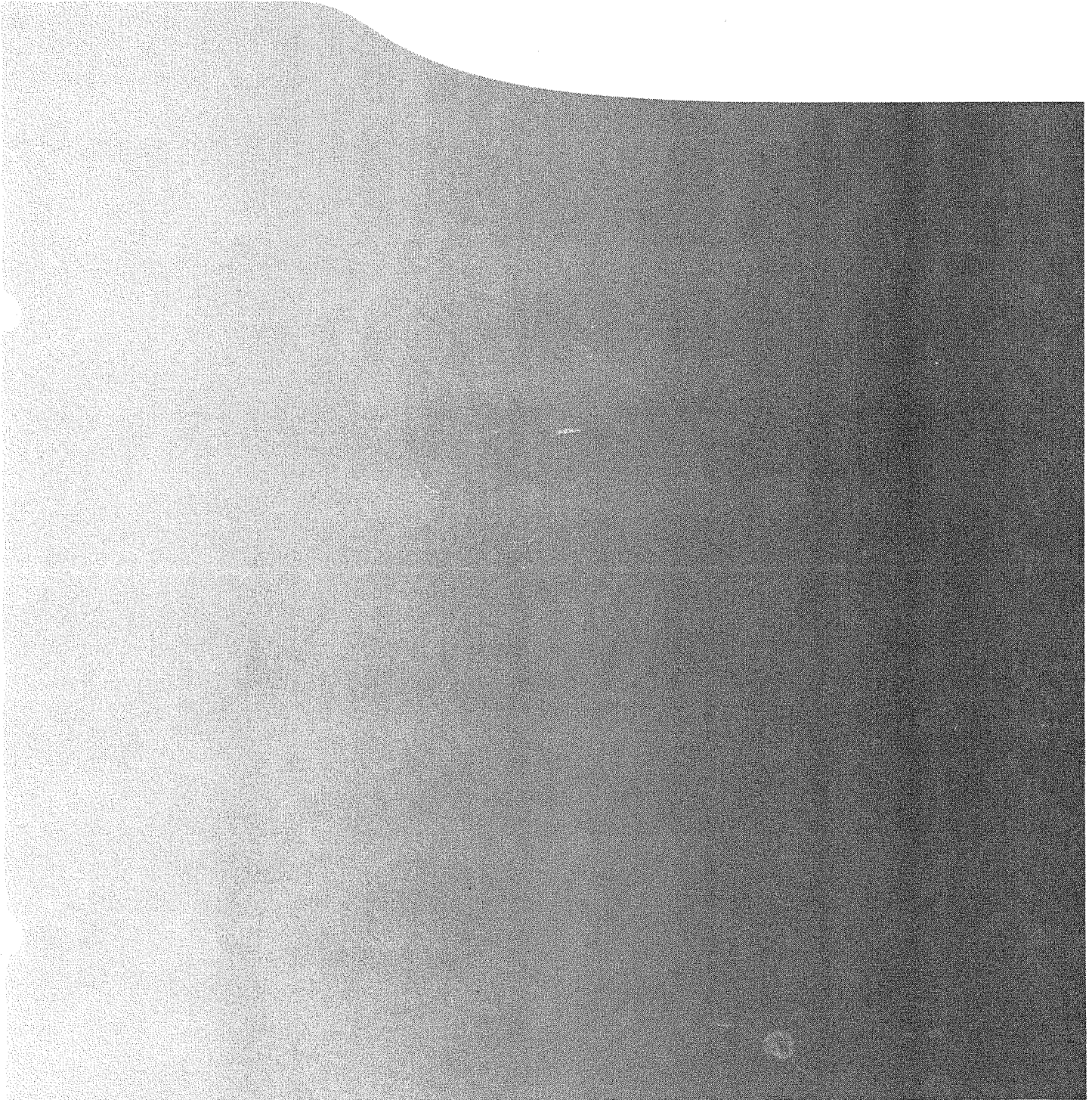


RISO

SORTER
TM5000

USER'S GUIDE



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FCC Warning

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

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Welcome to the RISOgraph Sorter TM5000

Thank you for purchasing the RISOgraph Sorter TM5000, which is directly connected to your printer and saves your time of finishing printed copies into booklets, equipped with the multiple large-capacity bins (50 bins per tower) and the on-line stapler.

It also prevents unexpected ink smudges on the rear side of printed copies in large-volume print jobs. To help you operate it without troubles, besides, it is equipped with the easy-to-read LCD control panel.

About This User's Guide

This Guide provides all the information you need to use your RISOgraph Sorter TM5000. It is designed to help you take advantage of the features built into the RISOgraph Sorter TM5000 and provides information on its basic and advanced operations, precautions and troubleshooting.

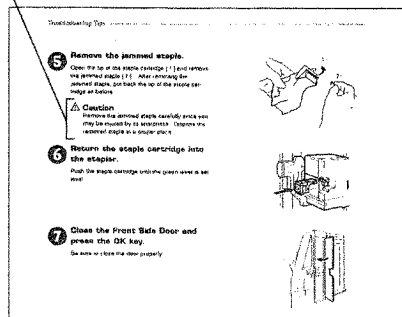
Be sure to read this Guide before you start using the sorter. Also be sure to refer to this Guide whenever you are uncertain about any operation you wish to perform.

Safety Remark

Gives you safety instructions under the following icons:

⚠ WARNING
Ignoring these instructions could cause serious injury.

⚠ Caution
Ignoring these instructions could cause injury or damage to the equipment.



Pictorial Description

Describes a feature available in TM5000 with a picture.

Operation Instruction

Describes operation procedures with simple numbered step.

Advice Remark

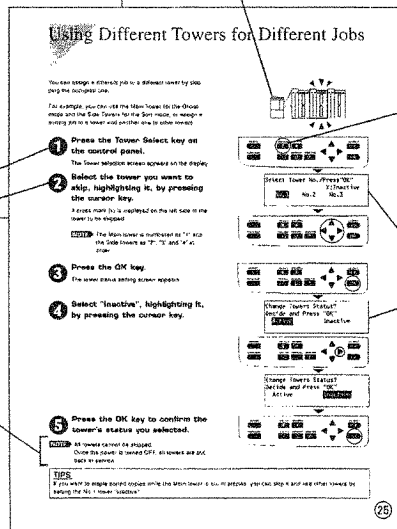
Gives you helpful advice for trouble-free operation under the following headings:

Important!

Provides important information on installation and operation.

NOTE

Provides additional information for utility.



Panel Highlight

Indicates the key and/or indicator to be used or referred to during operation.

Main Display Frame

Indicates the message to be displayed in relation to an instructed operation.

Cautions in Installation and Operation

Follow the directions below for the proper location and environment when installing and operating your unit. They are intended to increase safety, ensure proper quality and prolong the life of your unit.

Location and Environment

Your dealer will help determine a proper location for your unit at the time of delivery.

WARNING

- Do not place water containers or metallic objects on the unit. If water drips inside the unit or a metallic object drops inside it, it can result in a fire or an electric shock.
- After installing the unit, turn the adjustment feet on the bottom of the unit so that it stands level on the floor. If the unit moves or tips over, it may lead to human injury.

Caution

- When you relocate the unit, be sure to unplug the power cord from the electrical outlet. Otherwise, it could cause machine failure, a fire, or an electric shock.
- Install the unit near an electrical outlet to avoid using an extension cord between the unit and the electrical outlet. If an extension cord is unavoidable, do not use one longer than 15 ft (5 m).
- Do not allow anything to rest on or roll over the power cord and do not place the unit where the power cord is subject to traffic or abuse. This can result in a shock or fire hazard.
- Maintain adequate distance from the rear wall to allow the easy connection/disconnection of the power cord.
- Do not place heavy objects on the unit. The objects might fall and cause injury.
- Keep the unit away from dusty or humid areas. Otherwise, a fire or an electric shock might occur.

Important!

