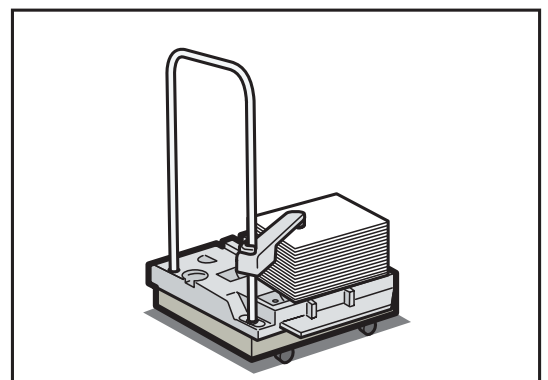
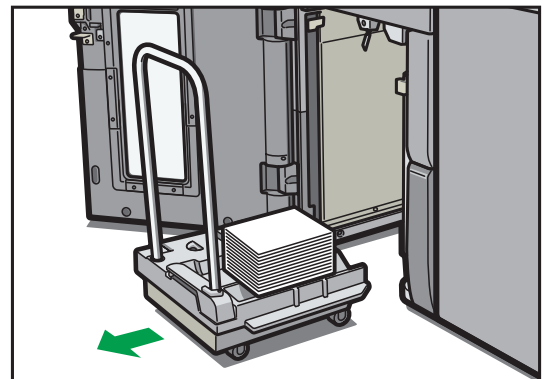
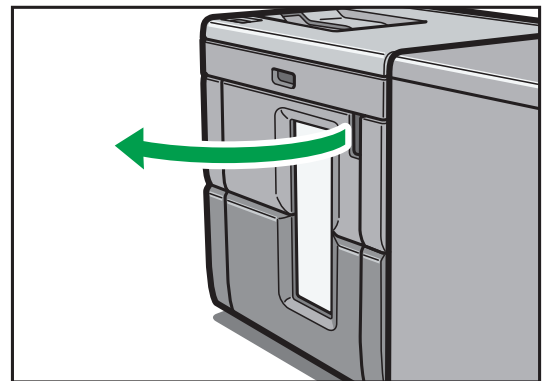


CIP Training

Pro C5300 series

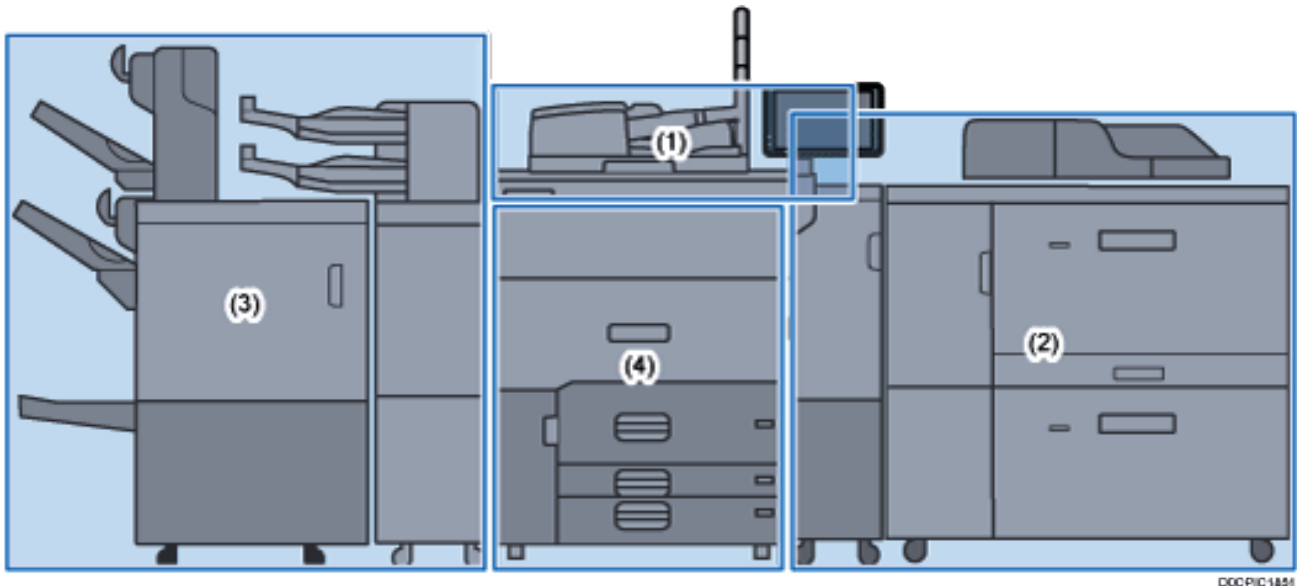
RICOH
imagine. change.

