

XEROX

Xerox Document Binder 120 Operator Manual

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Multinational Customer & Service Education
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Approvals and certification

Safety

United States This equipment is listed by the Underwriters Laboratories Inc., to UL1950.

Canada Approved by Underwriters Laboratories Inc., to Canadian National Standard C22.2 No. 950-93.

Radio Frequency Emissions

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

Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

Xerox Limited



The CE marking applied to this product symbolizes Xerox Limited Declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 73/23/EEC amended by Council Directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

A full declaration, defining the relevant directives and referenced standards can be obtained from your Xerox Limited representative.

WARNING

This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

WARNING

In order to allow this equipment to operate in proximity to Industrial, Scientific, and Medical (ISM) equipment, the external radiation from ISM equipment may have to be limited or special mitigation measures taken.

Changes or modifications to this equipment not specifically approved by the Xerox Limited Corporation may void the user's authority to operate this equipment.

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The *Xerox Document Binder 120 Operator Manual* is for the use of operators trained on the Binder 120 during machine installation. It describes the operation and maintenance of the Binder 120 as an automatic book-maker accessory to the Xerox 5100, 5800 family, and 5680/5892 products or as a stand-alone, manual-feed book maker. It accepts copy sets in either 8.5 by 11 inch (United States and Canada) or A4 (Xerox Limited) sizes. It uses specially designed Xerox covers to produce bound books.

Team Xerox support for service and supplies

Xerox has a professional team in place to help you if you have any questions. You will need the following information when you call for assistance:

Customer number: _____

Machine type: Xerox Document Binder 120

Serial number: _____

Software version: _____

Host machine type: _____

Customer
Support
Representative: _____

The Binder 120 requires the use of specially designed Xerox covers. The covers are contained in cassettes that have a capacity of 150 covers. A variety of standard and custom covers is available. Contact your Sales Representative for more information.

Record the telephone numbers in the spaces below for quick reference when you need to contact a member of Team Xerox support.

Sales: _____

Service: _____

Supplies: _____

2. Getting to know the Binder 120

This chapter introduces the Xerox Binder 120, illustrates its major components, and provides you with information you will need to begin making books.

3. Preparing the Binder 120 for on-line and off-line operation

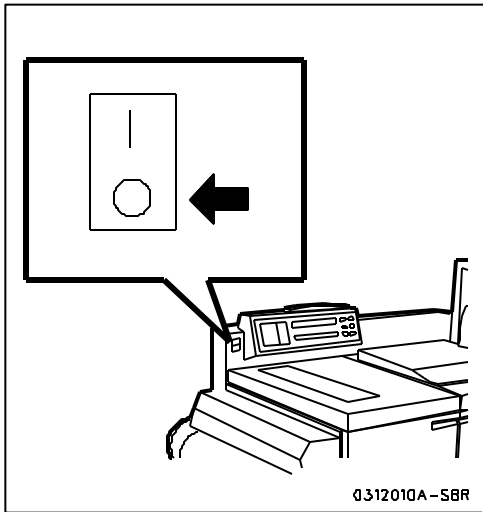
This chapter describes the modes of operation of the Binder 120. It also explains how to set up the Binder 120 for both on-line (automatic) and off-line (manual) operation. It includes procedures for the following situations:

- Connecting to a host machine
Use this procedure to connect the Binder 120 to a host machine. After doing so, the Binder 120 will be in the on-line mode for automatic binding of books.
- Disconnecting from a host machine
Use this procedure to disconnect the Binder 120 from a host machine. After doing so, the Binder 120 will be in the stand-alone mode for manual binding of books.
- Switching to a different host machine
Use this procedure to disconnect the Binder 120 from one host machine and connect it to a different one. After doing so, the Binder 120 will remain in the on-line mode for automatic binding of books.
- Switching from on-line to stand-by mode
Use this procedure to disconnect the Interface Module of the Binder 120 from the Output Tray of the host machine. After doing so, the Binder 120 will remain in the on-line configuration, but will be in the stand-by mode. Both machines can then operate independently.
- Switching from stand-by to on-line mode
Use this procedure to connect the Interface Module of the Binder 120 to the Output Tray of the host machine. After doing so, the Binder 120 will be in the on-line mode for automatic binding of books.

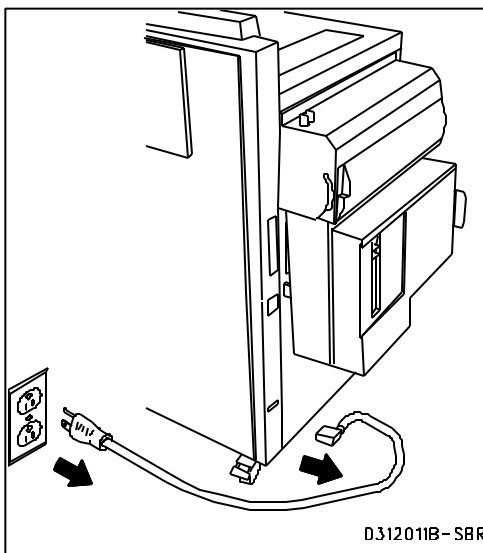
Connecting to a Xerox 5388

Use this procedure to connect the Binder 120 from the stand-alone mode to a Xerox 5388 host machine.

1. Press the Binder 120 Power Switch to the Off (O) position.



2. Unplug the Binder 120 Power Cord from the electrical wall outlet and the Binder 120.
 - Set the Power Cord on top of the Binder 120.



This chapter provides an overview of books. It also lists and explains the steps in the book-making process.

Book overview

A book consists of one or more sheets, referred to as a copy set, bound into a specially designed Xerox cover. The covers are available in a variety of spine widths ranging from 1/16 inch (1.5 mm) to 1/2 inch (13 mm). The appropriate spine width for a book depends on the paper weight and number of sheets being bound.

The number of sheets that can fit into a specified spine width varies according to the weight of the paper. For 20 lb, 24 lb or 80 gsm Xerox paper, refer to the Spine Width/Sheet Capacity table in chapter 8, "Technical data."

If the Binder 120 detects the use of a non-Xerox cover, a **"Please Feed Set Using a Xerox Cover - Press Reset to Continue."** message will appear in the Message Display of the Control Panel of the Binder 120. The Binder 120 will stop processing. You must perform a jam clearance to remove the copy set and cover from the Binder 120. See chapter 7, "Problem solving," for further information about jam clearance.

The covers are contained in recyclable cardboard cassettes. Cassettes are packaged in cases of three. Each cassette contains 150 covers with a total of 450 covers per case.

The cassettes are loaded into the Cover Trays of the Binder 120. Each cassette has a bar code that the Binder 120 reads to determine the cover type, color, and spine width. This is the information that appears in the Cover Supply Contents Display of the Control Panel of the Binder 120.

5. Customizing your Binder 120

The Binder 120 provides a number of Customer Tools features that you can customize or program to meet your specific needs. These features are as follows:

- ? Energy Saver
- ? Spine Width Units Display
- ? Attention Lamp
- ? Sound Tone
- ? Electronic Counter
- ? Security Code
- ? Software Version

This chapter describes these Customer Tools features and explains how to change them.

This chapter contains helpful hints for caring for your Binder 120 and for ordering supplies, instructions for storing cover cassettes, and information about cleaning your Binder 120.

Helpful hints

Care of your Binder 120

- ? Do not place heavy objects on any surface of the Binder 120.
- ? Do not place liquids on the Binder 120.
- ? Avoid placing paper clips or staples on the Binder 120 surface.
- ? Do not apply cleaning liquids or sprays directly to the Binder 120; apply them to a cloth first.
- ? Store the cover cassettes according to the directions provided in this chapter.

Ordering supplies

The Binder 120 requires the use of specially designed Xerox covers. The covers are contained in cassettes that have a capacity of 150 covers. The cassettes are ordered in cases of three. A variety of standard and custom covers is available. Contact your Xerox Sales Representative for more information.

To order cassettes, call the Xerox number that you recorded in chapter 1, "Introduction," at the beginning of this manual.

7.

Problem solving

This chapter provides instructions for resolving the various problems that can occur during the operation of the Binder 120. It includes detailed procedures for resolving specific problems, as well as a general problem-solving table. If you are unable to correct the problem, follow the procedure for calling for service at the end of the chapter.

This chapter provides the product specifications and paper/cover specifications for your Binder 120. It also includes the sheet capacities for the various spine widths, a copy paper satisfaction guide, and the book cool-down times.

Product specifications

The table below contains the product specifications for the Binder 120.

Automatic operation	Capable with Xerox 5100, 5800 family, and 5680/5892 host machines. The Binder 120 is shipped with a Third Party Enablement Kit. When installed on a Xerox 5100, 5800 family, or 5680/5892 product, the kit enables the Binder 120 to operate as an accessory to the host machine. Each kit is for one host machine only. Additional host machines require additional kits.
Binding speed	Accepts approximately one copy set per 2 seconds
Book output time	Approximately 2.0 minutes from the time of entrance of a copy set into the Binder 120 until the book is available in the Output Tray
Book capacity	? On-line: 5 to 100 sheets ? Manual: 1 to 120 sheets
Output Tray capacity	20 to 80 books depending on the spine width
Cover Tray capacity	? Cover Tray 1: 1 cover cassette (150 covers) ? Cover Tray 2: 1 cover cassette (150 covers)
Warm-up time	? From the Off position: Approximately 2 minutes ? From the Energy Saver mode: Approximately 2 minutes
Electrical requirements	? Standard office outlet ? United States/Xerox Canada Limited: 115 VAC, 60 HZ ? Xerox Limited: 230 VAC, 50 HZ
Environmental requirements	? Minimum: 50° F (10° C) at 15% relative humidity ? Maximum: 90° F (32° C) at 85% relative humidity
Machine dimensions	? Height to Output Tray: 38 inches (965 mm) ? Height to top of Output Tray cover: 48 inches (1200 mm) ? Width: 23 1/2 inches (597 mm) ? Length with Interface Module down: 47 inches (1194 mm) ? Length with Interface Module up: 59 1/4 inches (1505 mm)

Machine weight	Approximately 475 lbs (216 kg) with cassettes
Noise level	? Stand-by: 43.4 decibels ? Run: 62.3 decibels
Power consumption	? Warm up: 800 watts ? Standby: 237 watts ? Operation: 324 watts ? Energy Saver: 31 watts
Heat output	? Warm up: 2730 BTU per hour ? Standby: 809 BTU per hour ? Operation: 1106 BTU per hour ? Energy Saver: 108 BTU per hour

Paper/cover specifications

The table below contains the paper/cover specifications for the Binder 120.

Paper size	Either 8.5 x 11 inch (US/XCL) or A4 (XL)
Paper weight	? 20 lb (80 gsm) to 110 lb (200 gsm) for tabs, inserts, and title sheets (the tabs, inserts, and title sheets must be the same size as the sheets in the copy set) ? 20 lb (80 gsm) to 32 lb (120 gsm) for all other types
Cover type	Specially designed Xerox covers
Cover cassette capacity	150 covers per cassette (3 cassettes per case)

Spine width/sheet capacity

The table below contains the minimum/maximum sheet capacities for the various spine widths.

Spine width		Number of sheets allowed ¹		
Inches	Millimeters	20 lb	24 lb	80 gsm
1/16 ²	1.5	min - 15	min - 12	min - 13
1/8	3	16 - 30	13 - 25	14 - 28
1/4	6	31 - 60	26 - 50	29 - 55
3/8	9	61 - 90	51 - 75	56 - 84
1/2	13	91 - 120	76 - 100	85 - 120

¹ The binding capacity and reliability will decrease with extremes of paper characteristics, such as curl, static, temperature, humidity, and paper brand. The capacities listed are minimums/maximums for Xerox paper.

² Minimum sheets allowed in manual mode is 1. Minimum sheets allowed in automatic mode is 5.

Copy paper guide for reliable Binder 120 operation

For more reliable Binder 120 operation, Xerox recommends that you use the following guide when selecting copy papers.

Copy Paper	Excellent	Good	Not Recommended
Size	8.5 x 11 (A4)		Any other sizes
Weight	20 - 24 lb (75 - 90 gsm)	25 - 110 lb (91 - 200 gsm)	<20 lb (80 gsm) >110 lb (200 gsm)
Copy Paper Type and Condition	Xerographic copy paper Preprinted forms Recycled paper Less than 0.25 inch (6 mm) curl	Less than 0.5 inch (13 mm) curl	Tabs Plastic reinforced paper Synthetic paper Labels, coated and carbonless stock Window stock Transparencies Greater than 0.5 inch (13 mm) curl

Book cool-down time

The table below lists the recommended cool-down time for the glue in the book cover spines to reach almost full strength.

When the books exit the Binder 120, you can handle and browse through them. You should not, however, allow them to lie open until the recommended cool-down time.

Spine width (inches/millimeters)	Cool-down time (in minutes) ¹
1/16 (1.5)	10
1/8 (3)	15
1/4 (6)	25
3/8 (9)	35
1/2 (13)	45

¹ The times indicated are for stacks of books consisting of copy sets fed into the Binder 120 from the host machine. Individual books will cool down in approximately half the time shown. Books consisting of cooled-down copy sets fed through the Manual Feeder will also cool down in half the time shown.

Notes:

Locating and clearing a jam

This section describes how to determine when a jam occurs in the Binder 120, illustrates the location of the jam clearance labels affixed to the Binder 120, and outlines the procedures for clearing jams.

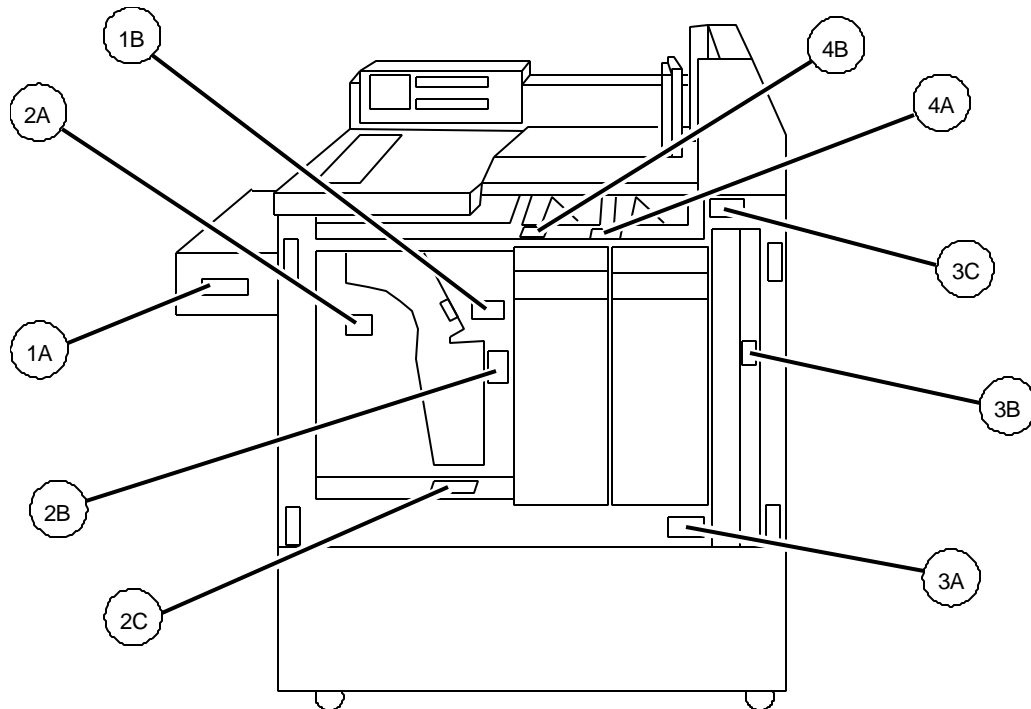
Determining when a jam occurs in the Binder 120

When the Binder 120 experiences a jam, the following events will occur:

- ? The Attention Lamp, if enabled, will flash every 15 seconds.
- ? The Sound Tone, if enabled, will beep every 15 seconds.
- ? A red light will light on the Mimic Display at the location of the jam.
- ? The Message Display will provide information about the jam.

Jam locator illustration

Labels appear throughout the Binder 120 at the points where jams can occur. These labels illustrate how to resolve the problem. The illustration below shows the location of the various labels.

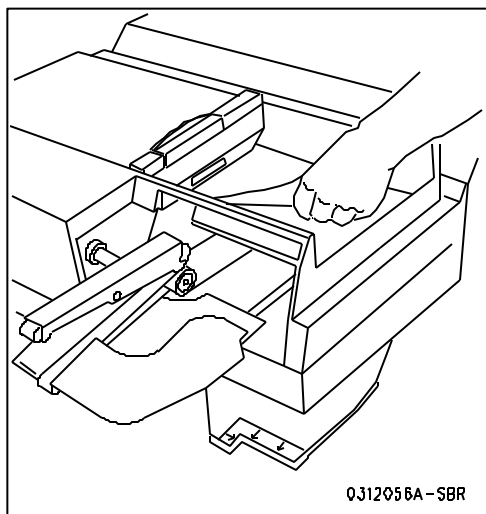


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Jam clearance procedures

Below are the procedures for clearing Binder 120 jams.

Area 1A



To clear a jam in Area 1A, do the following:

1. Read the instructions in the Message Display.
2. Use the Mimic Display to locate the jam.
3. Open the Interface Module Door.
4. Follow the instructions on the jam clearance labels inside the Interface Module to remove the copy set and any obstruction.

NOTE: Check any copy sets removed from the Binder 120 for damage and integrity. If the copy sets are undamaged, save them for manual processing into bound books through the Manual Feeder. For further information, refer to the "Manual processing of copy sets and covers removed during jam clearance" section of this chapter.

CAUTION: Close the Interface Module door as soon as you clear the jam. If you leave the door open too long, any books waiting in the Binder Module area will overheat. This will result in defective binding and warped books.

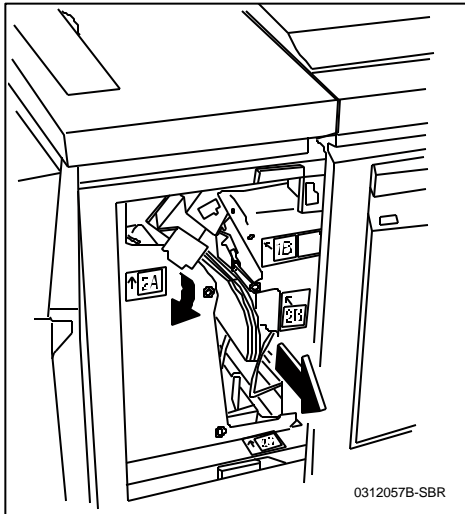
5. Close the Interface Module Door.
6. Read the instructions in the Message Display.
 - a. **Xerox 5100 or 5680/5892**
 - ? If a copy set was delivered to the Output Tray of the host machine, the indicator light for the selected Cover Tray will flash and the Message Display will instruct you to press **Reset**. After you do so, a second message will instruct you to press **Manual Start**.

NOTE: Once you press Manual Start, the Binder 120 will accept the copy set and bind it into a book. The Binder 120 is now ready for normal binding operation.
 - ? If no copy set was delivered to the Output Tray of the host machine, the Message Display will advise you that the Binder 120 is ready to bind.
 - b. **Xerox 5800, 5890 or 5895**

The Message Display will advise you that the Binder 120 is ready to bind.
7. Follow the directions on the host machine User Interface screen.

NOTE: Check any copy sets removed from the host machine for damage. If the copy sets are undamaged, save them for manual processing into bound books through the Manual Feeder. For further information, refer to the "Manual processing of copy sets and covers removed during jam clearance" section of this chapter.
8. Restart the host machine.

Areas 1B, 2A, 2B, 2C



To clear a jam in areas 1B, 2A, 2B or 2C, do the following:

1. Read the instructions in the Message Display.
2. Use the Mimic Display to locate the jam.
3. Open the Left Front Door.
4. Open the Operator Jam Clearance Handle.
5. Follow the instructions on the jam clearance label(s) to remove the copy set, cover, and any obstruction.

NOTE: Check the copy set and cover for damage. If the copy set and cover are undamaged, save them for manual processing into bound books. For further information, refer to the "Manual processing of copy set and covers removed during jam clearance" section of this chapter.

6. Close the Operator Jam Clearance Handle.

CAUTION: Close the Left Front door as soon as you clear the jam. If you leave the door open too long, any books waiting in the Binder Module area will overheat. This will result in defective binding and warped books.

7. Close the Left Front Door.
8. Do one of the following:
 - a. If the Binder is in the on-line mode, proceed to step 9.
 - b. If the Binder is in the manual mode, insert the next copy set with cover into the Manual Feeder and press the **Manual Start** button. Ignore the remaining steps in this procedure.
9. Read the instructions in the Message Display.

a. **Xerox 5100 or 5680/5892**

- ? If a copy set was delivered to the Output Tray of the host machine, the indicator light for the selected Cover Tray will flash and the Message Display will instruct you to press **Reset**. After you do so, a second message will instruct you to press **Manual Start**.

NOTE: Once you press Manual Start, the Binder 120 will accept the copy set and bind it into a book. The Binder 120 is now ready for normal binding operation.

- ? If no copy set was delivered to the Output Tray of the host machine, the Message Display will advise you that the Binder 120 is ready to bind.

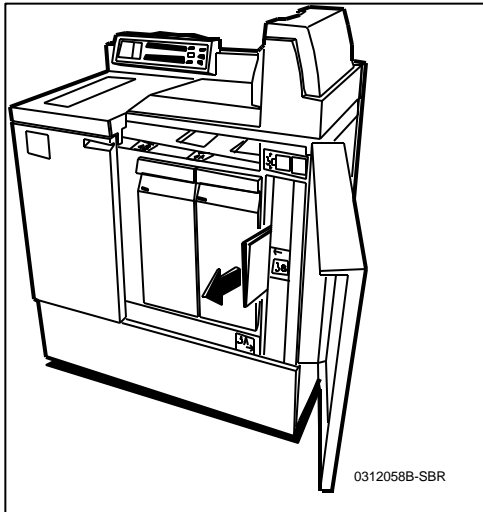
b. **Xerox 5800, 5890 or 5895**

The Message Display will advise you that the Binder 120 is ready to bind.

10. Follow the directions on the host machine User Interface screen.

NOTE: Check any copy sets removed from the host machine for damage and integrity. If the copy sets are undamaged, save them for manual processing into bound books through the Manual Feeder. For further information, refer to the "Manual processing of copy sets and covers removed during jam clearance" section of this chapter.

11. Restart the host machine.



Areas 3A, 3B, 3C

To clear a jam in areas 3A, 3B or 3C, do the following:

1. Read the instructions in the Message Display.
2. Use the Mimic Display to locate the jam.
3. Open the Right Front Door.

CAUTION: Be careful not to pull on the Book String Guides when removing jammed books.

4. Follow the instructions on the jam clearance label(s) to remove the book and any obstruction.

NOTE: Any books removed during this jam clearance operation have completed the binding process. If they are undamaged, store them with your other completed books.

CAUTION: Close the Right Front door as soon as you clear the jam. If you leave the door open too long, any books waiting in the Binder Module area will overheat. This will result in defective binding and warped books.

5. Close the Right Front Door.
6. Do one of the following:
 - a. If the Binder is in the on-line mode, proceed to step 7.
 - b. If the Binder is in the manual mode, insert the next copy set or copy set with cover into the Manual Feeder and press the **Manual Start** button. Ignore the remaining steps in this procedure.
7. Read the instructions in the Message Display.
 - a. **Xerox 5100 or 5680/5892**
 - ? If a copy set was delivered to the Output Tray of the host machine, the indicator light for the selected Cover Tray will flash and the Message Display will instruct you to press **Reset**. After you do so, a second message will instruct you to press **Manual Start**.

NOTE: Once you press Manual Start, the Binder 120 will accept the copy set and bind it into a book. The Binder 120 is now ready for normal binding operation.
 - ? If no copy set was delivered to the Output Tray of the host machine, the Message Display will advise you that the Binder 120 is ready to bind.
 - b. **Xerox 5800, 5890 or 5895**

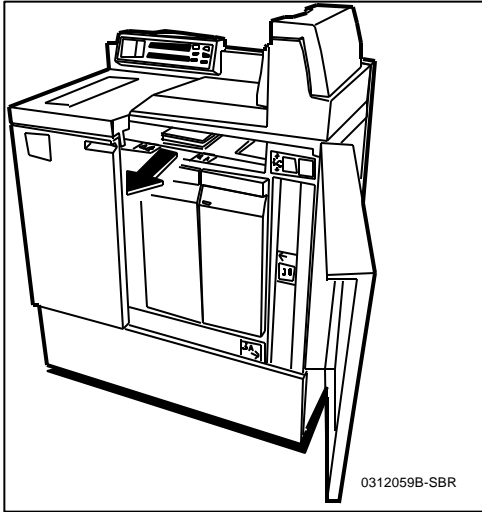
The Message Display will advise you that the Binder 120 is ready to bind.

8. Follow the directions on the host machine User Interface screen.

NOTE: Check any copy sets removed from the host machine for damage and integrity. If the copy sets are undamaged, save them for manual processing into bound books through the Manual Feeder. For further information, refer to the "Manual processing of copy sets and covers removed during jam clearance" section of this chapter.

9. Restart the host machine.

Areas 4A, 4B



To clear a jam in areas 4A or 4B, do the following:

1. Read the instructions in the Message Display.
2. Use the Mimic Display to locate the jam.
3. Open the Right Front Door.
4. Follow the instructions on the jam clearance label(s) to remove the cover and any obstruction.

NOTE: Check the cover for damage. If the cover is undamaged, save it for manual processing into bound books. For further information, refer to the “Manual processing of copy set and covers removed during jam clearance” section of this chapter.

CAUTION: Close the Right Front door as soon as you clear the jam. If you leave the door open too long, any books waiting in the Binder Module area will overheat. This will result in defective binding and warped books.

5. Close the Right Front Door.
6. Do one of the following:
 - a. If the Binder is in the on-line mode, proceed to step 7.
 - b. If the Binder is in the manual mode, insert the next copy set or copy set with cover into the Manual Feeder and press the **Manual Start** button. Ignore the remaining steps in this procedure.
7. Read the instructions in the Message Display.
 - a. **Xerox 5100 or 5680/5892**
 - ? If a copy set was delivered to the Output Tray of the host machine, the indicator light for the selected Cover Tray will flash and the Message Display will instruct you to press **Reset**. After you do so, a second message will instruct you to press **Manual Start**.

NOTE: Once you press Manual Start, the Binder 120 will accept the copy set and bind it into a book. The Binder 120 is now ready for normal binding operation.

- ? If no copy set was delivered to the Output Tray of the host machine, the Message Display will advise you that the Binder 120 is ready to bind.

- b. **Xerox 5800, 5890 or 5895**

The Message Display will advise you that the Binder 120 is ready to bind.

8. Follow the directions on the host machine User Interface screen.

NOTE: Check any copy sets removed from the host machine for damage and integrity. If the copy sets are undamaged, save them for manual processing into bound books through the Manual Feeder. For further information, refer to the "Manual processing of copy sets and covers removed during jam clearance" section of this chapter.

9. Restart the host machine.

Resetting the Ground Fault Interrupter

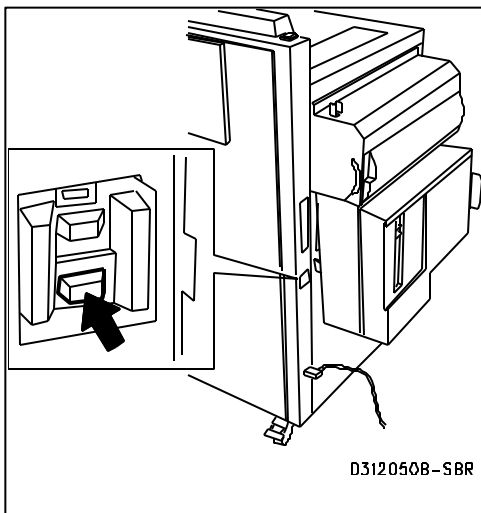
Occasionally, as during an electrical storm, the Binder 120 may experience a loss of power. When that happens, the Binder 120 will not be operable. No messages will display on the Control Panel and no lights will be lit. To restore the Binder 120 to operating conditions, you must reset the Ground Fault Interrupter (GFI).

WARNING: Do not use the Binder 120 or perform any additional testing, if the following procedure fails. Call for service. See the "Calling for service" section of this chapter for further information.

NOTE: When testing the GFI, the Binder 120 Power Cord must be connected to both the Binder 120 and the electrical wall outlet.

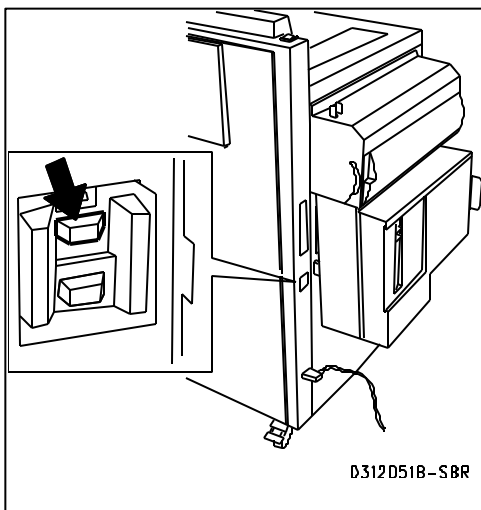
To reset the GFI, do the following:

1. Press the red Test button.



2. Press the black Reset button.

- ? The indicator located above the black Reset button should go off.
- ? The Binder 120 should be ready to use after warming up.



Manual processing of copy sets and covers removed during jam clearance

During jam clearance, do not discard copy sets and covers removed from the Binder 120 or copy sets removed from the host machine. Unless they are damaged, you can use the Manual Feeder to process them into bound books. To do so, perform the following procedure:

Copy sets and covers removed from the Binder 120

1. Verify that the copy set and cover are undamaged and complete.
2. Manually insert the copy set into the cover according to the page orientation.
3. Open the Manual Feeder door.
4. Insert the copy set with cover into the Manual Feeder.

NOTE: Follow the directions on the labels adjacent to the Manual Feeder area of the Binder 120 for the correct positioning of the copy set with cover.

