

# Envelope Feeder User's Manual



○This manual contains cautions on how to use this product safely.  
Before you use this product, please make sure that you read this manual.

# Reading the Manual

## Symbols



- These are cautions and restrictions for the correct operation of the feeder. Make sure to read to avoid misoperation.



- Knowledge of the information before using the feeder is useful and can act as a reference. Reading is recommended.



- These are the reference pages. Read to learn detailed information and relevant information.

### **WARNING**

- Indicates additional information which, if ignored or not followed, may result in personal injury or death.

### **CAUTION**

- Indicates additional information which, if ignored, may result in personal injury.

## About the Product Warranty

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. The manufacturer assumes no responsibility for the results of errors beyond its control. The manufacturer also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this guide will not affect the applicability of the information in it. Mention of software products manufactured by other companies does not necessarily constitute endorsement by the manufacturer.

While all reasonable efforts have been made to make this document as accurate and helpful as possible, we make no warranty of any kind, expressed or implied, as to the accuracy or completeness of the information contained herein.

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 This product complies with the requirements of the Council Directives 2014/30/EU (EMC), 2014/35/EU (LVD), 2014/53/EU (RED), 2009/125/EC (ErP) and 2011/65/EU (RoHS), as amended where applicable, on the approximation of the laws of the member states relating to Electromagnetic Compatibility, Low Voltage, Radio Equipment, Energy related Products and Restriction on the use of certain Hazardous Substances in electrical and electronic equipment.

The following cables were used to evaluate this product to achieve EMC directive 2014/30/EU compliance and configurations other than this may affect that compliance.

| <b>cable type</b> | <b>length (meters)</b> | <b>core</b> | <b>shield</b> |
|-------------------|------------------------|-------------|---------------|
| Power             | 1.8                    | <b>X</b>    | <b>X</b>      |

### FCC WARNING

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

### NOTICE

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment.

This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

# Environmental information



# For Your Safety

Read the User's Manual for your safety before using the product.

## Cautions Related to Safety

 **WARNING** Indicates additional information which, if ignored or not followed, may result in personal injury or death.

 **CAUTION** Indicates additional information which, if ignored, may result in personal injury.

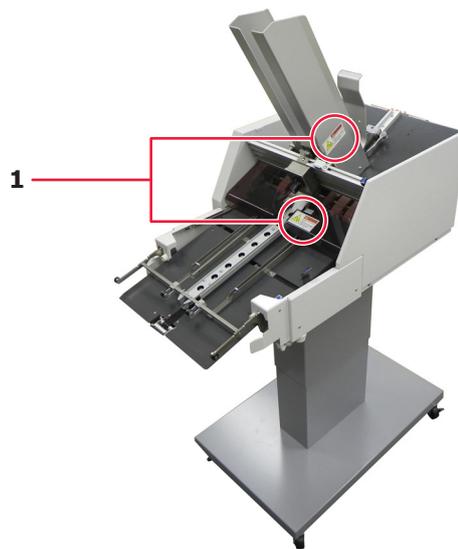
## General Cautions

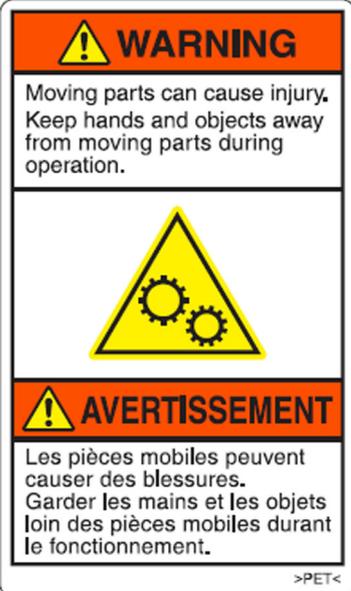
|  <b>WARNING</b>  |  |   |
|---|--|---|
|  Do not touch the safety switch inside the machine. Doing so may cause electric shock when high voltage occurs. In addition, gears can rotate, which may result in personal injury.                          |  Do not use an inflammable spray near the machine. Doing so may cause fire since there is an area heating up within the machine.  |  Pull the power plug out of the socket and contact with a customer's service center when the cover is unusually hot, smoking, giving off questionable odour, or making a strange noise. Failure to do so may cause fire. |
|  Pull the power plug out of the socket and contact with a customer's service center when a liquid such as water enters in the internal parts of the machine. Failure to do so may cause fire.               |  Pull the power plug out of the socket and remove foreign materials such as clips when they fall inside the machine. Failure to do so may cause electric shock and/or fire leading to personal injuries.                                   |  Do not operate and/or disassemble the machine other than that directed in User's Manual. Doing so may cause electric shock and/or fire leading to personal injuries.   |
|  Unplug the power cord and contact with a customer's service center if the machine is dropped or the cover is damaged. Failure to do so may cause electric shock and/or fire leading to personal injuries. |  Unplug the power cord periodically to clean plug blades and root section between the blades. If the power plug remains inserted for a long time, the root section will get dusty, and the plug may be shorted out, which may cause fire. |  Do not insert materials in a vent hole. Doing so may cause electric shock and/or fire leading to personal injuries.   |
|  Do not put a cup with liquids such as water on the machine. Doing so may cause electric shock and/or fire leading to personal injuries.   |  Do not use a power cord, a cable, or a ground wire other than those that are indicated in User's Manual. Doing so may cause fire.  |  The operation of using UPS (uninterruptible power source) or inverters is not guaranteed. Do not use uninterruptible power source or inverters. Doing so may cause fire.  |

|   |   |
|---|---|
|  <b>"ON" (power)</b><br>To indicate connection to the mains, at least for mains switches or their positions. |  <b>Stand-by</b><br>To identify the switch or switch position by means of which part of the equipment is switched on in order to bring it into the stand-by condition. |
|---|---|

This product is not intended for use in the immediate/direct visual field of the display work place. To avoid disturbing reflections on the display work place, this product shall not be placed in the immediate/direct field of vision.

## Warning Labels of the Product



|   | Label  | Description   |
|---|--|---|
| 1 |  | <p>Moving parts can cause injury.<br/>Keep hands and objects away from moving parts during operation.</p> |

## Power Supply Precautions



**WARNING**

**There is a risk of getting an electric shock and/or causing fire.**



- Be sure to cut off the power supply when attaching or removing the power supply plug or the earth wire.
- Be sure to connect an earth wire to the grounding terminal of exclusive use.
- Please do not connect with the ground of a water pipe, a gas pipe, and a telephone wire, or lightning rod without fail.
- Make sure to connect with the ground terminal before connecting the power cord to the power supply plug.
- Be sure to perform extraction and insertion of the power cord with a power supply plug.
- Insert the power supply plug into the wall socket securely.
- Do not touch the power cord, or machine, if your hands are wet.
- Install the power cord in a location where it will not be stepped on, and do not place objects on the power cord.
- Do not twist, bind, or knot the power cord.
- Please do not use a damaged power cord.
- Do not carry out foot wiring.
- Use the attached power cord and insert it directory with the ground terminal. Do not use power cords intended for other products with this machine.
- Do not use an extension cord. When use is unavoidable, use a cord rated higher than 15A.
- Use of an extended cord may cause AC voltage decrease and interfere with normal operation.
- During operating, do not shut off the power supply or pull out the power supply plug.
- When not in use for consecutive holidays or longterm travel, pull out the power cord.
- Do not use the attached power cord for other products.

## Power Supply Conditions

Observe the following power supply conditions.

Current: 100 - 127 VAC  
(Range 90 - 140 VAC)  
220 - 240 VAC  
(Range 198 - 264 VAC)

Power  
frequency: 50/60 Hz  $\pm$  2 %



**Note**

- If the power supply is unstable, use a voltage regulator.
- The maximum power consumption of the feeder is 120 W. Check that there is sufficient voltage capacity.
- Operations cannot be assured if using an uninterruptible power supply (UPS) or inverter. Do not use an uninterruptible power supply or inverter.

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# 1. / Unpacking

For safe and pleasant use of the feeder, install it in a location that satisfies the "Installation Environment" and "Installation Space". This section also describes the installation precautions. Make sure to read the following before use.

## Checking the Installation Location

Consider the following environmental conditions before selecting the feeder installation location.

### Installation Environment

Install in a location where the temperature and humidity are within the following ranges.

Ambient temperature: 10 °C to 32 °C (50 °F to 89.6 °F)

Ambient humidity: 20 % to 80 %RH (relative humidity)

Max. wet-bulb temperature: 25 °C (77 °F)



#### Memo

- Make sure there is no condensation.
- If installing in a location where the ambient humidity is 30 % or less, use a humidifier or static electricity prevention mat.

### Installation Space

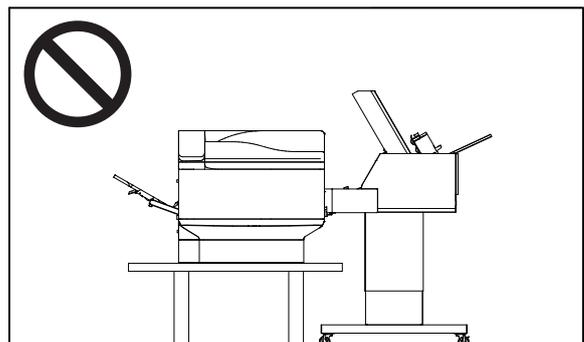
Select a location that can support the weight of the feeder and make sure the area around it has the following space (the total weight is approx. 39.2 kg\*).

\*: Including accessories such as the set guides, wedge, base, stand (lower), and stand (upper).

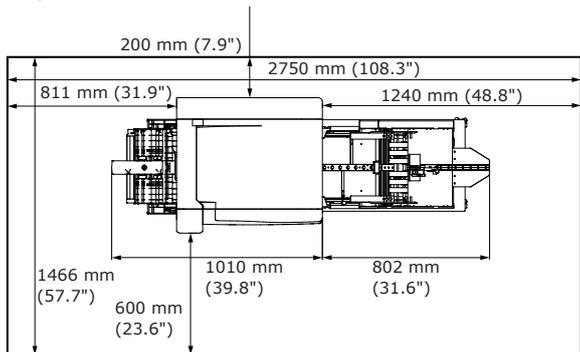


#### Note

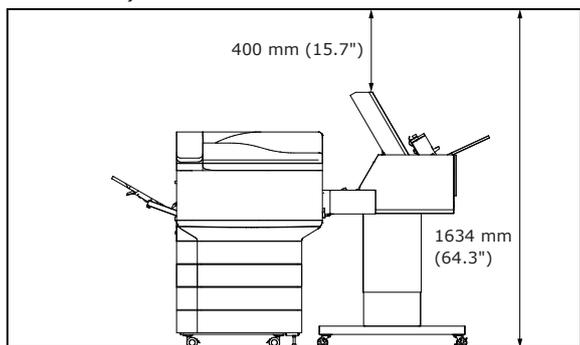
- Install the feeder horizontally on the same flat surface as the printer.
- Do not adjust the printer's height by using any objects other than expansion trays. Make sure to use the printer's optional expansion trays.



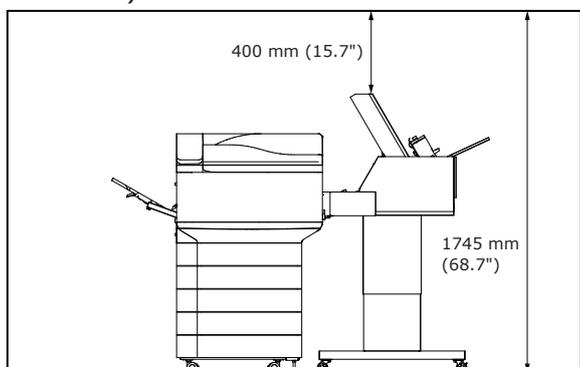
● Top view



● Front/Side view (with 4 expansion trays mounted)



● Front/Side view (with 5 expansion trays mounted)



**Installation Precautions**

**⚠ WARNING**

- Do not install in high-temperature locations or close to open flames.
- Do not install in locations where chemical reactions occur (e.g., laboratories).
- Do not install close to combustible solutions, such as alcohol or thinners.
- Do not install within the reach of small children.
- Do not install in an unstable location (e.g., unsteady tables or inclines).
- Do not install in humid or dusty locations, or in direct sunlight.
- Do not install in environments with an atmosphere with high salt contents or corrosive gases.
- Do not install in locations with major vibrations.

**⚠ CAUTION**

- Do not install directly on shaggy rugs or carpets.
- Do not install near strong magnetic fields and sources of noise.
- Do not install near monitors and TVs.
- The main unit weighs approx. 39.2 kg. Make sure 2 people lift or move the main unit.

## Unpacking the Feeder

This section explains the procedures for checking the package contents and taking the feeder out of the package.

### Note

- This section does not explain the procedures for taking the main unit and its accessories out of the package. That will be explained in the section about installing parts.

### Checking the Package Contents

Open the package and check the contents of the box.

- Main Unit



- Set Guides



- Wedge



- Base



- Stand (Lower)



- Stand (Upper)



- 8 Screws for Stands



- 4 Wingnut Handles



- 6 Screws for Set Guides



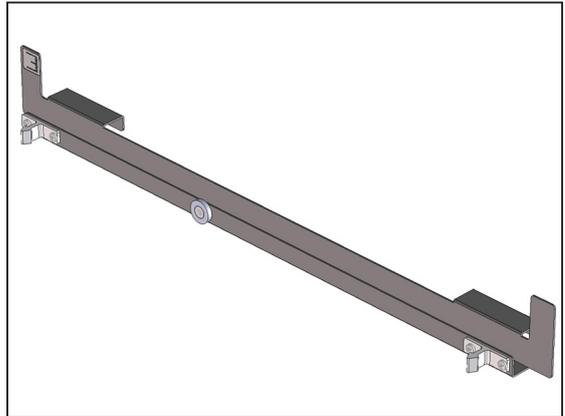
- Hold Down Bar



- Separation Roller for Envelopes



- Lock Parts



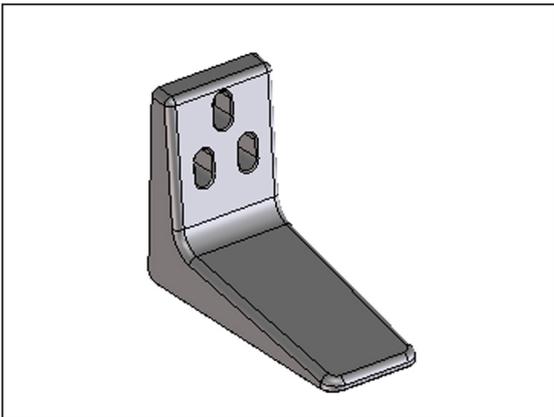
- Power Cord



- 2 Stoppers



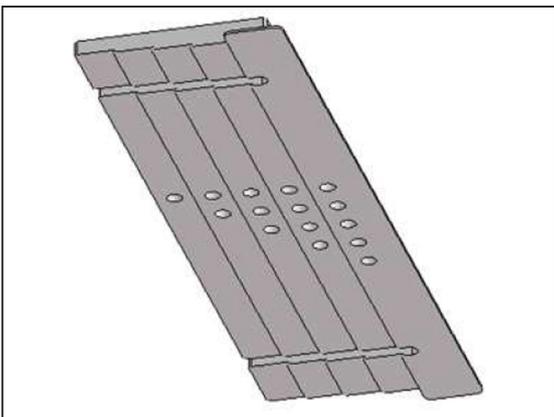
- 2 Stopper Covers



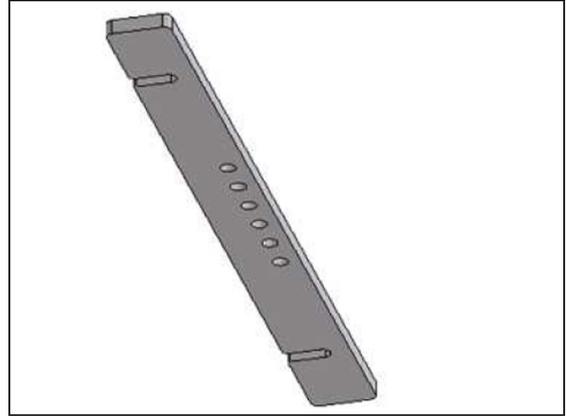
- 4 Stopper Screws



- 2 Stepwise Spacers



- 2 Spacers



- 2 Black Tapes



## Removing the Package Contents

- 1 Cut the binding bands and open the package.



