Pro C7100s/C7100sx/C7110s/C7110sx

Operating Instructions

Paper Settings

TABLE OF CONTENTS

1. Before Making Paper Settings

This chapter provides an overview of the paper settings and explains how you can specify them.

Overview of Paper Settings

Tray paper settings

You need to specify the paper sizes and types for paper trays in order to properly print on the paper loaded in the paper trays. You can configure these settings in the tray paper settings.

The machine has functions such as a paper library and custom paper settings that make it easy to configure the tray paper settings.

You can specify the tray paper settings in the following ways:

- Assign a custom paper to a paper tray

- Manually specify a paper size and type for a paper tray

Paper library

The paper library contains settings such as paper types, paper weights, and machine operating conditions (for example, paper feed, toner transfer, and toner fusing conditions) that are customized for each major commercially available paper products and also for each major paper types.

To use the settings in the paper library, you must first select the name or type of your paper from the paper library. The paper settings will be registered to a custom paper. The paper library makes it easy to get the best results from your paper.

Custom paper

You can register each type of paper that you use as a "Custom Paper" by setting a name, size, type, weight, and other advanced settings in "Tray Paper Settings".

This function is convenient because you can register certain types of paper that you often use as custom paper.

"Custom Paper" can also be set from the paper library.

The machine automatically synchronizes the custom paper settings with the media catalog information on the color controller when using the color controller.

Custom papers can be registered in the following ways:

- Select the paper's name or type from the paper library (or the saved paper library)

- Modify a custom paper that has already been registered

- Manually specify the paper's type and weight

Under the custom paper's advanced settings, you can specify the machine operating conditions such as paper feed, toner transfer, and toner fusing conditions. The paper library contains the advanced settings that are preconfigured so that you do not need to configure them.

1

When you change the paper type and weight settings of a registered custom paper, its advanced settings are initialized.
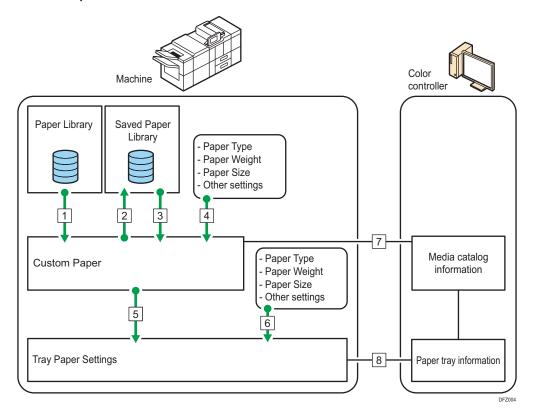
Only the machine administrator can change the advanced settings. For details, contact your machine administrator.

Saved paper library

Saves registered custom paper settings in the saved paper library.

Saved custom papers can be restored and used as a custom paper again.

Relationships between functions

Machine

Color controller

Paper Library

Saved Paper Library

- Paper Type
- Paper Weight
- Paper Size
- Other settings

1

2

3

4

Custom Paper

- Paper Type
- Paper Weight
- Paper Size
- Other settings

7

Media catalog information

5

6

Tray Paper Settings

8

Paper tray information

DFZ004

1. **You can register the settings stored in the paper library to a custom paper.**

2. **You can save all custom papers to the saved paper library at one time.**

3. **You can restore and reuse custom papers in the saved paper library.**

4. **You can register a custom paper by manually specifying the paper's type and weight.**

5. **You can configure the tray paper settings by assigning a custom paper to each paper tray.**

6. **You can configure the tray paper settings by manually specifying paper sizes and types.**

7. **The machine automatically synchronizes the custom paper settings on the machine with the media catalog information on the color controller when using the color controller.**

8. **The machine automatically synchronizes the tray paper settings on the machine and the paper tray information on the color controller when using the color controller.**

The procedures for making tray paper settings vary in the following examples depending on the functions that you want to use (the numbers added to the end of the following sentences correspond to the numbers in the illustration above):

To select the name or type of your paper from the paper library and configure the tray paper settings

Do the following procedure:

- Select the name or type of the paper from the paper library (or saved paper library) and register it as a custom paper (1) (3)

  For details, see page 11 "Selecting the Paper's Name from the Paper Library" or page 12 "Selecting the paper's type from the paper library".

- After registering the paper, assign the custom paper settings to a paper tray (5)

  For details, see page 39 "Specifying a Custom Paper".

To register a paper type and weight that is not included in the paper library as a custom paper and configure the tray paper settings

Do the following procedure:

- Register a custom paper by manually specifying the paper's type and weight (4)

  For details, see page 14 "Manually specifying a paper's type and weight".

- After registering the paper, assign the custom paper settings to a paper tray (5)

  For details, see page 39 "Specifying a Custom Paper".

To assign a registered custom paper to a paper tray

Do the following procedure:

- Assign the custom paper settings to a paper tray (5)

  For details, see page 39 "Specifying a Custom Paper".

To manually specify the paper settings for a paper tray without using the paper library or custom paper

Do the following procedure:

- Manually specify the paper size and type for a paper tray in the tray paper settings (6)

  For details, see page 40 "Manually Specifying a Paper's Size and Type".

🔽Note

- Only the machine administrator can do the following:
  - Delete custom papers from the saved paper library
  - Specify the [Advanced Settings] for a custom paper

- For details about the recommended paper for use with this machine, see "Recommended Paper Sizes and Types", Paper Specifications and Adding Paper.

- For details about the media catalog information, see the manual provided with the color controller.
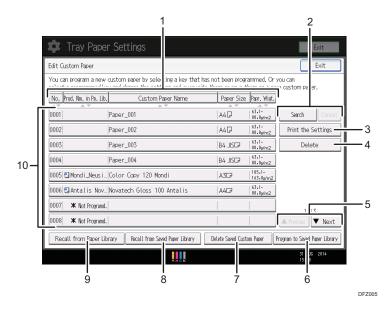
2. Registering a Custom Paper

This chapter explains how to register, change, and delete a custom paper.

How to Use the [Edit Custom Paper] Screen

This section explains the items on the [Edit Custom Paper] screen.

This screen appears when you press [Edit Custom Paper] on the [Tray Paper Settings] screen.

DFZ005

1. **[No.], [Prod. Nm. in Pp. Lib.], [Custom Paper Name], [Paper Size], and [Papr. Wigt.]**

   Press the item to be used for the sorting.

2. **[Search], [Cancel]**

   Press [Search] to search for papers in the list of custom papers. Press [Cancel] to return to the list of custom papers from the search results. For details, see page 33 "Searching for a Paper by Specifying the Conditions".

3. **[Print the Settings]**

   Press this key to print the parameters of the custom paper settings. For details, see page 34 "Printing the Parameters of Custom Paper Settings".

4. **[Delete]**

   Press this key to delete the selected custom paper from the list.

5. **[▲Previous], [▼Next]**

   Displays the previous or next page of the list.

6. **[Program to Saved Paper Library]**

   Press this key to save all the registered custom papers to the library at once. For details, see page 35 "Saving Custom Papers to the Saved Paper Library".

7. **[Delete Saved Custom Paper]**

   This key can be used only by the machine administrator.

8. **[Recall from Saved Paper Library]**

   Press this key to recall the custom paper from the saved paper library.

9. **[Recall from Paper Library]**

   Press this key to recall the custom paper from the paper library. For details, see page 11 "Selecting the Paper's Name from the Paper Library".

10. **List of custom papers**
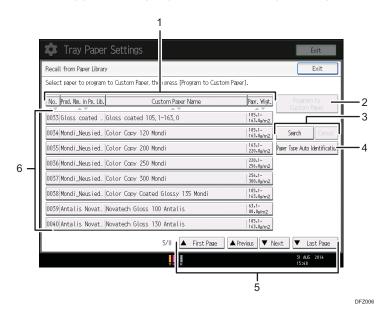
    The registration numbers, product names, paper names, sizes, and weights of custom papers are displayed in the list. Icons to the left of the product names indicate which custom paper is registered from the paper library and whether their settings have been modified.

    - : Indicates a custom paper that is registered from the paper library.
    - : Indicates a custom paper that is registered from the paper library and that its settings have been modified.
    - No icons appear for custom papers that were registered manually.

How to Use the [Recall from Paper Library] Screen

This section explains the items on the [Recall from Paper Library] screen.

This screen appears when you press [Recall from Paper Library] on the [Edit Custom Paper] screen.

DFZ006

1. **[No.], [Prod. Nm. in Pp. Lib.], [Custom Paper Name], and [Papr. Wigt.]**

   Press the item to be used for the sorting.

2. **[Program to Custom Paper]**

   Press this key to register the selected paper from the list as a custom paper. For details, see page 11 "Selecting the Paper's Name from the Paper Library" and page 12 "Selecting the paper's type from the paper library".

3. **[Search], [Cancel]**

   Press [Search] to search the papers in the paper list. Press [Cancel] to return to the paper list from the search results. For details, see page 33 "Searching for a Paper by Specifying the Conditions".

4. **[Paper Type Auto Identification]**

   Scans paper with the Media Identification Unit, and then searches the paper library for a custom paper with settings that are similar to those of the scanned paper. For details, see page 19 "Registering a paper from the paper library with the Media Identification Unit".

5. **[▲First Page], [▲Previous], [▼Next], [▼Last Page]**

   Displays the first, previous, next, or last page of the list.

6. **List of papers in the library**

   The registration numbers, product names, paper names, and weights of library's papers are displayed in the list.

   ⬇ **Note**

   • The contents in the paper library on your machine might differ slightly from those shown in the illustrations in this manual.

Registering a Custom Paper

You can register up to 100 custom papers.

Check the product name, size, and type of your paper before registering it.
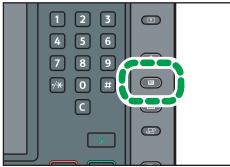
Check that the size and type of your paper are compatible with the paper tray that you want to use. Tray compatibility depends on the paper's size and type. For details about the paper sizes and types that can be used, see "Recommended Paper Sizes and Types", Paper Specifications and Adding Paper.

↓Note

- When the number of registered custom papers reaches the maximum, you will not be able to register a new custom paper. Delete any unnecessary custom papers from the list, and then try registering again. For details, see page 36 "Deleting a Custom Paper".

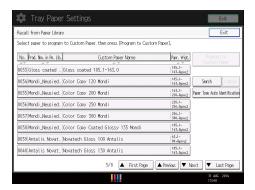## Selecting the Paper's Name from the Paper Library

1. **Press the [Paper Setting] key.**

CWY003

2. **Press [Edit Custom Paper].**

3. **Press [Recall from Paper Library].**

4. **Select the name of the paper that you want to register.**

   Press [▲Previous] or [▼Next] to scroll through the list to find the paper that you want to select.

   You can select two or more types of paper.

5. **Press [Program to Custom Paper].**

6. **Press [Yes].**

7. **Press [Exit] twice.**

8. **Press the [Paper Setting] key.**

   You can also close the [Tray Paper Settings] screen by pressing [Exit].

⬇Note

- You can check and change the settings of the registered custom paper such as the paper size setting on the [Edit Custom Paper] screen. For details about modifying the custom paper, see page 26 "Modifying a Custom Paper".

Registering a Paper Whose Paper Name Is Not Displayed in the Paper Library

If the paper you want is not in the library's paper list or you don't know the name of the paper, use the following procedures:

- Selecting the paper's type from the paper library
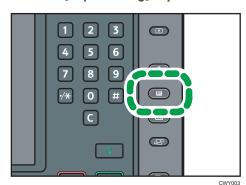
  The paper library contains the optimum printing conditions not only for each commercially available paper but also for each type of paper.

  You can select the type of paper from the paper library and register it as a custom paper even if you don't know the name of the paper. The selectable paper types are as follows: Plain, Gloss coated, Matte coated, Envelope, Light colored, Dark colored, Textured, and Black. Each type is divided into several categories according to weight.

