

# Operating Instructions

## Media Setting Tool V2 Guide

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- 1 Specifying Paper Thickness, Type, and Size
  - 2 Settings for Printing
  - 3 Returning Tray Paper Settings to Default
  - 4 Appendix

**Introduction**

This manual contains detailed instructions and notes on the operation and use of this product. For your safety and benefit, read this manual carefully before using the product. Keep this manual in a handy place for quick reference.

**Important**

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

**Notes:**

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.

**Caution:**

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

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# What You Can Do with Media Setting Tool V2

With Media Setting Tool V2, you can specify a paper type and thickness by selecting a product name from a list. If the product name you require does not appear in the list, you can specify the paper type and thickness directly.

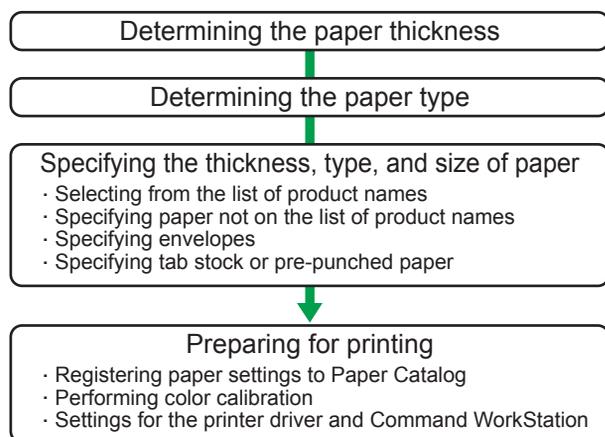
To print from the printer driver or Command WorkStation, you must specify a paper type and thickness which matches that specified in Media Setting Tool V2. Paper Catalog simplifies this process. By registering paper settings such as thickness and type to Paper Catalog, you can specify a paper simply by selecting it in Paper Catalog when printing from the printer driver or Command WorkStation.

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## Using Media Setting Tool V2

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The following flowchart describes the process of using Media Setting Tool V2.



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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.

[ ]

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



# 1. Specifying Paper Thickness, Type, and Size

This chapter describes how to specify paper thickness, type, and size using Media Setting Tool V2.

## Getting Started

This section describes how to use the Media Setting Tool V2 screen and preparations for paper settings. Before specifying any paper settings with Media Setting Tool V2, check the name, thickness, type, and size of your paper.

You can add the names of your commonly-used paper types to the "Favorite" list, as necessary. For details about how to add a paper to the "Favorite" list, contact your service representative.

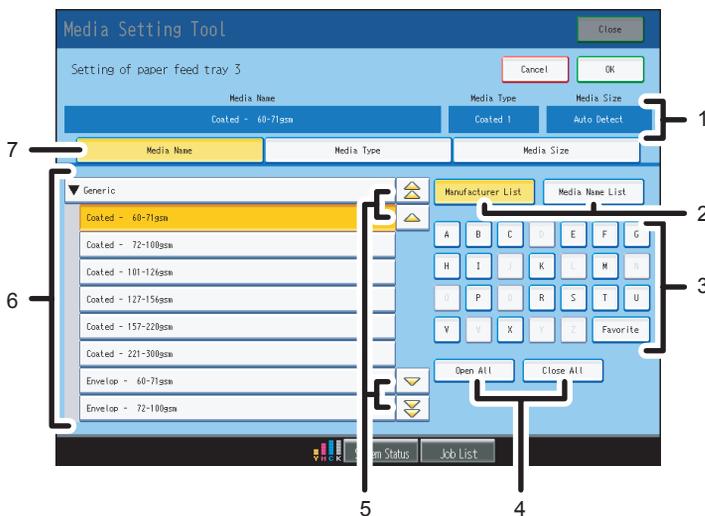
### ★ Important

- When using Media Setting Tool V2, do not change the Tray Paper Settings unless you are using the interposer trays or printing on colored or recycled paper (which must be specified under Tray Paper Settings).

### ↓ Note

- To use paper marked with an asterisk "\*" in the list, contact your service representative for details about how to adjust the machine for optimum print results.

## How to Use the Media Setting Tool Screen



CBX002

1. Displays the name, type, and size of the paper that is selected or currently set.

**2. Change the sorting order of the list of product names.**

- [Manufacturer List]: Sorts the list by manufacturer.
- [Media Name List]: Sorts the list by product.

