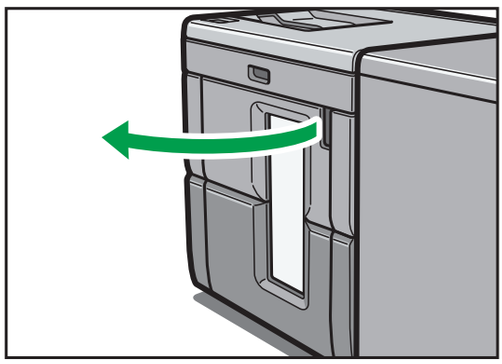
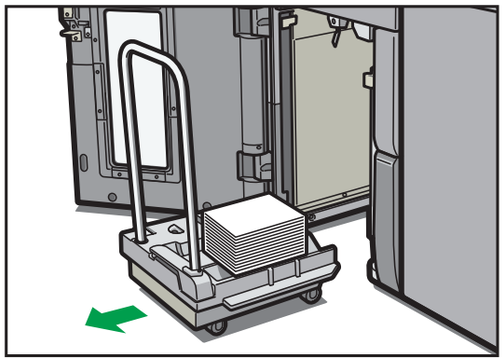
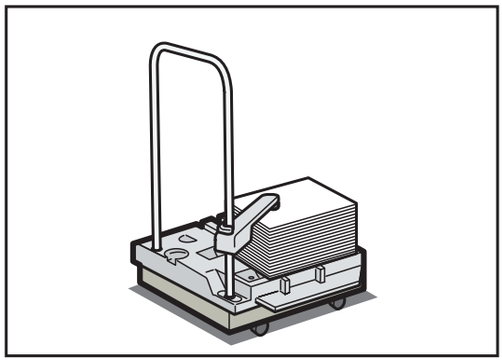
CIP Training
Pro C7200 series

3 Output

RICOH
imagine. change.

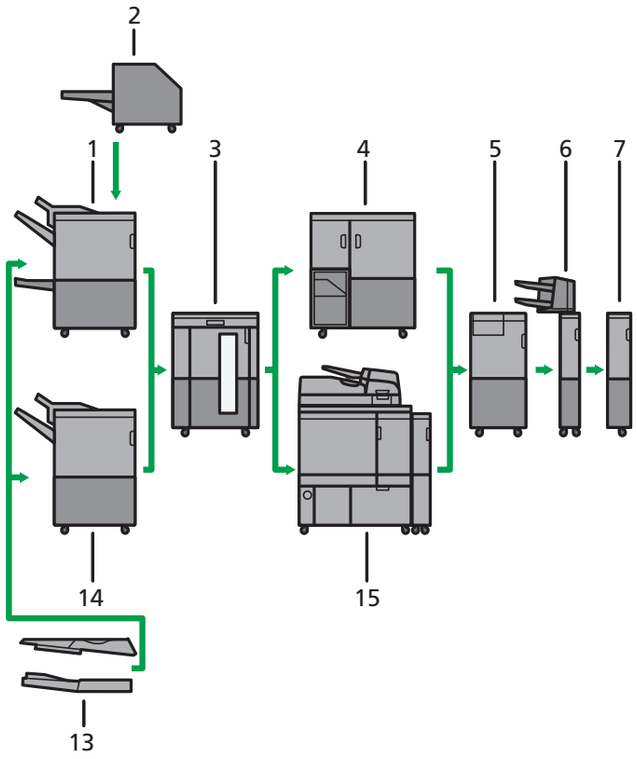






Output

Guide to the Machine's Output Options



1. **Booklet Finisher SR5060**

   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 upper tray
   - Finisher shift tray
   - Finisher booklet tray

   Prints can be punched if the optional punch unit is installed on the finisher.

2. **Trimmer**

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

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.

Output

4. **Ring binder**

   Binds sheets of paper with a ring comb.

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 printed paper.

7. **Buffer pass unit**

   Cools printed paper.

8. **SR5000 series output tray for banner sheet**

   Allows you to output paper that has a horizontal length of 487.8 mm (19.21 inches) or longer on Finisher SR5050 or Booklet Finisher SR5060.

9. **Finisher SR5050**

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

   - Finisher upper tray
   - Finisher shift tray

   Prints can be punched if the optional punch unit is installed on the finisher.

10. **Perfect binder**

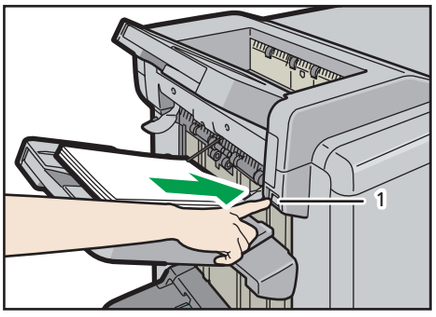
    Applies adhesive to the spine of gathered pages to bind them in a booklet.

Removing prints from finisher during printing

This section describes how to suspend a print job when using the finisher.

