

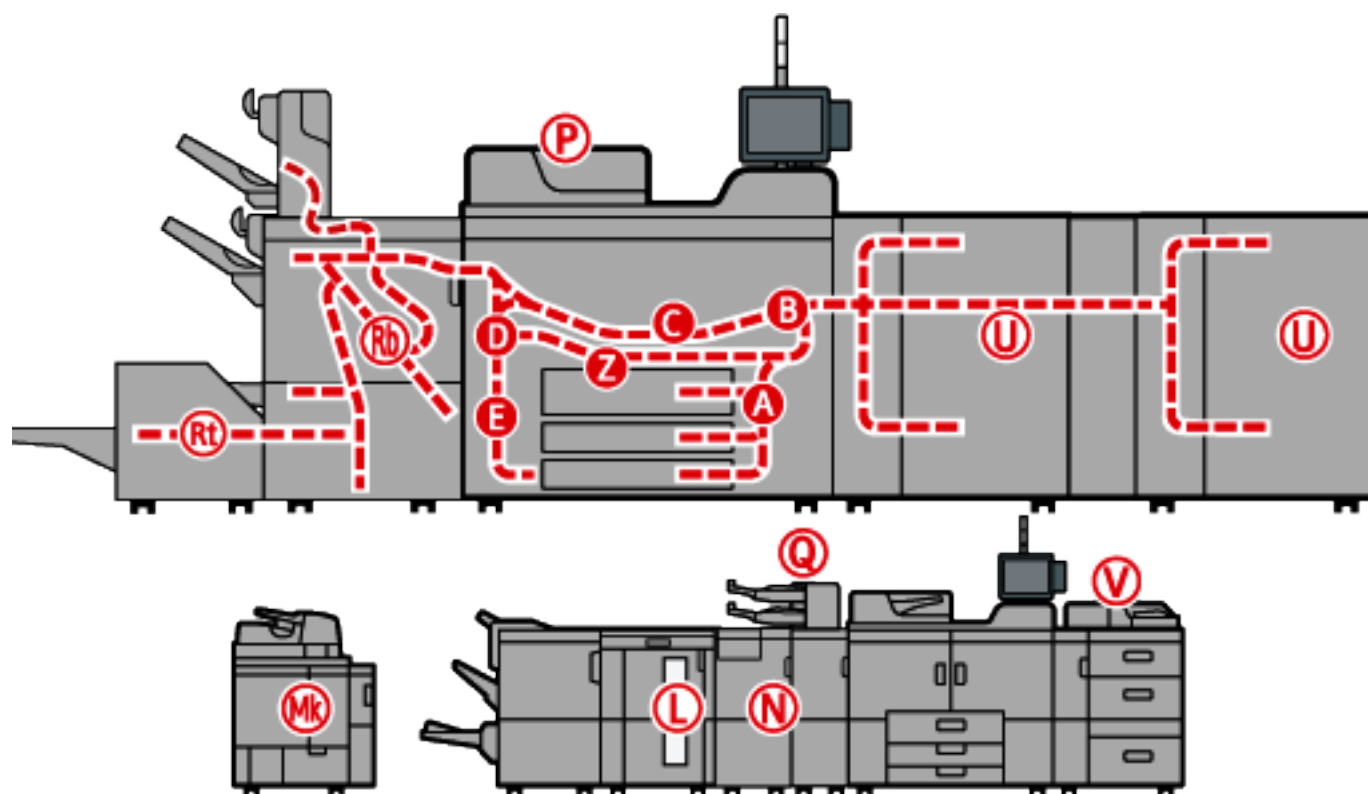
CIP Training

Pro 8300 Series

RICOH
imagine. change.

6

Misfeed



ENG311

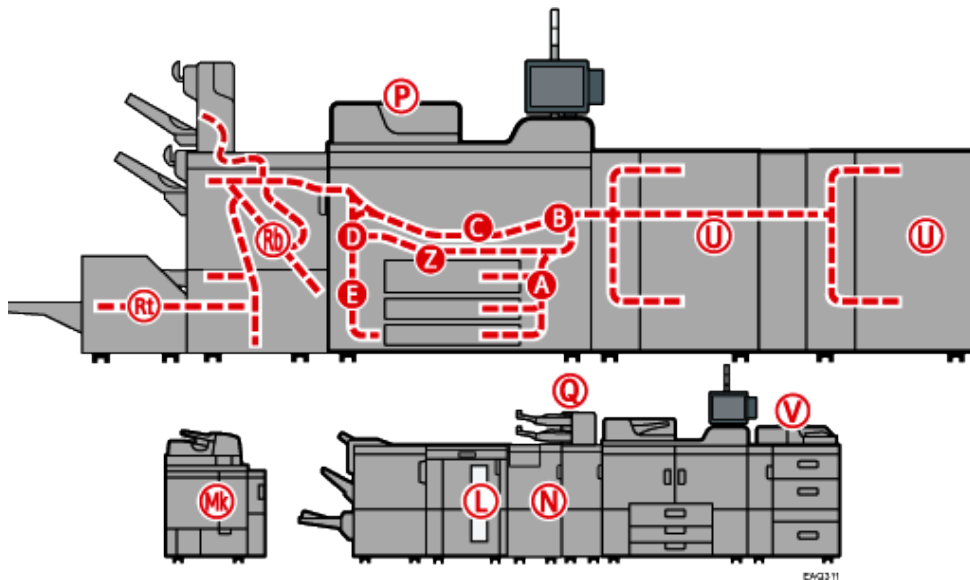
Misfeed

How do I clear a misfeed?

Locating Jammed Paper

If a misfeed occurs, remove the jammed paper by following the procedures indicated in the animation that appears on the screen and the sticker or sheet inside the front cover.

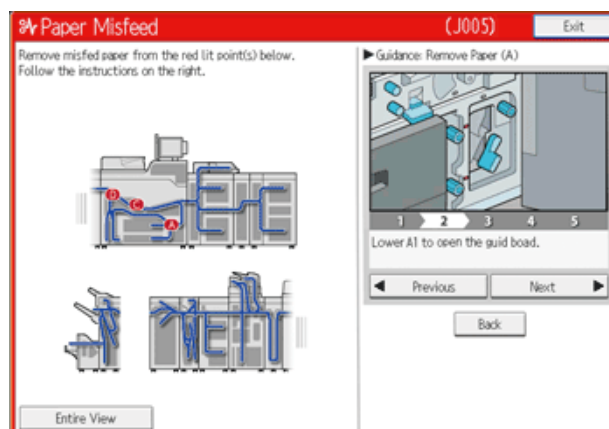
A misfeed has occurred in the place corresponding to the letter displayed on the control panel.



Procedure for removing jammed paper

1. Remove the jammed paper by following the procedures that are displayed on the control panel.
2. When [Previous] or [Next] is displayed, press [Next] after completing a procedure.

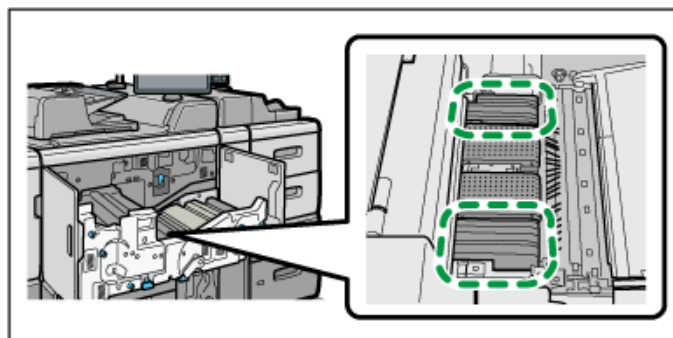
When the jammed paper is removed, restore the device to the original state.



Misfeed

↓ Note

- Multiple paper misfeed locations may be indicated at the same time. When this happens, check all the areas indicated.
- If there is no misfed paper in the area you check first, see the other areas that are indicated.
- If coated paper frequently becomes jammed and causes "U" to appear, contact your service representative.
- If a paper misfeed occurs in Rb1 - Rb5, check whether any paper has been output on top of the paper press of the finisher shift tray. If there is paper on top of the paper press, remove the paper, and then remove the misfed paper from inside the finisher.
- When paper cannot be transferred to the post-processing side by turning the knob D1 as instructed on the screen, see the position of the letter in the figure and turn the knob D1 in reverse direction (clockwise) to send the paper back to the drawer unit, and then remove the paper.
- After C is displayed and the drawer unit is pulled out to remove the jammed paper, check that there is no toner searing on the location indicated in the figure. If toner smear is left, wipe off the toner with a clean and dry cloth.
- If a paper jam occurs when using banner paper of 700.1 mm - 1260 mm (27.56 - 49.61 inches) in length, open all guide plates along the feeding path in which the paper jam occurred and remove the jammed paper.



Misfeed

Removing Jammed Paper

Removing jammed paper when the procedure is not displayed on the control panel

- (Note: Screenshots are provided for reference purpose only. Your display may vary depending on your operating system and device.)
- Removing Jammed Paper
 - Misfeed: When A is displayed
 - Misfeed: When B is displayed
 - Misfeed: When B1 is displayed
 - Misfeed: When B2 is displayed
 - Misfeed: When C is displayed
 - Misfeed: When D1 is displayed
 - Misfeed: When D2 is displayed
 - Misfeed: When D3 is displayed
 - Misfeed: When E is displayed
 - Misfeed: When Kc1 - Kc9 is displayed
 - Misfeed: When L is displayed
 - Misfeed: When Mc is displayed
 - Misfeed: When Mk is Displayed
 - Misfeed: When N is Displayed
 - Misfeed: When P is displayed
 - Misfeed: When Q is displayed
 - Misfeed: When R is displayed
 - Misfeed: When Rb is displayed
 - Misfeed: When Rt1 - Rt2 is displayed
 - Misfeed: When U is displayed
 - Misfeed: When V is displayed
 - Misfeed: When Z1 is displayed
 - Misfeed: When Z3 is displayed

Misfeed

CAUTION

- The inside of the device could be very hot. Do not touch the parts with a label indicating the "hot surface." Otherwise, an injury might occur.
- Some of this device's internal components get very hot. For this reason, take care when removing misfed paper. Not doing so could result in burns.
- 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.
- When removing jammed paper, make sure not to trap or injure your fingers.
- Keep your hands clear of the inside of the ring binder and the space under the ring binder tray. You can trap your fingers if you do not.

Important

- When removing paper misfeeds, do not turn off the power. If you do, the configured functions and values will be lost.
- To prevent paper misfeeds, do not leave any torn scraps of paper inside the device.
- If paper jams continue to occur, check the followings.
- Make sure there is nothing placed on the output tray.
- Make sure that the staple cartridge is set properly.
- Confirm the size and type of the paper you are using. For details, click the following link: [Paper size and type recommendations](#)
- Confirm how to load paper in the following link: [How to load paper](#)
- Place the cut paper on a flat surface to prevent it from curling, and do not lean it against the wall.
- Use paper that has been stored in the a room where the temperature is 20-25°C (68-77°F) and the humidity is 30-65%.
- Make sure you set [Skew Detection] in [Machine: Image Position] under [Adjustment Settings for Operators] in [Paper Settings] to [Off] when printing envelopes with a non-rectangular flap.
- If misfeeds still occur frequently or the problem cannot be eliminated, contact your service representative.
- When removing jammed paper, you can touch only those areas explicitly indicated in the manual.
- Do not remove the fusing unit. Doing so will result in loss of print quality.
- To remove paper that has not been fed into the fixing section correctly, remove the jammed paper through the underside of the fusing unit. If the jammed paper cannot be removed through the underside of the fusing unit, remove it from the top.

Note

- Inside the finisher, or inside the front cover, there are stickers or sheets explaining how to remove misfed paper.
- If a detailed removal instruction appears on the right of the screen, follow it.
- You can also use the procedure indicated in the [Check Status] screen to remove jammed paper.

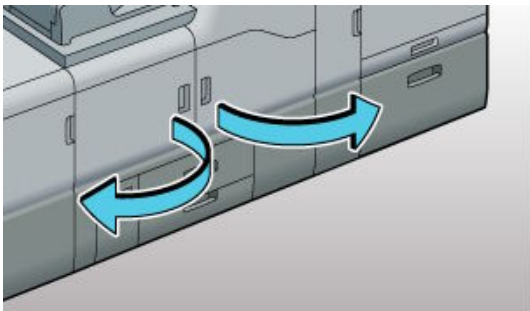
Misfeed A

Misfeed: When A is displayed

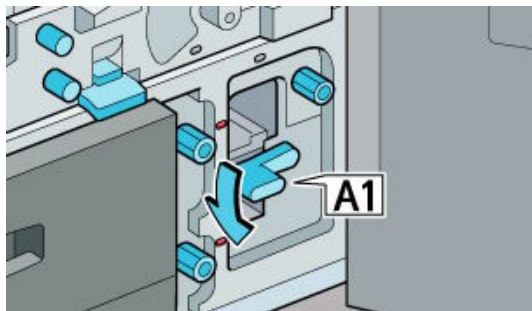
How do I clear a misfeed when A is displayed?

Follow the procedure below to remove the jammed paper.

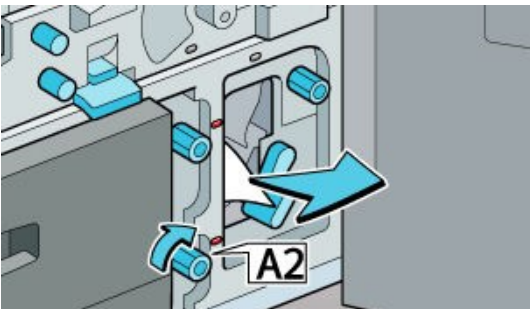
1. Open the left and right front covers.



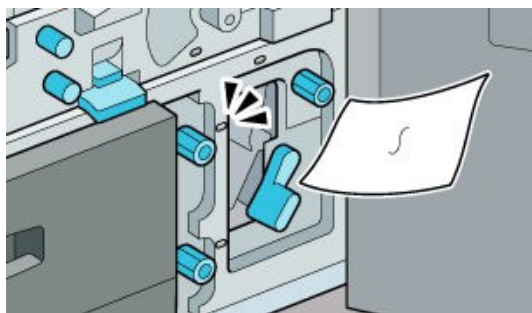
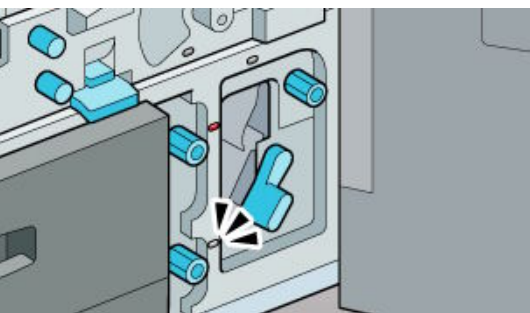
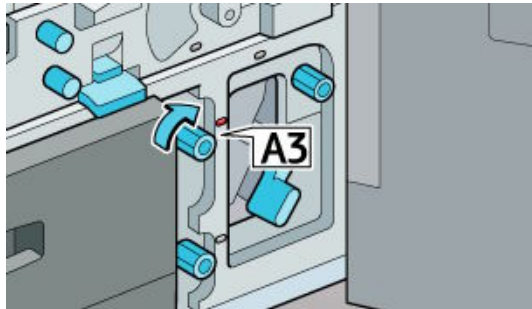
2. Lower lever A1, and then open the guide panel.



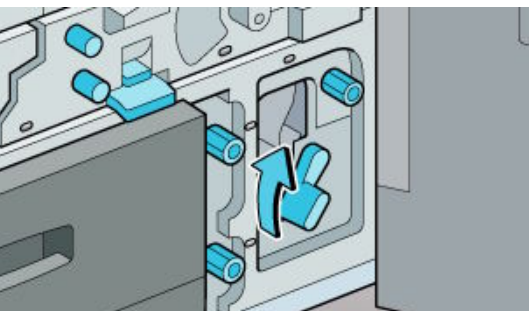
3. Turn knob A2 clockwise to remove the misfed paper, and then check the LED light is off.



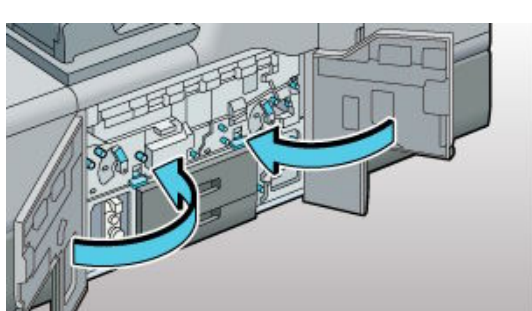
4. If you cannot remove the misfed paper, turn knob A3 clockwise. Remove the misfed paper, and then check the LED light is off.



5. Raise lever A1 to its original position.



7. Close the front left and right covers.



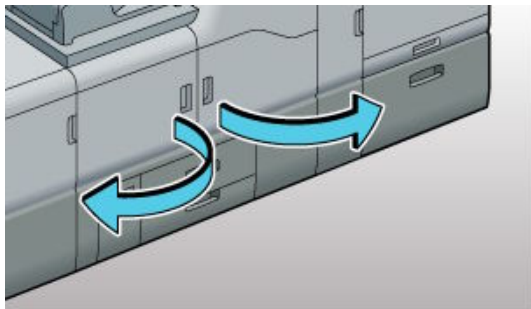
Misfeed B

Misfeed: When B is displayed

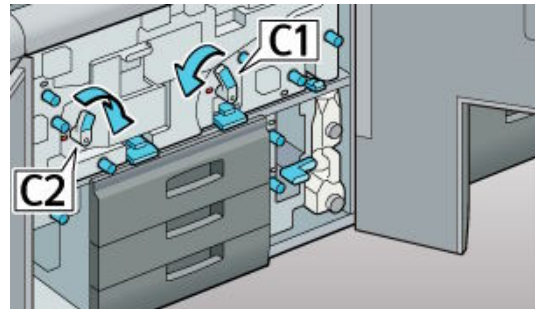
How do I clear a misfeed when B is displayed?

Follow the procedure below to remove the jammed paper.

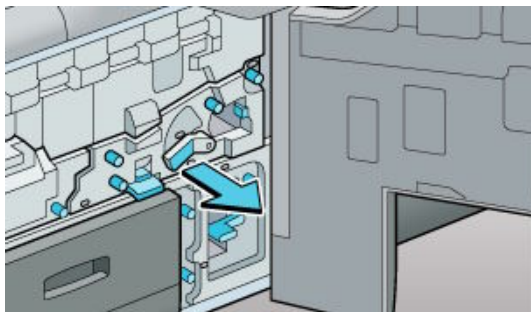
1. Open the left and right front covers.



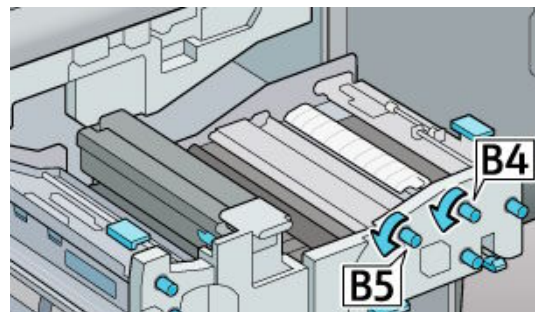
2. Turn the lever C1 to the left and lever C2 to the right.



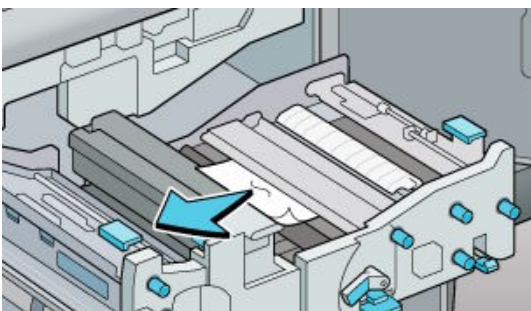
3. Pull out the unit.



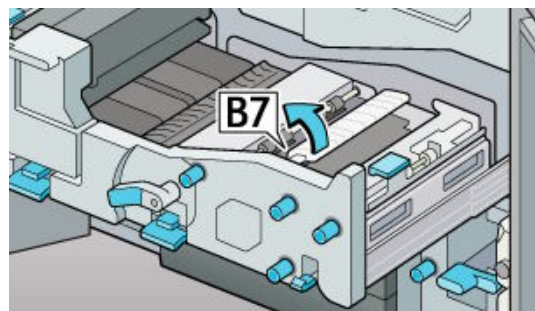
4. Turn the knobs B4 and B5 counterclockwise at the same time.



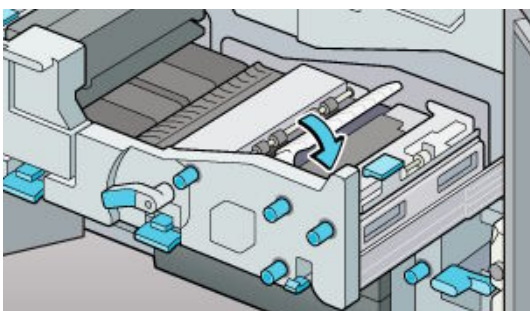
5. Remove the misfed paper, and close the cover.



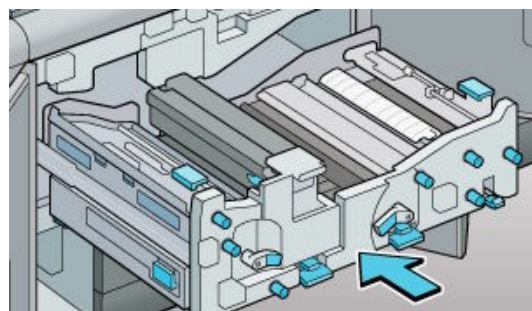
6. Open the cover B7, and then check there is no misfed paper in the unit.



7. Close the cover B7.

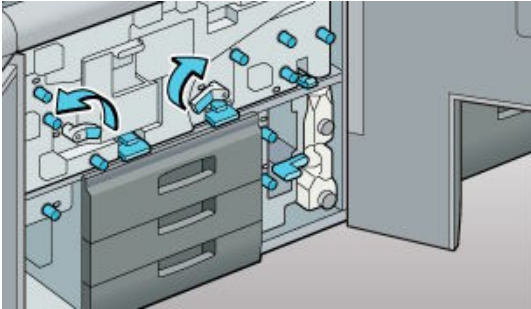


8. Slide the unit to its original position.

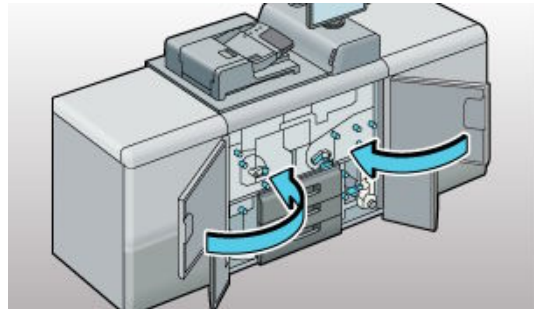


Misfeed B

8. Raise the lever C1 and C2 to their original positions.

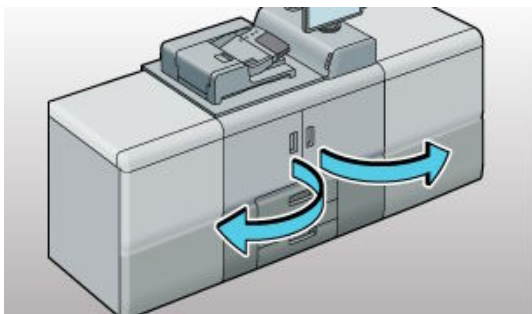


9. Close the front left and right covers of the main unit.

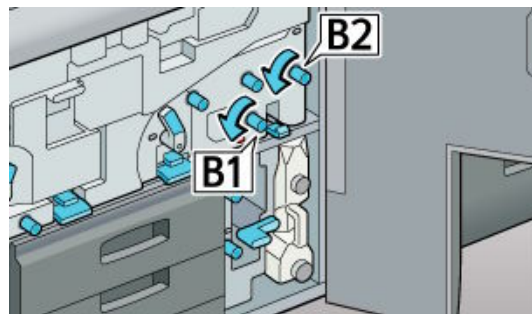


Misfeed: When B1 is displayed

1. Open the left and right front covers.



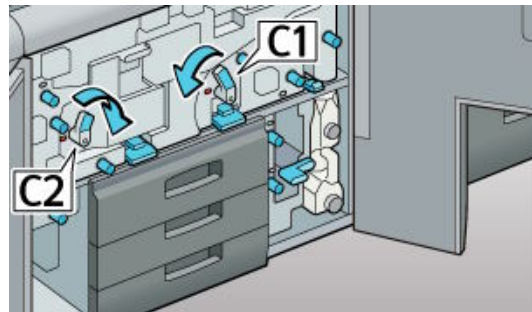
2. Turn the knob B1 and B2 counterclockwise at the same time.



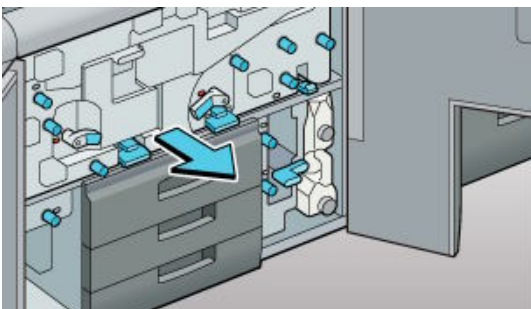
3. Check the LED light is off.



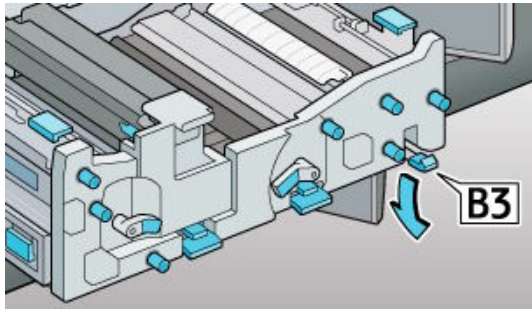
4. Turn the lever C1 to the left and lever C2 to the right.



5. Pull out the unit.

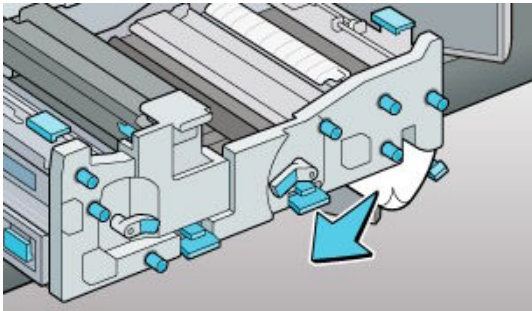


6. Lower the knob B3.

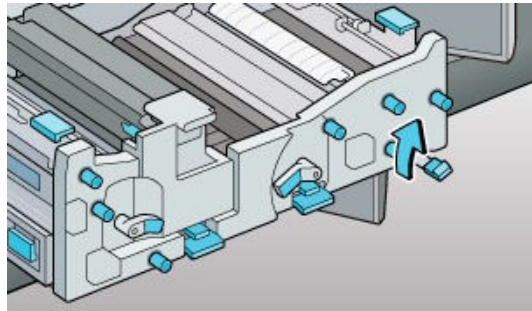


Misfeed B1

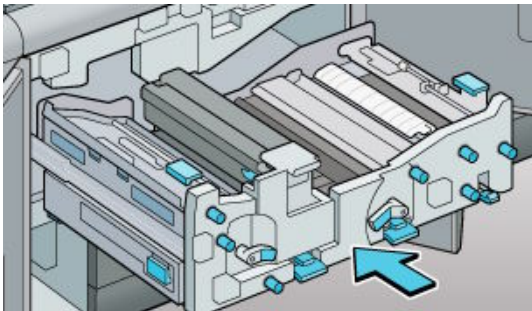
7. Remove the misfed paper.



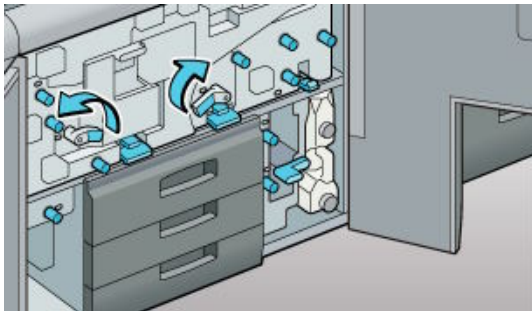
8. Raise the knob B3 to its original position.



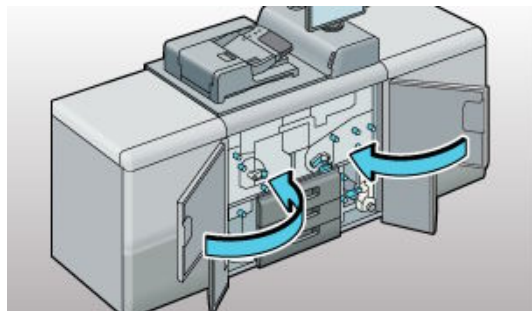
9. Slide the unit to its original position.



10. Raise the lever C1 and C2 to their original positions.

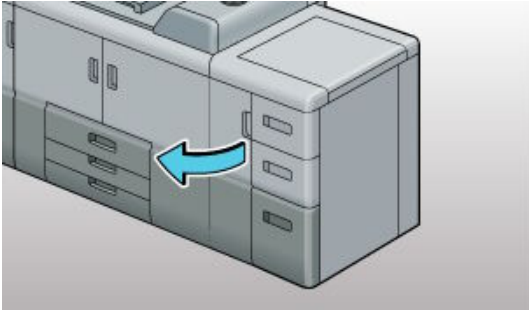


11. Close the front left and right covers of the main unit.

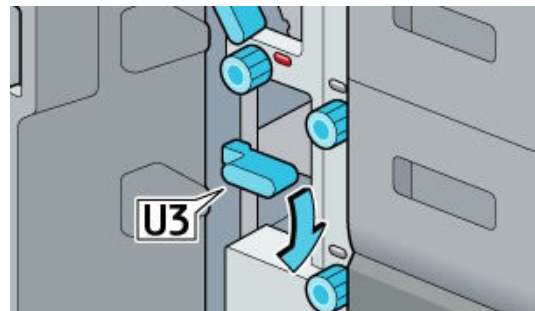
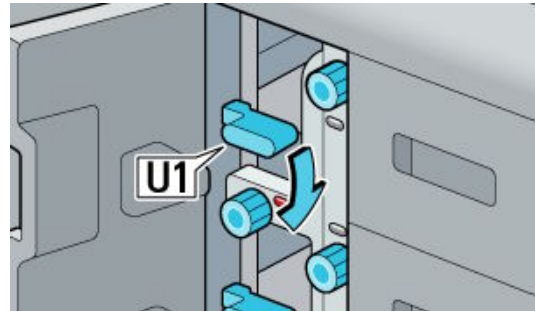


Misfeed B2 Large Capacity Tray (LCT)

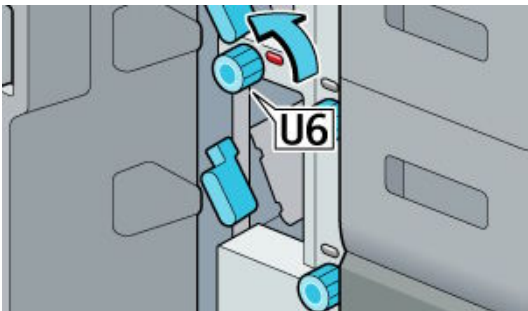
1. Open the Large Capacity Tray (LCT) front cover.



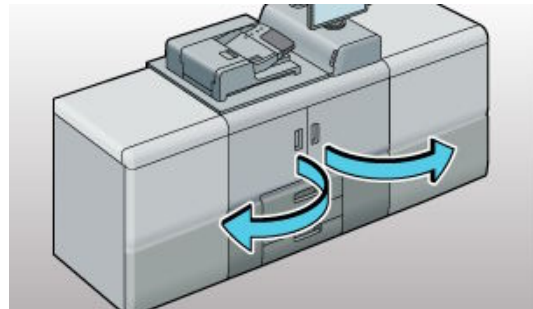
2. Lower the lever U1 and U3.



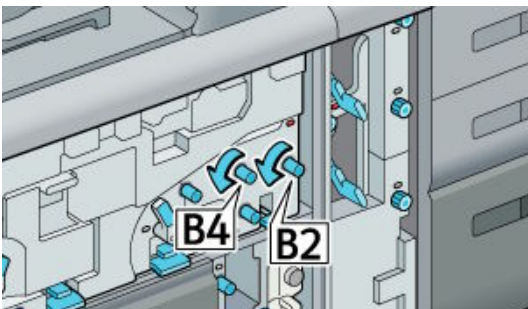
3. Turn the knob U6 to counterclockwise.



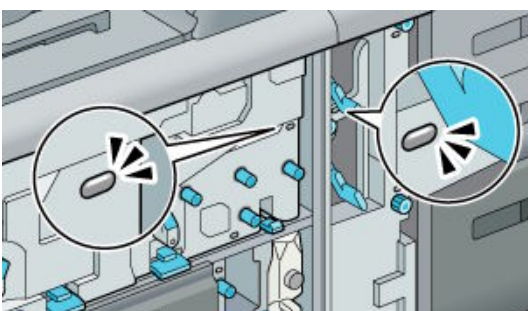
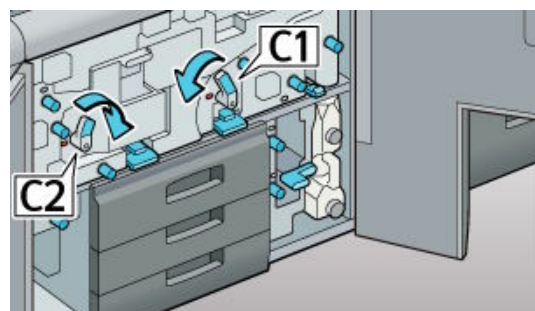
4. Open the front left and right covers of the main unit.



5. Turn the knob B2 and B4 to counterclockwise at the same time until the LED light is off.

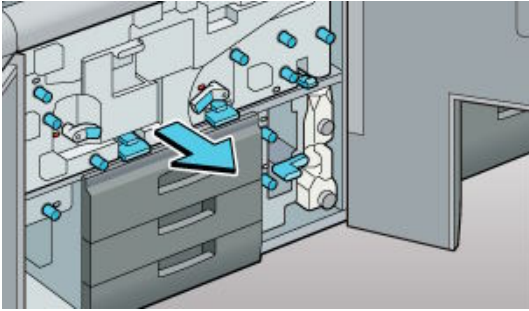


6. Turn the levers C1 to the left and lever C2 to the right.

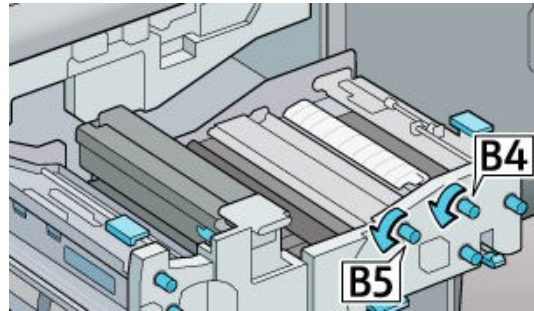


Misfeed B2 Large Capacity Tray (LCT)

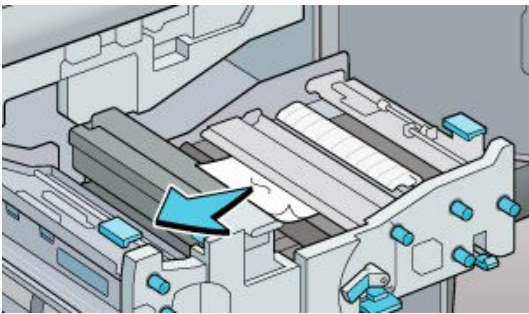
7. Pull out the unit.



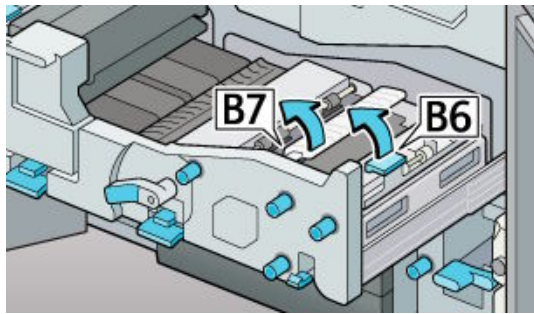
8. Turn the knobs B4 and B5 to counterclockwise at the same time.



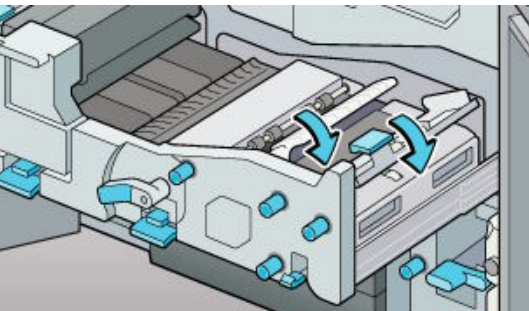
9. Remove the misfed paper.



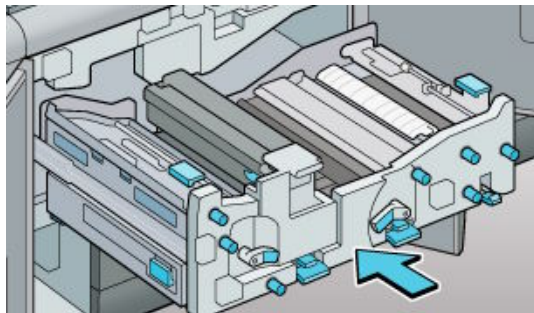
10. Open the cover B6 and B7, and then check there is no misfed paper in the unit.



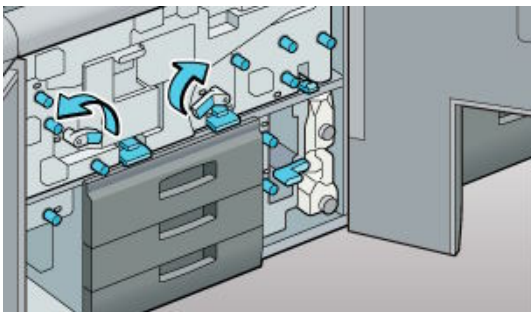
11. Close the cover B6 and B7.



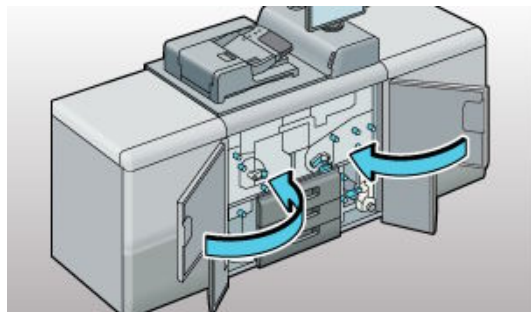
12. Slide the unit to its original position.



