
Z-fold

Operating Instructions

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

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.



Notes

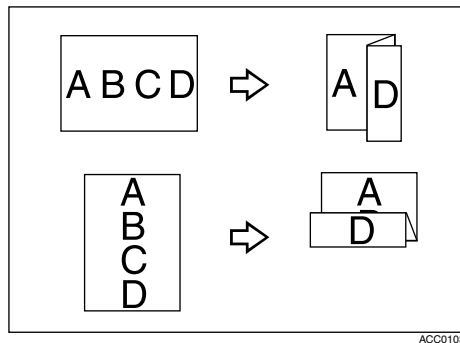
Some illustrations in this manual might be slightly different from the machine.



Two kinds of size notation are employed in this manual. Depending on your machine, refer to either the metric or inch version.











Z-fold

Makes two parallel folds, one of which faces in and the other facing out.



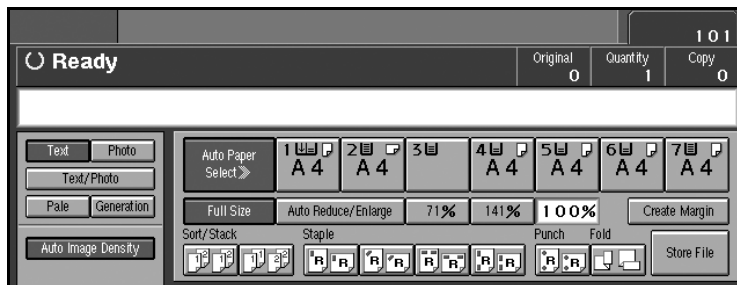
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❖ Original orientation and direction of fold

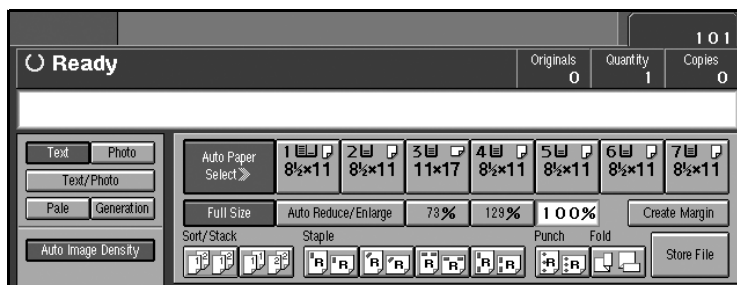
	Orientation in which original is set			Direction of fold
		Exposure glass	ADF	
Right fold 				
Bottom fold 				

1 Press [Fold].

❖ Metric version



❖ Inch version



2 Select the folding direction.

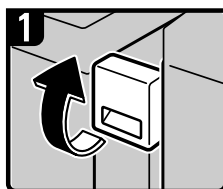
3 Place the originals, and then press the [Start] key.

Clearing Misfeeds

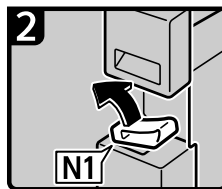
Important

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

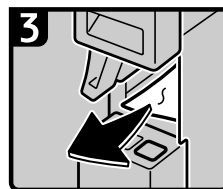
When N1 is lit



1. Open the front cover.

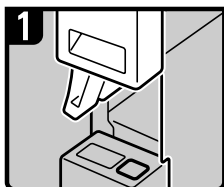


2. Lift the N1 lever.

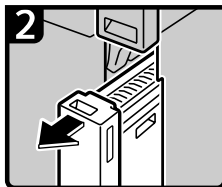


3. Remove misfed paper.
4. Lower the N1 lever.
5. Close the front cover.

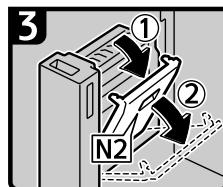
When N2 or N3 is lit



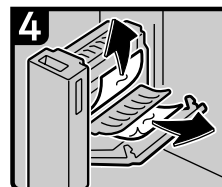
1. Open the front cover.
Lift the N1 lever.



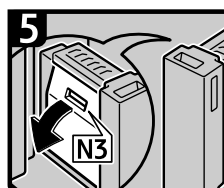
2. Pull out the Z-folding unit.



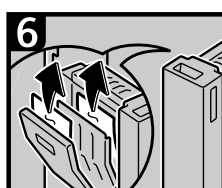
3. Open the N2 cover.



4. Remove misfed paper.
Close the N2 cover.



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



6. Remove misfed paper.
Close the N3 cover.

7. Return the Z-folding unit to its original position.
8. Lower the N1 lever.
9. Close the front cover.

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Using the Z-fold Function

Changing the Z-fold Position

With the user tools, you can change the Z-fold position according to the paper size.

Reference

For details on accessing the user tools, see “Accessing User Tools (System Settings)”, *General Settings Guide*.

❖ Metric version







- A3: 2-25mm (Default: 2mm)
- B4: 2-40mm (Default: 2mm)
- A4: 2-10mm (Default: 2mm)
- 11 × 17: 2-20mm (Default: 2mm)
- 8¹/₂ × 14: 2-35mm (Default: 2mm)

❖ Inch version

- A3: 0.1-1.0" (Default: 0.1")
- B4: 0.1-1.6" (Default: 0.1")
- A4: 0.1-0.4" (Default: 0.1")
- 11 × 17: 0.1-0.6" (Default: 0.1")
- 8¹/₂ × 14: 0.1-1.1" (Default: 0.1")

Specifications

- The paper sizes that can be Z-folded are as follows:
A3☐, B4☐, A4☐, 11" × 17"☐, 8¹/₂" × 14"☐, 8¹/₂" × 11"☐
- The following types of paper cannot be Z-folded.
 - Translucent paper
 - OHP transparencies
 - Label paper (adhesive labels)
 - Thick paper
 - Paper of low stiffness
- The paper sizes that can be Z-folded after stapling are A3☐, B4☐, 11" × 17"☐.

- Even if you place different size originals in the ADF, the appropriate size of paper can be automatically selected and Z-folded by combining the Mixed Size mode and Auto Paper Select function. Paper size combinations that can be Z-folded using the Mixed Size mode are as follows:
 - A3  and A4 
 - B4  and B5 
 - 11" × 17"  and 8 1/2" × 11" 
- You cannot Z-fold paper fed from the interposer tray.
- Depending on the folding direction, you cannot use Rotated Copy together with this function .
- You cannot Z-fold and punch at the same time.
- Copies will be delivered face down, even if you specify to have them delivered face up when copying from the exposure glass. For details on the Eject Copy Face Up/Down in Glass setting, see "Settings You Can Change with User Tools", *Copy Reference*.
- The finisher's tray capacity for Z-folded sheets is as follows:

	Tray	Tray capacity
Finisher 3000BZ	Finisher upper tray	30 sheets
	Finisher shift tray	30 sheets

Z-folding unit ^{*1}

❖ Paper size

A3 , B4 , A4 , 11" × 17" , 8 1/2" × 14" , 8 1/2" × 11" 

❖ Paper weight

64 – 80 g/m², 16 – 34 lb.

❖ Power consumption

100 W

❖ Dimensions (W × D × H)

177 × 620 × 960mm, 6.9 × 24.4 × 177.7"

❖ Weight:

Approx. 50 kg, 110.3 lb

^{*1} To use the Z-folding unit, the Finisher 3000BZ (100-sheet staples) is required.

