

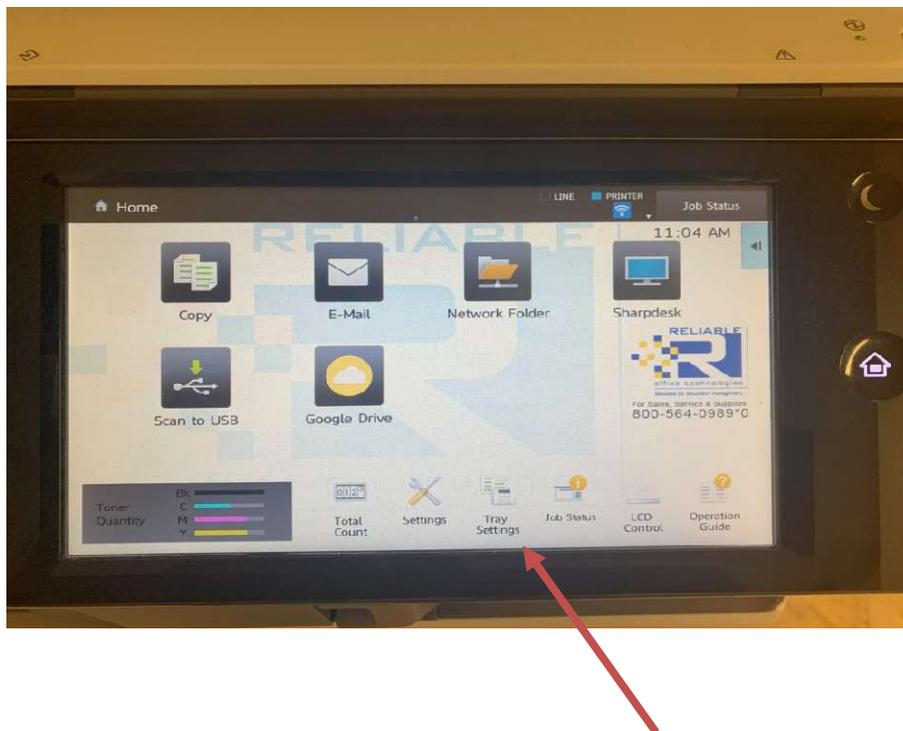
Tray Settings Guide for Sharp MFP's

First, understanding the importance of setting the paper sizes/types in the machine itself. Setting the paper type correctly is going to give you the best opportunity to print the job needed successfully, and at its highest quality. Running paper through at the wrong paper type will most of the time leave you with a machine that is jamming, or a job that has quality issues.

The other important part of the process is making sure your print driver matches the job settings you are requesting out of the machine. All too often people will receive a "Load Paper" message that seemingly doesn't make sense. Tray settings are the most probably cause for this message. Follow the Steps below to make sure your job is setup optimally before pressing that print button!

First we set the machine settings to what they need to be for your paper being used. On the Ream of paper (or sometimes on the purchased box) there will be a paper Lb. rating as well as a g/m^2 . This is the weight of the paper as well as the grains per square inch that make up the page. Both settings are important as it will place your paper into different categories such as Plain Paper, Heavy Paper 1- Heavy Paper 4, labels, envelopes, pre-printed, etc.

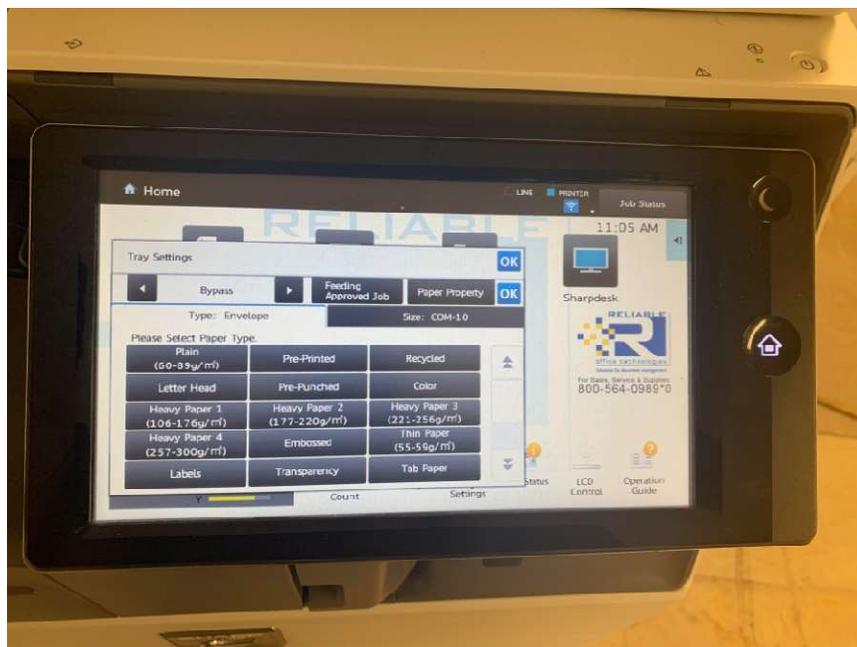
1. At the Front Panel of the Copier Look for **Tray Settings**. In the Tray Settings tab it will list all of the trays the machine has available for printing. Each Tray is listed with its current paper type and size. If you click on the Paper tray you would like to change it will allow you to customize it to the media that you are attempting to print on. When changing your paper types inside of the Tray Settings mode will adjust the **Default Value** for this tray.



