

Reference Guide



Optional Units

Apeos 4570

Apeos 3570

1 Preface

A guide describing the operations for optional units, such as the Finisher.

Refer

Descriptions for the following optional products are provided in different guides.

- Envelope Tray, Extra Center Tray, Left-Side tray, : “Reference Guide Main Unit”
- Wireless Network Kit, print / scan / FAX function-related products: “Reference Guide - Operations”
- Long Paper Inserter: Manual included in the product
- Face authentication system, finger vein authentication system, IC card reader: Official site of our company

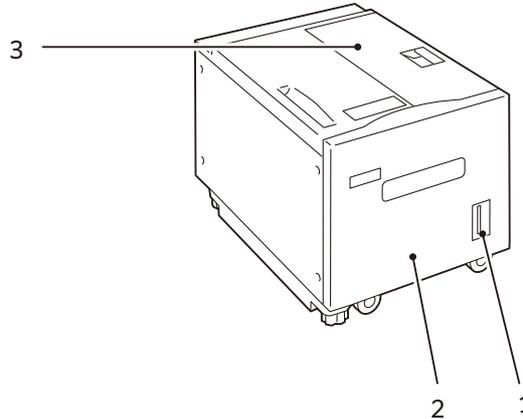
- This manual may not be edited, modified or copied in whole or part without the written consent of the publisher.
- Parts of this manual is subject to change without prior notice.
- The screen shots and the illustrations in this manual are used as examples. They may differ from yours depending on the model, the software, or the OS.

In this manual, safety instructions are preceded by the symbol  . Always read and follow the instructions before performing the required procedures.

For trademarks and notations in the manual, refer to the “Reference Guide Main Unit”.

2 High Capacity Feeder B1

2.1 Device Components



No.	Component	Function
1	Remaining Volume Display	You can check the remaining paper volume.
2	High Capacity Tray (Paper Tray 6)	Load paper here.
3	Top Cover	Open this cover to clear paper jams.

Main specifications

Item	Specification
Paper size	A4, Letter, JIS B5
Paper weight (g/m ²)	55 to 216
Maximum number of sheets (sheets) (C ² paper)	2,470
Dimensions (mm)	Width 389 x Depth 610 x Height 377
Weight (kg)	29

2.2 Paper and Other Media

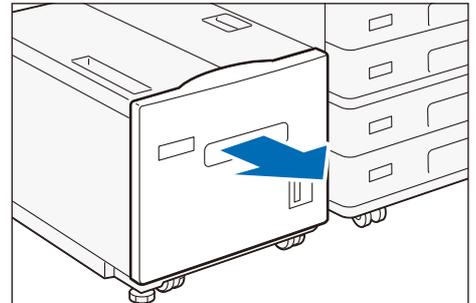
After loading paper, configure the Paper Tray settings on the Home screen.

Refer

For details, refer to "Setup" in "Reference Guide - Operations".

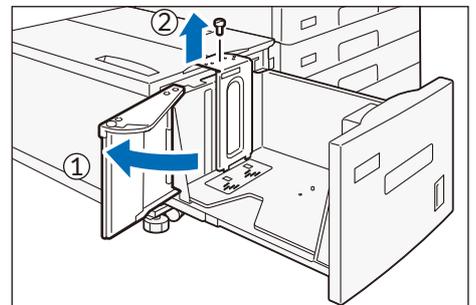
The top face of loaded paper is the surface printed on.

1. Pull out the Paper Tray until it stops.
2. When paper is already loaded in the tray, take out the paper.

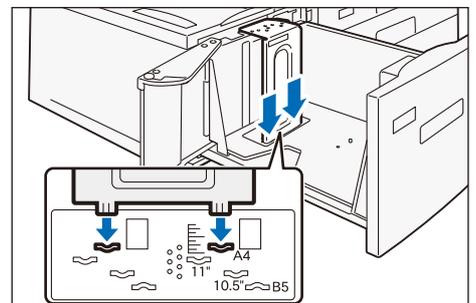


3. If changing the Paper Size, adjust the guide position.

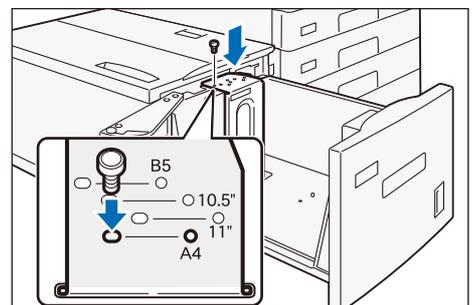
1) Open the end guide (①), remove the screw for the guide in the back (②), and remove the guide from the Paper Tray.



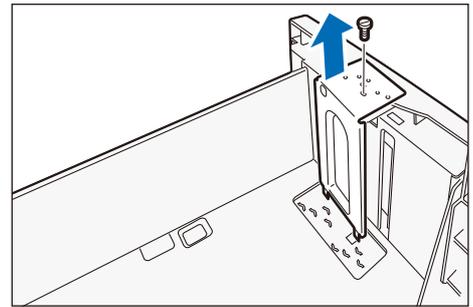
2) Insert the protrusions under the guide into the Paper Size holes.



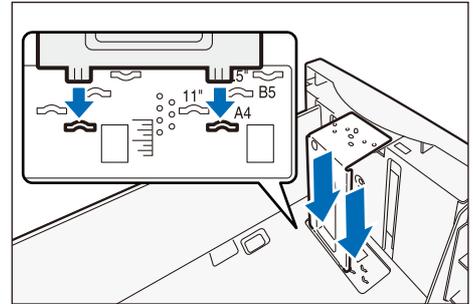
3) Insert the Paper Tray protrusions into the Paper Size holes on top of the guide and tighten the screw.



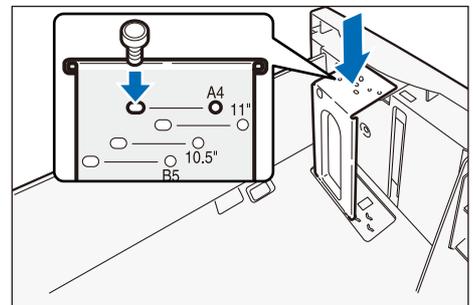
4) Remove the screw for the guide in front and remove the guide from the Paper Tray .



5) Insert the protrusions under the guide into the Paper Size holes.



6) Insert the Paper Tray protrusions into the Paper Size holes on top of the guide and tighten the screw.

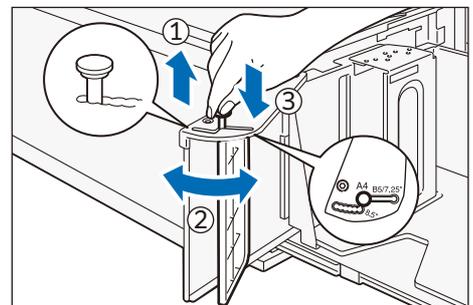


7) Pull the handle for the end guide up (①), align with the Paper Size while moving the handle along the groove (②), and lower the handle (③).

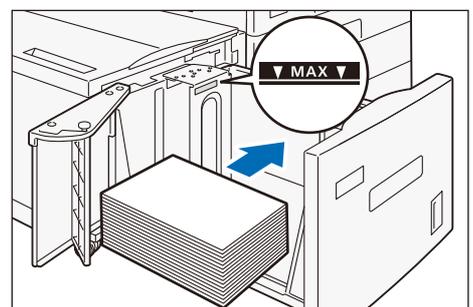


Note

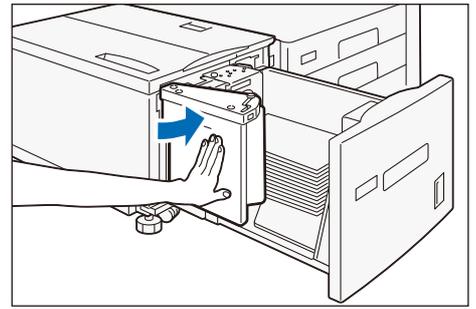
The groove on the left side of the end guide 8.5" is not used.



4. Fan a stack of paper, face the print surface down, and then load the paper with edges aligned according to the direction of the arrow.



5. Close the end guide completely.
6. Push in the Paper Tray .



Setting special paper and other media

Hole punched paper

Paper orientation: Load paper with holes facing the right side when viewed from the front of the machine

2.3 Paper Jams

If paper is jammed, the machine stops and an alarm sounds. Follow the instructions displayed on the screen to remove the jammed paper.

Gently remove the paper being careful not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside the machine.

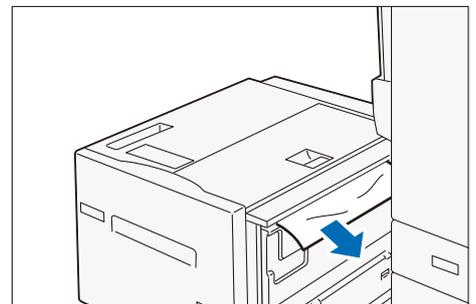
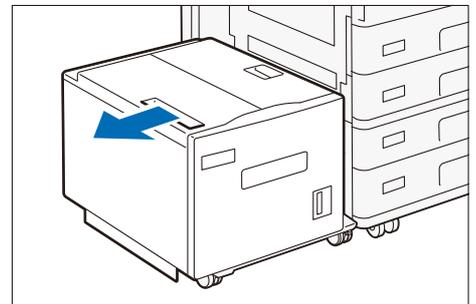
When you have finished clearing the paper jam, printing is resumed from the state before the paper jam occurred. If a paper jam occurred during copying, tap on [Start]. Copying is resumed from the state before the paper jam occurred.

 **Note**

Clear the paper jams while the machine is on.