5. Select **None** as the cover source from the **Cover Supply** section on the Control Panel on the Binder 120.

NOTE: If no cover was present in the Binder 120, insert just the copy set into the Manual Feeder. Follow the directions on the labels adjacent to the Manual Feeder area of the Binder 120 for the correct positioning of the copy set without cover. Select the desired Cover Tray for automatic insertion of the cover.

6. Press the **Manual Start** button on the Control Panel of the Binder 120.
7. Retrieve the book from the Output Tray of the Binder 120 after the binding process has completed.

Note: Refer to chapter 4, "Making the books," for complete information about using the Manual Feeder to bind copy sets with covers.

Copy sets removed from the Xerox 5800, 5890 or 5895 host machine

1. Check to see if a copy set is present in the Stacker Tray of the host machine. If a copy set is present, remove it.
2. Verify that the copy set removed from the Stacker Tray is undamaged and confirm that it is complete.
3. Perform steps two through seven from the steps above.

NOTE: For the Xerox 5100, 5680 or 5892 host machine, pressing the Manual Start button on the control panel of the Binder 120 will deliver the copy set from the Output Tray of the host machine into the Binder 120.

Inserting additional sheets into a bound book

Occasionally, you may wish to add sheets to a bound book. The Binder 120 enables you to do so. You cannot, however, remove pages from a bound book.

To add sheets to a bound book, perform the following procedure:

CAUTION: Do not exceed the capacity of the cover spine width of the bound book. To determine the maximum number of sheets, refer to set size reference chart in chapter 8, "Technical data."

CAUTION: If you insert a new first or last sheet into the bound book, the book may not bind properly.

1. Manually insert the sheet(s) into the bound book at the appropriate spot(s).
? Tamp the sheet(s) into place as neatly as you can.

2. Open the Manual Feeder door.

3. Insert the bound book into the Manual Feeder.

NOTE: Follow the directions on the labels adjacent to the Manual Feeder area of the Binder 120 for the correct positioning of the book.

4. Select **None** as the cover source from the Cover Supply section on the Control Panel of the Binder 120.

5. Press the **Manual Start** button on the Control Panel of the Binder 120.

6. Retrieve the book from the Output Tray of the Binder 120 after the binding process has completed.

Note: Refer to chapter 4, "Making the books," for complete information about using the Manual Feeder.

Problem-solving table

The table below lists some conditions that may occur during the operation of the Binder 120. You can resolve the problems without calling for service by following the suggested solutions in the table.

For problems with the host machine beyond the scope of this table, refer to the operator manual for the host machine. For problems with the Binder 120 beyond the scope of this table, call for service.

Condition	Causes	Suggested solutions
Binder 120 is not on.	<p>No power to the Binder 120.</p> <p>The Binder 120 GFI has activated.</p>	<p>Check that the Binder 120 Power Cord is connected to the Binder 120 and the wall receptacle.</p> <p>Check that the Binder 120 Power Switch is in the On (I) position.</p> <p>Check the GFI as described in the "Resetting the Ground Fault Interrupter" section of this chapter.</p>
Energy Saver indicator is lit.	The Energy Saver button has been pressed to activate this mode or the Binder 120 has been idle for the period of time specified for this mode.	Press the Energy Saver button to exit Energy Saver mode. Wait for the Binder 120 to warm up. See chapter 5, "Customizing your Binder 120," for more information about Energy Saver mode.
Lights are lit on the Mimic Display of the Binder 120 Control Panel.	<p>A jam has occurred in the Binder 120.</p> <p>The indicated Cover Tray is empty.</p>	<p>Clear the jam as directed in the "Locating and clearing a jam" section of this chapter.</p> <p>Load the Cover Tray as directed in chapter 4, "Making the books."</p>
Copy sets do not feed from the host machine.	<p>The Receiving Plate is not in on-line position.</p> <p>The Interface Cable is not connected or is not connected properly.</p> <p>Collated or Uncollated is not selected on the host machine.</p>	<p>Extend the Receiving Plate and lower it onto the Output Tray of the host machine.</p> <p>Connect the Interface Cable to the Binder 120 and the host machine or check that the Interface Cable is connected properly.</p> <p>Select Collated or Uncollated on the host machine.</p>

Condition	Causes	Suggested solutions
Interface Module is not accepting the copy sets from the host machine reliably or the copy sets are jamming as they enter the Interface Module.	<p>The Binder 120 is not correctly aligned with the host machine.</p> <p>The Retainer or Spacer (whichever is applicable) on the host machine Output Tray is not connected.</p> <p>For the Xerox 5680/5892, the Output Tray may not be in the outermost position.</p>	<p>Check the Alignment Bracket to ensure that it is in the correct position and that the Binder 120 is correctly aligned with the host machine.</p> <p>Connect the Retainer or Spacer as directed in chapter 3, "Preparing the Binder 120 for on-line and off-line operation."</p> <p>Ensure that the host machine Output Tray is in the outermost position.</p>
Top sheets of copy sets are skewed, damaged or left behind as they are fed into the Binder 120.	Paper curl could be causing the top sheets to catch on the feeder rolls and/or the top sheets that are left behind.	Flip or replace the paper in the paper trays of the host machine.
Host machine is displaying a jam message.	A jam has occurred in the host machine due to a problem in the Binder 120. This prevents further sets from being delivered to the Output Tray of the host machine.	Clear the host machine jam messages as directed by the host machine User Interface screen.
Host machine shuts down while making copy sets.	The selected Cover Tray is out of covers.	Load a cassette containing covers into the Cover Tray.
Host machine shuts down and Binder 120 displays a message to empty the Output Tray.	The Output Tray of the Binder 120 is nearing capacity.	Empty the Output Tray of the Binder 120.
Host machine and Binder 120 shut down and Binder 120 displays a message indicating that the Output Tray is full.	The Output Tray of the Binder 120 is at capacity.	<p>Empty the Output Tray of the Binder 120.</p> <p>Restart the host machine.</p>
When using the Binder 120 with a Xerox 5800, 5890 or 5895, undesired signals are sent to the Binder 120 during power-on of the host machine.	The host machine was not powered on before powering on the Binder 120.	Always power on the host machine before powering on the Binder 120.
When using the Binder 120 with a Xerox 5800, 5890 or 5895, undesired signals are sent to the Binder 120 during recovery of the host machine from Energy Saver.	The Binder 120 was not powered off during a long period of inactivity.	When using the Energy Saver time-out feature on the host machine, power off the Binder 120 when it will not be in use for a long period of time.

Condition	Causes	Suggested solutions
<p>When using the Binder 120 with a Xerox 5800, 5890 or 5895, undesired signals are sent to the Binder 120 during a reset of the host machine.</p>	<p>The reset created a fault in the Binder 120.</p>	<p>Immediately after a host machine reset, check the Control Panel of the Binder 120. If it indicates a fault, clear the fault as required by the Binder 120.</p>
<p>For the Xerox 5800, 5890 or 5895, the Finishing Accessories Enabled/Disabled buttons are not available on the host machine User Interface screen.</p>	<p>Collated or Uncollated is not selected on the host machine.</p> <p>The Binder 120 is not connected to the host machine or the power is off.</p>	<p>Select Collated or Uncollated on the host machine.</p> <p>Check the connection between the Binder 120 and the host machine or check to see that the power is on.</p>
<p>Frequent misfeeds in the 4a area.</p>	<p>The covers may be stuck together because the cover cassette is damaged and/or the covers have become deformed due to improper storage.</p>	<p>Clear the jam as directed in the "Locating and clearing a jam" section of this chapter.</p> <p>Check the cover cassette for damage that may be causing the covers to feed improperly.</p> <p>Ensure that the cover cassettes are being stored as directed in chapter 6, "Care."</p>
<p>Binder 120 stops processing.</p>	<p>Front door(s) of the Binder 120 are open.</p> <p>Interface Module door is open.</p>	<p>Close the door(s) of the Binder 120.</p> <p>Close the Interface Module door.</p>
<p>A book jams when manually fed into the Binder 120 for re-binding.</p>	<p>The book has curled.</p>	<p>Clear the jam as directed in the "Locating and clearing a jam" section of this chapter. Then insert the book into the Manual Feeder so that the spine of the book faces downward and the cover of the book faces the left side of the Binder 120.</p> <p>NOTE: This book placement differs from the instructions provided in chapter 4, "Making the books." Follow this procedure for resolution of this problem only.</p>

Condition	Causes	Suggested solutions
Cover Tray 1 or Cover Tray 2 will not close.	The Cover Tray does not contain a cover cassette.	Load an empty cassette or a cassette containing covers into the Cover Tray.
Binder 120 displays a message that Cover Tray 1 and Cover Tray 2 contain different cover types.	1&2 has been selected from the Control Panel of the Binder 120, but the Cover Trays contain different cover types.	Load the appropriate cover cassettes into both Cover Trays or select Cover Tray 1 or Cover Tray 2.
Desired Cover Tray is unlocked and cannot be selected.	The cover cassette in the Cover Tray is empty.	Load a cassette containing covers into the Cover Tray.
Binder 120 displays a message about required spine width.	The required spine width for the current copy set is not the same as the spine width for the selected Cover Tray.	Load a cover cassette containing the correct cover spine width into the selected Cover Tray.
Binder displays a message instructing you to feed a set using a Xerox cover.	<p>A non-Xerox cover type is being used.</p> <p>The cover sensor cannot detect the Xerox cover because the cover is deformed.</p>	<p>Clear the jam as directed in the "Locating and clearing a jam" section of this chapter.</p> <p>Load a cover cassette containing Xerox covers into the selected Cover Tray or insert a copy set with a Xerox cover into the Manual Feeder.</p> <p>Clear the jam as directed in the "Locating and clearing a jam" section of this chapter.</p> <p>Straighten the cover spine.</p>
Books are bound on wrong edge of copy sets.	<p>Auto feed:</p> <p>The documents were placed incorrectly into the Document Feeder of the host machine.</p> <p>Manual feed:</p> <p>The copy sets were fed incorrectly into the Manual Feeder of the Binder 120.</p>	<p>Auto feed:</p> <p>See the operator manual of the host machine for correct orientation of the documents.</p> <p>Manual feed:</p> <p>Insert copy sets into the Manual Feeder as directed in chapter 4, "Making the books."</p>

Condition	Causes	Suggested solutions
<p>Books not binding properly (e.g., too many sheets for cover size).</p>	<p>Wrong cover size may have been loaded into the cover cassette (i.e., the bar code on the cassette and the contents of the cassette reflect different cover sizes). This could happen if you manually load covers into the cassette.</p>	<p>Load the correct cover size into the cover cassette or load a different cover cassette.</p>
<p>Books are warped or have spine damage.</p>	<p>The force of the ejection of the books into the Output Tray causes damage to the spine.</p> <p>The doors of the Binder 120 were left open too long during jam clearance. Any books left waiting in the Binder Module were damaged due to overheating.</p>	<p>Empty the Output Tray more frequently.</p> <p>Close the Binder 120 doors immediately after clearing a jam.</p>

Calling for service

Before calling for service: When you experience a problem with the Binder 120, you may be able to resolve the problem by referring to the procedures and problem-solving table in this chapter.

If you are unable to resolve the problem, then place a call for service. Use the telephone number you recorded on page 1-1.

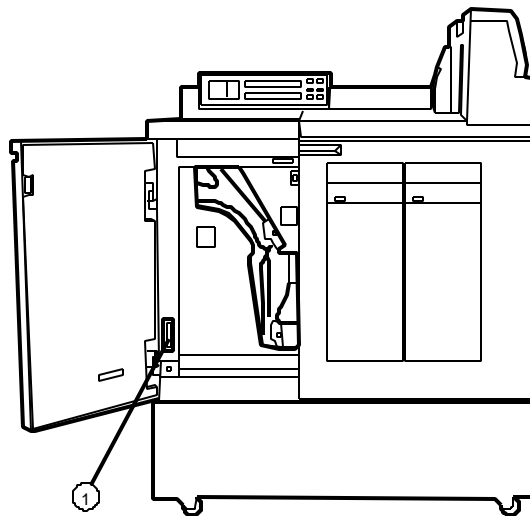
The Customer Service Support Representative (CSSR) will ask you questions about the problem with the Binder 120. Please be prepared to provide the following information as requested:

- ? Description of the problem
- ? Status code, if any, displayed in the Message Display of the Control Panel of the Binder 120

NOTE: To display the status code, press the **Stop** button on the Control Panel of the Binder 120.

- ? Binder 120 Serial Number _____

NOTE: To view the machine Serial Number, open the left front door. The Serial Number is located in the lower left corner as shown in the illustration below.



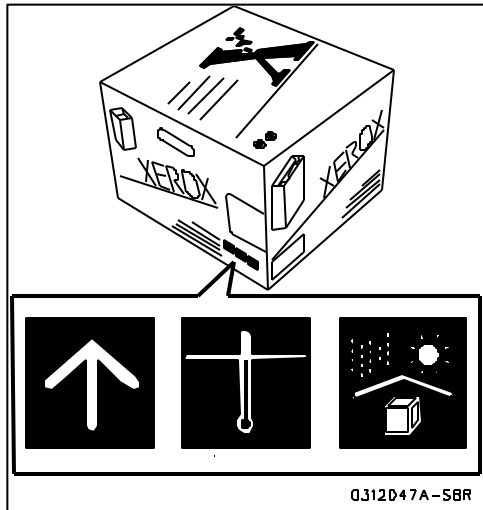
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1. Serial Number

Notes:

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Storing the cover cassettes

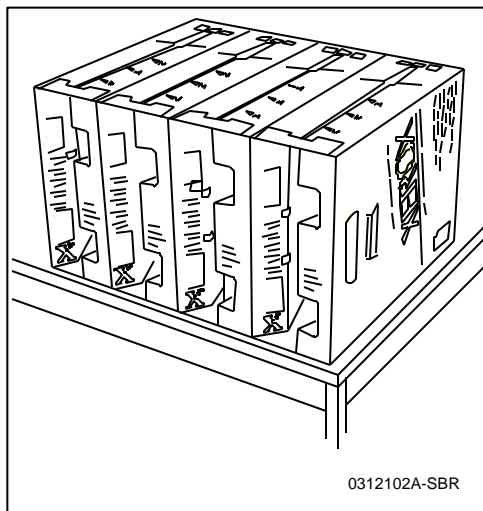


Follow the procedure below for proper storage of the cover cassettes.

1. Store the cartons containing the cover cassettes so that the arrow on the outside of the carton points upward.
 - Do not stack the cartons more than four high.
 - Do not store the cartons above 86° F(30° C) and 80% relative humidity.
 - Store the cartons away from moisture and direct sunlight.

CAUTION: Do not store the cassettes standing on end (the way in which they are positioned in the Cover Trays). Doing so could cause the covers to become deformed. This will affect both the appearance of the covers and Binder 120 performance. If you experience frequent misfeeds from the Cover Trays, refer to chapter 5, "Problem solving," for problem resolution.

CAUTION: Be careful not to damage the bar codes when storing the individual cassettes. If a bar code is unreadable due to damage, the Binder 120 will not be able to determine the type, color and spine width of the covers contained in the cassette.



2. Store any cover cassettes removed from the cartons so that the slotted side (i.e., the side opposite the bar code) is facing up.
 - This is the same direction in which the cassettes are stored in the cartons.

Cleaning the Binder 120

Clean the surface of the Binder 120 with the same cleaning solution that you use on your host machine. Use a non-abrasive glass cleaner or water.

Notes:

Descriptions of the Customer Tools features

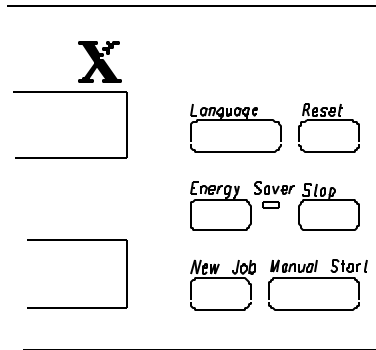
Below are descriptions of the Customer Tools features. To change any of these features, follow the instructions in the next section of this chapter.

- Energy Saver** This feature automatically reduces the power consumption of the Binder 120, if the Binder 120 has not been used for a specified time period. The default time period is one hour. You can adjust this time period from 0 to 12 hours in 15-minute intervals. If you do not want to use this feature, set the time period to zero.
- You can activate and deactivate Energy Saver mode at any time by pressing the Energy Saver button on the Control Panel of the Binder 120. As you do so, the green light to the right of the Energy Saver button goes on and off accordingly.
- Spine Width Units Display** This feature allows you to specify how you want the Binder 120 to display cover spine width information in the Message Display and Cover Supply Contents Display areas of its Control Panel. You can choose either inches or millimeters. The default for this feature is “inches” for the United States and Xerox Canada Limited and “millimeters” for Xerox Limited.
- Attention Lamp** This feature allows you to enable or disable the Attention Lamp located at the top of the Control Panel of the Binder 120. This lamp illuminates to alert you to certain conditions that require your attention. The default for this feature is “enabled.”
- Sound Tone** This feature allows you to enable or disable the Sound Tone for the Binder 120. This tone sounds to alert you to certain conditions that require your attention. The default for this feature is “enabled.”
- Electronic Counter** This feature allows you to reset to zero the Electronic Counter that tracks the number of books bound during a specified period of time. Typically, you should reset the Electronic Counter monthly for record-keeping purposes.
- Security Code** This feature provides access to the Customer Tools features. The Binder 120 is preset from the manufacturer with a five-button Security Code. To prevent unauthorized personnel from making changes to the Customer Tools features, you should change this default Security Code when you begin using the Binder 120 and periodically thereafter.
- NOTE:** Whenever you change the Security Code, be certain to record the new code somewhere. If you forget the new code, you must place a service call to have the Security Code reset to the default value.
- Software Version** This feature provides you with the software version level of the Main Board EPROM and UI Board EPROM currently installed on your machine. This information is read-only. It is especially helpful if you need to place a call for service. The Customer Service Support Representative (CSSR) may ask you for this information.

How to change the Customer Tools features

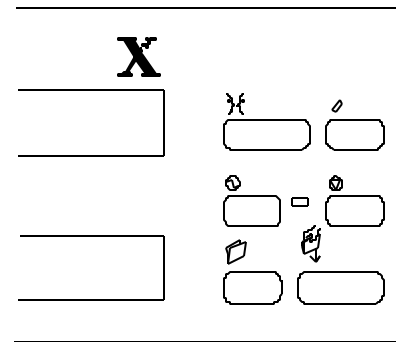
The buttons on the right side of the Control Panel on the Binder 120 enable you to enter the Customer Tools mode and change the features. For assistance with the location of these buttons, refer to the illustrations below.

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To change the Customer Tools features, first use the instructions on this page to access the Customer Tools features. Then use the instructions on the following pages to change the settings for the desired features.

Entering the Customer Tools mode

To enter the Customer Tools mode, do the following:

1. Simultaneously press and release the **Energy Saver** and **Stop** buttons.

The Message Display and Cover Supply Contents Display will now contain instructions for accessing the Customer Tools.

2. Do one of the following:
 - a. If the security code has not been changed, enter the default security code by pressing the **Language** button five times.
 - b. If the security code has been changed, enter the current five-button security code.

NOTE: For security, the code you enter will display as asterisks.

3. Press the **Manual Start** button.

You are now ready to select and change the desired Customer Tools feature. The features display one at a time on the second line of the Cover Supply Contents Display. Pressing the **New Job** button enables you to cycle through the features menu. Energy Saver is the default selection each time you enter the Customer Tools mode.

To change the features, refer to the instructions that follow.

Changing the Customer Tools features

The table below contains the steps for changing each of the Customer Tools features.

Customer Tools feature	What to do
<p>Energy Saver</p>	<ol style="list-style-type: none"> 1. Enter the Customer Tools mode as instructed in the previous section of this chapter. 2. Press the Manual Start button to select Energy Saver from the second line of the Cover Supply Contents Display. NOTE: Energy Saver is the default selection each time you enter the Customer Tools mode. 3. Press the New Job button until the desired Hours setting is displayed. NOTE: You can select from 0 to 12. As you press the New Job button, the hours increment by one until you reach 12. The cycle then begins again at 0. NOTE: If 0 hours and 0 minutes are selected, the timed Energy Saver mode is disabled. 4. Press the Manual Start button until the desired Minutes setting is displayed. NOTE: You can select 0, 15, 30 or 45. As you press the Manual Start button, the minutes increment by 15 until you reach 45. The cycle then begins again at 0. 5. Press the Stop button to save the settings and exit the Energy Saver feature. 6. Do one of the following: <ul style="list-style-type: none"> • Press the New Job button until the next feature you want to change appears on the second line of the Cover Supply Contents Display. • Press the Reset button to exit the Customer Tools features.
<p>Spine Width Units Display</p>	<ol style="list-style-type: none"> 1. Enter the Customer Tools mode as instructed in the previous section of this chapter. 2. Press the New Job button until Units appears on the second line of the Cover Supply Contents Display. 3. Press the Manual Start button to select Units. 4. Press the Manual Start button to display the desired Units measurement. NOTE: You can select “inch” or “metric.” As you press the Manual Start button, you will switch between the two choices. 5. Press the Stop button to save the setting and exit the Units feature. 6. Do one of the following: <ul style="list-style-type: none"> • Press the New Job button until the next feature you want to change appears on the second line of the Cover Supply Contents Display. • Press the Reset button to exit the Customer Tools features.

Customer Tools feature	What to do
Attention Lamp and Sound Tone	<ol style="list-style-type: none"> 1. Enter the Customer Tools mode as instructed in the previous section of this chapter. 2. Press the New Job button until Lamp and Tone appears on the second line of the Cover Supply Contents Display. 3. Press the Manual Start button to accept Lamp and Tone. 4. Press the New Job button to display the desired Lamp setting. NOTE: You can select “enabled” or “disabled.” Pressing the New Job button enables you to switch between the two choices. 5. Press the Manual Start button to display the desired Tone setting. NOTE: You can select “enabled” or “disabled.” Pressing the Manual Start button enables you to switch between the two choices. 6. Press the Stop button to save the settings and exit the Lamp and Tone feature. 7. Do one of the following: <ul style="list-style-type: none"> • Press the New Job button until the next feature you want to change appears on the second line of the Cover Supply Contents Display. • Press the Reset button to exit the Customer Tools features.
Electronic Counter	<ol style="list-style-type: none"> 1. Enter the Customer Tools mode as instructed in the previous section of this chapter. 2. Press the New Job button until Counter appears on the second line of the Cover Supply Contents Display. 3. Press the Manual Start button to accept Counter. 4. Press the New Job button to proceed with the Counter reset. 5. Press the New Job button again to confirm the Counter reset. 6. Press the Stop button to save the setting and exit the Counter feature. 7. Do one of the following: <ul style="list-style-type: none"> • Press the New Job button until the next feature you want to change appears on the second line of the Cover Supply Contents Display. • Press the Reset button to exit the Customer Tools features.

Customer Tools feature	What to do
<p>Security Code</p>	<ol style="list-style-type: none"> 1. Enter the Customer Tools mode as instructed in the previous section of this chapter. 2. Press the New Job button until Change Code appears on the second line of the Cover Supply Contents Display. 3. Press the Manual Start button to accept Change Code. <p>CAUTION: Be certain to record your five-button entry somewhere, because the buttons you press and the order in which you press them will become your new Security Code.</p> <ol style="list-style-type: none"> 4. Enter a new five-button Security Code. <p>NOTE: You can use any combination of the Language, Reset, Energy Saver, Stop, and New Job buttons. You cannot use the Manual Start button.</p> <ol style="list-style-type: none"> 5. Press the new five-button Security Code a second time for verification. <p>NOTE: If your second entry does not match your first, a message will advise you that the Security Code is not the same. Press the Manual Start button to begin the feature again.</p> <ol style="list-style-type: none"> 6. Do one of the following: <ul style="list-style-type: none"> • Press the New Job button until the next feature you want to change appears on the second line of the Cover Supply Contents Display. • Press the Reset button to exit the Customer Tools features.
<p>Software Version</p>	<ol style="list-style-type: none"> 1. Enter the Customer Tools mode as instructed in the previous section of this chapter. 2. Press the New Job button until Software Version appears on the second line of the Cover Supply Contents Display. 3. Press the Manual Start button to accept Software Version. <p>NOTE: The software version level of the Main Board EPROM and UI Board EPROM will appear in the Cover Supply Contents Display. This information is read-only.</p> <ol style="list-style-type: none"> 4. Press the Stop button to exit the Software Version feature. 5. Do one of the following: <ul style="list-style-type: none"> • Press the New Job button until the next feature you want to change appears on the second line of the Cover Supply Contents Display. • Press the Reset button to exit the Customer Tools features.

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Book-making overview

Below is an overview of the steps involved in the basic book-making process. The remainder of this chapter contains detailed instructions for each of the steps.

1. Determining the required spine width.

Before beginning the binding process, you should determine the thickness of the copy set and the correct spine width of cover to use. Failure to do so will cause unnecessary delays and inconvenience to you.

When the Binder 120 detects a mismatch between the copy set and the spine width, the required spine width will appear in the Message Display of the Control Panel of the Binder 120. If you are in the on-line mode, the Binder 120 will accept the copy set, but will not process it. You must perform a jam clearance to remove the copy set from the Binder 120. If you are in stand-by or off-line mode, the Binder 120 will not accept the copy set.

2. Selecting the desired cover source from the Control Panel of the Binder 120.

Once you have determined the correct spine width, you must select the cover supply. If you are in the on-line mode, you must use the Cover Trays as the cover source. If you are in stand-by or off-line mode, you either can use the Cover Trays or add the covers manually.

3. Loading cassettes into the Cover Trays, if necessary.

This step is applicable only if you have selected one or both Cover Trays as the cover source. When a selected Cover Tray is empty, or contains the incorrect covers, you must load the correct cassettes into the Cover Tray.

4. Producing the books.

The procedures for producing books vary depending on which of the following methods of operation you are using:

? Automatic operation (on-line mode)

When you use this method, the host copier feeds the copy sets to the Binder 120. The Binder 120 inserts the covers for the copy sets from the selected Cover Tray(s).

? Manual operation (stand-by or off-line mode) with the Cover Trays

When you use this method, you must insert the copy sets without covers into the Binder 120. The Binder 120 inserts the covers for the copy sets from the selected Cover Tray(s).

? Manual operation (stand-by or off-line mode) without the Cover Trays

When you use this method, you must disable the Cover Trays and insert the copy sets with covers into the Binder 120.

Determining the correct spine width

You can use either the Manual Feeder or the Spine Width/Sheet Capacity table to determine the correct spine width.

Using the Manual Feeder to determine spine width

To use the Manual Feeder for determining the correct spine width, do the following:

1. Open the Manual Feeder Door.
2. Insert the copy set only (no cover) into the Manual Feeder. The Binder 120 will measure the thickness of the copy set and the Message Display will indicate the required spine width.

NOTE: When determining the correct spine width, do not insert a cover into the Manual Feeder along with the copy set. This will result in an inaccurate spine width measurement.

3. Remove the copy set from the Manual Feeder.

Using the Spine Width/Sheet Capacity Table to determine spine width

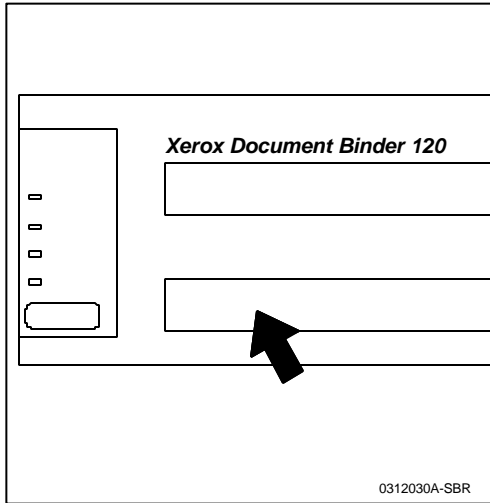
If you are using 20 lb, 24 lb or 80 gsm Xerox paper, you can use the Spine Width/Sheet Capacity Table located in chapter 8, "Technical data," as an alternative to the Manual Feeder for determining the correct spine width. The table indicates the minimum/maximum number of sheets allowed for each spine width.

NOTE: If you are adding tabs or inserts made of card stock to your copy set, the copy set may require a larger cover size than indicated by the Spine Width/Sheet Capacity Table.

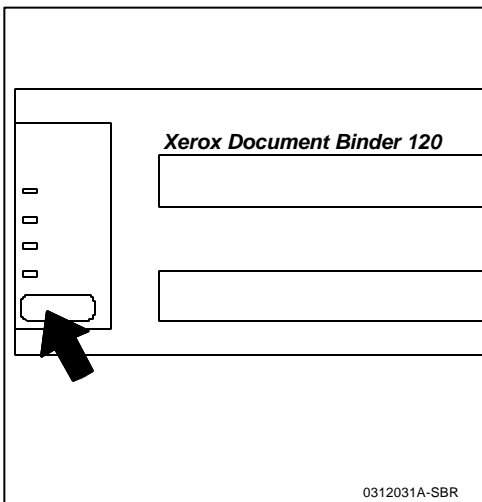
NOTE: If you are using a paper weight that is greater than 24 lbs, use the Manual Feeder to determine the correct spine width.

Selecting the cover supply

To select the cover supply, follow the procedure below.



1. Check the Cover Supply Contents Display on the Control Panel of the Binder 120.
 - ? Determine the type, color, and spine width of the covers in Cover Tray 1 and Cover Tray 2.



2. Press and release the Cover Supply button on the Control Panel of the Binder 120 until the green light to the left of the desired selection lights.
 - ? Use **1** to select Cover Tray 1.
 - ? Use **2** to select Cover Tray 2.
 - ? Use **1&2** to select Cover Tray 1 and Cover Tray 2. This selection is applicable when you are running a large job and both Cover Tray 1 and Cover Tray 2 have the same covers loaded. The Binder 120 will feed from Cover Tray 1 first. When Cover Tray 1 empties, the Binder 120 will automatically begin feeding from Cover Tray 2. It will repeat the process of switching from the full to the empty tray until the job completes. This ensures that you will not lose any valuable production time while you replace an empty cassette.

