Xerox® Versant® 180 Press

User Guide

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Product Symbols

Symbol	Definition
	Caution This symbol indicates a mandatory action to take in order to avoid damage to these areas.
	Warning This symbol alerts users to areas where there is the possibility of personal injury.
	Hot Warning This symbol alerts users to areas where there are heated surfaces which should not be touched.
	Laser Warning This symbol indicates a laser is being used and alerts the user to refer to the appropriate safety information.
	Pinch Hazard This warning symbol alerts users to areas where there is the possibility of personal injury.
	Lock
	Unlock

Product Symbols

Symbol	Definition
	Do Not Touch
	Do Not Touch the Drum Cartridge To avoid damage, do not touch the surface of the Drum Cartridge.
	Do Not Dispose into an Open Flame / Incinerate
	Do Not Incinerate the Toner Cartridge Always refer to the recycling instructions for your region / marketplace for correct disposal information and procedures.
	Do Not Incinerate the Toner Waste Bottle
	Do Not Incinerate the Drum Cartridge
	Do Not Incinerate the Second Bias Transfer Roll
	Ground / Common / Earth Terminal
	LAN Local Area Network
	USB Universal Serial Bus
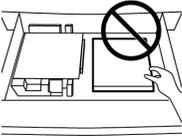
Symbol	Definition
	Keep Area Clear Do not store any objects in this location.
	Keep Area Clear
	Do Not Use Transparencies with a White Strip / Overhead Projector Sheets with a White Strip
	Do Not Use Envelopes with Open Flaps
	Do Not Use Folded, Creased, Curled, or Wrinkled Paper
	Do Not Use Ink Jet Paper
	Do Not Load Postcards in the Indicated Direction
	Do Not Use Media Attached with Staples or Paper / Metal Clips
	Do Not Copy Money
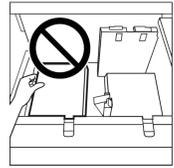
Product Symbols

Symbol	Definition
	Tray Guides Must Touch Media
	Load Postcards in the Indicated Direction
	Load Hole-punched Paper as Indicated
	Load Media / Documents Face Down
	IC Card Reader Integrated Circuit Card Reader / Smart Card Reader / Chip Card Reader
	On This symbol indicates the main power switch is in the **ON** position.
	Off This symbol indicates the main power switch is in the **OFF** position.
	Standby This symbol indicates the secondary power switch is in the **Standby** position.
	Do Not Dispose in Normal Household Waste Stream • Application of this symbol is confirmation that you should not dispose of items, such as Customer Replaceable Units (CRUs), in the normal household waste stream. You must dispose of these items in compliance with agreed national procedures. • This symbol often accompanies batteries and indicates that used electrical and electronic products and batteries should not be mixed with general household waste. • For more information about collection and recycling, please contact your local municipality, your waste disposal service, or the

Symbol	Definition
	point of sale where you purchased the items.

Product Symbols

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Getting Started

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

Print Server Overview

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

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

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

Note

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

Press Components

1 Bypass Tray

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

Note

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

2 User Interface (UI)

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

3 Duplex Automatic Document Feeder (DADF)

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

4 Offset Catch Tray (OCT)

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

Note

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

5 Dry Ink/Toner Waste Bottle Door

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

6 Trays 1-3

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

7 Front Door

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

8 Dry Ink/Toner Cover

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

Locating the Press Serial Number

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

1. Press the **Machine Status** button on the User Interface.
2. From the Machine Status screen, ensure that the **Device Information** tab is displayed. The press serial number is displayed under Device Serial Information near the bottom of the screen.

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

   a) At the press, fully open Tray 1.

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

User Interface (UI)

1 Touch Screen

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

2 Home button

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

3 Services

This button lights when the main power is on.

4 Job Status button

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

5 Machine Status button

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

6 Log In/Out button

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

7 Energy / Power Saver button

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

8 Clear All button

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

9 Stop button

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

10 Start button

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

11 Interrupt button

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

12 Numeric Keypad

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

13 Language button

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

14 Help button

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

Features

Logon

There are two logon levels:

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

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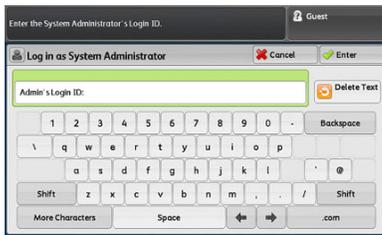
Note

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

Language

Note

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

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

Changing the Language

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

   The Language window displays on the touch screen.

2. Choose one of the following:

   - Select the desired language from the list, and select **Save**. The language on the screen changes to the new language and closes the Language window.
   - Select the **Cancel** button to return to the main screen.

Optional Performance Package

Important

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

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

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

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

All Stocks Rated Speed (ASRS)

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

Automated Color Quality System (ACQS)

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

Note

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

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

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

Inline Spectrophotometer (ILS)

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

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

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

Configuration Information Regarding the Performance Package

1. The Performance Package must be ordered when the press is ordered. Once the press has been configured without the Performance Package option, it cannot be upgraded at a later time to include the package.

2. The Performance Package is not available with the Xerox EX-i 80 Print Server. Customers must order the external Xerox EX 80 Print Server.

3. If customers configure the press with the Business Ready (BR) Finisher, the Business Ready Finisher with Booklet Maker, or the Offset Catch Tray, then the Performance Package option is **not available** for the configuration.

4. When the Performance Package is ordered, the Interface Cooling Module must be used. The package cannot be used with the Interface Module.

5. Finishing options enabled by the Interface Cooling Module include these finishers and their options:

   - High Capacity Stacker (HCS)
   - Standard Finisher
   - Booklet Maker Finisher
   - Standard Finisher Plus
   - SquareFold Trimmer Module (which requires the Booklet Maker Finisher)
   - Plockmatic Pro 35 and Plockmatic Pro 50 (which requires the Standard Finisher Plus)

Power On/Off

The Power Switches

There are three power switches involved with the press:

- The **Breaker switch** located at the rear of the press. Initially check to make sure this switch is set to **On** when the press is shipped.

- The **Main Power switch** located inside the Front Door. This switch is used mainly by the Xerox Service Representative when servicing the press. In rare problem solving cases, you may be directed to power off the press with this switch.
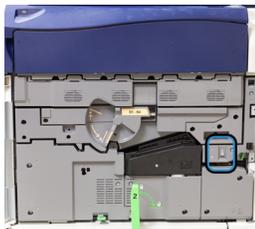
- The **Power On/Off button** located on the top of the press near the Document Feeder. This button is the primary way for you to switch on or off the press. It is used by the operator as workflow requires.

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

Important

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

Power On/Off the Press

Power On the Press

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

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

Power Off the Press

Important

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

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

   Wait until the lights on UI stop blinking, as this allows the fuser to begin cooling.

2. Switch **Off** the Main Power switch behind the Front Door.

   Note

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

Power Saver

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

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

Refer to the following example:

- Low Power Mode is set to 1 minute.
- Sleep Mode is set to 10 minutes.
- Sleep Mode activates after 10 minutes of total inactivity and not 10 minutes after the Low Power Mode begins.

Low Power Mode

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

Sleep Mode

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

Exiting Power Saver

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

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

Getting Help

Help on the Xerox Web Site

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

Note

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

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

Print Server Customer Documentation

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

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Press Apps

Print

Print Job Submission

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

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

    Note

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

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

Printing from a Computer

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

Note

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

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

6. Select **OK** to close the Properties window.
7. Select **Print** to send the job to the print server queue.

Printing a Job from the Print Server

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

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

Printing from the FreeFlow Print Server

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

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

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

8. Select **Close**.

Printing from the EX Print Server

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

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

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

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

Printing on Tabs from the Print Server

Basic Procedure for Printing on Tabs from a Print Server

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

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

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

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

1. From the print server, create and define the Tab stock for the paper tray you will be using.
2. Load the Tab stock in Trays 1, 2, 3, 5, 6 or 7.
3. From the print server window, access the Held queue that contains your document. Select the document you want to configure with tabs. Double click to open the file's properties.
4. Once all settings are made, select **Print**.
   The press prints the complete set of tabs with the body pages defined. Any extra tabs not used in the job are sent to the output tray.

Tips for Printing on Tabs from the EX Print Server

Use the following tips for printing on tabs from the EX Print Server:

- The EX Print Server allows for setting up your job to print on tabs. Otherwise, you can set up your job to insert preprinted tabs into your document. Use one tray for the body pages, another tray for the preprinted tab stock, and another tray for cover or back pages.
- While you can print tab stock from any of the paper trays on the system (Trays 1, 2, 3, 5, 6 or 7), Trays 6 and 7 should be used for best results. If you plan to apply staple or punch finishing, use Trays 5, 6 or 7 only.
- Loading orientation depends on what tray you are using.

Copy

Document Feeder and Glass

Document Feeder Tips

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

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

Document Glass

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

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

Basic Copying Steps

Basic Copying with the Document Feeder (DADF)

1. Adjust the movable document guides to their widest position.
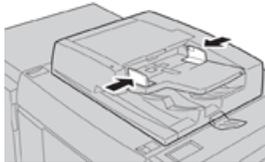
2. Load the documents face up with the first page on top and with the headings toward the back or left of the machine.
The confirmation indicator lights to show that the documents are loaded correctly.
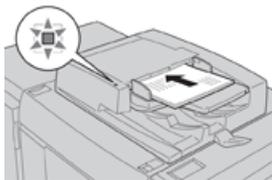
3. Press the **Home** button on the press UI.
4. Select **Copy** on the **Home** window.
5. Select the desired Copy features/options:

- Paper Supply
- Reduce/Enlarge

- Output Color
- 2-Sided Copying
- Original Type
- Lighten/Darken

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

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

Basic Copying with the Document Glass

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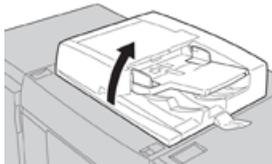
2. Place the document face down by aligning it as shown in the illustration.

3. Press the **Home** button on the press UI.
4. Select **Copy** on the **Home** window.
5. Select the desired Copy features/options:

- Paper Supply
- Reduce/Enlarge
- Output Color
- 2-Sided Copying
- Original Type
- Lighten/Darken

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

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

Selecting Copy Options for a Third-Party Finishing Device

Read the following list before performing the procedure:

- If your machine has an optional, third-party, Document Finishing Architecture (DFA) device attached, then this profile feature is available, and specific copy options may be selected for a job.

- Prior to physically attaching the DFA device to the machine, device profiles are created. The profiles represent the characteristics of your finishing device.
- Refer to the third-party customer documentation for information on setting the profile values for the specific DFA device attached to the machine.
- A profile for the job can be selected from either the print server, the print driver on your computer, or the press User Interface. Depending on the DFA device, a maximum of twelve profiles are available.

