





# 5 Loading the System

## Document Orientation

The touch screen shows how to load documents and envelopes into the feeders. The table shows the meaning of the symbols:

	<b>Address carrier face up and leading (top address)</b>
	Address carrier face down and trailing (top address)
	Enclosure face up
	Enclosure face down

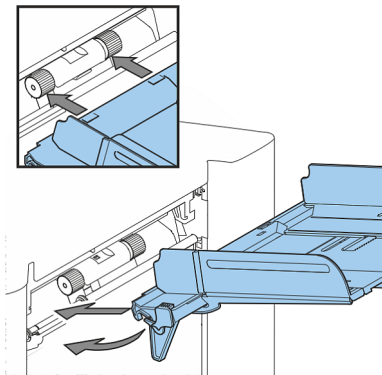
# Document Feed Trays

## Install the Document Feed Trays



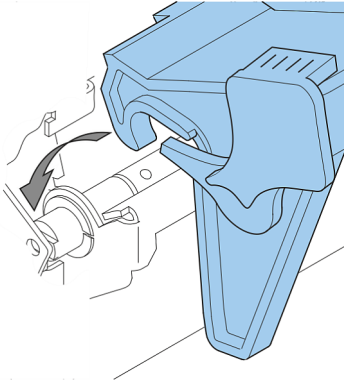
Place the document feeder trays in position:

1. Hold the document feeder tray slightly inclined as shown in the figure.



2. Place the front end of the document feeder tray underneath the two black rollers.

3. Move the document feeder tray upwards (lifting the black rollers), until it is possible to 'hook' the feeder into place.



4. Move the document feeder tray towards the machine and move the hooks over the mounting points (on both sides).
5. Let the document feeder tray rest on the machine.

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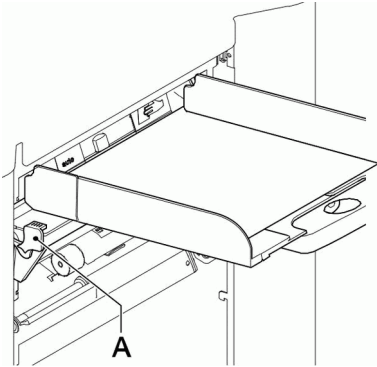
## Adjust the Side Guides

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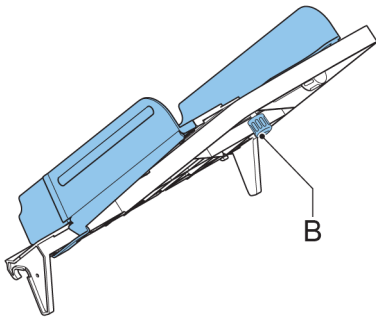


To adjust the side guides it is best to remove the document feeder tray from the feeder as follows:

1. Push handle **A** downwards.



2. Lift the document feeder tray upwards to unhook it and then pull it out from the feeder.
3. Loosen the knob **B** half a turn.



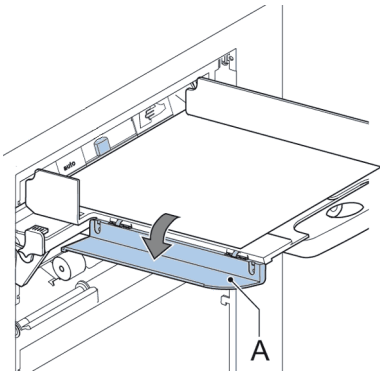
4. Grab the side guides in the middle and push them apart as far as possible.
5. Put a small stack of documents between the side guides.
6. Grab the side guides in the middle and push them towards the documents.  
The space between the side guides and the documents should be such that the documents have just enough play to move freely.
7. Re-tighten knob **B**.
8. Remove the stack of documents.
9. Replace the document feeder tray (see [Installing the Document Feeder Trays](#) on page 61).