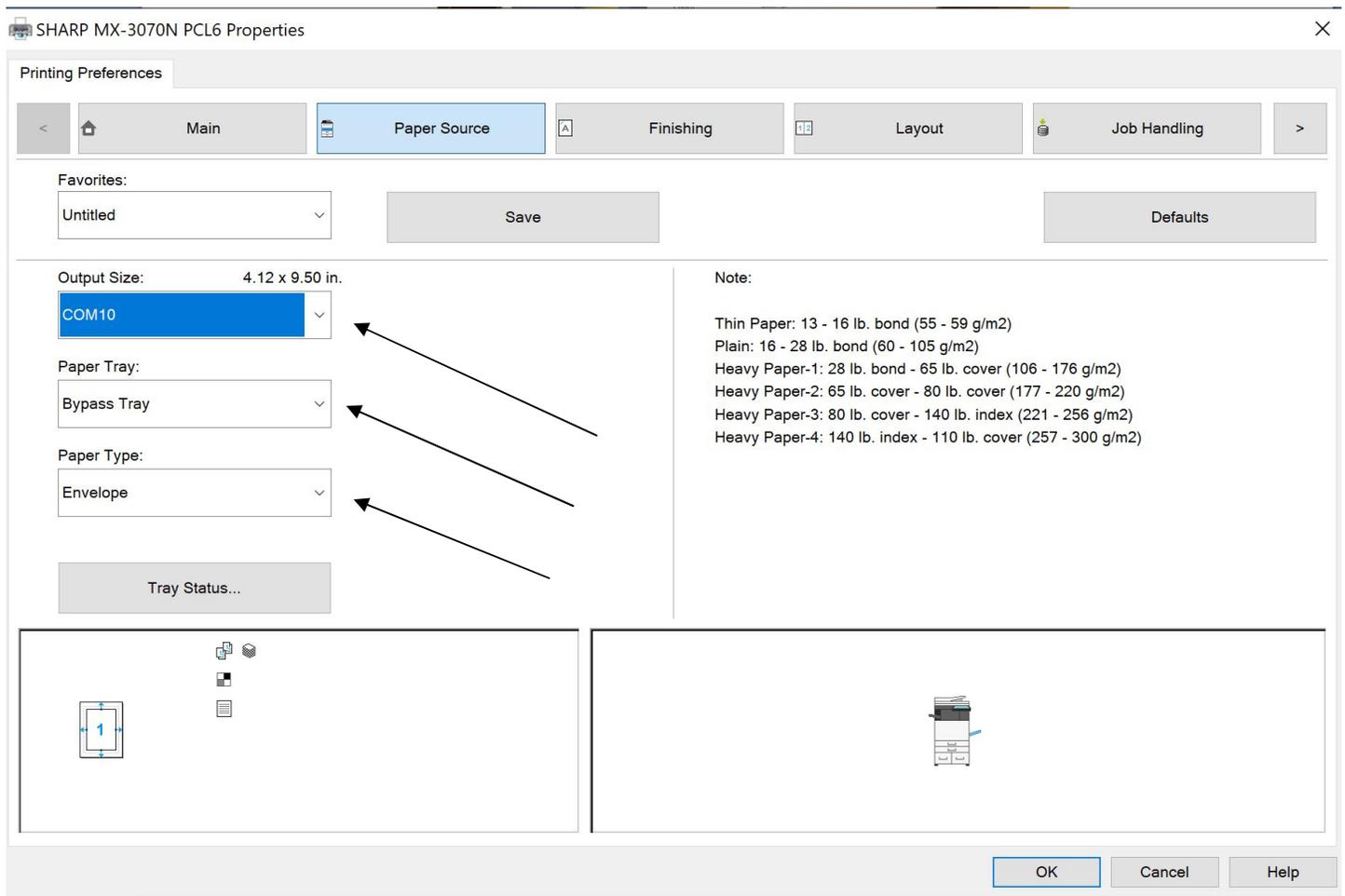
- In **Tray Settings** Choose the tray you would like to adjust, all trays will have various paper types that are accepted as usable media, but the bypass tray will give you the widest variety of media options. On the Settings screen it will list your current size and type along with a picture of the MFP and how the trays are numbered.



- Once you select your tray you will see all of the listed options available. Match the appropriate tray setting to the type of media you are planning to print. If you are not sure the exact specifications, try to make an educated guess on the closest paper type you can choose. For Example, if you are using a light cardstock but are not sure of the Lb. weight or G/M² choose Heavy Paper 3-4. Most of the time the paper is not thick enough to require that specific setting, but you will have a better quality if you set the machine at a higher paper setting than a lower. At most the page will run a bit slower than usual. If you run a heavy stock paper through as a low weight setting, you will most likely run into jamming/quality issues as the paper is being moved through the machine too quickly.



- After choosing your desired Tray setting, we will now need to adjust your **Driver Settings** for the print job, most of the time the print settings will be chosen for a given job, and will not need to be a driver default unless the job is being recreated/reprinted regularly. Open up the document you would like to print. Choose **Print** (Make sure it is printing to the correct printer) and Select **Printer Properties**.
- In **Properties**, navigate to the **Paper Source** tab, in this tab use the drop down arrows to choose the print settings that you had also chosen on the front panel of the machine. Once the driver settings match, choose Print and the job will now be sent over to the MFP. If the Print Settings do not match most commonly you will receive a “Load Paper” message on the front screen of the MFP Device. This is because according to the print information settings that the job has given the copier the machine does not currently have the correct paper to print the job. If you receive this message double check the Tray Settings as well as the Properties setting to see if there is a mismatch somewhere.



*You will notice on the MFP Tray Settings and the Driver Settings there is a approximation for the Lb. Weight and G/M² rating for each of the type of paper