

Guide to Functions of Copier Components

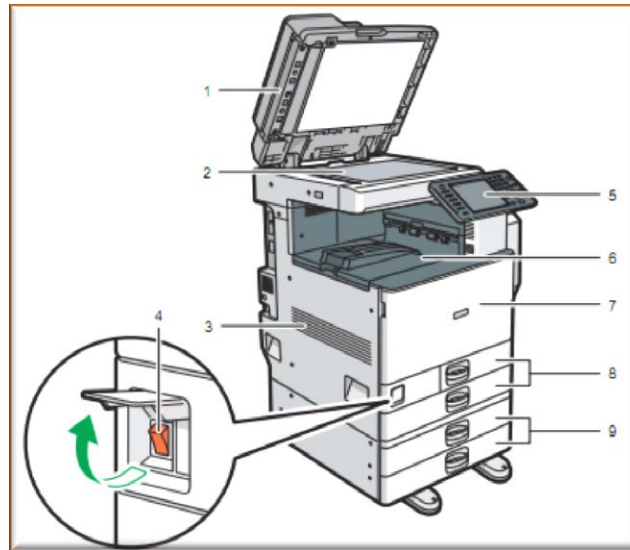


Figure 1: Front and Left View

Component	Function
1 Automatic Document Feeder (ADF)	This is one of the areas where documents are placed to be copied. With the ADF, it is possible to copy a multiple page document all at once instead of separately placing each page on the glass. Documents are placed face up on the ADF.
2 Exposure Glass	The Exposure Glass is used for copying documents. When this feature is used each page of the document must be copied individually. Original documents are placed on the glass face down.
3 Ventilation Holes	These are holes that keep the machine from overheating. They should not be obstructed by placing items near them or leaning things against them.
4 Main Power Switch	To operate the machine this switch must be on. If the switch is not on, open the cover and turn the switch on.
5 Control Panel	This is the area that contains all the commands for working with the machine.
6 Internal Tray 1	Copied documents will appear in this area. It is located directly under the Document Feeder.
7 Front Cover	Open this door to change the print cartridges for the machine. Each cartridge has a specific location. Each cartridge is threaded differently making it difficult to put a cartridge in the wrong slot.
8 Paper Trays 1 and 2	These are the trays that contain the paper for the copier. Open the drawers to place the paper in the drawer. Each tray can have a different type of paper specified.
9 Lower Paper Trays	These are additional trays where paper can be loaded. Each of these trays can have a different type of paper specified.

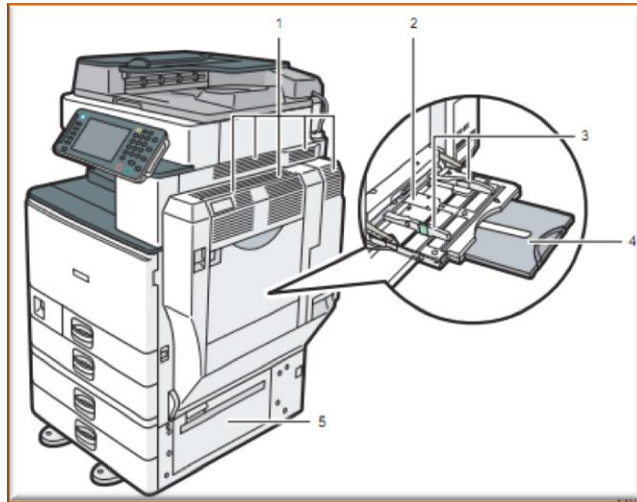


Figure 2: Front and Right View

Component	Function
1 Ventilation Holes	These are holes that keep the machine from overheating. They should not be obstructed by placing items near them or leaning things against them.
2 Bypass Tray	This tray can be used to print to labels, heavier grades of paper, or to colored paper.
3 Paper Guides	When paper is loaded into the Bypass Tray, these guides are used to hold the paper in the proper location.
4 Extender	This feature is used when paper larger than 8.5 x 11 inches is loaded into the Bypass Tray.
5 Lower Right Cover	When a paper jam occurs, this is one of the areas that should be checked. Open the door to look for a paper jam.

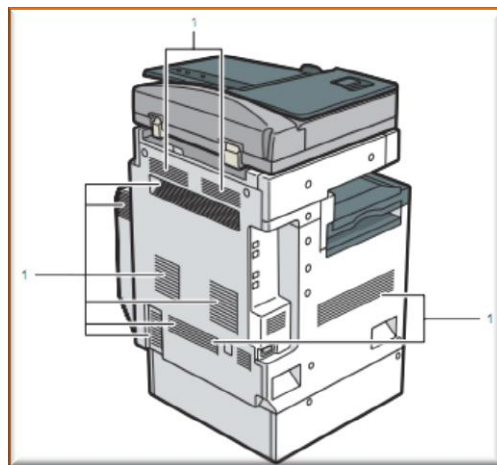


Figure 3: Rear and Left View

Component	Function
1 Ventilation Holes	These are holes that keep the machine from overheating. They should not be obstructed by placing items near them or leaning things against them.