PAPER TRAY UNIT
(Machine Code: G360)

ENVELOPE FEEDER
(Machine Code: G362)

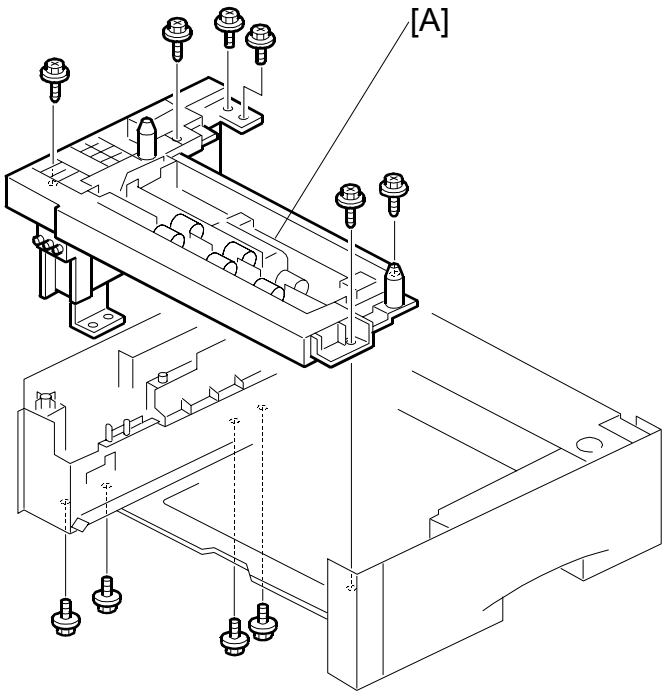
1. REPLACEMENT AND ADJUSTMENT

⚠CAUTION

Turn off the main power switch and unplug the machine before attempting any of the procedures in this section.

NOTE: This manual uses these symbols.
: C ring : screw : connector/harness

1.1 PAPER FEED UNIT



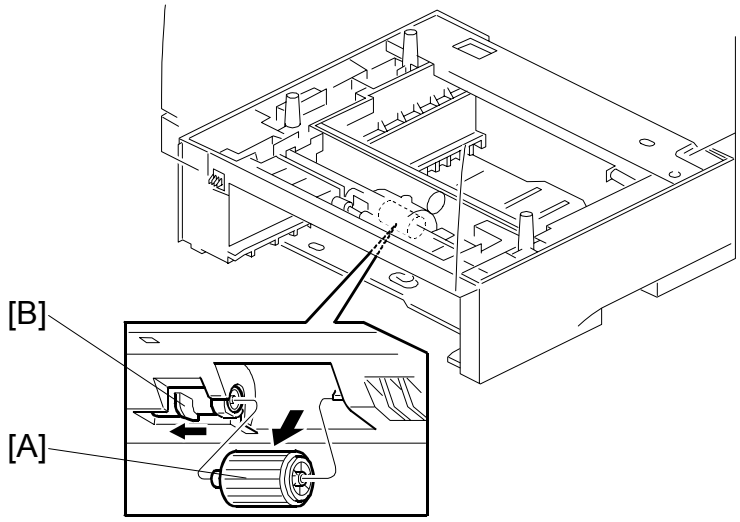
G360R001.WMF

NOTE: Before removing the paper feed unit, turn the main unit over and remove all screws indicated with an arrow.

- Remove the paper tray unit from the main unit.
- Pull out the paper tray.