**3. Press these keys to display a list of manufacturers or products to select.**

- [A]–[Z] (letter keys): Press a letter key to display a list of manufacturers or products beginning with that letter.
- [Favorite]: Press to display a list of the papers that are registered to the Favorite menu.

**4. Display or hide all the products if the list is sorted by manufacturer.**

- [Open All]: Displays all products.
- [Close All]: Displays manufacturers only.

**5. Scrolls the list of product names.**

-  : Scrolls the list line by line.
-  : Displays the previous or next page of the list.

**6. Displays the list of product names.**

Depending on which country you are in, certain product names might not be available.

If there is a paper registered in Favorite, “Favorite” will appear at the top of the list. Open the “Favorite” menu to view the papers registered there. Registered papers are sorted in alphabetical order.

**7. Press the tabs to switch between the Media Name, Media Type, and Media Size screens.**

 **Note**

- The following abbreviations are used on the “Media Size” menu to indicate the paper size:
  - SEF: Short edge first, indicates that the paper's orientation is landscape ().
  - LEF: Long edge first, indicates that the paper's orientation is portrait ().
  - H: Indicates “1/2”.
  - Q: Indicates “1/4”.(For example: “7Q×10HLEF” means  $7\frac{1}{4} \times 10\frac{1}{2}$  )

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## Determining the Paper Thickness

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This section describes how to determine which paper thickness you should specify.

On the “Media Name” menu, select the paper thickness that matches the weight of your paper. The paper thickness is displayed next to the product name or generic paper name.

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## Determining the Paper Type

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When you select a paper using the “Media Name” menu, the paper type that is most appropriate for the paper you have selected will be automatically specified.

To change the automatically selected paper type, use the “Media Type” menu.

### Selecting a paper type from the list of product names

The following list details the paper types that you can specify for your paper on the “Media Type” menu.

Paper type	Paper type on the “Media Type” menu
Non-coated paper (other than coated paper, envelopes, tab stock and pre-punched paper)	Plain, Special 1 to 6
Coated paper	Coated 1 to 3, Special 1 to 6
Envelopes	Envelope
Tab stock	Tab Stock
Pre-punched paper	Prepunched

### Selecting a paper type not on the list of product names

If your paper is not on the list of product names, select it from the “Generic” menu.

The following list details the paper names that you should select from “Generic” and the paper types that you should specify on the “Media Type” menu.

Paper type	Generic paper name on the “Media Name” menu	Paper type on the “Media Type” menu
Non-coated paper (other than coated paper, envelopes, tab stock and pre-punched paper)	Plain	Plain, Special 1 to 6
Coated paper	Coated	Coated 1 to 3, Special 1 to 6
Envelopes	Envelop	Envelope
Tab stock	Index	Tab Stock
Pre-punched paper	Pre-punched	Prepunched

#### ↓ Note

- You can select Special 1 to 6 for both coated and non-coated paper.
- Specify paper settings for each tray. Select a paper tray, and then make the settings for it. Depending on which paper trays and options are installed, certain paper types might not be available.
- You can specify the same media type for two or more trays only if the paper name (media name) is the same.

- You cannot select “Plain”, “Tab Stock”, or “Prepunched” for multiple trays at the same time. You can select only one of these paper types for one tray at a time. Only if the name of the paper is the same can you select these paper types for multiple trays at the same time.
- When using plain paper, you can select from “Special 1 to 6” instead of “Plain”, even if “Plain”, “Tab Stock”, or “Prepunched” is already selected for another tray.
- Any earlier tray settings are overwritten by the newer settings.
- For users of Pro C900S/Pro C720S, select “Plain” under Media Type when performing auto color calibration with the scanner function.

# Selecting from the List of Product Names

This section describes how to select a paper and specify its thickness, type, and size.

There are two methods:

- **Selecting paper from Favorite**  
To use a paper registered as a Favorite, open the "Favorite" menu, where you can view the registered papers and select one. Using "Favorite" allows you to find a paper easily, especially if the number of papers registered under Favorite is small.
- **Searching for and selecting paper by manufacturer or product name**  
You can search for a paper by sorting the paper list by manufacturer or product name. When you press a letter key, a list of the manufacturers or products beginning with that letter will appear, allowing you to select the paper that you require.