# Load Documents



Fill the document feeder tray as follows:

1. Open the left-hand side guide **A** by turning it downwards.  
The feed rollers will automatically be lifted.



2. Place a stack of documents between the side guides.
3. Turn the left side guide upwards again.

# Document Separation

The term 'Document separation' refers to the adjustment required for separating the upper document from the rest of the documents in the stack. This prevents pulling too much documents from the stack at the same time.

The document separation for the automatic feeders is set automatically; there are no manual adjustments needed.

Feeders 3st can be special feeders. The document separation for special feeders must be adjusted manually. While special feeder trays fit in all positions, adjusting the separation is only possible when they are fitted on position 1 and 2.

To adjust the separation of special feeders follow the instructions as described in [Adjust the Separation of Special Feeders](#) on page 48.

## maxiFeeder

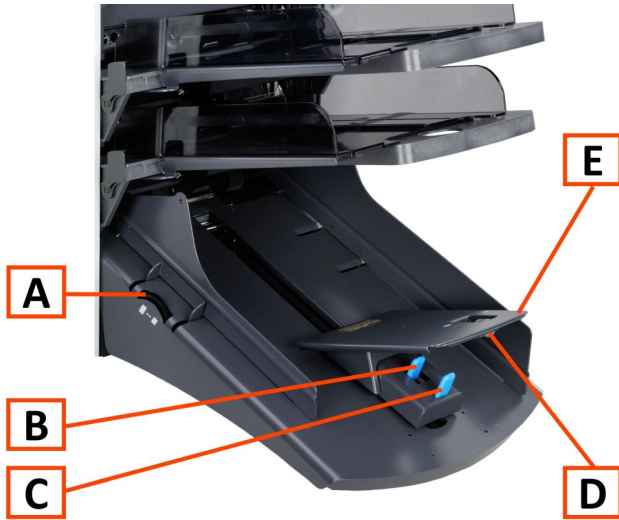
### Adjust the maxiFeeder Side Guides



Adjust the side guides:

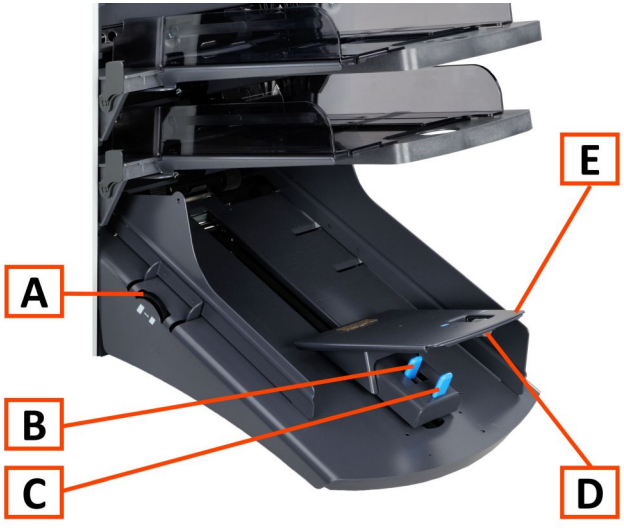
1. Take a stack of documents/BREs and place them in the feeder tray. BREs with flap down and leading (top side pointing to system).

- Adjust the side guides by turning the thumb wheel **A** such that the documents/BREs just fit and can move without resistance. Too much play causes skewing.



Item	Description
A	Thumbwheel for adjusting side guides
B	Handle for unlocking the feeding plate E (use in combination with C)
C	Handle for unlocking the feeding plate E (use in combination with B)
D	(Manual) Separation adjustment knob
E	Feeding plate

# Adjust the maxiFeeder Document Separation



Item	Description
A	Thumbwheel for adjusting side guides
B	Handle for unlocking the feeding plate E (use in combination with C)
C	Handle for unlocking the feeding plate E (use in combination with B)
D	(Manual) Separation adjustment knob
E	Feeding plate



When the maxiFeeder is used at an automatic separation feeder, the separation is set automatically.