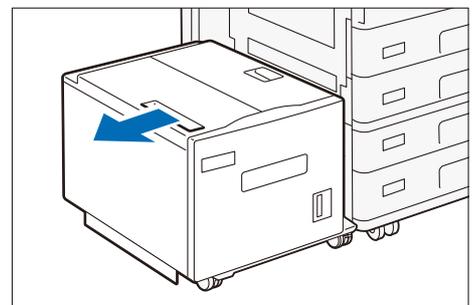
Exit

- 1. Hold the handle and move the unit all the way to the left.**
- 2. Remove the jammed paper.**
- 3. Move the unit to the right and connect it with the main unit.**

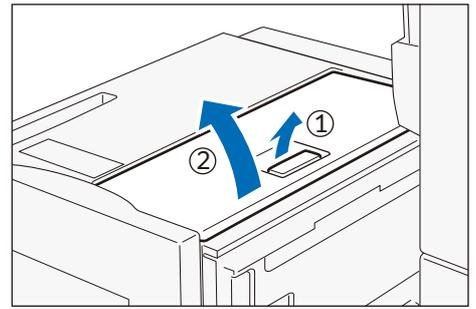


Inside of the Upper Cover

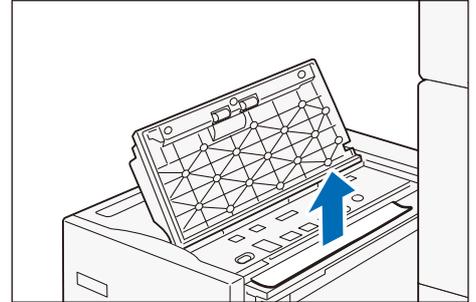
- 1. Hold the handle and move the unit all the way to the left.**



2. Pull the handle (①) and open the cover (②).



3. Remove the jammed paper.

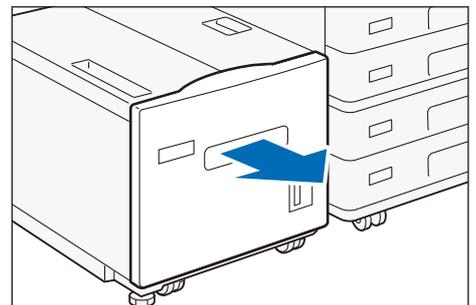


4. Close the cover.

5. Move the unit to the right and connect it with the main unit.

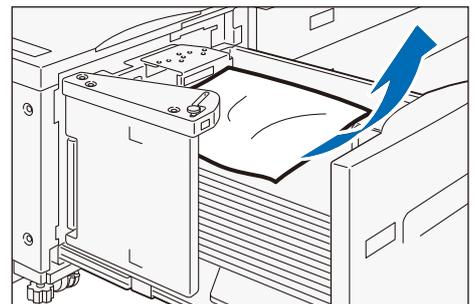
Paper Tray

1. Pull out the Paper Tray until it stops.



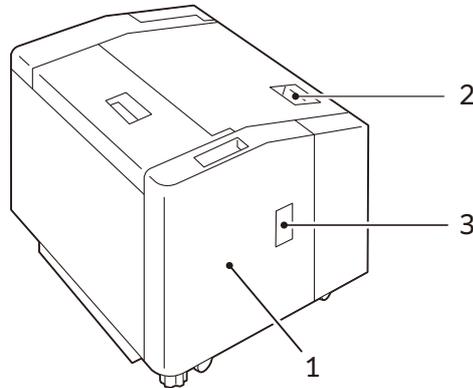
2. Remove the jammed paper.

3. Push in the Paper Tray .



3 High Capacity Feeder B2

3.1 Device Components



No.	Component	Function
1	High Capacity Tray (Paper Tray 6)	Load paper here.
2	Top Cover	Open this cover to clear paper jams.
3	Remaining Volume Display	You can check the remaining paper volume.

Main specifications

Item	Specification
Paper size	A4, Letter, JIS B5
Paper weight (g/m ²)	55 to 216
Maximum number of sheets (sheets) (C ² paper)	3,370
Dimensions (mm)	Width 476 x Depth 618 x Height 433
Weight (kg)	31

3.2 Paper and Other Media

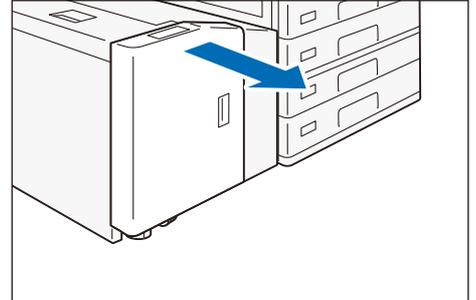
After loading paper, configure the Paper Tray settings on the Home screen.

Refer

For details, refer to "Setup" in "Reference Guide - Operations".

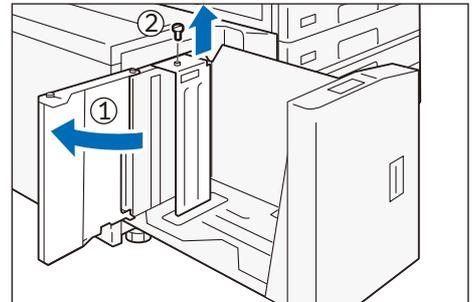
The top face of loaded paper is the surface printed on.

- 1. Pull out the Paper Tray until it stops.**
- 2. When paper is already loaded in the tray, take out the paper.**

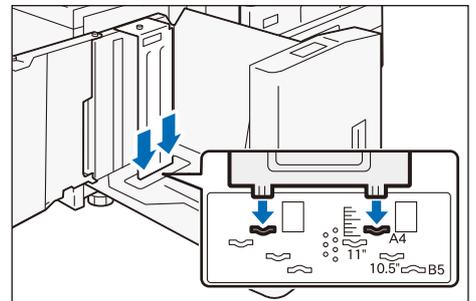


- 3. If changing the Paper Size, adjust the guide position.**

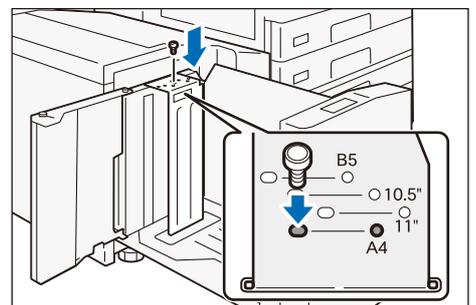
- 1) Open the end guide (①), remove the screw for the guide in the back (②), and remove the guide from the Paper Tray.**



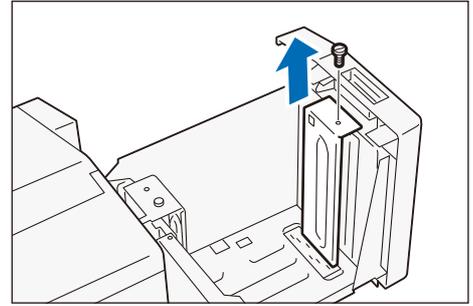
- 2) Insert the protrusions under the guide into the Paper Size holes.**



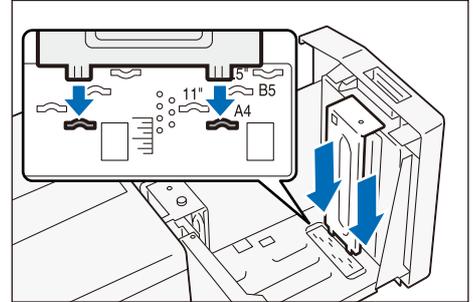
- 3) Insert the Paper Tray protrusions into the Paper Size holes on top of the guide and tighten the screw.**



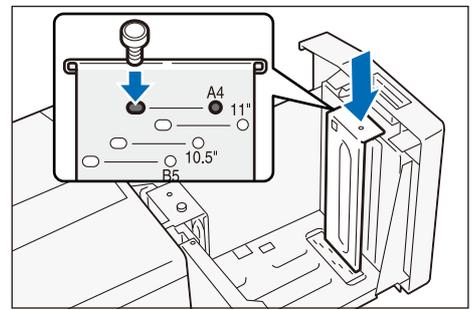
4) Remove the screw for the guide in front and remove the guide from the Paper Tray.



5) Insert the protrusions under the guide into the Paper Size holes.



6) Insert the Paper Tray protrusions into the Paper Size holes on top of the guide and tighten the screw.

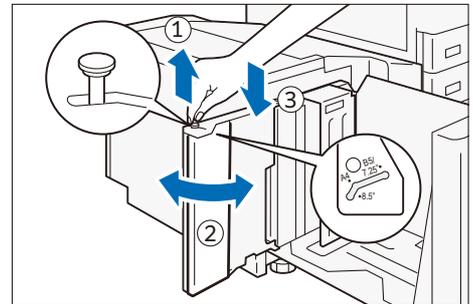


7) Pull the handle for the end guide up (①), align with the Paper Size while moving the handle along the groove (②), and lower the handle (③).

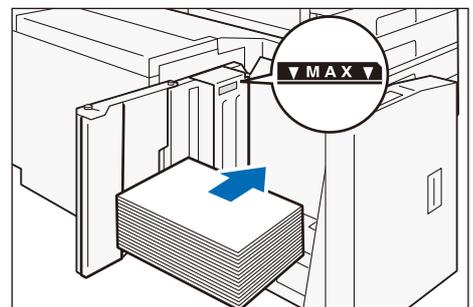


Note

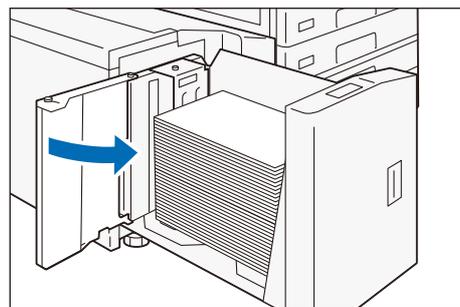
The groove on the left side of the end guide 8.5" is not used.



4. Fan a stack of paper, face the print surface down, and then load the paper with edges aligned according to the direction of the arrow.



5. Close the end guide completely.
6. Push in the Paper Tray.



Setting special paper and other media

Hole punched paper

Paper orientation: Load paper with holes facing the right side when viewed from the front of the machine

3.3 Paper Jams

If paper is jammed, the machine stops and an alarm sounds. Follow the instructions displayed on the screen to remove the jammed paper.

Gently remove the paper being careful not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside the machine.

When you have finished clearing the paper jam, printing is resumed from the state before the paper jam occurred. If a paper jam occurred during copying, tap on [Start]. Copying is resumed from the state before the paper jam occurred.

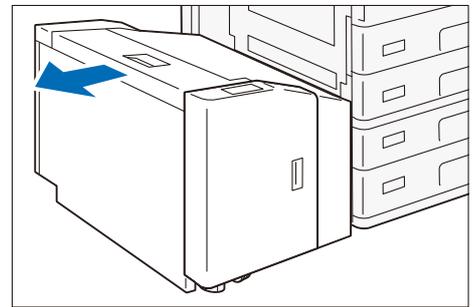


Note

Clear the paper jams while the machine is on.

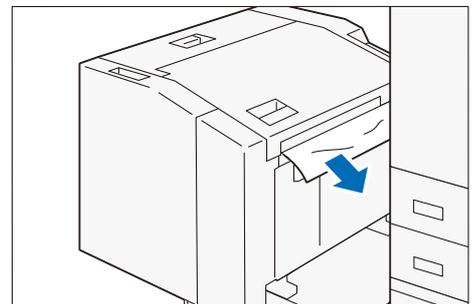
Exit

1. Hold the handle and move the unit all the way to the left.



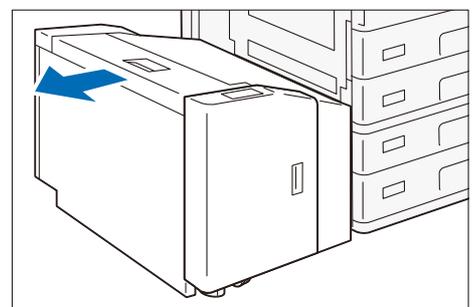
2. Remove the jammed paper.