13. Raise the lever C1 and C2 to their original positions.

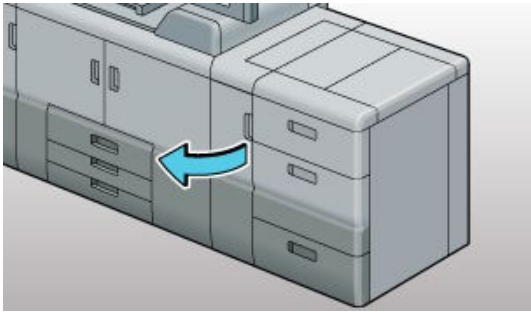


14. Close the front left and right covers of the main unit.

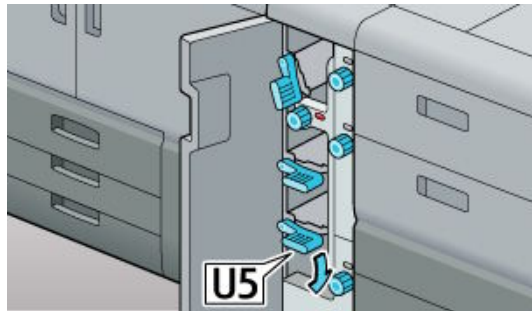
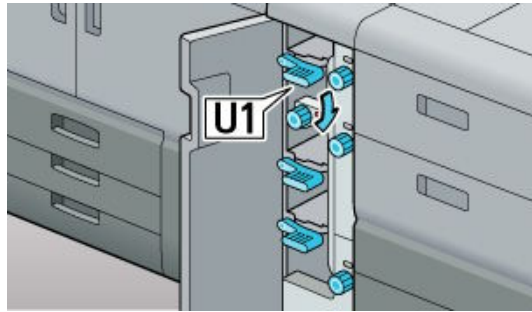


Misfeed B2 Three-tray wide LCT

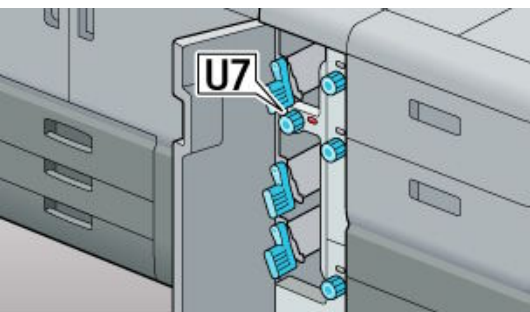
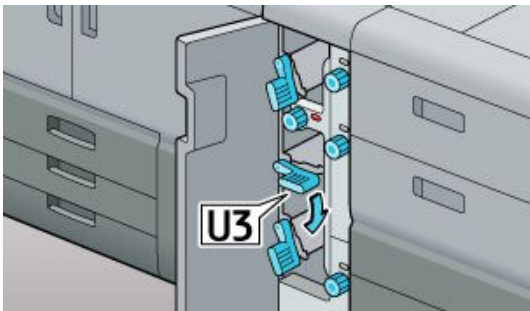
1. Open the Three-tray wide LCT front cover.



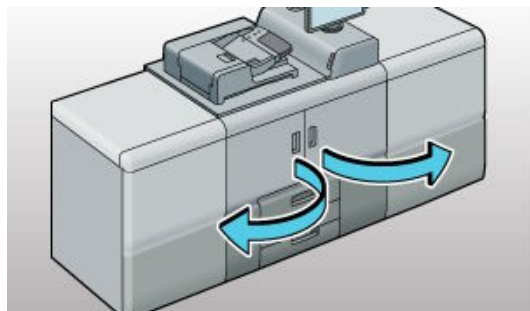
2. Lower the lever U1 and U5.



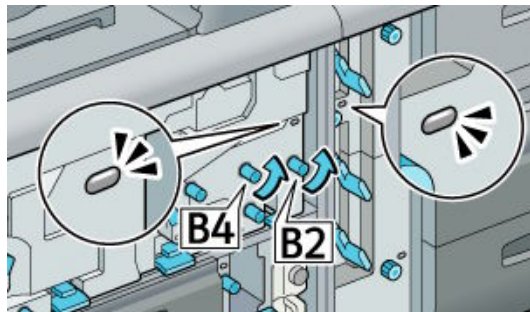
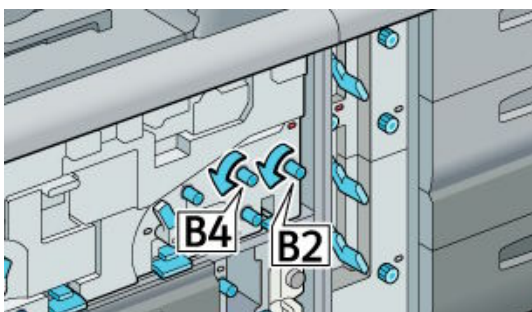
3. Lower the lever U3, and then turn the knob U7 to clockwise.



4. Open the front left and right covers of the main unit.

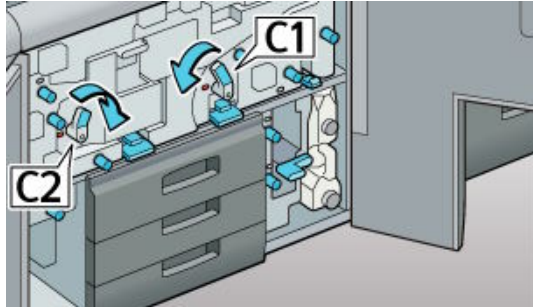


5. Turn the knob B2 and B4 to counterclockwise at the same time until the LED light is off.

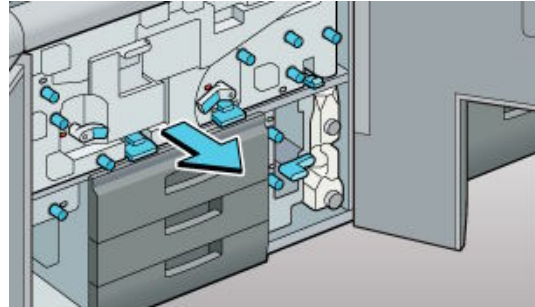


Misfeed B2 Three-tray wide LCT

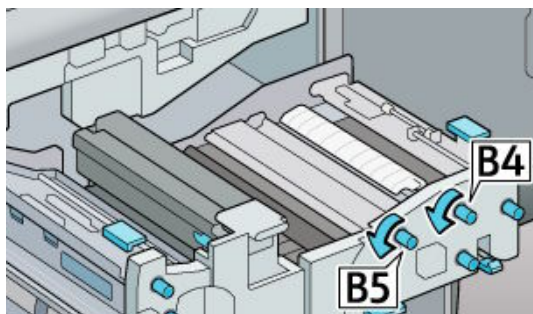
6. Turn the levers C1 to the left and lever C2 to the right.



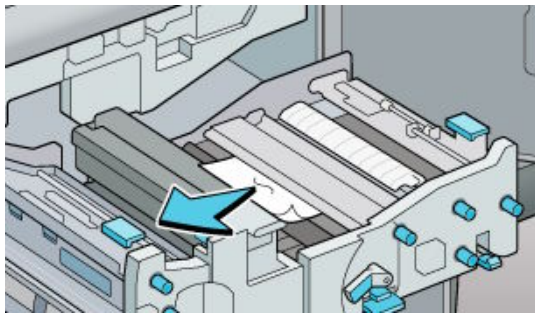
7. Pull out the unit.



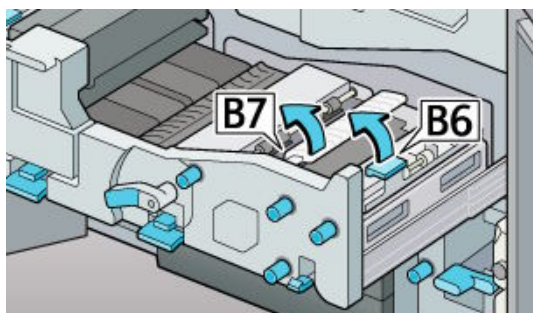
8. Turn the knobs B4 and B5 to counterclockwise at the same time.



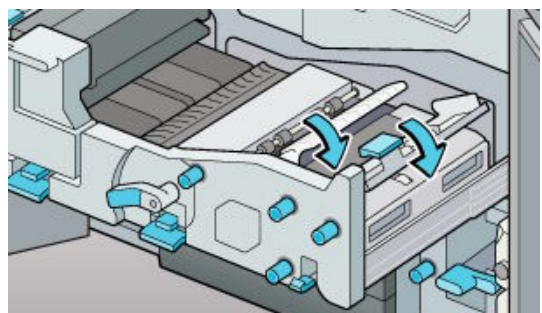
9. Remove the misfed paper.



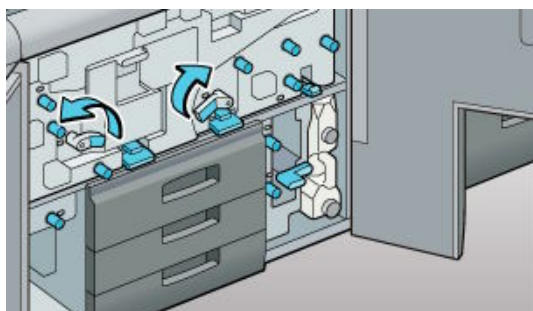
10. Open the cover B6 and B7, and then check there is no misfed paper in the unit.



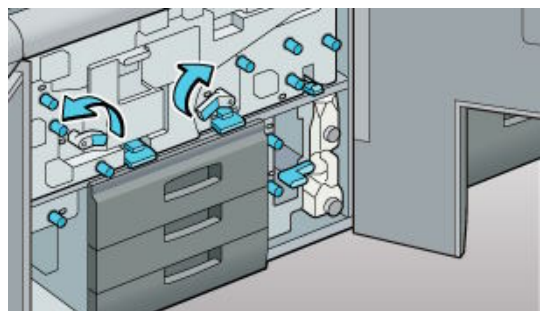
11. Close the cover B6 and B7.



12. Slide the unit to its original position.

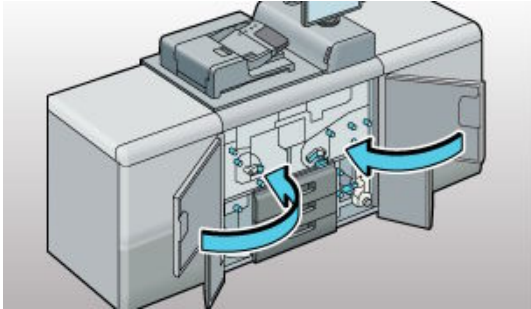


13. Raise the lever C1 and C2 to their original positions.

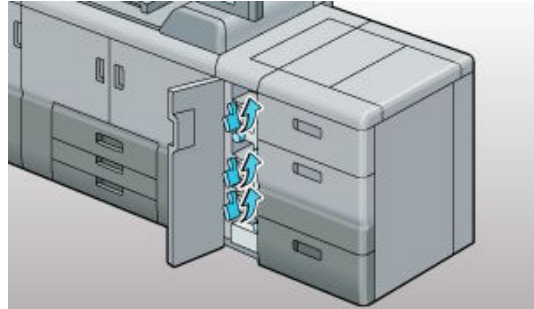


Misfeed B2 Three-tray wide LCT

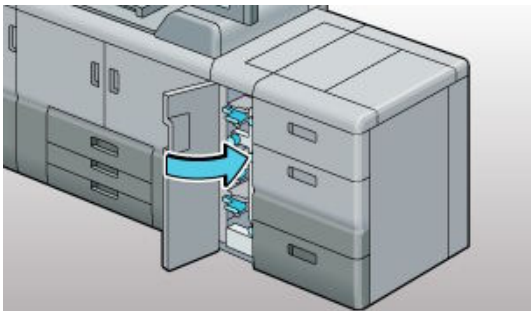
14. Close the front left and right covers of the main unit.



15. Raise the lever U1, U3 and U5.

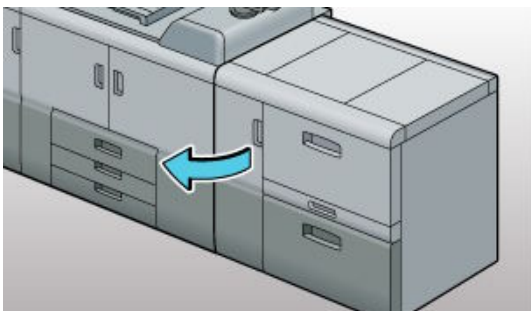


16. Close the Three-tray wide LCT front cover.

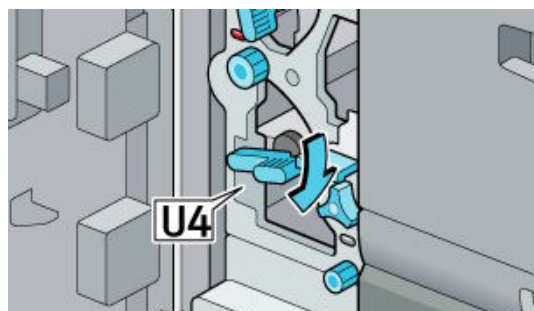
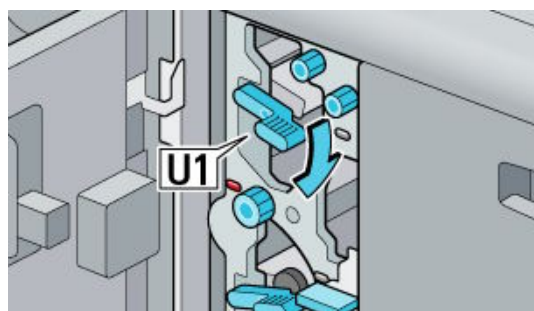


Misfeed: When B2 is displayed Two-tray wide LCT

1. Open the Two-tray wide LCT front cover.

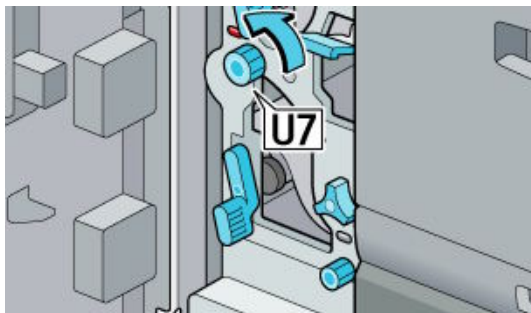
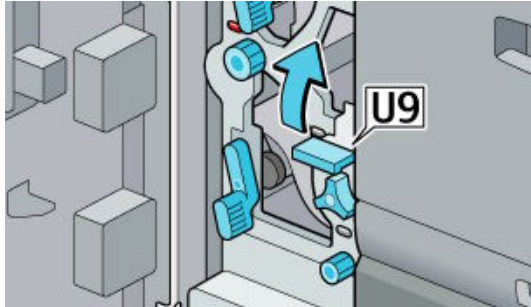


2. Open the Two-tray wide LCT front cover.

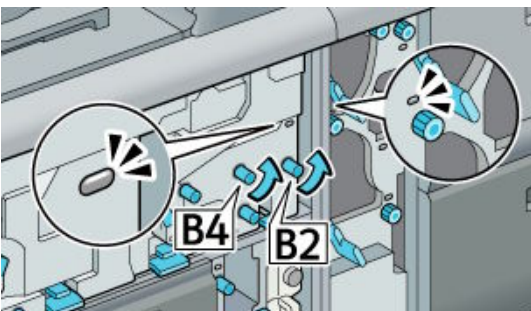
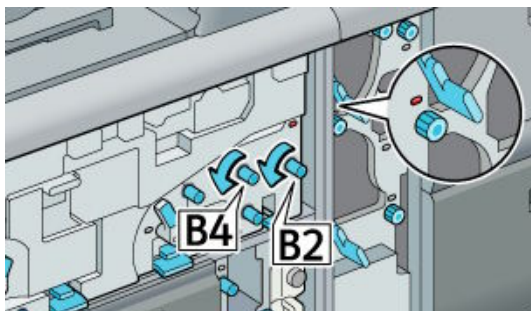


Misfeed B2 is displayed Two-tray wide LCT

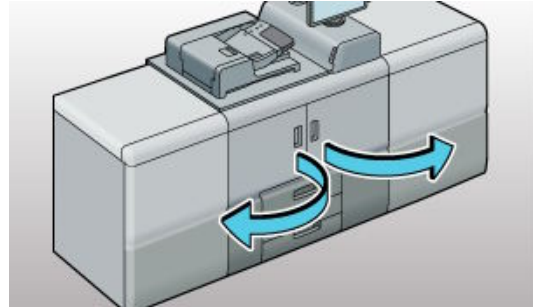
3. Raise the lever U9, and then turn the knob U7 to counterclockwise.



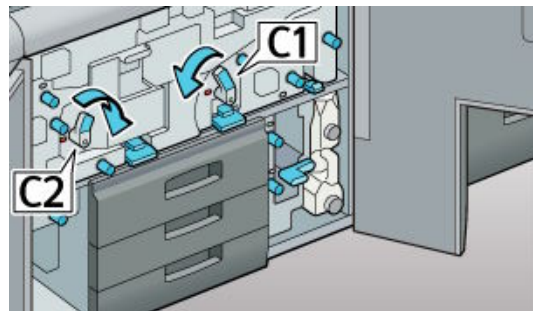
5. Turn the knob B2 and B4 to counterclockwise at the same time until the LED light is off



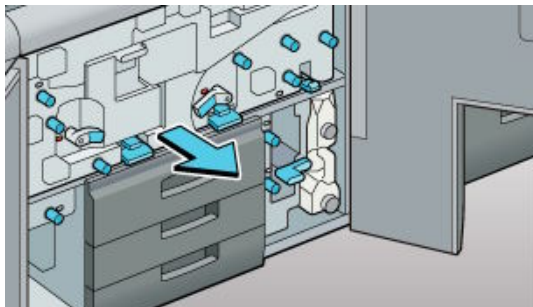
4. Open the front left and right covers of the main unit.



6. Turn the levers C1 to the left and lever C2 to the right.

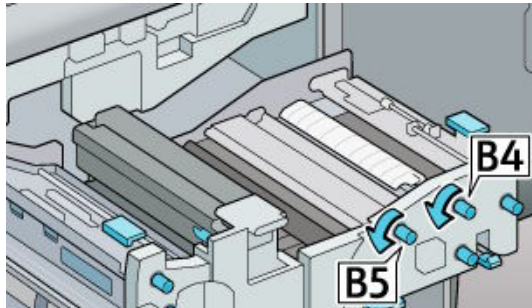


7. Pull out the unit.

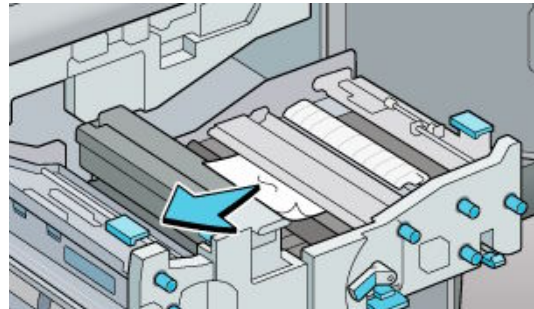


Misfeed B2 is displayed Two-tray wide LCT

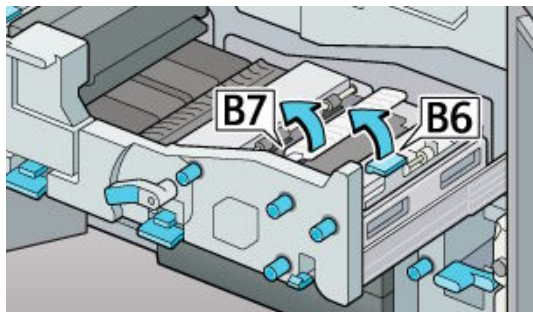
8. Turn the knobs B4 and B5 to counterclockwise at the same time.



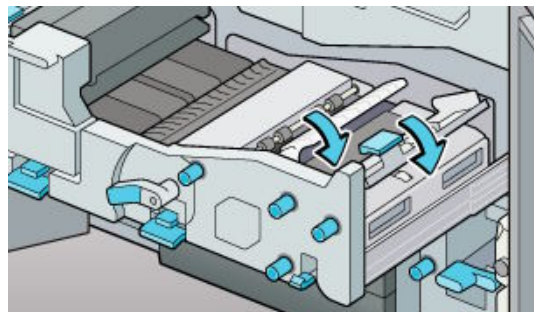
9. Remove the misfed paper.



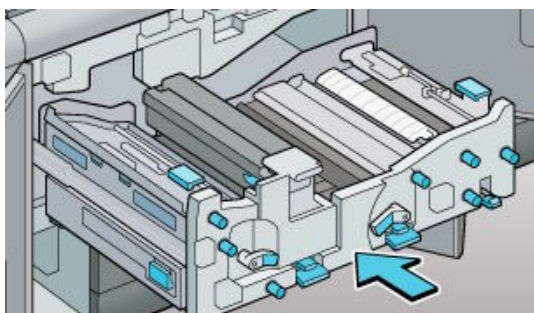
10. Open the cover B6 and B7, and then check there is no misfed paper in the unit.



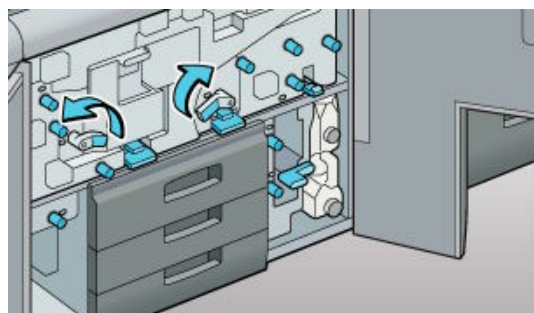
11. Close the cover B6 and B7.



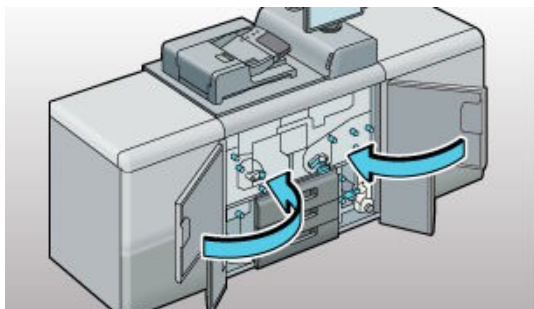
12. Slide the unit to its original position.



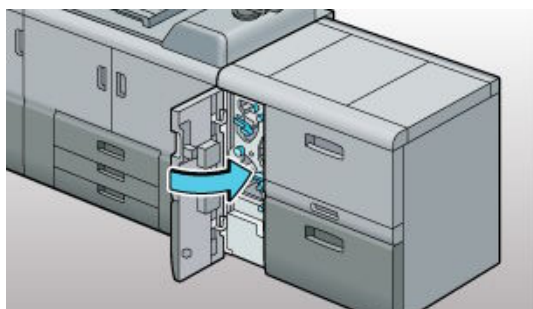
13. Raise the lever C1 and C2 to their original positions.



14. Close the front left and right covers of the main unit.



15. Close the Two-tray wide LCT front cover.



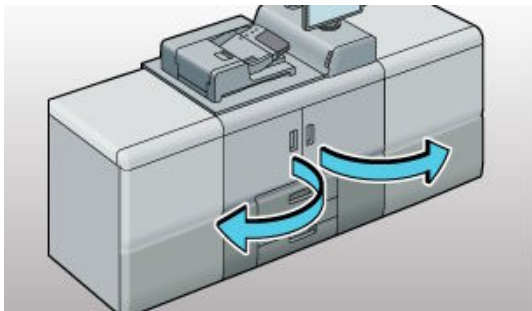
Misfeed C

Misfeed: When C is displayed

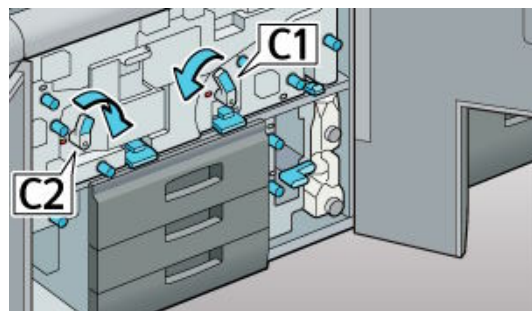
How do I clear a misfeed when C is displayed?

Follow the procedure below to remove the jammed paper.

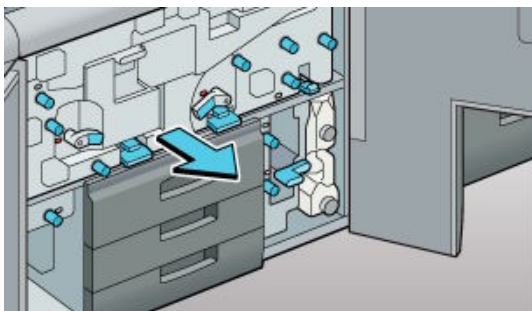
1. Open the front left and right covers of the main unit.



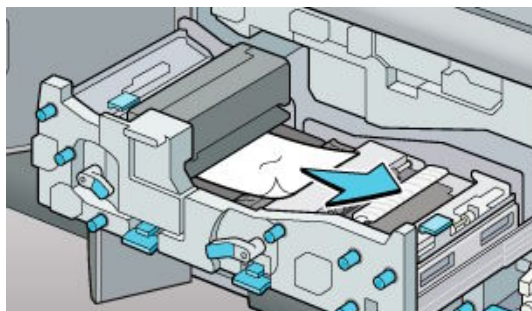
2. Turn the lever C1 to the left and lever C2 to the right.



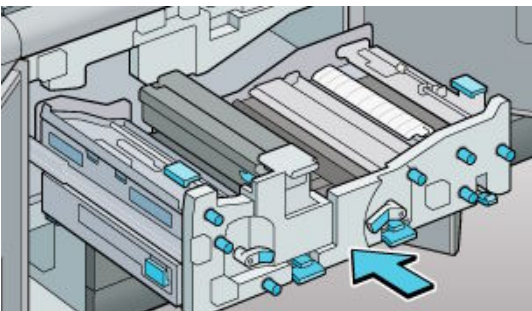
3. Pull out the unit.



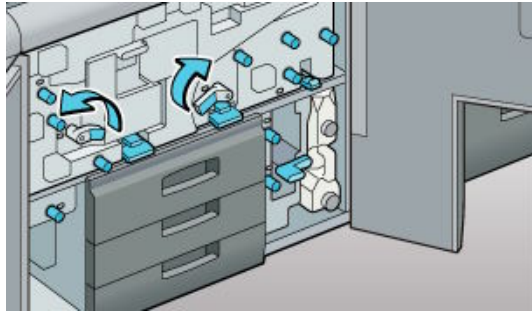
4. Remove the misfed paper.



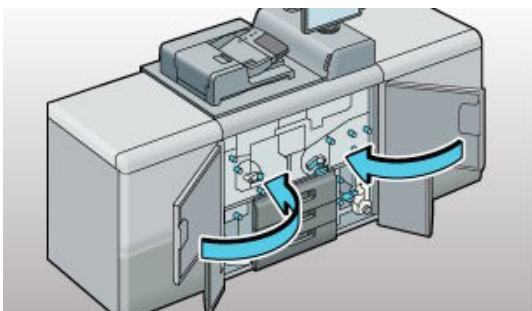
5. Slide the unit to its original position.



6. Raise the levers C1 and C2 to their original positions.



7. Close front left and right covers.

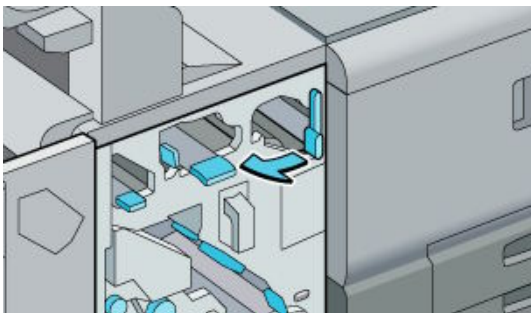
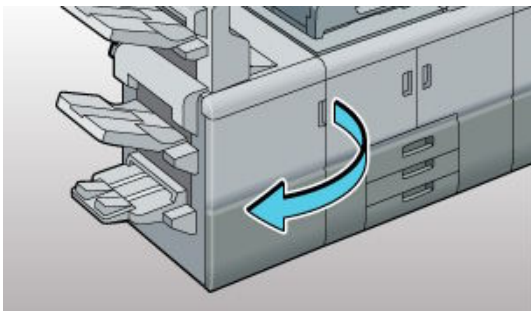


Misfeed D1

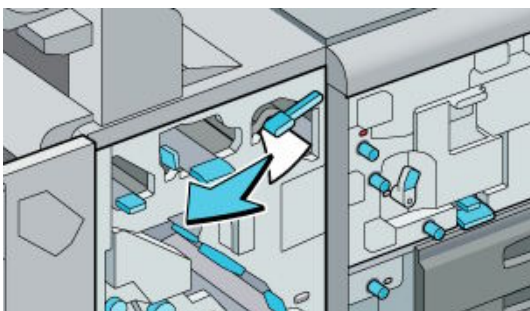
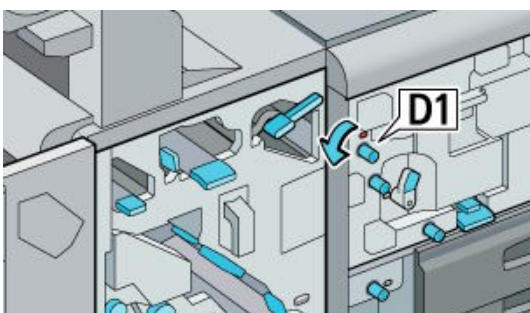
Misfeed: When D1 is displayed

How do I clear a misfeed when D1 is displayed?
Follow the procedure below to remove the jammed paper.

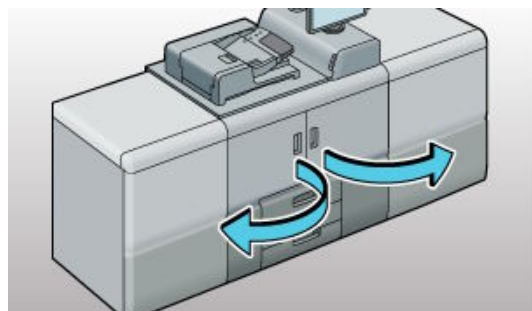
1. Open the finisher front cover and guide panel.



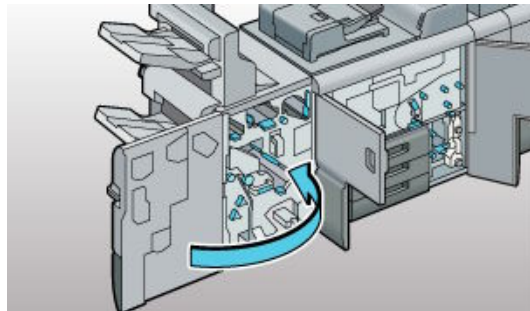
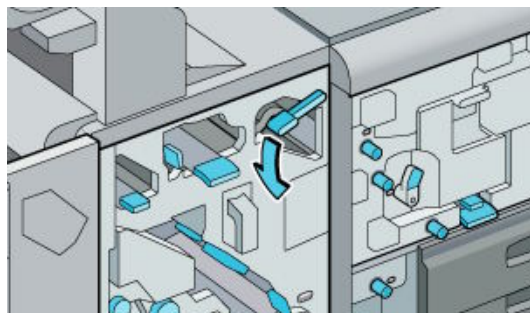
3. Turn the knob D1 to counterclockwise to remove the paper from the finisher.



2. Open the front left and right covers of the main unit.



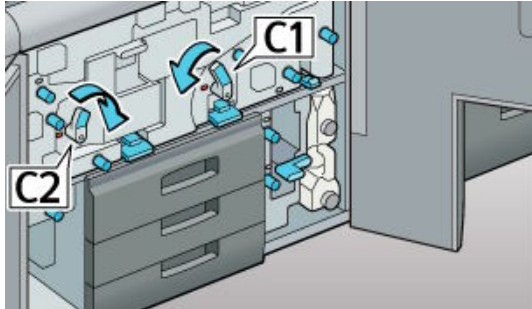
4. Close the finisher guide panel and front cover.



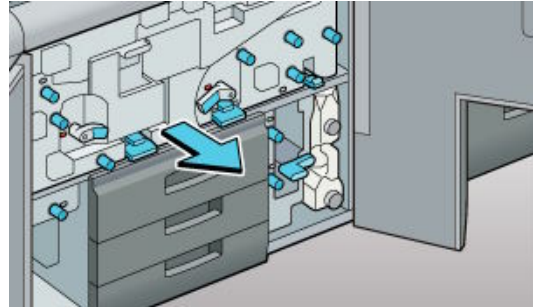
CIP Training 8300 Series

Misfeed D1

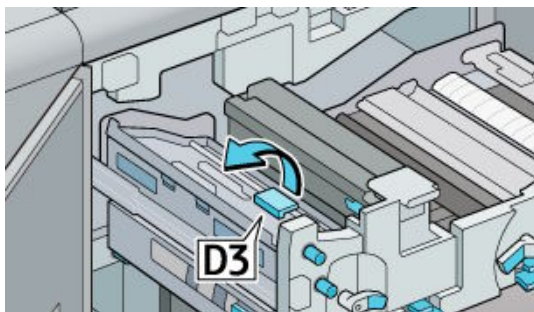
5. Turn the lever C1 to the left and lever C2 to the right.



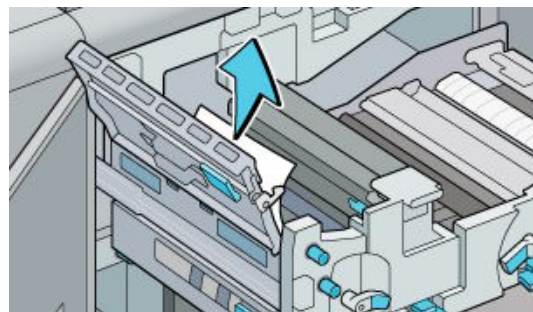
6. Pull out the unit.



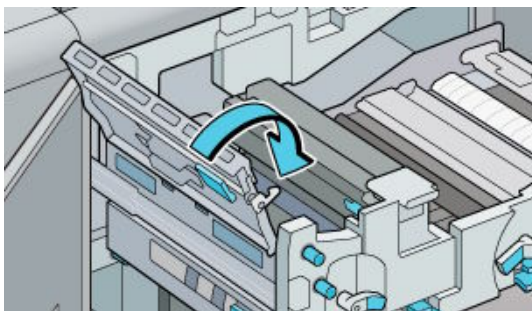
7. Open the cover D3.



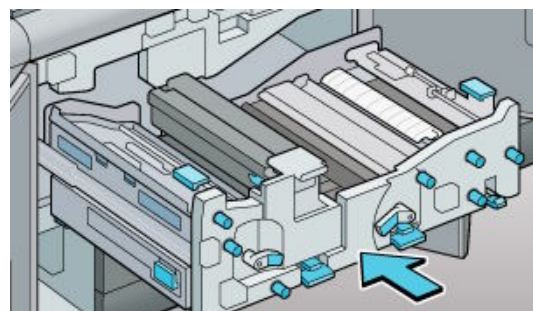
8. Remove the misfed paper.



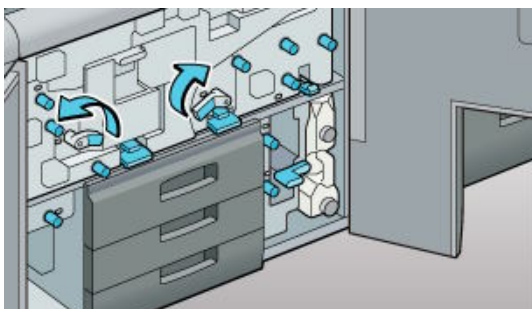
9. Close the cover D3.



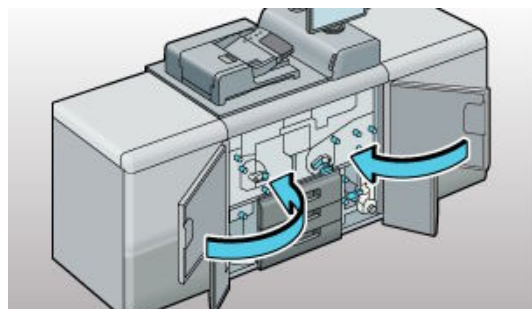
10. Slide the unit to its original position.



11. Raise the levers C1 and C2 to their original positions.



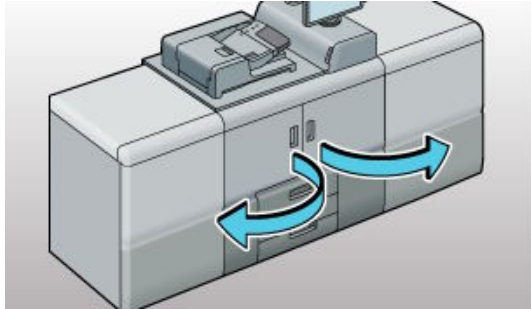
12. Close the front left and right covers of the main unit.



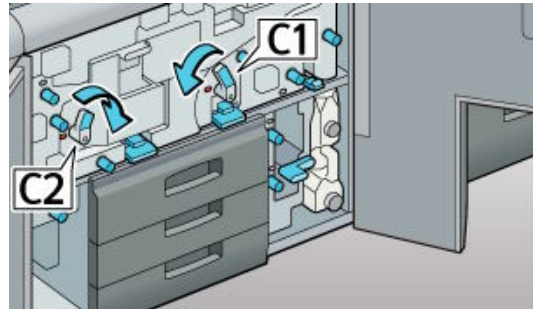
CIP Training 8300 Series

Misfeed D2

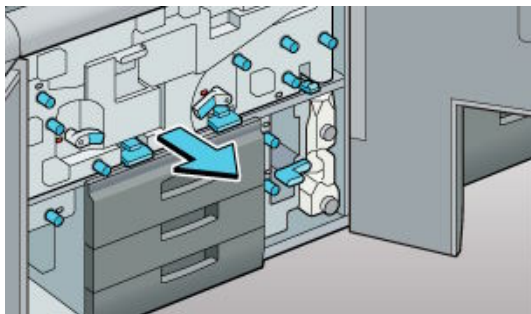
1. Open the front left and right covers of the main unit.



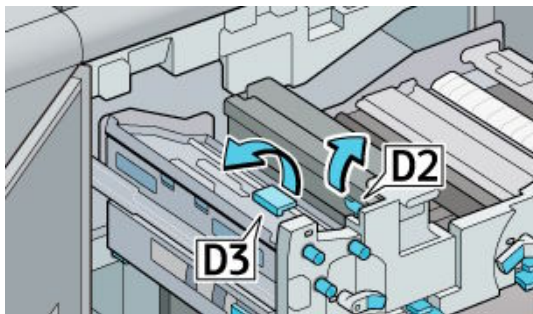
2. Turn the lever C1 to the left and lever C2 to the right.



