xerox ®

Xerox® Versant™ 2100 Press
User Guide

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Product Overview

Press Overview

The Xerox® Versant 2100 Press is a full color/black and white, auto-duplex press that operates at a speed of 100 prints per minute (when printing on 8.5 x 11 inch/A4 paper).

The system configuration consists of the Oversized High Capacity Feeder (OHCF/Trays 6 and 7), the print engine with internal feeding trays (Trays 1-3), and an embedded Control Panel and touch screen (the user interface). A print server is also part of the configuration, which includes the **Stock Library Manager** application used for stock and tray setup and print job submission. An Offset Catch Tray can be attached to the print engine or various optional inline finishing devices with the Interface Module are offered.

Print Server Overview

The print server networked with your press accepts, processes, and manages document files for job submission to the press.

One of two print servers may be used with your press:

- Xerox® FreeFlow® Print Server
- Xerox® EX Print Server, Powered by Fiery®

The print server contains the **Stock Library Manager** application. Refer to the **Stock Library Manager** Help for information on how to set up stocks, custom profiles, and paper trays used by the press.

Note

For detailed information on your specific print server, refer to the customer documentation that was delivered with it.

Press Components

1 Oversized High Capacity Feeder (OHCF 2 Tray)

One OHCF is part of the configuration. The feeder includes two drawers (Trays 6 and 7) that hold 2,000 sheets each. The right portion of the feeder is the J Transport area.

2 Bypass Tray

An optional Bypass tray (Tray 5) can be installed on top of the OHCF to allow for additional feeding options. Otherwise, the system does not come with this feeding tray.

3 Print Engine

The press includes the 4 dry ink/ toner and drum cartridges, transfer belt and fuser/ROS system, Full Width Array calibration feature, decurler, registration and paper path, and paper inverter.

4 Control Panel and Touch Screen

An embedded Control Panel on the top panel of the press consists of buttons, a touch screen and a keypad for logging on/off, setting job features, printing reports, and viewing supply, job and press status.

5 Dry Ink/Toner Cover

Open this cover to access and replace the dry ink/toner cartridges.

6 Left Front Door

Open this door to access the registration area and paper handling drawer to clear paper jams. This area also includes the Transfer Drawer and Xerographic Drawer for replacing customer replaceable units (CRUs).

7 Center Front Door

Open this door to access the decurler area and fuser assembly.

8 Right Front Door

Open this Output Module door to access the exit/inverter area, the cooling belt and full width array.

9 Paper Trays 1, 2, and 3

These internal trays of the print engine feed standard size paper.

10 Offset Catch Tray (OCT)

If there are no inline finishing devices attached to the system, the Offset Catch Tray can be installed for holding print output.

The **Interface Module (11)** and optional finishing devices such as the **High Capacity Stacker (12)** are not part of the base configuration. When the Offset Catch Tray is removed, and any of the optional finishing devices are attached, the Interface Module is required to provide decurling and paper height adjustment between the print engine and the attached finishing device.

Locating the Press Serial Number

The press serial number can be accessed from either the press control panel or by locating the serial number plate on the inside frame of the first feeder tray (Tray 1).

1. Press the **Machine Status** button on the press control panel.
2. From the Machine Status screen, ensure that the **Machine Information** tab is displayed.

   The press serial number is displayed under General Information.

3. If there is a loss of power and it is not possible to access the **Machine Status** screen, the press serial number can also be found on the inside frame of the press near the Paper Tray 1 drawer:

   a) At the press, fully open Paper Tray 1.

   b) At the left of the feeder tray, on the press frame, locate the plate with the serial number (SER#).

Status Lights

There are three status lights on the press directly below the Control Panel. From right to left, they are:

- Main Power Status LED -steady green indicates main power to the system is on
- Error Status LED - steady orange indicates the press is experiencing faults and/or errors
- Data Transmission Status LED - flashing green indicates that the transmission of an incoming print job is in process

Control Panel

The embedded Control Panel on the press includes an LCD touch screen, keypad and feature buttons. The touch screen displays instructions, faults, and informational messages. Select the Control Panel buttons to log in, perform job setup functions, and view job, press, and supply statuses.

1 Home button

Displays the main menu. Provides access to view the supplies and trays available on the press and the status of consumables.

2 Tools button

Displays the Tools mode screen. For the operator, select the Tools icon to view billing information and to perform press calibration such as Full Width Array color uniformity adjustments.

3 Job Status button

Use to check the progress of active jobs and detailed information about completed jobs or pending jobs. This area also allows you to delete a job (cancel printing) and pause jobs.

4 Machine Status button

Use to check the press configuration, the software version, the press billing meter and counter information, and to access and print job history or error reports.

5 Touch Screen

Directly touch the screen to select and set features. Displays instructional and informational messages, fault clearance procedures and general press information.

6 Log In/Out button

Use to log in and out of Administrator mode or Authentication mode with user ID and password.

7 Language button

Use to select a different language for the touch screen options.

8 Power Saver button

Use this button if the press has been inactive and the touch screen is dark (system is in Energy Saver mode). This button manually exits the system from Energy Saver mode; it does not place the press in Energy Save mode.

9 Numeric Keypad

Use to enter alphanumeric characters. The **'C' Cancel Entry** cancels the previous entry made on the numeric keypad.

10 Clear All button

Use this button to return all selections to the same state as when the press was powered on. Press once to clear a current entry. Press twice to return to default settings.

11 Stop button

Press to stop and pause the print job in progress.

12 Cancel Entry button

Use this button to cancel the previous entry made on the numeric keypad.

13 Start button

Press to start and print a selected report from the print engine. Also used by the CSE during diagnostic routine procedures.

14 Press Status Lights

The three indicator lights that identify: data transmission in progress, the press is experiencing an error, and main power is on.

Logon

There are two logon levels:

- **Guest/Operator:** This is the default logon user. You are automatically logged on as Guest.

- **Administrator:** This logon level is required to customize the system and network defaults for your press and to customize particular print jobs by setting, or changing parameters for certain features. Press the Guest button (or the Log in button on the Control Panel) to access the Login screen.

Note

Refer to the System Administration Guide for more information on the Administrator features.

Language

Note

The number of languages available on your system depends on what was installed during the initial installation process.

Selecting a particular Language button immediately changes the language. No confirmation is required.

Change Language

To change the language, use the following procedure.

1. Press the **Language** button on the press Control Panel.

   The Language window displays on the touch screen.

2. Select the desired language from the list and select **Save**. The language on the screen changes to the new language and closes the Language window.

3. Select the **Cancel** button to return to the main screen.

Energy Saver Mode

The Energy Saver feature allows the press to enter a reduced power consumption mode when all print jobs have completed and there are no jobs currently processing. There are two energy saving modes: Low Power and Sleep.

By default, the press automatically enters the Low Power mode after 15 minutes of inactivity. After 60 minutes of inactivity, the press then enters Sleep mode. These time intervals for both modes can be changed by the system administrator.

Here are two examples:

- If Low Power Mode is set to 15 minutes and Sleep Mode is set to 60 minutes, Sleep Mode activates after 60 minutes of total inactivity, not 60 minutes after Low Power Mode begins.
- If Low Power Mode is set to 15 minutes and Sleep Mode is set to 20 minutes, Sleep Mode activates 5 minutes after Low Power Mode begins.

Low Power Mode

In this mode, the power to the Control Panel and fuser unit is lowered to save power. The display goes out and the Energy Saver button on the Control Panel lights. To use the press, select the Energy Saver button. The Energy Saver button is no longer lit, indicating that the Energy Saver feature is canceled.

Sleep Mode

In this mode, the power is lowered more than in the Low Power mode. The display goes out and the Energy Saver button on the Control Panel lights. To use the press, select the Energy Saver button. The Energy Saver button is no longer lit, indicating that the Energy Saver feature is canceled.

Exiting Power Saver Mode

The press exits Power Saver mode either by pressing the **Power Saver** button on the press Control Panel or when receiving print data for an incoming job to be printed.

Power On/Off

The Power Switches

There are three power switches involved with the press:

- The **Breaker switch** located at the rear of the press. Initially check to make sure this switch is set to **On** when the press is shipped.
- The **Main Power switch** located inside the Center Front Door. This switch is used mainly by the Xerox Service Representative when servicing the press. In rare problem solving cases, you may be directed to power off the press with this switch.
- The **Power On/Off button** located on the right side of the Control Panel. This button is the primary way for you to switch on or off the press. It is used by the operator as workflow requires.

Figure 1. The Main Power Switch (behind the Center Front Door)

Figure 2. The Power On/Off Button (On top of the Press)

Use the Power On/Off button to power **ON** or power **OFF** the press.

Important

Always use the Power On/Off button first, and then power off the Main Power Switch.

Power On/Off the Press

To switch on the press:

- Check that the Main Power switch behind the Center Front Door is On and then press the Power On/Off button on top of the print engine to the **ON** position. The Ready Indicator light displays green.

A screen message advises of a short wait while the fuser warms up and the press runs a system check. You can set features for a job during this time and the printing process will start automatically when the press is ready.

To switch off the press:

- Press the Power On/Off button on the print engine.

Note
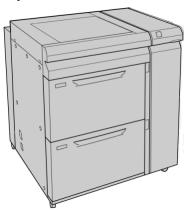
Allow the press to remain off for a minimum of 10 seconds before switching on the power again.

Feeding and Finishing Devices

Available with your press is a variety of optional feeding and finishing devices. These devices are briefly introduced on the following pages. Refer to the sections at the end of this guide for specific information on each feeder or finisher.

Oversized High Capacity Feeder (OHCF) 2 Trays

The Oversized High Capacity Feeder (OHCF) contains two trays, Trays 6 and 7. The OHCF feeds a variety of stock sizes, including standard, heavyweight, and oversized stocks up to 13 x 19.2 in./330 x 488 mm in size and weighing between 52 gsm and 350 gsm. Each tray holds 2,000 sheets of coated and uncoated stock.

Bypass (Tray 5)

The Bypass Tray, also called Tray 5, is an optional feeding device that is installed on top of the Oversized High Capacity Feeder. It accommodates a weight range of 52 to 300 gsm and media size of 4 x 5.6 inches (100.0 x 148.0 mm) to 13 x 19.2 inches (330.0 x 488.0 mm). The Bypass Tray holds a maximum of 280 sheets of 20 lb./75 gsm plain paper.

The Bypass Tray accepts envelopes, postcards and transparencies.

Offset Catch Tray (OCT)

The Offset Catch Tray installed at the end of the print engine receives the completed print job. Output print sheets can be offset for easy separation. The maximum capacity of the tray is 500 sheets of 24 lb. (90 gsm) paper.

Interface Module
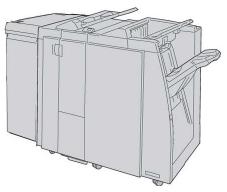
The Interface Module is required with any inline finishing devices installed with the system. The Interface Module provides communication, an aligned paper path between the print engine and the attached finishing device, and cooling and decurling of the paper as it exits the print engine.

Standard Finisher

This finisher provides a wide range of finishing/folding options. It includes a basic inline punch, stapler, built-in decurler and interposer.

Note

The Standard Finisher is shown here with the required Interface Module and with the optional C/Z Folder.

Standard Finisher Plus

The Standard Finisher Plus includes the same features and functions as the Standard Finisher but also serves as an interface to transfer paper between the print engine and any third-party, Document Finishing Architecture (DFA) device attached to the press.

Note
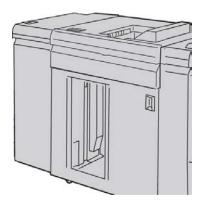
The Standard Finisher Plus requires the Interface Module.
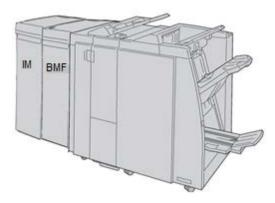
High Capacity Stacker

The High Capacity Stacker (HCS) is an optional finishing device that provides production stacking and offsetting capabilities of up to 5,000 sheets to a cart in the Stacker Tray. Shorter runs of up to 500 sheets can be sent to the stacker's Top Tray.

Booklet Maker Finisher

This finisher provides a wide range of finishing/folding options that include a basic inline punch, stapler, a booklet unit with saddle-stitching and bifold finishing.

Note

The Booklet Maker Finisher is shown here with the required Interface Module to the left and the optional C/Z Folder and GBC finisher to the right.

GBC®AdvancedPunch™
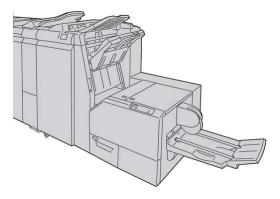
The GBC AdvancedPunch may be attached to a variety of optional finishing accessories. It provides another level of finishing by allowing you to punch holes in 8.5 x 11 in./A4 documents that support a variety of binding styles. Punch types include 19-hole to a maximum of 32-hole for 8.5 x 11 in. media. A4 media supports punch types 21-hole to a maximum of 47-hole.

SquareFold Trimmer Module

The SquareFold Trimmer Module is an optional finishing device that is used in conjunction with a finishing device that contains a booklet maker (with or without the C-Z Folder).

The SquareFold Trimmer Module flattens the spine of the booklet and trims the face of the booklet.

Note

The SquareFold Trimmer Module is shown here with the required Interface Module and the required Booklet Maker Finisher.

Third-Party Finishing Devices

Additional third-party, Document Finishing Architecture (DFA) devices are also available for your press. Information on these DFA devices can be obtained by contacting your Xerox sales representative.

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Where to Find Help

Help on the Xerox Web Site

For technical product support, Xerox supplies, customer documentation, and answers to frequently-asked questions, go to www.xerox.com. You will find the latest documentation and the knowledge base under **Support & Drivers**. Use the **Contact** link for specific contact information/telephone numbers in your area.

Note

Be sure to periodically check this website for the latest information on your product.

It may be helpful to know your press serial number before calling for support. The press serial number is shown on the Machine Information tab: **Machine Status > Machine Information**.

Diagnostic Tool

A Customer Diagnostic Tool CD is provided with your system. It provides you with the information needed to identify and resolve image quality issues or faults the press may be experiencing, and includes the procedures on how to replace customer-accessible press components.

This tool is the first step you can use in isolating a problem or specific fault code and the resolution associated with it.

Stock Library Manager Online Help

At the top of the print server window contains a **Help** area from which you can locate information on how to use the print server's job and print management features.

There is also Help from within the **Stock Library Manager** application on the print server. Use this Online Help to learn how to manage stocks used by the press and to select advanced settings that resolve paper curl, offsetting, paper misfeeds, registration and fold adjustments.

From the Stock Library Manager window, select **Help** from the top left of the screen. An **About** menu and **Help** menu are available:

- Select the **About** menu to learn the software version installed.
- Select the **Help** menu to access all of the Stock Library Help topics such as Tray Properties, Stock information, how to add stock, and more.

In the Contents area, topics are displayed to the right of the book icons. Selecting a book icon expands the view and provides selections to subtopics. The right and left arrow buttons advance forward or backward one topic at a time using the same order as displayed on the Contents tab.

Print Server Customer Documentation

- The FreeFlow Print Server features are documented in the Online Help system from the **Help** menu shown on the main print server window. Additional FreeFlow Print Server user documentation can be found at www.xerox.com.

- The EFI Print Server Help menu on the Command WorkStation window is designed to provide information on specific work flows when using the Command WorkStation. Additional user documentation supplied by EFI is available to you from www.xerox.com under the Support and Drivers link.

Where to Find Help

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Technical Specifications

Press Specifications

Rated Speed

100 pages per minute of Letter (8.5 x 11 in.) / A4 paper size (full color or black only)

Print Modes

Two print modes are supported and are specified at the print server:

- 4 Color Mode (CMYK)
- Black and White Mode (Greyscale)

Maximum Printable Area

- Default Border: 2 mm on all sides
- Adjustable Border: 0.5 mm up to 400 mm on all sides
- Print Image Quality Assurance Area: 12.48 x 18.98 in. / 317 mm x 482 mm
- For the OHCF:
    - Trays 6 and 7: 12.83 x 18.98 in. / 326 x 482 mm
    - Bypass Tray: 12.83 x 18.98 in. / 326 x 482 mm
- For Trays 1, 2 or 3:
    - 12.72 x 18.98 in. / 323 x 482 mm

Paper Size Ranges

- Minimum:
    - Trays 1-3: 5.51 x 7.17 in. / 140 x 182 mm
    - Bypass Tray: 3.86 x 5.75 in. / 98 x 146 mm

- - Trays 6 and 7: 3.86 x 5.75 in. / 98 x 146 mm
- Maximum:

  - - Trays 1-3: 13 x 19.2 in. / 330.2 x 488 mm
  - - Bypass Tray: 13 x 19.2 in. / 330.2 x 488 mm
  - - Trays 6 and 7: 13 x 19.2 in. / 330.2 x 488 mm

Printing Resolution

- Print Engine Imaging Resolution: 2400 x 2400 dpi
- Print Server RIP Resolution (print server to print engine): 1200 x 1200 dpi

First print-out time

From standby mode, system usually takes less than 1 minute to the start printing

- From a cold start (power on or power saver), system takes less than 5 minutes to start printing

Press warmup time

The press warmup times vary depending on the current state/mode of the press. Warmup times are listed as follows:

- From a cold start (either power on or power saver mode), less than 5 minutes
- From Sleep Mode/Power Saver, less than 5 minutes
- From Standby Mode, less than 1 minute
- When switching print modes (such as from black only to full color), approximately 2 minutes

Paper Tray Information

Print Engine Trays 1, 2 and 3

When the press is first installed, the tray size setting for Trays 1 and 3 are set at 8.5 x 11 inches or A4 (LEF). The tray size setting for Tray 2 is set at 11 x 17 inches or A3 (SEF). When the Stock Library Manager is installed on the print server, the default for all trays is Letter (8.5 x 11 inches). At the Stock Library Manager, the operator can then set those trays to different stock size settings. The specifications for each tray are:

- Maximum of 550 sheets of 24 lb.(90 gsm) uncoated paper; 28 lb. to 80 lb. cover (105-120 gsm) coated stock
- Paper weight range of 18 lb. Bond to 95 lb. Cover (64 gsm to 256 gsm)
- Paper sizes starting at 7.2 x 7.2 in. (182 x 182 mm) to a maximum of 13 x 19.2 in. (330 x 488 mm)
- If using the optional Postcard bracket, minimum size is 101.6 x 152.4 mm (4 x 6 inches)

Note

For more information on the optional Postcard bracket, refer to the Paper and Media section of this guide.

- Stock types include transparencies, heavyweight, coated and uncoated, predrilled, and tabs
- Loading paper Long Edge Feed (LEF)/portrait or Short Edge Feed (SEF)/landscape (dependent on the actual paper size)
- Auto size detection capability
- Automatically adjusts the tray position in the front and back based on the paper size; this is done once the tray is closed

Oversized High Capacity Feeder Trays 6 and 7

The specifications for each tray are:

- Maximum of 2000 sheets of 24 lb. (90 gsm) uncoated paper; 2100 sheets of 82 gsm and 2300 sheets of 64 gsm
- Paper weight range of 52 to 350 gsm
- Stock types include transparencies, heavyweight, coated and uncoated, predrilled, and tabs. Transparencies perform best when printed from Trays 6 and 7

Bypass Tray 5

- Maximum of 250 sheets of 24 lb. (90 gsm) uncoated paper; 28 lb. to 110 lb. cover (106-300 gsm) coated stock
- Paper weight range of 52 gsm (uncoated) to 300 gsm (coated)
- Stock types include transparencies, heavyweight, coated and uncoated, predrilled, and tabs

Throughput /Productivity Information

Process and print speed is based on simplex/duplex mode, paper type, paper weight, paper size and feeding tray.

Table 1. Trays 1, 2 and 3 in LEF Feed Direction

Paper Type	Paper Weight	Simplex/Duplex	Prints Per Minute
8.5 x 11 / A4 uncoated and coated	64 to 256 gsm	Simplex / Duplex	100 ppm / 50 ppm
8.5 x 11 / A4 Labels and Transparencies	106 to 256 gsm	Simplex	40 ppm
8.5 x 11 / A4 Tab un-coated and coated	106 to 176 gsm	Simplex	80 ppm
8.5 x 11 / A4 Tab un-coated and coated	177 to 256 gsm	Simplex	80 ppm

Technical Data

Table 2. Trays 1, 2 and 3 in SEF Feed Direction

Paper Type	Paper Weight	Simplex/Duplex	Prints Per Minute
8.5 x 11 uncoated and coated	64 to 256 gsm	Simplex / Duplex	80 ppm / 40 ppm
A4 uncoated and coated	64 to 256 gsm	Simplex / Duplex	60 ppm / 30 ppm
8.5 x 14 / B4 uncoated and coated	64 to 256 gsm	Simplex / Duplex	60 ppm / 30 ppm
11 x 17 / A3 uncoated and coated	64 to 256 gsm	Simplex / Duplex	52 ppm / 26 ppm
12 x 18 / SRA3 uncoated and coated	64 to 256 gsm	Simplex / Duplex	50 ppm / 24 ppm
13 x 19.2 coated and uncoated	64 to 256 gsm	Simplex / Duplex	50 ppm / 24 ppm
8.5 x 11 / A4 Labels and Transparencies	106 to 256 gsm	Simplex	32 ppm
8.5 x 14 / B4 Labels and Transparencies	106 to 256 gsm	Simplex	25 ppm

Table 3. Tray 5 (Bypass Tray)

Paper Type	Feed Direction	Paper Weight	Simplex/Duplex	Prints Per Minute
Postal card 148 x 148 mm		52 to 300 gsm	Simplex / Duplex	70 ppm / 35 ppm
8.5 x 11 / A4 uncoated and coated	LEF	52 to 300 gsm	Simplex / Duplex	70 ppm / 35 ppm
8.5 x 11 uncoated and coated	SEF	52 to 300 gsm	Simplex / Duplex	60 ppm / 30 ppm
A4 uncoated and coated	SEF	52 to 300 gsm	Simplex / Duplex	50 ppm/ 25 ppm
8.5 x 14 / B4 uncoated and coated	SEF	52 to 300 gsm	Simplex / Duplex	50 ppm / 25 ppm
11 x17 / A3 uncoated and coated	SEF	52 to 300 gsm	Simplex / Duplex	44 ppm / 22 ppm
12 x 18 / SRA3 coated and uncoated	SEF	52 to 300 gsm	Simplex / Duplex	41 ppm / 21 ppm
13 x 19.2 coated and uncoated	SEF	52 to 300 gsm	Simplex / Duplex	40 ppm / 20 ppm

Paper Specifications

Note

Always refer to the Recommended Media List (RML) for a comprehensive list of supported media. The RML can be accessed from the Manage Stock Library and can also be downloaded from www.xerox.com.

Paper Type	Paper Size	Trays	Weight (gsm)
Plain paper (coated & uncoated) Drilled paper (coated & un-coated)	B5 SEF/LEF A4 SEF/LEF A4-Cover SEF/LEF DT Special A4 SEF/LEF B4 SEF A3 SEF SRA3 SEF DT Special A3 SEF 4 x 6 in. SEF 7.25 x 10.5 in. SEF/LEF 8 x 10 in. SEF/LEF 8.46 x 12.4 in. SEF 8.5 x 11 in. SEF/LEF 8.5 x 13 in. SEF/LEF 8.5 x 14 in. SEF 9 x 11 in. SEF/LEF 11 x 15 in. SEF 11 x 17 in. SEF 12 x 18 in. SEF 12.6 x 19.2 in. SEF 13 x 18 in. SEF 16-kai (TFX) SEF/LEF 16-kai (GCO) SEF/LEF Pa-kai (TFX) SEF pa-kai (GCO) SEF	Trays 1 to 3 Trays 5, 6 and 7	52 to 256 52 to 350
Recycled paper (coated & un-coated)		All Trays	64 to 105
Embossed (coated & uncoated)		Trays 1 to 3 Trays 5, 6 and 7	106 to 256 106 to 350
Transparency	8.5 x 11 in. (A4) LEF	All Trays	---
Postcard (coated & uncoated)		Trays 5, 6 and 7	106 to 350
Government-Legal SEF/LEF	8.5 x 13 in.	215.9 x 330.2	---
DT Special A4 SEF/LEF	8.90 12.20 in.	226.0 x 310.0	---
DT Special A3 SEF	12.20 x 17.00 in.	310.0 x 432.0	---

Paper Type	Paper Size	Trays	Weight (gsm)
Envelopes	rectangle 3 x 10 SEF Square SEF / LEF		
Labels (coated & uncoated)	8.5 x 11 in./A4 LEF	Trays 1 to 3 Trays 5, 6 and 7	106 to 256 106 to 350
Tabbed Inserts	9 x 11 in. LEF	All Trays	163

Environmental Specifications

The press enters the Power Saver mode after 15 minutes of inactivity on the press. The factory default time of 15 minutes can be changed when logged on as the Administrator. For more information, refer to the System Administration Guide.

The temperature and relative humidity of the room where the press is located must be within the minimum and maximum allowable temperature and relative humidity limits for the press system to operate correctly.

Ambient temperature

The operating temperature range is 10 to 32degrees Celcius (50 F to 90 F)

Relative humidity

The required humidity range is 15 % to 85 % (relative humidity) - (RH) J zone (Dew condensation is inhibited)

Altitude

The press functions at the elevation of 0 to 2,500 meters (0 to 8,200 feet)

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Paper and Other Media

This section describes how to load specific stocks into the various feeder trays.

Before loading paper, consider the following:

- To define attributes for a stock, add a new stock to the Stock Library, or assign a stock to a paper tray for the print job, access the **Stock Library Manager** on the print server. If you have restricted access, contact your System Administrator.

  ### Note

  The **Stock Library Manager** is an application that is loaded onto the print server and is used to manage the stocks and paper trays for your press. By default, the Stock Library feature is available to both the operator and system administrator modes. Your System Administrator may restrict user access to change or add stocks. When you are loading paper, the Stock Library Manager application opens the Tray Properties window for that tray and you can view or change the stock assigned to that tray.

- The press supports the ability to pull different stock sizes and paper types from various trays and assemble them as part of a single job. To select multiple paper trays and insert different papers within one job, program this custom job at the print server using features such as special pages.

- The press supports Automatic Tray Switching, which allows a job to switch automatically from an empty tray to a full tray containing the same size paper, orientation and stock type. Refer to the System Administrator Guide for how to enable this feature and prioritize the order of trays to search on and use.

Loading Media in Trays 1, 2, and 3

Trays 1, 2, and 3 are identical. Each tray has a capacity of 550 sheets of 20 lb./75 gsm paper. Stock can be LEF or SEF, landscape or portrait.

Note

Each feeder tray has a stock loading label. When loading media into the tray, refer to the labels on the inside panel of the feeder tray for the correct orientation of that stock type.
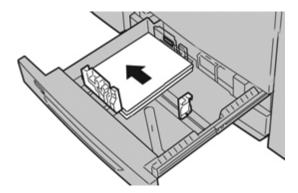
Loading paper in trays 1, 2, and 3

From the **Stock Library Manager** on the print server, set the stock type, weight and size settings for the tray. At the press, check that the stock loaded in the paper tray matches the paper tray attributes programmed.

Note

A paper jam may occur if a tray is opened while it is being used to feed stock.

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load and align the edge of the paper against the left edge of the tray.

   Paper can be loaded either in the LEF/portrait or SEF/landscape direction.
6. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.

   Do not load materials above the MAX line located on the rear Edge Guide.
7. Gently push in the tray until it comes to a stop.

   The Paper Tray Properties window displays on the print server (on **Stock Library Manager**). You can view and set stock attributes and verify trays are assigned with the correct stock. The **Stock Library Manager** is available from the print server only and not at the press.
8. From the Tray Properties window, enter or verify the correct paper information, including size, type, weight and, if necessary, paper curl and/or alignment option. Select the stock and assign the stock to the tray to be used.
9. Select **OK** to save the information and close the Tray Properties window.

Loading Tab Stock in Trays 1, 2, and 3

You can load either single straight collated or single reverse collated tab stock.

Before loading tab stock in paper trays 1, 2 or 3, you need to program your tab job at the **Stock Library Manager** application on the print server. Create a new tab stock name and select these tab-specific property settings for the tab print job:

- Type - Precut Tabs or Tab Stock
- Modules - the number of tabs in the set
- Paper Size - Auto Select or custom size of 9 x 11 inches
- Weight - select the correct tab stock weight in the range 106 to 176 gsm
- Tray / Source - Tray 1, 2 or 3
- Print Output Order / Tab Sequence - N to 1
- Output Delivery - Face Up
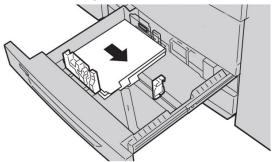
Note

Refer to the print server documentation for more detailed information on how to set up a tab job at your print server.

