

## Digital Multifunctional System

BP-1360M/BP-1250M

User's Manual

## Optional Units

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# Preface

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

## Refer

- Descriptions for the following optional products are provided in different manuals.
  - Print / scan function-related products: 'User's Manual - Operations'
  - Print server and related products: Manual included in the product

- This manual may not be edited, modified or copied in whole or in 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.

## Important

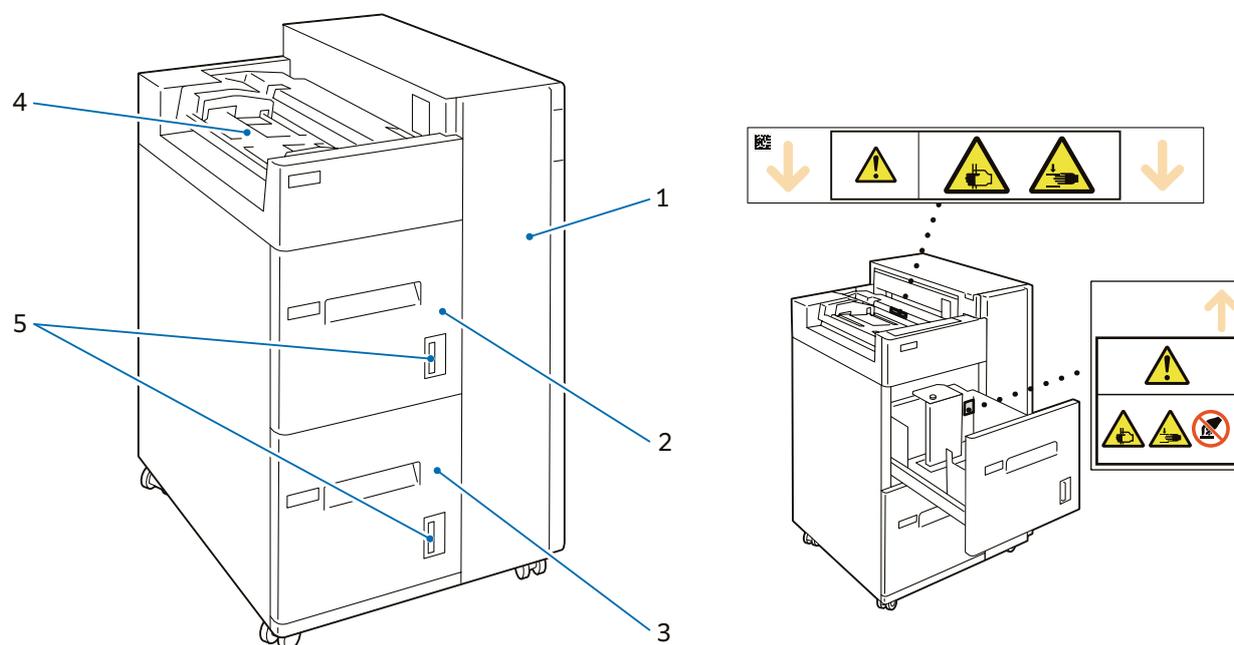
In this manual, safety instructions are preceded by the symbol . Always read and follow the instructions before performing the required procedures.

## Conventions

Regarding the notations and trademarks in this document, see the Index Page (HTML).  
Description in this manual such as feed capacity assumes 65 g/m<sup>2</sup> paper.

# 1 High Capacity Feeder A4

## 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)	Load paper here.
5	Remaining Volume Display	You can check the remaining paper volume.

## Main Specifications

Item		Description
Paper size	High Capacity Feeder	A4  , Letter (8.5 x 11")  , JIS B5 
	Bypass Tray	Standard Size: Max 11 x 17" , Min A6 Custom Size: 100 x 148 mm to 330 x 488 mm
Paper weight	High Capacity Feeder	52 to 216 g/m <sup>2</sup>
	Bypass Tray	52 to 253 g/m <sup>2</sup>
Feeding Capacity / Number of Tray <sup>*1</sup>	High Capacity Feeder	2,300 sheets x 2-tray
	Bypass Tray	280 sheets
Power Supply		Supplied from Main Unit
Maximum Power Consumption		84.6 W (136 ppm) / 100.9 W (125 ppm)
Dimensions		W 597 x D 661 x H 930 mm
Weight		79 kg <sup>*2</sup>

\*1: 65 g/m<sup>2</sup> paper

\*2: 79 kg is with an optional Multi Bypass Tray

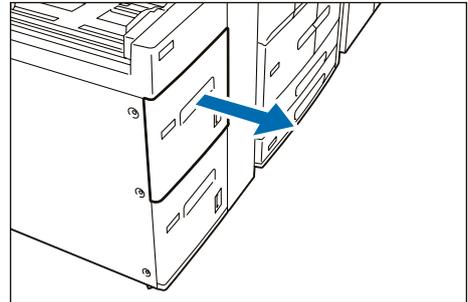
### Note

Multi bypass tray is required.

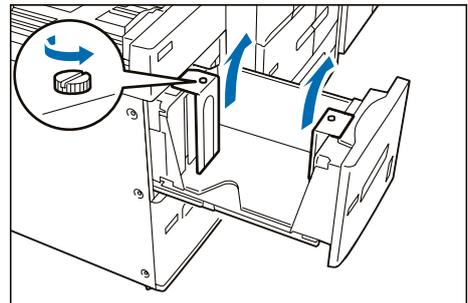
# Loading Paper

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

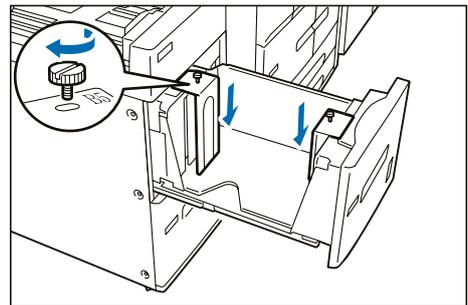
1. Pull out the Paper Tray toward you until it stops.
2. Remove any paper remaining in the Paper Tray.



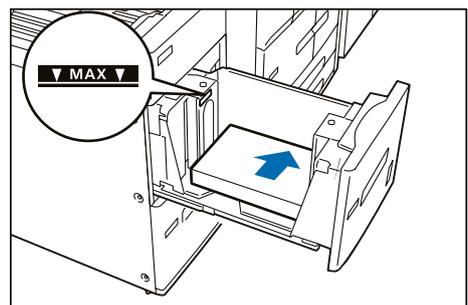
3. If changing the Paper Size, adjust the guide position.
  - (1) Remove the 2 screws for the guide, and remove the guide from the Paper Tray.



- (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.

# 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.

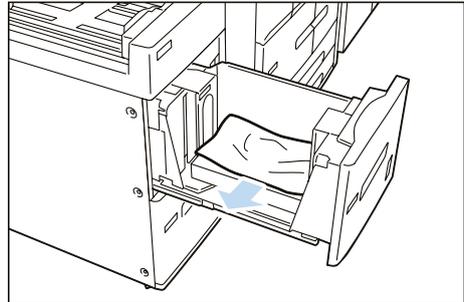
When you have finished clearing the paper jam, printing is resumed from the state before the paper jam occurred. If a paper jam occurred during copying, tap on [Start]. Copying is resumed from the state before the paper jam occurred.

**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

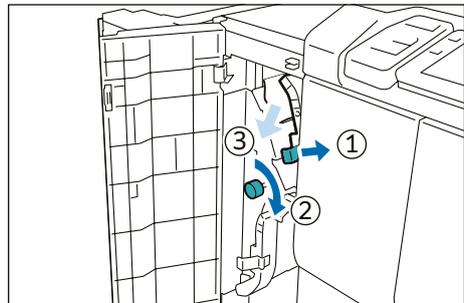
1. Open the Right Cover.
2. Remove the jammed paper.

Paper Jams at [1a] .....	p.5
Paper Jams at [1b] .....	p.6
Paper Jams at [1d] .....	p.6

.....

■ Paper Jams at [1a]

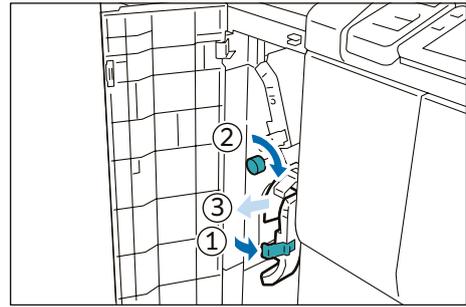
- (1) Open lever [1a] to the right (①), turn knob [1c] clockwise (②) and remove the jammed paper (③).
- (2) Return lever [1a].



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■ Paper Jams at [1b]

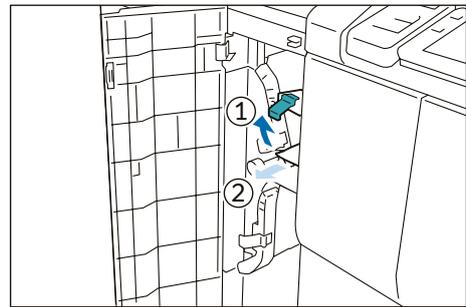
- (1) Open lever [1b] to the right (①), turn knob [1c] clockwise (②) and remove the jammed paper (③).
- (2) Return lever [1b].



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■ Paper Jams at [1d]

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



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3. Close the cover.



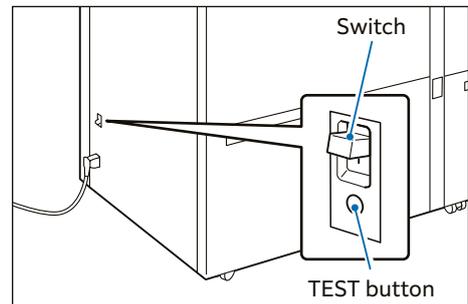
No.	Component		Function
1	Bypass Tray (Paper Tray 5)		Load paper here.
2	Error Indicator		When paper jam occurs, the indicator is turned on. When the priority device indicator (top lamp) blinks, first of all perform the paper jam operation.
3	Right Cover		Open this cover to clear paper jams.
4	Remaining Volume Indicator		When the Paper Tray is in operation, the top lamp is turned on. You can check the remaining volume of paper with the 4 lamps (each lamp indicates 25%) at the center. When Paper Replenish Indicator is turned on, paper is empty.
5	High Capacity Feeder A3 1 Tray	Consumables Storage Unit	Stores papers and consumables.
	High Capacity Feeder A3	High Capacity Tray (Paper Tray 6)	Load paper here.
6	High Capacity Feeder A3 1 Tray	High Capacity Tray (Paper Tray 6)	Load paper here.
	High Capacity Feeder A3	High Capacity Tray (Paper Tray 7)	
7	Ground Fault Interrupter		A switch to automatically switch the machine off when a current leakage is detected.

## Ground Fault Interrupter

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

### Note

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



## Main Specifications

Item		Description	
		High Capacity Feeder A3 1 Tray	High Capacity Feeder A3
Paper size* <sup>1</sup>	High Capacity Feeder* <sup>2</sup>	Standard size: Max SRA3 (320 x 450 mm), 12.6 x 19.2" (320 x 488 mm) Min A6 Custom size: 100 x 148 mm to 330 x 488 mm	
	Bypass Tray* <sup>3</sup>	Standard size: Max SRA3 , 11 x 17" Min A6 Custom size: 100 x 148 mm to 330 x 488 mm* <sup>4</sup>	
Paper weight	High Capacity Feeder	52 to 300 g/m <sup>2</sup>	52 to 350 g/m <sup>2</sup>
	Bypass Tray	52 to 253 g/m <sup>2</sup> * <sup>5</sup>	
Feeding Capacity* <sup>6</sup> / Number of Tray	High Capacity Feeder	2,300 sheets x 1-tray	2,300 sheets x 2-tray
	Bypass Tray	280 sheets	
Power supply		AC 100-120 V +/- 10 %, 6 A, AC 220-240 V +/- 10 %, 4 A, 50/60 Hz common	
Maximum power consumption		330 W	880 W
Dimensions		W 988 x D 762 x H 992 mm	
Weight* <sup>7</sup>		166 kg	200 kg

- \*1: Post Card Kit is required for small size media. One set of this kit is included.
- \*2: When setting main scanning 100 to 182 mm paper, Post Card Kit is required.
- \*3: Multi Bypass Tray is required.
- \*4: Banner Printing on long paper of up to 330 x 660 mm is available.
- \*5: Banner Printing on long paper of 64 to 216 g/m<sup>2</sup> is available.
- \*6: 65 g/m<sup>2</sup> paper
- \*7: Weight is with an optional Multi Bypass Tray.

### Note

- High Capacity Feeder A3 1 Tray is not available on BP-1360M.
- Banner Printing on long paper is available on High Capacity Feeder A3.

# Loading Paper

## Loading to High Capacity Tray

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

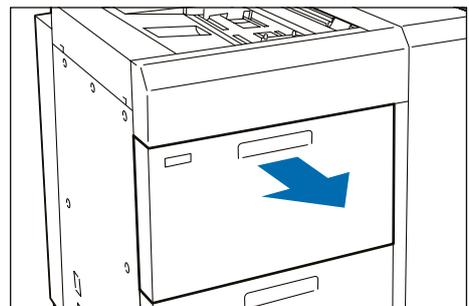
### Important

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

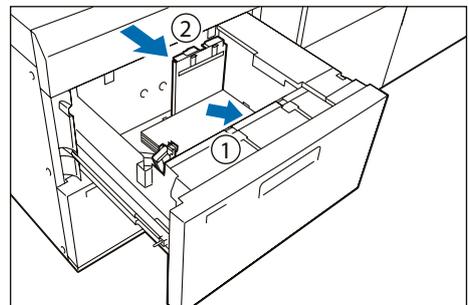
### Note

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

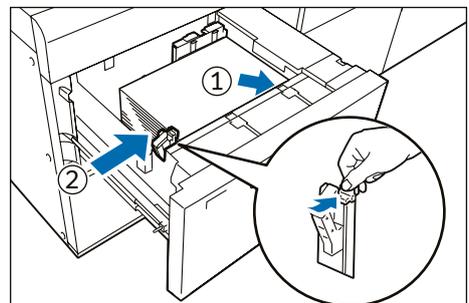
1. Pull out the Paper Tray toward you until it stops.
2. Remove any paper remaining in the Paper Tray.



3. Fan the paper well and load about 100 to 500 sheets with the printed side facing up, and the paper edges aligned in the direction of the arrow (①).
4. Pinch the long-side paper guide grip and adjust to the correct paper size (②).



5. Load remaining sheets with the printed side facing up, and align the paper edges in the direction of the arrow (①).
6. Adjust the short-side paper guide to the correct paper size (②).



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

### Note

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

### Refer

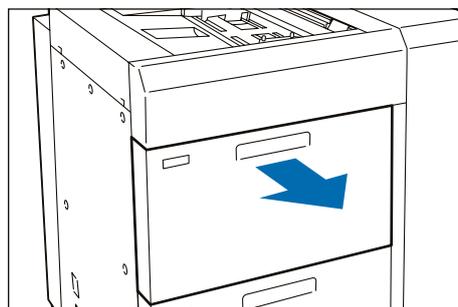
"Changing Paper Feeding Accuracy" (p.13)

## 7. Push in the Paper Tray.

### Postcard Setting

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

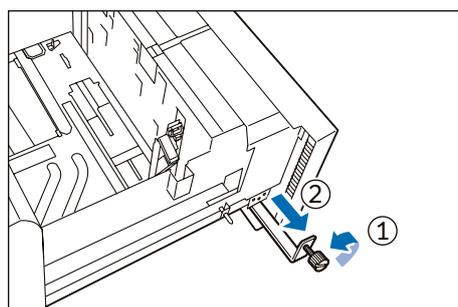
1. Pull out the Paper Tray toward you until it stops.
2. Remove any paper remaining in the Paper Tray.



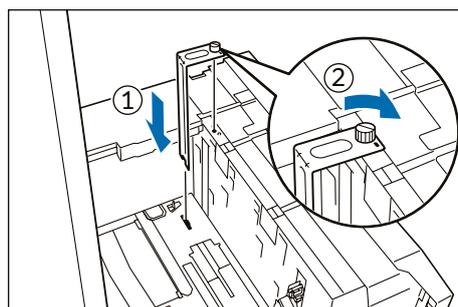
3. If the Kit is supplied with the Paper Tray, loosen the screw (①) on the left side of the Paper Tray to remove the Kit (②).

#### Note

- The Post Card Kit of High Capacity Feeder A3 is placed in the upper Paper Tray.
- The Post Card Kit of High Capacity Feeder A3 1 Tray is placed in the lower Paper Tray.



4. Insert the small protrusion of the Kit into the notch to the right side of the bottom of the Paper Tray (①). Align the hole of the Kit with the front Paper Tray hole and tighten the screw to fasten the Kit (②).

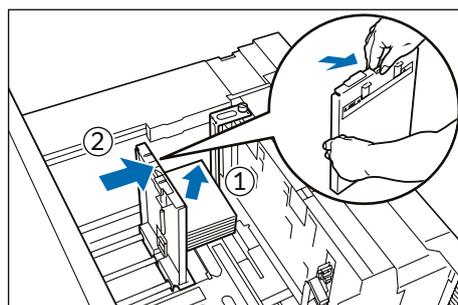


5. Load about 100 to 500 sheets of paper with the printed side facing up, and align the paper edges in the direction of the arrow (①).

#### Note

- Be sure to set them in short edge feed.
- The right side short edge of the set postcard will be the front edge.

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



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

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

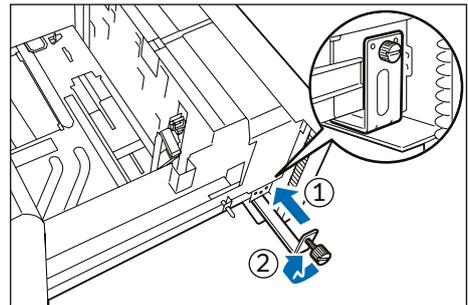
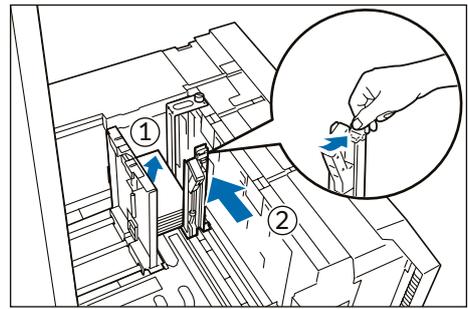
To leave a space, pinch the paper guide grip to move.

