

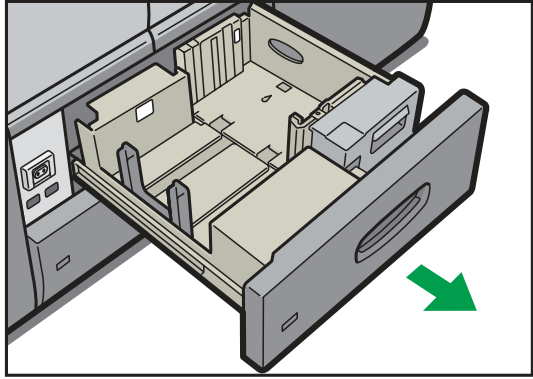
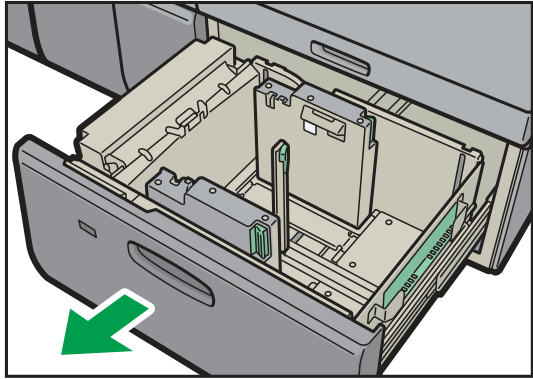
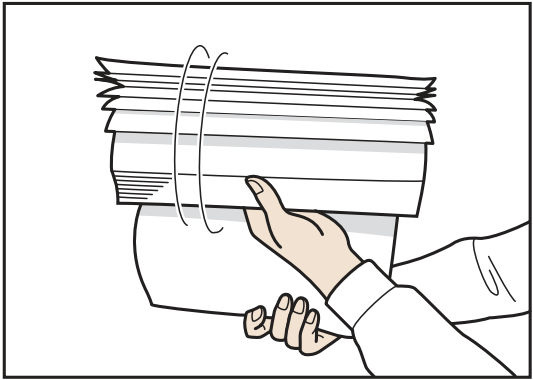
CIP Training

Pro 8300 series

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1 Input



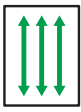
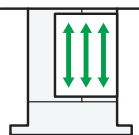
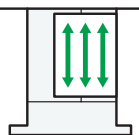
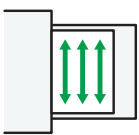
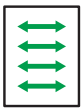
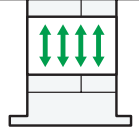
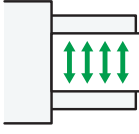
Loading Paper

★ Important

- **Do not stack paper over the limit mark**

Jams and misfeeds can occur when printing on thick glossy sheets. To prevent such problems, be sure to fan glossy sheets thoroughly before loading them.

When loading paper, set the paper direction according to its grain, as shown in the following diagram:

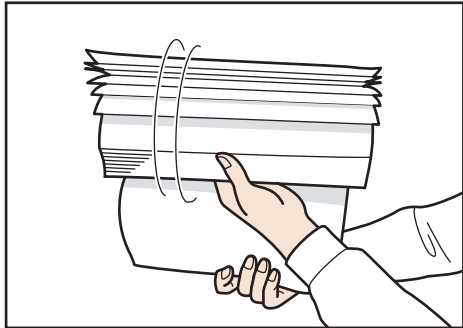
Direction of paper grain	Tray 1	A3/11 × 17 tray unit, Tray 2, or the wide LCT	Multi bypass tray (Tray A)
			