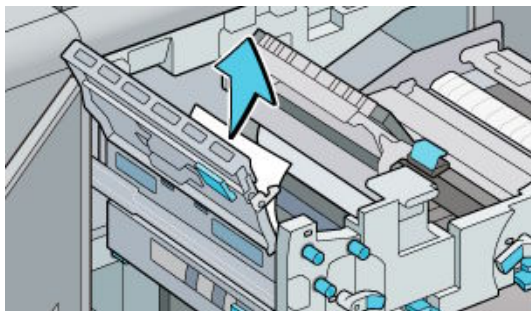
3. Pull out the unit.



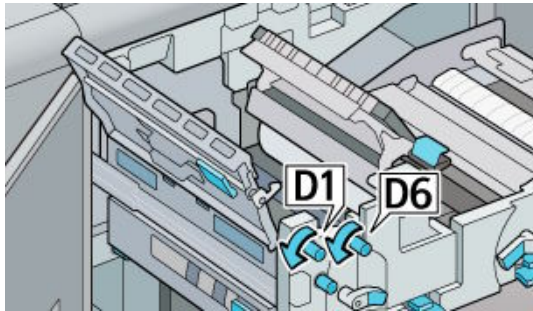
4. Open the cover D2 and D3.



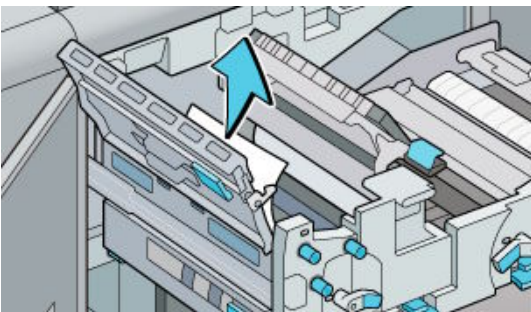
5. Remove the misfed paper.



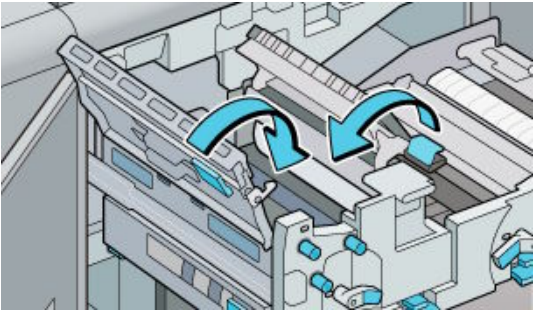
6. If you cannot remove the misfed paper, turn the knob D1 and D6 to counterclockwise.



7. Remove the misfed paper.

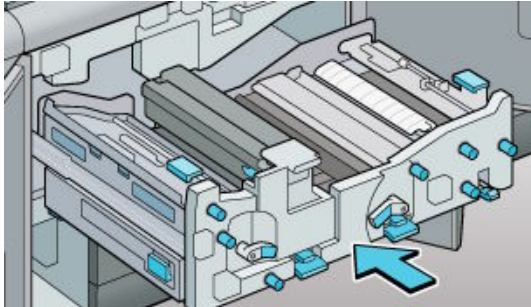


8. Close the cover D2 and D3.

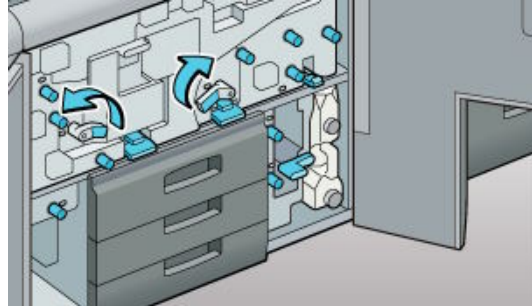


Misfeed D2

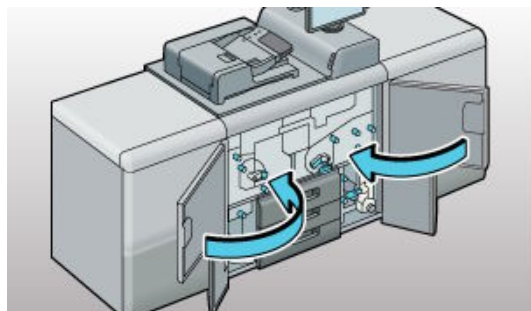
9. Slide the unit to its original position.



10. Raise the levers C1 and C2 to their original positions.

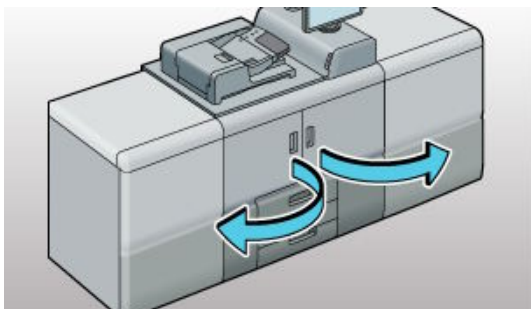


11. Close the front left and right covers of the main unit.

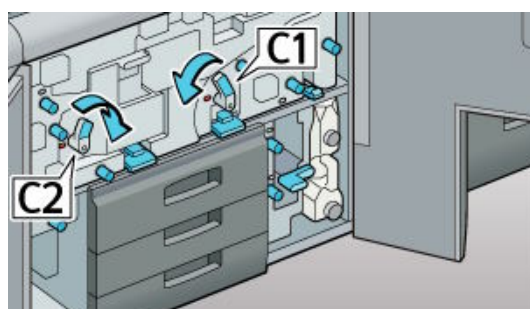


Misfeed: When D3 is displayed

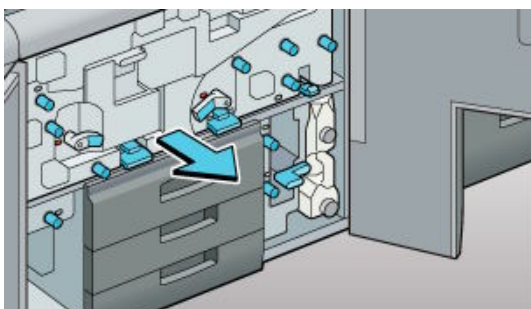
1. Open the front left and right covers of the main unit.



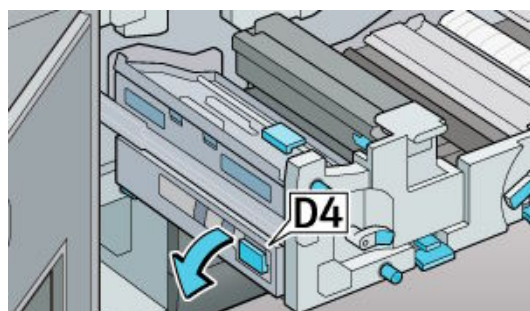
2. Turn the lever C1 to the left and lever C2 to the right.



3. Pull out the unit.

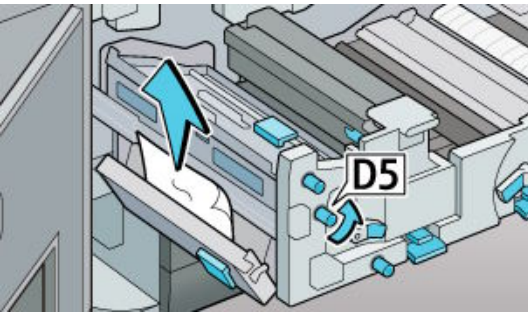
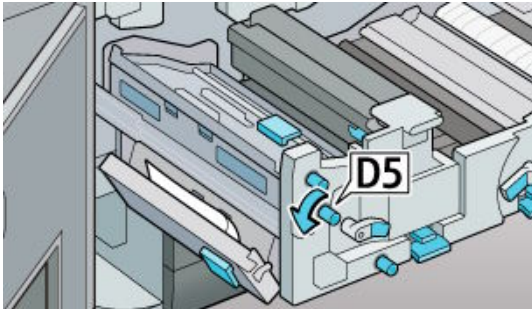


4. Open the cover D4.

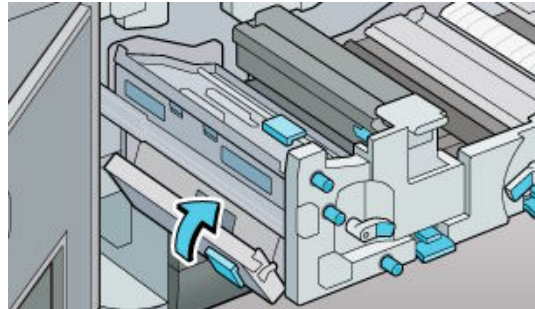


Misfeed D3

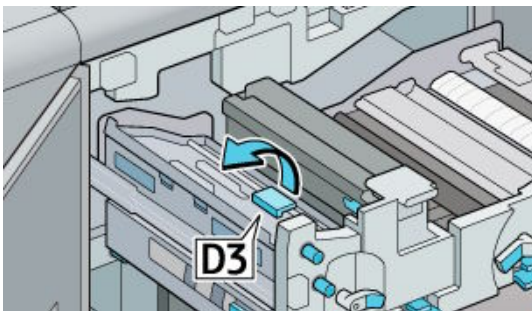
5. Turn the knob D5 to counterclockwise to remove the paper from the finisher.



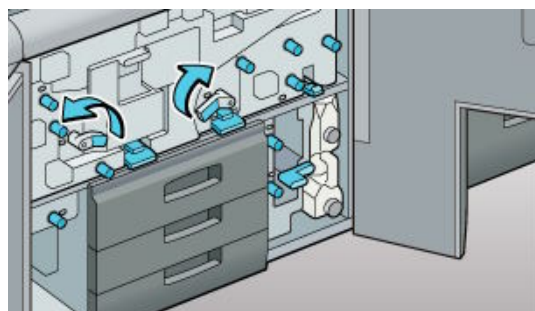
6. Close the cover D4.



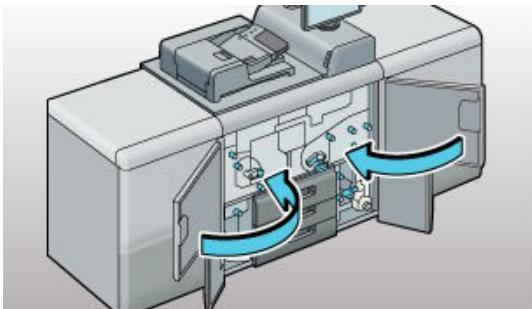
7. Slide the unit to its original position.



8. Raise the levers C1 and C2 to their original positions.



9. Close the front left and right covers of the main unit.



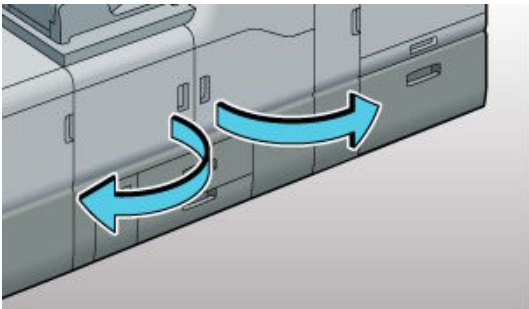
Misfeed E

Misfeed: When E is displayed

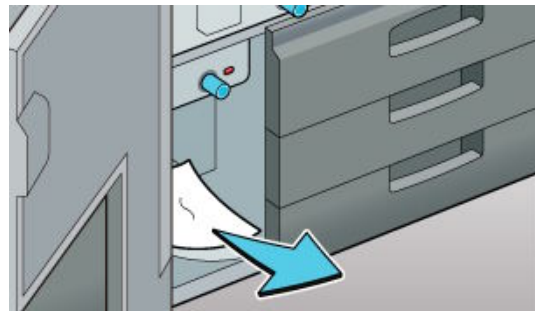
How do I clear a misfeed when E is displayed?

Follow the procedure below to remove the jammed paper.

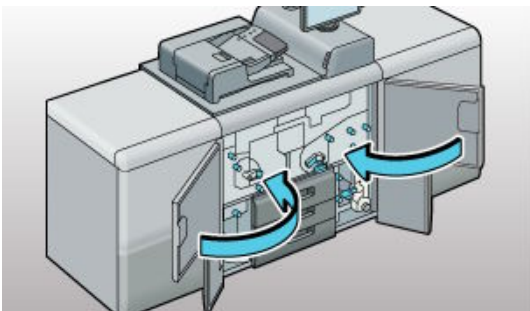
1. Open the left and right front covers.



2. Remove the misfed paper from paper feed.



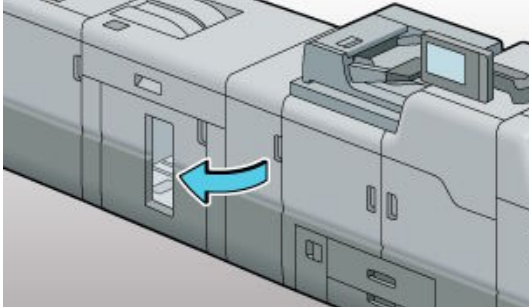
3. Turn the knob E counterclockwise.
4. Remove the misfed paper.
5. Close the front left and right covers of the main unit.



CIP Training 8300 Series

Misfeed Kc1 - Kc9

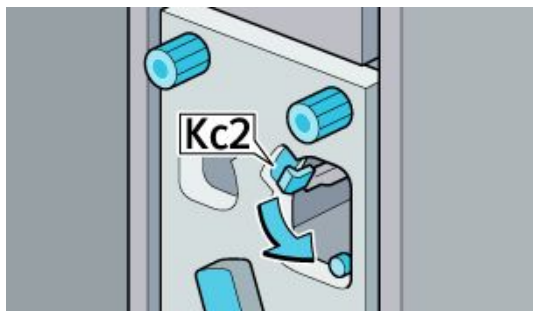
1. Open the buffer pass unit front cover.



2. Turn the knob Kc1 to counterclockwise for 20 to 22 times.



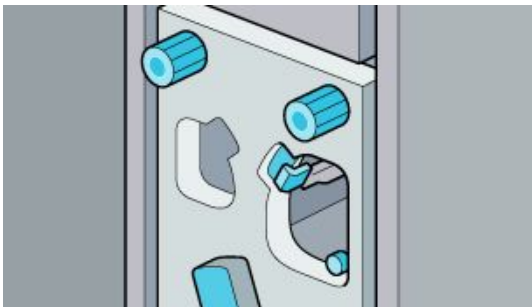
3. Lower the guide panel Kc2.



4. Remove the misfed paper.



5. Press the Kc3, and then raise the guide panel Kc2 to its original position.



6. Turn the knob Kc4 to clockwise for 20 to 22 times.

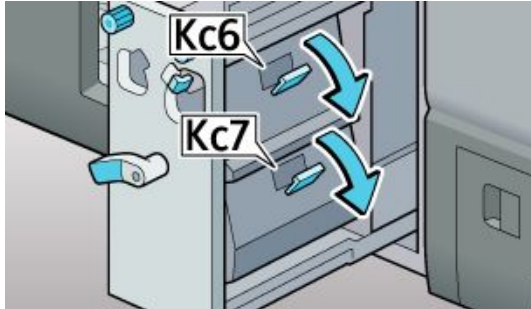


7. Lower the lever Kc5 to the left, and then pull out the unit.

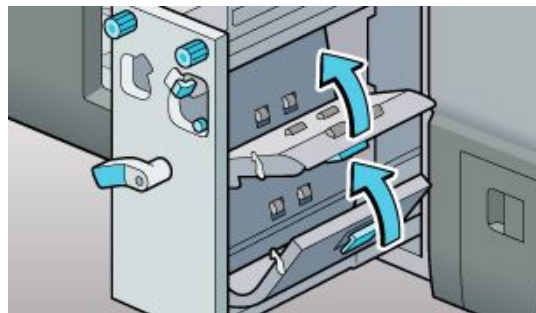
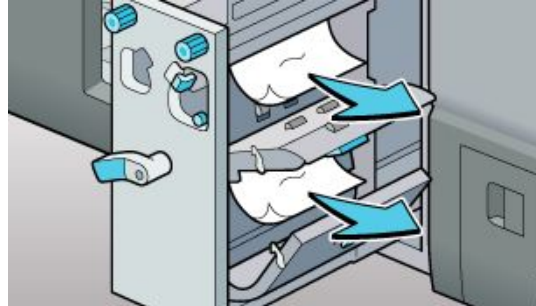


Misfeed Kc1 - Kc9

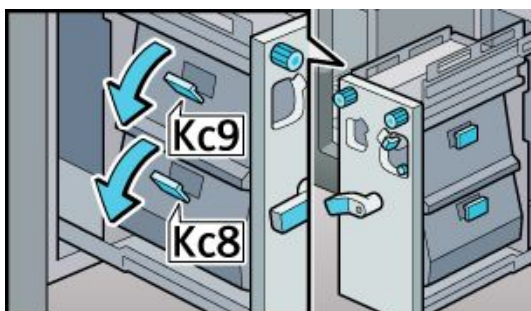
8. Open the cover Kc6 and Kc7 at the unit right side.



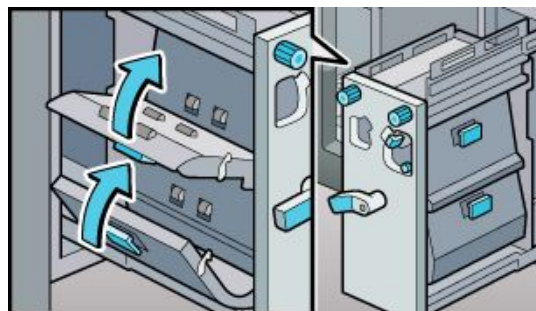
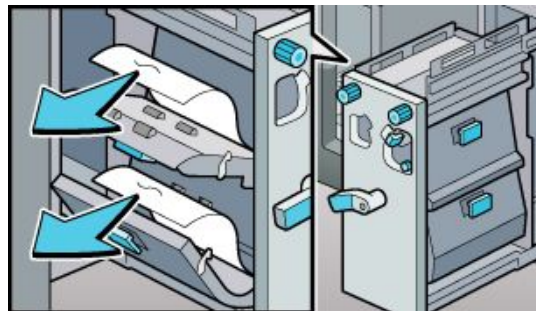
9. Remove the misfed paper, and then close the cover Kc6 and Kc7.



10. Open the cover Kc8 and Kc9 at the unit left side.



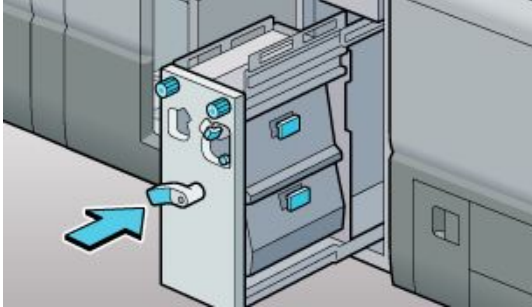
11. Remove the misfed paper, and then close the cover Kc8 and Kc9.



CIP Training 8300 Series

Misfeed Kc1 - Kc9

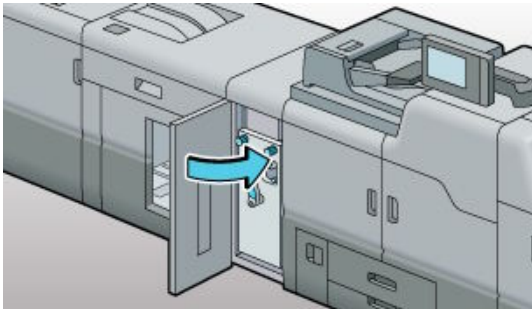
12. Slide the unit to its original position.



13. Raise the lever Kc5 to its original position.



14. Close the buffer pass unit front cover.



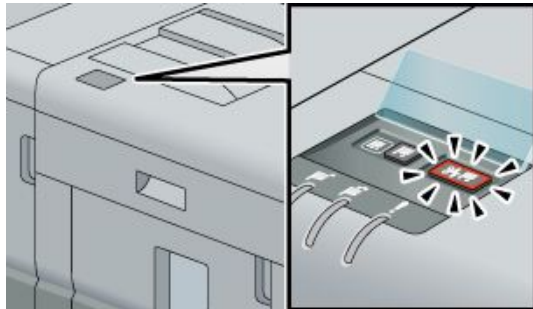
Misfeed L

Misfeed: When L is displayed

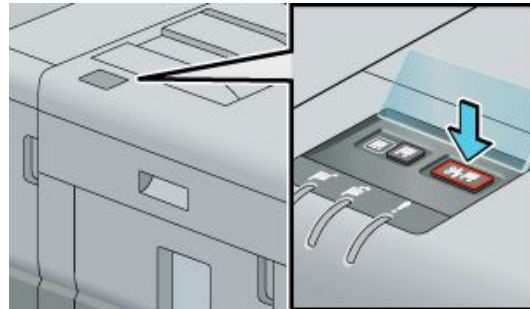
How do I clear a misfeed when L is displayed?

Follow the procedure below to remove the jammed paper.

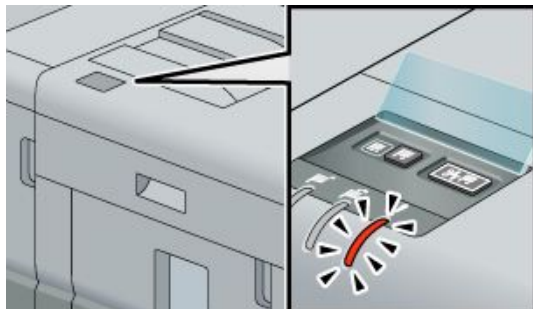
1. Open the stacker control panel cover.



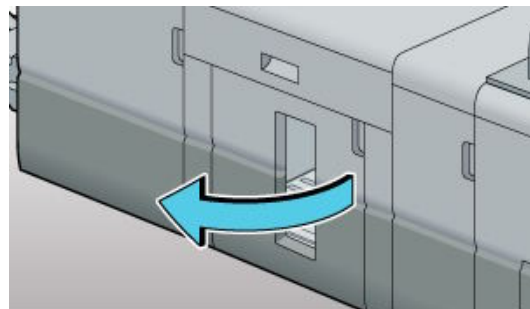
2. Press the button that is lit in red.



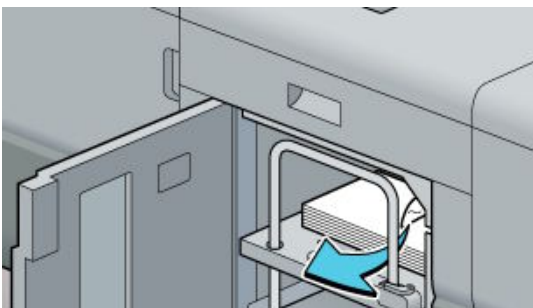
3. After the blue LED on the upper left blinks, check the red LED on the lower right lights up.



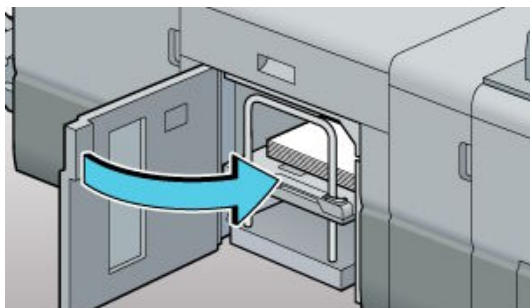
4. Open the high capacity stacker front cover.



5. Remove the paper that is visible in the paper output unit.



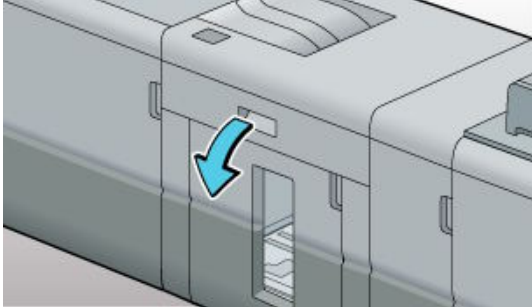
6. Close the high capacity stacker front cover.



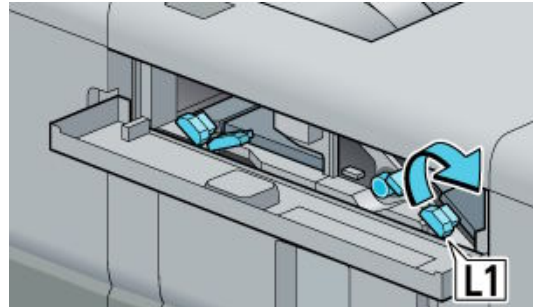
CIP Training 8300 Series

Misfeed L1 - L5

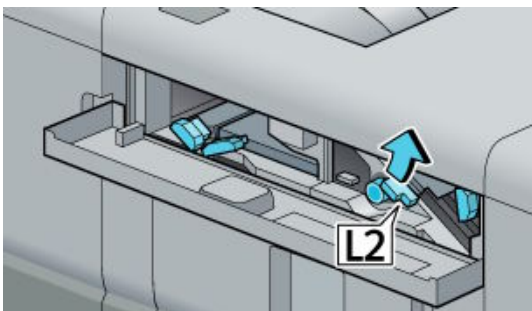
1. Open the high capacity stacker upper cover.



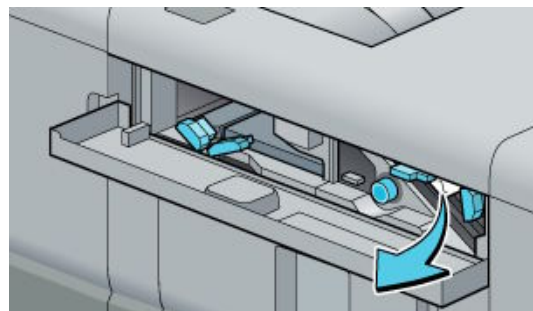
2. Open the L1 guide panel, and then remove misfed paper.



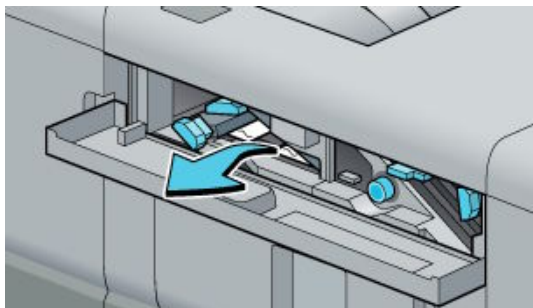
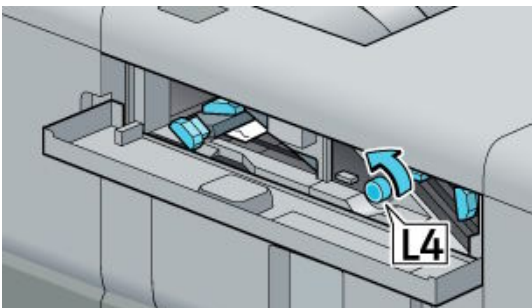
3. If you cannot remove misfeed paper open the L2 guide panel.



4. Remove the misfeed paper.

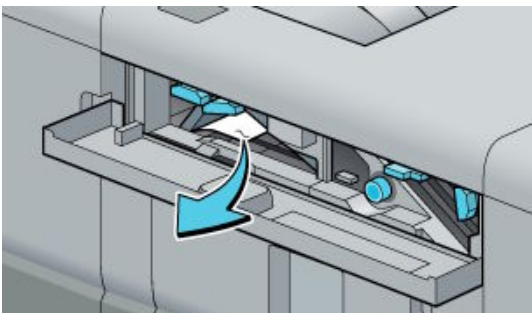
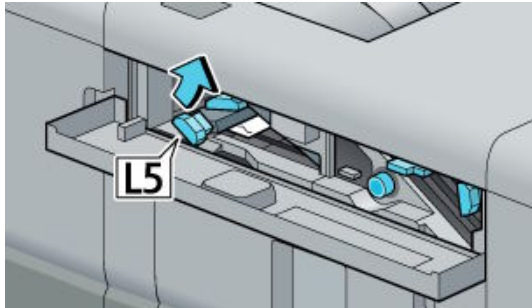


5. Turn the L4 knob counterclockwise and remove the visible misfeed paper.

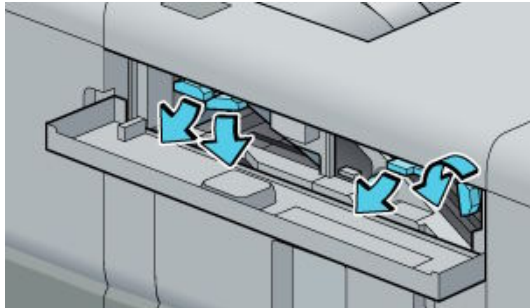


Misfeed L1 - L5

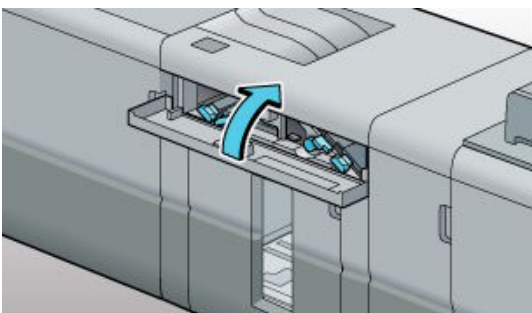
6. Open the L5 guide panel, and then remove misfed paper.



7. Close all L1, L2, L3, and L5 guide panels.



8. Close the upper cover of the high capacity stacker.

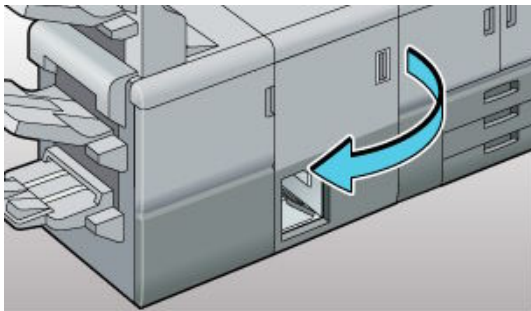


Misfeed Mc

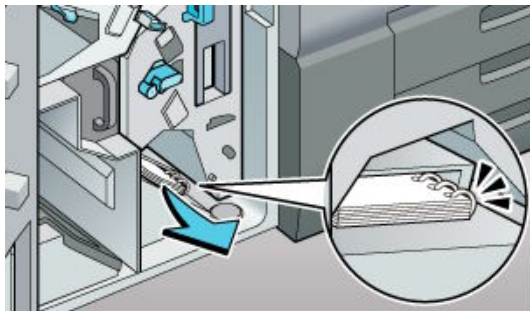
Misfeed: When Mc is displayed

How do I clear a misfeed when Mc is displayed? Follow the procedure below to remove the jammed paper.

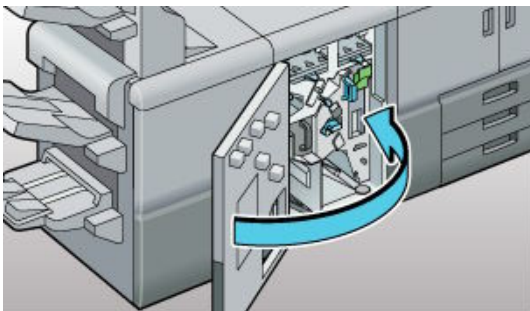
1. Open the ring binder front cover.



2. Remove the booklets from the paper exit.

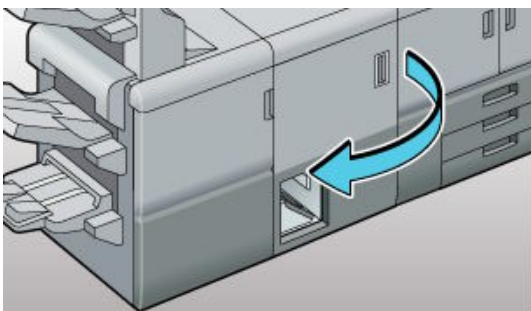


3. Close the ring binder front cover.



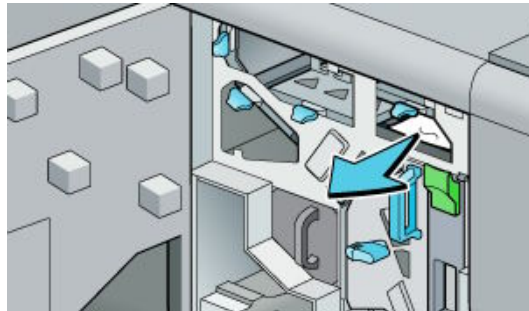
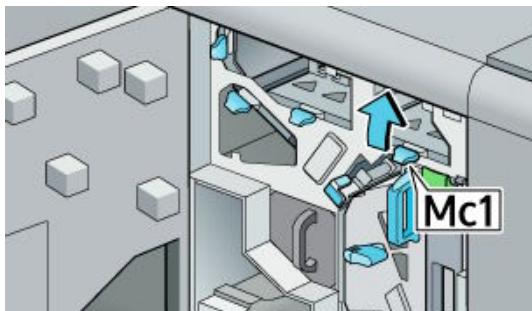
Misfeed: When Mc1 is displayed

1. Open the ring binder front cover.

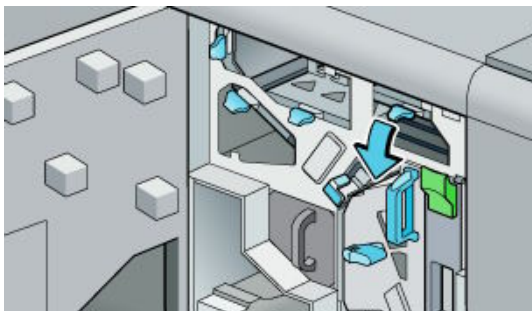


Misfeed Mc1

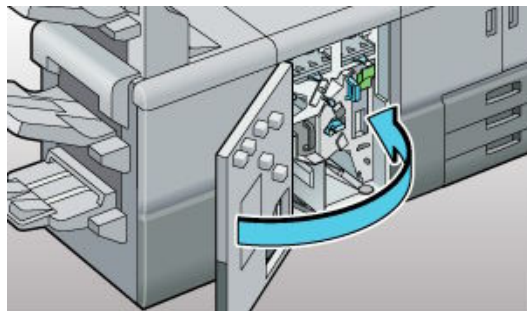
2. Raise lever Mc1, and then remove misfed paper.



3. Return lever Mc1 to its original position.

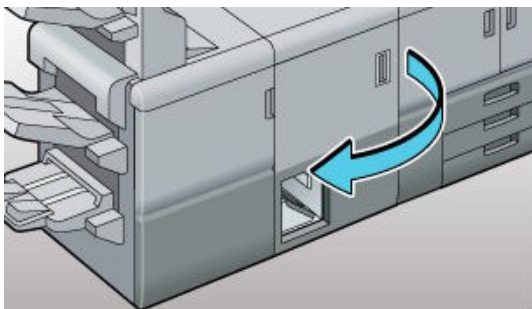


4. Close the ring binder front cover.

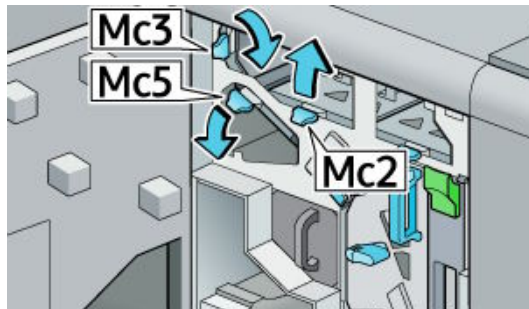


Misfeed: When Mc2 - Mc6 is displayed

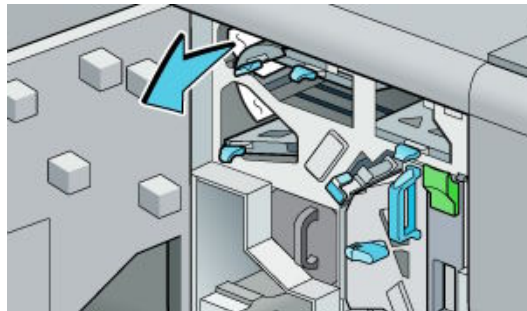
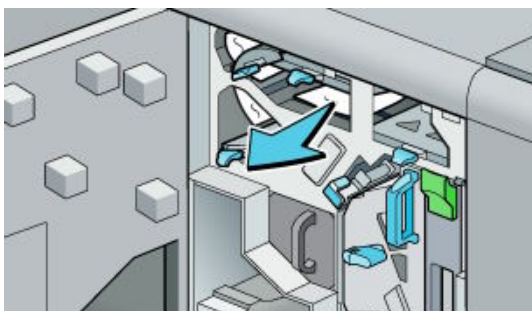
1. Open the ring binder front cover.



2. Release the lever Mc2, Mc3 and Mc5.



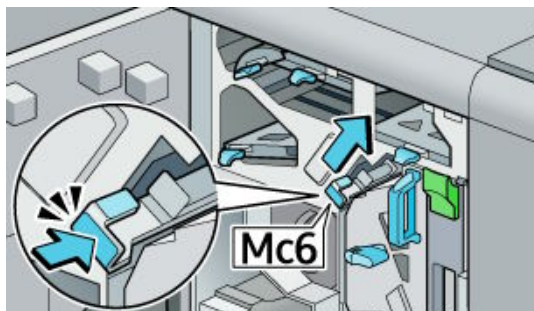
3. Remove the misfeed paper.



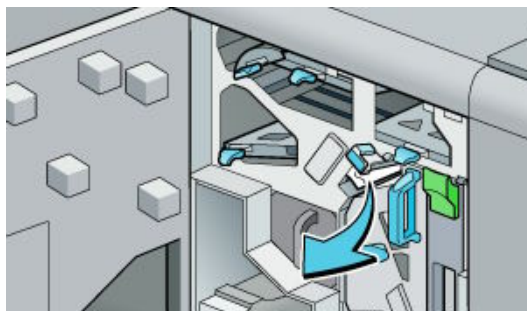
Misfeed Mc2 - Mc6

4. Press the button Mc6 to release the lock and raise the lever.

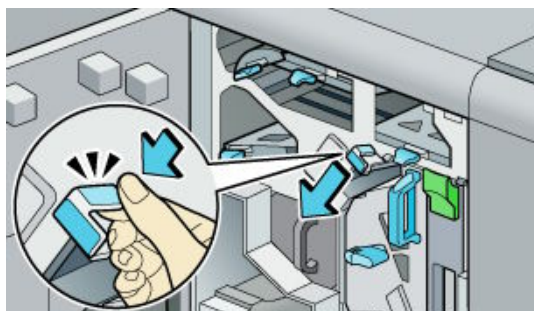
If you release the lock, the lever will automatically rise.



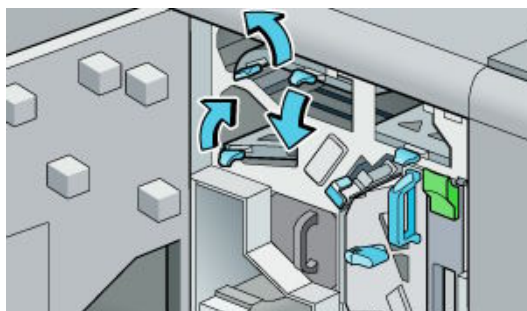
5. Remove the misfeed paper.



