

ApeosPort[®]

Reference Guide

Optional Units

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



Refer

Descriptions for the following optional products are provided in different guides.

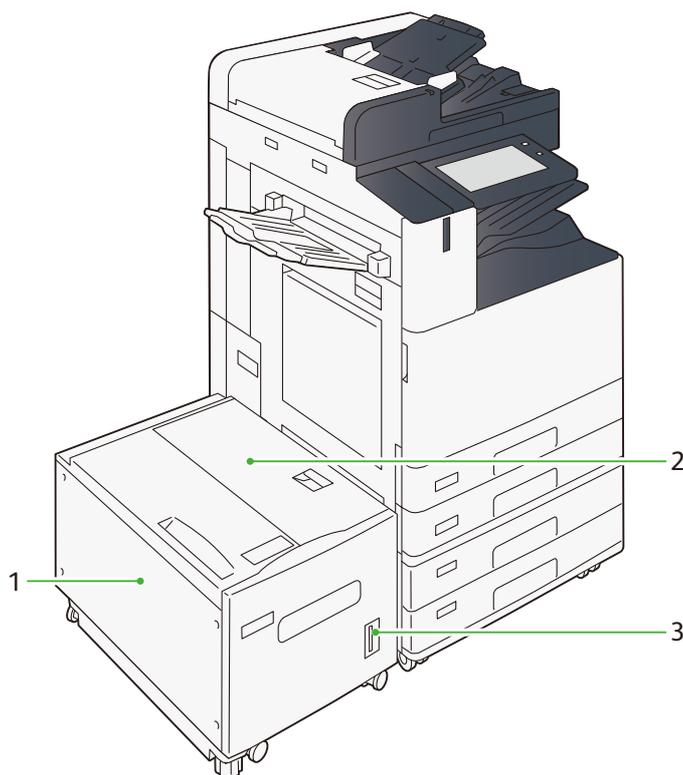
- Envelope Tray, Extra Center Tray, side tray: Reference Guide Main Unit
- Wireless kit, print / scan / FAX function-related products: Reference Guide Operations
- Long Paper Inserter: Manual included in the product
- IC card reader: Fuji Xerox official site

- This manual may not be edited, modified or copied in whole or in part without the written consent of the publisher.
- Parts of this manual are subject to change without prior notice.
- The screen shots and the illustrations in this manual are used as examples. They may differ from yours depending on the model, the software, or the OS.

i HCF (1 Tray)

- p.2 Device Components
- p.3 Paper and Other Media
- p.5 Paper Jams

Device Components



| No. | Name | Description |
|-----|-----------------------------------|---|
| 1 | High Capacity Tray (Paper Tray 6) | Set the paper. |
| 2 | Upper Cover | Open this cover to clear paper jams. |
| 3 | Remaining Volume Display | You can check the remaining paper volume. |

Main specifications

| Item | Specifications |
|--------|---------------------------------------|
| Size | Width 389 x Depth 610 x Height 380 mm |
| Weight | 29 kg |

Paper and Other Media

After loading paper, configure the paper tray settings on the Home screen.

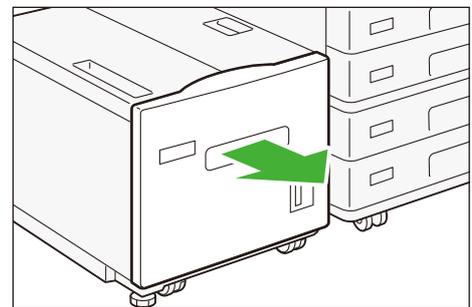
 **Refer** For details, refer to “Setup” in the *Reference Guide - Operations*.

The bottom face of loaded paper is the surface printed on.

Loadable paper

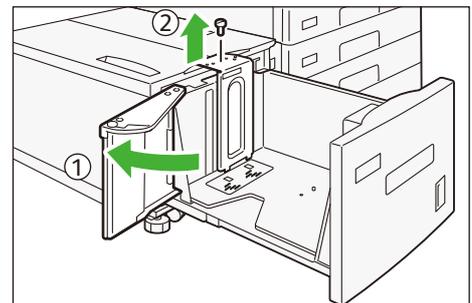
| | |
|--------------------------|--|
| Paper size | A4, 8.5 x 11", JIS B5 |
| Paper weight | 55 to 216 g/m ² |
| Maximum number of sheets | 2,030 sheets (80 g/m ² paper) |

1. Pull out the paper tray until it stops.
2. When paper is already loaded in the tray, take out the paper.

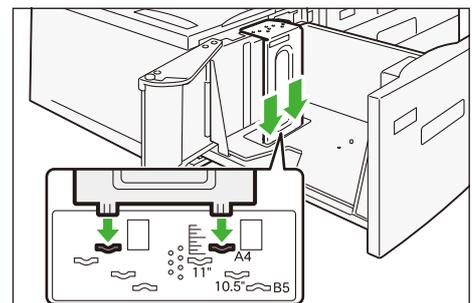


3. If changing the Paper Size, adjust the guide position.

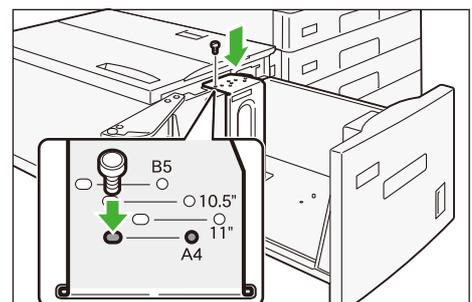
- (1) Open the end guide (①), remove the screw for the guide in the back (②), and remove the guide from the Paper Tray.



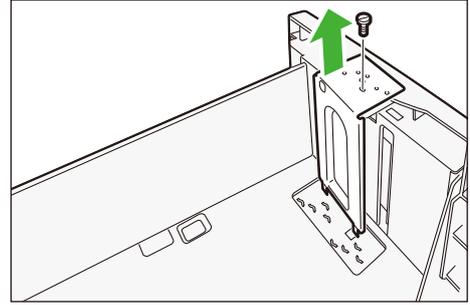
- (2) Insert the protrusions under the guide into the Paper Size holes.



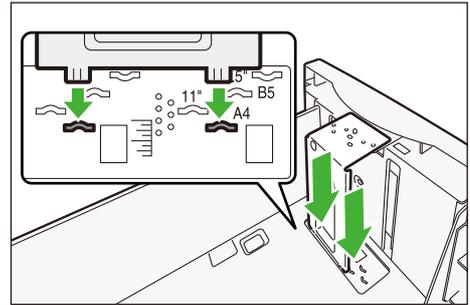
- (3) Insert the Paper Tray protrusions into the Paper Size holes on top of the guide and tighten the screw.



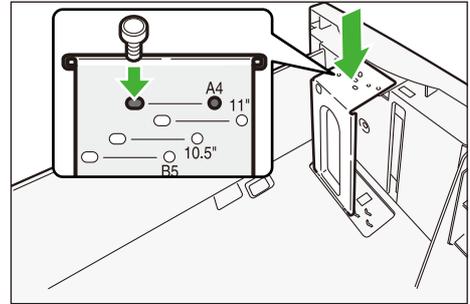
- (4) Remove the screw for the guide in front and remove the guide from the Paper Tray.



- (5) Insert the protrusions under the guide into the Paper Size holes.

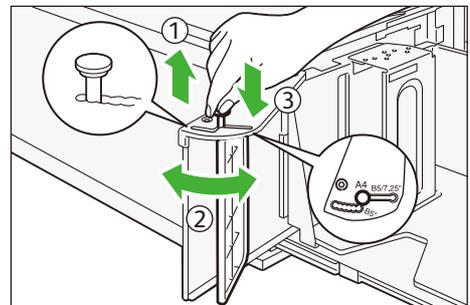


- (6) Insert the Paper Tray protrusions into the Paper Size holes on top of the guide and tighten the screw.

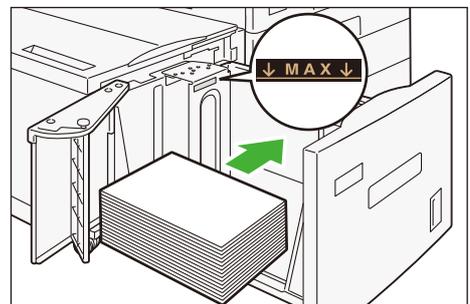


- (7) Pull the lever for the end guide up (①), align with the Paper Size while moving the lever along the groove (②), and lower the lever (③).

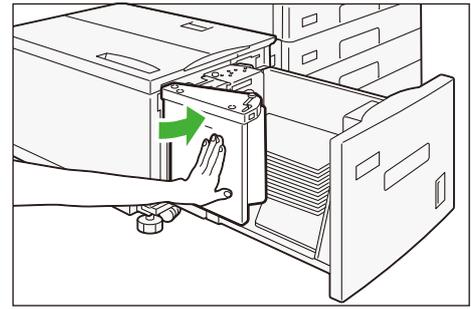
 **Note** The groove on the left side of the end guide 8.5" is not used.



- 4. Fan a stack of paper, face the print surface down, and then load the paper with edges aligned according to the direction of the arrow.**



5. Close the end guide completely.
6. Push in the paper tray.



Setting special paper and other media

■ Hole Punched paper

Paper orientation: Load paper with holes facing the left side when viewed from the front of the machine

Paper Jams

If paper is jammed, the machine stops and an alarm sounds. A message also appears on the touch panel display. Follow the instructions displayed to remove the jammed paper.

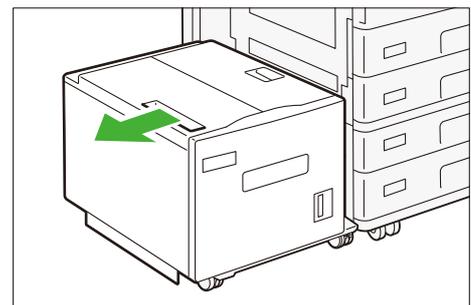
Gently remove the paper being careful not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside the machine.

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

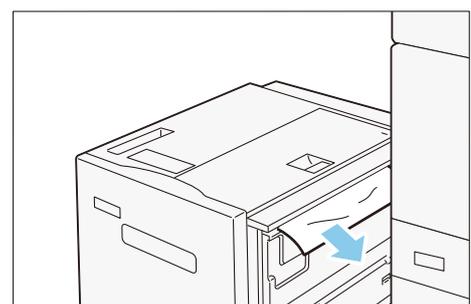
 **Note** Clear the paper jams while the machine is on.

Exit

1. Hold the handle and move the unit all the way to the left.

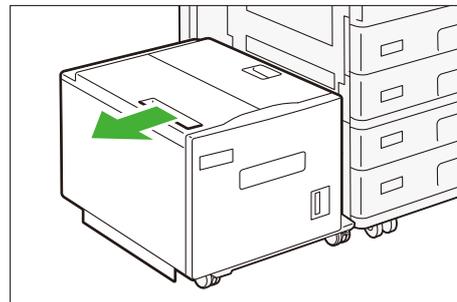


2. Remove the jammed paper.
3. Move the unit to the right and connect it with the main body.

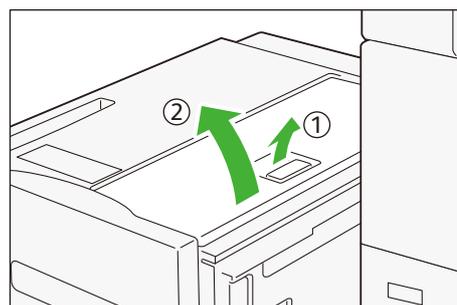


Inside of the Upper Cover

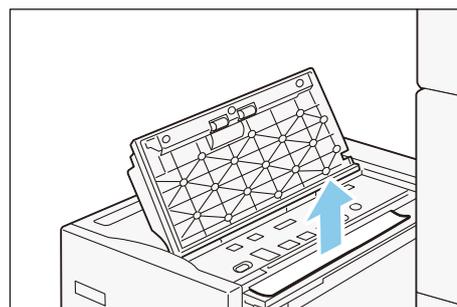
1. Hold the handle and move the unit all the way to the left.



