



Stapler Finisher

Online User's Guide

SF-4000

Definitions of Notes

We use the following symbol throughout this User's Guide:



Tips icons indicate helpful hints and supplementary information.

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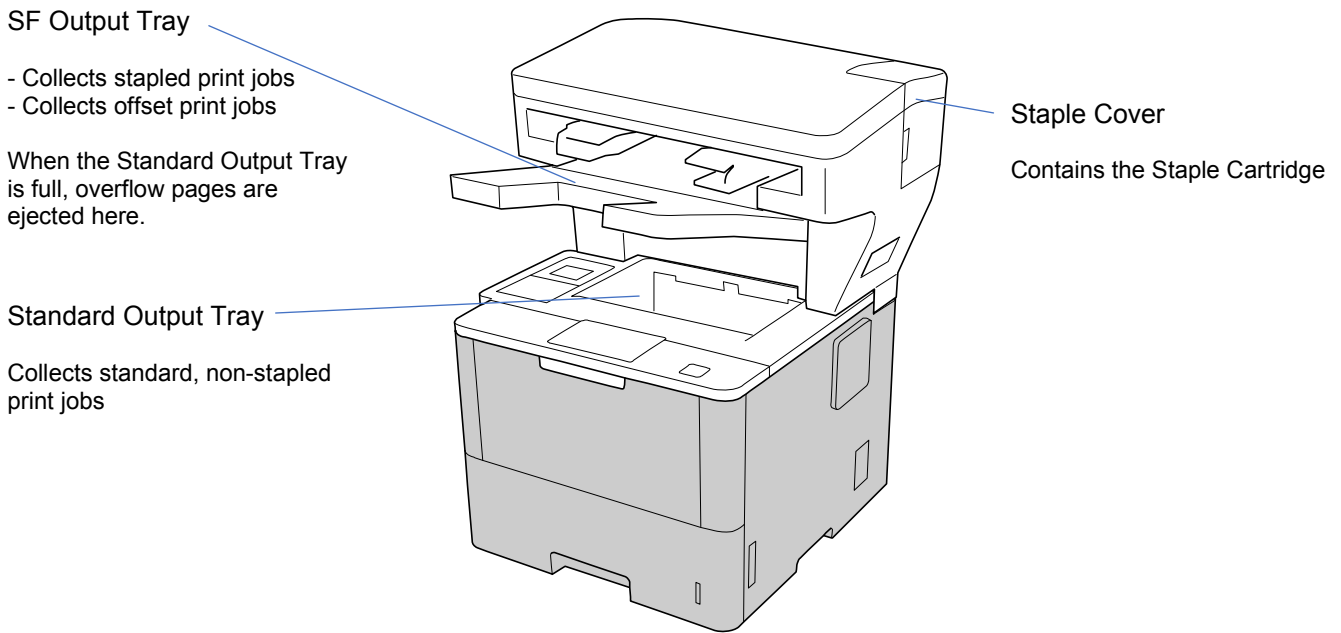
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1. Introduction

1.1 Overview



The Stapler Finisher (SF) unit adds new paper output functions to your Brother machine, such as stapling, offsetting, and stacking. You can select these functions in the printer driver, from your Brother machine's LCD, or using the machine's Web Based Management.

- **Staple:** Staples print jobs and ejects the pages onto the SF Output Tray. Available only when you select the SF Output Tray as the output tray.
- **Offset:** Shifts print jobs ejected onto the SF Output Tray for easier collating. Available only when you select the SF Output Tray as the output tray.
- **Stack:** When the Standard Output Tray becomes full, the printer automatically ejects the pages onto the SF Output Tray.

To use these SF functions, configure them in your printer driver.



