

# Notes on Using the Output Tray

## ❖ Output Tray preparation

- 1** Lift the paper delivery side plates and adjust them to match the paper size.

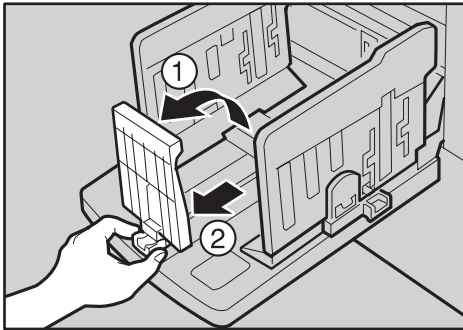


CQU001

### Note

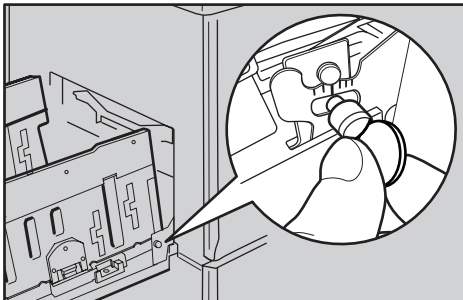
- The inside of the plates should match the paper size.

- 2** Lift the paper delivery end plate and adjust it to match the paper size.

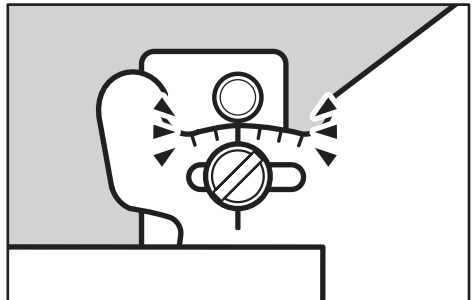


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- 3** Adjust the position of the output tray by changing its angle. To do this, set the screws on both sides of the output tray to the longest scale mark, and be sure to tighten them by using a coin.



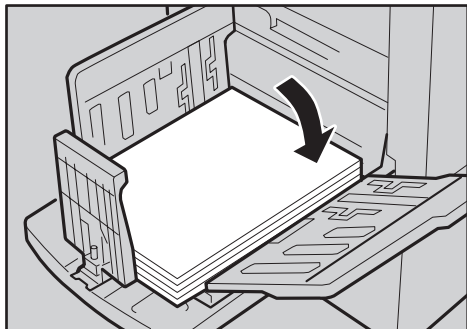
CQU003



CQU013

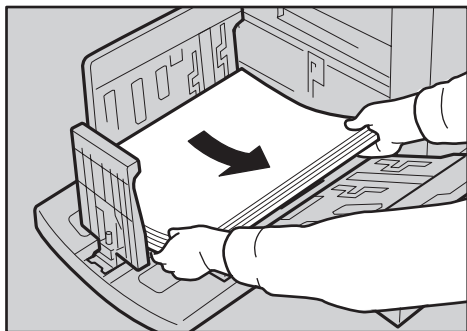
## ❖ Retrieving paper

- 1 Slightly lower one of the side plates.



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- 2 Retrieve the output paper from the output Tray.



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## Troubleshooting

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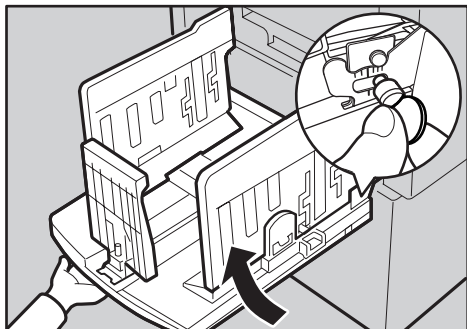
### ❖ If the output paper cannot be adjusted

If output paper cannot be adjusted, there may be several causes as follows.  
Perform the applicable steps below to resolve the problem:

- **Output paper has a curl**  
⇒ Method 1, Method 2, Method 5, and Method 6
- **Output sheets cannot be delivered fully into the output tray.**  
⇒ Method 3, Method 5, and Method 6
- **While output sheets are being delivered, the output tray becomes stuck with stacked sheets of paper. (The end fence slides down.)**  
⇒ Method 2 and Method 6
- **Stuck in the gaps of the side plate's base**  
⇒ Method 4

