FUJIFILM

Apeos™

Reference Guide

Optional Units

Apeos C8180
Apeos C7580
Apeos C6580

Contents

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.
>
> - Offset catch tray, Simple catch tray: "Reference Guide- Main Unit"
>
> - Wireless Network Kit, Print / scan / FAX function-related products: "Reference Guide - Operations"
>
> - 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.

• Some parts of this manual are 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.

Regarding the notations and trademarks in this document, see the "Reference Guide- Main Unit".

Description in this manual such as feed capacity assumes C^2 paper (70 g/m^2).

1 High Capacity Feeder B1

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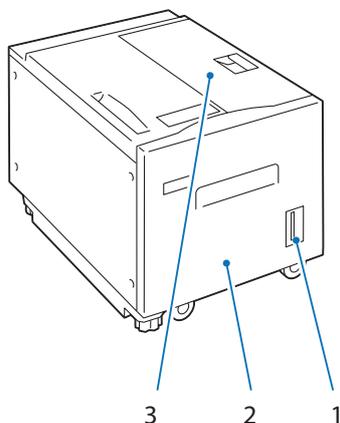
No.	Component	Function
1	Remaining Volume Display	You can check the remaining paper volume.
2	High Capacity Tray (Paper Tray 6)	Load paper here.
3	Top Cover	Open this cover to clear paper jams.

Main Specifications

| Item	Specification
Paper size	A4 ▯ , Letter (8.5 x 11") ▯ , JIS B5 ▯ , 7.25 x 10.5" (184 x 267 mm) ▯
Paper weight (g/m^2)	52 to 220
Tray capacity (sheets)	2,470
Dimensions (mm)	Width 389 x Depth 610 x Height 377
Weight (kg)	29

Loading Paper

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

> 👓 **Refer**
>
> For details, refer to "Setup" in "Reference Guide - Operations".
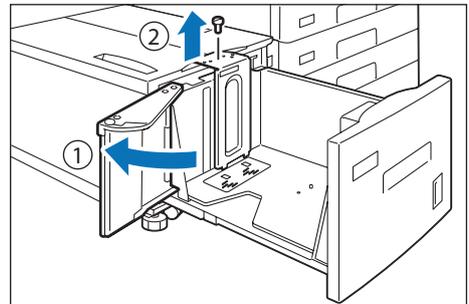
Images are printed on the face side of the loaded paper.

1. Pull out the Paper Tray toward you until it stops.

2. Remove any paper remaining in the Paper Tray.
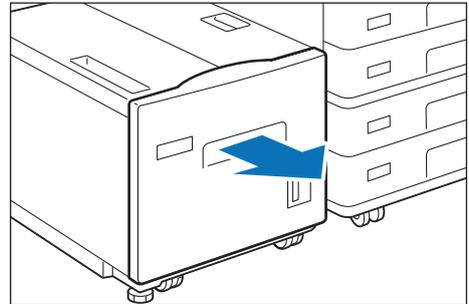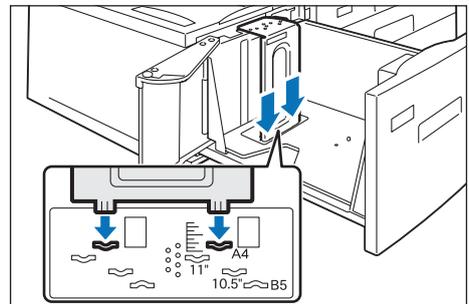

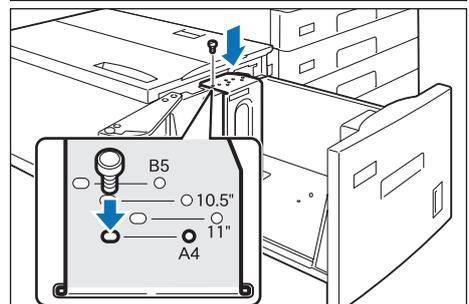**3. If changing the Paper Size, adjust the guide position.**

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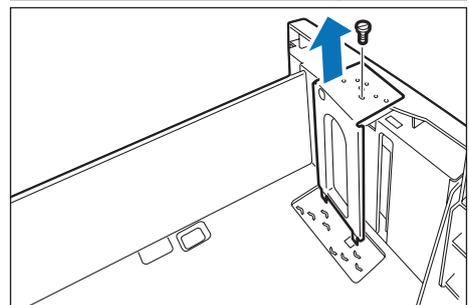

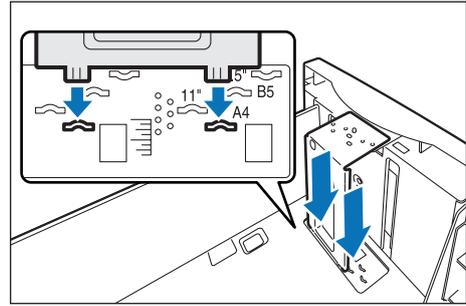**(2)** Insert the protrusions under the guide into the Paper Size holes.

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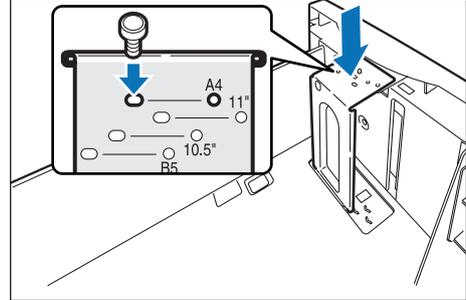

(4) Remove the screw for the guide in front and remove the guide from the Paper Tray.

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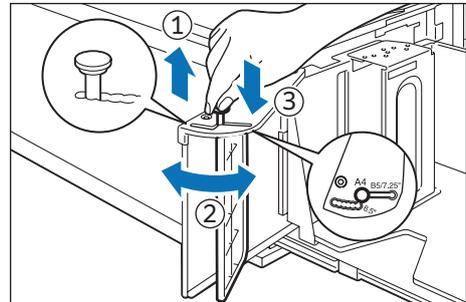

(6) Insert the Paper Tray protrusions into the Paper Size holes on top of the guide and tighten the screw.
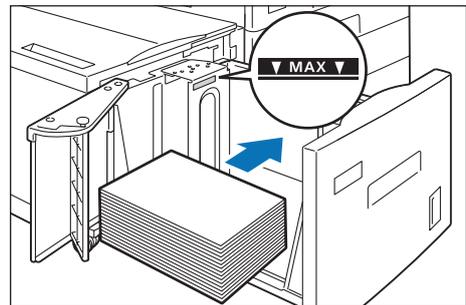

(7) Pull the handle for the end guide up (①), align with the Paper Size while moving the handle along the groove (②), and lower the handle (③).

> 🖵 **Note**
>
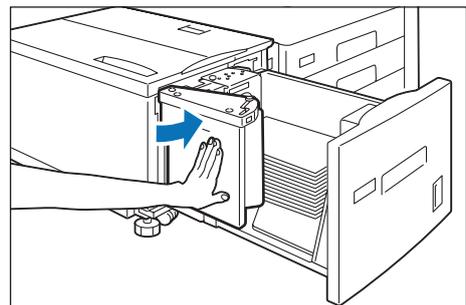> The groove on the left side of the end guide 8.5" is not used.

4. Fan the paper well and load sheets with the printed side facing up, and the paper edges aligned in the direction of the arrow.

5. Close the end guide completely.

6. Push in the Paper Tray.

Special Media Setting

■ Hole Punched Paper

Orientation: Place the holes of paper on the right side when you face the front side of machine.

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.

Paper Tray

1. **Pull out the Paper Tray toward you until it stops.**

2. **Remove the jammed paper.**

3. **Push in the Paper Tray.**
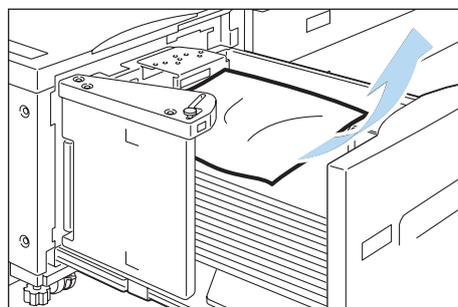
Exit

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.**
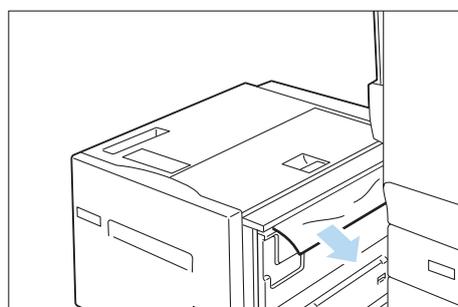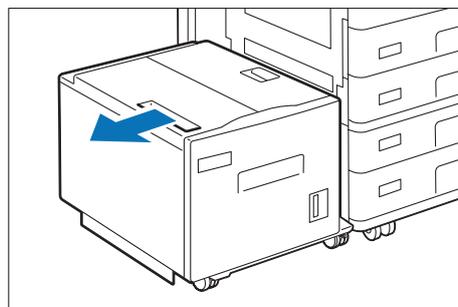
▌Inside of the Upper Cover

1. **Hold the handle and move the unit all the way to the left.**
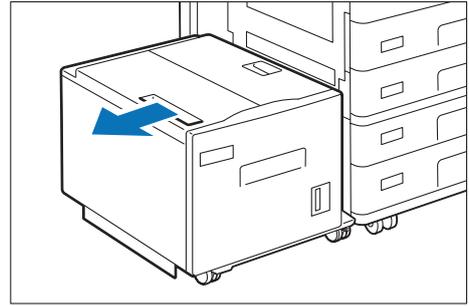
2. **Pull the handle (①) and open the cover (②).**

3. **Remove the jammed paper.**

4. **Close the cover.**

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

2 High Capacity Feeder B1-S/C3-DS

Device Components / Caution Labels

B1-S

C3-DS

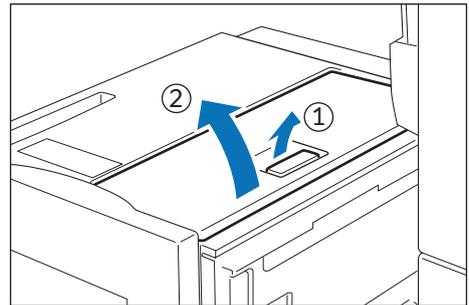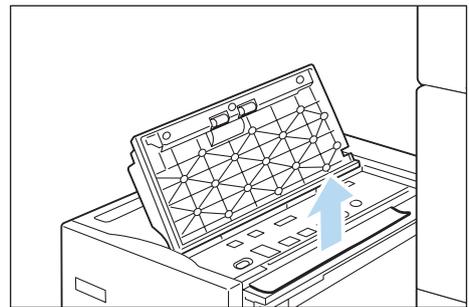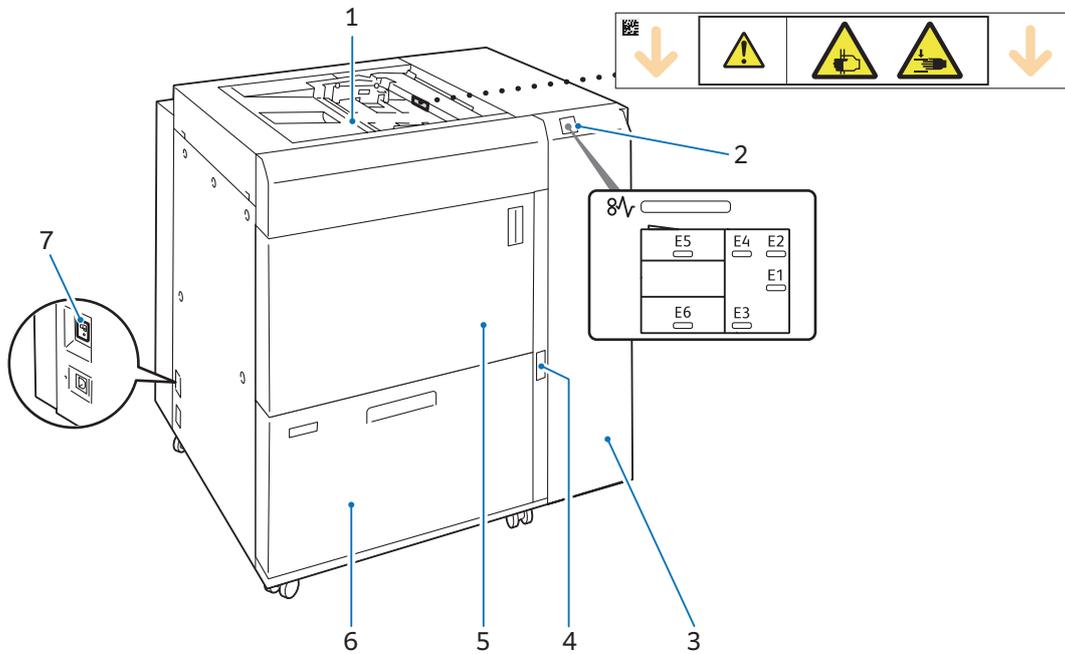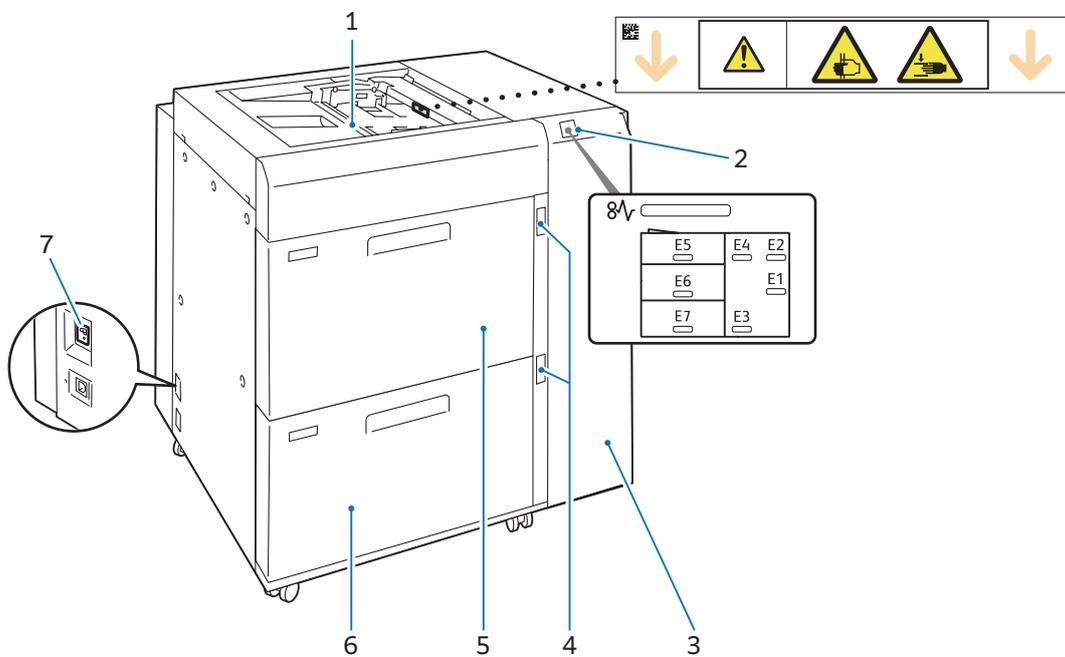| No.	Component		Function
1	Bypass Tray (Paper Tray 5)		Load paper here.
2	Error Indicator		When paper jam occurs, the indicator is turned on. When the priority device indicator (top lamp) blinks, first of all perform the paper jam operation.
3	Right Cover		Open this cover to clear paper jams.
4	Remaining Volume Indicator		When the Paper Tray is in operation, the top lamp is turned on. You can check the remaining volume of paper with the 4 lamps (each lamp indicates 25%) at the center. When Paper Replenish Indicator is turned on, paper is empty.
5	B1-S	Consumables Storage Unit	Stores papers and consumables.
	C3-DS	High Capacity Tray (Paper Tray 6)	Load paper here.
6	B1-S	High Capacity Tray (Paper Tray 6)	Load paper here.
	C3-DS	High Capacity Tray (Paper Tray 7)	
7	Ground Fault Interrupter		A switch to automatically switch the machine off when a current leakage is detected.

