FUJIFILM

Apeos™

Reference Guide

Optional Units

Apeos 7580
Apeos 6580
Apeos 5580

1   Preface

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

⚆ Refer

- Descriptions for the following optional products are provided in different guides.
  - 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, IC card reader: Official site of our company

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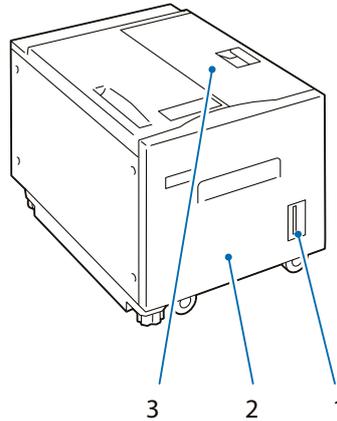
Regarding the notations and trademarks in this document, see the "Reference Guide- Main Unit".

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

2 High Capacity Feeder B1

2.1　Device Components

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

Main Specifications

| Item	Specification
Paper size	A4 ▯, Letter (8.5 x 11") ▯, JIS B5 ▯, 7.25 x 10.5" (184 x 267 mm) ▯
Paper weight (g/m^2)	52 to 200
Tray capacity (sheets)	2,470
Dimensions (mm)	Width 389 x Depth 610 x Height 377
Weight (kg)	29

2.2 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.**

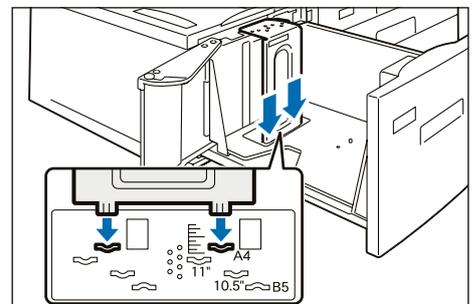**2.** **Remove any paper remaining in the Paper Tray.**
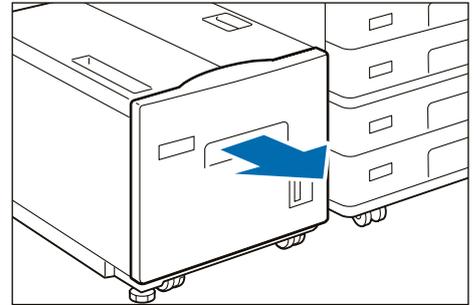
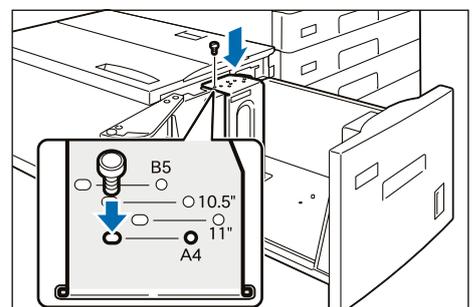**3.** **If changing the Paper Size, adjust the guide position.**

1) Open the end guide (①), remove the screw for the guide in the back (②), and remove the guide from the Paper Tray.
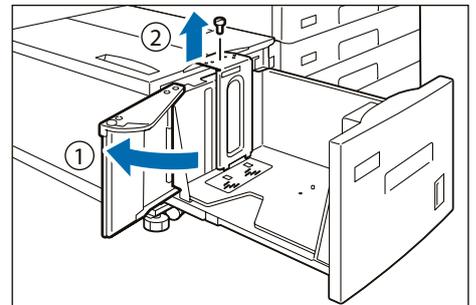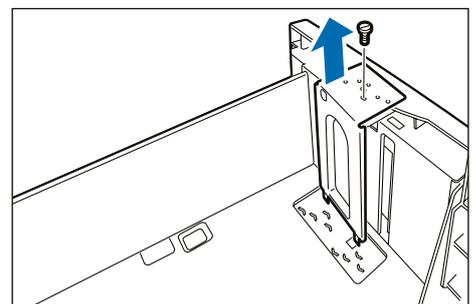
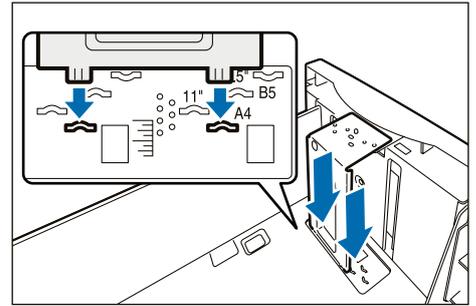**2)** Insert the protrusions under the guide into the Paper Size holes.

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.
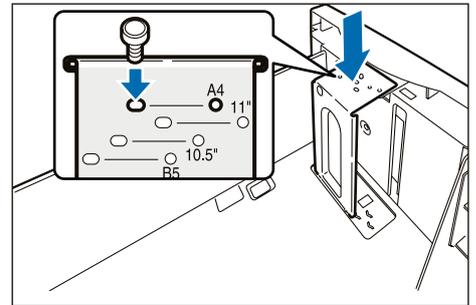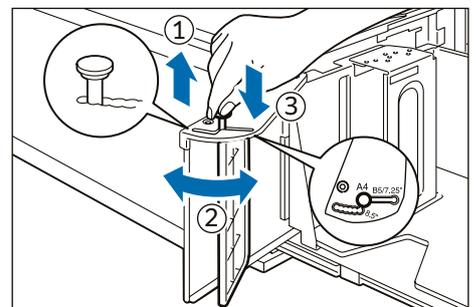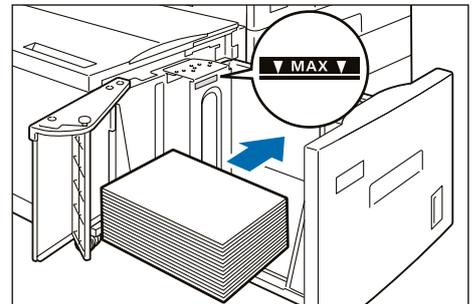

7) Pull the handle for the end guide up (①), align with the Paper Size while moving the handle along the groove (②), and lower the handle (③).

📝 **Note**

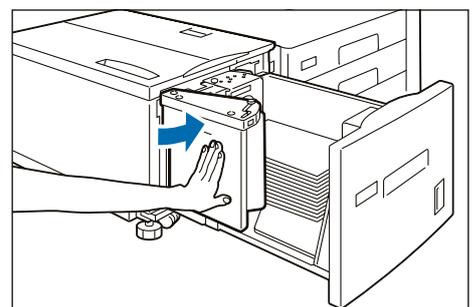The groove on the left side of the end guide 8.5" is not used.

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.

2.3　Paper Jams

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

Gently remove the paper being careful not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside the machine.
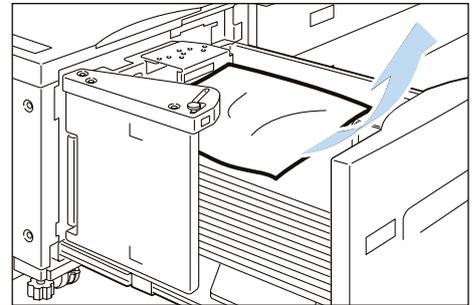
When you have finished clearing the paper jam, printing is resumed from the state before the paper jam occurred. If a paper jam occurred during copying, tap on [Start]. Copying is resumed from the state before the paper jam occurred.

> **Note**
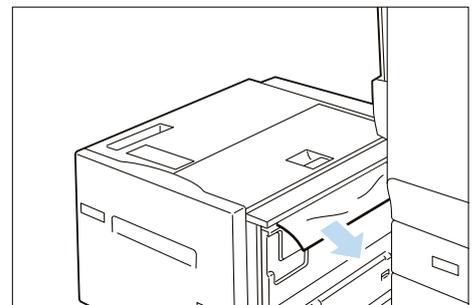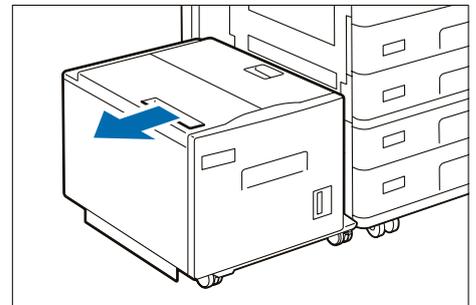>
> Clear the paper jams while the machine is on.

