

Xerox® Versant® 3100 Press

Quick Reference for Adjusting Booklet Fold and Staple Positions

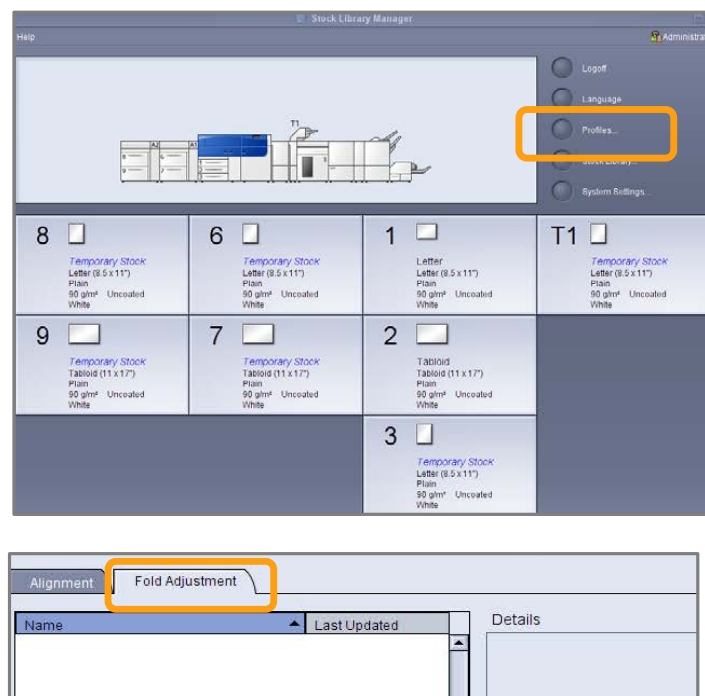
To adjust the fold and staple positions for booklets, you first use the Stock Library Manager to create a profile with the adjustments and then you apply the profile to the booklet job by associating the created profile with the stock being used for the job.

You will perform adjustments separately for a small set of sheets (Set 1) and again for a large set of sheets (Set 2). The system will calculate and automatically use the required adjustments for booklets that vary in size between Set 1 and Set 2. The paper weight for the booklet stock is important when creating the profile, because the number of sheets used in these sets will vary based on the weight that you select.

Note: This procedure adjusts the staple position horizontally on the paper and ensures that the booklet staples lie precisely on the fold, and not off the fold. It does not enable you to move the staples up or down on the fold. A Customer Service Engineer must make vertical adjustments for staple positions on the fold.

To create a profile to adjust fold and/or staple positions for booklets

1. If the booklet stock is not already loaded on the press, place it in a tray and program the tray. Remember that for booklets, you must load the stock Short Edge Feed (SEF).
2. Log onto the Stock Library Manager as System Administrator.
3. Select the **Profiles** button on the main window.
4. Select the **Fold Adjustment** tab.
5. Click the **New** button to create a new profile or select an existing profile and click the **Edit** button to make new adjustments to a profile that was built earlier.



6. From the Fold Type drop-down menu, select **Bi-Fold-Multiple Sheets Stapled**.
7. For **Name**, enter a unique and meaningful name for the profile so that it can be selected when needed. You can optionally accept the default name that is automatically provided (Fold Profile 1, Fold Profile 2, etc.).
8. Enter the **Paper Size**, **Weight**, and **Coating** for the stock that you are using for the booklets.
9. Click **Test Print** on the left of the window.
10. From the Tray menu, use the arrow to select the tray with the loaded stock you are using.
11. Set Trim to **On** if you are using the trimmer to cut edges on the booklets. Otherwise, leave this setting **Off**.
12. Click **Start**. An information message lets you know that the test print is being created, and this is followed by a message that the print is complete.
13. Click **Close** to the message window that tells you the test print has completed. An adjustment window opens that shows you the two dimensions need to be measured and entered—**A** and **B**.
14. Collect the Test Print and hold it in front of the adjustment window in the position shown on the left of the window—with the large black arrow **facing up** and **pointing left**.
15. Determine whether the Left and Right sides are equal, or if one of the sides is longer. If the sides are Equal, you do not need to make any adjustments and can go to Step 19 below.
16. If one side is longer, measure the amount of overlap—the distance between the edges. Determine the difference in number of millimeters.
17. Select either **Left Side of Fold is Longer** or **Right Side of Fold is Longer**. Note that the Left Side is the top side in the drawing and the Right Side is shown on the bottom.
18. Set the distance of the overlap using the Up Arrow. As you enter the amount in millimeters, the image of the fold changes to confirm which edge you selected as longer. Look at the image and verify that it represents the layout of your Test Print.

