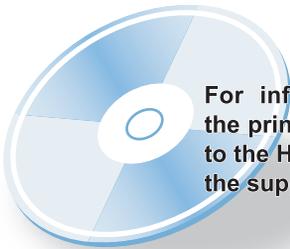


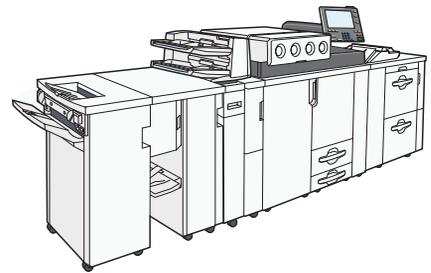


Pro c900

Operating Instructions Troubleshooting



For information not in the printed manual, refer to the HTML/PDF files on the supplied CD-ROM.



-
- 1 When the Machine Does Not Operate As Wanted
 - 2 Adding Paper, Toner and Staples
 - 3 Clearing Misfeeds
 - 4 Remarks

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Power Source

208-240V, 50/60Hz, 24A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see p.82 "Power Connection".

Manuals for This Machine

Refer to the manuals that are relevant to what you want to do with the machine.

★ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

About This Machine

Be sure to read the Safety Information in this manual before using the machine.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

Network Guide

Explains how to configure and operate the machine in a network environment.

General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering user codes. Also refer to this manual for explanations on how to connect the machine.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.
- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

↓ Note

- In addition to the above, manuals are also provided for the Printer function.

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How to Read This Manual

Symbols

This manual uses the following symbols:

Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[]

Indicates the names of keys on the machine's display or control panels.

Names of Major Options

Major options of this machine are referred to as follows in this manual:

- LCIT RT5000 → Large Capacity Tray (LCT)
- LCIT RT5020 → Wide Large Capacity Tray (Wide LCT)
- Finisher SR5000 → Finisher
- Booklet Finisher BK5000 → Booklet Finisher
- Bridge Unit BU5000 → Bridge unit

1. When the Machine Does Not Operate As Wanted

This chapter describes basic troubleshooting procedures.

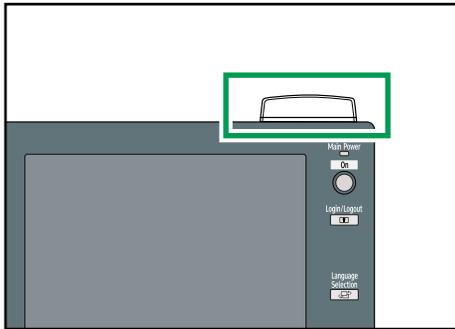
Indicators

This section describes indicators that appear on the display panel.

Display Panel Indicator

| Indicator | Status |
|---|---|
|  : Misfeed indicator | Appears when a misfeed occurs. For details, see p.55 "Removing Jammed Paper". |
|  : Load Paper indicator | Appears when paper runs out. For details, see p.21 "Loading Paper". |
|  : Add Toner indicator | Appears when toner runs out. For details, see p.50 "Adding Toner". |
|  : Add Staple indicator | Appears when staples run out. For details, see p.53 "Adding Staples". |
|  : Add Fusing Oil indicator | Appears when fusing oil runs out. For details, see p.84 "Adding the Fusing Oil". |
|  : Waste Toner Full indicator | Appears when the waste toner bottle is full. Contact your service representative. |
|  : Empty Hole Punch Receptacle indicator | Appears when the hole punch receptacle is full. For details, see p.78 "Removing Punch and Staple Waste". |
|  : Empty Waste Staple Receptacle indicator | Appears when the waste staple receptacle is full. For details, see p.78 "Removing Punch and Staple Waste". |
|  : Service Call indicator | Appears when the machine is malfunctioning or requires maintenance. |
|  : Open Cover indicator | Appears when one or more covers of the machine is open. |

Status Indicator



BJU078S

| Indicator | Status |
|--------------|---|
| Off | The operation switch is turned off. Prints can still be made. |
| Flashing red | Toner has nearly run out. For details, see p.50 "Adding Toner". |
| Lit red | A paper jam or some other malfunction has occurred. For details, see p.55 "Removing Jammed Paper". |

Reference

- p.21 "Loading Paper"
- p.50 "Adding Toner"
- p.53 "Adding Staples"
- p.55 "Removing Jammed Paper"
- p.75 "Removing Jammed Staples"
- p.78 "Removing Punch and Staple Waste"
- p.84 "Adding the Fusing Oil"

Buzzer Alert

This section describes the different types of beep patterns.

| Beep pattern | Meaning | Cause |
|---------------------------------------|------------------------------|--|
| Single short beep | Panel/screen input accepted. | A key on the control or display panels was pressed. |
| Short, then long beep | Panel/screen input rejected. | An invalid key was pressed on the control or display panels, or the entered password was incorrect. |
| Two long beeps | Machine is ready for use. | The machine has fully warmed up or has revived from Energy Saver mode and is ready for use. |
| Five long beeps | Soft alert | The initial screen returns when the machine goes into Energy Saver mode. |
| Five long beeps repeated four times. | Soft alert | A paper tray is empty. |
| Five short beeps repeated five times. | Strong alert | The machine requires user attention because paper has jammed, the toner needs replenishing, or other problems have occurred. |

↓ Note

- You cannot stop the beeping. If covers are opened and closed repeatedly when clearing paper jams or adding toner, beeping might continue even after the machine has returned to normal status.
- You can specify to enable or disable buzzer alerts. For details, see Panel Key Sound in "System Settings", General Settings Guide.

Checking Machine Status and Settings

This section describes how to check the machine's system status.

1

Maintenance Info

You can check the following items under [Maintenance Info]:

- [Remaining Toner]
Displays the amount of remaining toner.
- [No Staples]
Displays whether there are staples remaining.
- [Punch Receptacle Full]
Displays whether the hole punch receptacle is full.
- [Waste Staple Receptacle Full]
Displays whether the waste staple receptacle is full.
- [Paper Tray]
Displays the paper type and size loaded in the paper trays.
- [Output Tray Full]
Displays whether the output tray is overloaded.
- [Paper Misfeed]
Displays state of and solutions for paper jams.
- [Cover Open]
Indicates the cover that is open.

Machine Address Info

You can check the following items under [Machine Address Info]:

- [Machine IPv4 Address]
Displays the machine's IPv4 address.
- [Machine IPv6 Address]
Displays the machine's IPv6 address.
[Manual Configuration Address] displays the IPv6 address configured manually.

Inquiry

You can check the following items under [Inquiry]:

- [Machine Repairs]
Displays the machine number and contact number that are required for service.
- [Sales Representative]

Displays the sales representative's telephone number.

- [Supply Order]

Displays the contact number for placing orders for supplies.

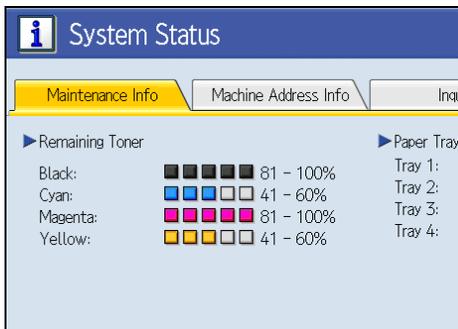
- [Supply Details]

Displays the types of toner, staples, and other supplies for this machine.

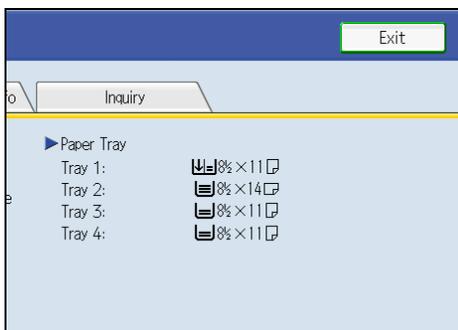
1. On the control panel, press [System Status].



2. Press each tab and check the contents.



3. After checking the information, press [Exit]. The previous screen returns.



 **Note**

- [No Staples], [Punch Receptacle Full], [Output Tray Full], [Paper Misfeed], and [Cover Open] appear on the [Maintenance Info] tab only when these errors occur.
- For details about how to locate and remove misfeeds, see "Removing Jammed Paper".

 **Reference**

- p.55 "Removing Jammed Paper"

When You Have Problems Operating the Machine

This section describes common problems and messages.

If other messages appear, follow the instructions displayed.

★ Important

- Check the contact address and Serial No. of Machine shown in the call service message, and then contact your service representative.

| Problem | Cause | Solution |
|---|---|---|
| The operation switch indicator continues blinking and does not turn off when pressed. | This occurs in the following cases: <ul style="list-style-type: none"> • The machine is communicating with external equipment. • The hard disk is active. • The machine is cooling down. | Check if the machine is communicating with external equipment. |
| The display is off. | The machine is in Energy Saver mode. | Press the [Energy Saver] key to cancel Energy Saver mode. |
| The display is off. | The operation switch is turned off. | Turn on the operation switch. |
| Nothing happens when the operation switch is turned on. | The main power switch is turned off. | Turn on the main power switch. |
| "Please wait." appears. | This message appears when you turn on the operation switch. | Wait for a while. If the machine does not get ready in 2 minutes, contact your service representative. |
| "Please wait." appears. | This message appears when the machine is warning up. | <ul style="list-style-type: none"> • Wait for a while. If the machine does not get ready in 10 minutes, contact your service representative. • Wait until the message disappears. Do not turn off the main power switch while the message is showing. |

| Problem | Cause | Solution |
|--|--|---|
| "Please wait." appears. | This message appears when you change the toner cartridge. | Wait for a while. If the message does not disappear in 2 minutes, contact your service representative. |
| "Self checking..." appears. | The machine is performing image adjustment operations. | The machine may perform periodic maintenance during operations. The frequency and duration of maintenance depends on the humidity, temperature, and printing factors such as number of prints, paper size, and paper type. Wait for the machine to get ready. |
| The user code entry screen is displayed. | Users are restricted by User Code Authentication. | Enter the user code (up to eight digits), and then press [OK]. |
| The Authentication screen appears. | Basic Authentication, Windows Authentication, LDAP Authentication or Integration Server Authentication is set. | Enter your login user name and user password. For details, see "When the Authentication Screen is Displayed", About This Machine. |
| "Authentication has failed." appears. | The entered login user name or login password is not correct. | Inquire the user administrator for the correct login user name and login password. |
| "Authentication has failed." appears. | The machine cannot perform authentication. | Contact the administrator. |
| "You do not have the privileges to use this function." continues to be displayed even though you have entered a valid user name. | The logged in user name does not have permission for the selected function. | Contact the administrator about the permission for the required function. |
| An error message remains, even if misfed paper is removed. | <ul style="list-style-type: none"> When a misfeed message appears, it remains until you open and close the cover as required. Paper is still jammed in the tray. | Remove misfed paper, and then open and close the cover. For details, see p.55 "Removing Jammed Paper". |

| Problem | Cause | Solution |
|---|--|---|
| Original images are printed on the reverse side of the paper. | You may have loaded the paper incorrectly. | Load paper correctly. Place paper in the paper tray with the print side down. Load paper into the LCT, Wide LCT, or bypass tray with the print side up. |
| Misfeeds occur frequently. | The side or end fences of the paper trays may not be set properly. | <ul style="list-style-type: none"> • Remove the misfed paper. For details, see p.55 "Removing Jammed Paper". • Check the side or end fences are set properly. Also, check the side fences are locked. For details, see p.37 "Changing the Paper Size". |
| Misfeeds occur frequently. | Paper of undetectable size has been loaded. | <ul style="list-style-type: none"> • Remove the misfed paper. For details, see p.55 "Removing Jammed Paper". • When paper is loaded which cannot be detected automatically, the user must set the paper size on the control panel. For details, see p.37 "Changing the Paper Size". |
| Misfeeds occur frequently. | There is a foreign object on the finisher tray. | <ul style="list-style-type: none"> • Remove the misfed paper. For details, see p.55 "Removing Jammed Paper". • Do not place anything on the finisher tray. It may cause a paper jam. |
| Misfeeds occur frequently. | The staple cartridge is not set correctly. | Set the staple cartridge properly. The Booklet Finisher requires the saddle stitch staple cartridge. For details about how to add staples, see p.53 "Adding Staples". |

| Problem | Cause | Solution |
|--|--|--|
| Misfeeds occur frequently. (The error message "Paper Misfeed (C)" appears repeatedly.) | A paper jam may occur when A4, 8 ¹ / ₂ "x11" size paper of 250 - 300 g/m ² (66.5 - 79.8 lb.) in weight is loaded in the vertical orientation (☒). | Load the paper in the horizontal orientation (☑). |
| Z-folded paper is not properly aligned. | The auxiliary tray is not set. | Set the auxiliary tray for the finisher shift tray. For details about how to add the auxiliary tray, see p.72 "When Z-folded Paper is Not Properly Aligned". |
| Cannot print in duplex mode. | [Apply Duplex] is set to [No] for Tray 1-7. | In [Tray Paper Settings], under Tray 1-7, set [Apply Duplex] to [Yes]. |
| Cannot print in duplex mode. | You cannot select duplex printing if the paper type is set to [Tab Stock], [Envelope], and [Label Paper]. | In [Tray Paper Settings], under Tray 2-7, select a paper type other than [Tab Stock], [Envelope], and [Label Paper]. |
| Paper is bent. | Paper may be bent when it is ejected from the finisher upper tray. | Change the output tray to the finisher shift tray. |
| The print image is not properly positioned on the paper. | The machine has not detected the paper's type and/or width correctly. | Contact the machine administrator or your service representative. |

↓ Note

- If you cannot make prints as you want because of paper type, paper size, or paper capacity problems, use recommended paper. See "Recommended Paper Sizes and Types", About This Machine.
- Curled paper causes misfeeds, soiled paper edges, or slipped positions while performing staple or stack printing. When using curled paper, first straighten the curl with your hands or by placing the paper upside down. Also, to prevent paper from curling, lay paper on a flat surface, and do not lean it against the wall.