To narrow, push the paper guide to move.

9. Push in the Paper Tray.

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

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



## Special Media Setting

### ■ Hole Punched Paper

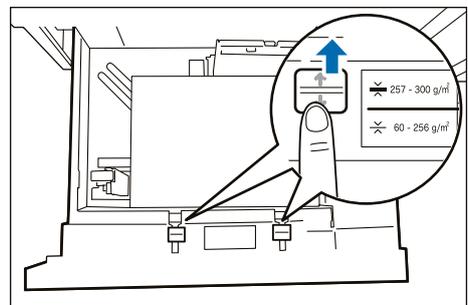
Orientation: Place the holes of paper on the right side when you face the front side of machine.

### ■ Precut Tab

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

## Paper Weight Change Button (High Capacity Feeder A3 1 Tray)

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



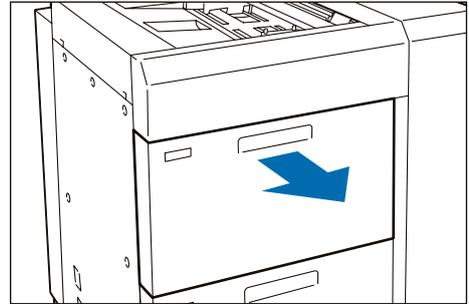
## Changing Paper Feeding Accuracy

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

### Note

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

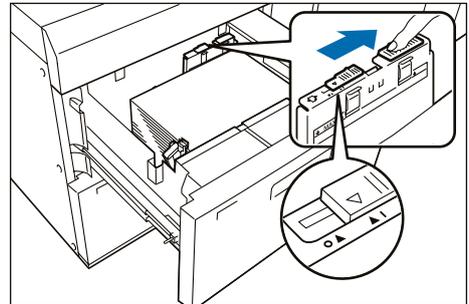
### 1. Pull out the Paper Tray until it stops.



### 2. Move the lever at the top of the long-side paper guide to the rightmost position (<l> position) to enable the changing.

### Note

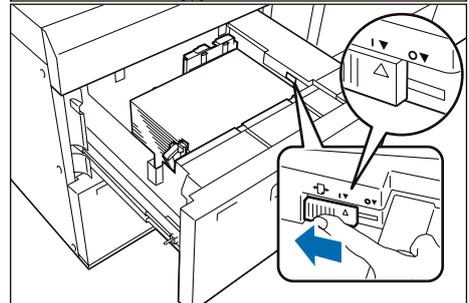
To reset the setting, move the lever to the leftmost position.



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

### Note

To reset the setting, move the lever to the foremost position.



### 4. Push in the Paper Tray.

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

## Loading to Bypass Tray

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

### Important

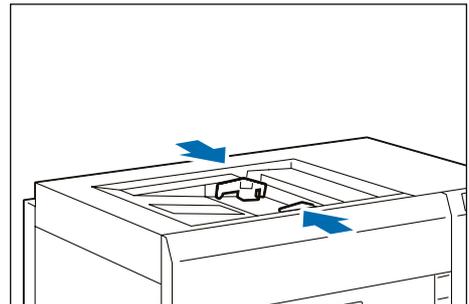
Do not load paper above the maximum fill line. It may cause paper jams or machine malfunction.

### Note

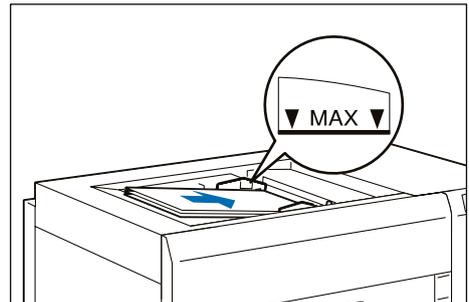
- If the paper guide width is narrower or wider than the paper, it may cause paper jams.
- In the case of coated paper, only one sheet can be loaded.  
The image quality and paper feeding capability are not guaranteed when more than one sheet is loaded.

## Slide Type

1. Adjust the paper guide to the size of loaded paper.



2. Fan the paper well and insert it along the paper guide all the way until it touches the back, with the printed side facing up.
3. When custom size paper is loaded, make fine-adjustment of the paper guide based on the paper size.



## Special Media Setting

### ■ Hole Punched Paper

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

### ■ Precut Tab

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

### ■ Postcards

Orientation: Short Edge Feed

# Paper Jams

**Note**

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

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

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

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

**Note**

Clear the paper jams while the machine is on.

## Paper Tray

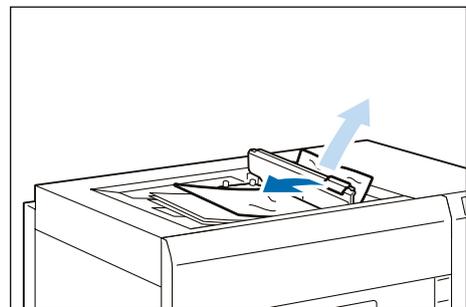
### 1. Remove the jammed paper.

When Indicator E5 is Turned on.....	p.15
When Indicator E6 is Turned on (High Capacity Feeder A3) .....	p.15
When Indicator E6 is Turned on (High Capacity Feeder A3 1 Tray), when Indicator E7 is Turned on (High Capacity Feeder A3) .....	p.16

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#### ■ When Indicator E5 is Turned on

- (1) Open the Upper Cover and remove all the jammed papers and papers loaded on the tray.
- (2) Close the cover.
- (3) Align the 4 corners of the removed papers and load them again.



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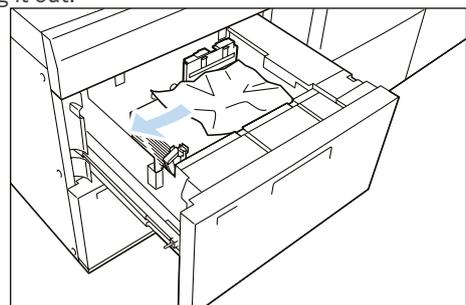
#### ■ When Indicator E6 is Turned on (High Capacity Feeder A3)

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

**Note**

Confirm that no paper is jammed inside the Right Cover before pulling it out.

- (2) Remove the jammed paper.
- (3) Confirm the paper guide position and push in the Paper Tray.



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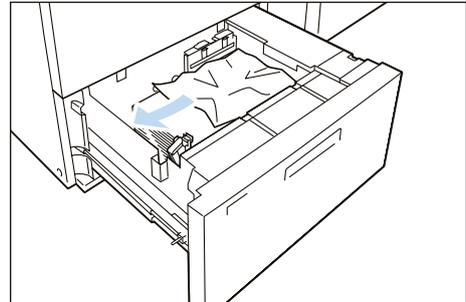
■ **When Indicator E6 is Turned on (High Capacity Feeder A3 1 Tray), when Indicator E7 is Turned on (High Capacity Feeder A3)**

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

**Note**

Confirm that no paper is jammed inside the Right Cover before pulling it out.

- (2) Remove the jammed paper.
- (3) Confirm the paper guide position and push in the Paper Tray.



## Inside of the Right Cover

1. Open the Right Cover.

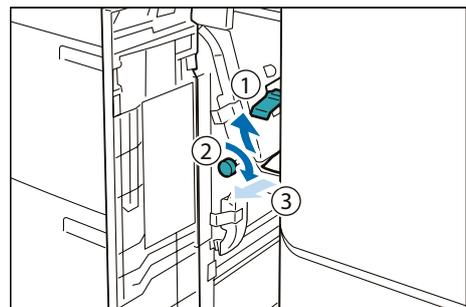
2. Remove the jammed paper.

When Indicator E1 is Turned on.....	p.16
When Indicator E2 is Turned on.....	p.16
When Indicator E3 is Turned on.....	p.17
When Indicator E4 is Turned on.....	p.17

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■ **When Indicator E1 is Turned on**

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



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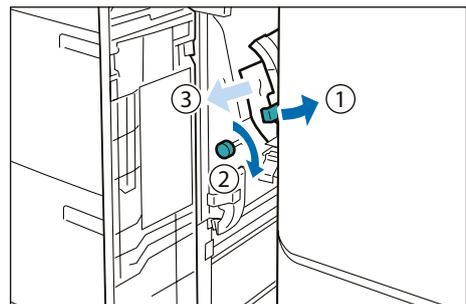
■ **When Indicator E2 is Turned on**

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

**Note**

Turn knob [1c] 3 times or more.

- (2) Return lever [1a].

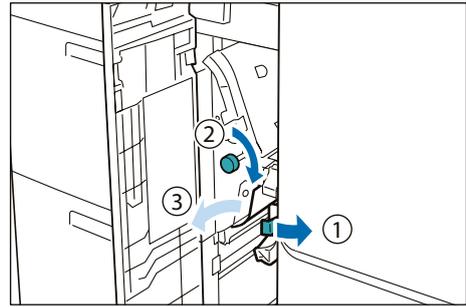


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■ **When Indicator E3 is Turned on**

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

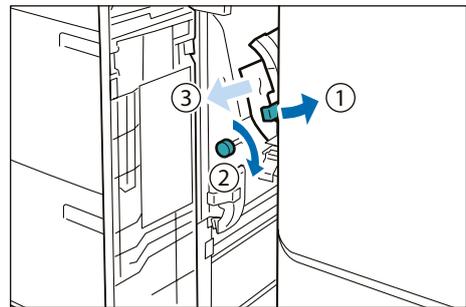
(2) Return lever [1b].



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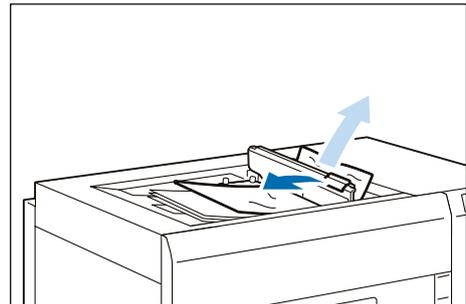
■ **When Indicator E4 is Turned on**

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



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

(3) Return lever [1a].



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3. Close the cover.

## Cleaning Machine

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

### Note

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

## Running Paper

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

1. Create image data consisting K100% for SRA3 or A3 size.
2. Run a 2-sided job to print this image on about 20 sheets of paper.

## Cleaning inside the Machine

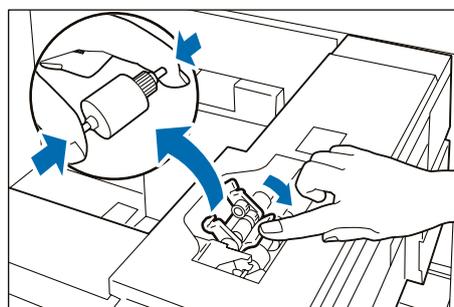
No.	Work	Frequency	Page
1	Cleaning High Capacity Trays	Every week (When collected paper dust is found in the paper guide or roller in the feeder cover)	p.18
2	Cleaning the Paper Feeding Unit in the High Capacity Tray	Every week	p.20

### Note

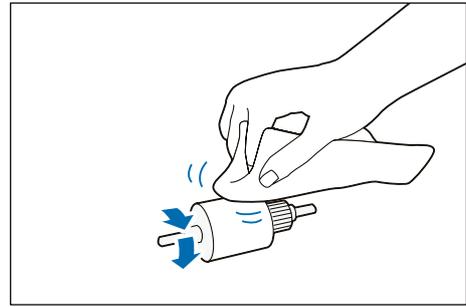
When you have finished cleaning, make sure the roller and the surface of paper path are free from foreign objects.

## Cleaning High Capacity Trays

1. Pull out the Paper Tray toward you until it stops.
2. Clean the roller in the feeder cover located on the right side of the Paper Tray.
  - (1) Press down the roller 1 holder to the direction of the arrow, and remove roller 1 by picking up the both ends of its pin with fingers.



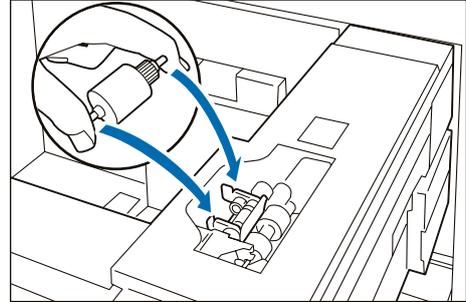
- (2) Wipe the surface of roller 1 with the soft cloth tightly wrung out of water.



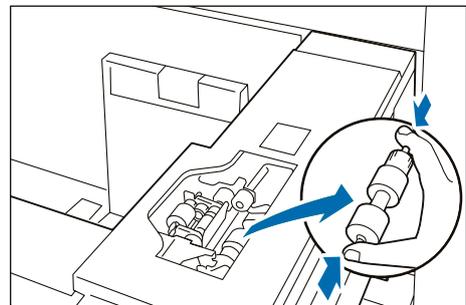
- (3) Reinstall roller 1.

**Note**

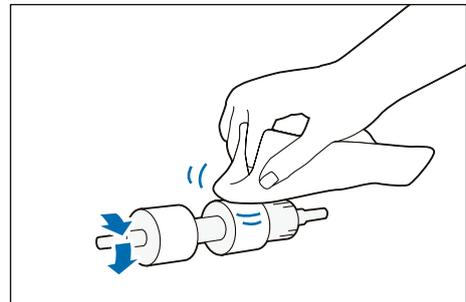
Make sure that roller 1 is installed in the holder completely.



- (4) Remove roller 2 by picking up the both ends of its pin.



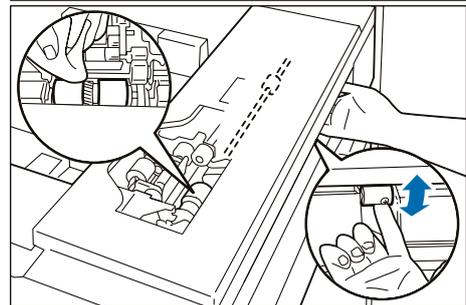
- (5) Wipe the surface of roller 2.



- (6) Rotate the shaft of roller 3 with one hand, and wipe the surface of roller 3 with the other hand.

**Note**

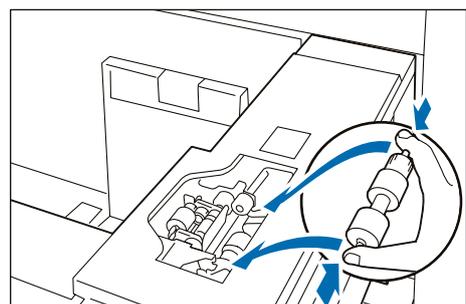
Clean roller 3 without reinstalling roller 2.



- (7) Reinstall roller 2.

3. Push in the Paper Tray.

4. Clean also the other Paper Tray with the steps 1 to 3.

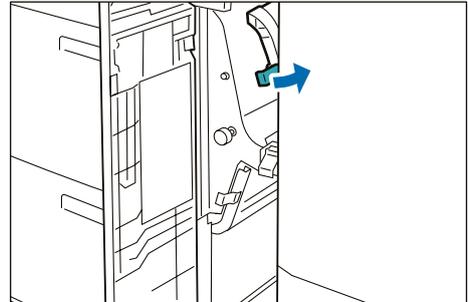


# Cleaning the Paper Feeding Unit in the High Capacity Tray

## Note

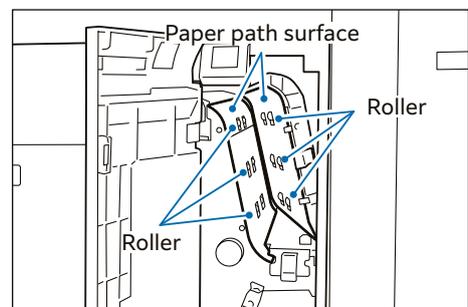
- Do not press a roller during the cleaning, otherwise the roller may drop off.
- Non-woven dry type fabric can be used effectively for cleaning paper dust.

1. Open the Right Cover.
2. Open lever [1a] to the right.



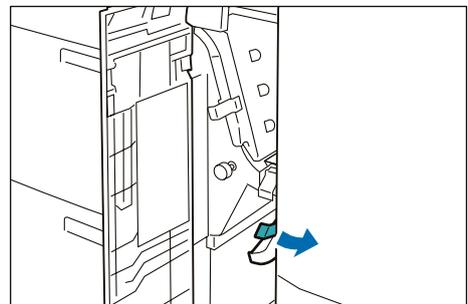
3. Clean behind lever [1a].

- (1) Wipe the roller surface with the soft cloth tightly wrung out of water.
- (2) Lightly wipe paper dust off on the surface of the paper path.



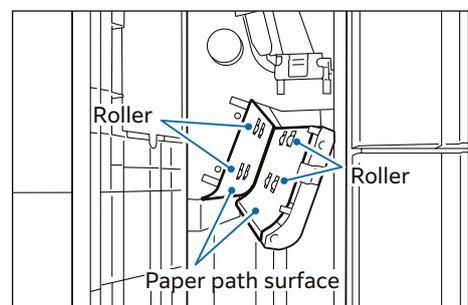
4. Return lever [1a].

5. Open lever [1b] to the right.



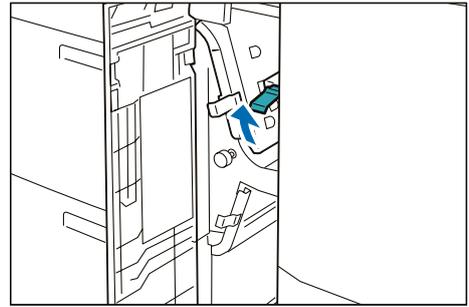
6. Clean behind lever [1b].

- (1) Wipe the roller surface with the soft cloth tightly wrung out of water.
- (2) Lightly wipe paper dust off on the surface of the paper path.