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- You can use the Staple and Offset functions at the same time.
 - To use the Staple and Offset functions, set the SF Output Tray in the printer driver or from your machine's LCD.
 - Before using the Stapler Finisher, see installation instructions in the *How to Set Up the Stapler Finisher* guide included with the product or at support.brother.com/manuals.
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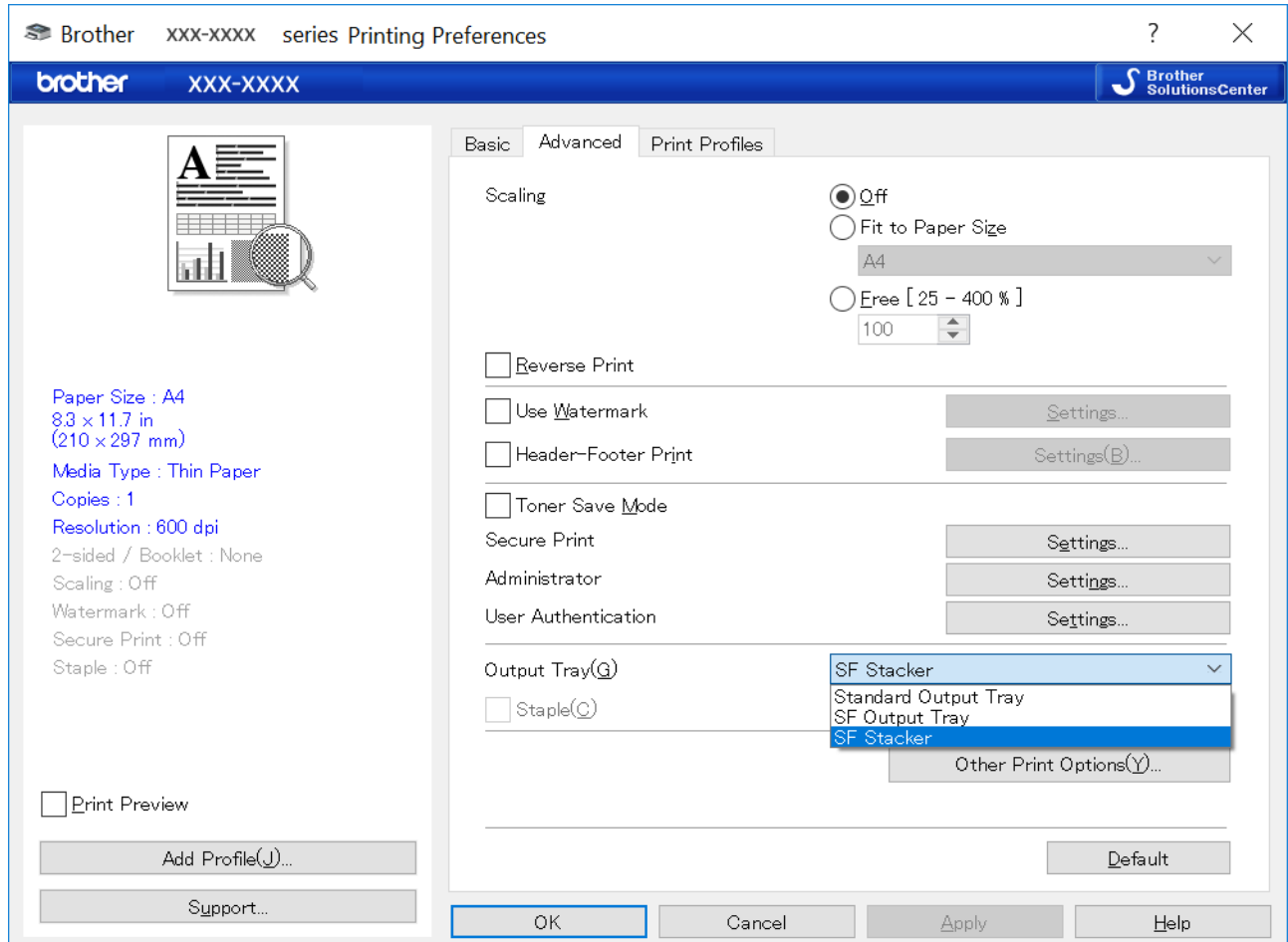
1.2 Configure the Stapler Finisher

To use the Stapler Finisher, configure the paper tray and the SF function you want to use in the printer driver. If you do not use the standard printer driver, select the paper tray and the SF function from the machine's LCD.

1. Select the Paper Tray.


From the printer driver:

- Open the printer driver dialog box.
- Click the **Advanced** tab.



- Click the **Output Tray** drop-down list and select either **SF Output Tray** or **SF Stacker**.
- Click **OK**.

From the machine's LCD:

- On the machine's LCD, press  [Settings] > [Paper Tray] > [Output Tray].
- Press [SF] or [SF Stacker].