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

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

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

Copy Feature

Copy Feature Overview

Tip

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

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

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

Reduce/Enlarge

Reduce / Enlarge (R/E)

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

100% or R/E entry box

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

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

Auto%

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

Preset R/E buttons

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

More

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

More Reduce/Enlarge (R/E) Options

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

Proportional %

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

Auto %

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

Independent X-Y%

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

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

Auto Center

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

Preset percentage buttons

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

Paper Supply

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

Auto Select

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

Tray buttons

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

More button

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

Output Color

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

Auto Detect

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

Color

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

Black and White

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

Dual Color

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

Single Color

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

More

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

Copy Output

Important

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

Note

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

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

- Auto
- Collated
- Uncollated
- Uncollated with Separators
- Original Orientation
- Optional finishing features, including:

    - Output Destination/Offset
    - Stapling
    - Hole Punching
    - C/Z Folding

2 Sided Copying

Note

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

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

1-1 Sided

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

1-2 Sided

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

2-2 Sided

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

2-1 Sided

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

Originals/Copies

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

Head to Head

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

Head to Toe

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

Original Orientation

Upright Images

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

Sideways Images

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

Original Type

Note

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

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

Auto

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

Photo and Text

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

Text

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

Photo

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

Map

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

Darken/Lighten

Note

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

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

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

Image Quality Feature

Image Quality Feature Overview

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

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

Selecting Image Quality Options

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

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

6. Select the **Copy** tab.
7. Select the desired Copy options including:

   - Paper Supply

Press Apps

- Reduce/Enlarge
- 2-Sided Copying

8. Select any other desired Copy features/options (such as **Layout Adjustment**, **Output Format**).
9. Enter the quantity.
10. Press **Start** on the UI.

Original Type

Note

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

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

Auto

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

Photo and Text

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

Text

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

Photo

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

Map

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

Image Options

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

Lighten/Darken

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

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

Sharpness

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

Saturation

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

Image Enhancement

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

Suppress Background

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

Off

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

Contrast

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

Color Effects

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

Lively

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

Bright

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

Warm

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

Cool

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

Shadow Suppression

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

Color Balance

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

- The default option is **Normal**.
- **Basic Color** adjusts the density.
- **Advanced Color** adjusts the Highlights, Midtones, and Shadows.

Color Shift

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

Normal

This is the default option.

Plus buttons

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

Minus buttons

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

Layout Adjustment Feature

Layout Adjustment Feature Overview

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

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

- Original Orientation

Selecting Layout Adjustment Options

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

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

6. Select the **Copy** tab.
7. Select the desired Copy options including:

   - Paper Supply
   - Reduce/Enlarge
   - Darken/Lighten

8. Select any other desired Copy features/options (such as **Image Quality**, **Output Format**).
9. Enter the quantity.
10. Press **Start** on the UI.

Book Copying

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

Book Copying options include:

Both Pages

Copies both pages in page order.

Left Page Only

Copies the left page only.

Right Page Only

Copies the right page only.

Binding Edge Erase

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

2 Sided Book Copying

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

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

Original Size

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

Auto Detect

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

Manual Size Input

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

Mixed Size Originals

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

Edge Erase

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

All Edges

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

Print to Edge

This option does not perform any edge deletions.

Individual Edges

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

Presets

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

Image Shift

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

Off

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

Auto Center

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

Corner Shift

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

Margin Shift

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

Presets

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

Image Rotation

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

Off

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

Always On

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

On during Auto

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

Invert Image

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

Mirror Image

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

Negative Image

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

Original Orientation

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

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

Output Format Feature

Output Format Feature Overview

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

- Booklet Creation
- Covers

- Transparency Options
- Page Layout
- Poster
- Annotations
- Watermark
- Tab Margin Shift
- Face Up/Down Output
- ID Card Copying
- Transparency Options
- Folding (optional)

Selecting Output Format Options

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

   - Booklet Creation
   - Covers
   - Transparency Options
   - Page Layout
   - Poster
   - Annotations
   - Watermark
   - Tab Margin Shift
   - Face Up/Down Output
   - ID Card Copying
   - Transparency Options
   - Folding (optional)

6. Select the **Copy** tab.
7. Select the desired Copy options including:

   - Paper Supply
   - Reduce/Enlarge
   - Darken/Lighten

8. Select any other desired Copy features/options (such as **Image Quality**, **Layout Adjustment**, **Output Format**).
9. Enter the quantity.
10. Press **Start** on the UI.

Booklet Creation

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

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

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

Booklet Creation Options

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

Original Input

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

Binding Shift

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

Covers

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

Divide Output

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

Output/Offset

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

Auto Image Positioning

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

Fold and Staple (optional)

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

When available, select the desired Fold and Staple option:

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

Booklet Trimming/Pressing (optional)

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

Booklet Trimming/Pressing options include the following:

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

Covers

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

The Covers feature includes the following options:

Front Cover/Back Cover

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

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

Paper Supply

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

Note

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

Page Layout

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

Pages per Side

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

Repeat Image

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

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

Poster

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

Output Size

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

Enlargement %

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

Annotations

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

Comment

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

Date

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

Page Numbers

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

Bates Stamp

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

Watermark

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

Control Number

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

Stored Watermarks

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

Date and Time

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

Serial Number

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

Watermark Effect

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

Tab Margin Shift

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

Shift to Tab

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

Shift All

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

Shift Value buttons

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

Add Tab Stock

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

Paper Supply

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

Face Up/Down Output

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

Auto

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

Face Up

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

Face Down

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

Face Up (Reverse Order)

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

ID Card Copy

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

1. Open the document feeder and place the ID card on the top, left corner of the document glass.

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

    Printing begins and copies are delivered to the output area.

Transparency Options

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

Blank Transparency Separators

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

Blank Separators and Handouts

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

Transparency Set and Handouts

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

Transparency Tray

Select the tray containing the transparencies.

Separator Tray / Separator and Handout Tray / Handout Tray

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

Folding (optional)

Note

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

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

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

Folding options include:

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

Job Assembly Feature

Job Assembly Feature Overview

Job Assembly includes the following features:

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

Build Job

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

1. Split the hard-copy document into sections for individual programming.
2. On the Home window, select **Copy**.
3. Select the **Job Assembly** tab.
4. Select **Build Job**.
5. Select **Build Job On**.
6. Select **Save**.

7. Program the job requirements for the first segment of the job by selecting and saving the applicable features from the features shown at the bottom of the **Build Job** window.

- Copy Output
- Booklet Creation
- Covers
- Annotations
- Segment Separators
- Watermark
- Face Up/Down Orientation

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

   When the first segment has finished scanning, the **Copy Status** screen will appear.

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

    The machine will complete the quantity selected.

17. Retrieve the copies from the output area.

Sample Job

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

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

   One copy set of the job (the sample set) is printed and the remainder of the job is placed on hold, and the machine is paused.

10. If desired, change any applicable setting and copy quantity.
11. Select either **Start** to finish the job or **Cancel** to stop the job.

Selecting **Start** continues the copy process and the programmed number of sets will be printed. Retrieve the copies from the output area.

12. Upon completion, press the **Clear All** button on the control panel to return the settings to their default state.

Combine Original Sets

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

1. Press the **Home** button on the press UI.
2. Select **Copy** on the **Home** window.
3. Select the **Job Assembly** tab.
4. From the Job Assembly tab, select **Combine Original Sets**.
5. Select either **On** or **Off**.

   - **On**: Select this option to have the Next Original option highlighted on the copy screen when scanning is in process.
   - **Off**: Select this option to have the Last Original option highlighted on the copy screen the scanning process is in process.

6. Select **Save** to save your choice.

   This feature is available only when **Collated** is selected in the Copy Output window.

7. Load your documents into the document feeder or individually place them on the document glass.
8. Program the job with the desired Copy features/options.
9.
10. Enter the quantity.
11. Press **Start**.
12. When you are finished scanning all the documents, select **Last Original** to complete the job.
13. Retrieve the copies from the output area.

Delete Outside/Delete Inside

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

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

1. Press the **Home** button on the press UI.
2. Select **Copy** on the **Home** window.
3. Select the **Job Assembly** tab.
4. Select **Delete Outside/Delete Inside**.

   The **Delete Outside/Delete Inside** screen is displayed. By default, **Off** is selected.

5. Select either **Delete Outside** or **Delete Inside**.
6. If the originals are 2-sided, select the applicable option:

    - Both Sides
    - Side 1 Only
    - Side 2 Only

7. Select the **Area 1** button.

    The Delete Outside/Delete Inside Area 1 screen is displayed; use this screen to define the first area for deletion (omission) from the copy output.

8. To define a specific area, enter the two X/Y coordinates within a range 0.0-17.0 inches (0.0-431.8 mm). Navigate from coordinate to coordinate by selecting each X/Y button:

    a) Select the Y1 box and use the numeric keypad on the control panel to enter the value for Y1.

    b) Select the Y2 box and use the numeric keypad on the control panel to enter the value for Y2.

    c) Select the X1 box and use the numeric keypad on the control panel to enter the value for X1.

    d) Select the X2 box and use the numeric keypad on the control panel to enter the value for X2.

    Clear a deletion area by selecting the Clear Area X (1, 2, or 3) button.

9. Select **Save**.
10. Select **Save** again.
11. Select any other desired copy features/options.
12. Enter the quantity.
13. Press **Start**.
14. Retrieve the copies from the output area.

Scan

Scan Overview

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

- **Email**: Scans a document and sends the scanned data as an e-mail attachment after converting the data to TIFF, JPEG, PDF, DocuWorks®, or XPS (XML Paper Specification).
- **Network Scanning**: Scans a document using a job template that was created using CentreWare® Internet Services (CWIS). When Scan to Home is enabled and the Remote Access feature is available, the scanned data can be transferred to a different destination according to an authenticated user.
- **Scan to PC**: Scans a document and sends the scanned data to a network computer via the FTP or SMB protocol.
- **Store to Folder**: Scans a document and saves the scanned data in a folder on the machine.

- **Store to USB**: Scans a document and saves the scanned data to a USB memory device. (This is an optional feature.)
- **Store & Send Link** (Send to Folder): Scans a document and sends an e-mail notifying the user of two URLs: one is for the location where the scanned data can be retrieved, and second is for the location from which the data can be deleted.
- **Store to WSD** (Web Services on Device): Scan a job either at the press or by sending a command from a network computer to the press. The scanned data is then sent to a specified network computer.

Basic Scanning

Basic Scanning Procedure

1. From the press UI, press the **Clear All** button.
2. Press the **Home** button.
3. Select the desired scan method.

   - **E-mail**
   - **Network Scanning**
   - **Scan to PC**
   - **Store to Folder**
   - **Send from Folder**
   - **Store to USB**
   - **Store & Send Link** (Send to Folder)
   - **Store to WSD**

4. Load your original documents either in the document feeder or on the document glass.
5. Select the desired scan options.