2. Open the Upper Cover.



3. Remove the jammed paper.

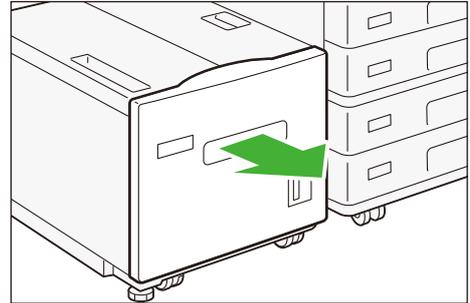


4. Close the Upper Cover.

5. Move the unit to the right and connect it with the main body.

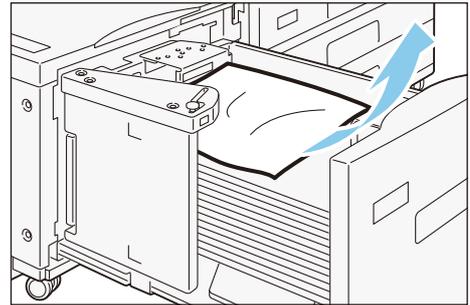
Paper Tray

1. Pull out the paper tray until it stops.



2. Remove the jammed paper.

3. Push in the paper tray.



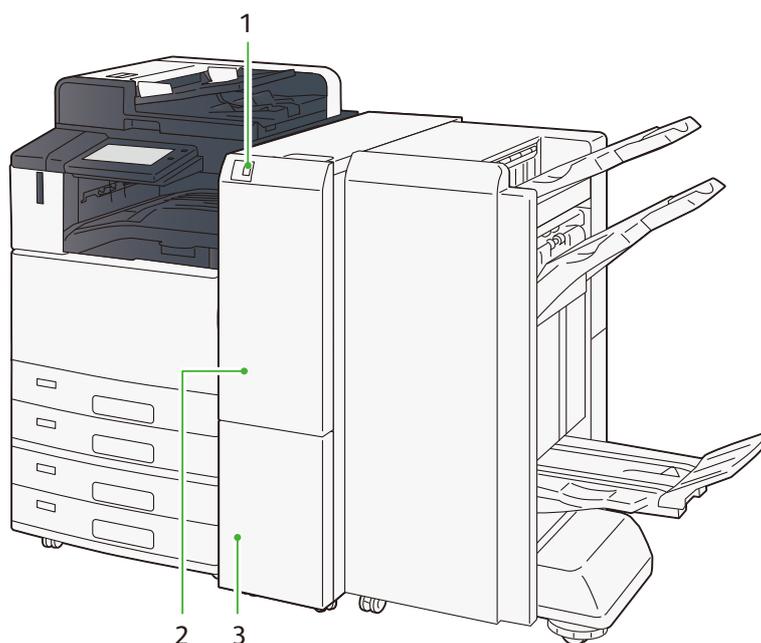
ii Folder Unit

p.8 Device Components

p.9 Outputting Paper

p.10 Paper Jams

Device Components



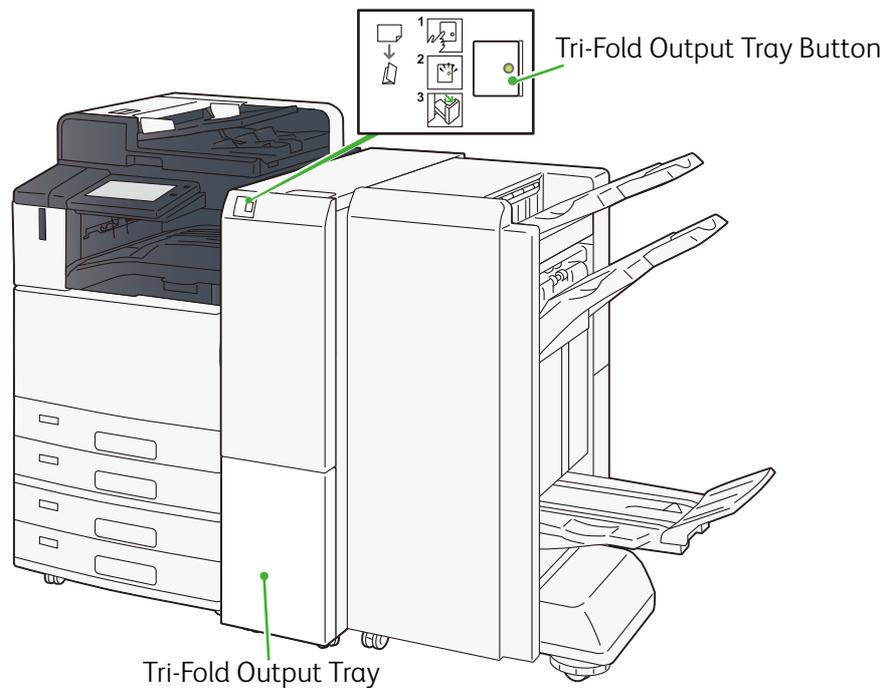
| No. | Name | Description |
|-----|-----------------------------|--|
| 1 | Tri-Fold Output Tray Button | Press the button to open the Tri-Fold Output Tray. |
| 2 | Folder Unit Cover | Open this cover to clear paper jams. |
| 3 | Tri-Fold Output Tray | Paper is ejected. |

Main specifications

| Item | Specifications | |
|---------------------------|--|---------------------------|
| Z-Fold Half Sheet | Paper size | A3, 11 x 17", JIS B4 |
| | Paper weight | 60 to 90 g/m ² |
| Tri-fold | Paper size | A4, 8.5 x 11", |
| | Paper weight | 60 to 90 g/m ² |
| Tray capacity | 40 (P paper)  Note The output operation automatically stops when the tray becomes full. | |
| Power supply | AC100 - 240 V ± 10%, 1 A (100 V) / 0.5 A (240 V), 50 / 60 Hz common | |
| Maximum power consumption | 100 W (100 V) / 120 W (240 V) | |

| Item | Specifications |
|--------|---------------------------------------|
| Size | Width 232 x Depth 726 x Height 991 mm |
| Weight | 53 kg |

Outputting Paper



Tri-Fold Output Tray

Paper is ejected to this tray in case of inner C-Fold, Z-Fold, and Z-Fold Half Sheet.

Tri-Fold Output Tray Button

Press the button to remove paper from the Tri-Fold Output Tray.

The Tri-Fold Output Tray is opened when the lamp stops blinking and comes on and the lock is released.

Paper Jams

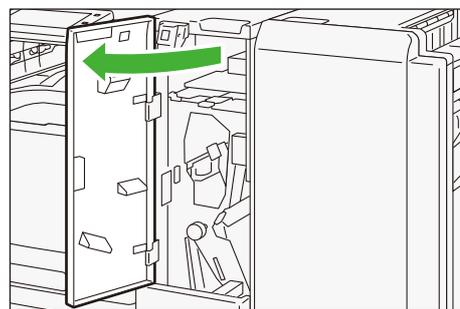
If paper is jammed, the machine stops and an alarm sounds. A message also appears on the touch panel display. Follow the instructions displayed to remove the jammed paper.

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

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

-  **Note**
- Clear the paper jams while the machine is on.
 - Do not touch components inside the machine. This may cause print defects.

1. Open the Folder Unit Cover.

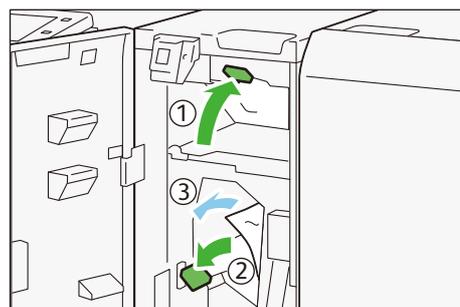


2. Remove the jammed paper.

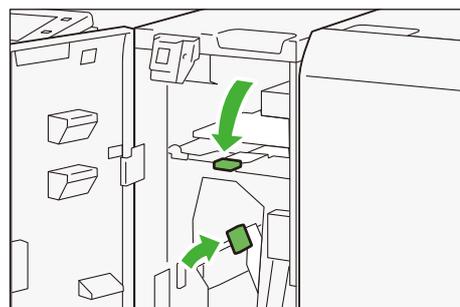
- p.10 Top
- p.11 Right side
- p.11 Tri-Fold Output Tray

Top

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

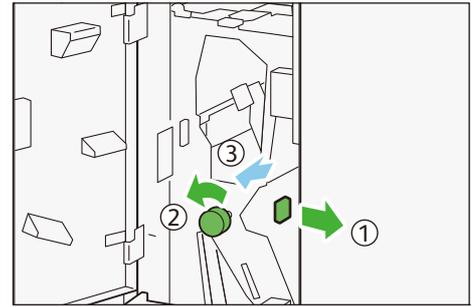


- (2) Return lever [2a] and lever [2b].

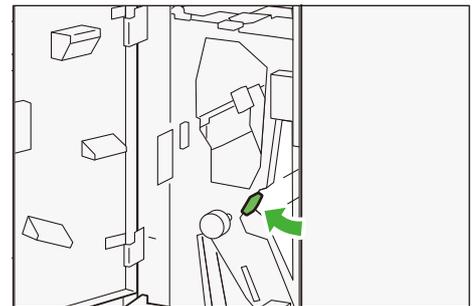


Right side

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

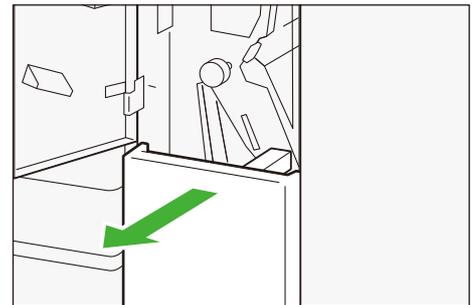


- (2) Return lever [2g].

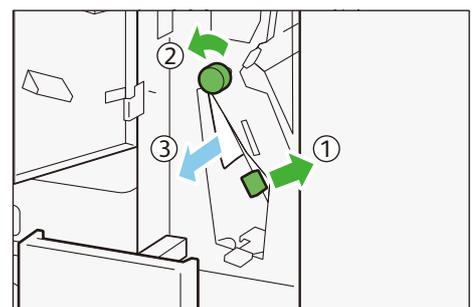


Tri-Fold Output Tray

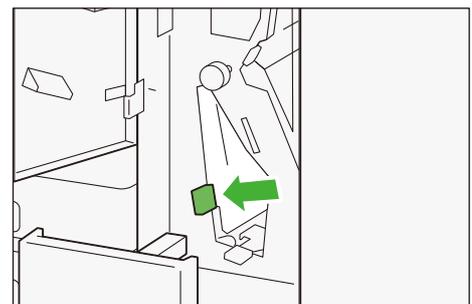
- (1) Pull out the Tri-Fold Output Tray [2d].