- Manually specifying a paper's type and weight

  You can register a custom paper by manually specifying its type and weight.

Selecting the paper's type from the paper library

You can select the type of paper from the paper library and register it as a custom paper.

The selectable paper types are as follows: Plain, Gloss coated, Matte coated, Envelope, Light colored, Dark colored, Textured, and Black.

1. **Press the [Paper Setting] key.**

CWY003

2. **Press [Edit Custom Paper].**
3. **Press [Recall from Paper Library].**
4. **Select the most appropriate combination of type and weight for your paper.**

   The list of paper types appears on the first and following pages in the paper library.

   Press [▲Previous] or [▼Next] to scroll through the list to find the paper that you want to select.

5. **Press [Program to Custom Paper].**
6. **Press [Yes].**
7. **Press [Exit] twice.**
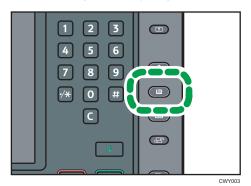8. **Press the [Paper Setting] key.**

   You can also close the [Tray Paper Settings] screen by pressing [Exit].

↓Note

- You can check and change the settings of the registered custom paper such as the paper size setting on the [Edit Custom Paper] screen. For details about modifying the custom paper, see page 26 "Modifying a Custom Paper".

Manually specifying a paper's type and weight

1. **Press the [Paper Setting] key.**

CWY003

2. **Press [Edit Custom Paper].**

3. **Select a number that is [✱Not Programd.].**

   Press [▲Previous] or [▼Next] to scroll through the list.

4. **Press [Change] for [Custom Paper Name].**

5. **Enter the name of the paper, and then press [OK].**

6. **Press [Change] for [Paper Size].**

7. **Select a paper size, and then press [OK].**

8. **Press [Change] for [Paper Weight].**

9. **Specify the paper's weight, and then press [OK].**

   Press [Change] if you changed the paper weight.

10. **Press [Change] for [Paper Type].**

11. **Specify the paper type, and then press [OK].**

    Press [Change] if you changed the paper type.

12. **Specify other items, such as [Coated Paper Type], [Paper Color], [Prepunched or Not], [Textured or Not], [Apply Duplex], and [Apply Auto Paper Select] as necessary.**

    If you change the [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] and press [OK], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

13. **Press [OK].**

14. **Press [Exit].**

15. **Press the [Paper Setting] key.**

    You can also close the [Tray Paper Settings] screen by pressing [Exit].

⊕Note

- If you want to use glossy paper, select [Glossy] for [Coated Paper Type]. If you want to use matte paper (including silk, dull, and satin paper), select [Matte] for [Coated Paper Type].

- For details about custom paper settings, see page 28 "Custom Paper Settings".

- For details about [Advanced Settings], contact your machine administrator.

Registering a New Custom Paper by Modifying an Existing Paper

You can open and modify the settings of a registered custom paper and register them as a new custom paper.
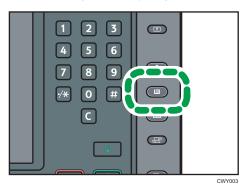
This function is useful when registering paper that is the same type as an existing paper, but a different size.

Depending on which settings you modify, details of a newly registered custom paper will be as follows:

- When the settings of the selected custom paper are not changed:

    All settings of the selected custom paper ([Custom Paper Name], [Paper Size], [Paper Weight], and [Paper Type], including the attributes specific to the color controller) are copied to the newly registered custom paper.

- When the settings [Custom Paper Name], [Paper Size], [Apply Duplex], [Apply Auto Paper Select], or [Advanced Settings] of the selected custom paper are changed:

    The changes are applied to the newly registered custom paper.

- When the settings [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] of the selected custom paper are changed:

    The changes are applied to the newly registered custom paper and its advanced settings are reset to their default values according to the changes that are applied to the settings.

When modifying a custom paper that is registered from the paper library, you can change its [Custom Paper Name], [Paper Size], [Apply Duplex], and [Apply Auto Paper Select] settings. You can also confirm the brand name and the version of data from [Product Name in Paper Library].

1. **Press the [Paper Setting] key.**

CWY003

2. **Press [Edit Custom Paper].**

3. **Select a number that is [✱Not Programd.].**

   Press [▲Previous] or [▼Next] to scroll through the list.
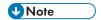
4. **Press [Use Another Custom Paper's Settings].**

5. **Select the custom paper whose settings you want to modify.**

6. **Press [OK].**

7. **Change the settings for custom paper (such as paper's name, size, and type), as necessary.**

   If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] and press [OK], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

8. **Press [OK].**

9. **Press [Exit].**

10. **Press the [Paper Setting] key.**

    You can also close the [Tray Paper Settings] screen by pressing [Exit].

Note

- For details about custom paper settings, see page 28 "Custom Paper Settings".

- For details about [Advanced Settings], contact your machine administrator.

Registering a Custom Paper with the Media Identification Unit
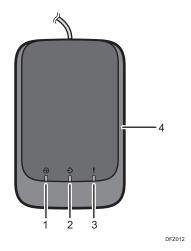
When you scan paper with the Media Identification Unit, the Media Identification Unit searches custom paper in the paper library. When custom paper with configurations that are similar to those of the scanned paper is found, it is displayed.

Part names and functions of the Media Identification Unit

DFZ012

1. **Power lamp**

   Lights up when a USB cable is connected and the Media Identification Unit is ready to start scanning paper.

2. **Scanning lamp**

   Lights up when paper is inserted into the scanning area.

   After the paper is removed, it flashes while paper is being scanned.

3. **Error lamp**
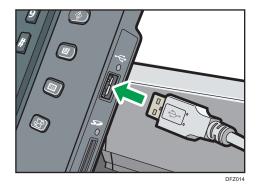
   Lights up when an error occurs.

4. **Paper scanning area**
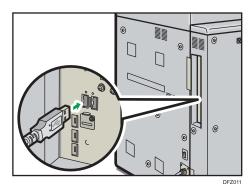
   Insert the paper you want to scan here.

Connect the Media Identification Unit

1. **Connect the USB cable to the media slot on the control panel or to the USB host interface on the back of the machine.**

   • Media slot

DFZ014

- USB host interface

DFZ011
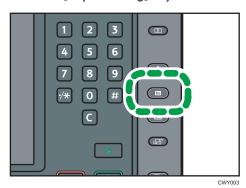
How to Register Paper Scanned by the Media Identification Unit as Custom Paper

Registering a paper from the paper library with the Media Identification Unit

1. **Press the [Paper Setting] key.**

CWY003

2. **Press [Edit Custom Paper].**

3. **Press [Recall from Paper Library].**
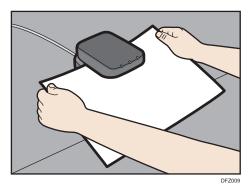
4. **Press [Paper Type Auto Identification].**

5. **Insert paper into the Media Identification Unit, and then remove it.**

   Hold the edges of the paper with both hands when inserting the paper.

   Keep the paper flat as you pull it out.

DFZ009

   The list of custom paper whose configurations are similar to those of the scanned paper appears.

6. **Select the custom paper you want to use, and then press [OK].**

7. **Press [Yes].**

8. **Press [Exit] twice.**

9. **Press the [Paper Setting] key.**

   You can also close the [Tray Paper Settings] screen by pressing [Exit].

⬇Note
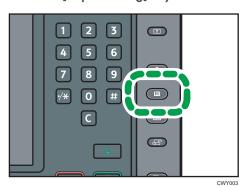
- The list displayed in Step 5 includes custom paper with configurations whose match rates are 80% or higher.

- You can check and change the settings of the registered custom paper such as the paper size setting on the [Edit Custom Paper] screen. For details about modifying the custom paper, see page 26 "Modifying a Custom Paper".

Registering a new custom paper with the Media Identification Unit
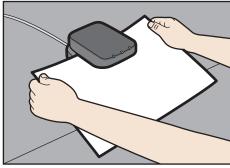
1. **Press the [Paper Setting] key.**

CWY003

2. **Press [Edit Custom Paper].**

3. **Select a number that is [✳Not Programd.].**

   Press [▲Previous] or [▼Next] to scroll through the list.


4. **Press [Scan Value to Program with Media Identification Unit].**

5. **Insert paper into the Media Identification Unit, and then remove it.**

   Hold the edges of the paper with both hands when inserting the paper.

   Keep the paper flat as you pull it out.

DFZ009

6. **Change the settings for custom paper (such as paper's name, size, and type), as necessary.**

   If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] and press [OK], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

7. **Press [OK].**

8. **Press [Exit].**

9. **Press the [Paper Setting] key.**

   You can also close the [Tray Paper Settings] screen by pressing [Exit].

🡇 Note
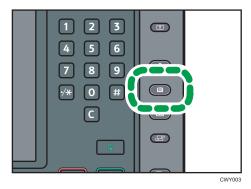
- When you register and scan custom paper using the Media Identification Unit, following items are automatically specified:
  - Paper weight
  - Coated paper other than matte paper
- For details about custom paper settings, see page 28 "Custom Paper Settings".
- For details about [Advanced Settings], contact your machine administrator.

Modifying the registered custom paper settings using the Media Identification Unit
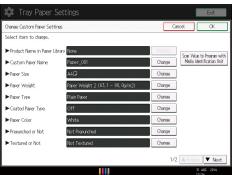
1. **Press the [Paper Setting] key.**

CWY003

2. **Press [Edit Custom Paper].**

3. **Select the custom paper whose settings you want to modify.**

   Press [▲Previous] or [▼Next] to scroll through the list to find the paper that you want to modify.

4. **Press [Scan Value to Program with Media Identification Unit].**

5. **Insert paper into the Media Identification Unit, and then remove it.**

   Hold the edges of the paper with both hands when inserting the paper.

   Keep the paper flat as you pull it out.

DFZ009

6. **Change the settings.**

   If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] and press [OK], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

7. **Press [OK].**

8. **Press [Overwrite].**

   Press [Save As] to register the paper settings as another custom paper.

9. **Press [Yes].**

10. **Press [Exit].**

11. **Press the [Paper Setting] key.**

    You can also close the [Tray Paper Settings] screen by pressing [Exit].

⬇ **Note**

- For details about custom paper settings, see page 28 "Custom Paper Settings".

- You cannot modify a custom paper that is assigned to a paper tray. To modify it, cancel the assignment.

- For details about [Advanced Settings], contact your machine administrator.

Specifying a custom paper for paper trays with the Media Identification Unit

1. **Press the [Paper Setting] key.**

CWY003
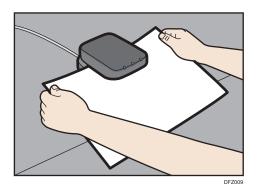
2. **Select the number of the tray whose paper settings you want to specify.**

3. **Press [Paper Type Auto Identification].**

4. **Insert paper into the Media Identification Unit, and then remove it.**

   Hold the edges of the paper with both hands when inserting the paper.

   Keep the paper flat as you pull it out.

DFZ009

The list of custom paper whose configurations are similar to those of the scanned paper appears.

5. **Select the custom paper you want to use, and then press [OK].**

6. **Press the [Paper Setting] key.**

   You can also close the [Tray Paper Settings] screen by pressing [Exit].

⬇️**Note**

- If you want to change the custom paper settings, press [Change Custom Paper Sett.] in Step 3.
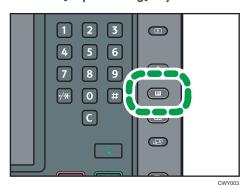
Modifying a Custom Paper
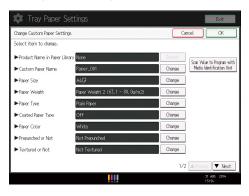
Before modifying a custom paper, confirm that no one is modifying it on Web Image Monitor or on the color controller.