Ground Fault Interrupter

When not using for an extended period or when moving the unit, set the switch to the lower position to turn the machine power off.

📄 **Note**

Do not operate the switch under normal circumstances because it is turned off when a current leakage is detected.
For the current leakage, refer to "User's Manual".

▌Main Specifications

Item	Specification			
Paper size	Standard size	Max	A3, 11 x 17"	
		Min	Postcard (100 x 148 mm)	
	Custom size (mm)	Width	100 to 330	
		Length	148 to 488 (when Bypass Tray for Long Paper is installed: 660)	
Paper weight (g/m^2)	B1-S	Bypass Tray	Uncoated	52 to 300
			Coated	106 to 300
		High Capacity Tray	Uncoated	52 to 300
			Coated	106 to 300
	C3-DS	Bypass Tray	Uncoated	52 to 300
			Coated	106 to 300
		High Capacity Tray	Uncoated	52 to 350
			Coated	106 to 350
Tray capacity (sheets)	B1-S	2,290, Bypass Tray: 250		
	C3-DS	2,290 x 2 trays (Max 4,580), Bypass Tray: 250		
Power supply	B1-S	AC 100 ± 10%, 2.5 A, 50/60 Hz common		
	C3-DS	AC 100 ± 10%, 6 A, 50/60 Hz common		
Maximum power consumption	B1-S	250 W		
	C3-DS	600 W		
Dimensions (mm)	Width 988 x Depth 762 x Height 992			
Weight (kg)	B1-S	167 (with Bypass Tray)		
	C3-DS	206 (with Bypass Tray)		

Loading Paper

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

> 👓 **Refer**
>
> For details, refer to "Setup" in "Reference Guide - Operations".

▋Loading to High Capacity Tray

Images are printed on the face side of the loaded paper.

> 🔔 **Important**
>
> Do not load paper above the maximum fill line. It may cause paper jams or machine malfunction.

> 💬 **Note**
>
> • If the amount of the loaded paper is 100 sheets or less, the guides apply more pressure to the paper. It may cause the paper to be distorted, leading to paper jams.
> • Position the guides correctly to match the paper size. Incorrectly positioned guides may cause misfeeding and paper jams.
> • In the event power is disconnected while the Paper Tray's bottom plate is rising, the plate may not move up when the power is recovered. In this case, pull out the Paper Tray, make sure the plate is lowered, and then push the Paper Tray into the machine slowly and firmly.
> • When paper sheets are loaded or fed, the Paper Tray makes a sound of supplying air. This is caused by the Air Assist function, and not an abnormal noise.

1. **Pull out the Paper Tray toward you until it stops.**

2. **Remove any paper remaining in the Paper Tray.**
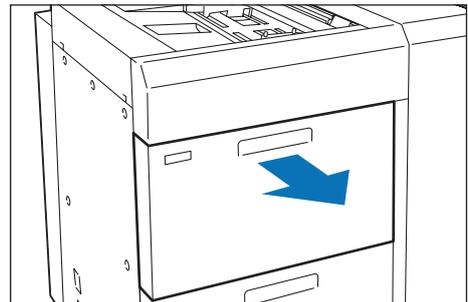
3. **Fan the paper well and load about 100 to 500 sheets with the printed side facing up, and the paper edges aligned in the direction of the arrow (①).**

4. **Pinch the long-side paper guide grip and adjust to the correct paper size (②).**
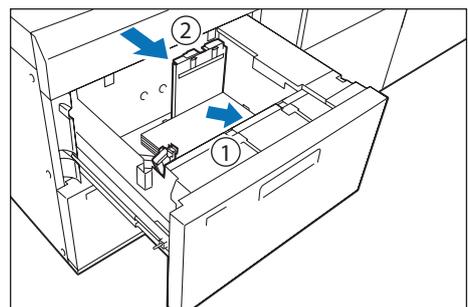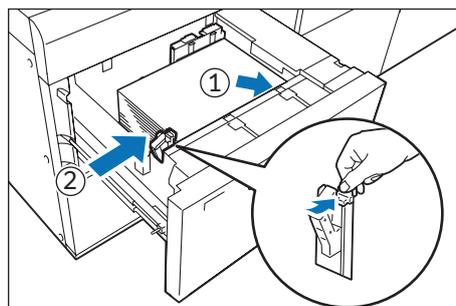
5. **Load remaining sheets with the printed side facing up, and align the paper edges in the direction of the arrow (①).**

6. **Adjust the short-side paper guide to the correct paper size (②).**

   To leave a space, pinch the paper guide grip to move.

   To narrow, push the paper guide to move.

   > 📵 **Note**

   Make sure that Paper Feed Precision Lever is set to the Normal position. If printed image is still skewed (misalignment of image on prints) after you load paper in Paper Tray correctly, enable switching of paper feed precision.

   > 👓 **Refer**
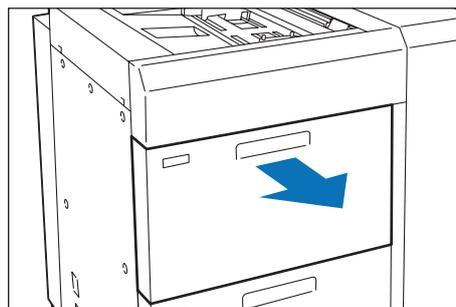
   "Changing Paper Feeding Accuracy" (p.15)

7. **Push in the Paper Tray.**

Postcard Setting

Attach Postcard Kit to the Paper Tray to load paper with the width of 100 to 181 mm.

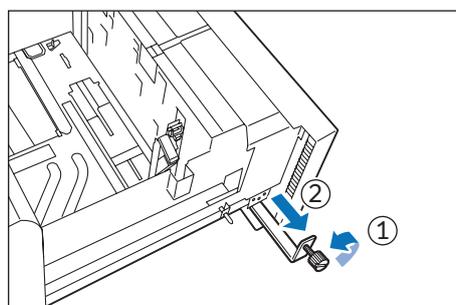1. **Pull out the Paper Tray toward you until it stops.**

2. **Remove any paper remaining in the Paper Tray.**

3. **If the Kit is supplied with the Paper Tray, loosen the screw (①) on the left side of the Paper Tray to remove the Kit (②).**

   > 📵 **Note**

   • The Postcard Kit of C3-DS is placed in the upper Paper Tray.
   • The Postcard Kit of B1-S is placed in the lower Paper Tray.

4. **Insert the small protrusion of the Kit into the notch to the right side of the bottom of the Paper Tray (①). Align the hole of the Kit with the front Paper Tray hole and tighten the screw to fasten the Kit (②).**
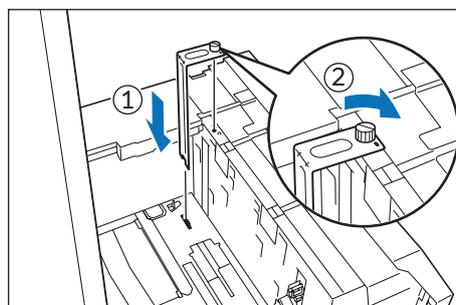
5. **Load about 100 to 500 sheets of paper with the printed side facing up, and align the paper edges in the direction of the arrow (①).**

> 📇 **Note**
>
> • Be sure to set them in short edge feed.
> • The right side short edge of the set postcard will be the front edge.

6. **Pinch the long-side paper guide grip and adjust to the correct paper size (②).**

7. **Load remaining sheets with the printed side facing up, and align the paper edges in the direction of the arrow (①).**

8. **Adjust the short-side paper guide to the correct paper size (②).**
   To leave a space, pinch the paper guide grip to move.
   To narrow, push the paper guide to move.

9. **Push in the Paper Tray.**

10. **To remove the Kit from the Paper Tray, loosen the screw completely and then remove the Kit.**

11. **Store the Kit in place by inserting it from the left side of the Paper Tray (①) and tightening the screw (②).**
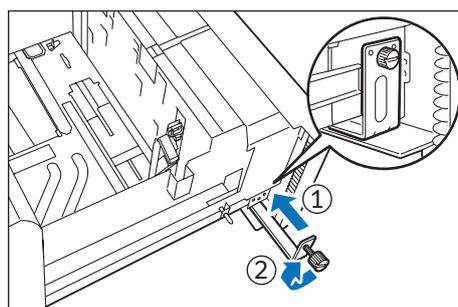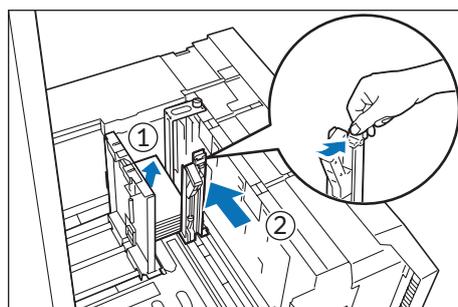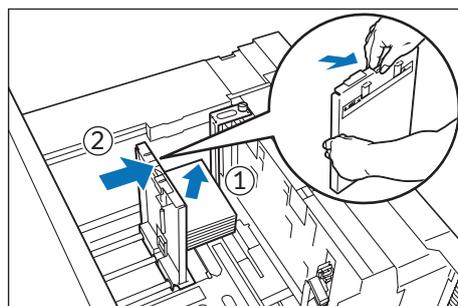
Special Media Setting

■ Hole Punched Paper
Orientation: Place the holes of paper on the right side when you face the front side of machine.

■ Precut Tab
Orientation: Place the tabs of paper on the left side when you face the front side of machine.

Loading Envelopes

■ Before load
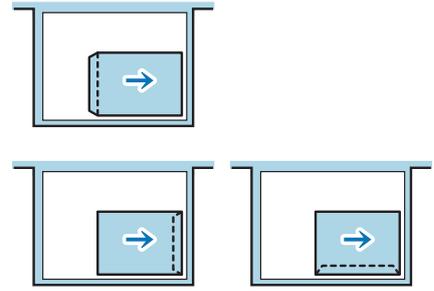Check the envelopes.

• Are not the envelopes curled or their edges waved?
  If there are envelopes strongly curl or edges waving, replace the envelopes or reform them to improve.

• Are not the envelopes adhered to each other?
  If applicable, remove glue and the overlap of bonding parts.

• Are not any glue protruded?
  If applicable, wipe the glue away.

• Are not the envelopes folded?

■ Load

- Loading side: Load sheets with the printed side facing up.

- Direction with the flap open: Place the flap of Envelope on the left side when you face the front side of machine.

- Direction with the flap closed: Place the flap of Envelope on the right or near side when you face the front side of machine.

> 🔔 **Important**

Do not load too many sheets on the envelope. It may cause the envelope to tilt and the machine to malfunction.
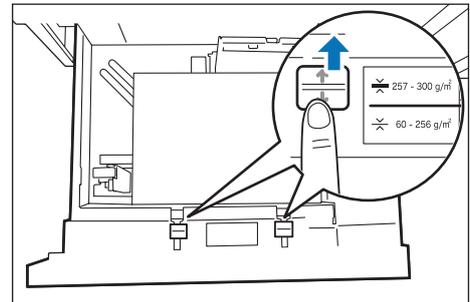
> 💬 **Note**

- If envelopes are loaded with the flaps unfolded, the size will not be automatically detected as standard size.
- Fold the flaps when loading self-seal envelopes.
- If you place the flap of envelope closed on this side, a failure in printing might occur on the rear edge of papers depending on the arranged images.
- A multifeed may be detected if the weights of each envelope are different.
- Decurling is needed if paper is curled.
- Loosening paper well is needed if the cutting surfaces of paper have burrs (cutting surfaces of paper).

■ Paper Settings

- Paper Type: Envelope

- Paper Weight: paper weight indicated on the paper

- Paper Size: Standard size if flaps closed, custom size if flaps opened

Paper Weight Change Button (B1-S)

Change by this button when using paper of 257 g/m^2 or more.

Changing Paper Feeding Accuracy

Enabling this function may improve print displacement when images are skewed (print position is displaced) even though plain paper with the paper weight of 220 g/m^2 or less is correctly loaded.

> 💬 **Note**

- If this function is enabled when paper other than thick paper and plain paper is used, the machine cannot feed the paper properly, resulting in paper jams.
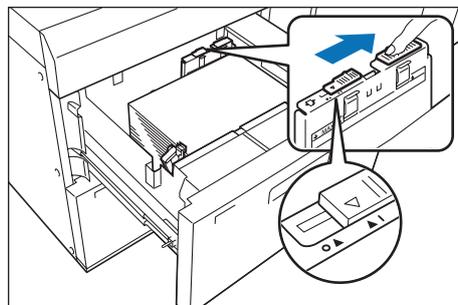- It is not effective when the Postcard Kit is used.

1. Pull out the Paper Tray until it stops.
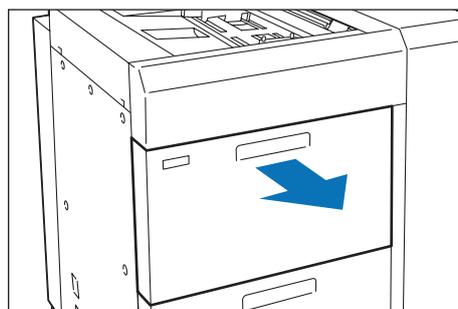
2. Move the lever at the top of the long-side paper guide to the rightmost position (<I> position) to enable the changing.
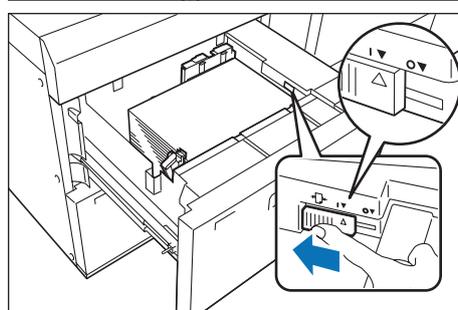
> 📣 **Note**
>
> To reset the setting, move the lever to the leftmost position.

3. If the accuracy of paper feeding is not improved even if 2 is performed, move the lever at the right front to the rearmost position (<I> position) to enable the changing.

> 📣 **Note**
>
> To reset the setting, move the lever to the foremost position.