Note

If a jam occurs while running tabbed sets, cancel the job and start again.

1. After programming your tab job at the print server, select the appropriate and matching tab stock for your print job.
2. Pull out the tray slowly until it stops.
3. Fan the tab stock before loading into the tray.
4. Load the tab stock LEF (portrait) and align the straight edge of the tab stock against the left edge of the tray (tabs to the right or trailing edge). For single straight collated tabs, the first blank tab cutout in the stack will be toward the rear of the tray. For single reverse collated tabs, the first blank tab cutout in the stack will be toward the front of the tray.

Note

Tab stock is loaded so the straight edge of the stock is in the feed direction. Also, you can only load the tab stock LEF.

5. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the stock in the tray.

Do not load materials above the MAX line located on the rear Edge Guide.

6. Gently push in the tray until it comes to a stop.

7. If the Tray Properties window displays on the print server, confirm the correct tray to which it is printing and other information, including size (9 x 11 inches), type (precut tab), and, if necessary, paper curl and/or alignment option.

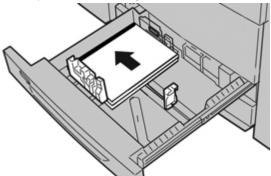8. Select **OK** to save the information and close the Tray Properties window.

Loading Transparencies in Trays 1, 2, and 3

Note

Do not use transparencies with the white side strip (either permanent or removable)

At the Stock Library Manager, make sure to select **Transparency** as the Paper or Media Type and select the tray containing the transparencies as the Paper Source.

1. Select the appropriate paper stock for your print job.

2. Pull out the tray slowly until it stops.

3. Fan the transparencies to stop them from sticking together before loading into the tray.

4. Load a small stack of paper into the tray first. The paper must be the same size as the transparencies.

5. Load the transparencies LEF on top of this paper stack. Align the edge of the transparencies with a removable stripe against the left edge of the tray, with the side to be printed on facing down.

Note

- Do not mix paper and transparencies in a tray. Jams may occur.
- Do not load more than 100 transparencies in a paper tray at one time.
- Load 8.5 x 11 in (A4) transparencies long edge feed only (landscape).

6. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.

Do not load materials above the MAX line located on the rear Edge Guide.

7. Gently push in the tray until it comes to a stop.

If enabled by your System Administrator, the Paper Tray Properties window displays on the Stock Library Manager on the print server. The Stock Library Manager is not available at the press.

8. From the Tray Properties window, enter the correct paper information, including size, type, weight and, if necessary, paper curl and/or alignment option.

9. Select **OK** to save the information and close the Tray Properties window.

Loading Pre-Drilled Stock in Trays 1, 2, and 3

Pre-drilled paper is defined as having two or more holes along one edge for use in ring binders and notebooks. To prevent jams or damage, make sure that any plugs (pieces cut out of the paper to create the holes) do not remain in the stack.

1. Select the appropriate paper stock for your print job.

2. Pull out the tray slowly until it stops.

3. Open the ream of paper with the seam side facing up.

4. Fan the sheets before loading them into the tray.

5. Load and align the edge of the pre-drilled paper with the holes against the left edge of the tray.

Paper can be loaded either in the LEF/portrait or SEF/landscape direction.

6. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.

Do not load materials above the MAX line located on the rear Edge Guide.

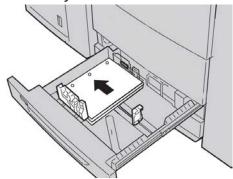7. Gently push in the tray until it comes to a stop.

If enabled by your System Administrator, the Paper Tray Properties window displays from the Stock Library Manager on the print server. The Stock Library Manager is not available at the press.

8. From the Tray Properties window, enter the correct paper information, including size, type, weight and, if necessary, paper curl and/or alignment option.

9. Select **OK** to save the information and close the Tray Properties window.
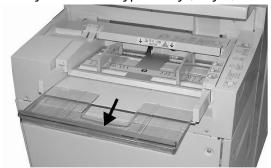
Loading Media in the Bypass Tray

This tray is used primarily when using a small quantity and special media (such as envelopes). When using the Bypass tray (Tray 5):

- Program the stock job properties at the Stock Library Manager on the print server.
- You can load up to 280 sheets of 20 lb/75 gsm paper.
- Do not load mixed-size paper into the Bypass tray.
- Do not load materials above the MAX line as indicated on the tray.
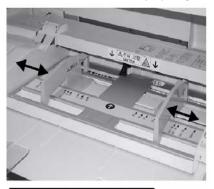
Loading Paper in the Bypass Tray (Tray 5)

The Bypass Tray is located on the top of the OHCF.

1. Gently extend the Bypass tray (Tray 5) as necessary to accommodate the paper.

2. Hold the center of the paper guides and slide them to the desired paper size.

3. Select the appropriate paper stock for your print job.
4. Open the ream of paper with the seam side facing up.
5. Fan the sheets before loading them into the tray.
6. Insert the paper or media into the tray until it stops.

7. Adjust the paper guides so that they touch the edges of the stack.

   The Paper Tray Properties window displays on the **Stock Library Manager** on the print server. The **Stock Library Manager** is not available at the press.

8. From the Tray Properties window, verify that the correct paper information such as size, type and weight are selected and match the stock loaded in the tray.

9. Select **OK** to save the information and close the Tray Properties window.

Loading Tab Stock in the Bypass Tray (Tray 5)

You can load either single straight collated or single reverse collated tab stock.

Before inserting tab stock in the Bypass Tray, program your tab job at the Stock Library Manager application on the print server. Create a new tab stock name and select these tab-specific property settings for the tab print job:

- Type - Precut Tabs or Tab Stock
- Modules - the number of tabs in the set
- Paper Size - Auto Select or Custom Size of 9 x 11 inches
- Weight - select the correct tab stock weight in the range 106 to 176 gsm
- Tray / Source - Tray 5
- Print Output Order / Tab Sequence - 1 to N
- Output Delivery - Face Down

Note

Refer to the print server documentation for more information on how to set up a tab job at your print server.

Note

If a jam occurs while running tabbed sets, cancel the job and start again.

1. After programming your tab job at the print server, select the appropriate and matching tab stock for your print job.
2. Locate the Bypass tray (Tray 5) on top of the OHCF.
3. Hold the center of the paper guides and slide them to the desired stock size.
4. Fan the tab paper before inserting into the tray.
5. Insert the tab stock into the tray so the straight edge of the stock is in the feed direction (lead edge) and the tabs are to the left (trail edge).
6. Continue to insert the tab stock into the tray until it stops.
7. Adjust the paper guides so that they touch the edges of the stack.

Loading Transparencies in the Bypass (Tray 5)

Note

Do not use transparencies with a white side strip (either permanent or removable).

At the Stock Library Manager, make sure to select **Transparency** as the Paper or Media Type and select the tray containing the transparencies as the Paper Source.

1. Gently extend the Bypass tray (Tray 5) as necessary to accommodate the paper.
2. Hold the center of the paper guides and slide them to the desired paper size.
3. Select the appropriate paper stock for your print job.
4. Fan the transparencies to stop them from sticking together before loading into the tray.
5. Insert the transparencies LEF into the tray with the side to be printed on face up and with the removable stripe to the right.
6. Continue to insert the paper or media into the tray until it stops.
7. Adjust the paper guides so that they touch the edges of the stack.

Loading pre-drilled stock in the Bypass tray (Tray 5)

1. Gently extend the Bypass tray (Tray 5) as necessary to accommodate the paper.
2. Hold the center of the paper guides and slide them to the desired paper size.
3. Select the appropriate paper stock for your print job.
4. Fan the sheets before loading them into the tray.
5. Insert the pre-drilled stock into the tray in the LEF direction with the holes to the right.
6. Continue to insert the paper or media into the tray until it stops.
7. Adjust the paper guides so that they touch the edges of the stack.

Loading Envelopes from Tray 5

Note

It is recommended that you print envelopes from the Bypass Tray (Tray 5) only. Trays 6 and 7 can be used if the Postcard Bracket is mounted and the stack height is limited to no more than 200 envelopes.

When setting up your print job, follow the steps below to define the custom paper settings at the Tray Properties window and assign this stock to Tray 5. With the flap closed, measure the height and width of the envelope.

The following envelope sizes are supported. Other sizes can be used but performance is not guaranteed.

- C4 (229 x 324 mm) Short Edge Feed or Long Edge Feed
- C5 (162 x 229 mm) Short Edge Feed or Long Edge Feed
- #10 (4.125 x 9.5 inches) Short Edge Feed

1. Always load envelopes with the flaps closed.

   Do not use padded envelopes.

2. When loading in the SEF direction, place the flaps facing the back of the press. When loading in the LEF direction, place the flaps facing the lead edge.

3. When submitting your print file, select **Custom Paper** as the Paper Type. Enter the dimensions of the envelope.

   The width is measured from the lead edge to the trail edge of the envelope. For example, if you are loading SEF, enter the long dimension of the envelope as the width. If you are loading the envelope LEF, enter the short dimension of the envelope as the width.

4. Enter a heavy paper weight value, such as 220 gsm, in the Paper Weight field.
5. Select the **Bypass Tray** as the Paper Source.
6. Store unused envelopes in their original packaging to avoid the excess moisture or dryness that can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.

Some wrinkling or embossing may occur when printing on envelopes. Successful envelope printing depends on the quality and construction of the envelopes. Try another envelope brand if problems occur.

Loading Media in the OHCF (Trays 6/7)

Note

Each feeder tray has a stock loading label. When loading media into the tray, refer to the labels on the inside panel of the feeder tray for the correct orientation of that stock type.

Note

It is recommended that you use the Bypass Tray (Tray 5) to feed envelopes. However, if you use Trays 6 or 7, C5 and #10 envelopes must be fed SEF with the Post Card Bracket installed. Stack height is limited to 200 envelopes.
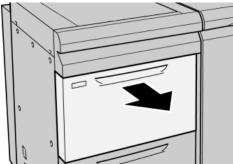
Postcard Bracket

The Postcard bracket is delivered with the OHCF from manufacturing. The Postcard bracket allows you to print on smaller size media without requiring post-processing cutting or sorting. The Postcard bracket specifically accommodates 4 x 6 in. (101.6 x 152.4 mm) SEF media.
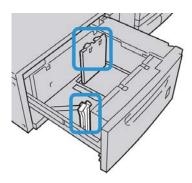
Using the Postcard Bracket

Use the following procedure for installing and using the Postcard bracket when printing on smaller media (4 x 6 in./101.6 x 152.4 mm).

With the Postcard Bracket installed, you could print envelopes from Trays 6 and 7. The stack height is up to 200 envelopes.

1. Slowly open one of the paper trays until it stops and remove the paper.

2. Move the paper guides out to their largest position.

3. Open the front cover of the OHCF.

4. Remove the Postcard bracket from inside the OHCF front cover.

5. Install the Postcard bracket so that it sits on the locating pins on the upper frame and in the grooves on the bottom of the tray.

6. Tighten the thumb screw so it locks the Postcard bracket in place.

7. Load the postcard stock and adjust the paper guides against the stock.

8. Close the paper tray and confirm the new settings at the print server.
9. Run your print job.
10. Upon completion of your print job, remove the postcard stock and the Postcard bracket from the tray.
11. Store the Postcard bracket inside the OHCF front cover area.

Loading Paper in the OHCF

1. Select the appropriate paper stock for your print job.

2. Pull out the tray slowly until it stops.
3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load paper into the tray.
6. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.

   Do not load materials above the MAX line located on the rear Edge Guide.
7. Gently push in the tray until it comes to a stop.

   The Tray Properties window displays on the print server. You can view and set stock attributes and verify trays are assigned with the correct stock. The **Stock Library Manager** is available from the print server only and not at the press.
8. From the Tray Properties window, enter or verify the correct paper information, including size, type, weight and, if necessary, paper curl and/or alignment option. Select the stock and assign the stock to the tray to be used.
9. Select **OK** to save the information and close the Tray Properties window.

Loading Tabs in the OHCF (Trays 6/7)

You can load either single straight collated or single reverse collated tab stock.

Before loading tab stock in paper trays 6 or 7, program your tab job at the **Stock Library Manager** application on the print server. Create a new tab stock name and select these tab-specific property settings for the tab print job:

- Type - Precut Tabs or Tab Stock
- Modules - the number of tabs in the set
- Size - Auto Select or custom size of 9 x 11 inches
- Weight - select the correct tab stock weight in the range 106 to 176 gsm
- Tray / Source - Tray 6 or 7
- Print Output Order / Tab Sequence - 1 to N
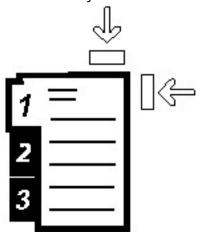- Output Delivery - Face Down

Note

Refer to the print server documentation for more detailed information on how to set up a tab job at your print server.

Note

If a jam occurs while running tabbed sets, cancel the job and start again.

1. After programming your tab job at the print server, select the appropriate and matching tab stock for your print job.
2. Pull out the tray slowly until it stops.
3. Fan the tab paper before loading into the tray.

4. Load the tab stock LEF (portrait) and align the straight edge of the tab stock against the right edge of the tray (tabs to the left or trailing edge). For single straight collated tabs, the first blank tab cutout in the stack will be toward the front of the tray. For single reverse collated tabs, the first blank tab cutout in the stack will be toward the rear of the tray.

Tab stock is loaded so the straight edge of the stock is in the feed direction. Also, you can only load the tab stock LEF.

5. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the stock in the tray.

Do not load materials above the MAX line located on the rear Edge Guide.

6. Gently push in the tray until it comes to a stop.

The Paper Tray Properties window displays from the **Stock Library Manager** on the print server. The **Stock Library Manager** is available from the print server only and not at the press.

7. From the Tray Properties window, confirm the correct tray to which it is printing and other information, including size (9 x 11 inches), type (precut tab), and, if necessary, paper curl and/or alignment option.

8. Select **OK** to save the information and close the Tray Properties window.

Loading Transparencies in the OHCF

Note

Do not use transparencies with a white side strip (either permanent or removable).

At the Stock Library Manager, make sure to select **Transparency** as the Paper or Media Type and select the tray containing the transparencies as the Paper Source.

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
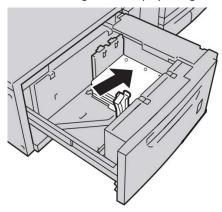3. Fan the transparencies to stop them from sticking together before loading into the tray.

4. Load transparencies LEF on top of a small stack of same-size paper and align the strip edge of the transparency against the right edge of the paper tray, with the side to be printed on facing down.

5. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.

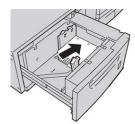   Do not load materials above the MAX line located on the rear Edge Guide.

6. Gently push in the tray until it comes to a stop.

   The Paper Tray Properties window displays from the **Stock Library Manager** on the print server. The **Stock Library Manager** is available from the print server only and not at the press.

7. From the Tray Properties window, confirm that the correct stock information for transparencies, such as size, type, weight, are selected.

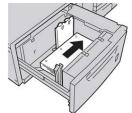8. Select **OK** to save the information and close the Tray Properties window.

Loading Pre-Drilled Stock into the OHCF

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load and register the paper against the right side of the tray for LEF direction.

6. Load and register the paper against the right side of the tray as depicted below for SEF direction.

7. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the stock in the tray.

Do not load materials above the MAX line located on the rear Edge Guide.

8. Gently push in the tray until it comes to a stop.

The Paper Tray Properties window displays from the **Stock Library Manager** on the print server. The **Stock Library Manager** is available from the print server only and not at the press.

9. From the Tray Properties window, confirm the correct tray to which it is printing and other information such as the paper type, paper weight and paper size.

10. Select **OK** to save the information and close the Tray Properties window.

Loading post-process media in optional finishing devices

Refer to the specific chapter for information on loading post-process media in the optional finishing devices.

Loading tab stock with the GBC AdvancedPunch

When this optional finishing device is attached to your press, tab stock is loaded differently into paper trays. For information on how to load media into the paper trays when a GBC AdvancedPunch is attached, refer to the GBC AdvancedPunch customer documentation.
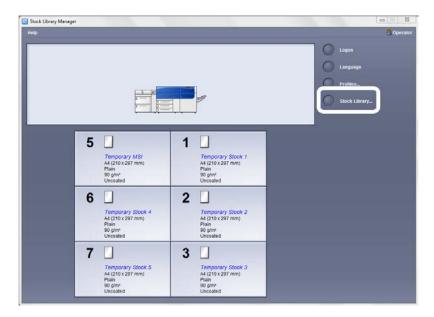
5

Set Up and Submit the Print Job

The basic workflow for setting up a job and submitting it from the print server is:

1. Within the Stock Library Manager on the print server, set up and define the stock properties for the paper you will use and assign that paper to the feeder tray.
2. At the press, load the appropriate paper to be used for the job that matches the tray property settings.
3. At the print server main window, customize your job such as inserting special pages and tabs, and create your print queue that defines the attributes of those jobs sent to the queue.
4. Submit the job file from the print server to the networked press for printing.

Begin your job workflow at the **Stock Library Manager**. *The Stock Library Manager is a separate* application residing on the print server desktop only and not at the press. At the Stock Library Manager main window, set up and manage the stock types, profiles associated with a stock, the Stock Library and RML, and the feeder tray attributes to use when printing a job.

Note

For complete information on the Stock Library Manager and on how to set up your stock and paper tray settings for the print job, refer to the Online Help in the **Stock Library Manager**.

Enable Paper Tray Features

At the press, the System Administrator can enable the Auto Tray Switching feature and prioritize the trays to switch over to using when one tray with the same paper becomes empty.

Define Jobs and Queues

Refer to the Print Server documentation to learn about programming various types of jobs including tab jobs and assemblying different stock types from different trays for the same job.

How to Submit a Print Job

There are several ways in which to submit your job for printing:

- From your computer workstation (PC or Mac), using print drivers such as PostScript and Printer Command Language (PCL), you can submit a document file to the print server queue. From the print server, you would then submit the job to the press.

Note

Make sure the appropriate print drivers have been installed on your computer. Refer to your print driver documentation or the Xerox web site for more information on how to download or install print drivers.

- At any remote workstation, using a Hot Folders application to submit the document file to the print server.
- At the print server, importing/adding a document file to a print queue. Manage the job settings of the document and then submit to the press for printing.

Refer to the Stock Library Manager application's Online Help on how to set up the properties for a job that you submit from the print server.

Printing from your Computer

The system supports either Xerox FreeFlow or Fiery print drivers. Through print drivers installed on your computer or Mac, you can send a document file from your desktop to the print server, which can then be submitted to the press for printing.

Note

You can also use a drag and drop Hot Folders feature by which to send your files to the print server for printing to the press.

1. From your computer, select the file you want to print and open it in its application.
2. Select **File > Print**.
3. Select the desired print server queue.
4. Select the **Properties** button for the queue.
5. Select the desired output options such as quantity or 1 sided/2 sided printing.
6. Select **OK** to close the Properties window.
7. Select **Print** to send the job to the print server queue.

Printing from the Xerox FreeFlow Print Server

From your computer, you can submit your document files (select Print) to a directory on the print server through the use of installed print drivers. You could also copy the document files onto a USB flash drive or CD/DVD and then connect those devices to the print server for importing.

1. If you copied the file onto a storage device, connect your device to the print server and from the top menu bar select **Services > Print From File**.
2. From the Print From File window, select the Files tab and **Browse**.

3. From **Look In**, locate your storage device or other network directory containing the document files you want.

4. Select and highlight one of the document files. Select **OK**.

5. From the Queue field at the top right of the Print From File window, select the desired print queue.

6. Using the other tabs on the screen, select the desired output options such as quantity or 1 or 2-sided printing.

7. Select **Print**.

   The job is sent to the desired queue and either held or immediately printed.

8. Select **Close**.

Printing from the EFI Print Server

From your computer, you can submit your document files (select Print) to a directory on the print server through the use of installed print drivers. You could also copy the document files onto a USB flash drive or CD/DVD and then connect those devices to the print server for importing.

1. If you copied the file onto a storage device, connect your device to the print server and select **Services > Print From File**.

2. From the EFI Print Server, select **File > Import Job**.

3. Select **Add**.

4. Locate your storage device or other directory containing the document files.

5. Select and highlight one of the document files. Select **Open**.

6. Select **Import**.

7. Select the desired queue such as **Process and Hold** or **Print and Hold**.

   The job is sent to the selected queue or to the press for immediate printing.

Printing on Tabs

The EFI Print Server allows for setting up your job to print on tabs. Otherwise, you can set up your job to insert preprinted tabs into your document. Use one tray for the body pages, another tray for the preprinted tab stock, and another tray for cover or back pages.

While you can print tab stock from any of the paper trays on the system (Trays 1, 2, 3, 5, 6 or 7), Trays 6 and 7 should be used for best results. If you plan to apply staple or punch finishing, use Trays 5, 6 or 7 only.

Loading orientation depends on what tray you are using. Refer to the Paper and Other Media section on how to load and align tab stock in the trays.

Printing Tabs from the Print Server

There are many types of tab stock and tab sequences available. Precut tabs are commonly used and have two different orientations: the single straight collated tab stock or the single reverse collated tab stock.

When programming tab jobs and loading tab stock, consider the following:

- Precut tabs can only print 1-sided
- There are specific job settings that you need to define such as tab order/sequence, number of bank sets, stock weight, paper size, and insertion before or after body pages. Refer to your print server documentation for more detailed setting information.
- Always load tab stock LEF into the tray where the straight edge of the stock is the lead edge and the tabs are oriented at the trail edge.
- Always use a complete set or bank or tabs in the paper tray.
- If staple or punch finishing, use trays 5, 6 or 7.

The following are the basic steps for printing tabs on your press.

1. From the print server, create and define the Tab stock for the paper tray you will be using.
2. Load the Tab stock in Trays 1, 2, 3, 5, 6 or 7. Refer to Loading Tab Paper in Trays in the Paper and Other Media chapter.
3. From the print server window, access the Held queue that contains your document. Select the document you want to configure with tabs. Double click to open the file's properties.
4. Once all settings are made, select **Print**.

   The press prints the complete set of tabs with the body pages defined. Any extra tabs not used in the job are sent to the output tray.

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Job Status

Job Status Overview

The Job Status feature allows the user to check active, pending, and completed jobs. The ability to cancel printing or pause jobs is also available from Job Status.

Job Status Area

The Job Status button on the press control panel displays the progress and status of any currently printing jobs and lists all completed jobs.

1. Select the Active Jobs tab to view the status of currently pending or in-progress print jobs on the system.
2. Select the Completed Jobs tab to view a list of all jobs that have printed successfully.
3. Select the Group Parent Jobs checkbox to list and display the jobs according to a parent/child relationship hierarchy.

Active Jobs Tab

1. Press the **Job Status** button on the control panel.
2. Select the **Active Jobs** tab.
3. From the displayed list, select the applicable job to view.

   Use the up or down buttons to navigate the list.
4. If required, select **Display Time** to show the time required to process the job.
5. To delete a job or change the execution order, select a job from the list.
6. Select **Delete** or **Promote** from the pop-up menu.

   - **Delete**: This option cancels the current or pending job.
   - **Promote**: This option moves a job to the top of list and runs it after the job that is currently printing/copying.
   - **Details**: This option shows the details of the selected document.
   - **Close Menu**: This option closes the pop-up menu.

Completed Jobs Tab

1. Press the **Job Status** button on the Control Panel.
2. Select the **Completed Jobs** tab.

   A list of the completed or deleted jobs display. Use the scroll bar to navigate the list.
3. To check the details of a job, select the job from the displayed list.
4. From this Status window, select one of the following to print a history of this job.
   a) To print the job details, select **Print this Job Report** button.
   b) To print the history of parent / child jobs, select **Print this Job History** button.
5. After checking the job details, select **Close**.

7

Machine Status

Machine Status

Press the **Machine Status** button on the Control Panel to access the Machine Status information, including maintenance and reporting features.

- Press configuration information
- Faults
- Billing/Meter information

Machine Information Tab

This tab provides general information about the press such as the currently installed software version and the press serial number. This area also allows you to print reports and view details that apply to billing impressions.

Machine Serial Number

The Machine Serial Number is displayed in the General Information area on the Machine Information tab. Use this number when calling Xerox for technical information or assistance.

Current System Software

The version of the system software that is currently installed on the press is displayed under the Current System Software title.

IP Address and Host Name

The unique Internet Protocol Address and name identifying the press to the specific network to which it is connected.

Machine Configuration

Select the **Machine Configuration** button to display a list of the various hardware components and options that are available on the press as well as their status. Hardware components and options include any optional feeding and finishing devices attached to the press.

Software Version

Select the **Software Version** button to display a list of the software versions for the various system components, including any optional feeding and finishing devices.

Print Reports

This **Print Reports** button is enabled by the system administrator. From the various reports available, select a report on the touch screen and then select the **Start** button to print. Some reports are only available in the system administrator mode.

From the Print Reports screen, select:

- **Job Status** and the **Job History Report** - This report lists the status, attributes, input source and output destination of every print job completed, deleted or shutdown.

- **Job Status** and the **Error History Report** - This report lists the most recent errors and faults that occurred on the press.

- **Printer Report** and the **Configuration Report** - This report lists the hardware configuration, devices and software installed, and the network settings on the system such as port and proxy settings. Print and place this report near the press for easy access to information such as the press serial number.

- **Job Counter Report** (available in System Administrator mode only) - This report identifies the total number of minutes the press has been in various operating modes, the billing counters for various size impressions printed from each tray, and a summary of the number of jobs printed with various page counts.

- **Auditron Report / Meter Report** (available in System Adminstrator mode only)- This report is not applicable to a print-only system.

Maintenance Assistant

Select the **Maintenance Assistant** button to send the Xerox Remote Print Services diagnostic information on the press to Xerox Support.

Overwrite Hard Disk

The Overwrite Hard Disk feature is a standard data security function on the system. It prevents the document image and registered data that is recorded on the press hard disk from being illegally retrieved or removed.

Job image data stored on the hard disk within the press can be deleted and overwritten after a number of overwrites or a period of time specified by the system administrator. The Standby status indicates the completion of the overwriting process.

Faults Tab

The **Faults** tab provides access to a list of current faults affecting the press and some detailed information about the fault such as when it occurred. Access this tab by pressing the **Machine Status** button on the Control Panel and selecting the **Fault** tab on the screen.

Fault Code

This column identifies the code number assigned to the fault message.

Date/Time

This column indicates the day and time the fault occurred.

Image Count

This column indicates the total number of printed impressions.

From the Faults screen, select a fault to view instructions on how to fix the error.

Billing Information Tab

Accessing Billing Information

To view billing impressions and counters (or meters) information recorded by the press, access the Machine Status area of the press Control Panel.

1. Press the **Machine Status** button on the Control Panel.
2. Select the **Billing Information** tab.

   The Billing Information screen displays.

3. To view the Billing Impression Mode, press the **Tools** button on the Control Panel, select the Tools icon, and select **Setup > Billing Impression Mode**.

Billing Impression Mode

The Billing Impression Mode defines how the press tracks and records impressions made on large-size paper such as A3 or tabloid. The type of Billing Impression Mode used by your press is set during system installation. A Xerox Sales Representative can confirm the Billing Impression Mode applicable for your press.

There are two types of Impression Modes:

- **A3 Impression Mode** - For all media sizes (including oversized), counts all impressions equally.
- **A4 Impression Mode** - Counts large impressions on media such as A3 and 11 x 17 inches (media that is larger than 8.5 x 14 inches), as their A4 equivalent.

To view the current Billing Impression Mode in effect on the press:

- Press the **Tools** button on the Control Panel, select the Tools icon, and select **Setup > Billing Impression Mode.**

Billing Impressions information

The Billing Information screen allows you to view the total number of impressions (prints) recorded by the press, including a category of the number of color prints only, black prints only and large media prints. It also displays specific usage counter information. The counters display the impression amount for all printed jobs.

All meters that may be used for billing purposes are displayed on the Billing Information screen:

- **Color Printed Impressions**: This value (number) represents the total number of color impressions that have been printed.
- **Black Printed Impressions**: This value (number) represents the total number of black-only impressions that have been printed.
- **Total Impressions**: This value (number) represents the total number of ALL impressions. It is the sum of the Color Impressions and the Black Impressions.
- **Color Large Impressions**: This value (number) represents the total number of large color impressions. These impressions are one side of one sheet of large media (for example 11 x17 in./A3). Large Impressions are any prints that are larger than 145 sq. in./935 sq. cm.

  Note

  This meter/counter is NOT added to the Total Impressions meter/counter since it is already added to the Color Impressions meter/counter.

