


ApeosPort®-VII C7788 DocuCentre-VII C7788
ApeosPort®-VII C6688 DocuCentre-VII C6688
ApeosPort®-VII C5588 DocuCentre-VII C5588

Quick Reference
for English-Speaking Users

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

As the copying device contains a feature designed to prevent forging of certain documents, there may be rare instances where copies or scanned images do not achieve the desired results.

Fuji Xerox is not responsible for any breakdown of devices due to infection of computer virus or computer hacking.

The data saved in the hard disk of the device may be lost if there is any problem in the hard disk. Fuji Xerox is not responsible for any direct and indirect damages arising from or caused by such data loss.

Important

1. This manual is protected under copyright laws, and cannot be copied or modified, in whole or part, without a written consent of the copyright owner. However, you may copy this manual for the purpose of operating this device.
2. Parts of this manual are subject to change without prior notice.
3. We welcome any comments on ambiguities, errors, omissions, or missing pages.
4. Never attempt any procedure on the device that is not specifically described in this manual.
Unauthorized operation can cause faults or accidents. Fuji Xerox is not liable for any problems resulting from unauthorized operation of the equipment.
5. This product has been designed and manufactured for use in Japan only, and may not operate normally in other country due to different electrical specifications or other environmental conditions. Each country has its own safety regulations for radio waves, materials, and other elements. If this product or its consumables are brought into another country, it may violate local regulations and the carrier may be penalized.

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1

Before Using the Device

Preface

Thank you for selecting the ApeosPort-VII C7788/C6688/C5588, DocuCentre-VII C7788/C6688/C5588 (hereafter referred to as "the device").

The contents of this manual provide all the necessary operating procedures, maintenance information and precautions for new users. Please read this manual carefully before using to obtain excellent performance of your device.

After reading this guide, be sure to keep it handy for quick reference. It will be useful in case you forget how to perform operations or if a problem occurs with the device.

Since the device is equipped with anti-counterfeit features, in some rare cases, certain kinds of documents may be unable to copy.

Fuji Xerox shares the global concern about environmental conservation and has integrated that concern in its business activities from research and development to disposal. We have implemented a number of programs to lessen the burden on the environment through totally eliminating ozone-depleting chlorofluorocarbons from our manufacturing facilities. We are committed to leadership in the conservation of resources by reusing and recycling post consumer waste material such as papers, consumables like cartridges and parts from copiers and printers of our customers.

Using This Guide

This guide is produced for users who operate the ApeosPort-VII C7788/C6688/C5588, or the DocuCentre-VII C7788/C6688/C5588 on a regular basis. When reading this guide, refer to the chapter most relevant to the operation you are performing.

Organization of This Guide

This guide consists of the following chapters:

■ 1 Before Using the Device

Describes how to use this guide, as well as safety notes, legal notices, and other important information you should read before using the device.

■ 2 Product Overview

Describes the basic information of the device, such as the names of components, how to use the touch screen, how to switch the device on and off, and how to exit the Power Saver mode.

■ 3 Paper and Other Media

Describes the types of paper and other media that you can use on the device and how to load media in a tray.

■ 4 Original Documents

Describes how to load documents.

■ 5 Basic Operations

Contains information about loading paper and other types of media into the device, using the copy/print/scan/fax features, and changing the default settings.

■ 6 Maintenance

Describes how to replace consumables and to clean the device.

■ 7 Problem Solving

Describes troubleshooting procedures to solve the problems with the device.

Conventions

- The screen shots and illustrations used in this guide vary depending on the device configuration and optional components installed. Some of the items in the screen shots may not be displayed or available depending on your device configuration.
- The procedures in this guide may vary depending on the driver and utility software being used due to the upgrades.
- In this guide, "Computer" refers to a personal computer or workstation.
- The following terms are used in this guide:

Important

- Important information that you should read.



Note



- Additional information on operations or features.

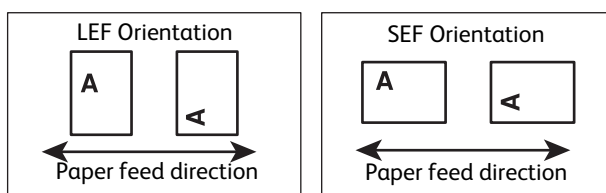
- The following symbols are used in this guide:

- | | |
|--|---|
| <p>" "</p> <p>[]</p> <p>< > button</p> <p>< > key</p> <p>></p> | <ul style="list-style-type: none"> A cross-reference included in this guide. Names of media, features, touch screen messages and input text. Folders, files, applications, button or menu names displayed on the touch screen. Names of menus, commands, windows, or dialog boxes displayed on the computer screen and their buttons and menu names. Hardware buttons on the control panel. Keys on the keyboard of the computer. Path to a certain item within a procedure on the control panel.
For example: When you see the procedure "select [Tools] > [Setup] > [Create Folder]", this means that you need to select [Tools], select [Setup], and then select [Create Folder]. Path to a certain item within a procedure on a computer.
For example: When you see the procedure "to search for files and folders, click [Start] > [Search] > [For Files or Folders]", this means that you need to click [Start], click [Search], and then click [For Files or Folders] to search for files and folders. |
|--|---|

- Orientation of documents or paper is described in this guide as follows:

 , Long Edge Feed (LEF): Loading the document or paper in portrait orientation when viewed from the front of the device.

 , Short Edge Feed (SEF): Loading the document or paper in landscape orientation when viewed from the front of the device.



Safety Notes

Before using this product, read "Safety Notes" carefully for safety use.

This product and recommended supplies have been tested and found to comply with strict safety requirements including safety agency approvals and compliance with environmental standards. Follow the following instructions for safety use.

WARNING

Any unauthorized alteration including an addition of new functions or connection to external devices may not be covered by the product warranty. Contact Fuji Xerox Customer Support Center for more information.

Follow all warning instructions marked on or supplied with this product.

DANGER

Used for item that if not followed strictly, can lead death or severe or fatal injuries and the possibility to do it is comparatively high.

WARNING

Used for items that if not followed strictly, can lead to severe or fatal injuries.

CAUTION

Used for items that if not followed strictly, can cause injuries to user or damages to device.

 : A symbol for items to pay attention to when handling device. Follow instructions carefully to use device safely.



Caution



Flammable



Explodable



Electric shock



Heated surface



Moving object



Pinched fingers

 : A symbol for prohibited items. Follow instructions carefully to avoid any dangerous acts.



Prohibited



No fire



Do not touch



Do not use in bathroom



Do not tear down



Keep away from wet



Never touch with wet hand

 : A symbol for items that must be performed. Follow instructions carefully to carry out these essential tasks.



Instructions



Unplug



Ground/
Earth

Electrical Safety

WARNING



To prevent electric shock and a fire accident due to electric leakage, always connect the ground wire first to either of the followings. The ground wire is green and comes out with the power cord from the rear panel of the product.

- Ground terminal on a wall outlet
- Copper blade nailed deeper than 850 mm into the earth.
- Ground terminal which had Type D grounding construction

Be sure to connect the ground wire first before plugging in. Conversely, unplug first when disconnecting the ground wire.

Check a wall outlet and its grounding for the product. If no grounding is available, contact Fuji Xerox Customer Support Center.

Never connect the ground wire to the followings:

- Gas supply tube (which may cause an ignition or explosion.)
- Grounding for telephone line or a lightning arrester. (If a lightning strikes, large current may go through.)
- Water supply tube or faucet. (If any plastic is used in a tube or faucet, it does not work as a grounding.)

Insufficient ground connection may cause an electric shock.



To prevent electric shock and a fire accident due to electric leakage, provide Type D or better grounding construction to this product.



Plug the power cord directly into a grounded electrical outlet. To prevent overheat and a fire accident, do not use an extension cord, a multi-plug adaptor or a multiple connector. Consult Fuji Xerox Customer Support Center to check if an outlet is grounded.



Connect this product to a branch circuit or an outlet that has larger capacity than the rated ampere and voltage of this product. See the data plate on the rear panel of this product for its rated ampere and voltage.



Never touch the power cord with wet hands. It may cause electric shock.



Do not put an object on the power cord.



Always keep the plug connection free of dust. The dusty and damp environment may bring about minute electric current in a connector. It may generate heat and eventually cause a fire accident.



To avoid the risk of electric shock and a fire accident, only use the power cord supplied with this product or the ones designated by Fuji Xerox. The power cord is exclusive use for this product. Do not use it for any other product.

Do not damage or alter the power cord. Damage and alteration may generate heat and eventually cause electric shock or a fire accident.

If the power cord is damaged or insulated wires are exposed, contact Fuji Xerox Customer Support Center for its replacement. Do not use a damaged or uninsulated cord to avoid the risk of electric shock and a fire accident.



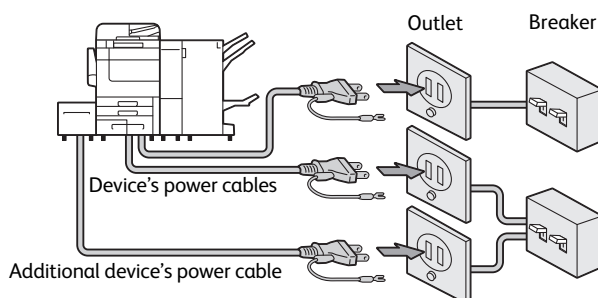
This product uses 2 power cords. Plug off all the power cords to completely stop power supply to this product.



Power capacity of this product is 11A and 9A per power cord. Connect each power cord to the different power supply whose breaker of a switchboard is independent each other.

Do not connect power cords to outlets leading to the same breaker of a switchboard. Otherwise, a breaker may trip.

Confirm power capacity of a breaker before you connect peripheral devices to an outlet. Connect peripheral devices to another outlet than that for a main product.



⚠ CAUTION



When cleaning this product, always switch off and unplug it. Access to a live device interior may cause electric shock.



Do not unplug or re-plug this product with the switch on. Plugging and unplugging a live connector may deform the plug and generate heat, and eventually cause a fire accident.



Hold the plug not the cord when unplugging this product, or it may damage the cord and cause electric shock or a fire accident.



Always switch off and unplug the machine when it is not used over an extended period of time. It may cause deterioration of insulations and eventually electric shock or a fire accident.



Once a month, switch off this product and check if

- the power cord is plugged firmly into an electrical outlet;
- the plug is not excessively heated, rusted or bent;
- the plug and electrical outlet are free of dust; and
- the power cord is not cracked or worn down.

Once you notice any unusual condition, switch off and unplug this product first and contact Fuji Xerox Customer Support Center.

Device Installation

⚠ WARNING



Do not locate this product where people might step on or trip over the power cord. Friction or excessive pressure may generate heat and eventually cause electric shock or a fire accident.

⚠ CAUTION



Never locate this product in the following places:

- Near radiators or any other heat sources
- Near volatile flammable materials such as curtains
- In the hot, humid, dusty or poorly ventilated environment
- In the place receiving direct sunlight
- Near cookers or humidifiers



Keep away the packing materials of device from small children. The thin film may cling to nose and mouth and prevent breathing.

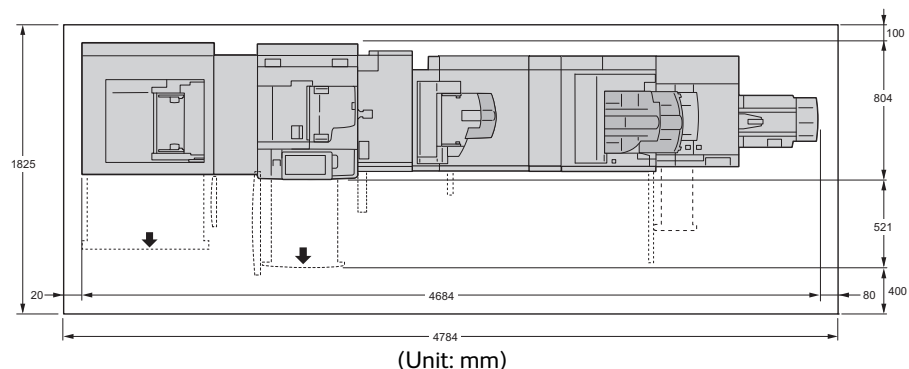


Locate this product on a level and sturdy surface that can withstand its weight. Otherwise, if tilted, the product may fall over and cause injuries.

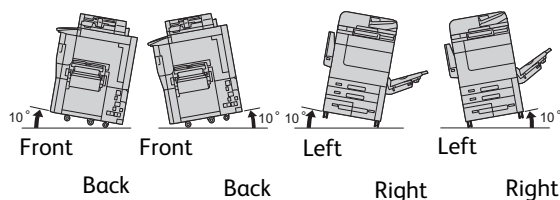


Locate this product in a well-ventilated area. Do not obstruct ventilation openings of the product. Poor ventilation may cause overheat and a fire accident. Keep the minimum clearance as follows for ventilation and an access to the power plug. Unplug the product if an abnormal condition is noted.

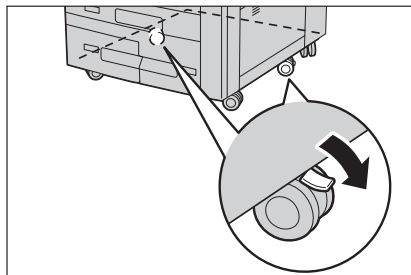
- With HCF C1-DS (optional), Interface Decurler Module D1 (optional), Inserter D1 (optional), Crease/Two-sided Trimmer D2 (optional), Folder Unit CD2 (optional), Finisher D6 with Booklet Maker (optional) and SquareFold Trimmer D1 (optional)



Do not incline the product at more than 10 degree angle. Otherwise, it may fall over and cause injuries.



Always lock the wheels of this product after installation. Otherwise, it may fall over or slide and cause injuries.



To keep this product in a good performance and condition, always use it in the following environment:

- Temperature: 10 - 32°C
- Humidity: 35 - 85%

When the product is left in a chilly room and the room is rapidly warmed up by heater, dew condensation may form inside the product and cause a partial deletion on printing.



To bundle wires and cables, always use the cable ties and spiral tubes that Fuji Xerox supplies. Otherwise, it may cause some defects.

Operational Safety

⚠ WARNING



The operator's product maintenance procedures are described in the customer documentation supplied with this product. Do not carry out any other maintenance procedures not described in the documentation.



This product features safety design not to allow operators access to hazard areas. The hazard areas are isolated from operators by covers or protectors which require a tool to remove. To prevent electric shock and injuries, never remove those covers and protectors.



To avoid the risk of electric shock and a fire accident, switch off and unplug the product promptly in the following conditions, then contact Fuji Xerox Customer Support Center.

- The product emits smoke or its surface is unusually hot.
- The product emits unusual noise or odor.
- The power cord is cracked or worn down.
- A circuit breaker, fuse or any other safety device becomes activated.
- Any liquid is spilled into the product.
- The product is soaked in water.
- Any part of the product is damaged.



Do not insert any object into slots or openings of this product.

Do not put any of the followings on the product:

- Liquid container such as flower vases or coffee cups
- Metal parts such as staples or clips
- Heavy objects

If liquid is spilled over or metal parts are slipped into the product, it may cause electric shock or a fire accident.



Do not place liquid, particles, small metal pieces or their containers in the consumable storage spaces. Spills may cause electric shock or fire due to shortcircuit.



Do not place dangerous objects (e.g., fragiles, volatile and flammable chemicals, creatures) in the consuable storage spaces. Otherwise, it may cause catching fire.



Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.



When cleaning this product, use the designated cleaning materials exclusive to it. Other cleaning materials may result in poor performance of the product. Never use aerosol cleaners to avoid catching fire and explosion.



If you need to pull out a tray to remove paper jam, contact Fuji Xerox Customer Support Center. Do not pull out a tray, otherwise it may cause injuries.



When you play the media (e.g., CD-ROM, DVD) supplied with the product, always use said media-enabled device. Otherwise, large sound may damage its speakers or your ears.



Laser Safety

CAUTION: Any operations or adjustments not stated in the operation manual may cause hazardous light exposure and eventually burn injuries or loss of eyesight.

This product has been tested and found to comply with the Class 1 Laser Equipment requirements defined by the international standard IEC60825-1:[2014] and has no light exposure hazard. The product has no hazardous light emission as it features light protection components and covers to shut in all light beam during operation and maintenance.

Laser Diode (inside ROS ASSY) : Class 3B

Wave length : 780nm (±10 nm)

Beam divergence

θ // : 15 deg (+2.5°/-2°)

θ ⊥ : 13deg (+3°/-2°)

Plus duration : CW

Repetition rate : CW

Maximum power : 30.6 mW

⚠ CAUTION



Keep electrical and mechanical safety interlocks active. Keep the safety interlocks away from magnetic materials. Magnetic materials may accidentally activate the product and cause injuries or electric shock.



A ground fault interrupter is embedded in this product. If current leakage occurs, the ground fault interrupter automatically cuts off power circuit to prevent electric shock and a fire accident.

The ground fault interrupter is normally ON [(indicated as "I")]. Check once a month if the ground fault interrupter works properly in accordance with the following procedures:

1. Press TEST button to turn off the ground fault interrupter.
2. Check the indication ("O"). It means that the ground fault interrupter circuit works properly.
3. Return the ground fault interrupter switch to ON ("I").

If the circuit does not work properly, contact your local Fuji Xerox representative.



Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact Fuji Xerox Customer Support Center.



Never touch the paper output area of the finisher during operation. It may cause injuries.



Be careful in removing jammed staples.



Be careful not to get injured by waste staples when detaching a staple dust box.



Waste staples may come out with output paper. Be careful not to get injured by the staples.



Never touch safety interlocks. When a front cover is open, safety interlocks become activated to stop the device. Do not apply pressure on safety interlocks with a coin or screwdriver. Otherwise, the device may become activated and cause injuries.



Do not staple punched holes of paper. Sharp points of a staple may cause injuries.



Do not place objects weighing more than 80 Kg in the consumable storage spaces. Heavy loads may deform or break them.



Be careful not to drop an object when you bring it out from the consumable storage spaces. Otherwise, you may get injured.



Grip the handhold on a door of the consumable storage spaces when you open and close it. Do not hold an upper or bottom edge of the door. Otherwise, you may get injured.



Do not put your weight on or lift up a door of the consumable storage spaces. It may cause deforming or breaking it.



Do not forcibly open a door of the consumable storage spaces. It may cause deforming or breaking it.



Do not add a shock to a door of the consumable storage spaces. Otherwise, the door may break to drop off and you may get injured.



Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.



To move this product to another location, contact Fuji Xerox Customer Support Center.



Ventilate well during extended operation or mass copying. It may affect the office air environment due to odor such as ozone in a poorly ventilated room.

Consumable

WARNING



Store all consumables in accordance with the instructions given on its package or container.



Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner bottle.
It may catch fire by electric sparks inside a vacuum cleaner and cause explosion. Use a broom or a wet cloth to wipe off the spills. If you spill a large volume of toner, contact Fuji Xerox Customer Support Center.



Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.
If you have a used toner cartridge no longer needed, contact Fuji Xerox Customer Support Center for its take-back.



Never throw a waste toner bottle into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion.
If you have a used waste toner bottle no longer needed, contact Fuji Xerox Customer Support Center for its take-back.

CAUTION



Keep drum cartridges and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.



When replacing drum cartridges and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.

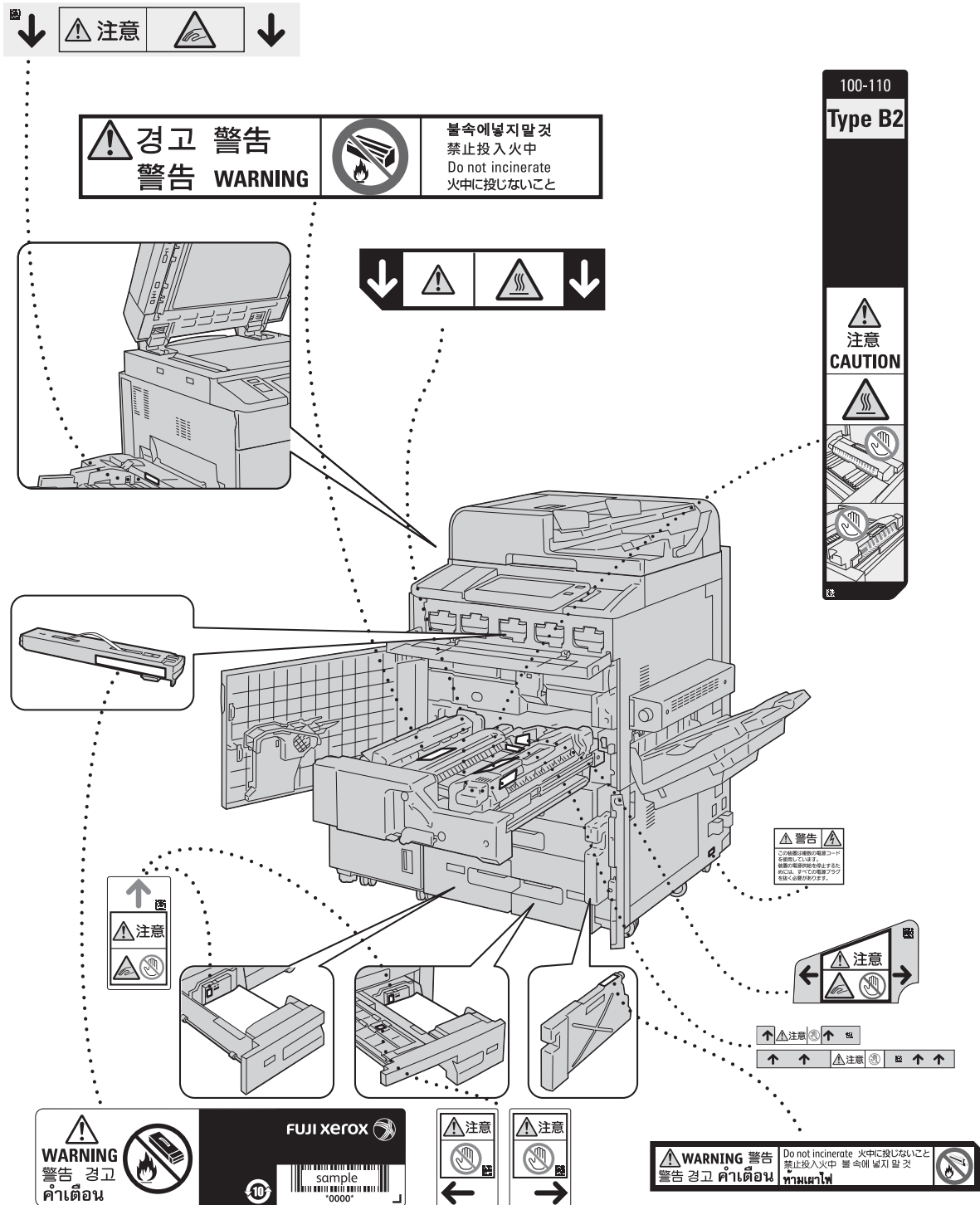


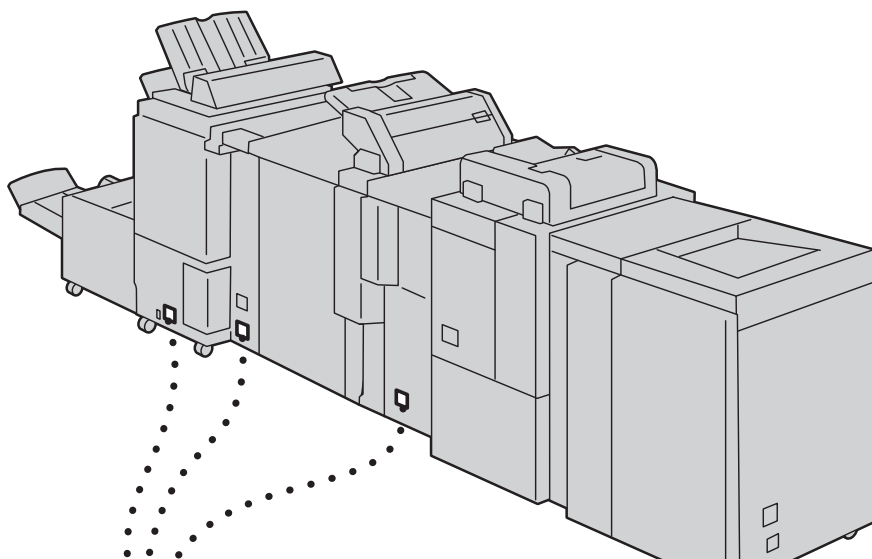
If toner spills onto your skin or clothing, wash it off with soap and water.
If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary.
If you inhale toner particles, move to a fresh air location and rinse your mouth with water.
If you swallow toner, spit it out, rinse your mouth with water, drink water and consult a physician immediately.

Location of Warning and Caution Labels



Always follow all warning instructions marked on or supplied with this product. To avoid the risk of burn injuries and electric shock, never touch the area with the "High Temperature" or "High Voltage" marks on.





This label is required only for usage in Japan.
此标签仅适用于日本国内。
此標籤的規定僅適用於日本國內。
ป้ายฉลากนี้ไว้เพื่อการใช้งานในประเทศไทยเท่านั้น

 警告		<p>必ずアース接続を行ってください。 アース接続は必ず、電源プラグを 電源に接続する前に行ってください。 また、アース接続を外す場合は、 必ず電源プラグを電源から切り離して から行ってください。</p>
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CAUTION 注意
주의
ข้อควรระวัง

このモジュールは単独では不安定のため
転倒の恐れあり。注意して扱うこと。
This module is unstable on its own and may topple over.
此组件单独放置时容易翻倒，请小心处理。
本提集機因重心不稳，有翻倒的危险。
請小心注意。
이 모듈은 무게 중심이 불안정하므로
단독으로 취급할 경우에는 주의할 것.
อุปกรณ์นี้ไม่มั่นคง อาจล้มลงได้หากวางโดยลำพัง

CAUTION 注意
주의
ข้อควรระวัง

Trimmed staples may cause
injury when adhered to body.
Fully turn handle to the left.
針筒が身体に付着すると
けがの恐れあり。
レバーを完全に左に移動
してから取り外すこと。
订书针筒贴在身体时
有受伤的危險。
必須將拉杆移動到最左邊。
อย่าได้รีบรื้อถอนเข็มแทง
เพราะเข็มอาจจะติดเนื้อ
ตัวได้ถ้า ไม่ถูกดึงจนแน่น
ไปจนสุดพาด้านซ้ายมือ

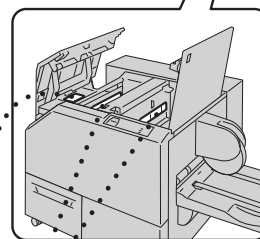
CAUTION 注意
주의
ข้อควรระวัง

↓ ↓

CAUTION 注意
주의
ข้อควรระวัง

25kg

CAUTION 注意
주의
ข้อควรระวัง



↓ **CAUTION 注意** ↓

Regulation

WARNING



This product shall not be installed nor used in the specific locations such as aircraft and hospitals where its use is prohibited. This product may cause malfunction of electronic devices or medical electric devices. For the use of this product in medical care facilities, follow their instructions. The use of this product in the prohibited locations such as aircraft may be subject to penalty.



In medical care facilities, keep the following instructions:

- Do not bring this product in operating rooms, Intensive Care Unit (ICU) nor Coronary Care Unit (CCU).
- Do not use this product anywhere, even in a lobby, medical electrical equipment is located.
- For other locations, follow the instructions by medical care facilities.



Keep the distance more than 12 cm between this product and cardiac pacemakers or defibrillators. Otherwise, radio interference may occur and cause malfunction of cardiac pacemakers and defibrillators.



Consult medical electrical equipment manufacturers for the use of this product in proximity to medical electrical equipment other than cardiac pacemakers and defibrillators. Radio interference may occur and cause malfunction of the medical electrical equipment.

Radio Frequency Emissions (Class A)

CAUTION



This is a Class A equipment. Operation of this equipment in a residential environment could cause radio interference. In such a case, the user may be required to take corrective actions.

VCCI-A

Radio Interference

CAUTION



If this product does cause harmful interference to radio or television reception, which can be determined by [turning this product off and on], the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the radio or television set.
- Increase the separation between this product and the receiver.
- Connect this product into an outlet on a circuit different from that to which the receiver is connected.
- Reorient or relocate the receiving antenna. Consult the dealer or an experienced radio/TV technician for help when the receiving antenna is located outside.
- Change the antenna cable to a coaxial cable.

Harmonics Current Emissions

This product has been tested and found to comply with JIS C 61000-3-2: Limits for Harmonics Current Emission.

Radio Act

This product has a permit as a high frequency-based equipment from the Ministry of Internal Affairs and Communications in accordance with the Radio Act.

WARNING



This product emits weak electromagnetic waves. If you have a medical device implanted (e.g., a cardiac pacemaker) and get out of shape, keep away from this product immediately and consult a physician.



This product has been certified with the construction design certification as a radio station of the low power data communication system in accordance with the Radio Law. A radio station license is not required when using this product. This product is allowed to be used in Japan only.

The following attempts to this product may face punishment by the law because this product has been certified with the construction design certification:

- **if dismantle or alter this product.**
- **if tear off a certification label on the back of this product.**

This product uses the same frequency band as the following devices and radio stations:

- **Industrial, scientific or medical devices**
 - **Radio stations for identifying mobile objects used in production lines.**
- [1] Premises radio stations (radio stations requiring licenses)**
[2] Specific low power radio stations (radio stations not requiring licenses)

Do not use this product in the vicinity of the following devices and radio stations:

- **Industrial, scientific or medical devices such as pace makers**
- **Premises radio stations for identifying mobile objects used in production lines (radio stations requiring licenses)**
- **Specific low power radio stations (radio stations not requiring licenses)**

Since this product uses the same frequency band as the above devices and radio stations, radio interference may occur and cause interruption or delay in communication.



- **If this product causes radio interference to premises radio stations for identifying mobile objects, immediately change frequency or stop radio emission and contact Fuji Xerox Customer Support Center.**
- **If this product causes any other radio interference trouble, contact Fuji Xerox Customer Support Center.**

Safety Data Sheet (SDS) - an index for characteristics and handling of the specific chemical substances defined

As a manufacturer and/or dealer of the chemical substances specified by the Industrial Safety and Health Law, Fuji Xerox offers the SDS in our website.

Environment

- **Emissions of dust, ozone, benzene, total volatile organic compounds (TVOC) and styrene from this product have been tested and found to comply with the Eco Mark criteria on chemical emission for Imaging Equipment Such As Copiers, Printers, etc.. The toner type ApeosPort-VII C7788/C6688/C5588, DocuCentre-VII C7788/C6688/C5588 that is recommended for this product have been used for the test.**
- **Fuji Xerox will store the spare parts necessary to maintain the function of this product for 7 years after the production termination of this product.**
- **For environmental protection and efficient use of resources, Fuji Xerox reuses returned toner cartridges and drum cartridges to make recycle parts, recycle materials or energy recovery.**
- **Proper disposal is required for toner cartridges and drum cartridges no longer needed. Do not open toner cartridges and drum cartridges. Return them to Fuji Xerox Customer Support Center.**

Legal Notice

Copying or printing certain documents may be illegal in your country. Penalties of fines or imprisonment may be imposed on those found guilty. The following are examples of items that may be illegal to copy or print in your country. See "Legal Requirements in Japan" below for the requirements in Japan.

- Currency
- Banknotes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Legal Requirements in Japan

- 1 Counterfeiting currencies and securities for the purpose of uttering shall be strictly prohibited in Japan.**
 - In the case of the following items, not only counterfeiting but also reproducing any items with a similar appearance shall be punishable.
Currencies, foreign currencies, national bonds, local bonds, postal money order, postage stamps, revenue stamps, etc.
 - In the case of the following items, counterfeiting shall be punishable.
Share certificates, corporate bonds, bank notes and checks, consignment sheets, warehouse certificates, vouchers, gift certificates, train tickets, commuter tickets, tokens, discount coupons, public lottery tickets, betting tickets, etc.
- 2 Forgery of documents and counterfeiting of seals for the purpose of uttering shall be severely punished in Japan. The following cases shall be punishable:**
 - Forgery of official documents, such as certificates.
 - Forgery of private documents relating to rights and duties, such as agreements.
 - Forgery of private documents relating to the certification of a fact, such as letter of recommendation, resume and letter of greeting.
 - Counterfeiting of official seals
 - Counterfeiting of private seals
- 3 Exploiting copyrighted works, including but not limited to books, newspapers, magazines, brochures, paintings, plans, photography, images, movies, music and computer programs shall NOT be permissible without obtaining the consent of the copyright owner. In the following cases, the copyright owners may exercise their right of demanding cessation and/or may claim compensation for damages. Also, the following cases may be punishable.**

(1) Reproduction

To make a copy of copyrighted works which have been fixed on paper by means of copying device; to make sound or visual recording from copyrighted works which have been fixed in magnetic tapes; to input copyrighted works by means of reading device and make use of the electronic data thereof (i.e. record the data on PC or other mediums, output the data by printer); and to download copyrighted works, etc.

(2) Modification

To distort, mutilate or modify copyrighted works which have been fixed in paper or fixed as electronic information, etc.

(3) Transmission

To publicly transmit copyrighted works, including those that have been fixed as electronic information, by means of telecommunication networks such as Internet, facsimile and email; and to upload copyrighted works to interactive transmission communications server already connected with telecommunication networks for use by the public, etc.

HOWEVER, THE FOLLOWING SHALL BE PERMISSIBLE UNDER THE COPYRIGHT LAW OF JAPAN. In the following cases, it is NOT necessary for a user to obtain the consent of the copyright owner:

- **Reproduction of copyrighted works for the purpose of the user's personal use, family use or other similar uses within a limited domain.**
- **The duplicate in the library aiming at offer to public use, such as a national library, a private library, a school attached institution, a public museum, various public data centers, and a research organization aimed at obtaining public benefit, etc.**
- **Making quotations from copyrighted works, provided that their making is compatible with fair practice and their extent does not exceed that justified by purposes such as news reporting, criticism or research.**
- **Reproduction of informatory, investigatory or statistical data and reports which have been prepared by the State or local governments for the press or other periodicals, provided that the reproduction thereof is not expressly prohibited.**
- **Publishing to a school textbook. However, the compensation to the copyright owner is required.**
- **The duplicate in a school and other educational facilities. However, in the light of a kind, a use, number of copies, and a mode, it restricts within limits which do not injure the copyright owner's profits unfairly.**
- **The duplicate as a test question. However, the compensation to the copyright owner is required.**

Notice: This list is NOT inclusive and no liability is assumed for its completeness or accuracy. In case of doubt, please contact your legal counsel.

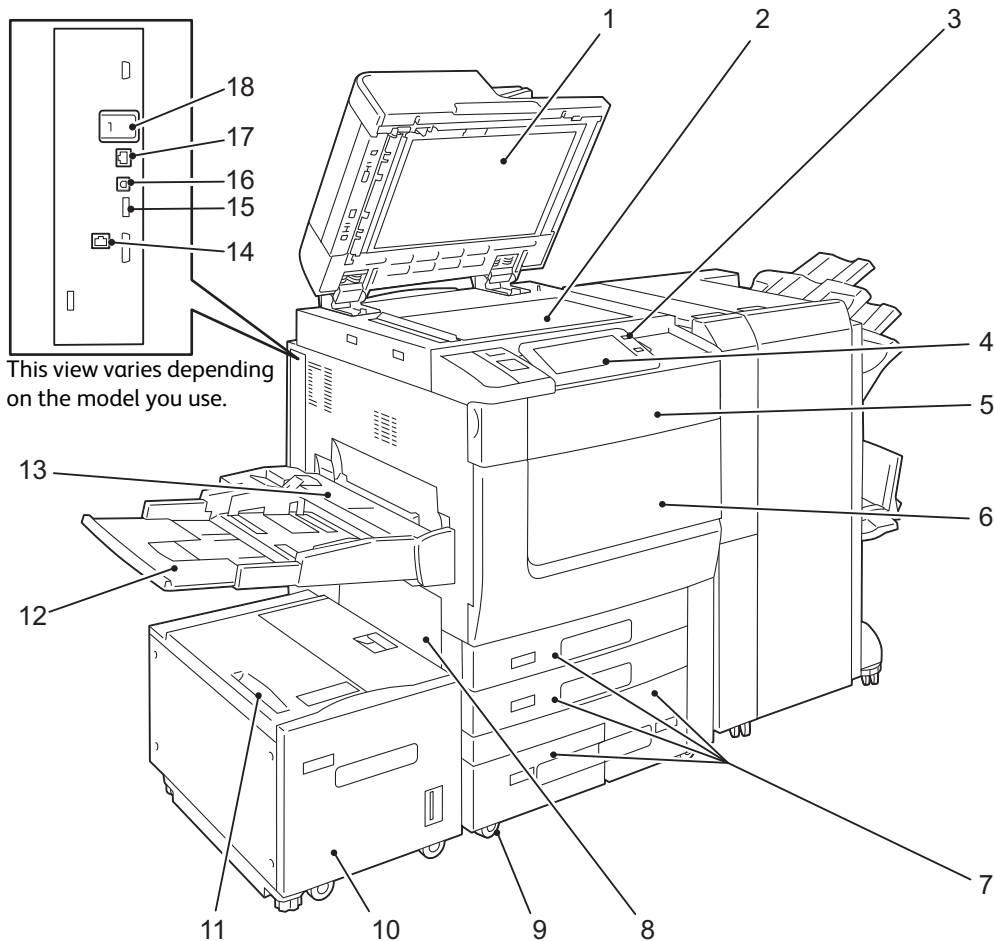
2

Product Overview

Device Components

The following describes device components and their functions.

■ Main Body and A4 High Capacity Feeder (optional)



- 1 Document cover
Holds a document in place.
- 2 Document glass
Load a document here.
- 3 Power button
Switches the power of the device on and off. You can use the button to wake the device or put it to the Power Saver mode.

Reference

- Refer to "Power Source" (P.44) and "Power Saver Mode" (P.48).

- 4 Control Panel
Consists of operation buttons, LED indicators, and the touch screen.

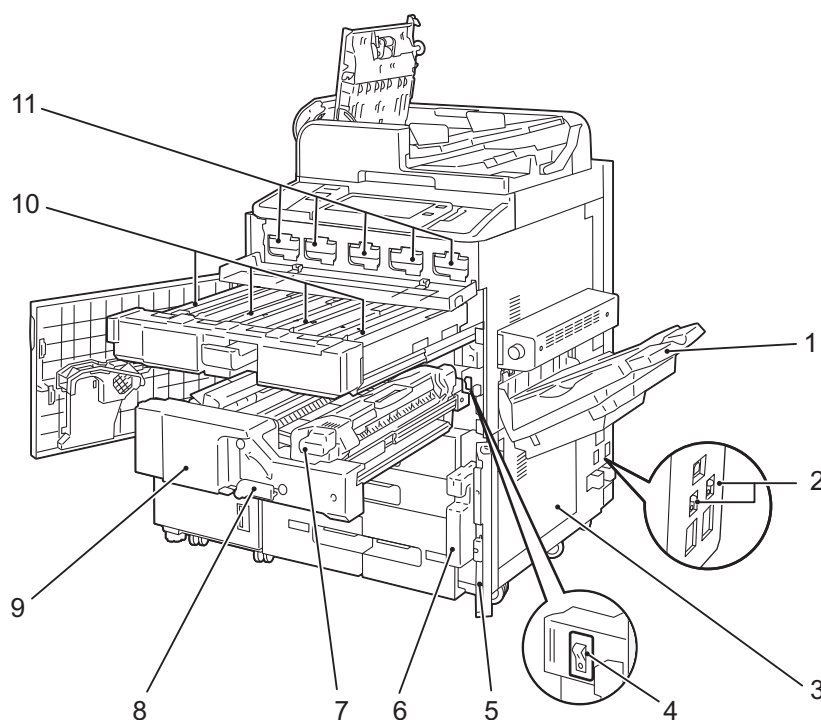
Reference

- Refer to "Control Panel" (P.54).

- 5 Device front toner cover
Open this cover to replace toner cartridges.
- 6 Device front door
Open this door to clear paper jams or replace consumables.

- 7 Tray 1, 2, 3, 4
Load paper here.
- 8 Bottom left door
Open this door to clear paper jams.
When Tray 6 (HCF B1) is installed, move Tray 6 to the left first.
- 9 Locking casters
Lock these casters after moving the device to its installation site.
- 10 Tray 6 (HCF B1) (optional)
Load paper here.
- 11 Tray 6 top cover
Open this cover to clear paper jams after moving Tray 6 to the left.
- 12 Tray 5 (Bypass)
Used for loading non-standard paper, such as thick-stock paper and other special media, that cannot be loaded in Trays 1 to 4, and 6.
- 13 Tray 5 top cover
Open this cover to clear paper jams.
- 14 Secondary Ethernet connector (optional)
Connects to a network cable.
- 15 USB 2.0 interface connector
Connects a memory card reader, an optional component or a peripheral with a USB cable.
- 16 USB 3.0 interface connector
Connects a USB cable for printing.
- 17 Ethernet interface connector
Connects to a network cable.
- 18 Wireless Network Kit (optional)
Used for connecting wireless network (Wi-Fi/Bluetooth®) to the device.

■ Inside



- 1 Output tray (Right-Side Output Tray)
Outputs are delivered here.
Two types of trays are available: an optional normal output tray (Simple Catch Tray) and an optional offset stacking tray (Offset Catch Tray).
When the optional offset stacking tray is attached and A4 or smaller size paper is to be output, do not use the extension flap.
- 2 Ground fault interrupter
Automatically turns the device off when a current leakage is detected.
- 3 Bottom right door
Open this door to clear paper jams.
- 4 Main power switch
Switches the main power of the device on and off. Always follow the instructions by the system administrator.

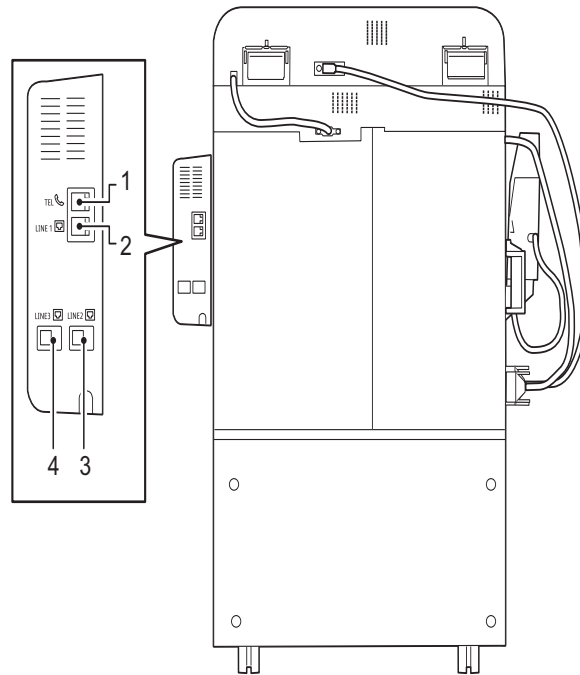
Important

- Always switch the power off before switching the main power off. Refer to "Power Source" (P.44).

- 5 Waste toner container door
Open this door to replace the waste toner container.
- 6 Waste toner container
Collects waste toner.
- 7 Fusing unit
Fuses toner on paper.

Important
 - Do not touch this unit as it is extremely hot.
- 8 Handle
Used to pull out the transfer unit.
- 9 Transfer unit
Transfers toner images on the drum to paper. Open this unit to clear paper jams.
- 10 Drum cartridges (R1, R2, R3, R4)
Contains photoconductors R1, R2, R3, and R4.
- 11 Toner cartridges
Contains Black (K), Cyan (C), Magenta (M), and Yellow (Y) toner (image forming powder).

■ Telephone line connectors

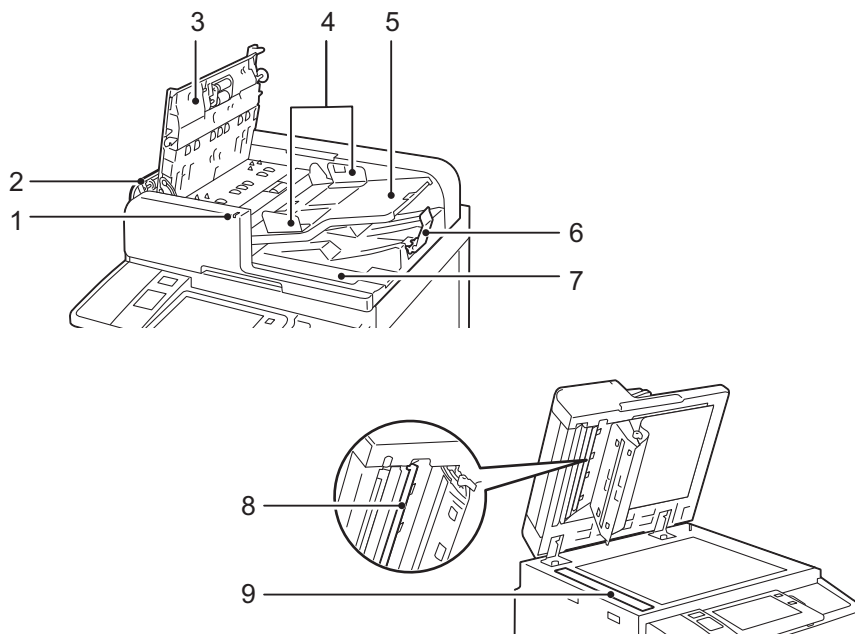


- 1 TEL
Enables you to connect the device to a telephone device.
Do not connect any device (fax system) other than a telephone.
- 2 LINE 1 (Line 1)
Use this connector to connect to a telephone line.
- 3 LINE 2 (Line 2)
Use this connector to connect to a telephone line.
- 4 LINE 3 (Line 3)
Use this connector to connect to a telephone line.

Note

- Line 1, Line 2 or Line 3 in parentheses is the name displayed on the touch screen.
- The Fax feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.
- LINE 2 (Line 2) and LINE 3 (Line 3) are optional.
- ISDN connection is not available.
- When you talk into the external telephone receiver connected to TEL, only the line connected to LINE 1 is available. (LINE 2 and LINE 3 are not available.)

■ Duplex Automatic Document Feeder C2-PC

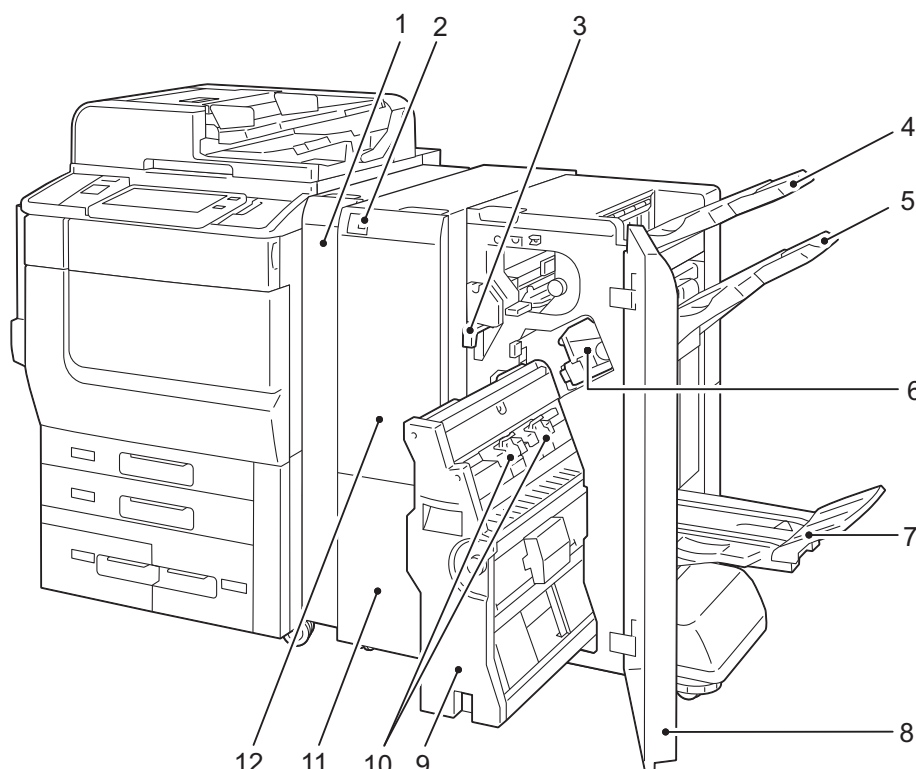


- 1 Confirmation indicator
Lights up when a document is loaded correctly.
- 2 Left cover
Open this cover to clear paper jams.
- 3 Top cover
Open this cover to clear paper jams.
- 4 Document guides
Use these guides to align the edges of documents.
- 5 Document feeder tray
Load documents here.
- 6 Document stopper
Prevents outputs from falling off.
- 7 Document output tray
Scanned documents are delivered here.
- 8 Side 2 constant velocity transport glass
Scans Side 2 of the loaded document.
- 9 Side 1 constant velocity transport glass
Scans Side 1 of the loaded document.

Note

- In this guide, "document feeder" means the Duplex Automatic Document Feeder C2-PC.

■ **C3 Finisher (optional), C3 Finisher with Booklet Maker (optional), and Folder Unit CD1 (optional)**



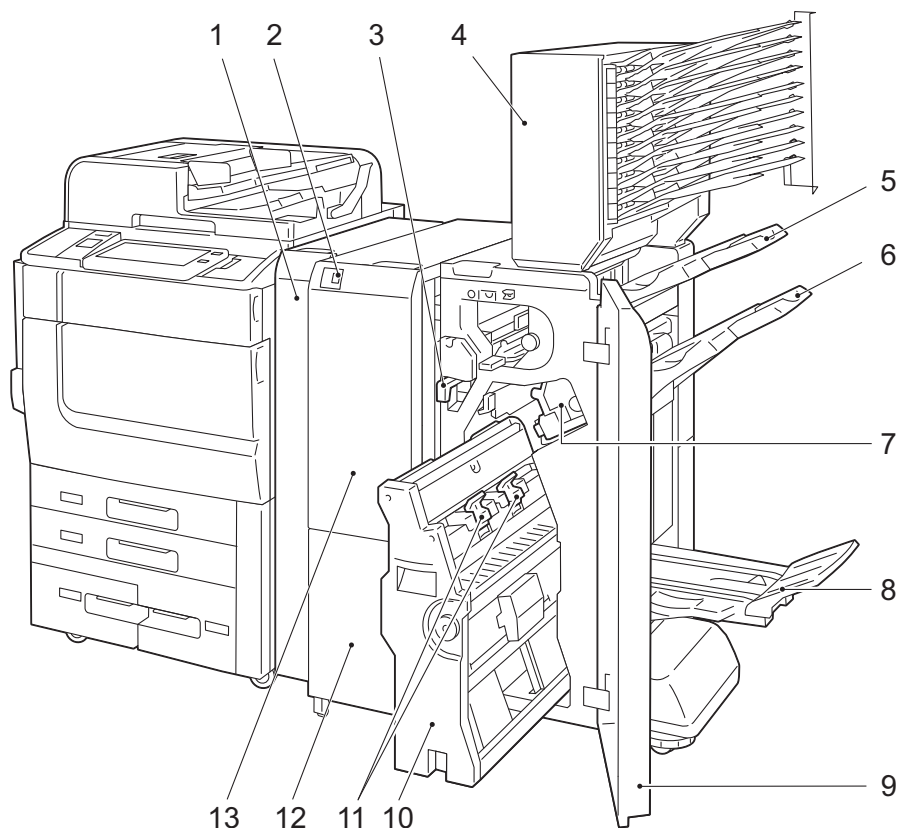
- 1 Transport Unit V1 front door
Open this door to clear paper jams.
- 2 Tri-fold output tray (Envelope Folder Tray) button (When the optional Folder Unit CD1 is installed)
Press this button to open the tri-fold output tray.
- 3 Hole-punch waste container
Collects punch scraps from the puncher. Remove this container when discarding the scraps.
- 4 Output tray (Right-Top Output Tray)
Outputs are delivered here.
- 5 Finisher tray (Right-Middle Output Tray)
Outputs are delivered here.
- 6 Staple cartridge
Staples are stored in this cartridge. Pull out this cartridge to replace staples or clear staple jams.
- 7 Booklet tray (Right-Bottom Output Tray)
Bound booklets are delivered here.
- 8 Finisher front door
Open this door to clear paper or staple jams, replace staples, or discard punch scraps.
- 9 Booklet unit
This unit is for folding outputs in half and stapling the folded outputs.
- 10 Booklet staple cartridge
Two staple cartridges for booklet creation. Take out the cartridges when clearing stapled jams, or when replacing them with new ones.
- 11 Tri-fold output tray (Envelope Folder Tray) (When the optional Folder Unit CD1 is installed)
Tri-folded outputs are delivered here.

12 Folder Unit front door (When the optional Folder Unit CD1 is installed) Open this door to clear paper jams.

Note

- The C3 Finisher and the C3 Finisher with Booklet Maker are optional.
- The Punch Module 2/4 is installed as standard in C3 Finisher (2/4H Punch) and the C3 Finisher with Booklet Maker (2/4H Punch).
- The common features of when the Punch Module is installed or not installed described in this guide are referred to as the "C3 Finisher" or "C3 Finisher with Booklet Maker".
- The common features of the C3 Finisher and Finisher D6 with Booklet Maker described in this guide are referred to as the "finisher".

