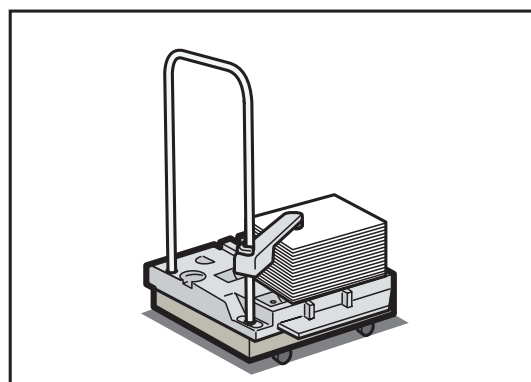
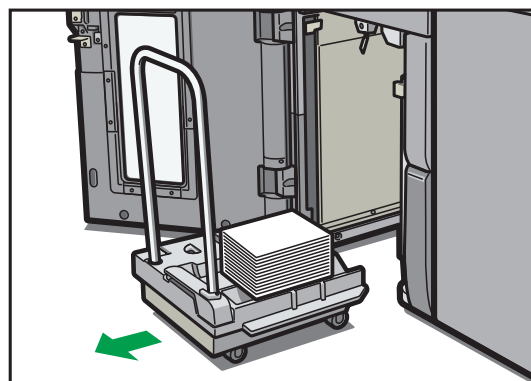
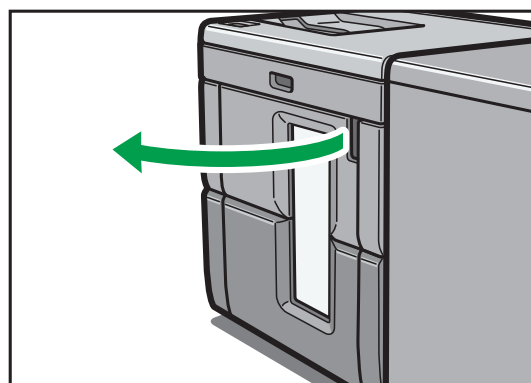


CIP Training

Pro 8300 series

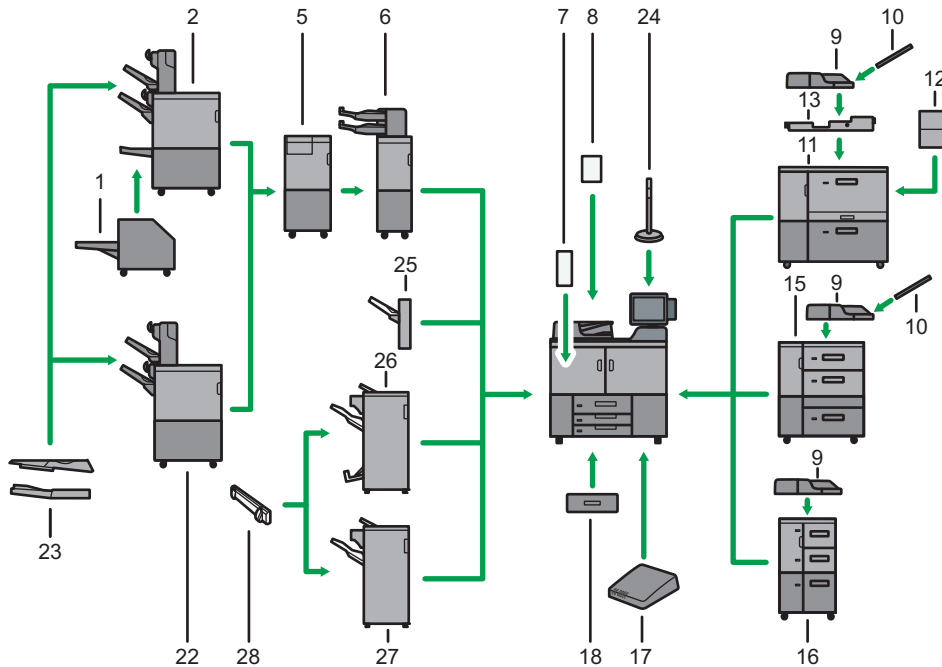
RICOH
imagine. change.

3 Output



Output

Guide to the Machine's Output Options



EAR136

1. Trimmer

Cuts the fore edge of the book block after the book block is saddle stitched.

