

# Loading Originals

## Placing Originals on the Platen

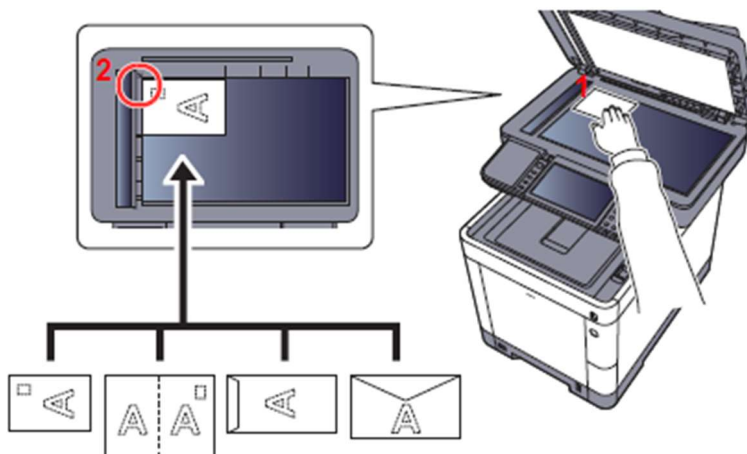
You may place books or magazines on the platen in addition to ordinary sheet originals.

1. Put the scanning side facedown.
2. Align it flush against the original size indicator plates with the back left corner as the reference point.



When you place envelopes or cardstock on the platen.

1. Put the scanning side facedown.
2. Align it flush against the original size indicator plates with the back left corner as the reference point.



### CAUTION

Do not leave the document processor open as there is a danger of personal injury.

### IMPORTANT

- Do not push the document processor forcefully when you close it. Excessive pressure may crack the platen glass.
- When placing books or magazines on the machine, do so with the document processor in the open position.