Book Version 1.0
April 2017
702P04576

Xerox® Versant® 180 Press

Optional Devices User Guide

BR4005

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1-Tray High Capacity Feeder (HCF / Tray 6), Letter-Size / A4 Only

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 Tray 6

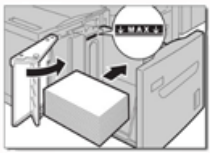
Tips about the 1-tray HCF (Tray 6):

- 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.

Tray 6 Troubleshooting

Tray 6 Paper Jams

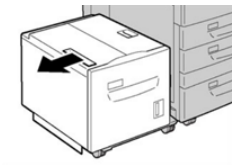
Clearing Paper Jams in the HCF (Tray 6)

1. Open Tray 6 and remove any jammed paper.

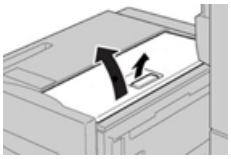
   Note

   If paper is torn, check for any torn pieces of paper inside the machine.

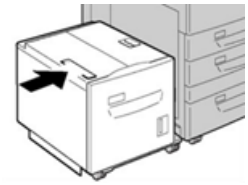
2. Gently close the tray.
3. Gently move Tray 6 to the left until it stops.



4. Grasp the top cover handle and open the top cover.

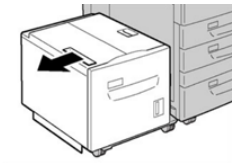


5. Remove any jammed paper from the top cover area of Tray 6.
6. Close the Tray 6 top cover.
7. Return Tray 6 to its original position.

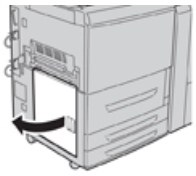


Clearing HCF Paper Jams in the Lower Left Cover

1. Gently move Tray 6 to the left until it stops.



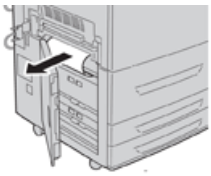
2. Gently open the lower left cover while gripping the release handle.



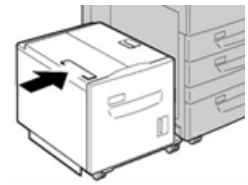
3. Remove the jammed paper.

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.



Tray 6 Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press UI. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

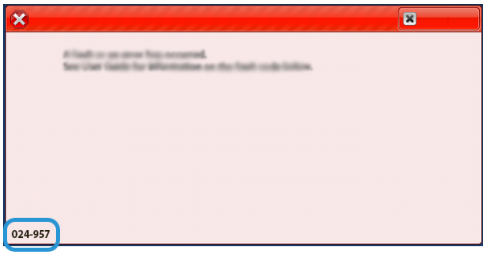
Tray 6 Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press UI.

The UI also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

Tray 6 faults are identified by the codes which start with the three-digit numbers "**024**" and "**078**."



Tray 6 Specifications

Item	Specification
Paper Capacity	2,000 sheets
Sheet Size	8.5 x 11 in. or A4

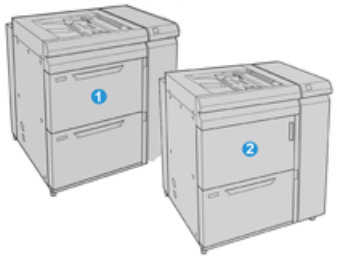
Item	Specification
Paper Weight	18 lb. bond to 80 lb. cover / 64-220 gsm (uncoated or coated)

2

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)

Paper and Media in Trays 6 and 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.

Loading Paper in 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.

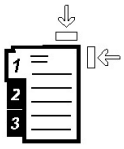
Loading Tabs in Trays 6 and 7

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 press UI.

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 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.

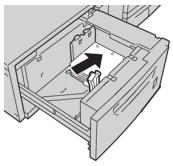
   Do not load materials above the MAX line located on the rear Edge Guide.

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.

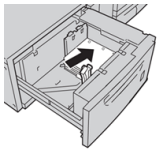
7. From the Paper Tray settings/Tray Properties window, enter the correct paper information, including size, type, weight and, if necessary, paper curl and/or alignment option.
8. Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

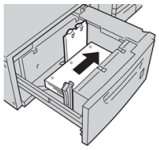
Loading Hole Punch Paper in Trays 6 and 7

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.

Postcard Bracket

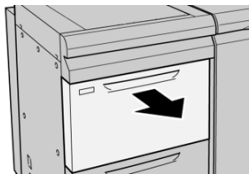
The Postcard bracket is delivered with the OHCF from manufacturing. The Postcard bracket allows you to print on smaller size media without requiring post-processing cutting or sorting. The Postcard bracket specifically accommodates 4 x 6 in. (101.6 x 152.4 mm) SEF media.

Using the Postcard Bracket

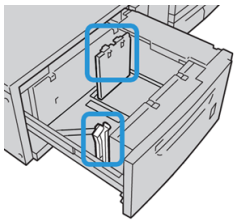
Use the following procedure for installing and using the Postcard bracket when printing on smaller media (4 x 6 in./101.6 x 152.4 mm).

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

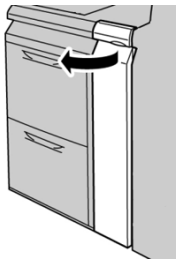
1. Slowly open one of the paper trays until it stops and remove the paper.



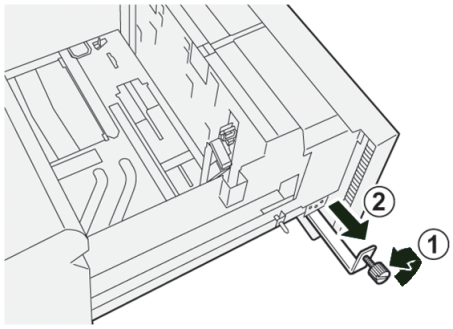
2. Move the paper guides out to their largest position.



3. Open the front cover of the OHCF.

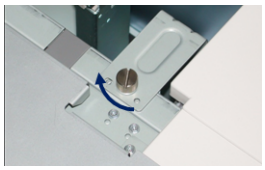


4. To remove the postcard bracket, loosen the screw on the left side of the tray (①) and remove the bracket (②).

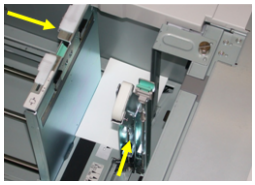


5. Install the Postcard bracket so that it sits on the locating pins on the upper frame and in the grooves on the bottom of the tray.

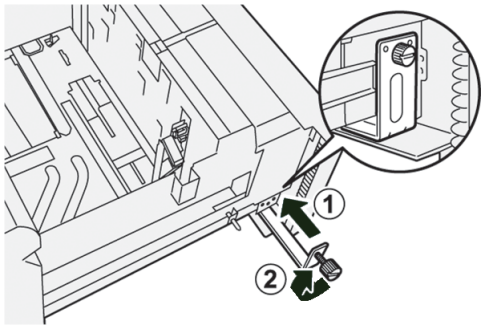
6. Tighten the thumb screw so it locks the Postcard bracket in place.



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

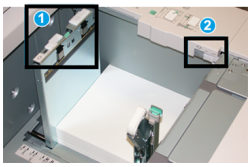


8. Close the paper tray and confirm the new settings on the press UI and if necessary at the print server.
9. Run your print job.
10. Upon completion of your print job, remove the postcard stock and the Postcard bracket from the tray.
11. Store the postcard bracket by inserting it into the storage area on the left side of the tray (①) and tightening the screw (②).



Skew Adjustment Levers for OHCFs (Trays 6/7 and 8/9)

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 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.

Trays 6/7 Maintenance

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:

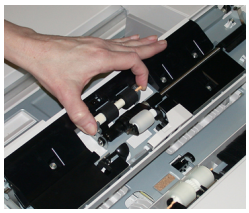
- Feed Roll
- Nudger Roll
- Retard Roll

Note

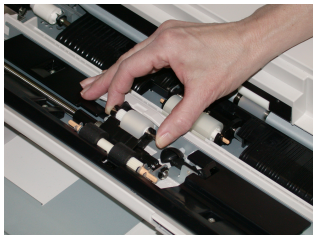
After you replace all of the feed rolls, contact your system administrator who will reset the HFSI usuage counter for these CRU components to zero (0).

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.

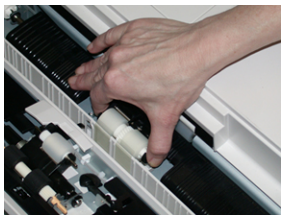
3. Remove and replace the feed roll by squeezing the metal shaft and lifting out.



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.

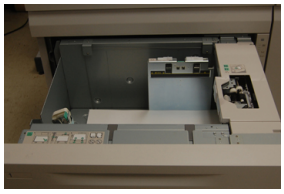
Use this procedure to replace the OHCF feed rolls, which includes:

- Feed Roll
- Nudger Roll
- Retard Roll

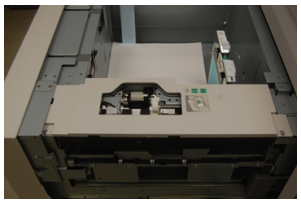
Note

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).

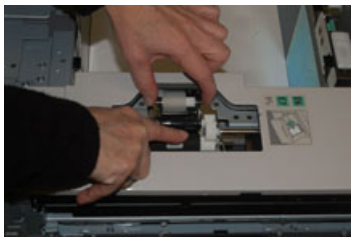
1. Pull open the top tray of the OHCF to access the feed components.



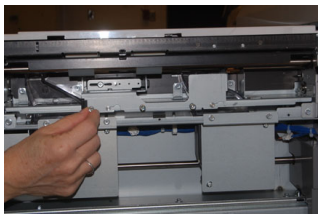
2. Notice the feed roll compartment on the right side panel of the drawer.



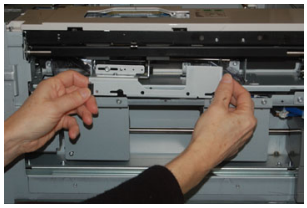
3. Remove the nudger roll by pushing down on the black tab with one hand (which raises the roll upward) and then squeezing the metal shaft on both ends with your other hand. Lift out the nudger roll.



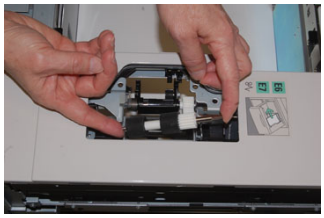
4. Replace the new roll by squeezing both ends of the metal shaft, and pushing down on the black tab, insert and release the roll ends into the notches.
5. Next, remove the retard roll assembly at the side of the feeder tray to access the retard roll. Unscrew the 3 thumbscrews.



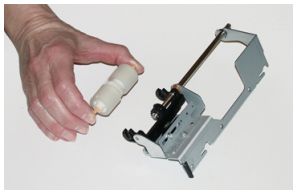
6. Slide the retard assembly all the way to the left so it is out of the slots. Pull the asssemly out towards you until completely removed from the tray. Set aside.



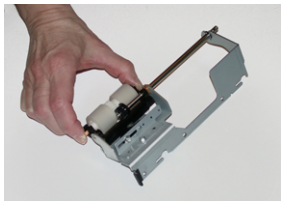
7. With the retard assembly out, access and remove the feed roll. To remove, squeeze both ends of the metal shaft and lift out. To replace, squeeze both ends of the new roll shaft, and insert and release the roll ends into the notches.



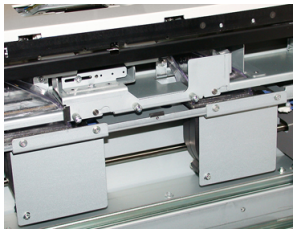
8. Finally, replace the retard roll. Squeeze the orange shafts of the retard roll and lift out of the assembly.



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**.

Trays 6/7 Troubleshooting

Trays 6/7 Paper Jams

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

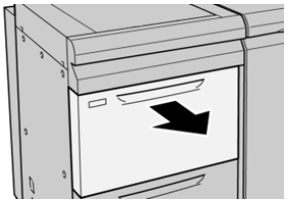
If paper is torn, check inside the press and remove it.

4. Close the Top Cover of the Bypass (Tray 5).

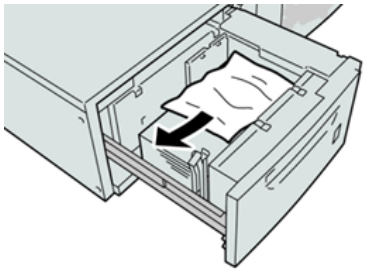
5. Reload paper into the tray and resume printing.

Paper Jams Inside the OHCF Trays (6 and 7)

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



2. Remove the jammed paper.



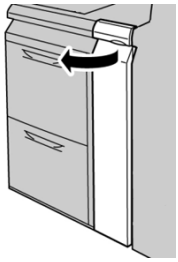
Note

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

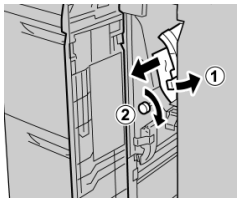
3. Gently push in the tray until it comes to a stop.

OHCF Paper Jams at Lever 1a and Knob 1c (Trays 6 and 7)

1. Open the front cover of the OHCF.



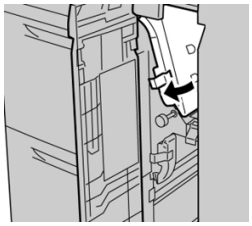
2. Move the lever **1a** to the right and turn the knob **1c** to the right. Remove the jammed paper.



Note

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

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



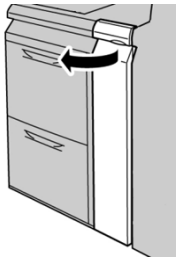
4. Close the front cover of the OHCF.

Note

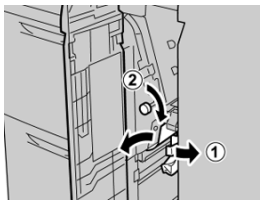
If the front cover of the OHCF is not completely closed, a message will appear and the machine will not operate.

OHCF Paper Jams at Lever 1b and Knob 1c (Trays 6 and 7)

1. Open the front cover of the OHCF.



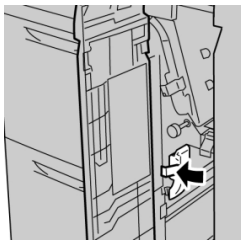
2. Move the lever **1b** to the right and turn the knob **1c** to the right. Remove the jammed paper.



Note

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

3. Return the lever **1b** to the original position.



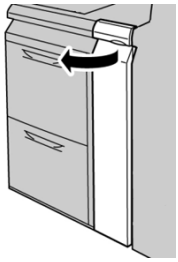
4. Close the front cover of the OHCF.

Note

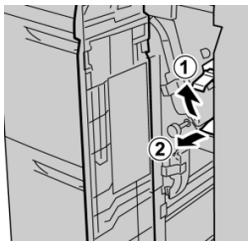
If the front cover of the OHCF is not completely closed, a message will appear and the machine will not operate.

OHCF Paper Jams at Lever 1d and Knob 1c (Trays 6 and 7)

1. Open the front cover of the OHCF.



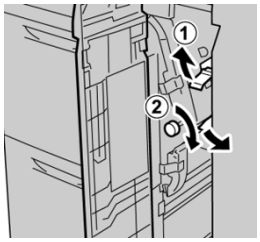
2. Move the lever **1d** upward and remove the jammed paper.



Note

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

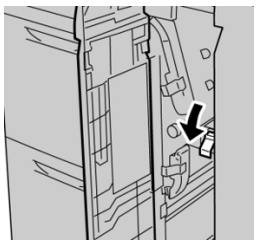
3. If the paper cannot be removed, turn the knob **1c** clockwise, and then remove the jammed paper.



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.

Trays 6/7 Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press UI. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

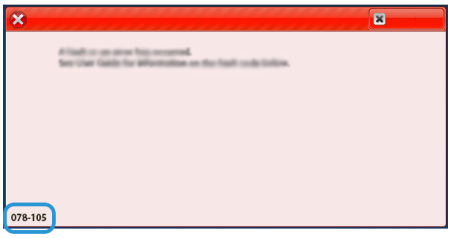
Trays 6/7 Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press UI.

The UI also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

Trays 6 and 7 faults are identified by the codes which start with the three-digit number "**078**."



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)

3

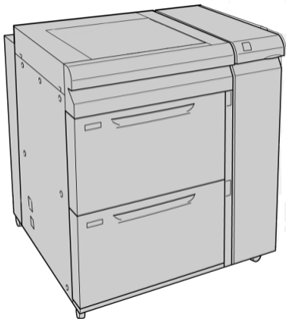
Chained (Second) Oversized High Capacity Feeder (OHCF / Trays 8 and 9)

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).

Paper and Media for Trays 8 and 9

Loading Paper in Trays 8 and 9

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.

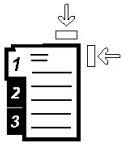
   The Paper Tray settings/Tray Properties window displays on the UI. You can view and set stock attributes and verify trays are assigned with the correct stock.
8. From the Paper Tray settings/Tray Properties window, enter or verify the correct paper information, including size, type, weight and, if necessary, 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 Trays 8 and 9

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 press UI.
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 Trays 8 and 9

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).

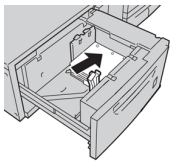
1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Fan the transparencies to stop them from sticking together before loading into the tray.
4. Load transparencies LEF on top of a small stack of same-size paper and align the strip edge of the transparency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

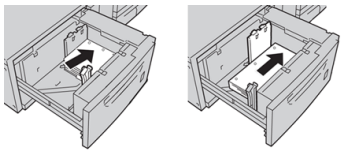
Loading Hole Punch Paper in Trays 8 and 9

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.
   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.

Tray 8/9 Maintenance

Replacing the Bypass Tray Feed Rolls for the OHCF (Trays 8 and 9)

Tip

The feed rolls for Tray 5 (Bypass) 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 following feed rolls for Tray 5:

- Feed Roll
- Nudger Roll
- Retard Roll

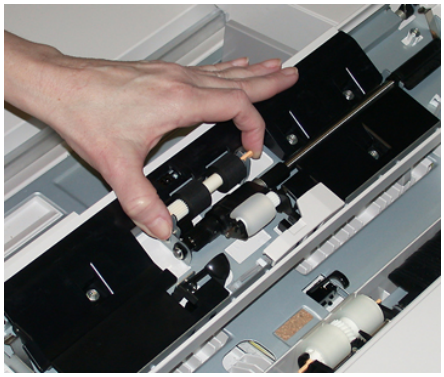
Note

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).

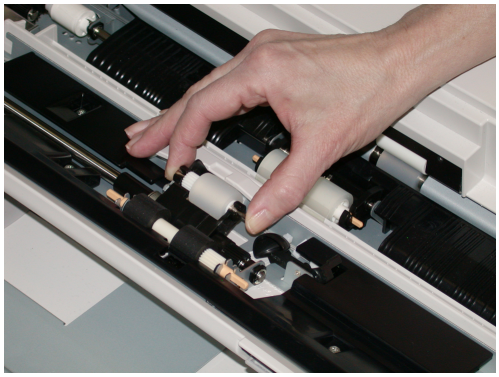
1. Locate and access the Tray 5 (Bypass); depending on your system configuration, it is on top of either Trays 6/7 or optional Trays 8/9.

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 bypass roll items 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 Trays 6/7 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.

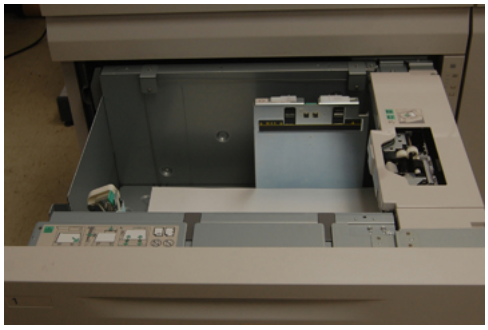
Use this procedure to replace the feed rolls, which includes:

- Feed Roll
- Nudger Roll
- Retard Roll

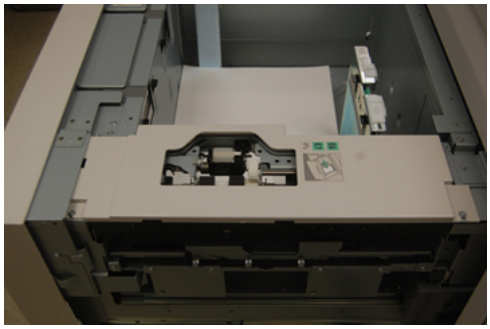
Note

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).

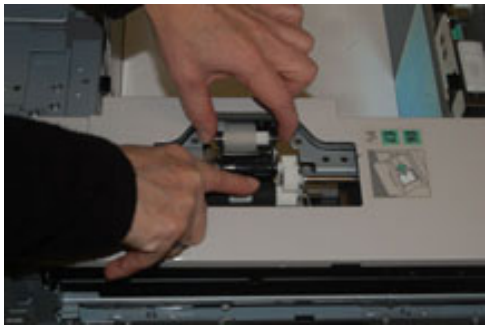
1. Pull open the top tray to access the feed components.



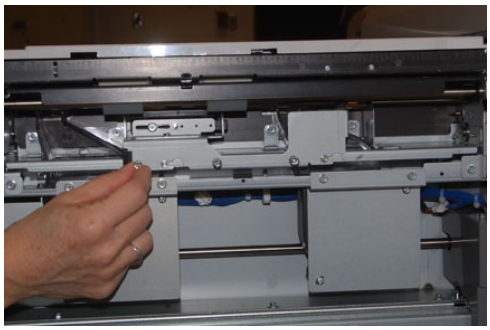
2. Notice the feed roll compartment on the right side panel of the drawer.



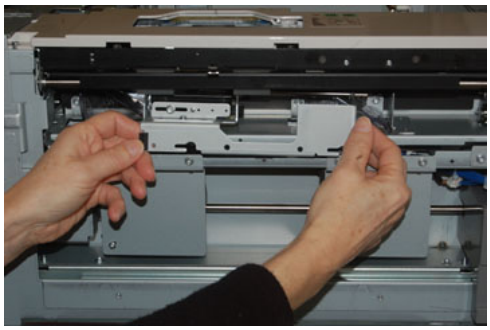
3. Remove the nudger roll by pushing down on the black tab with one hand (which raises the roll upward) and then squeezing the metal shaft on both ends with your other hand. Lift out the nudger roll.



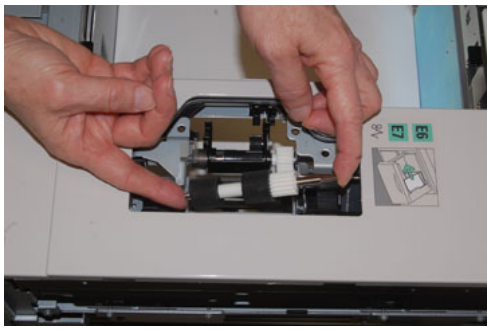
4. Replace the new roll by squeezing both ends of the metal shaft, and pushing down on the black tab, insert and release the roll ends into the notches.
5. Next, remove the retard roll assembly at the side of the feeder tray to access the retard roll. Unscrew the 3 thumbscrews.



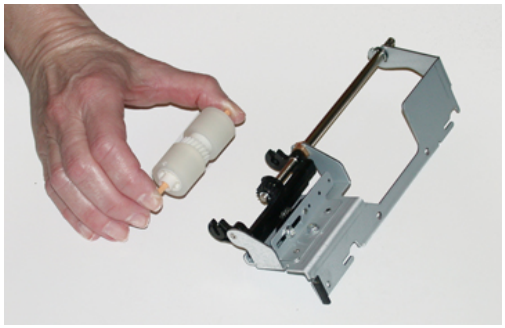
6. Slide the retard assembly all the way to the left so it is out of the slots. Pull the assembly out towards you until completely removed from the tray. Set aside.



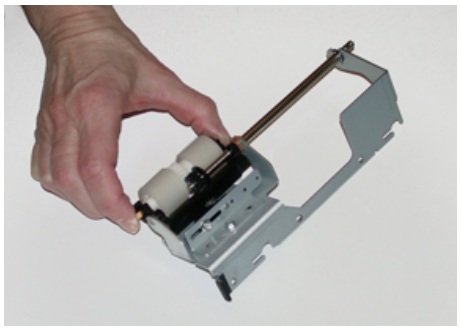
7. With the retard assembly out, access and remove the feed roll. To remove, squeeze both ends of the metal shaft and lift out. To replace, squeeze both ends of the new roll shaft, and insert and release the roll ends into the notches.



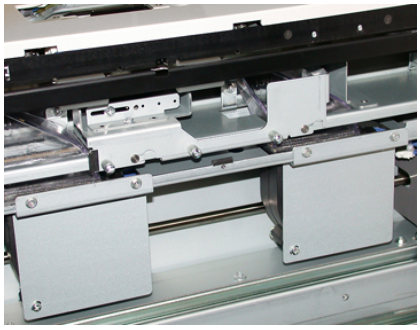
8. Finally, replace the retard roll. Squeeze the orange shafts of the retard roll and lift out of the assembly.



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 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**.

Trays 8 and 9 Troubleshooting

Trays 8/9 Paper Jams

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).

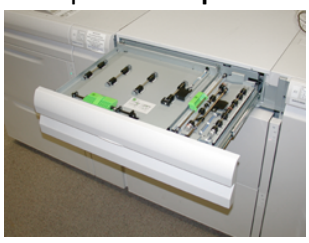
3. Remove any jammed paper.

Note

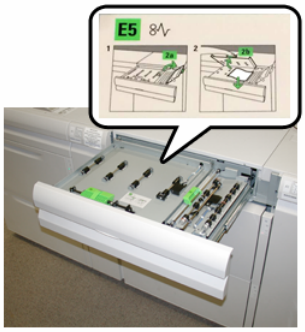
If paper is torn, check inside the press and remove it.

4. Close the Top Cover of the Bypass (Tray 5).

5. Pull open the **Top Drawer** (located at the top of Trays 6 and 7).



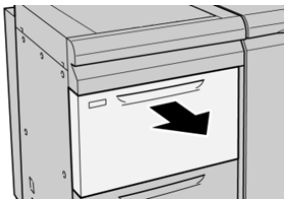
6. Lift levers **2a** and **2b**, and remove any paper jams.



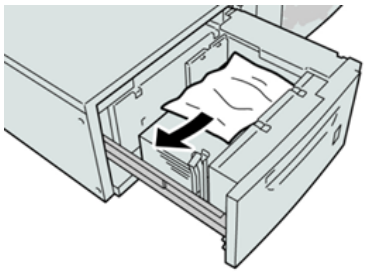
7. Close levers **2a** and **2b**.
8. Close the **Top Drawer**.
9. Reload paper into the tray and resume printing.

Paper Jams Inside Trays 8 and 9

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



2. Remove the jammed paper.



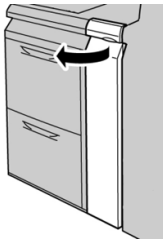
Note

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

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

Trays 8 and 9 Paper Jams at Lever 1a and Knob 1c

1. Open the front cover of the feeder module.



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.

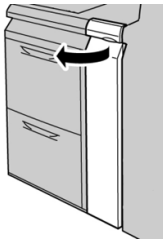
3. Return the lever **1a** to the original position.
4. Close the front cover of the feeder module.

Note

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

Trays 8 and 9 Paper Jams at Lever 1b and Knob 1c

1. Open the front cover of the feeder module.



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.

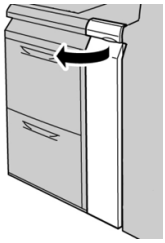
3. Return the lever **1b** to the original position.
4. Close the front cover of the feeder module.

Note

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

Trays 8 and 9 Paper Jams at Lever 1d and Knob 1c

1. Open the front cover of the feeder module.



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 feeder module.

Note

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

Trays 8/9 Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press UI. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

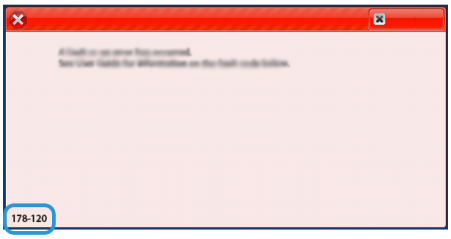
Trays 8/9 Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press UI.

The UI also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

Trays 8 and 9 faults are identified by the codes which start with the three-digit number "**178**."



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.

4

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.

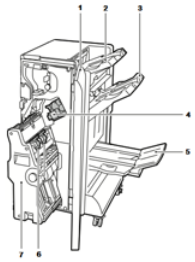
Business Ready (BR) Finisher without Booklet Maker

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

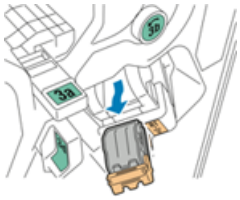
CRUs (Supply Item)	Reorder Quantity	Approximate Print Yield (Full Color 8.5x11/A4 Prints)
Business Ready (BR) Finisher Staple Cartridge	1 Staple Cartridge	5,000 staples per cartridge
Business Ready (BR) Finisher with Booklet Maker Staple Cartridge	4 pack: 5,000 staple re-fills each	5,000 staples per cartridge

CRUs (Supply Item)	Reorder Quantity	Approximate Print Yield (Full Color 8.5x11/A4 Prints)
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

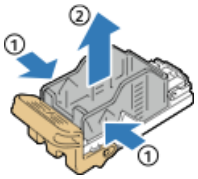
Replacing Staples in the Main Stapler Unit

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.

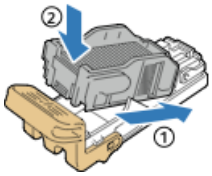
3. Grip the staple cartridge by the orange handle and pull it firmly toward you to remove it.



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)**.

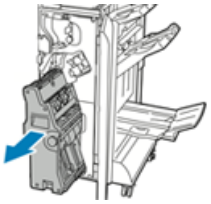


6. Close the front door of the Business Ready Finisher.

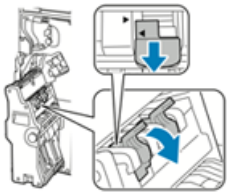
Replacing Staples in the Booklet Maker

1. Open the front door of the Business Ready Finisher.

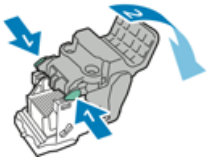
2. Grasp the booklet maker handle and pull the unit toward you until the staple cartridges appear on the top edge of the device.



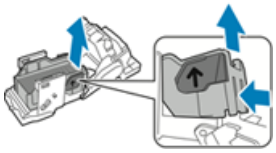
3. To remove the staple cartridge from the booklet maker, push down on the staple cartridge handle as shown, then pull the cartridge out and up.



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.

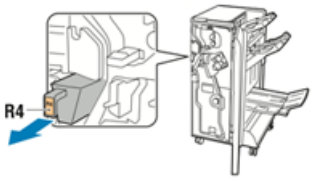
Emptying the Hole Punch Waste Container

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.

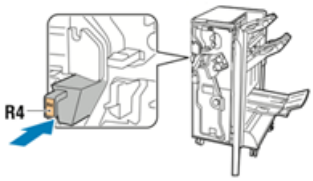


- Wait 10 seconds before reinserting the container into the printer. The hole punch counter resets after 10 seconds.

- 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.



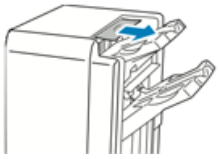
5. Close the front door of the Business Ready Finisher.

BR Finisher Troubleshootinng

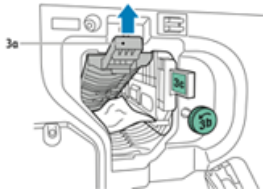
BR Finisher Paper Jams

Clearing Jams in the BR Finisher at Position 3a

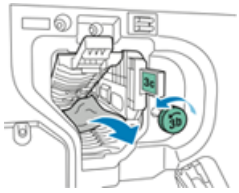
1. If the paper is visible at the output tray exit, remove the paper by pulling it gently in the direction shown.