- Avoid installing the unit in the locations listed below. Failure to observe this precaution may lead to machine failure or human injury.
 - Locations where the unit will not stand level (a maximum differential of $\pm 3/8$ inch (± 10 mm) is allowed).
 - Extremely bright locations such as locations close to windows or locations that are exposed to direct sunlight (provide a curtain if you have no choice to install the unit in such location).
 - Locations that are subject to sudden temperature change.
 - Extremely hot and humid locations or cold and dry locations.
 - Recommended temperature range: 59°F to 86°F (15°C to 30°C) with moderate humidity (40% to 70%, no condensation).
 - Heated locations.
 - Locations exposed to direct cold air from an air conditioner, direct hot air from a stove, or direct radiant heat.
 - Badly ventilated locations.

Power Connections

WARNING

- Check the rating plate on the unit before connecting the power cord to avoid applying the excess voltage to it.
- Use the dedicated power cord.

- Securely insert the power cord plug into the electrical outlet to ensure proper electrical connection.
- Do not overload an electrical outlet or extension cord, nor damage the power cord by placing heavy objects on it or pulling or bending it. Otherwise, a fire or an electric shock might occur.
- Do not plug or unplug the power cord with wet hands. Otherwise, an electric shock might occur.

Caution

- Do not pull the power cord but hold the plug itself when unplugging it. Otherwise, it could become damaged and a fire or an electric shock might occur.

Handling and Operation

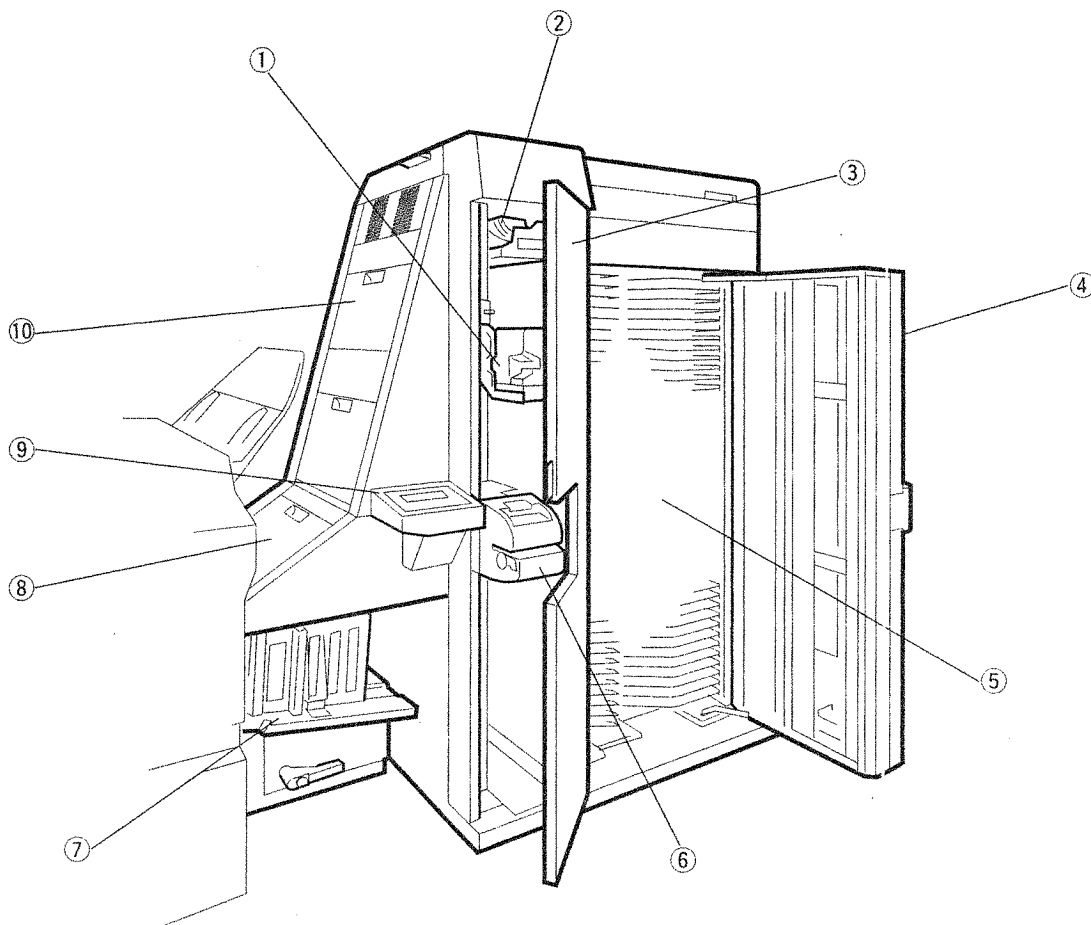
WARNING

- Do not insert or drop any metallic material or flammable substance into the unit through any opening. Otherwise, a fire or an electric shock might occur.
- Do not remove the unit covers because the unit contains the high-voltage parts, which might give you an electrical shock if you touch them.
- Do not disassemble or rebuild the unit by yourself. Otherwise, a fire or an electric shock might occur.
- If the unit gets uncomfortably hot, smokes or smells bad, immediately turn off the power, unplug the power cord and contact your service representative because a fire or an electric shock might occur.
- If something drops inside the unit, turn off the power switch first, then unplug the power cord and contact your service representative. If you continue using it, a fire or an electric shock might occur.
- Unplug the power cord if you think there is an electrical problem or you do not use the unit for a long time.
- Keep loose clothing or long hair away from moving parts to avoid becoming entangled.

Caution

- Do not turn off or unplug the unit during operation.
- Do not open the doors or move the unit during operation.
- Do not try to alter the unit or remove parts.
- Open and close the doors gently.
- Do not subject the unit to jolts.
- Never stick your hands or fingers in the opening around the Precision Stacking Tray, as well as the Joint Unit during operation. Also, when the Optional Manual Stapler is attached to the unit, do not stick your hands or fingers in its opening.
- The unit contains precision parts and driving mechanism. Do not attempt to perform an operation other than those given in the User's Guide.
- Contact your service representative when the unit is to be relocated.

Knowing the Parts and Components



① **Standard Automatic Stapler** (see p.20)

Staples sorted sheets.

② **Paper Distributor**

Distributes sheets into bins.

③ **Front Side Door**

To be opened to remove jammed paper or supply staples.

④ **Front Main Door**

To be opened to collect distributed sheets from the bins.

⑤ **Bin**

Receives distributed sheets. 50 bins are available in each tower.

⑥ **Optional Manual Stapler** (see p.22)

Automatically staples inserted sheets (optional).

⑦ **NonSort Precision Stacking Tray** (see p.13)

Receives ejected sheets in the NonSort mode. Receives the initial sample copy and excess sheets in other job modes.

⑧ **Joint Unit**

Receives the printed copies which are ejected from the printer and to be distributed into bins.

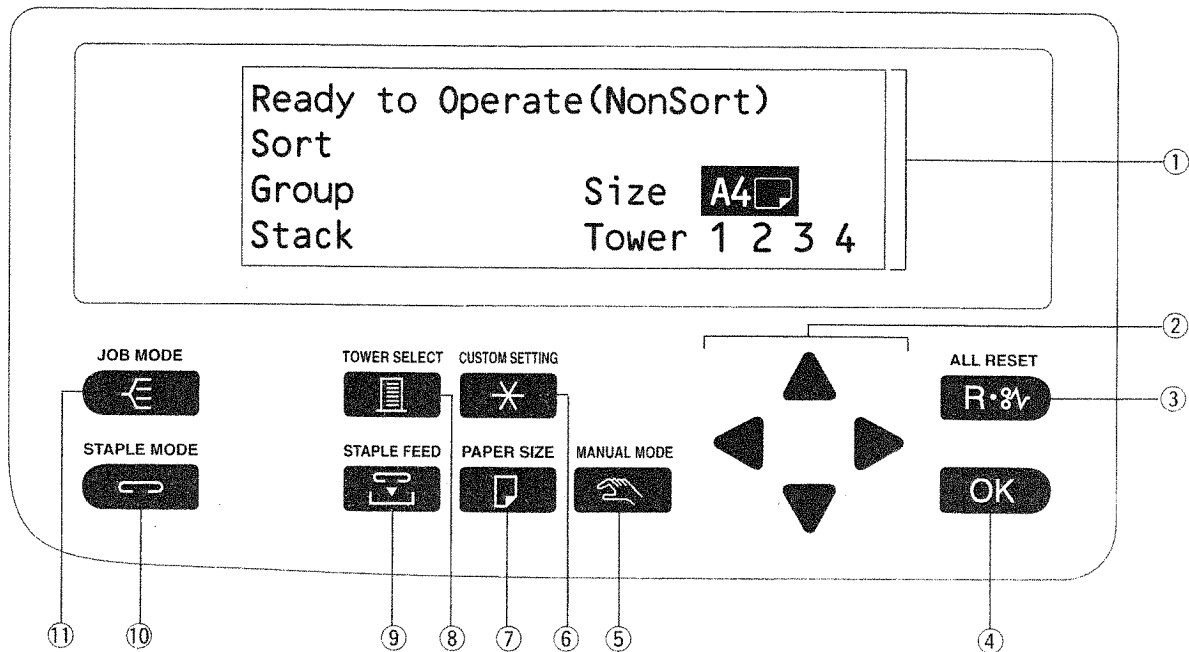
⑨ **Control Panel** (see p.7)

Gives various job directions through key entry and shows various advices on the display.

