

**ENVELOPE FEEDER ATTACHMENT  
INSTALLATION PROCEDURE**

**PROCÉDURE D'INSTALLATION  
DU MODULE D'ENVELOPPES**

**INSTALLATIONSVERFAHREN DER  
CANON BRIEFUMSCHLAGZUFÜHRUNG**

**PROCEDURA PER L'INSTALLAZIONE DEL  
DISPOSITIVO CANON ENVELOP FEEDER**

**封筒アタッチメント取付手順書**

**ENGLISH**

**FRANÇAIS**

**DEUTSCH**

**ITALIANO**

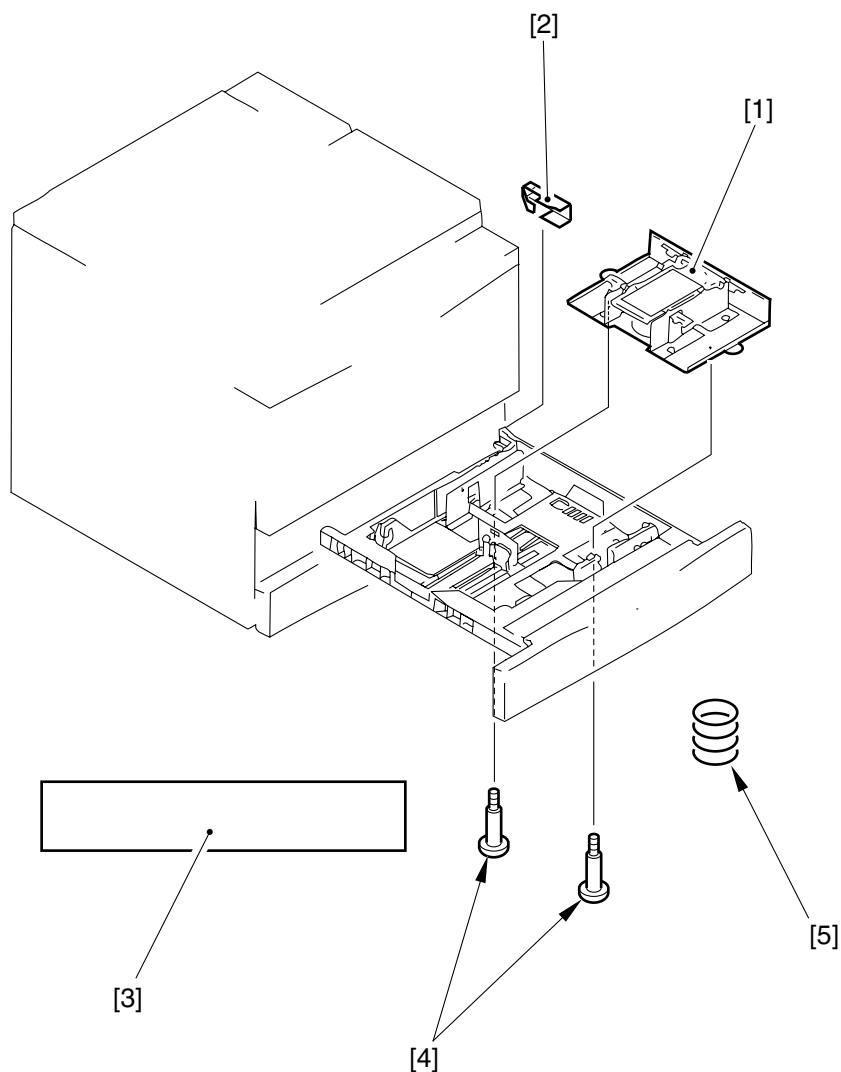
**日 本 語**

# ENVELOPE FEEDER ATTACHMENT INSTALLATION PROCEDURE

## 1. Unpacking and Checking the Contents

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Unpack the cardboard box of the Envelope Feeder Attachment, and check to make sure that none of the following is missing:



**F1-1**

- |                                      |       |
|--------------------------------------|-------|
| [1] Envelope Feeder Attachment ..... | 1 pc. |
| [2] Lifter stop .....                | 1 pc. |
| [3] Label sheet .....                | 1 pc. |
| [4] Stepped screw .....              | 2 pc. |
| [5] Spring (identified by red) ..... | 1 pc. |



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Be sure to install the Envelope Feeder Attachment to cassette 1 of its host machine.  
The cassette may be a "Canon GP Cassette-N1(S)" or un "Canon FL Cassette-V1(S)", depending on the model of the host machine.