You can only change the [Custom Paper Name], [Paper Size], [Apply Duplex], and [Apply Auto Paper Select] settings for a custom paper that is registered from the paper library.

1. **Press the [Paper Setting] key.**

CWY003

2. **Press [Edit Custom Paper].**

3. **Select the custom paper whose settings you want to modify.**

   Press [▲Previous] or [▼Next] to scroll through the list to find the paper that you want to modify.

4. **Change the settings.**

   If you change the [Paper Weight], [Paper Type], [Coated Paper Type], [Paper Color], [Prepunched or Not], or [Textured or Not] and press [OK], a message appears to notify you that the [Advanced Settings] will be initialized. To apply the changes for those settings, select [Change]. To cancel the changes, select [Do not Change].

5. **Press [OK].**

6. **Press [Overwrite].**

   Press [Save As] to register the paper settings as another custom paper.

7. **Press [Yes].**

8. **Press [Exit].**

9. **Press the [Paper Setting] key.**

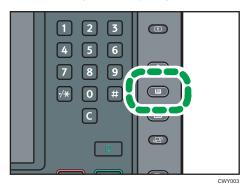   You can also close the [Tray Paper Settings] screen by pressing [Exit].

↓Note

- For details about custom paper settings, see page 28 "Custom Paper Settings".

- You cannot modify a custom paper that is assigned to a paper tray. To modify it, cancel the assignment.

- For details about [Advanced Settings], contact your machine administrator.

Custom Paper Settings

Product Name in Paper Library

Displays brand name and data version of the custom paper registered from the paper library.

Brand name and data version is displayed only for the custom paper registered from the paper library.

Custom Paper Name

Specify the name of the custom paper using up to 38 characters.

Paper Size

Select the paper's size from the regular sizes or specify a [Custom Size].

You can specify a custom size between 100.0 and 330.2 mm (3.94 and 13.00 inches) vertically, and between 139.7 and 700.0 mm (5.50 and 27.55 inches) horizontally.

Paper Weight

Specify the weight of the custom paper.

Paper Type

Specify the type of the custom paper.

Coated Paper Type

Specify whether or not the custom paper is coated.

Paper Color

Specify the color of the custom paper.

Prepunched or Not

Specify whether or not the custom paper is punched.

Textured or Not

Specify whether or not the custom paper is embossed.

Apply Duplex

Specify whether the duplex function is enabled for the custom paper.

Apply Auto Paper Select

Specify whether the auto paper select function is enabled for the custom paper.

Advanced Settings

Specify the advanced settings for the paper.

Only the machine administrator can specify these settings.

Advanced settings can be changed even if the selected custom paper is assigned to a paper tray.

For details, contact your machine administrator.

You can change settings for [Custom Paper Name], [Paper Size], [Apply Duplex], and [Apply Auto Paper Select] if a custom paper has already been registered using the paper library.

Settings that you can change depend on the following:

Settings	Custom papers that have been registered using the paper library (listed with an icon 🗒 or 🗒)	Custom papers that have been registered by specifying paper types and weight (listed with no icons)
Product Name in Paper Library	Not Available	-
Custom Paper Name	Available	Available
Paper Size	Available	Available
Paper Weight	Not Available	Available
Paper Type	Not Available	Available
Coated Paper Type	Not Available	Available
Paper Color	Not Available	Available
Prepunched or Not	Not Available	Available
Textured or Not	Not Available	Available
Apply Duplex	Available	Available
Apply Auto Paper Select	Available	Available
Advanced Settings	Available[*1]	Available[*1]

[*1] Can be changed only by the machine administrator.

⬇ Note

- Before changing these settings, check that the size and type of your paper are compatible with the paper tray that you want to load the paper in. Tray compatibility depends on the paper's size and type.

Adjusting the Image Position of the Either Side of the Paper

Adjusts the image position so it is the same on either side of the paper.

First, print a template and measure the length of the specified area. Next, enter the length on the machine to adjust the position of the image.

Specify the size of each piece of paper you use. Specified settings are saved as custom paper settings, so that you can use the registered settings next time.

You need administrator privileges to adjust the image position.

Preparations

Before adjusting image positions, perform the following:
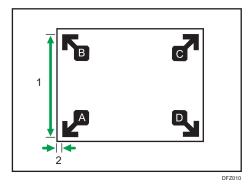
- Skew correction with the color controller

  First of all, perform skew correction with the color controller. For details, see the manuals for the color controller.

- Print a template

  After performing skew correction, print a template included on the supplied CD-ROM. Select a template whose size is the same with the paper that includes an image whose position you want to adjust on the machine.

- Measure the template

  When you print the template, arrows are printed in the corners.

  Measure the length from the corners of the paper to the peaks of the arrows and from the peaks to the peaks of the arrows, and then write the length in the box on the template. Perform these for both sides of the paper.

DFZ010
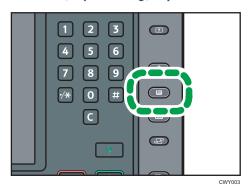
1. **The length from the peak of one arrow to the peak of another arrow**

2. **The length from the corner of the paper to the peak of the arrow**

Entering the Value

When you specify the lengths of the template after measuring them, the values to adjust the image position are automatically calculated and applied.

1. **Press the [Paper Setting] key.**

CWY003

2. **Press [Edit Custom Paper].**

3. **Select the name of the paper that you want to register.**

   Press [▲Previous] or [▼Next] to scroll through the list to find the paper that you want to select.
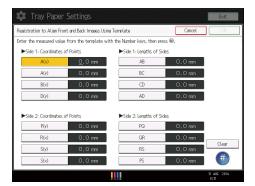
4. **Press [▼Next].**

5. **Press [Change] for [Advanced Settings].**

6. **Enter the login user name and password of the administrator if an authentication screen appears.**

   The authentication screen does not appear if you log in as an administrator.

7. **Press [Registration to Align Front and Back Images Using Template].**

8. **Enter the value you wrote on the printed template.**

   Select the item you want to enter and use the numeric keypad to enter the value.

   You can enter values from 0.1 to 999.9 mm in 0.1-mm increments.

9. **Press [OK].**

10. **Press [Exit].**

11. **Press [OK].**

12. **Press [Overwrite].**

13. **Press [Yes].**

14. **Press [Exit].**

15. **Press the [Paper Setting] key.**

    You can also close the [Tray Paper Settings] screen by pressing [Exit].

⬇Note

- For details about how to register a custom paper, see page 11 "Registering a Custom Paper".
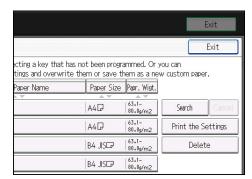
Searching for a Paper by Specifying the Conditions

You can specify search parameters to search for types of paper from the lists of paper types, such as custom types of paper and the paper library.

The following conditions can be specified for paper searches: [Product Name in Paper Library], [Custom Paper Name], [Paper Size], [Paper Weight], [Paper Type], and [Coated Paper Type].

1. **Press [Search] on each screen.**

2. **Press [Change] for each condition, and then enter a partial string.**

3. **Press [OK].**

4. **Press [Start Search].**

   If the paper you require does not appear, press [▲Previous] or [▼Next] to display the previous or next page.

🔽**Note**
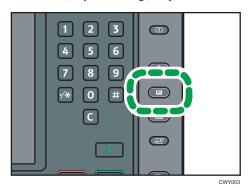
- You cannot specify [Paper Size] as a search parameter on the [Recall from Paper Library] screen.

33

Printing the Parameters of Custom Paper Settings

You can print the parameters for registered custom paper from the [Edit Custom Paper] screen.

You can print one custom paper settings at a time.

1. **Press the [Paper Setting] Key.**

CWY003

2. **Press [Edit Custom Paper].**

3. **Press [Print the Settings].**

4. **Select the custom paper whose settings you want to print.**

   If the paper you require does not appear, press [▲Previous] or [▼Next] to display the previous or next page.

5. **Press [Print].**

6. **Press the [Start] key.**

7. **Press [Exit].**

8. **Press the [Paper Setting] key.**

   You can also close the [Tray Paper Settings] screen by pressing [Exit].
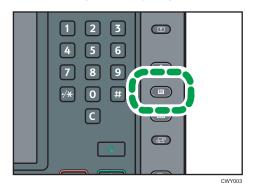
Saving Custom Papers to the Saved Paper Library

You can save all the registered custom paper to the saved paper library at one time.

Up to 1,000 custom papers can be saved in the library.

Each saved custom paper is assigned a sequential number from 0001. New data overwrites existing data if both the paper names and paper size settings are the same.

1. **Press the [Paper Setting] key.**

CWY003

2. **Press [Edit Custom Paper].**

3. **Press [Program to Saved Paper Library].**

4. **Press [Yes].**

5. **Press [Exit] twice.**

6. **Press the [Paper Setting] key.**

   You can also close the [Tray Paper Settings] screen by pressing [Exit].

⬇️**Note**
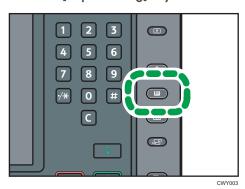
- If there is no available space in the saved paper library, a message will appear when you try to save custom papers. For details, contact your machine administrator.

- When you register a custom paper by recalling its settings from the saved paper library, the settings corresponding to the recalled custom paper are copied and created as new settings on the color controller. Note that the color controller-specific information of the original settings will not be copied to the created settings.

Deleting a Custom Paper

Before deleting a custom paper, confirm that no one is modifying it on Web Image Monitor or on the color controller.

You can back up custom papers to the saved paper library. For details about backing up custom papers, see page 35 "Saving Custom Papers to the Saved Paper Library".

1. **Press the [Paper Setting] key.**

CWY003

2. **Press [Edit Custom Paper].**

3. **Press [Delete].**

4. **Select the custom paper that you want to delete.**

   Press [▲Previous] or [▼Next] to scroll through the list to find the paper that you want to delete.

5. **Press [Delete].**

6. **Press [Yes].**

7. **Press [Exit].**

8. **Press the [Paper Setting] key.**

   You can also close the [Tray Paper Settings] screen by pressing [Exit].

Note

- You cannot delete a custom paper that is currently assigned to a paper tray.

- You cannot delete a custom paper that is being used with the color controller. For details, see the manual provided with the color controller.

Managing the Paper Library

To update the paper library or delete unnecessary data from the saved paper library, do the following:

To delete saved custom papers from the saved paper library

If there is no available space in the saved paper library, you cannot save any more data. For details about how to delete data from the library, contact your machine administrator.

To update the paper library

Contact your service representative for details.

To copy the saved paper library's data to another machine of the same model

Contact your service representative for details.

To back up the saved paper library

Contact your machine administrator.

For details about how to use the backup data to restore the saved paper library, contact your service representative.

3. Changing Tray Paper Settings

This chapter explains the various paper tray settings available with this machine.

Accessing Tray Paper Settings
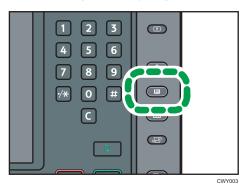
If the specified size differs from the actual size of the paper loaded in the paper tray, a misfeed might occur because the correct paper size is not detected.

⭐ **Important**
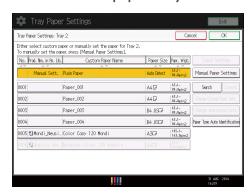
- If the specified paper type differs from the actual type of paper that is loaded in the paper tray, the paper might misfeed, the toner might not fuse properly, or the print quality might be reduced.

Specifying a Custom Paper

1. **Press the [Paper Setting] key.**

CWY003

2. **Select the number of the tray whose paper settings you want to specify.**

3. **Select the custom paper that you want to use, and then press [OK].**

The custom papers that can be used in the selected tray appear.

