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Xerox® Versant® 80 Press
User Guide

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1

Product Overview

Introduction

The Xerox® Versant® 80 Press is a full color/black and white, auto-duplex copier/printer that operates at a speed of 80 prints per minute (when printing on 8.5 x 11 inch/A4 paper).

Base Configuration

The system base system configuration consists of the following components:

1. Bypass Tray

   Other optional feeding devices are available.
2. Color Press
3. Offset Catch Tray

   Other optional finishing devices are available.
4. Print Server (not shown)

   Choice of one of three print servers is available.

Print Server Overview

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

One of the following print servers may be used with your press:

- Xerox® FreeFlow® Print Server
- Xerox® EX 80 Print Server, Powered by Fiery®
- Xerox® EX-P 80 Print Server, Powered by Fiery®

Note

For detailed information on your specific print server, refer to the customer documentation that was delivered with it. Documentation may also be downloaded from www.xerox.com by searching for the press and selecting the **Support** link.

Press Components

Press Components

1 Bypass Tray

The Bypass Tray is also called Tray 5 or Multisheet Inserter; the tray accommodates all types of stock in various sizes and weight ranges.

Note

The mounting location for the Bypass tray varies when optional feeding devices are added to the machine configuration.

2 User Interface (UI)

The User Interface (UI) consists of the touch screen and control panel with the buttons and keypad.

3 Duplex Automatic Document Feeder (DADF)

Automatically feeds 1- and 2-sided original documents. A maximum of 250 two-sided documents can be scanned at one time.

4 Offset Catch Tray (OCT)

This tray receives the completed print job. Output print sheets can be offset for easy separation. The maximum capacity of the OCT is determined by the tray sensor as well as stock weight, but is approximately 500 sheets of 24 lb. (90 gsm) paper.

Note

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

5 Dry Ink/Toner Waste Bottle Door

Open this door to access the waste bottle when replacement of the bottle is required.

6 Trays 1-3

Trays 1, 2, and 3 accommodate a variety of paper sizes and weights; refer to the Technical Specifications chapter for detailed information.

7 Front Door

Open this door to clear paper jams and to replace various Customer Replaceable Units (CRUs).

8 Dry Ink/Toner Cover

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

Locating the Press Serial Number

The press serial number can be accessed from either the press User Interface or from the serial number plate which is located on the inside frame of Tray 1.

1. Press the **Machine Status** button on the User Interface.
2. From the Machine Status screen, ensure that the **Device Information** tab is displayed. The press serial number is displayed under Device Serial Information near the bottom of the screen.
3. If there is a loss of power and it is not possible to access the **Machine Status** screen, the press serial number can also be found on the inside frame of the press near the Paper Tray 1 drawer:
   a) At the press, fully open Tray 1.
   b) At the left of the tray, on the press frame, locate the plate with the serial number (**SER#**).

User Interface (UI)

1 Touch Screen

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

2 Home button

Press this button to display the main window. Provides access to features such as Copy, E-Mail, and Network Scanning, just to name a few features. Other features may be available depending on your marketplace.

3 Services

This button lights when the main power is on.

4 Job Status button

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

5 Machine Status button

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

6 Log In/Out button

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

7 Energy / Power Saver button

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

8 Clear All button

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

9 Stop button

Press to stop and pause the print or copy job in progress.

10 Start button

Use this button to perform certain functions, such as scanning/copying a document or printing a selected report from the print engine. This button is also used by the Customer Service Engineer (CSE) during diagnostic routine procedures.

11 Interrupt button

Use this button to suspend a copy or print job in progress and have the machine stop to process another job. During the Interrupt mode, the Interrupt button lights. Pressing the Interrupt button again exits the Interrupt mode and resumes the suspended job.

12 Numeric Keypad

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

13 Language button

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

14 Help button

Displays the Help System; this feature may not be available in all marketplaces.

Features

Logon

There are two logon levels:

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

Note

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

Language

Language Feature

Note

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

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

Changing the Language

1. Press the **Language** button on the press User Interface

   The Language window displays on the touch screen.
2. Choose one of the following:
   - Select the desired language from the list, and select **Save**. The language on the screen changes to the new language and closes the Language window.
   - Select the **Cancel** button to return to the main screen.

Energy (Power) Saver Mode

Energy (Power) Saver Mode Overview

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

By default, the press automatically enters the Low Power mode after 1 minute of inactivity. After 1 minute of inactivity, the press then enters Sleep mode. These time intervals for both modes can be changed by the system administrator.

Here are two examples:

- If Low Power Mode is set to 15 minutes and Sleep Mode is set to 60 minutes, Sleep Mode activates after 60 minutes of total inactivity, not 60 minutes after Low Power Mode begins. In other words, Sleep Mode activates 45 minutes after the Low Power Mode begins.
- If Low Power Mode is set to 15 minutes and Sleep Mode is set to 20 minutes, Sleep Mode activates 5 minutes after Low Power Mode begins.

Low Power Mode

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

Sleep Mode

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

Exiting Energy (Power) Saver Mode

The press exits Energy (Power) Saver mode by doing one of the following:

- Pressing the **Power / Energy Saver** button on the press UI,
- Receiving print data for an incoming job to be printed, or
- Programming and performing a copy or scan job.

Power On/Off

The Power Switches

There are three power switches involved with the press:

- The **Breaker switch** located at the rear of the press. Initially check to make sure this switch is set to **On** when the press is shipped.
- The **Main Power switch** located inside the Front Door. This switch is used mainly by the Xerox Service Representative when servicing the press. In rare problem solving cases, you may be directed to power off the press with this switch.

- The **Power On/Off button** located on the top of the press near the Document Feeder. This button is the primary way for you to switch on or off the press. It is used by the operator as workflow requires.

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

Important

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

Power On/Off the Press

Power On the Press

1. Check that the Main Power switch behind the Front Door is **On**.
2. Press the Power On/Off button on top of the press to the **ON** position.
   The Ready Indicator light displays green.

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

Power Off the Press

Important

Always power off the Power Switch first and then power off the Main Power Switch.

1. Press the Power On/Off button on the top of the press to **Off**.

   Wait until the lights on UI stop blinking, as this allows the fuser to begin cooling.
2. Switch **Off** the Main Power switch behind the Front Door.

   Note

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

Feeding and Finishing Devices

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

Feeding Devices

Bypass (Tray 5)

The Bypass Tray, also called Tray 5, is part of the base system configuration. The mounting location for the Bypass tray varies when optional feeding devices are added to the machine configuration:

- If the system configuration includes either the 1-Tray HCF (Letter-size / A4) or the 1-Tray OHCF (Tray 6), then the Bypass (Tray 5) is installed above the feeding device.
- If the system configuration includes one 2-Tray OHCF (Trays 6 and 7), then the Bypass Tray is installed on top of it.
- If the system configuration includes a second, chained OHCF (Trays 8 and 9), then the Bypass Tray is installed on top of the second OHCF (Trays 8 and 9).

The Bypass Tray accommodates a weight range of 52 to 300 gsm and media size of 3.86 x 5.75 inches (98 x 146 mm) to 13 x 19.2 inches (330.2 x 488 mm). The Bypass Tray holds a maximum of 280 sheets of 20 lb. / 75 gsm plain paper. The Bypass Tray accepts envelopes, postcards and transparencies.

High Capacity Feeder (HCF), 1 Tray

The 1-tray High Capacity Feeder (HCF), also known as Tray 6, provides a 2,000-sheet, letter-size (8.5 x 11 in. / A4) paper source.

Note

Only letter-size (8.5 x 11 in.) / A4 paper, Long Edge Feed (LEF) can be used in this tray.

1- or 2-Tray Oversized High Capacity Feeder (OHCF / Trays 6 and 7)

The Oversized High Capacity Feeder (OHCF) is available in a 1-tray or 2-tray option. The OHCF feeds a variety of stock sizes, including standard and oversized stock up to 13 x 19.2 in./330.2 x 488 mm and weighing between 52 gsm and 350 gsm. Each tray holds 2,000 sheets.

- 1-tray OHCF (with storage cabinet above the tray; shown with Bypass Tray installed)

- 2-tray OHCF (shown with Bypass Tray installed)

Chained Oversized High Capacity Feeder (OHCF / Trays 8 and 9)

A second, chained Oversized High Capacity Feeder (OHCF) may be added to the system to extend the paper capacities by providing two additional trays. This second, chained OHCF is referred to as Trays 8 and 9, and it feeds a variety of stock sizes, including standard, heavyweight, and oversized stocks up to 13 x 19.2 in. / 330 x 488 mm in size and weighing between 52 gsm and 350 gsm. Each tray holds 2,000 sheets of coated and uncoated stock.

Important

The second, chained OHCF (Trays 8 and 9) can be added only to a system which includes a 2-Tray OHCF (Trays 6 and 7).

Finishing Devices

Optional Cooling Fan Kit for the Offset Catch Tray (OCT)

When attached to the OCT, the Cooling Fan prevents **blocking** (sticking together) of the printed/copied output.

The OCT Cooling Fan can be adjusted for the following paper weights:

1. **OFF** for all paper types weighing 60-105 gsm.
2. **One-quarter turn** for Coated paper weighing 106-135 gsm.
3. **Mid/halfway position turn** for Coated paper weighing 136-186 gsm.
4. **ON** 100 % for Coated paper weighing 221-300 gsm.

Interface Module

The Interface Module provides communication, an aligned paper path between the print engine and the attached finishing device, and the decurling of the paper as it exits the print engine.

Important

The Interface Module is required with many of the finishing devices; this depends on the system configuration and which finishing devices are attached.

Interface Cooling Module

The Interface Cooling Module provides the same functions as the Interface Module. In additional to these functions, the Interface Cooling Module also provides the added feature of cooling the printed media as it passes through the paper path by using additional fans and associated duct work. The module is also equipped with an internal spectrophotometer.

Important

The Interface Cooling Module is required with many of the finishing devices; this depends on the system configuration and which finishing devices are attached.

The following finishing devices require either the Interface Module or the Interface Cooling Module:

- GBC® AdvancedPunch™
- GBC® AdvancedPunch™ Pro
- High Capacity Stacker (HCS)
- Standard Finisher
- Booklet Maker Finisher
- Standard Finisher Plus

Business Ready (BR) Finisher (with or without Booklet Maker)

The Business Ready (BR) Finisher adds several professional-level finishing options to the press while requiring minimal additional space for the finisher. The finisher is available with or without an optional booklet maker.

- BR Finisher without Booklet Maker

- BR Finisher with the optional Booklet Maker

Tip

The BR Finisher (with or without Booklet Maker) attaches directly to the press and does not require the Interface Module / Interface Cooling Module.

GBC® AdvancedPunch™

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

Information on this device can be found later in this guide. Information can also be found on the customer documentation CD that came with the accessory, or it can be downloaded from www.xerox.com.

GBC® AdvancedPunch™ Pro

The GBC AdvancedPunch Pro may be attached to a variety of optional finishing accessories and provides all the same capabilities as the GBC AdvancedPunch.

The AdvancedPunch Pro also provides additional capabilities such as the following:

- A bigger range of media sizes and types
- LEF and SEF punching
- 2-up punching (double punch) on large sheets
- Quick-change die sets that can be interchanged without any tools
- All die sets include an Identification Label providing the user with the hole pattern and name

Information on this device can be found later in this guide. Information can also be found on the customer documentation CD that came with the accessory, or it can be downloaded from www.xerox.com.

High Capacity Stacker (HCS)

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

Standard Finisher (with or without optional C/Z Folder)

This finisher provides a wide range of finishing / folding options. It includes a basic inline punch, stapler, built-in decurler, and a post-process inserter/interposer (Tray T1). An optional C/Z Folder also is available.

Booklet Maker Finisher (with or without optional C/Z Folder)

This finisher provides the same finishing / folding capabilities as the Standard Finisher. Additionally, this finisher includes a booklet unit with saddle-stitching and bi-fold finishing capabilities. An optional C/Z Folder also is available.

Standard Finisher Plus (with or without optional C/Z Folder)

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

Third-party Finishing Devices

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

Optional Performance Package

Important

The Performance Package must be ordered prior to initial installation of the system. It is not possible to upgrade an existing press with the Performance Package after the system has been ordered and installed.

The optional Performance Package is a suite of technologies and tools that enhances the capabilities of the base press in three areas: operational speed, color management automation, and print shop productivity.

The Performance Package is comprised of the following technologies and tools:

- All Stocks Rated Speed (ASRS) software
- Automated Color Quality System (ACQS) software
- Inline Spectrophotometer (ILS) - which is included with the Interface Cooling Module
- Xerox EX 80 Print Server

All Stocks Rated Speed (ASRS)

The All Stocks Rated Speed (ASRS) feature eliminates the slower speeds created by heavier weight stocks. With ASRS, the speed of the press is governed by the size of the stock only and not by its weight. This means that all stock weights up to 350 gsm for a given sheet size will run at the rated speed (the top speed) for that stock size.

Automated Color Quality System (ACQS)

The Automated Color Quality System (ACQS) is an advanced color management technology that transfers the complex decisions about color maintenance from operators to an automated system. ACQS automates the printing and measuring of calibration charts and then calculates and makes precise adjustments to color tables based on the results.

Note

The ACQS suite is available only with the external Xerox EX 80 Print Server Powered by Fiery; it is **not** available with the Xerox EX-i 80 Print Server Powered by Fiery.

ACQS takes the variability out of the color equation by incorporating standardized color measurements using the Inline Spectrophotometer (on the Interface Cooling Module) to calibrate color on the press as well as generating accurate destination profiles for different stocks.

Procedures are automated in that they eliminate the need for an operator to manually scan target sheets using an external spectrophotometer. The operator must initiate the procedure at the print server, but all target sheets are then generated and scanned automatically, and all measurements, calculations, and corrections are performed automatically.

Inline Spectrophotometer (ILS)

The Inline Spectrophotometer (ILS) is housed in the Interface Cooling Module. The ILS enables the Automated Color Quality Suite, which automates the process of ensuring stable and accurate color from job to job, by eliminating the need for operators to use a hand-held spectrophotometer during print server calibration. It also facilitates the creation of custom destination profiles for each stock on which the press prints.

With the ILS is strategically placed within the paper path, automated processes like measurements for calibration and destination profiling are quick to perform and require less down-time for the press. Working together, the ACQS software and the ILS hardware gives accurate color faster, and provides more stable color over time.

Besides the Inline Spectrophotometer (ILS), the Interface Cooling Module contains additional cooling to support the higher speeds of the press when running at higher speeds, and a Decurler to ensure flat sheets for finishing.

Configuration Information Regarding the Performance Package

1. The Performance Package must be ordered when the press is ordered. Once the press has been configured without the Performance Package option, it cannot be upgraded at a later time to include the package.
2. The Performance Package is not available with the Xerox EX-i 80 Print Server. Customers must order the external Xerox EX 80 Print Server.
3. If customers configure the press with the Business Ready (BR) Finisher, the Business Ready Finisher with Booklet Maker, or the Offset Catch Tray, then the Performance Package option is **not available** for the configuration.
4. When the Performance Package is ordered, the Interface Cooling Module must be used. The package cannot be used with the Interface Module.
5. Finishing options enabled by the Interface Cooling Module include these finishers and their options:
   - High Capacity Stacker (HCS)
   - Standard Finisher
   - Booklet Maker Finisher
   - Standard Finisher Plus
   - SquareFold Trimmer Module (which requires the Booklet Maker Finisher)
   - Plockmatic Pro 35 and Plockmatic Pro 50 (which requires the Standard Finisher Plus)

2

Where to Find Help

Help on the Xerox Web Site

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

Note

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

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

Print Server Customer Documentation

- The FreeFlow Print Server features are documented in the Online Help system from the **Help** menu shown on the main print server window. Additional FreeFlow Print Server user documentation can be found at www.xerox.com.
- The EFI Print Server Help menu on the Command WorkStation window is designed to provide information on specific work flows when using the Command WorkStation. Additional user documentation supplied by EFI is available to you from www.xerox.com under the Support and Drivers link.

3

Paper and Media

Overview

Before loading paper, consider the following:

- The press supports the ability to pull different stock sizes and paper types from various trays and assemble them as part of a single job. To select multiple paper trays and insert different papers within one job, program this custom job at the print server using features such as special pages.
- The press supports Automatic Tray Switching, which allows a job to switch automatically from an empty tray to a full tray containing the same size paper, orientation and stock type. Refer to the System Administrator Guide for how to enable this feature and prioritize the order of trays to search on and use.

Loading Media in Trays 1, 2, and 3

Information About Loading Media in Trays 1, 2, and 3

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

Note

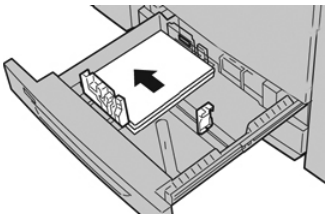
Each feeder tray has a stock loading label. When loading media into the tray, refer to the labels on the inside panel of the feeder tray for the correct orientation of that stock type.

Loading Paper in Trays 1, 2, and 3

Note

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

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



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

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

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

7. Gently push in the tray until it comes to a stop.
   If enabled by your System Administrator, the Paper Tray settings/Tray Properties window may be displayed on the UI. You can view and set stock attributes and verify trays are assigned with the correct stock.
8. From the Paper Tray settings/Tray Properties window, choose one of the following:
   - No changes were made to the paper tray; select **Confirm** to close the window.
   - Changes were made to the paper tray; go to the next step.
9. Select the **Change Settings** button.
   a) Make the desired selections for **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
   b) If necessary, make the desired changes to paper curl and alignment adjustment.
   c) Select **Save** until you are returned to the Paper Tray settings/Tray Properties window.
   d) Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

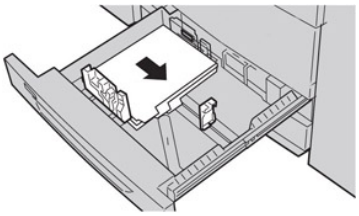
Loading Tab Stock in Trays 1, 2, and 3

Refer to the following tips before loading tab stock in the tray:

- You can load either single straight collated or single reverse collated tab stock.
- For network print jobs, refer to your print server customer documentation for instructions on loading tab stock into a tray.

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

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



Note

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

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

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

5. Gently push in the tray until it comes to a stop.
6. If the Paper Tray settings/Tray Properties window displays on the UI, confirm the correct tray to which it is printing and other information, including size, type (precut tab), and, if necessary, paper curl and/or alignment option.
7. Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

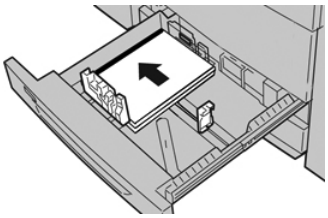
Loading Transparencies in Trays 1, 2, and 3

Read these tips before using transparencies:

- Do not use transparencies with the white side strip (either permanent or removable).
- Do not mix paper and transparencies in a tray. Jams may occur.
- Do not load more than 100 transparencies in a paper tray at one time.
- Load 8.5 x 11 in (A4) transparencies long edge feed only (landscape).

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Fan the transparencies to stop them from sticking together before loading into the tray.
4. Load a small stack of paper into the tray first. The paper must be the same size as the transparencies.

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



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

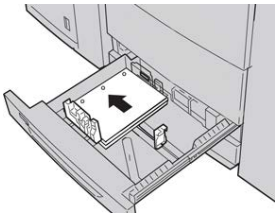
   Do not load materials above the MAX line located on the rear Edge Guide.

7. Gently push in the tray until it comes to a stop.
   If enabled by your System Administrator, the Paper Tray settings/Tray Properties window displays on the UI.
8. From the Paper Tray settings/Tray Properties window, enter the correct paper information, including size, type, weight and, if necessary, paper curl and/or alignment option.
9. Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

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

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

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



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

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

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

7. Gently push in the tray until it comes to a stop.
   If enabled by your System Administrator, the Paper Tray settings/Tray Properties window displays on the UI.

8. From the Paper Tray settings/Tray Properties window, enter the correct paper information, including size, type, weight and, if necessary, paper curl and/or alignment option.
9. Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

Loading Media in the Bypass (Tray 5)

Note

If any optional feeding devices are attached, the Bypass (Tray 5) is installed above or on top of that feeding device.

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

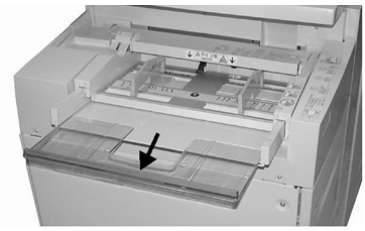
- Verify the stock loaded in the tray with the Paper Tray settings/Tray Properties window on the UI
- Load a maximum of 280 sheets of 20 lb. / 75 gsm paper
- Do not load mixed-size paper into the Bypass Tray
- Do not load materials above the MAX line as indicated on the tray

Loading Paper in the Bypass (Tray 5)

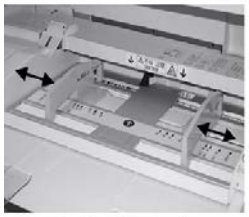
Note

The following prodecure shows the Bypass (Tray 5) located on top of the 2-Tray OHCF.

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



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



3. Select the appropriate paper stock for your print/copy job.
4. Open the ream of paper with the seam side facing up.

5. Fan the sheets before loading them into the tray.
6. Insert the paper or media into the tray until it stops.
7. Adjust the paper guides so that they touch the edges of the stack.

   If enabled by your System Administrator, the Paper Tray settings/Tray Properties window may be displayed on the UI.
8. If the Paper Tray settings/Tray Properties window displays on the UI, confirm the correct tray to which it is printing and other information, including size, type (precut tab), and, if necessary, paper curl and/or alignment option.
9. Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

Loading Tab Stock in the Bypass (Tray 5)

Refer to the following tips before loading tab stock in the tray:

- You can load either single straight collated or single reverse collated tab stock.
- For network print jobs, refer to your print server customer documentation for instructions on loading tab stock into a tray.
- If a jam occurs while running tabbed sets, cancel the job and start again.

1. Gently extend the Bypass tray (Tray 5) as necessary to accommodate the tab stock.
2. Hold the center of the paper guides and slide them to the desired stock size.
3. Fan the tab paper before inserting into the tray.
4. Insert the tab stock into the tray so the straight edge of the stock is in the feed direction (lead edge) and the tabs are to the left (trail edge).
5. Continue to insert the tab stock into the tray until it stops.
6. Adjust the paper guides so that they touch the edges of the stack.
7. If the Paper Tray settings/Tray Properties window displays on the UI, confirm the correct tray to which it is printing and other information, including size, type (precut tab), and, if necessary, paper curl and/or alignment option.
8. Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

Loading Transparencies in the Bypass (Tray 5)

Note

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

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

8. From the Paper Tray settings/Tray Properties window, enter the correct paper information, including size, type, weight and, if necessary, paper curl and/or alignment option.
9. Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

Loading Pre-drilled Stock in the Bypass (Tray 5)

1. Gently extend the Bypass tray (Tray 5) as necessary to accommodate the paper.
2. Hold the center of the paper guides and slide them to the desired paper size.
3. Select the appropriate paper stock for your print/copy job.
4. Fan the sheets before loading them into the tray.
5. Insert the pre-drilled stock into the tray in the LEF direction with the holes to the right.
6. Continue to insert the paper or media into the tray until it stops.
7. Adjust the paper guides so that they touch the edges of the stack.
8. From the Paper Tray settings/Tray Properties window, enter the correct paper information, including size, type, weight and, if necessary, paper curl and/or alignment option.
9. Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

Loading Envelopes in the Bypass (Tray 5)

Note

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

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

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

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

1. Always load envelopes with the flaps closed.

   Do not use padded envelopes.
2. When loading in the SEF direction, place the flaps facing the back of the press. When loading in the LEF direction, place the flaps facing the lead edge.
3. When submitting your network print file, select **Custom Paper** as the Paper Type. Enter the dimensions of the envelope.

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

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

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

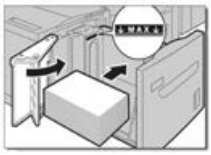
Loading Paper in the 1-Tray High Capacity Feeder (HCF / Tray 6)

Tips about the 1-tray HCF (Tray 6):

- This tray accommodates only 8.5 x 11 in./A4 Long Edge Feed (LEF) stock
- Stock weights between 18 lb./64gsm bond to 80 lb./220 gsm cover may be used in this tray
- It holds a maximum of 2000 sheets of 20lb./75 gsm paper
- Stock must be loaded only in LEF direction
- Do not load materials above the MAX line

1. Select the appropriate paper stock for your job.
2. Pull out the tray slowly until it stops.

3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load the paper in the tray.



   a) Align the edge of the paper against the RIGHT edge of the tray.
   b) Move the paper guides to just touch the edges of the paper stack.

   Do not load materials above the MAX line.

6. Gently push in the tray until it comes to a stop.
   If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
7. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.
   a) Make the desired selections for **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
   b) If necessary, make the desired changes to paper curl and alignment adjustment.

      Note

      Refer to the System Administration Guide for detailed information on the paper curl and alignment adjustment options.

   c) Select **Save** until you are returned to the tray settings window.
8. Select **Confirm** to close the window.

Loading Media in the 1- or 2-Tray Oversized High Capacity Feeder (OHCF / Trays 6 and / or 7)

Note

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

Note

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

Postcard Bracket

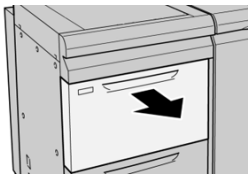
The Postcard bracket is delivered with the OHCF from manufacturing. The Postcard bracket allows you to print on smaller size media without requiring post-processing cutting or sorting. The Postcard bracket specifically accommodates 4 x 6 in. (101.6 x 152.4 mm) SEF media.

Using the Postcard Bracket

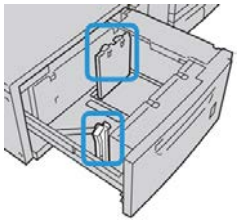
Use the following procedure for installing and using the Postcard bracket when printing on smaller media (4 x 6 in./101.6 x 152.4 mm).

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

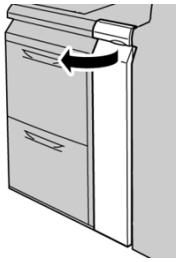
1. Slowly open one of the paper trays until it stops and remove the paper.



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

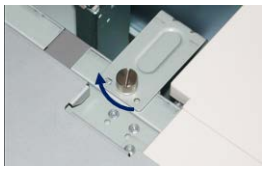


3. Open the front cover of the OHCF.

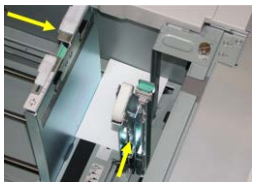


4. Remove the Postcard bracket from inside the OHCF front cover.
5. Install the Postcard bracket so that it sits on the locating pins on the upper frame and in the grooves on the bottom of the tray.

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



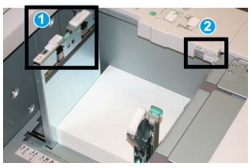
7. Load the postcard stock and adjust the paper guides against the stock.



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

Skew Adjustment Levers (Trays 6 and 7)

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



1. Rear Skew Adjustment Lever
2. Right Side Skew Adjustment Lever

Note

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

Use the following procedure to set the skew adjustment levers:

1. Pull out the tray slowly until it stops.

   The Tray Properties / Settings automatically display at the press User Interface (UI).
2. From the Tray Properties window, verify that the correct paper information is being used including size, type, weight and paper curl or alignment option for the tray. Select **OK** and close the Tray Properties window.
3. At the tray, slide the rear skew adjustment lever to the right.
4. Gently push in the tray until it comes to a stop.
5. Run your print job.
   - The paper is fed accurately without skew and the printed output is satisfactory; your task is complete.
   - The paper is skewed and the printed output is unsatisfactory; proceed to the next step.
6. Pull out the tray slowly until it stops.

7. Verify the tray and paper settings at the print server.
8. Return the rear skew adjustment lever to its left, default position.
9. Slide the right-side skew adjustment lever toward the front of the paper tray.
10. Gently push in the tray until it comes to a stop.
11. Run your print job.
    - The paper is fed accurately without skew and the printed output is satisfactory; your task is complete.
    - The paper is skewed and the printed output is unsatisfactory; proceed to the next step.
12. Pull out the tray slowly until it stops.
13. Return the right-side skew adjustment lever toward the rear of the paper tray; this is its default position.
14. Gently push in the tray until it comes to a stop.

Loading Paper in the Oversized High Capacity Feeder (OHCF / Trays 6 and 7)

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

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

   The Paper Tray settings/Tray Properties window displays on the UI. You can view and set stock attributes and verify trays are assigned with the correct stock.
8. From the Paper Tray settings/Tray Properties window, enter or verify the correct paper information, including size, type, weight and, if necessary, paper curl and/or alignment option. Select the stock and assign the stock to the tray to be used.
9. Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

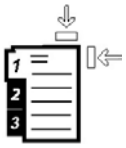
Loading Tabs in the Oversized High Capacity Feeder (OHCF / Trays 6 and 7)

Refer to the following tips before loading tab stock in the tray:

- You can load either single straight collated or single reverse collated tab stock.
- For network print jobs, refer to your print server customer documentation for instructions on loading tab stock into a tray.

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

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

   Tab stock is loaded so the straight edge of the stock is in the feed direction. Also, you can only load the tab stock LEF.
5. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the stock in the tray.

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

   The Paper Tray settings/Tray Properties window displays on the UG.
7. From the Paper Tray settings/Tray Properties window, confirm the correct tray to which it is printing and other information, including size (9 x 11 inches), type (precut tab), and, if necessary, paper curl and/or alignment option.
8. Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

Loading Transparencies in the Oversized High Capacity Feeder (OHCF / Trays 6 and 7)

Read these tips before using transparencies:

- Do not use transparencies with the white side strip (either permanent or removable).
- Do not mix paper and transparencies in a tray. Jams may occur.
- Do not load more than 100 transparencies in a paper tray at one time.
- Load 8.5 x 11 in (A4) transparencies long edge feed only (landscape).

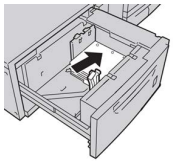
1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Fan the transparencies to stop them from sticking together before loading into the tray.
4. Load transparencies LEF on top of a small stack of same-size paper and align the strip edge of the transparency against the right edge of the paper tray, with the side to be printed on facing down.

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

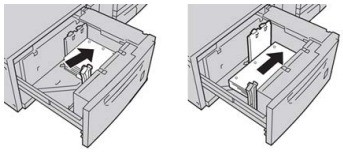
   Do not load materials above the MAX line located on the rear Edge Guide.
6. Gently push in the tray until it comes to a stop.
   If enabled by your System Administrator, the Paper Tray settings/Tray Properties window displays on the UI.
7. From the Paper Tray settings/Tray Properties window, enter the correct paper information, including size, type, weight and, if necessary, paper curl and/or alignment option.
8. Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

Loading Pre-Drilled Stock into the Oversized High Capacity Feeder (OHCF / Trays 6 and 7)

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



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



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

   Do not load materials above the MAX line located on the rear Edge Guide.
8. Gently push in the tray until it comes to a stop.
   If enabled by your System Administrator, the Paper Tray settings/Tray Properties window displays on the UI.
9. From the Paper Tray settings/Tray Properties window, enter the correct paper information, including size, type, weight and, if necessary, paper curl and/or alignment option.
10. Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

Loading Media in the OHCF (Trays 8 and 9)

Note

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

Note

It is recommended that you use the Bypass (Tray 5) to feed envelopes. However, if you use Trays 8 or 9, C5 and #10 envelopes must be fed SEF with the Postcard Bracket installed. Stack height is limited to 200 envelopes.

Postcard Bracket

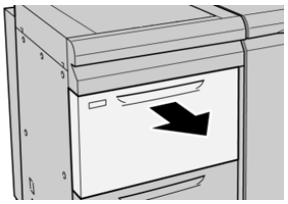
The Postcard bracket is delivered with the OHCF from manufacturing. The Postcard bracket allows you to print on smaller size media without requiring post-processing cutting or sorting. The Postcard bracket specifically accommodates 4 x 6 in. (101.6 x 152.4 mm) SEF media.

Using the Postcard Bracket

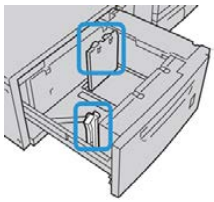
Use the following procedure for installing and using the Postcard Bracket when printing on smaller media (4 x 6 in. / 101.6 x 152.4 mm).

With the Postcard Bracket installed, you could print envelopes from Trays 8 and 9. The stack height is up to 200 envelopes.

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



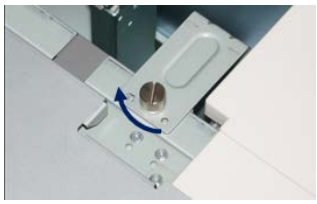
2. Move the paper guides out to their largest position.



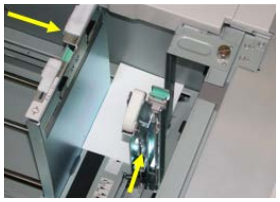
3. Open the front cover of the OHCF.

4. Remove the Postcard Bracket from inside the OHCF front cover.
5. Install the Postcard Bracket so that it sits on the locating pins on the upper frame and in the grooves on the bottom of the tray.

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



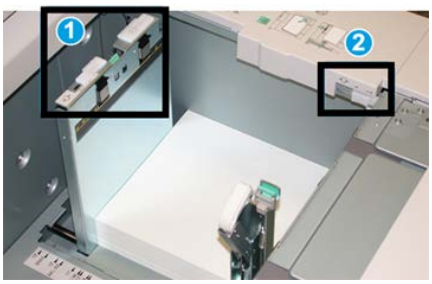
7. Load the postcard stock and adjust the paper guides against the stock.



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

Skew Adjustment Levers (Trays 8 and 9)

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



1 Rear Skew Adjustment Lever

2 Right Side Skew Adjustment Lever

Note

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

Use the following procedure to set the skew adjustment levers:

1. Pull out the tray slowly until it stops.

   The Stock Library Manager and Tray settings automatically display at the print server.
2. From the Tray Properties window at the print server, verify that the correct paper information is being used including size, type, weight and paper curl or alignment option for the tray. Select **OK** and close the Tray Properties window.
3. At the tray, slide the rear skew adjustment lever to the right.
4. Gently push in the tray until it comes to a stop.
5. Run your print job.
   - The paper is fed accurately without skew and the printed output is satisfactory; your task is complete.
   - The paper is skewed and the printed output is unsatisfactory; proceed to the next step.
6. Pull out the tray slowly until it stops.
7. Verify the tray and paper settings at the print server.
8. Return the rear skew adjustment lever to its left, default position.
9. Slide the right-side skew adjustment lever toward the front of the paper tray.
10. Gently push in the tray until it comes to a stop.
11. Run your print job.
    - The paper is fed accurately without skew and the printed output is satisfactory; your task is complete.

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

12. Pull out the tray slowly until it stops.
13. Return the right-side skew adjustment lever toward the rear of the paper tray; this is its default position.
14. Gently push in the tray until it comes to a stop.
15. If you are still having skew adjustment problems, refer to the Advanced Stock Setup information.

Loading Paper in the OHCF (Trays 8 and 9)

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

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

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

Loading Tabs in the OHCF (Trays 8 and 9)

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

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

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

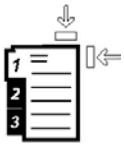
Note

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

Note

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

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

   Tab stock is loaded so the straight edge of the stock is in the feed direction. Also, you can only load the tab stock LEF.
5. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the stock in the tray.

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

   The Paper Tray Properties window displays from the **Stock Library Manager** on the print server. The **Stock Library Manager** is available from the print server only and not at the press.
7. From the Tray Properties window, confirm the correct tray to which it is printing and other information, including size (9 x 11 inches), type (precut tab), and, if necessary, paper curl and / or alignment option.
8. Select **OK** to save the information and close the Tray Properties window.

Loading Transparencies in the OHCF (Trays 8 and 9)

Note

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

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

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

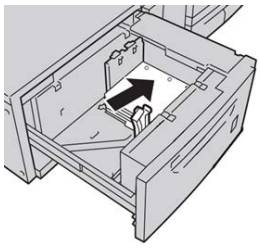
4. Load transparencies LEF on top of a small stack of same-size paper and align the strip edge of the transparency against the right edge of the paper tray, with the side to be printed on facing down.
5. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.

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

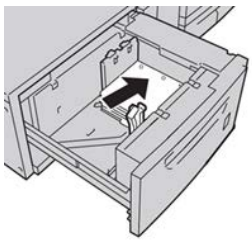
   The Paper Tray Properties window displays from the **Stock Library Manager** on the print server. The **Stock Library Manager** is available from the print server only and not at the press.
7. From the Tray Properties window, confirm that the correct stock information for transparencies, such as size, type, weight, are selected.
8. Select **OK** to save the information and close the Tray Properties window.

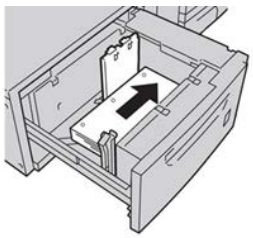
Loading Pre-drilled Stock into the OHCF (Trays 8 and 9)

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



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





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

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

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

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

Loading Post-Process Media in Optional Finishing Devices

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

- For loading tabs into the GBC AdvancedPunch, refer to Loading Tab Stock with the GBC AdvancedPunch
- For loading paper or tabs into the Post-Processor Inserter (Tray T1) for the Standard Finisher, Booklet Maker Finisher, or the Standard Finisher Plus, refer to Loading Paper / Tabs in the Post-Process Inserter (Tray T1).

4

Copy

Document Feeder and Glass

Document Feeder Tips

Tips for using the Duplex Automatic Document Feeder (DADF):

- For best output, ensure that the documents are in good condition.
- A maximum of 250 documents can be scanned at one time by using the document feeder.
- Mixed-size original documents can be used; however, the top left corners of the original documents must be aligned in the document handler.
- Remove any staples and paper clips from the documents before loading them in the document feeder.

Document Glass

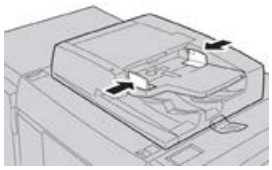
Use the Document Glass for scanning and copying various types documents, such as bound originals (books), odd size documents or poor quality originals. Documents should be placed face down on the glass and aligned with the tip of the registration arrow in the top left corner.

The document glass accommodates document sizes up to a maximum of 11 x 17 in./A3.

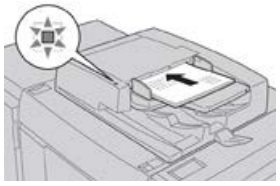
Basic Copying Steps

Basic Copying with the Document Feeder (DADF)

1. Adjust the movable document guides to their widest position.



2. Load the documents face up with the first page on top and with the headings toward the back or left of the machine.
   The confirmation indicator lights to show that the documents are loaded correctly.

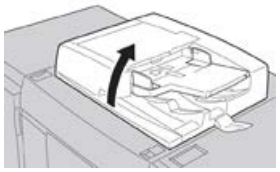


3. Press the **Home** button on the press UI.
4. Select **Copy** on the **Home** window.
5. Select the desired Copy features/options:
   - Paper Supply
   - Reduce/Enlarge
   - Output Color
   - 2-Sided Copying
   - Original Type
   - Lighten/Darken

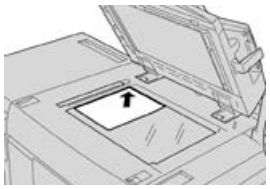
   The features displayed on the main Copy window vary depending on how it is configured by the administrator.
6. Enter the quantity.
7. Press **Start**.

Basic Copying with the Document Glass

1. Open the document feeder.



2. Place the document face down by aligning it as shown in the illustration.



3. Press the **Home** button on the press UI.
4. Select **Copy** on the **Home** window.
5. Select the desired Copy features/options:
   - Paper Supply
   - Reduce/Enlarge
   - Output Color
   - 2-Sided Copying
   - Original Type
   - Lighten/Darken

   The features displayed on the main Copy window vary depending on how it is configured by the administrator.
6. Enter the quantity.
7. Press **Start**.

Selecting Copy Options for a Third-Party Finishing Device

Read the following list before performing the procedure:

- If your machine has an optional, third-party, Document Finishing Architecture (DFA) device attached, then this profile feature is available, and specific copy options may be selected for a job.
- Prior to physically attaching the DFA device to the machine, device profiles are created. The profiles represent the characteristics of your finishing device.
- Refer to the third-party customer documentation for information on setting the profile values for the specific DFA device attached to the machine.
- A profile for the job can be selected from either the print server, the print driver on your computer, or the press User Interface. Depending on the DFA device, a maximum of twelve profiles are available.

1. Place your original documents either in the document feeder or on the document glass.
2. Press the **Home** button on the press UI.
3. Select **Copy** on the **Home** window.
4. Select the **Output Format** tab.
   a) Select the DFA Finisher.
      The DFA Finisher Profile screen displays.
   b) From the displayed list, select the profile for the job.
      If the device is an e-binder, select the binding position.

c) Select **Save**.
d) Select the desired **Face Up/Down Output** option.

5. Select the desired Copy features/options.

   The features displayed on the main Copy window vary depending on how it is configured by the administrator.

6. Enter the quantity.
7. Press **Start**.

   If prompted on the UI, follow the instructions provided to correct any job submission errors. If there is a DFA problem, refer to your DFA documentation.

Copy Feature

Copy Feature Overview

Tip

Depending on how the **Copy** tab is configured by the administrator, this tab may contain different features than the ones listed here.

The **Copy** feature includes the following options:

- Reduce/Enlarge (R/E)
- Paper Supply (Auto Select)
- Output Color
- Copy Output
- 2 Sided Copying
- Original Type
- Darken/Lighten

Reduce/Enlarge

Reduce / Enlarge (R/E)

The reduce / enlarge (R/E) feature provides a variety of reduction and enlargement options to adjust the size of the output image. Originals can be enlarged or reduced from 25-400 %. Various automatic and preset selections are available to help you choose the most common reductions or enlargements, while a custom setting enables you to select the ratio that suits your requirements. Basic reduction/enlargement options include:

100% or R/E entry box

The default setting in the R/E entry box is 100 %. This selection produces an image on your copy exactly the same size as the image on your original document.

You can also set the R/E ratio by using the plus or minus buttons. In this case, the ratio is displayed in the R/E entry box.

Auto%

This selection proportionally reduces or enlarges the image so that it will fit onto your chosen paper. If this option is selected, you must also select a specific paper tray.

Preset R/E buttons

Depending on what the System Administrator has selected, you see several percentage options for reduction or enlargement. These buttons can be customized by the Administrator to display the reduction/enlargement ratios that you frequently use.

More

When the Reduce/Enlarge (R/E) **More** button is selected, a new window opens and displays additional R/E options.

More Reduce/Enlarge (R/E) Options

The Reduce/Enlarge (R/E) **More** options include:

Proportional %

All of the options will reduce or enlarge the image by the same ratio in both directions so that the image gets bigger or smaller, but the proportion remain the same.

Auto %

Proportionally reduces or enlarges the image so that it will fit onto your chosen paper. If this option is selected, you must also select a specific paper tray.

Independent X-Y%

This option allows you to specify different height and width ratios to scale the height and width independently.

Auto X-Y% ensures copies are made with the height and width ratios set automatically to match the paper size.

Auto Center

This option allows you to specify individually the height and width values.

Preset percentage buttons

The percentage buttons are preset for specific magnification levels by the administrator to reflect the percentages used most frequently.

Paper Supply

Select the desired tray to be used for your job; options include:

Auto Select

This option automatically detects the size of the original document and selects the proper tray for output.

Tray buttons

Allows you to select a specific tray containing the desired media for your job.

More button

Displays the Paper Supply screen showing all available trays for the machine and their media content.

Output Color

Select the desired Output Color option which best applies to the job. The options include:

Auto Detect

This option allows the machine to automatically detect if the original document is in color or black and white.

Color

This option generates copies with full color output, using all four printing colors - cyan, magenta, yellow, and black.

Black and White

This option copies in black and white only. Colors in the original are converted to shades of gray.

Dual Color

This option allows you to separate the colors of the original into two groups of colors for copying. The source color is extracted from the original and replaced by the target area color. The rest of the colors are replaced by the non-target area color that you select.

Single Color

This option allows you to copy in one of the preset or custom colors.

More

This options allow you to customize the color for the copied output.

Copy Output

Important

Copy Output options vary depending on the finishing devices attached to your machine.

Note

Copy Output may be accessed either from the Copy tab or from the Output Format tab.

Use the Copy Output feature to select the desired options for your output; options include:

- Auto
- Collated
- Uncollated
- Uncollated with Separators
- Original Orientation
- Optional finishing features, including:
  - Output Destination/Offset
  - Stapling
  - Hole Punching
  - C/Z Folding

2 Sided Copying

Note

The 2 Sided Copying option may be accessed either from the main Copy screen or from the Output Format tab.

Make one or two-sided copies from one or two-sided originals using either the document feeder or the document glass. The two-sided option enables you to select your output in book or calendar orientation. Options include:

1-1 Sided

Use this option if your originals are printed on one side and you want single-sided copies.

1-2 Sided

Use this option if your originals are printed on one side and you want two-sided copies.

2-2 Sided

Use this option if you want to make two sided copies from two-sided originals.

2-1 Sided

This option will make one-sided copies from two-sided originals.

Originals/Copies

Select the orientation of both your original documents and the output copies. Options include **Head to Head** and **Head to Toe**.

Head to Head

This option is sometimes called Top-to-Top. For your original documents, select this option when all the pages of your original documents have the same orientation. For copy output, select this option to copy/print the reverse side of a page so that the finished document opens like a book.

Head to Toe

This option is sometimes called Top-to-Bottom. For your original documents, select this option when the pages of your original documents have the opposite orientation such as on a calendar. For copy output, select this option to copy/print the reverse side of a page so that the finished document opens like a calendar.

Original Orientation

Upright Images

Select this option when placing the top edge of the document against the top side of the document glass or document feeder.

Sideways Images

Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

Original Type

Note

The Original Type option may be accessed either from the main Copy screen or from the Image Quality tab.

The Original Type feature provides a convenient way to enhance the quality of your output based on the type of original images you are copying. Select the **Original Type** button on the Image Quality tab, and select the desired option.

Auto

This option sets the output color according to the document type preset in the System Administration mode.

Photo and Text

Use this option if your original is from a magazine or other source that contains high quality photographs with text. This setting produces better pictures, but slightly reduces sharpness for text and line art.

Text

Use this option if your original contains only text or line art. The result is sharper edges for the text and line art.

Photo

This option is specifically designed to copy photographs or magazine pictures without any text or line drawings. This option prevents faint reproduction of colors.

Map

Use this option for making copies of documents that have text on colored backgrounds such as maps.

Darken/Lighten

Note

The Darken/Lighten option may be accessed either from the main Copy screen or from the Image Quality tab and then by selecting Image Options.

The Darken/Lighten option provides manual control to adjust the lightness or darkness of the scanned images.

- Select the **Left** scroll button to darken the scanned image from light originals such as pencil images.
- Select the **Right** scroll button to lighten the scanned image from dark originals such as half tones or originals with colored backgrounds.

Image Quality Feature

Image Quality Feature Overview

The **Image Quality** feature includes the following options:

- Original Type
- Image Options
- Image Enhancement
- Color Effects
- Color Balance
- Color Shift

Selecting Image Quality Options

1. Load the document or documents either onto the Document Glass or into the Document Feeder.
2. Press the **Home** button on the press UI.
3. Select **Copy** on the **Home** window.
4. Select the **Image Quality** tab.
5. From the Image Quality window, select the desire options:
   - Original Type
   - Image Options
   - Image Enhancement
   - Color Effects
   - Color Balance
   - Color Shift
6. Select the **Copy** tab.
7. Select the desired Copy options including:
   - Paper Supply
   - Reduce/Enlarge
   - 2-Sided Copying
8. Select any other desired Copy features/options (such as **Layout Adjustment**, **Output Format**).
9. Enter the quantity.
10. Press **Start** on the UI.

Original Type

Note

The Original Type option may be accessed either from the main Copy screen or from the Image Quality tab.

The Original Type feature provides a convenient way to enhance the quality of your output based on the type of original images you are copying. Select the **Original Type** button on the Image Quality tab, and select the desired option.

Auto

This option sets the output color according to the document type preset in the System Administration mode.

Photo and Text

Use this option if your original is from a magazine or other source that contains high quality photographs with text. This setting produces better pictures, but slightly reduces sharpness for text and line art.

Text

Use this option if your original contains only text or line art. The result is sharper edges for the text and line art.

Photo

This option is specifically designed to copy photographs or magazine pictures without any text or line drawings. This option prevents faint reproduction of colors.

Map

Use this option for making copies of documents that have text on colored backgrounds such as maps.

Image Options

Use the Image Options feature to make adjustments to the following options:

Lighten/Darken

This option provides manual control to adjust the lightness or darkness of the scanned images.

- Select the Down scroll button to darken the scanned image from light originals such as pencil images.
- Select the Up scroll button to lighten the scanned image from dark originals such as half tones or originals with colored backgrounds.

Sharpness

This option controls the balance between sharp text and moiré (patterns within the image). Move the slider control down (Soften) to produce an image with a smooth, uniform appearance ideally suited for photographic scanned images. Move the slider control up (Sharpen) to produce an image with better quality text or line art.

Saturation

This option allows colors to become more or less vivid. To make the colors on your output more vivid, move the slide bar up. To create a less vivid output, or a pastel effect, move the slide bar down. To keep the output normal, do not adjust the saturation.

Image Enhancement

Use the Image Enhancement settings when your scanned image requires more than the basic image quality. There are two features associated with Image Enhancement:

Suppress Background

This option prevents reproduction of unwanted shading from originals where the opposite side printing shows through.

Off

Auto Suppression: This option automatically reduces or eliminates any background on the copies caused by colored paper or newspaper originals.