3. Move the unit to the right and connect it with the main body.

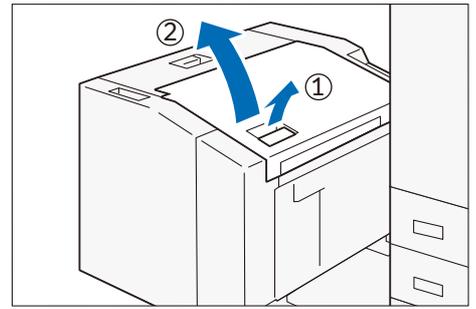


Inside of the Upper Cover

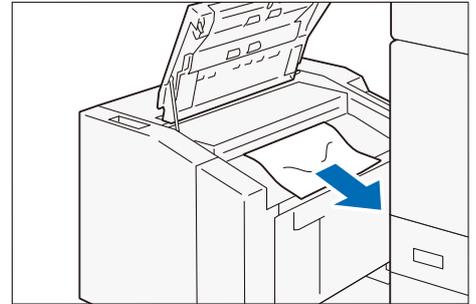
1. Hold the handle and move the unit all the way to the left.



2. Pull the handle (①) and open the cover (②).



3. Remove the jammed paper.

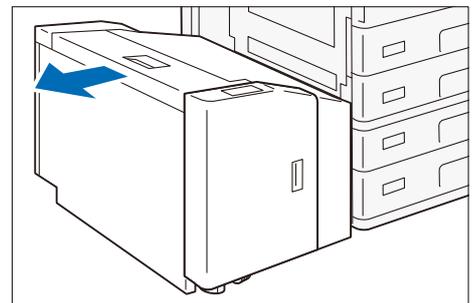


4. Close the cover.

5. Move the unit to the right and connect it with the main body.

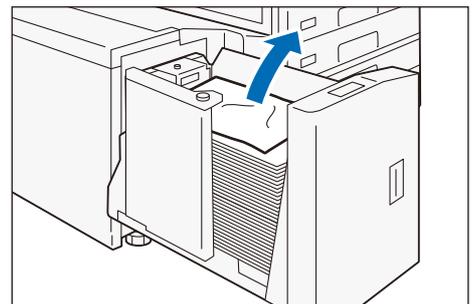
Paper Tray

1. Pull out the Paper Tray until it stops.



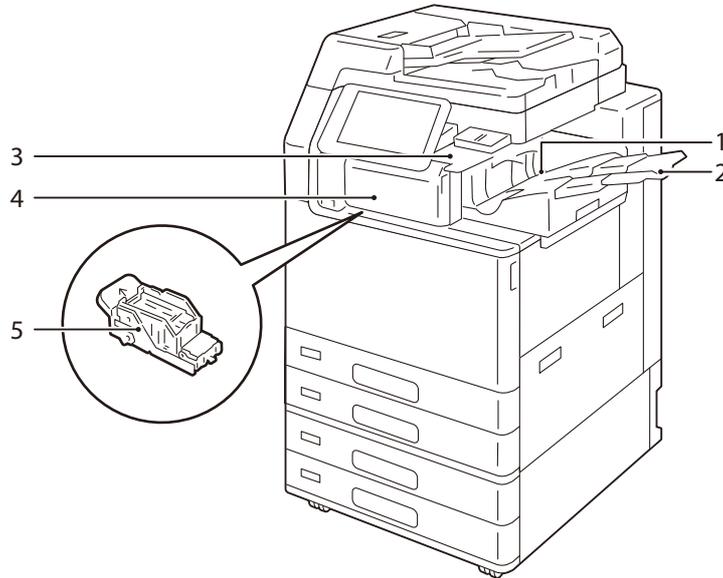
2. Remove the jammed paper.

3. Push in the Paper Tray.



4 Finisher A2

4.1 Device Components



No.	Component	Function
1	Center Tray	Outputs are delivered here.
2	Extension Tray, Guide Wire	This prevents the ejected paper from falling out.
3	Top Cover	Open this cover to clear paper jams.
4	Front Cover	Open this cover to replace staples or remove jammed staples.
5	Staple Cartridge	This unit is used to replace staples.

Main specifications

Item	Specification			
Type	Sort (Offset available) / Stack (Offset available)			
Paper size	Standard size	Max	A3, 11 x 17"	
		Min	Postcard (by Japan Post)	
Paper weight (g/m ²)	52 to 256			
Tray capacity	A4 	No staple (sheets)	500	
		With staples	30 copies or 500 sheets	
	JIS B4 (sheets)	250		
	A3 or greater (sheets)	200		
	Mixed Size Stacking (sheets)	250		
 Note <ul style="list-style-type: none"> • This value applies if our C² paper is used. • Mixed Size Stacking refers to a condition in which larger paper is stacked on top of smaller paper, such as A4 on top of JIS B5 or JIS B4 on top of A4. 				
Staple	Maximum number of sheets of paper (sheets)	A4	50	
		JIS B4 or greater	30	
	 Note This value applies if paper of 90 g/m ² or less is used.			
	Paper size	Standard size	Max	A3, 11 x 17"
			Min	JIS B5 
	Paper weight (g/m ²)	52 to 256		
Stapled location	1 location, 2 locations			
Dimensions (mm)	Width 478 x Depth 461 x Height 238			
Weight (kg)	11			

Number of sheets that can be stapled (Approximation: For A4)

Paper weight (g/m ²)	Uncoated	Coated
52 to 90	50	-
91 to 105	30	-
106 to 128	25	15
129 to 150	20	10
151 to 176	15	7
177 to 220	10	5
221 to 256	3	3
-: Ejection is not available.		

4.2 Outputting Paper

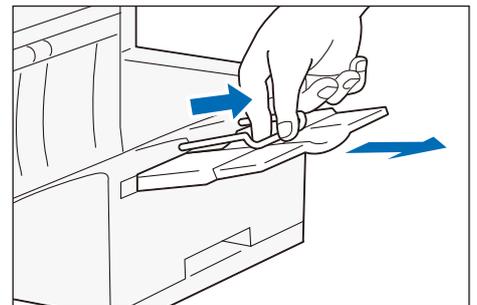
Extension Tray

To eject SEF paper, pull out the Extension Tray and guide wire.



Note

Roller-shaped trace may be left on coated paper.



4.3 Staple Cartridge

For the replacement method, refer to the steps on the label that is affixed on the machine.

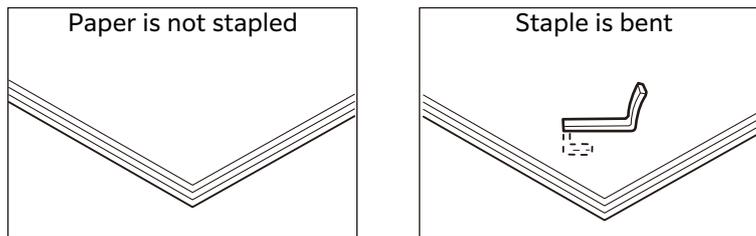
 **Note**

Use up the staples before replacing.

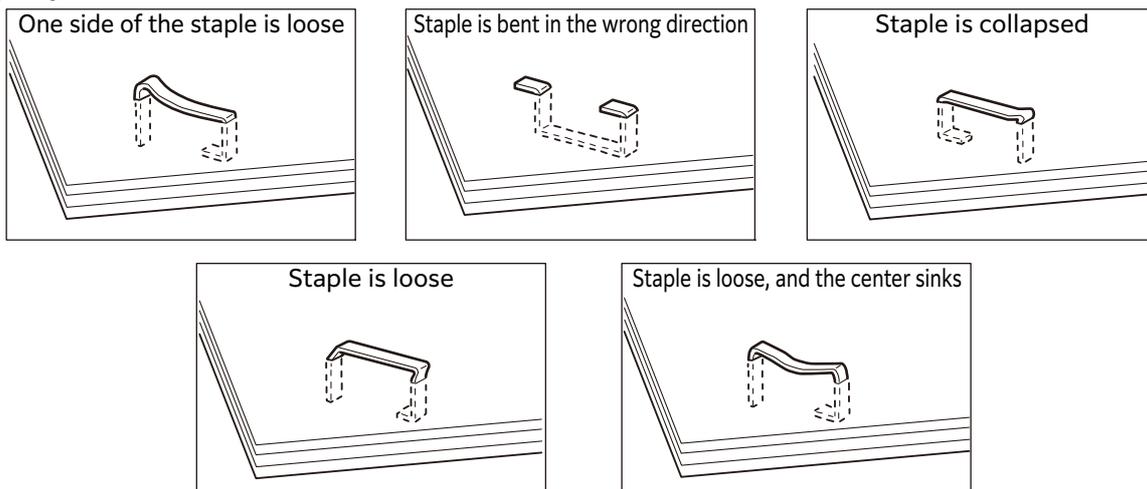
Staple Jams

If paper is not being stapled or if staples are bent, follow the procedures mentioned in the following pages.

If the issue isn't resolved even after the procedure, contact our customer support center or sales agency.



If the staple looks like any of the following images, contact our customer support center or sales agency.



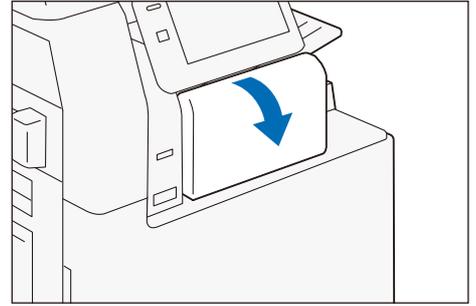
 **Caution**

Please be very careful not to hurt your fingers, etc. when removing the jammed staple.

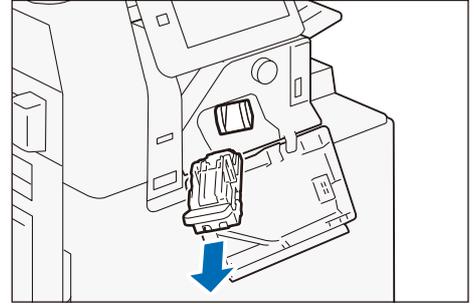
 **Note**

- Depending on the usage condition, such as the paper type, staples may be bent or bent staples may be caught inside of the unit, causing paper jamming.
- If you open the Staple Cartridge cover, be sure to remove all bent staples. Not removing bent staples may cause staple jamming. Only open the Staple Cartridge cover when you are removing the jammed staples.