■ C3 Finisher with Booklet Maker (optional) + 10-bin Output Device (optional)



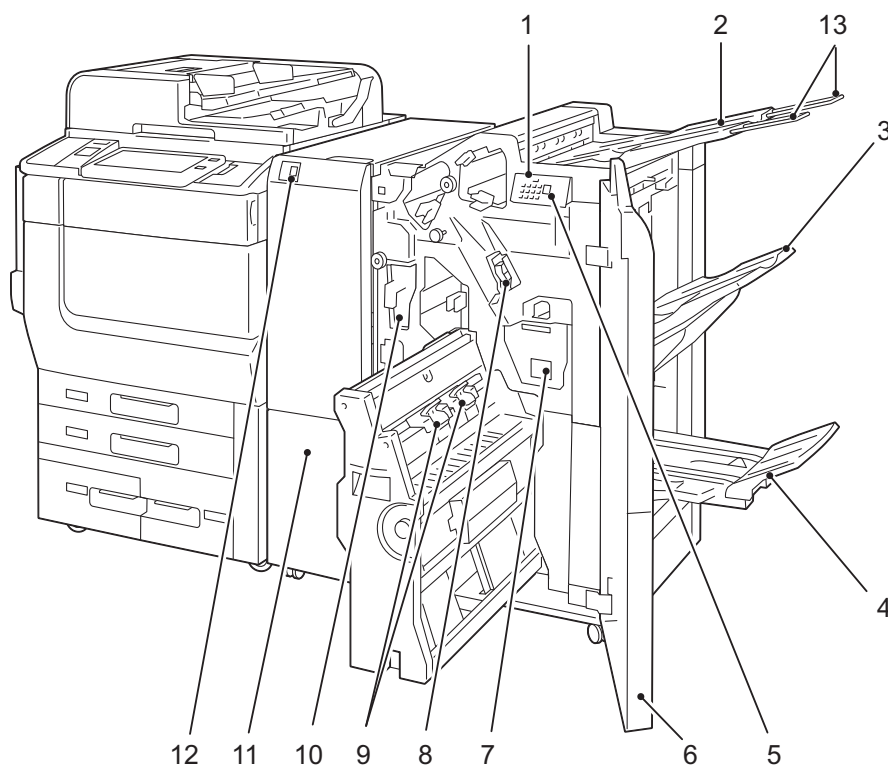
- 1 Transport Unit V1 front door
Open this door to clear paper jams.
- 2 Tri-fold output tray (Envelope Folder Tray) button
Press this button to open the tri-fold output tray.
- 3 Hole-punch waste container
Collects punch scraps from the puncher. Remove this container when discarding the scraps.
- 4 10-bin output device
Outputs are delivered to the specified tray. 1 tray can store up to 100 sheets (P Paper).
- 5 Output tray (Right-Top Output Tray)
Outputs are delivered here.
- 6 Finisher tray (Right-Middle Output Tray)
Outputs are delivered here.
- 7 Staple cartridge
Staples are stored in this cartridge. Pull out this cartridge to replace staples or clear staple jams.

- 8 Booklet tray (Right-Bottom Output Tray)
Bound booklets are delivered here.
- 9 Finisher front door
Open this door to clear paper or staple jams, replace staples, or discard punch scraps.
- 10 Booklet unit
This unit is for folding outputs in half and stapling the folded outputs.
- 11 Booklet staple cartridge
Two staple cartridges for booklet creation. Take out the cartridges when clearing stapled jams, or when replacing them with new ones.
- 12 Tri-fold output tray (Envelope Folder Tray)
Tri-folded outputs are delivered here.
- 13 Folder Unit front door
Open this door to clear paper jams.

Note

- The 10-bin output device is optional. In this guide, “C3 Finisher with Booklet Maker + 10-bin output device” is referred to as the “finisher”.

■ **Finisher D6 with Booklet Maker (optional) and Folder Unit CD2 (optional)**



- 1 Error lamp
If a paper jam occurs, the lamp of the jammed location lights up. If the priority device lamp is blinking, first clear the paper jam.
- 2 Output tray (Right-Top Output Tray)
Outputs the paper.
- 3 Finisher tray (Right-Middle Output Tray)
Outputs the paper.

- 4 Booklet tray (Right-Bottom Output Tray)
Outputs the paper.

Note

- Attached when using Finisher D6 with Booklet Maker. When SquareFold Trimmer D1 (optional) is installed, attached to the SquareFold Trimmer D1 (optional).

- 5 Booklet tray button
Press this button to transfer paper output in booklet tray to retrieval position.

- 6 Finisher front door
Open this door to clear paper jams, replace staple cartridge and remove jammed staples and punch scraps.

- 7 Staple waste container
Collects scraps from the stapler.

- 8 Side stitch staple cartridge
Cartridge for side stitching.

- 9 Booklet maker staple cartridges^{*1}
Cartridge for booklet maker. Two cartridges are provided.

- 10 Hole punch waste container
Holds the scraps of punched holes.

- 11 Tri-fold output tray (Envelope Folder Tray)^{*2}
Outputs paper when [C Fold] or [Z Fold] is selected.

- 12 Tri-fold output tray button^{*2}
Press this button to open the tri-fold output tray.

- 13 Banner Print Extension Tray^{*1}
Holds banner sheets (paper which is longer than 488 mm in feed length).

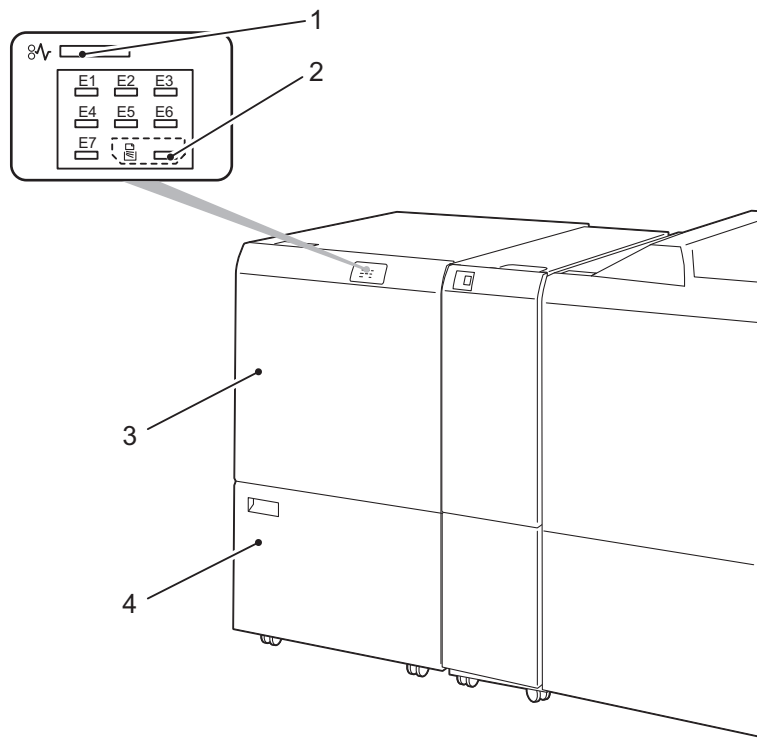
^{*1} : When the Finisher D6 with Booklet Maker is installed

^{*2} : When the Folder Unit CD2 is installed

Note

- The Finisher D6 with Booklet Maker is optional. The common features of the C3 Finisher and Finisher D6 with Booklet Maker described in this guide are referred to as the "finisher".

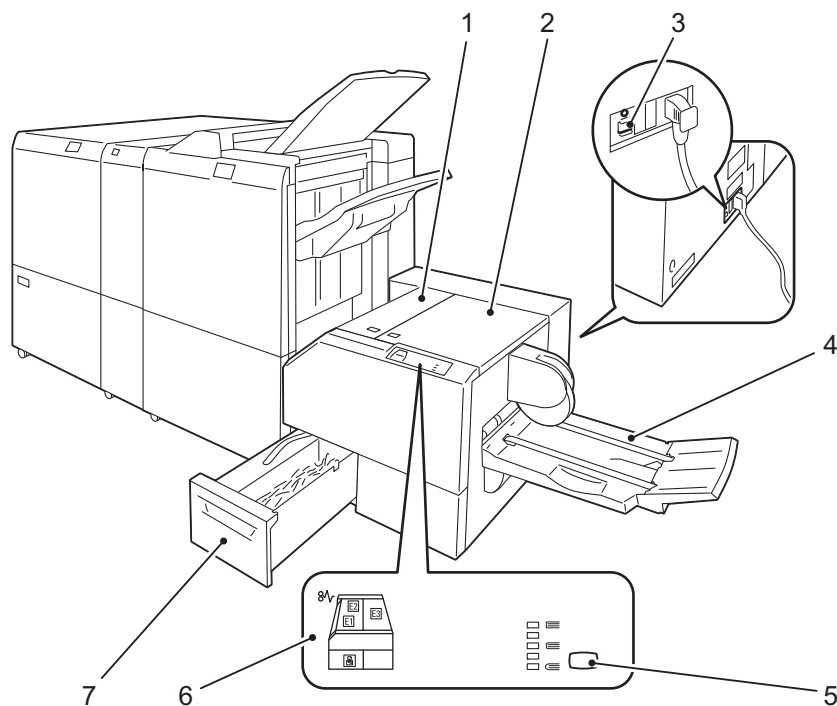
■ Crease/Two-sided Trimmer D2 (optional)



- 1 Error lamp
If a paper jam occurs, the lamp of the jammed location lights up. If the priority device lamp is blinking, first clear the paper jam.
- 2 Waste full lamp
This lamp starts lighting up when it is time to dispose of the scraps and blinks when the container is filled with scraps.
- 3 Two-sided trimmer front door
Open this door to clear paper jams.
- 4 Two-sided trimmer waste container door
Open this door to dispose of the paper scraps.

Note

- The Finisher D6, the Finisher D6 with Booklet Maker, or the Finisher D6 Plus is required to install the Crease/Two-sided Trimmer D2.

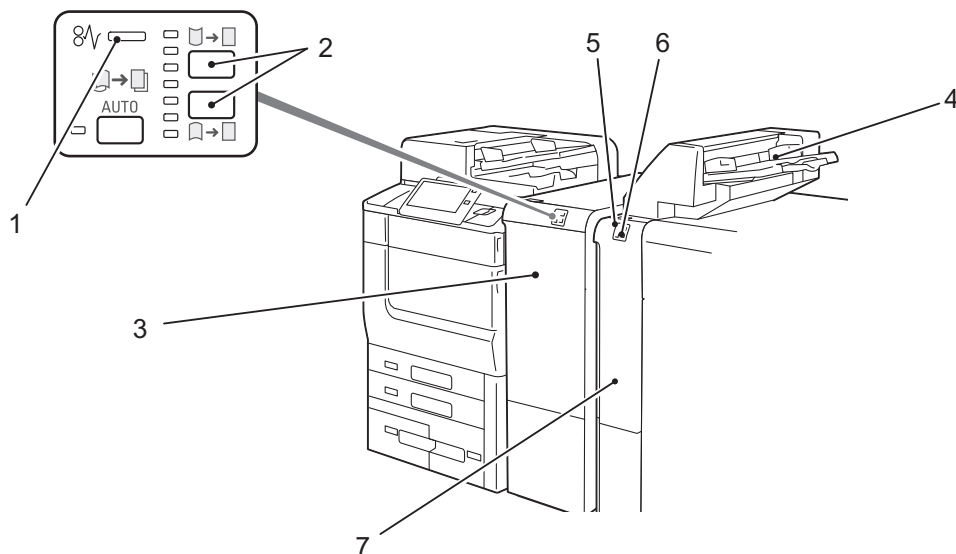
■ SquareFold Trimmer D1 (optional)

- 1 Left cover
Open this cover to clear paper jams.
- 2 Right cover
Open this cover to clear paper jams.
- 3 Ground fault interrupter (reverse side)
Automatically shuts off power when a leakage is detected.
- 4 Booklet tray
Outputs the paper when [Booklet Creation], [Fold & Staple], [Trimming], or [Book Pressing] is selected.
- 5 Squarefold setting button
You can adjust the bulging of the spine of booklets by pressing this button.
- 6 Error lamp
If a paper jam occurs, the lamp of the jammed location lights up.
- 7 Trimmer waste container
Holds the trimmed scraps.

Note

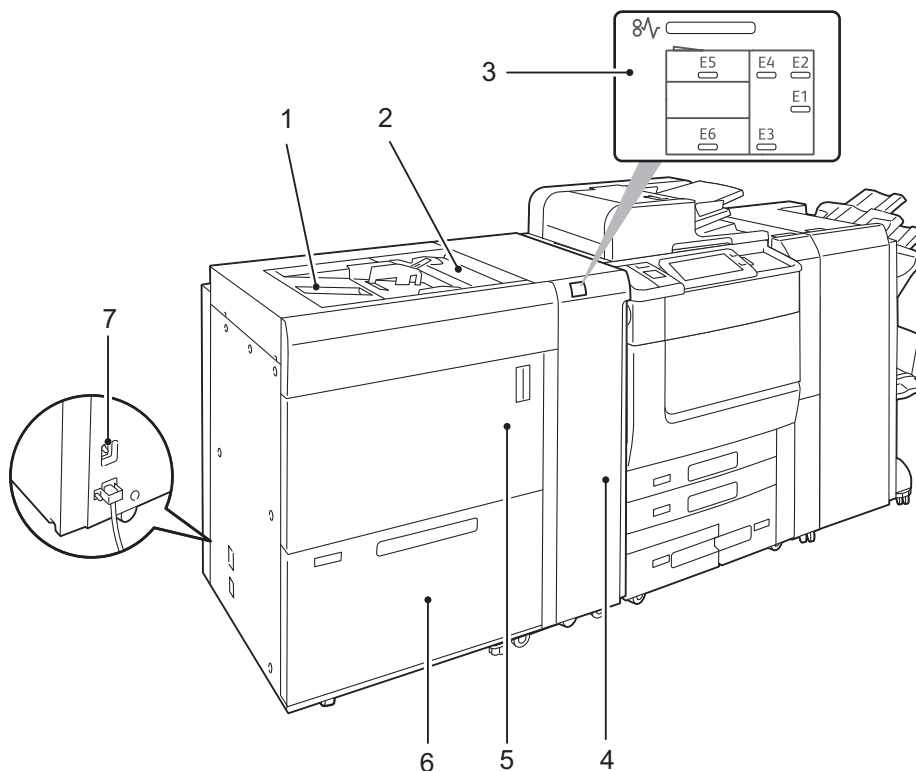
- Finisher D6 with Booklet Maker is required to install SquareFold Trimmer D1.

■ Interface Decurler Module D1 (optional) and Inserter D1 (optional)



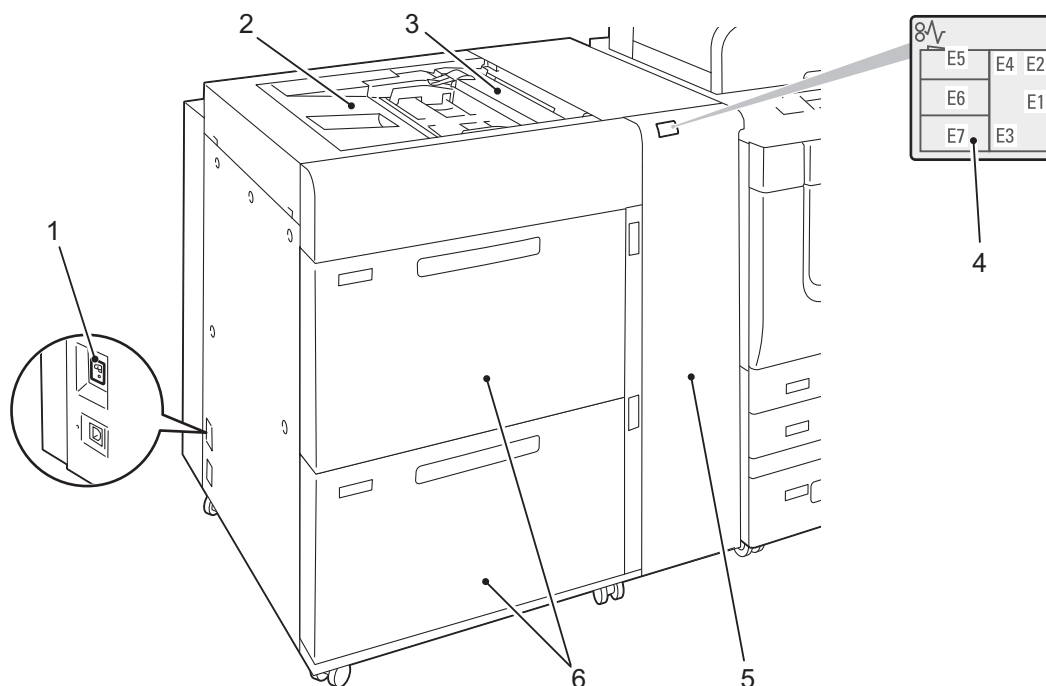
- 1 Error lamp
If the priority device lamp is blinking, first clear the paper jam.
- 2 De-curl button
You can adjust the curling by selecting the De-curl button. This curl adjustment function is for adjustments during printing.
- 3 Interface Decurler Module front door
Open this door to clear paper jams.
- 4 Inserter Tray (Tray T1)
Load paper for covers or separators. Paper loaded here is not used for printing.
- 5 Error lamp
If a paper jam occurs, the lamp of the jammed location lights up. If the priority device lamp is blinking, first clear the paper jam.
- 6 De-curl button
Used when the curls are not corrected even after adjusting the Interface Decurler Module to the highest (or lowest) value. The adjustment method is the same as the adjustment method of Interface Decurler Module. However, there are 3 adjustment levels, OFF/UP/DOWN.
- 7 Inserter front door
Open this door when clearing paper jams.

■ High Capacity Feeder B1-S (optional)



- 1 Tray 5 (Bypass)
Used for loading non-standard paper, such as thick-stock paper and other special media, that cannot be loaded in Trays 1 to 4, 6.
- 2 Tray 5 (Bypass) top cover
Open this cover to clear paper jams.
- 3 Error lamp
If a paper jam occurs, the lamp of the jammed location lights up. If the priority device lamp is blinking, first clear the paper jam.
- 4 Front door of the High Capacity Feeder
Open this door to clear paper jams. This unit conveys paper supplied from Tray 6 or Tray 5 (Bypass) to the device.
- 5 Consumable storage space
Store consumables and paper here.
- 6 Tray 6
Load paper here.
- 7 Ground fault interrupter
Automatically shuts off electricity in the event of current leakage.

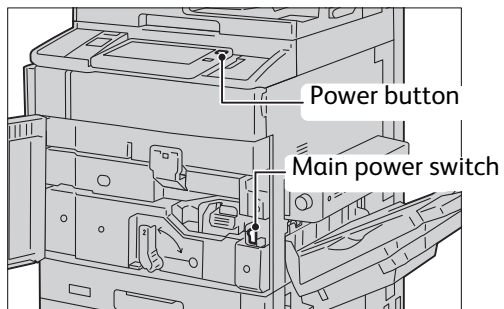
■ High Capacity Feeder C1-DS (optional)



- 1 Ground fault interrupter
Automatically shuts off electricity in the event of current leakage.
- 2 Tray 5 (Bypass)
Used for loading non-standard paper, such as thick-stock paper and other special media, that cannot be loaded in Trays 1 to 4, 6, and 7.
- 3 Tray 5 (Bypass) top cover
Open this cover to clear paper jams.
- 4 Error lamp
If a paper jam occurs, the lamp of the jammed location lights up. If the priority device lamp is blinking, first clear the paper jam.
- 5 Front door of the High Capacity Feeder
Open this door to clear paper jams. This unit conveys paper supplied from Tray 6, 7 or Tray 5 (Bypass) to the device.
- 6 Tray 6, 7
Load paper here.

Power Source

The device is provided with the Power button and the main power switch.



■ Power button

To use the device, press the Power button to switch its power on. You can start operations after the device warms up.

■ Main power switch

Press the main power switch to the [O] position to turn off the main power of the device. Do not switch the main power off except when you connect a cable to the device or clean the device. Switching off the main power may erase the data in the memory when using the Fax service.

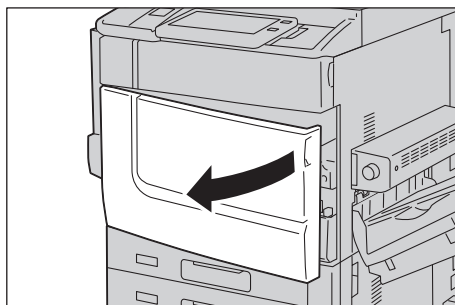
Switching the Main Power On

The following describes how to switch the main power on.

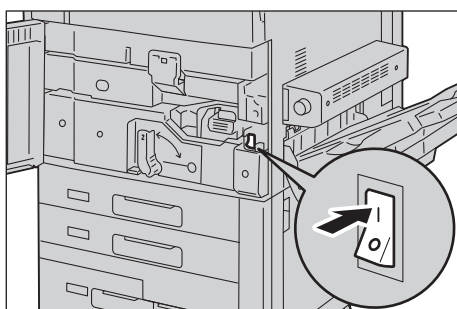
Important

- Do not switch off the main power immediately after switching on the main power. This may damage the hard disk and the memory or cause a device malfunction.

- 1 Make sure that the power cord is plugged in correctly.
- 2 Open the device front door.



- 3 Press the main power switch to the [I] position to switch the main power on.



- 4 Close the device front door.

Switching the Power On

The following describes how to switch the power on.

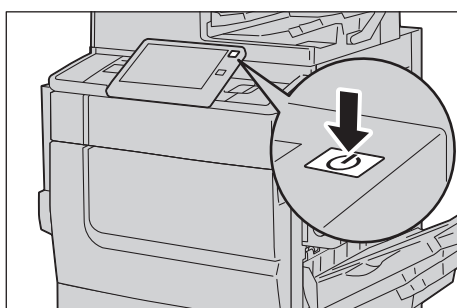
Switch the power off at the end of the day or when not using the device for an extended period of time.

You can also use the Power Saver feature to save power consumption while the device is not in use.

Important

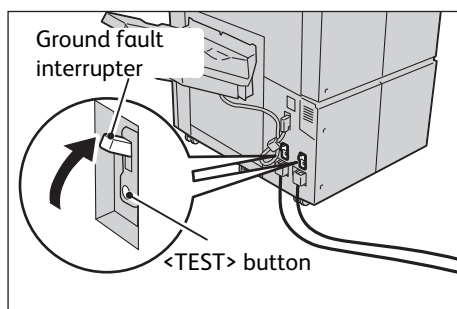
- If the power is switched off, all the services of the device will stop. When using the device throughout the day for jobs such as receiving faxes, do not switch the power off.

- 1 Press the Power button to switch the power on.



Note

- The "Please wait..." message indicates that the device is warming up. The device is not available during warming up.
- If the device does not power on, check the following:
 - The power cord is plugged in.
 - The main power is switched on.
 - The ground fault interrupter is in the On ("I") position.



Switching the Power Off

The following describes how to switch the power off.

Important

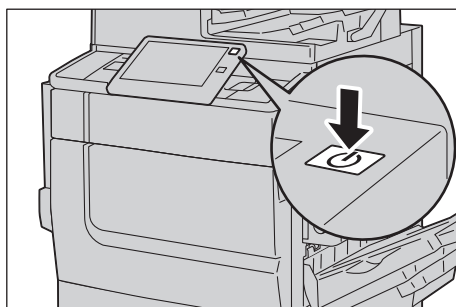
- If the power is switched off, all the services of the device will stop. When using the device throughout the day for jobs such as receiving fax, do not switch the power off.

- 1 Before switching the power off, make sure that the device has completed all copy or print jobs. Then, make sure that the Data LED does not blink.

Important

- Do not switch the power off in the following situations. If the power is switched off, the processing data may be erased.
 - While data is being received
 - While a job is being printed
 - While a job is being copied
 - While a job is being scanned
- When switching the power off, wait 5 seconds after outputs have been delivered.

- 2 Press the Power button.



A menu opens, where you can choose a power option.

■Cancel

Closes the menu.

■Reboot

Reboots the device.

■Enter Power Saver

Puts the device to the Power Saver mode.

■Power Off

Turns the device off.

Note

- Pressing and holding the Power button shuts down the device; the menu is not displayed on the touch screen.

3 Select [Power Off].

Important

- Power off processing is performed internally on the device for a while after the power is switched off, and may take longer if the cooling process starts depending on the internal temperature of the device. Do not switch the main power off until the flash of the Power button ends after the touch screen has gone dark.

Note

- When powering the device on after it has been switched off, wait until the flash of the Power button ends after the touch screen has gone dark.

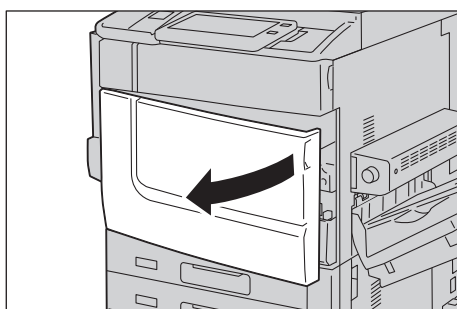
Switching the Main Power Off

The following describes how to switch the main power off.

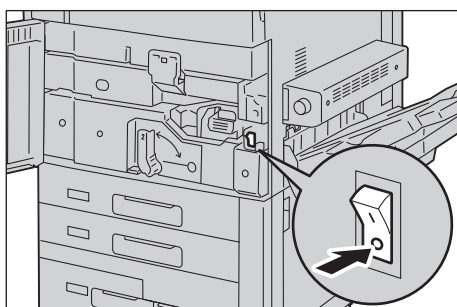
Important

- Do not switch the main power off when a screen is displayed on the touch screen or while the Power button is blinking. Switching off the main power under such circumstances may damage the hard disk and the memory or cause a device malfunction.
- Switch the main power off first when unplugging the power cord. Unplugging the power cord with the main power on may damage the hard disk and the memory or cause a device malfunction.

- 1 Make sure that the power is switched off.
- 2 Make sure that the touch screen is blank and the Power button is not lit.
- 3 Open the device front door.



- 4 Press the main power switch to the [O] position to switch the main power off.



- 5 Close the device front door.

Power Saver Mode

The device is equipped with the Power Saver mode that reduces the power consumption by saving the electricity to the device when no copy or print data is received for a specified time.

The Power Saver has two modes: the Low Power mode and the Sleep mode.

When you do not use the device for a specified period of time, the device enters the Low Power mode. When it reaches the specified time in the Low Power mode, the device then enters the Sleep mode.

Note

- During operation of the Warmer mode, the device does not enter the Sleep mode.

■ Low Power Mode

In this mode, the power to the control panel is lowered to save power.

■ Sleep Mode

In this mode, the power supply to devices such as hard disk drive is suspended and the power is lowered more than in the Low Power mode.

Entering the Power Saver Mode

When the device enters the Power Saver mode, the touch screen is lit off and the Power button on the control panel flashes.

The device enters the Power Saver mode by the following instances:

- Selecting [Enter Power Saver] after pressing the Power button.
- The device is not operated, data is not received, or a job is not processed until the device enters the Power Saver mode.

Note

- When the device displays an error such as paper jams, it does not enter the Power Saver mode.
- When the device enters the Power Saver mode while a user is authenticated, the device exits the authentication mode.
- During operation of the Warmer mode, the device does not enter the Sleep mode.
- When [Enter Power Saver] is selected, the device enters the Power Saver mode after 5 seconds.
- When you press the Power button soon after the touch screen is lit off and when the device does not enter the Power Saver mode completely, it may take time to exit the mode. Wait a few seconds until the device is ready to exit the Power Saver mode and push the Power button again.

Reference

- For how to change the interval for entering the Power Saver mode, refer to "Changing the Interval for Entering Power Saver Mode" (P.49).

Exiting the Power Saver Mode

The device exits the Power Saver mode by the following instances:

- Pressing the Power button on the control panel
- Receiving jobs such as print and fax
- Selecting [Apply] in CentreWare Internet Services
- Setting a document in the document feeder

- Opening the document cover

Note

- When the device is in the Sleep mode, it takes longer time to exit the Power Saver mode than when the device is in the Low Power mode.

When the following component is connected to the device and a user performs the following operation, the Low Power mode can be deactivated without pressing the Power button.

- Touching the IC Card Reader (optional) with a card
- Inputting coins to Coinkit (sold separately)
- Inserting a card to Dispenser 2 (sold separately)
- Operating the key switch connected to Adaptor-Box
- Touching Connection BOX 1 for EM (sold separately) with a card

Note

- The Sleep mode cannot be deactivated by the operation. When the above component is connected to the device, you can make the device exit the Power Saver mode without pressing the Power button by setting longer time to elapse until the device enters the Sleep mode.
- When the device enters the Sleep mode with the IC Card Reader (optional) connected, it may take longer time to exit the Power Saver mode.

Making the components necessary for the operation exit the Power Saver mode

The device is equipped with the feature to save electricity by supplying power only to the components necessary to activate the service when the device exits the Power Saver mode.

When the Power button is pressed, the touch screen is lit on, but the document feeder and the output devices do not exit the Power Saver mode. Afterwards, by selecting a service on the touch screen, the device supplies power only to the components necessary to activate the service.

Note

- When the device receives jobs such as print and print fax, the touch screen is not lit on and only the output devices exit the Power Saver mode and start to print.
- When the device receives jobs such as stored print (Secure print, Delayed print, Charge print, and Private charge print), direct fax, and fax using folder receive, and when you access a folder of the device using CentreWare Internet Services, the touch screen is not lit on and only the hard disk exits the Power Saver mode.

The device may not get the correct status of paper or consumables if you load paper or replace consumables when the device is in the Power Saver mode. Press the Power button and then select [Machine Status] on the Home screen before loading paper or replacing consumables.

Changing the Interval for Entering Power Saver Mode

You can set the time to elapse until the device enters the Low Power mode and the Sleep mode.

Note

- If the preset time period is the same for the Low Power mode and the Sleep mode, the device directly enters the Sleep mode without entering the Low Power mode first.
- When the device operates normal printing, Sample Set printing, or printing received fax documents while the touch screen remains lit off and the device is in the Power Saver mode, only the output device exits the Power Server mode.

- 1 Display the [Tools] screen.

Reference

- For more information, refer to "System Settings Procedure" (P.120).

- 2 Select [System Settings] > [Common Service Settings] > [Power Saver Settings].
- 3 Select [Power Saver Timers], and then select [Change Settings].
- 4 Set the time to elapse until entering the Power Saver mode, in 1 minute increments.

■From Last Operation to Low Power Mode

Set the time to elapse from the last operation until the device enters the Low Power mode.

Note

- The default value for [From Last Operation to Low Power Mode] is [1] minute. You cannot disable the Low Power mode.

■From Last Operation to Sleep Mode

Set the time to elapse from the last operation until the device enters the Sleep mode.

Note

- The default value for [From Last Operation to Sleep Mode] is [40] minute. To make the device enter the Low Power mode, set a longer period of time for [From Last Operation to Sleep Mode] than for [From Last Operation to Low Power Mode].

- 5 Select [Save].
- 6 Select [Close] repeatedly until the [Tools] screen is displayed.
- 7 Select [X].

Adjusting Screen Brightness

You can adjust the brightness of the touch screen.

- 1** Select [Screen Brightness] on the Home screen.
- 2** Adjust the screen brightness.
- 3** Select [OK].

Ground Fault Interrupter

The device is provided with a ground fault interrupter.

In the event of a current leakage, the ground fault interrupter will automatically cut off the power circuit to prevent fire from occurring.

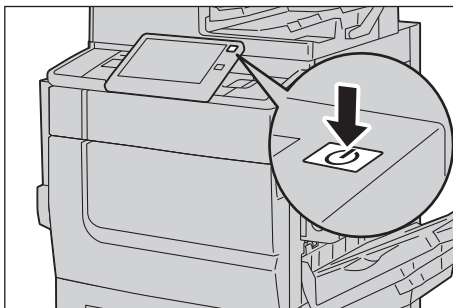
Check that the ground fault interrupter works properly at least once a month.

Be sure to establish a ground for the device. Without a proper ground, the ground fault interrupter may be disabled, causing a risk of electric shock.

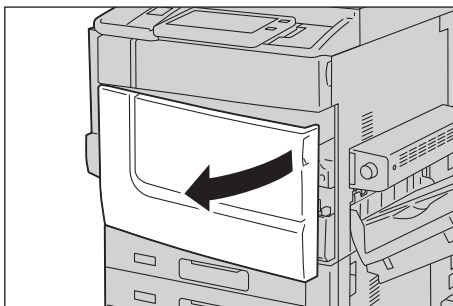
If you have any problems with the ground fault interrupter, contact our Customer Support Center.

The following describes how to check if the ground fault interrupter is working.

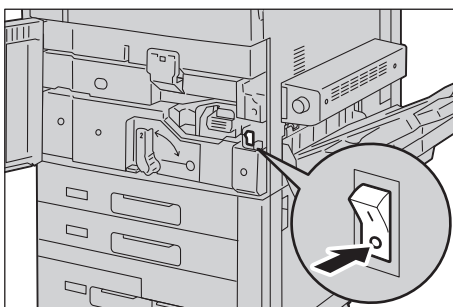
- 1 Press the Power button.



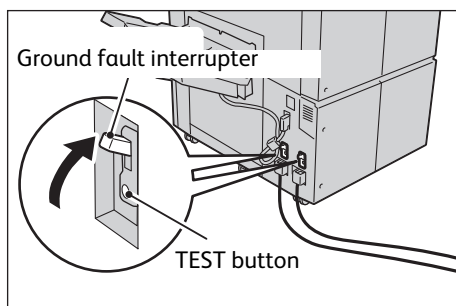
- 2 Select [Power Off].
- 3 Make sure that the touch screen is blank and the Power button is not lit.
- 4 Open the device front door.



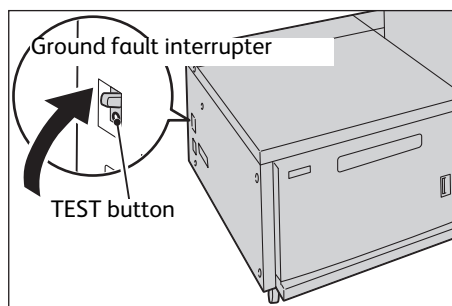
- 5 Press the main power switch to the [O] position to switch the main power off.



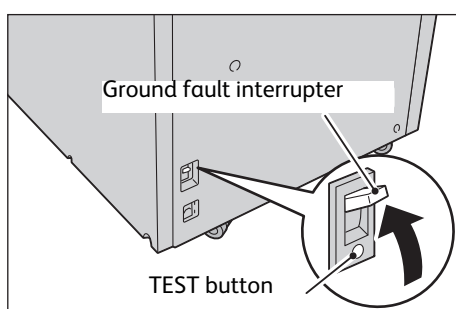
- 6 Press the TEST button to turn off the ground fault interrupter.
- 7 Check the indication ("O"). It means that the ground fault interrupter circuit works properly.
- 8 Return the ground fault interrupter switch to ON ("I").



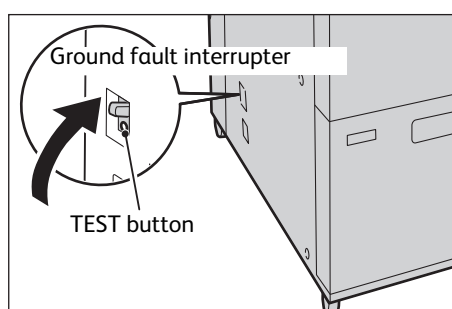
Main Unit



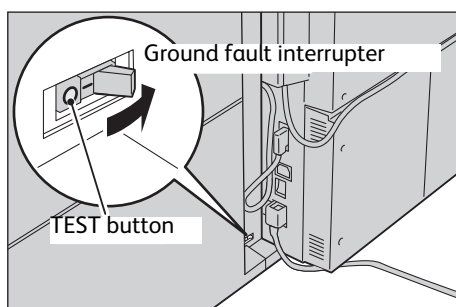
HCF B1



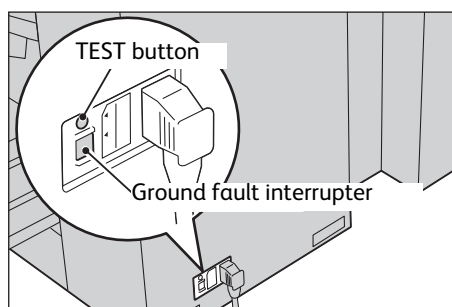
High Capacity Feeder B1-S



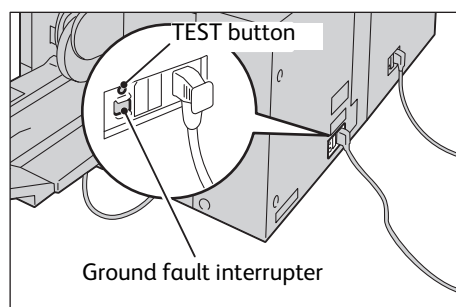
High Capacity Feeder C1-DS



Interface Decurler Module D1



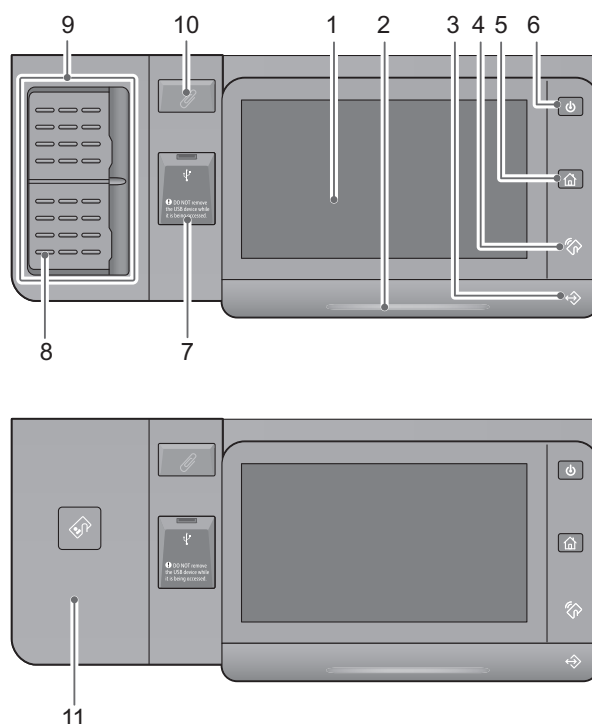
Finisher D6 with Booklet Maker



SquareFold Trimmer D1

Control Panel

The following describes the names and functions of components on the control panel.



- 1 Touch screen
Displays messages required for operation, and buttons for various features. You can directly touch the touch screen to instruct operations and set features.
- 2 Status LED
Briefly glows blue when an operation is accepted or when a process is completed. The LED flashes amber if a system error or a problem with the device occurs, including paper jams and running out of paper or toner.
- 3 Data LED
Blinks when the device is sending or receiving data to or from a client.
This indicator lights up when data is stored in the device memory, or when faxes are stored in a folder.
- 4 NFC area
Hold your NFC-enabled mobile device near this area. The NFC feature must be enabled on the device to communicate with each other.
- 5 Home button
Press this button to display the Home screen.
- 6 Power button
Press this button to turn the device on or off. You can use the button to wake the device or put it to the Power Saver mode. The button flashes slowly when the device is in the Power Saver mode.

Reference

- Refer to "Power Source" (P.44) and "Power Saver Mode" (P.48).

7 USB memory slot

Insert a USB 2.0 memory device directly here.

Important

- A memory card reader or a memory device cannot be connected to the USB memory slot with a USB cable. Plug in the USB cable to the USB 2.0 interface connector on the rear of the device or the USB Hub (optional).
Note that the device will not recognize the memory on a memory card reader or a memory device when a USB memory device is already inserted in the USB memory slot.

Note

- This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

8 One-touch buttons (Only available for devices with the Fax service)

Allows you to specify a recipient with the simple press of a button. You can use the buttons for the Fax, Internet Fax, Scan (E-mail), and Scan to PC jobs.

Turn over the panels to display buttons 1 - 70, M01, and M02.

There are two ways in which address numbers and stored programs are assigned to the one-touch buttons. Select either of the following:

- [Type 1]

The buttons 1 to 70 are used for address numbers and they correspond to the registered address numbers 0001 to 0070, while the buttons M01 and M02 are used for stored programs and they correspond to the registered stored programs 1 and 2.

- [Type 2]

The buttons 1 to 60 are used for address numbers and they correspond to the registered address numbers 0001 to 0060, while the buttons 61 to 70, M01, and M02 are used for stored programs and they correspond to the registered stored programs 1 to 12.

Note

- By default, [Type 1] is selected.
- This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

9 One-touch panels (Only available for devices with the Fax service)

Contains the one-touch buttons.

Turn over the panels to display buttons 1 - 70, M01, and M02.

There are two ways in which address numbers and stored programs are assigned to the one-touch buttons. Select either of the following:

- [Type 1]

The buttons 1 to 70 are used for address numbers and they correspond to the registered address numbers 0001 to 0070, while the buttons M01 and M02 are used for stored programs and they correspond to the registered stored programs 1 and 2.

- [Type 2]

The buttons 1 to 60 are used for address numbers and they correspond to the registered address numbers 0001 to 0060, while the buttons 61 to 70, M01, and M02 are used for stored programs and they correspond to the registered stored programs 1 to 12.

Note

- By default, [Type 1] is selected.
- This feature is not available for some models. An optional component is required. For more information, contact our Customer Support Center.

10 Paper clip tray

Used for placing paper clips and staples.

11 IC Card Reader (optional)

Used to authenticate a user using a smart card.

When you touch the smart card to the IC Card Reader, the device reads the user information registered on the smart card and authenticates the user.

Note

- An optional component is required to use this feature. For more information, contact our Customer Support Center.
- When the device is in the Power Saver mode, touching the smart card to the IC Card Reader deactivates the Power Saver mode. However, this operation does not deactivate the Sleep mode. For more information, refer to "Exiting the Power Saver Mode" (P.48).

3

Paper and Other Media

Usable Paper

This section describes the kinds of paper available for this device.

Use of unrecommended paper may result in paper jams, lower print quality, malfunctions, or damage to the device. To achieve optimum performance of the device, we recommend that you use only paper recommended by Fuji Xerox.

If you want to use paper not recommended by Fuji Xerox, contact our Customer Support Center.

WARNING

Do not use conductive paper such as origami paper, carbonic paper or conductively-coated paper. When paper jam occurs, it may cause short-circuit and eventually a fire accident.

Important

- Moisture generated by water, rain, or vapor may cause the printed images to fade. For more information, contact our Customer Support Center.

Weights of Usable Paper

Tray	gsm / Ream Weight	No. of sheets (Fuji Xerox P paper)
Trays 1 and 2	Basis Weight: 64 to 220 gsm Ream Weight: 55 to 189 kg	560 sheets
Tray 3	Basis Weight: 64 to 220 gsm Ream Weight: 55 to 189 kg	980 sheets
Tray 4		1,280 sheets
Tray 5 (Bypass tray)	Basis Weight: 64 to 300 gsm Ream Weight: 55 to 258 kg	250 sheets
Tray 6 (HCF (A4 1 Tray)) (optional)	Basis Weight: 64 to 220 gsm Ream Weight: 55 to 189 kg	2,300 sheets
Tray 6 (High Capacity Feeder B1-S) (optional)	Basis Weight: 64 to 300 gsm Ream Weight: 55 to 258 kg	2,300 sheets
Trays 6 and 7 (High Capacity Feeder C1-DS) (optional)	Basis Weight: 64 to 300 gsm Ream Weight: 55 to 258 kg	2,300 sheets x 2

Note

- Basis weight is the weight of 1 m² of a paper sheet.
- Ream weight is the weight of 1,000 sheets of duodecimo size (788 x 1,091 mm) paper.

Supported Paper Types

Standard Paper

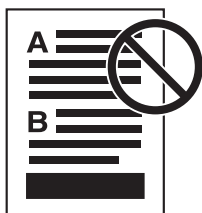
When printing or copying on commonly used paper (plain paper), use paper meeting the standards described below. To copy or print as clear as possible, we recommend the following standard paper.

Paper Name	Basis Weight	Paper Type ^{*1}	Image Quality ^{*2}	Paper Characteristics and Usage Notes
C2 paper	70 gsm	Plain	Plain A	Paper for office use; suitable for both monochrome and color documents.
P paper	64 gsm	Plain	Plain A	Paper for office use such as internal documents.
FX-J	82 gsm	Plain	Plain B	Paper with high whiteness and coloring; can be widely used for color documents.
FX-JD	98 gsm	Plain	Plain D	Paper for 2-sided printing; suitable for 2-sided color documents.
G70	67 gsm	Recycled	Recycled A	Recycled paper for copying and printing containing 70 % recycled pulp.
SG	67 gsm	Recycled	Recycled A	Recycled paper for copying and printing containing 50 % recycled pulp.

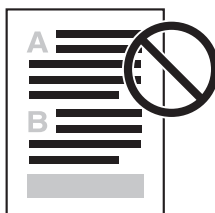
*1 : After loading paper into a tray, specify the type of the paper for the tray.

*2 : If you specify an image quality for a paper type, the device prints at the specified image quality when you use the paper.

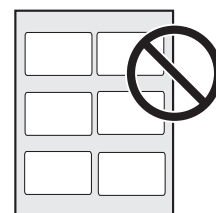
Unusable Paper



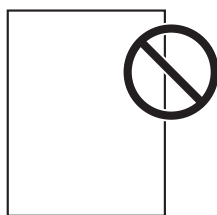
- Paper with one face already printed using another printer



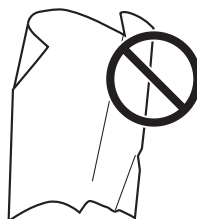
- Already printed face using this printer



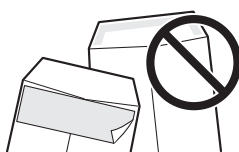
- Label sheets whose face sheet surface does not cover the entire backing sheet



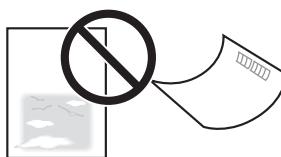
- Inkjet paper
- Tracing paper
- Transparency sheets



- Folded, creased or curled paper



- Envelopes with sticky adhesive



- Multi-color printed postcard
- Inkjet postcard
- Curled postcard

Loading Paper

Loading Paper in Trays 1 and 2

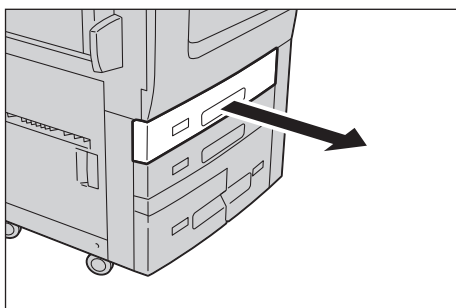
The following describes the procedure for loading paper in Trays 1 and 2.

When the device runs out of paper during copying or printing, a message appears on the touch screen. Add paper according to the message instructions. Copying or printing automatically resumes when paper is added.

Note

- Carefully fan the paper before loading it in a tray. Otherwise, the paper may stick together, resulting in paper jams.

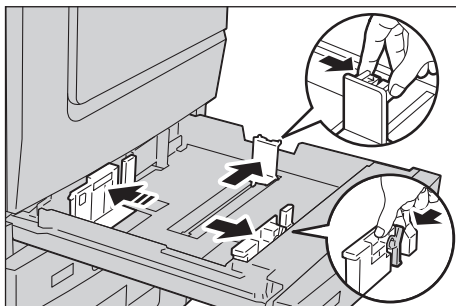
- 1 Pull out the tray until it stops.



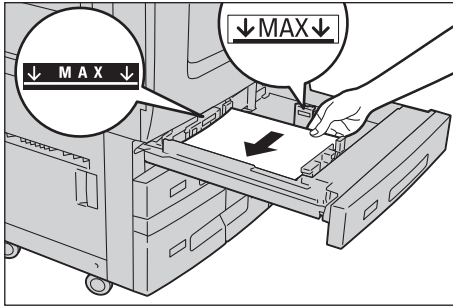
Important

- While the device is processing a job, do not pull out the tray that is being used for the job.
- To prevent paper jams or erroneous detection of loaded paper in a tray by the device, do not add paper on top of any remaining paper in the tray. Remove any remaining paper from the tray, and then load that paper on top of the newly loaded paper.

- 2 Remove any paper loaded in the tray.
- 3 While pinching the two paper guides, move them to the edges of the paper.



- 4 Load and align the edge of the paper against the left edge of the tray with the side to be copied or printed on facing down.

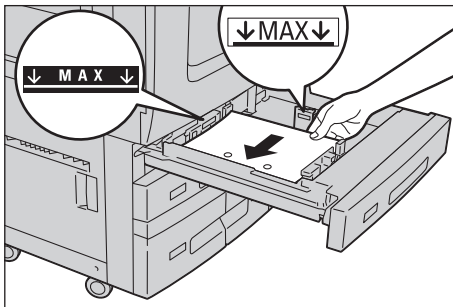


Important

- Do not load paper above the maximum fill line ("MAX" in the figure). It may cause paper jams or device malfunction.
- Do not place any paper or objects in the empty space on the right side of Trays 1 or 2. It may cause paper jams or device malfunction.

Note

- When using punched paper, load the punched paper as shown in the illustration.



- 5 Push the tray in gently until it stops.

Important

- When inserting the tray, push it gently. Forcibly pushing in the tray may cause device malfunction.

- 6 Specify the type of the paper loaded when you have changed the paper type.

Reference

- For more information on paper type settings, refer to "Changing the Paper Settings" (P.89).

Loading Tab Paper in Trays 1 and 2

The following describes the procedure for loading tab paper in Trays 1 and 2.

Important

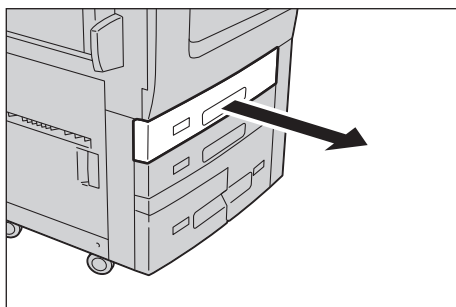
- Tab paper can be used only for Covers and Separators.

Note

- Before loading paper in a tray, fan the paper well. It prevents paper from sticking to each other and reduces paper jams.
- When a paper jam occurs, the device outputs unnecessary paper after you have cleared the paper jam, and resumes copying or printing. For example, you load 5-tab paper and set [Add Tab Stock] to five. If a paper jam occurs when copying the fourth page, the device will automatically output the fifth page and the first page to the third page of the next paper set after you have cleared the paper jam, and then the device resumes copying.

- When copying or printing on tab paper is interrupted, a confirmation screen will appear on the touch screen after the interrupt mode is exited. Load the tab paper according to the message.

1 Pull out the tray towards you until it stops.

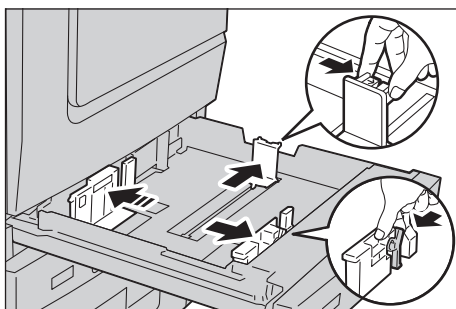


Important

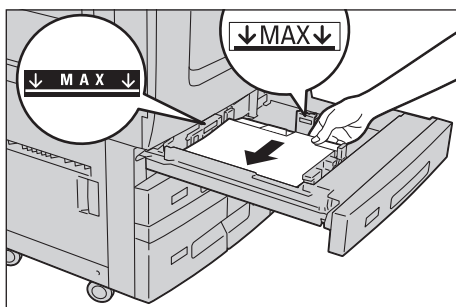
- While the device is processing a job, do not pull the tray out that the job uses.

2 Remove any paper loaded in the tray.

3 While pinching the two paper guides, move them to the edges of the paper.



4 Load tab paper with the tab portion to the right, and with the side to be copied or printed on facing down.



Important

- Do not load paper exceeding the maximum fill line. It might cause paper jams or device malfunctions.
- Do not place any paper or objects in the empty space on the right side of the tray. It may cause paper jams or device malfunctions.

Note

- When copying or printing on multiple set of tab paper of a set with which tab positions differ, load each tab paper with the side to be copied or printed on facing down to set the first paper coming on top.

- 5 Push the tray in gently until it stops.

Important

- When inserting the tray, push it gently. Forcibly pushing in the tray may cause device malfunction.

- 6 Specify the type of the paper loaded when you have changed the paper type.

Reference

- For more information on paper type settings, refer to "Changing the Paper Settings" (P.89).

Loading Paper in Tray 3

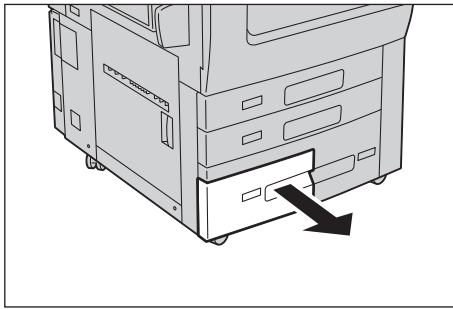
The following describes the procedure for loading paper in Tray 3.

When the device runs out of paper during copying or printing, a message is displayed on the touch screen. Add paper according to the displayed instructions. Copying or printing automatically resumes when paper is added.

Note

- Fan the paper well before loading paper in a tray. It prevents paper from sticking to each other and reduces paper jams.

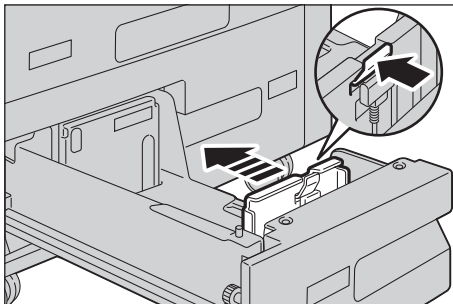
- 1 Pull out the tray until it stops.

**Important**

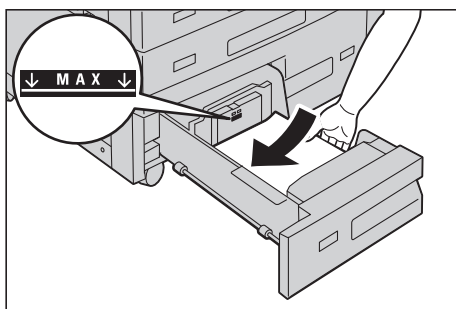
- While the device is processing a job, do not pull out the tray that is being used for the job.
- Do not add a new stack of paper on top of the remaining paper in the tray to prevent paper jams or any other troubles. First, remove the remaining paper from the tray, and then load the new stack of paper.

- 2 Remove any paper loaded in the tray.

- 3 Pinch the paper guide and slide it to the desired paper size.



- 4** Load and align the edge of the paper against the left edge of the tray, with the side to be copied or printed on facing down.

