

Getting Started

Loading Documents

The Document Tray holds up to 50 documents for transmitting or copying. Refer to the following specifications for the range of documents that can reliably scan through the machine. If a document does not meet these specifications, make a copy on a copier using bond paper, then insert the copied image in the Document Tray.

Document Specifications

The following table lists the sizes, types, and quantities of paper that can be loaded into the Document Feeder for copying or faxing.

	Single Sheet	Multiple Sheets
Max. Document Size	8.5 in. (W) x 16.5 in. (L) [216mm (W) x 420mm (L)]	8.5 in. (W) x 16.5 in. (L) [216mm (W) x 420mm (L)]
Min. Document Size	5.8 in. (W) x 3.9 in. (L) [148mm (W) x 100mm (L)]	8.5 in. (W) x 16.5 in. (L) [216mm (W) x 420mm (L)]
Effective Scanning Width	8.5 inches [216 mm]	8.5 in. (W) x 16.5 in. (L) [216mm (W) x 420mm (L)]
Max. capacity of the Document Feeder	N/A	50 sheets (Letter/A4 size) 20 sheets (Legal size)
Thickness of Document	.002 in. to .006 in. (.05mm to .15mm)	.003 in. to .005 in. (.06mm to .12mm)

Avoid the following types of documents which can cause jams:

- Torn, wrinkled, curled, or folded sheets
- Sheets with punched holes
- Transparencies
- Sheets with paper notes attached
- Coated or shiny sheets
- Carbon or carbon backed sheets
- Extremely thin or thick sheets

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To load documents:

Load the document face down in the document tray. Adjust the document guide to fit the width of the document. Angle the stack to optimize feeding performance. To cancel a document in the ADF, press **Stop**.