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.

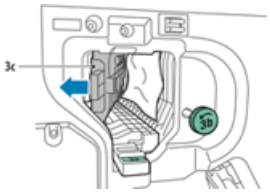
- If the paper is inaccessible, or if the press User Interface (UI) prompts you to release the paper, turn green handle knob **3b** in the direction shown.

5. Return green handle **3a** to its original position.

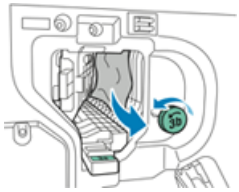
6. Close the front door of the Business Ready Finisher.

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.

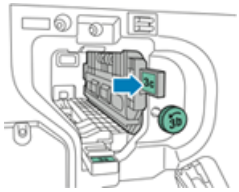


3. Carefully remove the paper.



- 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.

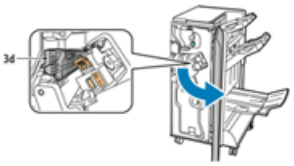
4. Return green lever **3c** to its original position.



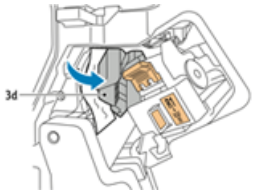
5. Close the front door of the Business Ready Finisher.

Clearing Jams in the BR Finisher at Position 3d

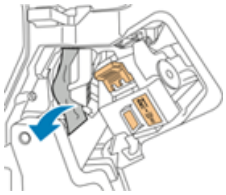
1. Open the front door of the finisher, and locate green lever **3d**.



2. Move green lever **3d** to the right.



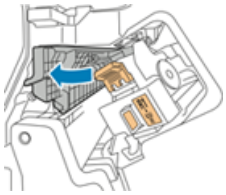
3. Carefully remove the paper.



Note

If the paper is torn, remove all pieces from the finisher.

4. Return green lever **3d** to its original position.

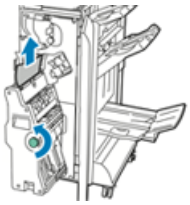


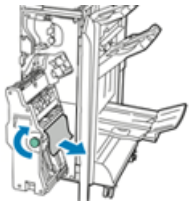
5. Close the front door of the Business Ready Finisher.

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.

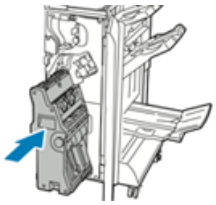




Note

If the paper is torn, remove all torn pieces from the finisher.

4. Return unit **4** to its original position.

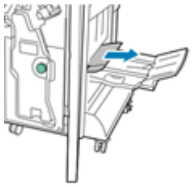


5. Close the front door of the Business Ready Finisher.

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 Fault Messages and Fault Codes

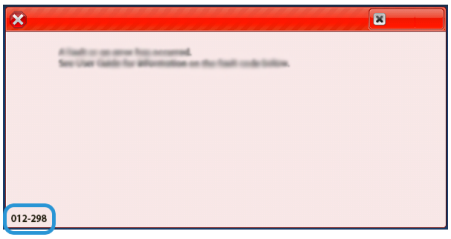
When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press UI. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press UI.

The UI also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

BR Finisher and Booklet Maker faults are identified by the codes which start with the three-digit number "**012**."



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

Item	Specification
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)
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

5

Interface Decurler Module / Interface Decurler Module with ILS

The Interface Decurler Modules (IDM) are optional finishing devices that is used in conjunction with other optional finishing devices.

Two Interface Decurler Modules are available with the Versant 180 Press:

- Interface Decurler Module (IDM)
- Interface Decurler Module (IDM) with Inline Spectrophotometer (ILS)

The Interface Decurler Modules provide the following functions:

- Communication between the press and the attached finishing device
- An aligned paper path between the press and the attached finishing device, and
- Cooling and decurling of the paper as it exits the press.

Finishing Devices that Require an IDM

The following finishing devices require either the Interface Decurler Module or the Interface Decurler Module with ILS:

- Inserter
- GBC AdvancedPunch
- High Capacity Stacker (HCS)
- Two-Sided Trimmer
- C/Z Folder
- Production Ready (PR) Finisher
- PR Booklet Maker Finisher
- PR Finisher Plus
- SquareFold Trimmer Module (which requires the PR Booklet Maker Finisher)

Optional Performance Package and IDM with ILS

Note

If the optional Performance Package is purchased, the Interface Decurler Module with ILS is required (regardless of any additional finishing devices).

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: 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)** software: 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)** - which is included with the IDM with 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.

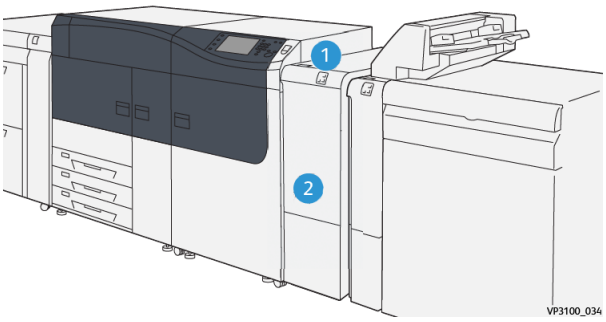
- Besides the Inline Spectrophotometer (ILS), the Interface Cooling Module contains additional cooling to support the higher speeds of the press when running at higher speeds, and a Decurler to ensure flat sheets for finishing.

- **Xerox EX 180 Print Server**
- **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 Decurler Module with ILS include these finishers and their options:

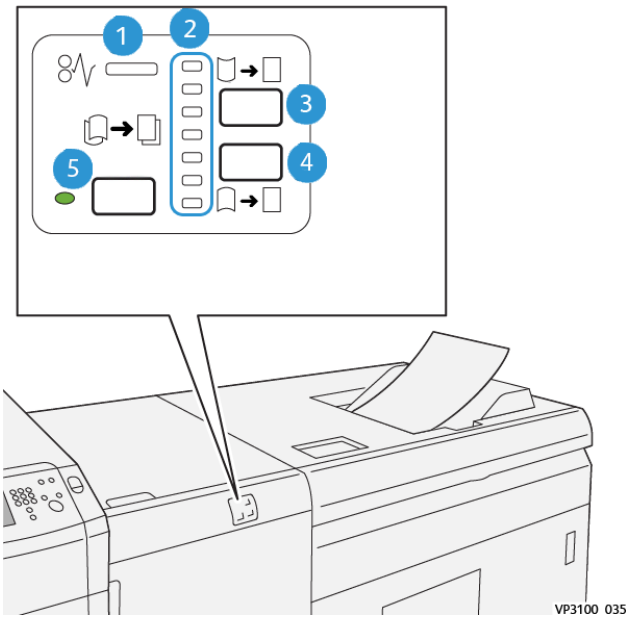
   - Inserter
   - GBC AdvancedPunch
   - High Capacity Stacker (HCS)
   - Two-Sided Trimmer
   - C/Z Folder
   - Production Ready (PR) Finisher
   - PR Booklet Maker Finisher
   - PR Finisher Plus
   - SquareFold Trimmer Module (which requires the PR Booklet Maker Finisher)
   - Plockmatic Pro 35 and Plockmatic Pro 50 (which requires the PR Finisher Plus)

Interface Decurler Module (IDM) Components



1. Paper Jam / Error Indicator Panel
2. IDM Front Cover

IDM Control Panel

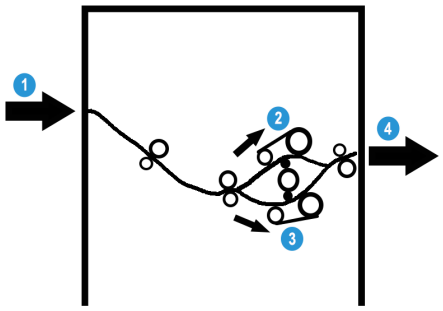


1. Paper Jam / Error Indicator
2. Curl Up/Down Indicators
3. Manual Curl Up Button
4. Manual Curl Down Button
5. Auto Curl Button and Indicator

IDM Curl Correction

Tip

The purpose of this curl correction is to fix paper curl as it leaves the press but before it reaches the next inline-finishing device. Use the IDM curl correction feature while the press is printing.



1. Printed Media from the Press
2. IDM Up-Curl Paper Path
3. IDM Down-Curl Paper Path
4. Printed Media From IDM to Inline Finishing Device

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

- System default (**Auto** on)
- Manual selections made from the IDM control panel

Based on the IDM paper curl correction settings, the 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.

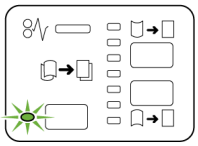
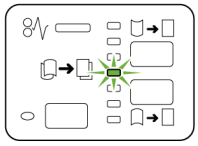
If you want to quickly, and at the point-of-need, adjust the paper curl on the printed output, use the manual curl up or down buttons. If the printed output contains too much curl after using these buttons, refer to the *System Administration Guide*, the section entitled "*Custom Paper Settings*, *Adjust Paper Curl*."

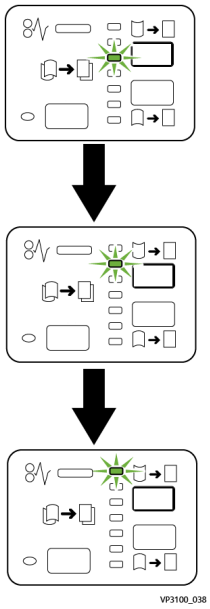
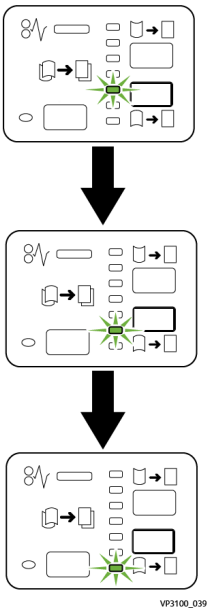
From the IDM decurler, the print media is cooled and routed from the IDM to the optional finishing device that is next inline and connected to the press.

IDM Curl Correction Modes and Functions

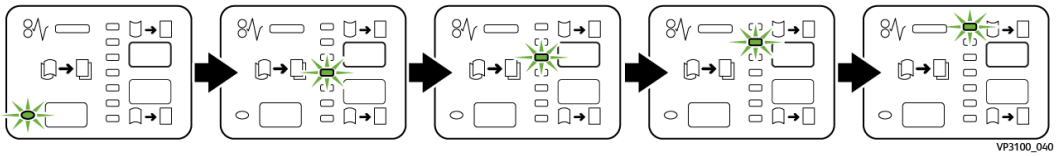
Note

When an IDM curl correction mode is selected, the new mode is applied to the next sheet that is delivered to the IDM.

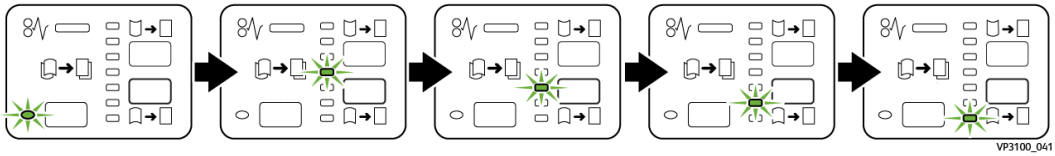
Indicator	Mode	Function
 VP3100_036	Auto	This is the default mode. • Automatically corrects the paper curl by selecting the curl direction and amount. This is based on the paper size and orientation, and the finishing device that is receiving the output. • When **Auto** is selected, the indicator to the right of the button is lit. • This mode has seven automated settings for controlling paper curl: three up-curl settings, three down-curl settings, and off. • When using the **Auto** mode, an indicator momentarily flashes on the control panel. This indicates the preselected curl direction and amount that is being applied to the paper.
 VP3100_037	Off	When this indicator is lit, for either the Auto or Manual modes, no curl correction is applied to the printed output.

Indicator	Mode	Function
	Manual Upward Curling	• When the printed output is curled upwards, select the curl-up button. • There are three upward curl correction values. • The top three indicators show which level of upward curl correction is selected. • The top indicator is the highest amount of upward curl correction that can be applied to a printed output.
	Manual Downward Curling	• When the printed output is curled downwards, select the curl-down button. • There are three downward curl correction values. • The top three indicators show which level of downward curl correction is selected. • The bottom indicator is the lowest amount of downward curl correction that can be applied to a printed output.

Pressing the curl-up button changes the curl correction levels as shown:

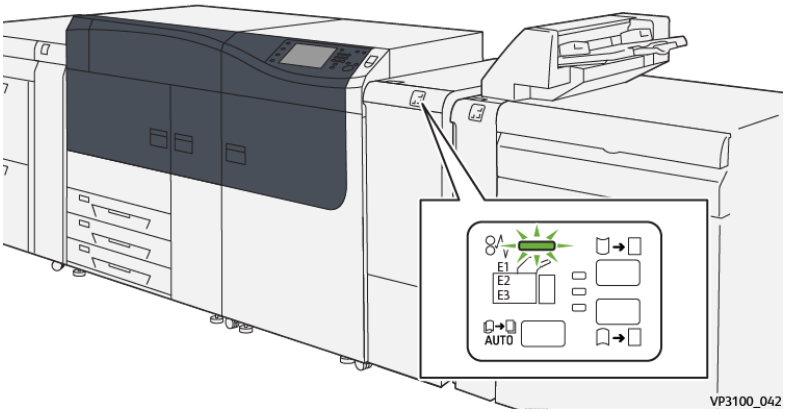


Pressing the curl-down button changes the curl correction levels as shown:



IDM Troubleshooting

IDM Paper Jams



The following occurs when there is an fault, such as paper jams, open doors or covers, or a press malfunction:

- The press stops running and an fault message displays on the press touch screen.
- The message includes a graphical illustration showing the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams may occur in multiple areas of the press and any optional devices connected to the press. When this happens, the graphical illustration changes to show the multiple locations and the required corrective actions.
- Additionally, if a fault occurs with an optional device, an indicator lights on that device's control panel and shows the corresponding area on the device where the fault occurred.

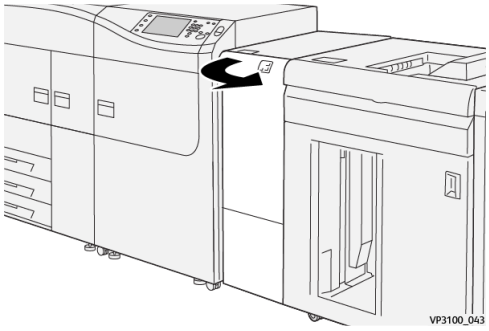
Always refer to the following information when clearing paper jams:

- Do not power off the press when removing paper jams.
- 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.

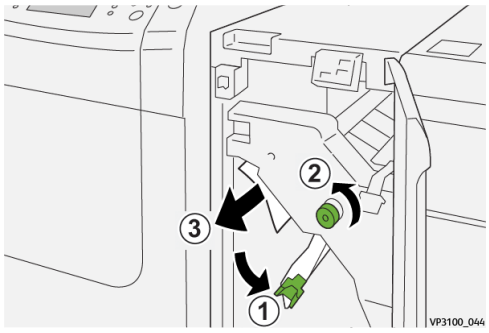
- Clear all paper jams before resuming print jobs.
- Do not touch components inside the press. This can cause print defects.
- Ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with print jobs.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- After removing paper jams, close all doors and covers. The press cannot print when doors or covers are open.
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to display on the press touch screen. To clear any remaining jams, refer to the press touch screen for instructions and information.

Clearing IDM Paper Jams

1. Open the IDM front cover.



2. Remove jammed paper:



a) Open lever **1a** downward ①.

b) Turn knob **1b** counterclockwise ②.

Important

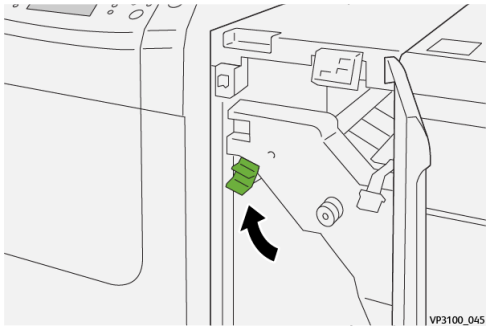
To ensure the jammed paper exits the area, turn the knob a minimum of ten (10) times or more.

c) Remove the jammed paper ③.

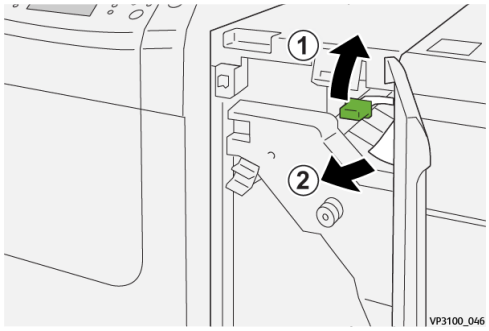
Important

Remove the jammed paper by carefully pulling it out of the area.

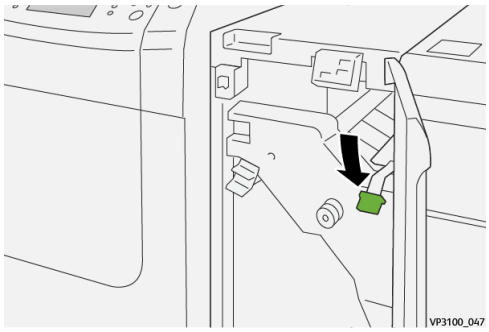
3. Return lever **1a** to its original position.



4. If you encounter difficulty when removing jammed paper, open lever **1c** upward ① and carefully remove jammed paper ②.



5. Return lever **1c** to its original position.



6. Close the IDM front cover.
7. If required, follow the instructions on the press touch screen to clear other areas of the system.

IDM Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Note

For information about faults and fault messages, refer to the press *User Guide, Troubleshooting* chapter.

IDM Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

IDM faults are identified by the codes which start with the three-digit number "**048**."

6

Inserter

Note

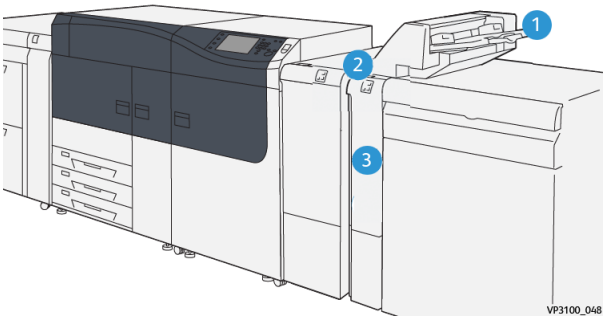
This optional finishing device requires an Interface Decurler Module.

Use the Inserter to load stock, such blank, preprinted, or special stock, which is inserted into the finished output. This stock serves as separators and covers for the finished output. Paper fed from the Inserter is not printed on; however, the paper is placed into the printed output at selected locations.

Note

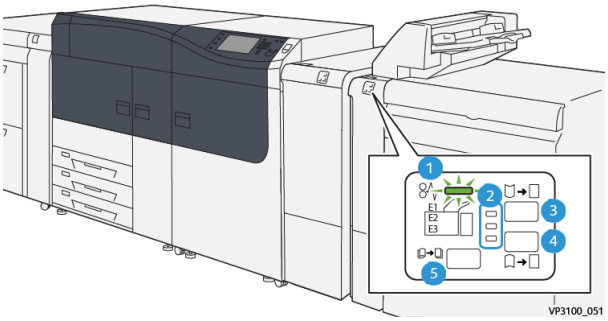
The Inserter sometimes is referred to as the “post-process inserter” and/or the “interposer.”

Inserter Components



1. Tray T1 (Inserter Tray)
2. Inserter Control Panel
3. Inserter Front Cover

Inserter Control Panel



Number	Component	Description
1	Paper Jam / Error Indicator	This indicator lights when a paper jam occurs in the Inserter.
2	Curl Up/Down Indicators	Similar to the Interface Decurler Module (IDM), these indicators show the direction of the curl correction. However, there are only three curl correction options for the Inserter: • One upward curl correction; this is the top indicator. • One downward curl correction; this is the bottom indicator. • Off (no curl correction); this is the middle indicator.
Important Use one of the following buttons only if paper curl continues after setting the curl correction level to the highest or lowest setting on the Interface Decurler Module (IDM).		
3	Manual Curl Up Button	When the printed output is curled upwards, select the curl-up button.
4	Manual Curl Down Button	When the printed output is curled downwards, select the curl-down button.
	Auto Curl Button	Automatically corrects the paper curl by selecting the curl direction and amount.

Paper and Media for Inserter Tray T1

Tip

Paper fed from the Inserter is not printed on; however, the paper is placed into the printed output at selected locations.

Supported Paper for the Inserter Tray T1

Paper Size	Paper Weight	Tray Capacity
7.2 x 5.8 in. / 182 x 148 mm – 13 x 19.2 in. / 330 x 488 mm (A3)	52-350 gsm uncoated / 72-350 gsm coated *	250 sheets (based on Colotech+90)

*

Note

Use Tray 5 when combining the following paper types and saddle stitch / bi-fold:

- Coated paper weighing 127 g/m^2 or less
- Blank sheets (unprinted paper) weighing 80 g/m^2 or less

If a tray other than Tray 5 is used, the combination may cause misalignment of folding positions and wrinkle.

Loading Paper in Inserter Tray T1

Before using tray T1, review the following guidelines:

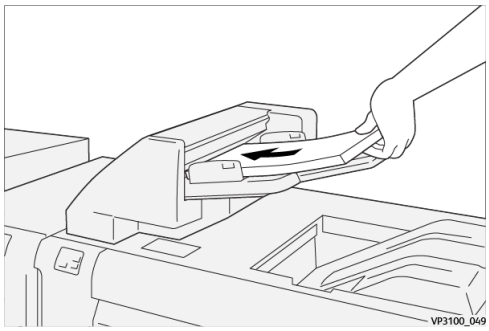
- Remove any remaining paper from the tray.
- Load all the paper required for the job into the tray.
- To use saddle stitch / bi-fold options, ensure that the paper loaded in the main feeding tray (for example, tray 1) is the same size as the paper loaded in tray T1.
- For supported paper information, refer to Supported Paper for the Inserter Tray T1.

To insert separator sheets or cover sheets, such as blank or preprinted sheets, use the Inserter Tray T1. Paper loaded in tray T1 is inserted into the finished / printed output. A maximum of 250 sheets (Colotech+90) may be loaded in tray T1.

Tip

Paper fed from the Inserter is not printed on; however, the paper is placed into the printed output at selected locations.

1. Load the paper, aligning all edges.

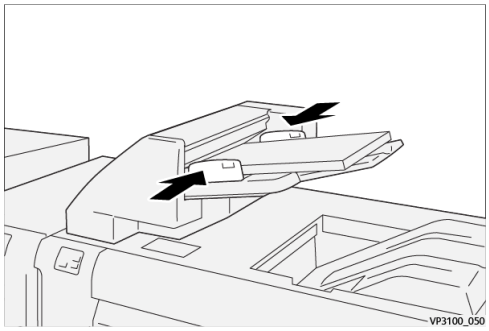


   If the paper is preprinted, load the paper with the printed side facing up.

   ### Note

   Do not load paper above the maximum fill line. It may cause paper jams or press malfunctions.

2. Hold the center of the paper guides and gently slide them to the desired paper size so that they are touching the edges of the paper.



   If the distance between the guides is too long or short relative to the paper, paper jams may occur.

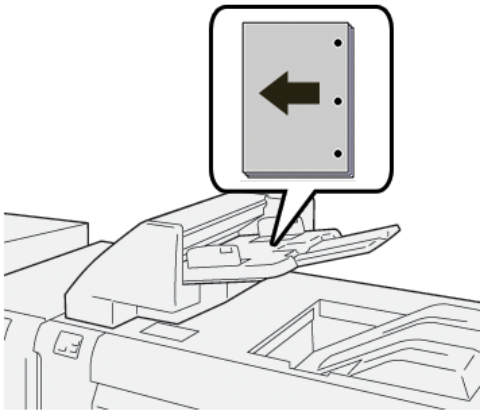
   If set by the system administrator, the Tray Properties window displays on press UI.

3. From the Tray Properties window, enter or verify the correct paper information.
4. Select **OK** to save the information and close the Tray Properties window.

Printing on Special Media

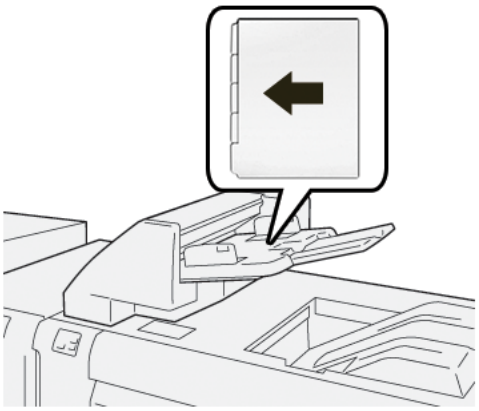
Hole-punched Paper

Load hole-punched paper into tray T1 long-edge feed (LEF), and with the holes on the right side when you face the front of the Inserter.



Tab Stock

Load tab stock paper in tray T1 long-edge feed (LEF), and with the tabs on the left side when you face the front of the Inserter.



Purge Function for Tray T1

If tray T1 runs out of paper, the press stops printing. When this happens, any printed output leaving the press is delivered to the inline finishing device output tray.

Tip

Do not reuse the output that is ejected by the purge function as this may cause paper jams.

To prevent the purge function from occurring when tray T1 runs out of paper, the function may be disabled / switched off from the press **Tools** mode.

Important

Only a system administrator for the press can change the setting for the purge function for tray T1.

Tray T1 Purge Function Settings

The purge function allows you to specify how the press behaves when tray T1 is used. The purge function has two settings:

Standard

For each printed set that requires the inclusion of paper into the finished set, the press checks that paper Is loaded in tray T1 before it starts printing.

This setting increases the waiting time between sets, and thereby causes decreased productivity. However, paper purging does not occur even if tray T1 runs out of paper.

Speed First

The printer starts printing regardless of the paper status of tray T1.

This setting maintains productivity based on press productivity. However, paper is purged from the press and the press stops printing when tray T1 runs out of paper.

Note

Speed First is the default setting for the tray T1 purge function.

Changing the Purge Function Setting for Tray T1

Important

The following procedure must be performed by a system administrator with press administrator login authority.

1. Log in as the administrator.
2. Press the **Tools** button on the press control panel.
3. From the screen that displays, select the **Tools** icon.
4. Select **System Settings > Common Service Settings**.
5. Select **Maintenance**.
   The Maintenance screen displays.
6. Use the up/down arrows to scroll through the Maintenance screens until you see "**Print Action When Using Tray T1 (Inserter)**."
7. Select **Print Action When Using Tray T1 (Inserter)**.
   The Tray T1 purge function screen displays.
8. Select the desired purge function option:

   - **Standard**: Select this option to switch off the purge function. It decreases productivity, but the press continues to run even when tray T1 runs out of paper. This may cause some printed output sets to be delivered to the designated finishing tray without inserts.
   - **Speed First**: This setting maintains productivity. Select this option to have the press stop printing and purge paper when tray T1 runs out of paper.

     Note

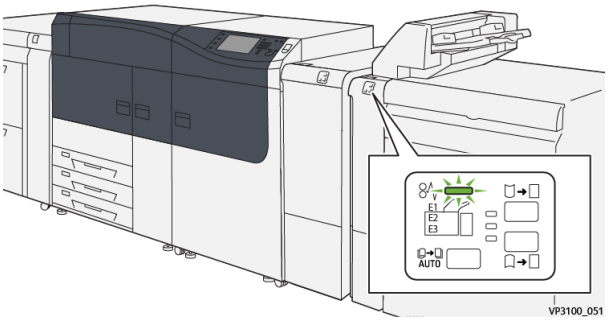
     Speed First is the default setting.

9. Select **Save / OK**.
   The Maintenance screen displays.

10. Select **Close**.
    The main Tools tab screen displays.
11. Exit the administrator mode.

Inserter Troubleshooting

Inserter Paper Jams



The following occurs when there is an fault, such as paper jams, open doors or covers, or a press malfunction:

- The press stops running and an fault message displays on the press touch screen.
- The message includes a graphical illustration showing the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams may occur in multiple areas of the press and any optional devices connected to the press. When this happens, the graphical illustration changes to show the multiple locations and the required corrective actions.
- Additionally, if a fault occurs with an optional device, an indicator lights on that device's control panel and shows the corresponding area on the device where the fault occurred.

Always refer to the following information when clearing paper jams:

- Do not power off the press when removing paper jams.
- 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.
- Clear all paper jams before resuming print jobs.
- Do not touch components inside the press. This can cause print defects.
- Ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with print jobs.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- After removing paper jams, close all doors and covers. The press cannot print when doors or covers are open.
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.

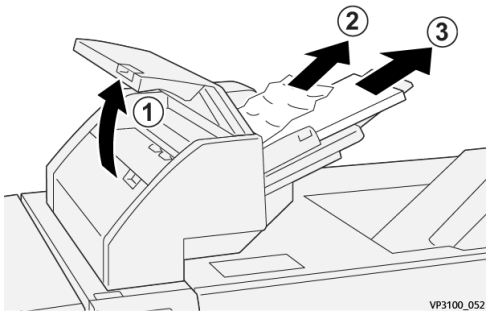
- If all paper jams are not cleared, an error message continues to display on the press touch screen. To clear any remaining jams, refer to the press touch screen for instructions and information.

Clearing Paper Jams from Inserter E1 Area

1. Open the T1 cover ①, and remove jammed papers ② and all the paper loaded in the tray ③.

   Note

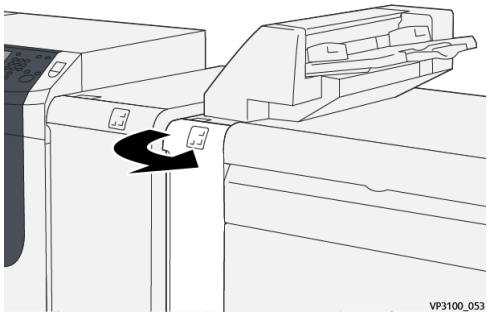
   When two or more sheets of paper are loaded, remove all sheets.



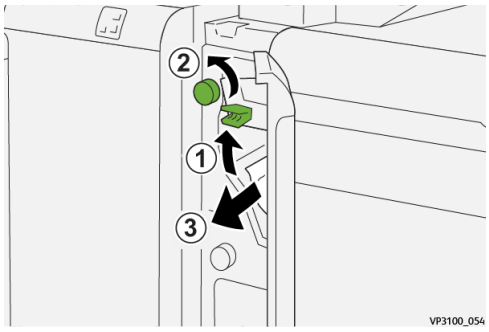
   Fan the paper you removed, and make sure all four corners are aligned correctly.
2. Reload the paper into the tray.
3. Close the T1 cover.

Clearing Paper Jams from Inserter E2 Area

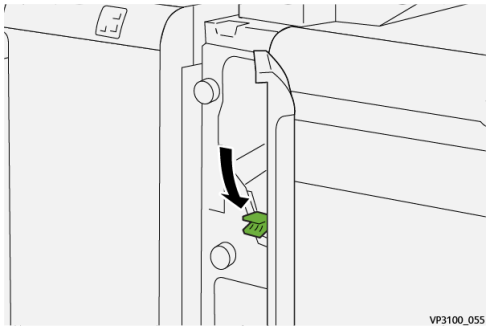
1. Open the Inserter front cover.



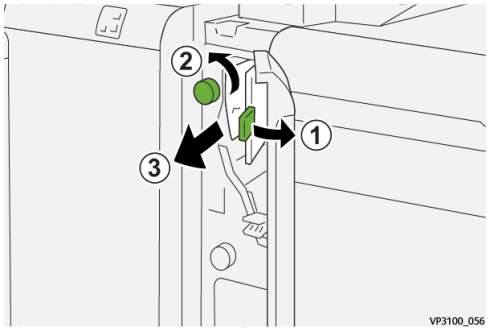
2. Open lever **1a** upward ① and turn knob **1b** counterclockwise ②. Remove any jammed paper ③.