Contrast

Selections are either **Auto Contrast** or **Manual Constrast**. The Constrast feature controls the difference between the image densities within the scanned image. Lower contrast settings reproduce more detail in light and dark areas of the original. Higher contrast settings produce vivid blacks and whites for sharper text and lines, but produce less detail in pictures. Auto Correction automatically chooses the best settings for your job.

Color Effects

This feature produces balanced image tones on your output. Options include:

Lively

This option uses the highest color saturation to produce rich, vivid output colors. The option increases the color saturation of the most vivid setting in order to produce fresher images.

Bright

This option produces images that have a brighter appearance and enhanced contrast.

Warm

This option produces a soft image on the output and adding a warm, reddish tint to low density colors. Use this setting to apply a light pink tone to skin colors and to give a soft tone to dark, warm colors.

Cool

This option produces a strong, clear blue tone on the output. This setting makes blue color stronger and makes dark, cold colors clearer.

Shadow Suppression

This option reduces or eliminates any background shadow caused by colored paper or newspaper originals.

Color Balance

This feature allows you to adjust the balance between colors and the overall amount of color on the output copies. You can adjust the levels of all four process colors (Yellow, Magenta, Cyan, and Black) for their low, medium, and high density ranges.

- The default option is **Normal**.

- **Basic Color** adjusts the density.
- **Advanced Color** adjusts the Highlights, Midtones, and Shadows.

Color Shift

This feature allows you to shift all hues in an image simultaneously in order to make the overall character of the output image warmer or cooler. For example, if you select one of the:

Normal

This is the default option.

Plus buttons

The red colors shift toward the yellow hue, the green colors shift toward the cyan hue, and the blue colors shift toward the magenta hue. All colors between these original colors also shift in the same direction.

Minus buttons

The red colors shift toward the magenta hue, the blue colors shift toward the cyan hue, and the green colors shift toward the yellow hue. Again, all colors between these original colors also shift in the same direction.

Layout Adjustment Feature

Layout Adjustment Feature Overview

The **Layout Adjustment** feature includes the following options:

- Book Copying
- 2 Sided Book Copying
- Original Size
- Edge Erase
- Image Shift
- Image Rotation
- Invert Image
- Original Orientation

Selecting Layout Adjustment Options

1. Load the document or documents either onto the Document Glass or into the Document Feeder.
2. Press the **Home** button on the press UI.
3. Select **Copy** on the **Home** window.
4. Select the **Layout Adjustment** tab.
5. From the Layout Adjustment window, select the desire options:

- Book Copying
- 2 Sided Book Copying
- Original Size
- Edge Erase
- Image Shift
- Image Rotation
- Invert Image
- Original Orientation

6. Select the **Copy** tab.
7. Select the desired Copy options including:
   - Paper Supply
   - Reduce/Enlarge
   - Darken/Lighten
8. Select any other desired Copy features/options (such as **Image Quality**, **Output Format**).
9. Enter the quantity.
10. Press **Start** on the UI.

Book Copying

Bound originals (such as books) can be placed on the document glass to make 1-sided or 2-sided copies. The bound original should be placed face down and registered to the rear left corner of the document glass. Align the top of the bound original against the rear edge of the document glass.

Book Copying options include:

Both Pages

Copies both pages in page order.

Left Page Only

Copies the left page only.

Right Page Only

Copies the right page only.

Binding Edge Erase

This option erases or deletes the shadow from your copies that is caused by the center binding of the bound original.

2 Sided Book Copying

You can make 2-sided copies from two pages of a bound original. This feature allows you to assign pages when making copies of a bound original so that the copied pages face each other in the same way as the bound original. 2 Sided Book Copying options include:

- Select a starting and ending page
- Select Starting Page (Left Page or Right Page), and
- Selecting Ending Page (Left Page or Right Page).

Original Size

The machine can detect the size of the document if it is a standard size. If the document is not a standard size, the machine does not know what size it is. This does not matter if you select a specific reduction/enlargement option and also select a specific paper tray. However, you can tell the machine the size of the document if you want to use the Auto features. Original Size options include:

Auto Detect

This option automatically detects the size of the scanned pages. The document sizes that can be detected automatically include all standard sizes.

Manual Size Input

This option allows you to select a standard paper size from the options shown or to input a non-standard (custom) size. When you have selected the size of your document, you can use the auto reduce/enlarge or the auto paper supply features.

Mixed Size Originals

With this option the machine automatically detects the size of each document.

Edge Erase

This option allows you to erase images around the border of a document. Edge Erase also deletes center streaks caused by a gap between the spine of a bound document and the document glass. Options include:

All Edges

This option causes a preset amount to be erased from the top/bottom and left/right edges and from the center of the output image.

Print to Edge

This option does not perform any edge deletions.

Individual Edges

This option allows you to independently set the amount to be erased for each of the four edges and the center of your output. The default is 0.1 in. (2.54 mm) and each edge can be adjusted in 0.1 in. (2.54 mm) increments up to 2.0 in (50.8 mm).

Presets

With this option you choose pre-programmed erase amounts that were previously created and saved by the system administrator.

Image Shift

Image Shift allows you to move the position of the image on the output page. Options include:

Off

This is the default setting. The image on the copy will be in the same place as the image on the original.

Auto Center

This option automatically centers the scanned image on the output paper. To work effectively, the original should be smaller than the selected output stock or the image should be reduced.

Corner Shift

This option enables you to move the image to each of the four corners of the paper or to the center of each of the four sides of the paper (eight positions total).

Margin Shift

This option creates a margin for binding one edge of a document by shifting the image away from that edge. The Margin Shift option enables you to center a document image, shift the image to one edge slightly, or move the image to a specified edge (0-2.0 in./0-50.8 mm Left/Right or Top/Bottom) of the output.

Presets

With this option you choose pre-programmed shift amounts that were previously created and saved by the system administrator.

Image Rotation

If the orientation of the paper loaded in the selected paper tray differs from that of the document that is scanned, the Image Rotation option automatically rotates the document image to match the orientation of the paper loaded in the paper tray. You can also select which edge of the original document to use as a reference for image rotation if documents are of mixed orientations. Options include:

Off

This option causes copies to be made as they are loaded, even if they are oriented differently from the paper in the selected paper tray.

Always On

This option causes copies to be made with the document image automatically rotated so that the orientation of the document matches that of the paper in the selected paper tray.

On during Auto

This option provides automatic rotation of the image on your original to fit correctly on your selected copy paper when Auto Select or Auto % is selected.

Invert Image

The Invert Image feature allows you to make copies with the left and right sides of the document image reversed or the colors reversed. Options include:

Mirror Image

This option reverses the original image creating a mirror of the original. This feature can be used when you want to change the apparent direction of an image or where the original is inked on the reverse of the paper (for example engineering drawings).

Negative Image

This option converts the black image areas in the original to white, the white image areas to black, and any dark gray image areas to light gray. This feature is useful for documents that have a substantial amount of dark background and/or light text and images, saving on toner usage.

Original Orientation

This feature is used to inform the system of orientation of your original document when it is placed in the document feeder or on the document glass. The orientation must be specified in order to identify the top of the document set. This information is used by the system to make a decision about how to accurately place images on paper when using features such as Image Shift, Edge Erase, Multiple-Up, Repeat Image, Annotation, and Booklet Creation. Original Orientation options include:

- **Upright Images**: Select this option when placing the top edge of the document against the top side of the document glass or document feeder.
- **Sideways Images**: Select this option when placing the top edge of the document against the left side of the document glass or document feeder.

Output Format Feature

Output Format Feature Overview

The **Output Format** feature includes the following options:

- Booklet Creation
- Covers
- Transparency Options
- Page Layout
- Poster
- Annotations
- Watermark
- Tab Margin Shift
- Face Up/Down Output

- ID Card Copying
- Transparency Options
- Folding (optional)

Selecting Output Format Options

1. Load the document or documents either onto the Document Glass or into the Document Feeder.
2. Press the **Home** button on the press UI.
3. Select **Copy** on the **Home** window.
4. Select the **Output Format** tab.
5. From the Output Format window, select the desire options:
   - Booklet Creation
   - Covers
   - Transparency Options
   - Page Layout
   - Poster
   - Annotations
   - Watermark
   - Tab Margin Shift
   - Face Up/Down Output
   - ID Card Copying
   - Transparency Options
   - Folding (optional)
6. Select the **Copy** tab.
7. Select the desired Copy options including:
   - Paper Supply
   - Reduce/Enlarge
   - Darken/Lighten
8. Select any other desired Copy features/options (such as **Image Quality**, **Layout Adjustment**, **Output Format**).
9. Enter the quantity.
10. Press **Start** on the UI.

Booklet Creation

Booklet Creation allows you to create multi-page booklets from an ordered set of 1-Sided or 2-Sided originals.

Refer to the following tips when using the **Booklet Creation** feature:

- When **Auto%** is selected, the press reduces or enlarges the image as required.

- Any other **Reduce/Enlarge** selection could result in image loss.
- When **Booklet Creation** is selected, the output is automatically set to 1-2 Sided.
- Ensure that the **Original Orientation** setting reflects the same orientation as that of the original documents.

Booklet Creation Options

When **On** is selected, the following Booklet Creation options are available:

Original Input

- 1 Sided Originals
- 2 Sided Originals
- 2 Sided Rotated Originals

Binding Shift

Use this option to set the booklet binding-shift value within the range from 0 to 1.9 in. (0 to 50 mm) in 0.1 in. or 1 mm increments.

Covers

This option allows you to attach covers to the booklet. The front and back covers can be output before the first page and after the last page of the document and on a different type of paper.

Divide Output

Use this option when you have a large number of original documents. The original documents are divided to create subsets in order to reduce the thickness of each booklet. The machine folds copies in half, and piles them up to form a booklet. The Light Production C Finisher with Booklet Maker allows you to specify the number of sheets within the range of 1-50 sheets in one-sheet increments.

Output/Offset

This option is available only when specific optional finishers are attached, such as the Standard Finisher or Booklet Maker Finisher.

Auto Image Positioning

This option adjusts the image position so that the printing position from the edge of each page remains consistent between the inner and outer pages of the booklet. Auto Image Positioning is available for selection if you have already selected Create Left/Top Bound Booklet or Create Right Bound Booklet.

Fold and Staple (optional)

Folding and/or stapling are optional features. These features are available only with finishing devices that provide these capabilities.

When available, select the desired Fold and Staple option:

- No Fold and Staple: This option produces booklets without folding or stapling.
- Fold Only: This option produces booklets that are folded in half.
- Fold and Staple: This option produces booklets that are folded in half and stapled in the center.

Booklet Trimming/Pressing (optional)

Booklet trimming and pressing are available only if the optional SquareFold Trimmer Module is attached to the Booklet Maker Finisher.

Booklet Trimming/Pressing options include the following:

- Booklet Trimming: This option trims (cuts) away the face (edge) of the booklet, resulting in a neat finished edge.
- Book Pressing: Book Pressing, also known as square folding, flattens the booklet spine, thereby reducing the booklet thickness and giving it the appearance of a perfect bound book.

Covers

This feature allows you to automatically add covers to your copied sets using stock from a different tray. For example you can add colored stock, card or transparencies to your copied sets to add a professional finish to your copy job.

The Covers feature includes the following options:

Front Cover/Back Cover

Select an option for a front cover only, back cover only, or select options for both front and back covers:

- **Off**
- **Blank Cover**: Uses blank sheets of paper as the cover.
- **Print on Side 1**
- **Print on Side 2**
- **Print on Both**

Paper Supply

Select the tray or trays from which front and/or back cover media is supplied. If **Blank Covers** is selected, enter the number of blank sheets that will be used for the covers.

Note

If **Blank Cover** is used for both the front and back covers, verify that the correct quantity is selected for both the covers.

Page Layout

The **Page Layout** options are ideal for handouts, storyboards, or for archival purposes.

Pages per Side

The **Pages per Side** feature is ideal for handouts, storyboards or for archival purposes. It allows the scanning of up to eight independent images to fit onto one sheet of paper. Your press reduces or enlarges the images as needed in order to display them either in portrait (upright) or landscape (sideways) orientation on one page; this is based on the paper supply selected.

Repeat Image

This option allows you to copy a single image up to eight times onto one page.

Variable Repeat: This option specifies the number of times to repeatedly copy the image along each of the long and short sides of the paper. You can specify from 1 to 23 repeats along the short side (Y) and from 1 to 33 repeats along the long side (X). The examples shown are a typical output that can be produced when using the Repeat Image feature.

Poster

This feature allows you to create a large poster by pasting together copies spread over multiple sheets. Copies are provided with a paste margin so that they can be pasted together. Options include:

Output Size

This option allows you to choose from a list of preset output poster sizes.

Enlargement %

This option allows you to enter specific height and width percentage values (from 100 % to 400 %) for your final poster size.

Annotations

This option allows you to add a stamp to your copied output. Options include:

Comment

This option allows you to add comment stamps that are stored on the machine to the output copies. Select one of eight existing stamped messages to be printed on the first page or all pages of your copied sets. Stored comments include Confidential, Urgent, and Draft. You can also create new or edit existing comments. These can also be stored to the machine memory. You can also change the position and appearance of the comment using the **Position** and **Font Size** buttons.

Date

This option allows you to place the current date in the margins of your output. The date can be printed on only the first page of the output, or it can be printed on all pages. You can also change the position and appearance of the date using the **Position** buttons.

Page Numbers

This option allows you to add an independent page number to one or many copied pages. You can also change the position and appearance of the page numbers using the **Position** and **Font Size** buttons.

Bates Stamp

This option allows you to place an alphanumeric prefix, followed by a sequential page number in the margins of the output. You can specify an existing Bates Stamp, or you can create a new or edit an existing Bates Stamp. You can also change the position and appearance of the stamp using the **Position** and **Font Size** buttons.

Watermark

This option to add a lightly printed sequential control-number, stored watermark, date and time, or serial number on the background of each copy set. This feature can be used to help track confidential documents. For example, you can use sequential numbering to associate distribution copies with specific recipients. Options include:

Control Number

This option allows you to input a start number that will be printed on each document set. For example, if you select 1 for the start number, the number 1 will be printed on the first set of documents, the number 2 will be printed on the second set, and so on.

Stored Watermarks

This option allows you to select an existing watermark to be printed on one page or many pages. Existing watermarks include Copy Prohibited, Copy, and Duplicate.

Date and Time

This option prints the current date and time on the output (each page).

Serial Number

This option allows you to make copies with the machine's serial number printed on each page. This feature is useful if you want to track the copies coming from a certain machine.

Watermark Effect

This option allows you choose an embossed or outline style for the watermark text you print.

Tab Margin Shift

The **Tab Margin Shift** option allows you to copy images from a document onto tabbed stock. You have the option to copy the entire original document onto the tabbed stock, or you can choose to copy only the edge of the original document onto the tabbed stock. Options include:

Shift to Tab

This option prints the edge of the original document image onto the tab of the tabbed stock. You can change the amount of shift required by using the Shift Value buttons on the touch screen.

Shift All

This option copies the whole image of the document onto tab stock. Use the Shift Value button when you want to adjust the position of the image on the tab area.

Shift Value buttons

These buttons allow you to specify a shift value in the range of 0-15 mm (0-0.59 in.) in 1 mm (0.039 in.) increments.

Add Tab Stock

Use this option to select a specific number of tab stock sheets to use.

Paper Supply

Use this option to select the tray containing the tab stock.

Face Up/Down Output

The Face Up/Down Output option allows you to select whether copies are output facing up or facing down. Options include:

Auto

Selecting the **Auto** button automatically determines whether the copies should be output face up or face down.

Face Up

Selecting the **Face Up** button causes all output to be delivered face up, with the first page on top of the output stack.

Face Down

Selecting the **Face Down** button causes all output to be delivered face down, with the first page on the bottom of the output stack.

Face Up (Reverse Order)

Selecting the **Face Up (Reverse Order)** button causes all output to be delivered face up, with the last page on the top of the output stack. This setting may not be available, depending on how your system administrator configures the machine.

ID Card Copy

Whether needing to copy insurance cards, a driver's license, or any other form of identification, the **ID Card Copying** feature offers a simple and efficient way to save time. Information on both sides of an ID card can be copied onto one side of a sheet of paper into the paper or bypass tray.

1. Open the document feeder and place the ID card on the top, left corner of the document glass.
2. Close the document feeder.
3. Press the **Home** button on the press UI.
4. Select **Copy** on the **Home** window.
5. Select **Output Format > ID Card Copying**.
6. Select **On**.
7. Select **Save**.
8. Enter the quantity.
9. Press **Start** to begin scanning side 1.
10. Open the document feeder and turn the ID card over to copy side 2.
11. Close the document feeder.
12. Press **Start** to begin scanning side 2.

    Printing begins and copies are delivered to the output area.

Transparency Options

When making a set of transparencies you can insert a divider between each transparency in order to make it easier to manage your presentation slides. You can also produce paper copies of the transparencies in order to distribute them to people. Transparency options include:

Blank Transparency Separators

This option delivers your transparencies to the output destination with a blank sheet of paper separating each transparency.

Blank Separators and Handouts

This option inserts a blank sheet of paper between each printed transparency. In addition, a distribution set of copies is also printed on the stock you specify using the Paper Supply Settings button. Handouts can be 1- or 2-sided and stapled (if available).

Transparency Set and Handouts

This option delivers the transparencies without separators. However, a distribution set of copies will be printed on the stock you specify using the Paper Supply button. Handouts can be 1- or 2-sided and stapled (if available).

Transparency Tray

Select the tray containing the transparencies.

Separator Tray / Separator and Handout Tray / Handout Tray

This option varies depending on the selected transparency option. Select the desired tray that contains the separator and/or handout stock.

Folding (optional)

Note

This feature is available only if the appropriate, optional finishing device is attached to your press.

Review the following information before using the **Folding** option.

- If your press is equipped with an optional Folder, you can make copies or prints using the **Folding** feature.
- Depending on the finishing device, the **Folding** option can fold your output in half (single or bi-fold) or in thirds (C-fold or Z-fold types).
- The **Folding** option can be selected for both your copy and network print jobs.
- Depending on the copy/print job, the **Folding** option can be selected from either the press UI or from the print driver on your workstation.
- The **Folding** option can also be selected at the print server for the selected job.
- In order to use the folding option, the orientation of documents must be short-edge feed (SEF). You must select a paper tray that contains SEF stock.

Folding options include:

- **Single Fold** (Bi-Fold): Select this option to fold the output copies in half.

- **C-Fold**: Select this option to fold the output copies in thirds.
- **Z-Fold**: Select this option to fold the output copies with two folds that are folded in opposite directions, resulting in a type of fan fold.
- **Z-Fold Half Sheet**: This option has two folds that are folded in opposite directions, with two unequal folds. The two unequal folds allow one edge of the sheet to have a longer edge which allows for stapling or hole punching.
- **Image Inside Fold**: Folds copies so that the image is printed on the inside.
- **Images Outside Fold**: Folds copies so that the image is printed on the outside.

Job Assembly Feature

Job Assembly Feature Overview

Job Assembly includes the following features:

- Build Job
- Sample Job
- Combine Original Sets
- Delete Outside / Delete Inside

Build Job

This feature allows you to change and save settings individually for each document page or stack. You can then make copies of documents with different settings as one job.

1. Split the hard-copy document into sections for individual programming.
2. On the Home window, select **Copy**.
3. Select the **Job Assembly** tab.
4. Select **Build Job**.
5. Select **Build Job On**.
6. Select **Save**.
7. Program the job requirements for the first segment of the job by selecting and saving the applicable features from the features shown at the bottom of the **Build Job** window.
    - Copy Output
    - Booklet Creation
    - Covers
    - Annotations
    - Segment Separators
    - Watermark
    - Face Up/Down Orientation

8. Load only the first segment into the document feeder or place the segment on the document glass one page at a time.
9. Press **Start**.

   When the first segment has finished scanning, the **Copy Status** screen will appear.
10. Remove the originals from the document feeder or document glass.
11. Select **Change Settings**.
12. Program the job requirements for the second segment.
13. Load the second segment into the document feeder or on the document glass.
14. Press **Start**.
15. Repeat the previous steps until all segments of your job have been programmed and scanned.
16. After the last segment has been scanned, select **Last Original**.

    The machine will complete the quantity selected.
17. Retrieve the copies from the output area.

Sample Job

When making multiple copies, you can continue making copies after making and examining a sample set. You can choose to continue or cancel the job after confirmation. To print a sample of the job, perform the following:

1. Press the **Home** button on the press UI.
2. Select **Copy** on the **Home** window.
3. Select **Job Assembly > Sample Job**.
4. Select **Sample Job On**.
5. Select **Save**.
6. Load the documents in either the document feeder or on the document glass.
7. Program the job with the Copy desired features/options.
8. Enter the quantity.
9. Press **Start**.

   One copy set of the job (the sample set) is printed and the remainder of the job is placed on hold, and the machine is paused.
10. If desired, change any applicable setting and copy quantity.
11. Select either **Start** to finish the job or **Cancel** to stop the job.

    Selecting **Start** continues the copy process and the programmed number of sets will be printed. Retrieve the copies from the output area.
12. Upon completion, press the **Clear All** button on the control panel to return the settings to their default state.

Combine Original Sets

This feature allows you to copy sets of documents that cannot be loaded into the document feeder. This is useful when copying documents that may be damaged, ripped or torn, or too wrinkled to go through the document feeder. Combine Original Sets allows you to copy each original by placing it on the document glass and creating one copy job for the entire set.

1. Press the **Home** button on the press UI.
2. Select **Copy** on the **Home** window.
3. Select the **Job Assembly** tab.
4. From the Job Assembly tab, select **Combine Original Sets**.
5. Select either **On** or **Off**.
   - **On**: Select this option to have the Next Original option highlighted on the copy screen when scanning is in process.
   - **Off**: Select this option to have the Last Original option highlighted on the copy screen the scanning process is in process.
6. Select **Save** to save your choice.
   This feature is available only when **Collated** is selected in the Copy Output window.
7. Load your documents into the document feeder or individually place them on the document glass.
8. Program the job with the desired Copy features/options.
9.
10. Enter the quantity.
11. Press **Start**.
12. When you are finished scanning all the documents, select **Last Original** to complete the job.
13. Retrieve the copies from the output area.

Delete Outside/Delete Inside

This feature allows you to specify the area for omission or deletion and then to copy that area. Keep the following in mind when using this feature:

- When specifying multiple areas to delete, it is also possible to overlap and specify an area.
- When selecting Reduce/Enlarge, the areas are reduced or enlarged by interlocking magnification.

1. Press the **Home** button on the press UI.
2. Select **Copy** on the **Home** window.
3. Select the **Job Assembly** tab.
4. Select **Delete Outside/Delete Inside**.
   The **Delete Outside/Delete Inside** screen is displayed. By default, **Off** is selected.
5. Select either **Delete Outside** or **Delete Inside**.

6. If the originals are 2-sided, select the applicable option:
   - Both Sides
   - Side 1 Only
   - Side 2 Only
7. Select the **Area 1** button.

   The Delete Outside/Delete Inside Area 1 screen is displayed; use this screen to define the first area for deletion (omission) from the copy output.
8. To define a specific area, enter the two X/Y coordinates within a range 0.0-17.0 inches (0.0-431.8 mm). Navigate from coordinate to coordinate by selecting each X/Y button:
   a) Select the Y1 box and use the numeric keypad on the control panel to enter the value for Y1.
   b) Select the Y2 box and use the numeric keypad on the control panel to enter the value for Y2.
   c) Select the X1 box and use the numeric keypad on the control panel to enter the value for X1.
   d) Select the X2 box and use the numeric keypad on the control panel to enter the value for X2.

   Clear a deletion area by selecting the Clear Area X (1, 2, or 3) button.
9. Select **Save**.
10. Select **Save** again.
11. Select any other desired copy features/options.
12. Enter the quantity.
13. Press **Start**.
14. Retrieve the copies from the output area.

5

Scan

Scan Overview

The Scan feature supports several methods for scanning and storing an original document. This machine supports the following scan capabilities:

- **Email**: Scans a document and sends the scanned data as an e-mail attachment after converting the data to TIFF, JPEG, PDF, DocuWorks®, or XPS (XML Paper Specification).
- **Network Scanning**: Scans a document using a job template that was created using CentreWare® Internet Services (CWIS). When Scan to Home is enabled and the Remote Access feature is available, the scanned data can be transferred to a different destination according to an authenticated user.
- **Scan to PC**: Scans a document and sends the scanned data to a network computer via the FTP or SMB protocol.
- **Store to Folder**: Scans a document and saves the scanned data in a folder on the machine.
- **Store to USB**: Scans a document and saves the scanned data to a USB memory device. (This is an optional feature.)
- **Store & Send Link** (Send to Folder): Scans a document and sends an e-mail notifying the user of two URLs: one is for the location where the scanned data can be retrieved, and second is for the location from which the data can be deleted.
- **Store to WSD** (Web Services on Device): Scan a job either at the press or by sending a command from a network computer to the press. The scanned data is then sent to a specified network computer.

Basic Scanning

Basic Scanning Procedure

1. From the press UI, press the **Clear All** button.

2. Press the **Home** button.
3. Select the desired scan method.
   - **E-mail**
   - **Network Scanning**
   - **Scan to PC**
   - **Store to Folder**
   - **Send from Folder**
   - **Store to USB**
   - **Store & Send Link** (Send to Folder)
   - **Store to WSD**
4. Load your original documents either in the document feeder or on the document glass.
5. Select the desired scan options.
   - **Color Scanning**
   - **2 Sided Scanning**
   - **Original Type**
   - **Scan Presets**
   - **Advanced Settings**
   - **Layout Adjustments**
   - **E-mail Options** or **Filing Options**
6. Press **Start**.

   If using the document glass and multiple documents or multiple pages of a bound original/book need to be scanned, the perform the following substeps:

   a) Select **Next Original**, place the original to be scanned and select the **Start** button.
   b) Continue until you are scanning the last original, select **Last Original** then select the **Start** button.
7. Select **Job Status** on the UI to view the status of the scanned job.
8. Retrieve the original documents either from the Document Feeder or Document Glass.

Previewing Scanned Images

1. Scan the images and select job features.
2. While scanning, select **Preview** to preview the last page that was scanned.
3. From the drop-down menu, specify the view size by selecting **Whole Page** or **Enlarge View**, and set **Current Page**.
4. After the confirmation, select **Close** to close the preview screen.

Changing Scan Settings/Options

While your job is scanning, you can change settings to that job by performing the following steps.

1. Select **Next Original**.
2. Select **Change Settings**.
3. Select the appropriate section and make select features. The following features can be adjusted:
   - Color Scanning
   - 2 Sided Scanning
   - Original Type
   - Image Options (Lighten/Darken)
   - Image Enhancement
   - Resolution
   - Quality/File Size
   - Shadow Suppression
   - Original Orientation
   - Original Size
   - Edge Erase
   - Book Scanning
   - Reduce/Enlarge
4. After your changes are complete, select **Start**.

Canceling a Scan Job

1. Either select **Stop** on the UI touch screen or press the **Stop** button on the UI control panel.
2. On the UI control panel, press **Cancel** to end scanning or **Start** to restart the scan.
3. Press the **Job Status** button on the UI.
4. Select the job to cancel, and then press **Stop**.

   Note

   When a scan is canceled, scan data already stored to the mailbox is deleted.

Stopping a Scan Job

1. While a scan job is in process, Press either the **Stop** button on the UI control panel or select **Delete** on the UI touch screen.
2. Select **Delete**.
3. If Delete does not appear on the screen, press the **Job Status** button on the UI control panel.
4. Select the job to cancel and select **Delete**.

Scan Options

Scan Options Overview

The following settings can be set for scan jobs.

- Basic Scan Options (shown on the first tab of the selected scan method window)
- Advanced Settings
- Layout Adjustment
- Email Options or Filing Options (depends upon the selected scan method)

Basic Scan Options

The basic scan options are shown on the first tab of the selected scan method. These options include the following:

Color Scanning

Color Scanning options include:

- **Auto Detect**: The color of the document is determined automatically; the machine scans in full color when the document is colored, otherwise, scans in monochrome.
- **Color**: Select this option to scan a color document.
- **Black & White**: Scans a document in monochrome two tones. You can select the document type in Original Type.
- **Grayscale**: Scans a document in grayscale. Adds shades to monochrome, creating intermediate tones that change gradually. Suited to documents containing gradations that cannot be reproduced with monochrome (2-color tone).

2 Sided Scanning

2 Sided Scanning options include:

- **1 Sided**: Select this option to scan only one side of the document.
- **2 Sided**: Select this option when both sides of the 2-sided document are in the same orientation.
- **2 Sided, Rotate Side 2**: Select this option when both sides of the 2-sided document are in opposite orientations.

Original Type

Original Type options include:

- **Photo & Text**: Select this option when scanning a document that contains both text and photos. The machine automatically identifies the text and photo areas and scans each area with optimum quality.
- **Text**: Select this option when scanning text clearly.
- **Photo**: Select this option when scanning photos.

Scan Presets

Scan Presets options include:

- **Sharing and Printing**: This setting is best used for sharing files to be viewed on screen and for printing most of the standard business documents. This setting results in small file sizes and higher image quality.
- **Archival Record**: This setting is best used for standard business documents that are stored for record keeping purposes. This setting results in the smallest file size and normal image quality.
- **Optical Character Recognition**: This setting is best used for documents that are processed by OCR software. This setting results in large file sizes and the highest image quality.
- **High Quality Printing**: This setting is best used for documents that contain detailed graphics and photos. This setting results in large file sizes and the maximum image quality.
- **Simple Scan**: This setting is best used for faster processing but may result in excessively large file sizes. Use this setting to apply the minimal amount of image processing and compression.

Advanced Settings

The options for **Advanced Settings** are shown on the second tab of the selected scan method; these options include the following:

Image Options

The **Image Options** include:

- Lighten/Darken: This option provides manual control to adjust the lightness or darkness of the scanned images. Scroll down to darken the scanned image of light originals such as pencil images. Scroll up to lighten the scanned image of dark originals such as half tones or originals with colored backgrounds.
- Sharpness: This option controls the balance between sharp text and moiré (patterns within the image). Move the slider control down (Soften) to produce an image with a smooth, uniform appearance (ideally suited for photographic scanned images). Move the slider control up (Sharpen) to produce an image with better quality text or line art.

Image Enhancement

The **Image Enhancement** options include:

- Background Suppression: This option prevents reproduction of unwanted shading from originals where the opposite side printing shows through (translucent).

  Off: This is the default setting. With background suppression off, originals are scanned without filtering the document backgrounds.

  Auto Suppression: This option automatically reduces or eliminates any background on the output which may be caused by colored paper or newspaper originals. For example, when **Color Scanning** is set to **Black & White**, the background of a document printed on colored paper, such as newspaper, is suppressed. When **Color Scanning** is set to **Color**, the background of a document printed on white-color paper is suppressed.
- Contrast: This option controls the difference between the image densities within the scanned image. Lower contrast settings reproduce more detail in light and dark areas of the original. Higher contrast settings produce vivid blacks and whites for sharper text and lines, but produce less detail in pictures.

Resolution

Choose one of four resolution settings:

- **200 dpi** (dots per inch): This setting produces normal output quality and a small file size. Use this setting for office documents and photos.
- **300 dpi**: This setting produces a higher output quality and larger file size. Use this setting for sharper scanning of office documents and photos.
- **400 dpi**: This setting produces medium output quality and the largest file size. Use this setting for high quality printing; this setting is suitable for fine lines and small fonts than have been enlarged, and for documents with low image definition.
- **600 dpi**: This setting produces maximum output quality and the largest file size. Use this setting for high quality printing; this setting is suitable for fine lines and small fonts than have been enlarged, and for documents with low image definition.

Quality/File Size

This feature allows you to select the ratio of data compression for color and grayscale scanned images. Use the slider to choose from good image quality with small file size, higher image quality with larger file size, or highest image quality with largest file size.

Note

This feature is unavailable whenever **Black and White** (**Color Scanning**) is selected.

Photographs

This feature enhances the image for files that are scanned using photographic originals. Select either **Off** (default setting) or **Enhance Photographs**.

Note

In order to use this feature, **Color Scanning** must be set for **Color**. Furthermore, when **Enhance Photographs** is selected, **Shadow Suppression** and Background Suppression are not available.

Shadow Suppression

Select **Auto Suppression** to hide background color and image bleed through for color scanning. This feature is not available when **Black and White** is selected for **Color Scanning**.

Layout Adjustment

The options for **Layout Adjustment** are shown on the third tab of the selected scan method; these options include the following:

Original Orientation

Select the direction that your original lays either in the document feeder or on the document glass. Select either **Upright Images** or **Sideways Images**.

Original Size

Select one of three options that indicate the size of your originals.

- **Auto Detect**: This option automatically detects the size of the scanned pages. All standard sizes are automatically detected.
- **Manual Size Input**: This option allows you to select a standard paper size from the options shown or to input a non-standard (custom) size.
- **Mixed Size Originals**: With this option the machine automatically detects the size of each document.

Edge Erase

This option erases images around the border (margins) of a document.

- **All Edges**: This option erases a preset, equal amount from the top, bottom, left and right margins.
- **Print to Edge**: This option does not erase any of the margins of the document.
- **Individual Edges**: This option independently erases each of the four margins in differing amounts.
- **Presets**: This option erases preprogrammed amounts as set up by the System Administrator. This includes preset options for **Header/Footer Erase** and **Hole Punch Erase**.

Book Scanning

Use this option to scan pages from bound originals. Options include:

- **Left Page then Right**: Scans the left page first and the right page of the bound original's facing pages.
- **Right Page then Left**: Scans the right page first and the left page of the bound original's facing pages.
- **Top Page then Bottom**: Scans the top page first and then the bottom page of the bound original's facing pages.

The following sub-options are also available:

- **Both Pages**: Scans both pages in page order.
- **Left Page Only**: Scans the left page only.
- **Right Page Only**: Scans the right page only.
- **Top Page Only**: Scans the top page only.
- **Bottom Page Only**: Scan the bottom page only.
- **Binding Edge Erase**: This option erases or deletes the shadow that is caused by the center binding of the bound original.

Reduce/Enlarge

Use this option to select a reduction or enlargement value for the scanned document.

E-mail Options

E-mail Options is the fourth tab of the E-mail scan method, and options include the following:

File Name

Use this option to enter a file name. If no name is entered, the system automatically generates a file name.

Reply To

Use this option to enter a reply recipient email address.

Read Receipts

This option requests an email with the delivery status from the recipient to the sender.

File Format

Select the desired file format for scanned data; options include:

- **PDF**: Saves scanned data in PDF format.
- **PDF/A**: Saves scanned data in the PDF/A format. PDF/A is used primarily for archiving and long-term preservation.
- **TIFF**: Saves scanned data in TIFF format.
- **JPEG**: Saves scanned data in JPEG format. This option is selectable when either Color or Grayscale is selected for Color Scanning.
- **TIFF/JPEG Auto Select**: Automatically selects JPEG or TIFF. The file format is determined for each page: **JPEG** for full-color and grayscale pages, and **TIFF** for monochrome pages.
- **XPS** (XML Paper Specification): Saves multiple pages into a single file.

Note

Options may vary and some options may not be available for your machine.

Additional File Format options

Depending on the selected file format, the following sub-options also are available:

- **Compression Method**: Allows you to select a compression method for the scanned data.
- **MRC High Compression**: Allows you to save PDF and XPS files with high compression.
- **Searchable Text**: Allows you to select whether to perform character recognition in PDF files.
- **PDF Security**: Allows you to configure security for the PDF output in order to prevent unauthorized access.
- **Optimize For Quick Web View**: Optimizes the PDF file so that it is displayed faster on a web browser.
- **Add Thumbnail**: Allows you to attach thumbnails to XPS files when XPS is selected. A thumbnail is a reduced, small file size image that helps you check the file contents.
- **Single File for Each Page**: Saves each page as a single file in the specified format.

Compression Method options

When **Manual Select** is chosen for the **Compression Method**, some or all of the following options are available.

For black and white images/pages only, select one of the following options:

- **Modified Modified Read** (MMR): This setting is automatically selected when either **Photo and Text** or **Text** is chosen for **Original Type**.
- **Modified Huffman** (MH): This setting is automatically selected when **Photo** is chosen for **Original Type**.
- **JBIG2 Arithmetic Encoded**: This process has better compression performance than the Huffman encoded process. However, the compression rate is slower than Huffman encoded and it uses more memory but yields better compression results.

  Note

  JBIG stands for Joint Bi-level Image experts Group. JBIG compresses only black and white images.

- **JBIG2 Huffman Encoded**: Huffman coding takes less page memory and has faster compression and decompression than the arithmetic coding. Use this option if high-quality compression results do not matter and you want to use less page memory.

For grayscale or color images/pages, select one of the following options:

- **JPEG**: This is the default setting for grayscale/color pages.
- **Flate**: This option saves the image data at a higher compression rate than JPEG. Flate is lossless and does not remove data during the compression process.

PDF Security options

The following PDF Security options are available when selecting **E-mail Options > File Format > PDF > PDF Security > Password**:

- Encryption Algorithm: Choose one of three encryption methods:
  - **128-bit RC4**: Encrypts the file by using the 128-bit RC4 method. Files encrypted with this method can be opened with Adobe® Acrobat® 5.0 or later.
  - **128-bit AES**: Encrypts the file by using the 128-bit AES method. Files encrypted with this method can be opened with Adobe® Acrobat® 7.0 or later.
  - **256-bit AES**: Encrypts the file by using the 256-bit AES method. Files encrypted with this method can be opened with Adobe® Acrobat® 9.0 or later.
- **File Open Password**: This option sets a password for opening the PDF. The recipient of the PDF file must know the password before it can be opened.
- **Permissions**: This option adds restrictions to the PDF file which prevents unauthorized printing or editing of the file. The recipient of the PDF must know the permissions password in order to remove these restrictions.

Filing Options

Note

Filing Options is not available with the **E-mail** scan method.

Filing Options is the fourth tab of the selected scan method, and options include the following:

File Name

Use this option to enter a file name. If no name is entered, the system automatically generates a file name.

File Name Conflict

Use this option to resolve file name conflicts. Choices include:

- **Do Not Save**: Cancels the scan operation so that you can enter another file name.
- **Rename New File**: Attaches a 4-digit number (0000-9999) to the end of the duplicate file name and saves the file in the same directory.
- **Overwrite Existing File**: Deletes the existing file with the duplicate file name and saves the new file with the specified file name in the same directory.
- **Add to Existing Folder**: Adds the scanned file to the existing folder and overwrites any other file that has the same file name.
- **Add Date Stamp to File Name**: Adds the current date to the name of the new file.

File Format

Select the desired file format for scanned data; options include:

- **PDF**: Saves scanned data in PDF format.
- **PDF/A**: Saves scanned data in the PDF/A format. PDF/A is used primarily for archiving and long-term preservation.
- **TIFF**: Saves scanned data in TIFF format.
- **JPEG**: Saves scanned data in JPEG format. This option is selectable when either Color or Grayscale is selected for Color Scanning.
- **TIFF/JPEG Auto Select**: Automatically selects JPEG or TIFF. The file format is determined for each page: **JPEG** for full-color and grayscale pages, and **TIFF** for monochrome pages.
- **XPS** (XML Paper Specification): Saves multiple pages into a single file.

Note

Options may vary and some options may not be available for your machine.

Additional File Format options

Depending on the selected file format, the following sub-options also are available:

- **Compression Method**: Allows you to select a compression method for the scanned data.
- **MRC High Compression**: Allows you to save PDF and XPS files with high compression.
- **Searchable Text**: Allows you to select whether to perform character recognition in PDF files.
- **Optimize For Quick Web View**: Optimizes the PDF file so that it is displayed faster on a web browser.
- **Add Thumbnail**: Allows you to attach thumbnails to XPS files when XPS is selected. A thumbnail is a reduced, small file size image that helps you check the file contents.
- **Single File for Each Page**: Saves each page as a single file in the specified format.

Compression Method options

When **Manual Select** is chosen for the **Compression Method**, some or all of the following options are available.

For black and white images/pages only, select one of the following options:

- **Modified Modified Read** (MMR): This setting is automatically selected when either **Photo and Text** or **Text** is chosen for **Original Type**.
- **Modified Huffman** (MH): This setting is automatically selected when **Photo** is chosen for **Original Type**.
- **JBIG2 Arithmetic Encoded**: This process has better compression performance than the Huffman encoded process. However, the compression rate is slower than Huffman encoded and it uses more memory but yields better compression results.

  Note

  JBIG stands for Joint Bi-level Image experts Group. JBIG compresses only black and white images.

- **JBIG2 Huffman Encoded**: Huffman coding takes less page memory and has faster compression and decompression than the arithmetic coding. Use this option if high-quality compression results do not matter and you want to use less page memory.

For grayscale or color images/pages, select one of the following options:

- **JPEG**: This is the default setting for grayscale/color pages.
- **Flate**: This option saves the image data at a higher compression rate than JPEG. Flate is lossless and does not remove data during the compression process.

Resolving a File Name Conflict

Note

This option is not available with some of the scan methods.

1. Select the **Filing Options** tab.
2. Select the **File Name Conflict** option.
3. Select the appropriate option:
   - **Do Not Save**: Cancels the scan operation so that you may enter another file name.
   - **Rename New File**: Attaches a 4-digit number (0000-9999) to the end of the duplicate file name and saves the file in the same directory.
   - **Overwrite Existing File**: Deletes the existing file with the duplicate file name and saves the new file with the specified file name in the same directory.
4. Select **Save**.

E-mail

E-mail Overview

The E-mail feature scans a document and sends the scanned data as an e-mail attachment to one or more recipients.

E-mail Components

New Recipient

If the recipient of the e-mail cannot be found in the address book, select **New Recipient** option to add the address in the **To**, **Cc**, or **Bcc** field of the e-mail. A maximum of 128 characters may be entered for a single e-mail address.

Address Book

Use the address book to find and add recipients in the **To**, **Cc**, or **Bcc** fields of the e-mail.

- List all public entries: This option displays the local address list which resides on the machine.
- Retrieve entries using index: This option displays a keyboard allowing you to enter characters and narrow the search to specific recipients.
- Search Public: This option searches for entries in the local address list.

Note

The address book displays only entries that were previously added by the system administrator. A maximum of 2,000 addresses may be stored in the address book.

Add Me and From fields

By default, these fields are not available for use. The system administrator must change the settings for these fields before they can be used.

When these fields are available for use, enter the sender's e-mail address in the **From** field and send a copy of the e-mail to the sender by selecting **Add Me**. A maximum of 128 characters may be entered for the sender's address in the **From** field.

Recipient(s) field

From this field, an e-mail address can be edited or removed by selecting a specific recipient.

Subject

Use this field to enter the subject of the e-mail. A maximum of 128 characters may be entered for the subject line.

Message

Use this field to enter a message to the recipient. A maximum of 512 characters may be entered for the e-mail body text.

Preview

Select this check box in order to preview the scanned images/data.

Note

Scanned images/data cannot be previewed with **E-mail Options > File Format > MRC High Compression > On**.

Scanning to an E-mail Address

1. From the UI, press the **Clear All** button.
   This clears all previous settings from the machine.
2. Press the **Home** button.
3. Select **E-mail**.
4. Specify one or more recipients by choosing one of the following options:
   - Select **New Recipient**.
     1. Use the keyboard to enter the entire address.
     2. Select **Add**.
     3. If sending to multiple recipients, repeat the previous sub-steps until finished.
     4. Select **Close**.
   - Select **Address Book**.
     1. Select **Address Book**.
     2. Select one of the choices from the pull-down menu (such as **List all public entries**).
     3. Select the desired recipient.
     4. Select one of the fields **To**, **Cc**, or **Bcc**.
     5. If sending to multiple recipients, repeat the previous sub-steps until finished.
     6. Select **Close**.
5. If applicable, perform the following:
   - Select **From** and add the sender e-mail address.
   - To send a copy of the email to the sender, select **Add Me**.
   - Edit or remove recipients from the Recipient(s) field.
   - Select **Subject** to enter and save an e-mail subject.
   - Select **Message** to enter and save the e-mail message.
6. Load your original documents either in the document feeder or on the document glass.
7. Select the desired scan options.
8. Press **Start** to begin scanning.
9. Retrieve the original documents from either the Document Feeder or the Document Glass.

Network Scanning

Network Scanning Overview

This feature scans documents after selecting a specific job template and choosing other scan options such as the forwarding destination server. Job templates are created by using CentreWare Internet Services. Scanned data is converted to the format specified in a job template, and is automatically sent to a server. The machine allows you to automatically retrieve the job templates that are stored in a server.

When Scan to Home is enabled, and when the Remote Access feature is available, the scanned document can be transferred to a different destination according to an authenticated user.

Note

In order to use Network Scanning, job templates must be created and set up by the system administrator. The system administrator uses CentreWare Internet Services to create and set up Job templates. Refer to the System Administration Guide for detailed information.

Network Scanning Components

Job templates

On the Network Scanning tab, this is a list of available job templates. Select the desired template to use for your network scanning job. If a template is not listed, contact your system administrator.

DEFAULT: This is the default job template. When a new template is created from CentreWare Internet Services, it is based on the default template. This template cannot be deleted. It can be edited and returned to the factory-default template only by the system administrator.

Go To

Use the numeric keypad to enter a 3-digit job template number. The job template then appears at the top of the list.

Template Description

This displays the Template Description screen. This button is available for selection only when a description has been added to a job template.

Update Templates

Select this button to refresh the information. If a created job template is not displayed, select Update Templates to display all the job templates.

Network Scanning Procedure

On the Network Scanning window, you can scan documents after specifying a file (job template) saving scanning conditions, information on the forwarding destination server, and others. This feature creates job templates on a computer using CentreWare Internet Services. Scanned data is converted to the format specified in a job template, and is automatically sent to a server. The machine allows you to automatically retrieve job templates stored in a server. When Scan to Home is enabled, and when the Remote Access feature is available, the scanned document can be transferred to a different destination according to an authenticated user.

1. From the UI, press the **Clear All** button.
2. Press the **Home** button.
3. Select **Network Scanning**.
4. Select a template.
5. Load your original documents either in the document feeder or on the document glass.
6. Select **Preview**.
   a) From the drop-down menu, specify the view size by selecting **Whole Page** or **Enlarge View**, and set **Current Page**.
   b) After the confirmation, select **Close** to close the preview screen.
7. Select the desired scan options.
8. Press **Start** to begin scanning.
9. Retrieve the original documents from either the Document Feeder or the Document Glass.

Scan to PC

Scan to PC Overview

The Scan to PC service allows you to scan documents and send the scanned data to a network computer using the FTP or SMB protocol.

Scan to PC Components

Transfer Protocol

The Scan to PC service allows you to scan documents and send the scanned data to a network computer using the FTP or SMB protocol. Specify the protocol to use when selecting Transfer Protocol. Choices include:

- **FTP**
- **SMB**
- **SMB (UNC Format)**: UNC stands for Universal Naming Convention and its format is as follows: **\\host name\shared name\directory name**

Address Book

Specify the recipient from the Address Book.

Browse Network for PC

Specify a destination PC by browsing your network. Selecting browse will displays a hierarchy consisting of available server names and folders.

Specify Destination

Use this option to specify a destination PC using the screen keyboard, Enter information in the fields provided for the selected protocol, to specify a forwarding destination.

How to Use the Scan to PC Feature

Using the Scan to PC Feature

Before performing the following procedure, ensure that a shared folder is created on your computer; this folder is where the scanned data will be stored.

The Scan to PC service allows you to scan documents and send the scanned data to a network computer using the FTP or SMB protocol.

1. From the UI, press the **Clear All** button.
2. Press the **Home** button.
3. Select **Scan to PC**.
4. Select the desired **Transfer Protocol**.
5. Select **Save**.
6. Choose the Save in destination where the data will be stored:
   - **Address Book**; for instructions, refer to Using the Address Book to Specify a Scan to PC Destination.
   - **Browse** the network for a destination PC; for instructions, refer to Browsing the Network for a Scan to PC Destination.
   - Use the UI screen keyboard; for instructions, refer to Specifying a Scan to PC Destination Using the UI Keyboard.
7. Load your original documents either in the document feeder or on the document glass.
8. If desired, select **Preview**.
9. Select the desired scan options.
10. Press **Start** to begin scanning.
11. Retrieve the original documents from either the Document Feeder or the Document Glass.

Using the Address Book to Specify a Scan to PC Destination

1. From the main **Scan to PC tab** window, select **Address Book**.
2. The Address Book was previously setup (contains address information):
   - **Yes**: Continue to the next step

- **No**: See your System Administrator; only the administrator can setup entries in the Address Book.

3. Select a recipient from the **Name/Protocol** list.
4. Select **Add**.
   This adds the recipient to the Save in box.
5. Select **Close** to save and close the window.

Complete the steps in the procedure Using the Scan to PC Feature.

Browsing the Network for a Scan to PC Destination

1. From the main **Scan to PC tab** window, select **Browse**.
2. Select the destination for saving the data by locating a file:
   - Select **Previous** to move to an upper directory.
   - Select **Next** to move to a lower directory.
3. To add the selected destination to the address book, perform the following substeps:
   a) Select **Add to Address Book**.
   b) Select **Save**.
      The Browse window is displayed.
4. Select **Save** to save and close the Browse window.

Complete the steps in the procedure Using the Scan to PC Feature.

Specifying a Scan to PC Destination Using the UI Keyboard

1. From the main **Scan to PC tab** window, select inside the **Server** field.
   The UI screen keyboard is displayed.
2. Enter information to identify the server using the keyboard.

   For the Server name, enter a server name or IP address. When the save location is in the DFS namespace on Windows, enter a domain name or server name. Up to 64 characters are allowed.
3. Select **Save**.
4. Select inside the **Shared Name** field and enter a shared name.