[A]: Remove the paper feed unit (x 10)

1.2 PAPER FEED ROLLER

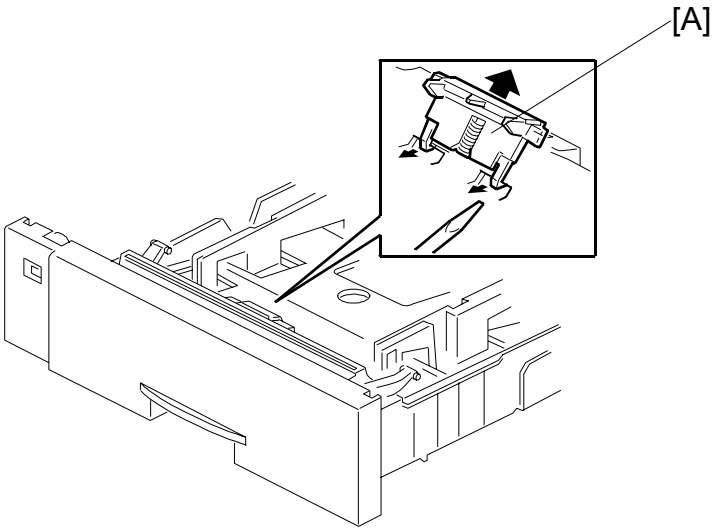


G360R103.WMF

- Pull out the paper tray

[A]: Paper feed roller (move the lever [B] to the left)