2. Booklet Finisher SR5120

Sorts, stacks, and staples multiple sheets of paper. The saddle stitch function can staple multiple sheets of paper in the center and fold them into booklets. Consists of the following paper trays:

- Finisher shift tray 1
- Finisher shift tray 2
- Finisher booklet tray

Copies or prints can be punched if the optional punch unit is installed on the finisher.

3. High capacity stacker

Consists of the following paper trays:

- Stacker upper tray
- Stacker tray

The stacker upper tray can hold up to 250 sheets of paper, and stacker tray can hold up to 5,000 sheets of paper. You can connect up to two high capacity stackers if the optional punch unit is installed on the finisher.

4. Ring binder

Binds sheets of paper with a ring comb.

Output

5. **Multi-folding unit**
Applies the following folds: Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold, and Z-fold.
6. **Interposer**
Inserts cover or slip sheets into copied or printed paper.
7. **Decurl unit**
Flattens curls from sheets to prevent paper jams.
8. **ADF double-feed detection kit**
Detects a double feeding of the original when it is placed in the ADF.
9. **Multi bypass tray (Tray A)**
Holds up to 500 sheets of paper.
10. **Banner sheet tray of multi bypass tray (Tray A)**
Allows you to load large-sized paper in the multi bypass tray (Tray A).
11. **Two-tray wide LCT**
Holds up to 4,800 sheets of paper. You can load paper whose sizes are up to SRA3 or $13 \times 19\frac{1}{5}$. You can connect up to two two-tray wide LCTs.
12. **Banner sheet tray of two-tray wide LCT**
Allows you to load large-sized paper in the two-tray wide LCT.
13. **Multi bypass attachment kit**
Attaches the multi bypass tray (Tray A) to the two-tray wide LCT.
14. **Bridge unit of two-tray wide LCT**
Connects a two-tray wide LCT to an additional wide LCT.
15. **Three-tray wide LCT**
Holds up to 4,000 sheets of paper. You can load paper sizes up to SRA3 or $13 \times 19\frac{1}{5}$.
16. **LCT**
Holds up to 4,550 sheets of paper.
17. **Interface box**
Allows you to connect extended options to the machine.
18. **A3/11 × 17 tray unit**
You can load A3, 11 × 17 or larger size paper in Tray 1 using this unit. If you install the A3/11 × 17 tray unit on your machine, you cannot use it as a tandem tray.
An indicator on the front left side of the tray lights while paper is feeding.
19. **Buffer pass unit**
Cools copies or prints.
20. **Perfect binder**
Applies adhesive to the spine of gathered pages to bind them in a booklet.

Output

21. Finisher Bridge Unit

This option is required for connecting another manufacturer's finisher.

22. Finisher SR5110

Sorts, stacks, and staples multiple sheets of paper. Consists of the following paper trays:

- Finisher shift tray 1
- Finisher shift tray 2

Copies or prints can be punched if the optional punch unit is installed on the finisher.

23. SR5000 series output tray for banner sheet

Allows you to output paper that has a horizontal length of 487.8 mm or longer on Finisher SR5110 or Booklet Finisher SR5120.

24. Attention light

The machine's operation status is indicated by lights. This is optional for a Type 1 machine but is attached to other models.

25. Shift tray

This tray is capable of sorting and stacking printed sheets by copy or print job.

26. Booklet Finisher SR5100

Sorts, stacks, and staples multiple sheets of paper. Consists of the following paper trays:

- Finisher upper tray
- Finisher shift tray
- Finisher booklet tray

Copies or prints can be punched if the optional punch unit is installed on the finisher.

27. Finisher SR5090

Sorts, stacks, and staples multiple sheets of paper. Consists of the following paper trays:

- Finisher upper tray
- Finisher shift tray

Copies or prints can be punched if the optional punch unit is installed on the finisher.

28. Output jogger

Jogs the sheets delivered to the finisher shift tray

Note

- You cannot install multiple finishers simultaneously.
- You cannot install the ring binder and perfect binder simultaneously.
- If you have connected two high capacity stackers, you cannot install the multi-folding unit, the ring binder, or the perfect binder.
- To install the multi-folding unit, one of the following units is required: Finisher SR5110, Booklet Finisher SR5120, interface box or high capacity stacker.
- You can install the ring binder or the perfect binder only if one of the following options is installed: Finisher SR5110, Booklet Finisher SR5120, or the high capacity stacker.
- You can install the trimmer only if Booklet Finisher SR5120 is installed.
- The multi bypass tray (Tray A) can be attached only if either the LCT, the two-tray wide LCT, or the three-tray wide LCT. However, you can attach the multi bypass tray (Tray A) to the two-tray wide LCT only if the multi bypass attachment kit is installed.
- When using multiple linked two-tray wide LCTs, the multi bypass tray (Tray A) can be attached only to the two-tray wide LCT closest to the machine.