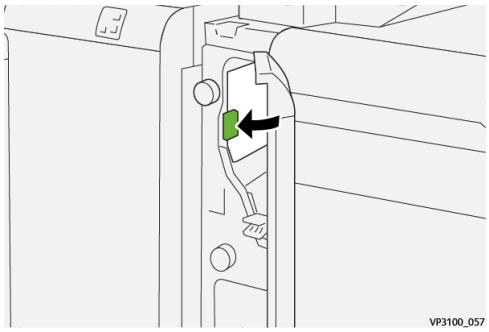
3. Return lever **1a** to its original position.



4. If you have difficulty when removing jammed paper, open lever **1c** to the right ① and turn knob **1b** counterclockwise ②. Remove any jammed paper ③.



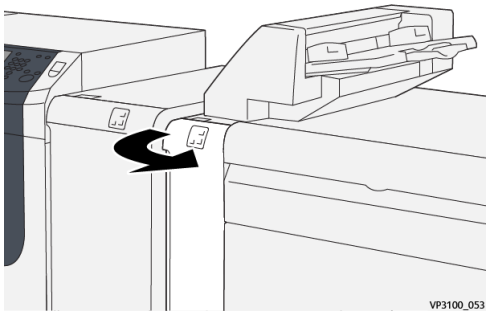
5. Return lever **1c** to its original position.



6. Close the Inserter front cover.

Clearing Paper Jams from Inserter E3 Area

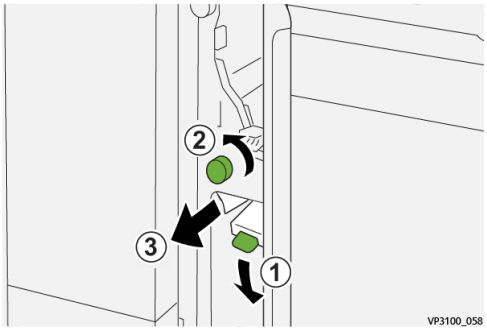
1. Open the Inserter front cover.



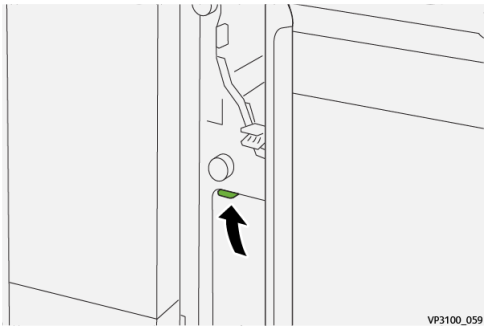
2. Open lever **1d** downward ① and turn knob **1e** counterclockwise ②. Remove any jammed paper ③.

Note

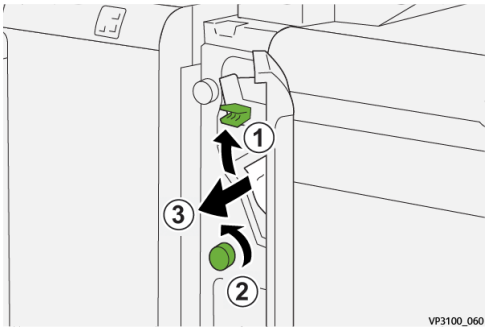
The jammed paper may be hidden behind the upper-left cover area.



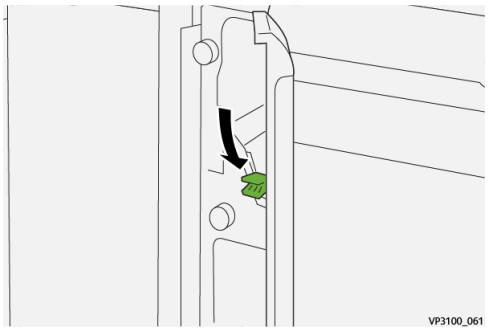
3. Return lever **1d** to its original position.



4. If you have difficulty when removing jammed paper, open lever **1a** upward ① and turn knob **1e** counterclockwise ②. Remove any jammed paper ②.



5. Return lever **1a** to its original position.



6. Close the Inserter front cover.

Inserter Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault. The (**E**) code on the upper-left part of the Fault message displays which error indicator is lit on the Inserter control panel (E1, E2, E3).

Note

For information about faults and fault messages, refer to the press *User Guide, Troubleshooting* chapter.

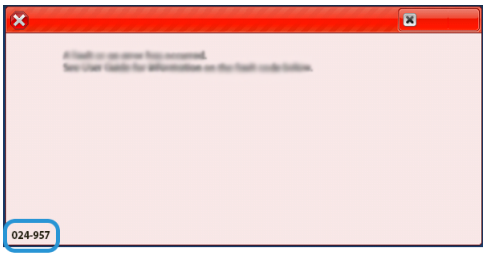
Inserter Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

Inserter faults are identified by the codes which start with the three-digit numbers "**012**," "**013**," and "**024**."



7

GBC® AdvancedPunch™ Pro

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.

The AdvancedPunch Pro may be connected to a variety of optional finishing devices and sits inline with these devices.

Note

This optional finishing device requires an Interface Decurler Module.

The AdvancedPunch Pro provides the following capabilities:

- 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

For detailed information and instructions for using the AdvancedPunch Pro, refer to the guide on the customer documentation CD that came with the device, or go to www.xerox.com for more information.

8

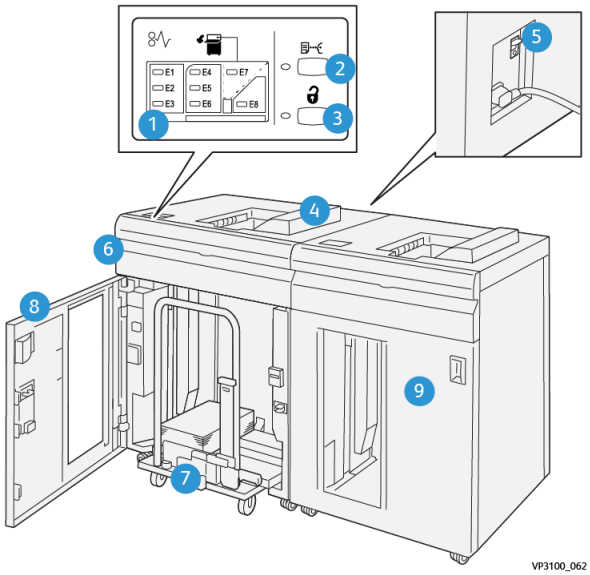
High Capacity Stacker (HCS)

Note

This optional finishing device requires the Interface Decurler Module.

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 / cart. The HCS also provides a top tray convenient for short stack runs.

High Capacity Stacker (HCS) Components

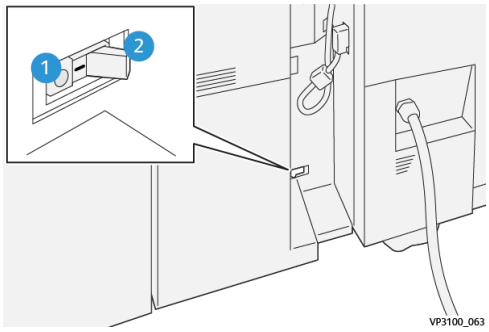


Number	Component	Description
1	Paper jam / error indicators	These indicators light when a paper jam occurs in HCS areas E1-E8.

Number	Component	Description
2	**Sample** button	Press this button to have the HCS deliver a sample sheet to the top tray. The indicator to the left of the button blinks until a sample sheet is delivered to the top tray.
3	**Unload** button	Press this button to stop printing and remove paper.
4	Top tray	Receives the printed output, and sample sheets also are delivered here. Holds a maximum of 500 sheets (13 x 19.2 in. / 330 x 488 mm). **Note** When a second HCS or another inline finished devices is installed, this tray is used as a paper path for transporting media through the HCS to another connected finishing device.
5	Circuit breaker switch	The circuit breaker switch is located on the rear of the HCS. This switch automatically shuts off electricity in the event of electrical failure or a short circuit.
6	Top cover	Open this cover to clear paper jams.
7	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.
8	Front door	Open this door to remove paper / printed output.
9	Optional second HCS	A second, optional HCS can be added to the system configuration for additional output productivity.

HCS Circuit Breaker

The HCS circuit breaker is located on the rear of the HCS unit.



1. Test Button
2. On / Off Switch

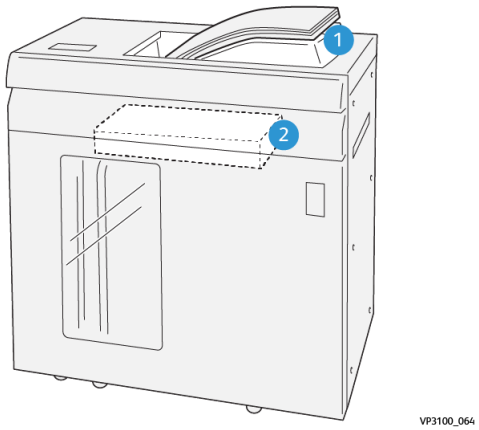
The circuit breaker switch is normally in the **ON** position.

Note

When an electrical interruption is detected, the circuit breaker automatically switches off to discontinue the electrical flow to the HCS. For electrical information, refer to the *Versant 3100 Press Safety Guide*.

Output Trays

The High Capacity Stacker (HCS) has two output trays.

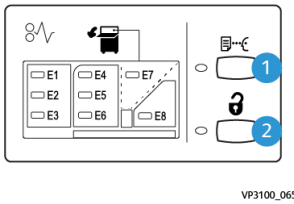


1. Top Tray
2. Stacker Tray / Cart

The Top Tray offers the following:

- Convenience for short stack runs (up to 500 sheets) without offsetting.
- Delivery of purged sheets.

Control Buttons



1. **Sample** button: Press this button to output a sample sheet to the top tray.
2. **Unload** button: Press this button to stop printing and remove paper.

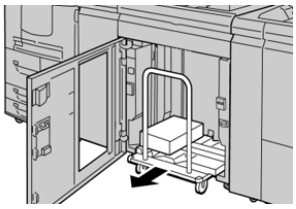
Unloading the Stacker Tray / Cart

Note

The HCS may be unloaded while it is running.

1. Press the **Unload** button on the HCS control panel.
2. After the Unload Indicator lights, open the HCS front door.
3. Position the securing bar on top of the stacked paper.

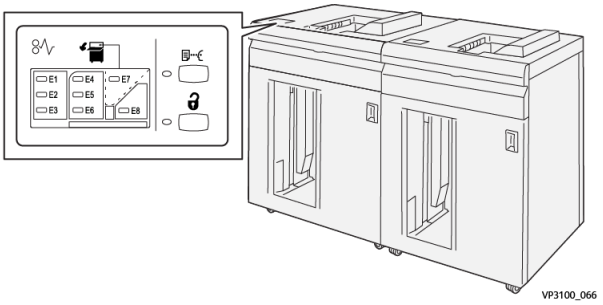
4. Pull the **Stacker Cart** straight out of the HCS.



5. Remove the securing bar.
6. Remove the paper from the stacker tray.
7. Push the empty **Stacker Cart** straight into the HCS.
8. Position the securing bar on the fixed area inside the HCS.
9. Close the front door; the tray will rise to the operate position.

HCS Troubleshooting

HCS Paper Jams



The following occurs when there is an fault, such as paper jams, open doors or covers, or a press malfunction:

- The press stops running and an fault message displays on the press touch screen.
- The message includes a graphical illustration showing the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams may occur in multiple areas of the press and any optional devices connected to the press. When this happens, the graphical illustration changes to show the multiple locations and the required corrective actions.
- Additionally, if a fault occurs with an optional device, an indicator lights on that device's control panel and shows the corresponding area on the device where the fault occurred.

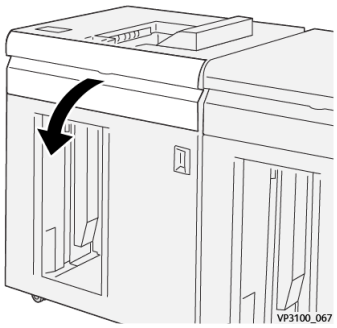
Always refer to the following information when clearing paper jams:

- Do not power off the press when removing paper jams.
- 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.
- Clear all paper jams before resuming print jobs.
- Do not touch components inside the press. This can cause print defects.

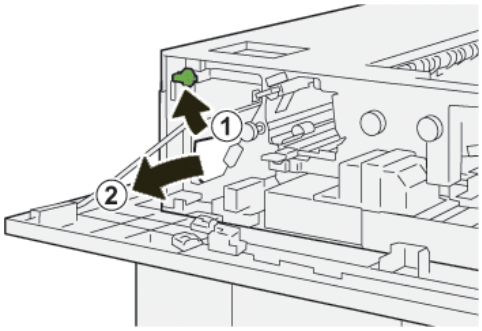
- Ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with print jobs.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- After removing paper jams, close all doors and covers. The press cannot print when doors or covers are open.
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to display on the press touch screen. To clear any remaining jams, refer to the press touch screen for instructions and information.

Clearing Paper Jams from HCS Area E1

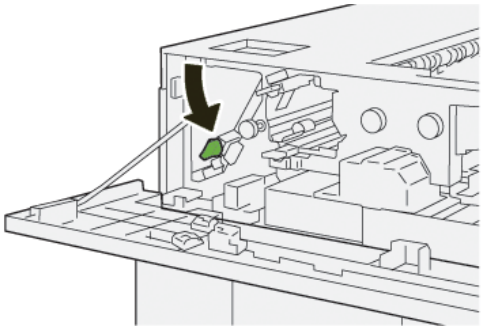
1. Open the HCS top cover.



2. Open lever **1b** upward (①) and remove jammed papers (②).



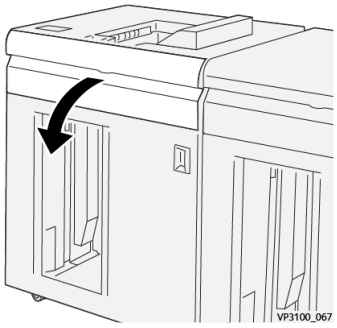
3. Return lever **1b** to its original position.



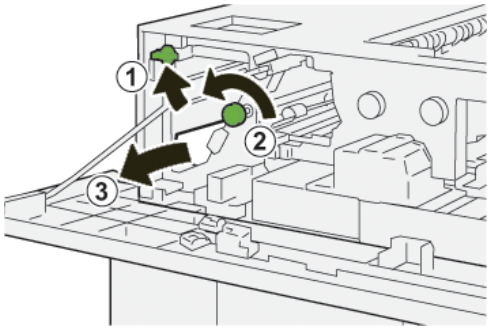
4. Close the HCS top cover.
5. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from HCS Area E2

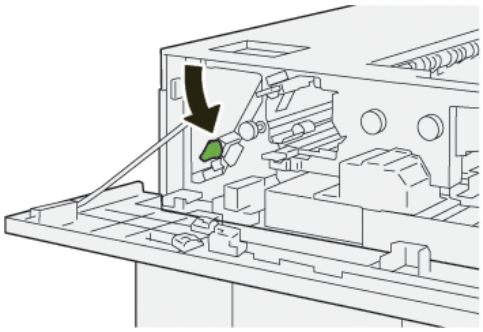
1. Open the HCS top cover.



2. Open lever **1b** upward (①) and rotate knob **1a** counterclockwise (②); remove jammed papers (③).



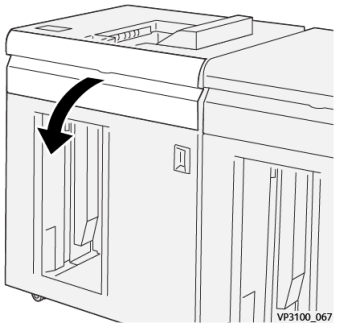
3. Return lever **1b** to its original position.



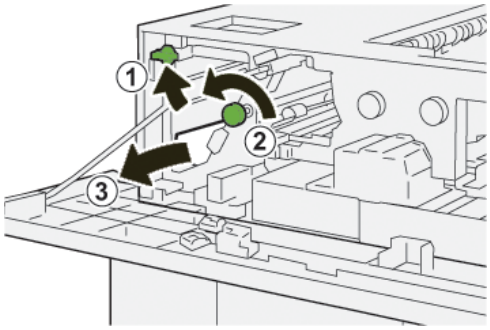
4. Close the HCS top cover.
5. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from HCS Area E3

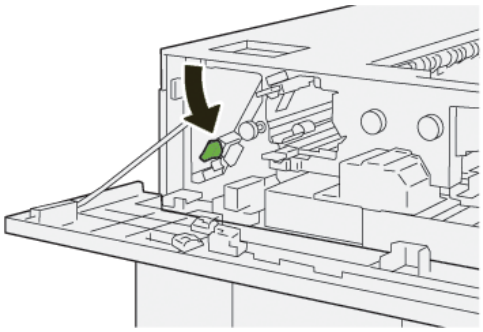
1. Open the HCS top cover.



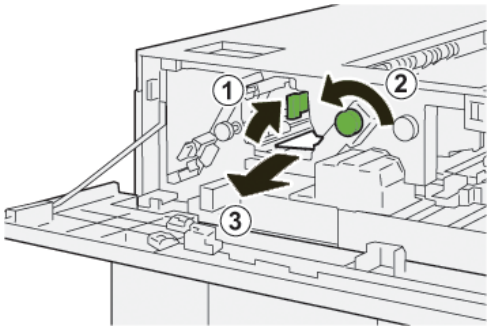
2. Open lever **1b** upward (①) and rotate knob **1a** counterclockwise (②); remove jammed papers (③).



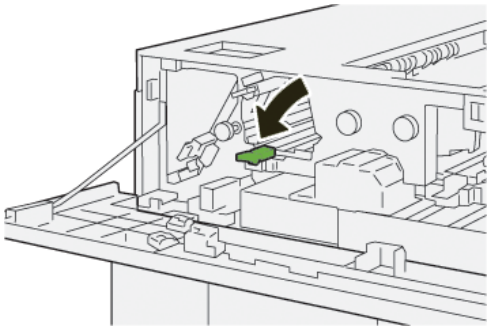
3. Return lever **1b** to its original position.



4. Open lever **2b** upward (①) and turn knob **2c** counterclockwise (②); remove jammed papers (③).



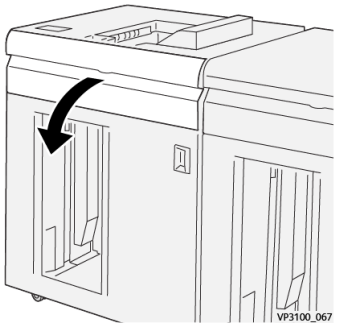
5. Return lever **2b** to its original position.



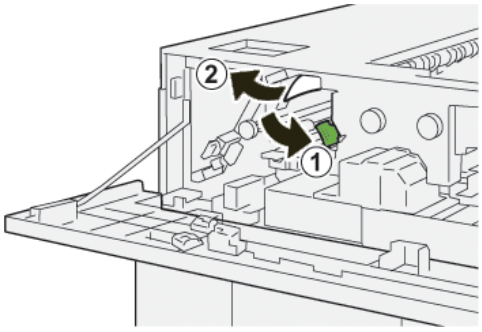
6. Close the HCS top cover.
7. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from HCS Area E4

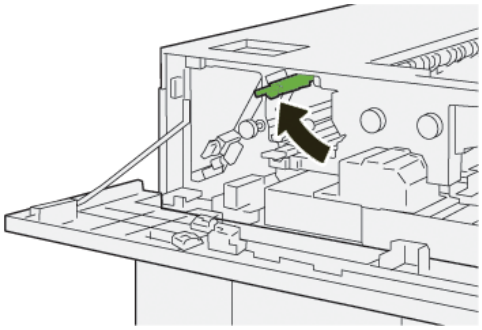
1. Open the HCS top cover.



2. Open lever **2a** downward (①) and remove jammed papers(②).



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

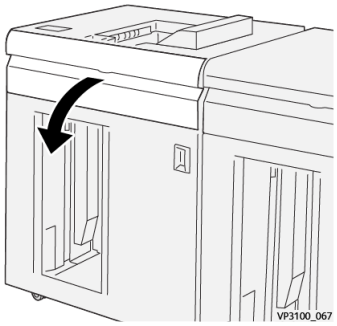


4. Close the HCS top cover.

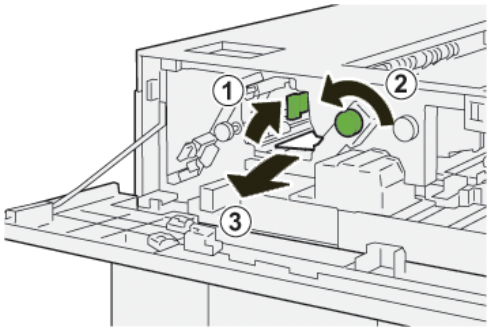
5. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from HCS Area E5

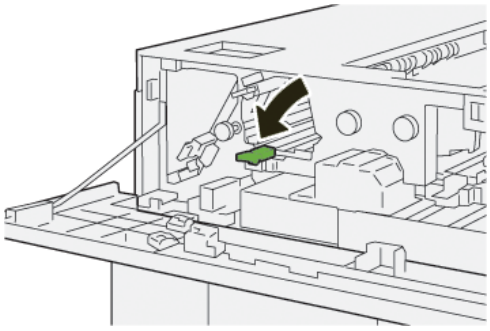
1. Open the HCS top cover.



2. Open lever **2b** upward (①) and turn knob **2c** counterclockwise (②); remove jammed papers (③).



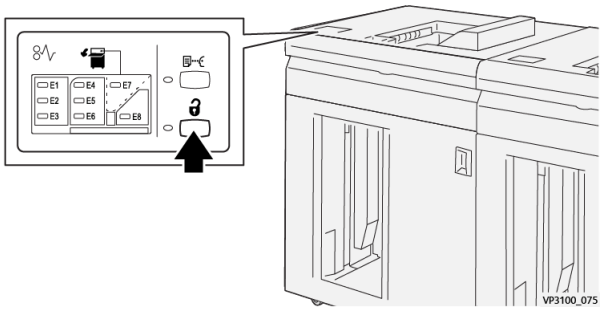
3. Return lever **2b** to its original position.



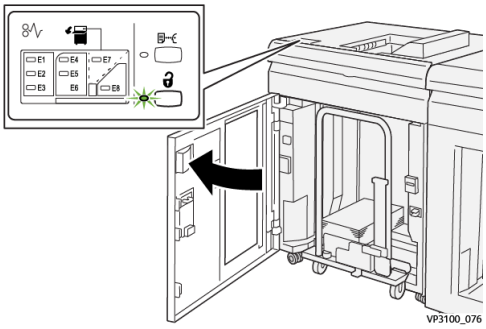
4. Close the HCS top cover.
5. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from HCS Area E6

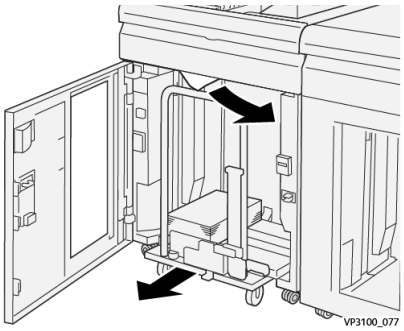
1. Press the **Unload** button.



2. Make sure the HCS front door is unlocked and then open it.



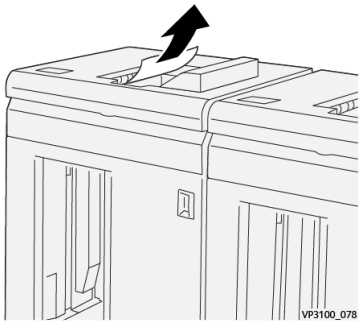
3. Pull out the stacker cart slowly and remove any jammed paper.



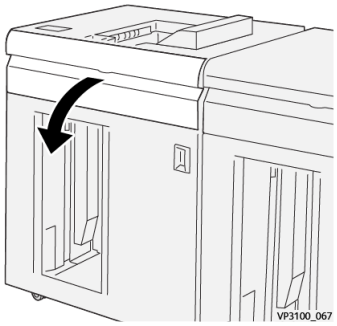
4. Push the stacker cart back into its original position.
5. Close the HCS front door.
6. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from HCS Area E7

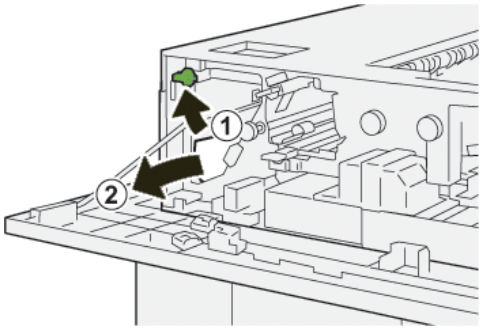
1. Remove any output delivered to the top tray.



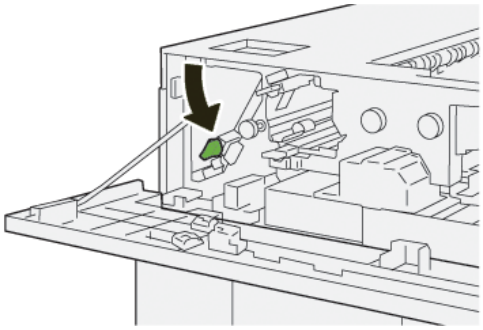
2. Open the HCS top cover.



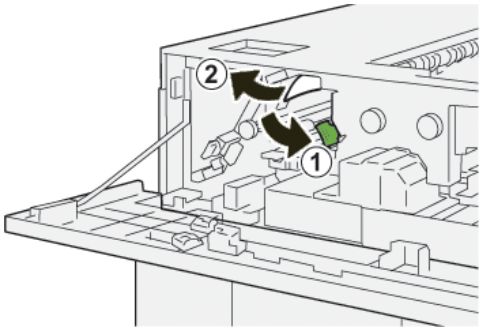
3. Open lever **1b** upward (①) and remove jammed papers (②).



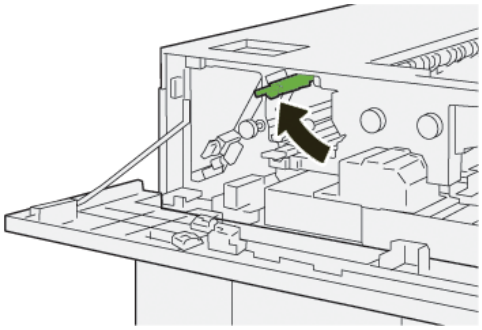
4. Return lever **1b** to its original position.



5. Open lever **2a** downward (①) and remove jammed paper (②).



6. Return lever **2a** to its original position.



7. Close the HCS top cover.
8. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

HCS Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault. The (**E**) code on the upper-left part of the Fault message displays which error indicator is lit on the HCS control panel (E1–E8).

Note

For information about faults and fault messages, refer to the press *User Guide, Troubleshooting* chapter.

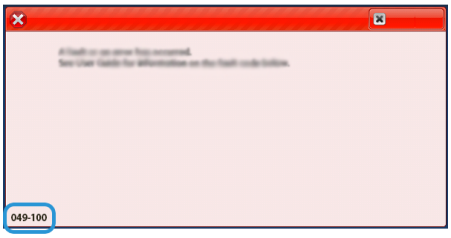
HCS Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

HCS faults are identified by the codes which start with the three-digit numbers "**049**."



Additional HCS Troubleshooting Information

Hints and Tips for Using the HCS

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

1. Check the paper in the the applicable HCS tray for curl.
   a) If no curl is present and if the output is acceptable (meets customer satisfaction), you are finished.
   b) If no curl is present and if the output is not acceptable, call for service.
   c) If curl is present, continue to the next step.
2. To correct the paper curl, use the paper curl correction controls on the top of the Interface Decurler Module (IDM).
3. If the output has not improved, adjust the paper curl again.
4. If the output still has not improved, call the Customer Support Center.

HCS Specifications

Item	Specification
Tray capacity	Top tray500 sheets
	Stacker tray / cart5,000 sheets
Note The values are based on paper less than 80 g/m^2	

Item	Specification			
Paper size	Top tray	Standard size	Minimum	Postcard 4 x 6 in. 100 x 148 mm
			Maximum	13 x 19 in. A3
		Custom size	Height	3.9–13 in. 98.0–330.2 mm
			Width	6-26 in. 148.0–660.4 mm
	Stacker tray / cart	Standard size	Minimum	JIS BS
			Maximum	13 x 19 in. A3
		Custom size	Height	8–13 in. 203.0–330.2 mm
			Width	7.2–19.2 in. 182.0–488.0 mm
Paper weight	Top Tray	52–350 g/m^2		
	Stacker tray / cart	52–300 g/m^2		

HCS Media Guidelines

- Stacker tray / cart accepts 52-350 g/m^2 (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 g/m^2 may not run as reliably as coated paper heavier than 100 g/m^2.
- 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.

9

Two-Sided Trimmer

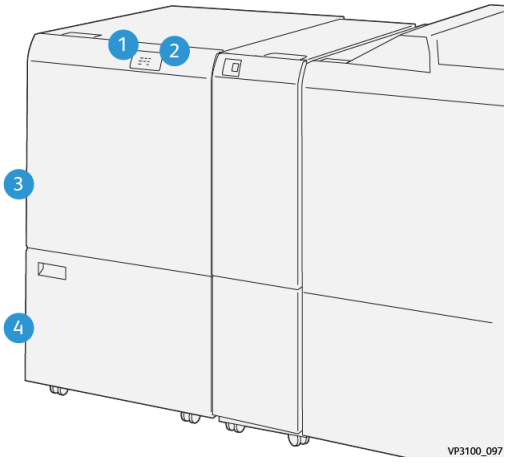
Note

This optional finishing device requires the Interface Decurler Module.

The Two-Sided Trimmer is an optional finishing device that provides trimming on two sides of the output.

- Trims 0.24–0.99 in. (6–25 mm from) the top and bottom of prints or booklets to produce an even edge.
- When paired with the SquareFold® Trimmer, all sides of booklets are trimmed except the binding, which enables full-bleed booklets; for information, refer to SquareFold Trimmer.
- Trims paper sizes 7.2 x 10.1 in. (182 x 257 mm) to 13 x 19.2 in. (330 x 488 mm).
- Handles uncoated paper 52–350 gsm or coated paper 106–350 gsm.

Two-Sided Trimmer Components



Number	Component	Description
1	Paper jam / error indicator	This indicator lights when a paper jam occurs. If the indicator is blinking, you must clear the paper jam before printing can resume.
2	Trimmer Waste Container Full indicator	This indicators lights when it is time to empty the Trimmer Waste Container and blinks when the container is full.
3	Upper cover	Open this cover to clear paper jams.
4	Lower cover	Open this cover to empty the Trimmer Waste Container.

Two-Sided Trimmer Maintenance

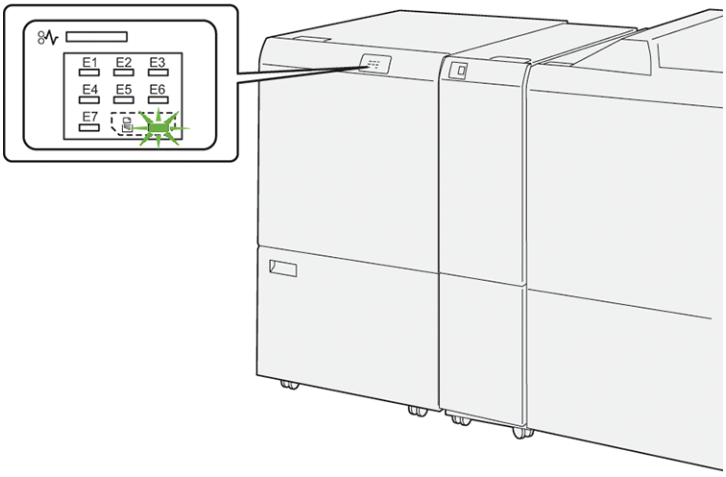
Emptying the Two-Sided Trimmer Waste Container

When the trimmer waste container is nearing the full condition, an indicator lights on the top of the Two-Sided Trimmer.

