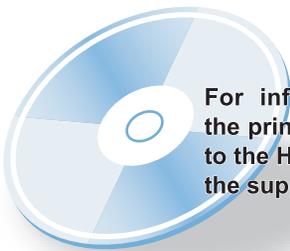




# Pro C901s Pro C901

## Operating Instructions Paper Settings Reference



For information not in the printed manual, refer to the HTML/PDF files on the supplied CD-ROM.

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- 1 Before Making Paper Settings
  - 2 Registering a Custom Paper
  - 3 Changing Tray Paper Settings



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# Notice

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## Important

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In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

For good print quality, the manufacturer recommends that you use genuine toner from the manufacturer.

The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

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# How to Read This Manual

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## Symbols

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This manual uses the following symbols:

 **Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

 **Note**

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

 **Reference**

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys on the machine's display or control panels.

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## Names of Major Items

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Major items of this machine are referred to as follows in this manual:

- LCIT RT5030 (optional) → Large Capacity Tray (LCT)
- LCIT RT5050 (optional) → Wide Large Capacity Tray (Wide LCT)
- Tab Sheet Holder Type 3260 (optional) → Tab sheet holder
- Multi Bypass Tray BY5000 (optional) → Multi bypass tray (Tray 7)
- Cover Interposer Tray CI5010 (optional) → Interposer

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## Notes

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Contents of this manual are subject to change without prior notice.

Two kinds of size notation are employed in this manual.

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

# 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

The Tray Paper Settings screen allows you to specify the sizes and types of paper that are loaded in the paper trays.

The machine is equipped with a paper library, in which information about commercially available paper products including their type, size, and weight is stored. The library also contains the optimum printing conditions, such as transfer and fusing conditions, for each paper. To use the library's data, register it as custom paper and assign it to a paper tray. Using the library allows you to easily get the best print results from your paper.

### Paper library

The paper library contains the optimum printing conditions for each paper.

On the library screen, you can view the list of the papers whose information is stored in the library. Selecting a paper from the list allows you to register it as a custom paper.

### Custom paper

Custom papers can be registered in the following ways:

- By selecting the paper's name or type from the paper library
- By manually specifying the paper's type and weight

When registering a custom paper, you can specify its name, size, type, weight, and advanced settings.

A registered custom paper can be assigned to a paper tray on the Tray Paper Settings screen.

Registering custom papers allows you to omit the process of specifying paper sizes and types for paper trays.

### ↓ 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

# Procedures for Making Paper Settings

This section explains where to find the procedures for configuring the paper settings.

Descriptions of how to configure the paper settings are provided in the following chapters:

- Chapter 2 “Registering a Custom Paper”  
Explains how to register custom paper from the paper library and how to register a custom paper by manually specifying its type and weight.
- Chapter 3 “Changing Tray Paper Settings”  
Explains how to assign a registered custom paper to a paper tray and how to manually specify a paper size and type for a paper tray.

See the explanations corresponding to the method that you want to use.

## **To select the name of your paper from the paper library and assign it to a paper tray**

Do the following:

- Select the name of your paper from the paper library and register it as a custom paper  
See “Selecting the Paper's Name from the Paper Library” in chapter 2.
- After registering it, assign the custom paper to a paper tray  
See “Specifying a Custom Paper” in chapter 3.

## **To register as a custom paper a paper that is not included in the paper library and assign it to a paper tray**

Do the following:

- Register the paper by manually specifying its type and weight  
See “Registering a Paper Not in the Paper Library” in chapter 2.
- After registering it, assign the custom paper to a paper tray  
See “Specifying a Custom Paper” in chapter 3.

## **To assign a registered custom paper to a paper tray**

Do the following:

- Assign the custom paper to a paper tray  
See “Specifying a Custom Paper” in chapter 3.

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

Do the following:

- Manually specify the paper size and type for a paper tray  
See “Manually Specifying a Paper's Size and Type” in chapter 3.

 **Reference**

- p.12 "Selecting the Paper's Name from the Paper Library"
- p.13 "Registering a Paper Not in the Paper Library"
- p.27 "Specifying a Custom Paper"
- p.28 "Manually Specifying a Paper's Size and Type"



# 2. Registering a Custom Paper

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

## About the Screens

This section explains the items on the screens that you will use to register a custom paper.

### Paper Library Screen

This section explains the items on the “Recall Paper Library” screen.

This screen appears when you press [Recall Paper Library] on the Tray Paper Settings screen.



CCR002

#### 1. [Program to Custom Paper], [Delete Saved Custom Paper]

When “Program to Custom Paper” is selected, selecting a paper from the list allows you to register the selected paper as a custom paper. For details, see “Selecting the Paper’s Name from the Paper Library” and “Selecting the Paper’s Type from the Paper Library”.

“Delete Saved Custom Paper” can be used only by the machine administrator.

#### 2. “Paper Library” tab, “Saved Paper Library” tab

Switches between the “Paper Library” and “Saved Paper Library” screens.

#### 3. List of papers

- When the “Paper Library” tab is selected:  
The library’s paper list appears.

- When the “Saved Paper Library” tab is selected:  
A list of the custom papers that are saved in the library appears.

**4. [▲Previous], [▼Next]**

Displays the previous or next page of the list.

**5. [Specify Page]**

Allows you to view a particular page in the list.

**2**

**Note**

- The types of paper in the paper library depend on the version of the library and the region in which you are using the machine.

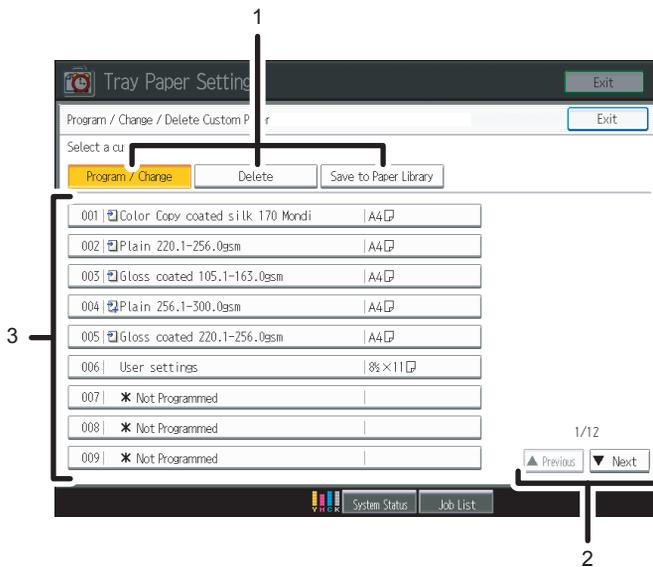
**Reference**

- p.12 "Selecting the Paper's Name from the Paper Library"
- p.13 "Selecting the Paper's Type from the Paper Library"

**Custom Paper Screen**

This section explains the items on the “Program / Change / Delete Custom Paper” screen.