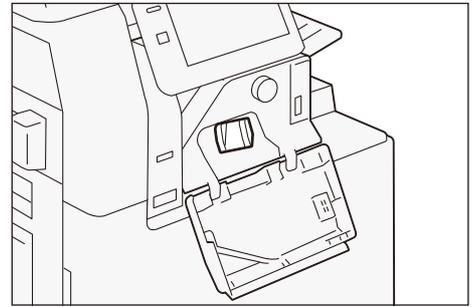
1. Confirm that the machine is not operating, and open the Front Cover.



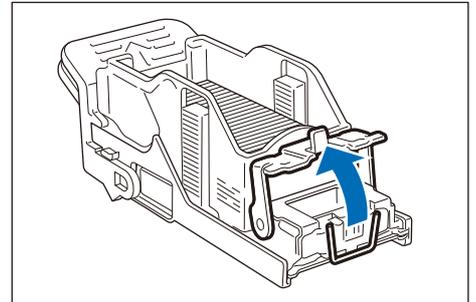
2. Remove the cartridge.



3. Check to make sure that there is no staple inside of the Finisher.



4. Push the metal part of the cartridge up.

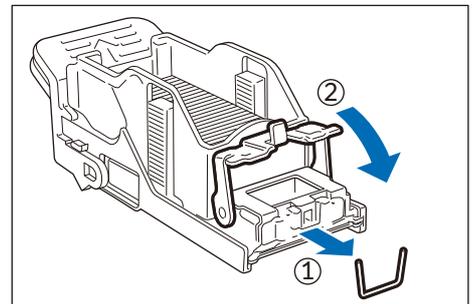


5. Remove the jammed staple (①) and return the pushed up metal part back to the original position (②).

6. Insert the cartridge into the original position.

Hold the handle and lightly press it up until you hear a click.

7. Close the Front Cover.



4.4 Paper Jams

If paper is jammed, the machine stops and an alarm sounds. Follow the instructions displayed on the screen to remove the jammed paper.

Gently remove the paper being careful not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside the machine.

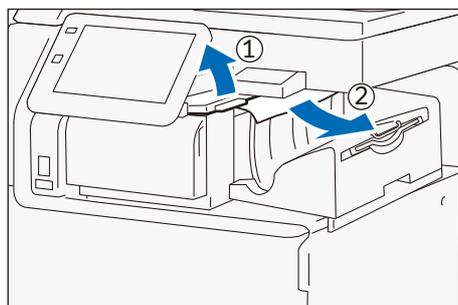
When you have finished clearing the paper jam, printing is resumed from the state before the paper jam occurred. If a paper jam occurred during copying, tap on [Start]. Copying is resumed from the state before the paper jam occurred.

 **Note**

Clear the paper jams while the machine is on.

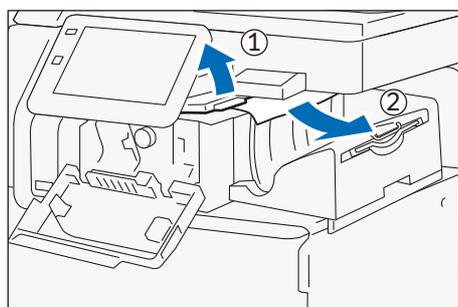
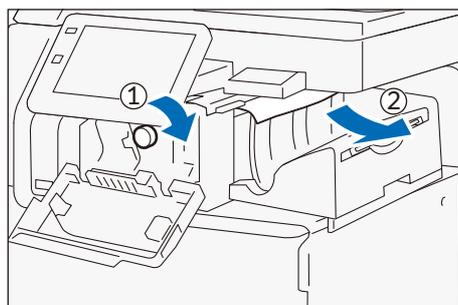
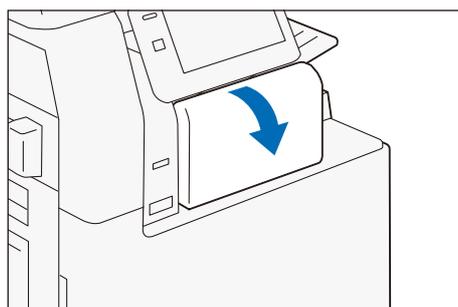
Top Cover

1. Open the Upper Cover (①) and remove the jammed paper (②).
2. Close the cover.



Finisher Connection

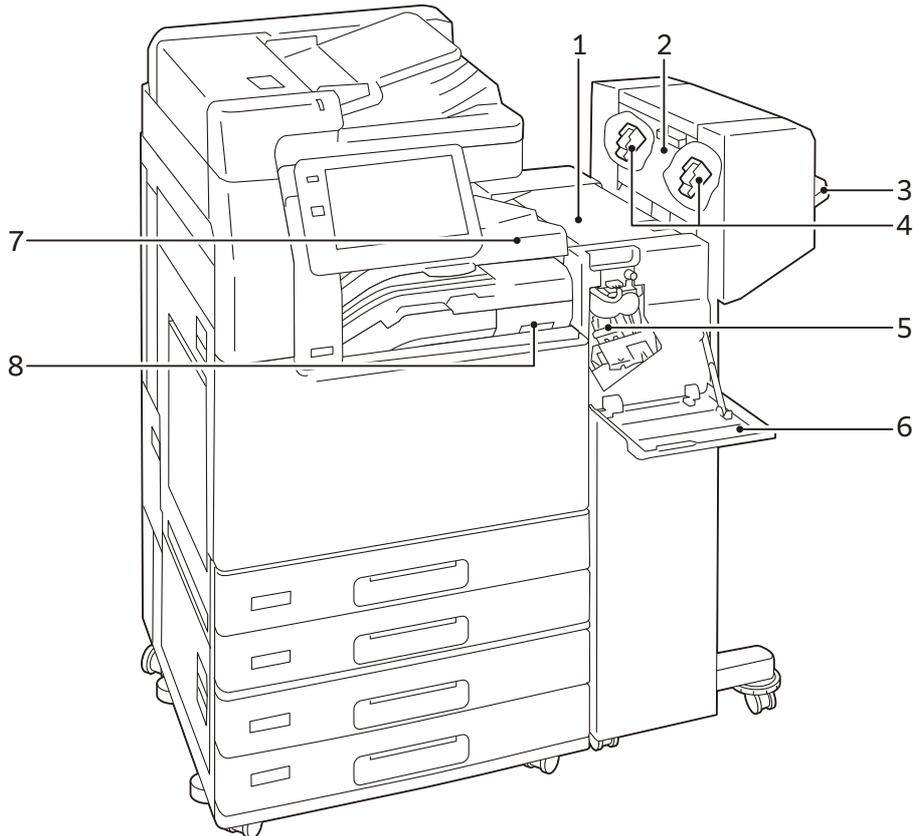
1. Open the Front Cover.
2. Turn knob in the right direction (①) and send the jammed paper to the Center Tray side (②).
3. Open the Upper Cover (①) and remove paper (②).
4. Close the Upper Cover.
5. Close the Front Cover.



5 Finisher B

In this guide, "Finisher B4," and "Finisher B5," are generally referred to as "Finisher B".

5.1 Device Components



No.	Component	Function
1	Top Cover	Open this cover to clear paper jams.
2	Side Cover	Open this cover when replacing staples for saddle stitch.
3	Finisher Tray	Finished paper is ejected.
4	Staple cartridges for saddle stitch	This unit is used to replace staples for saddle stitch. There are two.
5	Staple cartridge for side stitch	This unit is used to replace staples for side stitch.
6	Front Cover	Open this cover to clear paper jams, replace the Staple Cartridge or remove jammed staples.
7	Center Tray Cover	Open this cover to clear paper jams.
8	Hole Punch Waste Container	Punched pieces go in here.

Main specifications

Item	Specification			
Type	Sort (Offset available) / Stack (Offset available)			
Paper size	Standard size	Max	A3, 11 x 17"	
		Min	A5	
Paper weight (g/m ²)	52 to 300			
Tray capacity	No staple (sheets)	A4	2,000	
		JIS B4 or greater	1,000	
		Mixed Size Stacking	300	
	With staples	A4	100 copies or 1,000 sheets	
		JIS B4 or greater 2 locations	75 copies or 750 sheets	
		Mixed Size Stacking	70 copies or 200 sheets	
		Saddle stitch / Single Fold	50 copies or 600 sheets	
		Single Fold (sheets)	500	
	 Note <ul style="list-style-type: none"> • This value applies if our C² paper is used. • Mixed Size Stacking refers to a condition in which larger paper is stacked on top of smaller paper, such as A4 on top of JIS B5 or JIS B4 on top of A4. • The output operation automatically stops when the tray becomes full. 			
	Staple	Maximum number of sheets of paper (sheets)	50	 Note This value applies if paper of 90 g/m ² or less is used.
Paper size		Standard size	Max	A3, 11 x 17"
			Min	A5
Paper weight (g/m ²)		52 to 256		
Stapled location	1 location, 2 locations			

Item	Specification			
Staple-Free Staple	Maximum number of sheets of paper (sheets)	10 (Same weight, same size)		
	Paper size	Standard size	Max	A3, 11 x 17"
			Min	A5
	Paper weight (g/m ²)	60 to 105 (Uncoated)		
Stapled location	1 location, 2 locations			
Hole Punch (With Punch Unit)	Paper size	Standard size	Max	A3, 11 x 17"
			Min	A5
	Paper weight (g/m ²)	52 to 220		
Number of punched holes	2 holes / 4 holes or 2 holes / 3 holes (US standard)			
			 Note The number of punched holes that can be processed differs for each Paper Size.	
Saddle stitch / Single Fold (With Booklet Maker Unit)	Maximum number of sheets of paper (sheets)	Saddle stitch	15	
		Single Fold	5	
	Paper size	Standard size	Max	A3, 11 x 17"
			Min	A4, Letter
	Paper weight (g/m ²)	Saddle stitch	64 to 80 (Uncoated)	
Single Fold		64 to 105 (Uncoated)		
Dimensions (mm)	Finisher	Width 592 x Depth 653 x Height 1,041		
	Finisher with Booklet Maker	Width 592 x Depth 673 x Height 1,076		
Weight (kg)	Finisher B4	26		
	Finisher B4 with Booklet Maker	36		
	Finisher B5	28		
	Finisher B5 with Booklet Maker	38		

Number of sheets that can be stapled (approximation)

Paper weight (g/m ²)	Staple		Staple-Free Staple	
	Uncoated	Coated	Uncoated	Coated
52 to 59	50	-	-	-
60 to 80	50	-	10	-
81 to 90	50	-	7	-
91 to 105	30	-	6	-
106 to 128	25	15	-	-
129 to 150	20	10	-	-
151 to 176	15	7	-	-
177 to 220	10	5	-	-
221 to 256	3	3	-	-
-: Ejection is not available.				