- **Black Large Impressions**: This value (number) represents the total number of large, black-only impressions. These impressions are one side of one sheet of large media (for example 11 x17 in./A3). Large Impressions are any prints that are larger than 145 sq. in./935 sq. cm.

Note

This meter/counter is NOT added to the Total Impressions meter/counter since it is already added to the Black Impressions meter/counter.

Usage Counters

Select the **Usage Counters** button to view even more detail on billing and counts being tracked on the press such as the number of 1-sided vs 2-sided print jobs.

From the Counters drop-down list you can select the desired counter to view:

- Impression Counters
- Sheet Counters
- All Usage Counters

Impression Counters

This view displays the total impression amount. In other words, impression is the image on one side of one sheet of media. This counter shows the total impression amount for color and black-only impressions.

- Total Impressions: This number represents the total number of impressions for all color and black-only print jobs.
- Black Impressions: This number represents the total number of impressions for all black/white print jobs.
- Black Large Impressions: These impressions are one side of one sheet of a large black-only document (such as 11 x17 in./A3). Large Impressions are any prints that are larger than 8.5 x14 in./B4.
- Color Impressions: This number represents the total number of impressions for all color print jobs.
- Color Large Impressions: These impressions are one side of one sheet of a large color document (such as 11 x17 in./A3). Large Impressions are any prints that are larger than 8.5 x14 in./B4.

Sheet Counters

This counter provides information on the total number of sheets the press feeds to the output area. Each sheet counts as one click on the counter (regardless of size or whether it is a one-sided or two-sided print job).

All Usage Counters

This view provides a complete total of all the counters, including the totals from the Impression Counters and Sheet Counters.

Update Button

Select this button to refresh and update the counts.

8

Calibrating the Press

Full Width Array Overview

Accessed from the press Control Panel, the Full Width Array feature calibrates the print engine only. It uses xerographic parameters and diagnostics to analyze the finished image and correct errors in output color and density uniformity. This feature uses internal color calibration strips (or tiles) as reference for known colors of a test pattern. These color values are automatically adjusted to produce accurate and consistent reproductions.

The Full Width Array provides the following adjustment:

- **Automatic Density Uniformity Adjustment**: Run this image quality adjustment when the printed output density is inconsistent (non-uniform) within the printed page. Non-uniform, inconsistent density may appear as faded colors on portions of the printed page (jobs running light and dark).

Note

Before running color-critical jobs, run the Density Uniformity Adjustment procedure and use the calibration features at the print server to ensure that your press maintains the best image quality with less or no down time.

Note

Refer to your Print Server user documentation when performing the calibration workflow of the Print Server in conjunction with the print engine. Alignment and registration adjustments are performed at the print server.

Density Uniformity Adjustment

Use this feature to correct image quality issues on the output when that image quality is not consistent throughout the entire output. For example, the image quality is lighter (faded) or heavier (thicker) on the left or right sides of the output (inboard/outboard).

Adjusting Automatic Density Uniformity

1. Select the **Tools** button on the Control Panel.
2. Select the **Full Width Array Density Uniformity Adj**.
3. Select the **Paper Supply** button.
4. Select the tray containing 11 x 17 in. (A3) or 12 x 18 in. (SRA3) paper and select **Save**.
5. Select **Start**.

   You may have to wait up to a minute for the Full Width Array feature to be ready. The press prints the Density test patterns, measures them, and automatically adjusts the dry ink/toner density for consistent application across the page. The printed sheets do not yet reflect the new settings but are the sheets that were used to make the adjustments.

6. Select one of the following:

   - If you do not want to print sheets with the revised settings, select **Save** and **Close**.

   - If you do want to print sheets with the revised settings, select the **Sample Printout** button to view the adjustment prints. Sample sheets will print using the updated settings.

7. Check the printed samples for density uniformity.

   - If acceptable, select **Save**.

   - If not acceptable, repeat the adjustment procedure.

8. Select **Close** to complete the Density Uniformity Adjustment.

Clean Fuser Assembly

Cleaning the fuser assembly is an automated routine you select to address and improve any image quality issues on your print output, such as dry ink/toner debris on the back of a printed sheet. This maintenance task is described in the Maintenance section of this guide (Clean Fuser Assembly).

9

Maintenance

This section includes information on how to maintain the press and how to replace Customer Replaceable Units (CRUs).

Note

Also refer to the Diagnostic Tool CD provided with your system.

Cleaning the Press

Read and adhere to the following information when cleaning the press:

- Before you start to clean the press, be sure to switch off the power using the rear breaker switch and unplug the press. Cleaning the press without switching off the power may cause an electric shock.
- Always use a dry lint-free cloth for all cleaning actions unless otherwise directed.
- Do not use benzene, paint thinner, other volatile liquids, or spray insect repellent on the press as doing so may discolor, deform, or crack covers.
- If a moistened cloth is used, wipe afterwards with a dry lint-free cloth. Cleaning the press with an excessive amount of water may cause the press to malfunction and/or damage documents during printing.

Cleaning the Exterior

1. Wipe the exterior with a soft cloth moistened with water. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.

2. Wipe off any excess water from the exterior with a soft cloth.

Clean Fuser Assembly

If you see dry ink/toner debris on the back side of the print output, select and run the Clean Fuser Assembly routine from the press Control Panel to clean the fuser component and address this image quality issue caused by contaminants in the fuser.

Note

If you still notice contaminants on the back of the prints after running this procedure, contact Service. Dry ink/toner debris may be coming from the Transfer roll area instead of the fuser.

1. Select the **Tools** button on the Control Panel.
2. Select the **Clean Fuser Assembly** icon.
3. From the screen that displays, you will specify the paper tray to use and the number of blank sheets to print for the "Clean with Paper" method of removing the unfused dry ink/toner.
4. From **Paper Supply**, select the paper tray to use.

   Note

   Any type of paper and size can be used. However, the smooth surface of coated paper does offer more contact area to the pressure roll.

5. From **Number of Sheets**, select the number of blank sheets to print (1 to 5).

Note

For best results, run a minimum of 5 sheets.

6. Select **Save**.
7. Press the **Start** button. The system begins the cleaning process and displays a "successfully completed" message when finished. Select **OK**.

Note

The process with 5 sheets of paper will take approximately one minute.

Cleaning the Drum Drawer Area

When you are Replacing a Drum Cartridge, and before inserting the new cartridge, perform these steps to clean under the drum cartridge area:

1. With the Drum Cartridge Drawer open, look for dry ink/toner waste on the bottom of the catch pan under the drum cartridges.
2. Use a clean cloth to wipe down the catch pan.
3. Continue following the instructions on how to insert the new cartridge.

Cleaning the ROS Windows

Unfused dry ink/toner collects on the 4 color ROS window areas located just above the Drum Cartridge Drawer within the press. Contaminated ROS windows can cause a white streak defect on your printed output.

Perform this procedure to clean the ROS window of the affected color whenever:

- You replace the drum cartridge
- A white streak (no image captured) shows in the same position on every print

Note

Use only the wand and cloth pad provided when performing this cleaning procedure. Do not use any other cleaning device, liquid solutions, or cloths.

1. Open the Left Front Door of the press.
2. Locate the Cleaning Wand tool stored on the side panel of the open front door and remove.

   Make sure the pad at the tip of the wand is clean. Replace the pad after 4 uses. Several pads are provided in the Nationalization Kit. To acquire additional pads, contact your Service representative.

3. With the pad facing upward, insert the wand fully into the ROS color window opening and then bring the wand fully out towards you. Complete this in/out action 3 or 4 times in each ROS window.
4. Replace the Cleaning Wand tool into the storage area on the side panel of the open front door.
5. Close the Left Front Door of the press.

Replacing Consumable Supplies

The following items are the Customer Replaceable Units (CRU) for the press. It is recommended that you have a supply of these items available to eliminate down time when they need to be replaced.

- Dry Ink/Toner cartridges (C, M, Y, K)
- Drum cartridges (C, M, Y, K)
- An empty Waste Dry Ink/Toner bottle
- OHCF feed rolls (all items for OHCF are in one kit)
- Suction Filter

Refer to www.xerox.com for the latest consumable part numbers.

Note

The Fuser Module (Belt, Pressure Roll, Stripper Fingers, and PR Cleaning Pad) may be replaced by the customer only if directed to do so by Service.

Note

Store supply items and Xerox parts in their original packages in a convenient location. Always recycle/dispose the used CRU according to the disposal instructions supplied with the new CRU.

Ordering Supplies

Xerox supplies, paper, and throughput material can be ordered from the web site www.xerox.com and clicking on the **Supplies** link. For any item that is not orderable from the web site, contact your Xerox Service Representative.

Note

The cleaning pads used with the ROS Window cleaning wand are not orderable. Contact your Xerox representative for any additional cleaning pads.

CRUs (Supply Item)	Reorder Quantity	Approximate Print Yield (Full Color 8.5x11/A4 Prints)
Black Dry Ink/Toner Cartridge	2 per box	50 kpv
Cyan Dry Ink/Toner Cartridge	1 per box	55 kpv
Magenta Dry Ink/Toner Cartridge	1 per box	51 kpv
Yellow Dry Ink/Toner Cartridge	1 per box	51 kpv
Waste Dry Ink/Toner Bottle	1	45 kpv
Suction Filter	1	200 kpv
Drum Cartridge (R1)	1 per box	348 kpv

CRUs (Supply Item)	Reorder Quantity	Approximate Print Yield (Full Color 8.5x11/A4 Prints)
Drum Cartridge (R2)	1 per box	348 kpv
Drum Cartridge (R3)	1 per box	348 kpv
Drum Cartridge (R4)	1 per box	348 kpv
OHCF Feed Roll Kit	1 kit	500 kpv
Standard Finisher or Booklet Maker Finisher staples	4 refills	

Checking the Status of Consumables

When a consumable is reaching the time it needs to be replaced, a message is displayed on the Control Panel touch screen. This will indicate when it is time to order and/or install a new consumable item. With some CRUs, the screen indicates that the press may continue to run print jobs without immediately replacing the item. Otherwise, when it is time to replace it, a message appears and the press stops running.

To check the status of your consumables:

1. Press the **Home** button on the Control Panel. From the **Home** screen, notice the Supplies area showing a 1 to 100 % indicator bar of the remaining amount of dry ink/toner. Remaining dry ink/toner is updated in 10 % increments.
2. Press the Supply information button **(i)**. The Supplies screen displays.
3. Under the Supplies pulldown, you can select **Toner** or **Other Consumables** to view the status of each dry ink/toner cartridge, each drum cartridge, the OHCF feeder rolls, and the Waste Dry Ink/Toner container (status is OK).

Note

Dry Ink/Toner yield projections are based on 7.5 percent area coverage per color (4 colors = 30 percent) at standardized conditons on A4 (8.5 x 11 in.) Xerox Digitial Color Xpressions+ 24 lb. (90 gsm) and Colotech Plus 90 gsm reference paper.

Note

If image quality (IQ) issues are on the output, refer to the problem solving chapter of the user guide for specific IQ problems and their related corrective actions.

Replacing the (OHCF) Bypass Tray Feed Rolls

Tip

The feed rolls for OHCF bypass tray should be replaced when experiencing frequent multifeeds, single feeds, or blank prints in the stack of the output prints.

Use this procedure to replace the (OHCF) bypass tray feed rolls, which includes:

- Feed Roll
- Nudger Roll

- Retard Roll

Note

After you replace all of the feed rolls, contact your system administrator who will reset the HFSI usuage counter for these CRU components to zero (0).

1. Locate and access the Bypass Tray on top of the OHCF.
2. Lift up and open the Bypass Tray cover to access the feed roll components.

3. Remove and replace the feed roll by squeezing the metal shaft and lifting out.

4. Remove and replace the nudger roll using the same technique.

5. Remove and replace the retard roll using the same technique.

6. Close the bypass tray cover.

7. Verify that the tray is operating correctly by feeding paper from the bypass tray.

8. Either log in as the administrator or ask the administrator to perform the following steps to reset the HFSI count to zero (0):

a) At the Control Panel, press the **Tools** button.

b) From the screen that displays, select the **Tools** icon.

c) Select **System Settings > Common Service Settings > Maintenance**.

d) Use the up/down arrow buttons to access the next Maintenance screens.

e) Select the **Technical Key Operator** icon. The Technical Key Operator feature displays.

   f) Select the MSI rolls item that corresponds with the newly-replaced components.

   g) Select **Reset Current Value**. The system resets the HFSI to 0.

9. Exit the administrator mode by pressing the **Log In/Out** button on the Control Panel. When prompted, select **Logout**.

Replacing the OHCF Feed Rolls

The OHCF feed rolls should be replaced every 300,000 prints or when experiencing frequent multifeeds, single feeds, or blank prints in the stack of the output prints.

Use this procedure to replace the OHCF feed rolls, which includes:

- Feed Roll
- Nudger Roll
- Retard Roll

Note

After you replace all of the feed rolls, contact your system administrator who will reset the HFSI usuage counter for these CRU components to zero (0).
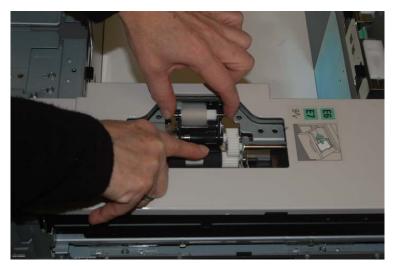
1. Pull open the top tray of the OHCF to access the feed components.

2. Notice the feed roll compartment on the right side panel of the drawer.
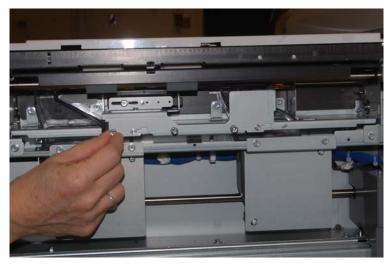
3. Remove the nudger roll by pushing down on the black tab with one hand (which raises the roll upward) and then squeezing the metal shaft on both ends with your other hand. Lift out the nudger roll.

4. Replace the new roll by squeezing both ends of the metal shaft, and pushing down on the black tab, insert and release the roll ends into the notches.

5. Next, remove the retard roll assembly at the side of the feeder tray to access the retard roll. Unscrew the 3 thumbscrews.
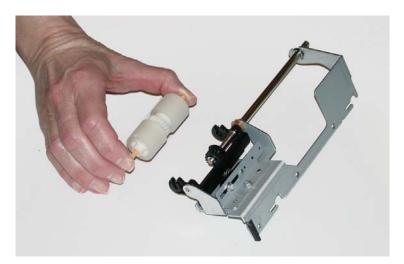
6. Slide the retard assembly all the way to the left so it is out of the slots. Pull the asssemly out towards you until completely removed from the tray. Set aside.
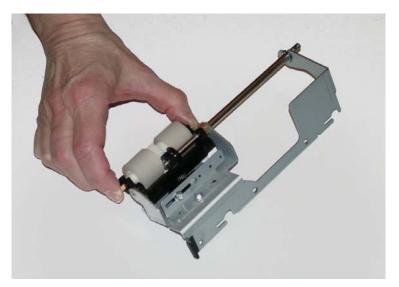
7. With the retard assembly out, access and remove the feed roll. To remove, squeeze both ends of the metal shaft and lift out. To replace, squeeze both ends of the new roll shaft, and insert and release the roll ends into the notches.
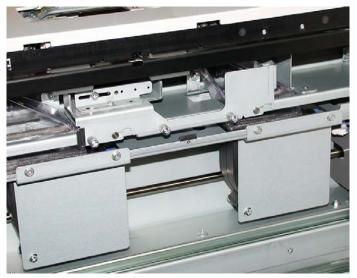
8. Finally, replace the retard roll. Squeeze the orange shafts of the retard roll and lift out of the assembly.

9. Replace a new retard roll into the black notches of the assembly using the same technique.

10. Reinstall the retard assembly into the tray. Align the cutout holes of the assembly with the frame of the tray so the pin holes match up. Insert the assembly into the frame. Slide the assembly all the way to the right using the pin as a guideline. Ensure the device is all the way into the slots and the 3 screw areas align.

11. Screw in the 3 thumbscrews to attach the assembly. Do not overtighten.
12. Close the tray and verify that the tray is operating successfully by feeding paper using that tray.
13. Either log in as the administrator or ask the administrator to perform the following steps to reset the HFSI count to zero (0).

   a) At the Control Panel, press the **Tools** button.
   b) From the screen that displays, select the **Tools** icon.
   c) Select **System Settings > Common Service Settings > Maintenance**.
   d) Use the up/down arrow buttons to access the next Maintenance screens.

e) Select the **Technical Key Operator** icon.

The Technical Key Operator feature displays.

f) Select the item (HCF) that corresponds with the newly-replaced components.

g) Select **Reset Current Value**. The system resets the HFSI to 0.

14. Exit administrator mode by pressing the **Log In/Out** button on the Control Panel. When prompted, select **Logout**.

Replacing a Dry Ink/Toner Cartridge

Note

The dry ink/toner cartridge can be replaced while a job is printing.

Note

After you replace a dry ink/toner cartridge, the system automatically resets the HFSI usuage counter for this CRU to zero (0). Check the Consumables Supplies screen to verify the reset and new status.

1. Open the Dry Ink/Toner cover, located just above the press front door/cover.

2. Lay paper on the floor before removing the cartridge. This will allow any excess dry ink/toner to fall on the paper.

3. Grasp the handle of the dry ink/toner cartridge matching the color indicated in the message.

4. Remove the dry ink/toner cartridge by slowly and gently pulling it straight out. While pulling out, hold the bottom of the cartridge with your other hand to give it support.

5. Dispose of or recycle the cartridge per your local authorities and regulations.

In the United States, also refer to the Electronic Industries Alliance website: www.eiae.org. For more information about Xerox environmental programs, go to www.xerox.com/environment.

6. Remove the new dry ink/toner cartridge from its packaging.
7. The dry ink/toner material inside the new cartridge is compact. Loosen and redistribute the dry ink/toner material before placing into the dry ink/toner slot:
   a) With one hand on either side of the cartridge, vigourously shake and rotate the new cartridge up and down and then left and right for 30 seconds.
   b) Test whether the dry ink/toner material is distributed sufficiently by turning the white auger on the end of the cartridge.
   c) If the auger does not turn easily, continue to shake the cartridge and loosen the dry ink/toner material. When the auger does turn without resistance, the dry ink/toner cartridge is ready to be installed.
8. Position the cartridge with the white auger end facing the press. Install the new dry ink/toner cartridge by gently and evenly sliding the cartridge into the press until it stops.
9. Close the dry ink/toner cover. If the cover does not close completely, make sure the cartridge is in the lock position and is installed into the appropriate dry ink/toner location.

Replacing the Waste Dry Ink/Toner Bottle

The Waste Dry Ink/Toner bottle collects dry ink/toner that accumulates during the printing process. When the Waste bottle is full, a message displays on the press touch screen informing you to exchange the full bottle with an empty one.

The press contains one waste bottle located at the front of the press behind the front center door. When removing a full Dry Ink/Toner Waste bottle, SLOWLY pull it out of the press. This will prevent any dry ink/toner from spilling out of the bottle.

Note

After you replace the Waste Dry Ink/Toner bottle, the system automatically resets the HFSI usage counter for this CRU component to zero (0). Check the Consumables Supply screen to verify the reset.

1. Ensure that the press is stopped (not running any jobs).

2. Open the front center cover and locate the waste bottle at the bottom right of the press near the door.

3. Grasp the handle of the Dry Ink/Toner Waste bottle and pull it halfway out of the press.

4. Grip the handle with one hand and slowly begin to remove the waste bottle from the press.

⚠ **Caution**

Never use a vacuum cleaner when cleaning up spilled dry ink/toner. Use a broom or a cloth moistened with a neutral detergent.

5. Since the waste bottle may be heavy, support the underside of the bottle with your other hand as you continue pulling it out from the press.
6. Use both hand to place the old used Dry Ink/Toner Waste bottle into the provided plastic bag.
7. Remove a new, empty waste bottle from the packaging.
8. Hold the center part on the top of a new bottle and insert it evenly and gently into the press until it comes to a stop.

9. Close the front cover door.

Replacing a Drum Cartridge

Other than replacing a drum cartridge after 348,000 prints, you may need to replace a drum cartridge if it is damaged by light or you are experiencing spots and streaks on your output.

Note

All four Drum cartridges are interchangeable.
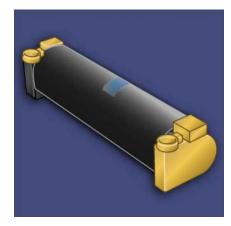
Note

After replacing the drum cartridge, the system automatically resets the usuage counter (HFSI) of this CRU component to zero (0). Check the Consumables screen for the reset and new status.

⚠ **Caution**

Do not leave the Drum Cartridge Drawer open for more than one minute. Exposing the drum cartridges to direct sunlight or strong light from indoor fluorescent lighting for more than one minute may cause image quality defects.

⚠ **Caution**

Replace drum cartridges while the press is powered ON.

1. Ensure that the press is stopped and not currently printing jobs. Proceed to the next step.

2. Open the press Left and Center Front doors.
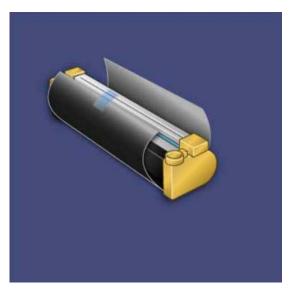
3. Rotate and turn the **R1-R4** Drum Drawer Handle to the unlock position.
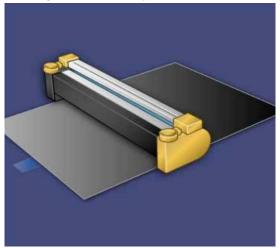
4. Open the bag containing the new drum cartridge. Place the new drum cartridge near the press.

    ⚠ **Caution**
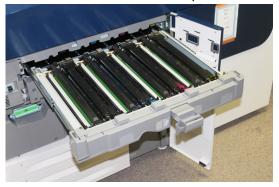
    Do not touch or scratch the surface of the drum when you take it out from the bag.

5. Unwrap the sheet covering the new drum cartridge and place it under the cartridge. Some drum cartridges may include a protective film. Remove the film on the drum cartridge, if the film is present.

6. Grab the **Release Handle** and pull the Drum Drawer straight out.
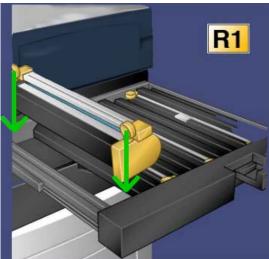
7. Remove the old drum cartridge by holding the finger rings provided at the both ends of the drum cartridge and gently lifting up.
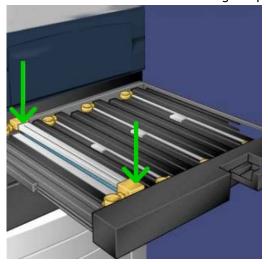
⚠️ **Caution**

Drums are light sensitive. Do not leave the Drum Cartridge Drawer open for more than one minute when replacing cartridges. Exposing the drum cartridges to direct sunlight or strong light from indoor fluorescent lighting for more than one minute may cause image quality defects.

8. Install the new drum cartridge into the press following the guides with the side marked front facing the front.

9. Press both ends of the drum cartridge to place it in a horizontal position.

10. Immediately close the drum cartridge drawer to protect the other drums from light.

11. Return the **Release Handle** to its original position.

12. Return the **R1-R4** handle to the original position and close the front door/cover.

13. Insert the used drum cartridge into an empty container for recycling.

Replacing the Suction Filter

You will need the T10 Torx driver tool for this procedure.

After you replace the filter, you will need to contact the system administrator who will log into administrator mode and reset the HFSI counter for this CRU to zero (0).

⚠ **Caution**

Make sure the press is powered off before performing this procedure.

1. At the back of the press, locate the Suction filter cover on the lower panel.

2. Use the Torx driver to remove the screw on the right side of the cover by turning the screw counterclockwise.

3. Pull out and remove the Suction filter cover.

4. Grasp the handle of the filter box and pull straight out.

5. Remove the Suction filter out of the box.
6. Place the new Suction filter into the box and push the tray back in until it stops and is flush with the press.
7. Place the cover back onto the filter box area. Make sure to first insert the left two tabs of the cover into the left side of the box area. Then push the entire cover flush to the press.
8. Insert the Torx driver with the screw attached into the cover and turn clockwise to tighten.
9. Either log in as the administrator or ask the administrator to perform the following steps to reset the HFSI count to zero (0), which indicates a new filter has been installed.

   a) At the Control Panel, press the **Tools** button.
   b) From the screen that displays, select the **Tools** icon.
   c) Select **System Settings > Common Service Settings > Maintenance**.
   d) Use the up/down arrow buttons to access the next Maintenance screens.

e) Select the **Technical Key Operator** icon. The Technical Key Operator feature displays.

f) Select the CRU item that corresponds with the newly-replaced component.

g) Select **Reset Current Value**. The system resets the HFSI to 0.

10. Exit administrator mode by pressing the **Log In/Out** button on the Control Panel. When prompted, select **Logout**.

Removing the Fuser Module

⚠️ **Warning**

You must wait 50 minutes to allow the Fuser Assembly to cool down to a safe temperature before performing these tasks.

🛈 **Caution**

When pulling out the Transfer Drawer to the Service position, do not attempt to pull the drawer further out towards you. Pulling the drawer further out will disengage it from the rails resulting in damage to the drawer and possible injury.

🛈 **Caution**

Make sure the press is powered off. Do not perform this replacement procedure with the power on or electrical power supplied to the system. Allow the fuser to cool down for 50 minutes before performing any maintenance.

The reasons for removing and/or replacing the Fuser Module components include:

- Replace the entire Fuser Module, which includes the components listed below, after 650,000 prints or if damaged:

  - Belt Module (choose up to 3 different modules available for fuser width change; at installation, one standard fuser is provided)
  - Pressure Roll
  - Stripper Finger Assembly
  - Pressure Roll Cleaning Pad

- Experiencing image quality issues or damage in the Fuser area
- Accessing other components within the Fuser Assembly area for maintenance
- if you run a mixed type of job within your workflow and switched from running 11 inch paper to an oversized paper, this could cause an edgewear defect. To resolve, you can exchange and use another Fuser Belt Module, up to 3 different widths (for example, 11 inch/A4 width, 12 inch width, or a custom size)

If you exchange the fuser type, you will need to also connect the associated jumper to the assembly to identify the Fuser Width ID being used:

- Connecting and Changing the Fuser Width ID

Prerequisite: Prepare Your Tools

While waiting for the Fuser Assembly to cool down, locate the tools you will need to complete the removal and replacement procedures.

- Fuser Holding Rack
- T10 and T15 Torx drivers (located in the Nationalization Kit)
- Fuser Handles (originally stored inside the Paper Tray 2 compartment)
- Pressure Roll Handles (originally stored inside the Paper Tray 2 compartment)
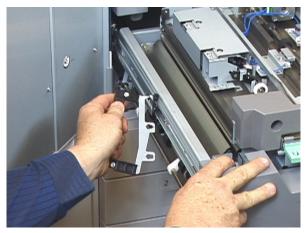
1. Power off the press by pressing the On/Off button on the right side of the Control Panel.
2. When the indicator light stops blinking, open the Left Front Door and the Center Front Door and switch off the main power switch.

3. Locate the green Handle (2) and rotate clockwise to the horizontal position to unlock the Transfer Drawer.

4. When the Fuser has cooled, pull the Transfer Drawer out to the jam clearance position.
5. You will now need to pull the Transfer Drawer out to an extended position. While gently pulling the drawer, use the pointed end of the Fuser Belt Module Handle to push through the hole in the Transfer Drawer rail to release the tabs on each side of the drawer.

⚠️ **Warning**

Do not extend the drawer beyond this service position. Pulling the drawer further out will disengage it from the rails resulting in damage to the drawer and possible injury.

6. Locate the black Fuser Front Cover. Notice if there is a black or gray fuser width identifier clip at the front left side of the cover. The clip identifies the width of the fuser currently installed, such as 13 inch. If there is no clip and jumper connected (this is the default at install), the standard fuser is installed, which accommodates all paper widths.

7. Using the provided T10 Torx driver, remove one screw and the Fuser Front Cover.
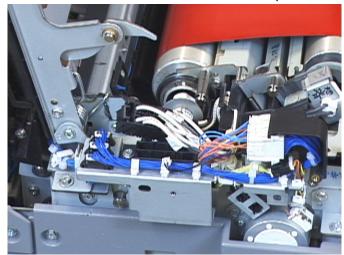
⚠️ **Caution**

Save all screws for reinstallation. If you drop a screw inside the Fuser Assembly, make sure to locate and remove the screw before continuing. Otherwise, the press could be damaged or an image quality issue or fault code may result.

