

DF-760(B) MT-720(B) BF-720
PH-5A PH-5B PH-5C

Operation Guide



Please read the Operation Guide before using this product. After reading, keep it close to the copier/printer for easy reference.

This guide mainly explains usage when used with the copier feature. See the *Printer Driver User Guide* for more information on usage from a computer when using the printer feature.

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English

Safety Information

Please read the *Operation Guide* before using this product. After reading, keep it close to the copier/printer for easy reference.

Refer to the *Operation Guide* for the copier/printer for information on the service representative for your product.

The sections of this *Operation Guide* and parts of this product marked with symbols are safety warnings. These are designed to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the product.



WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.



CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The \triangle symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.



.... **[General warning]**

The \circ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.



.... **[Warning of prohibited action]**



.... **[Disassembly prohibited]**

The \bullet symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.



.... **[Alert of required action]**



.... **[Remove the power plug from the outlet]**



.... **[Always connect the machine to an outlet with a ground connection]**

Please contact your service representative to order a replacement if the safety warnings in this *Operation Guide* are illegible or if the guide itself is missing (fee required).

CAUTION LABELS

Caution labels have been attached to the Document Finisher at the following locations for safety purposes. BE VERY CAREFUL to avoid accidents such as trapping your foot when moving the finisher.

CAUTION
Do not look in the paper ejection tray during operation.

ATTENTION
Ne pas regarder dans la boîte d'éjection du papier pendant l'opération.

PRECAUCION
No mire hacia la ranura de salida de papel durante el funcionamiento.

VORSICHT
Bleiben Sie während des Betriebs nicht in den Papierabwurftrichter.

ATTENZIONE
Non guardare nel foro di espulsione della carta mentre la macchina è in funzione.

注意
紙が排出する時、請勿窺視出口。

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紙が排出する時、請勿窺視出口。

LABEL 1
CAUTION: Paper is ejected into the eject section at high speeds. Do not look into the eject section while the machine is in operation.

CAUTION EXTREMELY HOT SURFACE Avertissement	ATTENTION SURFACE TRÈS CHAUDE	VORSICHT SEHR HEIßE OBERFLÄCHE	PRECAUCION SUPERFICIE SUMAMENTE CALIENTE	CAUTELA SUPERFICIE ESTREMAMENTE CALDA Cuidado	ВНИМАНИЕ Температура очень высокая на этой поверхности	注意 この部分の温度が非常に高くなるので、手や指を近づけないでください。	注意 この部分の温度が非常に高くなるので、手や指を近づけないでください。	注意 この部分の温度が非常に高くなるので、手や指を近づけないでください。
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LABEL 2
The interior of this section reaches high temperatures. DO NOT touch this section as there is a danger of being burned.


LABEL 3
DO NOT place any objects underneath Tray A.


NOTE: DO NOT REMOVE THESE LABELS.

INSTALLATION PRECAUTIONS

Environment

CAUTION

Avoid placing this product on or in locations which are unstable or not level. Such locations may cause the product to fall down or fall over. This type of situation presents a danger of personal injury or damage to the product. 

Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire. 

Other precautions

The requirements for the operating environment are as follows:

- Temperature: 0°C to 35°C (32°F to 95°F)
- Humidity: 10% to 85%


Note that ambient environmental conditions, such as ventilation, may affect performance.

The following locations should be avoided:

- bright locations near a window or with exposure to direct sunlight
- locations with vibrations
- locations with drastic fluctuations in temperature or humidity
- locations with direct exposure to hot or cold air

Handling of plastic bags


WARNING


Keep the plastic bags that are used with this product away from children. The plastic may cling to their nose and mouth causing suffocation. 


PRECAUTIONS FOR USE


Cautions when using this product

WARNING

DO NOT place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near this product. This type of situation presents a danger of fire or electrical shock should any water fall inside. 

DO NOT damage, break or attempt to repair the power cable. DO NOT place heavy objects on the power cable, pull it, bend it unnecessarily or cause any other type of damage. These types of situations present a danger of fire or electrical shock. 

NEVER attempt to repair or disassemble this product or its parts as there is a danger of injury or fire or electrical shock. 

If this product becomes excessively hot, smoke appears, there is an odd smell, or any other abnormal situation arises, there is a danger of fire or electrical shock. Immediately turn the copier/printer OFF (O) at the main power switch and remove the copier/printer power plug from its outlet. Then contact your service representative. 

If anything harmful (paper clips, water, other fluids, etc.) falls into this product, immediately turn the copier/printer OFF (O) at the main power switch, remove the copier/printer power plug from its outlet and then contact your service representative. If you continue to use this product without taking these steps, there is a danger of fire or electrical shock.



ALWAYS contact your service representative for maintenance or repair of internal parts.



CAUTION

For safety purposes, ALWAYS turn the copier/printer OFF (O) at the main power switch and remove the copier/printer power plug from its outlet when cleaning this product.



DO NOT touch the ejection tray when the product is in operation as there is a danger of injury. Paper is ejected into the eject section at high speeds. Do not look into the eject section while the machine is in operation.



If dust accumulates within this product, there is a danger of fire or other problems. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if performed prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the product.



Other Precautions

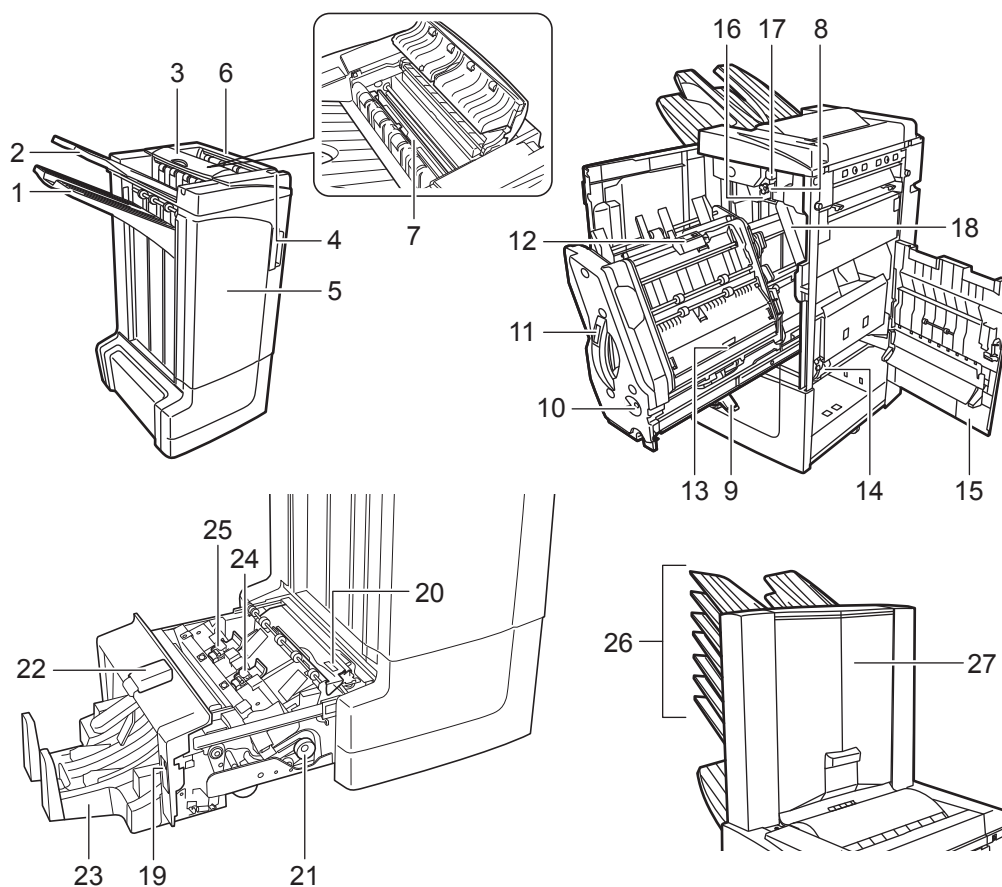
DO NOT place heavy objects on this product or cause other damage to the product.

When lifting or moving the product, contact your service representative.

Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.

DO NOT attempt to perform any operations not explained in this *Operation Guide*.

Names of Parts



Document Finisher (main body)

- 1 Tray A
- 2 Tray B
- 3 Tray C
- 4 Finisher release lever
- 5 Front cover
- 6 Top cover
- 7 Folding unit paper guide plate (D1)
- 8 Conveyor knob (D2)
- 9 Inner tray paper holder
- 10 Inner tray confirmation window
- 11 Inner tray (D5)
- 12 Inner tray cover (D6)
- 13 Inner tray cover (D7)
- 14 Staple cartridge holder A
- 15 Right cover (D8)
- 16 Pressure roller bottom adjust knob (E1)
- 17 Pressure roller top adjust knob (E2)

Hole Punch Unit (option)

- 18 Punch waste box

Center-Folding Unit (option)

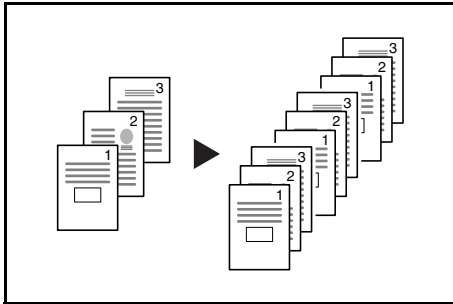
- 19 Folding unit release lever
- 20 Folding unit paper guide plate (D9)
- 21 Folding unit conveyor knob (D10)
- 22 Folding unit top cover
- 23 Folding tray
- 24 Staple cartridge holder B
- 25 Staple cartridge holder C

Mailbox (option)

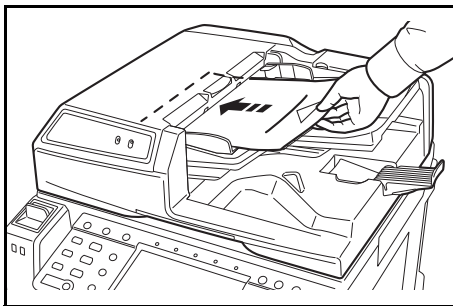
- 26 Trays 1 - 7
- 27 Mailbox cover

Operation

Collate: ON Mode

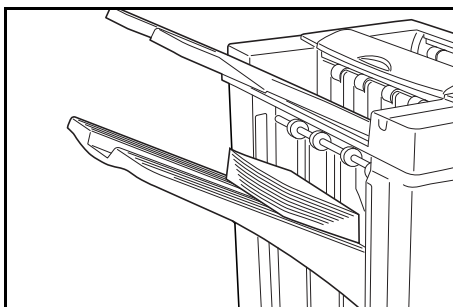


Scan multiple originals and deliver complete sets of copies as required according to page number.



