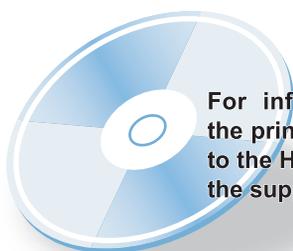


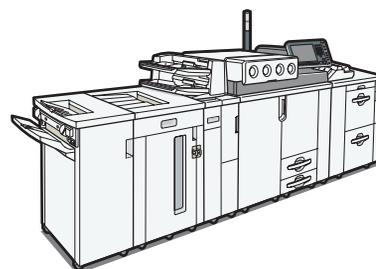


Pro C901

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, Staples, Rings and Glue
 - 3 Clearing Misfeeds
 - 4 Remarks

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Manuals for This Machine

Read this manual carefully before you use 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

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual introduces the machine's various functions. 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 resolving common usage-related 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 how to connect the machine to a network. Also explains how to change User Tools settings, and how to register information in the Address Book.

Paper Settings Reference

Explains how to make paper settings.

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.

↓ Note

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

Notice

Important

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.

For good print quality, the manufacturer recommends that you use genuine toner from the manufacturer.

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

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 Items

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

- A3/11"×17" Tray Unit TK5000 (optional) → A3/11" × 17" tray unit
- Bridge Unit BU5000 (optional) → Bridge unit
- Buffer Pass Unit Type 5000 (optional) → Buffer pass unit
- Cover Interposer Tray CI5010 (optional) → Interposer
- High Capacity Stacker SK5010 (optional) → Stacker
- LCIT RT5030 (optional) → Large Capacity Tray (LCT)
- LCIT RT5050 (optional) → Wide Large Capacity Tray (Wide LCT)
- Multi Bypass Tray BY5000 (optional) → Multi bypass tray (Tray 7)
- Perfect Binder GB5000 (optional) → Perfect binder
- Ring Binder RB5000 (optional) → Ring binder
- Roll-Away Cart Type 5010 (optional) → Stacker tray
- Tab Sheet Holder Type3260 (optional) → Tab sheet holder
- Trimmer Unit TR5020 (optional) → Trimmer
- Z-folding Unit ZF4000 (optional) → Z-folding unit

Notes

Contents of this manual are subject to change without prior notice.

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.



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 when the machine requires the user to clear misfeeds, add paper, or perform other troubleshooting procedures.

Display Panel Indicator

Indicator	Status
 : Misfeed indicator	Appears when a misfeed occurs. For details, see p.85 "Removing Jammed Paper".
 : Load Paper indicator	Appears when paper runs out. For details, see p.39 "Loading Paper".
 : Add Toner indicator	Appears when toner runs out. For details, see p.71 "Adding Toner".
 : Add Staple indicator	Appears when staples run out. For details, see p.74 "Adding Staples".
 : 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.117 "Removing Punch Waste".
 : Empty Waste Staple Receptacle indicator	Appears when the waste staple receptacle is full. For details, see p.119 "Removing 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 are open.

 **Reference**

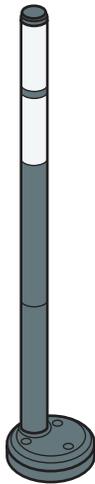
- p.39 "Loading Paper"
- p.71 "Adding Toner"
- p.74 "Adding Staples"
- p.85 "Removing Jammed Paper"
- p.117 "Removing Punch Waste"
- p.119 "Removing Staple Waste"

Attention Light

This section describes the names and functions of the attention light.

CAUTION

- Do not push or pull the attention light when installed to the machine. Doing so may result in damage or malfunction of the attention light or the machine.



CAL154

The attention light notifies the user by light when there is a paper jam or no paper is left.

The colors of the lamp and their meanings are as follows:

Lamp	Status
The bottom lamp lights blue.	Printing
The top lamp lights red.	Error (Example) <ul style="list-style-type: none"> Paper jam Out of paper Out of toner Memory overflow Read the message on the display panel, and then take appropriate action.

1

Lamp	Status
The top lamp flashes red.	Warning (Example) <ul style="list-style-type: none">• Toner has nearly run out.• Waste toner bottle is nearly full. Read the message on the display panel, and then take appropriate action.

Beep Alert

This section describes the different types of beep patterns that alert the users to the machine conditions.

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 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 beep 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.
- [Waste Staple Receptcl Full]
Displays whether the waste staple receptacle is full.
- [Punch Receptacle Full]
Displays whether the hole punch receptacle is full.
- [Paper Tray]
Displays the paper type and size loaded in the paper trays.
- [No Binding Ring Combs]
Displays whether there are binding ring combs remaining.
- [Output Tray Full]
Displays whether the output tray is overloaded.
- [Paper Misfeed]
Displays state of and solutions for paper misfeeds.
- [Cover Open]
Indicates the cover that is open.
- [Comb Punch Receptcl Full]
Displays whether the comb punch waste receptacle is full.
- [Waste Paper Receptcl Full]
Displays whether the waste paper receptacle is full.

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.

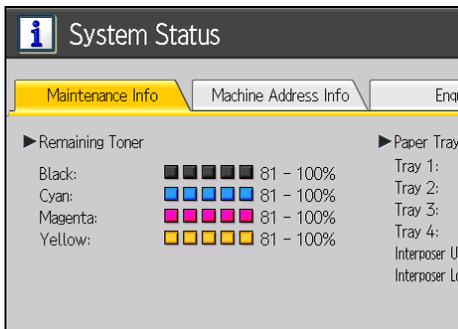
[Manual Configuration Address] displays the IPv6 address configured manually.

Inquiry

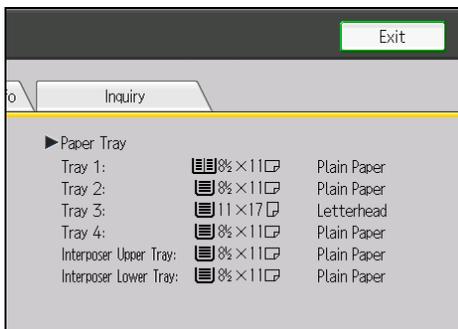
You can check the following items under [Inquiry]:

- [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 display panel, press [System Status].
2. Press each tab, and then check the contents.



3. After checking the information, press [Exit].



Note

- [No Staples], [Waste Staple Receptcl Full], [Punch Receptacle Full], [No Binding Ring Combs], [Output Tray Full], [Paper Misfeed], [Cover Open], [Comb Punch Receptcl Full], and [Waste Paper Receptcl Full] appear on the [Maintenance Info] tab only when these errors occur.

- Depending on the security settings, the [Machine Address Info] tab might not be displayed.
- For details about how to locate and remove misfeeds, see "Removing Jammed Paper".

 **Reference**

- p.85 "Removing Jammed Paper"

When You Have Problems Operating the Machine

1

This section describes common problems and messages. If other messages appear, follow the instructions displayed.

Problem	Causes	Solutions
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 two minutes, contact your service representative.
"Please wait." appears.	This message appears when the machine is warming 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.
"Please wait." appears.	This message appears when you change the toner cartridge.	Wait for a while. If the message does not disappear in two minutes, contact your service representative.

Problem	Causes	Solutions
"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 login 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.85 "Removing Jammed Paper".
Original images are printed on the reverse side of the paper.	You may have loaded the paper incorrectly.	Load paper correctly. Load paper into the paper tray with the print side down. Load paper into the LCT, Wide LCT, or multi bypass tray with the print side up.

Problem	Causes	Solutions
Misfeeds occur frequently.	The side or end fences of the paper trays may not be set properly.	<ul style="list-style-type: none"> Remove misfed paper. For details, see p.85 "Removing Jammed Paper". Check the side or end fences are set properly. Also, check the side fences are locked. For details, see p.60 "Changing the Paper Size".
Misfeeds occur frequently.	Paper of undetectable size has been loaded.	<ul style="list-style-type: none"> Remove misfed paper. For details, see p.85 "Removing Jammed Paper". When paper is loaded which cannot be detected automatically, the user must set the paper size on the display panel. For details, see p.69 "Changing to a Size That Is Not Automatically Detected".
Misfeeds occur frequently.	There is a foreign object on the finisher tray.	<ul style="list-style-type: none"> Remove misfed paper. For details, see p.85 "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 SR5020 requires the saddle stitch staple cartridge. For details about how to add staples, see p.74 "Adding Staples".
Misfeeds occur frequently. (The error message "Paper Misfeed (C)" appears repeatedly.)	A paper jam may occur when A4, 8 ¹ / ₂ "×11" size paper of 250 - 300 g/m ² (140 lb. Index - 110 lb. Cover) in weight is loaded in the vertical orientation (☐).	Load the paper in the horizontal orientation (☐).

Problem	Causes	Solutions
Z-folded paper is not properly aligned.	The Z-fold support tray is not set.	Set the Z-fold support tray for the finisher shift tray. For details about how to add the Z-fold support tray, see p.34 "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], or [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 type and/or width correctly.	Contact the machine administrator or your service representative.
Paper delivered to the stacker is curled, causing it to not align properly.	Paper is curled.	<ul style="list-style-type: none"> • When the paper is curled downward, select [Adjust \frown Curl: Weak] or [Adjust \frown Curl: Strong] under [Adjust Paper Curl] in Adjustment Settings for Operators. • When the paper is curled upward, select [Adjust \smile Curl: Weak] or [Adjust \smile Curl: Strong] under [Adjust Paper Curl] in Adjustment Settings for Operators. <p>For details about the Adjustment Settings for Operators, see General Settings Guide, "Adjustment Settings for Operators".</p>

Problem	Causes	Solutions
Paper delivered to the stacker is curled, causing it to not align properly.	When using coated paper, it might become curled or might not be properly aligned when it is delivered.	<p>Select [Adjust \curvearrowright Curl: Weak] or [Adjust \curvearrowright Curl: Strong] under [Adjust Paper Curl] in Adjustment Settings for Operators.</p> <p>For details about the Adjustment Settings for Operators, see General Settings Guide, "Adjustment Settings for Operators".</p>

↓ 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, lay paper on a flat surface to prevent paper from curling, and do not lean it against the wall.

📖 Reference

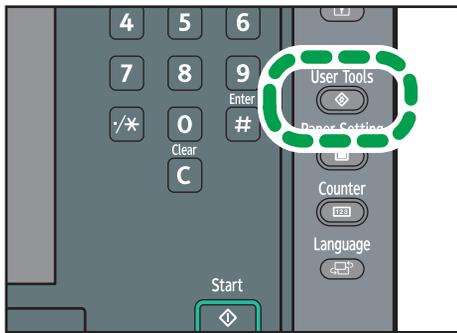
- p.34 "When Z-folded Paper Is Not Properly Aligned"
- p.60 "Changing the Paper Size"
- p.74 "Adding Staples"
- p.85 "Removing Jammed Paper"

Adjusting the Color Registration

This section describes how to adjust the color registration by specifying a setting in [Maintenance].

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.

1. Press the [User Tools] key.



CAL163

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

Auto color registration takes about 65 to 150 seconds. When it is completed, the display returns to the color registration menu.

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

Erasing Print Image Traces

This section describes how to erase print image traces.

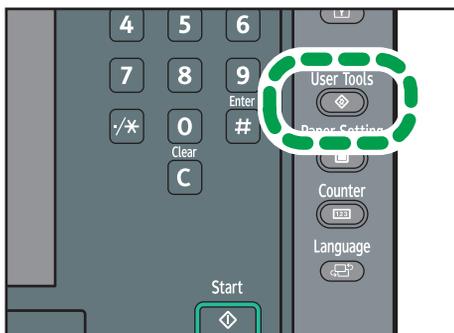
When the same image is printed repeatedly or if the paper is changed to a larger size, there may be a difference in glossiness. These are called "print image traces".

By executing Erase Print Image Traces, 50 sheets are printed on both sides entirely in black to erase print image traces.

★ Important

- Paper sizes and orientations that can be used with this function are A3[□], B4 JIS[□], SRA3[□], 12"×18"[□], and 11"×17"[□]. For this function, use paper of the same width or larger than that you would use for normal printing.
- Load the paper for this function into Tray 2, and then remove any paper from Tray 1. If you are using coated paper, load it into Tray 3, and then remove any paper from both Tray 1 and 2.
- Use paper recommended by the manufacturer.

1. Load the paper for erasing print image traces.
2. Press the [User Tools] key.



CAL163

3. Press [Maintenance].
4. Press [Erase Print Image Traces].
5. Press [Start Printing].
50 sheets will be printed on both sides entirely in black.
6. When printing ends, check the final sheet. If the print image traces have been erased, press [Stop].
If the print image traces have not been erased, repeat steps 5 and 6.
7. Press [Exit] twice.

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

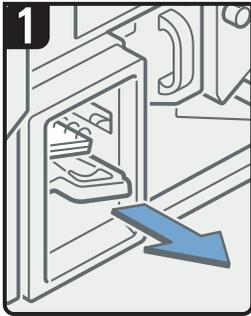
Removing Bound Booklets from the Ring Binder Tray

1

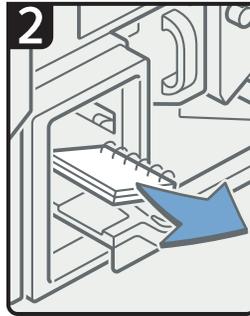
This section explains how to remove bound booklets from the ring binder tray.

⚠ CAUTION

- Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. You can trap your fingers if you do not.



- Pull out the ring binder tray.



- Remove bound booklets.
- Slide the ring binder tray fully in carefully.

CAL008

↓ Note

- Before pulling out the ring binder tray, make sure the machine is not in operation.
- When removing bound booklets from the ring binder tray, be careful not to catch the rings on the machine.

Removing Paper from the Stacker

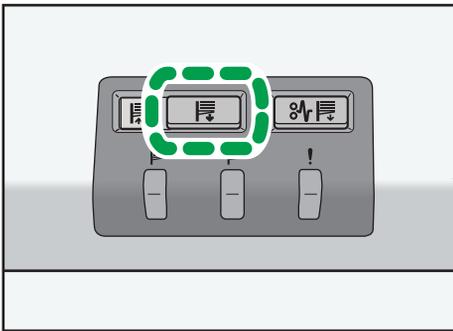
This section describes how to remove prints and copies from the stacker.

1

★ Important

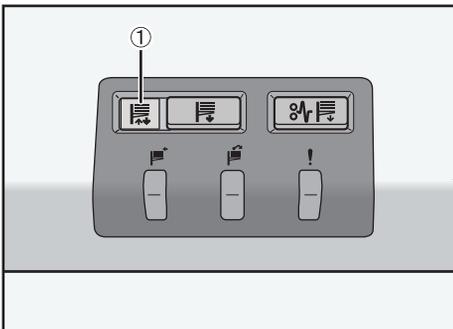
- Use the stacker cart for transporting paper from the stacker. Do not use the stacker cart for any other purpose.
- Do not attempt to get inside the stacker.

1. Press the Tray Lowering button.



CAL033

When the stacker tray is fully lowered, the Tray Moving Indicator stops flashing and remains lit.



CAL160

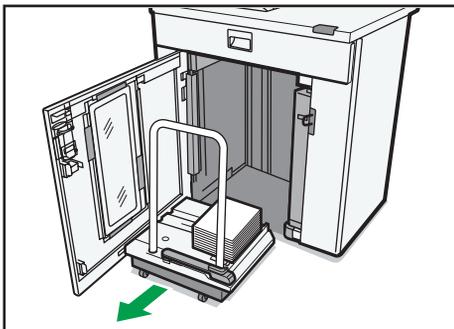
1. Tray Moving Indicator

2. Open the stacker front cover.



CAL028

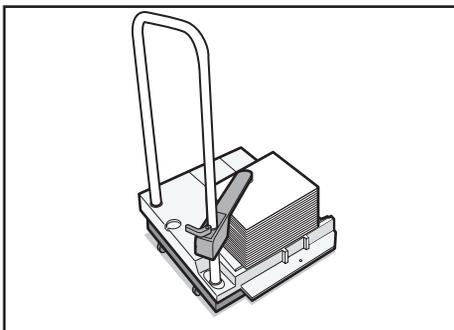
3. Carefully pull out the stacker cart.



CAL031

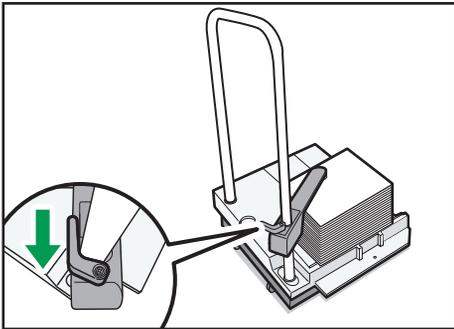
Take care not to let the paper stack topple.

4. Rest the paper press on top of the paper stack.



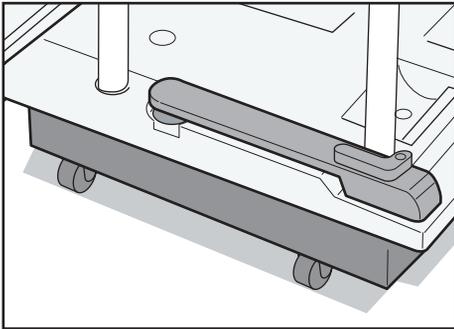
CAL071

5. Pull the lever on the paper press toward you.



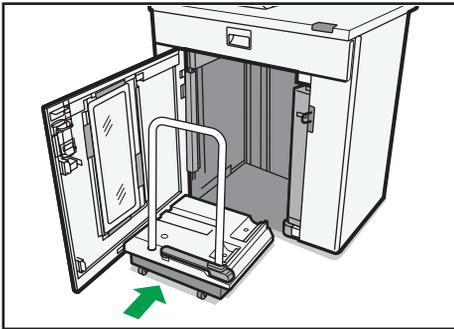
CAL030

6. Transport the paper to where it is required, and then unload the stacker cart.
7. Return the paper press to its original position.