This screen appears when you press [Program/ Change/ Delete Custom Paper] on the Tray Paper Settings screen.



CCR003

**1. [Program / Change], [Delete], [Save to Paper Library]**

Press these keys to register, modify, delete, or save a custom paper in the library.

- When “Program / Change” is selected:

Select “✖Not Programmed” or a registered custom paper from the list to display a screen where you can specify a custom paper's settings. For details, see “Manually Specifying a Paper's Type and Weight”, “Registering a New Custom Paper by Modifying an Existing Paper”, and “Modifying a Custom Paper”.

- When “Delete” is selected:

Select a custom paper from the list to delete it. For details, see “Deleting a Custom Paper”.

- “Save to Paper Library”

Press [Save to Paper Library] to save all the registered custom papers to the library at once. For details, see “Saving Custom Papers to the Saved Paper Library”.

## 2. [▲Previous], [▼Next]

Displays the previous or next page of the list.

## 3. List of custom papers

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

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

## Reference

- p.15 “Manually Specifying a Paper's Type and Weight”
- p.16 “Registering a New Custom Paper by Modifying an Existing Paper”
- p.18 “Modifying a Custom Paper”
- p.22 “Saving Custom Papers to the Saved Paper Library”
- p.23 “Deleting a Custom Paper”

# Registering a Custom Paper

This section explains how to register a custom paper.

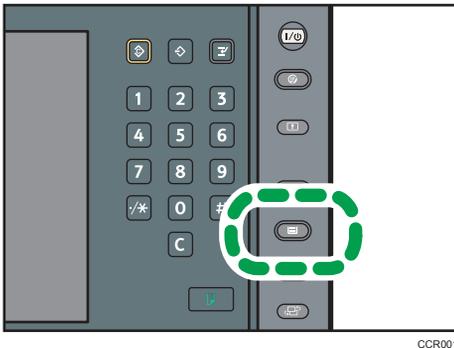
You can register up to 100 custom papers.

## ★ Important

- 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.

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

1. Press the [Paper Setting] key.



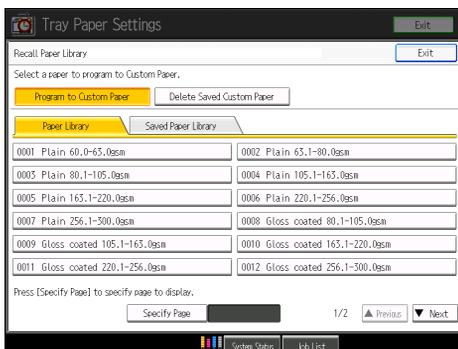
CCR001

The control panel on your machine might differ slightly from the control panel in this illustration.

2. Press [Recall Paper Library]
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.

To specify a particular page in the list, press [Specify Page], enter a page number using the number keys, and then press [#].



The selected paper is registered as a custom paper.

4. Press [Exit].

5. Press [Exit].

6. Press the [Paper Setting] key.

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

#### ↓ Note

- To modify a custom paper, see "Modifying a Custom Paper".

#### 📖 Reference

- p.18 "Modifying a Custom Paper"

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## Registering a Paper Not in the Paper Library

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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, Pre-Punched, and Tab Stock. 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.

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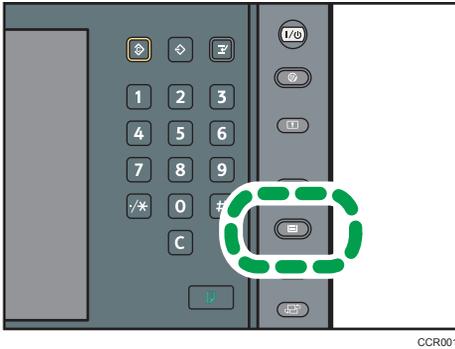
## Selecting the Paper's Type from the Paper Library

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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, Pre-Punched, and Tab Stock.

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



The control panel on your machine might differ slightly from the control panel in this illustration.

**2. Press [Recall Paper Library]**

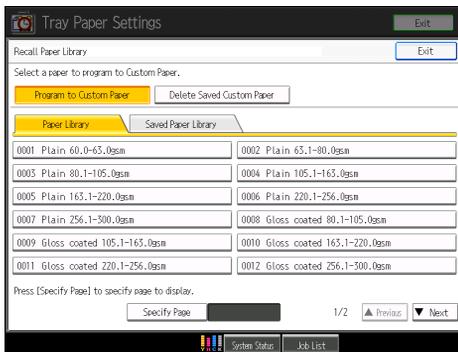
**3. Select the type and thickness of your paper.**

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

Select the most appropriate combination of type and weight for your paper.

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

To specify a particular page in the list, press [Specify Page], enter a page number using the number keys, and then press [#].



The selected paper is registered as a custom paper.

**4. Press [Exit].**

**5. Press [Exit].**

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

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

**Note**

- To modify a custom paper, see "Modifying a Custom Paper".