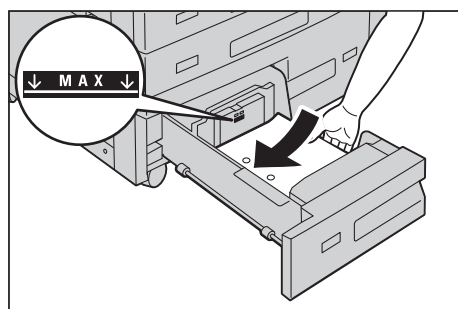


Important

- Do not load paper above the maximum fill line ("MAX" in the figure). It may cause paper jams or device malfunction.

Note

- When using punched paper, load the punched paper as shown in the illustration.



- 5** Push the tray in gently until it stops.

Important

- When pushing the paper tray in, do it slowly. If the tray is pushed with too much force, it may cause device malfunction.

- 6** Specify the type of the paper loaded when you have changed the paper type.

Reference

- For more information on paper type settings, refer to "Changing the Paper Settings" (P.89).

Loading Paper in Tray 4

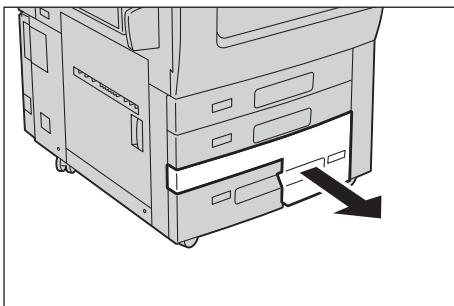
The following describes the procedure for loading paper in Tray 4.

When the device runs out of paper during copying or printing, a message is displayed on the touch screen. Add paper according to the displayed instructions. Copying or printing automatically resumes when paper is added.

Note

- Fan the paper well before loading paper in a tray. It prevents paper from sticking to each other and reduces paper jams.

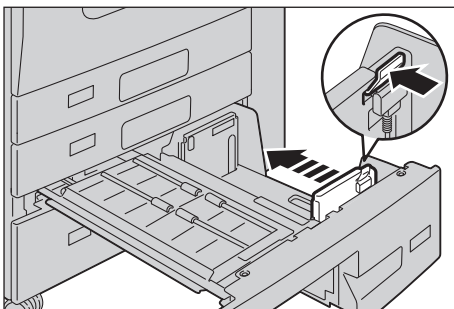
- 1 Pull out the tray until it stops.



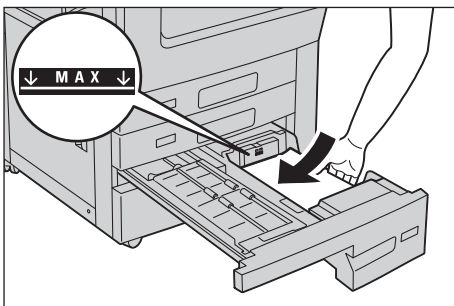
Important

- While the device is processing a job, do not pull out the tray that the job uses.
- Do not add a new stack of paper on top of the remaining paper in the tray to prevent paper jams or any other troubles. First, remove the remaining paper from the tray, and then load the new stack of paper.

- 2 Remove any paper loaded in the tray.
- 3 Pinch the paper guide and slide it to the desired paper size.



- 4 Load and align the edge of the paper against the left edge of the tray, with the side to be copied or printed on facing down.

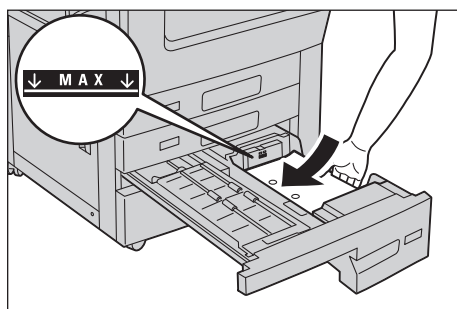


Important

- Do not load paper above the maximum fill line ("MAX" in the figure). It may cause paper jams or device malfunction.

Note

- When using punched paper, load the punched paper as shown in the illustration.



5 Push the tray in gently until it stops.

Important

- When pushing the paper tray in, do it slowly. If the tray is pushed with too much force, it may cause device malfunction.

6 Specify the type of the paper loaded when you have changed the paper type.

Reference

- For more information on paper type settings, refer to "Changing the Paper Settings" (P.89).

Loading Paper in Tray 5

When printing or copying on a size or type of paper that cannot be set in Trays 1 to 4, 6, and 7, use Tray 5 (Bypass). The following describes the procedures to load paper in Tray 5. For printings, specify the instructions using the [Paper/Output] tab in the print driver. Also specify the type of paper to be loaded.

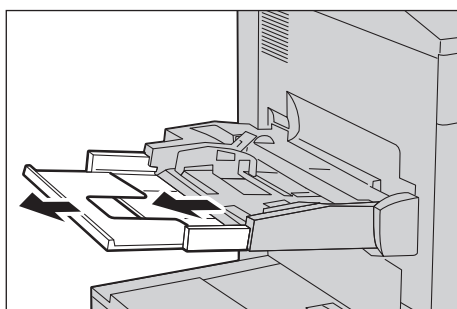
Important

- To prevent paper jams and erroneous detection of paper loaded in the tray by the device, do not take out paper of a package until the tray runs out of paper.

Note

- Carefully fan paper before loading it in a tray. Otherwise, the paper may stick together, resulting in paper jams, or multiple sheets being fed to the device simultaneously.

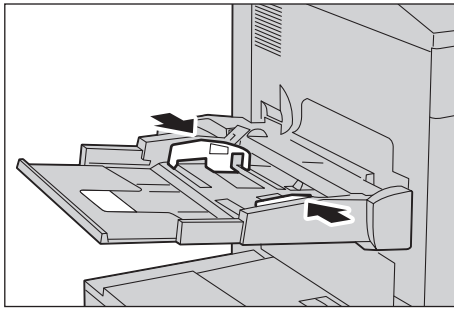
1 Open Tray 5 (Bypass).



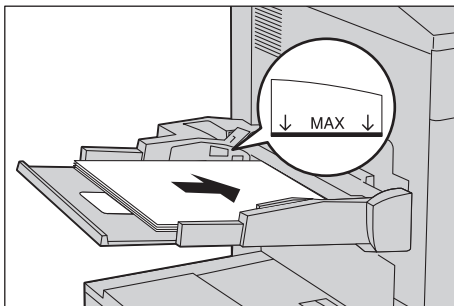
Note

- If necessary, pull out the extension tray. The extension tray can be extended in two stages. Pull out the extension tray gently.
- The extension tray is not installed in the High Capacity Feeder B1-S or High Capacity Feeder C1-DS. Proceed to step 2.

- 2** Hold the center of the paper guides and slide them to the desired paper size.



- 3** Load paper with the side to be copied or printed on facing up, inserting the paper until its edge lightly touches against the paper feed entrance.

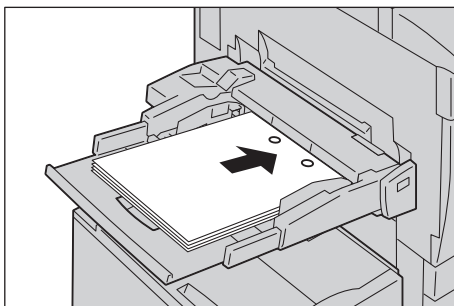


Important

- Do not load mixed paper types into the tray.
- Do not load paper above the maximum fill line. It may cause paper jams or device malfunction.
- Depending on the type of the heavyweight paper, paper may not be fed to the device or image quality may deteriorate.

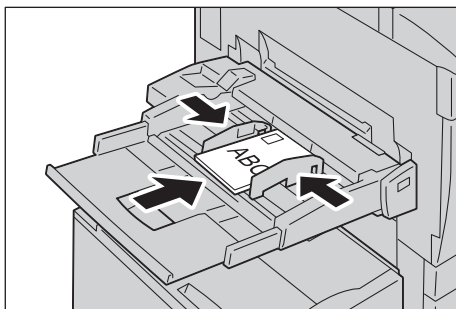
When using the following paper, load the paper as shown in the illustration.

■Punched paper

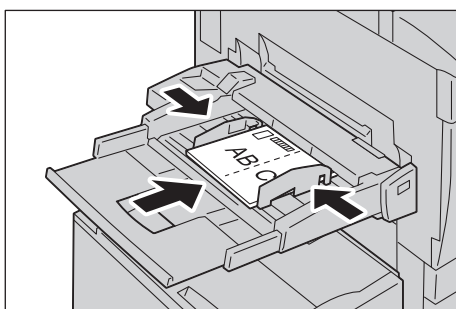


■ Postcards

- Postcard

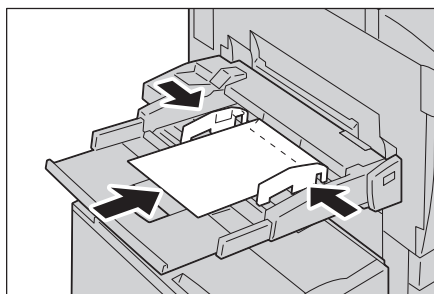
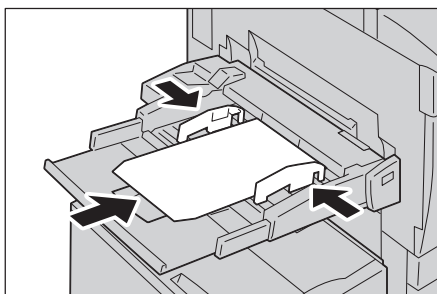


- Double postal card

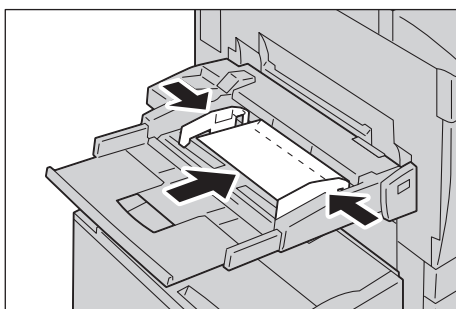


■ Envelopes

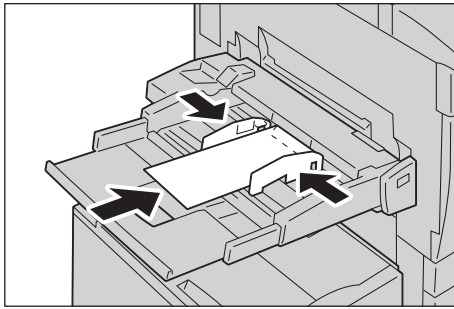
- End-opening envelope



- Side-opening envelope



- Adhesive-flap envelope



4 Instruct a copy or print job.

- When you load the paper in Tray 5 for copying, the [Tray 5] screen appears.

Loading Tab Paper in Tray 5

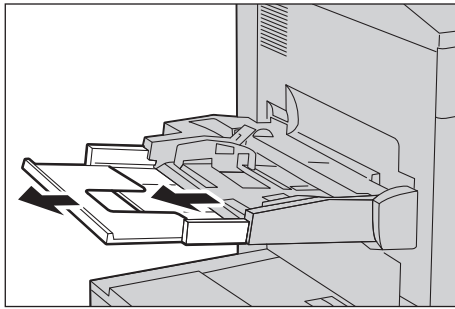
The following describes the procedure for loading tab paper in Tray 5 (Bypass).

Important

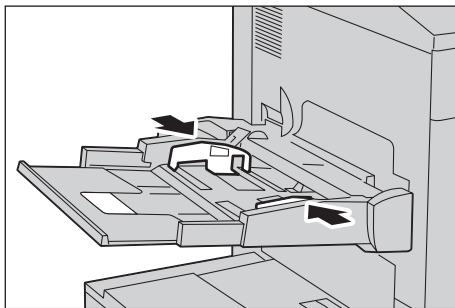
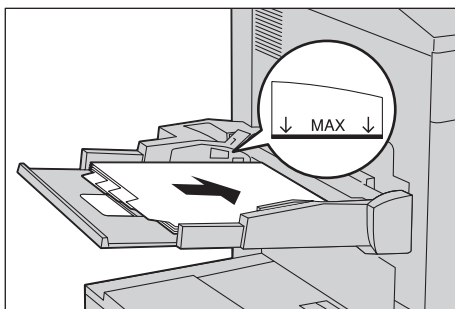
- Tab paper can be used only for Covers and Separators.

Note

- When adding paper to Tray 5 (Bypass), remove any paper remaining in the tray, and then load the removed paper with the new stack of paper.
- Before loading paper in a tray, fan the paper well. It prevents paper from sticking to each other and reduces paper jams.
- When a paper jam occurs, the device outputs unnecessary paper after you have cleared the paper jam, and resumes copying or printing. For example, you load 5-tab paper and set [Add Tab Stock] to five. If a paper jam occurs when copying the fourth page, the device will automatically output the fifth page and the first page to the third page of the next paper set after you have cleared the paper jam, and then the device resumes copying.
- When copying or printing on tab paper is interrupted, a confirmation screen will appear on the touch screen after the interrupt mode is exited. Load the tab paper according to the message.

1 Open Tray 5 (Bypass).**Note**

- If necessary, extend the extension flap. The extension flap can be extended in two stages. When pulling out the extension flap, do it gently.

2 Hold the center of the paper guides and slide them to the desired paper size.**3** Load the paper all the way into the tray from the bottom edge first, with the side to be copied or printed facing up and with the tab portion to the left.**Important**

- Do not load mixed paper types in the tray.
- Do not load paper exceeding the maximum fill line. It may cause paper jams or device malfunctions.

Loading Paper in Tray 6 (HCF (A4 1 Tray))

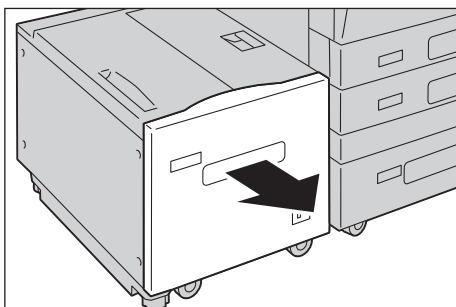
The following describes the procedure for loading paper into Tray 6 (HCF (A4 1 Tray)) (optional).

When the device runs out of paper during copying or printing, a message is displayed on the touch screen. Add paper according to the displayed instructions. Copying or printing is automatically resumed when paper is added.

Note

- Fan the paper well before loading paper in a tray. It prevents paper from sticking to each other and reduces paper jams.

- 1 Pull out Tray 6 until it stops.

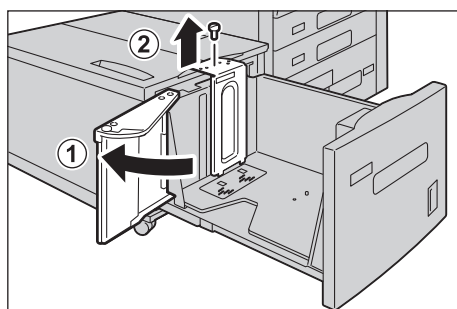


Important

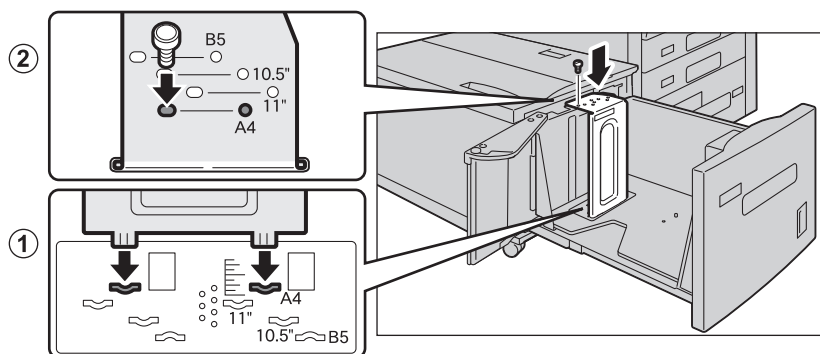
- While the device is processing a job, do not pull out the tray that the job uses.
- Do not add a new stack of paper on top of the remaining paper in the tray to prevent paper jams or any other troubles. First, remove the remaining paper from the tray, and then load the new stack of paper.

- 2 Remove any paper loaded in the tray.
- 3 When you want to change the paper size, adjust the positions of the guides.

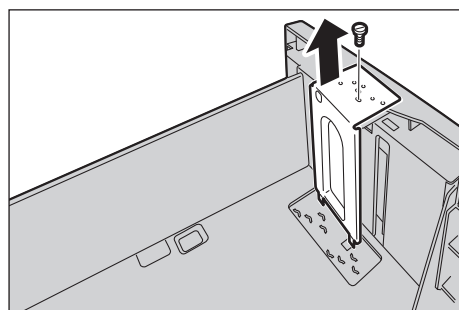
- 1) Open the end guide (1) and unscrew the screw (2). And then remove the guide from the tray.



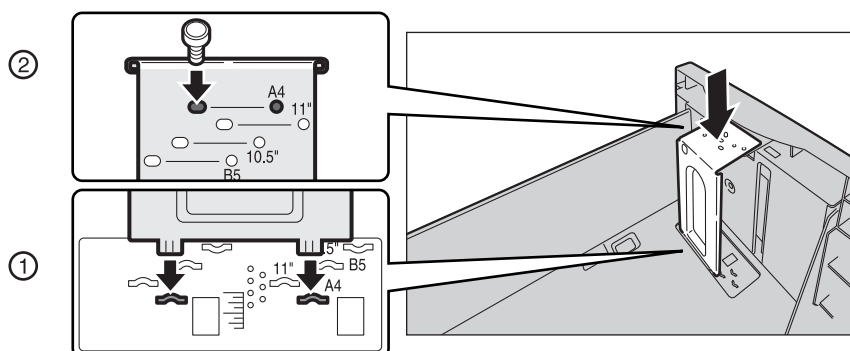
- 2) Insert the small protrusions at the bottom of the guide into the holes corresponding to the paper size (1). Insert the protrusion on the tray into a hole corresponding to the paper size on the top of the guide, and tighten up the screw (2).



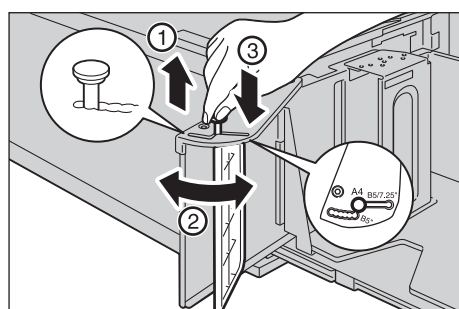
- 3) Unscrew the screw of the front guide and remove the guide from the tray.



- 4) Insert the small protrusions at the bottom of the guide into the holes corresponding to the paper size (1). Insert the protrusion on the tray into a hole corresponding to the paper size on the top of the guide, and tighten up the screw (2).



- 5) Pull up the lever of the end guide (1). Move the lever along the slot, and set it at the position corresponding to the paper size (2). And then press the lever down (3).



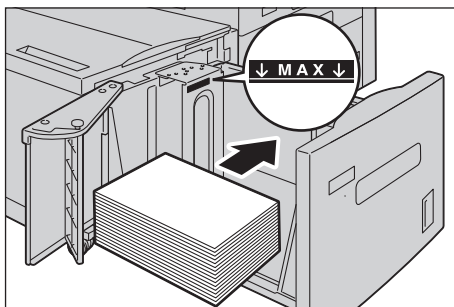
Important

- Adjust the end guide correctly to the size of the paper. If the end guide is not adjusted correctly, the device cannot feed the paper properly, resulting in paper jams.

Note

- The slot on the left of 8.5" is not used.

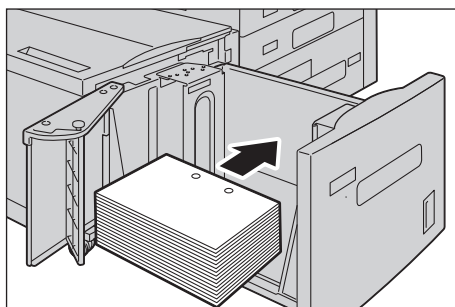
- 4** Load and align the edge of the paper against the right edge of the tray with the side to be copied or printed on facing down.

**Important**

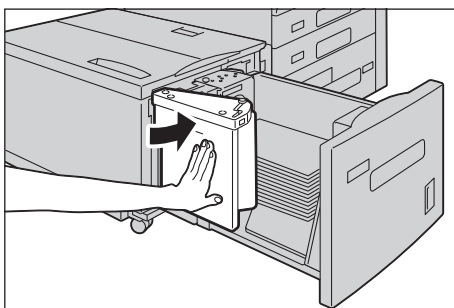
- Do not load paper above the maximum fill line ("MAX" in the figure). It may cause paper jams or device malfunction.

Note

- When using punched paper, load the punched paper as shown in the illustration.



- 5** Close the end guide securely.



- 6** Push the tray in gently until it stops.

Important

- When pushing the paper tray in, do it slowly. If the tray is pushed with too much force, it may cause device malfunction.

- 7 Specify the type of the paper loaded when you have changed the paper type.

Reference

- For more information on paper type settings, refer to "Changing the Paper Settings" (P.89).

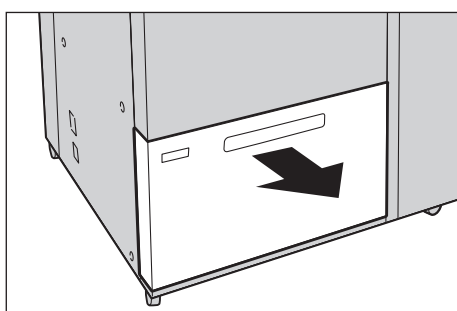
Loading Paper in Tray 6 (High Capacity Feeder B1-S)

The following describes the procedure for loading paper in Tray 6 (High Capacity Feeder B1-S (optional)).

Note

- Before loading paper in a tray, fan the paper well. It prevents paper from sticking to each other and reduces paper jams.
- When loading heavyweight paper, be sure to adjust the position of the weight switch buttons.

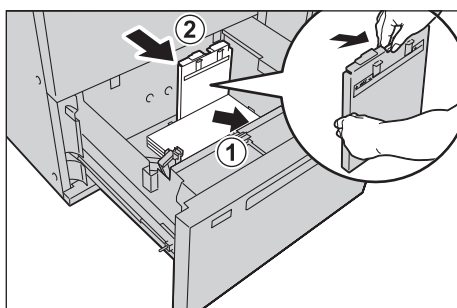
- 1 Pull out the tray towards you until it stops.



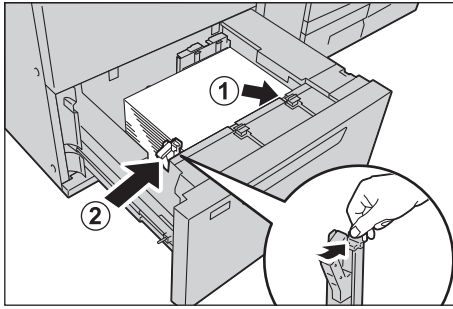
Important

- While the device is processing a job, do not pull out the tray.
- Do not add a new stack of paper on top of the remaining paper in the tray to prevent paper jams or any other troubles.

- 2 Remove any paper loaded in the tray.
- 3 With the side to be copied or printed on facing up, load approximately 100 to 500 sheets of paper in the tray and align the edges of the paper in the arrow direction (1). Hold the long-side paper guide and slide it to the desired paper size (2).



- 4** Likewise, load the remaining paper and align the edges of the paper in the arrow direction (1). Hold the short-side paper guide on the left side and slide it to the desired paper size (2).



Important

- Do not load paper exceeding the maximum fill line. It might cause paper jams or device malfunctions.
- If the number of sheets is 100 or less, the paper guides touch too tightly against the paper, causing the paper to deform and resulting in paper jams.
- Position the paper guides correctly to match the paper size. If the position of the guide is not correct, the paper may not be fed properly, causing paper jams.

- 5** Push the tray in gently until it stops.

Important

- When pushing the paper tray in, do it slowly. If the tray is pushed with too much force, it may cause device malfunction.

- 6** Specify the type of the paper loaded when you have changed the paper type.

Reference

- For more information on paper type settings, refer to "Changing the Paper Settings" (P.89).

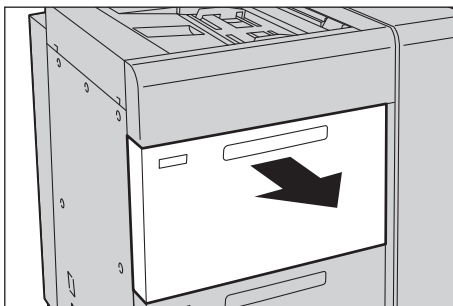
Loading Paper in Trays 6 and 7 (High Capacity Feeder C1-DS)

The following describes the procedure for loading paper in Trays 6 and 7 (High Capacity Feeder C1-DS (optional)).

Note

- Before loading paper in a tray, fan the paper well. It prevents paper from sticking to each other and reduces paper jams.
- When loading heavyweight paper, be sure to adjust the position of the weight switch buttons.

- 1** Pull out the tray towards you until it stops.



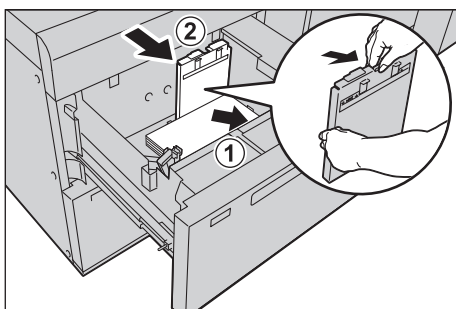
Important

- While the device is processing a job, do not pull out the tray.

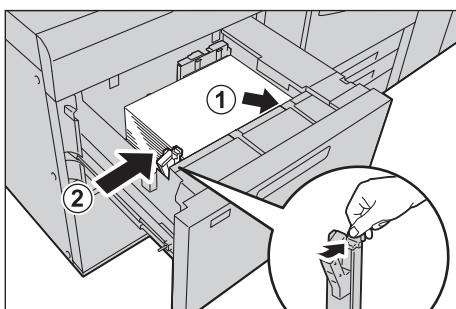
- Do not add a new stack of paper on top of the remaining paper in the tray to prevent paper jams or any other troubles.
- When you have pulled out the tray with the Postcard Kit attached, remove any paper remaining in the tray and then load the paper again.

2 Remove any paper loaded in the tray.

3 With the side to be copied or printed on facing up, load approximately 100 to 500 sheets of paper in the tray and align the edges of the paper in the arrow direction (1). Hold the long-side paper guide and slide it to the desired paper size (2).



4 Likewise, load the remaining paper and align the edges of the paper in the arrow direction (1). Hold the short-side paper guide on the left side and slide it to the desired paper size (2).



Important

- Do not load paper exceeding the maximum fill line. It might cause paper jams or device malfunctions.
- If the number of sheets is 100 or less, the paper guides touch too tightly against the paper, causing the paper to deform and resulting in paper jams.
- Position the guides correctly to match the paper size. If the position of the guide is not correct, the paper may not be fed properly, causing paper jams.

5 Push the tray in gently until it stops.

Important

- When pushing the paper tray in, do it slowly. If the tray is pushed with too much force, it may cause device malfunction.

6 Specify the type of the paper loaded when you have changed the paper type.

Reference

- For more information on paper type settings, refer to "Changing the Paper Settings" (P.89).

Loading Tab Paper in Tray 6 (High Capacity Feeder B1-S) or Trays 6 and 7 (High Capacity Feeder C1-DS)

The following describes the procedure for loading tab paper in Tray 6 (High Capacity Feeder B1-S (optional)) or Trays 6 and 7 (High Capacity Feeder C1-DS (optional)).

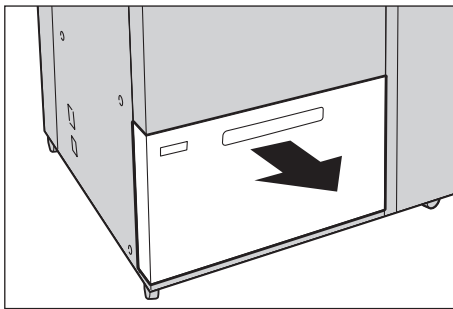
Important

- Tab paper can be used only for Covers and Separators.

Note

- Before loading paper in a tray, fan the paper well. Otherwise, paper jams may occur or multiple sheets may be fed into the device at a time.
- When loading heavyweight paper, be sure to adjust the position of the weight switch buttons.
- When a paper jam occurs, the device outputs unnecessary paper after you have cleared the paper jam, and resumes copying or printing. For example, you load 5-tab paper and set [Add Tab Stock] to five. If a paper jam occurs when copying the fourth page, the device will automatically output the fifth page and the first page to the third page of the next paper set after you have cleared the paper jam, and then the device resumes copying.
- When copying or printing on tab paper is interrupted, a confirmation screen will appear on the touch screen after the interrupt mode is exited. Load the tab paper according to the message.

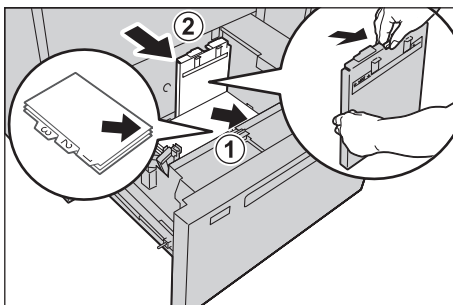
- 1 Pull out the tray towards you until it stops.



Important

- While the device is processing a job, do not pull out the tray.
- Do not add a new stack of paper on top of the remaining paper in the tray to prevent paper jams or any other troubles.

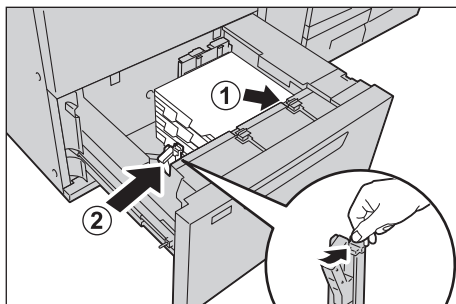
- 2 Remove any paper loaded in the tray.
- 3 With the side to be copied or printed on facing up, load approximately 100 to 500 sheets of paper in the tray and align the edges of the paper in the arrow direction (1). Hold the long-side paper guide and slide it to the desired paper size (2).



Important

- When you load tab paper, place the paper with its tab side to the left.

- 4 Likewise, load the remaining paper and align the edges of the paper in the arrow direction (1). Hold the short-side paper guide on the left side and slide it to the desired paper size of tab paper (2).

**Important**

- Do not load paper exceeding the maximum fill line. It might cause paper jams or device malfunctions.
- If the number of sheets is 100 or less, the paper guides touch too tightly against the paper, causing the paper to deform and resulting in paper jams.
- Position the guides correctly to match the paper size. If the position of the guide is not correct, the paper may not be fed properly, causing paper jams.

- 5 Push the tray in gently until it stops.

Loading Postcards in Tray 6 (High Capacity Feeder B1-S) or Trays 6 and 7 (High Capacity Feeder C1-DS)

The following describes the procedure for loading postcards in Tray 6 (High Capacity Feeder B1-S (optional)) or Trays 6 and 7 (High Capacity Feeder C1-DS (optional)).

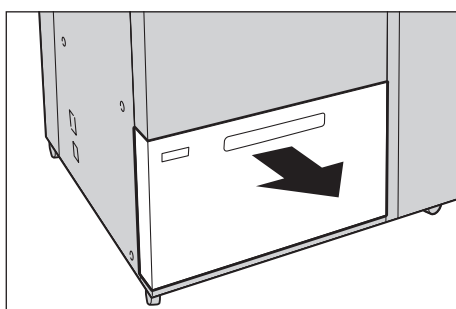
Note

- Before loading paper in a tray, fan the paper well. Otherwise, paper jams may occur or multiple sheets may be fed into the device at a time.

Reference

- For information on how to load a postcard in Tray 5 (Bypass), refer to "Loading Paper in Tray 5" (P.67).

- 1 Pull out the tray towards you until it stops.

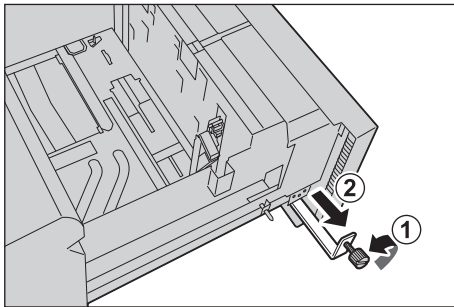
**Important**

- While the device is processing a job, do not pull out the tray.

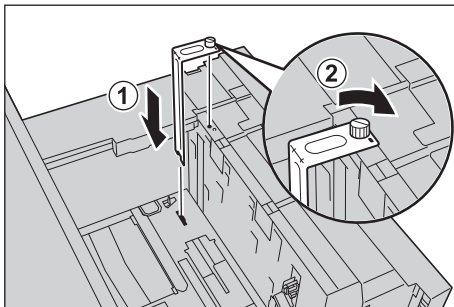
- Do not add a new stack of paper on top of the remaining paper in the tray to prevent paper jams or any other troubles.
- If you pull out the tray with the Post Card Kit installed, be sure to remove all the postcards from the tray, and reload them.

2 Remove any paper loaded in the tray.

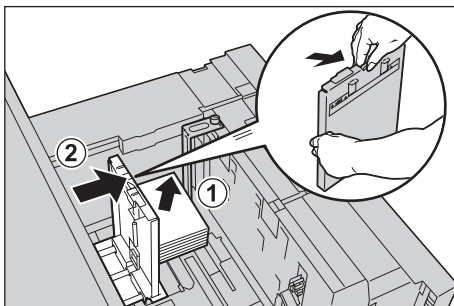
3 Loosen the screw of the Post Card Kit attached to the left side of the tray (1), and pull out the Post Card Kit in the arrow direction (2).



4 Insert the Post Card Kit into both the slot in the bottom right of the tray and the screw hole on the front side of the tray (1). Tighten the screw to secure the Post Card Kit to the tray (2).



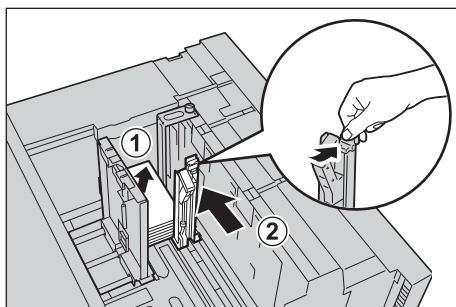
5 With the side to be copied or printed on facing up, load approximately 100 to 500 postcards in the tray and align the edges of the postcards in the arrow direction (1). Hold the long-side paper guide and slide it to the desired paper size (2).



Note

- The Post Card Kit supports only the postcards 100 x 148 mm and 4 x 6".

- 6** Likewise, load the remaining postcards and align the edges of the postcards in the arrow direction (1). Hold the short-side paper guide on the left side and slide it to the desired paper size (2).



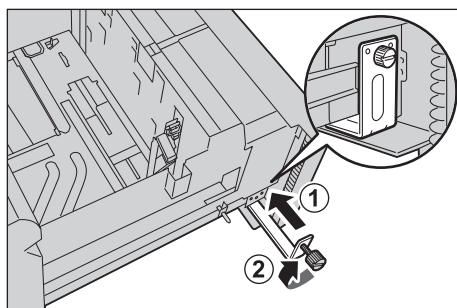
Important

- Do not load paper exceeding the maximum fill line. It might cause paper jams or device malfunctions.
- If the number of sheets is 100 or less, the paper guides touch too tightly against the paper, causing the paper to deform and resulting in paper jams.
- Position the paper guides correctly to match the paper size. If the position of the guide is not correct, the paper may not be fed properly, causing paper jams.

- 7** Push the tray in gently until it stops.

Note

- When removing the Post Card Kit from the tray, completely loosen the screw before removing the kit. Place the removed Post Card Kit back to its original location (1). Then, tighten the screw (2).



Loading Envelopes in Tray 6 (High Capacity Feeder B1-S) or Trays 6 and 7 (High Capacity Feeder C1-DS)

The following describes the procedure for loading envelopes in Tray 6 (High Capacity Feeder B1-S (optional)) or Trays 6 and 7 (High Capacity Feeder C1-DS (optional)).

The following sizes of envelopes can be loaded.

- Standard Size
 - No.3 standard envelopes □(120 x 235 mm)
 - No.2 standard envelopes □(240 x 332 mm)
 - C5 □(162 x 229 mm)
 - C4 □(229 x 324 mm)
- Non-Standard Size
 - Width (Y) 100 - 330 mm, length (X) 148 - 488 mm

Important

- The number of sheets that can be loaded varies depending on the type of the envelope. For more information, contact our Customer Support Center.

Note

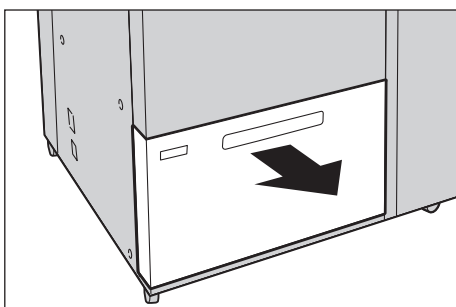
- Before loading paper in a tray, fan the paper well. Otherwise, paper jams may occur or multiple sheets may be fed into the device at a time.
- When loading heavyweight paper, be sure to adjust the position of the weight switch buttons.

Reference

- For information on how to load an envelope in Tray 5 (Bypass), refer to "Loading Paper in Tray 5" (P.67).

Loading No.2 standard envelope, C4, or the envelope of which width is 182 mm or more

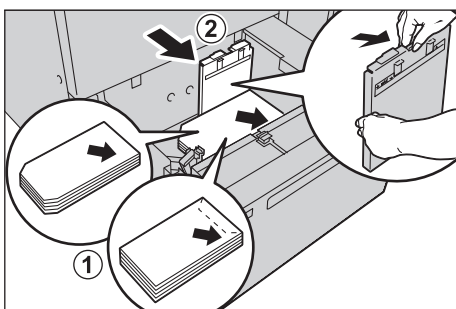
- 1 Pull out the tray towards you until it stops.



Important

- While the device is processing a job, do not pull out the tray.
- Do not add a new stack of paper on top of the remaining paper in the tray to prevent paper jams or any other troubles.

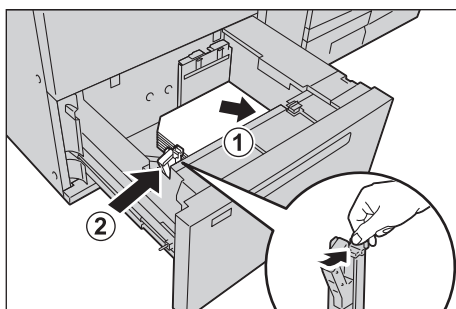
- 2 Remove any paper loaded in the tray.
- 3 With the side to be copied or printed on facing up, load approximately 10 to 30 envelopes in the tray and align the bottom edge (not the flap side) of the envelopes with the flap open or the top edge (the flap side) of the envelopes with the flap closed in the arrow direction (1). Hold the long-side paper guide and slide it to the desired paper size (2).



Note

- Fold the flaps when loading self-seal envelopes.

- 4** Likewise, load the remaining envelopes in the tray and align the envelopes in the arrow direction (1). Pinch the left short-side paper guide and slide it to the desired paper size (2).



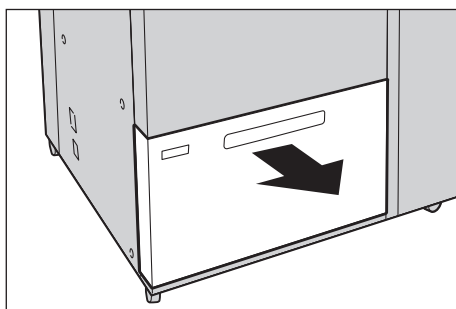
Important

- Do not load paper exceeding the maximum fill line. It might cause paper jams or device malfunctions.
- If the number of sheets is 10 or less, the paper guides touch too tightly against the paper, causing the paper to deform and resulting in paper jams.
- When loading envelopes, neatly align all edges. If the envelopes loaded are tipped, reduce the number of envelopes loaded.
- Position the paper guides correctly to match the paper size. If the position of the guide is not correct, the paper may not be fed properly, causing paper jams.

- 5** Push the tray in gently until it stops.

Loading No.3 standard envelope, C5, or the envelope of which width is less than 182 mm

- 1** Pull out the tray towards you until it stops.

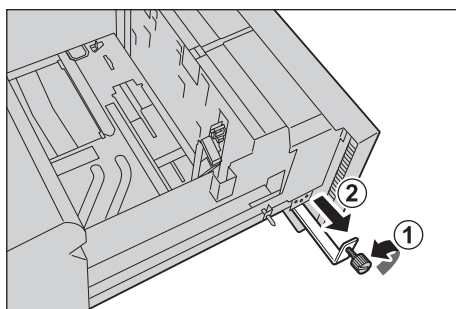


Important

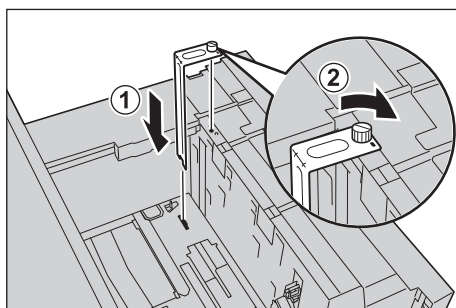
- While the device is processing a job, do not pull out the tray.
- Do not add a new stack of paper on top of the remaining paper in the tray to prevent paper jams or any other troubles.
- If you pull out the tray with the Post Card Kit installed, be sure to remove all the postcards from the tray, and reload them.

- 2** Remove any paper loaded in the tray.

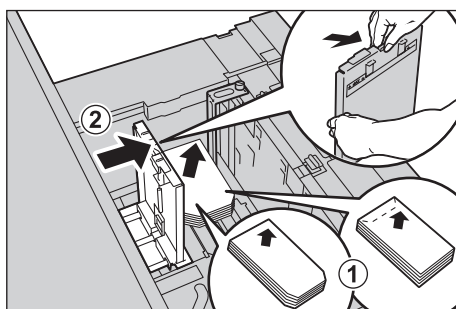
- 3** Loosen the screw of the Post Card Kit attached to the left side of the tray (1), and pull out the Post Card Kit in the arrow direction (2).



- 4** Insert the Post Card Kit into both the slot in the bottom right of the tray and the screw hole on the front side of the tray (1). Tighten the screw to secure the Post Card Kit to the tray (2).



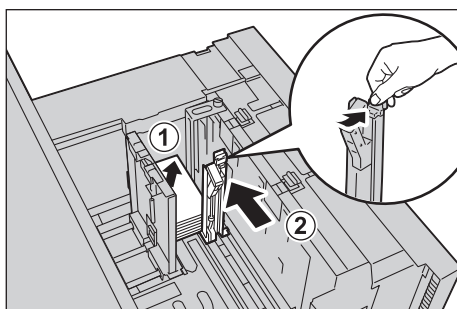
- 5** With the side to be copied or printed on facing up, load approximately 10 to 30 envelopes in the tray and align the bottom edge (not the flap side) of the envelopes or the top edge (the flap side) of the envelopes in the arrow direction (1). Hold the long-side paper guide and slide it to the desired paper size (2).



Note

- Fold the flaps when loading self-seal envelopes.

- 6** Likewise, load the remaining envelopes and align the envelopes in the arrow direction (1). Hold the short-side paper guide on the left side and slide it to the desired paper size (2).



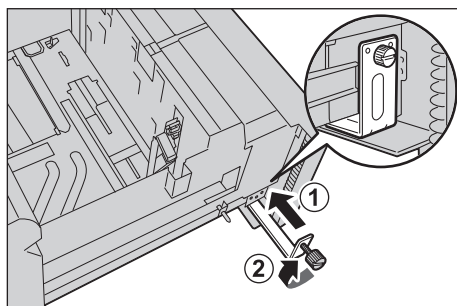
Important

- Do not load paper exceeding the maximum fill line. It might cause paper jams or device malfunctions.
- If the number of sheets is 10 or less, the paper guides touch too tightly against the paper, causing the paper to deform and resulting in paper jams.
- When loading envelopes, neatly align all edges. If the envelopes loaded are tipped, reduce the number of envelopes loaded.
- Position the paper guides correctly to match the paper size. If the position of the guide is not correct, the paper may not be fed properly, causing paper jams.

- 7** Push the tray in gently until it stops.

Note

- When removing the Post Card Kit from the tray, completely loosen the screw before removing the kit. Place the removed Post Card Kit back to its original location (1). Then, tighten the screw (2).



Loading Paper in Tray T1 (Inserter)

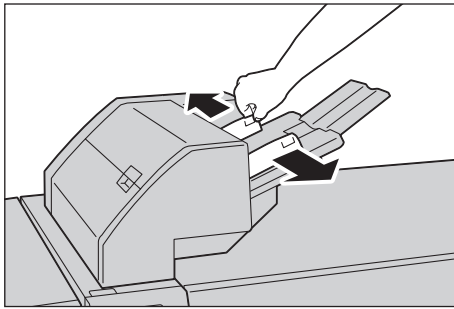
The following describes the procedure for loading paper in Tray T1 (Inserter).

Tray T1 (Inserter) allows you to load paper (blank, copied paper, etc.), which will only be used as separators and covers, so that the device does not output on the paper loaded in this tray.

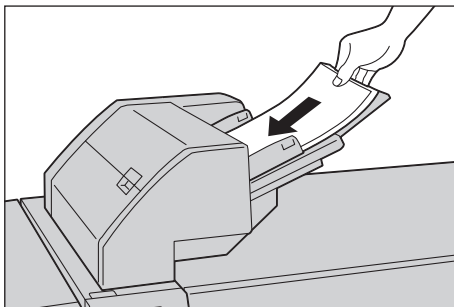
Note

- When adding paper to Tray T1 (Inserter), remove any paper remaining in the tray, add it to the stack of paper to be added, and then load all of the paper into Tray T1 (Inserter) at once.
- Saddle Stitch / Bi-fold can be performed only when using paper of the same size as body pages (paper sheets delivered from the printer unit).

- 1 Hold the center of the paper guides and slide them to the desired paper size.



- 2 Load the paper, neatly aligning all edges.



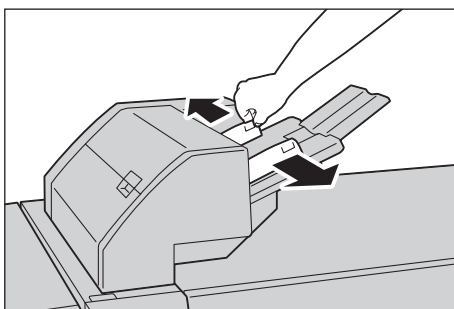
Important

- Do not load paper exceeding the maximum fill line. It might cause paper jams or device malfunctions.

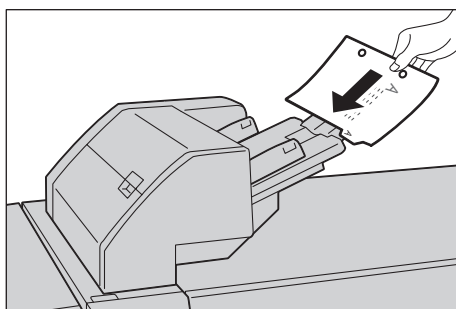
Loading Tab Paper in Tray T1 (Inserter)

The following describes the procedure for loading tab paper in Tray T1 (Inserter).

- 1 Hold the center of the paper guides and slide them to the desired paper size.



- 2 If the paper is already printed on, load the paper with the printed side facing up and with the tab side to be fed first.



Important

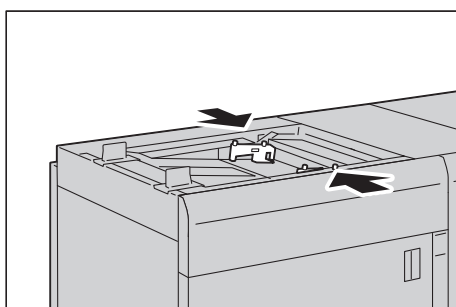
- Do not load paper exceeding the maximum fill line. It might cause paper jams or device malfunctions.

Loading Long Paper in Tray 5

The following describes the procedure for loading long paper in Tray 5 (Bypass).

An optional component is required to use this service. For more information, contact our Customer Support Center.

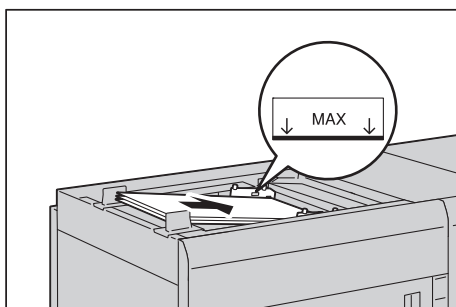
- 1 Hold the center of the front edge guides and slide them to the desired paper size.



Important

- If the distance between the guides is too long or short relative to the paper, paper jams may occur.

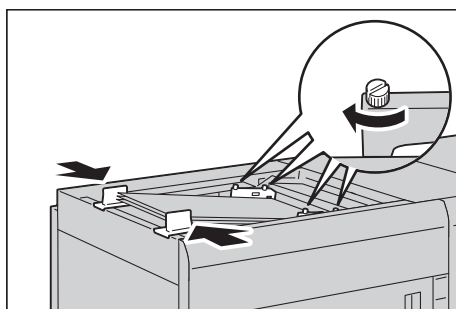
- 2 Fan the paper well and insert it along the front edge guide all the way until it touches the back, with the printed side facing up.



Important

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

- 3** Fasten the screws (4) of the front edge guide, and then finetune the rear edge guide to match the paper size.



Note

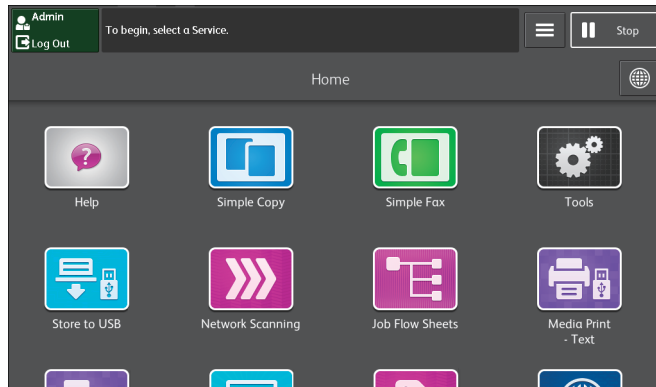
- The rear edge guide is removable. Also, it can be used irrespective of the top and bottom orientation. Install it in the direction such that the metal surface touches paper.

Changing the Paper Settings

This section describes how to change the paper type for trays and how to set image quality processing by the individual paper type.

After loading paper in a tray, specify the type of paper loaded and select image quality for the paper type. Setting image quality for each paper type enables you to print with the most suitable image quality for the paper type.

1 Display the [Tools] screen.



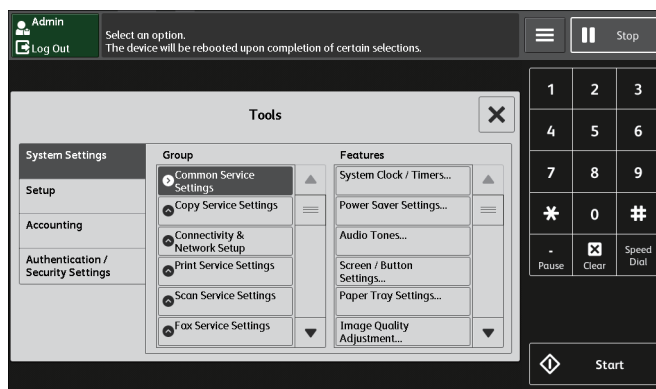
Note

- WSD stands for Web Services on Devices.

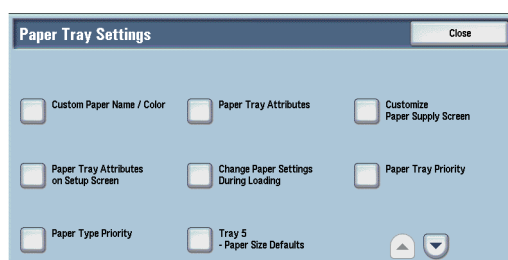
Reference

- For more information, refer to "System Settings Procedure" (P.120).

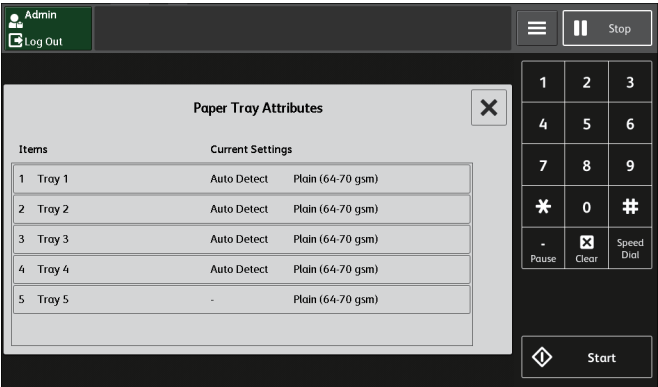
2 Select [System Settings] > [Common Service Settings] > [Paper Tray Settings].



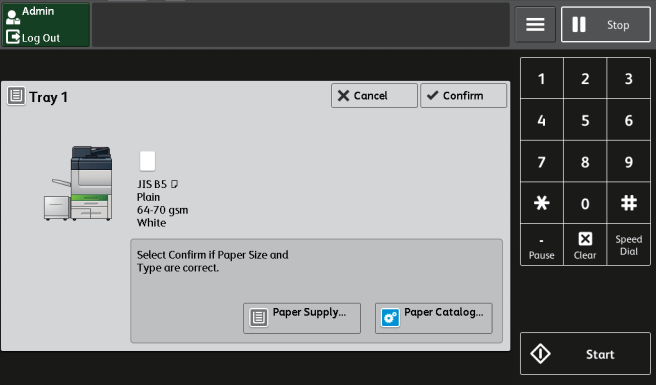
3 Select [Paper Tray Attributes].



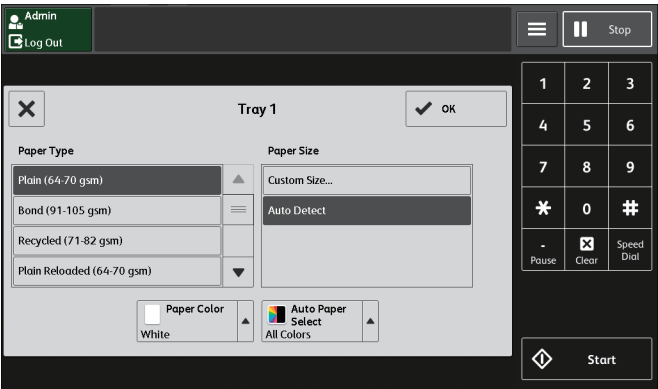
4 Select a paper tray for changing the paper type setting under [Items].