Press [▲Previous] or [▼Next] to scroll through the list to find a paper that you want to select.

After selecting a custom paper, you can check its type and color by pressing [Check Settings].

4. **Press [Cover/Designation/Slip/Separation Sheet] tab.**

5. **Change the settings for the copy function (such as front cover sheet and designation sheet), if necessary.**

6. **Press the [Paper Setting] key.**
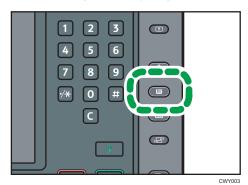
   You can also close the [Tray Paper Settings] screen by pressing [Exit].

↓Note

3

- If you want to change the custom paper settings, press [Change Custom Paper Sett.] in Step 3.

Manually Specifying a Paper's Size and Type

1. **Press the [Paper Setting] key.**

CWY003
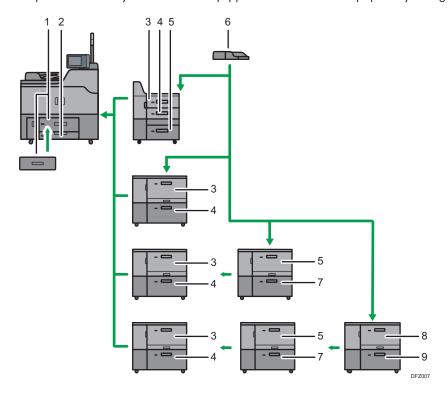
2. **Select the number of the tray whose paper settings you want to specify.**

3. **Select the paper whose product name is displayed [Manual Sett.].**

4. **Press [Manual Paper Settings].**

5. **Change the paper settings (such as paper type and size), and then press [OK] twice.**

6. **Press [Cover/Designation/Slip/Separation Sheet] tab.**

7. **Change the settings for the copy function (such as front cover sheet and designation sheet), if necessary.**

8. **Press the [Paper Setting] key.**

   You can also close the [Tray Paper Settings] screen by pressing [Exit].

Names and Positions of Paper Trays (Trays 1 to 8 and Tray A)

The optional units that your machine is equipped with determine the paper tray configuration.

DFZ007

1. **Tray 1**

2. **Tray 2**

3. **Tray 3**

4. **Tray 4**

5. **Tray 5**

6. **Multi bypass tray (Tray A)**

7. **Tray 6**

8. **Tray 7**

9. **Tray 8**

Tray Paper Settings

This section explains the paper tray settings for Tray 1 to 8, the multi bypass tray (Tray A), interposer trays, and perfect binder interposer trays.

When you assign a custom paper to a paper tray

- Auto Tray Switching is used for automatically switching between trays for custom papers that have the same configured registration number.

- When printing in the Auto Paper Select mode, Auto Tray Switching switches between trays that are configured for custom papers that meet all of the following conditions:

    - The paper type is [Plain Paper] or [Recycled Paper] and both custom papers' paper types are the same

    - The paper weight is [Paper Weight 2] or [Paper Weight 3] and both custom papers' paper weights are the same

    - Both custom papers' paper sizes are the same

⭐ **Important**

- **If the specified size differs from the actual size of the paper loaded in the paper tray, a misfeed might occur because the correct paper size is not detected.**

🔽 **Note**

- If you want to use preprinted paper, contact your service representative.

Paper Tray

This section explains the paper tray settings in the [Paper Tray] menu under [Tray Paper Settings].

Tray 1

This section explains the paper tray settings for Tray 1.

Paper Type

- Plain Paper

- Recycled Paper

- Black

- Color

- Letterhead

- Preprinted Paper

- Prepunched Paper

- Textured Paper

Default: **[Plain Paper]**

Paper Weight

- Paper Weight 1 (52.3–63.0g/m^2)

- Paper Weight 2 (63.1–80.0g/m^2)

- Paper Weight 3 (80.1–105.0g/m^2)

- Paper Weight 4 (105.1–163.0g/m^2)

- Paper Weight 5 (163.1–220.0g/m^2)

- Paper Weight 6 (220.1–256.0g/m^2)

- Paper Weight 7 (256.1–300.0g/m^2)

Default: **[Paper Weight 2 (63.1–80.0g/m^2)]**

Apply Duplex

- Yes

- No

Default: **[Yes]**

Apply Auto Paper Select

- Yes

- No

Default: **[Yes]**

Paper Size

- 🌐 Region **A** (mainly Europe and Asia)

  A4▱

- 🌐 Region **B** (mainly North America)

  $8^1/_2$ × 11▱

🔽 **Note**

- 🌐 Region **A** (mainly Europe and Asia)

  The paper guide in the tray is fixed. If you need to change the paper size to $8^1/_2$ × 11▱, contact your service representative.

- 🌐 Region **B** (mainly North America)

  The paper guide in the tray is fixed. If you need to change the paper size to A4▱, contact your service representative.

- The lock mark (🔒) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.

Tray 1 (when using the A3/11 × 17 tray unit)

This section explains the paper tray settings for Tray 1 (when using the A3/11 × 17 tray unit).

Paper Type

- Plain Paper
- Recycled Paper
- Black
- Color
- Letterhead
- Preprinted Paper
- Prepunched Paper
- Textured Paper

Default: **[Plain Paper]**

Paper Weight

- Paper Weight 1 (52.3–63.0g/m^2)
- Paper Weight 2 (63.1–80.0g/m^2)
- Paper Weight 3 (80.1–105.0g/m^2)
- Paper Weight 4 (105.1–163.0g/m^2)
- Paper Weight 5 (163.1–220.0g/m^2)
- Paper Weight 6 (220.1–256.0g/m^2)
- Paper Weight 7 (256.1–300.0g/m^2)

Default: **[Paper Weight 2 (63.1–80.0g/m^2)]**

Apply Duplex

- Yes
- No

Default: **[Yes]**

Apply Auto Paper Select

- Yes
- No

Default: **[Yes]**

Paper Size

- 🌐 Region **A** (mainly Europe and Asia)

  A3↴

- 🌐 Region **B** (mainly North America)

11 × 17▷

↓Note

- ⊕Region**A** (mainly Europe and Asia)

  The paper guide in the tray is fixed. If you need to change the paper size to A4▷▷, B4 JIS▷, 11 × 17▷, 8^1/$_2$ × 14▷, or 8^1/$_2$ × 11▷▷, contact your service representative.

- ⊕Region**B** (mainly North America)

  The paper guide in the tray is fixed. If you need to change the paper size to A3▷, A4▷▷, B4 JIS ▷, 8^1/$_2$ × 14▷, or 8^1/$_2$ × 11▷▷, contact your service representative.

- The lock mark (🔒) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.

Tray 2

This section explains the paper tray settings for Tray 2.

Paper Type

- Plain Paper
- Recycled Paper
- Black
- Color
- Letterhead
- Preprinted Paper
- Prepunched Paper
- Transparency
- Tab Stock
- Translucent Paper
- Textured Paper

Default: **[Plain Paper]**

If you select [Tab Stock], you must configure the detailed settings.

Paper Weight

- Paper Weight 1 (52.3–63.0g/m^2)
- Paper Weight 2 (63.1–80.0g/m^2)
- Paper Weight 3 (80.1–105.0g/m^2)
- Paper Weight 4 (105.1–163.0g/m^2)
- Paper Weight 5 (163.1–220.0g/m^2)
- Paper Weight 6 (220.1–256.0g/m^2)

Default: **[Paper Weight 2 (63.1–80.0g/m^2)]**

Apply Duplex

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select [Tab Stock] or [Translucent Paper] for [Paper Type].

Apply Auto Paper Select

- Yes
- No

Default: **[Yes]**

Paper Size

Auto Detect, A3⊏, A4⊔⊏, A5⊔⊏, B4 JIS⊏, B5 JIS⊔⊏, 11 × 17⊏, $8^1/_2$ × 14⊏, $8^1/_2$ × 13⊏, $8^1/_2$ × 11⊔⊏, $8^1/_4$ × 14⊏, $8^1/_4$ × 13⊏, 8 × 13⊏, 8 × 10⊏, $7^1/_4$ × $10^1/_2$⊔⊏, $5^1/_2$ × $8^1/_2$⊔⊏, 8K⊏, 16K⊔⊏, 12 × 18⊏, 11 × 15⊏, 11 × 14⊏, 10 × 15⊏, 10 × 14⊏, 13 × 18⊏, SRA3⊏, SRA4⊔⊏, Custom Size

Default: **[Auto Detect]**

You can specify a custom size between 139.7 and 330.2 mm (5.50 and 13.00 inches) vertically, and between 139.7 and 457.2 mm (5.50 and 18.00 inches) horizontally.

For details about auto detectable paper sizes, see "Recommended Paper Sizes and Types", Paper Specifications and Adding Paper.

↓Note

- The lock mark (🔒) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.

Trays 3 and 5 (when the three-tray wide Large Capacity Tray is installed)

This section explains the paper tray settings for Trays 3 and 5 (when the three-tray wide LCT is installed).

Paper Type

- Plain Paper
- Recycled Paper
- Black
- Color
- Letterhead
- Preprinted Paper
- Transparency
- Tab Stock

- Translucent Paper

- Coated: High Gloss

- Coated: Glossy

- Coated: Matte

- Envelope

- Textured Paper

- Prepunched Paper

- Metallic/Pearl Paper

- Synthetic Paper

Default: **[Plain Paper]**

If you select [Tab Stock], you must configure the detailed settings.

Paper Weight

- Paper Weight 1 (52.3–63.0g/m^2)

- Paper Weight 2 (63.1–80.0g/m^2)

- Paper Weight 3 (80.1–105.0g/m^2)

- Paper Weight 4 (105.1–163.0g/m^2)

- Paper Weight 5 (163.1–220.0g/m^2)

- Paper Weight 6 (220.1–256.0g/m^2)

Default: **[Paper Weight 2 (63.1–80.0g/m^2)]**

Apply Duplex

- Yes

- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select [Translucent Paper], [Envelope], or [Tab Stock] for [Paper Type].

Apply Auto Paper Select

- Yes

- No

Default: **[Yes]**

Paper Size

Auto Detect, A3⊡, A4⊡⊡, A5⊡⊡, A6⊡, B4 JIS⊡, B5 JIS⊡⊡, B6 JIS⊡,

11 × 17⊡, 8^1/$_2$ × 14⊡, 8^1/$_2$ × 13⊡, 8^1/$_2$ × 11⊡⊡, 8^1/$_4$ × 14⊡, 8^1/$_4$ × 13⊡, 8 × 13⊡,

8 × 10⊡, 7^1/$_4$ × 10^1/$_2$⊡⊡, 5^1/$_2$ × 8^1/$_2$⊡⊡, 8K⊡, 16K⊡⊡, 12 × 18⊡, 11 × 15⊡,

11 × 14$\square$, 10 × 15$\square$, 10 × 14$\square$, 13 × 19$^1/_5$$\square$, 13 × 19$\square$, 12$^3/_5$ × 19$^1/_5$$\square$,

12$^3/_5$ × 18$^1/_2$$\square$, 13 × 18$\square$, SRA3$\square$, SRA4$\square$$\square$, 4$^1/_5$ × 5$^1/_2$$\square$, Custom Size

Default: **[Auto Detect]**

You can specify a custom size between 100.0 and 330.2 mm (3.94 and 13.00 inches) vertically, and between 139.7 and 487.7 mm (5.50 and 19.20 inches) horizontally.

When loading paper that is 100.0 to 139.2 mm (3.94 to 5.49 inches) in vertical length, attach the postcard side fences.

For details about auto detectable paper sizes, see "Recommended Paper Sizes and Types", Paper Specifications and Adding Paper.

↓Note

- If you want to use glossy paper, select [Coated: Glossy] for [Paper Type]. If you want to use matte paper (including silk, dull, and satin paper), select [Coated: Matte] for [Paper Type].