1.3 FRICTION PAD

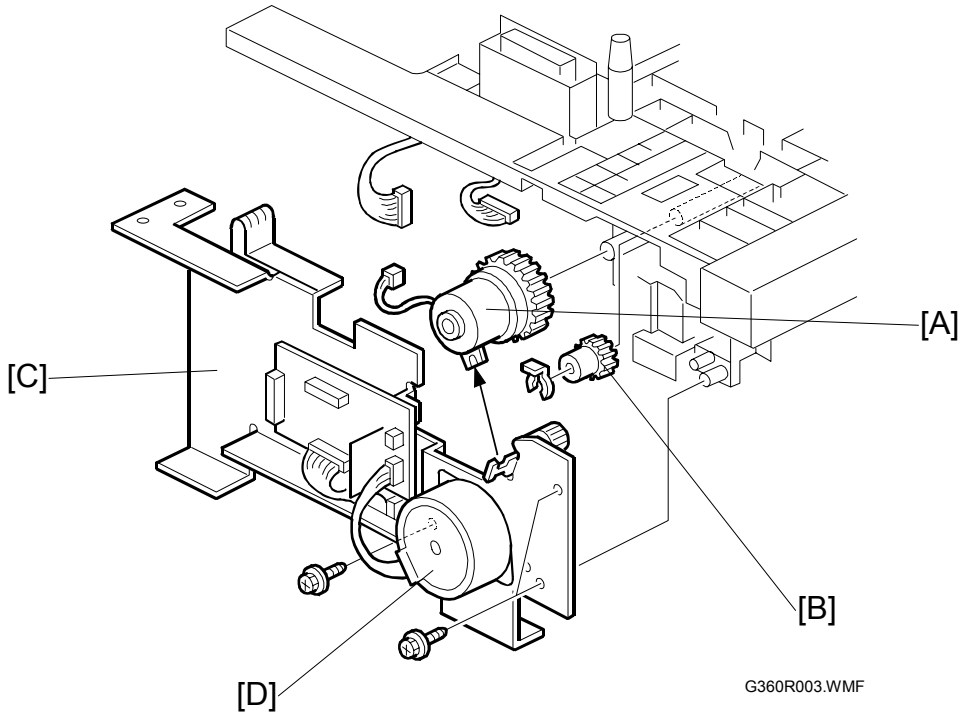


G360R102.WMF

- Pull out the paper tray

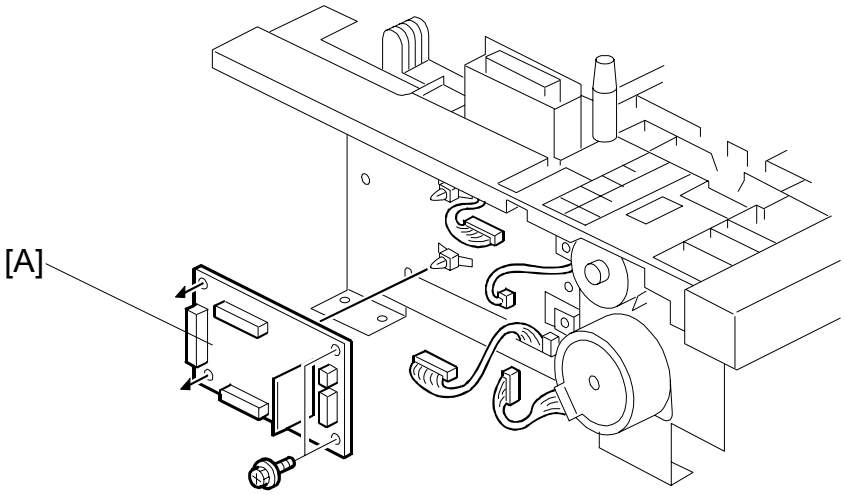
[B]: Friction pad

1.4 PAPER FEED CLUTCH



[A]: Paper feed clutch (x 1, 1 gear)
[B]: Paper feed gear (x 1)
[C]: Motor bracket (x 3, x 2)
[D]: Motor (1 gear, x 1)

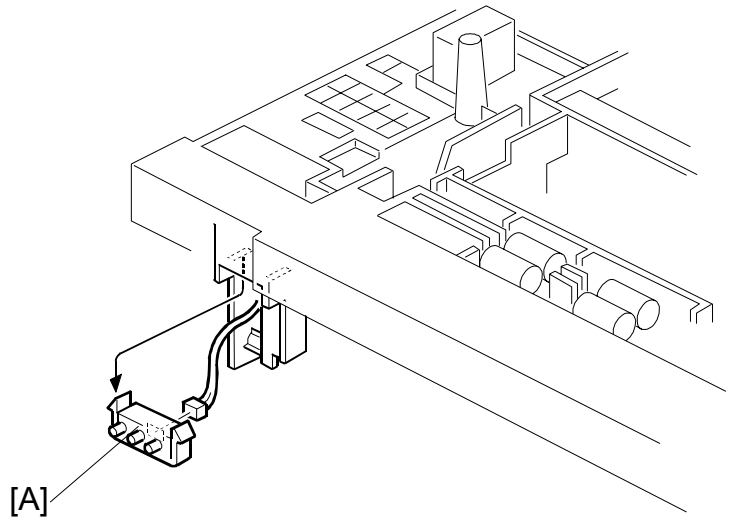
1.5 PAPER TRAY BOARD



G360R002.WMF

[A]: Paper tray board (2 hooks, ☞ x 2)