   - **Color Scanning**
   - **2 Sided Scanning**
   - **Original Type**
   - **Scan Presets**
   - **Advanced Settings**
   - **Layout Adjustments**
   - **E-mail Options** or **Filing Options**

6. Press **Start**.

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

   a) Select **Next Original**, place the original to be scanned and select the **Start** button.
   b) Continue until you are scanning the last original, select **Last Original** then select the **Start** button.

7. Select **Job Status** on the UI to view the status of the scanned job.
8. Retrieve the original documents either from the Document Feeder or Document Glass.

Previewing Scanned Images

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

Changing Scan Settings/Options

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

1. Select **Next Original**.
2. Select **Change Settings**.
3. Select the appropriate section and make select features. The following features can be adjusted:

   - Color Scanning
   - 2 Sided Scanning
   - Original Type
   - Image Options (Lighten/Darken)
   - Image Enhancement
   - Resolution
   - Quality/File Size
   - Shadow Suppression
   - Original Orientation
   - Original Size
   - Edge Erase
   - Book Scanning
   - Reduce/Enlarge

4. After your changes are complete, select **Start**.

Canceling a Scan Job

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

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

Stopping a Scan Job

1. While a scan job is in process, Press either the **Stop** button on the UI control panel or select **Delete** on the UI touch screen.

2. Select **Delete**.
3. If Delete does not appear on the screen, press the **Job Status** button on the UI control panel.
4. Select the job to cancel and select **Delete**.

Scan Options

Scan Options Overview

The following settings can be set for scan jobs.

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

Basic Scan Options

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

Color Scanning

Color Scanning options include:

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

2 Sided Scanning

2 Sided Scanning options include:

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

Original Type

Original Type options include:

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

Scan Presets

Scan Presets options include:

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

Advanced Settings

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

Image Options

The **Image Options** include:

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

Image Enhancement

The **Image Enhancement** options include:

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

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

    Auto Suppression: This option automatically reduces or eliminates any background on the output which may be caused by colored paper or newspaper originals. For example, when **Color Scanning** is set to **Black & White**, the background of a document printed on colored paper, such as newspaper, is suppressed. When **Color Scanning** is set to **Color**, the background of a document printed on white-color paper is suppressed.

* Contrast: This option controls the difference between the image densities within the scanned image. Lower contrast settings reproduce more detail in light and dark areas of the original. Higher contrast settings produce vivid blacks and whites for sharper text and lines, but produce less detail in pictures.

Resolution

Choose one of four resolution settings:

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

Quality/File Size

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

Note

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

Photographs

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

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

Shadow Suppression

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

Layout Adjustment

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

Original Orientation

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

Original Size

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

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

Edge Erase

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

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

Book Scanning

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

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

The following sub-options are also available:

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

Reduce/Enlarge

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

E-mail Options

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

File Name

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

Reply To

Use this option to enter a reply recipient email address.

Read Receipts

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

File Format

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

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

Note

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

Additional File Format options

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

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

Compression Method options

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

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

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

  Note

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

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

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

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

PDF Security options

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

- Encryption Algorithm: Choose one of three encryption methods:

  - **128-bit RC4**: Encrypts the file by using the 128-bit RC4 method. Files encrypted with this method can be opened with Adobe® Acrobat® 5.0 or later.

  - **128-bit AES**: Encrypts the file by using the 128-bit AES method. Files encrypted with this method can be opened with Adobe® Acrobat® 7.0 or later.

  - **256-bit AES**: Encrypts the file by using the 256-bit AES method. Files encrypted with this method can be opened with Adobe® Acrobat® 9.0 or later.

- **File Open Password**: This option sets a password for opening the PDF. The recipient of the PDF file must know the password before it can be opened.
- **Permissions**: This option adds restrictions to the PDF file which prevents unauthorized printing or editing of the file. The recipient of the PDF must know the permissions password in order to remove these restrictions.

Filing Options

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

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

File Name

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

File Name Conflict

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

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

File Format

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

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

Note

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

Additional File Format options

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

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

Compression Method options

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

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

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

  Note

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

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

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

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

Resolving a File Name Conflict

Note

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

1. Select the **Filing Options** tab.

2. Select the **File Name Conflict** option.

3. Select the appropriate option:

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

4. Select **Save**.

E-mail

E-mail Overview

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

E-mail Components

New Recipient

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

Address Book

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

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

Note

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

Add Me and From fields

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

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

Recipient(s) field

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

Subject

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

Message

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

Preview

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

Note

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

Scanning to an E-mail Address

1. From the UI, press the **Clear All** button.
   This clears all previous settings from the machine.
2. Press the **Home** button.
3. Select **E-mail**.
4. Specify one or more recipients by choosing one of the following options:

   - Select **New Recipient**.

     1. Use the keyboard to enter the entire address.
     2. Select **Add**.
     3. If sending to multiple recipients, repeat the previous sub-steps until finished.
     4. Select **Close**.

   - Select **Address Book**.

     1. Select **Address Book**.
     2. Select one of the choices from the pull-down menu (such as **List all public entries**).
     3. Select the desired recipient.
     4. Select one of the fields **To**, **Cc**, or **Bcc**.
     5. If sending to multiple recipients, repeat the previous sub-steps until finished.
     6. Select **Close**.

5. If applicable, perform the following:

   - Select **From** and add the sender e-mail address.
   - To send a copy of the email to the sender, select **Add Me**.
   - Edit or remove recipients from the Recipient(s) field.
   - Select **Subject** to enter and save an e-mail subject.
   - Select **Message** to enter and save the e-mail message.

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

Network Scanning

Network Scanning Overview

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

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

Note

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

Network Scanning Components

Job templates

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

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

Go To

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

Template Description

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

Update Templates

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

Network Scanning Procedure

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

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

Scan to PC

Scan to PC Overview

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

Scan to PC Components

Transfer Protocol

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

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

Address Book

Specify the recipient from the Address Book.

Browse Network for PC

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

Specify Destination

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

How to Use the Scan to PC Feature

Using the Scan to PC Feature

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

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

1. From the UI, press the **Clear All** button.
2. Press the **Home** button.
3. Select **Scan to PC**.
4. Select the desired **Transfer Protocol**.
5. Select **Save**.
6. Choose the Save in destination where the data will be stored:

   - **Address Book**; for instructions, refer to Using the Address Book to Specify a Scan to PC Destination.
   - **Browse** the network for a destination PC; for instructions, refer to Browsing the Network for a Scan to PC Destination.
   - Use the UI screen keyboard; for instructions, refer to Specifying a Scan to PC Destination Using the UI Keyboard.

7. Load your original documents either in the document feeder or on the document glass.
8. If desired, select **Preview**.
9. Select the desired scan options.
10. Press **Start** to begin scanning.
11. Retrieve the original documents from either the Document Feeder or the Document Glass.

Using the Address Book to Specify a Scan to PC Destination

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

   - **Yes**: Continue to the next step
   - **No**: See your System Administrator; only the administrator can setup entries in the Address Book.

3. Select a recipient from the **Name/Protocol** list.
4. Select **Add**.

Press Apps

> This adds the recipient to the Save in box.
5. Select **Close** to save and close the window.

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

Browsing the Network for a Scan to PC Destination

1. From the main **Scan to PC tab** window, select **Browse**.
2. Select the destination for saving the data by locating a file:

   - Select **Previous** to move to an upper directory.
   - Select **Next** to move to a lower directory.

3. To add the selected destination to the address book, perform the following substeps:
   a) Select **Add to Address Book**.
   b) Select **Save**.
      The Browse window is displayed.
4. Select **Save** to save and close the Browse window.

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

Specifying a Scan to PC Destination Using the UI Keyboard

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

   For the Server name, enter a server name or IP address. When the save location is in the DFS namespace on Windows, enter a domain name or server name. Up to 64 characters are allowed.

3. Select **Save**.
4. Select inside the **Shared Name** field and enter a shared name.

   When the save location is in the DFS namespace on Windows, enter a root name. Up to 64 characters. This option is only available when you select SMB in Transfer Protocol.

5. Select **Save**.
6. Select inside the **Save In** field and enter a directory path.

   When the save location is in the DFS namespace on Windows, enter a folder name. Up to 128 characters. This option is only available when you select FTP or SMB in Transfer Protocol.

7. Select **Save** to save and return to the main **Scan to PC tab** window.
8. Select inside the **User Name** field then enter the user name of the computer to which you are forwarding the data.

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

9. Select **Save**.
10. Select inside the **Password** field and enter the password for the user name.

    Up to 32 characters are allowed.

11. Select **Save**.

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

Store to Folder

Store to Folder Overview

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

Note

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

Store to Folder Components

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

Folder

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

Go to

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

File List

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

Using the Store to Folder Feature

Note

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

1. From the press UI, press the **Clear All** button.
2. Press the **Home** button.
3. Select **Store to Folder**.
4. Select the desired destination folder.
5. Load your original documents either in the document feeder or on the document glass.
6. Select the desired scan options.
7. Press **Start** to begin scanning.
8. Retrieve the original documents from either the Document Feeder or the Document Glass.

Store to USB

Store to USB Overview

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

Use the following USB memory devices:

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

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

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

Using the Store to USB Feature

1. Load your original documents either in the document feeder or on the document glass.
2. Insert the USB memory device into the USB memory slot on the front of the press (near the User Interface).
   One of the following happens:

   - The USB Device Detected window displays.
   - The Store to USB window displays.
   - The UI touch screen does not change.

3. Choose one of the following options:

   - If the USB Device Detected window displays, perform the following:

     1. On the press UI, select **Store to USB**.
     2. Go to Step 4.

   - If the Store to USB window displays, go to Step 4.

4. From the main **Store to USB** window, select **Save in**.
5. Select a folder in which to save the scanned data.

   This will be a folder location on the USB memory device.

6. Select **Save**.
   The main **Store to USB** window displays.
7. Select the desired scan options.
8. If desired, select **Preview**.
9. Press **Start** to begin the scanning process.
10. Retrieve the original documents from either the Document Feeder or the Document Glass.

Store and Send Link Feature (Send to Folder)

Store and Send Link (Send to Folder) Overview

Tip

This feature may not be available in all marketplaces.

Note

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

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

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

Tip

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

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

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

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

Storing and Sending a Link (Sending to Folder)

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

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

Store to Web Services for Devices (WSD)

Store to WSD Overview

Note

WSD stands for Web Services for Devices.

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

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

- **Computer**: Select this option to start a scan job by sending a request from a network computer, and then forward the scanned data to a network computer. The scan job will be operated from the network computer.