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.**
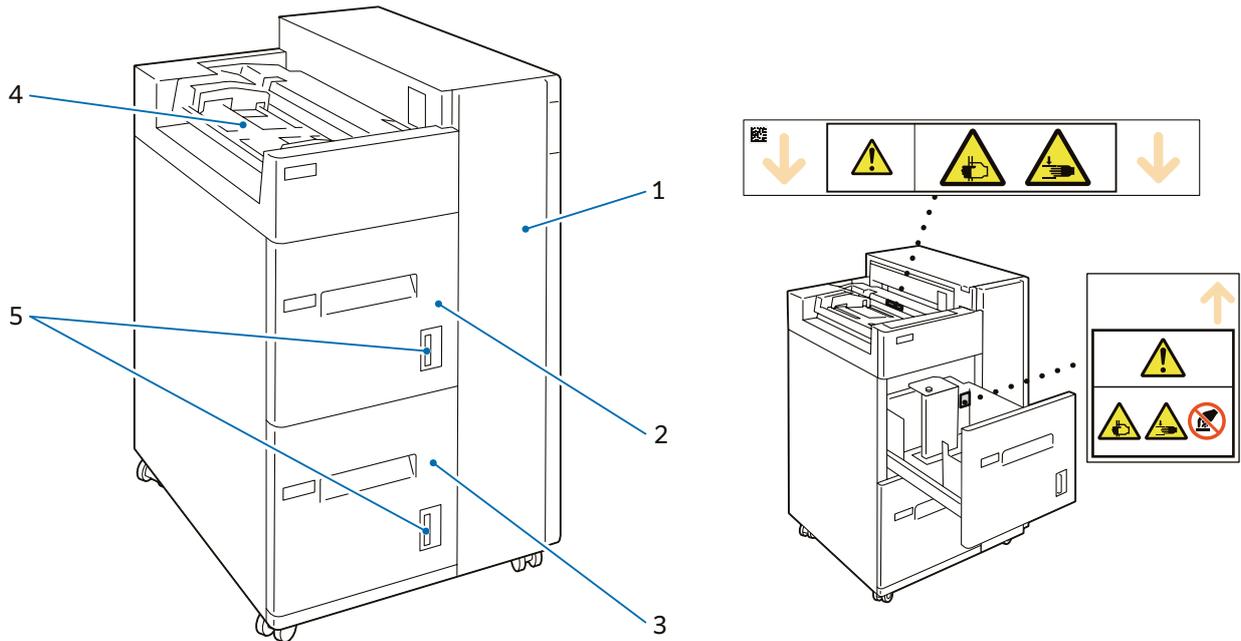
Inside of the Upper Cover

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.
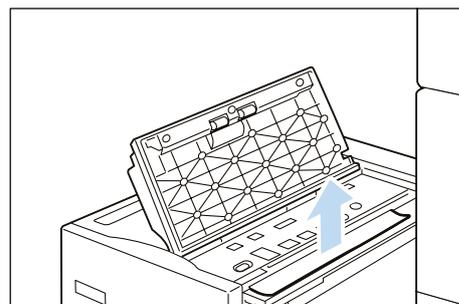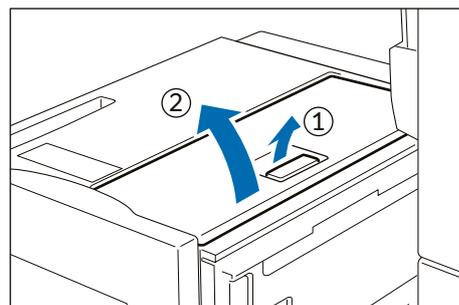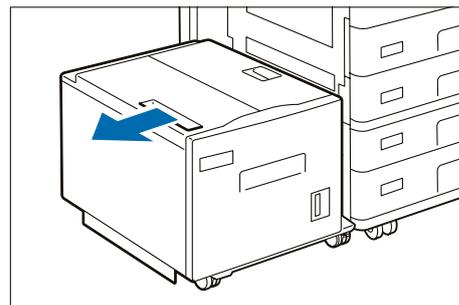
3 High Capacity Feeder C1-D2

3.1 Device Components / Caution Labels

No.	Component	Function
1	Right Cover	Open this cover to clear paper jams.
2	High Capacity Tray (Paper Tray 6)	Load paper here.
3	High Capacity Tray (Paper Tray 7)	Load paper here.
4	Bypass Tray (Paper Tray 5)	Refer 'Reference Guide-Main Unit'
5	Remaining Volume Display	You can check the remaining paper volume.

Main Specifications

Item		Specification
Paper size	High Capacity Tray	A4, Letter (8.5 x 11"), JIS B5, 7.25 x 10.5" (184 x 267 mm)
	Bypass Tray	Max: 12 x 18" (305 x 457 mm) Min: Postcard (by Japan Post)

Item	Specification	
Paper weight (g/m^2)	High Capacity Tray	52 to 200
	Bypass Tray	52 to 250
Tray capacity (sheets)	2,470 x 2 trays + Bypass Tray 300 (Max 5,240)	
Dimensions (mm)	Width 597 x Depth 661 x Height 930	
Weight (kg)	73	

3.2　　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.

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) **Remove the 2 screws for the guide, and remove the guide from the Paper Tray.**

2) **Insert the guide into Paper Size holes and tighten the screws.**

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. **Push in the Paper Tray.**
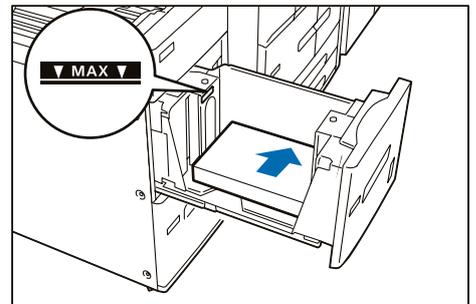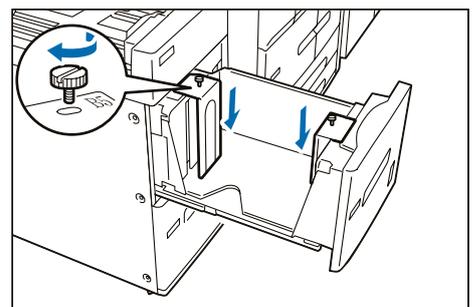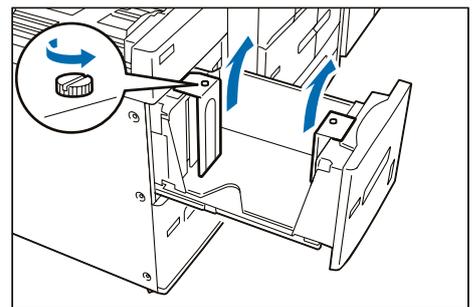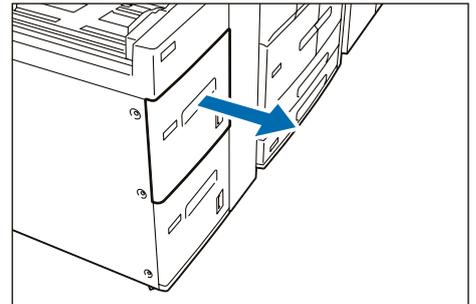
Special Media Setting

Hole Punched Paper

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

Loading to Bypass Tray

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

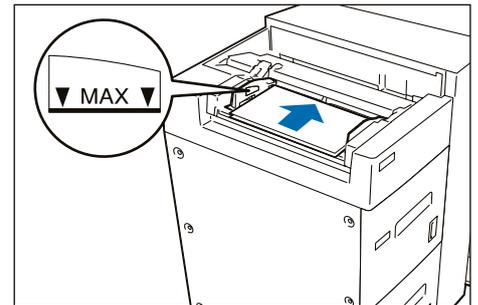📮 **Note**

If the paper guide width is narrower or wider than the paper, it may cause paper jams.

