

F-4220

INSTRUCTION HANDBOOK

ALWAYS read this Instruction Handbook thoroughly before use. After reading, maintain it in good condition and keep it together with the Instruction Handbook for your copier.

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Refer to the Instruction Handbook for your copier for information on the service representative for your product.


The sections of this handbook and parts of the product marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the product. The symbols and their meanings are indicated below.

⚠ DANGER: Indicates that serious injury or even death will very possibly result from insufficient attention to or incorrect compliance with the related points.


⚠ WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.


⚠ CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.


Symbols


The  symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.


[General warning]


The  symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.


[Warning of prohibited action]

[Disassembly prohibited]

The  symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.



[Alert of required action]

[Remove the power plug from the outlet]

[Always connect the product to an outlet with ground connection]

Please contact your service representative to order a replacement if the safety warnings in the handbook are illegible or if the handbook itself is missing. (fee required)




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INSTALLATION PRECAUTIONS

■ Environment

CAUTION




- Avoid placing the product on or in locations which are unstable or not level. Such locations may cause the product to fall down or fall over. This type of situation presents a danger of personal injury or damage to the product. 
- Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock. 
- Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire. 

Other precautions

- Adverse environmental conditions may affect the safe operation and performance of the product. Install in an air-conditioned room (recommended room temperature: around 20°C (68°F), humidity: around 65% RH) and avoid the following locations when selecting a site for the product.
- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.

■ Power supply/Grounding the product

WARNING


- DO NOT use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock. 
- Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock. 
- Always connect the product to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative. 

Other precautions

- The power supply cord is used as the main disconnect device. Ensure that the socket/outlet is located/installed near the equipment and is easily accessible.

■ Handling of plastic bags

WARNING

- Keep the plastic bags that are used with this product away from children. The plastic may cling to their nose and mouth causing suffocation. 



PRECAUTIONS FOR USE

■ Cautions when using the product

WARNING

- DO NOT place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the product. This type of situation presents a danger of fire or electrical shock should they fall inside.



- DO NOT damage, break or attempt to repair any of the product's cords. DO NOT place heavy objects on any cord, pull them, bend them unnecessarily or cause any other type of damage. These types of situations present a danger of fire or electrical shock.



- NEVER attempt to repair or disassemble the product or its parts as there is a danger of injury, fire or electrical shock.



- If the product or copier becomes excessively hot, smoke appears, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the main switch to the copier OFF (O) immediately, remove the power plugs of both the product and the copier from the outlet and contact your service representative.



- If anything harmful (paper clips, water, other fluids, etc.) falls into the product, turn the main switch to the copier OFF (O) immediately. Next, remove the power plug to the product from the outlet to avoid the danger of fire or electrical shock and then contact your service representative. If you do not take these steps, there is a danger of fire or electrical shock.



- DO NOT remove or connect the power plug with wet hands, as there is a danger of electrical shock.



- ALWAYS contact your service representative for maintenance or repair of internal parts.



CAUTION

- DO NOT pull on the power cord to remove the power plug from the outlet. If you pull on the power cord, the wires may become broken and there is a danger of fire or electrical shock. (ALWAYS grasp the power plug when removing the power cord from the outlet.)



- ALWAYS remove all power plugs from the outlet when moving the product. If either of the cords are damaged, there is a danger of fire or electrical shock.



- If the product will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the product is not in use.



- For safety purposes, ALWAYS the main switch to the copier OFF (O) and remove the power plugs of both the product and the copier from the outlet when performing cleaning operations on the product.



- DO NOT touch the copy tray when moving the product as there is a danger of injury.



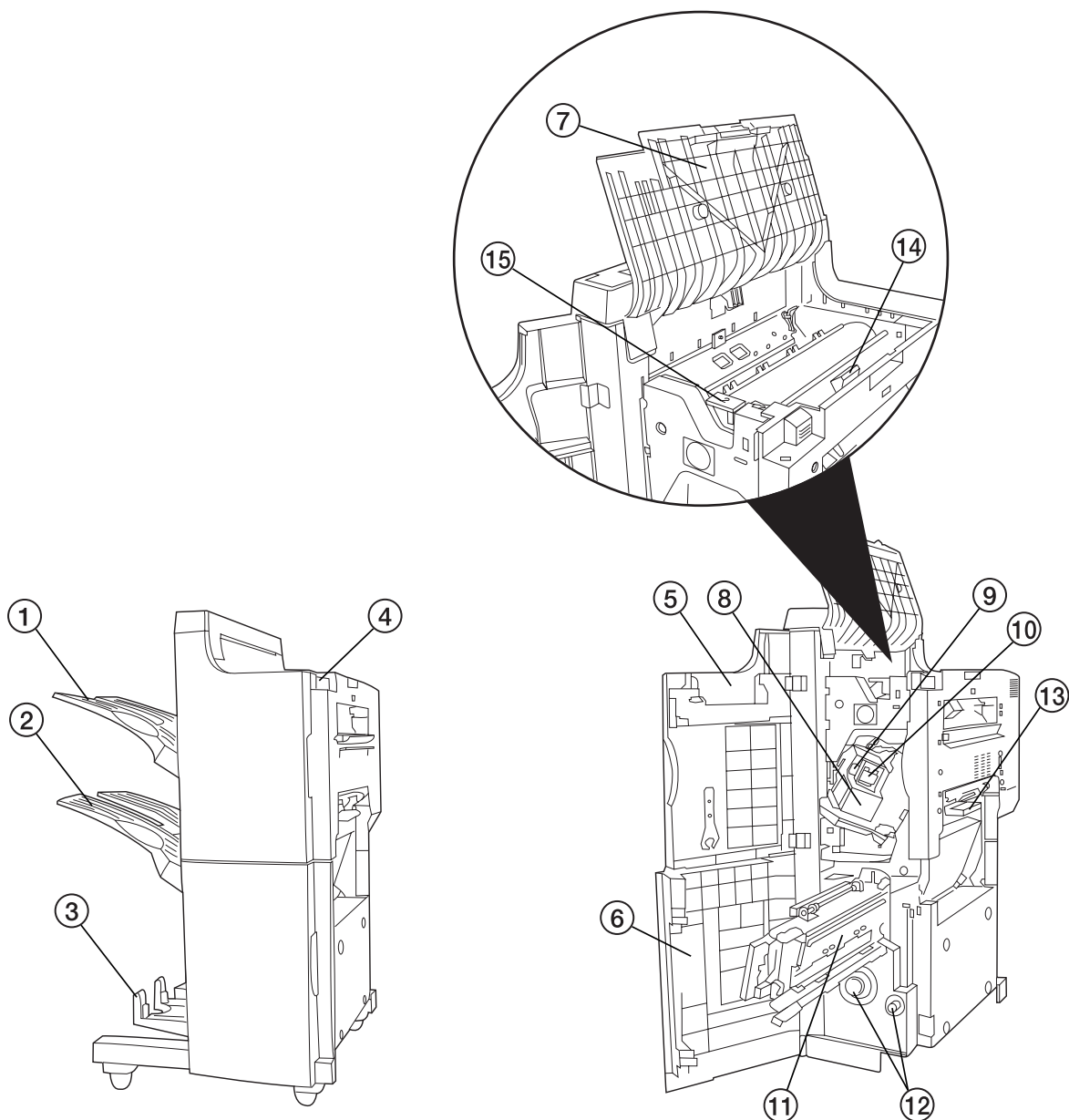
- If dust accumulates within the product, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the product.