1.6 PAPER SIZE SWITCH



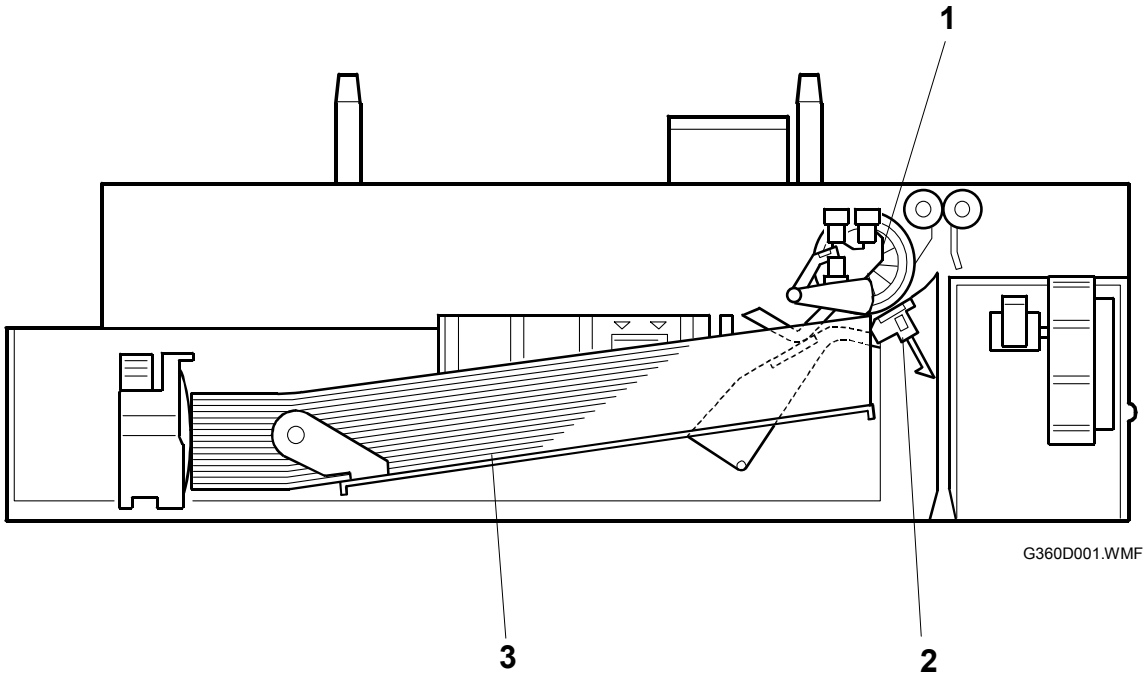
G360R004.WMF

[A]: Paper size switch (1 hook, ☞ x 1)