  - To operate the scan job from a network computer, use an application which supports image loading feature such as **Windows Fax and Scan**.
  - **Windows Fax and Scan** is not available for computers with Windows Vista Home Basic or Windows Vista Home Premium. To perform a scan from such a computer, use a different method, for example, using the **Paint** application and selecting the option **From Scanner** or **Camera**.

- **This Device**: Select this option to start a scan job from the press UI, and then forward the scanned data to a network computer. When this option is selected a list of available computers is displayed; from this list select the computer that will receive the scanned data.

  - When **This Device** is selected, a List of Components is displayed.

- This list shows computer names and four processing methods including **Scan to User PC** (this is a specified network computer), **Scan for Print to User PC**, **Scan for E-mail to User PC**, and **Scan for OCR to User PC**.

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

Using the Store to WSD Feature

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

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

Starting a Scan Job from a Network Computer

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

Note

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

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

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

   If the press model name is not displayed, select **Change**, and then select the press.
8. Select the **Profile** list, and then select **Document**.
9. Select the desired scan options.
10. Select **Scan**.
    After the documents are scanned, the scanned data is forwarded to the specified computer.
11. The press UI displays a Remove Your Original message.

    a) Remove your original documents from the press Document Feeder or Documennt Glass.

    b) Select **OK** on the press UI.
12. The UI displays a standby message stating that a scan job is waiting.

- **Yes**: The press cannot start another scan job even though the network computer recognizes the press. Clear the press; go to the next step.
- **No**: The scan job is completed and the press is ready for other copy/print jobs.

13. From the UI, select **Delete**.
   The scan operation is stopped. The UI displays a Remove Your Original message.
14. Remove your originals and select **OK**.
   The scan job is completed and the press is ready for other copy/print jobs.

Starting a Scan Job from This Device

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

Note

This procedure is done from the press UI.

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

Send from Folder (Folder / File Management)

Send from Folder (Folder / File Management) Overview

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

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

File Options

The following options are available:

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

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

File Details Option

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

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

Print Option

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

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

Batch Print Option

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

Note

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

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

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

Managing Folders and Scanned Files

1. From the UI, press the **Clear All** button.
2. Press the **Home** button.
3. Select **Send from Folder**.
4. Select a folder.
5. Select a file from the folder list.
6. From the drop-down menu, select how to display the file:

   - **List**
   - **Thumbnail**

7. Select one or more other options.

   - **Refresh**
   - **Number of Files**
   - **Select All**
   - **Delete**
   - **File Details**
   - **Job Flow Settings**
   - **Print**
   - **Batch Print**

How to Configure/Start a Job Flow

Configuring/Starting a Job Flow

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

Job Flow Settings

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

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

Create/Change Link

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

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

Select Job Flow Sheet

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

- **Start**: Executes the selected job flow sheet.
- **Refresh**: Displays updated information.
- **Details**: Displays the Details window.
- **Change Settings**: If the selected job flow sheet setting is editable, the Change Settings window appears. You can temporarily change the settings.
- **Search by Name**: Searches for job flows that partially match the entry. The machine searches through job flow names that were registered upon each job flow creation. The entry can be up to 128 characters.

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

Sheet Filtering Options

Sheet Filter options include the following:

- Owner:

    - System Administrator - If this box is checked, the only Job Flow Sheets available to the System Administrator are displayed.
    - Non-System Administrator - If this box is checked, Job Flow Sheets displayed do not include those available to the System Administrator.
    - No Filtering - When both the System Administrator and Non-System Administrator boxes are checked, all the Job Flow Sheets are displayed.

- Target: Place a check in each job type you want displayed.

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

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

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

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

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

    e) From the Link Job Flow Sheet to Folder window, select **Save**.

8. Select **Start** to run the job flow.

Job Flow

Job Flow Overview

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

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

Automatic/Manual Starting a Job Flow

A Job Flow is started in the following ways:

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

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

Acceptable Features to Register

You can register the following features:

- **Forward**: Multiple forwarding recipients can be configured for each forwarding method.

    - **FTP**: Forwards via FTP. A maximum of two recipients can be specified.
    - **SMB**: Forwards via SMB. A maximum of two recipients can be specified.
    - **Mail**: Forwards via email. A maximum of 100 recipients can be specified.

- **Email Notification**: Job results may bes sent by email.
- **Print**: Files in a folder may be printed.

Job Flow Restrictions

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

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

Job Flow Settings and Options

Overview of Job Flow Options

Note

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

Job Flow options include the following:

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

Additional Job Flow Options

Additional job flow options include the following:

- **Name**: Set the name for the job flow using a maximum of 128 characters.
- **Description**: Set the description of the job flow using a maximum of 256 characters.
- **Keyword**: Used to search for a Job Flow Sheet using a maximum of 12 characters. For example, enter Accounting as a keyword to access any Job Flow Sheets that contain Accounting in the Job Flow name.
- **Send as E-mail**: Specify the recipients for the e-mail. You can specify a total of up to 100 addresses. Select from the address book numbers or by direct input by using the keypad.
- **Transfer via FTP (1)**, **Transfer via FTP (2)**: Specify the server where documents are sent using SMB protocols. When the server address is registered in the address book, you can specify the address from the address book. The specified address appears in the SMB Transfer window.
- **Transfer via SMB (1)**, **Transfer via SMB (2)**: Specify where SMB forwarding is to be stored.

- **Print**: Configure the print settings. When **On** is selected, you can configure the settings for the Print feature.
- **E-mail Notification**: You can receive an e-mail notification when a file is saved in a folder or a job flow ends.
- **Edit/Delete**: Review the content of the job flow sheet, and edit, copy, or delete it. Additonal options include: **Edit**, **Delete**, and **Copy**.

Sheet Filtering Options

Sheet Filter options include the following:

- Owner:

  - System Administrator: If this box is checked, the only Job Flow Sheets available to the System Administrator are displayed.
  - Non-System Administrator: If this box is checked, Job Flow Sheets displayed do not include those available to the System Administrator.
  - No Filtering: When both the System Administrator and Non-System Administrator boxes are checked, all the Job Flow Sheets are displayed.

- Target: Place a check in each job type you want displayed.

Send as E-mail Options

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

- **Address Book**: The recipients can be specified from address book. The specified recipient appears in Recipient Name/E-mail Address in the Send E-mail screen.
- **New Recipient**: Specify a new recipient. The specified recipient appears in Recipient Name/E-mail Address in the **Send as E-mail** screen.
- **Name/E-mail Address**: Displays the recipient name or e-mail address specified.
- **Subject**: If desired, set a specific subject.
- **Delete Recipient**: Deletes all the information for the selected recipient.
- **Edit**: Allows you to check or change the information for the selected recipient.
- **File Format**: Specify the output file format.
- **Resend Attempts**: Set the amount of times you want to resend an E-mail or to switch off the feature. If you select **On**, set the number of resend attempts and time interval:

  - Resend Attempts: Set the number of times to resend an email between 1-5.
  - Resend Interval: Set the transmission retry interval from 30-300 seconds.

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

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

- Address Book
- File Format
- Resend Attempts
- Name, Server, Save, User Name, and Password: The maximum number of characters for each item is:

- Name: Maximum 18 single-byte characters
- Server: Maximum 64 single-byte characters
- Save in: Maximum 128 single-byte characters
- User Name: Maximum 97 single-byte characters
- Password: Maximum 32 single-byte characters

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

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

- Address Book
- File Format
- Resend Attempts
- Name, Server, Save, User Name, and Password: The maximum number of characters for each item is:

  - Name: Maximum 18 single-byte characters
  - Server: Maximum 64 single-byte characters
  - Save in: Maximum 128 single-byte characters
  - User Name: Maximum 97 single-byte characters
  - Password: Maximum 32 single-byte characters

Print Options

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

- Print Quantity
- Paper Supply
- 2 Sided Printing
- Output

E-mail Notification Options

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

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

Job Flow Procedures

Creating a Job Flow Sheet

1. Press the **Machine Status** button.
2. Select the **Tools** tab on the UI.

3. Select **Setup & Calibration > Setup > Create Job Flow Sheet**.

4. Select **Create**.

5. Select one of the line items from the list (**Name**).

   a) Select **Edit**.

   b) Enter the name information using the UI screen keypad.

   c) Select **Save**.

6. Repeat the previous step for other line items (such as **Description**) until all desired information is entered and saved.

7. If **Send as E-mail** is used, ensure all the required information is entered for it, including recipient's name and e-mail address.

8. If desired, select **Print** to set options to print the linked Job Flow Sheet. Select **Off** to disable this feature.

9. Select **Save** to keep your settings.

   To activate the Save option, you must enter values in any of the following fields: Send as E-mail, Transfer via FTP, Transfer via SMB, Print.

10. Review the newly created Job Flow Sheets and select **Exit**.

11. Press **Clear All** to return the press to its default values and settings.

Linking a Job Flow Sheet with a Folder

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

2. Select the **Tools** tab on the UI.

3. Select **Setup & Calibration > Setup > Create Folder**.

4. Select a folder that is not being used (Available).
   The New Folder window displays.

5. On the New folder - Password window choose one of the following:

   - **Off**; if you do not assign a passcode, all users will be allowed access to the folder.

   - **On**:

        1. Enter a passcode with a maximum of 20 digits.

        2. Select a Target Operation option: **Always (All Operations)**, **Save (Write)**, or **Print/Delete (Read)**.

        3. Select **Save**.

6. Enter the following information by selecting each line item and selecting **Edit**:

   - **Folder Name** (maximum of 20 characters)

   - **Check Folder Passcode**

   - **Delete Documents After Retrieval**

   - **Delete Expired Documents**

   - **Link Job Flow Sheet to Folder**: Select and go to the next step.

7. At the Link Job Flow to Folder window, select **Create/Change Link**.

8. Select the Job Flow Sheet that you want to link and then select **Save**.

9. At the Link Job Flow to Folder window, choose one of the following:

   - **Auto Start**: Select this option if you want the Job Flow Sheet to be automatically executed when a new document is saved to the folder. If you do not select **Auto**

> **Start**, you will need to press the **Start** button on the UI to execute the linked Job Flow Sheet.

- Select **Close**.

Note

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

The Job Flow Sheet is linked to the folder.

10. Select **Close** to exit to the Tools tab.

Starting a Job Flow Manually

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

Confirming/Changing a Job Flow

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

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

Web Applications

Web Applications Overview

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

The press provides the following features:

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

Note

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

Accessing Web Applications

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

Job Status

Job Status Overview

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

Job Status Area

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

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

Active Jobs Tab

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

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

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

Completed Jobs Tab

1. Press the **Job Status** button on the UI.

2. Select the **Completed Jobs** tab.

    A list of the completed or deleted jobs display. Use the scroll bar to navigate the list.

3. To check the details of a job, select the job from the displayed list.

4. From this Status window, select one of the following to print a history of this job.

    a) To print the job details, select **Print this Job Report** button.

    b) To print the history of parent / child jobs, select **Print this Job History** button.