1. **Fan a stack of paper, face the print surface up, and insert the paper gently along the Paper Guide until it stops.**
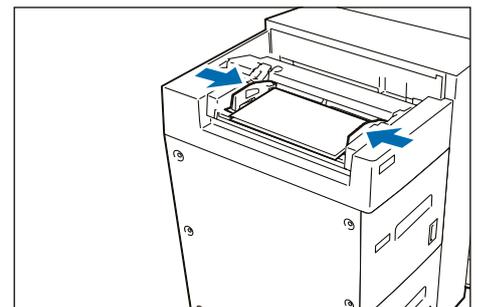
🔔 **Important**

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

2. **Slide the Paper Guide to the correct paper size.**

3.3   Paper Jams

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

Gently remove the paper being careful not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside the machine.
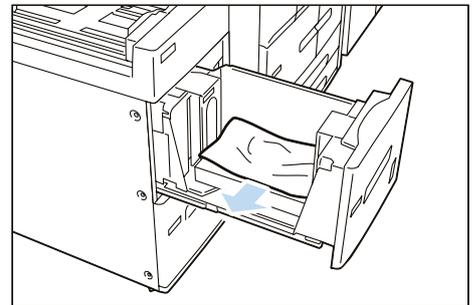
When you have finished clearing the paper jam, printing is resumed from the state before the paper jam occurred. If a paper jam occurred during copying, tap on [Start]. Copying is resumed from the state before the paper jam occurred.

> **Note**
>
> Clear the paper jams while the machine is on.

Paper Tray

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

2. **Remove the jammed paper.**

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

Inside of the Right Cover

1. **Open the Right Cover.**

2. **Remove the jammed paper.**
   - P.12   Paper Jams at [1a]
   - P.13   Paper Jams at [1b]
   - P.13   Paper Jams at [1d]

Paper Jams at [1a]

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

2) **Return lever [1a].**
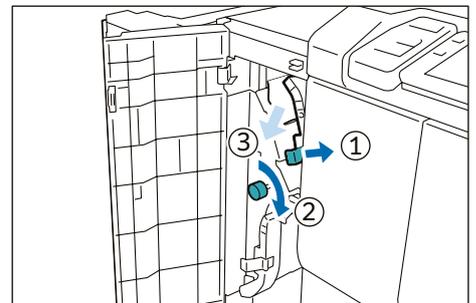
Paper Jams at [1b]

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

2) Return lever [1b].

Paper Jams at [1d]

1) Open lever [1d] upward (①) and remove the jammed paper (②).

2) Return lever [1d].
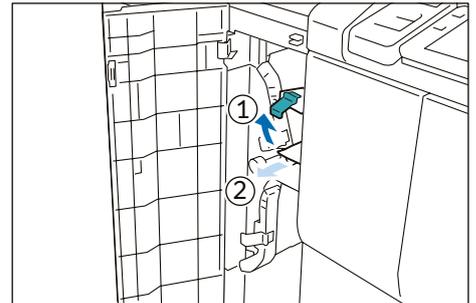
3. Close the Right Cover.

4 Inserter

4.1 Device Components

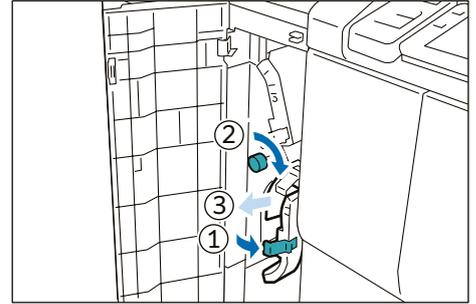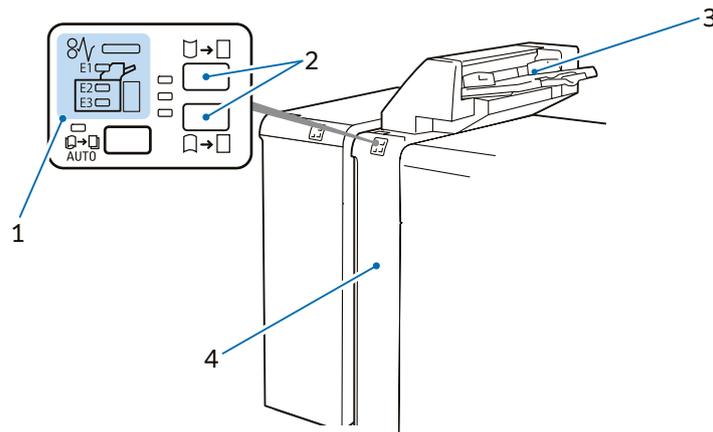| No.	Component	Function
1	Error Indicator	When paper jam occurs, the indicator is turned on. When the priority device indicator (top lamp) blinks, first of all perform the paper jam operation.
2	Curl correction button	Paper curl is corrected when there is any.
3	Inserter Tray (Paper Tray T1)	Load paper to be used as an interleaf or cover.
4	Cover	Open this cover to clear paper jams.

Main Specifications

Item		
Paper size	Max	A3, 11 x 17"
	Min	A5 ▯ 📮 **Note** Can be used by inputting the size.
Paper weight (g/m²)	52 to 250 📮 **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. • Blank paper (not to be printed) of which paper weight is 80 g/m² or less	
Tray capacity (sheets)	250	
Power supply	Supplied from Finisher	
Dimensions (mm)	Width 700 x Depth 725 x Height 1,235 (width of the paper feeding unit only is 165)	
Weight (kg)	45	

4.2　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 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
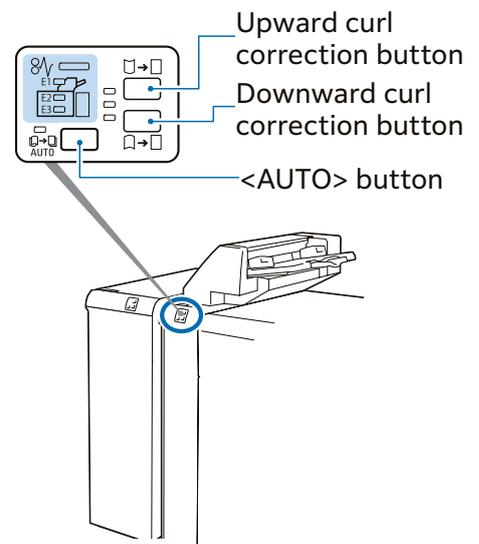
Operations and Functions of Curl Correction

Press the <AUTO> button to enter the [AUTO] mode.
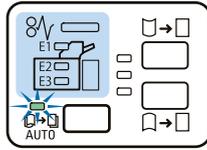
Indicator	Mode	Function
	AUTO	Curl correction is automatically performed. It is recommended to use this mode basically. Optimum curl correction is performed according to the paper size and output direction.
	OFF	Curl correction is not performed.
	Upward curl	Upward curl correction is performed when output paper is curled upward.
	Downward curl	Downward curl correction is performed when output paper is curled downward.

4.3　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.**
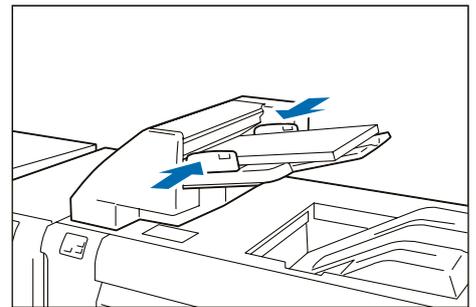
🔔 **Important**
Do not load paper above the maximum fill line. It may cause paper jams or machine malfunction.
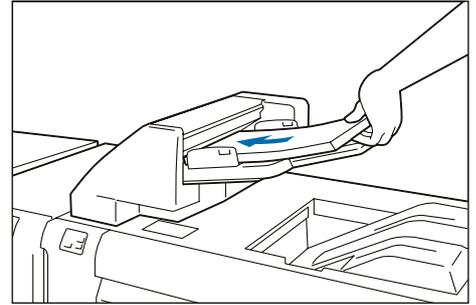
2. **Adjust the paper guide to the size of loaded paper.**

🗩 **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.