Output

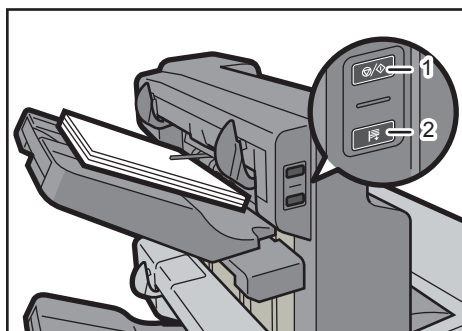
- When the Ring Binder or Perfect Binder is attached, printing on banner paper (700.1–1260 mm, is not possible. You can specify such paper as a custom size paper on the control panel, but the machine aborts preparation when printing is performed. If this occurs, cancel the job.
- Paper is ejected with the print side facing up when printing on banner paper with the banner sheet tray of multi bypass tray (Tray A) or banner sheet tray of wide LCT attached. The output orientation specified on the color controller or in the printer driver is ignored.
- When using multiple linked wide LCTs, the multi bypass tray (Tray A) can be attached only to the wide LCT closest to the machine.
 - The banner sheet tray of wide LCT can be attached to the following trays:
 - When using a single wide LCT: Tray 3
 - When using 2 linked wide LCTs: Tray 5
 - When using 3 linked wide LCTs: Tray 7

Removing prints from Finisher SR5110 or Booklet Finisher SR5120 during printing or when in standby state

- Notes on removing paper from the shift tray
When removing the paper delivered to the shift tray, if you remove the paper at an angle or towards the front of the machine, the shift tray may rise and catch on the paper. Press the [Suspend / Resume] key before removing the paper.
- Removing paper during printing
When delivering paper to the shift tray with Finisher SR5110 or Booklet Finisher SR5120, the paper may be misaligned depending on the type of printed image. If this happens, suspend printing, remove the paper, and then resume printing.

If delivered to finisher shift tray 1.

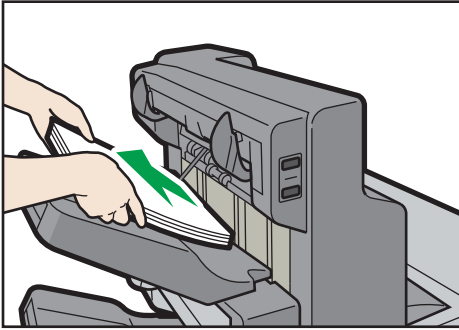
1. Press the [Suspend / Resume] key.



1. [Suspend / Resume] key.
2. [Remove Paper] key.

2. Press the [Remove Paper] key.
3. After the tray is lowered, remove the delivered paper.

Output

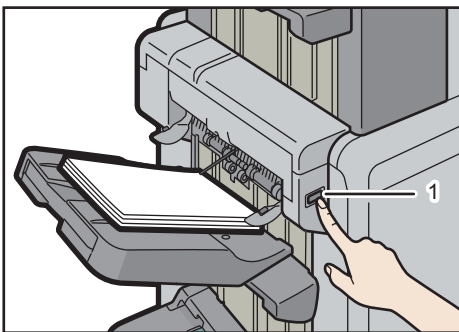


EAQ129

4. Press the [Suspend / Resume] key to restart the print.

If delivered to finisher shift tray 2

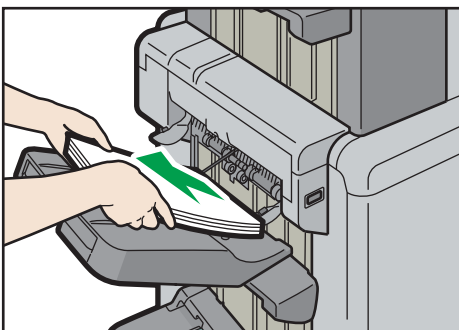
1. Press the [Suspend / Resume] key of finisher shift tray



EAQ126

1. [Suspend / Resume] key.