5 Select [Paper Supply].



6 Select [Paper Type], [Paper Size], [Paper Color], and [Auto Paper Select] respectively.

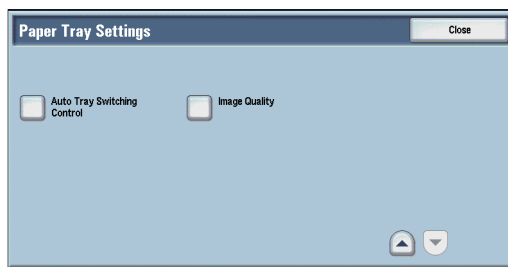


Note

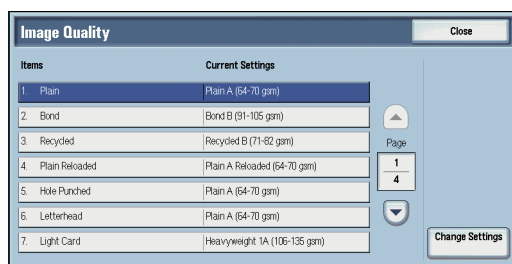
- The paper weight displayed in [Paper Type] varies depending on the settings in [Image Quality]. For more information, refer to step 9.

7 Select [OK] or [X] repeatedly until the [Paper Tray Settings] screen is displayed.

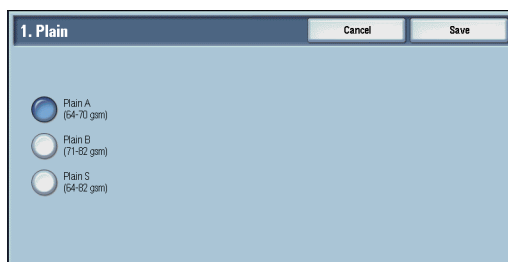
8 Select [Image Quality].



9 Select the paper type for changing the image quality settings under [Items], and then select [Change Settings].



10 Select the image quality, and then select [Save].



11 Select [Close] repeatedly until the [Tools] screen is displayed.

12 Select [X].

4

Original Documents

Loading Documents

The following methods are available to load documents:

- Document Feeder
 - Single sheet
 - Multiple sheets
- Document Glass
 - Single sheet
 - Bound documents, such as books

Important

- Precautions for scanning from a computer

When you are away from the device to operate a computer with the documents left on the device, other users may operate the device and there is a risk of document loss and information leakage. Use a computer which is as close to the device as possible. When the scan process is complete, check that you have all pages of the documents.

Note

- For the Copy service, the maximum number of pages that the device can scan is 999 pages per job. If the number of pages scanned by the device exceeds the maximum, follow the instructions of the message displayed on the screen to print the already-scanned data or cancel the job.

Document Feeder

The document feeder supports single and multiple sheet documents with sizes from 125 x 85 mm (Standard size: A5, A5[□]) to 297 x 432 mm (Standard size: A3, 11 x 17").

The document feeder automatically detects standard size documents.

For the Fax service, the sizes on the left are detected as the sizes shown on the right as follows.

Original Document Size	Document Size Detected by the Document Feeder
8-inch width document	B5 width document
10-inch width document	B4 width document

Note

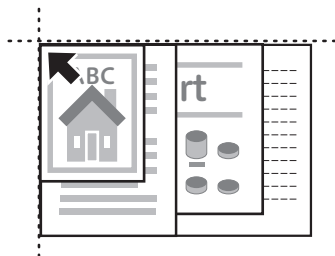
- When Duplex Automatic Document Feeder C2-PC is installed, the minimum supported size for the original document is 84 x 139.7 mm (Standard size: A6).
- For the Fax service, the maximum supported size for the original document is 297 x 600 mm (long).
- The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode.

The document feeder accepts the following number of sheets.

Document Type (Weight)	Number of Sheets
Lightweight paper (38 - 49 gsm)	250 sheets
Plain paper (50 - 80 gsm)	250 sheets
Heavyweight paper (81 - 128 gsm)	150 sheets
Heavyweight paper (129 - 200 gsm)	100 sheets

Important

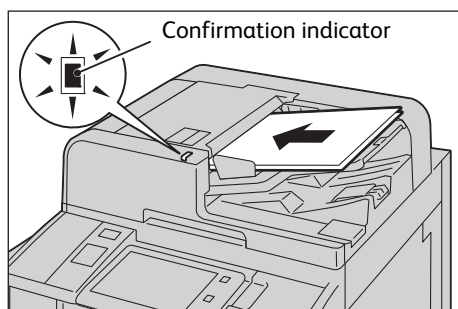
- To avoid paper jams, use the document glass for folded or wrinkled documents, cut-and-pasted documents, curled paper, or back carbon paper.
- 2-sided scanning of lightweight paper (38 - 49 gsm) is not supported.
- Set the original documents at the upper-left corner so that the document size will be detected correctly.



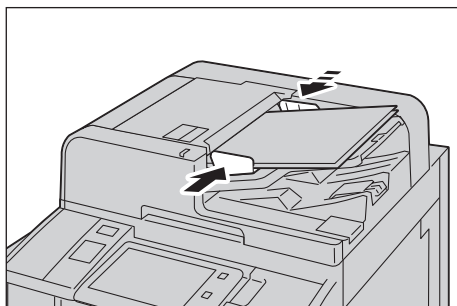
- 1** Remove any paper clips and staples before loading a document.
- 2** Load the document face up (when the document is 2-sided, place the front side up) in the center of the document feeder.

Note

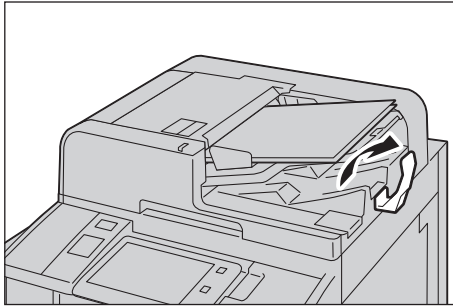
- The Confirmation indicator lights up when the document is loaded correctly. If the indicator does not light, the device may be detecting the document on the document glass. Load the document again.



- 3** Adjust the document guides to match the size of the document loaded.



4 Raise the document stopper.



Document Glass

The document glass supports a single sheet, a book, or other similar documents with sizes from 15 x 15 mm to 297 x 432 mm (Standard size: A3, 11 x 17").

The document glass automatically detects standard size documents.

Important

- Always close the document cover after using the document glass.

Note

- The standard document sizes that can be detected automatically depend on [Paper Size Settings] in the System Administration mode.

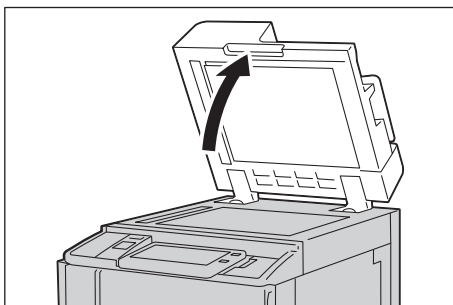
CAUTION

Do not apply excessive force to hold thick document on the document glass. It may break the glass and cause injuries.

1 Open the document cover.

Important

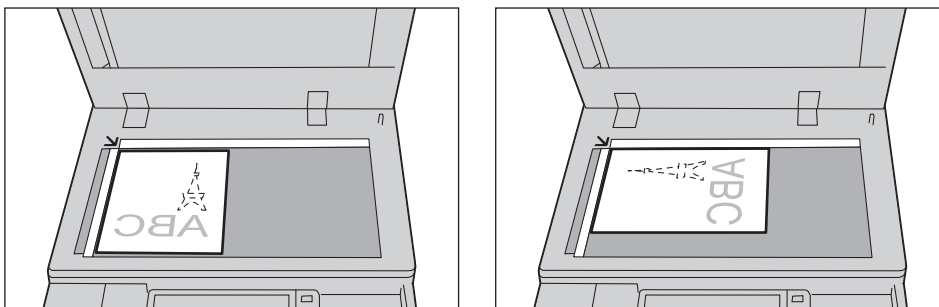
- Make sure that the touch screen is active, and then load a document. Otherwise, the device may not properly detect the document size.



- 2** Load the document face down, and align it against the top left corner of the document glass.

Note

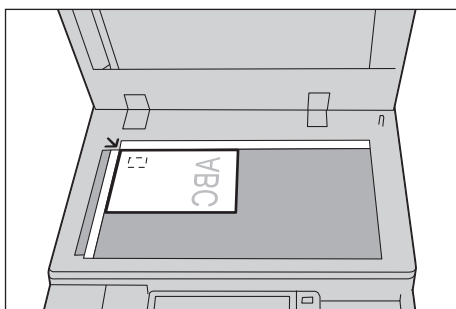
- When you load a A5, B5 or A4 document on the document glass in portrait orientation for the Fax service, the scanned image is transmitted with 180 degrees rotated.



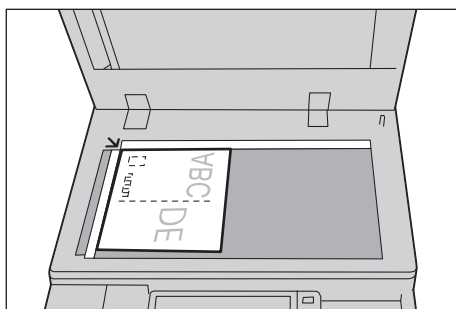
For postcards or envelopes, load the original document as shown in the illustration.

■ Postcards

- Postcard



- Double postal card

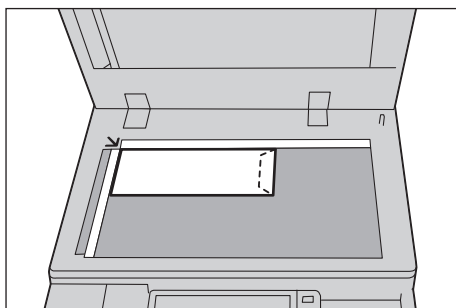


Important

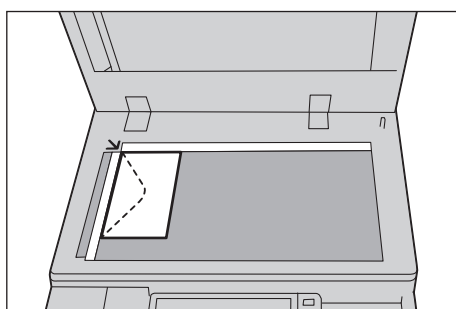
- When you place the top edge of the document against the top side of the document glass, the document image needs to be rotated so that the orientation of the image matches that of the paper.

■ Envelopes

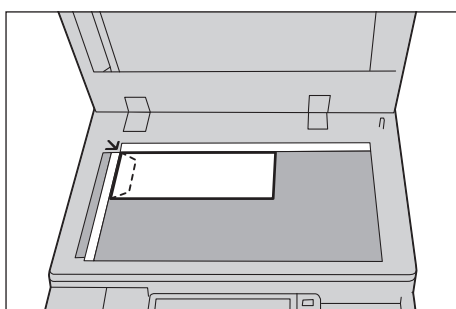
- End-opening envelope



- Side-opening envelope



- Adhesive-flap envelope



3 Close the document cover.

Note

- When a standard size document is loaded on the document glass, the size of the document is displayed in the message field.

5

Basic Operations

Copying Procedure

This section describes the basic copy procedures.

Step 1 Loading Documents

Reference

- For more information on how to load documents, refer to "Original Documents" (P.93).

Step 2 Selecting Features

The following two services are available to copy documents.

■ Simple Copy

Allows you to only select basic features to copy documents.

■ Copy

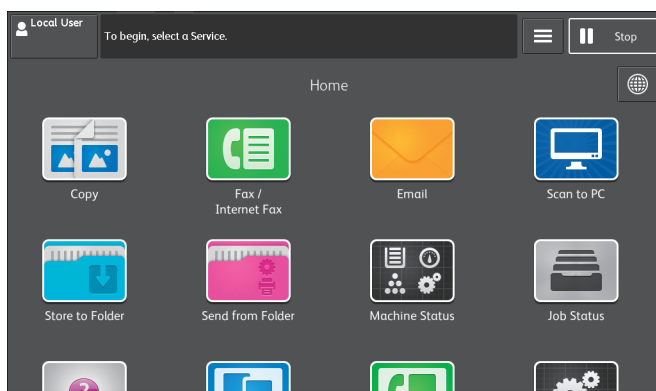
Allows you to make detailed settings to copy documents.

The following describes how to select features on the [Copy] screen.

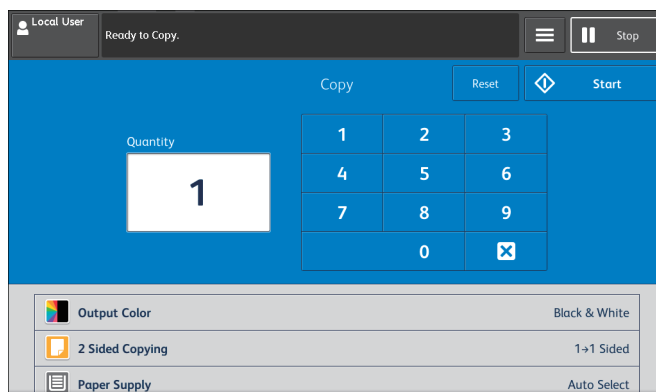
The features displayed on the screen depend on the configuration of your device.

- When the Authentication or Accounting feature is enabled, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.

- 1 Press the Home button.
- 2 Select [Copy].



- 3 If the previous settings still remain, select [Reset].



- 4 Configure each feature as necessary.

Step 3 Entering a Quantity

You can enter up to 9999 sets.

Step 4 Starting the Copy Job

The following describes how to start a copy job.

- 1 Select [Start].

Important

- If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.

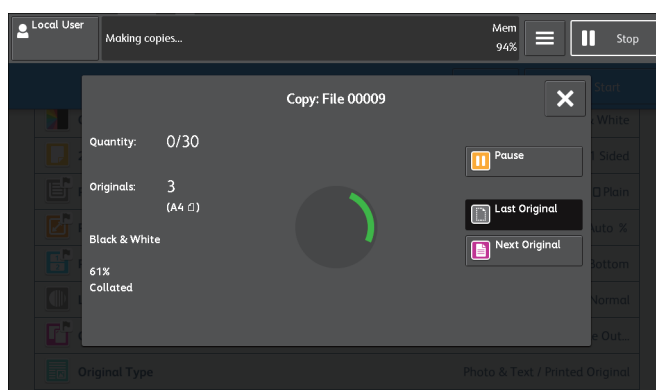
Note

- If a problem occurs, an error message appears on the touch screen. Follow the instructions of the message to solve the problem.
- You can set the next job during copying.

■If you have more documents

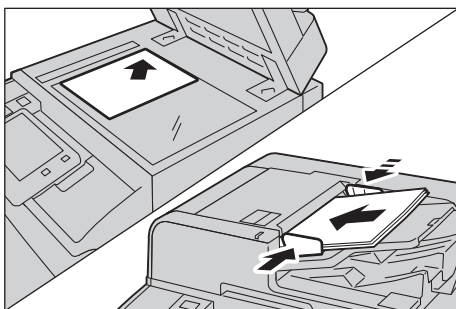
If you have more documents to copy, select [Next Original] on the touch screen while the current document is being scanned. This allows you to scan the documents as a single set of data.

- 2 Select [Next Original] while scanning is in progress.

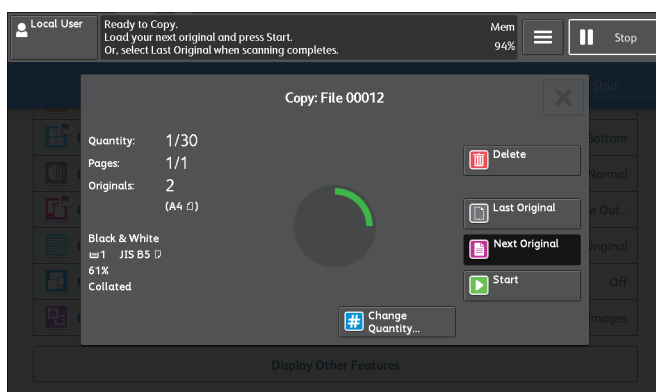


Note

- When using the document feeder, load the next document after the device has finished scanning the first document.
- When [Next Original] is displayed on the screen and no operation is performed for a certain period of time, the device automatically assumes that there are no more documents.
- You can change the number of copies by selecting [Change Quantity] that is displayed after selecting [Pause].

3 Load the next document.**4** Select [Start].

If you have more documents, repeat steps 3 and 4.

5 When all documents have been scanned, select [Last Original].**Step 5 Confirming the Copy Job in Job Status**

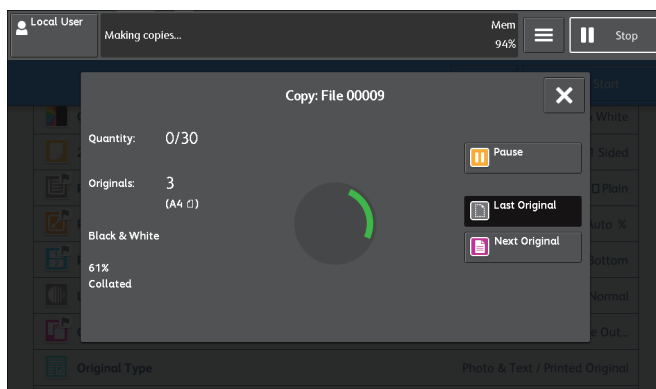
If copies are not output after you start the copy job, the job may be in pending status. You can confirm the job status on the [Job Status] screen.

- 1** Select [Job Status] on the Home screen.
- 2** Confirm the job status.

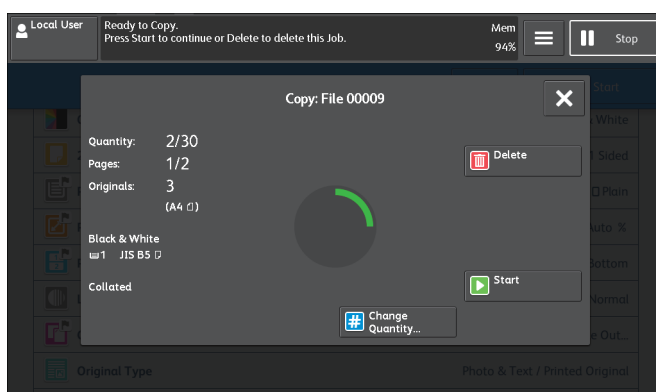
Stopping the Copy Job

To cancel a copy job in progress, use the following procedure.

- 1 Select [Pause].

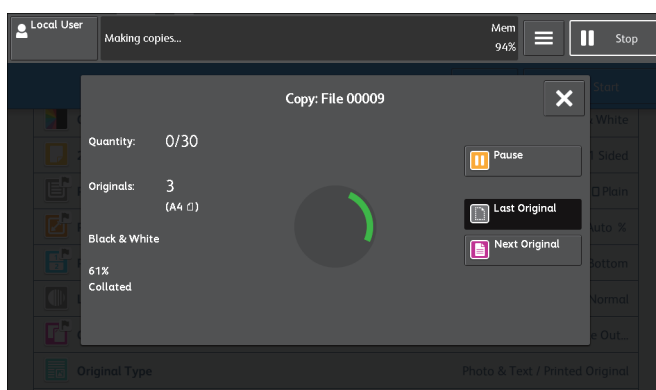


- 2 Select [Delete].

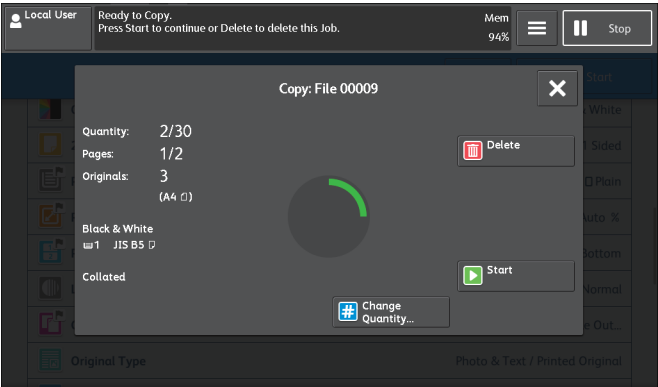


■ If [Pause] or [Delete] does not appear on the screen:

- 1 Select [Job Status] on the Home screen.
- 2 Select the job to cancel.
- 3 Select [Pause].



4 Select [Delete].



Fax Procedure

This section describes the basic fax procedures.

Step 1 Loading Documents

Reference

- For more information on how to load documents, refer to "Original Documents" (P.93).

Step 2 Selecting Fax Service

The following two services are available to send faxes.

■ Simple Fax

Allows you to only select basic features to send faxes.

■ Fax/Internet Fax

Allows you to make detailed settings to send faxes.

Note

- The features to be displayed on the screen depend on your device configuration.
- When the Authentication or Accounting feature is enabled, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.

Step 3 Specifying Destinations

Three methods are available to specify recipients: by phone number, by address number, and by group dial number. The following shows input methods supported by each method.

	Keypad or Keyboard	One-Touch buttons	Address Book
Phone Number	O	X	X
Address Number (Speed Dialing)	4 digits (0001 to 2000)	2 digits (1 to 70) or (1 to 60)*	From the list tab and index
	3 digits + * (nnn0 to nnn9) 2 digits + * (nn00 to nn99)		
Group Dial Number	# + 2 digits	X	O

O : Available

X : Not available

* : There are two ways in which address numbers and stored programs are assigned to the one-touch buttons. Select either of the following:

[Type 1]

The buttons 1 to 70 are used for address numbers and they correspond to the registered address numbers 0001 to 0070, while the buttons M01 and M02 are used for stored programs and they correspond to the registered stored programs 1 and 2.

[Type 2]

The buttons 1 to 60 are used for address numbers and they correspond to the registered address numbers 0001 to 0060, while the buttons 61 to 70, M01, and M02 are used for stored programs and they correspond to the registered stored programs 1 to 12.

* : By default, [Type 1] is selected.

You can specify multiple recipients (Broadcast Send) using the above methods. You can also use a combination of the methods.

If the same recipient was specified for several pending documents, you can send the documents with a single phone call. This feature is called Batch Send. Note that you cannot use Batch Send with Broadcast Send, Relay Broadcast, Remote Folder, and Delay Start when prior to the specified time. When using a redial, resend, or delayed start send transmission job, or authentication feature, to send to the same address from different users, then Batch Send is not possible.

Important

- Confirm recipients before sending a fax.

The following describes how to enter a phone number with the numeric keypad as an example.

- 1 Select [Keypad...] on the [Add] screen.
- 2 Enter a fax number using the numeric keypad.
- 3 To specify multiple recipients, select [+ Add].

Note

- If you have entered an incorrect value, select [X] and enter the correct value.
- Depending on the settings, a screen to re-enter the recipient may be displayed after you specify the recipient and then select [+ Add]. In such case, re-enter the recipient.
- You can combine the fax numbers registered in the one-touch buttons, speed dial, and the Address Book respectively and the numbers entered using the numeric keypad to specify as one recipient. This is called Chain Dial. Select [+ Add] when you finish combining. You can set whether the chain dial is used or not in the System Administration mode.

- 4 Select [Enter].

Step 4 Selecting Features

Configure each feature as necessary.

Step 5 Starting the Fax Job

The following describes how to start a fax job.

- 1 Select [Start].

Important

- If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.
- Fax cannot be sent if a copy protection code is detected.
- Check the recipient information before sending the fax.

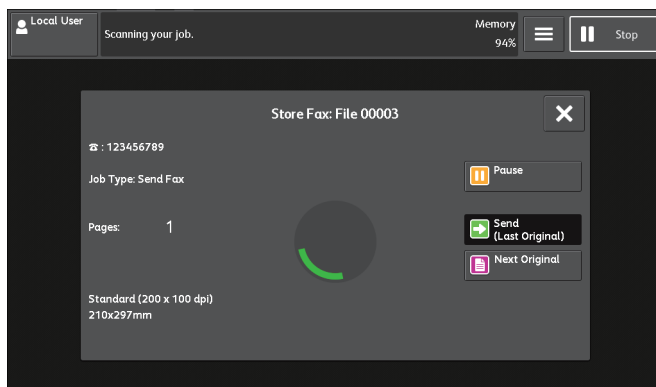
Note

- Depending on the settings, the screen to re-enter the recipient may be displayed after selecting [Start]. In this case, re-enter the recipient.
- If a problem occurs, an error message appears on the touch screen. Solve the problem according to the message.

■If you have more documents

If you have more documents to fax, select [Next Original] on the touch screen while the current document is being scanned. This allows you to send the documents as one set of data.

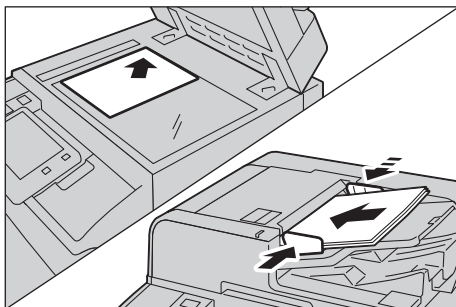
- 2 While documents are being scanned, select [Next Original].



Note

- When using the document feeder, load the next document after the device has finished scanning the first document.
- You can change the scan settings of the next document by selecting [Resolution], [Original Size], and [Lighten/Darken] that are displayed after selecting [Next Original].
- When this screen or the preview screen is displayed and the time of [Auto Clear] lapsed without any operation, you can set whether or not to continue the job.

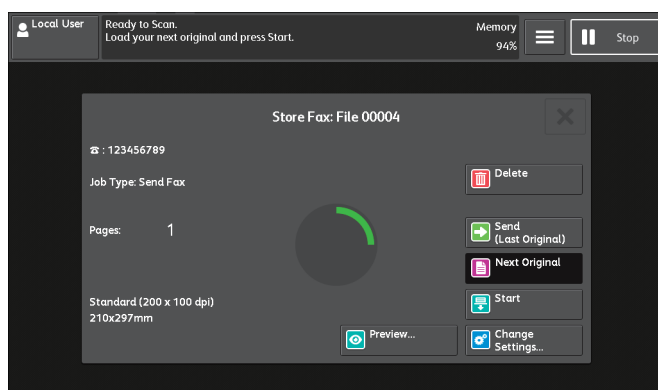
- 3 Load the next document.



- 4 Select [Start].

If you have more documents, repeat steps 3 and 4.

- 5** When all documents have been scanned, select [Send (Last Original)].



Step 6 Confirming the Fax Job in Job Status

You can confirm the status of fax jobs on the [Job Status] screen.

- 1** Select [Job Status] on the Home screen.
- 2** Confirm the job status.

Note

- You can select a status and type of the job to be displayed.

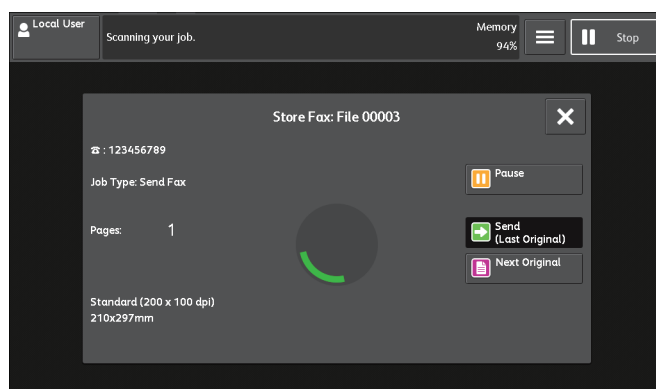
If undelivered faxes exist

You can confirm undelivered faxes on the [Job Status] screen or in an Activity Report.

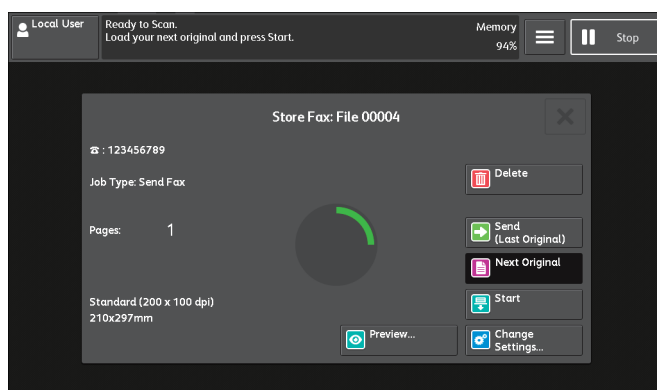
Stopping the Fax Job

To cancel scanning a fax document, use the following procedure.

- 1** Select [Pause].

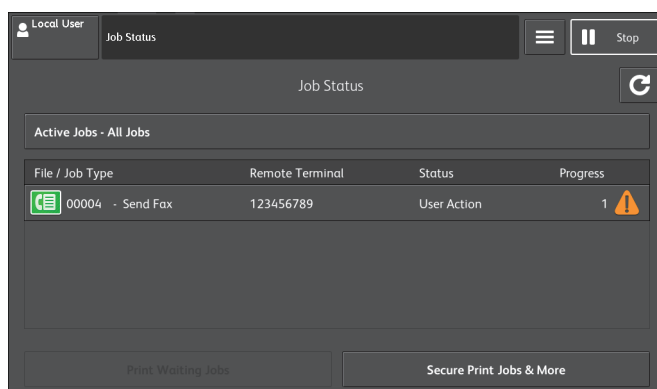


2 Select [Delete].

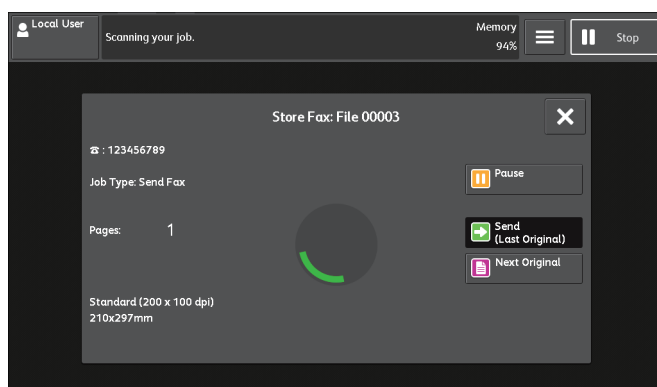


■If [Pause] or [Delete] does not appear on the screen:

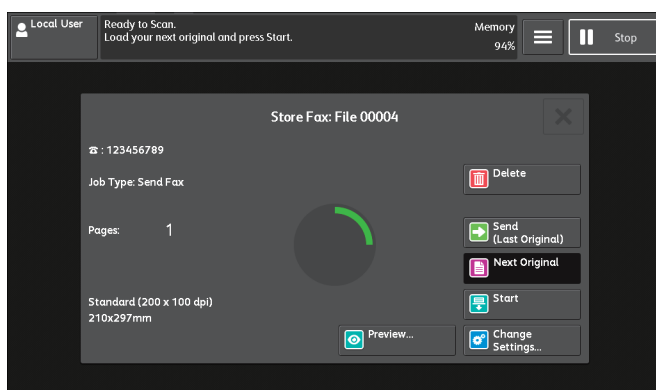
- 1 Select [Job Status] on the Home screen.
- 2 Select the job to cancel.



3 Select [Pause].



4 Select [Delete].



Scanning Procedure

This section describes the basic scanning procedure.

Step 1 Loading Documents

Reference

- For more information on how to load documents, refer to "Original Documents" (P.93).

Step 2 Selecting the Features

On the Home screen, you can select the following Scan services. You can select features for each service.

Note

- The features to be displayed on the screen depend on the configuration of your device.
- When the Accounting feature is enabled, a user ID and passcode may be required. Ask your system administrator for the user ID and passcode.

Reference

- Our free software ScanAuto allows you to use the Email or Store to Folder feature without detailed settings. For more information, refer to our official web site.

■ Email

Scans a document and sends the scanned data as an e-mail attachment after converting the data to TIFF, JPEG, PDF, DocuWorks, or XML Paper Specification (XPS).

■ Store to Folder

Scans a document and saves the scanned data in a folder on the device.

Reference

- You need to create a folder in advance. For information on how to create a folder, refer to "Create Folder" (P.119).

■ Scan to PC

Scans a document and sends the scanned data to a network computer via the FTP or SMB protocol.

When Scan to My Folder is enabled and the Remote Access feature is available, the scanned data can be transferred to a different destination according to an authenticated user.

■ Store to USB

Scans a document and saves the scanned data to a USB memory device.

■ Store & Send Link

Scans a document and temporarily saves the scanned data on the device. The user is notified by e-mail of the URL to the location where the scanned data is stored. Then, the user can access the URL to retrieve the scanned data.

■ Store to WSD

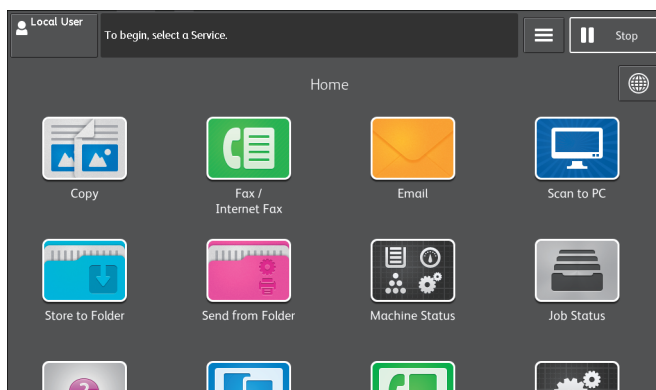
You can scan documents set on the device and save the scanned data by operating your computer. Also, you can save the scanned data to a computer on the network.

Note

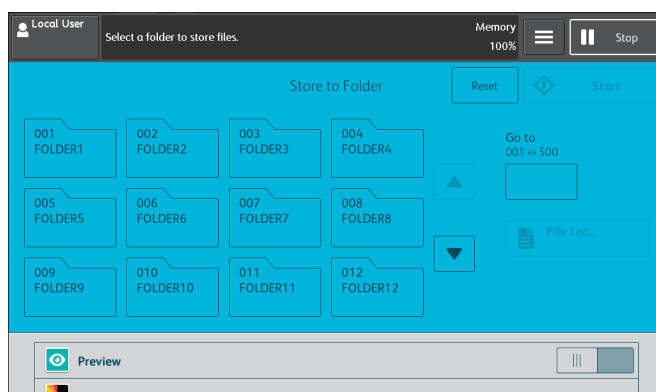
- WSD stands for Web Services on Devices.

The following describes how to store scanned data into a folder as an example.

- 1 Press the Home button.
- 2 Select [Store to Folder].



- 3 If the previous settings still remain, select [Reset].



- 4 Specify a folder to save the data in.
- 5 Configure each feature as necessary.

Step 3 Starting the Scan Job

The following describes how to start a scan job.

- 1 Select [Start].

Important

- If the document has been loaded in the document feeder, do not hold down the document while it is being conveyed.
- If a copy protection code is detected, the device will not scan the document.

Note

- If a problem occurs, an error message appears on the touch screen. Solve the problem according to the message.
- You can set the next job during scanning.

■ If you have more documents

If you have more documents to scan, select [Next Original] on the touch screen while the current document is being scanned. This allows you to scan the documents as a single set of data.

Up to 999 pages can be stored.

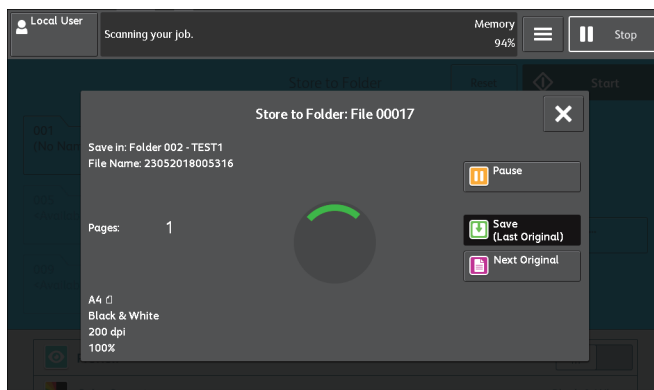
Note

- If the number of pages scanned by the device exceeds the maximum, the device stops scanning. Follow the message displayed on the screen, and either abort the operation or save the already-scanned data as a single set of data.

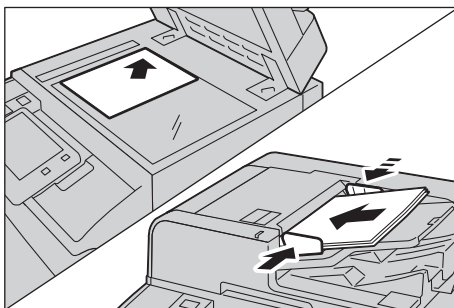
2 While documents are being scanned, select [Next Original].

Note

- When using the document feeder, load the next document after the device has finished scanning the first document.
- When [Next Original] is displayed on the screen and no operation is performed for a certain period of time, the device automatically assumes that there are no more documents.
- You can change the scan settings of the next document by selecting [Change Settings] that is displayed after selecting [Next Original].



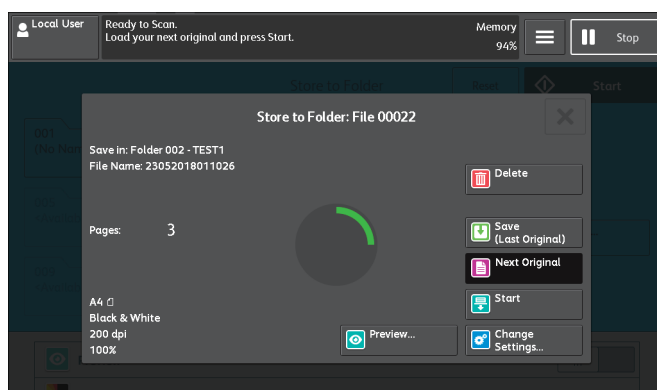
3 Load the next document.



4 Select [Start].

If you have more documents, repeat steps 3 and 4.

- 5 When all documents have been scanned, select [Save (Last Original)].



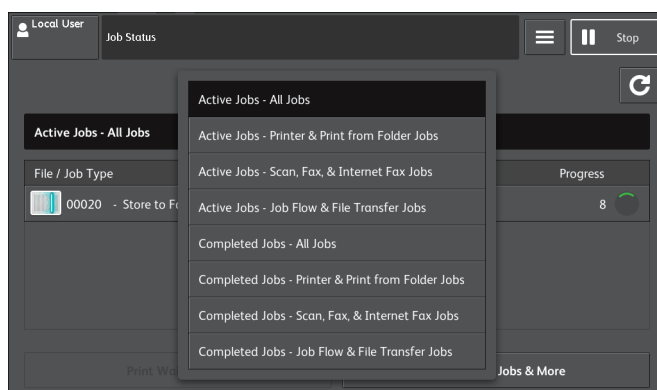
Step 4 Confirming the Scan Job in Job Status

You can confirm the status of scan jobs on the [Job Status] screen.

- 1 Select [Job Status] on the Home screen.
- 2 Confirm the job status.

Note

- You can select a status and type of the job to be displayed.



Step 5 Saving the Scanned Data

When you used the Store to Folder service, you can use the following methods to import the file stored in a folder of the device to your computer:

■ Import using an application

Use Network Scanner Driver.

■ Import using DocuWorks

Use DocuWorks.

■ Import using Stored File Manager 3

Use Stored File Manager 3 (Fuji Xerox application software).

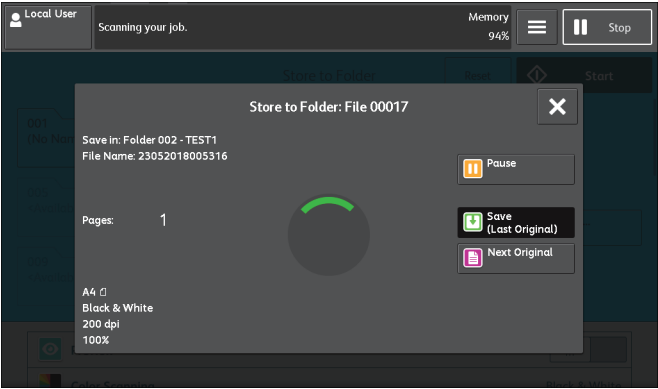
■ Import using CentreWare Internet Services

Use CentreWare Internet Services.

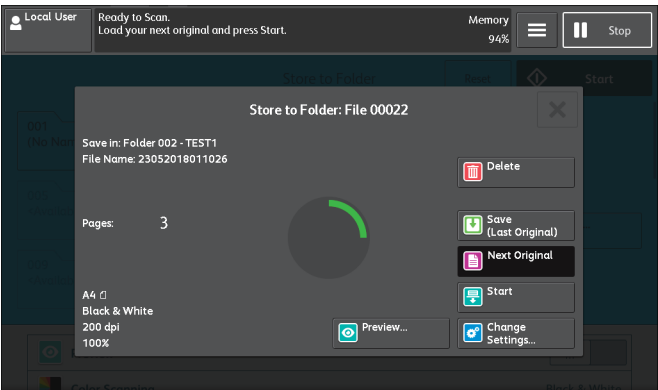
Stopping the Scan Job

To cancel scanning a document, use the following procedure.

- 1 Select [Pause].

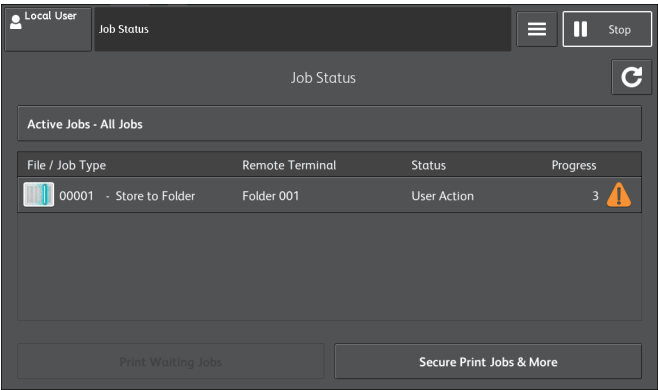


- 2 Select [Delete].

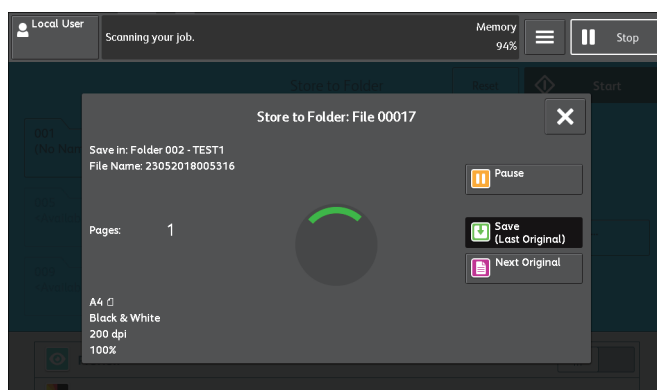


■ If [Pause] or [Delete] does not appear on the screen:

- 1 Select [Job Status] on the Home screen.
- 2 Select the job to cancel.



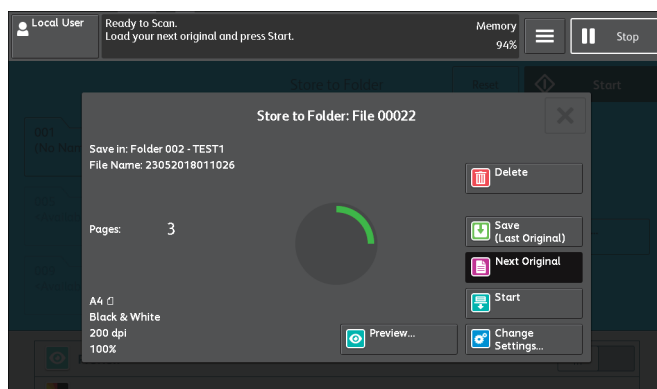
3 Select [Pause].



4 Select [Delete].

Note

- If you cancel the job, the scanned data stored in the folder will also be deleted.



Printing

This following describes how to print documents.

The printing procedure depends on the application software you use. For more information, refer to the documentation provided with the application.

Note

- When you click [Paper Settings Wizard] on the print driver screen, the navigation screen appears. Follow the navigation to configure the required settings depending on your paper.

Reference

- For more information on print features, click [Help] on the print driver screen to view the print driver's help.


- 1** Select [Print] from the [File] menu on the application.
- 2** Confirm the printer name to be used and click [Preferences] if necessary.
- 3** Set the properties if necessary.

Note

- You can change the print feature in [Job Type].

- 4** Click [OK].
- 5** Click [OK] in the [Print] dialog box.

Note

- If the document monitor is installed and set to monitor the device, the notification screen is displayed when printing has been completed. The document monitor is available in the Media (Software/Product Manual). For information how to install the document monitor, refer to the Media Information included in the Media (Software/Product Manual).
- Environment-friendliness level is indicated on the notification screen with leaves . This information is provided only when [Normal Print] or [Sample Print] is selected in the [Job Type].

Create Folder

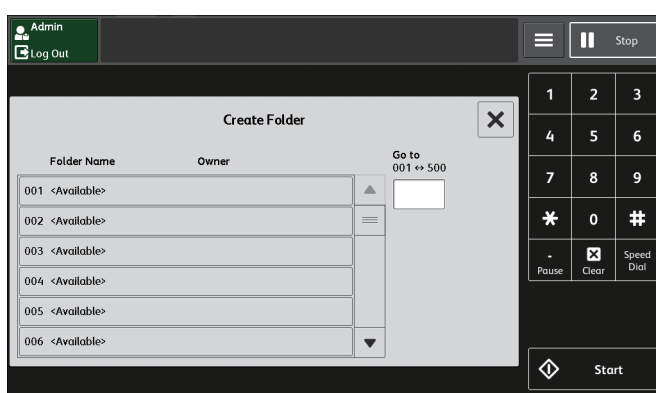
Using the Folder function enables you to store scanned documents using the device, fax received documents, or print documents sent from a computer in the device.

You can also send a file stored in a folder via e-mail or retrieve a file stored in a computer on a network.

You can create a private folder and a public folder in the device and use them separately depending on your purpose.

You can create up to 500 folders.

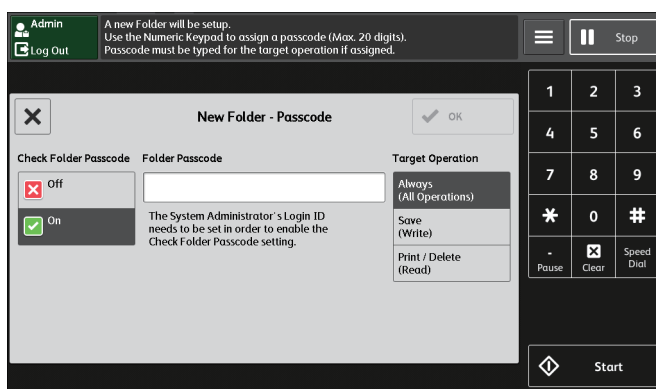
- 1 Select [Create Folder].
- 2 Select the folder to create.



Note

- Entering a 3-digit folder number with the numeric keypad displays the specified folder at the top of the column.

- 3 When you create a folder, the [New Folder - Passcode] screen appears. Select items, and then select [OK].



Note

- When you select a folder already created, the [Folder XXX - Create/Delete] screen appears.

- 4 Select items and set the required settings.
- 5 When you finish required settings, select [X].

System Settings Procedure

To change or customize the system settings, enter the System Administration mode with the System Administrator's user ID.

If [Passcode Entry for Control Panel Login] is set to [On] under [Tools] > [Authentication/Security Settings] > [Authentication] > [Passcode Policy], you need to enter the passcode.

We recommend that you change the system administrator's user ID and passcode immediately after installing the device.

This section describes the basic procedures for system settings.

1 Select the login information field on the touch screen.

2 Enter the system administrator's user ID, and select [Enter].

When a passcode is required, select [Next] and enter the system administrator's passcode, and then select [Enter].

3 Select [Tools] on the Home screen.

Note

- When the Home screen is not displayed on the touch screen, press the Home button.

4 On the [Tools] screen, select a setting item to set.

Note

- Select a tab, a submenu from the [Group] list, and then a feature from the [Features] list.

5 After setting the feature, select [Save].

6 Select [Close] repeatedly until the [Tools] screen is displayed.

7 Select [X] to return to the Home screen.

Note

- If the device requires rebooting to enable the new settings, a message appears. Follow the message to reboot the device. After rebooting, the device exits the System Administration mode.

8 Select the login information field on the touch screen to exit the System Administration mode.

6

Maintenance

Replacing Toner Cartridge

The following messages are displayed on the touch screen depending on the amount of toner remaining. Replace the toner cartridge according to the message.

Message ^{*1}	Remaining Page Yield ^{*2}	Solution
Yellow Toner [Y] Cartridge needs to be replaced soon.	Black: Approx. 1,800 pages Other than Black: Approx. 1,200 pages	You do not need to replace the Toner Cartridge immediately. Order the Toner Cartridge displayed on the screen.
Yellow Toner [Y] Cartridge needs to be replaced.	-	The device will stop. Replace the toner cartridge with a new one.

*1 : The messages in the above table apply to Yellow Toner. "Yellow Toner [Y]" shown in the messages vary depending on the color and number of the applicable toner.

*2 : The remaining page yield for copy/print jobs is applicable when A4 paper LEF (□) is used. The value is an estimate and varies depending on the conditions such as the content printed, dot coverage (area coverage), paper size, paper type, copy/print density, output image type, and the device operating environment.

WARNING

- **Never use a vacuum cleaner for spilled toner and residual toner in this product, toner cartridge or toner bottle. It may catch fire by electric sparks inside a vacuum cleaner and cause explosion. Use a broom or a wet cloth to wipe off the spills. If you spill a large volume of toner, contact Fuji Xerox Customer Support Center.**
- **Never throw a toner cartridge into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used toner cartridge no longer needed, contact Fuji Xerox Customer Support Center for its take-back.**
- **Never throw a waste toner bottle into an open flame. Remaining toner in the cartridge may catch fire and cause burn injuries or explosion. If you have a used waste toner bottle no longer needed, contact Fuji Xerox Customer Support Center for its take-back.**

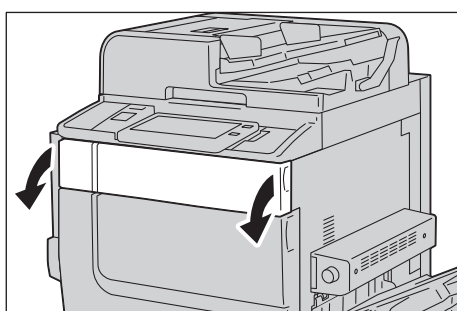
CAUTION

- **Keep drum cartridges and toner cartridges out of the reach of children. If a child accidentally swallows toner, spit it out, rinse mouth with water, drink water and consult a physician immediately.**
- **When replacing drum cartridges and toner cartridges, be careful not to spill the toner. In case of any toner spills, avoid contact with clothes, skin, eyes and mouth as well as inhalation.**
- **If toner spills onto your skin or clothing, wash it off with soap and water. If you get toner particles in the eyes, wash it out with plenty of water for at least 15 minutes until irritation is gone. Consult a physician if necessary. If you inhale toner particles, move to a fresh air location and rinse your mouth with water. If you swallow toner, spit it out, rinse your mouth with water, drink water and consult a physician immediately.**

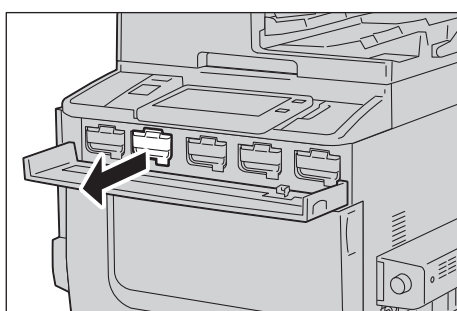
Important

- When replacing a toner cartridge, toner may spill and soil the floor. We recommend laying paper on the floor beforehand.
- The use of toner cartridges not recommended by Fuji Xerox may degrade image quality and performance. Use toner cartridges recommended by Fuji Xerox.
- When the remaining amount of toner is low, the device may stop printing and display a message. If this occurs, replace the toner cartridge to resume copying or printing.
- Replace toner cartridges while the device is on.
- When the device is in the Power Saver mode, wake the device from the Power Saver mode by pressing the Power button and select [Machine Status] on the Home screen before you replace the toner cartridge.
- Copy or print density may decrease slightly after the message "Please order a XXX Toner Cartridge" appears on the touch screen.
- If you replace a toner cartridge with a partially used toner cartridge, the number of pages that you can copy or print after the message "Please order a XXX Toner Cartridge" is displayed may differ significantly from the values described in the above table.

- 1** Make sure that the device is not operating, and open the device front toner cover.

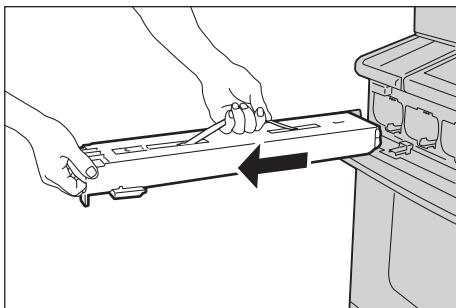


- 2** Hold the lower part of the toner cartridge of the color indicated in the message and gently pull it out.

**Note**

- "Y", "M", "C", or "K" indicates Yellow, Magenta, Cyan, and Black, respectively.

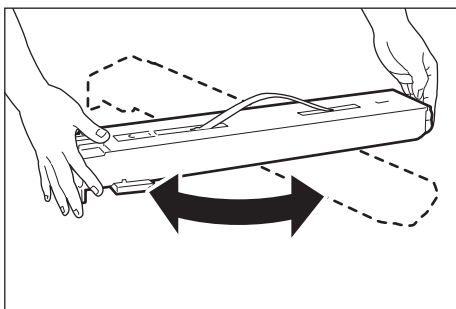
- 3** Remove the toner cartridge by holding the handle on the top of the cartridge while gently pulling it out.



Important

- Slide out the toner cartridge gently. Otherwise, toner may spill from the cartridge.
- If you have a used toner cartridge no longer needed, contact your local Fuji Xerox representative for its disposal.