8. Remove the two mounting screws using the provided T15 Torx driver and lift the Fuser Top Cover to the access position.

9. If there is a jumper harness attached to the wire bundle, it identifies the fuser width restriction/resistence. One of two resistence jumpers may be installed. No jumper (this is the default) indicates that the standard fuser is installed. Disconnect the four Fuser connectors:

a) Pinch the tabs on both sides of the black connector and lift to remove.

b) Using a Torx driver, gently push the tabs in on each of the three white connectors while pulling slightly on the wires to remove.

c) Release the wire bundle from the harness clip.

10. Locate the storage area of the press that holds the pack of Fuser and Pressure Roll Lift Handles. Remove the Lift Handles pack from the storage area.

11. Place the Fuser Belt Module Handles on the posts on each end of the module.

12. Facing the right side of the drawer, push the module slightly away from you and lift the Fuser Belt straight up and out of the press, letting the weight of the module hang in your hands.

   Note

   Do not twist or rotate the module as you place it in the Holding Rack.

13. Place it on the Fuser Holding Rack provided. Align the edge of the roller to the scribe mark on the holding rack frame.
14. If damaged or end-of-life, place it inside the original box and return to Xerox for recycling.
15. With the Fuser Belt removed, you can now remove and replace the Fuser Stripper Finger Bracket, the Fuser Pressure Roll Assembly and the Pressure Roll Cleaning Pad Assembly. Refer to those procedures.
16. If a different width fuser is going to be installed, remove the new fuser from its packaging. Store the unused fuser in its original box.
17. To install the fuser, refer to that procedure Installing the Fuser Module.

Replacing the Stripper Finger Assembly

⚠️ **Caution**

Make sure the press is powered off. Do not perform this replacement procedure with the power on or electrical power supplied to the press. Allow the fuser to cool down for 50 minutes before performing any maintenance.

1. Perform the steps for Removing the Fuser Module.
2. Once the Fuser Belt Assembly is out of the press, you can access and remove the Fuser Stripper Finger baffle:
   a) Using the T10 Torx driver, remove the two screws and the Fuser Entrance Baffle. Set aside the screws for reinstallation.
   b) Note the position of the Fuser Belt Edge Sensor so as not to damage it when removing the Pressure Roll.
   c) Press the front and back Spring Levers at the same time and lift out the Stripper Finger Assembly.
3. To replace the Stripper Finger Assembly, align the two slots in the assembly with the two posts and click into place.
4. Position the Entrance Baffle by aligning the two perforations and the two screw holes.
5. Reinstall the two screws to secure the baffle.
6. Ask the administrator to reset the HFSI count for this newly-replaced CRU component at the press Control Panel.
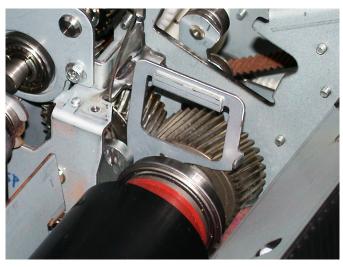
Replacing the Pressure Roll Assembly

⚠ Caution

Make sure the press is powered off. Do not perform this replacement procedure with the power on or electrical power supplied to the press. Allow the fuser to cool down for 50 minutes before performing any maintenance.

1. Perform the steps for Removing the Fuser Module.
2. Perform the steps for Replacing the Stripper Finger Assembly
3. Once the Fuser Belt Assembly is out of the press and the stripper finger bracket removed, you can access and remove the Pressure Roll Assembly:

   a) Push down and release the front and back Bearing Holder Springs, and move each spring into the holding position.

   b) Install the Pressure Roll Handles under the bearings on each side of the roll.

   c) Lift the Pressure Roll straight out of the press and place in an available box.

4. Install the new Pressure Roll Assembly. Use the Pressure Roll Handles to help position the Pressure Roll in the Fuser Assembly.

5. Align the bearings to the cradle as you gently lower the Pressure Roll into place, and then remove the handles.

6. Rotate the roll to ensure that the gears mesh properly.

7. Replace the Bearing Holder Springs to secure the Pressure Roll in place.

8. Ask the administrator to reset the HFSI count for this newly-replaced CRU component at the press Control Panel.

Replacing the Pressure Roll Cleaning Pad Assembly

⚠️ **Caution**

Make sure the press is powered off. Do not perform this replacement procedure with the power on or electrical power supplied to the press. Allow the fuser to cool down for 50 minutes before performing any maintenance.

1. Perform the steps for Removing the Fuser Module.

2. Perform the steps for Replacing the Stripper Finger Assembly.

3. Perform the steps for Replacing the Pressure Roll Assembly.

4. To remove the Pressure Roll Cleaning Pad, use a T15 Torx driver and loosen the one screw in the front of the press. It is not necessary to remove the screw.

5. Push the pad to the rear of the press and remove it.

6. Install the new cleaning pad. Make sure to align the locking tabs with the holes in the frame and once the Cleaning Pad Assembly is seated, push the assembly towards the front of the press against the screw.

7. Tighten the screw to secure the pad in place.

8. Ask the administrator to reset the HFSI count for this newly-replaced CRU component at the press Control Panel.

Installing the Fuser Module
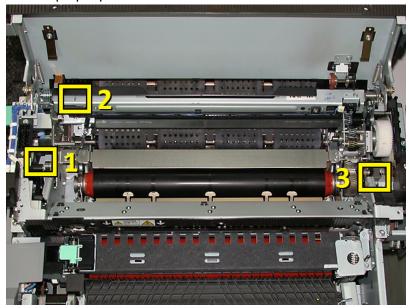
After removing the Fuser Belt Module and removing/replacing the other fuser components, you are ready to reinstall the existing or new Fuser Belt Module.

Note

If a different width fuser is going to be installed, remove the new fuser from its packaging. Otherwise, you will be retrieving the fuser you removed and placed on the Holding Rack.
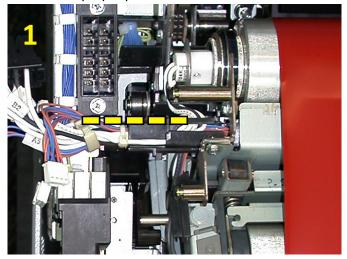
Important
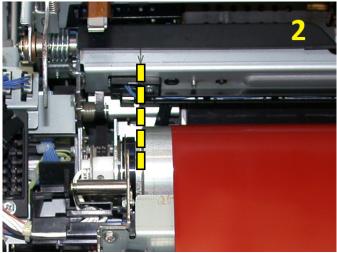
To replace the Fuser Belt Module correctly, it is important to know about the 3 alignment points. There are two in the front and one in the back of the assembly. Proper alignment ensures proper performance.
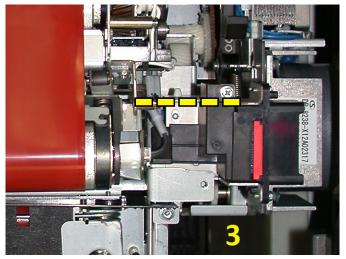
1. Place the Fuser Belt Module Handles on each side of the belt and reinsert the required Fuser Belt Module into the Fuser Assembly.

2. Using the handles, position the Belt Module into the Fuser Assembly using the 3 alignment points. The Belt Module can be moved front to back and side to side to achieve the proper placement.

Make sure the fuser is seated correctly and completely or the Fuser Top Cover will not close and machine damage may result.
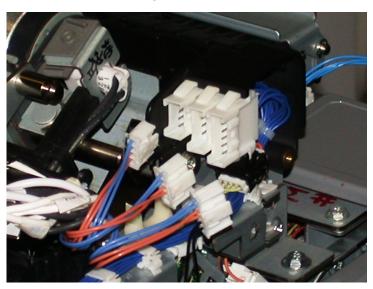
3. To validate the Belt Module is installed properly, gently close the Fuser Top Cover. If it closes completely, the module is installed correctly. If it does not close, try to reinstall the Fuser Belt Module again. Leave the Top Cover open.

4. Replace the wire bundle into the harness clip. Reconnect the three white connectors at the front of the Fuser by pushing into place.

5. Push the black connector in until it clicks into place.

   Note

   The three white connectors are keyed and cannot be mixed up. The smallest connector is in the back and the largest is in the front.

   Note

   Notice that the small white connector with the two black wires does not need to be connected for this configuration.

6. Gently close the Fuser Top Cover. Reinstall the two larger screws using the T15 Torx driver.

   Note

   You must reinstall the Front Fuser Cover.

7. Replace and secure the Fuser Front Cover with the smaller T10 screw.

   ⚠️ **Warning**

   You must push the drawer in. Pulling the drawer further out will disengage it from the rails resulting in damage to the drawer and possible personal injury.

8. To push in and close the Transfer Drawer, press the rail tabs on each side of the drawer with your fingers as you gently push the drawer into the press.

9. Latch the Transfer Drawer and close the Front Covers to complete the procedure.

10. Ask the administrator to reset the HFSI count for this newly-replaced CRU component. The HFSI components that need to be reset at the press touch screen are:

    - Belt Module 1 (No Fuser connector)
    - Belt Module 2 (Fuser connector 1)

- Belt Module 3 (Fuser connector 2)

Extending Fuser Life

While the press is installed with only one type of fuser (standard type), the system is able to detect 3 different fuser width settings. To optimize your image quality, you can exchange the standard fuser with up to 3 different width fusers. Use the different jumper resistance connectors to identify the specific fuser and match up with the paper width NVM settings in the following table. Also, a clip on the Front Cover of the fuser identifies the width of the fuser being used.

Table 4. Bypass Connector Used for Default Paper Width NVM Settings

Range No.	Bypass Connector	Media Size	Width Range	NVM Default Value
1	None	All paper widths	98.0 - 330.2 mm (3.858 - 13.0 in.)	980-3302
2	Black Resistor Type	A4/Letter SEF A3 SEF A4/Letter LEF 11 x 17 in.	180.0 - 249.9 mm (lower limit) 270.4 - 298.0 mm (upper limit)	1800-2499 2704-2980
3	Blue Type	SRA312 in. / 13 in.	300.0 - 310.0 mm (lower limit) 307.0 - 330.2 mm (upper limit)	3000-3100 3070-3302
4 See Note		Custom	100.0 - 330.2 mm (3.937 - 13.0 in.)	

Note

Refer to the System Administrator Guide for the procedure on how to reset NVM settings for other widths not shown in this table.

Changing the Fuser Width ID

The press is installed with a default standard fuser type that is suitable for all media sizes (paper widths). However, when Removing the Fuser Module you can optimize its life and maintain the system's image quality output by attaching a jumper connector to the fuser assembly that identifies the specific paper width range to use.

If you plan to print jobs using a specific paper width, use this procedure to attach the bypass connector for that fuser to the fuser assembly. This identifies to the system that a different fuser is being used and only certain paper widths will be allowed to print.

The fuser types available are:

- 11 inch (A4/Letter SEF) width fuser
- 12 inch (A3 SEF/A4/Letter LEF/304.8 mm) width fuser
- 13 inch (SRA 3/330.2 mm) width fuser
- Custom and other size papers

Inform the System Administrator who will then set the NVM settings at the press touch screen to identify the fuser type and set minimum and maximum NVM width values. When you then connect the bypass connector to the fuser, the press detects the fuser type and width and confirms it is appropriate for the system.

Note

The bypass connectors required for each fuser width type are located in the Nationalization kit. To order additional fusers for this product, contact your Customer Support Center.

⚠️ **Warning**

Before performing this procedure, power off the press and allow 50 minutes for the fuser to cool down. Always observe the warning labels inside the press.

1. If needed, ask the System Administrator to update the NVM width range settings for the fuser at the press Control Panel and identify the specific width range of media that can be run through the fuser.

   Refer to the Default and Custom Paper Width Settings tables in the NVM Setting procedure defined in the Common Settings section of the System Administrator Guide. Always set the NVM settings before using the new fuser.

2. Open both the Left and Front Center Doors.
3. Locate the black fuser cover.

4. Remove the fuser cover by using the T10 Torx driver to unscrew the one mounting screw at the center of the cover.

5. Locate the fuser identifier clip on the fuser assembly and, using a marker, write on the identifier the fuser width being used.

6. Locate the two bypass fuser connectors in the kit. The black resistor jumper (left) is used for the 2 range value and the blue jumper (right) represents the 3 range value. For the Range Numbers, refer to the Bypass Connector table in Extending Fuser Life

.

7. Attach the appropriate jumper to the exposed white connector at the front of the fuser assembly by pushing the two ends together. There is no release. To disconnect, simply pull apart.

8. Position the fuser cover back on the assembly and screw tightly in place.
9. Close both front doors of the press.
10. If the paper in the print job does not match the width set for the fuser, an error message displays and the job will not print. Cancel the job and submit the correct paper width for that job or install the correct width range fuser.

10

Problem Solving

Locating the Press Serial Number

The press serial number can be accessed from either the press control panel or by locating the serial number plate on the inside frame of the first feeder tray (Tray 1).

1. Press the **Machine Status** button on the press control panel.
2. From the Machine Status screen, ensure that the **Machine Information** tab is displayed.

   The press serial number is displayed under General Information.

3. If there is a loss of power and it is not possible to access the **Machine Status** screen, the press serial number can also be found on the inside frame of the press near the Paper Tray 1 drawer:

   a) At the press, fully open Paper Tray 1.
   b) At the left of the feeder tray, on the press frame, locate the plate with the serial number (SER#).

Calling for Service

1. Record any displayed fault codes.
2. Record the press serial number. To access, select the **Machine Status** button at the press Control Panel. From the Machine Status screen, select the **Machine Information** tab to view the serial number listed. If the serial number is not displayed, open the press Paper Tray 1 drawer and locate the serial number plate on the left side of the frame (SER #).
3. If output quality is a problem, take a sample as a reference to assist you in describing the problem over the telephone when answering the questions from the customer support operator about the defects.

4. If possible, use a phone near the press when calling for assistance. Follow the instructions provided by the operator.
5. For system support, user help, and service support, call the appropriate number. For the specific number in your area, go to www.xerox.com and select the **Support** link.

Basic Troubleshooting

Check the press status for system troubleshooting.

⚠ Warning

Precision components and high-voltage power supplies are used on the press. Never open or remove covers that are screwed shut unless specifically instructed in the User Guide. A high-voltage component can cause electric shocks. When opening the panels and covers that are screwed shut to install or detach optional accessories, be sure to follow instructions in the User Guide. Do not try to alter the press configuration or modify any parts. Doing so might cause press malfunction or fire.

General Problems

This section contains a problem solving table to help you resolve some basic problems you may encounter with the press. If the problem persists after following all the instructions, contact your Xerox Representative or the Customer Support Center.

Note

Before contacting Customer Support, refer to the Diagnostic Tool and the Stock Library Manager Online Help for additional problem solving information.

Note

If your print server indicates that the press has a fault and the press touch screen does not readily display a message, refer to the Error History report.

Problem	Suggested solutions
The press does not power on.	• Ensure the power cord from the press is plugged into the power outlet/receptacle correctly. If not, press the main power switch inside the front door to off and then firmly plug in the power cord. Then press the power switch on. • Ensure the power switch inside the front door is set to the ON position. Press firmly on the On/Off button at the Control Panel. • Make sure that the power supply is 200 -240 V (volts), 30A (amperes). Make sure that power of capacity compatible with the specified maximum power consumption of the press (2.8 - 3.1 KVA) is being supplied. • Check the GFI circuit breakers. • If the power in your location is working properly, and you have tried the suggested solutions but the press does not power on, contact the Customer Support Center for assistance.
The press Control Panel is locked up, or the touch screen is completely dark.	• If the Control Panel buttons or keyboard do not work, press the power button on the press to power down the print engine. Wait 30 seconds and press the power button again to reboot the system. • If the Power Saver button is on (lit), the press is in the Power Saver mode. Press the Power Saver button on the Control Panel to cancel the Power Saver mode.
There is no power to the press and you cannot access the Machine Status screen to get the press serial number.	Open the print engine's Paper Tray 1 drawer. The serial number is located on the left frame near Tray 1.
The press does not successfully complete a print job.	• Is your press connected to the network? Try printing a test page from the print server to the press to verify that the press is connected on the network. • Verify that the power cable is connected to the press and to a suitable power outlet. • Verify that the network cables are attached securely to the press and seated properly. • Clear out the print job from the print queue and re-send print job. • Power Off/On the press to restart it. • Your press may not be configured on the network. Contact your System Administrator to connect the press to the network.

Problem	Suggested solutions

The press is taking longer than one minute before printing the next job.	The system requires approximately 2 minutes when switching print modes in order to make any necessary adjustments for the next print job, including color-to-color registration, density, charge levels, bias levels, or other adjustments.
	
	• The system has two print modes selectable at the print server:
	   - 4 Color Mode (CMYK: Cyan, Magenta, Yellow, Black)
	   - Black and White Mode Only
	
	• If the next print job is switching print modes, for example from black-only to 4-color, the system requires approximately 2 minutes to make any necessary adjustments.
	• During this time, the touch screen displays the "Adjusting Image Quality" message.
	• The next job begins printing once the system completes its adjustments.
	
	Other information to remember includes:
	
	• From a cold start (power on or power saver), system takes less than 5 minutes to start printing.
	• From standby mode, system usually takes less than 1 minute to start printing.

Text prints incorrectly (text is corrupted).	Check the application or print driver settings on whether non-standard fonts are being used for printing.
Trays do not recognize the media.	• Access the Stock Library Manager and check the paper settings for the tray. • Check the print server settings. • Check that the paper is loaded correctly as either SEF or LEF and this matches the paper settings programmed at the print server.

Problem	Suggested solutions
Prints are not on desired paper size.	• Ensure that the correct paper size and type is loaded in the paper trays. • Set the paper guides to the correct positions. • Select the paper size, tray and weight at the print server and ensure these paper attributes are set correctly at the Tray Properties window. • Ensure that "**Fit to Paper**" or an equivalent selection is not selected in your print driver.
Paper is misfed, jams often, or wrinkles repeatedly.	• If a message appears on the press touch screen, follow the instructions displayed. • Make sure the paper and paper tray selected match the paper size settings. Refer to The Recommended Media List. • Make sure the trays are loaded properly with acceptable media and do not exceed the MAX fill line. • Ensure the paper tray edge guides are in the correct position. To ensure tray closure, firmly push it in as far as possible. • Turn the paper stack around and/or over in the selected paper tray. • Remove a few sheets from the top and the bottom of the stack in the paper tray. • Fan all four edges of the paper in the selected paper tray. • Replace the paper in the selected paper tray with paper from a new package. • Remove any partially fed paper from the trays. Make sure to remove any torn pieces of paper still remaining inside the press. • Ensure the paper you are using had been stored properly. • Refer to the stock setup options in the Stock Library Manager Online Help within the Advanced Stock Setup topic. • Check if the Tray 6 or 7 Feed Rolls are due to be replaced and, if so, replace this CRU.
Paper jams and wrinkles in the fuser assembly area	Check that the Stripper Finger Assembly is not misaligned or damaged. If damaged, replace the Stripper Finger Assembly.

Problem	Suggested solutions
Multiple sheets feed from the paper trays.	• Do not fill the paper trays above the MAX fill line indicator. • Remove the paper from the tray and fan the sheets to separate the joined sheets. • Predrilled sheets may stick together at the holes. Remove the paper from the tray and fan the sheets to separate the joined sheets. • Paper and transparencies may stick together if environmental conditions are too dry and cause excessive static. Increase the humidity level in the room to minimize static. • Gently fan transparencies to separate the sheets before you load them. • Refer to the Stock Library Manager Online Help; in the Advanced Stock Setup window, enable the Multifeed Detection checkbox and make a selection from the Tray Air Assist field.
Paper jams in the High Capacity Feeder Trays	• Visually check to see if the Feed/Retard/Nudger Rolls are worn or damaged. • Check the HFSI interval status for the rolls. Replace if needed.
Paper jams when exiting the Paper Trays.	• Ensure that the edge guides of the paper tray fit snugly against the paper stack. • Do not fill the paper trays above the MAX fill line indicator. • Close the tray slowly to avoid shifting the paper stack.
Output jams when exiting the press to the Offset Catch Tray.	• When no other output device is present, the Offset Catch Tray can hold up to 500 sheets of 24 lb (90 gsm) paper. Empty the catch tray when output approaches this limit to ensure continuous production. • Ensure the first sheet is not blocking the paper exit, particularly for 11 x 17 inch (A3) output.

Problem	Suggested solutions
Excessive paper curl.	Potential impacts: • Ensure that the correct paper weight and paper type are selected. • The mass of dry ink (toner) coverage on the print output - the greater the dry ink/toner mass, the greater the paper curl. • The paper weight and whether or not it is coated or uncoated. • The humidity conditions at the press. • You can sometimes minimize curl problems by flipping the paper over in the tray. If excessive curl is still present, use a heavier paper. • To ensure continuous production, empty the output device when the output approaches the maximum amount that the device can hold; refer to the specifications for that output device for output limit amount. • An attempt to print on thicker paper or on paper stock that is less sensitive to moisture. Paper curl can be adjusted in the following ways: • If the Interface Module is attached, use the manual decurl buttons on the Interface Module's control panel. Refer to the section, Interface Module. • If the Standard/Booklet Maker Finisher is attached, use the manual decurl buttons on the finisher. Refer to the section, Standard/Booklet Maker Finisher. • Use the Advanced Stock Setup feature (Paper Curl Correction option); At the print server, refer to the Stock Library Manager Online Help for more information.
Unable to print with current fuser assembly. Output paper width does not match the installed fuser.	• Replace the fuser assembly with one that supports the specific paper width for the current print job. Refer to Fuser Paper Width Information • Cancel the current print job and continue with the print job by resubmitting from the print server. **Note** Recommend not overriding. This mismatch could prematurely damage the fuser.
Message will not clear.	• If the fault is a paper jam, ensure that any paper is removed from the area and that there are no hidden or small pieces of paper left behind. • Reboot the press by pressing the On/Off button at the Control Panel.
Deformed transparencies.	Check that Transparencies is selected as the paper type. The press adjusts for different types of media; paper can tolerate more heat than transparencies.

Problem	Suggested solutions
Output is not stacked correctly.	Check paper curl and that the paper tray guides are locked into position against the paper. **Note** Mixed media sizes may not stack well.
From the Standard Finisher or Booklet Maker, pages in the set are not stapled or punched.	• Select the option on the press touch screen. • Check that there are staples in the staple cartridge. • Check that the Punch Scrap Container is not full.
Drilled paper holes are on the wrong side.	Ensure that the drilled paper is loaded correctly in the paper tray and that the holes are positioned as shown on the tray label.

Image Quality Problems

This section contains a problem solving table to help you locate and resolve an image quality defect.

In addition, refer to the Diagnostic Tool for identifying and resolving an image quality problem. Locate the Online Help within the **Stock Library Manager** at the print server for solving problems such as paper curl, offset, paper misfeeds, registration, and fold adjustments.

Initial Actions

Perform these actions first to improve image quality:

- Check the status of consumables/supplies (CRUs) at the press touch screen and replace any due CRUs.
- Run the Full Width Array adjustment and Clean Fuser Assembly routine at the press Control Panel daily or before any color-critical job to correct density uniformity.
- Access the print server and perform the print server calibration (refer to the print server documentation). Access the Stock Library Manager and the Advanced Stock Setup screen to perform 1-sided and 2-sided alignment profiles and registration adjustments.

Secondary Actions

If image quality is not improved after performing the suggested actions below, contact the Customer Support Center.

Problem	Suggested Solutions
The back side of the printed output contains dry ink/toner spots or blotches (residual and unfused dry ink/toner).	• Perform **Initial Actions**. • If a paper jam occurred, run a few blank sheets to clear out residual dry ink/toner. Run the Clean Fuser Assembly routine from the Tools screen to automatically clean the fuser assembly. • If problem continues, replace the Pressure Roll Cleaning Pad. • Perform the Clean Fuser procedure.
Uneven Density side-to-side; light or dark areas	• Perform **Initial Actions** (especially the Clean Fuser Assembly routine and FWA calibration Density Uniformity adjustment). • Adjust 2nd transfer settings in the Stock Library at the print server. • Perform the Clean ROS Windows procedure. If the problem continues, replace the Pressure Roll Cleaning Pad.
Random white or dark spots	• Perform **Initial Actions**. • Ensure that the media used is approved, within press specifications and is clean. • Check that the press is within environmental specifications (humidity levels). • Load a new ream of paper, different media. • Check for Drum failure or damage. Acquire your measuring tool from the Nationalization Kit and check the frequency of the spot intervals. If spots occur every 147 mm on the prints, run the Halftone Test Pattern to determine which color drum is affected. Replace or swap the Drum.
Spots at equal intervals	• Perform **Initial Actions**. • Acquire your measuring tool from the Nationalization Kit and check the frequency of the spot intervals: • If the defect occurs every 44 mm on the prints, do not replace the drum. This interval is caused by a damaged or defective Developer Housing. • If spots or bands occur every 147 mm on the prints, the Yellow, Magenta, Black or Cyan Drum is damaged or light-shocked. Run your Halftone Test Pattern to determine which color drum is affected. Replace or swap the appropriate Drum cartridge. • If the defect occurs every 374 mm on the prints, replace the Fuser Belt Assembly.
Solid color streaks (lead edge to trail edge)	• Perform **Initial Actions**. • Check for Drum failure. Acquire your measuring tool from the Nationalization Kit . Run the Halftone Test Pattern to determine which color drum is affected. Replace or swap the affected color Drum cartridge. • Perform the Clean ROS Windows procedure.

Problem	Suggested Solutions
Edgewear	If you run multiple width papers, refer to Fuser Hints & Tips and Extended Fuser Life for more information.
Halo or smudges	• Perform **Initial Actions**. • From the Stock Library Manager on the print server, access the Advanced Stock Setup screen and adjust the 2nd Bias Transfer Roll.
White streaks or deletions	Unfused dry ink/toner collected on the ROS windows located above the Drum Cartridge Drawer prevents the image for that color to be captured. Streaks will display on the output if the ROS windows are contanimated. Perform the ROS Window Cleaning procedure. Use the provided wand to remove dry ink/toner that has collected on the ROS window.
Print output is too light, faint, or washed out; solid areas not black or inconsistent shading; part of image missing	• Check the status of the CRUs/Supplies screen by pressing the Home button on the Control Panel. Shake or replace the affected dry ink/toner cartridge. • Adjust the 2nd transfer settings using media profile in the Stock Library. • Determine if the drum is contaminated or light shocked by running a set of Halftone Test Patterns to identify which color is affected and then replace or swap the appropriate drum.
Image on the printed output is skewed or crooked	• Ensure that the paper is loaded correctly and within press specifications: set the horizontal and vertical paper guides to the correct positions and ensure the paper tray guides are against the edges of the loaded paper. Push the tray in completely. • Refer to the Stock Library Manager on the print server and access the Advanced Stock Setup screen. Create or use an existing Alignment profile; adjust the Roll Pressure option; or use the Regi Loop feature
Unfused dry ink/toner on the output; not permanent and smears and rubs off	• Check that the paper weight settings at the print server match the actual paper loaded in the tray. • Ensure that the paper loaded is within press specifications. Go to the Paper information section for information on paper and storage. Load a new ream of paper into the selected paper tray. • Check for damp paper. If so, select the **Enable Tray Heater** checkbox from the Advanced Stock Setup screen in the Stock Library Manager. • Run the Clean Fuser Assembly routine.

Problem	Suggested Solutions
Misregistration or Image Shift	• Ensure that the paper tray guides are flush against the edges of the loaded paper. • Check that the stock meets the RML requirements. • Alignment settings may need to be optimized for the media. From the Stock Library Manager, Advanced Stock Setup screen, create or use an existing Alignment Profile.
Trail edge of output contains dry ink/toner deletions, density inconsistency, or is lacking in color depth; this occurs mainly when using heavier or lighter weight stock	• Run the FWA Density Uniformity Adjustment routine. • Create a custom stock and add to the Stock Library. • From the Stock Library Manager, Advanced Stock Setup screen, make adjustments to the 2nd Bias Transfer Roll setting and the Transfer Output Adjustment for Trail Edge option. Run the job again. • If necessary, continue to adjust the 2nd Bias Transfer setting until the desired output is achieved. • If output is still unacceptable, contact the Customer Support Center.

Fault Codes - Press

If printing ended abnormally, or a malfunction occurred in the press, then a fault code is displayed. If a fault code appears on the press screen and it is not listed in the table below, or if a fault persists after following the listed solution, then contact your Xerox Customer Support Center. If a fault code is displayed, all print data on the press as well as print data stored in the system's built-in memory is discarded.