Note

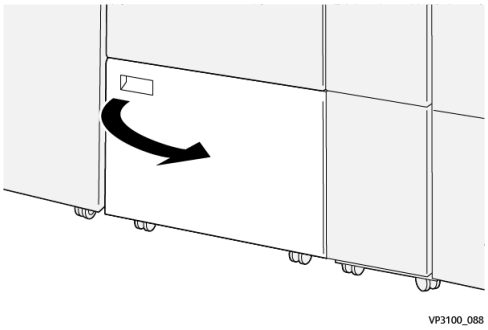
The waste container may be emptied before it reaches its full condition, and it may be emptied while the printer is running.

Once the waste container reaches the full condition, the indicator changes from a steady lighted condition to blinking, and a message displays on the press indicating the waste container is full.

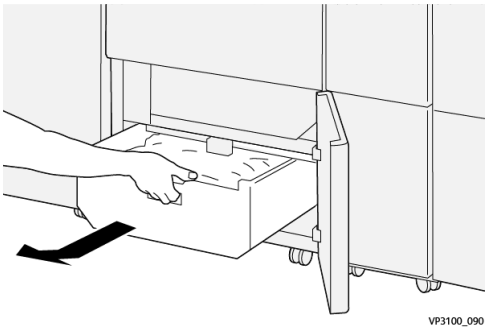


Perform the following steps to empty the trimmer waste container.

1. Open the **lower cover** of the Two-Sided Trimmer.



2. Pull out and remove the waste container.

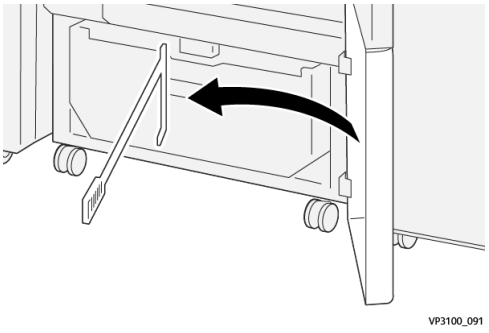


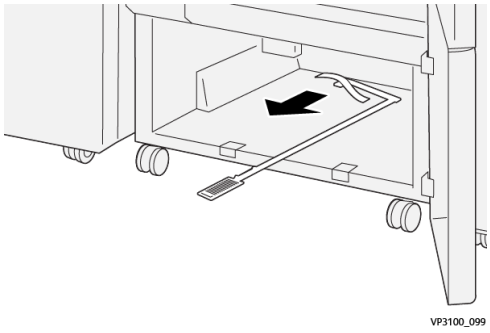
3. Discard all waste.

   Important

   Ensure that the waste container is empty. If waste or debris remains in the container, the trimmer may malfunction.

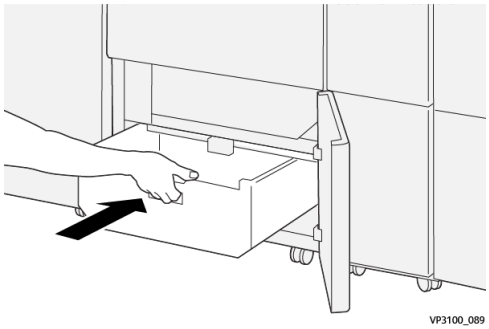
4. To ensure that all waste / debris is removed, especially beneath the frame that is located behind the container, use the poker to remove any remaining waste from inside the trimmer.





5. Return the poker to its original position on the inside of the lower cover.

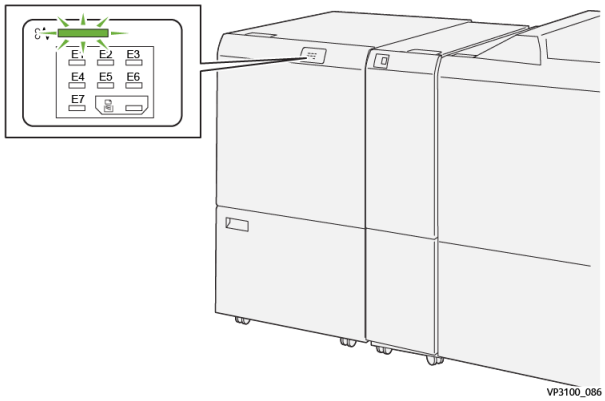
6. Reinsert the waste container and push it in fully.



7. Close the lower cover.

Two-Sided Trimmer Troubleshooting

Two-Sided Trimmer Paper Jams



The following occurs when there is an fault, such as paper jams, open doors or covers, or a press malfunction:

- The press stops running and an fault message displays on the press touch screen.
- The message includes a graphical illustration showing the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams may occur in multiple areas of the press and any optional devices connected to the press. When this happens, the graphical illustration changes to show the multiple locations and the required corrective actions.
- Additionally, if a fault occurs with an optional device, an indicator lights on that device's control panel and shows the corresponding area on the device where the fault occurred.

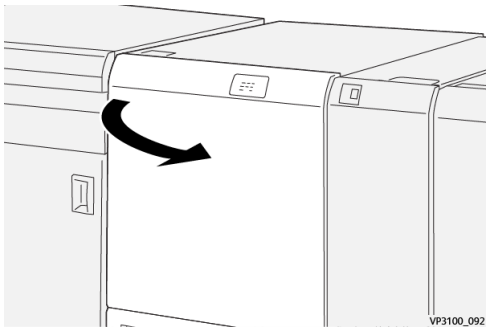
Always refer to the following information when clearing paper jams:

- Do not power off the press when removing paper jams.
- 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.
- Clear all paper jams before resuming print jobs.

- Do not touch components inside the press. This can cause print defects.
- Ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with print jobs.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- After removing paper jams, close all doors and covers. The press cannot print when doors or covers are open.
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to display on the press touch screen. To clear any remaining jams, refer to the press touch screen for instructions and information.

Clearing Paper Jams from Trimmer Area E1

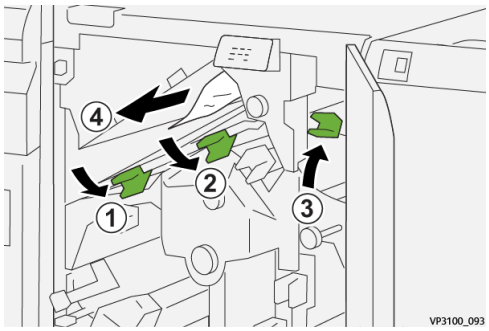
1. Open the trimmer upper cover.



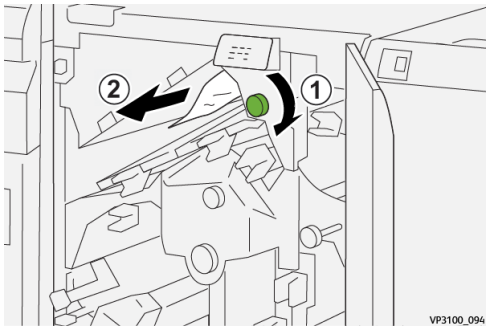
2. Open lever **1a** downward (①), lever **1b** downward (②) and lever **1d** upward (③). Remove jammed paper (④).

Note

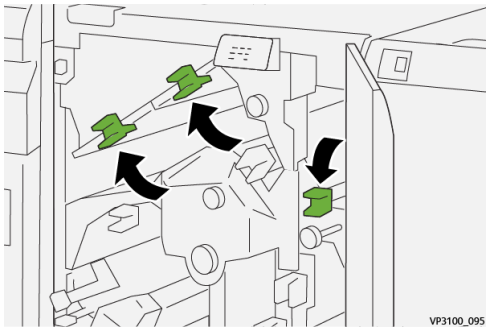
Check behind the upper cover for any hidden jammed paper.



3. If you have difficulty removing any paper jams, rotate knob **1c** clockwise (①), and remove the jammed paper (②).



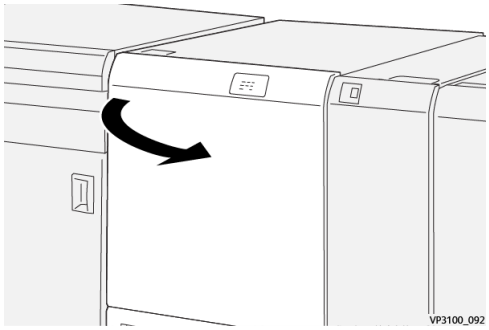
4. Return levers **1a**, **1b** and **1d** to their original positions.



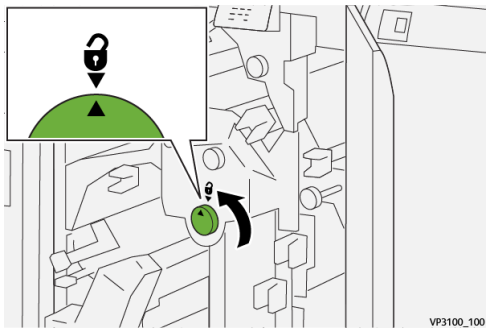
5. Close the trimmer upper cover.
6. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from Trimmer Area E2

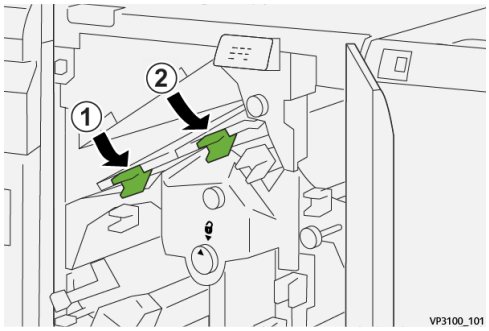
1. Open the trimmer upper cover.



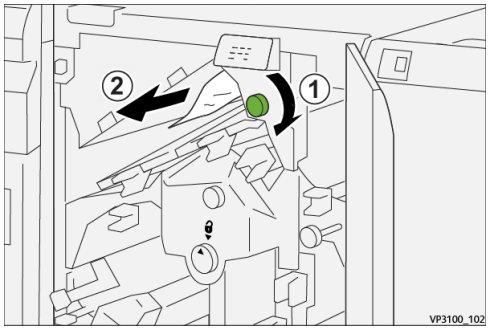
2. Rotate knob **2** counterclockwise to align the mark on the knob with the unlock position (a mark resembling an open padlock).



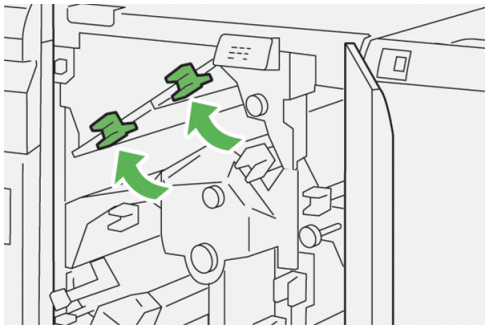
3. Open lever **1a** downward (①) and lever **1b** downward (②).



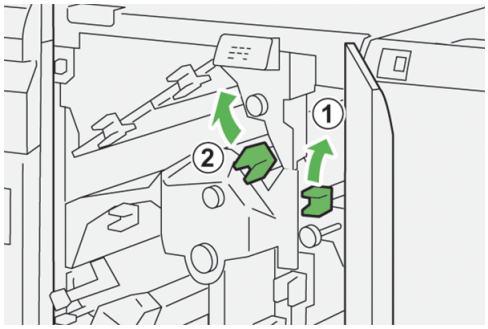
4. Turn knob **1c** clockwise (①) and remove jammed papers (②).



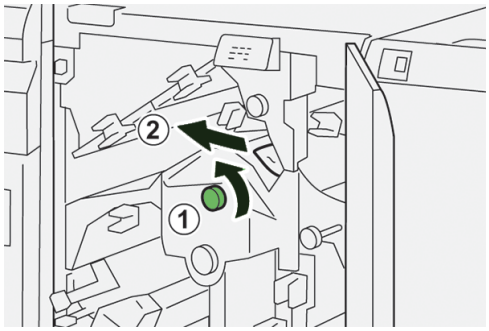
5. Return levers **1a** and **1b** to their original positions.



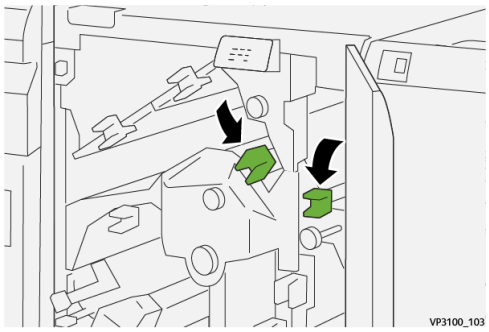
6. If you have difficulty removing any paper jams, open lever **1d** upward (①) and lever **2a** to the left (②).



7. Rotate knob **2b** counterclockwise (①) and remove jammed papers (②).



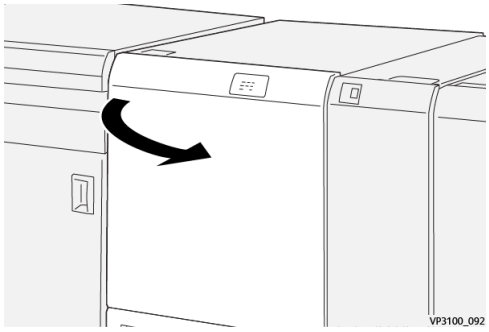
8. Return levers **1d** and **2a** to their original positions.



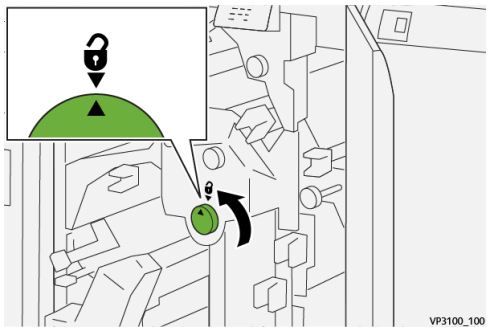
9. Close the trimmer upper cover.
10. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from Trimmer Area E3

1. Open the trimmer upper cover.



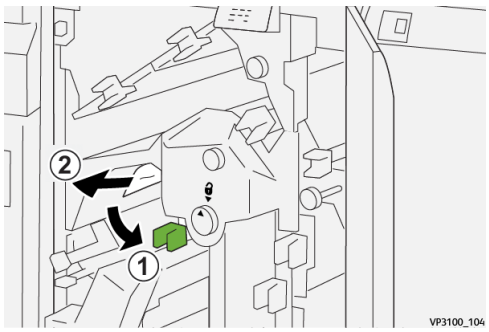
2. Rotate knob **2** counterclockwise to align the mark on the knob with the unlock position (a mark resembling an open padlock).



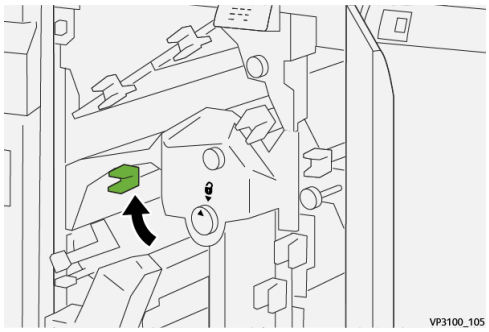
3. Open lever **2c** downward (①) and remove jammed paper (②).

   Note

   Check behind the upper cover for any hidden jammed paper.



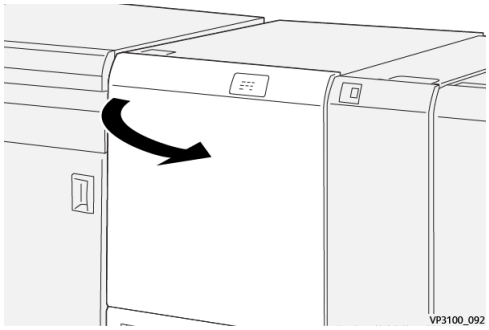
4. Return lever **2c** to its original position.



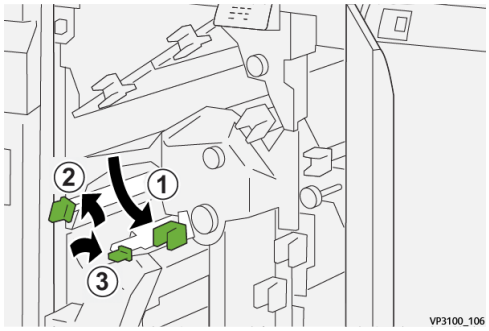
5. Close the trimmer upper cover.
6. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from Trimmer Area E4

1. Open the trimmer upper cover.



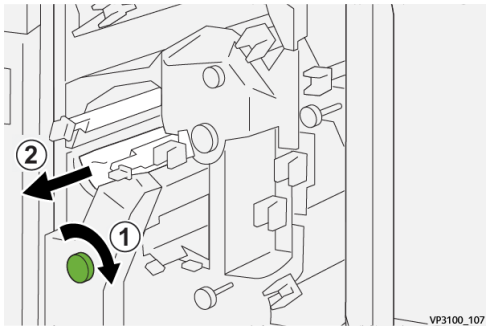
2. Open lever **2c** downward (①), lever **2d** upward (②) and lever **2e** to the right (③).



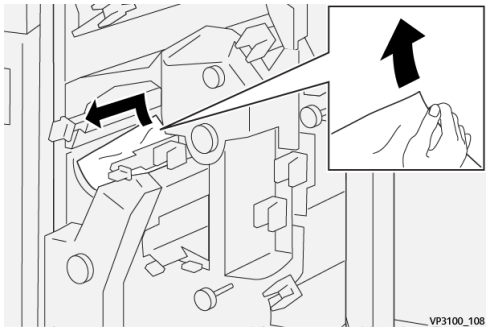
3. Rotate knob **2f** clockwise (①) and remove jammed paper (②).

Note

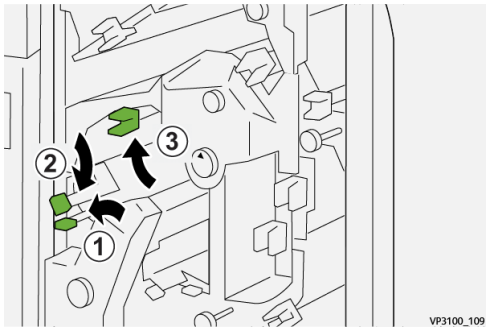
Grasp the lead edge of the jammed sheet, and gently pull out the sheet to remove it.



4. If you have difficulty removing the jammed sheet, grasp the top edge at the inner-right side of the sheet, and gently pull out the sheet to remove it.



5. Return levers **2e** (①), **2d** (②) and **2c** (③) to their original positions.

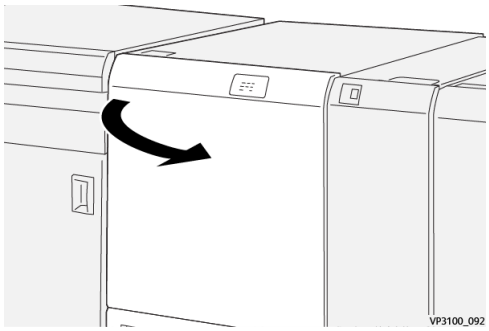


6. Close the trimmer upper cover.

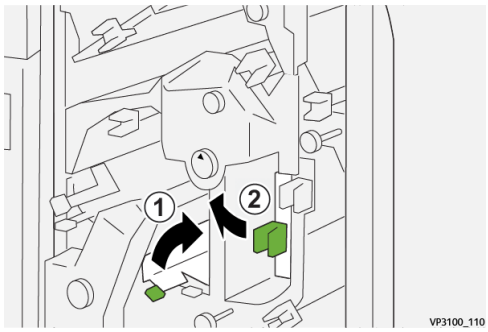
7. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from Trimmer Area E5

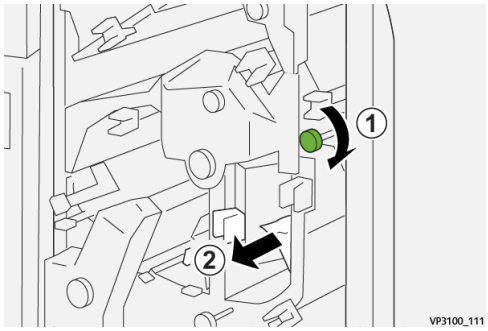
1. Open the trimmer upper cover.



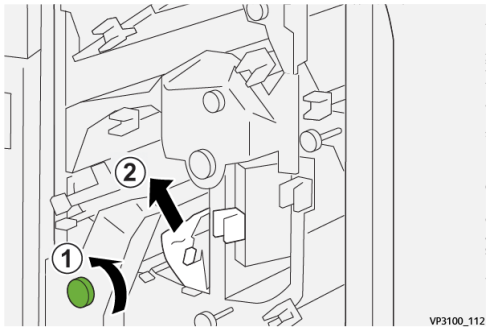
2. Open lever **3a** to the right (①), lever **3b** to the left (②).



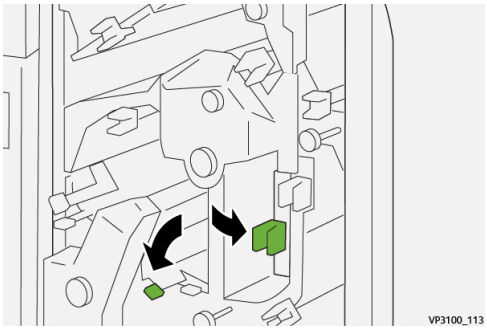
3. Rotate knob **3c** clockwise (①) and remove jammed paper (②).



4. Rotate knob **2f** counterclockwise (①) and remove jammed paper (②).



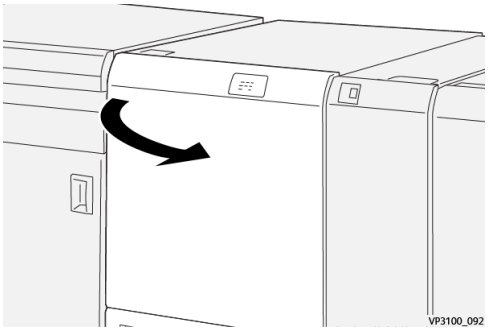
5. Return levers **3a** and **3b** to their original positions.



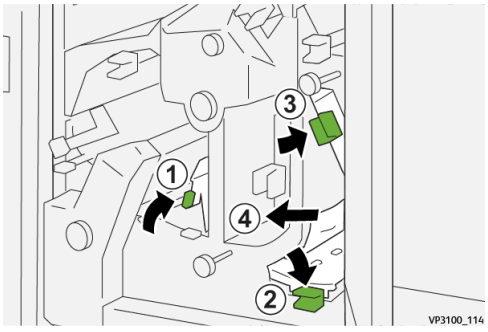
6. Close the trimmer upper cover.
7. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from Trimmer Area E6

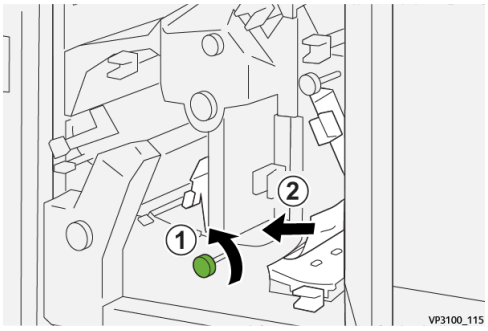
1. Open the trimmer upper cover.



2. Open lever **3a** to the right (①), lever **4b** downward (②) and lever **4c** to the right (③). Remove jammed paper (④).



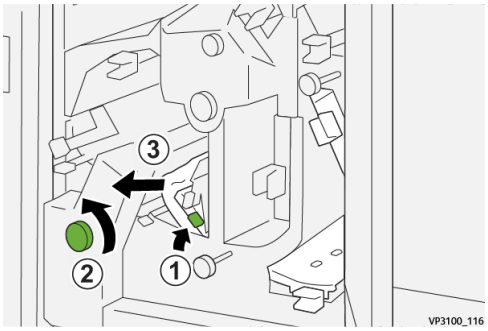
3. Rotate knob **4d** counterclockwise (①) and remove jammed paper (②).



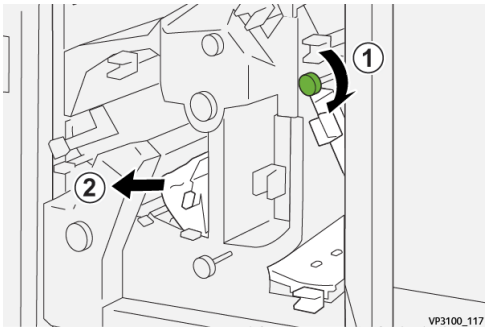
4. Open lever **4a** to the right (①) and rotate knob **2f** counterclockwise (②). Remove jammed paper (③).

   Note

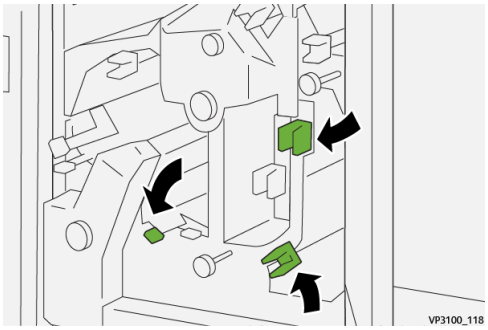
   Hold lever **4a** while rotating knob **2f**.



5. Rotate knob **3c** clockwise (①) and remove jammed paper (②).



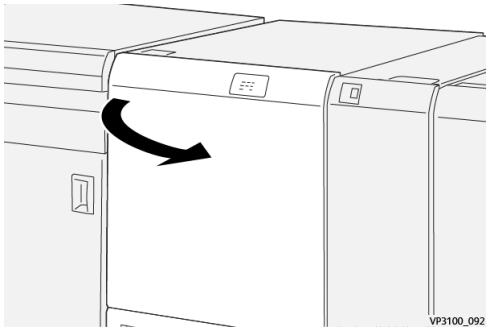
6. Return levers **3a**, **4b** and **4c** to their original positions.



7. Close the trimmer upper cover.
8. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from Trimmer Area E7

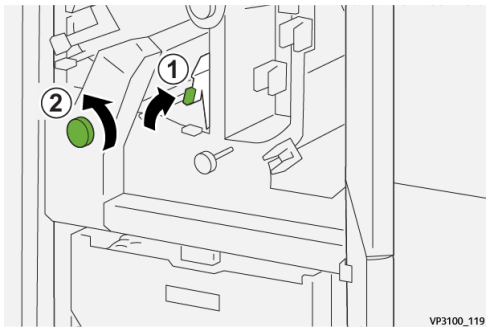
1. Open the trimmer upper cover.



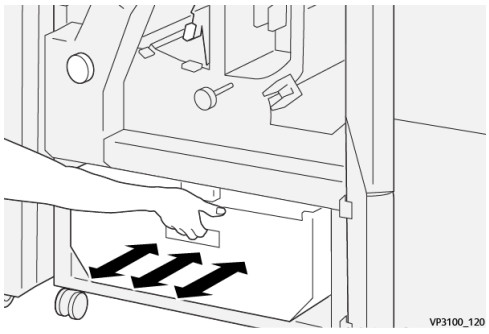
2. Open lever **3a** to the right (①) and rotate knob **2f** counterclockwise (②).

Note

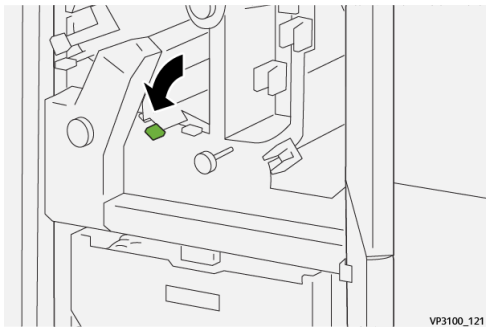
Rotate the knob five times or more.



3. Pull out and push in the trimmer waste container continuously for three times or more.

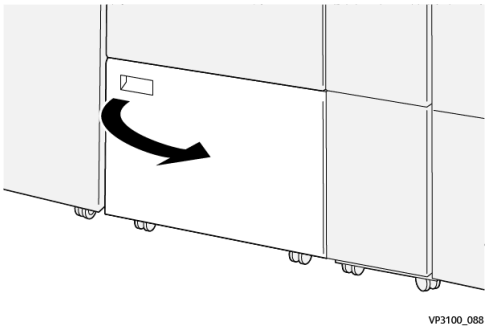


4. Return lever **3a** to its original position.

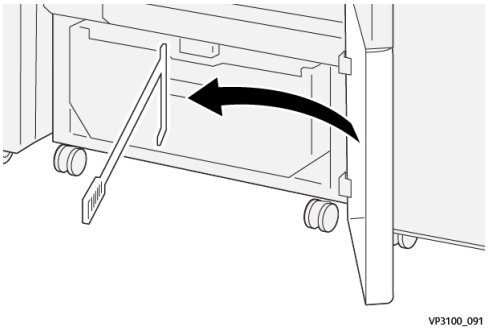


5. If indicator **E7** remains lit, perform the following steps:

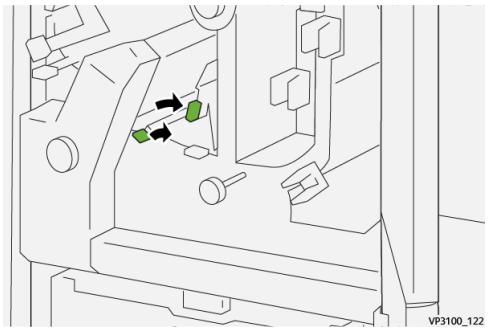
a) Open the **lower cover**.



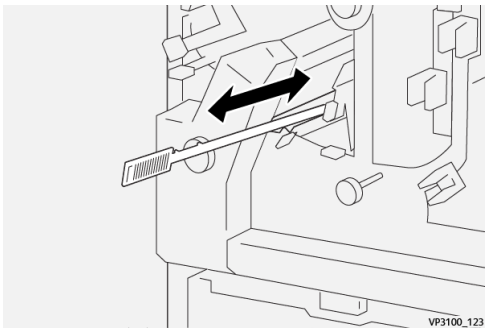
b) Remove the supplied poker (stick) from its location inside the lower cover.



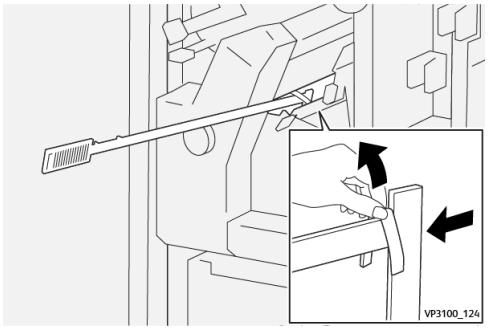
c) Open lever **3a** to the right (①) and open lever **3d** to the right (②).



d) Use the poker to sweep any remaining waste or debris from inside the trimmer into the trimmer waste container.



e) you have difficulty sweeping waste into the trimmer waste container, use the poker to gather waste, and then remove the waste by hand.



f) Return levers **3a** and **3d** to their original positions.

6. To ensure that all waste / debris is removed, especially beneath the frame that is located behind the container, use the poker to remove any remaining waste from inside the trimmer.

   Note

   For information, refer to Emptying the Trimmer Waste Container.

7. Close the trimmer upper and lover covers.
8. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Two-Sided Trimmer Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault. The (**E**) code on the upper-left part of the Fault message displays which error indicator is lit on the Two-Sided Trimmer indicator panel (E1–E7).

Note

For information about faults and fault messages, refer to the press *User Guide, Troubleshooting* chapter.