2. Remove the stack of paper from the finisher shift tray



EAQ127

3. Press the [Suspend / Resume] key to restart the print.

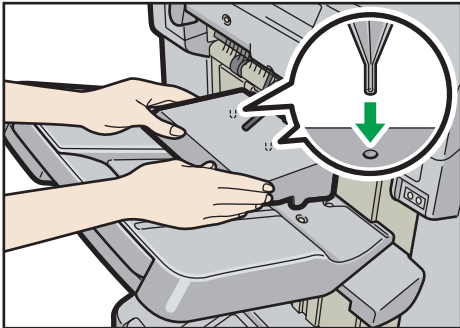
Output

When using the Z-fold function

To use the Z-fold function, you must attach the Z-fold support tray.

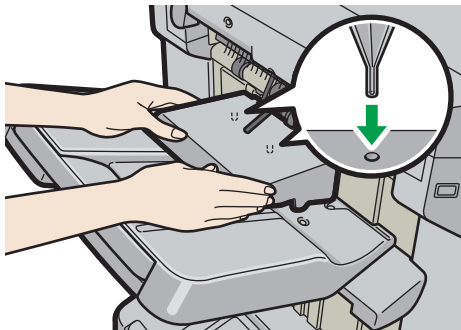
Finisher SR5050 and Booklet Finisher SR5060

- Finisher shift tray
Attach the Z-fold support tray by inserting the two protrusions on its underside into the holes on the finisher shift tray.



Finisher SR5110 and Booklet Finisher SR5120

- Finisher shift tray 1 or 2
Attach the Z-fold support tray by inserting the two protrusions on its underside into the holes on the finisher shift tray 1 or 2.



EAQ130

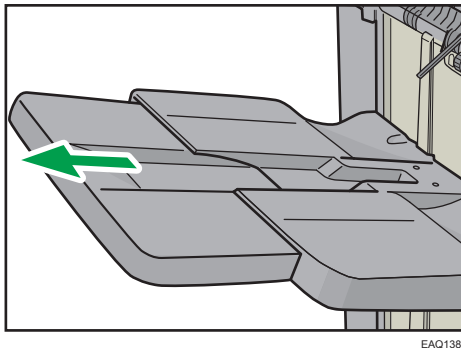
If you set [Finisher Output Tray Setting] to [Auto Change] and [Do not Stack Jobs], and change where to deliver the paper when the Z-fold support tray is attached, multiple jobs may be delivered to and stacked on the same tray.

Output

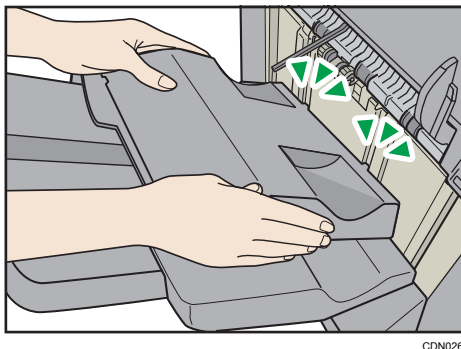
When ejecting thin paper to Finisher SR5110 or Booklet Finisher SR5120

When ejecting plain paper of length 420.1 mm or more and weighing 64 g/m² or less to Finisher SR5110 or Booklet Finisher SR5120, attach the supplied thin paper support tray.

1. Press the [Suspend / Resume] key on Finisher SR5110 or Booklet Finisher SR5120, and then remove the delivered paper.
2. Pull out the extension tray on the finisher shift tray 1 or 2.



3. Attach the thin paper support tray by fitting its protrusions in the slots on the finisher.



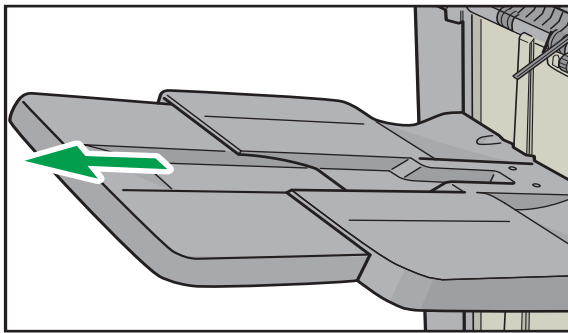
4. Press the [Suspend / Resume] key to resume printing.

When ejecting carbonless paper weighing 63 g/m² or less to Finisher SR5110 or Booklet Finisher SR5120

When printing on carbonless paper weighing 63 g/m² or less, set the banner support tray that is provided with the finisher on the finisher shift tray.