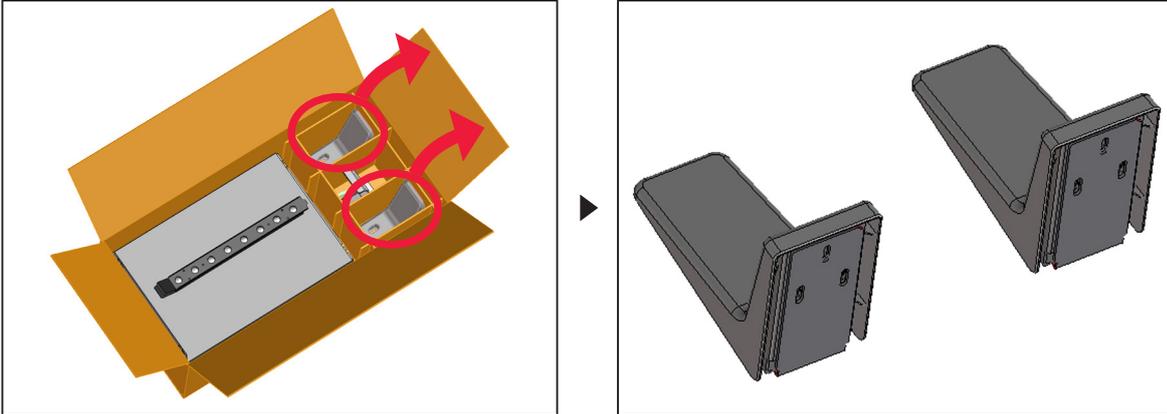
- 2 Cut the binding bands and remove the stand package.



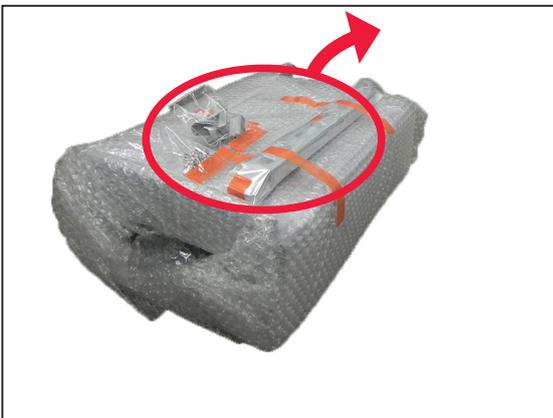
- 3 Open the stand package. Remove the shock-absorbing material and the stands.



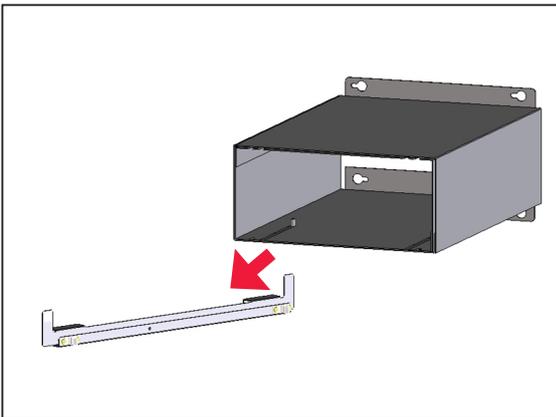
**4** Remove the stoppers and stopper covers from the package.



**5** Take off all the materials on the stands packing bag.



**6** Take the lock parts out of inside the stand packing bag.



**7** Remove the packing bag from the stands and place the stands as illustrated.



**8** Lift the stand (upper) to take it out of the stand (lower).



**9** Remove the packing bag from the stand (lower).

**10** Take the base out of the package.



**11** Remove the packing bag from the base.

## 2. / Installation

This chapter explains how to assemble the feeder, connect it to the printer, and remove it from the printer.

### Assembling the Feeder

For safe and pleasant use of the feeder, install it in a location that satisfies the “[Installation Environment](#)” (P.10) and “[Installation Space](#)” (P.10). This section also describes the installation precautions. Make sure to read them before use.

#### Preparation for Installation

Prepare the following tool before assembling the feeder.

- Phillips-head screwdriver



- This tool is not supplied. Prepare your own tools.

## Installing the Base, Stands, Main Unit

Make sure to install the feeder in a sufficiently robust location that can support the weight of the feeder and its options. Do not install it in unstable locations, such as on unsteady tables or inclines, or in locations with major vibrations. Doing so may cause injury due to the feeder falling or overturning.

**CAUTION**

**There is a risk of injury.**



- The main unit weight is approx. 39.2 kg. Make sure 2 people lift or move the main unit.

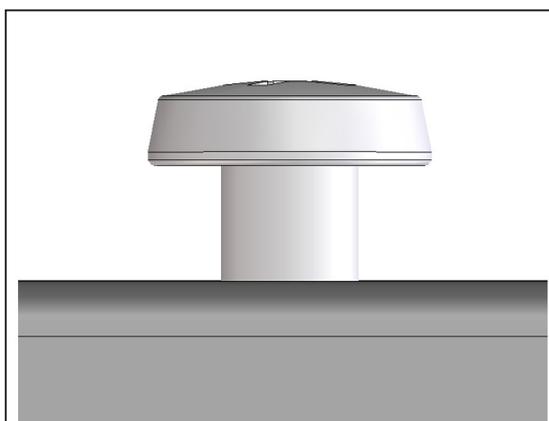
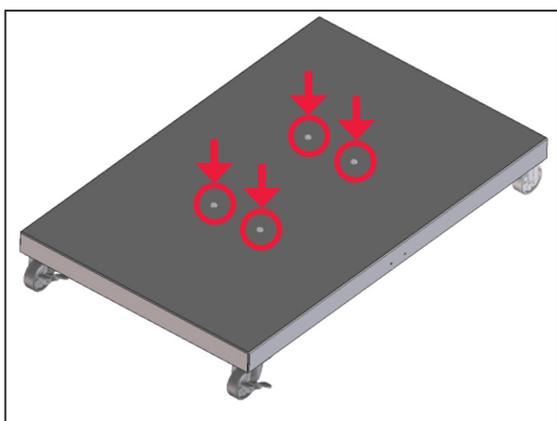
- 1 Push the levers on the base's casters down in the "on" direction. Lock the base to keep the feeder from moving.



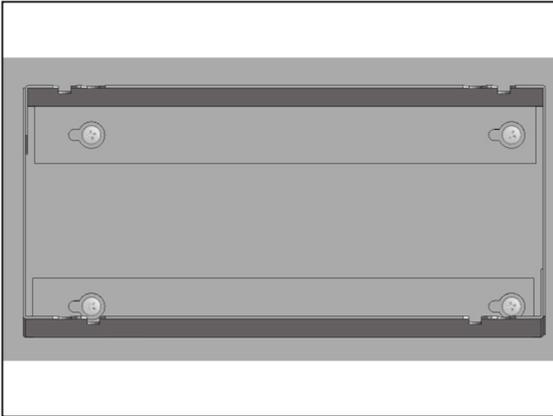
**Note**

- If you do not lock the base, it may unexpectedly move and cause injury.

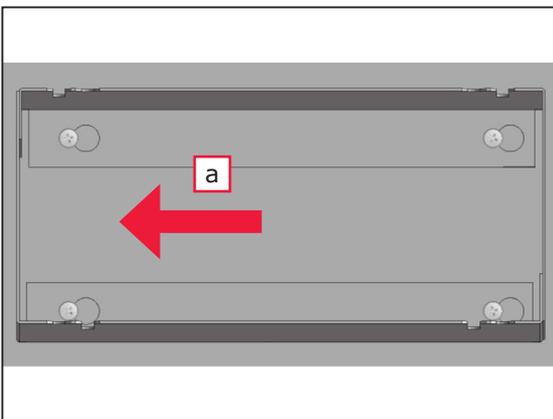
- 2 Insert the 4 screws (short) into the holes on the base. Lightly screw in the 4 screws about half ways as illustrated.



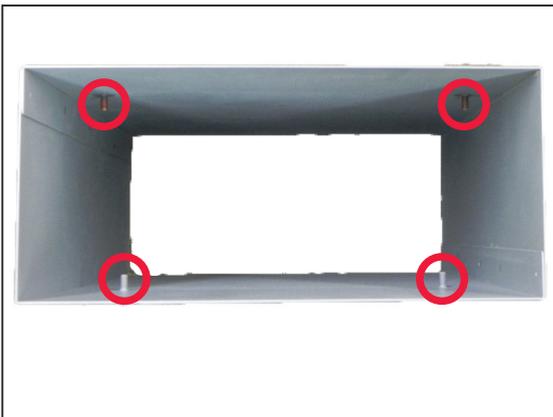
- 3** Align the 4 bigger holes at the bottom of the stand (lower) with the mounted screws on the base to adjust the position as illustrated.



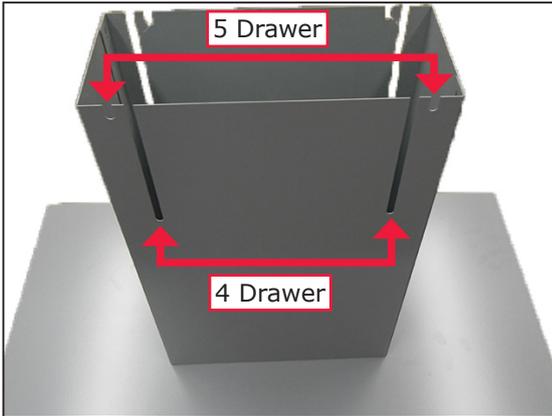
- 4** Move the stand (lower) toward "a". Make sure the screws are placed as illustrated, and tighten them with the screwdriver.



- 5** Check that the 4 bolts in the holes on the stand (upper) are inserted.



- 6** Check the height of the printer's drawers, and decide which slots you can use.



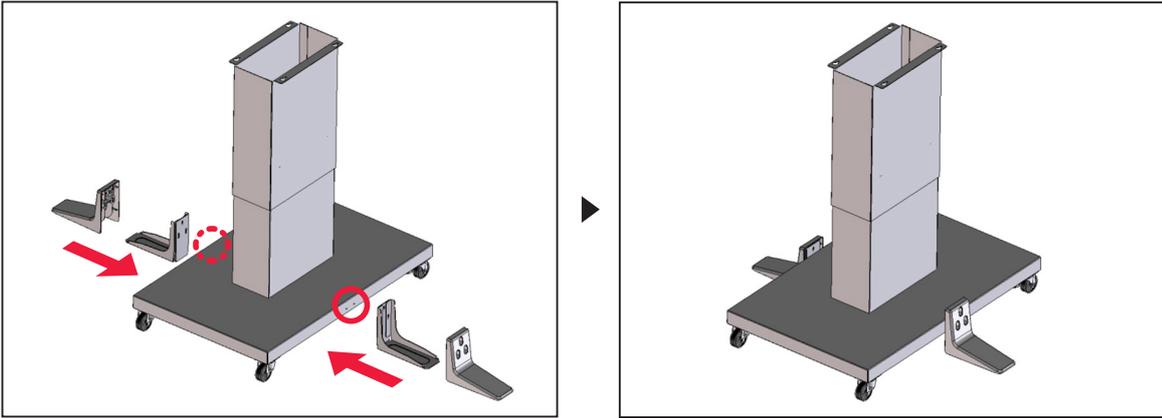
- 7** Align the 4 bolts of the stand (upper) with the decided 4 slots in the stand (lower).



- 8** Attach the 4 wingnut handles to the 4 bolts on the stand (upper). Tighten them to fix the position of the stands.



**9** Attach the stoppers and stopper covers to the base on the both sides as illustrated. Tighten them with the 2 stopper screws each with the screwdriver.



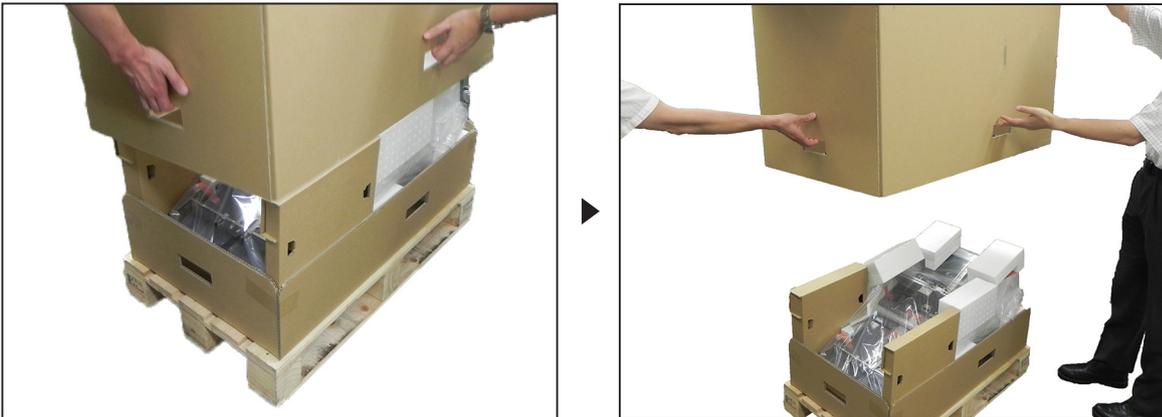
**Note**

- Make sure to attach the stoppers and stopper covers in this step. Failing to do so may cause the feeder overturning due to an external strong force.

**10** Remove the 4 plastic knobs on the package 4 sides as illustrated.



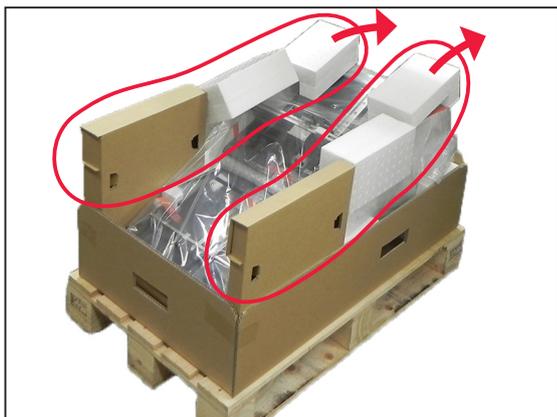
**11** Hold the package knobs and remove the package as illustrated.



**Note**

- The package is used when shipping the feeder, so store it carefully.