4.4 Paper Jams

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

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

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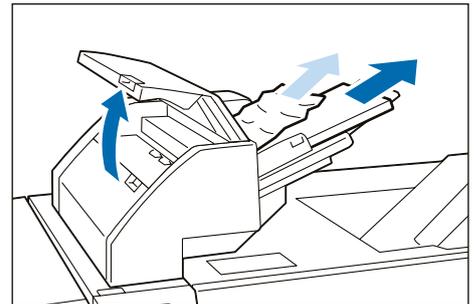
📝 **Note**

Clear the paper jams while the machine is on.
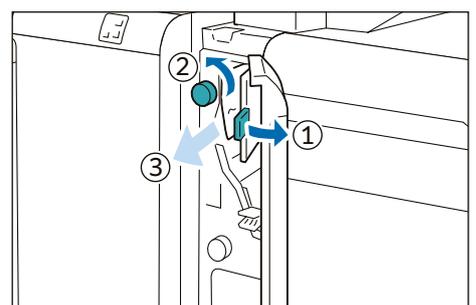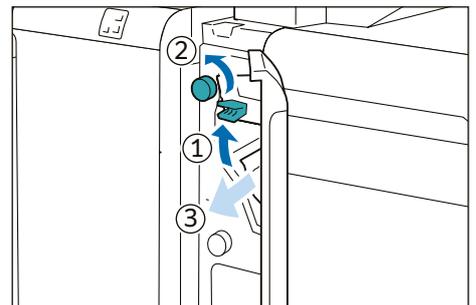
1. **Remove the jammed paper.**

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] counterclockwise (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].**
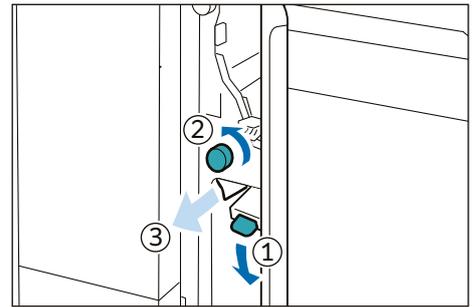
6) **Close the cover.**

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**
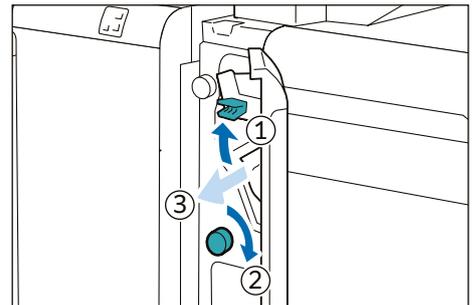
Jammed paper may be hidden at the upper section.

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).

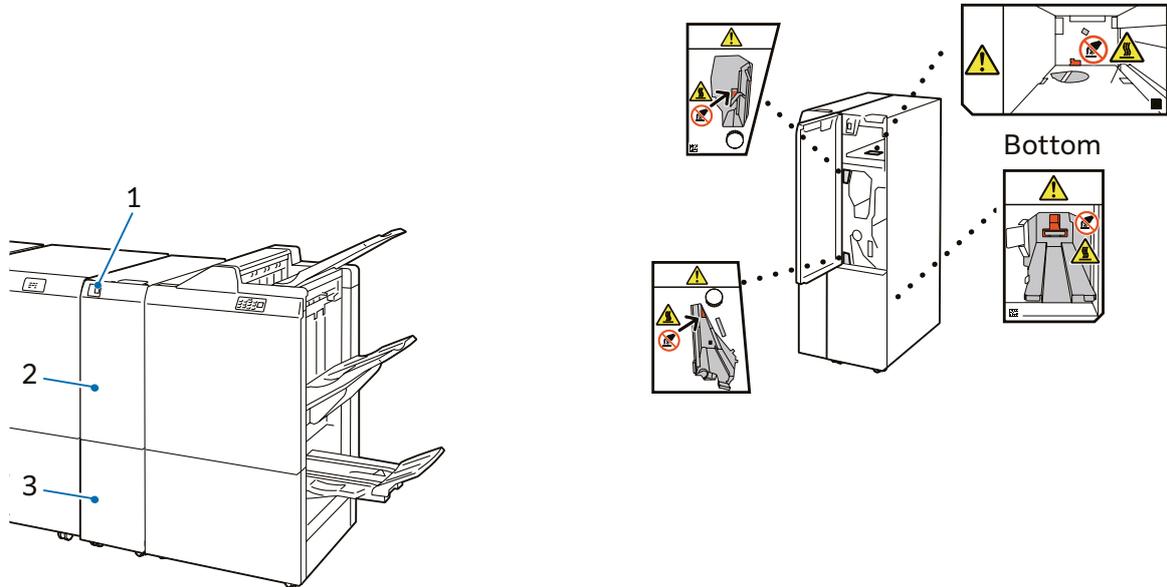**5)** Return lever [1a].

6) Close the cover.

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

👓 Refer

"Curl Correction" (p.16)

5 Folder Unit

5.1 Device Components / Caution Labels

Bottom

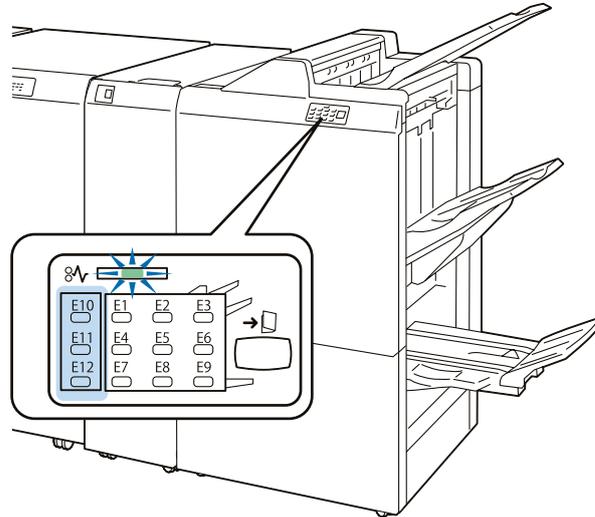| No.	Component	Function
1	Tri-Fold Output Tray Button	Press the button to remove paper from the Tri-Fold Output Tray. The Tri-Fold Output Tray is opened when the lamp stops blinking and comes on and the lock is released.
2	Cover	Open this cover to clear paper jams.
3	Tri-Fold Output Tray	Paper is ejected 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", JIS B4	
	Paper weight (g/m²)	CD2	60 to 90
		CD3	64 to 90
Tri-fold (C Fold/Z Fold)	Paper size	A4, Letter (8.5 x 11")	
	Paper weight (g/m²)	CD2	60 to 90
		CD3	64 to 90
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	

5.2 Paper Jams

> 📝 **Note**
>
> On CD2, the error indicator at the top of the Finisher 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.
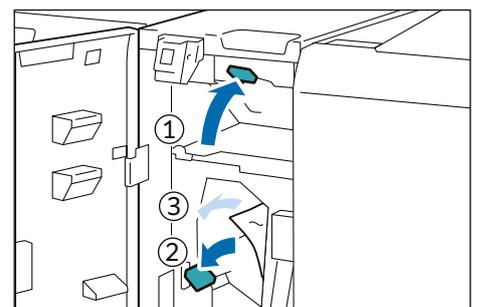
> 📝 **Note**
>
> Clear the paper jams while the machine is on.

1. **Open the Cover.**

2. **Remove the jammed paper.**
- P.23 When Indicator E10 is Turned on
- P.24 When Indicator E11 is Turned on
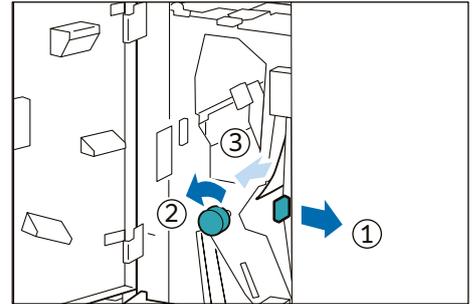- P.24 When Indicator E12 is Turned on

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).**
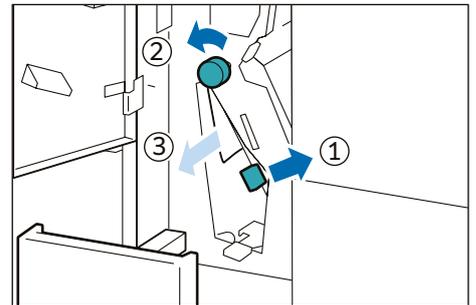
2) **Return lever [2a] and lever [2b].**