5. After checking the job details, select **Close**.

Machine Status

Machine Status Overview

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

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

Device Information Tab

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

Device Serial Number

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

Current System Software

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

IP Address and Host Name

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

Paper Tray Status

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

Device Configuration

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

Software Version

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

Print Reports

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

From the Print Reports screen, select:

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

Maintenance Assistant

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

Others

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

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

Faults Tab

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

Fault History

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

Date/Time

This column indicates the day and time the fault occurred.

Image Count

This column indicates the total number of printed impressions.

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

Supplies Tab

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

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

Billing Information Tab

Accessing Billing Information

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

Billing Impressions Information

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

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

- **Color Printed Impressions**: This value (number) represents the total number of color impressions that have been printed.

- **Black Printed Impressions**: This value (number) represents the total number of black-only impressions that have been printed.

- **Total Impressions**: This value (number) represents the total number of ALL impressions. It is the sum of the Color Impressions and the Black Impressions.

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

  #### Note

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

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

Note

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

Usage Counters

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

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

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

Impression Counters

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

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

Sheet Counters

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

Images Sent Counters

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

All Usage Counters

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

Update Button

Select this button to refresh and update the counts.

Tools Tab

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

Create Folder

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

Stored Programming

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

Note

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

Create Job Flow Sheet

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

Add Address Book Entry

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

Paper Tray Attributes

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

Note

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

Billing Impression Mode

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

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

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

Changing the Paper Tray Attributes

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

Press Apps

4

Paper and Media

Before loading paper, consider the following:

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

Supported Paper

Paper Specifications

Note

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

Paper Type	Paper Size	Trays	Weight (gsm)
Plain paper (coated & uncoated) Drilled paper (coated & un-coated)	B5 SEF/LEF A4 SEF/LEF A4-Cover SEF/LEF DT Special A4 SEF/LEF B4 SEF A3 SEF SRA3 SEF DT Special A3 SEF 4 x 6 in. SEF 7.25 x 10.5 in. SEF/LEF 8 x 10 in. SEF/LEF 8.46 x 12.4 in. SEF 8.5 x 11 in. SEF/LEF 8.5 x 13 in. SEF/LEF 8.5 x 14 in. SEF 9 x 11 in. SEF/LEF 11 x 15 in. SEF 11 x 17 in. SEF 12 x 18 in. SEF 12.6 x 19.2 in. SEF 13 x 18 in. SEF 16-kai (TFX) SEF/LEF 16-kai (GCO) SEF/LEF Pa-kai (TFX) SEF pa-kai (GCO) SEF	Trays 1 to 3 Trays 5, 6 and 7	52 to 256 52 to 350
Recycled paper (coated & un-coated)		All Trays	64 to 105
Embossed (coated & uncoated)		Trays 1 to 3 Trays 5, 6 and 7	106 to 256 106 to 350
Transparency	8.5 x 11 in. (A4) LEF	All Trays	---
Postcard (coated & uncoated)		Trays 5, 6 and 7	106 to 350
Government-Legal SEF/LEF	8.5 x 13 in.	215.9 x 330.2	---
DT Special A4 SEF/LEF	8.90 12.20 in.	226.0 x 310.0	---
DT Special A3 SEF	12.20 x 17.00 in.	310.0 x 432.0	---
Envelopes	rectangle 3 x 10 SEF Square SEF / LEF		
Labels (coated & uncoated)	8.5 x 11 in./A4 LEF	Trays 1 to 3 Trays 5, 6 and 7	106 to 256 106 to 350
Tabbed Inserts	9 x 11 in. LEF	All Trays	163

Paper Tray Information

Print Engine Trays 1, 2 and 3

When the press is first installed, the tray size setting for Trays 1 and 3 are set at 8.5 x 11 inches or A4 (LEF). The tray size setting for Tray 2 is set at 11 x 17 inches or A3 (SEF). The specifications for each tray are:

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

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

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

Bypass Tray 5

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

Throughput / Productivity Information

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

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

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

Paper Type	Paper Weight	Simplex/Duplex	Prints Per Minute
8.5 x 11 / A4 Tab un-coated and coated	106 to 176 gsm	Simplex	80 ppm
8.5 x 11 / A4 Tab un-coated and coated	177 to 256 gsm	Simplex	80 ppm

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

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

Table 3: Tray 5 (Bypass Tray)

Paper Type	Feed Direction	Paper Weight	Simplex/Duplex	Prints Per Minute
Postal card 148 x 148 mm		52 to 300 gsm	Simplex / Duplex	70 ppm / 35 ppm
8.5 x 11 / A4 un-coated and coated	LEF	52 to 300 gsm	Simplex / Duplex	70 ppm / 35 ppm
8.5 x 11 uncoated and coated	SEF	52 to 300 gsm	Simplex / Duplex	60 ppm / 30 ppm
A4 uncoated and coated	SEF	52 to 300 gsm	Simplex / Duplex	50 ppm/ 25 ppm

Paper Type	Feed Direction	Paper Weight	Simplex/Duplex	Prints Per Minute
8.5 x 14 / B4 un-coated and coated	SEF	52 to 300 gsm	Simplex / Duplex	50 ppm / 25 ppm
11 x17 / A3 un-coated and coated	SEF	52 to 300 gsm	Simplex / Duplex	44 ppm / 22 ppm
12 x 18 / SRA3 coated and un-coated	SEF	52 to 300 gsm	Simplex / Duplex	41 ppm / 21 ppm
13 x 19.2 coated and uncoated	SEF	52 to 300 gsm	Simplex / Duplex	40 ppm / 20 ppm

Loading Media in Trays 1, 2, and 3

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

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

Note

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

Loading Paper in Trays 1, 2, and 3

Note

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

1. Select the appropriate paper stock for your print or copy job.
2. Pull out the tray slowly until it stops.
3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load and align the edge of the paper against the left edge of the tray.
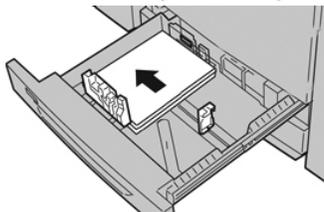
   Paper can be loaded either in the LEF/portrait or SEF/landscape direction.

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

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

7. Gently push in the tray until it comes to a stop.
   If enabled by your System Administrator, the Paper Tray settings/Tray Properties window may be displayed on the UI. You can view and set stock attributes and verify trays are assigned with the correct stock.
8. From the Paper Tray settings/Tray Properties window, choose one of the following:

   - No changes were made to the paper tray; select **Confirm** to close the window.
   - Changes were made to the paper tray; go to the next step.

9. Select the **Change Settings** button.
   a) Make the desired selections for **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
   b) If necessary, make the desired changes to paper curl and alignment adjustment.
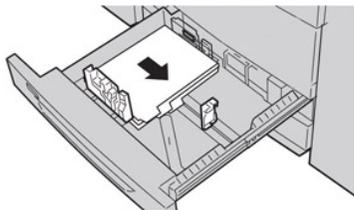   c) Select **Save** until you are returned to the Paper Tray settings/Tray Properties window.
   d) Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

Loading Tab Stock in Trays 1, 2, and 3

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

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

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

Note

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

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

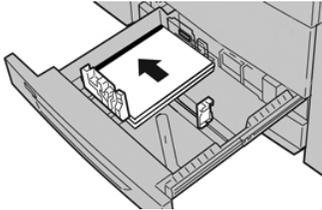   Do not load materials above the MAX line located on the rear Edge Guide.

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

6. If the Paper Tray settings/Tray Properties window displays on the UI, confirm the correct tray to which it is printing and other information, including size, type (precut tab), and, if necessary, paper curl and/or alignment option.

7. Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

Loading Transparencies in Trays 1, 2, and 3

Read these tips before using transparencies:

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

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Fan the transparencies to stop them from sticking together before loading into the tray.
4. Load a small stack of paper into the tray first. The paper must be the same size as the transparencies.
5. Load the transparencies LEF on top of this paper stack. Align the edge of the transparencies against the left edge of the tray, with the side to be printed on facing down.

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

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

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

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

9. Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

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

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

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

3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load and align the edge of the pre-drilled paper with the holes against the left edge of the tray.

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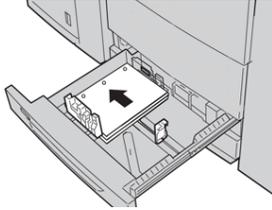
6. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.

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

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

Loading Media in the Bypass (Tray 5)

Note

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

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

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

Loading Paper in the Bypass (Tray 5)

Note

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

1. Gently extend the Bypass tray (Tray 5) as necessary to accommodate the paper.
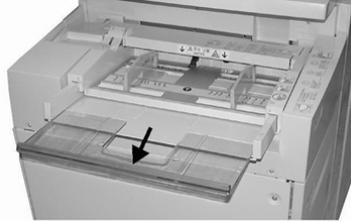
2. Hold the center of the paper guides and slide them to the desired paper size.
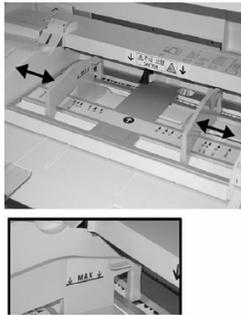
3. Select the appropriate paper stock for your print/copy job.
4. Open the ream of paper with the seam side facing up.
5. Fan the sheets before loading them into the tray.
6. Insert the paper or media into the tray until it stops.
7. Adjust the paper guides so that they touch the edges of the stack.

   If enabled by your System Administrator, the Paper Tray settings/Tray Properties window may be displayed on the UI.

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

Loading Tab Stock in the Bypass (Tray 5)

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

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

1. Gently extend the Bypass tray (Tray 5) as necessary to accommodate the tab stock.
2. Hold the center of the paper guides and slide them to the desired stock size.
3. Fan the tab paper before inserting into the tray.

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

Loading Transparencies in the Bypass (Tray 5)

Note

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

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

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

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

Loading Envelopes in the Bypass (Tray 5)

Note

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

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

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

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

1. Always load envelopes with the flaps closed.

   Do not use padded envelopes.

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

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

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

4. Enter a heavy paper weight value, such as 220 gsm, in the Paper Weight field.

5. Select the **Bypass Tray** as the Paper Source.

6. Store unused envelopes in their original packaging to avoid the excess moisture or dryness that can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.

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

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Maintenance

Cleaning the Press Overview

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

Cleaning the Exterior

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

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

Cleaning the Document Cover and Glass

1. Cleaning the document cover

a) Raise the document feeder.
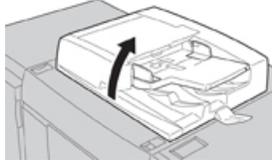
b) To remove dirt, wipe the document cover with a soft cloth moistened with water and then wipe it dry with a soft cloth. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.