**12** Remove the shock-absorbing materials and protective equipment on the main unit.



**13** Have 2 people simultaneously lift and carry the main unit from the package.



**!** Note

- Gently lower the feeder. Failing to do so may cause your hands to be crushed.

**14** Take the main unit out of the packing bag.



**15** Turn the main unit on one side and lightly screw the 4 screws (long) into the holes.

**!** Memo

- This step helps you to align the screws in the main unit with the holes in the stand (upper) in the next step.

**16** Have 2 people simultaneously lift the main unit and make its back side directing the locked casters on the base. Align the mounted screws in the main unit with the holes in the stand (upper).



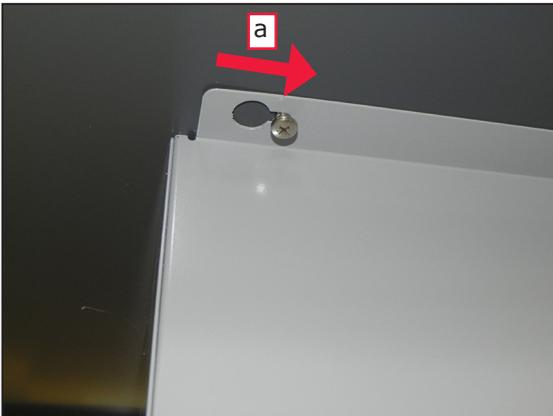
**Note**

- Gently lower the feeder. Failing to do so may cause your hands to be crushed.

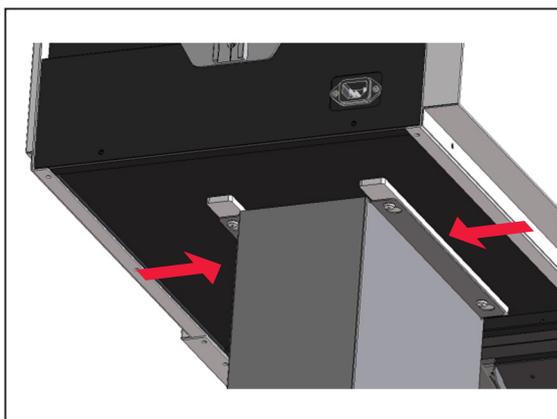
**Memo**

- If 3 or more people are installing the feeder, have 2 people lift and carry the main unit and place it on the stand (upper) while the other people watch and tell them where the holes are.

**17** Move the main unit toward "a". Make sure the mounted screws are placed as illustrated.



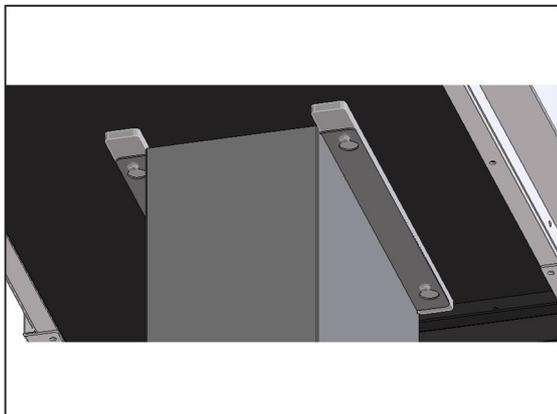
**18** Insert each of the spacers (6 mm) between the stand (upper) and the main unit as illustrated.



**Note**

- Do not insert any objects other than the spacer between the stand (upper) and the main unit.

**19** Tighten the mounted screws with the screwdriver to fix the spacers.

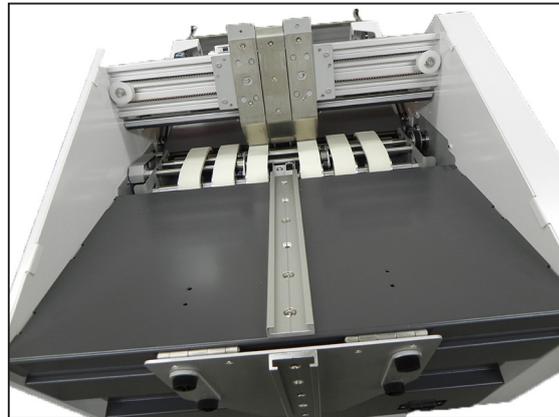
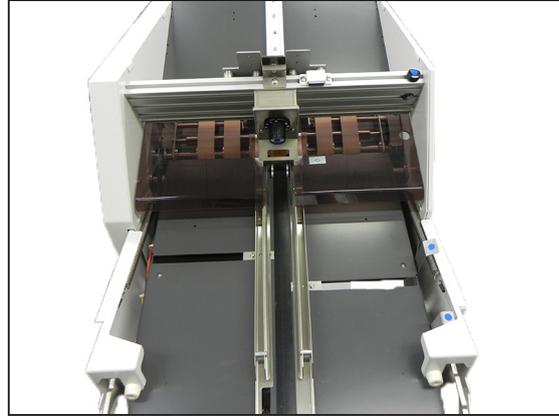
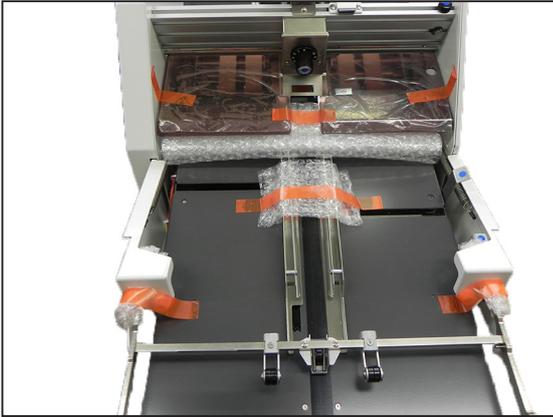


**Memo**

- You may loosen the screws later to adjust the height.

## Attaching Accessories to the Main Unit

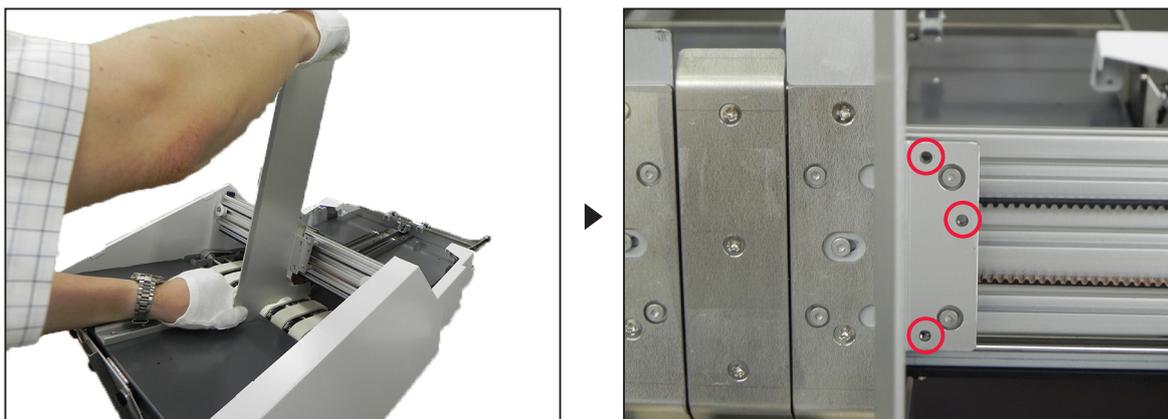
- 1** Remove all the tapes, shock-absorbing materials, and protective equipment.



- 2** Take the set guides out of the package and remove the packing bag.



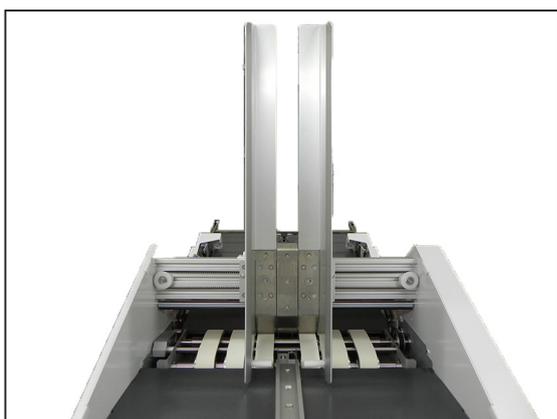
- 3** Attach a set guide to the main unit, and align its holes to the main unit ones as illustrated.



- 4** Remove 3 screws for the set guides from the bag, and screw them into the set guide with the screwdriver.



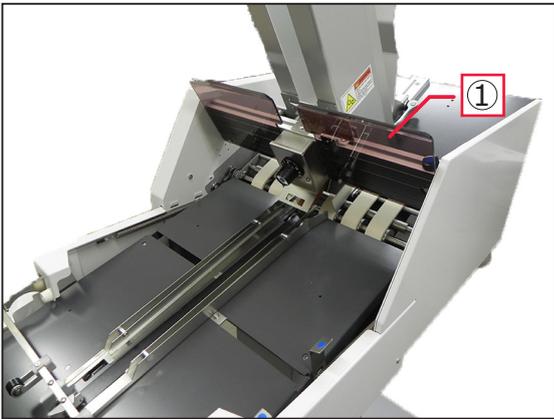
- 5** Repeat steps 3 and 4 to attach the other set guide to the main unit.



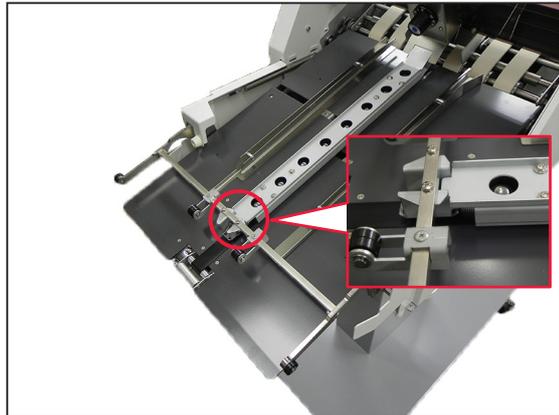
**6** Remove the packing bag from the hold down bar.



**7** Open the safety cover (①) on the main unit.



**8** Attach the hold down bar as illustrated.



- 9** Take the wedge out of the stand package and remove its packing bag.



- 10** Attach the wedge to the rail of the main unit and push it as illustrated.



- 11** Press the wedge lever toward "a" to fix the wedge.

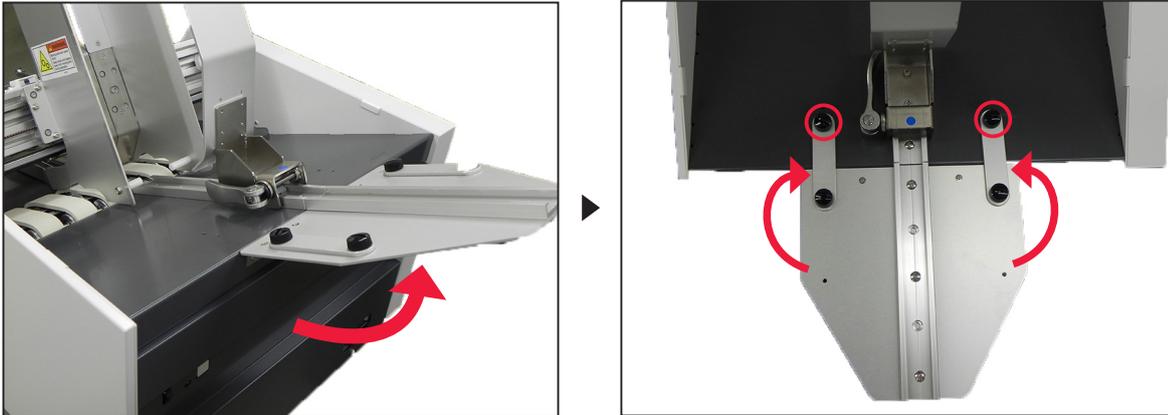


Procedures of assembling the feeder are completed.

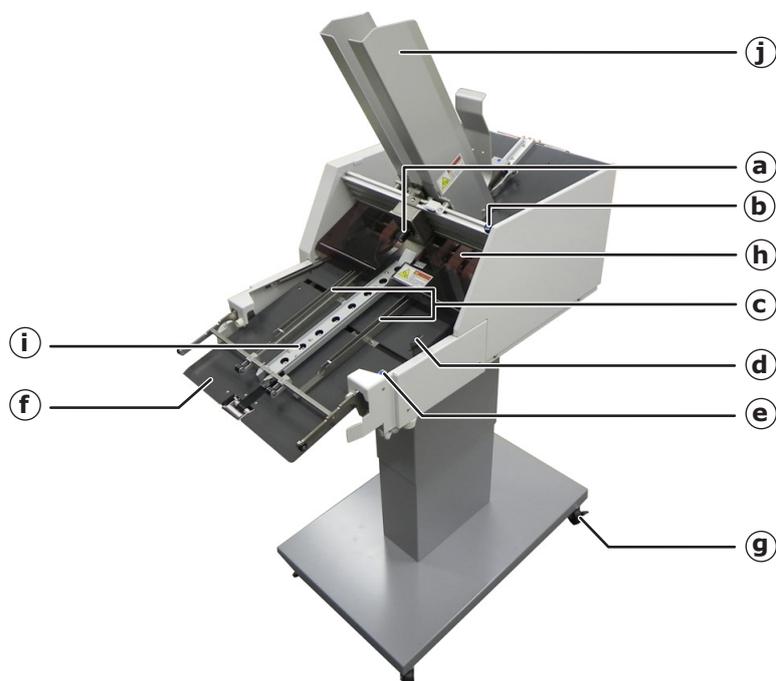
If you use large size envelopes, do the following steps to set the back support guide.

### ■ Setting Back Support Guide (Only for Large Envelopes)

Lift the back support guide. Set the back support guide as shown in the right figure.



## Names of the Components



### **a Adjusting Dial**

Rotate it to adjust the feeding of envelopes.

### **b Set Guide Lock Knob**

This locks the set guides.

### **c Paper Guides**

Adjusting each paper guide to the width of an envelope can stabilize the envelope feeding.

### **d Paper Guide Lock Lever**

Push this to slide the paper guides.

### **e Prepared Lever**

Pull this down after connecting the feeder to the printer.

### **f Discharge Table**

Envelopes fed from the feeder are sent from here to the printer.

### **g Casters**

These lock the feeder from moving.

### **h Safety Cover**

Open this to remove jammed envelopes.

### **i Hold Down Bar**

Take this out of the feeder to remove jammed envelopes.

### **j Set Guides**

Slide them to match the width of envelopes.



**k Main Switch**

Press this switch in the on (|) direction to blink the status indicator. You can start feeding.  
Press this switch in the off (⏏) direction to turn off the status indicator. You can stop feeding.

**l AC Inlet**

Insert the power cord here.

**m Start Button**

Press this button to feed envelopes automatically. To stop feeding, press the main switch in the off direction. To make the feeder run manually, press and hold the button. The feeder feeds envelopes in a second, and stops working when you release the button.

**n Status Indicator**

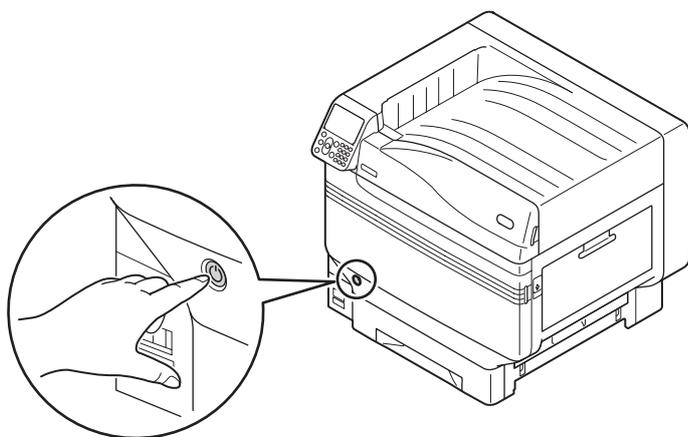
This blinks green when the main switch is pressed in the on (|) direction.