	Not recommended		

↓ Note

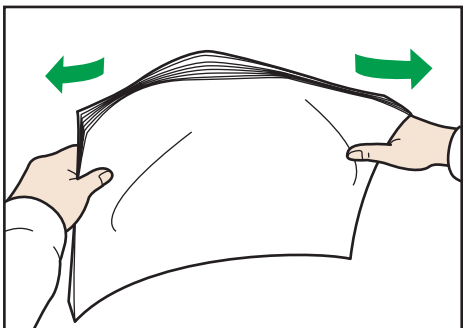
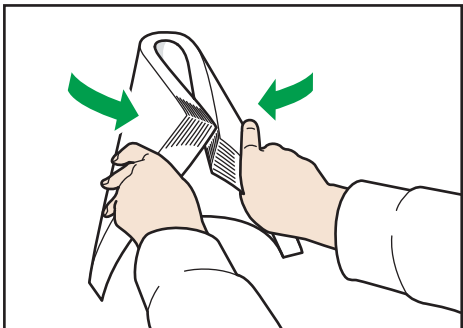
- Even if paper is loaded as described above, normal operations and print quality might still not be possible, depending on the paper type.
- When loading 52.3 g/m² (14.0 lb. Bond) paper into paper trays or loading translucent paper into the wide LCT or the multi bypass tray (Tray A), always use long grain paper.
- To prevent multiple sheets from being fed at once, fan the paper before loading it.
- If you load paper when only a few sheets of paper remain in the tray, multiple sheet feeding may occur. Remove any remaining paper, stack them with the new sheets of paper, and then fan the entire stack before loading it into the tray.
- Straighten curled or warped paper before loading.
- When paper in trays that are set to automatically eject unnecessary tab stock sheets runs out, reload the tab stock from the beginning of the cycle (the first sheet).
- When you load paper into the paper tray for the first time or when you change the size or type of paper in the paper tray, be sure to specify the appropriate paper settings in Tray Paper Settings.
- You might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

Loading Paper

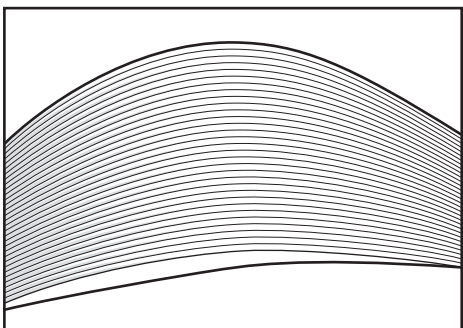
1. Loosen the stack by riffling the sheets.



2. Holding its shorter ends, flex the stack back and forth to create space between the sheets. Repeat this several times.



3. Make sure there is space between the sheets.

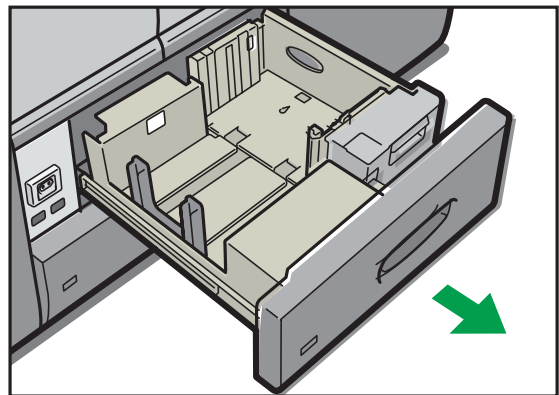


Loading Paper Tray 1

- Tray 1 can hold **A4** paper only.
- When paper loaded in the right side of Tray 1 runs out, paper on the left is automatically shifted to the right. Do not pull out Tray 1 while the tray is moving paper; wait until sound stops coming from the tray.
- If Tray 1 is closed too quickly, the paper in the tray may force the right tray's side fence to slip out of place. If the paper misfeeds because of this, open the tray, adjust the fence, and close the tray slowly.
- For the right stack, align the right edge of the paper with the right edge of the tray. For the left stack, align the left edge of the paper to the left edge of the tray.

Step: 1

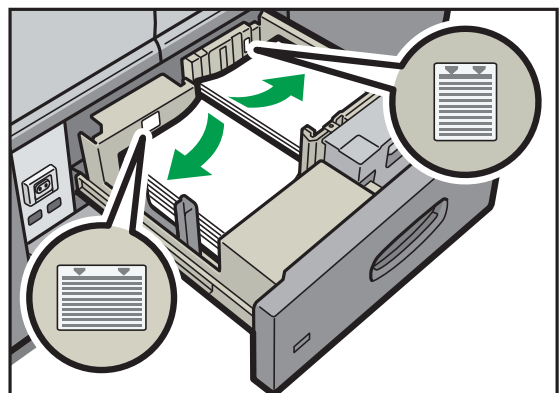
Carefully pull out the paper tray until it stops.



Step: 2

Square the paper and load it print side down.

Do not stack paper over the limit mark of both trays.



