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Standard Finisher User's Guide

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NOTICE TO USER

In an effort to meet the demands of a rapidly changing technology, the manufacturer is continually developing new features and functions to meet your changing printing or printer needs. Please be sure to consult all manual updates or addenda when using this product's documentation.

Revision Table for manual

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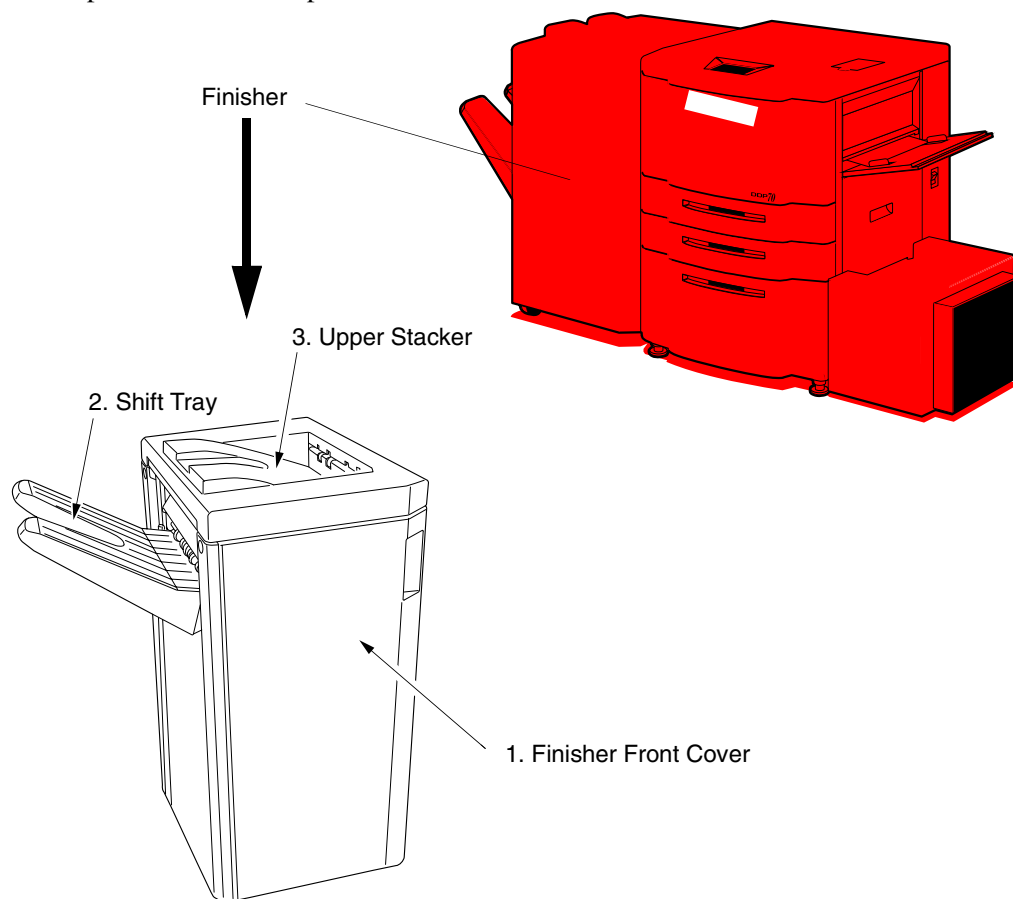
Chapter 1