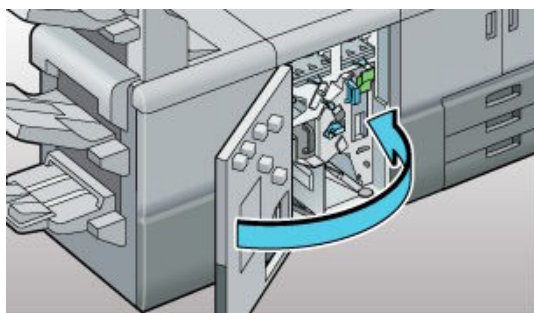
6. Lock by pushing down the return lever at the top of Mc6.



7. Return the lever Mc2, Mc3 and Mc5 to their original positions.



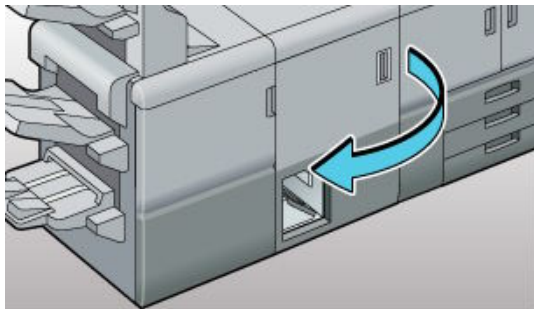
8. Close the ring binder front cover.



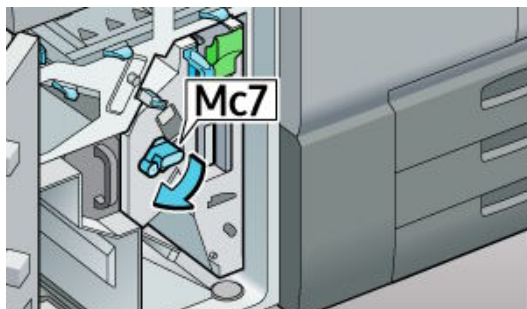
CIP Training 8300 Series

Misfeed Mc7 - Mc8

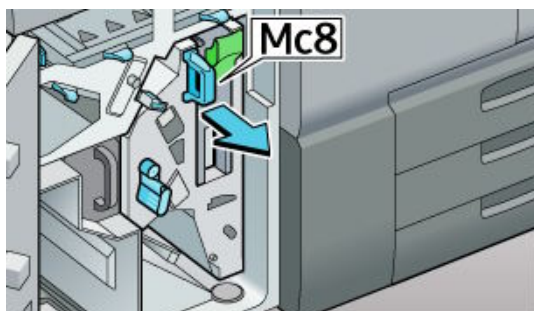
1. Open the ring binder front cover.



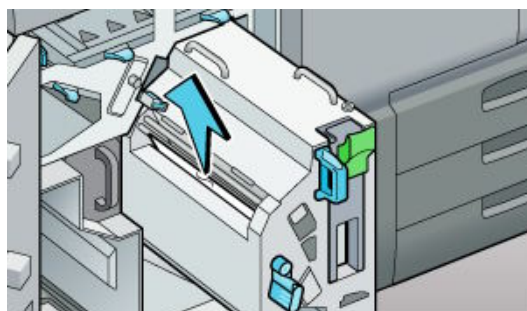
2. Pull down lever Mc7.



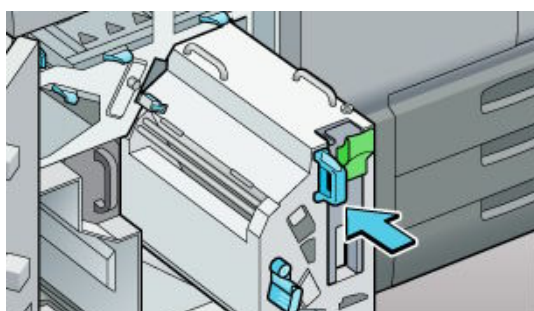
3. Hold the handle and pull out the unit Mc8.



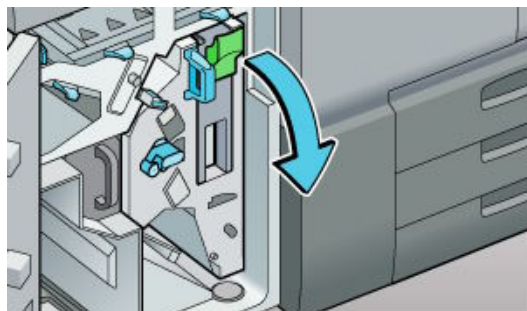
4. Remove the misfeed paper from the unit.



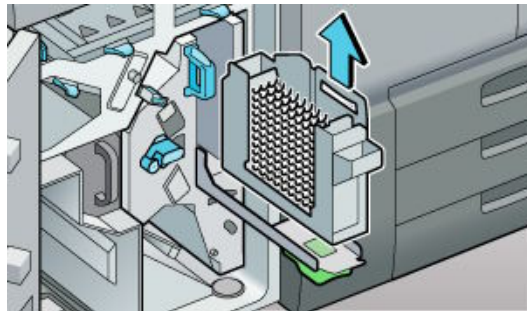
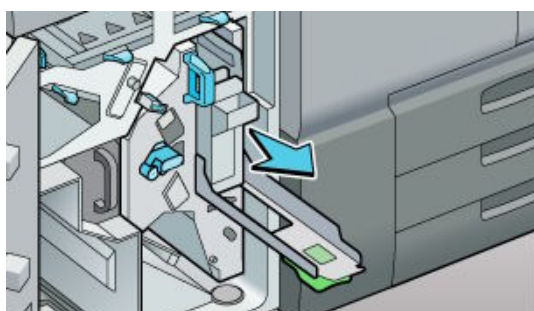
5. Slide the unit Mc8 in to the device.



6. Open the cartridge cover.

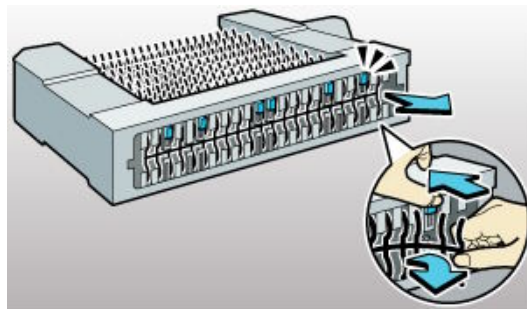
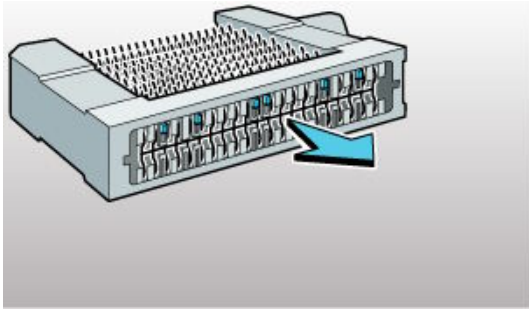


7. Pull out the ring cartridge.

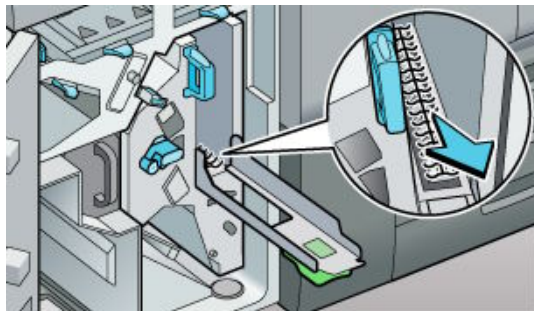


Misfeed Mc7 - Mc8

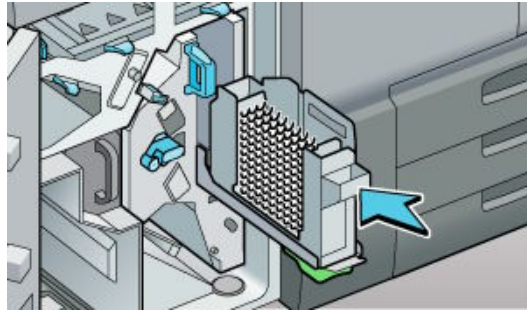
8. Remove any stuck rings from the bottom of the cartridge.



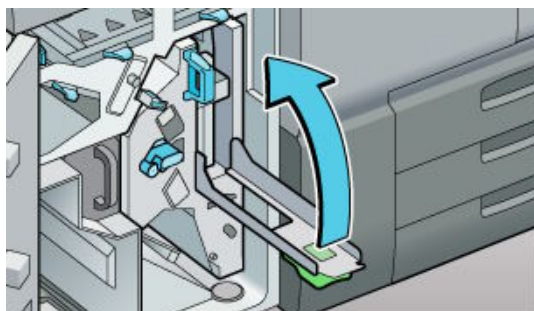
9. Remove any jammed rings.



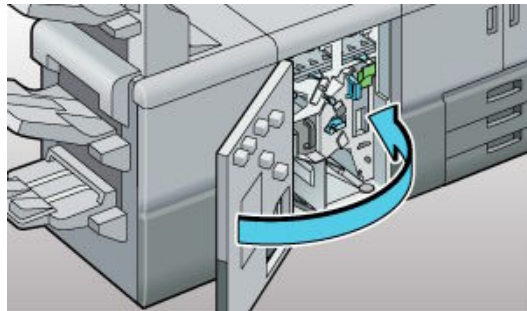
10. Return the ring cartridge to its original position.



11. Close the cartridge cover.



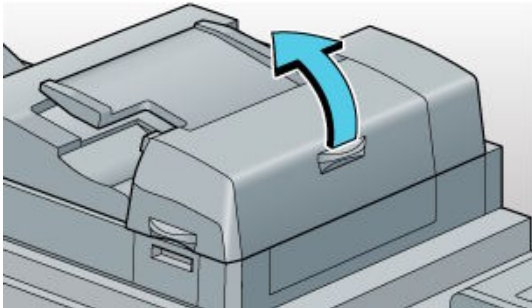
12. Close the ring binder front cover.



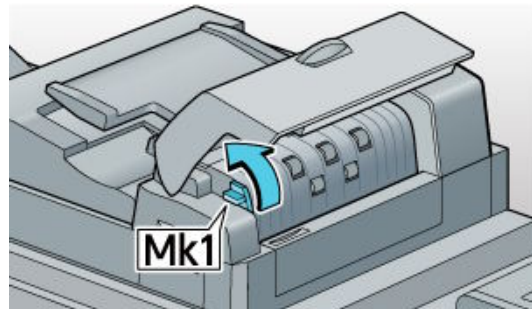
Misfeeds Mk1 or Mk2

Misfeed: When Mk1 or Mk2 is displayed

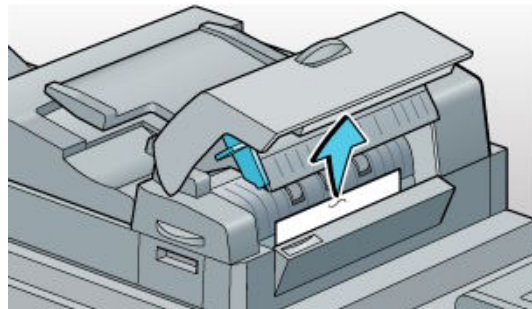
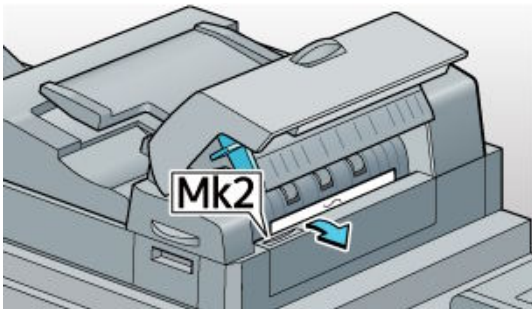
1. Open the perfect binder cover.



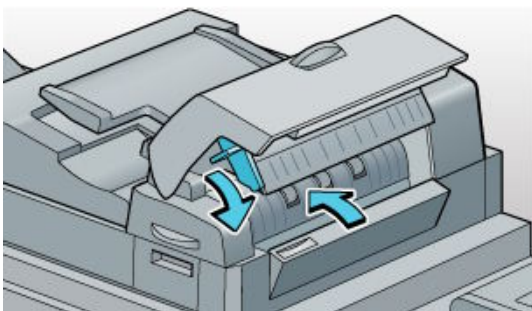
2. Hold the lever Mk1, and then open the guide panel.



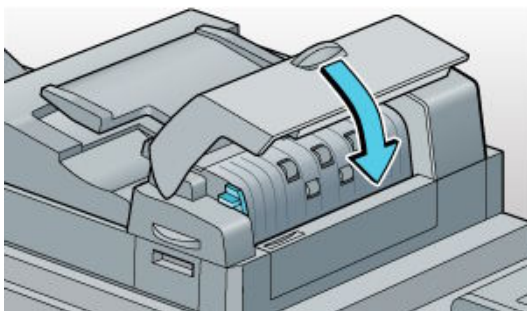
3. Open the Mk2 guide panel, and then remove misfed paper.



5. Close the Mk2 guide panel, and then lower the lever Mk1 to its original position.



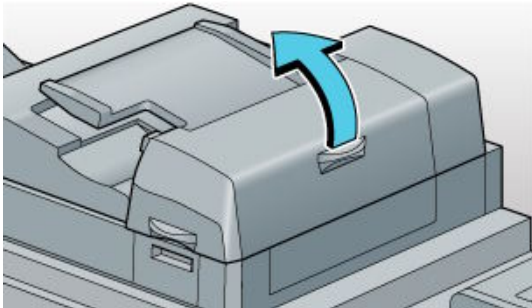
6. Close the perfect binder cover.



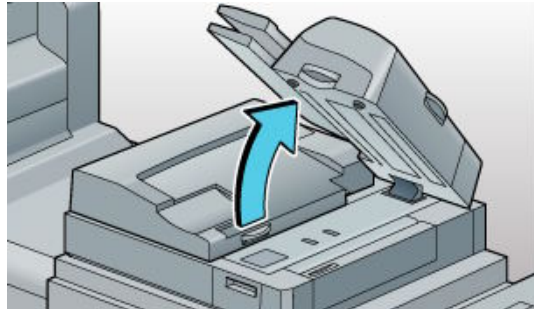
Misfeed Mk3 - Mk5

Misfeed: When Mk3 - Mk5 is displayed

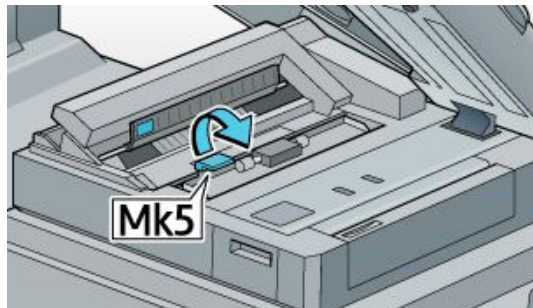
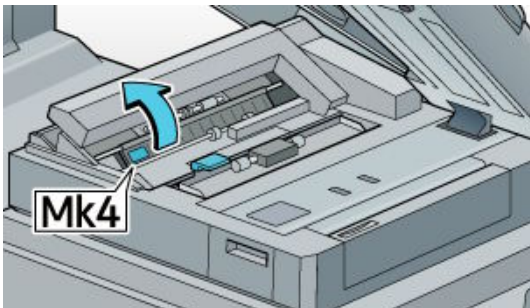
1. Open the perfect binder cover.



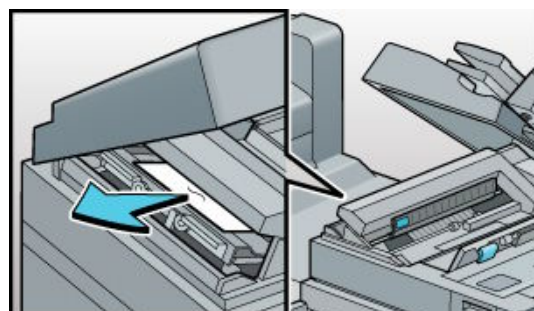
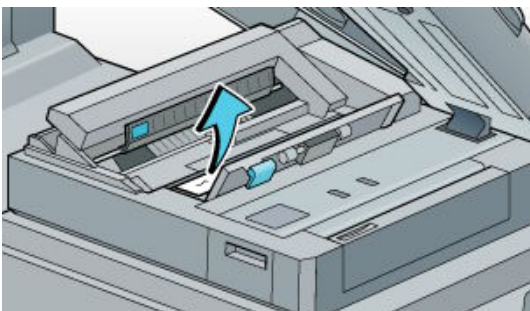
2. Pull up the Mk3 handle, and then open the cover.



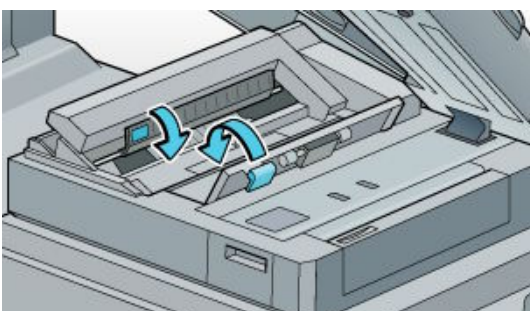
3. Open the Mk4 guide panel to the left, and then Mk5 lever to the right.



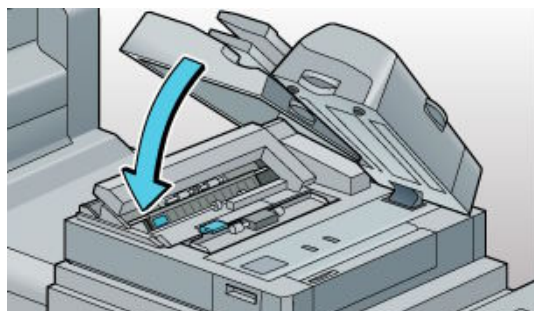
4. Remove misfed paper.



5. Close the Mk4 guide panel and return the Mk5 lever to its original position.

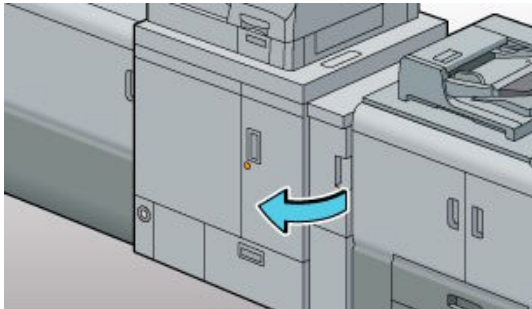


6. Close the Mk3 cover and perfect binder interposer.

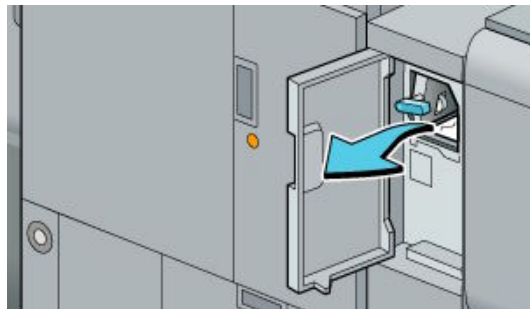
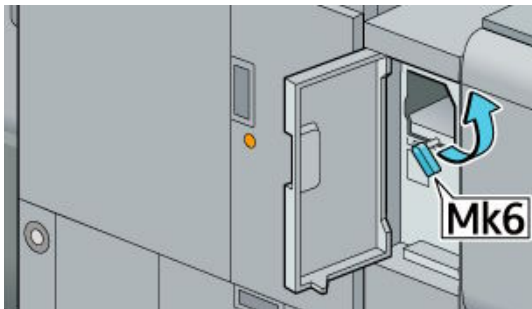


Misfeed Mk6

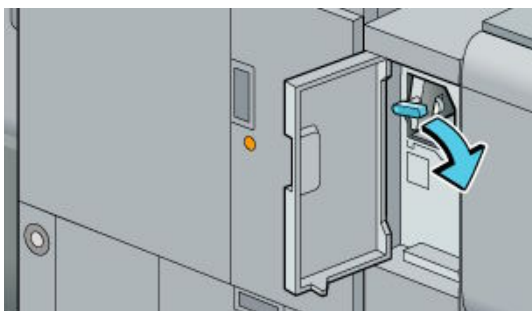
1. Open the front cover of the unit (to the right of the perfect binder).



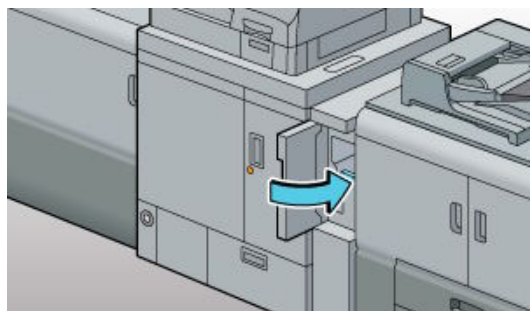
2. Raise the lever Mk6, and then remove misfed paper.



3. Return the lever Mk6 to its original position.

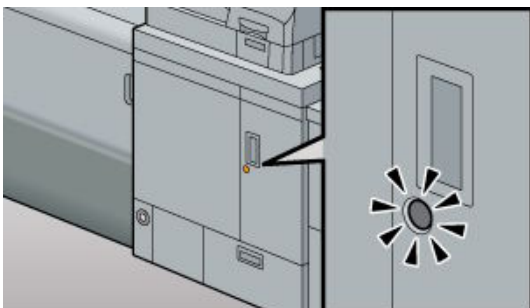


4. Close the front cover of the unit.

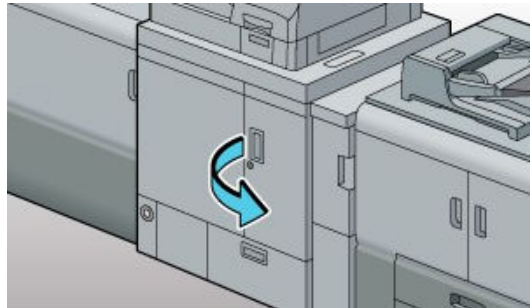


Misfeed: When Mk7 - Mk11 is displayed

1. Check that the LED on the front right cover of the perfect binder is unlit.



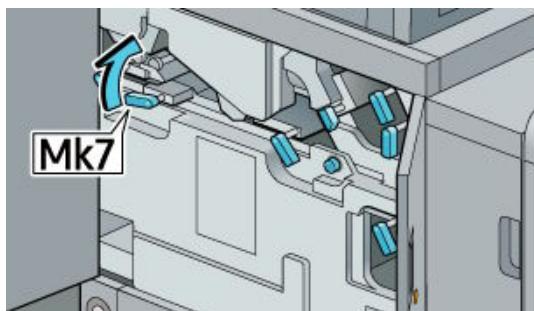
2. Open the front right and front left covers of the perfect binder.



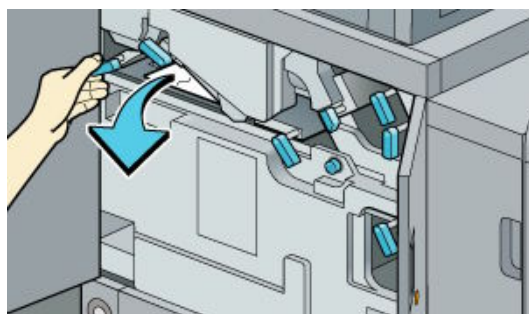
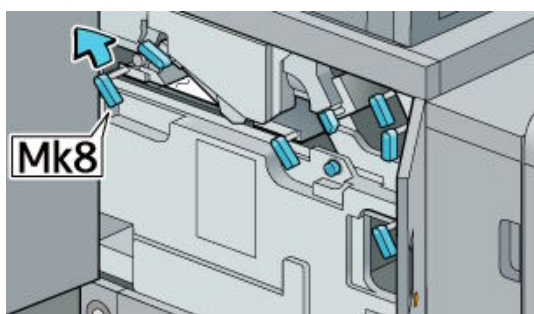
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Misfeed Mk7 - Mk11

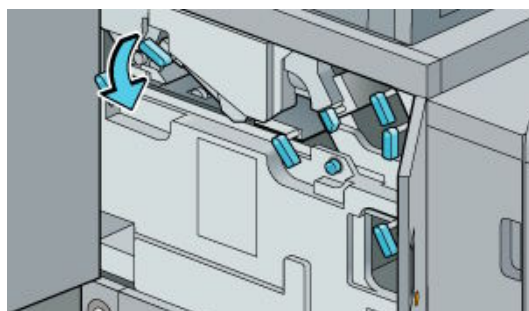
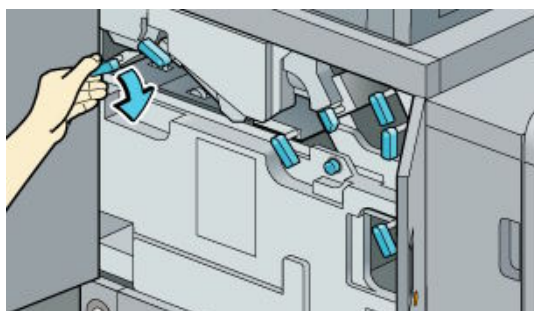
3. Raise the lever Mk7, and then open the guide panel.



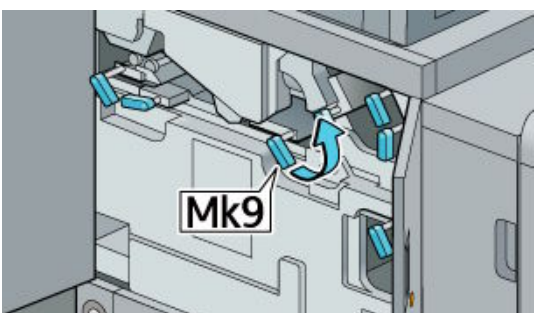
4. Raise the lever Mk8 counterclockwise, and then remove misfed paper.



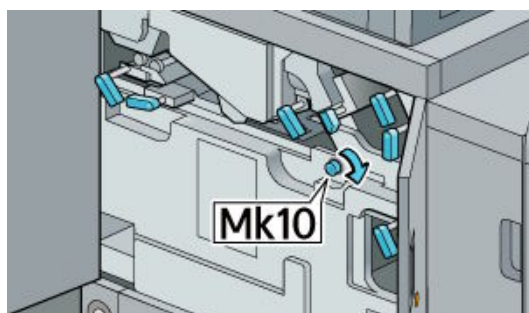
5. Return the lever Mk8 and Mk7 to their original positions.



6. Raise the lever Mk9 and then open the guide panel.

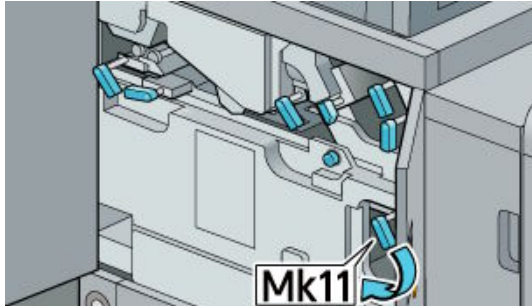


7. Turn the knob Mk10 clockwise, and then remove misfed paper.

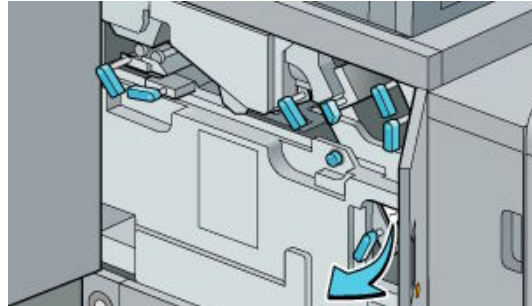


Misfeed Mk7 - Mk11

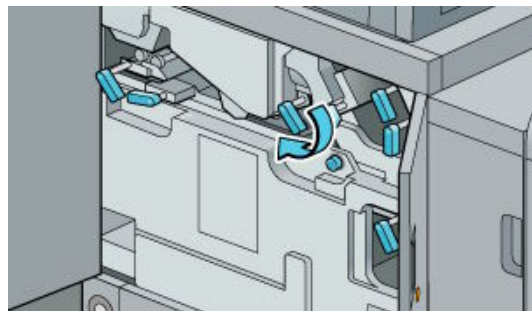
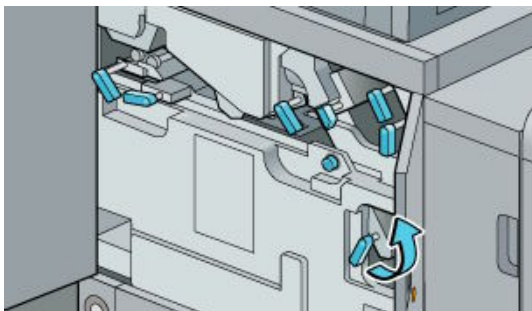
8. Lower the lever Mk11, and then open the guide panel.



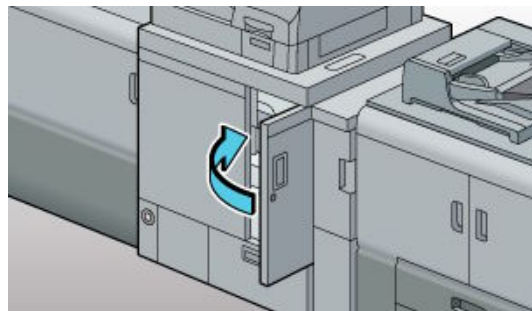
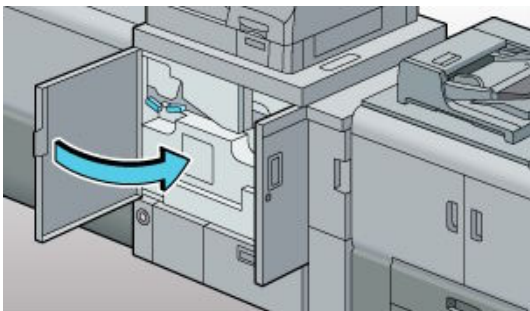
9. Remove misfeed paper.



10. Return the levers Mk11 and Mk9 to their original positions.

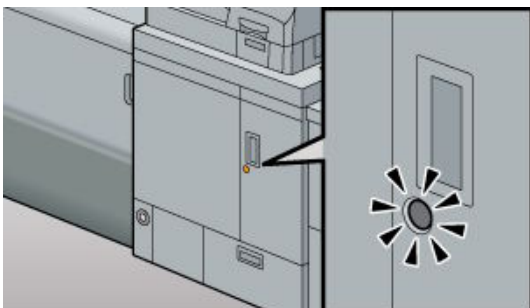


11. Close the front left and front right covers of the perfect binder.

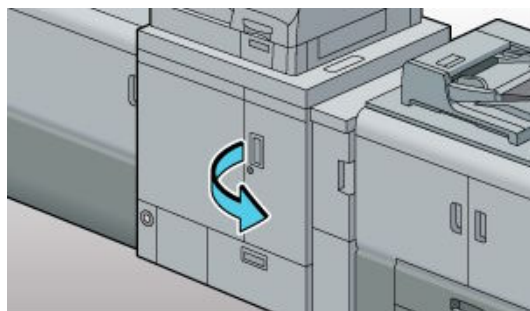


Misfeed: When Mk12 - Mk14 is displayed

1. Check that the LED on the front right cover of the perfect binder is unlit.



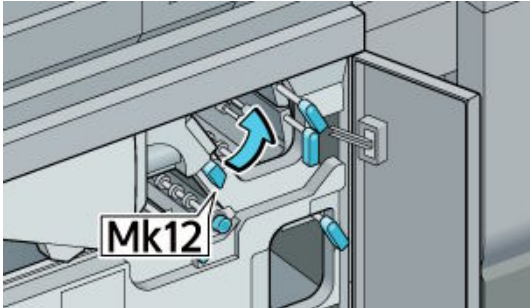
2. Open the front right and front left covers of the perfect binder.



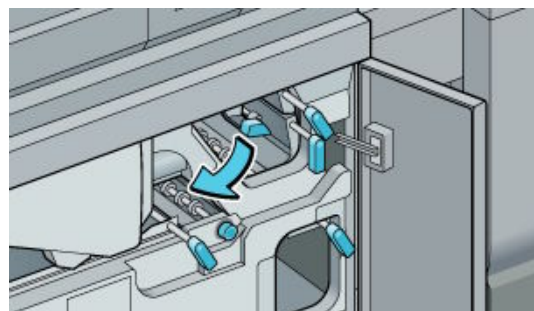
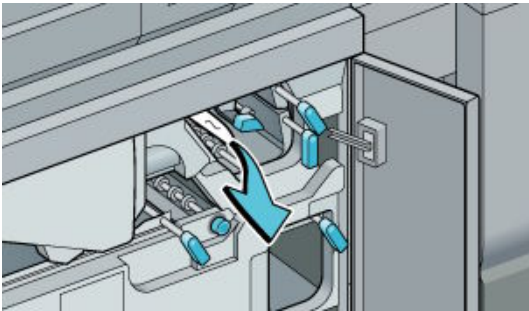
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Misfeed Mk12 - Mk14

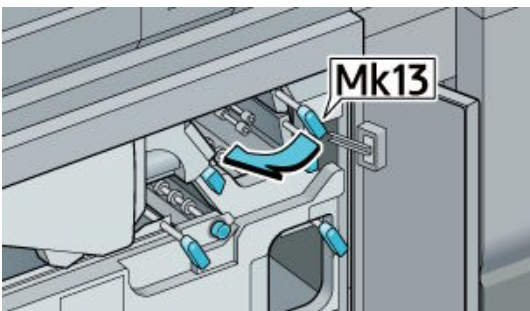
3. Raise the lever Mk12 , and then open the guide panel.



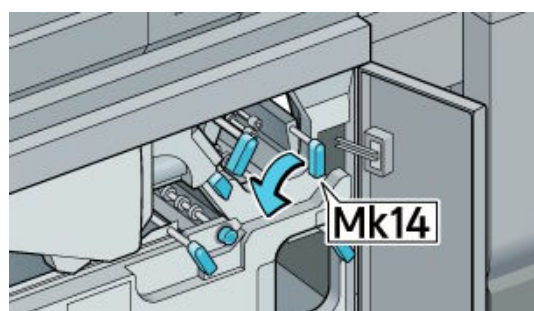
4. Remove the misfed paper, and then return lever Mk12 to its original position.



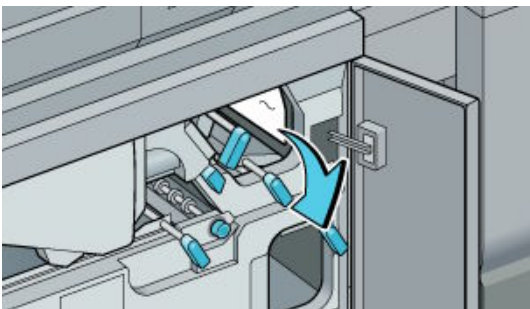
5. Turn the lever Mk13 clockwise, and then open the guide panel.



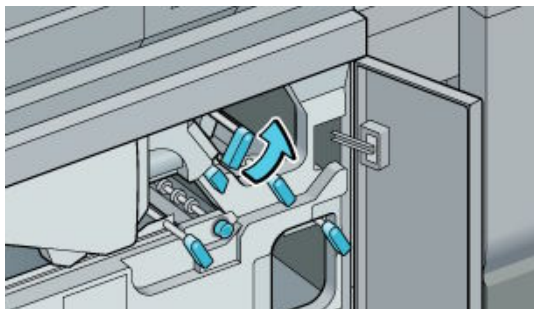
6. Turn the knob Mk14 counterclockwise and then open the guide panel.



7. Remove misfed paper.



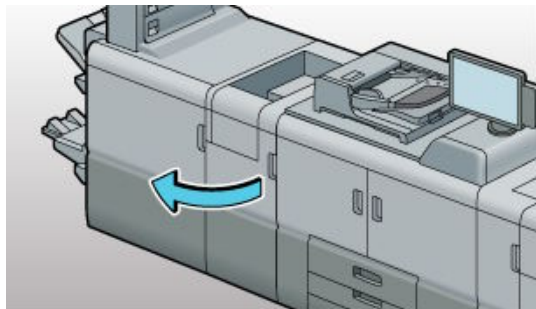
8. Return levers Mk14 and Mk13 to their original positions.



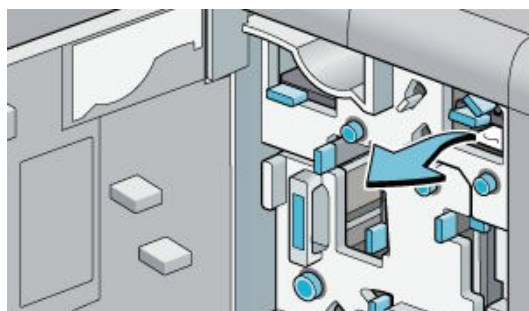
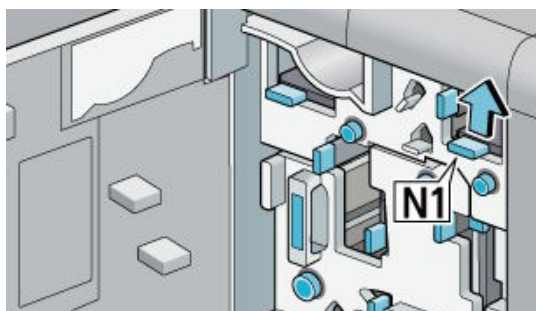
9. Close the front left and front right covers of the perfect binder.

Misfeed N1 - N5

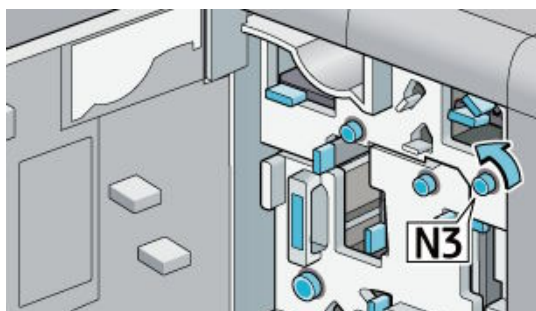
1. Open the multi-folding unit front cover.



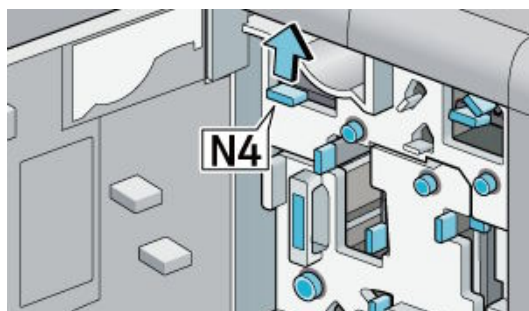
2. Open the N1 guide panel (which brings up N2 guide panel, as well), and then remove the misfeed paper.