4. Push in the Paper Tray.

After using the paper in question, return the lever to the normal position <o>.

Loading to Bypass Tray

Images are printed on the face side of the loaded paper.

> 🔔 **Important**
>
> Do not load paper above the maximum fill line. It may cause paper jams or machine malfunction.

> 📣 **Note**
>
> • If the paper guide width is narrower or wider than the paper, it may cause paper jams.
> • In the case of coated paper, only one sheet can be loaded.
>   The image quality and paper feeding capability are not guaranteed when more than one sheet is loaded.

Slide Type

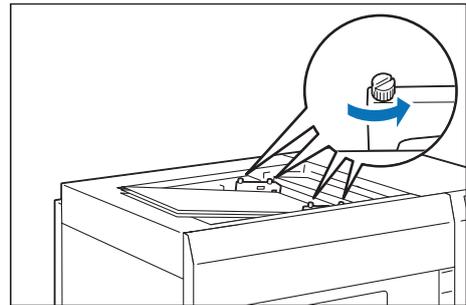**1. Adjust the paper guide to the size of loaded paper.**
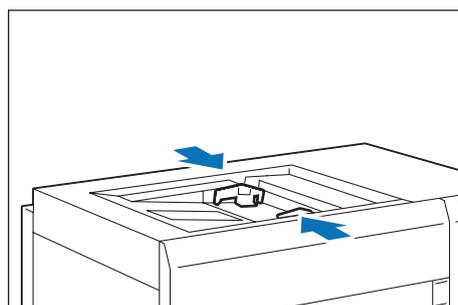
2. **Fan the paper well and insert it along the paper guide all the way until it touches the back, with the printed side facing up.**

3. **When custom size paper is loaded, make fine-adjustment of the paper guide based on the paper size.**
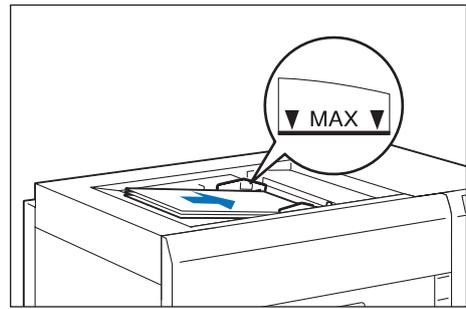
Flexible Type (for Long Paper)

1. **Loosen the 4 screws of the paper guide.**

2. **Hold the center of the paper guide and adjust it to the size of loaded paper.**
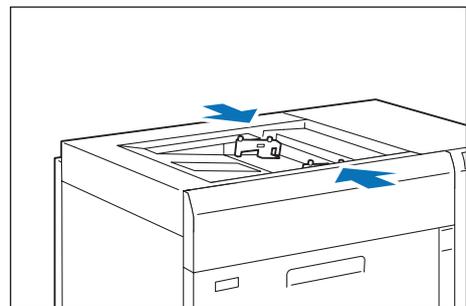
3. **Fan the paper well and insert it along the paper guide all the way until it touches the back, with the printed side facing up.**

4. **Secure the 4 screws of the paper guide.**
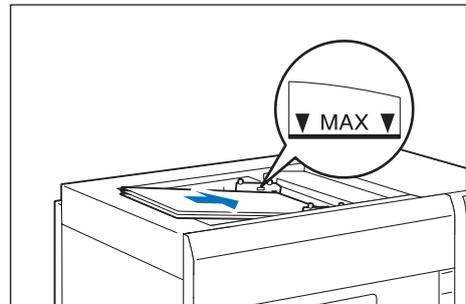
Special Media Setting

■ **Hole Punched Paper**
Orientation: Place the holes of paper on the right side when you face the front side of machine.

■ **Precut Tab**
Orientation: Place the tabs of paper on the left side when you face the front side of machine.

■ **Postcards**
Orientation: SEF

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.

Paper Tray

1. Remove the jammed paper.

- -

■ When Indicator E5 is Turned on

(1) Open the Upper Cover and remove all the jammed papers and papers loaded on the tray.

(2) Close the cover.

(3) Align the 4 corners of the removed papers and load them again.

- -

■ When Indicator E6 is Turned on (C3-DS)

(1) Pull out the Paper Tray 6 toward you until it stops.

> 📝 **Note**
>
> Confirm that no paper is jammed inside the Right Cover before pulling it out.

(2) Remove the jammed paper.

(3) Confirm the paper guide position and push in the Paper Tray.
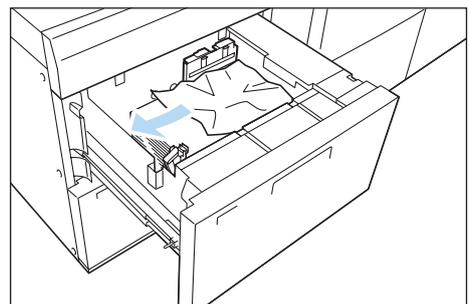
■ When Indicator E6 is Turned on (B1-S), when Indicator E7 is Turned on (C3-DS)

(1) Pull out the Paper Tray 6 (or 7) toward you until it stops.

> 📋 **Note**
>
> Confirm that no paper is jammed inside the Right Cover before pulling it out.

(2) Remove the jammed paper.

(3) Confirm the paper guide position and push in the Paper Tray.
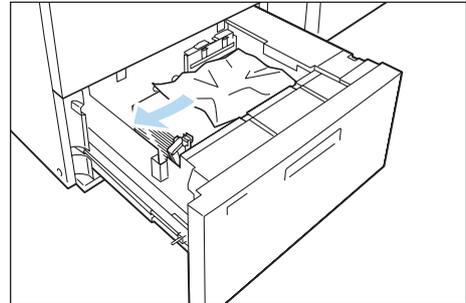
Inside of the Right Cover

1. Open the Right Cover.

2. Remove the jammed paper.

■ When Indicator E1 is Turned on

(1) Open lever [1d] upward (①), turn knob [1c] clockwise (②), and remove the jammed paper (③).
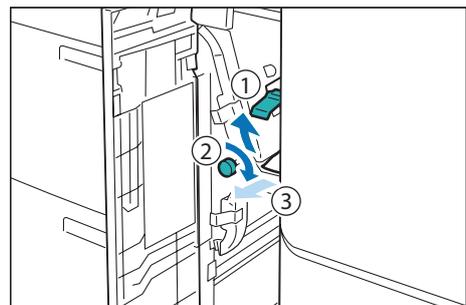
(2) Return lever [1d].

■ When Indicator E2 is Turned on

(1) Open lever [1a] to the right (①), turn knob [1c] clockwise (②), and remove the jammed paper (③).

> 📋 **Note**
>
> Turn knob [1c] 3 times or more.

(2) Return lever [1a].

■ **When Indicator E3 is Turned on**

(1) Open lever [1b] to the right (①), turn knob [1c] clock-wise (②), and remove the jammed paper (③).

(2) Return lever [1b].

■ **When Indicator E4 is Turned on**

(1) Open lever [1a] to the right (①), turn knob [1c] clock-wise (②), and remove the jammed paper (③).

(2) If you have difficulty in removing the papers, open the Upper Cover and remove the jammed paper.

(3) Return lever [1a].

3. Close the cover.

Cleaning Machine

- When you clean machine products, use the cleaning materials designated in every step.
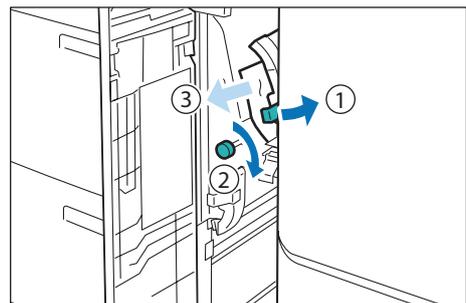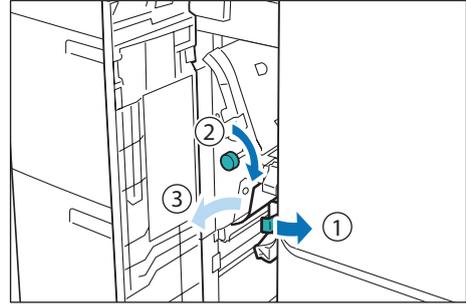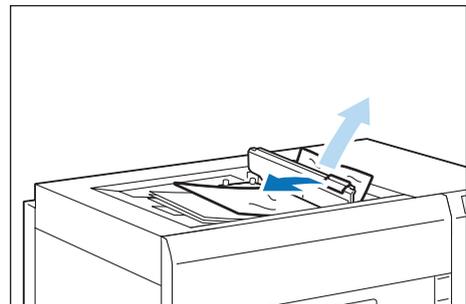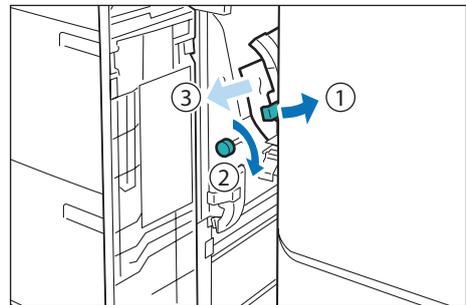- To wipe with a wet cloth, use the soft cloth tightly wrung out of water. If the parts are not completely dry, the machine may malfunction.
- Using commercially available non-woven dry type fabric is effective for cleaning paper dust. Choose Non-woven fabric with soft and highly adsorptive that can easily wipe dirt and dust off. Do not use nonwoven fabric containing organic solvents or a polishing agent.
- Do not use benzene, paint thinner, or other organic solvents. Doing so might damage paint or coating on plastic parts.

> 📝 **Note**
>
> After cleaning, be sure to close the cover. Leaving the cover open will not be able to continue to jobs.

Running Paper

Cleaning may temporarily cause a number of white dots to appear on the output. After cleaning, feed paper through the machine to ensure effectiveness of the cleaning.

1. **Create image data consisting C100% and M100% for SRA3 or A3 size.**

2. **Run a 2-sided job to print this image on about 20 sheets of paper.**

Cleaning inside the Machine

No.	Work	Frequency	Page
1	Cleaning High Capacity Trays	Every week (When collected paper dust is found in the paper guide or roller in the feeder cover)	p.21
2	Cleaning the Paper Feeding Unit in the High Capacity Tray	Every week	p.23

> 📝 **Note**
>
> When you have finished cleaning, make sure the roller and the surface of paper path are free from foreign objects.

▌Cleaning High Capacity Trays

1. **Pull out the Paper Tray toward you until it stops.**

2. **Clean the roller in the feeder cover located on the right side of the Paper Tray.**

(1) **Press down the roller 1 holder to the direction of the arrow, and remove roller 1 by picking up the both ends of its pin with fingers.**
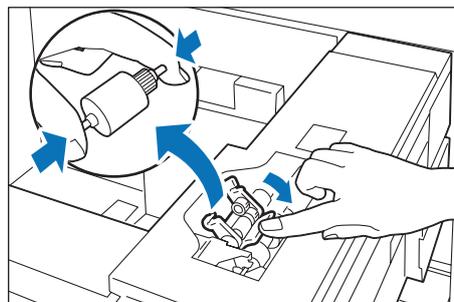
(2) **Wipe the surface of roller 1 with the soft cloth tightly wrung out of water.**
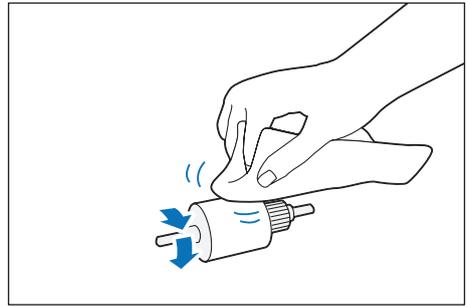
(3) **Reinstall roller 1.**

> 📋 **Note**
>
> Make sure that roller 1 is installed in the holder completely.
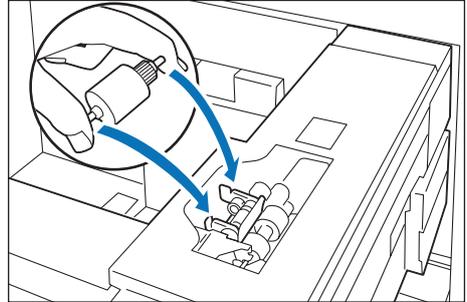
(4) **Remove roller 2 by picking up the both ends of its pin.**
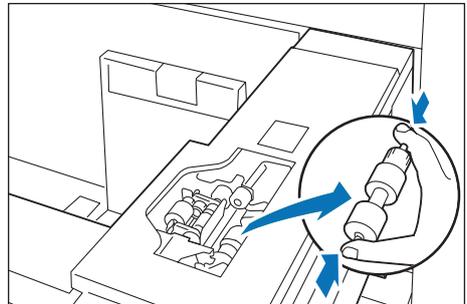
(5) **Wipe the surface of roller 2.**
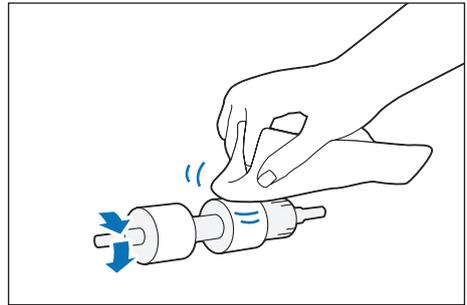
(6) **Rotate the shaft of roller 3 with one hand, and wipe the surface of roller 3 with the other hand.**

> 📋 **Note**
>
> Clean roller 3 without reinstalling roller 2.

(7) **Reinstall roller 2.**

3. Push in the Paper Tray.

4. Clean also the other Paper Tray with the steps 1 to 3.
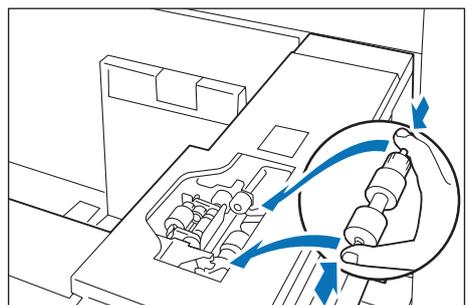
Cleaning the Paper Feeding Unit in the High Capacity Tray

> **⊟ Note**
>
> • Do not press a roller during the cleaning, otherwise the roller may drop off.
> • Non-woven dry type fabric can be used effectively for cleaning paper dust.

1. Open the Right Cover.

2. Open lever [1a] to the right.
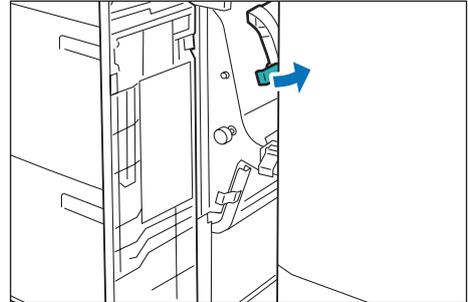
3. Clean behind lever [1a].

(1) Wipe the roller surface with the soft cloth tightly wrung out of water.