7. Return lever [1b].

**8. Open lever [1d] upward.**



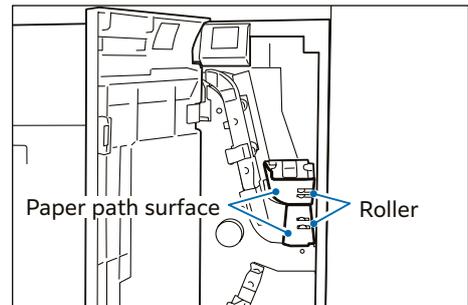
**9. Clean behind lever [1d].**

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

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

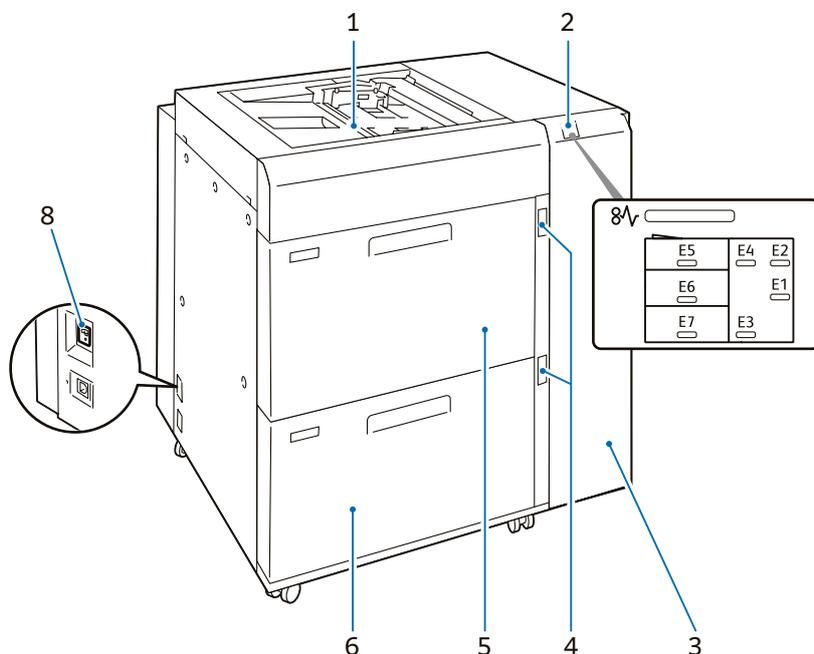
**10. Return lever [1d].**

**11. Close the cover.**



# 3 Air Suction Feeder

## Device Components



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

**Note**

The Caution Labels, Ground Fault Interrupter, Bypass Tray, Paper Jams and Cleaning the Paper Feeding Unit in the High Capacity Tray are the same as the "2 High Capacity Feeder A3 1 Tray/A3" (p.7).

## Main Specifications

Item	Description
Paper size	[Tray 6, 7] Standard Size: Max SRA3 (320 x 450 mm), 12.6×19.2" (320 x 488 mm), Min A6 Custom Size: 100 x 148 mm to 330 x 488 mm [Bypass Tray] Standard Size: Max SRA3, 11x17", Min A6 Custom Size: 100 x 148 mm to 330 x 488 mm <sup>*1</sup>
Paper Weight	[Tray 6, 7] 52 to 350 g/m <sup>2</sup> [Bypass Tray] 52 to 253 g/m <sup>2</sup> *2
Feeding Capacity / Number of Tray <sup>*3</sup>	2,400 sheets x 2-tray + 280 sheets
Power supply	AC 100 - 120 V +/- 10 %, 6 A, AC 220 - 240 V +/- 10 %, 4 A, 50/60 Hz common
Maximum power consumption	880 W
Dimensions	W 988 x D 762 x H 992 mm
Weight	194 kg

\*1: Banner Printing on long paper of up to 330 x 660 mm is available.

\*2: Banner Printing on long paper of 64 to 216 g/m<sup>2</sup> is available.

\*3: 65 g/m<sup>2</sup> paper.

### Note

Multi Bypass Tray for Banner Print is included.

# Loading Paper

## Important

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

## Note

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

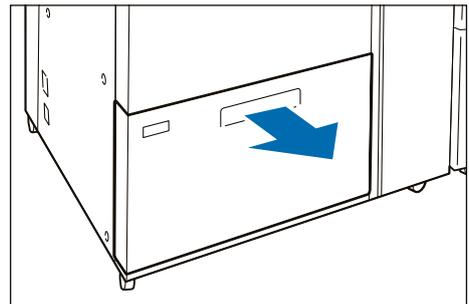
## Loading to Air Tray

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

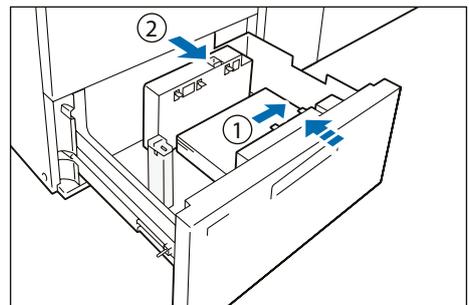
## Note

If the amount of the loaded paper is 100 sheets or less, the guides apply more pressure to the paper. It may cause the paper to be distorted, leading to paper jams.

1. Pull out the Paper Tray toward you until it stops.
2. Remove any paper remaining in the Paper Tray.



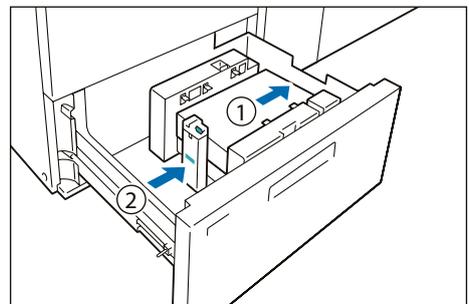
3. Fan the paper well and load about 100 to 500 sheets with the printed side facing up, and the paper edges aligned in the direction of the arrow (①).
4. Pinch the long-side paper guide grip and adjust to the correct paper size (②).



5. Load remaining sheets with the printed side facing up, and align the paper edges in the direction of the arrow (①).
6. Adjust the short-side paper guide to the correct paper size (②).

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

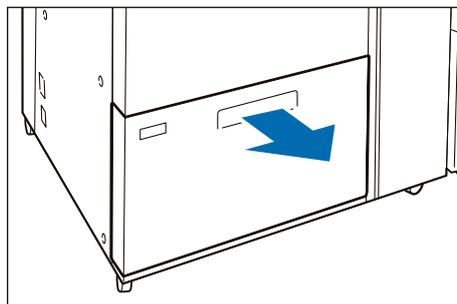
7. Push in the Paper Tray.



## Postcard Setting

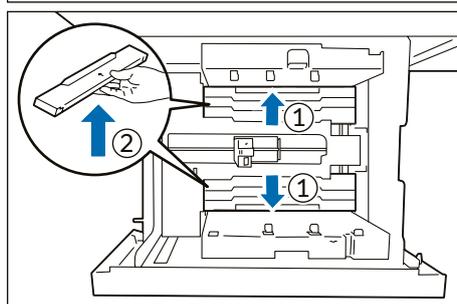
Attach Post Card Kit for Air Suction Feeder to the Paper Tray to load paper with the width of 100 to 181 mm.

1. Pull out the Paper Tray toward you until it stops.
2. Remove any paper remaining in the Paper Tray.

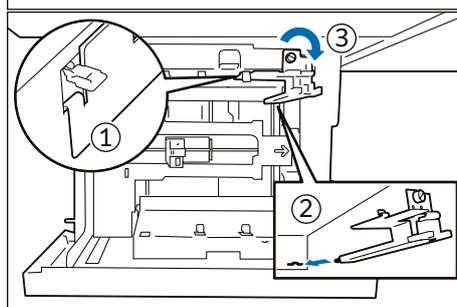


### 3. Remove the shutters.

- (1) Fold the shutters.
- (2) Hold the shutters up and remove them.



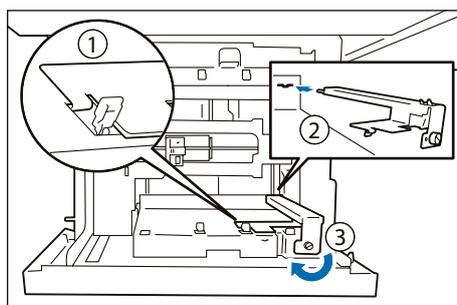
4. Insert the guide A into the slit on the interior side (①) and the slit on the bottom (②), and then tighten the screw of the guide to fix (③).



5. Insert the guide B into the slit on your side (①) and the slit on the bottom (②), and then tighten the screw of the guide to fix (③).

### Important

If the screw is not tightened well, it may hit on the transport device to result in break.

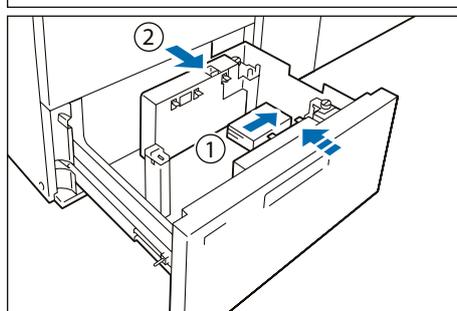


6. Load about 100 to 500 sheets of paper with the printed side facing up, and align the paper edges in the direction of the arrow (①).

### Note

- Be sure to set them in short edge feed.
- The right side short edge of the set postcard will be the front edge.

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



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

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

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

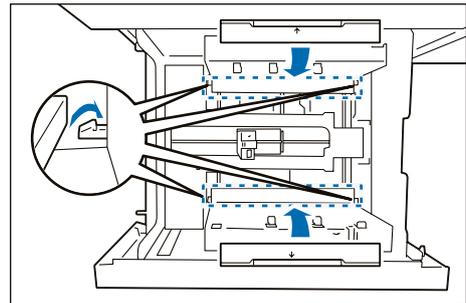
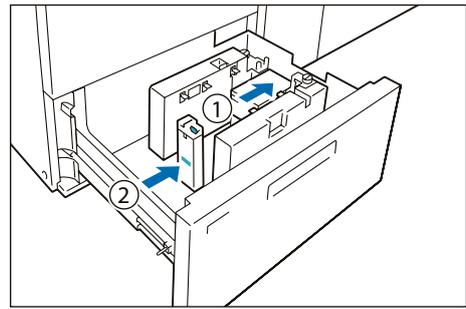
To narrow, push the paper guide to move.

10. Push in the Paper Tray.

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

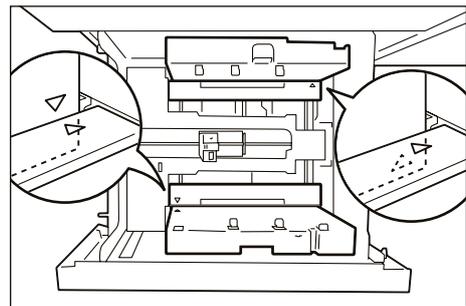
12. To mount the shutters, place the shutters on the original positions and expand them.

Hang the edges of the shutters on the protrudes. Confirm that they are firmly fixed.



**Note**

Align the  $\triangle$  marks so that the shutters can be mounted in the correct orientation. The  $\triangle$  mark on the guide at the top edge of paper is not viewed, and the  $\triangle$  mark on the guide at the bottom edge of paper is viewed in the correct state.



## Special Media Setting

### ■ Hole Punched Paper

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

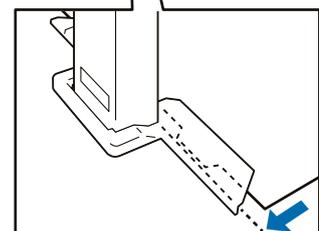
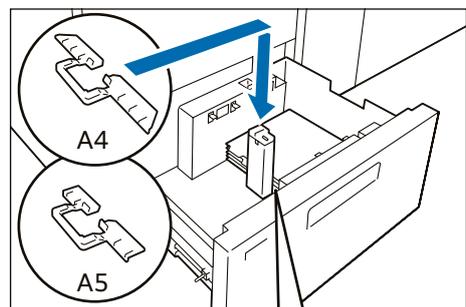
### ■ Precut Tab

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

After loading paper, mount the tab guide (for A5 or A4) on the short-side paper guide.

**Note**

Make sure that the rear edges (tab parts) of the precut tab fit the notch of the tab guide.



## Loading to Bypass Tray

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

### Important

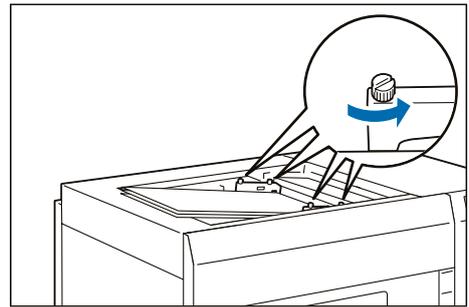
Do not load paper above the maximum fill line. It may cause paper jams or machine malfunction.

### Note

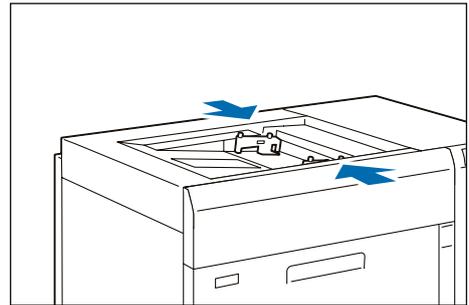
- If the paper guide width is narrower or wider than the paper, it may cause paper jams.
- In the case of coated paper, only one sheet can be loaded.  
The image quality and paper feeding capability are not guaranteed when more than one sheet is loaded.

## Flexible Type (for Long Paper)

1. Loosen the 4 screws of the paper guide.

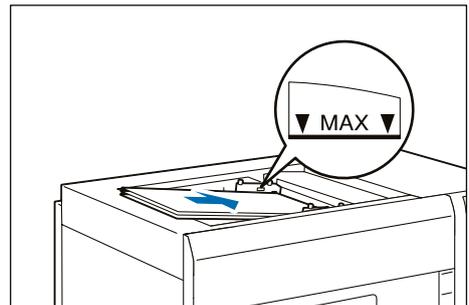


2. Hold the center of the paper guide and adjust it to the size of loaded paper.



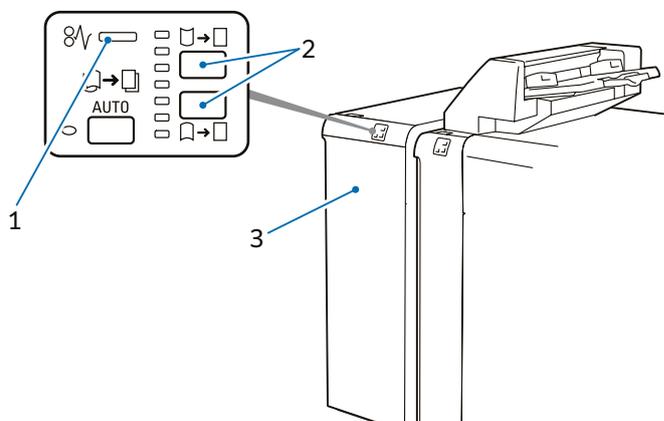
3. Fan the paper well and insert it along the paper guide all the way until it touches the back, with the printed side facing up.

4. Secure the 4 screws of the paper guide.



## 4 Interface Decurler Module

### Device Components



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

### Main Specifications

Item	Description
Power supply	AC 100-240 V +/- 10 %, 2.5 A (100 V) / 1 A (240 V), 50/60 Hz common
Maximum power consumption	250 W
Dimensions	W 340 x D 725 x H 992 mm
Weight	40 kg

#### Note

Interface Decurler Module is necessary for connecting High Capacity Stacker. Finisher, or Finisher with Booklet Maker needs Interface Decurler Module or Inserter.

# 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.

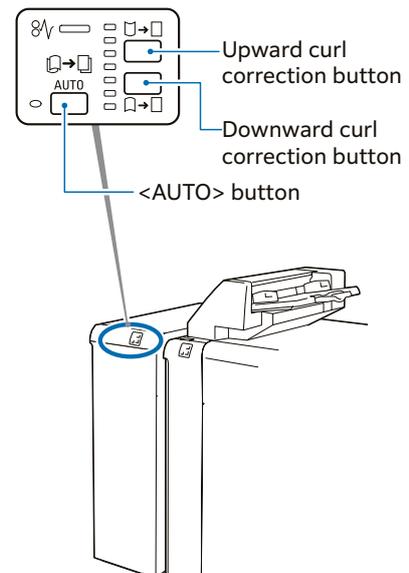
### Note

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

1. Check the curl direction of paper.
2. Confirm that the curl correction indicator is lit, and then press the button.

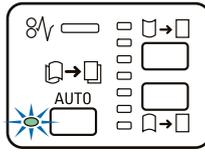
### Note

- When paper is fed in the [AUTO] mode, the indicator showing the present direction and intensity of curl correction turns on only for a brief moment. When manually applying the curl correction, make adjustments while using this indicator lighting as a guide.
  - After applying the curl correction by upward curl correction button or downward curl correction button, when feeding thick paper, embossed paper, or OHP film, the [AUTO] is entered automatically, and the curl correction is applied using standard correction value.
- You can also change to a setting that the mode does not change to [AUTO] mode even when using these paper types. Please contact your dealer or nearest SHARP Service Department.



## Operations and Functions of Curl Correction

Press the AUTO button to enter the [AUTO] mode.



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

# Paper Jams

## Note

The error indicator at the top of the machine is turned on. When the indicator 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

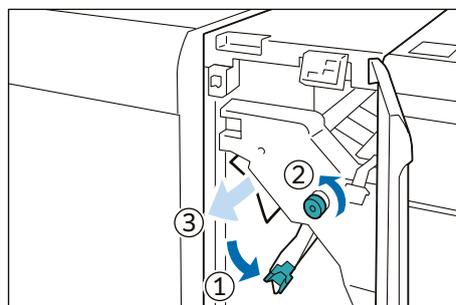
Clear the paper jams while the machine is on.

### 1. Open the Cover.

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

## Note

- Make sure to turn knob 10 times or more.
- When removing paper, make sure to remove it as pulling it out slowly.
- Jammed paper may be hidden at the upper section.