- 1 Select *Collate: On Mode* on the operation panel of the machine.
- 2 Load the originals in the Document Processor, or one at a time on the Platen.

NOTE: Refer to the *Operation Guide* for the machine for Document Processor and Platen specifications.



- 3 Select other features as required and press **Start**.
- 4 Copies are ejected onto the specified tray.



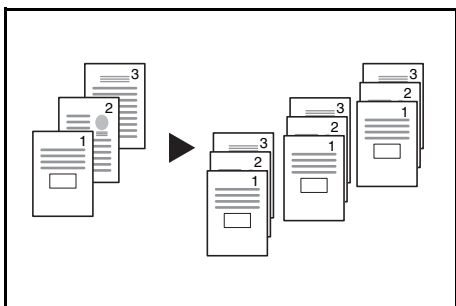
CAUTION: Do not touch the ejection tray when the product is in operation as there is a danger of injury.

The machine displays a message when Tray A, Tray B and Tray C have reached their tray capacity. Remove all copies from each tray when this message is displayed.

NOTE: The maximum number of copies that can be stored on Tray A, Tray B and Tray C differs depending on the size of copy paper being used. For further information refer to page 37.

- 5 On completion of the job, remove the copies.

Offset: Each Set, Each Page Mode

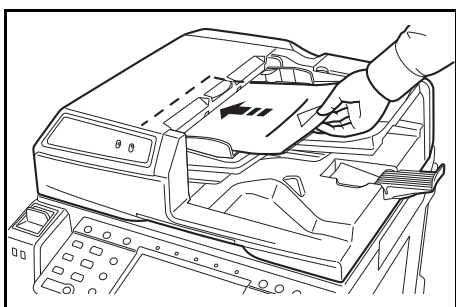


This mode automatically shifts each set of printouts to the right and left in order to separate each individual set in a staggered fashion.

The following paper sizes can be used in *Offset: Each Set, Each Page Mode*:

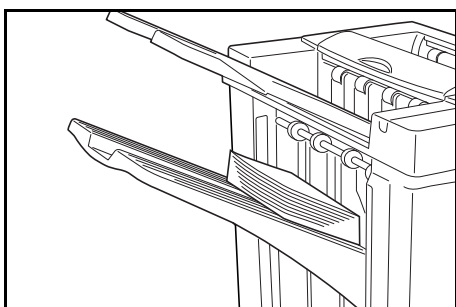
- A3, B4, A4, A4R, B5, Folio, 11 × 17", 8 1/2 × 14", 8 1/2 × 11", 11 × 8 1/2", 8K and 16K

- 1 Select *Offset: Each Set, Each Page Mode* on the operation panel of the machine.
- 2 Load the originals in the Document Processor, or one at a time on the Platen.



NOTE: Refer to the *Operation Guide* for the machine for Document Processor and Platen specifications.

- 3 Select other features as required and press **Start**.
- 4 Copies are ejected onto the specified tray.



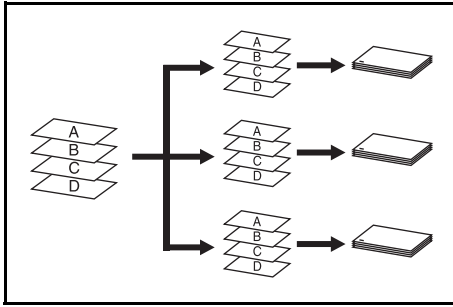
CAUTION: Do not touch the ejection tray when the product is in operation as there is a danger of injury.

The machine displays a message when Tray A, Tray B and Tray C have reached their tray capacity. Remove all copies from each tray when this message is displayed.

NOTE: The maximum number of copies that can be stored on Tray A, Tray B and Tray C differs depending on the size of copy paper being used. For further information refer to page 37.

- 5 On completion of the job, remove the copies.

Staple Mode



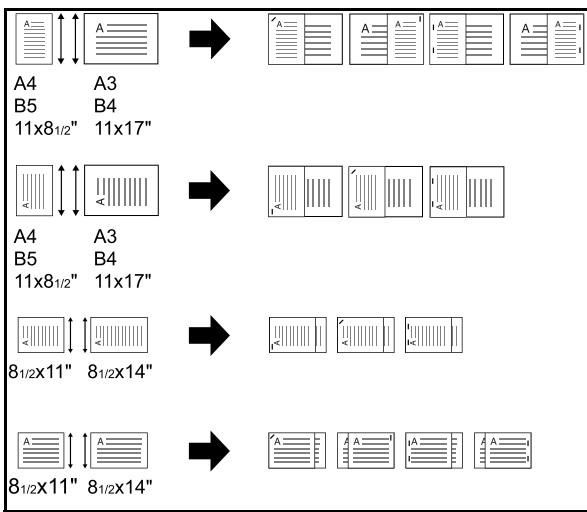
Sorts and staples each copy set.

Stapling options are as follows:

- Upper Left Single Staple
- Upper Right Single Staple
- Double Staple

NOTE: Only Tray A is used during staple mode. For stapling specifications, refer to page 37.

Auto Selection Staple Mode



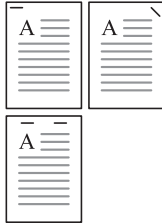

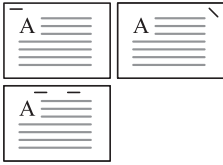

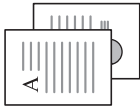

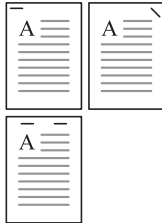
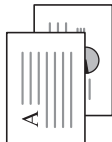
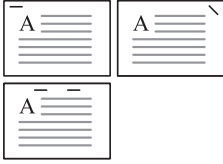
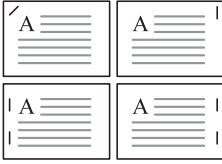


Staple mode is available even if the paper size is different if the paper width is the same as shown in the below combinations. The staple capacity is 30 sheets.

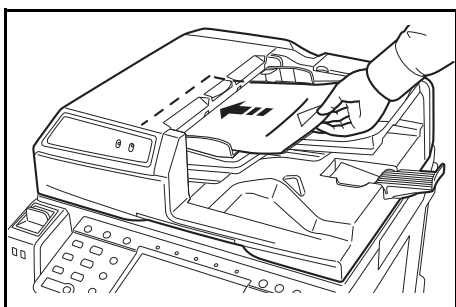
- A3 and A4
- B4 and B5
- 11 × 17" and 11 × 8 1/2"
- 8 1/2 × 14" and 8 1/2 × 11"

- 1 Select *Sort: On Mode* on the operation panel of the machine.

2 Select the staple setting required.

	Cassette Paper Load Direction		Cassette Paper Load Direction
	<input type="checkbox"/>		<input type="checkbox"/>
Original Orientation: Top Edge			
Original Orientation: Top Edge			
Original Orientation: Left Top Edge			
Original Orientation: Left Top Edge			

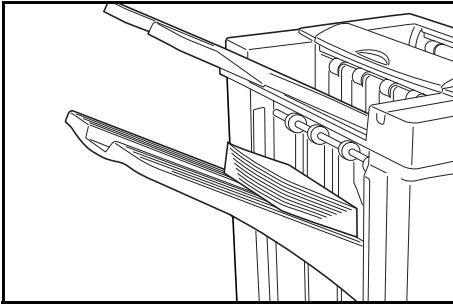
NOTE: Refer to the *Operation Guide* for the machine for more detailed information.



3 Load the originals in the Document Processor, or one at a time on the Platen.

NOTE: Refer to the *Operation Guide* for the machine for Document Processor and Platen specifications.

4 Select other features as required and press **Start**.



- 5 Copies will be stapled and ejected onto Tray A, face down.



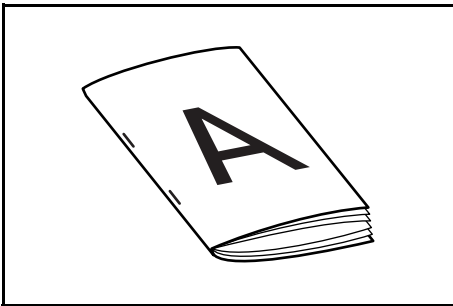
CAUTION: Do not touch the ejection tray when the product is in operation as there is a danger of injury.

If Tray A reaches its maximum capacity, a message displays. Remove all copies from Tray A to continue.

NOTE: The maximum number of copies that can be stored on Tray A differs depending on the size of copy paper being used. For further information refer to page 37.

- 6 On completion of the job, remove the copies.

Booklet Stitching Mode



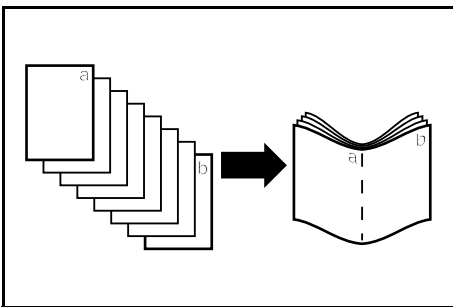
In this mode, copies are stapled in two positions in the center of the paper.

The following paper sizes can be used in *Booklet Stitching mode*:

- A3, B4, A4R, 11 × 17", 8 1/2 × 14" and 8 1/2 × 11"

Stapling Capacity: 2 to 16 sheets at a time.

NOTE: The optional Center-Folding Unit is required for automatic folding. Only the folding tray is used for Booklet Stitching mode.

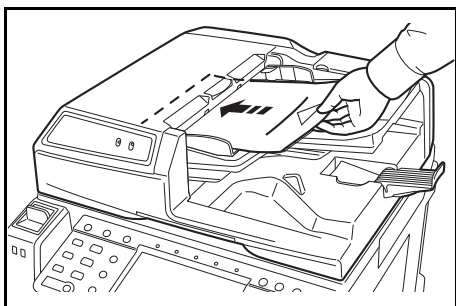


Booklet Feature (Sheet originals): Delivers booklet of two-sided copies with facing pages from one-sided or two-sided originals. Booklets such as magazines can be created by folding at the center.