2. DETAILED DESCRIPTIONS

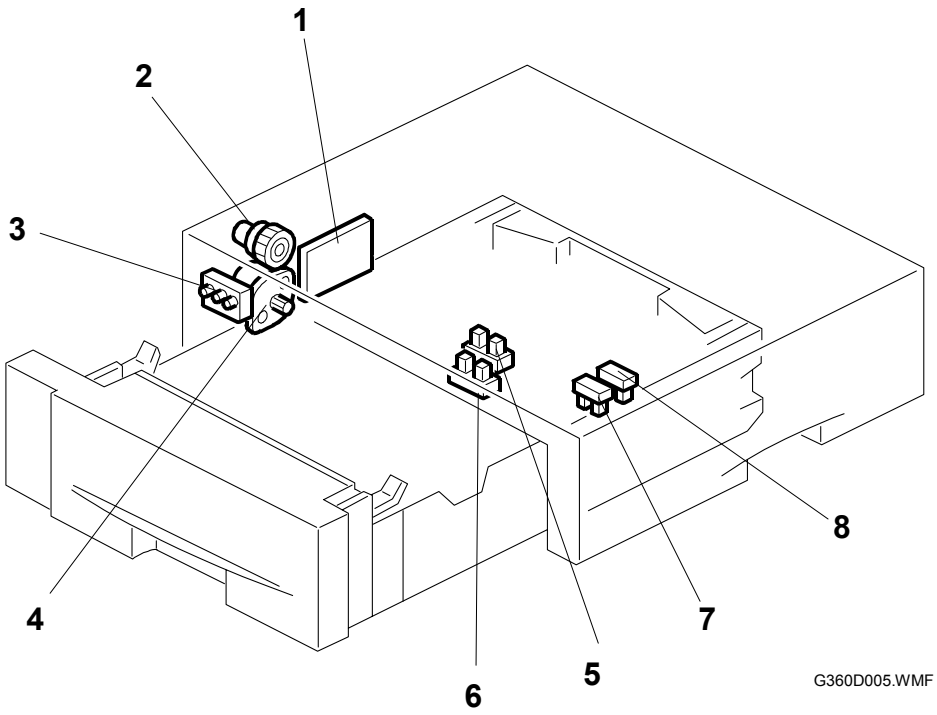
2.1 OVERALL MACHINE INFORMATION

2.1.1 MECHANICAL COMPONENT LAYOUT



1. Paper feed roller
2. Friction pad
3. Bottom plate

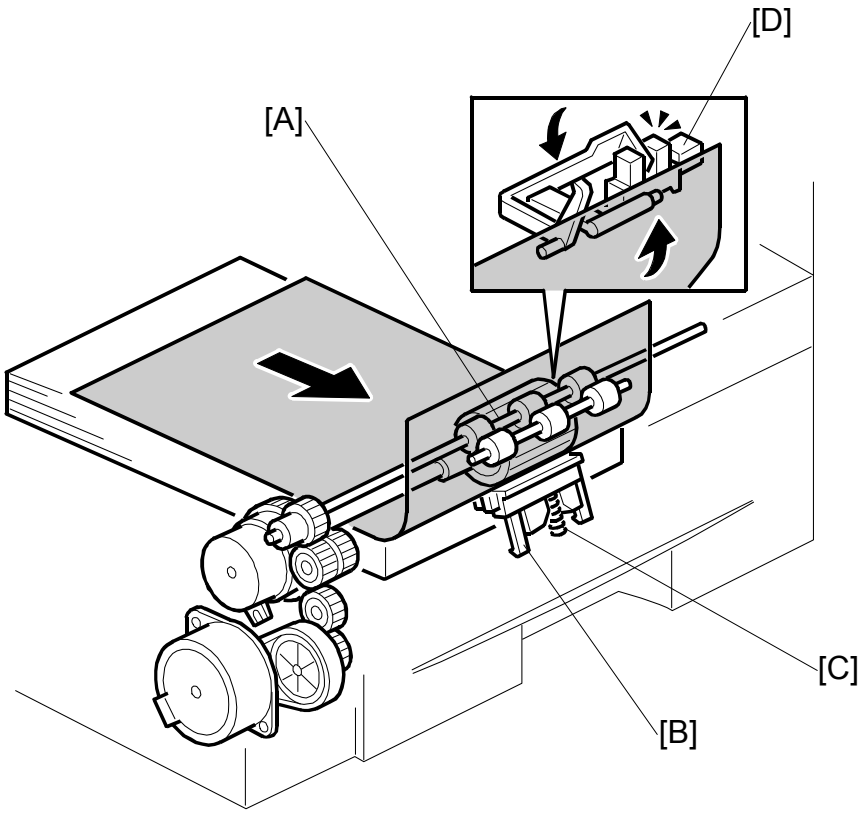
2.1.2 ELECTRICAL COMPONENT LAYOUT



1. Paper tray board
2. Paper feed clutch
3. Paper size switch
4. Paper feed motor
5. Paper feed sensor
6. Paper end sensor
7. Remaining paper sensor 1
8. Remaining paper sensor 2

2.2 DETAILED DESRIPTIONS

2.2.1 PAPER FEED AND SEPARATION



G360D004.WMF

- The paper tray holds 500 sheets of paper
- The paper feed unit uses a feed roller and friction pad method

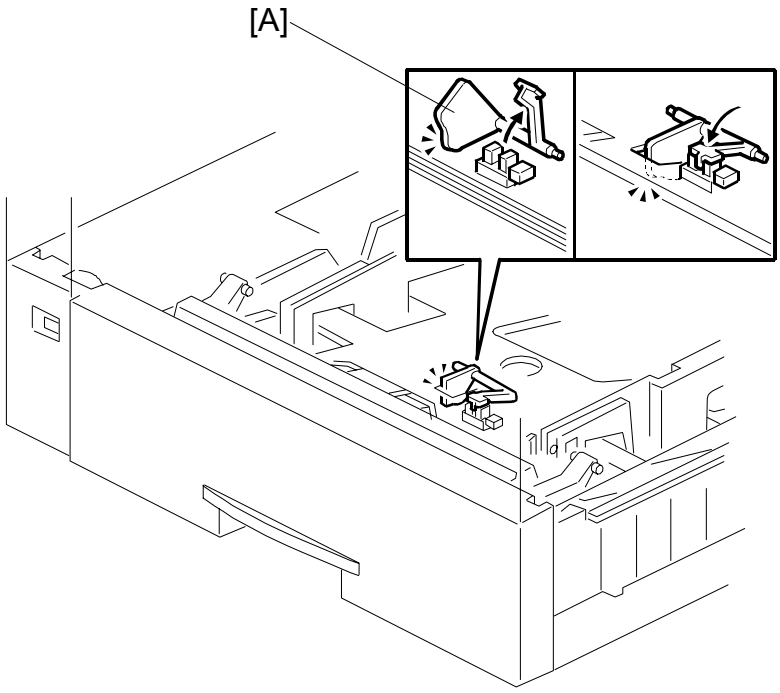
[A]: Paper feed roller
[B]: Friction pad
[C]: Pressure spring
[D]: Paper feed sensor

2.2.2 PAPER LIFT

Paper lift is the same as for the main unit.