## Installing the Feeder

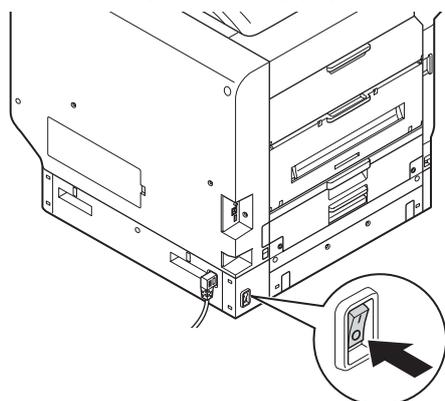
This section explains how to place the black tape to printer, how to replace the separation roller of the printer, and connect the feeder to the multipurpose tray of the printer.

### Placing the Black Tape to the Printer and Replacing the Separation Roller

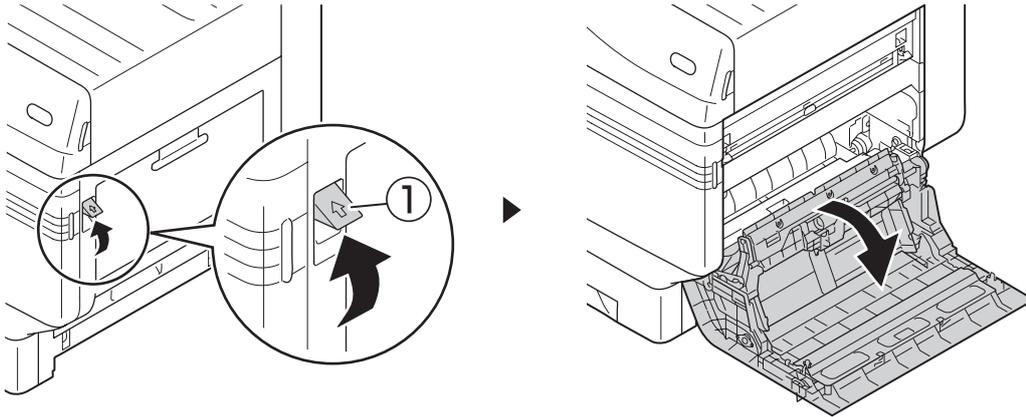
- 1 Remove wrist watches, bracelets, etc.
- 2 Press and hold the power switch for approximately 1 second to switch off the power supply.



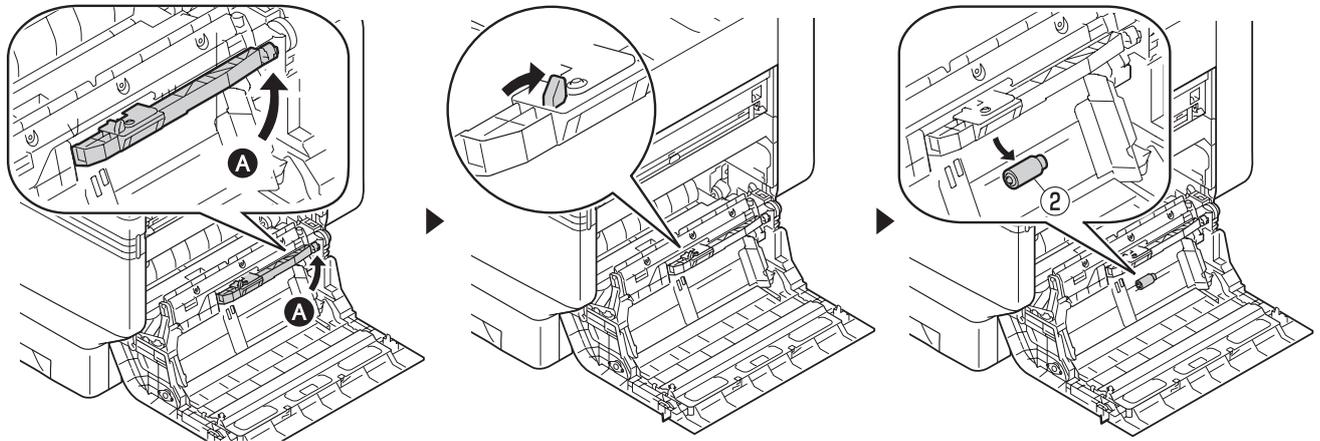
- 3 Check that the operation panel on the printer is completely turned off, and then switch off the main power supply.



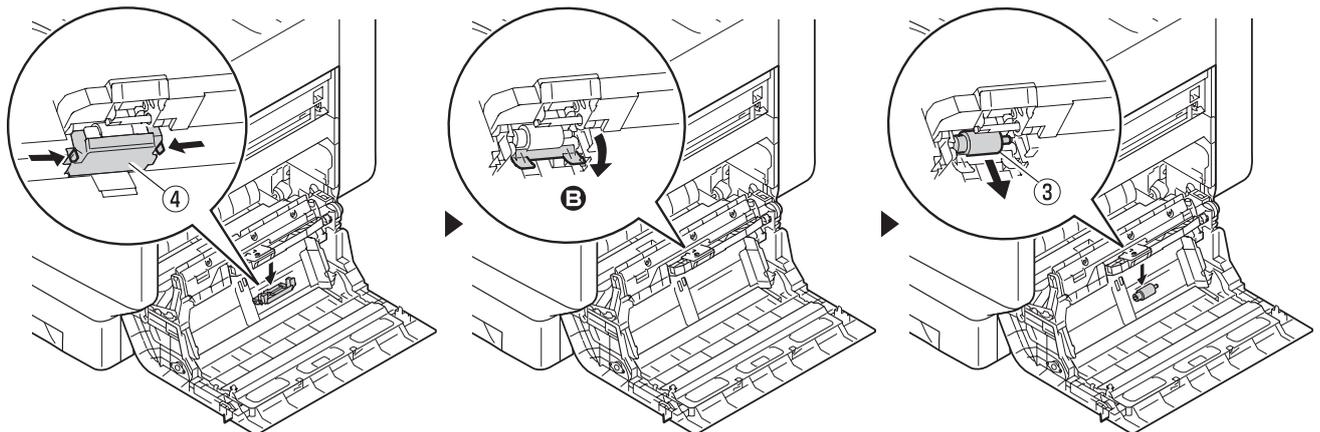
**4** Lift the opening (①), and open the right side cover.



**5** Lift Section A, release the claws in the direction shown in figure, and remove the paper feed roller (2).



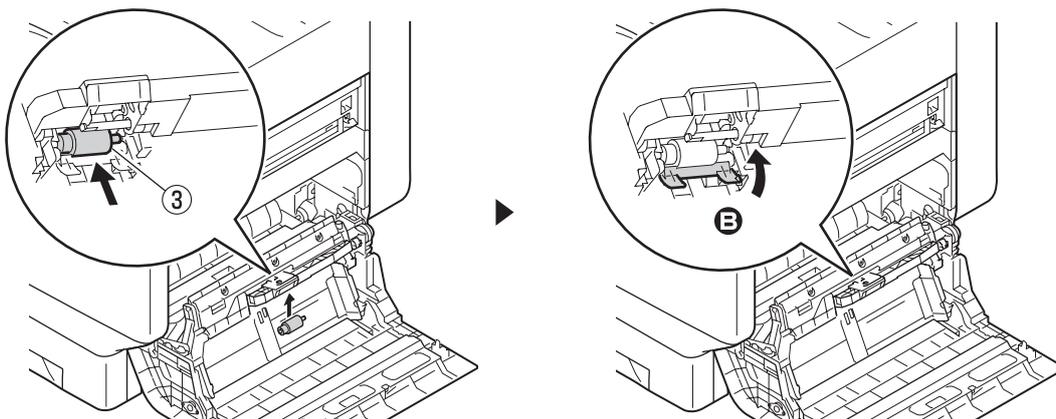
**6** Pinch the claws (two places) and remove the separator (4). Gently open Section B, and remove the separation roller (3).



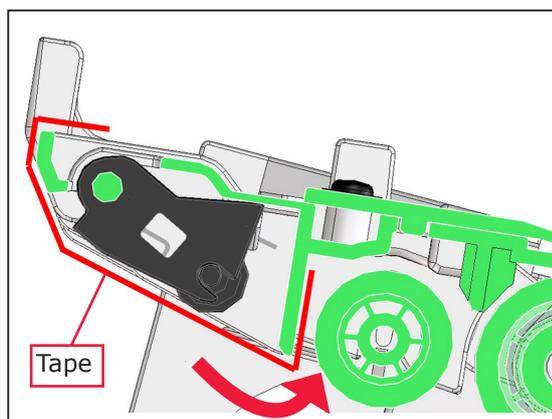
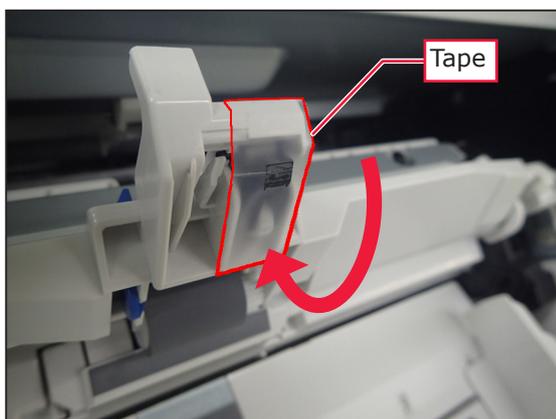
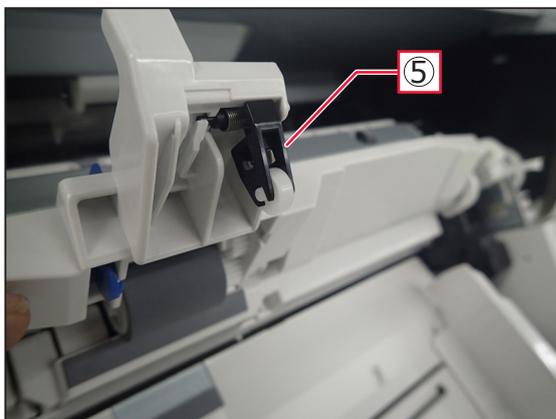
**Note**

- Gently open Section B. Failing to do so may dislocate or lose the 2 springs under Section B.
- Do not discard the separator (4). It will be replaced if you stop using the feeder, so store it safely.

- 7** Firmly insert the supplied separation roller for envelopes (③) with the blue dot on the left side along the notch. Close Section B.



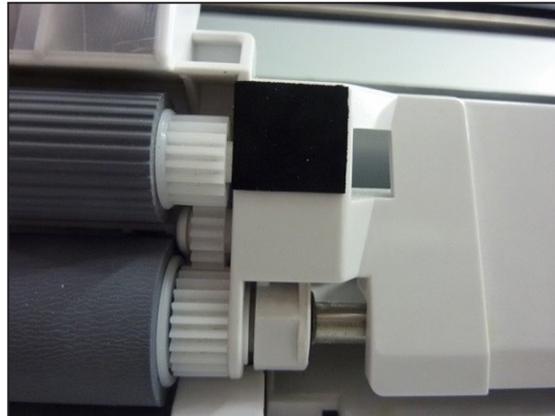
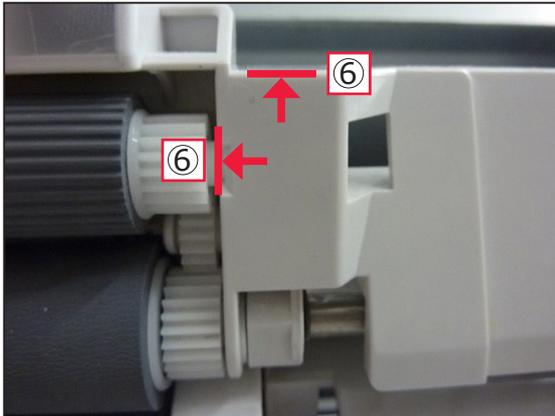
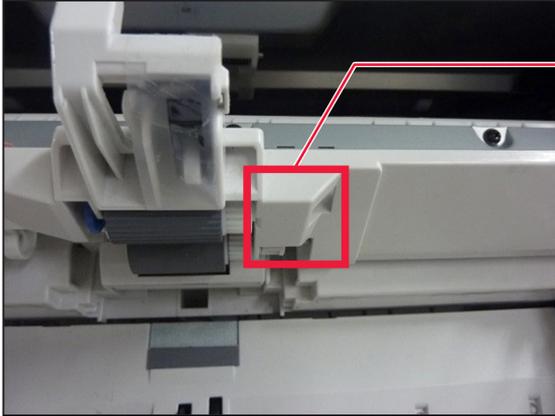
- 8** While pushing and holding the roller (⑤), fix it with a tape to cover it all as illustrated.



**!** Note

- Make sure to stick a tape to the roller (⑤) as illustrated. Failing to do so may cause envelopes to be caught.
- The tape is not supplied. Prepare your own tape.

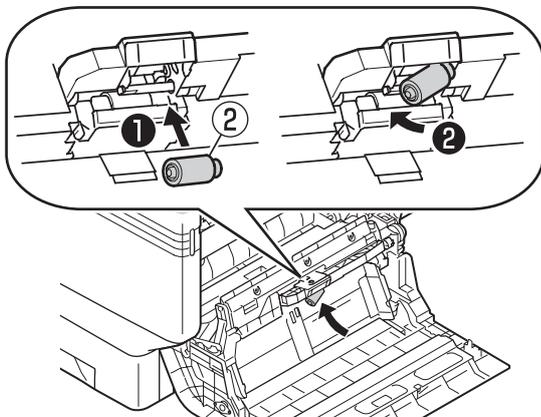
9 Place the black tape on the plane along the edge (⑥).



 Note

- Use 1 black tape only. The other one is spare.
- The envelope feeder is equipped with a paper sensor that will be positioned just to the right of the printer's multipurpose tray feed roller. It is possible for the sensor to detect the white plastic housing just to the right of the feed roller, which can cause erratic feeding. It is very important to place a piece of black tape on this area so the sensor does not detect it.
- This tape will not affect the printer and can be left in place, even when not using envelope feeder.

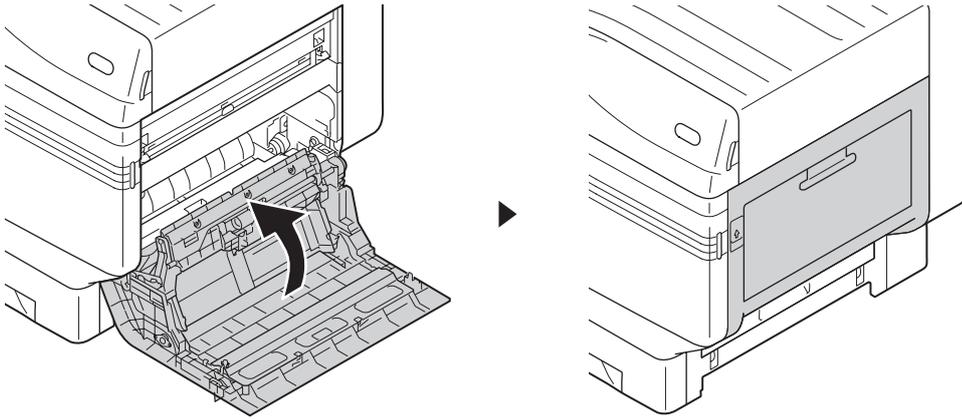
10 Insert the removed paper feed roller (②) in step 5, and firmly inset up to inside along the notch.