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.
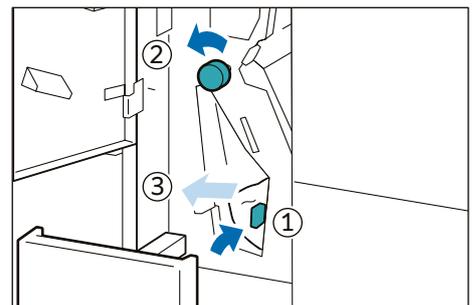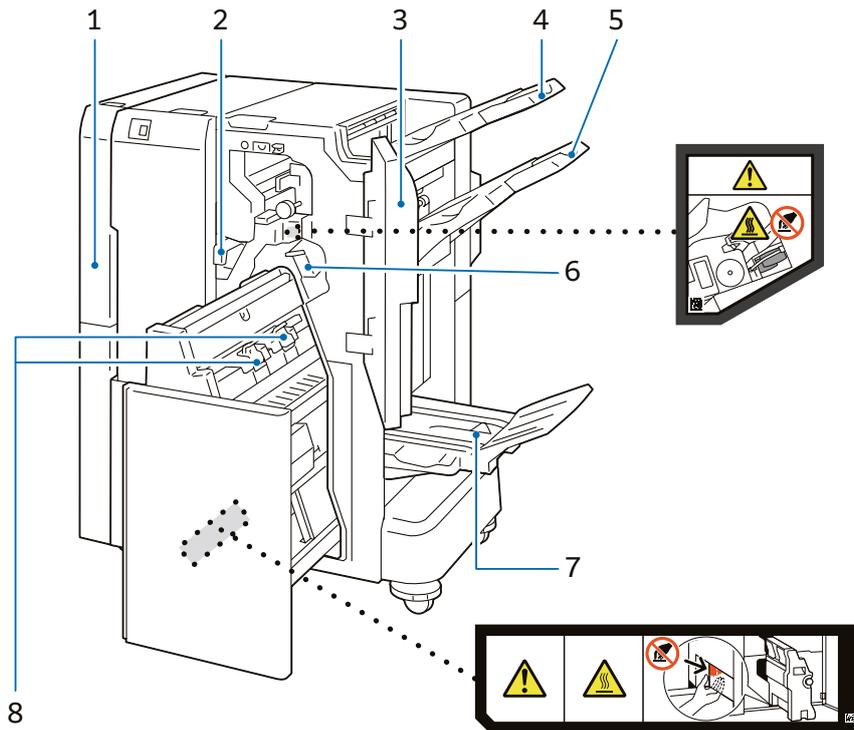

3. Close the cover.

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

  ⌒⌒ Refer
  "Curl Correction" (p.16)

6 Finisher C

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

6.1 Device Components / Caution Labels

No.	Component	Function
1	Transport unit S 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	Cover	Open this cover to clear paper jams, replace the Staple Cartridge, remove jammed staples or dispose of cut pieces for punched holes.
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	Booklet Tray	Saddle stitch and Single fold paper is ejected.
8	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	Max	A3, 12 x 18" (305 x 457 mm)	
		Min	Postcard (100 x 148 mm)	
	Finisher Tray	Max	A3, 12 x 18" (305 x 457 mm)	
		Min	JIS B5 ▯	
	Booklet Tray	According to Saddle stitch / Single fold		
Paper weight (g/m^2)	Top Output Tray	52 to 250		
	Finisher Tray	52 to 250		
	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	
		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	
		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	Max	A3, 11 x 17"
		Min	JIS B5 ▯
	Paper weight (g/m^2)	52 to 200	
	Stapled location	1 location, 2 locations	
Staple Staple-free	Maximum number of sheets of paper (sheets)	10 (Same weight, same size)	
	Paper size	Max	A3, 11 x 17"
		Min	JIS B5 ▯
	Paper weight (g/m^2)	64 to 105	
	Stapled location	1 location, 2 locations	

Item	Specification		
Hole Punch (with Punch Unit)	Paper size	Max	A3, 11 x 17"
		Min	JIS B5
	Paper weight (g/m²)	52 to 200	
	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	Max	A3, 12 x 18" (305 x 457 mm)
		Min	JIS B5 ⬑
	Paper weight (g/m²)	64 to 200	
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 S		Width 73 x Depth 588 x Height 992
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 S		9

Number of Sheets That can be Stapled (Approximation)

Paper weight (g/m²)	Side Stitch		Saddle stitch
	Staple	Staple-Free Staple	
52 to 59	50/65	x	x
60 to 71		10	20
72 to 80			
81 to 90		7	
91 to 105	30	6	7
106 to 128	25	x	7
129 to 150	20		
151 to 176	15		
177 to 200	10		5
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.

6.2   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.
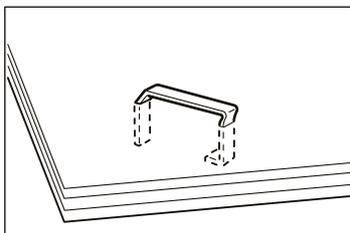
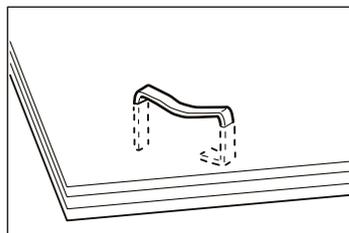One side of the staple is loose   Staple is bent in the wrong direction   Staple is collapsed

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.

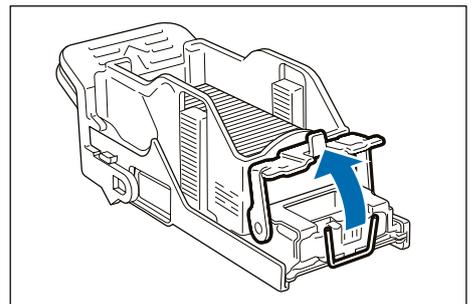**3.** Hold the handle and remove the Staple Cartridge.
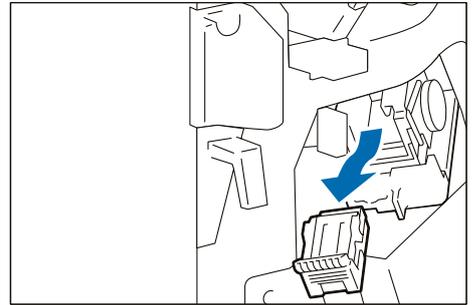
When using the Staple Unit 65 Sheets, flip the handle down and remove the Staple Cartridge.

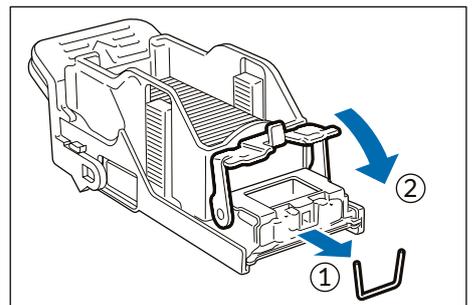**4.** Check to make sure that there is no staple inside of the Finisher.
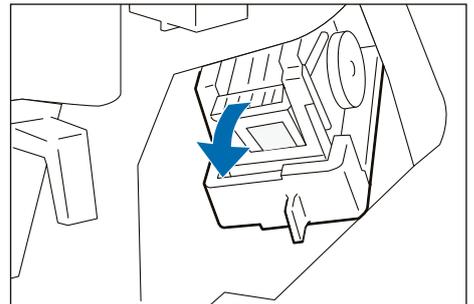
5. Push the metal part of the Staple Cartridge up.