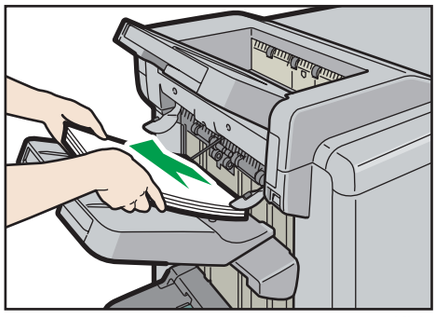
Depending on the image you are printing, prints might not stack properly. If this happens, suspend the job, remove the prints and then restart the job.

1. Press the [Suspend / Resume] key.



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 printing only when the finisher shift tray is selected as the output tray.

Output

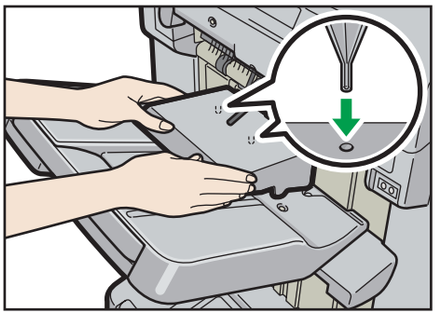
When using the Z-fold function

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

Finisher SR5050 and Booklet Finisher SR5060

- Finisher shift tray

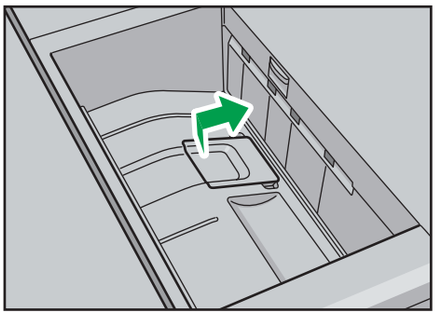
  Attach the Z-fold support tray by inserting the two protrusions on its underside into the holes on the finisher shift tray.



CWR001

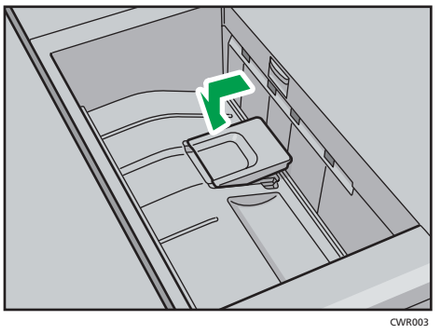
Multi-folding unit

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.

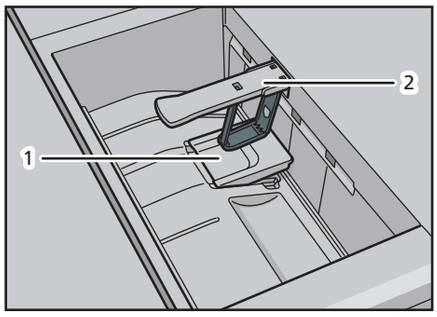


CWR003

Output

When using the Letter Fold-out function

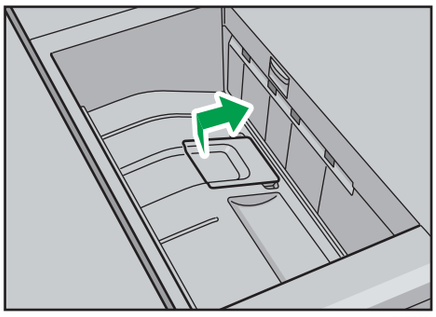
To use the Letter Fold-out function and the Multi-sheet Fold function at the same time, install the Z-fold support tray for multi-folding unit and the output holding unit for letter fold-out.



CWR007

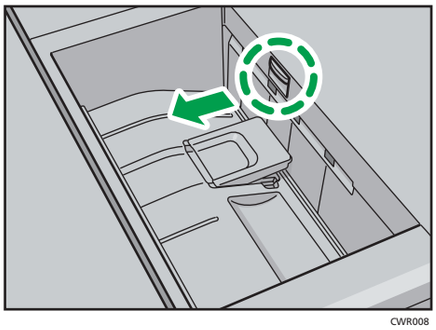
1. Z-fold support tray for multi-folding unit
2. Output holding unit for letter fold-out

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



CWR002

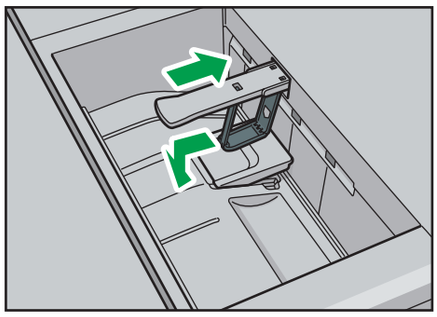
2. Pull out the output holding unit for letter fold-out.