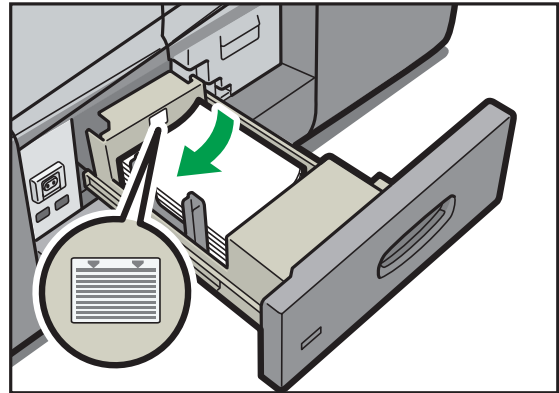
Whole tray pulled out.

Loading Paper Tray 1

Step: 3

Carefully push the paper tray fully in.

NOTE: You can load paper even if Tray 1 is in use. It is okay to pull out the left half of the tray while Tray 1 is in use.



Left half of the tray pulled out.

Specifications.

Capacity: 1,100 sheets (A4) 550 per tray. (based on using 80gsm uncoated paper)

Weight: Paper Weight 1 (52.3–63.0g/m²)
Paper Weight 2 (63.1–80.0g/m²)
Paper Weight 3 (80.1–105.0g/m²)
Paper Weight 4 (105.1–163.0g/m²)
Paper Weight 5 (163.1–220.0g/m²)
Paper Weight 6 (220.1–256.0g/m²)

Paper Type Plain Paper, Recycled Paper, Black, Color, Letterhead, Preprinted Paper, Prepunched Paper, Textured Paper

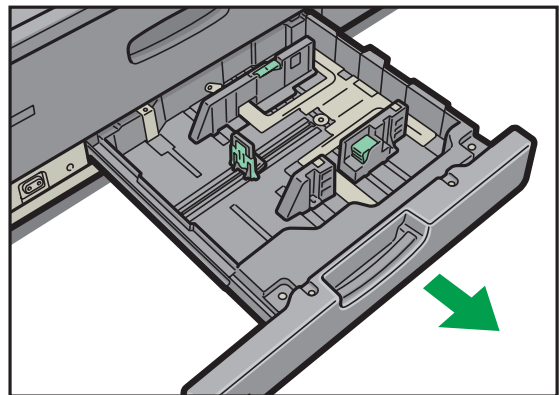
Loading Paper Trays 2 & 3

- Check the paper edges are aligned at the right side.
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
- When loading a low number of sheets, be sure not to squeeze the side fences in too tightly. If the side fences are squeezed too tightly against the paper, the edges may crease, the paper may misfeed, or if it weighs between 52.3–63.0gsm, it may wrinkle.
- For the right stack, align the right edge of the paper with the right edge of the tray. For the left stack, align the left edge of the paper to the left edge of the tray.

Step: 1

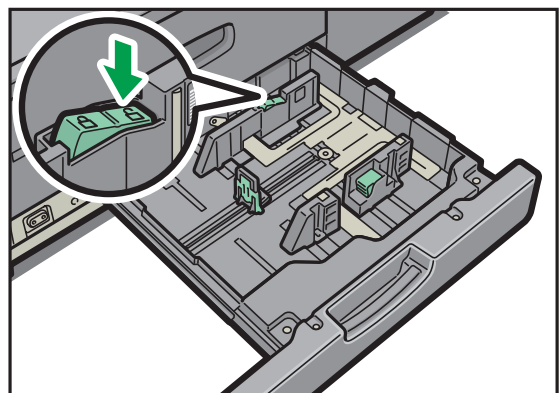
Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.

Remove paper if loaded.



Step: 2

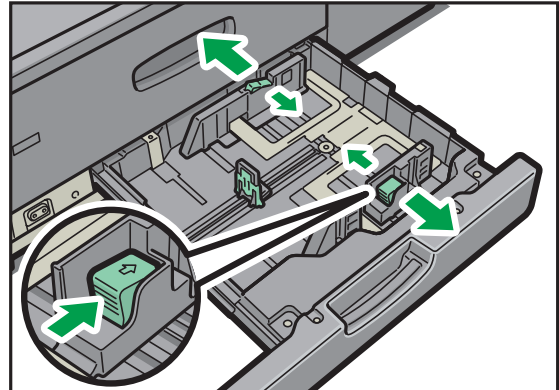
Release the lock on the side fences.



