

## **Ring Binder RB5000**

## **Operating Instructions**



- 1 Preparation Before Using the Ring Binder
- 2 Ring Binding
- 3 Troubleshooting
- 4 Remarks
- 5 Appendix

Read this manual carefully before using this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in this manual before using the machine.

#### Introduction

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

#### Important

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

#### Notes:

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

Certain options might not be available in some countries. Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

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### Note to Users in Europe

#### Electromagnetic interference conformance standards governing use of this machine

Class A ITE:

Warning: This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

### Note to Users in North America

#### Note to users in the United States of America

#### Note:

This equipment has been tested and found to comply with the limits for a Class A digital devices, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

#### Caution:

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

#### Note to users in Canada

#### Warning:

This Class A digital apparatus complies with Canadian ICES-003.

#### Remarque concernant les utilisateurs au Canada

#### Avertissement:

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

## Safety Information

When using this machine, the following safety precautions should always be followed.

## Safety During Operation

In this manual, the following important symbols are used:

### A WARNING:

Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

### A CAUTION:

Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

## Safety Precautions to be Followed

This section explains safety precautions that should always be followed when using this machine.

#### Environments where the machine can be used

This section explains safety precautions about environments where the machine can be used.

### A WARNING:

• Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.

### A CAUTION:

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

#### Handling power cords and power plugs

This section explains safety precautions about handling power cords and power plugs.

### A WARNING:

- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- Power cords that are damaged, broken, modified, trapped under heavy objects, pulled hard, or bent severely are electric shock and fire hazards.
- Connect the machine to the power source specified in "Specifications" and do not use any other power sources. Connect the power cord directly to a wall outlet and do not use an extension cord. Power sources not specified in "Specifications" and extension cords are electric shock or fire hazards.
- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.

### A CAUTION:

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.
- Make sure the plug is inserted firmly in the wall outlet.

Handling the main machine

This section explains safety precautions about handling the main machine.

### A WARNING:

- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:
  - You spill something into the machine.
  - You suspect that your machine needs service or repair.
  - The external housing of your machine has been damaged.

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

### A CAUTION:

- Protect the machine from dampness or wet weather, such as rain and snow.
- 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. The machine's various handling areas are for service engineer use only. Do not touch these areas.
- Unplug the power cord from the wall outlet before you move the machine.
   While moving the machine, you should take care that the power cord will not be damaged under the machine.
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.

#### Handling the machine's interior

This section explains safety precautions about handling the machine's interior.

### A WARNING:

 To avoid hazardous electric shock, do not remove any covers or screws other than those specified in this manual.

### A CAUTION:

- Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.
- Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. You might trap your fingers if you do not.

#### Handling the machine's supplies

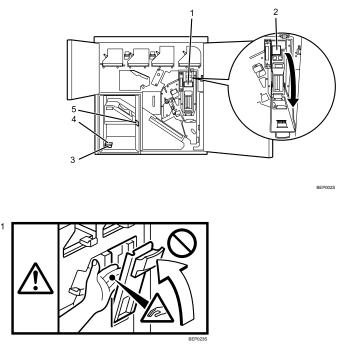
This section explains safety precautions about handling the machine's supplies.

### *▲ CAUTION:*

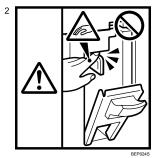
- Do not use reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.
- When binding paper manually with the ring opener, take care not to trap or injure your fingers.

# Position of AWARNING and ACAUTION label

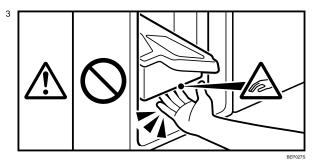
This machine has labels for  $\triangle$ WARNING and  $\triangle$ CAUTION at the positions shown below. For safety, please follow the instructions and handle the machine as indicated.



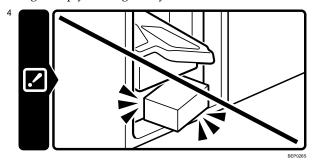
Keep your other hand clear when closing the cartridge cover. You might trap your fingers if you do not.



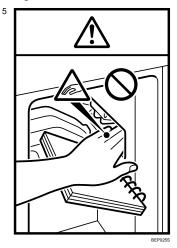
Keep your hands clear of the parts a label indicates. Otherwise, you might trap your fingers and an injury might occur.