Staple-Free Staples do not possess the same level of binding strength as regular staples.

With Staple-Free Staples, the bound part may be easily come apart depending on the paper, temperature, humidity, and how you flip the paper.

5.2 Staple Cartridge

Replacing Cartridge

Consumables recommended by our company are manufactured under the standards suitable for this machine. Using consumables not recommended by our company may affect print quality or performance provided by the product. Use consumables that our company recommends for this machine.

For the replacement method, refer to the steps on the label that is affixed on the machine.



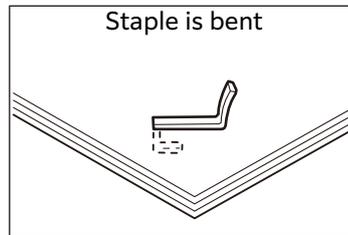
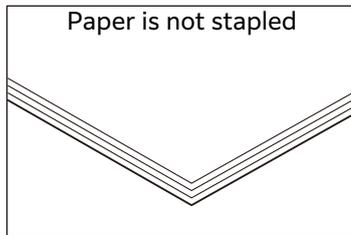
Note

Use up the staples before replacing.

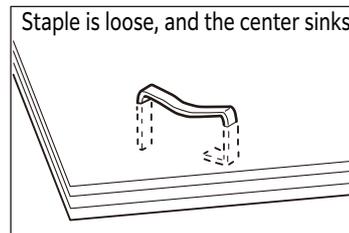
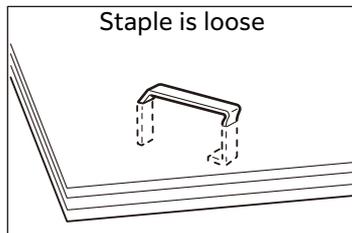
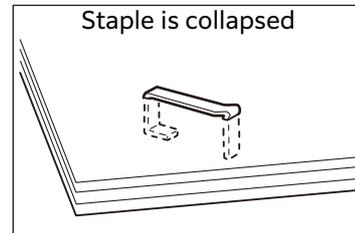
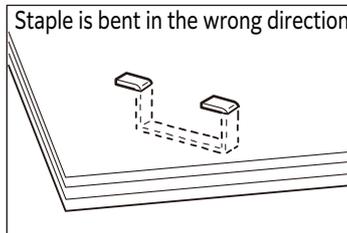
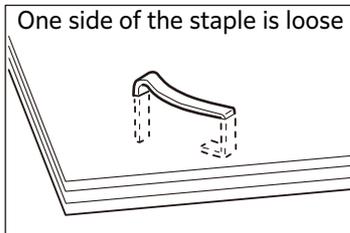
Staple Jams

If paper is not being stapled or if staples are bent, follow the procedures mentioned in the following pages.

If the issue isn't resolved even after the procedure, contact our customer support center or sales agency.



If the staple looks like any of the following images, contact our customer support center or sales agency.



⚠ Caution

Please be very careful not to hurt your fingers, etc. when removing the jammed staple.



Note

- Depending on the usage condition, such as the paper type, staples may be bent or bent staples may be caught inside of the unit, causing paper jamming.
- If you open the Staple Cartridge cover, be sure to remove all bent staples. Not removing bent staples may cause staple jamming. Only open the Staple Cartridge cover when you are removing the jammed staples.

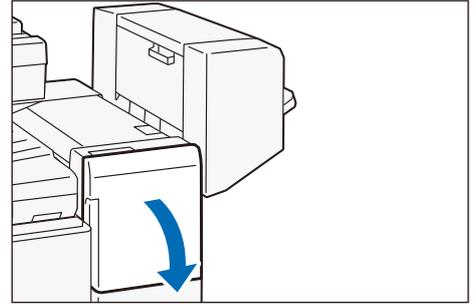
Staple cartridge for side stitch

 **Note**

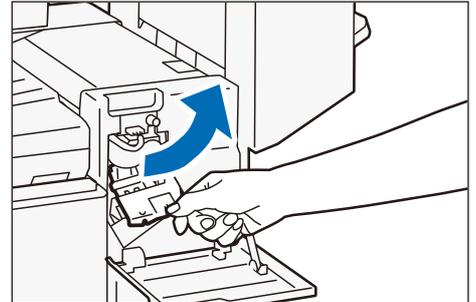
In case of jammed staples when using the Staple cartridges for saddle stitch, contact our customer support center or sales agency.

1. When you are removing the jammed staples from the staple cartridge when [Staple-Free] is set in  > [Device] > [Maintenance] > [Adjust Finisher] > [Stapling Preference], on the message screen or by navigating from [Device Status] > [Supplies] > [Staple Cartridge (R1)], first press [Check], and then remove the jammed staples according to the instructions on the screen.

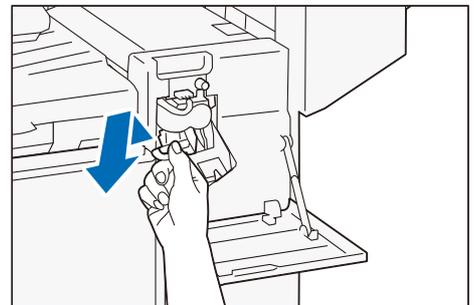
2. Confirm that the machine is not operating, and open the Front Cover.



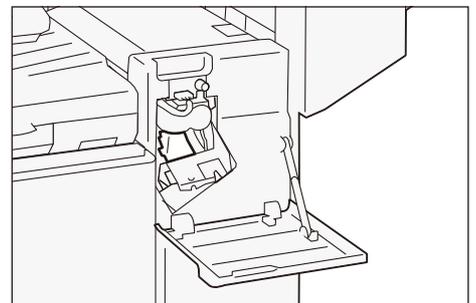
3. Hold [R1] and move the stapler unit to the front.



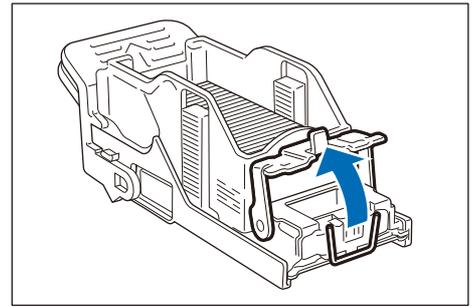
4. Hold the handle and remove the cartridge.



5. Check to make sure that there is no staple inside of the Finisher.



6. Push the metal part of the cartridge up.

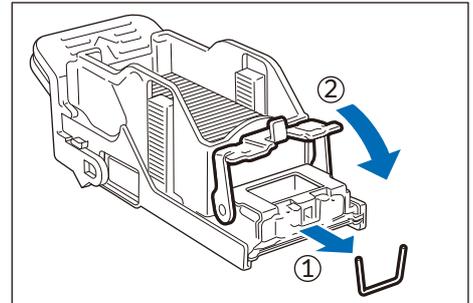


7. Remove the jammed staple (①) and return the pushed up metal part back to the original position (②).

8. Insert the cartridge into the original position.

Hold the handle and lightly press it up until you hear a click.

9. Close the cover.



5.3 Paper Jams

If paper is jammed, the machine stops and an alarm sounds. Follow the instructions displayed on the screen to remove the jammed paper.

Gently remove the paper being careful not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside the machine.

When you have finished clearing the paper jam, printing is resumed from the state before the paper jam occurred. If a paper jam occurred during copying, tap on [Start]. Copying is resumed from the state before the paper jam occurred.



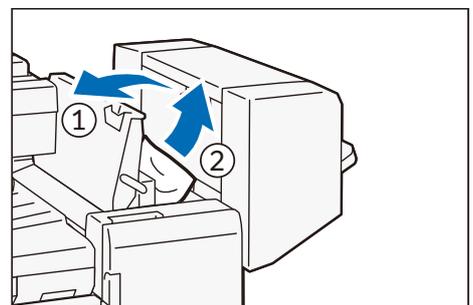
Note

Clear the paper jams while the machine is on.

Top Cover

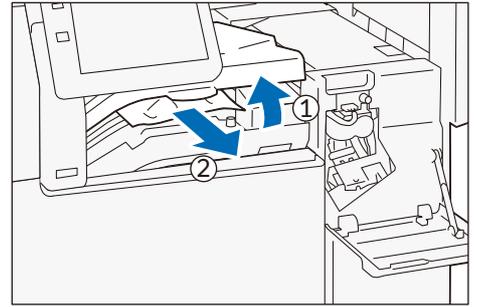
1. Open the Upper Cover (①) and remove the jammed paper (②).

2. Close the Upper Cover.



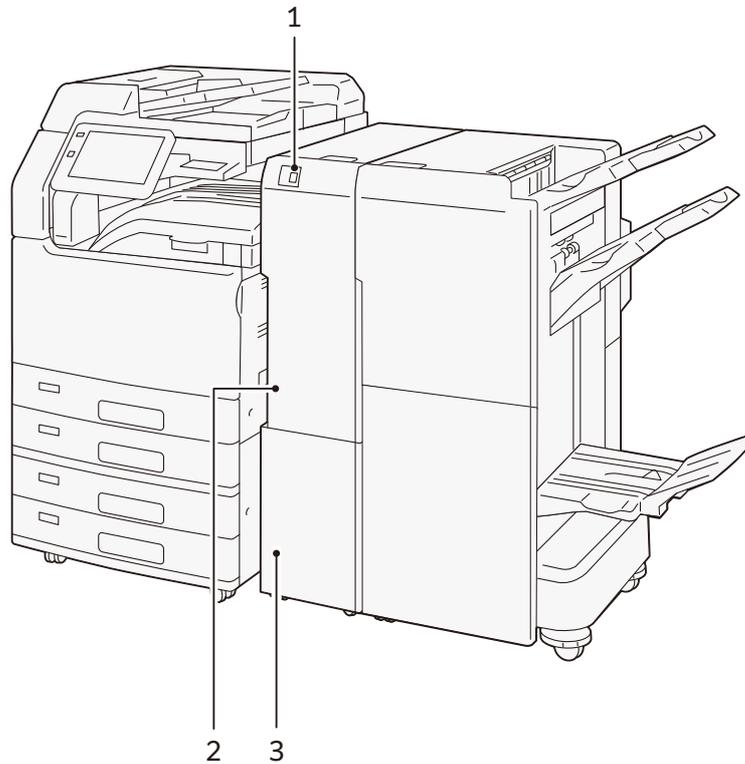
Center Tray Cover

- 1.** Open the Center Tray Cover (①) and remove the jammed paper (②).
- 2.** Close the Center Tray Cover.