⑩ **Paper Transfer Unit** (see p.27)

Transfers the printed copies received by the Joint Unit to the Paper Distributor.

The Control Panel



- ① **Display** (☞ p.8)
Indicates the current operation status or gives operation tips or error messages.
- ② **Cursor Keys**
Selects an item in various menus shown on the display.
- ③ **All Reset Key**
Cancels the current setting on the display.
This key is also used to resume operation after staple jams in the built-in stapler.
- ④ **OK Key**
Confirms the current setting on the display.
- ⑤ **Manual Mode Key**
Opens the Manual mode selection screen on the display.
This key is available only in the Sort mode (☞ p.14 & p.18)
- ⑥ **Custom Setting Key** (☞ p.23)
Opens the Custom item selection screen on the display.
- ⑦ **Paper Size Key** (☞ p.12)
Opens the Paper size selection screen on the display.
- ⑧ **Tower Select Key** (☞ p.25)
Opens the Tower selection screen on the display when multiple towers are installed.
- ⑨ **Staple Feed Key** (☞ p.21)
Leads the built-in stapler to the staple feeding position.
- ⑩ **Staple Mode Key** (☞ p.17)
Selects the staple position on sorted sheets.
- ⑪ **Job Mode Key** (☞ p.12)
Selects the job mode among: Sort, Group, Stack, and NonSort.

NOTE The job mode setting on the printer is reflected on the control panel, and vice versa.

The Display

When the Custom Setting Key is pressed (ref p.23)

Select an Item /Press "OK"
 Paper Type Selection
Custom Paper Size Entry1
 Custom Paper Size Entry2

Custom Setting Screen

When the Manual Mode Key is pressed (ref p.14 & p.18)

Select Job Mode/Press "OK"
Stapling
 Sheet Alignment&Stapling
 Sheet Alignment

Manual Mode Selection Screen

When the Paper Size Key is pressed (ref p.12)

Select Paper Size/Press "OK"
 A3 B4 **A4** B5 A4
 To inch list
 □□□□X□□□□ □□□□X□□□□ □□□□X□□□□

Paper Size Selection Screen

Basic Display

Ready to Operate(NonSort)
 Sort
 Group
 Stack
 Size **A4**
 Tower 1 2 3 4

- Operation guide message
- Acceptable paper size for bins
- Available tower number

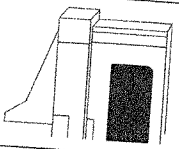
Available job mode

When the Tower Select Key is pressed (ref p.25)

Select Tower No./Press "OK"
XNo.1 No.2 No.3
 X:Inactive

Tower Selection Screen

When a trouble occurs (ref p.26)

 SXX
 Call Service

Advice Screen

When the Staple Feed Key is pressed (ref p.21)

Replace Staple Cartridge
 1:○ 2:X 3:○ 4:○
 Replace empty(X)Cartridge,
 close cover and press "OK"

Staple Feed Guide Screen

Paper Recommendations

Important!

Using unsuitable paper could lead to paper jams, machine troubles, or ink smudges on printed copies. Regarding unsuitable types of paper, refer to the printer's user's guide.

Size and Weight Restrictions

The allowable paper size range for bins is: 7 x 8 inch (182 mm x 210 mm) to 11 x 17 inch (297 mm x 432 mm).

The allowable paper weight (thickness) range for bins is: 15-lb bond to 36-lb bond (50 to 157 g/m²).

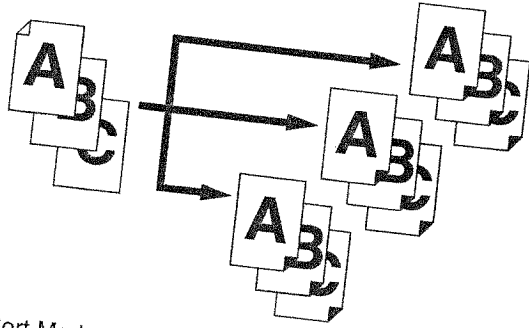
When the paper length in the feed direction is 8-inch (210 mm) or less, it is limited between 15-lb bond to 28-lb bond (50 and 105 g/m²).

- Refer to the dedicated printer's User's Guide regarding the paper size and thickness available in the NonSort mode.

Description of Job Modes

There are four job modes: Sort, Group, Stack, and NonSort. You can select one of them depending on your finishing needs.

Sort Mode



The Sort Mode provides you with multiple sets of multi-page documents, which are stored in separate bins (50 bins per tower) through orderly distribution of copies printed from multiple originals. You can have a desired number of multi-page booklets (up to 50 sets per tower) without extra manual work if you use the built-in automatic stapler in this mode.

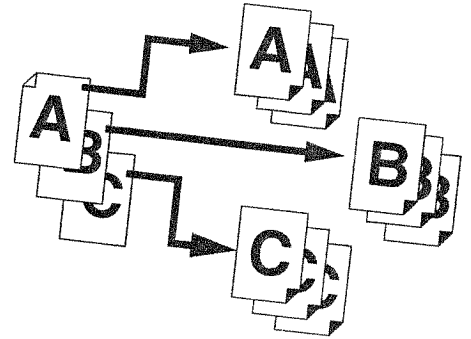
Important!
If you print more copies per page than the number of bins available, the excess ones are ejected into the NonSort Precision Stacking Tray.

SPECIAL NOTE

Bin capacity

A single bin can contain up to 50 sheets of paper (with 17-lb or bond or 64g/m² paper).

Group Mode

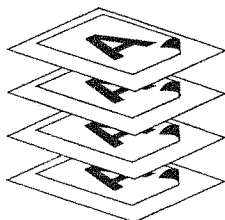


The Group mode provides you with multiple stacks of printed copies, which are respectively stored into quarters of bins with an empty bin spared for a division between them. Stacks of printed copies can be made from a common original or different ones, whichever preferred.

NOTE Each stack (group) can hold 200 copies at the maximum and the printed copies exceeding this capacity are ejected into the NonSort Precision Stacking Tray.


Important!
Up to 10 stacks (groups) are available in a tower. If you specify more groups than available, the printed copies for the excess groups are ejected into the NonSort Precision Stacking Tray. (The number of available groups varies depending on the number of towers installed.)

Stack Mode

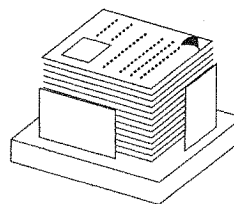


The Stack Mode distributes a large volume of copies printed from a single original into separate bins, by which unexpected ink smudges on print's face can be prevented, provided with sufficient time for ink drying. This mode will be useful, specially for double-sided printing in which ink smudges are less welcome than in single-sided printing.

- NOTE** • Even when additional side towers are installed, the main tower is only available in this mode.
- To secure enough time for ink drying on printed copies with large solids in the Stack mode, you can lead the printer to delay resuming operation after its suspension during which the preparatory operation for the succeeding sequence of sheet distribution proceeds in the tower.