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].**
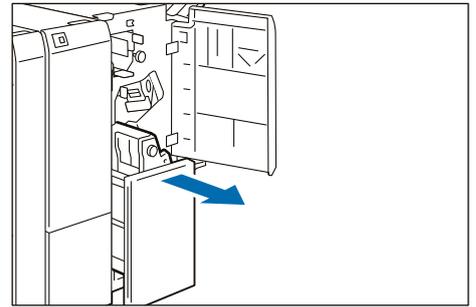
3. **Hold the handle of the Staple Cartridge (R2) (R3) and pull it out.**
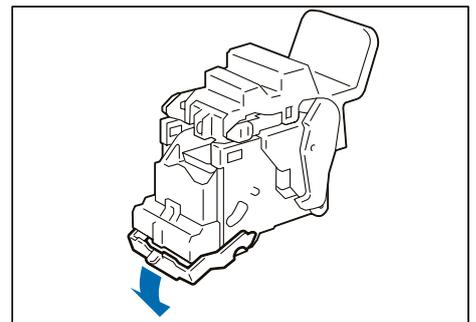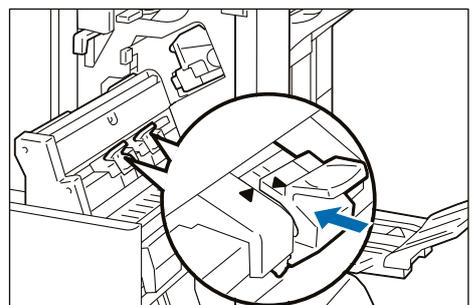

4. **Remove the jammed staples.**

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.**

6.3   Paper Jams

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

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

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

> **Note**
>
> Clear the paper jams while the machine is on.

Transport unit

1. **Open the Cover.**

2. **Open lever [1a] downward.**

3. **Remove the jammed paper.**

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

5. **Close the cover.**
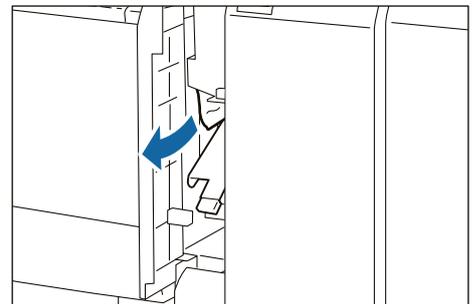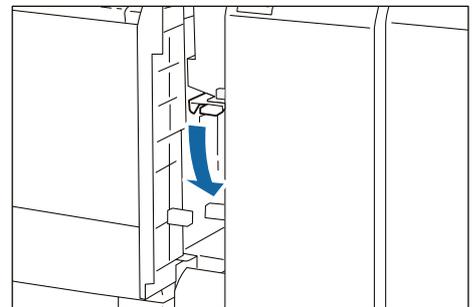
Exit

Finisher Tray

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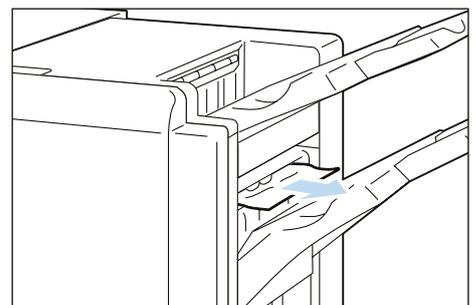
Booklet Tray

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).**
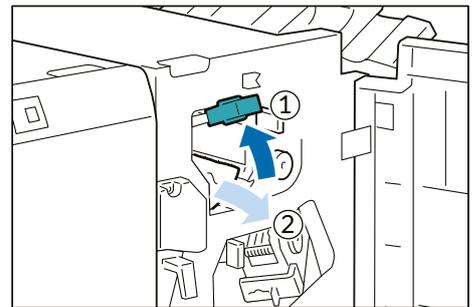
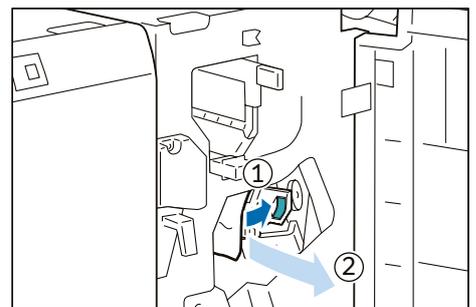4) **Close the cover.**
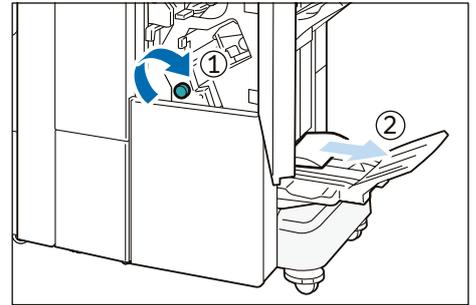
Inside of the Cover

1. **Open the Cover.**

Lever [3a]

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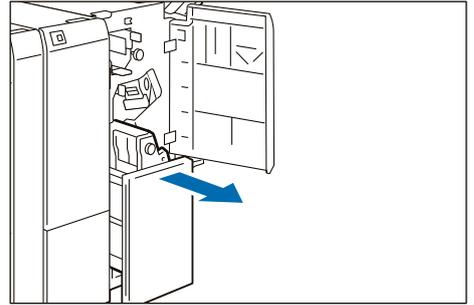
2) **Return lever [3a].**

Lever [3d]

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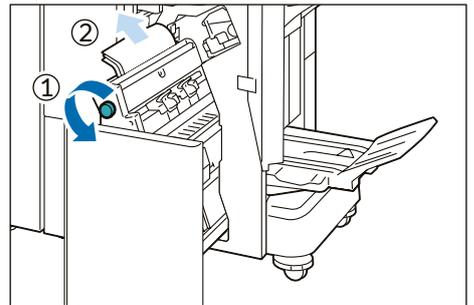
2) **Return lever [3d].**

Booklet Maker

1) Pull out Booklet Maker [4].

2) Turn knob [4a] counterclockwise (①) and remove the jammed paper (②).
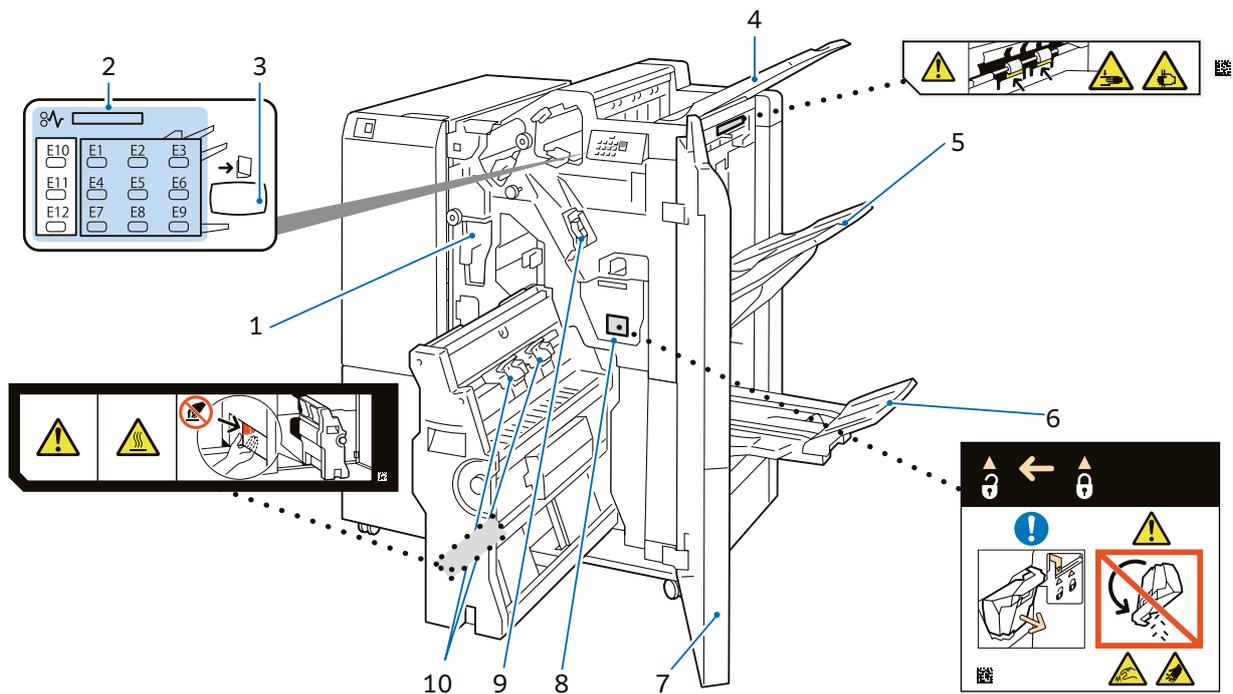
3) Push in the Booklet Maker [4].

2. Close the cover.

7 Finisher D

In this guide, "Finisher D6" and "Finisher D6 with Booklet Maker" are generally referred to as "Finisher D".