Booklet Feature (Facing originals): Copies book originals to booklets consisting of two-sided copies with facing pages. Booklets such as magazines can be created by folding at the center.

- 1 Select the *Booklet Stitching mode* on the operation panel of the machine.

NOTE: Refer to the *Operation Guide* for the machine for more detailed information.



- 2 Load the originals in the Document Processor, or one at a time on the Platen.

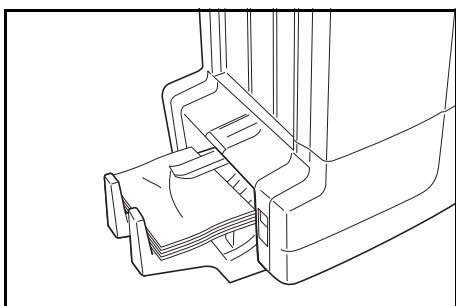
NOTE: Refer to the *Operation Guide* for the machine for Document Processor and Platen specifications.

A maximum of 16 sheets can be bound in a single operation. Up to 64 original sheets can be loaded at one time.

- 3 Select other features as required and press **Start**.

- 4 Copies will be automatically stapled and ejected onto the folding tray.

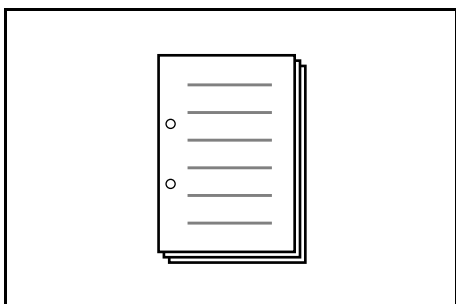
If the maximum capacity is reached, a message displays. Remove all copies from the folding tray to continue.



NOTE: For further information refer to *Center-Folding Unit (option)* on page 38.

- 5 On completion of the job, remove the copies from the folding tray.

Hole Punch Mode



This mode produces hole punched copies automatically.

Hole Punch mode can be used with *Sort: ON, Staple* and *Sort: OFF modes*.

The following paper sizes can be used:

Inch models

- 2-hole punch: 8 1/2 × 14", 8 1/2 × 11", 5 1/2 × 8 1/2", A3, B4, A4, A4R, B5, B5R, A5R and Folio
- 3-hole punch: 11 × 17", 11 × 8 1/2", A3 and A4

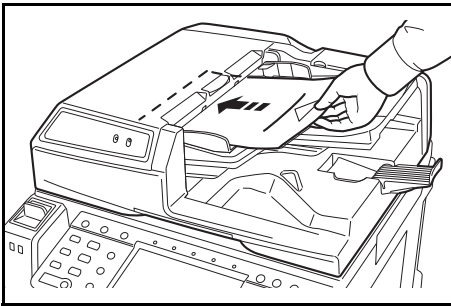
Metric models

- 2-hole punch: A3, B4, A4, A4R, B5, B5R, A5R, Folio, 8 1/2 × 14", 8 1/2 × 11" and 5 1/2 × 8 1/2"
- 4-hole punch: A3, A4, 11 × 17" and 11 × 8 1/2"

Paper weights must be between 45 g/m² and 220 g/m².

NOTE: Punching requires the optional punching unit. Tray C cannot be specified as the output destination for punch mode.

- 1 Select *Hole Punch mode* on the operation panel of the machine.



NOTE: Refer to the *Operation Guide* for the machine for more detailed information.

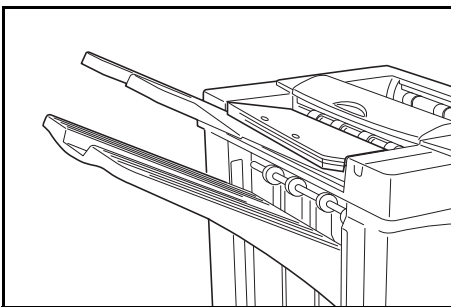
- 2 Load the originals in the Document Processor, or one at a time on the Platen.

Ensure the orientation of the originals is the same as that selected for *Hole Punch mode* on the machine.

NOTE: Refer to the *Operation Guide* for the machine for Document Processor and Platen specifications.

- 3 Select other features as required and press **Start**.
- 4 The copies are automatically hole punched and ejected onto the selected tray.

NOTE: Holes are punched in each copy individually, therefore the location of the holes may vary on each sheet.



On completion of the job, remove all the copies.

Interrupt Mode

- 1 Specify the settings for interrupt mode at from the machine operation panel.

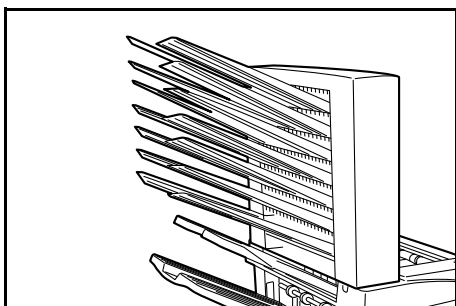
NOTE: For more information on *interrupt mode* operation, see the machine *Operation Guide*. Specify the output tray at the machine.

- 2 Take out the any existing original and set the original to use for *interrupt mode*.
- 3 Set desired copier functions or output tray destination and press **Start**. Copying begins and paper is output to the selected tray.

When done copying in *interrupt mode*, turn off interrupt copy mode from the machine itself.

- 4 Replace the original and press **Start**. Copying of the interrupted job resumes.

Mailbox Mode



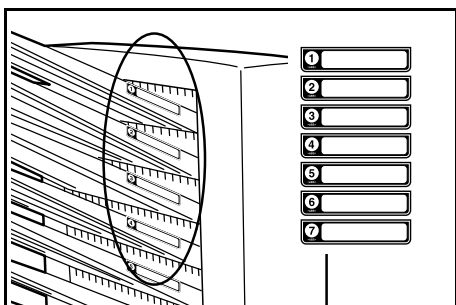
Paper printed at the machine can be output to the optional mailbox. This feature is useful when sharing the printer among multiple computers to output paper to specific trays for each user.

The following paper sizes can be used:

A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", 8K, 16K and 16KR

NOTE: The maximum number of copies that can be stored in each tray will differ depending on the size of copy paper being used. For further information refer to page 38.

Preparation for Usage

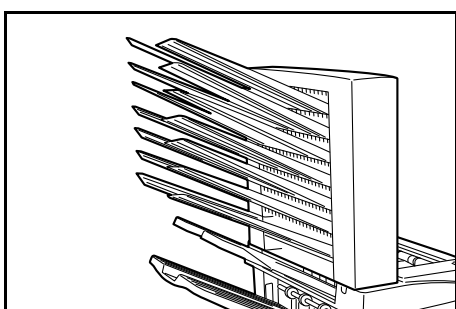


Write the name of the user of each tray on the labels provided and attach the labels to the side of each tray.

NOTE: Attach the labels in the location indicated on the illustration. The bins to which labels should be applied are 1, 2, 3, 4, 5, 6, 7 as counted from the top down.

Configuring Mailbox Output <from Computer>

- 1 Use the printer driver on your computer to select a mailbox tray (mailbox) between 1 and 7.
- 2 Select the paper size, page(s) to be printed and number of prints required.
- 3 Print the job. Prints will be ejected onto the selected tray (mailbox).



CAUTION: Paper is ejected into the eject section at high speeds. Do not look into the eject section while the machine is in operation.

- 4 On completion of the job, remove all prints from the tray (mailbox).

Configuring Mailbox Output <from Machine>

To use the machine to select the tray required, refer to the *Operation Guide* for the machine. On the full color machine, the output tray can be specified with the copy and fax functions. On the monochrome machine, the output tray can be specified with the copy, fax, and printer functions.

Maintenance

Replacing Staples

The finisher contains staple cartridge holder A.

The optional folding unit contains staple cartridge holders B and C. The refill procedure for staple cartridge holders B and C are the same as for staple cartridge holder A.

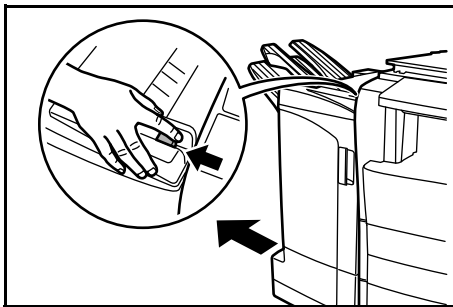
If a message displays indicating that staples have run out, the staple cartridge holder need to be replenished with staples.

NOTE: If the Staple Unit runs out of staples, contact your service representative or the place of purchase.

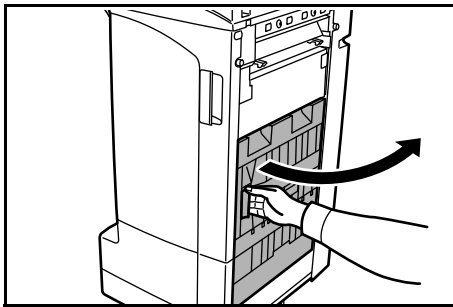
Refilling Staple Cartridge Holder A

Follow the steps below to refill staples.

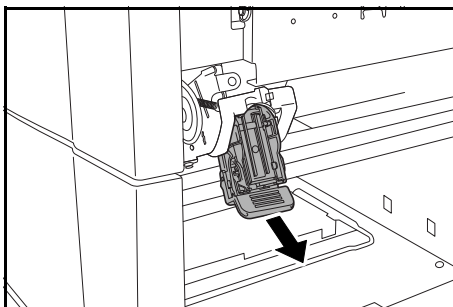
NOTE: See page 18 to refill staple cartridge holder B/C of the optional folding unit.



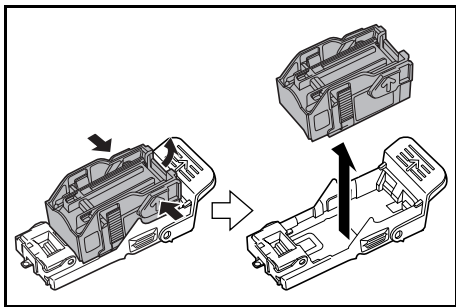
- 1 While pushing the finisher release lever, pull the finisher out from the machine.



- 2 Open the right cover (D8).

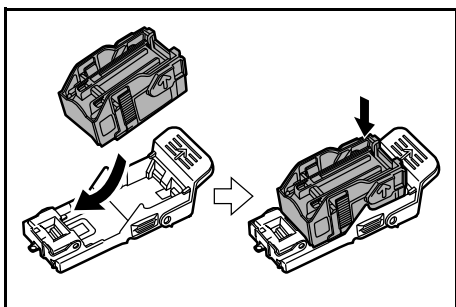


- 3 Remove the staple cartridge holder.