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## Selecting Paper from Favorite

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1. For Pro C900/Pro C720, press the Printer function/[fierydriven] key. For Pro C900S/Pro C720S, press the [Program] key.
2. Press [Media Setting Tool].
3. Select the paper tray that you want to specify.
4. Select "Favorite" from the list of product names.  
If "Favorite" is not on the list, press [Favorite] at the bottom right of the screen. The list scrolls to "Favorite" if you sort it by manufacturer. If you sort the list by product, the list scrolls to the top of the list of papers registered in Favorite.  
Papers that can be used in the selected tray appear.
5. Select the product name and paper thickness you require.
6. Select the "Media Type" tab.
7. Check that the appropriate paper type is selected. Change the paper type if necessary.
8. Select the "Media Size" tab.  
Paper sizes that can be used in the selected tray appear.
9. Select a paper size.  
To specify a custom size, select "Custom Size", and then specify the horizontal and vertical dimensions of the paper.
10. Press [OK].
11. Press [Close].
12. For Pro C900/Pro C720, press the Printer function/[fierydriven] key to quit Media Setting Tool. For Pro C900S/Pro C720S, press the [Program] key.

**Note**

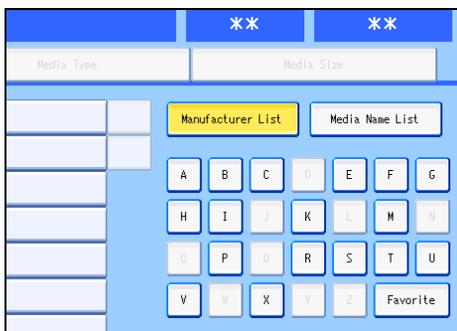
- To stop making paper settings, press [Cancel].

**1**

## Searching for and Selecting Paper by Manufacturer or Product Name

You can sort the list by manufacturer or product name to search for a paper.

1. For Pro C900/Pro C720, press the Printer function/[fierydriven] key. For Pro C900S/Pro C720S, press the [Program] key.
2. Press [Media Setting Tool].
3. Select the paper tray that you want to specify.
4. To search for a paper by manufacturer, check that [Manufacturer List] is selected. To search for a paper by product name, press [Media Name List].
5. Press the letter key that corresponds to the first letter in the name of the manufacturer or product that you want to find.



A list of the manufacturers or products beginning with the specified letter appears.

6. **Select the manufacturer or product.**

After searching for a paper by the name of its manufacturer, select the manufacturer, and then select the product.

After searching for a paper by its product name, select the product.

Papers that can be used in the selected tray appear.

7. **Select the "Media Type" tab.**
8. **Check that the appropriate paper type is selected. Change the paper type if necessary.**
9. **Select the "Media Size" tab.**

Paper sizes that can be used in the selected tray appear.

10. **Select a paper size.**

To specify a custom size, select "Custom Size", and then specify the horizontal and vertical dimensions of the paper.

11. Press [OK].
12. Press [Close].
13. For Pro C900/Pro C720, press the Printer function/[fierydriven] key to quit Media Setting Tool. For Pro C900S/Pro C720S, press the [Program] key.

 **Note**

- To stop making paper settings, press [Cancel].

# Specifying Paper Not on the List of Product Names

1

This section describes how to specify the type, thickness, and size of a paper not on the list of product names.

1. For Pro C900/Pro C720, press the Printer function/[fierydriven] key. For Pro C900S/Pro C720, press the [Program] key.
2. Press [Media Setting Tool].
3. Select the paper tray that you want to specify.
4. Press [Generic], and then select the generic paper name and thickness.  
Pressing the letter key [G] displays a list of manufacturers beginning with "G".  
Papers that can be used in the selected tray appear.
5. Select the "Media Type" tab.
6. Check that the appropriate paper type is selected. Change the paper type if necessary.
7. Select the "Media Size" tab.  
Paper sizes that can be used in the selected tray appear.
8. Select a paper size.  
To specify a custom size, select "Custom Size", and then specify the horizontal and vertical dimensions of the paper.
9. Press [OK].
10. Press [Close].
11. For Pro C900/Pro C720, press the Printer function/[fierydriven] key to quit Media Setting Tool. For Pro C900S/Pro C720, press the [Program] key.  
Follow steps 10 to 14 if you are using paper whose paper type must be specified under Tray Paper Settings, such as colored or recycled paper.
12. Press the [Tray Paper Setting] key.
13. Select the tray selected in step 3.
14. Select a paper type on the "Paper Type" tab.
15. Press [OK].
16. Press the [Tray Paper Setting] key.