The maxiFeeder can also be used on a feeder position with a manually adjusted separation. To adjust, proceed as follows:

1. Remove the document feeder trays 2 and 3.



The lowest feeder is feeder 1.

2. Squeeze the two blue handles **B** and **C** and shift the feeding plate **E** as far as possible to the front.
3. Push knob **D** forward until it clicks.
4. Place a document/BRE on the feeder tray and slide it in the system till the leading edge is not visible anymore. Turn knob **D** counterclockwise if the separation is set to narrow.
5. Push the document/BRE between the rollers.
6. Turn knob **D** clockwise to get more resistance and counterclockwise if the separation is set to narrow. The separation is adjusted correctly when a slight resistance is felt on the document/BRE.
7. Pull knob **D** back when ready.
8. Replace the document feeder trays 2 and 3.

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## Load Documents (maxiFeeder)

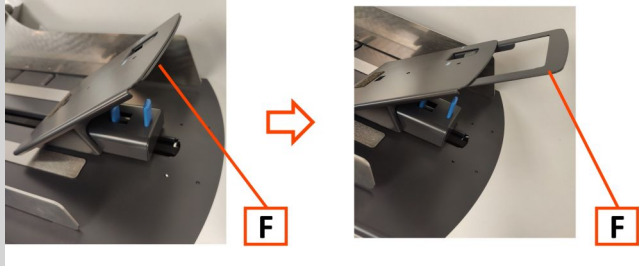
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When loading the maxiFeeder, make sure that the document/BREs are positioned parallel in relation to the feeding plate assembly to ensure correct feeding.

The feeding plate assembly will be shifted up automatically (when the system starts processing) until documents/BREs are underneath the rubber paper pullers.



In case of long documents, use the feeding plate extension F to support the documents.

Instead also an optional A4 or 11" support plate can be used to support long documents. Ask your local distributor for more information about these optional support plates.

#### To load documents:



Item	Description
A	Thumbwheel for adjusting side guides

B	Handle for unlocking the feeding plate E (use in combination with C)
C	Handle for unlocking the feeding plate E (use in combination with B)
D	(Manual) Separation adjustment knob
E	Feeding plate

1. Squeeze the two blue handles **B** and **C**.
2. Shift the feeding plate assembly **E** to the rear position.
3. Loosen the stack of documents and place them in the feeder tray. BREs with flap down and leading (top side pointing to system).

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## High Capacity Document Feeder

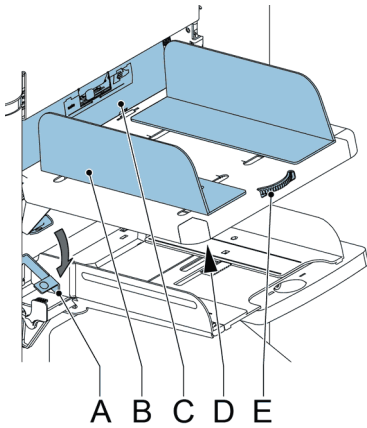
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### Adjust the Side Guides

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To adjust the side guides B:



1. Loosen knob **D**, which is located underneath the feeder tray, half a turn.
2. Put a small stack of documents between the side guides.
3. Rotate wheel **E**.  
The space between the side guides and the documents should be such that the documents have just enough play to move freely.
4. Re-tighten knob **D**.

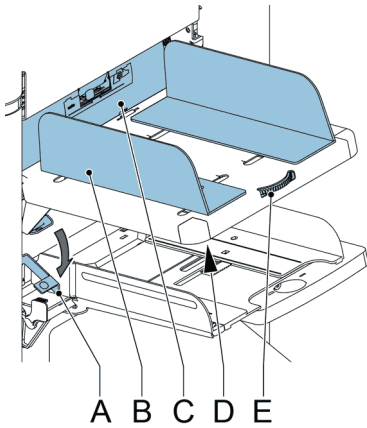
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## Load Documents (HCDF)

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To load the document feeder tray:



1. Pull down lever **A**.  
The feeder rollers **C** move up to filling level.
2. Place a stack of documents between the side guides (max. 725 sheets, 80 g/m<sup>2</sup>).  
See [Document Orientation](#) on page 60 how to place the documents in the feeder tray.
3. Release lever **A**.