When the ring binder is in operation, keep your hands clear of the ring binder tray. You might trap your fingers if you do not.



Make sure the space below the ring binder tray is clear. Malfunctions can occur if this space is obstructed.



When removing bound booklets, keep your hands clear of the paper exit. You might trap your fingers if you do not.

## Information on Electrical & Electronic Equipment for Users in Europe

## Users in the EU, Switzerland and Norway

Our Products contain high quality components and are designed to facilitate recycling. Our products or product packaging are marked with the symbol below.



The symbol indicates that the product must not be treated as municipal waste. It must be disposed of separately via the appropriate return and collection systems available. By following these instructions you ensure that this product is treated correctly and help to reduce potential impacts on the environment and human health, which could otherwise result from inappropriate handling. Recycling of products helps to conserve natural resources and protect the environment.

For more detailed information on collection and recycling systems for this product, please contact the shop where you purchased it, your local dealer or sales/service representatives.

## All Other Users

If you wish to discard this product, please contact your local authorities, the shop where you bought this product, your local dealer or sales/service representatives.

## How to Read This Manual

## Symbols

This manual uses the following symbols:

### A WARNING:

Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of this manual.

### A CAUTION:

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information" section of this manual.

## ∰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.

## 

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

## []

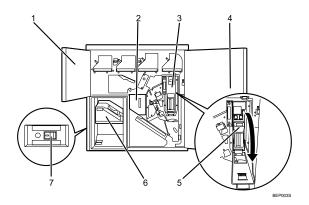
Indicates the names of keys that appear on the display panel.

## []

Indicates the names of keys on the control panel.

## Guide to the Ring Binder

This section lists the names and functions of the parts of the ring binder.



### 1. Front left cover

Open to clear a paper jam.

### 2. Comb binding punch receptacle

Collects the waste created by ring binding. For details about how to remove the punch waste, see "Removing Punch Waste".

### 3. Comb cartridge cover

Open to access the ring comb cartridge.

### 4. Front right cover

Open this cover to access jammed paper or refill the ring comb cartridge.

### Reference

p.26 "Replacing Ring Combs"

- p.32 "Removing Punch Waste"
- p.38 "Earth Leakage Circuit Breaker"

### 5. Ring comb cartridge

Contains ring combs. For details about how to insert the ring combs, see "Replacing Ring Combs".

### 6. Ring binder tray

Ring bound or punched sheets are delivered here.

### 7. Earth leakage circuit breaker

Protects users from electric shock. For details about checking the earth leakage circuit breaker, see "Earth Leakage Circuit Breaker".

## 1. Preparation Before Using the Ring Binder

## Paper

This section lists the paper types and sizes that are supported by the ring binder, and paper types that are not supported.

## Supported Paper Types and Sizes

The following tables show supported types and sizes of paper for each mode.

Paper type	Paper size	Paper weight
Plain paper, recycled paper,	A4 $\square$ *1	64.0 - 216.0 g/m <sup>2</sup>
OHP transparencies, tab stock	8 <sup>1</sup> / <sub>2</sub> × 11 $\square$ *2	(17.1 - 57.4 lb.)

<sup>\*1</sup> When the A4 punch unit is installed

<sup>\*2</sup> When the Letter punch unit is installed

## **Unsupported Paper Types**

This section lists the paper types that are not supported by the ring binder.

### Important

□ Do not use the following types of paper. Doing so may cause malfunctions.

- Heavily curled paper
- Paper with staples or clips
- Torn paper
- Paper with holes
- Rough paper
- Smooth paper
- Thin and soft paper
- Label paper
- Paper with penciled characters or images
- Folded paper

### 🖉 Note

□ Even supported types of paper may cause paper jams or malfunctions if the paper is not in good condition.

# 2. Ring Binding

## **Ring Binding**

This section explains how to bind sheets with a ring comb.

Two ring binding options are available for your output:

- Printed sheets are punched and then bound by ring comb
- Printed sheets are punched for ring comb binding but not bound

You can specify the ring binding settings using the display panel or the printer driver.

To specify the settings using the display panel, see "Specify the Settings on the Display Panel".