Other precautions

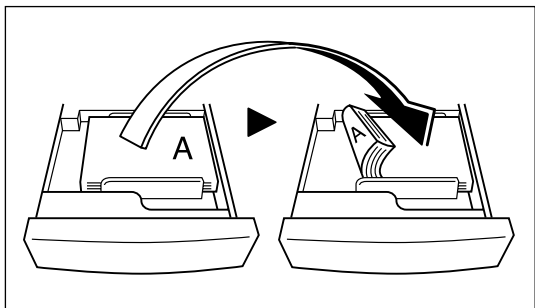
- DO NOT place heavy objects on the product or cause other damage to the product.
- When lifting or moving the product, contact your service representative.
- DO NOT touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.
- DO NOT attempt to perform any operations not explained in this handbook.

Names of parts



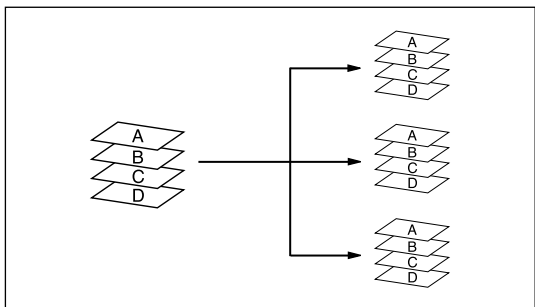
- ① **Saddle eject tray 1** (Finished copies are delivered to this tray.)
- ② **Saddle eject tray 2** (Printed sheets are delivered to this tray.)
- ③ **Saddle sticher section tray** (Stitched sheets are delivered to this tray.)
- ④ **Finisher release button** (Handle to separate the finisher from the copier.)
- ⑤ **Front cover** (Open for adding staples for the finisher or for some other purposes.)
- ⑥ **Front lower cover** (Open when a misfeed occurs in the saddle sticher, for adding staples for the saddle sticher or for some other purposes.)
- ⑦ **Top cover** (Open when a misfeed occurs in the finisher or for some other purposes.)
- ⑧ **Finisher unit**
- ⑨ **Finisher unit lever** (Handle for adding staples for the finisher or when a staple jam occurs in the finisher.)
- ⑩ **Staple holder** (Staples are set here.)
- ⑪ **Sticher unit**
- ⑫ **Sticher handle** (Manipulate when a misfeed occurs in the saddle sticher.)
- ⑬ **Entrance guide section handle** (Manipulate when a misfeed occurs in the saddle sticher.)
- ⑭ **Buffer roller cover handle 1** (Open when a misfeed occurs in the finisher or for some other purposes.)
- ⑮ **Buffer roller cover handle 2** (Open when a misfeed occurs in the finisher or for some other purposes.)

Cautions During Copying/Various Modes



Cautions During Copying

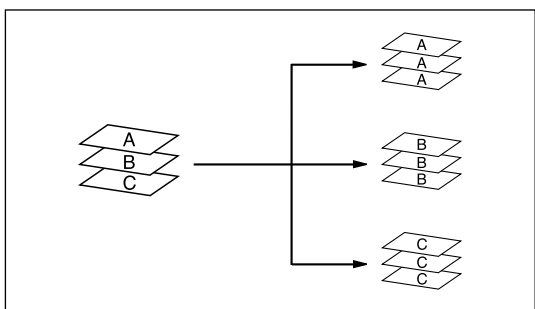
- * If finished copies come out curled or are stacked unevenly, turn the paper in the cassette over and set it again.
- * If the flap of envelopes is triangular, copies may be stacked unevenly in the tray.



Various Modes

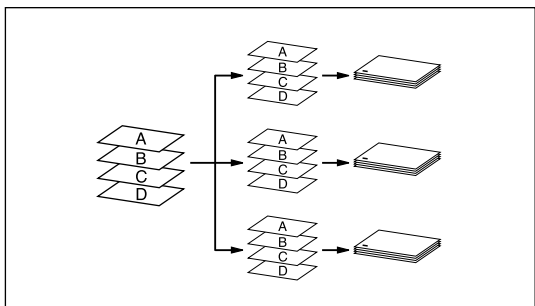
Sort Mode

This mode automatically sorts copies made from multiple originals into identical sets.