3 Output

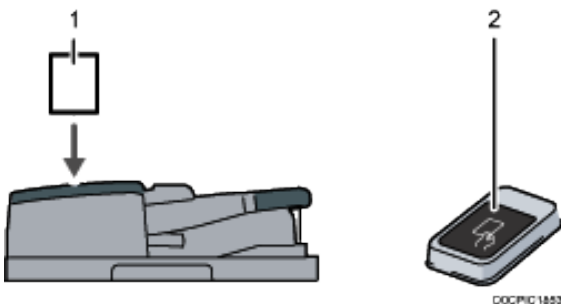


Output

Guide to the Machine's Output Options



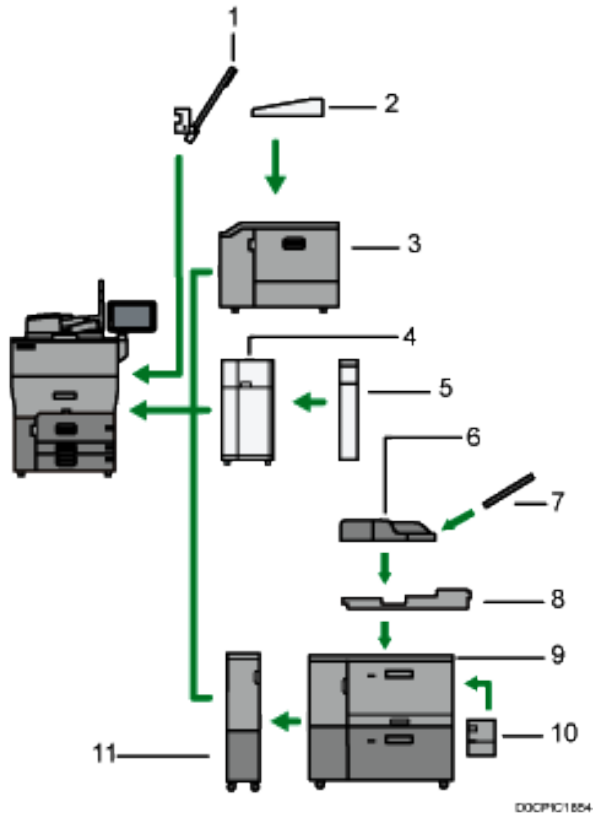
(1) Options Mounted to the Machine's Top Section



1. **ADF double-feed detection kit**
Detects a double feeding of the original when it is placed in the ADF.
2. **Card reader**
Pass an IC card over the card reader to log in to the machine.

Output

(2) Options Mounted to the Machine's Right Side Section



1. Multi bypass banner sheet tray

Allows you to load paper that has a horizontal length of 487.8 mm or longer in the bypass tray.

2. Banner sheet guide tray

Allows you to load paper that has a horizontal length of 487.8 mm or longer in the bypass tray.

3. Wide LCT

Holds 2,200 sheets of paper. Use to copy or print onto transparencies, adhesive labels, translucent paper, and custom size paper.

4. Large capacity tray (LCT)

Holds up to 4,400 sheets of paper.

5. Extension unit of LCT

Attached to the LCT and holds 2,500 sheets of B4 & A4

6. Multi bypass tray (Tray A)

Holds up to 500 sheets of paper.

7. Banner sheet tray of multi bypass tray (Tray A)

Allows you to load large-sized paper in the multi bypass tray (Tray A).

8. Multi bypass attachment kit

Attaches the multi bypass tray (Tray A) to the two-tray wide LCT.

9. Two-tray wide LCT

Holds up to 4,800 sheets of paper. You can load paper whose sizes are up to SRA3.