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

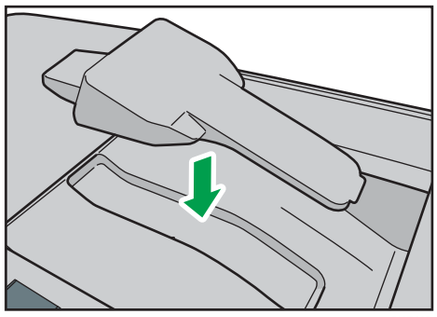


CWR009

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

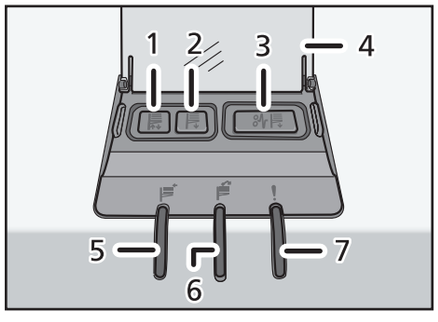


DWP023

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.

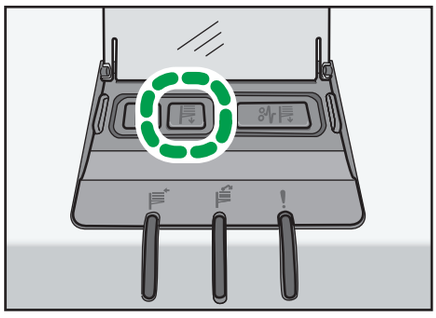
Output

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.

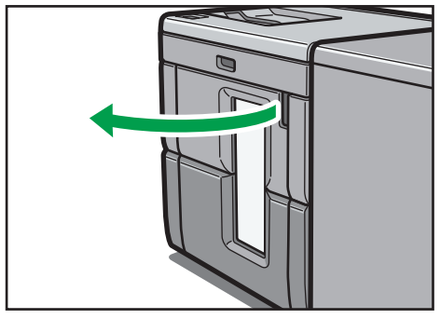


To stop the lowering stacker tray, press the lower tray button again.

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.

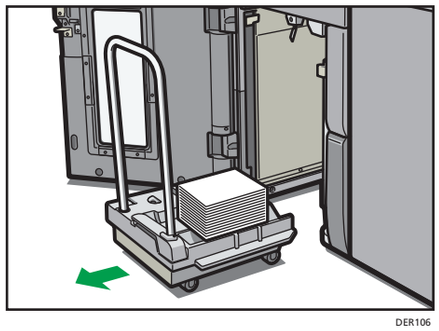
When the stacker tray is fully lowered, the tray moving indicator stops flashing and remains lit.

2. Open the stacker front cover.



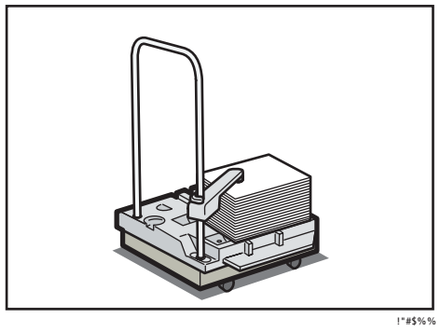
DER105

3. Carefully pull out the stacker cart.



DER106

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



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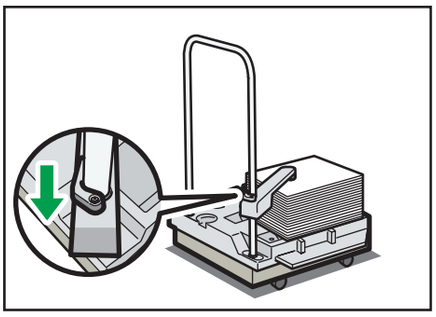
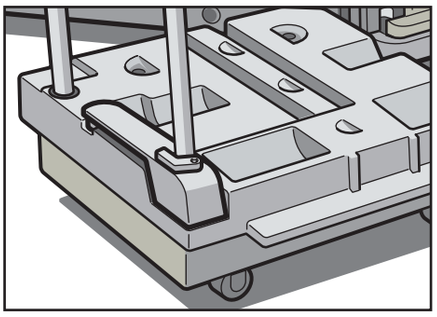
Output

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

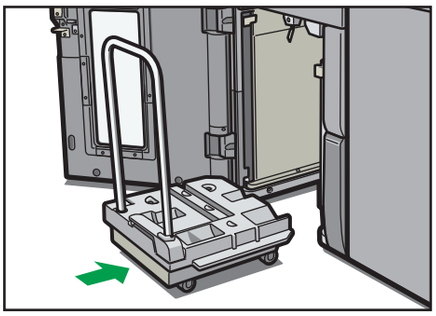


6. Transport the paper to where it is required, and then unload the stacker cart.

7. Return the paper press to its original position.

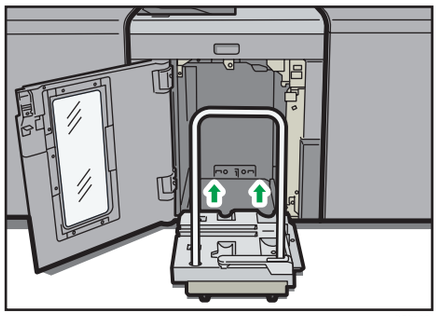


8. Put the stacker cart back inside the high capacity stacker.



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.

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imagine. change.

RICOH
imagine. change.

RICOH

imagine. change.