📖 Reference

- p.37 "Changing the Paper Size"
- p.53 "Adding Staples"
- p.55 "Removing Jammed Paper"
- p.72 "When Z-folded Paper is Not Properly Aligned"

Maintenance

This section describes how to adjust the color registration and image position.

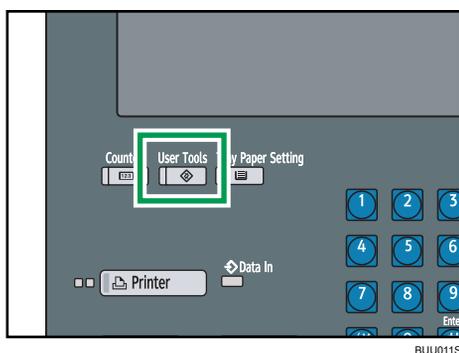
1

Adjusting the Color Registration

When the machine is moved, the Fusing Unit is replaced, or after printing repeatedly for some time, registration shifting might occur. By performing color registration adjustment, you can maintain optimum print results.

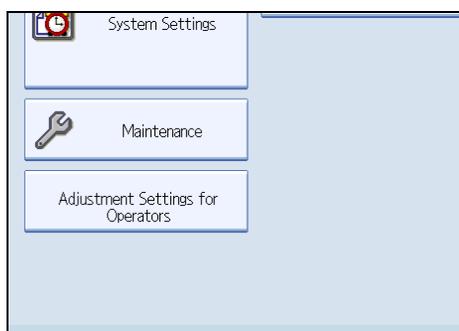
If the color documents show registration shifting, perform automatic color registration.

1. Press the [User Tools] key.



BUU011S

2. Press [Maintenance].



3. Press [Color Registration].
4. Press [OK].

Auto color registration takes about fifteen to thirty seconds. When it is completed, the display returns to the color registration menu.

5. Press [Exit] twice to return to the initial display.

Adjusting the Image Position

Depending on your machine, the procedure for adjusting the image position may be slightly different. For details, refer to the procedure for your machine.

1

Pausing Print When Using the Finisher

You can pause a large volume of print when using the Finisher.

1. Press the [Suspend/Resume] key.

The key lights up.



BAY033S

2. Remove the stack of paper from the finisher shift tray.



BJU101S

3. Press the [Suspend/Resume] key.

The key turns off, and then printing restarts.

↓ Note

- You can suspend printing only when the output tray is specified as the finisher shift tray.
- Depending on the print image, the prints might not be stacked properly. In such a case, pause printing, remove the prints, and then resume printing.

2. Adding Paper, Toner and Staples

This chapter describes how to load paper, add toner or replace the staple cartridge.

Loading Paper

This section describes what to do when paper runs out and needs reloading.

CAUTION

- When loading paper, take care not to trap or injure your fingers.

Tray 1 uses $8\frac{1}{2}'' \times 11''$ paper exclusively. Load only $8\frac{1}{2}'' \times 11''$ paper at all times.

Note

- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see "Recommended Paper Sizes and Types", About This Machine.

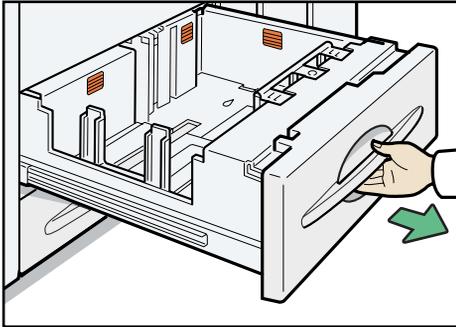
Loading Paper into Tray 1 (Tandem Tray)

This section describes how to load paper in Tray 1.

Important

- When paper loaded in the right side of Tray 1 runs out, paper on the left is automatically shifted to the right. While the paper is moving, a message instructing you to wait appears. Do not pull out the tray at this time.
- You can load paper even while making prints from Tray 1. You can pull out the left side of Tray 1 while printing is in progress.
- For the right side of Tray 1, align the right edge of the paper with the right edge of the tray. For the left side of Tray 1, align the left edge of the paper with the left edge of the tray.
- Tray 1 uses $8\frac{1}{2}'' \times 11''$ paper. If you want to load A4 paper, contact your service representative.
- You can load up to 1,000 sheets of paper on each side. Do not stack paper higher than the limit mark.

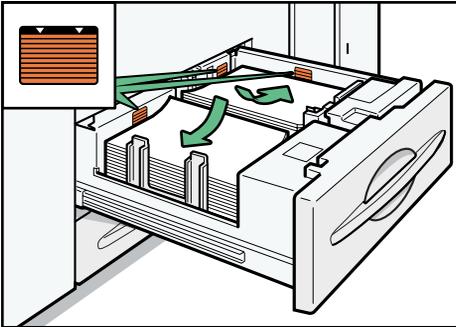
1. Carefully pull out the paper tray until it stops.



BJU080S

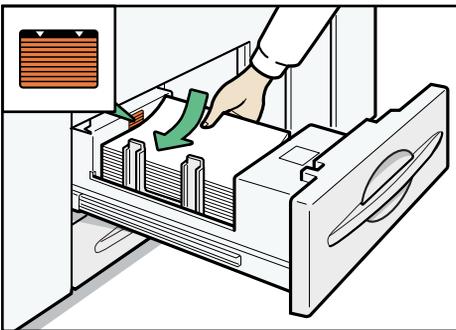
2. Square the paper and place it print side down.

- Whole tray pulled out



BJU031S

- Left half of the tray pulled out



BJU032S

3. Carefully push the paper tray fully in.

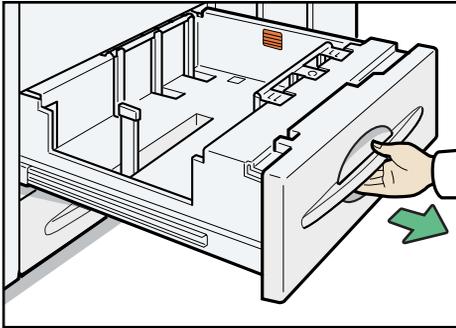
Loading Paper into the A3/11" × 17" Tray Unit

This section describes how to load paper in the A3/11" × 17" tray unit.

★ Important

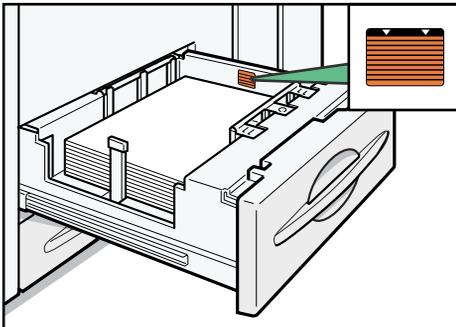
- To use the optional A3/11" × 17" tray unit, you must replace Tray 1.
- Make sure the paper stack is flush to the right side fence.
- The tray can hold up to 1,000 sheets of paper. Do not stack paper over the limit mark.

1. Carefully pull out the paper tray until it stops.



BJU033S

2. Place the paper print side down along the edge on the left.



BJU034S

3. Carefully slide the paper tray fully in.

Loading Paper into Tray 2

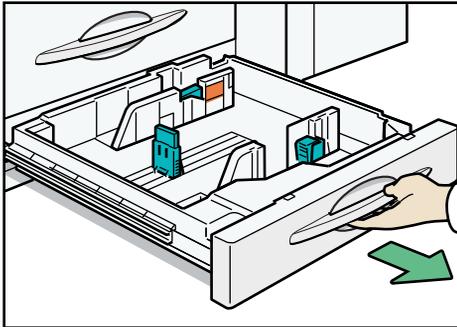
This section describes how to load paper in Tray 2.

★ Important

- Various sizes of paper can be loaded in Tray 2 by adjusting the positions of side fences and end fence.
- Check the paper edges are aligned with the right side.
- The tray can hold up to 500 sheets. Do not stack paper over the limit mark.

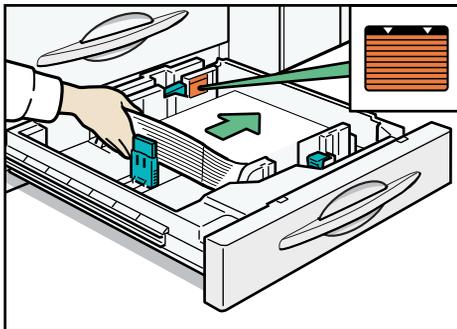
2

1. Carefully pull out the paper tray until it stops.



BJU0365

2. Square the paper and load it print side down.



BJU0365

3. Carefully push the paper tray fully in.

Note

- When paper is loaded which cannot be detected automatically, the user must set the paper size on the control panel.

Reference

- p.45 "Changing to a Size That Is Not Automatically Detected"

Loading Paper into the Large Capacity Tray

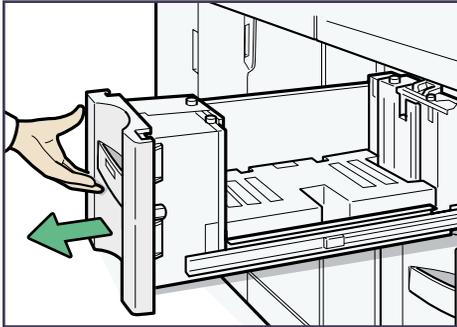
This section describes how to load paper in the Large Capacity Tray. The Large Capacity Tray is referred to as Tray 3, Tray 4, and Tray 5.

Important

- Various sizes of paper can be loaded in Tray 3 and Tray 4 by adjusting the positions of side fence and end fence.
- If you want to change the paper size of Tray 5, contact your service representative.
- Check the paper's edges are aligned at the left side.

- The tray can hold up to 1,000 sheets in Tray 3 and 4, and 2,550 sheets in Tray 5. Do not stack paper over the limit mark.

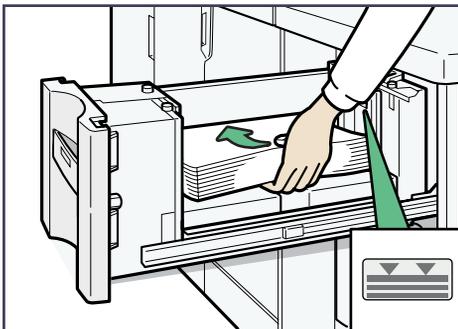
1. Carefully pull out the paper tray until it stops.



BJU037S

2. Load paper into the paper tray by pushing it against to the left side of the paper tray.

Load the paper print side up.



BJU038S

3. Carefully slide the paper tray fully in.

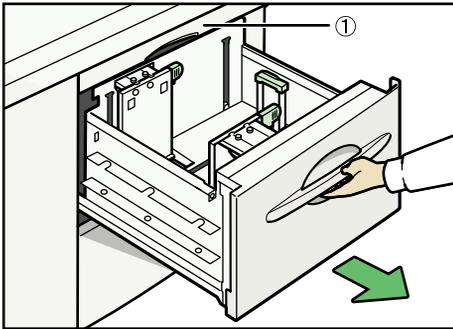
Loading Paper into the Wide Large Capacity Tray

This section describes how to load paper in the Wide Large Capacity Tray. The Wide Large Capacity Tray is referred to as Tray 3, Tray 4, Tray 5 and Tray 6.

★ Important

- Up to two Wide Large Capacity Trays can be installed.
- To install two Wide Large Capacity Trays, the bridge unit is required.
- Various regular sizes of paper can be loaded in the Wide Large Capacity Tray by adjusting the positions of side fences and end fence.
- Check that the paper edges are aligned with the left side.
- The tray can hold up to about 2,000 sheets of paper. Do not stack paper over the limit mark.

1. Carefully pull out the paper tray until it stops.

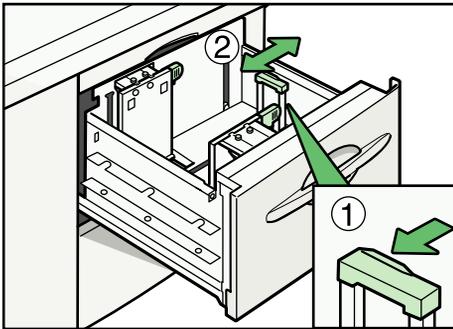


BJU301S

1. Paper transfer unit

Do not open the paper transfer unit when the paper tray is in use, or a misfeed might occur.