19. Now evaluate the staple position. If the staple lies exactly on the fold, you do not need to make any adjustments and can go to Step X below. If the staple is positioned off from the center of the fold, measure the distance from the fold in millimeters.

20. If the staple is too far up and onto the top sheet, select **Left of Fold**, and if it is rotated too far down and onto the bottom sheet, select **Right of Fold**.

21. Set the distance of the offset using the Up Arrow. As you enter the amount in millimeters, the image of the staple position changes to confirm which direction you selected. Look at the image and verify that it represents the staple position on your Test Print.

22. This completes the adjustments for Set 1. Select **Test Print** to output a sample with the new settings. If you are satisfied with the new fold and staple positions, go on to the next step. If further adjustments are needed, return to the earlier steps to measure and adjust either the fold position (Step 18) or the staple position (Step 21) or both positions.

23. On the right side of the screen, notice the **Sheets in Set 2** field. This is the number of sheets in Set 2. You can leave this number as it is and complete the steps—this provides the profile with the most flexibility to work for booklets with a range of pages. However, if you always print booklets of a certain size, you can set this number to the exact number of pages in your booklets for greater accuracy. The maximum is 30. Do this now, or leave it at the default for greater flexibility.

24. On the right side of the adjustment window, click **Test Print**.

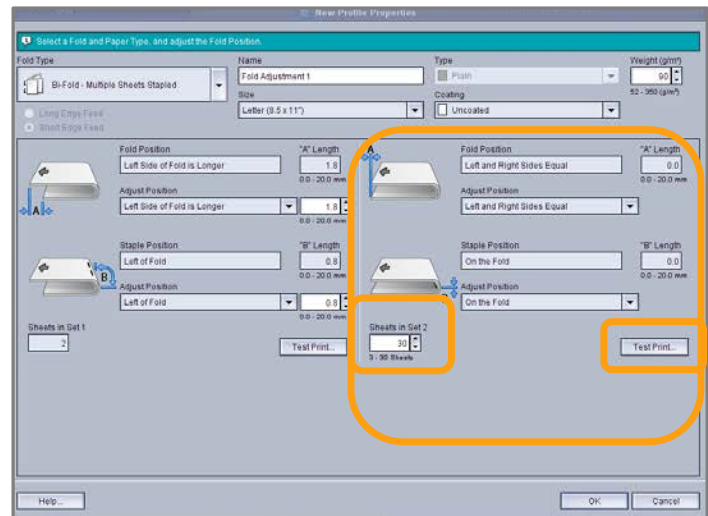
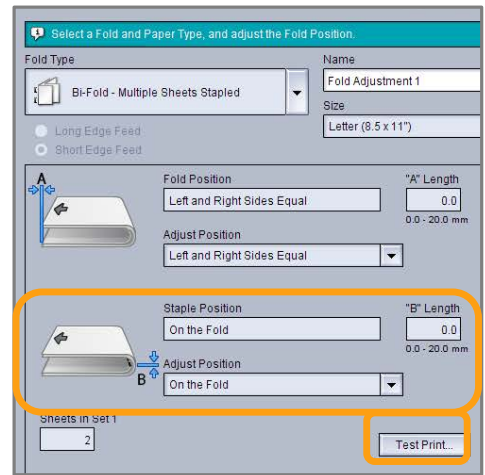
25. From the Tray menu that opens, select **Start**.