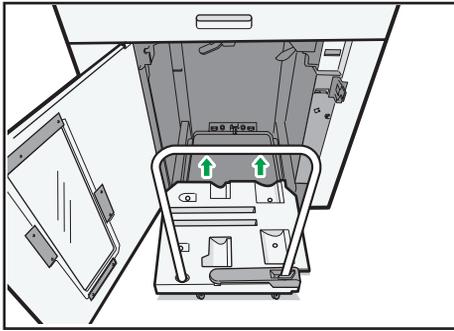
CAL072

8. Put the stacker cart back inside the stacker.



CAL029

Be careful to push the stacker cart in straight, not at an angle.



CAL032

9. Close the stacker front cover.

The stacker tray begins elevating automatically and the Tray Moving Indicator begins flashing. When the Tray Moving Indicator stops flashing, the tray is fully elevated.

↓ Note

- Before moving the stacker, be sure to take the stacker cart out of the stacker.

Pausing Print When Using Finisher SR5000 or Booklet Finisher SR5020

1

This section describes how to suspend a large print job when using the Finisher SR5000 or Booklet Finisher SR5020.

Depending on the image you are printing, prints might not stack properly. If this happens, suspend the job, remove the prints and then restart the job.

Finisher SR5000

This section describes how to suspend a large print job when using the Finisher SR5000.

1. Press the [Suspend/Resume] key.

The key lights up.



CAL039

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



CAL070

3. Press the [Suspend/Resume] key.

The key light turns off and printing restarts.

Note

- You can suspend printing only when the finisher's shift tray is selected as the output tray.

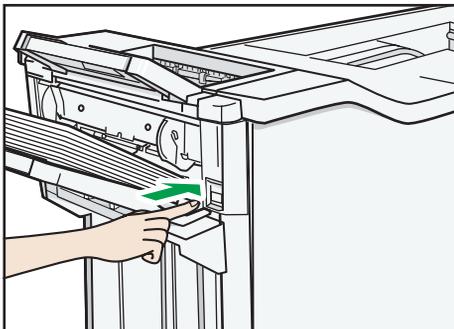
Booklet Finisher SR5020

1

This section describes how to suspend a large print job when using the Booklet Finisher SR5020.

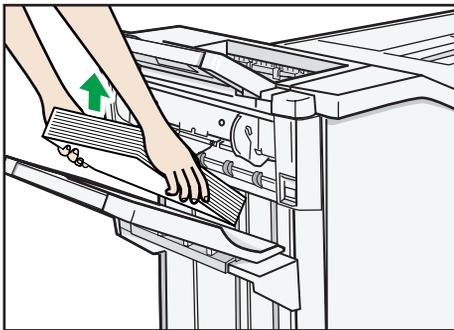
1. Press the [Suspend/Resume] key.

The key lights up.



CAL001

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



CAL002

3. Press the [Suspend/Resume] key.

The key light turns off and printing restarts.

Note

- You can suspend printing only when the finisher's shift tray is selected as the output tray.

When Z-folded Paper Is Not Properly Aligned

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

1

Finisher SR5000

This section describes how to attach the Z-fold support tray for Finisher SR5000 to the finisher shift tray.

1. Press the [Suspend/Resume] key.

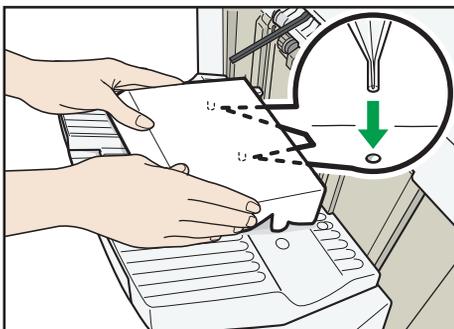
The key lights up.



CAL039

2. Remove the prints.
3. Set the Z-fold support tray for the finisher shift tray.

Attach the Z-fold support tray by inserting the two protrusions on its underside into the holes on the finisher shift tray.



CAL073

4. Press the [Suspend/Resume] key.

The key turns off, and then printing restarts.

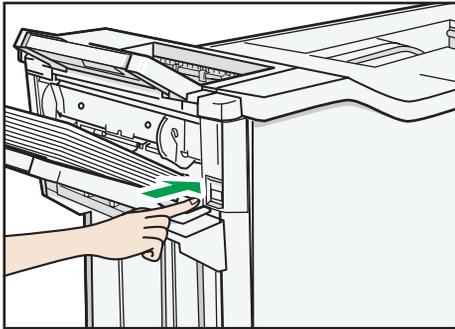
Booklet Finisher SR5020

This section describes how to attach the Z-fold support tray for Booklet Finisher SR5020 to the finisher shift tray.

1

1. Press the [Suspend/Resume] key.

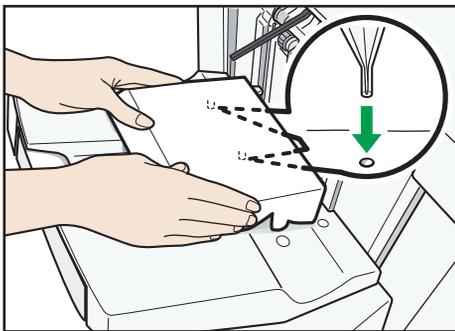
The key lights up.



2. Remove the prints.

3. Set the Z-fold support tray for the finisher shift tray.

Attach the Z-fold support tray by inserting the two protrusions on its underside into the holes on the finisher shift tray.



4. Press the [Suspend/Resume] key.

The key turns off, and then printing restarts.

When Large Size Paper Is Not Properly Aligned

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

Finisher SR5000

This section describes what to do if paper larger than B4 JIS or $8\frac{1}{2}'' \times 14''$ is not properly aligned or falls from the finisher shift tray when using Finisher SR5000.

1. Press the [Suspend/Resume] key.

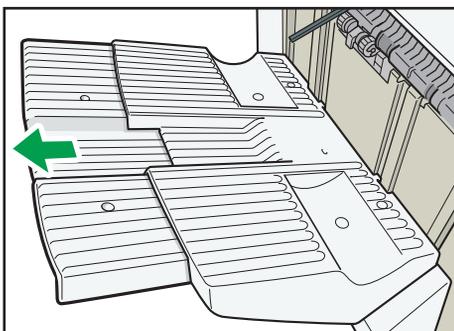
The key lights up.



CAL039

2. Remove the prints.

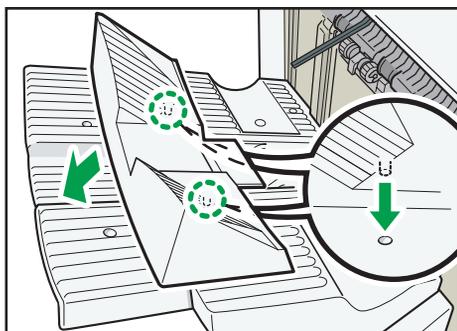
3. Pull out the finisher shift tray's extension.



CAL075

4. Set the auxiliary paper tray.

Attach the auxiliary paper tray by aligning the two protrusions on its underside with the holes on the tray extension.



5. Press the [Suspend/Resume] key.

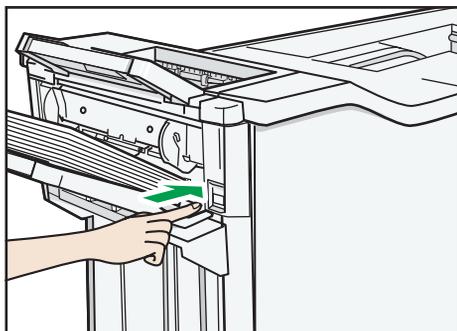
The key turns off, and then printing restarts.

Booklet Finisher SR5020

This section describes what to do if paper larger than B4 JIS or 8¹/₂" × 14" is not properly aligned or falls from the finisher shift tray when using Booklet Finisher SR5020.

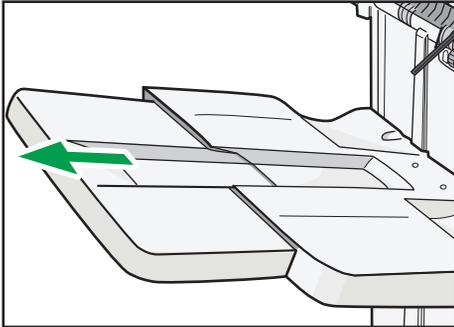
1. Press the [Suspend/Resume] key.

The key lights up.



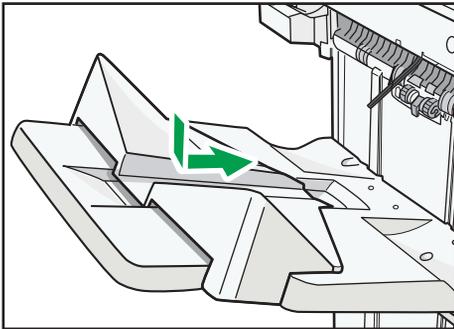
2. Remove the prints.

3. Pull out the finisher shift tray's extension.



CAL077

4. Set the auxiliary paper tray.



CAL078

5. Press the [Suspend/Resume] key.

The key turns off, and then printing restarts.

2. Adding Paper, Toner, Staples, Rings and Glue

This chapter describes how to load paper, add toner or replace staples and other consumables.

Loading Paper

2

This section describes how to load paper into the paper tray.

CAUTION

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

Tray 1 uses 8 1/2" x 11"  exclusively. Load only 8 1/2" x 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)

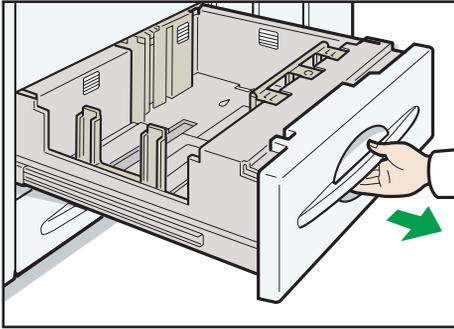
This section describes how to load paper in Tray 1.

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 1/2" x 11"  paper. If you want to load A4  paper, contact your service representative.
- You can load up to 1,100 sheets of paper on each side. Do not stack paper higher than the limit mark.

2

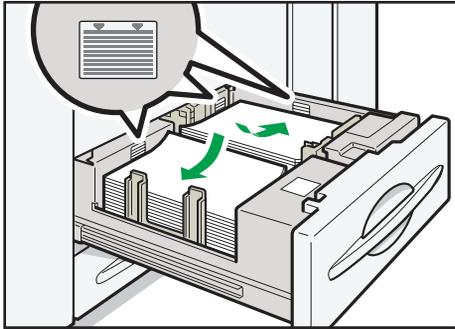
1. Carefully pull out the paper tray until it stops.



CAL066

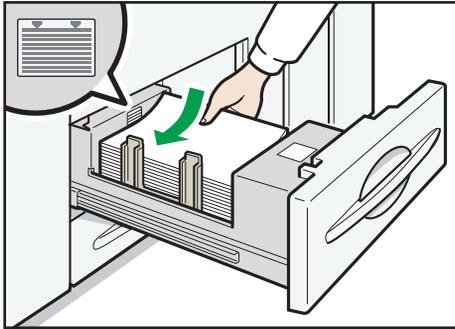
2. Square the paper, and then place it print side down.

- Whole tray pulled out



CAL040

- Left half of the tray pulled out



CAL041

3. Carefully push the paper tray fully in.

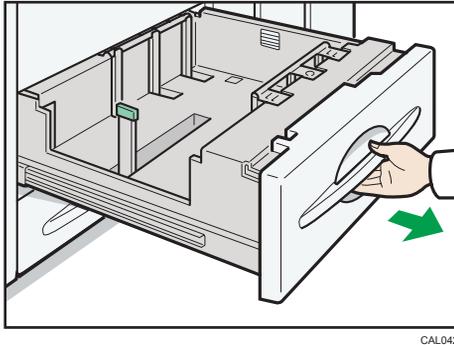
Loading Paper into the A3/11" × 17" Tray Unit

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

★ Important

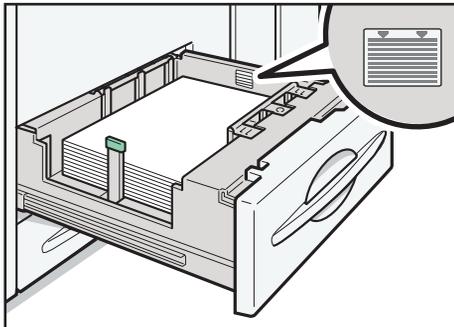
- To use the A3/11" × 17" tray unit, you must replace Tray 1.
- Make sure the paper stack is flush to the right side fence.
- The tray can hold up to 1,000 sheets of paper. Do not stack paper over the limit mark.

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



CAL042

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



CAL043

3. Carefully slide the paper tray fully in.

Loading Paper into Tray 2

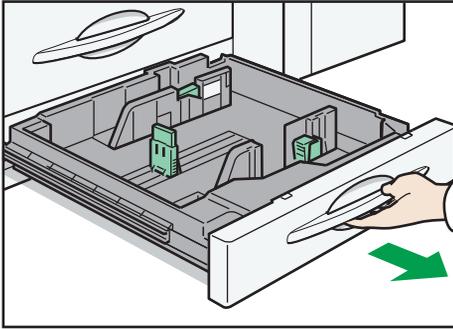
This section describes how to load paper in Tray 2.

★ Important

- Various sizes of paper can be loaded in Tray 2 by adjusting the positions of side fences and end fence.
- If the paper tray is pushed vigorously when putting it back into place, the position of the side fences may slip out of place.
- Check the paper edges are aligned with the right side.
- The tray can hold up to 550 sheets. Do not stack paper over the limit mark.

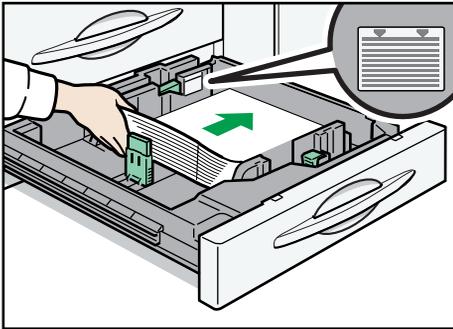
2

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



CAL044

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



CAL045

3. Carefully push the paper tray fully in.

Note

- If you load paper that cannot be automatically detected, specify its size using the display panel. For details, see "Changing to a Size That Is Not Automatically Detected".

Reference

- p.69 "Changing to a Size That Is Not Automatically Detected"

Loading Paper into the Large Capacity Tray

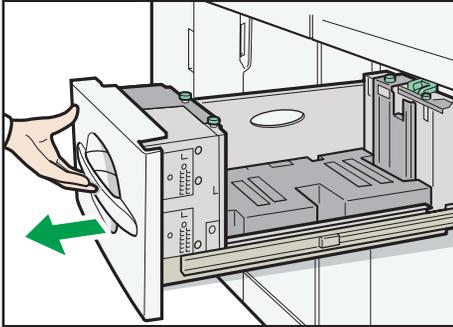
This section describes how to load paper in the LCT. The LCT is identified as Tray 3, Tray 4, and Tray 5.

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 edges are aligned at the left side.

- The tray can hold up to 1,100 sheets in Tray 3 and 4, and 2,800 sheets in Tray 5. Do not stack paper over the limit mark.

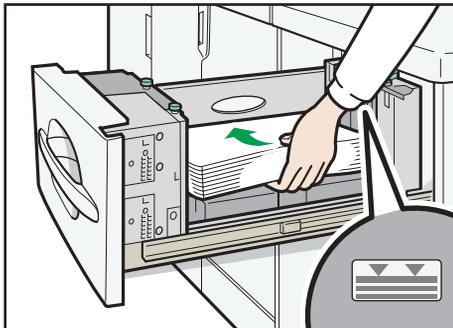
1. Carefully pull out the paper tray until it stops.



CAL080

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.



CAL081

3. Carefully slide the paper tray fully in.

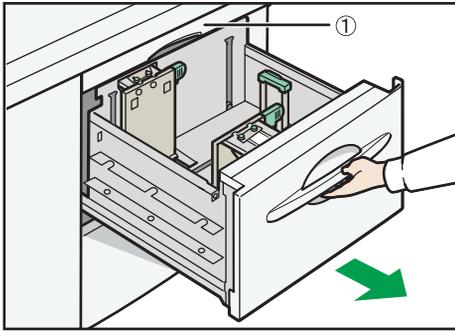
Loading Paper into the Wide Large Capacity Tray

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

★ Important

- Up to two Wide LCTs can be installed.
- To install two Wide LCTs, the bridge unit is required.
- Various regular sizes of paper can be loaded in the Wide LCT 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 2,200 sheets of paper. Do not stack paper over the limit mark.

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

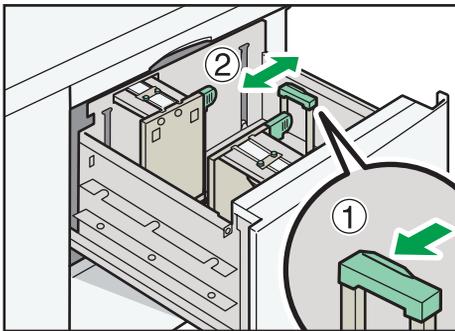


CAL082

1. Paper transfer unit

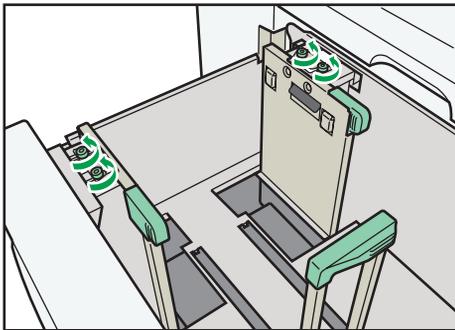
Do not open the paper transfer unit when the paper tray is in use, or a misfeed might occur.