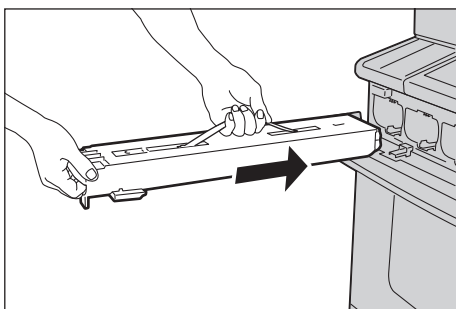
- 4** Take the new toner cartridge of the same color out of the box, and shake the cartridge up and down and left and right for ten times.



Important

- Do not touch the shutter part.

- 5** Insert the toner cartridge in gently until it stops.



Note

- Be sure to insert the toner cartridge until it clicks into place.
- If the cartridge is not fully inserted, a message appears and the device will remain paused.

- 6** Close the device front toner cover.

Note

- If the device front toner cover is not closed completely, a message appears and the device will remain paused.

Replacing Waste Toner Container R5

The waste toner container holds used toner. The following messages are displayed on the touch screen according to the status of the waste toner container. Follow the messages as necessary.

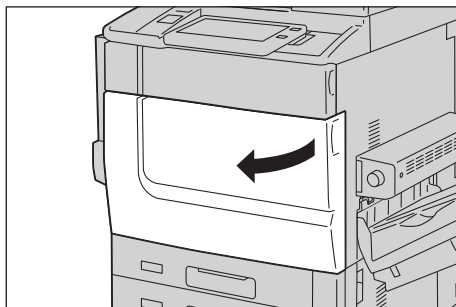
Message	Remaining Page Yield*	Solution
Please order a Waste Toner Container.	Approx. 3,000 pages	You do not need to replace the waste toner container immediately. Order a waste toner container.
The Waste Toner Container needs to be replaced.	-	The device will stop. Replace the waste toner container with a new one.

* : The remaining page yield for copy/print jobs is applicable when A4 paper LEF (□) is used. The value is an estimate and varies depending on the conditions such as the content printed, dot coverage (area coverage), paper size, paper type, copy/print density, output image type, and device operating environment.

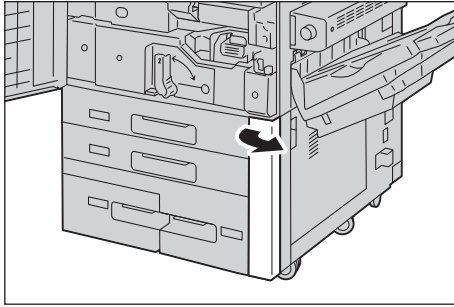
Important

- There are two types of waste toner containers supported depending on the device. The one unsupported by your device cannot be installed or, if installed, a message appears and the device will remain paused.
- Do not touch the filter located at the edge of Waste Toner Container B. Otherwise your hands may get dirty with toner.
- When you replace the waste toner container, toner may spill and soil the floor. We recommend laying paper on the floor beforehand.
- The use of waste toner containers not recommended by Fuji Xerox may degrade image quality and performance. Use waste toner containers recommended by Fuji Xerox.
- When the device is in the Power Saver mode, wake the device from the Power Saver mode by pressing the Power button and select [Machine Status] on the Home screen before you replace the waste toner container.
- When replacing the waste toner container, select [Machine Status] on the Home screen and check the current status for the waste toner container even when the touch screen is lit.

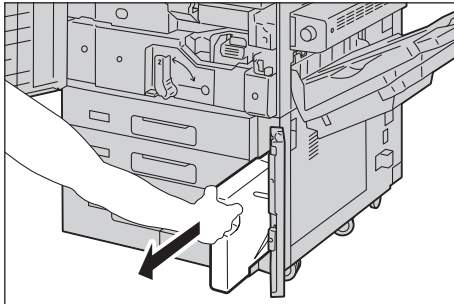
- 1 Make sure that the device is not operating, and open the device front door.



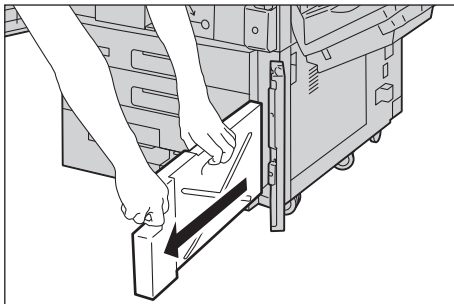
- 2** Open the waste toner container door.



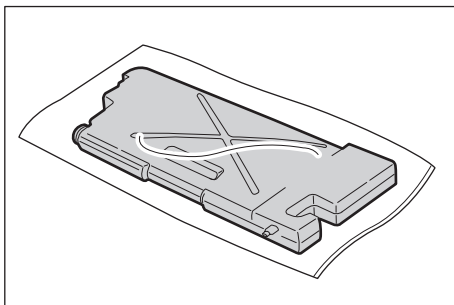
- 3** Pull out the waste toner container half-way from the device.



- 4** Hold the center top part on the waste toner container and remove the container from the device.



- 5** Using both hands, carefully put the used waste toner container into a supplied plastic bag.



Important

- If you have a used waste toner container no longer needed, contact your local Fuji Xerox representative for its disposal.
- Be sure to put the used waste toner container in the dedicated plastic bag provided with the new waste toner container.

- 6** Hold the center top part of the waste toner container and push it in all the way into the device.

Important

- When inserting the waste toner container, do not grip the handle of the container.

- 7** Close the waste toner container door.

- 8** Close the device front door.

Note

- If the device front door is not closed completely, a message appears and the device will remain paused.

Replacing Staple Cartridge (for C3 Finisher or C3 Finisher with Booklet Maker)

When the C3 Finisher (optional) or the C3 Finisher with Booklet Maker (optional) is installed and the staple cartridge needs to be replaced, a message appears on the touch screen. When this message appears, load a new staple case into the staple cartridge.

Message	Solution
The Staple Cartridge [R1] is running out of staples. Check the Staple Cartridge [R1] and order staples.	Prepare new staples. Note • Staples cannot be replaced yet.
The Staple Cartridge [R1] is out of staples or not fully inserted. Check the Staple Cartridge [R1].	Replace staples with new ones.

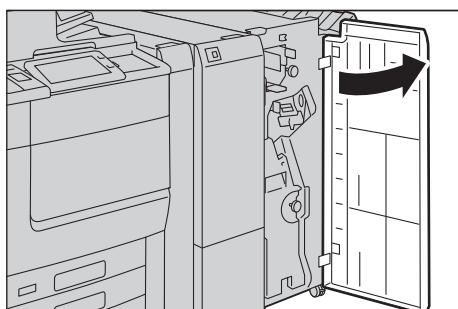
Important

- The use of staple cartridges not recommended by Fuji Xerox may degrade quality and performance. Use staple cartridges recommended by Fuji Xerox.
- When the device is in Power Saver mode, wake the device from the Power Saver mode by pressing the Power button and select [Machine Status] on the Home screen before you replace the staple cartridge.
- When replacing the staple cartridge, select [Machine Status] on the Home screen and check the current status for the staple cartridge even when the touch screen is lit.

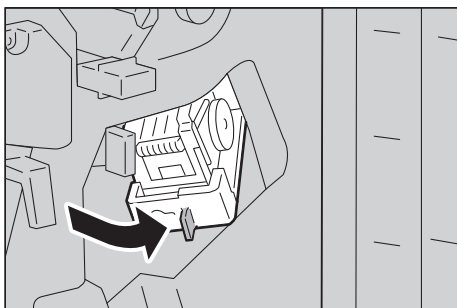
Note

- If the staple cartridge was not replaced properly, the message remains on the touch screen. Follow the procedure and replace the staple cartridge again.
- The 50 sheets staple cartridge is installed as standard in C3 Finisher or C3 Finisher with Booklet Maker. When you install the C3 Finisher Staple Unit 65 Sheets (optional), remove the 50 sheets staple cartridge. After removing the 50 sheets staple cartridge, be sure to keep it.
- The 50 sheets staple cartridge cannot be set to the C3 Finisher Staple Unit 65 Sheets (optional). If you use the C3 Finisher Staple Unit 65 Sheets (optional), order the staple cartridge for 65 sheets staple.
- To order a staple cartridge, contact our Customer Support Center.

- 1 Make sure that the device is not operating, and open the finisher front door.



- 2 With grasping the lever [R1] of the staple cartridge holder, pull the holder to the right, towards you.

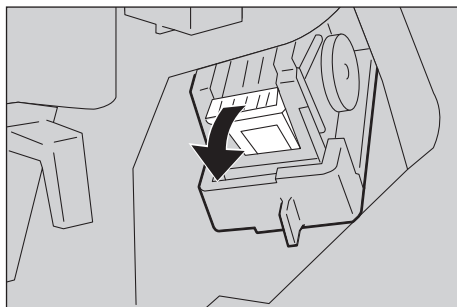


- 3 With grasping the orange lever, pull out the staple cartridge.

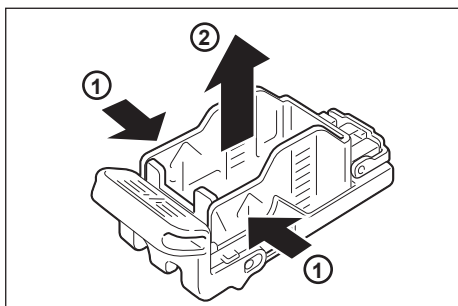


Note

- The staple cartridge is firmly inserted. A slight force is required to pull the cartridge out of the finisher.
- When the C3 Finisher Staple Unit 65 Sheets is installed, pull down the orange lever, and pull out the staple cartridge.



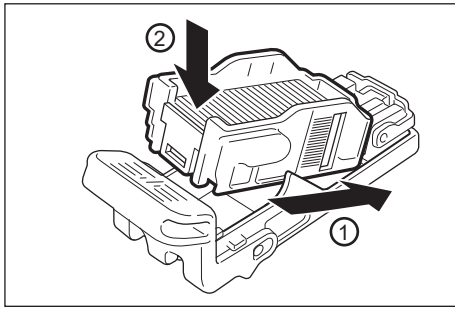
- 4 Pinch both sides of the empty staple case with your fingers (1), and pull out the staple case from the cartridge (2).



Important

- The staple case cannot be removed when the staples are remained in the staple case. Forcibly removing the staple case may cause device malfunction.

- 5** Insert the front side of the new staple case into the staple cartridge (1), and then push the rear side into the cartridge (2).



- 6** With grasping the orange lever of the staple cartridge, push the staple cartridge into its original position until it clicks into place.



- 7** Close the finisher front door.

Note

- If the front door is not closed completely, a message appears and the device will remain paused.

Replacing Booklet Staple Cartridge (for C3 Finisher with Booklet Maker)

When the C3 Finisher with Booklet Maker (optional) is installed and the booklet staple cartridges need to be replaced, a message appears on the touch screen. When this message appears, replace the booklet staple cartridges with new ones.

Message*	Solution
The Booklet Staple cartridge [R2] is running out of staples. Please order a Booklet Staple Cartridge [R2].	Prepare new staples. Note • Staples cannot be replaced yet.
The Booklet Staple Cartridge [R2] is out of staples or not fully inserted. Check the Staple Cartridge [R2].	Replace staples with new ones.

* : The messages above are for the Booklet Staple Cartridge [R2]. For the Booklet Staple Cartridge [R3], [R3] is displayed.

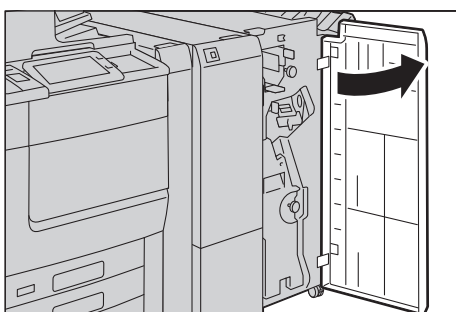
Important

- The use of booklet staple cartridges not recommended by Fuji Xerox may degrade quality and performance. Use booklet staple cartridges recommended by Fuji Xerox.
- When the device is in Power Saver mode, wake the device from the Power Saver mode by pressing the Power button and select [Machine Status] on the Home screen before you replace the booklet staple cartridge.
- When replacing the booklet staple cartridge, select [Machine Status] on the Home screen and check the current status for the booklet staple cartridge even when the touch screen is lit.

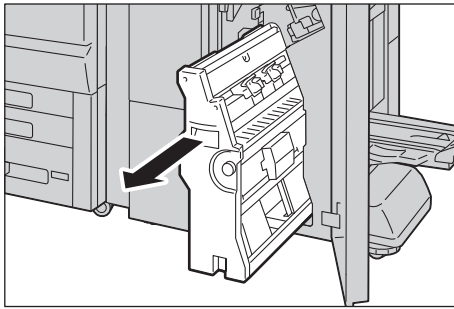
Note

- If the booklet staple cartridge was not replaced properly, the message remains on the touch screen. Follow the procedure and replace the booklet staple cartridge again.
- To order a booklet staple cartridge, contact our Customer Support Center.

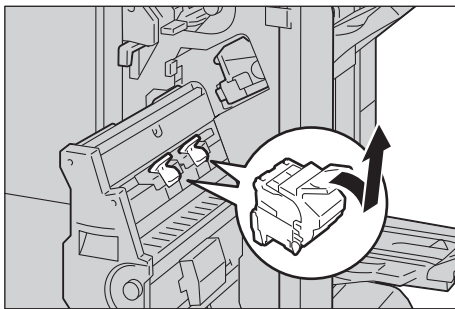
- 1 Make sure that the device is not operating, and open the finisher front door.



- 2 Pull out the booklet unit.



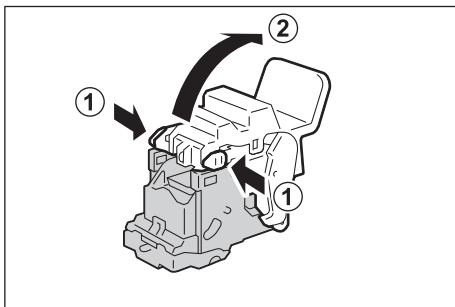
- 3 With grasping the lever of the booklet staple cartridge, push the booklet staple cartridge downward. Then, pull out the booklet staple cartridge upwards.



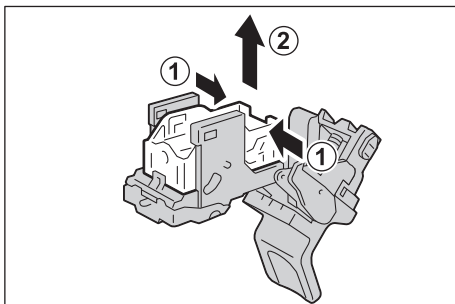
Note

- There are two booklet maker staple cartridges. Confirm the cartridge has been replaced from the message.

- 4 Press the orange buttons on the right and left sides of the booklet staple cartridge (1), and open the cover (2).



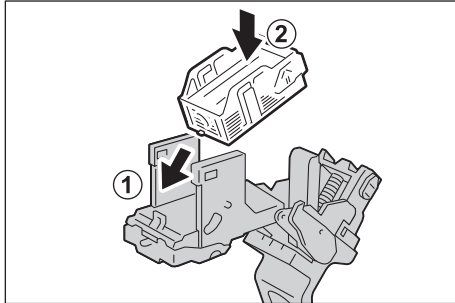
- 5 Pinch the right and left sides of the empty staple case (1), and pull out the empty staple case from the staple cartridge (2).



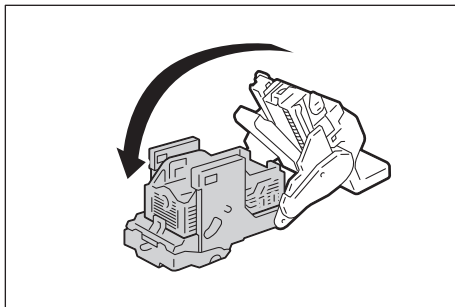
Important

- The staple case cannot be removed when the staples are remained in the staple case. Forcibly removing the staple case may cause device malfunction.

- 6** Insert the new staple case (1), and push the rear side of the new staple case into the booklet staple cartridge (2).



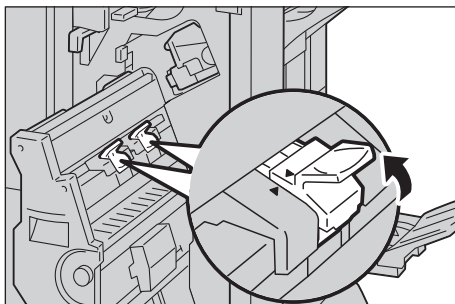
- 7** Close the cover.



- 8** Return the booklet staple cartridge to its original position.



- 9** Slightly push the booklet staple cartridge upwards, and make sure that it clicks into place.



Note

- Return the booklet staple cartridge until (►) of the booklet staple cartridge is fitted in (◀) of the booklet unit.

10 Return the booklet unit to its original position.



11 Close the finisher front door.

Note

- If the front door is not closed completely, a message appears and the device will remain paused.

Replacing Staple Cartridge (for Finisher D6 with Booklet Maker)

When the optional finisher is installed and it is time to replace the staple cartridge, a message appears on the touch screen. When the message appears, replace the staple cartridge with a new one.

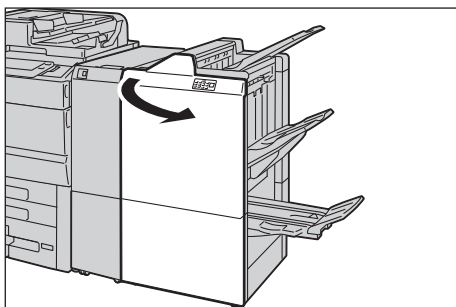
Important

- The use of staple cartridges not recommended by Fuji Xerox may degrade quality and performance. Use staple cartridges recommended by Fuji Xerox.
- When the device is in Power Saver mode, wake the device from the Power Saver mode by pressing the Power button and select [Machine Status] on the Home screen before you replace the booklet staple cartridge.
- When replacing the staple cartridge, select [Machine Status] on the Home screen and check the current status for the booklet staple cartridge even when the touch screen is lit.

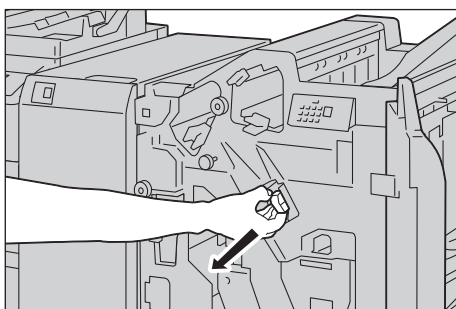
Note

- To order a staple cartridge, contact our Customer Support Center.
- If the staple cartridge was not replaced properly, the message remains on the touch screen. Follow the procedure and replace the staple cartridge again.

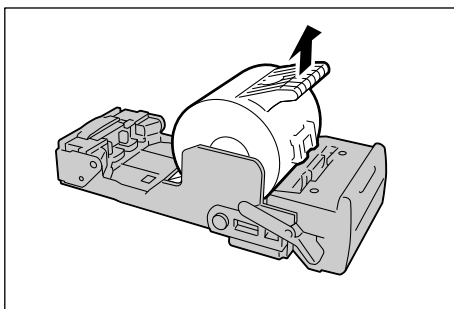
- 1** Make sure that the device has stopped, and open the finisher front door.



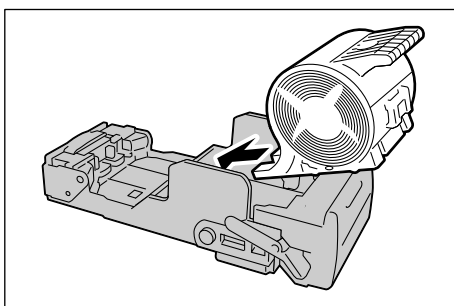
- 2** Pull out [R1].



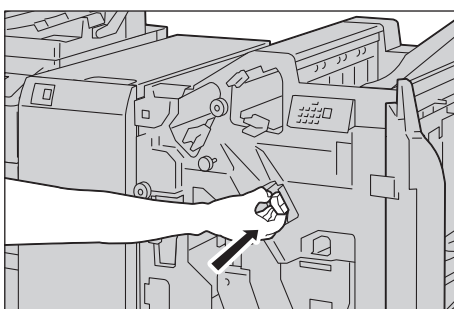
- 3** Hold the staple cartridge in the direction of the arrow as shown in the figure to remove.



- 4** Insert a new staple cartridge.



- 5** Push the unit back in to its original position.



- 6** Close the door.

Note

- If the finisher front door is not closed completely, a message appears and the device will remain paused.

Replacing Booklet Staple Cartridge (for Finisher D6 with Booklet Maker)

When the booklet staple cartridge needs to be replaced, a message appears on the touch screen. When this message appears, replace the booklet staple cartridge.

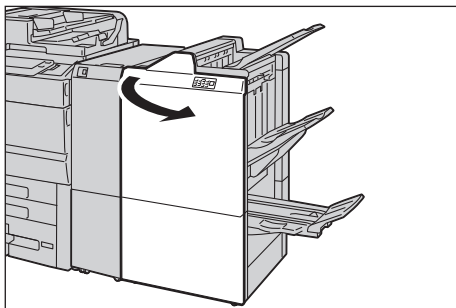
Important

- The use of staple cartridges not recommended by Fuji Xerox may degrade quality and performance. Use booklet staple cartridges recommended by Fuji Xerox.
- When the device is in Power Saver mode, wake the device from the Power Saver mode by pressing the Power button and select [Machine Status] on the Home screen before you replace the booklet staple cartridge.
- When replacing the booklet staple cartridge, select [Machine Status] on the Home screen and check the current status for the booklet staple cartridge even when the touch screen is lit.

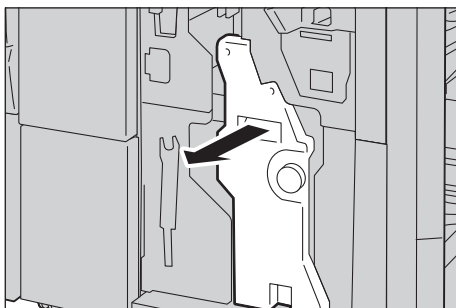
Note

- When the booklet staple cartridge is not replaced properly, the message remains on the touch screen. Follow the procedure and replace the booklet staple cartridge again.
- To order a booklet staple cartridge, contact our Customer Support Center.

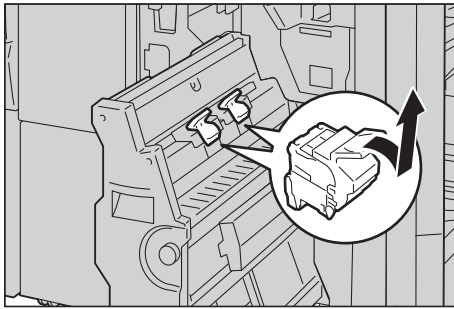
- 1** Make sure that the device has stopped, and open the finisher front door.



- 2** Pull out the booklet maker unit [3].



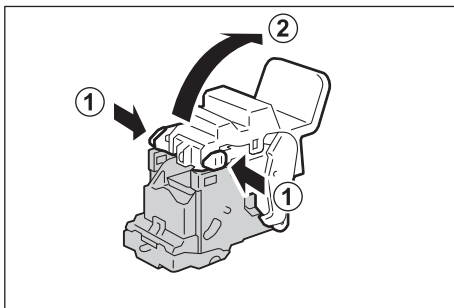
- 3** Hold the handle of the booklet maker staple cartridge to pull it out.



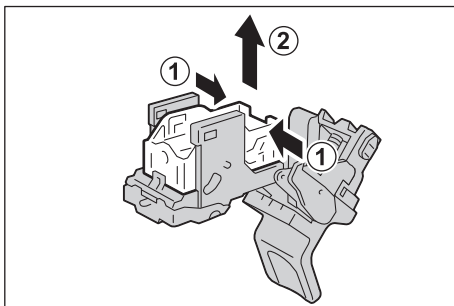
Note

- There are two booklet maker staple cartridges. Confirm the cartridge has been replaced from the message.

- 4** Press the orange buttons on the right and left sides of the booklet staple cartridge (1), and open the cover (2).



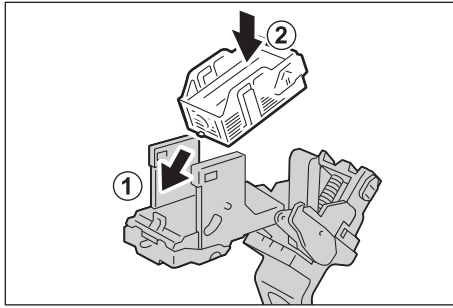
- 5** Pinch the right and left sides of the empty staple case (1), and pull out the empty staple case from the staple cartridge (2).



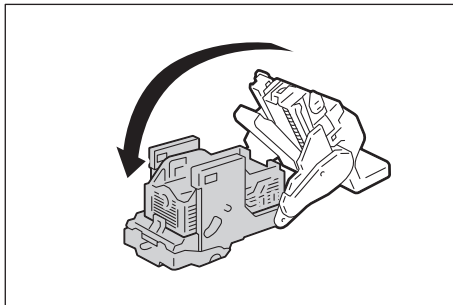
Important

- The staple case cannot be removed when the staples are remained in the staple case. Forcibly removing the staple case may cause device malfunction.

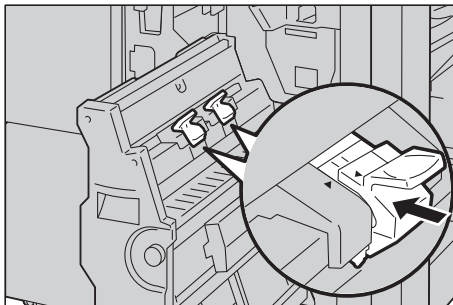
- 6** Insert the new staple case (1), and push the rear side of the new staple case into the staple cartridge (2).



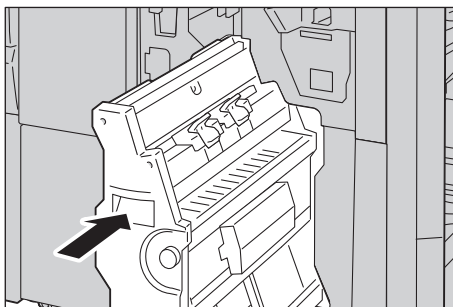
- 7** Close the cover.



- 8** Hold the handle of the new booklet maker staple cartridge, and push it in. Match the (▶) of the booklet maker staple cartridge and the (◀) of the booklet maker unit.



- 9** Slowly push the booklet maker unit [3] all the way into the device.



- 10** Close the cover.

Note

- If the finisher front door is not closed completely, a message appears and the device will remain paused.

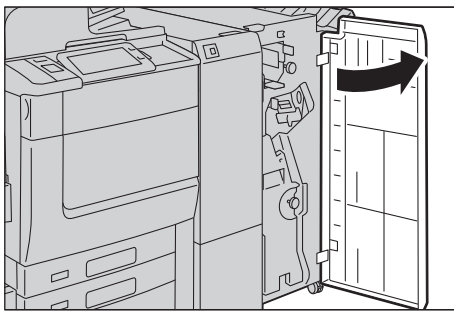
Emptying the Hole Punch Waste Container (for C3 Finisher or C3 Finisher with Booklet Maker)

When the C3 Finisher (optional) or the C3 Finisher with Booklet Maker (optional) is installed and the hole punch waste container becomes full, a message appears on the touch screen. When the message appears, empty the hole punch waste container as instructed.

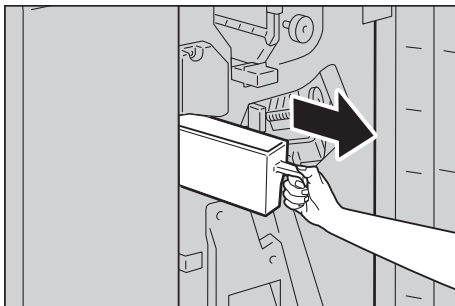
Important

- Empty the hole punch waste container when the device is on. If you empty the container while the device is off, the device does not recognize that the container has been emptied.
- Empty the hole punch waste container after the message appears. Otherwise, the device cannot recognize the correct remaining amount of the punch scraps.
- Make sure to discard all paper chads when emptying the hole punch waste container. Not doing so will cause the container to fill up before the message telling you to empty the container appears again, and this can cause device malfunction.
- When the device is in Power Saver mode, wake the device from the Power Saver mode by pressing the Power button and select [Machine Status] on the Home screen before you empty the punch waste container.
- Before emptying the punch waste container, select [Machine Status] on the Home screen and check the current status for the punch waste container even when the touch screen is lit.

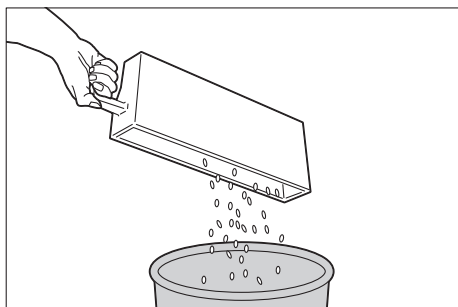
- 1 Make sure that the device is not operating, and open the finisher front door.



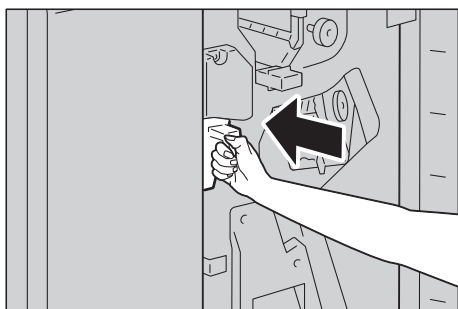
- 2 Pull out the hole punch waste container [R4].



3 Empty the container.



4 Insert the emptied hole punch waste container into its original position until it stops.



5 Close the finisher front door.

Note

- If the front door is not closed completely, a message appears and the device will remain paused.

Emptying the Hole Punch Waste Container (for Finisher D6 with Booklet Maker)

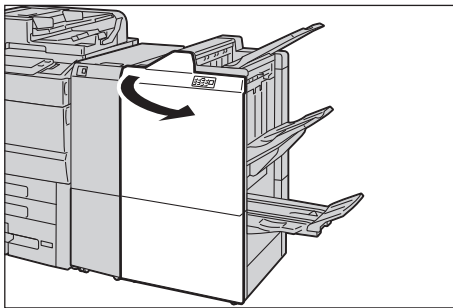
When the optional finisher is installed and the hole punch waste container becomes full, a message appears on the touch screen. Discard the scrap according to the message.

If you take the hole punch waste container out of the device, make sure to empty it completely. If it is reinstalled with some waste remaining, it may become full before the message appears again, and this can cause device breakdown.

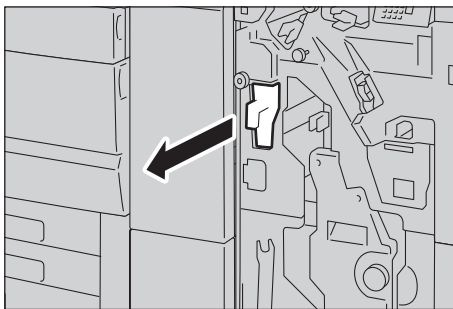
Important

- When emptying the hole punch waste container, make sure that the device is switched on. If not switched on, the device will not recognize that the hole punch waste container has been emptied.

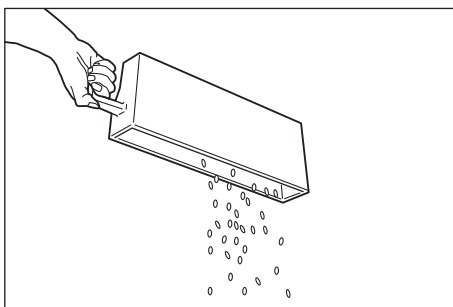
- 1 Make sure that the device has stopped, and open the finisher front door.



- 2 Pull out [R4].



- 3 Discard all the scraps.



- 4 Push [R4] in to its original position.

5 Close the door.

Note

- If the finisher front door is not closed completely, a message appears and the device will remain paused.

Replacing the Staple Waste Container

When the Finisher D6 with Booklet Maker is installed and the staple waste container becomes full, a message appears on the touch screen. Replace the staple waste container according to the message.

⚠ CAUTION

- **Be careful not to get injured by waste staples when detaching a staple waste container.**

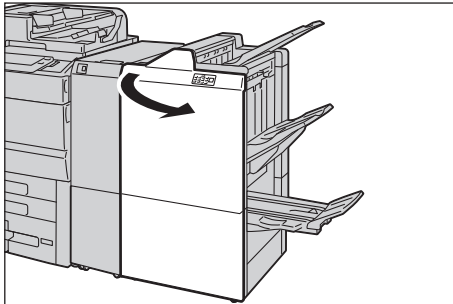
Important

- Replace the staple waste container while the power is on.

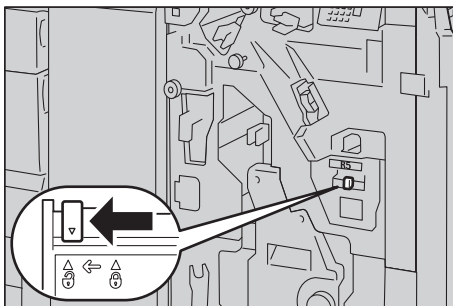
Note

- A staple waste container is included in a staple cartridge.

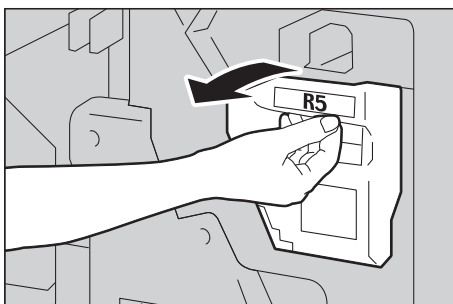
- 1 Make sure that the device has stopped, and open the finisher front door.



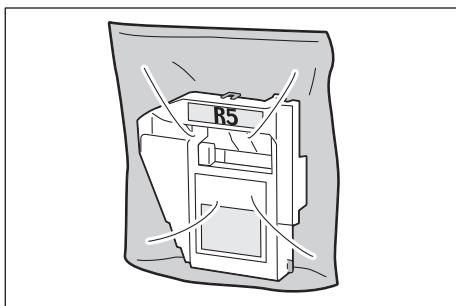
- 2 Move the lock lever in the lower part of [R5] leftward to the (🔒) position.



- 3 Pull out [R5].



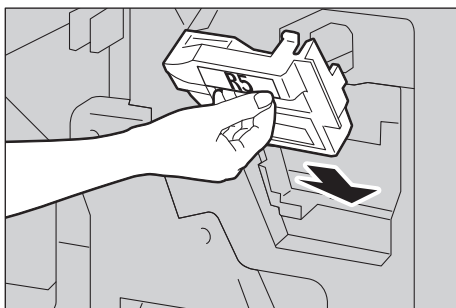
- 4** Put the used staple waste container into a supplied plastic bag.



Important

- The used staple waste container needs a proper disposal. Do not disassemble the container and return it to our Customer Support Center.

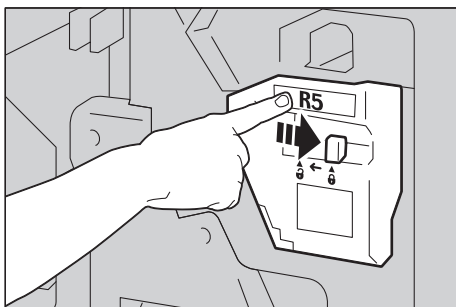
- 5** Push in the new staple waste container to the original position from below.



Important

- To prevent injury, do not put your fingers on top of the container.

- 6** Move the lock lever in the lower part of [R5] rightward to the (🔒) position.



- 7** Close the door.

Note

- If the finisher front door is not closed completely, a message appears and the device will remain paused.

Emptying the Trimmer Waste Container

When the trimmer waste container becomes full, a message appears on the touch screen. Discard the scraps according to the message.

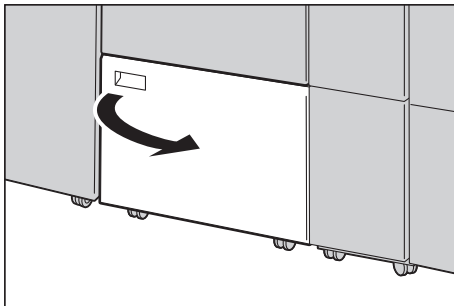
If you take the trimmer waste container out of the device, make sure to empty it completely. If it is reinstalled with some scraps remaining, it may become full before the message appears again, and this can cause device breakdown.

Important

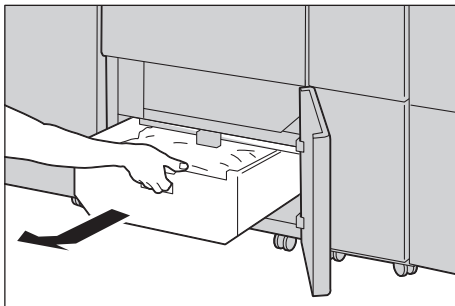
- When emptying the trimmer waste container, make sure that the device is switched on. If not switched on, the device will not recognize that the trimmer waste container has been emptied.

When the Crease/Two-sided Trimmer D2 is installed

- 1 Open the two-sided trimmer container door.

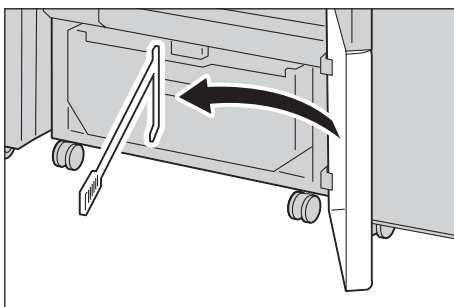


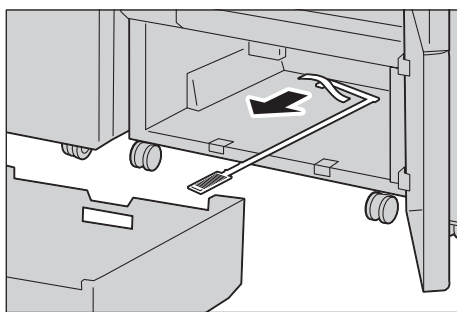
- 2 Pull out the waste container and discard all the scraps.



Make sure that there are no remaining scraps behind the trimmer waste container.

If you find any scraps inside the container frame, remove them with the scraper tool.





- 3 Push the waste container back in to its original position.

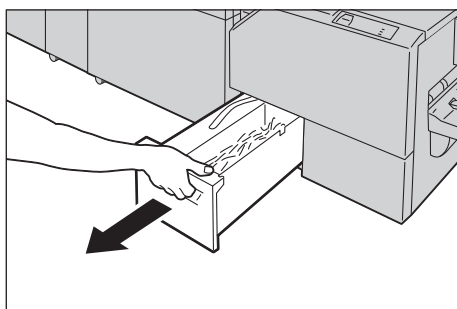
Important

- Make sure to completely empty the waste container. If the waste container is reinstalled with some scraps remaining, it may become full before the message appears again, and this may lead to breakdown of the device.

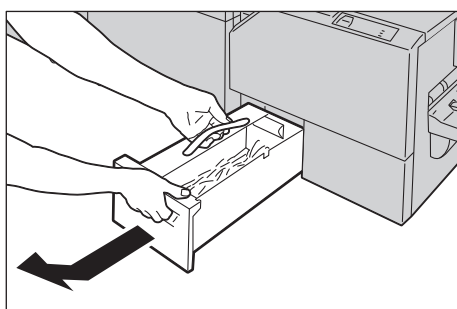
- 4 Close the door.

When the SquareFold Trimmer D1 is installed

- 1 Make sure that the device has stopped, and pull out the waste container.



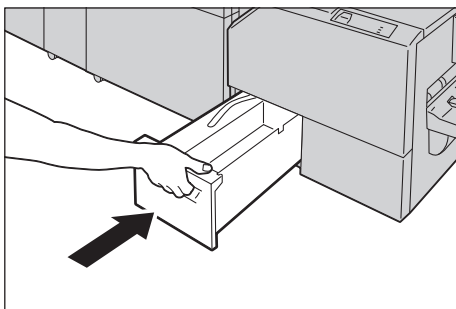
- 2 Pull out the waste container with both hands by holding its belt, and discard all the scraps.



Important

- Do not swing the waste container with holding its belt.
- Do not use your hand to remove the scraps. The notches of the waste container may cause injuries.

- 3 Push the waste container back in to its original position.

**Important**

- Make sure to completely empty the waste container. If the waste container is reinstalled with some scraps remaining, it may become full before the message appears again, and this may lead to breakdown of the device.

Executing Combined Calibration

The device can automatically adjust the image quality when the image quality of copies and prints deteriorates.

Important

- You can use this feature only when a folder is available. Make sure that the device has a folder available.

Note

- This feature may not be available depending on the model or your device configuration. For information, contact our Customer Support Center.
- If problems with the image quality persist despite periodic calibration, contact our Customer Support Center.

1 Select [Combined Calibration] on the Home screen.

Note

- When the Home screen is not displayed on the touch screen, press the Home button.

If [Combined Calibration] is not displayed, follow the procedure below.

1) Display the [Tools] screen.

Reference



- For more information, refer to "System Settings Procedure" (P.120).

2) Select [System Settings] > [Common Service Settings] > [Image Quality Adjustment].

3) Select [Combined Calibration].

2 Select [Paper Supply...] and select a paper tray.

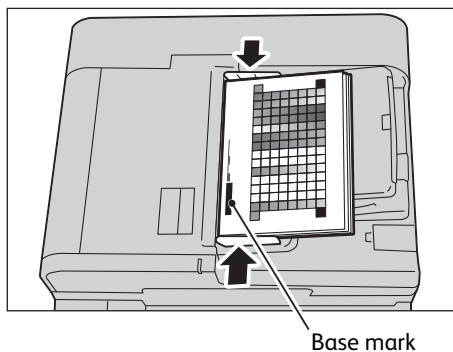
Note

- Select a paper tray in which 6 sheets or more of A4  or 8.5 x 11"  is loaded.

3 Select [Start].

Calibration charts are printed.

4 Load the calibration charts on the document feeder. Place the charts with the print side face up and the base mark to the left, and then adjust the document guides to the chart size.



5 Select [Start].

The calibration charts are scanned and calibration starts.

6 When the calibration is complete, select [OK].

Note

- When the EP system is available, you will be prompted to send the calibration data to the Customer Contact Center. Select [Yes] to send the data.

7 Copy or print to confirm the image quality.

Note

- During combined calibration, the device cannot receive print jobs and faxes.

7

Problem Solving

Paper Jams

When a paper jam occurred, the device stops and an alarm beeps. A message is also displayed on the touch screen. Follow the instructions displayed to remove the jammed paper.

If the priority device lamp is blinking, first clear the paper jam.

Gently remove the paper to avoid it to be torn. If the paper is torn, remove all the torn pieces, making sure that none remain inside the device.

If a paper jam message appears again after you have cleared the paper jam, another paper jam may be occurred in some other parts of the device. Clear this by following the message.

When the paper jam is cleared, printing is automatically resumed from the point when the paper jam occurred.

If you were during copying, press the [Start] to resume the copying from the point when the paper jam occurred.

WARNING

If you need to pull out a tray to remove paper jam, contact your local Fuji Xerox representative. Do not pull out a tray, otherwise it may cause injuries.

CAUTION

Do not attempt to remove a paper deeply jammed inside the product, particularly a paper wrapped around the fusing unit or the heat roller. Otherwise, it may cause injuries or burns. Switch off the product immediately and contact your local Fuji Xerox Customer Support Center.

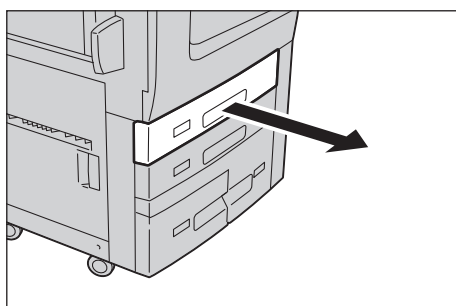
Important

- When a paper jam occurred, if you pull out a paper tray without checking the paper jam location, the jammed paper may be torn and the pieces may remain inside the device. This may cause device malfunctions; therefore, always check where the paper jam occurred first.
- If any piece of jammed paper remains inside the device, the paper jam message will not disappear from the touch screen.
- Clear the paper jams while the device is powered on. If you turn off the device, all data stored on the memory of the device will be erased.
- Do not touch components inside the device. This may cause print defects.

Paper Jams in Trays 1 and 2

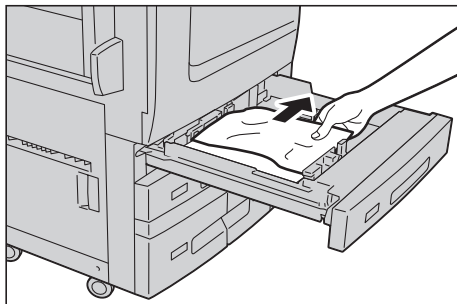
The following describes how to clear paper jams occurring in Trays 1 and 2.

- 1** Pull out the tray where the paper jam occurred.



Important

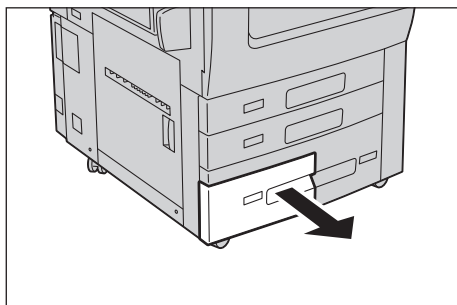
- If you pull out a paper tray without checking the paper jam location, the jammed paper may be torn and the pieces may remain inside the device. This may cause device malfunctions; therefore, always check where the paper jam occurred first.

2 Remove the jammed paper.**Note**

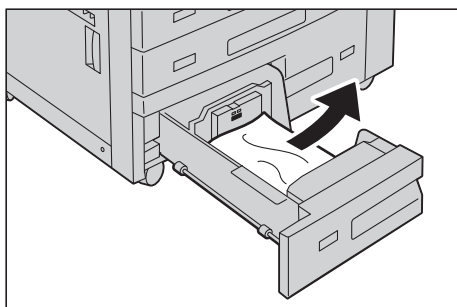
- If paper is torn, make sure no piece of paper remains inside the device.

3 Push the tray in gently until it stops.**Paper Jams in Tray 3 and 4**

The following describes how to clear paper jams occurring in Trays 3 and 4.

1 If paper is jammed in the Tray 3, pull out the Tray 3.**Important**

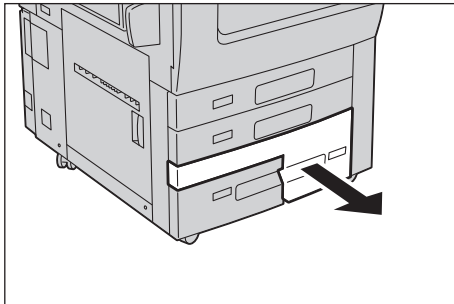
- If you pull out a paper tray without checking the paper jam location, the jammed paper may be torn and the pieces may remain inside the device. This may cause device malfunctions; therefore, always check where the paper jam occurred first.

2 Remove the jammed paper.

Note

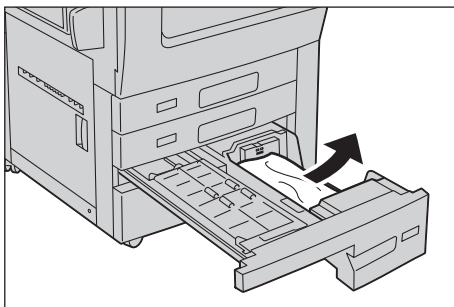
- If the paper is torn, make sure no piece of paper remains inside the device.

- 3** Push the Tray 3 in gently until it stops.
- 4** If paper is jammed in the Tray 4, pull out the Tray 4.

**Important**

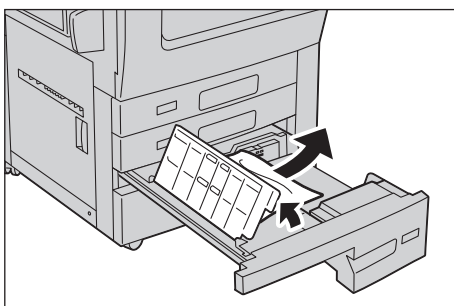
- If you pull out a paper tray without checking the paper jam location, the jammed paper may be torn and the pieces may remain inside the device. This may cause device malfunctions; therefore, always check where the paper jam occurred first.

- 5** Remove the jammed paper.

**Note**

- If the paper is torn, make sure no piece of paper remains inside the device.

- 6** If paper is jammed in the paper feed section, open the inner cover and gently remove the paper.

**Note**

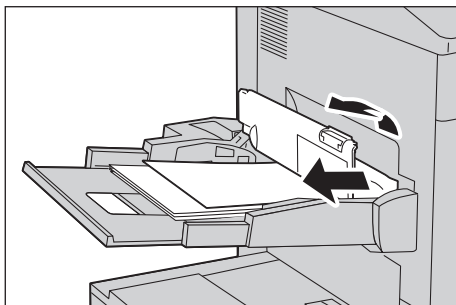
- If the paper is torn, make sure no piece of paper remains inside the device.

- 7** Close the inner cover and push the Tray 4 in gently until it stops.

Paper Jams in Tray 5

The following describes how to clear paper jams occurring in Tray 5.

- 1 Open Tray 5 (Bypass) top cover and remove the jammed paper.



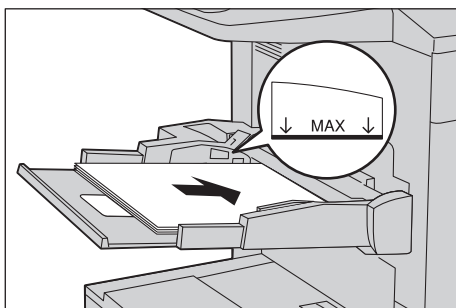
Important

- When two or more sheets of paper are loaded, remove all of the sheets from the tray.

Note

- If the paper is torn, make sure no piece of paper remains inside the device.

- 2 When two or more sheets of paper were loaded, jog the paper you removed making sure that all four corners are neatly aligned.
- 3 Insert the paper into the tray with the printing side facing down until its edge lightly touches against the paper feed entrance.

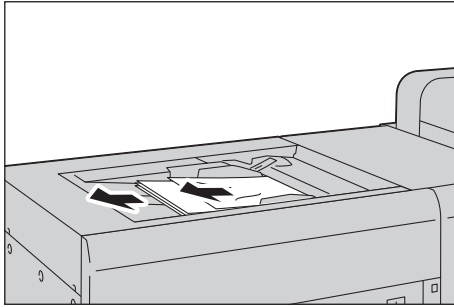


Paper Jams in Tray 5 with High Capacity Feeder B1-S

The following describes clearing paper jams from Tray 5 (Bypass) when High Capacity Feeder B1-S (optional) is installed.

When Lamp E5 is Lit

- 1 Remove any paper placed or jammed in Tray 5 (Bypass).



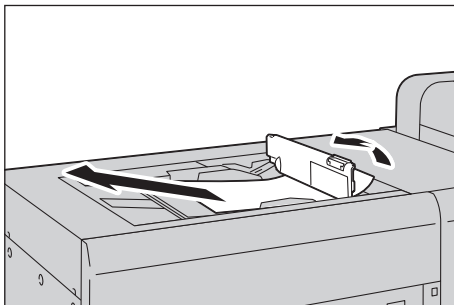
Important

- When two or more sheets of paper are loaded, remove all of the sheets from the tray.

Note

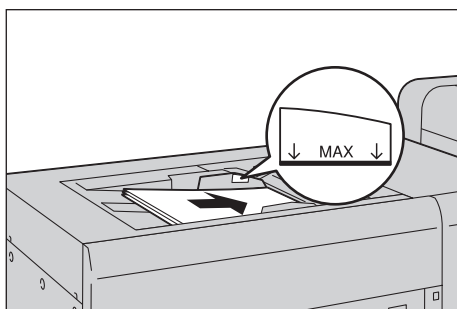
- If paper is torn, check for any torn pieces of paper in the tray.

- 2 If the paper cannot be removed in step 1, open the top cover of Tray 5 (Bypass) and remove the jammed paper.



- 3 Close the top cover of Tray 5 (Bypass).
- 4 When two or more sheets of paper were loaded, jog the paper you removed making sure that all four corners are neatly aligned.

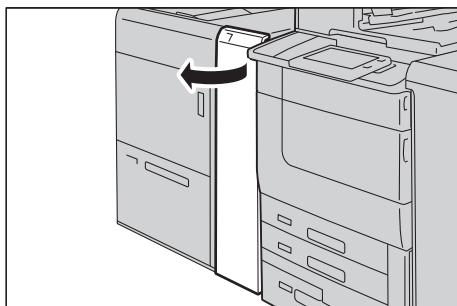
- 5 Insert the paper into the tray with the printing side facing up until its leading edge lightly comes up against the paper feed entrance.

**Note**

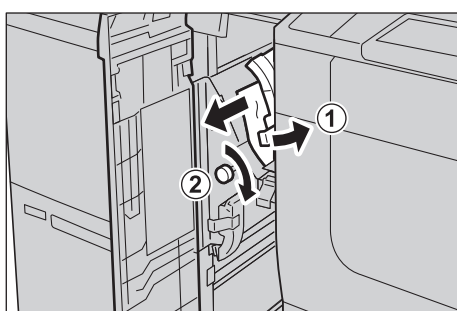
- Do not load paper exceeding the maximum fill line. It might cause paper jams or device malfunctions.

When Lamp E4 is Lit

- 1 Open the front door of the High Capacity Feeder.

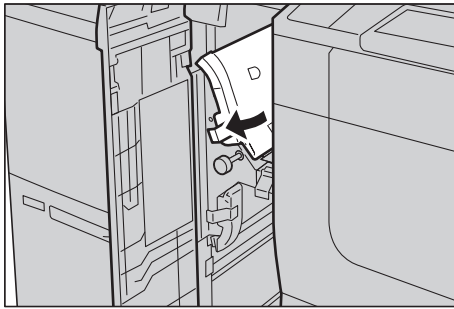


- 2 Move the handle [1a] to the rightward (1) and turn the knob [1c] to the right (2). Remove the jammed paper.