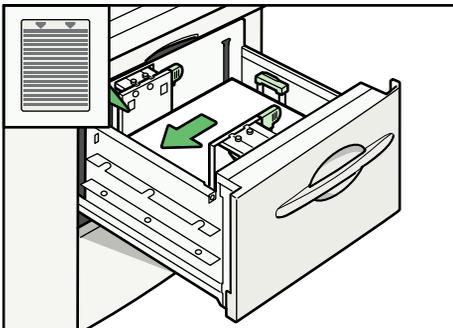
2. Release the end fence.



BJU300S

3. Load paper into the paper tray by pushing the paper to the left side of the paper tray.

Place paper with printing side up.



BJU040S

4. Set the end fence.
5. Carefully slide the paper tray fully in.

Note

- When paper is loaded which cannot be detected automatically, the user must set the paper size on the control panel.

Reference

- p.45 "Changing to a Size That Is Not Automatically Detected"

2

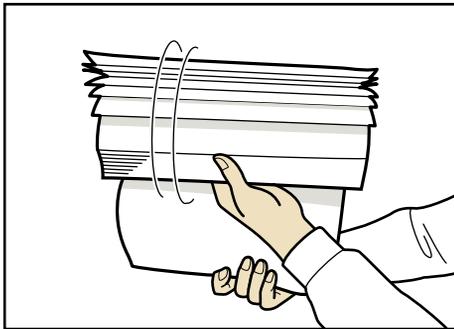
Fanning the Paper

This section describes how to fan a stack of paper before you load it in a paper tray.

Important

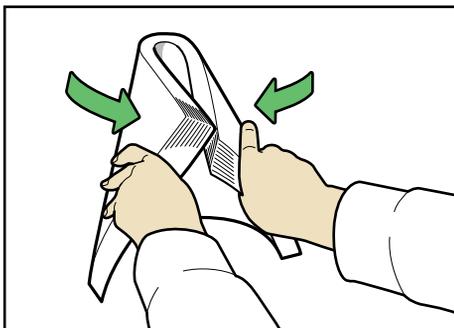
- If you are loading coated paper in the Wide Large Capacity Tray, it is important that you fan the sheets thoroughly. Misfeeds may occur if paper is not fanned thoroughly.

1. Loosen the stack by riffling the sheets.



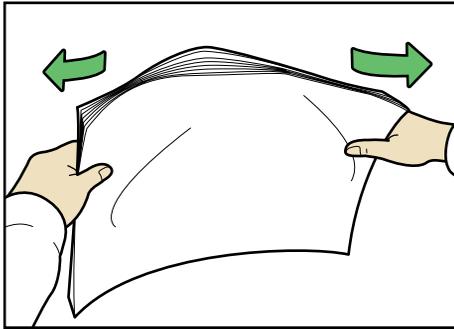
BJU107S

2. Holding its shorter ends, flex the stack back and forth to create space between the sheets. Repeat this several times.



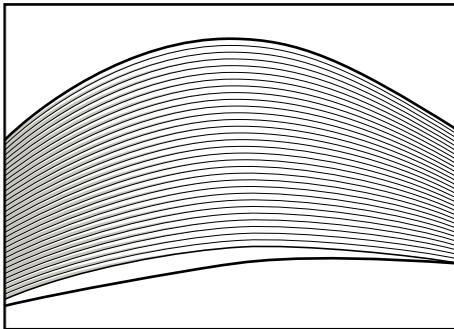
BJU108S

2



BJU109S

3. Make sure there is space between the sheets.



BJU110S

Loading Paper into the Multi Bypass Tray

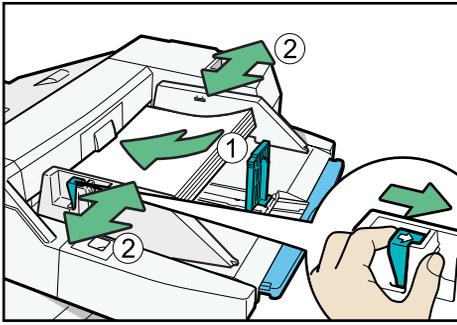
This section describes how to load paper in the multi bypass tray. The multi bypass tray is referred to as Tray 7.

★ Important

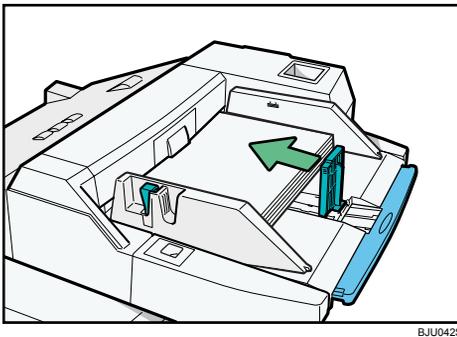
- When two Wide Large Capacity Trays are installed, the multi bypass tray cannot be installed on the second Wide Large Capacity Tray.
- Check that the paper edges are aligned at the left side.
- The maximum number of sheets you can load into the multi bypass tray depend on paper type.
- The tray can hold up to 500 sheets in the multi bypass tray. The number should not exceed the upper limit.

1. Place paper in the multi bypass tray.

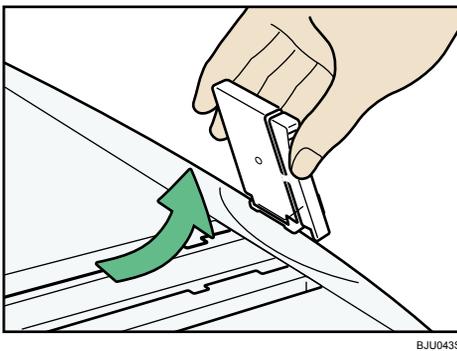
When loading paper larger than A4/ $8\frac{1}{2}$ " \times 11", draw out the paper extender.



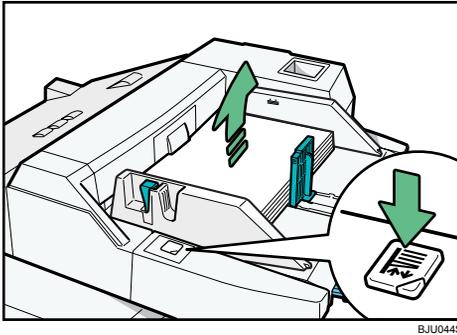
2. Set the side fence to the paper size.
3. Set the end fence.



To remove the end fence, slide it to the right.



4. Press the elevator switch on the multi bypass tray.



The green lamp of the elevator switch flashes when the tray is moving and remains lit when the tray is still.

If you want to add new paper or remove jammed paper, first press the elevator switch to lower the tray.

Note

- When paper is loaded which cannot be detected automatically, the user must set the paper size on the control panel.

Reference

- p.45 "Changing to a Size That Is Not Automatically Detected"

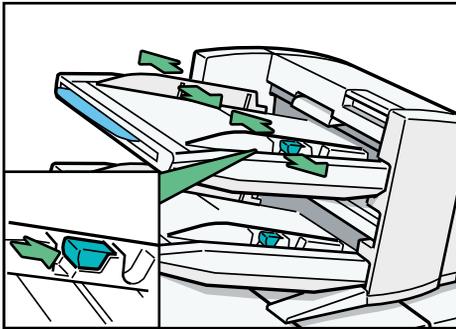
Loading Paper into the Interposer

This section describes how to load paper into the interposer.

Important

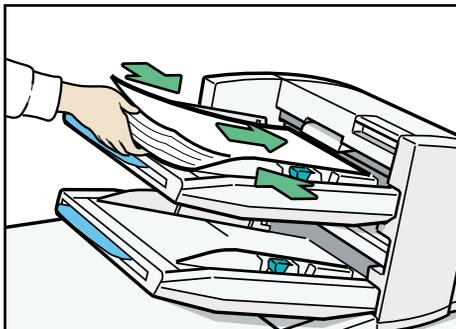
- Load paper on the side already printed (the front side). If you are using the Booklet Finisher (Saddle Stitch), load sheets print side down.
- Load paper in the interposer in the same orientation as paper in the paper tray.
- The staple or punching location will be on the left side of the paper, when you are facing the machine.
- Do not place anything on top of or leave documents on the sensor. This may lead to the paper size not being correctly detected or paper jams.
- When using the Z-fold function, the paper in the interposer must be of the same size as the prints after they have been Z-folded. If the paper in the interposer is larger than the Z-folded sheets, a misfeed might occur.
- Each tray can hold up to 200 sheets of paper. Do not stack paper over the limit mark.
- Do not use paper that has already been printed onto by this machine.

1. While pressing the release lever, align the side fences with the paper size to be loaded.



BJU045S

2. Load paper orderly. Tightly fit the side fences to the loaded paper.



BJU046S

When loading paper larger than A4, draw out the paper extender.

↓ Note

- When paper is loaded which cannot be detected automatically, the user must set the paper size on the control panel.

📖 Reference

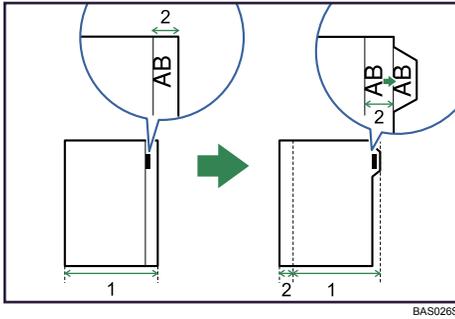
- p.45 "Changing to a Size That Is Not Automatically Detected"

Loading Tab Stock

This section describes how to load tab stock into trays.

★ Important

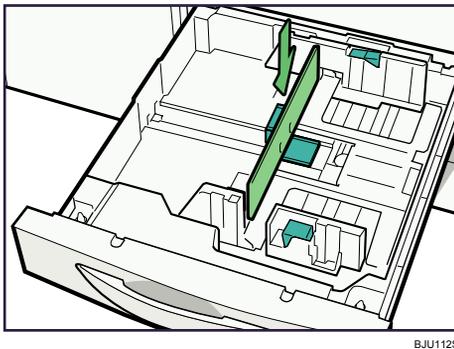
- Before using this function, set the tray for tab stock and set the position of the index tab under Paper Type in Tray Paper Settings. For details about Paper Type, see "Tray Paper Settings", General Settings Guide.

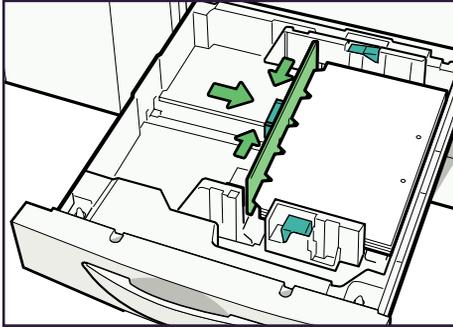


- 1. Original width
- 2. Index width
- Specify the size of tab stock under Paper Size in Tray Paper Settings. The sizes that can be used are A4, 8 1/2" x 11", and 8 1/2" x 14". For details about Paper Size, see "Tray Paper Settings", General Settings Guide.
- Tab stock can be loaded into Tray 2, Large Capacity Tray, Wide Large Capacity Tray and multi bypass tray.
- Set tab stock so that the side with the tab is facing the back fence.
- When loading tab stock in the paper trays, always use the tab sheet holder on each tray. The tab sheet holder for Tray 2 is an optional unit.

Tray 2

Adjust the end fence position so that the tab sheet holder will fit the tab stock.

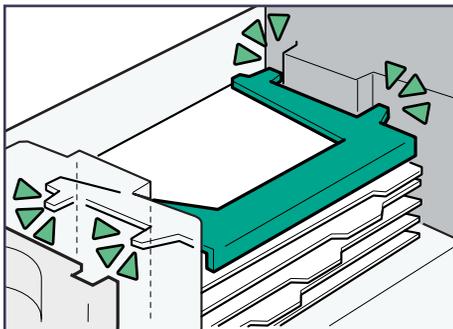




BJU113S

Large Capacity Tray

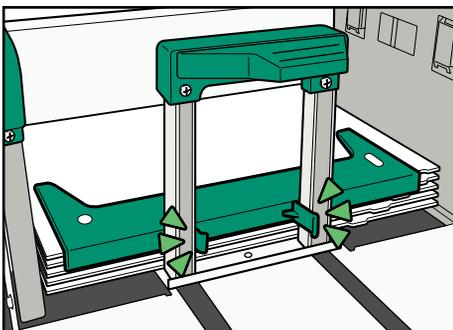
Place the tab sheet holder on the loaded tab stock.



BJU117S

Wide Large Capacity Tray

Place the tab sheet holder on the loaded tab stock.