To specify the settings using the printer driver, see "Using the Printer Driver to Specify Ring Binding Settings".

### #Important

- $\square$  You cannot ring bind or punch on thick paper heavier than 216 g/m<sup>2</sup> (57.4 lb.).
- □ This machine can ring bind Letter  $(8^1/_2 \times 11)$  or A4 size sheets only, depending on the type of your punch unit.
- □ Only the long side of the paper can be ring bound or punched.
- Only OHP transparencies that are A4 size and loaded in portrait orientation can be ring bound.

## 🖉 Note

- □ When binding sheets with ring combs, make sure the number of printed sheets is between 2 and 100. If there is only one sheet, it will be punched with ring comb holes, but not bound.
- □ If you are using 50-sheet type ring combs, you can bind up to 50 sheets of Plain Paper or 16 sheets of Thick Paper into a single booklet. If you are using 100-sheet type ring combs, you can bind up to 100 sheets of Plain Paper or 33 sheets of Thick Paper into a single booklet. The ranges of acceptable weights for Plain Paper and Thick Paper differ according to the base machine you are using. For details, see your base machine's manuals.
- The maximum thickness of a bound booklet is 5.5 mm (for 50-sheet type ring combs) or 11 mm (for 100-sheet type ring combs). If the thickness of the stacked sheets exceeds the maximum during operation, the ring binder stops functioning and the sheets remain inside the binder. If this happens, you must remove the sheets from the binder.
- □ Ring bound booklets are delivered to the ring binder tray. Up to 17 sets (with a 50-sheet type ring comb) or 11 sets (with a 100-sheet type ring comb) can be stacked on the tray.
- Hole punched sheets are delivered to the ring binder tray. Up to 50 sheets can be stacked on the tray.
- □ Items that appear on the display panel might be different depending on the machine.

### $\mathcal{P}$ Reference

- p.15 "Specify the Settings on the Display Panel"
- p.20 "Using the Printer Driver to Specify Ring Binding Settings"

## Specify the Settings on the Display Panel

You can specify the ring binding settings using the display panel.

### ∰Important

Before using this function, select the binding and punch hole positions shown on the [Finisher] tab under Ring Binding / Fold Type in Input/Output. For details, see "Changing the Ring Binding Settings".

□ The following copier functions are not available when ring binding output:

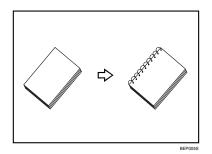
- Booklet/Magazine
- Stack, Shift Stack
- Rotate Sort, Shift Sort
- Slip Sheet
- Separation Sheet
- Z-fold
- Copy Face Up
- Staple/Staple (Centre)
- Punch
- Copying from the bypass tray

### PReference

p.42 "Changing the Ring Binding Settings"

## **Binding Copies by Ring Comb**

Copies are punched and then bound by ring comb.



#### Original orientation and binding position

Place all the originals in the ADF in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards.

The relationship between the orientation in which you place the original and the binding positions is as follows:

		Original location		Binding
		Exposure glass	ADF	position
R	Left		<b>R</b> –	►
B	Тор		<b>R</b> –	►
R	Right		<b>R</b> –	

<sup>\*1</sup> The above table shows binding positioning. The orientation of the paper does not indicate direction of delivery.

**1** Place the originals.

Press [Output/Customize Function/Finisher].



## B Press [Finisher].

Select one of the binding positions.

DD	B BB	FE BI	BBB	BB B+Q	
>			Canc	el OK	
ß ß	re se re				
Ř B	<ring binding=""></ring>				
مصارب ا	<u> </u>	8			
с	over/SlipSheet	Edit	Dup./ Combine/ Series	Reduce/ Enlarge	
H03333	System Status	Job List			

When you select a binding position, Sort is automatically selected.

D Press [OK].

**6** Enter the number of copy sets using the number keys.

**2** Specify any other copier functions that you require.

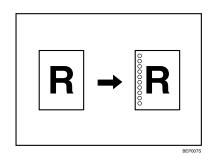
### 8 Press the [Start] key.

### 🖉 Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- □ When placing originals on the exposure glass, press the **[#]** key after all the originals have been scanned.