   When the save location is in the DFS namespace on Windows, enter a root name. Up to 64 characters. This option is only available when you select SMB in Transfer Protocol.
5. Select **Save**.
6. Select inside the **Save In** field and enter a directory path.

   When the save location is in the DFS namespace on Windows, enter a folder name. Up to 128 characters. This option is only available when you select FTP or SMB in Transfer Protocol.
7. Select **Save** to save and return to the main **Scan to PC tab** window.
8. Select inside the **User Name** field then enter the user name of the computer to which you are forwarding the data.

When a user name is not required for the destination, this field can be skipped.

9. Select **Save**.
10. Select inside the **Password** field and enter the password for the user name.
    Up to 32 characters are allowed.
11. Select **Save**.

Complete the steps in the procedure Using the Scan to PC Feature.

Store to Folder

Store to Folder Overview

Use the **Store to Folder** option to scan documents and save the scanned data in a folder of the machine.

Note

Folders must be created before using the Store to Folder feature. Refer to the System Administration Guide for detailed information and instruction on creating folders.

Store to Folder Components

Use the Scan to Folder option to scan documents and save the scanned data in a folder of the machine.

Folder

Select a folder to save the scanned data in. Select the up arrow to return to the previous screen, or the down arrow to move to the next screen.

Go to

Use the numeric keypad to enter a 3-digit folder number. The folder then appears at the top of the list.

File List

Select a folder and then select this button to display the File List screen. You can confirm or delete files stored in the folder.

Using the Store to Folder Feature

Note

Folders must be created before using the Store to Folder feature. Refer to the System Administration Guide for detailed information and instruction on creating folders.

1. From the press UI, press the **Clear All** button.
2. Press the **Home** button.
3. Select **Store to Folder**.
4. Select the desired destination folder.

5. Load your original documents either in the document feeder or on the document glass.
6. Select the desired scan options.
7. Press **Start** to begin scanning.
8. Retrieve the original documents from either the Document Feeder or the Document Glass.

Store to USB

Store to USB Overview

The Store to USB allows you to scan documents and save the scanned data to a USB memory device.

Use the following USB memory devices:

- A formatted USB memory device
- A USB 2.0 compliant memory device (USB 1.1 is not supported.)
- A USB memory device with a storage capacity of up to 128 GB

Before using the Store to USB feature, review the following information:

- A USB memory device encrypted with software is not supported.
- A commercially available Memory Card Reader with a single slot can be used for this feature, but the safe performance of this reader is not guaranteed. When a Memory Card Reader with multiple slots is used, only one particular slot is available.
- When a USB memory device is inserted into the USB memory slot during the Energy Saver mode, the UI touch screen does not light. After exiting the Energy Saver mode by pressing the Energy Saver button, insert the USB memory device again or select **Store to USB** on the **Home** window.
- Before removing the USB memory device, make sure that a window indicating that data is being transferred is not displayed. If you remove the USB memory device while the data is being stored, the data in the device may be damaged. You can also view **Job Status** to confirm if the data has been stored to the USB memory device.

Using the Store to USB Feature

1. Load your original documents either in the document feeder or on the document glass.
2. Insert the USB memory device into the USB memory slot on the front of the press (near the User Interface).
   One of the following happens:
   - The USB Device Detected window displays.
   - The Store to USB window displays.
   - The UI touch screen does not change.

3. Choose one of the following options:
   - If the USB Device Detected window displays, perform the following:
     1. On the press UI, select **Store to USB**.
     2. Go to Step 4.
   - If the Store to USB window displays, go to Step 4.
4. From the main **Store to USB** window, select **Save in**.
5. Select a folder in which to save the scanned data.
   This will be a folder location on the USB memory device.
6. Select **Save**.
   The main **Store to USB** window displays.
7. Select the desired scan options.
8. If desired, select **Preview**.
9. Press **Start** to begin the scanning process.
10. Retrieve the original documents from either the Document Feeder or the Document Glass.

Store and Send Link Feature (Send to Folder)

Store and Send Link (Send to Folder) Overview

Tip

This feature may not be available in all marketplaces.

Note

The Store & Send Link feature is also referred to as the Send to Folder feature.

If an authenticated user scans a document, the press temporarily saves the scanned data, and automatically obtains the user's e-mail address that was registered in advance. The press then sends an e-mail notifying the user of two URLs:

- One URL is for the location where the scanned data can be retrieved.
- The second URL is for the location from which the data can be deleted.

Tip

Only the authenticated user who logs into the press can be the recipient of an e-mail transmission. The press cannot send e-mail to multiple recipients.

After receiving the e-mail on a computer, the user can retrieve the scanned data using a web browser.

Review the following information before using the **Store & Send Link** (Send to Folder) feature:

- Scan files stored in the machine will be automatically deleted when the retention period expires.
- This retention period can be specified in **URL File Expiration** option by the System Administrator in the range of 1 to 168 hours. The default value is 3 hours.
- The files will always be deleted automatically.
- To strengthen security, after retrieving the scanned data, access the second URL to delete the scanned data stored in the machine.
- The Store & Send Link feature does not provide the following document management features:
  - Backing up and/or restoring files,
  - Deleting all the data at one time,
  - Listing files, and
  - Displaying available storage space.
- The Store & Send Link feature allows you to retrieve scanned data without specifying an e-mail address from the Address Book or from a folder for each scan job. However, the size of the data and its retention period are restricted on the press. If you want to avoid these restrictions, use the Scan to PC or E-mail service.
- For more information, refer to the System Administration Guide.
- You can customize the layout of the features displayed on the Store and Send Link feature. For more information, refer to System Administration Guide.

Storing and Sending a Link (Sending to Folder)

1. Press the **Log In/Out** button on the UI or select the login information field on the UI touch screen.
2. Enter the user ID.
3. Select **Store & Send Link** on the UI **Home** window.
   The system automatically obtains the preregistered e-mail addresses of the authenticated users and displays them in the **Scan To** and **From** fields.
4. Select inside the **Subject** and **Message** fields to enter the desired information.

   A maximum of 128 characters may be used for the Subject field, and a maximum of 512 characters may be used for the Message field.
5. Load your original documents either in the document feeder or on the document glass.
6. If desired, select **Preview**.
7. Select the desired scan options.
8. Press **Start** to begin scanning.
9. Retrieve the original documents from either the Document Feeder or the Document Glass.

Store to Web Services for Devices (WSD)

Store to WSD Overview

Note

WSD stands for Web Services for Devices.

Use the **Store to WSD** feature to scan a job either at the press or by sending a command from a network computer to the press. The scanned data is then sent to a specified network computer.

The following options are available with **Store to WSD**:

- **Computer**: Select this option to start a scan job by sending a request from a network computer, and then forward the scanned data to a network computer. The scan job will be operated from the network computer.
  - To operate the scan job from a network computer, use an application which supports image loading feature such as **Windows Fax and Scan**.
  - **Windows Fax and Scan** is not available for computers with Windows Vista Home Basic or Windows Vista Home Premium. To perform a scan from such a computer, use a different method, for example, using the **Paint** application and selecting the option **From Scanner** or **Camera**.
- **This Device**: Select this option to start a scan job from the press UI, and then forward the scanned data to a network computer. When this option is selected a list of available computers is displayed; from this list select the computer that will receive the scanned data.
  - When **This Device** is selected, a List of Components is displayed.
  - This list shows computer names and four processing methods including **Scan to User PC** (this is a specified network computer), **Scan for Print to User PC**, **Scan for E-mail to User PC**, and **Scan for OCR to User PC**.

How to Use the Store to Web Services for Devices (WSD) Feature

Using the Store to WSD Feature

1. From the press UI, press the **Clear All** button.
2. Load your original documents either in the document feeder or on the document glass.
3. Press the **Home** button.
4. Select **Store to WSD**.
5. From the Start Scan Job From window, choose one of the following options:
   - **Computer**; go to Starting a Scan Job from a Network Computer

- **This Device**; go to Starting a Scan Job from This Device

Starting a Scan Job from a Network Computer

Ensure that the original documents are loaded and that **Computer** is selected on the Start Scan Job From window.

Note

The following procedure describes the scan method using **Windows Fax and Scan** with Windows 7.

1. Select **Operate from Computer**.
   The UI displays a standby message stating that a scan job is waiting.
2. To exit the standby mode, select **Delete**.
   The UI displays a Remove Your Original message.
3. Remove your originals and select **OK**.
4. Reload your originals.
5. From the network computer, select **Start > All Programs > Windows Fax and Scan**
6. At the bottom of the left pane, select **Scan**, and then select **New Scan** from the toolbar.
7. In the New Scan dialog box, select **Change**, and then select the press.

   Ensure that the press model name is displayed; it will be shown to the right of Scanner.

   If the press model name is not displayed, select **Change**, and then select the press.
8. Select the **Profile** list, and then select **Document**.
9. Select the desired scan options.
10. Select **Scan**.
    After the documents are scanned, the scanned data is forwarded to the specified computer.
11. The press UI displays a Remove Your Original message.
    a) Remove your original documents from the press Document Feeder or Documennt Glass.
    b) Select **OK** on the press UI.
12. The UI displays a standby message stating that a scan job is waiting.
    - **Yes**: The press cannot start another scan job even though the network computer recognizes the press. Clear the press; go to the next step.
    - **No**: The scan job is completed and the press is ready for other copy/print jobs.
13. From the UI, select **Delete**.
    The scan operation is stopped. The UI displays a Remove Your Original message.
14. Remove your originals and select **OK**.
    The scan job is completed and the press is ready for other copy/print jobs.

Starting a Scan Job from This Device

Ensure that the original documents are loaded and that **This Device** is selected on the Start Scan Job From window.

Note

This procedure is done from the press UI.

1. From the List of Components, select a destination.
2. Press the **Start** button.
   The scanned date will be forwarded to the specified destination.
3. Retrieve the original documents from either the Document Feeder or the Document Glass.
4. Check the forwarded data on the destination computer.

6

Send from Folder (Folder / File Management)

Send from Folder (Folder / File Management) Overview

The **Send from Folder** feature allows you to access and manage folders and files that were saved on the press. Folder/file management includes the following functions:

- Access the saved files
- Review the details of the files
- Print the files
- Rescan the files
- Send the files in an email
- Retrieve the email (with the file attachment) from a network computer
- Delete the files
- Create automatic routine tasks
- Register/create private folders and/or shared folders

File Options

The following options are available:

- **Refresh**: Displays the updated information.
- **List**: Lists the files stored in the folder, with their stored dates and pages.
- **Thumbnail**: Displays the images and names of the files stored in the folder.

- **Number of Files**: Displays the number of files stored in the selected folder.
- **Select All**: Allows you to select all the files in the folder. If you select **Select All** again, all the files are deselected.
- **Delete**: Allows you to delete the selected files in the folder.
- **File Details**: Previews the selected file to allow you to check its details, and copy or move it to another folder.
- **Job Flow Settings**: Allows you to create, link, and execute job flows.
- **Print**: Allows you to print selected files separately.
- **Batch Print**: Allows you to print multiple files as one file.

File Details Option

For the **File Details** option, these additional selections are available:

- **Whole Page**: Allows you to select whether to display the whole page or to enlarge the image by 200 %. You can select the view size from **Whole Page** and **Enlarged View**. A small-sized document cannot be enlarged even if you select **Enlarged View**. You can rotate or enlarge the image of the file in a folder in preview, but cannot save the file with the image rotated or enlarged.
- **No Rotation**: Allows you to select an angle to preview the image from **Right 90 degrees**, **Left 90 degrees**, and **180 degrees**. You can rotate or enlarge the image of the file in a folder in preview, but cannot save the file with the image rotated or enlarged
- **Change File Name**: Allows you to change the file name. Use the displayed keyboard to enter a new name.
- **Current Page**: Allows you to specify a page to preview on the screen using **+** and **-** or the numeric keypad.

Print Option

For the **Print** option, these additional selections are available:

- **Paper Supply**: Select the desired paper tray.
- **2 Sided Printing**: Select 2-sided printing.
- **Output**: Select the desired output options including stapling, hole punching, and which finishing tray to deliver the printed output.
- **File Details**: Displays a preview image of the selected file.
- **Print Quantity**: Select the number of print sets.
- **Print**: Prints the selected file.

Batch Print Option

The **Batch Print** option allows you to select batch printing. You can print multiple files as one file. A maximum of 100 files can be bound in the selected order.

Note

For 2-sided printing, the last page becomes blank when the total number of printed pages is odd. For printing of multiple files, a blank page is inserted after the final page of each file. If a different size document is included in multiple files, it may be printed in improper orientation.

These additional options are available with **Batch Print**:

- **Paper Supply**: Select the desired paper tray.
- **2 Sided Printing**: Select 2-sided printing.
- **Output**: Select the desired output options including stapling, hole punching, and which finishing tray to deliver the printed output.
- **File Details**: Displays a preview image of the selected file.
- **Print Quantity**: Select the number of print sets.
- **Print**: Prints the selected file.

Managing Folders and Scanned Files

1. From the UI, press the **Clear All** button.
2. Press the **Home** button.
3. Select **Send from Folder**.
4. Select a folder.
5. Select a file from the folder list.
6. From the drop-down menu, select how to display the file:
   - **List**
   - **Thumbnail**
7. Select one or more other options.
   - **Refresh**
   - **Number of Files**
   - **Select All**
   - **Delete**
   - **File Details**
   - **Job Flow Settings**
   - **Print**
   - **Batch Print**

How to Configure/Start a Job Flow

Configuring/Starting a Job Flow

The Send from Folder feature allows you to configure and/or start a job flow. Refer to the following information for the various job flow settings and options that are available in the Send from Folder feature.

Job Flow Settings

The options available with **Job Flow Settings** include the following:

- **Auto Start**: This sets auto start of the job flow for files stored in the folder. The job flow automatically starts when a file is stored.
- **Start Current Job Flow**: Select files in the folder, and then select this button to start the job flow linked to this folder. After executing the job flow, confirm from **Job Status** or print a **Job History Report** to check the result.
- **Cut Link**: Cancels the link between a folder and the linked job flow sheet.
- **Create/Change Link**: Displays the **Link Job Flow Sheet to Folder** window.
- **Select Job Flow Sheet**: Select this button while files are selected to display the **Select Job Flow Sheet** screen.

Create/Change Link

The settings available with the **Create/Change Link** option include the following:

- **Refresh**: Displays the updated file information.
- **Create**: Displays the Create New Job Flow Sheet window.
- **Edit/Delete**: Displays the Details window.
- **Search by Name**: Searches for job flows that partially match the entry. The machine searches through job flow names that were registered upon each job flow creation. The entry can be up to 128 characters.
- **Search by Keyword**: Searches for job flows that fully match the entry. The machine searches through keywords that were registered upon each job flow creation. The entry can be up to 12 characters. You can select from preset keywords if they have been registered in the System Administration mode.
- **Select by Keyword**: Displays the Select Keyword window. Select a keyword registered in the System Administration mode to search for job flows. Job flows that fully match the entry are searched. The machine searches through keywords that were registered upon each job flow creation.
- **Sheet Filtering**: Displays the Sheet Filtering window. Sheet Filtering allows you to filter the job flow sheets that are displayed. Displayed job flow sheets may vary depending on the Authentication feature.

Select Job Flow Sheet

The settings available with the **Select Job Flow Sheet** option include the following:

- **Start**: Executes the selected job flow sheet.
- **Refresh**: Displays updated information.
- **Details**: Displays the Details window.
- **Change Settings**: If the selected job flow sheet setting is editable, the Change Settings window appears. You can temporarily change the settings.
- **Search by Name**: Searches for job flows that partially match the entry. The machine searches through job flow names that were registered upon each job flow creation. The entry can be up to 128 characters.
- **Search by Keyword**: Searches for job flows that fully match the entry. The machine searches through keywords that were registered upon each job flow creation. The entry can be up to 12 characters. You can select from preset keywords if they have been registered in the System Administration mode.
- **Select by Keyword**: Displays the Select Keyword window. Select a keyword registered in the System Administration mode to search for job flows. Job flows that fully match the entry are searched. The machine searches through keywords that were registered upon each job flow creation.
- **Sheet Filtering**: Displays the Sheet Filtering window. Sheet Filtering allows you to filter the job flow sheets that are displayed. Displayed job flow sheets may vary depending on the Authentication feature.

Sheet Filtering Options

Sheet Filter options include the following:

- Owner:
  - System Administrator - If this box is checked, the only Job Flow Sheets available to the System Administrator are displayed.
  - Non-System Administrator - If this box is checked, Job Flow Sheets displayed do not include those available to the System Administrator.
  - No Filtering - When both the System Administrator and Non-System Administrator boxes are checked, all the Job Flow Sheets are displayed.
- Target: Place a check in each job type you want displayed.

Using Send from Folder to Link a Job Flow Sheet to a Folder

1. From the UI, press the **Clear All** button.
2. Press the **Home** button.
3. Select **Send from Folder**.
4. Select a folder, if required.
5. Select the files from the folder list.
6. Select the desired Job Flow option.
   - **Auto Start**

- **Start Current Job Flow**
- **Cut Link**
- **Create/Change Link**
- **Select Job Flow Sheet**

7. To link a specific job flow sheet, choose **Select Job Flow Sheet**.
   a) Select a desired job flow sheet.
   b) Select **Job Flow Settings**.
   c) Select **Create/Change Link**.
   d) Select any option.

      If **Sheet Filtering** is selected, select the desired filtering conditions, and then select **Save**.

   e) From the Link Job Flow Sheet to Folder window, select **Save**.
8. Select **Start** to run the job flow.

7

Job Flow

Job Flow Overview

Job Flow is a feature that allows you to register transfer settings of scanned data, such as a transfer method and destination; this simplifies data-transfer tasks. Job flow sheets are categorized into two types according to the target:

- One type of job flow sheet targets files stored in folders, and
- The other type targets scan files

Automatic/Manual Starting a Job Flow

A Job Flow is started in the following ways:

- Automatically when a document/file is linked to a folder
- Manually selecting a Job Flow to act on the documents/files stored in the folder.

To automatically start a job flow, you must create a link with a folder and a job flow sheet in advance. Files are automatically processed with the job flow sheet when they are stored in the linked folder.

Acceptable Features to Register

You can register the following features:

- **Forward**: Multiple forwarding recipients can be configured for each forwarding method.
  - **FTP**: Forwards via FTP. A maximum of two recipients can be specified.
  - **SMB**: Forwards via SMB. A maximum of two recipients can be specified.
  - **Mail**: Forwards via email. A maximum of 100 recipients can be specified.
- **Email Notification**: Job results may bes sent by email.
- **Print**: Files in a folder may be printed.

Job Flow Restrictions

A job flow sheet can be used by only one user, can be shared by multiple users, or can be used for only certain folders.

Only the Job Flow Sheets that you have permission to execute are displayed.

Job Flow Settings and Options

Overview of Job Flow Options

Note

Created Job Flow Sheets can be executed, modified, duplicated, or deleted only from the folder in which it was created.

Job Flow options include the following:

- **Refresh**: Displays updated information.
- **Details**: Displays the Details window. You can confirm the details of a job flow such as the name, last updated date, target, owner, and save location. When you select the information (**i**) button, the entire description of the job flow sheet is displayed.
- **Change Settings**: If available, this option allows you to change the job flow settings.
- **Search by Name**: Searches for job flows that partially match the entry. The machine searches through job flow names that were registered upon each job flow creation. The entry can be up to 128 characters.
- **Search by Keyword**: Searches for job flows that fully match the entry. The machine searches through keywords that were registered upon each job flow creation. The entry can be up to 12 characters. You can select from preset keywords if they have been registered in the System Administration mode.
- **Select by Keyword**: Displays the Select Keyword window. Select a keyword registered in the System Administration mode to search for job flows. Job flows that fully match the entry are searched. The machine searches through keywords that were registered upon each job flow creation.
- **Sheet Filtering**: Displays the Sheet Filtering window. Sheet Filtering allows you to filter the job flow sheets that are displayed. Displayed job flow sheets may vary depending on the Authentication feature.

Additional Job Flow Options

Additional job flow options include the following:

- **Name**: Set the name for the job flow using a maximum of 128 characters.
- **Description**: Set the description of the job flow using a maximum of 256 characters.

- **Keyword**: Used to search for a Job Flow Sheet using a maximum of 12 characters. For example, enter Accounting as a keyword to access any Job Flow Sheets that contain Accounting in the Job Flow name.
- **Send as E-mail**: Specify the recipients for the e-mail. You can specify a total of up to 100 addresses. Select from the address book numbers or by direct input by using the keypad.
- **Transfer via FTP (1)**, **Transfer via FTP (2)**: Specify the server where documents are sent using SMB protocols. When the server address is registered in the address book, you can specify the address from the address book. The specified address appears in the SMB Transfer window.
- **Transfer via SMB (1)**, **Transfer via SMB (2)**: Specify where SMB forwarding is to be stored.
- **Print**: Configure the print settings. When **On** is selected, you can configure the settings for the Print feature.
- **E-mail Notification**: You can receive an e-mail notification when a file is saved in a folder or a job flow ends.
- **Edit/Delete**: Review the content of the job flow sheet, and edit, copy, or delete it. Additonal options include: **Edit**, **Delete**, and **Copy**.

Sheet Filtering Options

Sheet Filter options include the following:

- Owner:
  - System Administrator: If this box is checked, the only Job Flow Sheets available to the System Administrator are displayed.
  - Non-System Administrator: If this box is checked, Job Flow Sheets displayed do not include those available to the System Administrator.
  - No Filtering: When both the System Administrator and Non-System Administrator boxes are checked, all the Job Flow Sheets are displayed.
- Target: Place a check in each job type you want displayed.

Send as E-mail Options

The settings available with the **Send as E-mail** option include the following:

- **Address Book**: The recipients can be specified from address book. The specified recipient appears in Recipient Name/E-mail Address in the Send E-mail screen.
- **New Recipient**: Specify a new recipient. The specified recipient appears in Recipient Name/E-mail Address in the **Send as E-mail** screen.
- **Name/E-mail Address**: Displays the recipient name or e-mail address specified.
- **Subject**: If desired, set a specific subject.
- **Delete Recipient**: Deletes all the information for the selected recipient.
- **Edit**: Allows you to check or change the information for the selected recipient.

- **File Format**: Specify the output file format.
- **Resend Attempts**: Set the amount of times you want to resend an E-mail or to switch off the feature. If you select **On**, set the number of resend attempts and time interval:
  - Resend Attempts: Set the number of times to resend an email between 1-5.
  - Resend Interval: Set the transmission retry interval from 30-300 seconds.

Transfer via FTP (1) / Transfer via FTP (2) Options

The additional settings available with the **Transfer via FTP (1)** / **Transfer via FTP (2)** option include the following:

- Address Book
- File Format
- Resend Attempts
- Name, Server, Save, User Name, and Password: The maximum number of characters for each item is:
  - Name: Maximum 18 single-byte characters
  - Server: Maximum 64 single-byte characters
  - Save in: Maximum 128 single-byte characters
  - User Name: Maximum 97 single-byte characters
  - Password: Maximum 32 single-byte characters

Transfer via SMB (1) / Transfer via SMB (2) Options

The additional settings available with the **Transfer via SMB (1)** / **Transfer via SMB (2)** option include the following:

- Address Book
- File Format
- Resend Attempts
- Name, Server, Save, User Name, and Password: The maximum number of characters for each item is:
  - Name: Maximum 18 single-byte characters
  - Server: Maximum 64 single-byte characters
  - Save in: Maximum 128 single-byte characters
  - User Name: Maximum 97 single-byte characters
  - Password: Maximum 32 single-byte characters

Print Options

The additional settings available for **Print** option include the following:

- Print Quantity

- Paper Supply
- 2 Sided Printing
- Output

E-mail Notification Options

The additional settings available for **E-mail Notification** option include the following:

- Name/E-mail Address
- Message
- When to Notify
- Delete Recipient
- Edit
- Close Menu

Job Flow Procedures

Creating a Job Flow Sheet

1. Press the **Machine Status** button.
2. Select the **Tools** tab on the UI.
3. Select **Setup & Calibration > Setup > Create Job Flow Sheet**.
4. Select **Create**.
5. Select one of the line items from the list (**Name**).
   a) Select **Edit**.
   b) Enter the name information using the UI screen keypad.
   c) Select **Save**.
6. Repeat the previous step for other line items (such as **Description**) until all desired information is entered and saved.
7. If **Send as E-mail** is used, ensure all the required information is entered for it, including recipient's name and e-mail address.
8. If desired, select **Print** to set options to print the linked Job Flow Sheet. Select **Off** to disable this feature.
9. Select **Save** to keep your settings.

   To activate the Save option, you must enter values in any of the following fields: Send as E-mail, Transfer via FTP, Transfer via SMB, Print.
10. Review the newly created Job Flow Sheets and select **Exit**.
11. Press **Clear All** to return the press to its default values and settings.

Linking a Job Flow Sheet with a Folder

1. Press the **Machine Status** button.

2. Select the **Tools** tab on the UI.
3. Select **Setup & Calibration > Setup > Create Folder**.
4. Select a folder that is not being used (Available).
   The New Folder window displays.
5. On the New folder - Password window choose one of the following:
   - **Off**; if you do not assign a passcode, all users will be allowed access to the folder.
   - **On**:
     1. Enter a passcode with a maximum of 20 digits.
     2. Select a Target Operation option: **Always (All Operations)**, **Save (Write)**, or **Print/Delete (Read)**.
     3. Select **Save**.
6. Enter the following information by selecting each line item and selecting **Edit**:
   - **Folder Name** (maximum of 20 characters)
   - **Check Folder Passcode**
   - **Delete Documents After Retrieval**
   - **Delete Expired Documents**
   - **Link Job Flow Sheet to Folder**: Select and go to the next step.
7. At the Link Job Flow to Folder window, select **Create/Change Link**.
8. Select the Job Flow Sheet that you want to link and then select **Save**.
9. At the Link Job Flow to Folder window, choose one of the following:
   - **Auto Start**: Select this option if you want the Job Flow Sheet to be automatically executed when a new document is saved to the folder. If you do not select **Auto Start**, you will need to press the **Start** button on the UI to execute the linked Job Flow Sheet.
   - Select **Close**.

     Note

     Selecting **Cut Link** at any time will remove the link to the specified Job Flow Sheet.

   The Job Flow Sheet is linked to the folder.
10. Select **Close** to exit to the Tools tab.

Starting a Job Flow Manually

1. Load the original document(s).
2. From the UI, press the **Clear All** button.
3. Press the **Home** button.
4. Select **Job Flow Sheets**, and if enabled by the System Administrator, select **OK**.
5. Select a listed Job Flow Sheet.
6. Press the **Start** button. The job runs and is placed in a folder or on the appropriate server.

Confirming/Changing a Job Flow

You can confirm a Job Flow and temporarily change its parameters. However, only fields that have change permission, assigned when the Job Flow was created, can be edited.

1. From the UI, press the **Clear All** button.
2. Press the **Home** button.
3. Select **Job Flow Sheets**, and if enabled by the System Administrator, select **OK**.
4. Select a listed **Job Flow**.
5. Select **Change Settings**.
6. Select the group to change from the **Group of Items**.
7. Select an item in the group that will be changed.
8. Select the options you want to change and make changes as instructed.
9. Close any open windows to keep your changes.

8

Stored Programming

Stored Programming Overview

Note

A maximum of 100 consecutive operations can be recorded/saved in each stored program, and a maximum of 40 programs can be stored.

Frequently used features and job settings can be saved as Stored Programming, which can be accessed using a shortcut button.

Stored Programming not only remembers feature settings, but it can record a series of operations. This enables you to record the hierarchy of displayed screens for each step. For example, you could use Stored Programming to record the following actions: press the **Machine Status** button, and display the Print Reports screen to print reports.

In addition, while Build Job is running, a stored program can be used for the remaining document stacks. This negates the need to program and select the options for the remaining documents stacks in the Build Job process.

Stored Programming Options

Stored Programming includes the following options:

- **Store**: Use this option to create and save a job as a stored program.
- **Store Build Job**: Use this option to create and save a Build Job as a stored program.
- **Delete**: Use this option to delete a stored program.
- **Enter/Change Name**: Use this option to enter the name for a new stored program, or to change the name of an existing program. A maximum of 36 characters is allowed for a stored program name.
- **Assign/Change Icon**: Use this option to assign an icon or change an existing one for a stored program.

Stored Programming Notes and Restrictions

The following notes and restrictions apply when you create and save jobs to Stored Programming.

- The **Build Job** feature cannot be used with Stored Programming. However, segments of a complex job can be saved to a stored program, and then recalled at point of need when using **Build Job**. Therefore, while Build Job is running, a stored program can be used for the remaining document stacks, which then negates the need to program and select the options for the remaining documents stacks in the Build Job process.
- When saving a stored program which includes selecting a paper size or type loaded in the bypass tray, save both the paper size and the paper type. If only the paper size or type is saved, the stored program may not be called properly
- If any of the following operations is performed while a stored program is being saved, the stored program may not be saved or may not work correctly
  - Removing or inserting a paper tray
  - Loading or reloading paper in the bypass tray
- System Settings, Job Flow Sheets, Network Scanning, Address Book, and the Browse feature for the Scan to PC cannot be used with Stored Programming

There are situations where a stored program will become invalid:

- Changing the default values of the Watermark feature when it is used in a stored program
- Changing the password to the folder used in the stored program after it is stored
- Trying to use a stored program with different settings on the UI than the ones that were saved to the stored program
- When buttons are added or removed from the touch screen, since stored programming only remembers the location of a button on the screen, not the name of the button. For example, button positions can change when a job flow or job template is added or deleted
- When stored program that contains a selection from a list of the Address Book or a Job Flow Sheet
- When the settings for an installed optional component (such as a finisher) are changed, then the settings within a stored program for that finisher are no longer valid
- Changing the measurement unit (millimeters or inches)
- When a stored program contains a selected job that is set for secure printing

The following features and operations cannot be saved in Stored Programming:

- The selection of the Store (save) option from Stored Programming
- Selecting the steps to recall and run a stored program
- Any System Settings features or options.
- The **Store to USB** button on the Home window
- The **Network Scanning**, **Job Flow Sheets**, and **Web Applications** buttons on the Home window
- The **Custom** button that is assigned to the Network Scanning or Job Flow Sheets service
- Buttons than cannot be selected include the following:
  - The **Language** button on the Home window
  - The **Screen Brightness** button on the Home window
  - Selecting items using the scroll bar
  - Scrolling operation while previewing
  - The **Browse** button for the Scan to PC service
  - Operations to edit e-mail addresses for the E-mail service (such as the pop-up menu Keyboard, **Remove**, and **Edit** which are displayed by selecting Recipient(s) or From)
  - The **Energy Saver** button
- An unsaved job (program) will be canceled during the following activities:
  - When the **Interrupt** button is pressed
  - If the Auto Clear feature causes a time-out
  - If a pop-up window occurs (such as a paper jam)

Stored Programming Procedures

Creating and Saving a Job as a Stored Program

Note

For the purpose of this procedure, an example Copy job will be created and stored.

1. Press the **Machine Status** button on the press UI.
2. Select the **Tools** tab.
3. Select **Setup & Calibration > Setup > Stored Programming**.
4. Select **Store**.
5. Select a Stored Programming item from the numbered list.

   If required, select the up and down arrows to display the previous or next screen.

   Note

   Once a job is stored to a button (item), it cannot be overwritten.

6. Begin selecting the desired features/options by pressing the **Home** button on the UI.
7. Select **Copy**.
8. From the main Copy window, select **2 Sided Copying**.
   a) Select **1-2 Sided**.
   b) Select **Save**.
9. Select the **Output Format** tab.
10. Select **Watermark**.
    a) Select **Date & Time**.
    b) Select **Add**.
    c) Select **Save**.
11. Press the **Start** button.

    If no name is entered for the newly stored program, the name automatically becomes (No Name).

    This ends the job and saves (store) the programming. When you run this stored program at a later time, the stored program displays all the required screens prior to job submission.

Creating and Saving a Stored Program to Use with Build Job

Use the **Store Build Job** option to create and save a stored program that can be used with a complex Build Job function.

- **Build Job** programs segments of the job as if they were ordinary, independent jobs, and then prints all the segments as one complete job.
- **Store Build Job** allows you to program, scan, and store individual job segments of a large or complex job, and recall the stored program at point of need when using **Build Job**.
- Therefore, while Build Job is running, a stored program can be used for the remaining document stacks, which then negates the need to program and select the options for the remaining documents stacks in the Build Job process.

Note

For the purpose of this procedure, an example Copy job will be created and stored.

1. Press the **Machine Status** button on the press UI.
2. Select the **Tools** tab.
3. Select **Setup & Calibration > Setup > Stored Programming**.
4. Select **Store Build Job**.
5. Select a Stored Programming item from the numbered list.

   If required, select the up and down arrows to display the previous or next screen.

   Note

   Once a job is stored to a button (item), it cannot be overwritten.

6. Begin selecting the desired features/options by pressing the **Home** button on the UI.
7. Select the first feature/option (for example, **Copy**).

8. Continue to select more features/options (refer to the following steps for examples):
   a) From the main Copy window, select **2 Sided Copying**
   b) Select **1-2 Sided**.
   c) Select **Save**.
9. If desired select additional features/options (refer to the following steps for examples):
   a) Select the **Output Format** tab.
   b) Select **Watermark**.
   c) Select **Date & Time**.
   d) Select **Add**.
   e) Select **Save**.
10. Press the **Start** button.

    If no name is entered for the newly stored program, the name automatically becomes (No Name).

    This ends the job and saves (store) the programming. When you run this stored program at a later time, the stored program displays all the required screens prior to job submission.

Deleting a Stored Program

1. Press the **Machine Status** button on the press UI.
2. Select the **Tools** tab.
3. Select **Setup & Calibration > Setup > Stored Programming**.
4. Select **Delete**.
5. Select the stored program number you want to delete.
   A message displays on the UI asking you to confirm whether or not you want to delete the selected stored settings.
6. Select **Delete** to confirm stored programming deletion.
7. Select **Close** to exit Stored Programming.

   Note

   Deleted stored programs cannot be restored.

Naming / Renaming a Stored Program

1. Press the **Machine Status** button on the press UI.
2. Select the **Tools** tab.
3. Select **Setup & Calibration > Setup > Stored Programming**.
4. Select **Enter / Change Name**.
5. Select the stored program that you want to name or rename.
6. Enter the name.

   A maximum of 36 characters is allowed for a stored program name.
7. Select **Save**.
8. Select **Close** to exit Stored Programming.

Assigning or Changing Icons for a Stored Program

1. Press the **Machine Status** button on the press UI.
2. Select the **Tools** tab.
3. Select **Setup & Calibration > Setup > Stored Programming**.
4. Select **Assign / Change Icon**.
5. Select the stored program to add or change the icon.
6. Select an icon.

   There are 12 icons from which to choose.
7. Select **Save**.
8. Select **Close** to exit Stored Programming.

Running a Stored Program

1. Press the **Home** button.
2. Select **Stored Programming**.
3. Select the stored program containing the features you want to use.
4. After the stored program is displayed on the UI, select other features if necessary.
5. If necessary, select additional features/options.
6. If necessary, ensure that the original documents are loaded in either the Document Feeder or on the Document Glass.
7. Select **Start** to run the stored program.

Using a Stored Program while Build Job is Running

Tip

This procedure is used only when Build Job is running.

While Build Job is running, a stored program can be used for the remaining document stacks, which then negates the need to program and select the options for the remaining documents stacks in the Build Job process.

1. From the (Build Job) Copy window, select **Change Settings**.

2. Select the **Job Assembly** tab.
3. Select **Stored Programming**.
4. Select the desired stored program which contains the features you want to use.
5. If necessary, select additional features/options.
6. If necessary, ensure that the original documents are loaded in either the Document Feeder or on the Document Glass.

7. Select **Start** to run the stored program.

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Web Applications

Web Applications Overview

Web Applications is a service that allows you to access to web applications via a network using the browser on the press in order to display and store data.

The press provides the following features:

- Access web applications from the press, and display the web application on the press UI.
- Store scanned documents directly in a web application folder on the press.
- Print a file that is stored on a remote server.

Note

The web applications that can be displayed are those which are compatible with the press. You cannot access internet websites on the press UI.

Accessing Web Applications

1. Press the **Home** button on the UI.
2. Select **Web Applications**.
3. Select an access destination.
4. Select **Open** from the pop-up menu displayed.

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Job Status

Job Status Overview

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

Job Status Area

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

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

Active Jobs Tab

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

   Use the up or down buttons to navigate the list.

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

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

Completed Jobs Tab

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

11

Machine Status

Machine Status Overview

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

- Device Information
- Faults
- Supplies
- Billing Information
- Tools

Device Information Tab

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

Device Serial Number

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

Current System Software

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

IP Address and Host Name

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

Paper Tray Status

Select the **Paper Tray Status** button to display tray status information including percentage amount of media installed in each tray.

Device Configuration

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

Software Version

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

Print Reports

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

From the Print Reports screen, select:

- **Job Status**
- **Copy Reports**
- **Scan Reports**
- **Network Controller Job Report**
- **Job Counter Report** (available in System Administrator mode only)
- **Auditron Report / Meter Report** (available in System Administrator mode only)

Maintenance Assistant

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

Others

From the Device Information - Others window select the **Overwrite Hard Disk** button; this feature is a standard data security function on the system. It prevents the document image and registered data that is recorded on the press hard disk from being illegally retrieved or removed.

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

Faults Tab

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

Fault History

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

Date/Time

This column indicates the day and time the fault occurred.

Image Count

This column indicates the total number of printed impressions.

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

Supplies Tab

The Supplies tab provides status information about the customer replaceable units (CRUs) that are used in the press.

To access supplies information, press the **Machine Status** button on the UI and then select the **Supplies** tab. Each Customer Replaceable Unit and status is displayed.

Billing Information Tab

Accessing Billing Information

1. Press the **Machine Status** button on the UI.
2. Select the **Billing Information** tab.
   The Billing Information screen displays.

Billing Impressions Information

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

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

- **Color Printed Impressions**: This value (number) represents the total number of color impressions that have been printed.
- **Black Printed Impressions**: This value (number) represents the total number of black-only impressions that have been printed.
- **Total Impressions**: This value (number) represents the total number of ALL impressions. It is the sum of the Color Impressions and the Black Impressions.

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

  Note

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

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

  Note

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

Usage Counters

Select the **Usage Counters** button (from **Machine Status > Billing Information**)to view even more detail on billing and counts being tracked on the press such as the number of 1-sided vs 2-sided print jobs.

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

- Impression Counters
- Sheet Counters
- Images Sent Counters
- All Usage Counters

Impression Counters

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

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

Sheet Counters

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

Images Sent Counters

This counter provides information on the total amounts for email images and network scanned images.

All Usage Counters

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

Update Button

Select this button to refresh and update the counts.

Tools Tab

Regular users have limited access to some of the features on the **Tools** tab.

Create Folder

Use this feature to create folders on the press for storing copied and scanned documents.

Stored Programming

When available to the user, this feature enhances productivity by saving a series of programming steps and assigning them to a specified **Stored Programming** option. Stored programs save frequently used features and job settings which can be accessed using a shortcut button. **Stored Programming** not only remembers feature settings, but it can record a series of operations. This enables the user to record the hierarchy of displayed screens for each step. For example, Stored Programming can record the following actions: press the **Machine Status** button, and display the **Print Reports** screen to print reports.

Note

This feature is available only if the system administrator has created and saved stored programs.

Create Job Flow Sheet

Use this feature to create job flow sheets which contain transfer settings of scanned data, such as a transfer method and destination. These sheets simplify data-transfer tasks.

Add Address Book Entry

Select to add Address and Recipient Information. To add, select an available entry and enter the information. To view an entry, select the entry and the information will automatically display.

Paper Tray Attributes

The **Paper Tray Attributes** feature allows the user to change the attributes of a paper tray, including size, type, and weight.

Note

The **Paper Tray Attributes** feature appears on the Tools tab only if the system administrator has made it available to users.

Billing Impression Mode

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

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

To view the current Billing Impression Mode, press the **Machine Status** button on the UI, then select **Tools > Billing Impression Mode**.

Changing the Paper Tray Attributes

1. Press the **Machine Status** button on the UI.
2. Select the **Tools** tab.
3. Select **Setup & Calibration > Setup > Paper Tray Attributes**.
4. Select a tray.
5. Select **Change Settings**.
6. If the settings are correct, select **Confirm** or select **Change Settings**.
7. If necessary, make the required changes to the tray settings (such as weight, type, and size).
8. Select **Save**.
9. Select **Confirm**.
10. Select **Close**.
    The main Tools screen is displayed.
11. Press the **Home** button on the UI to return to the main home screen.

12

How to Submit a Print Job

Setup and Submit the Print Job

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

1. At the press, load the appropriate paper to be used for the job.
2. From the press UI, ensue that the Paper Tray settings/Tray Properties window matches the stock properties for the paper you will use, and that it assigned to the same feeder tray where the paper is loaded.
3. At the print server main window, customize your job such as inserting special pages and tabs, and create your print queue that defines the attributes of those jobs sent to the queue.
4. Submit the job file from the print server to the networked press for printing.

How to Submit a Print Job

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

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

  Note

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

- At any remote workstation, using a Hot Folders application to submit the document file to the print server.

- At the print server, importing/adding a document file to a print queue. Manage the job settings of the document and then submit to the press for printing.

Printing from a Computer or Print Server

Printing from a Computer

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

Note

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

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

Printing from the FreeFlow Print Server

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

1. If you copied the file onto a storage device, connect your device to the print server and from the top menu bar select **Services > Print From File**.
2. From the Print From File window, select the Files tab and **Browse**.
3. From **Look In**, locate your storage device or other network directory containing the document files you want.
4. Select and highlight one of the document files. Select **OK**.
5. From the Queue field at the top right of the Print From File window, select the desired print queue.
6. Using the other tabs on the screen, select the desired output options such as quantity or 1 or 2-sided printing.
7. Select **Print**.

   The job is sent to the desired queue and either held or immediately printed.
8. Select **Close**.

Printing from the EX Print Server

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

1. If you copied the file onto a storage device, connect your device to the print server and select **Services > Print From File**.
2. From the EX Print Server, select **File > Import Job**.
3. Select **Add**.
4. Locate your storage device or other directory containing the document files.
5. Select and highlight one of the document files. Select **Open**.
6. Select **Import**.
7. Select the desired queue such as **Process and Hold** or **Print and Hold**.

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

Printing on Tabs from a Print Server

Basic Procedure for Printing on Tabs from a Print Server

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

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

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

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

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

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

Tips for Printing on Tabs from the EX Print Server

Use the following tips for printing on tabs from the EX Print Server:

- The EX Print Server allows for setting up your job to print on tabs. Otherwise, you can set up your job to insert preprinted tabs into your document. Use one tray for the body pages, another tray for the preprinted tab stock, and another tray for cover or back pages.
- While you can print tab stock from any of the paper trays on the system (Trays 1, 2, 3, 5, 6 or 7), Trays 6 and 7 should be used for best results. If you plan to apply staple or punch finishing, use Trays 5, 6 or 7 only.
- Loading orientation depends on what tray you are using.

13

Press Maintenance

Procedures for Cleaning the Press

Cleaning the Press Overview

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

Cleaning the Exterior

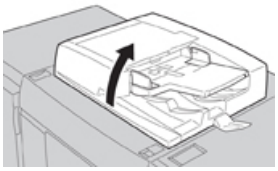
1. Wipe the exterior with a soft cloth moistened with water. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.

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

Cleaning the Document Cover and Glass

1. Cleaning the document cover

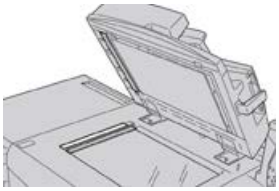
a) Raise the document feeder.



b) To remove dirt, wipe the document cover with a soft cloth moistened with water and then wipe it dry with a soft cloth. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.

2. Cleaning the document (platen) glass

a) To remove dirt, wipe the document glass with a soft cloth moistened with water and then wipe it dry with a soft cloth. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.



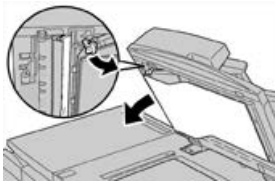
Caution

Do not press heavily on the document glass to avoid damaging the glass surface.

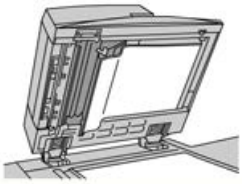
3. Cleaning the second-side scanning lens assembly

a) The second-side scanning lens assembly is located along the left side of the document cover. The assembly consists of the mirrored-glass strip, a metal strip, a white-plastic strip, and rollers. All parts of the assembly must be cleaned to ensure the best image quality when making copies.

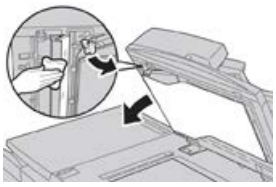
b) With the document feeder open, pull the lever that is located at the top of the document cover.



Part of the document cover pulls away from the assembly, which allows better access to the second-side scanning lens assembly.



c) To remove dirt, wipe the mirrored glass, metal strip, both sides of the white-plastic strip, and the rollers with a soft cloth moistened with water, and then wipe it dry with a soft cloth.



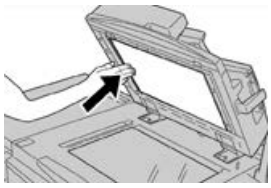
Caution

Do not press heavily on the mirrored glass as this will result in damage to the film around the glass surface.

Note

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

4. Once the second-side scanning assembly is clean, return the document cover to its original position and ensure that the lever is locked in place.

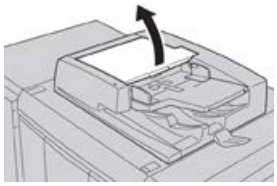


If you touch the document cover with your bare hands, wipe it clean before closing the document feeder.

5. Gently close the document feeder.

Cleaning the Document Feeder Rollers

1. Gently lift the latch of the document feeder top cover until it is open completely in a fixed position.



2. While turning the rollers, gently clean them with a soft cloth moistened with water.

   Caution

   Use a cloth that has been thoroughly wrung to prevent drops of water falling into the machine. Drops of water on internal components may cause a malfunction.

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

3. Close the top cover of the document feeder until you hear it click into place.
4. Close the left cover of the document feeder until you hear it click into place.

Cleaning the Drum Drawer Area

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

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

Cleaning the ROS Windows

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

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

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

Note

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

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

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

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

Cleaning the Fuser Assembly

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

Note

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

1. Press the **Machine Status** button on the UI.
2. Select the **Tools** tab.
3. Select **Setup & Calibration > Clean Fuser Assembly**.
4. From the screen that displays, specify the paper tray to use and the number of blank sheets to print for the "Clean with Paper" method of removing the unfused dry ink/toner.
5. From **Paper Supply**, select the paper tray to use.

   Note

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

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

   Note

   For best results, run a minimum of 5 sheets.

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

   Note

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

Procedures for Replacing Consumables

Replacing Consumable Supplies

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

- Dry Ink/Toner cartridges (C, M, Y, K)
- Drum cartridges (C, M, Y, K)
- An empty Waste Dry Ink/Toner bottle
- Suction Filter

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

Note

The Fuser Module may be replaced by the customer only if directed to do so by Service.

Note

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

Ordering Supplies

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

Note

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

CRUs (Supply Item)	Reorder Quantity	Approximate Print Yield (Full Color 8.5x11/A4 Prints)
Black Dry Ink/Toner Cartridge	2 per box	50,000
Cyan Dry Ink/Toner Cartridge	1 per box	55,000
Magenta Dry Ink/Toner Cartridge	1 per box	51,000
Yellow Dry Ink/Toner Cartridge	1 per box	51,000
Waste Dry Ink/Toner Bottle	1	45,000

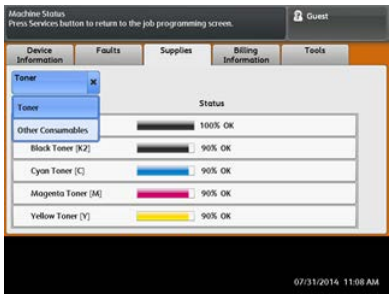
CRUs (Supply Item)	Reorder Quantity	Approximate Print Yield (Full Color 8.5x11/A4 Prints)
Suction Filter	1	200,000
Drum Cartridge (R1)	1 per box	348,000
Drum Cartridge (R2)	1 per box	348,000
Drum Cartridge (R3)	1 per box	348,000
Drum Cartridge (R4)	1 per box	348,000
OHCF Feed Roll Kit	1 kit	500,000
Standard Finisher Staple Cartridge and Staple Waste Container	4 Staple Cartridges (5,000 staples per cartridge) and 1 Staple Waste Container per carton	5,000 staples each cartridge
Booklet Maker Finisher Staple Cartridge	4 pack: 5,000 staple refills each	5,000 staples each cartridge
Business Ready (BR) Finisher Staple Cartridge	1 Staple Cartridge	5,000 staples per cartridge
Business Ready (BR) Finisher with Booklet Maker Staple Cartridge	4 pack: 5,000 staple refills each	5,000 staples per cartridge
Staple Refills for the Business Ready Finisher and Business Ready Finisher with Booklet Maker	3 refills per carton	5,000 each refill for a total of 15,000

Checking the Status of Consumables

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

1. Press the **Home** button on the UI.
2. Press **Machine Status** and select the **Supplies** tab.
   The Supplies area shows a 1 to 100 % indicator bar of the remaining amount of dry ink/toner. Remaining dry ink/toner is updated in 10 % increments.

3. From the Supplies pull-down menu, select **Other Consumables** to view the status of other consumables, such as the drum cartridges the Dry Ink/Toner Waste Bottle, and any applicable optional devices (such as the OHCF feed rolls).



Note

The status of the Fuser and Suction Filter are not shown, but a message displays when these items require replacing.