2. Release the end fence.



CAL062

3. Loosen the screws holding the side fences in position.



CAL083

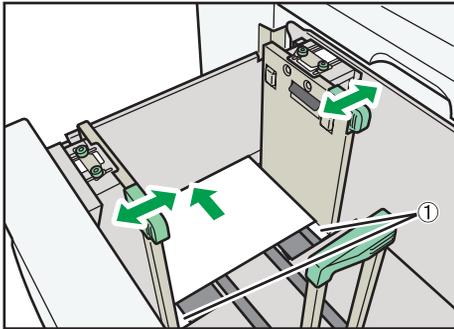
4. Load paper by aligning the paper with the left side of the paper tray.

Place paper with print side up.

Load a stack of paper about 5 - 10 mm (0.25 - 0.4 inches) high.

To load paper smaller than B5 JIS that has a vertical length of 139.7 to less than 257 mm (5.5 to less than 10.12 inches), remove the paper supports. For details about how to remove the paper supports, see "Loading small size paper into the Wide Large Capacity Tray".

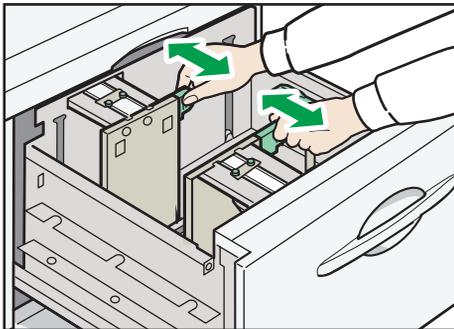
Make sure the paper rest on top of the supporting plates on both sides.



CAL084

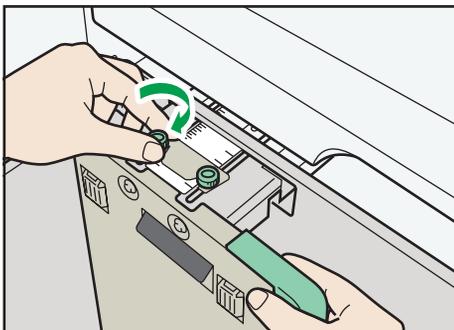
1. Supporting plates

5. Slide the side fences into position according to the size of the paper.



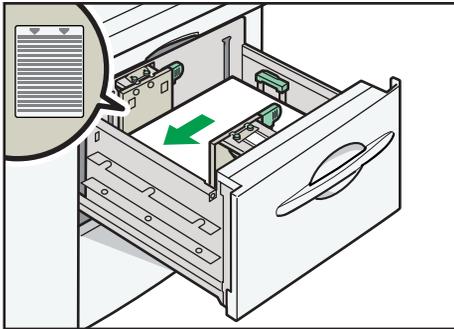
CAL060

6. Set the paper flush against the protrusions in the bottom of the inner side fence.
7. Slide the side fences into position according to the paper size. Secure the side fences by carefully tightening the screws.



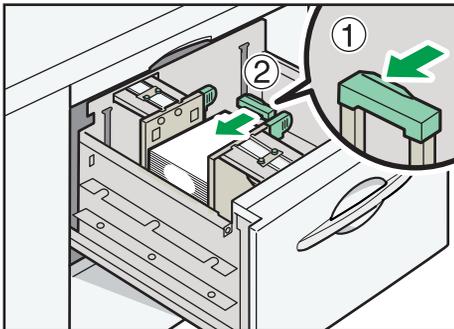
CAL085

8. Load additional sheets, if necessary.



CAL047

9. Tightly fit the end fence to the loaded paper, and then re-lock the end fence again.



CAL064

10. Carefully slide the paper tray fully in.

11. Check the size on the display.

↓ Note

- If you load paper that cannot be automatically detected, specify its size using the display panel. For details, see "Changing to a Size That Is Not Automatically Detected".

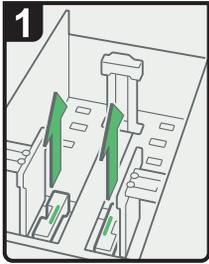
📖 Reference

- p.46 "Loading small size paper into the Wide Large Capacity Tray"
- p.69 "Changing to a Size That Is Not Automatically Detected"

Loading small size paper into the Wide Large Capacity Tray

To load the Wide LCT with paper smaller than B5 JIS[□] that has a vertical length of 139.7 to less than 257 mm (5.5 to less than 10.12 inches), the paper supports must be removed.

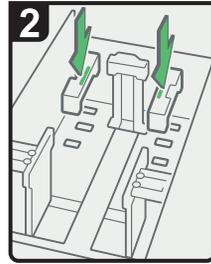
This section describes how to remove the paper supports.



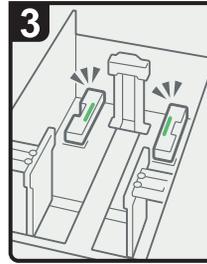
- Pull out the paper tray carefully until it stops.

Note

- Remove paper if loaded.
- Remove the paper supports.



- Set the paper supports in their storage positions.



- Make sure that the paper supports are properly set.
- Change paper size.
- Load paper into the paper tray, and then carefully slide the paper tray fully in.

CAL158

2

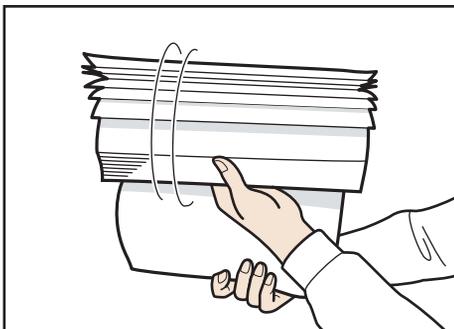
Fanning the Paper

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 LCT, it is important that you fan the sheets thoroughly. Misfeeds may occur if paper is not fanned thoroughly.

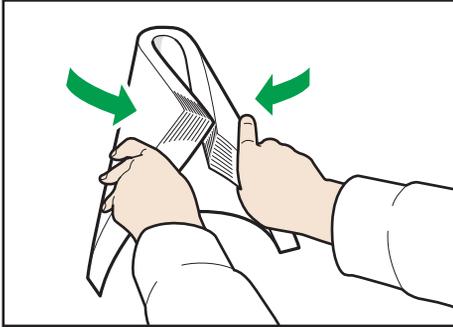
1. Loosen the stack by riffling the sheets.



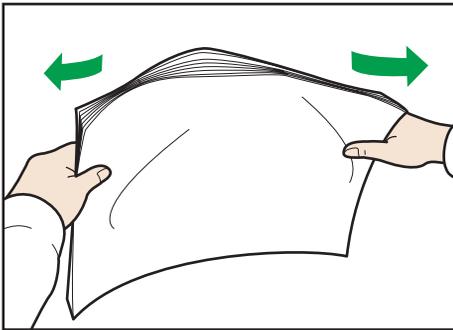
CAL086

2

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

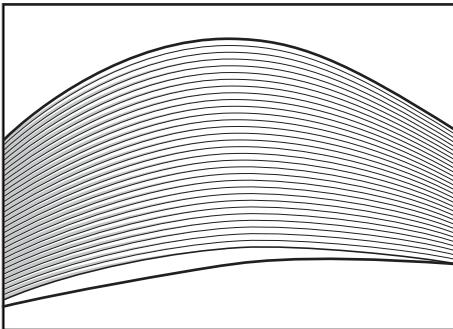


CAL087



CAL088

3. Make sure there is space between the sheets.



CAL089

Loading Paper into the Multi Bypass Tray

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

★ Important

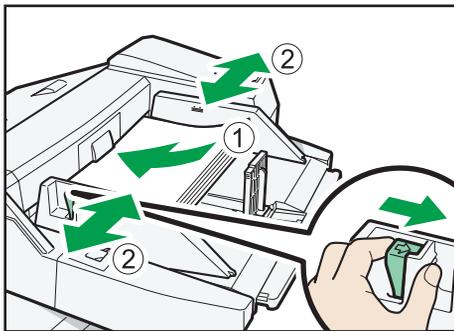
- When two Wide LCTs are installed, the multi bypass tray cannot be installed on the second Wide LCT.
- Check that the paper edges are aligned at the left side.
- The maximum number of sheets you can load into the multi bypass tray depends on paper type. The number should not exceed the upper limit.
- The tray can hold up to 550 sheets in the multi bypass tray. Do not stack paper over the limit mark.

2

1. Place paper in the multi bypass tray.

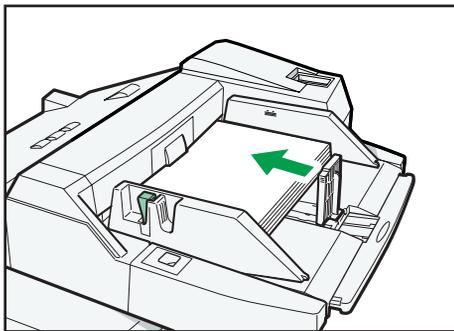
When loading paper larger than A4 \square / $8\frac{1}{2}$ " \square \times 11" \square , draw out the paper extender.

Place paper with print side up.

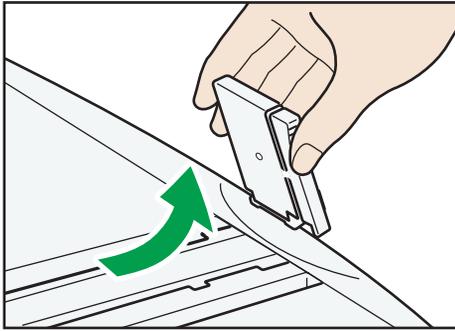


2. Set the side fences to the paper size.

3. Set the end fence.

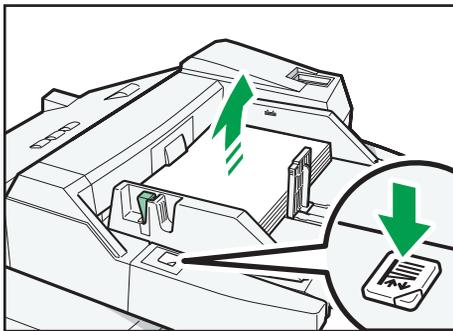


Slide it to the right to remove the end fence.



CAL092

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



CAL093

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

- If you load paper that cannot be automatically detected, specify its size using the display panel. For details, see "Changing to a Size That Is Not Automatically Detected".

Reference

- p.69 "Changing to a Size That Is Not Automatically Detected"

Loading Paper into the Interposer

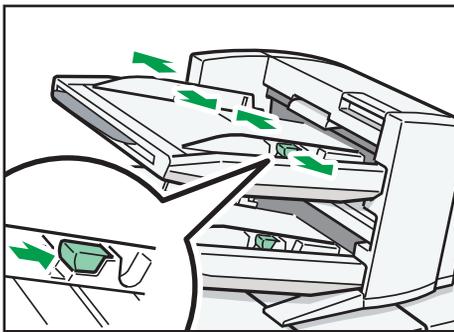
This section describes how to load paper into the interposer.

Important

- Load paper 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.

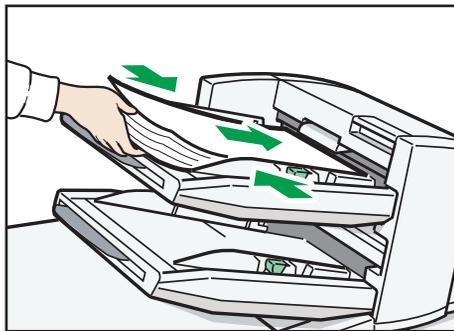
1. While pressing the release lever, align the side fences with the paper size to be loaded.



CAL048

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

Place paper face up.



CAL049

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

↓ Note

- If you load paper that cannot be automatically detected, specify its size using the display panel. For details, see "Changing to a Size That Is Not Automatically Detected".

📖 Reference

- p.69 "Changing to a Size That Is Not Automatically Detected"

Loading Cover Sheets into the Interposer of the Perfect Binder

This section describes how to load cover sheets into the interposer of the perfect binder.

★ Important

- The length/size of cover sheets depends on the thickness of the spine.

2

Estimating the thickness of the spine

This section explains how to calculate the approximate spine thickness and the cover sheet length and size.

Note that the length and size of a cover sheet depends on the thickness of the book block spine.

The following list shows examples for A4 size or $8\frac{1}{2}'' \times 11''$, 80 g/m² (20 lb. Bond) paper:

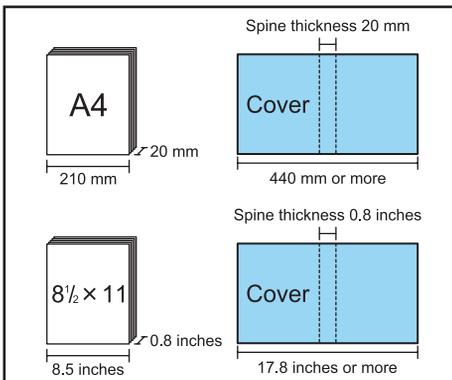
- 10-sheet book block: 1 mm (0.04 inches)
- 30-sheet book block: 3 mm (0.12 inches)
- 50-sheet book block: 5 mm (0.20 inches)
- 80-sheet book block: 8 mm (0.32 inches)
- 100-sheet book block: 10 mm (0.40 inches)
- 200-sheet book block: 20 mm (0.80 inches)

Specify the cover sheet size based on the thickness of the book block spine. Use the following equation to calculate the length of the cover sheet:

$$\text{Minimum length of cover sheet (mm/inch)} = \text{"length of book block sheet (mm/inch)" } \times 2 + \text{"thickness of spine (mm/inch)"}$$

To perfect bind a booklet with the following dimensions, specify a cover sheet length of at least 440 mm (17.4 inches):

- 200-sheet book block: A4 or $8\frac{1}{2}'' \times 11''$
- Spine thickness: 20 mm (0.8 inches)



CAL094

↓ Note

- You cannot perfect bind a booklet if the thickness of the book block's spine exceeds 23 mm (0.9 inches).

Orientation and binding position of covers and originals

This section explains the orientation and binding positions of covers and originals.

Place covers and originals in the orientation in which they are read.

	Cover orientation	Original orientation	Binding position
	Interposer		
Left binding			
Top binding			
Right binding			

CAL146

↓ Note

- Depending on your machine, the procedure for selecting the orientation of covers and originals might be slightly different. For details, refer to the procedure for your machine.

Loading cover sheets

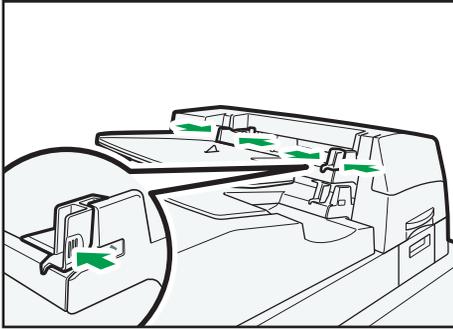
This section describes how to load cover sheets into the interposer of the perfect binder.

★ Important

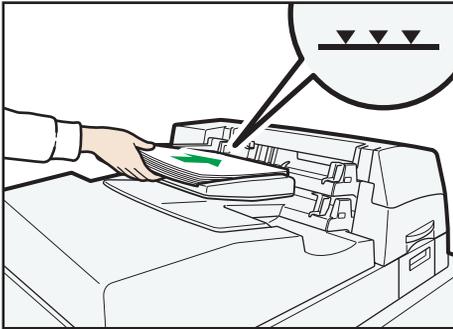
- Load paper in the  orientation.
- Do not place anything on top of or leave documents on the sensor. This may lead to the paper size not being correctly detected or paper jams.

2

1. While lightly pinching the side fence, align it with the paper size to be loaded.



2. Load paper face up and neatly stacked. Slide the side fence tightly against the loaded paper.



Note

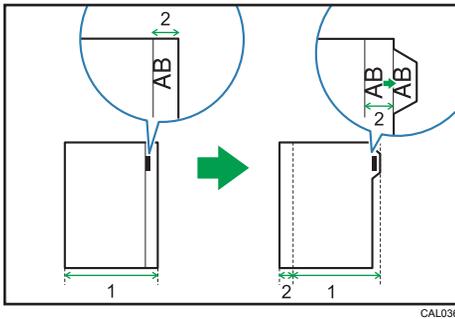
- There are two trays on the interposer of the perfect binder. Each tray can hold up to 200 sheets of paper. Do not stack paper over the limit mark.
- When loading thick paper of 251 g/m² (140 lb. Index) or heavier in the interposer trays of the perfect binder, make sure the grain of the paper is perpendicular to the feed direction.
- If you are loading sheets that are likely to stick together (such as sheets of coated paper), be sure to fan them thoroughly before loading. Fanning them will help prevent jams and allow them to be fed in one sheet at a time.
- The perfect binding process may scratch glossy paper.

Loading Tab Stock

This section describes how to load tab stock into trays.

Important

- Set the tray for tab stock before using this function, and then set the position of the index tab under Paper Type in Tray Paper Settings.



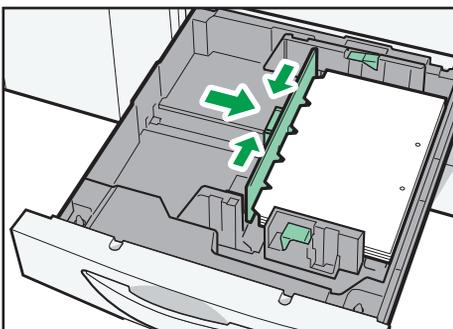
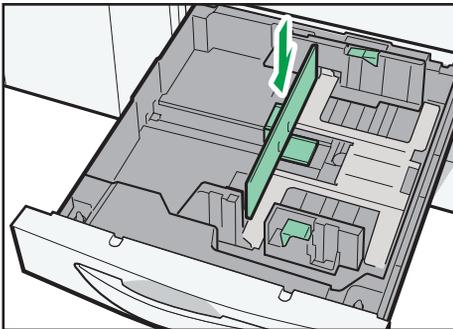
1. Original width

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" × 11"□, and 8 1/2" × 14"□.
- Tab stock can be loaded into Tray 2, Tray 3 and 4 of LCT, Wide LCT, and multi bypass tray. 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.
- Set tab stock so that the side with the tab is facing the back fence.