## Reference

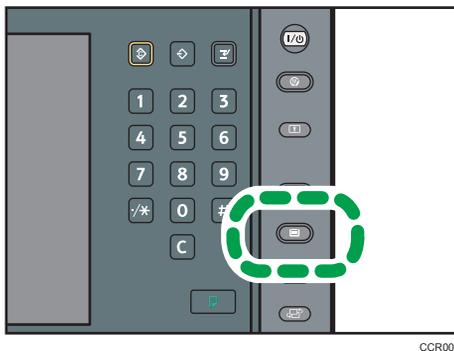
- p.18 "Modifying a Custom Paper"

## Manually Specifying a Paper's Type and Weight

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

2

1. Press the [Paper Setting] key.

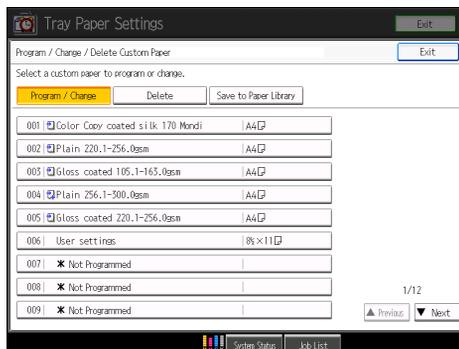


CCR001

The control panel on your machine might differ slightly from the control panel in this illustration.

2. Press [Program/ Change/ Delete Custom Paper].
3. Select a number that is "✱Not Programmed".

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



4. Press [Name].
5. Enter the name of the paper, and then press [OK].
6. Press [Paper Size].
7. Select a paper size, and then press [OK].
8. Press [Paper Type].
9. Specify the paper's type and weight, and then press [OK].

**10. Press [OK].**

The custom paper is registered.

**11. Press [Exit].**

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

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

2

**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 "Matted" for "Coated Paper Type".
- For details about custom paper settings, see "Custom Paper Settings".
- For details about "Advanced Settings", contact your machine administrator.

**Reference**

- p.20 "Custom Paper Settings"

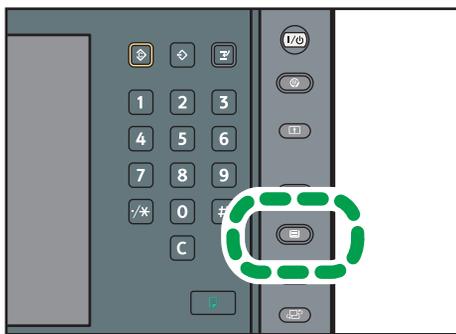
## Registering a New Custom Paper by Modifying an Existing Paper

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.

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

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

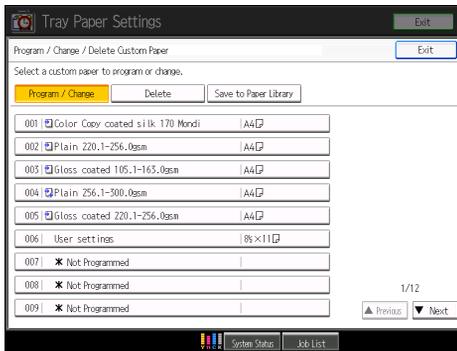


The control panel on your machine might differ slightly from the control panel in this illustration.

**2. Press [Program/ Change/ Delete Custom Paper].**

**3. Select a number that is " \*Not Programmed" .**

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



**4. Press [Custom Papers Reference].**

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

After selecting a custom paper, press [Check Modes] to check the type and weight of the selected paper.

**6. Press [Exit].**

**7. Change the paper's name, size, and type, as necessary.**

When referring to a custom paper that is registered from the paper library, press [Check Product Name] to find the name of the paper.

If you do not change its name, the paper will be registered with the same name as the existing paper.

**8. Press [OK].**

The custom paper is registered.

**9. Press [Exit].**

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

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

**Note**

- When you register a new custom paper by opening and modifying an existing custom paper, the settings corresponding to the opened custom paper will be copied and created as new settings with modified items on the color controller. Note that the color controller-specific information of the original settings will not be copied to the created settings.
- For details about custom paper settings, see "Custom Paper Settings".
- For details about "Advanced Settings", contact your machine administrator.

**Reference**

- p.20 "Custom Paper Settings"

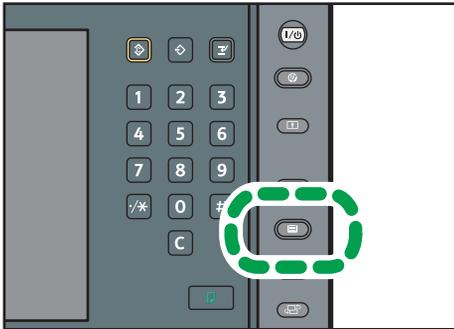
## Modifying a Custom Paper

This section explains how to modify custom paper.

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

### 2

1. Press the [Paper Setting] key.



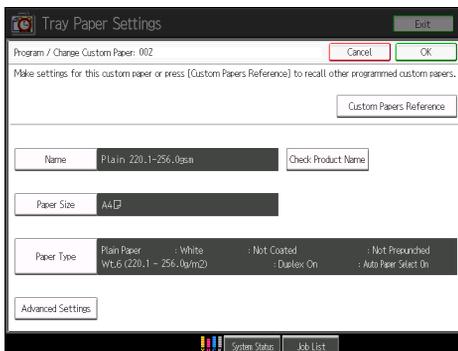
CCR001

The control panel on your machine might differ slightly from the control panel in this illustration.

2. Press [Program/ Change/ Delete 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.



5. Press [OK].
6. Press [Exit].
7. 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 “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.

 **Reference**

- p.20 "Custom Paper Settings"

# Custom Paper Settings

This section explains the custom paper settings.

## 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 of between 139.7 to 330.2 mm (5.50 to 13.00 inches) vertically, and between 182.0 to 487.7 mm (7.20 to 19.20 inches) horizontally.

## Paper Type

Specify the type of the custom paper.

You can only change the "Apply Duplex" and "Apply Auto Paper Select" settings for a custom paper that is registered from the paper library.

- Paper Type  
Specify the type of the paper.
- Paper Colour  
Specify the color of the paper.
- Coated Paper Type  
Specify whether or not the paper is coated.
- Prepunched Paper  
Specify whether or not the paper is punched.
- Paper Weight  
Specify the weight of the paper.
- Apply Duplex  
Specify whether the duplex function is enabled for the paper.
- Apply Auto Paper Select  
Specify whether the auto paper select function is enabled for the 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.