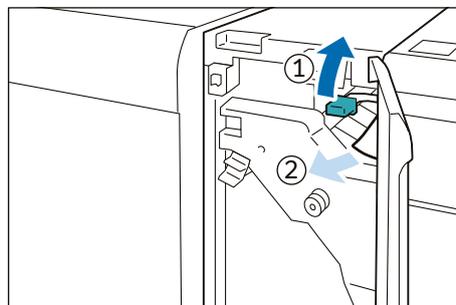


### 3. Return lever [1a].

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

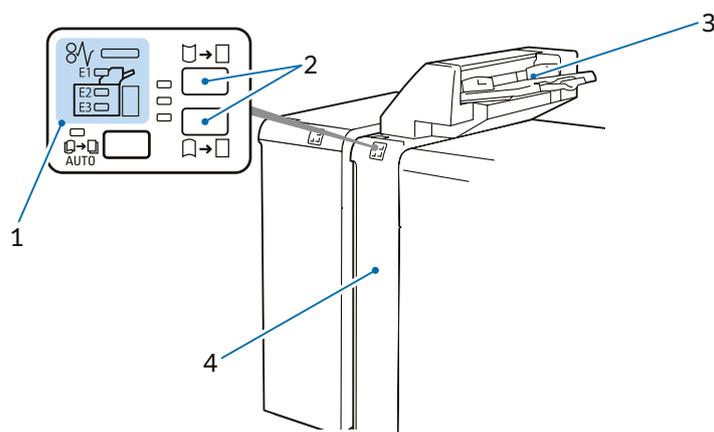
### 5. Return lever [1c].

### 6. Close the cover.



# 5 Inserter

## Device Components



No.	Component	Function
1	Error Indicator	When paper jam occurs, the indicator is turned on. When the priority device indicator (top lamp) blinks, first of all perform the paper jam operation.
2	Curl correction button	Use this button when Interface Decurler Module is not installed or curl cannot be corrected even if the highest correction (or lowest correction) of Interface Decurler Module is performed. The correction method is the same as the Interface Decurler Module. The 3 correction levels are available: OFF, upward, and downward.  <b>Refer</b> "Curl Correction" (p.29)
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	Description
Paper size	Standard size: Max SRA3 (320 x 450 mm), 12.6x19.2" (320 x 488 mm), Min A5* <sup>1</sup> Custom size: 182 x 148 mm to 330 x 488 mm
Paper weight	52 to 350 g/m <sup>2</sup>
Paper capacity* <sup>2</sup>	250 sheets
Power supply	Supplied from Interface Decurler Module, Finisher, or Finisher with Booklet Maker
Dimensions	W 700* <sup>3</sup> x D 725 x H 1235 mm
Weight	37 kg

\*1: Available when custom size is entered.

\*2: 65 g/m<sup>2</sup> paper

\*3: The width of the paper transfer part only when connected to the device is 165 mm.

**Note**

High Capacity Stacker, Finisher, or Finisher with Booklet Maker is required.

# Loading Paper

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

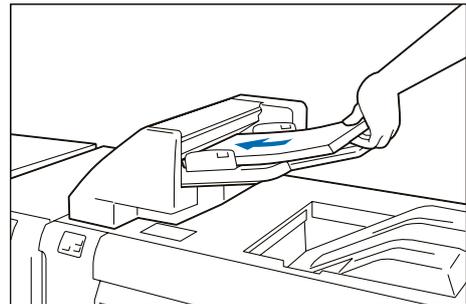
**Note**

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

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

**Important**

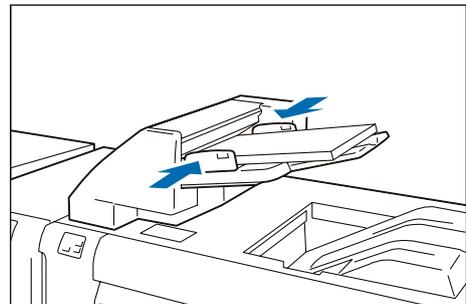
Do not load paper above the maximum fill line. It may cause paper jams or machine malfunction.



**2. Adjust the paper guide to the size of loaded paper.**

**Note**

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



## Special Media Setting

**■ Hole Punched Paper**

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

**■ Precut Tab**

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

# Paper Jams

## Note

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

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

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

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

## Note

Clear the paper jams while the machine is on.

### 1. Remove the jammed paper.

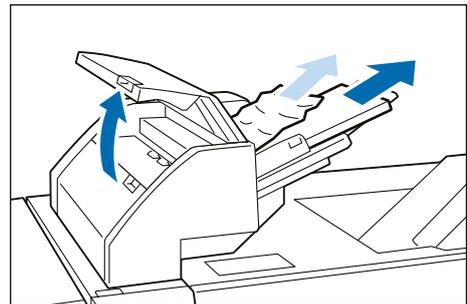
When Indicator E1 is Turned on.....p.35

When Indicator E2 is Turned on.....p.35

When Indicator E3 is Turned on.....p.36

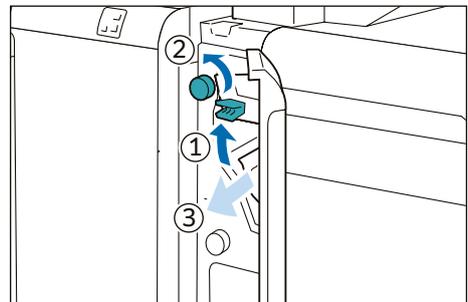
#### ■ When Indicator E1 is Turned on

- (1) Open the Upper Cover and remove all the jammed papers and papers loaded on the tray.
- (2) Close the cover.
- (3) Align the 4 corners of the removed papers and load them again.



#### ■ When Indicator E2 is Turned on

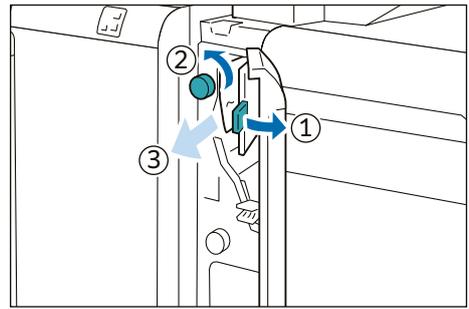
- (1) Open the Cover.
- (2) Open lever [1a] upward (①), turn knob [1b] counter-clockwise (②), and remove the jammed paper (③).
- (3) Return lever [1a].



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

(5) Return lever [1c].

(6) Close the cover.



.....

### ■ When Indicator E3 is Turned on

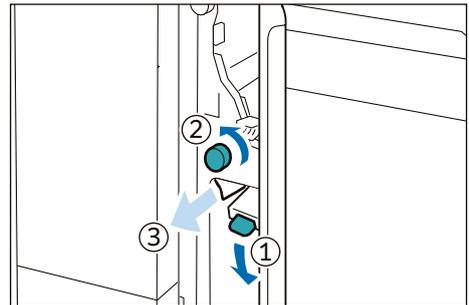
(1) Open the Cover.

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

**Note**

Jammed paper may be hidden at the upper section.

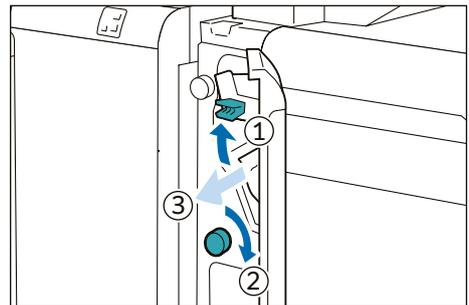
(3) Return lever [1d].



(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.



.....

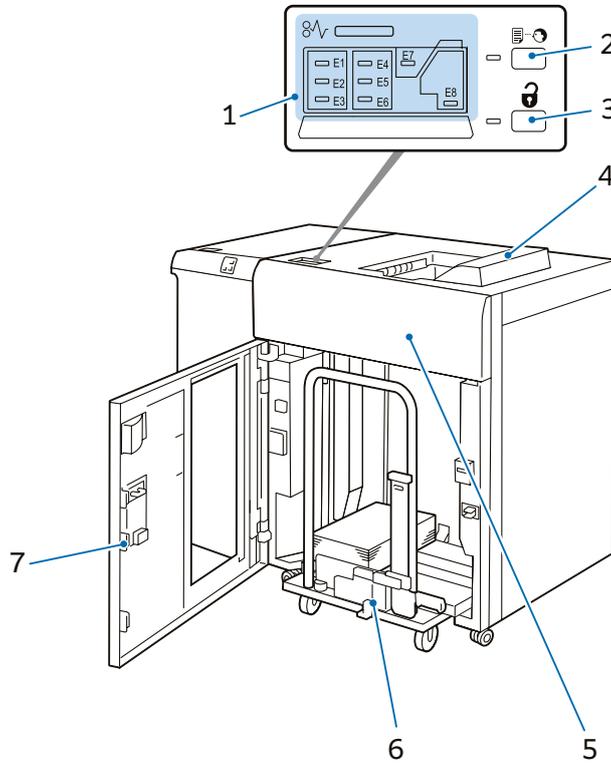
2. Check the curl direction of the jammed paper and correct the curl.

**Refer**

"Curl Correction" (p.29)

# 6 High Capacity Stacker

## 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	Sample button	Press the button to output a sample to the Top Output Tray.
3	Paper eject button	Press the button to stop printing and take out outputs.
4	Top Output Tray	Outputs are delivered here. A sample is delivered here.
5	Front Upper Cover	Open this cover to clear paper jams.
6	Stacker Tray (Stacker cart)	When the paper eject button is pressed, paper is moved to the stacker cart and ejected.
7	Lower Front Cover	Open this cover to take out outputs.

## Main Specifications

Item		Description
Paper capacity* <sup>1</sup>	Output Tray	500 sheets
	High Capacity Stacker – Stacker Cart	5000 sheets
Paper size	Output Tray	Standard size: Max SRA3 (320 x 450 mm), 12.6×19.2" (320 x 488 mm), Min A6 Custom size: 100 x 148 mm to 330 x 488 mm* <sup>2</sup>
	High Capacity Stacker – Stacker Cart	Standard size: Max SRA3 (320 x 450 mm), 12.6×19.2" (320 x 488 mm), Min JIS B5 Custom size: 203 x 182 mm to 330 x 488 mm
Paper weight	Output Tray	52 to 350 g/m <sup>2</sup> * <sup>3</sup>
	High Capacity Stacker – Stacker Cart	52 to 300 g/m <sup>2</sup>
Power supply		AC 100-240 V +/- 10 %, 1.5 A (100 V) / 0.8 A (240 V), 50/60 Hz common
Maximum power consumption		192 W
Dimensions		W 800 x D 725 x H 1042 mm
Weight* <sup>4</sup>		155 kg

\*1: 65 g/m<sup>2</sup> paper

\*2: Banner sheet printing of up to 330 x 660 mm is available.

\*3: Banner sheet printing of 64 to 216 g/m<sup>2</sup> is available.

\*4: Including Stacker Cart.

### Note

Interface Decurler Module is required.

# Paper Jams

## Note

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

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

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

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

## Note

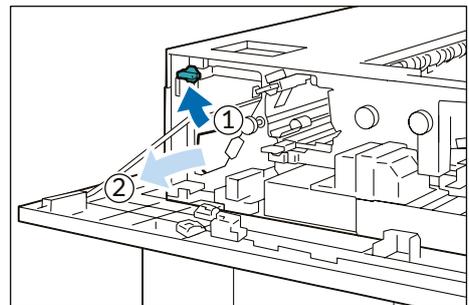
Clear the paper jams while the machine is on.

### 1. Remove the jammed paper.

When Indicator E1 is Turned on.....	p.39
When Indicator E2 is Turned on.....	p.39
When Indicator E3 is Turned on.....	p.40
When Indicator E4 is Turned on.....	p.40
When Indicator E5 is Turned on.....	p.40
When Indicator E6 is Turned on.....	p.41
When Indicator E7 is Turned on.....	p.41
When Indicator E8 is Turned on.....	p.42

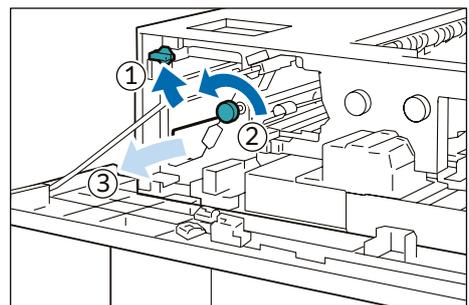
#### ■ When Indicator E1 is Turned on

- (1) Open the front upper cover.
- (2) Open lever [1b] upward (①) and remove the jammed paper (②).
- (3) Return lever [1b].
- (4) Close the cover.



#### ■ When Indicator E2 is Turned on

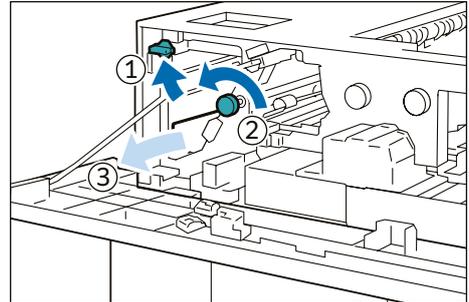
- (1) Open the front upper cover.
- (2) Open lever [1b] upward (①), turn knob [1a] counter-clockwise (②), and remove the jammed paper (③).
- (3) Return lever [1b].
- (4) Close the cover.



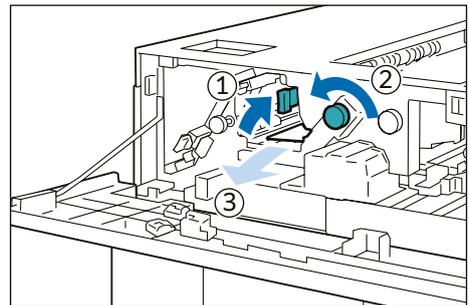
.....

■ **When Indicator E3 is Turned on**

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



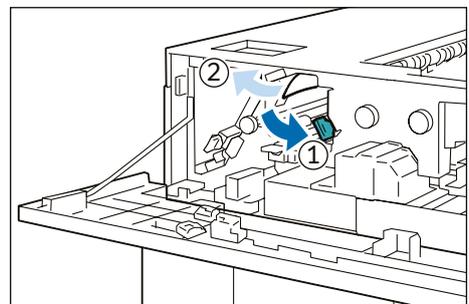
- (4) Open lever [2b] upward (①), turn knob [2c] counter-clockwise (②), and remove the jammed paper (③).
- (5) Return lever [2b].
- (6) Close the cover.



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■ **When Indicator E4 is Turned on**

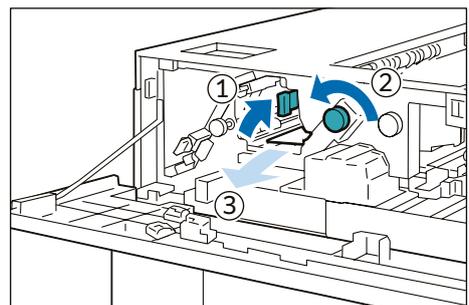
- (1) Open the front upper cover.
- (2) Open lever [2a] downward (①) and remove the jammed paper (②).
- (3) Return lever [2a].
- (4) Close the cover.



.....

■ **When Indicator E5 is Turned on**

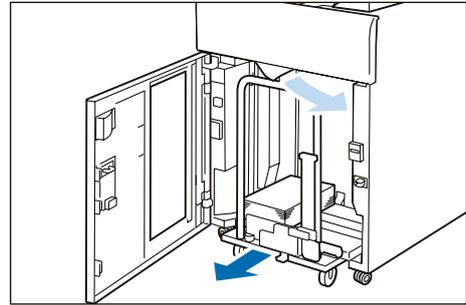
- (1) Open the front upper cover.
- (2) Open lever [2b] upward (①), turn knob [2c] counter-clockwise (②), and remove the jammed paper (③).
- (3) Return lever [2b].
- (4) Close the cover.



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■ **When Indicator E6 is Turned on**

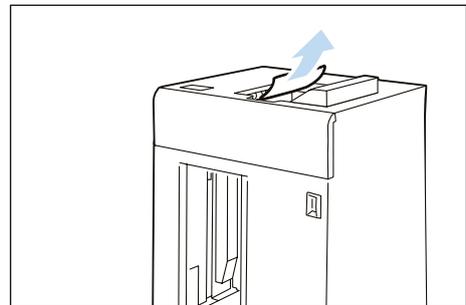
- (1) Press the paper eject button.
- (2) When lock is released, open the front lower cover.
- (3) Pull out the stacker cart slowly and remove the jammed paper.
- (4) Return the stacker cart slowly.
- (5) Close the cover.



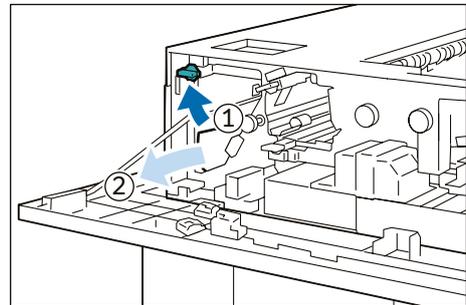
.....

■ **When Indicator E7 is Turned on**

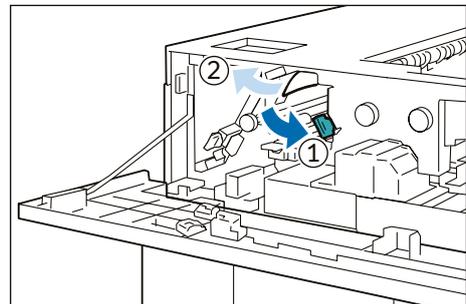
- (1) Remove the jammed paper that sticks out from the exit of the Top Output Tray.
- (2) Open the front upper cover.



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



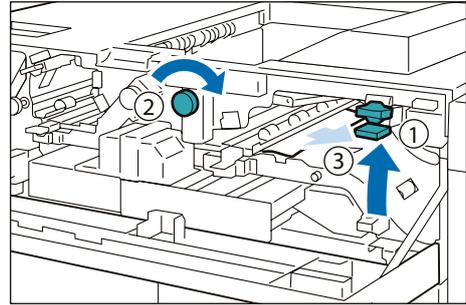
- (5) Open lever [2a] downward (①) and remove the jammed paper (②).
- (6) Return lever [2a].
- (7) Close the cover.



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■ **When Indicator E8 is Turned on**

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



.....

