REPLENISH PAPER TRAY

KONICA MINOLTA BIZHUB

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Open empty paper tray on Konica Minolta bizhub by grasping the handle and pulling out toward yourself

Top Tip: Paper tray number will be illuminated orange when tray is empty

Gather paper in a neat stack and place in open tray

Top Tip: Be aware of "dog ears" (when the corner of the paper is folded over) as this can cause the paper to get stuck whilst printing

Make sure the guides are aligned to the edges of the paper stack

Top Tip: To adjust the guide on the left, pinch the blue sections on either side and slide into place; To adjust the guide at the bottom, push into the blue section and slide into place.

Gently push to close paper tray