 Note

- Do not replace the removed separator (④) in this step.

# 11 Close the right side cover.

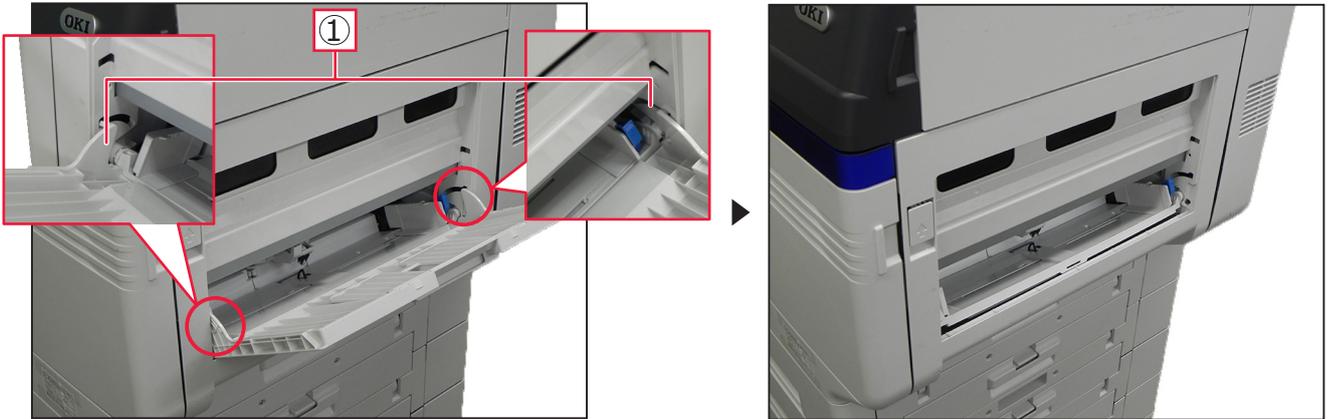


## ! Note

- Do not discard the removed separation roller and separator in step 6. They will be replaced if you stop using the feeder, so store them safely.

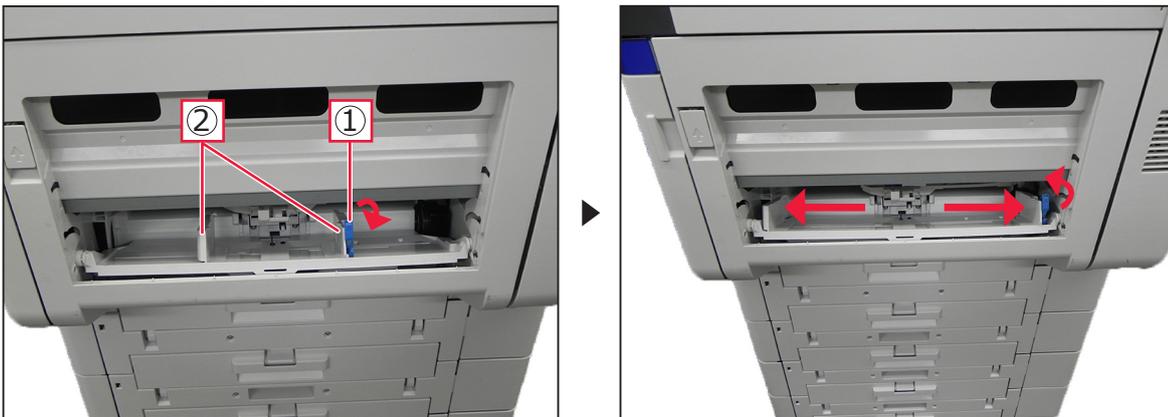
## Connecting the Feeder to the Printer

- 1 Open the multipurpose tray's stacker. Take the tab (①) off the printer to remove the stacker as illustrated.

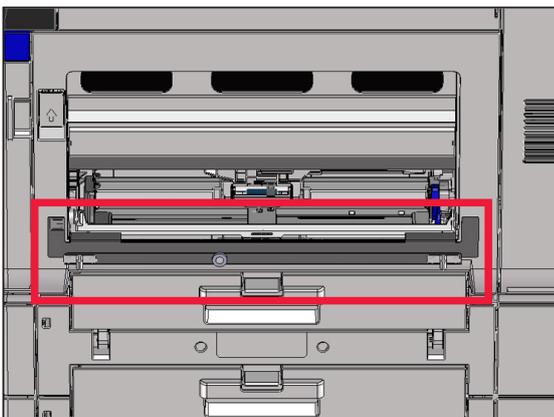


- Do not discard the multipurpose tray's stacker. It will be replaced if you stop using the feeder, so store it safely.

- 2 Pull the setting lever (①) toward you. Slide each paper guide (②) to the ends of both sides and release the setting lever.



- 3 Attach the lock parts to the printer as illustrated.



- 4 Push the levers on the base's casters down in the "off" direction. Unlock the feeder.

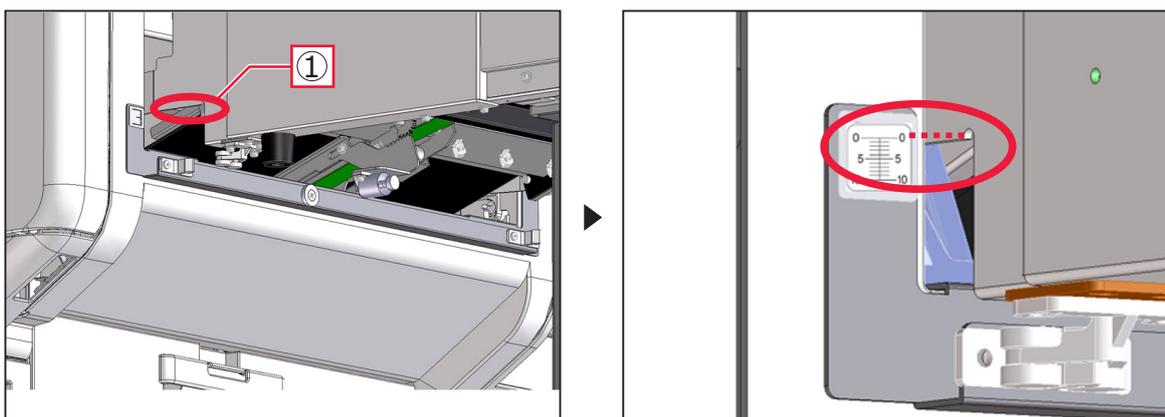
- 5** Gently and carefully push the feeder, and connect the feeder straight into the multipurpose tray of the printer while they face with each other.



**Note**

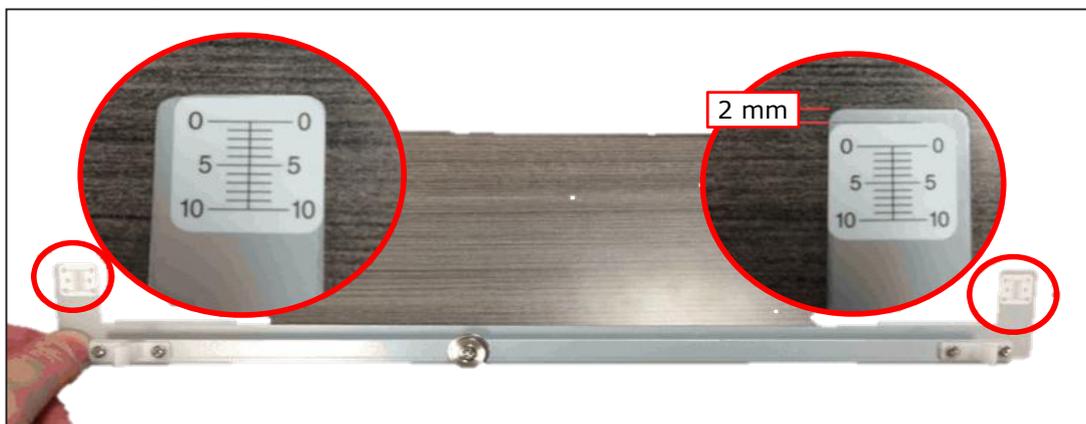
- If the connection directions do not match, the feeder or the printer may be damaged.
- Tilting and moving the feeder may cause overturning.

- 6** Check if each Section A (①) on both sides of the feeder is positioned at line 0 of the both calibration labels on the lock parts.



**Memo**

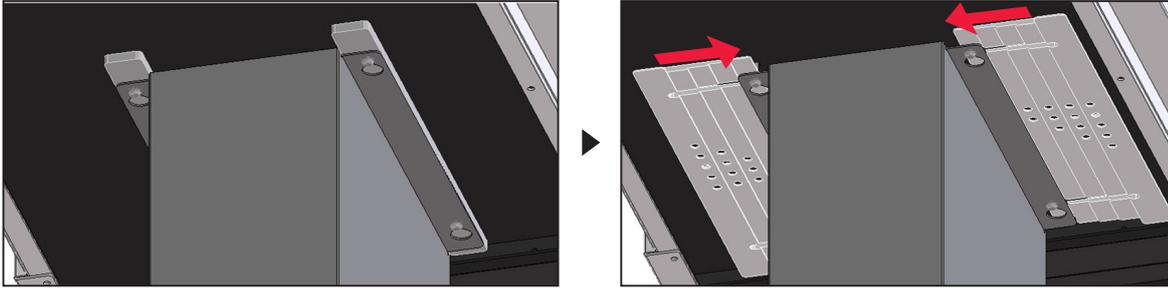
- If not, gently pull the feeder out of the printer, and do the following to adjust feeder's height according to the positions of each Section A.



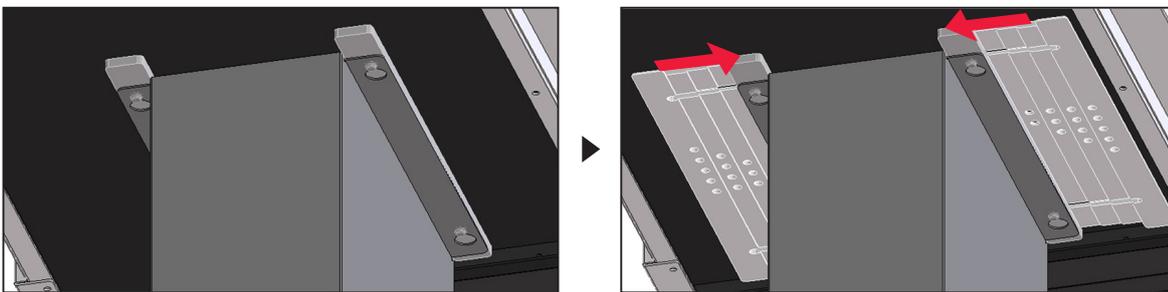
**Note**

- The label on the right side, with a gap of 2 mm from the edge of Plate, is normal.

**Above 0 position:** Replace each spacer (6 mm) into each stepwise spacer as illustrated. Match Section A with line 0 of the calibration label at a suitable slot of each stepwise spacer. See the following reference table for spacer installation.



**Under 0 position:** Add each stepwise spacer above each spacer as illustrated. Match Section A with line 0 of the calibration label at a suitable slot of each stepwise spacer. See the following reference table for spacer installation.



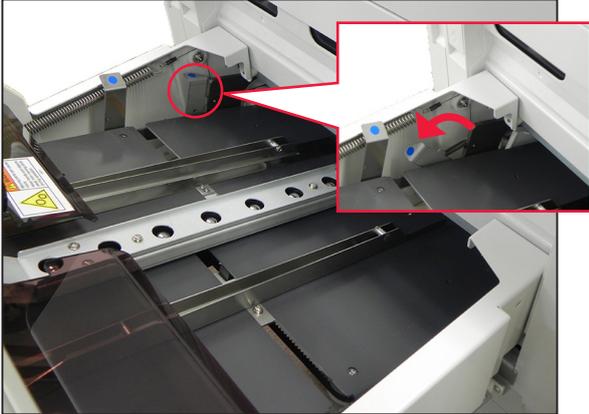
|                         | Amounts of Spacer(s) |                 |   |   |   |   |        |                          |     |     |     |     |     |  |
|-------------------------|----------------------|-----------------|---|---|---|---|--------|--------------------------|-----|-----|-----|-----|-----|--|
|                         | None                 | Stepwise Spacer |   |   |   |   | Spacer | Spacer + Stepwise Spacer |     |     |     |     |     |  |
|                         | 0                    | 1               | 2 | 3 | 4 | 5 | 6      | 6+1                      | 6+2 | 6+3 | 6+4 | 6+5 | 6+6 |  |
| Hard Floor (Concrete)   |                      |                 |   |   |   | ○ | ○      | ○                        | ○   |     |     |     |     |  |
| Hard Floor (Rubber Mat) |                      |                 |   |   | ○ | ○ | ○      | ○                        |     |     |     |     |     |  |
| Short Fluffy Rug        |                      |                 | ○ | ○ | ○ | ○ |        |                          |     |     |     |     |     |  |

**Note**

- Do not insert any objects other than the spacer and stepwise spacer between the stand (upper) and the main unit.
- Make sure to insert the same amounts of spacers on the both sides. If the both indicated lines of the calibration labels are different, the printer or feeder may be tilted. See "[Checking the Installation Location](#)" (P.10), and match both Section A with line 0 of the calibration label.
- If the heights of each Section A are different, it may cause abnormal feeds. Make sure to adjust each Section A at the same height.

7 Push the levers on the base's casters down in the "on" direction.

8 Pull the prepared lever down as illustrated.



9 Make sure that the lock parts on the printer and the magnet on the feeder stick together as illustrated.



 Note

- If the magnet on the feeder do not reach the lock parts on the printer, rotate the magnet knob to stick it to the lock parts.

## Removing the Feeder

- 1 Check that the status indicator is turned off.
- 2 Push the prepared lever up.



- 3 Push the levers on the base's casters down in the "off" direction.
- 4 Gently pull the feeder out of the printer.
- 5 If the feeder will not be used, do the following with reference to "Installing the Feeder" (P.33):
  - Replace the separation roller for envelopes with the original roller.
  - Attach the removed separator into the printer.
  - Remove the lock parts and attach the multipurpose tray's stacker.

### Reference

- When you use the feeder again, follow the procedures for "Installing the Feeder" (P.33).

# 3. Printing

This chapter explains how to print, from setting envelopes on the feeder to actually printing.



## Note

- Make sure to prepare for installing the feeder to the printer before loading envelopes. After finishing the installation, remove the feeder from the printer. For how to install and remove the feeder, see ["Installing the Feeder" \(P.33\)](#) and ["Removing the Feeder" \(P.42\)](#).