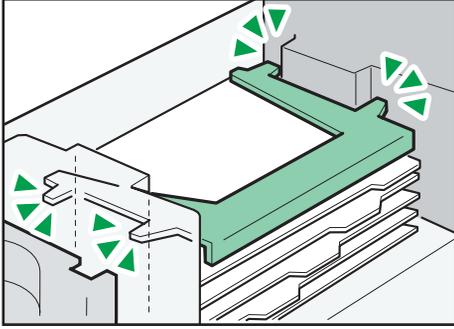
Tray 2

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



LCT

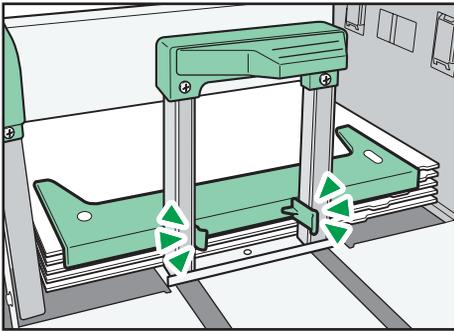
Place the tab sheet holder on the loaded tab stock.



CAL098

Wide LCT

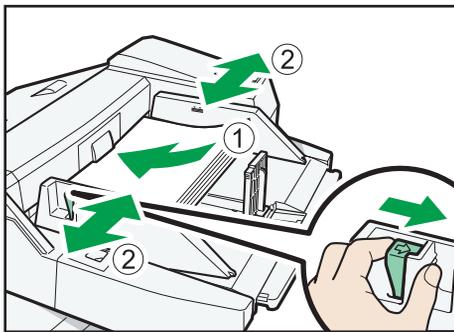
Place the tab sheet holder on the loaded tab stock.



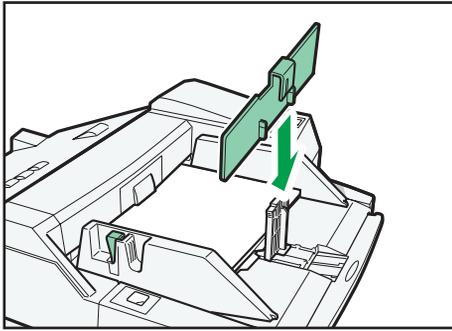
CAL037

Multi Bypass Tray

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



CAL090

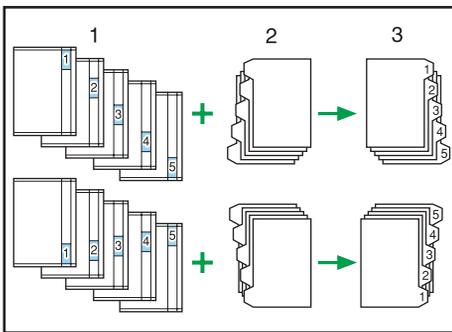


CAL099

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.



CAL038

1. Originals
2. Tab Stock
3. Printed

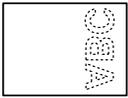
- When a paper jam has occurred, check the order of originals and tab stock, and then restart printing.

Loading 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	LCT (Tray 3 - 5) Wide LCT (Tray 3 - 6) Multi Bypass Tray (Tray 7)
Paper orientation: 		
Paper orientation: 		

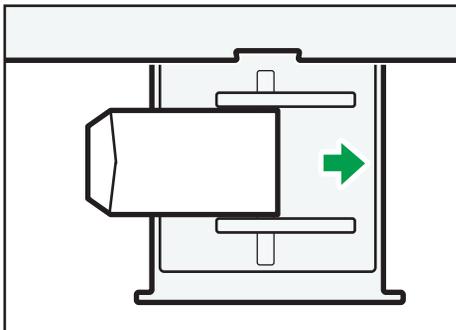
Note

- Press the [Paper Setting] key, and specify "Letterhead" for the [Paper Type] setting of the paper tray you want to use.

Loading Envelopes

This section describes how to load envelopes.

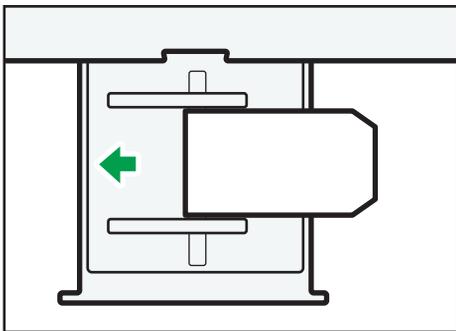
To load envelopes in Tray 2, place them with the side you want to print face-down. Be sure to unfold the flaps and position them opposite to the paper feed direction.



CAL148

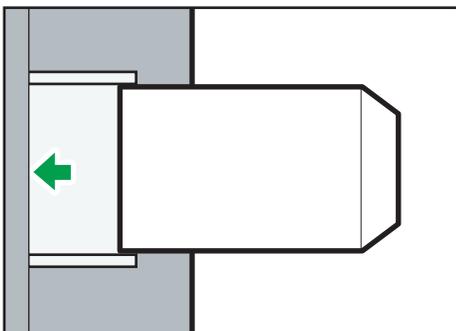
To load envelopes in the Wide LCT or the multi bypass tray, place them with the side you want to print face-up. Be sure to unfold the flaps and position them opposite to the paper feed direction.

- Wide LCT



CAL149

- Multi Bypass Tray



CAL150

Changing the Paper Size

This section explains how to change the paper size.

⚠ CAUTION

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

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.

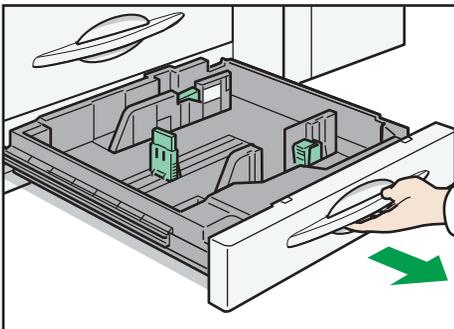
Changing the Paper Size in Tray 2

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. Make sure there are no gaps between the paper and side fences.

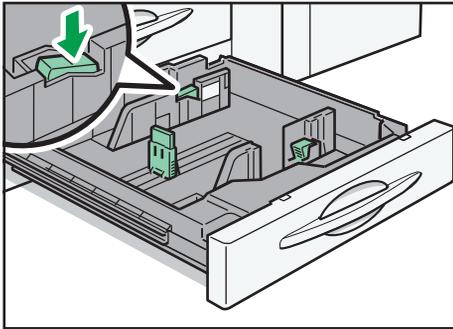
1. Check that the paper tray is not in use, and then pull the tray carefully out until it stops.



CAL044

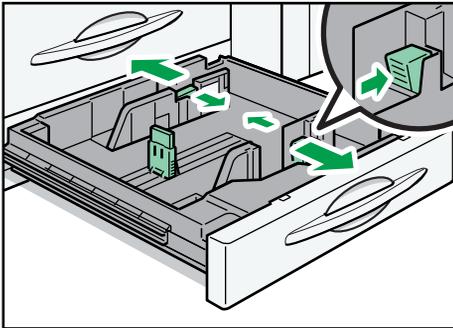
2. Remove paper if loaded.

3. Release the lock on the side fence.



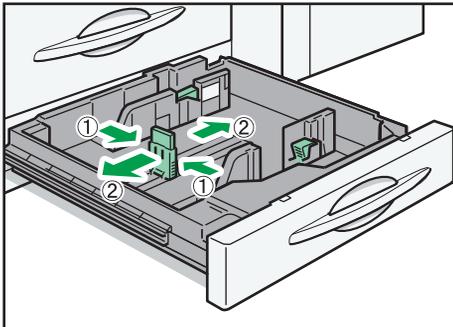
CAL050

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



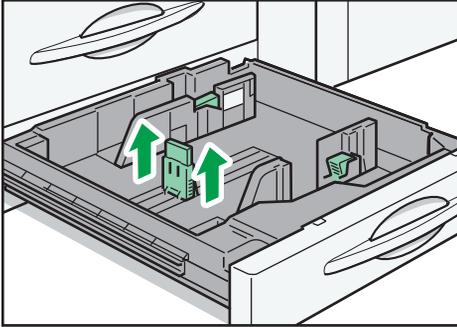
CAL051

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



CAL052

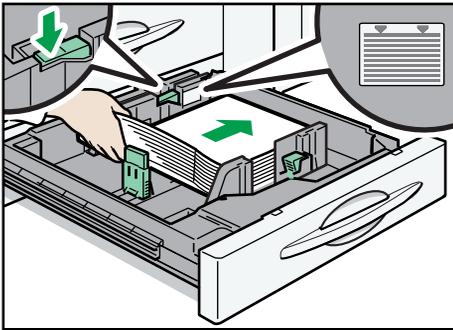
6. When adjusting the paper tray for custom size paper, pull up on the end fence to secure it at the required position.



CAL100

7. Square the paper, and then load it print side down.

Re-lock the side fences again.



CAL053

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

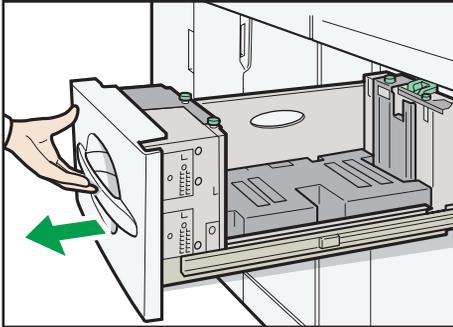
Changing the Paper Size in the Large Capacity Tray

This section explains how to change the paper size in the LCT.

★ Important

- To change 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.

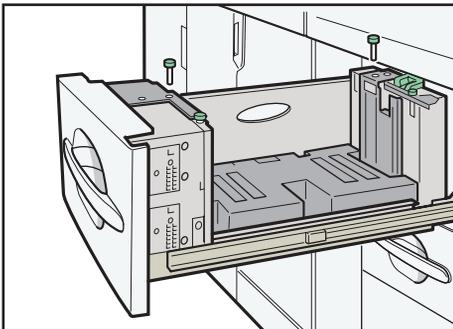
1. Carefully pull out the paper tray until it stops.



CAL080

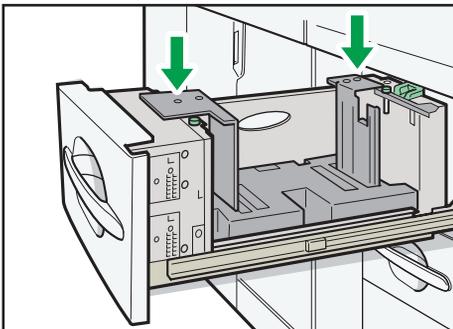
2

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



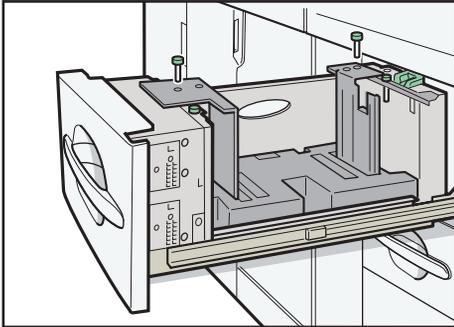
CAL055

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



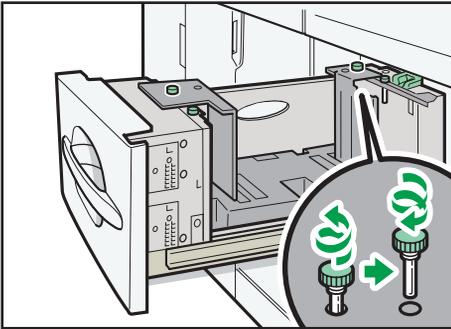
CAL054

4. Fasten the side fence with the screws.



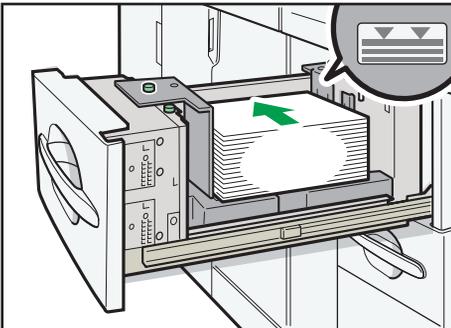
CAL056

5. Set the end fence along the paper size.



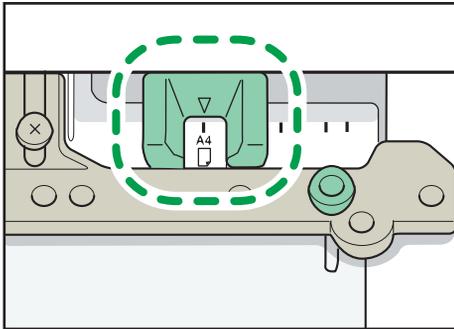
CAL101

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



CAL102

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



CAL057

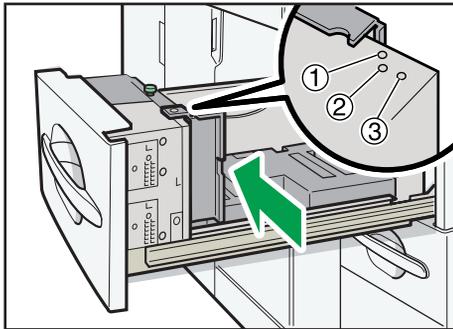
8. Carefully slide the paper tray fully in.
9. Check the size on the display.

2

Changing to A4, 8 1/2" x 11"

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

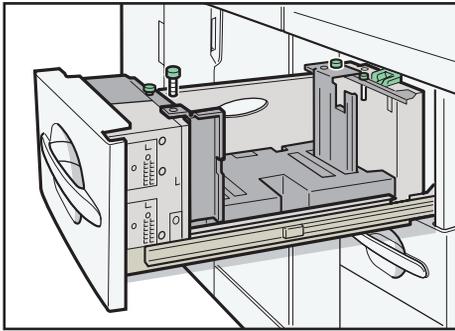
1. Set the end fence according to the paper size.



CAL103

- ① A4
- ② 8 1/2" x 11"

2. Fasten the end fence using the screw provided.



CAL058

Note

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

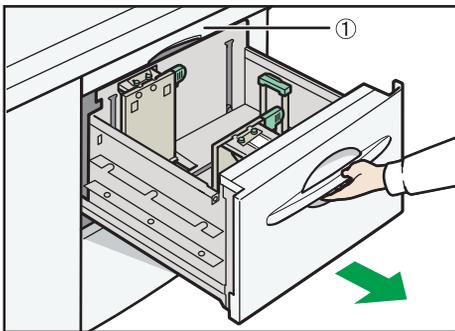
Changing the Paper Size in the Wide Large Capacity Tray

This section explains how to change the paper size in the Wide LCT.

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.
- Check that the paper edges are aligned with the left side.
- Do not stack paper over the limit mark.

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

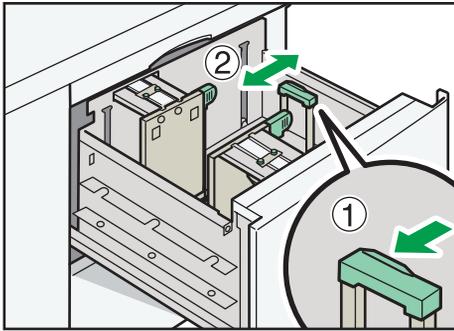


CAL082

1. Paper transfer unit

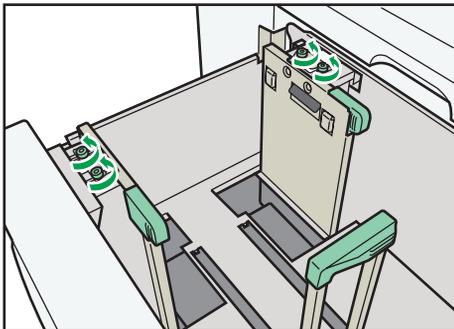
Do not open the paper transfer unit when the paper tray is in use, or a misfeed might occur.

2. Release the end fence.



CAL062

3. Loosen the screws holding the side fences in position.



CAL083

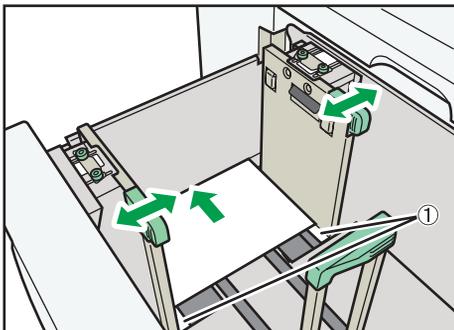
4. Load paper by aligning the paper with the left side of the paper tray.

Place paper with print side up.

Load a stack of paper about 5 - 10 mm (0.25 - 0.4 inches) high.

To load paper smaller than B5 JIS that has a vertical length of 139.7 to less than 257 mm (5.5 to less than 10.12 inches), remove the paper supports. For details about how to remove the paper supports, see "Loading small size paper into the Wide Large Capacity Tray".

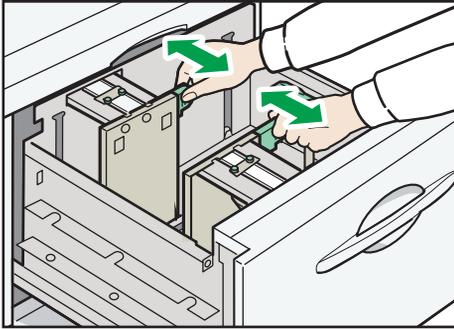
Make sure the paper rest on top of the supporting plates on both sides.



CAL084

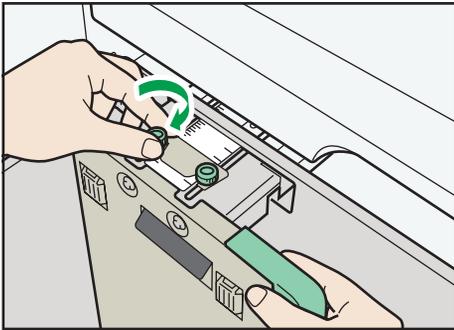
1. Supporting plates

5. Slide the side fences into position according to the size of the paper.



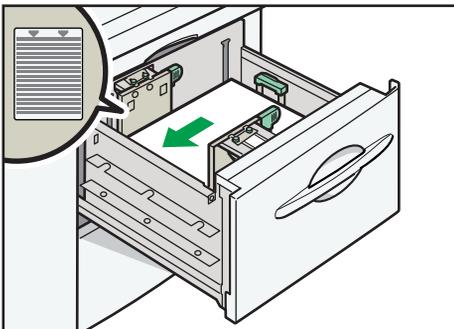
CAL060

6. Set the paper flush against the protrusions in the bottom of the inner side fence.
7. Slide the side fences into position according to the paper size. Secure the side fences by carefully tightening the screws.