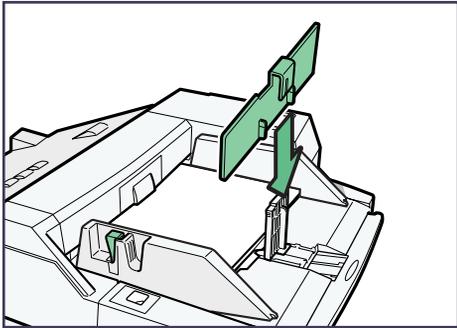
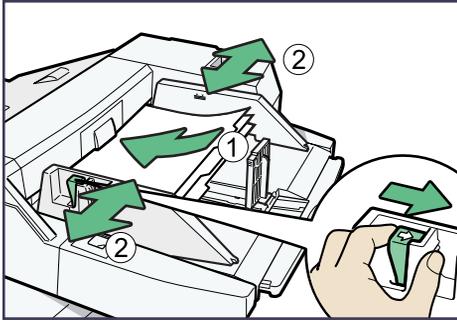


BAS177S

Multi Bypass Tray

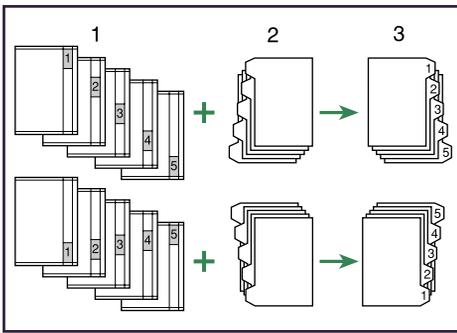
Adjust the end fence position so that the tab sheet holder will fit the tab stock.

2



↓ Note

- Check the position of the index tab to avoid cropping the image.
- Align the image you want to print by checking the position of the index tab. If the image extends beyond the index tab, the backs of sheets may get soiled with toner.
- Tab stock is fed starting from the top tab.



- 1. Originals
- 2. Tab Stock
- 3. Printed
- When a paper jam has occurred, check the order of originals and tab stock, and then restart printing.

Orientation-Fixed Paper or Two-Sided Paper

This section describes how to load paper with its orientation and printing surface specified (letterhead paper).

Place paper as shown below.

Paper Orientation

| | Tray 1, 2 | Large Capacity Tray (Tray 3 - 5) Wide Large Capacity Tray (Tray 3 - 6) Multi Bypass Tray (Tray 7) |
|---|--|---|
| Paper orientation:  |  |  |
| Paper orientation:  |  |  |

Note

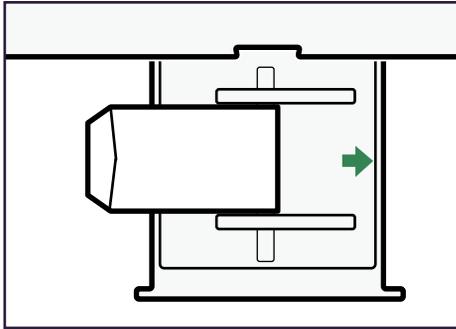
- Press the [Tray Paper Setting] key, specify "Letterhead" for the [Paper Type] setting of the paper tray you want to use. For details, see "Tray Paper Settings", General Settings Guide.

Envelopes

This section describes how to load envelopes.

To load envelopes in Tray 2, place them with the side you want to print face-down. Be sure to unfold the flaps and position them opposite to the paper feed direction.

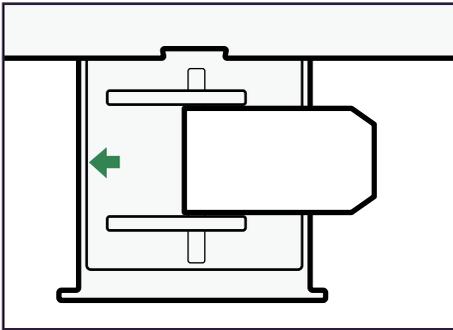
2



BUL007S

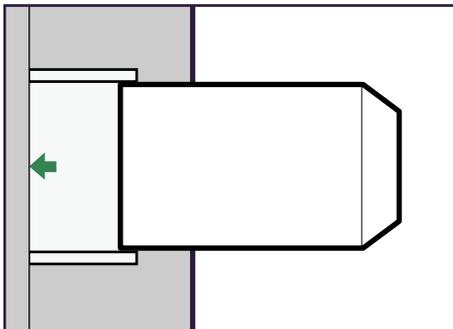
To load envelopes in the Wide Large Capacity Tray or the Multi Bypass Tray, place them with the side you want to print face-up. Be sure to unfold the flaps and position them opposite to the paper feed direction.

- Wide Large Capacity Tray



BUL008S

- Multi Bypass Tray



BQF019D

Changing the Paper Size

This section explains how to change the paper size.

Procedures for changing the paper size differ depending on the tray.

↓ Note

- Be sure to select the paper size with Tray Paper Settings. If you do not, misfeeds might occur.
- Fan the paper before loading.
- Straighten curled or warped paper before loading.
- For details about paper sizes and types, see "Recommended Paper Sizes and Types", About This Machine.

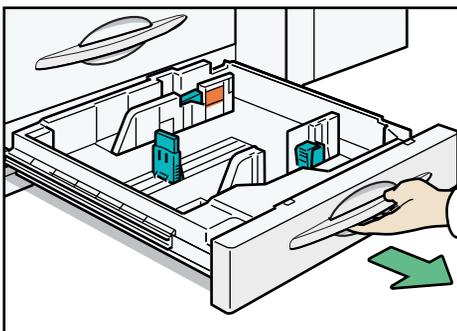
2

Changing the Paper Size in Tray 2

This section explains how to change the paper size in Tray 2.

★ Important

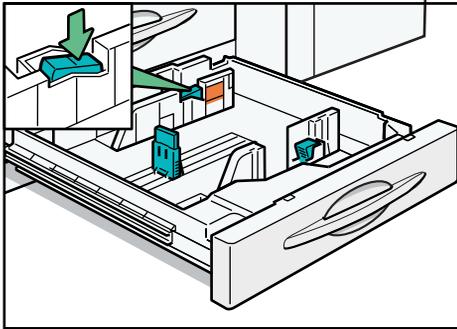
- If a paper tray is pushed vigorously when putting it back into place, the position of the tray's side fences may slip out of place.
 - Do not stack paper over the limit mark.
 - Check that the top of the paper is aligned with the right side.
 - Slide the side fences until they are aligned with the paper size, and then re-lock the side fences.
1. Check that the paper tray is not in use, and then pull the tray carefully out until it stops.



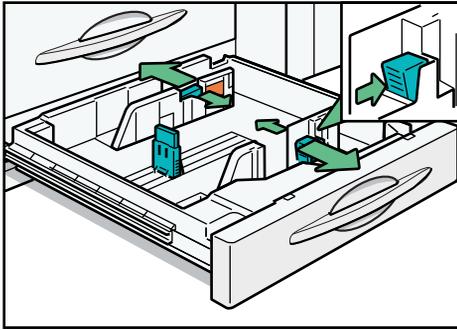
BJU035S

2. Remove paper if loaded.

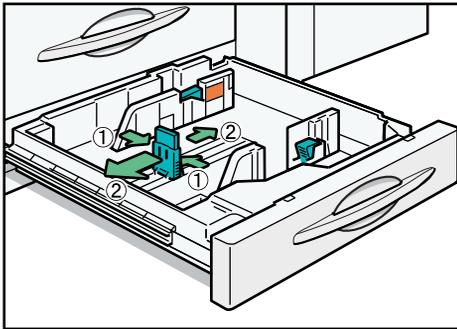
3. Release the lock on the side fence.



4. While pressing down the release lever, slide the side fences until they are aligned with the paper size you want to load.

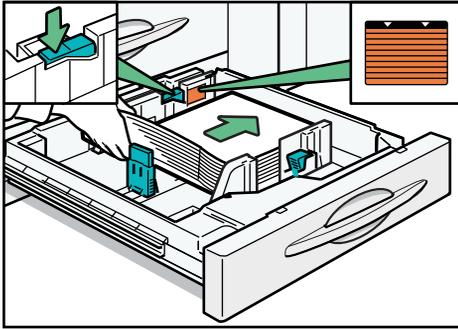


5. Slide the end fence until it is aligned with the paper size you want to load.



6. Square the paper and load it print side down.

Re-lock the side fences again.



BJU051S

7. Carefully slide the paper tray fully in.
8. Check the size on the display.

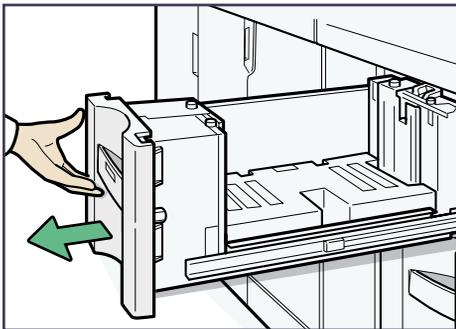
Changing the Paper Size in the Large Capacity Tray

This section explains how to change the paper size in the Large Capacity Tray.

★ Important

- As for changing paper sizes of Tray 5, contact your service representative.
- Check that the paper edges are aligned at the left side.
- Do not stack paper over the limit mark.

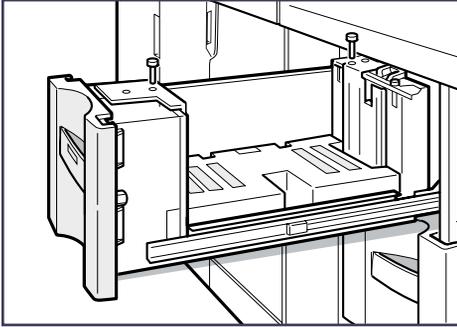
1. Carefully pull out the paper tray until it stops.



BJU037S

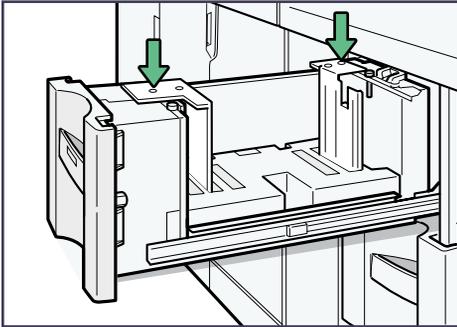
2

2. Remove the screws holding the side fence in position.



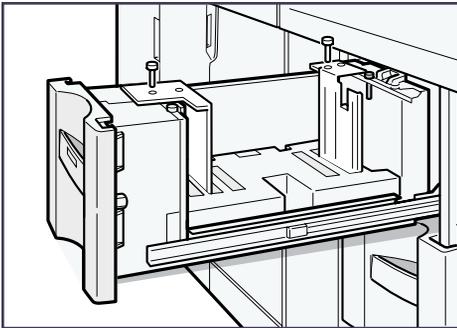
BJU052S

3. Set the side fences to the size you want.



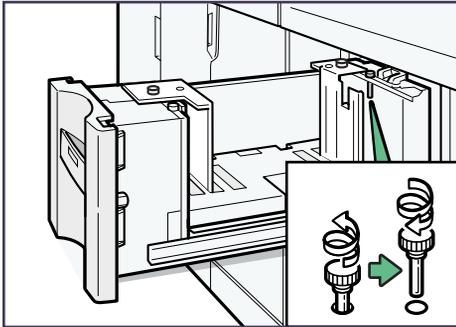
BJU053S

4. Fasten the side fence with the screws.



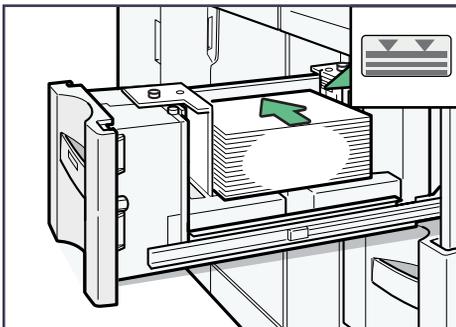
BJU054S

5. Set the end fence along the paper size.



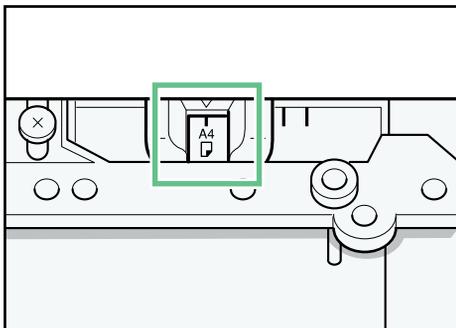
BJU056S

6. Square the paper and set it in the tray.



BJU056S

7. Set the paper size selector in the innermost part of the tray to the new paper size.



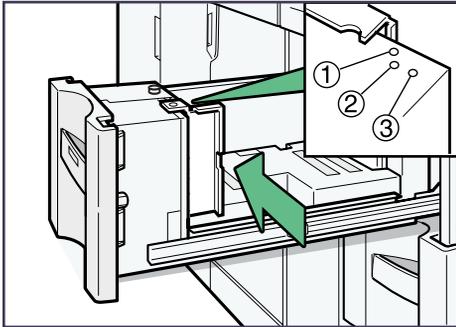
BJU057S

8. Carefully slide the paper tray fully in.
9. Check the size on the display.

Changing to A4, 8 1/2" x 11" into the Large Capacity Tray

This section explains below to set the end fence for A4, 8 1/2" x 11".