Loading Paper Trays 2 & 3

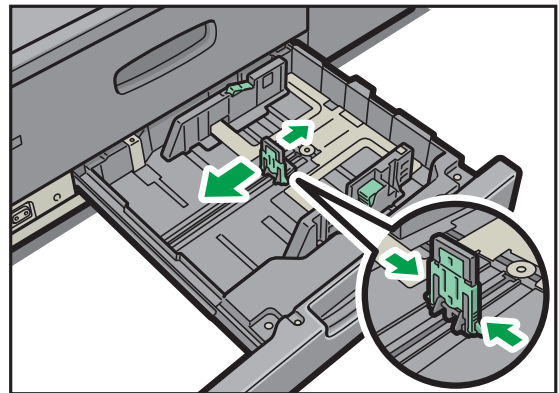
Step: 3

While pressing down the release lever, slide the side fences until they are aligned with the paper size you want to load.



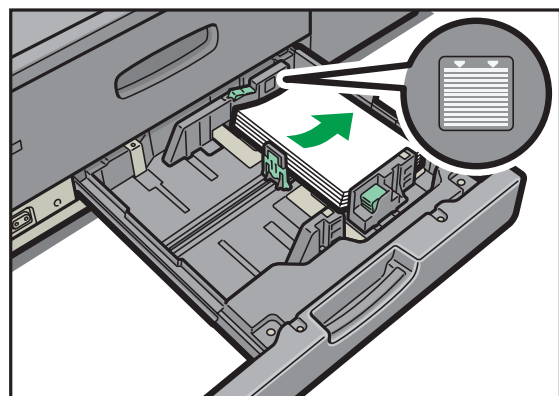
Step: 4

While pressing down on both sides of the end fence, slide it until it is aligned with the size of paper to you want to load.



Step: 5

Square the paper and load it print side down. Do not stack paper over the limit mark.



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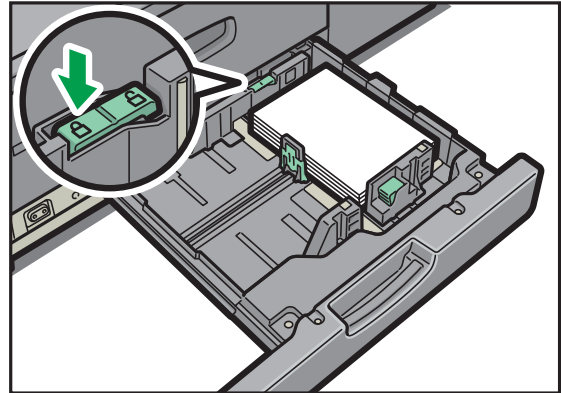
Loading Paper Trays 2 & 3

Step: 6

Re-lock the side fences.
Make sure there are no gaps between the paper and side fences or end fence.

Carefully slide the paper tray fully in.

NOTE: After sliding the paper tray in, make sure that the paper size is changed correctly on the printer's initial screen.

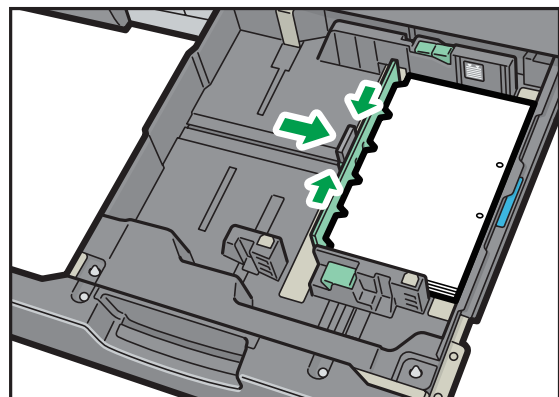
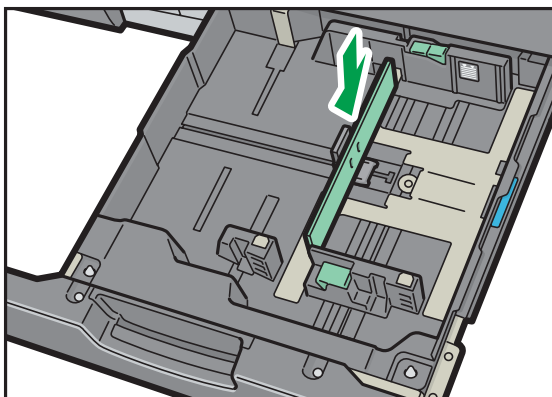


Specifications.