6 Folder Unit

6.1 Device Components



No.	Component	Function
1	Tri-Fold Output Tray Button	Press the button to remove paper from the Tri-Fold Output Tray. The Tri-Fold Output Tray is opened when the lamp stops blinking and comes on and the lock is released.
2	Cover	Open this cover to clear paper jams.
3	Tri-Fold Output Tray	Paper is ejected only to this tray in case of inner C-Fold and Z-Fold sheets.

Main specifications

Item	Specification	
Z-Fold Half Sheet	Paper size	A3, 11 x 17", JIS B4
	Paper weight (g/m ²)	60 to 90 (Uncoated)
Tri-fold	Paper size	A4, Letter
	Paper weight (g/m ²)	60 to 90 (Uncoated)
Tray capacity	40 sheets  Note This value applies if our C ² paper is used.	
Power supply	AC 100 V ± 10%, 1 A, 50/60 Hz common	
Maximum power consumption	100 W	
Dimensions (mm)	Width 232 x Depth 588 x Height 991	
Weight (kg)	52	

6.2 Paper Jams

If paper is jammed, the machine stops and an alarm sounds. Follow the instructions displayed on the screen to remove the jammed paper.

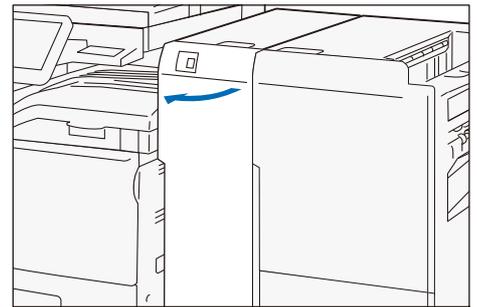
Gently remove the paper being careful not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside the machine.

When you have finished clearing the paper jam, printing is resumed from the state before the paper jam occurred. If a paper jam occurred during copying, tap on [Start]. Copying is resumed from the state before the paper jam occurred.

 **Note**

Clear the paper jams while the machine is on.

1. Open the Cover.

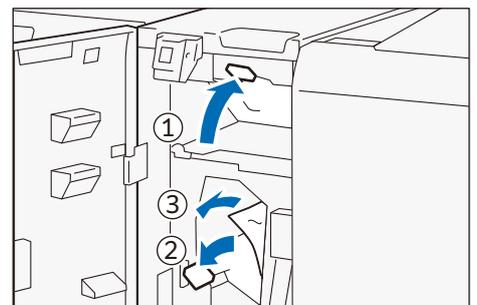


2. Remove the jammed paper.

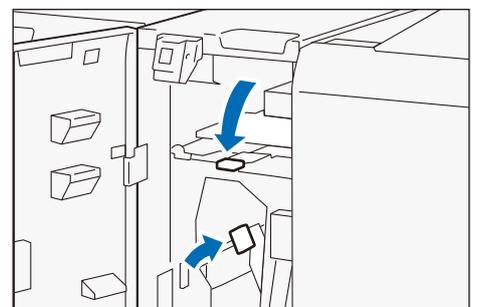
- P.31 Top
- P.32 Right side
- P.32 Tri-Fold Output Tray

Top

1) Open the handle [2a] upward (①), open the handle [2b] to the left (②), and remove the jammed paper (③).

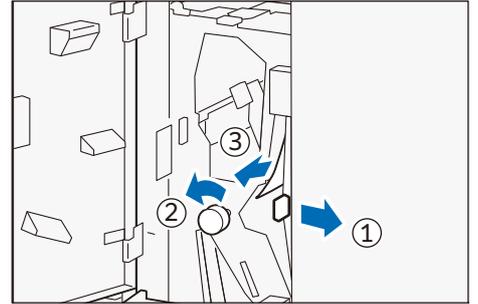


2) Return the handle [2a] and handle [2b].

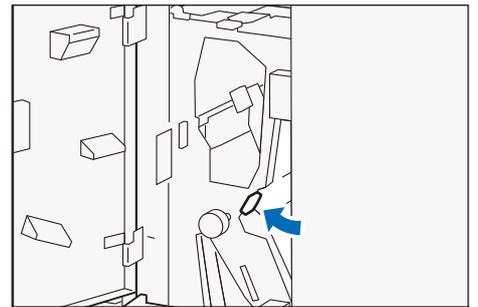


Right side

- 1) Open the handle [2g] to the right (①), turn the knob [2c] to the left (②), and remove the jammed paper (③).

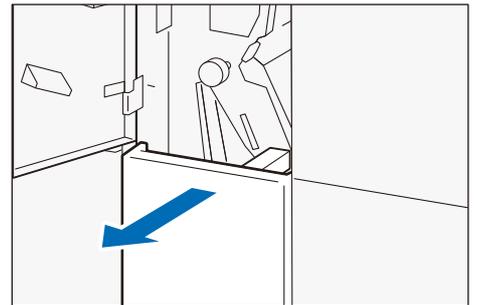


- 2) Return the handle [2g].

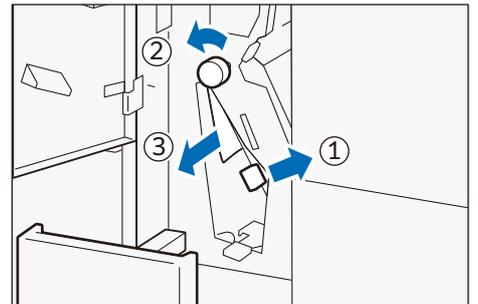


Tri-Fold Output Tray

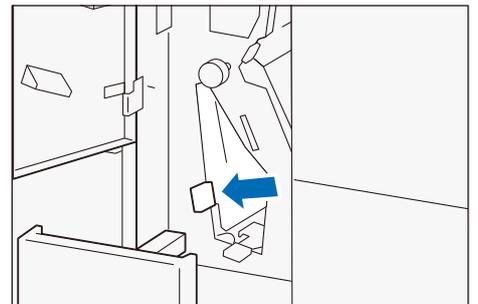
- 1) Pull out the Tri-Fold Output Tray [2d].



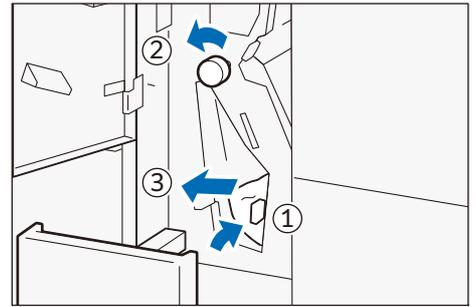
- 2) Open the handle [2e] to the right (①), turn the knob [2c] to the left (②), and remove the jammed paper (③).



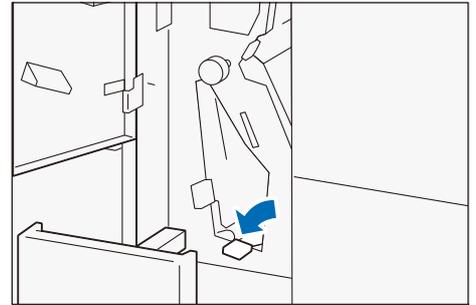
- 3) Return the handle [2e].



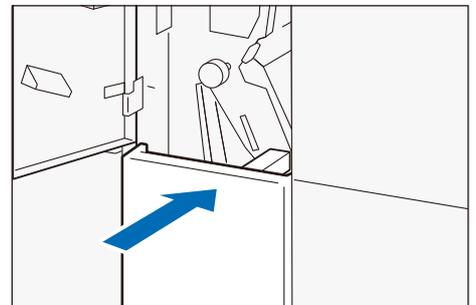
- 4) If it is difficult to remove the paper, open the handle [2f] to the right (①), turn the knob [2c] to the left (②), and remove the jammed paper (③).



- 5) Return the handle [2f].



- 6) Return the Tri-Fold Output Tray [2d] to the original position.

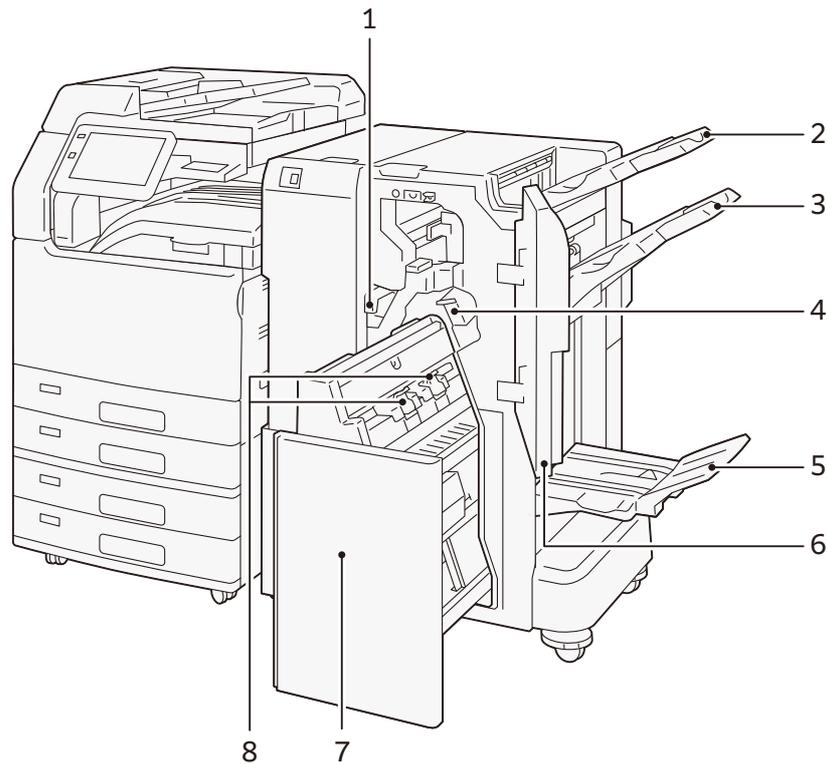


3. Close the cover.

7 Finisher C

In this guide, “Finisher C4”, “Finisher C4 with Booklet Maker”, “Finisher C5” and “Finisher C5 with Booklet Maker” are generally referred to as “Finisher C”.

7.1 Device Components



No.	Component	Function
1	Hole Punch Waste Container	Punched pieces go in here.
2	Top Output Tray	Outputs are delivered here.
3	Finisher Tray	Side stitch paper is ejected.
4	Staple cartridge for side stitch	This unit is used to replace staples for side stitch.
5	Booklet Tray*	Saddle stitch paper is ejected.
6	Cover	Open this cover to clear paper jams, replace the Staple Cartridge, remove jammed staples or dispose of cut pieces for punched holes.
7	Maker	This device is used to fold paper into two or staple folded paper.
8	Staple cartridges for saddle stitch*	This unit is used to replace staples for saddle stitch. There are two.