- The lock mark (🔒) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.

Tray 4 (when the three-tray wide Large Capacity Tray is installed)

This section explains the paper tray settings for Tray 4 (when the three-tray wide LCT is installed)

Paper Type

- Plain Paper
- Recycled Paper
- Black
- Color
- Letterhead
- Preprinted Paper
- Transparency
- Tab Stock
- Translucent Paper
- Label Paper
- Coated: High Gloss
- Coated: Glossy
- Coated: Matte
- Envelope
- Textured Paper
- Prepunched Paper
- Magnet Paper

- Metallic/Pearl Paper

- Clear File Folder

- Synthetic Paper

Default: **[Plain Paper]**

If you select [Tab Stock], you must configure the detailed settings.

Paper Weight

- Paper Weight 1 (52.3–63.0g/m^2)

- Paper Weight 2 (63.1–80.0g/m^2)

- Paper Weight 3 (80.1–105.0g/m^2)

- Paper Weight 4 (105.1–163.0g/m^2)

- Paper Weight 5 (163.1–220.0g/m^2)

- Paper Weight 6 (220.1–256.0g/m^2)

- Paper Weight 7 (256.1–300.0g/m^2)

- Paper Weight 8 (300.1–360.0g/m^2)

Default: **[Paper Weight 2 (63.1–80.0g/m^2)]**

Apply Duplex

- Yes

- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select [Label Paper], [Translucent Paper], [Envelope], [Tab Stock], [Magnet Paper], or [Clear File Folder] for [Paper Type].

Apply Auto Paper Select

- Yes

- No

Default: **[Yes]**

Paper Size

Auto Detect, A3⬐, A4⬐⬐, A5⬐⬐, A6⬐, B4 JIS⬐, B5 JIS⬐⬐, B6 JIS⬐,

11 × 17⬐, $8^1/_2$ × 14⬐, $8^1/_2$ × 13⬐, $8^1/_2$ × 11⬐⬐, $8^1/_4$ × 14⬐, $8^1/_4$ × 13⬐, 8 × 13⬐,

8 × 10⬐, $7^1/_4$ × $10^1/_2$⬐⬐, $5^1/_2$ × $8^1/_2$⬐⬐, 8K⬐, 16K⬐⬐, 12 × 18⬐, 11 × 15⬐,

11 × 14⬐, 10 × 15⬐, 10 × 14⬐, 13 × $19^1/_5$⬐, 13 × 19⬐, $12^3/_5$ × $19^1/_5$⬐,

$12^3/_5$ × $18^1/_2$⬐, 13 × 18⬐, SRA3⬐, SRA4⬐⬐, $4^1/_5$ × $5^1/_2$⬐, Custom Size

Default: **[Auto Detect]**

You can specify a custom size between 100.0 and 330.2 mm (3.94 and 13.00 inches) vertically, and between 139.7 and 487.7 mm (5.50 and 19.20 inches) horizontally.

When loading paper that is 100.0 to 139.2 mm (3.94 to 5.49 inches) in vertical length, attach the postcard side fences.

For details about auto detectable paper sizes, see "Recommended Paper Sizes and Types", Paper Specifications and Adding Paper.

↓Note

- If you want to use glossy paper, select [Coated: Glossy] for [Paper Type]. If you want to use matte paper (including silk, dull, and satin paper), select [Coated: Matte] for [Paper Type].
- The lock mark (🔒) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.

Tray 3 to 8 (when the two-tray Wide Large Capacity Tray is installed)

This section explains the paper tray settings for Tray 3 to 8 (when the two-tray wide LCT is installed).

Paper Type

- Plain Paper
- Recycled Paper
- Black
- Color
- Letterhead
- Preprinted Paper
- Prepunched Paper
- Transparency
- Tab Stock
- Translucent Paper
- Label Paper
- Coated: High Gloss
- Coated: Glossy
- Coated: Matte
- Envelope
- Textured Paper
- Magnet Paper
- Metallic/Pearl Paper
- Clear File Folder
- Synthetic Paper

Default: **[Plain Paper]**

If you select [Tab Stock], you must configure the detailed settings.

Paper Weight

- Paper Weight 1 (52.3–63.0g/m^2)
- Paper Weight 2 (63.1–80.0g/m^2)
- Paper Weight 3 (80.1–105.0g/m^2)
- Paper Weight 4 (105.1–163.0g/m^2)
- Paper Weight 5 (163.1–220.0g/m^2)
- Paper Weight 6 (220.1–256.0g/m^2)
- Paper Weight 7 (256.1–300.0g/m^2)
- Paper Weight 8 (300.1–360.0g/m^2)

Default: **[Paper Weight 2 (63.1–80.0g/m^2)]**

Apply Duplex

- Yes
- No

Default: **[Yes]**

- Duplex printing is automatically disabled if you select [Label Paper], [Translucent Paper], [Envelope], [Tab Stock], [Magnet Paper], or [Clear File Folder] for [Paper Type].

Apply Auto Paper Select

- Yes
- No

Default: **[Yes]**

Paper Size

Auto Detect, A3▷, A4▽▷, A5▽▷, A6▷, B4 JIS▷, B5 JIS▽▷, B6 JIS▷,

11 × 17▷, 8$^1/_2$ × 14▷, 8$^1/_2$ × 13▷, 8$^1/_2$ × 11▽▷, 8$^1/_4$ × 14▷, 8$^1/_4$ × 13▷, 8 × 13▷,

8 × 10▷, 7$^1/_4$ × 10$^1/_2$▽▷, 5$^1/_2$ × 8$^1/_2$▽▷, 8K▷, 16K▽▷, 12 × 18▷, 11 × 15▷,

11 × 14▷, 10 × 15▷, 10 × 14▷, 13 × 19$^1/_5$▷, 13 × 19▷, 12$^3/_5$ × 19$^1/_5$▷,

12$^3/_5$ × 18$^1/_2$▷, 13 × 18▷, SRA3▷, SRA4▽▷, 4$^1/_5$ × 5$^1/_2$▷, Custom Size

Default: **[Auto Detect]**

Specify the paper size with the number keys when you select [Custom Size]. The paper sizes that can be used differ depending on the machine's configuration.

- When the banner sheet tray of two-tray wide LCT is not installed:

  Vertical: 100.0–330.2 mm (3.94–13.00 inches), Horizontal: 139.7–487.7 mm (5.50–19.20 inches)

- When the banner sheet tray of two-tray wide LCT is installed (Tray 3, 5, or 7):

Vertical: 210.0–330.2 mm (8.27–13.00 inches), Horizontal: 420.0–700.0 mm (16.54–27.55 inches)

For details about auto detectable paper sizes, see "Recommended Paper Sizes and Types", Paper Specifications and Adding Paper.

Note

- If you want to use glossy paper, select [Coated: Glossy] for [Paper Type]. If you want to use matte paper (including silk, dull, and satin paper), select [Coated: Matte] for [Paper Type].
- The lock mark ( ) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.

Multi bypass tray (Tray A)

This section explains the paper tray settings for multi bypass tray (Tray A).

Paper Type

- Plain Paper
- Recycled Paper
- Black
- Color
- Letterhead
- Preprinted Paper
- Transparency
- Tab Stock
- Translucent Paper
- Envelope
- Textured Paper
- Prepunched Paper
- Synthetic Paper

Default: **[Plain Paper]**

If you select [Tab Stock], you must configure the detailed settings.

Paper Weight

- Paper Weight 1 (52.3–63.0g/m^2)
- Paper Weight 2 (63.1–80.0g/m^2)
- Paper Weight 3 (80.1–105.0g/m^2)
- Paper Weight 4 (105.1–163.0g/m^2)
- Paper Weight 5 (163.1–220.0g/m^2)

Default: **[Paper Weight 2 (63.1–80.0g/m^2)]**

Apply Duplex

- Yes

- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select [Translucent Paper], [Envelope], or [Tab Stock] for [Paper Type].

Apply Auto Paper Select

- Yes

- No

Default: **[Yes]**

Paper Size

Auto Detect, A3↴, A4↴↴, A5↴↴, A6↴, B4 JIS↴, B5 JIS↴↴, B6 JIS↴,

11 × 17↴, $8^1/_2$ × 14↴, $8^1/_2$ × 13↴, $8^1/_2$ × 11↴↴, $8^1/_4$ × 14↴, $8^1/_4$ × 13↴, 8 × 13↴,

8 × 10↴, $7^1/_4$ × $10^1/_2$↴↴, $5^1/_2$ × $8^1/_2$↴↴, 8K↴, 16K↴↴, 12 × 18↴, 11 × 15↴,

11 × 14↴, 10 × 15↴, 10 × 14↴, 13 × $19^1/_5$↴, 13 × 19↴, $12^3/_5$ × $19^1/_5$↴,

$12^3/_5$ × $18^1/_2$↴, 13 × 18↴, SRA3↴, SRA4↴↴, $4^1/_5$ × $5^1/_2$↴, Custom Size

Default: **[Auto Detect]**

Specify the paper size with the number keys when you select [Custom Size]. The paper sizes that can be used differ depending on the machine's configuration.

- When the banner sheet tray of multi bypass tray (Tray A) is not installed:

    Vertical: 100.0–330.2 mm (3.94–13.00 inches), Horizontal: 139.7–487.7 mm (5.50–19.20 inches)

- When the banner sheet tray of multi bypass tray (Tray A) is installed:

    Vertical: 210.0–330.2 mm (8.27–13.00 inches), Horizontal: 139.7–700.0 mm (5.50–27.55 inches)

For details about auto detectable paper sizes, see "Recommended Paper Sizes and Types", Paper Specifications and Adding Paper.

↓Note

- The lock mark (🔒) is displayed next to the paper tray if [Apply Auto Paper Select] is not enabled.

- The maximum weight of paper that can be loaded into the multi bypass tray (Tray A) is 216.0 g/m^2 (79.9 lb. Cover).

Interposer Upper and Lower Tray (when the interposer is installed)

This section explains the paper tray settings for the upper and lower trays of the interposer.

Paper Size

Auto Detect, A3▯, A4▯▯, A5▯▯, B4 JIS▯, B5 JIS▯▯,

11 × 17▯, $8^1/_2$ × 14▯, $8^1/_2$ × 13▯, $8^1/_2$ × 11▯▯, $8^1/_4$ × 14▯, $8^1/_4$ × 13▯, 8 × 13▯,

8 × 10▯, $7^1/_4$ × $10^1/_2$▯▯, $5^1/_2$ × $8^1/_2$▯▯, 8K▯, 16K▯▯, 12 × 18▯, 11 × 15▯,

11 × 14▯, 10 × 15▯, 10 × 14▯, 13 × $19^1/_5$▯, 13 × 19▯, $12^3/_5$ × $19^1/_5$▯,

$12^3/_5$ × $18^1/_2$▯, 13 × 18▯, SRA3▯, SRA4▯▯, Custom Size

Default: **[Auto Detect]**

You can specify a custom size between 139.7 and 330.2 mm (5.50 and 13.00 inches) vertically, and between 139.7 and 487.7 mm (5.50 and 19.20 inches) horizontally.

For details about auto detectable paper sizes, see "Recommended Paper Sizes and Types", Paper Specifications and Adding Paper.

Perfect Binder Interposer Upper and Lower Tray (when the perfect binder interposer is installed)

This section explains the paper tray settings for the upper and lower trays of the perfect binder interposer.

Paper Size

Auto Detect, A3▯, B4 JIS▯, 11 × 17▯, 8K▯, 12 × 18▯, 11 × 15▯, 13 × $19^1/_5$▯,

13 × 19▯, $12^3/_5$ × $19^1/_5$▯, $12^3/_5$ × $18^1/_2$▯, 13 × 18▯, SRA3▯, Custom Size

Default: **[Auto Detect]**

You can specify a custom size between 257.0 and 330.2 mm (10.12 and 13.00 inches) vertically, and between 364.0 and 487.7 mm (14.34 and 19.20 inches) horizontally.