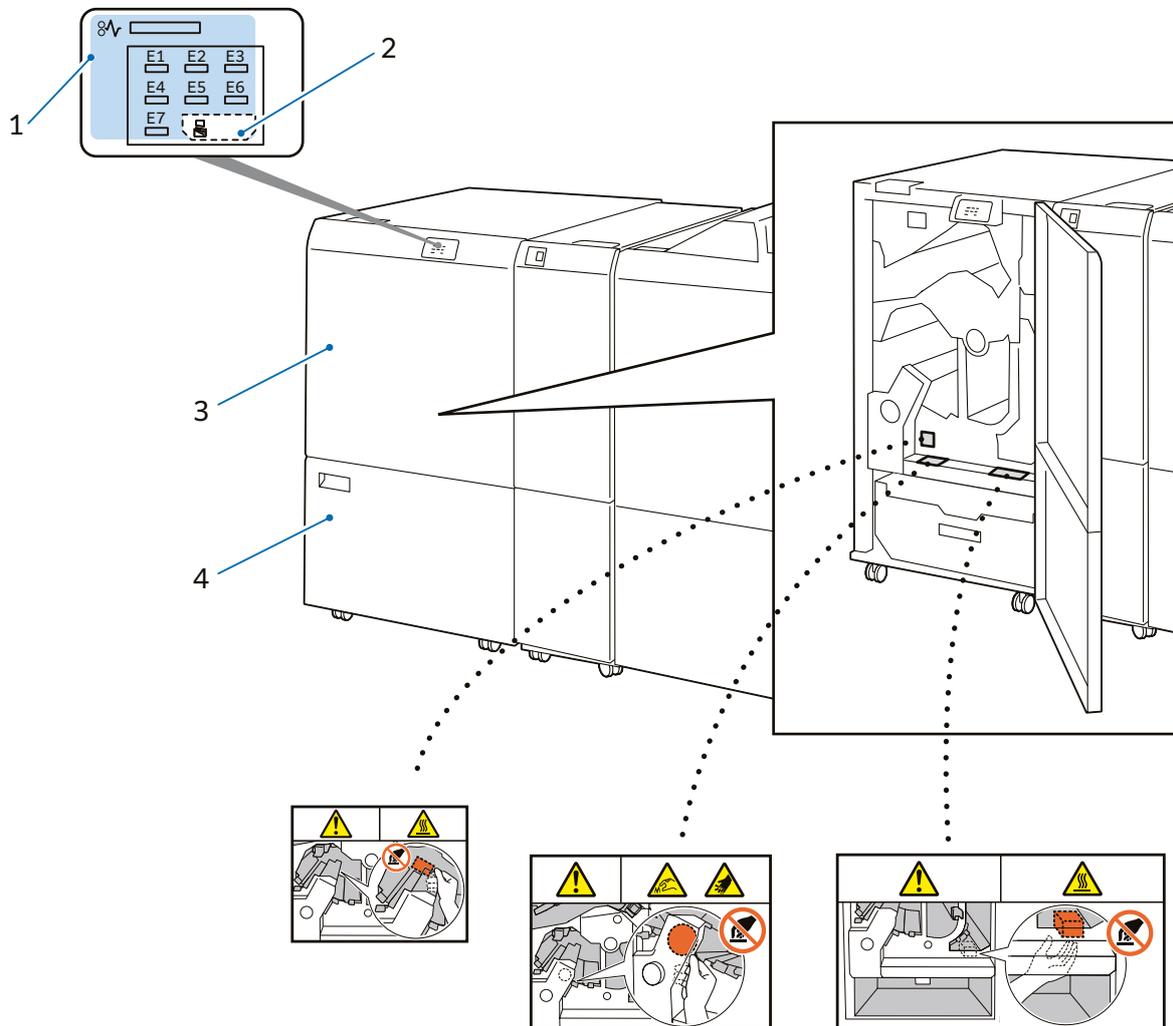
**2. Check the curl direction of the jammed paper and correct the curl.**

**Refer**

"Curl Correction" (p.29)

# 7 Crease / Two-Sided Trimmer

## Device Components / Caution Labels



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	Waste full indicator	When cut pieces need to be disposed, the indicator is turned on. When cut pieces become full, the indicator blinks.
3	Upper Cover	Open this cover to clear paper jams.
4	Lower Cover	Open this cover to dispose cut pieces.

## Main Specifications

Item		Description
Two-sided Trim	Paper size	Standard size: Max SRA3 (320 x 450 mm), 12.6x19.2" (320 x 488 mm), Min A4, Letter Custom size: 194 x 210 mm to 330 x 488 mm
	Paper weight	52 to 350 g/m <sup>2</sup>
	Trim dimensions	One side: 6 to 25 mm
Crease	Paper size	Standard size: Max SRA3 (320 x 450 mm), 12.6x19.2" (320 x 488 mm), Min JIS B5 Custom size: 182 x 210 mm to 330 x 488 mm
	Paper weight* <sup>1</sup>	60 to 350 g/m <sup>2</sup>
	Number of lines* <sup>2</sup>	1 to 5
Power supply		AC 100-240 V +/- 10 %, 4 A (100 V) / 2 A (240 V), 50/60 Hz common
Maximum power consumption		480 W
Dimensions		W 605 x D 725 x H 992 mm
Weight		128 kg

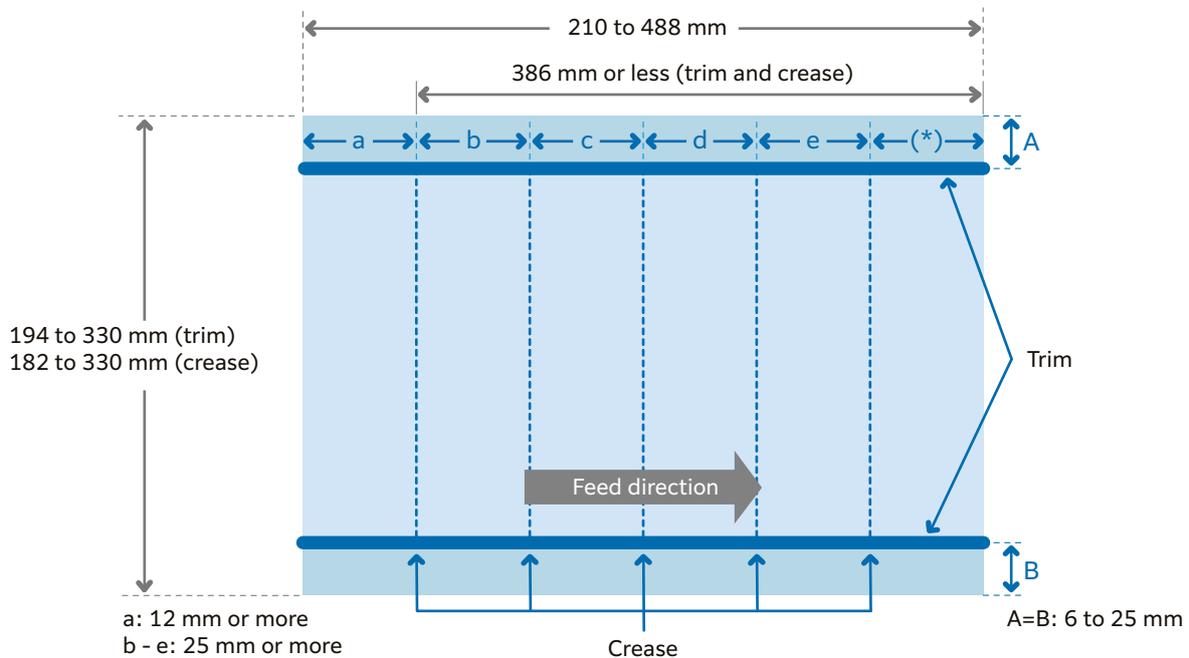
\*1: When using the booklet finishing, 157 g/m<sup>2</sup> or more is supported for single sheet.

\*2: The continuous print speed will decrease significantly as the number of lines increases.

### Note

Finisher or Finisher with Booklet Maker is required.

## Cutting and Crease Area



Printing is not possible when less than 45 mm from the front edge. Also, the paper feeding capability is not guaranteed when 62 mm or less from the front edge.

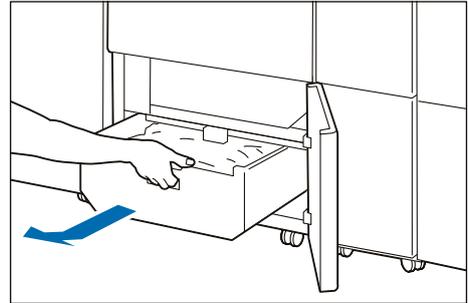
# Waste Container

When cut pieces need to be disposed, the waste full indicator is turned on. When it is turned on, dispose cut pieces.

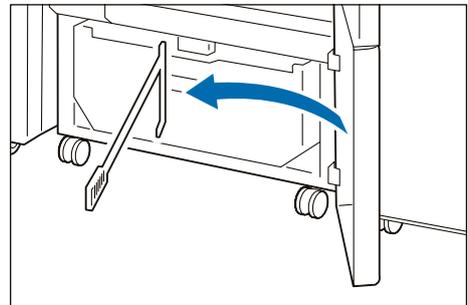
## Note

- Cut pieces can be disposed even during printing.
- When cut pieces in the waste container become full, the waste full indicator changes from ON to blinking.

1. Open the lower cover.
2. Pull out the waste container.
3. Dispose all cut pieces.



Confirm that there are no cut pieces at the bottom of the frame at the rear of the waste container.



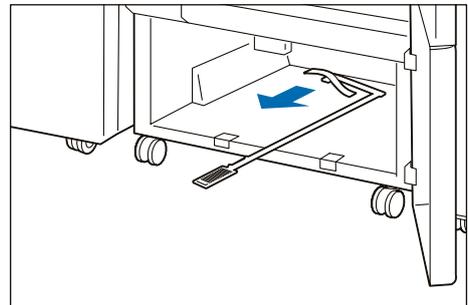
Remove cut pieces using a waste collecting bar, if any.

4. Insert the Waste Container into the original position.

## Note

Push it until its arrow comes to the frame face.

5. Close the cover.



# Paper Jams

## Note

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

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

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

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

## Note

Clear the paper jams while the machine is on.

### 1. Open the upper cover.

### 2. Remove the jammed paper.

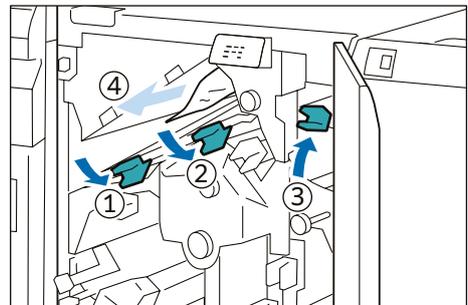
When Indicator E1 is Turned on.....	p.46
When Indicator E2 is Turned on.....	p.47
When Indicator E3 is Turned on.....	p.48
When Indicator E4 is Turned on.....	p.48
When Indicator E5 is Turned on.....	p.49
When Indicator E6 is Turned on.....	p.49
When Indicator E7 is Turned on.....	p.50

### ■ When Indicator E1 is Turned on

- (1) Open lever [1a] downward (①), open lever [1b] downward (②), open lever [1d] upward (③), and remove the jammed paper (④).

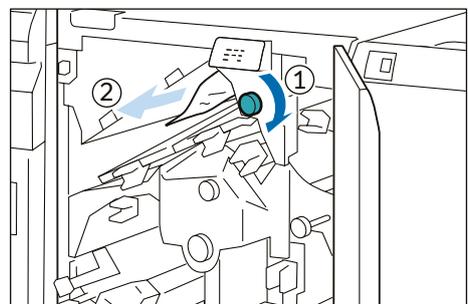
## Note

Jammed paper may be hidden at the upper section.



- (2) If you have difficulty in removing the papers, turn knob [1c] clockwise (①) and remove the jammed paper (②).

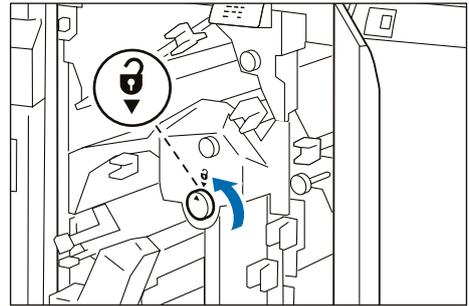
- (3) Return lever [1a], lever [1b], and lever [1d].



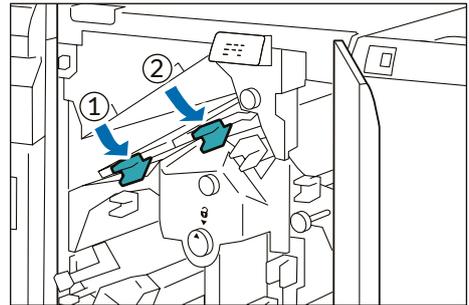
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■ **When Indicator E2 is Turned on**

(1) Turn knob [2] counterclockwise and align the marks.

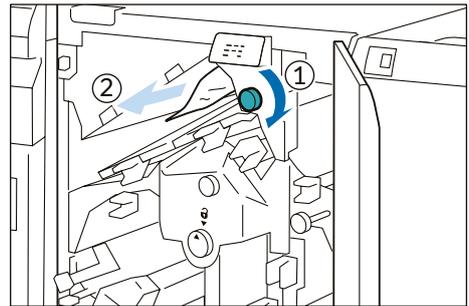


(2) Open lever [1a] downward (①) and open lever [1b] downward (②).

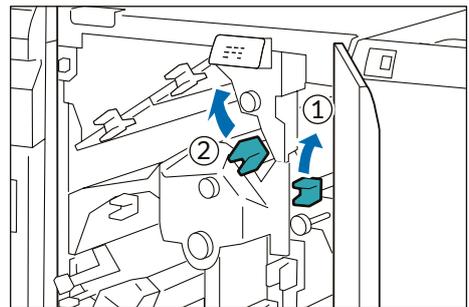


(3) Turn knob [1c] clockwise (①) and remove the jammed paper (②).

(4) Return lever [1a] and lever [1b].

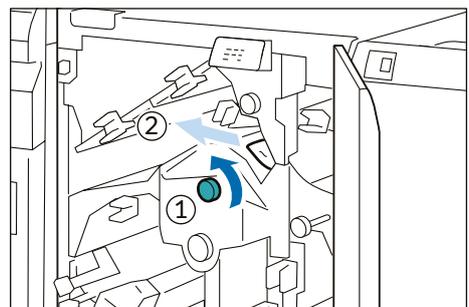


(5) If you have difficulty in removing the papers, open lever [1d] upward (①) and open lever [2a] to the left (②).



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

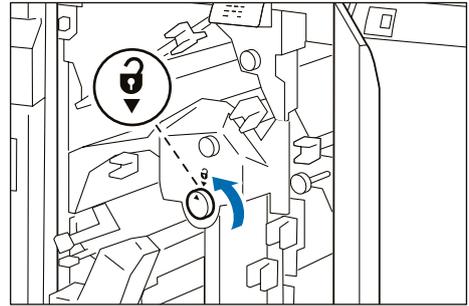
(7) Return lever [1d] and lever [2a].



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### ■ When Indicator E3 is Turned on

- (1) Turn knob [2] counterclockwise and align it with the mark position.

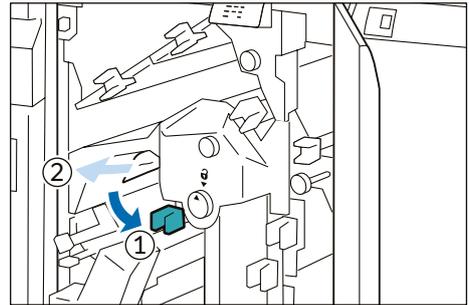


- (2) Open lever [2c] downward (①) and remove the jammed paper (②).

**Note**

Jammed paper may be hidden at the upper section.

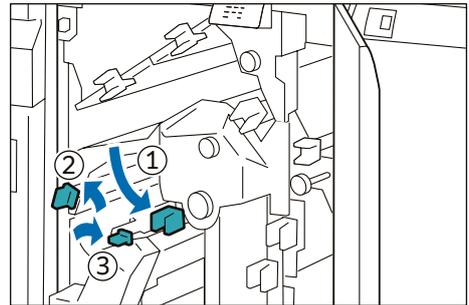
- (3) Return lever [2c].



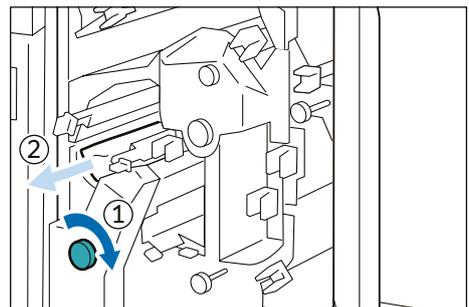
.....

### ■ When Indicator E4 is Turned on

- (1) Open lever [2c] downward (①), open lever [2d] upward (②), and open lever [2e] to the right (③).

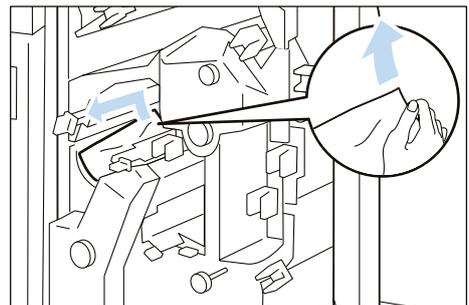


- (2) Hold the lead edge of paper, turn knob [2f] clockwise (①), and remove the jammed paper (②).



If you have difficulty in removing the papers, hold the trail edge of the paper and remove it.

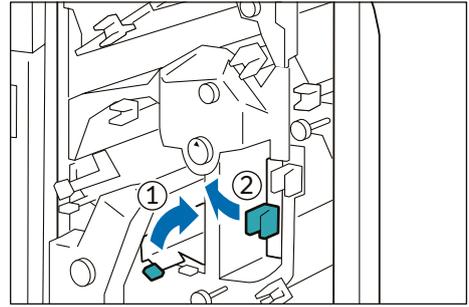
- (3) Return lever [2e], lever [2d], and lever [2c].



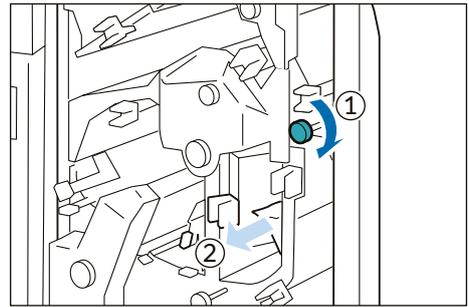
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■ **When Indicator E5 is Turned on**

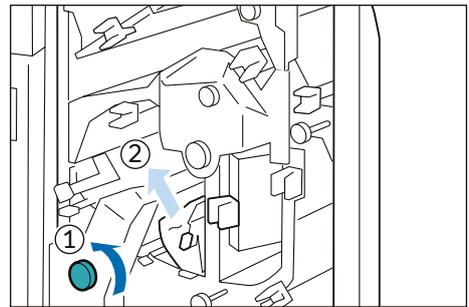
(1) Open lever [3a] to the right (①) and open lever [3b] to the left (②).