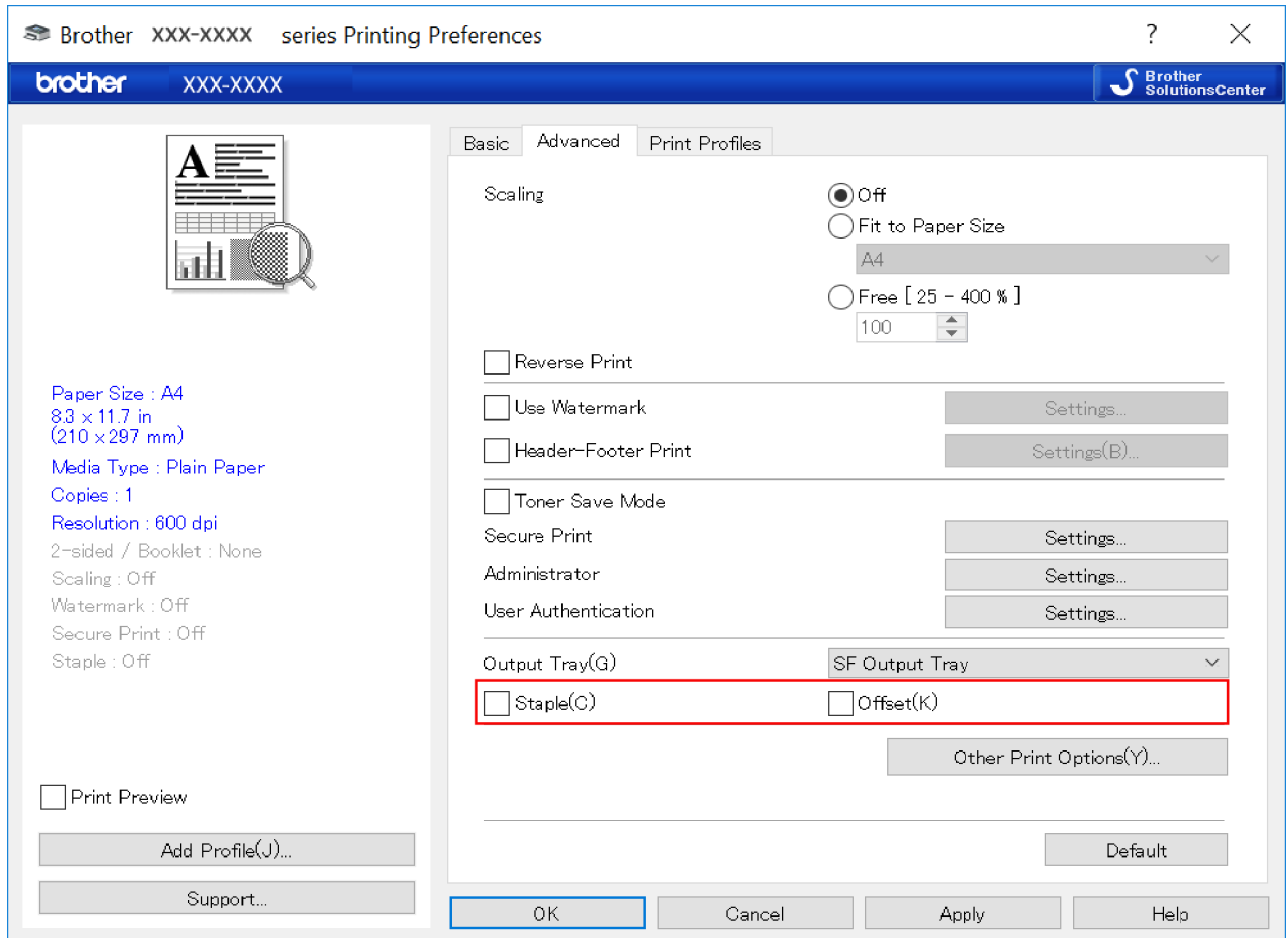


For non-standard printer drivers only. Not required for the users of the standard Brother printer driver.

2. Select the SF Function.

From the printer driver:

- a) Open the printer driver dialog box.
- b) Click the **Advanced** tab.




- c) Do one of the following:
 - Select the **Staple** or **Offset** check box
 - Select both the **Staple** and **Offset** check boxes

d) Click **OK**.



- If you do not see the **Staple** and **Offset** check boxes, make sure you have installed the correct printer driver.
- You can activate the Staple and Offset functions at the same time.

From the machine's LCD:

- a) On the machine's LCD, press  [Settings] > [Paper Tray] > [Staple] or [Offset].
- b) Press [On] or [Off].