Capacity: 550 sheets. (based on using 80gsm uncoated paper)

Weight: Paper Weight 1 (52.3–63.0g/m²)
Paper Weight 2 (63.1–80.0g/m²)
Paper Weight 3 (80.1–105.0g/m²)
Paper Weight 4 (105.1–163.0g/m²)
Paper Weight 5 (163.1–220.0g/m²)
Paper Weight 6 (220.1–256.0g/m²)

Paper Type Plain Paper, Recycled Paper, Black, Color, Letterhead, Preprinted Paper, Prepunched Paper, Transparency, Tab Stock (when using Tab holder, see illustration below), Translucent Paper, Textured Paper

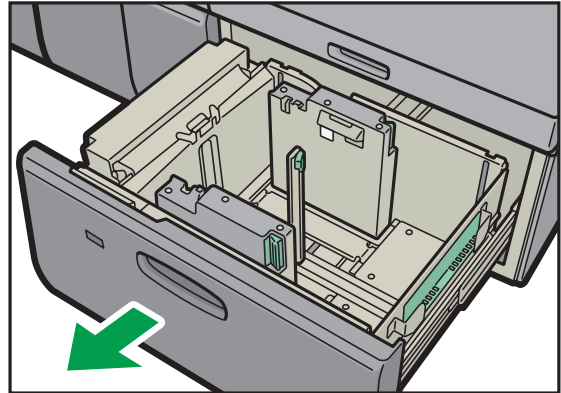


Loading Large Capacity Trays

Step: 1

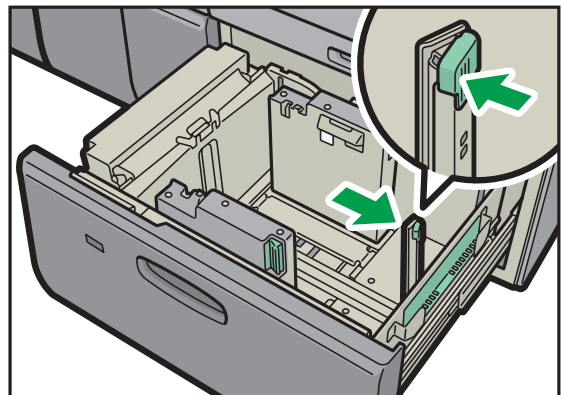
Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.

Remove paper if loaded.



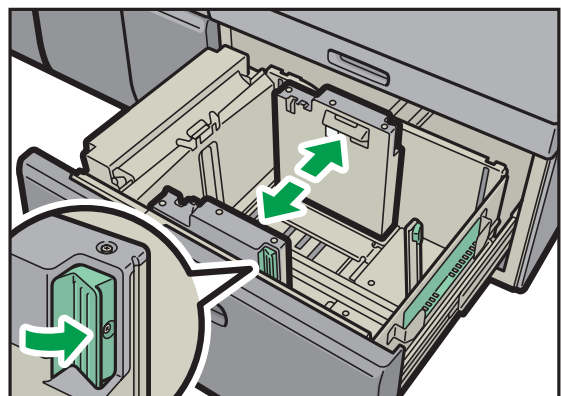
Step: 2

Release the end fence by pressing and holding green button. Move to back of tray.



Step: 3

Release the side fence by pressing and holding both green buttons together. Move side fences to maximum width of tray.



Loading Large Capacity Trays

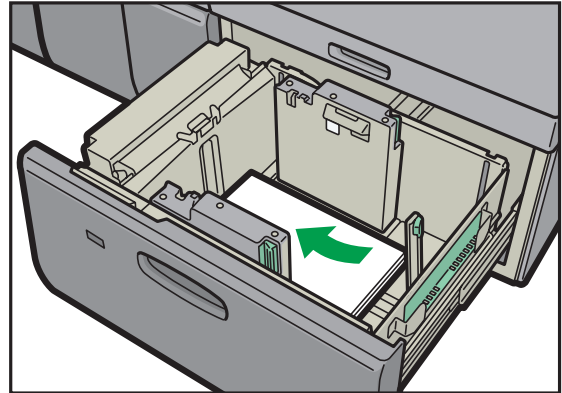
Step: 4

Load paper by aligning the paper with the left side of the paper tray.

Place paper with print side up.

Load a stack of paper about 5–10 mm high.