(2) Turn knob [3c] clockwise (①) and remove the jammed paper (②).



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

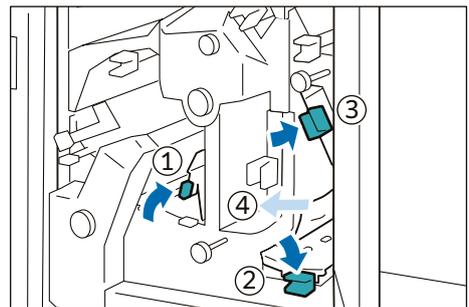


(4) Return lever [3a] and lever [3b].

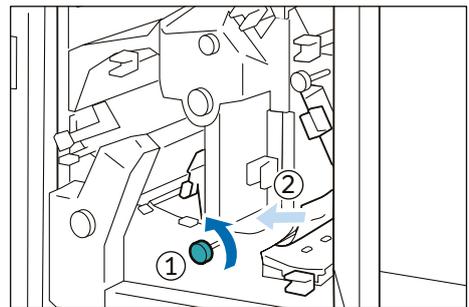
.....

■ **When Indicator E6 is Turned on**

(1) Open lever [3a] to the right (①), open lever [4b] downward (②), open lever [4c] to the right (③), and remove the jammed paper (④).



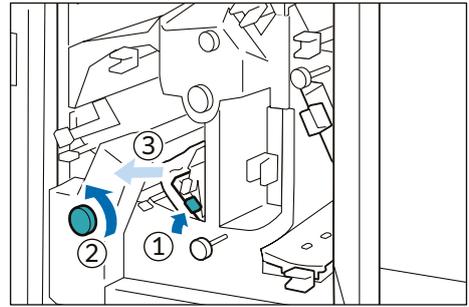
(2) Turn knob [4d] counterclockwise (①) and remove the jammed paper (②).



- (3) Open lever [4a] to the right (①), turn knob [2f] counter-clockwise (②), and remove the jammed paper (③).

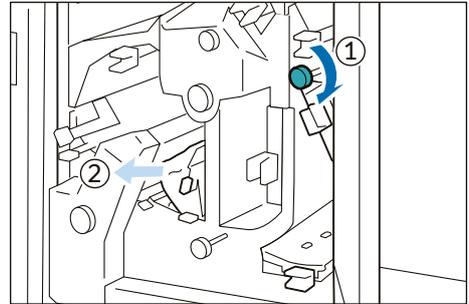
**Note**

As holding the lever [4a] with a hand, turn knob [2f] and remove the paper.



- (4) Turn knob [3c] clockwise (①) and remove the jammed paper (②).

- (5) Return lever [3a], lever [4b], and lever [4c].



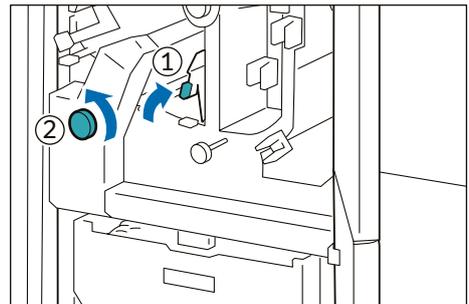
.....

■ **When Indicator E7 is Turned on**

- (1) Open lever [3a] to the right (①) and turn knob [2f] counter-clockwise (②).

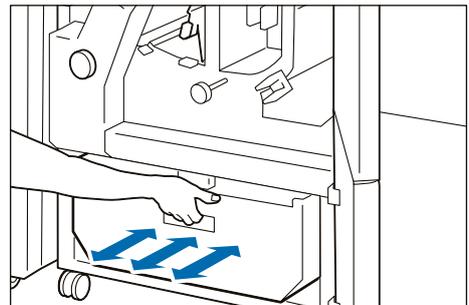
**Note**

Make sure to turn knob 5 times or more.



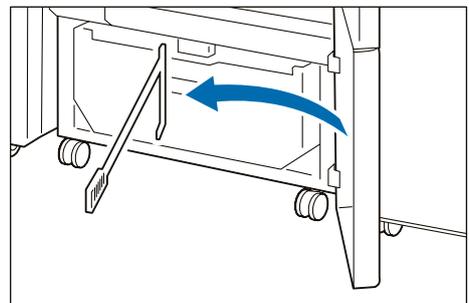
- (2) Pull out and insert the Waste Container 3 times.

- (3) Return lever [3a].

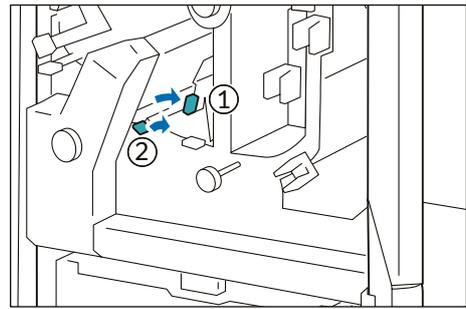


■ **When the indicator is not turned off**

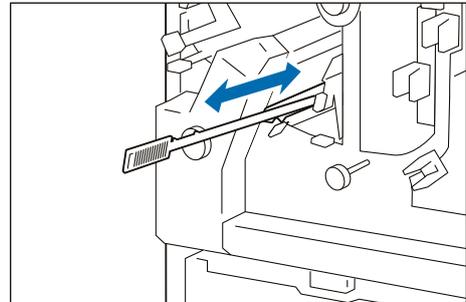
- (1) Remove the waste collecting bar in the cover.



- (2) Open lever [3a] to the right (①) and open lever [3d] to the right (②).



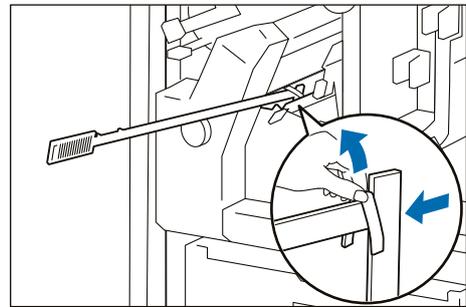
- (3) Collect cut pieces around the trimmer unit in the waste container using the waste collecting bar.



- (4) If cut pieces cannot be collected in the waste container, move them by the waste collecting bar and remove them with hands.

- (5) Return lever [3a] and lever [3d].

- (6) Confirm that there are no cut pieces at the bottom of the frame at the rear of the waste container. Remove cut pieces using a waste collecting bar, if any.



**Refer**

"Waste Container" (p.45)

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**3. Close the cover.**

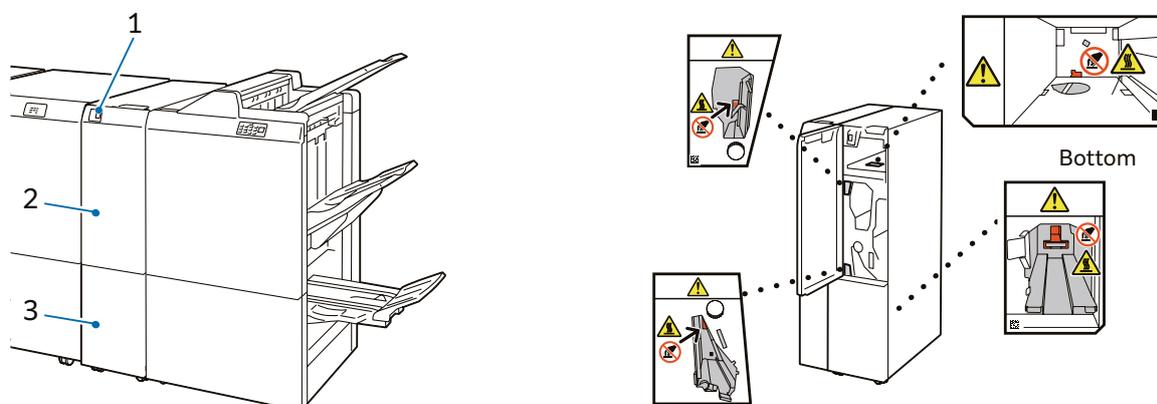
**4. Check the curl direction of the jammed paper and correct the curl.**

**Refer**

"Curl Correction" (p.29)

# 8 Folder Unit

## Device Components / Caution Labels



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		Description
Z-Fold Half Sheet	Paper size	A3, 11 x 17", JIS B4
	Paper weight	60 to 90 g/m <sup>2</sup>
Tri-fold	Paper size	A4, Letter
	Paper weight	60 to 90 g/m <sup>2</sup>
	Paper capacity*1	40 sheets
Power supply		AC 100-127 V +/- 10 %, 1 A, AC 200-240 V +/- 10 %, 0.6 A, 50/60 Hz common
Maximum power consumption		120 W
Dimensions		W 232 x D 725 x H 992 mm
Weight		48 kg

\*1: 65 g/m<sup>2</sup> paper

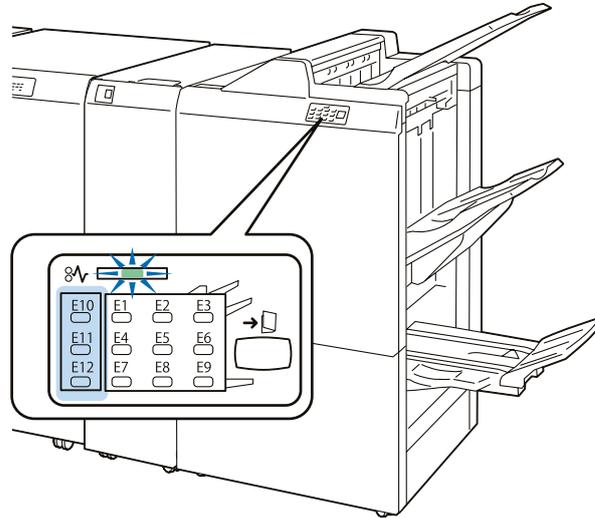
### Note

Folder Unit is an option for Finisher and Finisher with Booklet Maker.

# Paper Jams

## Note

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.

When Indicator E10 is Turned on.....p.53

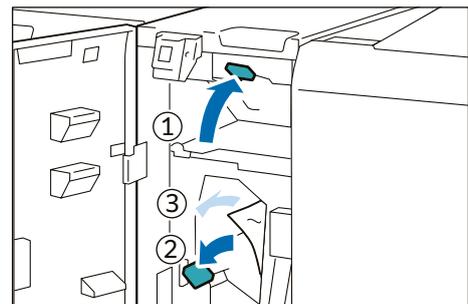
When Indicator E11 is Turned on.....p.54

When Indicator E12 is Turned on.....p.54

### ■ 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).

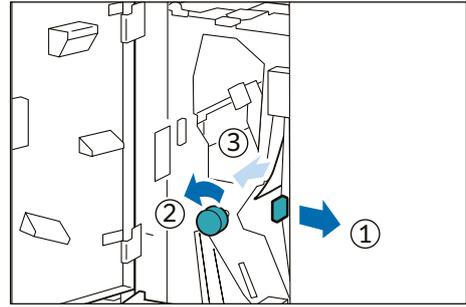
(2) Return lever [2a] and lever [2b].



.....

■ **When Indicator E11 is Turned on**

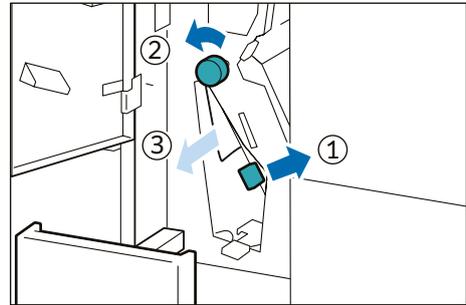
- (1) Open lever [2g] to the right (①), turn knob [2c] counter-clockwise (②), and remove the jammed paper (③).
- (2) Return lever [2g].



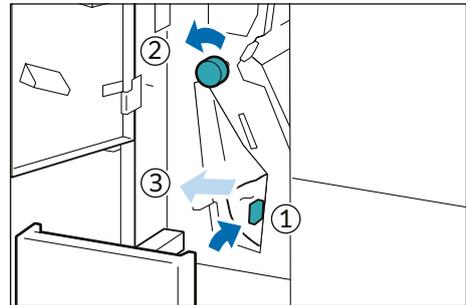
.....

■ **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.



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3. Close the cover.

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

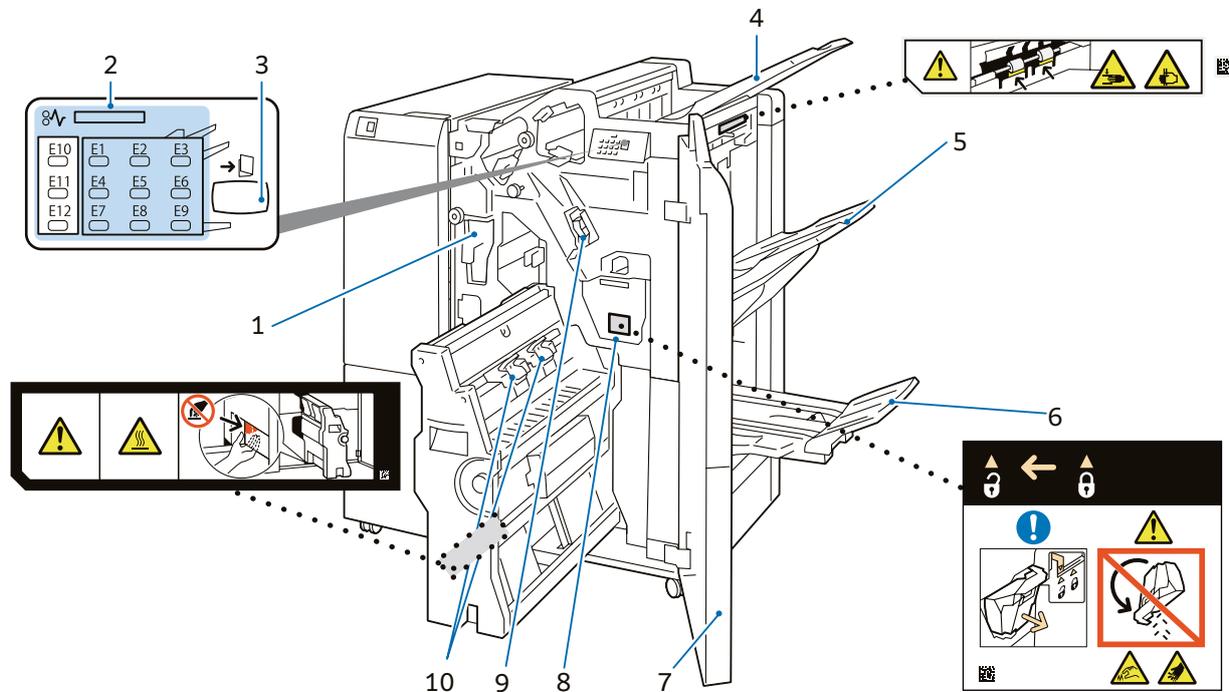
**Refer**

"Curl Correction" (p.29)

# 9 Finisher

In this manual, "Finisher" and "Finisher with Booklet Maker" are generally referred to as "Finisher".

## Device Components / Caution Labels



No.	Component	Function
1	Hole Punch Waste Container	Punched pieces go in here. <b>Refer</b> 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. <b>Note</b> When the Square Back Fold Trimmer is equipped, pressing of button moves to the Booklet Tray removal position of the Square Back Fold Trimmer.
4	Top Output Tray	Outputs are delivered here.
5	Finisher Tray	Side stitch paper is ejected. <b>Note</b> When 2,000 sheets or more of paper with large downward curl are output, a stack of output sheets may fall. In this case, set the lowest curl correction of Interface Decurler Module and downward curl correction of Inserter.

No.	Component	Function
6	Booklet Tray	Saddle stitch and single fold paper is ejected.  <b>Note</b> When the Square Back Fold Trimmer is equipped, it is installed to the Square Back Fold Trimmer.
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		Description	
		Finisher	Finisher with Booklet Maker
Type	Output Tray	Sort / Stack	
	Finishing Tray	Sort (Offset available) / Stack (Offset available)	
	Booklet Tray	-	Sort / Stack
Paper size	Output Tray	Standard Size: Max SRA3 (320 x 450 mm), 12.6x19.2" (320 x 488 mm), Min A6 Custom Size: 100 x 148 mm to 330 x 488 mm <sup>*1</sup>	
	Finishing Tray	Standard Size: Max SRA3 (320 x 450 mm), 12.6x19.2" (320 x 488 mm), Min A5 Custom Size: 148 x 148 mm to 330 x 488 mm	
Paper weight	Output Tray	52 to 350 g/m <sup>2</sup> *2	
	Finishing Tray	52 to 350 g/m <sup>2</sup>	
Paper capacity*3	Output Tray	500 sheets (A4)	
	Finishing Tray	[Without Stapling] A4: 3000 sheets JIS B4 or larger: 1500 sheets Mixed Size Stacking*4: 350 sheets [With Stapling] A4: 200 sets or 3000 sheets JIS B4 or larger: 100 sets or 1500 sheets	[Without Stapling] A4: 2000 sheets JIS B4 or larger: 1500 sheets Mixed Size Stacking*4: 350 sheets [With Stapling] A4: 200 sets or 2000 sheets JIS B4 or larger: 100 sets or 1500 sheets
	Booklet Tray	-	20 sets*5
Staple	Capacity	100 sheets (90 g/m <sup>2</sup> or less)*6	
	Paper size*7	Standard Size: Max A3, 11 x 17", Min JIS B5 Custom Size: 182 x 182 mm to 297 x 432 mm	
	Paper weight	52 to 300 g/m <sup>2</sup>	
	Position	Single stapling*8, Dual stapling	

Item		Description	
		Finisher	Finisher with Booklet Maker
Punch* <sup>9</sup>	Number of Holes	2-hole or 3-hole punch	
	Paper size* <sup>10</sup>	Standard Size: 2-hole punch: JIS B5, A4, Letter, JIS B4, A3, 11 x 17" 3-hole punch: JIS B5, A4, Letter, JIS B4, A3, 11 x 17" Custom Size: 2-hole punch: 203 x 182 mm to 297 x 431 mm 3-hole punch: 254 x 182 mm to 297 x 431 mm	
	Paper weight	52 to 220 g/m <sup>2</sup>	
Booklet Finishing	Capacity* <sup>11</sup>	-	Saddle Staple: 30 sheets (90 g/m <sup>2</sup> or less) Single Fold: 5 sheets (220 g/m <sup>2</sup> or less)
	Paper size	-	Standard Size: Max SRA3 (320 x 450 mm), 12.6x19.2" (320 x 488 mm), Min JIS B5 Custom Size: 182 x 257 mm to 330 x 488 mm
	Paper weight	-	60 to 300 g/m <sup>2</sup>
Power supply		AC 100-127 V +/- 10 %, 3 A, AC 200-240 V +/- 10 %, 1.8 A, 50/60 Hz common	
Maximum power consumption		360 W	
Dimensions		W 855 x D 725 x H 1204 mm	W 892 x D 725 x H 1204 mm
Weight		82 kg	102 kg

- \*1: Banner Printing on long paper of up to 330 x 660 mm is available exclude Main Unit + Inserter + Finisher configuration.
- \*2: Banner Printing on long paper of 64 to 216 g/m<sup>2</sup> is available.
- \*3: 65 g/m<sup>2</sup> paper
- \*4: When larger size sheets are stacked on top of smaller size sheets.
- \*5: 16 sets (17-20 sheets per print), 12 sets (21-25 sheets per print), 10 sets (26-30 sheets per print).
- \*6: 65 sheets for sizes exceeding A4.
- \*7: Available staple positions vary depending on the paper size.
- \*8: One place rear angled stapling is supported on A4 and A3 only.
- \*9: Optional.
- \*10: Available number of punch holes varies depending on the paper size.
- \*11: The maximum number of sheets varies depending on the paper weight. Booklet may not be tightly closed depending on the size or type of the paper.