Introduction

Standard Finisher Configuration

External View

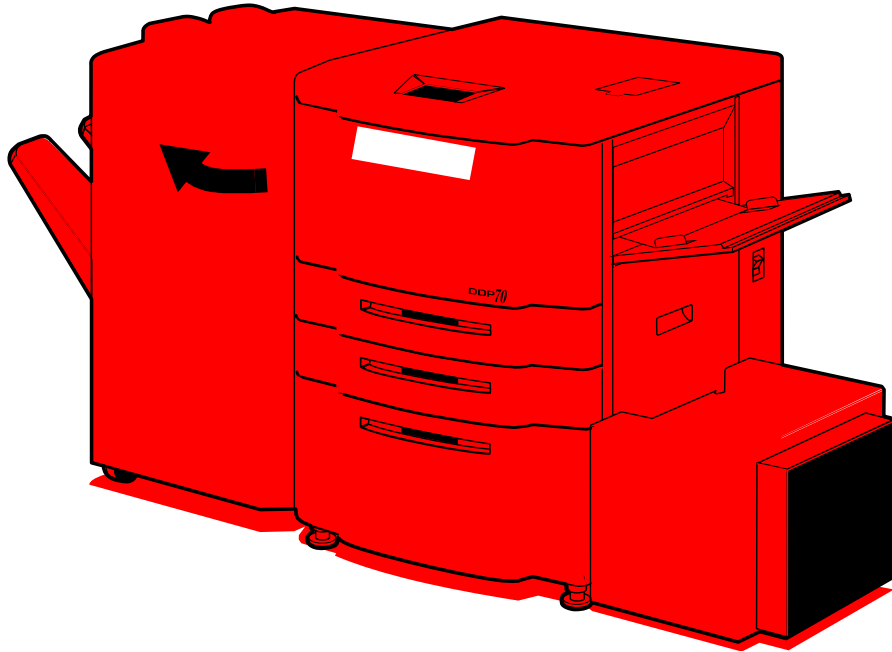
The figure below shows an external view of the Standard Finisher and provides descriptions of the main parts.



Key	Component	Description
1	Standard Finisher Front Cover	Open to change the staple cartridge or clear paper jams.
2	Shift Tray (also called Elevator Tray)	Receives printed paper.
3	Upper Stacker (also called Upper Tray)	Receives printed paper.