**Note**

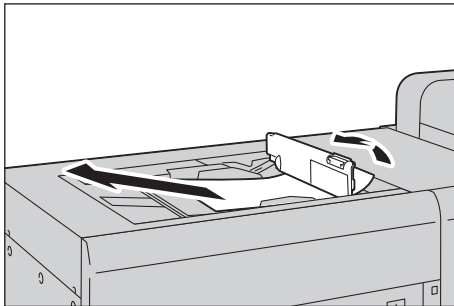
- If paper is torn, check for any torn pieces of paper in the tray.

- 3** Return the handle [1a] to the original position.



- 4** Close the front door of the High Capacity Feeder.

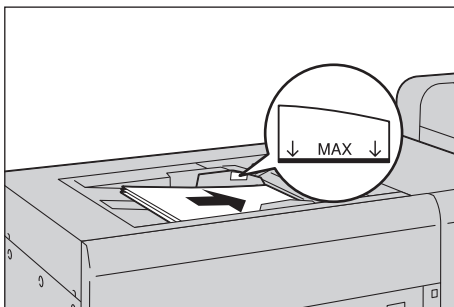
- 5** If the paper cannot be removed in step 2, open the top cover of Tray 5 (Bypass) and remove the jammed paper and any paper loaded.



- 6** Close the top cover of Tray 5 (Bypass).

- 7** When two or more sheets of paper were loaded, jog the paper you removed making sure that all four corners are neatly aligned.

- 8** Insert the paper into the tray with the printing side facing up until its leading edge lightly comes up against the paper feed entrance.



Note

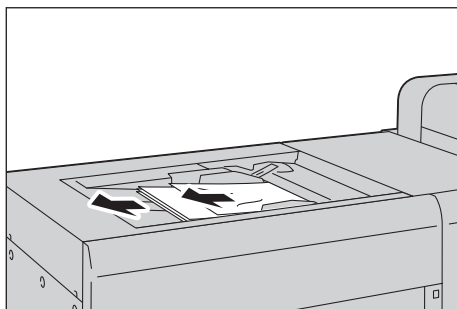
- Do not load paper exceeding the maximum fill line. It might cause paper jams or device malfunctions.

Paper Jams in Tray 5 with High Capacity Feeder C1-DS

The following describes clearing paper jams from Tray 5 (Bypass) when High Capacity Feeder C1-DS (optional) is installed.

When Lamp E5 is Lit

- 1 Remove any paper placed or jammed in Tray 5 (Bypass).



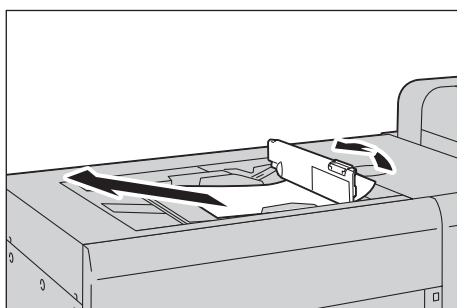
Important

- When two or more sheets of paper are loaded, remove all of the sheets from the tray.

Note

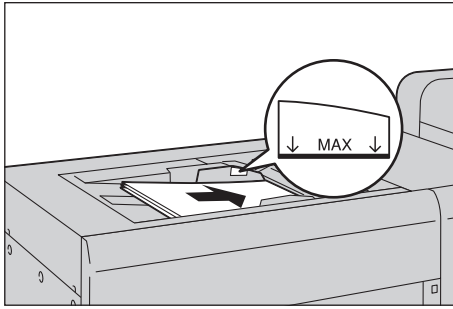
- If paper is torn, check for any torn pieces of paper in the tray.

- 2 If the paper cannot be removed in steps 1, open the top cover of Tray 5 (Bypass) and remove the jammed paper.



- 3 Close the top cover of Tray 5 (Bypass).
- 4 When two or more sheets of paper were loaded, jog the paper you removed making sure that all four corners are neatly aligned.

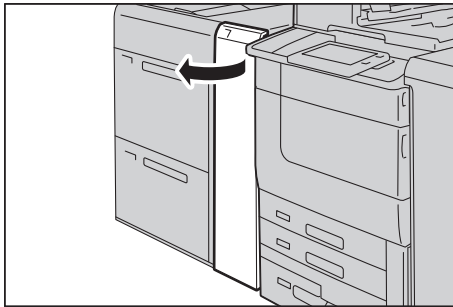
- 5 Insert the paper into the tray with the printing side facing up until its leading edge lightly comes up against the paper feed entrance.

**Note**

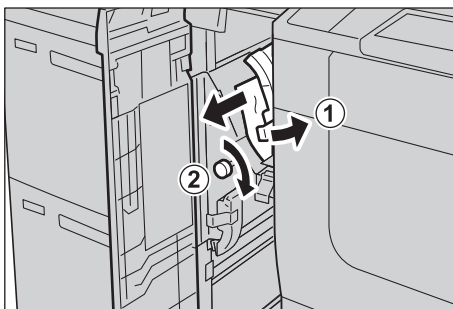
- Do not load paper exceeding the maximum fill line. It might cause paper jams or device malfunctions.

When Lamp E4 is Lit

- 1 Open the front door of the High Capacity Feeder.

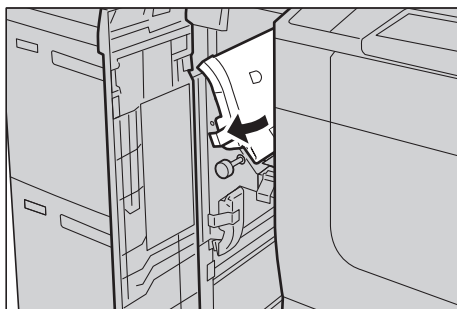


- 2 Move the handle [1a] to the rightward (1) and turn the knob [1c] to the right (2). Remove the jammed paper.

**Note**

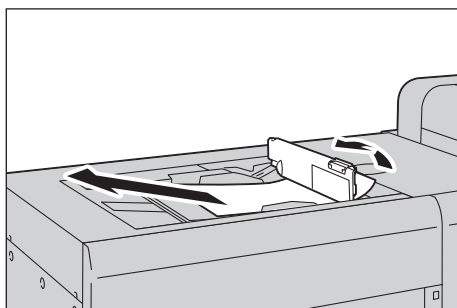
- If paper is torn, check for any torn pieces of paper in the tray.

- 3** Return the handle [1a] to the original position.



- 4** Close the front door of the High Capacity Feeder.

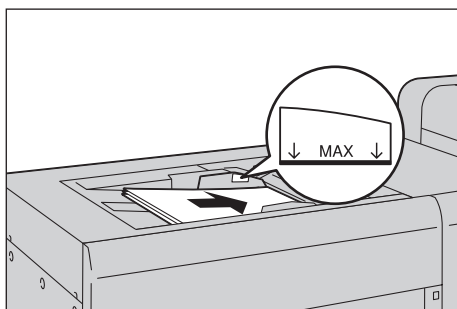
- 5** If the paper cannot be removed in step 2, open the top cover of Tray 5 (Bypass) and remove the jammed paper and any paper loaded.



- 6** Close the top cover of Tray 5 (Bypass).

- 7** When two or more sheets of paper were loaded, jog the paper you removed making sure that all four corners are neatly aligned.

- 8** Insert the paper into the tray with the printing side facing up until its leading edge lightly comes up against the paper feed entrance.



Note

- Do not load paper exceeding the maximum fill line. It might cause paper jams or device malfunctions.

Paper Jams in Tray 6 (HCF (A4 1 Tray))

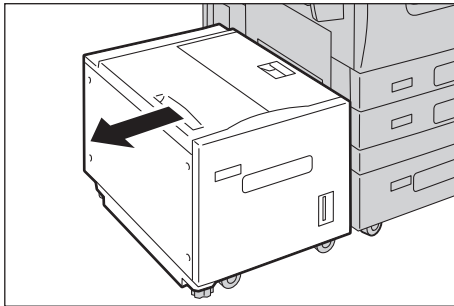
This section describes how to clear paper jams occurring in Tray 6 (HCF (A4 1 Tray)) (optional).

Note

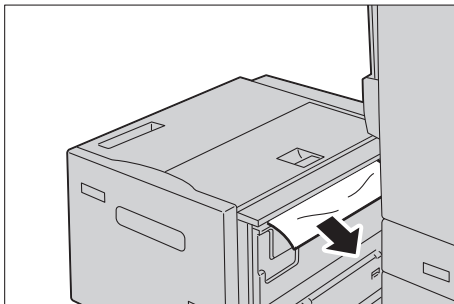
- Remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

Paper Jams in Tray 6 Exit

- 1 Gently move the Tray 6 to the left until it stops by gripping the handle on the top left side of Tray 6.



- 2 Remove the jammed paper.



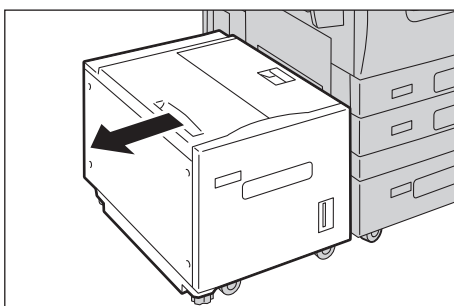
Note

- If the paper is torn, make sure no pieces of paper remain inside Tray 6.

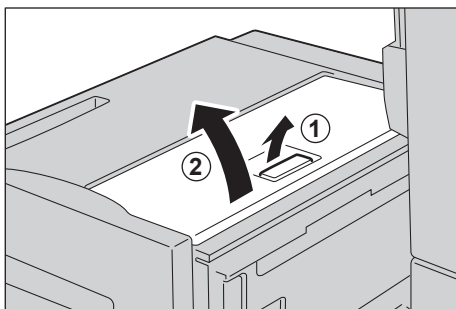
- 3 Gently put the Tray 6 back into position.

Paper Jams in Tray 6 Top Cover

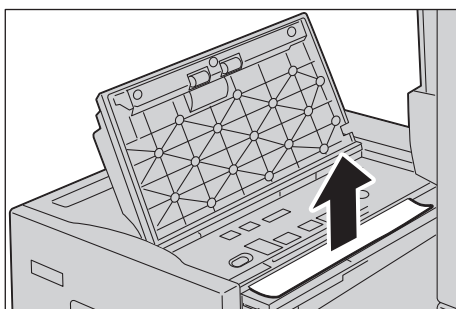
- 1 Gently move Tray 6 to the left until it stops by gripping the handle on the top left side of Tray 6.



- 2 Open the Tray 6 top cover.



- 3 Remove the jammed paper.

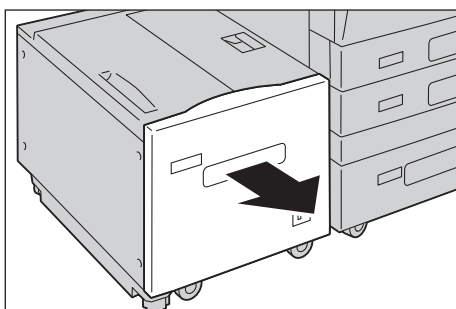
**Note**

- If the paper is torn, make sure no pieces of paper remain inside Tray 6.

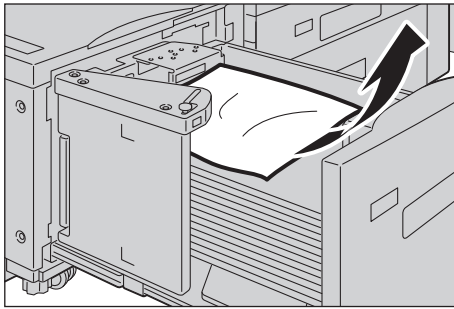
- 4 Close the top cover.
- 5 Gently put the Tray 6 back into position.

Paper Jams in Tray 6

- 1 Pull out Tray 6 until it stops.



- 2 Remove the jammed paper.

**Note**

- If the paper is torn, make sure no pieces of paper remain inside Tray 6.

- 3 Push the tray in gently until it stops.

Paper Jams in Tray 6 (High Capacity Feeder B1-S)

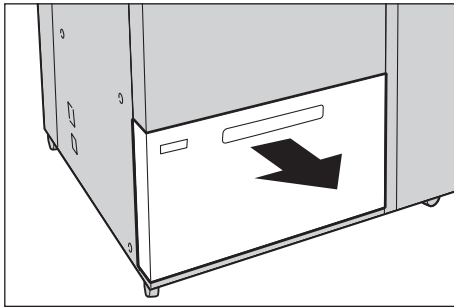
The following describes how to clear paper jams in Tray 6 (High Capacity Feeder B1-S (optional)).

Note

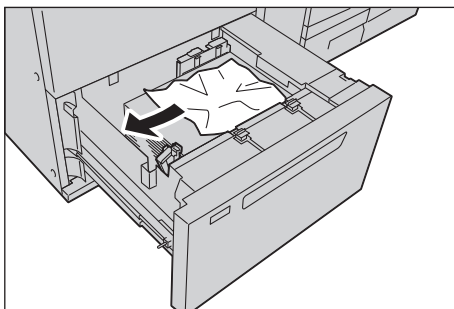
- Remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

When Lamp E6 is Lit

- 1 Pull out Tray 6 until it stops.



- 2 Remove the jammed paper.

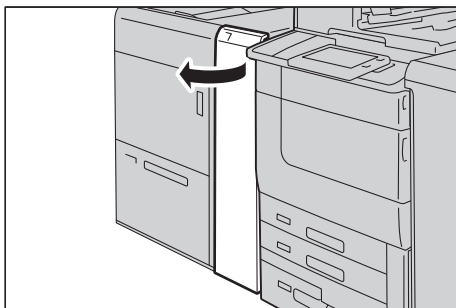
**Note**

- If paper is torn, check for any torn pieces of paper in the tray.

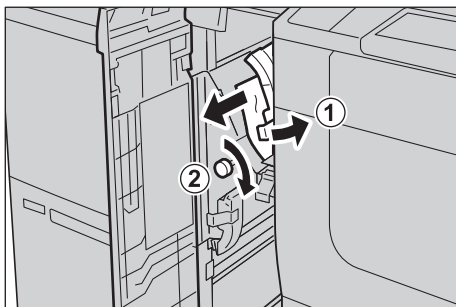
- 3 Push the tray in gently until it stops.

When Lamp E2 is Lit

- 1 Open the front door of the High Capacity Feeder.



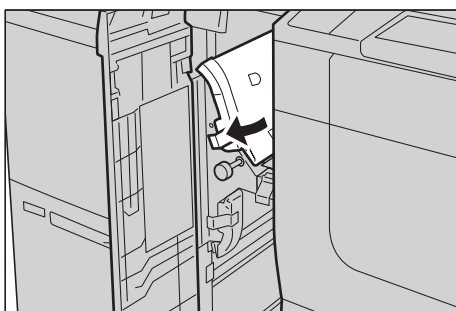
- 2 Move the handle [1a] to the rightward (1) and turn the knob [1c] to the right (2). Remove the jammed paper.



Note

- If paper is torn, check for any torn pieces of paper in the tray.

- 3 Return the handle [1a] to the original position.



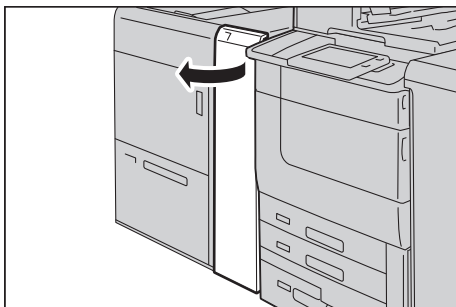
- 4 Close the front door of the High Capacity Feeder.

Note

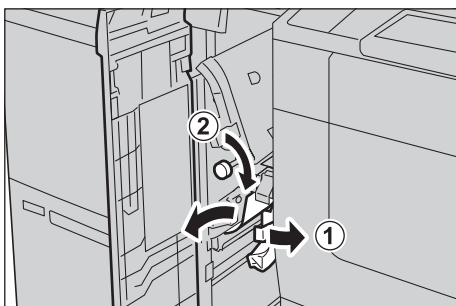
- If the front door of the High Capacity Feeder is not completely closed, a message will appear and the device will not operate.

When Lamp E3 is Lit

- 1 Open the front door of the High Capacity Feeder.

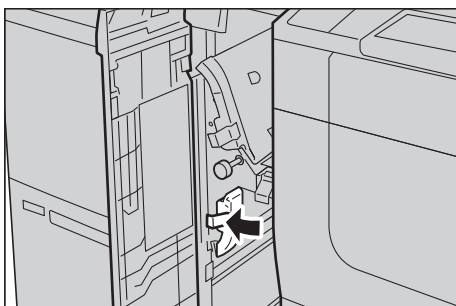


- 2 Move the handle [1b] rightward (1) and turn the knob [1c] to the right (2). Remove the jammed paper.

**Note**

- If paper is torn, check for any torn pieces of paper in the tray.

- 3 Return the handle [1b] to the original position.



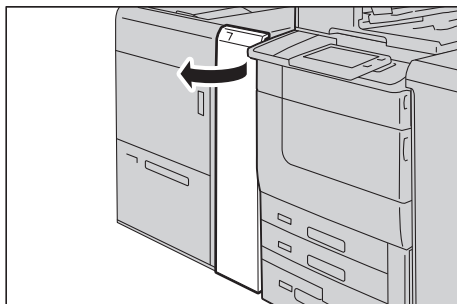
- 4 Close the front door of the High Capacity Feeder.

Note

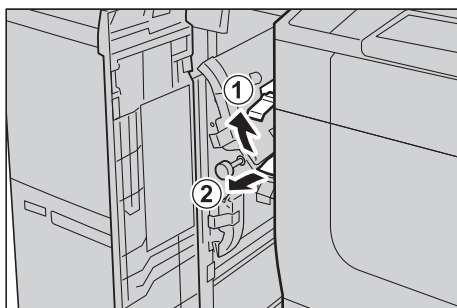
- If the front door of the High Capacity Feeder is not completely closed, a message will appear and the device will not operate.

When Lamp E1 is Lit

- 1 Open the front door of the High Capacity Feeder.

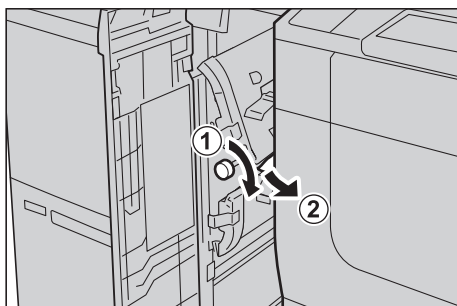


- 2 Move the handle [1d] upwards (1) and remove the jammed paper (2).

**Note**

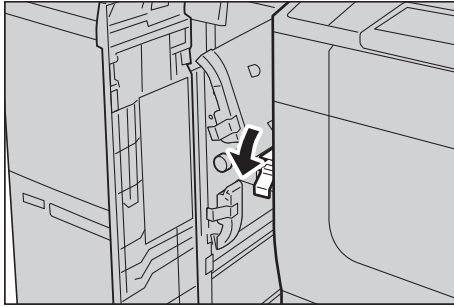
- If paper is torn, check for any torn pieces of paper in the tray.

- 3 If the paper cannot be removed in step 2, turn the knob [1c] clockwise (1), and then remove the jammed paper (2).

**Note**

- If paper is torn, check for any torn pieces of paper in the tray.

- 4** Return the handle [1d] to the original position.



- 5** Close the front door of the High Capacity Feeder.

Note

- If the front door of the High Capacity Feeder is not completely closed, a message will appear and the device will not operate.

Paper Jams in Trays 6 and 7 (High Capacity Feeder C1-DS)

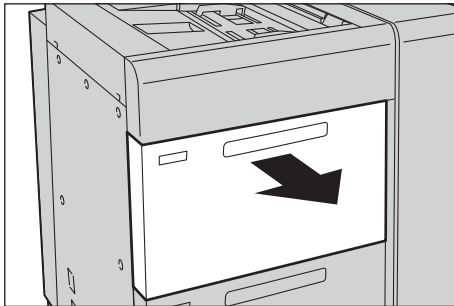
The following describes how to clear paper jams in Trays 6 and 7 (High Capacity Feeder C1-DS (optional)).

Note

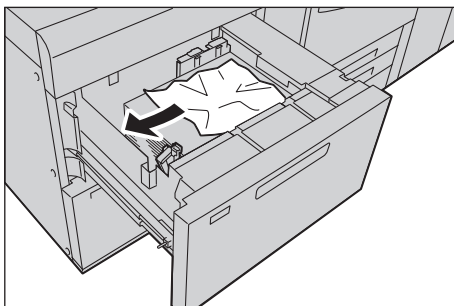
- Remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

When Lamp E6 is Lit

- 1** Pull out Tray 6 until it stops.



- 2** Remove the jammed paper.



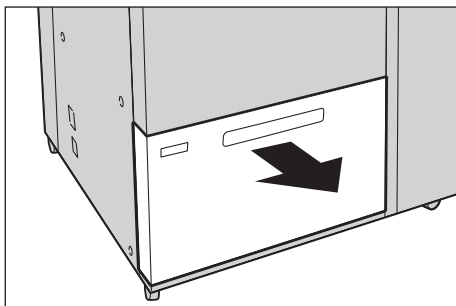
Note

- If paper is torn, check for any torn pieces of paper in the tray.

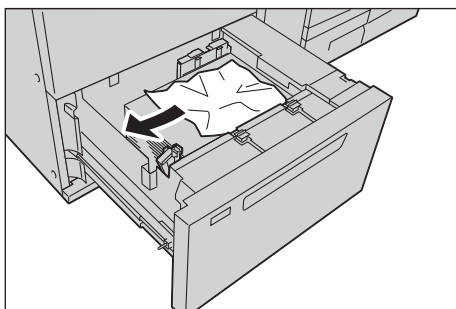
- 3 Push the tray in gently until it stops.

When Lamp E7 is Lit

- 1 Pull out Tray 7 until it stops.



- 2 Remove the jammed paper.



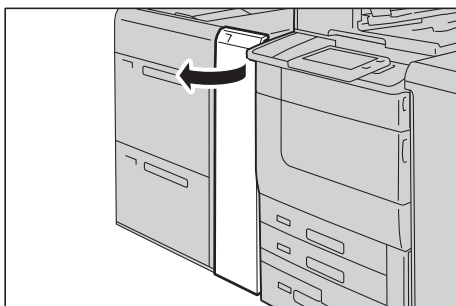
Note

- If paper is torn, check for any torn pieces of paper in the tray.

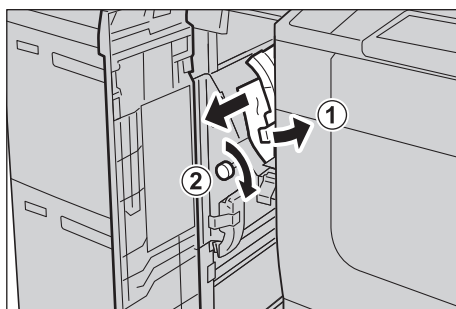
- 3 Push the tray in gently until it stops.

When Lamp E2 is Lit

- 1 Open the front door of the High Capacity Feeder.



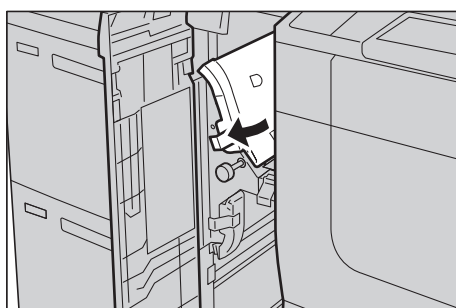
- 2 Move the handle [1a] to the rightward (1) and turn the knob [1c] to the right (2). Remove the jammed paper.



Note

- If paper is torn, check for any torn pieces of paper in the tray.

- 3 Return the handle [1a] to the original position.



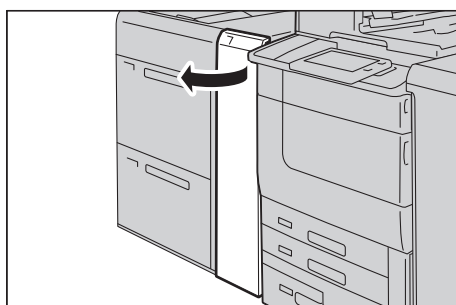
- 4 Close the front door of the High Capacity Feeder.

Note

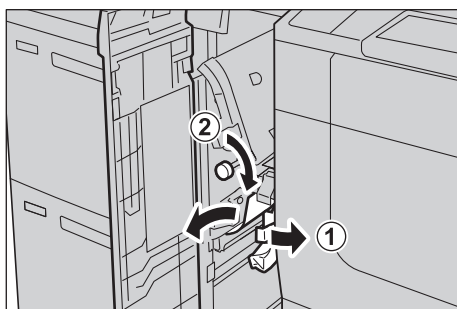
- If the front door of the High Capacity Feeder is not completely closed, a message will appear and the device will not operate.

When Lamp E3 is Lit

- 1 Open the front door of the High Capacity Feeder.

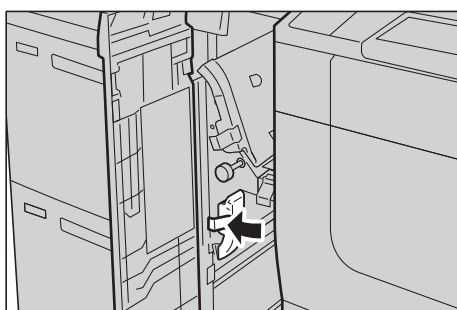


- 2 Move the handle [1b] rightward (1) and turn the knob [1c] to the right (2). Remove the jammed paper.

**Note**

- If paper is torn, check for any torn pieces of paper in the tray.

- 3 Return the handle [1b] to the original position.



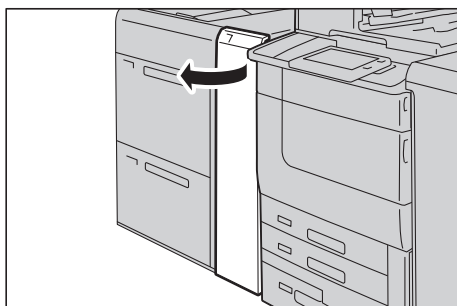
- 4 Close the front door of the High Capacity Feeder.

Note

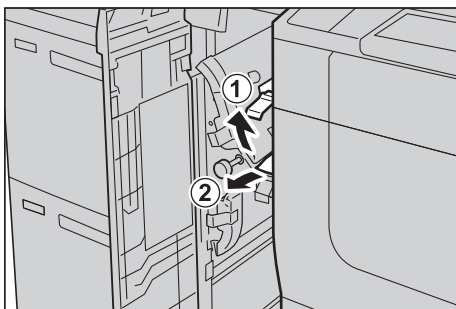
- If the front door of the High Capacity Feeder is not completely closed, a message will appear and the device will not operate.

When Lamp E1 is Lit

- 1 Open the front door of the High Capacity Feeder.



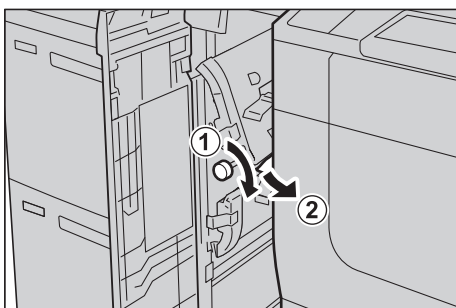
- 2** Move the handle [1d] upwards (1) and remove the jammed paper (2).



Note

- If paper is torn, check for any torn pieces of paper in the tray.

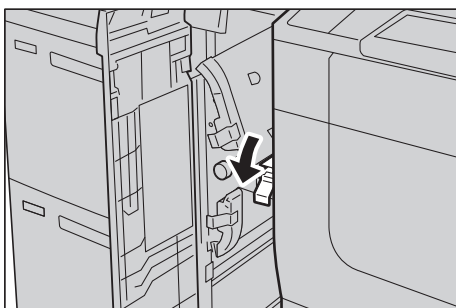
- 3** If the paper cannot be removed in step 2, turn the knob [1c] clockwise (1), and then remove the jammed paper (2).



Note

- If paper is torn, check for any torn pieces of paper in the tray.

- 4** Return the handle [1d] to the original position.



- 5** Close the front door of the High Capacity Feeder.

Note

- If the front door of the High Capacity Feeder is not completely closed, a message will appear and the device will not operate.

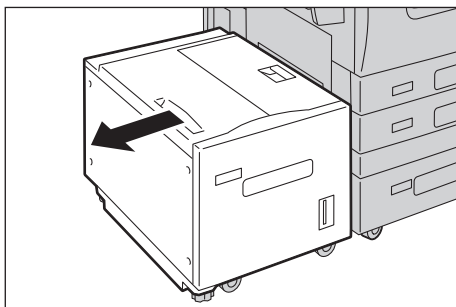
Paper Jams in the Bottom Left Door

The following describes how to clear paper jams occurring in the bottom left door.

- 1 When the following option is installed, perform the following procedure. If not, proceed to step 2.

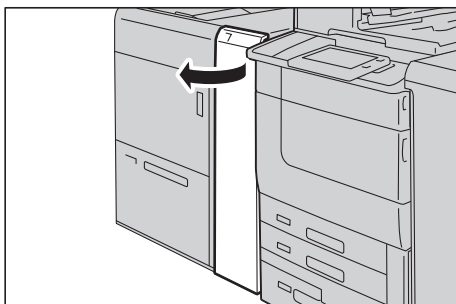
■When the HCF B1 is installed

- 1) Gently move the Tray 6 (HCF B1) to the left until it stops by gripping the handle on the top left side of the Tray 6.

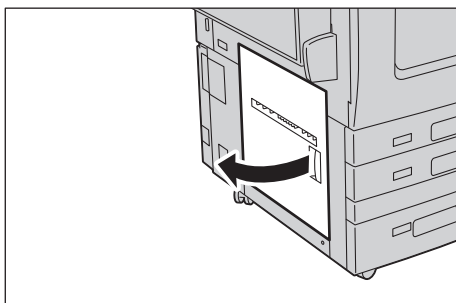


■When the High Capacity Feeder B1-S or the High Capacity Feeder C1-DS is installed

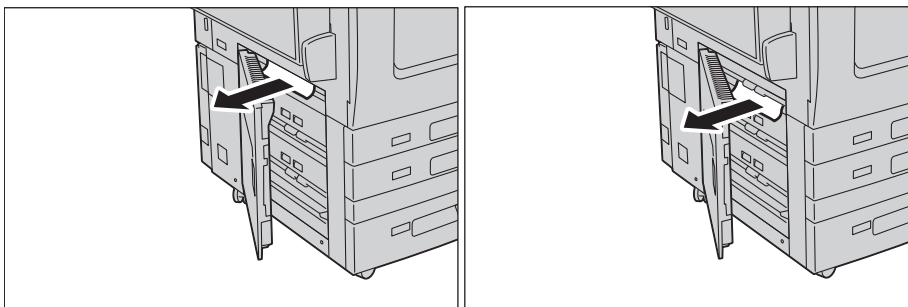
- 1) Open the front door of the High Capacity Feeder.



- 2 Open the bottom left door while gripping the release handle.



3 Remove the jammed paper.



Note

- If the paper is torn, make sure no piece of paper remains inside the device.

4 Close the bottom left door.

5 When the following option is installed, perform the following.

■When the HCF B1 is installed

- 1) Gently put the HCF back into position.

■When the High Capacity Feeder B1-S or the High Capacity Feeder C1-DS is installed

- 1) Close the front door of the High Capacity Feeder.

Note

- If the front door of the High Capacity Feeder is not completely closed, a message will appear and the device remains paused.

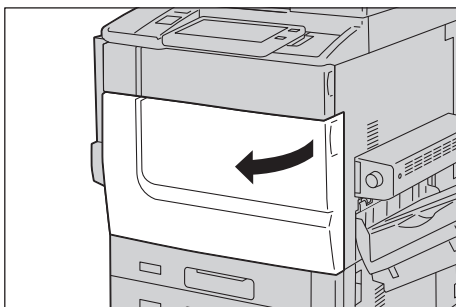
Paper Jams Inside the Main Unit

The following describes how to clear paper jams inside the transfer module of the main unit.

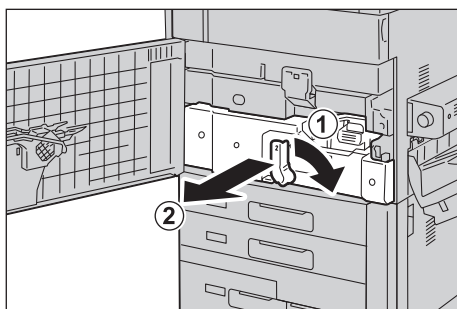
Important

- Before pulling out the transfer module, check the touch screen to make sure that no paper remains in the locations other than the transfer module. Paper may be torn if paper remains in these locations when the transfer module is pulled out.

1 Make sure that the device has stopped, and open the device front door.

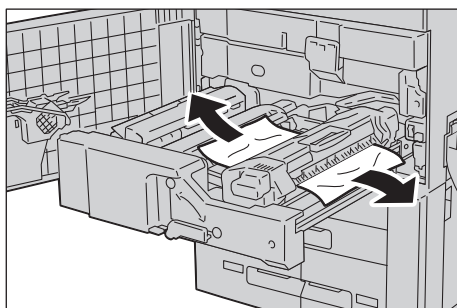


- 2 Turn the green handle [2] at the center of the transfer module to the right until it is in the horizontal position (1), and then pull out the transfer module until it stops (2).

**Note**

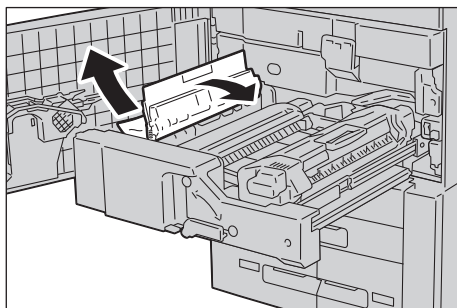
- If you see the paper jammed inside the transfer module when you are pulling out the module, stop pulling out the module, and then gently pull out the module while holding the paper on the module.

- 3 Remove the visible jammed paper.

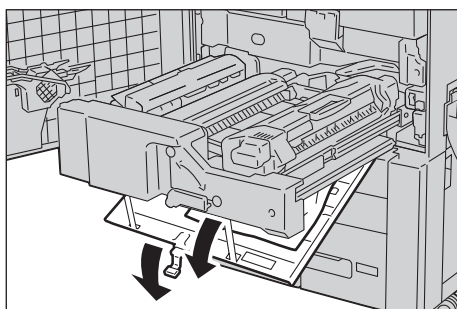
**Note**

- If paper is torn, check for any torn pieces of paper in the unit.

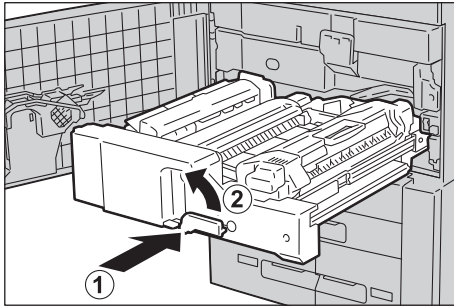
- 4 Move the handle [2a] to the right, and remove the jammed paper.



- 5 Pull down the handle [2b], and remove the jammed paper.



- 6 Return the handle [2a] and [2b] to the original position.
- 7 Insert the transfer module completely (1) and turn the green handle [2] to the left (2).



Note

- If you cannot turn the handle, pull out the transfer module halfway and insert it again.

- 8 Close the device front door.

Note

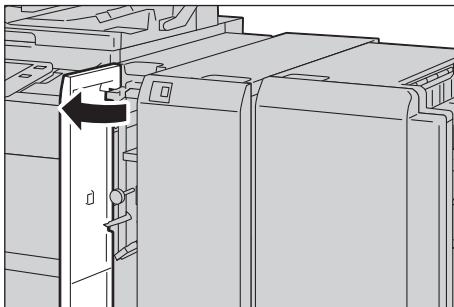
- If the device front door is not completely closed, a message will appear and the device remains paused.

Paper Jams in the Bottom Right Door

- 1 When the following option is installed, perform the following procedure before opening the bottom right door. If not, proceed to step 2.

■ **When the C3 Finisher or the C3 Finisher with Booklet Maker is installed**

- 1) Make sure that the device has stopped, and open the Transport Unit V1 front door.

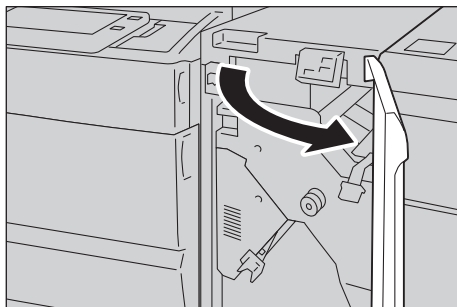


- 2) Move the handle [1c] to the right.

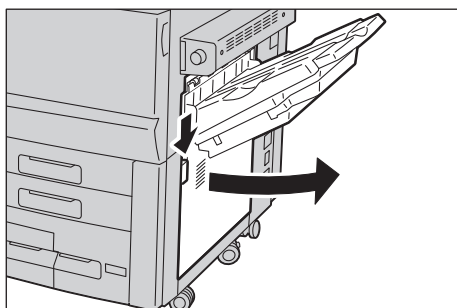


■When the Interface Decurler Module D1 is installed

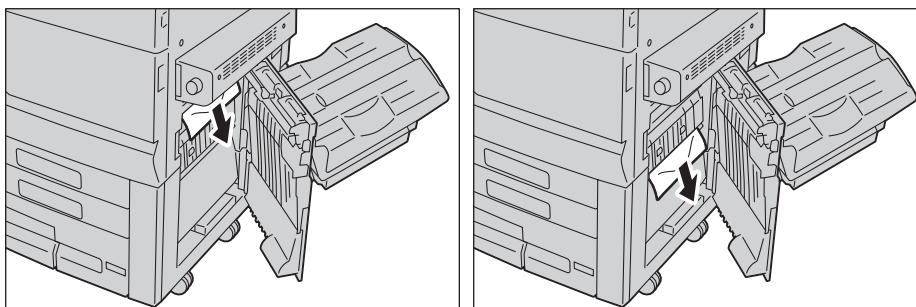
- 1) Make sure that the device has stopped, and open the Interface Decurler Module front door.



- 2 Open the bottom right door while sliding the door latch downwards.



- 3 Remove the jammed paper.



Note

- If the paper is torn, make sure no piece of paper remains inside the device.

- 4 Close the bottom right door.

Note

- If the bottom right door is not completely closed, a message will appear and the device remains paused.

- 5 When the following option is installed, perform the following procedure.

■When the C3 Finisher or the C3 Finisher with Booklet Maker is installed

- 1) Return the handle [1c] to its original position, and close the Transport Unit V1 front door.

Note

- If the front door is not completely closed, a message will appear and the device remains paused.

■When the Interface Decurler Module D1 is installed

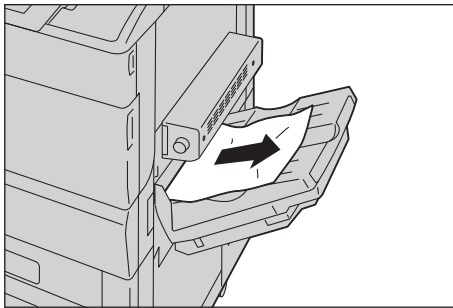
- 1) Close the Interface Decurler Module front door.

Note

- If the front door is not completely closed, a message will appear and the device remains paused.

Paper Jams in the Output Tray

- 1 Remove jammed paper from the output tray.

**Note**

- If the paper is torn, make sure no piece of paper remains inside the device.

Paper Jams in the Transport Unit V1

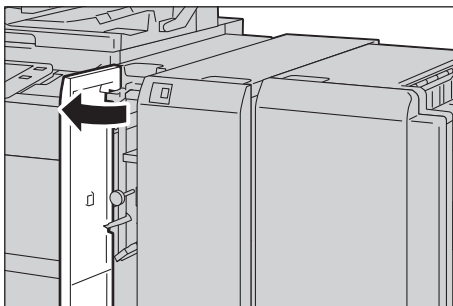
The following describes how to clear paper jams inside the Transport Unit V1 when the C3 Finisher (optional) or the C3 Finisher with Booklet Maker (optional) is installed.

Note

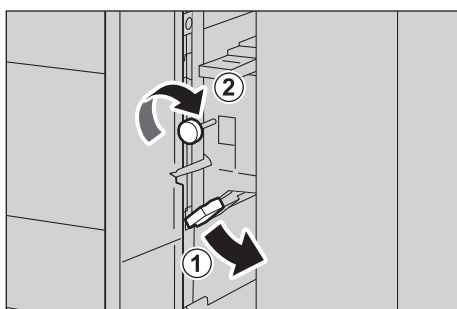
- Remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

Paper Jams at the Handle [1c]

- 1 Make sure that the device has stopped, and open the Transport Unit V1 front door.



- 2 Move the handle [1c] to the right (1), and turn the knob [1b] to the right (2).



- 3 Remove the jammed paper.

**Note**

- If the paper is torn, make sure no piece of paper remains inside the device.

- 4 Return the handle [1c] to its original position.

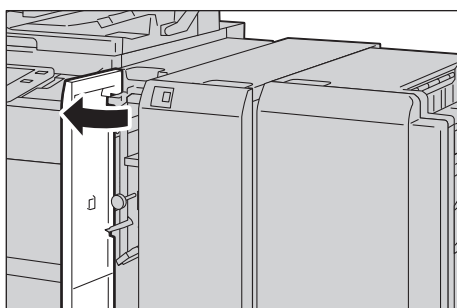
- 5 Close the Transport Unit V1 front door.

Note

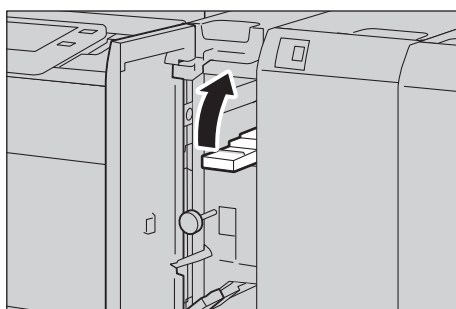
- If the Transport Unit V1 front door is not completely closed, a message will appear and the device remains paused.

Paper Jams at the Handle [1a]

- 1 Make sure that the device has stopped, and open the Transport Unit V1 front door.



- 2** Move the handle [1a] to the upper direction.



- 3** Remove the jammed paper.



Note

- If paper is torn, check for any torn pieces of paper inside the device.

- 4** Return the handle [1a] to its original position.

- 5** Close the Transport Unit V1 front door.

Note

- If the Transport Unit V1 front door is not completely closed, a message will appear and the device remains paused.

Paper Jams in C3 Finisher / C3 Finisher with Booklet Maker

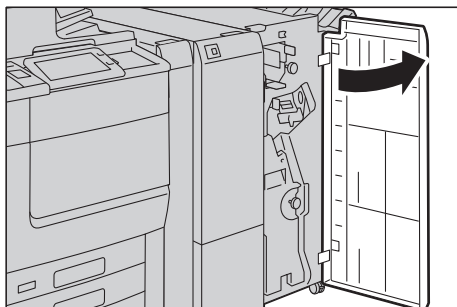
The following describes how to clear paper jams inside the finisher when the C3 Finisher (optional) or the C3 Finisher with Booklet Maker (optional) is installed.

Note

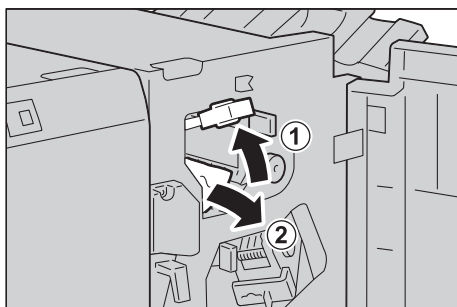
- Remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

Paper Jams at the Handle [3a]

- 1 Open the finisher front door.



- 2 Move the handle [3a] upwards (1), and remove the jammed paper (2).



Note

- If paper is torn, check for any torn pieces of paper inside the device.

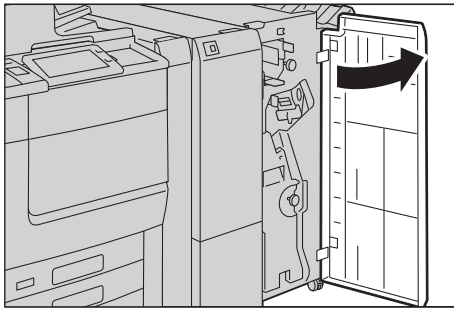
- 3 Return the handle [3a] to its original position.
- 4 Close the finisher front door.

Note

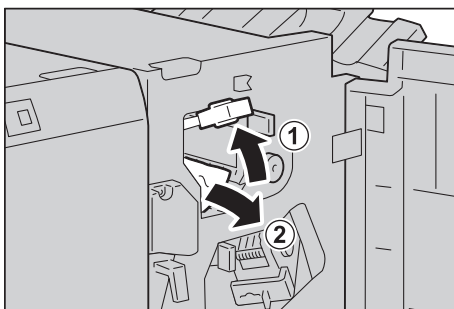
- If the finisher front door is not completely closed, a message will appear and the device remains paused.

Paper Jams at the Handle [3a] (Using the Knob [3b])

- 1 Open the finisher front door.

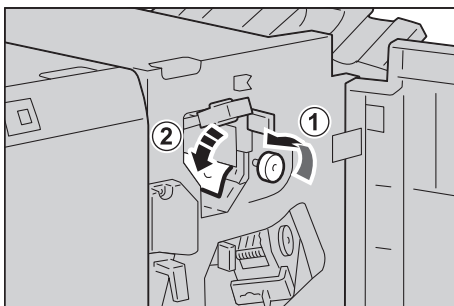


- 2 Move the handle [3a] upwards (1), and remove the jammed paper (2).

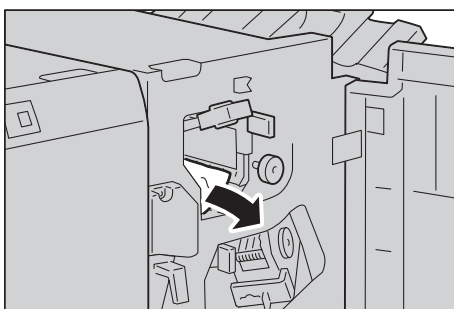
**Note**

- If paper is torn, check for any torn pieces of paper inside the device.

- 3 Turn the knob [3b] to the left (1), and eject the jammed paper (2).



- 4 Gently pull the paper to remove.

**Note**

- If paper is torn, check for any torn pieces of paper inside the device.

5 Return the handle [3a] to its original position.

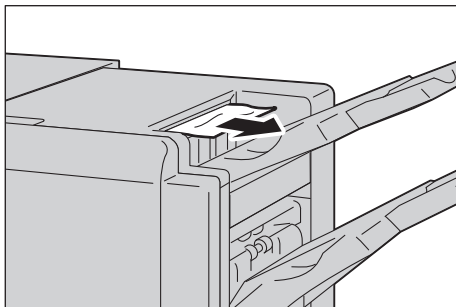
6 Close the finisher front door.

Note

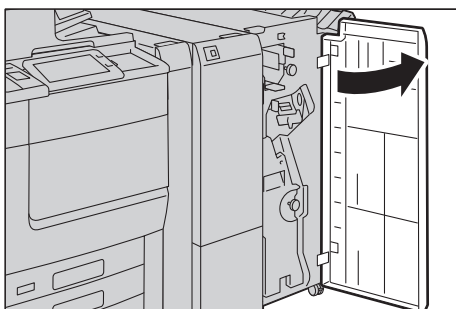
- If the finisher front door is not completely closed, a message will appear and the device remains paused.

Paper Jams at the Handle [3c]

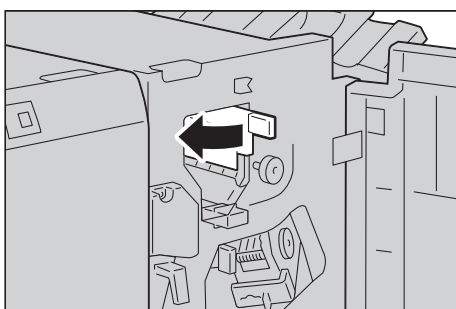
1 If you can see the edge of the jammed paper on the output tray, gently pull the paper straight from the exit area to remove.



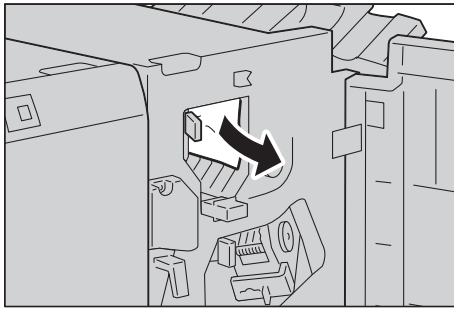
2 Open the finisher front door.



3 Move the handle [3c] to the left.



4 Remove the jammed paper.



Note

- If paper is torn, check for any torn pieces of paper inside the device.

5 Return the handle [3c] to its original position.

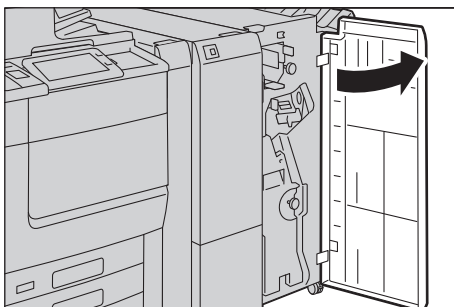
6 Close the finisher front door.

Note

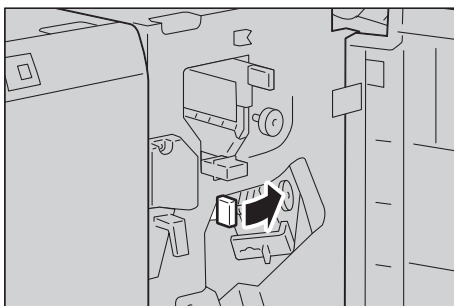
- If the finisher front door is not completely closed, a message will appear and the device remains paused.

Paper Jams at the Handle [3d]

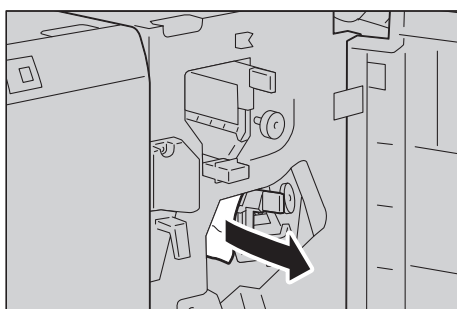
1 Open the finisher front door.



2 Move the handle [3d] to the right.



3 Remove the jammed paper.



Note

- If paper is torn, check for any torn pieces of paper inside the device.

4 Return the handle [3d] to its original position.

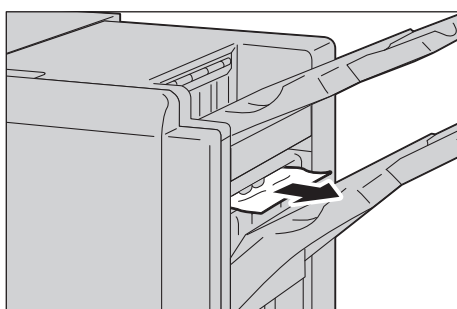
5 Close the finisher front door.

Note

- If the finisher front door is not completely closed, a message will appear and the device remains paused.

Paper Jams at the Handle [3d] (when the paper is ejected at the output area)

1 Gently pull the jammed paper to the right to remove.

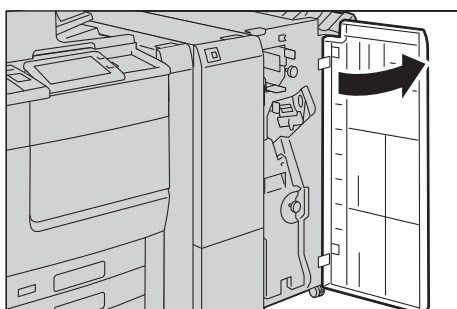


Note

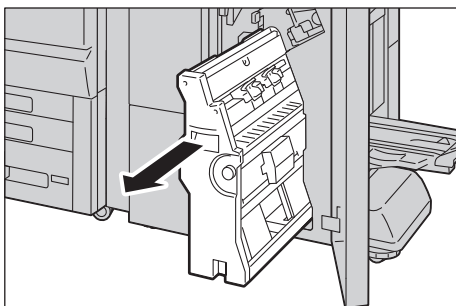
- If paper is torn, check for any torn pieces of paper inside the device.

Paper Jams in the Booklet Unit [4] (For C3 Finisher with Booklet Maker)

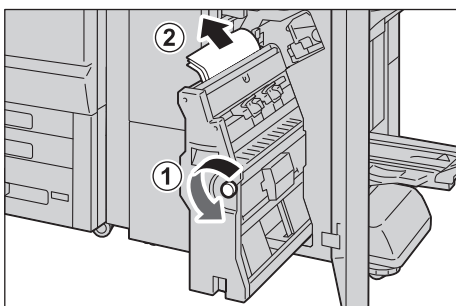
1 Open the finisher front door.



- 2 Pull out the booklet unit [4].



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



- 4 Return the booklet unit [4] to its original position.

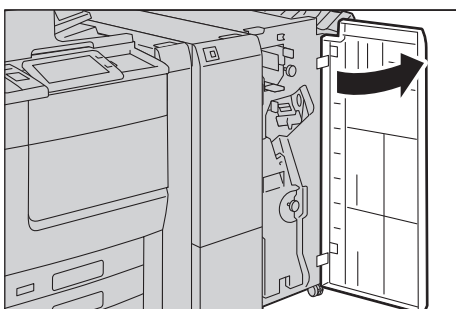
- 5 Close the finisher front door.

Note

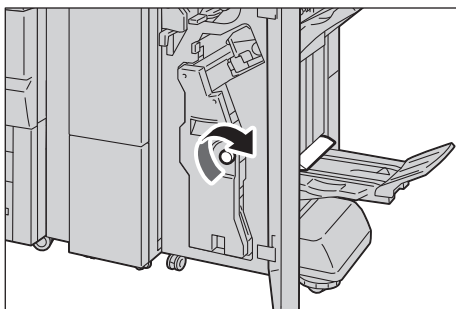
- If the finisher front door is not completely closed, a message will appear and the device remains paused.