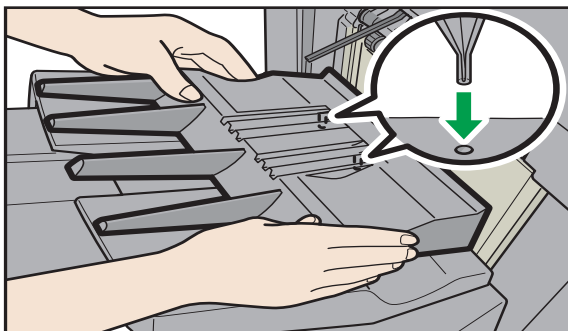
Output

1. Press the [Suspend / Resume] key on Finisher SR5110 or Booklet Finisher SR5120, and then remove the delivered paper.
2. Pull out the extension tray on the finisher shift tray 1 or 2.



EAQ138

3. Attach the banner support tray by inserting the protrusions on its underside into the holes on the finisher shift tray 1 or 2.



ECQ004

4. In [Adjustment Settings for Operators], set [0671: Paper Alignment Angle on Shift Tray] to "10 deg".
5. Press the [Suspend/Resume] key to resume printing.

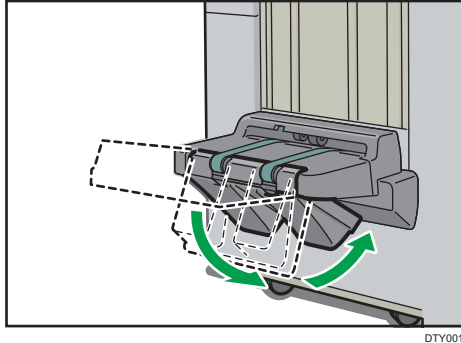
↓ Note

- Depending on the brand of the paper being used, the paper may be ejected normally even when the banner support tray is not attached.
- When the banner support tray is attached, output sheets may not be stacked neatly.
- If you set [Finisher Output Tray Setting] to [Auto Change] and [Do not Stack Jobs], and change where to deliver the paper when the banner support tray is attached, multiple jobs may be delivered to and stacked on the same tray.

Output

When ejecting a large number of booklets to finisher booklet tray

When ejecting a large number of booklets to Booklet Finisher SR5060/SR5120, fold the booklet finisher tray under as shown.

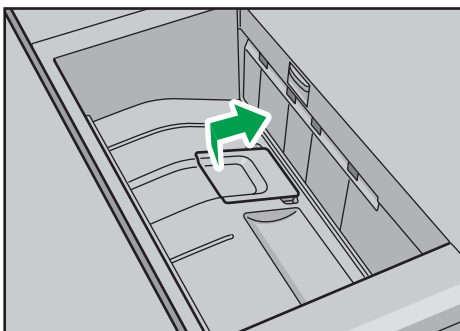


↓ Note

- The finisher booklet tray can be folded in two angles.
- The approximate number of copies that can be ejected when the finisher booklet tray is not folded is as follows:
 - When binding 2–5 sheets: 45 copies
 - When binding 6–10 sheets: 23 copies
 - When binding 11–15 sheets: 15 copies
 - When binding 16–20 sheets: 10 copies
 - When binding 21–30 sheets: 5 copies

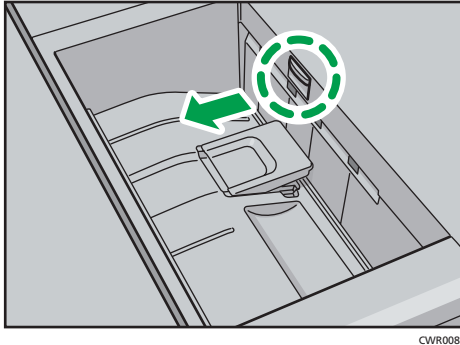
Multifold Unit

1. Lift up and slide the Z-fold support tray for multi-folding unit to the right, and then set it in place.



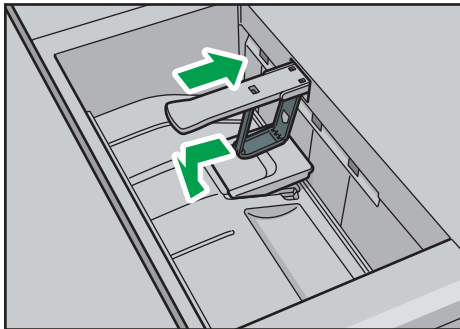
Output

2. Pull out the output holding unit for letter fold-out.



CWR008

When you have finished using the Z-fold support tray for multi-folding unit and the output holding unit for letter fold-out, return each to their previous positions.