Fault Area	Fault code	Possible cause	Recommended solution
Fuser Assembly	010-319	Fuser Assembly belt speed fault	Power Off/On the press. If error persists, contact the Customer Support Center.
	010-604, 010-605, 010-606, 010-607, 010-608, 010-612, 010-613	Pressure Roll Sensing fault, Humidity Sensor fault, Fuser Belt error, Temperature faults, and Fuser Motor fault	Power Off/On the press. If error persists, contact the Customer Support Center.
	010-611	Fuser Belt walk failure	Check the belt module installation. Replace Belt Module Assembly.

Fault Area	Fault code	Possible cause	Recommended solution
General	016-405	Software error	Login as administrator. Select Tools>Maintenance>Common Service Settings and Delete All Certificates/Initialize Settings. From the screen, select Start.
FWA-Calibration	024-747	Wrong orientation of the paper	Change the paper orientation from Portrait to Landscape.
Developer	024-923, 024-924, 024-925	Developer Housing fault	Power Off/On the press. If error persists, contact the Customer Support Center.
	093-3xx, 093-4xx, 093-6xx, 093-9xx	Dry Ink/Toner Cartridge	Replace/Reinsert Cartridge. Ensure Doors are closed. Power Off/On the press. Contact Customer Support.
NOHAD / Drive	042-3xx, 042-6xx	Machine Drum Motor faults, Drive Motor faults, Fan faults	Power Off/On the press. If error persists, contact the Customer Support Center.
Print Engine	045-310, 045-311, 045-390 to 396	Communication, Controller, Fan and Connector failures	Power Off/On the press. If error persists, contact the Customer Support Center.
HVPS	046-310	Power fault	Power Off/On the press. If error persists, contact the Customer Support Center.
Fuser	059-335, 059-399	Fuser temperature faults	Power Off/On the press. If error persists, contact the Customer Support Center.
	099-339	Fuser Belt in Limit Fail	Fuser Belt Assembly is out of position. Reseat the assembly and make sure the Belt Edge Sensor is in contact with the belt edge.
	099-xxx	General Fuser faults	Power Off/On the press. If error persists, contact the Customer Support Center.
	099-340	Fuser Belt Out Limit Fail	Fuser Belt Assembly is out of position. Reseat the assembly and make sure the Belt Edge Sensor is in contact with the belt edge.
ROS	060-3xx, 061-3xx, 061-6xx, 061-9xx	Press power faults	Power Off/On the press. If error persists, contact the Customer Support Center.

Fault Area	Fault code	Possible cause	Recommended solution
Paper Handling / Transport	071-1xx, 071-2xx, 072-1xx, 072-2xx, 073-1xx, 073-2xx, 075-1xx, 075-2xx, 075-3xx, 075-6xx, 076-1xx, 076-2xx, 076-3xx, 077-1xx, 077-2xx, 077-3xx, 077-4xx, 077-6xx, 077-9xx, 078-1xx, 078-2xx, 078-3xx, 078-4xx, 078-6xx, 078-9xx	Incorrect paper positioning, Entrance area paper jam faults, Paper tray faults, Paper path sensor faults, Open drawer faults, Open door interlock faults	Check accepted paper is loaded correctly in trays, clear any paper jams, and completely close all trays, drawers and doors on press.
Registration	089-313, 089-314, 089-316, 089-317		Power Off/On the press. If error persists, contact the Customer Support Center.
	26-401	Registration error; press detected less than optimal registration thresholds	Create an Auto Alignment Profile at the Stock Library Manager. If error persists, contact the Customer Support Center.
Xerographic Cleaning	091-323 to 091-327, 091-4xx to 091-9xx	Erase Lamp faults; Drum Cartridge not set correctly	Reseat the Drum Cartridge; For 091-324 to 091-327, replace the Drum Cartridge.
	091-400	Waste Toner Bottle Near Full	Reposition the waste bottle, order a new waste bottle, and replace when full.
	091-920, 091-924	CRUM data is damaged	Reseat the Drum Unit (Y); Switch Drum Units; If problem persists, replace Drum Unit (Y).
	091-922, 091-925	CRUM data is damaged	Reseat the Drum Unit (M); Switch Drum Units; If problem persists, replace Drum Unit (M).
	091-923, 091-926	CRUM data is damaged	Reseat the Drum Unit (C); Switch Drum Units; If problem persists, replace Drum Unit (C).
	091-915, 091-916	CRUM data is damaged	Reseat the Drum Unit (K); Switch Drum Units; If problem persists, replace Drum Unit (K).
Process Control	092-333	Software error	Power Off/On the press. If error persists, contact the Customer Support Center.

Fault Area	Fault code	Possible cause	Recommended solution
Transfer	094-312, 094-318	Transfer Belt or Roll fault	Power Off/On the press. If error persists, contact the Customer Support Center.

Fault Codes - Oversized High Capacity Feeder

The OHCF fault codes below may pertain to a specific tray of the feeder. If you experience these fault codes frequently, you should follow the procedure on how to replace the feed rolls (Replacing the OHCF Feed Rolls).

Fault Area	Fault Code	Possible Cause	Recommended Solution
Tray 6	078-100, 078-101, 078-102, 078-103	Pre registration sensor jam; during paper transportation, feed sensor is not turned on within period of time paper is transporting from tray	Perform the following in this order: -Remove/clear any jammed paper. -Replace and fan the paper in tray. -Replace the OHCF Feed Rolls.
Tray 6	078-106	Feed rolls timing error	Perform the following in this order: -Remove/clear any jammed paper. -Replace and fan the paper in tray. -Power Off/On the press.
Bypass Tray	078-105, 078-120	Pre registration sensor jam during paper transportation from Bypass Tray	Perform the following in this order: -Remove/clear any jammed paper. -Replace and fan the paper in tray. -Replace the OHCF Feed Rolls.
Tray 7	078-150, 078-151, 078-156	Pre registration or feed sensor jam during paper transportation from Tray 7	Perform the following in this order: -Remove/clear any jammed paper. -Replace and fan the paper in tray. -Replace the OHCF Feed Rolls.

Fault Area	Fault Code	Possible Cause	Recommended Solution
Bypass Tray	078-110	Pre registration sensor jam during paper transportation from Bypass Tray	Perform the following in this order: - remove/clear any jammed paper - replace and fan the paper in tray - power off/on the press - If problem still persists, contact the Customer Support Center
Tray 6	078-112	Gate sensor not turned on fault during paper transportation from Tray 6	
Tray 7	078-113	Gate sensor not turned on fault during paper transportation from Tray 7	
Bypass Tray	078-114	Gate sensor not turned on fault during paper transportation from Bypass Tray	
Trays 6, 7 and Bypass	078-125, 078-126, 078-127	Multiple feed of sheets	
Trays 6/7	078-2xx, 078-3xx, 078-4xx, 078-6xx, 078-9xx	General tray malfunction	

Fault Codes - Interface Module

This fault code table lists problems and suggested solutions that apply to the Interface Module. If the problem persists after following all instructions, call your Xerox Customer Support Center.

Fault Area	Fault Code	Possible Cause	Recommended Solution
Interface Module	048-100 to 048-107	Paper Jam during feeding	Open the Module front door. Remove all sheets or pieces from the jam clearance areas. Close the front door. Verify that the paper being used is within specifications.
Door	048-300	Module front door is open	Ensure door is fully closed.
Decurler	048-310, 048-311, 048-312, 048-313, 048-314, 048-315, 048-316	Decurler Sensor or Belt issue	Power Off/On the press. If error persists, contact the Customer Support Center.
Cooling	048-317, 048-318, 048-319	Cooling fan failure	Power Off/On the press. If error persists, contact the Customer Support Center.

Fault Area	Fault Code	Possible Cause	Recommended Solution
Communication	048-320 to 048-324	Communication failure or connection failure	Ensure all jams are cleared; Ensure all handles/levers are returned to closed position; Power Off/On the press
Paper Path	048-900, 048-901, 048-903	Sheets remain in the paper path area	Open the Module front door. Remove all sheets or pieces from all paper path areas. Close the front door. Verify that the paper being used is within specifications.

Fault Codes - High Capacity Stacker

This fault code table lists problems and suggested solutions that apply to the High Capacity Stacker (HCS).

Note

The press configuration can be installed with one or two stacker modules. If the press includes two HCS modules, the prefix 049 identifies a fault in the first module and 149 identifies a fault in the second module.

Fault Code	Possible Cause	Recommended Solution
049-100 to 049-121	jammed paper	Carefully remove all sheets and paper scraps from the jam clearance areas.
049-2xx	HCS sensor faults	Power Off/On the machine. If the problem persists, contact the Customer Support Center.
049-300	HCS communication fault	Power Off/On the machine. If the problem persists, contact the Customer Support Center.
049-700	Tabbed sheet fault	Check the properties of the tabs job and resend the job.
049-900 to 049-908	Sheets remain in the paper path	Check the paper path of the module and carefully remove all sheets from the paper path areas.
049-940	HCS open door fault	Open the HCS front door and remove all sheets and paper scraps from jam clearance areas. Close the front door.
049-941	Stacker Cart fault	Check the position of the Stacker cart.
049-945	Stacker Top Tray fault	Remove paper from the Top Tray.
049-960, 049-964	Stacker Tray fault	Remove paper from the Stacker Tray.

Fault Code	Possible Cause	Recommended Solution
049-965 to 049-972	Stacker Full Detection fault	Open the HCS front door and remove any paper from the Stacker cart. Close the door to resume operation.
049-973	HCS falsely detects that the Paper Unload button is pressed	Open the HCS front door and remove any paper from the Stacker cart. Close the door to resume operation.

Fault Codes - SquareFold Trimmer Module

If a fault occurs in the SquareFold Trimmer Module, a fault message displays. The following table provides a list of fault codes for this finisher module and of related fault codes.

Note

The top covers cannot be opened during normal operation or when the press is idle. The covers can be opened only when an indicator is lit and a fault occurs within the finisher module. For indicator details, refer to the control panel information.

Fault code	Possible cause	Recommended solution
013-100 to 013-109	Paper jam/fault with Module	• Open the Top Left and Right Covers of the Finisher Module. • Carefully remove all sheets and paper scraps from jam clearance areas. • Close the Top Left and Right Covers. • Check if the Trimmer Waste Container is full. If so, empty it and reinsert into the module. Make sure the container is pushed in completely. • Follow any remaining instructions on the touch screen. • If fault persists, call for service.
013-221 to 013-228, 013-229 to 013-243, 013-246	Jam or communication error with the Module; sensor fails	Power Off/On the press. If fault persists, call for service.

Fault code	Possible cause	Recommended solution
013-303, 013-304, 013-308	Open interlocks. A top cover or door is open. A jam or fault occurred with the Module	• If a jam, open the Top Left and Right Covers of the Finisher Module. • Carefully remove all sheets and paper scraps from jam clearance areas. • Make sure the Top Left and Right Covers are fully closed. • Check the Trimmer Waste Container. If full, empty it and reinsert into the module. Make sure it is pushed in completely. • Follow any instructions on the touch screen. • If fault persists, power off/on the press. • If fault persists, call for service.
013-900, 013-901, 013-905 to 013-911, 013-915 to 013-919	Static jams	• Open the Top Left and Right Covers of the Finisher Module. • Carefully remove all sheets and paper scraps from jam clearance areas. • Make sure the Top Left and Right Covers are fully closed. • Check the Trimmer Waste Container. If full, empty it and reinsert into the module. Make sure it is pushed in completely. • Follow any instructions on the touch screen. • If fault persists, call for service.
013-940	The Trimmer Waste Container is full or has a fault	• Pull open the container and empty any trimmer scraps from it. • Reinsert the container into the module. • Make sure the container is pushed in completely. • If fault persists, power off/on the press. • If fault persists, call for service.

Fault Codes - Standard Finisher/Booklet Maker Finisher

If an error caused the printing to end abnormally, or a malfunction occurred in the Booklet Maker Finisher, then an error code is displayed.

If an error persists after following the listed solution, then contact your Xerox Customer Support Center.

Fault code	Possible cause	Recommended solution
012-100 to 012-104, 012-108 to 012-115, 012-117 to 012-120	Paper Jam along booklet and/or folder paths	Check for any paper jams in the paper path and remove all sheets.
012-125, 012-132, 012-211 to 012-265, 012-282 to 012-296	The finisher malfunctioned	Check for any paper jams in the paper path and remove all sheets. Power Off/On the press and, if needed, resend the print job. If fault persists, call for service.
012-302	Interlock Fail	Make sure the module door is fully closed. Power Off / On the press if fault persists.
012-400	Staple Waste Container near full	Remove and replace the staple waste container in the finisher.
012-949	Punch Waste Container is not attached	Check that the Punch Waste Container is installed in the finisher and inserted correctly.
024-931	The Staple Waste Container is full or near full	Remove the Staple Waste Container and install a new one.
024-932	The Staple Waste Container is not attached	Check that the Staple Waste Container is installed in the finisher and inserted correctly.
024-943	The booklet staple cartridge is empty or stapling error occurred	Check the staple cartridge and reset correctly. If needed, replace with a new cartridge. Resume job.
024-957	Post-Process Inserter Tray is empty or out of paper	Add paper to the paper tray.
024-974	When feeding paper from the Post-Process Inserter Tray, the designated paper size and the actual size of paper in the tray differ.	Reset/change the paper or cancel the job.
024-976	Finisher staple fault	Check staples and reset correctly.
024-977	Finisher staple feeding is not ready	Check staples and reset correctly.
024-978, 024-989	Booklet Maker Finisher staple operation is not ready	Check staples and reset correctly.
024-979	The staple cartridge is empty	Check staples. Remove and replace the staple cartridge.
024-980	The stacker tay is full	Remove all paper from the stacker tray.
024-981	The top tray is full	Remove all paper from the Finisher top tray.

Fault code	Possible cause	Recommended solution
024-982	The Finisher stacker tray lower safety warning is on	Remove all paper from the stacker tray and remove any other obstructions.
024-983	The Finisher Booklet tray is full	Remove all paper from the Booklet tray.
024-984, 024-985	The Booklet stapler low staple signal is on	Remove all paper from the Booklet tray.
024-987, 024-988	The Booklet folder tray is full	Remove all paper fromthe tray. Set the output tray for three-fold. Check that the folder tray is correctly attached and set.
047-320	A communication error has occurred with the Finisher	Power Off/On the press. Resend the print job if needed. If fault persists, contact Customer Support Center.
112-700	The Punch Waste Container is full or near full	Remove and empty the waste container and then reinstall it completely.
116-790	The settings for stapling are canceled and prints the data	Confirm the staple position and try to print again.
124-705	The settings for punching are canceled	Confirm the punching position and try to print again.
124-706	The settings for folding are canceled	Confirm the folding settings and try to print again.
124-709	The number of pages exceeds the number of pages that can be stapled	Decrease the number of pages, or cancel the stapling settings. Resend the print job.

Fault Codes - Standard Finisher Plus

If a fault occurs in the Standard Finisher Plus, a fault message displays. The following table provides a list of fault codes for this finisher module and of related Transport and 3rd party DFA fault codes.

Fault Code	Possible Cause	Recommended Solution
013-108 to 013-110	The sensor or exit sensor in the Finishing Transport did not switch ON or did not switch OFF within a specified amount of time	Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them. If necessary, power Off/On the press and resend your print job. If the fault persists, contact the Customer Support Center.

Fault Code	Possible Cause	Recommended Solution
013-910, 013-911	Paper jam at the transport sensor or exit sensor (Finishing Transport)	Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them. If necessary, power Off/On the press and resend your print job. If the fault persists, contact the Customer Support Center.
051-100 to 051-111, 051-900	Paper jam	Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them. If necessary, power Off/On the press and resend your print job. If the fault persists, contact the Customer Support Center.
051-210	Registration clutch solenoid fault	Power Off/On the press and resend the print job. If the fault persists, contact the Customer Support Center.
051-211	Diverter solenoid fault	Power Off/On the press and resend the print job. If the fault persists, contact the Customer Support Center.
051-300	Finishing Transport front door is open	Close the front door of the Finishing Transport.
051-310	Finishing Transport firmware fault upgrade	Power Off/On the press and resend the print job. If the fault persists, contact the Customer Support Center.
051-910, 051-911	Either the DFA device is not ready or another fault has occurred with it	Refer to the DFA device user documentation and follow instructions to bring the device back online. Power Off/On the press and resend the print job. If the fault persists, contact the Customer Support Center.
051-912	The DFA device is either full or out of supplies	Refer to the DFA device user documentation and follow instructions on how to clear the fault and replenish the supplies.
051-913, 051-914, 051-915	Paper jam in the DFA device	Refer to the DFA device user documentation and follow instructions on how to clear the fault. Set or change the profile value (refer to the DFA user documentation). Power Off/On the press and resend the print job. If the fault persists, contact the Customer Support Center.

Paper Jams

If a paper jam occurs, a fault screen displays a message on the press control panel indicating in which area the jam is situated. Follow the instructions provided for clearing the jam and resuming press operation.

Information about Paper Jams

Review the following list to address paper jams:

- When paper jams inside the press, the press stops and a fault message displays.
- Follow the instructions displayed on the screen to remove the jammed paper.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- If a piece of jammed paper remains inside the press, the paper jam message will remain on the display.
- Paper jams can be removed with the press still powered on. When the power is turned off, all information stored to the system's memory will be erased.
- Do not touch components inside the press. This can cause print defects.
- After clearing a paper jam, printing is automatically resumed from the state before the paper jam occurred.
- If a paper jam occurred during printing, press the **Start** button. Printing is resumed from the state before the paper jam occurred.

⚠️ **Warning**

When removing jammed paper, make sure that no pieces of jammed paper are left in the press. A piece of paper remaining in the press can cause fire. If a piece of paper is stuck in a hidden area or paper is wrapped around the fuser unit or rollers, do not remove it forcefully. You can get injured or burned. Switch off the press immediately and contact the Customer Support Center.

Paper Jams inside the Print Engine

The press touch screen displays paper jam notifications and indicates the areas of the press that need to be cleared. There are three main module areas of the print engine where paper jams may occur:

- The Registration area behind the Front Left Door (Xerographic Drawer, Transfer Drawer and Paper Handling Drawer)
- Fuser Assembly and Decurler area behind the Front Center Door
- Inverter and Entrance/Exit areas of the Output/Cooling Module behind the Front Right Door

Tip

Always check the Output Module first for a paper jam at the entrance of the module.
Rotate the green knobs to pull paper through the entrance areas completely. Always
ensure that all paper jams, including any small ripped pieces of paper, are cleared before
proceeding with your print job.

⚠️ Warning

Never touch a labeled area (found on the fuser unit or nearby) indicating High
Temperature andCaution. Contact can lead to burns.

Clearing Jams in Transfer Drawer (Area 2)

There are several jam clearance areas of the Transfer Drawer: Registration and Alignment
Transport, Registration Roll, Duplex Transport and entrance to Fuser.

1. Make sure that the press has stopped printing before opening doors.
2. Open the Front Left and Center Doors.

3. Unlock and pull out the Transfer Drawer by turning the green **2** handle (at the center) to the right until it is in the horizontal position. Pull the drawer straight out until it stops.

4. Locate and lift up the green **2b** lever to remove jammed paper from the registration area.
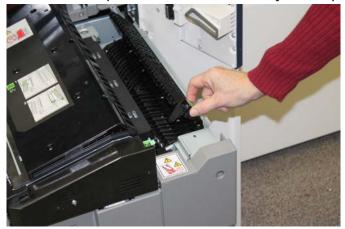
5. If paper is jammed at the top of the Transfer Module, remove paper from the registration roll (area **2a**) by pulling it straight out.
6. Locate area **2c** and pull any jammed paper out towards the left.

7. Locate and push down on the green **2f** lever to remove jammed paper from the Duplex Transport Baffle.

8. Locate and lift up on the 2e lever to remove jammed paper.

9. Lift up the 2d Lever to remove jammed paper.

10. Grasp the green **2** handle and gently push in the Transfer Drawer completely. Turn the green handle to the left to lock the drawer in place.

Be careful when clearing jams in the fuser area.

11. Close the Front Left and Front Center Doors completely. The press will not operate if a door is open even slightly.

Clearing Jams in the Output Module (Areas 3, 4 and 5)

The Output or Exit Module contains entrance and exit areas that may require jam clearance. If paper is jammed at the entrance area, make sure to remove that paper first before pulling out the Exit Module Drawer. Area 3 clears jams at the entrance baffle.

Always refer to the press touch screen for what areas of the press have a paper jam.

1. Make sure that the press has stopped printing before opening doors.

2. Open the Output Module Front Right Door.

Do not pull out the Exit Module Drawer.

3. To clear the entrance baffle area (**3a** and **3b**), lift the Upper Cooling **3a** lever and also rotate the **3b** knob clockwise to advance the paper jammed in the Module Entrance Roll. Ensure paper has completely moved through the roll beyond the entrance area.

4. Rotate the **5d** knob clockwise to advance paper and pull down on the **5c** green lever to remove any paper in this area.

5. At the far right of the press, locate the **5a** lever and **5b** knob. Pull down on the **5a** lever to access the inverter area and remove any paper. Rotate the 5b knob clockwise to advance any paper coming down into the inverter.

6. It is now safe to unlock and pull out the Exit Module Drawer. Grasp the green Drawer handle (**4**) and rotate handle to the right to the horizontal position. Slowly pull out the Drawer assembly until it stops.

7. Rotate the 4a knob clockwise and advance paper to remove.

8. Lift 4b, 4c, and 4d levers to remove any paper and return the levers in their original positions.
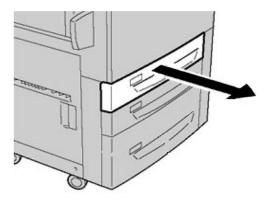
9. Grasp the green Drawer handle (**4**) and gently push in the Exit Drawer assembly completely. Rotate the handle to the left to lock the drawer in place.

10. Close the Front Right Door completely. The press will not operate if a door is open even slightly.

Paper Jams in Trays 1-3
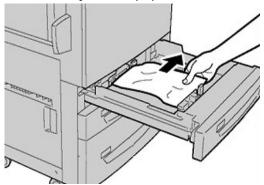
Note

Paper is sometimes torn and remains inside the press if you open a tray without checking the paper jam position. This may cause a malfunction. Check where the paper jam occurred before clearing the problem.
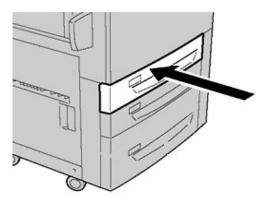
1. Open the tray where the paper jam occurred.

2. Remove the jammed paper.

3. Push the tray in gently until it comes to a stop.

Paper Jams in the Bypass (Tray 5)

Tip

Always ensure that all paper jams, including any small, ripped pieces of paper, are cleared before proceeding with any print jobs.

1. Remove the paper currently loaded in the Bypass Tray.
2. Lift and open the Cover Tray located near the entrance of the press and remove any jammed paper.
3. Close the tray cover.

   Note

   If paper is torn, check inside the press and remove it.

4. Reload paper into the tray and resume printing.

Hints and Tips

Extending Fuser Life

To extend the life of your fuser, discuss the usage of multiple fusers with your Service Representative. Multiple fusers provide maximum print output for longer periods of time and ensure image defects on output are avoided. Depending on the types of jobs run and their frequency, you may want more than one fuser available, such as the following for example:

- One fuser roll for narrower paper
- One fuser for wider paper

Preventing Fuser Damage

1. To reduce 11 in./279.4 mm lines and wear marks, you may require the use of two fusers - one when running 8. 5x 11 in./A4 stock, and the other when running 12 x 18 in./304.8 x 457.2 mm or larger stock. This is especially true for the graphic arts people.
2. Image quality defects such as marks or spots will occur every 110 mm/4.3 in. on the prints if the fuser roll is damaged. Defects which occur every 98 mm/3.89 in. indicate a damaged fuser belt.

Fuser Paper Width Information

The press is delivered and installed with a standard type fuser that accomodates all paper width sizes. However, the press allows for the installation of other fuser assemblies and paper width types for printing specific paper width ranges. When installing a new fuser, the customer can indicate that the fuser be used for certain paper widths only. Identifying the fuser width type is performed by connecting the appropriate fuser jumpers provided in the nationalization kit as well as attaching a colored fuser width clip.

Before using the new fuser, the system administrator must update the NVM width setting values to match the specific width used for this fuser.

The following table defines the media sizes and width ranges that can be set for the fuser.

Table 5. Bypass Connector used for Default Paper Width NVM Settings

Range No.	Bypass Connector	Media size	Width range
1	None	All paper widths	98.0 - 330.2 mm (3.858 - 13.0 in.)
2	Black Resistor Type	A4/Letter SEF A3 SEF A4/Letter LEF 11 x 17 in. 12 in.	270.4 - 298.0 mm (9.84 - 11.69 in.)
3	Blue Type	SRA3 13 in.	300.0 - 330.2 mm (12.09 - 13.00 in.)
4 See Note		Custom	100.0 - 330.2 mm (3.937 - 13.0 in.)

Note

Refer to the System Administrator Guide on how to set the NVM width.

11

Offset Catch Tray (OCT)

The Offset Catch Tray is an optional output device that is offered. Installed at the end of the print engine, it receives the print output and is capable of offsetting for easy separation. The maximum capacity of the OCT is determined by the tray sensor as well as stock weight, but is approximately 500 sheets of 24 lb. (90 gsm) paper.

Note
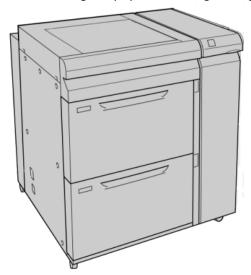
Offsetting per set in the stack continues up to the point when the tray reaches the maximum height or weight allowed.

Offset Catch Tray (OCT)

12

Oversized High Capacity Feeder (OHCF)

Overview

The 2-drawer Oversized High Capacity Feeder (OHCF) is a standard component of the press configuration and feeds a variety of stock sizes, including standard sizes and oversized stock up to 13 x 19.2 in./330 x 488 mm paper. Each drawer holds 2000 sheets of 24 lb (90 gsm) paper. The weight range supported is 52 to 350 gsm.

Note
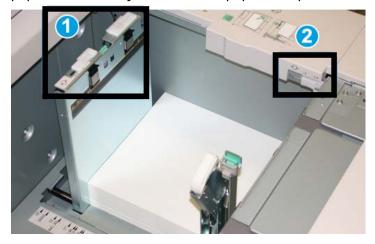
The OHCF comes equipped from manufacturing with the Postcard bracket (tray inserter).

OHCF (Trays 6/7) Specifications

Item	Specification
Sheet size	SEF: 8.5 x 11 in./A4, 8.5 x 13 in., 8.5 x 14 in., 10 x 14 in./B4, 11 x 17 in./A3, 12 x 18 in., 12.6 x17.7 in./SRA3, 13 x 18 in., 13 x 19 in., 12.6 x 19.2 in., B5 LEF: B5, 7.25 x 10.5 in. (executive), A4, 8.5 x 11 in., 8.0 x 10 in. Custom sizes: 182-330 mm (7.2-13 in.) width and 182-488 mm (7.2-19.2 in.) length
Paper weight	16 lb. to 130 lb. cover/52-350 gsm
Paper capacity	2000 sheets/drawer **Important** When using up to Xerox 24 lb./90 gsm paper.

Skew Adjustment Levers

The skew adjustment levers are found in all paper trays. These levers are used to improve paper feed accuracy and to reduce paper skew problems.

1 Rear Skew Adjustment Lever

2 Right Side Skew Adjustment Lever

Note

These levers should remain in their default position. The position of these levers should be changed only if there is a skew problem when running a specific print job and/or media type. Changing the levers may cause more skew problems when running certain media types such as coated, label, transparency and film.

Use the following procedure to set the skew adjustment levers:

1. Pull out the tray slowly until it stops.

The Stock Library Manager and Tray settings automatically display at the print server.

2. From the Tray Properties window at the print server, verify that the correct paper information is being used including size, type, weight and paper curl or alignment option for the tray. Select **OK** and close the Tray Properties window.

3. At the tray, slide the rear skew adjustment lever to the right.

4. Gently push in the tray until it comes to a stop.

5. Run your print job.

   - The paper is fed accurately without skew and the printed output is satisfactory; your task is complete.

   - The paper is skewed and the printed output is unsatisfactory; proceed to the next step.

6. Pull out the tray slowly until it stops.

7. Verify the tray and paper settings at the print server.

8. Return the rear skew adjustment lever to its left, default position.

9. Slide the right-side skew adjustment lever toward the front of the paper tray.

10. Gently push in the tray until it comes to a stop.

11. Run your print job.

   - The paper is fed accurately without skew and the printed output is satisfactory; your task is complete.

   - The paper is skewed and the printed output is unsatisfactory; proceed to the next step.