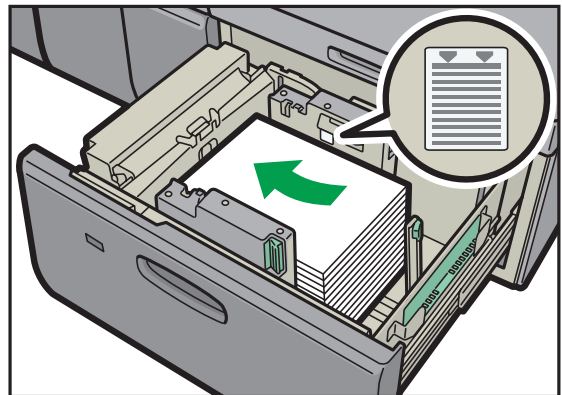
Make sure the paper rest on top of the supporting plates on both sides.



Step: 5

Load additional sheets, if necessary.

Do not stack paper over the limit mark.

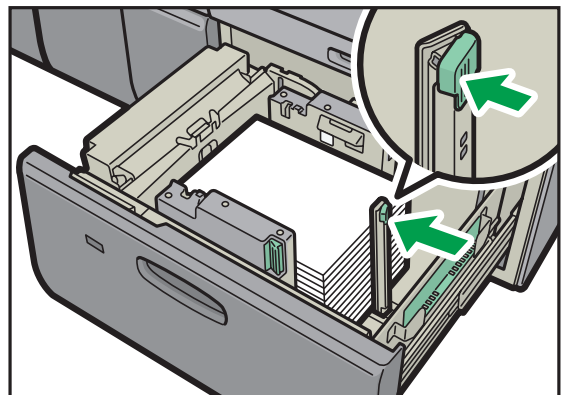


Step: 6

Tightly fit the end fence to the loaded paper, and then re-lock the end fence again.

Make sure there are no gaps between the paper and end fence.

Carefully slide the paper tray fully in.

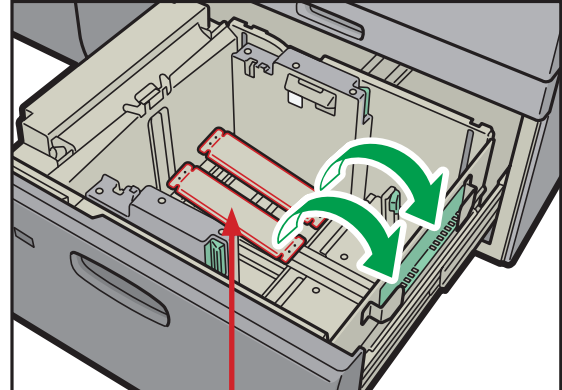


Loading Large Capacity Trays

When loading small stock.

When you load paper that is 204 mm or smaller, remove the supporting plates from the bottom of the paper tray.

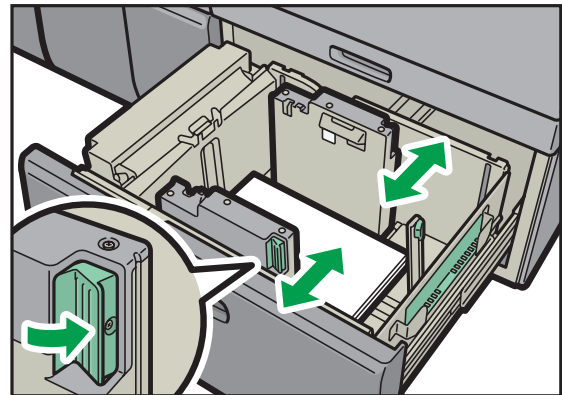
Store them in the pocket on the right-hand side of the paper tray.



Supporting plates

Set the paper flush against the protrusions in the bottom of the inner side fence.

Check that the scale numbers on the top of the side fences are roughly the same.



Specifications.

Capacity: 2,200 sheets. (Capacity using 80 gsm uncoated paper)

Weight:	Paper weight 0: 40.0 to 52.3 gsm	Paper weight 5: 163.1 to 220.0 gsm
	Paper weight 1: 52.3 to 63.0 gsm	Paper weight 6: 220.1 to 256.0 gsm
	Paper weight 2: 63.1 to 80.0 gsm	Paper weight 7: 256.1 to 300.0 gsm
	Paper weight 3: 80.1 to 105.0 gsm	Paper weight 8: 300.1 to 350.0 gsm
	Paper weight 4: 105.1 to 163.0 gsm	

Type: Plain Paper, Recycled Paper, Black, Color, Letterhead, Preprinted Paper, Prepunched Paper, Transparency, Translucent Paper, Label Paper, Coated: High Gloss, Coated: Glossy, Coated: Matte, Envelope: Glossy, Envelope: Matte, Envelope: High Gloss, Textured Paper, Magnet Paper, Metallic/Pearl Paper, Clear File Folder, Carbonless Paper, Synthetic Paper, Tab Stock: Glossy, Tab Stock: Matte, Tab Stock: High Gloss.