10. Banner sheet tray of two-tray wide LCT

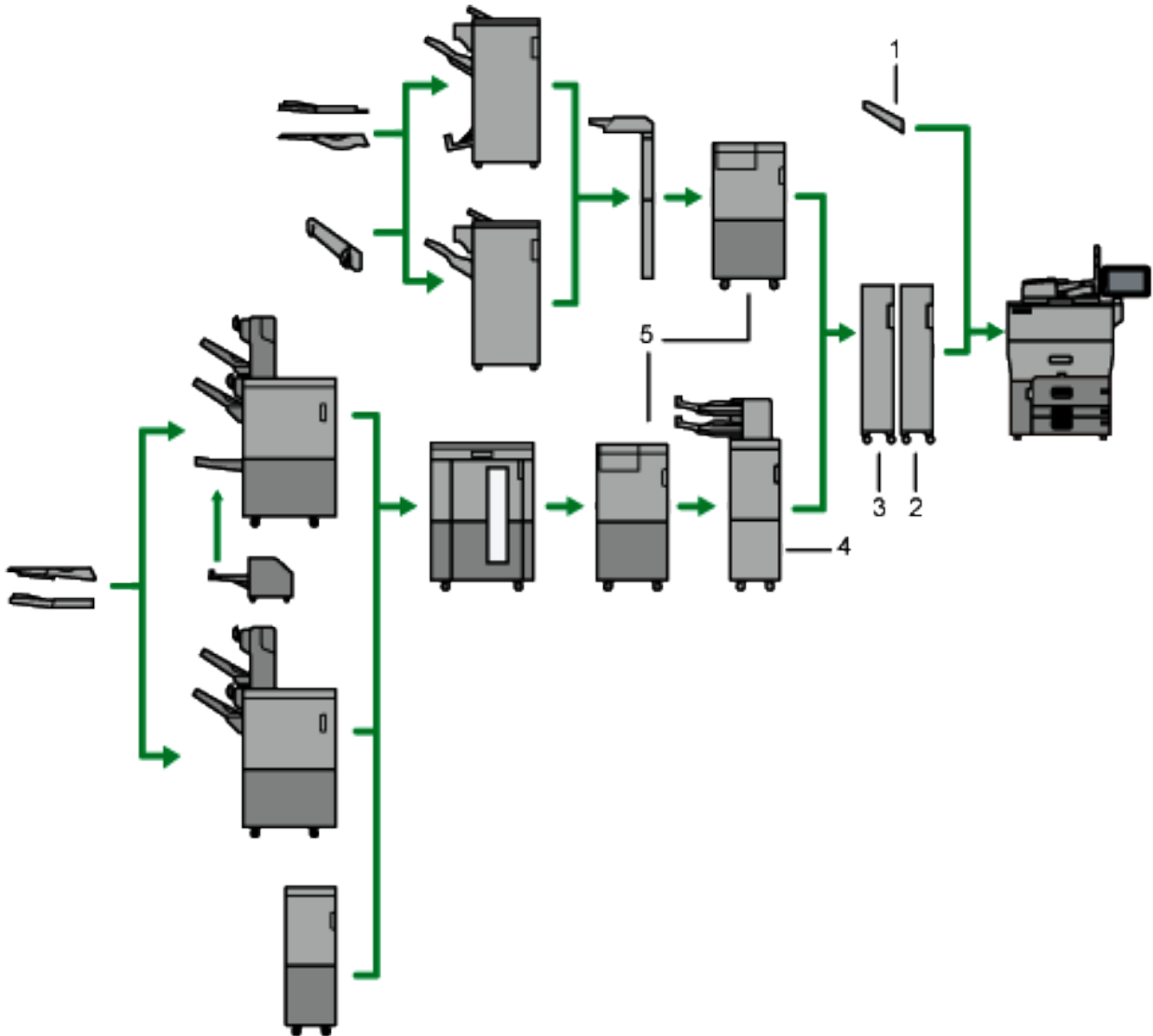
Allows you to load large-sized paper in the two-tray wide LCT.

11. Two-tray wide LCT connection unit

Connects the main unit to the two-tray wide LCT.

Output

(3) Options Mounted to the Machine's Left Side Section 1



DOCPC1666

1. Copy tray

If you select this as the output tray, copied/printed paper and fax messages are delivered here face down.

2. Decurler unit

Flattens curls from sheets to prevent paper jams.

3. Buffer pass unit

Cools copies or prints.