**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.

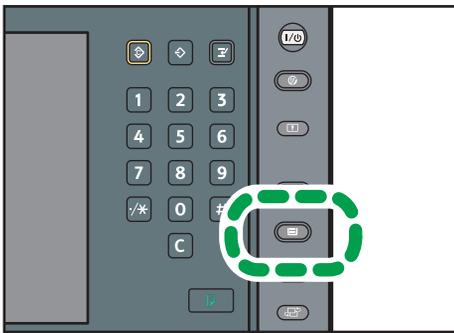
# Saving Custom Papers to the Saved Paper Library

You can save all the registered custom papers 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.



The control panel on your machine might differ slightly from the control panel in this illustration.

2. Press [Program/ Change/ Delete Custom Paper].
3. Press [Save to Paper Library].
4. Press [Yes].
5. Press [Exit].
6. Press [Exit].
7. Press the [Paper Setting] key.

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

## ↓ Note

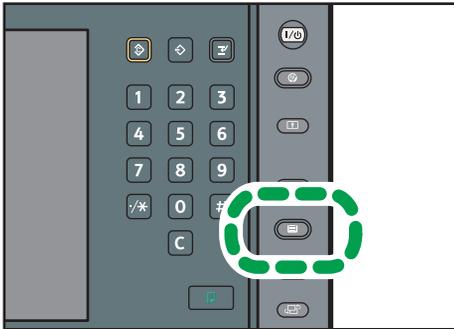
- If there is no available space in the saved paper library, a message will appear when you try to save custom papers. For details, contact your machine administrator.
- When you register a custom paper by recalling its settings from the saved paper library, the settings corresponding to the recalled 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

This section explains how to delete a custom paper.

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

1. Press the [Paper Setting] key.

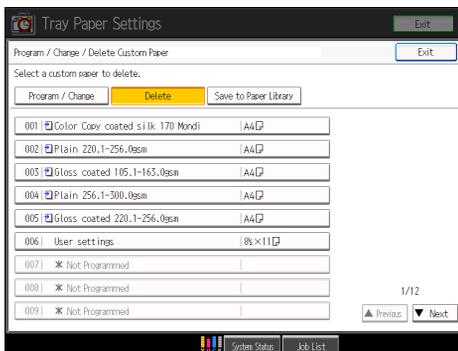


CCR001

The control panel on your machine might differ slightly from the control panel in this illustration.

2. Press [Program/ Change/ Delete 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 [Yes].

The selected custom paper is deleted.

6. Press [Exit].

7. 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.
- 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.

## 2

### **Reference**

- p.22 "Saving Custom Papers to the Saved Paper Library"

# 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.



# 3. Changing Tray Paper Settings

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

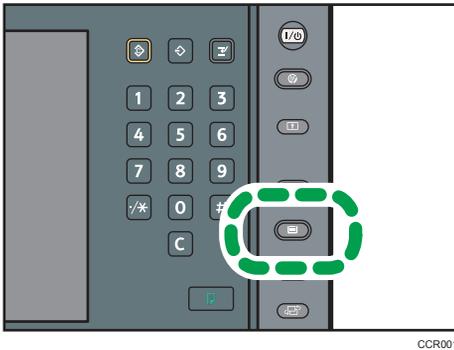
## Accessing Tray Paper Settings

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.

3

### Specifying a Custom Paper

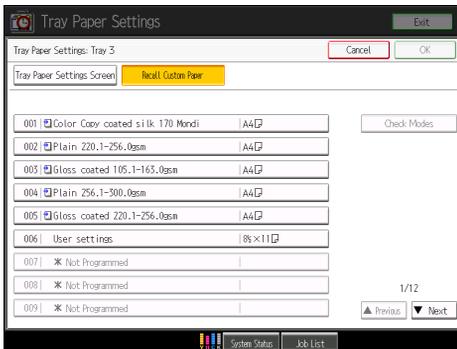
1. Press the [Paper Setting] key.



CCR001

The control panel on your machine might differ slightly from the control panel in this illustration.

2. Select the number of the tray whose paper settings you want to specify.
3. Press [Recall Custom Paper].
4. 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 size and type by pressing [Check Modes].

5. If you are using the Pro C901S, change the settings for the copy function (such as Designation Sheet 1-9 and Front Cover Sheet), if necessary.
6. Press the [Paper Setting] key.

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

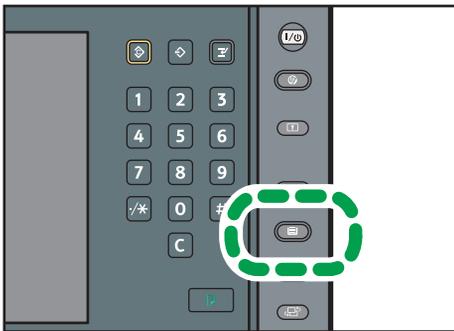
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## Manually Specifying a Paper's Size and Type

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### 3

1. Press the [Paper Setting] key.



CCR001

The control panel on your machine might differ slightly from the control panel in this illustration.

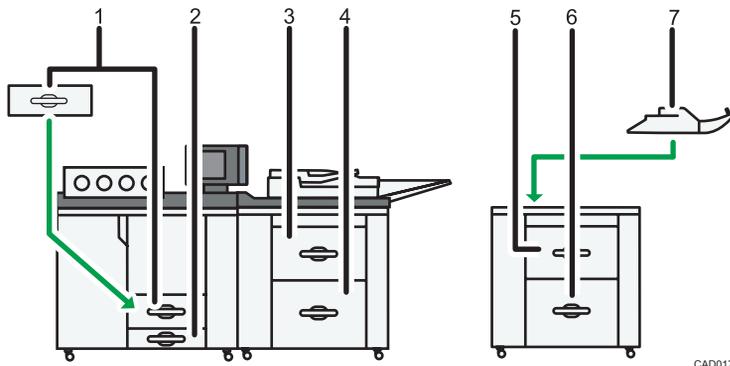
2. Select the number of the tray whose paper settings you want to specify.
3. Press [Tray Paper Settings Screen].
4. Change the paper settings, and then press [OK].
5. If you are using the Pro C901S, change the settings for the copy function (such as Designation Sheet 1-9 and Front Cover Sheet), if necessary.
6. Press the [Paper Setting] key.