Group Mode

This mode automatically groups copies made from multiple originals, with all the copies produced from an individual original grouped together in one set.

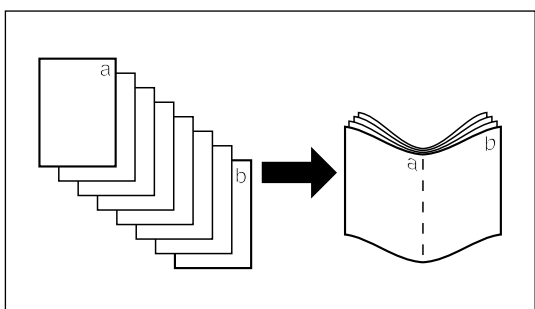


Sort-Staple Mode

This mode automatically sorts and then staples each copy set.

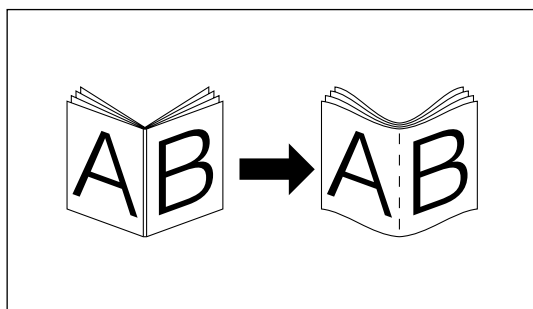
Booklet copy Mode

The booklet copy mode can be used for making a bound pamphlet simply.



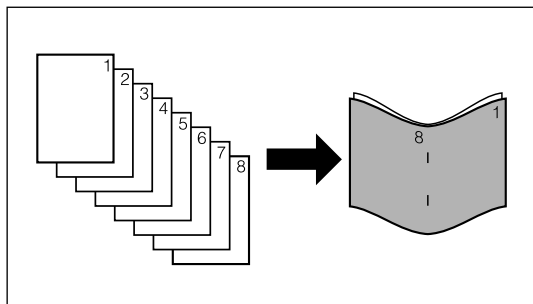
1. Booklet copy function

This mode can be used to copy one-sided / duplex originals onto two-page, duplex copies in such a way that the finished copies can be stacked and folded into a booklet format.



2. Booklet + cover copy mode

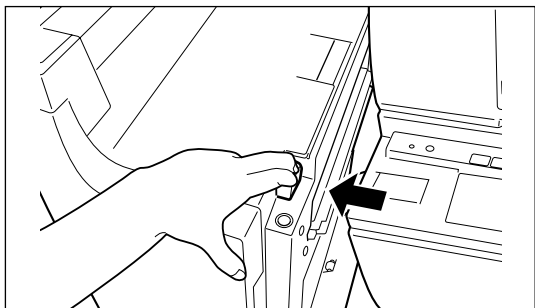
This mode can be used to include covers, either blank or with an image copied onto the front cover, with the output when carrying out booklet copying.



3. Stitching mode

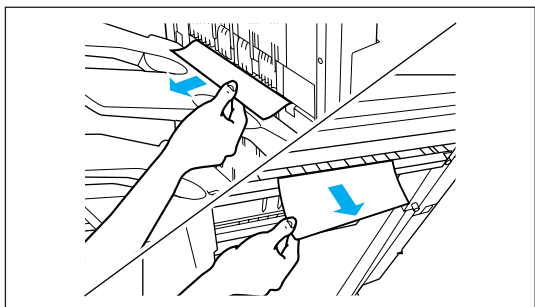
This mode can be used to copy duplex or one sided originals into duplex copies with two pages on each side and to staple the copies arranged in order of page into a booklet with a cover such as a weekly magazine or a pamphlet.

Troubleshooting

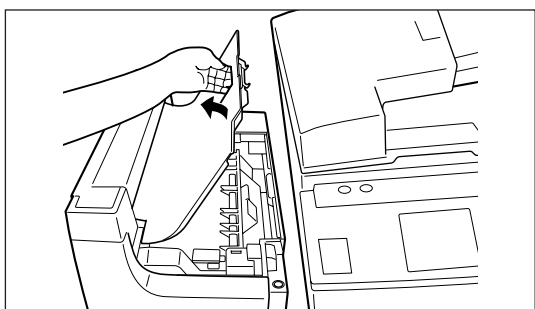


A. How to handle paper jam at finisher

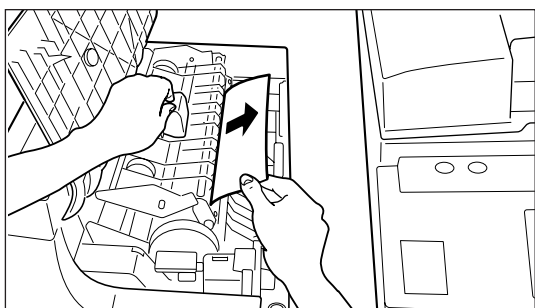
1. Hold the part of the finisher shown in the below illustration, and release the finisher from the machine body.



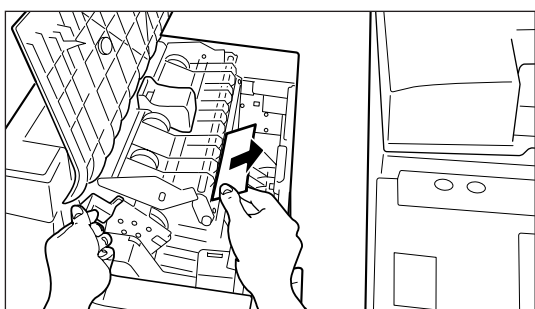
2. Remove the paper sticking out from the finisher.