**Note**

Inserter or Interface Decurler Module is necessary for connecting Finisher or Finisher with Booklet Maker without connecting High Capacity Stacker.

## Number of Sheets That can be Stapled (Approximation)

Paper weight (g/m <sup>2</sup> )	Side stitch				Saddle stitch	
	When A4 size or less		When exceeding A4 size		Uncoated	Coated
	Uncoated	Coated	Uncoated	Coated		
52 to 59	100	35*	65	35*	30*	25*
60 to 71					30	
72 to 80		35		35		25
81 to 90						
91 to 105	50	30*	50	30*	20	20*
106 to 128		30	45	30	15	
129 to 150	20	20	20	20	10	
151 to 176					5	
177 to 220					4	
221 to 256					3	
257 to 300	10	10	10	10	3	

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

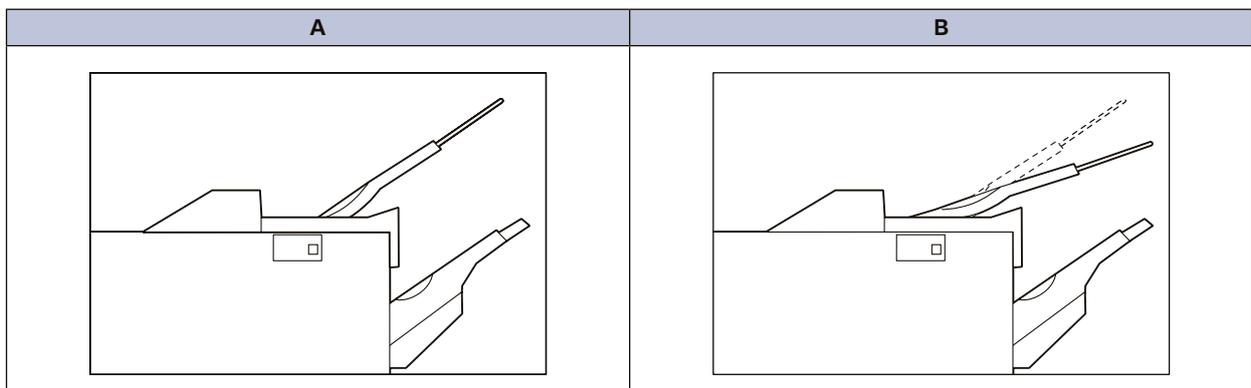
# Outputting Paper

## Top Output Tray

### Changing Angle

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

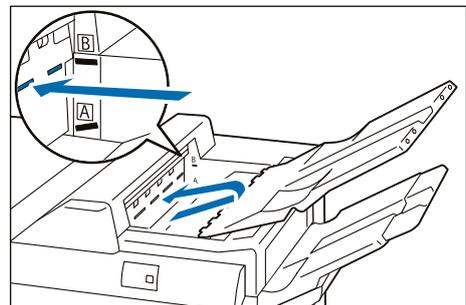
- Thin coated paper
- Coated paper with the length of 364 mm or more
- Long paper



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

**Note**

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



### ■ Banner Print Extension Kit

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

Paper size (mm)	Tray capacity (sheets)
Width: 210 to 330 Length: 489 to 660	150

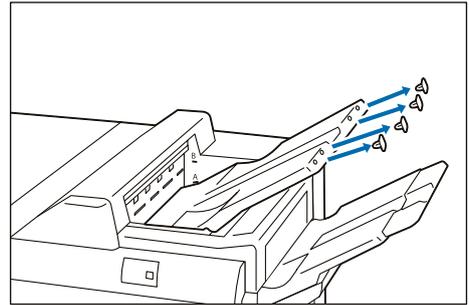
**Important**

When paper exceeding the tray capacity is loaded, the Extension Tray may get broken.



## ■ Extension Tray

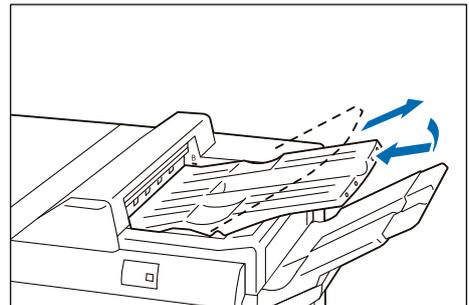
- (1) Push the Top Output Tray from the rear side as pinching the cap and remove the 4 caps at the front edge of the Top Output Tray.



- (2) Change the angle of the Top Output Tray to the upper fixed position (B).

### Note

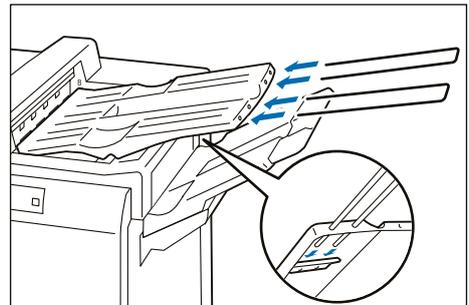
Change the angle to the lower fixed position (A) for paper with the width of 256 mm or less.



- (3) Insert 2 extension trays until they stop.

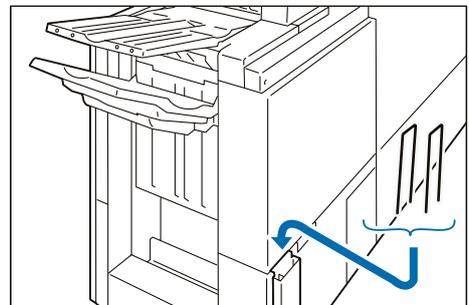
### Note

Pass them through over the guide at the rear side of the tray until they stop.



### ■ When not using the kit

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



## Paper Curl

- If A5<sub>ꠞ</sub> is curled upward, a paper jam may occur.

For Inserter, set the upward curl correction of Inserter.

For Interface Decurler Module + Inserter, set the highest curl correction of Interface Decurler Module and upward curl correction of Inserter.

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

## Refer

"Curl Correction" (p.29)

# Staple Cartridge

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## Replacing Staple Cartridge / Staple Waste Container

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

To place orders for consumables, take a note of the part number and contact your dealer or nearest SHARP Service Department.

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

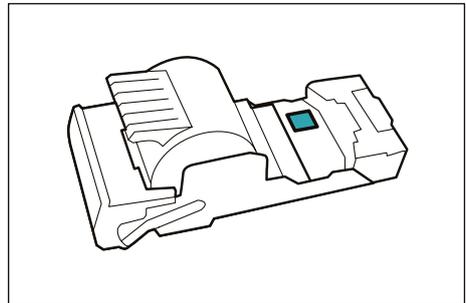
Proper disposal is required for consumables no longer needed. Do not open consumables. Return them to your dealer or nearest SHARP Service Department.

### Note

- Replacing consumable while the machine is on.
- Use up the staples before replacing.

### ■ Staple Cartridge for Side Stitch

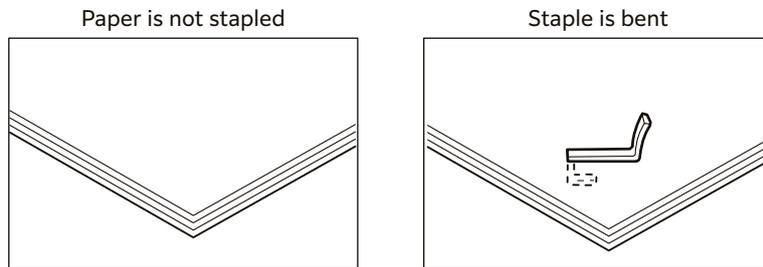
You can check the existence of the staples in the residual quantity window.



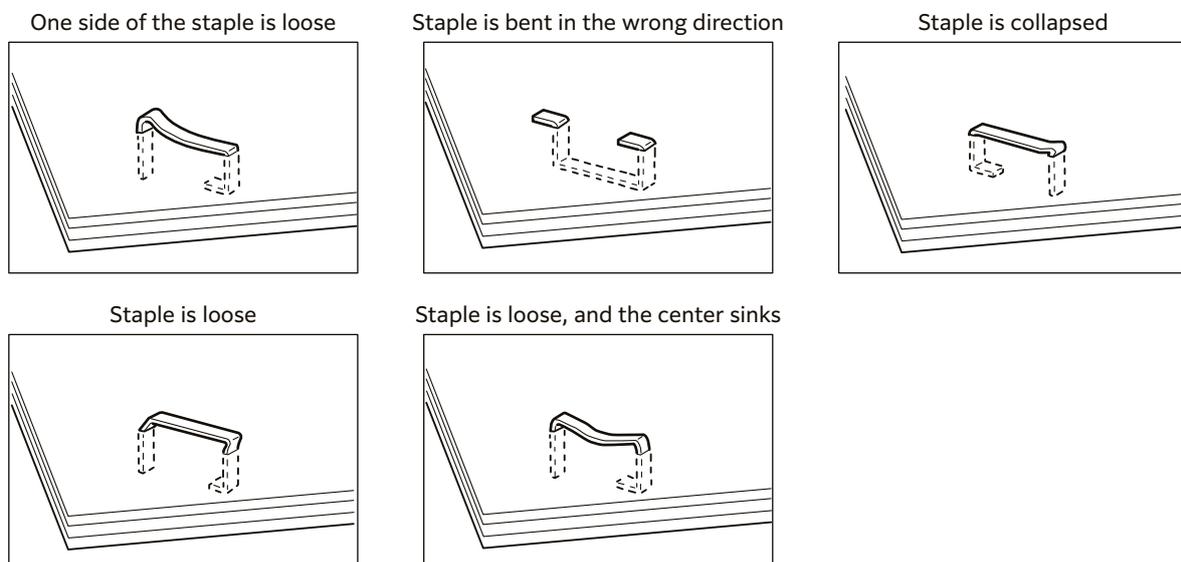
## Staple Jams

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 your dealer or nearest SHARP Service Department.



If the staple looks like any of the following images, contact your dealer or nearest SHARP Service Department.



### **Caution**

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

#### **Note**

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

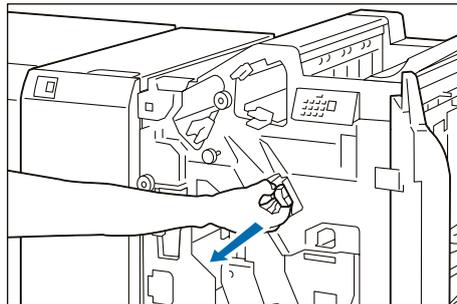
## Staple Cartridge for Side Stitch

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

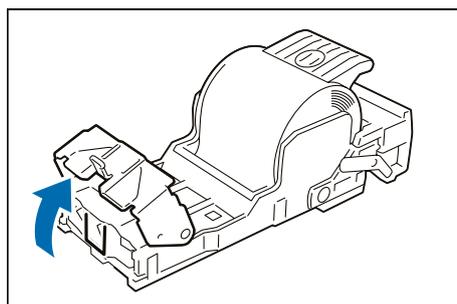
2. Pull out [R1].

**Note**

After removing the Staple Cartridge, check to make sure that there is no staple inside of the Finisher.

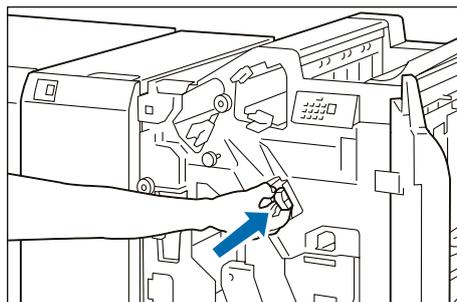


3. Open the cover of the unit and remove the jammed staples.



4. Insert the unit into the original position.

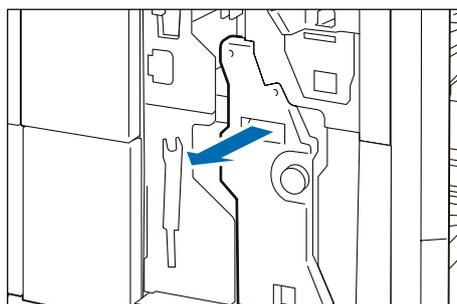
5. Close the cover.



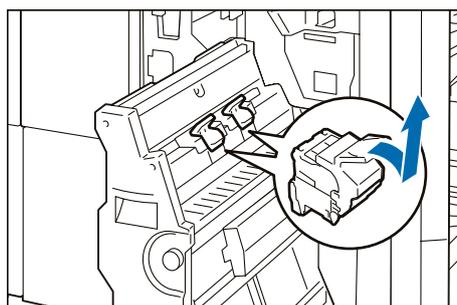
## Staple Cartridges for Saddle Stitch

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

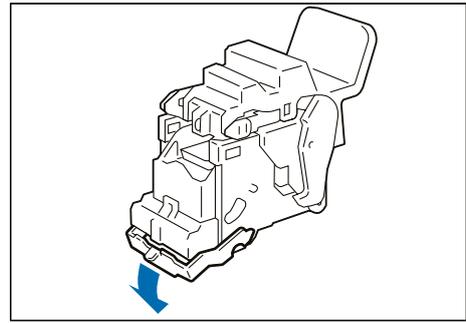
2. Pull out Booklet Maker [3].



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



**4. Remove the jammed staples.**



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

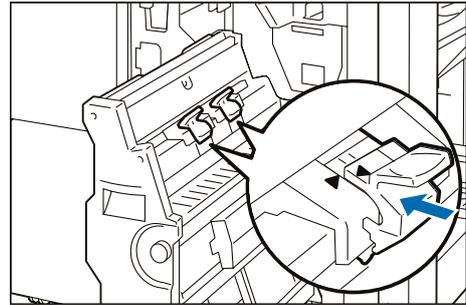
Hold the handle and lightly press it up until you hear a click.

**Note**

Align the “▲” marks.

**6. Push in the Booklet Maker [3].**

**7. Close the cover.**



## When Staple Cartridge for Side Stitch Comes off

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

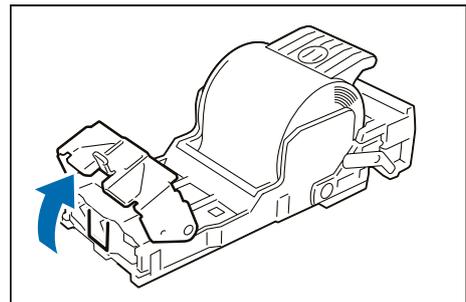
**⚠ Caution**

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

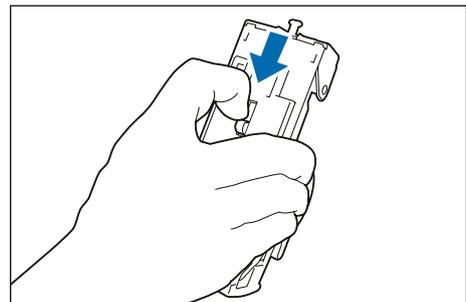
**Note**

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

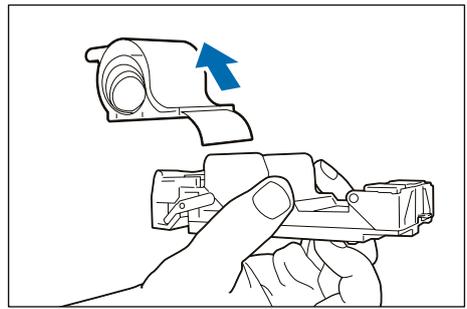
**1. Open the cover of the unit and remove all the deformed staples.**



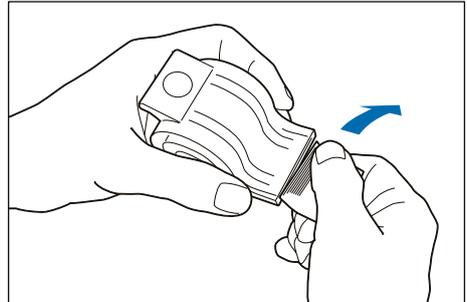
**2. Move the handle on the rear side of the unit in the arrow direction.**



3. Turn it over as the handle is at the moved position and take out the Staple Cartridge from the unit.



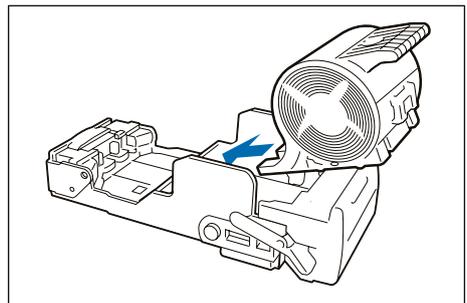
4. Remove the staples that stick out from the Staple Cartridge.



