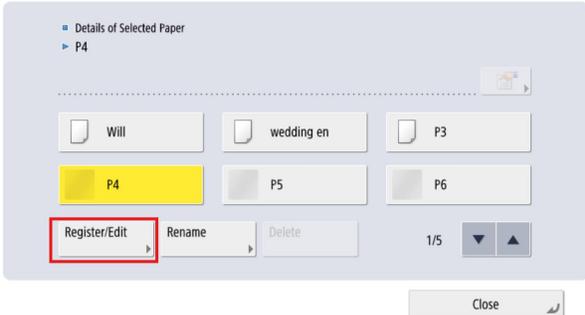
This guide explains how to correctly set various paper types in the multi-purpose tray to ensure optimal print quality, reduce the likelihood of paper jams, and properly adjust the rollers and fuser temperature as needed. It is recommended to do heavier card stocks and labels through the Multi-Purpose Tray.

Section 1: Setting the Paper Type in the Multi-Purpose Tray at the Machine

<p>1. Insert the paper print side down into the multipurpose tray to open the multipurpose tray's options page</p>																	
<p>2. Select Change to change the Paper Type</p> <ul style="list-style-type: none"> Note: The multipurpose tray defaults to Plain 1 paper 																	
<p>3. Select the Paper Type that most closely matches the thickness (g/m²) on the paper package. If the paper type is already known, select correct paper type and OK</p> <ul style="list-style-type: none"> When determining which Heavy is the thickness of the paper being used, open Detailed Settings to view a chart with the paper thickness listed <p><i>*Tip: For frequently changed paper types, set the Paper Type screen to open in Detailed view by default. Go to: Settings/Registration → Preferences → Display Settings → Paper Type Selection Screen Priority, then switch the setting to Detailed.</i></p>																	
<p>4. Match the thickness (g/m²) number to the information displayed on the paper package. Select OK and OK again when done</p>	 <table border="1" data-bbox="834 1591 1403 1780"> <thead> <tr> <th>Name</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>Heavy 2 (35-40 lb bond)</td> <td>140 g/m²</td> </tr> <tr> <td>Heavy 3 (56-60 lb cover)</td> <td>157 g/m²</td> </tr> <tr> <td>Heavy 4 (61-66 lb cover)</td> <td>172 g/m²</td> </tr> <tr> <td>Heavy 5 (67-80 lb cover)</td> <td>201 g/m²</td> </tr> <tr> <td>Heavy 6 (82 lb cover-140 lb index)</td> <td>239 g/m²</td> </tr> <tr> <td>Heavy 7 (100-110 lb cover)</td> <td>279 g/m²</td> </tr> <tr> <td>Recycled 1 (17-20 lb bond)</td> <td>70 g/m²</td> </tr> </tbody> </table>	Name	Weight	Heavy 2 (35-40 lb bond)	140 g/m ²	Heavy 3 (56-60 lb cover)	157 g/m ²	Heavy 4 (61-66 lb cover)	172 g/m ²	Heavy 5 (67-80 lb cover)	201 g/m ²	Heavy 6 (82 lb cover-140 lb index)	239 g/m ²	Heavy 7 (100-110 lb cover)	279 g/m ²	Recycled 1 (17-20 lb bond)	70 g/m ²
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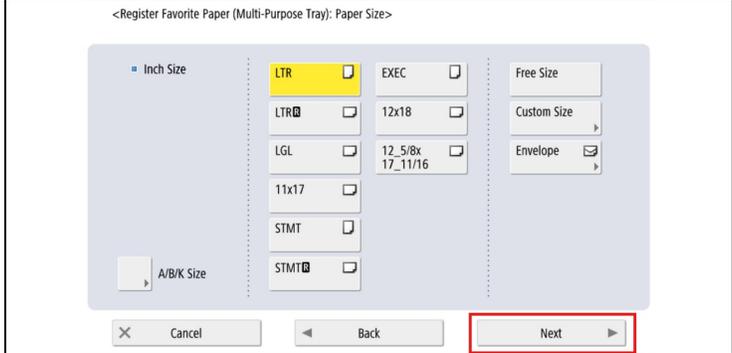
Section 2 (Optional): Create a Favorite Paper

This feature is especially useful for paper types that users rely on frequently. It can be set up for a single special paper type or paired with a custom size when needed.