Paper Jams in the Booklet Tray [4a] (For C3 Finisher with Booklet Maker)

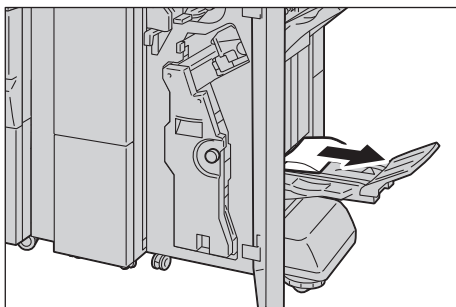
- 1 Open the finisher front door.



- 2 Turn the knob [4a] to the right to eject the jammed paper onto the booklet tray.



- 3 Remove the jammed paper.



Note

- If paper is torn, check for any torn pieces of paper inside the device.

- 4 Close the finisher front door.

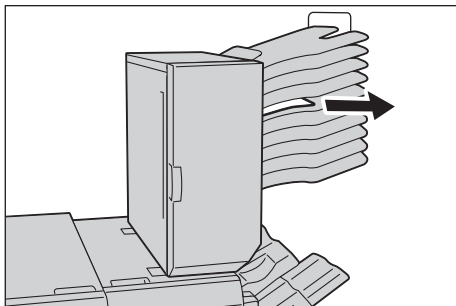
Note

- If the finisher front door is not completely closed, a message will appear and the device remains paused.

Paper Jams in the 10-bin Output Device

The following describes how to clear paper jams inside the 10-bin output device when the 10-bin output device is installed to the C3 Finisher with Booklet Maker (optional).

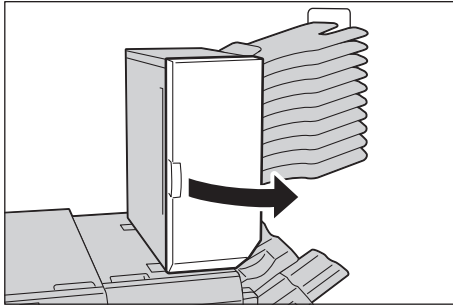
- 1 If you can see the edge of the jammed paper from the 10-bin output device, gently pull the paper straight from the exit area to remove.



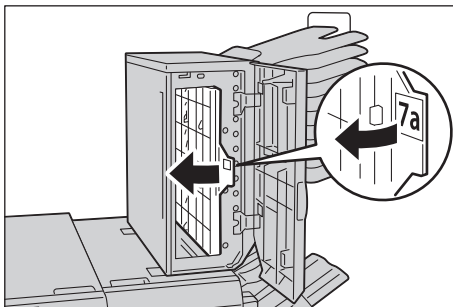
Note

- If paper is torn, check for any torn pieces of paper inside the device.

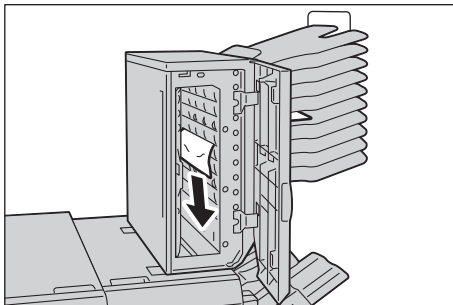
- 2 Open the front door of the 10-bin output device.



- 3 Open the cover [7a] to the left.



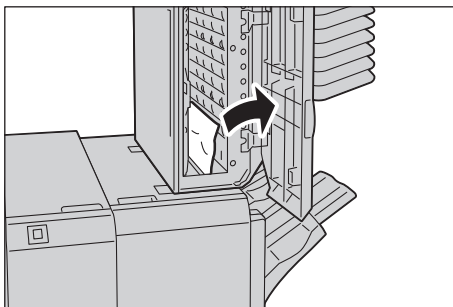
- 4 If you can see the edge of the jammed paper on the exit area, gently pull the jammed paper down to remove.



Note

- If paper is torn, check for any torn pieces of paper inside the device.

- 5 If you can see the edge of the jammed paper from the bottom side, gently pull up the jammed paper up to remove.



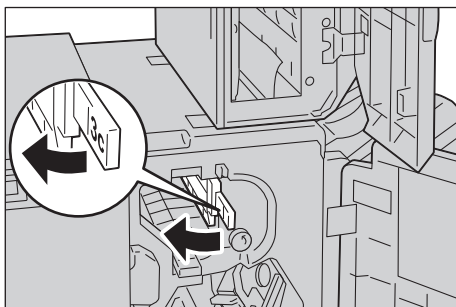
Note

- If paper is torn, check for any torn pieces of paper inside the device.

- 6** If you cannot remove the paper, open the finisher front door.



- 7** Move the handle [2a] to the left.



- 8** Remove the jammed paper.



Note

- If paper is torn, check for any torn pieces of paper inside the device.

- 9** Return the handle [2a] to its original position.

- 10** Close the finisher front door.

Note

- A message will be displayed and the device will not operate if the finisher front cover is even slightly open.

- 11** Close the 10-bin output device cover [7a].

- 12** Close the 10-bin output device front door.

Note

- A message will be displayed and the device will not operate if the 10-bin output device front cover is even slightly open.

Paper Jams in the Folder Unit CD1

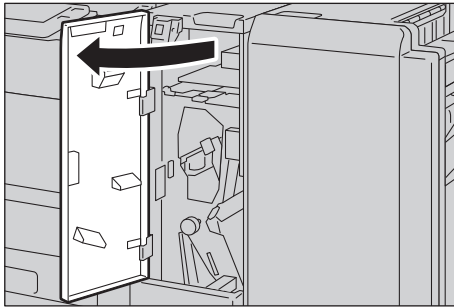
The following describes how to clear paper jams inside the folder unit when the Folder Unit CD1 (optional) is installed.

Note

- A remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

Paper Jams at the Handle [2a]

- 1 Make sure that the device has stopped, and open the folder unit front door.



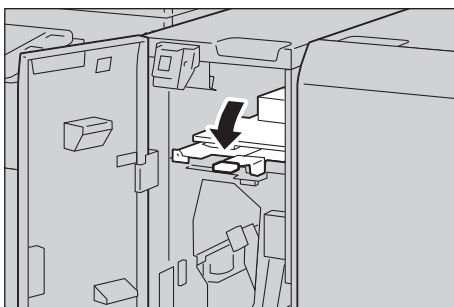
- 2 Move the handle [2a] upwards (1), and remove the jammed paper (2).



Note

- If paper is torn, check for any torn pieces of paper inside the device.

- 3 Return the handle [2a] to its original position.



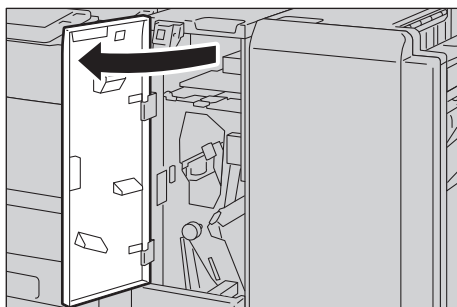
- 4 Close the door.

Note

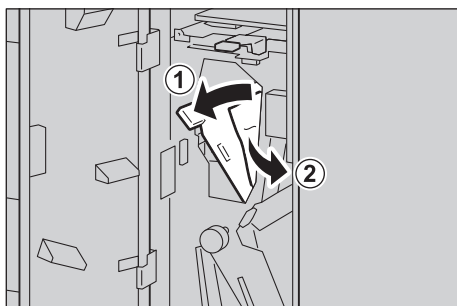
- A message will be displayed and the device will not operate if the folder unit front cover is even slightly open.

Paper Jams at the Handle [2b]

- 1 Make sure that the device has stopped, and open the folder unit cover of the Folder Unit CD1.



- 2 Move the handle [2b] to the left (1), and remove the jammed paper (2).



Note

- If paper is torn, check for any torn pieces of paper inside the device.

- 3 Return the handle [2b] to its original position.



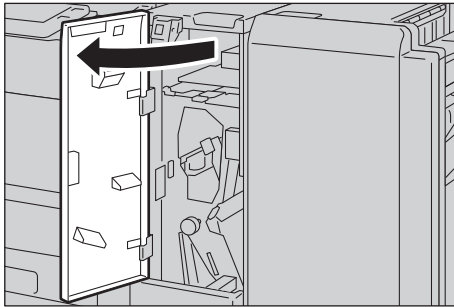
- 4 Close the folder unit cover of the Folder Unit CD1.

Note

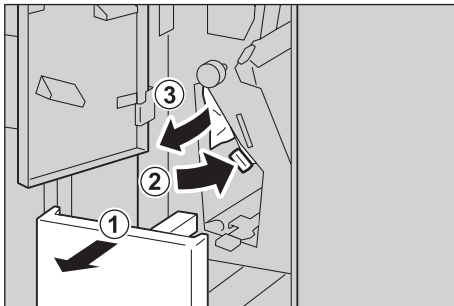
- A message will be displayed and the device will not operate if the folder unit cover of the Folder Unit CD1 is even slightly open.

Paper Jams at the Knob [2c], the Handle [2e]/[2f], and the Tri-fold Output Tray [2d]

- 1 Make sure that the device has stopped, and open the folder unit cover of the Folder Unit CD1.



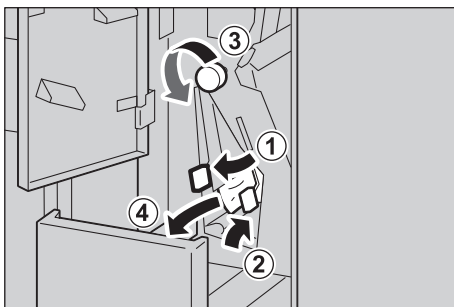
- 2 Pull out the Tri-fold output tray [2d] (1), and move the handle [2e] to the right (2). Remove the jammed paper (3).



Note

- If paper is torn, check for any torn pieces of paper inside the device.

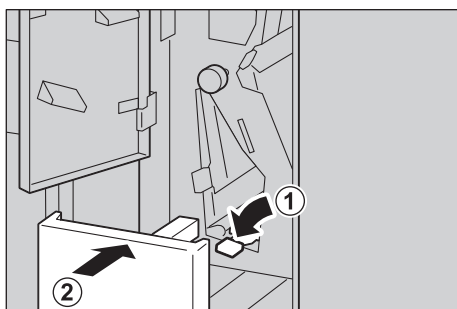
- 3 If you cannot remove the paper in step 2, return the handle [2e] to its original position (1), and move the handle [2f] (2). Turn the knob [2c] to the left (3), and then remove the jammed paper (4).



Note

- If paper is torn, check for any torn pieces of paper inside the device.

- 4 Return the handle opened ([2f] or [2e]) to its original position (1), and push the Tri-fold output tray [2d] in (2).



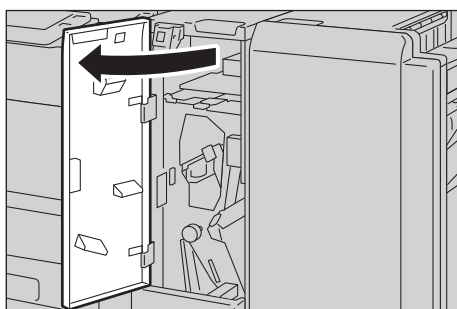
- 5 Close the folder unit cover of the Folder Unit CD1.

Note

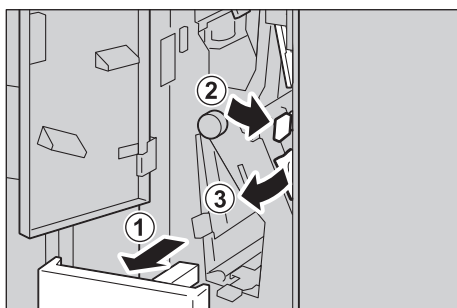
- A message will be displayed and the device will not operate if the folder unit cover of the Folder Unit CD1 is even slightly open.

Paper Jams at the Tri-fold Output Tray [2d] and the Handle [2g]

- 1 Make sure that the device has stopped, and open the folder unit cover of the Folder Unit CD1.



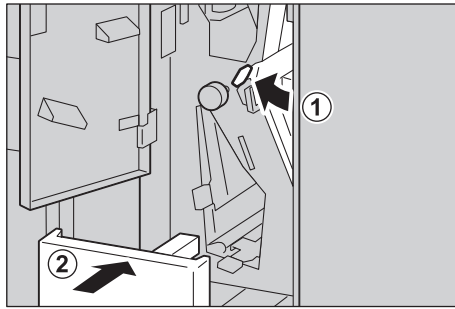
- 2 Pull out the Tri-fold output tray [2d] (1), and move the handle [2g] to the right (2). Remove the jammed paper (3).



Note

- If paper is torn, check for any torn pieces of paper inside the device.

- 3** Return the handle [2g] (1), and push the Tri-fold output tray [2d] in (2).



- 4** Close the folder unit cover of the Folder Unit CD1.

Note

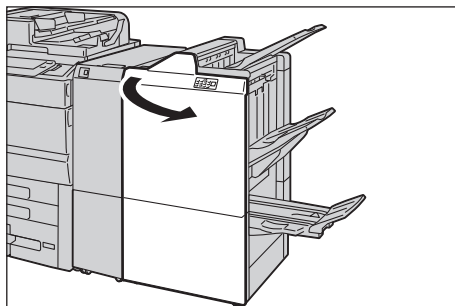
- A message will be displayed and the device will not operate if the folder unit cover of the Folder Unit CD1 is even slightly open.

Paper Jams in the Finisher D6 with Booklet Maker

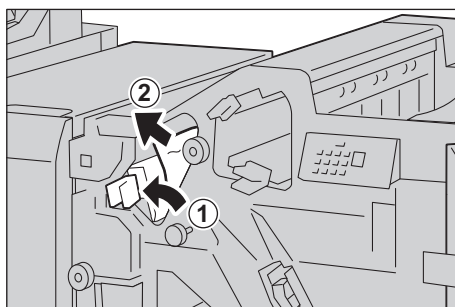
Paper jam in the Finisher

■ When Lamp E1 is Lit

- 1** Make sure that the device has stopped, and open the finisher front door.



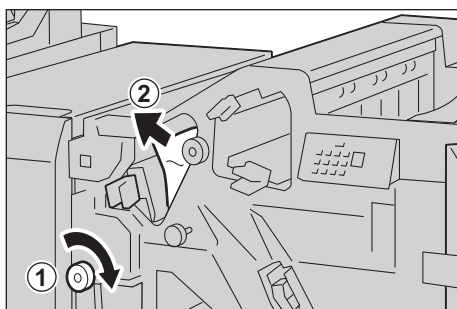
- 2** Move handle [1a] leftwards (1), and remove the jammed paper (2).



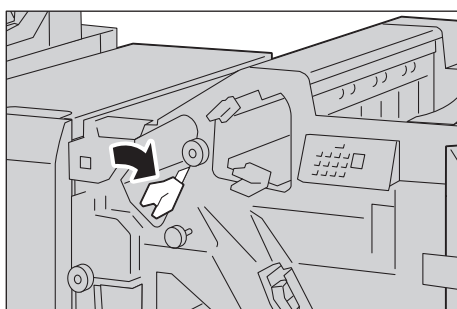
Note

- Hold the end of the paper and remove the paper.

- 3** If it is difficult to remove the jammed paper, turn knob [1b] to the right (1), and remove the jammed paper (2).



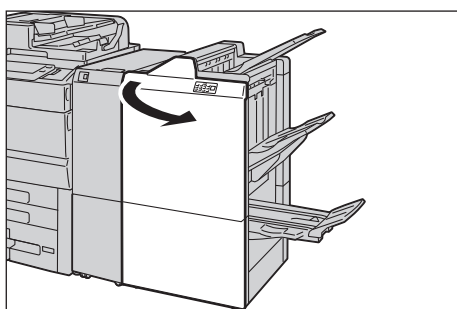
- 4** Return handle [1a] to its original position.



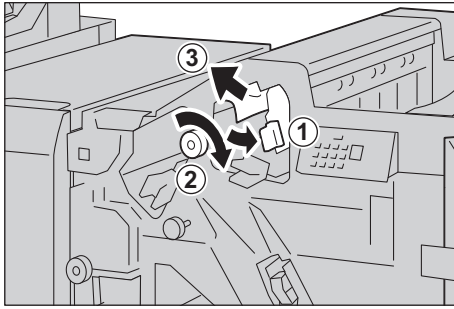
- 5** Close the door.

■ **When Lamp E2 is Lit**

- 1** Make sure that the device has stopped, and open the finisher front door.



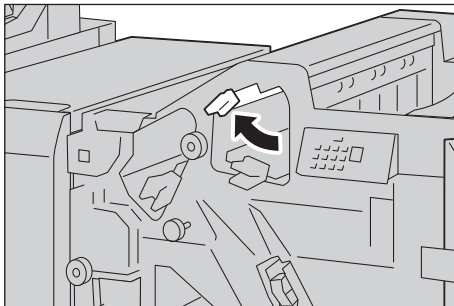
- 2 Move handle [1c] to the right (1), turn knob [1e] to the right (2), and remove the jammed paper (3).



Note

- The jammed paper may be hidden in the top part.

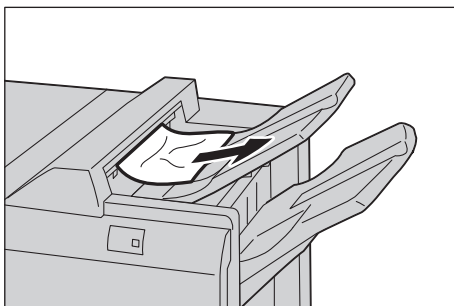
- 3 Return handle [1c] to its original position.



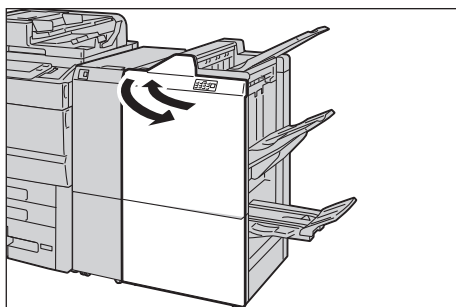
- 4 Close the cover.

■ **When Lamp E3 is Lit**

- 1 Remove the paper jammed in the output tray.

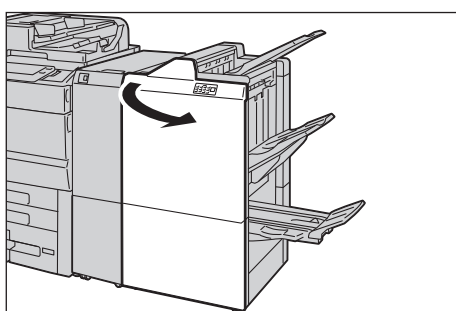


- 2 Open and close the finisher front door.

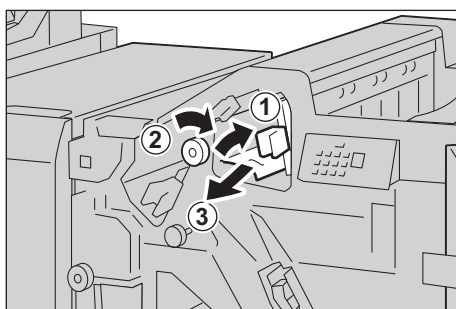


■ When Lamp E4 is Lit

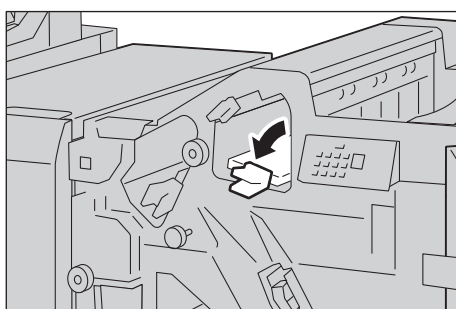
- 1 Make sure that the device has stopped, and open the finisher front door.



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



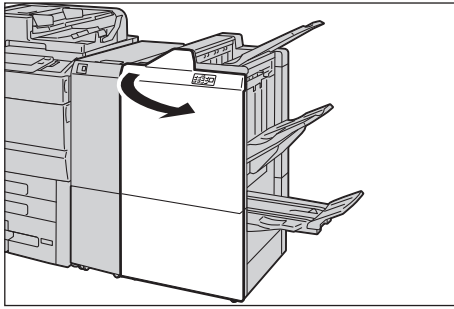
- 3 Return handle [1d] to its original position.



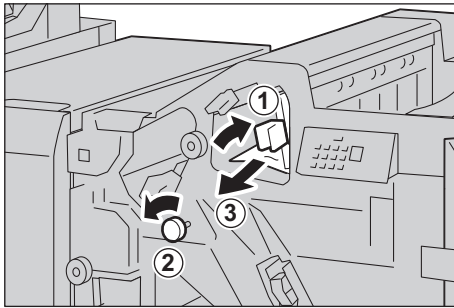
- 4 Close the door.

■ When Lamp E5 is Lit

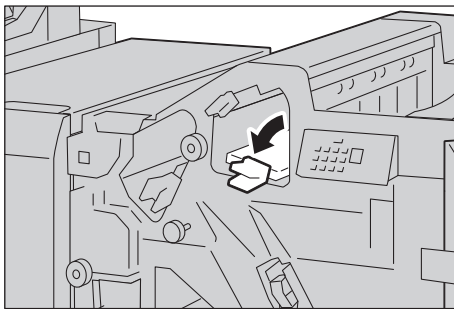
- 1 Make sure that the device has stopped, and open the finisher front door.



- 2 Move handle [1d] to the right (1), turn the knob [1f] to the left (2), and remove the jammed paper (3).



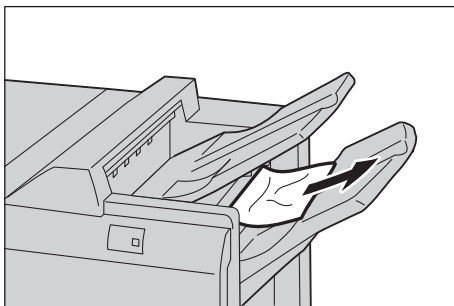
- 3 Return handle [1d] to its original position.



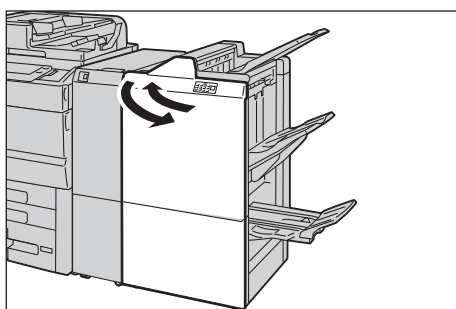
- 4 Close the door.

■ When Lamp E6 is Lit

- 1 Remove the paper jammed in the finisher tray.



- 2 Open and close the finisher front door.

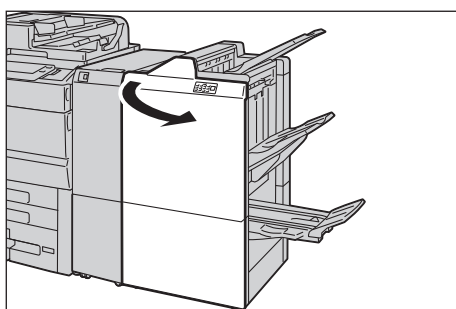


Paper Jams in the Booklet Maker

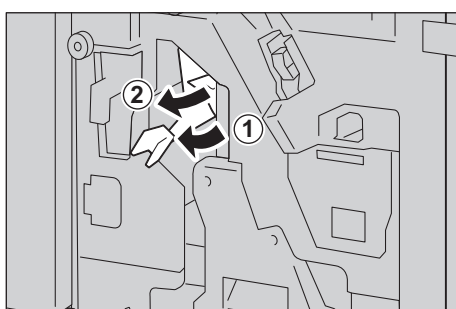
If the paper jam occurs in the Booklet maker, follow the steps below to remove the jammed paper.

■ When Lamp E7 is Lit

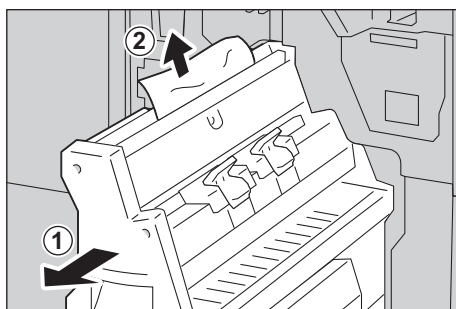
- 1 Make sure that the device has stopped, and open the finisher front door.



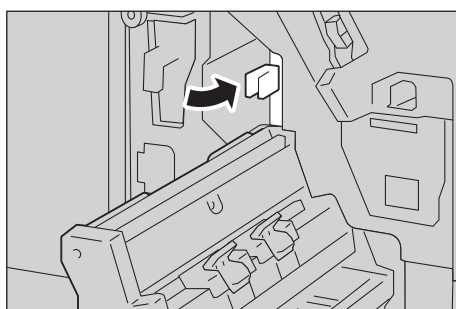
- 2 Move handle [3a] to the left (1), and remove the jammed paper (2).



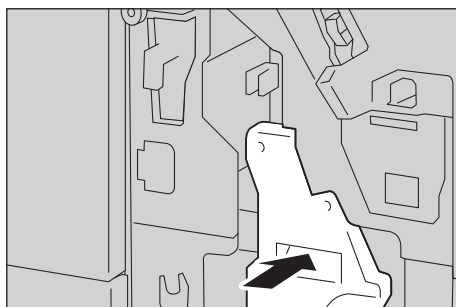
- 3** If it is difficult to remove the jammed paper, pull out the booklet maker unit [3] (1), and remove the jammed paper (2).



- 4** Return handle [3a] to its original position.



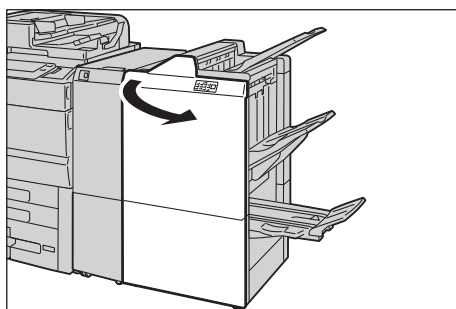
- 5** Slowly push the booklet maker unit [3] all the way into the device.



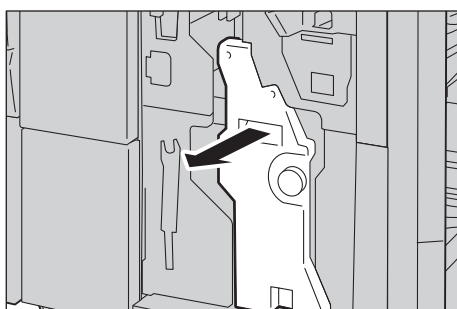
- 6** Close the door.

■ **When Lamp E8 is Lit**

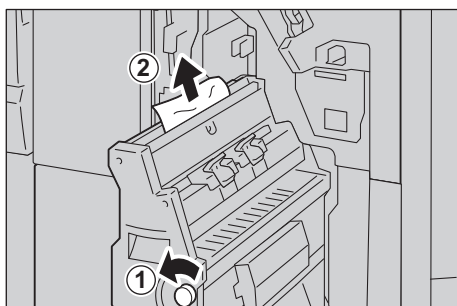
- 1** Make sure that the device has stopped, and open the finisher front door.



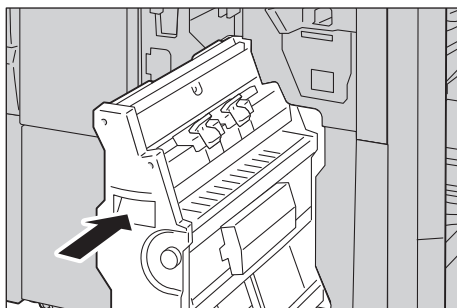
- 2 Pull out the booklet maker unit [3].



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



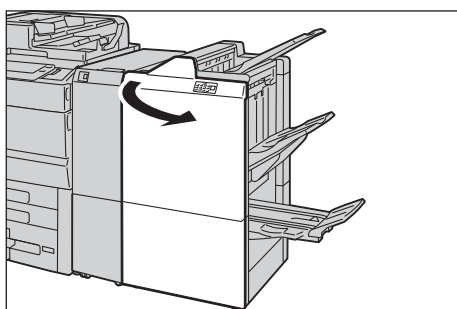
- 4 Slowly push the booklet marker unit [3] all the way into the device.



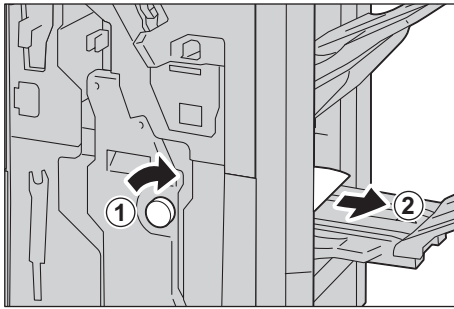
- 5 Close the door.

■ When Lamp E9 is Lit

- 1 Make sure that the device has stopped, and open the finisher front door.



- 2** Turn knob [3b] to the right (1), and remove paper jammed in the Booklet tray (2).



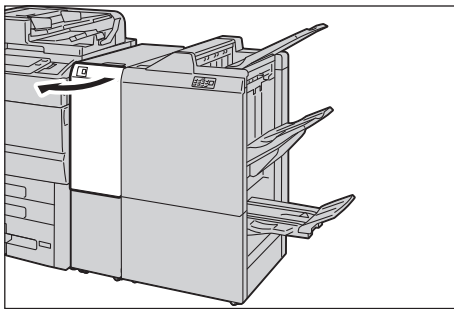
- 3** Close the door.

Paper Jams in the Folder Unit CD2

The following describes how to clear paper jams inside the folder unit, when Folder Unit CD2 (optional) is installed.

■ When Lamp E10 is Lit

- 1** Make sure that the device has stopped, and open the folder unit front door.



- 2** Move handle [2a] upwards (1), move the handle [2b] to left (2), and remove the jammed paper (3).



Note

- If the paper is torn, check for any torn pieces of paper inside the device.

- 3 Return handles [2a] and [2b] to their original positions.



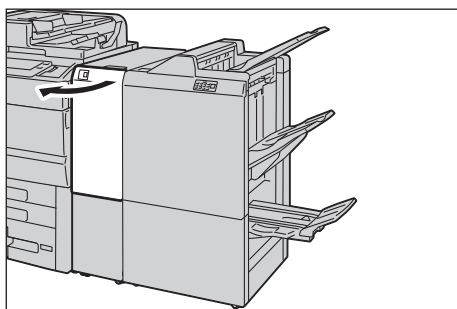
- 4 Close the door.

Note

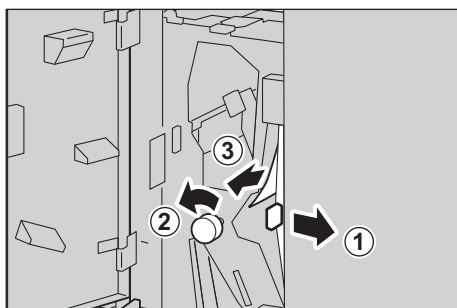
- If the folder unit front door is not closed completely, a message appears and the device will remain paused.

■ **When Lamp E11 is Lit**

- 1 Make sure that the device has stopped, and open the folder unit front door.



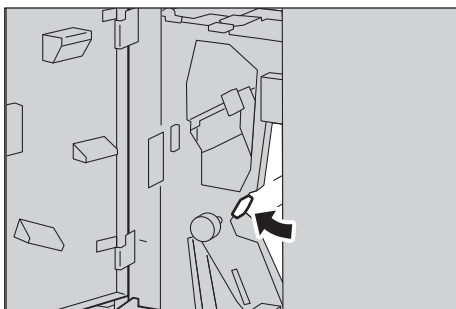
- 2 Move handle [2g] to the right (1), turn knob [2c] to the left (2), and remove the jammed paper (3).



Note

- If the paper is torn, check for any torn pieces of paper inside the device.

- 3** Return handle [2g] to its original position.



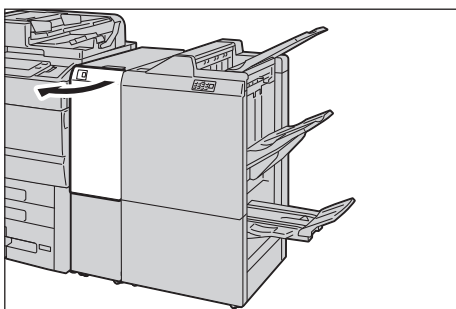
- 4** Close the door.

Note

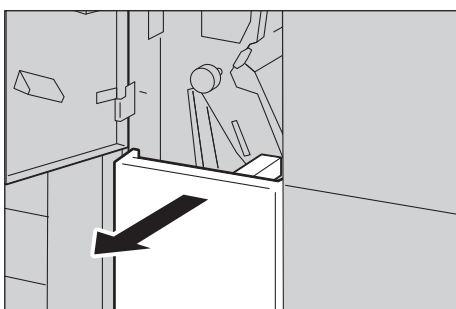
- If the folder unit front door is not closed completely, a message appears and the device will remain paused.

■ When Lamp E12 is Lit

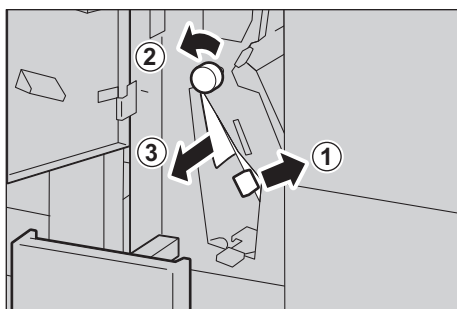
- 1** Make sure that the device has stopped, and open the folder unit front door.



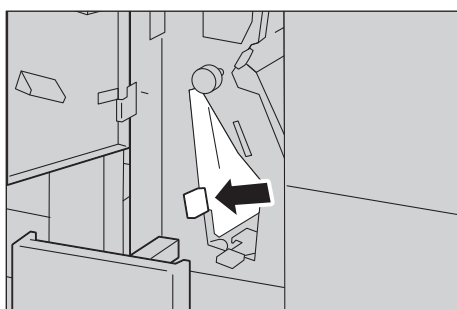
- 2** Pull out the Tri-fold output tray [2d].



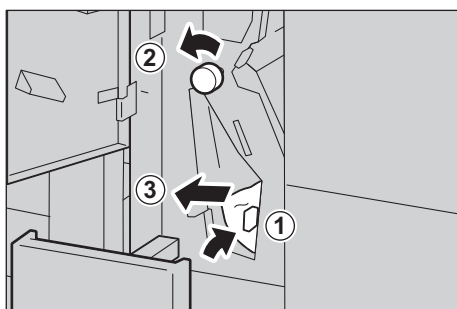
- 3** Move handle [2e] to the right (1), turn knob [2c] to the left (2), and remove the jammed paper (3).



- 4** Return handle [2e] to its original position.



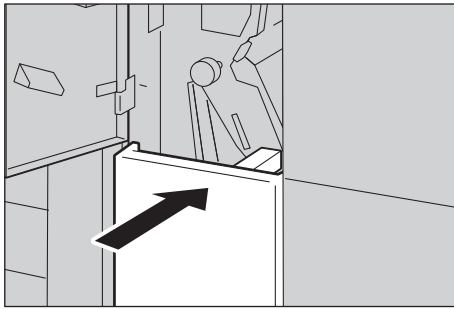
- 5** If it is difficult to remove the jammed paper, move handle [2f] to the right (1), turn knob [2c] to the left (2), and remove the jammed paper (3).



- 6** Return handle [2f] to its original position.



- 7** Slowly push in the Tri-fold output tray [2d].



- 8** Close the door.

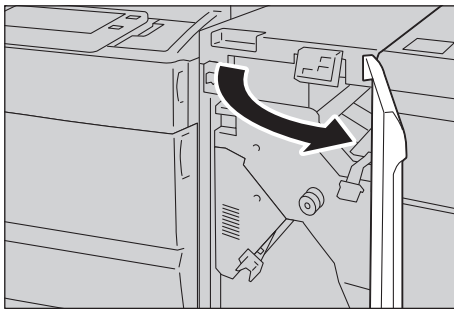
Note

- If the folder unit front door is not closed completely, a message appears and the device will remain paused.

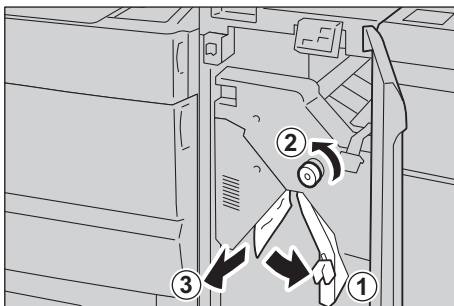
Paper Jams in Interface Decurler Module D1

The following describes how to clear paper jams in Interface Decurler Module D1 (optional).

- 1** Open the Interface Decurler Module front door.



- 2** Move handle [1a] downwards (1), turn knob [1b] to the left (2), and remove the jammed paper (3).



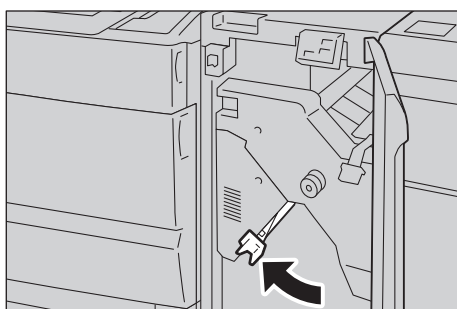
Important

- Make sure to turn the knob 10 times or more.
- To remove the paper, slowly pull it out.

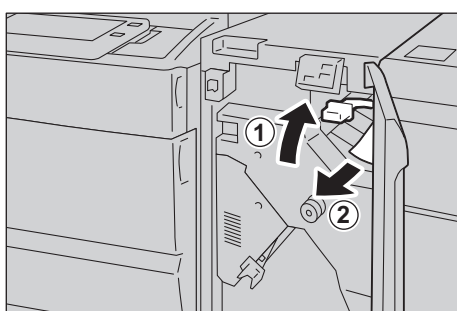
Note

- The jammed paper may be hidden in the top part.

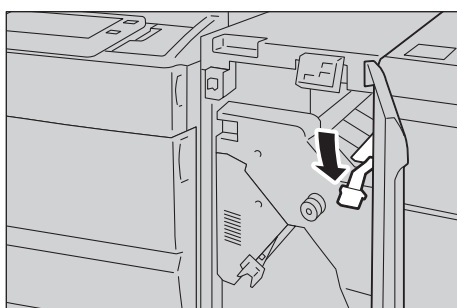
- 3** Return handle [1a] to its original position.



- 4** If it is difficult to remove the jammed paper, move handle [1c] upwards (1), and then remove the jammed paper (2).



- 5** Return handle [1c] to its original position.



- 6** Close the door.

Paper Jams in the Inserter D1

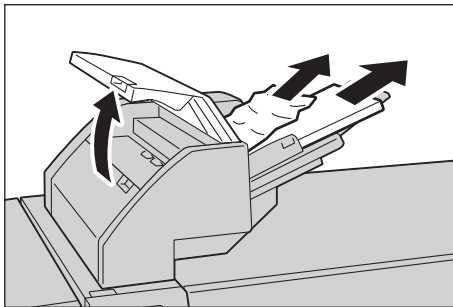
The following describes how to clear paper jams in the separator/cover tray (paper tray T1) (optional).

Note

- The procedure to clear a paper jam varies according to the location where the paper is jammed.
Check the location where the paper is jammed based on the message output in error display area.
The symbol (E) on the top left of a message indicates the place of the error lamp on the top of the device.

When Lamp E1 is Lit

- 1 Open the cover, and remove the jammed paper and all the papers loaded in the Inserter.



Important

- When two or more sheets of paper are loaded, remove all of the sheets from the tray.

Note

- If paper is torn, check for any torn pieces of paper inside the device.

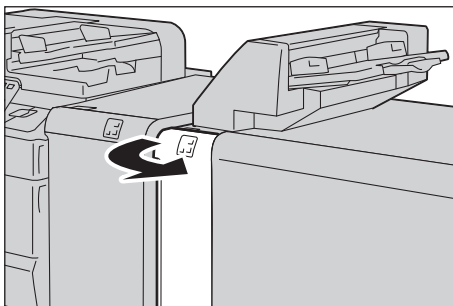
- 2 Align all four corners of the removed paper neatly, and then reload the paper.
- 3 Push the cover to close it.

Note

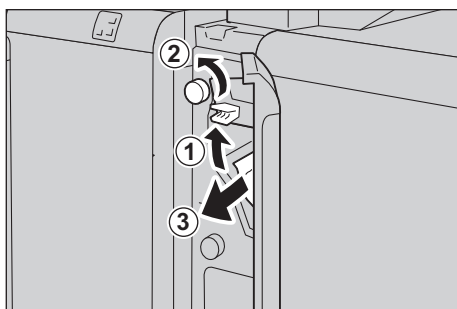
- A message will be displayed and the device will not operate if the cover is even slightly open.

When Lamp E2 is Lit

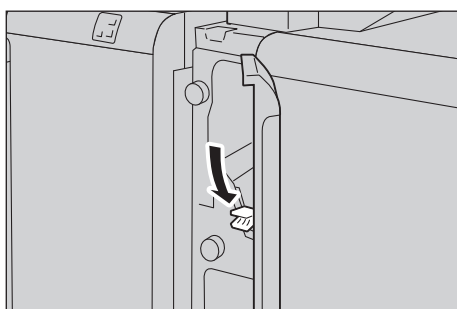
- 1 Open the Inserter front door.



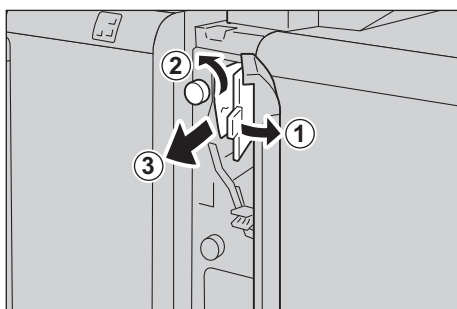
- 2** Move handle [1a] upwards (1), turn knob [1b] to the left (2), and remove the jammed paper (3).



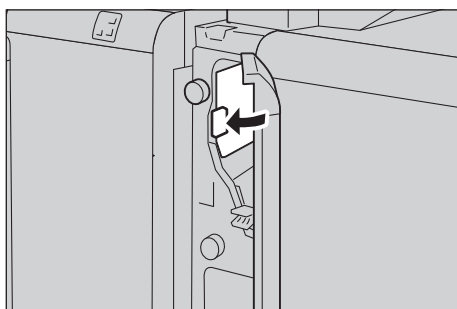
- 3** Return handle [1a] to its original position.



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



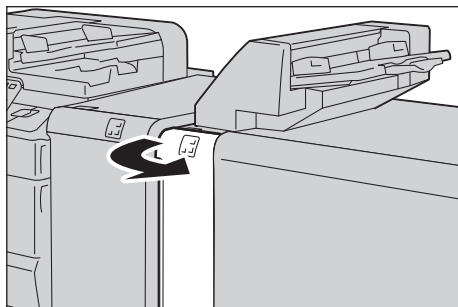
- 5** Return handle [1c] to its original position.



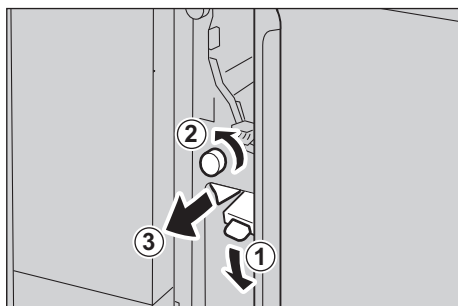
- 6** Close the door.

When Lamp E3 is Lit

- 1 Open the Inserter front door.



- 2 Move handle [1d] downwards (1), turn knob [1e] to the left (2), and remove the jammed paper (3).

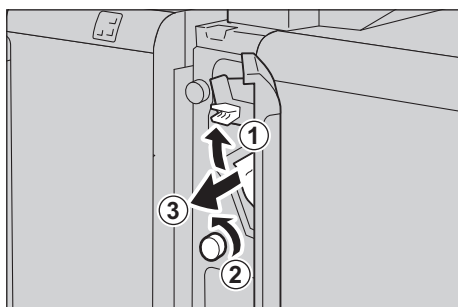
**Note**

- The jammed paper may be hidden in the top part.

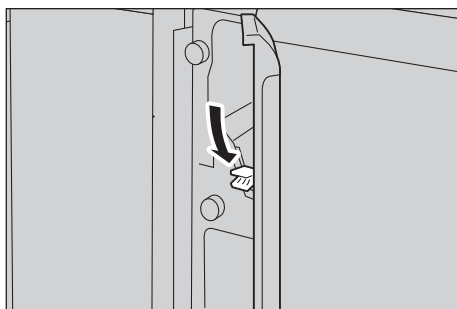
- 3 Return handle [1d] to its original position.



- 4 If it is difficult to remove the jammed paper, move handle [1a] upwards (1), turn knob [1e] to the left (2), and remove the jammed paper (3).



- 5** Return handle [1a] to its original position.



- 6** Close the door.

Paper Jams in the Crease/Two-sided Trimmer D2

If a paper jam occurs in the Crease/Two-sided Trimmer D2 (optional), printing is stopped.

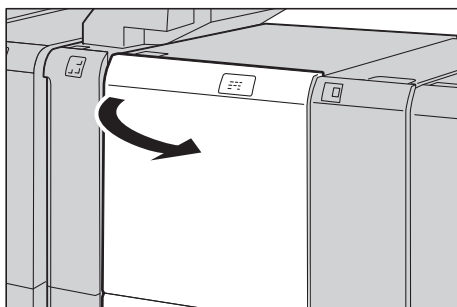
On the error display area of the touch screen, the location where paper is jammed is indicated in red, and a message is displayed. Also, the error lamp on the top of the device lights up.

Note

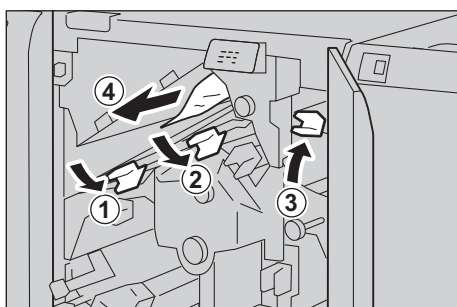
- The procedure to clear a paper jam varies according to the location where the paper is jammed. Remove the jammed paper according to the displayed message.
- The symbol (E) on the top left of a message indicates the place of the error lamp on the top of the device.

When the Lamp [E1] is Lit

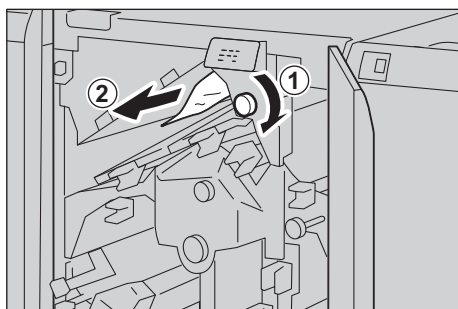
- 1** Open the two-sided trimmer front door.



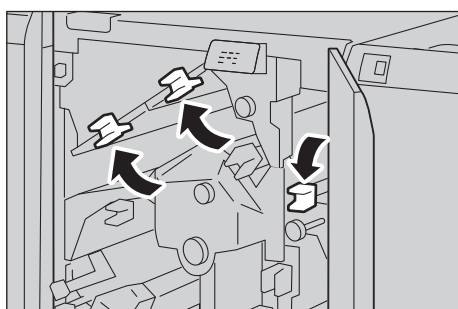
- 2** Move handles [1a] (1) and [1b] downwards (2), and move handle [1d] upwards (3), and remove the jammed paper (4).



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



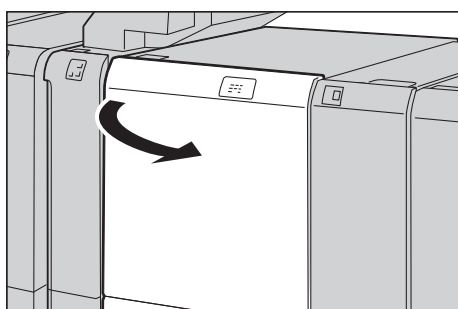
- 4 Return handles [1a], [1b], and [1d] to their original positions.



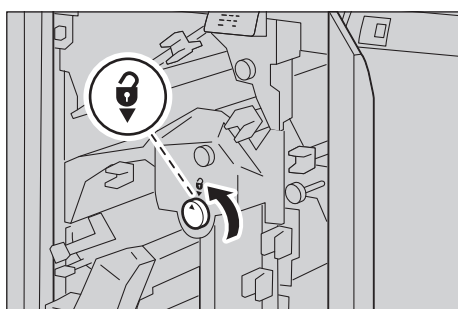
- 5 Close the door.

When the Lamp [E2] is Lit

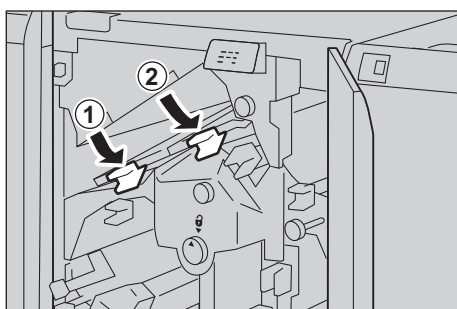
- 1 Open the two-sided trimmer front door.



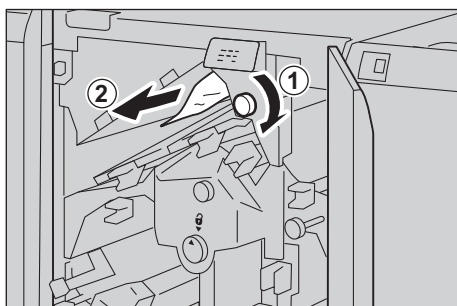
- 2 Turn knob [2] to the left, and align it with Unlock (a mark indicating an opened lock) position.



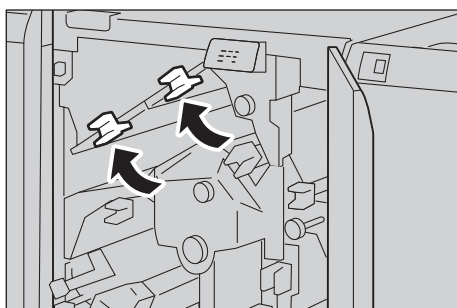
- 3** Move handles [1a] (1) and [1b] downwards (2).



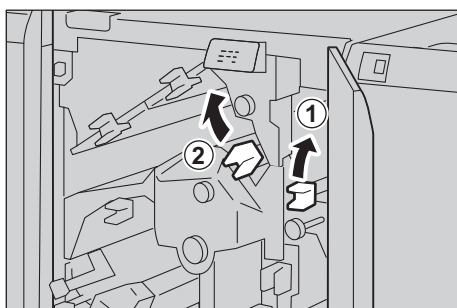
- 4** Turn knob [1c] to the right (1), and remove the jammed paper (2).



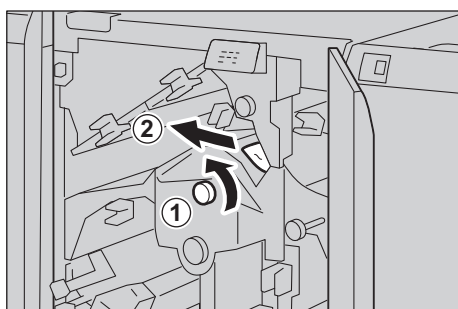
- 5** Return handles [1a] and [1b] to their original positions.



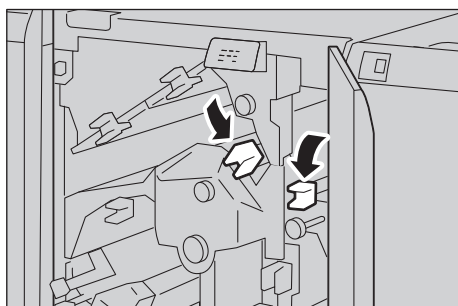
- 6** If it is difficult to remove the jammed paper, move handle [1d] upwards (1) and handle [2a] to the left (2).



- 7** Turn knob [2b] to the left (1), and remove the jammed paper (2).



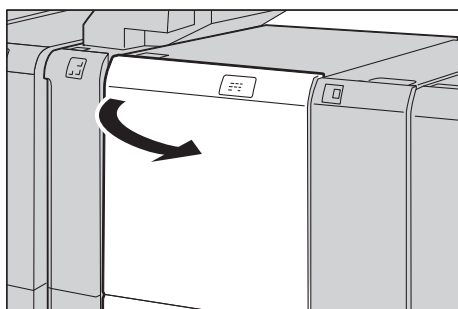
- 8** Return handles [1d] and [2a] to their original positions.



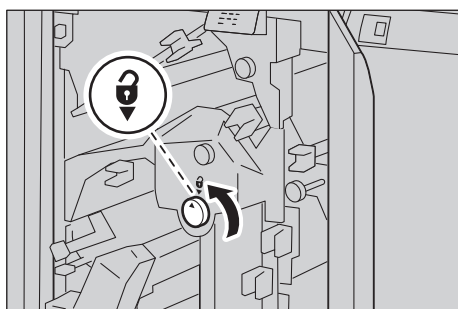
- 9** Close the door.

When the Lamp [E3] is Lit

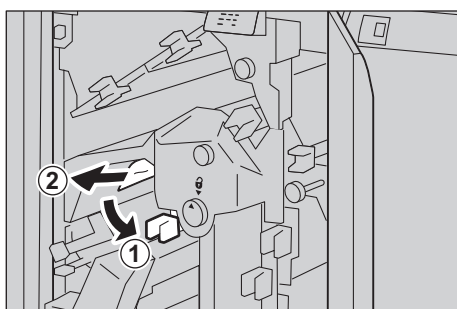
- 1** Open the two-sided trimmer front door.



- 2** Turn knob [2] to the left, and align it with Unlock (a mark indicating an opened lock) position.

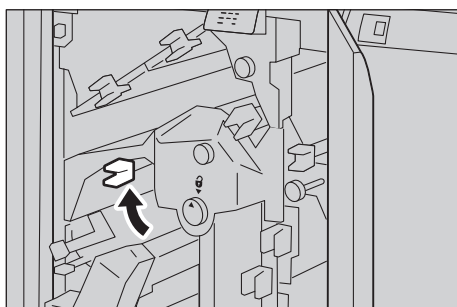


- 3 Move handle [2C] downwards (1), and remove the jammed paper (2).