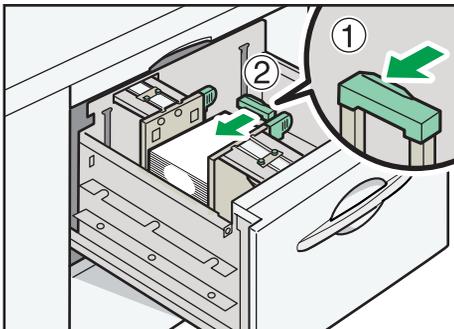
CAL085

8. Load additional sheets, if necessary.



CAL047

9. Tightly fit the end fence to the loaded paper, and then re-lock the end fence again.



CAL064

10. Carefully slide the paper tray fully in.
11. Check the size on the display.

Reference

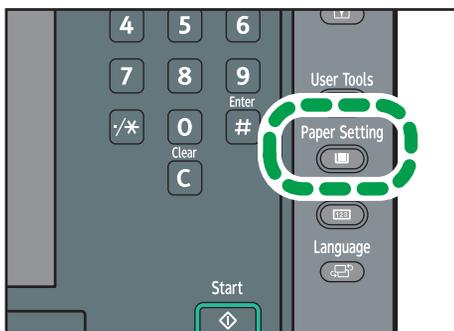
- p.46 " Loading small size paper into the Wide Large Capacity Tray"

Changing to a Size That Is Not Automatically Detected

This section describes how to set the paper 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.

1. Press the [Paper Setting] key.



CAL166

2. Select the tray number on the screen.
3. Press [Paper Size] tab.
4. Select the loaded paper size and feed direction, and then press [OK].
5. Press the [Paper Setting] key.

Note

- For details about paper sizes selected automatically, see "Recommended Paper Sizes and Types", About This Machine.

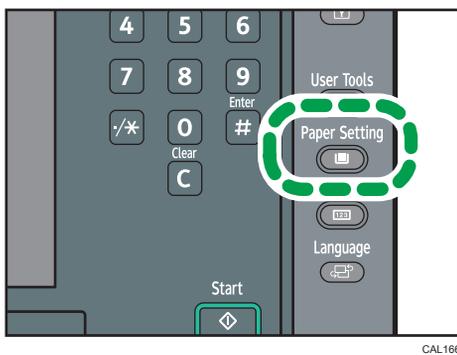
Specifying Custom Size Paper

2

This section describes how to specify the custom size paper.

When the custom size paper is loaded, the user must set the paper size on the control panel.

1. Press the [Paper Setting] key.



2. Select the tray number on the screen.
3. Press [Paper Size] tab.
4. Press [Custom Size].
5. Enter the horizontal and vertical size of paper using the number keys, and then press the [#] key.
6. Press [OK] twice.
7. Press the [Paper Setting] key.

Adding Toner

This section describes how to add and store toner.

WARNING

- Do not incinerate toner (new or used) or toner containers. Doing so risks burns. Toner will ignite on contact with naked flame.

WARNING

- Do not store toner (new or used) or toner containers anywhere near naked flames. Doing so risks fire and burns. Toner will ignite on contact with naked flame.

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

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your skin. If toner comes into contact with your skin, wash the affected area thoroughly with soap and water.

CAUTION

- When removing jammed paper or replacing toner, avoid getting toner (new or used) on your clothing. If toner comes into contact with your clothing, wash the stained area with cold water. Hot water will set the toner into the fabric and make removing the stain impossible.

CAUTION

- Do not crush or squeeze toner containers. Doing so can cause toner spillage, possibly resulting in dirtying of skin, clothing, and floor, and accidental ingestion.

Important

2

- 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 container is rotating. Do not touch the toner container.
- If toner remains in the container, you cannot remove the container. Do not remove the container 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 and the replacement procedure using the "🖨️ Toner Cartridge is empty." screen.
- You can change the toner containers during printing.
- If toner remains in the container, 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

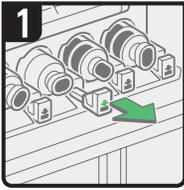
- p.16 "Checking Machine Status and Settings"

Replacing Toner

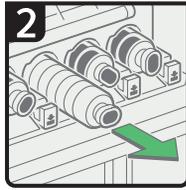
This section describes how to replace toner.

Important

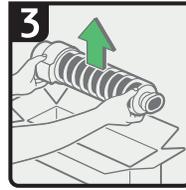
- Do not shake the removed toner containers. The remaining toner might scatter.
- Do not install and remove the toner containers over and over. This could result in a toner leak.



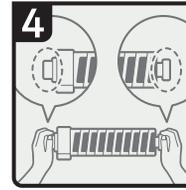
- Open the toner cover.
- Pull out the lever.



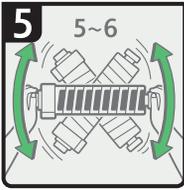
- Remove the toner container carefully.



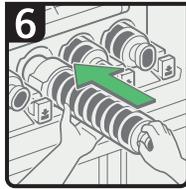
- Take the new toner container out of its box.



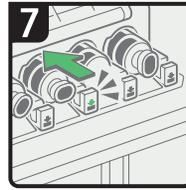
- Hold both ends of the toner container firmly.



- Shake the toner container 5 to 6 times.



- Insert the new toner container.



- Push the new toner container in until the lever clicks.
- Close the toner cover.

Adding Staples

This section describes what to do when staples need replacing.

CAUTION

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

Important

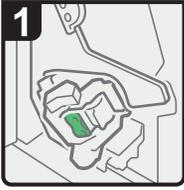
- Stapling failures or jams may occur if you use a staple cartridge other than that recommended.

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 the type of finisher, see "Appendix", About This Machine.

Finisher SR5000

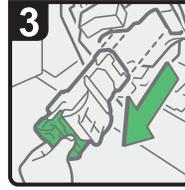
This section describes how to add staples to Finisher SR5000.



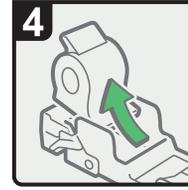
- 1
- Open the finisher front cover.
- Pull out the staple unit.
- Turn knob R10 counterclockwise to rotate the staple unit.



- 2
- Pull out the cartridge lever.



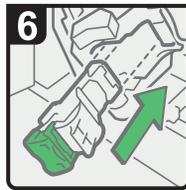
- 3
- Pull out the cartridge gently.



- 4
- Remove the empty refill in the direction of the arrow.



- 5
- Push the new refill into the cartridge until it clicks.



- 6
- Hold the lever, and then push in the cartridge.



- 7
- Push in the cartridge until it clicks.

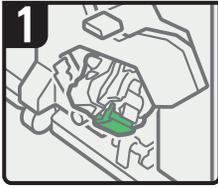


- 8
- Return the staple unit to its original position, and then close the finisher front cover.

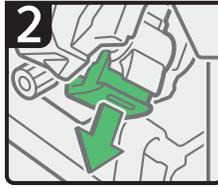
CAL003

Booklet Finisher SR5020

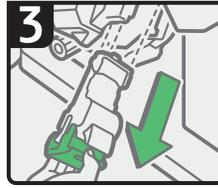
This section describes how to add staples to Booklet Finisher SR5020.



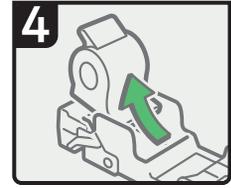
- Open the finisher front cover.
- Pull handle Rb18, and then pull out the staple unit.
- Turn knob Rb19 counterclockwise to rotate the staple unit.



- Pull out the cartridge lever.



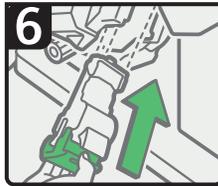
- Pull out the cartridge gently.



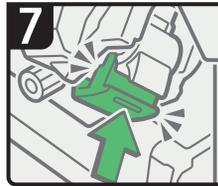
- Remove the empty refill in the direction of the arrow.



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



- Hold the lever, and then push in the cartridge.

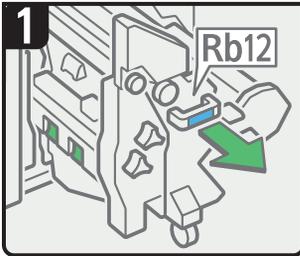


- Push in the cartridge until it clicks.
- Return the staple unit to its original position.
- Close the finisher front cover.

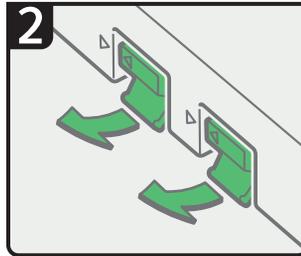
CAL004

Booklet Finisher SR5020 (Saddle Stitch)

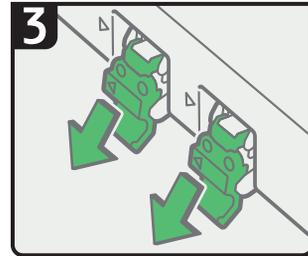
This section describes how to add staples to Booklet Finisher SR5020 (saddle stitch).



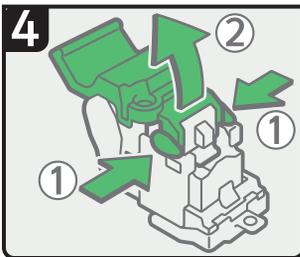
- Open the finisher front cover. Pull out the staple unit.



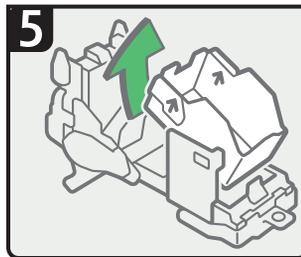
- Raise the levers.



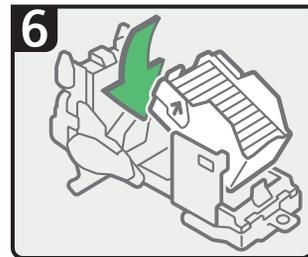
- Pull out the cartridges gently.



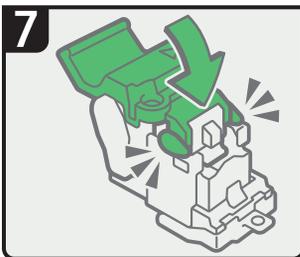
- Hold both sides of the cartridge, and then raise the upper unit.



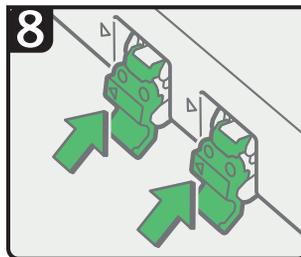
- Remove the empty refill in the direction of the arrow.



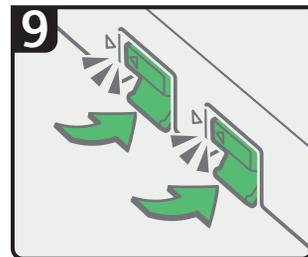
- Push in the new staples until the arrows are aligned.



- Push down the upper unit into the cartridge gently.



- Hold the levers, and then push in the cartridges.



- Push in the cartridges until they click, and then lower the levers.
- Return the staple unit to its original position.
- Close the finisher front cover.

Replacing Ring Combs

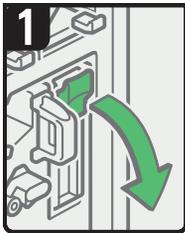
This section describes how to replace ring combs.

⚠ CAUTION

- Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. You can trap your fingers if you do not.

★ Important

- Use of non-recommended ring combs and/or ring comb cartridges can result in binding failures and comb jams.



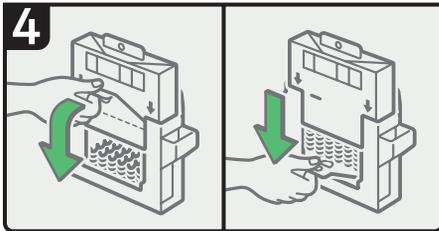
- Open the ring binder front right cover.
- Open the cartridge cover.



- Pull out the ring comb cartridge.



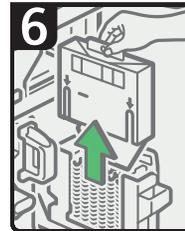
- Insert the ring comb package into the cartridge.



- Pull the tab at the base of the package towards you, and then pull it down.



- Tear the tab along the perforated line, and then remove it.



- Remove the package.
- Push in the cartridge, and then close the cartridge cover.
- Close the ring binder front right cover.

↓ Note

- Add new ring combs to the cartridge only when the "Out of binding ring combs. Add binding ring combs." message appears on the display panel.

CAL006

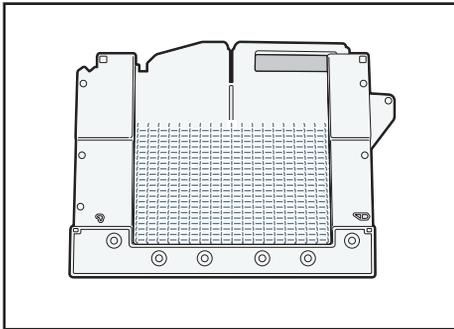
- The ring comb cartridge can hold both 100-sheet and 50-sheet type ring combs, but be sure not to mix the two sizes inside the cartridge.
- We recommend that you prepare separate ring comb cartridges for each type and colour of ring comb.
- Store ring combs in their original packaging and stand them upright.

2

Changing the Type of Ring Combs

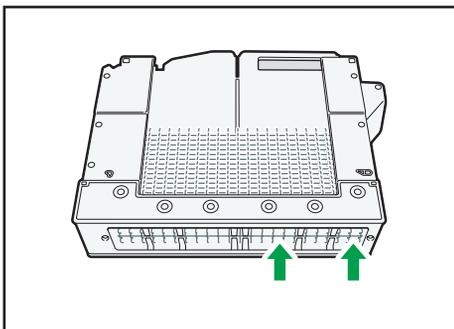
This section describes how to change the type of ring comb set in the ring comb cartridge.

1. Pull the ring comb cartridge out of the machine.



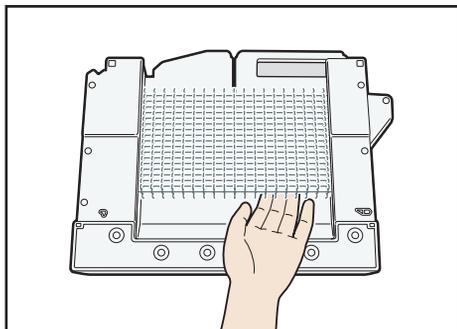
CAL105

2. Push the ring combs up from the bottom of the cartridge.



CAL106

3. Place your fingers between the cartridge and the ring combs, and then remove the ring combs.



CAL107

4. Insert the ring combs you want to use into the cartridge.
5. Put the cartridge back into the machine.

Adding Binding Glue

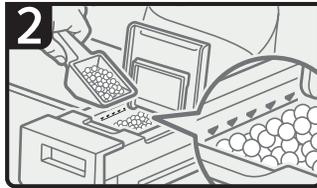
This section explains how to fill the glue container with binding glue.

★ Important

- Store binding glue in a cool (-20 to 40°C), dark place, away from moisture, extremely high temperatures, direct sunlight, and naked flames.
- Keep binding glue out of the reach of children.
- Use of non-recommended glue can result in failed bindings and faulty adhesion of the cover sheet and book block.
- To use binding glue, you must first heat it. To begin the heating process, press the glue temperature adjustment key.



- Pull the glue container all the way out.
- Open the double covers.



- Add glue, making sure the glue does not exceed the limit line.
- Close the double covers.
- Return the glue container to its original position.

CAL007

↓ Note

- The container can hold up to 380 g (0.83 lb.) of glue (about two of the provided cups).
- You can change the glue heating time under "Timer Settings" in "System Settings". For details, see "Timer Settings", General Settings Guide.
- The glue requires time to heat (between five to seven minutes) before the binding can begin. To begin binding quickly, be sure to press the glue temperature adjustment key in advance.

Inserting Pages into an Existing Ring Bound Booklet

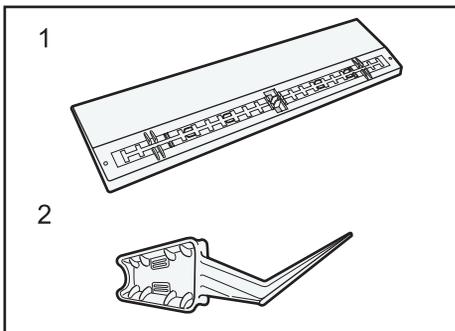
This section describes how to insert pages into an existing ring bound booklet.

To insert new pages into a ring bound booklet, perform the following procedure.

⚠ CAUTION

- When binding paper manually with the ring opener, take care not to trap or injure your fingers.

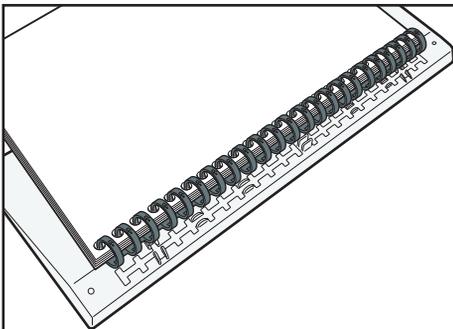
You can use the ring stand and ring opener to insert new pages into the existing ring bound booklets. Use these devices when you need to insert covers, replace existing pages, or add new pages.