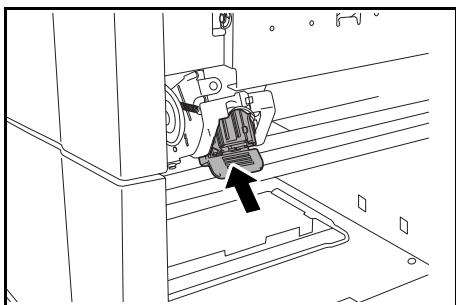


- 4** Remove the empty staple cartridge from the staple cartridge holder.

NOTE: The staple cartridge can only be removed when it contains no more staples.



- 5** Insert the new staple cartridge into the staple cartridge holder.

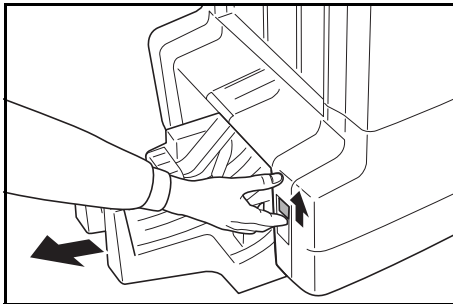


- 6** Re-install the staple cartridge holder. The staple cartridge holder will click into place when it has been inserted correctly.

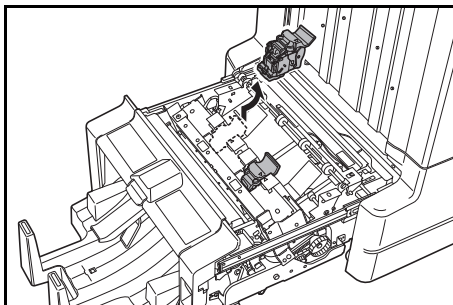
- 7** Close the right cover (D8) and re-install the finisher back into position on the machine.

Refilling Staple Cartridge Holders B/C (Option)

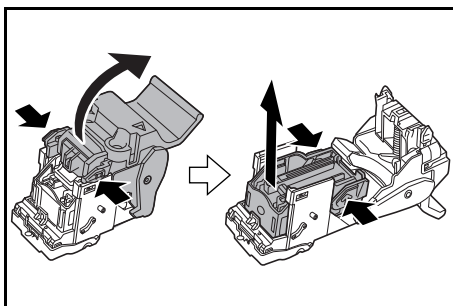
Follow the steps below to refill staples for the optional folding unit. Follow the same procedure to refill staple cartridge holders B and C.



- 1 Push the folding unit release lever and pull out the folding unit.

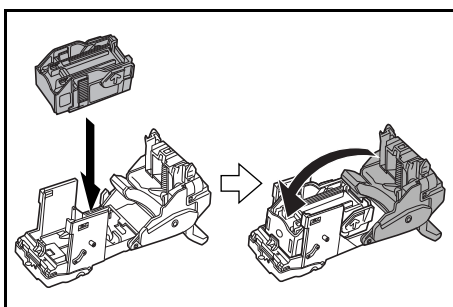


- 2 Remove staple cartridge holder B or C.

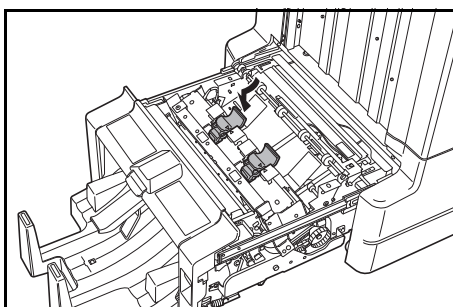


- 3 Open the stopper and remove the empty staple cartridge.

NOTE: The staple cartridge can only be removed when it contains no more staples.



- 4 Insert the new staple cartridge into the staple cartridge holder and close the stopper.



- 5 Re-install the staple cartridge holder.

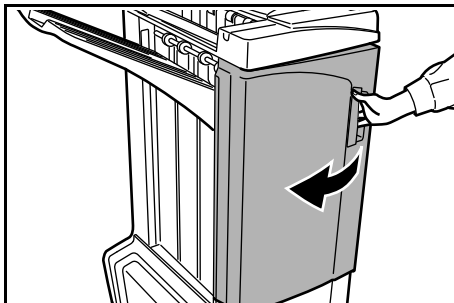
When re-installing, align the triangle marks on the staple cartridge holder and the staple unit. The staple cartridge holder will click into place when it has been inserted correctly.

- 6 Push the folding unit back into position.

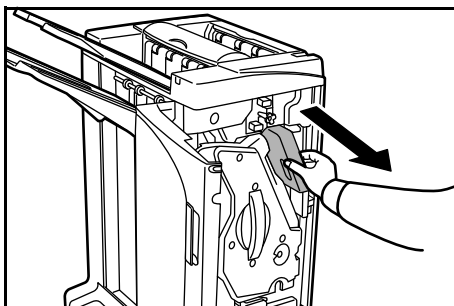
Emptying the Punch Waste Box

If a message is displayed on the machine operation panel indicating that the waste punch box is full, be sure to empty the scraps in the punch waste box.

Leave the main power switch on the machine switched ON (|) while performing this procedure.

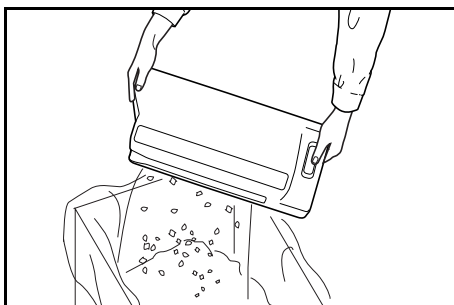


- 1 Open the front cover.

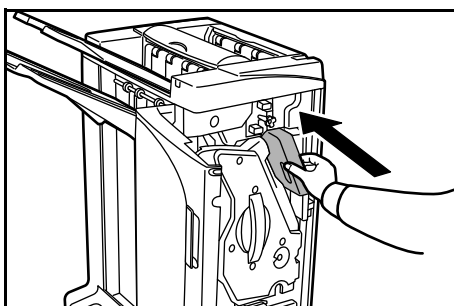


- 2 Grasp the punch waste box handle and remove the box from the Document Finisher.

NOTE: Take care not to spill the waste hole punch scraps when removing the container.



- 3 Dispose of the hole punch scraps appropriately.

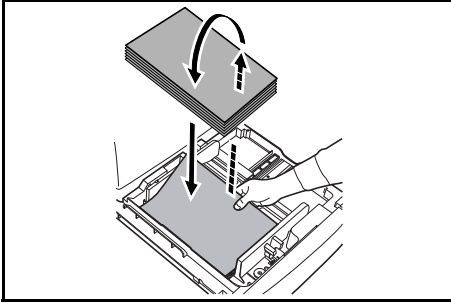


- 4 Re-install the punch waste box. Align it with the guides in the Document Finisher.

- 5 Close the front cover.

Troubleshooting

Paper



If ejected copies are not flat or are stacked unevenly, turn over the paper in the cassette and reload it. If copies are curled, refer to *Curled Output* on page 31.

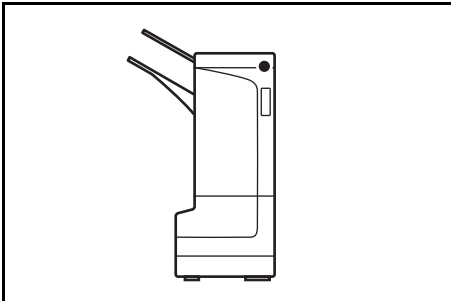
If a paper jam occurs, check the side guide located in the cassette is adjusted to the size of paper loaded.

Clearing Paper Jams

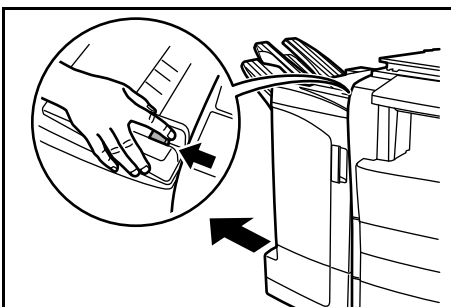
When a paper jam occurs, copying stops and the machine operation panel will display a message indicating a paper jam has occurred.

NOTE: Leave the main power switched ON (|) while performing the procedure to clear paper jams. The machine operation panel will return to the display previous to the paper jam when the paper jam has been cleared.

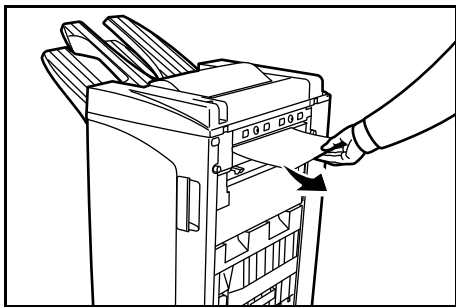
Coupling Section



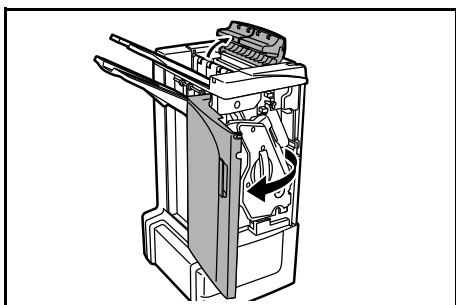
If the illustration shown displays on the machine's operation panel, there is a paper jam in the coupling section between the Document Finisher and the machine.



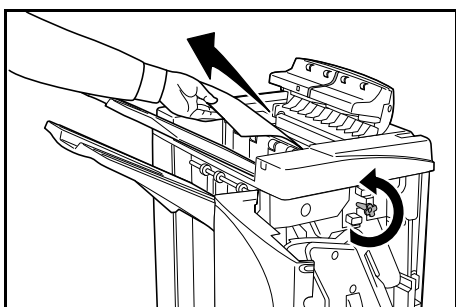
- 1 While pushing the finisher release lever, pull the finisher out from the machine.



- 2** Remove the jammed paper.