*In case of Finisher with Booklet Maker

Main specifications

Item	Specification			
Type	Top Output Tray	Sort (Offset available) / Stack (Offset available)		
	Finisher Tray	Sort (Offset available) / Stack (Offset available)		
	Booklet Tray	Sort / Stack		
Paper size	Top Output Tray	Standard size	Max	12 x 19"
			Min	Postcard (by Japan Post)
	Finisher Tray	Standard size	Max	12 x 19"
			Min	A5
Paper weight (g/m ²)	Top Output Tray	Uncoated	52 to 300	
	Finisher Tray	Coated	106 to 300	
	Booklet Tray	According to saddle stitch / Bi-Fold		
Tray capacity	Top Output Tray	500 sheets (A4)		
	Finisher Tray (No staple) (sheets)	A4	3,000 (1,500 sheets with Booklet Finisher)	
		JIS B4 or greater	1,500	
		A5	1,000	
		Mixed Size Stacking	300	
	Finisher Tray (With staples)	A4	200 copies or 3,000 sheets (1,500 sheets with Booklet Finisher)	
		JIS B4 or greater	100 copies or 1,500 sheets	
		A5	100 copies or 1,000 sheets	
		Mixed Size Stacking	70 copies or 200 sheets	
	Booklet Tray	20 copies		

 **Note**

- This value applies if our C² paper is used.
- Mixed Size Stacking refers to a condition in which larger paper is stacked on top of smaller paper, such as A4 on top of JIS B5 or JIS B4 on top of A4.
- If there are 16 sheets per copy on the Booklet Tray, the maximum number is 15 copies. If there are 17 or more sheets per copy, the maximum number is 10 copies.
- The output operation automatically stops when the tray becomes full.

Item	Specification					
Staple	Maximum number of sheets of paper (sheets)	50  Note <ul style="list-style-type: none"> • This value applies if paper of 90 g/m² or less is used. • Up to 65 sheets are possible if 65 sheet cartridge is installed. 				
	Paper size	Standard size	Max	A3, 11 x 17"		
			Min	A5		
	Paper weight (g/m ²)	52 to 300				
Stapled location	1 location, 2 locations					
Staple-Free Staple	Maximum number of sheets of paper (sheets)	10 (Same weight, same size)  Note This value applies if paper of 80 g/m ² or less is used.				
	Paper size	Standard size	Max	A3, 11 x 17"		
			Min	A5		
	Paper weight (g/m ²)	60 to 105 (Uncoated)				
Stapled location	1 location, 2 locations					
Hole Punch (With Punch Unit)	Paper size	Standard size	Max	A3, 11 x 17"		
		Min	2 holes	A5		
			3 holes	JIS B5		
			4 holes	A4		
	Non-standard size (mm)	Width	203 to 297			
		Length	182 to 431			
	Paper weight (g/m ²)	Uncoated	52 to 200			
Coated		106 to 200				
Number of punched holes	2 holes / 4 holes or 2 holes / 3 holes (US standard)  Note The number of punched holes that can be processed differs for each Paper Size.					

Item	Specification			
Saddle stitch / Single Fold (Finisher with Booklet Maker)	Maximum number of sheets of paper (sheets)	Saddle stitch	20	 Note This value applies if paper of 90 g/m ² or less is used.
		Single Fold	5	
	Paper size	Standard size	Max	SRA3 (320 x 450 mm), 12 x 18" (305 x 457 mm), A3
			Min	JIS B5
Paper weight (g/m ²)	60 to 300			
Dimensions (mm)	Finisher		Width 644 x Depth 692 x Height 1,054	
	Finisher with Booklet Maker		Width 649 x Depth 692 x Height 1,054	
Weight (kg)	Finisher	C4	41 + 3 (Punch Unit)	
		C5	49	
	Finisher with Booklet Maker	C4	54 + 3 (Punch Unit)	
		C5	61	

Number of sheets that can be stapled (approximation)

Paper weight (g/m ²)	Side Stitch				Saddle stitch	
	Staple		Staple-Free Staple		Uncoated	Coated
	Uncoated	Coated	Uncoated	Coated		
52 to 59	50/65	-	-	-	20	-
60 to 80	50/65	-	10	-	20	-
81 to 90	50/65	-	7	-	20	-
91 to 105	30	-	6	-	7	-
106 to 128	25	15	-	-	7	7
129 to 150	20	10	-	-	7	7
151 to 176	15	7	-	-	7	7
177 to 220	10	5	-	-	5	5
221 to 300	3	3	-	-	3	3
-: Ejection is not available.						

Staple-Free Staples do not possess the same level of binding strength as regular staples.

With Staple-Free Staples, the bound part may be easily come apart depending on the paper, temperature, humidity, and how you flip the paper.

7.2 Staple Cartridge

Replacing Cartridge

Consumables recommended by our company are manufactured under the standards suitable for this machine. Using consumables not recommended by our company may affect print quality or performance provided by the product. Use consumables that our company recommends for this machine.

To place orders for consumables, take a note of the part number and contact your local representative.

When the end of life for a consumable is reached, a message appears on the control panel. Replace the consumable indicated in the message.

For the replacement method, refer to the steps on the label that is affixed on the machine.

Important

Proper disposal is required for consumables no longer needed. Do not open consumables. Return them to your local representative.

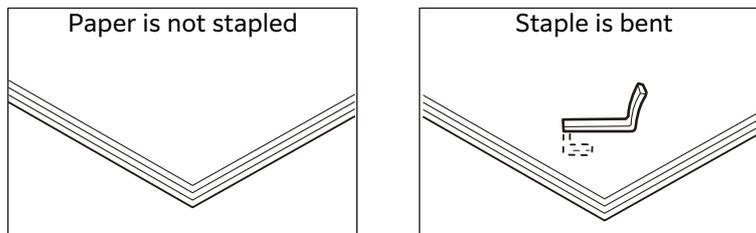
Note

- When replacing a consumable, conduct it while the machine is on.
- Use up the staples before replacing.

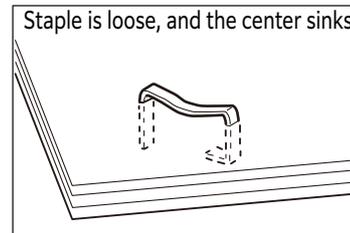
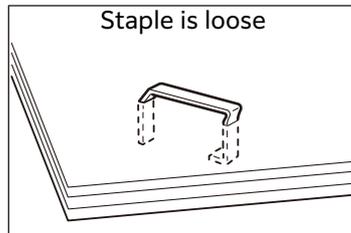
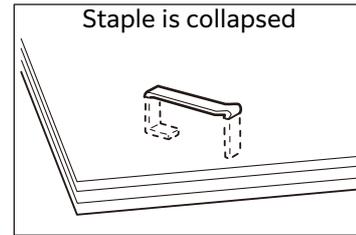
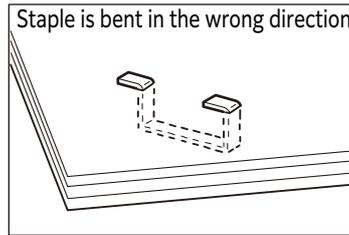
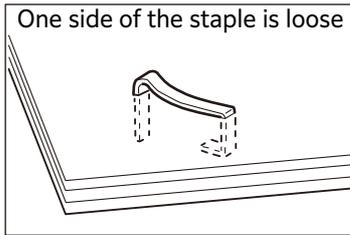
Staple Jams

If paper is not being stapled or if staples are bent, follow the procedures mentioned in the following pages.

If the issue isn't resolved even after the procedure, contact our customer support center or sales agency.



If the staple looks like any of the following images, contact our customer support center or sales agency.



Caution

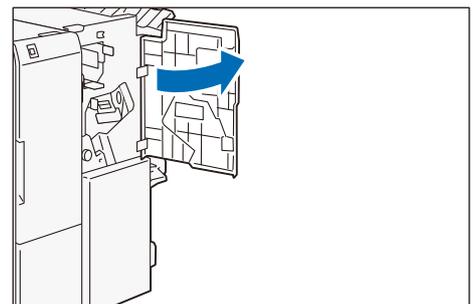
Please be very careful not to hurt your fingers, etc. when removing the jammed staple.

Note

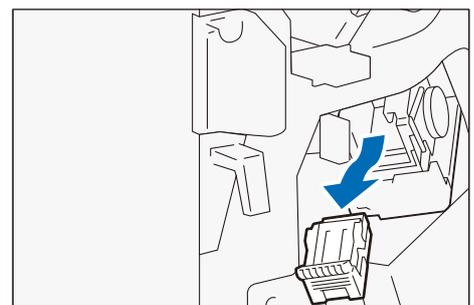
- Depending on the usage condition, such as the paper type, staples may be bent or bent staples may be caught inside of the unit, causing paper jamming.
- If you open the Staple Cartridge cover, be sure to remove all bent staples. Not removing bent staples may cause staple jamming. Only open the Staple Cartridge cover when you are removing the jammed staples.

Staple cartridge for side stitch

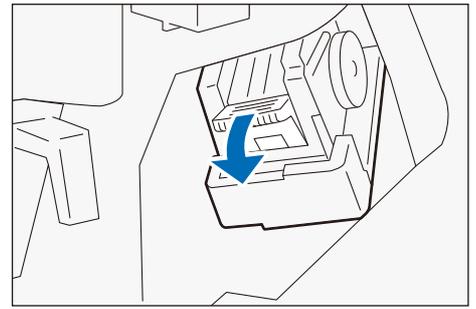
- 1.** On the message screen or by navigating from  > [Device Status] > [Supplies] > [Staple Cartridge (R1)], first press [Check], and then remove the jammed staples according to the instructions on the screen.
- 2.** Confirm that the machine is not operating, and open the Cover.



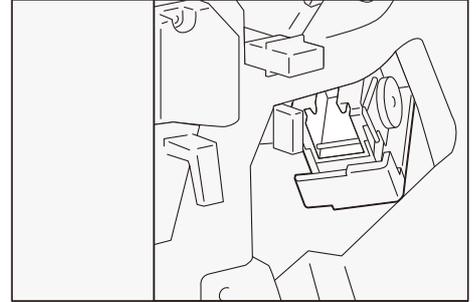
- 3.** Hold the handle and remove the cartridge.