## **Punching Copies for Ring Binding**

Use this function to punch holes into copies so that those copies can be inserted into a ring bound booklet.



#### Original orientation and binding position

Place all the originals in the ADF in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards.

The relationship between the orientation in which you place the original and the punch hole positions is as follows:

		Original location		Punching
		Exposure glass	ADF	position
F	Left		<b>R</b> –	► <b>R</b>
۲. ۲	Top		<b>R</b> –	₽
R	Right		<b>R</b> –	→ <b>R</b> :

<sup>\*1</sup> The above table shows punching positioning. The orientation of the paper does not indicate direction of delivery.

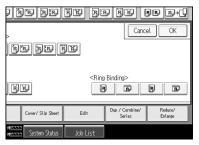
**1** Place the originals.

Press [Output/Customize Function/Finisher].



## B Press [Finisher].

**4** Select one of the punch hole positions.



D Press [OK].

**6** Enter the number of copy sets using the number keys.

**2** Specify other copier functions, if necessary.

### 8 Press the [Start] key.

### 🖉 Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- □ When placing originals on the exposure glass, press the **[#]** key after all the originals have been scanned.

2

## Using the Printer Driver to Specify Ring Binding Settings

You can specify the ring binding settings using the printer driver installed on your computer.

### ∰Important

□ Make sure the printer driver is properly installed.

The following functions are not available when ring binding output:

- Booklet/Magazine
- Stack
- Slip Sheet
- Separation Sheet
- Rotating Collate
- Z-fold
- Face-up delivery
- Staple / Staple (Centre)
- Punch
- Bypass Tray
- Auto Tray Switching

**1** Open the file you want to print.

**2** Display the printer driver screen from the application you are using.

**B** Make settings for the paper.

**4** Specify the ring binding settings that you require.

**b** Specify any other print settings that you require.

### Click [OK].

The printer driver screen closes.

### **2** Print the documents.

### 🖉 Note

□ For procedures about how to specify the perfect binding settings on your printer driver, see the printer driver Help.

# 3. Troubleshooting

A message appears on the display panel if a problem occurs inside the ring binder. Use the following procedures to resolve the problem.

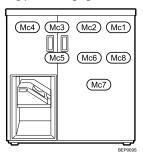
## Locating Jammed Paper

This section describes how to locate jammed paper.

If a misfeed occurs, remove the misfed paper by following the procedures shown on the sticker on the rear of the front right cover of the ring binder.

The misfeed has occurred in the place corresponding to the letter displayed on the display panel.

For the procedure to removing jammed paper, see "Removing Jammed Paper".



### PReference

p.22 "Removing Jammed Paper"

## **Removing Jammed Paper**

This section explains how to remove jammed paper.

### A CAUTION:

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

### Important

- Do not turn off the power for the base machine when removing the paper. If the power is turned off, functions and values you set are cleared.
- When removing paper, pull it out slowly so that it does not tear. If pieces of paper remain inside the machine, they may cause another paper jam or malfunction of the machine.
- □ If paper jams occur regularly, contact your sales or service representative.

## When Mc1-Mc4 Is Displayed



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



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



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



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

3

## When Mc5 or Mc6 Is Displayed



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



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

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### When Mc7 or Mc8 Is Displayed / If Booklets Become Jammed



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



 Fully remove the unit by pulling on handle Mc8.



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



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



 Remove jammed bound booklets from the paper exit.

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### 🖉 Note

□ If message Mc7 is still displayed after you have removed the jammed paper, check the position of lever Mc7. The message will disappear after you return the lever to its original position.

# When a Message Is Displayed on the Display Panel

This section describes likely causes of and possible solutions for the error messages that appear on the display panel.

If a message not described here appears, act according to the message.