(2) Lightly wipe paper dust off on the surface of the paper path.
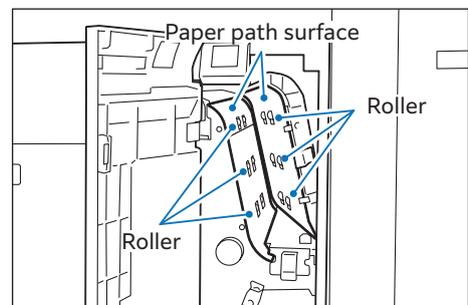
4. Return lever [1a].

5. Open lever [1b] to the right.
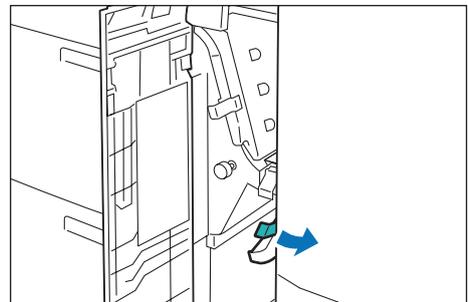
6. Clean behind lever [1b].

(1) Wipe the roller surface with the soft cloth tightly wrung out of water.

(2) Lightly wipe paper dust off on the surface of the paper path.
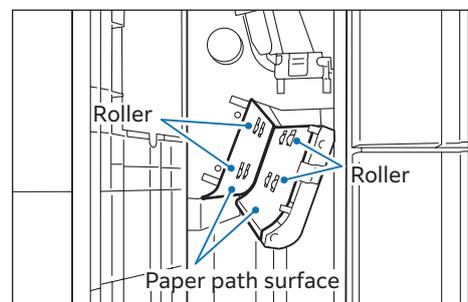
7. Return lever [1b].

8. Open lever [1d] upward.
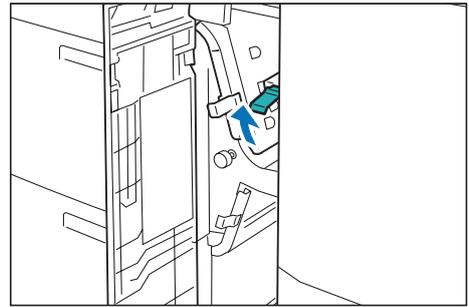
9. Clean behind lever [1d].

  (1) Wipe the roller surface with the soft cloth tightly wrung out of water.

  (2) Lightly wipe paper dust off on the surface of the paper path.

10. Return lever [1d].

11. Close the cover.

Paper path surface   Roller
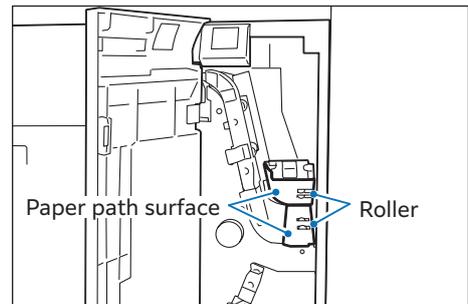
3 Interface Decurler Module

Device Components
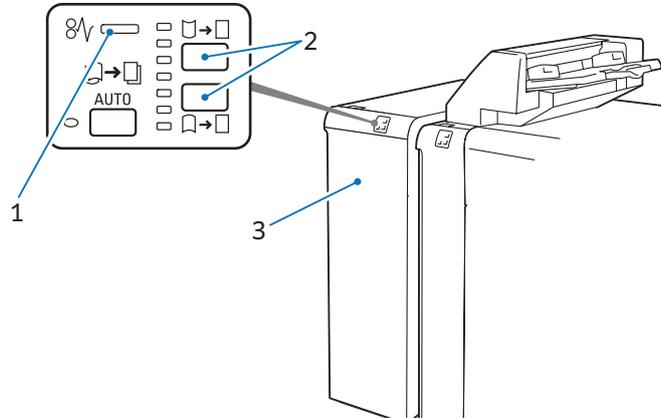
No.	Component	Function
1	Error Indicator	When paper jam occurs, the indicator is turned on. When the indicator blinks, first of all perform the paper jam operation.
2	Curl correction button	Press the button to correct paper curl. This curl correction function can be used during printing.
3	Cover	Open this cover to clear paper jams.

Main Specifications

Item	Specification
Power supply	AC 100 ± 10%, 2.5 A, 50/60 Hz common
Maximum power consumption	250 W
Dimensions (mm)	Width 340 x Depth 725 x Height 992
Weight (kg)	40

Curl Correction

The curl correction button is used to correct paper curl caused by heat and/or pressure.
The curl correction button can be operated regardless of the machine state when the machine is ON.

> **Note**
>
> - This curl correction function can be used during printing. Fine correction according to the paper properties can be made from control panel.
> - Since staples are likely to be affected by curl, make sure to perform curl correction by checking the curl direction of output paper.
> - When correction is performed while the machine is in operation, it is applied to the paper output immediately after the button is pressed.

1. **Check the curl direction of paper.**

2. **Confirm that the curl correction indicator is lit, and then press the button.**

   > **Note**
   >
   > - When paper is fed in the [AUTO] mode, the indicator showing the present direction and intensity of curl correction turns on only for a brief moment. When manually applying the curl correction, make adjustments while using this indicator lighting as a guide.
   > - After applying the curl correction by upward curl correction button or downward curl correction button, when feeding thick paper, embossed paper, or OHP film, the [AUTO] is entered automatically, and the curl correction is applied using standard correction value.
   >   You can also change to a setting that the mode does not change to [AUTO] mode even when using these paper types. For details, contact our customer support center or sales agency.

Upward curl correction button

Downward curl correction button
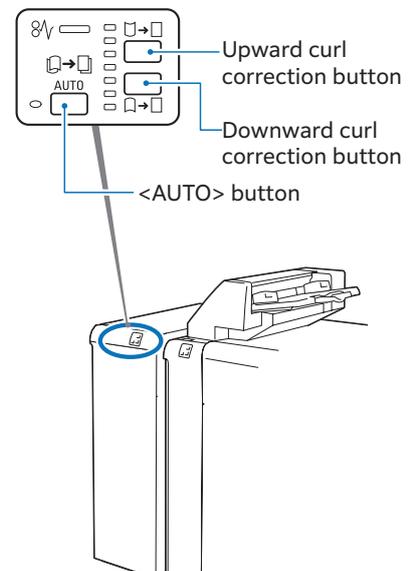
<AUTO> button

Operations and Functions of Curl Correction

Press the AUTO button to enter the [AUTO] mode.
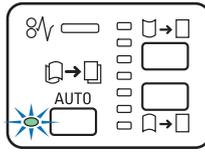
Indicator	Mode	Function
	AUTO	Curl correction is automatically performed. It is recommended to use this mode basically. Optimum curl correction is performed according to the paper size and output direction.
	OFF	Curl correction is not performed.
	Upward curl	Upward curl correction is performed when output paper is curled upward. Every time the upward curl correction button is pressed, the degree of correction is changed. The higher the indicator's position, the stronger the correction.
	Downward curl	Downward curl correction is performed when output paper is curled downward. Every time the downward curl correction button is pressed, the degree of correction is changed. The lower the indicator's position, the stronger the correction.

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. **Open lever [1a] downward (①), turn knob [1b] counterclockwise (②), and remove the jammed paper (③).**

   > 📝 **Note**
   >
   > • Make sure to turn knob 10 times or more.
   > • When removing paper, make sure to remove it as pulling it out slowly.
   > • Jammed paper may be hidden at the upper section.
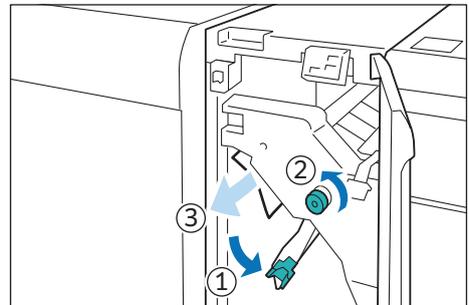
3. **Return lever [1a].**

4. **If you have difficulty in removing the papers, open lever [1c] upward (①) and remove the jammed paper (②).**

5. **Return lever [1c].**

6. **Close the cover.**
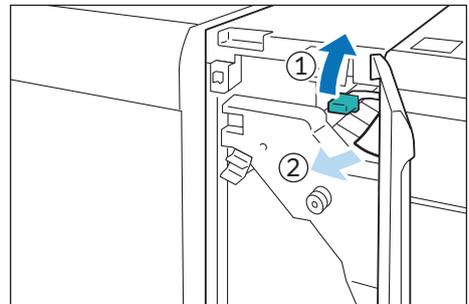
4 Inserter

Device Components

No.	Component	Function
1	Error Indicator	When paper jam occurs, the indicator is turned on. When the priority device indicator (top lamp) blinks, first of all perform the paper jam operation.
2	Curl correction button	Use this button when curl cannot be corrected even if the highest correction (or lowest correction) of Interface Decurler Module is performed. The correction method is the same as the Interface Decurler Module. The 3 correction levels are available: OFF, upward, and downward. 👓 **Refer** "Curl Correction" (p.26)
3	Inserter Tray (Paper Tray T1)	Load paper to be used as an interleaf or cover.
4	Cover	Open this cover to clear paper jams.

Main Specifications

Item	Specification		
Paper size	Standard size	Max	A3, 11 x 17"
		Min	A5 ▯ ⬚ **Note** Can be used by inputting the size.
	Custom size (mm)	Width	182 to 330
		Length	148 to 488
Paper weight (g/m^2)	52 to 350 ⬚ **Note** If Saddle stitch / Single fold is used for the following papers, folding displacement and/or paper wrinkles occur. Use Bypass Tray for these papers. • Coated of which paper weight is 127 g/m^2 or less • Blank paper (not to be printed) of which paper weight is 80 g/m^2 or less		
Tray capacity (sheets)	250		
Power supply	Supplied from Interface Decurler Module		
Dimensions (mm)	Width 700 x Depth 725 x Height 1,235 (width of the paper feeding unit only is 165)		
Weight (kg)	45		

Loading Paper

Load paper (blank paper or printed paper) to be used as an interleaf or cover.
Inserter Tray is used to load paper used as an interleaf or cover, and print cannot be performed.

> **⌨ Note**
>
> - After removing all the paper from the Tray, and then load the paper again together with the paper you want to add.
> - Saddle stitch / Single fold is available only when the same paper size is used as with the body (paper output from the printer main unit).
> - Load paper first before starting the job.

1. Fan the paper well and insert it along the paper guide all the way until it touches the back.

> **🔔 Important**
>
> Do not load paper above the maximum fill line. It may cause paper jams or machine malfunction.
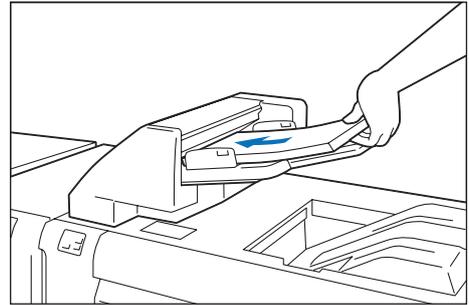
2. Adjust the paper guide to the size of loaded paper.

> **⌨ Note**
>
> If the paper guide width is narrower or wider than the paper, it may cause paper jams.
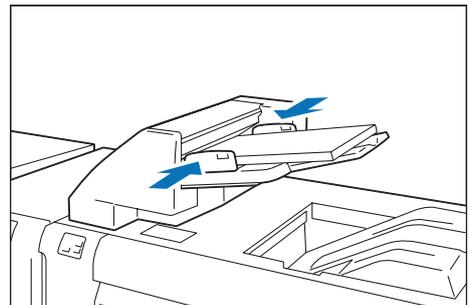
Special Media Setting

■ Hole Punched Paper

Orientation: Place the holes of paper on the right side when you face the front side of machine.

■ Precut Tab

Orientation: Place the tabs of paper on the left side when you face the front side of machine.

Paper Jams

> **Note**
> The error indicator at the top of the machine is turned on. When the priority device indicator (top lamp) blinks, first of all perform the paper jam operation.

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. Remove the jammed paper.

■ When Indicator E1 is Turned on

(1) Open the Upper Cover and remove all the jammed papers and papers loaded on the tray.

(2) Close the cover.

(3) Align the 4 corners of the removed papers and load them again.
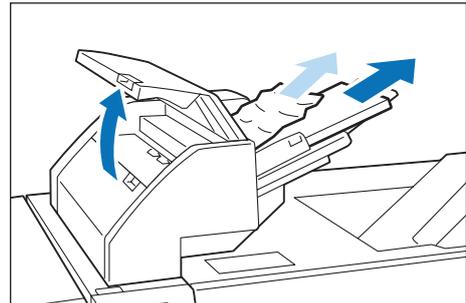
■ When Indicator E2 is Turned on

(1) Open the Cover.

(2) Open lever [1a] upward (①), turn knob [1b] counter-clockwise (②), and remove the jammed paper (③).
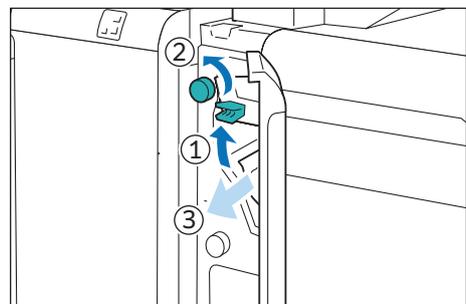
(3) Return lever [1a].

(4) If you have difficulty in removing the papers, open lever [1c] to the right (①), turn knob [1b] counterclockwise (②), and remove the jammed paper (③).

(5) Return lever [1c].

(6) Close the cover.

- -
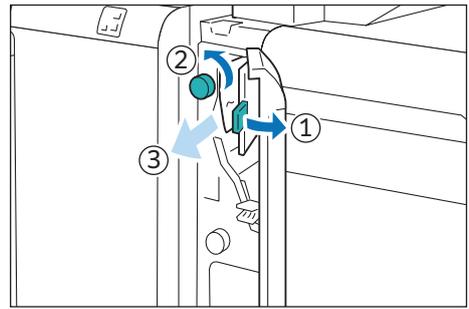
■ When Indicator E3 is Turned on

(1) Open the Cover.

(2) Open lever [1d] downward (①), turn knob [1e] counter-clockwise (②), and remove the jammed paper (③).

> 🗨 **Note**
>
> Jammed paper may be hidden at the upper section.

(3) Return lever [1d].

(4) If you have difficulty in removing the papers, open lever [1a] upward (①), turn knob [1e] clockwise (②), and remove the jammed paper (③).

(5) Return lever [1a].

(6) Close the cover.

- -
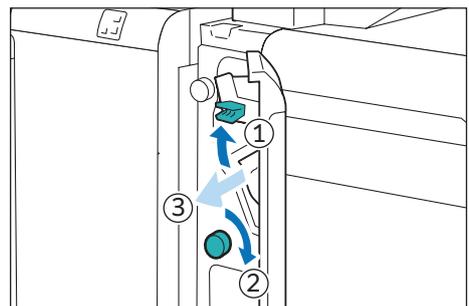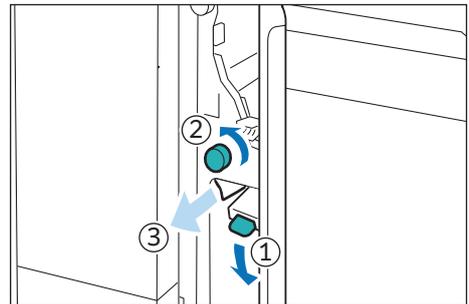
2. Check the curl direction of the jammed paper and correct the curl.