( p.23, 24 "Stack Mode's Interval")

NonSort Mode



The NonSort Mode stacks all printed copies in the dedicated Tray, the NonSort Precision Stacking Tray, without distributing them into bins. The NonSort Precision Stacking Tray can store approximately 1,000 sheets (17-lb bond or 64 g/m² paper).

This mode will be useful when you print a small volume of copies from a single original.

- NOTE** The NonSort mode is available even when a tower itself is not available due to malfunction.

Basic Operation

1 Turn ON the power switch on the printer.

The power switch is located on the lower right side of the printer. When you turn it ON, the power is supplied to the TM5000 as well.

2 Select a job mode.

Press the Job Mode key on the control panel and highlight a desired job mode name on the display.

NOTE In the Sort Mode, the automatic stapling operation is available (see p.17)

3 Place an original on the printer.

The ADF unit is recommended for multiple original placement.

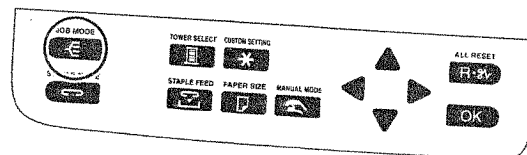
Important!

- If you staple sorted copies by the built-in automatic stapler, always confirm the originals are placed in the correct direction. (see p. 16)
- If the paper size indicated on the display is not identical with the size of the paper to be used, press the Paper Size key on the control panel and select the identical one. (If your printer can detect the size of paper to be used, the same paper size as on the printer is automatically indicated on the display.)

4 Start the selected job from the printer.

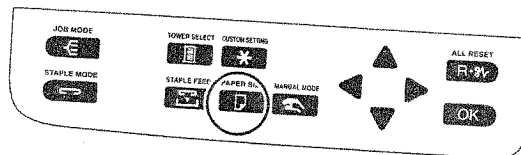
Specify the print quantity and press the START key on the printer. An initial proof copy is ejected to the NonSort Precision Stacking Tray and the operation is interrupted. Press the START key on the printer again to resume operation if you find the proof copy as expected.

- NOTE**
- When the Auto Print feature is activated on the printer, the operation is not interrupted after the initial proof copy.
 - For a detailed description of printer's operations, refer to its dedicated user's guide.



For Stapling → Staple Mode Key

| | |
|-------|---------------|
| Sort | Size LEDGER |
| Group | Tower 1 2 3 4 |
| Stack | |



Select Paper Size/Press "OK"

| | | | | |
|----|----|----|----|----|
| A3 | B4 | A4 | B5 | A4 |
|----|----|----|----|----|

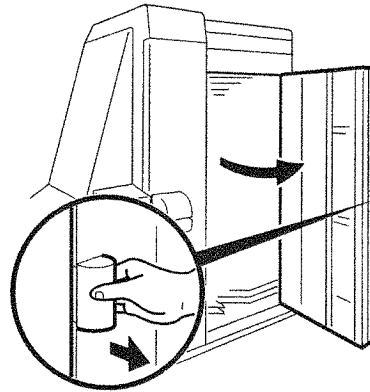
To inch List

□□□□X□□□ □□□□X□□□ □□□□X□□□

5 Collect printed copies from bins.

Make sure that all the operations are finished inside by checking the message on the display and open the Front Main Door. Then collect stacks of printed copies from the bins.

NOTE The Front Main Door is locked during operation.

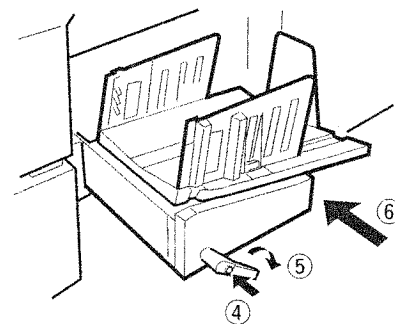
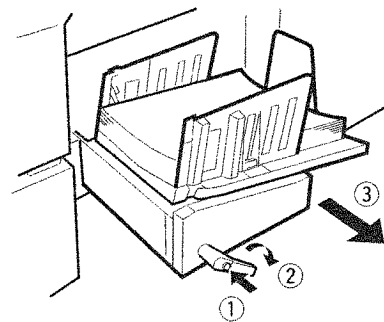


ATTENTION:

When the NonSort Mode is selected, all printed copies are stacked in the NonSort Precision Stacking Tray. Follow the instructions below to collect them.

[Collecting printed copies from the NonSort Precision Stacking Tray]

1. Turn the handle downward, holding down the release button on it.
2. Pull out the NonSort Precision Stacking Tray toward you and take out the printed copies stacked there.
3. Turn the handle downward, holding down the release button on it, and push back the NonSort Precision Stacking Tray into its original position.



Advanced Operation

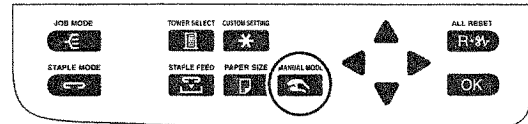
Manual Sheet Insertion into Stacks of Sorted Copies

You can manually insert a sheet, such as a chapter cover sheet, into a stack of sorted copies by placing it on the stack in the middle of the sorting operation.

After printing required originals in the Sort mode, follow the instructions given below.

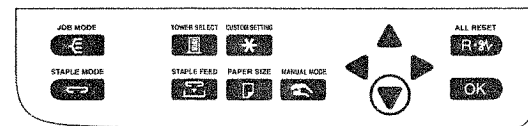
1 Press the Manual Mode key on the control panel.

The Manual mode selection screen then appears on the display.



Select Job Mode/Press "OK"
Stapling
Sheet Alignment&Stapling
Sheet Alignment

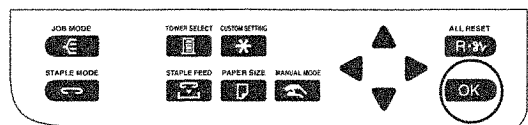
2 Select "Sheet Alignment" from the job mode list on the display, using the cursor key on the control panel.



Select Job Mode/Press "OK"
Stapling
Sheet Alignment&Stapling
Sheet Alignment

3 Press the OK key on the control panel.

The message prompting you to place sheets on stacks of sorted copies in the bins then appears on the display.

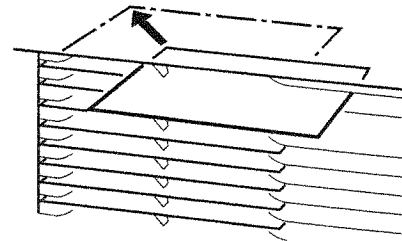
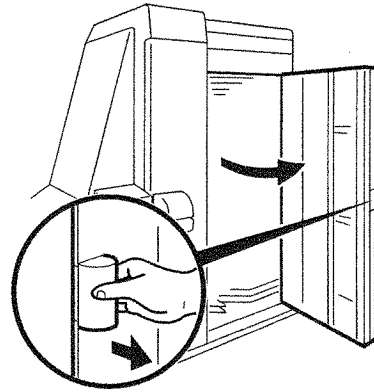


<Sheet Alignment>
Place sheets along rear
left corner.
Press "OK" when ready.

- 4** Open the Front Main Door and place sheets on stacks of sorted copies as prompted.

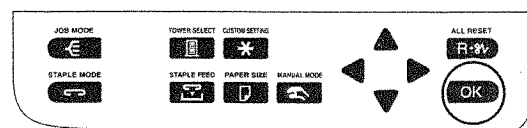
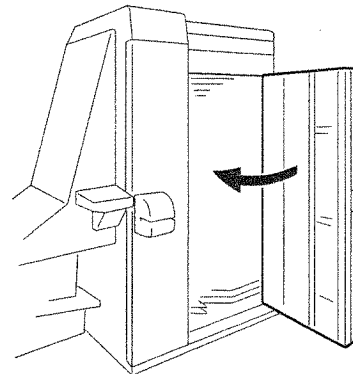
Important!

Align the rear left corner of the sheet to be inserted with that of stacked copies in the bins.



- 5** Close the Front Main Door and press the OK key on the control panel.

Stacks of sorted copies and inserted sheets are aligned.



