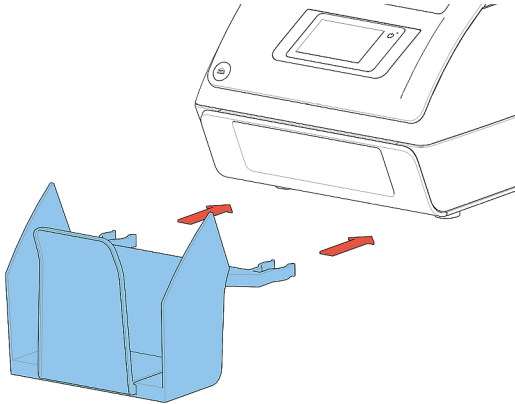# 4 Loading the System

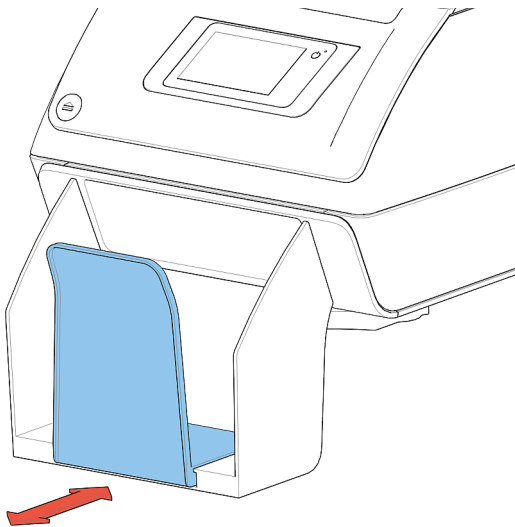## Installing the Envelope Catch Tray

To install the envelope catch tray:

1. Move the catch tray until the clamps hold the feet of the system.

2. Adjust the catch tray to the correct envelope size.

Document Orientation

The touch screen shows how to load documents and envelopes into the feeders. The table shows the meaning of the symbols:
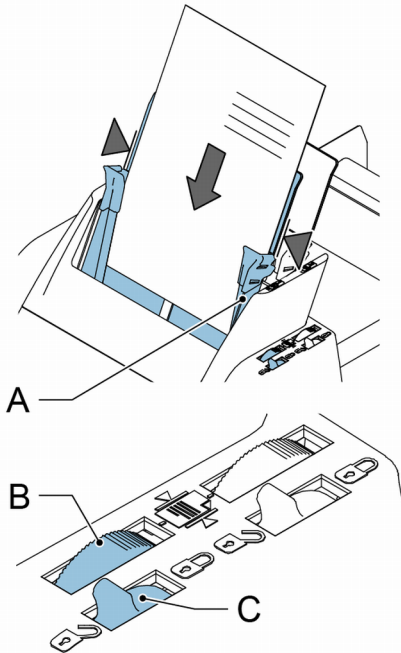
	Address carrier face up and trailing (top address)
	Enclosure face up

English

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Adjusting the Side Guides of the Document Feeder

To adjust the side guides of the document feeder trays:

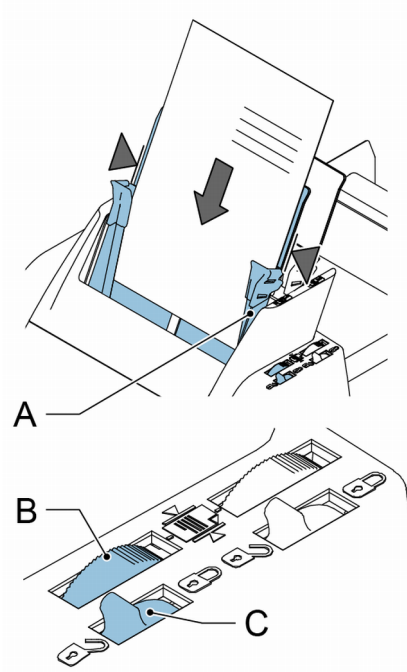**1.** Pull lever **C**.

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2. Move the side guides **A** apart as far as possible with thumb wheel **B**.

3. Put a small stack of documents between the side guides.

4. Move the side guides towards the documents with thumb wheel **B**. The space between the side guides and the documents should be such that the documents have just enough play to move freely.

5. Return lever **C** to its original position.

6. Remove the stack of documents.

Loading the Document Feeder Tray

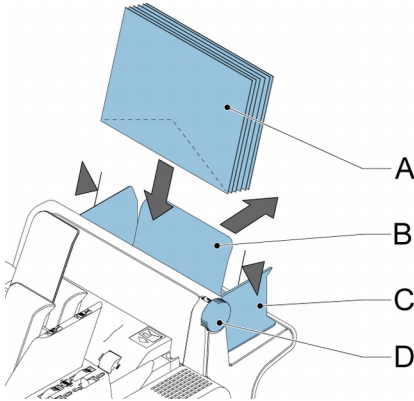To load the document feeder tray:

1. Pull lever **C**.

2. Place a stack of documents between the side guides. Feed the documents (depending on the type of documents) as shown in "Document Orientation".