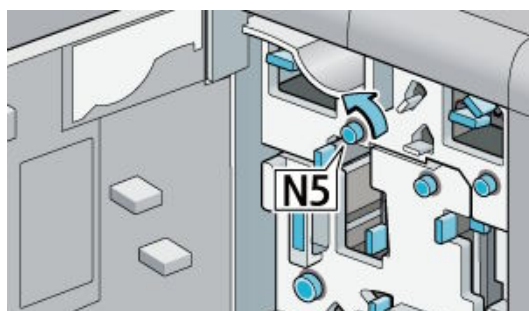
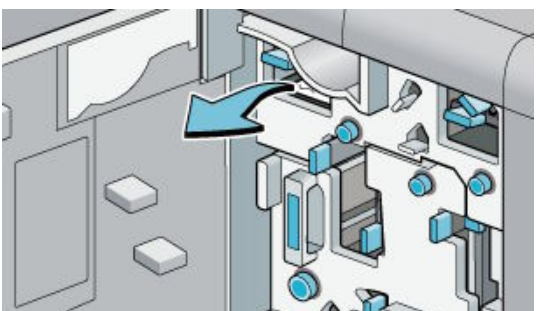
3. Turn the knob N3 to counterclockwise for 17 to 18 times.



4. Open the N4 guide panel, and then turn the knob N5 counterclockwise for 15 to 16 times.

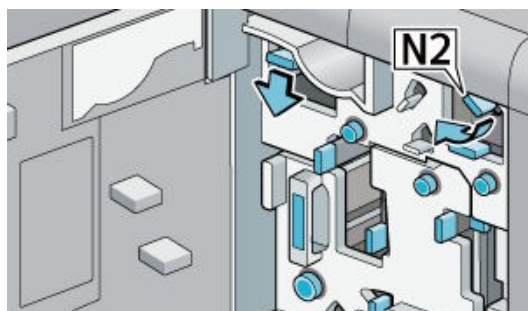
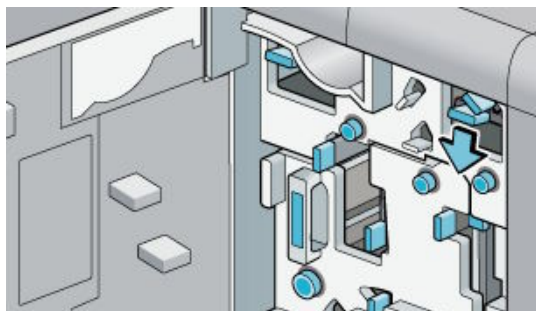


5. Remove the misfed paper.

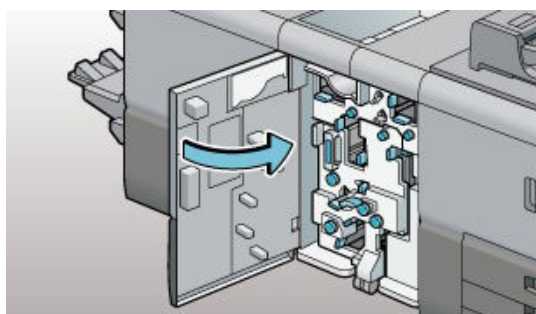


Misfeed N1 - N5

6. Return the N1, N2 and N4 guide panel to their original positions.

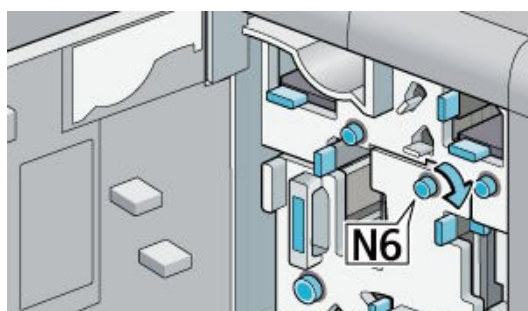
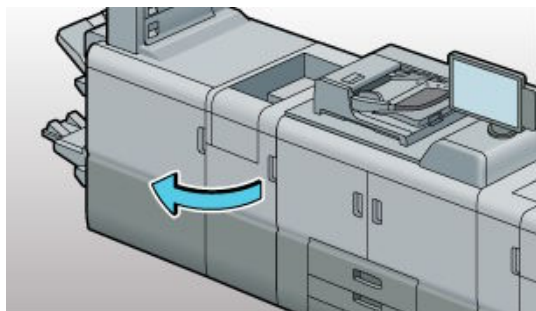


7. Close the multi-folding unit front cover.

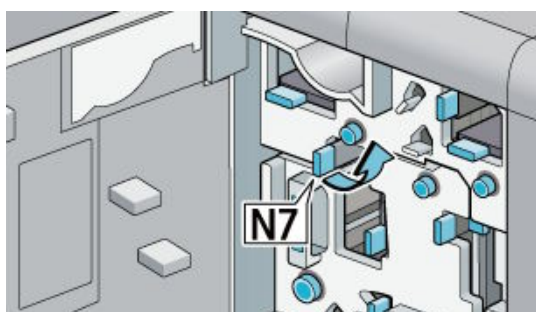


Misfeed: When N6 - N22 is displayed

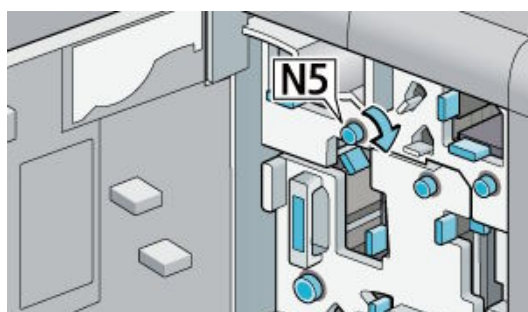
1. Open the multi-folding unit front cover, and then turn the knob N6 to the clockwise for 15 to 16 times.



2. Open the N7 guide panel.



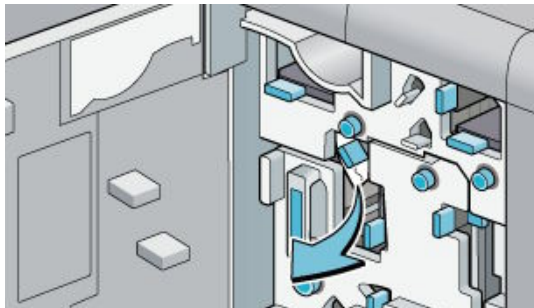
3. Turn the knob N5 clockwise for 15 to 16 times.



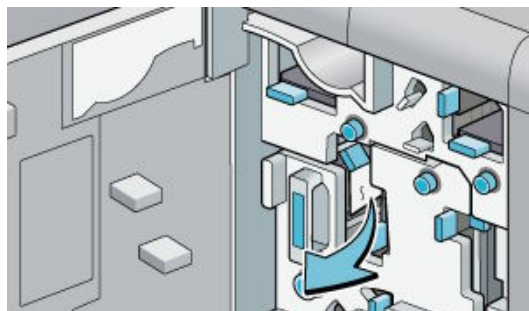
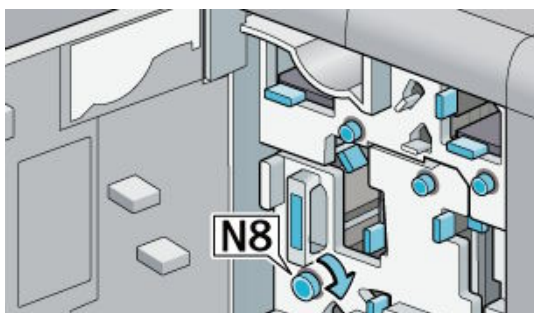
CIP Training 8300 Series

Misfeed N6 - N22

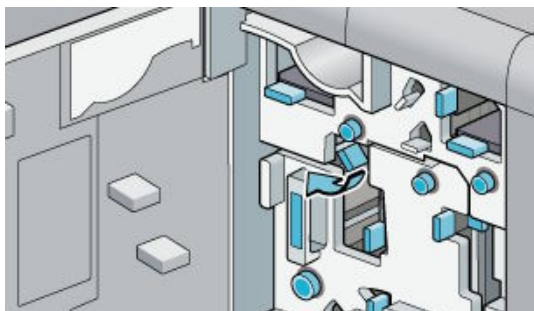
4. Remove the misfed paper.



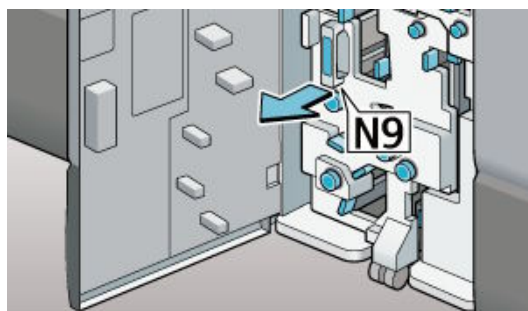
5. Turn the knob N8 clockwise for 21 to 22 times, and then remove the misfed paper.



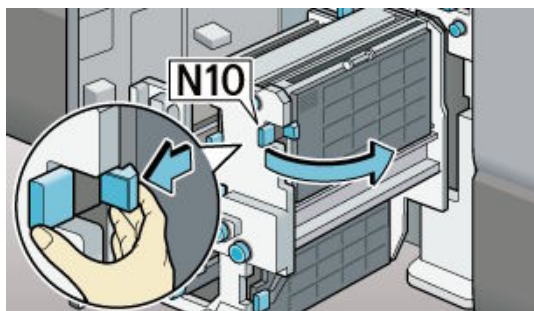
6. Return the lever N7 to its original position.



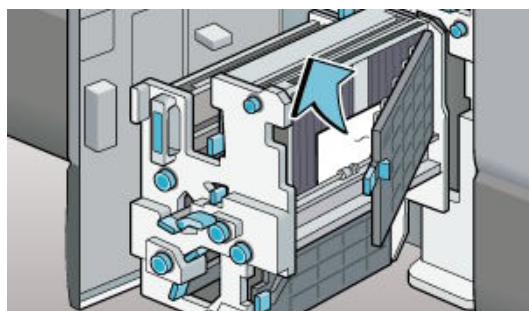
7. Hold the handle N9, and then pull out the unit.



8. Pull the N10 towards you and hold it to release the lock, and then open the guide panel.

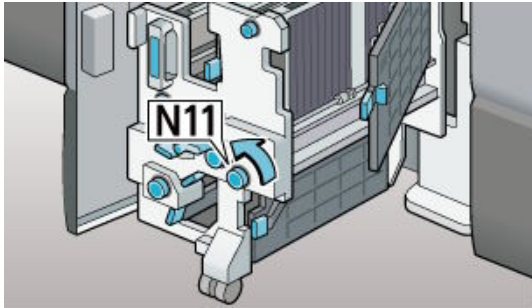


9. Remove the misfeed paper.

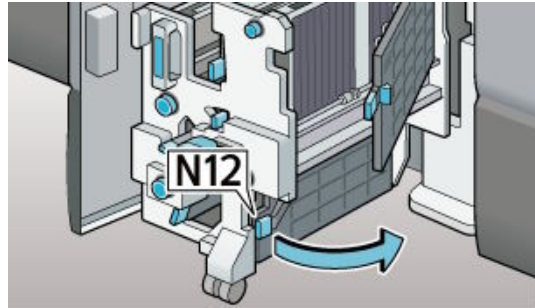
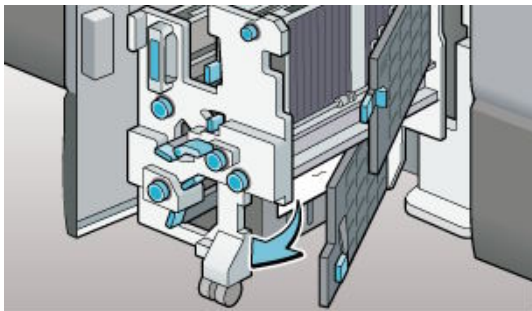


Misfeed N6 - N22

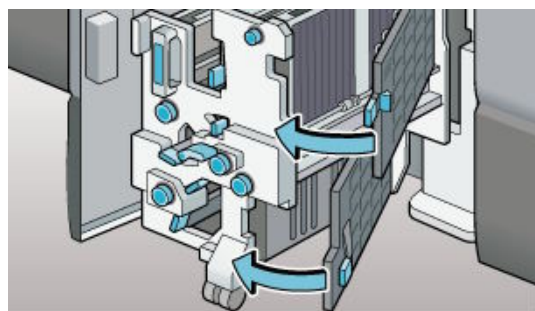
10. Turn the knob N11 counterclockwise, and then open the cover N12.



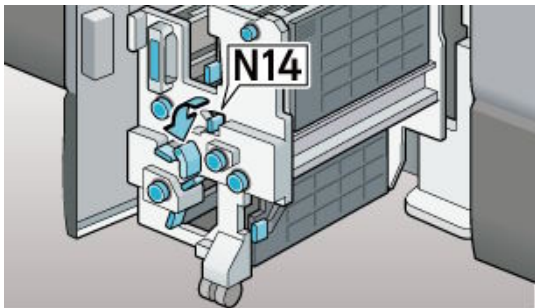
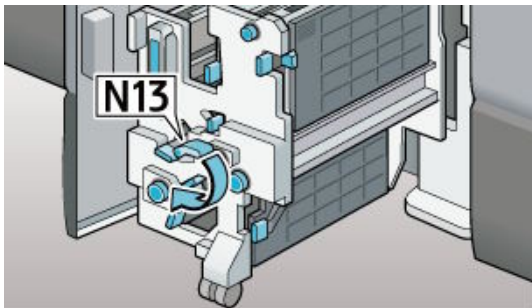
11. Remove the misfeed paper.



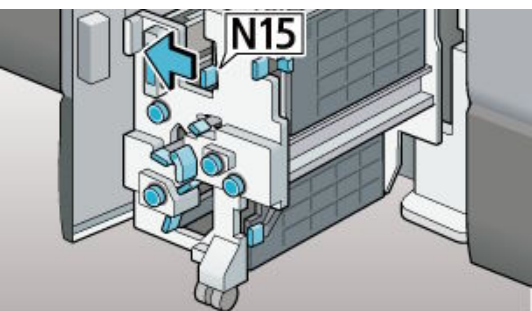
12. Close the N10 and N12 guide panel.



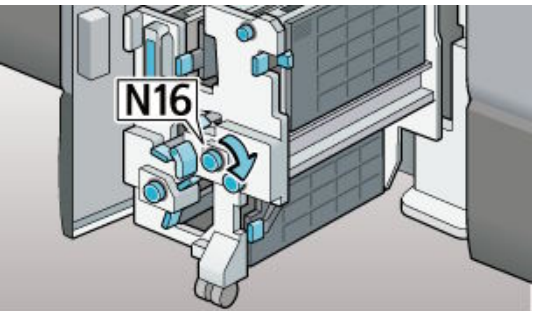
13. Hold down the lever N13, and then lower the N14 guide panel.



14. Open the N15 guide panel to the left.



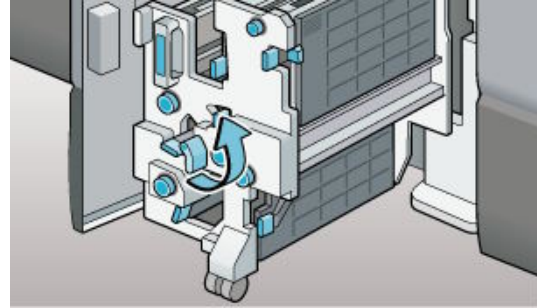
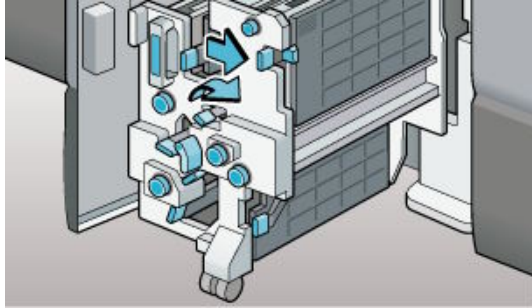
15. Turn the knob N16 clockwise for 7 to 8 times, and then remove misfeed paper.



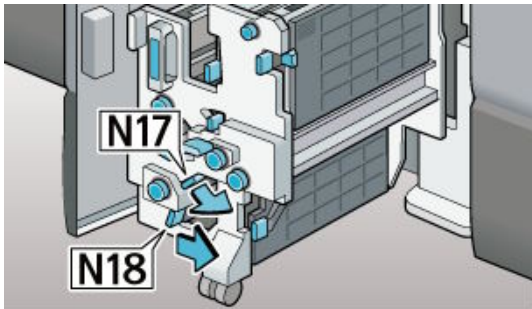
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Misfeed N6 - N22

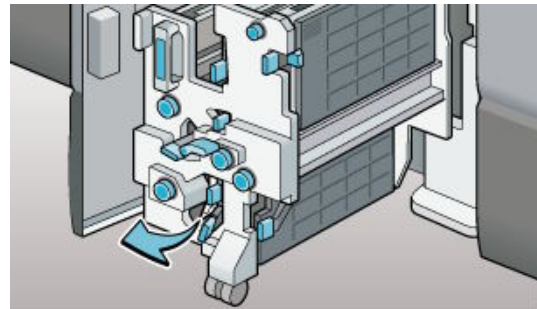
16. Close the N14 and N15 guide panel, and then hold up the lever N13.



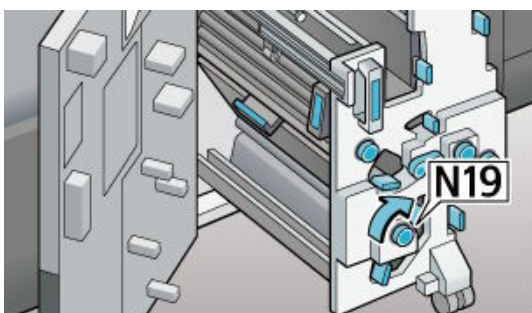
17. Open the N17 and N18 guide panels.



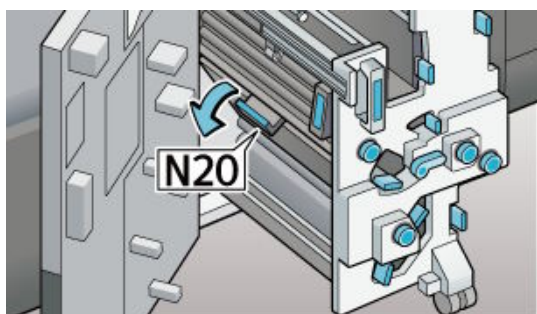
18. Remove the misfeed paper, and then close the N17 and N18 guide panels.



19. Turn the knob N19 clockwise for 8 to 9 times.

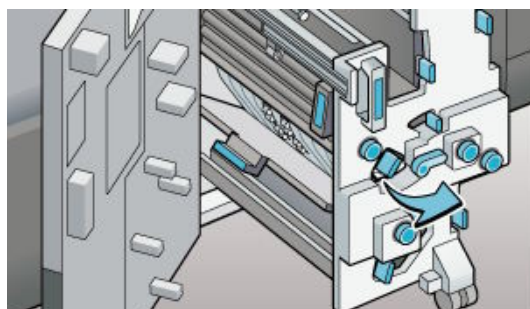
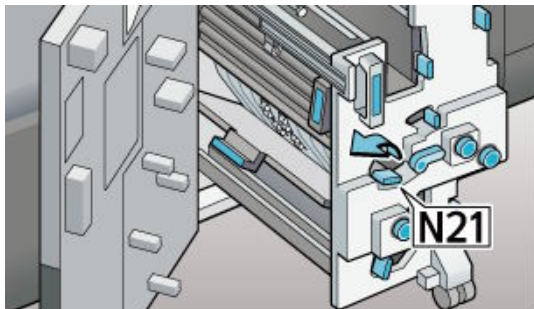


20. Pull the N 20 toward you and open the guide panel to remove the misfed paper.

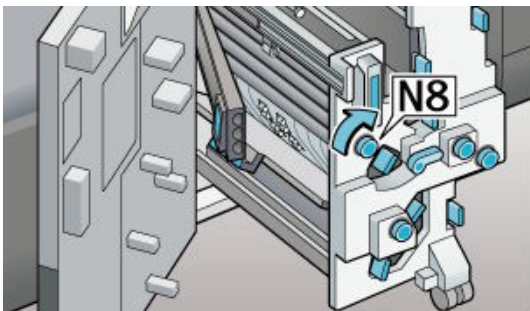
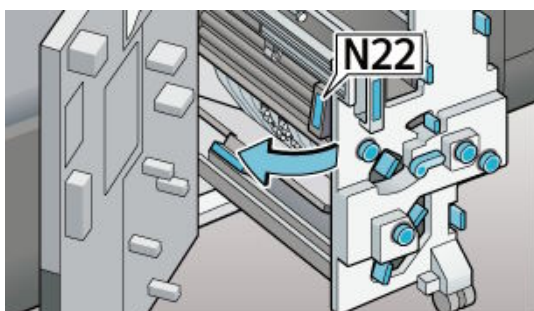


Misfeed N6 - N22

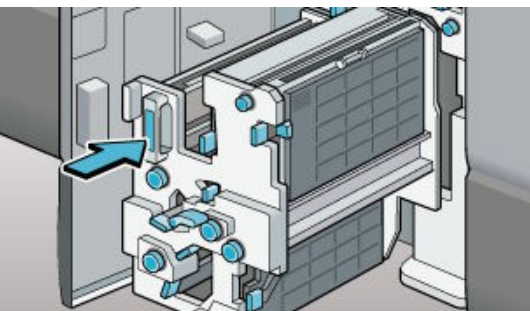
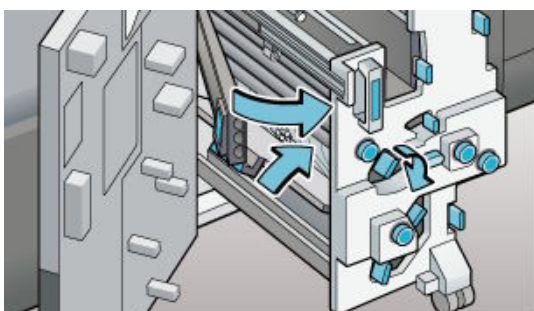
21. Open the N21 guide panel, and then remove the misfed paper.



22. Open the cover N22, and then turn the knob N8 clockwise for 21 to 22 times.

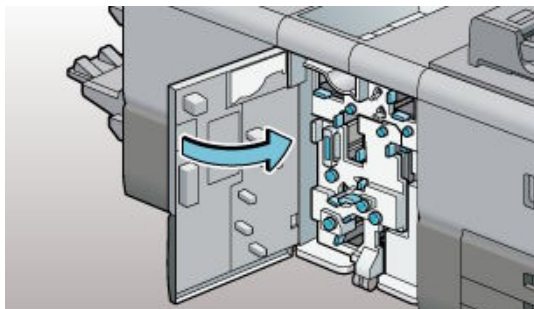


23. Close the cover N22, and then N21, N20 guide panels.



24. Hold the lever N9 and then slide the unit in to device.

25. Close the multi-folding unit front cover.



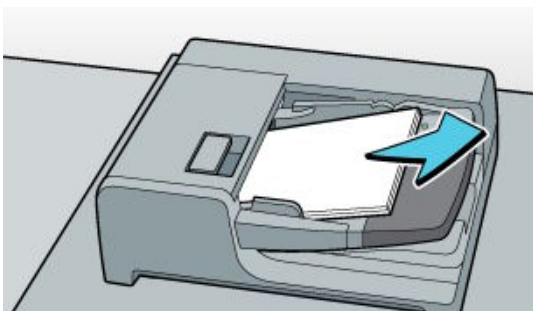
Misfeed P

Misfeed: When P is displayed

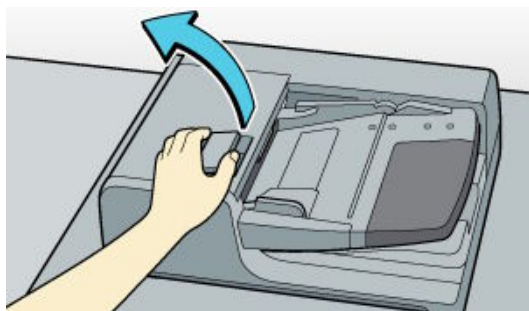
How do I clear a misfeed when P is displayed?

Follow the procedure below to remove the jammed paper.

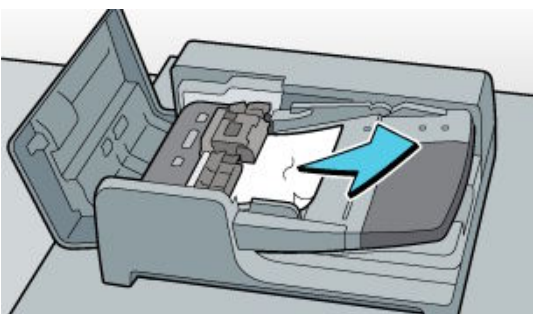
1. Remove the misfed originals from the Auto Document Feeder (ADF).



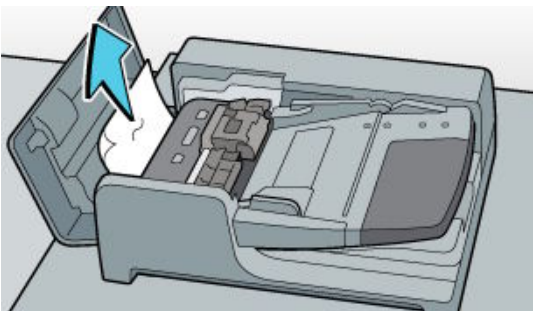
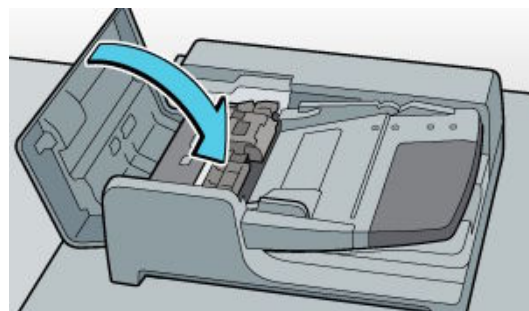
2. Open the ADF cover.



3. Remove the misfed original.

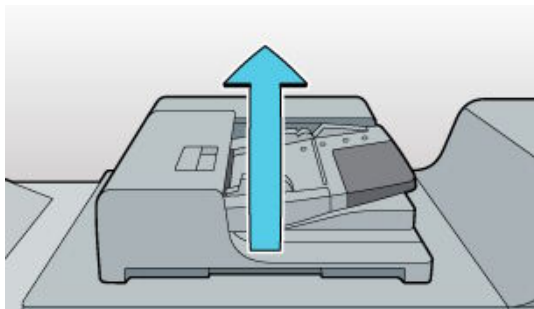


4. Close the ADF cover.

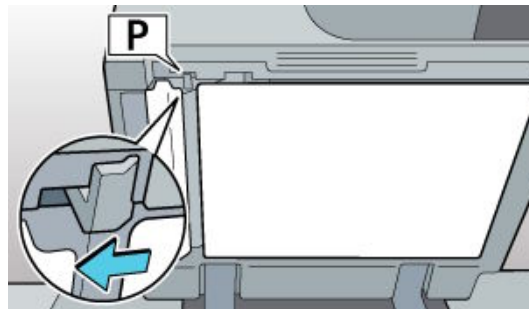


Misfeed P

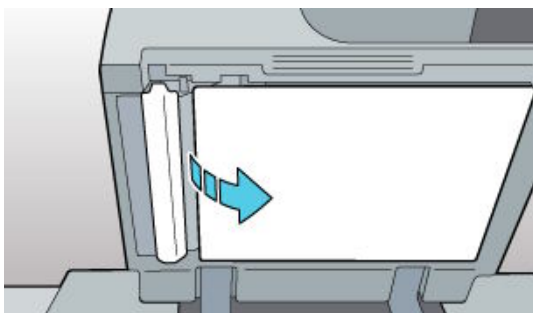
5. If you cannot remove the misfed original, open the ADF.



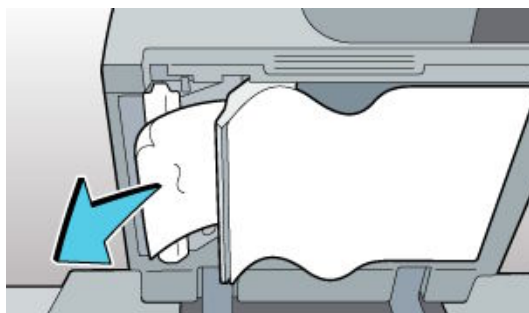
6. Slide lever P.



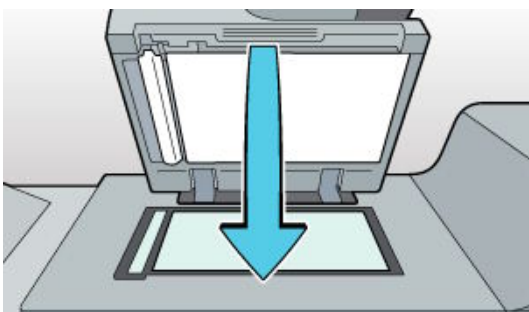
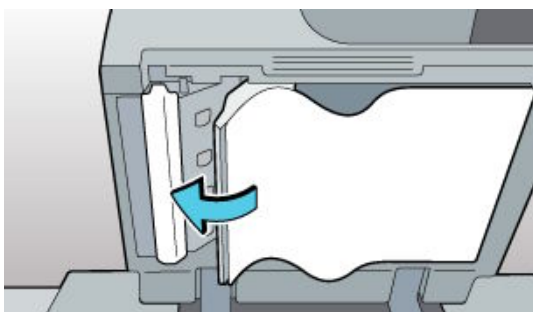
7. Open the cover.



8. Remove the misfed original.



9. Close the cover and ADF.

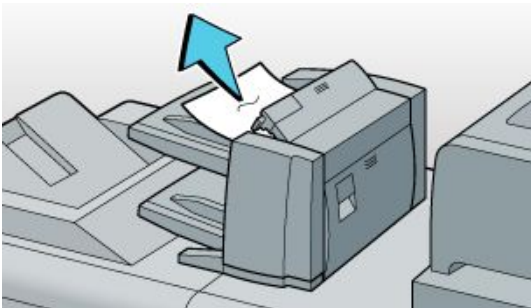


Misfeed Q1

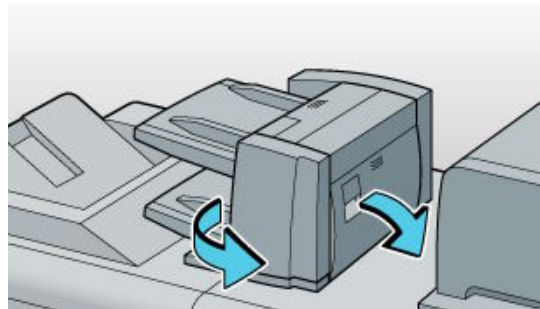
Misfeed: When Q1 is displayed

How do I clear a misfeed when Q1 is displayed? Follow the procedure below to remove the jammed paper.

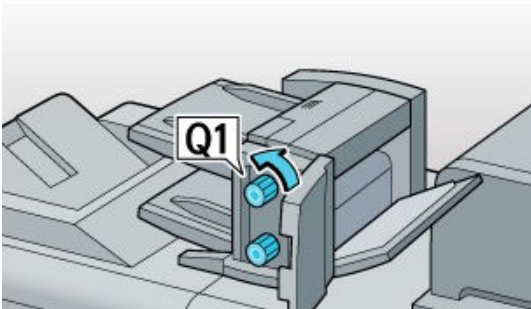
1. Remove the misfed paper from the interposer upper tray.



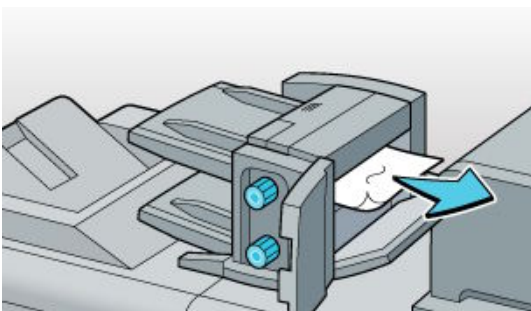
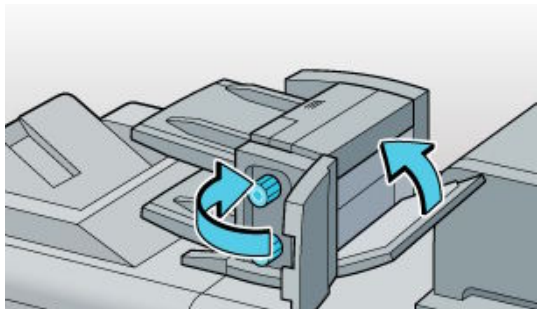
2. Open the interposer main cover and right cover.



3. Turn the knob Q1 to counterclockwise, and then remove the misfed paper.

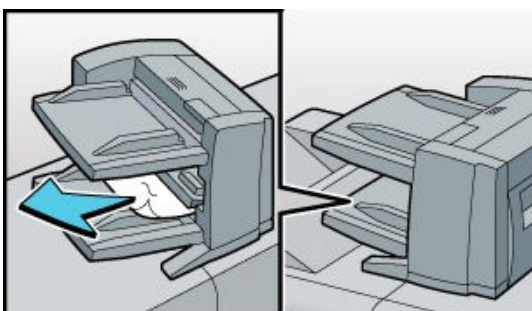


4. Close the interposer main cover and right cover.

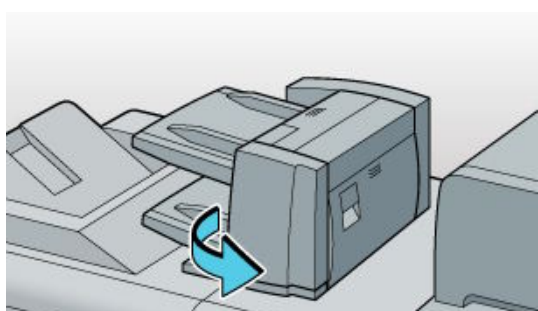


Misfeed: When Q2 - Q3 is displayed

1. Remove the misfed paper from the interposer lower tray.



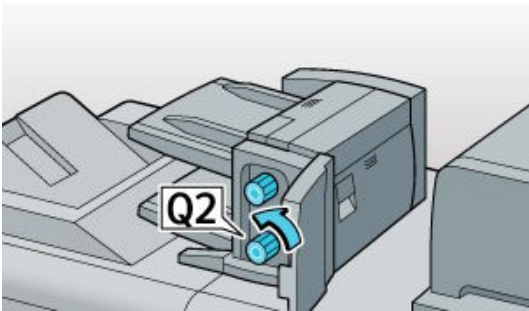
2. Open the interposer main cover.



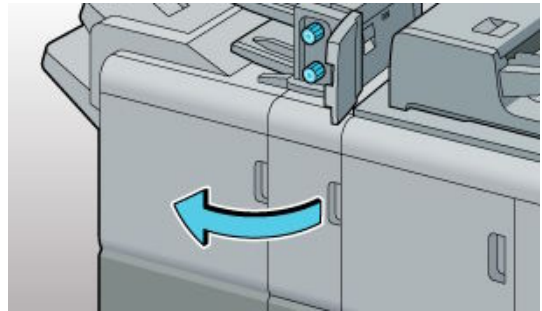
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Misfeed Q2 - Q3

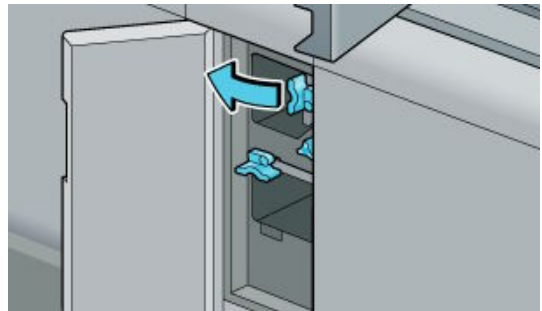
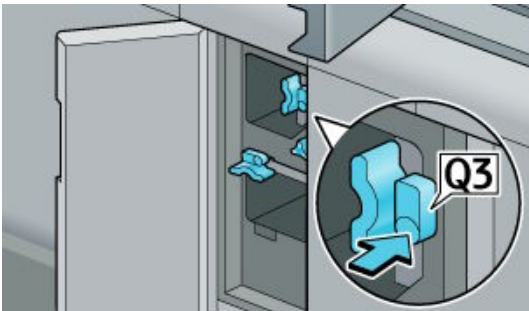
3. Turn the knob Q2 to counterclockwise.



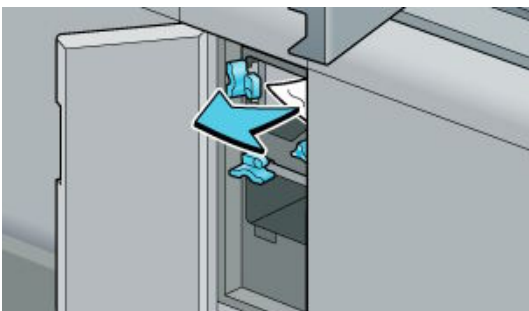
4. Open the interposer front cover.



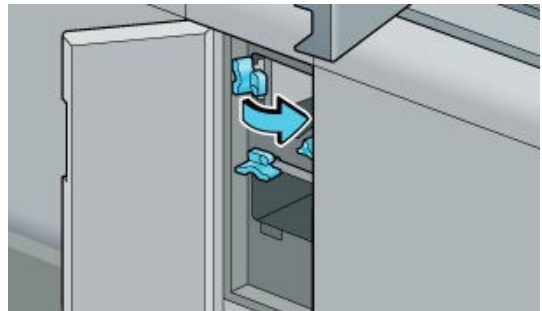
5. Press Q3, and then open the guide panel.



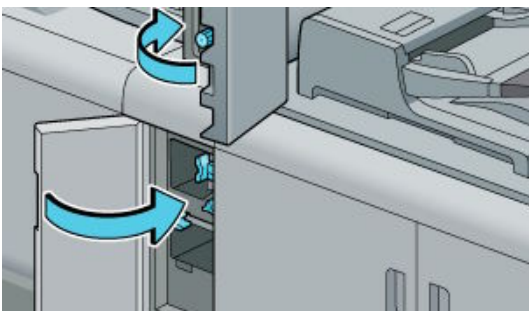
6. Remove the misfed paper.



7. Slide the guide panel to its original position.



8. Close the interposer main cover and front cover.

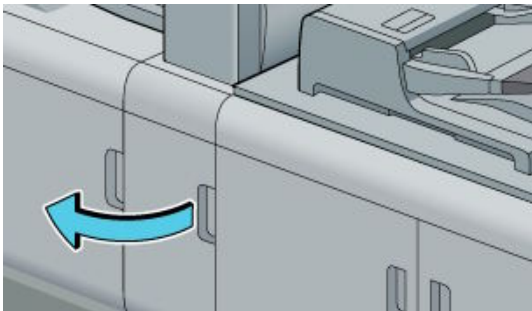


Misfeed Q3 - Q6

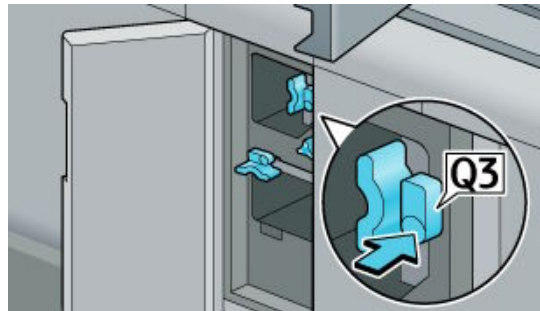
Misfeed: When Q3 - Q6 is displayed

How do I clear a misfeed when Q3 - Q6 is displayed?
Follow the procedure below to remove the jammed paper.