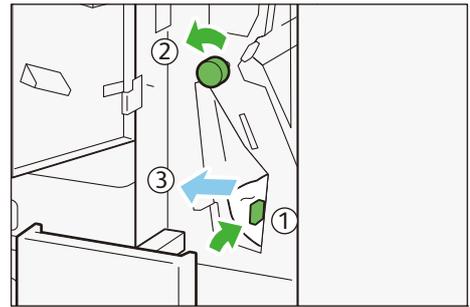
- (2) Open lever [2e] right (①), turn knob [2c] left (②), and remove the jammed paper (③).



- (3) Return lever [2e].



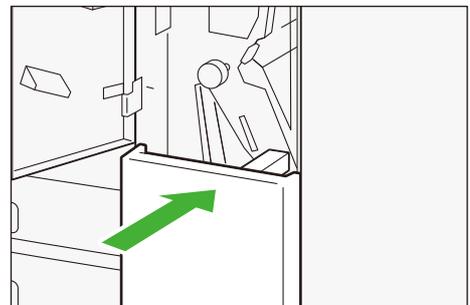
- (4) If it's difficult to remove the paper, open lever [2f] up (①), turn knob [2c] left (②), and remove the jammed paper (③).



- (5) Return lever [2f].



- (6) Return the Tri-Fold Output Tray [2d] to the original position.

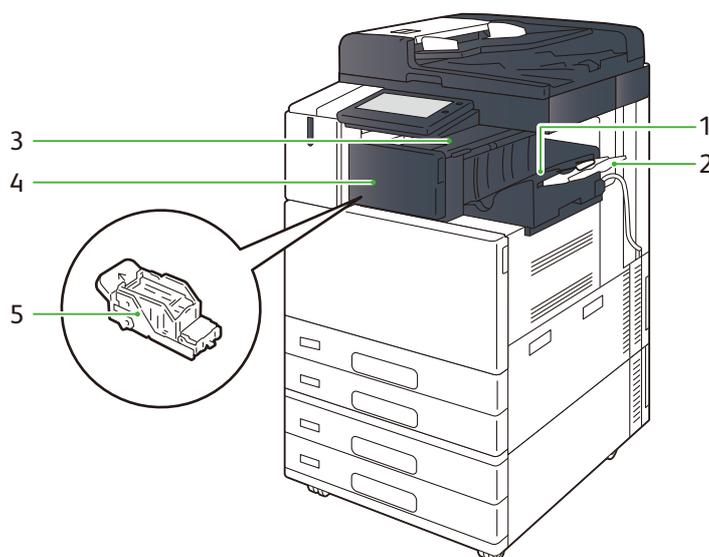


3. Close the Folder Unit Cover.

iii Finisher A

- p.13 Device Components
- p.15 Outputting Paper
- p.15 Staple Cartridge
- p.18 Paper Jams

Device Components



| No. | Name | Description |
|-----|----------------------------|--|
| 1 | Center Tray | Paper is ejected. |
| 2 | Extension Tray, guide wire | This prevents the ejected paper from falling out. |
| 3 | Upper Cover | Open this cover to clear paper jams. |
| 4 | Front Door | Open this cover to replace staples or remove jammed staples. |
| 5 | Staple Cartridge | This unit is used to replace staples. |

Main specifications

| Item | Specifications | | | |
|---|---|-----------------------------|----------------------------|--|
| Type | Sort (Offset available) / Stack (Offset available) | | | |
| Paper size | Standard size | Maximum | A3, 11 x 17", | |
| | | Minimum | Postcard (100 x 148 mm) | |
| | Custom size | Width | 88.9 to 297 mm | |
| | | Length | 98.4 to 432 mm | |
| Paper weight | Uncoated | 52 to 256 g/m ² | | |
| | Coated | 106 to 256 g/m ² | | |
| Tray capacity | A4  | No staple | 500 sheets | |
| | | With staples | 30 copies or 500 sheets | |
| | A3 or greater | 200 | | |
| | Mixed size stacking | 250 | | |
|  Note | <ul style="list-style-type: none"> ▪ This value applies if P paper is used. ▪ Mixed Size Stacking refers to a condition in which larger paper is stacked on top of smaller paper, such as A4 on top of B5 or B4 on top of A4. | | | |
| | | | | |
| Staple | Maximum number of sheets of paper | A4 | 50 sheets | |
| | | JIS B4 or greater | 30 sheets | |
| |  Note This value applies if paper of 90 g/m ² or less is used. | | | |
| | Paper size | Standard size | Maximum | A3, 11 x 17", |
| | | | Minimum | JIS B5  |
| | | Custom size | Width | 203 to 297 mm |
| | | | Length | 182 to 432 mm |
| | Paper weight | Uncoated | 52 to 256 g/m ² | |
| Coated | | 106 to 256 g/m ² | | |
| Stapled location | 1 location, 2 locations | | | |
| Size | Width 478 x Depth 461 x Height 238 mm | | | |
| Weight | 11 kg | | | |

Number of sheets that can be stapled (approximation)

| Paper Weight (g/m ²) | Uncoated | Coated |
|----------------------------------|----------|--------|
| 52 to 90 | 50 | x |
| 91 to 105 | 30 | x |
| 106 to 128 | 25 | 15 |
| 129 to 150 | 20 | 10 |
| 151 to 176 | 15 | 7 |
| 177 to 220 | 10 | 5 |
| 221 to 256 | 3 | 3 |

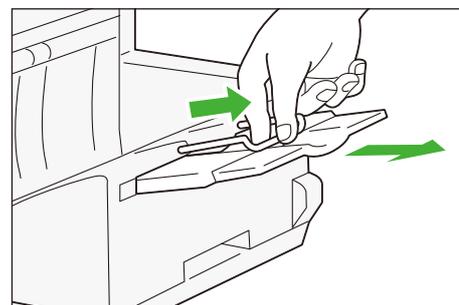
X: Ejection is not available.

Outputting Paper

Extension Tray

To eject SEF paper, pull out the Extension Tray and guide wire.

 **Note** Roller-shaped trace may be left on coated paper.



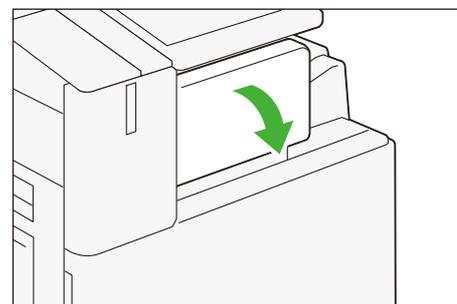
Staple Cartridge

Replacing Cartridge

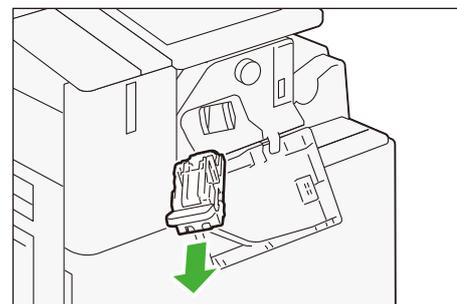
Consumables recommended by Fuji Xerox are manufactured under the standards suitable for this machine. Using consumables not recommended by Fuji Xerox may affect print quality or performance provided by the product. Use consumables that Fuji Xerox recommends for this machine.

Staples type XE (2PCS)

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



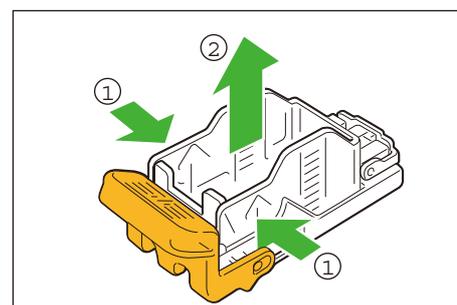
2. Remove the cartridge.



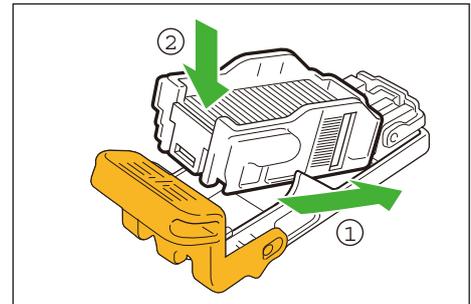
3. Pinch both sides of the empty staple case (①) and remove it from the cartridge (②).

Important

If there are still staples in the staple case, you cannot remove the staple case. Forcefully removing the staple case may cause malfunction.

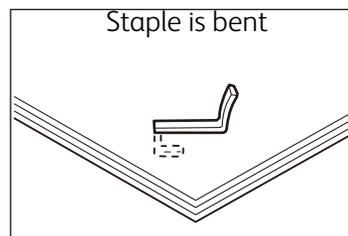
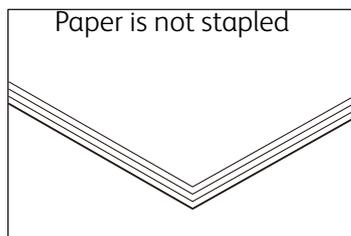


4. **Insert a new staple case into the cartridge (①) and push the back side (②).**
5. **Insert the cartridge into the original position.**
Hold the lever and lightly press it up until you hear a click.
6. **Close the cover.**

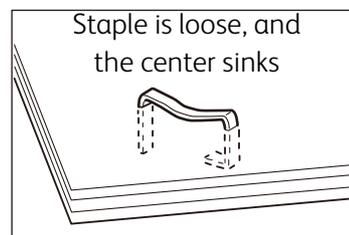
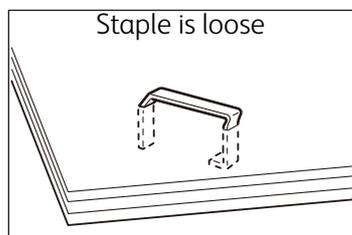
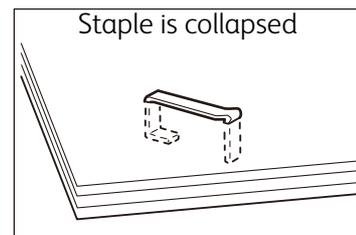
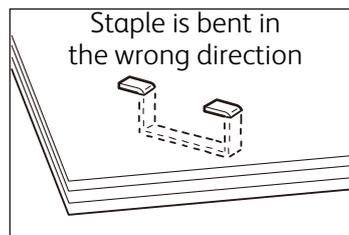
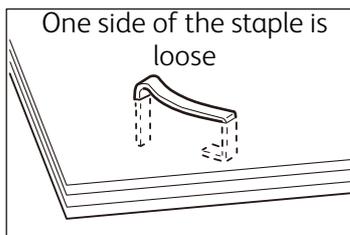


Staple Jams

If paper is not being stapled or if staples are bent, follow the procedures mentioned in the following pages. If the issue isn't resolved even after the procedure, contact your local Fuji Xerox representative.



If the staple looks like any of the following images, contact your local Fuji Xerox representative.