For details about auto detectable paper sizes, see "Recommended Paper Sizes and Types", Paper Specifications and Adding Paper.

Cover/Designation/Slip/Separation Sheet

This section explains the paper tray settings in the [Cover/Designation/Slip/Separation Sheet] menu under [Tray Paper Settings].

Front Cover (Front Cover Sheet Tray)

You can specify and display the paper tray in which to load front cover sheets.

You can also specify the display time and copying method for duplex copying.

- Tray to Program
  - Tray 1

- Tray 2

- Tray 3

- Tray 4

- Tray 5

- Tray 6

- Tray 7

- Tray 8

- Tray A

- Intpsr. Upper (when the interposer is installed.)

- Intpsr. Lower (when the interposer is installed.)

Default: **Off** (Tray is not specified.)

- Apply Duplex

- Yes

- No

Default: **[Yes]**

- Display Time

- At Mode Selected

- Full Time

Default: **[At Mode Selected]**

Note

- When you select an interposer tray, you cannot change the [Display Time] and [Apply Duplex] settings.

- When [At Mode Selected] is selected for [Display Time], the [Front Cover] settings only appear when the front cover sheet function is selected.

- You can specify the [Apply Duplex] settings only when [At Mode Selected] is selected for [Display Time].

- The lock mark (🔒) is displayed next to the paper tray when [Full Time] is selected for [Display Time].

Back Cover (Back Cover Sheet Tray)

You can specify and display the paper tray in which to load back cover sheets.

You can also specify the display time and copying method for duplex copying.

- Tray to Program

- Tray 1

- Tray 2

- Tray 3

- Tray 4

- Tray 5

- Tray 6

- Tray 7

- Tray 8

- Tray A

  - Intpsr. Upper (when the interposer is installed.)

  - Intpsr. Lower (when the interposer is installed.)

  Default: **Off** (Tray is not specified.)

- Apply Duplex

  - Yes

  - No

  Default: **[No]**

- Display Time

  - At Mode Selected

  - Full Time

  Default: **[At Mode Selected]**

⬇Note

- When you select an interposer tray, you cannot change the [Display Time] and [Apply Duplex] settings.

- When [At Mode Selected] is selected for [Display Time], the [Back Cover] settings only appear when the back cover sheet function is selected.

- You can specify the [Apply Duplex] settings only when [At Mode Selected] is selected for [Display Time].

- The lock mark (🔒) is displayed next to the paper tray when [Full Time] is selected for [Display Time].

Slip Sheet (Slip Sheet Tray)

You can specify and display the paper tray in which to load slip sheets.

You can also specify the display time.

- Tray to Program

  - Tray 1

3

- Tray 2

- Tray 3

- Tray 4

- Tray 5

- Tray 6

- Tray 7

- Tray 8

- Tray A

Default: **Off** (Tray is not specified.)

- Display Time

- At Mode Selected

- Full Time

Default: **[At Mode Selected]**

↓Note

- When [At Mode Selected] is selected for [Display Time], the [Slip Sheet] settings only appear when the slip sheet function is selected.

- The lock mark (🔒) is displayed next to the paper tray when [Full Time] is selected for [Display Time].

Sep. Sheet (Separation Sheet Tray)

You can specify and display the paper tray in which to load separation sheets.

You can also specify the display time.

- Tray to Program

- Tray 1

- Tray 2

- Tray 3

- Tray 4

- Tray 5

- Tray 6

- Tray 7

- Tray 8

- Tray A

- Intpsr. Upper (when the interposer is installed.)

- Intpsr. Lower (when the interposer is installed.)

    Default: **Off** (Tray is not specified.)

- Display Time

    - At Mode Selected

    - Full Time

    Default: **[At Mode Selected]**

↓Note

- When you select an interposer tray, you cannot change the [Display Time] setting.

- When [At Mode Selected] is selected for [Display Time], the [Sep. Sheet] settings only appear when the separation sheet function is selected.

- The lock mark (🔒) is displayed next to the paper tray when [Full Time] is selected for [Display Time].

Desig. Sheet 1–11 (Designation Sheet 1–11 Tray)

You can specify and display the paper tray in which to load designation sheets.

You can also specify the display time and copying method for duplex copying.

- Tray to Program

    - Tray 1

    - Tray 2

    - Tray 3

    - Tray 4

    - Tray 5

    - Tray 6

    - Tray 7

    - Tray 8

    - Tray A

    - Intpsr. Upper (when the interposer is installed.)

    - Intpsr. Lower (when the interposer is installed.)

    Default: **Off** (Tray is not specified.)

- Apply Duplex

    - Yes

    - No

    Default: **[Yes]**

3

- Display Time

    - At Mode Selected

    - Full Time

    Default: **[At Mode Selected]**

↓Note

- When you select an interposer tray, you cannot change the [Display Time] and [Apply Duplex] settings.

- When [At Mode Selected] is selected for [Display Time], the [Desig. Sheet 1–11] settings only appear when the designation sheet function is selected.

- You can specify the [Apply Duplex] settings only when [At Mode Selected] is selected for [Display Time].

- The lock mark (🔒) is displayed next to the paper tray when [Full Time] is selected for [Display Time].

3

4. Adjustment Settings for Operators

This section explains Adjustment Settings for Operators and how to specify them.

How to Use the [Adjustment Settings for Operators] Screen

This section explains how to use the Adjustment Settings for Operators.

DFZ008

1. **Adjustment items**

   Adjustment items are displayed in this area. When you select an item, its configuration screen will then open.

2. **[To Print Screen]**
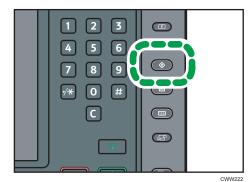
   Press this key to display the print screen. You can use this screen to view the changes you have made.

3. **[Exit]**

   Press this key to close the Adjustment Settings for Operators menu.

Accessing the Adjustment Settings for Operators

1. **Press the [User Tools] key.**

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2. **Press [Adjustment Settings for Operators].**

3. **Select and change adjustment settings.**

   The method for changing the selected adjustment setting depends on the setting that you want to change. For details, see page 62 "Features of the Displayed Items and Setting Operations".

4. **Press [Back].**

5. **Press [Exit].**

6. **Press the [User Tools] key.**

Features of the Displayed Items and Setting Operations

The following operations are available for each adjustment item:
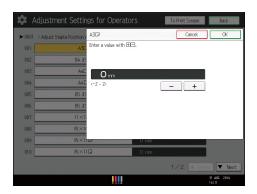
- Value setting
- Item setting
- Executing
- Display only

Value setting

Press [+] to increase the value, or [−] to decrease.

Select [OK] to apply the new setting.

Item setting

Select the item you require.

Select [OK] to apply the new setting.

Executing

Press [OK] to perform a selected function.

Display Only

You can check the setting of the selected item.

Printing with Adjusted Settings
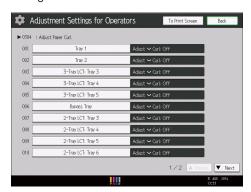
To print with the settings you have adjusted, be sure to select the paper tray and paper size to which the settings apply.

- Settings adjustable for each paper tray
- Settings adjustable for each paper size

Settings adjustable for each paper tray

These are settings adjustable for each paper tray.
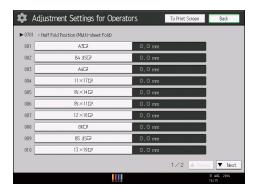
Print jobs are processed with the adjusted settings when printing from a tray with the applied settings.

Settings adjustable for each paper size

These are settings adjustable for each paper size.

Print jobs are processed with the adjusted settings when printing with a paper size that has the applied settings.

Note

- For details about selecting the paper tray and paper size for printing, see the manuals for the related functions.

Menu Items and Functions

All items in Adjustment Settings for Operators appear regardless of which of the machine's optional components are installed. If you change the settings of options that are not installed, the changes will have no effect.

Machine: Image Position

For details about the following items, see page 70 "Machine: Image Position".

No.	Item	Description
0104	Skew Detection	Specify whether or not to detect paper skew.

Machine: Image Quality

For details about the following items, see page 71 "Machine: Image Quality".

No.	Item	Description
0201	Adjust Image Density/ DEMS	Execute image density control manually. DEMS can reduce the variations in thickness that occur in the intervals between the photoconductor and development sleeve operations.
0208	Photoconductor Special Mode	Increase the amount of lubricant applied to the photoconductor.

Machine: Paper Feed/ Output

For details about the following items, see page 72 "Machine: Paper Feed/ Output".

No.	Item	Description
0304	Adjust Paper Curl	Specify the method for straightening curled sheets. Select the method according to the direction and degree of curl.
0305	Illumination Mode for Color Paper Detection	Specify a detection method of the contact image sensor (CIS).
0309	Double Feed Detection	Specify whether or not to detect double feeding of paper.
0310	When Double Feed is Detected	Specify how the machine responds when it detects a double feed.

Machine: Maintenance

For details about the following items, see page 75 "Machine: Maintenance".

No.	Item	Description
0505	Fusing Belt Smoothing Setting	Specify whether or not to automatically execute [For Uneven Gloss (Short Time)] for fusing belt smoothing.
0506	Smooth Fusing Belt	Remove vertical and horizontal lines from printouts.
0509	Temperature / Humidity inside the Machine	Display the internal temperature and humidity.
0510	Temperature / Humidity outside the Machine	Display the external temperature and humidity.
0513	Back Up / Restore Custom Paper Data	Back up and restore custom paper profiles.
0515	Execute Developer Refreshing	The machine uses degraded toner in the development unit and adds new toner from the toner bottle.
0516	Switch Print Screen	Select the mode that appears when [To Print Screen] is pressed: copier mode or printer mode.

Finishing: Finisher

For details about the following items, see page 77 "Finishing: Finisher".

No.	Item	Description
0601	Adjust Staple Position Across Feed Direction 1	Adjust the vertical position of the staple (applied at an edge) when using Finisher SR5050 or Booklet Finisher SR5060.
0602	Adjust Staple Position Across Feed Direction 2	Adjust the vertical position of the staples (dual) when using Finisher SR5050 or Booklet Finisher SR5060.
0603	Adjust Staple Position With Feed Direction	Adjust the horizontal position of the staples when using Finisher SR5050 or Booklet Finisher SR5060.
0607	Adjust Punch Position Across Feed Direction	Adjust the vertical position of the punch holes when using Finisher SR5050 or Booklet Finisher SR5060.
0608	Adjust Punch Position With Feed Direction	Adjust the horizontal position of the punch holes when using Finisher SR5050 or Booklet Finisher SR5060.

4

No.	Item	Description
0618	Adjust Staple Position for Booklet	Adjust the horizontal position of the booklet staples when using Booklet Finisher SR5060.
0619	Adjust Folding Position for Booklet	Adjust the horizontal position of the folding when using Booklet Finisher SR5060.
0621	Set Number of Folds for Booklet	Specify the number of booklet folds to be performed when using Booklet Finisher SR5060.

Finishing: Fold

For details about the following items, see page 85 "Finishing: Fold".

No.	Item	Description
0701	Half Fold Position (Multi-sheet Fold)	Adjust the fold position of half folded sheets when using the multi-folding unit.
0702	Letter Fold-out Position 1 (Multi-sheet Fold)	Adjust the fold position for the bottom segment of letter fold-out sheets when using the multi-folding unit.
0703	Letter Fold-out Position 2 (Multi-sheet Fold)	Adjust the overall fold size of letters fold-out sheets when using the multi-folding unit.
0704	Letter Fold-in Position 1 (Multi-sheet Fold)	Adjust the fold position of the bottom segment of letter fold-in sheets when using the multi-folding unit.
0705	Letter Fold-in Position 2 (Multi-sheet Fold)	Adjust the fold position of letters fold-in sheets when using the multi-folding unit.