Replacing a Dry Ink/Toner Cartridge

Note

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

Note

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

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

2. Lay paper on the floor before removing the cartridge. This will allow any excess dry ink/toner to fall on the paper.
3. Grasp the handle of the dry ink/toner cartridge matching the color indicated in the message.

4. Remove the dry ink/toner cartridge by slowly and gently pulling it straight out. While pulling out, hold the bottom of the cartridge with your other hand to give it support.
5. Dispose of or recycle the cartridge per your local authorities and regulations.

   In the United States, also refer to the Electronic Industries Alliance website: www.eiae.org. For more information about Xerox environmental programs, go to www.xerox.com/environment.
6. Remove the new dry ink/toner cartridge from its packaging.

7. With one hand on either side of the cartridge, vigorously shake and rotate the new cartridge up and down and left and right for 30 seconds to redistribute the toner.
8. Install the new dry ink/toner cartridge by gently and evenly sliding the cartridge into the press until it stops.
9. Close the dry ink/toner cover. If the cover does not close completely, make sure the cartridge is in the lock position and is installed into the appropriate dry ink/toner location.

Replacing the Dry Ink/Toner Waste Bottle

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

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

Note

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

1. Ensure that the press is stopped (not running any jobs).
2. Open the front door of the press.
3. Open the Dry Ink/Toner Waste Bottle Door.

4. Grasp the handle of the Dry Ink/Toner Waste bottle and pull it halfway out of the press.
5. Support the underside of the bottle with your other hand and continue pulling it out from the press.

   Caution

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

6. Use both hands to place the old used Dry Ink/Toner Waste Bottle into the provided plastic bag.
7. Remove a new, empty waste bottle from the packaging.
8. Hold the center part on the top of a new bottle and insert it evenly and gently into the press until it comes to a stop.
9. Close the waste bottle door.
10. Close the press front door.

Replacing a Drum Cartridge

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

Note

All four Drum cartridges are interchangeable.

Note

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

Caution

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

Caution

Replace drum cartridges while the press is powered ON.

1. Ensure that the press is stopped and is not currently printing jobs.
2. Open the press Front Door.

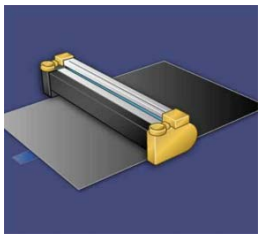
3. Rotate and turn the **R1-R4** Drum Drawer Handle to the unlock position.

4. Open the bag containing the new drum cartridge. Place the new drum cartridge near the press.

   Caution

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

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

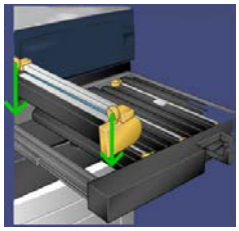
6. Grab the **Release Handle** and pull the Drum Drawer straight out.

7. Remove the old drum cartridge by holding the finger rings provided at the both ends of the drum cartridge and gently lifting up.

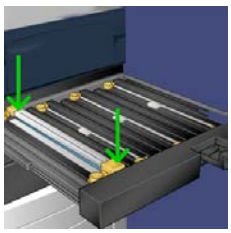
   Caution

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

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



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



10. Immediately close the drum cartridge drawer to protect the other drums from light.
11. Return the **Release Handle** to its original position.
12. Return the **R1-R4** handle to the original position and close the front door.
13. Insert the used drum cartridge into an empty container for recycling.

Replacing the Suction Filter

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

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

Caution

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

1. At the back of the press, locate the Suction filter cover on the lower panel.
2. Use the Torx driver to remove the screw on the right side of the cover by turning the screw counterclockwise.

3. Pull out and remove the Suction Filter Cover.
4. Grasp the handle of the filter box and pull straight out.

5. Remove the Suction filter out of the box.
6. Place the new Suction filter into the box and push the tray back in until it stops and is flush with the press.
7. Place the cover back onto the filter box area. Make sure to first insert the left two tabs of the cover into the left side of the box area. Then push the entire cover flush to the press.
8. Insert the Torx driver with the screw attached into the cover and turn clockwise to tighten.
9. Either log in as the administrator or ask the administrator to perform the following steps to reset the counter to zero (0), which indicates a new filter has been installed.
   a) At the UI, press the **Machine Status** button.
   b) From the screen that displays, select the **Tools** tab.
   c) Select **System Settings > Common Service Settings > Maintenance**.
   d) Use the up/down arrow buttons to access the next Maintenance screens.
   e) Select the **Technical Key Operator** icon. The Technical Key Operator feature displays.
   f) Select the CRU item that corresponds with the newly-replaced component.
   g) Select **Reset Current Value**. The system resets the HFSI to 0.
10. Exit administrator mode by pressing the **Log In/Out** button on the Control Panel. When prompted, select **Logout**.

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Press Problem Solving

Locating the Press Serial Number

The press serial number can be accessed from either the press User Interface or from the serial number plate which is located on the inside frame of Tray 1.

1. Press the **Machine Status** button on the User Interface.
2. From the Machine Status screen, ensure that the **Device Information** tab is displayed. The press serial number is displayed under Device Serial Information near the bottom of the screen.
3. If there is a loss of power and it is not possible to access the **Machine Status** screen, the press serial number can also be found on the inside frame of the press near the Paper Tray 1 drawer:
   a) At the press, fully open Tray 1.
   b) At the left of the tray, on the press frame, locate the plate with the serial number (**SER#**).

Calling for Service

1. Record any displayed fault codes.
2. Record the press serial number.
   a) Select the **Machine Status** button at the press UI.
   b) From the Machine Status screen, select the **Device Information** tab to view the serial number listed.

      If the serial number is not displayed, open the press Paper Tray 1 drawer and locate the serial number plate on the left side of the frame (SER #).
3. If output quality is a problem, take a sample as a reference to assist you in describing the problem over the telephone when answering the questions from the customer support operator about the defects.

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

Press Troubleshooting

Basic Troubleshooting Information

Check the press status for system troubleshooting.

Warning

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

General Problems

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

Note

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

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

Problem	Suggested solutions
The press is taking longer than one minute before printing the next job.	The system requires approximately 2 minutes when switching print modes in order to make any necessary adjustments for the next print job, including color-to-color registration, density, charge levels, bias levels, or other adjustments. • The system has two print modes selectable at the print server: - 4 Color Mode (CMYK: Cyan, Magenta, Yellow, Black) - Black and White Mode Only • If the next print job is switching print modes, for example from black-only to 4-color, the system requires approximately 2 minutes to make any necessary adjustments. • During this time, the touch screen displays the Adjusting Image Quality message. • The next job begins printing once the system completes its adjustments. Other information to remember includes: • From a cold start (power on or power saver), system takes less than 5 minutes to start printing. • From standby mode, system usually takes less than 1 minute to start printing.
Text prints incorrectly (text is corrupted).	Check the application or print driver settings on whether non-standard fonts are being used for printing.
Trays do not recognize the media.	• At the UI, check the paper settings for the tray (**Machine Status > Device Information > Paper Tray Status**). • Check the print server settings. • Check that the paper is loaded correctly as either SEF or LEF and this matches the paper settings programmed at the print server.

Problem	Suggested solutions
Prints are not on desired paper size.	• Ensure that the correct paper size and type is loaded in the paper trays. • Set the paper guides to the correct positions. • Select the paper size, tray and weight at the print server and ensure these paper attributes are set correctly at the Tray Properties window. • Ensure that "**Fit to Paper**" or an equivalent selection is not selected in your print driver.
Paper is misfed, jams often, or wrinkles repeatedly.	• If a message appears on the press touch screen, follow the instructions displayed. • Make sure the paper and paper tray selected match the paper size settings. Refer to The Recommended Media List. • Make sure the trays are loaded properly with acceptable media and do not exceed the MAX fill line. • Ensure the paper tray edge guides are in the correct position. To ensure tray closure, firmly push it in as far as possible. • Turn the paper stack around and/or over in the selected paper tray. • Remove a few sheets from the top and the bottom of the stack in the paper tray. • Fan all four edges of the paper in the selected paper tray. • Replace the paper in the selected paper tray with paper from a new package. • Remove any partially fed paper from the trays. Make sure to remove any torn pieces of paper still remaining inside the press. • Ensure the paper you are using had been stored properly.
Multiple sheets feed from the paper trays.	• Do not fill the paper trays above the MAX fill line indicator. • Remove the paper from the tray and fan the sheets to separate the joined sheets. • Predrilled sheets may stick together at the holes. Remove the paper from the tray and fan the sheets to separate the joined sheets. • Paper and transparencies may stick together if environmental conditions are too dry and cause excessive static. Increase the humidity level in the room to minimize static. • Gently fan transparencies to separate the sheets before you load them.
Paper jams in the optional Oversized High Capacity Feeder Trays	• Visually check to see if the Feed/Retard/Nudger Rolls are worn or damaged. • Check the HFSI interval status for the rolls. Replace if needed.

Problem	Suggested solutions
Paper jams when exiting the Paper Trays.	• Ensure that the edge guides of the paper tray fit snugly against the paper stack. • Do not fill the paper trays above the MAX fill line indicator. • Close the tray slowly to avoid shifting the paper stack.
Output jams when exiting the press to the Offset Catch Tray.	• When no other output device is present, the Offset Catch Tray can hold up to 500 sheets of 24 lb (90 gsm) paper. Empty the catch tray when output approaches this limit to ensure continuous production. • Ensure the first sheet is not blocking the paper exit, particularly for 11 x 17 inch (A3) output.
Excessive paper curl.	Potential impacts: • Ensure that the correct paper weight and paper type are selected. • The mass of dry ink (toner) coverage on the print output - the greater the dry ink/toner mass, the greater the paper curl. • The paper weight and whether or not it is coated or uncoated. • The humidity conditions at the press. • You can sometimes minimize curl problems by flipping the paper over in the tray. If excessive curl is still present, use a heavier paper. • To ensure continuous production, empty the output device when the output approaches the maximum amount that the device can hold; refer to the specifications for that output device for output limit amount. • An attempt to print on thicker paper or on paper stock that is less sensitive to moisture. Paper curl can be adjusted in the following ways: • If the Interface Module or Interface Cooling Module is attached, use the manual decurl buttons on the module's control panel. Refer to the section, Interface Module / Interface Cooling Module. • If the Standard Finisher or Booklet Maker Finisher is attached, use the manual decurl buttons on the finisher. Refer to the section, Standard / Booklet Maker Finisher. • Use the Adjust Paper Curl feature; refer to the System Administration Guide for more information.

Problem	Suggested solutions
Unable to print with current fuser assembly. Output paper width does not match the installed fuser.	• Replace the fuser assembly with one that supports the specific paper width for the current print job. Refer to the Hints and Tips section of this chapter. • Cancel the current print job and continue with the print job by resubmitting from the print server. **Note** Recommend not overriding. This mismatch could prematurely damage the fuser.
Message on UI will not clear.	• If the fault is a paper jam, ensure that any paper is removed from the area and that there are no hidden or small pieces of paper left behind. • Reboot the press by pressing the On/Off button located on top of the press near the UI.
Deformed transparencies.	Check that Transparencies is selected as the paper type. The press adjusts for different types of media; paper can tolerate more heat than transparencies.
Output is not stacked correctly.	Check paper curl and that the paper tray guides are locked into position against the paper. **Note** Mixed media sizes may not stack well.
From the Standard Finisher or Booklet Maker Finisher, pages in the set are not stapled or punched.	• Select the option on the press touch screen. • Check that there are staples in the staple cartridge. • Check that the Punch Scrap Container is not full.
Drilled paper holes are on the wrong side.	Ensure that the drilled paper is loaded correctly in the paper tray and that the holes are positioned as shown on the tray label.

Image Quality Problems

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

Initial Actions

Perform these actions first to improve image quality:

- Check the status of consumables/supplies (CRUs) at the press UI and replace any due CRUs.

- Run the Cleaning the Fuser Assembly routine at the press UI daily or before any color-critical job to correct density uniformity.
- Access the print server and perform the print server calibration (refer to the print server documentation). If necessary, perform 1-sided and 2-sided alignment profiles and registration adjustments; refer to the System Administration Guide for more information.

Secondary Actions

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

Problem	Suggested Solutions
The back side of the printed output contains dry ink/toner spots or blotches (residual and unfused dry ink/toner).	• Perform **Initial Actions**. • If a paper jam occurred, run a few blank sheets to clear out residual dry ink/toner. Run the Cleaning the Fuser Assembly routine from the Tools screen to automatically clean the fuser assembly. • If problem continues, contact the Customer Support Center.
Uneven Density side-to-side; light or dark areas	• Perform **Initial Actions** (especially the Clean Fuser Assembly routine and Density Uniformity adjustment). • Perform the Clean ROS Windows procedure. If the problem continues, contact the Customer Support Center.
Random white or dark spots	• Perform **Initial Actions**. • Ensure that the media used is approved, within press specifications and is clean. • Check that the press is within environmental specifications (humidity levels). • Load a new ream of paper, different media. • Check for Drum failure or damage. Acquire your measuring tool from the Nationalization Kit and check the frequency of the spot intervals. If spots occur every 147 mm on the prints, run the Halftone Test Pattern to determine which color drum is affected. Replace or swap the Drum.

Problem	Suggested Solutions
Spots at equal intervals	• Perform **Initial Actions**. • Acquire your measuring tool from the Nationalization Kit and check the frequency of the spot intervals: • If the defect occurs every 44 mm on the prints, do not replace the drum. This interval is caused by a damaged or defective Developer Housing. • If spots or bands occur every 147 mm on the prints, the Yellow, Magenta, Black or Cyan Drum is damaged or light-shocked. Run your Halftone Test Pattern to determine which color drum is affected. Replace or swap the appropriate Drum cartridge. • If the defect occurs every 374 mm on the prints, replace the Fuser Belt Assembly.
Solid color streaks (lead edge to trail edge)	• Perform **Initial Actions**. • Check for Drum failure. Acquire your measuring tool from the Nationalization Kit . Run the Halftone Test Pattern to determine which color drum is affected. Replace or swap the affected color Drum cartridge. • Perform the Clean ROS Windows procedure.
Edgewear	If you run multiple width papers, refer to Fuser Hints and Tips and Extended Fuser Life for more information.
Halo or smudges	• Perform **Initial Actions**. • If problem continues, contact the Customer Support Center.
White streaks or deletions	Unfused dry ink/toner collected on the ROS windows located above the Drum Cartridge Drawer prevents the image for that color to be captured. Streaks will display on the output if the ROS windows are contanimated. Perform the ROS Window Cleaning procedure. Use the provided wand to remove dry ink/toner that has collected on the ROS window.
Print output is too light, faint, or washed out; solid areas not black or inconsistent shading; part of image missing	• Check the status of the CRUs/Supplies screen by pressing the Home button on the Control Panel. Shake or replace the affected dry ink/toner cartridge. • Adjust the 2nd transfer settings using media profile in the Stock Library. • Determine if the drum is contaminated or light shocked by running a set of Halftone Test Patterns to identify which color is affected and then replace or swap the appropriate drum.

Problem	Suggested Solutions
Image on the printed output is skewed or crooked	• Ensure that the paper is loaded correctly and within press specifications: set the horizontal and vertical paper guides to the correct positions and ensure the paper tray guides are against the edges of the loaded paper. Push the tray in completely. • Create or use an existing Alignment profile.
Unfused dry ink/toner on the output; not permanent and smears and rubs off	• Check that the paper weight settings at the print server match the actual paper loaded in the tray. • Ensure that the paper loaded is within press specifications. Go to the Paper information section for information on paper and storage. Load a new ream of paper into the selected paper tray. • Run the Clean Fuser Assembly routine.
Misregistration or Image Shift	• Ensure that the paper tray guides are flush against the edges of the loaded paper. • Check that the stock meets the RML requirements. • Alignment settings may need to be optimized for the media. Create or use an existing Alignment Profile.
Trail edge of output contains dry ink/toner deletions, density inconsistency, or is lacking in color depth; this occurs mainly when using heavier or lighter weight stock	• Run the Density Uniformity Adjustment routine. • Create a custom stock and use it. • If output is still unacceptable, contact the Customer Support Center.

Fault Codes

Press Fault Codes

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

Fault Area	Fault code	Possible cause	Recommended solution
General	002-770	Unable to process the job template due to insufficient hard disk space.	Remove unnecessary data from the hard disk to increase free disk space.

Fault Area	Fault code	Possible cause	Recommended solution
	003-750	Unable to store any documents with 2 Sided Book Copy feature.	Check the 2 Sided Book Copy settings.
	003-751	The press is unable to process size, because the specified document area is too small.	Increase the resolution or scan area size.
Scanner (Document Feeder/Glass)	003-752	When setting a mixed size document to Full Color/2 Side and attempting to scan at 600dpi, an error occurs.	Decrease Scan Resolution to **400 dpi** or less, and rescan.
	003-753	When scanning a mixed size document using the 2 sided simultaneous scan feature with 300, 400, or 600 dpi, an error occurs.	Decrease Scan Resolution to **200 dpi** or less, and rescan.
Document Feeder	003-754, 003-755	An error occurred in the document feeder.	Reprocess the job.
Scanner (Document Feeder/Glass)	003-757	When scanning a mixed size document using the 2 sided simultaneous scan feature with 400, or 600 dpi, an error occurs.	Decrease Scan Resolution to **300 dpi** or less, and rescan.
Copy or Scan Feature	003-760	An incompatible combination of features is specified in the document scan conditions.	Check the selected options.
	003-761	The paper size of the tray selected for auto tray is different from the paper size of the tray selected for Auto Repeat.	Change the paper size for the tray, or change the **Paper Type Priority** settings.
	003-795	When enlarging/reducing a scanned document to the specified paper size, the reduction/enlargement ratio value exceeds the allowed range.	Take one of the following actions: • Manually enter a reduction/enlargement ratio • Change the paper size.

Fault Area	Fault code	Possible cause	Recommended solution
Document Feeder	005-274, 005-275, 005-280, 005-281, 005-282, 005-283	An error occurred in the document feeder.	Power-cycle the machine. Contact your Xerox Customer Support Center.
Fuser Assembly	010-319	Fuser Assembly belt speed fault	Power Off/On the press. If error persists, contact the Customer Support Center.
	010-604, 010-605, 010-606, 010-607, 010-608, 010-612, 010-613	Pressure Roll Sensing fault, Humidity Sensor fault, Fuser Belt error, Temperature faults, and Fuser Motor fault	Power Off/On the press. If error persists, contact the Customer Support Center.
	010-611	Fuser Belt walk failure	Check the belt module installation. Replace Belt Module Assembly.
Press Software	016-210, 016-211, 016-212, 016-213, 016-214, 016-215	An error occurred on the software settings.	Power-cycle the machine. Contact your Xerox Customer Support Center.
	016-219	The machine does not have the software license.	Power-cycle the machine. Contact your Xerox Customer Support Center.
Scanner (Document Feeder/Glass)	016-220, 016-221, 016-222, 016-223, 016-224, 016-225, 016-226, 016-227, 016-228	An error occurred in the document scanner.	Power-cycle the machine. Contact your Xerox Customer Support Center.
General	016-405	Software error	Login as administrator. Select **Machine Status > Tools > System Settings > Common Service Settings > Maintenance > Delete All Certificates / Initialize Settings**. From the screen, select **Start**.
Connectivity / Network	016-454	Unable to retrieve IP address from DNS.	Check the DNS configurations and IP address retrieve method.
General	016-708	Annotation is not possible due to insufficient hard disk space.	Remove unnecessary data from the hard disk to increase free disk space.

Fault Area	Fault code	Possible cause	Recommended solution
	016-710	Delayed print documents cannot be registered.	Check print options and specify the print data again. If the hard disk is malfunctioning, contact your Xerox Customer Support Center.
	016-712	The machine is unable to process size, because the specified document area is too small.	Increase resolution or scan area size.
	016-721	An error occurred during print processing. Probable causes are as follows: • Printing was instructed by automatic tray selection when **Paper Type Priority** is set to **Automatic Tray Switching > Off** for all paper in the Common Service Settings. • ESC/P command error	Perform one of the following: • When printing by automatic tray selection, set one of the paper types to a setting other than **Automatic Tray Switching > Off** in **Paper Type Priority**. • Check print data.
	016-735	Attempted to print Job Template List while updating the job template.	Retry printing after waiting for a period.
	016-738	Booklet Creation is not applied to the specified paper.	Specify the printable paper size for booklet creation.
	016-739	The specified document and paper size are an unauthorized combination.	Specify the combination of the printable document and paper size for booklet creation.
	016-740	Booklet Creation is not applied to the specified paper tray.	Specify the printable paper tray for booklet creation.
	016-748	Printing is not possible due to insufficient hard disk space.	Reduce the number of pages of print data, for example, by dividing up the print data or printing one copy at a time when making multiple copies.
	016-755	Attempted to process PDF file which was specified to printing prohibited.	Cancel the printing prohibited specification using Adobe Reader, and try to print again.

Fault Area	Fault code	Possible cause	Recommended solution
	016-756	No permissions to use the service.	Check with your System Administrator.
	016-757	Password is incorrect.	Enter the correct password.
	016-758	No Permissions to use service.	Check with your System Administrator.
	016-759	Maximum number of pages for this service has been reached.	Check with your System Administrator.
	016-764	Cannot connect to the SMTP server.	Contact the SMTP server administrator.
	016-766	An error occurred on the SMTP server.	Contact the SMTP server administrator.
	016-773	The IP address for the machine is not set properly.	Check the DHCP environment. Or, specify a fixed IP address for the machine.
	016-774	Compression conversion is not possible due to insufficient hard disk space.	Remove unnecessary data from the hard disk to increase free disk space.
	016-775	Image conversion is not possible due to insufficient hard disk space.	Remove unnecessary data from the hard disk to increase free disk space.
	016-777	A hard disk error occurred during image processing.	The hard disk might be defective. When replacing a hard disk, contact your Xerox Customer Support Center.
	016-778	Conversion processing of scanned image was interrupted, because of insufficient disk space.	Remove unnecessary data from the hard disk to increase free disk space.
	016-779	An error occurred during scanned image conversion processing.	Retry scanning.
	016-780	A hard disk error occurred during scanned image conversion processing.	The hard disk might be defective. When replacing a hard disk, contact your Xerox Customer Support Center.

Fault Area	Fault code	Possible cause	Recommended solution
	016-786	When using the scan feature, hard disk capacity is insufficient for writing to a file.	Either remove unnecessary data from the hard disk to increase free disk space, or initialize the hard disk.
	016-791	In **Scan to FTP / SMB**, or **Job Template**, the forwarding destination or job template save location could not be accessed.	Check whether you can access the specified forwarding destination.
	016-792	Specified job history could not be acquired, when printing **Job Counter Report**.	Specified job history does not exist.
	016-793	The hard disk has run out free space.	Either remove unnecessary data from the hard disk to increase free disk space, or initialize the hard disk.
	016-794, 016-795	An error occurred when reading data stored in a media (such as a card reader for a digital camera).	Check the data stored in the media with a computer.
General	024-987, 024-988	The envelope folder tray is full.	Remove all paper from the tray. Set the output tray for three fold.
Developer	024-923, 024-924, 024-925	Developer Housing fault	Power Off/On the press. If error persists, contact the Customer Support Center.
	26-401	Registration error; press detected less than optimal registration thresholds	Create an Auto Alignment Profile at the Stock Library Manager. If error persists, contact the Customer Support Center.
General	027-452	IP address already exists	Change the IP address.
	027-453	Failed to obtain IP address from DHCP server.	Change the IP address manually.
	027-700, 027-701	The medium (media reader / USB drive) is damaged or inserted incorrectly.	Check the medium with a computer, or insert the medium correctly..

Fault Area	Fault code	Possible cause	Recommended solution
	027-702	No data is stored in the medium, or the data stored in the medium is damaged.	Check the data stored in the media with a computer.
	027-703	A media reader is not connected with the machine correctly.	Check the connection between the media reader and the machine.
NOHAD / Drive	042-3[00-99], 042-6[00-99]	Machine Drum Motor faults, Drive Motor faults, Fan faults	Power Off/On the press. If error persists, contact the Customer Support Center.
Print Engine	045-310, 045-311, 045-390 to 396	Communication, Controller, Fan and Connector failures	Power Off/On the press. If error persists, contact the Customer Support Center.
HVPS	046-310	Power fault	Power Off/On the press. If error persists, contact the Customer Support Center.
Fuser	059-335, 059-399	Fuser temperature faults	Power Off/On the press. If error persists, contact the Customer Support Center.
ROS	060-3[00-99], 061-3[00-99], 061-6[00-99], 061-9[00-99]	Press power faults	Power Off/On the press. If error persists, contact the Customer Support Center.
Document Feeder	062-211, 062-220	An error occurred in the document feeder or it malfunctioned.	Contact your Xerox Customer Support Center.
	062-277	A communications error occurred between the document scan unit and the document feeder.	Contact your Xerox Customer Support Center.
	062-278	An error occurred in the document feeder.	Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.
Copy / Scan Features	062-790	The scanned document is copy-protected.	Check to see if the document can be copied.
Document Feeder	063-210	An error occurred in the document feeder.	Contact your Xerox Customer Support Center.

Fault Area	Fault code	Possible cause	Recommended solution
General	065-210	An error occurred with the machine.	Contact your Xerox Customer Support Center.
Document Feeder	065-215, 065-216, 065-219	An error occurred in the document feeder.	Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.
Paper Handling / Transport	071-1[00-99], 071-2[00-99], 072-1[00-99], 072-2[00-99], 073-1[00-99], 073-2[00-99], 075-1[00-99], 075-2[00-99], 075-3[00-99], 075-6[00-99], 076-1[00-99], 076-2[00-99], 076-3[00-99], 077-1[00-99], 077-2[00-99], 077-3[00-99], 077-4[00-99], 077-6[00-99], 077-9[00-99], 078-1[00-99], 078-2[00-99], 078-3[00-99], 078-4[00-99], 078-6[00-99], 078-9[00-99]	Incorrect paper positioning, Entrance area paper jam faults, Paper tray faults, Paper path sensor faults, Open drawer faults, Open door interlock faults	Check accepted paper is loaded correctly in trays, clear any paper jams, and completely close all trays, drawers and doors on press.
Registration	089-313, 089-314, 089-316, 089-317		Power Off/On the press. If error persists, contact the Customer Support Center.
Xerographic Cleaning	091-323 to 091-327, 091-4[00-99] to 091-9[00-99]	Erase Lamp faults; Drum Cartridge not set correctly	Reseat the Drum Cartridge; For 091-324 to 091-327, replace the Drum Cartridge.
	091-400	Waste Toner Bottle Near Full	Reposition the waste bottle, order a new waste bottle, and replace when full.

Fault Area	Fault code	Possible cause	Recommended solution
	091-920, 091-924	CRUM data is damaged	Reseat the Drum Unit (Y); Switch Drum Units; If problem persists, replace Drum Unit (Y).
	091-922, 091-925	CRUM data is damaged	Reseat the Drum Unit (M); Switch Drum Units; If problem persists, replace Drum Unit (M).
	091-923, 091-926	CRUM data is damaged	Reseat the Drum Unit (C); Switch Drum Units; If problem persists, replace Drum Unit (C).
	091-915, 091-916	CRUM data is damaged	Reseat the Drum Unit (K); Switch Drum Units; If problem persists, replace Drum Unit (K).
Process Control	092-333	Software error	Power Off/On the press. If error persists, contact the Customer Support Center.
	093-3[00-99], 093-4[00-99], 093-6[00-99], 093-9[00-99]	Dry Ink/Toner Cartridge	Replace/Reinsert Cartridge. Ensure Doors are closed. Power Off/On the press. Contact Customer Support.
Transfer	094-312, 094-318	Transfer Belt or Roll fault	Power Off/On the press. If error persists, contact the Customer Support Center.
	099-339	Fuser Belt in Limit Fail	Fuser Belt Assembly is out of position. Reseat the assembly and make sure the Belt Edge Sensor is in contact with the belt edge.
	099-[000-999]	General Fuser faults	Power Off/On the press. If error persists, contact the Customer Support Center.
	099-340	Fuser Belt Out Limit Fail	Fuser Belt Assembly is out of position. Reseat the assembly and make sure the Belt Edge Sensor is in contact with the belt edge.

Fault Codes - High Capacity Feeder (Tray 6)

If an error caused the printing to end abnormally, or a malfunction occurred in the machine, then an error code is displayed. When an error code is displayed, all print data of the machine as well as print data stored in the machine's built-in memory is discarded.

Note

If an error code appears that is not listed in the table below, or if an error persists after following the listed solution, then contact the Xerox Customer Support Center.

Fault Code	Cause	Remedy
024-955	Tray 6 is empty/out of paper.	Add paper to Tray 6.
024-974	The designated paper size and size of paper in the tray differ when feeding paper from the inserter.	Reset the paper or cancel the job.
078-100, 078-101, 078-102, 078-151	(Optional) Paper Tray 6 malfunctioned.	1. Check the paper loaded in Tray 6. 2. Power off and then power on the machine. 3. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.
078-250	The high capacity tray (the Tray 6) malfunctioned.	Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.

Fault Code	Cause	Remedy
078-260, 078-261, 078-262, 078-263, 078-264, 078-265, 078-266, 078-267, 078-268, 078-269, 078-270, 078-271, 078-272, 078-273, 078-274, 078-275, 078-276, 078-277, 078-278, 078-279, 078-280, 078-300, 078-301, 078-500, 078-901, 078-941, 078-942, 078-943	(Optional) Paper Tray 6 malfunctioned.	1. Check the paper loaded in Tray 6. 2. Power off and then power on the machine. 3. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

Fault Codes - Oversized High Capacity Feeder (Trays 6 and / or 7)

The OHCF fault codes below may pertain to a specific tray of the feeder. If you experience these fault codes frequently, you should follow the procedure on how to replace the feed rolls (Replacing the OHCF Bypass Tray Feed Rolls (Trays 6 and 7) and Replacing the OHCF Feed Rolls (Trays 6 and 7)).

Fault Area	Fault Code	Possible Cause	Recommended Solution
Bypass (Tray 5)	078-105, 078-120, 078-125, 078-126, 078-127	Repetitive misfeeds or multifeeds	1. Fan the paper to eliminate paper adhesion (especially in high humidity or high temperature environments). 2. Clean the Bypass Tray feed, retard, and nudger rolls with a damp cloth. 3. Replace feed rolls (feed, retard, nudger); refer to Replacing the OHCF Bypass Tray Feed Rolls (Trays 6 and 7). 4. If problem persists, Call for service.

Fault Area	Fault Code	Possible Cause	Recommended Solution
Bypass Tray	078-110	Pre-registration sensor jam during paper transportation from Bypass Tray	Perform the following in this order: 1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Power Off / On the press. 4. If problem still persists, contact the Customer Support Center.
Bypass Tray	078-111	Regi sensor not turned on fault during paper transportation from Bypass Tray	
Tray 6	078-100, 078-101, 078-102, 078-103	Pre-registration sensor jam; during paper transportation, feed sensor is not turned on within period of time paper is transporting from tray	Perform the following in this order: 1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Replace the OHCF Feed Rolls; refer to Replacing the OHCF Feed Rolls (Trays 6 and 7).
Tray 7	078-150, 078-151	Pre-registration or feed sensor jam during paper transportation from Tray 7	Perform the following in this order: 1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Replace the OHCF Feed Rolls; refer to Replacing the OHCF Feed Rolls (Trays 6 and 7).

Fault Area	Fault Code	Possible Cause	Recommended Solution
Tray 6	078-102	Regi sensor not turned on fault during paper transportation from Tray 6	Perform the following in this order: 1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Power Off / On the press. 4. If problem still persists, contact the Customer Support Center.
Tray 7	078-156	Regi sensor not turned on fault during paper transportation from Tray 7	
Trays 6 and 7	078-2[00-99], 078-3[00-99], 078-4[00-99], 078-6[00-99], 078-9[00-99]	General tray malfunction	
Trays 6 and 7	078-106, 078-125, 078-126, 078-127, 078-156	Repetitive misfeeds or multifeeds	1. Fan the paper to eliminate paper adhesion (especially in high humidity or high temperature environments). 2. **For 1-Tray OHCF (only)**: Ensure that both Paper Weight Switches are set correctly; the switches are located on paper tray. 3. Check the position of Skew Adjustment Levers. The levers should be retracted.; refer to Skew Adjustment Levers (Trays 6 and 7). 4. Replace the tray feed rolls (feed, retard, nudger); refer to Replacing the OHCF Feed Rolls (Trays 6 and 7). 5. If problem still persists, contact the Customer Support Center.

Fault Codes - Oversized High Capacity Feeder (Trays 8 and 9)

The OHCF fault codes below may pertain to a specific tray of the feeder. If you experience these fault codes frequently, you should follow the procedure on how to replace the feed rolls (Replacing the Bypass Tray Feed Rolls for the OHCF (Trays 8 and 9) and Replacing the OHCF Feed Rolls for the OHCF (Trays 8 and 9)).

Fault Area	Fault Code	Possible Cause	Recommended Solution
Bypass (Tray 5)	178-120, 078-125, 078-126, 078-127	Repetitive misfeeds or multifeeds	1. Fan the paper to eliminate paper adhesion (especially in high humidity or high temperature environments). 2. Clean the Bypass Tray feed, retard, and nudger rolls with a damp cloth. 3. Replace feed rolls (feed, retard, nudger); refer to Replacing the Bypass Tray Feed Rolls for the OHCF (Trays 8 and 9). 4. If problem persists, Call for service.
Tray 8	178-100, 178-101	Pre-registration sensor jam; during paper transportation, feed sensor is not turned on within period of time paper is transporting from tray	Perform the following in this order: 1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Replace the OHCF Feed Rolls; refer to Replacing the OHCF Feed Rolls for the OHCF (Trays 8 and 9).
Trays 5 (Bypass), 8, and 9	178-103		
Trays 8 and 9	078-125, 078-126, 078-127, 178-106, 178-156	Repetitive misfeeds or multifeeds	1. Fan the paper to eliminate paper adhesion (especially in high humidity or high temperature environments). 2. Check the position of Skew Adjustment Levers. The levers should be retracted.; refer to Skew Adjustment Levers (Trays 8 and 9). 3. Replace the tray feed rolls (feed, retard, nudger); refer to Replacing the OHCF Feed Rolls for the OHCF (Trays 8 and 9). 4. If problem persists, Call for service.

Fault Area	Fault Code	Possible Cause	Recommended Solution
Tray 8	178-112	Gate sensor not turned on fault during paper transportation from Tray 8	Perform the following in this order: 1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Power Off / On the press. 4. If problem still persists, contact the Customer Support Center.
Tray 9	178-113	Gate sensor not turned on fault during paper transportation from Tray 9	Perform the following in this order: 1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Power Off / On the press. 4. If problem still persists, contact the Customer Support Center.
Tray 9	178-150, 178-151	Pre-registration or feed sensor jam during paper transportation from Tray 9	Perform the following in this order: 1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Replace the OHCF Feed Rolls; refer to Replacing the OHCF Feed Rolls for the OHCF (Trays 8 and 9).
Trays 8, 9 and Bypass	178-217, 178-218, 178-[224-229], 178-230, 178-232, 178-250, 178-251, 178-[260-281], 178-[285-291], 178-[293-294], 178-298	General tray malfunction	1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Power Off / On the press. 4. If problem still persists, contact the Customer Support Center.
Trays 8 and 9	178-304	OHCF Front Door Open	Close the front door / cover of the OHCF.
Trays 8 and 9	178-400 - 178-405	An OHCF feed, nudger, or retard roll is near end of life	Replace the feed rolls; refer to Replacing the OHCF Feed Rolls for the OHCF (Trays 8 and 9)

Fault Area	Fault Code	Possible Cause	Recommended Solution
Trays 8 and 9	178-900 - 178-904	Multiple feed of sheets / paper jam	1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Power Off / On the press. 4. If problem still persists, contact the Customer Support Center.

Fault Codes - Business Ready (BR) Finisher and Optional Booklet Maker

Fault Code	Possible Cause	Recommended Solution
012-108, 012-110, 012-113, -12-114, 012-115, 012-117 - 012-120, 012-122, 012-128, 012-130, 012-131, 012-132, 012-135, 012-136, 012-152, 012-171, 012-172, 012-180	Misfeed in the finisher paper path	Follow the instructions shown on the press User Interface (UI). 1. Remove all sheets or pieces from the jam clearance areas. 2. Close the front door. 3. If necessary, Power Off / On the press. 4. If error persists, contact the Customer Support Center.
012-161, 012-211, 212, 012-213, 012-221 - 012-224, 012-227, 012-228, 012-254, 012-260, 012-263, 012-274, 012-279, 012-282, 012-283, 012-284, 012-288, 012-289, 012-290, 012-298, 012-299, 012-302, 012-303, 012-308, 012-326, 012-334, 012-601, 012-602, 012-912 013-300, 024-916, 024-917, 024-980, 024-981, 024-982, 028-915	General finisher malfunction	1. Power Off / On the press. 2. If error persists, contact the Customer Support Center.

Fault Code	Possible Cause	Recommended Solution
012-231 - 012-234, 012-247, 024-926, 024-963, 112-700	Problems in the finisher punch	1. Power Off / On the press. 2. If error persists, contact the Customer Support Center.
012-243, 012-246, 012-265, 012-266, 012-269, 012-292, 012-297, 012-307, 012-319, 012-983, 012-984, 012-989	Problems in the optional booklet maker	1. Power Off / On the press. 2. If error persists, contact the Customer Support Center.
012-291, 012-295, 012-296 - 024-979, 024-987, 024-988, 124-711, 124-712, 124-713	Problems with the finisher stapler or booklet stapler	1. Power Off / On the press. 2. If error persists, contact the Customer Support Center.

Fault Codes - Interface Module / Interface Cooling Module

Fault Code	Possible Cause	Recommended Solution
048-100 to 048-107	Paper Jam during feeding	1. Open the Module front door. 2. Remove all sheets or pieces from the jam clearance areas. 3. Close the front door. 4. Verify that the paper being used is within specifications.
048-300	Module front door is open	Ensure door is fully closed.
048-310, 048-311, 048-312, 048-313, 048-314, 048-315, 048-316	Decurler Sensor or Belt issue	1. Power Off / On the press. 2. If error persists, contact the Customer Support Center.
048-317, 048-318, 048-319	Cooling fan failure	1. Power Off / On the press. 2. If error persists, contact the Customer Support Center.

Fault Code	Possible Cause	Recommended Solution
048-320 to 048-324	Communication failure or connection failure	1. Ensure all jams are cleared. 2. Ensure all handles / levers are returned to closed position. 3. Power Off / On the press. 4. If error persists, contact the Customer Support Center.
048-900, 048-901, 048-903	Sheets remain in the paper path area	1. Open the Module front door. 2. Remove all sheets or pieces from the jam clearance areas. 3. Close the front door. 4. Verify that the paper being used is within specifications.

Fault Codes - GBC AdvancedPunch

Fault codes for the GBC AdvancedPunch are displayed on the press User Interface / Control Panel as an AdvancedPunch fault code.

Fault Code	Cause	Remedy
040-100 040-101 040-900 040-901	Jam is detected in the AdvancedPunch.	1. Open AdvancedPunch front door and look for a paper jam. 2. Remove any paper jam. 3. Close front door.
040-300	Front door of the AdvancedPunch is not closed.	Close front door of the AdvancedPunch.
040-940	The punch die set is missing or not fully installed.	Install punch die set or fully insert it; close front door.
040-941	Punch container is missing or not fully installed.	Install and / or fully insert punch container; close front door.
040-942	Punch container is full.	Empty punch container and then reinstall it.

Fault Code	Cause	Remedy
140-700	Punch container is near full.	Empty punch container and then reinstall it.

Fault Codes - GBC AdvancedPunch Pro

Fault codes for the GBC AdvancedPunch Pro are displayed on the press User Interface / Control Panel.

Fault Code	Cause	Remedy
040-100 040-101 040-900 040-901	Jam is detected in the Advanced-Punch Pro.	1. Open AdvancedPunch Pro front door and look for a paper jam; refer to Clearing Paper Jams in the AdvancedPunch Pro. 2. Remove any paper jam. 3. Close front door.
040-300	Front door of the Advanced-Punch Pro is not closed.	Close front door of the AdvancedPunch Pro.
040-940	The punch die set is missing or not fully installed.	Install punch die set or fully insert it; close front door.
040-941	Punch chip container is missing or not fully installed.	Install and / or fully insert punch container; close front door.
040-942	Punch chip container is full.	Empty punch container and then reinstall it.
140-700	Punch chip container is near full.	Empty punch container and then reinstall it.

Fault Codes - High Capacity Stacker (HCS)

Note

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

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

Fault Code	Possible Cause	Recommended Solution
049-100 - 049-121	jammed paper	Carefully remove all sheets and paper scraps from the jam clearance areas.
049-200 - 049-299	HCS sensor faults	Power Off / On the machine. If the problem persists, contact the Customer Support Center.
049-300	HCS communication fault	Power Off / On the machine. If the problem persists, contact the Customer Support Center.
049-700	Tabbed sheet fault	Check the properties of the tabs job and resend the job.
049-900 - 049-908	Sheets remain in the paper path	Check the paper path of the module and carefully remove all sheets from the paper path areas.
049-940	HCS open door fault	Open the HCS front door and remove all sheets and paper scraps from jam clearance areas. Close the front door.
049-941	Stacker Tray / Cart fault	Check the position of the Stacker Tray / Cart.
049-945	Stacker Top Tray fault	Remove paper from the Top Tray.
049-960, 049-964	Stacker Tray / Cart fault	Remove paper from the Stacker Tray / Cart.
049-965 to 049-972	Stacker Full Detection fault	Open the HCS front door and remove any paper from the Stacker cart. Close the door to resume operation.
049-973	HCS falsely detects that the Paper Unload button is pressed	Open the HCS front door and remove any paper from the Stacker cart. Close the door to resume operation.

Fault Codes - Standard Finisher / Booklet Maker Finisher

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

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

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

Fault code	Possible cause	Recommended solution
024-980	The stacker tay is full	Remove all paper from the stacker tray.
024-981	The top tray is full	Remove all paper from the Finisher top tray.
024-982	The Finisher stacker tray lower safety warning is on	Remove all paper from the stacker tray and remove any other obstructions.
024-983	The Finisher Booklet tray is full	Remove all paper from the Booklet tray.
024-984, 024-985	The Booklet stapler low staple signal is on	Remove all paper from the Booklet tray.
024-987, 024-988	The Booklet folder tray is full	Remove all paper fromthe tray. Set the output tray for three-fold. Check that the folder tray is correctly attached and set.
047-320	A communication error has occurred with the Finisher	Power Off/On the press. Resend the print job if needed. If fault persists, contact Customer Support Center.
112-700	The Punch Waste Container is full or near full	Remove and empty the waste container and then reinstall it completely.
116-790	The settings for stapling are canceled and prints the data	Confirm the staple position and try to print again.
124-705	The settings for punching are canceled	Confirm the punching position and try to print again.
124-706	The settings for folding are canceled	Confirm the folding settings and try to print again.
124-709	The number of pages exceeds the number of pages that can be stapled	Decrease the number of pages, or cancel the stapling settings. Resend the print job.

Fault Codes - SquareFold Trimmer Module

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

Note

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

Fault code	Possible cause	Recommended solution
013-100 to 013-109	Paper jam/fault with Module	• Open the Top Left and Right Covers of the Finisher Module. • Carefully remove all sheets and paper scraps from jam clearance areas. • Close the Top Left and Right Covers. • Check if the Trimmer Waste Container is full. If so, empty it and reinsert into the module. Make sure the container is pushed in completely. • Follow any remaining instructions on the touch screen. • If fault persists, call for service.
013-221 to 013-228, 013-229 to 013-243, 013-246	Jam or communication error with the Module; sensor fails	Power Off/On the press. If fault persists, call for service.
013-303, 013-304, 013-308	Open interlocks. A top cover or door is open. A jam or fault occurred with the Module	• If a jam, open the Top Left and Right Covers of the Finisher Module. • Carefully remove all sheets and paper scraps from jam clearance areas. • Make sure the Top Left and Right Covers are fully closed. • Check the Trimmer Waste Container. If full, empty it and reinsert into the module. Make sure it is pushed in completely. • Follow any instructions on the touch screen. • If fault persists, power off/on the press. • If fault persists, call for service.
013-900, 013-901, 013-905 to 013-911, 013-915 to 013-919	Static jams	• Open the Top Left and Right Covers of the Finisher Module. • Carefully remove all sheets and paper scraps from jam clearance areas. • Make sure the Top Left and Right Covers are fully closed. • Check the Trimmer Waste Container. If full, empty it and reinsert into the module. Make sure it is pushed in completely. • Follow any instructions on the touch screen. • If fault persists, call for service.

Fault code	Possible cause	Recommended solution
013-940	The Trimmer Waste Container is full or has a fault	• Pull open the container and empty any trimmer scraps from it. • Reinsert the container into the module. • Make sure the container is pushed in completely. • If fault persists, power off/on the press. • If fault persists, call for service.

Fault Codes - Standard Finisher Plus

Fault Code	Possible Cause	Recommended Solution
013-108 to 013-110	The sensor or exit sensor in the Finishing Transport did not switch ON or did not switch OFF within a specified amount of time	1. Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them. 2. If necessary, power Off / On the press and rescan or resend your job. 3. If the fault persists, contact the Customer Support Center.
013-910, 013-911	Paper jam at the transport sensor or exit sensor (Finishing Transport)	1. Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them. 2. If necessary, power Off / On the press and rescan or resend your job. 3. If the fault persists, contact the Customer Support Center.
051-100 to 051-111, 051-900	Paper jam	1. Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them. 2. If necessary, power Off / On the press and rescan or resend your job. 3. If the fault persists, contact the Customer Support Center.

Fault Code	Possible Cause	Recommended Solution
051-210	Registration clutch solenoid fault	Power Off / On the press and resend / rescan the job. If the fault persists, contact the Customer Support Center.
051-211	Diverter solenoid fault	Power Off / On the press and resend / rescan the job. If the fault persists, contact the Customer Support Center.
051-300	Finishing Transport front door is open	Close the front door of the Finishing Transport.
051-310	Finishing Transport firmware fault upgrade	Power Off / On the press and resend / rescan the job. If the fault persists, contact the Customer Support Center.
051-910, 051-911	Either the DFA device is not ready or another fault has occurred with it	1. Refer to the DFA device user documentation and follow instructions to bring the device back online. 2. Power Off / On the press and resend / rescan the job. 3. If the fault persists, contact the Customer Support Center.
051-912	The DFA device is either full or out of supplies	Refer to the DFA device user documentation and follow instructions on how to clear the fault and replenish the supplies.
051-913, 051-914, 051-915	Paper jam in the DFA device	1. Refer to the DFA device user documentation and follow instructions on how to clear the fault. 2. Set or change the profile value (refer to the DFA user documentation). 3. Power Off / On the press and resend / rescan the job. 4. If the fault persists, contact the Customer Support Center.

Paper Jams

Paper Jams Overview

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

Information about Paper Jams

Review the following list to address paper jams:

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

Warning

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

Jam Recovery Offset Feature

The Jam Recovery Offset Feature helps users verify and / or monitor job integrity when a jam occurs while printing offset output.

The following two conditions are required in order for this feature to work:

- When an **Offset** mode is available with the finishing device, such as the Offset Catch Tray (OCT), High Capacity Stacker (HCS), Business Ready (BR) Finisher, Standard or Booklet Maker Finisher, or Standard Finisher Plus

- When the printed offset output is not stapled

If your system meets these two requirements, then the Jam Recovery Offset Feature may be set up and used.

Important

Before this feature can be set up and used, it must be enabled by a Service Representative. Contact the Customer Support Center to schedule an appointment with a Service Representative. Tell the Customer Support Center that NVM 780-119 must be changed from a value of 0 to a value of 1.

How the Jam Recovery Offset Feature Works

When a jam occurs while printing offset output, the first sheet after recovery (jam clearance) is an insert that is pulled from a tray that is selected by the user. For example:

1. While setting up the Jam Recovery Offset Feature, the user selected Tray T1 (Post-Process Inserter) as the tray to use for offset jam recovery.
2. Tray T1 is loaded with colored stock, such as yellow paper.
3. A jam occurs while printing offset output.
4. The user removes the sheets in the paper path per the press User Interface (UI) screens.
5. The press “recovers” by feeding first a yellow sheet from T1, and then the offset in the set.
6. At that point, it is easy for the user to verify if all pages are present in the job by accessing the set with the “Yellow” insert.

Conditions Required for the Jam Recovery Offset Feature to Work

For the insert paper to work correctly, the following conditions needs to be met:

- A specific paper tray must be selected for the jam recovery insert sheet.
- The selected paper tray must be operational; the selected tray cannot be broken.
- The selected paper tray must be installed with your system.

  In other words, you cannot assign the jam recovery insert sheet to the Top Tray of the Standard Finisher because your system only has a High Capacity Stacker (HCS) attached. Therefore, you must select the HCS for the insert sheet.
- The selected paper tray must support the desired paper size for the insert sheet. For example:
  - You want the jam recovery sheet to be 11 x 17 in. / A3 size.
  - You try to assign it to the 1-Tray High Capacity Feeder (8.5 x 11 in. / A4).
  - The 1-Tray HCF does not support 11 x 17 in. / A3 size.

Setting Up the Jam Recovery Offset Feature

1. Press the **Log In/Out** button on the press UI.

2. Enter the system administrator Login ID with the numeric keypad, and select **Enter**.
   The default Login ID value is **admin**, and the default password is **1111**.

   Note

   By default, the password prompt is not enabled.

3. Press the **Machine Status** button on the UI.
4. Select the **Tools** tab.
5. Select **System Settings > Common Service Settings**.
6. Select **Other Settings**.
7. Select the item **Jam Recovery Separator Tray**.
8. Select **Change Settings**.
9. Select the desired tray to use for the jam recovery insert sheet.