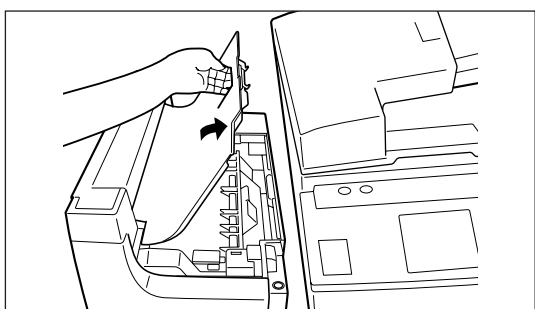
3. Open the top cover, and check the inside.



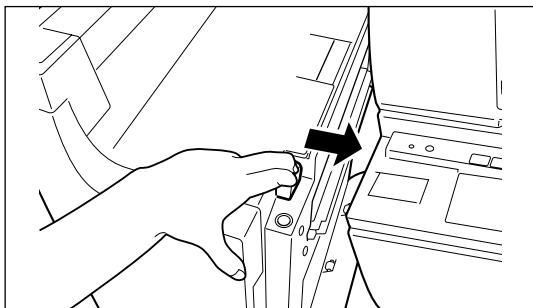
4. Open buffer cover, and remove the jam paper.



5. Lift up the buffer roller, and remove the jam paper.

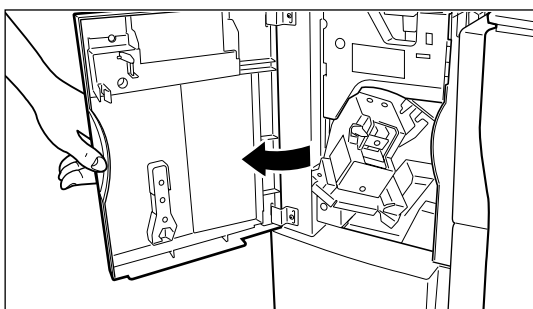


6. Set back the buffer roller and close the buffer cover and top cover.



7. Attach the finisher to the machine body.

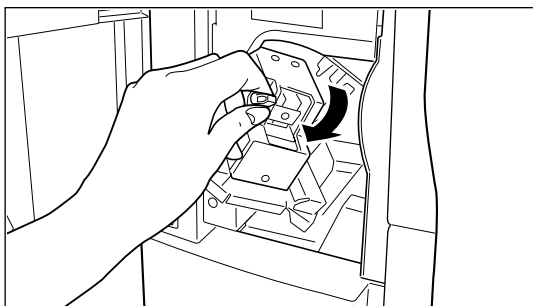
8. Then follow the instruction displayed on the front panel.



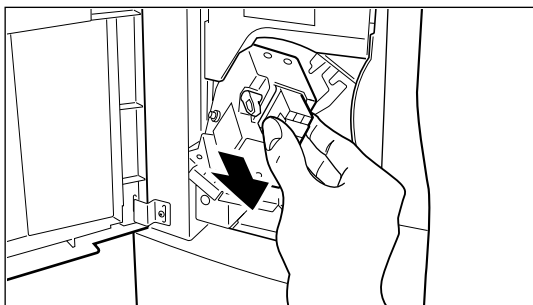
B. How to replenish finisher stapler

When a message of replenishing stapler displays at front panel, follow below procedure to replenish.

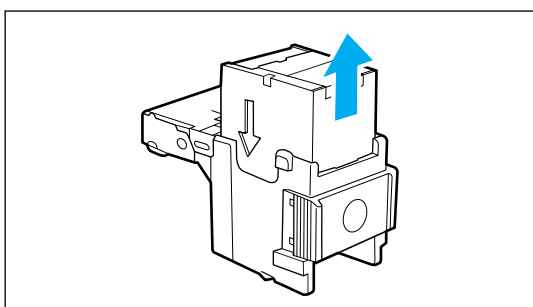
1. Open the front cover.



2. Release the green lever down.

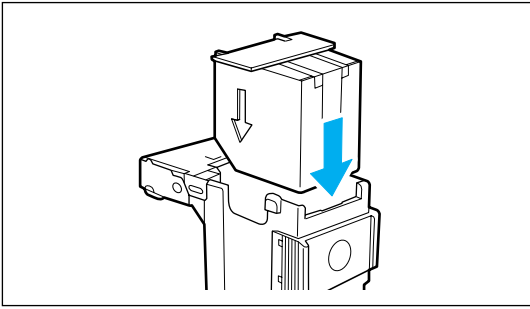


3. The stapler unit will come out a little, so pull it out.



4. Hold both right and left end of the empty stapler case, and take it out from the unit.

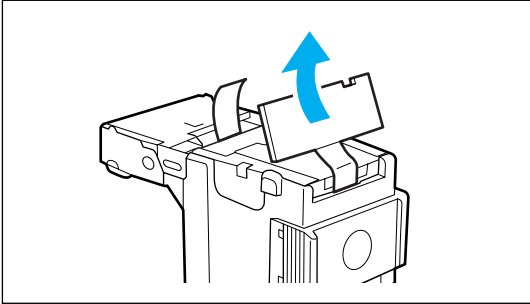
Troubleshooting



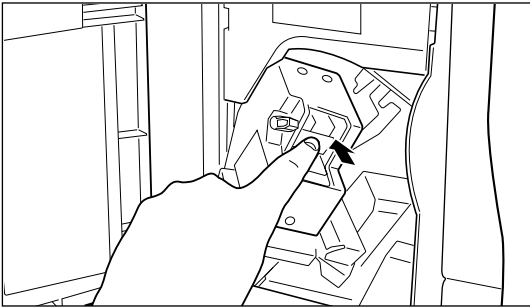
5. Set the new stapler case to the unit.

Note:

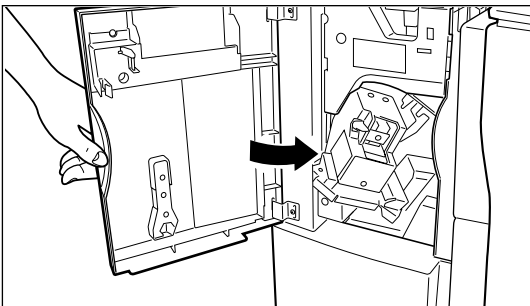
Stapler can only be set one at a time. Please use the stapler exclusive use for this model.



