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LaserWriter Select 360: Installing/Loading Multipurpose Tray

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TOPIC -----

Do I need to install the multipurpose tray on my LaserWriter 360?

DISCUSSION -----

You can use the multipurpose tray to automatically feed envelopes and various sizes of paper into the printer. You don't have to install the tray if you don't want to use it. If you don't want to install it, you can feed individual sheets of paper with the manual feed tray.

The tray fits into the manual feed opening and feeds up to 50 sheets or 5 envelopes.

INSTALLING THE MULTIPURPOSE TRAY

1. Open the flap door (front) of printer as if you're going to do a manual feed.
2. As you're facing the opened flap door, hold the multipurpose tray (folded up), and insert the left side first (see User's Guide for more details).
3. Push the black latch (located on the right side of the manual feed opening) to the left, position the tray, and release the latch.
Note: You can remove the multipurpose tray by pushing the latch to the left and gently pulling it out.

LOADING THE MULTIPURPOSE TRAY

1. Pull out the extension on the multipurpose tray.
2. Stack the paper on the multipurpose tray and adjust the paper guides so they just touch the paper, but still allow it to lie flat. Again, the multipurpose tray holds and feeds up to 50 sheets or 5 envelopes. The tray can accept U.S. Legal, A4, U.S. Letter, B5 (JIS), and Executive paper.
Note: Do not stack the paper above the tab (left side) on the multipurpose tray.

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