4. Twin interposer

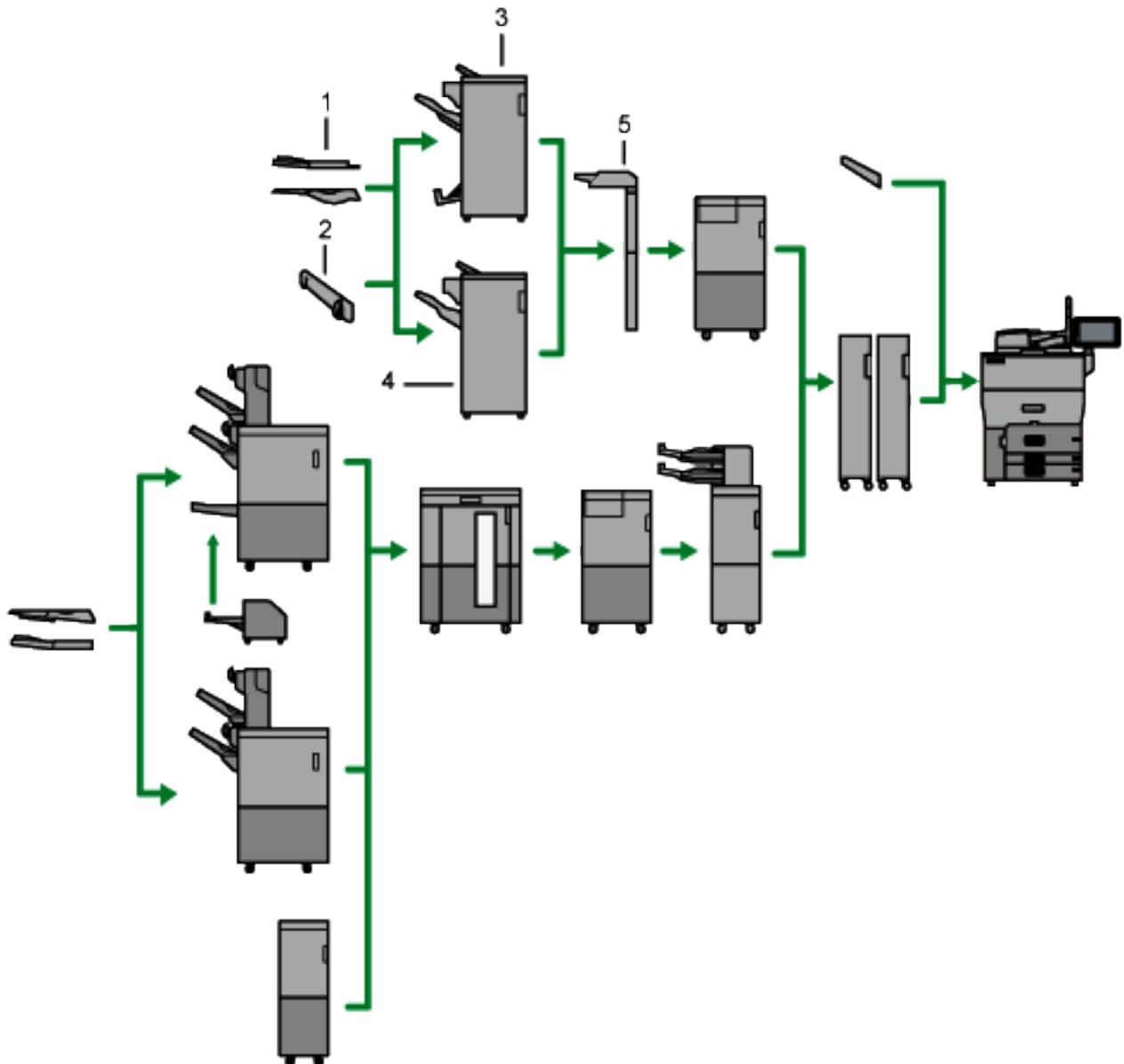
Inserts cover or slip sheets into copied or printed paper.

5. Folding unit

Applies the following folds: Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold, and Z-fold.

Output

(3) Options Mounted to the Machine's Left Side Section 2



DOCPI01806

1. SR4000 series output tray for banner sheet

Allows you to output paper that has a horizontal length of 487.8 mm or longer on Finisher SR5090 or Booklet Finisher SR510.

2. Output jogger

Jogs the sheets delivered to the finisher shift tray.

3. 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.

4. Finisher SR5090

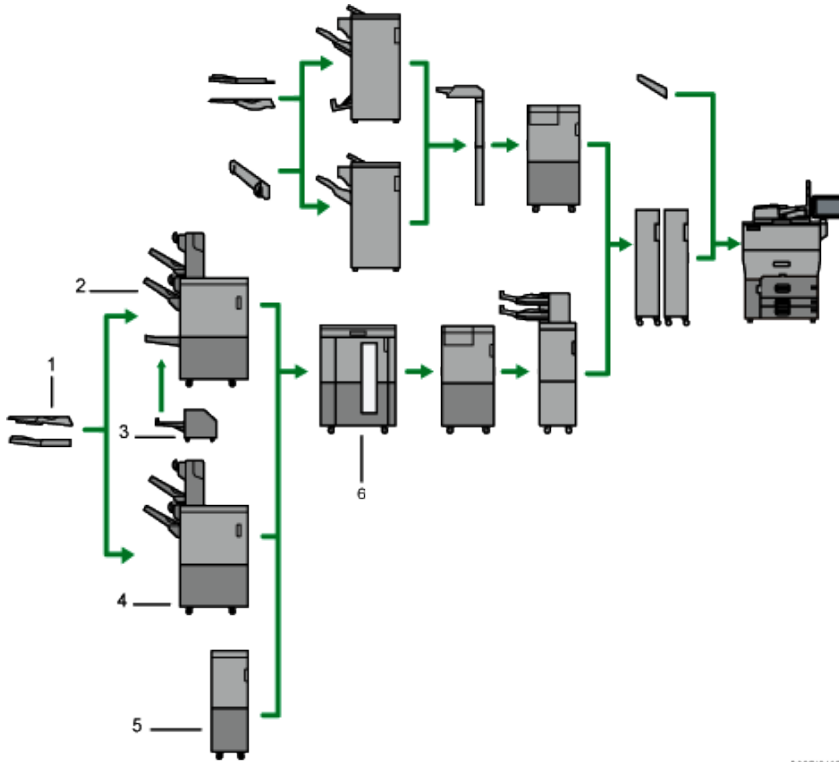
Sorts, stacks, and staples multiple sheets of paper. Consists of the following paper trays: Finisher upper tray, Finisher shift tray. Copies or prints can be punched if the optional punch unit is installed on the finisher.