- 6** Resume the sorting operation for the succeeding originals.

The printed copies of the succeeding originals are stacked on the inserted sheets, in the respective bins.

Stapling Stacks of Sorted Copies

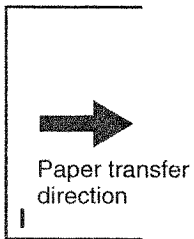
Stapling Position and Original Placement

In the Sort mode, you can staple stacks of sorted copies by the built-in automatic stapler.

Stapling Position

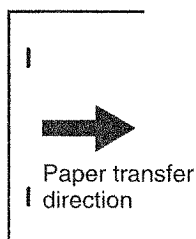
The following three stapling positions are available.

FRONT



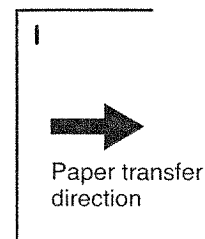
Staples stacks of sorted copies at 1 left-end front corner position.

CENTER



Staples stacks of sorted copies at 2 left-end center positions.

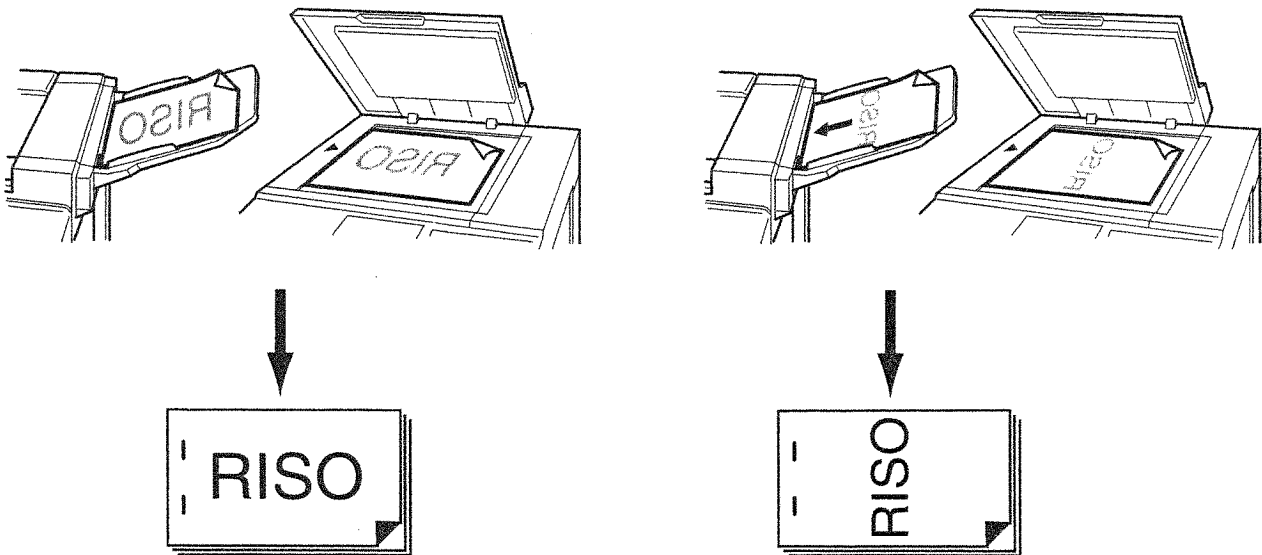
REAR



Staples stacks of sorted copies at 1 left-end rear corner position.

Original Placement

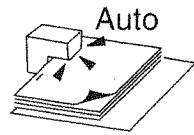
The relationship between the original placement and the stapling position is as follows.



NOTE Stapling capability

Both the Standard Automatic Stapler and the Optional Manual Stapler can staple up to 50 sheets of paper together (with 17-lb bond or 64 g/m² paper).

Specifying Stapling Position

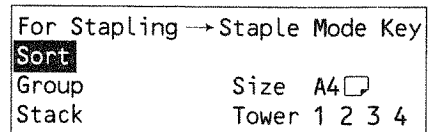


You can specify the stapling position either before or after the sorting operation.

NOTE When specifying the stapling position after the sorting operation, you can align stacks of sorted copies before stapling them if required (p. 18)

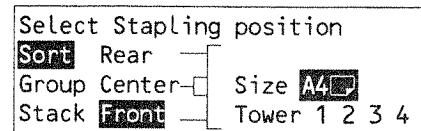
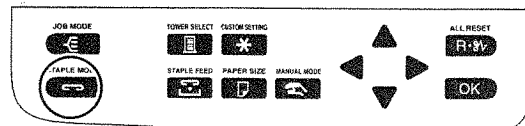
When specifying the stapling position before the sorting operation;

1 Confirm that "Sort" is highlighted on the display. If not, press the Job mode key to highlight it.



2 Press the Staple mode key on the control panel.

The stapling position selection screen then appears on the display.



3 Select a desired stapling position, highlighting it on the display, by pressing the Staple mode key.

The stapling operation starts immediately after the print jobs are completed for all originals placed on the printer.

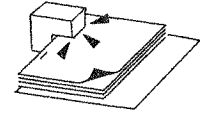
Therefore you are advised to place all the originals to be stapled together on the printer at one time if you want to specify the stapling position beforehand.

NOTE You can place multiple originals on the printer at the same time if the printer is equipped with the ADF unit. If not, you are advised to specify the stapling position after the sorting operation. (p. 18)

ATTENTION:

- The Auto Print feature is automatically activated on the printer if the stapling position is specified before the sorting operation.
- If you want to start sorting operation after checking the initial proof copy, cancel the Auto Print feature and specify the stapling position after the sorting operation.
- When the Auto Print feature is canceled on the printer, the current stapling position setting is ignored.

When specifying the stapling position after the sorting operation;



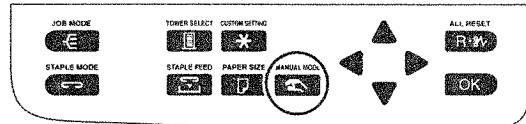
- 1 Confirm that "Sort" is highlighted on the display.**

If not, press the Job mode key to highlight it.

For Stapling → Staple Mode Key
Sort
 Group Size A4 □
 Stack Tower 1 2 3 4

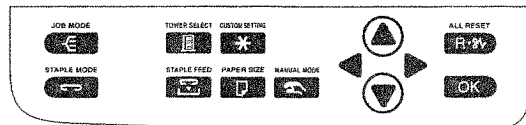
- 2 Press the Manual mode key on the control panel.**

The Manual mode selection screen then appears on the display.



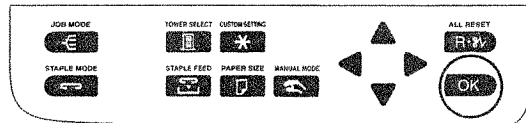
- 3 Select either "Stapling" or "Sheet Alignment & Stapling" from the Job mode list on the display, using the cursor keys on the control panel.**

Select Job Mode/Press "OK"
Stapling
 Sheet Alignment&Stapling
 Sheet Alignment



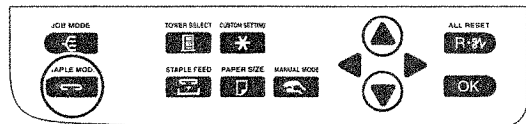
- 4 Press the OK key on the control panel.**

The stapling position selection screen then appears on the display.



<Stapling>
 Select stapling position
 Rear
 Center
Front

- 5 Select a desired stapling position, highlighting it on the display, by pressing the Staple mode key or the cursor keys.**



6 Press the OK key on the control panel again.

The stapling operation then starts.

If you select "Sheet Alignment & Stapling" as a manual job mode, the message prompting you to add sheets to stacks of sorted copies in the bins then appears on the display.

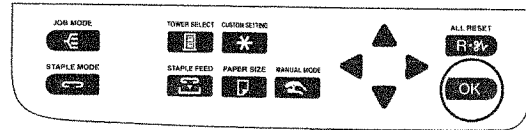
Open the Front Main Door and add sheet to stacks of sorted copies as prompted. Close the Front Main Door and then press the OK key on the control panel.