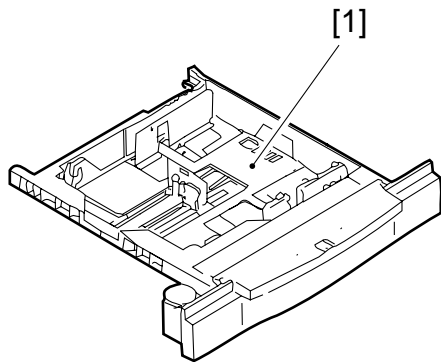
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## 2. Making Preparations and Checks

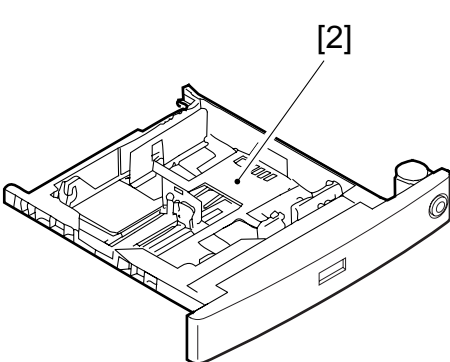
### 1. Type of Cassette

In this Procedure, each cassette type is explained as follows:

- 1 Parts in common, using common illustrations
- 2 Parts with difference, using separate illustrations



F2-1



F2-2

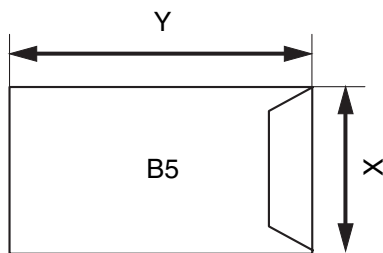
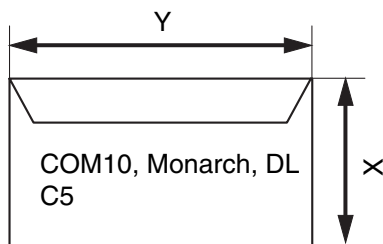
- [1] Canon GP Cassette-N1(S)
- [2] Canon FL Cassette-V1(S)

### 2. Standards for Envelopes

Type	Shorter side (X) x Longer side (Y)	Recommended manufacturer
COM10	104.7 x 241.3 (mm)	Mailwell No.553
Monarch	98.4 x 190.5 (mm)	Mailwell No.582
DL	110 x 220 (mm)	Mailwell, schneidersohne No.11345
C5	162 x 229 (mm)	Schneidersohne, Kuvert No.17204
B5	176 x 250 (mm)	Schneidersohne, Kuvert No.15269

T1-1

### 3. Shapes of Envelopes by Type



F2-3

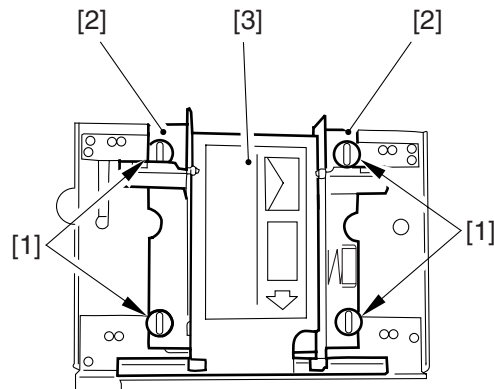
The Envelope Feeder Attachment comes equipped with a spring identified by green. As necessary (as when the user wants specific envelope sizes), remove it and replace it with a spring identified by red (included in the box) as shown below.

Size	Spring to use
Monarch, COM10, DL	Spring identified by green (used at time of shipment)
B5,C5	Spring indicated by red

Keep the other spring in a plastic bag and store in near the host machine.