NOTE: When using Cover Tray 1 and Cover Tray 2 together, you must have the identical covers in both cover trays. This means that the cover size, cover color and cover type must be the same.

- ? Use **None** to disable Cover Tray 1 and Cover Tray 2. This selection is applicable to stand-by and off-line modes only. When neither Cover Tray has the correct covers, you can bypass the Cover Trays feature entirely and add the covers manually using the Manual Feeder. The Binder 120 will use only the covers that you insert manually with your copy sets.

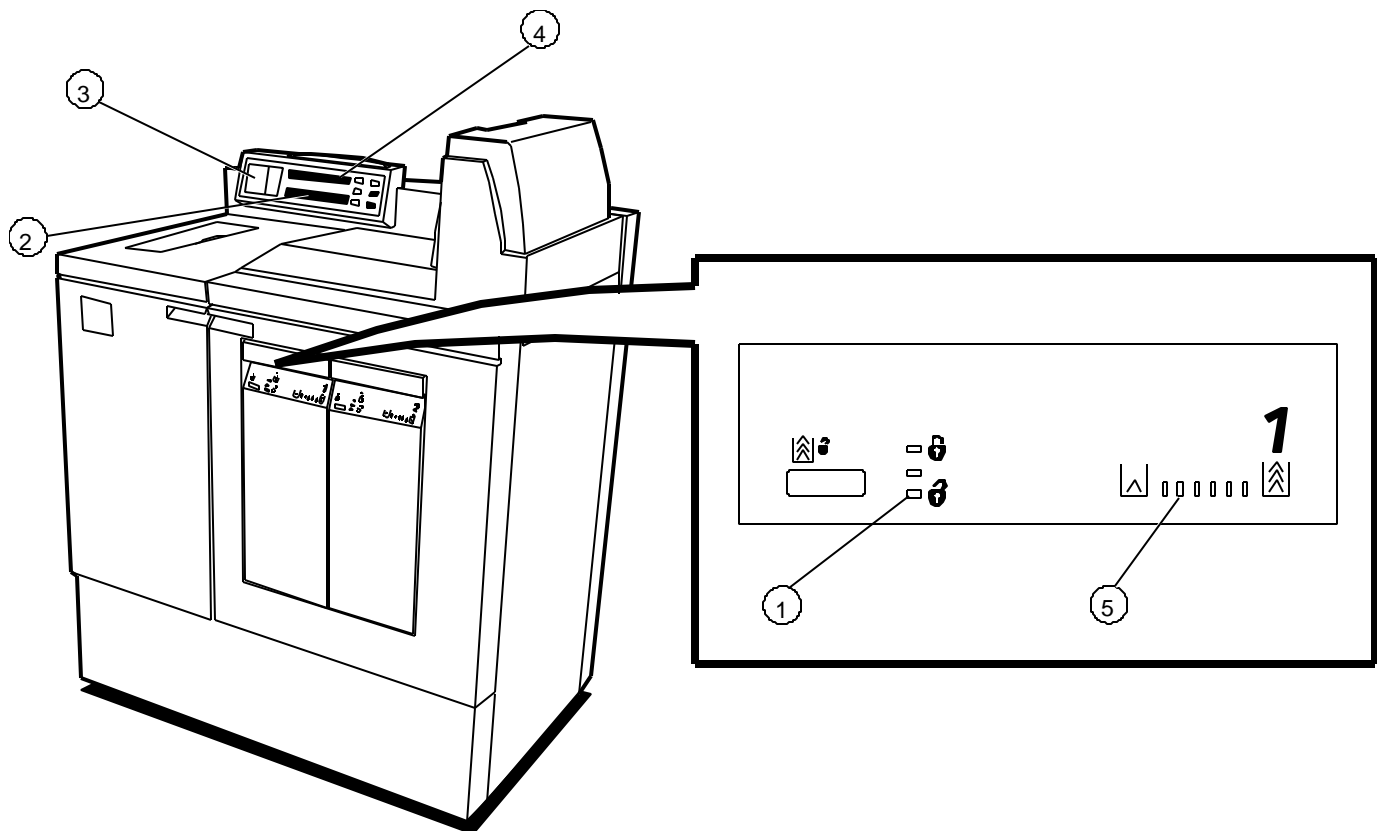
Loading the cassettes into the Cover Trays

This section explains how to determine when a Cover Tray cassette is empty and how to load the cassettes into the Cover Trays.

Determining when a Cover Tray is empty

When a Cover Tray is empty, you cannot select it from the Control Panel of the Binder 120. You must insert a cassette containing covers into the Cover Tray before being able to select a Cover Tray.

The Binder 120 alerts you in several ways when a Cover Tray is empty. These ways (shown below) can vary for the Cover Tray in use or a Cover Tray not in use that is empty.



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1. Ready to Open indicator light
2. Cover Supply Contents Display
3. Mimic Display
4. Message Display
5. Cover Supply indicator lights

Cover Tray currently in use empties

When the Cover Tray currently in use empties, the following will occur:

- ? The Sound Tone, if enabled, will beep twice.
- ? The Message Display on the Control Panel of the Binder 120 will advise you to **“Add Covers to Tray X”** (if you have selected Cover Tray 1 and Cover Tray 2) or **“Check Cover Supply in Tray X”** (if you have selected Cover Tray 1 or Cover Tray 2).
- ? The green light to the left of the Cover Tray selection on the Control Panel of the Binder 120 will flash.
- ? The Cover Tray light on the Mimic Display will go on.
- ? The Cover Tray will automatically unlock and the green Ready to Open indicator light will go on.
- ? The Supply Level indicator lights on the Cover Tray will go out.
- ? The Binder 120 will stop accepting copy sets, but will continue processing the books already in progress.
- ? If you are in the on-line mode:
 - a.) For the Xerox 5680, 5892 or 5100, the host machine will stop processing after completing the current set and delivering it to the Output Tray.
 - b.) For the Xerox 5800, 5890 or 5895, the host machine may stop before completing the set in progress.

NOTE: Before resuming production, you must replace the empty cassette. You then must follow the procedure applicable to the host machine. For the Xerox 5100, 5680 or 5892, press the Manual Start button to process the set left in the Output Tray of the host machine. Then follow the directions on the host machine User Interface screen. For the Xerox 5800, 5890 or 5895, follow the directions on the host machine User Interface screen.

Cover Tray not currently in use is empty

When the Cover Tray not currently in use is empty, the following will occur:

- ? The Message Display on the Control Panel of the Binder 120 will advise you to **“Add Covers to Tray X”** (if you have selected Cover Tray 1 and Cover Tray 2) or **“Check Cover Supply in Tray X”** (if you have selected Cover Tray 1 or Cover Tray 2).
- ? The Cover Tray light on the Mimic Display will stay on.
- ? The Cover Tray will remain unlocked and the green Ready to Open indicator light will stay on.
- ? The Supply Level indicator lights will remain unlit.

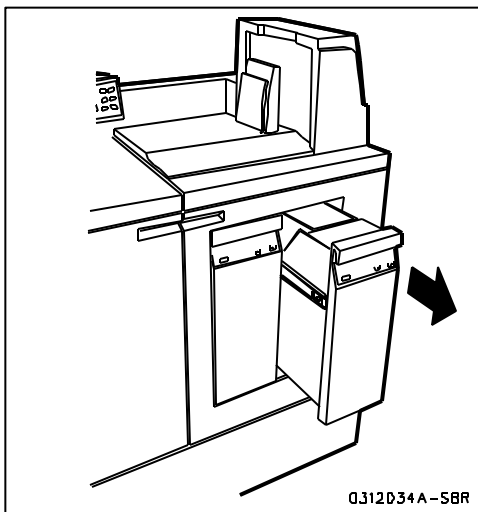
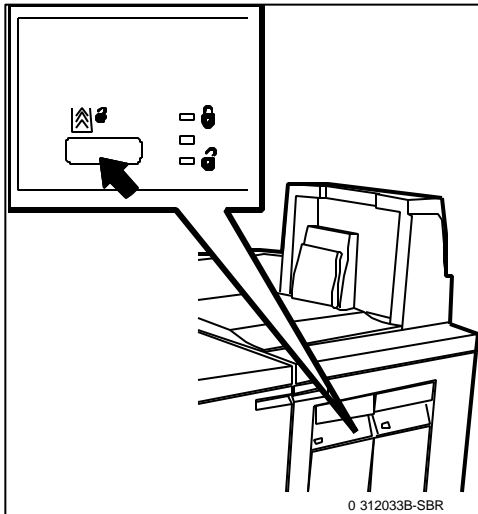
Loading the cassettes into the Cover Trays procedure

Follow the procedure below to replace an empty cassette or to exchange a cassette for another having a different size spine width or cover type.

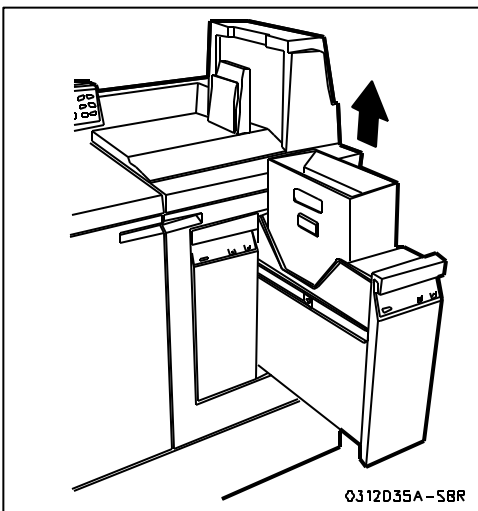
1. Press the Unlock button for the Cover Tray.

- The amber Please Wait indicator light will go on to advise you that the Cover Tray is unlocking.
- When the Cover Tray is unlocked, the green Ready to Open indicator light will go on.

NOTE: You must press the Unlock button only if the Cover Tray you are loading currently contains covers. When a Cover Tray is empty, the Binder 120 automatically unlocks the Cover Tray for you.

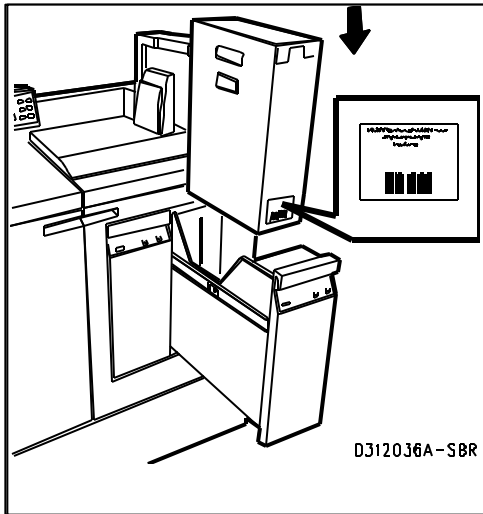


2. Pull open the Cover Tray.

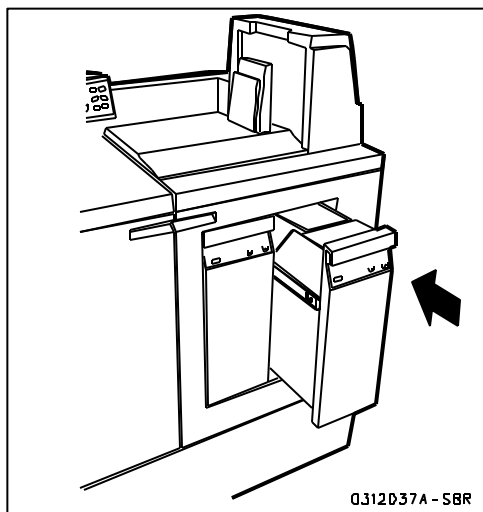


3. Remove the cassette from the Cover Tray.

CAUTION: When you insert a cassette into a Cover Tray, the bar code on the front of the cassette must face the front of the Cover Tray. If you attempt to force the cassette into the Cover Tray backwards, you may damage the cassette.



4. Place the new cassette into the Cover Tray.
 - Ensure that the bar code is facing the front of the Cover Tray.



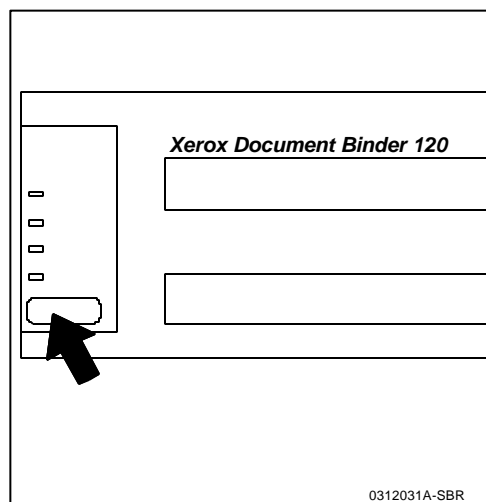
5. Close the Cover Tray.
 - The amber Please Wait indicator light will go on to advise you that the Cover Tray is locking.
 - When the Cover Tray is locked, the red In Use indicator light will go on.

NOTE: The Cover Tray will not close unless it contains a cassette.

Producing the books

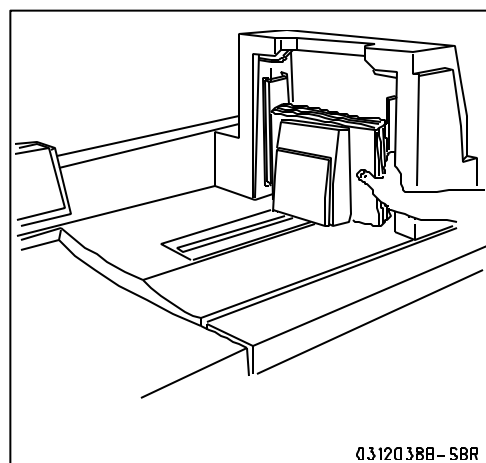
This section contains the procedures for making books automatically and manually.

Automatic operation (on-line mode)



Use this procedure when the Binder 120 is in the on-line mode.

1. Select the correct cover supply from the Control Panel of the Binder 120.
2. Program the host machine to deliver the copy sets to the Output Tray.
 - For the Xerox 5100 and 5680/5892, select **Collated** as the Copy Output option.
 - For the Xerox 5800, 5890, and 5895, do the following:
 - From the Current Job Programming screen, touch the **Full Feature Copying** tab.
 - Touch the **Copy Output** feature.
 - Touch both the **Output Options Collated** and **Finishing Accessories Enabled** options.
 - Touch the **Save** button.
3. Program the host machine for any other features and quantity required.
4. Place the set of originals in the Document Handler of the host machine.
5. Press the **Start** button on the host machine.
 - The copies will be delivered from the Output Tray of the host machine into the Binder 120 via the Interface Module.
6. Retrieve the bound books from the Output Tray of the Binder 120.



NOTE: The entire binding process for each copy set takes about two minutes from the time the copy set enters the Binder 120 until it is available as a bound book in the Output Tray of the Binder 120.

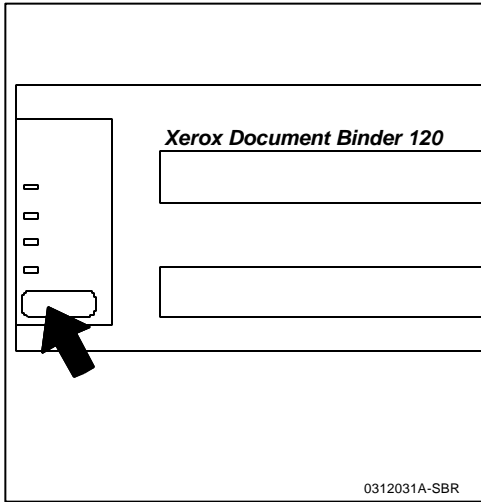
NOTE: When the books exit the Binder 120, you can handle them and browse through them. You should not, however, allow them to lie open until the glue in the cover spine has cooled and reached full strength. The recommended cool-down time depends on the width of the spine and the number of books. Refer to the book cool-down table in chapter 8, "Technical data."

NOTE: Move the Book Guide to the left. This will allow you to remove the books without causing damage to the covers.

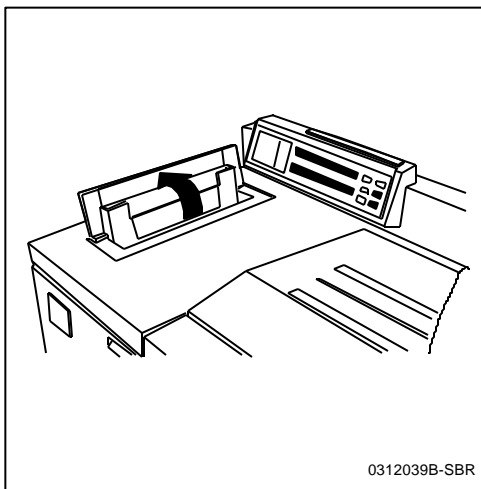
Manual operation using the Cover Trays

Use this procedure when the Binder 120 is in either stand-by or off-line mode and you wish to use the Cover Trays as the cover source.

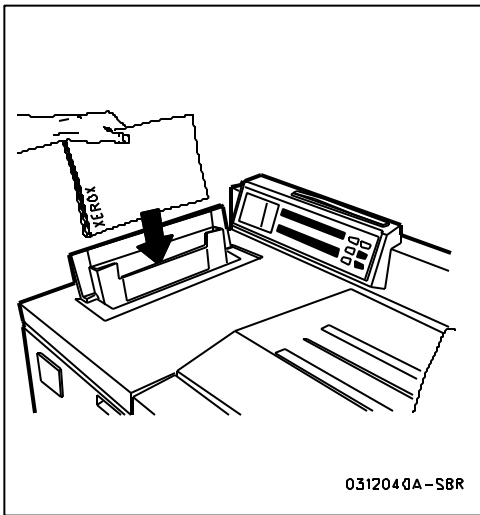
1. Select the correct cover supply from the Control Panel of the Binder 120.



2. Open the Manual Feeder Door.

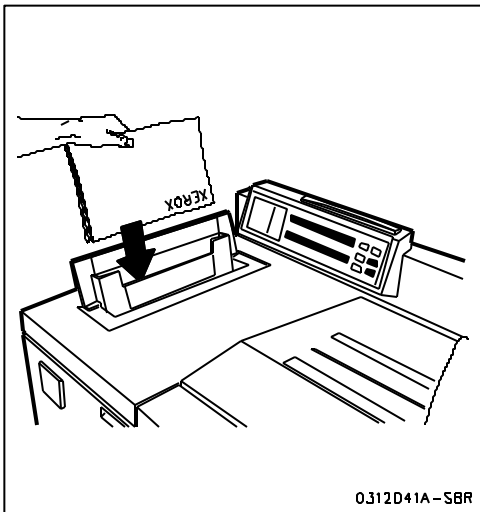


3. Insert the copy set into the Manual Feeder according to the page orientation, step a or step b.



- a. For portrait (vertical) page orientation, insert the copy set so that the top page of your copy set faces the right side of the Binder 120 and the top of the pages face the front of the Binder 120 (as the word **Xerox** is shown in the figure).

NOTE: Follow the orientation labels on the Manual Feeder area of the Binder 120.

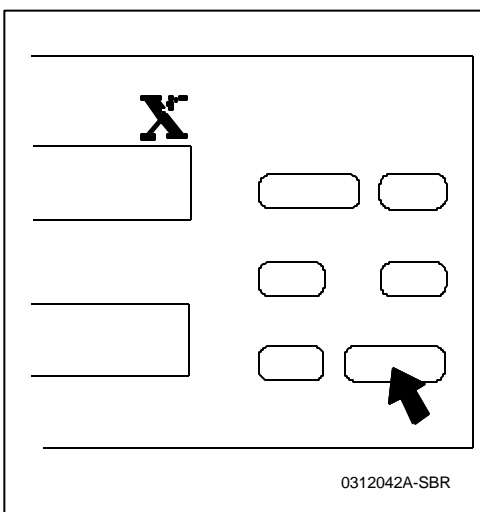


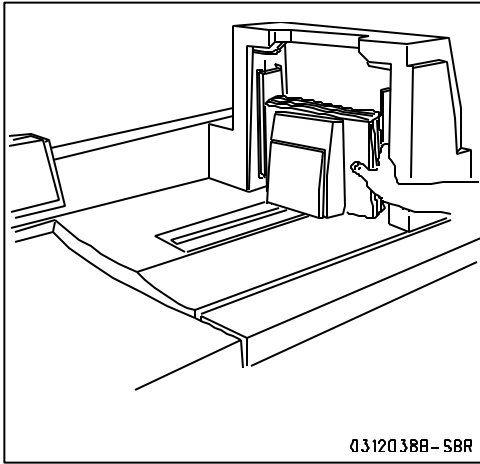
- b. For landscape (horizontal) page orientation, insert the copy set so that top page of your copy set faces the right side of the Binder 120 and the top of the pages face downward into the Manual Feeder (as the word **Xerox** is shown in the figure).

NOTE: Follow the orientation labels on the Manual Feeder area of the Binder 120.

4. Press the **Manual Start** button on the Control Panel of the Binder 120.

NOTE: If you are binding more than one book, you can streamline the process by feeding the copy sets within 15 seconds of each other. Doing so eliminates the need to press the **Manual Start** button for each book.





5. Retrieve the bound books from the Output Tray of the Binder 120.

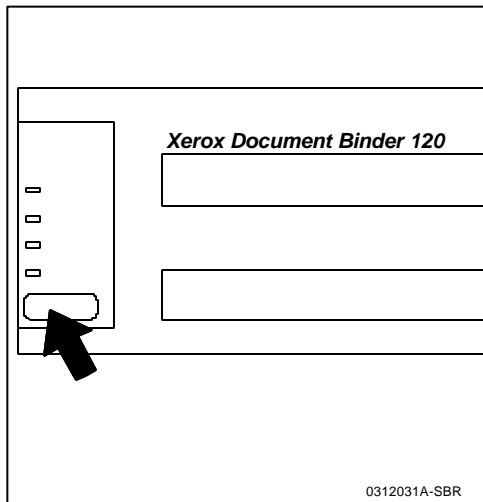
NOTE: The entire binding process for each copy set takes about two minutes from the time the copy set enters the Binder 120 until it is available as a bound book in the Output Tray of the Binder 120.

NOTE: When the books exit the Binder 120, you can handle them and browse through them. You should not, however, allow them to lie open until the glue in the cover spine has cooled and reached full strength. The recommended cool-down time depends on the width of the spine and the number of books. Refer to the book cool-down table in chapter 8, "Technical data."

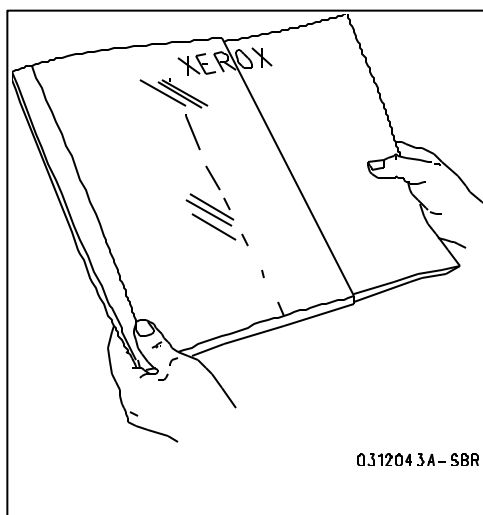
Manual operation without using the Cover Trays

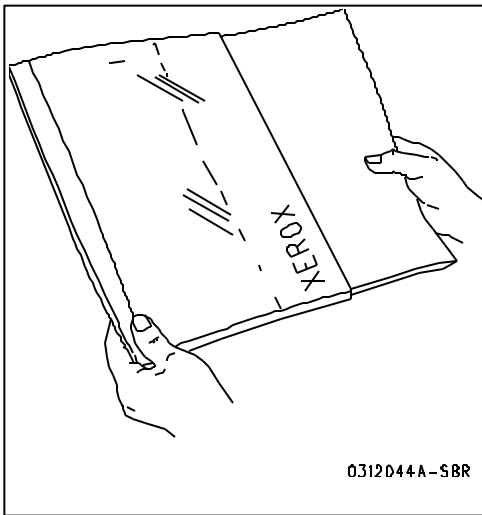
Use this procedure when the Binder 120 is in either stand-by or off-line mode and you wish to insert the covers manually. Manual insertion of covers is helpful when you are binding just a few books and neither Cover Tray contains the correct covers. It eliminates the effort of loading the correct cassettes into a Cover Tray.

1. Select **None** from the **Cover Supply** section on the Control Panel of the Binder 120.

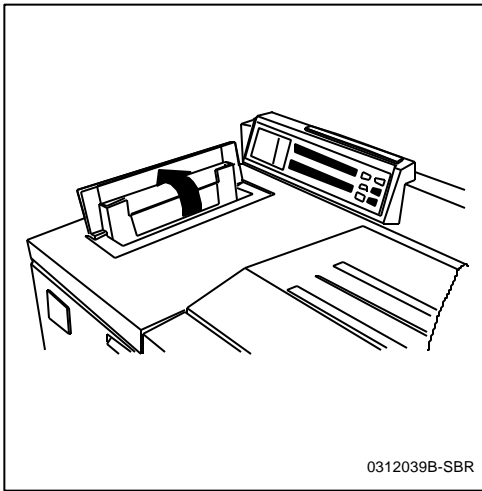


2. Insert the copy set into the book cover according to the page orientation, step a or step b.
 - a. For portrait (vertical) page orientation, insert the copy set so that the top page of your copy set faces the front of the cover and the cover spine is to the left of the image on the pages (as the word **Xerox** is shown in the figure).

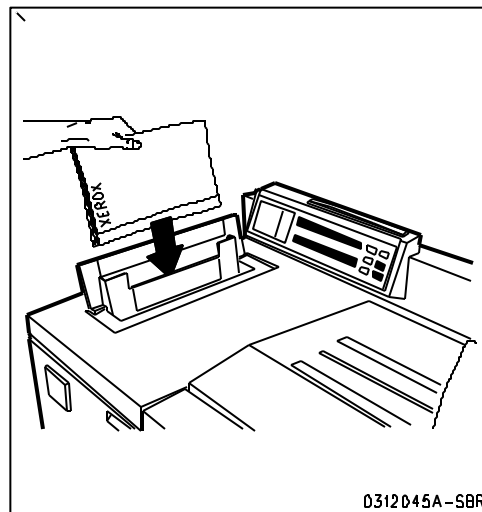




- b. For landscape (horizontal) page orientation, insert the copy set so that the top page of your copy set faces the front of the cover and the cover spine is to the left of the top of the pages (as the word **Xerox** is shown in the figure).

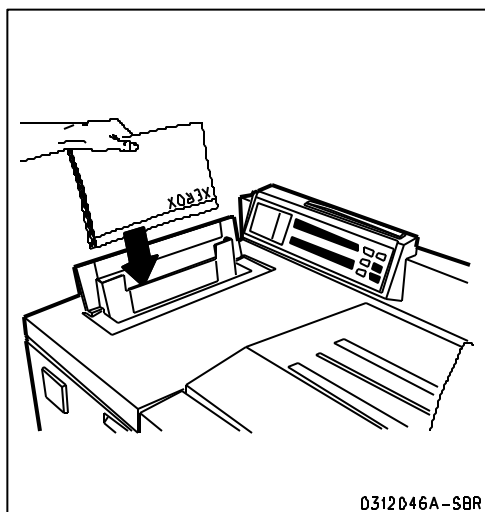


3. Open the Manual Feeder Door.



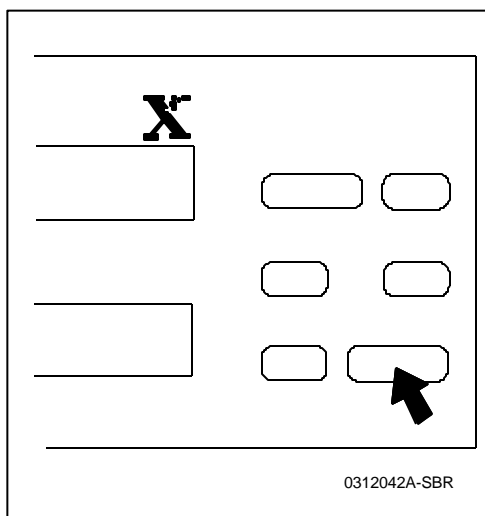
4. Insert the copy set with the cover into the Manual Feeder according to the page orientation, step a or step b.
 - a. For portrait (vertical) page orientation, insert the copy set with the cover so that the top page of your copy set faces the right side of the Binder 120 (as the word **Xerox** is shown in the figure) and the cover spine faces downward into the Manual Feeder.

NOTE: Follow the orientation labels on the Manual Feeder area of the Binder 120.



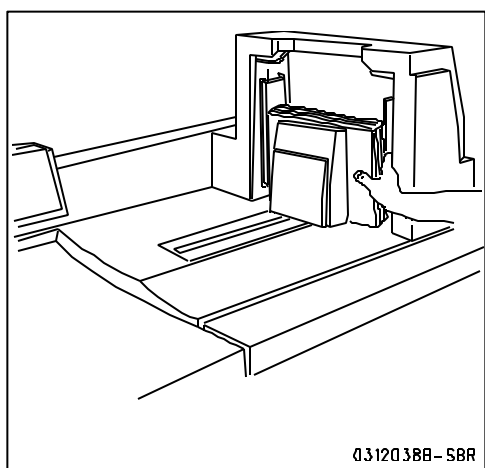
- b. For landscape (horizontal) page orientation, insert the copy set with the cover so that the top page of your copy set faces the right side of the Binder 120 (as the word **Xerox** is shown in the figure) and the cover spine faces downward into the Manual Feeder.

NOTE: Follow the orientation labels on the Manual Feeder area of the Binder 120.



5. Press the **Manual Start** button on the Control Panel of the Binder 120.

NOTE: If you are binding more than one book, you can streamline the process by feeding the sets within 15 seconds of each other. Doing so eliminates the need to press the **Manual Start** button for each book.