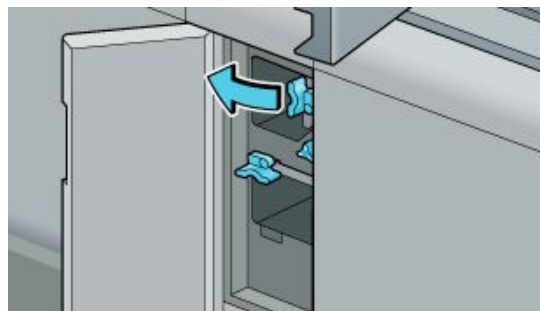
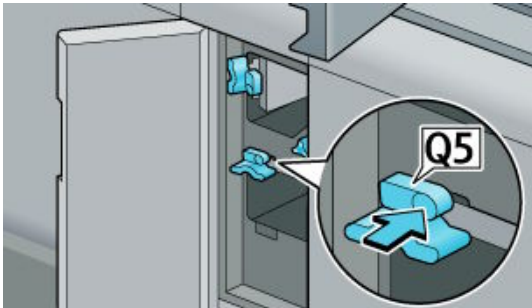
1. Open the interposer main cover.



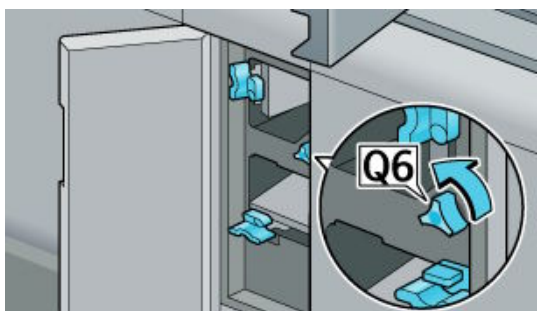
2. Press Q3, and then open the guide panel.



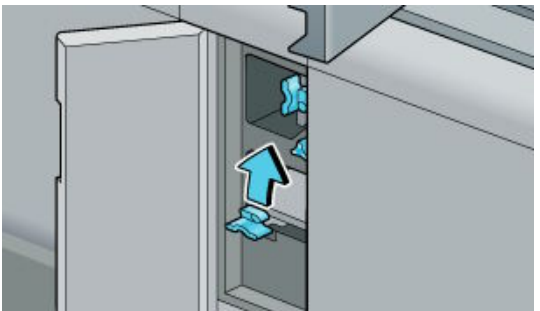
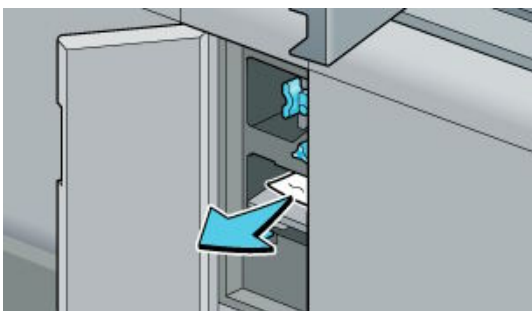
3. Press Q5, and then open the guide panel.



4. Turn the knob Q6 counterclockwise.

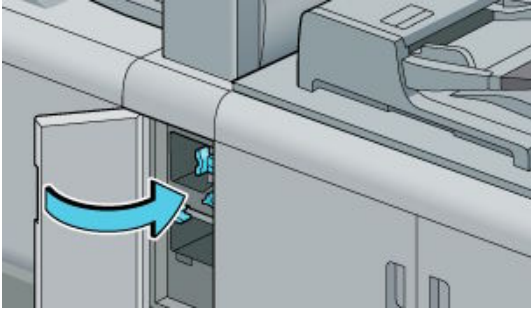


5. Remove the misfed paper, and then close the guide panels.



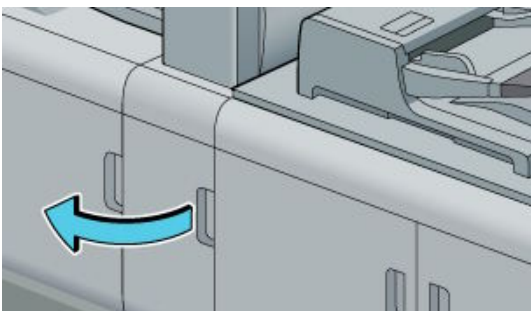
Misfeed Q3 - Q6

6. Close the interposer front cover.

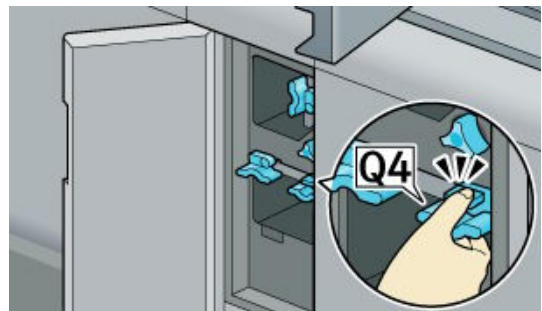


Misfeed: When Q4 - Q5 is displayed

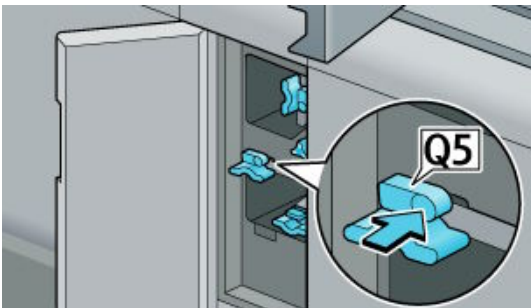
1. Open the interposer front cover.



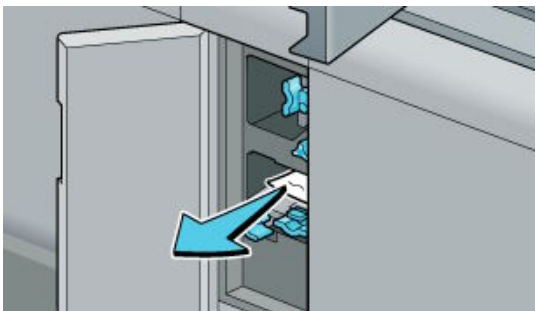
2. Hold the lever Q4, and then lower the guide panel.



3. Press Q5, and then open the guide panel.



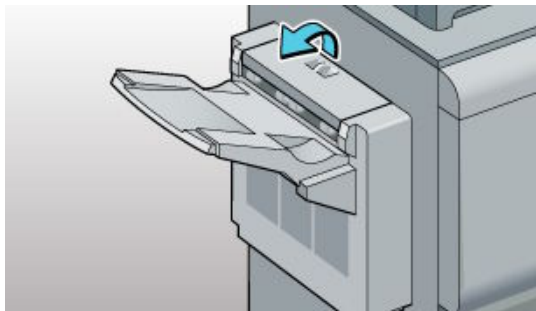
4. Remove the misfed paper, and then close the guide panels.



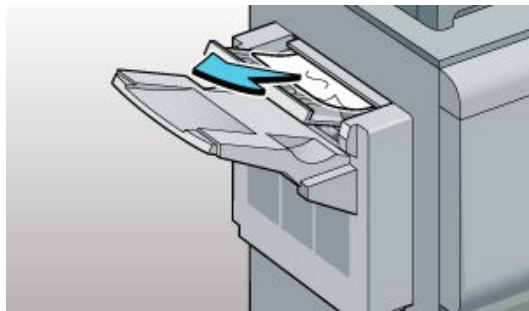
5. Close the interposer front cover.

Misfeed R

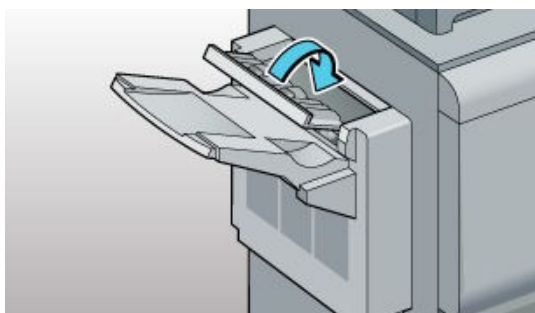
1. Open the shift tray upper cover.



2. Remove the misfed paper.

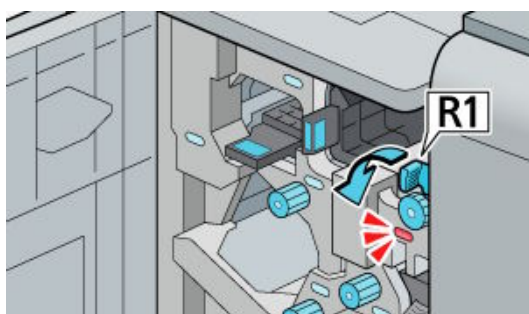
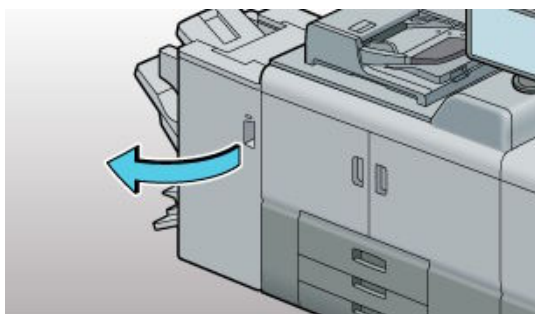


3. Close the shift tray upper cover.

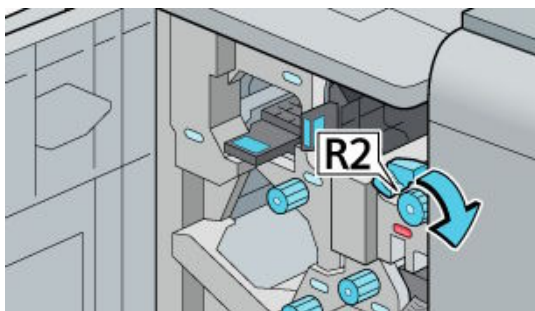


Misfeed: When R1 is displayed

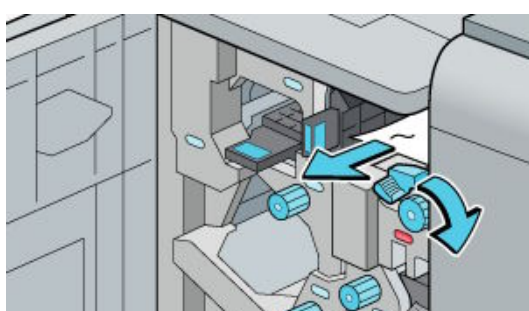
1. Open the finisher front cover and R1 guide panel.



2. Turn the knob R2 clockwise.



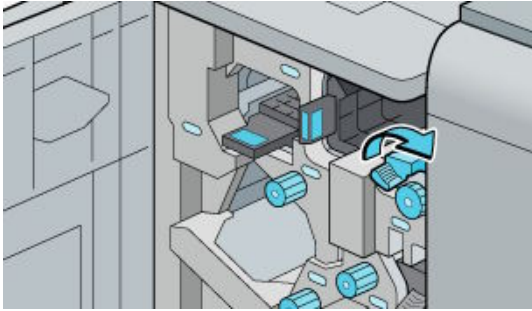
3. Remove the misfed paper.



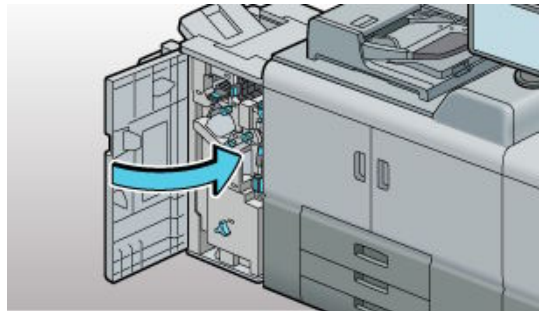
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Misfeed R1 - R3

4. Return R1 to its original position.

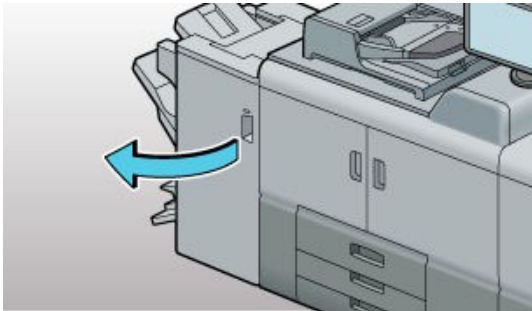


5. Close the finisher front cover.

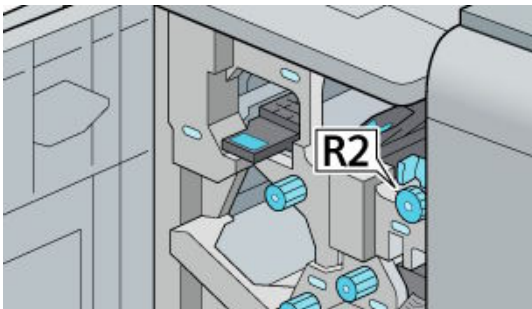


Misfeed: When R3 is displayed

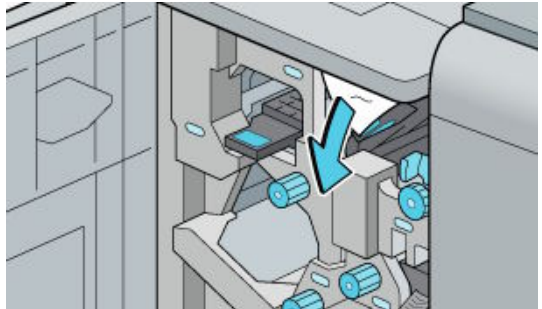
1. Open the finisher front cover and R3 guide panel.



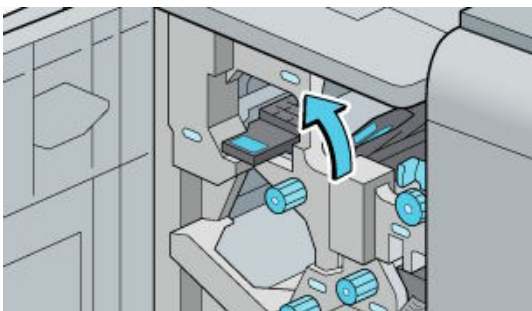
2. Turn the knob R2 clockwise.



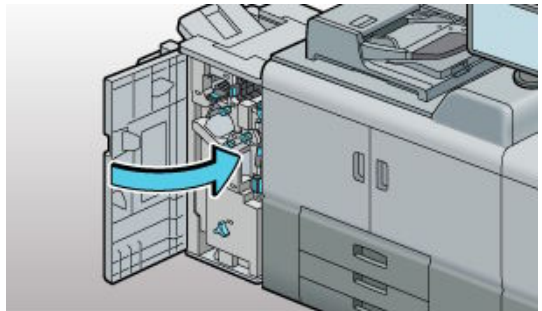
3. Remove the misfed paper.



4. Return R3 to its original position.

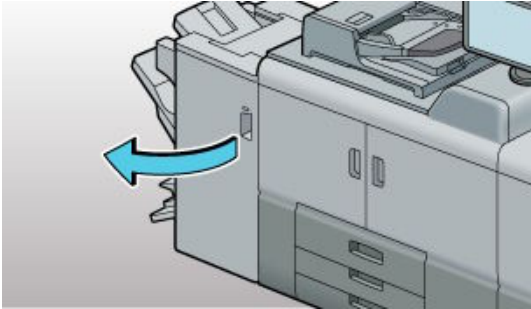


5. Close the finisher front cover.

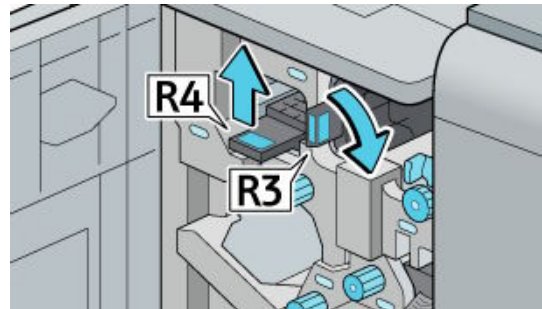


Misfeed R3 - R4

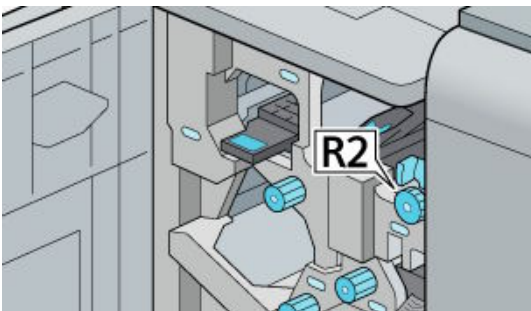
1. Open the finisher front cover.



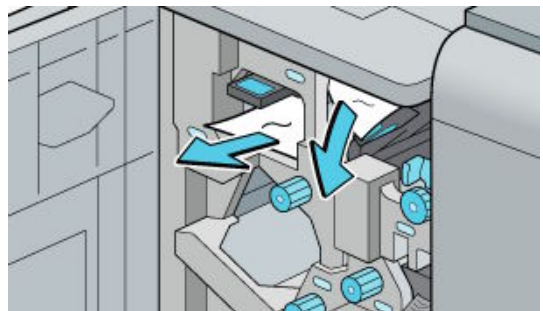
2. Open the R3 and R4 guide panels.



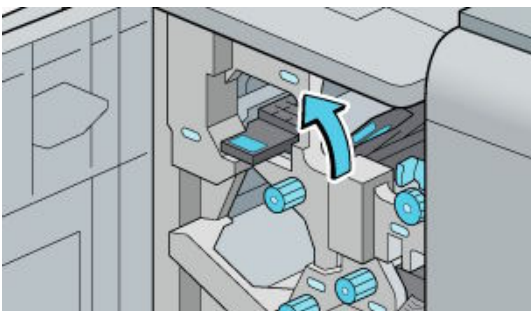
3. Turn the knob R2 clockwise.



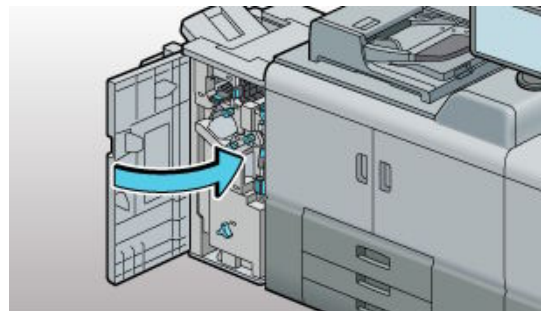
4. Remove the misfed paper.



5. Return the R3 and R4 to their original positions.

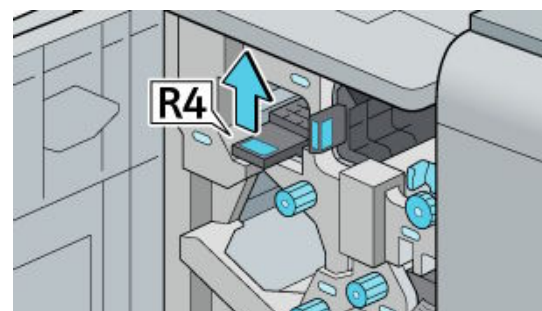
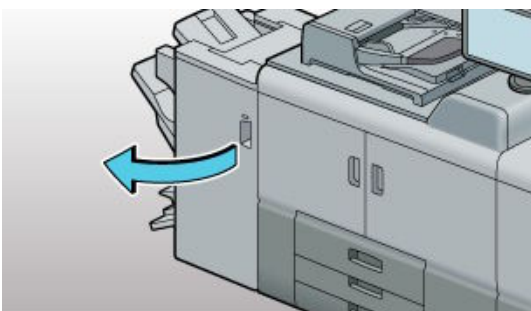


6. Close the finisher front cover.



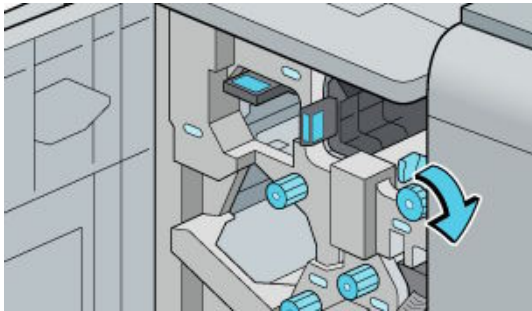
Misfeed: When R4 is displayed

1. Open the finisher front cover.

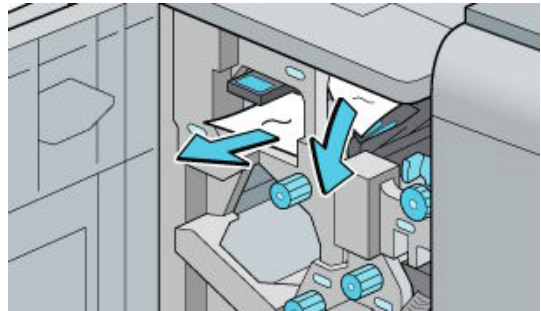


Misfeed R4

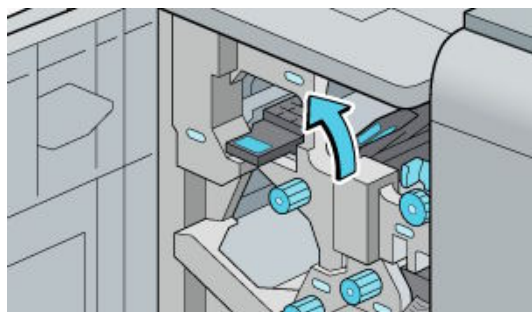
2. Turn the knob R2 clockwise.



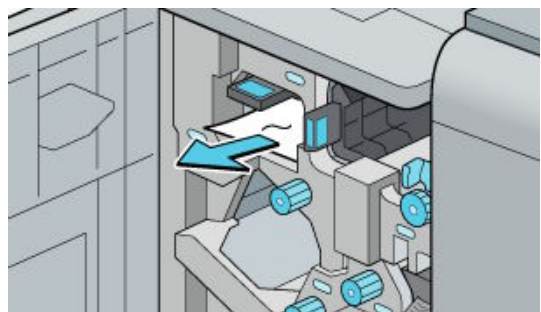
3. Remove the misfed paper.



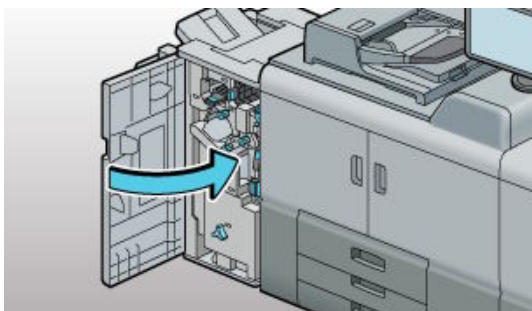
4. If you cannot remove misfed paper, turn the knob R5 counterclockwise.



5. Remove the misfed paper.

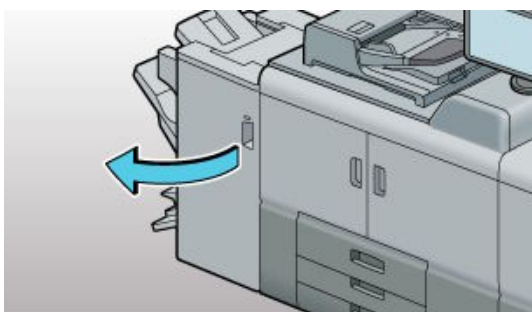


6. Close the finisher front cover.

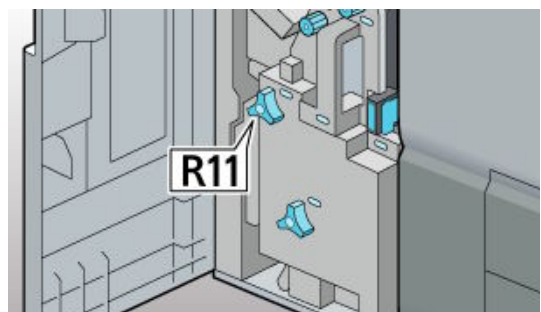


Misfeed: When R6 is displayed

1. Open the finisher front cover.



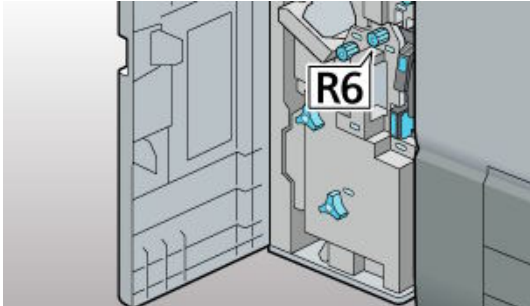
2. Turn the knob R11 clockwise.



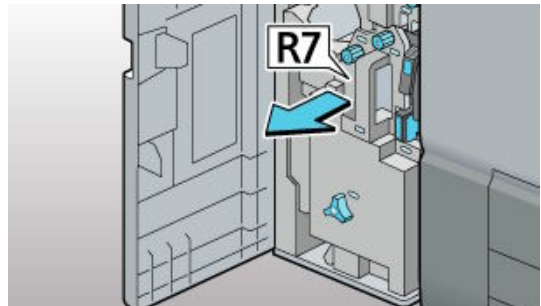
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Misfeed R6

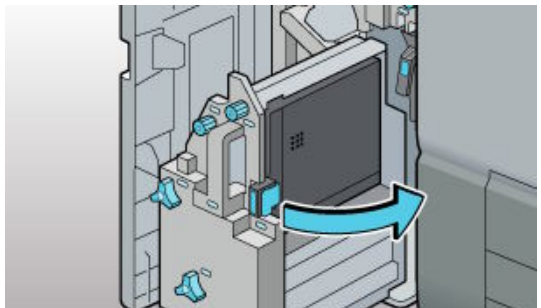
3. Turn the knob R6 clockwise for three times.



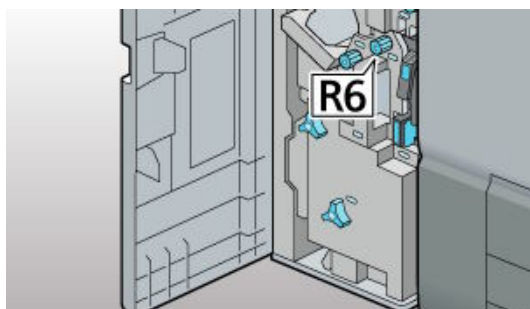
4. Hold the handle R7, and then pull out the unit.



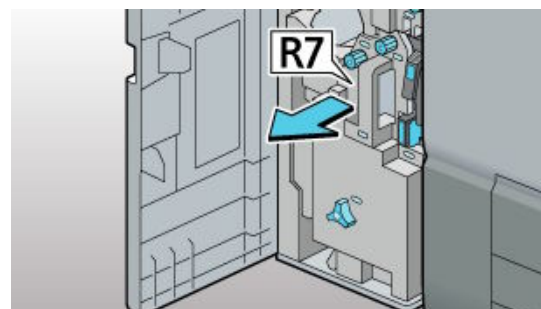
5. Pinch R8, and then open the cover.



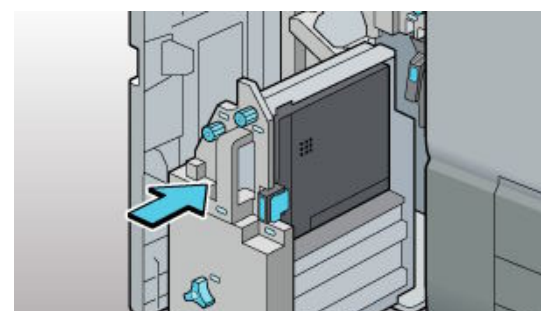
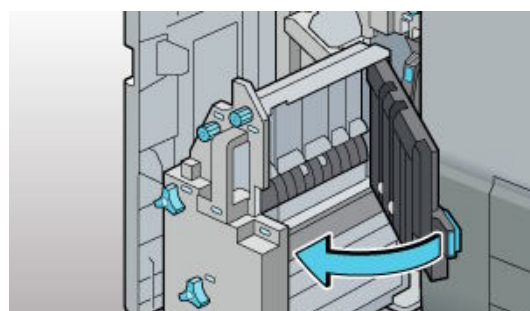
6. Turn the knob R9 counterclockwise.



7. Remove the misfed paper.



8. Close the cover and then slide the unit into the device.

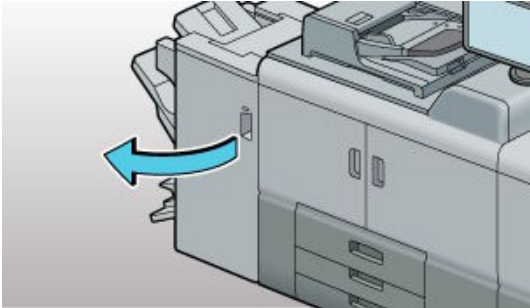


9. Close the finisher front cover.

Misfeed R10

Misfeed: When R10 is displayed

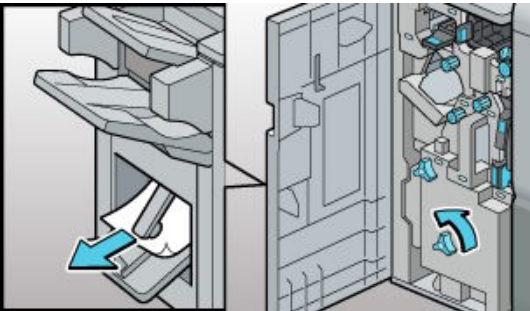
1. Open the finisher front cover.



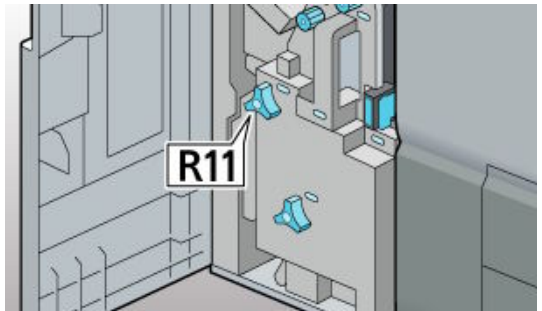
2. Turn the knob R10 counterclockwise.



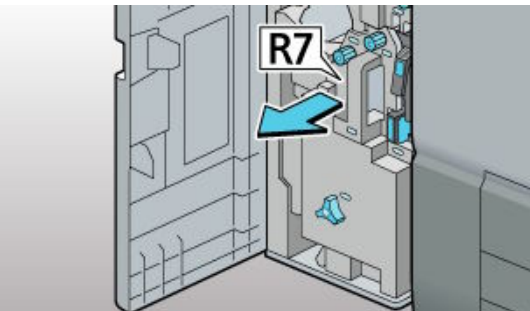
3. Remove the misfed paper from finisher booklet tray.



4. Turn the knob R11 clockwise.



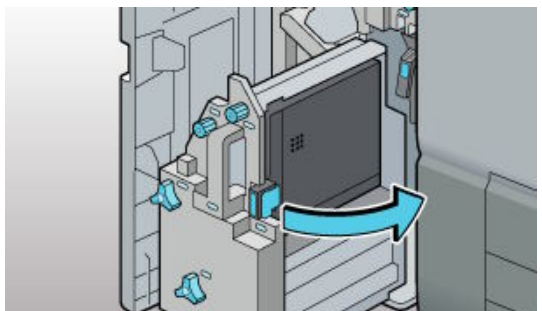
5. Hold the handle R7, and then pull out the unit.



6. Turn the knob R9 counterclockwise.



7. Pinch R8, and then open the cover.



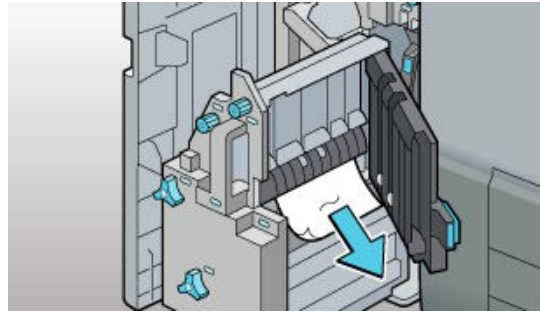
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Misfeed R10

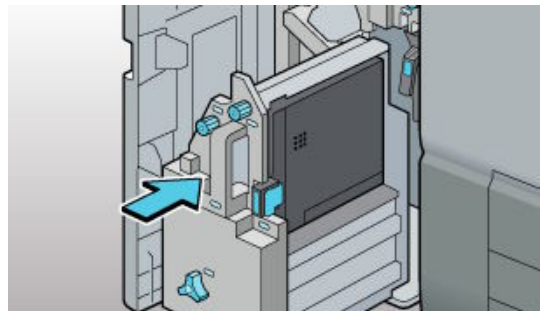
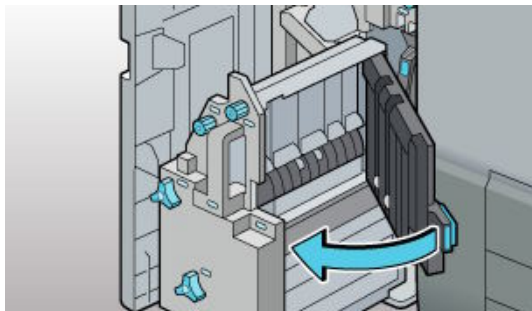
8. Turn the knob R10 clockwise.



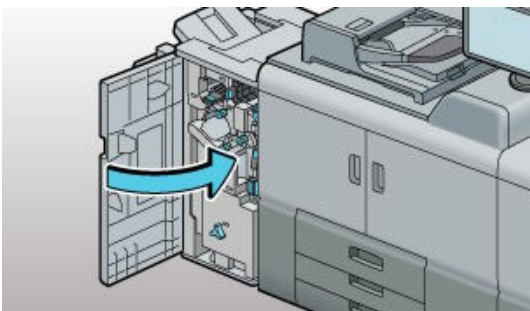
9. Remove the misfed paper.



10. Close the cover and then slide the unit into the device.

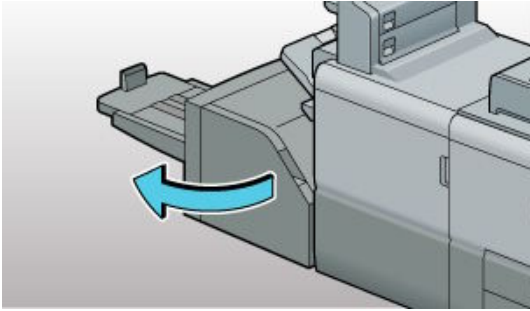


11. Close the finisher front cover.

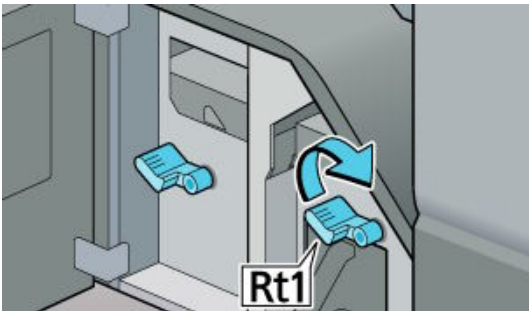


Misfeed Rt1 - Rt2

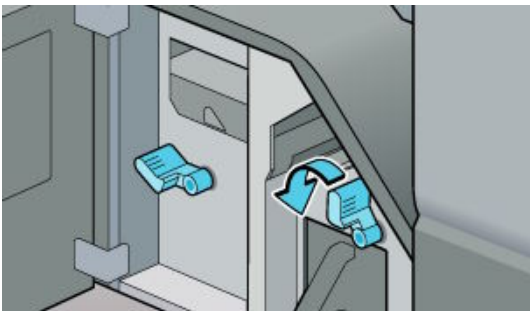
1. Open the trimmer front cover.



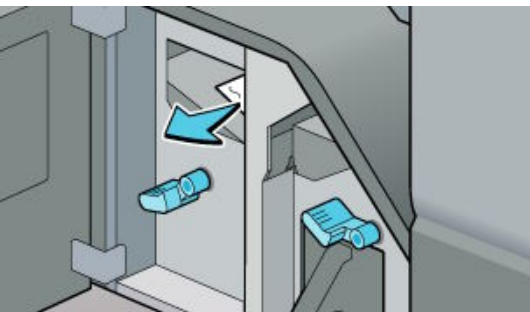
2. Turn Rt1 lever to the right, and then remove misfed paper.



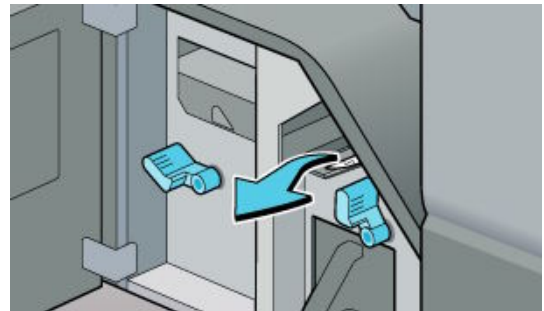
3. Return lever Rt1 to its original position.



5. Remove misfed paper.



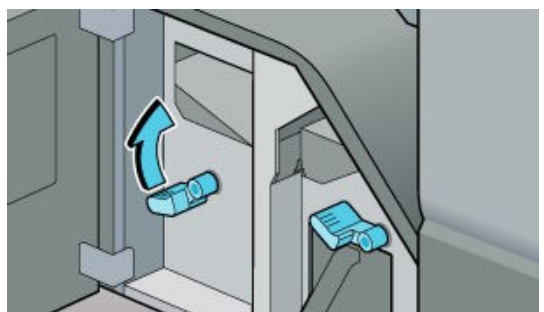
7. Close the trimmer front cover.



4. Turn the lever Rt2 counterclockwise, and then open the guide panel.



6. Return the lever Rt2 and the guide panel to their original positions.

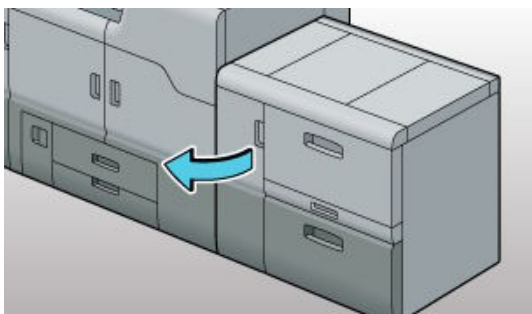


Misfeed U

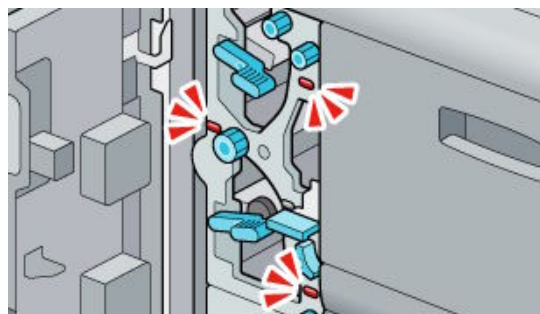
Misfeed: When U is displayed

How do I clear a misfeed when U is displayed? Follow the procedure below to remove the jammed paper.