12. Pull out the tray slowly until it stops.

13. Return the right-side skew adjustment lever toward the rear of the paper tray; this is its default position.

14. Gently push in the tray until it comes to a stop.

15. If you are still having skew adjustment problems, refer to the Advanced Stock Setup information.

OHCF Problem Solving

Clearing OHCF Jams
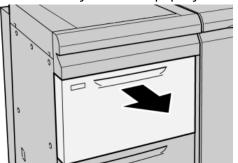
Nip Release levers inside of the Transport area of the Feeder hold back large size sheets (such as A3, 11 x 17 inches, 12 x 18 inches) to reduce the chance of jamming as paper enters the print engine.

Note
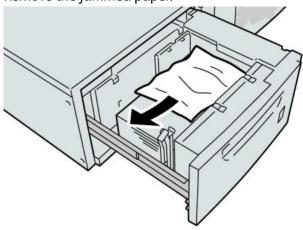
Follow the jam clearance instructions displayed on the touch screen. Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

Paper Jams inside the OHCF Trays

1. Pull out the tray where the paper jam occurred.

2. Remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.
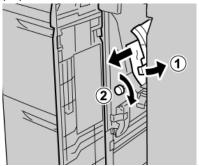
3. Gently push in the tray until it comes to a stop.

OHCF paper jams at lever 1a and knob 1c

1. Open the front cover of the OHCF.

2. Move the lever **1a** to the right and turn the knob **1c** to the right. Remove the jammed paper.

> **Note**
>
> If paper is torn, check inside the machine and remove it.

3. Return the lever 1a to the original position.

4. Close the front cover of the OHCF.

> **Note**
>
> If the front cover of the OHCF is not completely closed, a message will appear and the machine will not operate.
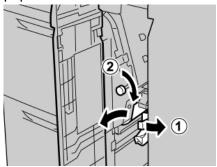
OHCF paper jams at lever 1b and knob 1c

1. Open the front cover of the OHCF.

2. Move the lever **1b** to the right and turn the knob **1c** to the right. Remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

3. Return the lever **1b** to the original position.
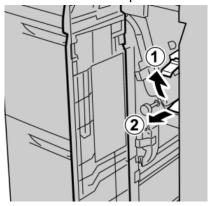
4. Close the front cover of the OHCF.

Note

If the front cover of the OHCF is not completely closed, a message will appear and the machine will not operate.

OHCF paper jams at lever 1d and knob 1c

1. Open the front cover of the OHCF.
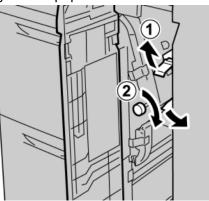
2. Move the lever **1d** upward and remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.
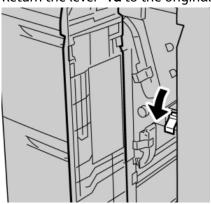
3. If the paper cannot be removed, turn the knob **1c** clockwise, and then remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

4. Return the lever **1d** to the original position.

5. Close the front cover of the OHCF.

Note

If the front cover of the OHCF is not completely closed, a message will appear and the machine will not operate.

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Interface Module
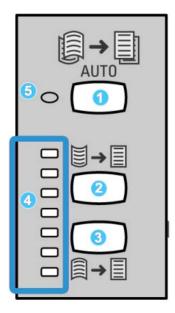
The Interface Module is required when any of the finishing devices are attached (except for the Offset Catch Tray).

The Interface Module provides cooling and decurling and adjusts the paper height between the print engine and the attached finishing device.

Control Panel
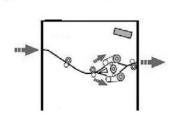
The Control Panel consists of the following:

1. Auto Curl button: This button selects the Auto Decurl function.

2. Manual Curl Up button: This button selects the three values of manual up curl.

3. Manual Curl Down button: This button selects the three values of manual down curl.

4. Curl Up/Down indicators: These indicate the amount of manual curl (up or down) that is selected.

5. Auto Curl indicator: When this indicator is green, the Auto Curl Mode is selected.

If you want to quickly, and at the point-of-need, adjust the paper curl on the printed output, use the Manual Curl Up or Down buttons. If the printed output contains too much curl after using these buttons, refer to the Stock Library Manager Online Help for information on adjusting the paper curl.

Paper Path

As media enters the module, it is fed to the module decurler for paper curl correction. The module decurler has both upper and lower decurler rolls that apply pressure to the media based upon the following:

- System default
- Manual selections made at the module control panel

Based on the paper curl (decurl) settings, the module decurler gate routes the paper to either the up-curl (cupped) path, or the down-curl (bridged) path. The degree of pressure is applied independently to the upward and downward decurler arms.

From the module decurler, the print media is cooled and routed from the module to the optional finishing device(s) that is/are connected to your press.

Auto Decurl Presettings

The module is designed with several automated presettings for controlling paper curl. When using the Auto Decurl function, the amount of curl correction is automatically set by the module decurler.

When the media passes through the module decurler, you are notified of the current amount of curl correction through the various LEDs on the module Control Panel. If you require more curl correction, you can manually select curl correction from the module Control Panel.

Manual Decurl Buttons

The manual decurler mode has seven levels of curl correction that are available at the module Control Panel: three levels of Up-curl correction and three levels of Down-curl correction, and no correction level.

The amount of curl correction is changed by selecting Up or Down button. The current selected amount of curl correction is displayed by the Control Panel LEDs.

Problem Solving

Clearing Jams

Tip
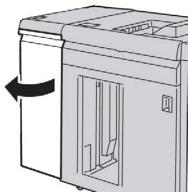
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

Note

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.
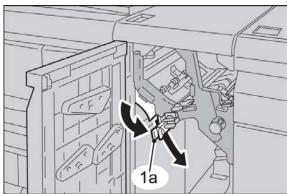
Paper Jams at Lever 1a
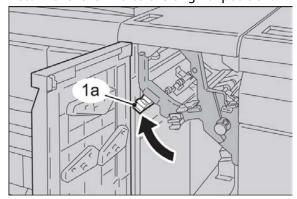
1. Open the front cover of the Interface Module.
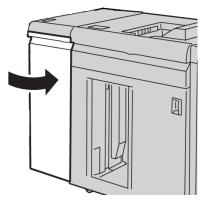
2. Move the lever **1a** downward and remove the jammed paper.
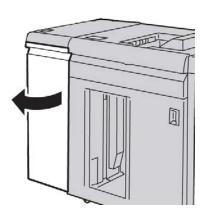
3. Return the lever **1a** to the original position.

4. Close the front cover of the module.

5. Follow the instructions on the press touch screen to clear other areas of the system if needed.
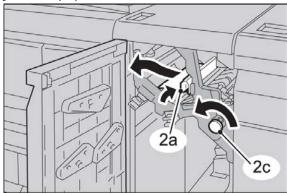
Paper Jams at Lever 2a
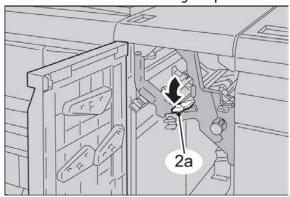
1. Open the front cover of the Interface Module.
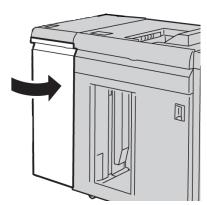
2. Move the lever **2a** upward, turn the knob **2c** counterclockwise, and remove the jammed paper.

3. Return the lever **2a** to the original position.

4. Close the front cover of the module.

5. Follow the instructions on the press touch screen to clear other areas of the system if needed.
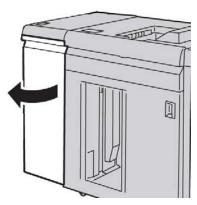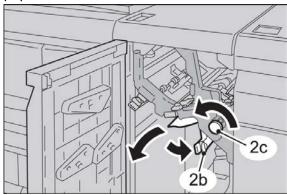
Paper Jams at Lever 2b
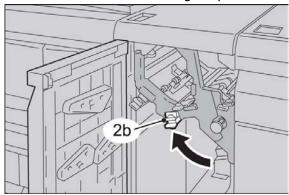
1. Open the front cover of the Interface Module.
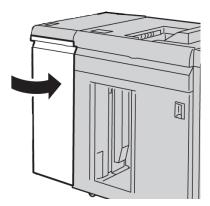
2. Move the lever downward, turn the knob **2c** counterclockwise, and remove the jammed paper.

3. Return the lever **2b** to the original position.

4. Close the front cover of the module.

5. Follow the instructions on the press touch screen to clear other areas of the system if needed.

14

High Capacity Stacker (HCS)

Overview

The High Capacity Stacker (HCS) is an optional finishing device that provides large-capacity stacking and offsetting capabilities for production output to a Stacker Tray. Also provides a Top Tray convenient for short stack runs.

Note

The HCS requires the Interface Module.

1. Interface Module
2. High Capacity Stacker (HCS)
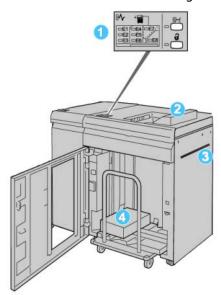
Specifications

Paper guidelines

- Stacker Tray will accept 52-350 gsm (either coated or uncoated stock) with the possibility of degraded stock quality and increased jam rate for stocks that are heavier than 300 gsm.

- Transparencies may be run to either the Top Tray or the Stacker Tray. Stack height should be limited to 100 transparencies.

- Coated paper lighter than 100 gsm may not run as reliably as coated paper heavier than 100 gsm.

- Non-standard papers longer than 305 mm (12 in.) in the feed direction require 210 mm (8.3 in.) minimum measurement across the feed direction.

- Non-standard papers shorter than 254 mm (10 in.) in the cross-feed direction require 330 mm (13 in.) minimum measurement in the feed direction.

Identifying the Components

The HCS consists of the following components:

1. **Control Panel**: Provides manual control of the various HCS functions.

2. **Top Tray**: Holds a maximum of 500 sheets (13 x 19.2 in/330 x 488 mm).

    Note

    Labels must be delivered to the Top Tray.

3. **Bypass**: Used only when a second stacking/finishing device is installed. This path transports media through the HCS to another connected finishing device.
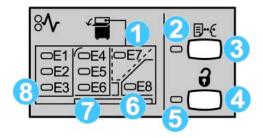
4. **Stacker Tray/Cart**: Collated sets (up to a total of 5000 sheets) are transported to the Stacker Tray, which is located on a movable Stacker Cart.

   Note

   The Stacker Tray/Cart capacity may be less than 5000 sheets if the media being used is heavyweight or thicker sheets.

Control Panel

The HCS control panel consists of:

1. Top Tray jam: This indicator blinks when there is a jam in the top tray area (E7).

2. Sample indicator: This indicator blinks until a sample print is delivered to the top tray.

3. Sample Print button: Press this button to have the HCS deliver a sample print of the job to the Top Tray. A single-page sample is provided to the output area.

4. Unload button: Press once to lower the Stacker Tray and unlock the HCS front door.

5. Unload indicator: This indicator lights when the Stacker Tray has reached the down position and the front door can be opened.

6. Exit jam: This indicator blinks when there is a jam in the exit area (E8).

7. Stacker Transport jam area: These indicators blink when there is a jam in Areas E4, E5, and/or E6.

8. Stacker Entrance jam area: These indicators blink when there is a jam in Areas E1, E2, and/or E3.

HCS Top Tray

The Top Tray offers the following:
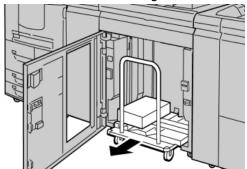
- Convenience for short stack runs (up to 500 sheets) without offsetting.
- Delivery of purged sheets.

Unloading the Stacker Tray

The HCS has Unload While Run capability.
1. Press the Unload button on the HCS control panel.

2. After the Unload Indicator lights, open the HCS front door.

3. Position the securing bar on top of the stacked paper.

4. Pull the Stacker Cart straight out of the HCS.

5. Remove the securing bar.

6. Remove the paper from the Stacker Tray.

7. Push the empty Stacker Cart straight into the HCS.

8. Position the securing bar on the fixed area inside the HCS.

9. Close the front door; the tray will rise to the operate position.

Problem Solving

Jam Clearance

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

Note
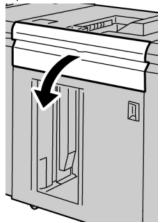
Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.
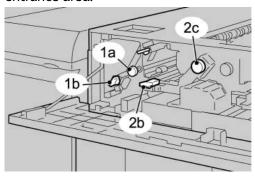
HCS Entrance Jams (E1, E2, and E3)

Perform the following steps to clear the jam and resume printing:

1. Open the HCS Front Cover.

2. Lift the green handle(s) and/or rotate the green knob and remove all paper in the entrance area.

3. Close the green handle(s).
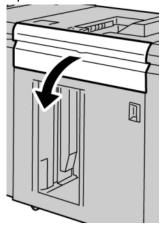
4. Close the HCS Front Cover.

5. If the UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicated.

6. Follow the instructions displayed on the UI to resume printing.
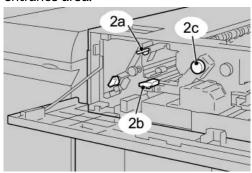
HCS Transport Jams (E4, E5, and E6)

Perform the following steps to clear the jam and resume printing:
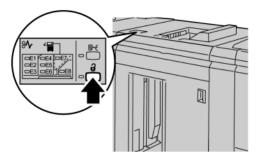
1. Open the HCS Front Cover.

2. Lift the green handle(s) and/or rotate the green knob and remove all paper in the entrance area.
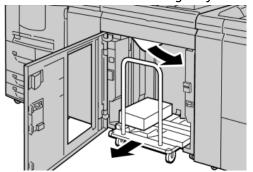
3. Close the green handle(s).
4. Close the HCS Front Cover.
5. Press the Unload button on the HCS control panel.

Wait until the Unload indicator lights and then open the HCS front door.

6. Open the front door after the **Unload** indicator lights.

7. Pull out the stacker cart and gently remove the jammed paper.

8. Push the stacker cart straight into the HCS.
9. Close the front door.
10. If the UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicated.
11. Follow the instructions displayed on the UI to resume printing.
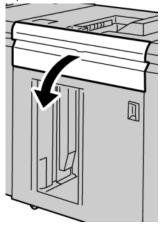
HCS Top Tray Jam (E7)

Perform the following steps to clear the jam and resume printing:
1. Remove any output delivered to the Top Tray.
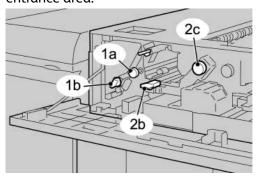
2. Open the HCS Front Cover.

3. Lift the green handle(s) and/or rotate the green knob and remove all paper in the entrance area.
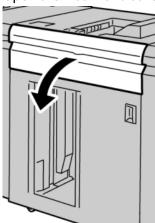
4. Close the green handle(s).
5. Close the HCS Front Cover.
6. If the UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicated.
7. Follow the instructions displayed on the UI to resume printing.
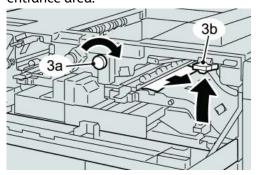
HCS Exit Jam (E8)

Perform the following steps to clear the jam and resume printing:
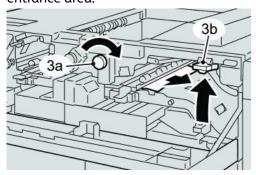
1. Open the HCS Front Cover.

2. Lift the green handle and/or rotate the green knob and remove all paper in the entrance area.

3. Lift the green handle and/or rotate the green knob and remove all paper in the entrance area.

4. Close the green handle(s).
5. Close the HCS Front Cover.
6. If the UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicated.
7. Follow the instructions displayed on the UI to resume printing.

Hints and Tips for Using the HCS

Refer to the following hints and tips when using the HCS:

1. Check the paper in the Stacker Tray for curl.
   a) If no curl is present and if the output is acceptable (meets customer satisfaction), you are finished.
   b) If no curl is present and if the output is NOT acceptable, call for service.
   c) If curl IS present, continue to the next step.

2. Check the paper in the Stacker Tray for curl.
3. Adjust the paper curl by using the decurler controls on the top of the Interface Module.
4. If the output has not improved, adjust the paper curl again.
5. If the output still has not improved, call the Customer Support Center.

Loss of Power

If power is interrupted to the High Capacity Stacker:
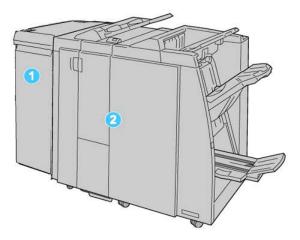
- Ensure that the power cord is plugged in to the proper wall receptacle.
- Ensure that the press power is switched on.
- Ensure that the Ground Fault Indicator is in the **On** position.
- If the power has not been restored by checking the above items, then call for Service.

High Capacity Stacker (HCS)

15

Standard/Booklet Maker Finisher

The Standard Finisher provides high capacity stacking (up to 3,000 sheets), bidirectional decurling, along with finishing capabilities such as preprinted inserts, hole punching and folding.

The Booklet Maker provides all of the same features of the Standard Finisher plus automatically creates saddle-stitched booklets of up to 25 sheets. This device offers hole punching, stapling and bifold options.

1 Interface Module

This required module acts as a communication device and as a paper path between the press and the Standard Finisher or Booklet Maker Finisher.
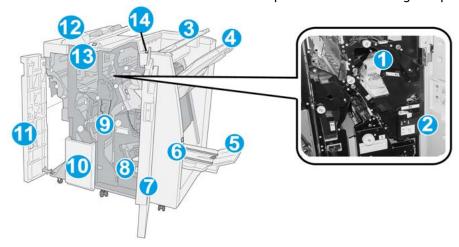
2 Standard or Booklet Maker Finisher

The Booklet Maker Finisher is shown in the above illustration.

Note

The Standard Finisher or Booklet Maker Finisher may be referred to simply as the finisher.

The Standard/Booklet Maker finisher is comprised of the following components:

1 Staple Cartridge

Contains staples; remove this cartridge to replace staples and clear staple jams.

2 Staple Waste Container

Container for staple waste; remove this container when full.

3 Top Tray

The Top Tray is used for stacked output, and can receive up to 500 sheets of 20 lb./80 gsm paper. Output is delivered here when specific output features are selected, such as Automatic sorting, Collated, Uncollated, or Normal.

4 Stacker (middle) Tray

The Stacker Tray is used for offset and/or stapled output, and can hold up to 2000 sheets of 20 lb./80 gsm paper. This tray also receives sheets when you punch and Z-fold. Both the Top and Stacker Trays can be used for hole punched output (optional).

5 Booklet Output Tray

This is available only with the Booklet Maker Finisher. The Booklet Tray receives saddle-stitched booklets when you select Single Fold or Single Fold + Stapling.

6 Booklet Output Tray Button

This is available only with the Booklet Maker Finisher. When you press this button, the Booklet Output Tray is raised so you can retrieve booklets from the output area.

7 Right Cover

Open to clear paper jams, replace staples, clear jammed staples, or remove the scraps from the puncher.

8 Staple Cartridges for Booklet

This is available only with the Booklet Maker Finisher. There are two staple cartridges for the booklet. Remove this cartridge to replace staples and clear staple jams.

9 Punch Scrap Container

Collects the scraps from the puncher. Open to remove the scraps.

10 C/Z Fold Output Tray (optional)

The optional Folder tray receives sheets when you select C-folding or Z-folding of 8.5 x 11 in./A4 output and 11 x 17 in./A3 media.

11 Left Cover

Open this cover to access the press and to clear paper jams.

12 Post-Process Inserter (Interposer) Tray

Use this tray to load preprinted stock that serves as separators and covers inserted into the printed output. Paper loaded in this tray is not printed on. The tray holds up to 200 sheets of 20 lb/75 gsm paper and can be loaded either LEF or SEF direction.

13 C/Z Fold Output Tray Button

Press this button to open the C/Z Folder Output Tray.

14 Manual Decurl Button

When pressed, this button activates a decurling feature for the output. This applies especially to lighter weight paper.

Specifications

Standard/Booklet Maker Finisher

Item	Specification
Tray Type	• Top Tray: Collated/Uncollated **Note** Transparencies can be sent to the TOP tray of the finisher ONLY. Transparencies cannot be sent to the stacker (middle) tray. • Stacker (middle) Tray: Collated/Uncollated (Offset available)

Item	Specification
Supported Paper Size	Top Tray: • Maximum: SRA3, 13 x19 in., 12.6 x19.2 in., 330 x 488 mm (custom size) • Minimum: 100 x 148 mm (SEF), 4 x 6 in. (SEF), A6 (SEF) postcards Stacker (middle) Tray: • Maximum: 13 x 19 in. (330 x 488 mm), SRA3 • Minimum: B5, Executive (7.25 x 10.5 in.) Optional C/Z Folder tray: Supports A4 (SEF) and 8.5 x 11 in. (SEF) Delivery to a supported third-party, DFA device: • Maximum: 13 x 19 in., SRA3 • Minimum: B5, Executive (7.25 x 10.5 in.)
Supported Paper Weight	Trays: • Top Tray: 55-350 gsm coated and uncoated • Stacker (middle) Tray: 55-300 gsm • Optional C/Z Folder tray: 64-90 gsm Delivery to a supported third-party, DFA device: 55-350 gsm
Tray Capacity	• Top Tray: 500 sheets • Optional C/Z Folder tray: Minimum 30 sheets *When using A4 LEF, B5 LEF, 8.5 x 11 in. LEF, 8 x 10 in. LEF, 7.5 x 10.5 in. LEF only. When using paper of other sizes, tray capacity is 1,500 sheets and 100 sets. **Tray may not support some paper types.
Stapling (variable length)	Maximum staple sheets: 100 sheets • When using paper of size larger than A4 or 8.5 x 11 in., the maximum number of sheets that can be stapled is 65. • Staple nails may bend when using certain paper types. Paper size: • Maximum: A3/11 x 17 in. • Minimum: B5, Executive (7.25 x 10.5 in.) Staple position: • 1 location: (front: angled stapling, center: parallel stapling, back: parallel stapling*) • 2 locations: (parallel stapling) • 4 locations: A4 (LEF) and 8.5 x 11 in. (LEF) parallel stapling *: Angled stapling for A3 and A4

Item	Specification
Hole Punching	Supported paper size: • Maximum: A3/11 x 17 in. • Minimum: B5 LEF (2 holes), A4 LEF (4 holes) Number of holes: 2 and 3 (NA), 2 and 4 (Europe) Paper type: 55-220 gsm
Booklet Creation/Single Fold	Maximum number of sheets: • Fold and Staple: 25 sheets • Fold only: 5 sheets When using Xerox 20 lb./75 gsm paper, only 14 sheets can be stapled if adding a cover. Paper size: • Maximum: A3, 13 x 18 in. • Minimum: A4 SEF, 8.5 x 11 in. SEF **Note** When using light-weight stocks, media jams may occur with Booklet Creation, Single Fold, and stapling for output that is 25 sheets or more. If media jams do occur, it is recommended that a different media type is selected for the job. Paper type: Fold only or Fold and Staple: 55-350gsm uncoated, 106-300gsm coated Paper Weights/Booklet Capacity: • 64-80 gsm, Uncoated: 25 sheets • 81-90 gsm, Uncoated: 20 sheets • 91-105 gsm, Uncoated: 10 sheets • 106-128 gsm, Uncoated: 10 sheets, Coated: 10 sheets • 129-150 gsm, Uncoated: 10 sheets, Coated: 10 sheets • 151-176 gsm, Uncoated: 10 sheets, Coated: 10 sheets • 177-220 gsm, Uncoated: 5 sheets, Coated: 5 sheets • 221-256 gsm, 4 sheets max. coated or uncoated • 257-350 gsm, 3 sheets max, coated or uncoated
Folding	**Note** Non-stapled fold sets are limited to 5 sheets of paper.
Tray T1 (Post-Process Inserter; also called Interposer)	Paper size: • Maximum: A3/11 x 17 in. • Minimum: B5, Executive (7.25 x 10.5 in.) The press does not print on paper loaded in Tray T1. Capacity: 200 sheets when using Xerox 20 lb./75 gsm paper. Paper type: 64-220 gsm

Manual Decurling Feature on the Finisher

The finisher provides a manual decurling feature, which allows you to adjust the curl of the print output at point of need.

Pressing the Decurler button on the finisher switches the decurl feature between the Auto, On, and Off modes.

1. **Auto** button: When this indicator is lit, the appropriate curl correction is automatically performed depending on the sizes and orientation of the printed output. The button should be set to Auto for most situations. The button automatically switches to the Auto mode when:

    • The press is switched on

    • The press exits the Power Saver mode

2. When this button is pressed and the downward curl indicator is lit, downward curl correction is performed on all printed output. If your output is curled downward, press this button to prevent downward curls.

3. When this button is pressed and the upward curl indicator is lit, upward curl correction is performed on all printed output. If your output is curled upward, press this button to prevent upward curls.

Note

When no indicator is lit, the press does not perform any curl correction to the printed output.

Folding Feature

If your press is equipped with the Booklet Maker Finisher and/or the C/Z Folder, you can make prints using the folding option. The option folds your prints in half (single or bi-folding) or in thirds (C-fold or Z-fold types). The folding option is selected from the print driver.

Note

In order to use the folding option, the orientation of documents must be short-edge feed (SEF). You must select a paper tray that contains SEF stock.

Fold Types

Important

The Single Fold (Bi-Fold) option is available only with the Booklet Maker Finisher. The C-Fold and Z-Fold options are available only with the C/Z Folder.

These fold types are available:

Single Fold (Bi-Fold)

A Bi-Fold has one fold which creates two panels to the output.

C-Fold

A C-Fold has two folds which creates a three-panel output.

Z-Fold

A Z-Fold has two folds that are folded in opposite directions, resulting in a type of fan fold.

Z-Fold Half Sheet (shown here with 3-hole punch)

As with a regular Z-Fold, it has two folds that are folded in the opposite directions. The difference between a regular Z-Fold and a Z-Fold Half Sheet is that the Z-Fold Half Sheet is not folded in two equal folds. The two folds are unequal which allows one edge of the Z-Fold Half Sheet to have a longer edge, and the longer edge allows for stapling or hole punching.

Loading Paper/Tabs in Tray T1 (Post-Process Inserter)

1. If necessary, remove any remaining media that is currently loaded in Tray T1.
2. Hold the center of the paper guides and slide them to their desired paper size.

3. Load the paper/tabs, aligning it to the front side of the tray.

a) If the paper is preprinted, load the paper with the printed side facing up.

b) If the media is tab stock, load the tab side to be fed first (in the direction of the arrow as shown in the above illustration).

4. From the Tray Properties window, enter the correct paper information, including size, type, weight, and if needed, decurler and/or alignment option.

5. Select **OK** to save the information and close the Tray Properties window.

Maintenance

Standard/Booklet Maker Consumable Supplies

Xerox supplies, including staples, staple cartridges, and staple waste containers can be ordered from Xerox by going to www.xerox.com and clicking on either the Contact Us link for specific contact information/telephone numbers in your area or by clicking on the Supplies and entering/selecting your specific machine information (product family and model type).

Note

Always refer to www.xerox.com for the latest Customer Replaceable Units (CRUs) part numbers.

Store supply items and Xerox parts in their original packages in a convenient location.

Supply Item	Supply Unit Shipped with finisher/Reorder Quantity
Staple cartridge/staple waste container	4 staple cartridges (5000 staples per cartridge) and 1 staple waste container per carton
Booklet Maker Finisher staple cartridge	4 pack: 5000 staple refills each

Replace the Standard Staple Cartridge

A message displays on the screen when it is time to replace a staple cartridge.

1. Make sure that the machine has stopped printing.

2. Open the right cover on the finisher.

3. Grasp the Staple Cartridge handle located at **R1**, and pull out the staple cartridge from the finisher.
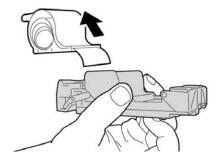

4. Hold the positions as indicated by the arrow and remove the staple cartridge from the unit.

5. Push a new staple cartridge into the unit.

6. Reinstall the cartridge unit to its original position in the finisher.

7. Close the right cover on the finisher.

Note
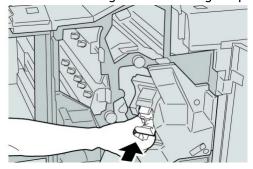
A message will display and the machine will not operate if the right cover is open even slightly.

Replace the booklet staple cartridge

In addition to the standard stapler, the Booklet Maker Finisher is equipped with a booklet stapler. When this booklet stapler needs to be replaced, a message appears on the UI.
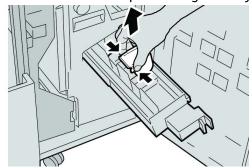
1. Make sure that the machine has stopped printing.
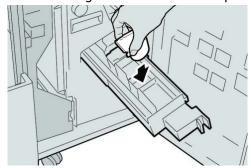
2. Open the right cover on the finisher.