26. Repeat Steps 12 through 21 to make adjustments for Set 2.

27. Click **OK** when all adjustments are complete.

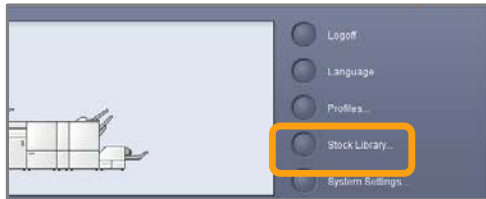
28. On the Fold Adjustment tab, you can now see your new profile listed.

29. Click **Close**.

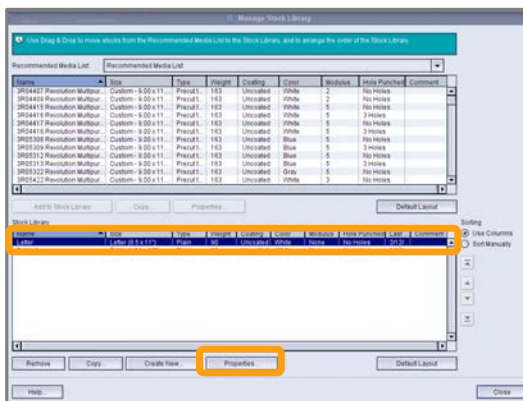


To apply a profile that adjusts fold and/or staple positions for booklets:

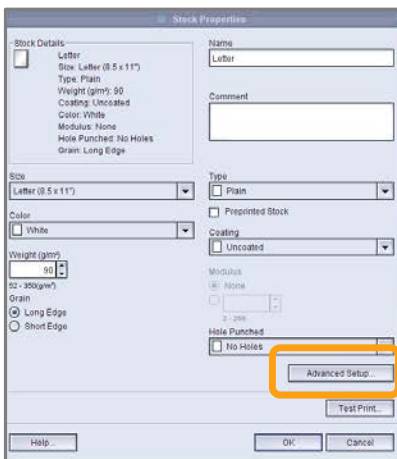
1. On the main window of the Stock Library Manager, select **Stock Library**.



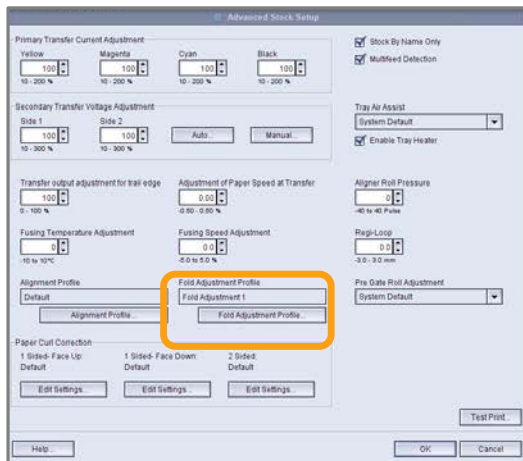
2. When the Manage Stock Library window opens, select the specific stock to which you want to apply the profile.



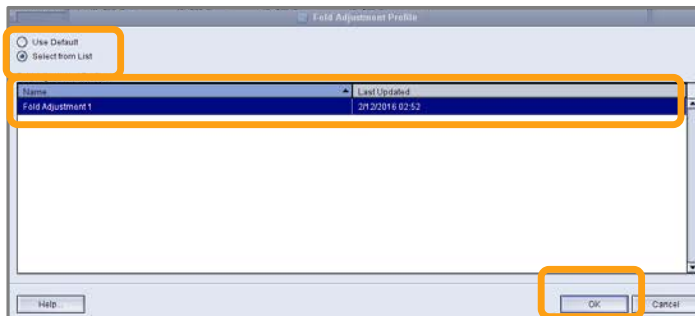
3. Click the **Properties** button.
4. Click the **Advanced Setup** button.



- Click the **Fold Adjustment Profile** button.



- Click the **Select from List** radio button.



- Click to select the specific profile that you to apply to the stock.
- Click **OK** to the Fold Adjustment Profiles window.
- Click **OK** to the Advanced Stock Setup window.
- Click **OK** to the Stock Properties window, and **Close** to the Manage Stock Library window.