Finishing: Perfect Binder

For details about the following items, see page 90 "Finishing: Perfect Binder".

No.	Item	Description
0801	Cover Sheet Position for Perfect Binding With Feed Dir	Adjust the horizontal alignment of the cover sheet position when performing perfect binding.
0802	Cover Sheet Position for Perfect Binding Across Feed Dir	Adjust the vertical alignment of the cover sheet position when performing perfect binding.

No.	Item	Description
0803	Adjust Perfect Binding Finishing Angle	Square the top, bottom, and outside edges when trimming a deck of paper.
0804	Adjust Applying Binding Glue	Adjust the amount of binding glue for perfect binding.

Finishing: Stacker

For details about the following items, see page 92 "Finishing: Stacker".

No.	Item	Description
0907	Maximum Stack Quantity in Stacker Tray	Set the maximum number of sheets for the stacker tray.

Setting Values

Machine: Image Position

0104: Skew Detection

Specify whether or not to detect paper skew.

If the machine detects a paper skew when this is set to [On], it will stop printing and display a message reporting a paper jam.

The machine may erroneously detect paper skew when using dark paper or paper printed to its edges. In such a case, set this to [Off].

This setting is not effective for paper fed from paper trays with custom paper presets. For such paper, the value specified in [014: Skew Detection] in [Advanced Settings] is used. For details about Advanced Settings, ask the machine administrator.

Setting Items	Selection	Default Value
Tray 1	On	On
Tray 2	Off	
2 Sided		
3-Tray LCT: Tray 3		
3-Tray LCT: Tray 4		
3-Tray LCT: Tray 5		
Bypass Tray		
2-Tray LCT: Tray 3		
2-Tray LCT: Tray 4		
2-Tray LCT: Tray 5		
2-Tray LCT: Tray 6		
2-Tray LCT: Tray 7		
2-Tray LCT: Tray 8		

Machine: Image Quality

0201: Adjust Image Density/ DEMS

Execute image density control manually.

DEMS can reduce the variations in thickness that occur in the intervals between the photoconductor and development sleeve operations.

The machine adjusts the image density. This operation takes about 30 seconds during which a message appears on the control panel. Do not pull out the front covers while the message is being displayed.

If the density does not change after applying this function several times, contact your sales or service representative.

Setting Items	Values
Image Density Adjustment: Manual Execute Execute DEMS	Press [OK].

Note

- The machine executes automatic image density adjustment after a set interval or after printing a specified number of sheets. However, you can also manually initiate automatic image density adjustment whenever you want.

0208: Photoconductor Special Mode

Increase the amount of lubricant applied to the photoconductor.

If you continuously print images that consume a lot of toner, white spots may appear because of a lack of lubricant. If this happens, you can prevent the spots by selecting [Special Mode].

In Special Mode, the replacement cycle of the cleaning unit for the PCU is shorter because of the increased amount of lubricant that is applied.

Setting Items	Selection	Default Value
Special Mode Selection: Black Special Mode Selection: Cyan Special Mode Selection: Magenta Special Mode Selection: Yellow Special Mode Selection: Special[*1]	Default Special Mode	Default

*1 Type 2 and Type 4 only

Machine: Paper Feed/ Output

0304: Adjust Paper Curl

Specify the method for straightening curled sheets. Select the method according to the direction and degree of curl. If the paper is curled face up, select "⌣Curl". If it is curled face down, select "⌒Curl". Depending on how much the paper is curled, specify the degree of correction by selecting "Weak" or "Strong".

Setting Items	Selection	Default Value
Tray 1	Adjust ⌣ Curl: Off	Adjust ⌒ Curl: Off
Tray 2	Adjust ⌣ Curl: Weak	
3-Tray LCT: Tray 3	Adjust ⌣ Curl: Strong	
3-Tray LCT: Tray 4	Adjust ⌒ Curl: Off	
3-Tray LCT: Tray 5	Adjust ⌒ Curl: Weak	
Bypass Tray	Adjust ⌒ Curl: Strong	
2-Tray LCT: Tray 3		
2-Tray LCT: Tray 4		
2-Tray LCT: Tray 5		
2-Tray LCT: Tray 6		
2-Tray LCT: Tray 7		
2-Tray LCT: Tray 8		

0305: Illumination Mode for Color Paper Detection

Specify a detection method of the contact image sensor (CIS).

In [Short Time] mode, CIS casts light on paper several times to reduce measurement errors. In [Long Time] mode, CIS casts light for a long time to detect paper.

Select [Long Time] for black paper, transparencies, or other media that are difficult for CIS to detect in [Short Time] mode.

Setting Items	Selection	Default Value
Tray 1	Short Time	Short Time
Tray 2	Long Time	
2 Sided		
3-Tray LCT: Tray 3		
3-Tray LCT: Tray 4		
3-Tray LCT: Tray 5		
Bypass Tray		
2-Tray LCT: Tray 3		
2-Tray LCT: Tray 4		
2-Tray LCT: Tray 5		
2-Tray LCT: Tray 6		
2-Tray LCT: Tray 7		
2-Tray LCT: Tray 8		

0309: Double Feed Detection

Specify whether or not to detect double feeding of paper.

If this is set to [On], the machine can detect double feeding, which prevents blank sheets turning up in the delivered paper.

The machine may erroneously detect double feeding when using special paper (double-layer paper, such as label paper). If such erroneous detection occurs, set this to [Off].

This setting is not effective for paper fed from paper trays with custom paper presets. For such paper, the value specified in [119: Double Feed Detection] in [Advanced Settings] takes precedence.

Setting Items	Selection	Default Value
Tray 1	On	On
Tray 2	Off	
3-Tray LCT: Tray 3		
3-Tray LCT: Tray 4		
3-Tray LCT: Tray 5		
Bypass Tray		
2-Tray LCT: Tray 3		
2-Tray LCT: Tray 4		
2-Tray LCT: Tray 5		
2-Tray LCT: Tray 6		
2-Tray LCT: Tray 7		
2-Tray LCT: Tray 8		

0310: When Double Feed is Detected

Specify how the machine responds when it detects a double feed.

If you select [Suspended], the machine, on detecting a double feed, stops printing and displays a paper misfeed message. If you select [Auto Eject], the machine delivers the double fed sheets to the upper tray.

Setting Items	Selection	Default Value
Tray 1	Suspended	Auto Eject
Tray 2	Auto Eject	
3-Tray LCT: Tray 3		
3-Tray LCT: Tray 4		
3-Tray LCT: Tray 5		
Bypass Tray		
2-Tray LCT: Tray 3		
2-Tray LCT: Tray 4		
2-Tray LCT: Tray 5		
2-Tray LCT: Tray 6		
2-Tray LCT: Tray 7		
2-Tray LCT: Tray 8		

Machine: Maintenance

0505: Fusing Belt Smoothing Setting

Specify whether or not to automatically execute [For Uneven Gloss (Short Time)] for fusing belt smoothing.

Setting Items	Selection	Default Value
Control Method	Off Auto	Auto

0506: Smooth Fusing Belt

Remove vertical and horizontal lines from the printouts.

Vertical or horizontal lines may appear when printing on paper that is larger than the paper used immediately before it.

In such case, press [OK] to cause a roller to press on the fusing belt and prevent vertical and horizontal lines. Select [For Belt Scratches] if vertical or horizontal lines appear on the edges of the paper. Select [For Uneven Gloss (Short Time)] if there are patches of uneven glossiness.

Setting Items	Selection
For Belt Scratches For Uneven Gloss (Short Time)	Press [OK].

0509: Temperature / Humidity inside the Machine

Display the internal temperature and humidity.

Report this information if your service representative requests it.

Setting Items	Remarks
PCU Temperature PCU Humidity Machine Temperature	Value display only.

0510: Temperature / Humidity outside the Machine

Display the external temperature and humidity.

Report this information if your service representative requests it.

Setting Items	Remarks
Temperature Humidity	Value display only.

0513: Back Up / Restore Custom Paper Data

Back up and restore custom paper profiles.

With [Back Up Saved Paper Library], custom paper profiles saved in [Saved Paper Library] can be backed up to the SD card inserted in the back of the machine.

With [Back Up Custom Paper Settings], custom paper profiles registered under the [Edit Custom Paper] setting can be backed up to the SD card inserted in the side of the control panel.

With [Restore Custom Paper Settings], custom paper profiles backed up with [Restore Custom Paper Settings] can be restored.

For details, contact your machine administrator.

Setting Items	Values
Back Up Saved Paper Library Back Up Custom Paper Settings Restore Custom Paper Settings	Press [OK].

0515: Execute Developer Refreshing

The machine uses degraded toner in the development unit and adds new toner from the toner bottle.

Refresh the toner for print jobs if:

- Background is dirty
- White spots appear
- Density is uneven
- Black parts are faded

Setting Items	Values
All Colors Cyan, Magenta, Yellow Black Cyan Magenta Yellow Special[*1]	Press [OK].

*1 Type 2 and Type 4 only

0516: Switch Print Screen

Select the mode that appears when [To Print Screen] is pressed: copier mode or printer mode.
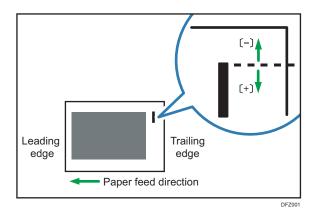
Setting Items	Selection	Default Value
Print Screen	Copier Printer	Copier

Finishing: Finisher

0601: Adjust Staple Position Across Feed Direction 1

Adjust the vertical position of the staple (applied at an edge) when using Finisher SR5050 or Booklet Finisher SR5060.

Press [+] to move the stapling position away from the side edge of the sheet or [−] to move it toward the edge.

Leading edge / Trailing edge / Paper feed direction

DFZ001

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3▭	0	2	-2	1	mm
B4 JIS▭					
A4▭					
A4▭					
B5 JIS▭					
B5 JIS▭					
11 × 17▭					
$8^1/_2$ × 14▭					
$8^1/_2$ × 11▭					
$8^1/_2$ × 11▭					
8K▭					
16K▭					
16K▭					
Other Paper Sizes					

0602: Adjust Staple Position Across Feed Direction 2

Adjust the vertical position of the staples (dual) when using Finisher SR5050 or Booklet Finisher SR5060.

Press [+] to move the two stapling positions away from the center and each other or [−] to move them toward each other.

DFZ002
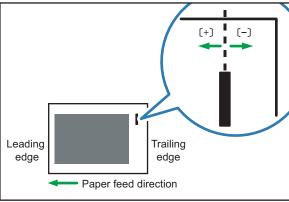
Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3▭	0	115	-16	1	mm
B4 JIS▭	0	75	-16	1	mm
A4▯	0	115	-16	1	mm
A4▭	0	28	-16	1	mm
B5 JIS▯	0	75	-16	1	mm
B5 JIS▭	0	0	-16	1	mm
11 × 17▭	0	98	-16	1	mm
$8^1/_2 × 14$▭	0	34	-16	1	mm
$8^1/_2 × 11$▯	0	98	-16	1	mm
$8^1/_2 × 11$▭	0	34	-16	1	mm
8K▭	0	85	-16	1	mm
16K▯	0	85	-16	1	mm
16K▭	0	12	-16	1	mm
Other Paper Sizes	0	115	-16	1	mm

0603: Adjust Staple Position With Feed Direction

Adjust the horizontal position of the staples when using Finisher SR5050 or Booklet Finisher SR5060.

