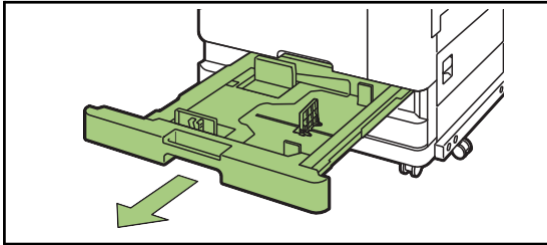
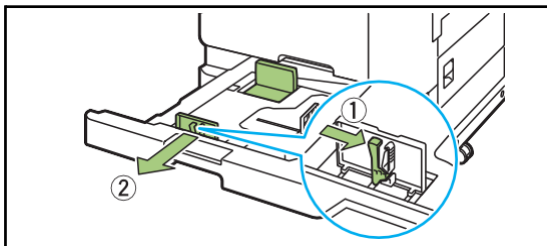


Loading Paper in the Feed Trays

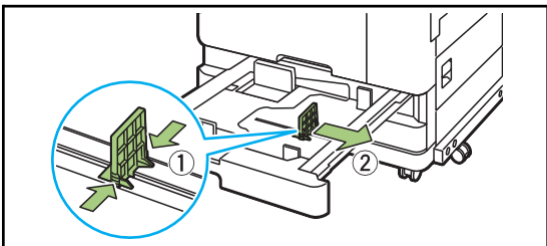
- 1** Pull a tray out, toward the front.



- 2** Hold the lever of the paper feed guide, and pull it forward to spread the paper feed guide until it stops.



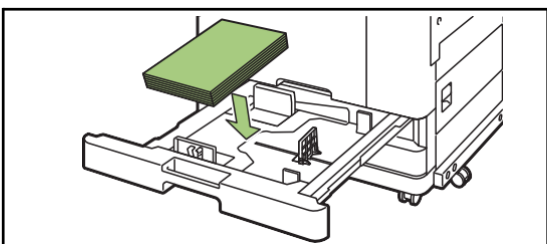
- 3** Move the stopper to make space.
Move the stopper by holding both sides.



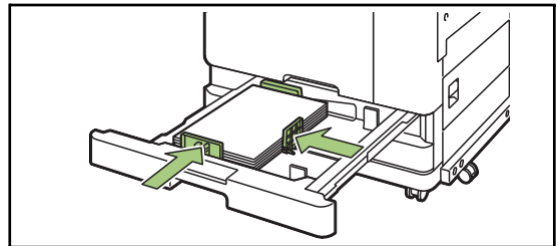
- 4** Load the paper.

When using paper with different characteristics on the front and back sides, load the printing side face down. Do not load too many sheets.

When loading the paper, be careful not to let its edge contact the paper guides to prevent it from being bent.

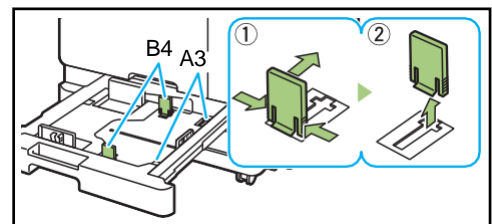


- 5** Move the paper feed guide and stopper against the edge of the paper.



- The machine detects the size of the paper based on the stopper position. Be sure to move the guide and stopper against the edge of the paper.

- To set A3 paper or B4 paper, install the A3/B4 paper guide properly for each type. Pinch both sides of the A3/B4 paper guide, slide it out and then slide it into the appropriate hole for the desired paper size.



When using B4 paper

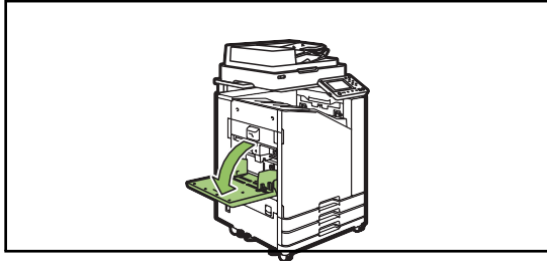
- 6** Push the tray back into the machine.

- 7** On the operation panel, check the tray settings.

When you have switched to a different type or size of paper, update the feed tray settings. (p. 1-7 "Paper Selection")

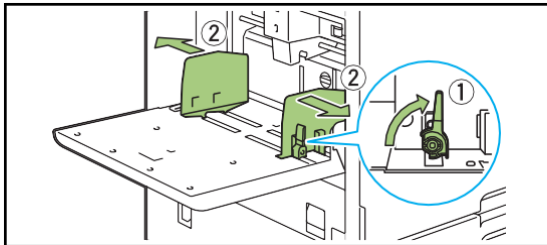
Loading Paper in the Standard Tray

1 Open the standard tray until it stops.



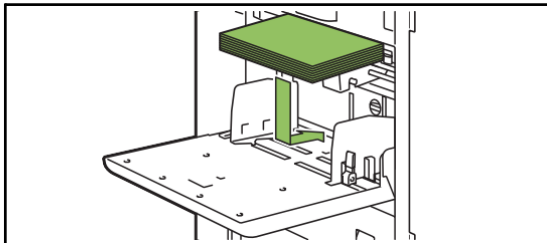
2 Spread the guides.