Message	Cause	Solution
Comb Binding Punch Receptacle is full.	The comb binding punch re- ceptacle is full.	Empty the comb binding punch receptacle. See p.32 "Re- moving Punch Waste".
Exceeded the maximum number of sheets pos- sible for Ring Bind- ing with the currently set bind- ing ring combs. Printing will be stopped.	The number of sheets is too large to be bound by the ring combs that are currently loaded in the ring binder.	Load ring combs that are big enough to bind the required number of sheets.
Functional problem within the Ring Bind- er. Please call serv- ice.	There is a problem with the ring binder.	Record the code number shown on the display and re- port it to your service repre- sentative. Other functions can still be used.
Out of binding ring combs.	Binding is not possible be- cause no ring combs are left.	Load more ring combs. See p.26 "Replacing Ring Combs".
Ring Binding is not available for dif- ferent paper sizes.	Mixed Sizes mode is specified.	Cancel Mixed Sizes mode, or specify the Auto Reduce/En- large function.
Ring Binder Tray is full. Remove the pa- per.	The ring binder tray is full.	Remove bound booklets from the ring binder tray.
Ring Binding is not available with the selected position.	Ring binding cannot be ap- plied in the position that you have specified.	Select a supported binding position.
Ring Binding is not available with the settings.	Ring binding is not possible under the settings that you have specified.	Check the current settings. For details about which functions are not available when ring binding is specified, see p.15 "Specify the Settings on the Display Panel" or, p.20 "Using the Printer Driver to Specify Ring Binding Settings".
Ring Binding is not available with this paper size.	The Ring Binding function cannot be used with the specified paper size.	Select a supported paper size. See p.11 "Paper".

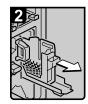
## **Replacing Ring Combs**

This section describes how to replace ring combs.

### ∰Important

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



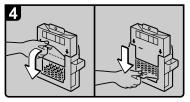


- Open the front right cover of the ring binder.
- Open the cartridge cover.

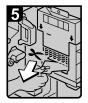
 Pull out the ring comb cartridge.



 Insert the ring comb package into the cartridge.



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



 Remove the tab by tearing it along the perforated line.



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

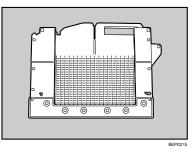
🖉 Note

- □ Add new ring combs to the cartridge only when "Out of binding ring combs." appears on the display panel.
- □ The ring comb cartridge can hold both 100- and 50-sheet type ring combs, but do not mix the two sizes of ring comb 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.

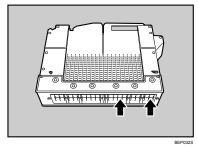
## Changing the Type of Ring Combs in the Ring Comb Cartridge

Use this procedure to change the type of ring combs set in the ring comb cartridge.

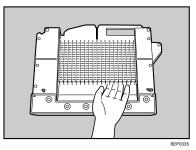
**1** Pull the ring comb cartridge out of the machine.



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



**B** Insert your fingers between the cartridge and the ring combs, and then remove the ring combs.



**4** Insert the ring combs you want to use into the cartridge.

**5** Put the cartridge back into the machine.

### 🖉 Note

□ Place removed ring combs on a level surface, to prevent them rolling away. 27

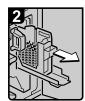
## **Removing Jammed Ring Combs**

This section describes how to remove jammed ring combs.

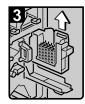
If ring combs become jammed, a message appears on the display panel. Follow the message's instructions to remove the jammed ring combs.



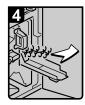
- Open the front right cover of the ring binder.
- Open the cartridge cover.



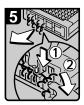
 Pull out the ring comb cartridge.



· Lift out the cartridge.



 Remove the jammed ring combs from the ring binder.



• To remove jammed ring combs from the bottom of the cartridge,

While pushing down on the blue buttons 1 at the bottom of the cartridge, carefully pull out the jammed ring combs 2.

- Push in the cartridge and then close the cartridge cover.
- Close the front right cover of the ring binder.

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### 🖉 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.

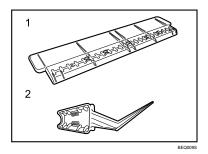
## Inserting Pages into an Existing Ring Bound Booklet

Use this procedure to insert new pages into a ring bound booklet.

### A CAUTION:

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

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

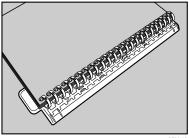


- 1. Ring stand
- 2. Ring opener

Punch holes into the pages that you want to insert into the ring bound booklet.

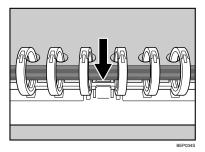
Make sure the position of the new pages' punch holes match those of the booklet.