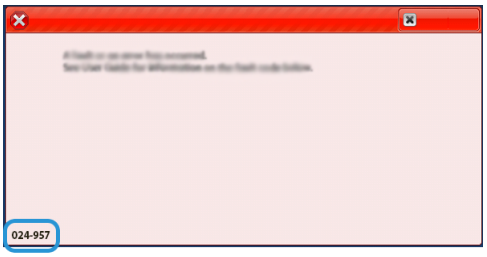
Two-Sided Trimmer Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

Two-Sided Trimmer faults are identified by the codes which start with the three-digit numbers “**012**,” “**013**,” “**014**,” “**024**,” and “**028**.”



Two-Sided Trimmer Specifications

Item	Specification			
Two-sided Trim	Paper size	Standard size	Minimum	Letter (8.5 x 11 in.) A4
			Maximum	13 x 19 in. A3
		Custom size	Height	7.7–13 in. 194.0–330.2 mm
			Width	8.26–19.2 in. 10.0–488.0 mm
	Paper weight	Uncoated		52–350 g/m^2
		Coated		106–350g/m^2
	Trimming size	0.24–0.99 in. 6–25 mm		
		Note Setting a head-to-toe trimming area size of 0.275 in. / 7 mm or less may cause damage of the trimmed edges.		

10

C/Z Folder

Note

- This optional finishing device requires the Interface Decurler Module.
- The C/Z Folder is available only with one of the optional Production Ready (PR) Finishers.

The C/Z Folder is an optional finishing device which provides C-Fold and Z-Fold output for 8.5 x 11 in. / A4 output and 11 x 17 in. / A3 media.

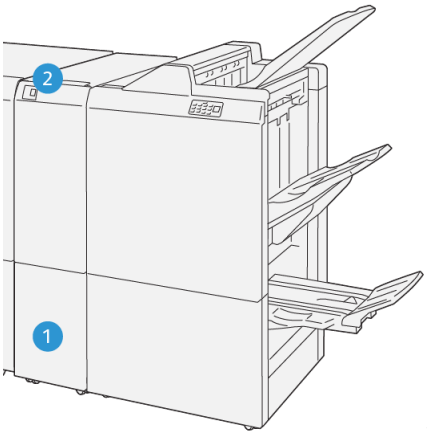
Folded output is produced by selecting the **Fold** feature.

- The **Fold** feature is selected from the print driver (for network print jobs) or from the scanner (for copy / scan jobs; applicable only if the press includes a scanner).
- In order to use the **Fold** feature, the orientation of documents must be short-edge feed (SEF). You must select a tray that contains SEF stock.
- There are three types of folds available: C-Fold, Z-Fold, and Z-Fold Half-Sheet.

C/Z Folder Components

Note

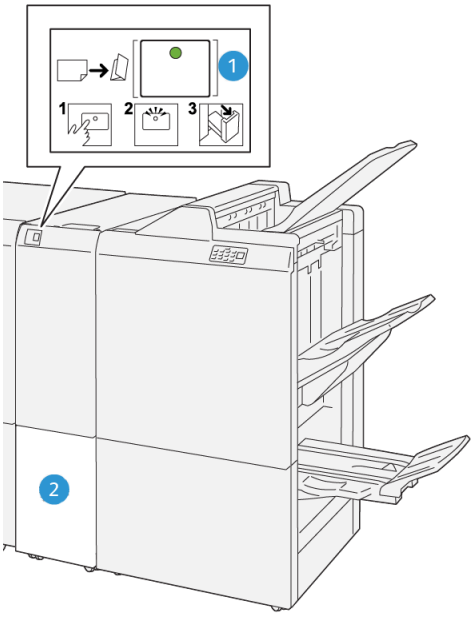
For detailed information about the folding feature, refer to the *System Administration Guide, "Adjust Fold Position."*



VP3100_125

Number	Component	Description
1	Trifold output tray	Receives output sheets.
2	Trifold output tray button	Press this button to open the trifold output tray.

Trifold Output



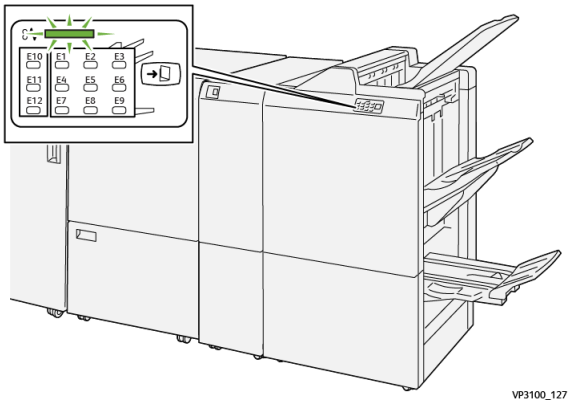
VP3100_126

Number	Component	Description
1	Trifold output tray button	When you press the button, the indicator flashes. When the trifold output tray is unlocked, and the indicator shows a steady light on (no blinking), pull out the trifold output tray.

Number	Component	Description
2	Trifold output tray	C-Fold or Z-Fold jobs are delivered to this tray only. **Note** C/Z Fold jobs cannot be delivered to any other tray.

C/Z Folder Troubleshooting

C/Z Folder Paper Jams



- The press stops running and an fault message displays on the press touch screen.
- The message includes a graphical illustration showing the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams may occur in multiple areas of the press and any optional devices connected to the press. When this happens, the graphical illustration changes to show the multiple locations and the required corrective actions.
- Additionally, if a fault occurs with the C/Z Folder, an indicator lights on the PR Finisher's control panel and shows the corresponding area on the C/Z Folder where the fault occurred.

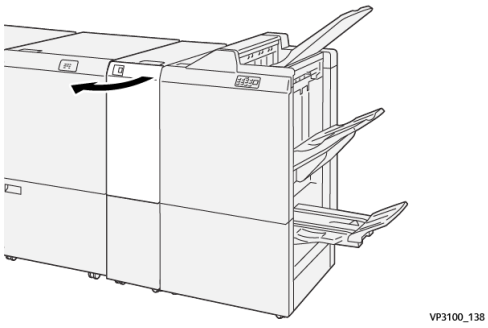
Always refer to the following information when clearing paper jams:

- Do not power off the press when removing paper jams.
- 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.
- Clear all paper jams before resuming print jobs.
- Do not touch components inside the press. This can cause print defects.
- Ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with print jobs.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- After removing paper jams, close all doors and covers. The press cannot print when doors or covers are open.

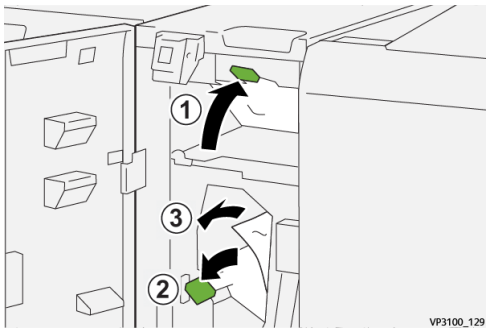
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to display on the press touch screen. To clear any remaining jams, refer to the press touch screen for instructions and information.

Clearing Paper Jams from Folder Area E10

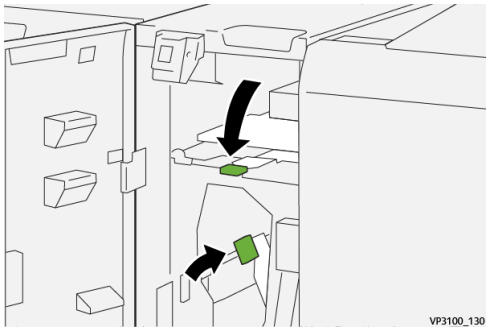
1. Open the folder front cover.



2. Open lever **2a** upward (①) and lever **2b** to the left (②). Remove jammed paper (③).



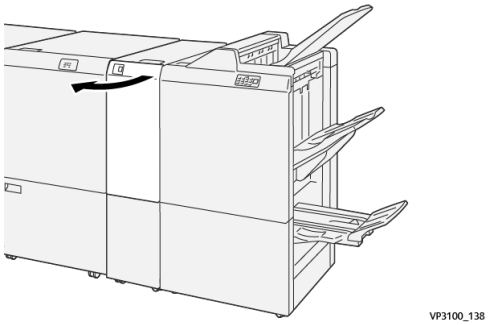
3. Return levers **2a** and **2b** to their original positions.



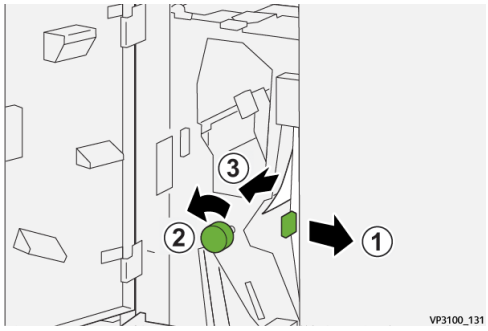
4. Close the folder front cover.
5. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from Folder Area E11

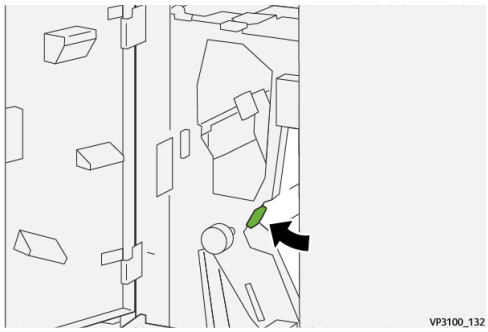
1. Open the folder front cover.



2. Open lever **2g** to the right (①) and rotate knob **2c** counterclockwise (②). Remove jammed paper (③).



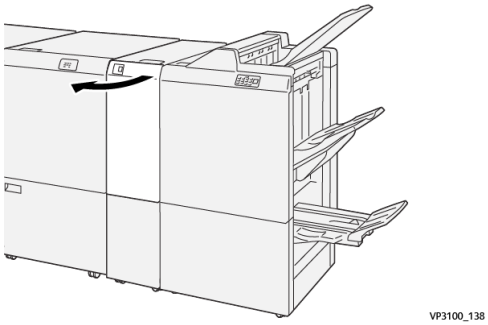
3. Return lever **2g** to its original position.



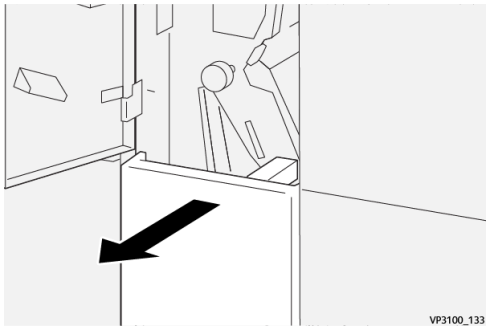
4. Close the folder front cover.
5. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from Folder Area E12

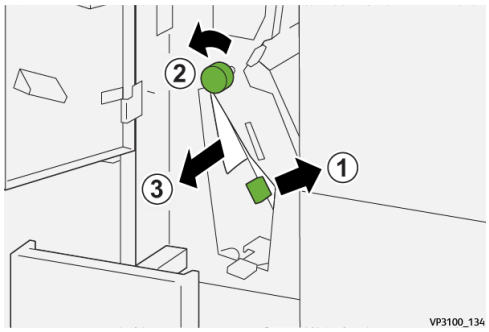
1. Open the folder front cover.



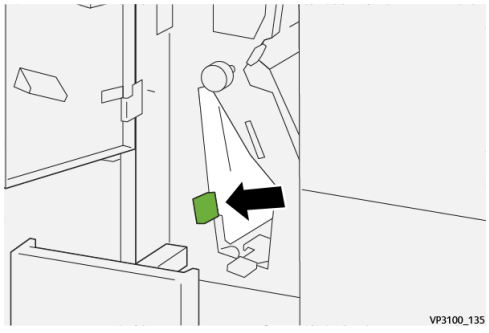
2. Pull open the trifold output tray **2d**.



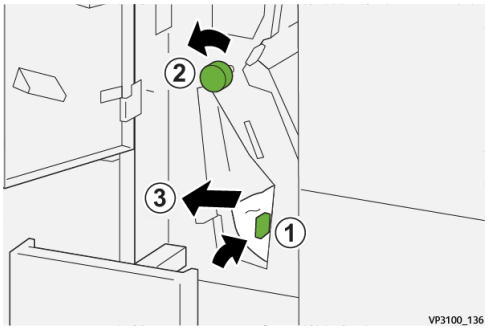
3. Open lever **2e** to the right (①) and rotate knob **2c** counterclockwise (②). Remove jammed paper (③).



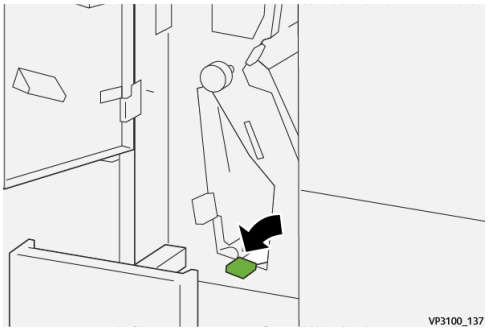
4. Return lever **2e** to its original position.



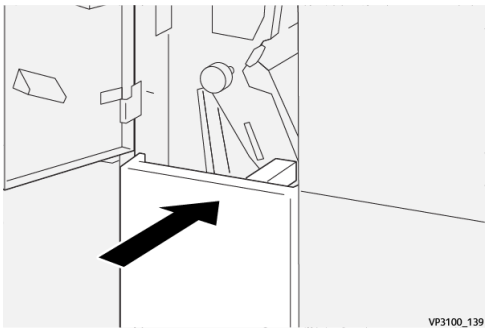
5. If you have difficulty removing any paper jams, open lever **2f** to the right (①) and rotate knob **2c** counterclockwise (②). Remove jammed paper (③).



6. Return lever **2f** to its original position.



7. Close the trifold output tray **2d** by pushing it in completely.



8. Close the folder front cover.
9. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

C/Z Folder Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault. The (**E**) code on the upper-left part of the Fault message displays which error indicator is lit on the C/Z Folder indicator panel (E1–E7).

Note

For information about faults and fault messages, refer to the press *User Guide, Troubleshooting* chapter.

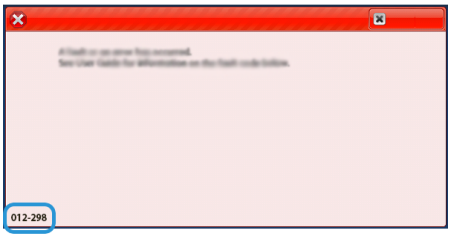
C/Z Folder Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

C/Z Folder faults are identified by the codes which start with the three-digit numbers "**012**" and "**013**."



C/Z Folder Specifications

Item	Specification	
Z-Fold Half Sheet	Paper size	11 x 17 in. (Tabloid) A3 JIS B4
	Paper weight	60 - 90 g/m^2 (Uncoated)
Tri-fold (C or Z)	Paper size	8.5 x 11 in. (Letter) A4
	Paper weight	60 - 90 g/m^2 (Uncoated)
Tray capacity	30 sheets **Note** Values are based on Colotech+90.	

11

Production Ready (PR) Finisher / Production Ready (PR) Booklet Maker Finisher

Note

These optional finishing devices require the Interface Decurler Module.

Note

Throughout this section, the PR Finisher and PR Booklet Maker Finisher are referred to simply as the "Finisher." Any differences between the two finishers are distinguished by using the specific finisher name.

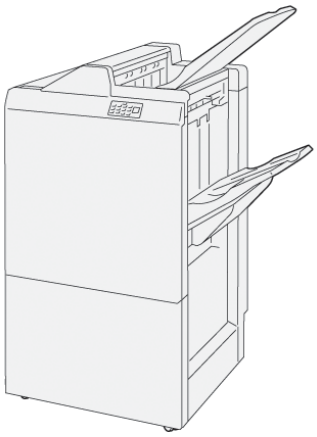
The Production Ready (PR) Finisher and Production Ready (PR) Booklet Maker Finisher provide the following capabilities:

- Handling media that is smaller than 5.83 x 8.27 in. / A5.
- Stapling a maximum of 35 pages of coated stock.
- Handling large-sized paper (maximum size of 13 x 19.2 in. / 330.2 x 488 mm).

Note

The optional C/Z Folder is available for both finishers.

PR Finisher

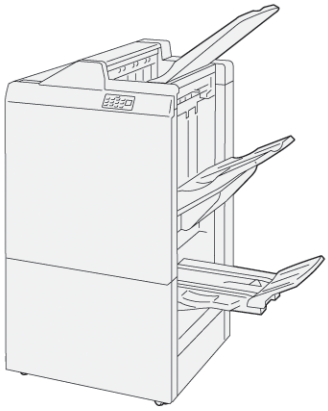


The PR Finisher consists of:

- Two output trays: Top Tray and Stacker Tray
- Stapler
- Optional Basic Punch

PR Booklet Maker Finisher

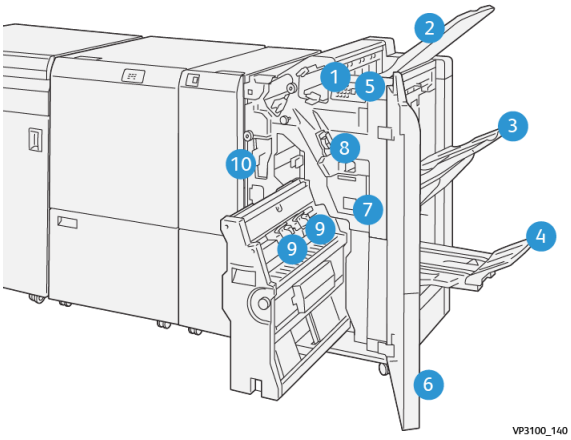
The Production Ready (PR) Booklet Maker Finisher provides all the same features as the PR Finisher plus it automatically creates saddle-stitched booklets of up to 25 sheets and bi-folding (also called single-folding).



The PR Finisher consists of:

- Three output trays: Top Tray, Stacker Tray, Booklet Output Tray
- Booklet Maker Unit
- Stapler
- Optional Basic Punch

Finisher Components

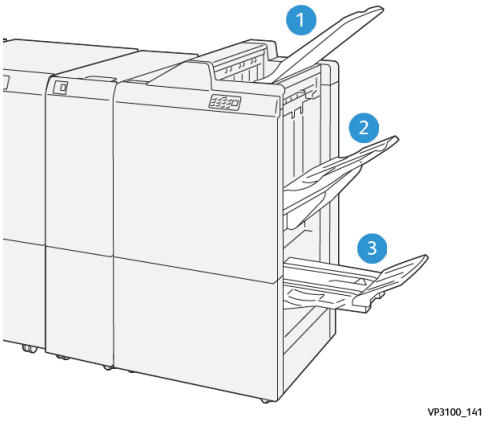


1. Paper Jam / Error Indicator
2. Top Tray
3. Stacker Tray
4. Booklet Tray*
5. Booklet Output Button*
6. Front Cover
7. Staple Waste Container
8. Basic Staple Cartridge for Side Stitch
9. Two Booklet Staple Cartridges for Saddle Stitch*
10. Hole Punch Waste Container

Note

* Available only with the PR Booklet Maker Finisher.

Finisher Output Trays



1. Top tray
2. Stacker tray
3. Booklet tray*

*Available only with the PR Booklet Maker Finisher.

Top Tray

If output sheets are not fully ejected, this causes the press to detect a “Paper Full” condition. If this condition is detected frequently, change the angle of the top tray.

Refer to the following guidelines for changing the top tray angle:

- For normal usage, keep the tray in its lower, default position.

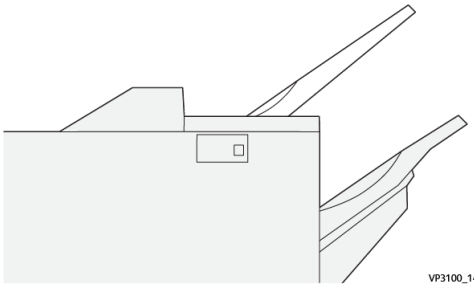
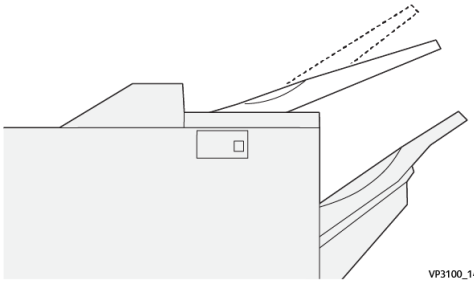
  Important

  Continual usage of the tray in the upper position, may cause paper jams or output sheets to fall from the tray upon delivery.

- When using the following paper types, change the angle of the tray to its upper position. These paper types may cause frequent “Paper Full” conditions:
  - Light-weight (106 g/m^2 or lighter) coated paper
  - Coated paper whose edges are 364 mm or longer
  - Long paper

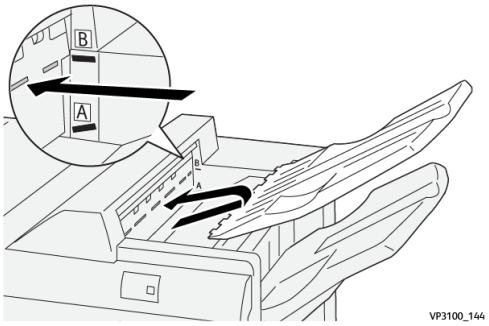
Note

If sheets are curled, changing the tray angle has no effect.

A	B
Default, lower angle 	Raised, upper angle 

To change the angle of the tray:

1. Pull the top tray from the lower seating (**A**) by pulling it toward the right.
2. Insert the clutches at the lead edge of the tray into upper seating (**B**).



Stacker Tray

Side stitch jobs are delivered to this tray only.

Note

Delivering 2,000 or more sheets to this tray with excessive downward curl may cause the output stack to fall out of the tray. If this happens, set the curl correction level on the Interface Decurler Module to its **lowest** level, and set curl correction on the Inserter setting to **downward**. For information, refer to Paper Curl Correction with the PR Finishers.

Booklet Tray

Note

The booklet tray is attached to PR Booklet Maker Finisher. However, if the SquareFold Trimmer is installed, the booklet tray is attached to SquareFold Trimmer.

Bi-Fold and Bi-Fold with Saddle Stitch jobs are delivered to this tray only.

Paper Curl Correction with the PR Finishers

If sheets are curled when delivered any of the finisher trays, refer to the following information:

- Printing on 5.83 × 8.27 in., A5, LEF paper with upward curl may cause paper jams. If this occurs, set the curl correction level on the Interface Decurler Module to its **highest** setting, and on the Inserter, set it to **upward**.
- Printing on heavyweight paper with downward curl may cause paper jams. If this occurs, set the curl correction level on the Interface Decurler Module to its **lowest** setting, and on the Inserter, set it to **downward**.
- Printing on paper weighing 157 g/m^2 or heavier with up curl may cause paper jams. If this occurs, set the curl correction level on the Interface Decurler Module to its **highest** setting, and on the Inserter, set it to **upward**.

For more information about the paper curl correction features, refer to IDM Curl Correction Modes and Functions and Inserter Control Panel.

Bi-Fold Feature (PR Booklet Maker Finisher Only)

Note

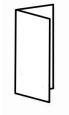
The Bi-Fold feature is available only with the PR Booklet Maker Finisher.

- In order to use the Bi-Fold feature, the orientation of documents must be short-edge feed (SEF). You must select a tray that contains SEF stock.
- The Bi-Fold feature is selected from the print driver (for network print jobs) or from the scanner (for copy / scan jobs; applicable only if the press is a combination copier and printer).
- Bi-Fold is sometimes referred to as “Single Fold.”

Important

The C-Fold and Z-Fold options are available only with the C/Z Folder; for more information on this device, refer to the section entitled C/Z Folder.

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



There are three Bi-Fold options available:

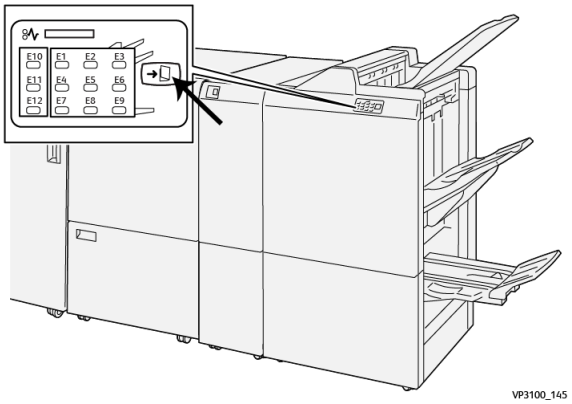
- Bi-Fold Single Sheet
- Bi-Fold Multiple Sheets
- Bi-Fold Multiple Sheets Stapled

Note

For detailed information about fold types, refer to the *System Administration Guide*, *"Adjust Fold Positions."*

Booklet Output Button

Press this button to remove finished booklets from the finisher.



Note

If the SquareFold Trimmer is installed, pressing this button moves the booklets to the booklet tray installed on SquareFold Trimmer.

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.

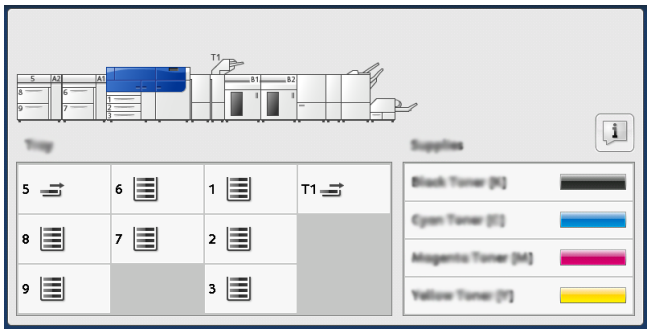
Supply Item	Supply Unit Shipped with finisher/Reorder Quantity
Staple Cartridge and Staple Waste Container (for the PR Finisher, the PR Booklet Maker Finisher, and the PR Finisher Plus)	4 staple cartridges (5,000 staples per cartridge) and 1 staple waste container per carton
PR Booklet Maker Finisher Staple Cartridge	4 pack: 5,000 staple refills each

Checking the Status of Finisher Consumables

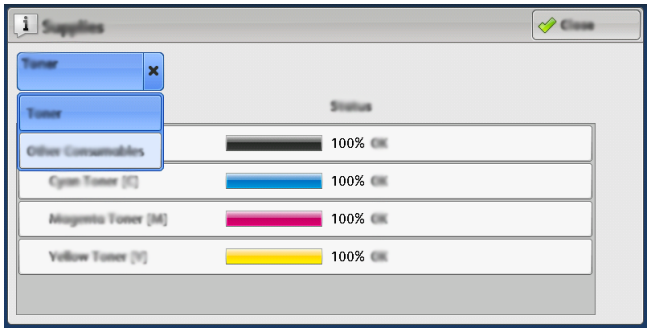
When a consumable is reaching the time it needs to be replaced, a message is displayed on the control panel touch screen. This indicates when it is time to order and/or install a new consumable item. With some Customer Replaceable Units (CRUs), the screen indicates that the press may continue to run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

To check the status of your consumables:

1. Press the **Home** button on the press control panel.



2. To display more information about supplies and their status, touch the **Information** button .
   The Supplies screen displays.
3. From the menu, select **Other Consumables** to see the status of other consumables.



The Other Consumables window displays and provides information about the percentage of remaining life for each consumable.

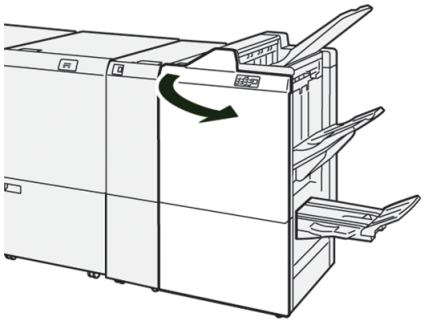
4. Use the up / down arrows to see additional consumables, such as the finisher staples, the staple waste container, and other consumables for any additional optional devices that are configured with the press.

Replacing the Basic Staple Cartridge (for Side Stitching)

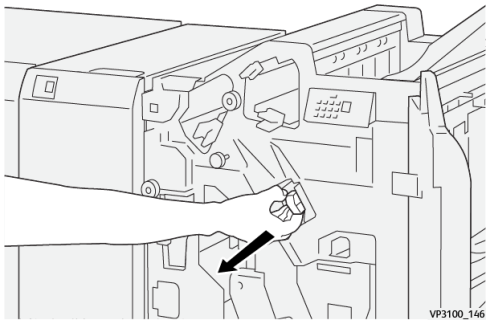
Note

Ensure that the press is not running before performing this procedure.

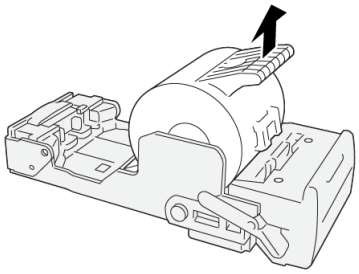
1. Open the finisher front cover.



2. Pull out **R1**.

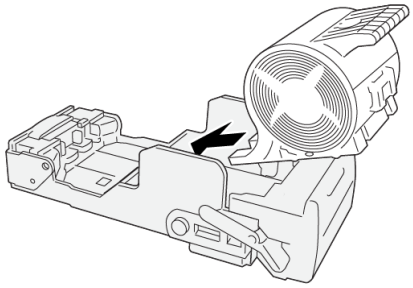


3. Holding the staple cartridge at the position indicated by the arrow, remove it from the unit.



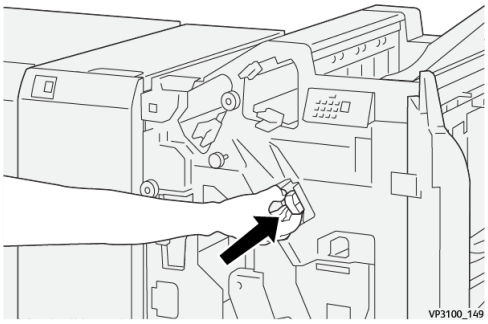
VP3100_147

4. Insert a new staple cartridge into the unit.



VP3100_148

5. Insert the unit to its original position.



VP3100_149

6. Close the finisher front cover.

Replacing the Booklet Staple Cartridge (for Saddle Stitching)

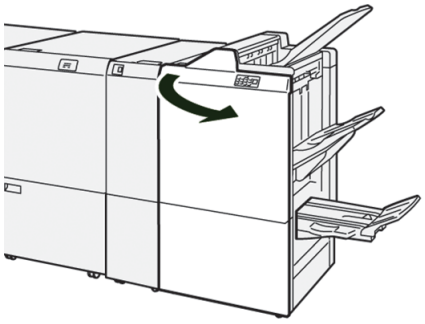
Note

Ensure that the press is not running before performing this procedure.

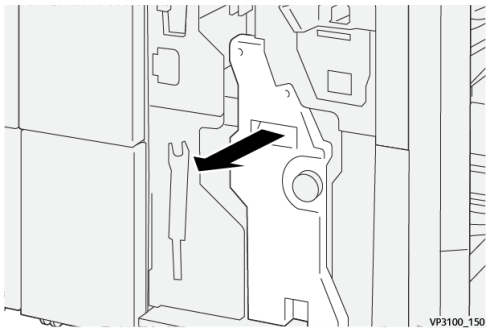
Note

This procedure is applicable only or the PR Booklet Maker Finisher.

1. Open the finisher front cover.



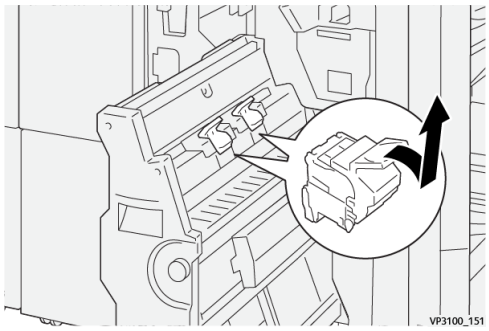
2. Pull out the **Saddle Stitch Unit 3** toward you until it stops.



