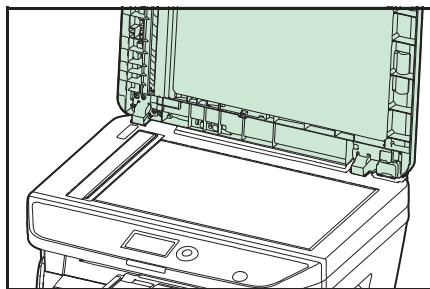# Loading Originals

Follow the steps below to load originals for copying, sending or storing.

Placing Originals on the Platen

You may place books or magazines on the platen in addition to ordinary sheet originals.

1 Open the original cover or the document processor.

NOTE: Before opening the document processor, be sure that there are no originals left on the original table or on the original eject table. Originals left on the original table or on the original eject table may fall off when the document processor is opened.

Keep the document processor open if the original is 25 mm or thicker.
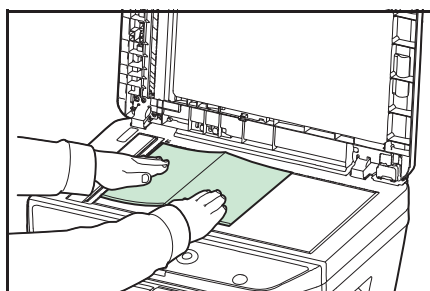
2 Place the original. Put the scanning side facedown and align it flush against the original size indicator plate with the back left corner as the reference point.

3 Close the the original cover or the document processor.

IMPORTANT: Do not push the original cover forcefully when you close it. Excessive pressure may crack the platen glass.

Do not close the document processor when the original is 25 mm or thicker.

NOTE: Shadows may be produced around the edges and in the middle of open-faced originals.

CAUTION: Do not leave the document processor open as there is a danger of personal injury.

2

Loading Originals in the Document Processor

The document processor automatically scans each sheet of multiple originals. Both sides of two-sided originals are scanned.

Originals Supported by the Document Processor

The document processor supports the following types of originals.

|	
Weight	50 to 120 g/m^2 (duplex: 50 to 110 g/m^2)
Size	Maximum A4 to Minimum A5 Maximum Legal to Minimum Statement
Capacity	Plain paper, Colored paper, Recycled paper, High quality paper: 50 sheets Thick paper (110 g/m^2): 36 sheets Thick paper (120 g/m^2): 33 sheets Art paper: 1 sheet

Originals Not Supported by the Document Processor

Do not use the document processor for the following types of originals.

- Soft originals such as vinyl sheets
- Transparencies such as OHP film
- Carbon paper
- Originals with very slippery surfaces
- Originals with adhesive tape or glue
- Wet originals
- Originals with correction fluid which is not dried
- Irregularly shaped (non-rectangular) originals
- Originals with cut-out sections
- Crumpled paper
- Originals with folds (Straighten the folds before loading. Failure to do so may cause the originals to jam).
- Originals bound with clips or staples (Remove the clips or staples and straighten curls, wrinkles or creases before loading. Failure to do so may cause the originals to jam).

How to Load Originals

IMPORTANT: Before loading originals, be sure that there are no originals left on the original eject table. Originals left on the original eject table may cause the new originals to jam.
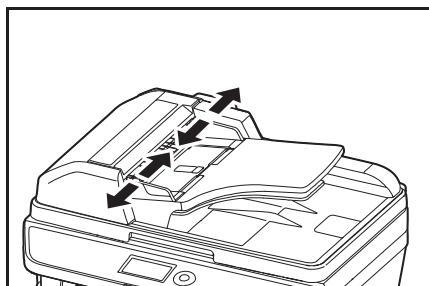
**1** Adjust the original width guides to fit the originals.
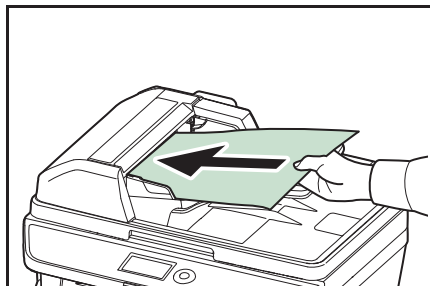
2 Place the originals. Put the side to be scanned (or the first side of two-sided originals) face-up. Slide the leading edge into the document processor as far as it will go.

IMPORTANT: Confirm that the original width guides exactly fit the originals. If there is a gap, readjust the original width guides. The gap may cause the originals to jam.
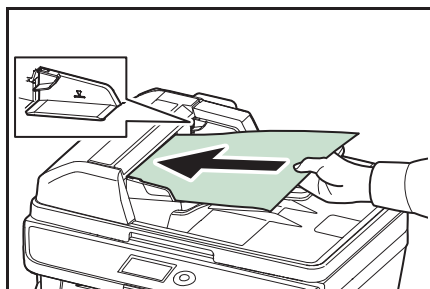
Ensure that loaded originals do not exceed the level indicator. Exceeding the maximum level may cause the originals to jam (see the figure).

Originals with punched holes or perforated lines should be placed in such a way that the holes or perforations will be scanned last (not first).