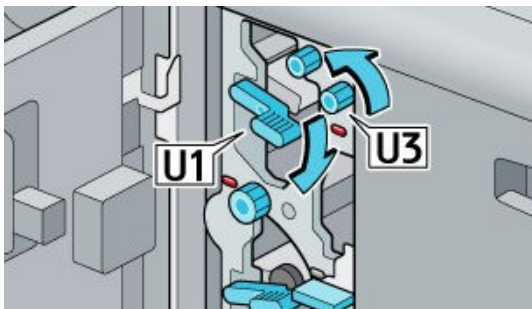
1. Open the two-tray wide LCT front cover.



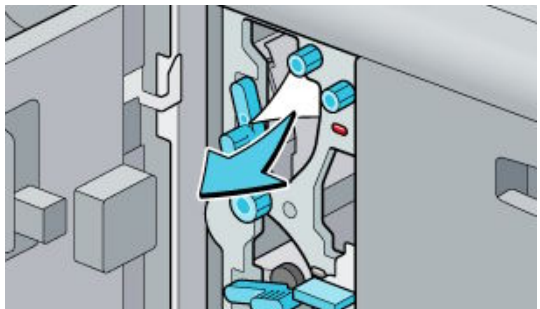
2. Check the LED lights are flashing.



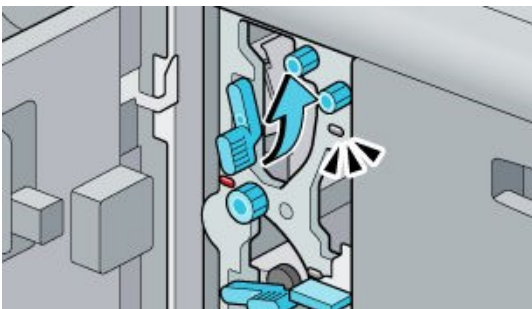
3. Lower lever U1, and then turn knob U3 counterclockwise.



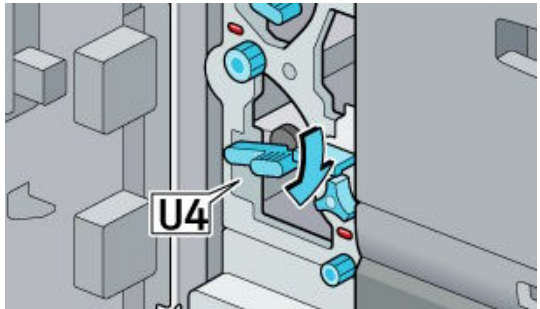
4. Remove the misfed paper.



5. Check the LED light is off, and then raise lever U1 to its original position.

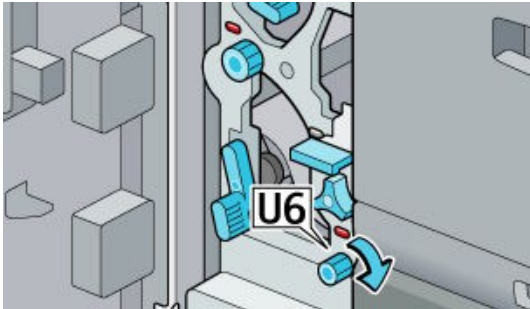


6. Lower lever U4.

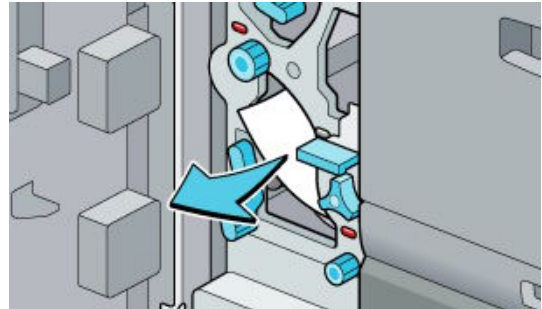


Misfeed U

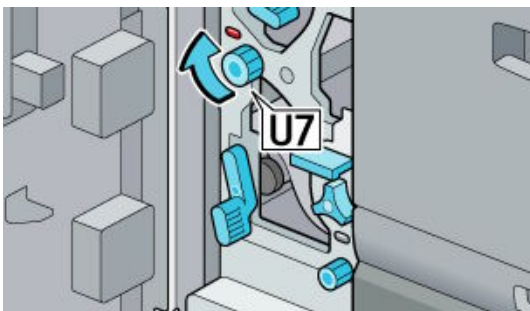
7. Turn knob U6 clockwise.



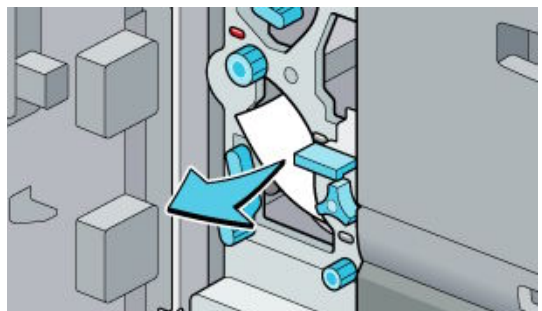
8. Remove the misfed paper, and then check the LED light is off.



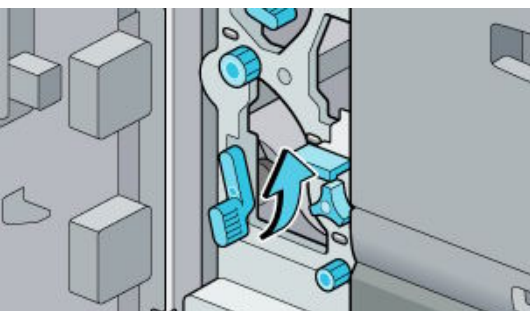
9. Turn knob U7 clockwise until the paper stops moving.



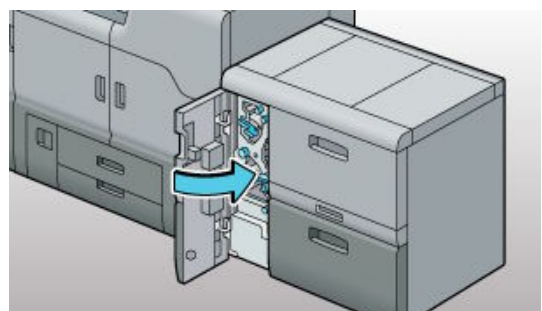
10. Remove the misfed paper, and then check the LED light is off.



11. Raise lever U4 to its original position.

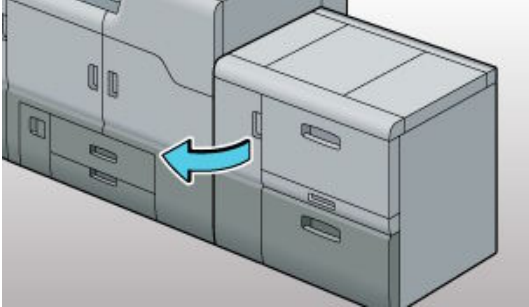


12. Close the two-tray wide LCT front cover.

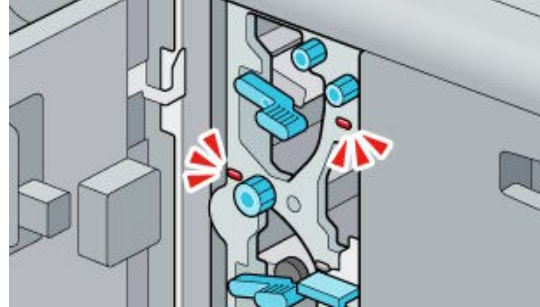


Misfeed U2

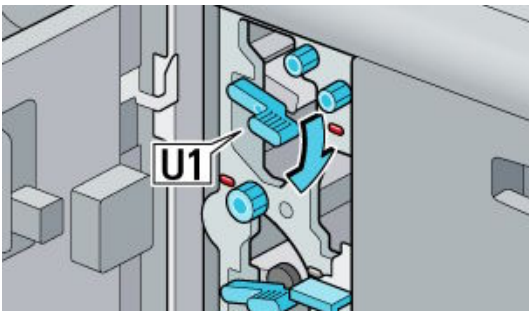
1. Open the two-tray wide LCT front cover.



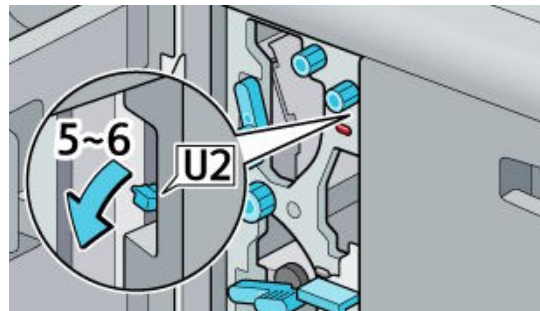
2. Check the LED lights are flashing.



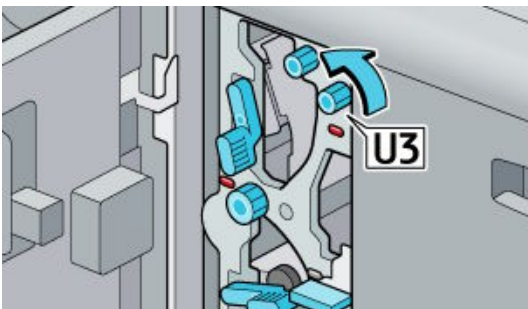
3. Lower lever U1.



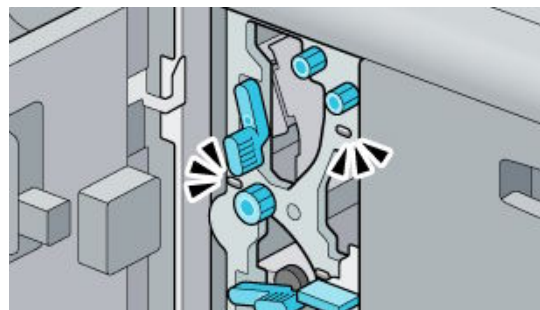
4. Move lever U2 up and down for 5 to 6 times.



5. Turn knob U3 counterclockwise.



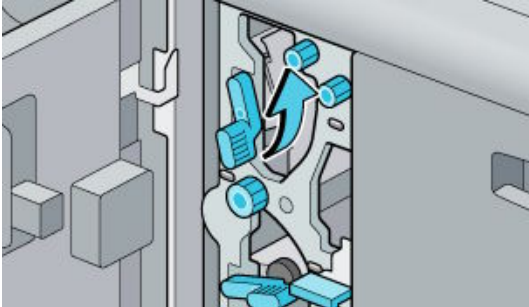
6. Remove the misfed paper, and then check the LED light is off.



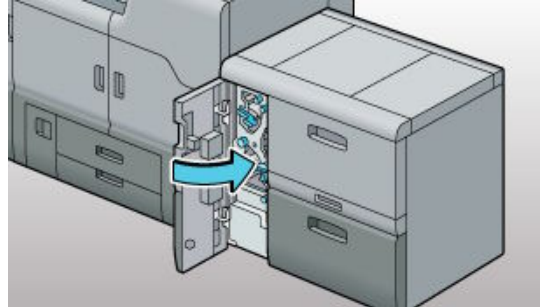
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Misfeed U2 - U5

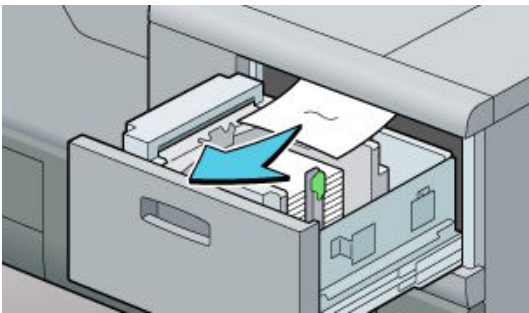
7. Raise lever U1 to its original position.



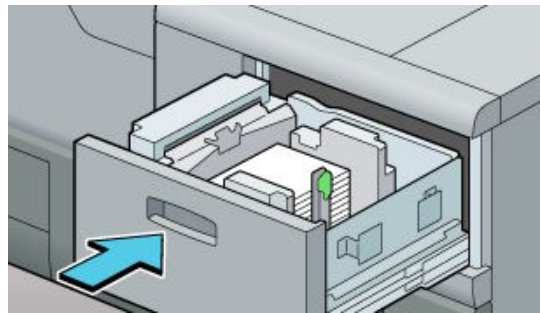
8. Close the two-tray wide LCT front cover.



9. Pull the two-tray wide LCT paper tray, and then remove the misfed paper.



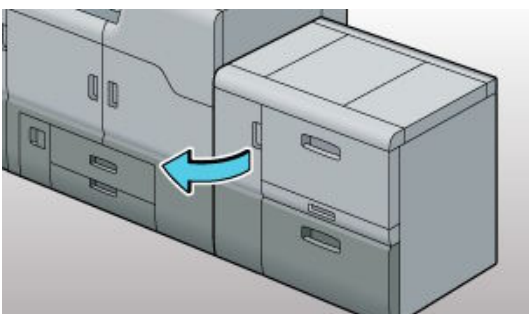
10. Slide the two-tray wide LCT tray to its original position.



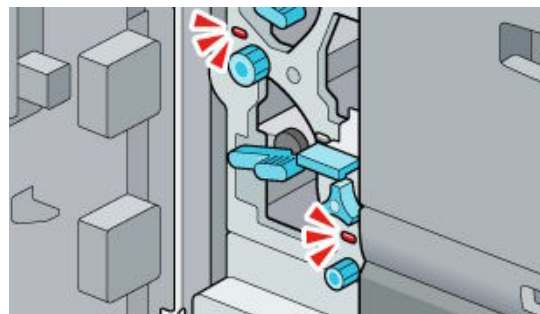
Misfeed: When U5 is displayed

How do I clear a misfeed when U5 is displayed? Follow the procedure below to remove the jammed paper.

1. Open the two-tray wide LCT front cover.

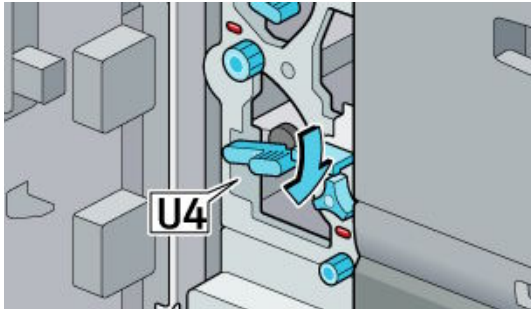


2. Check the LED lights are flashing.

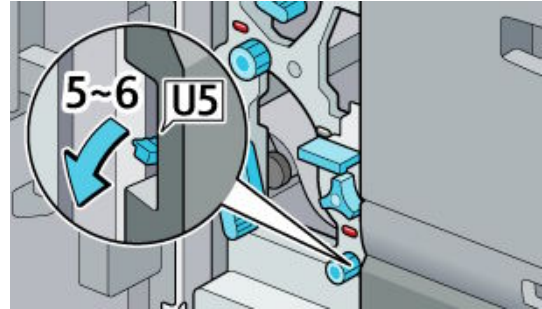


Misfeed U5

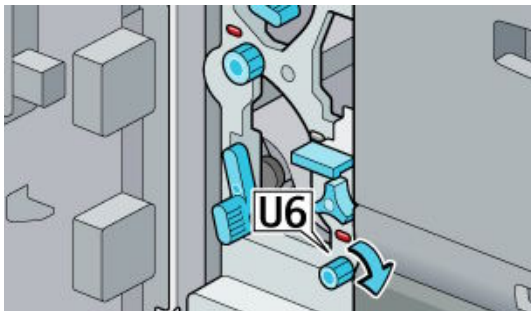
3. Lower lever U4.



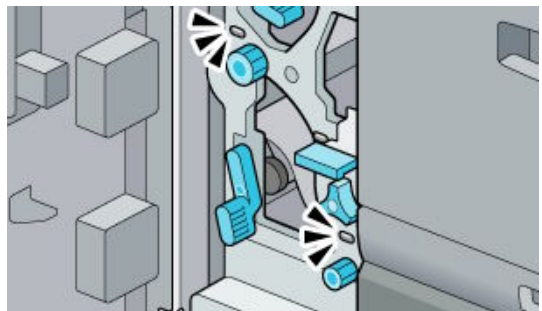
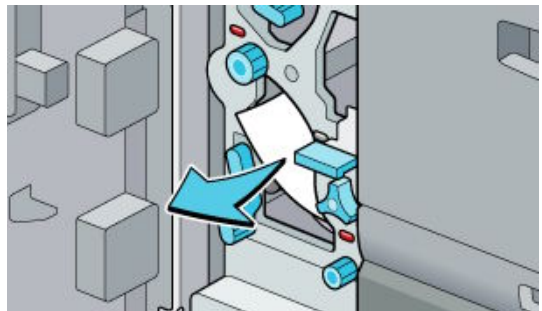
4. Move lever U5 up and down for 5 to 6 times.



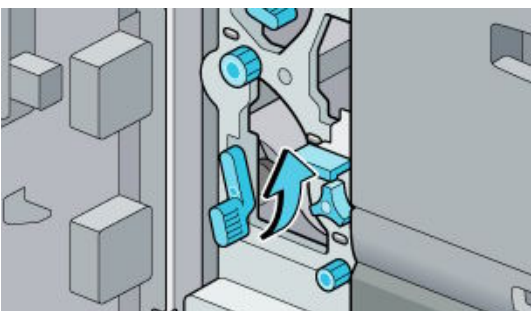
5. Turn knob U6 clockwise.



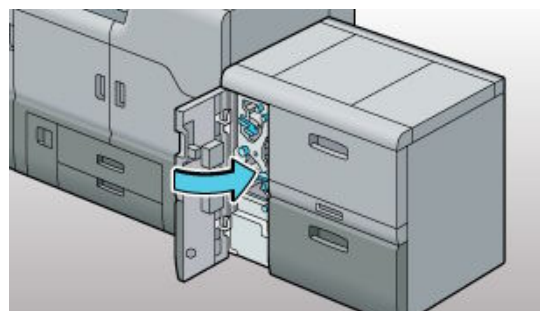
6. Remove the misfed paper, and then check the LED light is off.



7. Raise lever U4 to its original position.



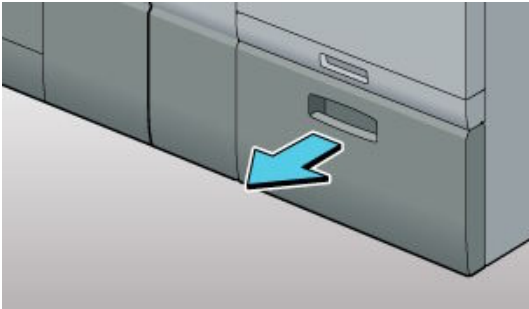
8. Close the two-tray wide LCT front cover.



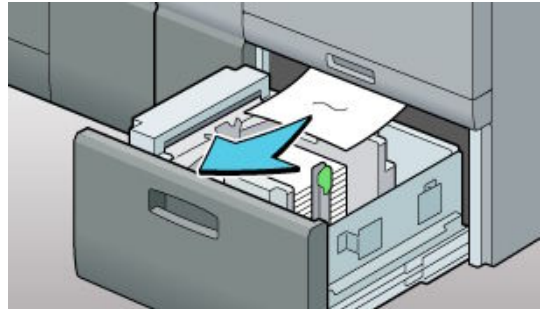
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Misfeed U5

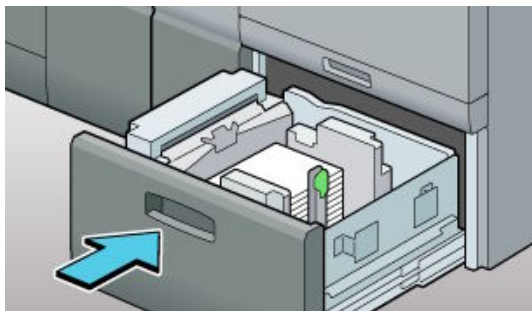
9. If you cannot remove the misfed paper, pull out the two-tray wide LCT lower paper tray.



10. Remove the misfed paper.



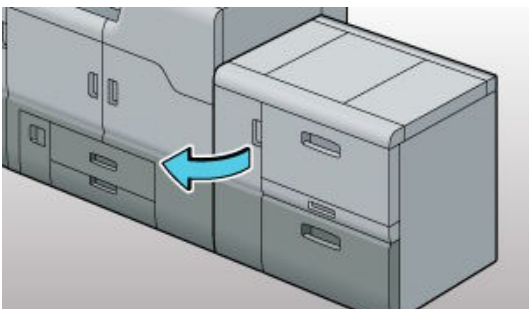
11. Slide the two-tray wide LCT lower paper tray in to the device.



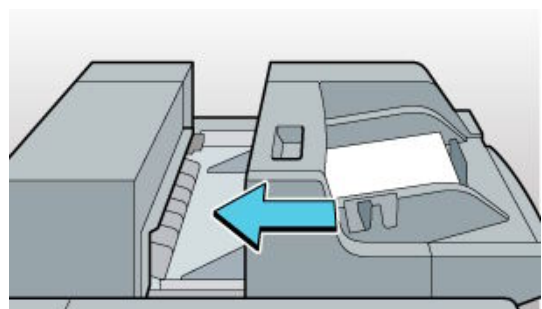
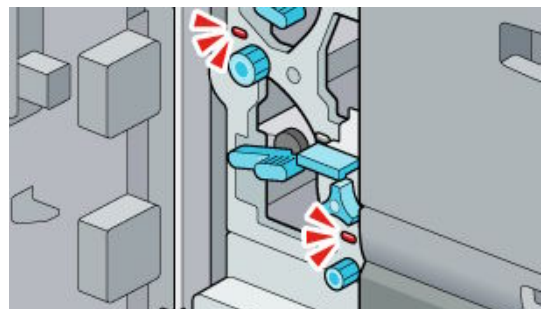
Misfeed: When U8 is displayed

How do I clear a misfeed when U8 is displayed? Follow the procedure below to remove the jammed paper.

1. Slide the multi bypass tray to the right.



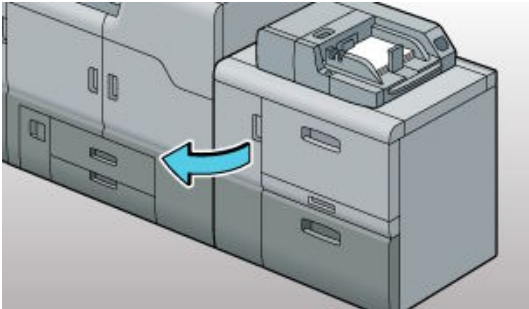
2. Remove the misfed paper, and then slide the multi bypass tray unit to its original position.



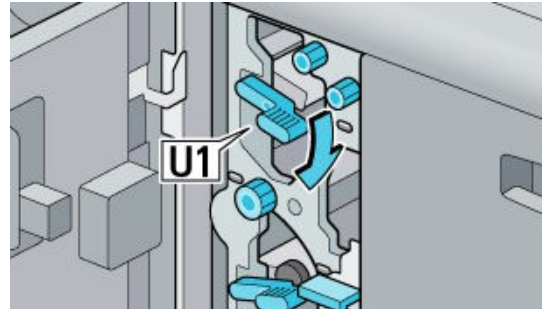
CIP Training 8300 Series

Misfeed U8

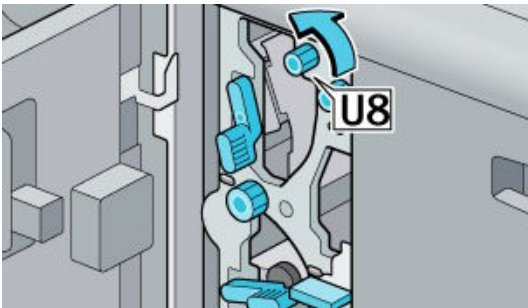
3. Open the two-tray wide LCT front cover.



4. Lower lever U1.



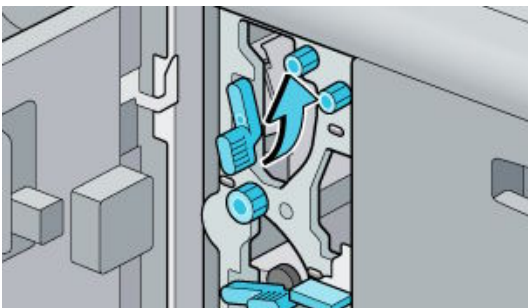
5. Turn knob U8 counterclockwise.



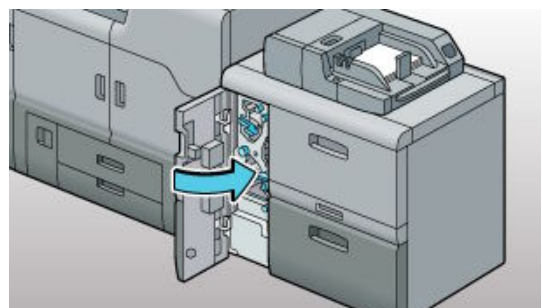
6. Remove the misfed paper.



7. Raise lever U1 to its original position.

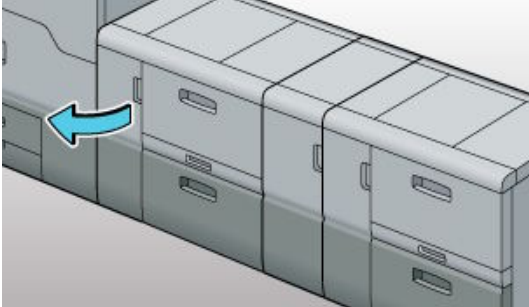


8. Close the two-tray wide LCT front cover.



Misfeed U10

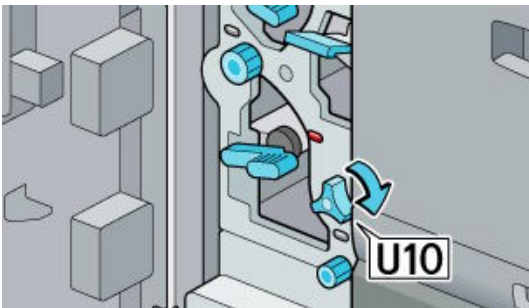
1. Open the two-tray wide LCT front cover.



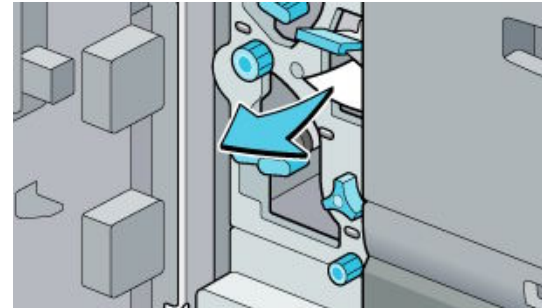
2. Raise lever U9.



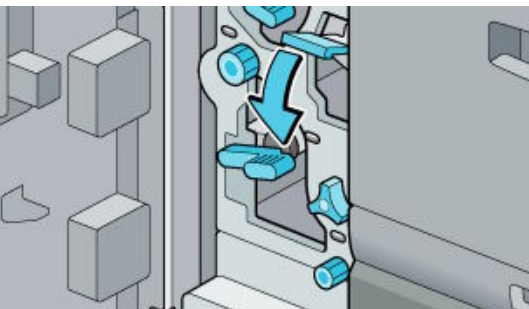
3. Turn knob U10 clockwise until LED light is off.



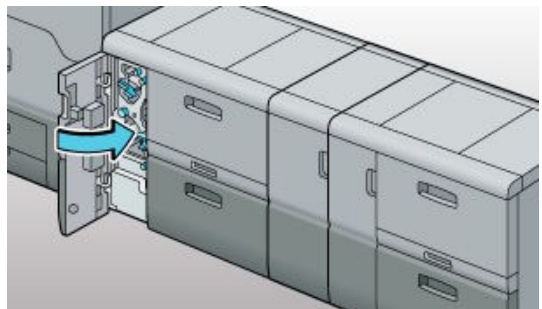
4. Remove the misfed paper.



5. Lower lever U9 to its original position.

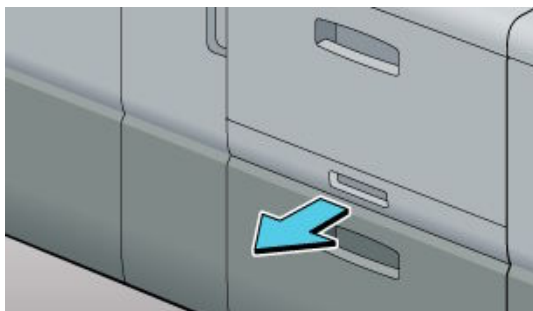


6. Close the two-tray wide LCT front cover.

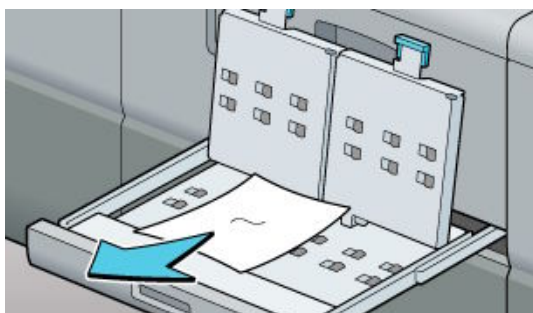


Misfeed U10

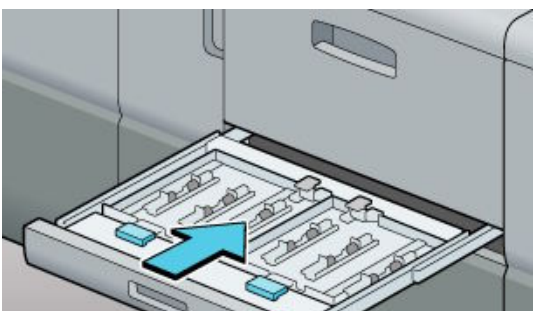
7. If you cannot remove the misfed paper, pull out the two-tray wide LCT tray.



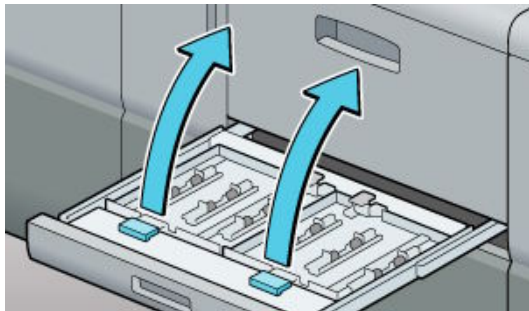
9. Remove the misfed paper.



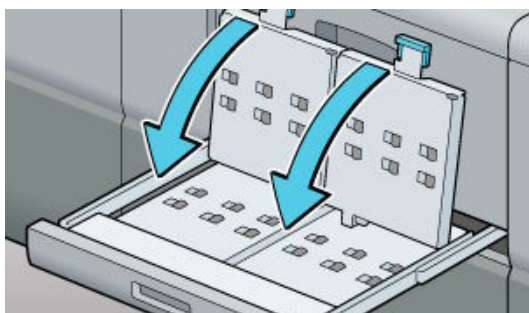
11. Slide the two-tray wide LCT tray in to the device.



8. Open the cover.

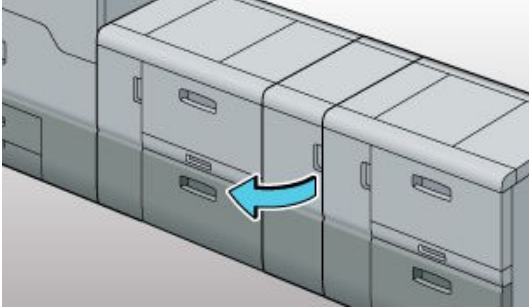


10. Close the cover.

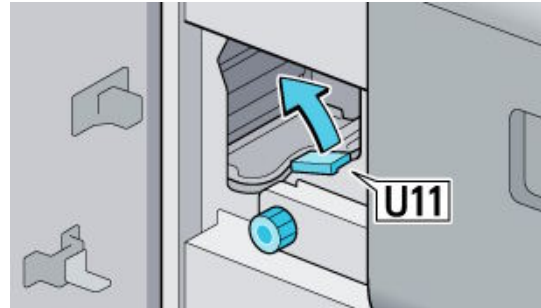


Misfeed U11

1. Open the bridge unit of two-tray wide LCT front cover.



2. Raise lever U11.



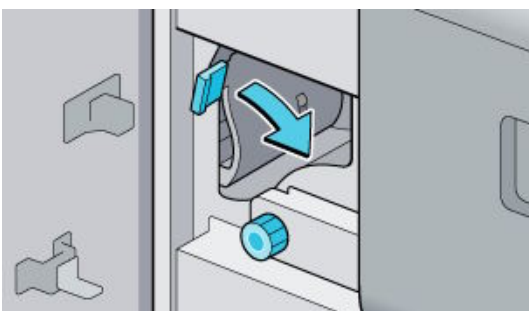
3. Turn knob U12 clockwise.



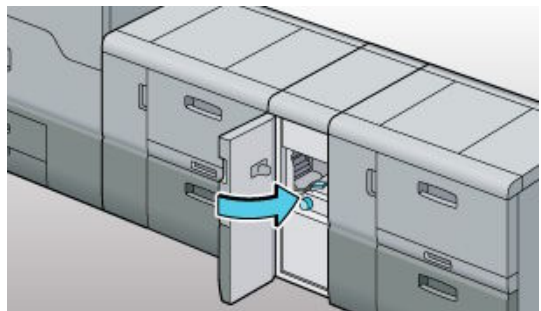
4. Remove the misfed paper.



5. Lower lever U11 to its original position.

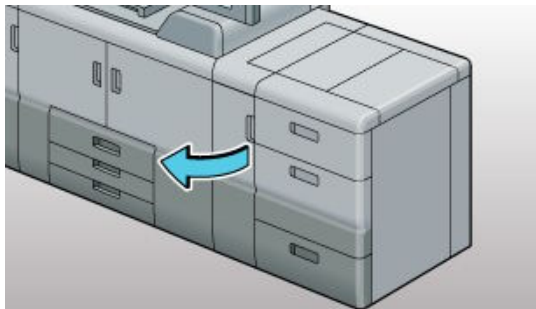


6. Close the bridge unit of two-tray wide LCT front cover.

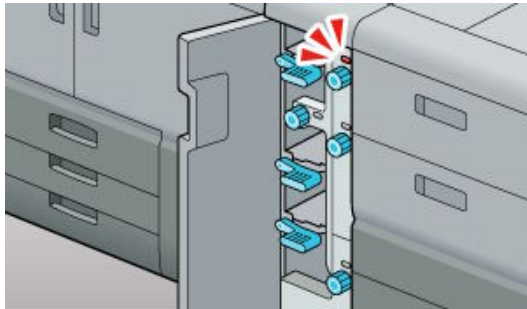


Misfeed U Three-tray wide LCT

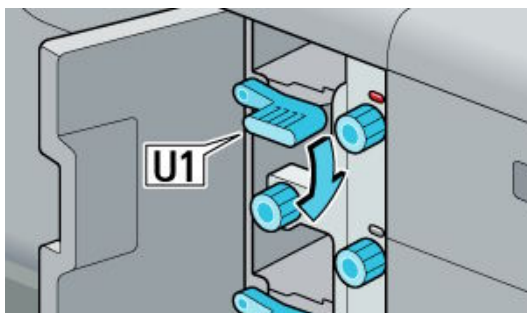
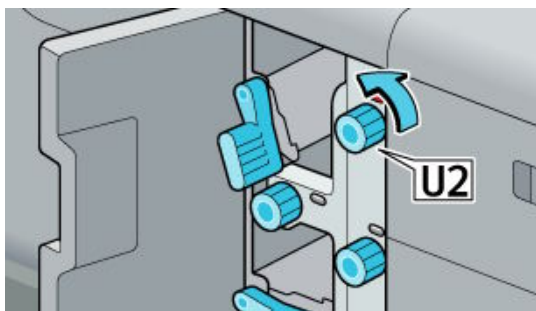
1. Open the Three-tray wide LCT front cover and check for lighting LEDs indicating the misfed paper.



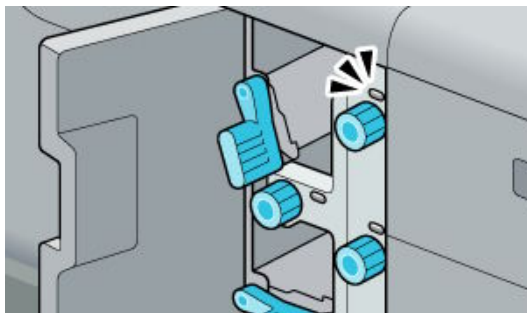
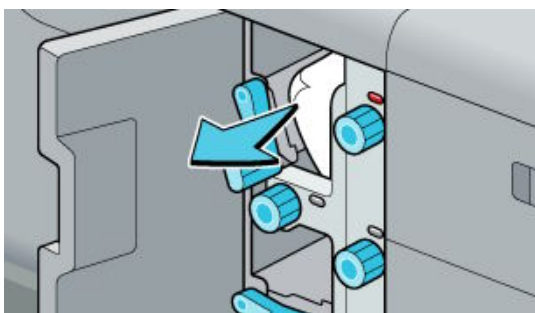
2. When the LED in the illustrations lights up, lower the lever U1.



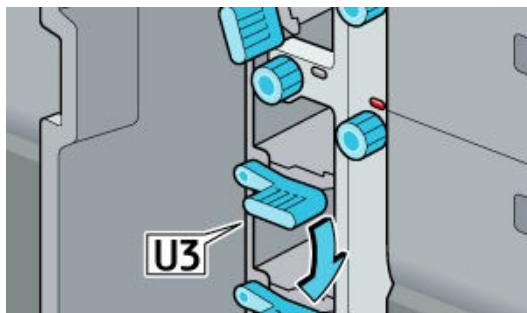
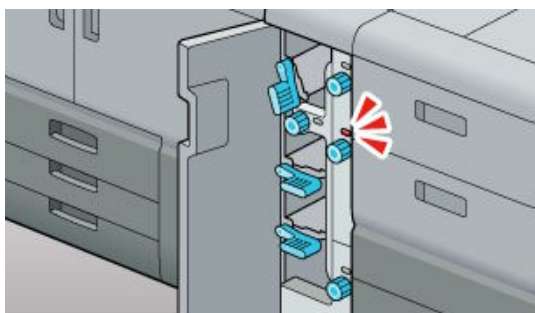
3. Turn knob U2 clockwise.