> 👓 **Refer**
>
> "Curl Correction" (p.26)

5 Folder Unit

Device Components / Caution Labels

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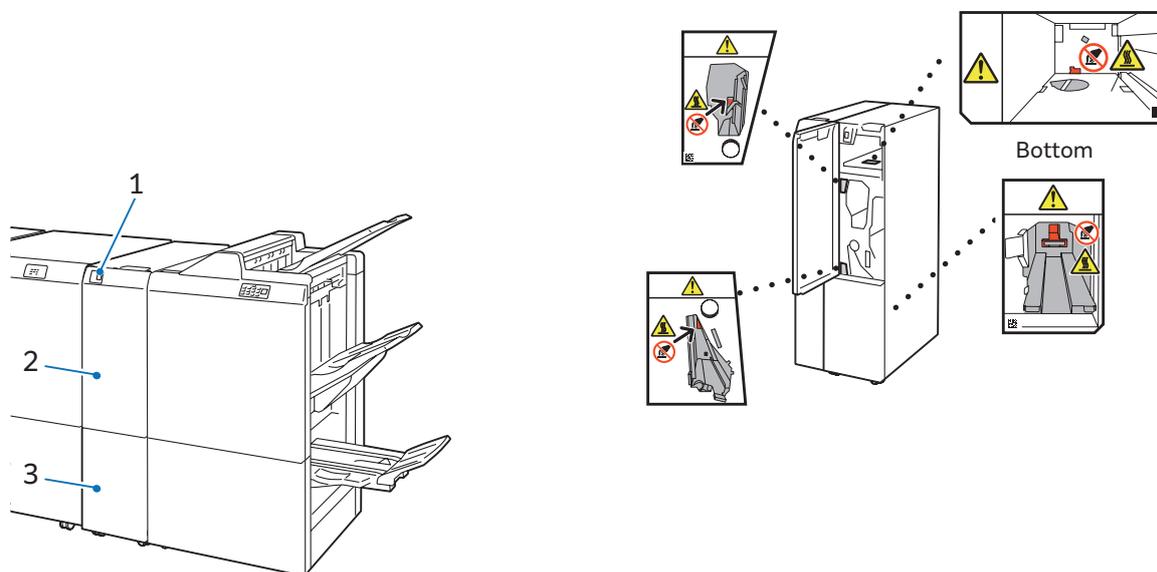
No.	Component	Function
1	Tri-Fold Output Tray Button	Press the button to remove paper from the Tri-Fold Output Tray. The Tri-Fold Output Tray is opened when the lamp stops blinking and comes on and the lock is released.
2	Cover	Open this cover to clear paper jams.
3	Tri-Fold Output Tray	Paper is ejected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

Main Specifications

Item	Specification		
Z-Fold Half Sheet	Paper size	A3, 11 x 17", 8 K, JIS B4	
	Paper weight (g/m^2)	CD2	60 to 90 (Uncoated)
		CD3	64 to 90 (Uncoated)
Tri-fold (C Fold/Z Fold)	Paper size	A4, Letter (8.5 x 11")	
	Paper weight (g/m^2)	CD2	60 to 90 (Uncoated)
		CD3	64 to 90 (Uncoated)
Paper capacity (sheets)	40		
Power supply	AC 100 ± 10%, 1 A, 50/60 Hz common		
Maximum power consumption	100 W		
Dimensions (mm)	CD2	Width 232 x Depth 725 x Height 992	
	CD3	Width 232 x Depth 588 x Height 992	
Weight (kg)	CD2	55	
	CD3	52	

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.

- -

■ When Indicator E10 is Turned on

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

(2) Return lever [2a] and lever [2b].
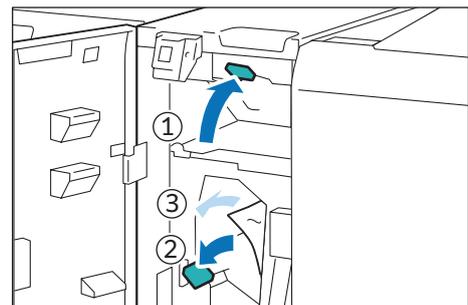
■ When Indicator E11 is Turned on

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

(2) Return lever [2g].
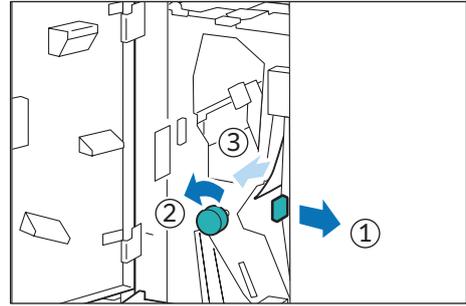
■ When Indicator E12 is Turned on

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

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

(3) Return lever [2e].
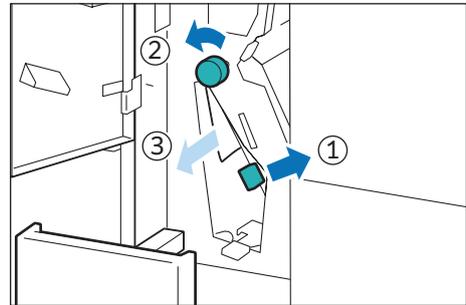
(4) If you have difficulty in removing the papers, open lever [2f] to the right (①), turn knob [2c] counterclockwise (②), and remove the jammed paper (③).

(5) Return lever [2f].

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

3. Close the cover.

4. Check the curl direction of the jammed paper and correct the curl.

> 👓 **Refer**
>
> "Curl Correction" (p.26)

6 Finisher C

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

▎Device Components / Caution Labels

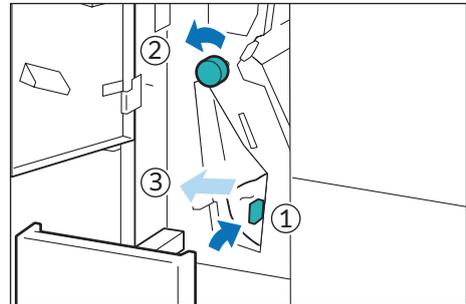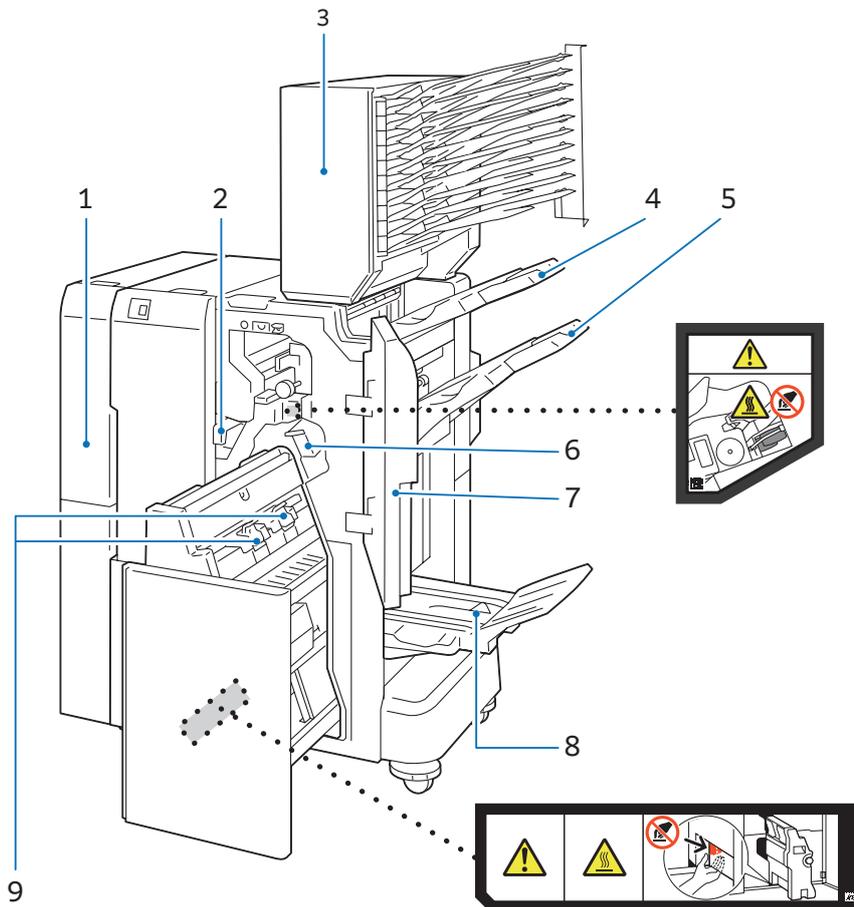| No.	Component	Function
1	Transport unit V Front Cover	Open this cover to clear paper jams.
2	Hole Punch Waste Container	Punched pieces go in here. 🔎 **Refer** For the discard method of waste in the waste container, refer to the label affixed on the machine.
3	10-bin output device	Output to the specified bin is possible. Up to 100 sheets can be stored per bin.
4	Top Output Tray	Outputs are delivered here.
5	Finisher Tray	Side stitch paper is ejected.
6	Staple cartridge for side stitch	This unit is used to replace staples for side stitch.
7	Cover	Open this cover to clear paper jams, replace the Staple Cartridge, remove jammed staples or dispose of cut pieces for punched holes.
8	Booklet Tray	Saddle stitch and Single fold paper is ejected.
9	Staple cartridges for saddle stitch	This unit is used to replace staples for saddle stitch. There are two.

▌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	A3, 11 x 17"	
			Min	Postcard (100 x 148 mm)	
		Custom size (mm)	Width	100 to 330	
			Length	148 to 1,300	
	Finisher Tray	Standard size	Max	A3, 11 x 17"	
			Min	A5 ▯	
		Custom size (mm)	Width	203 to 330	
			Length	148 to 488	
	Booklet Tray	According to Saddle stitch / Single fold			
Paper weight (g/m^2)	Top Output Tray	Uncoated	52 to 350		
		Coated	106 to 350		
	Finisher Tray	Uncoated	52 to 350		
		Coated	106 to 350		
	Booklet Tray	According to Saddle stitch / Single fold			
Paper capacity	Top Output Tray	500 sheets			
	Finisher Tray (No staple) (sheets)	A4 ▯	3,000 (1,500 sheets with Booklet Maker)		
		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 Maker)		
		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**
>
> 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.

Item		Specification			
Staple With staples	Maximum number of sheets of paper (sheets)	50 ⌨ **Note** Up to 65 sheets are possible if Staple Unit 65 Sheets is installed.			
	Paper size	Standard size	Max	A3, 11 x 17"	
			Min	A5 ▯	
	Paper weight (g/m^2)	Uncoated	52 to 350		
		Coated	106 to 350		
	Stapled location	1 location, 2 locations			

Item	Specification			
Staple Staple-free	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)	Uncoated		52 to 220
		Coated		106 to 220
	Number of punched holes	2 holes / 4 holes or 2 holes / 3 holes (US Specifications) 🗏 **Note** The number of punched holes that can be processed differs for each Paper Size.		
Saddle stitch / Single fold	Maximum number of sheets of paper (sheets)	Saddle stitch		20
		Single fold		5
	Paper size	Standard size	Max	A3, 11 x 17"
			Min	JIS B5 ▭
		Custom size (mm)	Width	182 to 330
			Length	257 to 457
	Paper weight (g/m^2)	Uncoated		64 to 300
		Coated		106 to 220
Power supply	Supplied from Main Unit			
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		
	Transport unit V	Width 127 x Depth 589 x Height 1,054		
Weight (kg)	Finisher	C4		37 + 3 (Punch Unit)
		C5		42 + 3 (Punch Unit)
	Finisher with Booklet Maker	C4		50 + 3 (Punch Unit)
		C5		55 + 3 (Punch Unit)
	Transport unit V	8		

10-bin output device

Item	Specification		
Type	10-bin Sort / Stack		
Paper size	Standard size	Max	A3, 11 x 17"
		Min	JIS B5
	Custom size (mm)	Width	204 to 297
		Length	182 to 431
Paper weight (g/m^2)	60 to 105 (Uncoated)		
Paper capacity (sheets)	100 per bin		
Dimensions (mm)	Width 746 x Depth 692 x Height 1,603 (Finisher with Booklet Maker+10-bin output device)		
Weight (kg)	20		

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	x	x	x	20*	x
60 to 71			10			
72 to 80					20	
81 to 90			7			
91 to 105	30		6		7	
106 to 128	25	15	x		7	
129 to 150	20	10				
151 to 176	15	7				
177 to 220	10	5			5	
221 to 256	3	3			3	
257 to 300						
301 to 350					x	

*: (52 to 63 g/m^2) Although staple is available, the stitch accuracy and paper feeding capability are not guaranteed.
x: 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.

Staple Cartridge

▌Replacing Staple 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.

Paper is not stapled

Staple is bent

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

One side of the staple is loose

Staple is bent in the wrong direction

Staple is collapsed

Staple is loose

Staple is loose, and the center sinks

⚠ 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. **Tap [Device Status] > [Supplies] > [Staple Cartridge R1] > [Check] on the Touch Panel Display.**

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

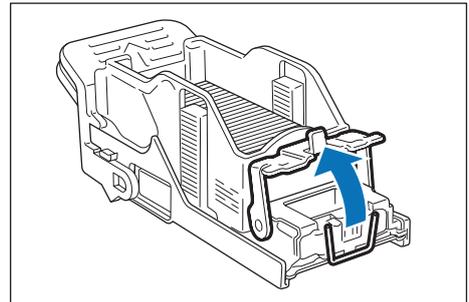3. **Hold the handle and remove the Staple Cartridge.**
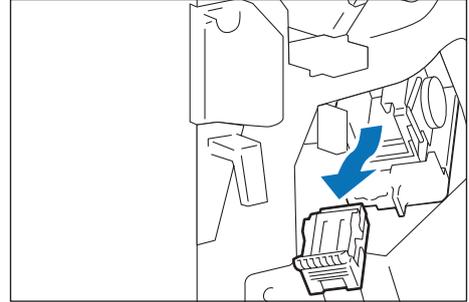
   When using the Staple Unit 65 Sheets, flip the handle down and remove the Staple Cartridge.