2. Cleaning the document (platen) glass

a) To remove dirt, wipe the document glass with a soft cloth moistened with water and then wipe it dry with a soft cloth. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.
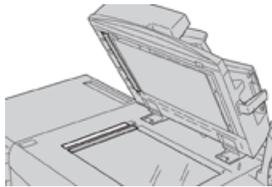
⚠ **Caution**

Do not press heavily on the document glass to avoid damaging the glass surface.

3. Cleaning the second-side scanning lens assembly

a) The second-side scanning lens assembly is located along the left side of the document cover. The assembly consists of the mirrored-glass strip, a metal strip, a white-plastic strip, and rollers. All parts of the assembly must be cleaned to ensure the best image quality when making copies.

b) With the document feeder open, pull the lever that is located at the top of the document cover.
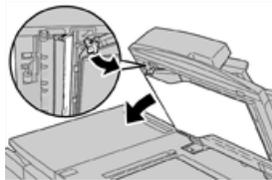
Part of the document cover pulls away from the assembly, which allows better access to the second-side scanning lens assembly.
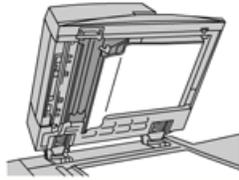
   c) To remove dirt, wipe the mirrored glass, metal strip, both sides of the white-plastic strip, and the rollers with a soft cloth moistened with water, and then wipe it dry with a soft cloth.
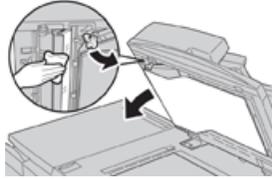
⚠ **Caution**

Do not press heavily on the mirrored glass as this will result in damage to the film around the glass surface.

Note

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

**4.** Once the second-side scanning assembly is clean, return the document cover to its original position and ensure that the lever is locked in place.
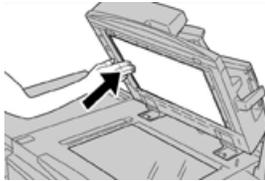
If you touch the document cover with your bare hands, wipe it clean before closing the document feeder.

5. Gently close the document feeder.

Cleaning the Document Feeder Rollers

1. Gently lift the latch of the document feeder top cover until it is open completely in a fixed position.
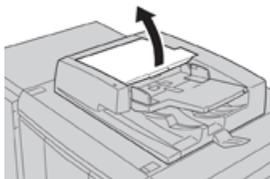
2. While turning the rollers, gently clean them with a soft cloth moistened with water.

⚠ **Caution**

Use a cloth that has been thoroughly wrung to prevent drops of water falling into the machine. Drops of water on internal components may cause a malfunction.

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

**3.** Close the top cover of the document feeder until you hear it click into place.
4. Close the left cover of the document feeder until you hear it click into place.

Cleaning the Drum Drawer Area

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

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

Cleaning the ROS Windows

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

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

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

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

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

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

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

Cleaning the Fuser Assembly

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

Note

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

1. Press the **Machine Status** button on the UI.
2. Select the **Tools** tab.
3. Select **Setup & Calibration > Clean Fuser Assembly**.
4. From the screen that displays, specify the paper tray to use and the number of blank sheets to print for the "Clean with Paper" method of removing the unfused dry ink/toner.
5. From **Paper Supply**, select the paper tray to use.

   Note

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

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

   Note

   For best results, run a minimum of 5 sheets.

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

   Note

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

Replacing Consumable Supplies

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

- Dry Ink/Toner cartridges (C, M, Y, K)
- Drum cartridges (C, M, Y, K)
- An empty Waste Dry Ink/Toner bottle
- Suction Filter

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

Note

The Fuser Module may be replaced by the customer only if directed to do so by Service.

Note

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

Ordering Supplies

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

Note

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

CRUs (Supply Item)	Reorder Quantity	Approximate Print Yield (Full Color 8.5x11/A4 Prints)
Black Dry Ink/Toner Cartridge	2 per box	50,000
Cyan Dry Ink/Toner Cartridge	1 per box	55,000
Magenta Dry Ink/Toner Cartridge	1 per box	51,000
Yellow Dry Ink/Toner Cartridge	1 per box	51,000
Waste Dry Ink/Toner Bottle	1	45,000
Suction Filter	1	200,000
Drum Cartridge (R1)	1 per box	348,000
Drum Cartridge (R2)	1 per box	348,000
Drum Cartridge (R3)	1 per box	348,000
Drum Cartridge (R4)	1 per box	348,000
OHCF Feed Roll Kit	1 kit	500,000
Standard Finisher Staple Cartridge and Staple Waste Container	4 Staple Cartridges (5,000 staples per cartridge) and 1 Staple Waste Container per carton	5,000 staples each cartridge
Booklet Maker Finisher Staple Cartridge	4 pack: 5,000 staple refills each	5,000 staples each cartridge

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
Staple Refills for the Business Ready Finisher and Business Ready Finisher with Booklet Maker	3 refills per carton	5,000 each refill for a total of 15,000

Checking the Status of Consumables

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

1. Press the **Home** button on the UI.
2. Press **Machine Status** and select the **Supplies** tab.
   The Supplies area shows a 1 to 100 % indicator bar of the remaining amount of dry ink/toner. Remaining dry ink/toner is updated in 10 % increments.
3. From the Supplies pull-down menu, select **Other Consumables** to view the status of other consumables, such as the drum cartridges the Dry Ink/Toner Waste Bottle, and any applicable optional devices (such as the OHCF feed rolls).

Note

The status of the Fuser and Suction Filter are not shown, but a message displays when these items require replacing.

Replacing a Dry Ink/Toner Cartridge

Note

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

Note

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

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

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

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

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

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

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

6. Remove the new dry ink/toner cartridge from its packaging.

7. With one hand on either side of the cartridge, vigorously shake and rotate the new cartridge up and down and left and right for 30 seconds to redistribute the toner.

8. Install the new dry ink/toner cartridge by gently and evenly sliding the cartridge into the press until it stops.

9. Close the dry ink/toner cover. If the cover does not close completely, make sure the cartridge is in the lock position and is installed into the appropriate dry ink/toner location.

Replacing the Dry Ink/Toner Waste Bottle

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

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

Note

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

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

2. Open the front door of the press.
3. Open the Dry Ink/Toner Waste Bottle Door.
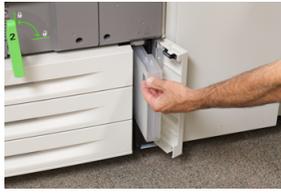
4. Grasp the handle of the Dry Ink/Toner Waste bottle and pull it halfway out of the press.
5. Support the underside of the bottle with your other hand and continue pulling it out from the press.

⚠ **Caution**

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

6. Use both hands to place the old used Dry Ink/Toner Waste Bottle into the provided plastic bag.
7. Remove a new, empty waste bottle from the packaging.
8. Hold the center part on the top of a new bottle and insert it evenly and gently into the press until it comes to a stop.
9. Close the waste bottle door.
10. Close the press front door.

Replacing a Drum Cartridge

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

Note

All four Drum cartridges are interchangeable.

Note

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

⚠ **Caution**

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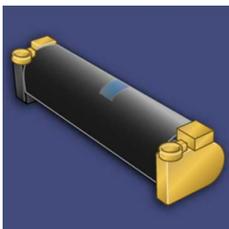
⚠ **Caution**

Replace drum cartridges while the press is powered ON.

1. Ensure that the press is stopped and is not currently printing jobs.
2. Open the press Front Door.

3. Rotate and turn the **R1-R4** Drum Drawer Handle to the unlock position.

4. Open the bag containing the new drum cartridge. Place the new drum cartridge near the press.

⚠ **Caution**

Do not touch or scratch the surface of the drum when you take it out from the bag.
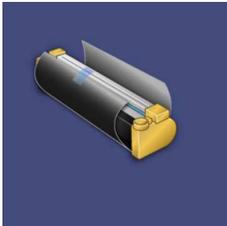
5. Unwrap the sheet covering the new drum cartridge and place it under the cartridge. Some drum cartridges may include a protective film. Remove the film on the drum cartridge, if the film is present.
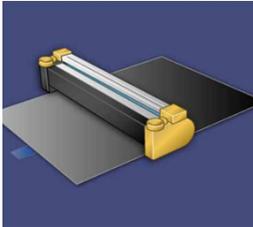
6. Grab the **Release Handle** and pull the Drum Drawer straight out.

7. Remove the old drum cartridge by holding the finger rings provided at the both ends of the drum cartridge and gently lifting up.

⚠️ **Caution**

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

8. Install the new drum cartridge into the press following the guides with the side marked front facing the front.
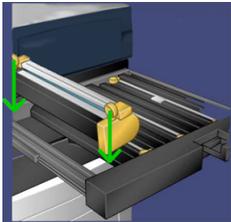
9. Press both ends of the drum cartridge to place it in a horizontal position.
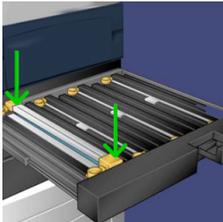
10. Immediately close the drum cartridge drawer to protect the other drums from light.
11. Return the **Release Handle** to its original position.
12. Return the **R1-R4** handle to the original position and close the front door.
13. Insert the used drum cartridge into an empty container for recycling.

Replacing the Suction Filter

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

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

⚠️ Caution

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

1. At the back of the press, locate the Suction filter cover on the lower panel.
2. Use the Torx driver to remove the screw on the right side of the cover by turning the screw counterclockwise.

3. Pull out and remove the Suction Filter Cover.
4. Grasp the handle of the filter box and pull straight out.

5. Remove the Suction filter out of the box.
6. Place the new Suction filter into the box and push the tray back in until it stops and is flush with the press.
7. Place the cover back onto the filter box area. Make sure to first insert the left two tabs of the cover into the left side of the box area. Then push the entire cover flush to the press.
8. Insert the Torx driver with the screw attached into the cover and turn clockwise to tighten.
9. Either log in as the Administrator or ask the Administrator to perform the following steps to reset the counter to zero (0).
   a) At the UI, press the **Machine Status** button.
   b) From the screen that displays, select the **Tools** tab.
   c) Select **System Settings > Common Service Settings > Maintenance**.
   d) Use the up/down arrow buttons to access the next Maintenance screens.

   ### Note

   After selecting the icon in following step, there is a 4 second delay before the Technical Key Operator feature displays.

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

f) In the Part Number list, select **Suction Filter**.

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

10. Exit administrator mode.

a) To return to Tools tab, select **Close** twice.
The main Tools screen displays.

b) Select the **Log In / Out** button on the Control Panel.

c) When prompted, select **Logout**.

Maintenance

6

Troubleshooting

General Troubleshooting

Check the press status for system troubleshooting.