   Note

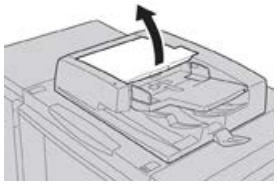
   Ensure that the selected tray meets all the required conditions for using that tray; refer to Conditions Required for the Jam Recovery Offset Feature to Work.

10. Select **Save**.
11. Select **Close**.
    The main Tools screen displays.
12. Exit the administrator mode.
    a) Press the **Log In/Out** button.
    b) When the Logout screen appears, select **Logout**.

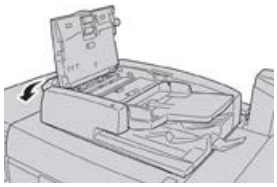
Paper Jams in the Document Feeder

Document Feeder Jams

1. Gently lift the latch of the document feeder top cover until it is completely open.

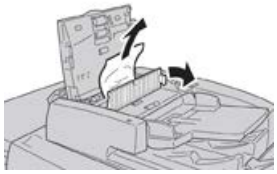


2. Open the left cover until it comes to a stop.



3. If the document is not caught in the entry of the document feeder, then remove it.

4. If instructed to open the inner cover, lift up the lever, and open the inner cover. Remove the jammed document.

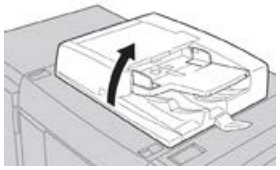


Note

If the document is stuck, do not pull on it forcefully, as this could damage the document.

5. If the jam is inside of the left cover, remove the jammed document.

6. Close the following open covers until they click into place. Close them in the following order:
   - Inner cover
   - Top cover
   - Left cover
7. If a document jam cannot be found, slowly raise the document feeder, and if the document is there, remove it.



8. Close the document feeder.
9. If indicated, raise the feeder tray area and remove the document.

10. Gently return the feeder tray to its original position.

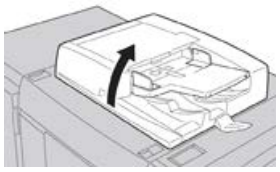
11. After removing the jammed document, follow the instructions to reload the entire document set into the document feeder.

    Note

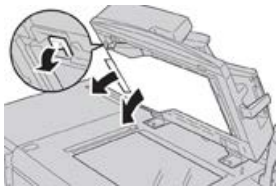
    Ensure that there are not any torn, wrinkled, or folded documents in the document set. To scan torn, wrinkled or folded documents, use the Document Glass, only. The already scanned document sheets are automatically skipped and scanning resumes from the document sheet last scanned prior to the jam.

Document Jams Under the Document Feeder Belt

1. Open the document feeder.



2. Open the belt of the document cover while gripping the lever, and remove the jammed document.



3. Gently return the belt to the original position.

4. Close the document feeder.
5. Follow the instructions to reload the entire document set into the document feeder.

    Note

    Ensure that there are not any torn, wrinkled, or folded documents in the document set. To scan torn, wrinkled or folded documents, use the Document Glass, only. The already scanned document sheets are automatically skipped and scanning resumes from the document sheet last scanned prior to the jam.

Press Paper Jams

Paper Jams Inside the Press

Warning

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

1. Open the press Front Door.

2. Rotate **Handle 2** to the right until it is in the horizontal position, and then pull out the transfer module.

3. Remove the visible jammed paper.
4. After clearing the jammed sheets, ensure that no torn paper pieces are left in the machine.
5. Move **Handle 2b** and remove any jammed paper.

6. Return **Handle 2b** to its original position.
7. Move **Handle 2e** and remove any jammed paper.

8. Return **Handle 2e** to its original position.

9. Pull down **Handle 2f** and remove the jammed paper.

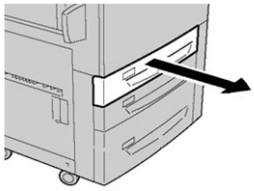
10. Return **Handle 2f** to its original position.
11. Push in the transfer module completely and rotate **Handle 2** to the left.
12. Close the pree Front Door.
13. Run five blank sheets to clean left-over toner from the fuser roll and resume the copying/printing process.

Paper Jams in Trays 1-3

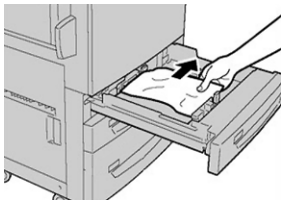
Note

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

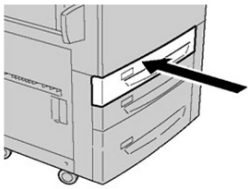
1. Open the tray where the paper jam occurred.



2. Remove the jammed paper.



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



Paper Jams in the Bypass (Tray 5)

Paper Jams in the Standalone Bypass (Tray 5)

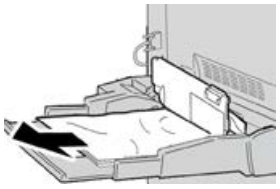
Important

Use this procedure to clear paper jams in the Bypass (Tray 5) when it is a standalone feeding device and is not installed on any optional feeder (such as the Oversized High Capacity Feeder).

Tip

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

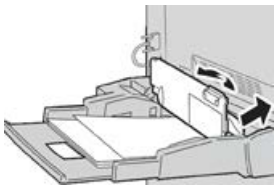
1. Remove the jammed paper and any paper that is loaded from the Bypass tray.



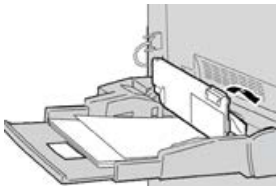
   Note

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

2. Open the Bypass Top Cover and remove jammed paper.



3. Close the cover.



4. Reload paper into the tray and resume copying / printing.

Paper Jams When the Bypass is Installed on Trays 6 and 7

Tip

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

1. Remove the paper currently loaded in the Bypass (Tray 5).

2. Lift and open the Top Cover of the Bypass (Tray 5).

3. Remove any jammed paper.

Note

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

4. Close the Top Cover of the Bypass (Tray 5).

5. Reload paper into the tray and resume printing.

Paper Jams When the Bypass is Installed on Trays 8 and 9

Tip

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

1. Remove the paper currently loaded in the Bypass (Tray 5).

2. Lift and open the Top Cover of the Bypass (Tray 5).

3. Remove any jammed paper.

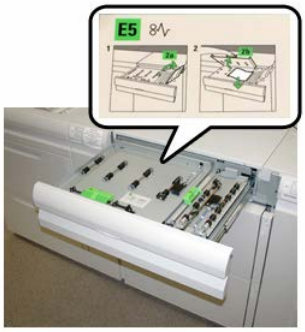
Note

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

4. Close the Top Cover of the Bypass (Tray 5).

5. Pull open the (OHCF) **Top Drawer** (located at the top of Trays 6 and 7).

6. Lift levers **2a** and **2b**, and remove any paper jams.



7. Close levers **2a** and **2b**.
8. Close the (OHCF) **Top Drawer**.
9. Reload paper into the tray and resume printing.

Fuser Hints and Tips

Extending Fuser Life

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

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

Preventing Fuser Damage

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

Fuser Paper Width Information

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

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

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

Table 1: Bypass Connector used for Default Paper Width NVM Settings

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

Note

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

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Press Technical Data

Press Specifications

General Press Specifications

Rated Speed

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

Print Modes

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

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

Maximum Printable Area

- Default Border: 2 mm on all sides
- Adjustable Border: 0.5 mm up to 400 mm on all sides
- Print Image Quality Assurance Area: 12.48 x 18.98 in. / 317 mm x 482 mm
- For Trays 1, 2 or 3:
  - 12.72 x 18.98 in. / 323 x 482 mm

Paper Size Ranges

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

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

Printing Resolution

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

First Print-Out Time

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

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

Press Warm-up Time

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

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

Document Feeder Specifications

Item	Specification
Document Size / Type	**Size**: Maximum: A3/11 × 17 in. (297 ×432 mm) Minimum: A5/5.82 x 8.26” (148 x 210 mm) Weight: 10-53 lb./38-200gsm (2 sided: 50-200 gsm) **Type**: A5, A5, A4, A4, 8.5 × 11 in., 8.5 × 14 in. (SEF), 11 × 17 in. (SEF)
Paper Capacity	250 sheets When using Xerox 20 lb./75 gsm paper.
Document Changing Speed (8.5 x 11 in./A4 portrait, 1-sided)	Monochrome: 80 sheets/min

Paper Tray Information

Print Engine Trays 1, 2 and 3

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

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

  Note

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

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

Bypass Tray 5

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

Throughput / Productivity Information

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

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

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

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

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

Table 4: Tray 5 (Bypass Tray)

Paper Type	Feed Direction	Paper Weight	Simplex/Duplex	Prints Per Minute
Postal card 148 x 148 mm		52 to 300 gsm	Simplex / Duplex	70 ppm / 35 ppm

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

Copy Specifications

Item	110/125
Copier Type	Console
Scanning Resolution	600 × 600dpi (23.6 × 23.6 dots/mm)
Output Resolution	600 × 600dpi (23.6 × 23.6 dots/mm)
Gradation	256 gradation
Warm-up Time	5 minutes or less (when the room temperature at 68˚ F/20˚ C)
Copy Document	The maximum size is 297 × 432 mm (A3, 11 × 17in.) for both sheets and books

Item	110/125
Copy Paper Size	Max: 12.6 × 19.2in. (320 × 488 mm), 13 x 19 (330 x 483 mm) Min: A5/5.75 x 8.25 in. (Postcard for Tray 5 (Bypass)) Image loss: Lead edge/trail edge: 0.157 in./4 mm or less Front/back 0.157 in./4 mm or less.
	Paper Trays 1 - 3 A5, A4 LEF, A4 SEF, A3, B5, B4 8.5 × 11 in. LEF, 8.5 × 11 in. SEF, 8.5 × 13 in., 8.5 × 14 in., 11 × 17 in., 12.6 × 19.2 in. (320 x 488 mm) 8K,16K, tab paper (8.5 x 11 in./A4) Non-standard size: X direction from 5.5-13 in./140-330 mm, Y direction from 7-19 in./182-488 mm **Tray 5 (Bypass)** A6, A5, A4 LEF, A4 SEF, B4 8.5 × 11 in. LEF, 8.5 × 11in. SEF, 8.5 × 13 in., 8.5 × 14 in.,11 × 17 in., 12 × 18 in., 12.6 x 19.2 in. (320 x 488 mm) , 13 x 19 in. (330 x 483 mm) 8K,16K Non-standard size: X direction from 5.8-19 in./148-488 mm, Y direction from 4-13 in./100-330 mm
Copy Paper	Trays 1-3, 6, 7: 13 - 57 lb./52 - 216 gsm Tray 5 (Bypass): 13 - 67lb./52 - 253 gsm Use Xerox recommended papers for best results.
First Copy Output Time Values may differ depending on machine configuration.	3.5 seconds (When the Document Glass, 100 % Reduction/Enlargement, Tray 1, 8.5 x 11 in./A4 are used) 5.0 seconds (A4/Document Feeder/Finisher Output Tray)
Copy Reduction / Enlargement Ratio	100 % : 1:1 ± 0.7 % Preset % : 1:0.500,1:0.707,1:0.816,1:0.866, 1:1.154,1:1.225,1:1.414,1:1.632, 1:2.000 Variable % : 1:0.25 to 1:4.00 (in 1 % increments)

Item	110/125
Continuous Copy Speed The speed may be reduced in order to adjust image quality. The performance may be reduced depending on the paper type.	Continuous 1-sided copy/100 % reduction/enlargement 7 x 10 in./B5: 116 sheets/min 8.5 x 11 in./A4: 110 sheets/min SEF: 8.5 x 11 in./A4: 78 sheets/min 7 x 10 in./B5: 78 sheets/min 10 x 14 in./B4: 69 sheets/min 11 x 17 in./A3: 55 sheets/min Continuous 2-sided copy/100 % reduction/enlargement 7 x 10 in./B5: 116 pages/min 8.5 x 11 in./A4: 110 pages/min SEF: 8.5 x 11 in./A4: 70 pages/min 7 x 10 in./B5: 70 pages/min 10 x 14 in./B4: 62 pages/min 11 x 17 in./A3: 55 pages/min
Paper Feed Method / Capacity	**Standard**: Tray 1: 1,200 sheets Tray 2: 1,800 sheets Trays 3: 600 sheets each Tray 5/Bypass: 280 sheets Maximum paper capacity: 9080 pages (including Trays 6 and 7 (optional High Capacity Feeder) The maximum paper capacity (9080) is based on 20 lb./75 gsm
Continuous Copy Pages	9,999 sheets The machine may pause temporarily to perform an image stabilization.

Scan Specifications

Type	Color scanner
Scan Size	Maximum size: 297 × 432 mm (A3/11 × 17in.) for both sheets and books
Scan Resolution	600 × 600dpi, 400 × 400dpi, 300 × 300dpi, 200 × 200dpi (23.6 × 23.6, 15.7 × 15.7, 11.8 × 11.8, 7.9 × 7.9 dots/mm)
Scan Graduation	Color: 10-bit input / 8-bit output for each RGB color Monochrome: 1 bit input, 1 bit output color: 10 bit input, 8 bit output for each RGB color
Document Scan Speed	200 copies/min (Scanning into mailbox for ITU-T No.1 chart 8.5 x 11 in./A4 200dpi) Important: Scanning speed varies by the document.

Type	Color scanner
Interface	Sharing with print controller
Scan to Folder	Supported protocol: TCP/IP (Salutation, HTTP) Output format: Monochrome (2 colors: TIFF) Driver: TWAIN (Salutation) Driver supported OS: Windows 2000/XP, Microsoft Windows Server 2003, Microsoft Windows Vista, Windows 7
Scan to PC	Supported protocol: TCP/IP (SMB, FTP), NetBEUI (SMB) Supported Operating Systems: Windows 2000, Windows XP, Windows Server 2003, Windows Server 2008, Windows Vista, Windows 7, Novell NetWare 5.x *1 SMB protocol only is supported. *2 FTP protocol only is supported. Output format: Monochrome 2 colors: TIFF (compression type: MH and MMR) DocuWorks, PDF
E-mail	Supported protocol: TCP/IP (SMTP) Output format Monochrome 2 colors: TIFF (compression type: MH and MMR) DocuWorks documents, PDF

Paper Specifications

Note

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

Paper Type	Paper Size	Trays	Weight (gsm)
Plain paper (coated & uncoated) Drilled paper (coated & un-coated)	B5 SEF/LEF A4 SEF/LEF A4-Cover SEF/LEF DT Special A4 SEF/LEF B4 SEF A3 SEF SRA3 SEF DT Special A3 SEF 4 x 6 in. SEF 7.25 x 10.5 in. SEF/LEF 8 x 10 in. SEF/LEF 8.46 x 12.4 in. SEF 8.5 x 11 in. SEF/LEF 8.5 x 13 in. SEF/LEF 8.5 x 14 in. SEF 9 x 11 in. SEF/LEF 11 x 15 in. SEF 11 x 17 in. SEF 12 x 18 in. SEF 12.6 x 19.2 in. SEF 13 x 18 in. SEF 16-kai (TFX) SEF/LEF 16-kai (GCO) SEF/LEF Pa-kai (TFX) SEF pa-kai (GCO) SEF	Trays 1 to 3 Trays 5, 6 and 7	52 to 256 52 to 350
Recycled paper (coated & un-coated)		All Trays	64 to 105
Embossed (coated & uncoated)		Trays 1 to 3 Trays 5, 6 and 7	106 to 256 106 to 350
Transparency	8.5 x 11 in. (A4) LEF	All Trays	---
Postcard (coated & uncoated)		Trays 5, 6 and 7	106 to 350
Government-Legal SEF/LEF	8.5 x 13 in.	215.9 x 330.2	---
DT Special A4 SEF/LEF	8.90 12.20 in.	226.0 x 310.0	---
DT Special A3 SEF	12.20 x 17.00 in.	310.0 x 432.0	---
Envelopes	rectangle 3 x 10 SEF Square SEF / LEF		
Labels (coated & uncoated)	8.5 x 11 in./A4 LEF	Trays 1 to 3 Trays 5, 6 and 7	106 to 256 106 to 350
Tabbed Inserts	9 x 11 in. LEF	All Trays	163

Environmental Specifications

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

Ambient temperature

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

Relative humidity

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

Altitude

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

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1-Tray High Capacity Feeder (HCF / Tray 6), Letter-Size / A4 Only

High Capacity Feeder (HCF) Overview

The 1-tray High Capacity Feeder (HCF), otherwise known as Tray 6, provides a 2,000-sheet, letter-size (8.5 x 11 in./A4) paper source.

Note

Only letter-size (8.5 x 11 in.)/A4 paper, Long Edge Feed (LEF) can be used in this tray.

Loading Paper in the 1-Tray High Capacity Feeder (HCF / Tray 6)

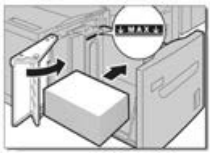
Tips about the 1-tray HCF (Tray 6):

- This tray accommodates only 8.5 x 11 in./A4 Long Edge Feed (LEF) stock
- Stock weights between 18 lb./64gsm bond to 80 lb./220 gsm cover may be used in this tray

- It holds a maximum of 2000 sheets of 20lb./75 gsm paper
- Stock must be loaded only in LEF direction
- Do not load materials above the MAX line

1. Select the appropriate paper stock for your job.
2. Pull out the tray slowly until it stops.

3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load the paper in the tray.



   a) Align the edge of the paper against the RIGHT edge of the tray.
   b) Move the paper guides to just touch the edges of the paper stack.

   Do not load materials above the MAX line.

6. Gently push in the tray until it comes to a stop.
   If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
7. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.
   a) Make the desired selections for **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
   b) If necessary, make the desired changes to paper curl and alignment adjustment.

      Note

      Refer to the System Administration Guide for detailed information on the paper curl and alignment adjustment options.

   c) Select **Save** until you are returned to the tray settings window.
8. Select **Confirm** to close the window.

HCF Problem Solving

Fault Codes - High Capacity Feeder (Tray 6)

If an error caused the printing to end abnormally, or a malfunction occurred in the machine, then an error code is displayed. When an error code is displayed, all print data of the machine as well as print data stored in the machine's built-in memory is discarded.

Note

If an error code appears that is not listed in the table below, or if an error persists after following the listed solution, then contact the Xerox Customer Support Center.

Fault Code	Cause	Remedy
024-955	Tray 6 is empty/out of paper.	Add paper to Tray 6.
024-974	The designated paper size and size of paper in the tray differ when feeding paper from the inserter.	Reset the paper or cancel the job.
078-100, 078-101, 078-102, 078-151	(Optional) Paper Tray 6 malfunctioned.	1. Check the paper loaded in Tray 6. 2. Power off and then power on the machine. 3. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.
078-250	The high capacity tray (the Tray 6) malfunctioned.	Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.
078-260, 078-261, 078-262, 078-263, 078-264, 078-265, 078-266, 078-267, 078-268, 078-269, 078-270, 078-271, 078-272, 078-273, 078-274, 078-275, 078-276, 078-277, 078-278, 078-279, 078-280, 078-300, 078-301, 078-500, 078-901, 078-941, 078-942, 078-943	(Optional) Paper Tray 6 malfunctioned.	1. Check the paper loaded in Tray 6. 2. Power off and then power on the machine. 3. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

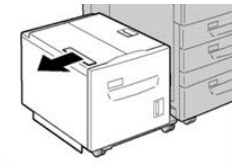
Clearing Paper Jams in the HCF (Tray 6)

1. Open Tray 6 and remove any jammed paper.

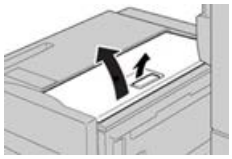
   Note

   If paper is torn, check for any torn pieces of paper inside the machine.

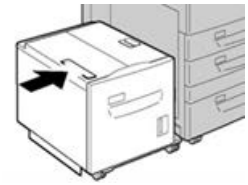
2. Gently close the tray.
3. Gently move Tray 6 to the left until it stops.



4. Grasp the top cover handle and open the top cover.

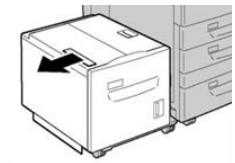


5. Remove any jammed paper from the top cover area of Tray 6.
6. Close the Tray 6 top cover.
7. Return Tray 6 to its original position.



Clearing HCF Paper Jams in the Lower Left Cover

1. Gently move Tray 6 to the left until it stops.

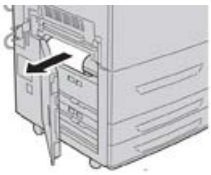


2. Gently open the lower left cover while gripping the release handle.

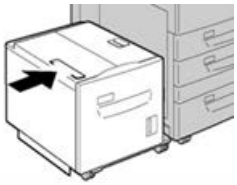
3. Remove the jammed paper.

Note

If paper is torn, check for any torn pieces of paper inside the machine.



4. Gently close the lower left cover.
5. Gently move Tray 6 back into position.



HCF Specifications

Item	Specification
Paper Capacity	2,000 sheets
Sheet Size	8.5 x 11 in. or A4
Paper Weight	18 lb. bond to 80 lb. cover / 64-220 gsm (uncoated or coated)

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1- or 2-Tray Oversized High Capacity Feeder (OHCF / Trays 6 and 7)

Overview of the Oversized High Capacity Feeder (Trays 6 and 7)

The Oversized High Capacity Feeder (OHCF) is available in a 1-tray or 2-tray option. The OHCF feeds a variety of stock sizes, including standard and oversized stock up to 13 x 19.2 in./330.2 x 488 mm. Each tray holds 2,000 sheets.

1	2-tray OHCF (with Bypass)
2	1-tray OHCF (with Bypass and storage cabinet above the tray)

Loading Media in the OHCF (Trays 6 and 7)

Refer to Loading Media in the 1- or 2-Tray Oversized High Capacity Feeder (OHCF / Trays 6 and / or 7) for information and step-by-step instructions.

OHCF Maintenance (Trays 6 and 7)

Consumable Supplies for the OHCF (Trays 6 and 7)

CRUs (Supply Item)	Reorder Quantity	Approximate Print Yield (Full Color 8.5x11/A4 Prints)
OHCF Feed Roll Kit	1 kit	500,000

Replacing the OHCF Bypass Tray Feed Rolls (Trays 6 and 7)

Tip

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

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

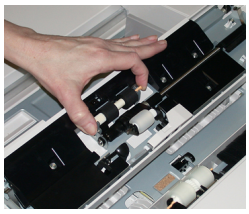
- Feed Roll
- Nudger Roll
- Retard Roll

Note

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

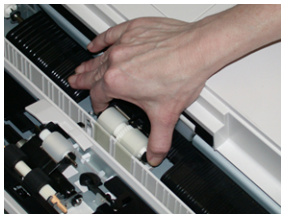
1. Locate and access the Bypass Tray on top of the OHCF.
2. Lift up and open the Bypass Tray cover to access the feed roll components.

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



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

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



6. Close the bypass tray cover.
7. Verify that the tray is operating correctly by feeding paper from the bypass tray.
8. Either log in as the administrator or ask the administrator to perform the following steps to reset the HFSI count to zero (0):
   a) At the UI press the **Machine Status** button.
   b) Select the **Tools** tab.
   c) Select **System Settings > Common Service Settings > Maintenance**.
   d) Use the up/down arrow buttons to access the next Maintenance screens.
   e) Select the **Technical Key Operator** icon. The Technical Key Operator feature displays.
   f) Select the MSI rolls item that corresponds with the newly-replaced components.
   g) Select **Reset Current Value**. The system resets the HFSI to 0.
9. Exit the administrator mode by pressing the **Log In/Out** button on the UI. When prompted, select**Logout**.

Replacing the OHCF Feed Rolls (Trays 6 and 7)

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

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

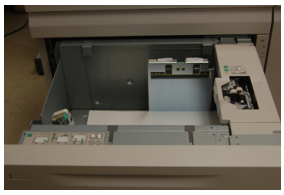
- Feed Roll
- Nudger Roll

- Retard Roll

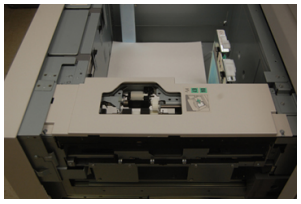
Note

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

1. Pull open the top tray of the OHCF to access the feed components.

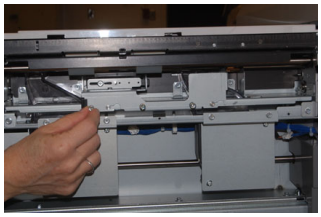


2. Notice the feed roll compartment on the right side panel of the drawer.

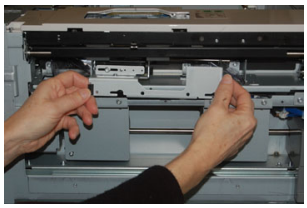


3. Remove the nudger roll by pushing down on the black tab with one hand (which raises the roll upward) and then squeezing the metal shaft on both ends with your other hand. Lift out the nudger roll.

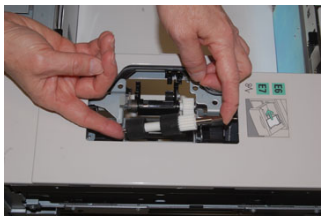
4. Replace the new roll by squeezing both ends of the metal shaft, and pushing down on the black tab, insert and release the roll ends into the notches.
5. Next, remove the retard roll assembly at the side of the feeder tray to access the retard roll. Unscrew the 3 thumbscrews.



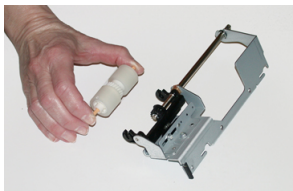
6. Slide the retard assembly all the way to the left so it is out of the slots. Pull the asssemly out towards you until completely removed from the tray. Set aside.



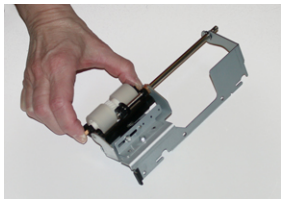
7. With the retard assembly out, access and remove the feed roll. To remove, squeeze both ends of the metal shaft and lift out. To replace, squeeze both ends of the new roll shaft, and insert and release the roll ends into the notches.



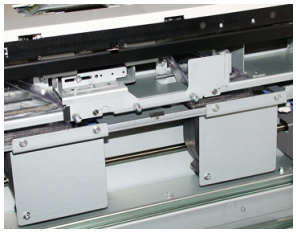
8. Finally, replace the retard roll. Squeeze the orange shafts of the retard roll and lift out of the assembly.



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



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



11. Screw in the 3 thumbscrews to attach the assembly. Do not overtighten.
12. Close the tray and verify that the tray is operating successfully by feeding paper using that tray.
13. Either log in as the administrator or ask the administrator to perform the following steps to reset the HFSI count to zero (0).
    a) At the UI press the **Machine Status** button.
    b) Select the **Tools** tab.
    c) Select **System Settings > Common Service Settings > Maintenance**.
    d) Use the up/down arrow buttons to access the next Maintenance screens.
    e) Select the **Technical Key Operator** icon.

    The Technical Key Operator feature displays.

f) Select the item (HCF) that corresponds with the newly-replaced components.
g) Select **Reset Current Value**. The system resets the HFSI to 0.

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

OHCF Problem Solving (Trays 6 and 7)

Fault Codes - Oversized High Capacity Feeder (Trays 6 and / or 7)

The OHCF fault codes below may pertain to a specific tray of the feeder. If you experience these fault codes frequently, you should follow the procedure on how to replace the feed rolls (Replacing the OHCF Bypass Tray Feed Rolls (Trays 6 and 7) and Replacing the OHCF Feed Rolls (Trays 6 and 7)).

Fault Area	Fault Code	Possible Cause	Recommended Solution
Bypass (Tray 5)	078-105, 078-120, 078-125, 078-126, 078-127	Repetitive misfeeds or multifeeds	1. Fan the paper to eliminate paper adhesion (especially in high humidity or high temperature environments). 2. Clean the Bypass Tray feed, retard, and nudger rolls with a damp cloth. 3. Replace feed rolls (feed, retard, nudger); refer to Replacing the OHCF Bypass Tray Feed Rolls (Trays 6 and 7). 4. If problem persists, Call for service.
Bypass Tray	078-110	Pre-registration sensor jam during paper transportation from Bypass Tray	Perform the following in this order: 1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Power Off / On the press. 4. If problem still persists, contact the Customer Support Center.
Bypass Tray	078-111	Regi sensor not turned on fault during paper transportation from Bypass Tray	

Fault Area	Fault Code	Possible Cause	Recommended Solution
Tray 6	078-100, 078-101, 078-102, 078-103	Pre-registration sensor jam; during paper transportation, feed sensor is not turned on within period of time paper is transporting from tray	Perform the following in this order: 1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Replace the OHCF Feed Rolls; refer to Replacing the OHCF Feed Rolls (Trays 6 and 7).
Tray 7	078-150, 078-151	Pre-registration or feed sensor jam during paper transportation from Tray 7	Perform the following in this order: 1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Replace the OHCF Feed Rolls; refer to Replacing the OHCF Feed Rolls (Trays 6 and 7).
Tray 6	078-102	Regi sensor not turned on fault during paper transportation from Tray 6	Perform the following in this order: 1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Power Off / On the press. 4. If problem still persists, contact the Customer Support Center.
Tray 7	078-156	Regi sensor not turned on fault during paper transportation from Tray 7	
Trays 6 and 7	078-2[00-99], 078-3[00-99], 078-4[00-99], 078-6[00-99], 078-9[00-99]	General tray malfunction	

Fault Area	Fault Code	Possible Cause	Recommended Solution
Trays 6 and 7	078-106, 078-125, 078-126, 078-127, 078-156	Repetitive misfeeds or multifeeds	1. Fan the paper to eliminate paper adhesion (especially in high humidity or high temperature environments). 2. **For 1-Tray OHCF (only)**: Ensure that both Paper Weight Switches are set correctly; the switches are located on paper tray. 3. Check the position of Skew Adjustment Levers. The levers should be retracted.; refer to Skew Adjustment Levers (Trays 6 and 7). 4. Replace the tray feed rolls (feed, retard, nudger); refer to Replacing the OHCF Feed Rolls (Trays 6 and 7). 5. If problem still persists, contact the Customer Support Center.

OHCF Jam Clearance (Trays 6 and 7)

Clearing OHCF Jams (Trays 6 and 7)

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

Note

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

Paper Jams When the Bypass is Installed on Trays 6 and 7

Tip

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

1. Remove the paper currently loaded in the Bypass (Tray 5).

2. Lift and open the Top Cover of the Bypass (Tray 5).

3. Remove any jammed paper.

Note

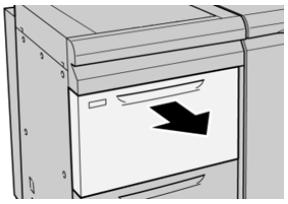
If paper is torn, check inside the press and remove it.

4. Close the Top Cover of the Bypass (Tray 5).

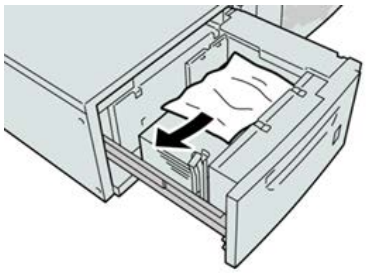
5. Reload paper into the tray and resume printing.

Paper Jams Inside the OHCF Trays (6 and 7)

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



2. Remove the jammed paper.



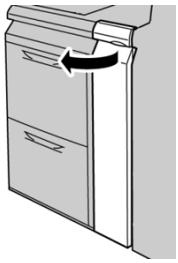
Note

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

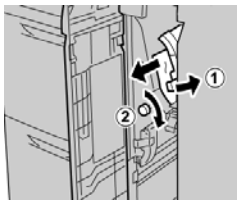
3. Gently push in the tray until it comes to a stop.

OHCF Paper Jams at Lever 1a and Knob 1c (Trays 6 and 7)

1. Open the front cover of the OHCF.



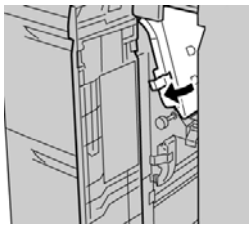
2. Move the lever **1a** to the right and turn the knob **1c** to the right. Remove the jammed paper.



Note

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

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



4. Close the front cover of the OHCF.

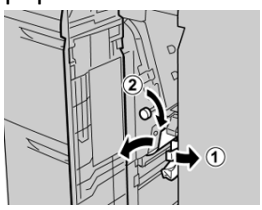
Note

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

OHCF Paper Jams at Lever 1b and Knob 1c (Trays 6 and 7)

1. Open the front cover of the OHCF.

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



Note

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

3. Return the lever **1b** to the original position.

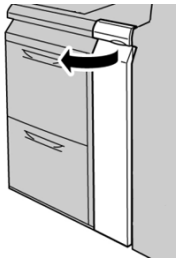
4. Close the front cover of the OHCF.

Note

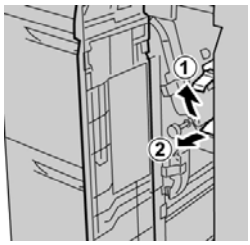
If the front cover of the OHCF is not completely closed, a message will appear and the machine will not operate.

OHCF Paper Jams at Lever 1d and Knob 1c (Trays 6 and 7)

1. Open the front cover of the OHCF.



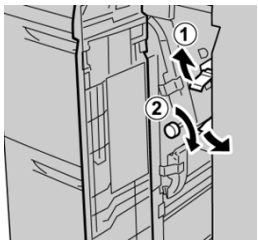
2. Move the lever **1d** upward and remove the jammed paper.



Note

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

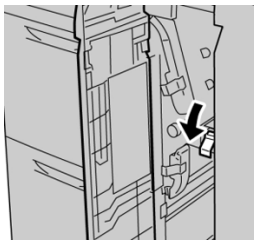
3. If the paper cannot be removed, turn the knob **1c** clockwise, and then remove the jammed paper.



Note

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

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



5. Close the front cover of the OHCF.

Note

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

OHCF Specifications (Trays 6 and 7)

Item	Specification
Paper Capacity	**1 Tray**: 2,000 sheets plus top Storage Cabinet **2 Tray**: 2,000 sheets per tray (total of 4,000 sheets) **Important** When using up to Xerox 24 lb. / 90 gsm paper.
Sheet Sizes	**1 Tray**: 7.2 x 10 in. / 182 x 250 mm (B5) to 13 x 19.2 in. / 330 x 488 mm (SRA3) **2 Tray**: 4 x 6 in. / 102 x 152 mm to 13 x 19.2 in. / 330 x 488 mm (SRA3)
Paper Weight	18 lb. bond to 110 lb. cover / 64 to 300 gsm (uncoated and coated)

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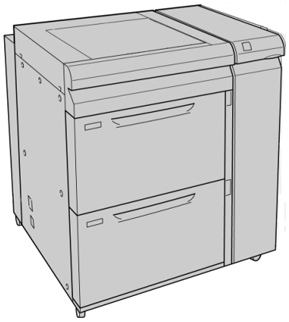
Chained (Second) Oversized High Capacity Feeder (OHCF / Trays 8 and 9)

OHCF (Trays 8 and 9) Overview

Important

The second, chained OHCF (Trays 8 and 9) can be added only to a system which includes a 2-Tray OHCF (Trays 6 and 7).

A second, chained Oversized High Capacity Feeder (OHCF) may be added to the system to extend the paper capacities by providing two additional trays. This second, chained OHCF is referred to as Trays 8 and 9, and it feeds a variety of stock sizes, including standard sizes and oversized stock up to 13 x 19.2 in. / 330 x 488 mm paper. Each tray holds 2,000 sheets of 24 lb. (90 gsm) paper. The weight range supported is 52 to 350 gsm.



Note

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

OHCF (Trays 8 and 9) Specifications

Item	Specification
Sheet size	Short Edge Feed (SEF): • 8.5 x 11 in. / A4 • 8.5 x 13 in. • 8.5 x 14 in. • 10 x 14 in. / B4 • 11 x 17 in. / A3 • 12 x 18 in. • 12.6 x 17.7 in. / SRA3 • 13 x 18 in. • 13 x 19 in. • 12.6 x 19.2 in. • B5 Long Edge Feed (LEF): • B5 • 7.25 x 10.5 in. (executive) • A4 • 8.5 x 11 in. • 8.0 x 10 in. Custom sizes: 182-330 mm (7.2-13 in.) Width and 182-488 mm (7.2-19.2 in.) Length
Paper weight	16 lb. to 130 lb. cover / 52-350 gsm
Paper capacity	2,000 sheets per tray **Important** When using up to Xerox 24 lb. / 90 gsm paper.

Loading Media in the Chained OHCF (Trays 8 and 9)

Refer to Loading Media in the OHCF (Trays 8 and 9) for information and step-by-step instructions.

OHCF (Trays 8 and 9) Maintenance

Replacing the Bypass Tray Feed Rolls for the OHCF (Trays 8 and 9)

Tip

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

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

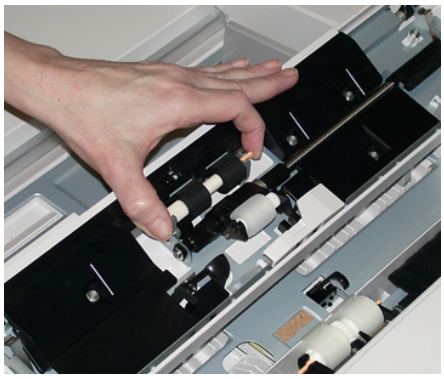
- Feed Roll
- Nudger Roll
- Retard Roll

Note

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

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

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



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

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

6. Close the bypass tray cover.
7. Verify that the tray is operating correctly by feeding paper from the bypass tray.
8. Either log in as the administrator or ask the administrator to perform the following steps to reset the High Frequency Service Item (HFSI) count to zero (0):
   a) At the Control Panel, press the **Tools** button.
   b) From the screen that displays, select the **Tools** icon.
   c) Select **System Settings > Common Service Settings > Maintenance**.
   d) Use the up / down arrow buttons to access the next Maintenance screens.
   e) Select the **Technical Key Operator** icon. The Technical Key Operator feature displays.
   f) Select the Multisheet Inserter (MSI / Bypass) rolls item that corresponds with the newly-replaced components.
   g) Select **Reset Current Value**. The system resets the High Frequency Service Item (HFSI) to 0.
9. Exit the administrator mode by pressing the **Log In / Out** button on the Control Panel. When prompted, select **Logout**.

Replacing the OHCF Feed Rolls for the OHCF (Trays 8 and 9)

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

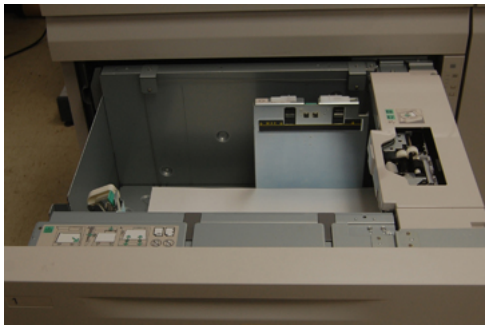
Use this procedure to replace the OHCF feed rolls, which includes:

- Feed Roll
- Nudger Roll
- Retard Roll

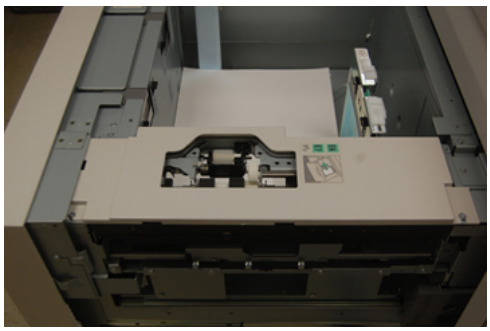
Note

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

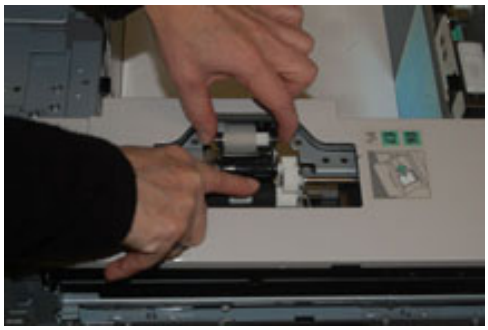
1. Pull open the top tray of the OHCF to access the feed components.



2. Notice the feed roll compartment on the right side panel of the drawer.

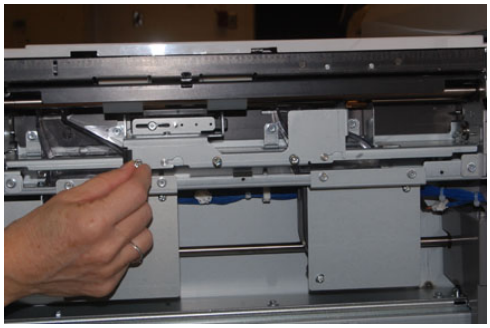


3. Remove the nudger roll by pushing down on the black tab with one hand (which raises the roll upward) and then squeezing the metal shaft on both ends with your other hand. Lift out the nudger roll.

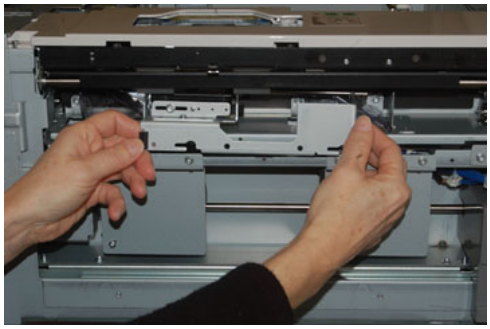


4. Replace the new roll by squeezing both ends of the metal shaft, and pushing down on the black tab, insert and release the roll ends into the notches.

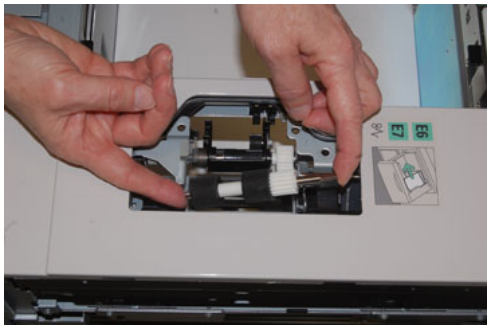
5. Next, remove the retard roll assembly at the side of the feeder tray to access the retard roll. Unscrew the 3 thumbscrews.



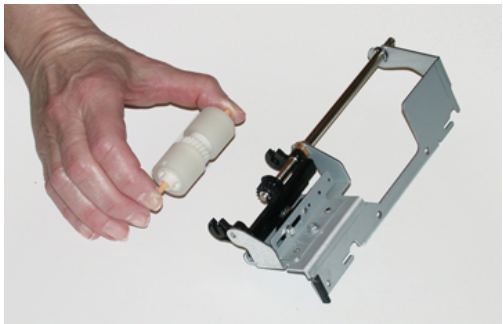
6. Slide the retard assembly all the way to the left so it is out of the slots. Pull the assembly out towards you until completely removed from the tray. Set aside.



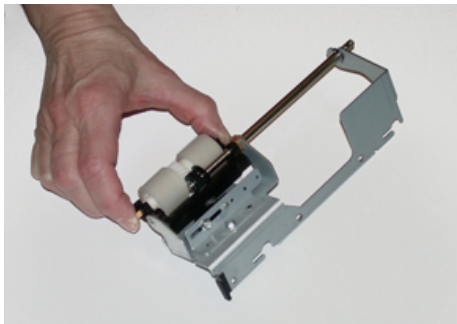
7. With the retard assembly out, access and remove the feed roll. To remove, squeeze both ends of the metal shaft and lift out. To replace, squeeze both ends of the new roll shaft, and insert and release the roll ends into the notches.



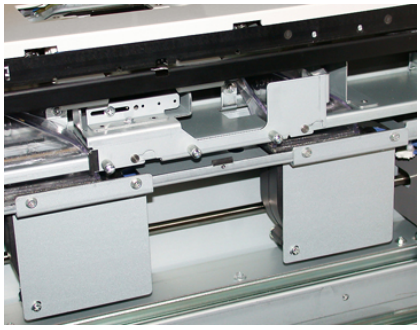
8. Finally, replace the retard roll. Squeeze the orange shafts of the retard roll and lift out of the assembly.



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



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



11. Screw in the 3 thumbscrews to attach the assembly. Do not over tighten.
12. Close the tray and verify that the tray is operating successfully by feeding paper using that tray.
13. Either log in as the administrator or ask the administrator to perform the following steps to reset the High Frequency Service Item (HFSI) count to zero (0).
    a) At the Control Panel, press the **Tools** button.
    b) From the screen that displays, select the **Tools** icon.
    c) Select **System Settings > Common Service Settings > Maintenance**.
    d) Use the up / down arrow buttons to access the next Maintenance screens.

e) Select the **Technical Key Operator** icon.
   The Technical Key Operator feature displays.
f) Select the item (HCF) that corresponds with the newly-replaced components.
g) Select **Reset Current Value**. The system resets the High Frequency Service Item (HFSI) to 0.

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

OHCF (Trays 8 and 9) Problem Solving

Fault Codes - Oversized High Capacity Feeder (Trays 8 and 9)

The OHCF fault codes below may pertain to a specific tray of the feeder. If you experience these fault codes frequently, you should follow the procedure on how to replace the feed rolls (Replacing the Bypass Tray Feed Rolls for the OHCF (Trays 8 and 9) and Replacing the OHCF Feed Rolls for the OHCF (Trays 8 and 9)).

Fault Area	Fault Code	Possible Cause	Recommended Solution
Bypass (Tray 5)	178-120, 078-125, 078-126, 078-127	Repetitive misfeeds or multifeeds	1. Fan the paper to eliminate paper adhesion (especially in high humidity or high temperature environments). 2. Clean the Bypass Tray feed, retard, and nudger rolls with a damp cloth. 3. Replace feed rolls (feed, retard, nudger); refer to Replacing the Bypass Tray Feed Rolls for the OHCF (Trays 8 and 9). 4. If problem persists, Call for service.
Tray 8	178-100, 178-101	Pre-registration sensor jam; during paper transportation, feed sensor is not turned on within period of time paper is transporting from tray	Perform the following in this order: 1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Replace the OHCF Feed Rolls; refer to Replacing the OHCF Feed Rolls for the OHCF (Trays 8 and 9).
Trays 5 (Bypass), 8, and 9	178-103		

Fault Area	Fault Code	Possible Cause	Recommended Solution
Trays 8 and 9	078-125, 078-126, 078-127, 178-106, 178-156	Repetitive misfeeds or multifeeds	1. Fan the paper to eliminate paper adhesion (especially in high humidity or high temperature environments). 2. Check the position of Skew Adjustment Levers. The levers should be retracted.; refer to Skew Adjustment Levers (Trays 8 and 9). 3. Replace the tray feed rolls (feed, retard, nudger); refer to Replacing the OHCF Feed Rolls for the OHCF (Trays 8 and 9). 4. If problem persists, Call for service.
Tray 8	178-112	Gate sensor not turned on fault during paper transportation from Tray 8	Perform the following in this order: 1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Power Off / On the press. 4. If problem still persists, contact the Customer Support Center.
Tray 9	178-113	Gate sensor not turned on fault during paper transportation from Tray 9	Perform the following in this order: 1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Power Off / On the press. 4. If problem still persists, contact the Customer Support Center.
Tray 9	178-150, 178-151	Pre-registration or feed sensor jam during paper transportation from Tray 9	Perform the following in this order: 1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Replace the OHCF Feed Rolls; refer to Replacing the OHCF Feed Rolls for the OHCF (Trays 8 and 9).

Fault Area	Fault Code	Possible Cause	Recommended Solution
Trays 8, 9 and Bypass	178-217, 178-218, 178-[224-229], 178-230, 178-232, 178-250, 178-251, 178-[260-281], 178-[285-291], 178-[293-294], 178-298	General tray malfunction	1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Power Off / On the press. 4. If problem still persists, contact the Customer Support Center.
Trays 8 and 9	178-304	OHCF Front Door Open	Close the front door / cover of the OHCF.
Trays 8 and 9	178-400 - 178-405	An OHCF feed, nudger, or retard roll is near end of life	Replace the feed rolls; refer to Replacing the OHCF Feed Rolls for the OHCF (Trays 8 and 9)
Trays 8 and 9	178-900 - 178-904	Multiple feed of sheets / paper jam	1. Remove or clear any jammed paper. 2. Replace and fan the paper in tray. 3. Power Off / On the press. 4. If problem still persists, contact the Customer Support Center.

OHCF (Trays 8 and 9) Jam Clearance

Clearing OHCF (Trays 8 / 9) Jams

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

Note

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

Paper Jams When the Bypass is Installed on Trays 8 and 9

Tip

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

1. Remove the paper currently loaded in the Bypass (Tray 5).

2. Lift and open the Top Cover of the Bypass (Tray 5).

3. Remove any jammed paper.

Note

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

4. Close the Top Cover of the Bypass (Tray 5).

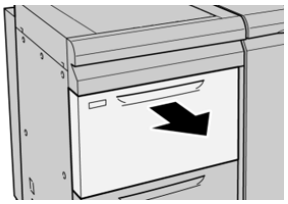
5. Pull open the (OHCF) **Top Drawer** (located at the top of Trays 6 and 7).

6. Lift levers **2a** and **2b**, and remove any paper jams.

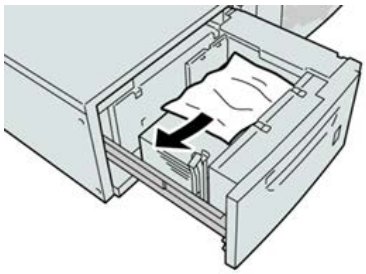
7. Close levers **2a** and **2b**.
8. Close the (OHCF) **Top Drawer**.
9. Reload paper into the tray and resume printing.