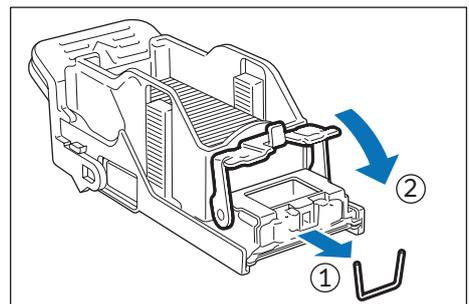4. **Check to make sure that there is no staple inside of the Finisher.**
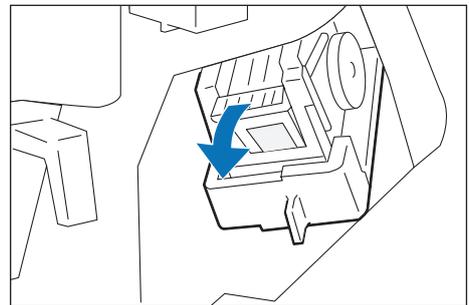
5. **Push the metal part of the Staple Cartridge up.**

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

7. **Insert the Staple Cartridge into the original position.**

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

8. **Close the cover.**

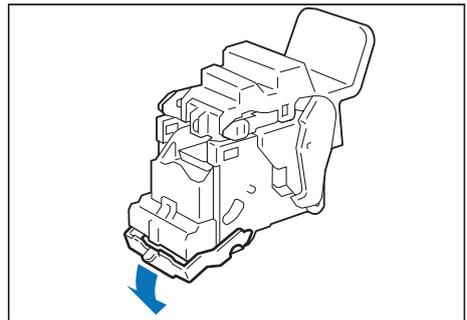## Staple Cartridges for Saddle Stitch

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

2. Pull out Booklet Maker [4].
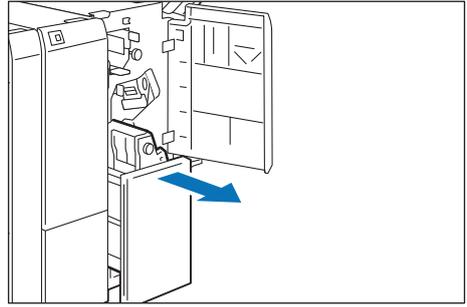
3. Hold the handle of the Staple Cartridge (R2) (R3) and pull it out.
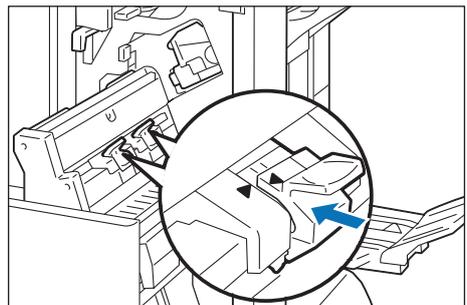

4. Remove the jammed staples.

5. Insert the Staple Cartridge into the original position.

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

> 📝 **Note**

Align the "▲" marks.

6. Push in the Booklet Maker [4].

7. Close the cover.

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.
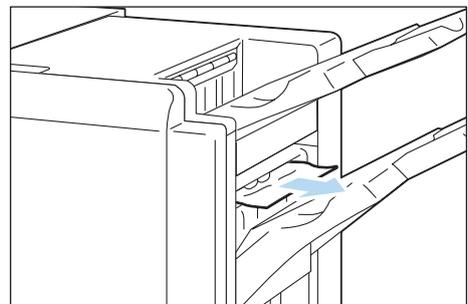
Transport unit

1. **Open the Cover.**

2. **Open lever [1c] to the right (①), turn knob [1b] clockwise (②), and remove the jammed paper(③).**

3. **Return lever [1c].**

4. **If you have difficulty in removing the papers, open lever [1a] upward (①) and remove the jammed paper (②).**
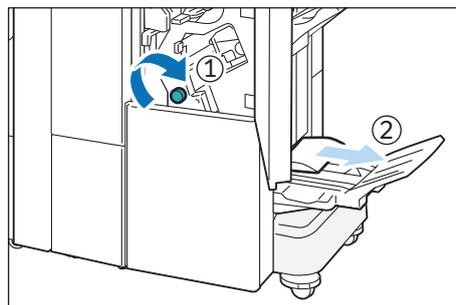
5. **Return lever [1a].**

6. **Close the cover.**
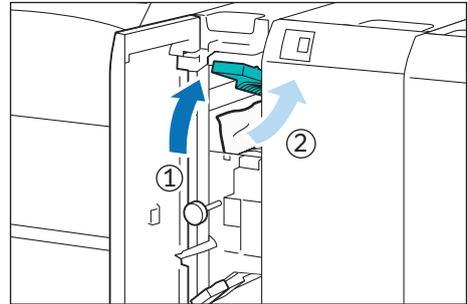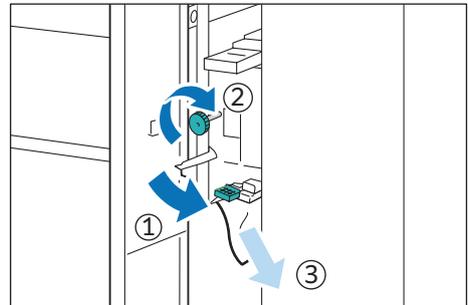
Exit

■ Finisher Tray

(1) **Remove the jammed paper that sticks out from the exit of the Tray.**

■ **Booklet Tray**

(1) Open the Cover.

(2) Remove the jammed paper that sticks out from the exit of the Tray to the right direction.

(3) If you have difficulty in removing the papers, turn knob [4a] clockwise (①), and remove the jammed paper that sticks out from the exit of the Tray (②).
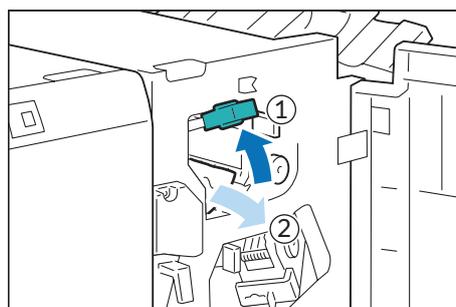
(4) Close the cover.
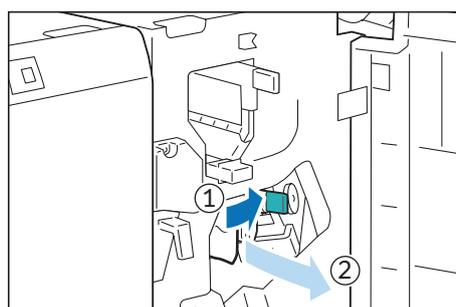

Inside of the Cover

1. Open the Cover.

■ **Lever [3a]**

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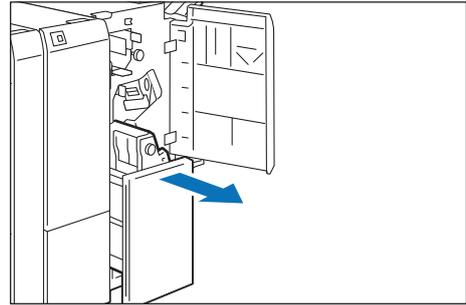
(2) Return lever [3a].

■ **Lever [3d]**

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

(2) Return lever [3d].

....
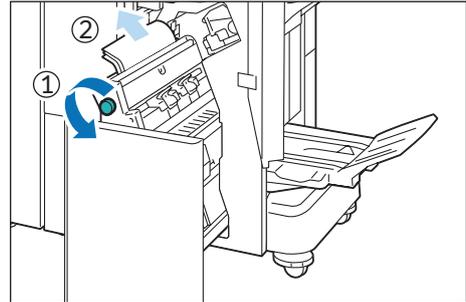
■ **Booklet Marker**

(1) Pull out Booklet Maker [4].

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

(3) Push in the Booklet Maker [4].

....
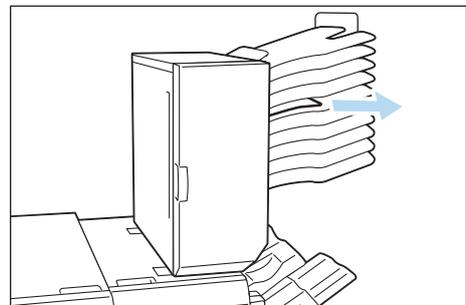
2. Close the cover.

10-bin output device

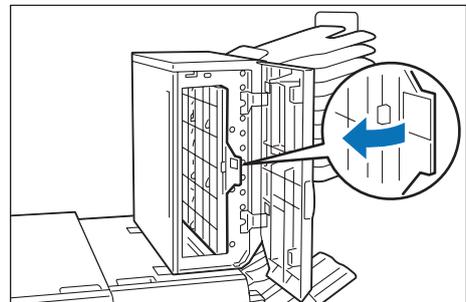**1. Remove the jammed paper that sticks out from the exit of the Tray.**

> 📝 **Note**
>
> If you have difficulty in removing the papers, lift the bins to make space and remove it.
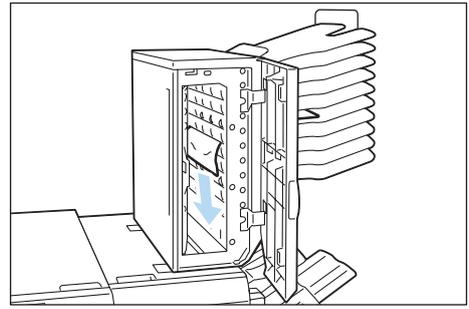
2. Open the Cover..

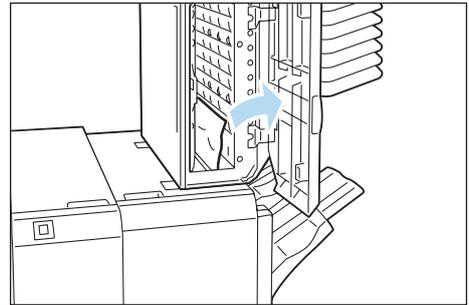**3. Open inner cover [7a] to the left.**

4. When paper sticks out from the exit of the Tray, remove the jammed paper downward.

5. When paper protrudes from the lower section, removethe jammed paper upward.
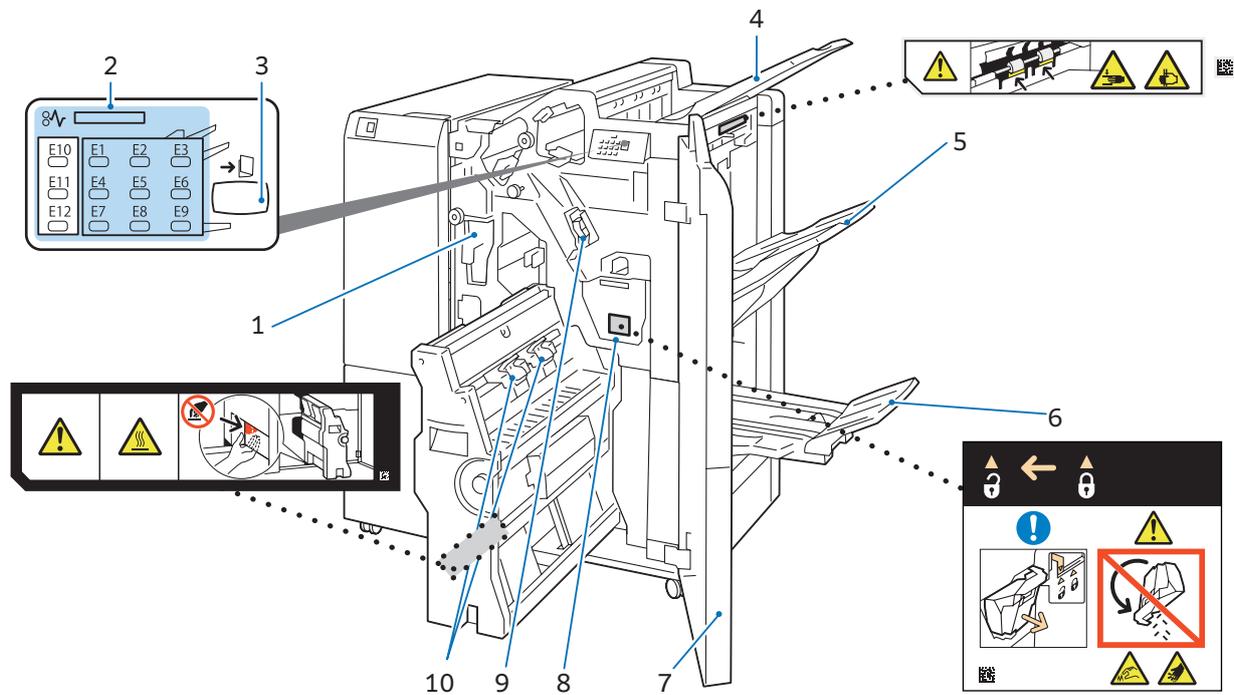
6. Close the cover.

7 Finisher D

In this guide, "Finisher D6" and "Finisher D6 with Booklet Maker" are generally referred to as "Finisher D".
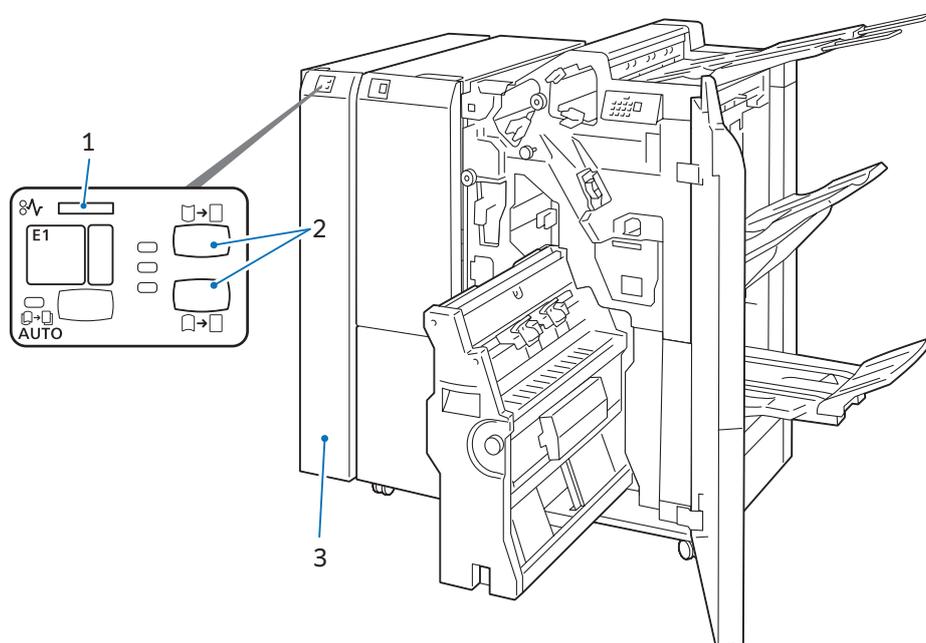
Device Components / Caution Labels

Finisher

No.	Component	Function
1	Hole Punch Waste Container	Punched pieces go in here. 👓 **Refer** For the discard method of waste in the waste container, refer to the label affixed on the machine.
2	Error Indicator	When paper jam occurs, the indicator is turned on. When the priority device indicator (top lamp) blinks, first of all perform the paper jam operation.
3	Booklet output button	When the button is pressed, paper output in the Booklet Tray is moved to the collecting position.
4	Top Output Tray	Outputs are delivered here.
5	Finisher Tray	Side stitch paper is ejected. 📝 **Note** When 2,000 sheets or more of paper with large downward curl are output, a stack of output sheets may fall. In this case, set the lowest curl correction of Interface Decurler Module and downward curl correction of Inserter.
6	Booklet Tray	Saddle stitch and Single fold paper is ejected.
7	Cover	Open this cover to clear paper jams, replace the Staple Cartridge, remove jammed staples or dispose of cut pieces for punched holes.
8	Staple Waste Container	Staple waste goes in here.