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

# Names and Positions of Paper Trays (Tray 1 to 7)

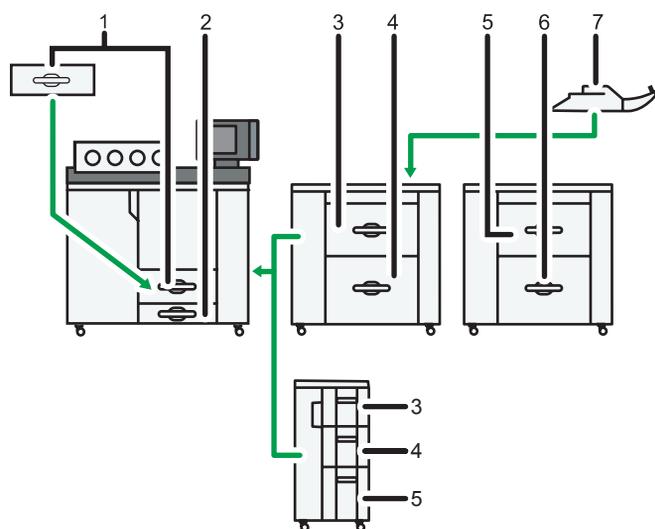
The model of your machine and the optional units that your machine is equipped with determine the paper tray configuration.

## Paper trays on Pro C901S



1. Tray 1
2. Tray 2
3. Tray 3
4. Tray 4
5. Tray 5
6. Tray 6
7. Tray 7

### Paper trays on Pro C901



CAH017

1. Tray 1
2. Tray 2
3. Tray 3
4. Tray 4
5. Tray 5
6. Tray 6
7. Tray 7

# Tray Paper Settings

This section explains the paper tray settings for tray 1 to 6, the multi bypass tray (tray 7), the interposer, and the perfect binder interposer.

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

3

## Tray 1

This section explains the paper tray settings for tray 1.

### Paper Type

- Plain Paper
- Recycled Paper
- Yellow
- Green
- Blue
- Ivory
- Orange
- Pink
- Red
- Gray
- Letterhead
- Preprinted Paper
- Prepunched Paper
- Envelope

Default: **[Plain Paper]**

### Paper Weight

- Paper Weight 1 (60.0-63.0g/m<sup>2</sup>)
- Paper Weight 2 (63.1-80.0g/m<sup>2</sup>)
- Paper Weight 3 (80.1-105.0g/m<sup>2</sup>)
- Paper Weight 4 (105.1-163.0g/m<sup>2</sup>)
- Paper Weight 5 (163.1-220.0g/m<sup>2</sup>)

Default: [Paper Weight 2 (63.1-80.0g/m<sup>2</sup>)]

#### Apply Duplex

- Yes
- No

Default: [Yes]

Duplex printing is automatically disabled if you select “Envelope” for “Paper Type”.

#### Apply Auto Paper Select

- Yes
- No

Default: [Yes]

#### Paper Size

- Metric version  
A4
- Inch version  
8<sup>1</sup>/<sub>2</sub> × 11

#### Note

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

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

#### Paper Type

- Plain Paper
- Recycled Paper
- Yellow
- Green
- Blue
- Ivory
- Orange
- Pink
- Red
- Gray

- Letterhead
- Preprinted Paper
- Prepunched Paper
- Envelope

Default: **[Plain Paper]**

### Paper Weight

- Paper Weight 1 (60.0-63.0g/m<sup>2</sup>)
- Paper Weight 2 (63.1-80.0g/m<sup>2</sup>)
- Paper Weight 3 (80.1-105.0g/m<sup>2</sup>)
- Paper Weight 4 (105.1-163.0g/m<sup>2</sup>)
- Paper Weight 5 (163.1-220.0g/m<sup>2</sup>)

Default: **[Paper Weight 2 (63.1-80.0g/m<sup>2</sup>)]**

### Apply Duplex

- Yes
- No

Default: **[Yes]**

### Apply Auto Paper Select

- Yes
- No

Default: **[Yes]**

### Paper Size

- Metric version  
A3
- Inch version  
11 × 17

#### Note

- The paper guide in the tray is fixed. If you need to change the paper size to B4 JIS , A4 , A4 , 8 1/2 × 14 , 8 1/2 × 11 , 8 1/2 × 11 , contact your service representative.
- The key mark  is displayed next to the paper tray if “Apply Auto Paper Select” is not enabled.

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## Tray 2

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This section explains the paper tray settings for tray 2.

### Paper Type

- Plain Paper
- Recycled Paper
- Yellow
- Green
- Blue
- Ivory
- Orange
- Pink
- Red
- Gray
- Letterhead
- Preprinted Paper
- Prepunched Paper
- Envelope
- Tab Stock

Default: **[Plain Paper]**

If you select “Tab Stock”, you must configure the detailed settings.

If you are loading tab stock, you must use the optional tab sheet holder.

### Paper Weight

- Paper Weight 1 (60.0-63.0g/m<sup>2</sup>)
- Paper Weight 2 (63.1-80.0g/m<sup>2</sup>)
- Paper Weight 3 (80.1-105.0g/m<sup>2</sup>)
- Paper Weight 4 (105.1-163.0g/m<sup>2</sup>)
- Paper Weight 5 (163.1-220.0g/m<sup>2</sup>)

Default: **[Paper Weight 2 (63.1-80.0g/m<sup>2</sup>)]**

### Apply Duplex

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select “Envelope” or “Tab Stock” for “Paper Type”.

### Apply Auto Paper Select

- Yes

- No

Default: **[Yes]**

### Paper Size

Auto Detect, A3☐, A4☐, A4☐, A5☐, B4 JIS☐, B5 JIS☐, B5 JIS☐, SRA3☐, 12 × 18☐, 11 × 17☐, 11 × 15☐, 11 × 14☐, 10 × 15☐, 10 × 14☐, 8<sup>1</sup>/<sub>2</sub> × 14☐, 8<sup>1</sup>/<sub>2</sub> × 13☐, 8<sup>1</sup>/<sub>2</sub> × 11☐, 8<sup>1</sup>/<sub>2</sub> × 11☐, 8<sup>1</sup>/<sub>4</sub> × 14☐, 8<sup>1</sup>/<sub>4</sub> × 13☐, 8 × 13☐, 8 × 10☐, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>☐, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>☐, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>☐, Custom Size

Default: **[Auto Detect]**

You can specify a custom size of between 139.7 to 330.2 mm (5.50 to 13.00 inches) vertically, and between 182.0 to 458.0 mm (7.17 to 18.03 inches) horizontally.