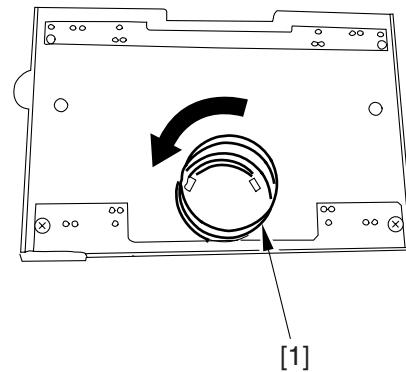
# **1. Replacing the Spring (with the one identified by red)**

- 1) Remove the four mounting members [1], and remove the side guide plate [2] (one each from the front and the rear); then, detach the lifter [3].



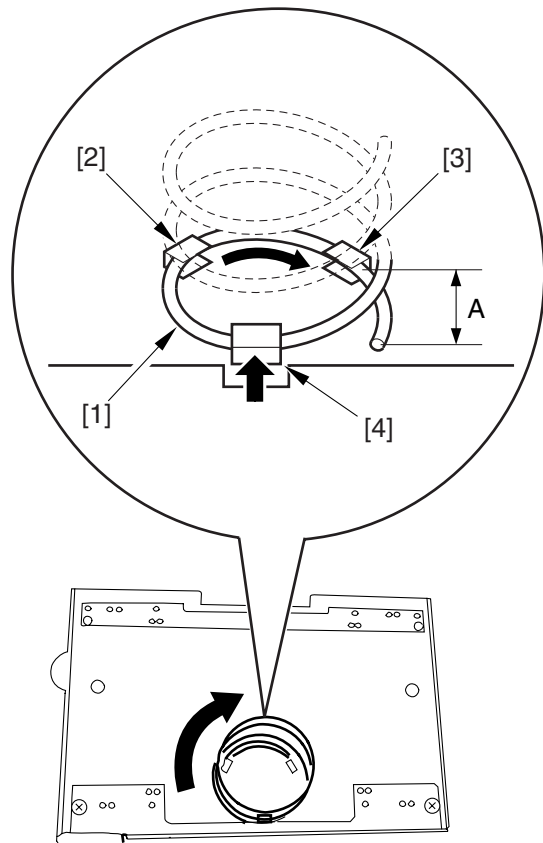
**F2-4**

- 2) Holding the bottom (1st and 2nd turns) of the spring identified by green [1], thread it counterclockwise to detach it from the cassette.



**F2-5**

- 3) Fit the tip of the spring identified by red [1] (included in the box) by threading it clockwise starting with clasp 1 [2] and then clasp 2 [3].
- 4) Holding the bottom (1st and 2 turns) of the spring identified by red, thread it so that distance A from clasp 2 [3] is about 15 mm. At this time, check to make sure that the spring is firmly secured to the bottom surface.



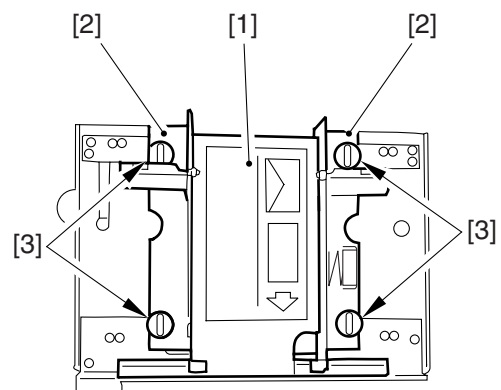
**F2-6**

## 2. Switching the Size

- 1) Fit the lifter [1] and the side guide plate [2] (one each at the front and the rear) by butting the edge of the side guide plate against the line indicating the appropriate size of the Envelope Feeder Attachment; then, secure them in place using two mounting screws [3] each.