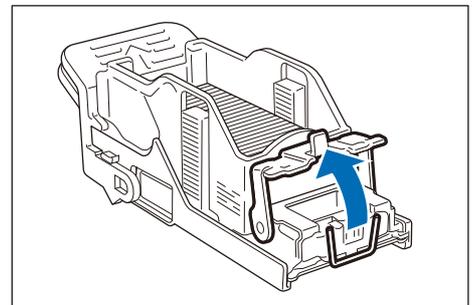
When using the 65 sheet cartridge, flip the handle down and remove the cartridge.



4. Check to make sure that there is no staple inside of the Finisher.



5. Push the metal part of the cartridge up.

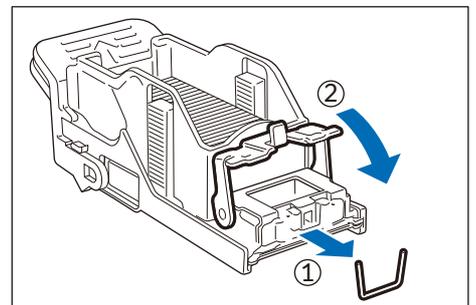


6. Remove the jammed staple (①) and return the pushed up metal part back to the original position (②).

7. Insert the cartridge into the original position.

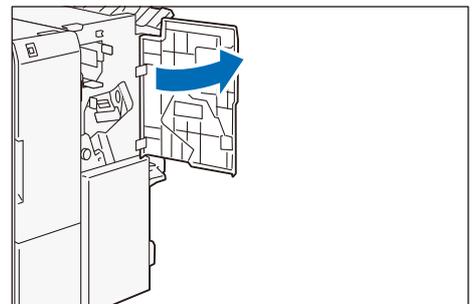
Hold the handle and lightly press it up until you hear a click.

8. Close the cover.

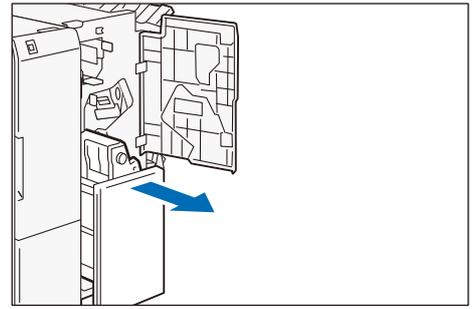


Staple cartridges for saddle stitch

1. Confirm that the machine is not operating, and open the Cover.



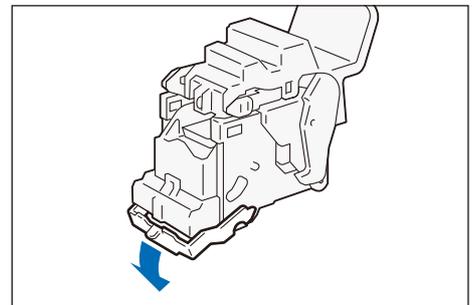
2. Pull out Booklet Maker [4].



3. Hold the cartridge handle and pull it out.



4. Remove the jammed staples.



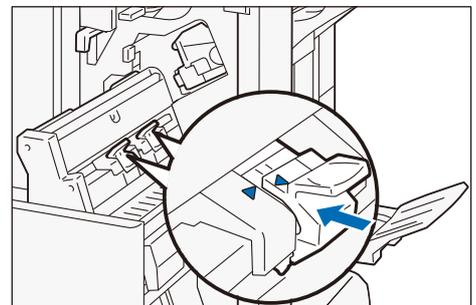
5. Insert the cartridge into the original position.

Hold the handle and lightly press it up until you hear a click.



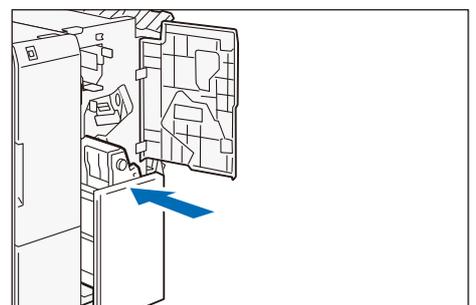
Note

Align the “▲” marks.



6. Slowly insert Booklet Maker [4] all the way.

7. Close the cover.



7.3 Paper Jams

If paper is jammed, the machine stops and an alarm sounds. Follow the instructions displayed on the screen to remove the jammed paper.

Gently remove the paper being careful not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside the machine.

When you have finished clearing the paper jam, printing is resumed from the state before the paper jam occurred. If a paper jam occurred during copying, tap on [Start]. Copying is resumed from the state before the paper jam occurred.

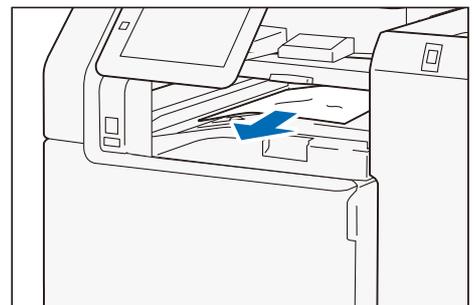
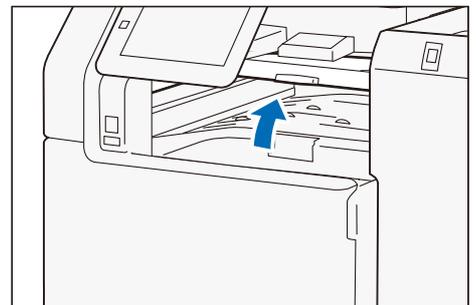
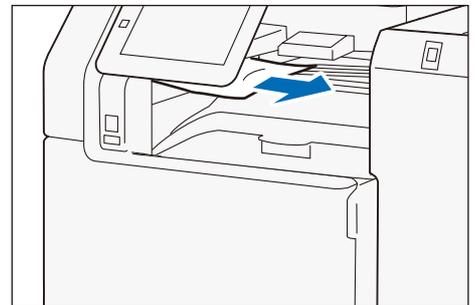


Note

Clear the paper jams while the machine is on.

Center Tray

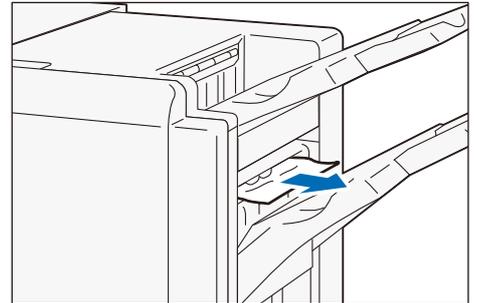
- 1. Remove the paper that is jammed in the Exit of the Center Tray.**
- 2. Hold the handle and open the Center Tray Cover [F].**
- 3. Remove the jammed paper.**
- 4. Close the cover.**



Exit

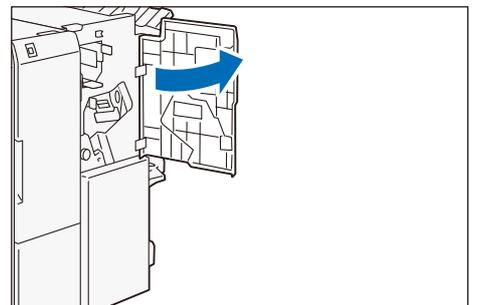
Finisher Tray

- 1) Remove the paper that is jammed in the Exit.



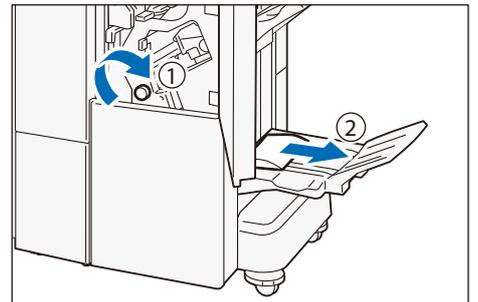
Booklet Tray

- 1) Open the Cover.



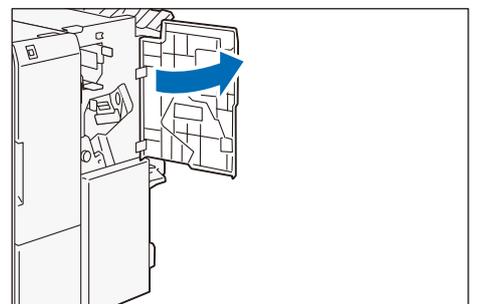
- 2) Turn the knob [4a] to the right (①) and remove the paper that is jammed in the Exit of the Booklet Tray (②).

- 3) Close the cover.



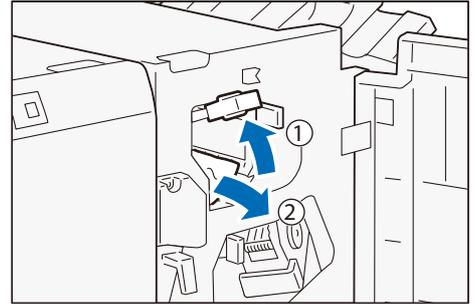
Inside of the Cover

1. Open the Cover.



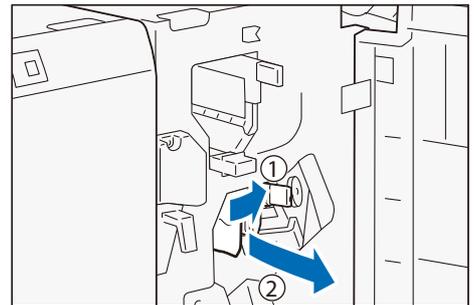
Handle [3a]

- 1) Open handle [3a] upward (①) and remove the jammed paper (②).
- 2) Return the handle [3a].



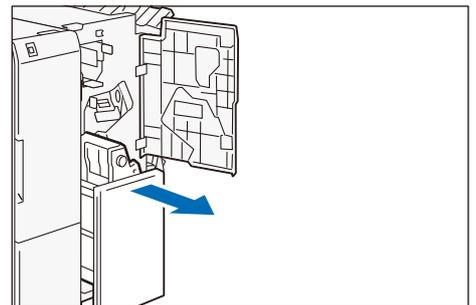
Handle [3d]

- 1) Open the handle [3d] to the right (①) and remove the jammed paper (②).
- 2) Return the handle [3d].



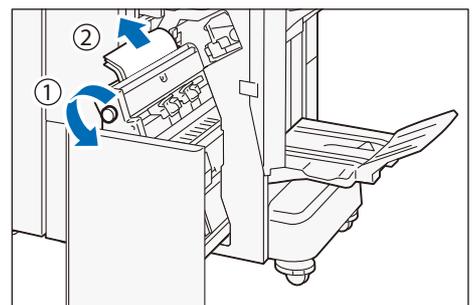
Booklet Maker

- 1) Hold the handle and pull out Booklet Maker [4].



- 2) Turn the knob [4a] to the left (①) and remove the jammed paper (②).

- 3) Slowly insert Booklet Maker [4] all the way.



2. Close the cover.