The machine can detect the following sizes automatically:

A3☐, B4 JIS☐, A4☐, A4☐, B5 JIS☐, B5 JIS☐, A5☐, 12 × 18☐, 11 × 17☐, 8<sup>1</sup>/<sub>2</sub> × 14☐, 8<sup>1</sup>/<sub>2</sub> × 13☐, 8<sup>1</sup>/<sub>2</sub> × 11☐, 8<sup>1</sup>/<sub>2</sub> × 11☐, 8<sup>1</sup>/<sub>4</sub> × 13☐, 8 × 13☐, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>☐, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>☐, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>☐

### ↓ Note

- The key mark  is displayed next to the paper tray if “Apply Auto Paper Select” is not enabled.

## Tray 3 and 4 (When Using the Wide Large Capacity Tray)

This section explains the paper tray settings for tray 3 and 4 (when using the Wide LCT).

The Pro C901S is equipped with tray 3 and 4 as standard. On the Pro C901, tray 3 and 4 (Wide LCT) are optional.

### Paper Type

- Plain Paper
- Recycled Paper
- Yellow
- Green
- Blue
- Ivory
- Orange
- Pink
- Red
- Gray
- Letterhead

- Label Paper
- Coated: Glossy
- Coated: Matted
- Preprinted Paper
- Prepunched Paper
- Envelope
- Tab Stock

3

Default: **[Plain Paper]**

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

If you are loading tab stock, you must use the tab fence.

**Paper Weight**

- Paper Weight 1 (60.0~63.0g/m<sup>2</sup>)
- Paper Weight 2 (63.1~80.0g/m<sup>2</sup>)
- Paper Weight 3 (80.1~105.0g/m<sup>2</sup>)
- Paper Weight 4 (105.1~163.0g/m<sup>2</sup>)
- Paper Weight 5 (163.1~220.0g/m<sup>2</sup>)
- Paper Weight 6 (220.1~256.0g/m<sup>2</sup>)
- Paper Weight 7 (256.1~300.0g/m<sup>2</sup>)

Default: **[Paper Weight 2 (63.1~80.0g/m<sup>2</sup>)]**

**Apply Duplex**

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select "Envelope", "Tab Stock", or "Label Paper" for "Paper Type".

**Apply Auto Paper Select**

- Yes
- No

Default: **[Yes]**

**Paper Size**

Auto Detect, A3☐, A4☐, A4☐, A5☐, B4 JIS☐, B5 JIS☐, B5 JIS☐, SRA3☐, 12 × 18☐,  
11 × 17☐, 11 × 15☐, 11 × 14☐, 10 × 15☐, 10 × 14☐, 8<sup>1</sup>/<sub>2</sub> × 14☐, 8<sup>1</sup>/<sub>2</sub> × 13☐,  
8<sup>1</sup>/<sub>2</sub> × 11☐, 8<sup>1</sup>/<sub>2</sub> × 11☐, 8<sup>1</sup>/<sub>4</sub> × 14☐, 8<sup>1</sup>/<sub>4</sub> × 13☐, 8 × 13☐, 8 × 10☐, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>☐,

$7\frac{1}{4} \times 10\frac{1}{2}$ ,  $5\frac{1}{2} \times 8\frac{1}{2}$ , Custom Size

Default: **[Auto Detect]**

You can specify a custom size of between 139.7 to 330.2 mm (5.50 to 13.00 inches) vertically, and between 182.0 to 487.7 mm (7.17 to 19.20 inches) horizontally.

The machine can detect the following sizes automatically:

- Metric version

A3, A4, A4, A5, B4 JIS, B5 JIS, 12 × 18, 11 × 17, 8 × 13,  $8\frac{1}{2} \times 11$ ,  $5\frac{1}{2} \times 8\frac{1}{2}$

- Inch version

A3, A4, A5, B4 JIS, B5 JIS, 12 × 18, 11 × 17, 8 × 13,  $8\frac{1}{2} \times 11$ ,  $8\frac{1}{2} \times 11$ ,  $5\frac{1}{2} \times 8\frac{1}{2}$

### ↓ Note

- The key mark  is displayed next to the paper tray if "Apply Auto Paper Select" is not enabled.
- 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: Matted" for "Paper Type".

## Tray 5 and 6 (When Using the Wide Large Capacity Tray)

This section explains the paper tray settings for tray 5 and 6 (when using the Wide LCT).

### Paper Type

- Plain Paper
- Recycled Paper
- Yellow
- Green
- Blue
- Ivory
- Orange
- Pink
- Red
- Gray
- Letterhead
- Coated: Glossy
- Coated: Matted
- Preprinted Paper

- Prepunched Paper
- Envelope
- Tab Stock

Default: **[Plain Paper]**

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

If you are loading tab stock, you must use the tab fence.

### Paper Weight

- Paper Weight 1 (60.0~63.0g/m<sup>2</sup>)
- Paper Weight 2 (63.1~80.0g/m<sup>2</sup>)
- Paper Weight 3 (80.1~105.0g/m<sup>2</sup>)
- Paper Weight 4 (105.1~163.0g/m<sup>2</sup>)
- Paper Weight 5 (163.1~220.0g/m<sup>2</sup>)
- Paper Weight 6 (220.1~256.0g/m<sup>2</sup>)
- Paper Weight 7 (256.1~300.0g/m<sup>2</sup>)

Default: **[Paper Weight 2 (63.1~80.0g/m<sup>2</sup>)]**

### Apply Duplex

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select "Envelope" or "Tab Stock" for "Paper Type".