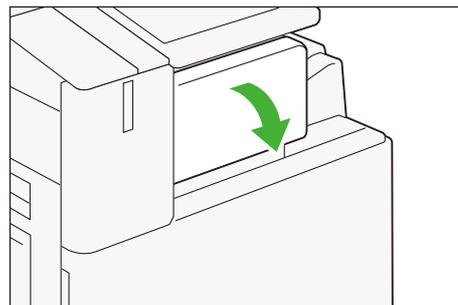
Caution

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

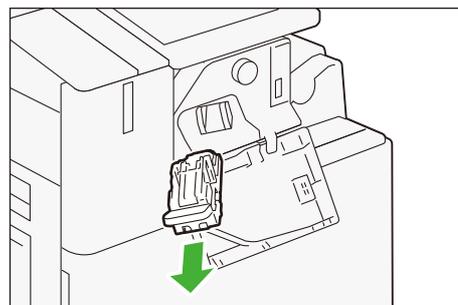
Important

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

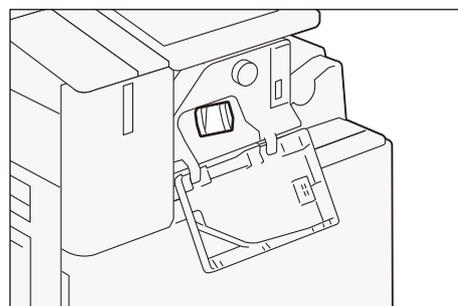
1. Confirm that the machine is not operating, and open the front door.



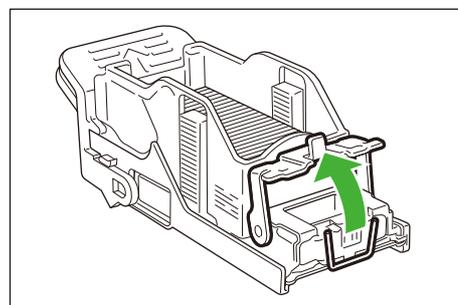
2. Remove the cartridge.



3. Check to make sure that there is no staple inside of the Finisher.



4. Push the metal part of the cartridge up.

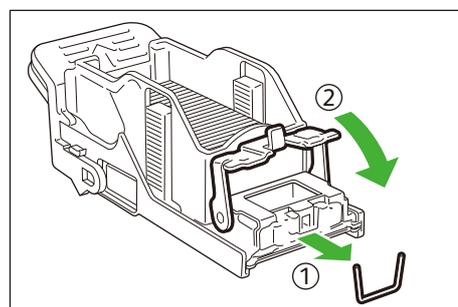


5. Remove the jammed staple (①) and return the pushed up metal part back to the original position (②).

6. Insert the cartridge into the original position.

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

7. Close the Front Door.



Paper Jams

If paper is jammed, the machine stops and an alarm sounds. A message also appears on the touch panel display. Follow the instructions displayed to remove the jammed paper.

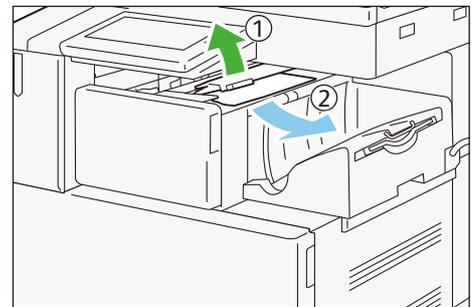
Gently remove the paper being careful not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside the machine.

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

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

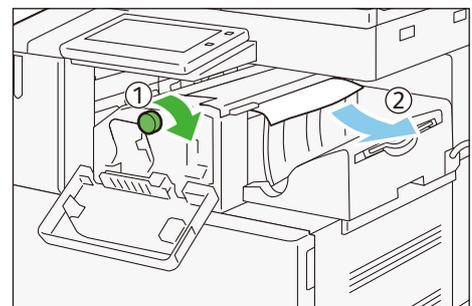
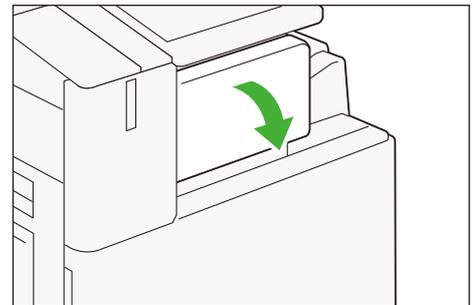
Upper Cover

1. **Open the Upper Cover (①) and remove the jammed paper (②).**
2. **Close the cover.**

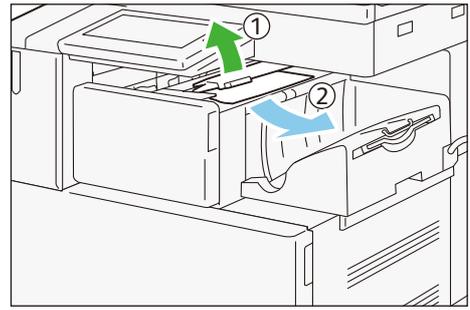


Finisher Connection

1. **Open the Front Door.**
2. **Turn knob in the right direction (①) and send the jammed paper to the Center Tray side (②).**



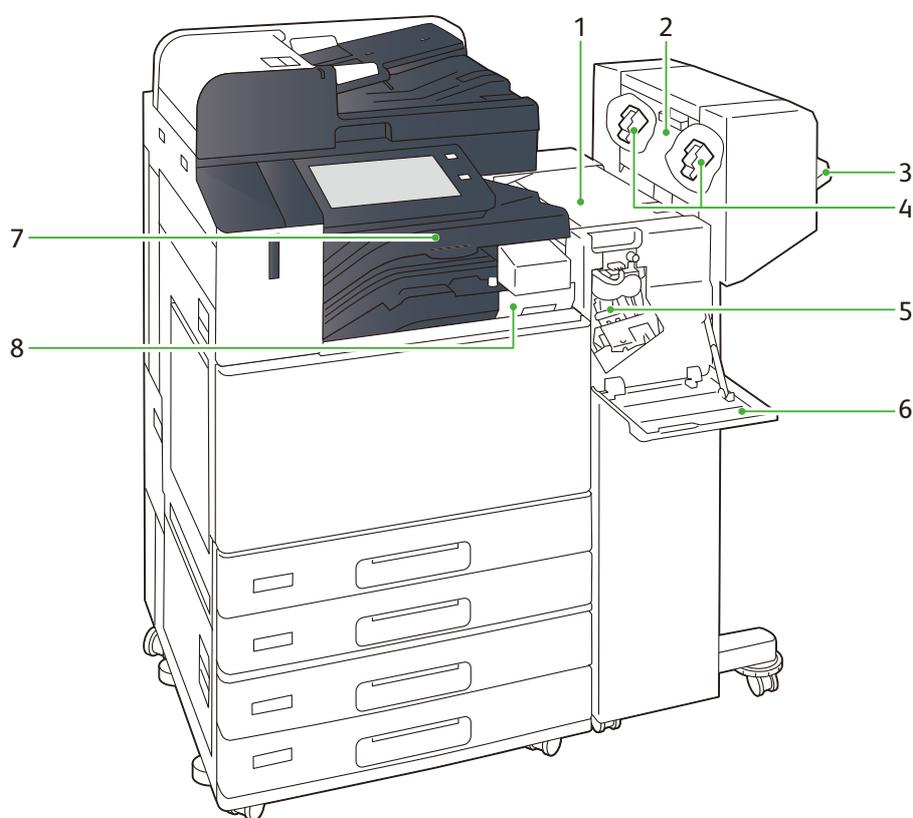
3. Open the Upper Cover (①) and remove paper (②).
4. Close the Upper Cover.
5. Close the Front Door.



iv Finisher B

- p.20 Device Components
- p.23 Outputting Paper
- p.24 Staple Cartridge
- p.28 Waste Container
- p.28 Paper Jams

Device Components



| No. | Name | Description |
|-----|-------------------------------------|---|
| 1 | Upper Cover | Open this cover to clear paper jams. |
| 2 | Side Door | Open this door when replacing staples for saddle stitch. |
| 3 | Finisher Tray | Finished paper is ejected. |
| 4 | Staple cartridges for saddle stitch | This unit is used to replace staples for saddle stitch. There are two. |
| 5 | Staple cartridge for side stitch | This unit is used to replace staples for side stitch. |
| 6 | Front Door | Open this door to clear paper jams, replace staples or remove jammed staples. |
| 7 | Center Tray Cover | Open this cover to clear paper jams. |
| 8 | Hole Punch Waste Container | Punched pieces go in here. |

Main specifications

| Item | Specifications | | | |
|---|--|--|--|--|
| Type | Sort (Offset available) / Stack (Offset available) | | | |
| Paper size | Standard size | Maximum | A3, 11 x 17", | |
| | | Minimum | A5  | |
| | Custom size | Width | 148 to 297 mm | |
| | | Length | 148 to 432 mm | |
| Paper weight | Uncoated | 52 to 300 g/m ² | | |
| | Coated | 106 to 256 g/m ² | | |
| Tray capacity | No staple | A4  | 2,000 sheets | |
| | | JIS B4 or greater | 1,000 sheets | |
| | | Mixed Size Stacking | 300 sheets | |
| | With staples | A4  | 100 copies or 1,000 sheets | |
| | | JIS B4 or greater 2 locations | 75 copies or 750 sheets | |
| | | Mixed size stacking | 70 copies or 200 sheets | |
| | | Saddle stitch / crease | 50 copies or 600 sheets | |
| | | Crease | 500 sheets | |
|  Note <ul style="list-style-type: none"> ▪ This value applies if P paper is used. ▪ Mixed Size Stacking refers to a condition in which larger paper is stacked on top of smaller paper, such as A4 on top of B5 or B4 on top of A4. ▪ The output operation automatically stops when the tray becomes full. | | | | |
| Staple | Maximum number of sheets of paper | 50 sheets  Note This value applies if paper of 90 g/m ² or less is used. | | |
| | Paper size | Standard size | Maximum | A3, 11 x 17", |
| | | | Minimum | A5  |
| | | Custom size | Width | 210 to 297 mm |
| | | | Length | 148 to 432 mm |
| | Paper weight | Uncoated | 52 to 256 g/m ² | |
| Coated | | 106 to 256 g/m ² | | |
| Stapled location | 1 location, 2 locations | | | |

| Item | Specifications | | | | |
|--|--|--|---|---|--|
| Hole Punch (With Punch Unit) | Paper size | Standard size | Maximum | A3, 11 x 17", | |
| | | | Minimum | 2 holes | A5  |
| | | | | 3 holes | JIS B5  |
| | | 4 holes | A4  , 16 K  | | |
| | Custom size | Width | 148 to 297 mm | | |
| | | Length | 148 to 432 mm | | |
| Paper weight | Uncoated | 52 to 220 g/m ² | | | |
| | Coated | 106 to 176 g/m ² | | | |
| Number of punched holes | 2 holes / 4 holes or 2 holes (US standard) / 3 holes  Note The number of punched holes that can be processed differs for each Paper Size. | | | | |
| Saddle stitch / Bi-Fold (With Booklet Maker Unit) | Maximum number of sheets of paper | Saddle stitch | 15 | | |
| | | Crease | 5 sheets | | |
| | Paper size | Standard size | Maximum | A3, 11 x 17", | |
| | | | Minimum | A4  | |
| | | Custom size | Width | 210 to 297 mm | |
| | Length | 297.4 to 432 mm | | | |
| Paper weight | Saddle stitch | 64 to 80 g/m ² (Uncoated)  Note The cover is to 220 g/m ² . | | | |
| | Crease | 64 to 105 g/m ² (Uncoated) | | | |
| Size | Finisher | | Width 592 x Depth 653 x Height 1,041 mm | | |
| | Finisher + Booklet Maker Unit | | Width 592 x Depth 673 x Height 1,079 mm | | |
| Weight | Finisher | | 27 kg | | |
| | Punch Unit | | 2 kg | | |
| | Booklet Maker Unit | | 10 kg | | |

Number of sheets that can be stapled (approximation)

| Paper Weight (g/m ²) | Staple | |
|----------------------------------|----------|--------|
| | Uncoated | Coated |
| 52 to 59 | 50 | x |
| 60 to 80 | 50 | x |
| 81 to 90 | 50 | x |
| 91 to 105 | 30 | x |
| 106 to 128 | 25 | 15 |
| 129 to 150 | 20 | 10 |
| 151 to 176 | 15 | 7 |
| 177 to 220 | 10 | 5 |
| 221 to 256 | 3 | 3 |

X: Ejection is not available.