6. Retrieve the bound books from the Output Tray of the Binder 120.

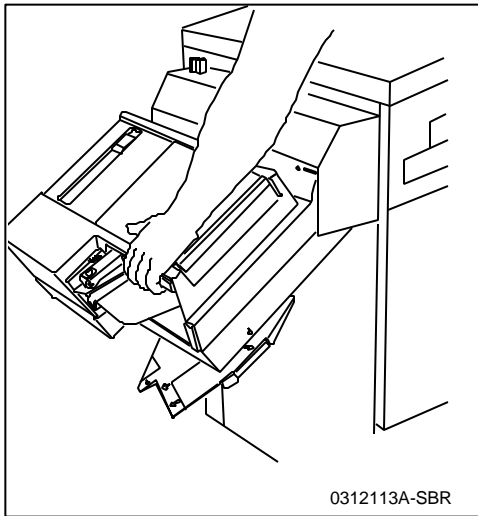
NOTE: The entire binding process for each copy set takes about two minutes from the time the copy set enters the Binder 120 until it is available as a bound book in the Output Tray of the Binder 120.

NOTE: When the books exit the Binder 120, you can handle them and browse through them. You should not, however, allow them to lie open until the glue in the cover spine has cooled and reached full strength. The recommended cool-down time depends on the width of the spine and the number of books. Refer to the book cool-down table in chapter 8, "Technical data."

NOTE: Move the Book Guide to the left. This will allow you to remove the books without causing damage to the covers.

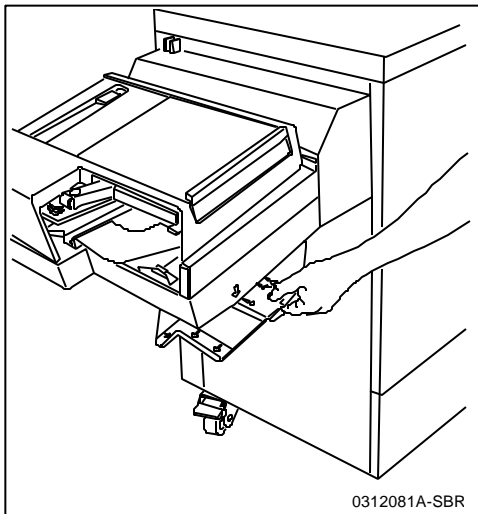
Notes:

WARNING: The Interface Module is somewhat heavy. Be careful when raising the Interface Module.



3. Squeeze the Interface Module Release Grip and raise the Interface Module to the diamond (◆) symbol on the Angle Registration Label.

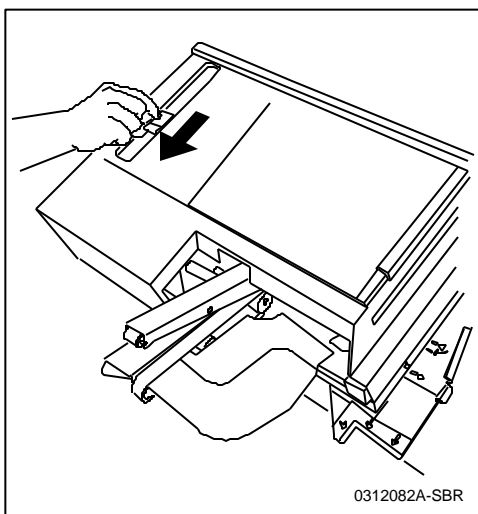
NOTE: The Interface Module has two operating positions - the first position that is angled partially downward and the second position that is almost all the way up. The Angle Registration Label denotes correct position by a symbol. The diamond (◆) symbol represents the first position, which is used for the Xerox 5388. The unidentified position is not used for the 5388. When you raise the Interface Module to either position, you will feel the Interface Module lock into place.



4. Squeeze the Alignment Bracket Lever and move the Alignment Bracket out of its storage position to the diamond (◆) symbol on the Alignment Bracket Label.

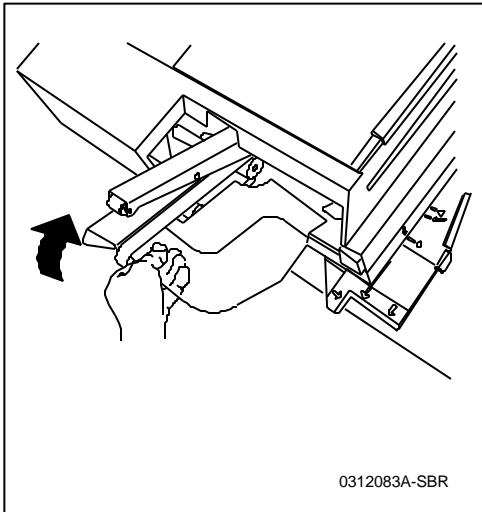
- The solid line next to the symbol should be even with the arrow on the side of the Interface Module.

NOTE: The Alignment Bracket has three positions. The Alignment Bracket Label denotes each position by a symbol. The triangle (▲) symbol is not used for 5388 operation. The diamond (◆) symbol represents the position used for the Xerox 5388. It corresponds to the diamond symbol on the Angle Registration Label. The curved arrow symbol represents the position used when the Binder 120 is in the stand-by or stand-alone mode and the Interface Module is all the way down. This position allows the Alignment Bracket to be stored away.



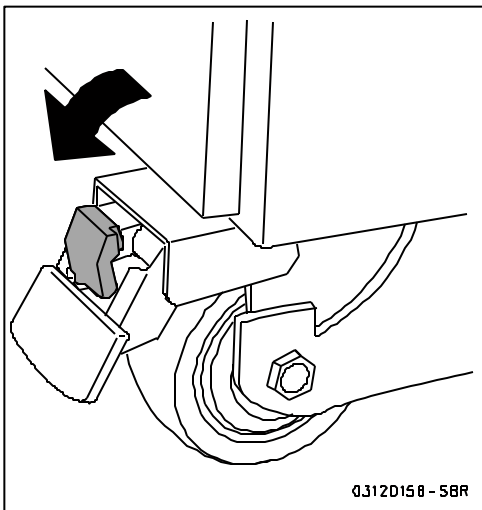
5. Squeeze the Receiving Plate Control Grip and slide it all the way down.

- The Receiving Plate will now be fully extended.

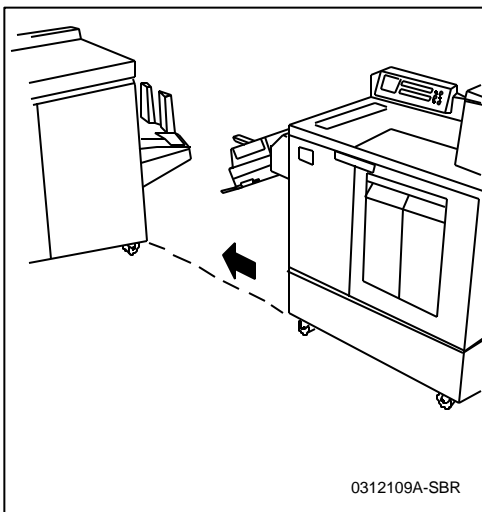


6. Rotate the Receiving Plate up as far as it will go.

WARNING: If you are wearing open-toe shoes, be careful when pressing the Caster Releases.

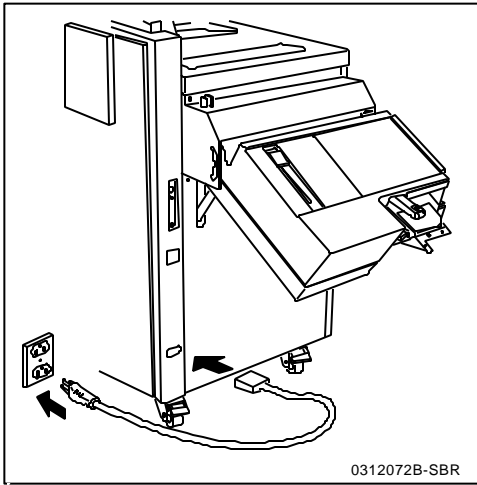


7. Unlock all of the Binder 120 Casters by pressing with your foot on the green Caster Release of each locked Caster.

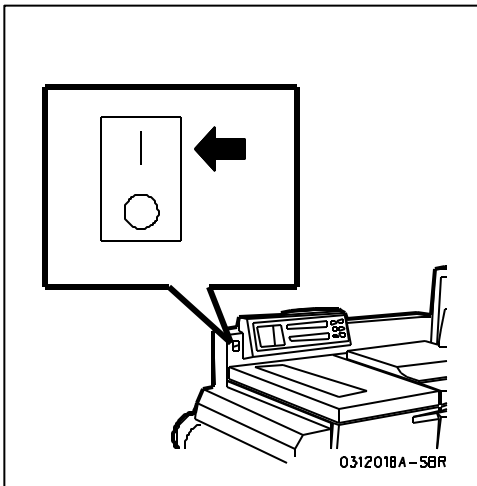


8. Move the Binder 120 toward the host machine so that the left front corner of the Binder 120 is in line with the right front corner of the host machine.

NOTE: Allow up to three feet (one meter) of workspace between the Binder 120 and the host machine.

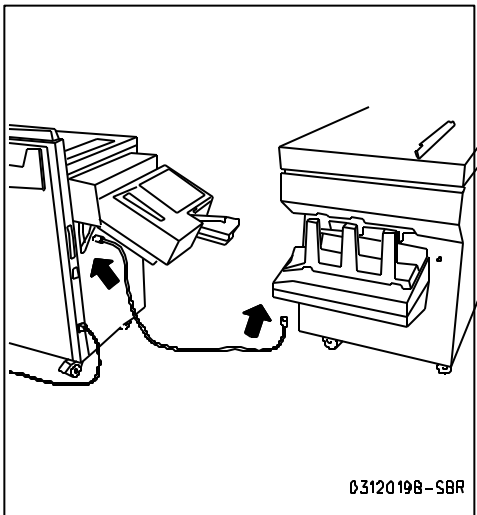


9. Plug the Binder 120 Power Cord into the Binder 120 and into the electrical wall outlet.



10. Press the Binder 120 Power Switch to the On (I) position. Wait for the "Binder warming up" message before proceeding to the next step.

CAUTION: The ends of the Interface Cable insert into the Interface Connectors in only one direction.

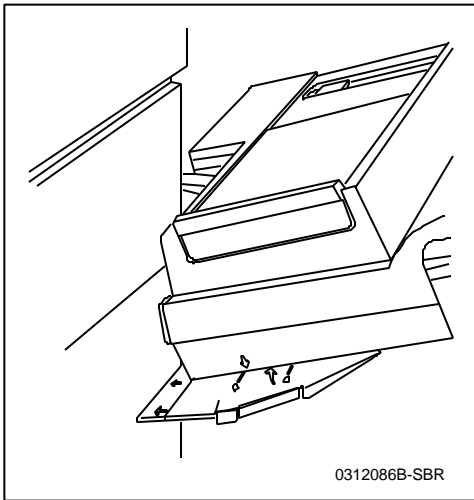


11. Insert one end of the Interface Cable into the Interface Connector of the Binder 120 and the other end into the Interface Connector of the host machine.

- Align the notched portion of each end of the Interface Cable with the notched portion of each Interface Connector.

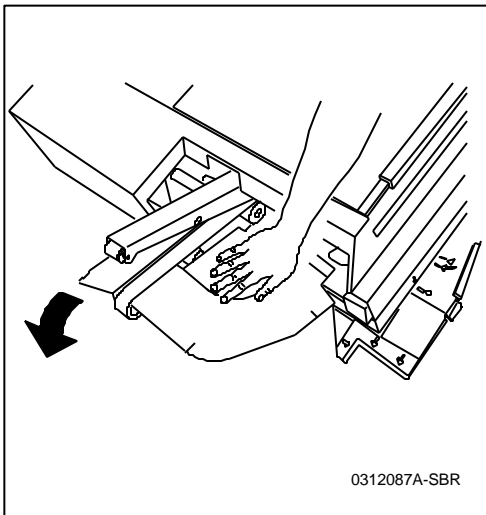
NOTE: The Output Tray of the host machine will adjust automatically to its correct position (if it is not already there).

CAUTION: You must maintain the proper alignment with the host machine at all times. If you do not maintain the proper alignment, the Binder 120 either may not receive the copy sets at all or may receive them improperly. Improperly received copy sets could result in input jams in the Interface Module.



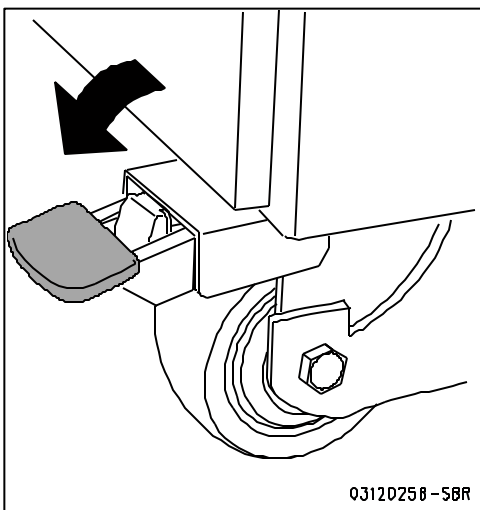
12. Move the Binder 120 toward the Output Tray of the host machine so that the cutout corner of the Alignment Bracket is flush with the right front corner of the host machine.
 - Use the arrows and edging around the cutout corner as an aid in positioning the Binder 120.

NOTE: When the Binder 120 is in the proper position, the Alignment Bracket will fit snugly against the host machine. However, the machines will not be at a 90-degree angle with each other. The actual angle of alignment will be slightly greater than 90 degrees.



13. Rotate the Receiving Plate down until it rests on the Output Tray of the host machine.

WARNING: If you are wearing open-toe shoes, be careful when pressing the Lock Levers.



14. Lock at least two of the Binder 120 Casters by pressing with your foot on the gray Lock Lever of the Casters.

Checklist for connecting to a Xerox 5388

Below is a checklist of the steps described in the preceding pages for connecting to a Xerox 5388. Once you become thoroughly familiar with the procedure, you may wish to use this checklist as a quick aid when connecting to the host machine.

1. Press the Binder 120 Power Switch to the Off (O) position.
2. Unplug the Binder 120.
3. Raise the Interface Module to the diamond (◆) position.
4. Move the Alignment Bracket out of storage to the diamond (◆) position.
5. Extend the Receiving Plate outward.
6. Rotate the Receiving Plate up as far as it will go.
7. Unlock the Binder 120 Casters.
8. Move the Binder 120 toward the host machine.
9. Plug in the Binder 120.
10. Press the Binder 120 Power Switch to the On (I) position. Wait for the warm up message.
11. Connect the Interface Cable.
12. Align the Binder 120 with the host machine.
13. Rotate the Receiving Plate down until it rests on the Output Tray of the host machine.
14. Lock the Binder 120 Casters.

Modes of operation

The Binder 120 has three modes of operation. This section describes those modes.

On-line

When the Binder 120 is in the on-line mode, it is connected to a host machine through the Interface Cable and the Interface Module. The Receiving Plate of the Interface Module is fully extended and is positioned on the Output Tray of the host machine.

When the operator selects **Collated** (and **Finishing Accessories Enabled** for the Xerox 5800, 5895, and 5890) and presses the **Start** button on the host machine, the host machine feeds the copy sets to the Binder 120 Interface Module. The copy set is then fed to a wait station in the Binder 120. To bind the copy set, the Binder 120 delivers the covers from the selected Cover Tray(s) to a cover wait station and then inserts the copy set into the cover.

Stand-by

When the Binder 120 is in the stand-by mode, it is in an on-line configuration and is connected to a host machine by the Interface Cable only. The Receiving Plate is fully retracted, the Alignment Bracket is in its storage position and the Interface Module is all the way down so that it has no contact with the host machine. Additionally, the Retainer or Spacer on the Output Tray of the host machine is detached from the Damper Arm so that the Damper Arm is at its normal operating position. The Binder 120 and the host machine can now operate independently of each other.

The operator must use the Manual Feeder of the Binder 120 to insert the copy sets into the Binder 120. While using the Manual Feeder, the operator can use the Cover Trays for the cover source or can insert the copy sets with the covers manually.

To switch back to the on-line mode, the operator must attach the Retainer or Spacer to the Damper Arm, raise the Interface Module, position the Alignment Bracket, and extend the Receiving Plate and position it on the Output Tray of the host machine.

NOTE: If the host machine is not in use, you can manually operate the Binder 120 without adjusting the Binder 120/host machine set-up. The Interface Module, Alignment Bracket, Receiving Plate, and Retainer or Spacer all can remain in place.

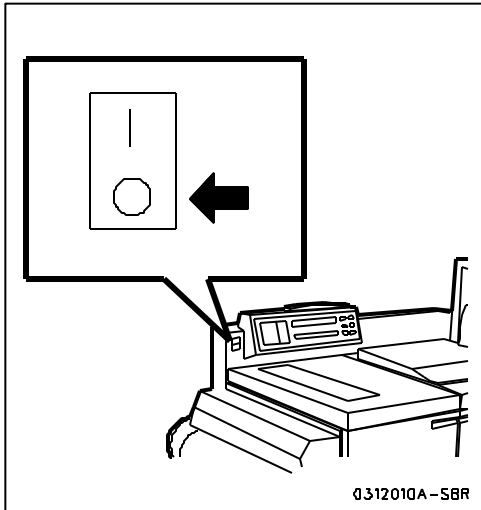
Off-line

When the Binder 120 is in the off-line mode, it has no connection to a host machine. It operates strictly as a stand-alone unit. To bind copy sets, the operator must insert them manually into the Manual Feeder of the Binder 120. While using the Manual Feeder, the operator can use the Cover Trays for the cover source or can insert the copy sets with the covers manually.

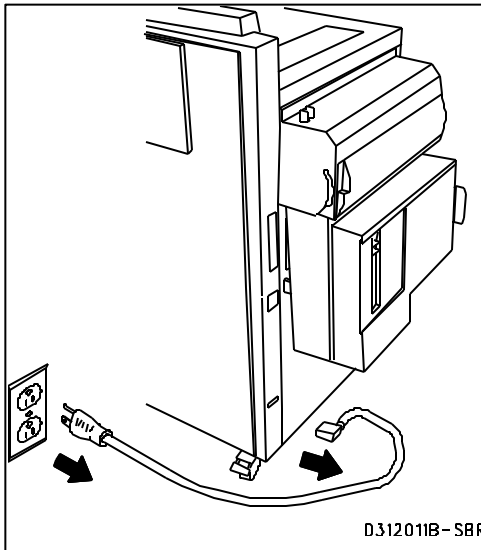
Connecting to a Xerox 5100

Use this procedure to connect the Binder 120 from the stand-alone mode to a Xerox 5100 host machine.

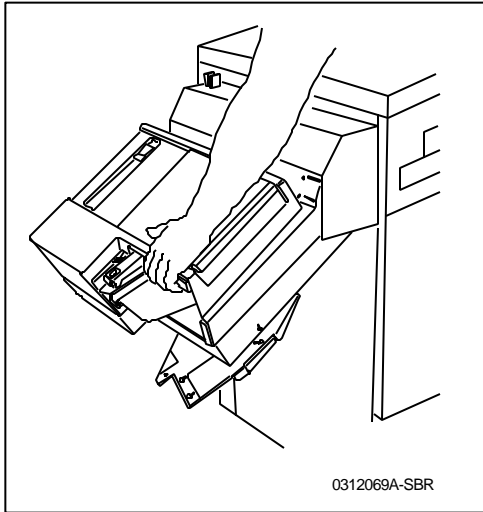
1. Press the Binder 120 Power Switch to the Off (O) position.



2. Unplug the Binder 120 Power Cord from the electrical wall outlet and the Binder 120.
 - Set the Power Cord on top of the Binder 120.

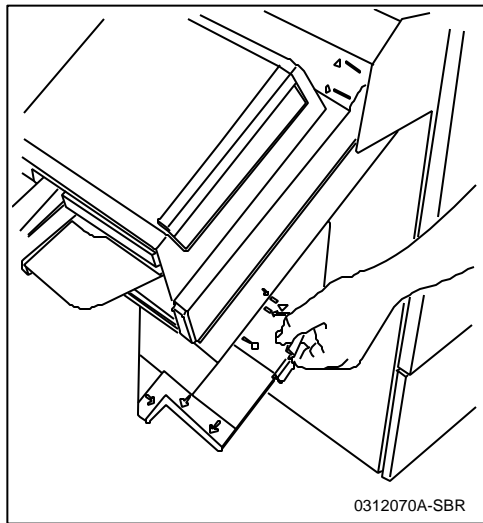


WARNING: The Interface Module is somewhat heavy. Be careful when raising the Interface Module.



3. Raise the Interface Module to the triangle (▲) symbol on the Angle Registration Label.

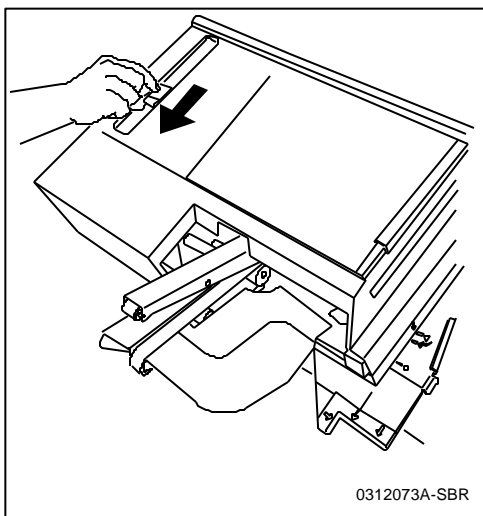
NOTE: The Interface Module has two operating positions - the first position that is angled partially downward and the second position that is almost all the way up. The Angle Registration Label denotes each position by a symbol. The triangle (▲) symbol represents the first position, which is used for the Xerox 5100, 5800, and 5895. The diamond (◆) symbol represents the second position, which is used for the Xerox 5890 and 5680/5892. When you raise the Interface Module to either position, you will feel the Interface Module lock into place.



4. Squeeze the Alignment Bracket Lever and move the Alignment Bracket out of its storage position to the triangle (▲) symbol on the Alignment Bracket Label.

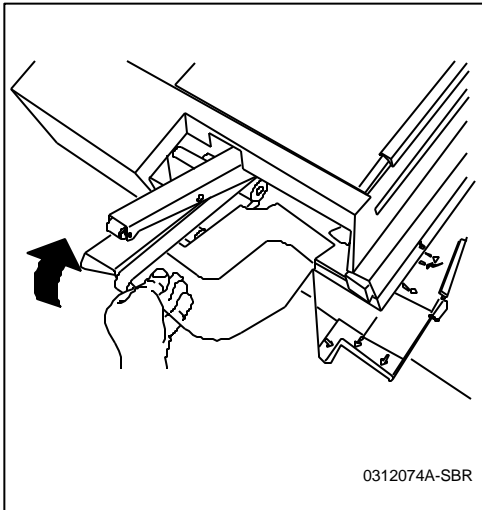
- The solid line next to the symbol should be even with the arrow on the side of the Interface Module.

NOTE: The Alignment Bracket has three positions. The Alignment Bracket Label denotes each position by a symbol. The triangle (▲) symbol represents the position used for the Xerox 5100, 5800, and 5895. It corresponds to the triangle symbol on the Angle Registration Label. The diamond (◆) symbol represents the position used for the Xerox 5890 and 5680/5892. It corresponds to the diamond symbol on the Angle Registration Label. The curved arrow symbol represents the position used when the Binder 120 is in the stand-by or stand-alone mode and the Interface Module is all the way down. This position allows the Alignment Bracket to be stored away.



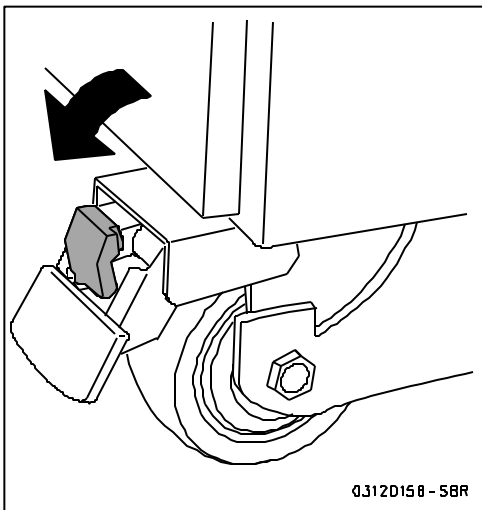
5. Squeeze the Receiving Plate Control Grip and extend the Receiving Plate all the way down.

- The Receiving Plate will now be fully extended.

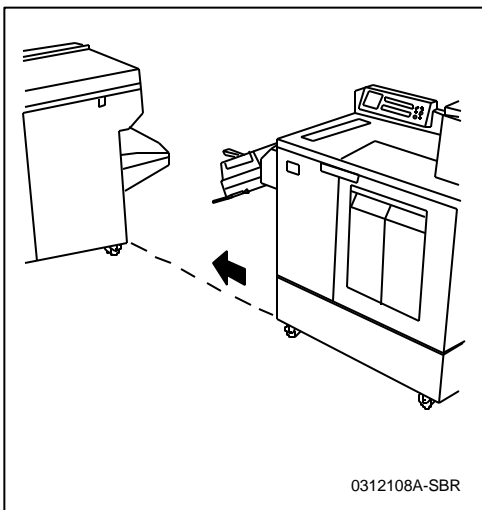


6. Rotate the Receiving Plate up as far as it will go.

WARNING: If you are wearing open-toe shoes, be careful when pressing the Caster Releases.

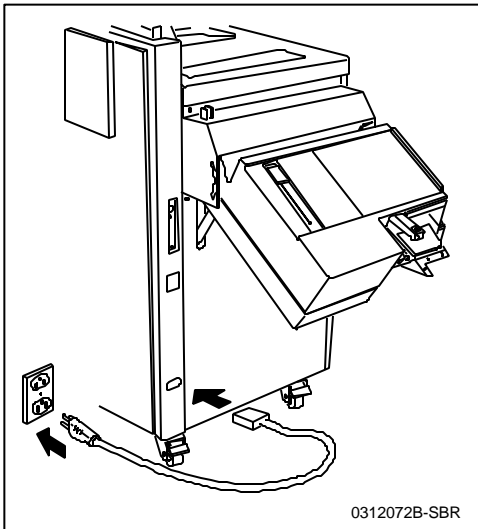


7. Unlock all of the Binder 120 Casters by pressing with your foot on the green Caster Release of each locked Caster.



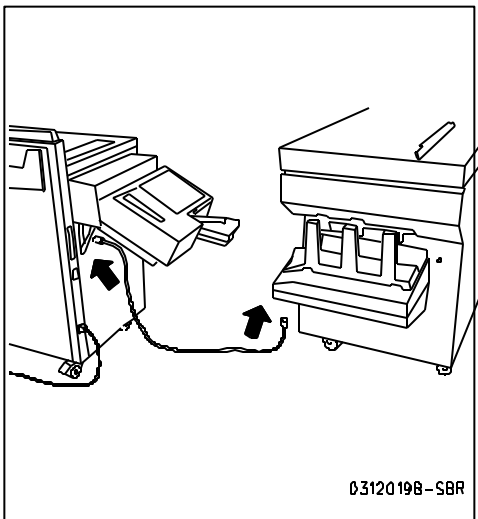
8. Move the Binder 120 toward the host machine so that the left front corner of the Binder 120 is in line with the right front corner of the host machine.

NOTE: Allow up to three feet (one meter) of workspace between the Binder 120 and the host machine.



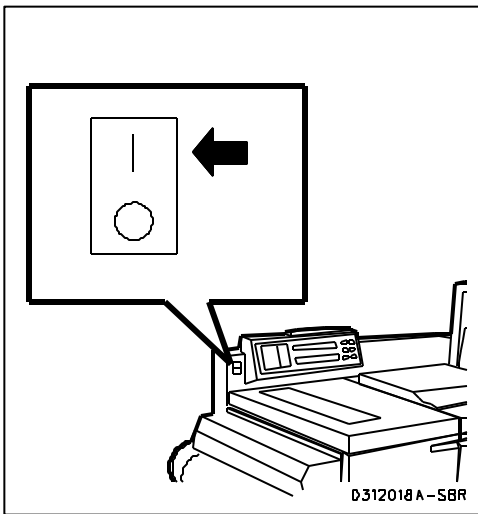
9. Plug the Binder 120 Power Cord into the Binder 120 and into the electrical wall outlet.

CAUTION: The ends of the Interface Cable insert into the Interface Connectors in only one direction.

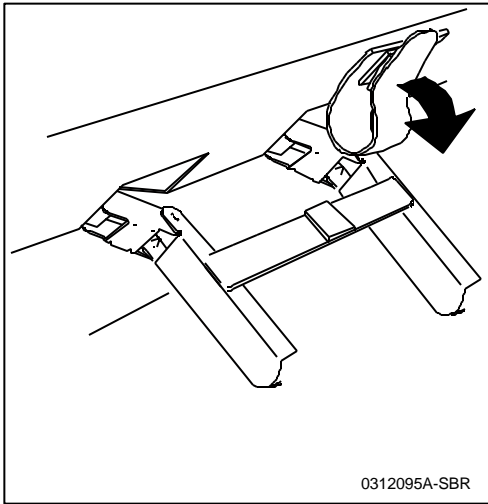


10. Insert one end of the Interface Cable into the Interface Connector of the Binder 120 and the other end into the Interface Connector of the host machine.
 - Align the notched portion of each end of the Interface Cable with the notched portion of each Interface Connector.

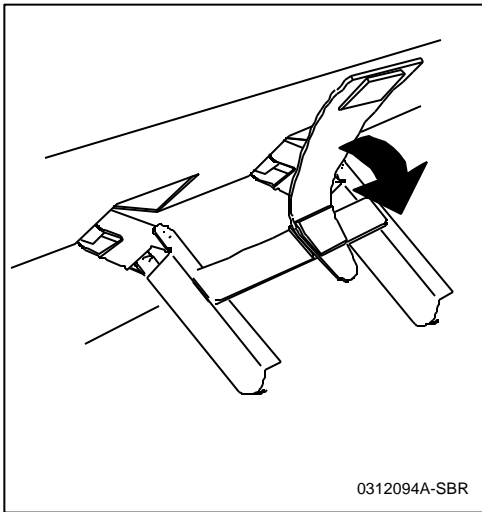
NOTE: The Output Tray of the host machine will adjust automatically to its correct position (if it is not already there).