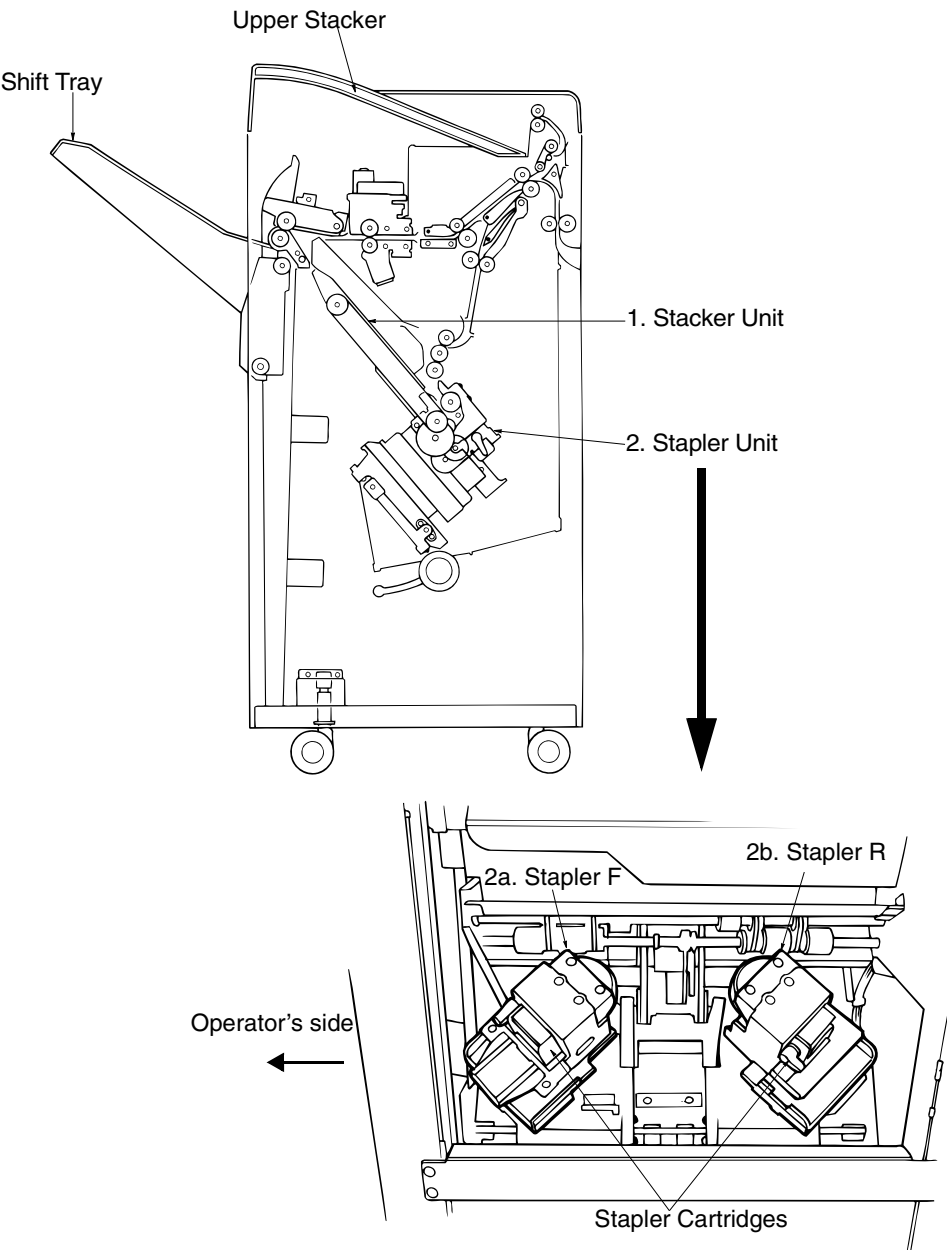
Opening the Front Cover

Open the front cover of the Standard Finisher as shown in the following illustration.



Internal View

The following figure shows an internal view of the Standard Finisher with the front cover open.



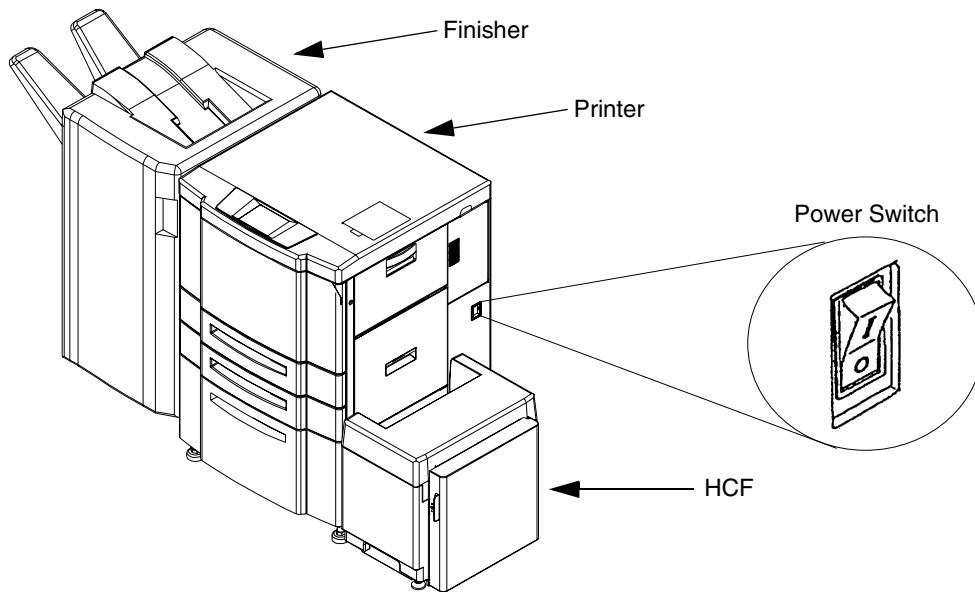
Key	Component	Description
1	Stacker Unit	Copies are stacked here until they are stapled and sent to the output tray.
2	Stapler Unit	
2a	Stapler F	Front staple cartridge.
2b	Stapler R	Rear staple cartridge.

Chapter 2

General Information

Powering on the Finisher

Turn the Standard Finisher on and off using the switch on the printer. The mark on the switch represents the binary characters “O” for off and “I” for on.



When the printer is powered on, the printer and the finisher go through a power-up sequence that takes approximately 4 minutes. During the power-up sequence, the printer runs a series of internal tests.

CAUTION!

*Wait at least 5 seconds to power on the printer after powering off.
When the printer cannot be powered on, POWER OFF the printer and wait at least 30 seconds. Then power on the printer again.*

WARNING!

In the event of an emergency, POWER OFF the printer by turning the Power Switch to O.

Installation Location

Do not install the Standard Finisher in front of an air conditioner vent, as the air flow may disturb the printed paper on the trays.