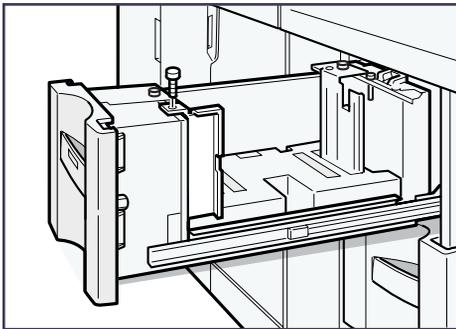
1. Set the end fence according to the paper size.



BJU058S

- ① A4
- ② 8 1/2" × 11"

2. Fasten the end fence using the screw provided.



BJU058S

↓ Note

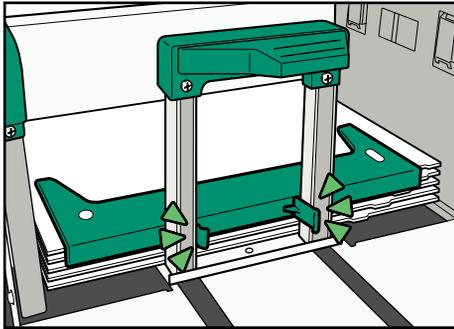
- When loading index tabs, shift the end fence for A4, 8 1/2" × 11" to position ③ before setting the end fence for index tabs.

Changing the Paper Size in the Wide Large Capacity Tray

This section explains how to change the paper size in the Wide Large Capacity Tray.

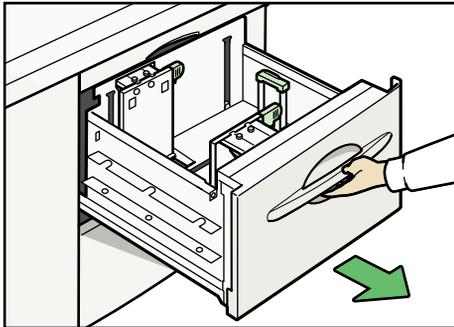
★ Important

- Check that the paper edges are aligned with the left side.
- Do not stack paper over the limit mark.
- When loading tab stock, set the tab sheet fence in the Wide Large Capacity Tray.



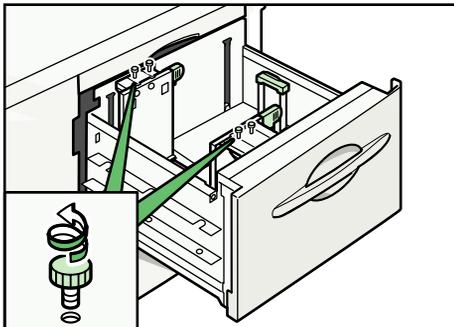
BAS177S

1. Carefully pull out the paper tray until it stops.



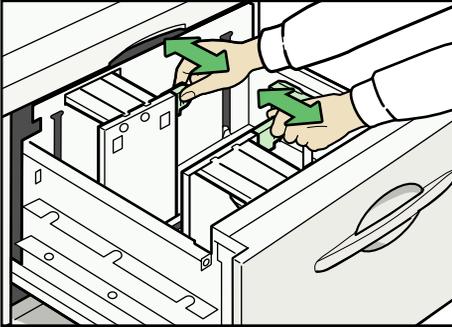
BJU039S

2. Remove the screws holding the side fences in position.



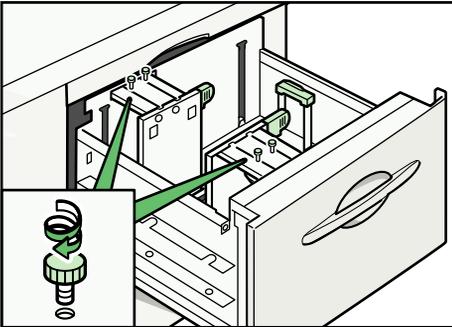
BJU060S

3. While pinching the positioning tabs, slide the side fences into position according to the size of the paper you want to load.



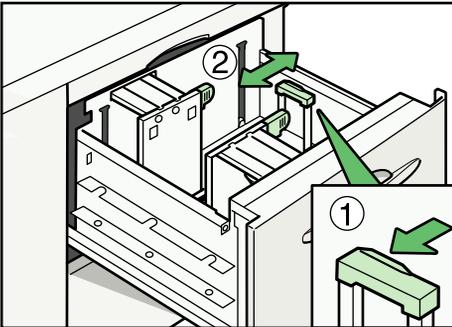
BJU061S

4. Fasten the side fences with the screws.



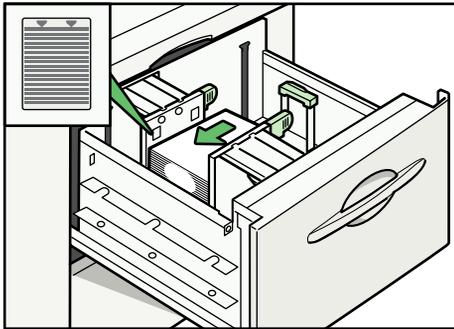
BJU062S

5. Release the lock on the end fence.



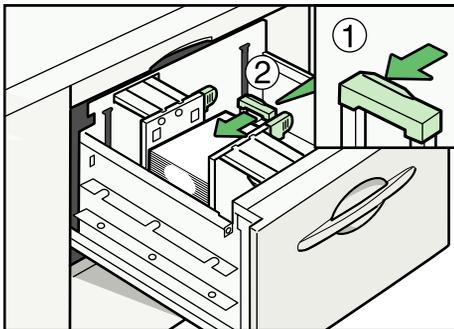
BJU063S

6. Square the paper and set it print side up.



BJU064S

7. Tightly fit the back fence to the loaded paper and then re-lock the end fence again.



BJU065S

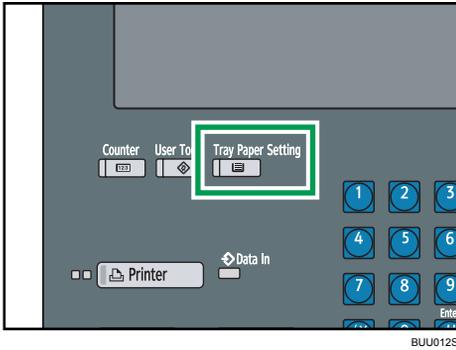
8. Carefully slide the paper tray fully in.
9. Check the size on the display.

Changing to a Size That Is Not Automatically Detected

When paper is loaded which cannot be detected automatically, the user must set the paper size on the control panel. This section describes how to specify the paper size.

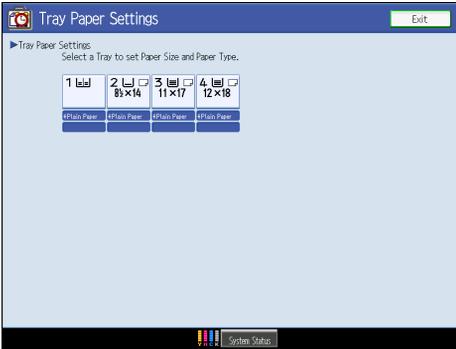
2

1. Press the [Tray Paper Setting] key.



The Tray Paper Settings display appears.

2. Select the tray number on the screen.



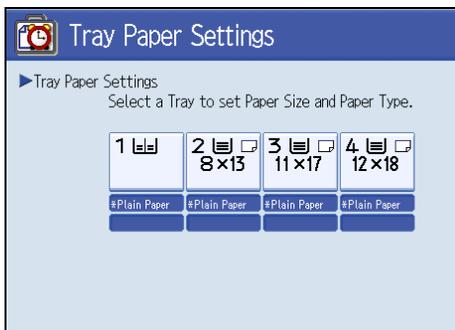
3. Press [Paper Size] tab.



4. Select a combination of the specified paper size and orientation, and then press [OK].



The set paper size and feed direction is displayed.



5. Press the [Tray Paper Setting] key.

The initial display is shown.

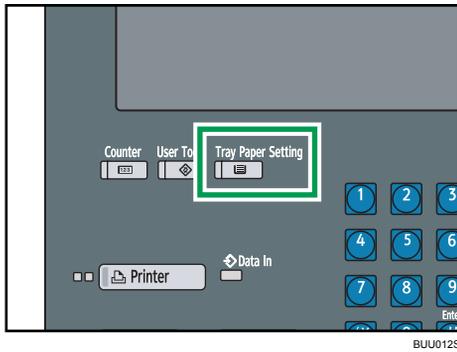
Note

- For details about paper sizes selected automatically, see "Recommended Paper Sizes and Types", About This Machine.
- If you want to print on paper that is selected automatically after printing on a paper size that is not selected automatically, you must return the setting to "Auto Detect". Reload the paper, and select "Auto Detect" in step 4. The setting is returned to "Auto Detect".

Specifying Custom Size Paper

This section describes how to load custom size paper.

1. Press the [Tray Paper Setting] key.

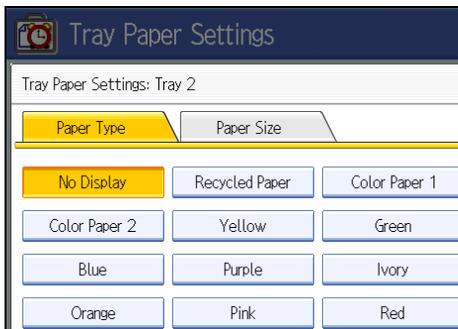


The Tray Paper Settings display appears.

2. Select the tray number on the screen.



3. Press [Paper Size] tab.



4. Press [Custom Size].

If a custom size is already set, press [Change Size].

- 5. Enter the horizontal and vertical size of paper using the number keys, and then press [#].**
- 6. Press [OK] twice.**
- 7. Press the [Tray Paper Setting] key.**

The initial display is shown.

Adding Toner

This section describes how to add and store toner.

WARNING

- Do not incinerate the photoconductor unit. Toner dust might ignite when exposed to an open flame. Dispose of the used photoconductor unit in accordance with local regulations.

WARNING

- Do not store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns or a fire.

CAUTION

- Keep toner (used or unused) and toner containers out of reach of children.

CAUTION

- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.

CAUTION

- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.

CAUTION

- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.

CAUTION

- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.

CAUTION

- Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.

CAUTION

- Do not open toner containers forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.

Important

- Fault may occur if you use toner other than the recommended type.
- When adding toner, do not turn off the operation switch. If you do, settings will be lost.
- Always add toner when the machine instructs you.
- Do not use recycled toner. This will damage the machine.
- During toner adding, the toner bottle is rotating. Do not touch the toner bottle.
- If toner remains in the bottle, you cannot remove the bottle. Do not remove the bottle forcibly.
- Store toner containers in a cool, dry place free from direct sunlight.
- Store toner on a flat surface.

Note

- You can still make about 2,000 prints after the messages "Toner Cartridge is empty." and "Replace the cartridge." appear cyclically, but replace toner soon to prevent poor print quality.
- You can check name of the required toner name and the replacement procedure using the "Toner Cartridge is empty." screen.
- You can change the toner bottle during printing.
- If toner remains in the bottle, you cannot pull it out.
- Press [System Status] to check contact number where you can order supplies. See "Checking Machine Status and Settings".
- You can add all four color toners in the same way.

Reference

- p.10 "Checking Machine Status and Settings"

Replacing Toner

This section describes how to replace toner.

Important

- Do not shake the removed toner cartridge. The remaining toner might scatter.
- Do not install and remove the toner cartridge over and over. This could result in a toner leak.

2



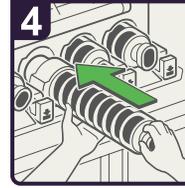
- Open the cover of the toner area.
- Pull out the lever.



- Carefully remove the toner.



- Take the new toner out of its box.



- Insert the new toner, and push it in until the lever clicks.



- Close the cover.

BJU001S

Adding Staples

This section describes what to do when staples need replacing.

⚠ CAUTION

- Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit. You can trap your fingers if you do not.

★ Important

- Stapling failures or jams may occur if you use a staple cartridge other than that recommended.

↓ Note

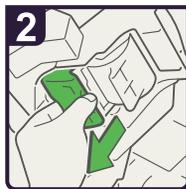
- If you cannot pull out the upper unit, there are staples remaining inside the cartridge. Use all the staples, and do not add more.
- Refill the stapler according to the finisher type. Check the type if you are unsure. For details about type of finisher, see "Appendix", About This Machine.

Finisher

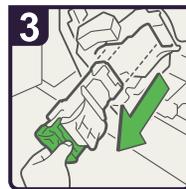
This section describes how to add staples to the Finisher.



- Open the finisher front cover.



- Pull out the cartridge lever.



- Pull out the cartridge gently.



- Remove the empty unit in the direction of the arrow.



- Push the new refill into the cartridge until it clicks.



- Hold the lever and push in the cartridge.



- Push in the cartridge until it clicks.

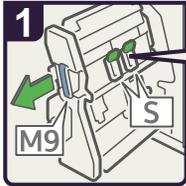


- Return the staple unit to its original position and close the finisher front cover.

BAZ036S

Booklet Finisher

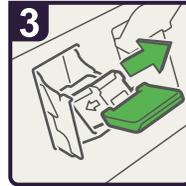
The following procedure explains how to add staples to the Booklet Finisher.