## Supported Paper Types

### ■ Usable Envelope Sizes

| Envelope Type     | Size [Width x Length] |               | Load capacity capable of passing paper (sheets)* | Region |
|-------------------|-----------------------|---------------|--|--------|
|                   | [mm]                  | [inch]        |  |        |
| Nagagata #3 (SEF) | 120 x 235             |               | 300 (85gsm)                                      | JPN    |
| Nagagata #3 (LEF) | 235 x 120             |               | 400 (85gsm)                                      | JPN    |
| Nagagata #4       | 90 x 205              |               | 300 (85gsm)                                      | JPN    |
| Nagagata #40      | 90 x 225              |               | 300 (85gsm)                                      | JPN    |
| Yougata #0        | 235 x 120             |               | 400 (85gsm)                                      | JPN    |
| Yougata #2 (C6)   | 162 x 114             |               | 400 (85gsm)                                      | JPN    |
| Yougata #4        | 235 x 105             |               | 400 (85gsm)                                      | JPN    |
| Younaga #3        | 120 x 235             |               | 300 (85gsm)                                      | JPN    |
| Kakugata #1       | 270 x 382             |               | 150 (85gsm)                                      | JPN    |
| Kakugata #2       | 240 x 332             |               | 200 (85gsm)                                      | JPN    |
| Kakugata #3       | 216 x 277             |               | 200 (85gsm)                                      | JPN    |
| Kakugata #6       | 162 x 229             |               | 200 (85gsm)                                      | JPN    |
| Kakugata #8       | 119 x 197             |               | 300 (85gsm)                                      | JPN    |
| C4                | 229 x 324             |               |  | EU     |
| C5                | 162 x 229             |               |  | EU     |
| C6                | 162 x 114             |               |  | EU     |
| C7                | 81 x 114              |               |  | EU     |
| DL                | 220 x 110             |               |  | EU     |
| COM-9             | 225.4 x 98.4          | 8.875 x 3.875 | 600 (24lb)                                       | US     |
| COM-10            | 241.3 x 104.8         | 9.50 x 4.125  | 600 (24lb)                                       | US     |
| Monarch           | 190.5 x 98.4          | 7.5 x 3.875   | 600 (24lb)                                       | US     |
| A2                | 146.1 x 111.1         | 4.375 x 5.75  | 600 (24lb)                                       | US     |
| A6                | 165.1 x 120.7         | 4.75 x 6.5    | 400 (24lb)                                       | US     |
| A6 3/4            | 165.1 x 92.1          | 3.625 x 6.5   | 400 (24lb)                                       | US     |
| A7                | 184.2 x 133.4         | 5.25 x 7.25   | 400 (24lb)                                       | US     |
| 9 x 12            | 228.6 x 304.8         | 9 x 12        | 200 (28lb)                                       | US     |
| 10 x 13           | 254 x 330.2           | 10 x 13       | 100 (28lb)                                       | US     |

\* The number of envelopes that you can set changes depending on your environment or both types and conditions of your envelopes.

If the envelope feeding jam occurs, it may be improved by reducing the number of envelopes you set.

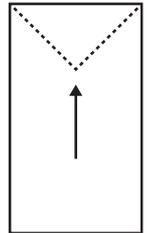
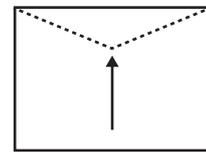
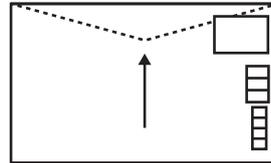
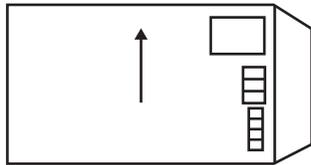
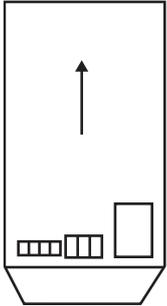
## ■ Envelope Orientations

Kakugata #1,  
#2, #3, #8  
Nagagata #3,  
#4, #40

Nagagata #3, #4,  
#40, Kakugata #3,  
Kakugata #6,  
Kakugata #8

Yougata #0, #2,  
#4,  
Younaga #3

COM-9, COM-10, DL,  
C4, C5, C6, C7, A2, A6,  
A7, 9x12, 10x13,  
Monarch



## Loading Envelopes

This section explains how to set envelopes on the feeder.

- 1 Loosen the wedge lever and slide the wedge toward. Tighten the wedge lever to fix the wedge.



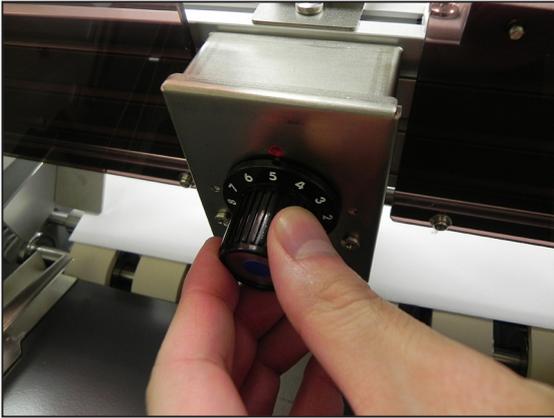
Memo

- If you place envelopes for use that stick out of the feeder, prepare for the back support guide beforehand. For how to set the back support guide, see ["Attaching Accessories to the Main Unit" \(P.26\)](#).

- 2 Rotate the set guide lock knob to the left to loosen the set guides. Slide each set guide to the ends of both sides.



- 3** Rotate the adjusting dial to "5" as a reference position to lower the separator. As the dial number is bigger, the separator moves downward.



- 4** Prepare an envelope. Set it under the separator with its flap facing the feeding direction and the print side facing up.



- 5** Rotate the adjusting dial to adjust the separator to your envelope.



- Lowering the separator too much may damage envelopes.
- Lifting the separator too much may cause multiple envelopes to be fed simultaneously.

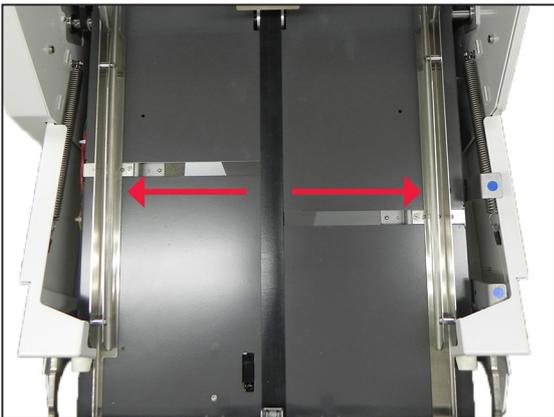
**6** Slide and match each set guide to the size of the envelope. Rotate the set guide lock knob to the right to fix the set guides.



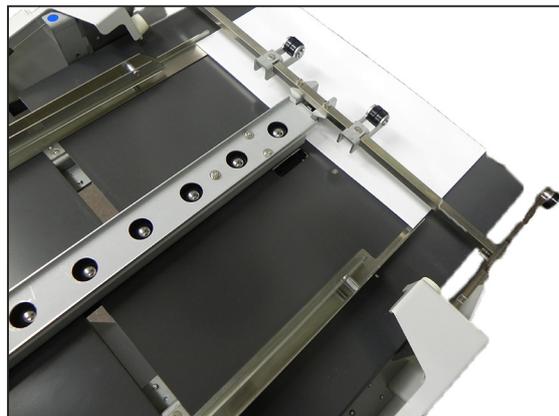
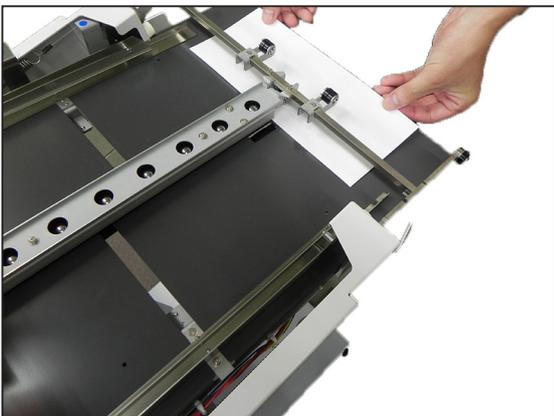
**Note**

- Pressing the set guides too tightly against the envelope edges may cause paper jams. Open each set guide a little to leave spaces.
- Adjust each set guide to the width of the envelope, and then open each set guide to leave each space of 3 mm to 5 mm between the both edges of the envelope and of the set guides.

**7** Slide each paper guide to the ends of both sides.



**8** Prepare another envelope. Insert the envelope into the paper guides and adjust the paper guides to the size of the envelope as illustrated.

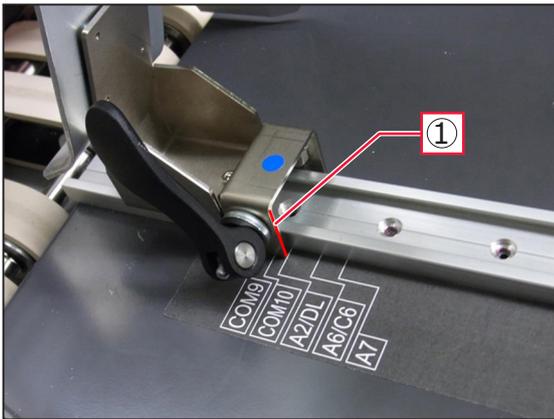


**Note**

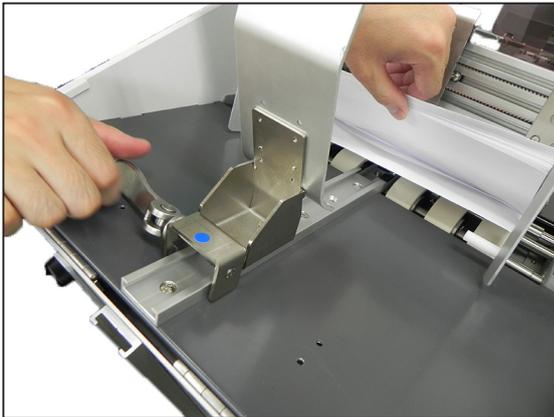
- Pressing the paper guides too tightly against the envelope edges may cause paper jams. Leave a total space of 2 mm to 3 mm between both the edges of the envelope and of the paper guides.

**9** Remove the envelope without moving the paper guide.

**10** Loosen the wedge lever and slide the wedge to adjust its edge (①) position with reference to the label indication.



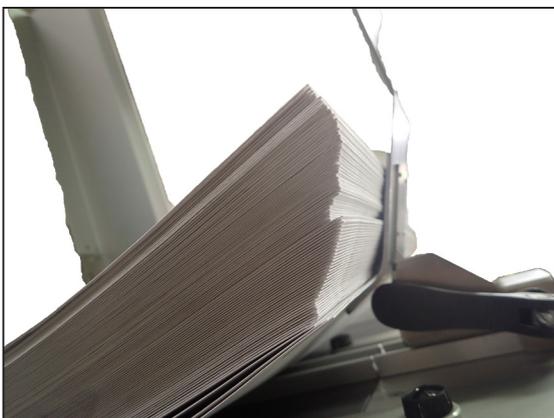
**11** Prepare about 10 envelopes. Set them on the envelope in step 3 with their flaps facing the feeding direction and the print sides facing up.



### Memo

- Lightly press the envelopes against the set guides to align the feed direction side of the envelopes with the set guides.
- Place the envelopes gently. Pressing the envelopes hard causes abnormal feeds and jammed paper.

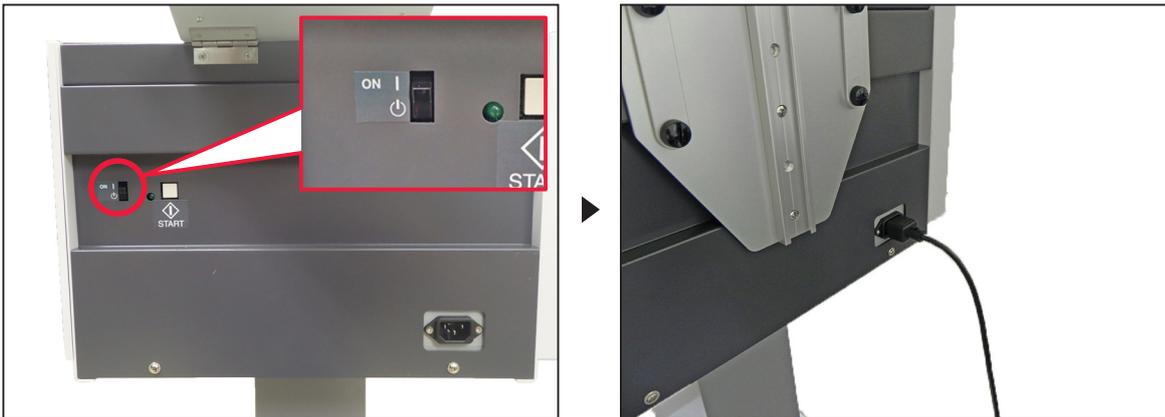
**12** Make sure the envelopes are placed along the wedge as illustrated. Tighten the wedge lever to fix the wedge.



### Memo

- Adjust the wedge position specified by the label for your envelope size. If your envelope size is not listed in the label, we recommend that you should place your envelopes rear ends of about 10 mm (1/2 inch) on the wedge.

**13** Check that the main switch is in the off (⏻) position. Remove the power code from the packing bag and firmly insert it into the feeder's AC inlet.



**14** Plug the power cord into the outlet.

**15** Press the main switch in the on (⏻) direction. The status indicator blinks green.

**16** Check that the envelopes will be fed correctly. Make sure the safety cover is closed. While pressing and holding the start button with one hand, receive the first envelope that will be sent to the discharge table. Then, release the start button to stop the feeding.



|   |   |
|---|---|
| <b>⚠ CAUTION</b>  | <b>There is a risk of getting caught in the feeder.</b> |
| <ul style="list-style-type: none"> <li>● Make sure to avoid getting your hair rolled in the rollers of the feeder.</li> </ul> |   |

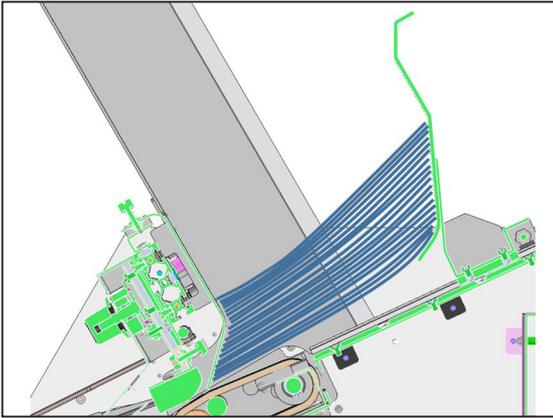
**!** Note

- When you press the start button with the safety cover open, the feeder does not start to work. Make sure to close the safety cover.
- If you press and release the start button before the feeder starts to work, the envelopes will continue to be sent automatically. To stop feeding, press the main switch in the off (⏻) direction.

**📖 Reference**

- If the envelopes are jammed or sent incorrectly, see "5.Troubleshooting" (P.57).

- 17** Make sure the rest of your envelopes have the print side facing up and are in the correct direction, and set them.



- 18** Loosen the set guide lock knob. Match each set guide to the size of the envelopes tightly to align the both sides of envelopes.

- 19** Open each set guide a little to leave spaces, and tighten the set guide lock knob.

- 20** Push the levers on the base's casters down in the "off" direction.

- 21** Connect the feeder to the printer.



Reference

- For how to connect the feeder to the printer, see "[Installing the Feeder](#)" (P.33).