Chapter 3

Replacing Staples

General

The Standard Finisher has two staple cartridges, each containing 5,000 staples. When a staple cartridge is out of staples, the OCP displays a message to inform you that it's time to replace the cartridge.

If the Standard Finisher runs out of staples, the printer stops completely or continues the print jobs without stapling, depending on how the Standard Finisher is configured. By default, the printer continues printing the jobs without stapling them.

If desired, your System Administrator can change the default setting through the Web Utilities, forcing the printer to stop completely if the finisher runs out of staples. See your System Administrator for more information.

NOTE:

Confirm that staples comply with the specifications of the Standard Finisher.

Waste materials should be disposed of or incinerated under conditions which meet all federal, state, and local environmental regulations. Since regulations may vary from one region to another, check with the agency that governs waste disposal in your area for proper procedures.

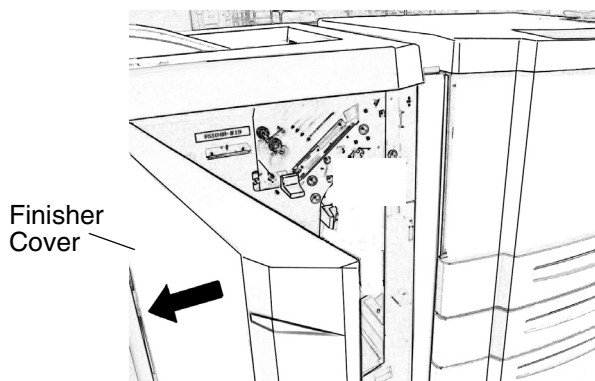
Replacing the Staple Cartridges

NOTE:

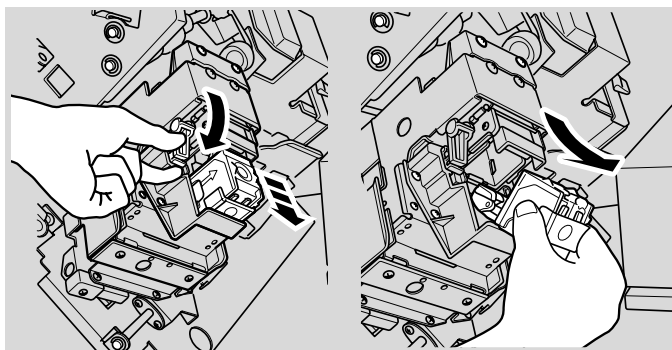
The instructions for replacing the front and rear staple cartridges are the same. The rear staple cartridge is located behind the front cartridge at the back of the finisher.

To replace the staple cartridge, perform the following steps.

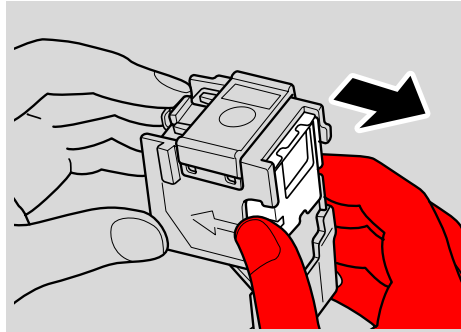
1. Open the Standard Finisher Front Cover.



2. Push down the green lever to release the cartridge housing and remove it.



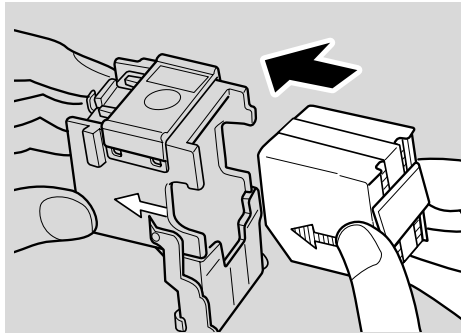
-
3. Remove the empty cartridge from the cartridge housing.



NOTE:

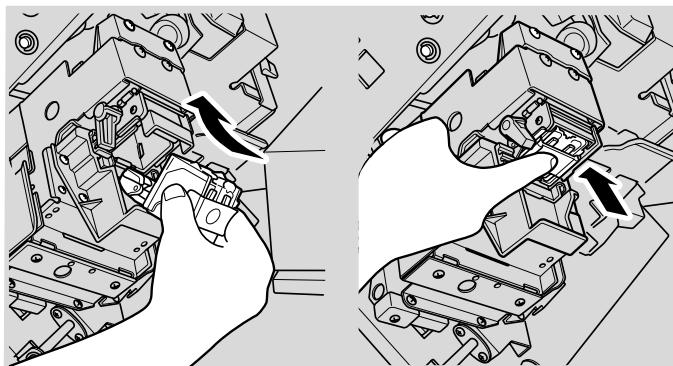
Do not throw away the cartridge housing.