Paper Jams Inside the OHCF (Trays 8 and 9)

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



2. Remove the jammed paper.



Note

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

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

OHCF (Trays 8 and 9) Paper Jams at Lever 1a and Knob 1c

1. Open the front cover of the OHCF.

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

Note

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

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

Note

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

OHCF (Trays 8 and 9) Paper Jams at Lever 1b and Knob 1c

1. Open the front cover of the OHCF.

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

Note

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

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

Note

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

OHCF (Trays 8 and 9) Paper Jams at Lever 1d and Knob 1c

1. Open the front cover of the OHCF.

2. Move the lever **1d** upward and remove the jammed paper.

Note

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

3. If the paper cannot be removed, turn the knob **1c** clockwise, and then remove the jammed paper.
4. Return the lever **1d** to the original position.
5. Close the front cover of the OHCF.

Note

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

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Business Ready (BR) Finisher and Optional Booklet Maker

Business Ready (BR) Finisher Overview

Tip

The BR Finisher (with or without Booklet Maker) attaches directly to the press and does not require the Interface Module/Interface Cooling Module.

The Business Ready (BR) Finisher adds several professional-level finishing options to the press while requiring minimal additional space for the finisher. The finisher is available with or without an optional booklet maker.

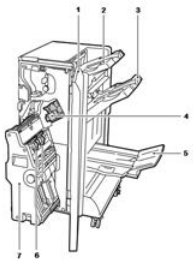
Business Ready (BR) Finisher without Booklet Maker

The BR Finisher supports hole punching and stapling. The Right Top Tray is used for stacked output, and can receive up to 500 sheets of paper. The Stacker is used for offset and/or stapled output, and can hold up to 3,000 sheets.

Business Ready (BR) Finisher with the optional Booklet Maker

The BR Finisher with the optional Booklet Maker supports hole punching, stapling, and booklet making. The Right Top Tray is used for stacked output, and can receive up to 500 sheets of paper. The Right Center Tray is used for offset and/or stapled output and can hold up to 1,500 sheets. Both trays can be used for hole punched output (optional). The Bottom Finisher Tray is used for receiving saddle-stapled booklets.

Identifying the BR Finisher Components



1. Finisher Front Cover
2. Right Top Tray
3. Right Middle Tray
4. Staple Cartridge
5. Booklet Maker Tray (optional)
6. Booklet Staple Unit (optional)
7. Booklet Maker Unit (optional)

BR Finisher Maintenance

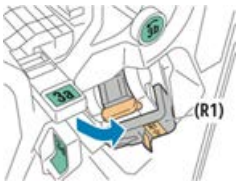
Consumable Supplies for the BR Finisher

CRUs (Supply Item)	Reorder Quantity	Approximate Print Yield (Full Color 8.5x11/A4 Prints)
Business Ready (BR) Finisher Staple Cartridge	1 Staple Cartridge	5,000 staples per cartridge

CRUs (Supply Item)	Reorder Quantity	Approximate Print Yield (Full Color 8.5x11/A4 Prints)
Business Ready (BR) Finisher with Booklet Maker Staple Cartridge	4 pack: 5,000 staple refills each	5,000 staples per cartridge
Staple Refills for the Business Ready Finisher and Business Ready Finisher with Booklet Maker	3 refills per carton	5,000 each refill for a total of 15,000

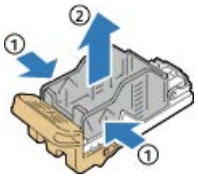
Replacing Staples in the Main Stapler Unit

1. Open the front door of the Business Ready Finisher.
2. Hold the stapler assembly by the orange lever **R1** and push it to the right.

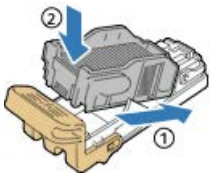


3. Grip the staple cartridge by the orange handle and pull it firmly toward you to remove it.

4. Pinch both sides of the staple refill **(1)**and remove it from the cartridge **(2)**.



5. Insert the front side of the new staple refill into the staple cartridge **(1)**, then push the rear side into the cartridge **(2)**.



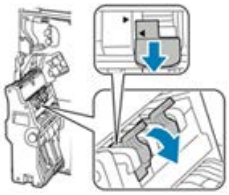
6. Close the front door of the Business Ready Finisher.

Replacing Staples in the Booklet Maker

1. Open the front door of the Business Ready Finisher.

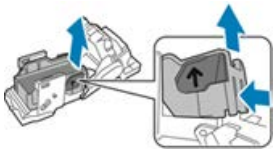
2. Grasp the booklet maker handle and pull the unit toward you until the staple cartridges appear on the top edge of the device.

3. To remove the staple cartridge from the booklet maker, push down on the staple cartridge handle as shown, then pull the cartridge out and up.



4. Turn the staple cartridge over.
5. To permit the staple cartridge handle to open out and away from the staple refill, press in the green tabs, then pull back the handle.

6. To remove the staple refill, press the rear of the refill container as shown.



7. Replace the staple refill, then return the staple cartridge to the booklet maker.
8. Close the front door of the Business Ready Finisher.

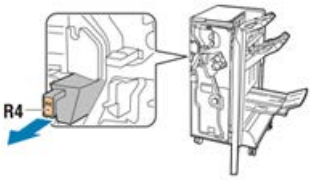
Emptying the Hole Punch Waste Container

A message appears on the press User Interface (UI) when the hole punch waste container is full.

Warning

Do not perform this procedure while the printer is copying or printing.

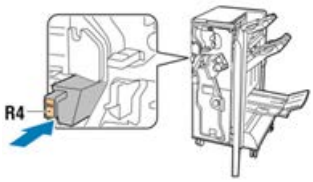
1. Open the front door of the Business Ready Finisher.
2. Remove the hole punch waste container from its slot near the top left of the finisher.



- Wait 10 seconds before reinserting the container into the printer. The hole punch counter resets after 10 seconds.
- If you remove the hole punch waste container before the device instructs you to, empty the container before you reinsert it into the finisher.

3. Empty the container.

4. Insert the container all the way into the finisher.



5. Close the front door of the Business Ready Finisher.

Problem Solving for the BR Finisher

Fault Codes - Business Ready (BR) Finisher and Optional Booklet Maker

Fault Code	Possible Cause	Recommended Solution
012-108, 012-110, 012-113, -12-114, 012-115, 012-117 - 012-120, 012-122, 012-128, 012-130, 012-131, 012-132, 012-135, 012-136, 012-152, 012-171, 012-172, 012-180	Misfeed in the finisher paper path	Follow the instructions shown on the press User Interface (UI). 1. Remove all sheets or pieces from the jam clearance areas. 2. Close the front door. 3. If necessary, Power Off / On the press. 4. If error persists, contact the Customer Support Center.

Fault Code	Possible Cause	Recommended Solution
012-161, 012-211, 212, 012-213, 012-221 - 012-224, 012-227, 012-228, 012-254, 012-260, 012-263, 012-274, 012-279, 012-282, 012-283, 012-284, 012-288, 012-289, 012-290, 012-298, 012-299, 012-302, 012-303, 012-308, 012-326, 012-334, 012-601, 012-602, 012-912 013-300, 024-916, 024-917, 024-980, 024-981, 024-982, 028-915	General finisher malfunction	1. Power Off / On the press. 2. If error persists, contact the Customer Support Center.
012-231 - 012-234, 012-247, 024-926, 024-963, 112-700	Problems in the finisher punch	1. Power Off / On the press. 2. If error persists, contact the Customer Support Center.
012-243, 012-246, 012-265, 012-266, 012-269, 012-292, 012-297, 012-307, 012-319, 012-983, 012-984, 012-989	Problems in the optional booklet maker	1. Power Off / On the press. 2. If error persists, contact the Customer Support Center.
012-291, 012-295, 012-296 - 024-979, 024-987, 024-988, 124-711, 124-712, 124-713	Problems with the finisher stapler or booklet stapler	1. Power Off / On the press. 2. If error persists, contact the Customer Support Center.

Clearing Jams in the BR Finisher at Position 3a

1. If the paper is visible at the output tray exit, remove the paper by pulling it gently in the direction shown.

2. Open the front door of the Business Ready Finisher.

3. Lift green handle **3a**.

4. Carefully remove the paper.

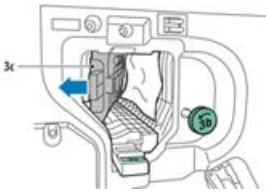
- If the paper is torn, remove all torn pieces from the finisher.
- If the paper is inaccessible, or if the press User Interface (UI) prompts you to release the paper, turn green handle knob **3b** in the direction shown.

5. Return green handle **3a** to its original position.

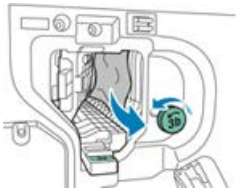
6. Close the front door of the Business Ready Finisher.

Clearing Jams in the BR Finisher at Position 3c

1. Open the front door of the Business Ready Finisher.
2. Move green lever **3c** to the left.

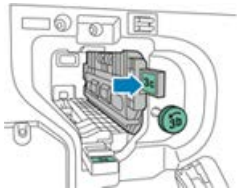


3. Carefully remove the paper.



- If the paper is torn, remove all torn pieces from the finisher.
- If the paper is inaccessible, or if the press User Interface (UI) prompts you to release the paper, turn green handle knob **3b** in the direction shown.

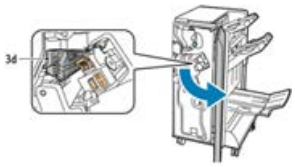
4. Return green lever **3c** to its original position.



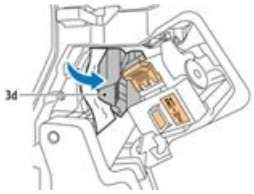
5. Close the front door of the Business Ready Finisher.

Clearing Jams in the BR Finisher at Position 3d

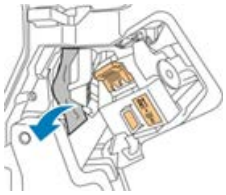
1. Open the front door of the finisher, and locate green lever **3d**.



2. Move green lever **3d** to the right.



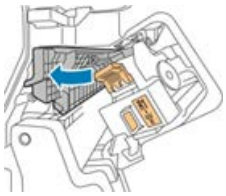
3. Carefully remove the paper.



Note

If the paper is torn, remove all pieces from the finisher.

4. Return green lever **3d** to its original position.



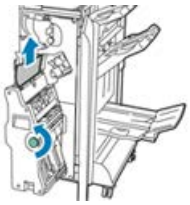
5. Close the front door of the Business Ready Finisher.

Clearing Jams in the BR Finisher at Position 4

1. Open the front door of the Business Ready Finisher.

2. Using the green handle, pull out unit **4**until it stops.

3. To remove the jammed paper, turn green knob **4** in either direction as shown.



Note

If the paper is torn, remove all torn pieces from the finisher.

4. Return unit **4** to its original position.

5. Close the front door of the Business Ready Finisher.

Clearing Jams in the Booklet Tray

1. Open the front door of the Business Ready Finisher.
2. To release the jammed paper, turn green knob **4** in the direction shown.

3. To remove the paper, pull it in the direction shown.

Note

If the paper is torn, remove all torn pieces from the finisher.

4. Close the front door of the Business Ready Finisher.

BR Finisher Specifications

BR Finisher without Booklet Maker

Item	Specification
Tray Capacity	**Offset (Top) Tray**: 500 sheets **Stacking / Stapling Tray**: • 3,000 sheets unstapled or • 100 sets (dual or 4-position staple), 11 x 17 in., 8.5 x 14 in., A4 or • 200 sets (single-position staple), 8.5 x 11 in. / A4
Sizes	4 x 6 in. to 12 x 19 in. / A6 to SRA3 for stacking 7.25 x 10.5 in. to 11 x 17 in. / B5 to A3 for stapling
Paper Weight	16 lb. bond to 110 lb. cover / 64 to 300 gsm (uncoated and coated)
Stapling	Single and multi-position stapling Auto stapling (50 sheets maximum) – 24 lb / 90 gsm Letter, Legal, Tabloid, A3, A4, B4, and B5 sizes supported
Hole Punch	**North America**: 2-3 Hole Punch **Europe**: 2-4 Hole Punch; 4 Hole Swedish Punch (Optional)

BR Finisher with Booklet Maker

Item	Specification
Tray Capacity	**Offset (Top) Tray**: 500 sheets of 8.5 x 11 in. / A4 unstapled **Stacking / Stapling Tray**: • 1,500 sheets of 8.5 x 11 in. / 11 x 17 in. / A4 / A3 / SRA3 unstapled or • 200 stapled sets of 8.5 x 11 in. / A4 (single-position stapling or dual or 4-position stapling) or • 100 stapled sets of 11 x 17 in. / A3 / SRA3
Sizes	4 x 6 in. to 12 x 19 in. / A6 to SRA3 for stacking 7.25 x 10.5 in. to 11 x 17 in. / B5 to A3 for stapling
Paper Weight	16 lb. bond to 110 lb. cover / 64 to 300 gsm (uncoated and coated)
Stapling	Single and multi-position stapling Auto stapling (50 sheets maximum) – 24 lb / 90 gsm Letter, Legal, Tabloid, A3, A4, B4, and B5 sizes supported

Item	Specification
Hole Punch	North America: 2-3 Hole Punch Europe: 2-4 Hole Punch; 4 Hole Swedish Punch (Optional)
Booklet Maker	Saddle-stitch 2 to 16 sheets (7 sheets at 106 to 176 gsm coated or 5 sheets at 177 to 220 gsm coated) Bi-fold up to 5 sheets Letter, Legal, Tabloid, A3, A4, 12 x 18 in., SRA3 supported

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Interface Module / Interface Cooling Module

Overview of the Interface Module / Interface Cooling Module

The Interface Module or Interface Cooling Module is an optional finishing device that is used in conjunction with other optional finishing devices.

What is the Difference Between the Two Modules?

Both modules enable communication and provide a paper path between the press and any attached finishing device / devices. The Interface Cooling Module contains additional fans and associated duct work. These fans and duct work aid in cooling the outgoing printed media. The Interface Cooling Module is also equipped with an internal spectrophotometer.

Finishing Devices that Require Either Module

The following finishing devices require either the Interface Module or the Interface Cooling Module:

- GBC AdvancedPunch
- High Capacity Stacker (HCS)
- Standard Finisher

- Booklet Maker Finisher
- Standard Finisher Plus

Optional Performance Package

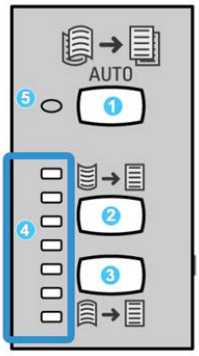
Note

If the optional Performance Package is purchased, the Interface Cooling Module is required (regardless of any additional finishing devices). The Performance Package cannot be used with the Interface Module.

For more information on this optional package, refer to Optional Performance Package in the first chapter of this guide.

Module Overview

Module Control Panel

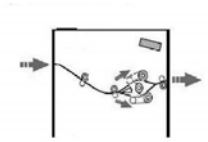


The Control Panel consists of the following:

1. **Auto Curl** button: This button selects the Auto Decurl function.
2. **Manual Curl Up** button: This button selects the three values of manual up curl.
3. **Manual Curl Down** button: This button selects the three values of manual down curl.
4. Curl Up / Down indicators: These indicate the amount of manual curl (up or down) that is selected.
5. Auto Curl indicator: This indicates that the Auto Curl Mode is selected.

If you want to quickly and at the point-of-need adjust the paper curl on the printed output, you may use the Manual Curl Up or Down buttons. If the printed output contains too much curl after using these buttons, refer to the System Administration Guide for information on adjusting the paper curl. The paper curl buttons are discussed in more detail later in this section.

Paper Path through the Module



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

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

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

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

Paper Curl Settings on the Module

Auto Decurl Presettings

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

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

Manual Decurl Buttons

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

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

Internal Spectrophotometer (Interface Cooling Module)

The Interface Cooling Module is equipped with an internal spectrophotometer. This internal spectrophotometer is sometimes referred to as an Inline Sensor (ILS). The internal spectrophotometer provides the customer with an internal calibration tool that works with your print server to provide unique calibration and profiling capabilities, which include the following:

- The ability to calibrate the press from the print server without manually feeding calibration charts (also known as calibration targets); this is a semi-automated process:
  - It is initiated by the operator
  - It scans and measures targets automatically without an external spectrophotometer
  - It resets color tables to original values to maintain consistent color
- Operators can create destination or output profiles without having to scan targets with an external spectrophotometer:
  - The digital press prints color targets while the internal spectrophotometer measures them
  - The system then develops a map so that output colors can be produced that accurately replicate a known standard such as GRACoL or SWAP
  - The mapping is written into the profile for the type of media and line screening used

Tip

These calibration and profiling capabilities are applicable to any associated print server, including the EX Print Server and FreeFlow Print Server.

Note

The Interface Cooling Module equipment complies with international safety standards and is certified as a Class 1 Laser Product. With specific regard to lasers, the equipment complies with laser product performance standards as set by governmental, national, and international agencies as a Class 1 Laser Product. It does not emit hazardous light, as the beams are totally enclosed during all phases of customer operation and maintenance.

Problem Solving for the Interface Module / Interface Cooling Module

Fault Codes - Interface Module / Interface Cooling Module

Fault Code	Possible Cause	Recommended Solution
048-100 to 048-107	Paper Jam during feeding	1. Open the Module front door. 2. Remove all sheets or pieces from the jam clearance areas. 3. Close the front door. 4. Verify that the paper being used is within specifications.
048-300	Module front door is open	Ensure door is fully closed.
048-310, 048-311, 048-312, 048-313, 048-314, 048-315, 048-316	Decurler Sensor or Belt issue	1. Power Off / On the press. 2. If error persists, contact the Customer Support Center.
048-317, 048-318, 048-319	Cooling fan failure	1. Power Off / On the press. 2. If error persists, contact the Customer Support Center.
048-320 to 048-324	Communication failure or connection failure	1. Ensure all jams are cleared. 2. Ensure all handles / levers are returned to closed position. 3. Power Off / On the press. 4. If error persists, contact the Customer Support Center.

Fault Code	Possible Cause	Recommended Solution
048-900, 048-901, 048-903	Sheets remain in the paper path area	1. Open the Module front door. 2. Remove all sheets or pieces from the jam clearance areas. 3. Close the front door. 4. Verify that the paper being used is within specifications.

Jam Clearance on the Interface Module / Interface Cooling Module

Clearing Module Jams

Tip

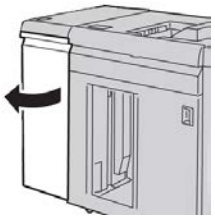
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

Note

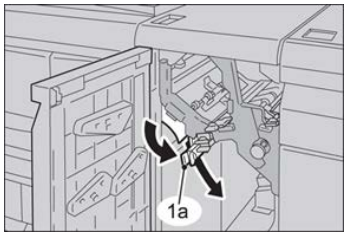
Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Paper Jams at Lever 1a

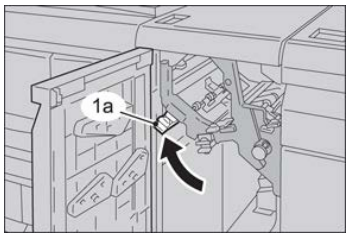
1. Open the front cover of the module.



2. Move the lever **1a** downward and remove the jammed paper.



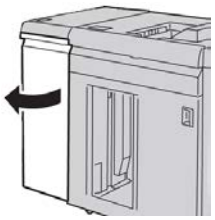
3. Return the lever **1a** to the original position.



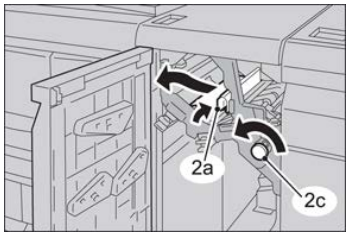
4. Close the front cover of the module.
5. Follow the instructions on the press UI to clear other areas or to resume your print, copy, or scan job.

Paper Jams at Lever 2a

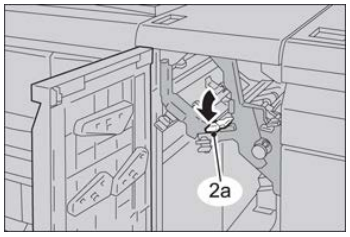
1. Open the front cover of the module.



2. Move the lever **2a** upward, turn the knob **2c** counterclockwise, and remove the jammed paper.



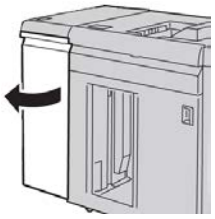
3. Return the lever **2a** to the original position.



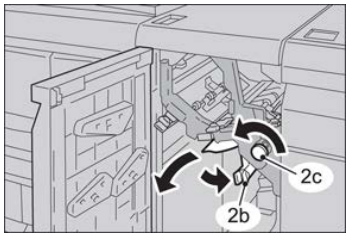
4. Close the front cover of the module.
5. Follow the instructions on the press UI to clear other areas or to resume your print, copy, or scan job.

Paper Jams at Lever 2b

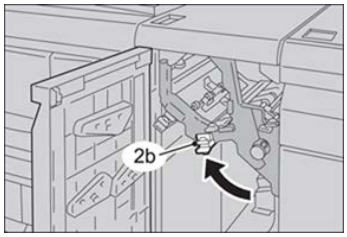
1. Open the front cover of the module.



2. Move the lever downward, turn the knob **2c** counterclockwise, and remove the jammed paper.



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



4. Close the front cover of the module.
5. Follow the instructions on the press UI to clear other areas or to resume your print, copy, or scan job.

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GBC AdvancedPunch

GBC AdvancedPunch Overview

The GBC AdvancedPunch may be attached to a variety of optional finishing accessories.

The GBC AdvancedPunch provides another level of finishing options to your output by allowing you to punch holes in 8.5 x 11 in. / A4 documents, which support a variety of binding styles. Punch types include 19-hole to a maximum of 32-hole for 8.5 x 11 in. media. A4 media supports punch types 21-hole to a maximum of 47-hole

Note

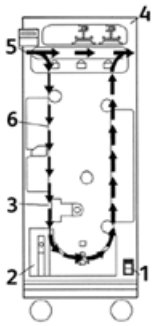
The GBC AdvancedPunch requires either the Interface Module or Interface Cooling Module. It also requires another finishing device (for example, the High Capacity Stacker).

GBC AdvancedPunch Specifications

Punch Sheet Size	Letter (8.5 x 11 in.), A4
Paper Stock	75-216 gsm, coated and uncoated
Tab Stock	Supports tab stock no wider than 9; oversized tabs may be damaged
Punch Edge	11 in. (279.4 mm)
Paper Bypass Mode Sheet Size	Same paper sizes and stocks as the press

GBC AdvancedPunch Components

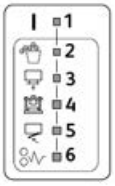
GBC AdvancedPunch Operation Controls



Item	Name	Description
1	On / Off Switch	The on / off switch must be in the ON position at all times.
2	Punch Container:	An easy-to-access tray for quick disposal of punch remnants.
3	Die Set Changes	Die set changes are completed without tools and only take seconds to perform.
4	Die Set Storage	Storage holds up to 3 spare Die Sets.
5	Punch Bypass	Provides a short straight-through paper path for unpunched documents.
6	Punch Mode Path	Wide radius turn support stocks up to 216 gsm, cover stock.

Status Indicators on the GBC AdvancedPunch

Located on the front of the AdvancedPunch is a panel that provides information relating to the operational state of the punch unit. LED lights indicate when the AdvancedPunch requires attention from the operator.



Item	Name	Description
1	Power On	The green LED illuminates when the power switch on the AdvancedPunch is set to the on position. **Note** The power cord for the AdvancedPunch must be plugged into the appropriate power source prior to setting the power switch to the on position.
2	Empty Punch Container	When the punch container becomes full of waste paper remnants,the yellow LED illuminates.
3	Fully Insert Punch Container	When the punch container is removed or not fully inserted into the punch unit, the yellow LED illuminates.
4	Fully Insert Punch Die	When the punch die is removed or not fully inserted into the unit, this LED illuminates.
5	Close Front Door	When the front door is open or not completely closed, the yellow LED illuminates.
6	Clear Paper Jam	When a sheet of paper becomes jammed within the punch unit,the yellow LED illuminates. Remove the sheet that is jammed within the AdvancedPunch.

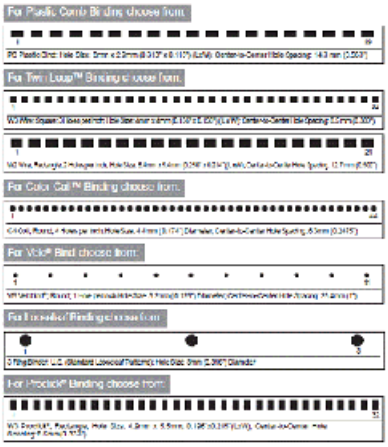
Note

The LED indicators on the AdvancedPunch will glow dimly if the press is turned on while the AdvancedPunch power switch is in the Off position. After switching on the AdvancedPunch, the LED indicators illuminate to their full intensity.

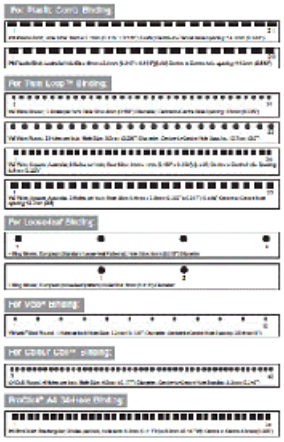
Punch Dies

The GBC AdvancedPunch is capable of punching a variety of hole-punch patterns by simply changing the punch die. Punch dies can be changed in seconds without tools. Two punch dies are shown in the following illustrations.

Letter (8.5 x 11 in.) Punch Dies



A4 Punch Dies



GBC AdvancedPunch Procedures

Changing the Punch Die

Note

The interchangeable punch die is located on the left, front side of the unit.

1. Ensure that the press is in standby mode and is not in the process of running any copy, scan, or print jobs.
2. Open the AdvancedPunch access door panel.
3. Securely grasp the handle and pull firmly.
   This disengages the Automatic Latching Mechanism and allows the punch die to slide out of the unit.
4. Continue to pull the handle until the Punch Die Set is fully removed, supporting it with both hands.

5. Properly store the removed Punch Die Set in the Die Set storage area at the top of the AdvancedPunch.

   This keeps it away from dust, dirt, and accidental falls from the edge of counters.

6. Select the desired Punch Die Set for your new job and slide it into the Punch Die Set slot. Push the die set in firmly until it latches.

   Note

   Possible pinch-point hazard. When installing the punch die set, always keep fingers and other body parts out of the unit's die set slot and away from all areas of the punch die set, except for the finger hole in the die set. Failure to follow these precautions may result in injury.

7. Close the door panel.
8. Proceed with your printing and punching job.

   Note

   Please note that when using a new die, some oil will be present around the punched holes on the sheet. After punching 25 to 50 sheets the die will no longer leave oil on the sheets. It is recommended that a short test print job be run after installing a new die or a die that has recently been oiled.

Pre-Punch Job Checkpoints

Prior to beginning a job in which the punching feature of the AdvancedPunch will be used, perform the following checkpoints:

1. Ensure that no yellow LED indicators are illuminated on the front panel of the AdvancedPunch.
2. If a yellow LED indicator is illuminated, then correct the fault prior to starting the punch job.

   Note

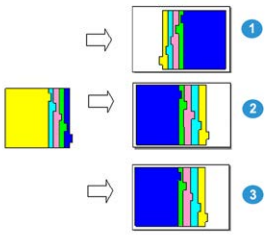
   The AdvancedPunch will not operate in punch mode if any yellow LED is illuminated.

3. Prior to starting the punch job, ensure that the punch die installed in the AdvancedPunch is the correct die / hole pattern for the job.
4. If the die is not the correct die, then replace it at this time.
5. To enable the AdvancedPunch punching feature, use the press User Interface.
   a) From the press User Interface, select to the **Copy** feature from the main home screen.
   b) Select **Copy Output** to enter the **Hole Punch & More** menu.
   c) From the **Hole Punch & More** menu select the **AdvancedPunch** option from the hole punch column.
   d) Select **Save**.
      The main Copy feature displays. The AdvancedPunch will now operate in the punch mode.

Loading Tab Stock with the GBC AdvancedPunch

When this optional finishing device is attached to your press, tab stock is loaded differently into paper trays. For detailed information on the GBC AdvancedPunch features and functions, refer to the GBC AdvancedPunch customer documentation which came with the device.

The AdvancedPunch punches the leading edge of a sheet. This means that tabs must be fed with the tab on the trailing edge. The manner in which tabs are loaded into the tray to cause the correct tab-trailing feeding varies depending upon the tray that is utilized. The following illustration and related text shows the recommended way to load tabs depending on which feeder is being used:



1. If using the optional HCF (letter-size / A4) or the OHCF, load the tabs upside down and change the order one by one (as shown in the illustration).
2. If using the press Trays 1, 2, or 3, load the tabs upside down (as shown in the illustration).
3. If using an optional finisher with a post-processor inserter (T1), load the tabs upside down (as shown in the illustration).

GBC AdvancedPunch Maintenance

Emptying the Punch Container

The Punch Container for your AdvancedPunch is located at the front of the unit base.

- The AdvancedPunch uses a sensor to determine when the punch container is full.
- Once the punch container becomes full, the LED light on the front panel of the AdvancedPunch illuminates, and a message appears on the press User Interface screen.
- When this message displays, pull out and empty the container of all paper remnants.

GBC AdvancedPunch Problem Solving

Fault Codes - GBC AdvancedPunch

Fault codes for the GBC AdvancedPunch are displayed on the press User Interface / Control Panel as an AdvancedPunch fault code.

Fault Code	Cause	Remedy
040-100 040-101 040-900 040-901	Jam is detected in the Advanced-Punch.	1. Open AdvancedPunch front door and look for a paper jam. 2. Remove any paper jam. 3. Close front door.
040-300	Front door of the Advanced-Punch is not closed.	Close front door of the AdvancedPunch.
040-940	The punch die set is missing or not fully installed.	Install punch die set or fully insert it; close front door.
040-941	Punch container is missing or not fully installed.	Install and / or fully insert punch container; close front door.
040-942	Punch container is full.	Empty punch container and then reinstall it.
140-700	Punch container is near full.	Empty punch container and then reinstall it.

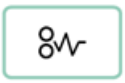
GBC AdvancedPunch General Problems

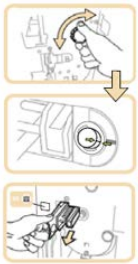
Cause	Remedy
No power or will not punch	1. Check that the power cord is attached to the back of the unit. 2. Ensure that the power cord is plugged into the wall outlet. 3. Ensure that the AdvancedPunch power is switched on. 4. If the problem continues, contact the Customer Support Center.

Cause	Remedy
Punch Die Set will not come out when using a moderate pull or the set is in partial cycle	Turn the Punch Die Set knob (**J3**) to the **Home** position. The **Home** position is when the arrows line up. The Die Set should now slide out easily.

GBC AdvancedPunch Jam Clearance

Clearing Jams in the AdvancedPunch

	This symbol indicates a paper jam. To assist in clearing paper jams in any of the following areas, turn one or more of the small knobs to advance the paper.

Jam Area	Jam Clearance Solution
	If paper is jammed in the Punch Bypass, lift the paper guide plate located inside, and remove the jammed paper.
	If paper is jammed in the downward paper path chute, move the door to the right, remove the jammed paper.
	If paper is jammed or the Punch Die Set is jammed, turn Knob **J3** to the **HOME** position, (arrows line up), slide the Die Set out, and remove the jammed paper.
	If paper is jammed in the bottom chute of the Punch Paper path, press the bottom chute latch,and remove any jammed paper.
	If paper is jammed in the upward paper path chute, move the door to the left, and remove the jammed paper.

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GBC AdvancedPunch Pro

AdvancedPunch Pro Overview

The GBC AdvancedPunch Pro is an automatic hole punch module that integrates with the press to streamline the production of reports, directories, pricing guides and other bound books. It equals or betters traditional quality while saving time and increasing productivity by eliminating the labor-intensive steps of manual punching. The compact AdvancedPunch Pro takes minimal space and accepts a variety of optional multiple hole punch die sets.

Similar to the GBC AdvancedPunch, the GBC AdvancedPunch Pro may be attached to a variety of optional finishing accessories and provides the same capabilities as the AdvancedPunch. However, the AdvancedPunch Pro also provides additional capabilities that are not available with its predecessor; those additional capabilities include the following:

- A bigger range of media sizes and types
- Trail edge, LEF and SEF punching
- Full-bleed processing for common sizes including SRA4, oversized LTR and more
- Die set detection control panel shows die type and cycle count

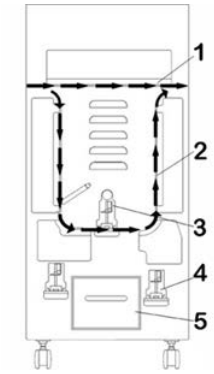
- User Die set options include comb, wire, coil, and 3–7 hole varieties to enable most popular binding formats
- Operates at rated print engine speed for most paper sizes
- Quick-change die sets that can be interchanged without any tools
- All die sets include an Identification Label providing the user with the hole pattern and name
- Convenient storage area for two extra Die Sets which is located above the sheet bypass on the device

AdvancedPunch Pro Specifications

Capabilities	Descrption	
Punch Sheet Size and Edge Long Edge Feed (LEF) and Short Edge Feed (SEF)	**US Sizes**: • Letter (LTR) LEF • Letter (LTR) SEF • Statement LEF • Legal SEF • Ledger SEF • 9 x 12 in. SEF • 9 x 12 in. LEF • 12 x 18 in. SEF **ISO Sizes**: • A4 LEF • A4 SEF • A5 LEF • A3 SEF • SRA4 SEF • SRA4 LEF • SRA3 SEF	
Paper Stock	**Plain**: 75 gsm - 300 gsm (20 lb. bond - 110 lb. cover) **Coated**: 120 gsm - 300 gsm (32 lb. bond - 110 lb. cover)	
Paper Bypass Mode Sheet Size	Paper sizes and stocks are the same as the press	
Punch Capacity	Single Sheet	

AdvancedPunch Pro Components

Operation Controls



Item	Name	Description
1	Punch Bypass	This is the short, straight-through paper path for unpunched documents.
2	Punch Mode Path	This path has a wide radius turn that can support stocks up to 300 gsm cover.
3	Interchangeable Die Sets	These die sets can be changed quickly, easily, and are completed without tools.
4	Die Set Storage	Storage holds up to 2 spare Die Sets.
5	Punch Chip Container	Easy-to-access chip tray for quick chip disposal.

Punch Chip Container

Periodically empty the drawer for the Punch Chip Container. The AdvancedPunch Pro uses a sensor to determine when the punch container is full. Once the punch container is full, the User Display Panel shows a **Chip Tray Full** message; furthermore, a message also appear on the press User Interface (UI).

Punch Modes

The AdvancedPunch Pro has two punch modes:

Bypass Mode (OFF)

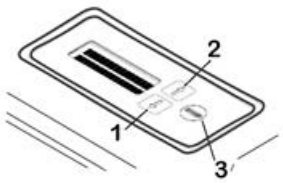
This mode allows media to pass through the AdvancedPunch Pro without being punched.

Single Punch Mode

This mode punches the trail edge of all sheets that pass through the AdvancedPunch Pro.

AdvancedPunch Pro User Display Panel

Layout of the User Display Panel



Item	Name	Description
1	Down button	Use the Up and Down buttons to access the various AdvancedPunch Pro features.
2	Up button	
3	Enter / OK button	Use this button to select and / or save and AdvancedPunch Pro feature / function.

User Display Panel Overview

The AdvancedPunch Pro User Display Panel provides **Messages**, **Settings**, and **Information** relating to the functions of the punch unit.

User Display Panel: Main Screen		
Messages	**Settings**	**Information**
When required, the AdvancedPunch Pro displays various messages, such as Ready Bypass, Close Door, Paper Jam, and more. Refer to Messages on the User Display Panel for specific message information.	Settings include: • Punch Mode • Backgage • Alignment • Units Refer to Settings on the User Display Panel.	When required, Information is displayed, such as regarding Punch Cycles, Die Cycles, and Firmware. Refer toInformation on User Display Panel.

Messages on the User Display Panel

Messages shown on the User Display Panel include the following:

Ready Bypass

When the Punch Mode is **OFF**, it is in the Bypass Mode. In this mode sheets are not punched and simply feed through the punch unit to another inline finishing device.

Ready Single Punch

This indicates that the AdvancedPunch Pro is in the Single Punch Mode and is ready to process a punch job; all sheets that run through the unit will be punched.

Running Bypass

This displays when the Bypass Mode is in operation.

Running Single Punch

This displays when the Single Punch Mode is in operation.

Chip Tray Full

This message displays when the Punch Chip Container is full of waste paper chips. The container must be emptied.

Chip Tray Out

This message displays when the Punch Chip Container is removed or not fully inserted into the punch unit.

Check Die

This message displays when the Die Set is removed or not fully inserted into the punch unit. When this message displays, the punch unit will run in the Bypass Mode only.

Close Door

This message displays when the Front Door is open or not completely closed.

Paper Jam

This message displays when a sheet of paper becomes jammed within the punch unit; refer to Clearing Paper Jams in the AdvancedPunch Pro.

Settings on the User Display Panel

The following settings are available on the AdvancedPunch Pro:

Punch Mode

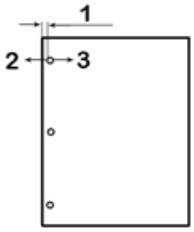
There are two modes:

- Off (Bypass)
- Single Punch

Backgage Depth Setting

Backgage is the amount of distance of the punched holes from the trail edge of the sheet. This distance can be adjusted by pressing the **Up** or **Down** buttons on the User Display Panel.

Pressing **Up** increases the Depth of Backgage, and pressing **Down** decreases the Depth of Backgage.

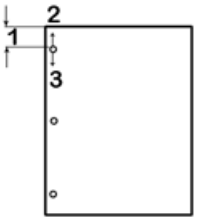


1. Backgage
2. The minus sign (-) on the User Display Panel decreases the depth of the Backgage.
3. The plus sign (+) on the User Display Panel increases the depth of the Backgage.

Alignment Setting

Alignment is the distance of the Top punched hole from the side edge of the sheet (viewed from the punch output orientation). This distance can be adjusted by pressing **Up** or **Down** buttons on the User Display Panel.

Pressing **Up** increases the Alignment position, and pressing **Down** decreases the Alignment position.



1. Alignment
2. The plus sign (+) on the User Display Panel increases the Alignment offset.
3. The minus sign (-) on the User Display Panel decreases the Alignment offset.

Language

The User Display Panel can be configured to display the desired language. Language sets available include English, French, Spanish, German, or Italian.

Units

Use this setting to select either inches or millimeters (mm).

Information on User Display Panel

The following type of information is shown on the User Display Panel when necessary:

Punch Cycles

This is the total number of punched sheets the system has processed.

Die Cycles

This is the total number of sheets punched with the currently installed die-set.

Firmware

This displays the current level of firmware on the AdvancedPunch Pro.

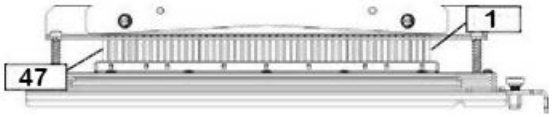
Die Sets

Die Set Configuration

The die sets for the AdvancedPunch Pro are intended to work with multiple paper sizes and feed directions. In order to accommodate different sheet sizes the die set must be configured to the correct number of punching pins, and the die stop must be set to the proper position. The die label contains information on the common paper punching sizes. For the uncommon sizes, refer to these two tables: Pin Removal Table for US Paper Sizes and Pin Removal Table for ISO Paper Sizes.

Pin Numbering

Die punching pins are numbered sequentially starting from the handle end. The following illustration shows a 47-hole coil die set as an example; the Pin Number 1 and Pin Number 47 (last pin) locations are indicated in the illustration.



Note

All square and round hole die sets follow the same pin numbering format.

Tables Pin Removal Table for US Paper Sizes and Pin Removal Table for ISO Paper Sizes show the information on which pins need to be removed to correctly punch each sheet size and configuration that the AdvancedPunch Pro can accept. For standard-offering dies that are not found in the chart no pin adjustment is necessary.

Pin Removal Table for US Paper Sizes

US Paper Size	Coil Round	Wire 2:1 Round	Wire 3:1 Round	3, 5, or 7 Hole (8 mm)	Comb-Bind	Wire 2:1 Square	Wire 3:1 Square
	Pin Numbers to Remove Based On Paper Size or Orientation						
LTR LEF	2, 47	1, 23	1, 34	3H, 5H, 7H	1, 21	1, 23	2, 47
LTR SEF	7, 42	None	5, 31	N/A	None	None	7, 42
Statement LEF	7, 42	None	5, 31	N/A	None	None	7, 42

US Paper Size	Coil Round	Wire 2:1 Round	Wire 3:1 Round	3, 5, or 7 Hole (8 mm)	Comb-Bind	Wire 2:1 Square	Wire 3:1 Square
	Pin Numbers to Remove Based On Paper Size or Orientation						
Legal SEF	7, 42	None	5, 31	N/A	None	None	7, 42
Ledger SEF	2, 47	1, 23	1, 34	3H, 5H, 7H	1,21	1, 23	2, 47
9 x 12 in. LEF	1, 2, 47	1, 23	1, 34	3H, 5H, 7H	1, 21	1, 23	1, 34
9 x 12 in. SEF	6, 7, 42, 43	3, 21	5, 31	N/A	3, 19	3, 21	3, 21
12 x 18 in. SEF	1, 2, 47	1, 23	1, 34	3H, 5H, 7H	1, 21	1, 23	1, 34

Table Legend:

- **N/A:**
  Not Applicable
- **Long Edge Feed (LEF):**
  Indicates that the paper is being fed through the system so that the longer side of the sheet will be punched.
- **Short Edge Feed (SEF):**
  Indicates that the paper is being fed through the system so that the shorter side of the sheet will be punched.
- **Letter (LTR):**
  Size is 8.5 inch x 11 inch
- **Statement Paper:**
  Size is 8. 5 inch x 5.5 inch
- **Legal Paper:**
  Size is 8.5 inch x 14 inch
- **Ledger Paper:**
  Size is 11 inch x 17 inch

Pin Removal Table for ISO Paper Sizes

ISO Paper Sizes	Coil Round	Wire 2:1 Round	Wire 3:1 Round	2 or 4 Hole (8 mm)	2 or 4 Hole (6.5 mm)	Comb-Bind	Wire 2:1 Square	Wire 3:1 Square
	Pin Numbers to Remove Based On Paper Size or Orientation							
A4 LEF	None	None	None	2H, 4H	2H, 4H	None*	None	None
A4 SEF	7, 41	4, 21	5, 30	1, 4	1,4	4, 19	4, 21	7, 41
A5 LEF	7, 41	4, 21	5, 30	1, 4	1, 4	4, 19	4, 21	7, 41
A3 SEF	None	None	None	2H, 4H	2H, 4H	None*	None	None
SRA4 LEF	None	None	None	2H, 4H	2H, 4H	None*	None	None
SRA4 SEF	6, 7, 42, 41	4, 21	4, 5, 30, 31	1, 4	1,4	4, 19	4, 21	4, 5, 30, 31
SRA3 SEF	None	None	None	2H, 4H	2H, 4H	None*	None	None

Table Legend:

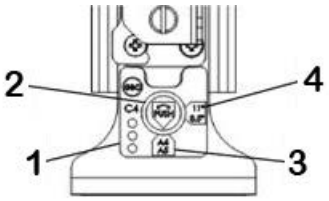
- * For CombBind 20H Configuration Pull Pin Number 1
- **N/A:**
  Not Applicable
- **Long Edge Feed (LEF):**
  Indicates that the paper is being fed through the system so that the longer side of the sheet will be punched.
- **Short Edge Feed (SEF):**
  Indicates that the paper is being fed through the system so that the shorter side of the sheet will be punched.
- **Letter (LTR):**
  Size is 8.5 inch x 11 inch
- **Statement Paper:**
  Size is 8. 5 inch x 5.5 inch
- **Legal Paper:**
  Size is 8.5 inch x 14 inch
- **Ledger Paper:**
  Size is 11 inch x 17 inch

Die Stop Position

On some of the AdvancedPunch Pro die sets there is an adjustable die stop which is used to change the hole position for the die set for certain sheet sizes, as shown in the following illustration.

Note

For die sets without a die stop knob there is no die stop position adjustment necessary.



1. **Die Stop Handle Label**:

   Common paper sizes are shown on the die stop handle label below the die stop knob.

2. **Die Stop Knob**:

   For units with a die stop knob, the die stop must be set to the correct position or the punched holes will not be centered on the sheet.

3. **Position A**:

   This is when the arrow on the die stop knob points down towards the handle and lines up with the lower arrow on the die stop handle label.

4. **Position B**:

   This is when the arrow on the die stop knob points to the side and lines up with the side arrow on the die stop handle label.

Refer to these tables: Die Stop Position Guide for US Paper Sizes and Die Stop Position Guide for ISO Paper Sizes.

Die Stop Position Guide for US Paper Sizes

US Paper Size	Coil Round	Wire 2:1 Round	Wire 3:1 Round	CombBind	Wire 2:1 Square	Wire 3:1 Square
	Die Stop Position Based On Paper Size or Orientation					
LTR LEF	B	A	A	A	A	A
LTR SEF	B	A	B	A	A	B

US Paper Size	Coil Round	Wire 2:1 Round	Wire 3:1 Round	CombBind	Wire 2:1 Square	Wire 3:1 Square
	Die Stop Position Based On Paper Size or Orientation					
Statement LEF	B	A	B	A	A	B
Legal SEF	B	A	B	A	A	B
Ledger SEF	B	A	A	A	A	A
9 x 12 in. LEF	B	A	A	A	A	A
9 x 12 in. SEF	B	A	B	A	A	B
12 x 18 in. SEF	B	A	A	A	A	A

Die Stop Position Guide for ISO Paper Sizes

ISO Paper Size	Coil Round	Wire 2:1 Round	Wire 3:1 Round	CombBind	Wire 2:1 Square	Wire 3:1 Square
	Die Stop Position Based On Paper Size or Orientation					
A4 LEF	A	A	A	A*	A	A
A4 SEF	A	B	A	B	B	A
A5 LEF	A	B	A	B	B	A
A3 SEF	A	A	A	A*	A	A
SRA4 LEF	A	A	A	A*	A	A
SRA4 SEF	A	B	A	B	B	A
SRA3 SEF	A	A	A	A*	A	A
*For CombBind 20H Configuration set to die stop position B						

Available Die Sets for the AdvancedPunch Pro

The AdvancedPunch Pro uses a variety of easily interchangeable die sets that allow you to punch documents in-line for several different binding styles. By selecting the appropriate die set, you can use your AdvancedPunch Pro to punch documents in any of the following binding styles.

Plastic Comb Binding

PB Plastic Bind; Hole Size: 0.313 x 0.116 in. (8 x 2.9 mm), Length x Width; Center-to-Center Hole Spacing: 0.563 in. (14.3 mm)

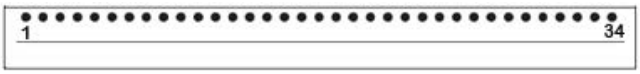
Twin Loop™ Binding

-

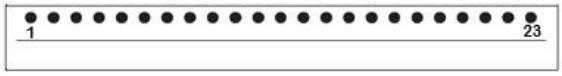
  W3 Wire; Square; 3 Holes per inch; Hole Size: 0.156 x 0.156 in. (4 x 4 mm), Length x Width; Center-to-Center Hole Spacing: 0.333 in. (8.5 mm)

-

  W2 Wire; Rectangle; 2 Holes per inch; Hole Size: 0.250 x 0.214 in. (6.4 x 5.4 mm), Length x Width; Center-to-Center Hole Spacing: 0.500 in. (12.7 mm)

- 

  W3 Wire; Round; 3 Holes per inch; Hole Size: 0.158 in. (4 mm), Diameter; Center-to-Center Hole Spacing: 0.335 in. (8.5 mm)

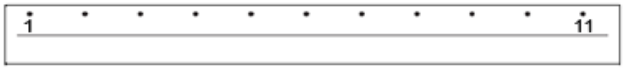
- 

  W2 Wire; Round; 2 Holes per inch; Hole Size: 0.256 in. (6.6 mm), Diameter; Center-to-Center Hole Spacing: 0.5 in. (12.7 mm)

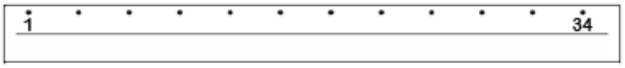
Color Coil™ Binding

C4 Coil; Round; 4 Holes per inch; Hole Size: 0.174 in. (4.4 mm), Diameter; Center-to-Center Hole Spacing: 0.2475 in. (6.3 mm)

Velo® Bind

- 

  VB Velobind®; Round; 1 Hole per inch; Hole Size: 0.125 in. (3.2 mm), Diameter; Center-to-Center Spacing: 1 in. (25.4 mm)

- 

  VB Velobind®; Round; 1 Hole per inch; Hole Size: 0.126 in. (3.2 mm), Diameter; Center-to-Center Spacing: 1 in. (25.4 mm)

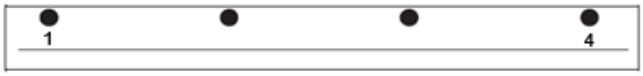
Loose Leaf Binding

-

  3 Ring Binder; U.S. (Standard Loose-leaf Patterns); Hole Size: 0.316 in. (8 mm), Diameter

-

  3 Ring, 5 Ring, 7 Ring Binder; U.S. (Standard Loose-leaf Patterns); Hole Size: 0.316 in. (8 mm), Diameter

- 

  4 Ring Binder; European (Standard Loose-leaf Patterns); Hole Size: 0.315 in. (8 mm), Diameter

-

  4 Ring Binder; European (Standard Loose-leaf Patterns); Hole Size: 0.256 in. (6.5 mm), Diameter

-

  4 Ring Binder; Scandinavian (Standard Loose-leaf Patterns); Hole Size: 0.256 in. (6.5 mm), Diameter

AdvancedPunch Pro Procedures

Pre-Punch Job Checkpoints

Before using the punching feature for any print or copy jobs, perform the following checkpoints.