11. Press the Binder 120 Power Switch to the On (I) position.



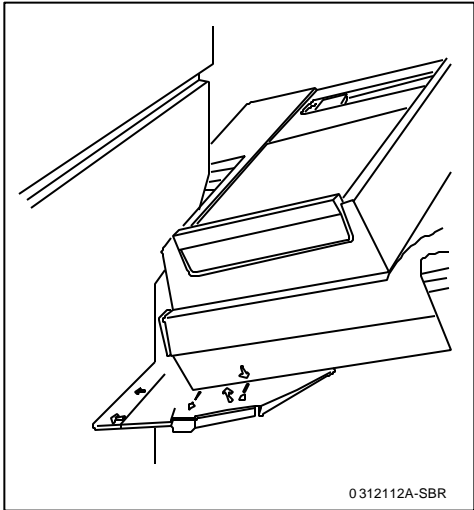
12. Release the Retainer from its storage position on the host machine Output Tray.
 - Carefully disconnect the attachment strips that hold the Retainer away from the Output Tray.



13. Connect the Damper Arm on the host machine Output Tray to the Retainer.
 - Align the top edge of the Damper Arm attachment strip with the top edge of the Retainer attachment strip and squeeze to attach.

NOTE: Connecting the Damper Arm to the Retainer allows the copy sets to enter the Binder 120 without interference from the Damper Arm.

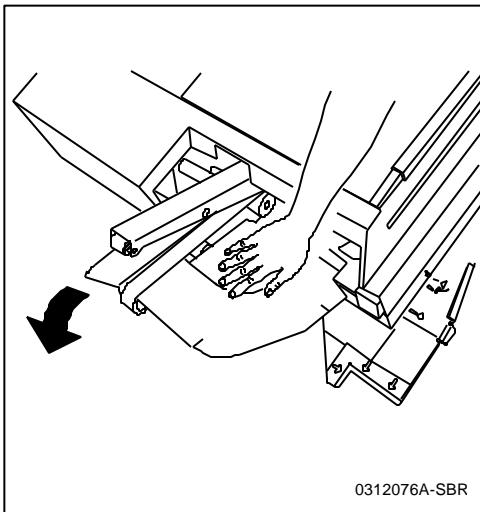
CAUTION: You must maintain the proper alignment with the host machine at all times. If you do not maintain the proper alignment, the Binder 120 either may not receive the copy sets at all or may receive them improperly. Improperly received copy sets could result in input jams in the Interface Module.



14. Move the Binder 120 toward the Output Tray of the host machine so that the cutout corner of the Alignment Bracket is flush with the right front corner of the host machine.

- Use the arrows and raised green edging around the cutout corner as an aid in positioning the Binder 120.

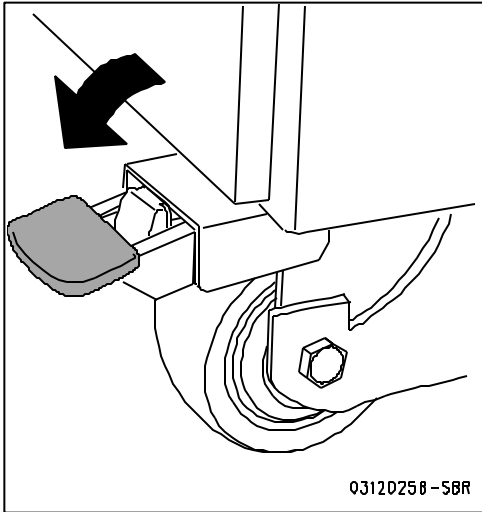
NOTE: When the Binder 120 is in the proper position, the Alignment Bracket will fit snugly against the host machine. However, the machines will not be at a 90-degree angle with each other. The actual angle of alignment will be slightly greater than 90 degrees.



15. Rotate the Receiving Plate down until it rests on the Output Tray of the host machine.

WARNING: If you are wearing open-toe shoes, be careful when pressing the Lock Levers.

16. Lock at least two of the Binder 120 Casters by pressing with your foot on the gray Lock Lever of the Casters.



Checklist for connecting to a Xerox 5100

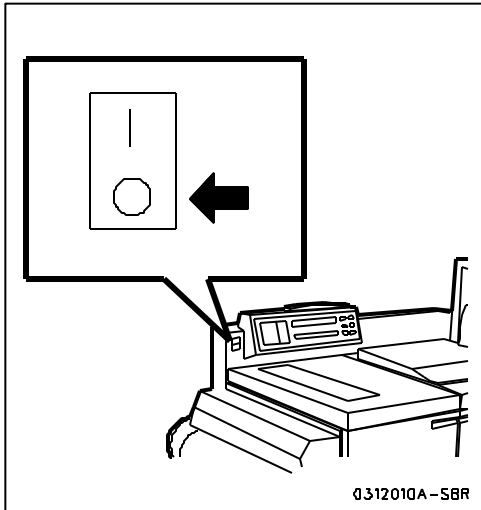
Below is a checklist of the steps described in the preceding pages for connecting to a Xerox 5100. Once you become thoroughly familiar with the procedure, you may wish to use this checklist as a quick aid when connecting to the host machine.

1. Press the Binder 120 Power Switch to the Off (O) position.
2. Unplug the Binder 120.
3. Raise the Interface Module to the triangle (▲) position.
4. Move the Alignment Bracket out of storage to the triangle (▲) position.
5. Extend the Receiving Plate outward.
6. Rotate the Receiving Plate up as far as it will go.
7. Unlock the Binder 120 Casters.
8. Move the Binder 120 toward the host machine.
9. Plug in the Binder 120.
10. Connect the Interface Cable.
11. Press the Binder 120 Power Switch to the On (I) position.
12. Release the Retainer from storage.
13. Attach the Retainer to the Damper Arm on the host machine Output Tray.
14. Align the Binder 120 with the host machine.
15. Rotate the Receiving Plate down until it rests on the Output Tray of the host machine.
16. Lock the Binder 120 Casters.

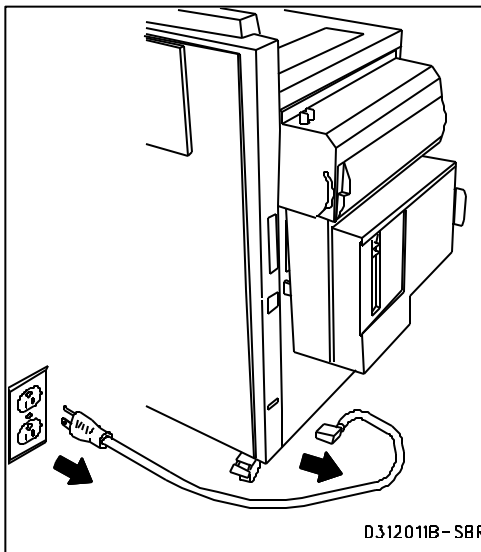
Connecting to a Xerox 5800 or 5895

Use this procedure to connect the Binder 120 from the stand-alone mode to a Xerox 5800 or 5895 host machine.

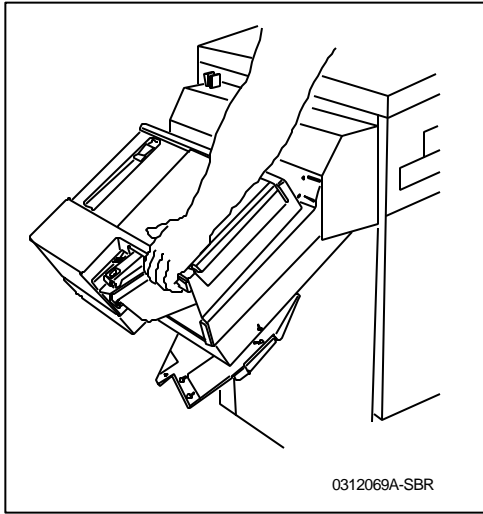
1. Press the Binder 120 Power Switch to the Off (O) position.



2. Unplug the Binder 120 Power Cord from the electrical wall outlet and the Binder 120.
 - Set the Power Cord on top of the Binder 120.

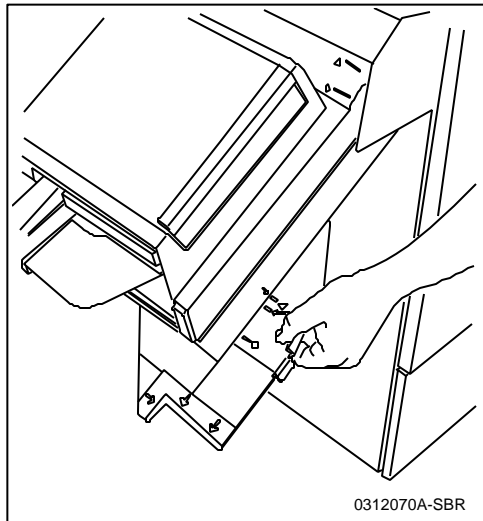


WARNING: The Interface Module is somewhat heavy. Be careful when raising the Interface Module.



3. Raise the Interface Module to the triangle (▲) symbol on the Angle Registration Label.

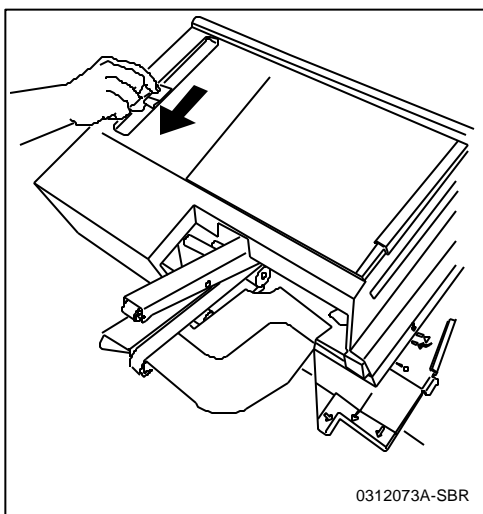
NOTE: The Interface Module has two operating positions - the first position that is angled partially downward and the second position that is almost all the way up. The Angle Registration Label denotes each position by a symbol. The triangle (▲) symbol represents the first position, which is used for the Xerox 5100, 5800, and 5895. The diamond (◆) symbol represents the second position, which is used for the Xerox 5890 and 5680/5892. When you raise the Interface Module to either position, you will feel the Interface Module lock into place.



4. Squeeze the Alignment Bracket Lever and move the Alignment Bracket out of its storage position to the triangle (▲) symbol on the Alignment Bracket Label.

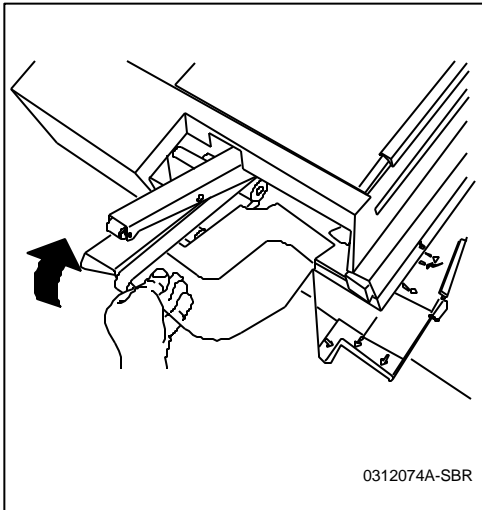
- The solid line next to the symbol should be even with the arrow on the side of the Interface Module.

NOTE: The Alignment Bracket has three positions. The Alignment Bracket Label denotes each position by a symbol. The triangle (▲) symbol represents the position used for the Xerox 5100, 5800, and 5895. It corresponds to the triangle symbol on the Angle Registration Label. The diamond (◆) symbol represents the position used for the Xerox 5890 and 5680/5892. It corresponds to the diamond symbol on the Angle Registration Label. The curved arrow symbol represents the position used when the Binder 120 is in the stand-by or stand-alone mode and the Interface Module is all the way down. This position allows the Alignment Bracket to be stored away.



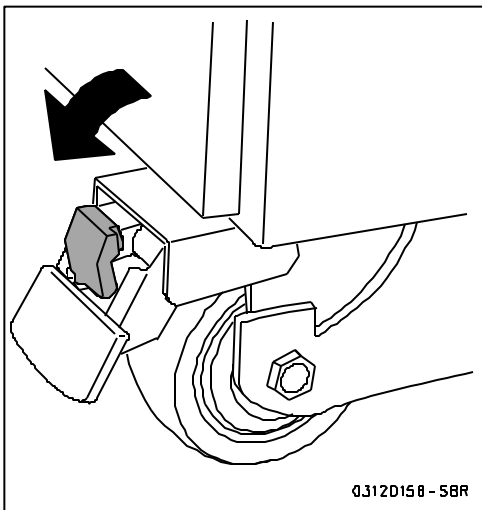
5. Squeeze the Receiving Plate Control Grip and slide it all the way down.

- The Receiving Plate will now be fully extended.

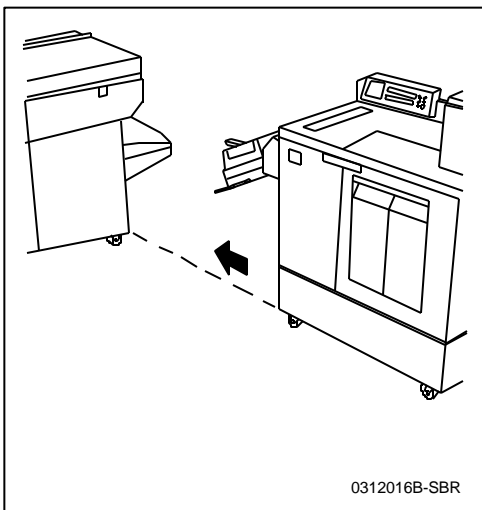


6. Rotate the Receiving Plate up as far as it will go.

WARNING: If you are wearing open-toe shoes, be careful when pressing the Caster Releases.



7. Unlock all of the Binder 120 Casters by pressing with your foot on the green Caster Release of each locked Caster.

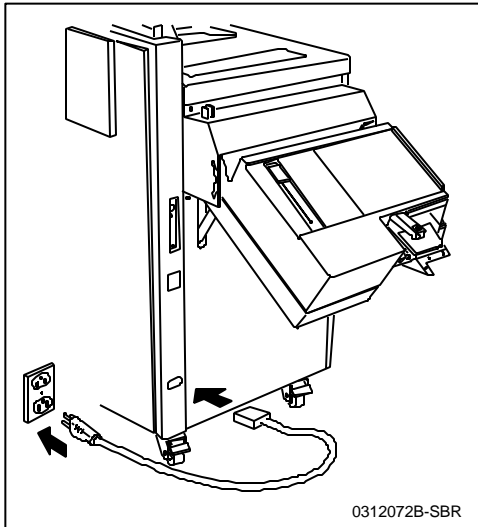


8. Move the Binder 120 toward the host machine so that the left front corner of the Binder 120 is in line with the right front corner of the host machine.

NOTE: Allow up to three feet (one meter) of workspace between the Binder 120 and the host machine.

CAUTION: You must run the specified sets through the host machine to ensure that the Output Tray of the host machine will be at the correct position and height when aligning the Binder 120 to it.

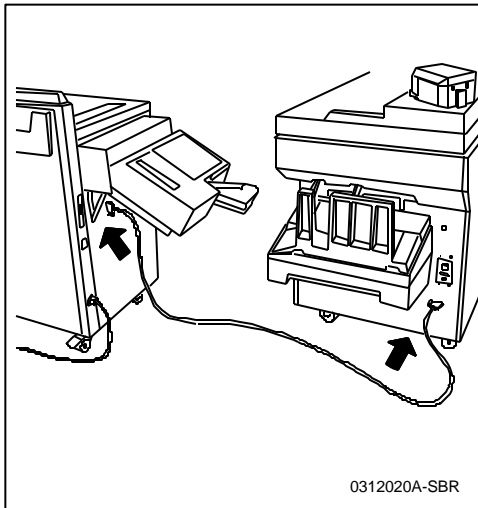
9. Run two two-sheet, collated sets (single or duplex) through the host machine.
10. Plug the Binder 120 Power Cord into the Binder 120 and into the electrical wall outlet.

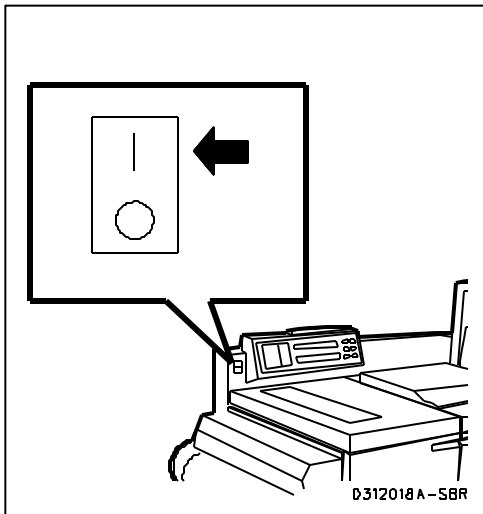


NOTE: Do not plug the Binder 120 Power Cord into the utility outlet on the host machine. The utility outlet is for service use only.

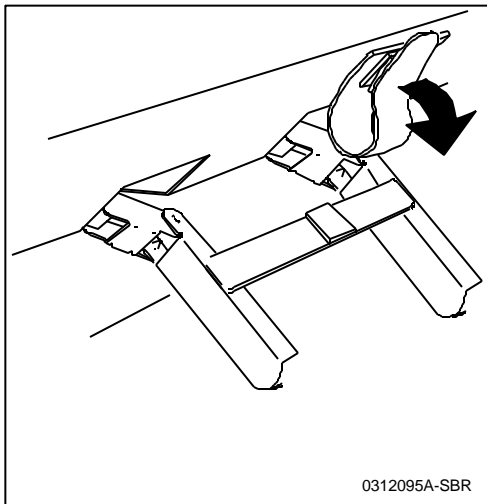
CAUTION: The ends of the Interface Cable insert into the Interface Connectors in only one direction.

11. Insert one end of the Interface Cable into the Interface Connector of the Binder 120 and the other end into the Interface Connector of the host machine.
 - Align the two rows of pins on each end of the Interface Cable with the two rows of pins on each Interface Connector.
 - Tighten the screws at the ends of each Interface Connector.

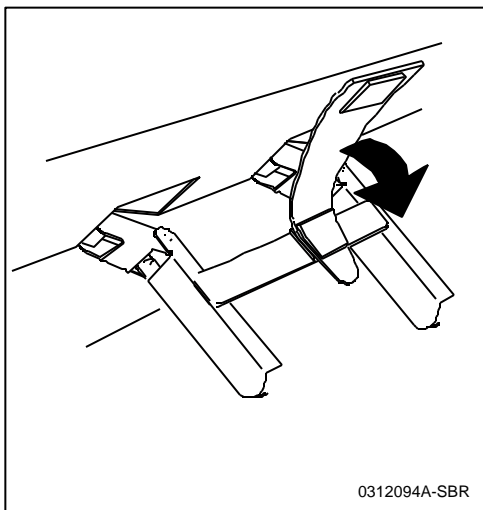




12. Press the Binder 120 Power Switch to the On (I) position.



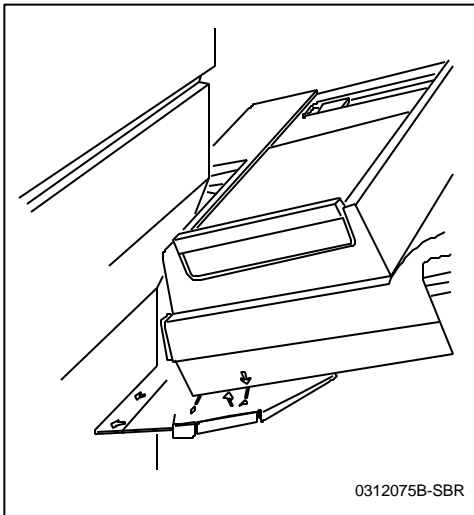
13. Release the Retainer from its storage position on the host machine Output Tray.
 - Carefully disconnect the attachment strips that hold the Retainer away from the Output Tray.



14. Connect the Damper Arm on the host machine Output Tray to the Retainer.
 - Align the top edge of the Damper Arm attachment strip with the top edge of the Retainer attachment strip and squeeze to attach.

NOTE: Connecting the Damper Arm to the Retainer allows the copy sets to enter the Binder 120 without interference from the Damper Arm.

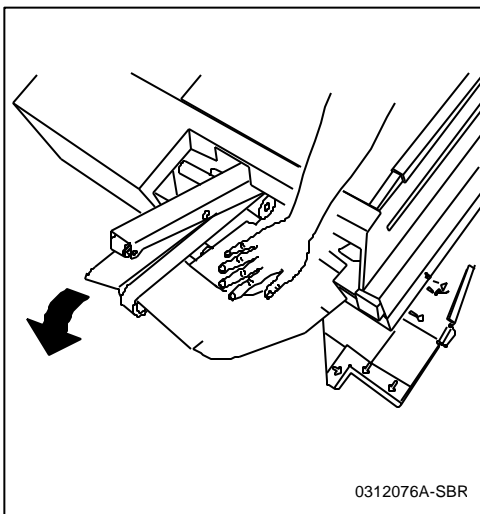
CAUTION: You must maintain the proper alignment with the host machine at all times. If you do not maintain the proper alignment, the Binder 120 either may not receive the copy sets at all or may receive them improperly. Improperly received copy sets could result in input jams in the Interface Module.



15. Move the Binder 120 toward the Output Tray of the host machine so that the cutout corner of the Alignment Bracket is flush with the right front corner of the host machine.

- Use the arrows and raised green edging around the cutout corner as an aid in positioning the Binder 120.

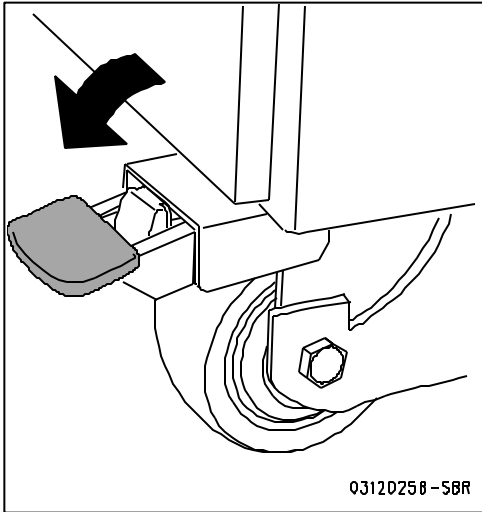
NOTE: When the Binder 120 is in the proper position, the Alignment Bracket will fit snugly against the host machine. However, the machines will not be at a 90-degree angle with each other. The actual angle of alignment will be slightly greater than 90 degrees.



16. Rotate the Receiving Plate down until it rests on the Output Tray of the host machine.

WARNING: If you are wearing open-toe shoes, be careful when pressing the Lock Levers.

17. Lock at least two of the Binder 120 Casters by pressing with your foot on the gray Lock Lever of the Casters.



Checklist for connecting to a Xerox 5800 or 5895

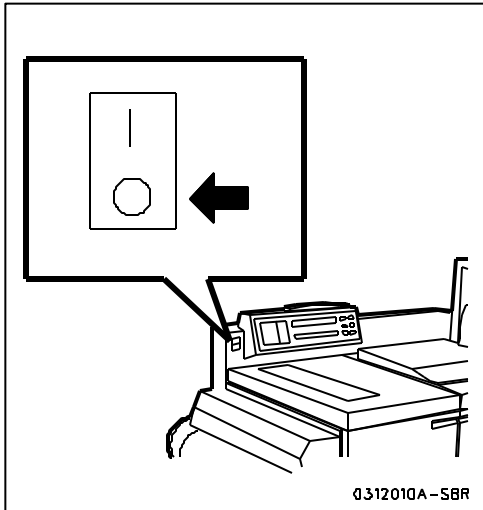
Below is a checklist of the steps described in the preceding pages for connecting to a Xerox 5800 or 5895. Once you become thoroughly familiar with the procedure, you may wish to use this checklist as a quick aid when connecting to the host machine.

1. Press the Binder 120 Power Switch to the Off (O) position.
2. Unplug the Binder 120.
3. Raise the Interface Module to the triangle (▲) position.
4. Move the Alignment Bracket out of storage to the triangle (▲) position.
5. Extend the Receiving Plate outward.
6. Rotate the Receiving Plate up as far as it will go.
7. Unlock the Binder 120 Casters.
8. Move the Binder 120 toward the host machine.
9. Run two two-sheet, collated sets through the host machine.
10. Plug in the Binder 120.
11. Connect the Interface Cable.
12. Press the Binder 120 Power Switch to the On (I) position.
13. Release the Retainer from storage.
14. Attach the Retainer to the Damper Arm on the host machine Output Tray.
15. Align the Binder 120 with the host machine.
16. Rotate the Receiving Plate down until it rests on the Output Tray of the host machine.
17. Lock the Binder 120 Casters.

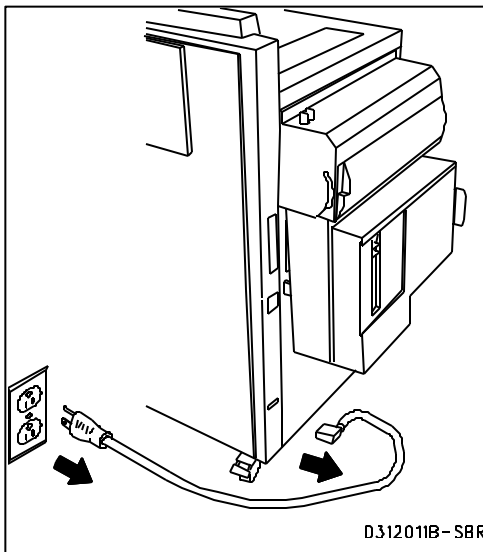
Connecting to a Xerox 5680/5892

Use this procedure to connect the Binder 120 from the stand-alone mode to a Xerox 5680/5892 host machine.

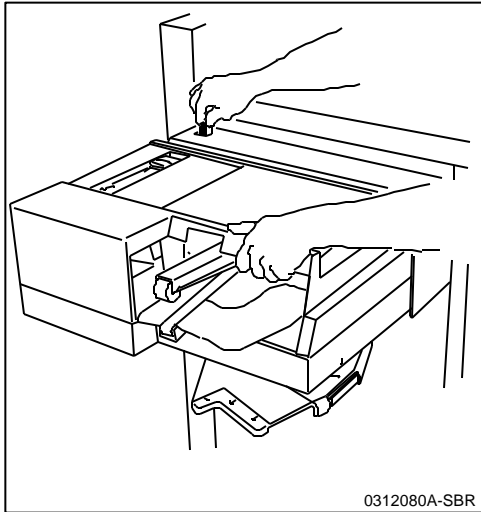
1. Press the Binder 120 Power Switch to the Off (O) position.



2. Unplug the Binder 120 Power Cord from the electrical wall outlet and the Binder 120.
 - Set the Power Cord on top of the Binder 120.

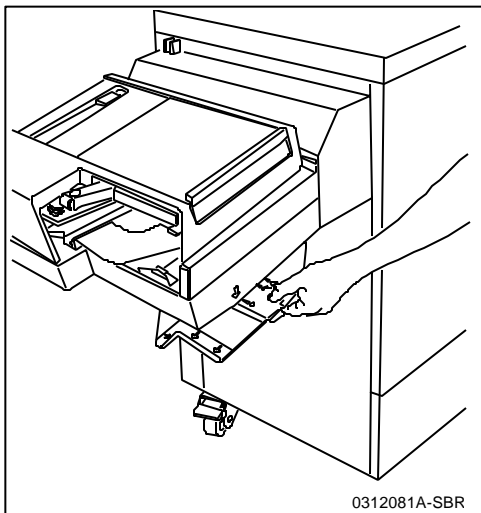


WARNING: The Interface Module is somewhat heavy. Be careful when raising the Interface Module.



3. Squeeze the Interface Module Release Grip and raise the Interface Module to the diamond (◆) symbol on the Angle Registration Label.

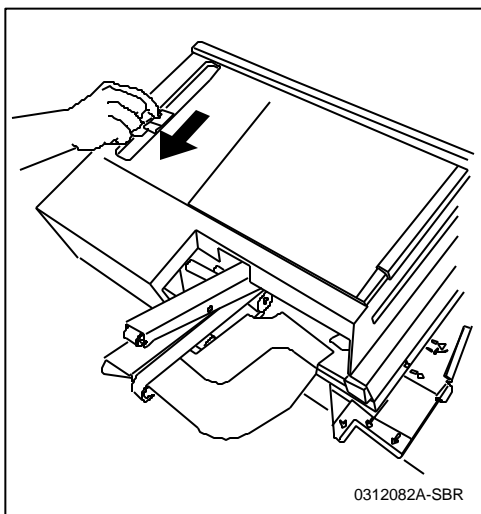
NOTE: The Interface Module has two operating positions - the first position that is angled partially downward and the second position that is almost all the way up. The Angle Registration Label denotes each position by a symbol. The triangle (▲) symbol represents the first position, which is used for the Xerox 5100, 5800, and 5895. The diamond (◆) symbol represents the second position, which is used for the Xerox 5890 and 5680/5892. When you raise the Interface Module to either position, you will feel the Interface Module lock into place.



4. Squeeze the Alignment Bracket Lever and move the Alignment Bracket out of its storage position to the diamond (◆) symbol on the Alignment Bracket Label.

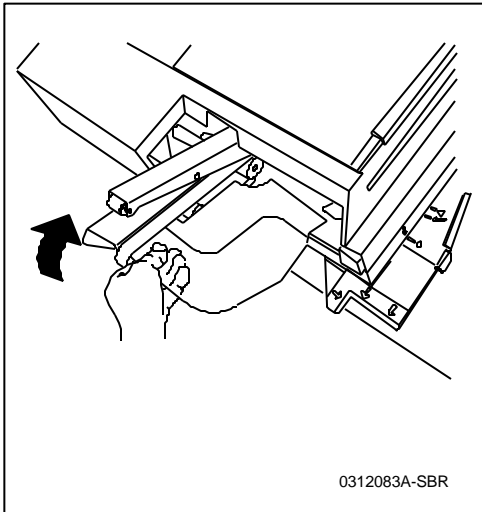
- The solid line next to the symbol should be even with the arrow on the side of the Interface Module.