### Apply Auto Paper Select

- Yes
- No

Default: **[Yes]**

### Paper Size

Auto Detect, A3☐, A4☐, A4☐, A5☐, B4 JIS☐, B5 JIS☐, B5 JIS☐, SRA3☐, 12 × 18☐,  
11 × 17☐, 11 × 15☐, 11 × 14☐, 10 × 15☐, 10 × 14☐, 8<sup>1</sup>/<sub>2</sub> × 14☐, 8<sup>1</sup>/<sub>2</sub> × 13☐,  
8<sup>1</sup>/<sub>2</sub> × 11☐, 8<sup>1</sup>/<sub>2</sub> × 11☐, 8<sup>1</sup>/<sub>4</sub> × 14☐, 8<sup>1</sup>/<sub>4</sub> × 13☐, 8 × 13☐, 8 × 10☐, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>☐,  
7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>☐, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>☐, Custom Size

Default: **[Auto Detect]**

You can specify a custom size of between 139.7 to 330.2 mm (5.50 to 13.00 inches) vertically, and between 182.0 to 487.7 mm (7.17 to 19.20 inches) horizontally.

The machine can detect the following sizes automatically:

- Metric version

A3, A4, A4, A5, B4 JIS, B5 JIS, 12 × 18, 11 × 17, 8 × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>

- Inch version

A3, A4, B4 JIS, B5 JIS, A5, 12 × 18, 11 × 17, 8 × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>2</sub> × 11, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>

#### ↓ Note

- The key mark  is displayed next to the paper tray if “Apply Auto Paper Select” is not enabled.
- 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: Matted” for “Paper Type”.

3

## Tray 3 (When Using the Large Capacity Tray) (Pro C901)

This section explains the paper tray settings for tray 3 (when using the LCT).

### Paper Type

- Plain Paper
- Recycled Paper
- Yellow
- Green
- Blue
- Ivory
- Orange
- Pink
- Red
- Gray
- Letterhead
- Preprinted Paper
- Prepunched Paper
- Envelope
- Tab Stock

Default: **[Plain Paper]**

If you select “Tab Stock”, you must configure the detailed settings.

If you are loading tab stock, you must use the tab fence.

### Paper Weight

- Paper Weight 1 (60.0~63.0g/m<sup>2</sup>)
- Paper Weight 2 (63.1~80.0g/m<sup>2</sup>)
- Paper Weight 3 (80.1~105.0g/m<sup>2</sup>)
- Paper Weight 4 (105.1~163.0g/m<sup>2</sup>)
- Paper Weight 5 (163.1~220.0g/m<sup>2</sup>)

Default: [Paper Weight 2 (63.1~80.0g/m<sup>2</sup>)]

3

### Apply Duplex

- Yes
- No

Default: [Yes]

Duplex printing is automatically disabled if you select "Envelope" or "Tab Stock" for "Paper Type".

### Apply Auto Paper Select

- Yes
- No

Default: [Yes]

### Paper Size

Auto Detect

The machine can detect the following sizes automatically: A4☐, A5☐, B5 JIS☐, 8<sup>1</sup>/<sub>2</sub> × 11☐, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>☐

#### ↓ Note

- For details about how to load custom size paper in the tray, contact your service representative.
- The key mark (🔑) is displayed next to the paper tray if "Apply Auto Paper Select" is not enabled.

---

## Tray 4 (When Using the Large Capacity Tray) (Pro C901)

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This section explains the paper tray settings for tray 4 (when using the LCT).

### Paper Type

- Plain Paper
- Recycled Paper
- Yellow
- Green
- Blue
- Ivory

- Orange
- Pink
- Red
- Gray
- Letterhead
- Label Paper
- Preprinted Paper
- Prepunched Paper
- Envelope
- Tab Stock

Default: **[Plain Paper]**

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

If you are loading tab stock, you must use the tab fence.

#### **Paper Weight**

- Paper Weight 1 (60.0-63.0g/m<sup>2</sup>)
- Paper Weight 2 (63.1-80.0g/m<sup>2</sup>)
- Paper Weight 3 (80.1-105.0g/m<sup>2</sup>)
- Paper Weight 4 (105.1-163.0g/m<sup>2</sup>)
- Paper Weight 5 (163.1-220.0g/m<sup>2</sup>)

Default: **[Paper Weight 2 (63.1-80.0g/m<sup>2</sup>)]**

#### **Apply Duplex**

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select "Envelope", "Tab Stock", or "Label Paper" for "Paper Type".

#### **Apply Auto Paper Select**

- Yes
- No

Default: **[Yes]**

#### **Paper Size**

Auto Detect

The machine can detect the following sizes automatically: A4☐, A5☐, B5 JIS☐, 8<sup>1</sup>/<sub>2</sub> × 11☐, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>☐

**Note**

- For details about how to load custom size paper in the tray, contact your service representative.
- The key mark  is displayed next to the paper tray if “Apply Auto Paper Select” is not enabled.

---

## Tray 5 (When Using the Large Capacity Tray) (Pro C901)

---

This section explains the paper tray settings for tray 5 (when using the LCT).

3

### Paper Type

- Plain Paper
- Recycled Paper
- Yellow
- Green
- Blue
- Ivory
- Orange
- Pink
- Red
- Gray
- Letterhead
- Preprinted Paper
- Prepunched Paper
- Envelope

Default: **[Plain Paper]**

### Paper Weight

- Paper Weight 1 (60.0-63.0g/m<sup>2</sup>)
- Paper Weight 2 (63.1-80.0g/m<sup>2</sup>)
- Paper Weight 3 (80.1-105.0g/m<sup>2</sup>)
- Paper Weight 4 (105.1-163.0g/m<sup>2</sup>)

Default: **[Paper Weight 2 (63.1-80.0g/m<sup>2</sup>)]**

### Apply Duplex

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select “Envelope” for “Paper Type”.

### Apply Auto Paper Select

- Yes
- No

Default: [Yes]

### Paper Size

- Metric version  
A4
- Inch version  
8<sup>1</sup>/<sub>2</sub> × 11

#### Note

- The paper guide in the tray is fixed. If you need to change the paper size to the following, contact your service representative.
  - Metric version  
A5, B5 JIS, 8<sup>1</sup>/<sub>2</sub> × 11, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>
  - Metric version  
A4, A5, B5 JIS, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>
- For details about how to load custom size paper in the tray, contact your service representative.
- The key mark (b) is displayed next to the paper tray if “Apply Auto Paper Select” is not enabled.