1. Ensure that there are no fault indicators / messages on the User Display Panel of the AdvancedPunch Pro.
2. If there is a fault indicator / message, then correct the fault prior to starting the punch job.

   Note

   The AdvancedPunch Pro will not operate in punch mode if any fault indicators / messages are displayed on the User Display Panel.

3. Prior to starting the punch job, ensure that the punch die installed in the AdvancedPunch Pro is the correct die / hole pattern for the job.
4. If the die set is not the correct one, then replace it at this time.
5. Before using the punching feature for any print or copy jobs, ensure that the correct Punch Mode is selected on the AdvancedPunch Pro.
6. For Network Print jobs, select the desired punching feature from **File > Print > Printer Properties**.
7. For Copy jobs, select the desired punching feature from the press User Interface / Control Panel.
   a) From the main home screen on the press User Interface / Control Panel, select the **Copy** feature.
   b) Select **Copy Output** to enter the **Hole Punch & More** menu.
   c) From the **Hole Punch & More** menu select the **AdvancedPunch Pro** option from the hole punch column.
   d) Select **Save**.
   The main Copy feature displays, and the copy job will print using the select punch option.

Related Topics:

Layout of the User Display Panel

Changing Die Sets in the AdvancedPunch Pro (Removing / Installing)

AdvancedPunch Pro General Problems

Changing Settings on the AdvancedPunch Pro

1. From the AdvancedPunch Pro User Display Panel, press either the **Up** or **Down** button to enter the Main Menu.
2. From the Main Menu, select Settings by pressing **Enter** button on the User Display Panel.
3. From Settings, select the desired feature.
   - Punch Mode
   - Backgage Depth Setting

- Alignment Setting
- Language
- Units

4. Make the desired changes to that feature.
   For information on each feature, refer to Settings on the User Display Panel.
5. Exit the menu by pressing either the **Up** or **Down** button, and selecting **Exit**.

Changing Die Sets in the AdvancedPunch Pro (Removing / Installing)

Note

For detailed information on die set configuration, refer to Die Set Configuration.

Please note that when using a new die some oil will be present around the punched holes on the sheet. After punching 25 to 50 sheets the die will no longer leave oil on the sheets. It is recommended that a short test print job be run after installing a new die or a die that has recently been oiled.

1. Ensure that the press is in standby mode and is not in the process of running any copy, scan, or print jobs.
2. Open the AdvancedPunch Pro Front Door.

3. Securely grasp the handle of the die set and rotate it in the clockwise direction, as indicated on the label near the die set lock handle.

This releases the die set from the locked position.

4. Continue to pull the handle until the Punch Die Set is fully removed, supporting it with both hands.

5. Properly store the removed die set in the die set storage area of the AdvancedPunch Pro.

This keeps it away from dust, dirt, and accidental falls from the edge of counters.

6. Select the desired Punch Die Set for your new job and slide it into the Punch Die Set slot. Push the die set firmly until the Die Stop feature contacts the round magnet. This is critical in ensuring the proper position of the die set.
7. Grasp the handle and rotate it in the counter-clockwise direction until the latch is fully engaged, as shown on the die set label.

Warning

Possible pinch-point hazard. When installing the punch die set, always keep fingers and other body parts out of the unit's die set slot and away from all areas of the punch die set, except for the finger hole in the die set. Failure to follow these precautions may result in injury.

8. Close the AdvancedPunch Pro Front Door.
9. Proceed with your printing and punching job.

Note

Please note that when using a new die set, some oil will be present around the punched holes on the sheet. After punching 25 to 50 sheets the die will no longer leave oil on the sheets. It is recommended that a short test print job be run after installing a new die or a die that has recently been oiled.

Related Topics:

Removing Pins from a Die Set

Adding Pins to a Die Set

Die Stop Position

Changing the Die Stop Position

Die Set Procedures

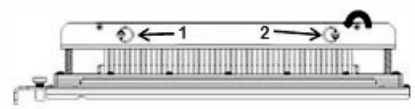
Removing Pins from a Die Set

Important

Before removing pins from any die set, always refer to the Pin Removal Table for US Paper Sizes and the Pin Removal Table for ISO Paper Sizes; this ensures that the correct pins are being removed from the die set.

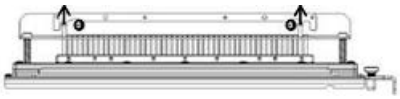
Use the following procedure to remove pins from a die set.

1. Rotate the two **Quarter Turn Fasteners** counter-clockwise to release the Pressure Bar.



2. Remove the **Pressure Bar** and set aside.

3. Lift up and remove the appropriate pins according to either the Pin Removal Table for US Paper Sizes or the Pin Removal Table for ISO Paper Sizes.

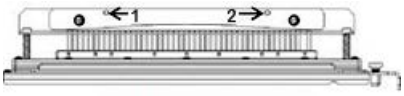


4. Store the pins in the pin storage tray inside the Front Door of the AdvancedPunch Pro.

Important

Ensure that the pins cannot be dropped, damaged, or lost while stored.

5. Replace the Pressure Bar by performing the following steps:
   a) Line up the two **Dowel Pin Holes** with the exposed **Dowel Pins**.



b) Hold the Pressure Bar so that it is seats completely over the Dowel Pins.
c) Rotate the two **Quarter Turn Fasteners** clockwise until a click is felt to lock the Pressure Bar in position.

Warning

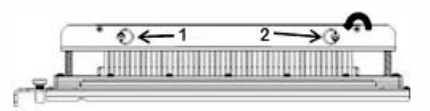
To avoid damage to the die set and the AdvancedPunch Pro, ensure that the Pressure Bar is attached and both Quarter Turn Fasteners are in the locked position prior to inserting the die set into the AdvancedPunch Pro.

Adding Pins to a Die Set

Important

Before adding pins to any die set, always refer to the Pin Removal Table for US Paper Sizes and the Pin Removal Table for ISO Paper Sizes; this ensures that the correct pins are being added to the die set.

1. Rotate the two **Quarter Turn Fasteners** counter-clockwise to release the Pressure Bar.

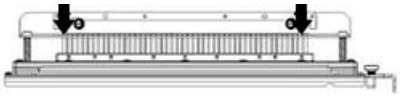


2. Remove the **Pressure Bar** and set aside.

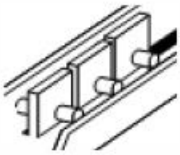
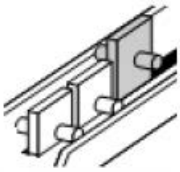
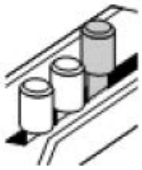
3. Retrieve the pins from the pin storage tray inside the Front Door of the AdvancedPunch Pro.

If the pins were stored in a different location, retrieve them now.

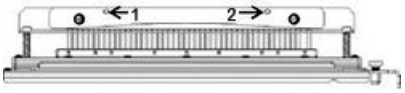
4. Add the appropriate pins to die set according to either the Pin Removal Table for US Paper Sizes or the Pin Removal Table for ISO Paper Sizes.



When adding punch pins to a die set, ensure that the pins are completely seated against the pin retainer prior to reattaching the pressure bar; refer to the following table for examples of correct and incorrect seating of pins.

Correct Pin Seating	Incorrect Pin Seating
	
	

5. Replace the Pressure Bar by performing the following steps:
   a) Line up the two **Dowel Pin Holes** with the exposed **Dowel Pins**.



   b) Hold the Pressure Bar so that it is seats completely over the Dowel Pins.
   c) Rotate the two **Quarter Turn Fasteners** clockwise until a click is felt to lock the Pressure Bar in position.

Warning

To avoid damage to the die set and the AdvancedPunch Pro, ensure that the Pressure Bar is attached and both Quarter Turn Fasteners are in the locked position prior to inserting the die set into the AdvancedPunch Pro.

Changing the Die Stop Position

On some of the AdvancedPunch Pro die sets there is an adjustable die stop which is used to change the hole position for the die set for certain sheet sizes.

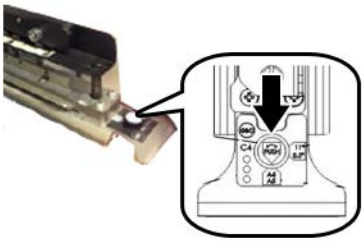
For die sets with a die stop knob, the die stop must be set to the correct position or the punched holes will not be centered on the sheet.

Common paper sizes are shown on the die stop handle label below the die stop knob. For uncommon paper sizes, refer to Die Stop Position Guide for US Paper Sizes and Die Stop Position Guide for ISO Paper Sizes.

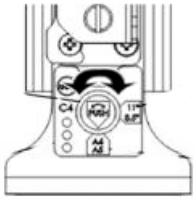
1. Choose one of the following:

- If changing the die stop position on a die set that is currently installed in the AdvancedPunch Pro, remove the die set from the punch. Refer to Changing Die Sets in the AdvancedPunch Pro (Removing / Installing).
- If changing the die stop position on a currently stored die set (one that is not in the AdvancedPunch Pro), retrieve that die set from its storage area.

2. Place the die set on a flat surface, such as a table.
3. While holding the die set in a stable position, push down on the **Die Stop Knob** until it is free to rotate.



4. Rotate the **Die Stop Knob** until the arrow on the knob lines up with the desired **Die Stop Arrow** (as indicated on the Die Stop Handle Label).



5. When the arrows align, release the **Die Stop Knob**.
6. Ensure that the **Metal Die Stop** on the bottom fully seats against the Die Plate.
7. Choose one of the following:
   - Reinstall the Die Set in the AdvancedPunch Pro.
   - Return the Die Set to the storage area.

AdvancedPunch Pro Maintenance

Ordering Supplies for the AdvancedPunch Pro

Die Sets can be ordered from the web site www.xerox.com. Search for your press and then click on the **Supplies** link. For any item that is not orderable from the web site, contact your Xerox Service Representative.

The following Die Sets are available for ordering:

CRUs (Supply Item)	Reorder Quantity
Die Set, Xerox, Comb Bind	1 per box

CRUs (Supply Item)	Reorder Quantity
Die Set, Xerox, Wire 3.1 Square	1 per box
Die Set, Xerox, Wire 2.1 Square	1 per box
Die Set, Xerox, Wire, 3:1, Round	1 per box
Die Set, Xerox, Wire, 2:1, Round	1 per box
Die Set, Xerox, Coil, Round	1 per box
Die Set, Xerox, Velobind, 11 Holes, Letter (8.5 x 11 inch)	1 per box
Die Set, Xerox, Velobind, 12 Holes, A4.	1 per box
Die Set, Xerox, 3 Hole, 8 mm	1 per box
Die Set,Xerox, 3/5/7 Hole, 8 mm	1 per box
Die Set, Xerox, 4 Hole, 8 mm	1 per box
Die Set, Xerox, 4 Hole, 6.5 mm	1 per box
Die Set, Xerox, 4 Hole, Scan	1 per box

Cleaning the Exterior of the AdvancedPunch Pro

- Clean the exterior of the AdvancedPunch Pro using only a soft, damp cloth.
- Do not use detergents or solvents as damage to the punch may occur.

Emptying the Punch Container

The Punch Container for the AdvancedPunch Pro is located at the front of the unit base.

- The AdvancedPunch Pro uses a sensor to determine when the Punch Container is full.

- Once the Punch Container is full, the User Display Panel on the AdvancedPunch Pro displays a **Chip Tray Full** message.
- A message also appears on the press User Interface / Control Panel.

1. Grasp the handle of the Punch Container and pull out the container.
2. Empty the paper remnant contents into the appropriate trash bin.
3. Reinstall the Punch Container into the AdvancedPunch Pro.

Die Set Maintenance

Every die set is thoroughly oiled at the factory prior to shipping. During normal use this oil is depleted and should be replaced. This periodical maintenance ensures proper functionality and prevents premature failure of the die set.

Tip

As part of regular maintenance, each die set should be oiled after approximately 100,000 punch cycles. The use of brand 3-IN-ONE® oil is recommended because this oil is readily available; other light machine oils may also be used.

The procedure for lubricating the die set pins is slightley different depending on whether or not the die set has a felt pad.

Important

After oil has been applied, reinstall the die set into the AdvancedPunch Pro and run a small set of test prints. It is normal for oil to be present on the first set of sheets punched after oiling the die set. After approximately 25 to 50 sheets, the punched output will be clean and free of oil, and the AdvancedPunch Pro now may be used for punch jobs.

Lubricating Die Set Pins (without a Felt Pad)

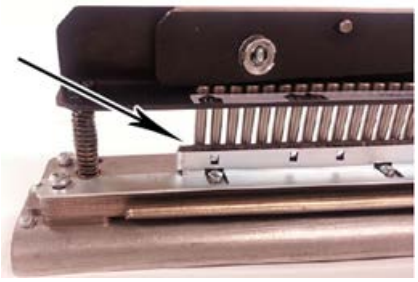
1. Press the die set so that the pins protrude from the bottom plate.
2. Apply a drop of high quality machine oil to the end of each pin.
3. Wipe clean, leaving a light coat of oil on them.

   Oil from the die set may blemish the first few punched sheets after oil has been applied.
4. Run punched test prints until the punched output is clean and free of oil.

Lubricating Die Set Pins (with a Felt Pad)

1. Lubricate with a high quality machine oil.

2. Apply oil lightly along the length of the pad, but do not over saturate.



3. To oil the die set, apply a small bead of oil along the entire length of the felt strip that is located on the die set.

   Note

   Do not use spray lubricants because they dry up quickly and leave a sticky residue.

4. Wipe clean, leaving a light coat of oil on them.

   Oil from the die set may blemish the first few punched sheets after oil has been applied.

5. Run punched test prints until the punched output is clean and free of oil.

AdvancedPunch Pro Problem Solving

Fault Codes - GBC AdvancedPunch Pro

Fault codes for the GBC AdvancedPunch Pro are displayed on the press User Interface / Control Panel.

Fault Code	Cause	Remedy
040-100 040-101 040-900 040-901	Jam is detected in the Advanced-Punch Pro.	1. Open AdvancedPunch Pro front door and look for a paper jam; refer to Clearing Paper Jams in the AdvancedPunch Pro. 2. Remove any paper jam. 3. Close front door.
040-300	Front door of the Advanced-Punch Pro is not closed.	Close front door of the AdvancedPunch Pro.
040-940	The punch die set is missing or not fully installed.	Install punch die set or fully insert it; close front door.
040-941	Punch chip container is missing or not fully installed.	Install and / or fully insert punch container; close front door.

Fault Code	Cause	Remedy
040-942	Punch chip container is full.	Empty punch container and then reinstall it.
140-700	Punch chip container is near full.	Empty punch container and then reinstall it.

AdvancedPunch Pro General Problems

Probable Cause	Remedy
No power, will not punch	1. Check that the power cord is attached to back of punch unit and that it is plugged into the wall. 2. If the problem continues, contact the Customer Support Center.
Punched holes are not aligned with the edge of the paper	• Follow instructions on die set labels to properly configure the die for a specific sheet size. • Also, refer to Die Set Configuration for more information and instructions. • If the problem continues, contact the Customer Support Center.
Sheets are jamming repeatedly at the die set area.	1. Remove the die set and inspect the die throat for any stuck paper chads. 2. Remove the paper chads.
Insert the Punch Chip Container message is displayed on the User Display Panel (AdvancedPunch Pro).	Ensure that the Punch Chip Container is fully inserted. If the problem continues, contact the Customer Support Center.

Die Set End of Life

If a die set is at the end of its life it will cause paper jams due to hanging paper chips. This is a result of die plate wear and not pin wear (which cannot be corrected). When this occurs, the die set must be replaced with a new one.

Note

Attempting to replace or sharpen pins will not correct the issue since the wear is in the plates and therefore is not recommended.

Clearing Paper Jams in the AdvancedPunch Pro

Jam Area	Jam Clearance Solution
	If paper is jammed in the Punch Bypass, perform the following steps: 1. Lift the paper guide plate located. 2. Remove the jammed paper. 3. Close the paper guide plate by raising the handle to unlatch the mechanism, and then slowly lower it.
	If paper is jammed in the downward paper chute, perform the following steps: 1. Move the lever to the left. 2. Remove the jammed paper. 3. Return the lever to its original location.
	If paper is jammed in the left bottom chute, perform the following steps: 1. Press the top lever while holding the bottom lever; this unlatches the chute. 2. Continue to open the chute until it contacts the magnet on the left side. 3. Remove the paper. 4. Return the chute to the closed position by returning the lever to its original position; the latch mechanism is activated.
	If paper is jammed in the right bottom chute, perform the following steps: 1. Unlatch the chute. 2. Remove any jammed paper. 3. Return the lever to its original position.
	If paper is jammed in the upward paper chute, perform the following steps: 1. Move the lever to the right. 2. Remove the jammed paper. 3. Return the lever to its original location.

Jam Area	Jam Clearance Solution
	If paper is jammed in **Areas 3** and / or **5**, perform the following steps: 1. Before removing a die set from the punch unit, ensure **Areas 3** and **5** are clear of any jammed paper. 2. If there is not any paper found in these two areas, then remove the die set from the punch unit; refer to Changing Die Sets in the AdvancedPunch Pro (Removing / Installing). 3. Remove any jammed paper. 4. Reinstall the die set into the punch unit.

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High Capacity Stacker (HCS)

High Capacity Stacker (HCS) Overview

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

Tip

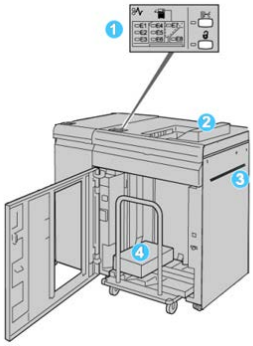
The HCS requires either the Interface Module or the Interface Cooling Module.

1. Interface Module or Interface Cooling Module
2. High Capacity Stacker (HCS)

High Capacity Stacker (HCS) Components

Identifying the Main HCS Components

The HCS consists of the following components:



1. **Control Panel**: Provides manual control of the various HCS functions.
2. **Top Tray**: Holds a maximum of 500 sheets (13 x 19.2 in/330 x 488 mm).

   Note

   Labels must be delivered to the Top Tray.

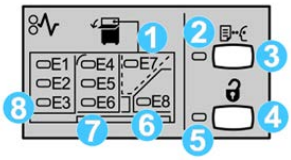
3. **Bypass**: Used only when a second stacking/finishing device is installed. This path transports media through the HCS to another connected finishing device.
4. **Stacker Tray / Cart**: Collated sets (up to a total of 5000 sheets) are transported to the Stacker Tray, which is located on a movable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

   Note

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

HCS Control Panel

The HCS control panel consists of:



1. **Top Tray jam**: This indicator blinks when there is a jam in the top tray area (E7).
2. **Sample indicator**: This indicator blinks until a sample print is delivered to the top tray.

3. **Sample Print button**: Press this button to have the HCS deliver a sample print of the job to the Top Tray. A single-page sample is provided to the output area.
4. **Unload button:** Press once to lower the Stacker Tray and unlock the HCS front door.
5. **Unload indicator**: This indicator lights when the Stacker Tray has reached the down position and the front door can be opened.
6. **Identifying the Main HCS Components**: This indicator blinks when there is a jam in the exit area (E8).
7. **Stacker Transport jam area:** These indicators blink when there is a jam in Areas E4, E5, and/or E6.
8. **Stacker Entrance jam area**: These indicators blink when there is a jam in Areas E1, E2, and/or E3.

HCS Top Tray

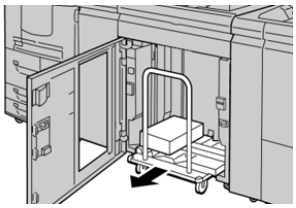
The Top Tray offers the following:

- Convenience for short stack runs (up to 500 sheets) without offsetting.
- Delivery of purged sheets.

Unloading the HCS Stacker Tray / Cart

The HCS has Unload While Run capability.

1. Press the **Unload** button on the HCS control panel.
2. After the Unload Indicator lights, open the HCS front door.
3. Position the securing bar on top of the stacked paper.
4. Pull the Stacker Tray / Cart straight out of the HCS.



5. Remove the securing bar.
6. Remove the paper from the Stacker Tray / Cart.
7. Push the empty Stacker Tray / Cart straight into the HCS.
8. Position the securing bar on the fixed area inside the HCS.
9. Close the front door; the tray will rise to the operate position.

HCS Problem Solving

Fault Codes - High Capacity Stacker (HCS)

Note

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

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

Fault Code	Possible Cause	Recommended Solution
049-100 - 049-121	jammed paper	Carefully remove all sheets and paper scraps from the jam clearance areas.
049-200 - 049-299	HCS sensor faults	Power Off / On the machine. If the problem persists, contact the Customer Support Center.
049-300	HCS communication fault	Power Off / On the machine. If the problem persists, contact the Customer Support Center.
049-700	Tabbed sheet fault	Check the properties of the tabs job and resend the job.
049-900 - 049-908	Sheets remain in the paper path	Check the paper path of the module and carefully remove all sheets from the paper path areas.
049-940	HCS open door fault	Open the HCS front door and remove all sheets and paper scraps from jam clearance areas. Close the front door.
049-941	Stacker Tray / Cart fault	Check the position of the Stacker Tray / Cart.
049-945	Stacker Top Tray fault	Remove paper from the Top Tray.
049-960, 049-964	Stacker Tray / Cart fault	Remove paper from the Stacker Tray / Cart.
049-965 to 049-972	Stacker Full Detection fault	Open the HCS front door and remove any paper from the Stacker cart. Close the door to resume operation.

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

HCS General Problems

Problem	Cause	Remedy
HCS tampers no longer in contact with paper	Problem occurs when printing with Clear dry ink/toner and using media that is 120 gsm, coated, and large stock sizes (such as 12 x 18 in./304.8 x 457.2 mm).	Adjust the paper curl before printing the job. Refer to the System Administration Guide for specific information on paper curl settings and adjustment.

Loss of Power to the HCS

If power is interrupted to the High Capacity Stacker, perform the following:

1. Ensure that the power cord is plugged in to the proper wall receptacle.
2. Ensure that the press power is switched on.
3. Ensure that the Ground Fault Indicator is in the **On** position.
4. If the power has not been restored by checking the above items, then call for Service.

HCS Jam Clearance

HCS Jam Clearance Overview

Tip

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

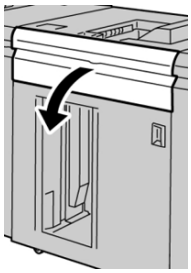
Note

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

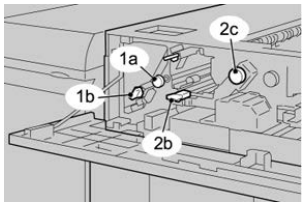
HCS Entrance Jams (E1, E2, and E3)

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

1. Open the HCS Front Cover.



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

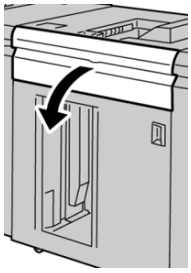


3. Close the green handle(s).
4. Close the HCS Front Cover.
5. If the press UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicated.
6. Follow the instructions displayed on the UI to resume printing.

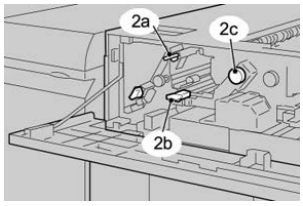
HCS Transport Jams (E4, E5, and E6)

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

1. Open the HCS Front Cover.

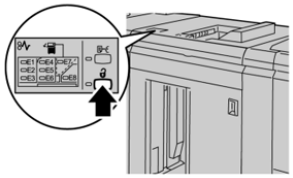


2. Lift the green handle(s) and/or rotate the green knob and remove all paper in the entrance area.



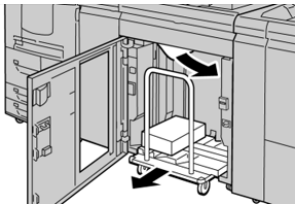
3. Close the green handle(s).

4. Close the HCS Front Cover.
5. Press the **Unload** button on the HCS control panel.



Wait until the Unload indicator lights before opening the HCS front door.

6. Open the HCS front door.
7. Pull out the Stacker Tray / Cart and gently remove the jammed paper.



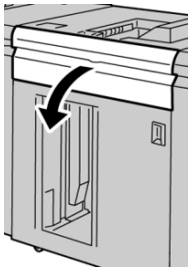
8. Push the Stacker Tray / Cart straight into the HCS.
9. Close the front door.
10. If the press UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicated.
11. Follow the instructions displayed on the UI to resume printing.

HCS Top Tray Jam (E7)

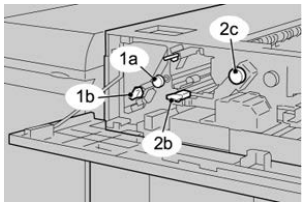
Perform the following steps to clear the jam and resume printing:

1. Remove any output delivered to the Top Tray.

2. Open the HCS Front Cover.



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

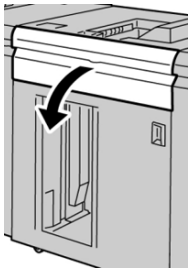


4. Close the green handle(s).
5. Close the HCS Front Cover.
6. If the press UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicated.
7. Follow the instructions displayed on the UI to resume printing.

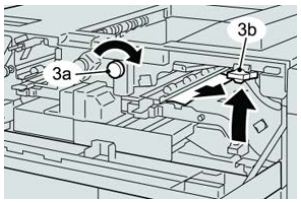
HCS Exit Jam (E8)

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

1. Open the HCS Front Cover.



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



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

Information about Paper Curl and the HCS

Check the output in the Stacker Tray / Cart for paper curl and choose one of the following

- There is no curl present and the output is acceptable (meets customer satisfaction); you are finished.
- There is no curl present; however, the output is not acceptable: Call for service.

- There is curl present; perform the following:
  1. Adjust the paper curl by using the decurler controls on the top of the Interface Module or Interface Cooling Module.
  2. If the output has not improved, adjust the paper curl again.
  3. If the output still has not improved, call the Customer Support Center.

HCS Specifications

The High Capacity Stacker (HCS) is available in Single or Dual combinations with unload-while-run capability. The HCS includes one removable cart for offline finishing; additional carts available.

HCS Top Tray	HCS Stacker Tray / Cart
500 sheet top tray up to 13 x 19.2 in. (330 x 488 mm)	5,000 sheet offset stacking; 7.2 x 8.3 in. up to 13 x 19.2 in. (B5 LEF to SRA3). 52–350 gsm coated / uncoated

HCS Media Guidelines

- Stacker Tray / Cart will accept 52-350 gsm (either coated or uncoated stock) with the possibility of degraded stock quality and increased jam rate for stocks that are heavier than 300 gsm.
- Transparencies may be run to either the Top Tray or the Stacker Tray / Cart. Stack height should be limited to 100 transparencies.
- Coated paper lighter than 100 gsm may not run as reliably as coated paper heavier than 100 gsm.
- Non-standard papers longer than 305 mm (12 in.) in the feed direction require 210 mm (8.3 in.) minimum measurement across the feed direction.
- Non-standard papers shorter than 254 mm (10 in.) in the cross-feed direction require 330 mm (13 in.) minimum measurement in the feed direction.

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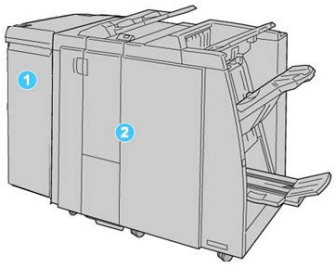
Standard Finisher / Booklet Maker Finisher

Standard Finisher / Booklet Maker Finisher Overview

These two finishers provide the following capabilities:

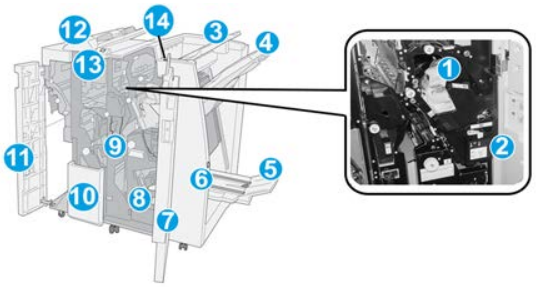
- The **Standard Finisher** provides high capacity stacking (up to 3,000 sheets), bidirectional decurling, along with finishing capabilities such as preprinted inserts, hole punching and folding.
- The **Booklet Maker** provides all of the same features of the Standard Finisher and also automatically creates saddle-stitched booklets of up to 25 sheets. This device offers hole punching, stapling and bifold options.



1. Interface Module or Interface Cooling Module: Both finishers require one of these modules. The module acts as a communication device and as a paper path between the press and the Standard Finisher or the Booklet Maker Finisher.
2. Standard Finisher or Booklet Maker Finisher: The Booklet Maker Finisher is shown in the above illustration. For the remainder of this chapter, both the Standard Finisher or Booklet Maker Finisher are referred by the generic term of "finisher."

Standard Finisher / Booklet Maker Finisher Main Components

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



Note

Unless otherwise indicated, components apply to both finishers.

1 Standard Staple Cartridge

Remove this cartridge to replace staples and clear staple jams.

2 Staple Waste Container

Remove this container when it is full.

3 Top Tray

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

4 Stacker (middle) Tray

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

5 Booklet Output Tray

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

6 Booklet Output Tray Button

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

7 Right Cover

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

8 Staple Cartridges for Booklet Maker

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

9 Punch Scrap Container

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

10 C / Z Fold Output Tray (optional)

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

11 Left Cover

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

12 Post-Process Inserter (Interposer) Tray

Use this tray to load preprinted stock that serves as separators and covers inserted into the printed output. Paper loaded in this tray is not printed on. The tray holds up to 200 sheets of 20 lb. / 75 gsm paper and can be loaded either LEF or SEF direction. The press UI refers to this tray as Tray T1.

13 C / Z Fold Output Tray Button

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

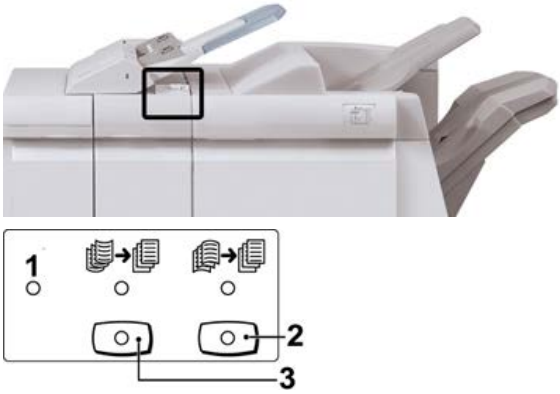
14 Manual Decurl Button

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

Manual Decurling Feature on the Finisher

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

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



1. **Auto** button: When this indicator is lit, the appropriate curl correction is automatically performed depending on the sizes and orientation of the printed output. The button should be set to Auto for most situations. The button automatically switches to the Auto mode when:
   - The press is switched on
   - The press exits the Power Saver mode
2. When this button is pressed and the downward curl indicator is lit, downward curl correction is performed on all printed output. If your output is curled downward, press this button to prevent downward curls.

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

Note

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

Folding Feature on the Finisher

Folding Overview

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

Note

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

Fold Types

Important

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

These fold types are available:

Single Fold (Bi-Fold)

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

There are three Bi-Fold options available:

- Bi-Fold Single Sheet
- Bi-Fold Multiple Sheets
- Bi-Fold Multiple Sheets Stapled

C-Fold

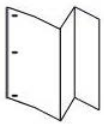
A C-Fold has two folds which creates a three-panel output.

Z-Fold

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

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

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



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

Note

This tray is available only on the following finishers:

- Standard Finisher (with or without optional C / Z Folder)
- Booklet Maker Finisher (with or without optional C / Z Folder)
- Standard Finisher Plus (with or without optional C / Z Folder)

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

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

   a) If the paper is preprinted, load the paper with the printed side facing up.
   b) If the media is tab stock, load the tab side to be fed first (in the direction of the arrow as shown in the above illustration).

4. From the Paper Tray settings / Tray Properties window, enter the correct paper information, including size, type, weight, and if needed, decurler and/or alignment option.
5. Select **Confirm** or **OK** to save the information and close the Paper Tray settings / Tray Properties window.

Finisher Maintenance

Finisher Consumable Supplies

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

Note

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

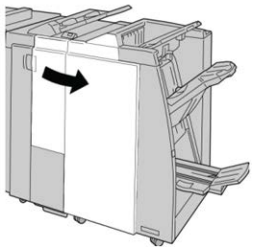
Store supply items and Xerox parts in their original packages in a convenient location.

Supply Item	Supply Unit Shipped with finisher / Reorder Quantity
Staple Cartridge and Staple Waste Container (for both the Standard Finisher and the Booklet Maker Finisher)	4 staple cartridges (5,000 staples per cartridge) and 1 staple waste container per carton
Booklet Maker Finisher Staple Cartridge	4 pack: 5,000 staple refills each

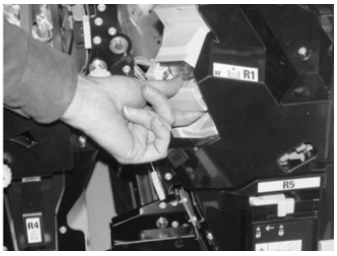
Replacing the Basic Staple Cartridge

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

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



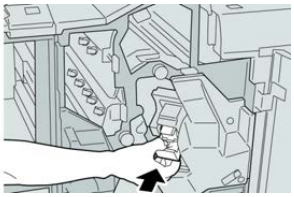
3. Grasp the Staple Cartridge handle located at **R1**, and pull out the staple cartridge from the finisher.



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

5. Push a new staple cartridge into the unit.

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



7. Close the right cover on the finisher.

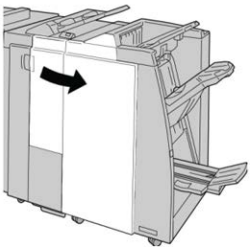
Note

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

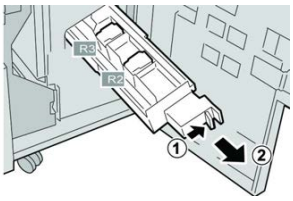
Replacing the Booklet Staple Cartridge

In addition to the standard stapler, the Booklet Maker Finisher is equipped with a booklet stapler. When this booklet stapler needs to be replaced, a message appears on the UI.

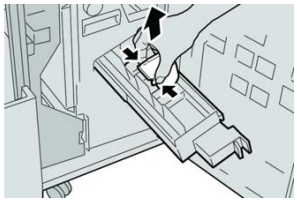
1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



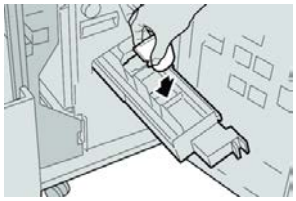
3. While pressing the lever to the right, pull out the booklet staple cartridge unit.



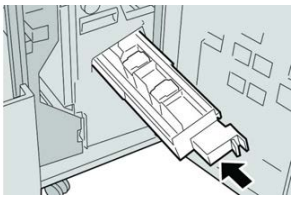
4. Hold the tabs of the staple cartridge unit by the tabs and lift to remove it.



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



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



7. Close the right cover on the finisher.

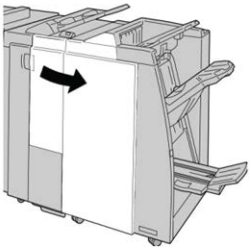
Note

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

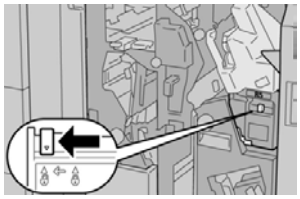
Replacing the Staple Waste Container

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

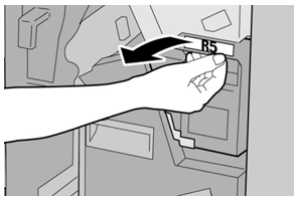
1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



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



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

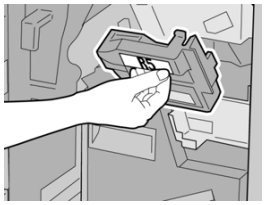


5. Place the used staple waste container into a supplied plastic bag.

Note

Do not return a disassembled (used) container to the Customer Support Center.

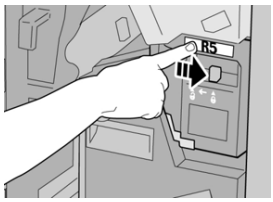
6. Hold the new staple waste container by the **R5** handle area and push it into the press.



Note

To prevent injury, do not put your fingers on top of the container.

7. Push **R5** until the lock lever moves to the locked position.



8. Close the right cover on the finisher.

Note

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

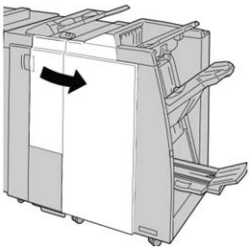
Emptying the Punch Waste Container

The screen displays a message indicating when it is time to empty the Punch Waste Container.

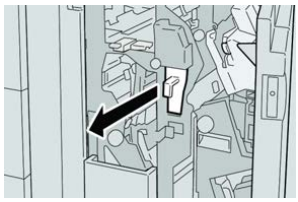
Caution

Only remove the Punch Waste Container while the system is powered **ON**. If you switch off the power when emptying the container, the press cannot detect that the container was emptied.

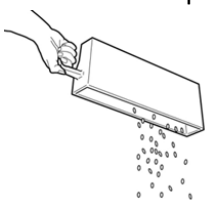
1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



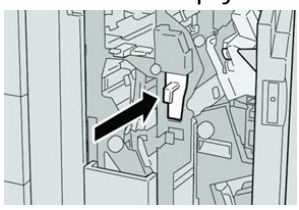
3. Pull the container out of the finisher (**R4**).



4. Discard all the punch scraps in an appropriate container.



5. Reinsert the empty container into the machine.



6. Close the right cover on the finisher.

Note

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

Finisher Problem Solving

Problem Solving Information

Tip

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

Note

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Fault Codes - Standard Finisher / Booklet Maker Finisher

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

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

Fault code	Possible cause	Recommended solution
012-100 to 012-104, 012-108 to 012-115, 012-117 to 012-120	Paper Jam along booklet and/or folder paths	Check for any paper jams in the paper path and remove all sheets.
012-125, 012-132, 012-211 to 012-265, 012-282 to 012-296	The finisher malfunctioned	Check for any paper jams in the paper path and remove all sheets. Power Off/On the press and, if needed, resend the print job. If fault persists, call for service.
012-302	Interlock Fail	Make sure the module door is fully closed. Power Off / On the press if fault persists.
012-400	Staple Waste Container near full	Remove and replace the staple waste container in the finisher.
012-949	Punch Waste Container is not attached	Check that the Punch Waste Container is installed in the finisher and inserted correctly.
024-931	The Staple Waste Container is full or near full	Remove the Staple Waste Container and install a new one.
024-932	The Staple Waste Container is not attached	Check that the Staple Waste Container is installed in the finisher and inserted correctly.

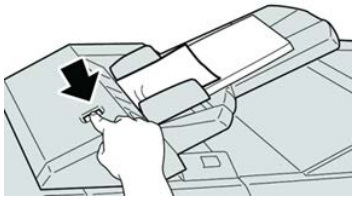
Fault code	Possible cause	Recommended solution
024-943	The booklet staple cartridge is empty or stapling error occurred	Check the staple cartridge and reset correctly. If needed, replace with a new cartridge. Resume job.
024-957	Post-Process Inserter Tray is empty or out of paper	Add paper to the paper tray.
024-974	When feeding paper from the Post-Process Inserter Tray, the designated paper size and the actual size of paper in the tray differ.	Reset/change the paper or cancel the job.
024-976	Finisher staple fault	Check staples and reset correctly.
024-977	Finisher staple feeding is not ready	Check staples and reset correctly.
024-978, 024-989	Booklet Maker Finisher staple operation is not ready	Check staples and reset correctly.
024-979	The staple cartridge is empty	Check staples. Remove and replace the staple cartridge.
024-980	The stacker tay is full	Remove all paper from the stacker tray.
024-981	The top tray is full	Remove all paper from the Finisher top tray.
024-982	The Finisher stacker tray lower safety warning is on	Remove all paper from the stacker tray and remove any other obstructions.
024-983	The Finisher Booklet tray is full	Remove all paper from the Booklet tray.
024-984, 024-985	The Booklet stapler low staple signal is on	Remove all paper from the Booklet tray.
024-987, 024-988	The Booklet folder tray is full	Remove all paper fromthe tray. Set the output tray for three-fold. Check that the folder tray is correctly attached and set.
047-320	A communication error has occurred with the Finisher	Power Off/On the press. Resend the print job if needed. If fault persists, contact Customer Support Center.
112-700	The Punch Waste Container is full or near full	Remove and empty the waste container and then reinstall it completely.

Fault code	Possible cause	Recommended solution
116-790	The settings for stapling are canceled and prints the data	Confirm the staple position and try to print again.
124-705	The settings for punching are canceled	Confirm the punching position and try to print again.
124-706	The settings for folding are canceled	Confirm the folding settings and try to print again.
124-709	The number of pages exceeds the number of pages that can be stapled	Decrease the number of pages, or cancel the stapling settings. Resend the print job.

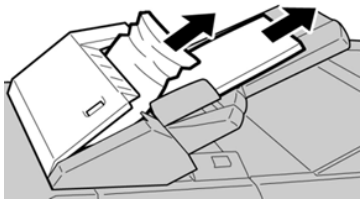
Jam Clearance in the Finisher

Paper Jams in the Post-Process Inserter (Tray T1)

1. Press the **Cover** button.



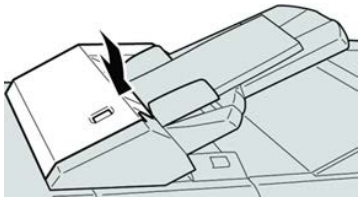
2. Open cover **1e** and then remove the jammed paper and all paper loaded in the tray.



Note

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

3. Fan the paper you removed, making sure that all four corners are neatly aligned, and then load them again.
4. Push cover **1e** until you hear it click into place.



Note

A message is displayed and the machine does not operate if the cover is open even slightly.

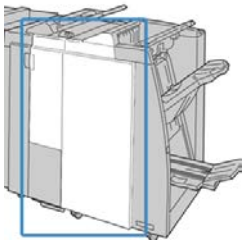
Paper Jams at Finisher Top Tray

1. Make sure that the machine has stopped printing.
2. Remove jammed paper from the finisher top tray.

Note

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

3. Open and close the finisher right cover.



Note

The machine will not operate if the cover is open even slightly.

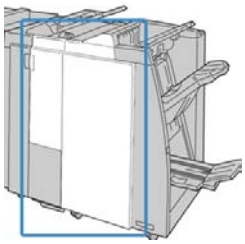
Paper Jams at Finisher Stacker Tray

1. Make sure that the machine has stopped printing.
2. Remove jammed paper from the finisher stacker tray.

Note

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

3. Open and close the finisher right cover.

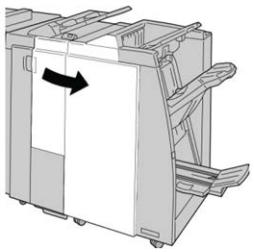


Note

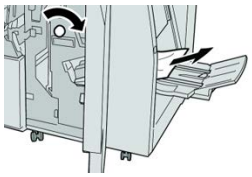
The machine will not operate if the cover is open even slightly.

Paper Jams at the Booklet Maker Tray

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



3. Turn knob **4a** and remove any jammed paper from the optional booklet maker tray.



Note

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

4. Close the right cover on the finisher.

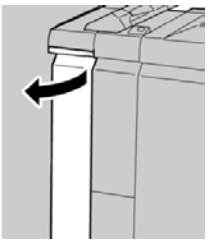
Note

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

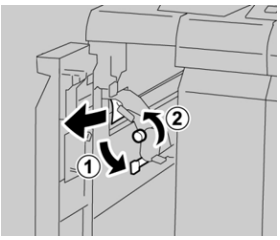
Paper Jams at Lever 1a and Knob 1c

1. Make sure that the machine has stopped printing.

2. Open the finisher left cover.



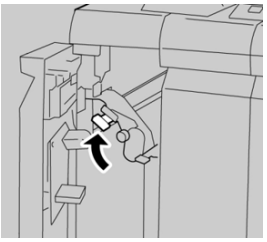
3. Move lever **1a** downward and turn knob **1c** left. Remove the jammed paper.



Note

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

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



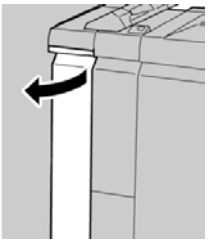
5. Close the finisher left cover completely.

Note

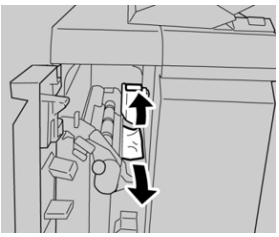
The machine will not operate if the cover is open even slightly.

Paper Jams at Lever 1d

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.



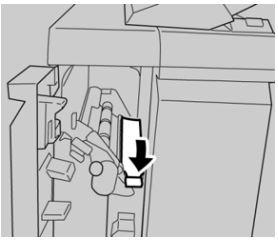
3. Move lever **1d** upwards and remove the jammed paper.



Note

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

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



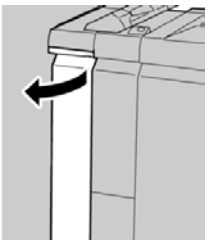
5. Close the finisher left cover completely.

Note

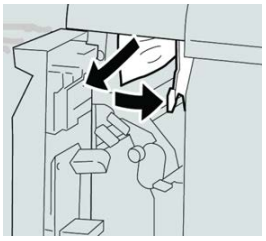
The machine will not operate if the cover is open even slightly.

Paper Jams at Lever 1b

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.



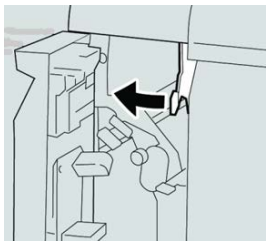
3. Move the lever **1b** to the right and remove the jammed paper.



Note

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

4. Move the lever **1b** to the original position.



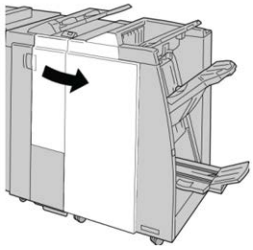
5. Close the finisher left cover completely.

Note

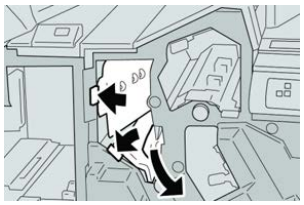
The machine will not operate if the cover is open even slightly.

Paper Jams at Lever 3b and 3d

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



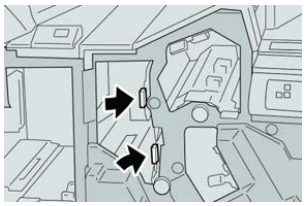
3. Move the levers **3b** and **3d**; remove the jammed paper.



Note

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

4. Return the levers **3b** and **3d** to their original positions.



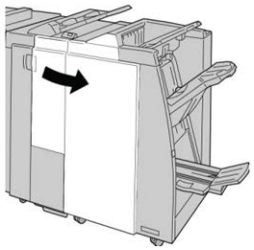
5. Close the right cover on the finisher.

Note

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

Paper Jams at Lever 3e and Knob 3c

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.

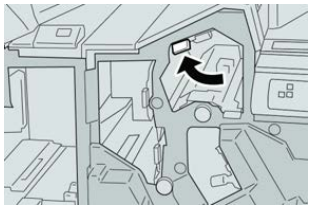


3. Move the lever **3e** and turn the knob **3c**; remove the jammed paper.

Note

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

4. Return the lever **3e** its original position.



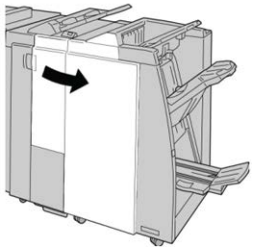
5. Close the right cover on the finisher.

Note

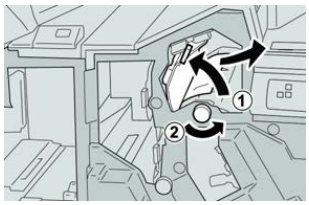
A message will display and the machine will not operate if the right cover is open even slightly.

Paper Jams at Lever 3g and Knob 3f

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



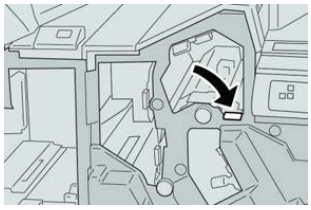
3. Move the lever **3g** and turn the knob **3f** and remove the jammed paper.



Note

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

4. Return the lever **3g** to its original position.



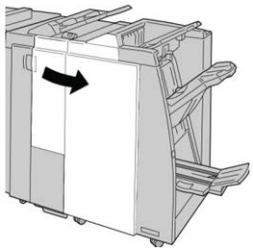
5. Close the right cover on the finisher.

Note

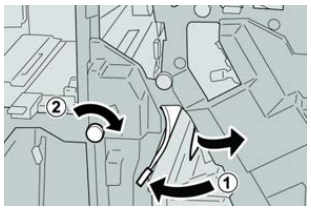
A message will display and the machine will not operate if the right cover is open even slightly.