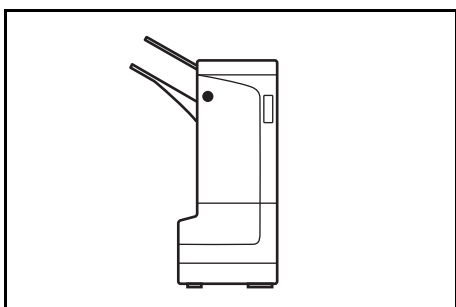
- 3** Open the tray C and front cover.



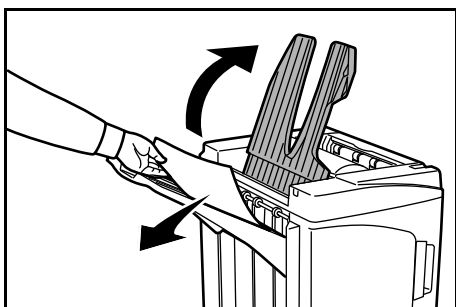
- 4** Turn the conveyor knob (D2) to the left to feed the paper along to enable easy removal.

- 5** Close Tray C and the front cover, and re-install the finisher back into position on the machine.

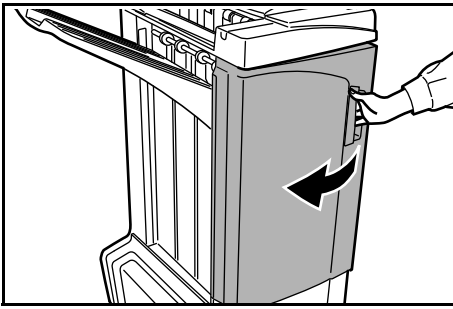
Tray A



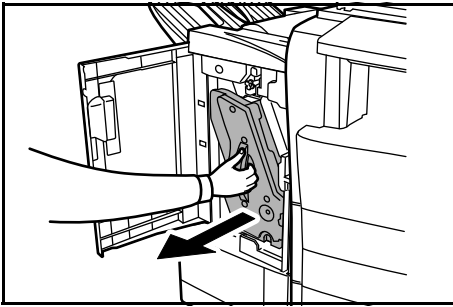
If the illustration shown displays on the machine's operation panel, there is a paper jam in the conveyor section to Tray A.



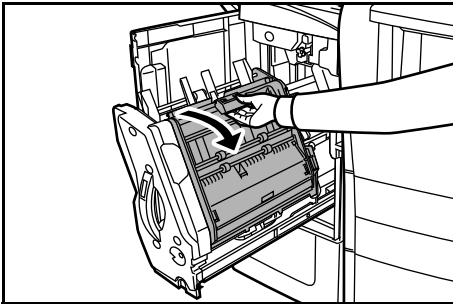
- 1** Lift open Tray B and remove the jammed paper.



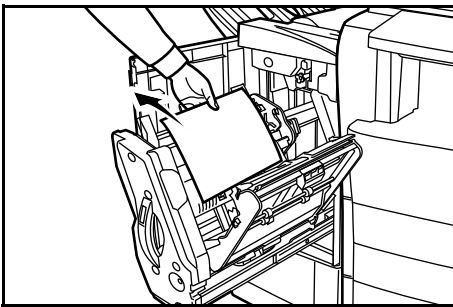
2 Open the front cover.



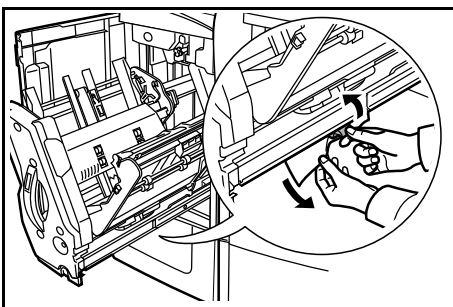
3 Pull out the inner tray (D5).



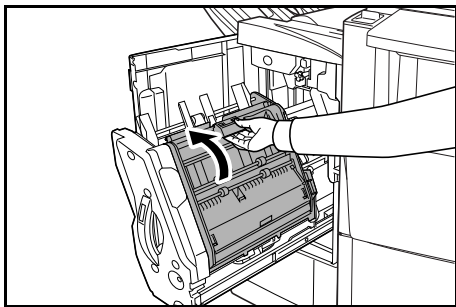
4 Open the inner tray cover (D6).



5 Remove the jammed paper.

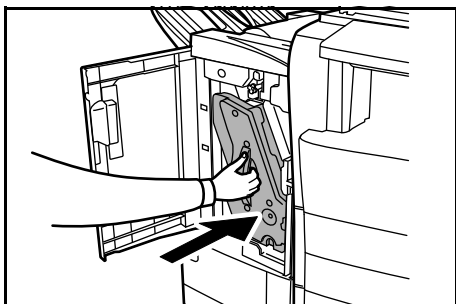


NOTE: If a jammed paper is located at the bottom of the tray and it is difficult to remove, lift the inner tray paper holder and remove the jammed paper from the lower side of the tray.



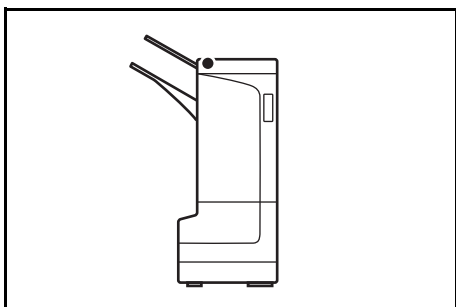
- 6** Close the inner tray cover (D6).

CAUTION: Close the inner tray cover (D6) securely until the magnet catches.

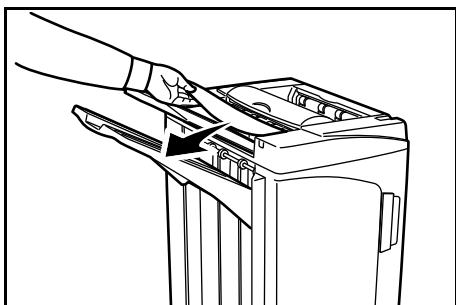


- 7** Push the inner tray (D5) back into position and close the front cover.

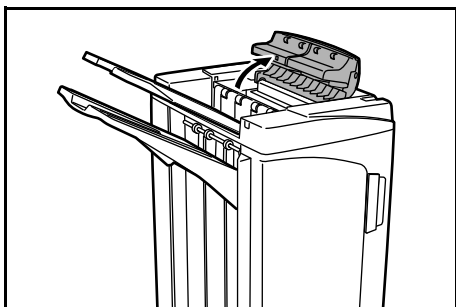
Tray B



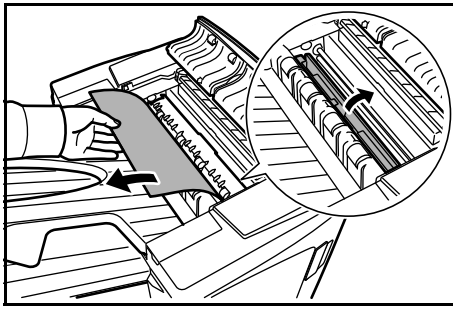
If the illustration shown displays on the machine's operation panel, there is a paper jam in the conveyor section to Tray B.



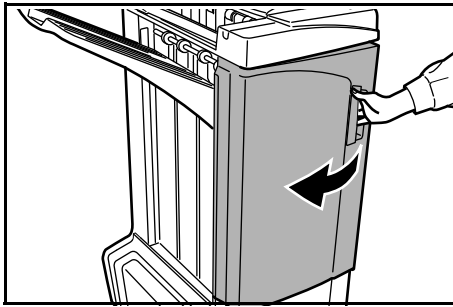
- 1** Remove any jammed paper from the ejection section.



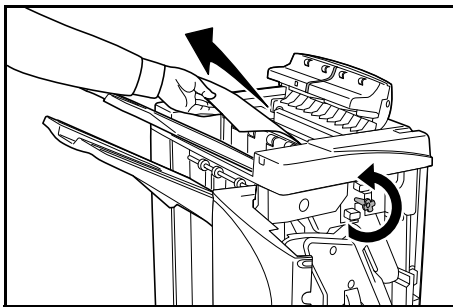
- 2** Open the tray C.



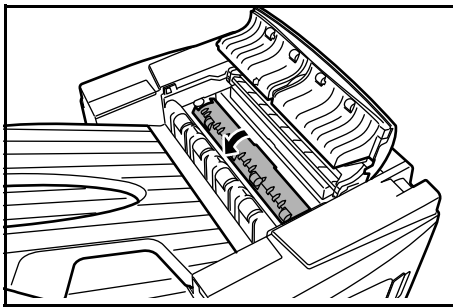
- 3 Open the folding unit paper guide plate (D1) and remove the jammed paper.



- 4 Open the front cover.



- 5 Turn the conveyor knob (D2) to the left to feed the paper along to enable easy removal.

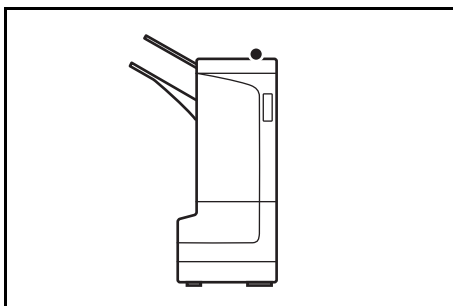


- 6 Close the folding unit paper guide plate (D1).

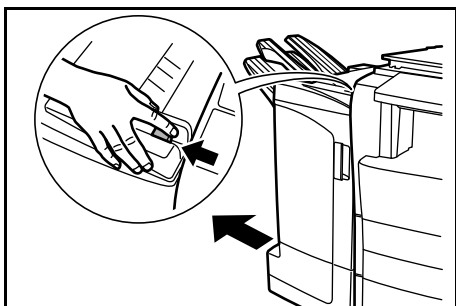
NOTE: Be sure to close folding unit paper guide plate (D1). Failure to do so will cause paper jams.

- 7 Close the tray C and front cover.

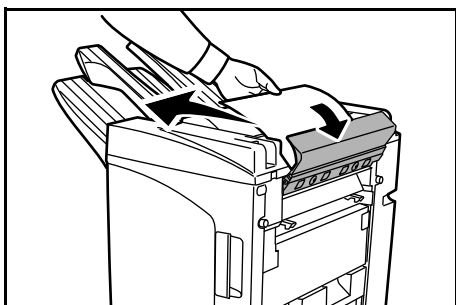
Tray C



If the illustration shown displays on the machine's operation panel, there is a paper jam in the conveyor section to Tray C.