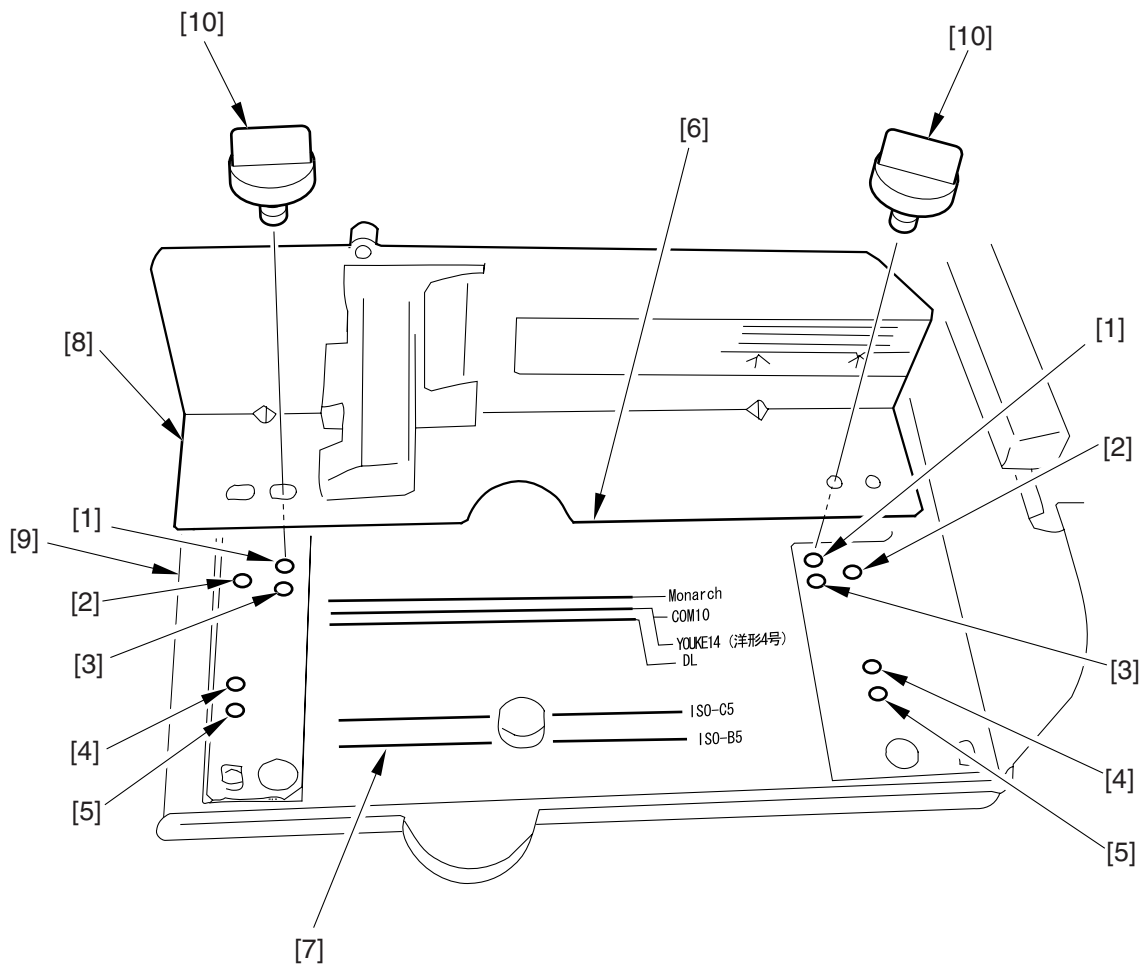
Take care when mounting the side guide plate not to confuse the mounting holes; otherwise, it can extend beyond the Envelope Feeder Attachment. See the page that follows for the correct holes according to size.



**F2-7**

### Mounting Holes for the Side Guide Plate (front)

(The Side Guide Plate (rear) is found on the opposite side.)



### F2-8

- |             |            |
|-------------|------------|
| [1] Monarch | [4] ISO-C5 |
| [2] COM10   | [5] ISO-B5 |
| [3] DL      |            |

### Mounting the Side Guide Plate

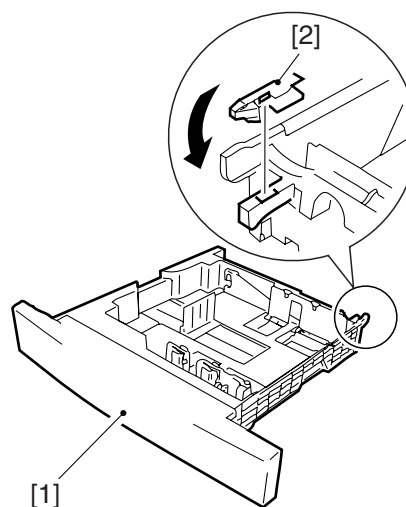
- 1) Place the side guide plate so that its edge [6] is parallel to the line [7] indicating the size.
- 2) Match the left side [8] of the side guide plate against the left side [9] of the frame.
- 3) While referring to F2-8, secure the side guide plate using the mounting members [10].