Paper Jams at Lever 4b and Knob 3a

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



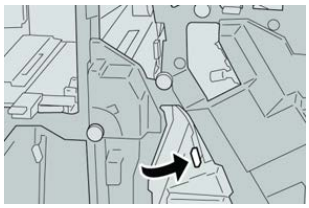
3. Move the lever **4b** and turn the knob **3a**; remove the jammed paper.



Note

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

4. Return the lever **4b** to its original position.



5. Close the right cover on the finisher.

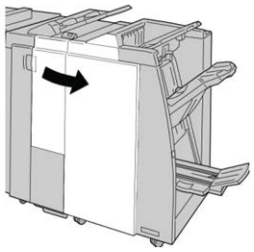
Note

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

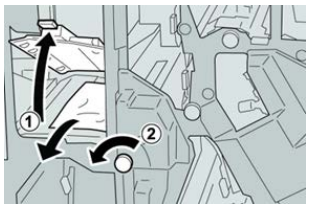
Paper Jams at the Optional C / Z Folder

Paper Jams at Lever 2a and Knob 3a

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



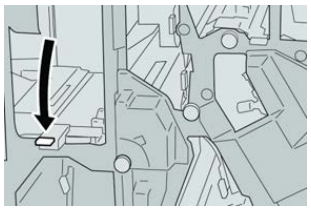
3. Move the lever **2a** and turn the knob **3a**; remove the jammed paper.



Note

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

4. Return the lever **2a** to its original position.



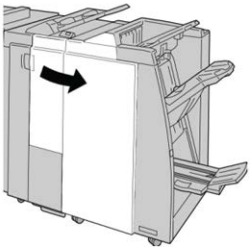
5. Close the right cover on the finisher.

Note

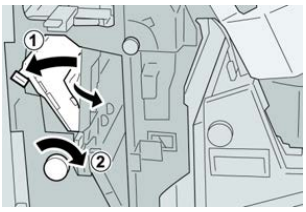
A message will display and the machine will not operate if the right cover is open even slightly.

Paper Jams at Lever 2b and Knob 2c

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



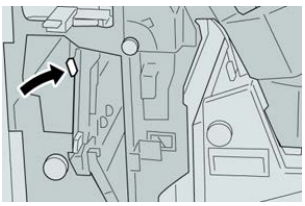
3. Move the lever **2b** and turn the knob **2c**; remove the jammed paper.



Note

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

4. Return the lever **2b** to its original position.



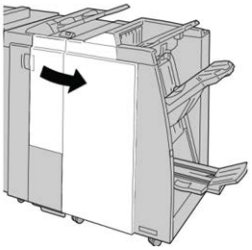
5. Close the right cover on the finisher.

Note

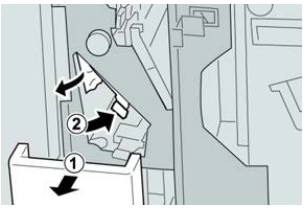
A message will display and the machine will not operate if the right cover is open even slightly.

Paper Jams at 2c, 2e, 2f, and 2d

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



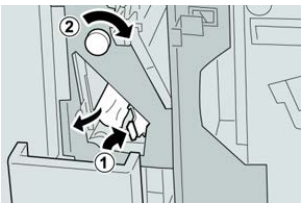
3. Pull out the folder output tray (**2d**), swing lever **2e/2f** to the right, and remove the jammed paper.



Note

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

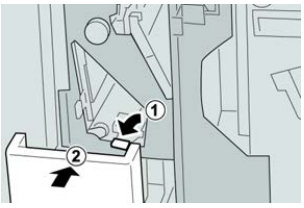
4. If you cannot remove the paper, return the lever **2e/2f** to its original position. Swing the lever **2e/2f**, turn the knob **2c** to the right, and remove the jammed paper.



Note

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

5. Return the opened lever (**2f**) or (**2e**) to its original position, and close the output tray (**2d**).



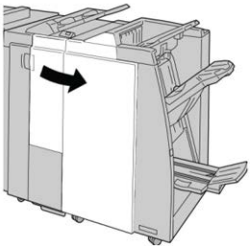
6. Close the right cover on the finisher.

Note

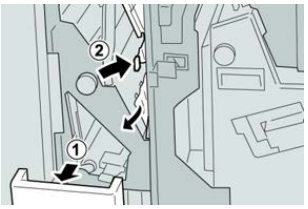
A message will display and the machine will not operate if the right cover is open even slightly.

Paper Jams at 2d and Lever 2g

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



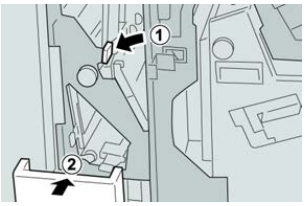
3. Pull out the folder output tray (**2d**), swing lever the **2g**, and remove the jammed paper.



Note

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

4. Return the opened lever (**2g**) to its original position, and close the output tray (**2d**).



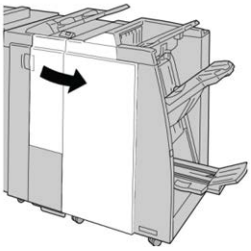
5. Close the right cover on the finisher.

Note

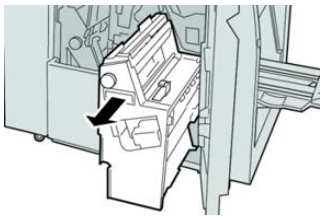
A message will display and the machine will not operate if the right cover is open even slightly.

Paper Jams at Unit 4 and Knob 4a

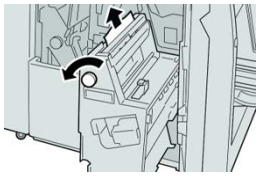
1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



3. Pull out unit **4**.



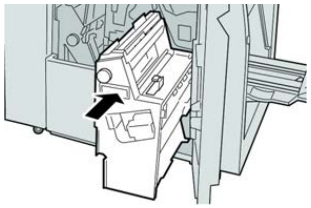
4. Turn the knob **4a** to remove the jammed paper from the left side of unit **4**.



Note

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

5. Return unit **4** to its original position.



6. Close the right cover on the finisher.

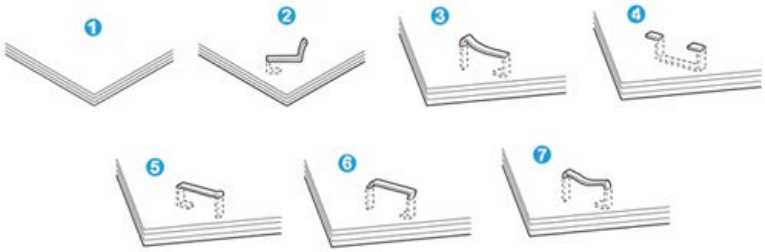
Note

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

Stapler Faults

Stapler Faults Overview

Follow the procedures provided when the output is not stapled or the staples are bent. Contact our Customer Support Center if the problem persists after you have tried the following solutions. Stapler faults on output may look similar to the ones shown in the following illustration.



1. No staple
2. Bent staple
3. One side of staple rising up
4. Staple bent in reverse direction
5. Flattened staple
6. Entire staple rising up
7. Staple rising up with the center pressed in

If the output is stapled as shown in the figure above, contact our Customer Support Center.

Note

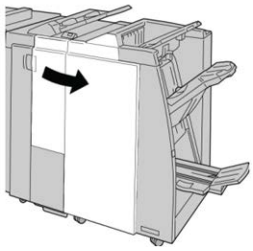
Depending on the type of paper that is being stapled, the stapled nails may be bent. If the bent nails are stuck inside the machine, they may eventually cause paper jams. Remove the bent staple when opening the staple cartridge cover. If you do not remove the bent staple, a staple jam may occur as a result. Use the staple cartridge cover only when removing the bent staple.

Staple Jams in the Basic Staple Cartridge

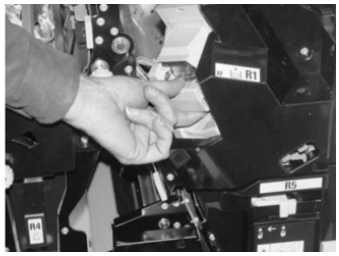
Note

Always check inside the finisher for any individual staples or staple remnants.

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



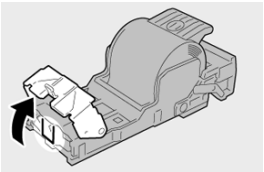
3. Grasp the Staple Cartridge handle located at **R1**, and pull out the staple cartridge from the finisher.



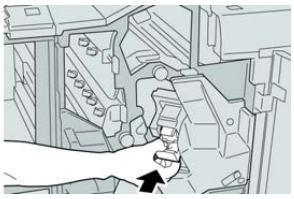
4. Check the inside of the finisher for any remaining staples, and if necessary, remove them.
5. Open the staple cartridge unit as shown and remove the jammed staple.

Warning

To avoid injury to your fingers, carefully remove the jammed staples from the cartridge.



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



7. Close the right cover on the finisher.

Note

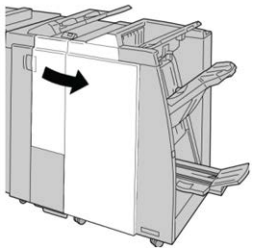
A message will display and the machine will not operate if the right cover is open even slightly.

Staple Jams in the Booklet Maker Cartridge

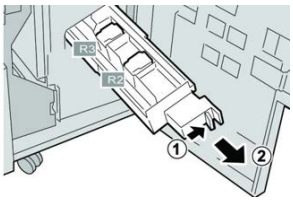
Note

Always check inside the finisher for any individual staples or staple remnants.

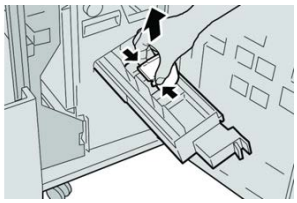
1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



3. While pressing the lever to the right, pull out the booklet staple cartridge unit.



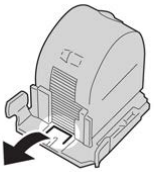
4. Hold the tabs of the staple cartridge unit by the tabs and lift to remove it.



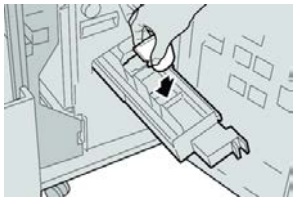
5. Remove the jammed staples from the cartridge.

Warning

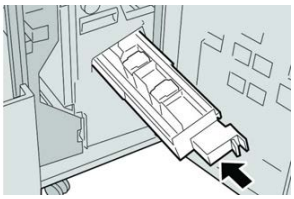
To avoid injury to your fingers, carefully remove the jammed staples from the cartridge.



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



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



8. Close the right cover on the finisher.

Note

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

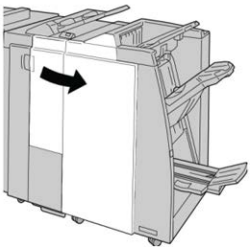
Reinserting the Basic Staple Cartridge

Use this procedure if the standard staple cartridge is inserted incorrectly into the machine.

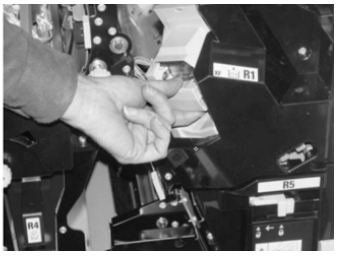
Note

Always check inside the finisher for any individual staples or staple remnants.

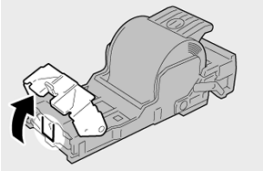
1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



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

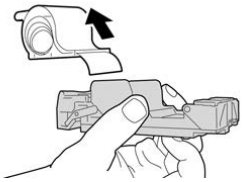


4. If necessary, open the staple cartridge unit as shown and remove the jammed staple.

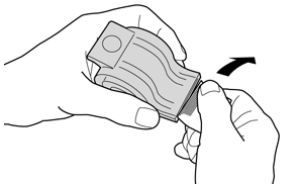


5. Move the lever on the rear of the staple cartridge unit in the downward direction.

6. While holding the lever down, turn over the unit and remove the staple cartridge from the unit.

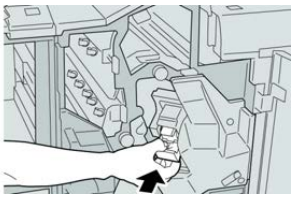


7. Detach the outside staples along the line.



8. Push a new staple cartridge into the unit.

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



10. Close the right cover on the finisher.

Note

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

Specifications for the Standard Finisher / Booklet Maker Finisher

Standard / Booklet Maker Finisher Specifications

Item	Specification
Tray Type	• **Top Tray**: Collated / Uncollated **Note** Transparencies can be sent to the TOP tray of the finisher ONLY. Transparencies cannot be sent to the stacker (middle) tray. • **Stacker (middle) Tray**: Collated / Uncollated (Offset available)
Supported Paper Size	**Top Tray**: • Maximum: SRA3, 13 x19 in., 12.6 x19.2 in., 330 x 488 mm (custom size) • Minimum: 100 x 148 mm (SEF), 4 x 6 in. (SEF), A6 (SEF) postcards **Stacker (middle) Tray**: • Maximum: 13 x 19 in. (330 x 488 mm), SRA3 • Minimum: B5, Executive (7.25 x 10.5 in.) **Optional C / Z Folder tray**: Supports A4 (SEF) and 8.5 x 11 in. (SEF) **Delivery to a supported third-party, DFA device**: • Maximum: 13 x 19 in., SRA3 • Minimum: B5, Executive (7.25 x 10.5 in.)

Item	Specification
Supported Paper Weight	Trays: • Top Tray: 55-350 gsm coated and uncoated • Stacker (middle) Tray: 55-300 gsm • Optional C / Z Folder tray: 64-90 gsm Delivery to a supported third-party, DFA device: 55-350 gsm
Tray Capacity	• Top Tray: 500 sheets • Stacker (middle) Tray: 2,000 sheets, 200 sets* • Optional C / Z Folder tray: Minimum 30 sheets *When using A4 LEF, B5 LEF, 8.5 x 11 in. LEF, 8 x 10 in. LEF, 7.5 x 10.5 in. LEF only. When using paper of other sizes, tray capacity is 1,500 sheets and 100 sets. **Tray may not support some paper types.
Stapling (variable length)	Maximum staple sheets: 100 sheets • When using paper of size larger than A4 or 8.5 x 11 in., the maximum number of sheets that can be stapled is 65. • Staple nails may bend when using certain paper types. Paper size: • Maximum: A3 / 11 x 17 in. • Minimum: B5, Executive (7.25 x 10.5 in.) Staple position: • 1 location: (front: angled stapling, center: parallel stapling, back: parallel stapling*) • 2 locations: (parallel stapling) • 4 locations: A4 (LEF) and 8.5 x 11 in. (LEF) parallel stapling *: Angled stapling for A3 and A4
Hole Punching	Supported paper size: • Maximum: A3 / 11 x 17 in. • Minimum: B5 LEF (2 holes), A4 LEF (4 holes) Number of holes: 2 and 3 (NA), 2 and 4 (Europe) Paper type: 55-220 gsm

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

C / Z Folder Specifications

Item	Specification
Z-Fold Half Sheet	• Z-paper size: 11 x 17 in. / A3, 10 x 14 in. / B4, 8K • Capacity: - Maximum: 80 sheets (A3 / 11 x 17 in. Xerox 20 lb. / 75 gsm paper Z folding) - 20 sheets for 8K and 10 x 14 in./B4 • Paper type: 16-24 lb. / 64-90 gsm • Output tray: Stacker (middle) tray
C-Fold Z-Fold	• Paper size: A4 / 8.5 x 11 in. • Number of sheets to be folded: 1 sheet • Capacity: Minimum 30 sheets (When using Xerox 20 lb. / 75 gsm paper.) • Paper type: 16-24 lb. / 64-90 gsm • Output tray: C / Z Folder tray
Single Fold	Refer to Booklet Creation / Single Fold specifications for more information

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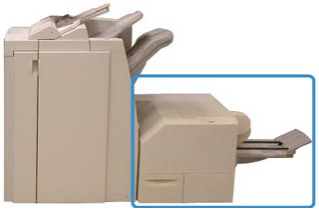
SquareFold Trimmer Module

SquareFold Trimmer Module Overview

The SquareFold Trimmer Module is an optional finishing device that flattens the spine of a booklet and performs face trim of the booklet.



The SquareFold Trimmer Module:

- Receives the booklet from the booklet maker area of the finisher
- Flattens the booklet spine, thereby reducing the booklet thickness and giving it the appearance of a perfect-bound book
- Trims / cuts away the face (edge) of the booklet, resulting in a neat finished edge

The booklet is assembled and stapled in the booklet area of the finisher. The booklet then enters the SquareFold Trimmer Module already assembled. Any adjustments to the image of the original and its placement on the booklet page must be set at the print server.

Note

Always refer to the Hints and tips section before using the SquareFold Trimmer Module. It provides helpful information on how to set up your job for best output results.

SquareFold Trimmer Module Specifications

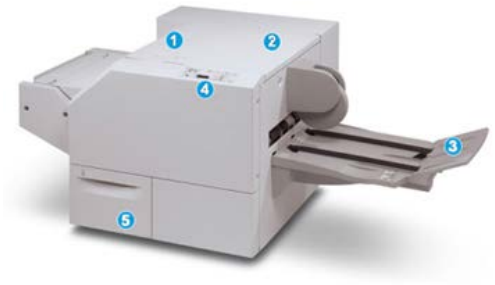
Item	Specifications
Paper size	• Maximum: 13 x 18 in. (330 x 457 mm) • Minimum: 8.5 x 11 in. / A4 SEF (216 x 270 mm) **Note** The SquareFold Trimmer Module requires both Interface Module and the Booklet Maker Finisher.
Trim capacity	• 5-20 sheet booklet (up to 80 imaged sides) at 24 lb. / 90 gsm • 5-25 sheet booklet (up to 100 imaged sides) at 200 lb. / 80 gsm Cut amount: 2-20 mm, adjustable in 0.1 mm increments
Paper weights	16 lb. bond-90 lb. cover
	64 to 300 gsm uncoated; 106 to 300 gsm coated

Note

Refer to the Booklet Maker Finisher specifications in this guide.

Identifying the Module Components

Main Components



The main components consist of:

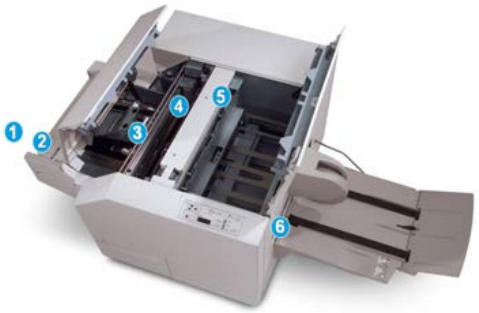
1. Top Left Cover: Open this cover to remove paper jams. The square fold mechanism is found in this area.
2. Top Right Cover: Open this cover to remove paper jams. The trimming mechanism is found in this area.

3. Booklet Output Tray: This tray receives square-fold booklet output from the finisher.
4. Control Panel: The module Control Panel consists of a mimic display, buttons, and various indicator lights.
5. Trimmer Waste Container: Collects scrap/waste from the trimmer. Pull open to remove and dispose of trimmer waste scraps.

Note

The top covers cannot be opened during normal operation or when the machine is idle. The covers can be opened only when an indicator is lit and a jam/fault occurs within the SquareFold Trimmer Module.

Module Paper Path

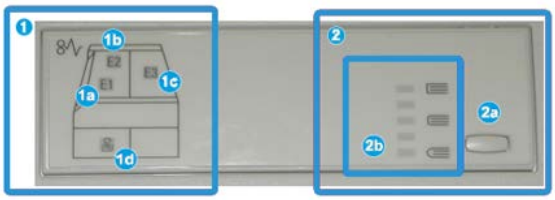


1. The booklet leaves the booklet area of the finisher and enters the SquareFold Trimmer Module.
2. The Booklet Exit sensor (in the SquareFold Trimmer Module) detects the lead edge (spine) of booklet and moves the booklet to the square fold area.
3. Once the booklet spine reaches the square fold area, the booklet is clamped and the square-folding operation begins.
4. The booklet is flattened and the spine squared according to the square-fold setting indicated on the control panel.
5. After the booklet is flattened and the spine squared, it is moved to the trimmer area.
   a. Based on the finished booklet size, the booklet is moved until the trail edge reaches the trimmer cutter.
   b. The trail edge is trimmed/cut (based on the finished booklet size entered for the Trimmer Mode Setting).
6. The booklet is then moved to the exit area where it is transported to the Booklet Output Tray.

Note

Booklets exiting/leaving the SquareFold Trimmer Module may contain trim remnants or scraps from the previously trimmed booklet. This is due to static electricity build-up and is normal. If booklets contain trim remnants / scraps, simply remove and discard them.

Module Control Panel



This area of the control panel consists of:

1. Fault indicators: These indicators light when a fault or jam occurs in a particular area of the SquareFold Trimmer Module.
   a. This indicator lights when a jam occurs as the booklet is leaving the exit area of the finisher.
   b. This indicator lights when a jam occurs in the square fold area.
   c. This indicator lights when a jam occurs in the trimmer area.

      Note

      If one of these indicators (1a, 1b, 1c) is lit, the top covers can be opened, and the jam / fault cleared; otherwise during normal operation or when the machine is idle, the top covers cannot be opened.

   d. This indicator lights when the Trimmer Waste Container is pulled out or when it is full.
2. Square Fold options: This area of the control panel consists of the:
   a. Settings button: Press this button to adjust the SquareFold setting.
   b. SquareFold options: Select the desired setting. These settings are discussed in detail in the SquareFold options section.

   Note

   The Square Fold options are available from your computer print driver, from the print server, or from the press User Interface (UI).

Square Fold Feature

The Square Fold feature is available only when the press is connected to both a finisher with a booklet maker and the SquareFold Trimmer Module.

The Square Fold feature can be selected or accessed from your computer print driver, the press User Interface (UI), or from the print server.

Note

The term Book Pressing is used synonymously with the terms Square Fold or Square Folding.

Square Fold Options

The Square Fold (Book Pressing) feature can be switched on or off based on user preference.

Note

Run one or more test prints before running large jobs.

The Square Fold options include the following:

- **On** / **Off**: Select **On** to use the Square Fold / Book Pressing feature. The default setting is **Off**.
- **Pressure Applied**: Select one of five options depending on your requirements for the finished booklet job.
  - Select the **+2 / Higher / High 2** setting when you want the most amount of pressure applied to the spine of the booklet. The more pressure applied, the more square the booklet spine will be. The greatest amount of pressure that can be applied to the booklet is +2.
  - Select the **+1 / High / High 1** setting when you want a greater amount of pressure applied to the spine of the booklet, but not as much as the +2 setting uses.
  - **Auto / Normal** is the default setting and is used for most jobs.
  - Select the **-1 / Low / Low 1** setting when you want less pressure applied to the spine of the booklet. The less pressure applied to the booklet, the more rounded the booklet spine will be.
  - Select the **-2 / Lower / Low 2** setting when your finished booklet is five pages or less and on lightweight paper (100 gsm or lower). The least amount of pressure that can be applied to the booklet is -2.

Trimmer Feature

The Trimmer feature is available when the press is connected to both a finisher with a booklet maker and the SquareFold Trimmer Module. The Trimmer feature can be selected / accessed from your computer print driver, the press User Interface (UI), or from the print server.

Trimmer Options

When using the Trimmer options, always consider the following:

- Booklets exiting the SquareFold Trimmer Module may contain trim remnants or scraps from the previously trimmed booklet. This may be due to static electricity build-up and is normal. If booklets contain trim remnants, simply remove and discard them.
- The Trimmer feature can be switched on or off. When the feature is on, you can adjust the trim setting in 0.1mm / 0.0039 inch increments depending on your requirements for the finished booklet job.

The Trimmer options include the following:

- **Trimming On / Off**: Switch **On** / **Off** the Trimming feature. The default setting is **Off**.
- **Cut to Size**: Use the **Left / Right Arrow** buttons to decrease or increase the trimmer setting. Adjustments are made in 0.1 mm / 0.0039 inch increments.

The trimmer setting is based on the following items:

- The number of sheets in the finished booklet
- The finished booklet width size
- The media type (coated or uncoated)
- The media weight

Note

Experiment with various settings to determine the best selections for your job. You may want to run one or more test prints before running larger jobs for best booklet output.

Note

Trim settings cannot be adjusted to remove less than 2 mm (0.078 in.) or more than 20 mm (0.787 in.) of edge material from the booklet. Adjustments less than 2 mm may produce poor trim quality. Adjustments greater than 20 mm result in no trimming to the booklet edge.

Trim Guidelines

The following table shows various scenarios using different paper weights, media types, and trim setting selections. Use this table as a guideline when selecting a trim setting for your specific job.

Note

The settings shown in the following table are provided as examples and are not meant to represent every possible job scenario; again, use this table as a guideline only.

Scenario number	Paper Size	Finished booklet size	Paper weight (lbs. / gsm)	Approximate trim setting (mm)	Number of pages in finished booklet
1	8.5 x 11 in. / A4 (210 x 298 mm)	5.5 x 8.5 in. / 149 x 210 mm	20 lbs. / 75 gsm	130	20
2	8.5 x 11 in. / A4 (210 x 298 mm)	5.5 x 8.5 in. / 149 x 210 mm	24 lbs. / 90 gsm	125	14
3	8.5 x 11 in. / A4 (210 x 298 mm)	5.5 x 8.5 in. / 149 x 210 mm	32 lbs. / 120 gsm	135	10
4	8.5 x 11 in. / A4 (210 x 298 mm)	5.5 x 8.5 in. / 149 x 210 mm	20 lbs. / 75 gsm	125	10
5	8.5 x 11 in. / A4 (210 x 298 mm)	5.5 x 8.5 in. / 149 x 210 mm	80 lbs. / 120 gsm	135	12
6	8.5 x 14 in. / B4 (250 x 353 mm)	8.5 x 7 in. / 250 x 176.5 mm	20 lbs. / 75 gsm	172	6
7	8.5 x 14 in. / B4 (250 x 353 mm)	8.5 x 7 in. / 250 x 176.5 mm	24 lbs. / 90 gsm	170	6
8	11 x 17 in. / A3 (297 x420 mm)	8.5 x 11 in. / A4 210 x 297 mm)	24 lbs. / 90 gsm	200	14
9	11 x 17 in. / A3 (297 x420 mm)	8.5 x 11 in. / A4 210 x 297 mm)	80 lbs. / 216 gsm	205	5
10	11 x 17 in. / A3 (297 x420 mm)	8.5 x 11 in. / A4 210 x 297 mm)	20 lbs. / 80 gsm	210	22
11	11 x 17 in. / A3 (297 x420 mm)	8.5 x 11 in. / A4 210 x 297 mm)	24 lbs. / 90 gsm	210	8
12	11 x 17 in. / A3 (297 x420 mm)	8.5 x 11 in. / A4 210 x 297 mm)	80 lbs. / 120 gsm	205	10
13	12 x 18 in. / 305 x 458 mm	6 x 9 in. / 152 x 229 mm	80 lbs. / 120 gsm	220	6
14	12 x 18 in. / 305 x 458 mm	6 x 9 in. / 152 x 229 mm	80 lbs. / 120 gsm	215	5
15	12 x 18 in. / 305 x 458 mm	6 x 9 in. / 152 x 229 mm	80 lbs. / 120 gsm	210	4

Scenario number	Paper Size	Finished booklet size	Paper weight (lbs. / gsm)	Approximate trim setting (mm)	Number of pages in finished booklet
16	12 x 18 in. / 305 x 458 mm	6 x 9 in. / 152 x 229 mm	28 lbs. / 105 gsm	220	16
17	12 x 18 in. / 305 x 458 mm	6 x 9 in. / 152 x 229 mm	80 lbs. / 120 gsm	210	14

Square Fold / Trimming Procedures

Selecting the Square Fold / Trimming Options for Network Print Jobs

The Square Fold feature and its related options can be accessed from either your computer's print driver or at the print server.

1. For jobs being sent from your computer, open the job in its application and select **File > Print**.
2. From the Print window, select the press and then **Properties**.
3. From the print server, locate the queue and double click on the job to open it, and select **Properties**.
4. Select the **Finishing and Output** area and ensure that the correct output tray is selected (**Booklet Maker Tray**).
5. Ensure that the correct **Stapling** / **Finishing** / **Folding** features are selected.
6. Select the desired **Square Fold** (Book Pressing) options.
   a) Select **On**.
   b) Select the desired pressure to be applied; refer to Square Fold Options.
7. Select the desired Trimming options.
   a) **On**
   b) Select the amount of trimming to be applied; refer to Trimmer Options.
8. Select **OK** to save selections and close the Properties window.
9. Submit the job to the press.

Selecting the Square Fold / Trimming Options for Copy Jobs

1. From the press User Interface (UI) select **Copy** and the **Output Format** tab.
2. Select either **Booklet Creation** or **Folding**.
3. From the Booklet Creation screen perform the following:
   a) Select **On**.
   b) Select **Fold & Staple**.

c) From the Booklet Creation - Fold & Staple screen, select either **Fold Only** or **Fold & Staple**.

To access the Square Fold feature, select the **Booklet Trimming / Pressing** button.

4. From the Folding screen, select **Single Fold**.
   a) Select **Fold as a Set**.
   b) Select **Booklet Trimming / Pressing** button to access the Square Fold (Book Pressing) feature.
5. Press **Start** on the press UI to begin the copy job.

Hints and Tips

Printing Full-Page Images on Booklets

When using full-page images, ensure that the finished booklet size accommodates any full-page images, and that when the booklet is trimmed, these images are not truncated.

The following are examples of a booklet with preprinted front/back covers with full page image but different size:

1 Printed on 8.5 x 14 in. / B4 paper

The front cover, which was trimmed, displays the entire image.

2 Printed on 8.5 x 11 in. / A4 paper

The image on the front cover is truncated after trimming it.

Before you print any booklet, consider the following:

- Image location on the original as it will no longer be centered. Do you need to shift images in order to ensure they fit on the finished booklet?
- What is the desired size of the finished booklet?
- Does the booklet contain full-page images?
- Are you using preprinted covers with full-page images?
- Are you trimming the booklet?

Follow These Tips

Follow these tips to ensure you get your desired output:

- Always run one or more test prints of your job before running a larger output quantity.
- Review your test prints for truncated images/text.
- If any images or text need shifting, use the various selections from your application's print driver; refer to your print driver's Help information.
- Remember: it may take one or more test prints before you achieve your desired output.

Problem Solving

Fault Codes - SquareFold Trimmer Module

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

Note

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

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

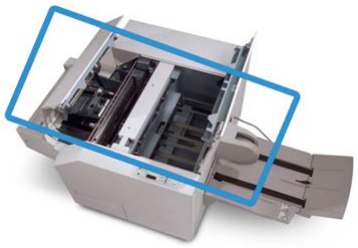
Fault code	Possible cause	Recommended solution
013-303, 013-304, 013-308	Open interlocks. A top cover or door is open. A jam or fault occurred with the Module	• If a jam, open the Top Left and Right Covers of the Finisher Module. • Carefully remove all sheets and paper scraps from jam clearance areas.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

SquareFold Trimmer Module Jam Clearance

Jam Clearance Overview

Note

The top covers cannot be opened during normal operation or when the machine is idle. The covers can be opened only when an indicator is lit and a jam/fault occurs within the SquareFold Trimmer Module.



The paper path is shown in the above illustration. If a jam occurs, the machine stops printing and a message may display on the press touch screen. Clear any paper jams along the paper path.

Note

To determine if the jam / fault is within the finisher or the SquareFold Trimmer Module, always begin troubleshooting at the SquareFold Trimmer Module.

Clearing Jams

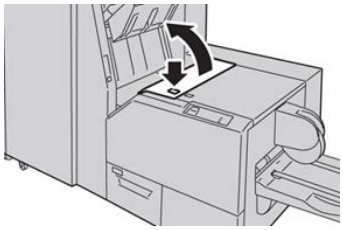
Use the following procedure to clear jams or faults and then resume printing:

1. Follow any instructions displayed on the press User Interface (UI) and the SquareFold Trimmer Module control panel.
2. Open the Top Left Cover and the Top Right Cover of the module and look for any jammed booklets in the paper path, and remove them.
3. Check for loose trim scraps in the paper path and remove them.
4. Close the Top Left and Right Covers.
5. Empty the Trimmer Waste Container. Ensure it is inserted completely.
6. Ensure that all covers on the module are closed.
7. If there is still a jam, open the finisher to look for paper jams along the finisher path.
8. If the press does not resume printing, follow the instructions displayed on the press UI.

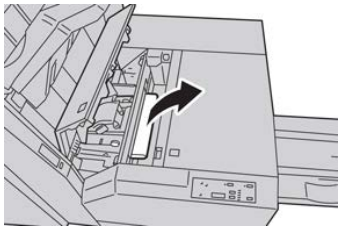
Clearing E1 / E2 Jams

Use the following procedure to clear jams when the E1 and / or E2 LED is lit on the SquareFold Trimmer Module control panel.

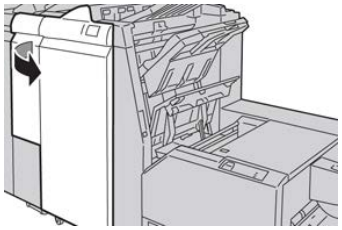
1. Make sure that the machine is not in operation, and press the button on the left cover of the Trimmer unit to open the cover.



2. Remove the jammed paper.

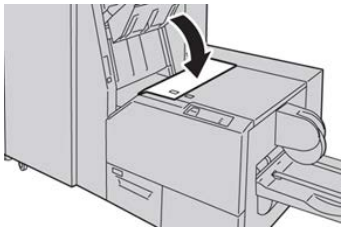


3. If you cannot remove the paper in Step 2, open the right cover of the finisher.



4. Turn the knob 4a to the right, and then remove the jammed paper.

5. Close the left cover of the Trimmer unit.



6. If you opened the right cover of the finisher in Step 3, close the cover.

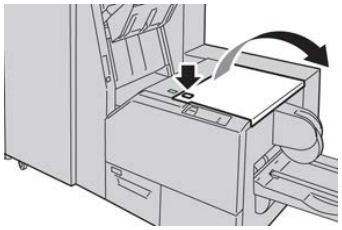
Note

A message will be displayed and the machine will not operate if the right cover of the finisher is even slightly open.

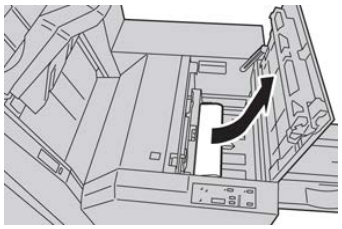
Clearing E3 Jams

Use the following procedure to clear jams when the E3 LED is lit on the SquareFold Trimmer Module control panel.

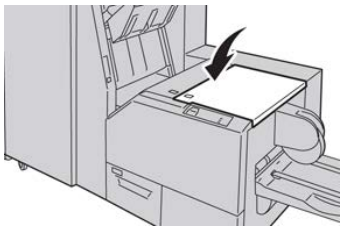
1. Make sure that the machine is not in operation, and press the button on the right cover of the Trimmer unit to open the cover.



2. Remove the jammed paper.



3. Close the right cover of the Trimmer unit.



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Standard Finisher Plus

Standard Finisher Plus Introduction

The Standard Finisher Plus acts as a communication device and provides a paper path between the press and any third-party, Document Finishing Architecture (DFA) device that is attached to the press.

Note

The Standard Finisher Plus requires either Interface Module or the Interface Cooling Module.

The Standard Finisher Plus provides the same features as the Standard Finisher with up to 2,000 sheet stacking capacity and includes a Finishing Transport Module. The Transport Module enables connectivity to third-party, Document Finishing Architecture (DFA) in-line finishing options.

Standard Finisher Plus Components

Standard Finisher Plus Main Components

Note

The Standard Finisher Plus requires either the Interface Module or the Interface Cooling Module.

The Standard Finisher Plus consists of these two modules:

1 Finisher Module

Output prints are fed from the press through the output path to the Finisher Module.

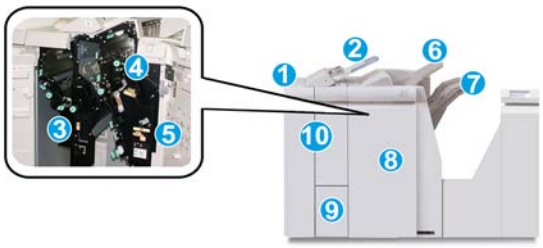
2 Finishing Transport

The Finishing Transport serves as an interface to transfer paper from the Finisher Module to the attached third-party output device. The Finishing Transport moves the paper from the Finisher Module to one of the three Finishing Transport exits. The height of the paper entry on the third-party, DFA device must align with the Finishing Transport Exit 1 or Exit 2.

Finisher Module

Finisher Module Main Components

The Finisher Module includes the following components:



1 Finisher Module

Output prints are fed from the press through the required Interface Module or Interface Cooling Module to the Finisher Module which then feeds the prints to the Finishing Transport for delivery to a third-party output device.

The optional C / Z Folder is also shown in the illustration.

2 Post-process Inserter (Tray 8 / T1)

This tray is standard on the finisher and is used to load preprinted stock (SEF or LEF) as separators and covers that will be inserted into the printed output. Paper loaded in this tray is not printed on. The tray holds up to 200 sheets when using 20 lb. / 75 gsm paper.

3 Punch Scrap Container

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

4 Standard Staple Cartridge

Contains staples. Remove this cartridge to replace staples and clear staple jams.

5 Staple Waste Container

Container for staple waste. Remove this container when full.

6 Top Tray

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

7 Stacker (middle) Tray

The Stacker Tray is used for offset and/or stapled output. It holds up to 2,000 sheets of 20 lb. / 80 gsm paper. This tray also receives prints when you punch and Z fold. As an option, both the Top Tray and Stacker Tray can be used for hole punched output.

8 Right Cover

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

9 C / Z Fold Output Tray (optional)

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

10 Left Cover

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

Folding Feature and Types

For information on the Folding refer to Folding Feature and Fold Types.

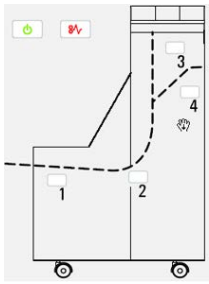
Post-Process Inserter (Tray T1)

For information on the loading media in the Post-Process Inserter (Tray T1), refer to Loading Paper / Tabs in the Post-Process Inserter (Tray T1).

Finishing Transport

Finishing Transport Main Components

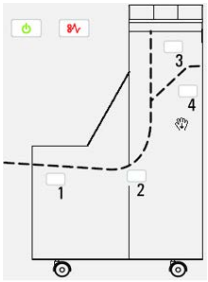
The Finishing Transport is comprised of the following components:

No.	Component	Function
1	Finishing Transport	The Finishing Transport serves as an interface to transfer paper from the Finisher Module and the attached third-party output device.
2	Finishing Transport status display 	This display indicates the status of the Finishing Transport and shows the locations of any paper jams.

No.	Component	Function
3	Finishing Transport front door	Open to clear paper jams and clean the paper path areas.

Finishing Transport Status Indicators

The mimic display indicates the status of the Finishing Transport and the location of the paper jams.



Location	LED Color	Status	Reason
Power indicator	Green	ON	The Finishing Transport power is on and functioning properly.
		OFF	The Finishing Transport power is off.
Fault indicator	Red	ON	May be one of the following: • Paper jam indication • Open front door
Area 1	Red	ON	Paper jam in Area 1
Area 2	Red	ON	Paper jam in Area 2
Area 3	Red	ON	Paper jam in Area 3
Area 4	Red	ON	Paper jam in Area 4

Standard Finisher Plus Maintenance

Consumable Supplies for the Standard Finisher Plus

Xerox supplies, paper, and throughput material can be ordered from Xerox by going to www.xerox.com.

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

Supply Item	Supply Unit Shipped with finisher/Reorder Quantity
Standard Staple Cartridge and Staple Waste Container	4 staple cartridges (5000 staples per cartridge) and 1 staple waste container per carton

Finisher Module Maintenance Procedures

For detailed instructions on maintaining the Finisher Module, refer to the following procedures:

- Replacing the Standard Staple Cartridge
- Replacing the Staple Waste Container
- Emptying the Punch Waste Container

Standard Finisher Plus Problem Solving

Fault Codes - Standard Finisher Plus

Fault Code	Possible Cause	Recommended Solution
013-108 to 013-110	The sensor or exit sensor in the Finishing Transport did not switch ON or did not switch OFF within a specified amount of time	1. Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them. 2. If necessary, power Off / On the press and rescan or resend your job. 3. If the fault persists, contact the Customer Support Center.
013-910, 013-911	Paper jam at the transport sensor or exit sensor (Finishing Transport)	1. Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them. 2. If necessary, power Off / On the press and rescan or resend your job. 3. If the fault persists, contact the Customer Support Center.

Fault Code	Possible Cause	Recommended Solution
051-100 to 051-111, 051-900	Paper jam	1. Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them. 2. If necessary, power Off / On the press and rescan or resend your job. 3. If the fault persists, contact the Customer Support Center.
051-210	Registration clutch solenoid fault	Power Off / On the press and resend / rescan the job. If the fault persists, contact the Customer Support Center.
051-211	Diverter solenoid fault	Power Off / On the press and resend / rescan the job. If the fault persists, contact the Customer Support Center.
051-300	Finishing Transport front door is open	Close the front door of the Finishing Transport.
051-310	Finishing Transport firmware fault upgrade	Power Off / On the press and resend / rescan the job. If the fault persists, contact the Customer Support Center.
051-910, 051-911	Either the DFA device is not ready or another fault has occurred with it	1. Refer to the DFA device user documentation and follow instructions to bring the device back online. 2. Power Off / On the press and resend / rescan the job. 3. If the fault persists, contact the Customer Support Center.
051-912	The DFA device is either full or out of supplies	Refer to the DFA device user documentation and follow instructions on how to clear the fault and replenish the supplies.

Fault Code	Possible Cause	Recommended Solution
051-913, 051-914, 051-915	Paper jam in the DFA device	1. Refer to the DFA device user documentation and follow instructions on how to clear the fault. 2. Set or change the profile value (refer to the DFA user documentation). 3. Power Off / On the press and resend / rescan the job. 4. If the fault persists, contact the Customer Support Center.

Paper Jam Procedures for the Finisher Module

Paper Jams in the Finisher Module

For detailed instructions on clearing paper jams in the Finisher Module, refer to the following procedures:

- Paper Jams in the Post-Process Inserter (Tray 8 / T1)
- Paper Jams at Finisher Top Tray
- Paper Jams at Finisher Stacker Tray
- For paper jams inside the **Finisher Left Cover**, refer to the following procedures:
  - Paper Jams at Lever 1a and Knob 1c
  - Paper Jams at Lever 1d
  - Paper Jams at Lever 1b
- For paper jams inside the **Finisher Right Cover**, refer to the following procedures:
  - Paper Jams at Lever 3b and 3d
  - Paper Jams at Lever 3e and Knob 3c
  - Paper Jams at Lever 3g and Knob 3f
  - Paper Jams at Lever 4b and Knob 3a
- For paper jams at the optional **C / Z Folder**, refer to the following procedures:
  - Paper Jams at Lever 2a and Knob 3a
  - Paper Jams at Lever 2b and Knob 2c
  - Paper Jams at 2c, 2e, 2f, and 2d
  - Paper Jams in Areas 4b and 4c
- For Standard Stapler jams and faults, refer to the following procedures:
  - Stapler Faults Overview

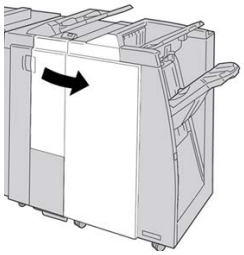
- Staple Jams in the Standard Staple Cartridge

Paper Jams in Areas 4b and 4c

Tip

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

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



3. Move the levers **4b** and **4c**; remove the jammed paper.

Note

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

4. Return the opened levers (**4b** and **4c**) their original positions.
5. Close the right cover on the finisher.

Note

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

Paper Jams in the Finishing Transport

Paper Jams in Area 1

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs. If paper is torn, check inside the Finishing Transport and remove it.

1. Open the Finishing Transport front door.

2. Grasp the green handle **1** and gently pull downwards.

3. Remove the jammed paper.

   For a paper jam at the exit of the Finisher Module and the entry of the Finishing Transport, remove it by pulling the paper towards the Finishing Transport.
4. Return the green handle **1** to its original position.
5. Close the Finishing Transport front door.
6. Ensure that the paper jam indication is cleared from the Finishing Transport status display.
7. Follow the instructions on the press to restart your print job.

Paper Jams in Area 2

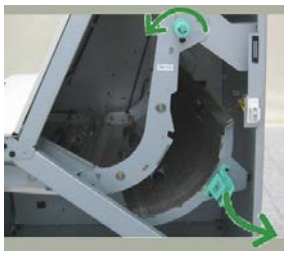
Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs. If paper is torn, check inside the Finishing Transport and remove it.

1. Open the Finishing Transport front door.

2. Grasp the green handle **2** and gently pull down and toward the right.



3. Remove the jammed paper.
4. If necessary, rotate the green knob in the direction shown to remove any jammed paper in this area.
5. Return the green handle **2** to its original position.
6. Close the Finishing Transport front door.
7. Ensure that the paper jam indication is cleared from the Finishing Transport status display.
8. Follow the instructions on the press to restart your print job.

Paper Jams in Area 3

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs. If paper is torn, check inside the Finishing Transport and remove it.

1. Open the Finishing Transport front door.

2. Grasp the green handle **3** and gently pull toward the left.

3. Remove the jammed paper.
4. Return the green handle **3** to its original position.
5. Close the Finishing Transport front door.
6. Ensure that the paper jam indication is cleared from the Finishing Transport status display.
7. Follow the instructions on the press to restart your print job.

Paper Jams in Area 4

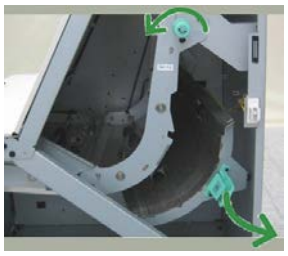
Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs. If paper is torn, check inside the Finishing Transport and remove it.

1. Open the Finishing Transport front door.

2. Grasp the green handle **4** and gently pull toward the right.



3. Remove the jammed paper.
4. Check for and remove any jammed paper between the Finishing Transport exit and the entrance to the attached third-party device.
5. Return the green handle **4** to its original position.
6. Close the Finishing Transport front door.
7. Ensure that the paper jam indication is cleared from the Finishing Transport status display.
8. Follow the instructions on the press to restart your print job.

Standard Finisher Plus Specifications

Finisher Module Specifications

Item	Specification
Tray Type	• Top Tray: Collated / Uncollated • Stacker (middle) Tray: Collated / Uncollated (Offset available)

Item	Specification
Supported Paper Size	Top Tray: • Maximum: SRA3, 13 x19 in., 12.6 x19.2 in., 330 x 488 mm (custom size) • Minimum: 100 x 148 mm (SEF), 4 x 6 in. (SEF), A6 (SEF) postcards Stacker (middle) Tray: • Maximum: 13 x 19 in. (330 x 488 mm), SRA3 • Minimum: B5, Executive (7.25 x 10.5 in.) Optional C / Z Folder tray: Supports A4 (SEF) and 8.5 x 11 in. (SEF) Delivery to a supported third-party, DFA device: • Maximum: 13 x 19 in., SRA3 • Minimum: B5, Executive (7.25 x 10.5 in.)
Supported Paper Weight	Trays: • Top Tray: 55-350 gsm • Stacker (middle) Tray: 55-300 gsm • Optional C / Z Folder tray: 64-90 gsm Delivery to a supported third-party, DFA device: 55-350 gsm
Tray Capacity	• Top Tray: 500 sheets • Stacker (middle) Tray: 2,000 sheets, 200 sets* • Optional C / Z Folder tray: Minimum 30 sheets *When using A4 LEF, B5 LEF, 8.5 x 11 in. LEF, 8 x 10 in. LEF, 7.5 x 10.5 in. LEF only. When using paper of other sizes, tray capacity is 1,500 sheets and 100 sets. **Tray may not support some paper types.
Stapling (variable length)	Maximum staple sheets: 100 sheets • When using paper of size larger than A4 or 8.5 x 11 in., the maximum number of sheets that can be stapled is 65. • Staple nails may bend when using certain paper types. Paper size: • Maximum: A3 / 11 x 17 in. • Minimum: B5, Executive (7.25 x 10.5 in.) Staple position: • 1 location: (front: angled stapling, center: parallel stapling, back: parallel stapling*) • 2 locations: (parallel stapling) • 4 locations: A4 (LEF) and 8.5 x 11 in. (LEF) parallel stapling *: Angled stapling for A3 and A4

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

C / Z Folder Specifications

Item	Specification
Z-Fold Half Sheet	• Z-paper size: 11 x 17 in. / A3, 10 x 14 in. / B4, 8K • Capacity: - Maximum: 80 sheets (A3 / 11 x 17 in. Xerox 20 lb. / 75 gsm paper Z folding) - 20 sheets for 8K and 10 x 14 in. / B4 • Paper type: 16-24 lb. / 64-90 gsm • Output tray: Stacker (middle) tray
C-Fold Z-Fold	• Paper size: A4 / 8.5 x 11 in. • Number of sheets to be folded: 1 sheet • Capacity: Minimum 30 sheets (When using Xerox 20 lb. / 75 gsm paper.) • Paper type: 16-24 lb. / 64-90 gsm • Output tray: C / Z Folder tray

Finishing Transport Specifications

Item	Specification
Paper size	7.16 x 19.2 in. / 182 x 488 mm, Process direction. Center Registered: 7.16 x 13 in. / 182 x 330.2 mm, Process direction
Paper weight	52-350 gsm
Transparencies / Coated paper	Transparencies / Coated Paper Stock can be used
Speed	50 to 155 prints per minute (ppm)

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