3. While holding the tabs on the staple cartridge, pull out the cartridge to remove it.

   ### Note

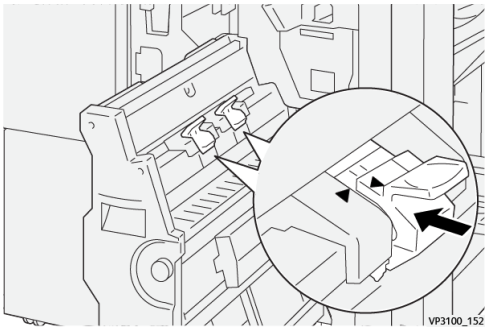
   There are two booklet staple cartridges provided. Check the message to see which cartridge needs replacing.



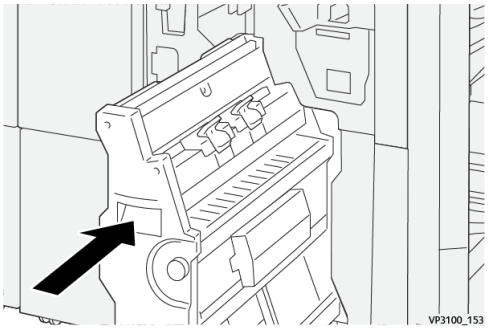
4. While holding the tabs on the new staple cartridge, push in the cartridge until it seats.

Note

Make sure that the marks are aligned.



5. Push the **Saddle Stitch Unit 3** gently into the finisher until it stops.



6. Close the finisher front cover.

Replacing the Finisher Staple Waste Container

Warning

To avoid personal injury, use care when removing staple waste container.

The press displays a message when staple waste container is full. When the message appears, replace the container with a new one.

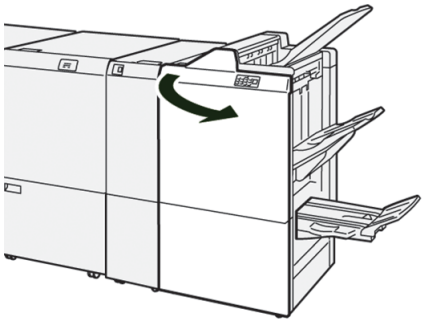
Important

- Ensure that the press is not running before performing this procedure.
- Keep the press remains powered on when replacing the staple waste container. If powered off, the press does not recognize the replacement of the waste container, and full message will remain displayed.
- To ensure the press continues running after replacing the waste container, close the finisher front cover.

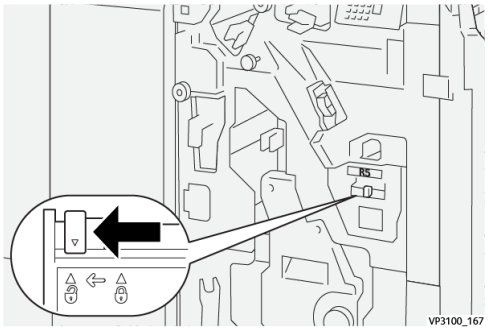
Note

A staple waste container comes with the basic staple cartridge.

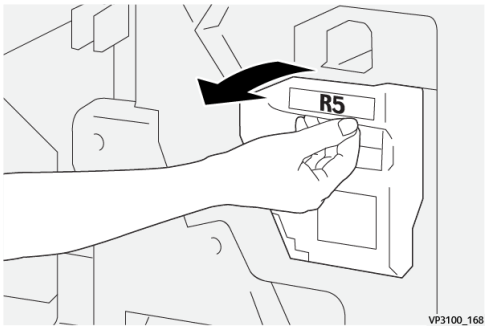
1. Open the finisher front cover.



2. Move the lock lever under **R5** toward the left to the opened-lock mark.



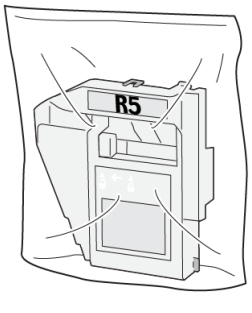
3. Pull out **R5**.



4. Place the used staple waste container into the supplied plastic bag.

Note

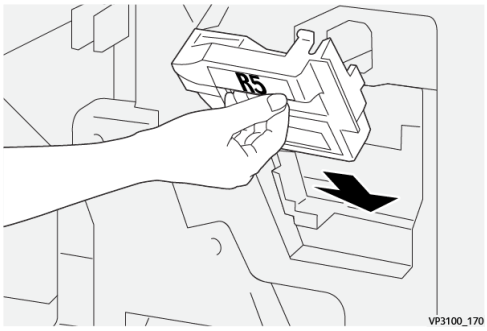
Do not disassemble the used waste containers. Return the used staple waste containers to the Customer Support Center.



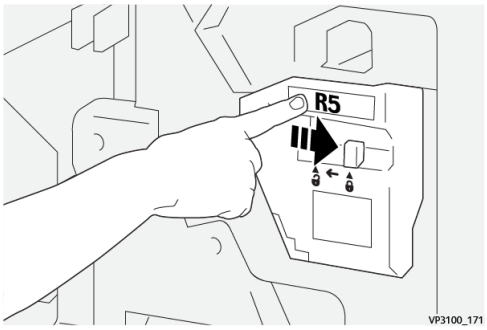
5. Insert the new staple waste container by lowering it into position and gently pushing it into place.

   Warning

   To prevent injury, do not put your fingers on top of the container.



6. Move the lock lever under **R5** toward the right to the closed-lock mark.



7. Close the finisher front cover.

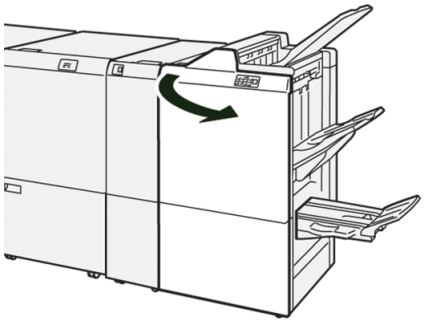
Emptying the Hole Punch Waste Container

The press displays a message when hole punch waste container is full. When the message appears, empty the container of all paper scraps.

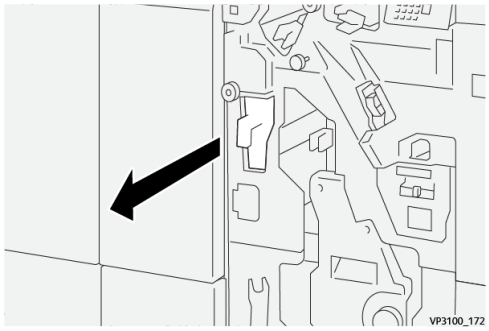
Important

- Ensure that the press is not running before performing this procedure.
- Keep the press powered on when emptying the container. If powered off, the press does not recognize the container was emptied and the full message will remain displayed.
- To ensure the press continues running after emptying the container, close the finisher front cover.

1. Open the finisher front cover.



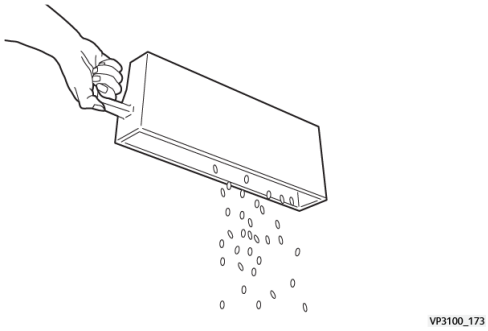
2. Pull out the **R4**.



3. Discard all waste from the container.

   ### Important

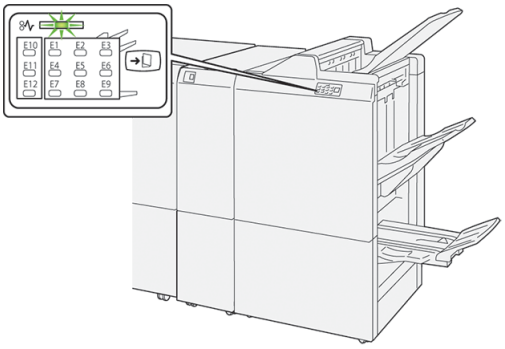
   Be sure to completely empty the container. If any waste or scraps remain, the container becomes full before a full message displays causing an fault to occur.



4. Return **R4** to its original position.
5. Close the finisher front cover.

Finisher Troubleshooting

Finisher Paper Jams



The following occurs when there is an fault, such as paper jams, open doors or covers, or a press malfunction:

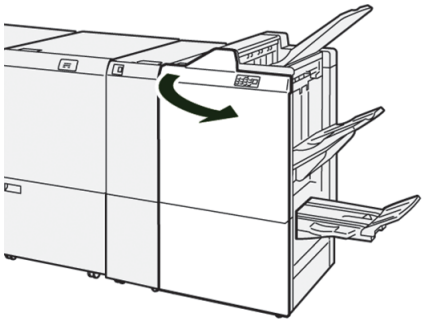
- The press stops running and an fault message displays on the press touch screen.
- The message includes a graphical illustration showing the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams may occur in multiple areas of the press and any optional devices connected to the press. When this happens, the graphical illustration changes to show the multiple locations and the required corrective actions.
- Additionally, if a fault occurs with an optional device, an indicator lights on that device's control panel and shows the corresponding area on the device where the fault occurred.

Always refer to the following information when clearing paper jams:

- Do not power off the press when removing paper jams.
- 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.
- Clear all paper jams before resuming print jobs.
- Do not touch components inside the press. This can cause print defects.
- Ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with print jobs.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- After removing paper jams, close all doors and covers. The press cannot print when doors or covers are open.
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to display on the press touch screen. To clear any remaining jams, refer to the press touch screen for instructions and information.

Clearing Paper Jams from Finisher Area E1

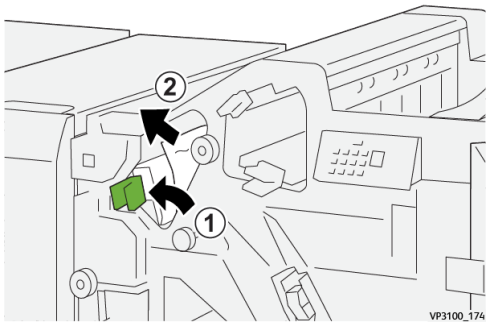
1. Open the finisher front cover.



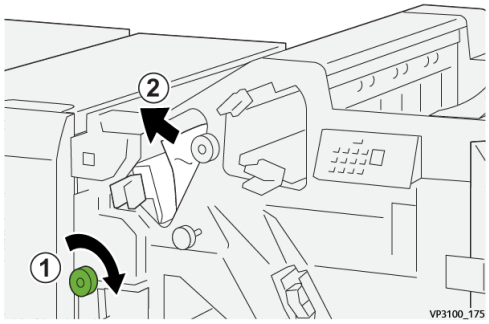
2. Open lever **1a** to the left (①) and remove the jammed paper (②).

   Note

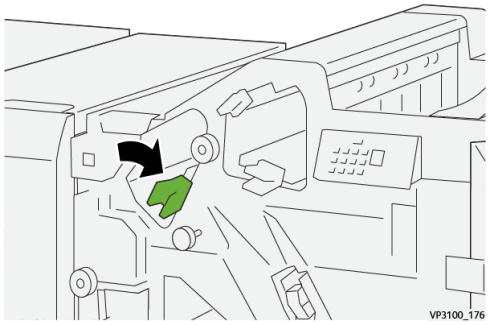
   Grasp the leading edge of the jammed sheet, and pull out the sheet to remove it.



3. If you have difficulty removing any paper jams, rotate knob **1b** clockwise (①) and remove the jammed paper (②).



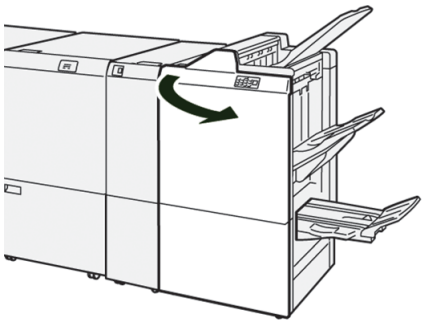
4. Return lever **1a** to its original position.



5. Close the finisher front cover.

Clearing Paper Jams from Finisher Area E2

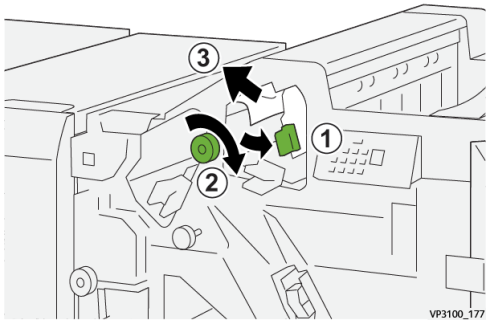
1. Open the finisher front cover.



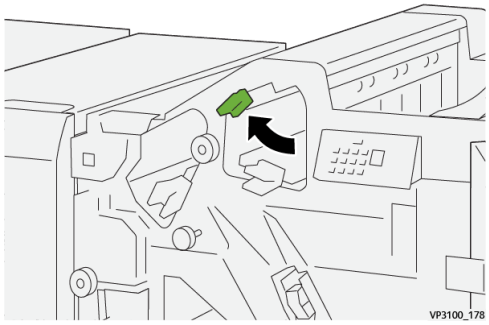
2. Open lever **1c** to the right (①) and rotate knob **1e** clockwise (②). Remove the jammed paper (③).

   Note

   The jammed paper may be hidden behind the upper cover.



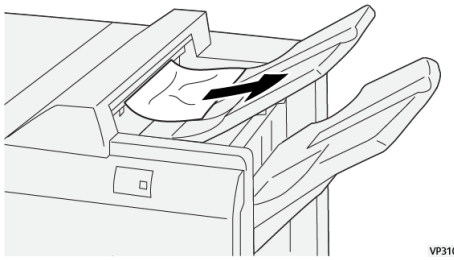
3. Return lever **1c** to its original position.



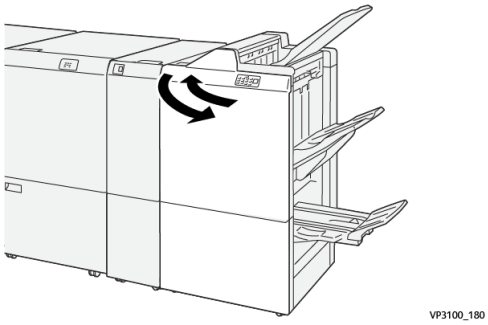
4. Close the finisher front cover.

Clearing Paper Jams from Finisher Area E3

1. Pull out the jammed paper from the finisher top tray.

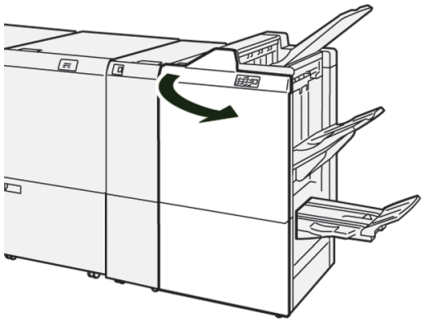


2. Open and close the finisher front cover.

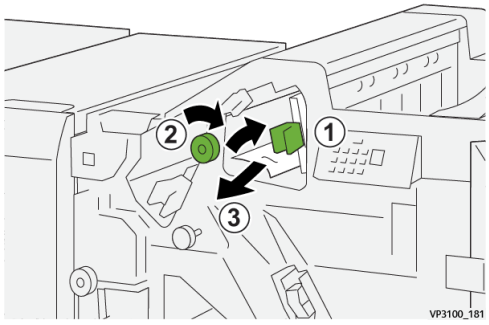


Clearing Paper Jams from Finisher Area E4

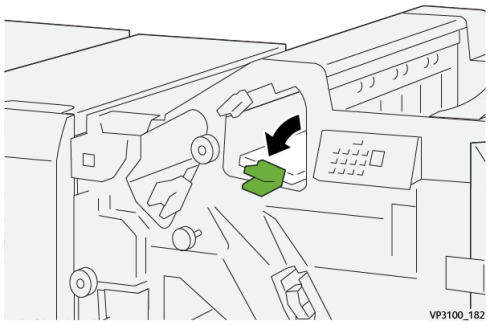
1. Open the finisher front cover.



2. Open lever **1d** to the right (①) and rotate knob **1e** clockwise (②). Remove the jammed paper (③).



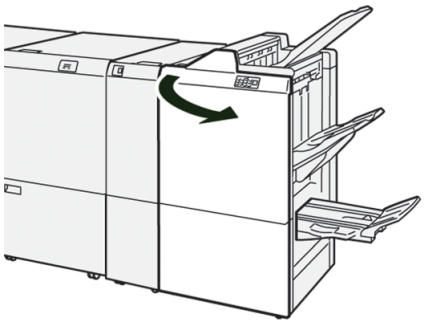
3. Return lever **1d** to its original position.



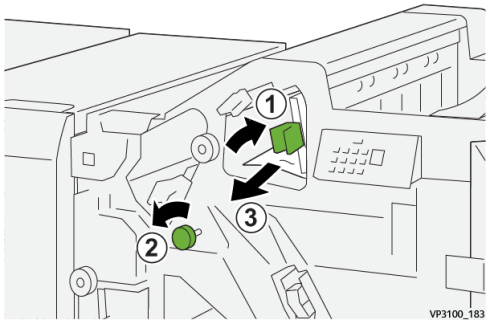
4. Close the finisher front cover.

Clearing Paper Jams from Finisher Area E5

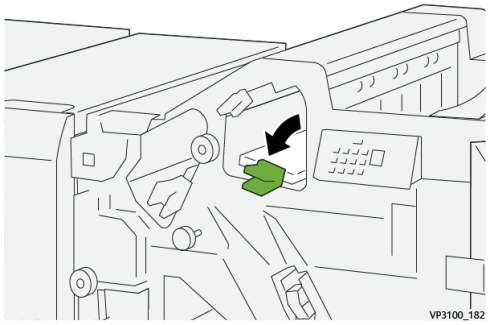
1. Open the finisher front cover.



2. Open lever **1d** to the right (①) and rotate knob **1f** counterclockwise (②). Remove the jammed paper (③).



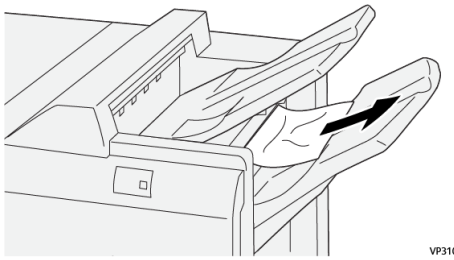
3. Return lever **1d** to its original position.



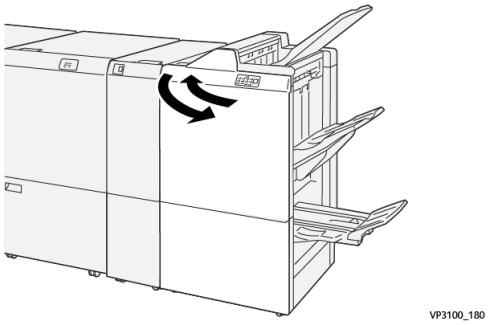
4. Close the finisher front cover.

Clearing Paper Jams from Finisher Area E6

1. Pull out the jammed paper from the finisher stacker tray.

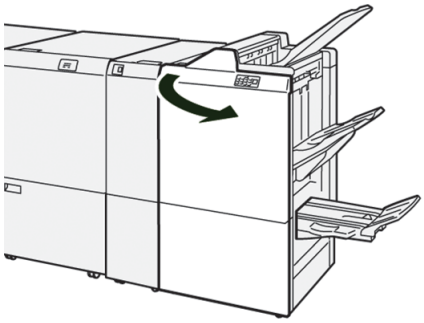


2. Open and close the finisher front cover.

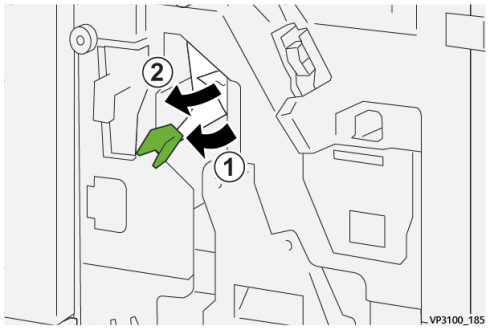


Clearing Paper Jams from Finisher Booklet Area E7

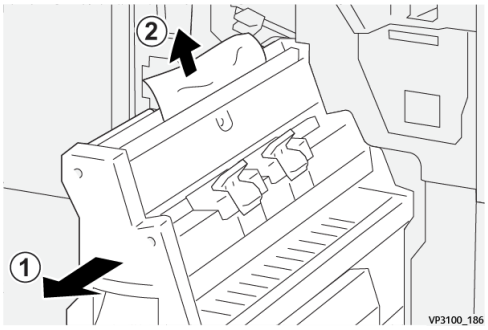
1. Open the finisher front cover.



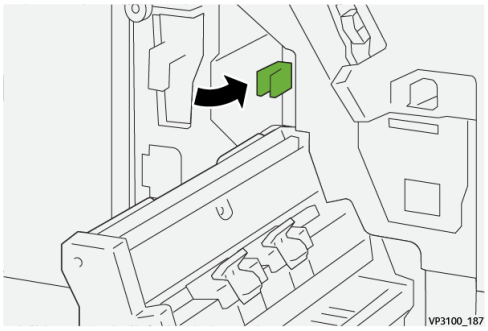
2. Open lever **3a** to the left (①) and remove the jammed paper (②).



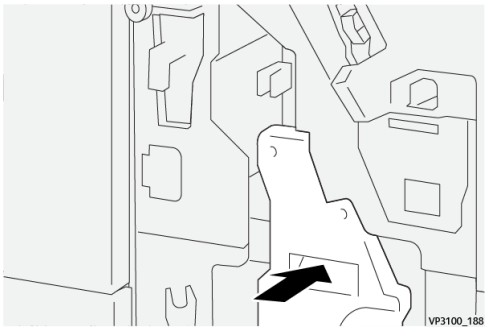
3. If you have difficulty removing paper jam, pull out the **Saddle Stitch Unit 3** (①) and remove the jammed paper (②).



4. Return lever **3a** to its original position.



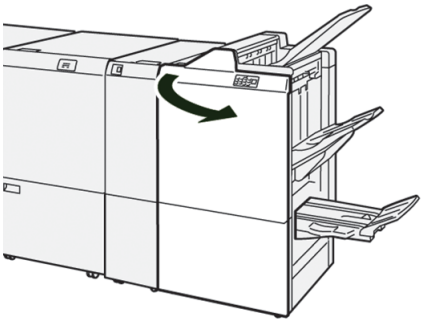
5. Gently push in the **Saddle Stitch Unit 3** until it stops.



6. Close the finisher front cover.

Clearing Paper Jams from Finisher Booklet Area E8

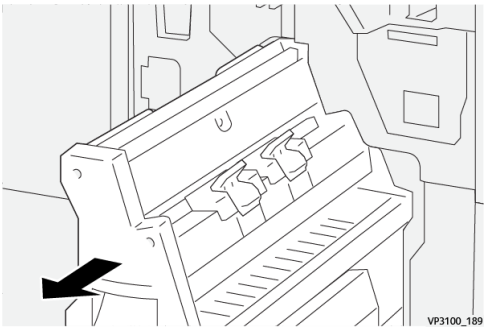
1. Open the finisher front cover.



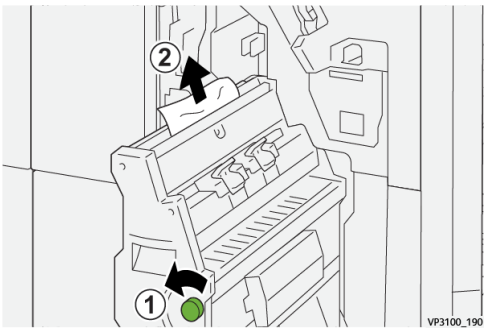
2. Pull out the **Saddle Stitch Unit 3** toward you until it stops.

Note

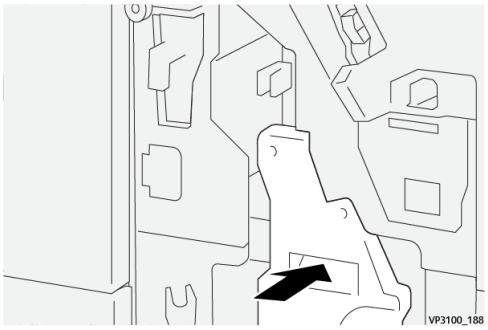
Check lever **3a** for paper jam before pulling out the unit.



3. Rotate knob **3b** counterclockwise (①) and remove the jammed paper (②).



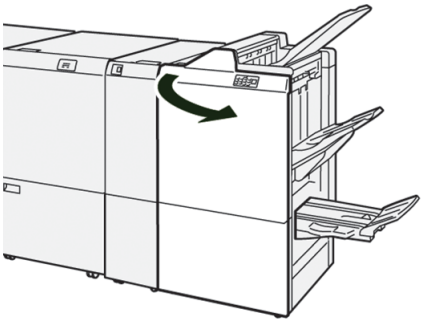
4. Gently push in the **Saddle Stitch Unit 3** until it stops.



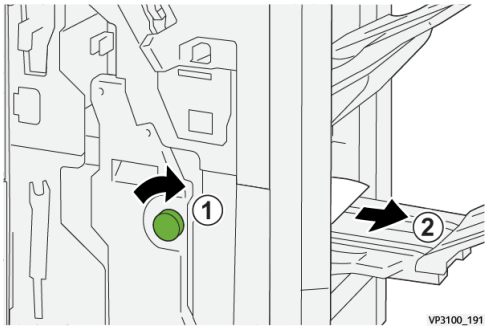
5. Close the finisher front cover.

Clearing Paper Jams from Finisher Booklet Area E9

1. Open the finisher front cover.



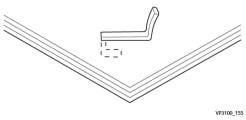
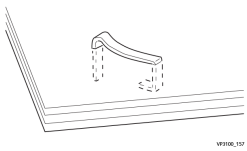
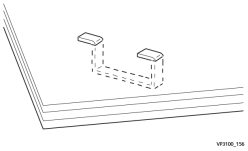
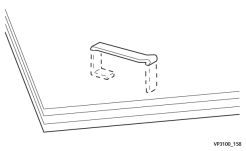
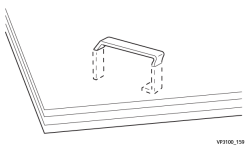
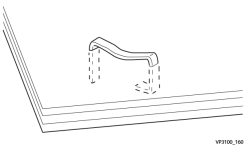
2. Rotate knob **3b** clockwise (①) and remove the jammed paper from the booklet tray area (②).



3. Close the finisher front cover.

Finisher Staple Faults

Use the following procedures when stapling issues occur with the printed output, such as the sheets are not stapled or staples are bent. Contact the service representative if the problems continue after you have tried the following solutions.

<table>
<tr><td>Not stapled</td><td colspan="2">Bent staple</td></tr>
<tr><td>  </td><td colspan="2">  </td></tr>
<tr><td colspan="3">If printed sheets are stapled as shown in the following figures, contact your service representative.</td></tr>
<tr><td>One side of staple raised up</td><td>Staple bent in reverse direction</td><td>Flattened staple</td></tr>
<tr><td>  </td><td>  </td><td>  </td></tr>
<tr><td>Entire staple raised up</td><td colspan="2">Staple raised up with center pressed inward</td></tr>
<tr><td>  </td><td colspan="2">  </td></tr>
</table>

Important

- Depending on the type of paper being stapled, the staple nails may be bent. If the bent nails are stuck inside the finisher, they may eventually cause paper jams.
- When you open the cover of the staple cartridge, remove any bent staples; otherwise staple jams may occur. Use the cover of the staple cartridge only when removing jammed staples.

Clearing Staple Jams in the Basic Stapler

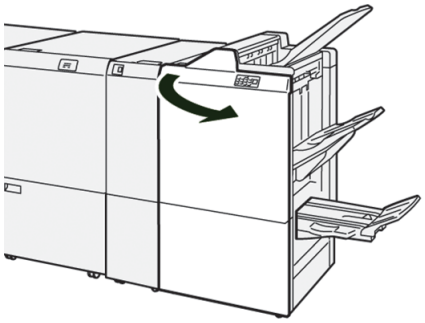
Note

If the staple cartridge accidentally detaches from its holder, refer to Reinserting the Basic Staple Cartridge.

Note

Ensure that the press is not running before performing this procedure.

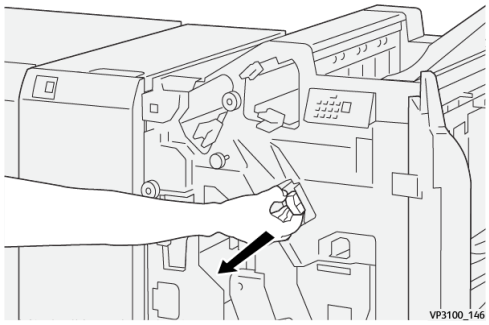
1. Open the finisher front cover.



2. Pull out **R1**.

   ### Note

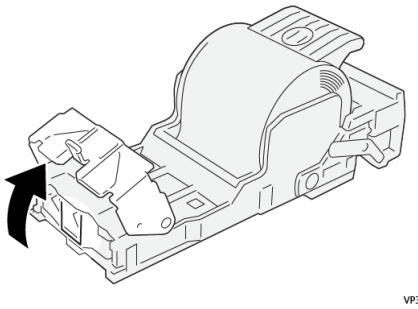
   After removing the staple cartridge, check the inside of the finisher for any remaining staples.



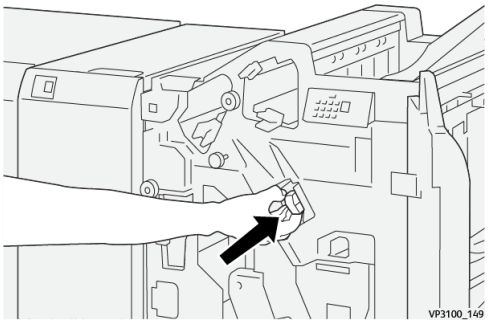
3. Open the unit cover, and remove the jammed staples.

Warning

To avoid personal injury, use care when removing jammed staples.



4. Reinsert the unit to its original position.

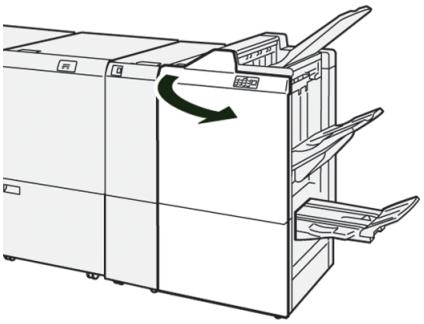


5. Close the finisher front cover.

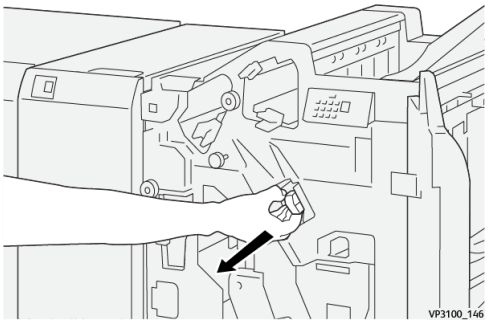
Reinserting the Basic Staple Cartridge

If a staple cartridge has been inserted incorrectly or accidentally removed, perform the following procedure to correctly reinsert the staple cartridge into the cartridge unit.

1. Open the finisher front cover.



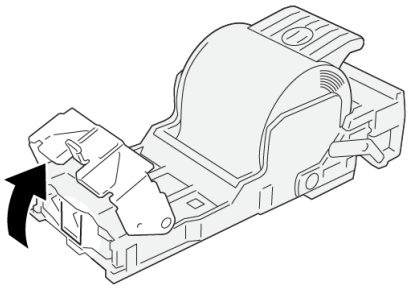
2. Pull out **R1**.



3. Open the unit cover, and remove the jammed staples.

Warning

To avoid personal injury, use care when removing jammed staples.