No.	Component	Function
9	Staple Cartridge for side stitch	This unit is used to replace staples for side stitch.
10	Staple Cartridges for saddle stitch	This unit is used to replace staples for saddle stitch. There are two.

Interface Module

No.	Component	Function
1	Error Indicator	When paper jam occurs, the indicator is turned on. When the priority device indicator (top lamp) blinks, first of all perform the paper jam operation.
2	Curl correction button	The correction method is the same as the Interface Decurler Module. The 3 correction levels are available: OFF, upward, and downward. **Refer** "Curl Correction" (p.26)
3	Cover	Open this cover to clear paper jams.

Main Specifications

Item	Specification				
Type	Top Output Tray	Sort / Stack			
	Finisher Tray	Sort (Offset available) / Stack (Offset available)			
	Booklet Tray	Sort / Stack			
Paper size	Top Output Tray	Standard size	Max	A3, 11 x 17"	
			Min	Postcard (100 x 148 mm)	
		Custom size (mm)	Width	100 to 330	
			Length	148 to 488 (when Banner Print Extension Kit is installed: 1,300)	
	Finisher Tray	Standard size	Max	A3, 11 x 17"	
			Min	A5	
		Custom size (mm)	Width	148 to 330	
			Length	148 to 488	
	Booklet Tray	According to Saddle stitch / Single fold			
Paper weight (g/m²)	Top Output Tray	Uncoated	52 to 350		
		Coated	106 to 350		
	Finisher Tray	Uncoated	52 to 350		
		Coated	106 to 350		
	Booklet Tray	According to Saddle stitch / Single fold			
Paper capacity	Top Output Tray	500 sheets			
	Finisher Tray (No staple) (sheets)	A4 ⬚	3,000 (2,000 sheets with Booklet Maker)		
		JIS B4 or greater	1,500		
		Mixed Size Stacking	350		
	Finisher Tray (With staples)	A4 ⬚	200 copies or 3,000 sheets (2,000 sheets with Booklet Maker)		
		JIS B4 or greater	100 copies or 1,500 sheets		
	Booklet Tray	20 copies (16 sheets per copy)			

> 📖 **Note**
>
> 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.

Item	Specification			
Staple	Maximum number of sheets of paper (sheets)	100 📖 **Note** 65 sheets for larger sized than A4 and Letter (8.5 x 11").		
	Paper size	Standard size	Max	A3, 11 x 17"
			Min	A5 ⬚
	Paper weight (g/m²)	Uncoated	52 to 350	
		Coated	106 to 350	
	Stapled location	1 location, 2 locations, 4 locations		

Item	Specification			
Hole Punch (with Punch Unit)	Paper size	Standard size	Max	A3, 11 x 17"
			Min	JIS B5 📄
	Paper weight (g/m^2)	Uncoated		52 to 220
		Coated		106 to 220
	Number of punched holes	2 holes / 4 holes or 2 holes / 3 holes (US Specifications) 📝 **Note** The number of punched holes that can be processed differs for each Paper Size.		
Saddle stitch / Single fold	Maximum number of sheets of paper (sheets)	Saddle stitch		30
		Single fold		5
	Paper size	Standard size	Max	A3, 11 x 17"
			Min	JIS B5 📄
		Custom size (mm)	Width	182 to 330
			Length	257 to 488
	Paper weight (g/m^2)	Uncoated		60 to 350
		Coated		106 to 350
Power supply	Finisher	AC 100 ± 10%, 3 A, 50/60 Hz common		
	Interface Module	Supplied from Finisher		
Maximum power consumption	300 W			
Dimensions (mm)	Finisher	Width 855 x Depth 725 x Height 1,200		
	Finisher with Booklet Maker	Width 892 x Depth 725 x Height 1,200		
	Interface Module	Width 165 x Depth 725 x Height 992		

📝 **Note**

When Banner Print Kit is installed:
- top output tray's angle (B) + Banner Print Extension Kit: Width +281 x Depth ±0 x Height +222
- top output tray's angle (A) + Banner Print Extension Kit + Lightweight paper housing wires: Width +387 x Depth ±0 x Height +71

Weight (kg)	Finisher	85 + 6 (Punch Unit) + 2 (Banner Print Extension Kit)
	Finisher with Booklet Maker	105 + 6 (Punch Unit) + 2 (Banner Print Extension Kit)
	Interface Module	25

Number of Sheets That can be Stapled (Approximation)

Paper weight (g/m²)	Side Stitch				Saddle stitch	
	When A4 size or less		When exceeding A4 size		Uncoated	Coated
	Uncoated	Coated	Uncoated	Coated		
52 to 59	100	35*	65	35*	30*	25*
60 to 71					30	
72 to 80						
81 to 90						
91 to 105	50	30*	50	30*	20	20*
106 to 128		30	45	30	15	
129 to 150	20	20	20	20	10	
151 to 176						
177 to 220					5	
221 to 256					4	
257 to 300	10	10	10	10	3	
301 to 350						

*: Although staple is available, the stitch accuracy and paper feeding capability are not guaranteed.

Outputting Paper

Top Output Tray

Loading Guide

Place it on the Top Output Tray when using an envelope.
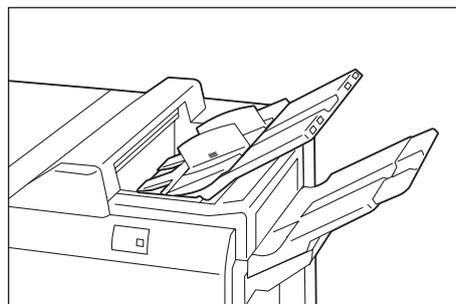
Changing Angle

Change the angle when output paper remains at the exit and paper full is detected immediately. Especially in the following case, paper full is likely to be detected, change the angle to the B position.

- Thin coated paper
- Coated paper with the length of 364 mm or more
- Long paper

A	B
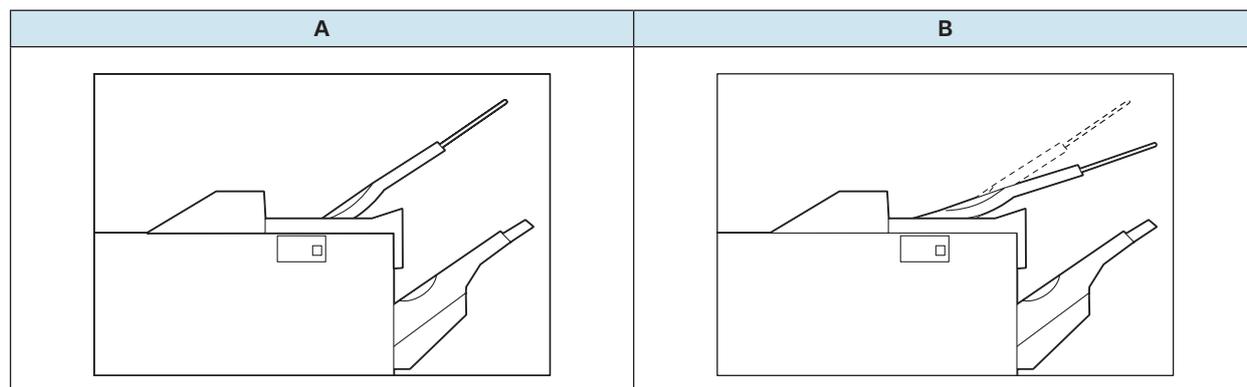
Pull the Top Output Tray to the right, remove it from the lower fixed position (A), and insert the claws at the front edge of the tray to the upper fixed position (B).

> 📝 **Note**
>
> - Normally set the tray at the lower fixed position.
>   If the tray is at the upper fixed position of the exit, paper may fall from the Top Output Tray and a paper jam may occur when paper is output to the Finisher tray.
> - If paper is curled, the effectiveness of angle change cannot be obtained.
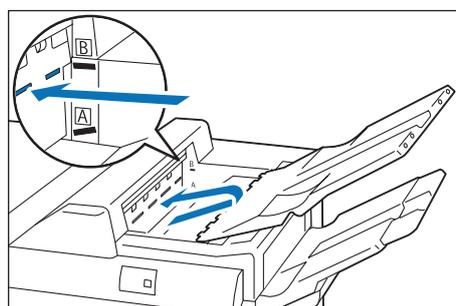
■ Banner Print Extension Kit

Long paper can be loaded without its lead edge sticking out.

Paper size (mm)	Tray capacity (sheets)
Width: 210 to 330 Length: 489 to 1,300	Up to 660 mm: 150 Up to 729 mm: 100 More than 730 mm: 10

> 🔔 **Important**
>
> When paper exceeding the tray capacity is loaded, the Extension Tray may get broken.

• •

■ Extension Tray

(1) Push the Top Output Tray from the rear side as pinching the cap and remove the 4 caps at the front edge of the Top Output Tray.
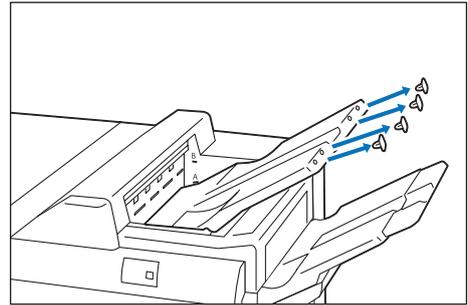
(2) Change the angle of the Top Output Tray to the upper fixed position (B).

> 📝 **Note**
>
> Change the angle to the lower fixed position (A) for paper with the width of 256 mm or less.
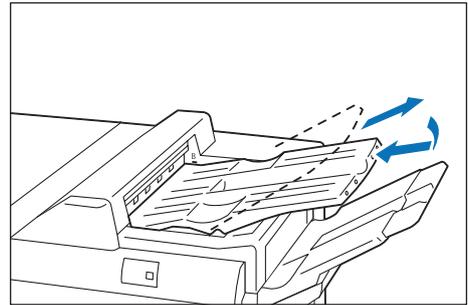
(3) Insert 2 extension trays until they stop.

> 📝 **Note**
>
> Pass them through over the guide at the rear side of the tray until they stop.
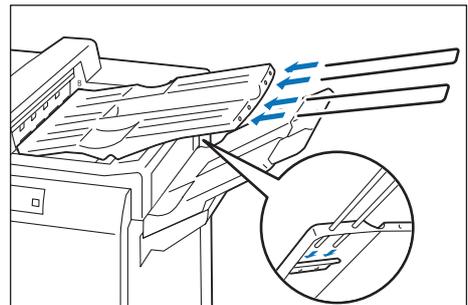
▪ Lightweight paper housing wire

When it is difficult to load thin paper, install the wire.

> 📝 **Note**
>
> • The tray capacity is 10 sheets.
> • Paper of which width is 256 mm or less cannot be used.
> • The supported paper weights are from 82 to 209 g/m^2.

(1) Change the angle of the Top Output Tray to the lower fixed position (A).
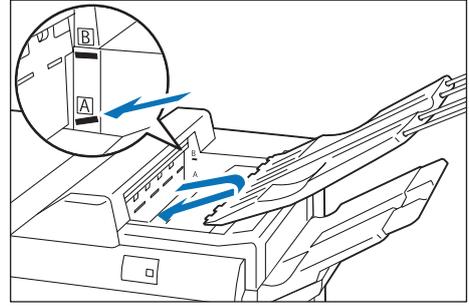
(2) Install the wires on the extension trays.

> **⬚ Note**
>
> As holding the extension tray with a hand, insert the fixing devices firmly, and check that the wires will not come off from the extension tray.
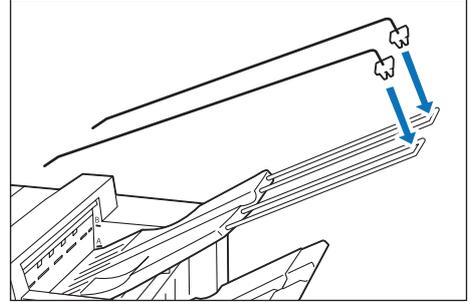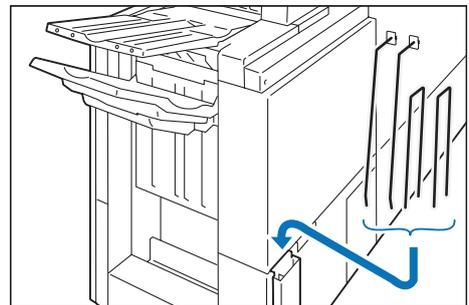

(3) Adjust the wire positions as aligning the wires with the "▲" marks.
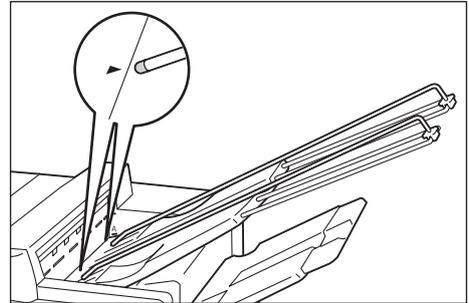
▪ When not using the kit

Store the kit in the storage case at the rear side of Finisher.

- -

Paper Curl

- If A5 ▯ is curled upward, a paper jam may occur.
  For Interface Module, set the upward curl correction of Interface Module.
  For Interface Decurler Module + Inserter, set the highest curl correction of Interface Decurler Module and upward curl correction of Inserter.

- If thick paper is curled downward, a paper jam may occur.
  For Interface Module, set the downward curl correction of Interface Module.
  For Interface Decurler Module + Inserter, set the lowest curl correction of Interface Decurler Module and downward curl correction of Inserter.

- If paper of 157 g/m^2 or more is curled upward, a paper jam may occur.
  For Interface Module, set the upward curl correction of Interface Module.
  For Interface Decurler Module + Inserter, set the highest curl correction of Interface Decurler Module and upward curl correction of Inserter.

> **👓 Refer**
>
> "Curl Correction" (p.26)

Staple Cartridge

▌Replacing Staple Cartridge / Staple Waste Container

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 provided on the box of the consumable (or label).

> 🔔 **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.

■ Staple Cartridge for Side Stitch

Use up the staples before replacing. You can check the existence of the staples in the residual quantity window.

▍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.