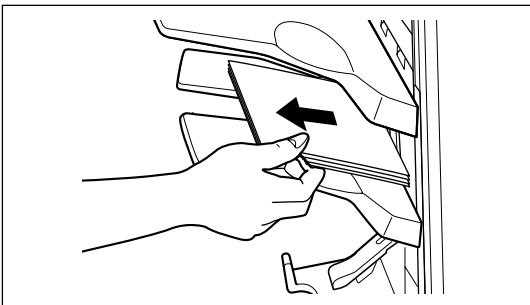
6. Remove the tape holding the stapler straight upward.



7. Fit the stapler unit all the way to the machine, until the green lever goes up.



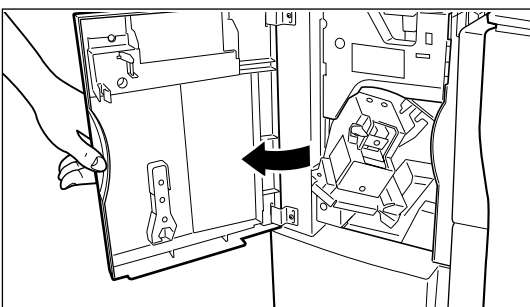
8. Check that the stapler unit is fixed in the machine, and close the front cover.



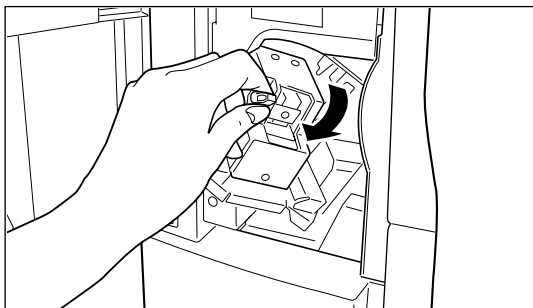
C. How to handle finisher stapler jam

When a message of finisher stapler jam displays at front panel, follow below procedure.

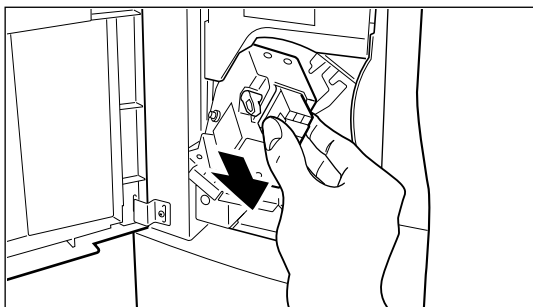
1. Remove the paper on the tray which is there waiting to be stapled.



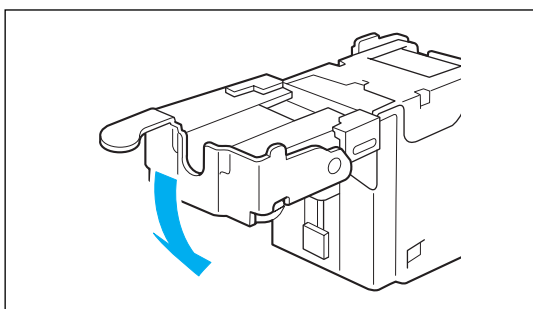
2. Open the front cover.



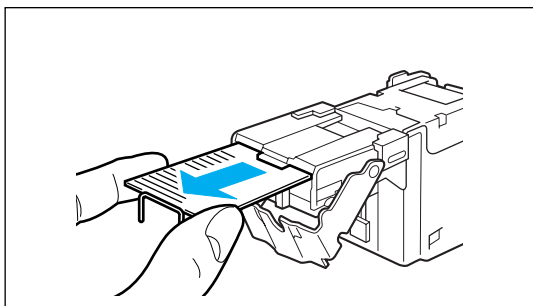
3. Release the green cover down.



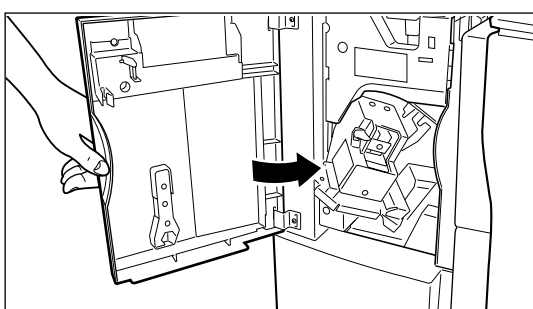
4. The stapler unit will come out a little, hold the right and left side, and pull the unit out.



5. Push down the stapler cartridge lever down.



6. Remove the stapler which you can slide it out from the unit.

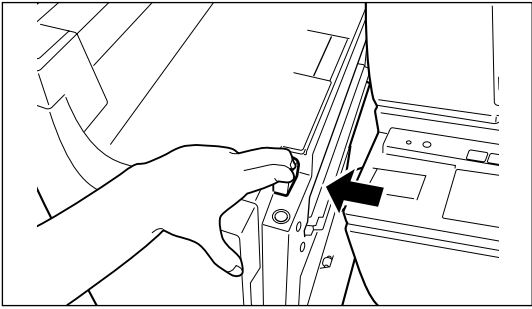


8. Put the stapler unit back to the machine, and close front cover.

Note:

After the front cover is closed, the machine will automatically operate empty stapling. This way, the stapler will come to the original position.

