

Instructions for Using This Finisher

By installing this product on your printer, you will be able to collate and staple output.

This manual describes instructions for using the Finisher. Please read it carefully before using this machine.

- ❖ **If the printer and the computer are not configured for bidirectional transmission, be sure to configure the appropriate option with the printer driver.**

Reference

For more information about bidirectional transmissions and installing options, see the Administrator Reference or the Client Reference on the CD-ROM that comes with the printer.

- ❖ **When performing duplex printing, paper-saving (layout) printing, or stapling, specify the paper size and feed direction with the printer driver.**

Reference

For information about the available staple positions and the feeding direction, see the Client Reference on the CD-ROM that comes with the printer.

Note

- Depending on which application you are using, the settings you make when printing may become invalid resulting in printouts that are different from the settings you have made.

- ❖ **When you set collate printing or stapling with the printer driver, make sure that the collate printing setting is off in the application.**

If you set collate printing in the application, printouts may be different from the settings you have made.

- ❖ **Do not pull the paper out until it has been stapled. If you do, the paper may misfeed.**
If a paper misfeed occurs, check the error message on the printer's display panel, and then remove the paper.

Reference

For information about dealing with paper misfeeds, see Maintenance Guide 2 that comes with the printer.

Note

- The reprinting operation after dealing with an error depends on the paper misfeed location.
 - When "Remove Misfeed R: Finisher " appears, printing restarts from the first page of the document being printed or the page of the document being printed when the misfeed occurred.
 - When "Remove Misfeed A:Internal Path" appears, printing restarts from the page of the document being printed when the misfeed occurred.
- Even if the paper misfeed occurred in the Internal Path, the error message may not disappear unless the covers of the Finisher are opened and then closed.

❖ **Staple printing is cancelled in the following cases:**

- You set more sheets than can be stapled
The maximum number of sheets that can be stapled is 30.
- You select a paper size that cannot be stapled
The paper sizes that can be stapled are A3 (11.69×16.54) , B4 (10.12×14.33) , A4/letter , A4/letter , B5 (10.12×7.17) , 11×17 , Legal , Executive , Foolscap , 8K , and 16K .
- You select a paper type that cannot be stapled
The paper types that can be stapled are "Plain Paper" and "Recycled Paper". ("Labels", "Thick Paper", and "Transparency" paper types cannot be stapled.)
- You set staple positions other than the specified staple positions
- The binding positions and the staple positions are inconsistent when performing duplex printing
- A different paper size is set in the middle of a job so that a mixture of paper sizes is output
- Output is not directed to the Finisher Tray
- The staples have run out

Note

- If staple printing is cancelled, "Staple Cancelled" appears on the printer's panel display.