2.2.3 PAPER END DETECTION

- When the paper tray runs out of paper, the feeler [A] drops into the cutout in the bottom plate to actuate the remaining paper sensor.



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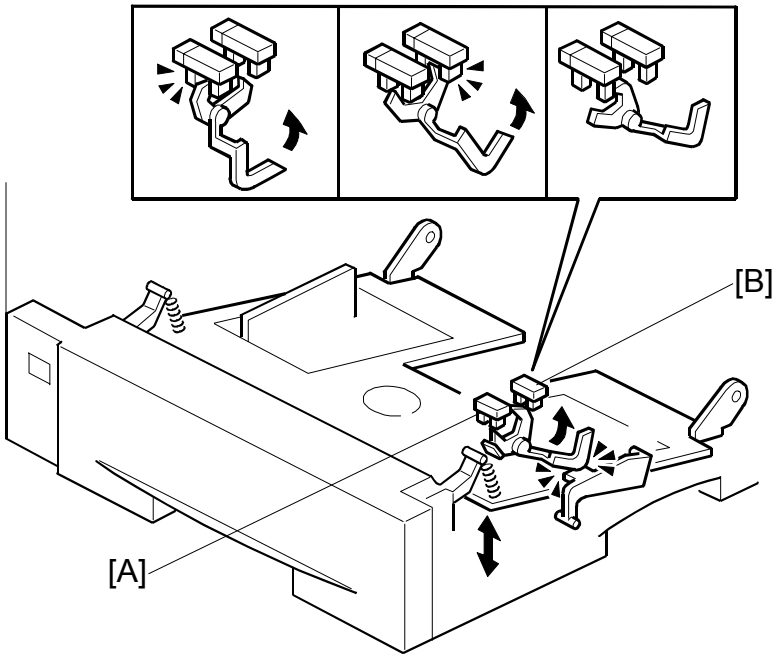
2.2.4 REMAINING PAPER DETECTION