Stacks of sorted copies and added sheets are aligned and stapled.

NOTE It is recommended you select "Sheet Alignment & Stapling" from the Manual mode list when you manually add a sheet, such as a front cover sheet, to a stack of sorted copies in each bin before stapling them.

Important!

Align the rear left corner of the sheet to be added with that of stacked copies when placing it in the bins.



NOTE The Manual mode key is not available without printed copies stacked in the bins in the Sort mode.

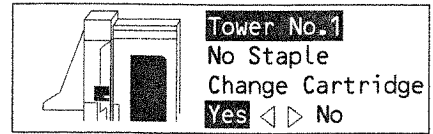
ATTENTION:

To cancel the automatic stapling operation, hold down the All Reset (R-24) key on the control panel for 2 seconds or more. Once canceled, the stapling operation cannot be resumed.

Charging the Staple Cartridge

When the built-in automatic stapler runs out of staples, the message to the right appears on the display.

In this case, charge the empty cartridge with staples as instructed below.

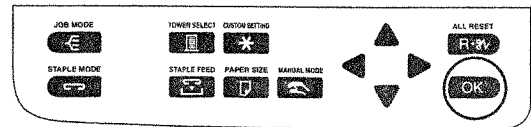


- 1** Confirm that "Yes" is highlighted on the display and press the OK key on the control panel.

The stapler inside the corresponding tower starts moving to the staple feeding position with an advice message on the display.

When the stapler reaches the staple feeding position, the messages to the right appears.

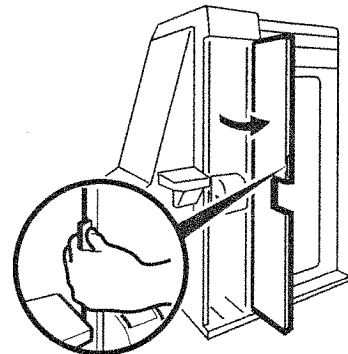
NOTE If you select "No", highlighting it by pressing the cursor key (▶) and press the OK key, the stapling operation is canceled on the way.



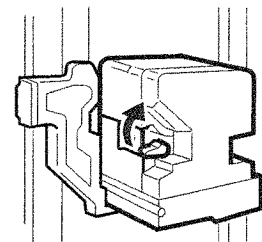
Replace Staple Cartridge
-Positioning Staple-

Replace Staple Cartridge
1:○ 2:X 3:○ 4:○
Replace empty(X) Cartridge,
close cover and press "OK"

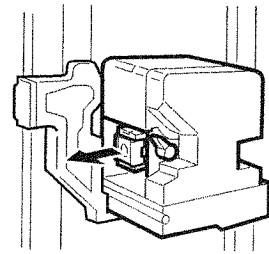
- 2** Open the Front Side Door of the corresponding tower.



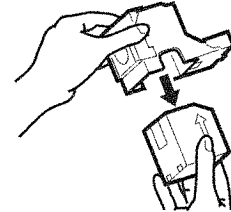
- 3** Push up the green lever on the stapler and release the cartridge lock.



4 Pull out the empty staple cartridge.

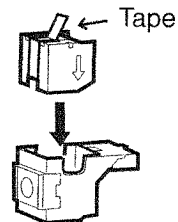


5 Remove the empty staple box from the cartridge.



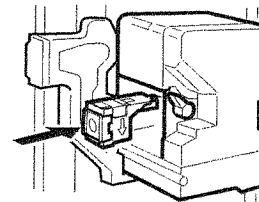
6 Put a new staple box into the cartridge.

Push a new staple box into the cartridge as shown in the figure and pull off the holding tape.



7 Return the charged staple cartridge into the stapler.

Push in the staple cartridge until the green lever is set level.

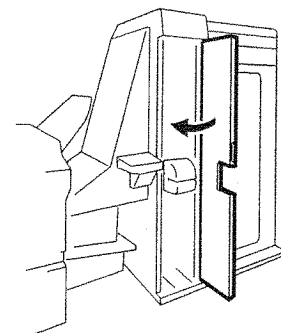


8 Close the Front Side Door.

The status of the charged staple cartridge is checked.

If it is confirmed that the staple cartridge is correctly set in the stapler, the stapler returns to the current job position and automatically resumes stapling operation.

If not, the advice message shown at first reappears on the display. In this case, repeat the same operation as above.



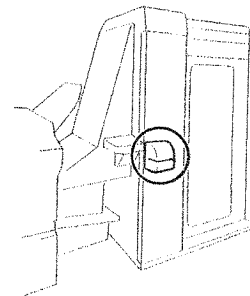
- NOTE** • When you want to fill the staple cartridge before the advice message appears on the display or check if the staple cartridge is empty before stapling operation, press the Staple Feed key on the control panel.
- If this key is pressed, the built-in stapler moves to the staple feeding position and then the same message appears as displayed in step 1 of the above procedure.
- In this case, the stapler returns to its original position if you press the OK key on the control panel.
- Recommended staple is: No. 500 (3 boxes in each package, each box containing 5000 staples)

Using Optional Manual Stapler

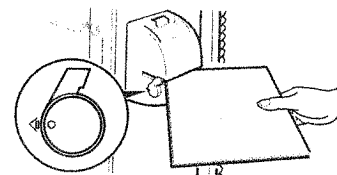
The external manual stapler is available as an optional equipment, to allow you to staple stacks of irregular-size copies or folded sheets.

You can also select the stapling position as you wish.

If you insert a stack of sheets into the slit of the stapler, it is stapled in the same way as by the built-in one.



NOTE If you want to staple a stack of sheets slantwise at a corner, set the slant corner stapling levers at the marked positions.



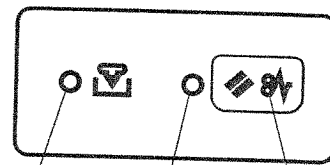
Slant Corner Stapling Lever

Advice Displays on the Manual Stapler

When the green indicator lights;

Cause The stapler has run out of staples.

Action Turn down the stapler, pulling it toward you, and reach the staple cartridge. Follow the steps 3 to 7 in "Charging the Staple Cartridge" (p.20) and charge the staple cartridge with a full staple box. Then, push back the stapler to its original position.



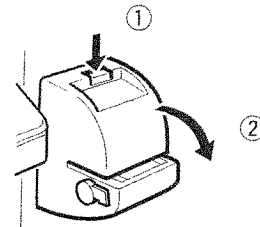
Green indicator
Stapler Reset key
Orange indicator

When the orange indicator lights;

Cause A staple jams inside.

Action Press the Stapler Reset key. Push the PUSH OPEN button. When the green indicator starts flashing, follow the steps 3 to 6 in "Removing Jammed Staples" (p.29) to remove the jammed staple. Then, push back the stapler to its original position.

[Turning down the stapler]



When both the green and orange indicators light;

Cause A malfunction has occurred.

Action Hold down the Stapler Reset key for 2 seconds or more or turn the power switch OFF and then ON again on the printer. If this happens frequently, contact your service representative.

Customizing the Initial Settings

You can select some of the initial settings to which the TM5000 status will return when the printer's power is turned ON or when the All Reset key is held down for 2 seconds or more on the printer.

NOTE When you change the initial settings to meet your requirements, they remain valid until they are changed again.

| Item | Descriptions | Choices | Ref. page |
|---------------------------|---|--|-----------|
| Custom Paper Size Entry 1 | Registers a custom paper size as CUSTOM1. | Max. 11-inch (width) x 17-inch (length) [297mm x 432mm] Min. 7-inch (width) x 8-inch (length) [182mm x 210mm] | p.24 |
| Custom Paper Size Entry 2 | Registers a custom paper size as CUSTOM2. | | |
| Custom Paper Size Entry 3 | Registers a custom paper size as CUSTOM3. | | |
| Default Paper Size | Selects the initial paper size which is indicated on the display when the power is turned ON. | A3, B4, A4*, B5, A4(wide), LEDGER, LEGAL, LETTER, LETTER(wide), FOOLSCAP, CUSTOM1 | p.24 |
| Stack Mode's Interval | Selects the interval given before the printer resumes operation after its suspension in the Stack mode. | 0 SEC.*, 5 SEC., 10 SEC., 20 SEC. | p.24 |

* The item with an asterisk (*) is the default setting.