7.1 Device Components / Caution Labels

Finisher

No.	Component	Function
1	Hole Punch Waste Container	Punched pieces go in here. 𝝧 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 paper sheets with downward curl are output, a stack of output sheets may fall. In this case, set the downward curl correction of Inserter.

No.	Component	Function
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.
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.

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	Max	A3, 12 x 18" (305 x 457 mm)
		Min	Postcard (100 x 148 mm)
	Finisher Tray	Max	A3, 12 x 18" (305 x 457 mm)
		Min	A5
	Booklet Tray	According to Saddle stitch / Single fold	
Paper weight (g/m^2)	Top Output Tray	52 to 250	
	Finisher Tray	52 to 250	
	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	Max	A3, 11 x 17"
		Min	JIS B5
	Paper weight (g/m²)	52 to 200	
	Stapled location	1 location, 2 locations, 4 locations	
Hole Punch (with Punch Unit)	Paper size	Max	A3, 11 x 17"
		Min	JIS B5 ▱
	Paper weight (g/m²)	52 to 200	
	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	Max	A3, 12 x 18" (305 x 457 mm)
		Min	JIS B5 ▱
	Paper weight (g/m²)	60 to 200	
Power supply	Finisher	AC 100 ± 10%, 3 A, 50/60 Hz common	
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	
Weight (kg)	Finisher	87 + 6 (Punch Unit)	
	Finisher with Booklet Maker	107 + 6 (Punch Unit)	

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	
52 to 59	100	65	30*
60 to 71			30
72 to 80			
81 to 90			
91 to 105	50	50	20
106 to 128		45	15
129 to 150	20	20	10
151 to 176			
177 to 200			5
*: The stitch accuracy of staple and paper feeding capability are not guaranteed.			

7.2　　　Outputting Paper

Top Output Tray

Loading Guide

Place it on the Top Output Tray when using an envelope.
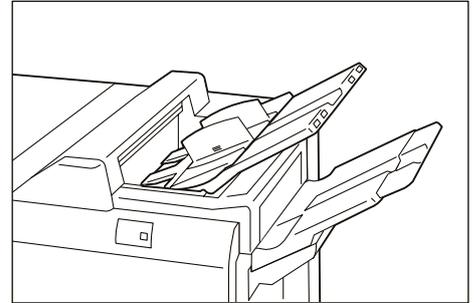
Paper Curl

- If A5 ▯ is curled upward, a paper jam may occur.
  For Inserter, set the upward curl correction of Inserter.

- If paper is curled downward, a paper jam may occur.
  For Inserter, set the downward curl correction of Inserter.

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

👓 Refer
　　"Curl Correction" (p.16)

7.3   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.
- Use up the staples before replacing.

Staple Cartridge for Side Stitch

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.
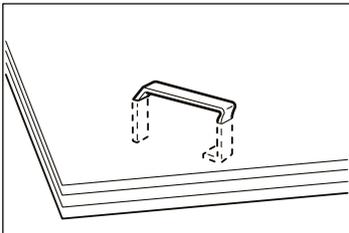
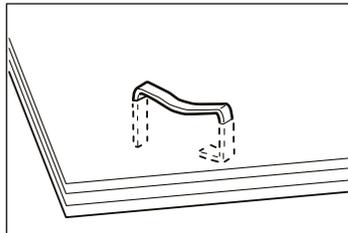One side of the staple is loose

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.
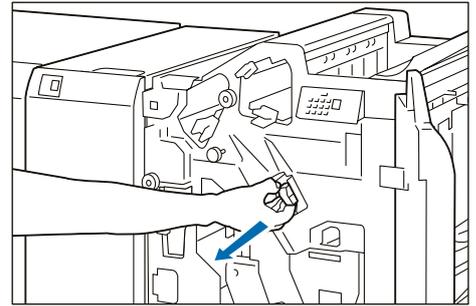
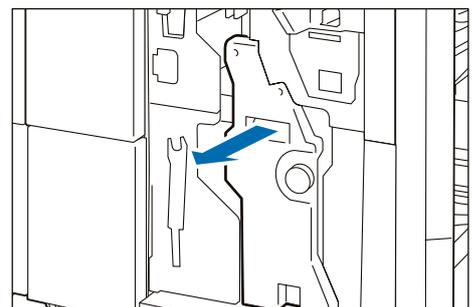3. **Open the cover of the unit and remove the jammed staples.**
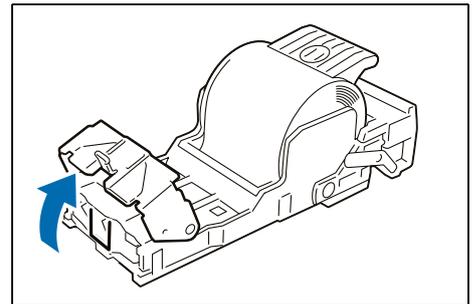
4. **Insert the unit into the original position.**
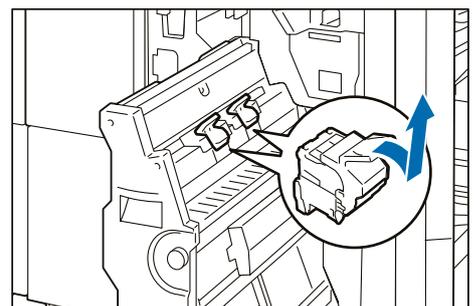
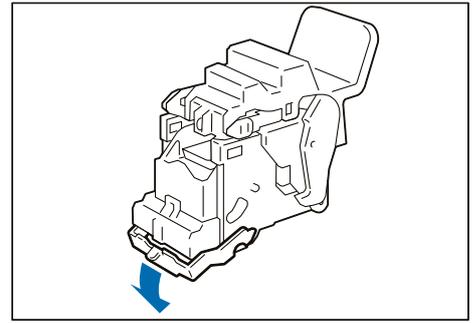5. **Close the cover.**
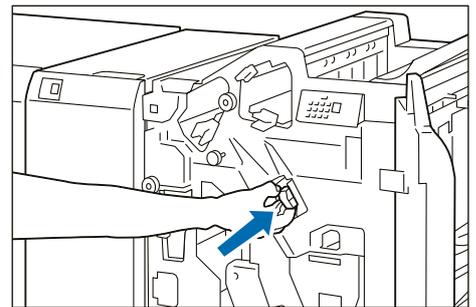
Staple Cartridges for Saddle Stitch

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.**
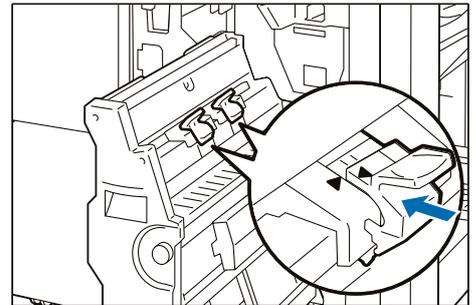
When Staple Cartridge for Side Stitch Comes off

If the Staple Cartridge comes off from the unit due to fall during operation, etc., perform the following steps.
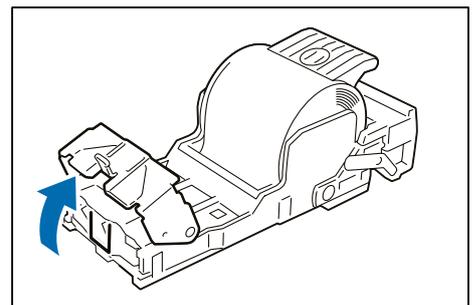
> ⚠ **Caution**
>
> Please be very careful not to hurt your fingers, etc. when removing the deformed staples.