<p>1. Insert the paper print side down into the multipurpose tray to open the multipurpose tray's options page</p>	
<p>2. Select Favorite Paper</p>	<p><Multi-Purpose Tray> Adjust the slide guide width to match the loaded paper.</p> 
<p>3. Select Register</p>	<p><Favorite Paper> Select a button to recall paper settings, then press [OK].</p> 
<p>4. Select an empty button (Ex: P4) and select Register/Edit</p>	<p><Register Favorite Paper (Multi-Purpose Tray)> Select a button, then operations can be performed.</p> 

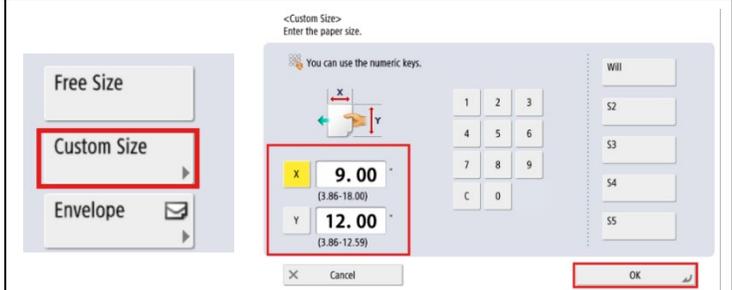
5. Select Paper Size

If using a Standard Size, select the size listed and **Next** - Skip to Step 8

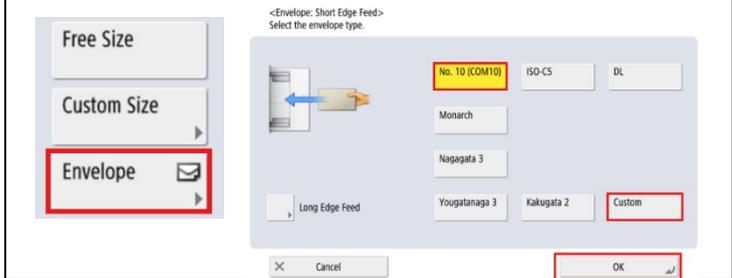


6. To create a custom size, choose **Custom Size**, input values for the X and Y fields, then click **OK**

For an envelope size, select **Envelope**. Either pick a standard Envelope size or opt for **Custom** if needed. When using Custom, input the X and y fields, then click **OK**

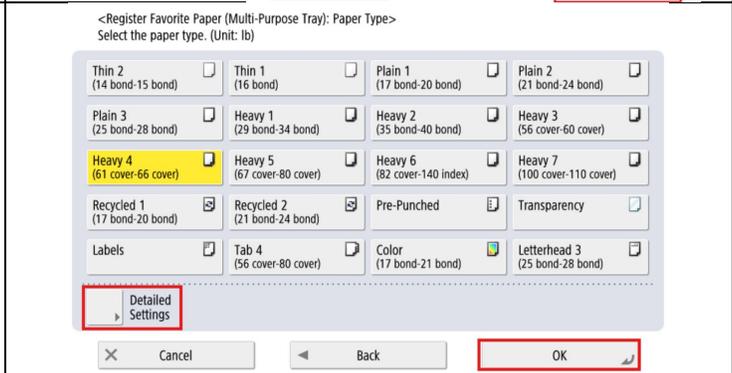


7. Select **Next**



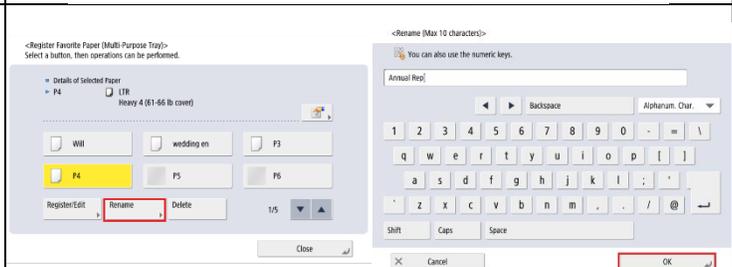
8. Select **Paper Type**. Select **Detailed Settings** if needed to determine proper paper type/thickness (g/m²)

9. Select **OK**

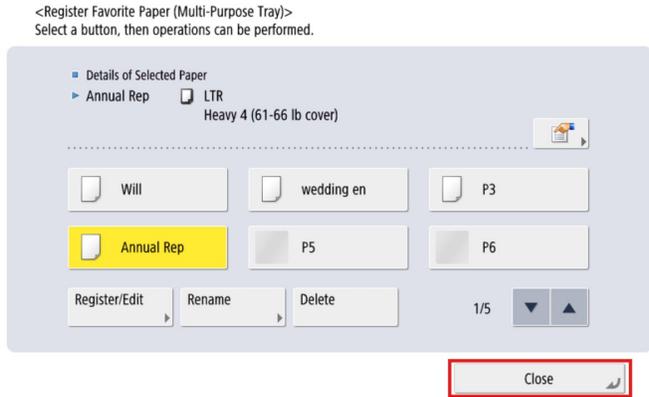


10. Select **Rename** to give the Favorite Paper Button a desired name

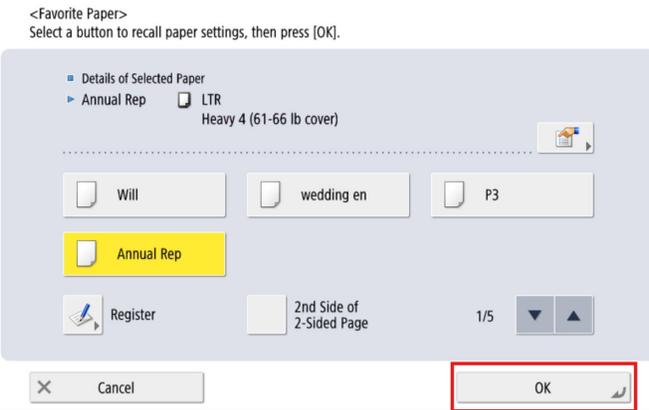
11. Type name (10-character max) Select **OK** when done naming