4. Insert the new cartridge into the housing.



5. Remove the cardboard stopper.

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6. Insert the cartridge housing into the stapler unit and press it in to secure it in place.



7. Close the Standard Finisher Front Cover.

Chapter 4

Troubleshooting

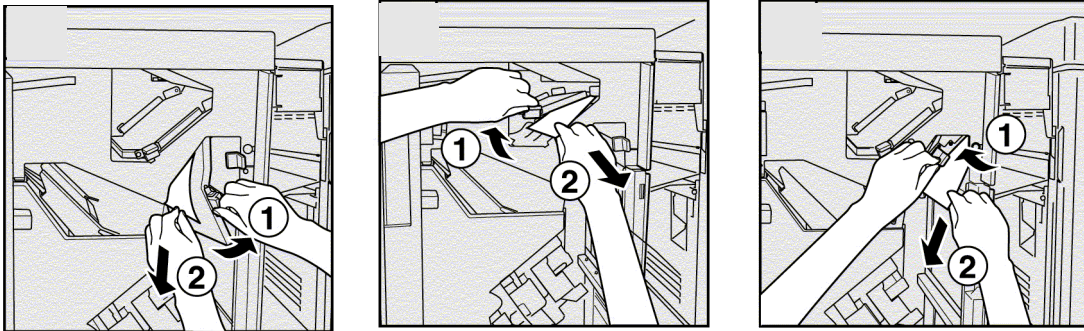
Clearing Paper Jams

When a misfeed occurs the finisher stops and PAPER JAM is displayed on the OCP. Follow the steps below to remove paper from the finisher.

NOTE:

The illustrations shown below appear on a label inside the finisher front cover.

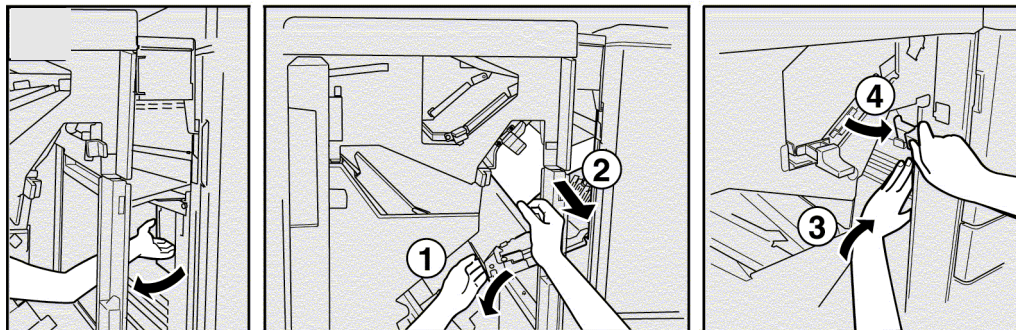
1. Open the Finisher Front Cover and lift the three blue Tabs to release the paper.



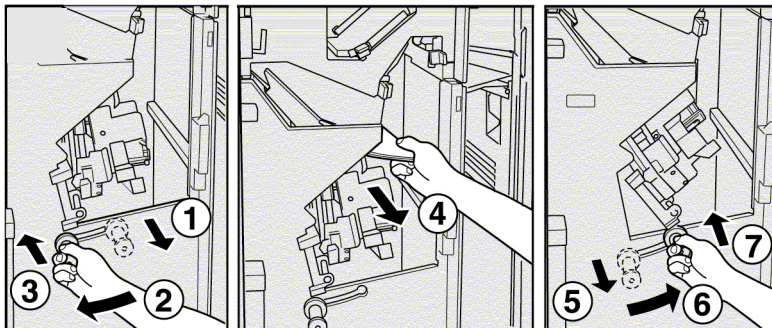
2. Open the Switch Back Cover, remove the paper, then close the Switch Back Cover

NOTE:

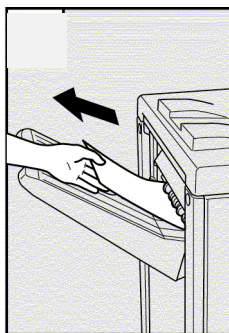
The Switch Back Cover is located on the left side of the printer, but is accessed from inside of the Finisher.