For non-standard printer drivers only. Not required for the users of the standard Brother printer driver.

1.3 Prioritize Printing Using the SF Continue Mode

The SF Continue Mode allows you to continue printing when the selected paper size or media type is not supported by the Stapler Finisher.

Setting	Description
On	The machine continues to print without stapling or offsetting, or prints out to the Standard Output Tray.
Off	The machine stops printing and allows you to select from the machine's LCD whether to continue to print without stapling or offsetting. Always load the correct paper size and type, and select it in the printer driver. Some printer drivers may not be able to display media mismatch errors.

By default, the SF Continue Mode is on.

To turn it off, press  [Settings] > [Paper Tray] > [SF Continue] > [Off].

1.4 Print Media Specifications

This section lists the paper sizes and types compatible with the SF Output Tray.

Paper Size	Without stapling or offsetting	A4, Letter, Legal, Folio, JIS B5, ISO B5, Executive, A5, A5 (Long Edge), A6, JIS B6, 16K (195x270), Mexico Legal, India Legal
	Staple	A4, Letter, Legal, Folio, JIS B5, ISO B5, Executive, 16K (195x270), Mexico Legal, India Legal
	Offset	A4, Letter, Legal, Folio, JIS B5, ISO B5, Executive, A5 (Long Edge), 16K (195x270), Mexico Legal, India Legal
Paper Type	Without stapling or offsetting	Thin Paper, Plain Paper, Thick Paper, Thicker Paper, Recycled Paper
	Staple	Thin Paper, Plain Paper, Recycled Paper
	Offset	Thin Paper, Plain Paper, Thick Paper, Thicker Paper, Recycled Paper



Some paper sizes and paper types may not be available in all countries. For more information, see your machine's print media specifications.

2. Supplies

2.1 Staple Cartridge

When staples need to be replaced, an error message appears on the machine's LCD or in the Status Monitor. We recommend purchasing the following Staple Cartridge:

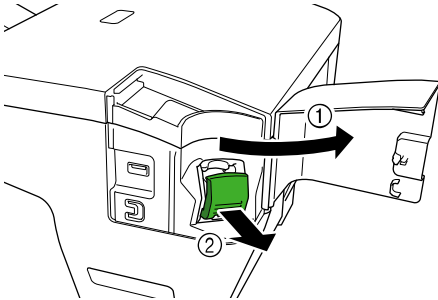
Name	Order No.
Staple Cartridge	SR100

For more information about the staples, visit www.brother.com/original or contact your local Brother dealer.

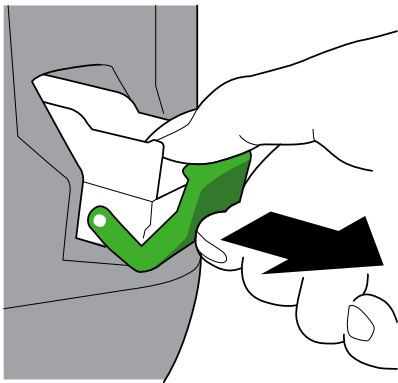
2.2 Replace the Staple Cartridge

When the message “Add Staples” appears on the machine’s LCD, there are fewer than 20 staples remaining and you must replace the Staple Cartridge:

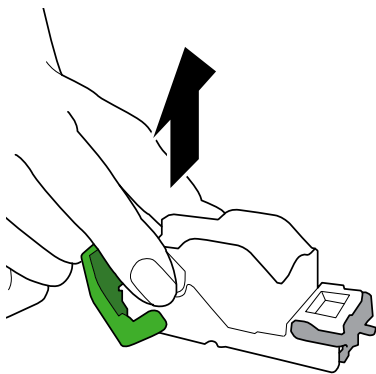
1. Open the Staple Cover.