**Note**

- The jammed paper may be hidden in the top part.

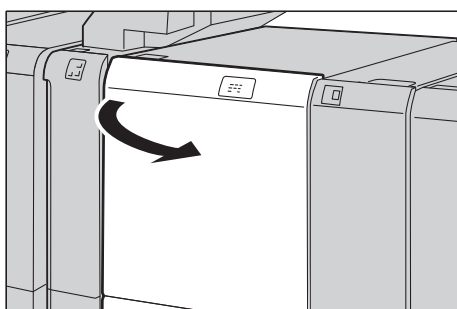
- 4 Return handle [2c] to its original position.



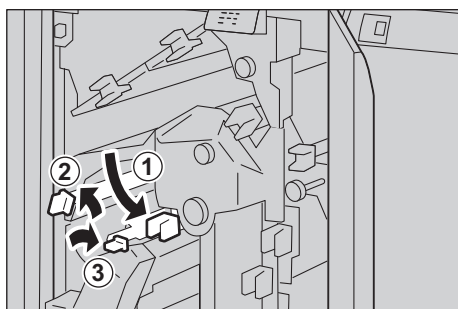
- 5 Close the door.

When the Lamp [E4] is Lit

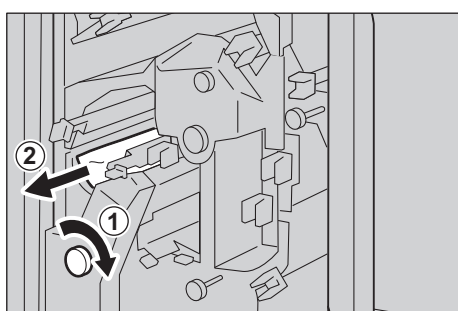
- 1 Open the two-sided trimmer front door.



- 2** Move handle [2c] downwards (1) and handle [2d] upwards (2), and then move handle [2e] to the right (3).



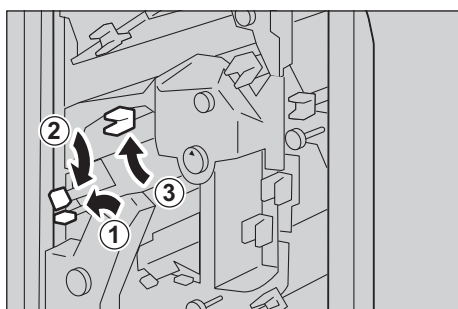
- 3** Turn knob [2f] to the right (1), and remove the jammed paper (2).



Note

- Hold the end of the paper and remove.

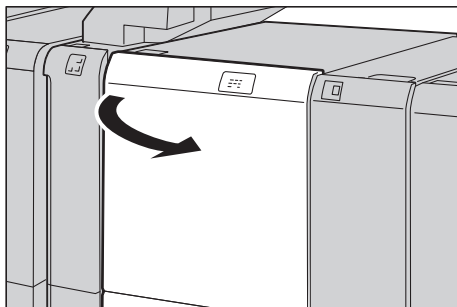
- 4** Return handles [2e] (1), [2d] (2), and [2c] (3) to their original positions.



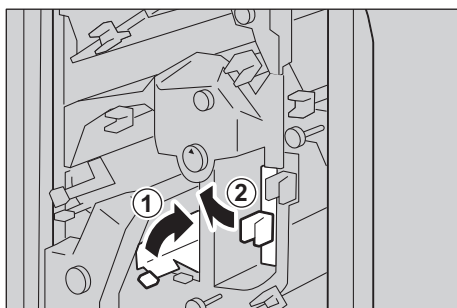
- 5** Close the door.

When the Lamp [E5] is Lit

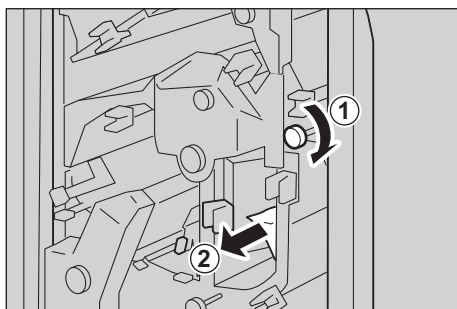
- 1** Open the two-sided trimmer front door.



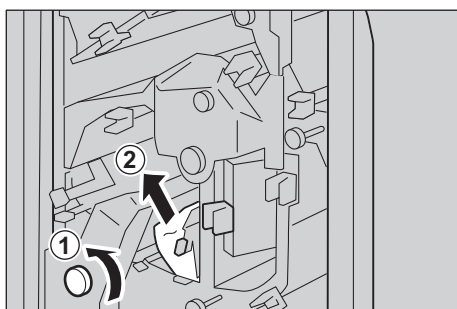
- 2** Move handle [3a] to the right (1) and handle [3b] to the left (2).



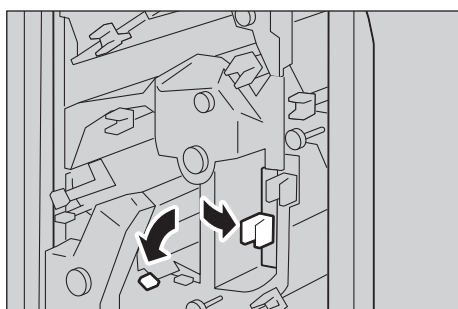
- 3** Turn knob [3c] to the right (1), and remove the jammed paper (2).



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



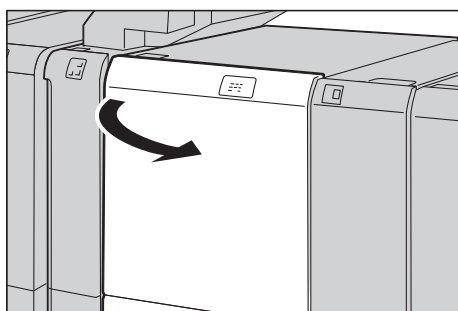
- 5 Return handles [3a] and [3b] to their original positions.



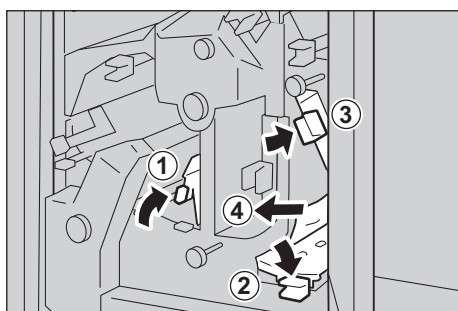
- 6 Close the door.

When the Lamp [E6] is Lit

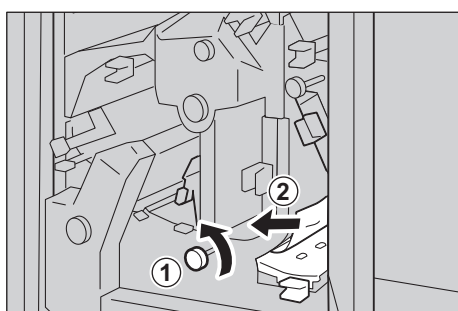
- 1 Open the two-sided trimmer front door.



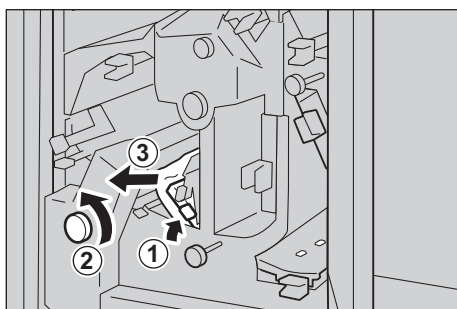
- 2 Move handle [3a] to the right (1) and handle [4b] downwards (2), move handle [4c] to the right (3), and remove the jammed paper (4).



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



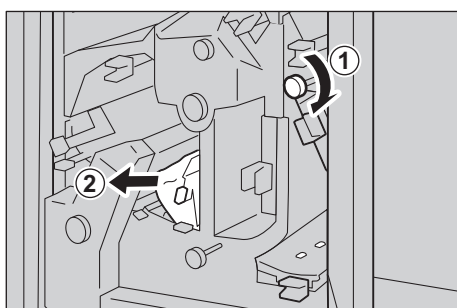
- 4** Move handle [4a] to the right (1), turn knob [2f] to the left (2), and remove the jammed paper (3).



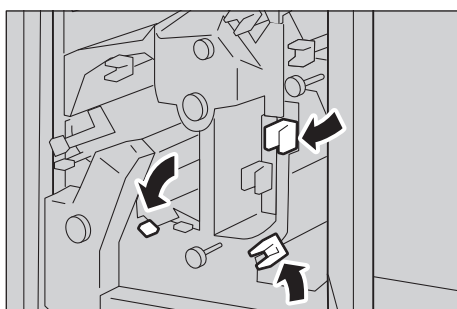
Note

- Turn the knob 2f while holding the lever 4a.

- 5** Turn knob [3c] to the right (1), and remove the jammed paper (2).



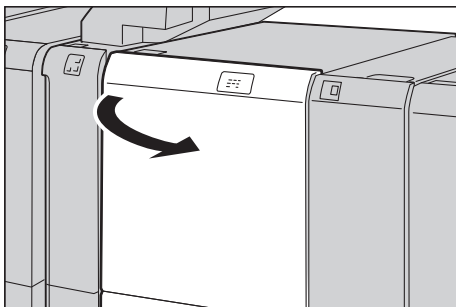
- 6** Return handles [3a], [4b], and [4c] to their original positions.



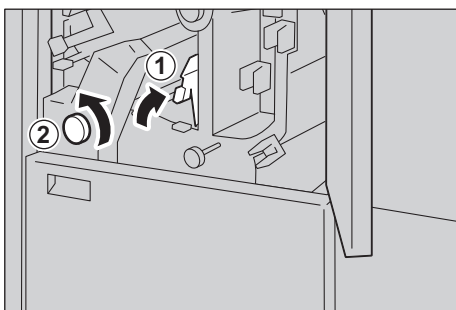
- 7** Close the door.

When the Lamp [E7] is Lit

- 1 Open the two-sided trimmer front door.

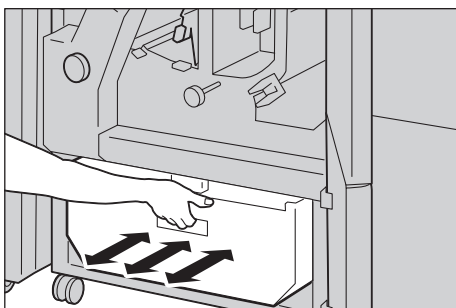


- 2 Move handle [3a] to the right (1), and turn knob [2f] to the left (2).

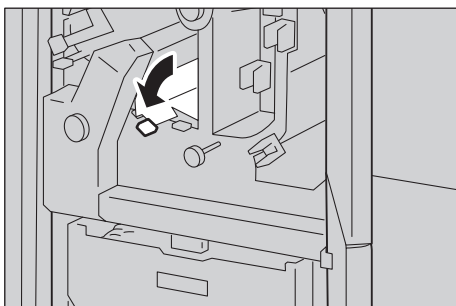
**Important**

- Make sure to turn the knob 5 times or more.

- 3 Open the trimmer waste container door, and then remove and reinsert the trimmer waste container three or more times.



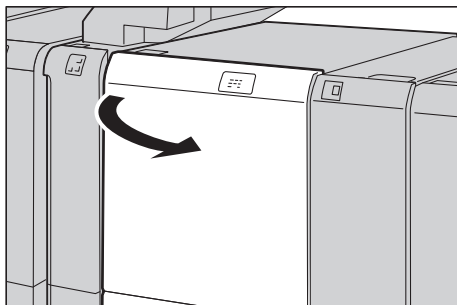
- 4 Return handle [3a] to its original position.



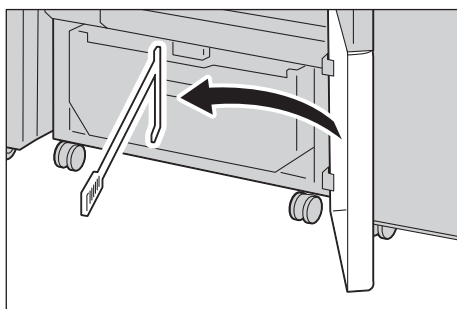
- 5** Close the doors.

If Display Does Not Turn Off

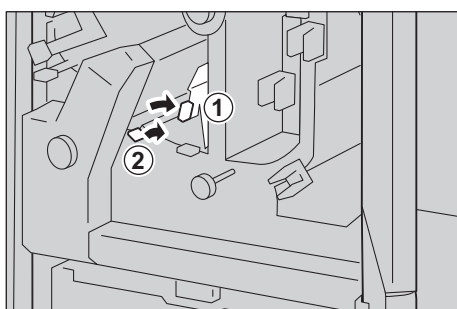
- 1** Open the two-sided trimmer front door.



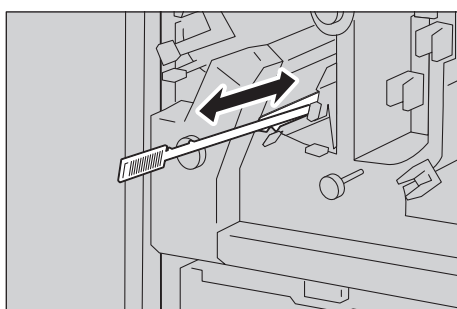
- 2** Open the trimmer waste container door and remove the scraper tool provided inside the door.



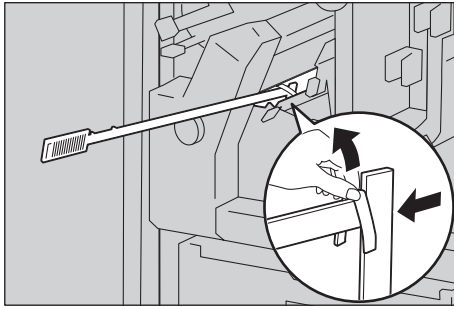
- 3** Move handle [3a] to the right (1), and move handle [3b] to the right (2).



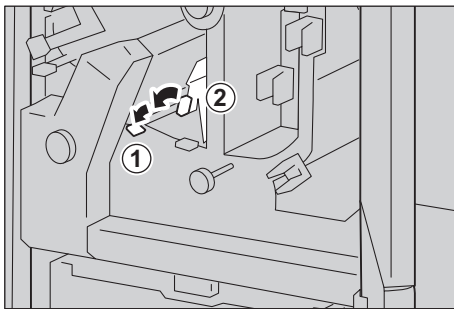
- 4** Scrape the periphery of the trimmer, and drop the scrapings in the trimmer waste container by using the scraper tool.



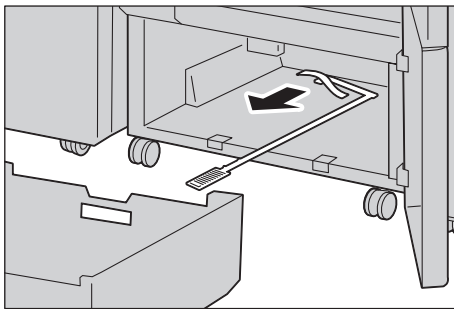
- 5** If the scrapings do not fall in the trimmer waste container, move them by using the scraper tool and dispose of them manually.



- 6** Return handles [3a] and [3d] to their original positions.



- 7** Make sure that there are no remaining scraps behind the trimmer waste container. If you find any scraps inside the container frame, remove them with the scraper tool.



- 8** Close the doors.

Paper Jams in the SquareFold Trimmer D1

If paper jams inside the SquareFold Trimmer D1 (optional), the lamp of the jammed position lights up. Follow the paper jam clearance procedure corresponding to the lighting lamp.

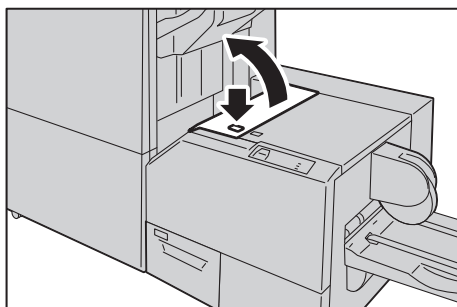
Note

- A remedy differs depending on where the paper jam occurs. Follow the instructions displayed and remove the jammed paper.

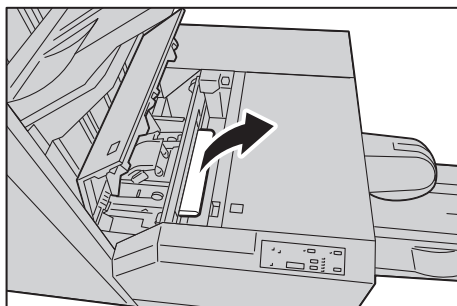
The symbol (E) on the top left of a message indicates the place of the error lamp on the top of the device.

When the Lamp [E1] or [E2] is Lit

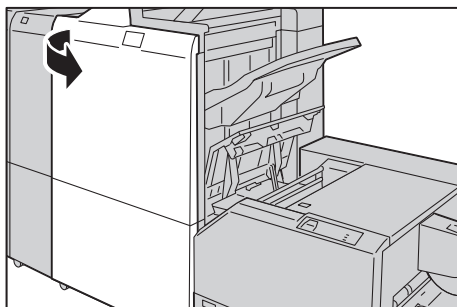
- 1 Make sure that the device has stopped, and press the button on the left cover of the SquareFold Trimmer D1, and open the cover.



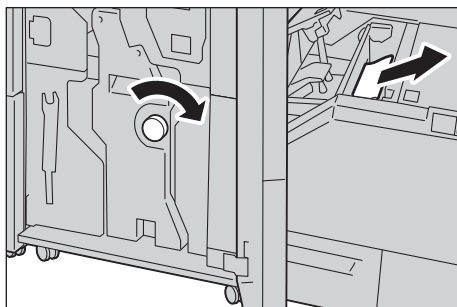
- 2 Remove the jammed paper.



- 3 If you cannot easily remove the paper, open the finisher door.



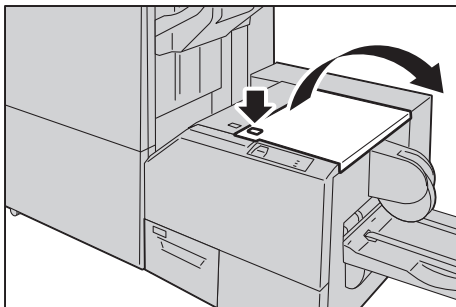
- 4 Turn the knob [3b] to the right, and then remove the jammed paper.



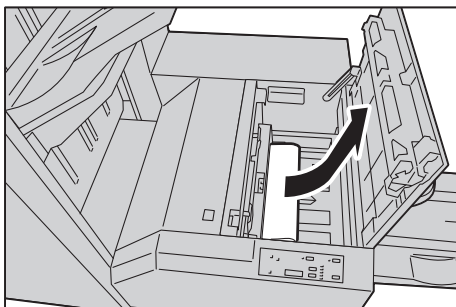
- 5 Close the cover.

When the Lamp [E3] is Lit

- 1 Make sure that the device has stopped, and press the button on the right cover of the SquareFold Trimmer D1 to open the cover.



- 2 Remove the jammed paper.



- 3 Close the cover.

Long Paper Jam

If you open the cover of printer unit while printing a long paper, the paper will remain in the paper feeding unit and you cannot remove the paper.

In this case, remove the paper with the following steps.

- 1 Close the cover of printer unit.
- 2 Wait until the paper is passed to the Transfer Module.

Note

- When the paper is transferred, a message in the Error Message area will change.

- 3 Pull the Transfer Module out, and then remove the paper remained in the area, "2a" or "2c".

Note

- While pulling the Transfer Module out, stop when the jammed paper is visible, and then continue to pull it out with the paper holding down by a hand.

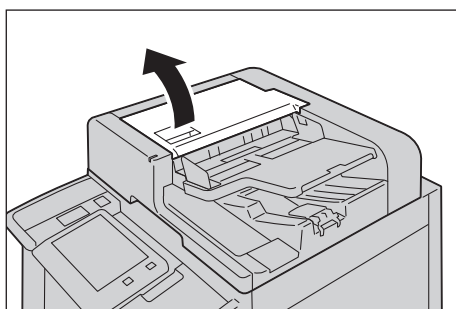
When Optional Units are Installed

If the jammed paper is lying across more than one unit, open the levers of units on both sides that are indicated in the Error Message area before you remove the jammed paper.

Document Jams

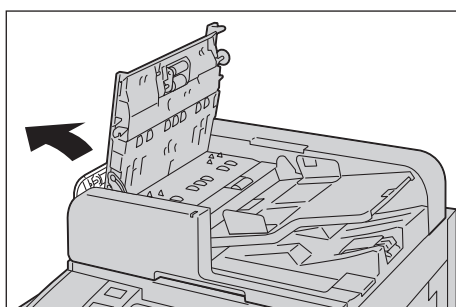
When a document jam occurred in the document feeder, the device stops and a message is displayed on the touch screen. Follow the instructions displayed to clear the document jam and then load the document in the document feeder again.

- 1 Pull up the handle of the top cover of the document feeder, and then open the top cover until it stops.

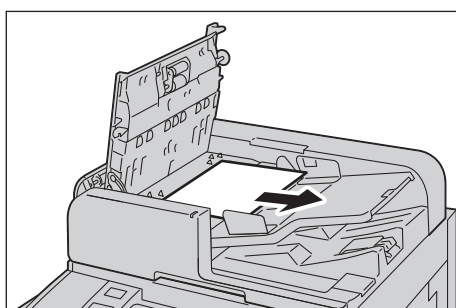
**Note**

- When you fully open the cover, it enters a fixed position. Open the cover gently.

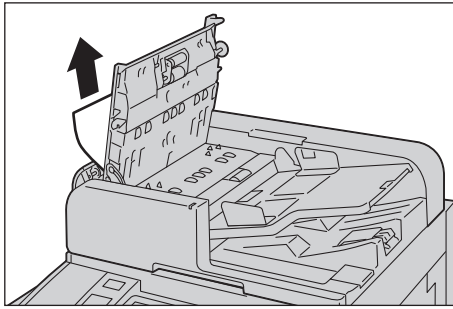
- 2 Open the left cover of the document feeder until it stops.



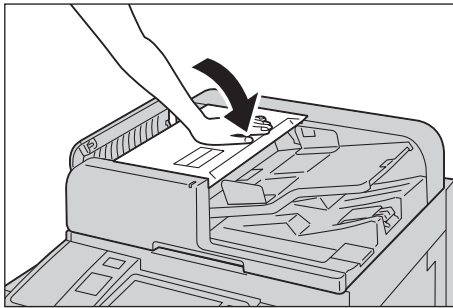
- 3 If the document is not caught in the entry of the document feeder, pull out the document.



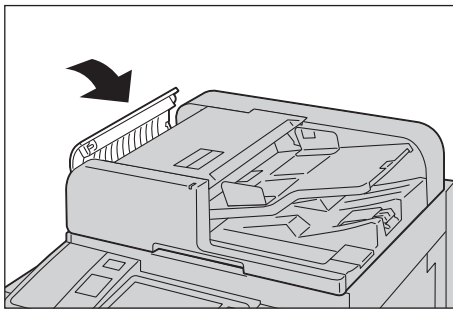
- 4** If the message on the screen indicates a paper jam in the document feeder left cover, remove the jammed document from the document feeder left cover.



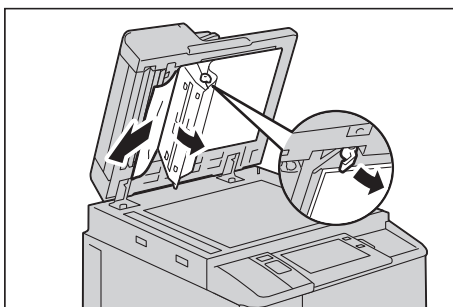
- 5** Close the top cover of the document feeder until it clicks into place, and confirm that there is no space between the near or far side of the cover and the document feeder.



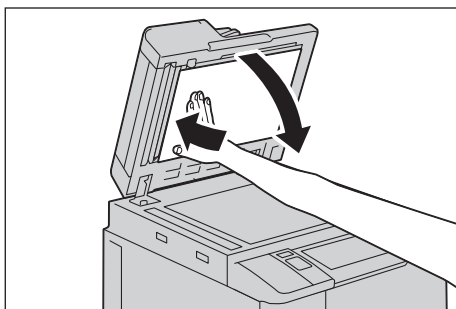
- 6** Close the left cover of the document feeder until it clicks into place.



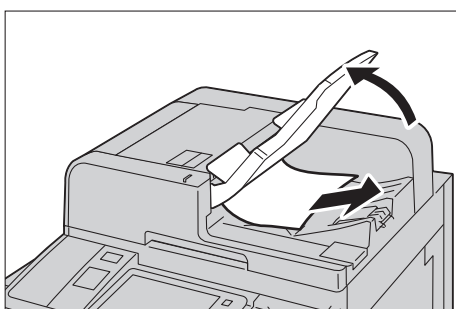
- 7** If you cannot find the document, lift the document feeder gently, open the Side 2 scanner and remove the document if it is there.



- 8** Return the Side 2 scanner first, and then close the document feeder gently.



- 9** If you could not find the document in step 7, lift the document feeder tray and remove the document.



- 10** Return the document feeder tray gently.

- 11** Make sure that the document is not torn, wrinkled or folded, and then load the document again following the instructions displayed on the touch screen.

Note

- Torn, wrinkled or folded documents may cause document jams and damage. To scan such documents, directly place the document on the document glass.

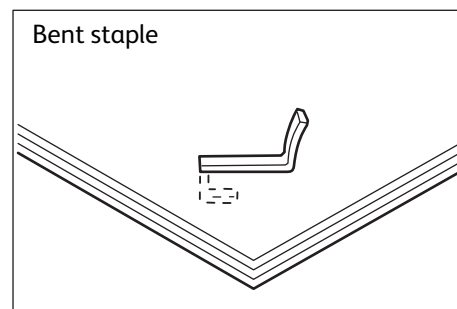
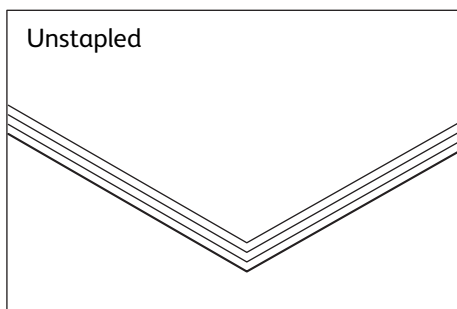
Stapler Faults

This section describes how to clear stapler troubles when the optional finisher is installed.

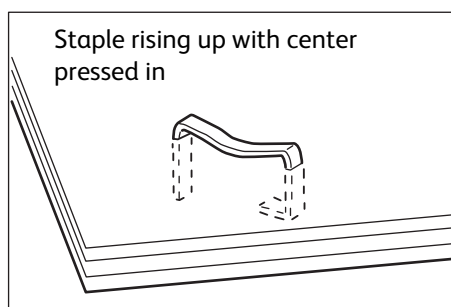
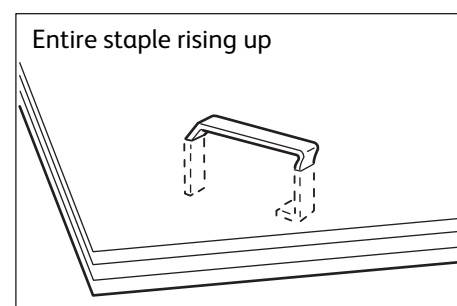
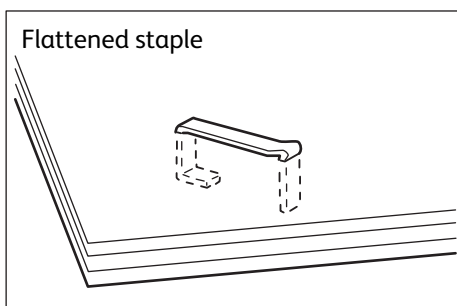
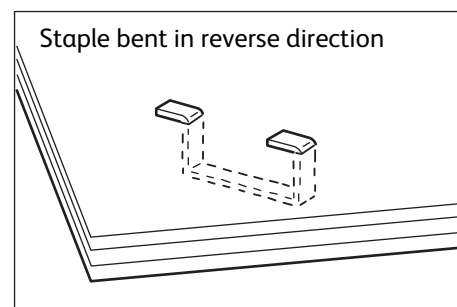
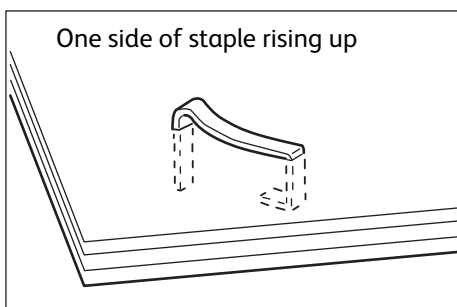
Perform the procedures on the following pages when copies are not stapled or staples are bent. Contact our Customer Support Center if the problem persists after you have tried the following solutions.

Important

- Even if the sheets have been stapled together properly, staples may rise up depending on the way you handle the sheets.



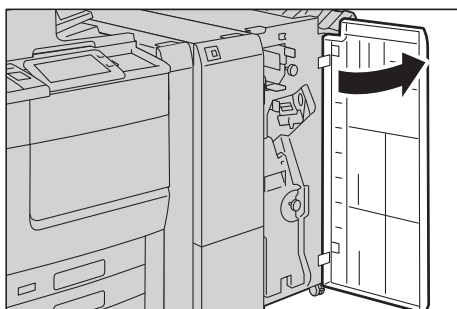
If copies are stapled as shown in the figures below, contact our Customer Support Center.



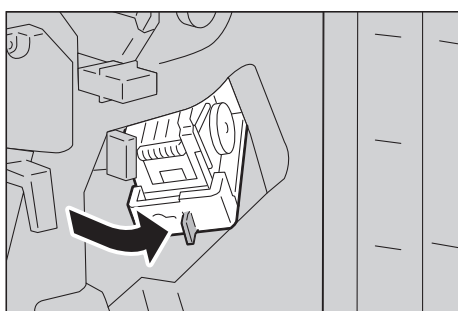
Staple Jams in Staple Cartridge (for C3 Finisher and C3 Finisher with Booklet Maker)

This section describes how to clear staple jam occurred in the staple cartridge of the C3 Finisher (optional) and the C3 Finisher with Booklet Maker (optional).

- 1 Make sure that the device is not operating, and open the finisher front door.



- 2 With grasping the lever [R1] of the staple cartridge holder, pull out the holder to the right, towards you.

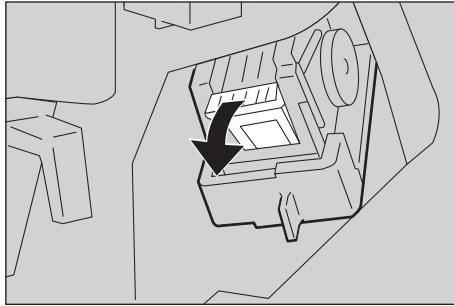


- 3 With grasping the orange lever, pull out the staple cartridge.

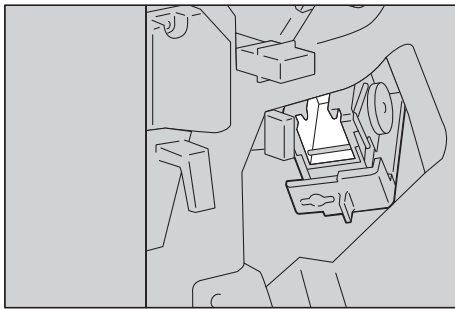


Note

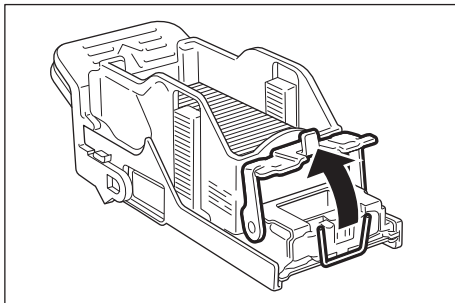
- The staple cartridge is firmly inserted. A slight force is required to pull the cartridge out of the finisher.
- When the C3 Finisher Staple Unit 65 Sheets is installed, pull down the orange lever, and pull out the staple cartridge.



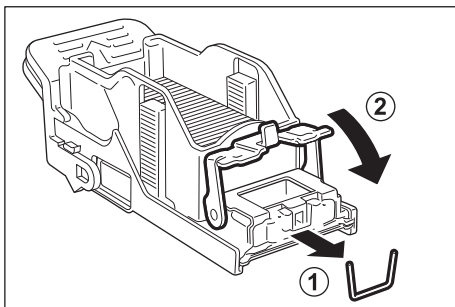
- 4** After removing the staple cartridge, check inside of the finisher for any remaining staples.



- 5** Pull up the metal part of the staple cartridge as shown in the illustration.



- 6** Remove the jammed staples (1), and then return the metal part pulled up in step 5 to the original position (2).

**⚠ CAUTION**

Be careful in removing jammed staples.

- 7 With grasping the orange lever of the staple cartridge, push the staple cartridge into its original position until it clicks into place.



- 8 Close the finisher front door.

Note

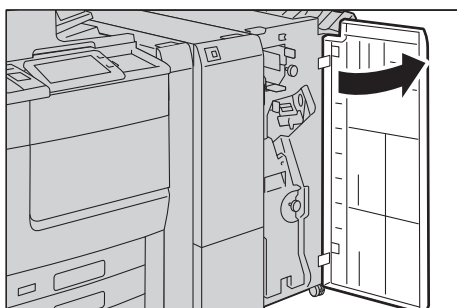
- If the finisher front door is not completely closed, a message will appear and the device remains paused.

If you cannot remove jammed staples even after you perform the above procedure, contact our Customer Support Center.

Booklet Staple Jams in Booklet Staple Cartridge (for C3 Finisher with Booklet Maker)

This section describes how to clear staple jam occurred in the booklet staple cartridge of the C3 Finisher with Booklet Maker (optional).

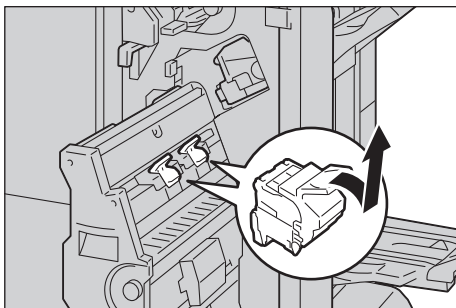
- 1 Make sure that the device is not operating, and open the finisher front door.



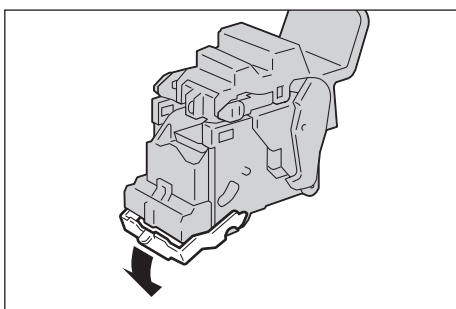
- 2 Pull out the booklet unit.



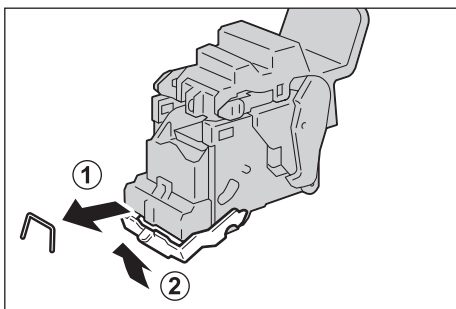
- 3** With grasping the lever of the booklet staple cartridge, push the booklet staple cartridge downward. Then, pull out the booklet staple cartridge upwards.



- 4** Push down the metal part of the staple cartridge.



- 5** Remove the jammed staples (1), and return the metal part pushed down in step 4 to its original position (2).



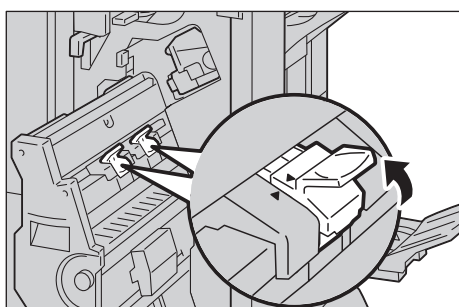
⚠ CAUTION

Be careful in removing jammed staples.

- 6** Return the booklet staple cartridge to its original position.



- 7** Slightly push the booklet staple cartridge upwards, and make sure that it clicks into place.



Note

- Return the booklet staple cartridge until (▶) of the booklet staple cartridge is fitted in (◀) of the booklet unit.

- 8** Return the booklet unit to its original position.



- 9** Close the finisher front door.

Note

- If the door is not closed completely, a message appears and the device will remain paused.

If you cannot remove jammed staples even after you perform the above procedure, contact our Customer Support Center.

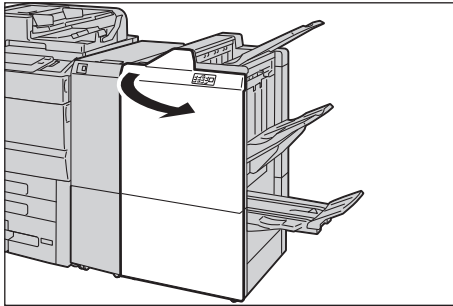
Staple Jams in Staple Cartridge (For Finisher D6 with Booklet Maker)

The following describes how to clear staple jams in the staple cartridge when the Finisher D6 with Booklet Maker (optional) is installed.

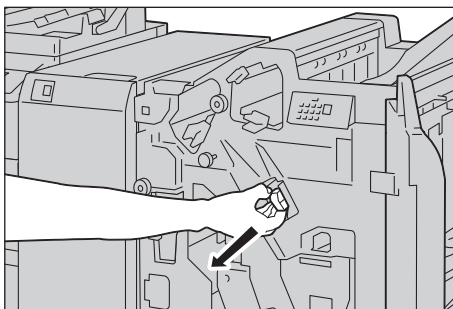
Reference

- For remedies if the staple cartridge happened to come off the holder, refer to "Re-inserting the Staple Cartridge into the Cartridge Unit" (P.237).

- 1 Make sure that the device has stopped, and open the finisher front door.



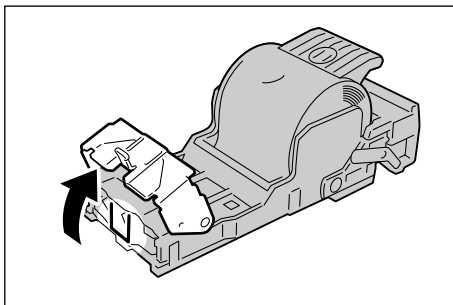
- 2 Pull out [R1].



Note

- After removing the unit, check the inside of the finisher for any remaining staples.

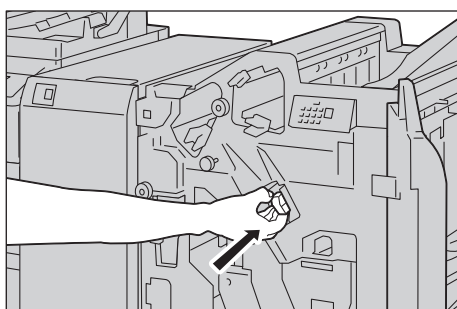
- 3 Open the unit cover, and remove the jammed staples.



⚠ CAUTION

- Be careful in removing jammed staples.

- 4 Return the unit to its original position.



- 5 Close the finisher front door.

Note

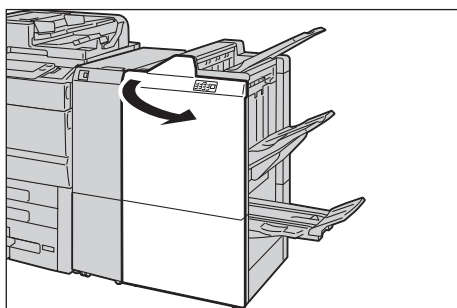
- A message will be displayed and the device will not operate if the finisher front door is even slightly open.

If the staples cannot be removed after carrying out the above procedures, contact our Customer Support Center.

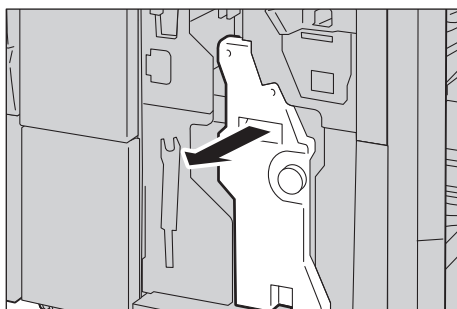
Staple Jams in Booklet Staple Cartridge (for Finisher D6 with Booklet Maker)

The following describes how to clear staple jams in the booklet staple cartridge when the Finisher D6 with Booklet Maker (optional) is installed.

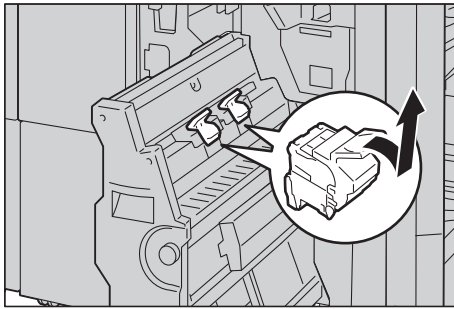
- 1 Make sure that the device has stopped, and open the finisher front door.



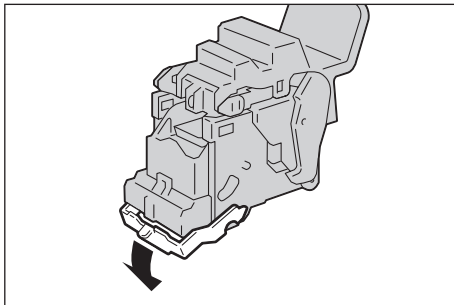
- 2 Pull out booklet maker unit [3].



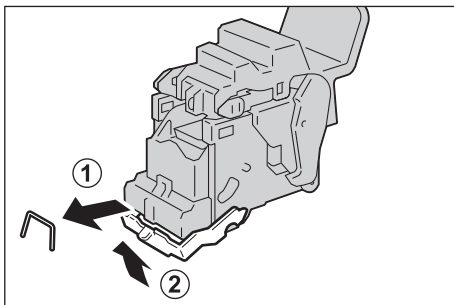
- 3** Hold the handle of the booklet staple cartridge and pull it up to remove it.



- 4** Push down the metal part of the staple cartridge.



- 5** Remove the jammed staples (1), and return the metal part pushed down in step 4 to its original position (2).

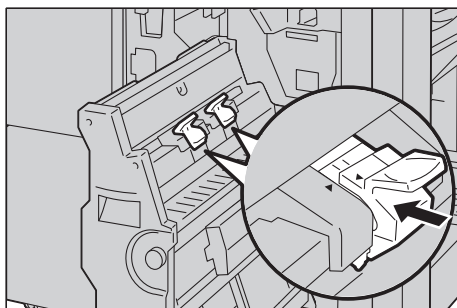


⚠ CAUTION

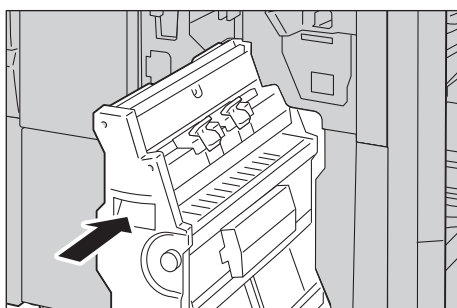
- Be careful in removing jammed staples.

- 6** Hold the handle of the booklet staple cartridge, and push it in.

Fit the booklet staple cartridge (►) to the booklet maker unit (◄).



- 7** Slowly push the booklet maker unit [3] all the way into the device.



- 8** Close the door.

Note

- A message will be displayed and the device will not operate if the finisher front door is even slightly open.

If the staples cannot be removed after carrying out the above procedures, contact our Customer Support Center.

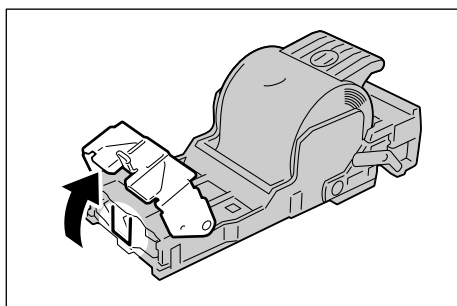
Re-inserting the Staple Cartridge into the Cartridge Unit

The following describes how to re-insert the staple cartridge to the unit when it has been fallen off from its unit accidentally when the Finisher D6 with Booklet Maker (optional) is installed.

Note

- The procedure is the same as when the staple cartridge is removed from the unit.

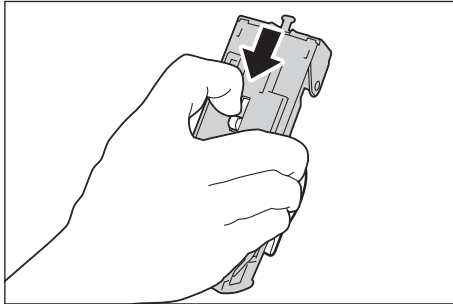
- 1** Open the cover of the unit as shown in the figure, and remove the jammed staple.



⚠ CAUTION

- **Be careful in removing jammed staples.**

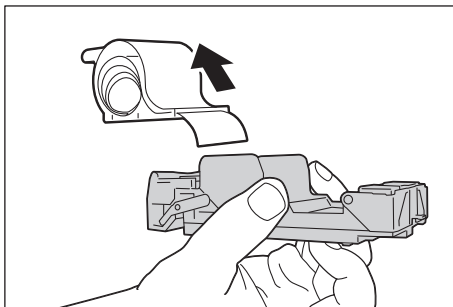
- 2** Move the lever on the bottom of the unit in the direction of the arrow.



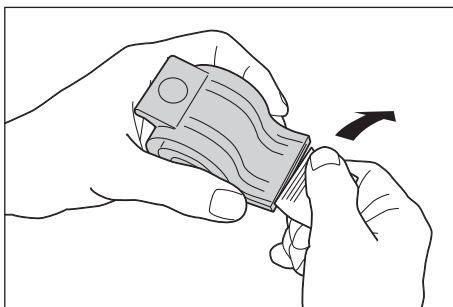
Important

- Be careful when removing jammed staples to avoid hurting your fingers and nails.

- 3** Turn the unit upside while holding the lever, and then take off the staple cartridge from its unit.



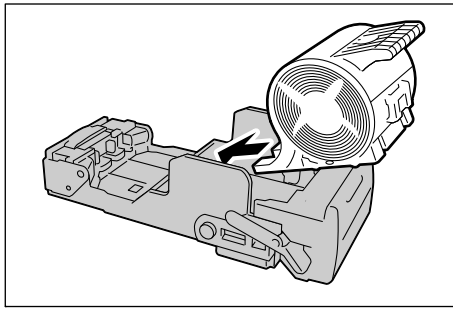
- 4** Tear the outside staples along the line as shown in the figure.



Important

- Be careful when removing jammed staples to avoid hurting your fingers.

- 5** Push the staple cartridge in the unit.



- 6** Return the unit to its original position.


- 7** Close the cover.

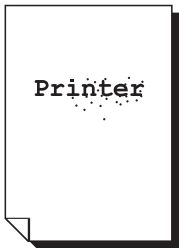
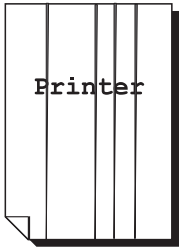
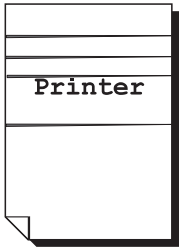
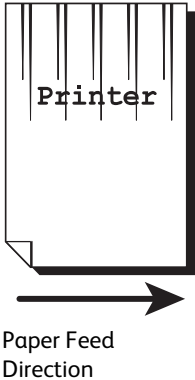
Image Quality Trouble

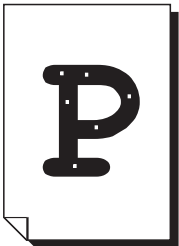


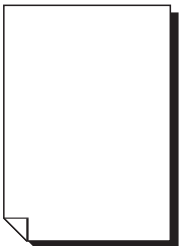
If the image quality of printed documents is poor, identify the symptom in the following table to perform the remedy.



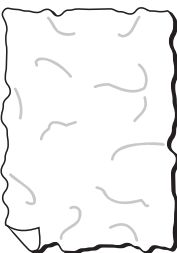

If image quality does not improve even after performing the remedy, contact our Customer Support Center.



Symptom	Cause	Remedy
The copy is dirty.	Is the document glass or the document cover dirty?	Clean the document glass and the document cover.
	Is the document a transparent type such as a transparency film?	If the document is transparent, dirt on the document cover will be copied. Place a white sheet of paper on top of the document when copying.
	Is the document colored, rough, or a blueprint?	Adjust the copy density or image quality.
	Is the document glossy printing paper?	Glossy printing paper easily sticks to the document glass, and shadows are sometimes copied, soiling the image. Place a transparency film under the document when copying.
The copy has black lines.	Is the constant velocity transport glass on the document feeder dirty?	Clean the constant velocity transport glass.
The copy is too dark.	Is the copy density set to [Darken]?	Adjust the copy density.
The copy is too light.	Is the document faint?	
	Is the copy density set to [Lighten]?	
The copy is slightly misaligned.	Are the paper edges aligned and the leading edge adjusted to the tray corners?	Align the paper edges, adjust them to the tray's top corners, and reload the paper.
The copy is misaligned or skewed.	Is the document loaded correctly?	Load the document correctly. Reference • Refer to "Loading Documents" (P.94).
	Is the paper loaded correctly in the tray?	Load the paper correctly. Reference • Refer to "Loading Paper" (P.61).
	Are the paper guides of Tray 5 correctly aligned to the paper?	Load the paper correctly and align the document guides to the document edges. Reference • Refer to "Loading Paper in Tray 5" (P.67).
	Are the document guides on the document feeder set in the correct positions?	Load the document correctly, and align the document guides to the document edges. Reference • Refer to "Loading Documents" (P.94).

Symptom	Cause	Remedy
	Is the paper tray inserted correctly?	Firmly push in the tray until it stops to insert it properly.
Part of the image is missing on the copy.	Is the paper damp?	If the paper is damp, the copy image may be partially missing or unclear. Replace the paper with a new one.
	Is folded or wrinkled paper included in the tray?	Remove the unsuitable paper or replace all of the paper with a new one.
	Is the document pasted or folded?	The pasted or folded section may not be laying flat on the document glass. Place a stack of white sheets on top of the document to flatten the document against the document glass.
The copy has a stripe pattern.	Is the enlargement ratio too large?	Vertical stripes may be printed on the copies depending on the ratio. Adjust the ratio to eliminate the stripes.
Color shift of color copies is poor, resulting in unsatisfactory image quality.	Is the color calibration incorrect?	Execute auto calibration. Reference • Refer to "Executing Combined Calibration" (P.149) .
	Is the device set where it is exposed to direct sunlight?	If the document glass is exposed to strong light when you turn the device on or cancel the Power Saver mode, color shift may occur. Close the document cover and turn the device on, and when the device becomes ready to copy or print, turn the device off and then on one more time.
Printing is faint. (smudged, unclear) 	The paper is damp.	Replace the paper with new one.
	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one.
	There is no toner left in the toner cartridge.	Replace the toner cartridge with a new one. Reference • Refer to "Replacing Toner Cartridge" (P.122).

Symptom	Cause	Remedy
Black dots are printed. 	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one.
Black or colored lines are printed.  	The drum cartridge has deteriorated or is damaged. The constant velocity transport glass on the document feeder is dirty.	Replace the drum cartridge with a new one. Clean the constant velocity transport glass.
Dirt appears at equal intervals. 	The paper path is dirty. The drum cartridge has deteriorated or is damaged.	Print a few pages to remove the dirt. Replace the drum cartridge with a new one.

Symptom	Cause	Remedy
<p>White dots appear in black filled areas.</p> 	The paper is unsuitable.	Load suitable paper.
	The transfer output value is unsuitable for the paper.	Adjust the transfer output value on the [Adjust Image Transfer] screen in [Tools] > [System Settings] > [Common Service Settings] > [Maintenance].
	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one.
<p>Printed toner smudges when rubbed with your finger. Toner is not fused. The paper is soiled with toner.</p> 	The paper is damp.	Replace the paper with a new one.
	The paper is unsuitable.	Load suitable paper.
<p>The entire paper area is printed black.</p> 	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one.
	High-voltage power supply may have malfunctioned.	Contact our Customer Support Center.
<p>Nothing is printed.</p> 	Two or more sheets of paper are being fed simultaneously (double-feed).	Fan the paper well and load it again.

Symptom	Cause	Remedy
	No toner remains in the toner cartridge.	Replace the toner cartridge with a new one. Reference • Refer to "Replacing Toner Cartridge" (P.122).
	Power supply or high-voltage power supply may have malfunctioned.	Contact our Customer Support Center.
White areas or white or colored stripes appear. 	The paper is damp.	Replace the paper with a new one.
	The paper is unsuitable.	Load suitable paper.
The entire output is faint. 	Two or more sheets may be fed simultaneously.	Fan the paper well and load it again.
	When Tray 5 is used, the size and type of the loaded paper are different from the settings on the print driver.	Load paper of the correct type and size into Tray 5. Reference • Refer to "Loading Paper in Tray 5" (P.67).
Paper becomes wrinkled. 	The paper is unsuitable.	Replace the paper with a new one.
	Paper has been added to the paper loaded.	
	The paper is damp.	
Text is blurred. 	The paper is unsuitable.	Replace the paper with new one.
	Paper has been added to the paper loaded.	
	The paper is damp.	

Symptom	Cause	Remedy
<p>White or color patches appear vertically.</p>  <p>Paper Feed Direction</p>	The drum cartridge has deteriorated or is damaged.	Replace the drum cartridge with a new one.
	No toner remains in the toner cartridge.	<p>Replace the toner cartridge with a new one.</p> <p>Reference</p> <ul style="list-style-type: none"> Refer to "Replacing Toner Cartridge" (P.122).
<p>Text or images are printed at an angle.</p> 	The paper guides in the paper tray are not set in the correct positions.	Adjust the horizontal and vertical paper guides to the correct positions.

Maintenance, Operation, and Services

For details on maintenance, operation, and services (coverage, period, charge, etc), please contact Fuji Xerox Customer Support Center.