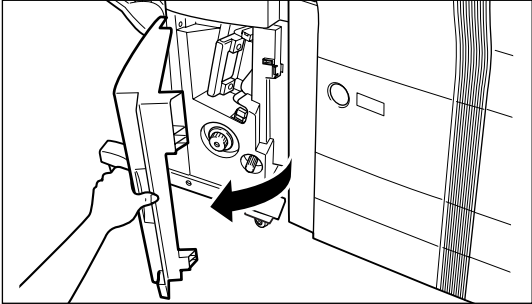
Troubleshooting



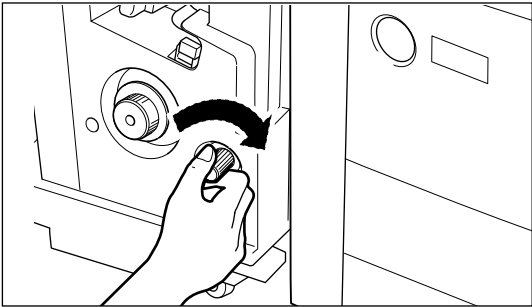
D. How to handle paper jam at saddle stitcher

When a message of saddle stitcher jam displays at front panel, follow below procedure.

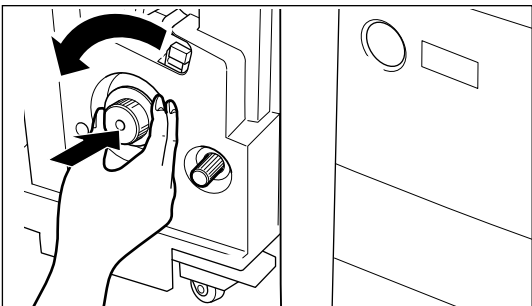
1. Hold the part of the finisher shown in the below illustration, and release the finisher from the machine body.



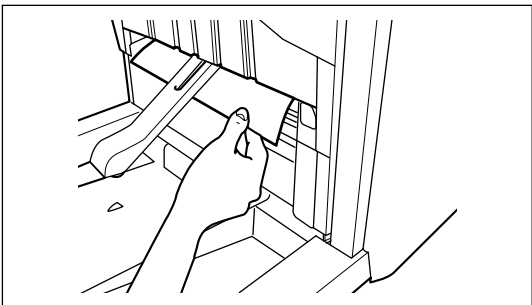
2. Open front lower cover.



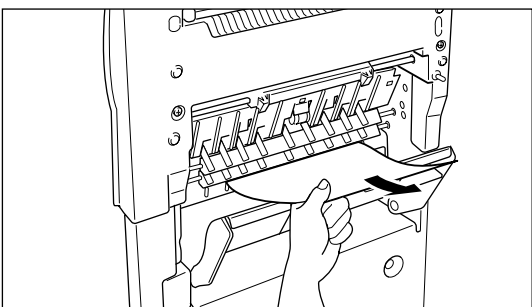
3. Turn the knob at the right side.



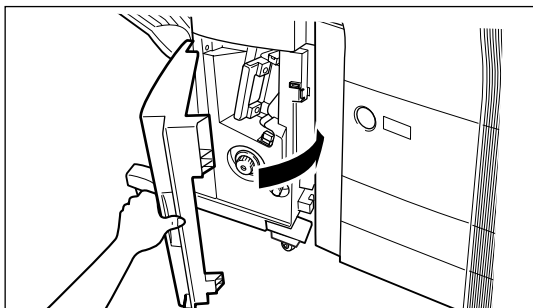
4. Turn the knob at the left side by pressing it while turning.



5. Remove the jam paper.



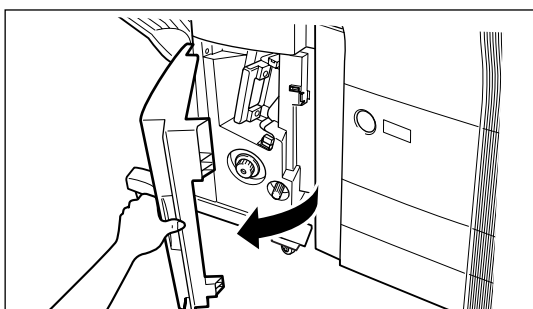
6. Remove the jam paper at the entrance guide section.



7. Close the front lower cover.

8. Attach the saddle finisher to the machine body.

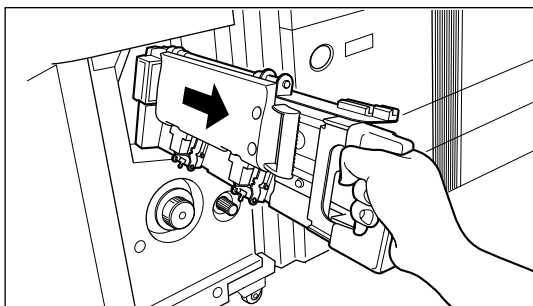
9. Then follow the instruction displayed on the front panel.



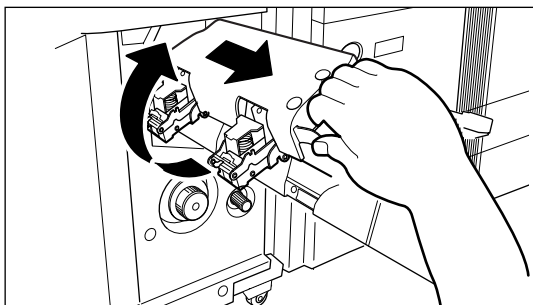
E. How to replenish saddle stitcher stapler

When a message of replenishing saddle stitcher stapler displays at front panel, follow below procedure.

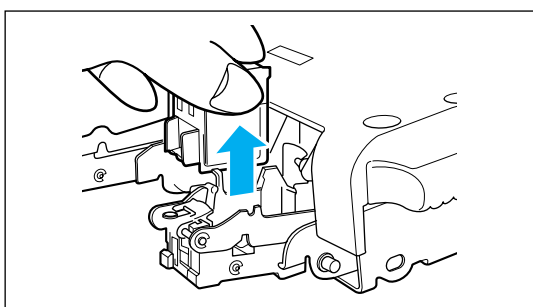
1. Open front lower cover.