2. Remove the Staple Cartridge.

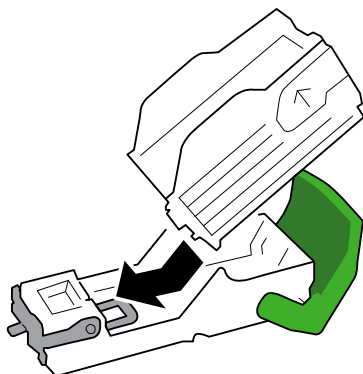


3. Remove the empty Staple Cartridge Case.

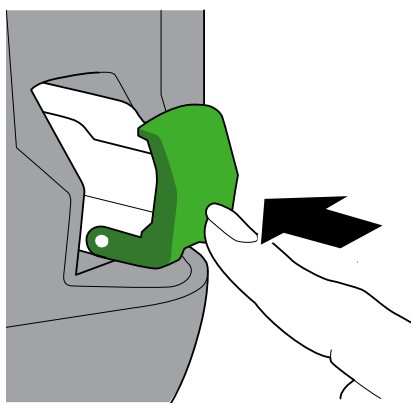


4. Unpack a new Staple Cartridge Case.

5. Attach the new Staple Cartridge Case onto the Staple Cartridge.



6. Insert the Staple Cartridge into the Stapler Finisher.



7. Close the Staple Cover.

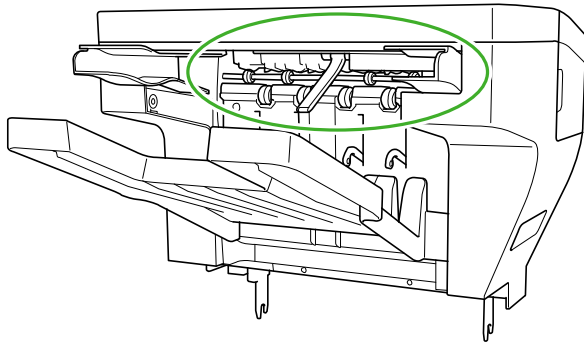
3. Troubleshooting

This chapter explains how to resolve typical problems you may encounter when using the Stapler Finisher with your Brother machine.

3.1 Paper and Staple Jams

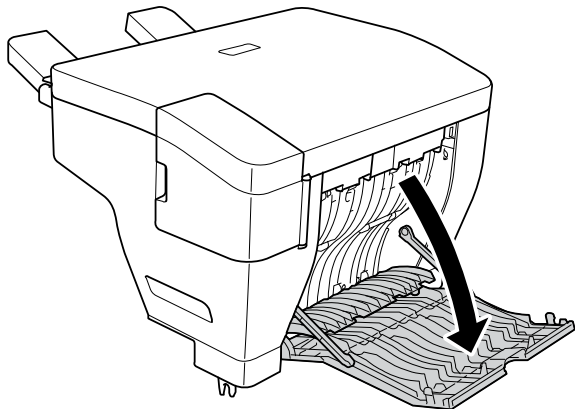
When the message “Finisher Jam” appears on the machine’s LCD or in the Status Monitor, you must clear any paper or staple jams in the Stapler Finisher unit:

1. Check the Stacking Frame (Offset Jogger) for any jammed paper, as illustrated.

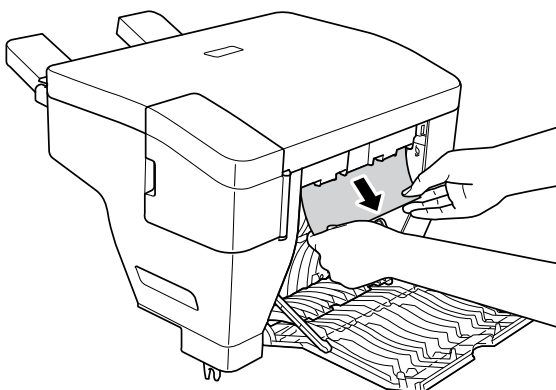


2. Gently remove any jammed paper.

3. Open the Finisher Rear Cover.

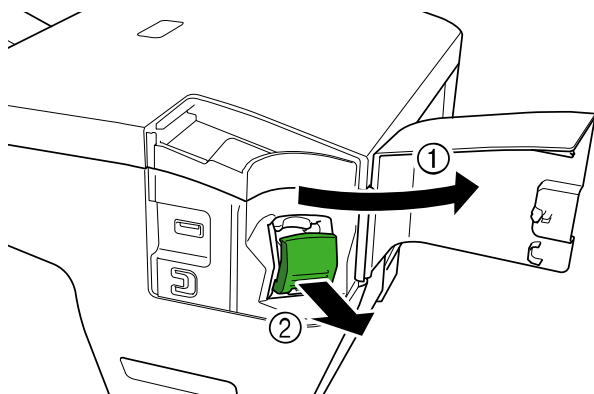


4. Gently remove any jammed paper from the Stapler Finisher unit.

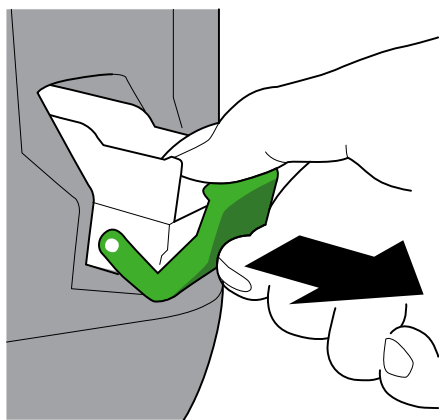


5. Close the Finisher Rear Cover.

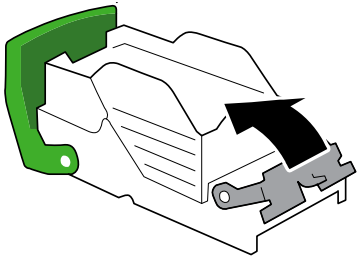
6. Open the Staple Cover.



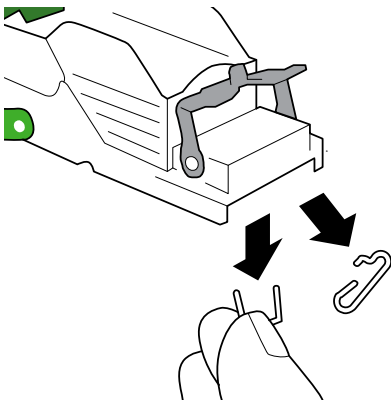
7. Remove the Staple Cartridge.



8. Lift the Staple Cartridge latch.

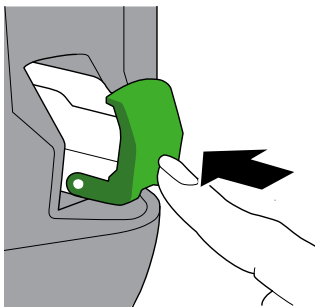


9. Remove any jammed staples.



10. Lock the Staple Cartridge latch into its original position.





11. Reinsert the Staple Cartridge into the Stapler Finisher.




12. Close the Staple Cover.

3.2 Error and Maintenance Messages

As with any sophisticated office product, errors may occur and supply items may have to be replaced. If this happens, your machine will display the error or required routine maintenance notification on the LCD. The most common error and maintenance messages are shown in the table. Follow the instructions in the **Action** column to solve the error and remove the message.

Error Message	Cause	Action
Finisher Jam	The paper or staple is jammed inside the Stapler Finisher.	Open the Finisher Rear Cover or the Staple Cover and remove all jammed paper and staples.
Max Staple Limit	The print and staple job exceeds 50 sheets (The exact limit may differ depending on the paper thickness).	Accept the next print job or press OK on the machine's LCD.
Add Staples	The Staple Cartridge needs replacing. It has fewer than 20 staples remaining.	Replace the Staple Cartridge with a new one.
No Staple Unit	The Staple Cartridge is not installed or is installed incorrectly.	Install the Staple Cartridge.
Size Mismatch	The selected paper size does not support stapling or offsetting.	<ul style="list-style-type: none"> To continue to print without stapling or offsetting: Press Retry To cancel the job: Press 
	The selected paper size is incompatible with the SF Output Tray.	<ul style="list-style-type: none"> To print out to the Standard Output Tray: Press Retry To cancel the job: Press 
Media Type Mismatch	The selected media type does not support stapling or offsetting.	<ul style="list-style-type: none"> To continue to print without stapling or offsetting: Press Retry To cancel the job: Press 
	The selected media type is incompatible with the SF Output Tray.	<ul style="list-style-type: none"> To print out to the Standard Output Tray: Press Retry To cancel the job: Press 
Output Tray Full	The SF Output Tray is full.	Remove the paper from the SF Output Tray.
Cover is Open	The Finisher Rear Cover is not completely closed.	Close the Finisher Rear Cover.
	The Staple Cover is not completely closed.	Close the Staple Cover.
	The printer's rear cover is not completely closed.	Close the printer's rear cover.

Error Message	Cause	Action
Print Unable XX	The Stapler Finisher has a mechanical problem.	<ul style="list-style-type: none">• Press and hold  to turn off the machine, wait a few minutes, and then turn it on again.• If the problem continues, contact Brother Customer Service or your local Brother dealer.

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