## Printing on Envelopes

- 1 After completing all preparations for printing, press the main switch in the on (I) direction. Press and release the start button. Envelopes are sent to the multipurpose tray.

|   |   |
|---|---|
|  <b>CAUTION</b>                              | <b>There is a risk of getting caught in the feeder.</b> |
| <ul style="list-style-type: none"> <li>• Make sure to avoid getting your hair rolled in the rollers of the feeder.</li> </ul> |   |

### Reference

- If the envelopes are not sent properly, see "5.Troubleshooting" (P.57).

- 2 Open a file to be printed on a computer connected to the printer.

- 3 Print by specifying the [Multi-Purpose Tray] using the printer drivers.

### Reference

- For how to print using the multi-purpose tray from the printer drivers, see the following "Printer setting and Driver setting" section or "Basic" provided with the printer.

## Printer Setting and Driver Setting

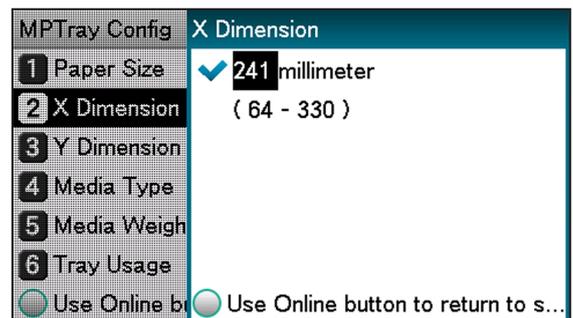
Describes with Com-10 size envelope in the below section as example.

### Printer Setting

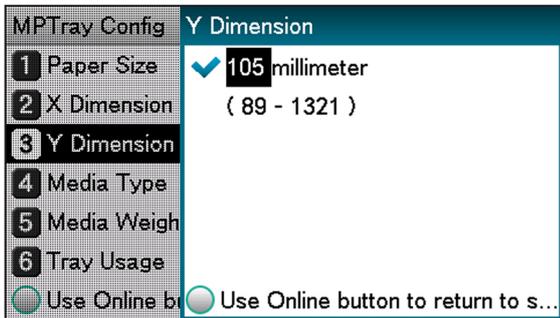
- 1 Select [Menu] > [Tray Configuration] > [MPTray Config] > [Paper Size] > [**Custom**].



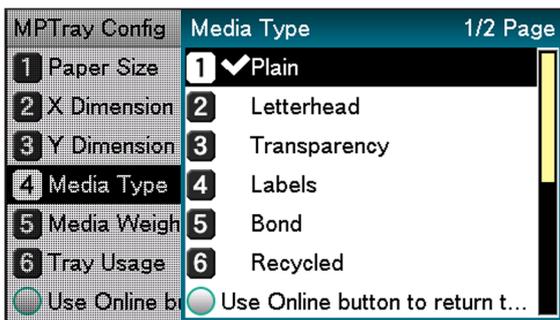
- 2 Select [Menu] > [Tray Configuration] > [MPTray Config] > [X Dimension]. Set to **241** millimeters. (If you use another size envelope, please change this value to the appropriate value.)



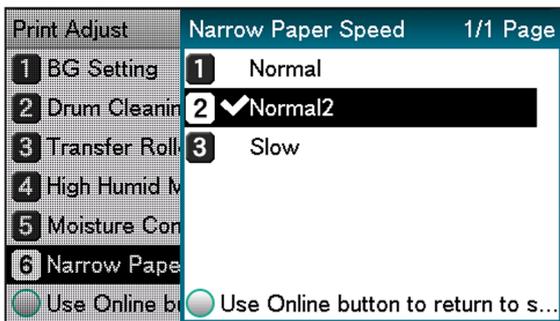
- 3 Select [Menu] > [Tray Configuration] > [MPTray Config] > [Y Dimension].  
Set to **105** millimeters.  
(If you use another size envelope, please change this value to the appropriate value.)



- 4 Select [Menu] > [Tray Configuration] > [MPTray Config] > [Media Type] > [Plain].  
\* Select [Envelope] when Envelope Fuser is installed and firmware is A01.44 or above. See table below.



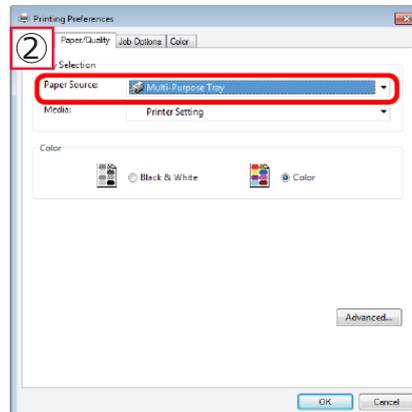
- 5 Select [Menu] > [Print Adjust] > [Narrow Paper Speed] > [Normal2].



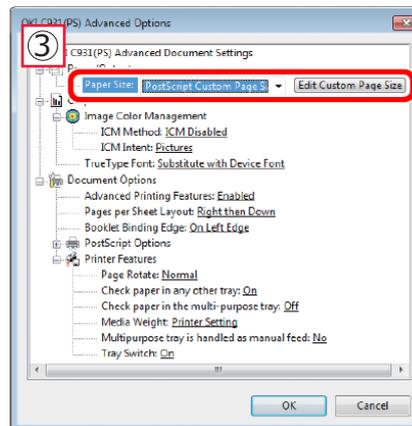
|                    |                 |                   |          |
|--------------------|-----------------|-------------------|----------|
| Firm Ware version  | A01.43 or lower | A01.44 or above   |          |
| Fuser type         | Standard        | Standard          | Envelope |
| Media type         | Plain           | Plain or Envelope | Envelope |
| Narrow Paper Speed | Normal2         | Normal2           | Normal2  |

## Driver Setting

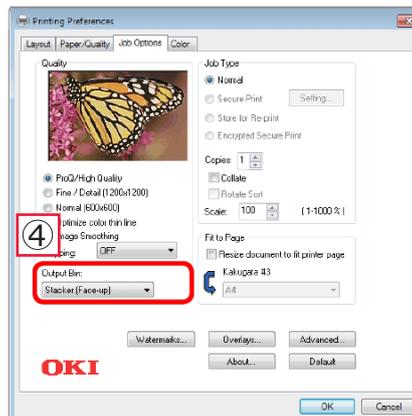
- 1 Click [Advance] (or [Preferences]).
- 2 Select [**Multi-Purpose Tray**] in [Paper Source] in the [Paper/Quality] tab.



- 3 Click [Advanced] in the [Paper/Quality] tab. Select the [**Com-10 Custom**] in [Paper Size] in the "Advanced Options" screen. (If you use another size envelope, please select [Envelope-Size Custom].)



- 4 Select [**Stacker (Face-up)**] in [Output Bin] in the [Job Options] tab, and click [OK].



- 5 Printing will be implemented.

# 4. Maintenance

This chapter explains how to care for the feeder and replace consumables.

## Caring for the Feeder

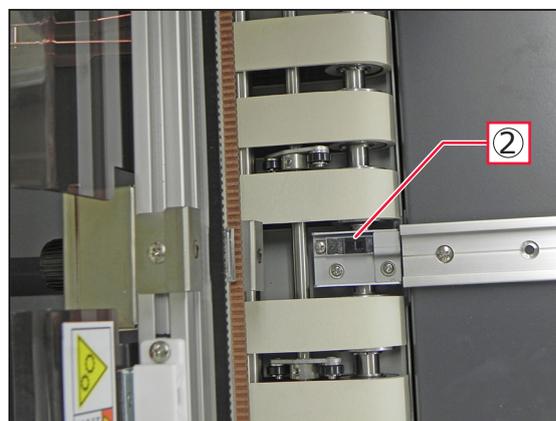
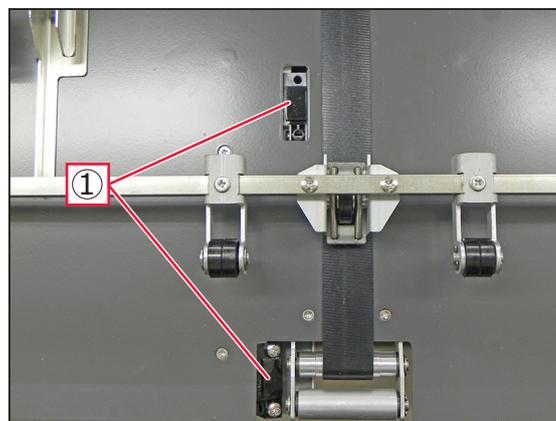
### Cleaning the Sensors

Items to be prepared: Cotton swab

- 1 Press the main switch in the off (⏻) direction.



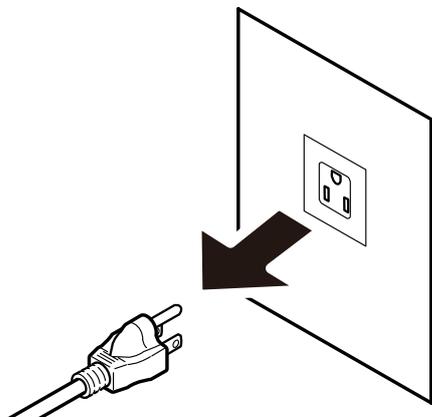
- 2 Gently wipe the surfaces of 2 sensors (①) on the top of the discharge table and the sensor (②) near the separator.



## Cleaning the Separator

Items to be prepared: Soft, damp cotton cloth

- 1 Unplug the power cord from the outlet.



- 2 Rotate the adjusting dial to "0" to lift the separator.

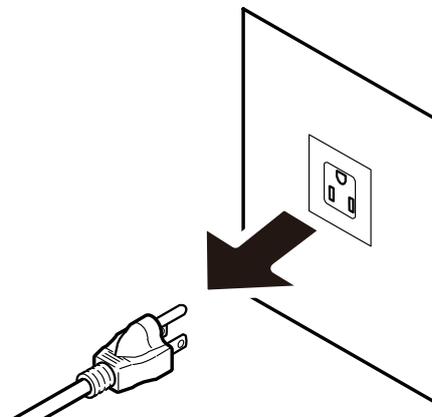
- 3 Wipe off the dirt on the separator with the soft, damp cloth.



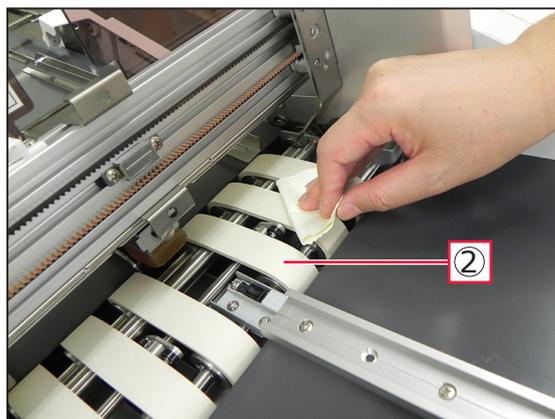
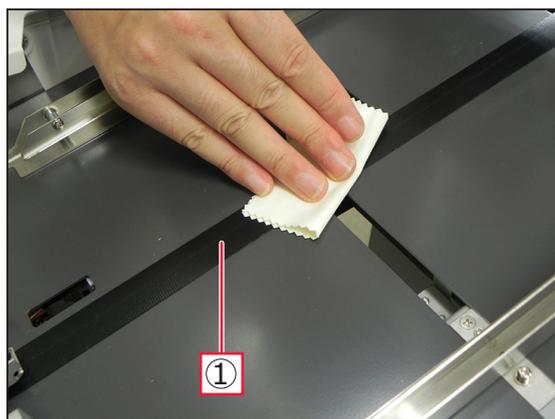
## Cleaning the Belts

Items to be prepared: Soft, damp cotton cloth

- 1 Unplug the power cord from the outlet.



- 2 Wipe off the dirt on the belt (①) at the center of the discharge table and the belts (②) near the separator with the soft, damp cloth.

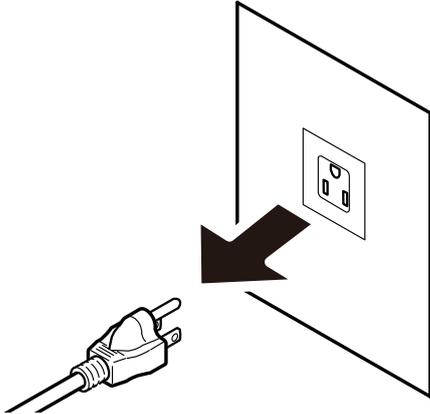


## Replacing Consumables

To replace or order consumables and damaged parts, contact the designated customer service center.

### Replacing the Separator

- 1 Unplug the power cord from the outlet.

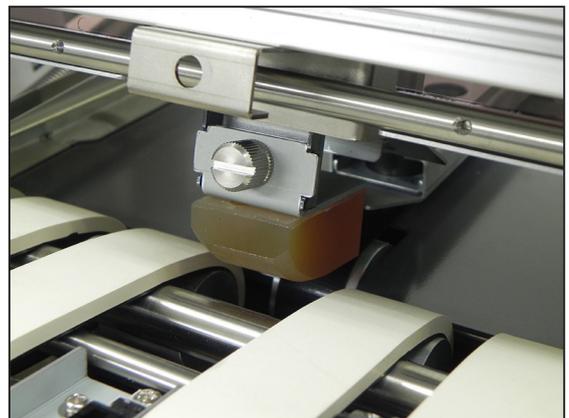


- 2 Rotate the adjusting dial to "0" to lift the separator.

- 3 Loosen the separator screw to remove the separator from the feeder.



- 4 Remove a new separator from the packing bag. Attach it to the feeder and rotate the screw to fix it.