📝 **Note**

Perform the same steps as well when the Staple Cartridge is separated from the unit.
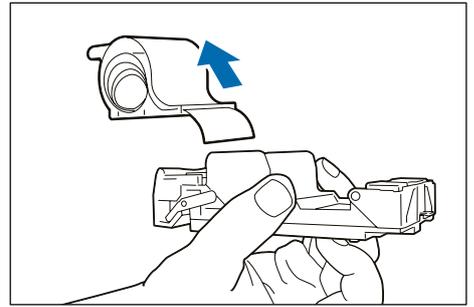
1. **Open the cover of the unit and remove all the deformed staples.**

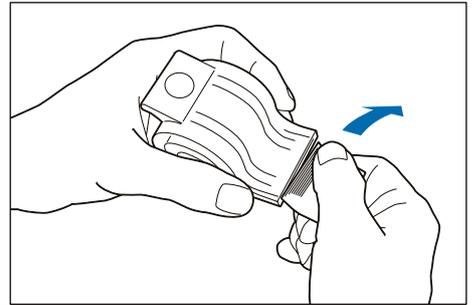**2.** **Move the handle on the rear side of the unit in the arrow direction.**
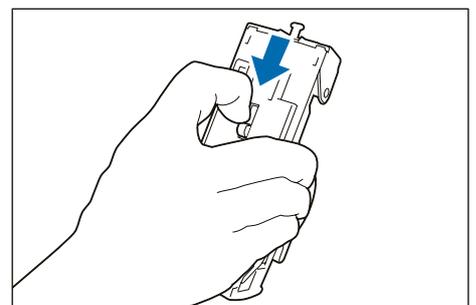
3. Turn it over as the handle is at the moved position and take out the Staple Cartridge from the unit.
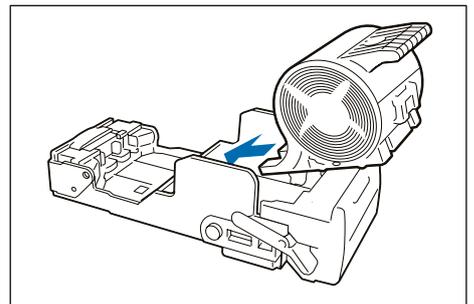

4. Remove the staples that stick out from the Staple Cartridge.

> ## ⚠ Caution
>
> Please be very careful not to hurt your fingers, etc. when separating staples.

5. Insert the Staple Cartridge into the unit.

7.4 Paper Jams

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.**
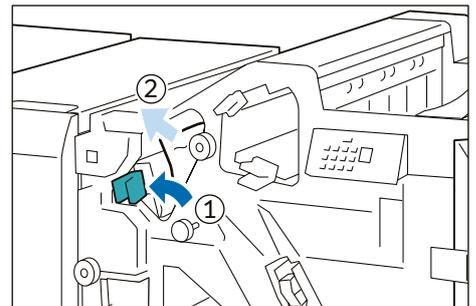
2. **Remove the jammed paper.**
   - P.46   When Indicator E1 is Turned on
   - P.47   When Indicator E2 is Turned on
   - P.47   When Indicator E3 is Turned on
   - P.47   When Indicator E4 is Turned on
   - P.47   When Indicator E5 is Turned on
   - P.48   When Indicator E6 is Turned on

When Indicator E1 is Turned on

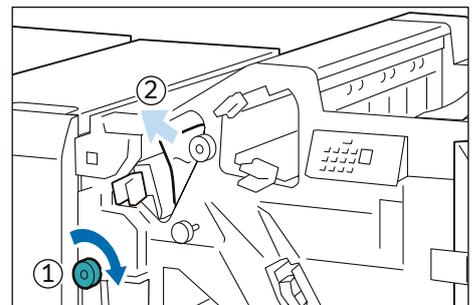1) **Open lever [1a] to the left (①) and remove the jammed paper (②).**

⊡ **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).**
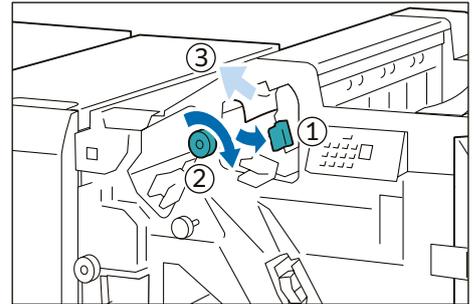
3) **Return lever [1a].**

When Indicator E2 is Turned on

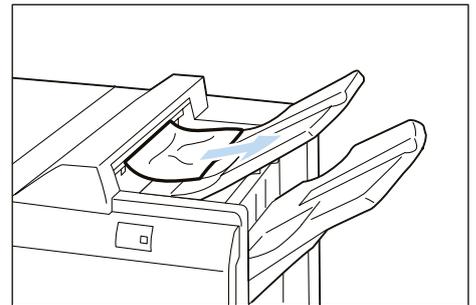**1)** **Open lever [1c] to the right (①), turn knob [1e] clockwise (②), and remove the jammed paper (③).**

📝 **Note**

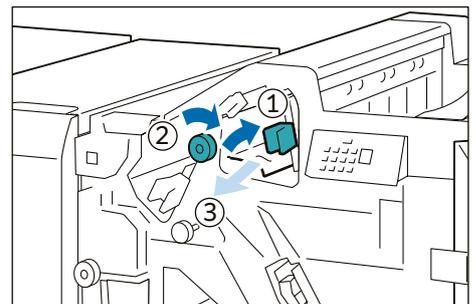Jammed paper may be hidden at the upper section.

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.**
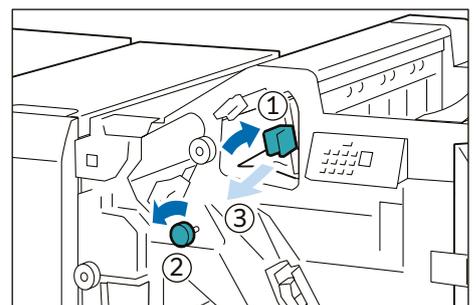
2) **Open and close the cover.**

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).**
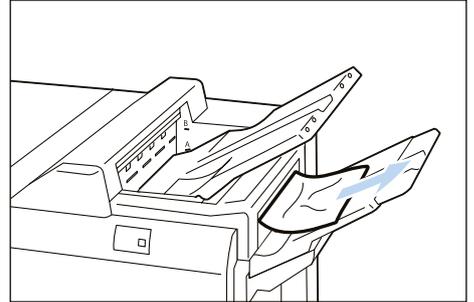
2) **Return lever [1d].**

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.
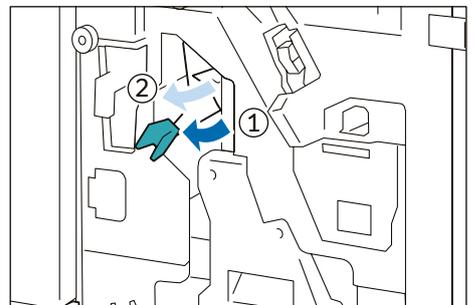
👓 Refer
 "Curl Correction" (p.16)

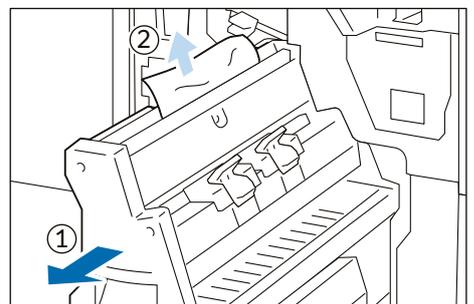# Booklet Maker

1. Open the Cover.

2. Remove the jammed paper.
- P.48   When Indicator E7 is Turned on
- P.49   When Indicator E8 is Turned on
- P.49   When Indicator E9 is Turned on

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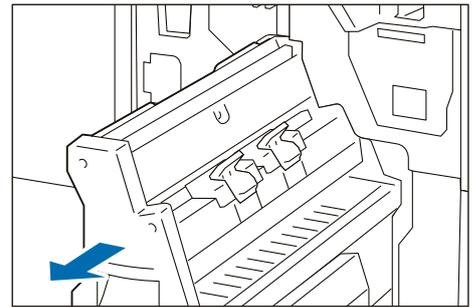
4) Push in the Booklet Maker [3].

When Indicator E8 is Turned on

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

📝 **Note**

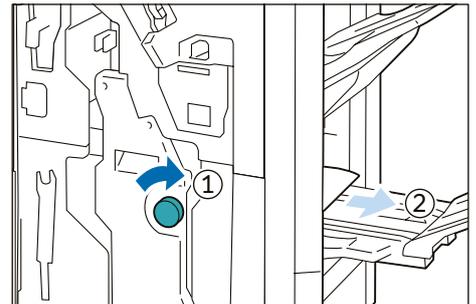Confirm that paper is not jammed at the lever [3a] before pull-ing it out.

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.16)