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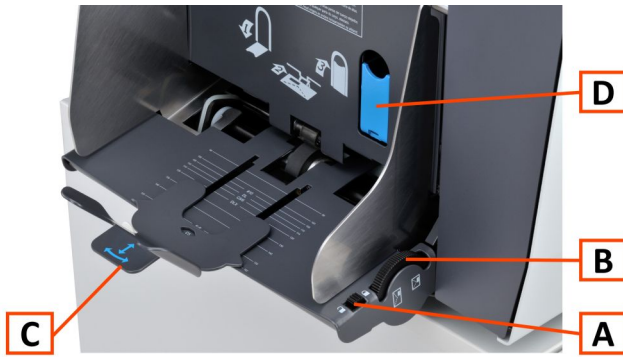
## Loading Envelopes

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**LOADING ENVELOPES**





Item	Description
A	Side guide adjustment lock (to prevent unintentional misadjustments).
B	Thumbwheel for side guide adjustment.
C	Envelope support to ensure correct feed angle.
D	Lever to set/reset envelope separation.

Loading envelopes correctly will help to prevent jams and mis-feeds. Make sure the envelope separation and side guides are correctly set. Proceed as follows:

1. Make sure the locking knob **A** is in the unlock position.
2. Rotate thumb wheel **B** to move the side guides apart.
3. Shift the envelope support **C** out.
4. Loosen a stack of envelopes and place the stack between the side guides.
5. Move the side guides towards the envelopes.

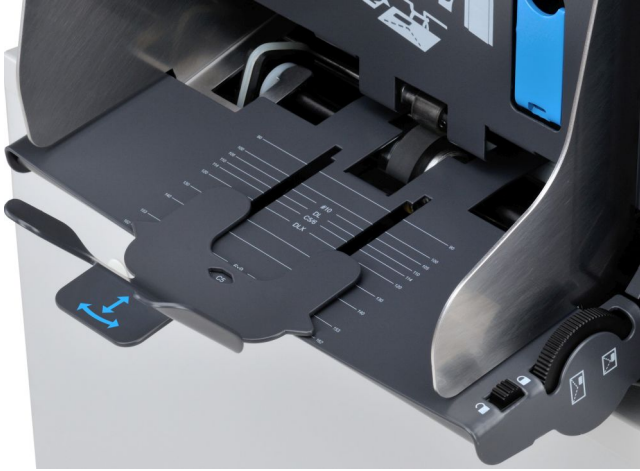
The space between the side guides and the envelopes should be such that the envelopes have just enough play to move freely.



If the distance between the side guides is too large, the envelopes will twist sideways, when transported into the machine.

6. Lock the side guides using the locking knob **A**.
7. Remove the stack of envelopes.

- Shift the envelope support **C** in the correct position, according to the printed scale and matching the envelope size (height).



- Pull down lever **D** and insert one envelope up to the stoppers. The position of the envelope is flap down and trailing (bottom side of the envelope pointing to the system).



- Return lever **D**.

By returning the lever the separation is set to the envelope thickness between the rollers.



When the envelope separation lever **B** is pulled down, the envelope separation is cleared. If lever **B** is accidentally pulled down the separation must be reset with one envelope.

11. Loosen a stack of envelopes and place the stack on top of the bottom envelope between the side guides.



If envelopes are warped the envelope support can be set at an angle to better guide the flow of envelopes.

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## Fill the Sealing Liquid Reservoir

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1. Open the front cover **B**.
2. Fill the reservoir **A** to the "Max" lip with sealing liquid.
3. Close the front cover **B**.



Before starting the job, wait approximately 5 minutes for the brushes to moisten or use moistened brushes. For instructions on the installation of brushes, see the User Guide, section [Clean and replace brushes](#) on page 125.

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