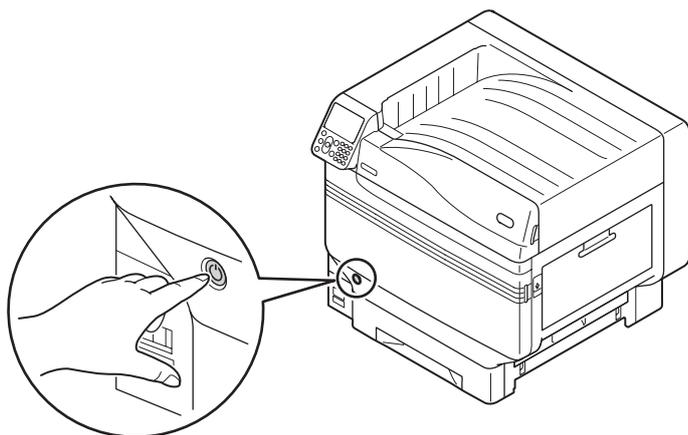


## Caring for the Printer

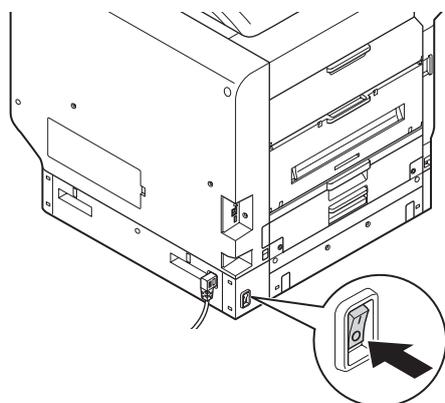
### Cleaning the Black Tape

Items to be prepared: Soft, damp cotton cloth

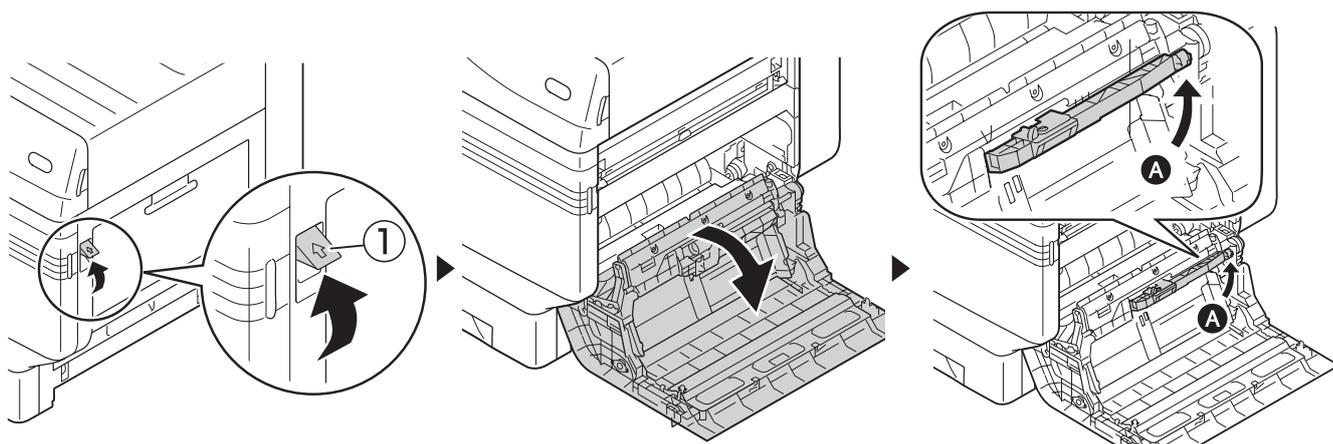
- 1 Remove wrist watches, bracelets, etc.
- 2 Press and hold the power switch for approximately 1 second to switch off the power supply.



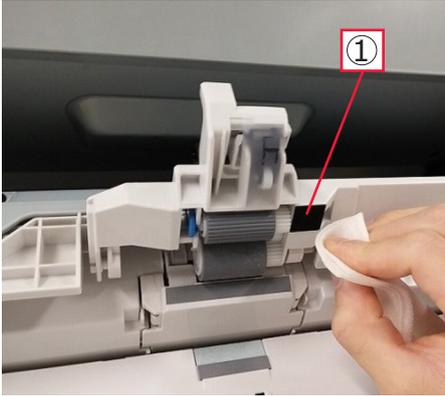
- 3 Check that the operation panel on the printer is completely turned off, and then switch off the main power supply.



- 4 Lift the opening (①), and open the right side cover. And, lift Section A.



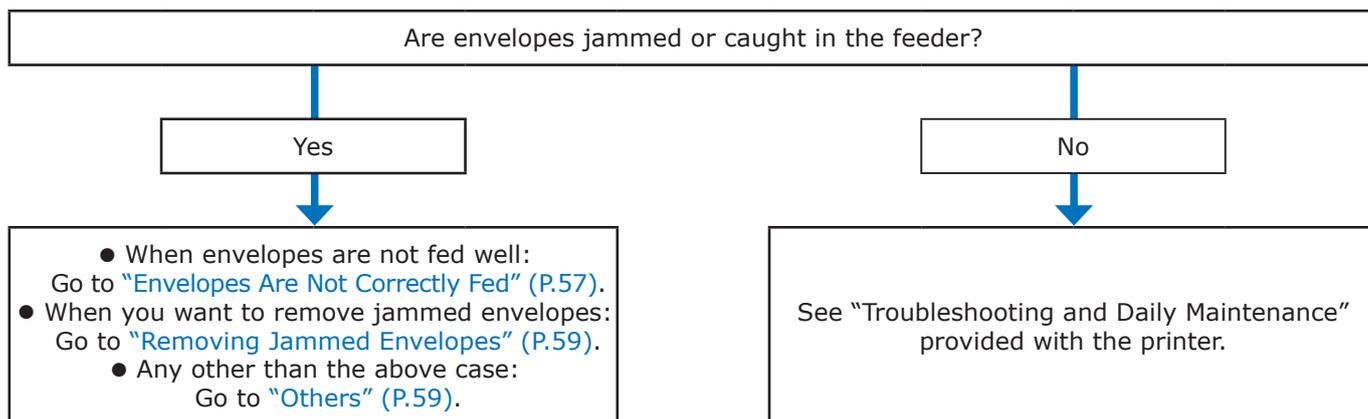
- 5** Wipe off the dirt on the black tape (①) with the soft, damp cloth.



# 5. Troubleshooting

This chapter explains how to solve problems that occur while using the feeder.

## Troubleshooting Procedure



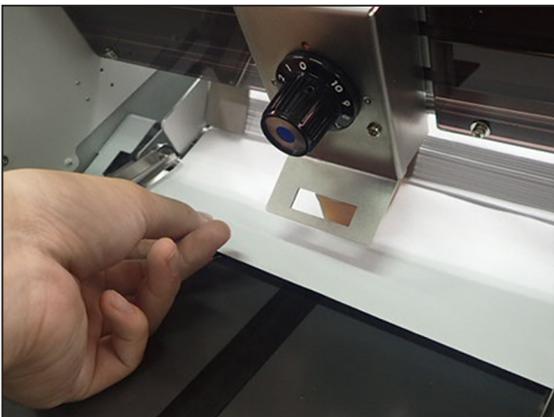
## Envelopes Are Not Correctly Fed

| Symptom           | Cause                                      | Troubleshooting   | Reference pages |
|-------------------|--|---|-----------------|
| Paper jams occur. | Feeder is tilted.                          | Install the feeder on a flat, stable surface.                     | —               |
|                   | Separator is dirty.                        | Clean the separator.  | P.53            |
|                   | Positions of paper guides are not aligned. | Match each paper guide to the envelope size that you have set.    | P.44            |
|                   | Envelopes are not set correctly.           | Set envelopes correctly.  | P.44            |
|                   | Separator's position is too low.           | Lift the separator up.  | P.44            |
|                   | Envelopes contain moisture.                | Use envelopes stored at the appropriate temperature and humidity. | —               |
|                   | Positions of set guides are not aligned.   | Match each set guide to the envelope size that you have set.      | P.44            |
|                   | Feeder is away from the printer.           | Correctly install the feeder to the printer.                      | P.33            |
|                   | Position of the wedge is not aligned.      | Adjust the wedge position.  | P.44            |
|                   | A few envelopes are not fed.               | Prepare additional envelopes and set them again.                  | P.44            |
|                   | Black tape is not placed correctly.        | Place the black tape correctly.                                   | P.33            |
|                   | Black tape is dirty.                       | Clean the black tape.   | P.55            |
|                   | Sensor is dirty.                           | Clean the sensor.   | P.52            |

| Symptom   | Cause  | Troubleshooting  | Reference pages |
|---|--|--|-----------------|
| Multiple envelopes are fed simultaneously.              | Envelopes are either too thin or too thick.                | Use envelopes compatible with the feeder.  | P.43            |
|   | Too many envelopes are set on the set guides.              | Reduce the amount of envelopes.  | —               |
|   | Envelopes are set too tightly.                             | Remove the envelopes from the set guides, and then set them again.   | —               |
|   | Position of the separator is not aligned.                  | Lower the separator to adjust the position again.  | P.44            |
|   | Flaps of window envelopes are caught in their windows.     | Set the envelopes in the reverse direction (with their flaps directing backward). Change the printing direction to the opposite on the computer.   | —               |
| Envelopes are fed in an inclined direction.             | Envelopes contain moisture or static electricity.          | Use envelopes stored at the appropriate temperature and humidity.  | —               |
|   | Envelopes have creases, folds, or curls.                   | Use envelopes compatible with the feeder. Correct if there are curls.  | —               |
|   | Envelopes are not aligned properly.                        | Adjust each paper guide to the width of the envelopes.   | P.44            |
|   | Envelopes are not set straight.                            | Adjust each paper guide to the width of the envelopes.   | P.44            |
|   | Envelopes have curls or bulges.                            | Use envelopes compatible with the feeder. Use envelopes after correcting the curls or bulges.  | —               |
| Envelopes are fed folded.                               | Separator's position is too low.                           | Lift the separator up.   | P.44            |
|   | Envelopes contain moisture.                                | Use envelopes stored at the appropriate temperature and humidity.  | —               |
| Envelopes are jammed on the printer side of the feeder. | Too many envelopes are set on the set guides.              | Reduce the amount of envelopes.  | —               |
|   | Position of the wedge is not aligned.                      | Match the wedge to the envelope size that you have set.  | P.44            |
|   | Positions of set guides are not aligned.                   | Match each paper guide to the envelope size that you have set.   | P.44            |
|   | Printing speed is too fast for the paper length.           | Specify the paper size as an envelope to print envelopes.  | —               |
|   | Rollers in the multipurpose tray of the printer are dirty. | Clean the rollers in the multipurpose tray of the printer.   | —               |
| Envelopes are jammed inside the printer.                | —  | <ol style="list-style-type: none"> <li>1. See "Troubleshooting and Daily Maintenance" provided with the printer to resolve the envelope jam.</li> <li>2. Remove the envelopes left in the multipurpose tray.</li> <li>3. Set the envelopes again.</li> <li>4. Press the start button on the feeder.</li> </ol> | —               |

## Removing Jammed Envelopes

- 1 Remove the feeder from the printer.
  -  **Reference**
  - For how to remove the feeder from the printer, see ["Removing the Feeder" \(P.42\)](#).
- 2 Rotate the adjusting dial to "0" to lift the separator.
- 3 Open the safety cover.
- 4 Remove the hold down bar.
- 5 Loosen the wedge lever and slide the wedge toward.
- 6 Rotate the set guide lock knob to the left. Slide each set guide to the ends of both sides.
- 7 Slowly remove the remaining envelopes on the set guides and separator.



- 8 Slide each paper guide to the ends of both sides.



- 9 Slowly remove the remaining envelopes.



- 10 Load the envelopes again.

### Reference

- For how to load envelopes, see ["Loading Envelopes" \(P.44\)](#).

- 11 After completing all preparations for printing, press the start button.

## Others

If you cannot resolve the problem using these troubleshooting methods, see "Troubleshooting and Daily Maintenance" provided with the printer, and then contact the designated customer service center.

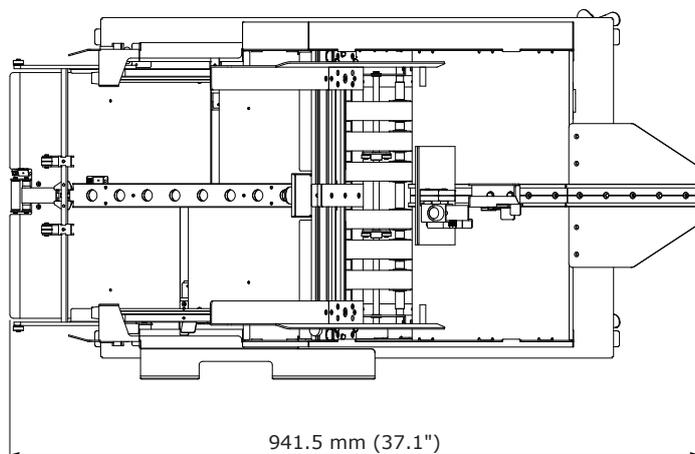
# 6. / Specifications

## Main Specification

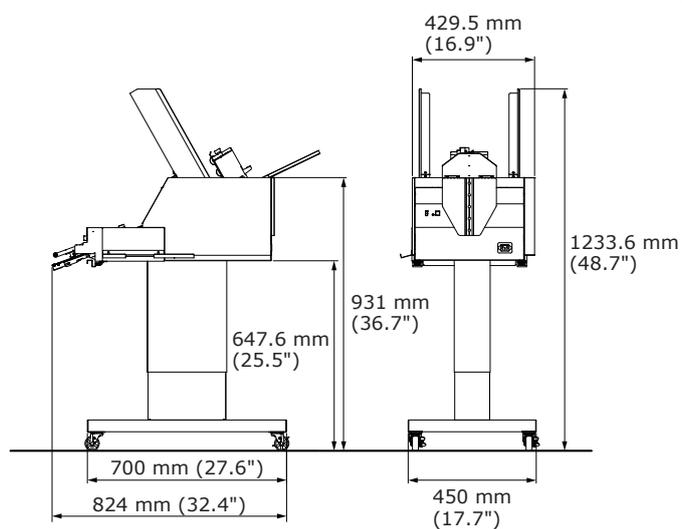
|                                     |   |   |
|-------------------------------------|---|---|
| Model number                        | 100 V - 120 V model: N36140A<br>230 V model: N36140B  |   |
| Weight                              | Approx. 39.2 kg   |   |
| Power                               | N36140A: 100 to 127 VAC (Range 90 to 140 VAC), 50/60 Hz $\pm$ 2 %<br>N36140B: 220 to 240 VAC (Range 198 to 264 VAC), 50/60 Hz $\pm$ 2 % |   |
| Power consumption                   | During operations: Approx. 120 W  |   |
| Use environment conditions          | Temperature: 10 °C to 32 °C, humidity: 20 % to 80 %RH<br>Max. wet bulb temperature: 25 °C   |   |
| Print speed                         | 29 pages/min. (COM-10)  |   |
| Type of paper                       | Paper quality   | Envelopes   |
|                                     | Paper size  | Width: 64 to 330.2 mm (2.5 to 13.0 inch)<br>Length: 89 to 382 mm (3.5 to 15.0 inch) |
|                                     | GSM paper weight  | 24 lb or 28 lb (basis weight paper)   |
| Paper feed method/<br>Feed quantity | Bottom sheet feeding  | 600 envelopes (COM-10, 24 lb paper)   |
| Paper output method                 | Face-up (printer)   |   |
| Consumable product                  | Separator   |   |
| Device service life                 | 1.5 million envelopes   |   |

## Dimensions

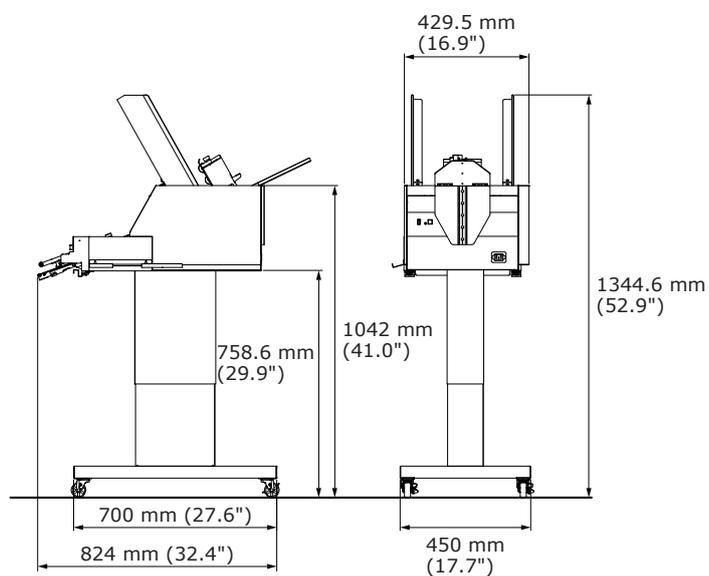
Top view



Front/Side view (with 4 expansion trays mounted)



Front/Side view (with 5 expansion trays mounted)



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