⚠ Warning

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

The following table helps you resolve some basic problems you may encounter with the press. If the problem persists after following all the instructions, contact your Xerox Representative or the Customer Support Center.

Note

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

Problem	Suggested solutions
The press does not power on.	• Ensure the power cord from the press is plugged into the power outlet/receptacle correctly. If not, press the main power switch inside the front door to off and then firmly plug in the power cord. Then press the power switch on.
	• Ensure the power switch inside the front door is set to the **ON** position. Press firmly on the **On/Off** button located on top of the press near the UI.
	• Make sure that the power supply is 200 -240 V (volts), 30A (amperes). Make sure that power of capacity compatible with the specified maximum power consumption of the press (2.8 - 3.1 KVA) is being supplied.

Problem	Suggested solutions
	• Check the Ground Fault Interrupter (GFI) circuit breakers. • If the power in your location is working properly, and you have tried the suggested solutions but the press does not power on, contact the Customer Support Center for assistance.
The press UI is locked up or completely dark.	• If the UI buttons or keyboard do not work, press the power button on the press to power down the print engine. Wait 30 seconds and press the power button again to reboot the system. • If the Power Saver button is on (lit), the press is in the Power Saver Mode. Press the **Power Saver** button on the UI to cancel the Power Saver Mode.
There is no power to the press, and you cannot access the Machine Status screen to get the press serial number.	Open paper tray 1. The serial number is located on the left frame near tray 1.
The press does not successfully complete a print job.	• Is your press connected to the network? Try printing a test page from the print server to the press to verify that the press is connected on the network. • Verify that the power cable is connected to the press and to a suitable power outlet. • Verify that the network cables are attached securely to the press and seated properly. • Clear out the print job from the print queue and resend print job. • Power Off/On the press to restart it. • Your press may not be configured on the network. Contact your System Administrator to connect the press to the network.

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

Problem	Suggested solutions
	Other information to remember includes: • From a cold start (power on or power saver), system takes less than 5 minutes to start printing. • From standby mode, system usually takes less than 1 minute to start printing.
Text prints incorrectly (text is corrupted).	Check the application or print driver settings on whether non-standard fonts are being used for printing.
Trays do not recognize the media.	• At the UI, check the paper settings for the tray (**Machine Status > Device Information > Paper Tray Status**). • Check the print server settings. • Check that the paper is loaded correctly as either SEF or LEF and this matches the paper settings programmed at the print server.
Prints are not on desired paper size.	• Ensure that the correct paper size and type is loaded in the paper trays. • Set the paper guides to the correct positions. • Select the paper size, tray and weight at the print server and ensure these paper attributes are set correctly at the Tray Properties window. • Ensure that "**Fit to Paper**" or an equivalent selection is not selected in your print driver.
Paper is misfed, jams often, or wrinkles repeatedly.	• If a message appears on the press touch screen, follow the instructions displayed. • Make sure the paper and paper tray selected match the paper size settings. Refer to the *Recommended Media List*. • Make sure the trays are loaded properly with acceptable media and do not exceed the MAX fill line. • Ensure the paper tray edge guides are in the correct position. To ensure tray closure, firmly push it in as far as possible. • Turn the paper stack around and/or over in the selected paper tray. • Remove a few sheets from the top and the bottom of the stack in the paper tray. • Fan all four edges of the paper in the selected paper tray. • Replace the paper in the selected paper tray with paper from a new package. • Remove any partially fed paper from the trays. Make sure to remove any torn pieces of paper still remaining inside the press. • Ensure the paper you are using had been stored properly.

Problem	Suggested solutions
	• If the problem is from trays 6-9 only, refer to *Custom Paper Settings Troubleshooting* table, Multifeeds, Misfeeds and Paper Jams in Trays 6-9.
Multiple sheets feed from the paper trays.	• Do not fill the paper trays above the MAX fill line indicator. • Remove the paper from the tray and fan the sheets to separate the joined sheets. • Predrilled sheets may stick together at the holes. Remove the paper from the tray and fan the sheets to separate the joined sheets. • Paper and transparencies may stick together if environmental conditions are too dry and cause excessive static. Increase the humidity level in the room to minimize static. • Gently fan transparencies to separate the sheets before you load them. • If the problem is from trays 6-9 only, refer to the *Custom Paper Settings Troubleshooting* table, Multifeeds, Misfeeds and Paper Jams in Trays 6-9.
Paper jams in the optional Trays 6-9	• Visually check to see if the Feed, Retard, and/or Nudger Rolls are worn or damaged. • Check the HFSI interval status for the rolls. Replace if needed.
Paper jams when exiting the Paper Trays.	• Ensure that the edge guides of the paper tray fit snugly against the paper stack. • Do not fill the paper trays above the MAX fill line indicator. • Close the tray slowly to avoid shifting the paper stack.
Output jams when exiting the press to the Offset Catch Tray.	• When no other output device is present, the Offset Catch Tray can hold up to 500 sheets of 24 lb (90 gsm) paper. Empty the catch tray when output approaches this limit to ensure continuous production. • Ensure the first sheet is not blocking the paper exit, particularly for 11 x 17 inch (A3) output.
Excessive paper curl	Potential impacts: • Ensure that the correct paper weight and paper type are selected. • The mass of dry ink (toner) coverage on the print output – the greater the dry ink/toner mass, the greater the paper curl. • The paper weight and whether or not it is coated or uncoated. • The humidity conditions at the press.

Problem	Suggested solutions
	• You can sometimes minimize curl problems by flipping the paper over in the tray. If excessive curl is still present, use a heavier paper. • To ensure continuous production, empty the output device when the output approaches the maximum amount that the device can hold; refer to the specifications for that output device for output limit amount. • An attempt to print on thicker paper or on paper stock that is less sensitive to moisture. Paper curl can be adjusted in the following ways: • If the Interface Decurler Module or Interface Decurler Module with ILS is attached, use the manual decurl buttons on the module's control panel. Refer to the For information on these devices, refer to the *Optional Devices Guide for Xerox® Versant® 180 Press.* • Refer to *Custom Paper Settings Troubleshooting* table, *Paper Curl.* • Also, use the "**Adjust Paper Curl**" feature; for more information, refer to the *System Administration Guide.*
Unable to print with current fuser assembly. Output paper width does not match the installed fuser.	• Replace the fuser assembly with one that supports the specific paper width for the current print job. For more information, refer to Fuser Hints and Tips. • Cancel the current print job and continue with the print job by resubmitting from the print server. **Note** Recommend not overriding. This mismatch could prematurely damage the fuser.
Message on UI will not clear.	• If the fault is a paper jam, ensure that any paper is removed from the area and that there are no hidden or small pieces of paper left behind. • Reboot the press by pressing the On/Off button located on top of the press near the UI.
Deformed transparencies.	Check that **Transparencies** is selected as the paper type. The press adjusts for different types of media; paper can tolerate more heat than transparencies.
Output is not stacked correctly.	Check paper curl and that the paper tray guides are locked into position against the paper. **Note** Mixed media sizes may not stack well.

Problem	Suggested solutions
From the PR Finisher or PR Booklet Maker Finisher, pages in the set are not stapled or punched.	• Select the option on the press touch screen. • Check that there are staples in the staple cartridge. • Check that the punch scrap container is not full. **Note** For more information on these devices, refer to the *Optional Devices Guide for Xerox® Versant® 180 Press*.
Drilled paper holes are on the wrong side.	Ensure that the drilled paper is loaded correctly in the paper tray and that the holes are positioned as shown on the tray label.

Reducing Toner Consumption

Problem

In order to maintain image quality (IQ), the press will enter "Adjust Image Quality" mode. In this mode, toner is consumed in the form of toner bands and process control patches being laid down. Frequency of the "Adjust Image Quality" is dependent on many factors including area coverage. While printing jobs of low area coverage/low image density, the frequency of "Adjust Image Quality" may be greater.

Suggested Solution

Three NVM values can be adjusted to reduce toner consumption based on user requirements. Refer to the following table. From the first column of the table, select the solution which best fits user requirements, and then change the NVM values as shown for each of the three NVM settings.

Important

To select the outcome appropriate for your environment, contact the system administrator.

User Requirement	NVM 762-085	NVM 752-175	NVM 762-108
1. Image Quality (IQ) Priority These are the press default settings which provide optimum IQ output, but increase toner consumption and may reduce productivity.	Set NVM to **1** (On)	Set NVM to **1** (On)	Set NVM to **3**
2. Middle Setting **Note** This is the recommended setting. These settings configure the press for less toner usage if image quality is not the highest priority. IQ may be slightly reduced.	Set NVM to **1** (On)	Set NVM to **0** (Off)	Set NVM to **1**
3. Lower Toner Consumption Priority These settings decrease toner usage and increase productivity, but may result in degraded IQ.	Set NVM to **0** (Off)	No change required	No change required

Image Quality Problems

The following table helps you locate and resolve an image quality defects on the press.

Initial Actions

Perform these actions first to improve image quality:

- Manage the stock in use. Ensure that the media used is approved, within press specifications and is clean.
- Ensure the correct media is properly loaded in the paper tray.
- Run print samples and evaluate the defect. From the following table, determine which problem description matches the IQ defect and perform the appropriate corrective actions.

Problem	Suggested Solutions
Print Backside Contamination The back side of the output a 10-15 mm wide toner streak running from lead edge (LE) / trail edge (TE), near the outboard side (OB) side of print.	• Contamination can be media related. Look for paper damage, paper dust, or environmental conditions that may contribute. Ensure media is fresh and properly loaded in the Trays. • Defects occur on Heavyweight stock with light weight stock settings. Ensure the proper **Custom Paper Settings** are configured for the media in use. For information and procedures, refer to the *System Administrators Guide, Paper Tray Settings (System Settings chapter / Common Service Settings section)*. • If the defect is the specific backside streak, there may be a second bias transfer roll (2nd BTR) failure. Run the Cleaning the Fuser Assembly routine. If the problem continues, contact the Customer Support Center.
Banding The print shows lines or bands running from Inboard to Outboard (IB/OB). For defects running Lead Edge to Trail Edge (LE/TE), see Streaks and Lines.	Acquire the measuring tool from the *Nationalization Kit*. Check the frequency of the defect interval. • If the defect is at interval 37.5 mm or 147 mm, troubleshoot a failed drum cartridge; refer to Drum Cartridge. • If the defect is defect at interval 154 mm, the problem may be with the Pressure Roll Assembly (fuser assembly; contact the Customer Support Center. • If the defect is 375 mm, the problem may be Fuser Belt failures; contact the Customer Support Center.
Color Non-Uniformity The print has variations in color uniformity, unneven density, light or dark areas from side to side (IB/OB), or color shift or inconsistent color within the page.	• Perform the Cleaning the ROS Windows procedure. • Perform the *Density Uniformity Adjustment* procedure; for specific instructions, refer to the *System Administration Guide, Simple Image Quality (SIQA) chapter*. • Refer to the *Custom Paper Settings Troubleshooting* table, and review the Suggested Solutions for Uneven Density / Mottle.