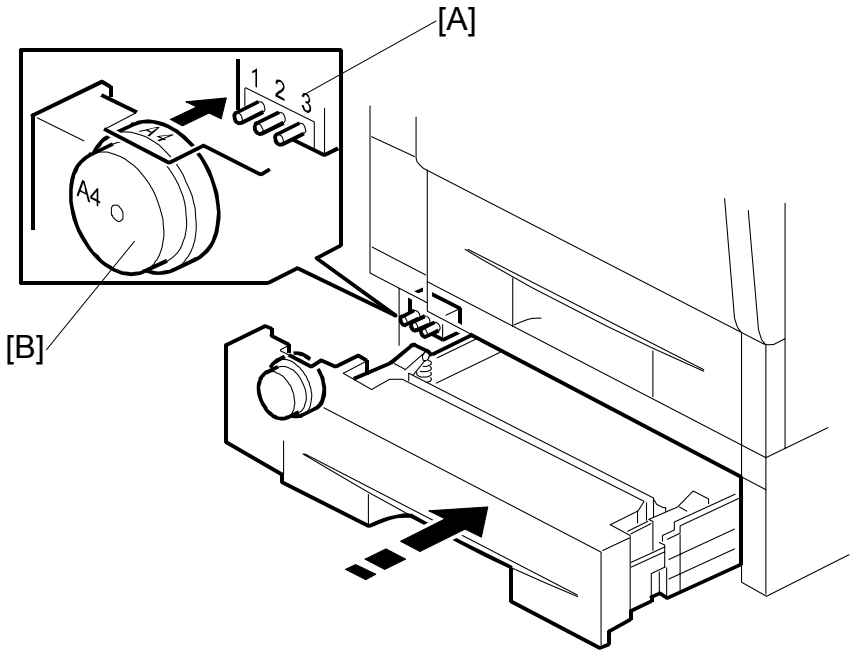
G360D002.WMF

[A]: Remaining paper sensor 1
[B]: Remaining paper sensor 2

Amount of paper	Remaining Paper Sensor 1	Remaining Paper Sensor 2
0 sheets (0%)	On	On
50 sheets (10%)	On	On
250 sheets (50%)	On	Off
450 sheets (90%)	Off	Off
500 sheets (100%)	Off	On

OFF: Unblocked, ON: Blocked

2.2.5 PAPER SIZE DETECTION



G360D003.WMF

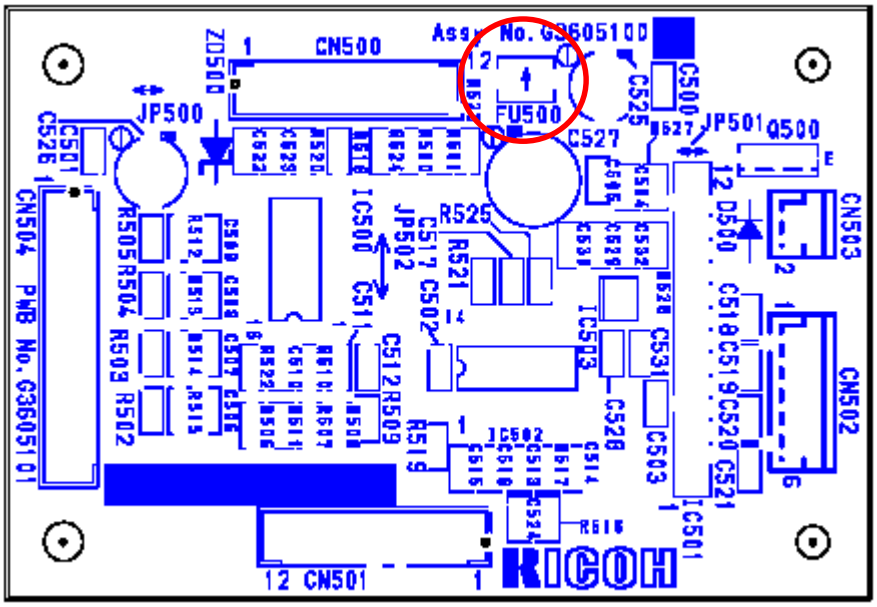
[A]: Paper size switch
[B]: Paper size dial

SW / Size	1	2	3
A4 SEF	❍	❍	●
A5 SEF	❍	●	❍
B5 SEF	●	❍	●
Custom Size	❍	●	●
LG SEF	●	●	●
LT SEF	●	●	❍
HLT SEF	●	❍	❍

❍: ON (Not pushed)
●: OFF (Pushed)

- The machine disables paper feed from a tray if the paper size cannot be detected (if the paper size actuator is broken or no tray is installed)
- When the paper size dial is at the "*" mark, the paper tray can be set up to accommodate one of a wider range of paper sizes by using a User Tool at the machine's operation panel (Paper Input menu – Tray Paper Size).

2.3 PROTECTION FUSE



Name	Rating	Manufacturer	Type No.
FU500	DC50V/1.5A	ROHM CO .,LTD	ICP-N38

3. ENVELOPE FEEDER

3.1 OVERALL MACHINE INFORMATION

3.1.1 MECHANICAL COMPONENT LAYOUT

- This optional unit is a tray that slides into the optional paper feed unit, replacing the paper tray.
- If two optional trays have been installed, the envelope feeder must go into the top tray.
- The layout is the same as the paper tray.
- The tray pushes down and locks the mechanism in place
- The paper size can be fixed using the end fence.
- The end fence prevents the envelopes from overflowing and spilling out of the envelope unit.