5. Interposer

Inserts cover or slip sheets into copied or printed paper.

Output

(3) Options Mounted to the Machine's Left Side Section 3



DDCPIC1887

1. 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.

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. Prints can be punched if the optional punch unit is installed on the finisher. Depending on when the machine was bought, this option may not be available. For details, contact your service representative.

3. Trimmer unit

Cuts the fore edge of the book block after the book block is saddle stitched. Booklet Finisher SR5120 is required in order to attach this. Depending on when the machine was bought, this option may not be available. For details, contact your service representative.

4. Finisher SR5110

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. Prints can be punched if the optional punch unit is installed on the finisher. Depending on when the machine was bought, this option may not be available. For details, contact your service representative.

5. Finisher bridge unit

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

6. 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.

Output

Special Notes When Using External Options

Precautions for Using the Finisher

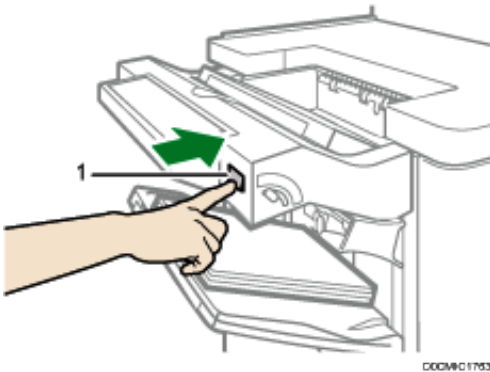
- The stapler may eject unfolded staples. Be careful not to prick your fingers.
- Do not hit the finisher (for instance, do not hit the surface of the finisher repeatedly to arrange stacks of paper neatly).
- Remove printouts from the finisher by lifting them straightforwardly from the left side. If you remove printouts at an angle or towards the front, the shift tray may rise and catch them.

Removing Prints Finisher SR5090/Booklet Finisher SR5100

This section describes how to suspend a large copy or print job when using Finisher SR5090 or Booklet Finisher SR5100 with the cooling fan unit installed.

Depending on the image you are copying or printing, prints might not stack properly. If this happens, suspend the job, remove the prints and then restart the job.

1. Press the [Suspend / Resume] key near the paper outlet port.



1. [Suspend / Resume] key

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



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

↓ Note

- You can suspend copying or printing only when the finisher shift tray is selected as the output tray.

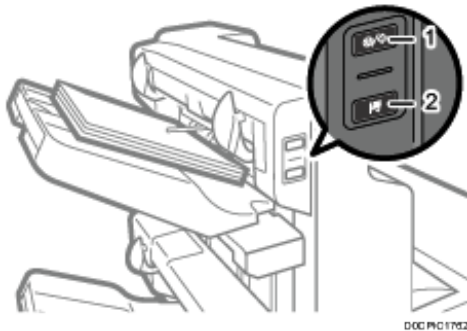
Output

Removing Prints Finisher SR5110/Booklet Finisher SR5120

- **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.