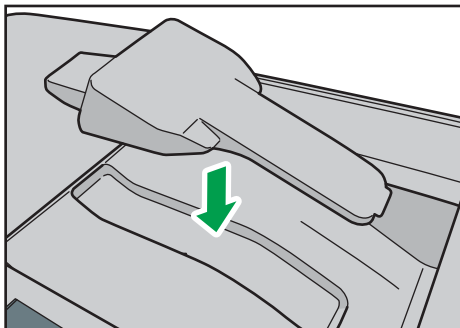


CWR009

When ejecting thick paper or envelopes to the upper tray of the high capacity stacker

Attach the supplied thick paper support tray when ejecting the following paper to the upper tray of the high capacity stacker:

- Thick paper longer than the length of B4 JIS
- Envelopes that exceed 332 mm (13.1 inches) in length



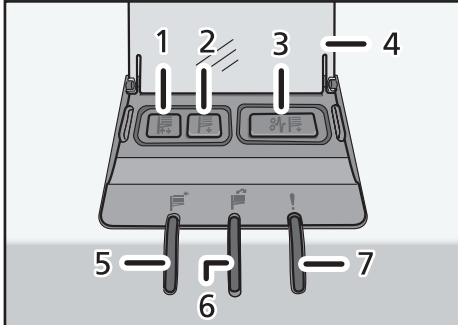
DWR023

Output

Using the high capacity stacker

Stacker control panel

The high capacity stacker has a control panel that you can use to lower the stacker tray and confirm the status of the high capacity stacker.



1. Tray Moving Indicator

This flashes blue when the stacker tray is moving up or down. When the stacker tray has moved all the way up and is in the standby state, the indicator turns off. When the stacker tray has moved all the way down, the indicator lights up blue.

2. Lower Tray Button

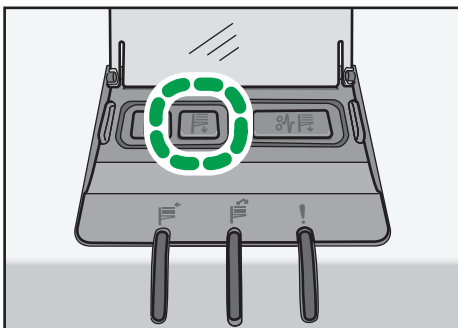
Press this button to lower the tray. The tray cannot move if the stacker front cover is open.

Removing paper

★ Important

- Use the stacker cart for transporting paper from the high capacity stacker. Do not use the stacker cart for any other purpose.
- Do not attempt to get inside the high capacity stacker.
- The paper press might leave a mark on the top of the paper stack. To prevent this, put several sheets of unwanted paper or a protective sheet between the paper press and the paper stack.

1. Open the cover of the stacker control panel, and then press the lower tray button.



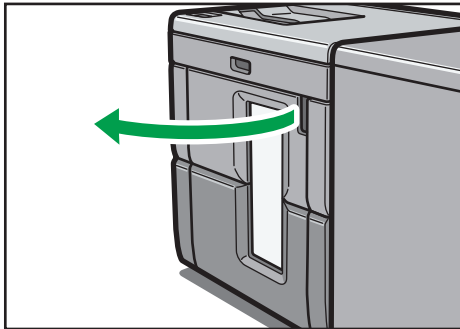
Output

To stop the lowering stacker tray, press the lower tray button again.

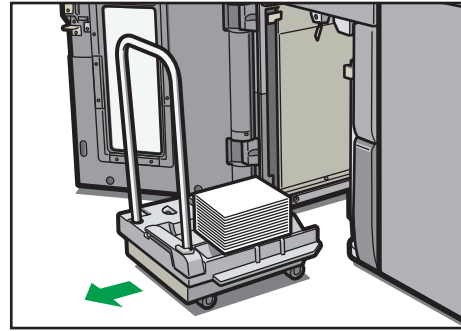
To resume lowering the tray, open and close the stacker front cover, and then press the lower tray button again after the tray has risen completely.

When the stacker tray is fully lowered, the tray moving indicator stops flashing and remains lit.