Press [+] to move the stapling position away from the trailing edge of the sheet or [−] to move it toward the edge.
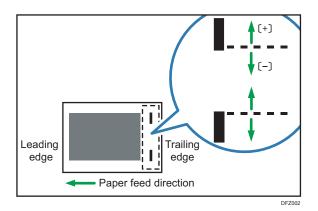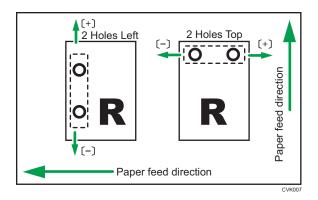

DFZ003

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3▷	0.0	1.5	-1.5	0.1	mm
B4 JIS▷					
A4▷					
A4▷					
B5 JIS▷					
B5 JIS▷					
11 × 17▷					
$8^1/_2$ × 14▷					
$8^1/_2$ × 11▷					
$8^1/_2$ × 11▷					
8K▷					
16K▷					
16K▷					
Other Paper Sizes					

0607: Adjust Punch Position Across Feed Direction

Adjust the vertical position of the punch holes when using Finisher SR5050 or Booklet Finisher SR5060.

Press [+] to move the position forward (up), or [−] to move it backward (down).

CVK007

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
2 Holes Type JP / EU 3 Holes Type US 4 Holes Type EU 4 Holes Type NE 2 Holes Type US	0.0	2.0	-2.0	0.5	mm

0608: Adjust Punch Position With Feed Direction

Adjust the horizontal position of the punch holes when using Finisher SR5050 or Booklet Finisher SR5060.
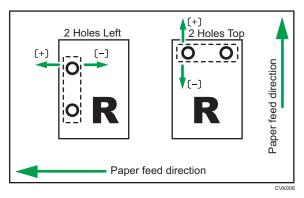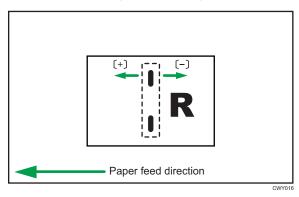
Press [+] to move the position toward the top edge (left) relative to the paper feed direction, or [−] to move it toward the bottom edge (right).

CVK008

81

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
2 Holes Type JP / EU 3 Holes Type US 4 Holes Type EU 4 Holes Type NE 2 Holes Type US	0.0	4.0	-4.0	0.5	mm

0618: Adjust Staple Position for Booklet

Adjust the horizontal position of the booklet staples when using Booklet Finisher SR5060.

Press [+] to move the position left, or press [−] to move it right on the open booklet.

CWY016

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3◻	0.0	1.0	-1.0	0.2	mm
B4 JIS◻					
A4◻					
B5 JIS◻					
SRA3◻					
SRA4◻					
$13 \times 19^1/_5$◻					
13×19◻					
13×18◻					
$12^3/_5 \times 19^1/_5$◻					
$12^3/_5 \times 18^1/_2$◻					
12×18◻					
11×17◻					
$8^1/_2 \times 14$◻					
$8^1/_2 \times 11$◻					
Other Paper Sizes					

0619: Adjust Folding Position for Booklet

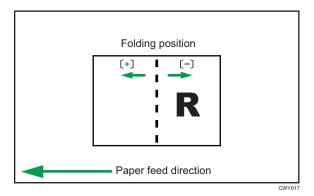Adjust the horizontal position of the folding when using Booklet Finisher SR5060.

Press [+] to move the position left or press [−] to move it right on the open booklet.

CWY017

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3▭	0.0	1.0	-1.0	0.2	mm
B4 JIS▭					
A4▭					
B5 JIS▭					
SRA3▭					
SRA4▭					
$13 \times 19^1/_5$▭					
13×19▭					
13×18▭					
$12^3/_5 \times 19^1/_5$▭					
$12^3/_5 \times 18^1/_2$▭					
12×18▭					
11×17▭					
$8^1/_2 \times 14$▭					
$8^1/_2 \times 11$▭					
Other Paper Sizes					

0621: Set Number of Folds for Booklet

Specify the number of booklet folds to be performed when using Booklet Finisher SR5060.

You can adjust the paper folding strength by changing the number of folds per the booklet.

When you select "0", the default value, the finisher folds the booklet according to the number of sheets in the booklet, as shown below.

- 1–13 sheets: 1 time
- 14–15 sheets: 2 times
- 16–25 sheets: 3 times

The value set here is added to the default values, which are 1, 2, and 3. Set a negative value to reduce the number of times the finisher folds booklets. Set -1, -2, or -3 to not fold booklets that have 1 to 13 sheets, 14 to 15 sheets, or 16 to 25 sheets, respectively.

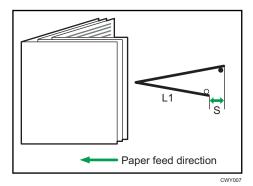| Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Number of Folds for Booklet	0	9	-3	1	time(s)

Finishing: Fold

0701: Half Fold Position (Multi-sheet Fold)

Adjust the fold position (S) of half folded sheets when using the multi-folding unit.

This setting will be applied if the multi-sheet fold function is enabled.

Press [+] to increase and [−] to reduce (S).

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.

CWY007

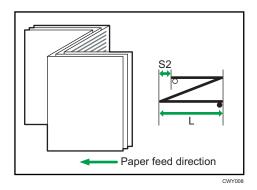| Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3▭	0.0	4.0	-4.0	0.2	mm
B4 JIS▭					
A4▭					
B5 JIS▭					
SRA3▭					
SRA4▭					
$13 \times 19^1/_5$▭					
13×19▭					
13×18▭					
$12^3/_5 \times 19^1/_5$▭					
$12^3/_5 \times 18^1/_2$▭					
12×18▭					
11×17▭					
$8^1/_2 \times 14$▭					
$8^1/_2 \times 11$▭					
8K▭					
Other Paper Sizes					

0702: Letter Fold-out Position 1 (Multi-sheet Fold)

Adjust the fold position for the bottom segment (S2) of letter fold-out sheets when using the multi-folding unit. This setting will be applied if the multi-sheet fold function is enabled.

Press [$^+$] to increase and [$^-$] to reduce (S2).

The ◯ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.

CWY008

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
B4 JIS▭ A4▭	0.0	4.0	-4.0	0.2	mm
B5 JIS▭	0.0	3.0	-3.0	0.2	mm
$8^1/_2 \times 14$▭ $8^1/_2 \times 11$▭ Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0703: Letter Fold-out Position 2 (Multi-sheet Fold)

Adjust the overall fold size (L) of letter fold-out sheets when using the multi-folding unit. This setting will be applied if the multi-sheet fold function is enabled.

Press [+] to increase and [−] to reduce (L).

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.
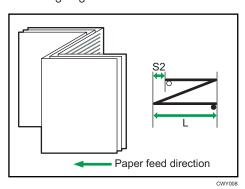

CWY008

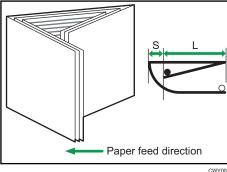| Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
B4 JIS⊐ A4⊐	0.0	4.0	-4.0	0.2	mm
B5 JIS⊐	0.0	3.0	-3.0	0.2	mm
$8^1/_2 \times 14$⊐ $8^1/_2 \times 11$⊐ Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

0704: Letter Fold-in Position 1 (Multi-sheet Fold)

Adjust the fold position of the bottom segment (S) of letter fold-in sheets when using the multi-folding unit.

This setting will be applied if the multi-sheet fold function is enabled.

Press [+] to increase and [−] to reduce (S).

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.
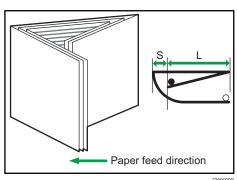

Paper feed direction

CWY009

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3▷	0.0	4.0	-4.0	0.2	mm
B4 JIS▷					
A4▷					
B5 JIS▷					
12 × 18▷					
11 × 17▷					
$8^1/_2 × 14$▷					
$8^1/_2 × 11$▷					
8K▷					
Other Paper Sizes					

0705: Letter Fold-in Position 2 (Multi-sheet Fold)

Adjust the fold position (L) of letter fold-in sheets when using the multi-folding unit. This setting will be applied if the multi-sheet fold function is enabled.

Press [+] to increase and [−] to reduce (L).

The ○ mark indicates the leading edge (relative to the paper feed direction), and the ● mark indicates the trailing edge.

CWY009

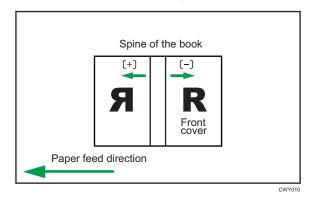| Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
A3▭ B4 JIS▭ A4▭ B5 JIS▭ 12 × 18▭ 11 × 17▭ 8$^1/_2$ × 14▭	0.0	4.0	-4.0	0.2	mm
8$^1/_2$ × 11▭	0.0	4.0	0.0	0.2	mm
8K▭ Other Paper Sizes	0.0	4.0	-4.0	0.2	mm

Finishing: Perfect Binder

0801: Cover Sheet Position for Perfect Binding With Feed Dir

Adjust the horizontal alignment of the cover sheet position when performing perfect binding.

When you bind the copies with the perfect binder, make this adjustment if the center of the book block's spine and the center of the cover sheet are misaligned horizontally.

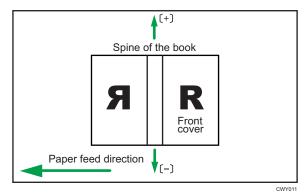Press [+] or [−] to move the image feed direction or reverse feed direction.

CWY010

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Cover Sheet Position for Perfect Binding With Feed Dir	0.0	5.0	-5.0	0.1	mm

0802: Cover Sheet Position for Perfect Binding Across Feed Dir

Adjust the vertical alignment of the cover sheet position when performing perfect binding.

When you bind the copies with the perfect binder, make this adjustment if the center of the book block's spine and the center of the cover sheet are misaligned vertically.

Press [+] or [−] to move the image backward or forward.

CWY011

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Cover Sheet Position for Perfect Binding Across Feed Dir	0.0	5.0	-5.0	0.1	mm

0803: Adjust Perfect Binding Finishing Angle

Square the top, bottom, and outside edges when trimming a deck of paper.

Make this adjustment if the three edges of the deck of paper cut by the perfect binder are not square.

Enter the distance from the square part at each edge.

CWY012

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Head Edge Tail Edge Fore Edge	0.0	10.0	-10.0	0.1	mm

0804: Adjust Applying Binding Glue

Adjust the amount of binding glue for perfect binding.

If there is not enough glue, some pages may not stick.

If there is too much glue, the glue may be squeezed out of the binding and stick the pages together making it difficult to open the booklet.

Setting Items	Default Value	Max. Value	Min. Value	Step	Unit
Adjust Applying Binding Glue	0.00	0.30	-0.30	0.05	mm

Finishing: Stacker

0907: Maximum Stack Quantity in Stacker Tray

Set the maximum number of sheets for the stacker tray.

The maximum number of sheets you can set differs depending on the size, thickness, and paper curl. Set the maximum number by specifying a ratio based on the number of sheets. Select [Large Size] when using paper whose vertical and horizontal lengths are 210 mm or longer whose area is $8^1/_2 \times 11$ or wider. Select [Small Size] when using other size paper.

Major paper sizes that apply to each item are as follows:

- Large Size: A3⬚ or larger (up to 13 × 19$^1/_5$⬚), B4 JIS⬚, A4⬚⬚, 11 × 17⬚, 8$^1/_2$ × 14⬚, 8$^1/_2$ × 11⬚⬚
- Small Size: B5 JIS⬚⬚, A5⬚⬚, 5$^1/_2$ × 8$^1/_2$⬚⬚

If the unit detects that the number of sheets reaches the set upper limit, a warning message will appear.

Setting Items	Selection	Default Value
Large Size	100% 75% 50% 25%	100%
Small Size	100% 75% 50% 25%	50%

MEMO

MEMO

MEMO

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