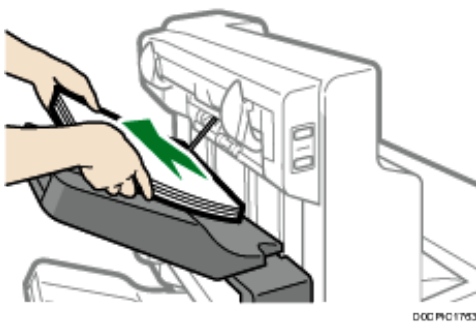
If delivered to finisher shift tray 1

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



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

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

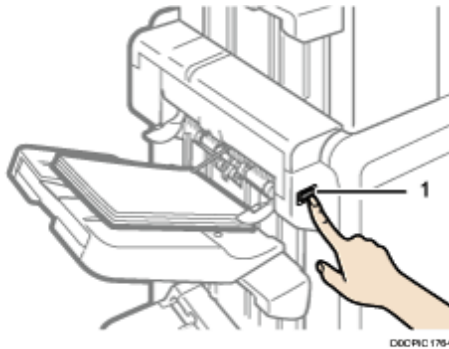


4. Press the [Suspend / Resume] key to restart the print.

Output

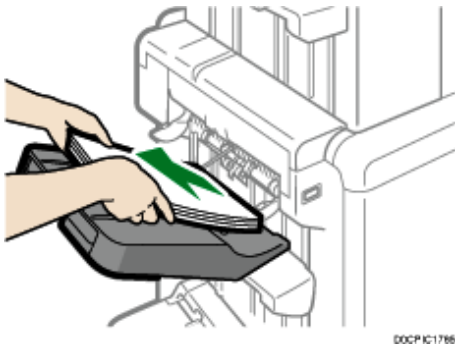
If delivered to finisher shift tray 2

1. Press the [Suspend / Resume] key of finisher shift tray 2



1. [Suspend / Resume] key

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



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

Output

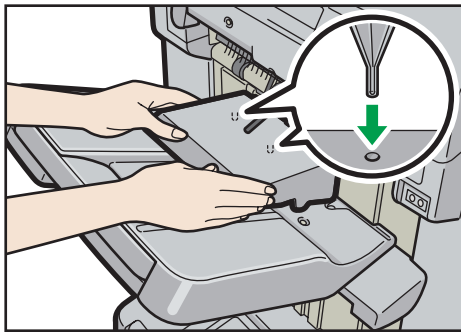
When using the Z-fold function

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

Finisher SR5110 and Booklet Finisher SR5120

- Finisher shift tray

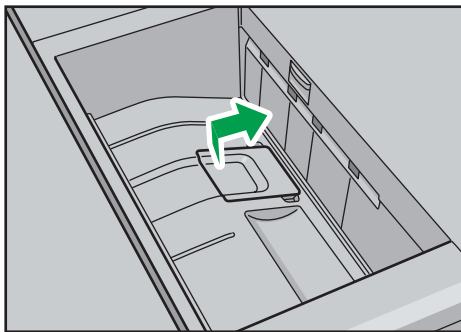
Attach the Z-fold support tray by inserting the two protrusions on its underside into the holes on the finisher shift tray.



CWR001

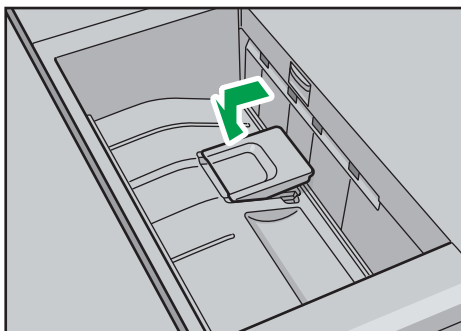
Multi-folding unit

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



CWR002

When you have finished using the Z-fold support tray for multi-folding unit, lift it up and slide the tray to the left, and then lower it.

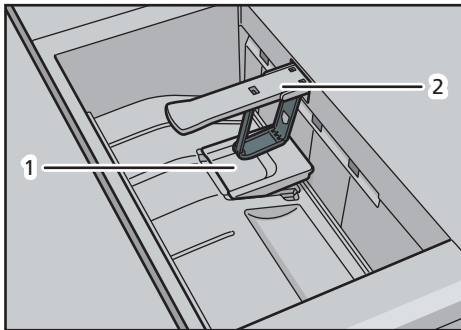


CWR003

Output

When using the Letter Fold-out function

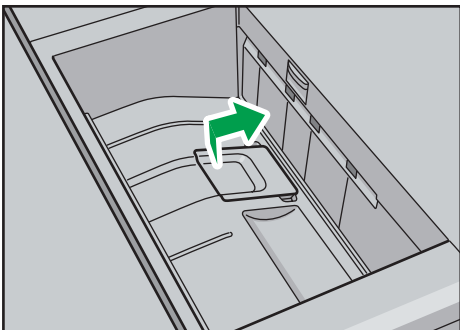
To use the Letter Fold-out function and the Multi-sheet Fold function at the same time, install the Z-fold support tray for multi-folding unit and the output holding unit for letter fold-out.



CWR007

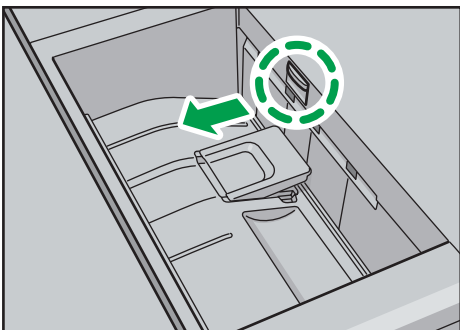
1. Z-fold support tray for multi-folding unit
2. Output holding unit for letter fold-out

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



CWR002

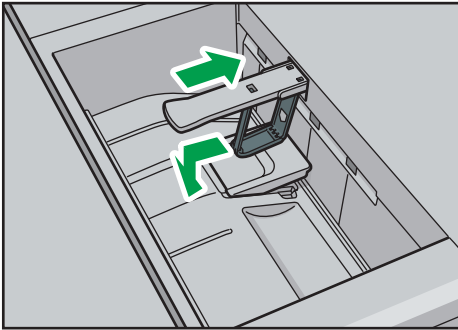
2. Pull out the output holding unit for letter fold-out.