### 3. Installing the Envelope Feeder Attachment

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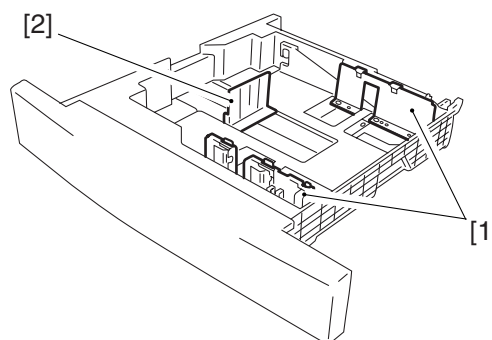
#### 1. Installing the Envelope Feeder Attachment

- 1) Slide out cassette 1 [1] of the host machine.
- 2) Fit the lifter stop [2] to the protrusion found at the rear of the cassette. (The stop has its own orientation. Refer to the figure.)



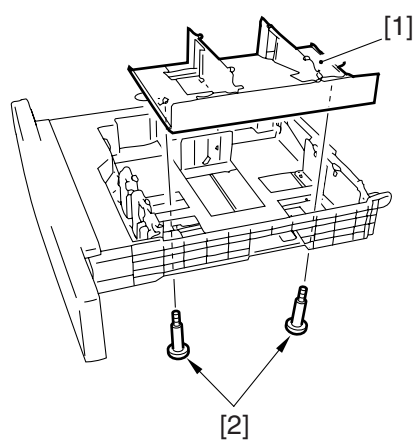
F3-1

- 3) Spread the side guide plates [1] (both front and rear) of the cassette fully.
- 4) Set the rear guide plate [2] of the cassette beyond B5R.



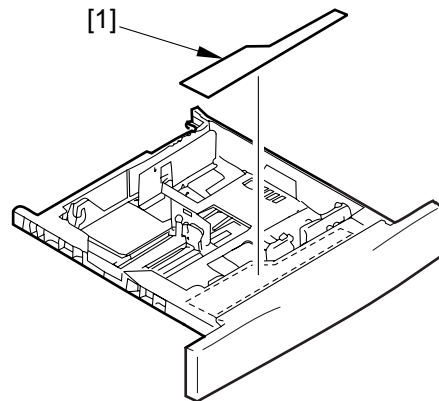
F3-2

- 5) Set the Envelope Feeder Attachment [1] to the cassette, and move the rear guide plate.
- 6) Fix the Envelope Feeder Attachment in place from the bottom of the cassette using two screws [2].



F3-3

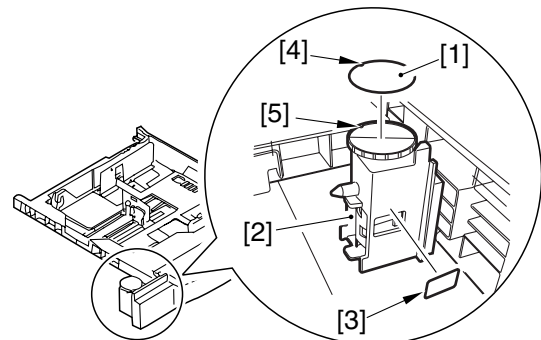
- 7) Attach the user label [1] to the cassette.



**F3-4**

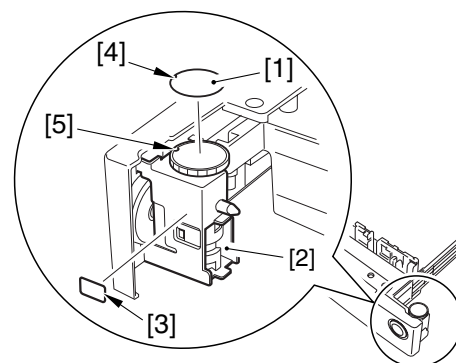
- 8) Select the appropriate dial label [1] to suit the cassette type:
- Canon GP Cassette-N1(S)....purple
  - Canon FL Cassette-V1(S)....blue
- 9) Attach the dial label [1] and the switch label [3] to the size detecting cam [2] of the cassette. At this time, be sure to match the cut-off [4] in the label against the protrusion [5] on the dial.