Outputting Paper

Select the ejection destination using the printer driver.

 **Note** Roller-shaped trace may be left on coated paper.

Center Tray

Paper is normally ejected to this tray.

Finisher Tray

In case of finishing, paper is ejected to this tray.

Staple Cartridge

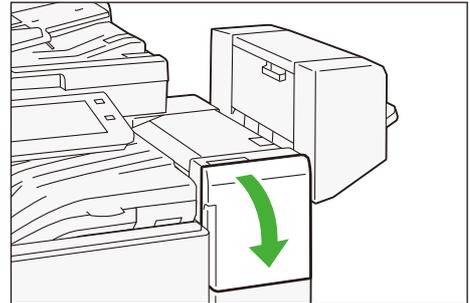
Replacing Cartridge

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

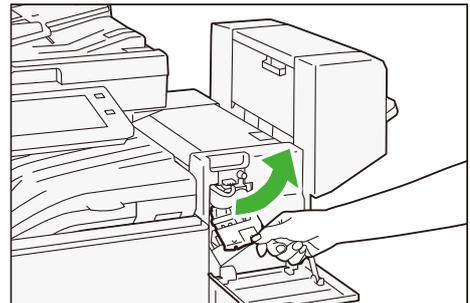
Staple cartridge for side stitch

Staples type XE (2PCS)

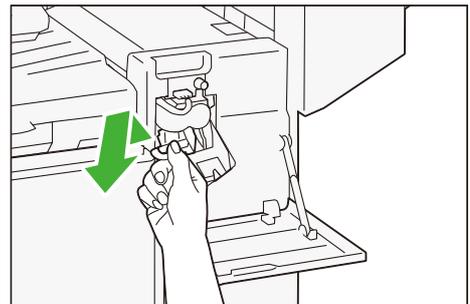
1. Confirm that the machine is not operating, and open the Front Door.



2. Hold [R1] and move the stapler unit to the front.



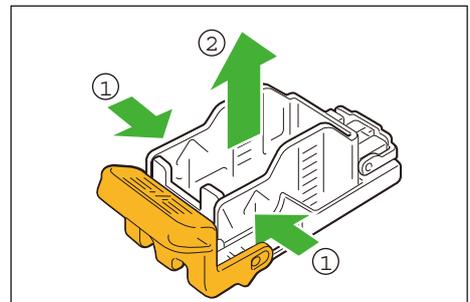
3. Hold the lever and remove the cartridge.



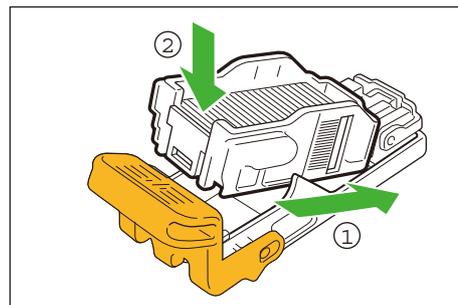
4. Pinch both sides of the empty staple case (①) and remove it from the cartridge (②).

 **Important**

If there are still staples in the staple case, you cannot remove the staple case. Forcefully removing the staple case may cause malfunction.



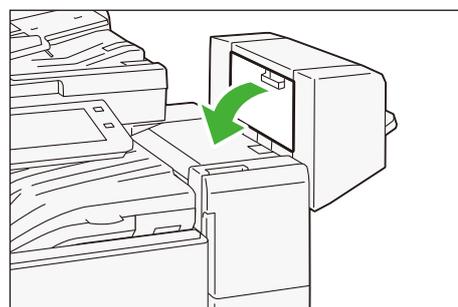
5. **Insert a new staple case into the cartridge (①) and push the back side (②).**
6. **Insert the cartridge into the original position.**
Hold the lever and lightly press it up until you hear a click.
7. **Close the cover.**



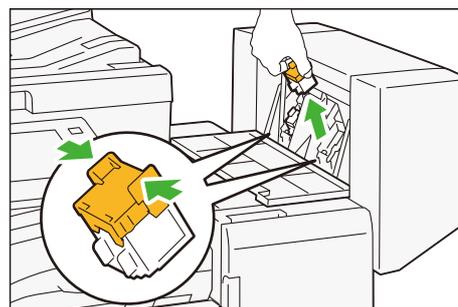
Staple cartridges for saddle stitch

Staples saddle stitch type XG (4PCS)

1. **Confirm that the machine is not operating, and open the Side Door.**



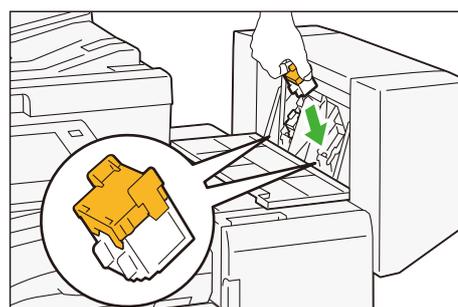
2. **Hold the clips on both sides and remove the cartridge.**



3. **Insert the new cartridge into the original position.**

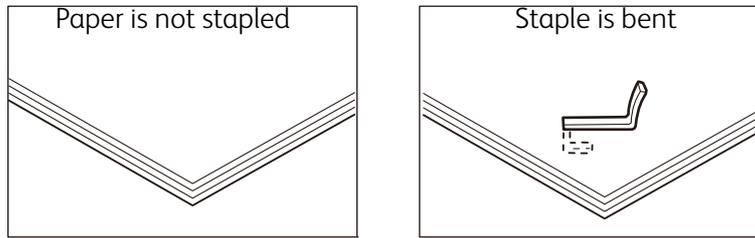
Hold the clips on both sides and lightly press it up until you hear a click.

4. **Replace the other side in the same manner.**
5. **Close the cover.**

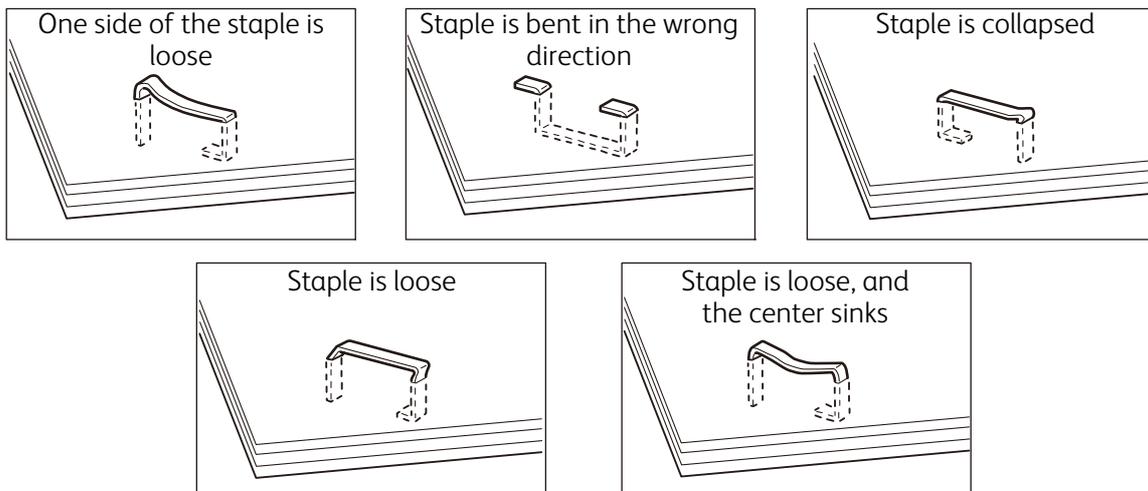


Staple Jams

If paper is not being stapled or if staples are bent, follow the procedures mentioned in the following pages. If the issue isn't resolved even after the procedure, contact your local Fuji Xerox representative.



If the staple looks like any of the following images, contact your local Fuji Xerox representative.



Caution

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

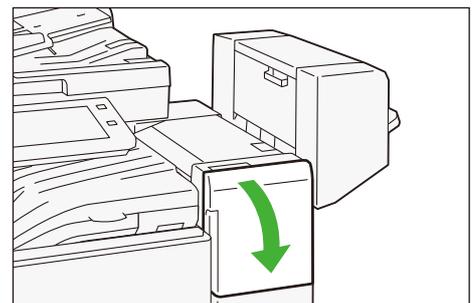
Important

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

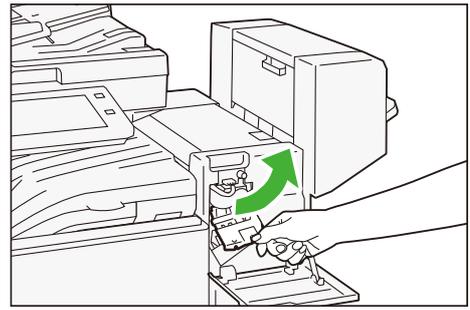
Staple cartridge for side stitch

 **Note** In case of jammed staples when using the Staple cartridges for saddle stitch, contact your local Fuji Xerox representative.

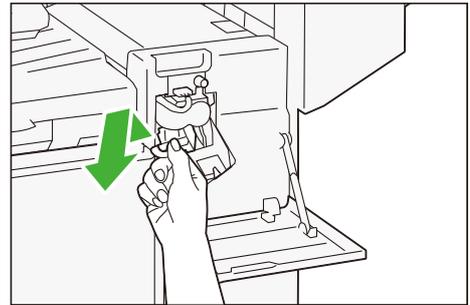
- 1. Confirm that the machine is not operating, and open the Front Door.**



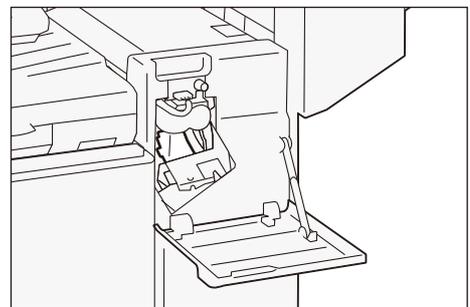
2. Hold [R1] and move the stapler unit to the front.



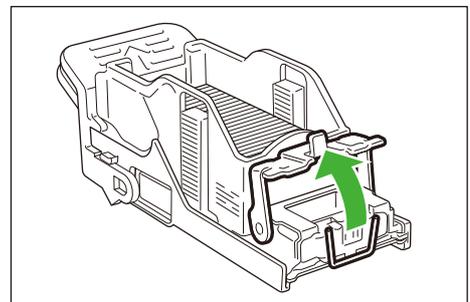
3. Hold the lever and remove the cartridge.