CAL108

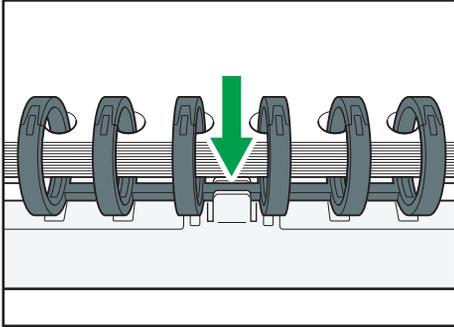
1. Ring stand
2. Ring opener

1. Punch holes into the pages that you want to insert into the ring bound booklet.
2. With the ring bound booklet closed, place the ring comb on the ring stand so that each of the rings is in a groove on the stand.



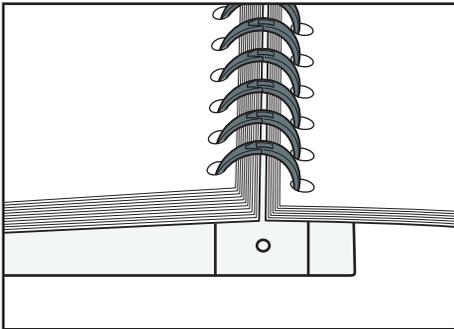
CAL109

3. Insert the spine of the ring comb into the fixing lug of the ring stand. Gently press down on the ring comb to lock it into place.



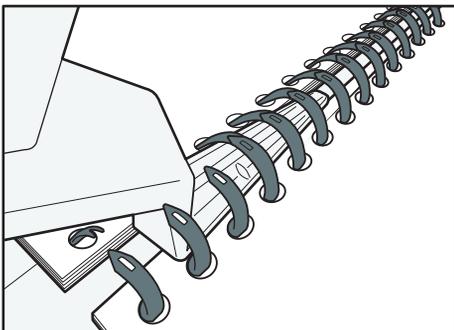
CAL110

4. Open the bound booklet to where you want to insert the new pages, and then place one of your hands on the ring stand.



CAL111

5. Insert the sharp end of the ring opener into one end of the ring comb, and then push it all the way through the ring comb.



CAL112

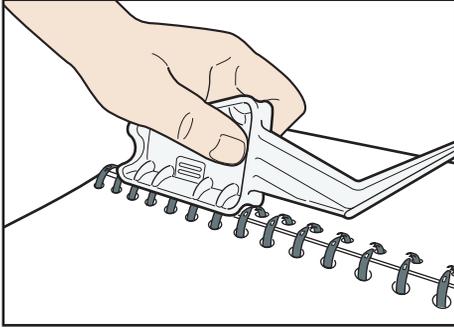
The rings of the comb will open as you push the ring opener through them.

6. Insert the new pages.

7. Holding the sides of the ring opener, carefully press down the opened rings.

To close a 100-sheet type binding ring comb, use the side of the ring opener that has the smaller grooves.

To close a 50-sheet type binding ring comb, use the side of the ring opener that has the larger grooves.



CAL113

The rings of the comb will close as you press down with the ring opener.

8. Remove the ring comb from the ring stand.

↓ Note

- When using the ring opener, take care to avoid injuring self or others and damaging nearby equipment.

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 the parts with a label indicating the "hot surface." Otherwise, an injury might occur.

CAUTION

- Some of this machine's internal components get very hot. For this reason, take care when removing misfed paper. Not doing so could result in burns.

CAUTION

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

CAUTION

- Be careful not to cut yourself on any sharp edges when you reach inside the machine to remove misfed sheets of paper or masters.

CAUTION

- Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. 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.
- 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.
- To prevent misfeeds, do not leave any torn scraps of paper inside the machine.
- Contact your service representative if misfeeds occur frequently.

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.

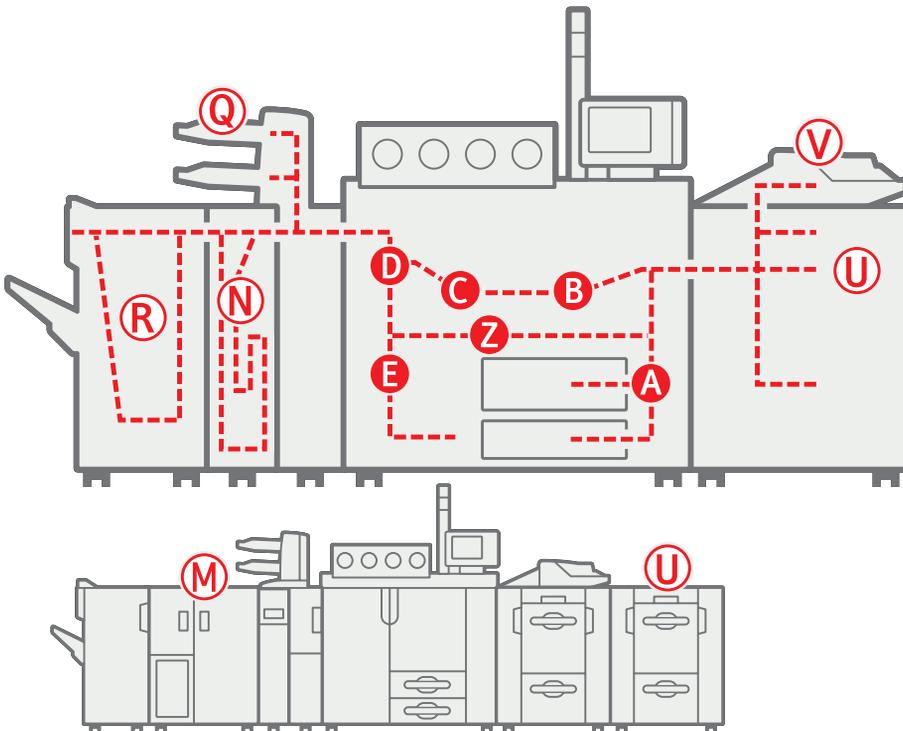
- You can also use the procedure indicated in [System Status] to remove jammed paper.

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.

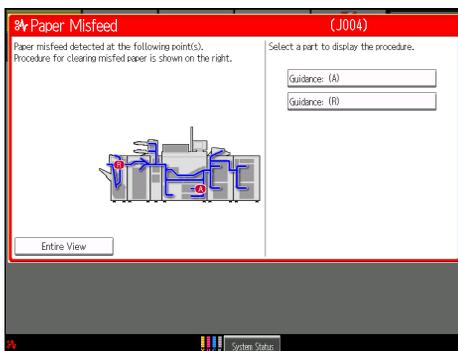
The location of the paper jam (misfeed) is indicated by the letter shown on the display panel.

3

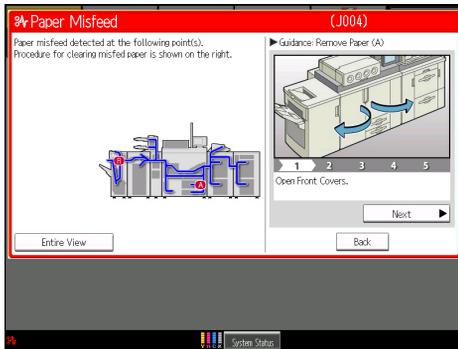


CAK078

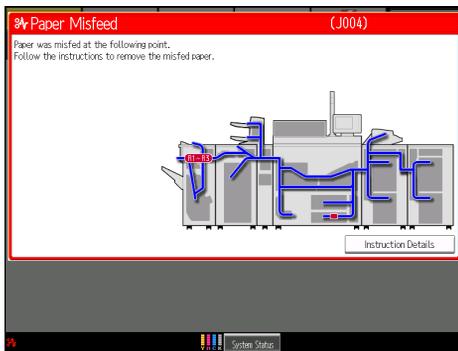
1. Press the key of the section from where you want to remove the jammed paper.



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



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

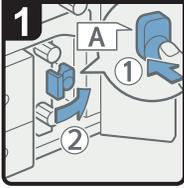


3. When all jammed paper is removed, restore the machine to the original state.

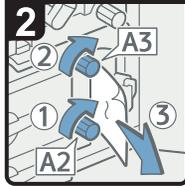
Note

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

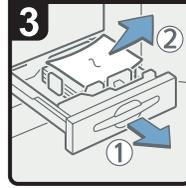
When A Is Displayed



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



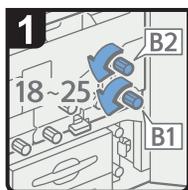
- Turn knobs A2 and A3, and then remove misfed paper.
- Close the guide board.



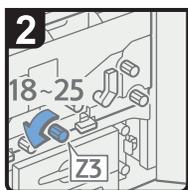
- If you cannot remove misfed paper, open the paper tray, and then remove misfed paper.
- Return the paper tray to its original position.
- Close the right front cover.

CAL117

When B Is Displayed



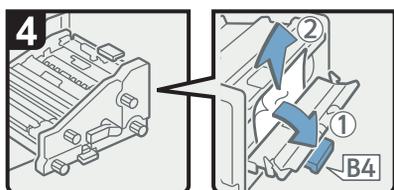
- Open the right front cover.
- Turn knobs B1 and B2 18 to 25 times.



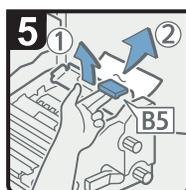
- Turn knob Z2 18 to 25 times.



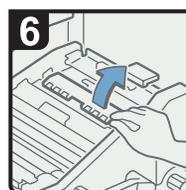
- Turn lever B3 to the left, and then pull out the unit.



- Open B4 guide board, and then remove misfed paper.
- Close B4 guide board.



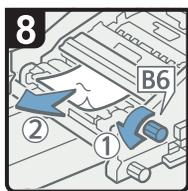
- Open B5 guide board, and then remove misfed paper.



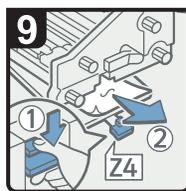
- Open the guide board.



- Remove misfed paper from the top of the unit.

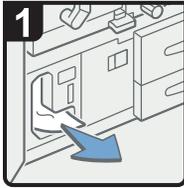


- Turn knob B6, and then remove misfed paper.

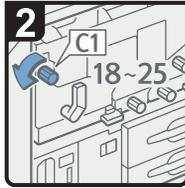


- Lower lever Z4 by pressing it down.
- Remove misfed paper, and then return lever Z4 to its original position.
- Close the guide board.
- Return all levers to their original positions, and then close the right front cover.

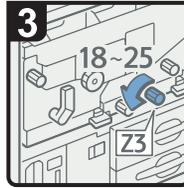
When C Is Displayed



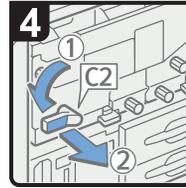
- Open both front covers.
- Remove misfed paper from the bottom left hand corner.



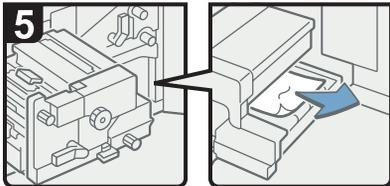
- If you cannot remove misfed paper, turn knob C1 18 to 25 times.



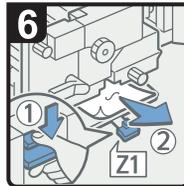
- Turn knob Z3 18 to 25 times.



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

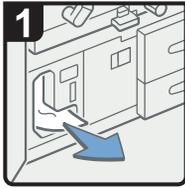


- Remove misfed paper.

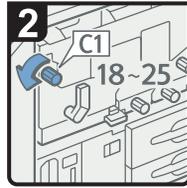


- Lower lever Z1 by pressing it down.
- Remove misfed paper, and then return lever Z1 to its original position.
- Close the guide board.
- Return the unit to its original position.
- Return lever C2 to its original position.
- Close both front covers.

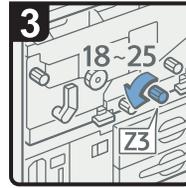
When D Is Displayed



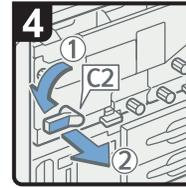
- Open both front covers.
- Remove misfed paper from the bottom left hand corner.



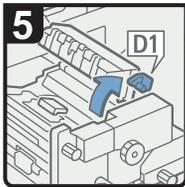
- Turn knob C1 18 to 25 times.



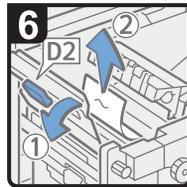
- Turn knob Z3 18 to 25 times.



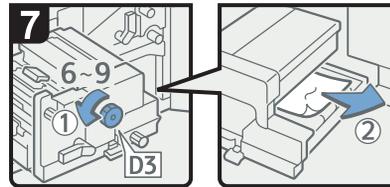
- Turn lever C2 to the left, and then pull out the unit.



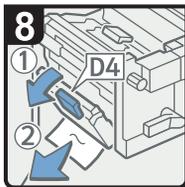
- Raise lever D1.



- Raise lever D2, and then remove misfed paper.



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



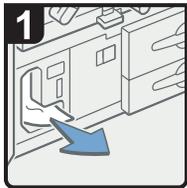
- Lower lever D4, and then remove misfed paper.
- Return the levers D4, D2, and D1 to their original positions.



- Lower lever Z1 by pressing it down.
- Remove misfed paper, and then 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 front left cover.
- Remove misfed paper.
- Close the front left cover.

3

CAL121

When K Is Displayed



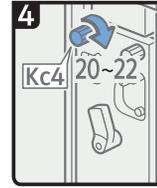
- Open the buffer pass unit front cover.
- Turn knob Kc1 20 to 22 times counterclockwise.
- Open Kc2 cover.



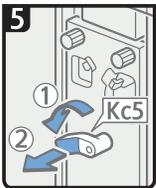
- Remove misfed paper.



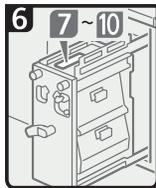
- Push Kc3 button to close Kc2 cover.



- Turn knob Kc4 20 to 22 times clockwise.



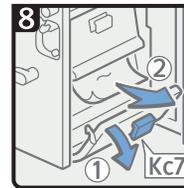
- Turn lever Kc5 to the left, and then pull out the unit.



- See the illustrations on the unit.



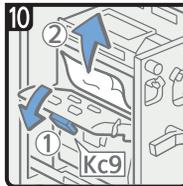
- Open Kc6 cover, and then remove misfed paper.
- Close Kc6 cover.



- Open Kc7 cover, and then remove misfed paper.
- Close Kc7 cover.



- Open Kc8 cover, and then remove misfed paper.
- Close Kc8 cover.



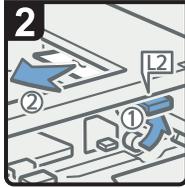
- Open Kc9 cover, and then remove misfed paper.
- Close Kc9 cover.
- Return the unit and lever Kc5 to their original positions.
- Close the buffer pass unit front cover.

When L Is Displayed

3



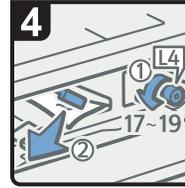
- Open the stacker upper cover.
- Raise lever L1, and then remove misfed paper.
- Return lever L1 to its original position.



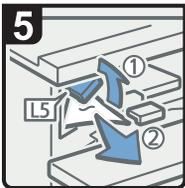
- Raise lever L2, and then remove misfed paper.
- Return lever L2 to its original position.



- Raise lever L3.



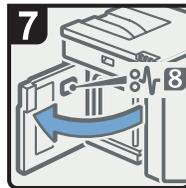
- Turn knob L4 17 to 19 times counterclockwise, and then remove misfed paper.
- Return lever L3 to its original position.



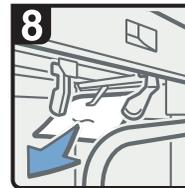
- Raise lever L5, and then remove misfed paper.
- Return lever L5 to its original position.



- Close the stacker upper cover.
- Press the paper jam button on the stacker control panel.



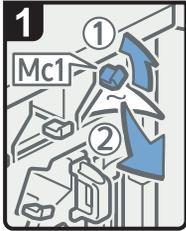
- Open the stacker front cover.



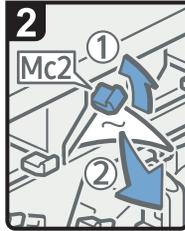
- Remove misfed paper, and then close the stacker front cover.

CAL021

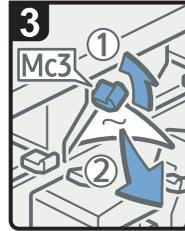
When Mc1 - Mc4 Is Displayed



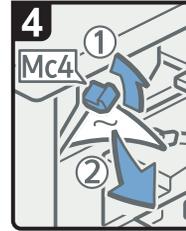
- Open the ring binder front right and front left covers.
- Raise lever Mc1, and then remove misfed paper.
- Return lever Mc1 to its original position.



- Raise lever Mc2, and then remove misfed paper.
- Return lever Mc2 to its original position.



- Raise lever Mc3, and then remove misfed paper.
- Return lever Mc3 to its original position.

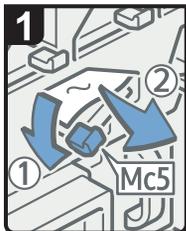


- Raise lever Mc4, and then remove misfed paper.
- Return lever Mc4 to its original position.
- Close the ring binder front right and front left covers.

CAL009

3

When Mc5 or Mc6 Is Displayed



- Open the ring binder front right and front left covers.
- Pull down lever Mc5, and then remove misfed paper.
- Return lever Mc5 to its original position.

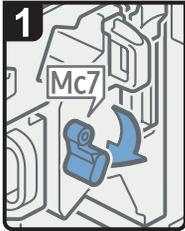


- Raise lever Mc6, and then remove misfed paper.
- Return lever Mc6 to its original position.
- Close the ring binder front right and front left covers.

CAL010

When Mc7 or Mc8 Is Displayed

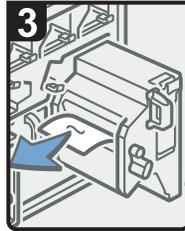
3



- Open the ring binder front right cover.
- Pull down lever Mc7.



- Remove the unit fully by pulling on handle Mc8.



- Remove misfed paper.
- Return the unit to its original position.
- Return lever Mc7 to its original position.