## ↓ Note

- To stop making paper settings, press [Cancel].

# Specifying Envelopes

This section describes how to specify settings for envelopes.

**1. For Pro C900/Pro C720, press the Printer function/[fierydriven] key. For Pro C900S/Pro C720S, press the [Program] key.**

**2. Press [Media Setting Tool].**

**3. Select the paper tray that you want to specify.**

You can specify "Envelope" as the paper type for one tray only.

**4. Select a manufacturer, and then select the product name and paper thickness. If the name of the envelope that you are using is not on the list of product names, press [Generic], and then select the generic paper name and thickness.**

Pressing the letter key [G] displays a list of manufacturers beginning with "G".

Papers that can be used in the selected tray appear.

**5. Select the "Media Type" tab.**

**6. Press [Envelope].**

**7. Select the "Media Size" tab.**

Paper sizes that can be used in the selected tray appear.

**8. Select a paper size.**

To specify a custom size, select "Custom Size", and then specify the horizontal and vertical dimensions of the paper.

**9. Press [OK].**

**10. Press [Close].**

**11. For Pro C900/Pro C720, press the Printer function/[fierydriven] key to quit Media Setting Tool. For Pro C900S/Pro C720S, press the [Program] key.**

## ↓ Note

- To stop making paper settings, press [Cancel].

## Specifying Tab Stock or Pre-punched Paper

This section describes how to specify settings for tab stock and pre-punched paper.

1

1. For Pro C900/Pro C720, press the Printer function/[fierydriven] key. For Pro C900S/Pro C720S, press the [Program] key.
2. Press [Media Setting Tool].
3. Select the paper tray that you want to specify.
4. Select a manufacturer, and then select the product name and paper thickness. If the name of tab stock or pre-punched paper that you are using is not on the list of product names, press [Generic], and then select the generic paper name and thickness.

Pressing the letter key [G] displays a list of manufacturers beginning with "G".

Papers that can be used in the selected tray appear.

5. Select the "Media Type" tab.
6. Select "Tab Stock" to use tab stock, or select "Prepunched" to use pre-punched paper.

If you select "Tab Stock", you must then specify Tab Position Shift and Number Of Tabs.

7. Select the "Media Size" tab.

Paper sizes that can be used in the selected tray appear.

8. Select a paper size.

To specify a custom size, select "Custom Size", and then specify the horizontal and vertical dimensions of the paper.

9. Press [OK].
10. Press [Close].
11. For Pro C900/Pro C720, press the Printer function/[fierydriven] key to quit Media Setting Tool. For Pro C900S/Pro C720S, press the [Program] key.

### ↓ Note

- To stop making paper settings, press [Cancel].

# 2. Settings for Printing

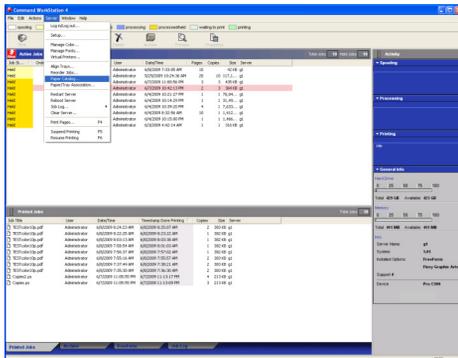
To print from the printer driver or Command WorkStation, you must specify a paper type and thickness which matches that specified in Media Setting Tool V2.

## Registering Paper Settings to Paper Catalog

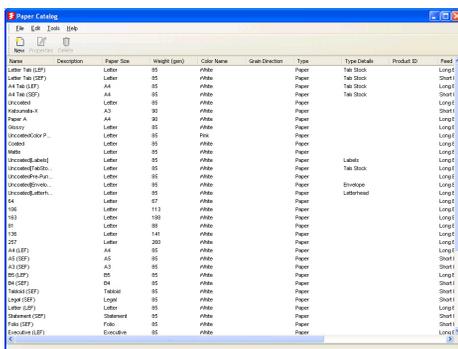
2

By registering a paper name, paper thickness, paper size, and paper type to Paper Catalog, you can specify a paper simply by selecting its name in Paper Catalog when printing from the printer driver or Command WorkStation. Use the following procedure to register a new paper type to the Paper Catalog from the Command WorkStation.