4. Remove the misfed paper, and then check LED light is off.
If you cannot remove the misfed paper, proceed to the next steps.

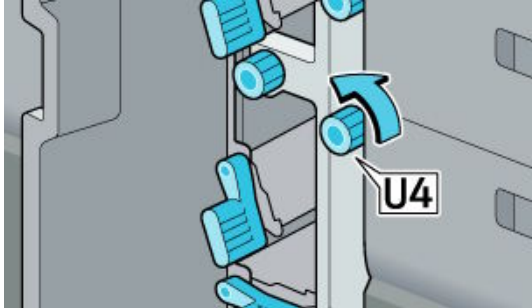


5. When the LED in the illustrations lights up, lower the lever U3.

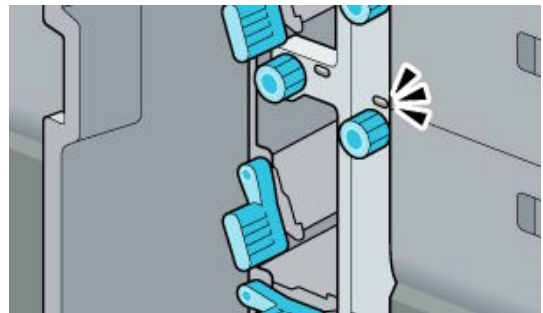
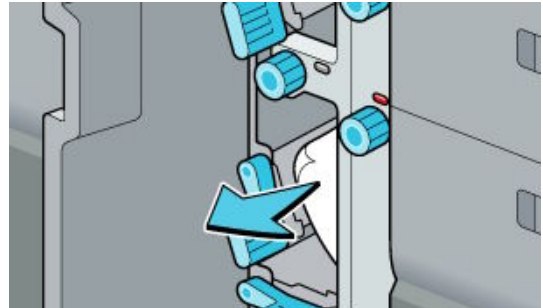


Misfeed U Three-tray wide LCT

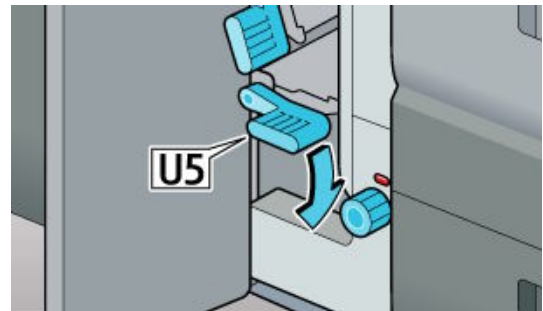
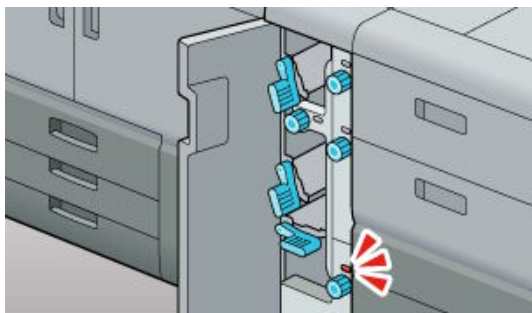
6. Turn the knob U4 to counterclockwise.



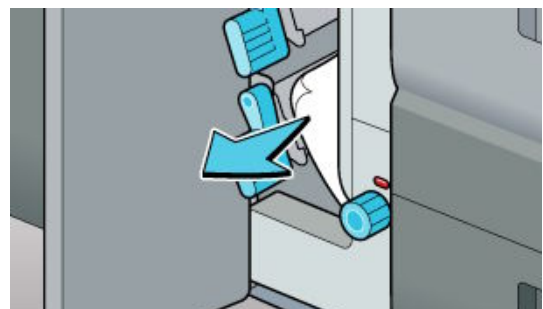
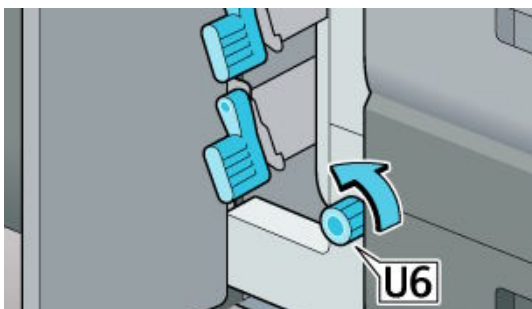
7. Remove the misfed paper, and then check LED light is off.



8. When the LED in the illustrations lights up, lower the lever U5.

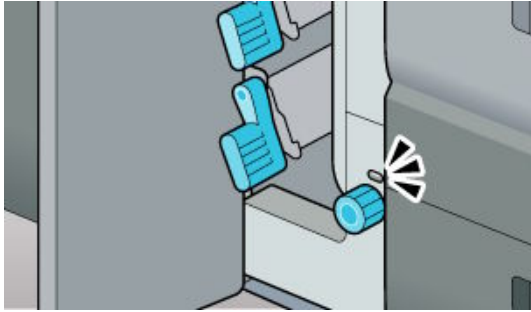


9. Turn the knob U6 to counterclockwise, and then remove the misfed paper.

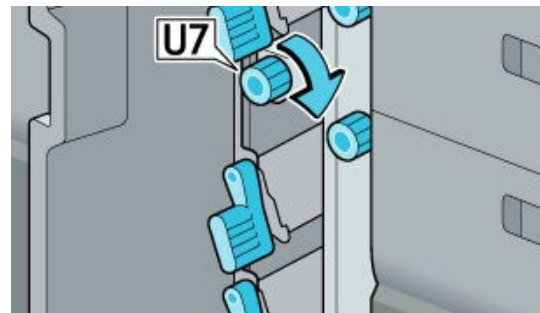
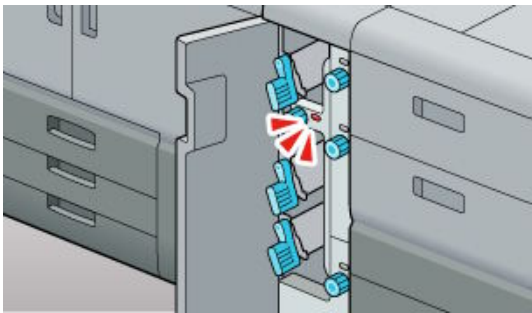


Misfeed U Three-tray wide LCT

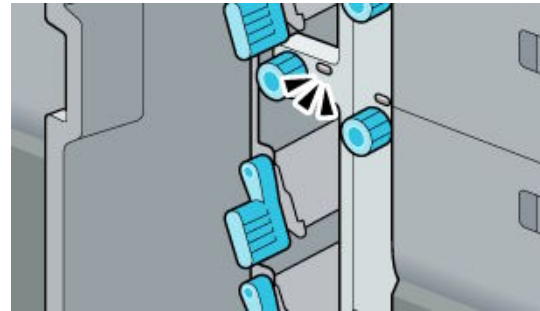
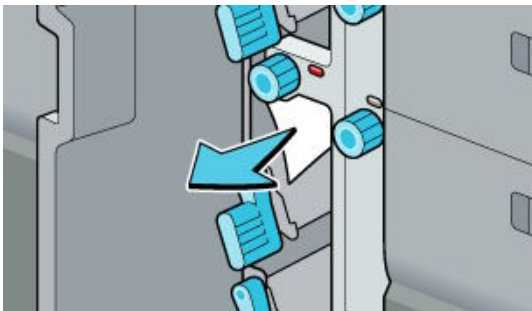
10. Check the LED light is off.



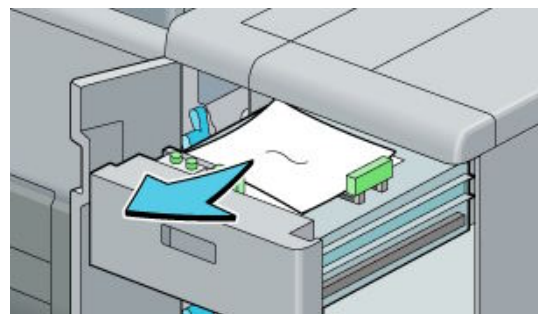
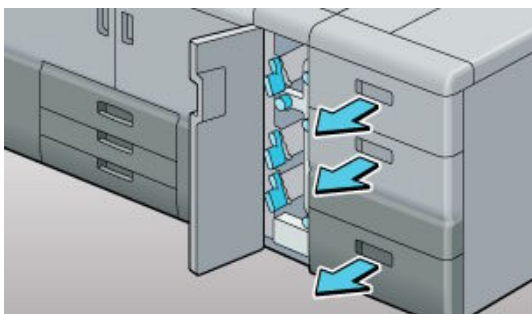
11. When the LED in the illustrations lights up, turn the knob U7 to clockwise.



12. Remove the misfed paper, and then check LED light is off.

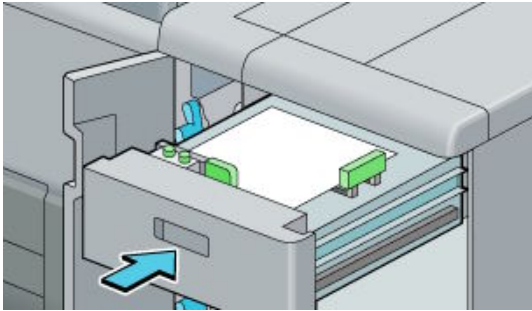


13. Pull one of the paper tray out that is currently used in the three-tray wide LCT, and then remove the misfed paper.

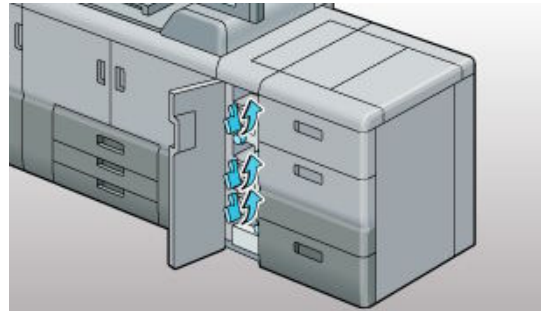


Misfeed U Three-tray wide LCT

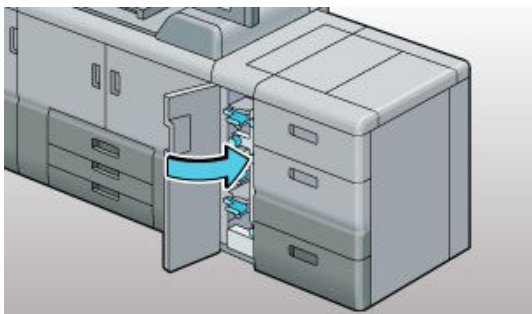
14. Slide the paper tray into the device.



15. Raise the levers U1, U3 and U5 to their original positions.

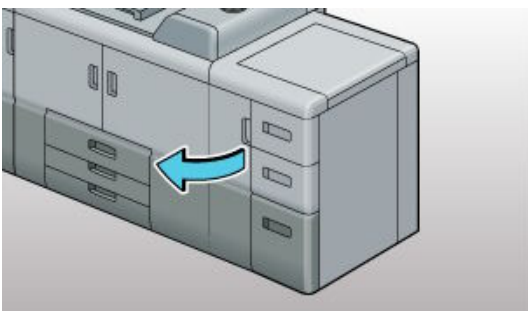


16. Close the three-tray wide LCT front cover.

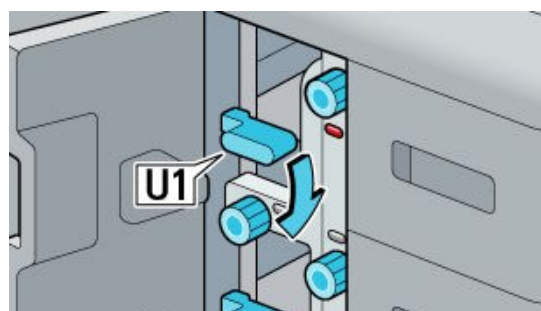
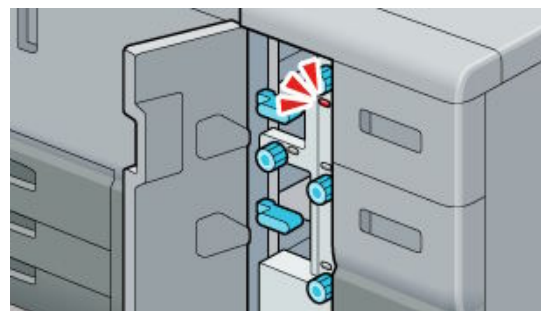


Misfeed: When U is displayed using Three-tray wide LCT RT5130.

1. Open the Three-tray wide LCT front cover and check for lighting LEDs indicating the misfed paper.

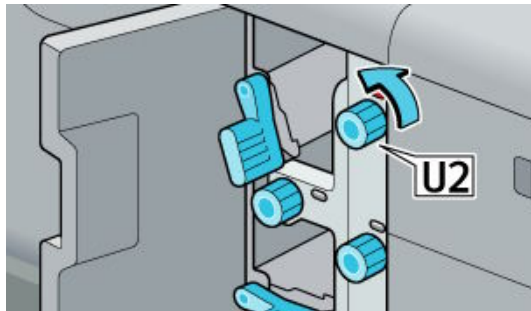


2. When the LED in the illustrations lights up, lower the lever U1.

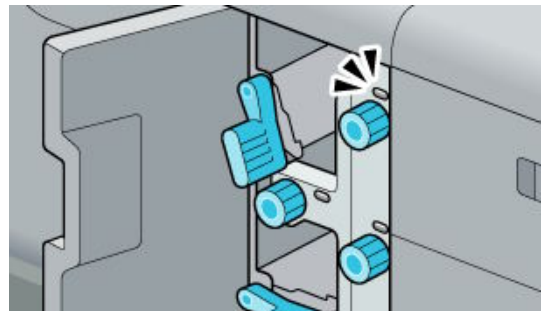
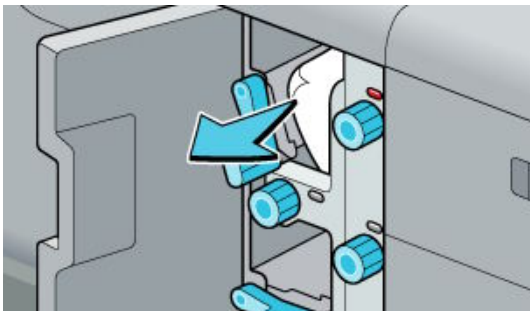


Misfeed U Three-tray wide LCT RT5130

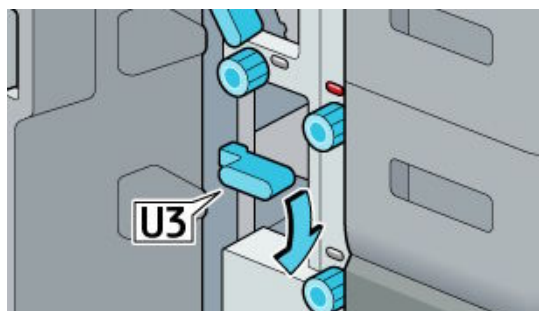
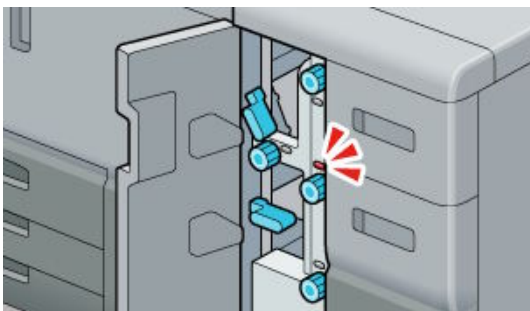
3. Turn knob U2 clockwise.



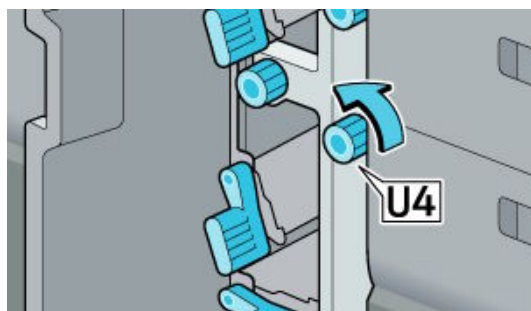
4. Remove the misfed paper, and then check LED light is off.
If you cannot remove the misfed paper, proceed to the next steps.



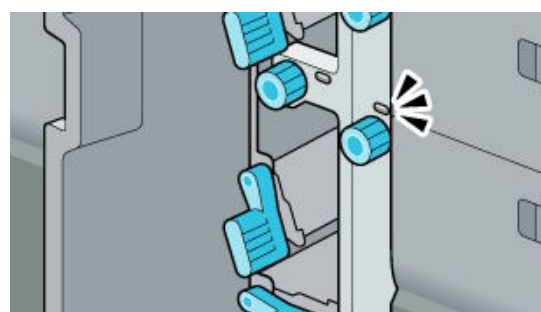
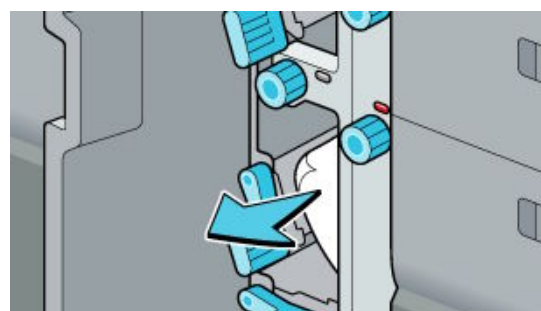
5. When the LED in the illustrations lights up, lower the lever U3.



6. Turn the knob U4 to counterclockwise.

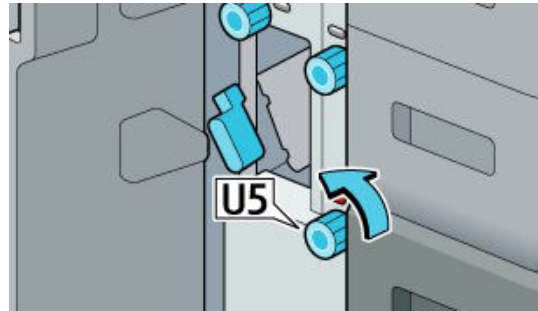
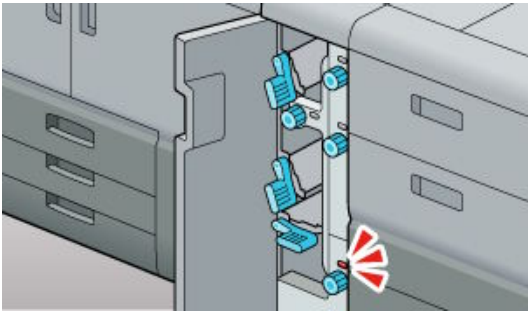


7. Remove the misfed paper, and then check LED light is off.

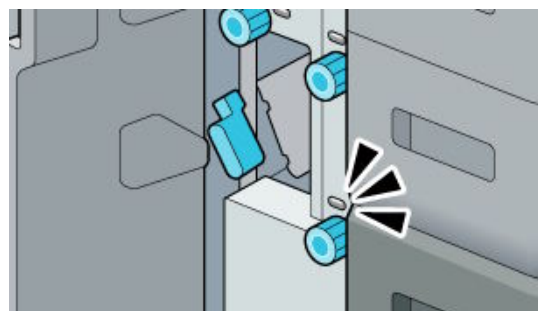
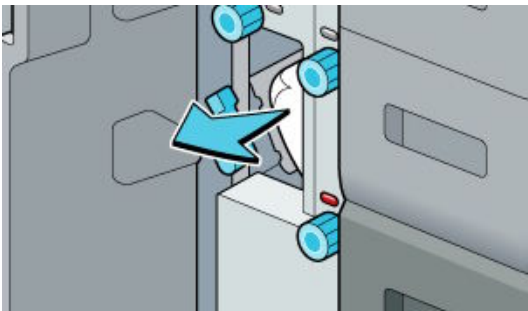


Misfeed U Three-tray wide LCT RT5130

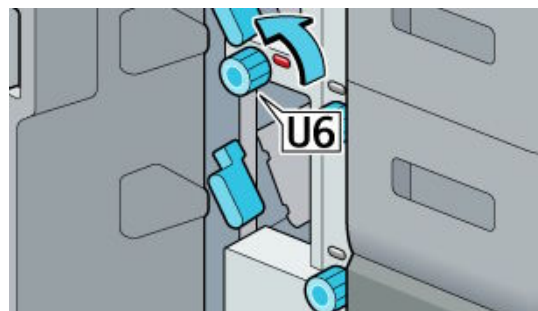
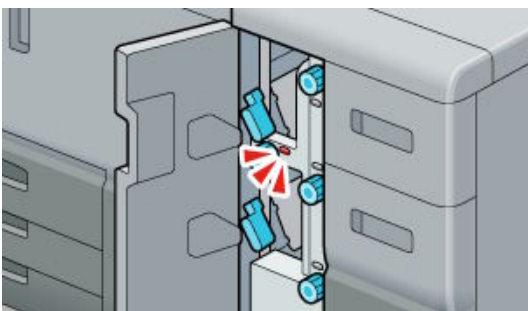
8. When the LED in the illustrations lights up, lower the lever U5.



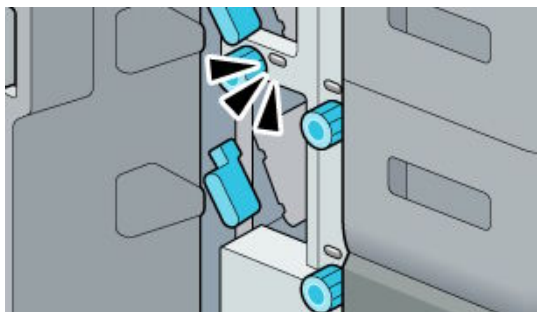
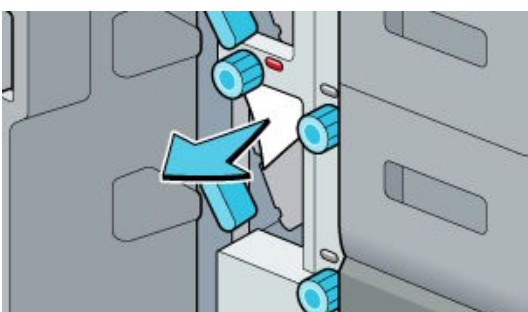
9. Remove the misfed paper, and then check the LED light is off.



10. When the LED in the illustrations lights up, turn the knob U6 to counterclockwise

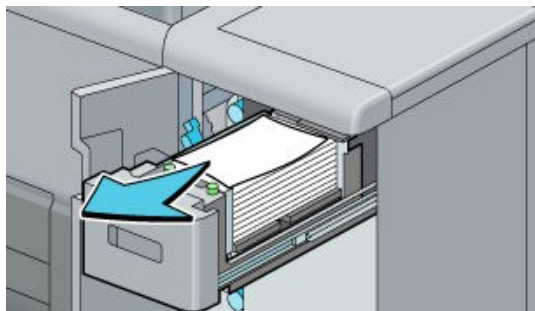
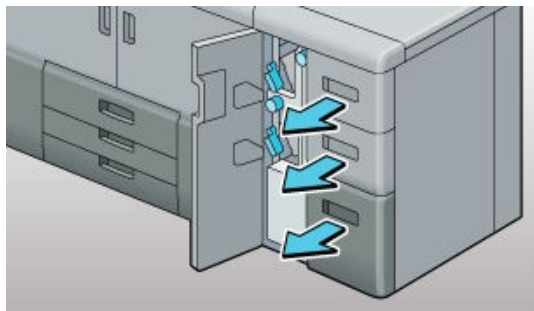


11. Remove the misfed paper, and then check the LED light is off.

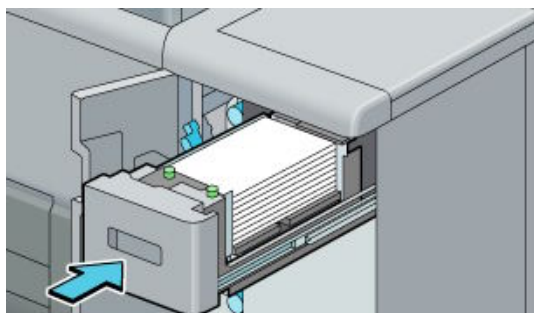


Misfeed U Three-tray wide LCT RT5130

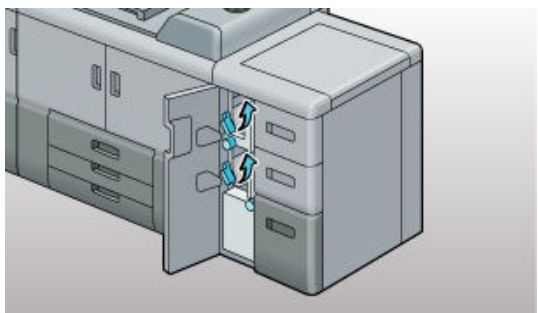
12. Pull one of the paper tray out that is currently used in the LCT, and then remove the misfed paper.



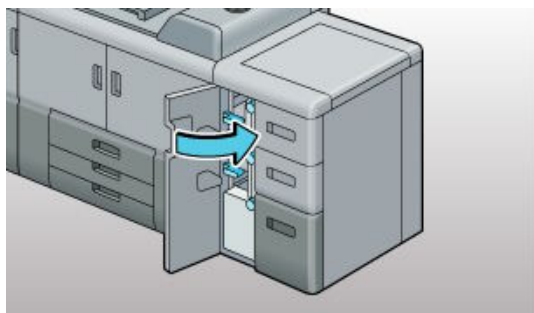
13. Slide the paper tray into the device.



14. Raise the levers U1 and U3 to their original positions.

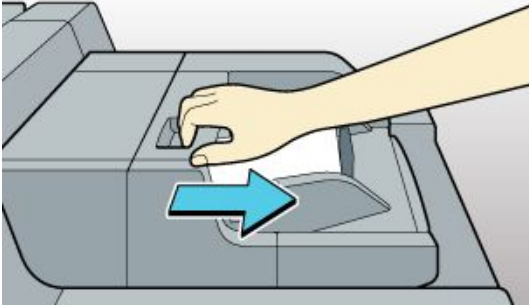


15. Close the LCT front cover.

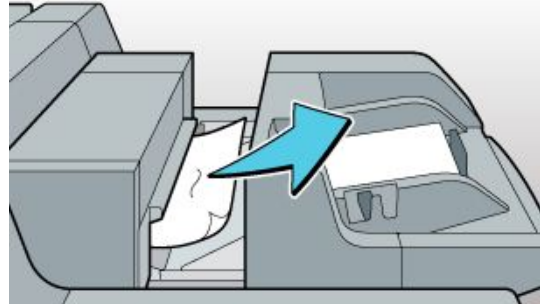


Misfeed V

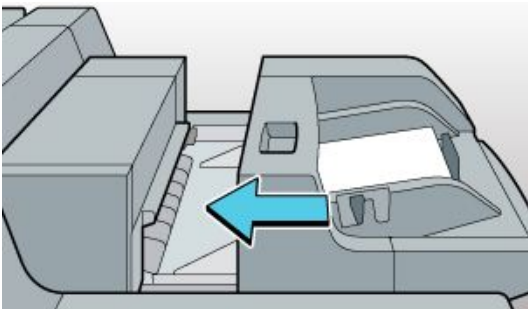
1. Slide the multi bypass tray unit to the right.



2. Remove the misfed paper.

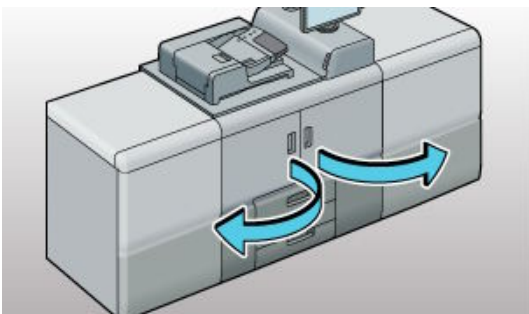


3. Slide the multi bypass tray unit to its original position.

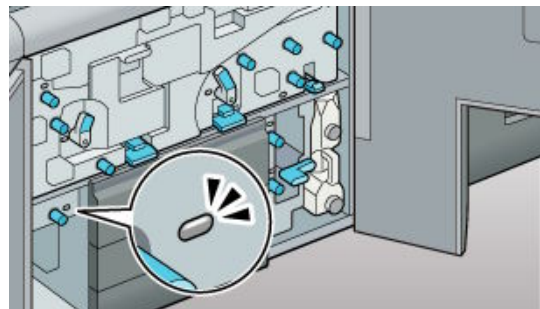
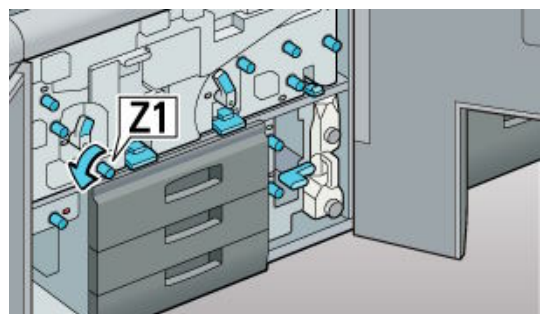


Misfeed: When Z1 is displayed.

1. Open the left and right front covers.

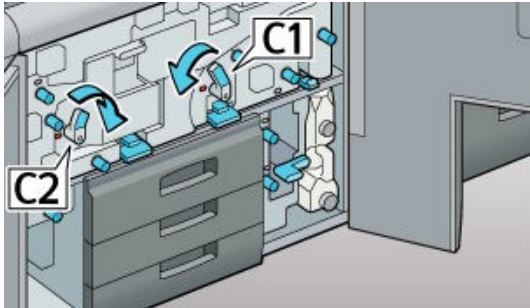


2. Turn the knob Z1 counterclockwise until LED light is off.

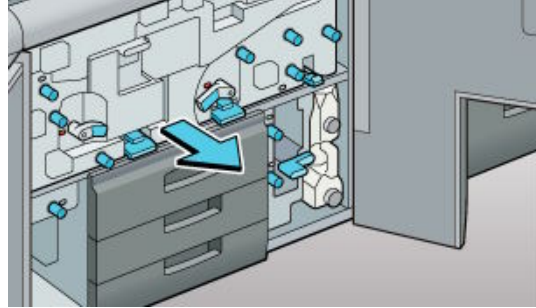


Misfeed Z1

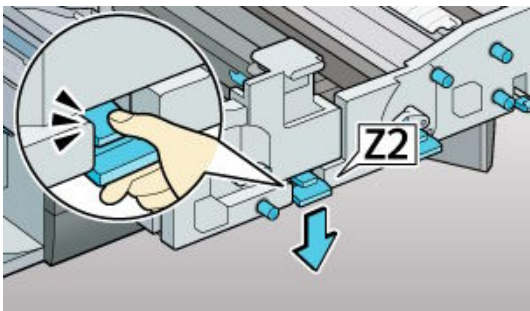
3. Turn the levers C1 to the left and lever C2 to the right.



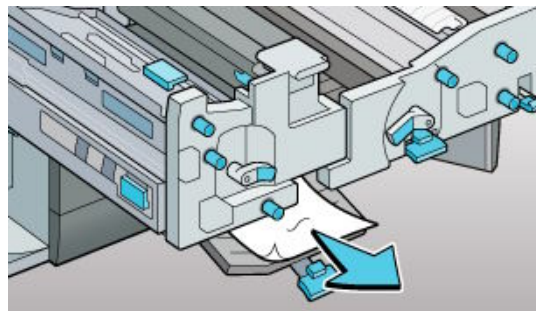
4. Pull out the unit.



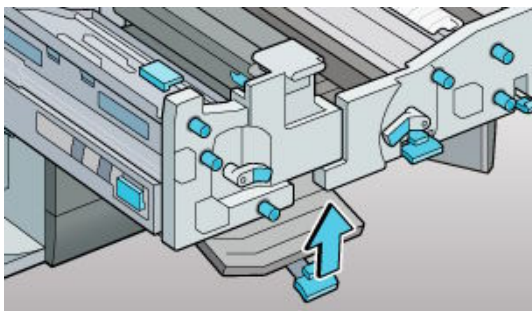
5. Press down the Z2, and then lower the guide panel.



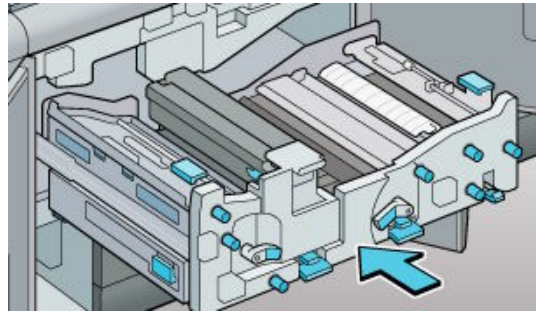
6. Remove the misfed paper.



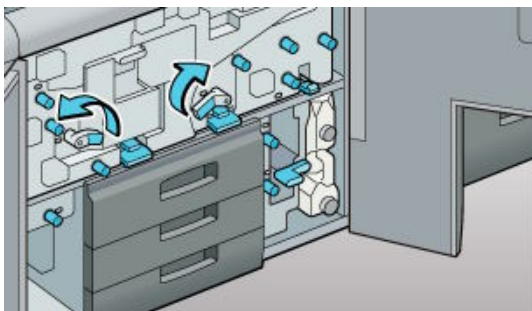
7. Raise the guide panel to its original position.



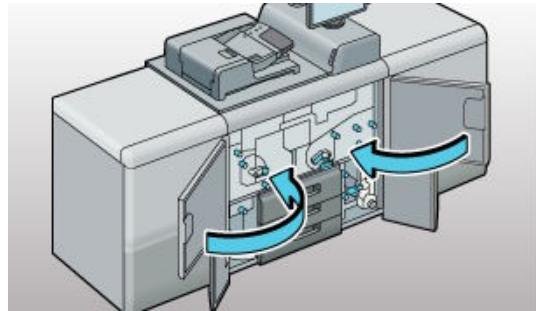
8. Slide the unit to its original position.



9. Raise the levers C1 and C2 to their original positions.

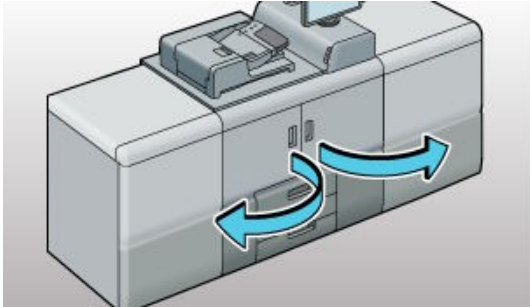


10. Close the front left and right covers of the main unit.

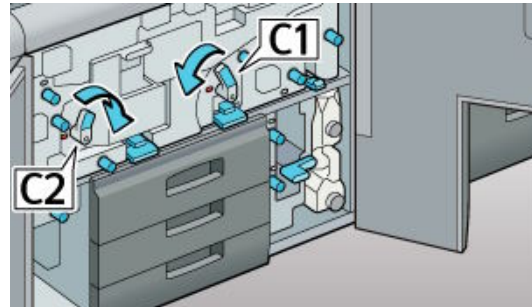


Misfeed Z3

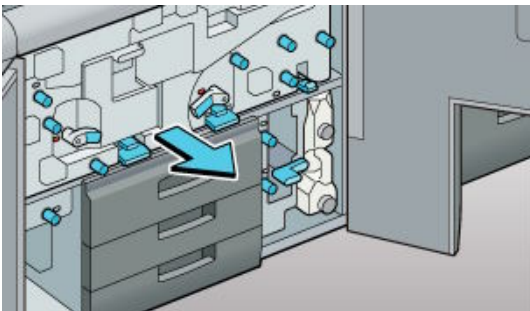
1. Open the left and right front covers.



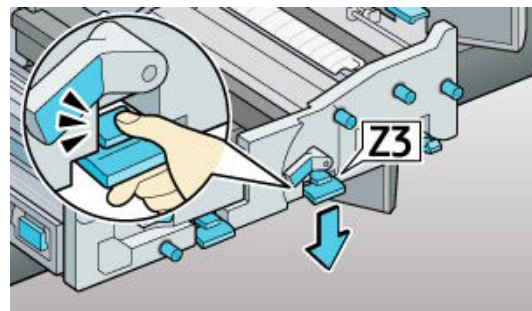
2. Turn the lever C1 to the left and lever C2 to the right.



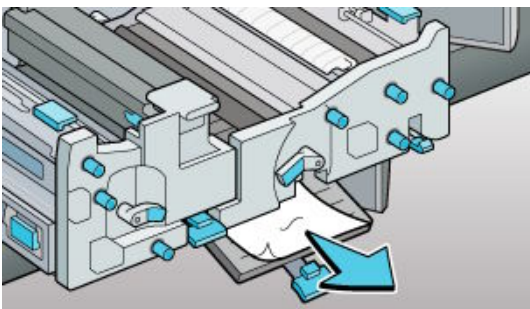
3. Pull out the unit.



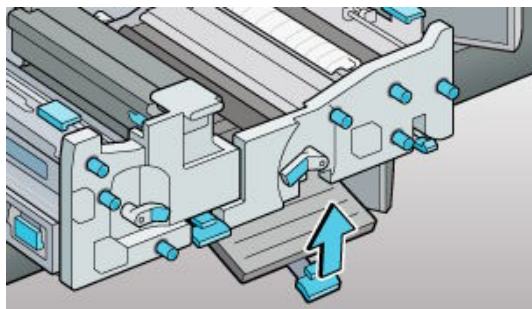
4. Press down the Z3, and then lower the guide panel.



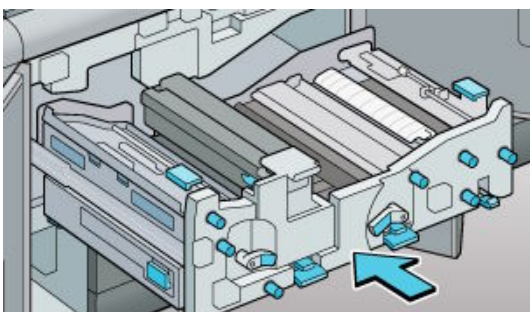
5. Remove the misfed paper.



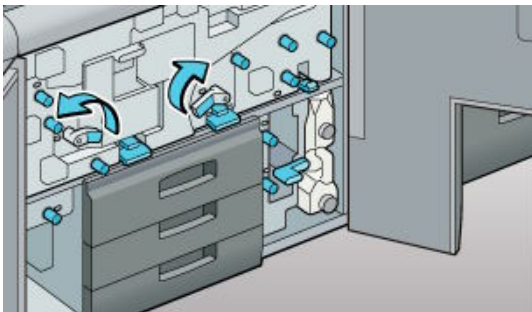
6. Raise the guide panel to its original position.



7. Slide the unit to its original position.



8. Raise the levers C1 and C2 to their original positions.



9. Close the front left and right covers of the main unit.

RICOH
imagine. change.