3. While pressing the lever to the right, pull out the booklet staple cartridge unit.
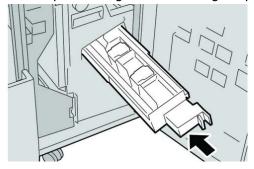
4. Hold the tabs of the staple cartridge unit by the tabs and lift to remove it.

5. While holding the tabs of a new staple cartridge, push it into the unit.

6. Push the staple cartridge unit to its original position in the machine.

7. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Replacing the Staple Waste Container on the Finisher

The press displays a message indicating that the Staple Waste Container is full. To replace the container:

1. Make sure that the machine has stopped printing.

2. Open the right cover on the finisher.

3. Locate the Staple Waste Container (**R5**) in the finisher, and move the lock lever to the unlock position.

4. Hold R5 as shown in the figure and remove the staple waste container from the press.

5. Place the used staple waste container into a supplied plastic bag.

Note

Do not return a disassembled (used) container to the Customer Support Center.

6. Hold the new staple waste container by the **R5** handle area and push it into the press.

Note

To prevent injury, do not put your fingers on top of the container.

7. Push **R5** until the lock lever moves to the locked position.

8. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Empty the Punch Waste Container

The screen displays a message indicating when it is time to empty the Punch Waste Container.

⚠️ **Caution**

Only remove the Punch Waste Container while the system is powered ON. If you switch off the power when emptying the container, the press cannot detect that the container was emptied.

1. Make sure that the machine has stopped printing.

2. Open the right cover on the finisher.

3. Pull the container out of the finisher (**R4**).

4. Discard all the punch scraps in an appropriate container.

5. Reinsert the empty container into the machine.

6. Close the right cover on the finisher.

> **Note**
>
> A message will display and the machine will not operate if the right cover is open even slightly.

Finisher Problem Solving

Tip
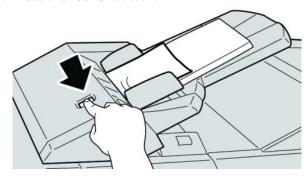
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

Note
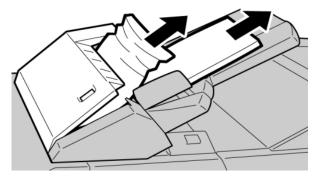
Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Paper jams in Tray 8/T1 (Post-Process Inserter)

1. Press the **Cover** button.

2. Open cover **1e** and then remove the jammed paper and all paper loaded in the tray.

> **Note**
>
> If paper is torn, check inside the machine and remove it.

3. Fan the paper you removed, making sure that all four corners are neatly aligned, and then load them again.

4. Push cover **1e** until you hear it click into place.

Note

A message is displayed and the machine does not operate if the cover is open even slightly.

Paper jams at lever 1a and knob 1c

1. Make sure that the machine has stopped printing.

2. Open the finisher left cover.

3. Move lever **1a** downward and turn knob **1c** left. Remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

4. Return lever **1a** to the original position.

5. Close the finisher left cover completely.

   Note

   The machine will not operate if the cover is open even slightly.

Paper jams at lever 1d

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.

3. Move lever **1d** upwards and remove the jammed paper.

   Note

   If paper is torn, check inside the machine and remove it.

4. Move the lever **1d** to the original position.

5. Close the finisher left cover completely.

Note

The machine will not operate if the cover is open even slightly.

Paper jams at lever 1b

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.

3. Move the lever **1b** to the right and remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

4. Move the lever **1b** to the original position.

5. Close the finisher left cover completely.

   Note

   The machine will not operate if the cover is open even slightly.

Paper jams at lever 3b and 3d

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.
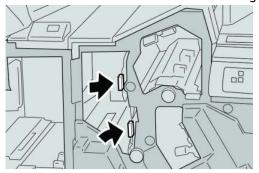
3. Move the levers **3b** and **3d**; remove the jammed paper.

   Note

   If paper is torn, check inside the machine and remove it.

4. Return the levers **3b** and **3d** to their original positions.

5. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.
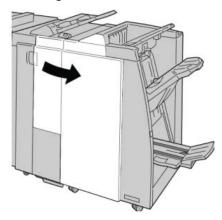
Paper jams at lever 3e and knob 3c

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.
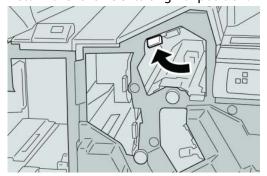
3. Move the lever **3e** and turn the knob **3c**; remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

4. Return the lever **3e** its original position.

5. Close the right cover on the finisher.

   Note

   A message will display and the machine will not operate if the right cover is open even slightly.
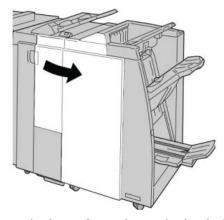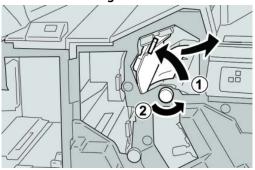
Paper jams at lever 3g and knob 3f

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.

3. Move the lever **3g** and turn the knob **3f** and remove the jammed paper.

   Note

   If paper is torn, check inside the machine and remove it.
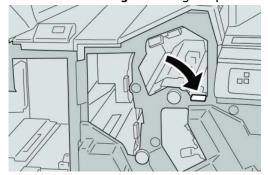
4. Return the lever **3g** to its original position.
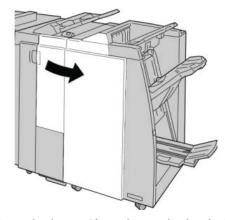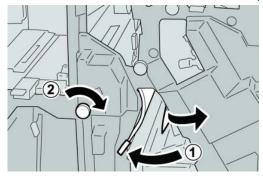
5. Close the right cover on the finisher.

   Note

   A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at lever 4b and knob 3a

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.

3. Move the lever **4b** and turn the knob **3a**; remove the jammed paper.

   Note

   If paper is torn, check inside the machine and remove it.
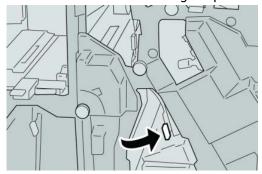
4. Return the lever **4b** to its original position.
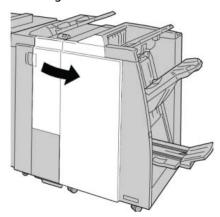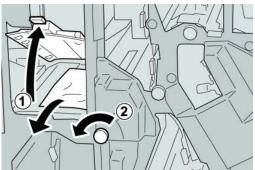
5. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at lever 2a and knob 3a

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.

3. Move the lever **2a** and turn the knob **3a**; remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

4. Return the lever **2a** to its original position.

5. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.
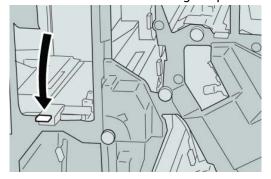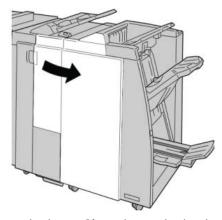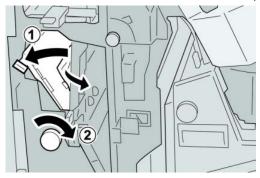
Paper jams at lever 2b and knob 2c

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.
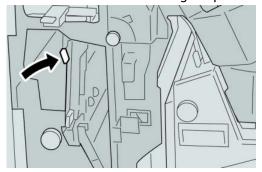
3. Move the lever **2b** and turn the knob **2c**; remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

4. Return the lever **2b** to its original position.

5. Close the right cover on the finisher.

> **Note**
>
> A message will display and the machine will not operate if the right cover is open even slightly.
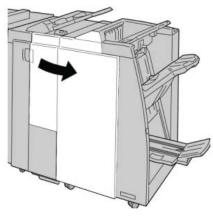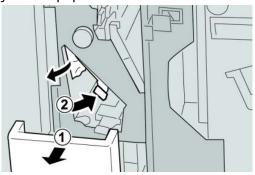
Paper jams at 2c, 2e, 2f, and 2d

1. Make sure that the machine has stopped printing.

2. Open the right cover on the finisher.

3. Pull out the folder output tray (**2d**), swing lever **2e/2f** to the right, and remove the jammed paper.

> **Note**
>
> If paper is torn, check inside the machine and remove it.
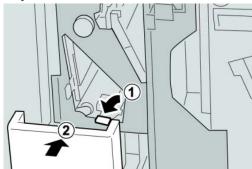
4. If you cannot remove the paper, return the lever **2e/2f** to its original position. Swing the lever **2e/2f**, turn the knob **2c** to the right, and remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

5. Return the opened lever (**2f**) or (**2e**) to its original position, and close the output tray (**2d**).

6. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.
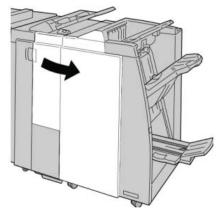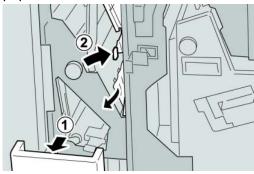
Paper jams at 2d and lever 2g

1. Make sure that the machine has stopped printing.
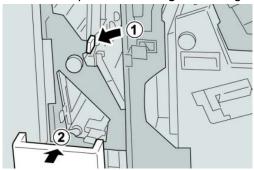
2. Open the right cover on the finisher.

3. Pull out the folder output tray (**2d**), swing lever the **2g**, and remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

4. Return the opened lever (**2g**) to its original position, and close the output tray (**2d**).

5. Close the right cover on the finisher.

Note
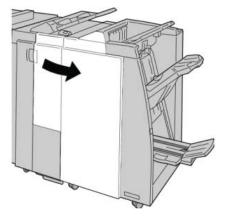
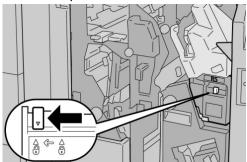A message will display and the machine will not operate if the right cover is open even slightly.
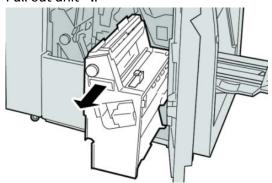
Paper jams at unit 4 and knob 4a

1. Make sure that the machine has stopped printing.
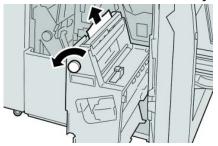
2. Open the right cover on the finisher.

3. Pull out unit **4**.
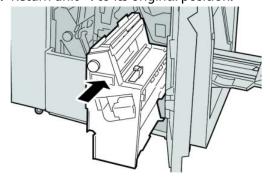
4. Turn the knob **4a** to remove the jammed paper from the left side of unit **4**.

   Note

   If paper is torn, check inside the machine and remove it.

5. Return unit **4** to its original position.

6. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at finisher top tray

1. Make sure that the machine has stopped printing.
2. Remove jammed paper from the finisher top tray.

Note

If paper is torn, check inside the machine and remove it.

3. Open and close the finisher right cover.

Note

The machine will not operate if the cover is open even slightly.

Paper jams at finisher stacker tray

1. Make sure that the machine has stopped printing.

2. Remove jammed paper from the finisher stacker tray.

Note

If paper is torn, check inside the machine and remove it.

3. Open and close the finisher right cover.

Note

The machine will not operate if the cover is open even slightly.

Paper jams at the optional booklet maker tray

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.

3. Turn knob **4a** and remove any jammed paper from the optional booklet maker tray.

> **Note**
>
> If paper is torn, check inside the machine and remove it.
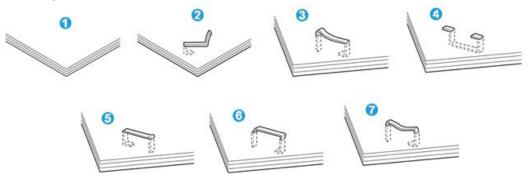
4. Close the right cover on the finisher.

> **Note**
>
> A message will display and the machine will not operate if the right cover is open even slightly.
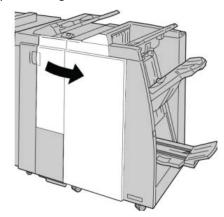
Stapler Faults

Follow the procedures provided when the output is not stapled or the staples are bent. Contact our Customer Support Center if the problem persists after you have tried the following solutions. Stapler faults on output may look similar to the ones shown in the following illustration.

1.   No staple

2.   Bent staple

3.   One side of staple rising up

4.   Staple bent in reverse direction

5.   Flattened staple

6.   Entire staple rising up

7.   Staple rising up with the center pressed in

If the output is stapled as shown in the figure above, contact our Customer Support Center.

Note

Depending on the type of paper that is being stapled, the stapled nails may be bent. If the bent nails are stuck inside the machine, they may eventually cause paper jams. Remove the bent staple when opening the staple cartridge cover. If you do not remove the bent staple, a staple jam may occur as a result. Use the staple cartridge cover only when removing the bent staple.

Staple jams in the standard staple cartridge

Note

Always check inside the finisher for any individual staples or staple remnants.

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.

3. Grasp the Staple Cartridge handle located at **R1**, and pull out the staple cartridge from the finisher.

4. Check the inside of the finisher for any remaining staples, and if necessary, remove them.
5. Open the staple cartridge unit as shown and remove the jammed staple.

   ⚠️ **Warning**

   To avoid injury to your fingers, carefully remove the jammed staples from the cartridge.

6. Reinstall the cartridge unit to its original position in the finisher.
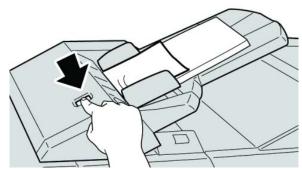

7. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Staple jams in the booklet maker cartridge
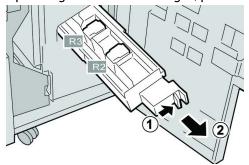
Note

Always check inside the finisher for any individual staples or staple remnants.

1. Make sure that the machine has stopped printing.

2. Open the right cover on the finisher.

3. While pressing the lever to the right, pull out the booklet staple cartridge unit.
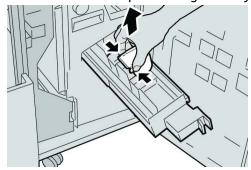
4. Hold the tabs of the staple cartridge unit by the tabs and lift to remove it.
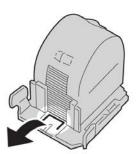
5. Remove the jammed staples from the cartridge.
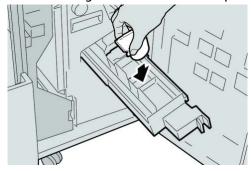
⚠ **Warning**
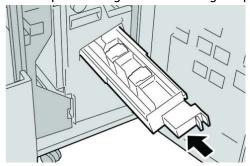
To avoid injury to your fingers, carefully remove the jammed staples from the cartridge.

6. While holding the tabs of a new staple cartridge, push it into the unit.

7. Push the staple cartridge unit to its original position in the machine.

8. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.
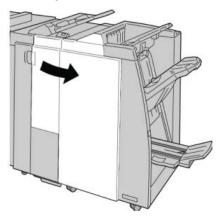
Reinserting the standard staple cartridge

Use this procedure if the standard staple cartridge is inserted incorrectly into the machine.

Note

Always check inside the finisher for any individual staples or staple remnants.
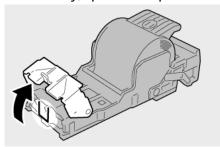
1. Make sure that the machine has stopped printing.

2. Open the right cover on the finisher.
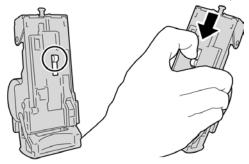
3. Grasp the Staple Cartridge handle located at **R1**, and pull out the staple cartridge from the finisher.

4. If necessary, open the staple cartridge unit as shown and remove the jammed staple.
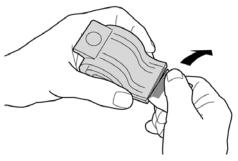
5. Move the lever on the rear of the staple cartridge unit in the downward direction.
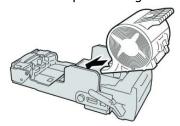
6. While holding the lever down, turn over the unit and remove the staple cartridge from the unit.
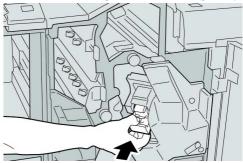
7. Detach the outside staples along the line.

8. Push a new staple cartridge into the unit.

9. Reinstall the cartridge unit to its original position in the finisher.

10. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

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Standard Finisher Plus

The Standard Finisher Plus provides the same features as the Standard Finisher with up to 2,000 sheet stacking capacity and includes a Finishing Transport Module. The Transport Module enables connectivity to third-party, Document Finishing Architecture (DFA) in-line finishing options.

Overview

Note

The Standard Finisher Plus requires the Interface Module.

The Standard Finisher Plus consists of these two modules:

1 Finisher Module

2 Finishing Transport

Standard Finisher Plus

Output prints are fed from the machine (and any attached optional finishing device) to the Finisher Module. The Finishing Transport serves as an interface to transfer paper from the Finisher Module to the attached third-party output device. The Finishing Transport moves the paper from the Finisher Module to one of the three Finishing Transport exits. The height of the paper entry on the third-party, DFA device must align with the Finishing Transport exit 1 or exit 2.

Specifications

This section provides specifications on the Standard Finisher Plus.

Finisher Module specifications

Item	Specification
Tray Type	• Top Tray: Collated/Uncollated • Stacker (middle) Tray: Collated/Uncollated (Offset available)
Supported Paper Size	Top Tray: • Maximum: SRA3, 13 x19 in., 12.6 x19.2 in., 330 x 488 mm (custom size) • Minimum: 100 x 148 mm (SEF), 4 x 6 in. (SEF), A6 (SEF) postcards Stacker (middle) Tray: • Maximum: 13 x 19 in. (330 x 488 mm), SRA3 • Minimum: B5, Executive (7.25 x 10.5 in.) Booklet Tray (optional Booklet Maker Finisher only): • Maximum: 13 x 18 in., SRA3 • Minimum: A4 (SEF), 8.5 x 11 in. (SEF) Optional C/Z Folder tray: Supports A4 (SEF) and 8.5 x 11 in. (SEF) Delivery to a supported third-party, DFA device: • Maximum: 13 x 19 in., SRA3 • Minimum: B5, Executive (7.25 x 10.5 in.)

Supported Paper Weight	Trays:
	
	• Top Tray: 55-350 gsm
	• Stacker (middle) Tray: 55-300 gsm
	• Booklet Tray (optional Booklet Maker Finisher only):
	
	   - Center binding 64-300 gsm
	   - Center folding 60-105 gsm
	
	• Optional C/Z Folder tray: 64-90 gsm
	Delivery to a supported third-party, DFA device: 55-350 gsm

Item	Specification
Tray Capacity	• Top Tray: 500 sheets • Stacker (middle)Tray: 2,000 sheets, 200 sets* • Booklet Tray (optional Booklet Maker Finisher only): 20 sets** • Optional C/Z Folder tray: Minimum 30 sheets *When using A4 LEF, B5 LEF, 8.5 x 11 in. LEF, 8 x 10 in. LEF, 7.5 x 10.5 in. LEF only. When using paper of other sizes, tray capacity is 1,500 sheets and 100 sets. **Tray may not support some paper types.
Stapling (variable length)	Maximum staple sheets: 100 sheets • When using paper of size larger than A4 or 8.5 x 11 in., the maximum number of sheets that can be stapled is 65. • Staple nails may bend when using certain paper types. Paper size: • Maximum: A3/11 x 17 in. • Minimum: B5, Executive (7.25 x 10.5 in.) Staple position: • 1 location: (front: angled stapling, center: parallel stapling, back: parallel stapling*) • 2 locations: (parallel stapling) • 4 locations: A4 (LEF) and 8.5 x 11 in. (LEF) parallel stapling *: Angled stapling for A3 and A4
Hole Punching	Supported paper size: • Maximum: A3/11 x 17 in. • Minimum: B5 LEF (2 holes), A4 LEF (4 holes) Number of holes: 2, 4, 3 (optional) Paper type: 55-220 gsm

Item	Specification
Booklet Creation/Single Fold	Maximum number of sheets: • Fold and Staple: 25 sheets • Fold only: 5 sheets When using Xerox 20 lb./75 gsm paper, only 14 sheets can be stapled if adding a cover. Paper size: • Maximum: A3, 13 x 18 in. • Minimum: A4 SEF, 8.5 x 11 in. SEF **Note** When using light-weight stocks, media jams may occur with Booklet Creation, Single Fold, and stapling for output that is 25 sheets or more. If media jams do occur, it is recommended that a different media type is selected for the job. Paper type: Fold only or Fold and Staple: 55-350gsm uncoated, 106-300gsm coated Paper Weights/Booklet Capacity: • 64-80 gsm, Uncoated: 25 sheets • 81-90 gsm, Uncoated: 20 sheets • 91-105 gsm, Uncoated: 10 sheets • 106-128 gsm, Uncoated: 10 sheets, Coated: 10 sheets • 129-150 gsm, Uncoated: 10 sheets, Coated: 10 sheets • 151-176 gsm, Uncoated: 10 sheets, Coated: 10 sheets • 177-220 gsm, Uncoated: 5 sheets, Coated: 5 sheets • 221-256gsm, 4 sheets max. coated or uncoated • 257-350gsm, 3 sheets max, coated or uncoated
Folding	**Note** Non-stapled fold sets are limited to 5 sheets of paper.
Tray 8/T1 (Post-Process Inserter; also called Interposer)	Paper size: • Maximum: A3/11 x 17 in. • Minimum: B5, Executive (7.25 x 10.5 in.) The machine does not print on paper loaded in Tray 8/T1. Capacity: 200 sheets when using Xerox 20 lb./75 gsm paper. Paper type: 64-220 gsm

Optional C/Z Folder
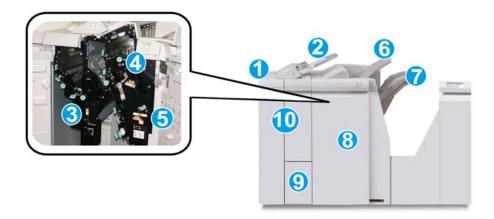
Item	Specification

Z-Fold Half Sheet	• Z-paper size: 11 x 17 in./A3, 10 x 14 in./B4, 8K
	• Capacity:
	  - Maximum: 80 sheets (A3/11 x 17 in. Xerox 20 lb./75 gsm paper Z folding)
	  - 20 sheets for 8K and 10 x 14 in./B4
	• Paper type: 16-24 lb./64-90 gsm
	• Output tray: Stacker (middle) tray

C-Fold Z-Fold	• Paper size: A4/8.5 x 11 in. • Number of sheets to be folded: 1 sheet • Capacity: Minimum 30 sheets (When using Xerox 20 lb./75 gsm paper.) • Paper type: 16-24 lb./64-90 gsm • Output tray: C/Z Folder tray

Finishing Transport specifications

Item	Specification
Paper size	7.16 x 19.2 in./182 x 488 mm, Process direction. Center Registered: 7.16 x 13 in./;182 x 330.2 mm, Process direction
Paper weight	52-350 gsm
Transparencies/coated paper	Transparencies/Coated Paper Stock can be used
Speed	50 to 155 prints per minute (ppm)

Finisher Module Main Components

The Finisher Module includes the following components:

1 Finisher Module

Output prints are fed from the machine through the required Interface Module to the Finisher Module which then feeds the prints to the Finishing Transport for delivery to a third-party output device. The optional C/Z Folder is also shown.

2 Post-process Inserter

This tray is standard on the finisher and is used to load preprinted stock (SEF or LEF) as separators and covers that will be inserted into the printed output. Paper loaded in this tray is not printed on. The tray holds up to 200 sheets when using 20 lb./75 gsm paper.

3 Punch Scrap Container

Collects the scraps from the puncher. Open to remove the scraps.

4 Staple Cartridge

Contains staples. Remove this cartridge to replace staples and clear staple jams.

5 Staple Waste Container

Container for staple waste. Remove this container when full.

6 Top Tray

The Top Tray is used for stacked output and can receive up to 500 sheets of 20 lb./80 gsm paper. Prints are delivered here when specific output features are selected, such as Automatic sorting, Collated, Uncollated or Normal.

7 Stacker (middle) Tray

The Stacker Tray is used for offset and/or stapled output. It holds up to 2,000 sheets of 20 lb./80 gsm paper. This tray also receives prints when you punch and Z fold. As an option, both the Top Tray and Stacker Tray can be used for hole punched output.

8 Right Cover

Open to clear paper jams, replace staples, clear jammed staples or remove the scraps from the puncher.

9 C/Z Fold Output Tray (optional)

The optional Folder Tray receives prints when you select C folding or Z folding of 8.5 x 11 in./A4 output and 11 x 17 in./A3 media.

10 Left Cover

Open this cover to access the machine and to clear paper jams.

Finishing Transport

Finishing Transport main components

The Finishing Transport is comprised of the following components:
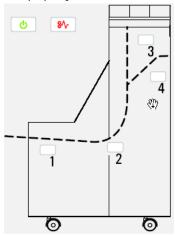
No.	Component	Function
1	Finishing Transport	The Finishing Transport serves as an interface to transfer paper from the Finisher Module and the attached third-party output device.
2	Finishing Transport status display	This display indicates the status of the Finishing Transport and shows the locations of any paper jams.

Standard Finisher Plus

No.	Component	Function
3	Finishing Transport front door	Open to clear paper jams and clean the paper path areas.

Finishing Transport status indicators

The mimic display indicates the status of the Finishing Transport and the location of the paper jams.

Refer to the following table for detailed information on the

Location	LED Color	Status	Reason
Power indicator	Green	ON	The Finishing Transport power is on and functioning properly.
		OFF	The Finishing Transport power is off.
Fault indicator	Red	ON	May be one of the following: • Paper jam indication • Open front door
Area 1	Red	ON	Paper jam in Area 1
Area 2	Red	ON	Paper jam in Area 2
Area 3	Red	ON	Paper jam in Area 3
Area 4	Red	ON	Paper jam in Area 4

Standard Finisher Plus maintenance

Standard Finisher Plus consumable supplies

Xerox supplies, paper, and throughput material can be ordered from Xerox by going to www.xerox.com and clicking on either the Contact Us link for specific contact information/telephone numbers in your area or by clicking on the Supplies and entering/selecting your specific machine information (product family and model type).

Note

Always refer to www.xerox.com for the latest Customer Replaceable Units (CRUs) part numbers.

Store supply items and Xerox parts in their original packages in a convenient location.

Supply Item	Supply Unit Shipped with finisher/Reorder Quantity
Staple cartridge/staple waste container	4 staple cartridges (5000 staples per cartridge) and 1 staple waste container per carton

Replace the Standard Staple Cartridge

A message displays on the screen when it is time to replace a staple cartridge.
1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.

3. Grasp the Staple Cartridge handle located at **R1**, and pull out the staple cartridge from the finisher.

4. Hold the positions as indicated by the arrow and remove the staple cartridge from the unit.

5. Push a new staple cartridge into the unit.

6. Reinstall the cartridge unit to its original position in the finisher.

7. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Replacing the Staple Waste Container on the Finisher

The press displays a message indicating that the Staple Waste Container is full. To replace the container:

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.

3. Locate the Staple Waste Container (**R5**) in the finisher, and move the lock lever to the unlock position.

4. Hold R5 as shown in the figure and remove the staple waste container from the press.

5. Place the used staple waste container into a supplied plastic bag.

Note

Do not return a disassembled (used) container to the Customer Support Center.

6. Hold the new staple waste container by the **R5** handle area and push it into the press.

Note

To prevent injury, do not put your fingers on top of the container.

7. Push **R5** until the lock lever moves to the locked position.

8. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Empty the Punch Waste Container

The screen displays a message indicating when it is time to empty the Punch Waste Container.

⚠️ **Caution**

Only remove the Punch Waste Container while the system is powered ON. If you switch off the power when emptying the container, the press cannot detect that the container was emptied.

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.

3. Pull the container out of the finisher (**R4**).

4. Discard all the punch scraps in an appropriate container.

5. Reinsert the empty container into the machine.

6. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Problem solving
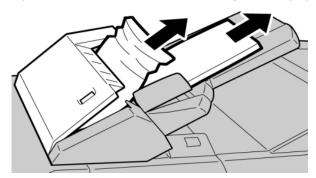
Paper jams in the Finisher Module

Paper jams in Tray 8/T1 (Post-Process Inserter)
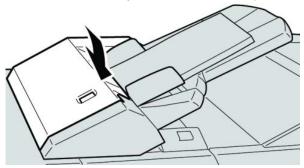
1. Press the **Cover** button.