4. Check to make sure that there is no staple inside of the Finisher.



5. Push the metal part of the cartridge up.

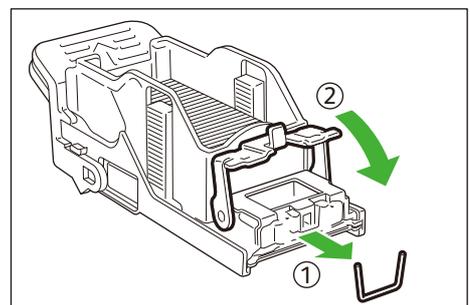


6. Remove the jammed staple (①) and return the pushed up metal part back to the original position (②).

7. Insert the cartridge into the original position.

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

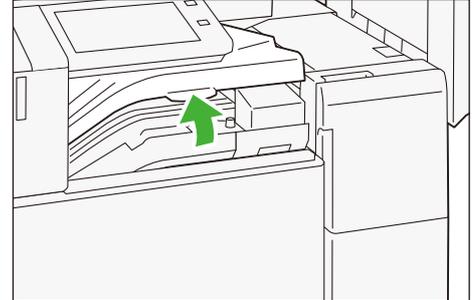
8. Close the cover.



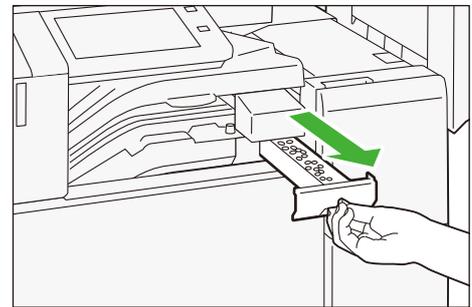
Waste Container

 **Note** Replace the Waste Container while the machine is on.

1. Confirm that the machine is not operating, and lift the Center Tray Cover.



2. Hold the handle and pull out the Hole Punch Waste Container.
3. Dispose of all cut pieces.
4. Insert the Waste Container into the original position.
5. Close the Center Tray Cover.



Paper Jams

If paper is jammed, the machine stops and an alarm sounds. A message also appears on the touch panel display. Follow the instructions displayed to remove the jammed paper.

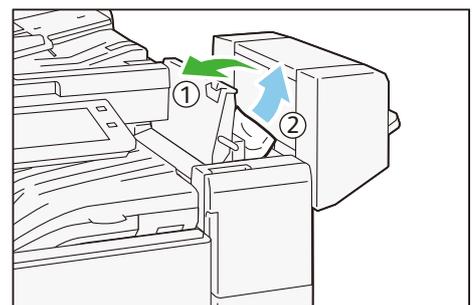
Gently remove the paper being careful not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside the machine.

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

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

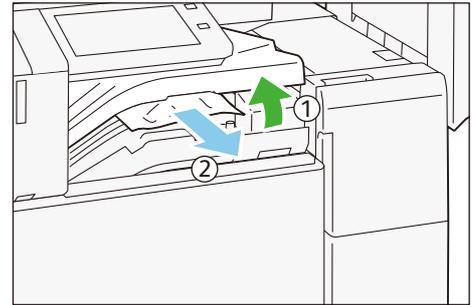
Upper Cover

1. Open the Upper Cover (①) and remove the jammed paper (②).
2. Close the Upper Cover.



Center Tray Cover

1. Open the Center Tray Cover (①) and remove the jammed paper (②).
2. Remove the jammed paper.
3. Close the Center Tray Cover.

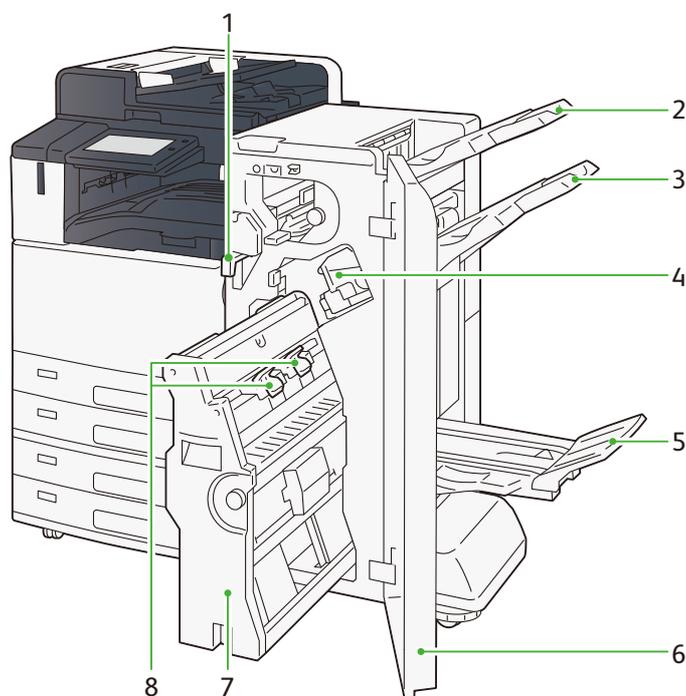


V Finisher C

- p.30 Device Components
- p.33 Outputting Paper
- p.33 Staple Cartridge
- p.40 Waste Container
- p.41 Paper Jams

In this guide, “Finisher C3” and “Finisher C3 with Booklet Maker” are generally referred to as “Finisher C”.

Device Components



| No. | Name | Description |
|-----|--------------------------------------|--|
| 1 | Hole Punch Waste Container | Punched pieces go in here. |
| 2 | Output Tray | Paper is ejected. |
| 3 | Finisher Tray | Side stitch paper is ejected. |
| 4 | Staple cartridge for side stitch | This unit is used to replace staples for side stitch. |
| 5 | Booklet Tray* | Saddle stitch paper is ejected. |
| 6 | Cover | Open this door to clear paper jams, replace staples, remove jammed staples or dispose of cut pieces for punched holes. |
| 7 | Booklet Maker Unit | This device is used to fold paper into two or staple folded paper. |
| 8 | Staple cartridges for saddle stitch* | This unit is used to replace staples for saddle stitch. There are two. |

*In case of Finisher with Booklet Maker

Main specifications

| Item | Specifications | | | | |
|---------------|---------------------------------|--|--|-------------------------|--|
| Type | Output Tray | Sort / Stack | | | |
| | Finisher Tray | Sort (Offset available) / Stack (Offset available) | | | |
| | Booklet Tray | Sort / Stack | | | |
| Paper size | Output Tray | Standard size | Maximum | A3, 12 x 19", SRA3 | |
| | | | Minimum | Postcard (100 x 148 mm) | |
| | | Custom size | According to the Center Tray for the main body | | |
| | Finisher Tray | Standard size | Maximum | A3, 12 x 19", SRA3 | |
| | | | Minimum | JIS B5 | |
| | | Custom size | Width | 203 to 320 mm | |
| | | | Length | 182 to 482.6 mm | |
| | Booklet Tray | According to saddle stitch / Bi-Fold | | | |
| Paper weight | Output Tray Finisher Tray | Uncoated | 52 to 300 g/m ² | | |
| | | Coated | 106 to 300 g/m ² | | |
| | Booklet Tray | According to saddle stitch / Bi-Fold | | | |
| Tray capacity | Output Tray | 500 sheets | | | |
| | Finisher Tray (No staple) | A4 | 3,000 sheets (1,500 sheets with Booklet Finisher) | | |
| | | JIS B4 or greater | 1,500 sheets | | |
| | | Mixed size stacking | 300 sheets | | |
| | Finisher Tray (With staples) | A4 | 200 copies or 3,000 sheets (1,500 sheets with Booklet Finisher) | | |
| | | JIS B4 or greater | 100 copies or 1,500 sheets | | |
| | | Mixed size stacking | 70 copies or 200 sheets | | |
| | Booklet Tray | 20 copies | | | |



Note

- This value applies if P paper is used.
- Mixed Size Stacking refers to a condition in which larger paper is stacked on top of smaller paper, such as A4 on top of B5 or B4 on top of A4.
- If there are 17 or more sheets per copy on the Booklet Tray, the maximum number is 16 copies.
- The output operation automatically stops when the tray becomes full.

| Item | Specifications | | | | | |
|--|--|--|---|---|--------|--|
| Staple | Maximum number of sheets of paper | 50 sheets  Note <ul style="list-style-type: none"> ▪ This value applies if paper of 90 g/m² or less is used. ▪ Up to 65 sheets is possible if 65 sheet cartridge is installed. | | | | |
| | Paper size | Standard size | Maximum | A3, 11 x 17", | | |
| | | | Minimum | JIS B5 | | |
| | | Custom size | Width | 203 to 297 mm | | |
| | | | Length | 182 to 432 mm | | |
| | Paper weight | Uncoated | 52 to 300 g/m ² | | | |
| Coated | | 106 to 300 g/m ² | | | | |
| Stapled location | 1 location, 2 locations | | | | | |
| Hole Punch (With Punch Unit) | Paper size | Standard size | Maximum | A3, 11 x 17", | | |
| | | | Minimum | 2 holes, 3 holes | JIS B5 | |
| | | 4 holes | | A4, 16 K | | |
| | | Custom size | Width | 203 to 297 mm | | |
| | Length | | 182 to 431.8 mm | | | |
| | Paper weight | Uncoated | 52 to 200 g/m ² | | | |
| Coated | | 106 to 200 g/m ² | | | | |
| Number of punched holes | 2 holes / 4 holes or 2 holes (US standard) / 3 holes  Note The number of punched holes that can be processed differs for each Paper Size. | | | | | |
| Saddle stitch / Bi-Fold (Finisher with Booklet Maker) | Maximum number of sheets of paper | Saddle stitch | 16 sheets |  Note This value applies if paper of 90 g/m ² or less is used. | | |
| | | Bi-Fold | 5 sheets | | | |
| | Paper size | Standard size | Maximum | A3, 12 x 18", SRA3 | | |
| | | | Minimum | JIS B5 | | |
| | | Custom size | Width | 182 to 320 mm | | |
| | | | Length | 257 to 457.2 mm | | |
| Paper weight | Uncoated | 64 to 300 g/m ² | | | | |
| | Coated | 64 to 220 g/m ² | | | | |
| Size | Finisher | | Width 730 x Depth 589 x Height 1,056 mm | | | |
| | Finisher with Booklet Maker | | Width 790 x Depth 589 x Height 1,056 mm | | | |
| Weight | Finisher | | 49 kg | | | |
| | Finisher with Booklet Maker | | 66 kg | | | |

Number of sheets that can be stapled (approximation)

| Paper Weight (g/m ²) | Side Stitch | | Saddle stitch | |
|----------------------------------|-------------|--------|---------------|--------|
| | Uncoated | Coated | Uncoated | Coated |
| 52 to 63 | 50/65 | x | 16 | x |
| 64 to 90 | 50/65 | x | 16 | x |
| 91 to 105 | 30 | x | 7 | x |
| 106 to 128 | 25 | 15 | 7 | 7 |
| 129 to 150 | 20 | 10 | 7 | 7 |
| 151 to 176 | 15 | 7 | 7 | 7 |
| 177 to 220 | 10 | 5 | 5 | 5 |
| 221 to 300 | 3 | 3 | 3 | 3 |

X: Ejection is not available.

Outputting Paper

Select the ejection destination using the printer driver.

 **Note** Roller-shaped trace may be left on coated paper.

Output Tray

Paper is normally ejected to this tray.

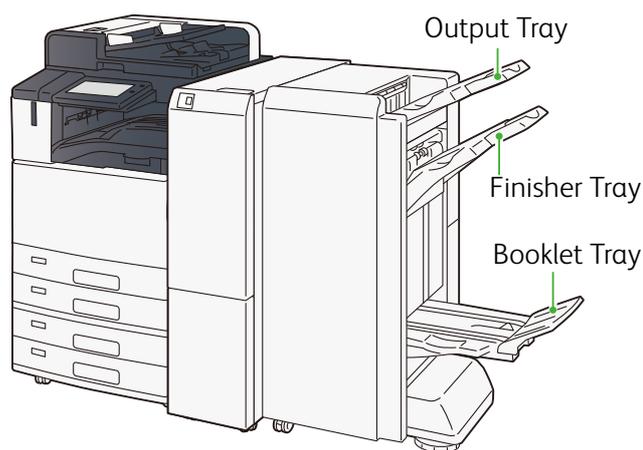
Finisher Tray

You can only eject paper to this tray in case of side stitch.