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.

Output

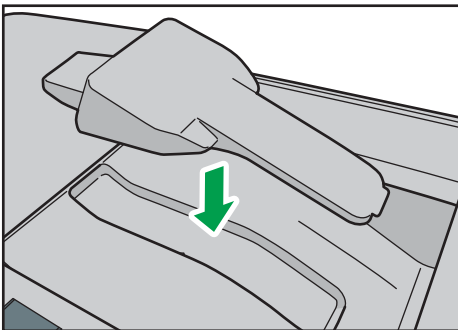


CWR009

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

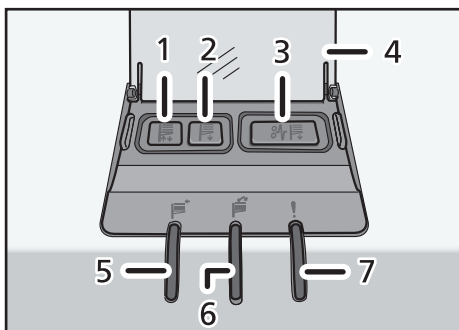


DWP023

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.

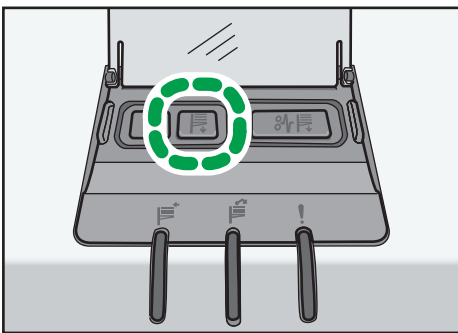
Output

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.

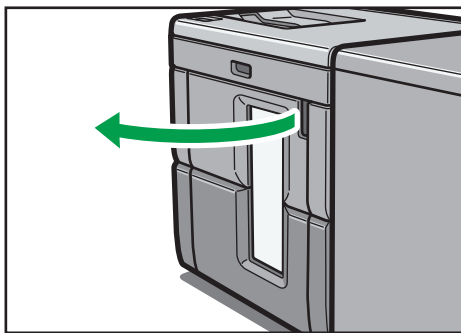


To stop the lowering stacker tray, press the lower tray button again.

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.

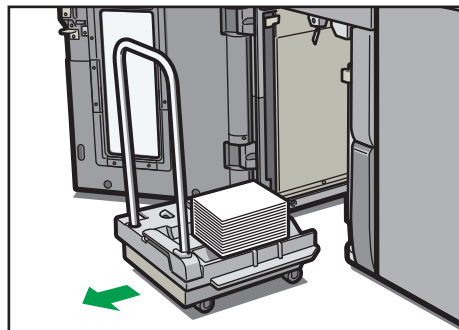
When the stacker tray is fully lowered, the tray moving indicator stops flashing and remains lit.

2. Open the stacker front cover.



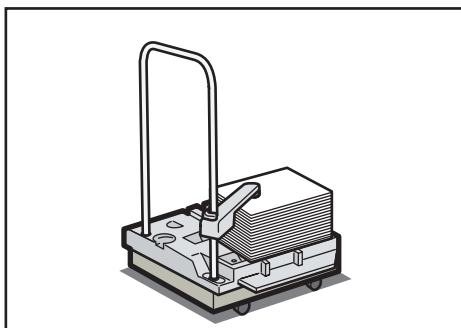
DER105

3. Carefully pull out the stacker cart.



DER106

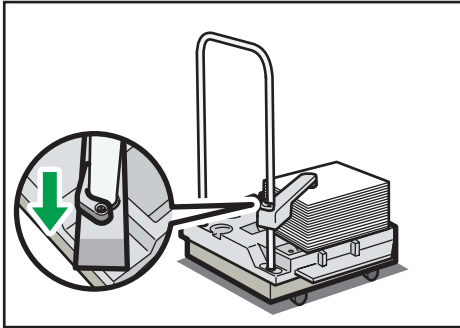
4. Rest the paper press on top of the paper stack.