2. Open cover **1e** and then remove the jammed paper and all paper loaded in the tray.

Note

If paper is torn, check inside the machine and remove it.

3. Fan the paper you removed, making sure that all four corners are neatly aligned, and then load them again.

4. Push cover **1e** until you hear it click into place.

Note

A message is displayed and the machine does not operate if the cover is open even slightly.
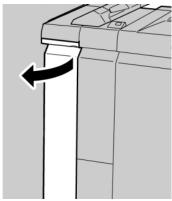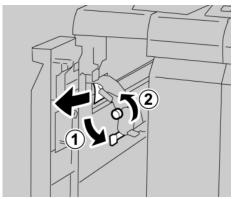
Paper jams inside the finisher left cover

Paper jams at lever 1a and knob 1c

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.

3. Move lever **1a** downward and turn knob **1c** left. Remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

4. Return lever **1a** to the original position.

5. Close the finisher left cover completely.

Note

The machine will not operate if the cover is open even slightly.

Paper jams at lever 1d

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.

3. Move lever **1d** upwards and remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

4. Move the lever **1d** to the original position.

5. Close the finisher left cover completely.

Note

The machine will not operate if the cover is open even slightly.

Paper jams at lever 1b

1. Make sure that the machine has stopped printing.

2. Open the finisher left cover.

3. Move the lever **1b** to the right and remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

4. Move the lever **1b** to the original position.

5. Close the finisher left cover completely.

Note

The machine will not operate if the cover is open even slightly.

Paper jams inside the finisher right cover

Paper jams at lever 3b and 3d

Tip
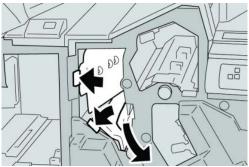
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

1. Make sure that the machine has stopped printing.

2. Open the right cover on the finisher.

3. Move the levers **3b** and **3d**; remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

4. Return the levers **3b** and **3d** to their original positions.

5. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.
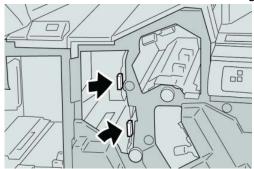
Paper jams at lever 3e and knob 3c

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.

3. Move the lever **3e** and turn the knob **3c**; remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

4. Return the lever **3e** its original position.

5. Close the right cover on the finisher.

> **Note**
>
> A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at lever 3g and knob 3f

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

1. Make sure that the machine has stopped printing.

2. Open the right cover on the finisher.

3. Move the lever **3g** and turn the knob **3f** and remove the jammed paper.

> **Note**
>
> If paper is torn, check inside the machine and remove it.

4. Return the lever **3g** its original position.
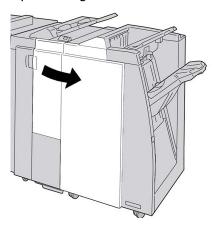
5. Close the right cover on the finisher.

> **Note**
>
> A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at lever 4b and knob 3a

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

1. Make sure that the machine has stopped printing.

2. Open the right cover on the finisher.

3. Move the lever **4b** and turn the knob **3a**; remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.
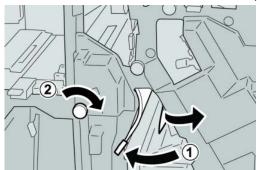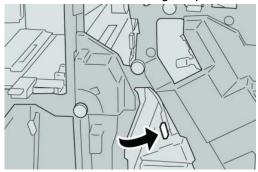
4. Return the lever **4b** its original position.

5. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at the optional C/Z Folder

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

This section describes how to remedy paper jams that occur at the following locations:

- Paper jams at lever 2a and knob 3a
- Paper jams at lever 2b and knob 2c
- Remove jams at knob 2c, levers 2e and 2f, and the folder output tray (2d)
- Paper jams at the folder output tray (2d) and at lever 2g

Note

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.
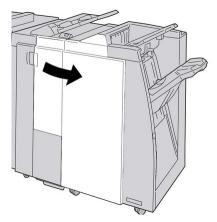
Paper jams at lever 2a and knob 3a

Tip
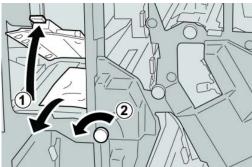
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

1. Make sure that the machine has stopped printing.

2. Open the right cover on the finisher.

3. Move the lever **2a** and turn the knob **3a**; remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

4. Return the lever **2a** to its original position.

5. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.
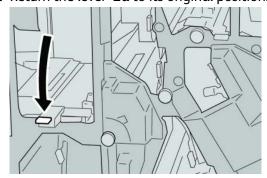
Paper jams at lever 2b and knob 2c

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.

3. Move the lever **2b** and turn the knob **2c**; remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

4. Return the lever **2b** to its original position.

5. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at 2c, 2e, 2f, and 2d

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

1. Make sure that the machine has stopped printing.

2. Open the right cover on the finisher.

3. Pull out the folder output tray (**2d**), swing lever **2e** to the right, and remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.
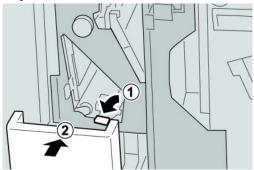
4. If you cannot remove the paper, return the lever **2e** to its original position. Swing the lever **2e**, turn the knob **2c** to the right, and remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

5. Return the opened lever (**2f**) or (**2e**) to its original position, and close the output tray (**2d**).

6. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.
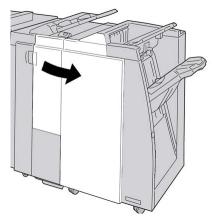
Paper jams at 2d and lever 2g

Tip
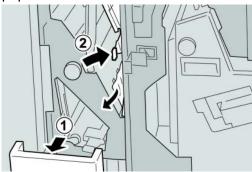
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

1. Make sure that the machine has stopped printing.

2. Open the right cover on the finisher.

3. Pull out the folder output tray (**2d**), swing lever the **2g**, and remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

4. Return the opened lever (**2g**) to its original position, and close the output tray (**2d**).

5. Close the right cover on the finisher.

Note
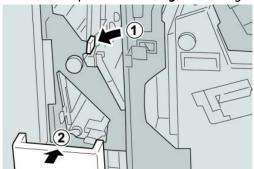
A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams in areas 4b and 4c

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.

3. Move the levers **4b** and **4c**; remove the jammed paper.

Note

If paper is torn, check inside the machine and remove it.

4. Return the opened levers (**4b** and **4c**) their original positions.
5. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at the finisher output area

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

This section describes how to remedy paper jams that occur at the following locations:

- Paper jams at the finisher top tray
- Paper jams at the finisher stacker tray

Note

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Paper jams at finisher top tray
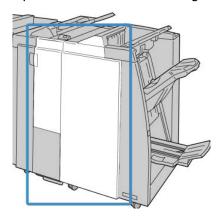
1. Make sure that the machine has stopped printing.
2. Remove jammed paper from the finisher top tray.

Note

If paper is torn, check inside the machine and remove it.

3. Open and close the finisher right cover.

Note

The machine will not operate if the cover is open even slightly.

Paper jams at finisher stacker tray

1. Make sure that the machine has stopped printing.
2. Remove jammed paper from the finisher stacker tray.

> **Note**
>
> If paper is torn, check inside the machine and remove it.

3. Open and close the finisher right cover.
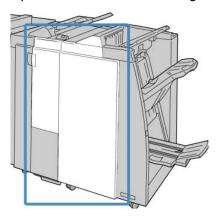
> **Note**
>
> The machine will not operate if the cover is open even slightly.

Paper jams in the Finishing Transport

Paper jams in area 1

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs. If paper is torn, check inside the Finishing Transport and remove it.

1. Open the Finishing Transport front door.

2. Grasp the green handle **1** and gently pull downwards.

3. Remove the jammed paper.

   For a paper jam at the exit of the Finisher Module and the entry of the Finishing Transport, remove it by pulling the paper towards the Finishing Transport.

4. Return the green handle **1** to its original position.
5. Close the Finishing Transport front door.
6. Ensure that the paper jam indication is cleared from the Finishing Transport status display.
7. Follow the instructions on the UI to restart your print job.

Paper jams in area 2

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs. If paper is torn, check inside the Finishing Transport and remove it.

1. Open the Finishing Transport front door.

2. Grasp the green handle **2** and gently pull down and toward the right.

3. Remove the jammed paper.
4. If necessary, rotate the green knob in the direction shown to remove any jammed paper in this area.
5. Return the green handle **2** to its original position.
6. Close the Finishing Transport front door.
7. Ensure that the paper jam indication is cleared from the Finishing Transport status display.

8. Follow the instructions on the UI to restart your print job.

Paper jams in area 3

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs. If paper is torn, check inside the Finishing Transport and remove it.

1. Open the Finishing Transport front door.

2. Grasp the green handle **3** and gently pull toward the left.

3. Remove the jammed paper.
4. Return the green handle **3** to its original position.
5. Close the Finishing Transport front door.
6. Ensure that the paper jam indication is cleared from the Finishing Transport status display.
7. Follow the instructions on the UI to restart your print job.

Paper jams in area 4

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs. If paper is torn, check inside the Finishing Transport and remove it.

1. Open the Finishing Transport front door.

2. Grasp the green handle **4** and gently pull toward the right.
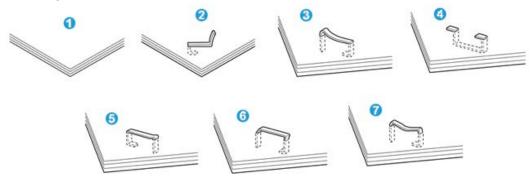
3. Remove the jammed paper.
4. Check for and remove any jammed paper between the Finishing Transport exit and the entrance to the attached third-party device.
5. Return the green handle **4** to its original position.
6. Close the Finishing Transport front door.
7. Ensure that the paper jam indication is cleared from the Finishing Transport status display.

8. Follow the instructions on the UI to restart your print job.

Stapler Faults

Follow the procedures provided when the output is not stapled or the staples are bent. Contact our Customer Support Center if the problem persists after you have tried the following solutions. Stapler faults on output may look similar to the ones shown in the following illustration.

1. No staple

2. Bent staple

3. One side of staple rising up

4. Staple bent in reverse direction

5. Flattened staple

6. Entire staple rising up

7. Staple rising up with the center pressed in

If the output is stapled as shown in the figure above, contact our Customer Support Center.

Note

Depending on the type of paper that is being stapled, the stapled nails may be bent. If the bent nails are stuck inside the machine, they may eventually cause paper jams. Remove the bent staple when opening the staple cartridge cover. If you do not remove the bent staple, a staple jam may occur as a result. Use the staple cartridge cover only when removing the bent staple.

Staple jams in the standard staple cartridge

Perform the following procedure to clear staple jams in the standard staple cartridge.

Note

Always check inside the finisher for any individual staples or staple remnants.

1. Make sure that the machine has stopped printing.

2. Open the right cover on the finisher.

3. Grasp the Staple Cartridge handle located at **R1**, and pull out the staple cartridge from the finisher.

4. Check the inside of the finisher for any remaining staples, and if necessary, remove them.

5. Open the staple cartridge unit as shown and remove the jammed staple.

⚠️ **Warning**

To avoid injury to your fingers, carefully remove the jammed staples from the cartridge.

6. Reinstall the cartridge unit to its original position in the finisher.

7. Close the right cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

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GBC® AdvancedPunch™

The GBC AdvancedPunch is an inline die punching system that combines printing, punching and collating. It is capable of punching a variety of hole patterns in 8.5 x 11 in./A4 documents and supports a variety of stocks and binding styles.

Punch types include 19-hole to a maximum of 32-hole. A4 stock supports punch types 21-hole to a maximum of 47-hole.

The GBC AdvancedPunch supports coated and uncoated stock weighing 75 to 216 gsm. It also supports tab stock up to 9 inches wide.

Note

The GBC AdvancedPunch requires the Interface Module and either a High Capacity Stacker, Standard Finisher or Booklet Maker Finisher. It is shown here with the Interface Module, the optional Booklet Maker Finisher and the optional C/Z Folder.
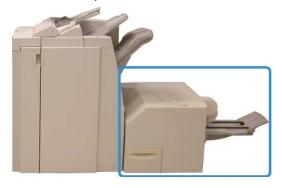
More information about this finisher can be found on the customer documentation CD that came with the accessory, or documentation can be downloaded from the xerox web page. From the website, enter the press product name in the Search field and select the Documentation link.

GBC® AdvancedPunch™

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SquareFold Trimmer Module

Overview

The SquareFold Trimmer Module is an optional finishing device that flattens the spine of a booklet and performs face trim of the booklet.

The SquareFold Trimme Module:

- Receives the booklet from the booklet maker area of the finisher
- Flattens the booklet spine, thereby reducing the booklet thickness and giving it the appearance of a perfect-bound book
- Trims/cuts away the face (edge) of the booklet, resulting in a neat finished edge

The booklet is assembled and stapled in the booklet area of the finisher. The booklet then enters the SquareFold Trimmer Module already assembled. Any adjustments to the image of the original and its placement on the booklet page must be set at the print server.

Note

Always refer to the Hints and tips section before using the SquareFold Trimmer Module. It provides helpful information on how to set up your job for best output results.

Specifications

Item	Specifications
Paper size	• Maximum: 13 x 18 in. (330 x 457 mm) • Minimum: 8.5 x 11 in./A4 SEF (216 x 270 mm) **Note** The SquareFold Trimmer Module requires both Interface Module and the Booklet Maker Finisher.
Trim capacity	• 5-20 sheet booklet (up to 80 imaged sides) at 24 lb./90 gsm • 5-25 sheet booklet (up to 100 imaged sides) at 200 lb./80 gsm Cut amount: 2-20 mm, adjustable in 0.1 mm increments
Paper weights	16 lb. bond-90 lb. cover
	64 to 300 gsm uncoated; 106 to 300 gsm coated

Note

Refer to the Booklet Maker Finisher specifications in this guide.

Identifying the Components

Main Components
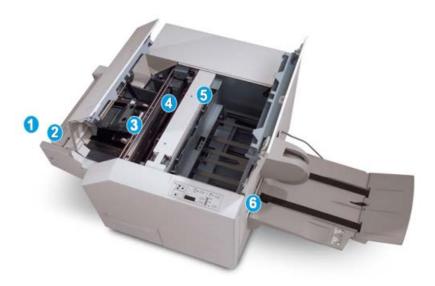
The main components consist of:

1. Top Left Cover: Open this cover to remove paper jams. The square fold mechanism is found in this area.

2. Top Right Cover: Open this cover to remove paper jams. The trimming mechanism is found in this area.

3. Booklet Output Tray: This tray receives square-fold booklet output from the finisher.

4. Control Panel: The Control Panel consists of a mimic display, buttons, and various indicator lights.

5. Trimmer Waste Container: Collects scrap/waste from the trimmer. Pull open to remove and dispose of trimmer waste scraps.

Note

The top covers cannot be opened during normal operation or when the machine is idle. The covers can be opened only when an indicator is lit and a jam/fault occurs within the SquareFold Trimmer Module.

Paper Path
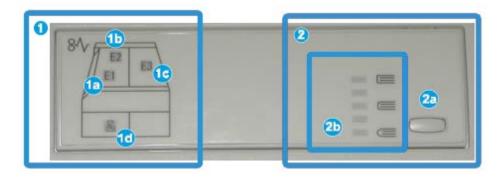
1. The booklet leaves the booklet area of the finisher and enters the SquareFold Trimmer Module.

2. The Booklet Exit sensor (in the SquareFold Trimmer Module) detects the lead edge (spine) of booklet and moves the booklet to the square fold area.

3. Once the booklet spine reaches the square fold area, the booklet is clamped and the square-folding operation begins.

4. The booklet is flattened and the spine squared according to the square-fold setting indicated on the control panel.

5. After the booklet is flattened and the spine squared, it is moved to the trimmer area.

   a. Based on the finished booklet size, the booklet is moved until the trail edge reaches the trimmer cutter.

b. The trail edge is trimmed/cut (based on the finished booklet size entered for the Trimmer Mode Setting).

6. The booklet is then moved to the exit area where it is transported to the Booklet Output Tray.

Note

Booklets exiting/leaving the SquareFold Trimmer Module may contain trim remnants/scraps from the previously trimmed booklet. This is due to static electricity build-up and is normal. If booklets contain trim remnants/scraps, simply remove and discard them.

Control Panel

This area of the control panel consists of:

1. Fault indicators: These indicators light when a fault or jam occurs in a particular area of the SquareFold Trimmer Module.

   a. This indicator lights when a jam occurs as the booklet is leaving the exit area of the finisher.

   b. This indicator lights when a jam occurs in the square fold area.

   c. This indicator lights when a jam occurs in the trimmer area.

   Note

   If one of these indicators (1a, 1b, 1c) is lit, the top covers can be opened, and the jam/fault cleared; otherwise during normal operation or when the machine is idle, the top covers cannot be opened.

   d. This indicator lights when the Trimmer Waste Container is pulled out or when it is full.

2. This area of the control panel consists of the:

   a. Settings button: Press this button to adjust the SquareFold setting.

   b. SquareFold options: Select the desired setting. These settings are discussed in detail in the SquareFold options section.

Square Fold Feature

The Square Fold feature is available only when the press is connected to both a finisher with a booklet maker and the SquareFold Trimmer Module.

Note

The term Book Pressing is used synonymously with the terms Square Fold or Square Folding.

Square Fold Options

The Square Fold feature can be switched on or off based on user preference. When the feature is switched on, you can select one of five options depending on your requirements for the finished booklet job.

Note
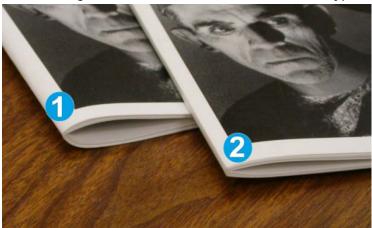
Run one or more test prints before running large jobs.

1. Book Pressing/Pressure Applied options are not available.
2. The SquareFold Trimmer Module Control Panel.
3. Select the **+2/Higher/High 2** setting when you want the most amount of pressure applied to the spine of the booklet. The more pressure applied, the more square the booklet spine will be. The greatest amount of pressure that can be applied to the booklet is +2.
4. Select the **+1/High/High 1** setting when you want a greater amount of pressure applied to the spine of the booklet, but not as much as the +2 setting uses.
5. **Auto/Normal** is the default setting and is used for most jobs.

6. Select the **-1/Low/Low 1** setting when you want less pressure applied to the spine of the booklet. The less pressure applied to the booklet, the more rounded the booklet spine will be.

7. Select the **-2/Lower/Low 2** setting when your finished booklet is five pages or less and on lightweight paper (100 gsm or lower). The least amount of pressure that can be applied to the booklet is -2.

The following illustration shows two different booklet types:

1. Not square-folded, this booklet has a rounded, thicker appearance to the spine.
2. Square-folded, this booklet spine is flattened and squared, giving a perfect-bound book appearance.

Accessing the Square Fold Options

The Square Fold feature and its related options can be accessed from either your computer's print driver or at the print server. To access the Square Fold options for your print job, perform the following:

1. For jobs being sent from your computer, open the job in its application and select **File > Print**.
2. From the Print window, select the press and then **Properties**.
3. From the print server, locate the queue and double click on the job to open it, and select **Properties**.
4. Select the Finishing and Output area and ensure that the correct output tray is selected (Booklet Maker Tray).
5. Ensure that the correct Stapling/Finishing/Folding features are selected.
6. Select the desired Square Fold and Trimmer option.
7. Select **OK** to save selections and close the Properties window.
8. Submit the job to the press.
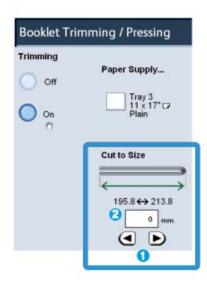
Trimmer Feature

The Trimmer feature is available when the press is connected to both a finisher with a booklet maker and the SquareFold Trimmer Module.

Trimmer Options

When using the Trimmer options, always consider the following:

- Booklets exiting the SquareFold Trimmer Module may contain trim remnants/scraps from the previously trimmed booklet. This may be due to static electricity build-up and is normal. If booklets contain trim remnants, simply remove and discard them.
- The Trimmer feature can be switched on or off. When the feature is on, you can adjust the trim setting in 0.1mm / 0.0039 inch increments depending on your requirements for the finished booklet job.

1. Select the arrow buttons to decrease or increase the trimmer setting. Adjustments are made in 0.1 mm/0.0039 inch increments.
2. The trimmer setting is based on:

   - The number of sheets in the finished booklet
   - The finished booklet width size
   - The media type (coated or uncoated)
   - The media weight

Note

Experiment with various settings to determine the best selections for your job. You may want to run one or more test prints before running larger jobs for best booklet output.

Note

Trim settings cannot be adjusted to remove less than 2 mm (0.078 in.) or more than 20 mm (0.787 in.) of edge material from the booklet. Adjustments less than 2 mm may produce poor trim quality. Adjustments greater than 20 mm result in no trimming to the booklet edge.

Trim Guidelines

The following table shows various scenarios using different paper weights, media types, and trim setting selections. Use this table as a guideline when selecting a trim setting for your specific job.

Note

The settings shown in the following table are provided as examples and are not meant to represent every possible job scenario; again, use this table as a guideline only.

Scenario number	Paper Size	Finished booklet size	Paper weight (lbs./gsm)	Approximate trim setting (mm)	Number of pages in finished booklet
1	8.5 x 11 in./A4 (210 x 298 mm)	5.5 x 8.5 in./149 x 210 mm	20 lbs./75 gsm	130	20
2	8.5 x 11 in./A4 (210 x 298 mm)	5.5 x 8.5 in./149 x 210 mm	24 lbs./90 gsm	125	14
3	8.5 x 11 in./A4 (210 x 298 mm)	5.5 x 8.5 in./149 x 210 mm	32 lbs./120 gsm	135	10
4	8.5 x 11 in./A4 (210 x 298 mm)	5.5 x 8.5 in./149 x 210 mm	20 lbs./75 gsm	125	10
5	8.5 x 11 in./A4 (210 x 298 mm)	5.5 x 8.5 in./149 x 210 mm	80 lbs./120 gsm	135	12
6	8.5 x 14 in./B4 (250 x 353 mm)	8.5 x 7 in./250 x 176.5 mm	20 lbs./75 gsm	172	6
7	8.5 x 14 in./B4 (250 x 353 mm)	8.5 x 7 in./250 x 176.5 mm	24 lbs./90 gsm	170	6
8	11 x 17 in./A3 (297 x420 mm)	8.5 x 11 in./A4 210 x 297 mm)	24 lbs./90 gsm	200	14
9	11 x 17 in./A3 (297 x420 mm)	8.5 x 11 in./A4 210 x 297 mm)	80 lbs./216 gsm	205	5
10	11 x 17 in./A3 (297 x420 mm)	8.5 x 11 in./A4 210 x 297 mm)	20 lbs./80 gsm	210	22
11	11 x 17 in./A3 (297 x420 mm)	8.5 x 11 in./A4 210 x 297 mm)	24 lbs./90 gsm	210	8
12	11 x 17 in./A3 (297 x420 mm)	8.5 x 11 in./A4 210 x 297 mm)	80 lbs./120 gsm	205	10

Scenario number	Paper Size	Finished booklet size	Paper weight (lbs./gsm)	Approximate trim setting (mm)	Number of pages in finished booklet
13	12 x 18 in./305 x 458 mm	6 x 9 in./152 x 229 mm	80 lbs./120 gsm	220	6
14	12 x 18 in./305 x 458 mm	6 x 9 in./152 x 229 mm	80 lbs./120 gsm	215	5
15	12 x 18 in./305 x 458 mm	6 x 9 in./152 x 229 mm	80 lbs./120 gsm	210	4
16	12 x 18 in./305 x 458 mm	6 x 9 in./152 x 229 mm	28 lbs./105 gsm	220	16
17	12 x 18 in./305 x 458 mm	6 x 9 in./152 x 229 mm	80 lbs./120 gsm	210	14

Hints and Tips

Printing Full-Page Images on Booklets

When using full-page images, ensure that the finished booklet size accommodates any full-page images, and that when the booklet is trimmed, these images are not truncated.

The following are examples of a booklet with preprinted front/back covers with full page image but different size:

1 Printed on 8.5 x 14 in./B4 paper

The front cover, which was trimmed, displays the entire image.

2 Printed on 8.5 x 11 in./A4 paper

The image on the front cover is truncated after triming it.

Before you print any booklet, consider the following:

- Image location on the original as it will no longer be centered. Do you need to shift images in order to ensure they fit on the finished booklet?
- What is the desired size of the finished booklet?
- Does the booklet contain full-page images?
- Are you using preprinted covers with full-page images?
- Are you trimming the booklet?

Follow these Tips

Follow these tips to ensure you get your desired output:
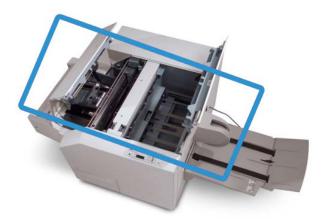
- Always run one or more test prints of your job before running a larger output quantity.
- Review your test prints for truncated images/text.
- If any images or text need shifting, use the various selections from your application's print driver; refer to your print driver's Help information.
- Remember: it may take one or more test prints before you achieve your desired output.

Problem Solving

Jam Clearance

Note

The top covers cannot be opened during normal operation or when the machine is idle. The covers can be opened only when an indicator is lit and a jam/fault occurs within the SquareFold Trimmer Module.

The paper path is shown in the above illustration. If a jam occurs, the machine stops printing and a message may display on the press touch screen. Clear any paper jams along the paper path.

Note

To determine if the jam/fault is within the finisher or the SquareFold Trimmer Module, always begin troubleshooting at the SquareFold Trimmer Module.

Clearing Jams
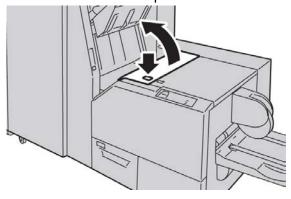
Use the following procedure to clear jams or faults and then resume printing:

1. Follow any instructions displayed on the press touch screen or SquareFold Trimmer Module control panel.
2. Open the Top Left Cover and the Top Right Cover of the module and look for any jammed booklets in the paper path, and remove them.
3. Check for loose trim scraps in the paper path and remove them.
4. Close the Top Left and Right Covers.
5. Empty the Trimmer Waste Container. Ensure it is inserted completely.
6. Ensure that all covers on the module are closed.
7. If there is still a jam, open the finisher to look for paper jams along the finisher path.
8. If the press does not resume printing, follow the instructions displayed on the press touch screen.
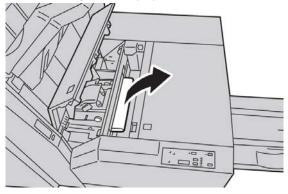
Clearing E1/E2 Jams

Use the following procedure to clear jams when the E1 and/or E2 LED is lit on the SquareFold Trimmer Module control panel.
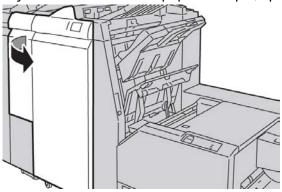
1. Make sure that the machine is not in operation, and press the button on the left cover of the Trimmer unit to open the cover.

2. Remove the jammed paper.
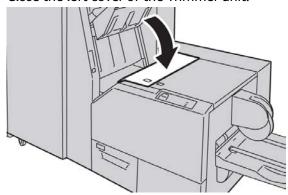
3. If you cannot remove the paper in Step 2, open the right cover of the finisher.

4. Turn the knob 4a to the right, and then remove the jammed paper.

5. Close the left cover of the Trimmer unit.
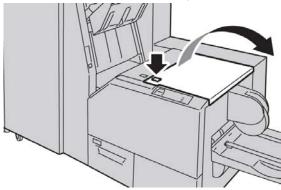
6. If you opened the right cover of the finisher in Step 3, close the cover.

Note

A message will be displayed and the machine will not operate if the right cover of the finisher is even slightly open.
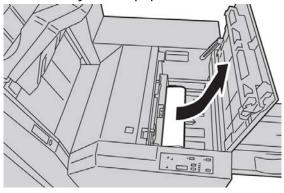
Clearing E3 Jams

Use the following procedure to clear jams when the E3 LED is lit on the SquareFold Trimmer Module control panel.
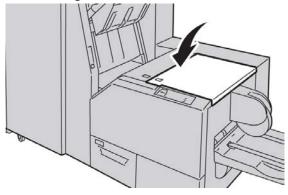
1. Make sure that the machine is not in operation, and press the button on the right cover of the Trimmer unit to open the cover.

2. Remove the jammed paper.

3. Close the right cover of the Trimmer unit.

SquareFold Trimmer Module

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