**Canon GP Cassette-N1(S)**



**F3-5**

**Canon FL Cassette-V1(S)**



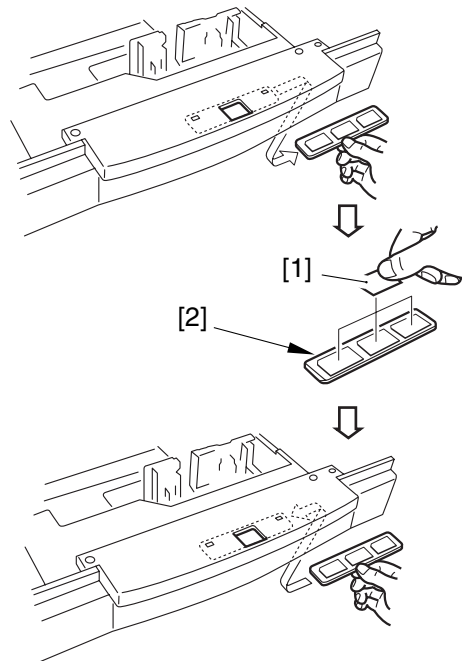
**F3-6**

- 10) Set the dial of the size detecting cam to 'Envelope'.



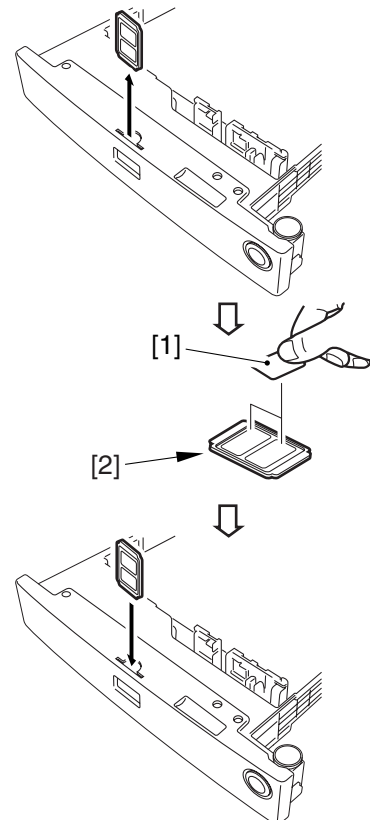
- 11) Select the appropriate cassette label [1] to suit the cassette type:
  - Canon GP Cassette-N1(S)....purple
  - Canon FL Cassette-V1(S).....gray
- 12) Attach the cassette size label [1] to the cassette size label plate [2].

**Canon GP Cassette-N1(S)**



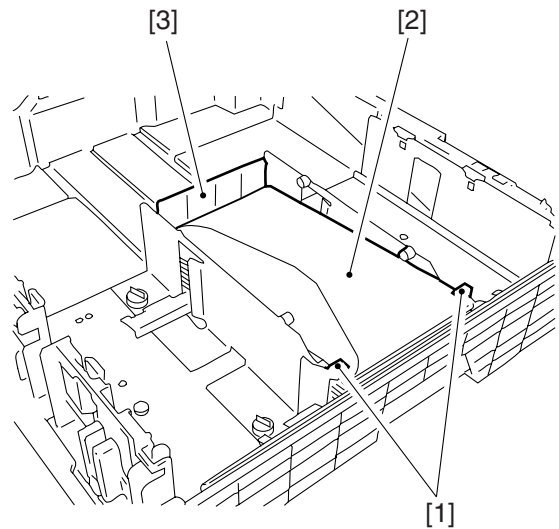
**F3-7**

**Canon FL Cassette-V1(S)**



**F3-8**

- 13) Place the envelopes [2], making sure they are oriented correctly in relation to the indication on the lifter label of the Envelope Feeder Attachment and they are under the claws [1].
- 14) Set the rear guide plate [3] against the trailing edge of the stack of envelopes.



**F3-9**

## 4. Settings

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- 1) Register the standards of the envelopes under 'envelope settings' of 'common settings'.
- 2) Set the size series switch to either 'ENV.1' or 'ENV.2' on the switch label.

## 5. Checking the Indication and Operation

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- 1) Check to make sure that the notation for cassette 1 on the Paper Select screen on the control panel of the host machine is 'envelope'.
- 2) Check to make sure envelopes are fed properly.