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.

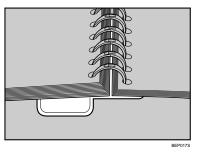


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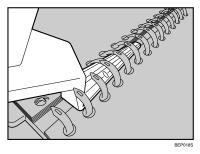
**B** Insert the spine of the ring comb into the fixing lug of the ring stand. Press down gently on the ring comb to secure it in the stand.



Open the bound booklet at where you want to insert the new pages, and then place one of your hands on the auxiliary plate.



**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.

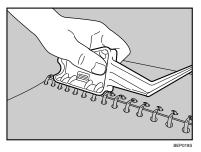


The rings of the comb will open as you push the ring opener through them.

### **2** Using 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.



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

### **B** Remove the ring comb from the ring stand.

### 🖉 Note

- □ For details about how to punch the ring binding holes, see "Punching Copies for Ring Binding".
- □ When using the ring opener, take care to point the sharp end away from anyone nearby.

### PReference

p.18 "Punching Copies for Ring Binding"

## **Removing Punch Waste**

This section describes how to remove punch waste.



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



- Empty the receptacle.
- Reinstall the receptacle.
- Close the front right cover of the ring binder.

🖉 Note

□ While "Comb Binding Punch Receptacle is full." is displayed, you cannot use the Punch function.

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- □ "Comb Binding Punch Receptacle is full." is displayed until the receptacle is reinstalled.
- □ If the message is still displayed, reinstall the receptacle.

# Removing Bound Booklets from the Ring Binder Tray

Use the following procedure to remove bound booklets from the ring binder tray.



Pull out the ring binder tray.



 Remove bound booklets.

 Carefully slide the ring binder tray fully in.

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### 🖉 Note

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

# 4. Remarks

This chapter explains how to maintain and operate the machine.

# Where to Put the Machine

The ring binder's location should be carefully chosen because environmental conditions greatly affect its performance.

## Moving

Observe the following precautions when moving the machine.

### A 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. The machine's various handling areas are for service engineer use only. Do not touch these areas.

# **Optimum Environmental Conditions**

Observe the following precautions when installing the machine.

### A CAUTION:

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

### A CAUTION:

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

### A CAUTION:

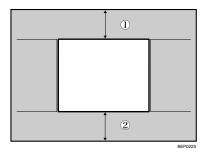
- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.
- Temperature: 10 to 32 °C
- Humidity: 15 to 80 %
- A strong and level base.
- The machine must be level within 5 mm (0.2 inch): both front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

# **Environments to Avoid**

- Locations exposed to direct sunlight or other sources of strong light (1,500 lux or more)
- 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
- · Locations where the machine will be subject to frequent strong vibration
- Dusty areas
- Areas with corrosive gases

# Access to the Machine

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



1) Rear	20 cm (7.9 inches) or more
<li>2 Front</li>	72 cm (28.4 inches) or more

### **Power Connection**

Observe the following precautions regarding the power supply.

#### A WARNING:

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

### A WARNING:

 Connect the machine to the power source specified in "Specifications" and do not use any other power sources. Connect the power cord directly to a wall outlet and do not use an extension cord. Power sources not specified in "Specifications" and extension cords are electric shock or fire hazards.

### \land WARNING:

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

### A CAUTION:

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

### A CAUTION:

- To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.
- Make sure the plug is inserted firmly in the wall outlet.

### Maintaining the Machine

### ∰Important

- Do not use chemical cleaners or organic solvents, such as thinner or benzene. If such substances get inside the machine or melt plastic parts, malfunctions might occur.
- □ Internal parts should only be cleaned by your service representative.

### Cleaning the machine:

Wipe the machine with a soft, dry cloth. If this does not remove the dirt, wipe the machine with a damp and tightly wrung cloth. If a damp cloth still does not remove the dirt, use a mild detergent. After wiping the machine with a damp cloth, wipe it again with a dry cloth to remove any moisture.

# Earth Leakage Circuit Breaker

This section explains how to test the earth leakage circuit breaker.

### A WARNING:

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

This machine uses the following symbols for the earth leakage circuit breaker switch:

means POWER ON.

O means POWER OFF.

