

Placing Originals on the Exposure Glass

Placing Originals in the Auto Document Feeder

Create Margin

Removing Jammed Staples

If a staple jam occurs, remove the jammed staple by following the procedures stated in the animation that appears on the screen. This section describes how to remove jammed staples when the procedure is not displayed on the screen.

CAUTION

- Keep your hands clear of the booklet finisher tray when removing misfed paper, pulling out or pushing in the finisher's staple unit. You can trap and injure your fingers if you do not.

Important

- Curled paper may cause staples to jam. To avoid this, turn paper over in the tray.
- When the finisher is installed, after removing jammed staples, staples will not be ejected the first few times you try to use the stapler. If a staple jam occurs on the saddle stitch, the stapler will not staple after the jammed staples are removed.

Note

- Remove the jammed staples according to the finisher type.

Finisher SR3160/Booklet Finisher SR3170	Booklet Finisher SR3170 (Saddle Stitch)	Finisher SR3140	Booklet Finisher SR3150
<ol style="list-style-type: none"> 1. Open the finisher front cover. 2. Hold lever S1, and then pull it up. <div data-bbox="332 1791 651 1927" data-label="Image"> </div> 3. Pull out the cartridge gently. 			



4. Open the face plate.



5. Remove jammed staples.



6. Pull down the face plate of the cartridge until it clicks.



7. Push in the cartridge gently.



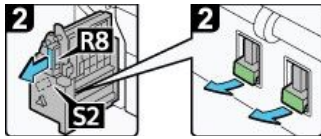
8. Push the lever S1 towards you.



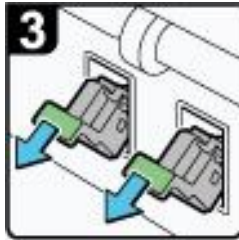
9. Close the finisher front cover.

1. Open the finisher front cover

2. Pull out the staple unit, and then pull out the cartridge lever.



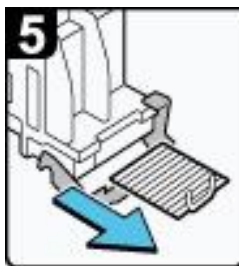
3. Pull out the cartridge.



4. Open the face plate.



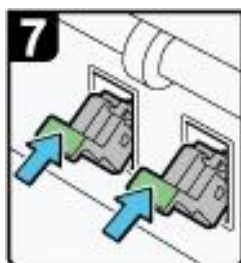
5. Remove jammed staples.



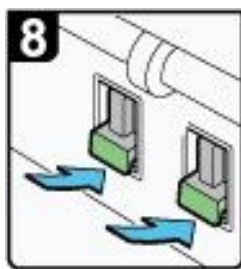
6. Pull down the face plate of the cartridge until it clicks.



7. Push in the cartridge gently.

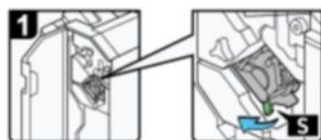


8. Push in the cartridge lever until it clicks.



9. Return the staple unit to its original position, and then close the finisher front cover.

1. Open the finisher front cover, and then pull lever S.



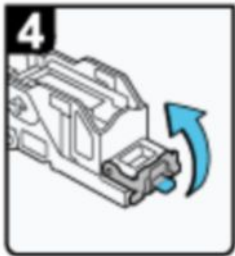
2. Pull out the cartridge lever.



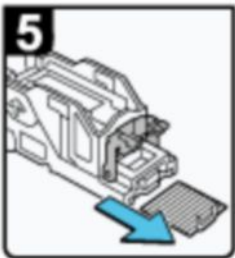
3. Pull out the cartridge gently.



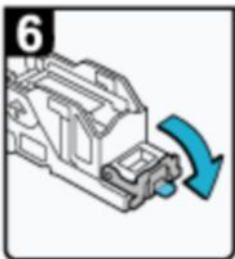
4. Open the face plate.



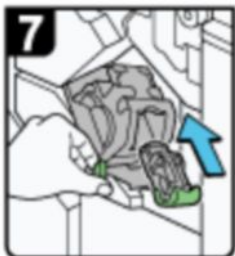
5. Remove jammed staples.



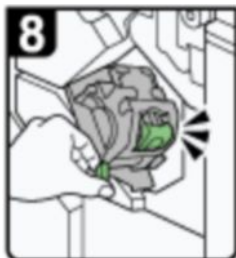
6. Pull down the face plate of the cartridge until it clicks.



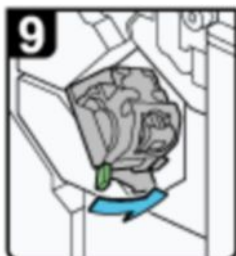
7. Push in the cartridge gently.



8. Push the cartridge until it clicks.



9. Return lever S to its original position, and then close the finisher front cover.

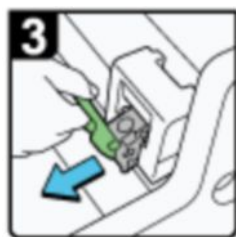


1. Open the finisher front cover.

2. Pull out the staple unit, and then pull out the cartridge lever.



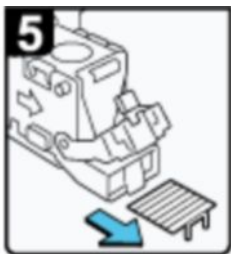
3. Pull out the cartridge.



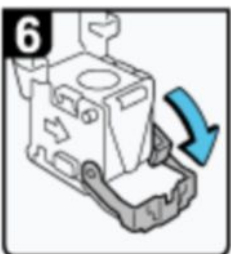
4. Open the face plate.



5. Remove jammed staples.



6. Pull down the face plate of the cartridge until it clicks.



7. Push in the cartridge gently.



8. Push in the cartridge lever until it clicks.



9. Return the staple unit to its original position, and then close the finisher front cover.

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Stapler Capacity

How to place the originals with stapling

Changing the Paper Size in Trays 2-4

Original and Copy Paper Size for Double Copies