Booklet Tray

You can only eject paper to this tray in case of saddle stitch / Bi-Fold.

 **Note** Equipped in case of Finisher with Booklet Maker.



Staple Cartridge

Replacing Cartridge

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

Staple cartridge for side stitch

65 sheet cartridge: Staples type XH (3PCS)

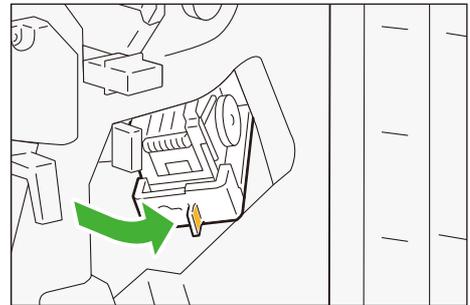
50 sheet cartridge: Staples type XE (2PCS)

-  **Note**
- Install the 65 sheet cartridge after removing the 50 sheet cartridge. Please carefully store the removed 50 sheet cartridge.
 - You cannot use the cartridge and staple case for different numbers of sheets. (Make sure to use type XE for 50 sheet cartridge and type XH for 65 sheet cartridge.)

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



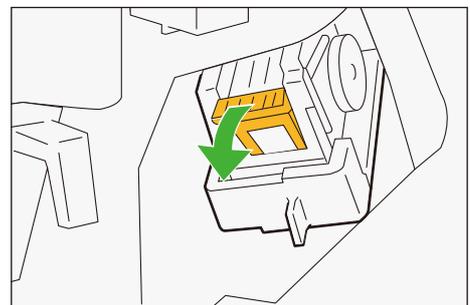
- 2. Hold [R1] and move the stapler unit to the front.**



- 3. Hold the lever and remove the cartridge.**



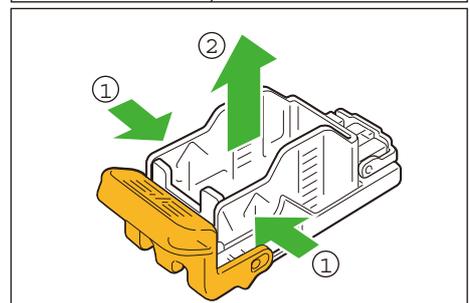
When using the 65 sheet cartridge, flip the lever down and remove the cartridge.



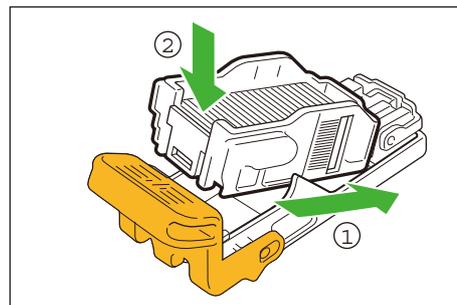
- 4. Pinch both sides of the empty staple case (①) and remove it from the cartridge (②).**

 **Important**

If there are still staples in the staple case, you cannot remove the staple case. Forcefully removing the staple case may cause malfunction.



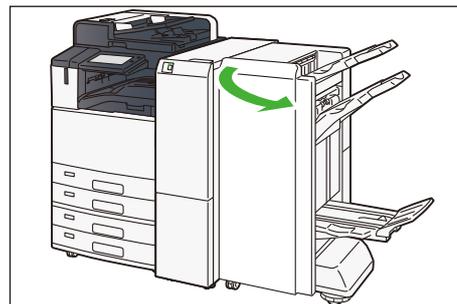
5. Insert a new staple case into the cartridge (①) and push the back side (②).
6. Insert the cartridge into the original position.
Hold the lever and lightly press it up until you hear a click.
7. Close the cover.



Staple cartridges for saddle stitch

Staples type XE (2PCS)

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



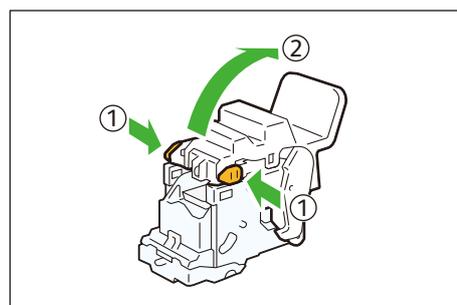
2. Pull out the Booklet Maker [4].



3. Hold the cartridge lever and pull it out.



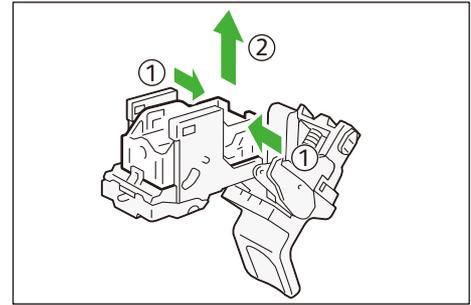
4. Push the orange buttons on either sides of the cartridge (①) and open the cover (②).
Push the metal part of the cartridge up.



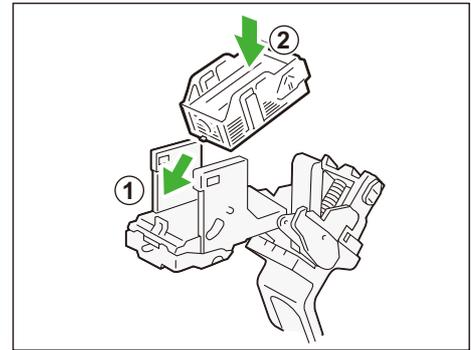
- 5. Pinch both sides of the empty staple case (①) and remove it from the cartridge (②).**

 **Important**

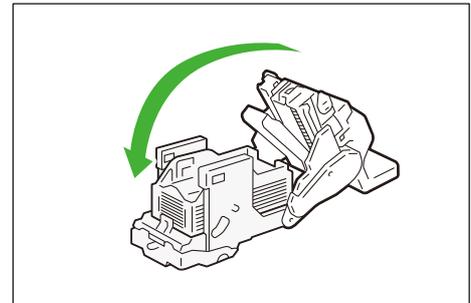
If there are still staples in the staple case, you cannot remove the staple case. Forcefully removing the staple case may cause malfunction.



- 6. Insert a new staple case (①) and push the back side to set in place (②).**

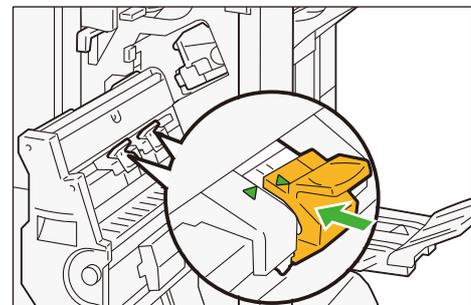


- 7. Close the cartridge cover.**



- 8. Insert the cartridge into the original position.**
Hold the lever and lightly press it up until you hear a click.

 **Note** Align the ▲ marks.

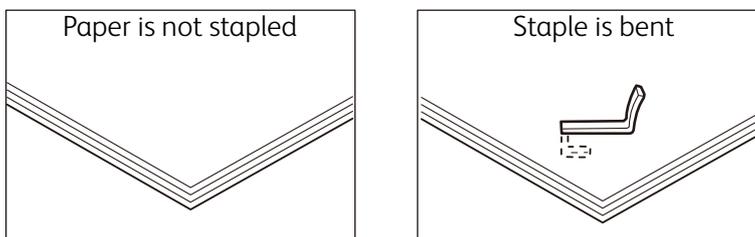


- 9. Slowly insert Booklet Maker [4] all the way.**
10. Close the cover.

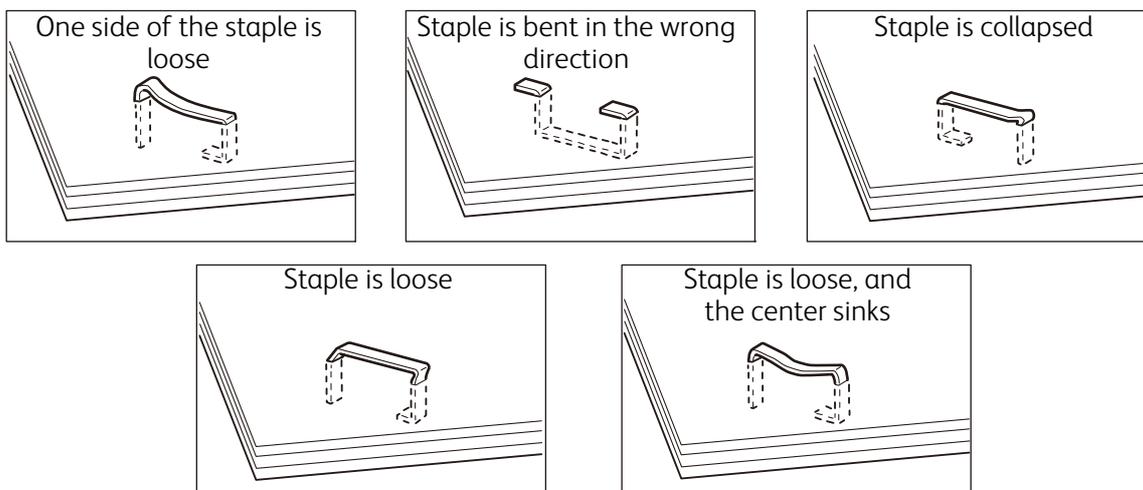


Staple Jams

If paper is not being stapled or if staples are bent, follow the procedures mentioned in the following pages. If the issue isn't resolved even after the procedure, contact your local Fuji Xerox representative.



If the staple looks like any of the following images, contact your local Fuji Xerox representative.



Caution

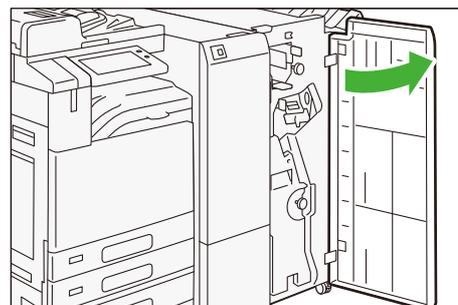
Please be very careful not to hurt your fingers, etc. when removing the jammed staple.

Important

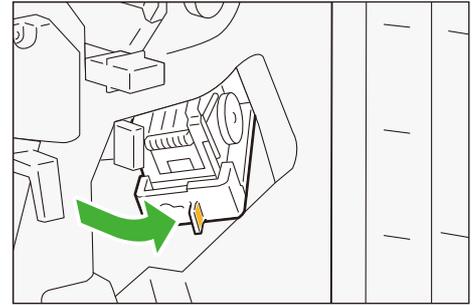
- Depending on the usage condition, such as the paper type, staples may be bent or bent staples may be caught inside of the unit, causing paper jamming.
- If you open the Staple Cartridge cover, be sure to remove all bent staples. Not removing bent staples may cause staple jamming. Only open the Staple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

Staple cartridge for side stitch

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



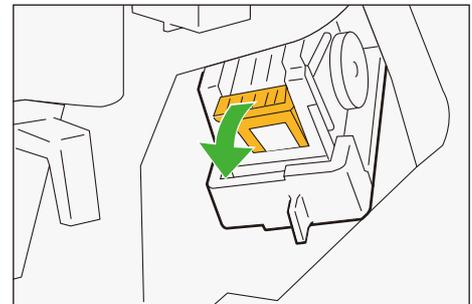
2. Hold [R1] and move the stapler unit to the front.