Paper is not stapled

Staple is bent

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

One side of the staple is loose

Staple is bent in the wrong direction

Staple is collapsed

Staple is loose

Staple is loose, and the center sinks

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

2. **Pull out [R1].**

   > 📭 **Note**

   After removing the Staple Cartridge, check to make sure that there is no staple inside of the Finisher.
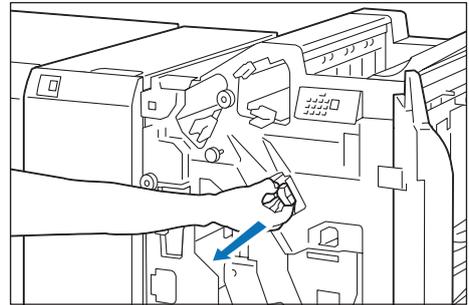
3. **Open the cover of the unit and remove the jammed staples.**
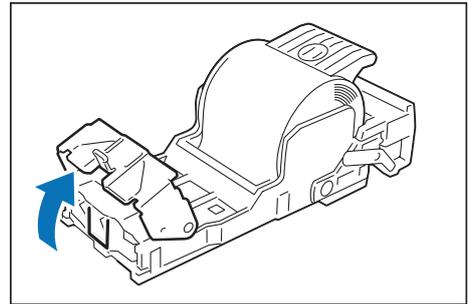
4. **Insert the unit into the original position.**

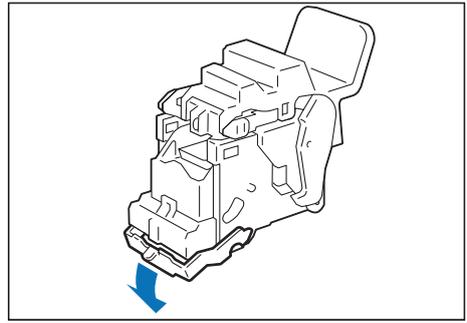5. **Close the cover.**
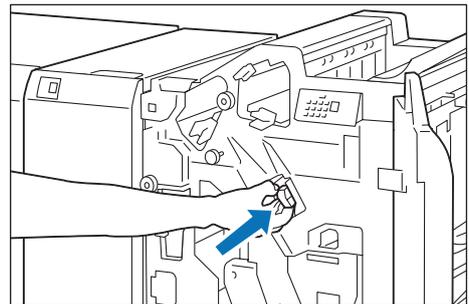
Staple Cartridges for Saddle Stitch

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

2. **Pull out Booklet Maker [3].**
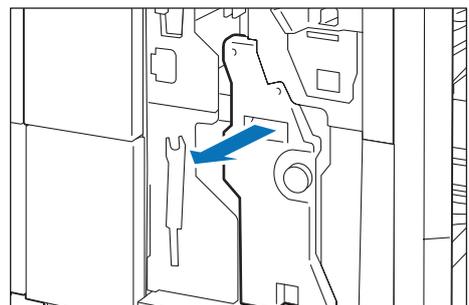
3. **Hold the handle of the Staple Cartridge (R2) (R3) and pull it out.**
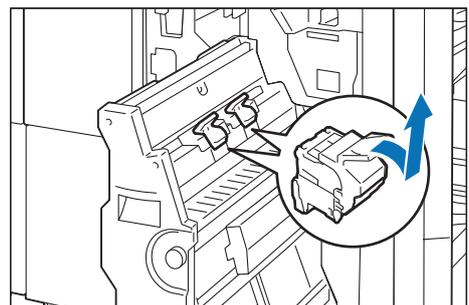
4. Remove the jammed staples.

5. Insert the Staple Cartridge into the original position.

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

> 🗩 **Note**

Align the "▲" marks.

6. Push in the Booklet Maker [3].

7. Close the cover.
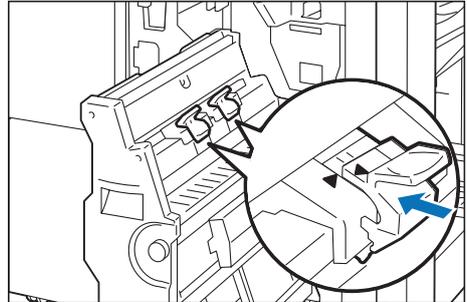
▌When Staple Cartridge for Side Stitch Comes off

If the Staple Cartridge comes off from the unit due to fall during operation, etc., perform the following steps.

> ⚠ **Caution**
>
> Please be very careful not to hurt your fingers, etc. when removing the deformed staples.

> 🗩 **Note**

Perform the same steps as well when the Staple Cartridge is separated from the unit.

1. Open the cover of the unit and remove all the deformed staples.
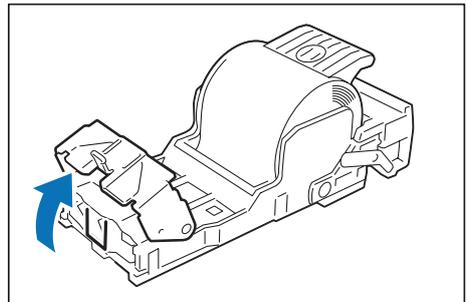
2. Move the handle on the rear side of the unit in the arrow direction.
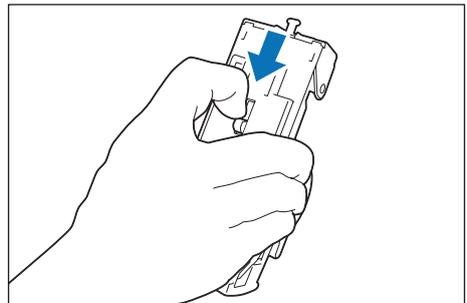
3. Turn it over as the handle is at the moved position and take out the Staple Cartridge from the unit.
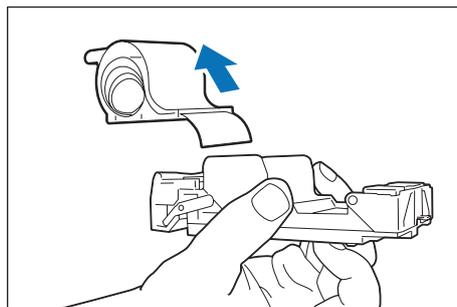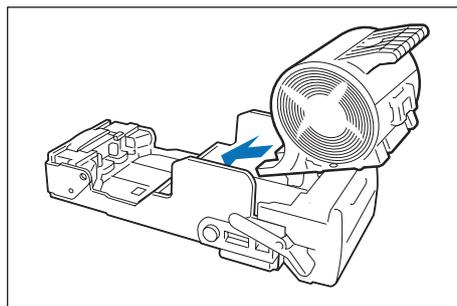
4. Remove the staples that stick out from the Staple Cartridge.
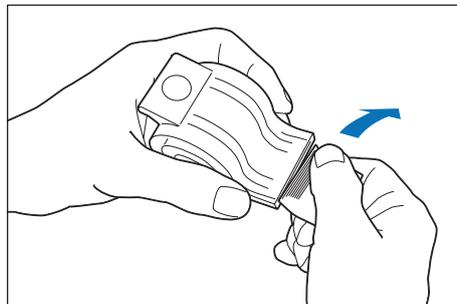
⚠ Caution

Please be very careful not to hurt your fingers, etc. when separating staples.

---

5. Insert the Staple Cartridge into the unit.

Paper Jams

> 📝 **Note**
>
> The error indicator at the top of the machine is turned on. When the priority device indicator (top lamp) blinks, first of all perform the paper jam operation.

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.

▍Finisher

1. Open the Cover.

2. Remove the jammed paper.

• •

■ When Indicator E1 is Turned on

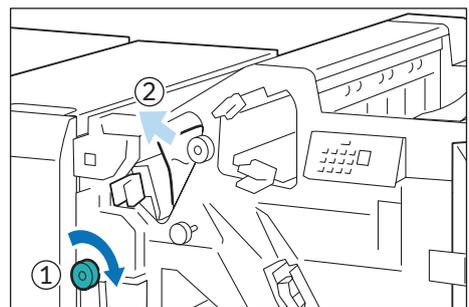**(1) Open lever [1a] to the left (①) and remove the jammed paper (②).**

> 📝 **Note**
>
> Hold the lead edge of the paper and remove it.
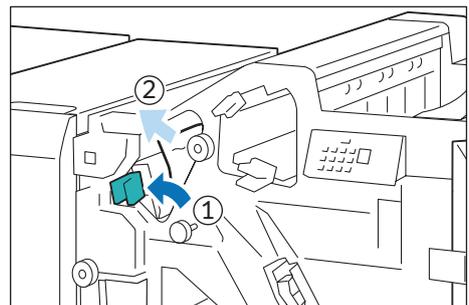
(2) If you have difficulty in removing the papers, turn knob [1b] clockwise (①) and remove the jammed paper (②).
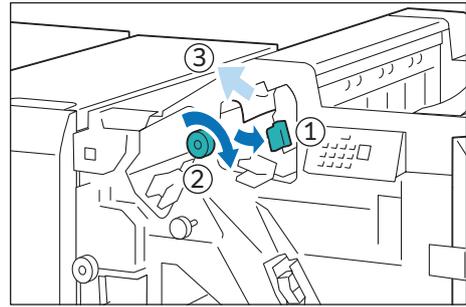
(3) Return lever [1a].

■ When Indicator E2 is Turned on

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

> 🖳 **Note**

Jammed paper may be hidden at the upper section.
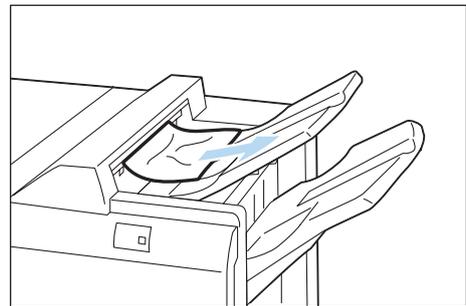
(2) Return lever [1c].

■ When Indicator E3 is Turned on

(1) Remove the jammed paper that sticks out from the exit of the Top Output Tray.
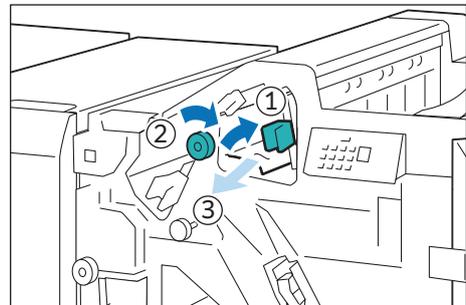
(2) Open and close the cover.

■ When Indicator E4 is Turned on

(1) Open lever [1d] to the right (①), turn knob [1e] clockwise (②), and remove the jammed paper (③).
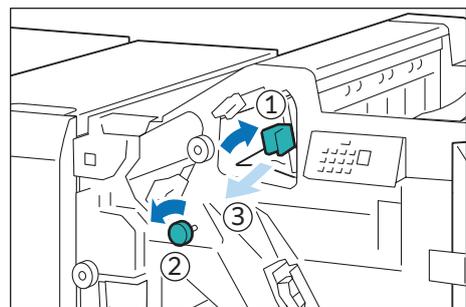
(2) Return lever [1d].

■ When Indicator E5 is Turned on

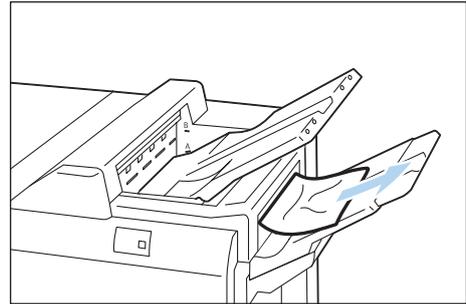**(1)** Open lever [1d] to the right (①), turn knob [1f] counterclockwise (②), and remove the jammed paper (③).

(2) Return lever [1d].

· ·

■ When Indicator E6 is Turned on

(1) Remove the jammed paper that sticks out from the exit of the Finisher Tray.

(2) Open and close the cover.

· ·

3. Close the cover.

4. Check the curl direction of the jammed paper and correct the curl.

> 👓 **Refer**
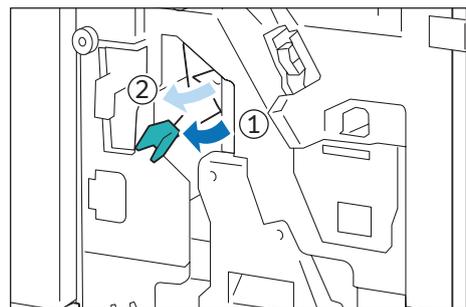>
> "Curl Correction" (p.26)

▌Booklet Maker

1. Open the Cover.

2. Remove the jammed paper.

· ·
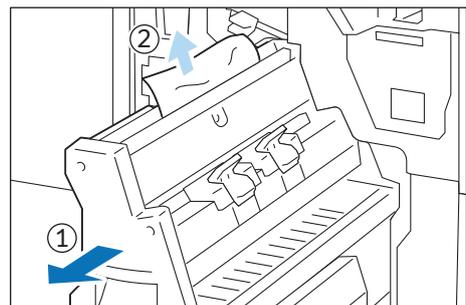
■ When Indicator E7 is Turned on

(1) Open lever [3a] to the left (①) and remove the jammed paper (②).

(2) If you have difficulty in removing the papers, pull out Booklet Maker [3] (①), and remove the jammed paper (②).

(3) Return lever [3a].
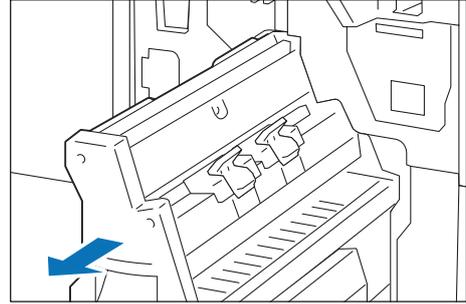
(4) Push in the Booklet Maker [3].
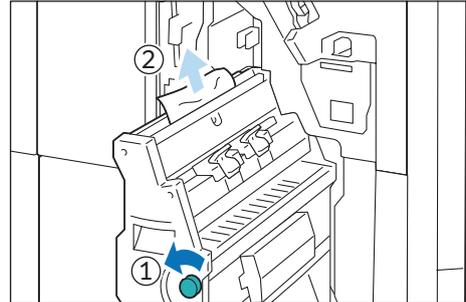
■ When Indicator E8 is Turned on

(1) **Pull out Booklet Maker [3].**

> **📝 Note**
>
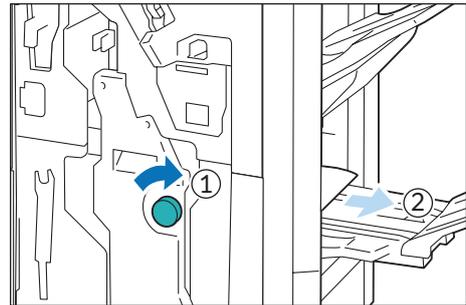> Confirm that paper is not jammed at the lever [3a] before pulling it out.

(2) **Turn knob [3b] counterclockwise (①) and remove the jammed paper (②).**

(3) **Push in the Booklet Maker [3].**

■ When Indicator E9 is Turned on

(1) **Turn knob [3b] clockwise (①) and remove the jammed paper that sticks out from the exit of the Booklet Tray (②).**
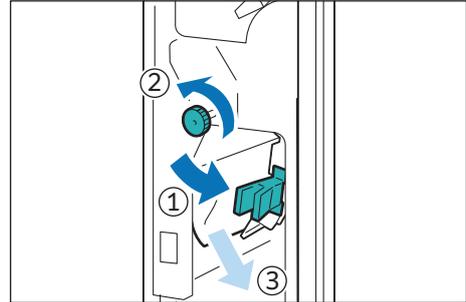
3. **Close the cover.**

4. **Check the curl direction of the jammed paper and correct the curl.**

> **🔍 Refer**
>
> "Curl Correction" (p.26)

Interface Module

1. **Open the Cover.**

2. **Open lever [1a] to the right (①), turn the knob [1c] counterclockwise (②), and remove the jammed paper(③).**

3. **Return lever [1a].**

4. **If you have difficulty in removing the papers, open lever [1b] upward (①), turn the knob [1c] clockwise (②), and remove the jammed paper(③).**

5. **Return lever [1b].**

6. **Close the cover.**