- Open the finisher front cover.
- Pull out the staple unit.



- Lower the green lever.



- Gently pull out the cartridge.



- Hold both sides of the cartridge then raise the upper unit.



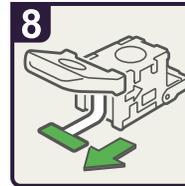
- Remove the empty refill in the direction of the arrow.



- Push in the new staples until the arrows are aligned.



- Gently push down the upper unit into the cartridge.



- Pull out the ribbon.



- Hold the green lever and push in the cartridge until it clicks.



- Push in the cartridge until it clicks, then raise the lever.
- Put the staple unit back.
- Close the finisher front cover.

BJU003S

3. Clearing Misfeeds

This chapter describes what to do if a paper jam (misfeed) occurs.

Removing Jammed Paper

This section describes how to locate and remove jammed paper.

CAUTION

- The inside of the machine could be very hot. Do not touch any parts other than specified in this document when removing misfed paper. Otherwise, it may cause burn injury.

CAUTION

- The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.

CAUTION

- Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit. You can trap your fingers if you do not.

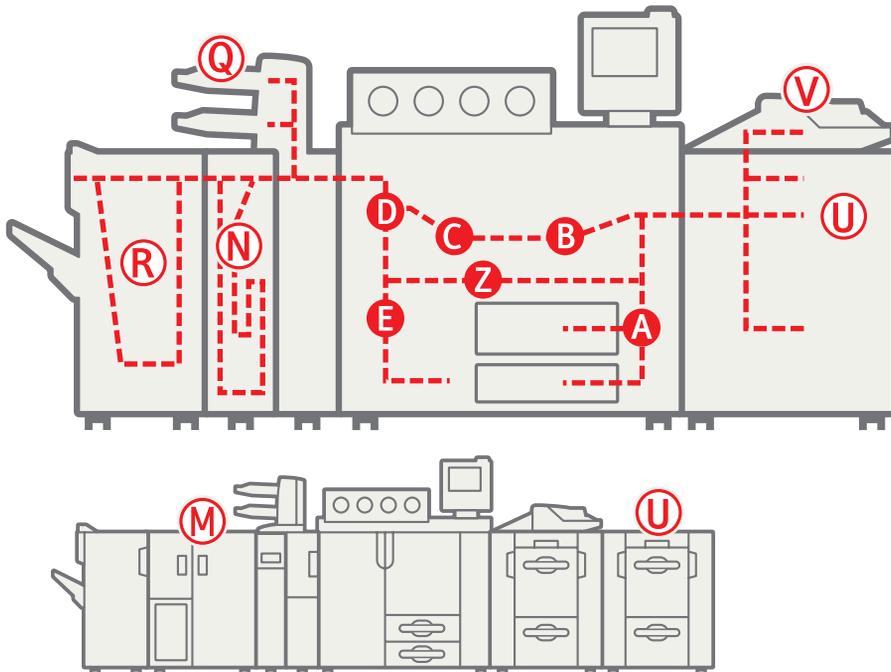
Important

- When clearing misfeeds, do not turn off the operation switch. If you do, your settings will be lost.
- To prevent misfeeds, do not leave any torn scraps of paper inside the machine.
- Contact your service representative if misfeeds occur frequently.

Locating Jammed Paper

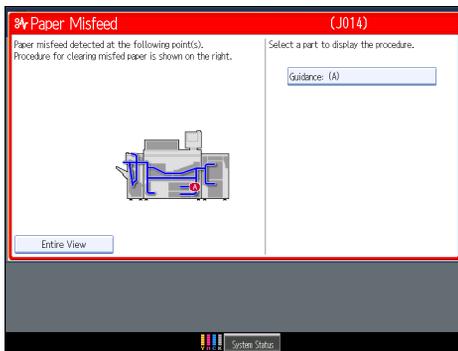
If a misfeed happens, remove the misfed paper or original following the procedures stated on the sticker inside the finisher or front cover.

The location of the paper jam (misfeed) is indicated by the letter shown on the display panel.

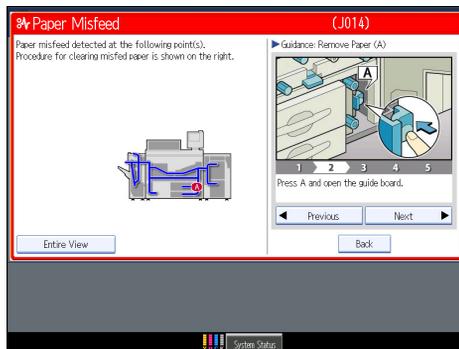


BJU021S

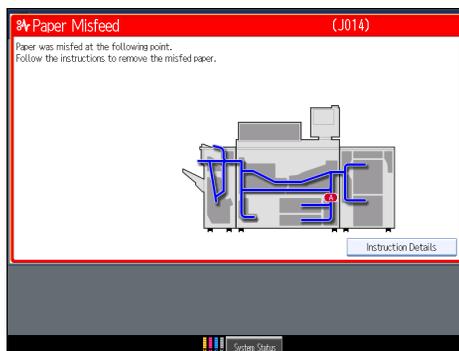
1. Press the key of the section from where you want to remove the jammed paper.



2. After each step is completed, press [Next]. To go back to the previous step, press [Previous].



3. Press [Entire View], the entire machine is displayed.



4. When all jammed paper is removed, restore the machine to the original state.

↓ Note

- More than one misfeed may be indicated. When this happens, check all the areas indicated.

Removing Jammed Paper

This section describes how to remove jammed paper.

★ Important

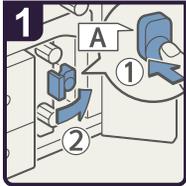
- The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.
- When removing jammed sheets, take care to touch only those areas explicitly indicated in the manual.
- Do not remove the fusing unit. Doing so will result in loss of print quality.

↓ Note

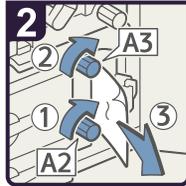
- Inside the finisher, or inside the front cover, there is a sticker explaining how to remove misfed paper.
- If a detailed removal instruction appears on the right of the screen, follow it.

- You can also use the procedure indicated in [System Status] to remove jammed paper.

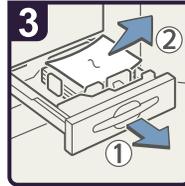
When A is Displayed



- Open the right front cover.
- Push button A and open the guide board.



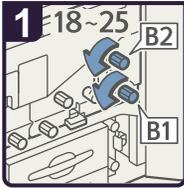
- Turn knobs A2 and A3, then remove misfed paper.
- Close the guide board.



- If you cannot remove misfed paper, open the paper tray and remove the paper.
- Close the right front cover.

BUU013S

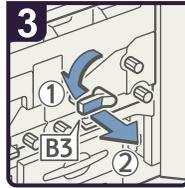
When B is Displayed



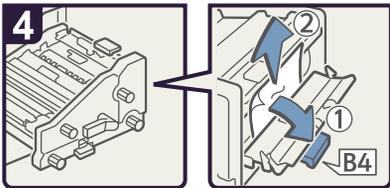
- Open the right front cover.
- Turn knobs B1 and B2 18 to 25 times.



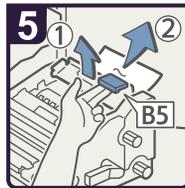
- Turn knob Z2 18 to 25 times.



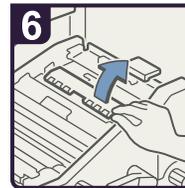
- Lower lever B3 the left and pull out the unit.



- Open B4 guide board to remove misfed paper.
- Close B4 guide board.



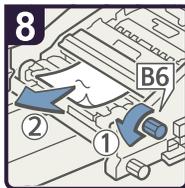
- Open B5 guide board to remove misfed paper.



- Open the guide board.



- Remove misfed paper from the top of the unit.



- Turn knob B6 and remove misfed paper.



- Press Z4 to open the guide board, and then remove misfed paper.
- Close the guide board.
- Be sure to return all levers to their original positions, and then close the right front cover.

3

BJU0055

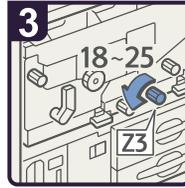
When C is Displayed



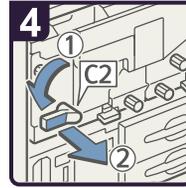
- Open both front covers.
- Remove misfed paper from the bottom left hand corner.



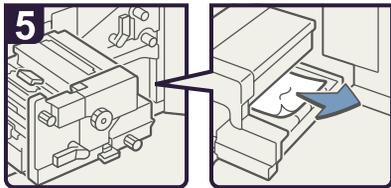
- If you cannot remove misfed paper, turn knob C1 18 to 25 times.



- Turn knob Z3 18 to 25 times.



- Turn lever C2 to the left and pull out the unit.



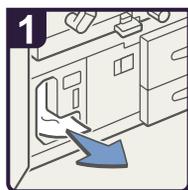
- Remove misfed paper.



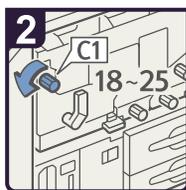
- Press Z1 to open the guide board and remove misfed paper.
- Close the guide board.
- Return the unit to its original position.
- Return lever C2 to its original position.
- Close both front covers.

BUU001S

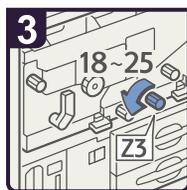
When D is Displayed



- Open both front covers.
- Remove misfed paper from the bottom left hand corner.



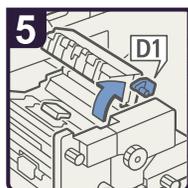
- Turn knob C1 18 to 25 times.



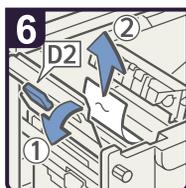
- Turn knob Z3 18 to 25 times.



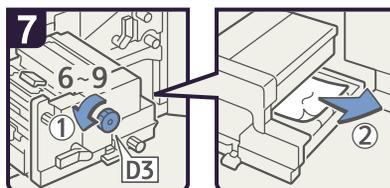
- Turn lever C2 to the left and pull out the unit.



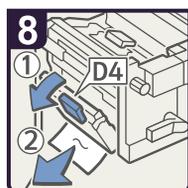
- Raise lever D1.



- Raise lever D2 and remove misfed paper.



- Turn knob D3 6 to 9 times and remove misfed paper.



- Lower lever D4 and remove misfed paper.
- Return the levers D4, D2, and D1 to their original positions.



- Lower lever Z1 by pressing it down.
- Remove misfed paper and return lever Z1 to its original position.
- Return the unit to its original position.
- Return lever C2 to its original position.
- Close both front covers.

3

When E is Displayed



- Open the left front cover.
- Remove misfed paper.

3

BJU008S

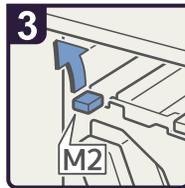
When M1 - M3 is Displayed



- Open the booklet finisher's right front cover.
- Raise lever M1.



- Remove misfed paper.



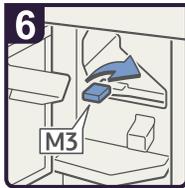
- Raise lever M2.



- Remove misfed paper.



- Open the booklet finisher's left front cover.



- Raise lever M3.



- Remove misfed paper.
- Return levers M1, M2, and M3 to their original positions.
- Close both front covers.

BJU010S

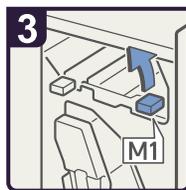
When M4 - M6 is Displayed



- Open the booklet finisher's right front cover.
- Lower lever M4 and remove misfed paper.



- If you cannot remove misfed paper, raise lever M5 and remove it.



- Raise lever M1.



- Lower lever M6 and remove misfed paper.
- Return levers M1, M4, M5, and M6 to their original positions.
- Close the booklet finisher's right front cover.

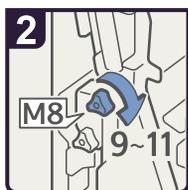
BJU011S

3

When M7 - M11 is Displayed



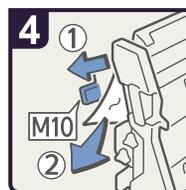
- Open the booklet finisher's right front cover.
- Turn knob M7.



- Turn knob M8 9 to 11 times.



- Pull handle M9 and pull out the staple unit, then remove misfed paper.



- Raise lever M10 and remove misfed paper.



- Raise lever M11 and remove misfed paper.
- Return levers M10 and M11 to their original positions.
- Return the staple unit to its original position, and then close the booklet finisher's right front cover.

BJU012S

When N1 is Displayed



· Open the front cover of the Z-folding unit.



· Lift lever N1.



· Remove misfed paper.
· Lower lever N1 and close the front cover.

BJU027S

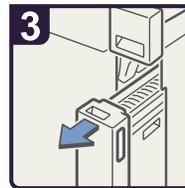
When N2 or N3 is Displayed



· Open the front cover of the Z-folding unit.



· Lift lever N1.



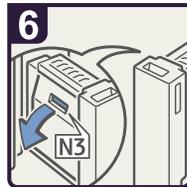
· Pull out the Z-folding unit.