Loading Large Capacity Trays

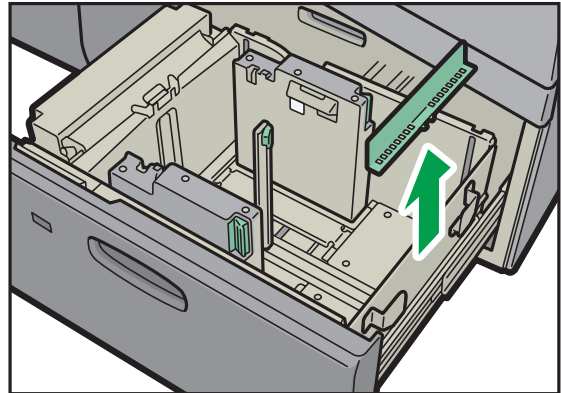
When loading tab stock, attach the tab fence.

Step: 1

Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.

Take out the tab fence from the pocket on the right-hand side of the paper tray.

Set the side fences to the size of the tab stock to be loaded, and then load it.

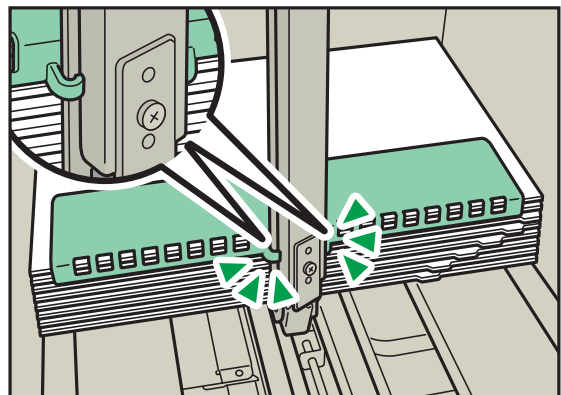


Step: 2

Attach the tab fence, and then align the end fence gently against the paper you loaded while pressing the release button of the end fence.

Carefully slide the paper tray fully in.

NOTE: Replace the tab fence after use.



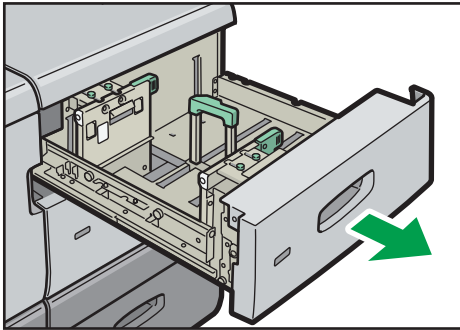
Loading Paper

Loading Paper into the Three-tray Wide Large Capacity Tray

The three-tray wide LCT is identified as Tray 4, Tray 5, and Tray 6.

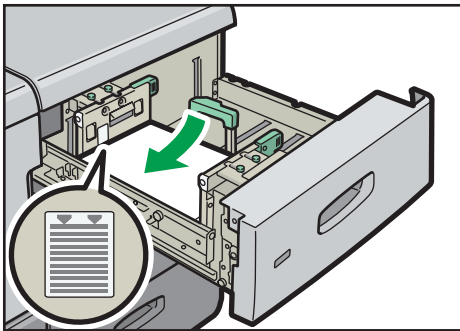
★ Important

- Check that the paper edges are aligned with the left side.
 - If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
1. Check that paper in the paper tray is not being used, and then pull the tray carefully out until it stops.



DER074

2. Load paper into the paper tray with print side up.
Do not stack paper over the limit mark.



DER075

3. Carefully push the paper tray fully in.

↓ Note

- If you select Paper Weight 5 to 7, [Coated: Glossy], [Coated: Matte], or [Label Paper] in [Tray Paper Settings], air is blown out automatically to fan the paper loaded in the three-tray wide LCT. Fan this paper before loading it.
- Various sizes of paper can be loaded in the three-tray wide LCT by adjusting the positions of side fences and end fence.
- You can load envelopes in the three-tray wide LCT. When loading envelopes, place them in the correct orientation.

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