## Tray 7 (When Using the Multi Bypass Tray and Wide Large Capacity Tray)

This section explains the paper tray settings for the multi bypass tray (tray 7).

### Paper Type

- Plain Paper
- Recycled Paper
- Yellow
- Green
- Blue
- Ivory
- Orange
- Pink
- Red
- Gray

- Letterhead
- Preprinted Paper
- Prepunched Paper
- Envelope
- Tab Stock

Default: **[Plain Paper]**

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

If you are loading tab stock, you must use the tab fence.

3

### Paper Weight

- Paper Weight 1 (60.0-63.0g/m<sup>2</sup>)
- Paper Weight 2 (63.1-80.0g/m<sup>2</sup>)
- Paper Weight 3 (80.1-105.0g/m<sup>2</sup>)
- Paper Weight 4 (105.1-163.0g/m<sup>2</sup>)
- Paper Weight 5 (163.1-220.0g/m<sup>2</sup>)

Default: **[Paper Weight 2 (63.1-80.0g/m<sup>2</sup>)]**

### Apply Duplex

- Yes
- No

Default: **[Yes]**

Duplex printing is automatically disabled if you select "Envelope" or "Tab Stock" for "Paper Type".

### Apply Auto Paper Select

- Yes
- No

Default: **[Yes]**

### Paper Size

Auto Detect, A3☐, A4☐, A4☐, A5☐, B4 JIS☐, B5 JIS☐, B5 JIS☐, SRA3☐, 12 × 18☐,  
11 × 17☐, 11 × 15☐, 11 × 14☐, 10 × 15☐, 10 × 14☐, 8<sup>1</sup>/<sub>2</sub> × 14☐, 8<sup>1</sup>/<sub>2</sub> × 13☐,  
8<sup>1</sup>/<sub>2</sub> × 11☐, 8<sup>1</sup>/<sub>2</sub> × 11☐, 8<sup>1</sup>/<sub>4</sub> × 14☐, 8<sup>1</sup>/<sub>4</sub> × 13☐, 8 × 13☐, 8 × 10☐, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>☐,  
7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>☐, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>☐, Custom Size

Default: **[Auto Detect]**

You can specify a custom size of between 139.7 to 330.2 mm (5.50 to 13.00 inches) vertically, and between 182.0 to 487.7 mm (7.17 to 19.20 inches) horizontally.

The machine can detect the following sizes automatically:

- Metric version

A3, A4, A4, A5, B4 JIS, B5 JIS, 12 × 18, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 11, 8 × 13, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>

- Inch version

A3, A4, A5, B4 JIS, B5 JIS, 12 × 18, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>2</sub> × 11, 8 × 13, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>

#### ↓ Note

- The key mark  is displayed next to the paper tray if “Apply Auto Paper Select” is not enabled.

3

## Interposer Upper and Lower Tray

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

### Paper Size

Auto Detect, A3, A4, A4, A5, B4 JIS, B5 JIS, B5 JIS, SRA3, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>, Custom Size

Default: **[Auto Detect]**

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

The machine can detect the following sizes automatically:

- Metric version

A3, A4, A4, A5, B4 JIS, B5 JIS, 12 × 18, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 11, 8 × 13, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>

- Inch version

A3, A4, A5, B4 JIS, B5 JIS, 12 × 18, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>2</sub> × 11, 8 × 13, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>

## Perfect Binder Interposer Upper and Lower Tray

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, SRA3, 13 × 19<sup>1</sup>/<sub>5</sub>, 13 × 18, 12 × 18, 11 × 17, 11 × 15, Custom Size

Default: **[Auto Detect]**

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

The machine can detect the following sizes automatically:

- Metric version  
A3☐
- Inch version  
11 × 17☐

### 3

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## Designation Sheet 1-9 (Pro C901S)

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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.

- Select Designation Sheet from 1-9
- Display Time
  - At Mode Selected
  - Full Time

Default: **[At Mode Selected]**

- Apply Duplex
  - Yes
  - No

Default: **[Yes]**

### ↓ 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 “Designation Sheet 1-9” settings only appear when the designation sheet function is selected.
- You can specify the duplex copy settings only when “At Mode Selected” is selected for “Display Time”.
- The key mark  is displayed next to the paper tray when “Full Time” is selected for “Display Time”.

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## Front Cover Sheet (Pro C901S)

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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.

- Display Time

- At Mode Selected
- Full Time

Default: **[At Mode Selected]**

- Apply Duplex
  - Yes
  - No

Default: **[No]**

#### ↓ 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 Sheet” settings only appear when the front cover sheet function is selected.
- You can specify the duplex copy settings only when “At Mode Selected” is selected for “Display Time”.
- The key mark  is displayed next to the paper tray when “Full Time” is selected for “Display Time”.

## Back Cover Sheet (Pro C901S)

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.

- Display Time
  - At Mode Selected
  - Full Time

Default: **[At Mode Selected]**

- Apply Duplex
  - Yes
  - No

Default: **[No]**

#### ↓ 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 Sheet” settings only appear when the back cover sheet function is selected.
- You can specify the duplex copy settings only when “At Mode Selected” is selected for “Display Time”.

- The key mark (ⓘ) is displayed next to the paper tray when “Full Time” is selected for “Display Time”.

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## Slip Sheet (Pro C901S)

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

You can also specify the display time.

- 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.
- You can specify the duplex copy settings only when “At Mode Selected” is selected for “Display Time”.
- The key mark (ⓘ) is displayed next to the paper tray when “Full Time” is selected for “Display Time”.

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## Separation Sheet (Pro C901S)

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

You can also specify the display time.

- Display Time
  - At Mode Selected
  - Full Time

Default: [At Mode Selected]

### ↓ Note

- When “At Mode Selected” is selected for “Display Time”, the “Separation Sheet” settings only appear when the separation sheet function is selected.
- You can specify the duplex copy settings only when “At Mode Selected” is selected for “Display Time”.
- The key mark (ⓘ) is displayed next to the paper tray when “Full Time” is selected for “Display Time”.

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