12. Select **Close** to exit the Register Favorite Paper screen. Registration is complete. Repeat for any other desired paper sizes/types



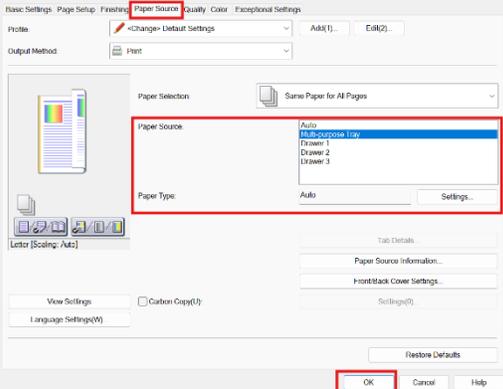
13. To use the Favorite Paper in the future, place the paper in the Multi-Purpose Tray, choose **Favorite Paper**, select the appropriate Favorite Paper Button (Ex: *Annual Rep*), then click **OK** to recall the paper settings



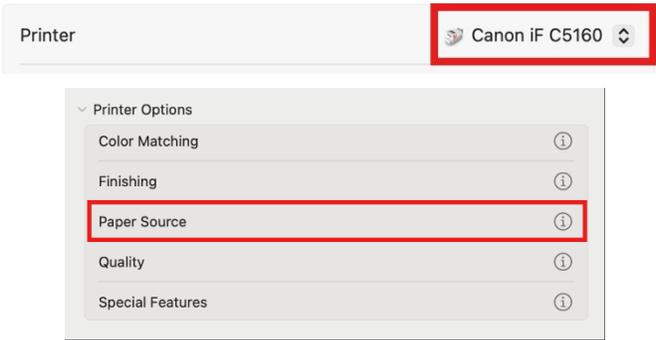
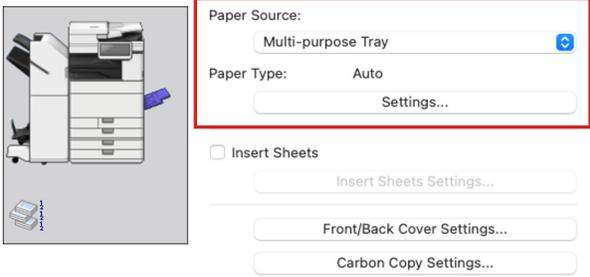
Section 3: Printing/Copying to the Multi-Purpose Tray

Note: The Multi-Purpose Tray operates on a “choose it to use it” basis. It will not be selected automatically; the user must manually choose it whenever they want the device to pull paper from that tray. **This applies to both Print and Copy functions**

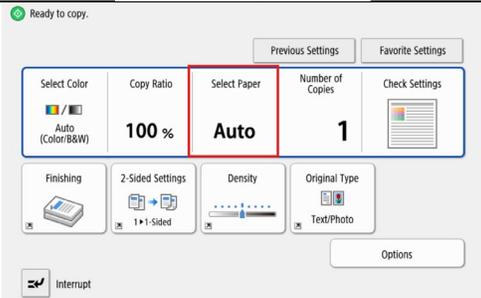
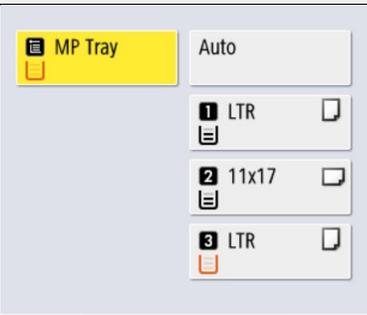
From the Computer for Print (PC):

<ol style="list-style-type: none"> 1. Open the document 2. Select File → Print 3. Select the correct printer and Printer Properties 	
<ol style="list-style-type: none"> 4. Select the Paper Source tab 5. Select the Multi-Purpose Tray 6. If the paper type is set correctly on the machine, you can leave Paper Type on Auto. Manual selection is optional 7. Select OK and Print 	

From the Computer for Print (MAC):

<ol style="list-style-type: none"> 1. Open the document. 2. Select File → Print or Command+P Select the correct printer 3. Scroll down to Printer Options → Paper Source 	
<ol style="list-style-type: none"> 4. Under Paper Tray, select the Multi-Purpose Tray 5. If the paper type is set correctly on the machine, you can leave Paper Type on Auto. Manual selection is optional 6. Select OK and Print 	

From the machine for Copy:

<p>1. Go to the machine and select Copy</p>	
<p>2. Choose Select Paper</p>	
<p>3. Select MP Tray 4. Select OK</p>	
<p>5. Apply another other desired setting(s) 6. Select Start</p>	