Custom Setting Operation

1 Press the Custom Setting key on the control panel.

The Custom item selection screen appears on the display.

2 Select the item that you want to customize.

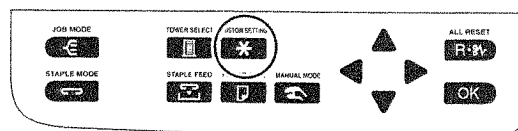
Set a desired item highlighted by pressing the cursor keys.

3 Press the OK key.

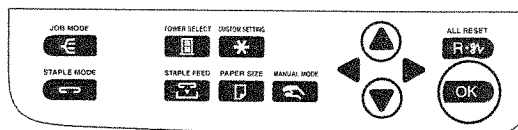
The corresponding custom setting screen appears for the selected item.

4 Select a desired setting with the cursor keys and press the OK key.

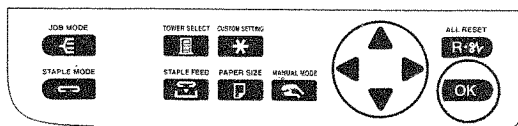
The selected item's setting is customized as desired and the display returns to the normal screen.



Select an Item Mode/Press "OK"
 Default Paper Size ▲
 Custom Paper Size Entry1
 Custom Paper Size Entry2 ▼



Default Paper Size
 A3 B4 A4* B5 A4
 LEDGER LEGAL LETTER
 LETTER FOOLSCAP CUSTOM 1



Additional Description of Items

[Custom Paper Size Entry]

You can register 3 custom paper sizes as CUSTOM1/2/3, which can be selected directly from the Paper size selection screen.

You can open the paper size selection screen by pressing the Paper size key on the control panel.

The paper size entry screens appear for width and length in order.

- 1** Press the up (\blacktriangle) cursor key to increase the value and press the down (\blacktriangledown) cursor key to decrease the value.

The allowable value range of width is:
7 to 11inch (182 to 297mm)

The allowable value range of length is:
8 to 17 inch (210 to 432mm)

- 2** Press the OK key to confirm the value you entered.

[Default Paper Size]

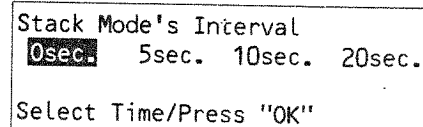
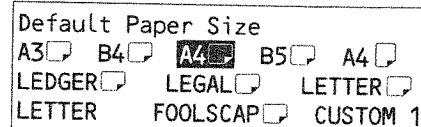
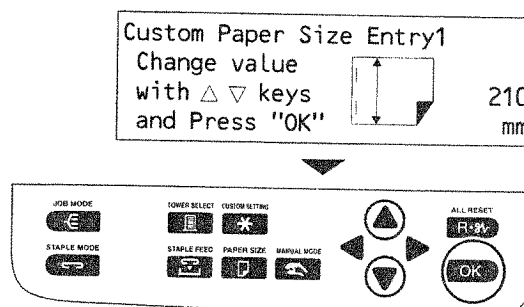
This setting is applied as the paper size indicated on the display when you turn on the power switch on the printer which cannot detect the size of paper to be used.

[Stack Mode's Interval]

You can give an interval before the printer resumes operation after its suspension in the Stack mode to secure enough time for ink drying on printed copies with large solids. You can select one of three different lengths of interval depending on the largeness of solids on printed copies.

NOTE If your printer can detect the size of paper to be used, the paper size on the TM5000 display is decided according to the detected paper size.

If an irregular-size paper is used on this type of printer, "CUSTOM1" is selected as paper size on the TM5000 display. Therefore, you are advised to register a frequently-used irregular paper size as CUSTOM1.



Using Different Towers for Different Jobs

You can assign a different job to a different tower by skipping the occupied one.

For example, you can use the Main Tower for the Group mode and the Side Towers for the Sort mode, or assign a sorting job to a tower and another one to other towers.

1 Press the Tower Select key on the control panel.

The Tower selection screen appears on the display.

2 Select the tower you want to skip, highlighting it, by pressing the cursor key.

A cross mark (x) is displayed on the left side of the tower to be skipped.

NOTE The Main tower is numbered as "1" and the Side towers as "2", "3" and "4" in order.

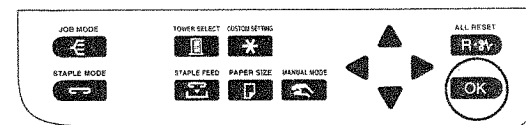
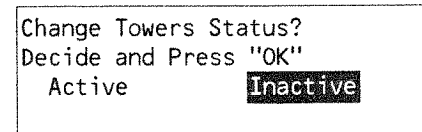
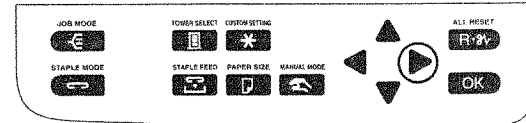
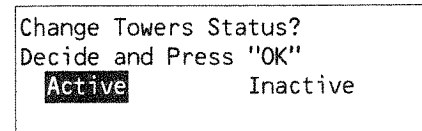
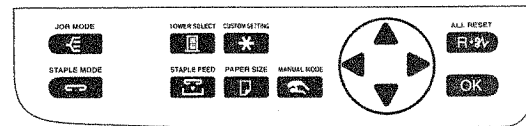
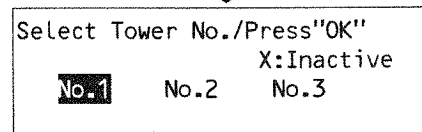
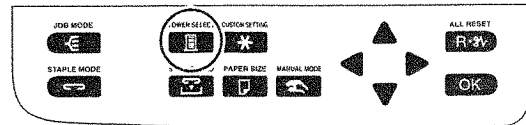
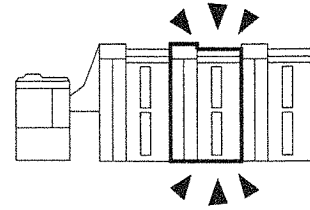
3 Press the OK key.

The tower status setting screen appears.

4 Select "Inactive", highlighting it, by pressing the cursor key.

5 Press the OK key to confirm the tower's status you selected.

NOTE All towers cannot be skipped. Once the power is turned OFF, all towers are put back in service.



TIPS

If you want to staple sorted copies while the Main tower is out of staples, you can skip it and use other towers by setting the No.1 tower "Inactive".

Troubleshooting Tips

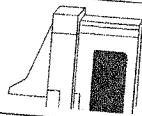
Advice Messages

This section describes how to deal with advice messages which may appear on the Control Panel display. If you need help in following a message's direction, refer to the corresponding page for the detailed description.

NOTE Check what is indicated on the control panel of the printer if required.

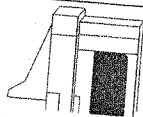
S##
Turn Main Power
SW. OFF Then ON

Cause An error has occurred, interrupting operation.
Action Turn the power OFF and then ON again.



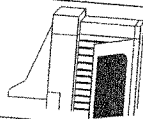
SXX
Call
Service

Action Contact your authorized service representative and report the trouble code (S##).



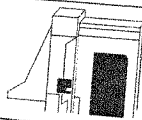
Tower No.1
Bins Full
Remove Paper

Cause The bins are full.
Action Take out stacks of printed copies from the bins.



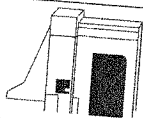
Tower No.1
Close Cover

Cause The door or cover is not properly closed.
Action Check the displayed tower number and door (or cover) location, and close the indicated door (or cover) tightly.