1*#5%#%

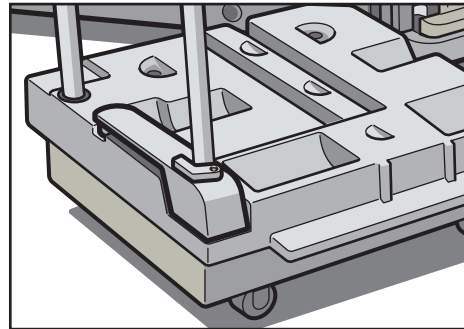
Output

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

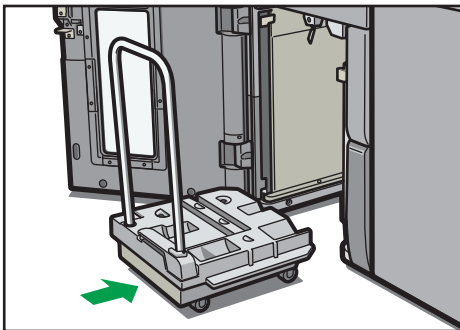


6. Transport the paper to where it is required, and then unload the stacker cart.

7. Return the paper press to its original position.

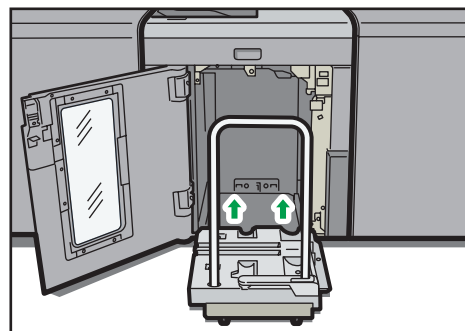


8. Put the stacker cart back inside the high capacity stacker.



DER107

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



DER108

9. Close the stacker front cover.

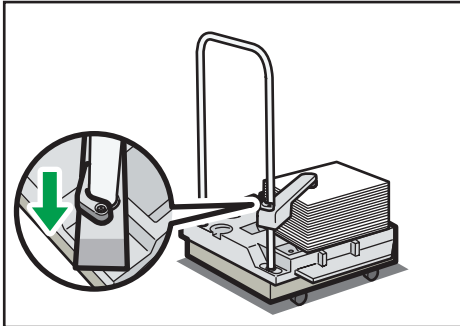
The stacker tray begins elevating automatically and the tray moving indicator begins flashing. When the tray moving indicator stops flashing, the tray is fully elevated.

Note

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

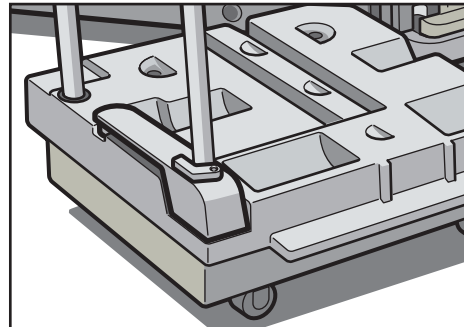
Output

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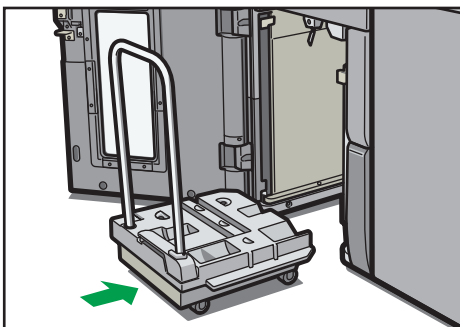


6. Transport the paper to where it is required, and then unload the stacker cart.

7. Return the paper press to its original position.

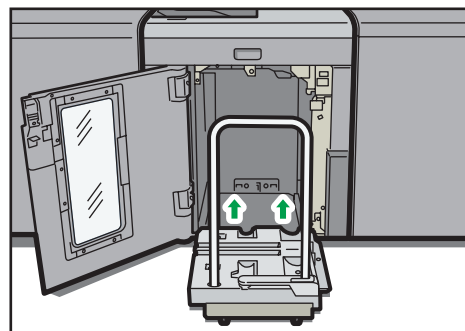


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DER108

9. 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.

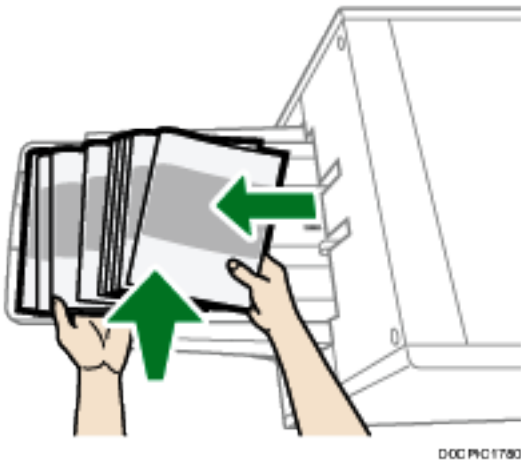
Note

- 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, make sure to wait until the booklet has been completely delivered to the tray.
- If you touch the booklet while it is still being delivered, an error may occur.
- When picking up booklets from the paper exit tray, take care not to slide the booklets upstream. Doing so may bring the cut ends into contact with the paper exit tray belt, causing the paper to curl.
- When collecting booklets, pull them downstream. When picking them up, raise them.



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