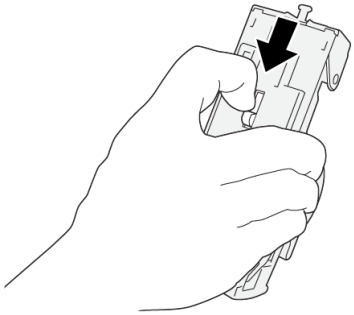


VP3100_161

4. Locate the lever on the back of the unit.

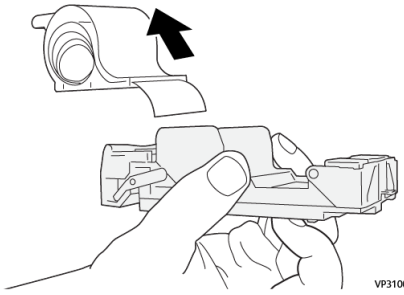
Warning

When moving the lever, be careful not to hurt your fingers and nails.



VP3100_163

5. Turn the unit up while holding the lever, and then take out the staple cartridge from the unit.

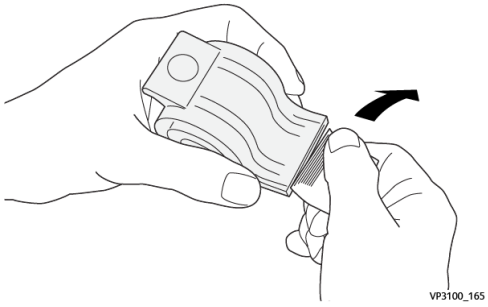


VP3100_164

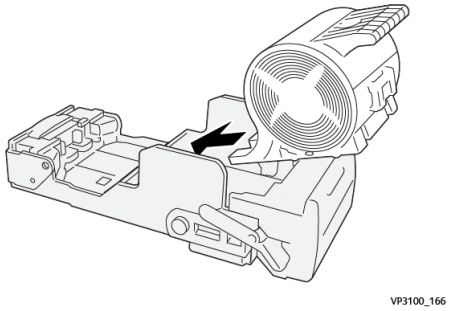
6. Remove the outside staples along the line.

Warning

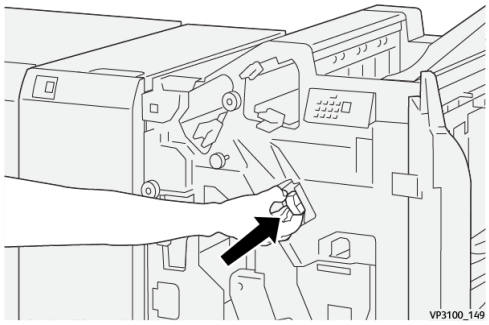
When removing staples, be careful not to hurt your fingers.



7. Insert the staple cartridge into the unit.



8. Reinsert the unit to its original position.



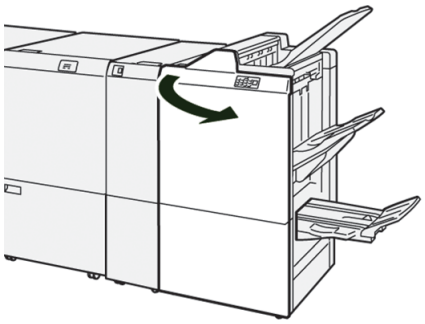
9. Close the finisher front cover.

Clearing Staple Jams in the Booklet Stapler

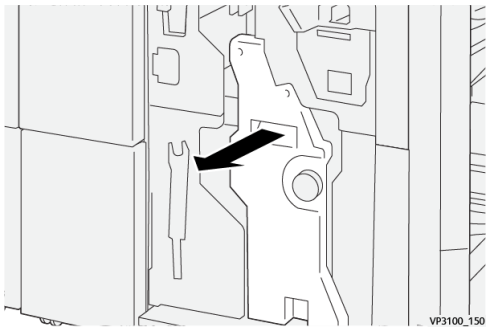
Note

Ensure that the press is not running before performing this procedure.

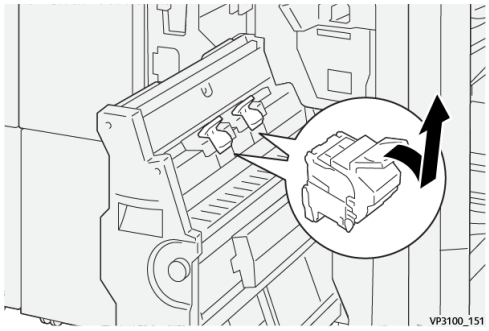
1. Open the finisher front cover.



2. Pull out the **Saddle Stitch Unit 3** toward you until it stops.



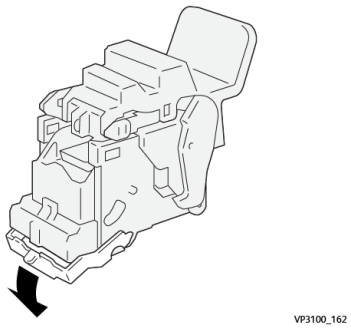
3. While holding the tabs on the staple cartridge, pull out the cartridge to remove it.



4. Remove any jammed staples.

Warning

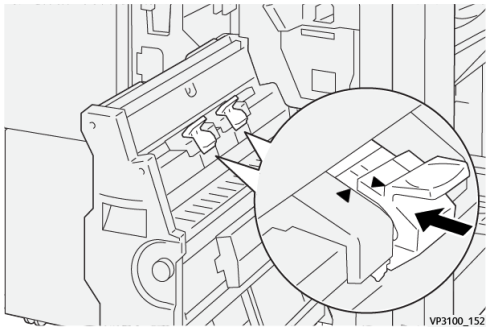
To avoid personal injury, use care when removing jammed staples.



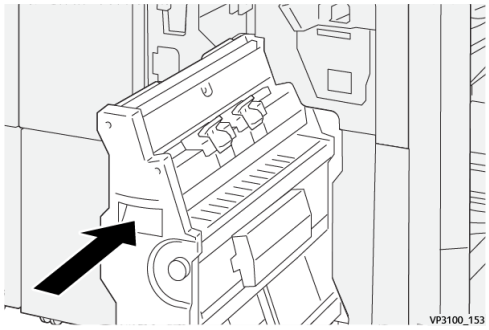
5. While holding the tabs on the new staple cartridge, push in the cartridge until it seats.

Note

Make sure that the marks are aligned.



6. Push the **Saddle Stitch Unit 3** gently into the finisher until it stops.



7. Close the finisher front cover.

Finisher Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault. The (**E**) code on the upper-left part of the Fault message displays which error indicator is lit on the Finisher indicator panel (E1–E9).

Note

For information about faults and fault messages, refer to the press *User Guide, Troubleshooting* chapter.

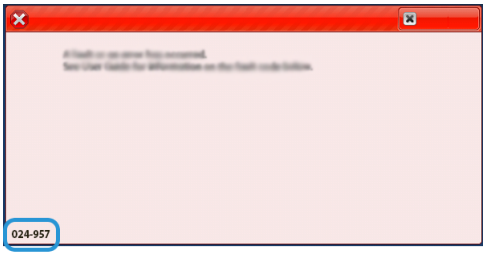
Finisher Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

Finisher faults are identified by the codes which start with the three-digit numbers "**012**," "**013**," "**024**," "**041**," "**112**," and "**124**."



Finisher Specifications

Item	Specification	
Tray	Top tray	Collate and stack
	Stacker tray	Collate (offsetting supported) and stack (offsetting supported)
	Booklet tray	Collate and stack

Item	Specification			
Paper size	Top tray	Standard size	Minimum	Postcard (100 x 148 mm)
			Maximum	13 x 19 in., A3
		Custom size	Height	98.0 - 330.2 mm
			Width	148.0 - 660.4 mm
	Stacker tray	Standard size	Minimum	5.83 × 8.27 in., A5
			Maximum	13 x 19 in., A3
		Custom size	Height	148.0 - 330.2 mm
			Width	148.0 - 488.0 mm
	Booklet tray	Standard size	Minimum	JIS B5
			Maximum	13 x 19 in., A3
		Custom size	Height	182.0 - 330.2 mm
			Width	257.0 - 488.0 mm
Paper weight	Top tray	52 - 350 g/m^2		
	Stacker tray	52 - 350 g/m^2		
	Booklet tray	60 - 350 g/m^2		
Tray capacity	Top tray	500 sheets		
	Stacker tray (without staples)	8.5 x 11 in., A4	PR Finisher: 3,000 sheets PR Booklet Maker Finisher: 2,000 sheets	
		JIS B4 or larger	1,500 sheets	
		Mix stack	350 sheets	
	Stacker tray (with staples)	8.5 x 11 in., A4	PR Finisher: 200 sets or 3,000 sheets PR Booklet Maker Finisher: 2,000 sheets	
		JIS B4 or larger	100 sets or 1,500 sheets	
	Booklet tray	20 sets		

<table>
<tr><th>Item</th><th colspan="4">Specification</th></tr>
<tr><td colspan="5">Note
The values are based on Colotech+90.
"Mix stack" means a set of paper sheets where larger sheets are placed over smaller ones (for example, A4 over JIS B5, or JIS B4 over A4).
The booklet tray capacity is 16 sets if one set consists of 17 or more sheets.</td></tr>
<tr><td rowspan="8">Staple</td><td>Capacity</td><td colspan="3">100 sheets</td></tr>
<tr><td colspan="4">Note
The values are based on Colotech+90.
5 sheets (Larger than A4 / Letter (8.5 x 11")).</td></tr>
<tr><td rowspan="4">Paper size</td><td rowspan="2">Standard size</td><td>Minimum</td><td>5.83 × 8.27 in., A5</td></tr>
<tr><td>Maximum</td><td>Tabloid (11 x 17 in.), A3</td></tr>
<tr><td rowspan="2">Custom size</td><td>Height</td><td>182.0 - 297.0 mm</td></tr>
<tr><td>Width</td><td>148.0 - 432.0 mm</td></tr>
<tr><td rowspan="2">Paper weight</td><td>Uncoated</td><td colspan="2">52 - 350 g/m^2</td></tr>
<tr><td>Coated</td><td colspan="2">72 - 350 g/m^2</td></tr>
<tr><td>Stapling position</td><td colspan="3">1 place, 2 places or 4 places</td></tr>
</table>

<table>
<tr><th>Item</th><th colspan="5">Specification</th></tr>
<tr><td rowspan="7">Punch (with Punch Unit)</td><td rowspan="4">Paper size</td><td rowspan="3">Standard size</td><td>Maximum</td><td colspan="2">A3, Tabloid (11 x 17 in.)</td></tr>
<tr><td rowspan="2">Minimum</td><td>2-hole or 3-hole</td><td>JIS B5</td></tr>
<tr><td>4-hole</td><td>A4,16K</td></tr>
<tr><td rowspan="2">Custom size</td><td>Height</td><td colspan="2">203.0 - 297.0 mm</td></tr>
<tr><td>Width</td><td colspan="2">182.0 - 431.8 mm</td></tr>
<tr><td>Paper weight</td><td>Uncoated</td><td colspan="3">52 - 220 g/m^2</td></tr>
<tr><td></td><td>Coated</td><td colspan="3">72 - 200 g/m^2</td></tr>
<tr><td>Number of Holes</td><td colspan="2">2, 4-hole or US 2, 3-hole</td><td></td><td></td></tr>
<tr><td></td><td colspan="4">Note
The number of punch holes you can choose depends on the paper size.</td></tr>
<tr><td>Saddle Stitch / Bi-Fold</td><td colspan="2" rowspan="2">Capacity</td><td>Saddle Stitch</td><td colspan="2">30 sheets</td></tr>
<tr><td rowspan="6">PR Booklet Maker Finisher</td><td>Bi-Fold</td><td colspan="2">5 sheets</td></tr>
<tr><td colspan="5">Note
The values are based on Colotech+90.</td></tr>
<tr><td rowspan="4">Paper size</td><td rowspan="2">Standard size</td><td>Maximum</td><td colspan="2">A3, 13 x 19 in.</td></tr>
<tr><td>Minimum</td><td colspan="2">JIS B5</td></tr>
<tr><td>Custom size</td><td>Height</td><td colspan="2">182.0 - 330.2 mm</td></tr>
<tr><td rowspan="2">Uncoated</td><td>Width</td><td colspan="2">257.0 - 488.0 mm</td></tr>
<tr><td rowspan="2">Paper weight</td><td colspan="3">60 - 350 g/m^2</td></tr>
<tr><td>Coated</td><td colspan="3">2 - 350g/m^2</td></tr>
</table>

Staple Output Capacity

Paper weight (g/m^2)	Side Stitch				Saddle Stitch	
	A4 or smaller		Larger than A4		Uncoated	Coated
	Un-coated	Coated	Uncoated	Coated		
52 - 59	100	35*	65	35*	30*	25*
60 - 71					30	
72 - 80		35		35		25
81 - 90						
91 - 105	50	30	50	30	20	
106 - 128			45		15	
129 - 150	20	20	20	20	10	
151 - 176						
177 - 220					5	
221 - 256					4	
257 - 300	10	10	10	10	3	
301 - 350						
* Can be stapled; however, binding accuracy or paper feed performance cannot be guaranteed. Values in the table indicating the maximum number of sheets that can be stapled have been evaluated using the following paper types: 82 g/m^2, Colotech+ (200 g/m^2, 250 g/m^2, 350 g/m^2)						

Important

- Even for a print job whose number of pages is within the limit, please note that staple faults may occur depending on the type of paper (specifically, Gloss Coated Paper), on the environment where the press is installed (room temperature, humidity, and others), and/or on the print data, even if you use recommended paper types.
- Even for a print job whose number of pages is within the limit, please note that staple faults may occur if the job is made of a mixture of paper type or paper weight.
- In an environment at a low temperature and low humidity, stapling of 40 sheets or more may cause paper jams.

Note

- The press determines paper type and paper weight based on paper information set for the job, not based on paper actually loaded in the tray.
- The press determines the number of sheets per job based on job information, and thus, when multifeeds occur, stapling will be performed even if the number of sheets being fed exceeds the limit. However, this can cause staple faults.

12

SquareFold® Trimmer

Note

This optional finishing device requires the Interface Decurler Module.

Tip

SquareFold® Trimmer is available only with booklet maker finisher.

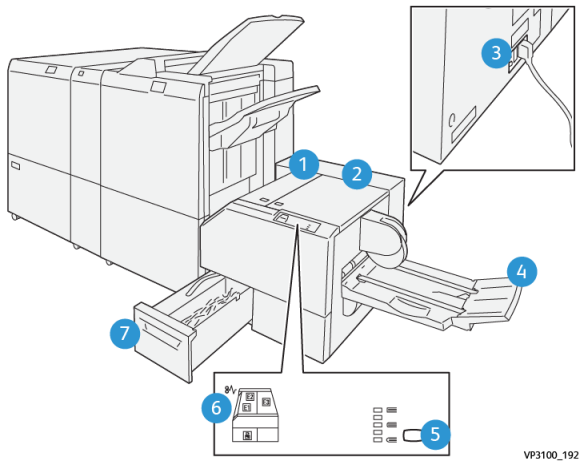
The SquareFold Trimmer is an optional finishing device that flattens the spine of a booklet and performs face trim of the booklet.

The SquareFold Trimmer:

- 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.

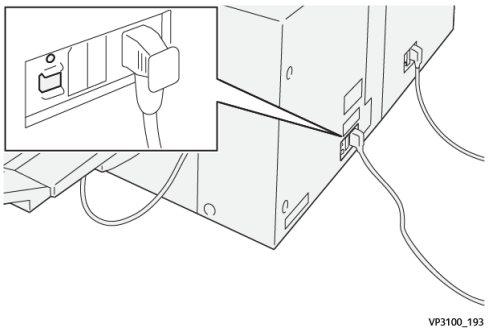
The booklet is assembled and stapled in the booklet area of the finisher. The booklet then enters the SquareFold Trimmer already assembled. Any adjustments to the image of the original and its placement on the booklet page must be set at the print server.

SquareFold Trimmer Components



Number	Component	Description
1	Left Cover *	Open this cover to remove paper jams.
2	Right Cover *	Open this cover to remove paper jams.
3	Circuit Breaker Switch (on rear of device)	Automatically shuts off electricity in the event of an electrical fault or a short circuit.
4	Booklet Tray	This tray receives square-fold booklet output from the finisher.
5	Square-fold Adjustment Button	Press this button to adjust the thickness of printed booklets.
6	Paper Jam / Error Indicator	Lights when a paper jam occurs.
7	Trimmer Waste Container	Collects waste from the trimmer area of the device.
* The 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 jam or fault occurs within the SquareFold Trimmer.		

SquareFold Trimmer Circuit Breaker



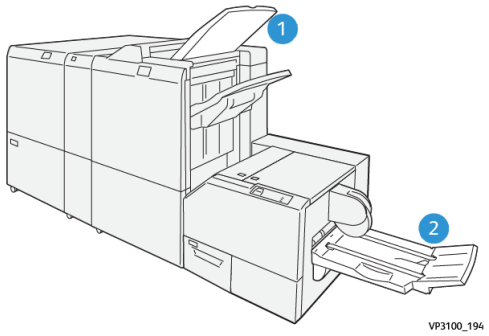
The circuit breaker is located on the rear of the device. The circuit breaker is normally in the **ON** position.

Note

When an electrical interruption is detected, the circuit breaker automatically switches off to discontinue the electrical flow to the device. For electrical information, refer to the *Versant 3100 Press Safety Guide*.

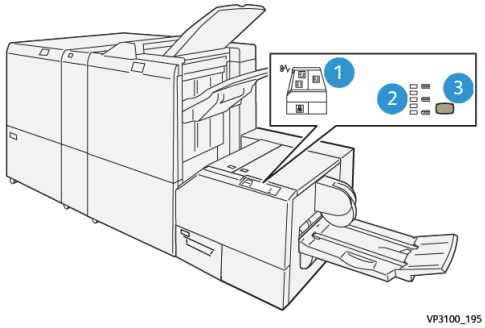
Under normal operating conditions, this switch should not be touched. If the press is moved, press this button to switch off power to the device.

Output Trays



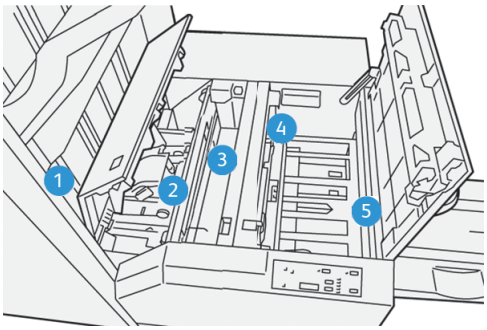
1. Finisher Output Tray: Unused sheets that are purged by the press are ejected to this output tray.
2. Booklet Tray: Saddle Stitch / Bi-fold and Trim / Square-fold jobs are delivered only to this tray.

Control Panel



Number	Description
1	Fault indicators: These indicators light when a fault or jam occurs in a particular area of the SquareFold Trimmer. The lower indicator (with the lock icon) lights when the trimmer waste container is pulled out or when it is full. **Note** If El, E2, or E3 is lit, the left and right covers can be opened, and the jam or fault cleared; otherwise during normal operation or when the press is idle, the covers cannot be opened.
2	Select the desired square-fold setting; for more information refer to Square Fold Adjustment Settings.
3	Press this button to adjust the square-fold (book thickness) setting.

SquareFold Trimmer Paper Path



Number	Description
1	The booklet leaves the booklet area of the finisher and enters the Square-Fold Trimmer. The booklet exit sensor, in the SquareFold Trimmer, detects the lead edge (spine) of booklet and moves the booklet to the square-fold area.
2	Once the booklet spine reaches the square-fold area, the booklet is clamped and the square-folding operation begins.

Number	Description
3	The booklet is flattened and the spine squared according to the square-fold setting indicated on the control panel.
4	After the booklet is flattened and the spine squared, it is moved to the trimmer area. • Based on the finished booklet size, the booklet is moved until the trail edge reaches the trimmer cutter. • The trail edge is trimmed (cut); this is based on the finished booklet size entered for the trimmer mode setting.
5	The booklet is then moved to the exit area where it is transported to the booklet tray.

Note

Booklets exiting / leaving the SquareFold Trimmer 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.

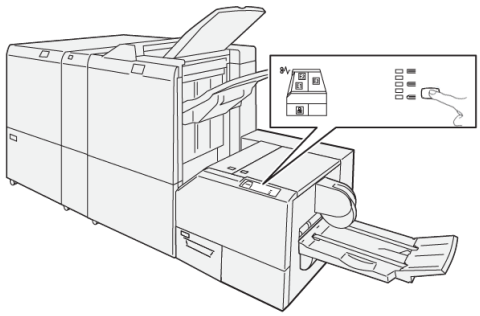
Square Fold and Trim Features

Square Fold Feature

Note

The term “Book Pressing” is used synonymously with the terms “Square Fold” or “Square Folding.”

Press **Square-fold** button to adjust the thickness (square-folding) of the of the printed booklets.



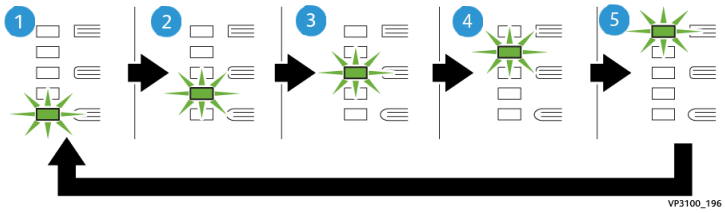
Also access the square fold feature from your computer print driver or from the print server.

Square Fold Adjustment Settings

The square fold feature can be switched on or off based on user preference. When the feature is switched on, you can select one of five options depending on your requirements for the finished booklet job.

Note

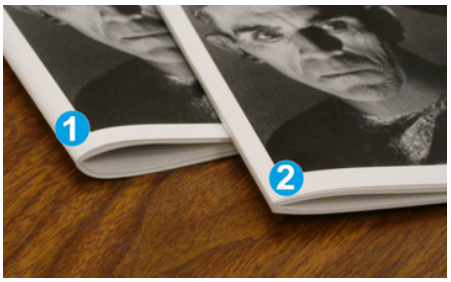
Run one or more test prints before running large jobs.



Number	Description
1	Select this setting (**-2 / Lower / Low 2**) 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.
2	Select this setting (**-1 / Low / Low 1**) 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.
3	**Auto / Normal** is the default setting and is used for most jobs.
4	Select this setting (**+1 / High / High 1**) when you want a greater amount of pressure applied to the spine of the booklet, but not as much as the +2 setting uses.
5	Select this setting (**+2 / Higher / High 2**) 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.

Booklet Example

The following illustration shows two different booklet types:



1. This booklet is not square-folded; it has a rounded, thicker appearance to the spine.

2. This booklet is square-folded; the booklet spine is flattened and squared, giving a perfect-bound book appearance.

Trim Feature

Access the trim feature from your computer print driver or from the print server.

Trim Options

When using the trim options, always consider the following:

- Booklets exiting the SquareFold Trimmer 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 trim 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 trim 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 trim setting is based on:

- The number of sheets in the finished booklet
- The finished booklet width size
- The media type (coated or uncoated)
- The media weight

Note

Experiment with various settings to determine the best selections for your job. You may want to run one or more test prints before running larger jobs for best booklet output.

Note

Trim settings cannot be adjusted to remove less than 2 mm (0.078 in.) or more than 20 mm (0.787 in.) of edge material from the booklet. Adjustments less than 2 mm may produce poor trim quality. Adjustments greater than 20 mm result in no trimming to the booklet edge.

Trim Guidelines

The following table shows various scenarios using different paper weights, media types, and trim setting selections. Use this table as a guideline when selecting a trim setting for your specific job.

Note

The settings shown in the following table are provided as examples and are not meant to represent every possible job scenario; again, use this table as a guideline only.

Scenario number	Paper Size	Finished booklet size	Paper weight (lbs. / gsm)	Approximate trim setting (mm)	Number of pages in finished booklet
1	8.5 x 11 in. / A4 (210 x 298 mm)	5.5 x 8.5 in. / 149 x 210 mm	20 lbs. / 75 gsm	130	20
2	8.5 x 11 in. / A4 (210 x 298 mm)	5.5 x 8.5 in. / 149 x 210 mm	24 lbs. / 90 gsm	125	14
3	8.5 x 11 in. / A4 (210 x 298 mm)	5.5 x 8.5 in. / 149 x 210 mm	32 lbs. / 120 gsm	135	10
4	8.5 x 11 in. / A4 (210 x 298 mm)	5.5 x 8.5 in. / 149 x 210 mm	20 lbs. / 75 gsm	125	10
5	8.5 x 11 in. / A4 (210 x 298 mm)	5.5 x 8.5 in. / 149 x 210 mm	80 lbs. / 120 gsm	135	12
6	8.5 x 14 in. / B4 (250 x 353 mm)	8.5 x 7 in. / 250 x 176.5 mm	20 lbs. / 75 gsm	172	6
7	8.5 x 14 in. / B4 (250 x 353 mm)	8.5 x 7 in. / 250 x 176.5 mm	24 lbs. / 90 gsm	170	6
8	11 x 17 in. / A3 (297 x420 mm)	8.5 x 11 in. / A4 210 x 297 mm)	24 lbs. / 90 gsm	200	14
9	11 x 17 in. / A3 (297 x420 mm)	8.5 x 11 in. / A4 210 x 297 mm)	80 lbs. / 216 gsm	205	5
10	11 x 17 in. / A3 (297 x420 mm)	8.5 x 11 in. / A4 210 x 297 mm)	20 lbs. / 80 gsm	210	22
11	11 x 17 in. / A3 (297 x420 mm)	8.5 x 11 in. / A4 210 x 297 mm)	24 lbs. / 90 gsm	210	8
12	11 x 17 in. / A3 (297 x420 mm)	8.5 x 11 in. / A4 210 x 297 mm)	80 lbs. / 120 gsm	205	10
13	12 x 18 in. / 305 x 458 mm	6 x 9 in. / 152 x 229 mm	80 lbs. / 120 gsm	220	6
14	12 x 18 in. / 305 x 458 mm	6 x 9 in. / 152 x 229 mm	80 lbs. / 120 gsm	215	5
15	12 x 18 in. / 305 x 458 mm	6 x 9 in. / 152 x 229 mm	80 lbs. / 120 gsm	210	4
16	12 x 18 in. / 305 x 458 mm	6 x 9 in. / 152 x 229 mm	28 lbs. / 105 gsm	220	16

Scenario number	Paper Size	Finished booklet size	Paper weight (lbs. / gsm)	Approximate trim setting (mm)	Number of pages in finished booklet
17	12 x 18 in. / 305 x 458 mm	6 x 9 in. / 152 x 229 mm	80 lbs. / 120 gsm	210	14

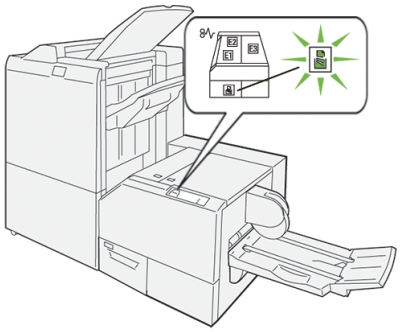
SquareFold Trimmer Maintenance

Emptying the SquareFold Trimmer Waste Container

When the waste container reaches the full condition, an indicator lights on the top of the SquareFold Trimmer. A message also appears on the press indicating that it is full. When the message appears, dispose of the paper scraps.

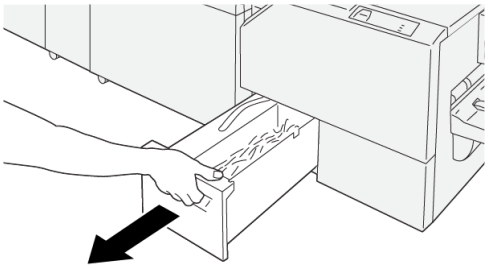
Note

Keep the press powered on when disposing of the waste. If powered off, the press does not recognize that the container was emptied.



Perform the following steps to empty the trimmer waste container.

1. Ensure that the press is not running, and slowly pull out the **Trimmer Waste Container**.



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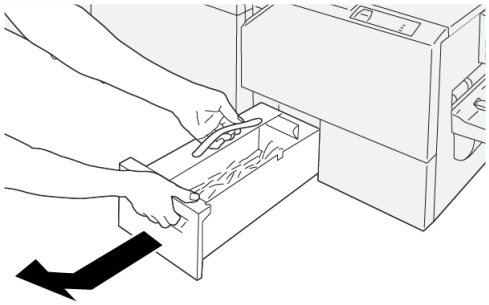
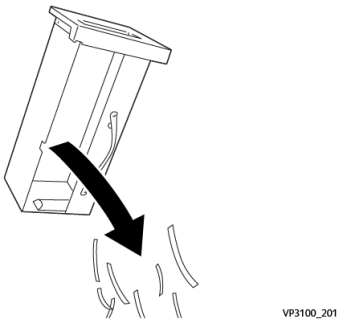
2. Hold the belt on the waste container, and remove the container with both hands.



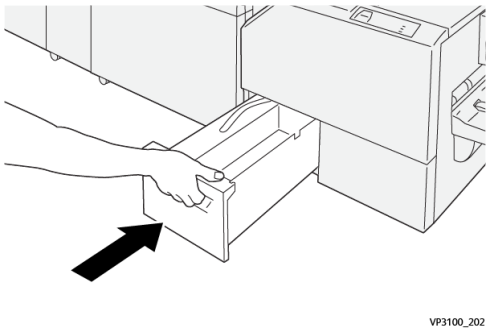
3. Discard all waste and scraps.

Note

Ensure that the container is completely emptied. If any waste or scraps remain, the container will become full before a message appears causing the press to malfunction.

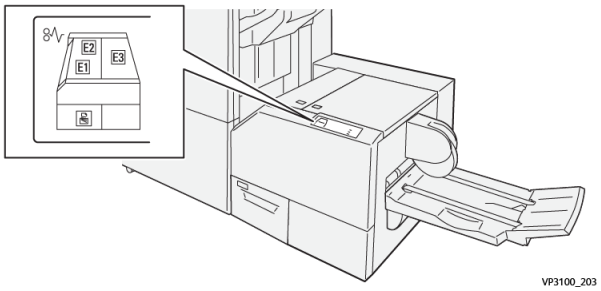


4. Reinsert the empty waste container and slowly push it in completely.



SquareFold Trimmer Troubleshooting

SquareFold Trimmer Paper Jams



The following occurs when there is an fault, such as paper jams, open doors or covers, or a press malfunction:

- The press stops running and an fault message displays on the press touch screen.
- The message includes a graphical illustration showing the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams may occur in multiple areas of the press and any optional devices connected to the press. When this happens, the graphical illustration changes to show the multiple locations and the required corrective actions.
- Additionally, if a fault occurs with an optional device, an indicator lights on that device's control panel and shows the corresponding area on the device where the fault occurred.

Always refer to the following information when clearing paper jams:

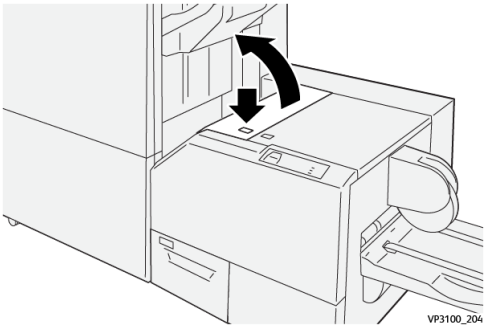
- Do not power off the press when removing paper jams.
- Paper jams can be removed with the press still powered on. When the power is turned off, all information stored to the system's memory will be erased.
- Clear all paper jams before resuming print jobs.
- Do not touch components inside the press. This can cause print defects.
- Ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with print jobs.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- After removing paper jams, close all doors and covers. The press cannot print when doors or covers are open.
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to display on the press touch screen. To clear any remaining jams, refer to the press touch screen for instructions and information.