NOTE: The Alignment Bracket has three positions. The Alignment Bracket Label denotes each position by a symbol. The triangle (▲) symbol represents the position used for the Xerox 5100, 5800, and 5895. It corresponds to the triangle symbol on the Angle Registration Label. The diamond (◆) symbol represents the position used for the Xerox 5890 and 5680/5892. It corresponds to the diamond symbol on the Angle Registration Label. The curved arrow symbol represents the position used when the Binder 120 is in the stand-by or stand-alone mode and the Interface Module is all the way down. This position allows the Alignment Bracket to be stored away.



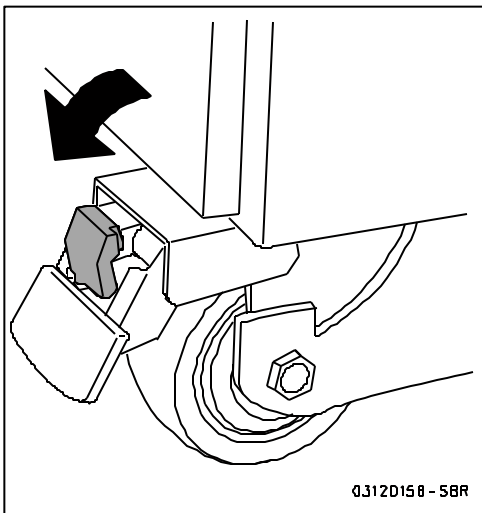
5. Squeeze the Receiving Plate Control Grip and slide it all the way down.

- The Receiving Plate will now be fully extended.

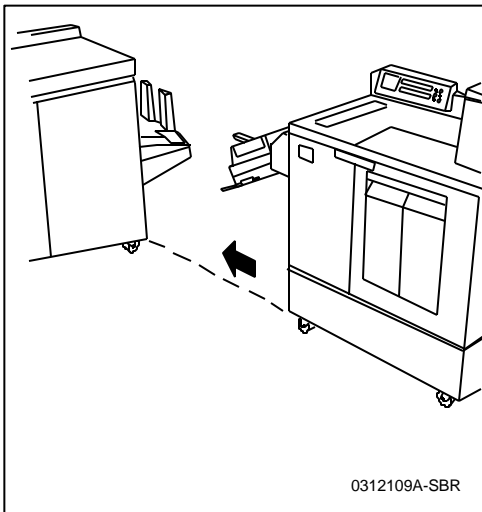


6. Rotate the Receiving Plate up as far as it will go.

WARNING: If you are wearing open-toe shoes, be careful when pressing the Caster Releases.

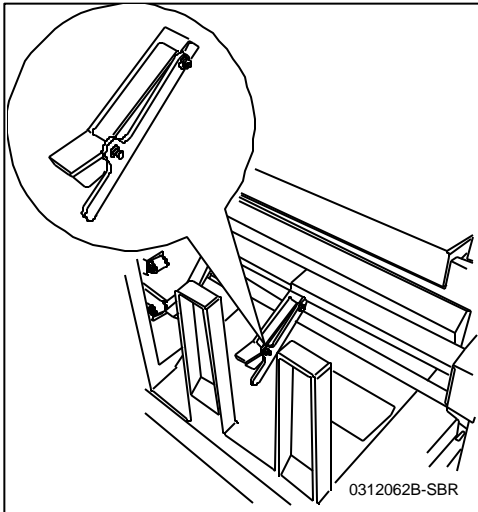


7. Unlock all of the Binder 120 Casters by pressing with your foot on the green Caster Release of each locked Caster.



8. Move the Binder 120 toward the host machine so that the left front corner of the Binder 120 is in line with the right front corner of the host machine.

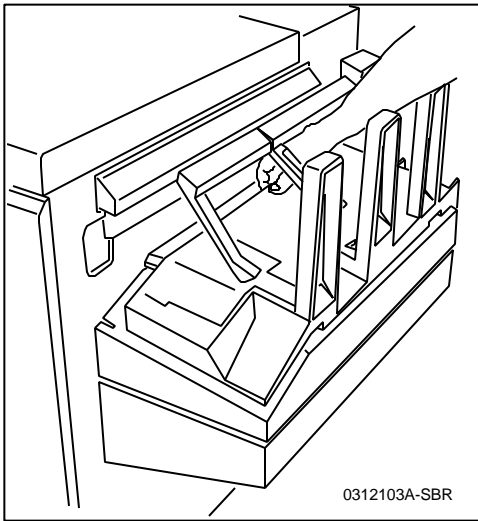
NOTE: Allow up to three feet (one meter) of workspace between the Binder 120 and the host machine.



9. Connect the two parts of the Spacer on the host machine Output Tray.

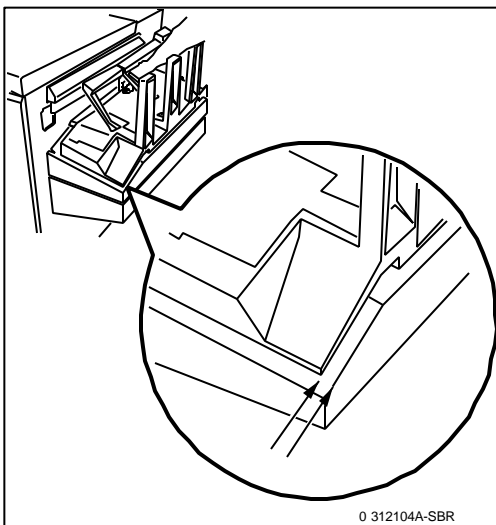
- Insert the metal pin into the hole in the plastic arm.

NOTE: Connecting the Spacer lowers the host machine Output Tray to the proper position for the Binder 120.



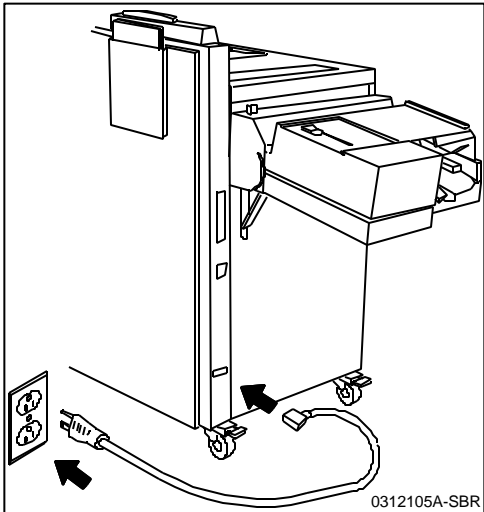
10. Squeeze the metal clip located underneath the inside edge of the host machine Output Tray.

NOTE: A green label on the top surface of the Output Tray denotes the location of the metal clip on the underside.



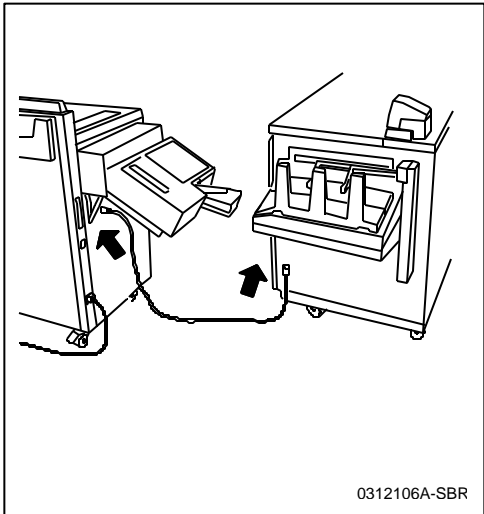
11. While squeezing the metal clip, slowly move the Output Tray to the outer position.

NOTE: The Output Tray has two positions - inner and outer. The inner position is used for normal operation of the host machine. The outer position is used when the host machine is connected to the Binder 120. The distance between each position is approximately 1/4 inch (6 mm). You will feel the Output Tray click into place at each position. If you accidentally move the Output Tray beyond the outer position, simply move it back to the outer position.



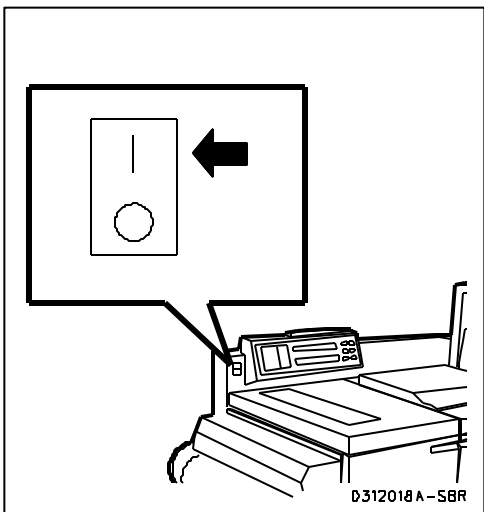
12. Plug the Binder 120 Power Cord into the Binder 120 and into the electrical wall outlet.

CAUTION: The ends of the Interface Cable insert into the Interface Connectors in only one direction.



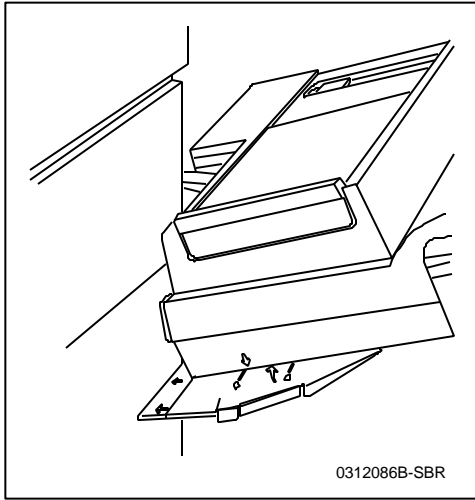
13. Insert one end of the Interface Cable into the Interface Connector of the Binder 120 and the other end into the Interface Connector of the host machine.
 - Align the notched portion of each end of the Interface Cable with the notched portion of each Interface Connector.

NOTE: The Output Tray of the host machine will adjust automatically to its correct position (if it is not already there).



14. Press the Binder 120 Power Switch to the On (I) position.

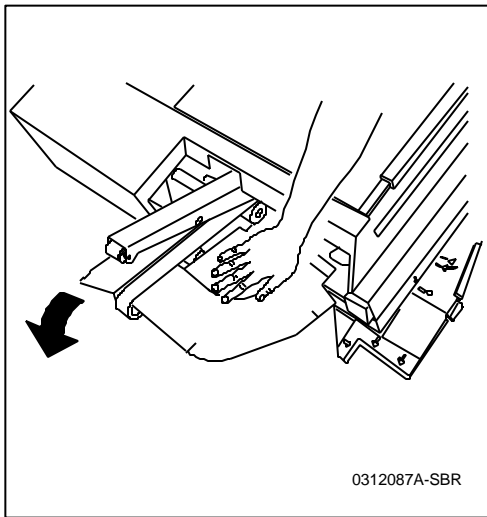
CAUTION: You must maintain the proper alignment with the host machine at all times. If you do not maintain the proper alignment, the Binder 120 either may not receive the copy sets at all or may receive them improperly. Improperly received copy sets could result in input jams in the Interface Module.



15. Move the Binder 120 toward the Output Tray of the host machine so that the cutout corner of the Alignment Bracket is flush with the right front corner of the host machine.

- Use the arrows and raised green edging around the cutout corner as an aid in positioning the Binder 120.

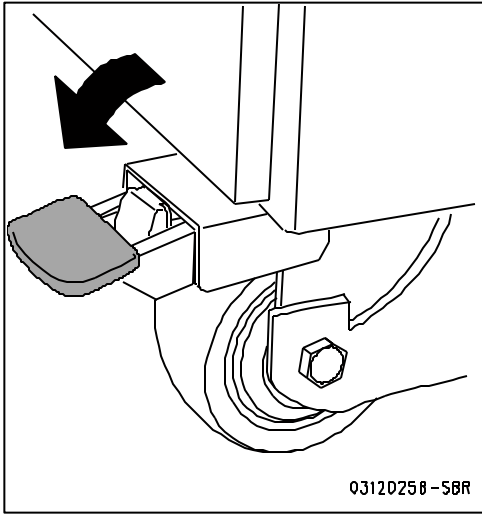
NOTE: When the Binder 120 is in the proper position, the Alignment Bracket will fit snugly against the host machine. However, the machines will not be at a 90-degree angle with each other. The actual angle of alignment will be slightly greater than 90 degrees.



16. Rotate the Receiving Plate down until it rests on the Output Tray of the host machine.

WARNING: If you are wearing open-toe shoes, be careful when pressing the Lock Levers.

17. Lock at least two of the Binder 120 Casters by pressing with your foot on the gray Lock Lever of the Casters.



Checklist for connecting to a Xerox 5680/5892

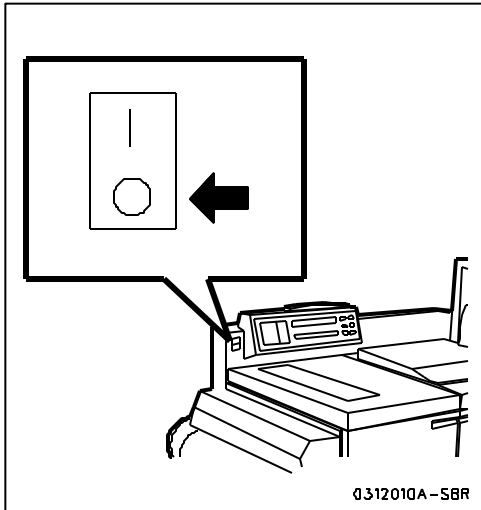
Below is a checklist of the steps described in the preceding pages for connecting to a Xerox 5680/5892. Once you become thoroughly familiar with the procedure, you may wish to use this checklist as a quick aid when connecting to the host machine.

1. Press the Binder 120 Power Switch to the Off (O) position.
2. Unplug the Binder 120.
3. Raise the Interface Module to the diamond (◆) position.
4. Move the Alignment Bracket out of storage to the diamond (◆) position.
5. Extend the Receiving Plate outward.
6. Rotate the Receiving Plate up as far as it will go.
7. Unlock the Binder 120 Casters.
8. Move the Binder 120 toward the host machine.
9. Connect the two parts of the Spacer on the host machine Output Tray.
10. Squeeze the metal pin located underneath the inside edge of the host machine Output Tray.
11. Move the host machine Output Tray to the outer position.
12. Plug in the Binder 120.
13. Connect the Interface Cable.
14. Press the Binder 120 Power Switch to the On (I) position.
15. Align the Binder 120 with the host machine.
16. Rotate the Receiving Plate down until it rests on the Output Tray of the host machine.
17. Lock the Binder 120 Casters.

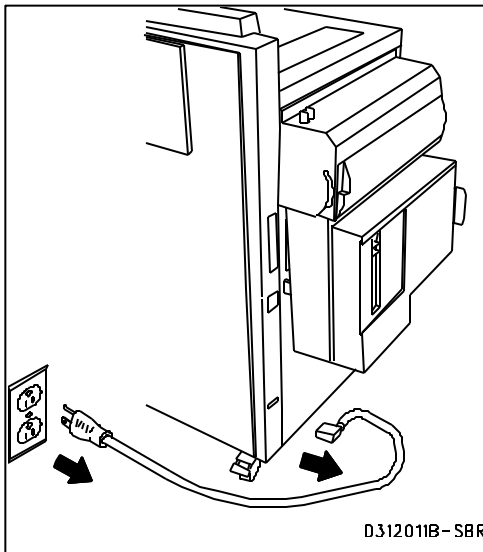
Connecting to a Xerox 5890

Use this procedure to connect the Binder 120 from the stand-alone mode to a Xerox 5890 host machine.

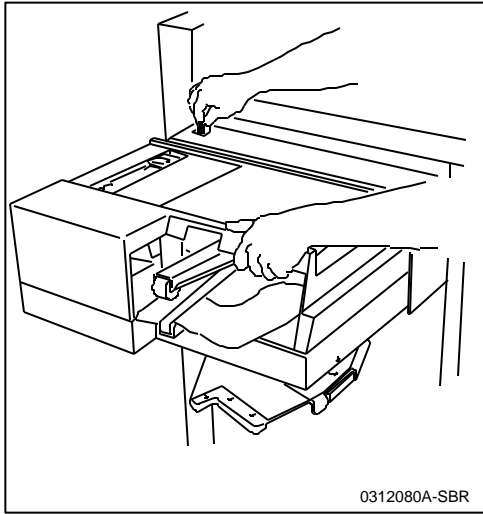
1. Press the Binder 120 Power Switch to the Off (O) position.



2. Unplug the Binder 120 Power Cord from the electrical wall outlet and the Binder 120.
 - Set the Power Cord on top of the Binder 120.

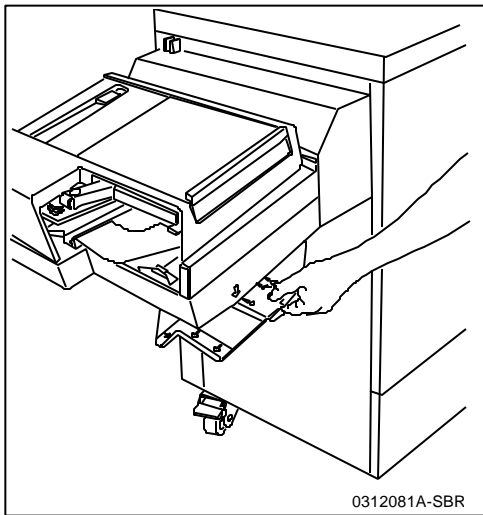


WARNING: The Interface Module is somewhat heavy. Be careful when raising the Interface Module.



3. Squeeze the Interface Module Release Grip and raise the Interface Module to the diamond (◆) symbol on the Angle Registration Label.

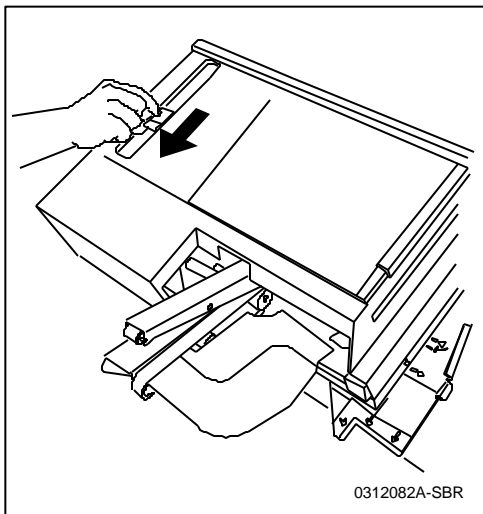
NOTE: The Interface Module has two operating positions - the first position that is angled partially downward and the second position that is almost all the way up. The Angle Registration Label denotes each position by a symbol. The triangle (▲) symbol represents the first position, which is used for the Xerox 5100, 5800, and 5895. The diamond (◆) symbol represents the second position, which is used for the Xerox 5890 and 5680/5892. When you raise the Interface Module to either position, you will feel the Interface Module lock into place.



4. Squeeze the Alignment Bracket Lever and move the Alignment Bracket out of its storage position to the diamond (◆) symbol on the Alignment Bracket Label.

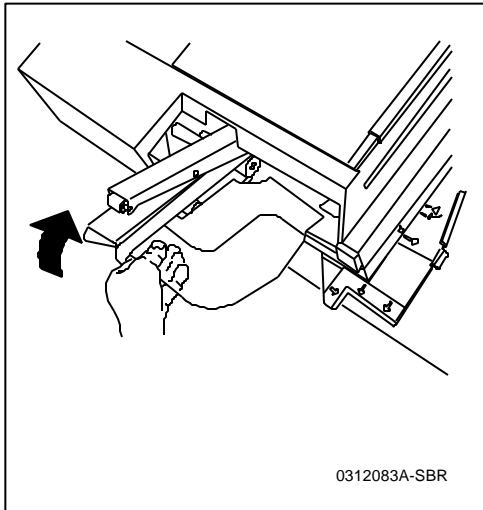
- The solid line next to the symbol should be even with the arrow on the side of the Interface Module.

NOTE: The Alignment Bracket has three positions. The Alignment Bracket Label denotes each position by a symbol. The triangle (▲) symbol represents the position used for the Xerox 5100, 5800, and 5895. It corresponds to the triangle symbol on the Angle Registration Label. The diamond (◆) symbol represents the position used for the Xerox 5890 and 5680/5892. It corresponds to the diamond symbol on the Angle Registration Label. The curved arrow symbol represents the position used when the Binder 120 is in the stand-by or stand-alone mode and the Interface Module is all the way down. This position allows the Alignment Bracket to be stored away.



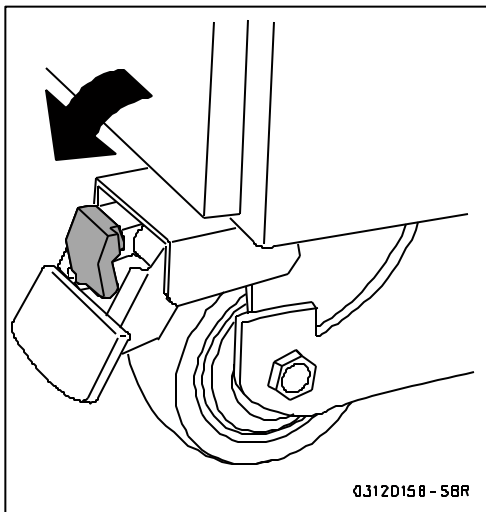
5. Squeeze the Receiving Plate Control Grip and slide it all the way down.

- The Receiving Plate will now be fully extended.

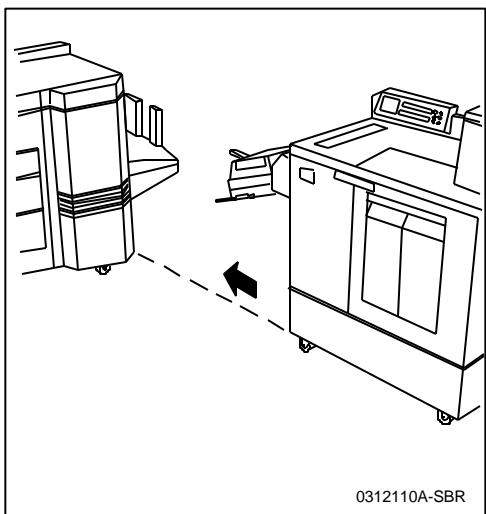


6. Rotate the Receiving Plate up as far as it will go.

WARNING: If you are wearing open-toe shoes, be careful when pressing the Caster Releases.



7. Unlock all of the Binder 120 Casters by pressing with your foot on the green Caster Release of each locked Caster.



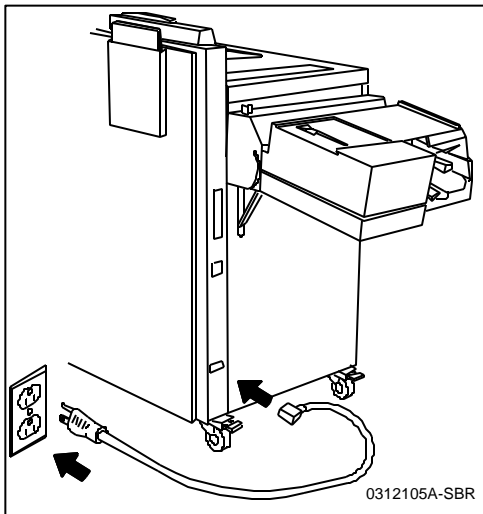
8. Move the Binder 120 toward the host machine so that the left front corner of the Binder 120 is in line with the right front corner of the host machine.

NOTE: Allow up to three feet (one meter) of workspace between the Binder 120 and the host machine.

CAUTION: You must run the specified sets through the host machine to ensure that the Output Tray of the host machine will be at the correct position and height when aligning the Binder 120 to it.

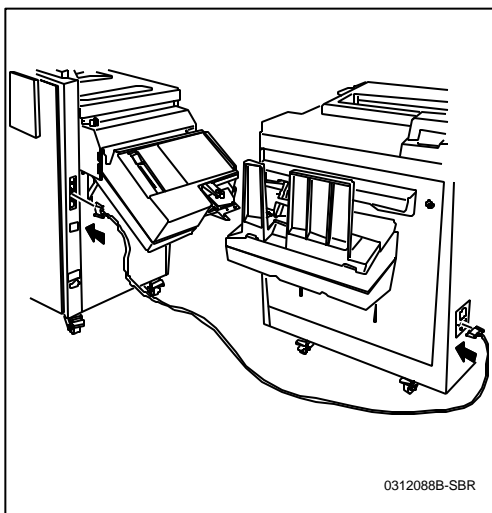
9. Run two two-sheet, collated sets (single or duplex) through the host machine.
10. Plug the Binder 120 Power Cord into the Binder 120 and into the electrical wall outlet.

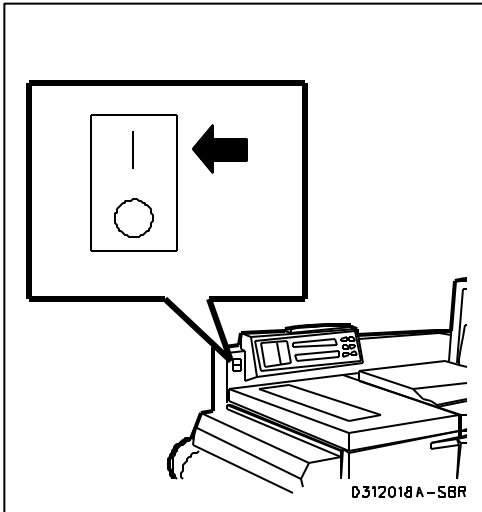
NOTE: Do not plug the Binder 120 Power Cord into the utility outlet on the host machine. The utility outlet is for service use only.



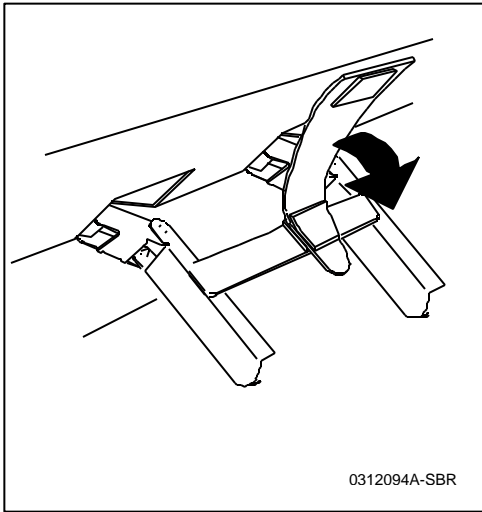
CAUTION: The ends of the Interface Cable insert into the Interface Connectors in only one direction.

11. Insert one end of the Interface Cable into the Interface Connector of the Binder 120 and the other end into the Interface Connector of the host machine.
 - Align the two rows of pins on each end of the Interface Cable with the two rows of pins on each Interface Connector.
 - Tighten the screws at the ends of each Interface Connector.





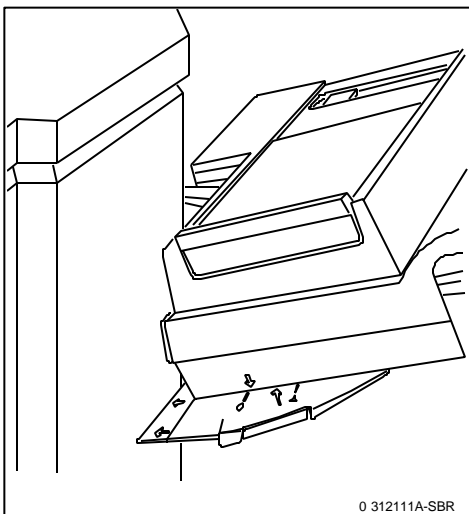
12. Press the Binder 120 Power Switch to the On (I) position.



13. Connect the Damper Arm on the host machine Output Tray to the Retainer.
 - Align the top edge of the Damper Arm attachment strip with the top edge of the Retainer attachment strip and squeeze to attach.

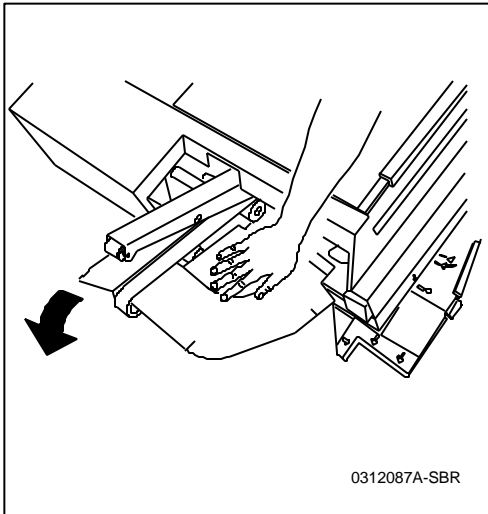
NOTE: Connecting the Damper Arm to the Retainer allows the copy sets to enter the Binder 120 without interference from the Damper Arm.

CAUTION: You must maintain the proper alignment with the host machine at all times. If you do not maintain the proper alignment, the Binder 120 either may not receive the copy sets at all or may receive them improperly. Improperly received copy sets could result in input jams in the Interface Module.



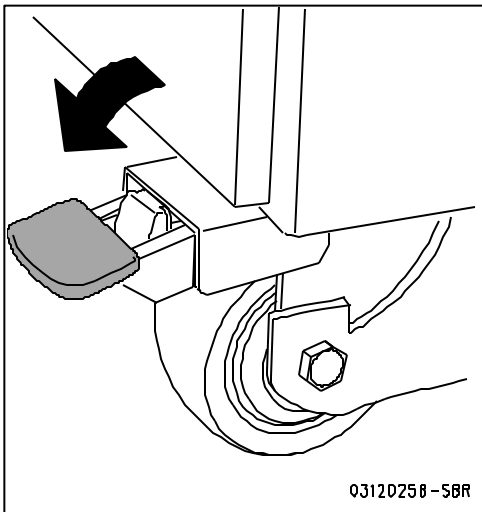
14. Move the Binder 120 toward the Output Tray of the host machine so that the cutout corner of the Alignment Bracket is flush with the right front corner of the host machine.
 - Use the arrows and raised green edging around the cutout corner as an aid in positioning the Binder 120.