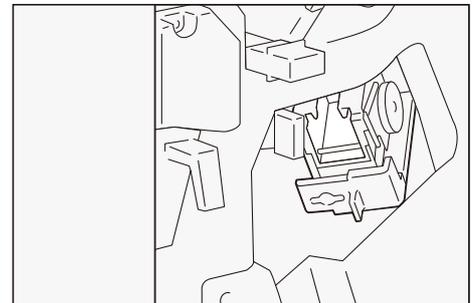
3. Hold the lever and remove the cartridge.



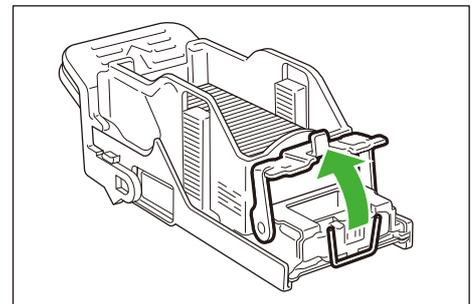
When using the 65 sheet cartridge, flip the lever down and remove the cartridge.



4. Check to make sure that there is no staple inside of the Finisher.



5. Push the metal part of the cartridge up.

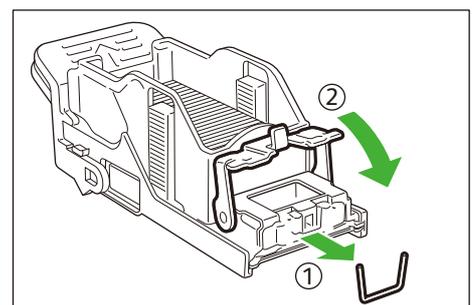


6. Remove the jammed staple (①) and return the pushed up metal part back to the original position (②).

7. Insert the cartridge into the original position.

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

8. Close the cover.



Staple cartridges for saddle stitch

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



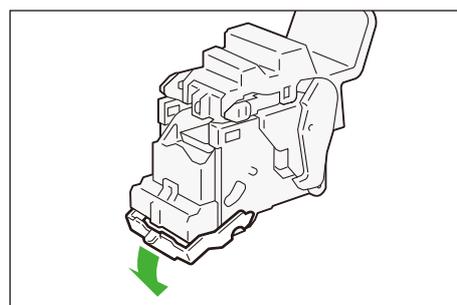
2. Pull out the Booklet Maker [4].



3. Hold the cartridge lever and pull it out.



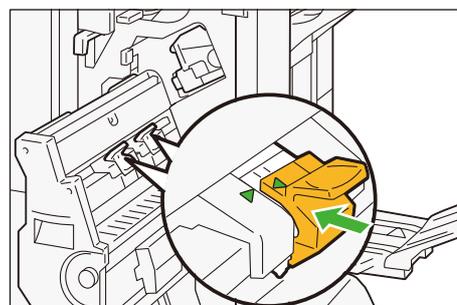
4. Remove the jammed staples.



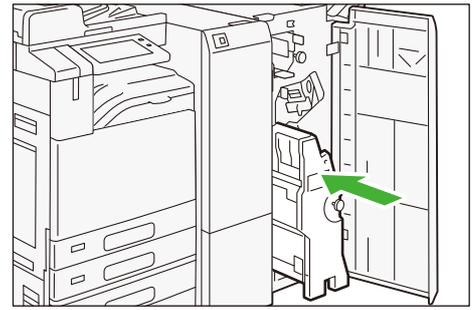
5. Insert the cartridge into the original position.

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

 **Note** Align the ▲ marks.



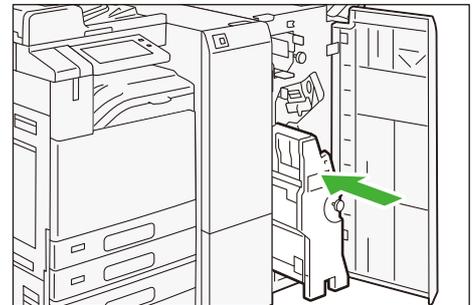
6. Slowly insert Booklet Maker [4] all the way.
7. Close the cover.



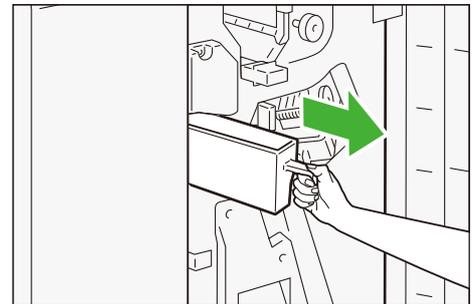
Waste Container

 **Note** Replace the Waste Container while the machine is on.

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



2. Hold [R4] and pull out the Waste Container.
3. Dispose of all cut pieces.
4. Insert the Waste Container into the original position.
5. Close the cover.



Paper Jams

If paper is jammed, the machine stops and an alarm sounds. A message also appears on the touch panel display. Follow the instructions displayed to remove the jammed paper.

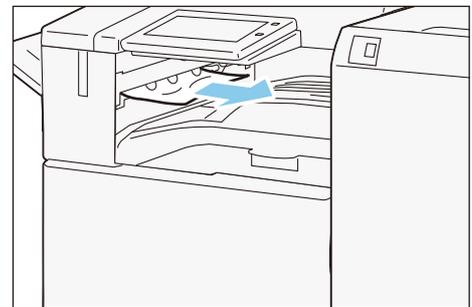
Gently remove the paper being careful not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside the machine.

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

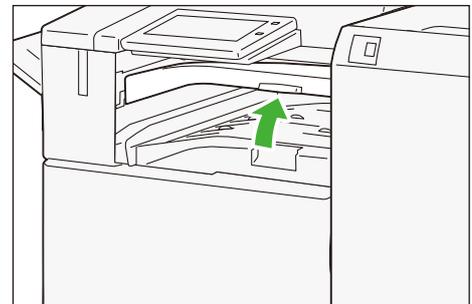
 **Note** Clear the paper jams while the machine is on.

Center Tray

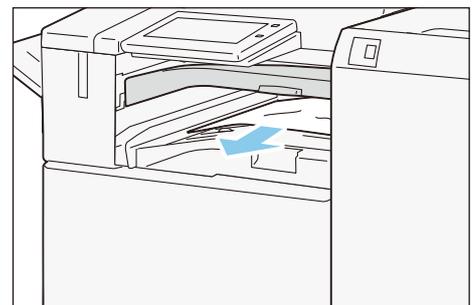
- 1. Remove the paper that is jammed in the Exit of the Center Tray.**



- 2. Hold the handle and open the Center Tray Cover [F].**



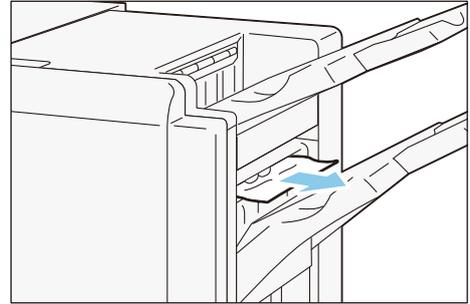
- 3. Remove the jammed paper.**
- 4. Close the cover.**



Exit

Finisher Tray

- (1) Remove the paper that is jammed in the Exit.

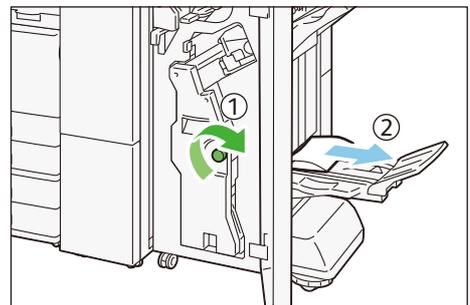


Booklet Tray

- (1) Open the Cover.



- (2) Turn the knob [4a] to the right (①) and remove the paper that is jammed in the Exit of the Booklet Tray (②).
- (3) Close the cover.



Inside of the Cover

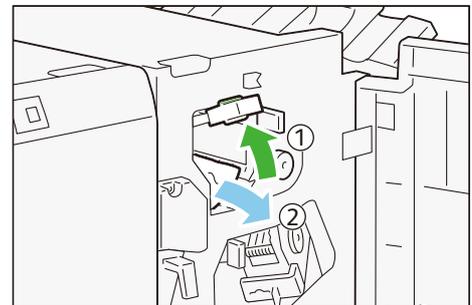
1. Open the Cover.

- p.43 Lever [3a]
- p.43 Lever [3c]
- p.44 Lever [3d]
- p.44 Booklet Maker

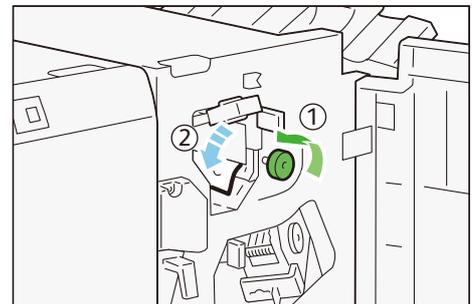


Lever [3a]

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

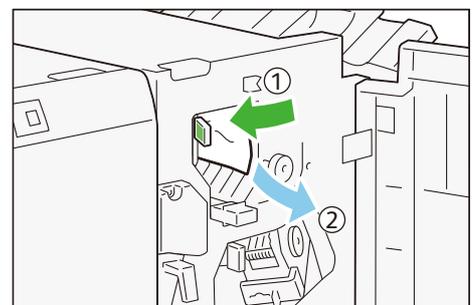


- (2) If it's difficult to remove the paper, turn knob [3b] to the left (①) and send out the jammed paper (②).
- (3) Return lever [3a].



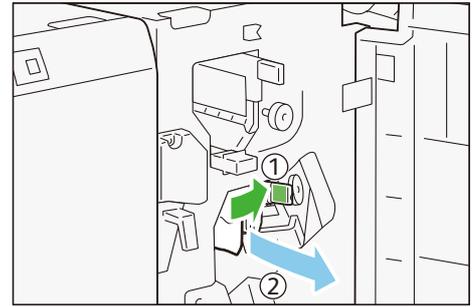
Lever [3c]

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



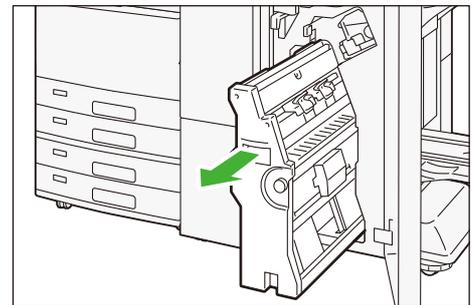
Lever [3d]

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

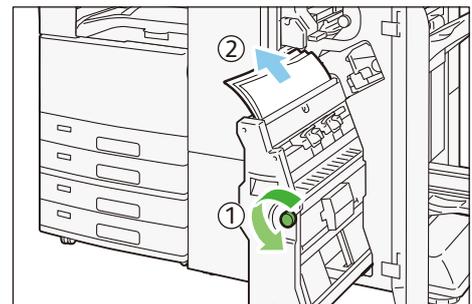


Booklet Maker

- (1) Hold the handle and pull out Booklet Maker [4].



- (2) Turn knob [4a] to the left (①) and remove the jammed paper (②).
- (3) Slowly insert Booklet Maker [4] all the way.



2. Close the cover.