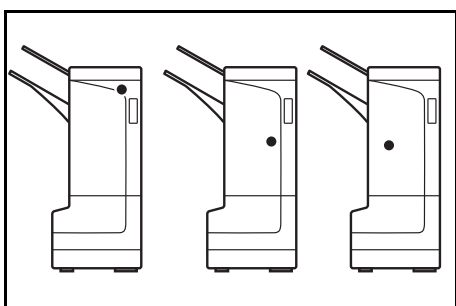
- 1 While pushing the finisher release lever, pull the finisher out from the machine.



- 2 Open the top cover and remove the jammed paper.

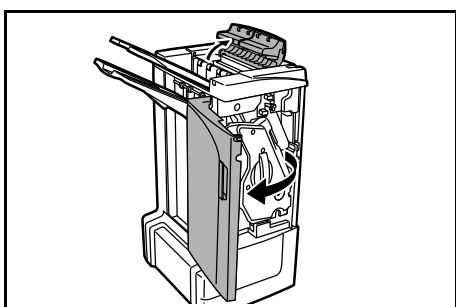
- 3 Close the top cover and re-install the finisher back into position on the machine.

Conveyor / Inner Tray

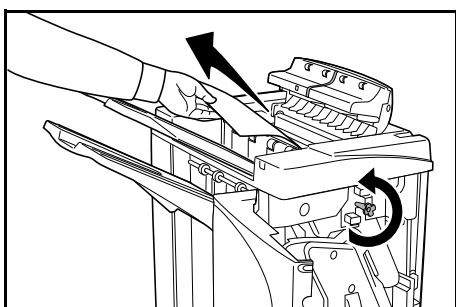


If the illustration shown displays on the machine's operation panel, there is a paper jam in the conveyor section to the inner tray.

NOTE: If frequent jamming occurs in the conveyor or inner tray, the paper may be excessively curled. Adjust curling referring to page 31 for when output pages are curled.



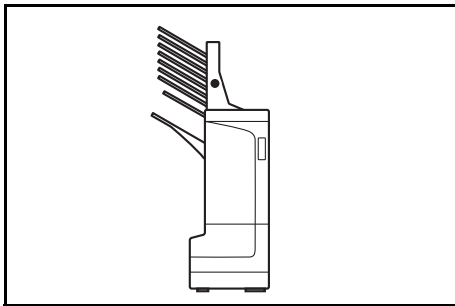
- 1 Open the tray C and front cover.



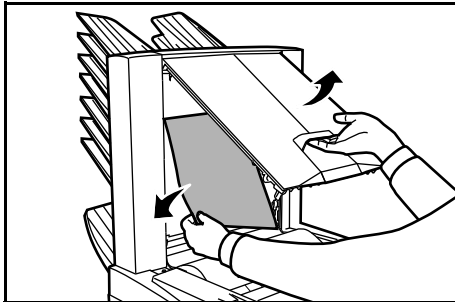
- 2 Turn the conveyor knob (D2) to the left to feed the paper along to enable easy removal.

- 3 Follow step 3 onward on page 22 to remove jammed paper.

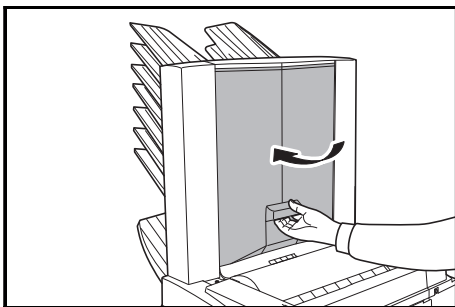
Mailbox (option)



If the illustration shown displays on the machine's operation panel, there is a paper jam in the Mailbox.



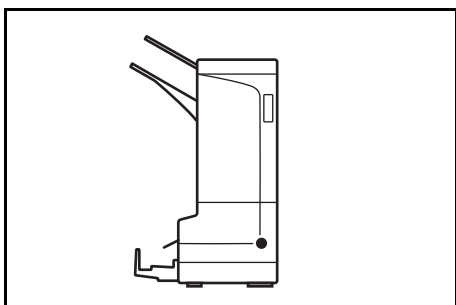
1 Open the mailbox cover and remove the jammed paper.



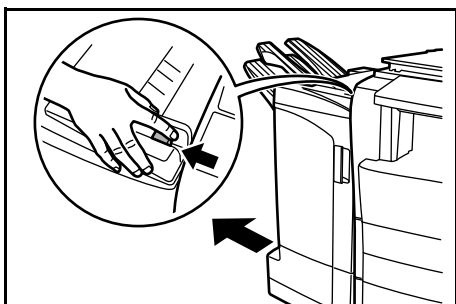
2 Close the mailbox cover.

Center-Folding Unit (option)

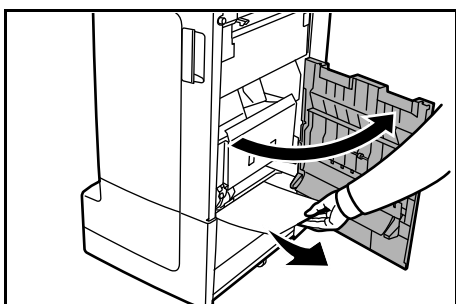
Conveyor Section



If the illustration shown displays on the machine's operation panel, there is a paper jam in the conveyor section of the Center-Folding Unit.

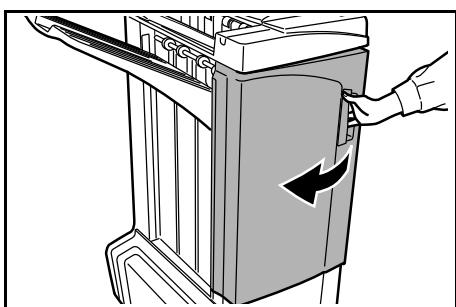


- 1 While pushing the finisher release lever, pull the finisher out from the machine.



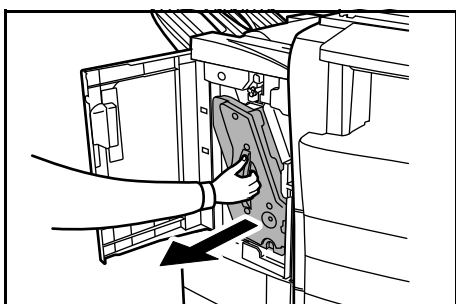
- 2 Open the right cover (D8) and remove the jammed paper.

If there is no paper jam in the right cover (D8), proceed to the following step.

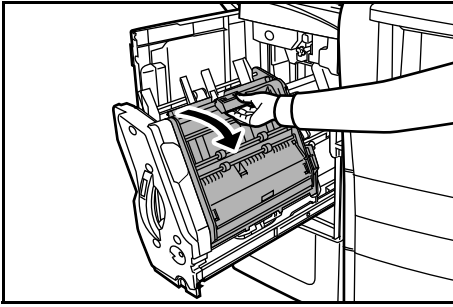


- 3 Close the right cover (D8) and re-install the finisher back into position on the machine.

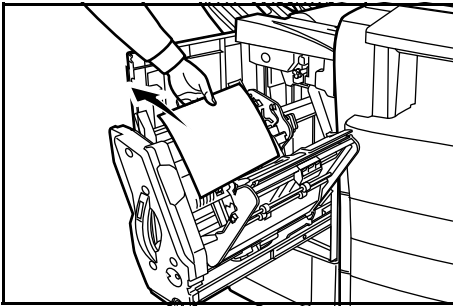
- 4 Open the front cover.



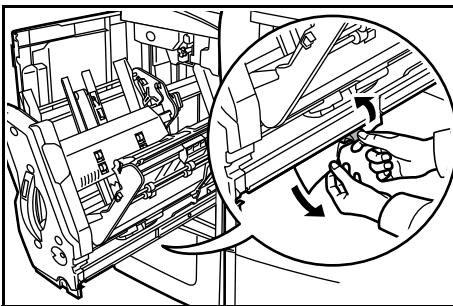
- 5 Pull out the inner tray (D5).



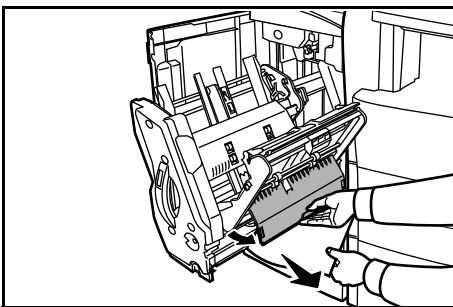
6 Open the inner tray cover (D6).



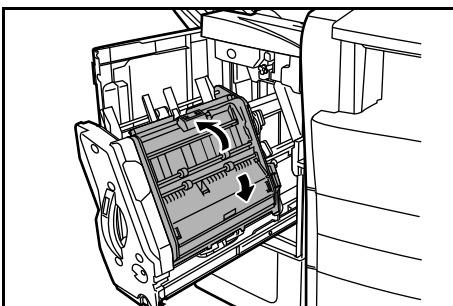
7 Remove the jammed paper.



NOTE: If a jammed paper is located at the bottom of the tray and it is difficult to remove, lift the inner tray paper holder and remove the jammed paper from the lower side of the tray.

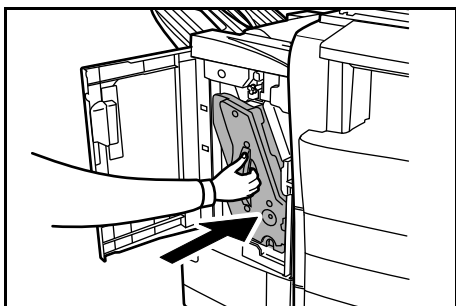


8 Open the inner tray cover (D7) and remove the jammed paper.



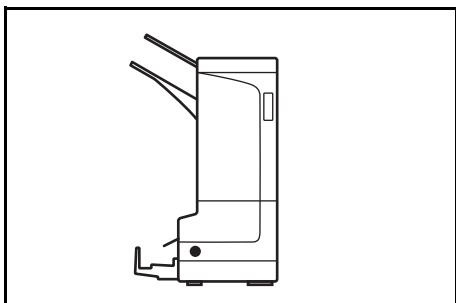
9 Close the inner tray cover (D6) and inner tray cover (D7).

NOTE: Close the inner tray cover (D6) securely until the magnet catches.