2. Pull out the stitcher unit.

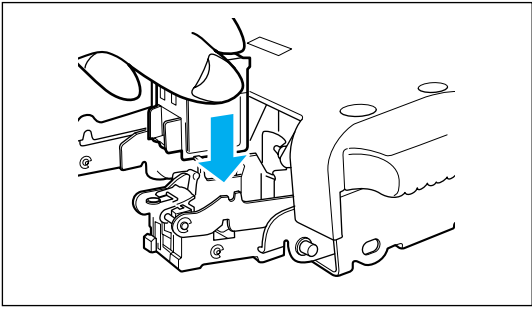


3. Pull the stitcher handle of the stitcher unit toward you, then lift it open.



4. Remove the empty cartridge by holding right and left side.

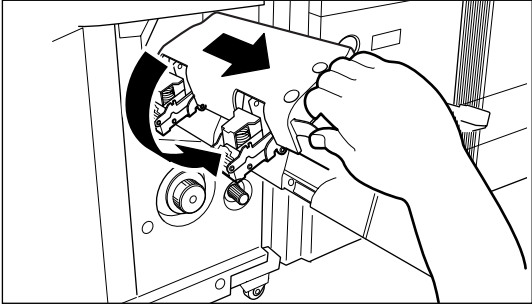
Troubleshooting



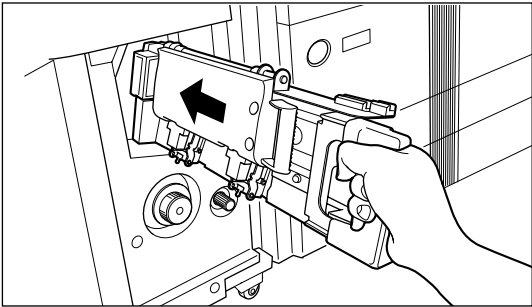
5. Install new cartridge.

Note:

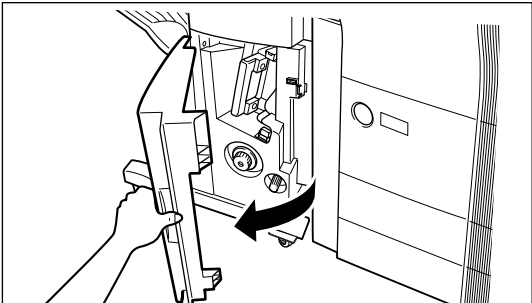
When replenishing, replace both stapler at once.



6. Pull the stitcher toward you, then fit back the stitcher to the original position.



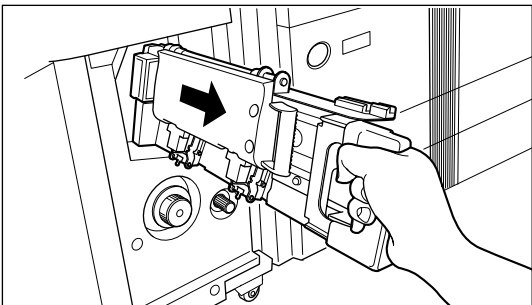
7. Push back the stitcher unit in, and close front lower cover.



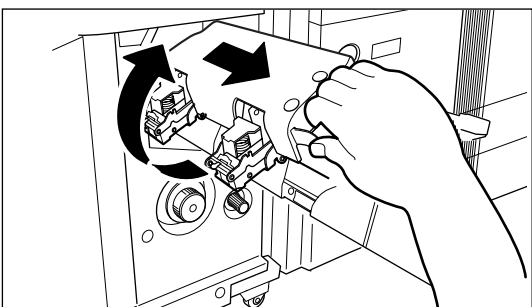
F. How to handle saddle stitcher stapler jam

When a message of saddle stitcher stapler jam displays at front panel, follow below procedure.

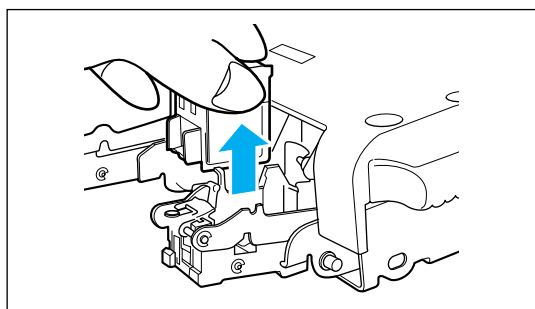
1. Open front lower cover.



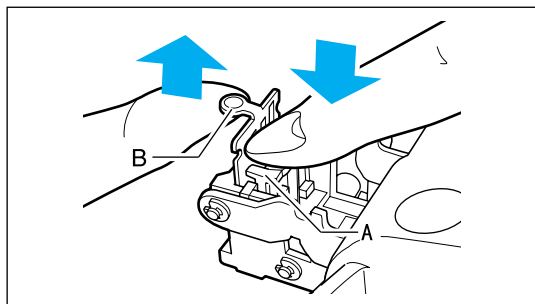
2. Pull out the stitcher unit.



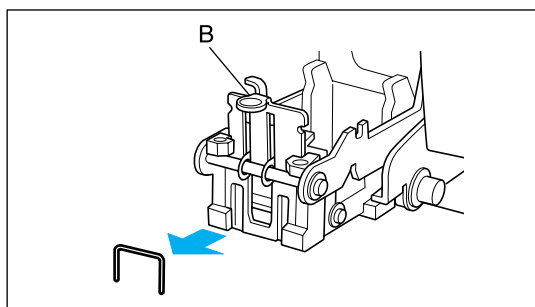
3. Pull the stitcher handle of the stitcher unit toward you, then lift it open.



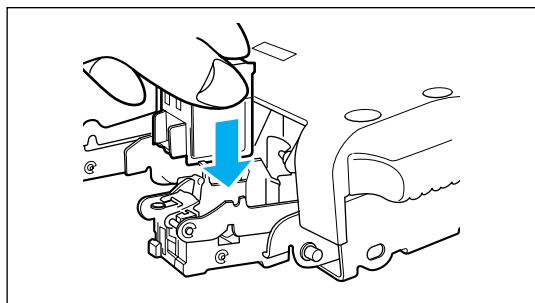
4. Remove the stapler cartridge by pulling both end.