-
3. Pull the blue knob out and slide it to the left to release the staple tray. Remove the jammed paper, then pull the blue knob out and slide it to the right to return the staple tray to its locked position.



4. Remove any paper from the paper exit tray.

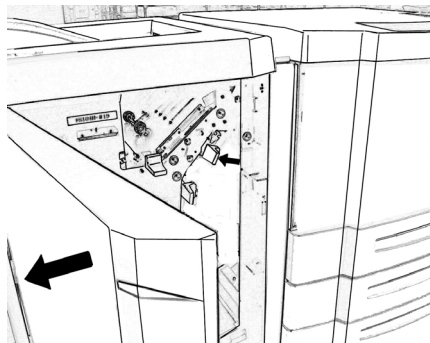


5. When all jams are removed from the finisher, check for paper jams in the printer. Refer to the Printer User's Guide for instructions on clearing paper jams from the printer.
6. Touch ► on the OCP to clear any error messages

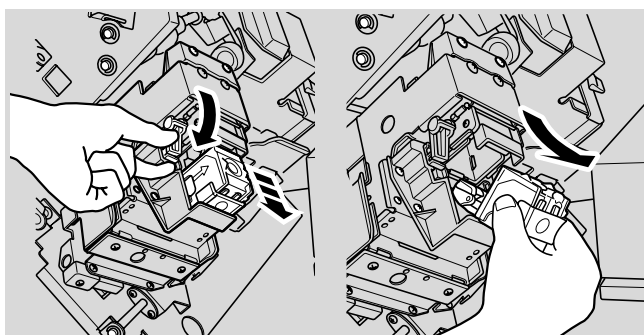
Clearing Wedged Staples

Follow the steps below to clear wedged staples.

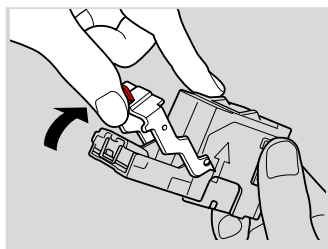
1. Open the Standard Finisher Front Cover.



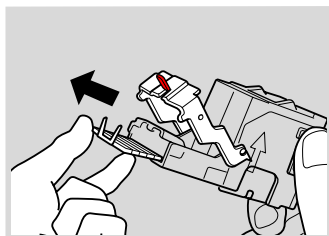
2. Push down the lever to release the cartridge housing and remove it from the stapler unit.



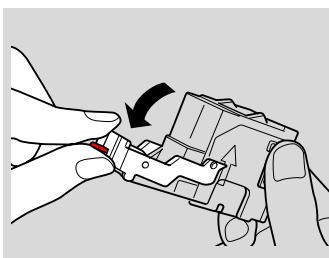
3. Pull up the cover.



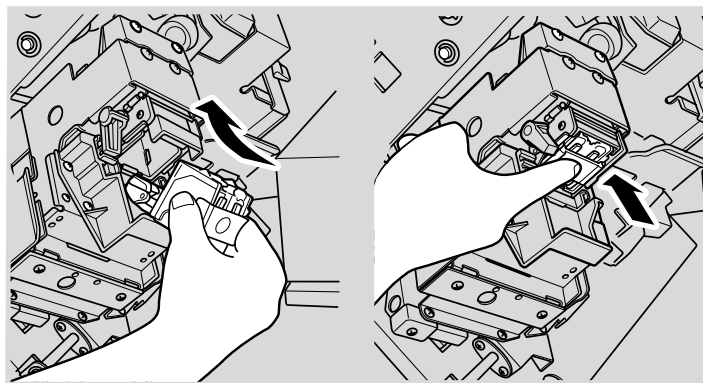
-
4. Remove the wedged staple.



5. Return the cover to its original position.



6. Insert the cartridge housing into the stapler unit and press it down to secure it in place.



7. Close the Standard Finisher Front Cover.

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