

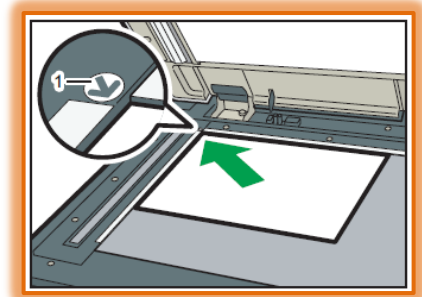
## COPY DOCUMENTS-PLACEMENT OF DOCUMENTS

Material that is to be copied can be placed on the Automatic Document Feeder (ADF) or on the Exposure Glass.

### Place Original on Exposure Glass

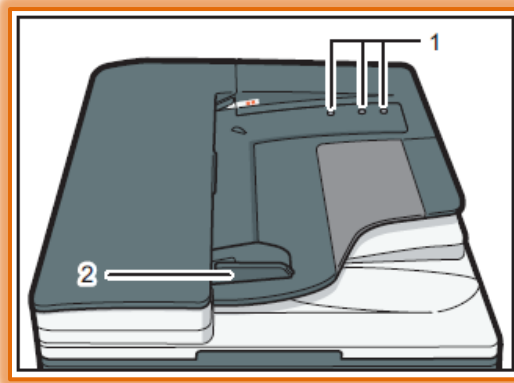
When items are placed on the Exposure Glass, they are to be placed face down on the glass. Only one document at a time can be placed on the Exposure Glass. Two-sided documents would be placed on the glass one side at a time. The original should be aligned to the rear left corner of the glass.

- ☞ Lift the ADF.
  - ★ DO NOT lift the ADF forcefully.
  - ★ If that happens, the cover of the ADF might open or be damaged.
  - ★ Be sure to lift the ADF by more than 30 degrees or the original size of the document might not be detected properly.
- ☞ Place the original document **face down** on the **Exposure Glass**.
- ☞ Align the original in the rear left-hand corner of the glass (see illustration).
- ☞ Lower the ADF.



### Place Originals in Automatic Document Feeder (ADF)

Documents placed in the ADF need to be placed top side up with the first page of the document on top. When working with the ADF, be careful not to place anything over the document sensors. These sensors appear on the back right side of the ADF (see illustration below).



- ☞ Placing anything on the sensors can cause the document to misfeed.
- ☞ Make sure that you do not load the original copy untidily as this may cause the machine to display a paper misfeed message.
- ☞ DO NOT place originals or other objects on the top cover of the machine as this can cause a malfunction.
- ☞ When originals are inserted into the ADF, push them in once without force.
- ☞ DO NOT place documents on the ADF when starting the machine. Wait until the **Please Wait** message disappears from the copy screen.

Component	Function
1 Sensors	The sensors detect the size of the paper that is being fed into the machine. Do not place anything on the sensors as this can cause the document to misfeed.
2 Original Guide	These guides are used to guide the paper into the machine. They can be adjusted so the paper will feed properly.

- ☞ Adjust the original guide to the paper size.
- ☞ Place the aligned originals face up in the ADF
  - ★ Do not stack originals beyond the **Limit Mark**.
  - ★ The first page of the document should be on top with the other pages underneath.
  - ★ The illustration below shows the one-pass duplex scanning ADF.