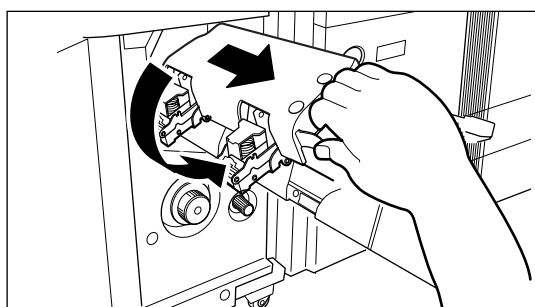
5. Push down A, then lift up the B.



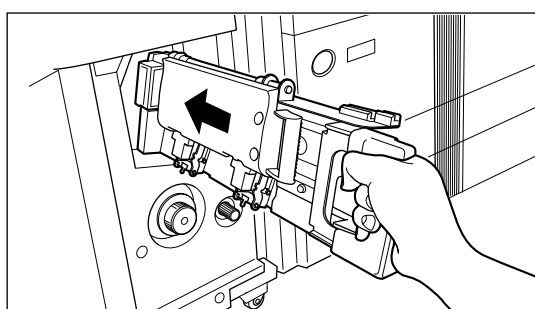
6. Remove the stapler which is caught, then push B back to the position.



7. Install back the cartridge.



8. Pull the stitcher toward you, then fit back the stitcher to the original position.



9. Push back the stitcher unit in, and close front lower cover.

Note: Please confirm that after closing front cover, the machine empty staples couple times until it comes to the original position.

Specifications

1. Finisher section

Item	Description		
Stacking system	Trays 1 and 2: Tray rising and falling system		
Stacking orientation	Face down stacking Face up stacking		
Paper sizes to be stacked	AB series: A3, A4, A4R, A5, A5R, B4, B5, B5R, postcard Inch series: 11" x 17", LGL, LTR, LTRR, STMT, STMTR		
Paper mass	64 - 200 g/m²		
Number of bins	Trays 1 and 2		
Mode types	Non-sort stacking: Trays 1 and 2 Sort stacking: Trays 1 and 2 Staple stacking: Trays 1 and 2		
Stacking capacity	Non staple-sort	Small sizes (Note 1)	Tray 1: 147 mm high (1,000 sheets) (Note 2) Tray 2: 147 mm high (1,000 sheets) (Note 2)
		Large sizes (Note 1)	Tray 1: 74 mm high (500 sheets) Tray 2: 74 mm high (500 sheets)
	Staple-sort	Small sizes (Note 1)	Tray 1: 110 mm / 30 sets (750 sheets) (Note 2) Tray 2: 110 mm / 30 sets (750 sheets) (Note 2)
		Large sizes (Note 1)	Tray 1: 74 mm / 30 sets (500 sheets) Tray 2: 74 mm / 30 sets (500 sheets)
Mixed set stacking capacity	Size mixing: 44 mm or less (300 sheets) Size mixing with stapling: 22 mm or less (150 sheets/30 sets)		
Number of stapled sheets	Small sizes	50 sheets	With 80 g/m² paper and two sheets of thick paper (covers)
	Large sizes	30 sheets	
Applicable staples	Model name: 36882040		
Staple detection	Provided		
Manual stapling	Not provided		
Acceptable paper sizes for stapling	One location, oblique stapling (oblique stapling)	Front side	A3, B4, A4, A4R, B5, 11" x 17", LGL, LTR, LTRR
		Rear side	A3, B4, A4, B5, 11" x 17", LTR
	One-location stapling	Rear side	A4R, LTRR, LGL
	Two-location stapling	A3, B4, A4, B5, 11" x 17", LTR	
Paper detection	Provided		
Dimensions	669 mm (W) x 582 mm (D) x 1,053 mm (H)		
Mass	52 kg		
Power supply	DC 24V is supplied from the machine body.		

Note 1: The number of sheets in the stacking capacity is calculated based on 80 g/m² paper for reference.

Note 2: The consistency of the number of sheets in the stacking capacity more than 750 sheets is not guaranteed.

Note 3: The precision of the stacking height is ± 7 mm.

Reference

Small sizes are A4, A5, A5R, B5, postcard, LTR, STMT, and STMTR.

Large sizes are A3, B4, A4R, B5R, LTRR, 11" x 17", and LGL.

2. Saddle stitcher section

Item	Description	
Stitching system	Center stapling, folded into two	
Paper sizes	A3, B4, A4R, 11" x 17", and LTRR	
Number of sheets	Without stitching: 1 sheet With stitching : 2 - 15 sheets (including one cover)	
Paper mass	64 g/m ² - 80 g/m ² (up to 200 g/m ² for a cover) (Note 1)	
Stacking capacity	11- to 15-sheet sets: 10, 6- to 10-sheet sets: 15, 5-sheet or less sets: 25	
Specifications for stapling	Stapling location	Two locations (even distance from the center, fixed distance)
	Staple capacity	2,000 staples
	Applicable staples	Model name: 59982040
	Staple detection	Provided
	Manual stapling	Not provided
Specifications for folding	Folding system	Roller pressure folding
	Folding mode	Folded into two
	Folding location	Center of paper
	Folding location adjustment function	Provided

Note 1: Special papers, postcard, and transparency film are not acceptable.

WARNING

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

CAUTION – The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

* The above warning is valid only in the United States of America.

WARNING

This is Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

* The above warning is valid only in Australia.

CAUTION!

The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

ATTENTION!

Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement : ils ne mettent pas l'appareil hors tension.

VORSICHT!

Der Netzstecker ist die Hauptisoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen.

**QUALITY
CERTIFICATE**

This machine has passed
all quality controls and
final inspection.