To prevent electric shock, this machine has an earth leakage circuit breaker. The earth leakage circuit breaker is normally in the on " | " position.

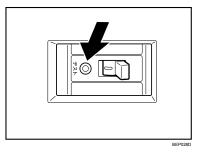
Once a month, check that it functions properly by following the procedure below.

### Important

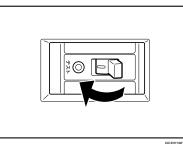
□ If the earth leakage circuit breaker is not functioning normally, contact your sales or service representative.

**U** Turn off the main power switch for the base machine.

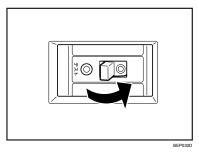
**2** Using the tip of a ball-point pen, press the test button of the earth leakage circuit breaker.



**3** Confirm that the earth leakage circuit breaker switch moves to the off position.



**4** Turn the switch to the on position.



# **5** Turn on the main power switch for the base machine.

### 🖉 Note

□ If the power does not come on, check if the earth leakage circuit breaker is in the off position. If so, do not turn it to the on position. Contact your sales or service representative immediately.

# 5. Appendix

# **Specifications**

Item	Specifications
Model	Ring Binder RB5000
Paper size	<ul> <li>Ring binding/comb binding punching</li> <li>A4  <sup>1</sup>/<sub>2</sub> *1</li> <li>Letter (8<sup>1</sup>/<sub>2</sub> × 11 <sup>1</sup>/<sub>2</sub>) *2</li> </ul>
Paper weight	Ring binding/comb binding punching • 64.0 - 216.0 g/m <sup>2</sup> • 17.1 - 75.4 lb.
Ring binder main unit	<ul> <li>Ring binding capacity</li> <li>100 sheets</li> <li>Ring comb type</li> <li>50-sheet type (white, black), 100-sheet type (white, black)</li> <li>Capacity of the ring comb cartridge</li> <li>80 ring combs</li> <li>Comb binding punch holes</li> <li>23 holes *1</li> <li>21 holes *2</li> </ul>
Ring binder tray	<ul><li>Tray capacity</li><li>51 to 100 leaf binding: 11 sets</li><li>In comb binding punch mode: 50 sheets</li></ul>
Power source	<ul> <li>220 to 240 V, 50/60 Hz, 3 A (Europe and elsewhere)</li> <li>120 V, 60 Hz, 5 A (North America)</li> <li>(A separate power source is required.)</li> </ul>
Maximum power consumption	400 W or less
Machine dimensions $(W \times D \times H)$	870 × 730 × 980 mm (34.3 × 28.8 × 38.6 inches)
Weight	145 kg (319.7 lb.) or less

This section describes specifications for the ring binder.

\*1 When the A4 punch unit is installed
 \*2 When the Letter punch unit is installed

# **Changing the Ring Binding Settings**

This section explains how you can use User Tools to specify which binding and punch hole positions appear for selection on the display panel.

Follow the procedure below to specify the items that appear on the display panel.

Press the [User Tools] key.

2 Press [Copier / Document Server Features].

- Press [Input / Output].
- **4** Select the menu tab.
- **5** Select the ring binding types you want to display, and then press [OK].

### **6** Press [Exit].

The display returns to the User Tools screen.

### **7** Press [Exit].

Exits settings and gets ready to copy.

## **Ring Binding Types That Can Be Specified**

You can specify the following items.

### Ring binding types on the initial display

Using **[Ring Binding Type]**, you can specify which ring binding types have priority on the initial display.

The following ring binding types are available:

- Ring Binding: Left
- Ring Binding: Top
- Ring Binding: Right
- Punch Only: Left
- Punch Only: Top
- Punch Only: Right

### Ring binding types on the [Finisher] tab

Using [Finisher: Ring Binding Type] on the [Finisher] tab, you can specify which ring binding types have priority.

The following ring binding types are available:

- Ring Binding: Left
- Ring Binding: Top
- Ring Binding: Right
- Punch Only: Left
- Punch Only: Top
- Punch Only: Right

### Ring binding types on the simplified display

Using [Simplified Screen: Finishing Types], you can specify whether or not to display [Ring Binding: Left] on the simplified display.

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