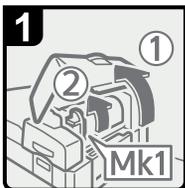
- Remove any bound booklets that are inside the machine.
- Close the ring binder front right cover.



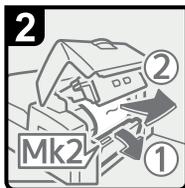
- Remove any jammed bound booklets from the paper exit.

CAL011

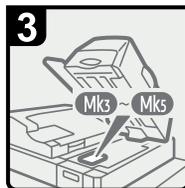
When Mk1 or Mk2 Is Displayed



- Open the interposer of the perfect binder and Mk1 covers.



- Open the Mk2 cover, and then remove misfed paper.



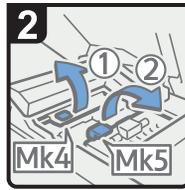
- Close the Mk2 and Mk1 covers.
- Close the interposer of the perfect binder .
- Remove paper if the display reports a paper misfeed in Mk3 - Mk5.

CAL012

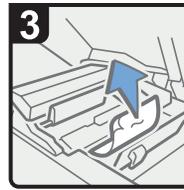
When Mk3 - Mk5 Is Displayed



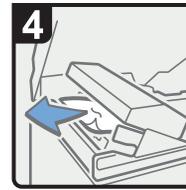
- Raise the interposer of the perfect binder.
- Open the upper left cover (Mk3).



- Raise levers Mk4 and Mk5.



- Remove misfed paper.



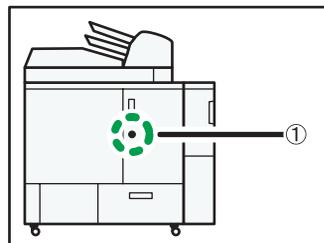
- Remove misfed paper.
- Return levers Mk4 and Mk5 to their original positions.
- Return the upper left cover (Mk3) and the interposer of the perfect binder to their original positions.



- Check that the LED on the front right cover of the perfect binder is unlit.
- Remove paper if the display reports a paper misfeed in Mk7 - Mk14.

↓ Note

- The location of the LED (①) is shown in the following illustration.



CAL024

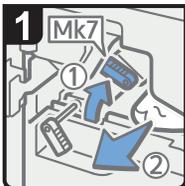
When Mk6 Is Displayed



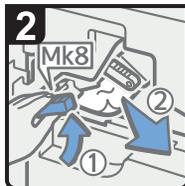
- Open the bridge unit front cover (to the right of the perfect binder).
- Raise lever Mk6, and then remove misfed paper.
- Return lever Mk6 to its original position.
- Close the bridge unit front cover.

CAL014

When Mk7 or Mk8 Is Displayed



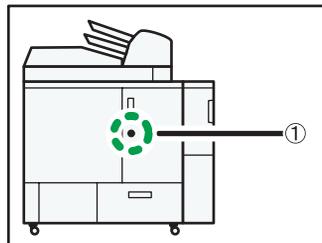
- Check that the LED on the perfect binder front right cover is unlit.
- Open the perfect binder front right and front left covers.
- Raise lever Mk7, and then remove misfed paper.
- Return lever Mk7 to its original position.



- Raise lever Mk8, and then remove misfed paper.
- Return lever Mk8 to its original position.
- Close the perfect binder front left and front right covers.

Note

- The location of the LED (①) is shown in the following illustration.



CAL025

When Mk9 - Mk11 Is Displayed



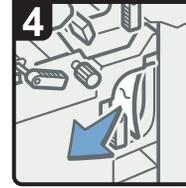
- Check that the LED on the perfect binder front right cover is unlit.
- Open the perfect binder front right and front left covers.
- Raise lever Mk9.



- Turn knob Mk10 clockwise.
- Remove misfed paper.
- Return lever Mk9 to its original position.



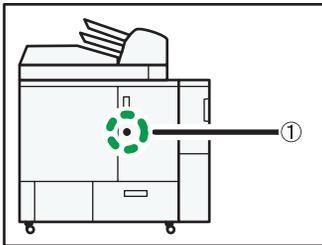
- Hold down lever Mk11.



- Remove misfed paper.
- Return lever Mk11 to its original position.
- Close the perfect binder front left and front right covers.

↓ Note

- The location of the LED (①) is shown in the following illustration.

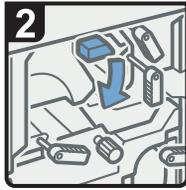


When Mk12 - Mk14 Is Displayed

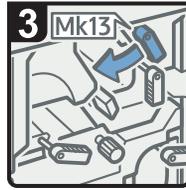
3



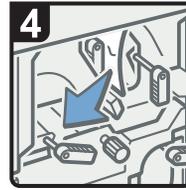
- Check that the LED on the perfect binder front right cover is unlit.
- Open the perfect binder front right and front left covers.
- Raise lever Mk12, and then remove misfed paper.



- Return lever Mk12 to its original position.



- Turn lever Mk13 to the left.



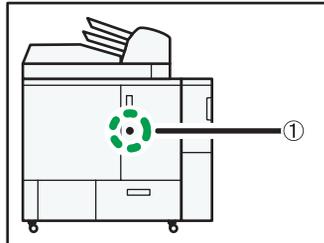
- Remove misfed paper.



- Hold down lever Mk14, and then remove misfed paper.
- Return levers Mk14 and Mk13 to their original positions.
- Close the perfect binder front left and front right covers.

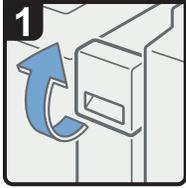
Note

- The location of the LED (①) is shown in the following illustration.

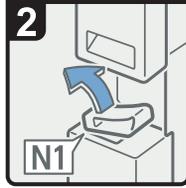


CAL027

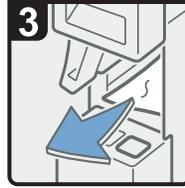
When N1 Is Displayed



- Open the Z-folding unit upper cover.



- Raise lever N1.

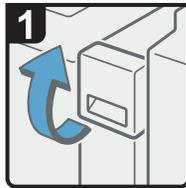


- Remove misfed paper.
- Lower lever N1, and then close the Z-folding unit upper cover.

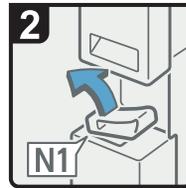
3

CAL122

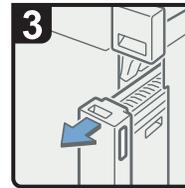
When N2 or N3 Is Displayed



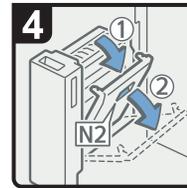
- Open the Z-folding unit upper cover.



- Raise lever N1.



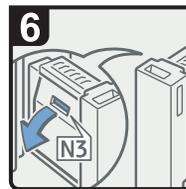
- Pull out the Z-folding unit.



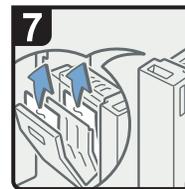
- Open the N2 cover.



- Remove misfed paper, and then close the N2 cover.



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



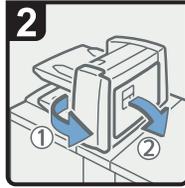
- Remove misfed paper, and then close the N3 cover.
- Return the Z-folding unit to its original position.
- Lower lever N1, and then close the Z-folding unit upper cover.

CAL123

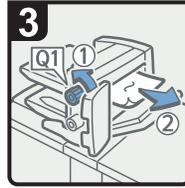
When Q1 - Q4 Is Displayed



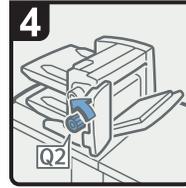
- Open the interposer upper tray cover and interposer lower tray cover.
- Remove misfed paper.



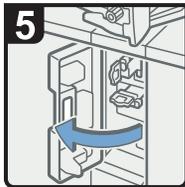
- Open the interposer main cover or right cover.



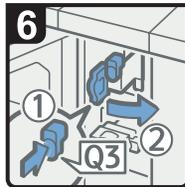
- Turn knob Q1 counterclockwise.
- Remove misfed paper.



- Turn knob Q2 counterclockwise.



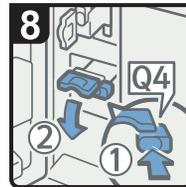
- Open the interposer base cover.



- Press button Q3, and then open the guide board.



- Remove misfed paper.



- Press button Q4, and then open the guide board.

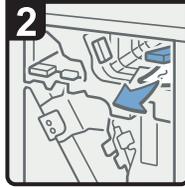


- Remove misfed paper.
- Return the guide boards to their original positions.
- Close the interposer main, base, right, upper, and lower covers.

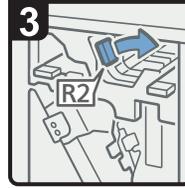
When R1 - R3 Is Displayed



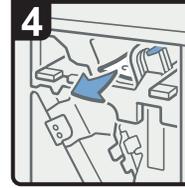
- Open the front cover of the Finisher SR5000.
- Raise lever R1.



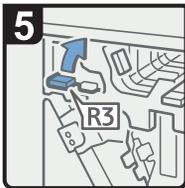
- Remove misfed paper, and then return lever R1 to its original position.



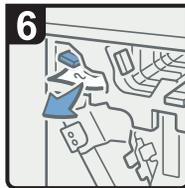
- If you cannot remove misfed paper, turn lever R2 to the right.



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



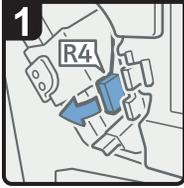
- If you cannot remove misfed paper, raise lever R3.



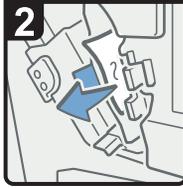
- Remove misfed paper, and then return lever R3 to its original position.
- Close the front cover of the Finisher SR5000.

When R4 - R8 Is Displayed

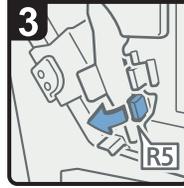
3



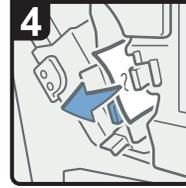
- Open the front cover of the Finisher SR5000.
- Lower lever R4 to the left.



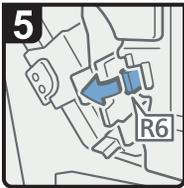
- Remove misfed paper.



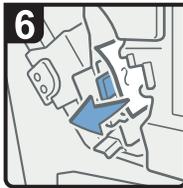
- Lower lever R5 to the left.



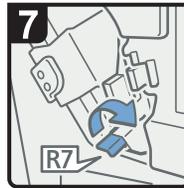
- Remove misfed paper.



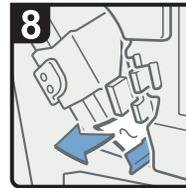
- If you cannot remove misfed paper, pull lever R6.



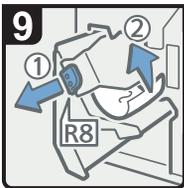
- Remove misfed paper.
- Return levers R6, R5, and R4 to their original positions.



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



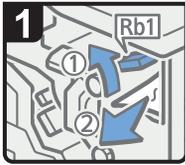
- Remove misfed paper, and then return lever R7 to its original position.



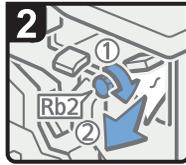
- Pull handle R8, and then pull out the staple unit.
- Remove misfed paper.
- Return the staple unit to its original position, and then close the front cover of the Finisher SR5000.

CAL016

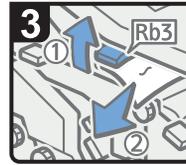
When Rb1 - Rb5 Is Displayed



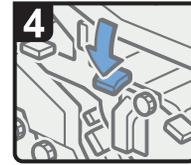
- Open the front cover of the Booklet Finisher SR5020.
- Raise lever Rb1, and then remove misfed paper.



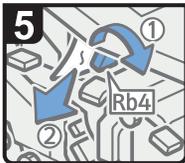
- Turn knob Rb2, and then remove misfed paper.
- Return lever Rb1 to its original position.



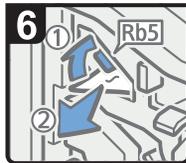
- Raise lever Rb3, and then remove misfed paper.



- Return lever Rb3 to its original position.

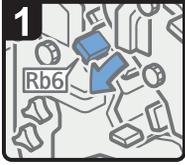


- Turn lever Rb4 to the right, and then remove misfed paper.
- Return lever Rb4 to its original position.



- Raise lever Rb5 to the right, and then remove misfed paper.
- Return lever Rb5 to its original position.
- Close the front cover of the Booklet Finisher SR5020.

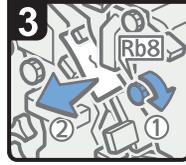
When Rb6 - Rb9 Is Displayed



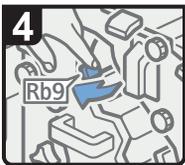
- Open the front cover of the Booklet Finisher SR5020.
- Lower lever Rb6.



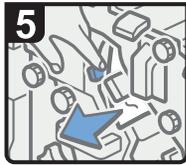
- Pull lever Rb7 to the left.



- Turn knob Rb8, and then remove misfed paper.
- Return levers Rb6 and Rb7 to their original positions.



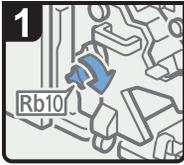
- Pull lever Rb9 to the left.



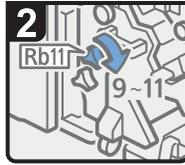
- Remove misfed paper.
- Close the front cover of the Booklet Finisher SR5020.

CAL018

When Rb10 - Rb17 Is Displayed



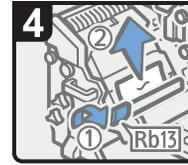
- Open the front cover of the Booklet Finisher SR5020.
- Turn knob Rb10.



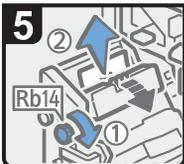
- Turn knob Rb11 9 to 11 times.



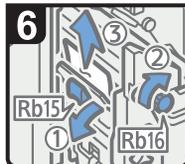
- Pull handle Rb12, and then pull out the staple unit.



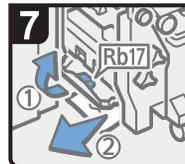
- Raise lever Rb13, and then remove misfed paper.
- Return lever Rb13 to its original position.



- Turn knob Rb14, and then remove misfed paper.



- Lower lever Rb15, and then turn knob Rb16.
- Remove misfed paper.

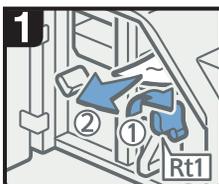


- Raise lever Rb17, and then remove misfed paper.
- Return lever Rb17 to its original position.
- Return the staple unit to its original position, and then close the front cover of the Booklet Finisher SR5020.

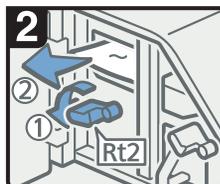
CAL019

3

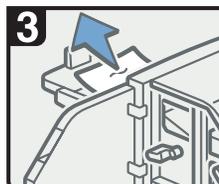
When Rt1 or Rt2 Is Displayed



- Open the trimmer front cover.
- Turn lever Rt1 to the right, and then remove misfed paper.



- Hold down lever Rt2, and then remove misfed paper.

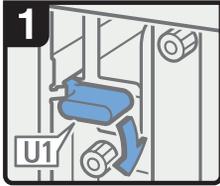


- Remove misfed paper from the trimmer tray.
- Return lever Rt2 to its original position.
- Close the trimmer front cover.

CAL013

When U Is Displayed (when the Large Capacity Tray is installed)

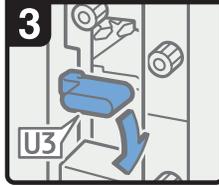
3



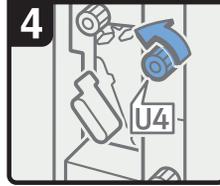
- Open the front cover of the machine.
- Hold down lever U1.



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



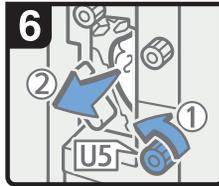
- Hold down lever U3.



- Turn knob U4.



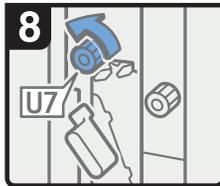
- Remove misfed paper.



- Turn knob U5, and then remove misfed paper.



- Hold down lever U6, and then remove misfed paper.



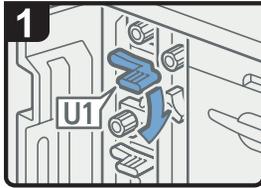
- Turn knob U7, and then remove misfed paper.
- Return lever U3 to its original position.
- Close the front cover.



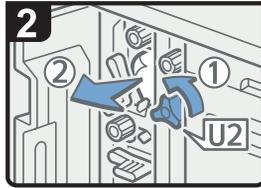
- Next, follow steps 1 to 4 of the "When B Is Displayed" procedure.

CAL020

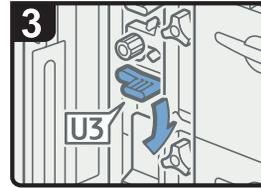
When U1 - U6 Is Displayed (when the Wide Large Capacity Tray is installed)



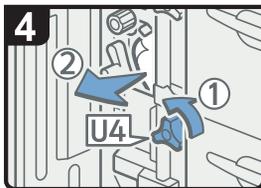
- Open the front cover of Tray 3, 4.
- Hold down lever U1.



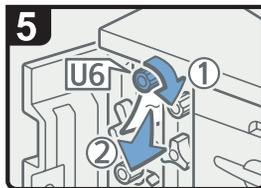
- Turn knob U2, and then remove misfed paper.
- Return lever U1 to its original position.



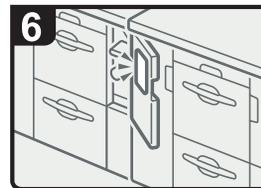
- Hold down lever U3.



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

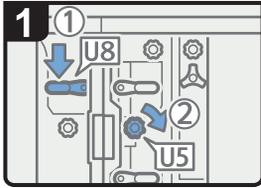


- Turn knob U6, and then remove misfed paper.
- Close the cover.