NOTE: When the Binder 120 is in the proper position, the Alignment Bracket will fit snugly against the host machine. However, the machines will not be at a 90-degree angle with each other. The actual angle of alignment will be slightly greater than 90 degrees.



15. Rotate the Receiving Plate down until it rests on the Output Tray of the host machine.

WARNING: If you are wearing open-toe shoes, be careful when pressing the Lock Levers.



16. Lock at least two of the Binder 120 Casters by pressing with your foot on the gray Lock Lever of the Casters.

Checklist for connecting to a Xerox 5890

Below is a checklist of the steps described in the preceding pages for connecting to a Xerox 5890. Once you become thoroughly familiar with the procedure, you may wish to use this checklist as a quick aid when connecting to the host machine.

1. Press the Binder 120 Power Switch to the Off (O) position.
2. Unplug the Binder 120.
3. Raise the Interface Module to the diamond (◆) position.
4. Move the Alignment Bracket out of storage to the triangle (◆) position.
5. Extend the Receiving Plate outward.
6. Rotate the Receiving Plate up as far as it will go.
7. Unlock the Binder 120 Casters.
8. Move the Binder 120 toward the host machine.
9. Run two two-sheet, collated sets through the host machine.
10. Plug in the Binder 120.
11. Connect the Interface Cable.
12. Press the Binder 120 Power Switch to the On (I) position.
13. Attach the Retainer to the Damper Arm on the host machine Output Tray.
14. Align the Binder 120 with the host machine.
15. Rotate the Receiving Plate down until it rests on the Output Tray of the host machine.
16. Lock the Binder 120 Casters.

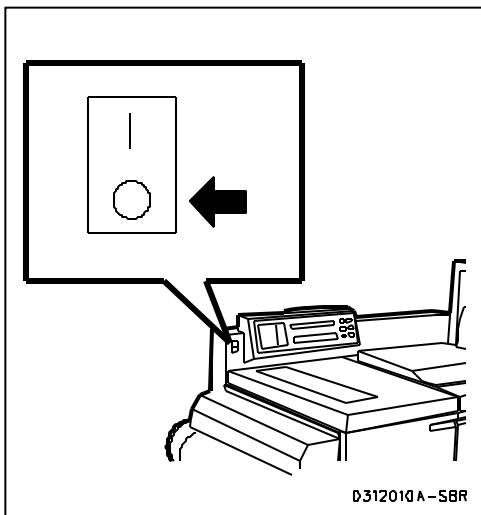
Disconnecting from a host machine

Use this procedure to disconnect the Binder 120 from a host machine and then prepare the Binder 120 for the stand-alone mode.

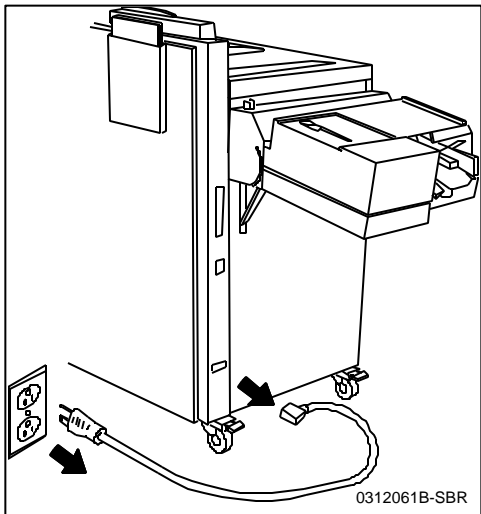
1. For the Xerox 5800, 5890, and 5895, do the following:
 - From the Current Job Programming screen, touch the **Full Feature Copying** tab.
 - Touch the **Copy Output** feature.
 - Touch the **Finishing Accessories Disabled** option.
 - Touch the **Save** button.

NOTE: You must perform the above procedure or the host machine will display a finisher fault.

2. Press the Binder 120 Power Switch to the Off (O) position.



3. Unplug the Binder 120 Power Cord from the electrical wall outlet and the Binder 120.
 - Set the Power Cord on top of the Binder 120.

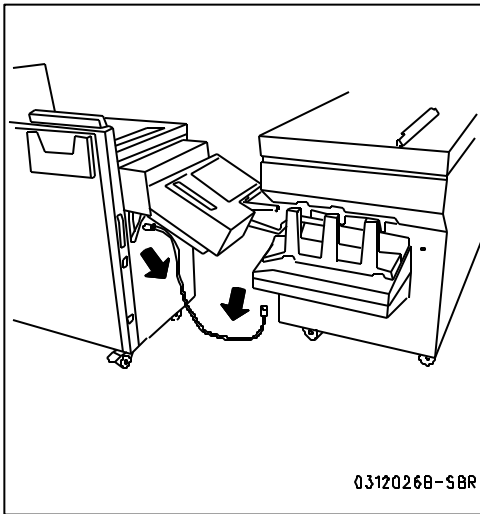


4. Disconnect the Interface Cable according to the instructions and illustration for your host machine, step a, b, c or d.

NOTE: If you are not going to be using the Interface Cable right away, be certain to store it in a safe place with the Binder 120.

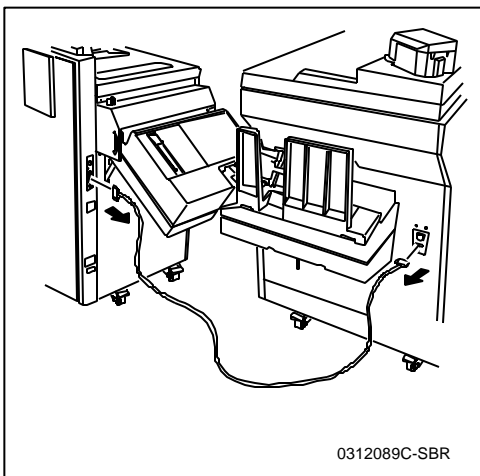
a. **Xerox 5100:**

To disconnect from a Xerox 5100, remove the Interface Cable from the Interface Connector of the host machine and the Binder 120.



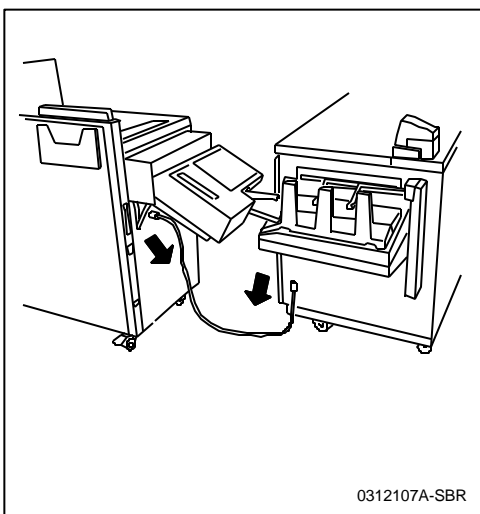
b. **Xerox 5800 or 5895:**

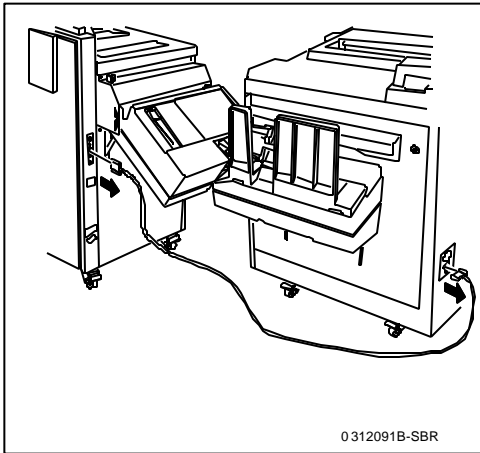
To disconnect from a Xerox 5800 or 5895, loosen the screws at the ends of each Interface Connector and remove the Interface Cable from the Interface Connector of the host machine and the Binder 120.



c. **Xerox 5680/5892:**

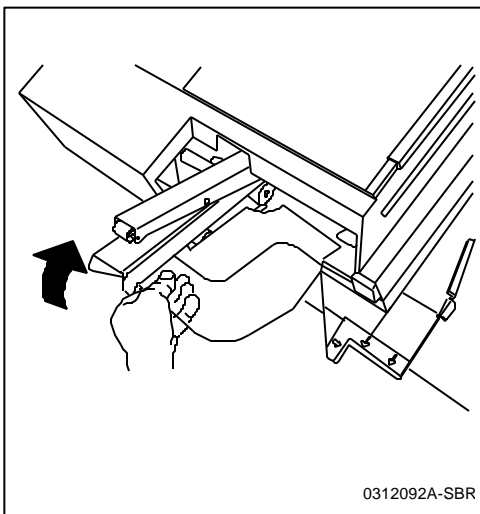
To disconnect from a Xerox 5680/5892, remove the Interface Cable from the Interface Connector of the host machine and the Binder 120.



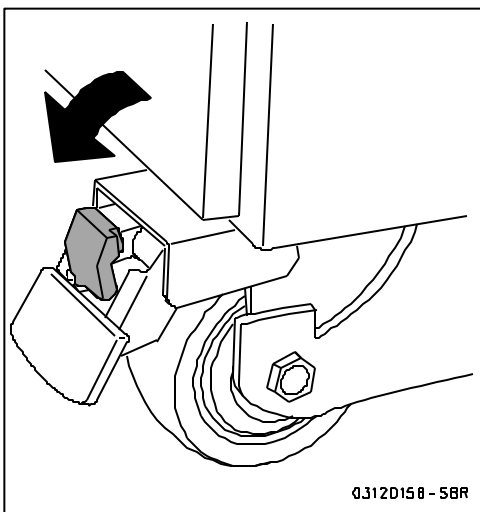


d. **Xerox 5890:**

To disconnect from a Xerox 5890, loosen the screws at the ends of each Interface Connector and remove the Interface Cable from the Interface Connector of the host machine and the Binder 120.

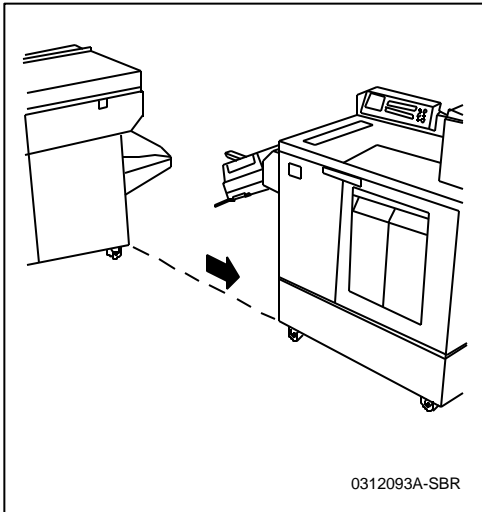


5. Rotate the Receiving Plate up as far as it will go.



WARNING: If you are wearing open-toe shoes, be careful when pressing the Caster Releases.

6. Unlock all of the Binder 120 Casters by pressing with your foot on the green Caster Release of each locked Caster.

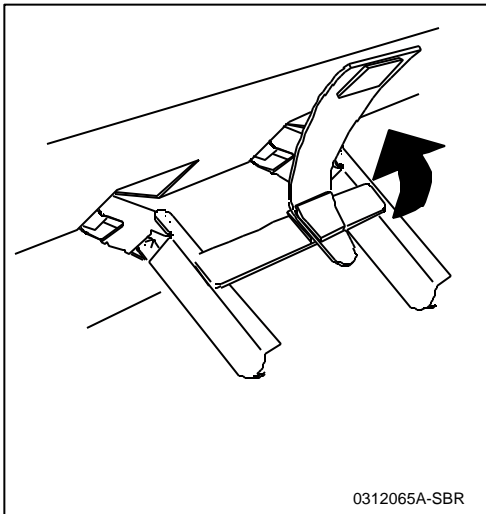


7. Move the Binder 120 away from the host machine.
 - Allow up to three feet (one meter) of workspace between the Binder 120 and the host machine.

8. On the host machine Output Tray, disconnect the Retainer or Spacer according to the instructions and illustration(s) for your host machine, step a or b.

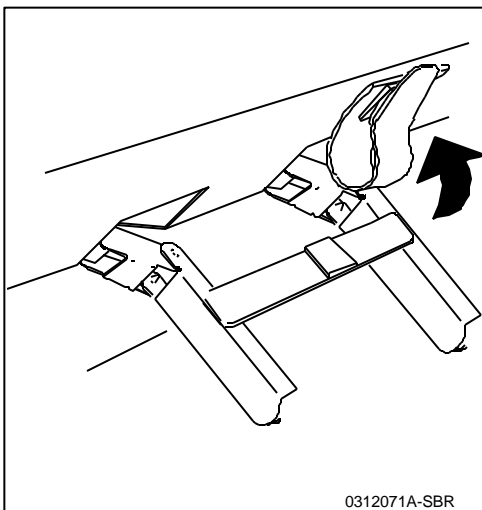
a. **Xerox 5100, 5800, 5890 or 5895:**

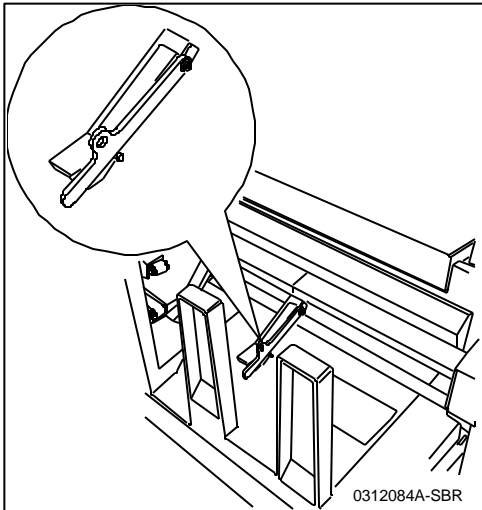
- Disconnect the Damper Arm by carefully pulling the Retainer attachment strip away from the Damper Arm attachment strip.



- Return the Retainer to its storage position by curving the Retainer backwards, aligning the attachment strips and squeezing to attach.

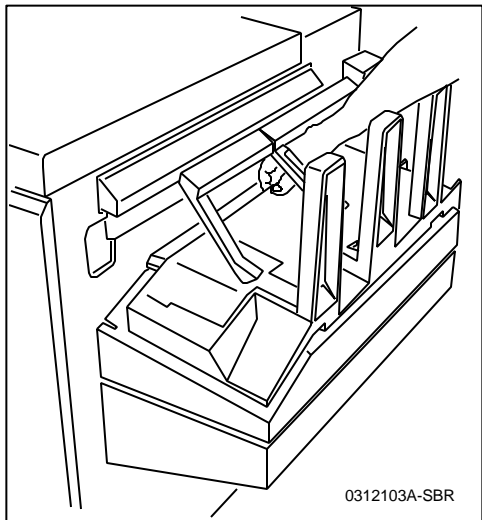
NOTE: For the Xerox 5890, this step is not required. The Retainer will not reattach itself to the Damper Arm during normal operation of the host machine.





b. **Xerox 5680/5892:**

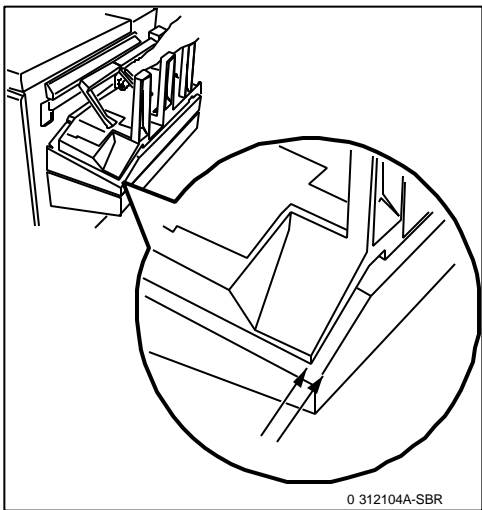
For the Xerox 5680/5892, disconnect the two parts of the Spacer by removing the metal pin from the hole in the plastic arm and positioning the plastic arm above the metal pin.



9. For the Xerox 5680/5892, do the following:

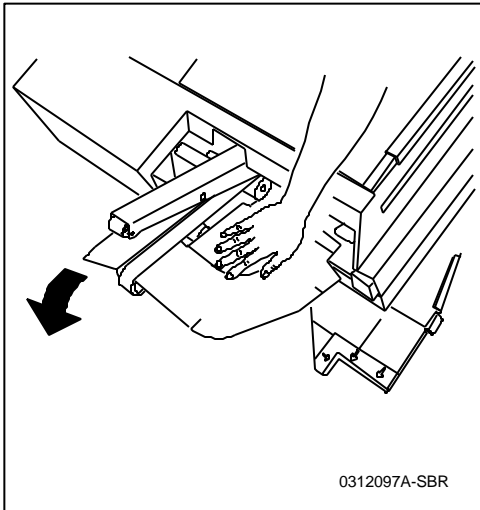
- Squeeze the metal clip located underneath the inside edge of the host machine Output Tray.

NOTE: A green label on the top surface of the Output Tray denotes the location of the metal clip on the underside.

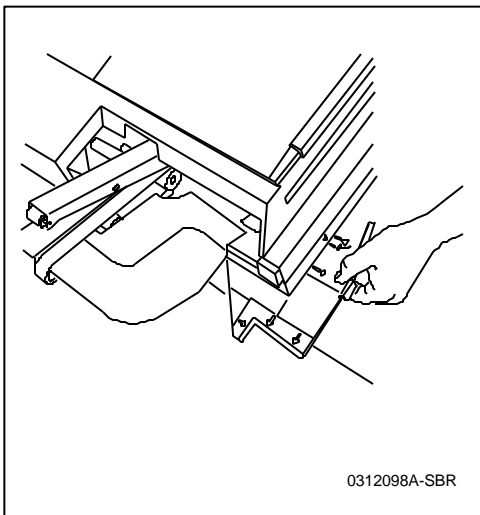


- While squeezing the metal clip, move the Output Tray back to the inner position.

NOTE: The Output Tray has two positions - inner and outer. The inner position is used for normal operation of the host machine. The outer position is used when the host machine is connected to the Binder 120. The distance between each position is approximately 1/4 inch (6 mm). You will feel the Output Tray click into place at each position.

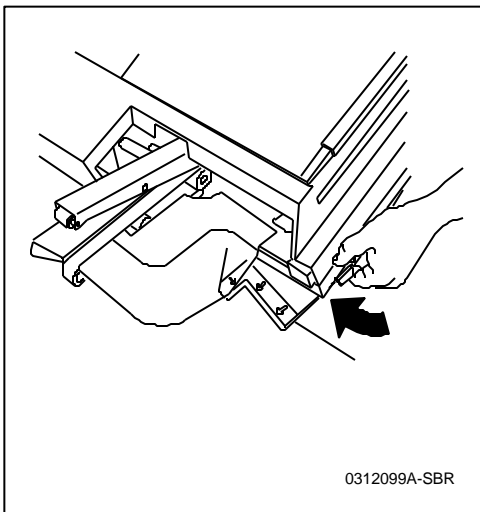


10. Rotate the Receiving Plate down until it stops.

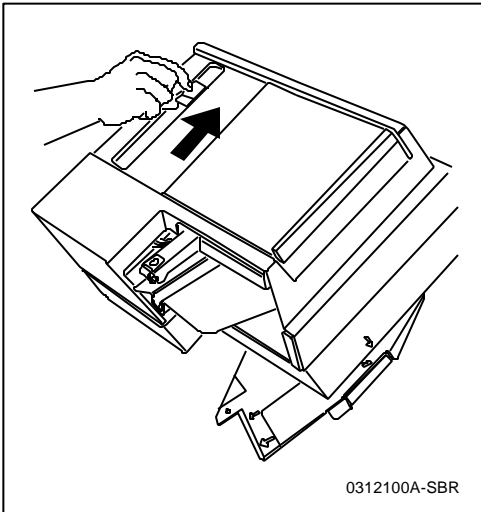


11. Squeeze the Alignment Bracket Lever and move the Alignment Bracket to the curved arrow symbol on the Alignment Bracket Label.
 - The solid line next to the symbol should be even with the arrow on the side of the Interface Module.

NOTE: The Alignment Bracket has three positions. The Alignment Bracket Label denotes each position by a symbol. The triangle (▲) symbol represents the position used for the Xerox 5100, 5800, and 5895. It corresponds to the triangle symbol on the Angle Registration Label. The diamond (◆) symbol represents the position used for the Xerox 5890 and 5680/5892. It corresponds to the diamond symbol on the Angle Registration Label. The curved arrow symbol represents the position used when the Binder 120 is in the stand-by or stand-alone mode and the Interface Module is all the way down. This position allows the Alignment Bracket to be stored away.

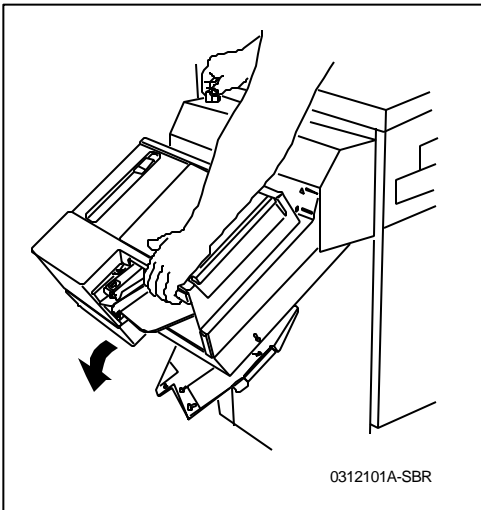


12. Push the Alignment Bracket all the way in.



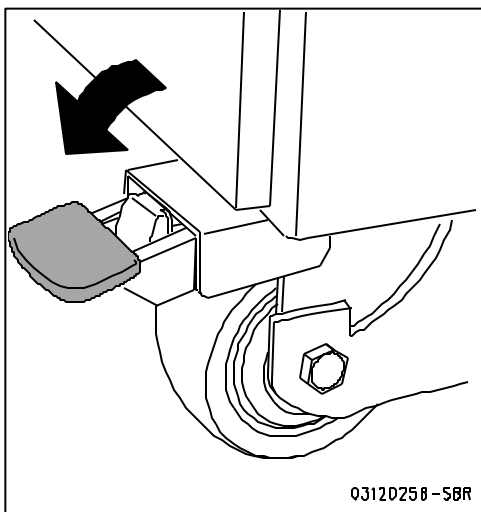
13. Squeeze the Control Grip and slide the Receiving Plate towards the Binder 120 until it stops.
 - The Receiving Plate will now be fully retracted.

WARNING: The Interface Module is somewhat heavy. Be careful when lowering the Interface Module.

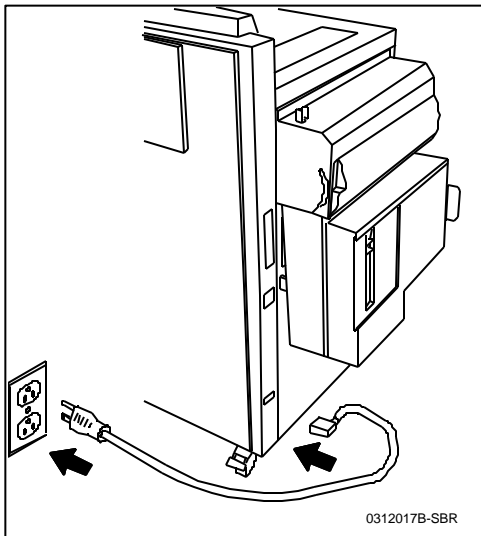


14. Squeeze the Interface Module Release Grip and lower the Interface Module all the way down to the left side of the Binder 120.
15. Move the Binder 120 to the desired location.

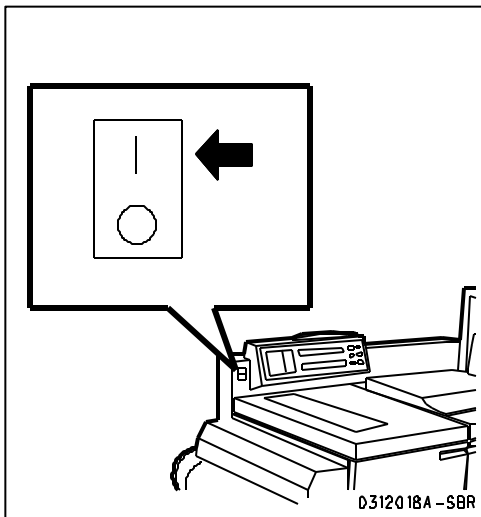
WARNING: If you are wearing open-toe shoes, be careful when pressing the Lock Levers.



16. Lock at least two of the Binder 120 Casters by pressing with your foot on the gray Lock Lever of the Casters.



17. Plug the Binder 120 Power Cord into the Binder 120 and into the electrical wall outlet.



18. Press the Binder 120 Power Switch to the On (I) position.

Checklist for disconnecting from a host machine

Below is a checklist of the steps described in the preceding pages for disconnecting from a host machine. Once you become thoroughly familiar with the procedure, you may wish to use this checklist as a quick aid when disconnecting from the host machine.

1. For the Xerox 5800 family only, disable the finishing accessory.
2. Press the Binder 120 Power Switch to the Off (O) position.
3. Unplug the Binder 120.
4. Disconnect the Interface Cable.
5. Rotate the Receiving Plate up as far as it will go.
6. Unlock the Binder 120 Casters.
7. Move the Binder 120 away from the host machine.
8. Do one of the following:
 - For the Xerox 5100, 5800 or 5895, detach the Retainer from the Damper Arm on the host machine Output Tray and return the Retainer to its storage position.
 - For the Xerox 5680/5892, disconnect the two parts of the Spacer.
 - For the Xerox 5890, detach the Retainer from the Damper Arm on the host machine Output Tray.
9. For the Xerox 5680/5892 only, return the Output Tray to the inner position.
10. Rotate the Receiving Plate down.
11. Position the Alignment Bracket at the curved arrow position.
12. Push the Alignment Bracket all the way in.
13. Retract the Receiving Plate.
14. Lower the Interface Module.
15. Move the Binder 120 to the desired location.
16. Lock the Binder 120 Casters.
17. Plug in the Binder 120.
18. Press the Binder 120 Power Switch to the On (I) position.

Switching to a different host machine

You can connect the Binder 120 to any compatible host machine, provided the host machine is equipped with the appropriate Copier Enablement Kit. The kit allows you to connect an Interface Cable between the Binder 120 and the host machine.

If your host machine is not equipped with a Copier Enablement Kit, contact your Xerox Sales Representative by calling the number that you recorded in chapter 1, "Introduction."

To disconnect the Binder 120 from one host machine and connect it to a different one, do the following:

1. Perform steps 1 to 14 from the procedure entitled "Disconnecting from a host machine" discussed earlier in this chapter.

NOTE: Once you lower the Interface Module all the way down to the left side of the Binder 120, you will not need to perform any further steps in the procedure. The remaining steps prepare the Binder 120 for the stand-alone mode.

2. Locate the section of this chapter that provides the procedure for connecting to the applicable host machine.
3. Begin with step 3 and follow the procedure to the end.

Switching from on-line to stand-by mode

Below is a brief outline of the steps required for switching from the on-line to the stand-by mode. For detailed information about each of these steps, refer to the procedure entitled "Disconnecting from a host machine" discussed earlier in this chapter.

1. Retract the Receiving Plate.
2. Lower the Interface Module all the way down to the left side of the Binder 120.
3. Store the Alignment Bracket.
4. Do one of the following:
 - For the Xerox 5100, 5800 or 5895, detach the Retainer from the Damper Arm on the host machine Output Tray and return the Retainer to its storage position.
 - For the Xerox 5680/5892, disconnect the two parts of the Spacer.
 - For the Xerox 5890, detach the Retainer from the Damper Arm on the host machine Output Tray.
5. For the Xerox 5680/5892, return the Output Tray to the inner position.

Switching from stand-by to on-line mode

Below is a brief outline of the steps required for switching from the stand-by to the on-line mode. For detailed information about each of these steps, refer to the section of this chapter that provides the procedure for the connecting to the applicable host machine.

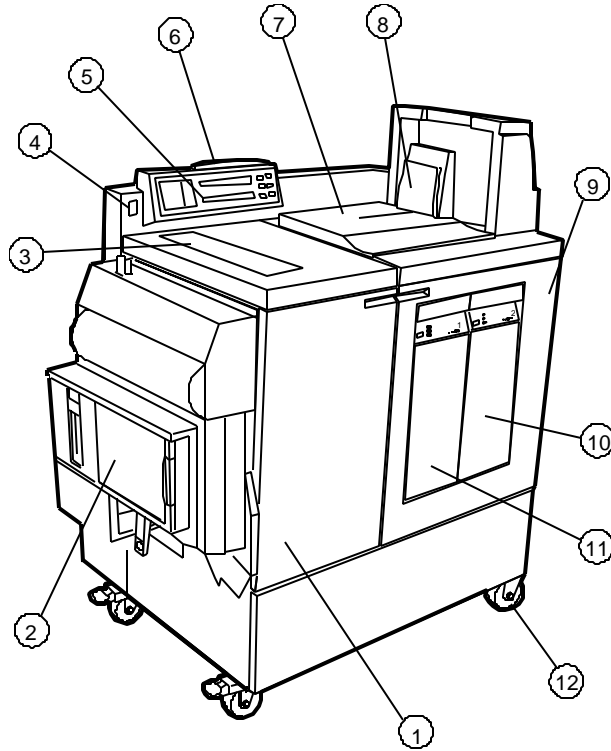
CAUTION: You must run the specified sets through the host machine to ensure that the Output Tray of the host machine will be at the correct position and height when aligning the Binder 120 to it.

1. For the Xerox 5800, 5895, and 5890, program the host machine to run two two-sheet, collated sets (single or duplex).
2. For the Xerox 5680/5892, do the following:
 - Connect the two parts of the Spacer.
 - Move the Output Tray to the outer position.
3. Move the Alignment Bracket out of storage to the appropriate position for your host machine.
4. Raise the Interface Module to the appropriate position for your host machine.
5. Extend the Receiving Plate outward.
6. Rotate the Receiving Plate down onto the Output Tray of the host machine.
7. For the Xerox 5100, 5800, 5890 or 5895, release the Retainer from its storage position and attach the Retainer to the Damper Arm on the host machine Output Tray.