3. Return lever **C** to its original position.

Adjusting the Side Guides of Feeder 3

To adjust the side guides of feeder 3:

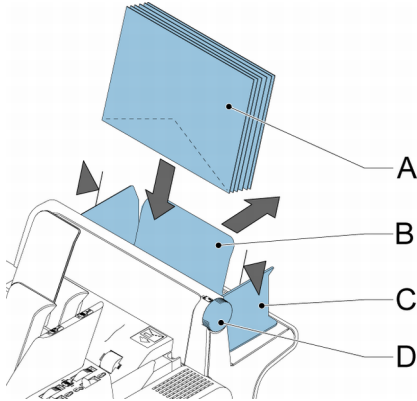**1.** Move the side guides **C** apart as far as possible with thumb wheel **D**.

2. Pull back support **B**.
3. Put a small stack of enclosures **A** between the side guides.
4. Release support **B**.
5. Move the side guides towards the enclosures with thumb wheel **D**. The space between the side guides and the enclosures should be such that the enclosures have just enough play to move freely.
6. Remove the stack of enclosures.

Loading Feeder 3

To load feeder 3:

English
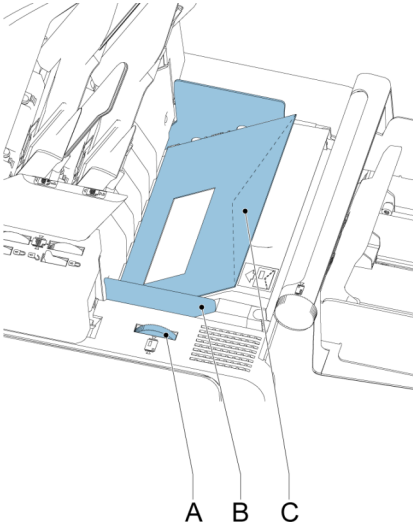
1. Pull back support **B**.

- A
- B
- C
- D

2. Place a stack of documents or BREs between the side guides. Place documents with trailing edge down. Place BREs with leading edge down and the flap at the support side.

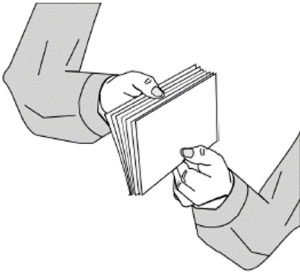**3.** Release support **B**.

Loading Envelopes

> If the distance between the side guides is too large, the envelopes will skew, when transported into the system.
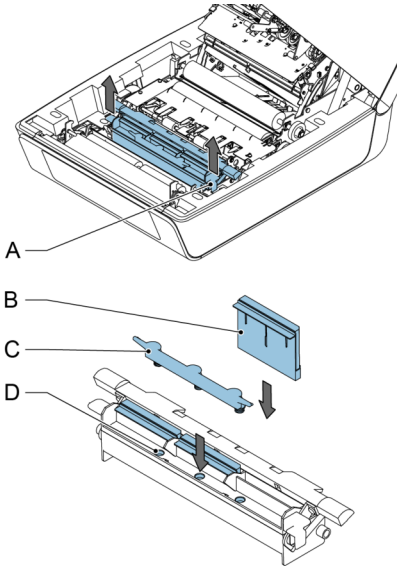
To load the envelopes:

A   B   C

1. Move the side guides **B** apart as far as possible with thumb wheel **A**.
2. Place an envelope **C** in the envelope hopper flap down and trailing (bottom side of envelope pointing to the system).
3. Fan a stack of envelopes and place them, also flap down and trailing, between the side guides on top of the first envelope.

4. Move the side guides towards the envelopes with thumb wheel **A**. The space between the side guides and the envelopes should be such that the envelopes have just enough play to move freely.

Filling the Sealing Liquid Reservoir

When you want to seal envelopes, the sealing liquid reservoir must be filled.

1. Press the ⏏ button to open the system (see "Operating Controls").
2. Lift the sealing liquid reservoir **D** with the blue handles **A** carefully out of the system.
3. Remove the strip **C** from the reservoir.
4. Fill the three reservoirs with sealing liquid.
5. Make sure the brushes **B** are moistened sufficiently.
6. Replace the liquid reservoir.
7. Close the system.

Before you start the job, wait approximately 5 minutes for the brushes to moisten.