Raise the paper feed guide levers (both sides) to unlock and slide the guides.

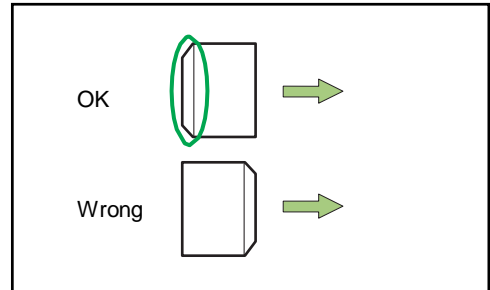


3 Load the paper.

Load paper with the printing side face up.



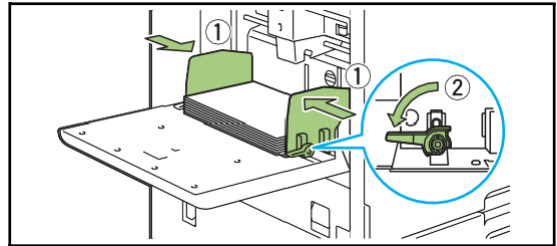
- When printing on envelopes, it is recommended that you connect the optional stacking tray and envelope feeder.
- Be sure to load envelopes with their flaps open and their bottom side entering the machine first.



- The [Rotation] feature is useful for printing on envelopes from a computer.

4 Adjust the paper guides so that they are suitable for the paper size.

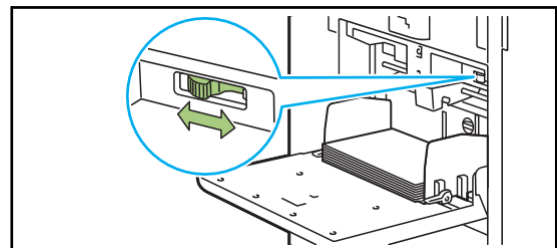
Move the guides against the edges of the paper, and push the lever to lock.



- The machine detects the paper size at the guide position. Be sure to move the guides against the edge of the paper.

5 Adjust the paper feed pressure adjustment lever.

For general use, set to "~~N~~NORMAL)". For envelopes, drawing paper, postcards, and similar products, set to "~~C~~CARD)".



6 On the operation panel, check the tray settings.

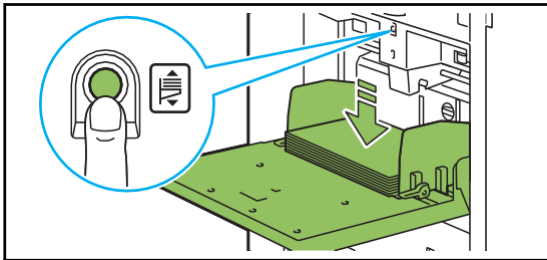
When you have switched to a different type or size of paper, update the feed tray settings. (p. 1-7 "Paper Selection")

Adding or Switching Paper in the Standard Tray

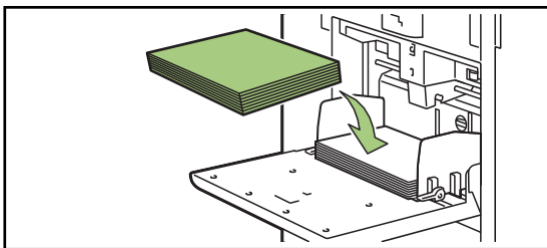
Press the standard tray descent button when loading additional sheets or when switching paper. Note that the standard tray is automatically lowered when all paper is removed.

1 Press the standard tray descent button to lower the standard tray.

Hold the button down until the tray reaches the desired position.



2 Load additional paper, or switch the loaded paper.

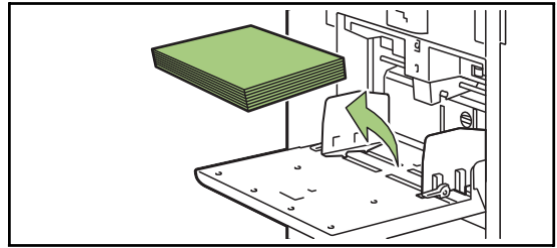


Closing the Standard Tray

- Make sure that the power is on when you perform this operation.

1 Remove the loaded paper.

The standard tray starts lowering.



2 Close the standard tray.

- Make sure the standard tray is all the way down before closing it.