Notes:

Main components

Below is an illustration of the main external components of the Binder 120. Take a few minutes to become familiar with these components.

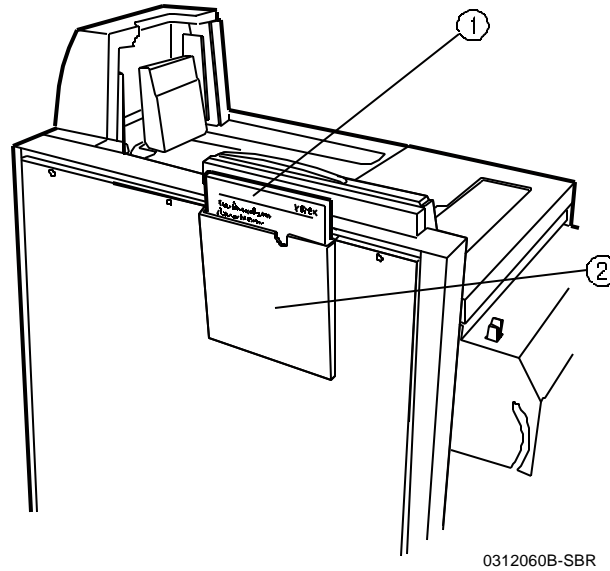


0312002C-SBR

1. Left Front Door
2. Interface Module
3. Manual Feeder Door
4. Power On/Off Switch
5. Control Panel
6. Attention Lamp
7. Output Tray
8. Book Guide
9. Right Front Door
10. Cover Tray 2
11. Cover Tray 1
12. Caster

Below is an illustration of the location of the *Xerox Document Binder 120 Operator Manual* holder located on the Rear Cover of the Binder 120.

View from rear of Binder 120



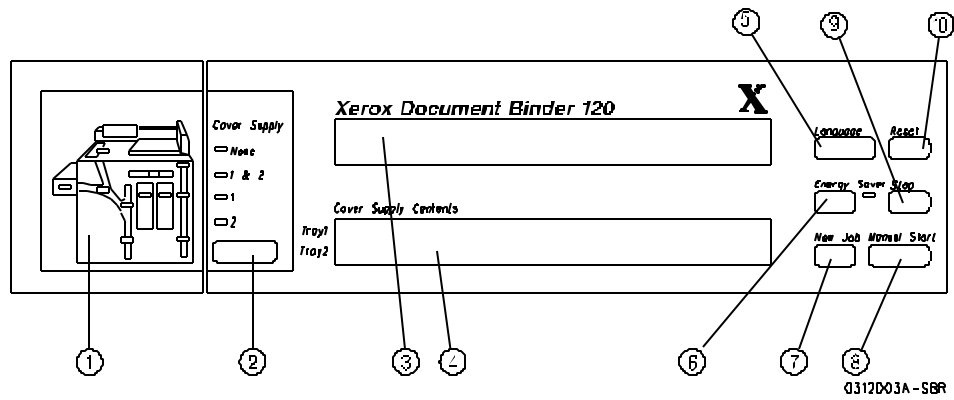
1. Operator Manual
2. Operator Manual Holder

Control Panel

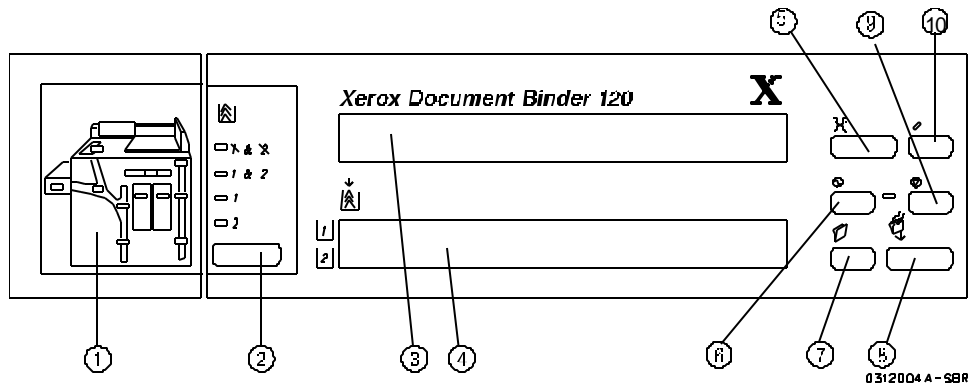
The Control Panel is located along the left rear portion of the top of the Binder 120. It enables you to program the Binder 120 and provides operational information.





The appearance of the Control Panel varies for the United States and for Xerox Limited and Xerox Canada Limited. Below are illustrations of both versions of the Control Panel. The table following the illustrations contains descriptions of each of the components.




United States



Xerox Limited/Xerox Canada Limited



Item #	US Name	XL/XCL Name/Symbol	Description
1	Mimic Display	Mimic Display	The Mimic Display helps you locate areas that require your attention. Indicator lights will go on in the applicable areas of the Mimic Display.
2	Cover Supply Select Button	Cover Supply Select Button	Press this button to select the desired cover source. The green light to the left of the selection will light.
3	Message Display	Message Display	The Message Display provides operational information about the Binder 120.
4	Cover Supply Contents Display		The Cover Supply Contents Display shows the type, color, and spine width of the covers in Cover Tray 1 and Cover Tray 2.
5	Language Button		Each Binder 120 is enabled for a default language. If you desire, a Service Representative can enable any one of 11 other languages as a second language on your Binder 120. When a second language has been enabled, pressing the Language button allows you to switch between the default and second languages. All messages in the Message Display and Cover Supply Contents Display will display in the selected language.
6	Energy Saver Button		<p>Energy Saver reduces power consumption. Press this button to enter and exit Energy Saver mode. When Energy Saver is on, the green light to the right of this button will light.</p> <p>NOTE: You can enable Energy Saver only when no books are in process. If you press Energy Saver while books are processing, a message will advise you that the Binder 120 will enter Energy Saver mode when the binding is done.</p>
7	New Job Button		<p>This button enables you to track the number of books being bound for each job. Press this button to begin the book count for a new job. Any copy sets already in the Binder 120 and in the process of being bound will be identified as part of the current job. At the completion of the books in the Binder 120, the counter then will reset to zero. The next copy set that enters the Binder 120 will become the first book for the new job.</p> <p>NOTE: After four minutes of inactivity (i.e., no input to the Binder 120), the job counter will clear automatically. It will also clear when you power off the Binder 120.</p>

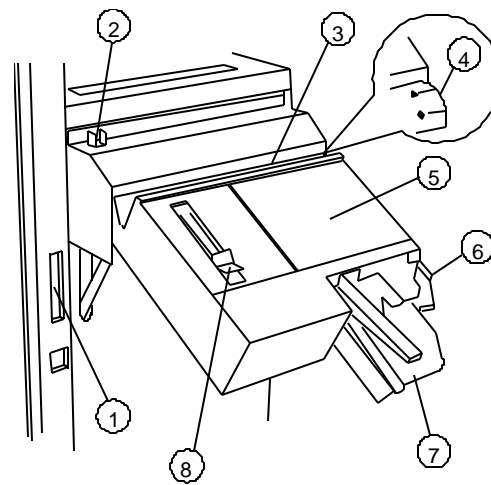
Item #	US Name	XL/XCL Name/Symbol	Description
8	Manual Start Button		<p>Press this button to start the binding process whenever you use the Manual Feeder. When binding multiple copy sets, you do not need to press this button for each set if you feed the sets within 15 seconds of each other.</p> <p>NOTE: For the Xerox 5680/5892, this button also enables you to process the copy set delivered to the Output Tray of the host machine when a jam occurs in the Binder 120. To process the set, first clear the jam in the Binder 120. Then press the Manual Start button. To complete the rest of the job, follow the directions on the User Interface screen of the host machine.</p>
9	Stop Button		<p>Press this button to stop the operation of the Binder 120. When you do so, the binding process will halt and the Attention Lamp, if enabled, will light. If the Binder 120 is connected to a host machine, pressing Stop will also cause the host machine to cycle down when the next set is ejected.</p>
10	Reset Button		<p>Press this button to reset the Binder 120 and resume the binding operation. When the Binder 120 is connected to a host machine, you also must press the Start button on the host machine to resume the copying process.</p>

Interface Module

The Interface Module is located on the left side of the Binder 120. It is the physical link between the Binder 120 and the host machine. It enables copy sets to feed from the host machine to the Binder 120 for automatic binding into books.

Below is an illustration of the major components of the Interface Module.

View from left side of Binder 120



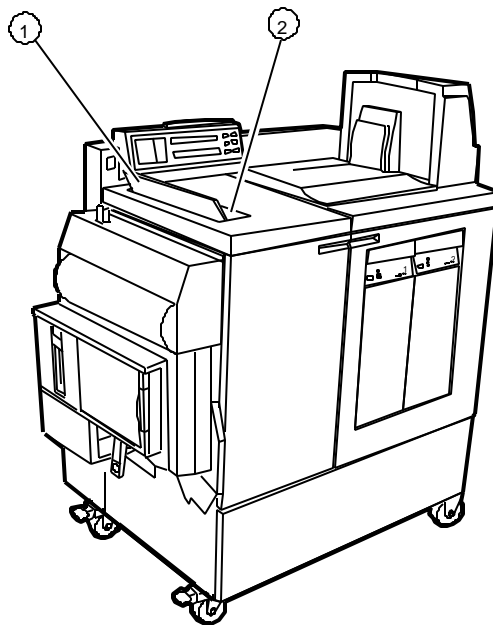
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1. Interface Cable Connectors
2. Interface Module Release Grip
3. Pivot Area
4. Angle Registration Label
5. Interface Module Door
6. Alignment Bracket
7. Receiving Plate
8. Receiving Plate Control Grip

Manual Feeder

The Manual Feeder is located on the left side of the top of the Binder 120. It enables you to feed the copy sets manually or, if applicable, copy sets with covers manually. Refer to chapter 4, "Making the Books," for detailed instructions on using the Manual Feeder.

The illustration below shows the Manual Feeder Door open to the position for receiving copy sets manually.



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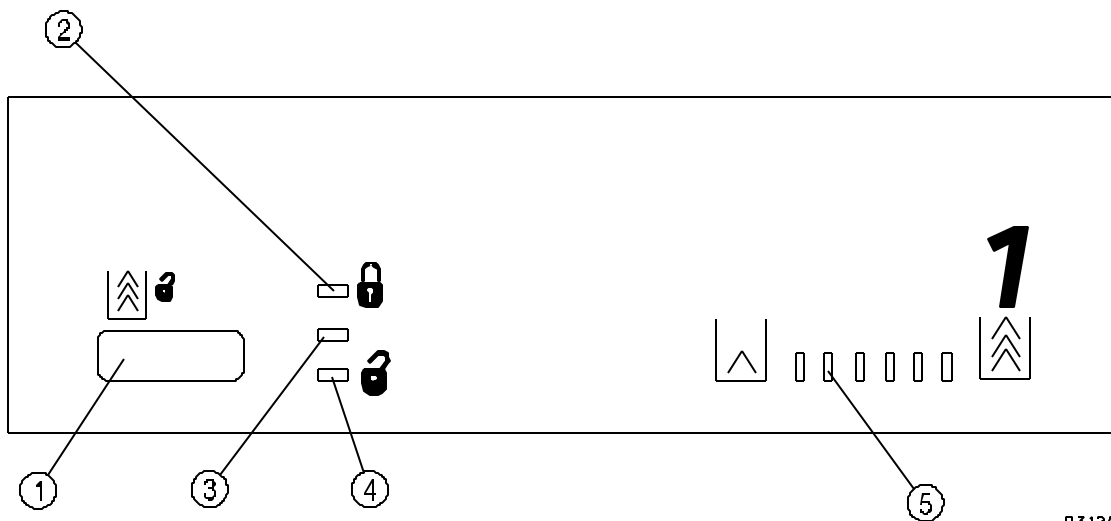
1. Manual Feeder Door (shown open)
2. Manual Feeder

Cover Trays

The Binder 120 has two Cover Trays located on the front right side. Each Cover Tray holds a cassette of specially designed Xerox covers. When you select a Cover Tray from the Control Panel, the Binder 120 uses the covers in the selected Cover Tray to bind the books.

The Cover Tray Labels indicate how to control access to the Cover Trays. The labels also indicate the cover supply levels. The Cover Trays will not close if a cassette is not loaded.

Below is an illustration of the components of the Cover Tray Labels. Descriptions of each of the components follow the illustration.



0312007A-5BR

- 1. Unlock Button** Press this button to unlock the Cover Tray. When a Cover Tray is not in use or when the Cover Tray currently in use empties, the Binder 120 will unlock the Cover Tray automatically for you.
- 2. In Use indicator (Red)** This indicator lights when the Cover Tray contains covers, the tray is currently selected, and the tray is locked and ready for operation.
- 3. Please Wait indicator (Amber)** This indicator lights after you press the Unlock button and the Cover Tray is in the process of unlocking. It also lights after you close the Cover Tray or select a tray and the tray is in the process of raising to the feed position.
- 4. Ready to Open indicator (Green)** This indicator lights after you press the Unlock button and the unlock operation completes. The Cover Tray is then ready to be opened. When the cassette in the Cover Tray currently in use empties, this indicator lights automatically.
- 5. Cover Supply indicators** These indicators provide you with the approximate percentage of covers in the cassette. The range is one light lit (cassette is nearly empty) to six lights lit (cassette is full). Each light represents approximately 25 covers.

Output Tray and Book Guide

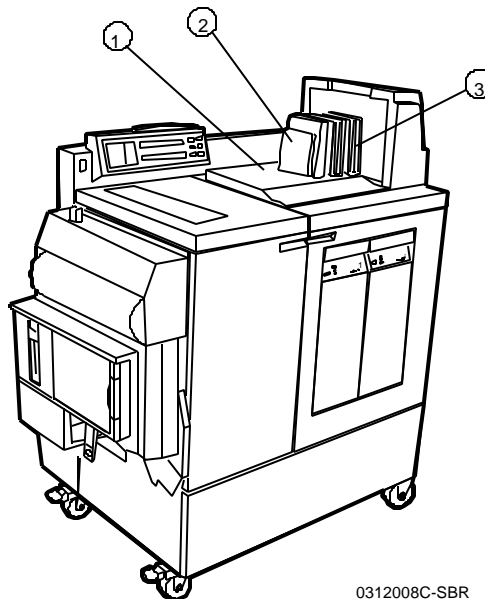
The Binder 120 delivers the bound books to its Output Tray, which is located on the right side of the top of the Binder 120. The Book Guide serves as a bookend to hold the books in place in the Output Tray. The Book Guide moves to the left as the books arrive in the Output Tray.

When the Output Tray is approximately half full, the message **“Empty Top Output Tray”** will appear in the Message Display of the Binder 120 Control Panel. If enabled, the Attention Lamp will light and the Sound Tone will beep twice. The Binder 120 will continue to operate.

When the Output Tray is approximately three-quarters full, the message **“Output Tray Almost Full - Empty Top Output Tray”** will appear in the Message Display of the Binder 120 Control Panel. If enabled, the Attention Lamp will light and the Sound Tone will beep twice. The Binder 120 will finish binding the copy sets in process, but will not accept any new sets. To continue feeding sets to the Binder 120, you must empty the Output Tray of both the Binder 120 and the host machine. You then must restart the host machine.

When the Output Tray is full, the Binder 120 will shut down. The message **“Output Tray Full - Empty Top Output Tray”** will appear in the Message Display of the Binder 120 Control Panel. If enabled, the Attention Lamp will flash and the Sound Tone will beep every two seconds. To continue feeding sets to the Binder 120, you must empty the Output Tray of both the Binder 120 and host machine. You then must reset the Binder 120 and restart the host machine.

Below is an illustration of the Output Tray and Book Guide.

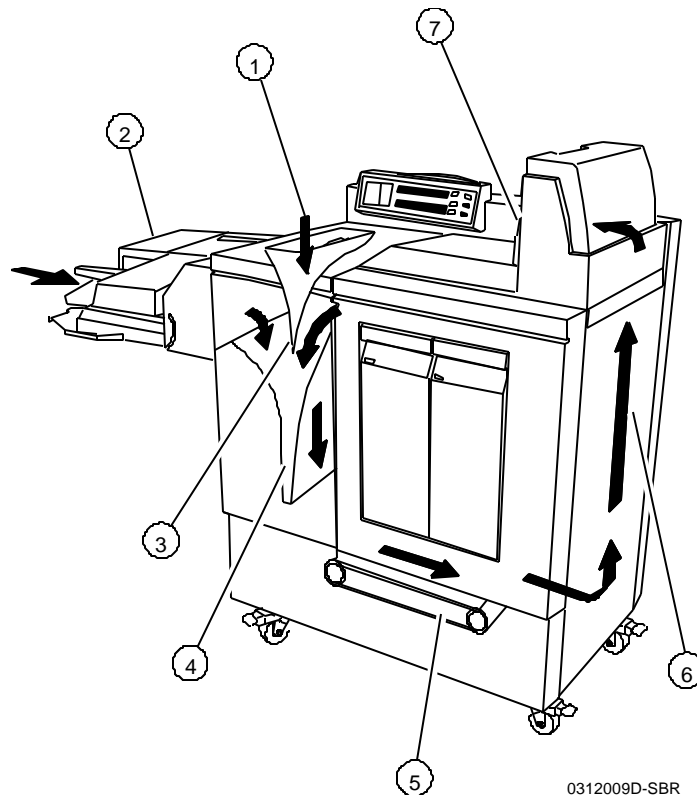


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1. Output Tray
2. Book Guide
3. Books

Book path through the Binder 120

The arrows in the illustration below show the movement of the copy sets along the Binder 120 book path.



0312009D-SBR

- 1. Manual Input Station** In manual mode, the operator inserts the copy sets into the Manual Feeder. The Manual Feeder delivers each copy set to the Manual Input Station.
- 2. Auto Input Station** In automatic mode, the host machine feeds the copy sets into the Interface Module of the Binder 120. The Interface Module delivers each copy set to the Auto Input Station.
- 3. Set Drive Station** The Manual Input Station or Auto Input Station delivers the copy set to the Set Drive Station where the copy set sheets are aligned.
- 4. Book Drive Station** If a Cover Tray has been selected, the cover is delivered to the Book Drive Station where the cover is held open. The Set Drive Station feeds the copy set into the open cover in the Book Drive Station.
- 5. Binder Module** The Book Drive Station delivers the book to the Binder Module. Heat melts the glue in the cover spine to fuse the copy set sheets into the cover. Cooling fans then cool the book. After this process, the book is delivered to the Vertical Transport.
- 6. Vertical Transport** The Vertical Transport elevates the book to the Output Tray of the Binder 120.
- 7. Output Tray** The Output Tray receives the bound books and stacks them until the operator unloads them.

Notes:

Organization and content of this manual

The *Xerox Document Binder 120 Operator Manual* contains the following chapters:

Chapter 1 Introduction

This chapter provides information on Team Xerox support for service and supplies. It explains the organization, content, terminology, and conventions of this manual. It also contains safety statements, provides information about the location of the Binder 120, describes the product orientation, and lists additional information sources.

Chapter 2 Getting to know the Binder 120

This chapter describes the main components of the Binder 120 and illustrates the book path through the Binder 120.

Chapter 3 Preparing the Binder 120 for on-line and off-line operation

This chapter describes the modes of operation of the Binder 120. It includes the procedures for connecting the Binder 120 to a host machine, disconnecting the Binder 120 from a host machine, switching from one host machine to another, and switching between on-line and stand-by modes.

Chapter 4 Making the books

This chapter provides an overview of books and book-making. It contains instructions for determining the correct spine width, selecting the desired cover source, and loading cassettes. Additionally, it describes the procedures for making books in both automatic and manual modes.

Chapter 5 Customizing your Binder 120

This chapter describes the features you can set to customize your Binder 120.

Chapter 6 Care

This chapter provides helpful hints for the care of the Binder 120 and for ordering supplies. It also contains instructions for storing the cover cassettes and cleaning the Binder 120.

Chapter 7 Problem solving

This chapter contains detailed procedures for resolving specific problems with your Binder 120, as well as a general problem-solving table. For problems you are unable to resolve by using this manual, it also explains the procedure for placing a call for service.

Chapter 8 Technical data

This chapter contains the product and paper/cover specifications for the Binder 120. In addition, it contains the sheet capacities for the various spine widths, a copy paper satisfaction guide, and the book cool-down times.

Terminology used in this manual

- Binder 120** Whenever the term “Binder 120” appears in this manual, it refers to the Xerox Document Binder 120.
- Host machine** Whenever the term “host machine” appears in this manual, it refers to the Xerox copier that is used for making the copy sets that are delivered to the Binder 120.
- Host machine Output Tray** Whenever the term “host machine Output Tray” appears in this manual, it refers to the Stacker Output Tray or Side Output Tray of the host machine.

Conventions used in this manual

This manual uses the following conventions:

- Bold** Boldface characters in the middle of a text string refer to selections on the Control Panel (for example, “press the **Manual Start** button”).
- Initial capitals** Specific part names of the machine are identified by initial capitals (for example, Interface Module, Manual Feeder, Cover Tray 1, etc.).
- WARNING:** A **WARNING** indicates an operation, maintenance procedure, practice, condition or statement that, if not strictly followed, could result in personal injury. Warnings always precede the step within a procedure to which they refer.
- CAUTION:** A **CAUTION** encourages strict compliance with an operation, maintenance procedure, practice, condition or statement to prevent damage to the equipment or books. Cautions always precede the step within a procedure to which they refer.
- NOTE:** A **NOTE** highlights an operating or maintenance procedure, a condition or a statement.

Safety statements

The Binder 120 and its supplies have been designed and tested to meet strict safety requirements. These requirements include examination and approval by a safety agency and compliance with established environmental standards.

To make sure that the hardware operates safely, please adhere to the following safety recommendations:

General safety

- ? The Binder 120 is heavy. Ensure that the floor is level and strong enough to support the weight of the system.
- ? Do not place the Binder 120 near a heat source.
- ? Do not block or cover the openings on the Binder 120. Without adequate ventilation, the Binder 120 may overheat.
- ? Place the Binder 120 in an area that provides adequate space for ventilation and servicing.
- ? Follow all warnings and instructions marked on, or supplied with, the equipment.
- ? Exercise care in moving or relocating the Binder 120.
- ? If the Binder 120 does not operate normally, refer to chapter 7, "Problem Solving."

Electrical safety

- ? Do not use an extension cord. Always connect the Binder 120 power cable directly into a properly grounded power source receptacle. If in doubt, have the receptacle checked by a qualified electrician.
- ? Do not use an adapter plug to connect the Binder 120 to an electrical outlet that lacks a ground connection terminal.
- ? Never override or disable electrical or mechanical interlocks.
- ? Do not push objects into slots and openings on the Binder 120. Making a contact with a voltage point or shorting out a part could result in a fire or electrical shock.
- ? If you hear unusual noises or detect strange odors, switch off the Binder 120 power immediately. Disconnect the power cord from the electrical outlet and call a Xerox Service Representative or Customer Support Engineer to correct the problem.
- ? Do not place the Binder 120 where people may walk on the Power Cord or Interface Cable Cord.
- ? Do not place objects on the Binder 120 Power Cord or Interface Cable Cord.
- ? Do not set containers of liquids on the Top Cover of the Binder 120.

- ? Switch off the Binder 120 Power Switch, disconnect the Power Cord, and call a Xerox Service Representative when any of the following conditions occur:
 - The Power Cord or plug is damaged or frayed
 - Liquid is spilled into the Binder 120
 - The Binder 120 is exposed to water
 - Any part of the Binder 120 is damaged.

Maintenance safety

- ? Do not perform any maintenance procedure that is not described in this Operator Manual or you have not been trained to do by a Xerox Service Representative or Customer Support Engineer.
- ? Do not remove any covers or guards that are attached with screws. There are no parts that you can maintain or service behind these covers.
- ? Use the materials and supplies specifically designated for the Binder 120. The use of supplies that are not approved may cause poor performance and could create a dangerous condition.
- ? Use the supplies and cleaning materials only as directed in this Operator Manual. Keep all of these materials out of the reach of children.

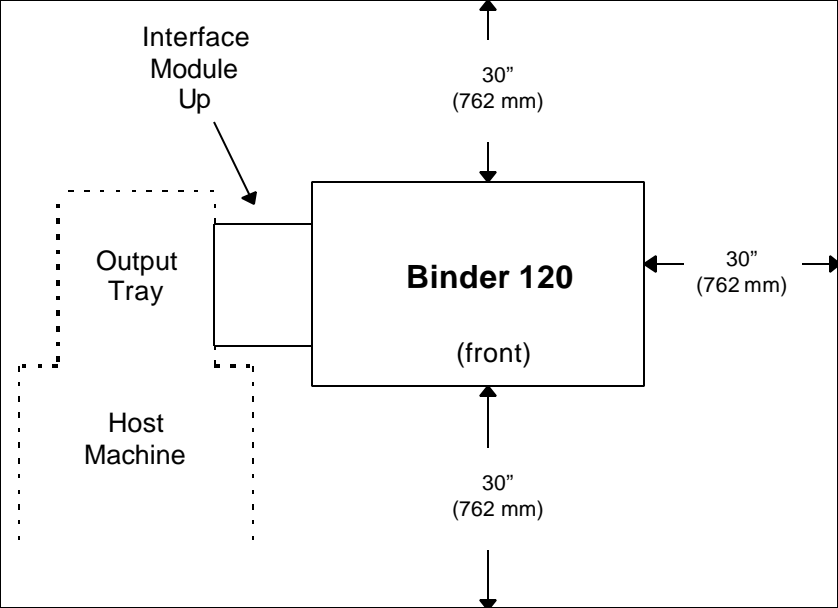
Location of your Binder 120

For reliable Binder 120 operation and book quality, Xerox recommends the guidelines below.

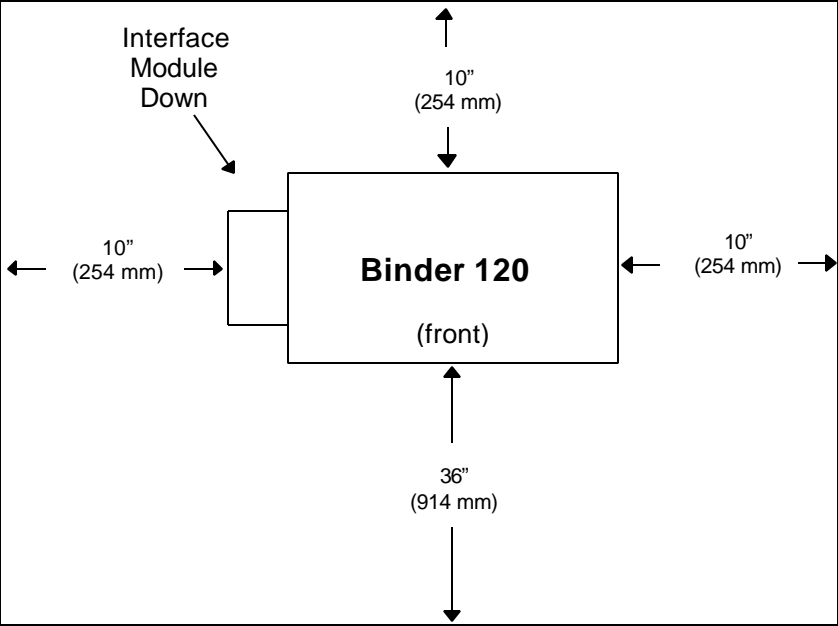
- ? Place the Binder 120 in a well-ventilated room.
- ? Ensure that the room temperature and relative humidity are within the following ranges:
 - Temperature: 50° F (10° C) to 90° F (32° C)
 - Relative humidity: 15% to 85%
- ? Place the Binder 120 on a flat, level surface. Ensure that the Binder 120 is level for optimum performance.
- ? Avoid locations that subject the Binder 120 to the following conditions:
 - Direct sunlight which may make the screen difficult to see
 - Extreme changes in temperature or humidity

After selecting a location that meets the preceding guidelines, ensure that the Binder 120 has sufficient space around it for service, if required. The diagrams below illustrate the service space requirements for on-line and off-line modes.

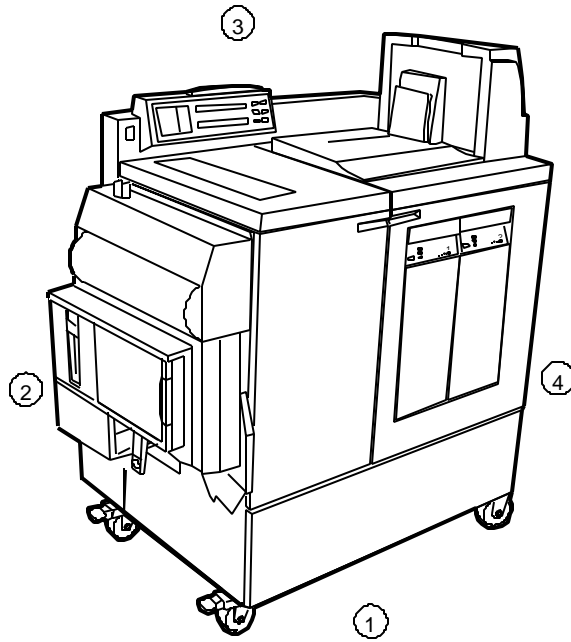
Service space requirements for the on-line mode



Service space requirements for the off-line mode



Product orientation



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1. Front
2. Left Side
3. Rear
4. Right Side

Information sources

The following sources provide additional information:

- 5100** For operation of the Xerox 5100, see your *Xerox 5100 Copier Operator Manual*.
- 5800 family** For operation of the Xerox 5800 family of products, see the copier user guide for the specific product.
- 5680/5892** For operation of the Xerox 5680/5892, see your *Xerox 5680/5892 Copier Operator Manual*.

Notes:

Notes:

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