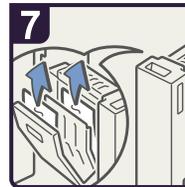
· Open the N2 cover.



· Remove misfed paper and close the N2 cover.



· If you cannot remove misfed paper, open the N3 cover.



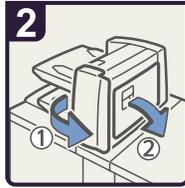
· Remove misfed paper and close the N3 cover.
· Return the Z-folding unit to its original position.
· Lower lever N1 and close the front cover.

BJU028S

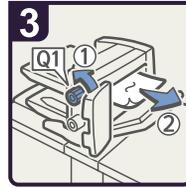
When Q1 - Q4 is Displayed



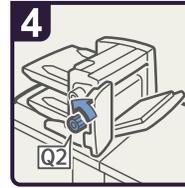
- Open the interposer upper tray cover and interposer lower tray cover.
- Remove misfed paper.



- Open the interposer main cover or right cover.



- Turn knob Q1 counterclockwise.
- Remove misfed paper.



- Turn knob Q2 counterclockwise.



- Open the interposer base cover.



- Press button Q3 and open the guide board.



- Remove misfed paper.

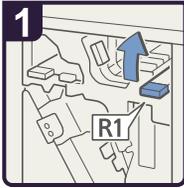


- Press button Q4 and open the guide board.



- Remove misfed paper.
- Return the guide board to its original position.
- Close the interposer main, base, right, and upper cover.

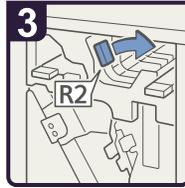
When R1 - R3 is Displayed



- Open the finisher front cover.
- Raise lever R1.



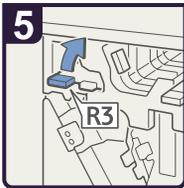
- Remove misfed paper and return lever R1 to its original position.



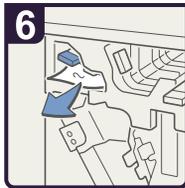
- If you cannot remove misfed paper, turn lever R2 to the right.



- Remove misfed paper and return lever R2 to its original position.



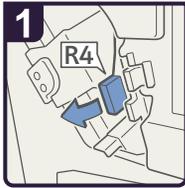
- If you cannot remove misfed paper, raise lever R3.



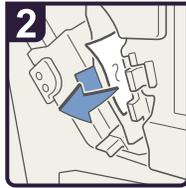
- Remove misfed paper and return lever R3 to its original position.
- Close the front cover.

BJU029S

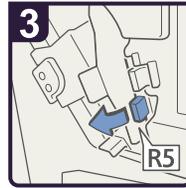
When R4 - R8 is Displayed



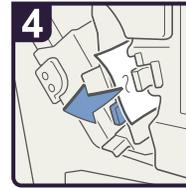
- Open the finisher's front cover.
- Lower lever R4 to the left.



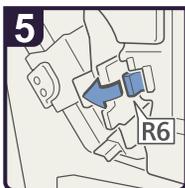
- Remove misfed paper.



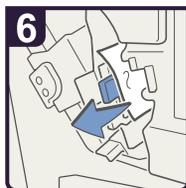
- Lower lever R5 to the left.



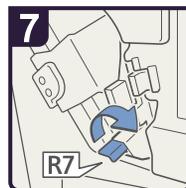
- Remove misfed paper.



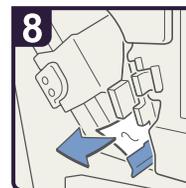
- If you cannot remove misfed paper, pull lever R6.



- Remove misfed paper.
- Return levers R6, R5, and R4 to their original positions.



- If you cannot remove misfed paper, raise lever R7.



- Remove misfed paper and return lever R7 to its original position.



- Pull handle R8 and pull out the staple unit, then remove misfed paper.
- Return the staple unit to its original position, and then close the front cover.

When U is Displayed for the Large Capacity Tray



- Open the LCT front cover.
- Hold down lever U1.



- Turn knob U2 and remove misfed paper.
- Return lever U1 to its original position.



- Hold down lever U3.



- Turn knob U4.



- Remove misfed paper.



- Turn knob U5 and remove misfed paper.



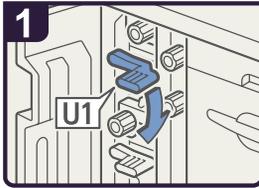
- Hold down lever U6 and remove misfed paper.



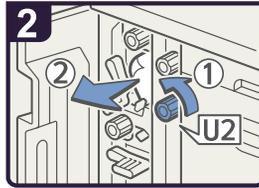
- Turn knob U7 and remove misfed paper.
- Return lever U3 to its original position.
- Close the LCT front cover.

BJU013S

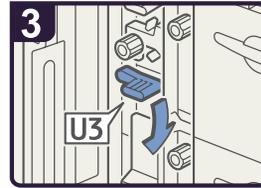
When U1 - U6 is Displayed for the Wide Large Capacity Tray



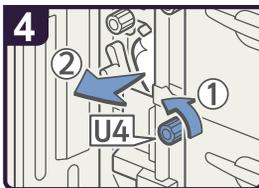
- Open the Wide LCT front cover.
- Hold down lever U1.



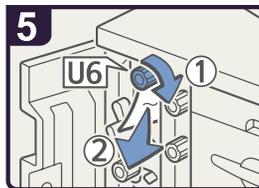
- Turn knob U2 and remove misfed paper.
- Return lever U1 to its original position.



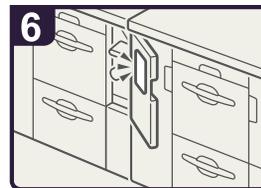
- Hold down lever U3.



- Turn knob U4 and remove misfed paper.
- Return lever U3 to its original position.



- Turn knob U6 and remove misfed paper.

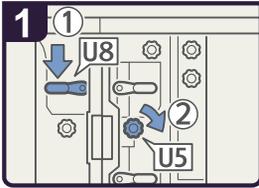


- Close the Wide LCT front cover.

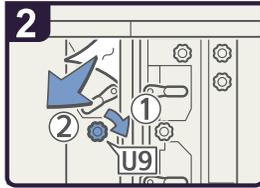
3

BJU014S

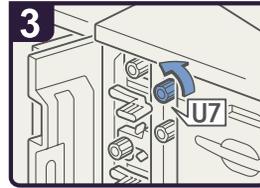
When U7 - U9 is Displayed for the Wide Large Capacity Tray



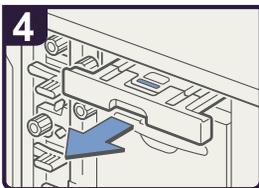
- Open the Wide LCT right cover.
- Hold down lever U8 and then turn knob U5.



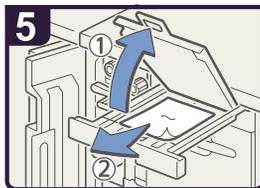
- Turn knob U9 and remove misfed paper.
- Return lever U8 to its original position.



- Turn knob U7 and remove misfed paper.



- Pull out the paper transfer unit.



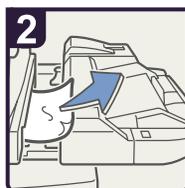
- Open the paper transfer unit cover and remove misfed paper.
- Return the paper transfer unit cover and paper transfer unit to their original positions.
- Close the Wide LCT right cover.

BJU015

When V is Displayed



- Disconnect the multi bypass tray.



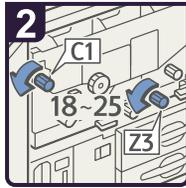
- Remove misfed paper.
- Return the multi bypass tray to its original position.

BUU05S

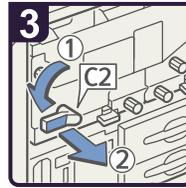
When Z is Displayed



- Open the both front covers.
- Remove misfed paper.



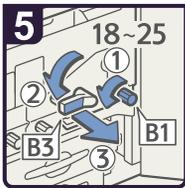
- Turn knob C1 and Z3 18 to 25 times.



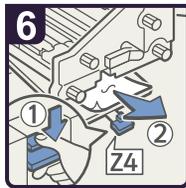
- Turn lever C2 to the left and pull out the unit.



- Lower lever Z1 by pressing it down.
- Remove misfed paper and return lever Z1 to its original position.



- Turn knob B1 and B2 18 to 25 times counterclockwise.
- Turn knob Z3 18 to 25 times counterclockwise.
- Turn lever B3 to the left and pull out the unit.



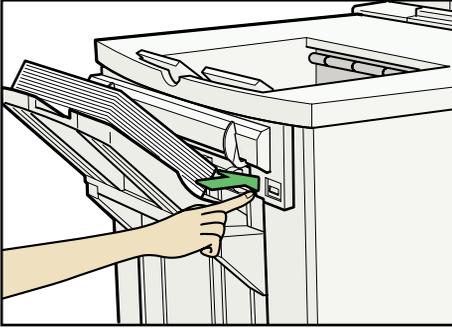
- Lower lever Z4 by pressing it down.
- Remove misfed paper and return lever Z4 to its original position.
- Return the two units to their original positions.
- Close both front covers.

When Z-folded Paper is Not Properly Aligned

This section describes what to do Z-folded prints are not properly aligned.

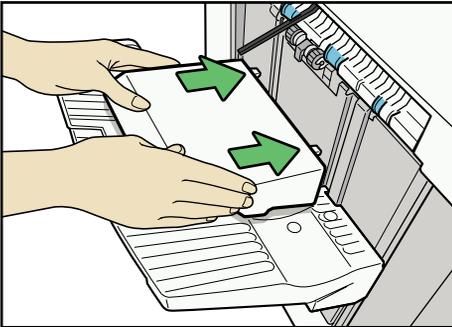
1. Press the [Suspend/Resume] key.

The key lights up.



BAY033S

2. Remove the prints.
3. Set the auxiliary tray for the finisher shift tray.



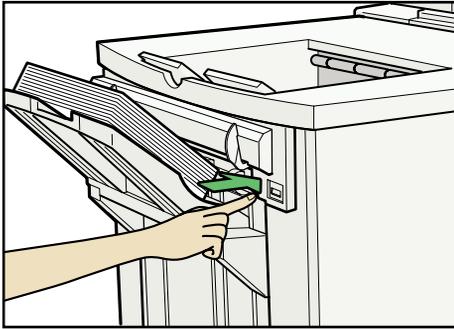
BAS011S

When Large Size Paper is Not Properly Aligned

This section describes what to do when paper larger than B4 JIS or $8\frac{1}{2}'' \times 14''$ is not properly aligned or falls from the output tray.

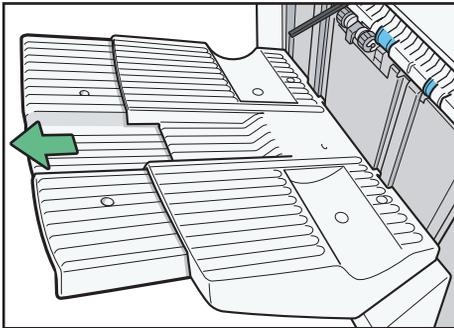
1. Press the [Suspend/Resume] key.

The key lights up.



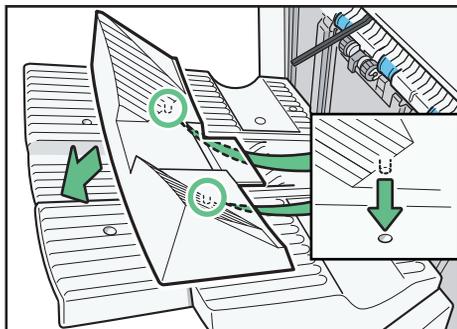
BAY033S

2. Remove the prints.
3. Pull out the finisher shift tray's extension.



BUJ105S

4. Set the auxiliary tray by aligning the protrusion on the under side of the auxiliary tray with the holes on the tray extension.



BUU004S

↓ Note

- When you have finished using the auxiliary tray, hang it on the manual holder using the hook on the under side of the tray.

Removing Jammed Staples

This section describes how to remove jammed staples.

CAUTION

- Keep your hands clear of the booklet finisher tray when pulling out or pushing in the finisher's staple unit. You can trap your fingers if you do not.

Important

- Curled paper may cause staples to jam. To avoid this, turn paper over in the tray.
- When the finisher is installed, after removing jammed staples, staples will not be ejected the first few times you try to use the stapler.

Note

- Remove the jammed staples according to the finisher type. Check the type if you are unsure. For details about type of finisher, see "Appendix", About This Machine.

Finisher

This section describes how to remove jammed staples from the Finisher.



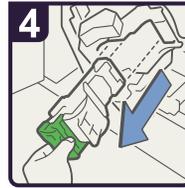
- Open the finisher front cover.
- Pull out the staple unit.



- Turn knob R10 counterclockwise to rotate the staple unit.



- Pull out the cartridge lever.

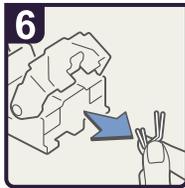


- Pull out the cartridge gently.