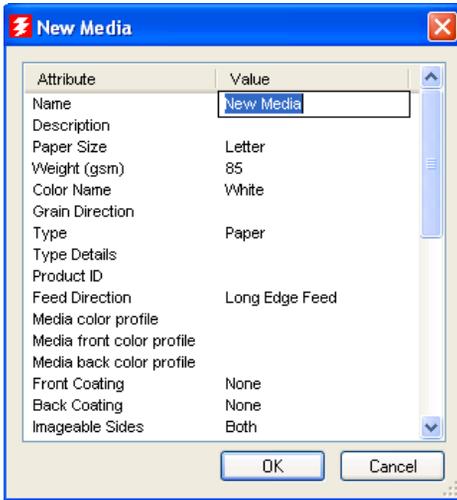
1. Start Command WorkStation, and then log on as an administrator.
2. Click [Server], and then click [Paper Catalog].



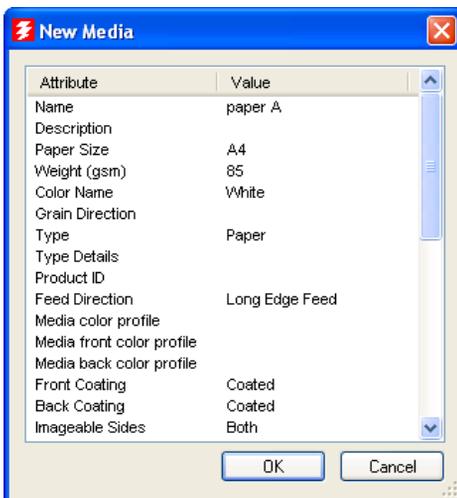
3. In the Paper Catalog window, click [New].



4. In the New Media window, enter the name of the new paper in “Name”, then enter its weight in “Weight (gsm)”, and then select its size in “Paper Size”.



5. Specify settings for the paper type.
6. Click [OK].



The new paper appears as an entry in the Paper Catalog window.

#### ↓ Note

- The items you need to specify in step 5 are as follows: Type, Front Coating, Back Coating, Texture, % Recycled Content, Pre-Printed, Type Details, Color Name, and Hole Type. Refer to the correspondence table when specifying paper type. For details about the correspondence table, see Using Paper Catalog with the Color Server Pro C900/C900S, User Addendum.
- For details about Paper Catalog, see Using Paper Catalog with the Color Server Pro C900/C900S, User Addendum.

- Do not use Paper/Tray Association in Color Server Pro C900/C900S version 4.0 or Color Server Pro C720/C720S.

# Specifying Paper Types for Color Calibration

This section describes how to specify the paper type for color calibration.

When performing color calibration with ColorWise Pro Tools, make sure the settings for paper thickness and paper type match those specified with Media Setting Tool V2.

2

Use the following table to determine the paper type you should select for calibration. Select the type of paper based on the corresponding type specified with Media Setting Tool V2 shown in the right hand column.

Paper type that can be selected for calibration	Paper type specified with Media Setting Tool V2
Plain	Plain
Coated	Coated 1 to 3
Custom	Special 1 to 6, Envelope , Tab Stock, Prepunched

# Settings for the Printer Driver and Command WorkStation

To print from the printer driver or Command WorkStation, you must specify a paper that matches the thickness and type specified in Media Setting Tool V2.



# 3. Returning Tray Paper Settings to Default

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This chapter describes how to return Tray Paper Settings to default.

## Returning to the Default Settings

If you are not using Media Setting Tool V2, reset the Tray Paper Settings to their default settings.

1. For Pro C900/Pro C720, press the Printer function/[fierydriven] key. For Pro C900S/Pro C720S press the [Program] key.
2. Press the [Clear Modes] key, then press the number keys [1], [7], and [8], and then press the [Clear] key.
3. Press [Factory Default].
4. Press [Continue].



# 4. Appendix

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This chapter provides supplementary information about Media Setting Tool V2.

## Updating the List

You can update the list of paper names displayed by Media Setting Tool V2. For details about updating the list, contact your service representative.

## If an Error Message Appears

Contact your service representative if an error message appears on the control panel display.

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