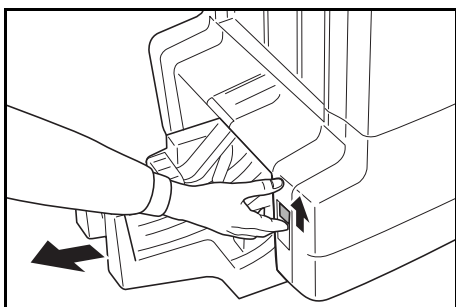


- 10** Push the inner tray (D5) back into position and close the front cover.

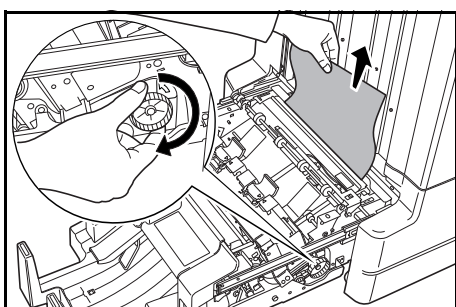
Ejection Section



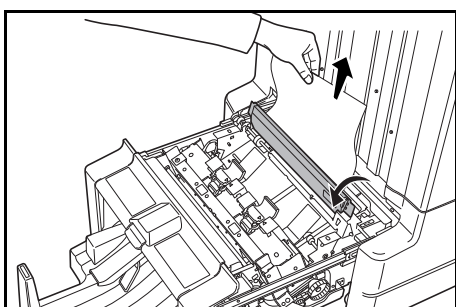
If the illustration shown displays on the machine's operation panel, there is a paper jam in the ejection section of the Center-Folding Unit.



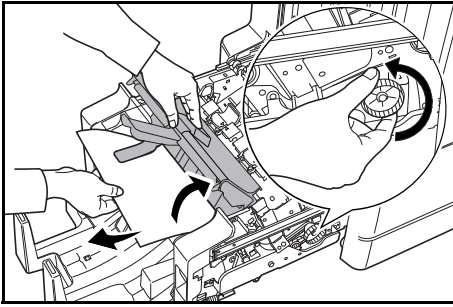
- 1** Push the folding unit release lever and pull out the folding unit.



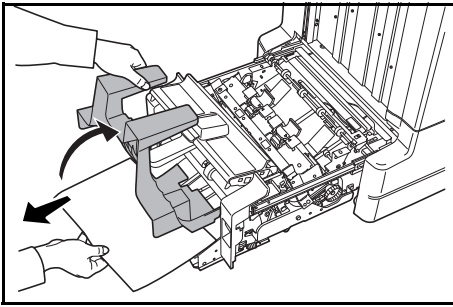
- 2** Turn the folding unit conveyor knob (D10) to right to feed the paper along to enable easy removal, and remove the paper.



- 3** Open the folding unit paper plate guide (D9) and remove the paper jam.



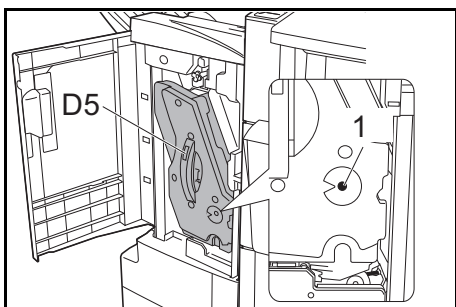
- 4** Open the folding unit top cover and turn the folding unit conveyor knob (D10) to the left to feed the paper further along for easy removal.



- 5** Lift open the folding tray and remove any jammed paper.

- 6** Close the open trays and covers, and return the folding unit to its original position.

Cautions to be taken when the inner tray is pulled out

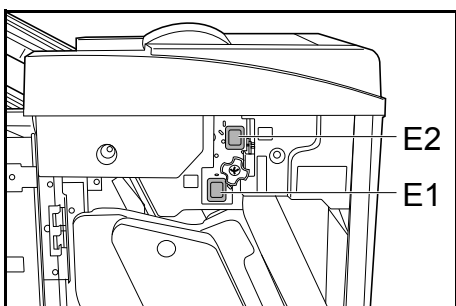


If you turn off the power or open the front cover accidentally during operation of the document finisher and the inner tray confirmation window (1) becomes red, the inner tray (D5) is automatically locked and cannot be pulled out.

If you turn off the main power, turn the power on again. If you open the front cover, close it. Then, the inner tray confirmation window (1) becomes black and the lock of the inner tray (D5) is released.

Before pulling out the inner tray (D5), make sure that the inner tray confirmation window (1) is black.

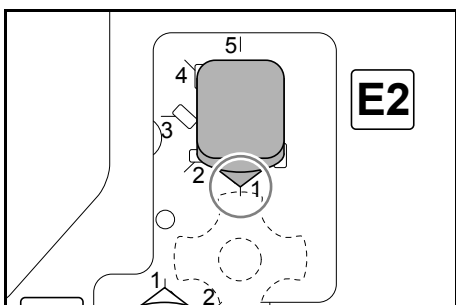
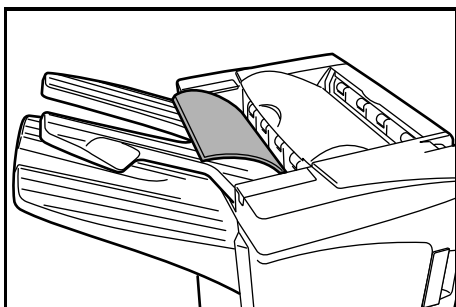
Curled Output



If the copies ejected are curled, adjust using the pressure roller bottom adjuster knob (E1) and pressure roller top adjuster knob (E2).

NOTE: Curled paper can cause frequent paper jams in the conveyor and inner trays. If this occurs, follow the steps below to adjust for paper curling.

Paper curled downward

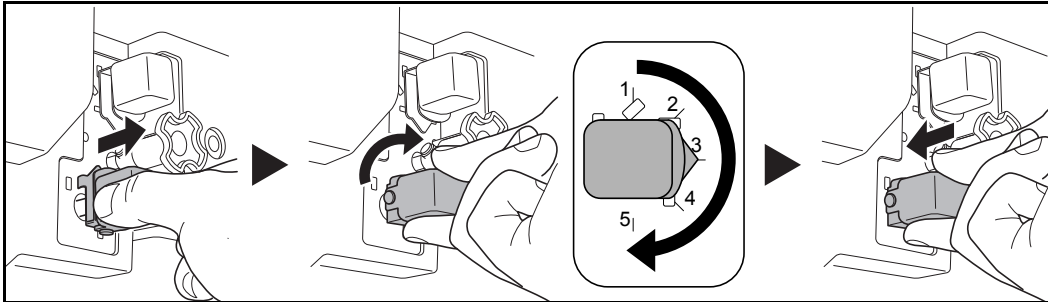


- 1 Open the front cover.
- 2 Set pressure roller top adjust knob (E2) to '1'. For operation method, see *Paper curled upward* on page 32.

- 3 Pull pressure roller bottom adjust knob (E1) outward and turn in the direction of a higher number.

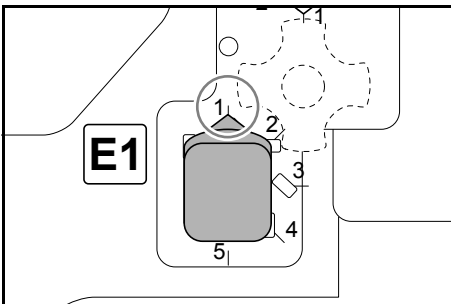
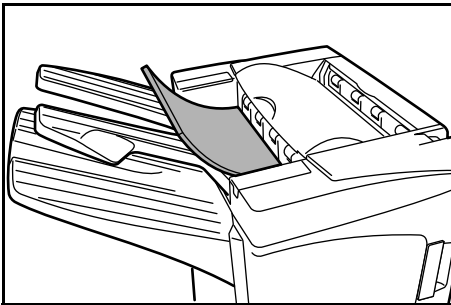
If the paper is severely curled, turn the knob to "5".

Align the knob with a number to lock the knob by setting the knob protrusions into the frame cutout area.



- 4 Close the front cover.

Paper curled upward

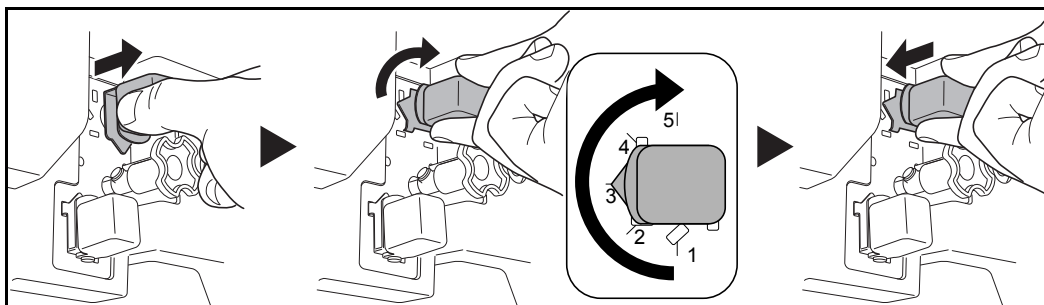


- 1 Open the front cover.
- 2 Set pressure roller bottom adjust knob (E1) to '1'. For operation method, see *Paper curled downward* on page 31.

- 3 Pull pressure roller top adjust knob (E2) outward and turn in the direction of a higher number.

If the paper is severely curled, turn the knob to "5".

Align the knob with a number to lock the knob by setting the knob protrusions into the frame cutout area.



4 Close the front cover.

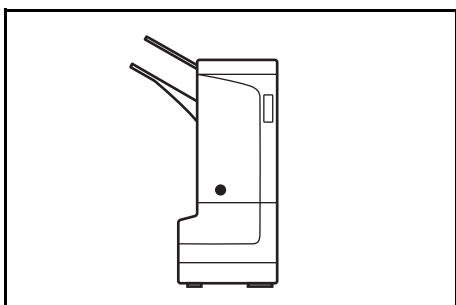
Clearing a Staple Jam

If a message indicating a staple jam is displayed on the machine's operation panel, remove the jammed staples.

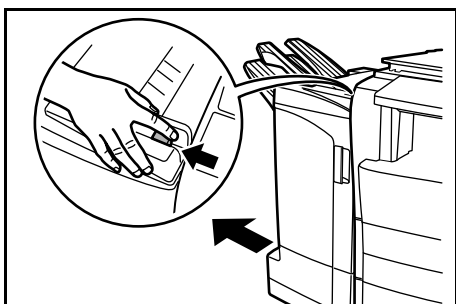
Staple cartridge holder A

Follow the steps below to remove jammed staples.

