

## COPY DOCUMENTS-COPY TO CUSTOM SIZE PAPER-BYPASS TRAY

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Paper that is not the normal size (8.5 x 11 or 11 x 17 for example) can be fed into the machine using the Bypass Tray. In addition, labels and envelopes can be fed into the machine using this tray.

- ☞ Lower the tray. This tray appears on the right end of the machine.
- ☞ Load the paper facedown on the tray.
- ☞ When the tray is lowered, Bypass is automatically selected.
- ☞ Press the **Pound (#) Key**.
- ☞ If a special size paper is used:
  - ★ Press **Paper Size**.
  - ★ Press **Custom Size** (see illustration at right).
  - ★ Enter the **Horizontal Size** with the **Number Keys**.
  - ★ Press the **Pound (#) Key**.
- ☞ Press **OK** twice.
- ☞ Place the originals in the **ADF** or on the **Exposure Glass**.
- ☞ Press the **Start** button.