3



- Open the face plate of the cartridge.



- Remove the jammed staples.



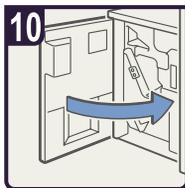
- Pull the face plate down until it clicks.



- Hold the lever and push in the cartridge.



- Push the cartridge down until it clicks.

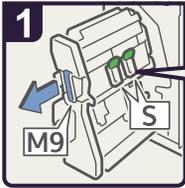


- Return the staple unit to its original position and close the finisher front cover.

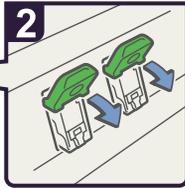
BAZ063S

Booklet Finisher

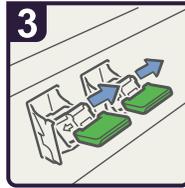
This section describes how to remove jammed staples from the Booklet Finisher.



- Open the finisher front right cover.
- Pull out the staple unit.



- Hold the lever and pull it down.



- Pull out the cartridge gently.



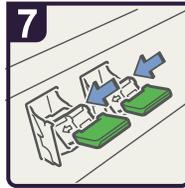
- Open the cartridge's face plate.



- Remove any jammed staples.



- Pull up the cartridge's face plate until it clicks.



- Push the cartridge gently.



- Hold the lever and hold it up.
- Push back the staple unit, and then close the finisher front right cover.

3

BJU018S

Removing Punch and Staple Waste

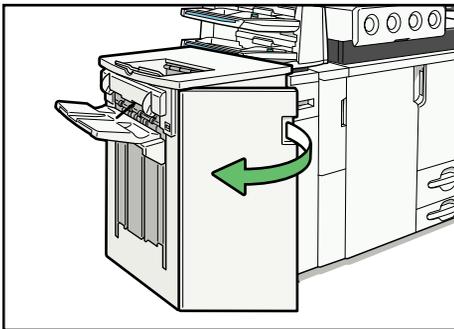
This section describes how to remove punch and staple waste.

Remove Punch Waste

This section describes how to remove punch waste from the finisher.

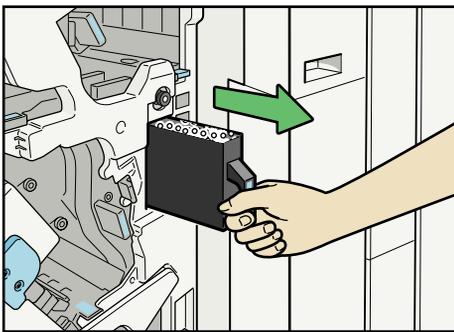
3

1. Open the front cover of the finisher.



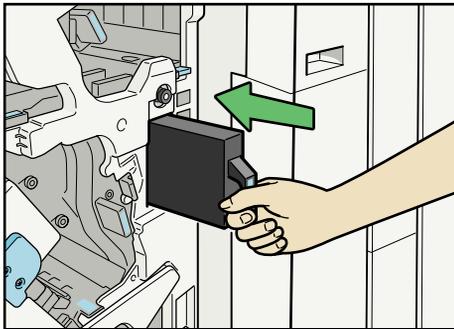
BJU067S

2. Pull out the punch waste box carefully, and then remove punch waste.



BJU068S

3. Reinstall the punch waste box.



BJU069S

3

4. Close the finisher front cover.

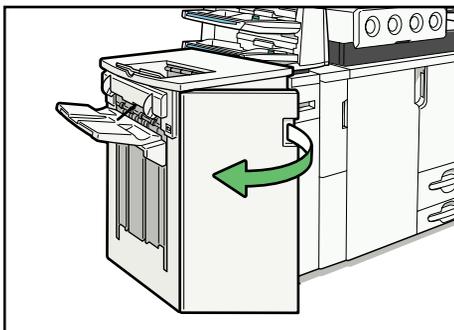
↓ Note

- While "Hole Punch Receptacle is full." is displayed, you cannot use the punch function.
- "Hole Punch Receptacle is full." is displayed until the punch waste box is reinstalled.
- If the message is still displayed, reinstall the punch waste box.

Remove Staple Waste

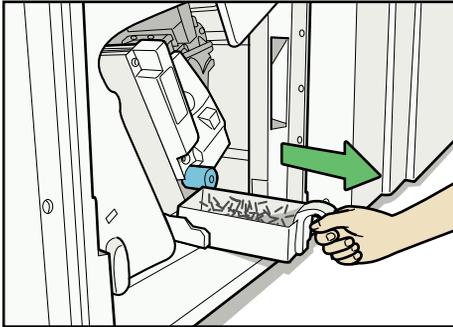
This section describes how to remove staple waste from the finisher.

1. Open the front cover of the finisher.



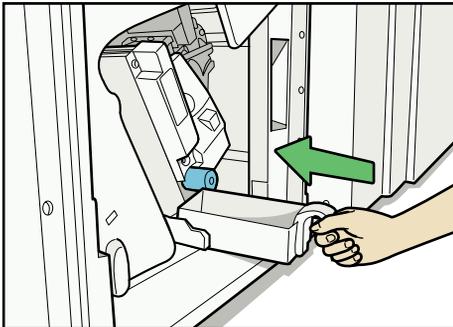
BJU067S

2. Pull out the staple waste box carefully, and then remove staple waste.



BJU070S

3. Reinstall the staple waste box.



BJU071S

4. Close the finisher front cover.

↓ Note

- While "Waste Staple Receptacle is full." is displayed, you cannot use the staple function.
- "Waste Staple Receptacle is full." is displayed until the waste staple box is reinstalled.
- If the message is still displayed, reinstall the waste staple box.

4. Remarks

This chapter describes where to place your machine for optimal performance.

Where to Put Your Machine

This section describes precautions for installation and movement.

Machine Environment

Choose your machine's location carefully.

Environmental conditions greatly affect its performance.

Moving

To move your machine, contact your service representative.

Optimum environmental conditions

This section describes precautions when locating the machine.

CAUTION

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.

CAUTION

- After you move the machine, use the caster fixture to fix it in place. Otherwise the machine might move or come down to cause an injury.

CAUTION

- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.
- Temperature: 10-32 °C (50-89.6 °F) (humidity to be 54% at 32 °C, 89.6 °F)
- Humidity: 15-80% (temperature to be 27 °C, 80.6 °F at 80%)
- A strong and level base.
- The machine must be level within 5 mm, 0.2 inch: both front to rear and left to right.

- To avoid possible buildup of ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

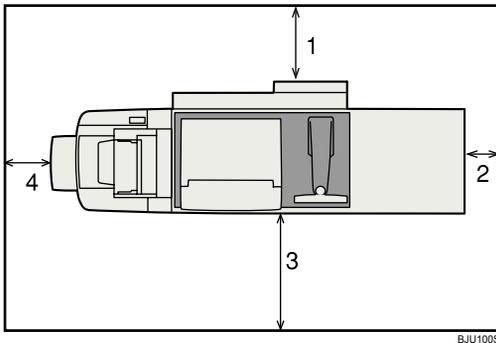
Environments to avoid

- Locations exposed to direct sunlight or other sources of strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes can cause condensation to form inside the machine.)
- Locations close to machines generating ammonia, such as a diazo copy machine.
- Places where the machine will be subject to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

4

Access to the machine

Place the machine near the power source, providing the clearance areas shown.



BUJ100S

1. Rear: 80 cm (31.5 inches) or more
2. Right: 100 cm (39.4 inches) or more
3. Front: 100 cm (39.4 inches) or more
4. Left: 100 cm (39.4 inches) or more

↓ Note

- For the required space when options are installed, contact your service representative.

Power Connection

This section describes power supply.

⚠ WARNING

- Connect the machine only to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.

⚠ WARNING

- Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.

⚠ WARNING

- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.

⚠ CAUTION

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).

⚠ CAUTION

- To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.
- Make sure the plug is inserted firmly in the wall outlet.
- Voltage must not fluctuate by more than 10%.
- The wall outlet shall be installed near the machine and shall be easily accessible.

Adding the Fusing Oil

This section describes how to add the fusing oil.

⚠ WARNING

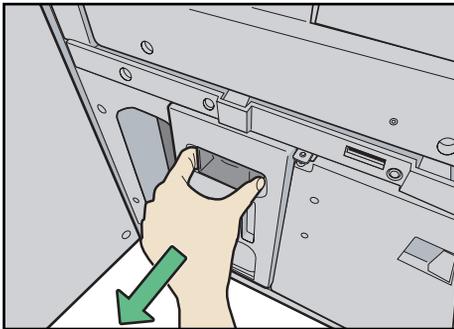
- Take care not to spill the fusing oil.

⚠ CAUTION

- The inside of this machine gets very hot. To avoid burns, do not touch parts labelled "hot surface".
- To avoid fire and burns, keep the fusing oil unit away from naked flames and other heat sources.

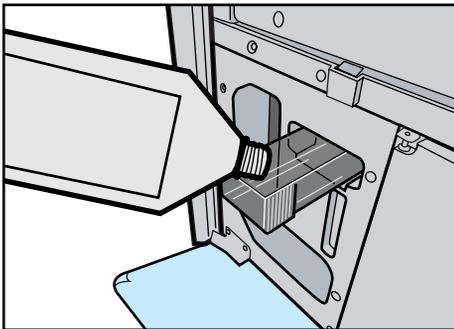
4

1. Press the [Counter] key, and then print out the counter list.
2. Spread the provided mat over the floor area in front of the machine's left front cover.
3. Open the left front cover.
4. Grip the fusing oil inlet, and then pull it toward you, but not fully out.



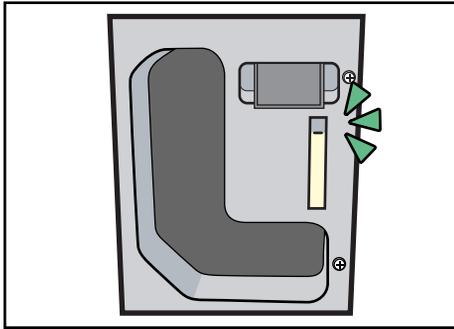
BJU102S

5. Remove the cap of the oil bottle.
6. Carefully pour the fusing oil into the fusing oil inlet.



BJU103S

Stop pouring when the fusing oil reaches the upper marking.



7. Slide the fusing oil inlet back into the machine.
8. Close the left front cover.

Checking the Earth Leakage Breaker

This section explains how to check the earth leakage breaker.

This machine has two earth leakage breakers.

For details about where they are located, see "Guide to Components", About This Machine.

WARNING

- Do not turn the earth leakage breaker from the off to the on position. Otherwise it might lead to an electric shock, or cause the circuit breakers to trip.

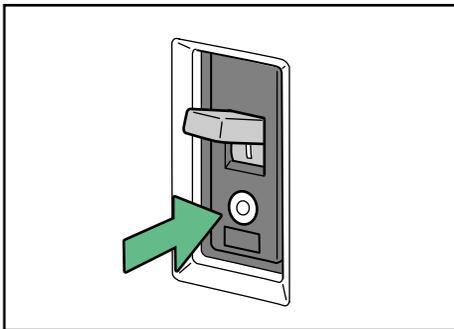
4

Once a year, check that the earth leakage breakers function properly. Normally, the breakers are in the On position.

Check both breakers in the same way.

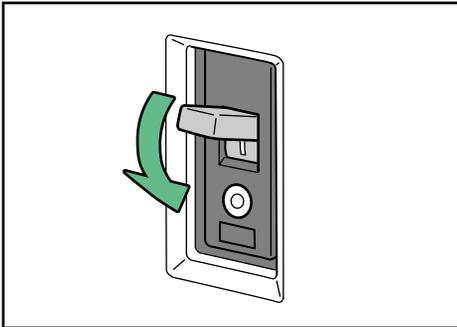
Important

- If the earth leakage breakers are not functioning normally, contact your sales or service representative.
1. Press the operation switch to turn off the power.
 2. Turn off the main power.
 3. Using a ballpoint pen or similar pointed object, press in the earth leakage breaker's test button.



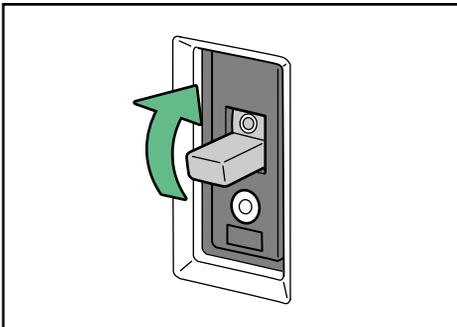
BJU081S

4. Check that the earth leakage breaker moves to the Off position.



BJU082S

5. Return the earth leakage breaker to the On position.



BJU083S

6. Turn on the main power.

↓ **Note**

- If the machine does not start up when you turn its main power switch back on, check whether the earth leakage breaker is in the Off position. If so, contact your sales or service representative. Do not reset the earth leakage breaker yourself.

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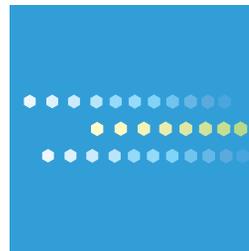
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