Clearing Paper Jams from SquareFold Trimmer Areas E1 and E2

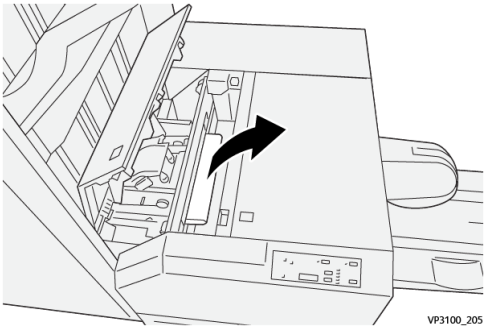
Note

Ensure that the press is not running before performing this procedure.

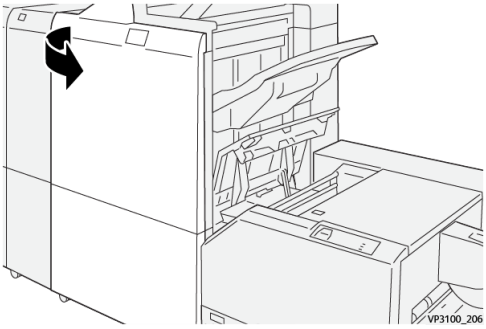
1. Open the left cover of trimmer device by pressing the button on the cover.



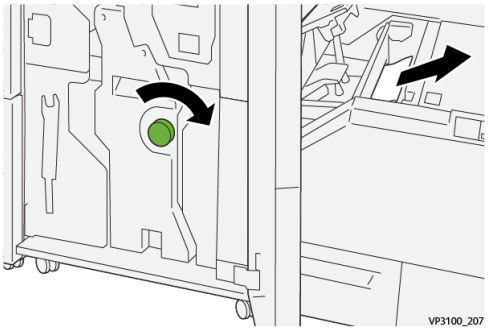
2. Remove the jammed paper.



3. If you have difficulty removing the jammed paper, open the front cover of the finisher.



4. Rotate the knob **3b** to the right, and then remove the jammed paper.



5. If necessary, close the front cover of the finisher.
6. Close the left cover of the trimmer device.

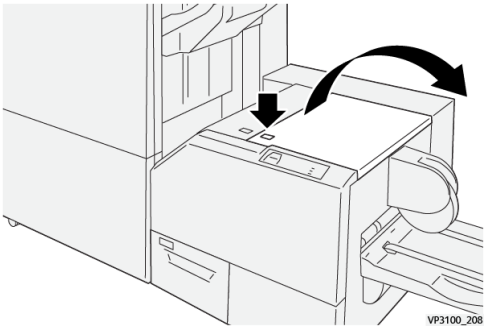
7. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from SquareFold Trimmer Area E3

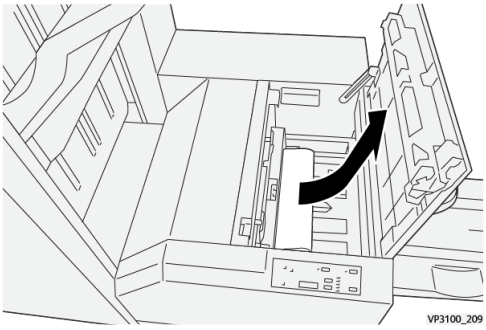
Note

Ensure that the press is not running before performing this procedure.

1. Open the right cover of trimmer device by pressing the button on the cover.



2. Remove the jammed paper.



3. Close the right cover of the trimmer device.
4. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

SquareFold Trimmer Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault. The (**E**) code on the upper-left part of the Fault message displays which error indicator is lit on the SquareFold Trimmer control panel (E1–E3).

Note

For information about faults and fault messages, refer to the press *User Guide, Troubleshooting* chapter.

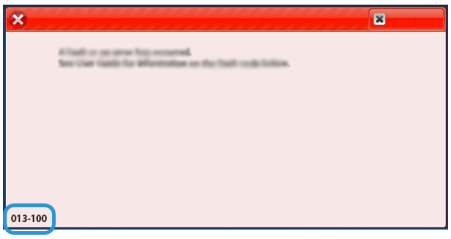
SquareFold Trimmer Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

SquareFold Trimmer faults are identified by the codes which start with the three-digit number "**013**."



Guidelines for Using the SquareFold Trimmer

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 a full-page image but different sizes:

1. Booklet 1 is printed on 8.5 x 14 in. / B4 paper: The front cover, which was trimmed, displays the entire image.
2. Booklet 2 is printed on 8.5 x 11 in. / A4 paper: The image on the front cover is truncated after trimming it.

Booklet Considerations

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?

Considerations for Obtaining Desired Booklet Output

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.

SquareFold Trimmer 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)
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
Trim size	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

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Production Ready (PR) Finisher Plus

Note

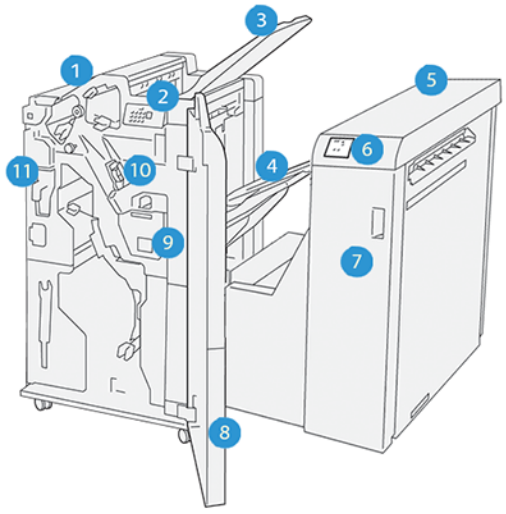
These optional finishing devices require the Interface Decurler Module.

The Production Ready (PR) Finisher Plus includes the same features and functions as the PR Finisher plus it also serves as an interface to transfer paper between the press and any third-party, Document Finishing Architecture (DFA) device attached to the press.

The Production Ready (PR) Finisher Plus provides the following capabilities:

- Handling media that is smaller than 5.83 x 8.27 in. / A5.
- Stapling a maximum of 35 pages of coated stock.
- Handling large-sized paper (maximum size of 13 x 19.2 in. / 330.2 x 488 mm).
- Feeding the output media from the press (and any inline finishing devices) to a third-party DFA device.

PR Finisher Plus Components



1. Finisher Module
2. Finisher Module Paper Jam / Error Indicators
3. Finisher Top Tray
4. Finisher Stacker Tray
5. Finishing Transport
6. Finishing Transport Paper Jam / Error Indicators
7. Finishing Transport Front Cover
8. Finisher Module Front Cover
9. Finisher Staple Waste Container
10. Finisher Basic Stapler (for Side Stitching)
11. Finisher Hole Punch Waste Container

Note

For details on the functions of your third-part finishing device, refer to the manual supplied with the device.

PR Finisher Plus Maintenance

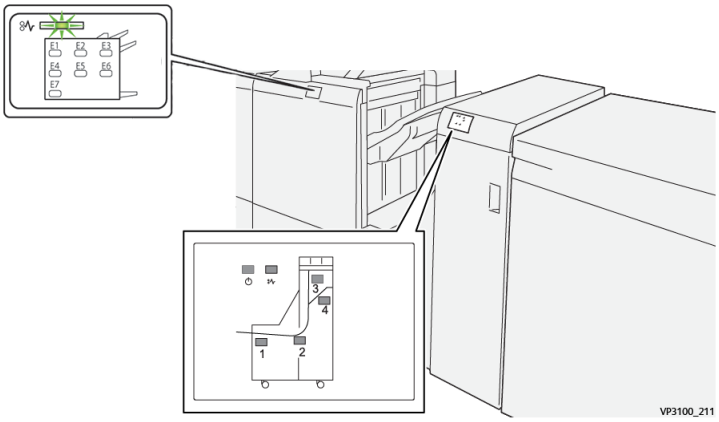
For information on consumable supplies and maintenance procedures for the PR Finisher Plus, refer to the following:

- Finisher Consumable Supplies
- Checking the Status of Finisher Consumables
- Replacing the Basic Staple Cartridge (for Side Stitching)
- Replacing the Finisher Staple Waste Container
- Emptying the Hole Punch Waste Container

PR Finisher Plus Troubleshooting

PR Finisher Plus Paper Jams

When a paper jam occurs in the PR Finisher Plus, an indicator lights on either the Finisher Module or the Finishing Transport module.



The following occurs when there is an fault, such as paper jams, open doors or covers, or a press malfunction:

- The press stops running and an fault message displays on the press touch screen.
- The message includes a graphical illustration showing the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams may occur in multiple areas of the press and any optional devices connected to the press. When this happens, the graphical illustration changes to show the multiple locations and the required corrective actions.
- Additionally, if a fault occurs with an optional device, an indicator lights on that device's control panel and shows the corresponding area on the device where the fault occurred.

Always refer to the following information when clearing paper jams:

- Do not power off the press when removing paper jams.
- 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.
- Clear all paper jams before resuming print jobs.
- Do not touch components inside the press. This can cause print defects.
- Ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with print jobs.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- After removing paper jams, close all doors and covers. The press cannot print when doors or covers are open.
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.

- If all paper jams are not cleared, an error message continues to display on the press touch screen. To clear any remaining jams, refer to the press touch screen for instructions and information.

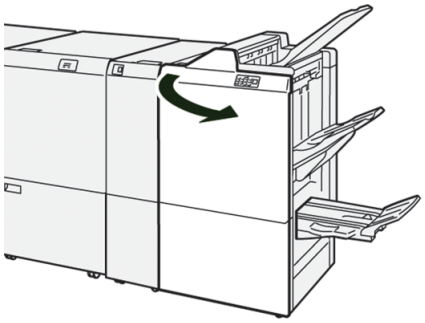
Clearing Paper Jams in Finisher Module Areas E1-E6

Refer to the following procedures for clearing paper jams the PR Finisher Plus, Finisher Module areas E1–E6:

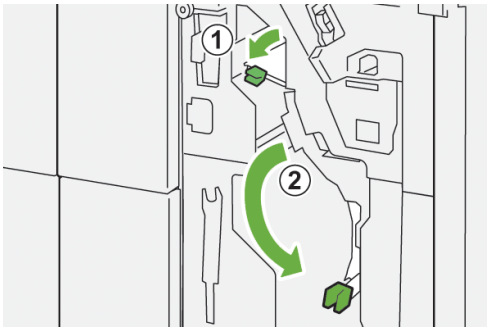
- Clearing Paper Jams from Finisher Area E1
- Clearing Paper Jams from Finisher Area E2
- Clearing Paper Jams from Finisher Area E3
- Clearing Paper Jams from Finisher Area E4
- Clearing Paper Jams from Finisher Area E5
- Clearing Paper Jams from Finisher Area E6

Clearing Paper Jams in the Finisher Module Area E7

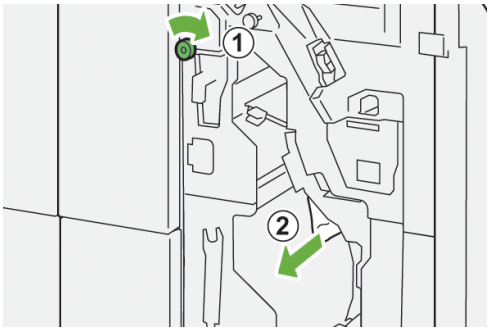
1. Open the finisher front cover.



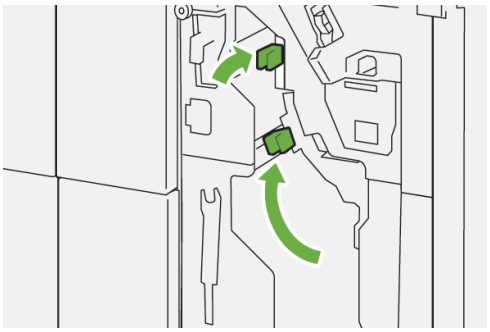
2. Remove any jammed paper.
3. To clear paper jams from **Area E7**, perform the following:
   a) Open lever **3a** to the left (①) and lever **3b**" to the left (②).



b) Rotate knob **1b** clockwise (①) and remove the jammed paper (②).



c) Return levers **3a** and lever **3b** to their original positions.



4. Close the finisher front cover.

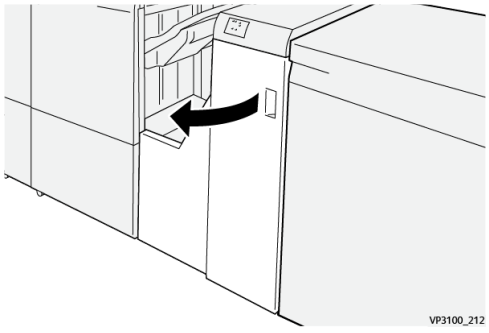
Clearing Paper Jams in the Finishing Transport

IRefer to the following procedures for clearing paper jams the PR Finisher Plus, Finisher Module areas 1-4:

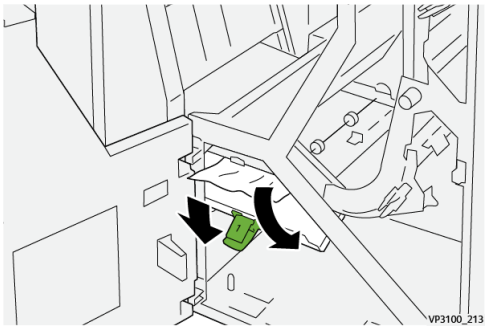
- Clearing Paper Jams in Finishing Transport Area 1
- Clearing Paper Jams in Finishing Transport Area 2
- Clearing Paper Jams in Finishing Transport Area 3
- Clearing Paper Jams in Finishing Transport Area 4

Clearing Paper Jams in Finishing Transport Area 1

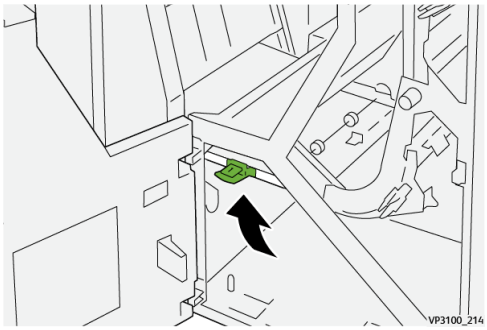
1. Open the Finishing Transport front cover.



2. Open lever **1** downward and remove the jammed paper.



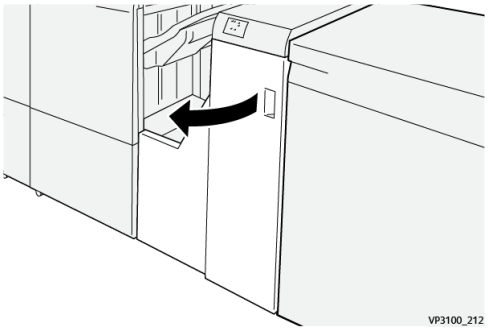
3. Return lever **1** to its original position.



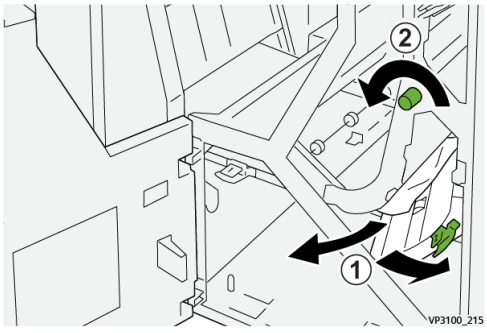
4. Close the Finishing Transport front cover.

Clearing Paper Jams in Finishing Transport Area 2

1. Open the Finishing Transport front cover.



2. Open lever **2** to the right (①) and rotate the knob counterclockwise (②). Remove the jammed paper.

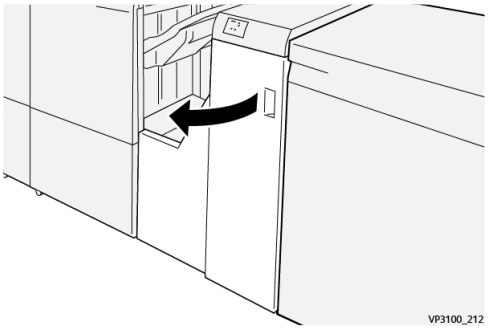


3. Return lever **2** to its original position.

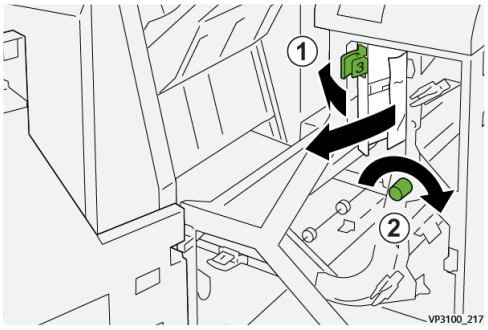
4. Close the Finishing Transport front cover.

Clearing Paper Jams in Finishing Transport Area 3

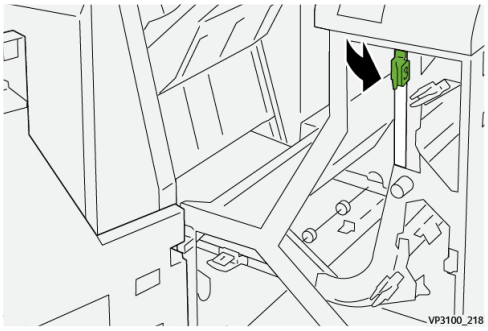
1. Open the Finishing Transport front cover.



2. Open lever **3** to the left (①) and rotate the knob clockwise (②). Remove the jammed paper.



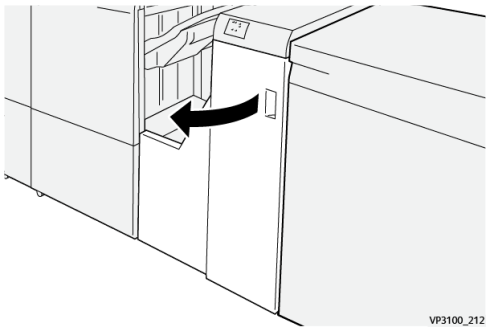
3. Return lever **3** to its original position.



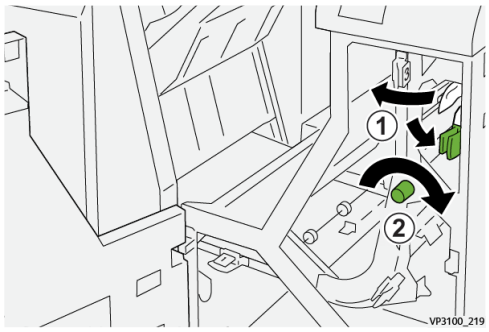
4. Close the Finishing Transport front cover.

Clearing Paper Jams in Finishing Transport Area 4

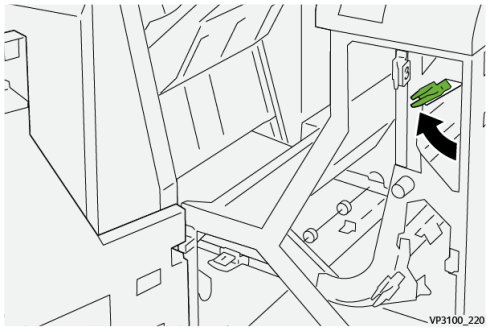
1. Open the Finishing Transport front cover.



2. Open lever **4** downward (①) and rotate the knob clockwise (②). Remove jammed papers.



3. Return lever **4** to its original position.



4. Close the Finishing Transport front cover.

Stapler Faults in the PR Finisher Plus

Refer to the following procedures for clearing staple jams the PR Finisher Plus, Basic Staple Cartridge:

- Finisher Staple Faults
- Clearing Staple Jams in the Basic Stapler
- Reinserting the Basic Staple Cartridge

PR Finisher Plus Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault. The (**E**) code on the upper-left part of the Fault message displays which error indicator is lit on the PR Finisher Plus (Finisher Module E1-E7 or Finishing Transport Areas 1-4).

Note

For information about faults and fault messages, refer to the press *User Guide, Troubleshooting* chapter.

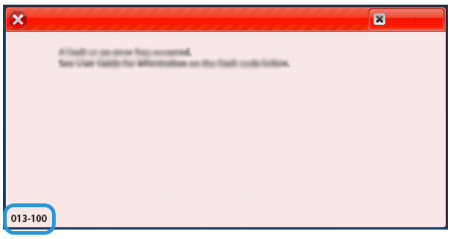
PR Finisher Plus Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

PR Finisher Plus faults are identified by the codes which start with the three-digit numbers "**013**" and "**051**."



PR Finisher Plus Specifications

For information about the specifications for the PR Finisher Plus, refer to Finisher Specifications.

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Job Workflows

Booklets with Full Bleed Using Four Optional Finishing Devices

The following print job workflows involve creating full-bleed booklets using the Inserter, Production Ready (PR) Booklet Maker Finisher, a Two-Sided Trimmer, and a SquareFold Trimmer. There are two workflow scenarios:

- One workflow for using the Xerox EX 180 and EX-i 180 Print Servers Powered by Fiery®
- One workflow for using the Xerox FreeFlow Print Server

Creating Booklets with Full Bleed on the EX Fiery Print Servers

Important

This procedure requires you to have an Inserter, a Production Ready (PR) Booklet Maker Finisher, a Two-Sided Trimmer, and a SquareFold Trimmer.

The booklet maker creates saddle-stitched booklets, while the two trimmers cut the edges off three sides of the booklets so that the images come right up to the edge of the pages. Additionally, use the Inserter to include preprinted cover pages. This full bleed can produce an appealing look for some documents. The setup for this type of workflow includes:

- Loading the paper and programming it from the print server.
- Submitting the job and opening **Job Properties**.
- Setting **Properties** for the media, layout, folding and trimming.
- Making settings to insert preprinted covers.
- Releasing the job for a **Proof** copy.
- Checking the output and making any adjustments to the trim settings or imposition.
- Printing the job.

Note

It is useful to print the file first with no trim to see how much trim is needed to achieve the full bleed of page images.

To print produce booklets with three-sided trimming for a full bleed, perform the following steps:

1. Load the paper into a press tray.

   If you want the finished size to be 8.5 x 11 in. (A4), load 12 x 18 in. (A3) paper and impose two 8.5 x 11 in. images onto each side of the sheets. This provides an edge around the images for trimming. If you load 11 x 17 in. paper, you can still impose two 8.5 x 11 in. images onto each side of sheets, but after the edges are trimmed the resulting size will be less than 8.5 x 11 in.

2. If you loaded paper in a tray, the Tray window opens on the press UI. If you loaded the same size paper, touch **Confirm** on this window. If you loaded a different size paper, touch **Change Settings** and enter the new stock's properties – Size, Type, and Weight.
3. Submit the job file to the print server's **Hold** queue.
4. At the print server Hold queue, double-click the job to open its **Properties**.
5. On the **Quick Access** tab, enter the **Paper size** and **Paper source** (where you loaded the paper), and the number of **Copies**.
6. On the **Media** tab, for **Duplex** select **Top-top** if printing on two sides of the paper.

   For 1-sided(Simplex) printing, leave the setting **Off**.

7. On the **Finishing** tab, under **Fold**, set Fold style to **Booklet-fold**.
8. On the **Finishing** tab, under **Stapler**, set Stapler mode to **Center**.
9. On the **Finishing** tab, under **Trim**, select the box for **Head and foot trim**.
10. Use the up and down arrows to set the **Finish Size** of pages.

    This is the distance from the top of the page to the bottom.

11. For Spine printing, select **Normal**.
12. Select the box for **Engage fore** (face trim).
13. Use the up and down arrows to set the face trim.

    You can set either the Finish Size, which is the distance from the spine to the right side of the page for a right-bound booklet, or the amount of the face to be trimmed.

14. If your file has been pre-imposed, the settings are now complete and you can release the job to print.

    However, if the file is not pre-imposed, access the **Layout** tab and select **Booklet** to set the imposition you want for the job.

15. If you are not inserting pre-printed covers, **Proof** the job now, check the output, and then **Print** the full job.
16. **For inserting covers when the job is pre-imposed:**

    If you have an Inserter configured with your press, you can optionally insert pre-printed cover sheets for the booklets. The size of the cover sheets should be the same as the body sheets, and the Booklet Maker will wrap the pre-printed cover sheet around the body pages to form a front and a back cover.

    a) Load the pre-printed cover stock into the **Inserter (tray T-1)**.
    b) Program the stock at the press UI.
    c) From the **Job Properties** (at the print server), select the **Media** tab, and scroll down to select **Define Cover**.
    d) Select the check box for **Front Cover**, and select **Insert** from the drop-down menu.

e) For Paper Source, select **T1**.
f) If the cover stock is different from the body stock, set any other unique paper properties for the cover stock. For example, the gsm weight may be heavier.
g) Select **OK** on the Cover Media window.
h) Select **Print** on the Media tab to release the job.

17. **For inserting covers when the job is not pre-imposed:**
    a) Load the pre-printed cover stock into the **Inserter (tray T-1)**.
    b) Program the stock at the press UI.
    c) Select the **Layout** tab.
    d) Scroll down to the Cover area.
    e) Select **Pre-Printed**.
    f) Select **Define Cover**.
    g) For Cover source select **T-1**.
    h) For **Media Weight**, select the gsm for the cover stock, and set any other unique cover stock properties.
    i) Select **OK**.
18. Select **Print** on the Layout tab to release the job.

Creating Booklets with Full Bleed on the FreeFlow Print Server

Important

This procedure requires you to have an Inserter, a Production Ready (PR) Booklet Maker Finisher, a Two-Sided Trimmer, and a SquareFold Trimmer.

The booklet maker creates saddle-stitched booklets, while the two trimmers cut the edges off three sides of the booklets so that the images come right up to the edge of the pages. Additionally, use the Inserter to include preprinted cover pages. This full bleed can produce an appealing look for some documents. The setup for this type of workflow includes:

- Loading the paper and programming it from the print server.
- Submitting the job and opening **Job Properties**.
- Setting **Properties** for the media, layout, folding and trimming.
- Making settings to insert preprinted covers.
- Releasing the job for a **Proof** copy.
- Checking the output and making any adjustments to the trim settings or imposition.
- Printing the job.

Note

It is useful to print the file first with no trim to see how much trim is needed to achieve the full bleed of page images.

To print produce booklets with three-sided trimming for a full bleed, perform the following steps:

1. Load the paper into a press tray.

   If you want the finished size to be 8.5 x 11 in. (A4), load 12 x 18 in. (A3) paper and impose two 8.5 x 11 in. images onto each side of the sheets. This provides an edge

around the images for trimming. If you load 11 x 17 in. paper, you can still impose two 8.5 x 11 in. images onto each side of sheets, but after the edges are trimmed the resulting size will be less than 8.5 x 11 in.

2. If you loaded paper in a tray, the Tray window opens on the press UI. If you loaded the same size paper, touch **Confirm** on this window. If you loaded a different size paper, touch **Change Settings** and enter the new stock's properties – Size, Type, and Weight.
3. Submit the job file to the print server's **Hold** queue.
4. At the print server, in the Held By Queue area, double-click the job to open its **Properties**.
5. Set the **Quantity** to the number of booklets you want to print.
6. On the Stock tab, from the Name drop-down menu, select **Loaded Stocks** and the paper that you loaded.
7. On the Output tab, under Basic Settings, select **2-Sided**, if printing duplex, otherwise leave the setting at **1-Sided**.
8. If the job is not pre-imposed, on the **Output** tab, set the imposition to be used for the job.
   a) Select the **Layout** button, and for Layout Style, select **Booklet**.
      If the job is pre-imposed, skip this step.
   b) Optionally, click **Setup** to set **Auto %**, **Trim Size**, and **Crop Marks**, if required.
      - If the size of the document is different from the paper size you want to print on, select **Auto %**.

        This setting scales the images in the best way to fit the selected paper.
      - If you want to remove any white space between the spine to the page images, set **Trim Size** to **Smaller Than Original Image** and then enter the exact **Width** and **Height** of the page image.

        This setting enables the page images to bleed up to the fold on all pages.
      - If your finishing devices require crop marks, use the **Crop Marks** drop-down menu to create crop marks on the **Front** or **Back** of pages.
      - Select **OK** to close the Advanced Settings window.
9. On the Output tab, select the **Stapling / Finishing** button.
10. If you do not want the booklet stapled, from the Stapling / Finishing drop-down menu, select **Folding > Bi-Fold Multiple Sheets**, or if you do want staples, select **Folding > Bi-Fold Stapled Multiple Sheets**.
11. Select the **Finishing Settings** button.
    The Fold & Trim Options window opens.
12. To apply pressure to the spine of each booklet to make a neat, square fold, select the **SquareFold** check box.

    In most cases you can leave the default setting at **Normal**, but for selected jobs, you can increase the pressure to 1 or 2 for more pressure, or decrease it to -1 or -2 for less pressure. These settings will change the look of the output. As you work with different booklets, you will get to know which settings work best for your jobs.

13. Select the **Trim Outside Edge** check box to trim the face edge of each booklet (the side opposite the spine).
    a) Select **inches** or **mm** (millimeters) to set your preference unit for measurement.
    b) Using the up or down arrows, set the **Trimmed Length**.

       The Trimmed Length is the distance from the spine to the front edge of the booklet. This is not the amount to trim from the edge, but the size of the page you want to remain after the trimming.

14. Select the **mmTrim Top/Bottom Edge** check box to trim the top and bottom edges of each booklet.
    a) To set your preference unit of measurement, select **inches** or (millimeters).
    b) Using the up or down arrows, set the **Trimmed Length**.

       The Trimmed Length is the distance from the spine to the front edge of the booklet. This is not the amount to trim from the edge, but the size of the page you want to remain after the trimming. The print server will measure the Trimmed Height in equal distances from the center of the page. Any part of the pages beyond the top and bottom of the Trimmed Height will be cut off.

    c) If you want to trim more from the top or more from the bottom of booklet pages, use the **Position Shift** arrows to shift the Trimmed Height up or down.
       For example, if you shift it up, more will be trimmed off the bottom, and less off the top. If you shift the Trimmed Height down, more will be trimmed off the top, and less off the bottom. Generally, you will use Position Shift after viewing a proof of the job, to see where you need to make finer adjustments at the top or bottom of pages.

15. Select **OK** when your fold and trim settings are complete.
16. If you have an Inserter configured with your press, you can optionally insert pre-printed cover sheets for the booklets.

    If you don't want to insert pre-printed covers, **Proof** the job now and check the output. Then print the full job after making any needed adjustments.

    If you do want to insert covers, the size of the cover sheets should be the same as the body sheets, and the Booklet Maker will wrap the pre-printed cover sheet around the body pages to form a front and a back cover.
    a) Load the pre-printed cover stock into the **Inserter (tray T-1)**.
    b) Program the stock at the press UI.

    Note

    When feeding **Special Pages** from a specific tray, the properties for that stock must be unique when compared to other loaded stocks, otherwise the print server could select the same type of stock from another tray. Since you only want the pre-printed stock in tray **T1** to be used, check that no other stocks in other trays have the same properties (name, size, and weight). If they do, go to the print server and define the stock that you want to use with a unique name. In most cases, a cover stock being fed from tray T1 will have a heaver weight that other loaded papers, and this will make it unique.

17. From the **Job Properties** (at the print server), select the **Special Pages** tab.
18. Select the **Front Cover** icon.

If the job is pre-imposed, select only the **Front Cover**. If it is not pre- imposed, select the check box for **Make Front Cover and Back Cover the Same**. A Layout Style of Booklet for a job that is not pre-imposed must have Front and Back cover settings.

19. From the Name menu, select **Loaded Stocks** and then the specific stock that you loaded in tray T1.
    a) Select **Add Cover**.
    b) Select **OK** to the Exception Pages window.
20. Right-click the job and select **Proof**.
21. Collect the output and check the spine and trimming.

    If required, reset the SquareFold spine pressure and the face and top/bottom trim amounts.
22. Right-click the job and select **Release** to print the full job.