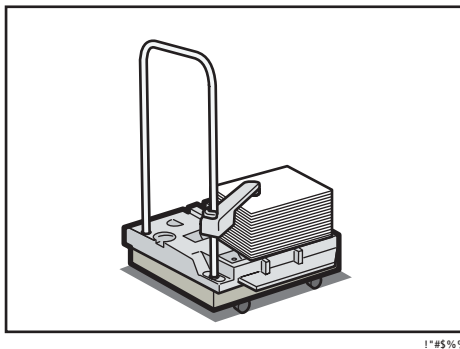
2. Open the stacker front cover.



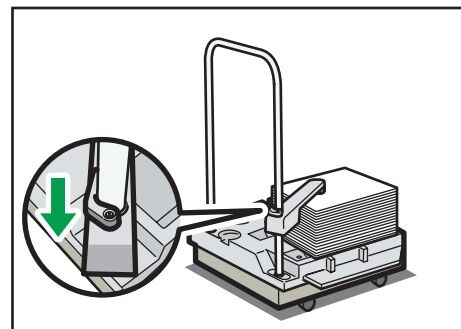
3. Carefully pull out the stacker cart.



4. Rest the paper press on top of the paper stack.

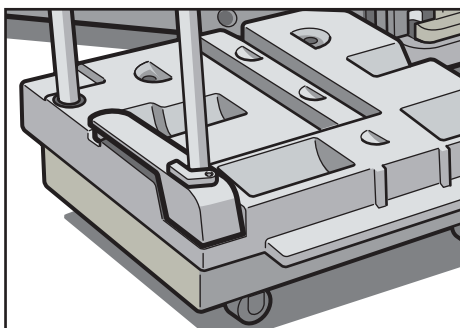


5. Pull the lever on the paper press toward you.



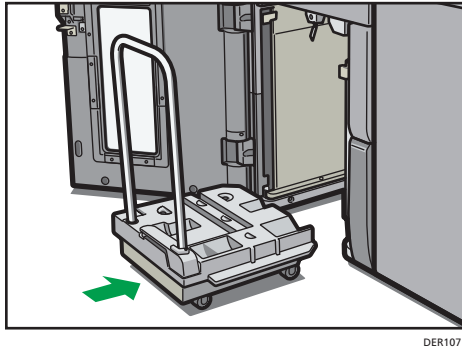
6. Transport the paper to where it is required, and then unload the stacker cart.

7. Return the paper press to its original position.

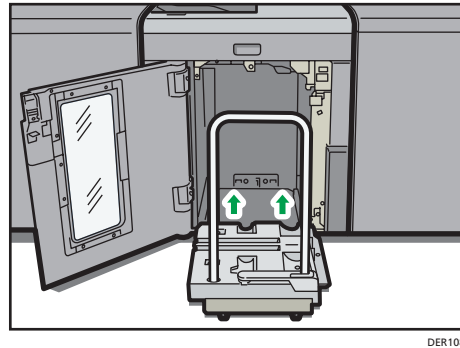


Output

- Put the stacker cart back inside the high capacity stacker.



Be careful to push the stacker cart in straight, not at an angle.



- Close the stacker front cover.

The stacker tray begins elevating automatically and the tray moving indicator begins flashing. When the tray moving indicator stops flashing, the tray is fully elevated.

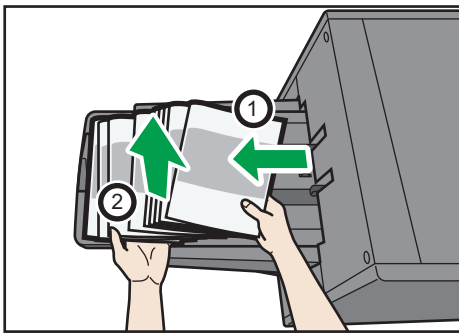
↓ Note

- Before moving the high capacity stacker, be sure to take the stacker cart out of the high capacity stacker.

Output

Precautions taking booklets from the trimmer

- When taking booklets from the trimmer tray, be sure to wait until each booklet has been completely delivered to the tray. If you touch the booklet while it is still being delivered, the sensor fail to detect the delivery, causing an error.
- When taking booklets from the output tray, take care not to slide the booklets to the right (toward the paper exit). Doing so may bring the cut ends into contact with the output tray belt, causing the paper to curl.
- Take booklets as follows:
 1. Put your hands under the booklets and align their left corners.
 2. Raise the aligned booklets to remove them.



D0CPIC1780

You may also put your hands under the booklets and raise the booklets as they are to take them.

RICOH
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