### Method 1

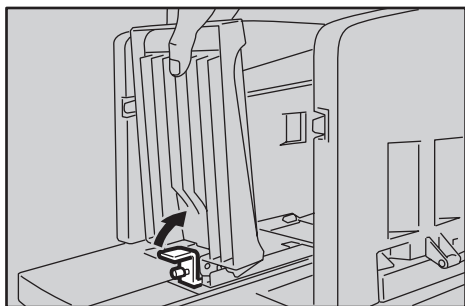
Loosen two screws on both sides of the surface of the output tray, and set the output tray at a shallow angle, and then be sure to tighten the screws again by using a coin.



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### Method 2

Slightly lower the end plate while pushing up on the knob for angle adjustment.



CQU008

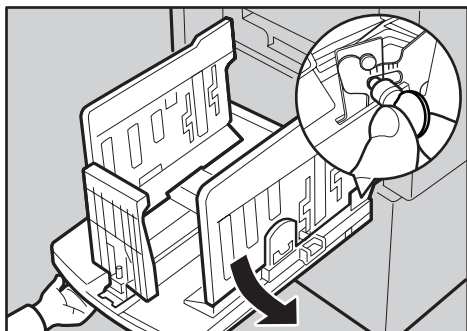
Adjust the angle of the end plate by turning the knob.



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### Method 3

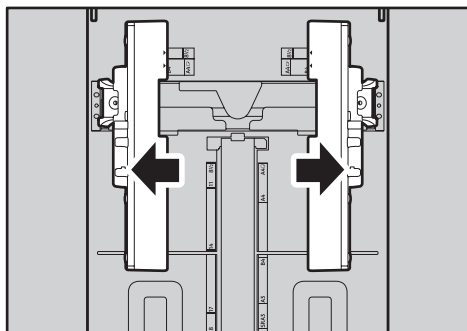
Loosen two screws on both sides of the surface of the output tray, and set the output tray at a deep angle, and then be sure to tighten the screws again by using a coin.



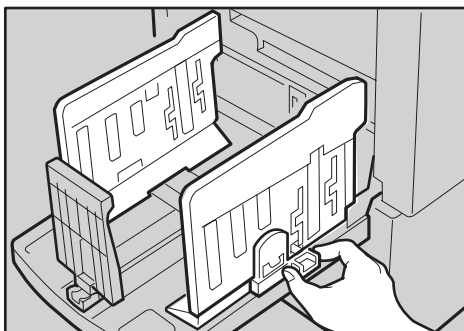
CQU012

#### Method 4

If paper gets stuck in the gap of the side plate's base, increase the width of the side plate's regular size.



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CQU010

#### Method 5

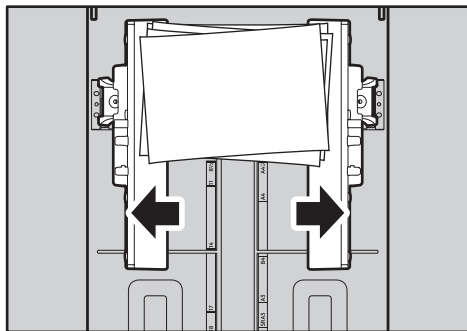
Turn loaded sheets inside out, or change paper output settings so that sheets can be output faceup or facedown.

#### Method 6

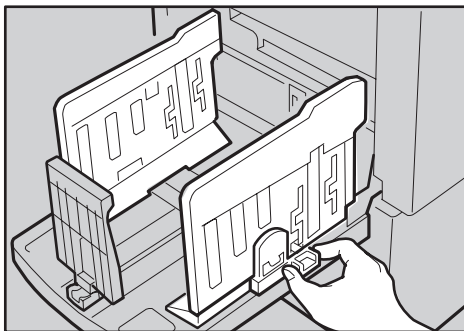
Remove output sheets one by one or several at a time.

#### ❖ If the edge of the paper is damaged

Widen the side plates if the paper is damaged because it touches the side plate's side or goes into the gap when you retrieve the paper.



CQU011



CQU010