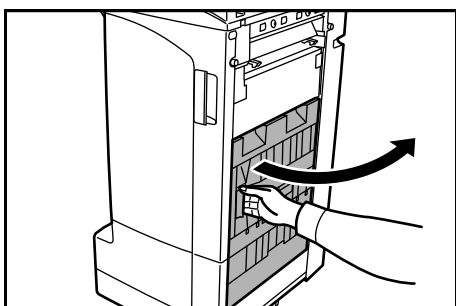
NOTE: See page 35 to clear staple jams in the optional folding unit.



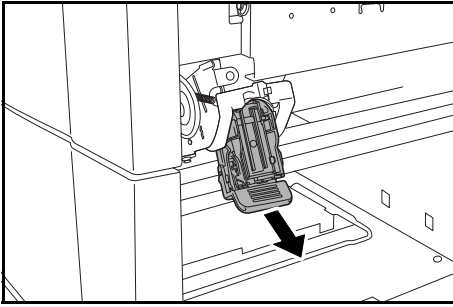
If the illustration shown displays on the machine's operation panel, there is a paper jam in the staple cartridge holder A.



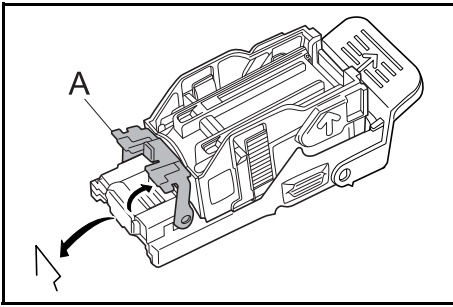
1 While pushing the finisher release lever, pull the finisher out from the machine.



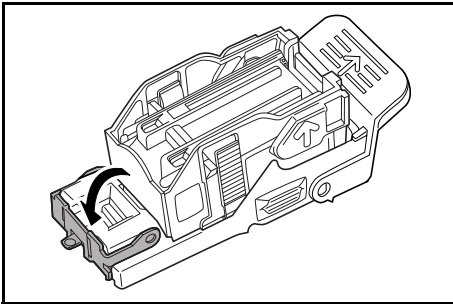
2 Open the right cover (D8).



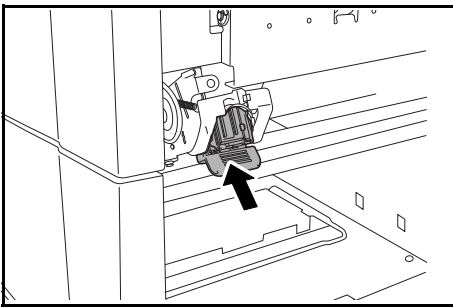
3 Remove the staple cartridge holder A.



4 Open the cover plate (A) of the staple cartridge holder A and remove any jammed staples.



5 Close the cover (A) plate of the staple cartridge holder into its original position.

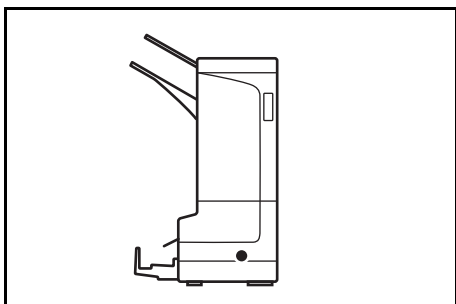


6 Re-install the staple cartridge holder. The staple cartridge holder will click into place when it has been inserted correctly.

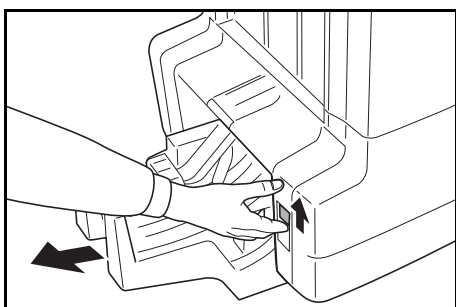
7 Close the right cover (D8) and re-install the finisher back into position on the machine.

Staple cartridge holder B/C

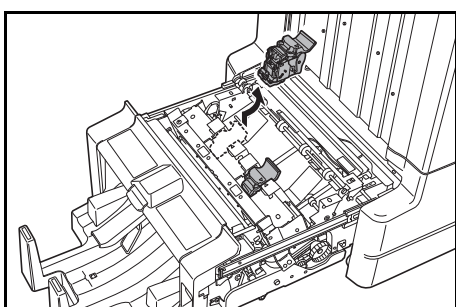
Follow the steps below to remove jammed staples from the optional folding unit.



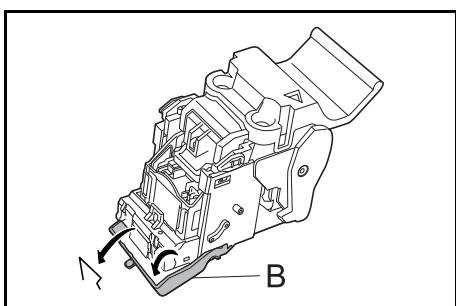
If the illustration shown displays on the machine's operation panel, there is a paper jam in the staple cartridge holder B or C.



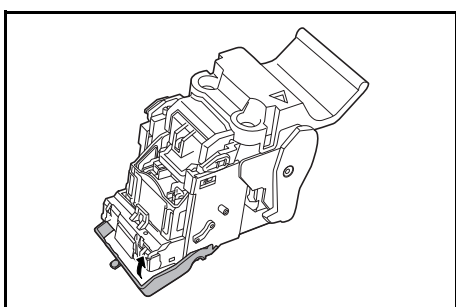
- 1 Push the folding unit release lever and pull out the folding unit.



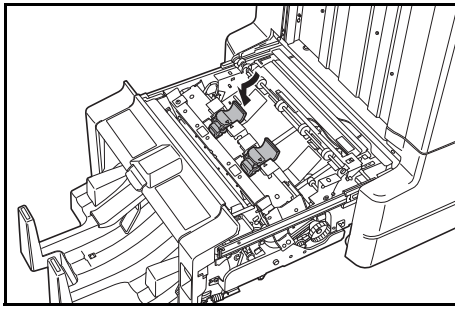
- 2 Remove staple cartridge holder B or C.



- 3 Open the cover plate (B) of the staple cartridge holder and remove any jammed staples.



- 4 Close the cover (B) plate of the staple cartridge holder into its original position.



5 Re-install the staple cartridge holder.

When re-installing, align the triangle marks on the staple cartridge holder and the staple unit. The staple cartridge holder will click into place when it has been inserted correctly.

6 Push the folding unit back into position.

Specifications

NOTE: Specifications are subject to change without notice.

Item	Description	
Type	Floor model	
Number of Trays	3	
Tray Capacity	Tray A [†]	A3, B4, Folio, 11 × 17", 8 1/2 × 14", 8K: 1500 sheets
		A4, A4R, B5, 11 × 8 1/2", 8 1/2 × 11", 16K: 3000 sheets
	Tray B	A3, B4, Folio, 11 × 17", 8 1/2 × 14", 8K: 100 sheets
		A4, A4R, B5, B5R, A5, A5R, B6R, 5 1/2 × 8 1/2", 11 × 8 1/2", 8 1/2 × 11", 16K, 16KR: 200 sheets
	Tray C	A4, B5, 11 × 8 1/2", 8 1/2 × 11", A5R, B6R, 16K: 50 sheets
	Paper Weight	60 - 220g/m ²
Staple Unit	Stapling Capacity	A3, B4, Folio, 11 × 17", 8 1/2 × 14", 8K: 30 sheets
		A4, A4R, B5, 11 × 8 1/2", 8 1/2 × 11", 16K: 50 sheets
		Auto Select Staple Mode: 30 sheets
	Paper Weight	90 g/m ² or less (1 cover sheet only for 91 g/m ² or greater)
	Tray Capacity	Stapling 2 to 4 sheets: 150 sets
		Stapling 5 to 10 sheets: 100 sets
		Stapling 11 to 30 sheets: 50 sets
		Stapling 31 to 50 sheets: 3000 sheets ^{††}
Dimensions (W × D × H)	687 mm × 573 mm × 1087 mm 27 31/64" × 22 59/64" × 42 13/16"	
Weight	Approx. 55 kg / Approx. 121 lbs.	

† Do not load paper weighing approximately 17 kg or more into tray A, as this will cause the machine to malfunction.

NOTE: Number of sheets equivalent to approximately 17 kg.

Paper Weight (90 g/m²) A4: 3000 sheets
A3: 1500 sheets

Paper Weight (180 g/m²) A4: 1500 sheets
A3: 750 sheets

Paper Weight (220 g/m²) A4: 1240 sheets
A3: 620 sheets

†† Limited to A4, A4R, B5, 11 × 8 1/2", 8 1/2 × 11" and 16K.

Hole Punch Unit (option)

Item	Description	
Paper Size	Tray A	A3, B4, A4, A4R, B5, Folio, 11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11"
	Tray B	A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2"
	Paper Weight	45 - 220g/m ²

Mailbox (option)

Item	Description		
Number of Trays	7		
Paper Size	A3, B4, A4, A4R, B5, B5R, A5R, Folio, 11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", 8K, 16K, 16KR		
Maximum Number for Storage	Paper Weight	60-105 g/m ² : 100 sheets	A4, A4R, B5, B5R, A5R, 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", 8K, 16K, 16KR
		106-163 g/m ² : 50 sheets	
		60-105 g/m ² : 50 sheets	A3, B4, Folio, 11 × 17", 8 1/2 × 14"
		106-163 g/m ² : 25 sheets	
Dimensions (W × D × H)	510 mm × 400 mm × 470 mm 20 1/16" × 15 3/4" × 18 1/2"		
Weight	10 kg or less / 22 lbs. or less		

Center-Folding Unit (option)

Item	Description
Sizes	A3, B4, A4R, 11 × 17", 8 1/2 × 14", 8 1/2 × 11"
Number of Sheets	1 to 16 (no stapling for 1 sheet)
Maximum Number for Storage	5 or less copies in a set: 30 sets 6 to 9 copies in a set: 20 sets 10 to 16 copies in a set: 10 sets
Paper Weight	60-220 g/m ² (1 cover sheet only for 91 g/m ² or greater)

MEMO

MEMO

**QUALITY
CERTIFICATE**

This machine has passed
all quality controls and
final inspection