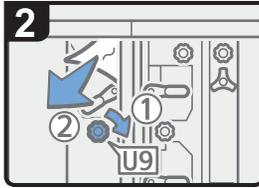


- Open the right cover, and then proceed to procedure for U7 - U9.

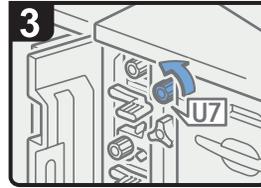
When U7 - U9 Is Displayed (when the Wide Large Capacity Tray is installed)



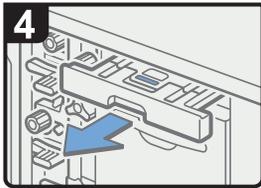
- Open the Wide LCT front left cover.
- Hold down lever U8, and then turn knob U5.



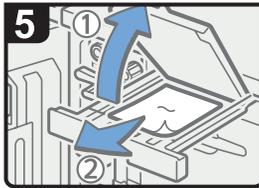
- Turn knob U9, and then remove misfed paper.
- Return lever U8 to its original position.



- Turn knob U7, and then remove misfed paper.



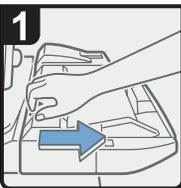
- Pull out the paper transfer unit.



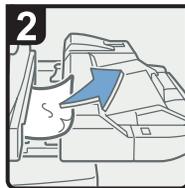
- Open the paper transfer unit cover, and then remove misfed paper.
- Return the paper transfer unit cover and paper transfer unit to their original positions.
- Close the covers.

CAL023

When V Is Displayed



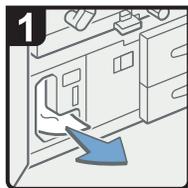
- Disconnect the multi bypass tray.



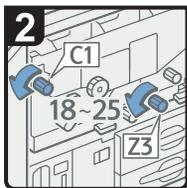
- Remove misfed paper.
- Return the multi bypass tray to its original position.

CAL124

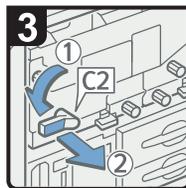
When Z Is Displayed



- Open both front covers.
- Remove misfed paper.



- Turn knobs C1 and Z3 18 to 25 times.



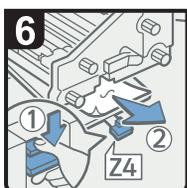
- Turn lever C2 to the left, and then pull out the unit.



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



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



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

3

CAL125

Removing Jammed Staples

This section describes how to remove jammed staples.

CAUTION

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

3

Important

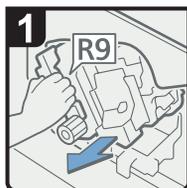
- Curled paper may cause staples to jam. To avoid this, turn paper over in the tray.
- After jammed staples are removed, the stapler will automatically staple up to 10 times without stapling paper. If a staple jam occurs on the saddle stitch, the stapler will not staple after the jammed staples are removed.

Note

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

Finisher SR5000

This section describes how to remove jammed staples from Finisher SR5000.



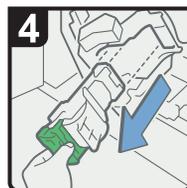
- Open the finisher front cover.
- Pull out the staple unit.



- Turn knob R10 counterclockwise to rotate the staple unit.



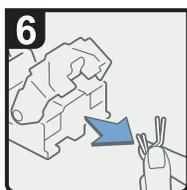
- Pull out the cartridge lever.



- Pull out the cartridge gently.



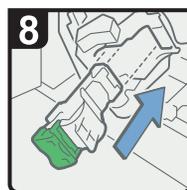
- Open the face plate of the cartridge.



- Remove jammed staples.



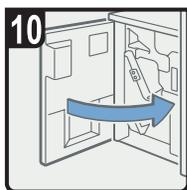
- Pull down the face plate until it clicks.



- Hold the lever, and then push in the cartridge.



- Push the cartridge until it clicks.



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

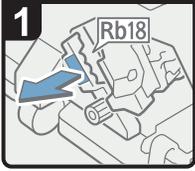
3

CAL129

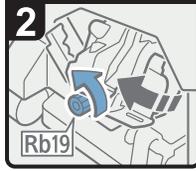
Booklet Finisher SR5020

This section describes how to remove jammed staples from Booklet Finisher SR5020.

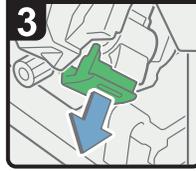
When S1 Is Displayed



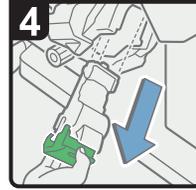
- Open the finisher front cover.
- Pull handle Rb18, and then pull out staple unit.



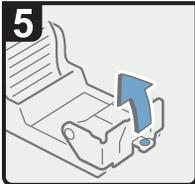
- Turn knob Rb19 counterclockwise to rotate the staple unit.



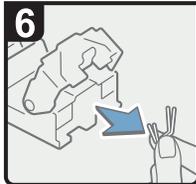
- Pull out the cartridge lever.



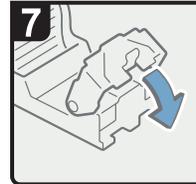
- Pull out the cartridge gently.



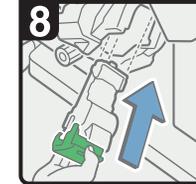
- Open the face plate of the cartridge.



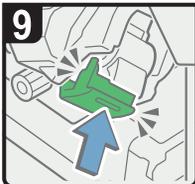
- Remove jammed staples.



- Pull down the face plate until it clicks.

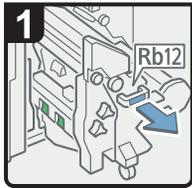


- Hold the lever, and then push in the cartridge.

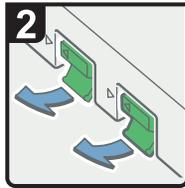


- Push the cartridge until it clicks.
- Return the staple unit to its original position.
- Close the finisher front cover.

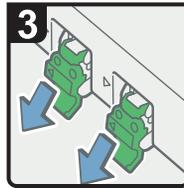
When S2 Is Displayed (Saddle Stitch)



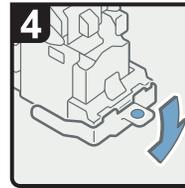
- Open the finisher front cover.
- Pull handle Rb12, and then pull out the staple unit.



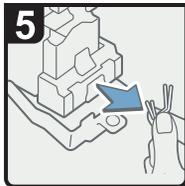
- Pull out the cartridge levers.



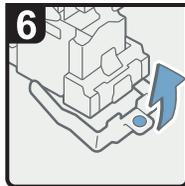
- Pull out the cartridge gently.



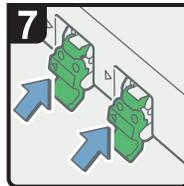
- Open the cartridge's face plate.



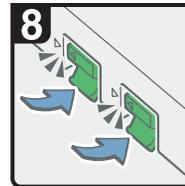
- Remove jammed staples.



- Pull up the face plate until it clicks.



- Hold the levers, and then push in the cartridge.



- Push down the cartridge until it clicks.
- Push back the staple unit.
- Close the finisher front cover.

Removing Jammed Ring Combs

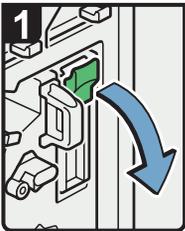
This section describes how to remove jammed ring combs.

⚠ CAUTION

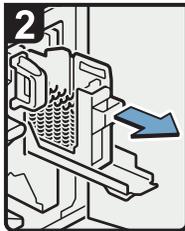
- Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. You can trap your fingers if you do not.

3

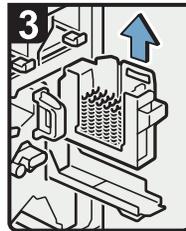
If ring combs become jammed, a message appears on the display panel. Follow the message's instructions to remove the jammed ring combs.



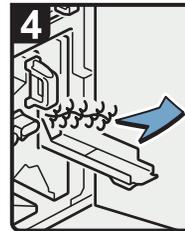
- Open the ring binder front right cover.
- Open the cartridge cover.



- Pull out the ring comb cartridge.



- Lift up and pull out the ring comb cartridge.



- Remove the jammed ring combs from the ring binder.



- To remove jammed ring combs from the bottom of the cartridge:

While pressing down the blue buttons ① at the bottom of the cartridge, remove the jammed ring combs ② carefully.

- Reinsert the cartridge, push it into place, and then close the cartridge cover.
- Close the ring binder front right cover.

CAL130

↓ Note

- The ring combs set in the ring comb cartridge might move or become slanted when you remove the jammed ring combs from the ring comb cartridge. Before replacing the cartridge, check that all the ring combs are straight and properly aligned.

Removing Punch Waste

This section describes how to remove punch waste.

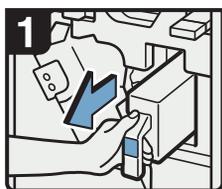
↓ Note

- 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.
- While "Comb Binding Punch Receptacle is full." is displayed, you cannot use the punch function.
- "Comb Binding Punch Receptacle is full." is displayed until the receptacle is reinstalled.
- If the message is still displayed, reinstall the receptacle.

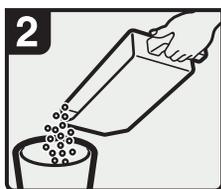
3

Finisher SR5000

This section describes how to remove punch waste from Finisher SR5000.



- 1
- Open the finisher front cover.
 - Pull out the punch waste box.

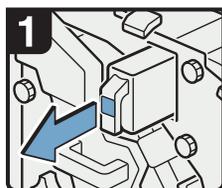


- 2
- Remove punch waste.
 - Reinstall the punch waste box.
 - Close the finisher front cover.

CAL131

Booklet Finisher SR5020

This section describes how to remove punch waste from Booklet Finisher SR5020.



- 1
- Open the finisher front cover.
 - Pull out the punch waste box.

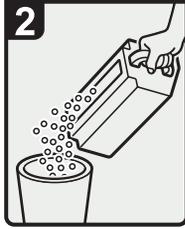


- 2
- Remove punch waste.
 - Reinstall the punch waste box.
 - Close the finisher front cover.

CAL132

Ring Binder

This section describes how to remove the comb binding punch waste from the ring binder.



3

- Open the ring binder front right cover.
- Using both hands, pull out the comb binding punch receptacle.
- Empty the comb binding punch receptacle.
- Reinstall the comb binding punch receptacle.
- Close the ring binder front right cover.

CAL133

Removing Staple Waste

This section describes how to remove staple waste.

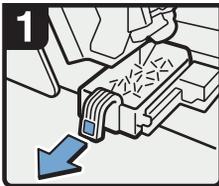
↓ Note

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

3

Finisher SR5000

This section describes how to remove staple waste from Finisher SR5000.



- Open the finisher front cover.
- Pull out the staple waste box.

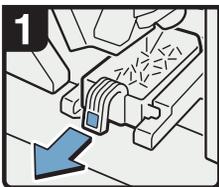


- Remove staple waste.
- Reinstall the staple waste box.
- Close the finisher front cover.

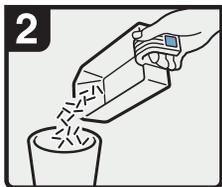
CAL134

Booklet Finisher SR5020

This section describes how to remove staple waste from Booklet Finisher SR5020.



- Open the finisher front cover.
- Pull out the staple waste box.



- Remove staple waste.
- Reinstall the staple waste box.
- Close the finisher front cover.

CAL135

Removing Waste Paper

This section describes how to remove the waste paper.

Note

- While "The waste paper receptacle is full." is displayed, you cannot use the perfect binding function.
- "The waste paper receptacle is full." is displayed until the receptacle is reinstalled.
- If the message is still displayed, reinstall the receptacle.

3

Perfect Binder

This section describes how to remove the paper waste produced by the perfect binder.



- Open the perfect binder lower right tray.
- Lift out the waste paper receptacle carefully.



- Remove waste paper.
- Reinstall the waste paper receptacle.
- Close the perfect binder lower right tray.

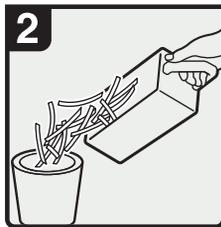
CAL136

Trimmer

This section describes how to remove the paper waste produced by the trimmer.



- Open the trimmer's front cover.
- Pull out the waste paper receptacle.



- Remove waste paper.
- Reinstall the waste paper receptacle.
- Close the trimmer's front cover.

CAL137

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

Select your machine's location carefully.

Environmental conditions greatly affect its performance.

Moving

To move your machine, contact your service representative.

CAUTION

- Contact your service representative if you need to lift the machine (such as when relocating it to another floor). Do not attempt to lift the machine without the assistance of your service representative. The machine will be damaged if it topples or is dropped, resulting in malfunction and risk of injury to users.

Optimum environmental conditions

This section describes precautions when locating the machine.

WARNING

- Do not use flammable sprays or solvents in the vicinity of this machine. Doing so could result in fire or electric shock.

WARNING

- Do not place vases, plant pots, cups, toiletries, medicines, small metal objects, or containers holding water or any other liquids, on or close to this machine. Fire or electric shock could result from spillage or if such objects or substances fall inside this machine.

CAUTION

- Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.

CAUTION

- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur.

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.

CAUTION

- Do not obstruct the machine's vents. Doing so risks fire caused by overheated internal components.

CAUTION

- Do not place heavy objects on the machine. Doing so can cause the machine to topple over, possibly resulting in injury.

- 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 inches: 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

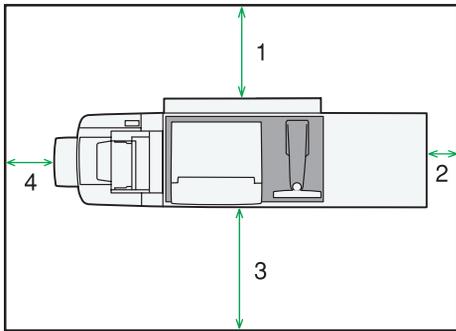
This section describes environments to avoid when locating the machine.

- 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.

Access to the machine

This section describes the space required for the machine.

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



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

- Do not use any power sources other than those that match the specifications shown in "About This Machine". Doing so could result in fire or electric shock.

⚠ WARNING

- If the power cord is damaged and its inner wires are exposed or broken, contact your service representative for a replacement. Use of damaged power cords could result in fire or electric shock.

⚠ WARNING

- Do not use power cords that are damaged, broken, or modified. Also, do not use power cords that have been trapped under heavy objects, pulled hard, or bent severely. Doing so could result in fire or electric shock.

⚠ WARNING

- Do not use extension cords. Doing so could result in fire or electric shock.

⚠ WARNING

- Do not use multi-socket adaptors. Doing so could result in fire or electric shock.

⚠ WARNING

- Touching the prongs of the power cable's plug with anything metallic constitutes a fire and electric shock hazard.

⚠ WARNING

- It is dangerous to handle the power cord plug with wet hands. Doing so could result in electric shock.

4

⚠ CAUTION

- If this machine is not going to be used for several days or longer at a time, disconnect its power cord from the wall outlet.

⚠ CAUTION

- When performing maintenance on the machine, always disconnect the power cord from the wall outlet.

⚠ CAUTION

- Be sure to push the plug of the power cord fully into the wall outlet. Partially inserted plugs create an unstable connection that can result in unsafe buildup of heat.

⚠ CAUTION

- When disconnecting the power cord from the wall outlet, always pull the plug, not the cord. Pulling the cord can damage the power cord. Use of damaged power cords could result in fire or electric shock.

⚠ CAUTION

- Be sure to disconnect the plug from the wall outlet and clean the prongs and the area around the prongs at least once a year. Allowing dust to build up on the plug constitutes a fire hazard.
- 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.

Checking the Earth Leakage Breaker

This section explains how to check the earth leakage breaker.

WARNING

- When this machine's circuit breaker is set to "Off", do not switch it to "On". Doing so could result in electric shock, fire, smoke, or tripping of the room's breakers.

Important

- **If the earth leakage breakers are not functioning normally, contact your sales or service representative.**

This machine has two earth leakage breakers.

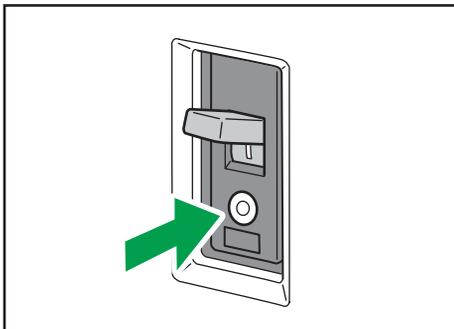
For details about where they are located, see "Guide to Components", About This Machine.

Some options are equipped with earth leakage breakers.

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

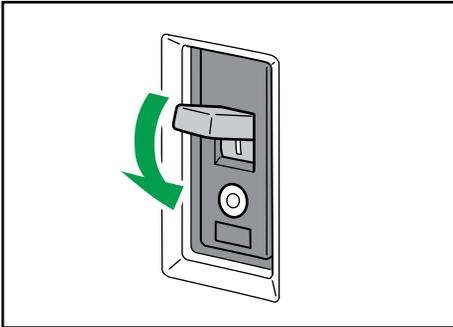
Check both breakers in the same way.

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.**



CAL151

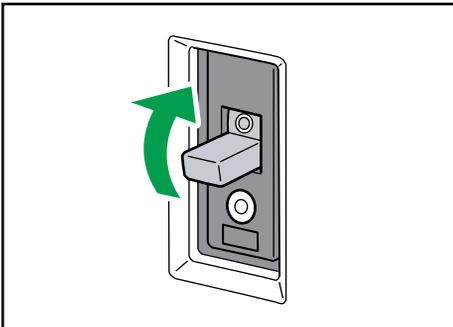
4. Check that the earth leakage breaker moves to the Off position.



CAL152

4

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



CAL153

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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MEMO

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