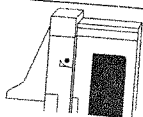
Tower No.1
No Staple
Change Cartridge
Yes ◀ ▶ No

Cause The Standard Automatic Stapler has run out of staples.
Action To charge the staple cartridge and resume operation, select "Yes" and press the OK key. To cancel stapling operation, select "No" and press the OK key.
p.20 "Charging the Staple Cartridge"



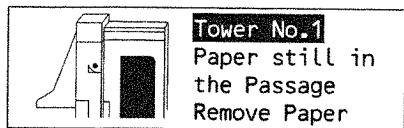
Tower No.1
Staple Jam
Press "Reset"
key

Cause A staple has jammed in the Standard Automatic Stapler.
Action Press the All Reset key and remove the jammed staple.
p.29 "Removing Jammed Staples"



Tower No.1
Paper Jam
Remove Paper

Cause Paper has jammed in the Paper Transfer Unit.
Action Check the tower number and the position where paper has jammed on the display and remove the jammed paper. Then, remove all remaining sheets in the Paper Transfer Unit and Paper Distributor and close the door. The number of copies to be printed is automatically corrected and the operation is restarted.



Cause Paper remains in the Paper Transfer Unit.

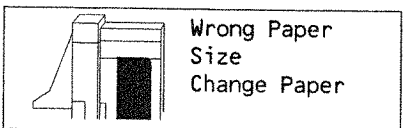
Action Check the tower number and the position where paper remains on the display. Remove all sheets remaining in the Paper Transfer Unit and Paper Distributor and close the door. The number of copies to be printed is automatically corrected and the operation is restarted.



Cause Paper remains in the bins.

Action Remove the remaining sheet from the bins. If you want to use other free towers without removing the remaining sheets, skip the occupied tower(s).

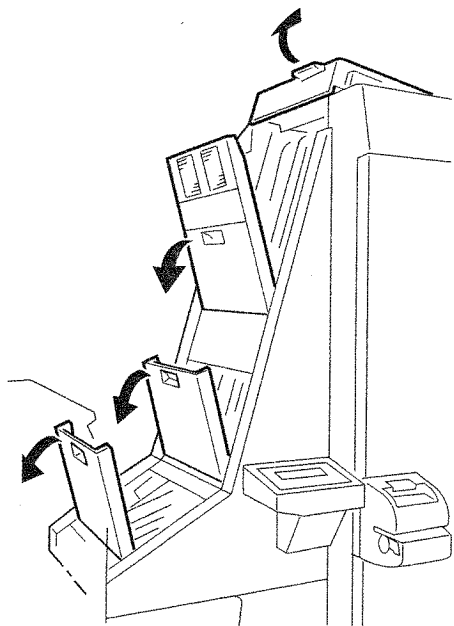
☞ p.25 "Using Different Towers for Different Jobs"



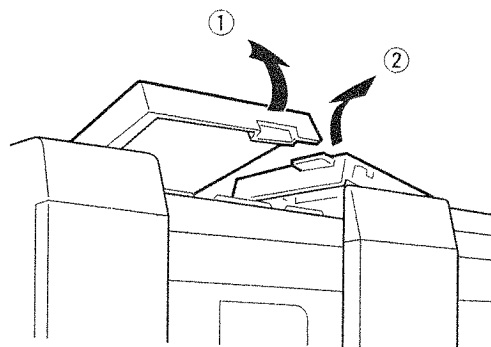
Cause The paper whose size is different from the current one has been replenished on the printer.

Action Replenish the paper whose size is the same as of the current one on the printer.

Opening the Covers of the Paper Transfer Unit



-When the Side Tower is Connected-



Open the cover ① first when opening the cover ②.

When Paper Jams Frequently;

If you use certain types of paper, it may jam frequently. In that case, adjust the position of the Distribution Guide Roller as instructed below.

Important!

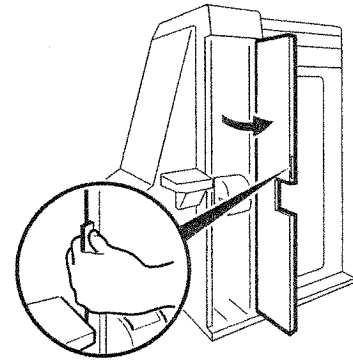
Always return the Distribution Guide Roller to its original position after adjusting it for a specific type of paper.

NOTE When the Distribution Guide Roller is adjusted, it may come in contact with the print surface, causing smudges on the print surface depending on the original.

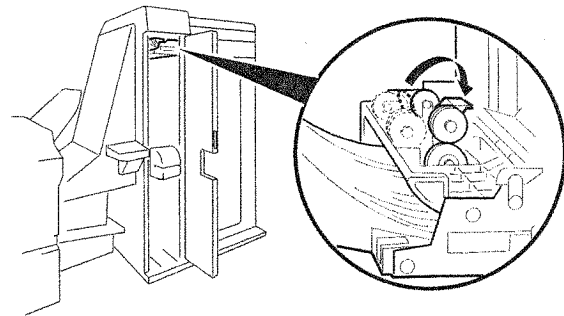
1 Make sure that the TM5000 is idle.

Check the display to make sure that a message such as "SORTING..." or "STAPLING..." is not displayed.

2 Open the Front Side Door.

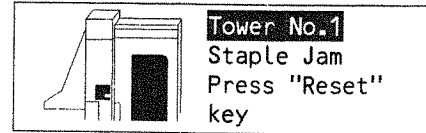


3 Lower the Distribution Guide Roller.



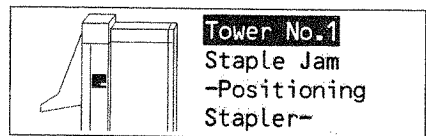
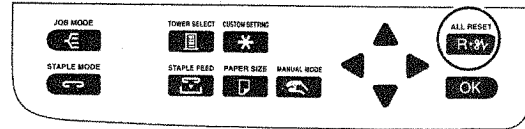
Removing Jammed Staples

When a staple jams in the built-in automatic stapler, the message to the right appears on the display of the Control Panel.

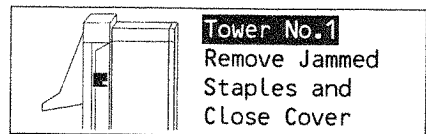


1 Press the All Reset key.

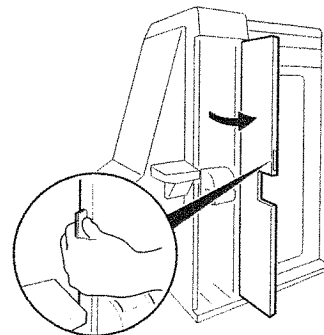
The screen changes and the stapler starts the recovery operation.



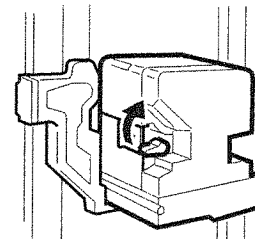
When the recovery operation is finished, the messages to the right appears.



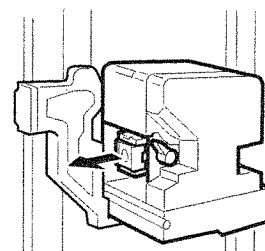
2 Open the Front Side Door.



3 Push up the green lever on the stapler and release the cartridge lock.



4 Pull out the staple cartridge.

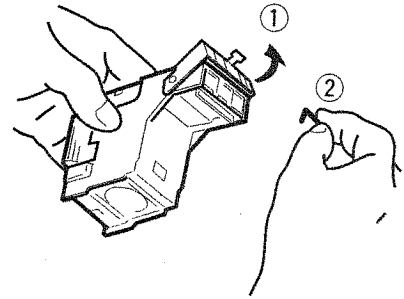


5 Remove the jammed staple.

Open the tip of the staple cartridge [①] and remove the jammed staple [②]. After removing the jammed staple, put back the tip of the staple cartridge as before.

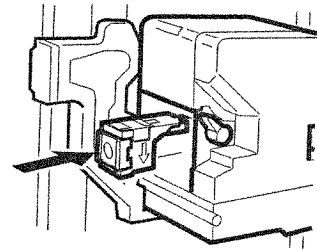
⚠ Caution

Remove the jammed staple carefully since you may be injured by its sharpness. Dispose the removed staple in a proper place.



6 Return the staple cartridge into the stapler.

Push the staple cartridge until the green lever is set level.



7 Close the Front Side Door and press the OK key.

Be sure to close the door properly.