 **Caution**

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

5. Insert the Staple Cartridge into the unit.



# Paper Jams

**Note**

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

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

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

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

**Note**

Clear the paper jams while the machine is on.

## Finisher

**1. Open the Cover.**

**2. Remove the jammed paper.**

When Indicator E1 is Turned on.....	p.66
When Indicator E2 is Turned on.....	p.67
When Indicator E3 is Turned on.....	p.67
When Indicator E4 is Turned on.....	p.67
When Indicator E5 is Turned on.....	p.67
When Indicator E6 is Turned on.....	p.68

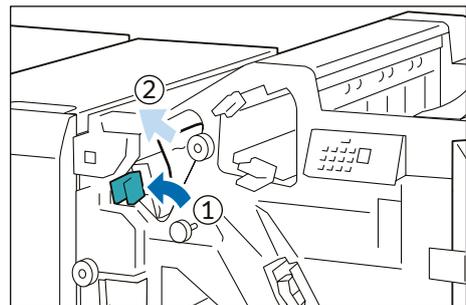
.....

■ **When Indicator E1 is Turned on**

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

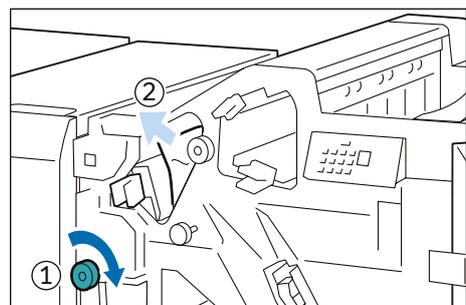
**Note**

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].**



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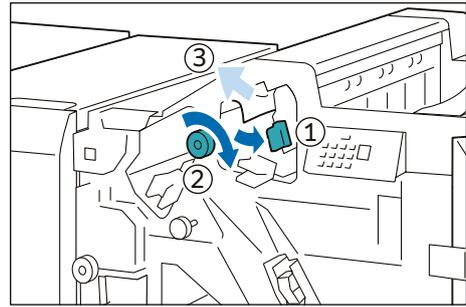
■ **When Indicator E2 is Turned on**

- (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].

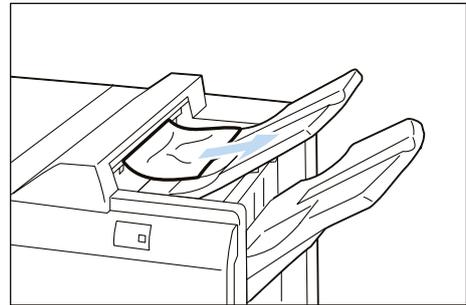


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■ **When Indicator E3 is Turned on**

- (1) Remove the jammed paper that sticks out from the exit of the Top Output Tray.

- (2) Open and close the cover.

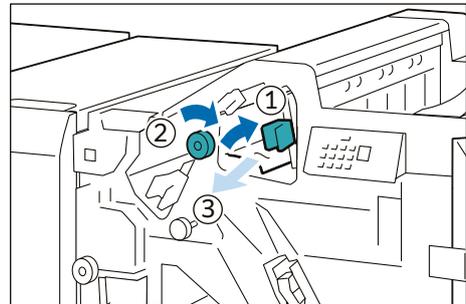


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■ **When Indicator E4 is Turned on**

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

- (2) Return lever [1d].

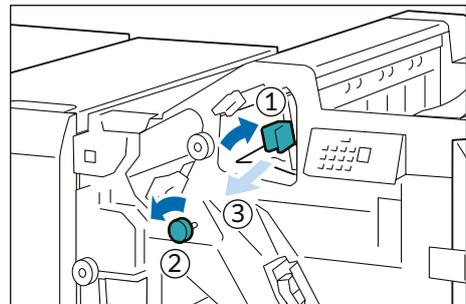


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■ **When Indicator E5 is Turned on**

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

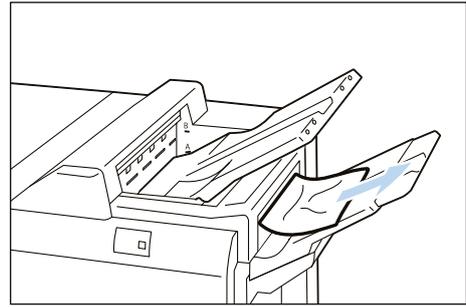
- (2) Return lever [1d].



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■ **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.29)

## Booklet Maker

1. Open the Cover.

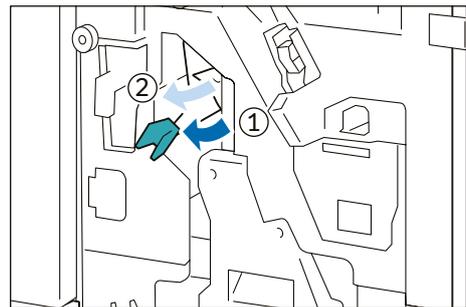
2. Remove the jammed paper.

- When Indicator E7 is Turned on.....p.68
- When Indicator E8 is Turned on.....p.69
- When Indicator E9 is Turned on.....p.69

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■ **When Indicator E7 is Turned on**

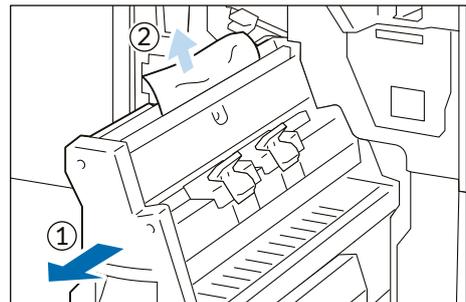
- (1) Open lever [3a] to the left (①) and remove the jammed paper (②).



- (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].



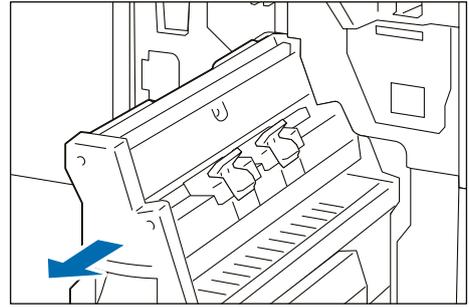
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## ■ When Indicator E8 is Turned on

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

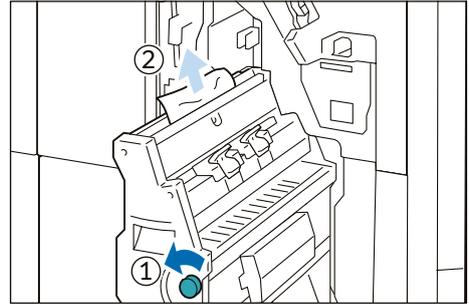
**Note**

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



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

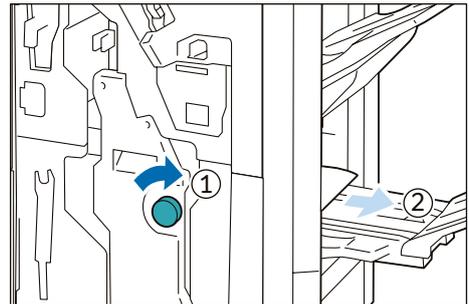
- (3) Push in the Booklet Maker [3].



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## ■ 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.

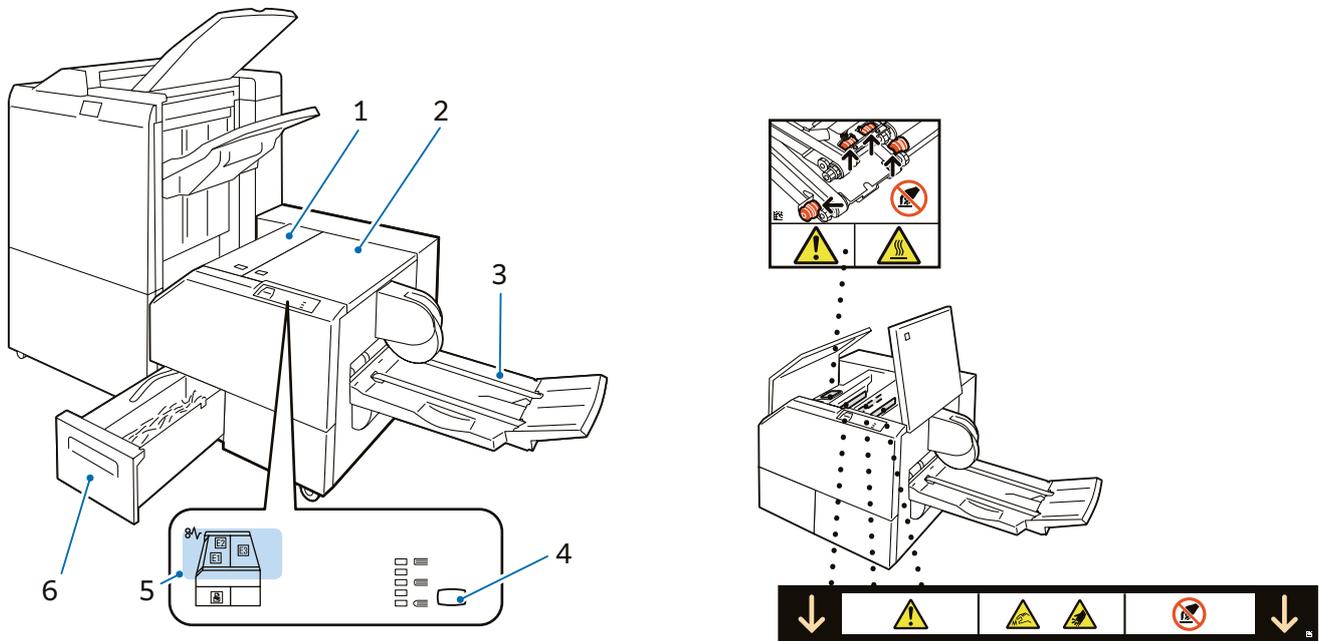
4. Check the curl direction of the jammed paper and correct the curl.

**Refer**

"Curl Correction" (p.29)

# 10 Square Back Fold Trimmer

## Device Components / Caution Labels



No.	Component	Function
1	Left Cover	Open this cover to clear paper jams.
2	Right Cover	Open this cover to clear paper jams.
3	Booklet Tray	Outputs are delivered here.  <b>Note</b> When Square Back is performed, a thin press mark parallel to the back is made. If Fore Edge Trim is performed, a thin press mark parallel to the fore edge may be made. In either case, a press mark becomes outstanding as a booklet becomes thicker.
4	Back Pressing Level Button	Press this button to change the roundness of the back of a saddle stitched booklet. The higher the indicator, the higher the pressing force. The lower the indicator, the lower the pressing force.
5	Error Indicator	When paper jam occurs, the indicator is turned on.
6	Trimmer Waste Box	Cut pieces go in here.

## Main Specifications

Item		Description
Paper size		Same as the paper size of the Finisher Booklet Finishing.
Paper weight		Same as the paper weight of the Finisher Booklet Finishing.
Booklet Tray capacity* <sup>1</sup>		20 sets* <sup>2</sup>
Face Trim	Capacity* <sup>2</sup>	Saddle Staple: 30 sheets, Single Fold: 5 sheets
	Trim dimensions	2 to 20 mm
Square Back capacity* <sup>3*4</sup>		30 sheets
Power supply		AC 100-240 V +/- 10 %, 0.8 A (100 V) / 0.4 A (240 V), 50/60 Hz common
Maximum power consumption		96 W
Dimensions		W 1066 x D 725 x H 552 mm
Weight		97 kg

\*1: Storing may not be possible up to this value depending on your use conditions, such as of paper type.

\*2: 16 sets (17-20 sheets per print), 12 sets (21-25 sheets per print), 10 sets (26-30 sheets per print).

\*3: The capacity can decrease depending on type and weight of paper being used and other conditions.

\*4: Square back finishing is not supported for single-folding and saddle stapling of less than 5 sheets.

### Note

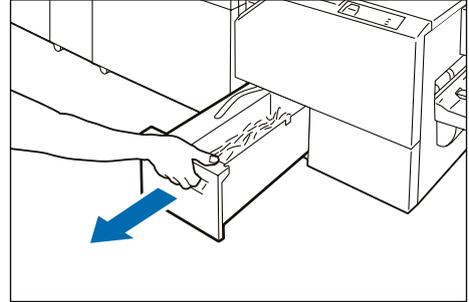
Exclusive optional for Finisher with Booklet Maker.

# Waste Container

## Note

Dispose cut pieces while the machine is on.

1. Confirm that the machine is not operating, and pull out the waste container.

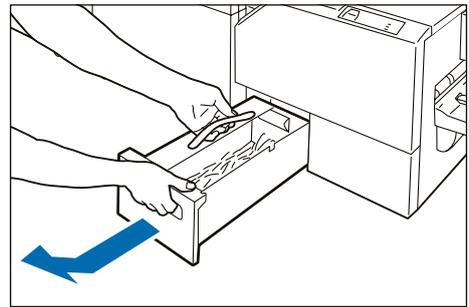


2. Hold the belt of the waste container and pull it out with both hands.

## Note

Do not apply excessive load on the belt by twirling the container as holding the belt, etc. Otherwise, the belt may get broken.

3. Dispose all cut pieces.



## ⚠ Caution

Do not collect cut pieces with hands. You may get injured with cutting edges.

4. Insert the Waste Container into the original position.

# Paper Jams

**Note**

The error indicator at the top of the machine is turned on.

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.....p.73

When Indicator E2 is Turned on.....p.74

When Indicator E3 is Turned on.....p.74

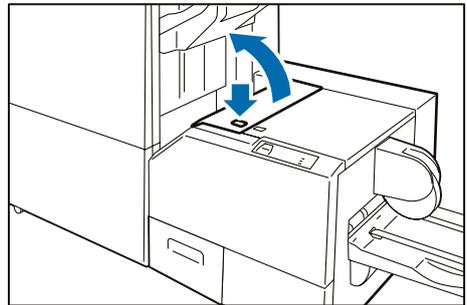
**Note**

The left and Right Covers cannot be opened at the same time. Remove paper in one cover and close it. Then open the other cover.

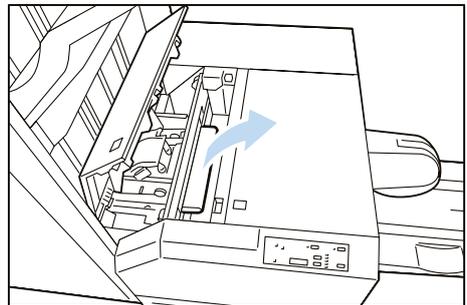


### ■ When Indicator E1 is Turned on

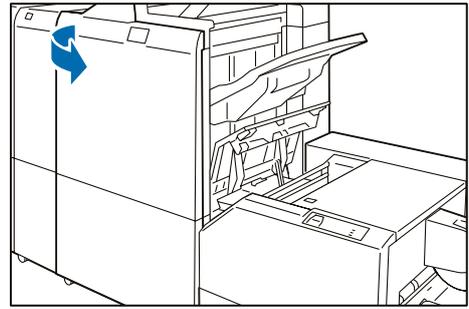
(1) Open the Left Cover.



(2) Remove the jammed paper.

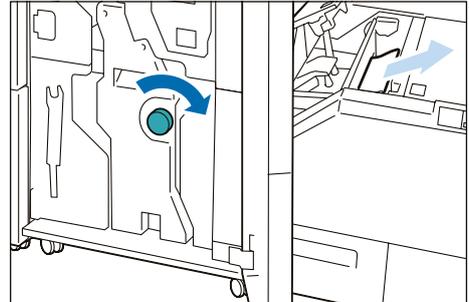


(3) If you have difficulty in removing the papers, open the Finisher cover.



(4) Turn knob [3b] clockwise and remove the paper.

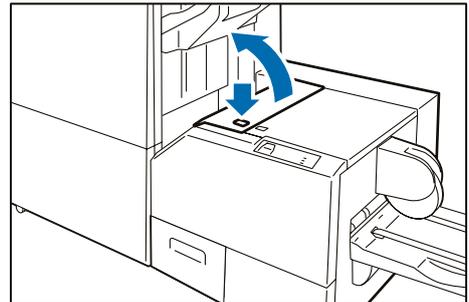
(5) Close the Left Cover.



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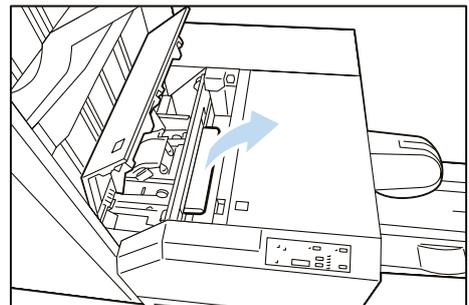
■ When Indicator E2 is Turned on

(1) Open the Left Cover.



(2) Remove the jammed paper.

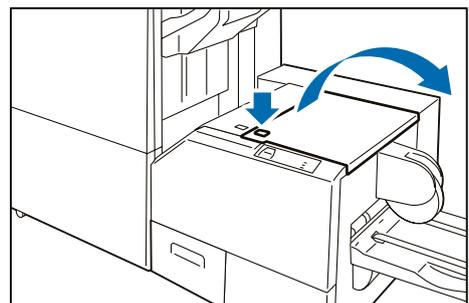
(3) Close the Left Cover.



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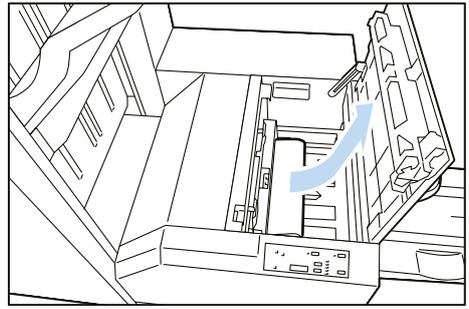
■ When Indicator E3 is Turned on

(1) Open the Right Cover.



**(2) Remove the jammed paper.**

**(3) Close the Right Cover.**



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