Problem	Suggested Solutions
Random white or dark spots The prints show random spots, but they do not repeat at regular intervals.	• Ensure that the media used is approved, within press specifications and is clean. • Check that the press is within environmental specifications (humidity levels). • Load a new ream of paper, different media. • Run the *Clean Toner* procedure; for specific instructions, refer to the *System Administration Guide, System Settings chapter (Common Service Settings, Maintenance section)*. • Check for Drum failure or damage. Acquire your measuring tool from the *Nationalization Kit* and check the frequency of the spot intervals. If spots occur every 147 mm on the prints, run the Halftone Test Pattern to determine which color drum is affected. Replace or swap the Drum; refer to Drum Cartridge.
Repeating Defect at regular intervals The prints show any defect that repeat at intervals that can be measured.	Acquire the measuring tool from the *Nationalization Kit*. Check the frequency of the defect interval. • If the defect occurs every 44 mm on the prints, do not replace the drum. This interval is caused by a damaged or defective Developer Housing. • If spots or bands occur every 147 mm on the prints, a Drum is damaged or light shocked. Replace or swap the appropriate Drum cartridgerefer to Drum Cartridge. • If the defect occurs every 374 mm on the prints, replace the Fuser Belt Assembly; contact the Customer Support Center.
Streaks or Lines The prints show solid color streaks or lines running from Lead Edge to Trail Edge (LE/TE) of prints. For IQ defects that run Inboard to Outboard (IB/OB); refer to Banding.	• Perform the Cleaning the ROS Windows procedure. • Acquire the measuring tool from the *Nationalization Kit*. Check the frequency of the defect intervals. If spots or bands occur every 147 mm on the prints, a Drum is damaged or light shocked. Replace or swap the appropriate Drum cartridge; refer to Drum Cartridge.
Edgewear The IB and OB edges of the output prints shows dry ink / toner deletions, density inconsistency, or is lacking in color depth; occurs mainly when using heavier or lighter weight stock.	If you run multiple width papers, refer to Fuser Hints and Tips and Extended Fuser Life for more information.
Halo or smudges	Refer to the *Custom Paper Settings Troubleshooting* table, and review the Suggested Solutions for Uneven Density / Mottle.

Problem	Suggested Solutions
Image Density Print output is too light, faint, or washed out; solid areas not black or inconsistent shading; part of image missing.	• Check the status of the CRUs / Supplies screen by pressing the **Home** button on the Control Panel. Shake or replace the affected dry ink / toner cartridge; refer to Replacing a Dry Ink/ Toner Cartridge. • Refer to the *Custom Paper Settings Troubleshooting* table, and complete the Suggested Solutions for Uneven Density / Mottle. • Determine if the drum is contaminated or light shocked by running a set of *Halftone Test Patterns* to identify which color is affected and then replace or swap the appropriate drum; refer to Drum Cartridge. • Refer to the *Custom Paper Settings Troubleshooting* table, and review the Suggested Solutions for Uneven Density / Mottle.
Image-on-Paper Registration The entire image on the printed output is misregistered, shifted, skewed or crooked.	• Ensure the paper tray guides are against the edges of the loaded paper. • Refer to the *Custom Paper Settings Troubleshooting* table, and review the Suggested Solutions for Image Registration, Perpendicularity, Skew, and Magnification.
Unfused Prints / Fuser Offset The image is not properly fused. Toner on print is not permanent, smears, flakes, or rubs off.	• Check that the paper weight settings at the print server match the actual paper loaded in the tray. • Ensure that the paper loaded is within press specifications. For information on paper and storage, refer to Paper and Media. Load a new ream of paper into the selected paper tray. • Refer to the *Custom Paper Settings Troubleshooting* table, and review the Suggested Solutions for Unfused Dry Ink / Toner on the Output. • Run the Cleaning the Fuser Assembly routine. If the problem continues, contact the Customer Support Center for service.
Trail Edge (TE) Deletions For IB or OB edge deletions, refer to Edgewear. Trail edge of output contains dry ink / toner deletions, density inconsistency, or is lacking in color depth; this occurs mainly when using heavier or lighter weight stock	• Create a custom stock and use it. • Refer to the *Custom Paper Settings Troubleshooting* table, and review the Suggested Solutions for Trail Edge Deletions and Uneven Density / Mottle.

Custom Paper Settings Troubleshooting

This section helps you locate and resolve specific problems through the use of the **Custom Paper Settings**. In addition, for in depth information on the features referenced on the table, refer to the *System Administration Guide*.

Initial Actions

Perform these actions first to improve print quality:

- Confirm the media being used is compatible with the Press, within supported specifications, in good condition, and has been assigned to the correct Press Tray.

Secondary Actions

If problems are not resolved after performing the suggested actions below, contact the Customer Support Center.

Problem
Multifeeds, Misfeeds and Paper Jams in Trays 6-9

Suggested Solutions

1. Change the **Adjust Air Assist Values** setting.

   - Use this feature to adjust the amount of air volume generated by the tray blowers which assist in separating sheets when feeding paper. When using light-weight or heavy-weight paper, which stick together easily, select a stronger air flow setting in order to better separate sheets and prevent paper jams or multifeeds.
   - This feature can be found in **Machine Status > Tools > Setup & Adjustment > Custom Paper Settings**. Select the desired **Custom Paper > Change Settings > Adjust Air Assist Values > Change Settings**.
   - The settings available for this feature are:
     - **System Default**: The air volume is set to the appropriate amount based on the Stock and environmental conditions.
     - **Multifeed Support Table**: Select this option if you use paper that tends to trigger multifeeds. This setting increases the air volume to a level higher than **System Default**.
     - **Mis-Feed Support Table**: Select this option if you use paper that tends to trigger paper jams. This setting increases the air volume to a level higher than **Multifeed Support Table**.
     - **Forced Off**: Select this option when working with special media that tends to jam as a result of the air flow that is introduced by **Adjust Air Assist Values**. This setting turns off **Adjust Air Assist Values**.

2. Change the **Tray Heater** setting.

   - Use this feature to **Enable** (checked) or **Disable** (unchecked) the tray heater. The tray heater warms the air that is blown into the tray by **Adjust Air Assist Values** to help prevent paper jams and multifeeds by loosening contact between sheets.

Troubleshooting

Suggested Solutions

- The tray heater may partially dry paper and affect print quality. If print quality is affected by dry paper, **Disable** the tray heater.

  Note

  Disabling the tray heater may result in an increase of multifeeds.

- This feature can be found in **Machine Status > Tools > Setup & Adjustment > Custom Paper Settings**. Select the desired **Custom Paper > Change Settings > Tray Heater > Change Settings**.
- To **Disable** (unchecked) the tray heater:
a. Remove any paper loaded in the tray.
b. In **Adjust Air Assist Values** select any option except **Forced Off** .
c. **Disable** (unchecked) the tray heater and register the stock.
   The printer performs a forced exhaust action for approximately one minute. During the forced exhaust action, do not change any settings or open a tray.

   Important

   A forced exhaust with paper loaded in tray can lead to image quality problems.

d. After the forced exhaust is complete, load paper in tray.

3. Change the **Multifeed Detection** setting.

   - Use this feature to **Enable** (checked) or **Disable** (unchecked) multifeed notifications; this feature does not make any other adjustments.
   - The **Multifeed Detection** feature is accessed from **Machine Status > Tools > Setup & Adjustment > Custom Paper Settings**. Select the desired **Custom Paper > Change Settings > Multifeed Detection > Change Settings**.
   - The settings available for the **Multifeed Detection** option include:

     - **Enabled** (checked): Multifeed notifications are switched **On**.
     - **Disabled** (unchecked): Multifeed notifications are switched **Off**.

       Note

       To prevent the system from reporting faults due to multifeeds, **temporarily** disable notifications. This allows the user to continue their workflow until the cause of the problem is resolved. Be aware that disabling this feature has no impact on the occurrence rate of actual multifeeds, and if disabled, multifed sheets may cause jams elsewhere in the system and/or result in additional blank sheets in the final output.

Problem

Paper Curl

Suggested Solutions

1. If your press configuration includes the Interface Decurler Module (IDM)s, confirm that the **IDM Curl Correction** option on the IDM control panel is set to **Auto**.

   Note

   For more information, refer to the *Optional Devices Guide for Xerox® Versant® 180 Press, the Interface Decurler Module (IDM) chapter*.

Suggested Solutions

2. Change the **Adjust Paper Curl** setting.

    Tip

    Changing the default setting is considered a temporary solution because environmental conditions vary from day to day. It is recommended that upon completion of the print job you return the option to its default setting.

    - Use the **Adjust Paper Curl** feature to correct paper curl caused by heat and pressure, and to apply fine adjustments based on the characteristics of each paper type. Paper curl may cause paper jams and wrinkled output.
    - This feature can be found in **Machine Status > Tools > Setup & Adjustment > Adjust Paper Curl**. It can also be found in **Machine Status > Tools > Setup & Adjustment > Custom Paper Settings**. Select the desired **Custom Paper > Change Settings > Adjust Paper Curl > Change Settings**.
    - From the **Adjust Paper Curl** screen, make the change by moving up or down the selections available one at a time.
    - Use the following <u>sequential order</u> when making changes to the paper curl. This ensures that the desired output is achieved:

    Tip

    Paper jams and wrinkled output may occur if the change is not performed in the recommended sequential order; for example, using **Default** and then skipping to **Type C**.

    Note

    Always run test prints every time a setting is changed / selected; this allows you to evaluate the output and determine if additional changes are necessary.

    a. Default
    b. Type A
    c. Type B
    d. Type C
    e. Custom Curl Correction: Slight (Very Small) Upward or Slight (Very Small) Downward
    f. Custom Curl Correction: Moderate (Small) Upward or Moderate (Small) Downward
    g. Custom Curl Correction: Medium Upward or Medium Downward
    h. Custom Curl Correction: Severe (Large) Upward or Severe (Large) Downward

    - If paper curl continues to persist after trying several or all of these settings, try decreasing the image density on the print job or use a different type of paper.
    - If paper curl is still a problem after decreasing the image density and after using a different type of paper, contact the Customer Support Center for further assistance.

Problem

Uneven Density / Mottle

Suggested Solutions

1. Perform **Adjust Image Transfer**.

    - Use this feature to adjust the voltage ratio on the secondary bias transfer roll (2nd BTR). For heavy-weight paper, such as 220 g/m^2 or greater, the 2nd BTR is where the image

Suggested Solutions

is transferred from the belt to the paper. However there are times when it is also used with lightweight paper.

- This feature is accessed from **Machine Status > Tools > Setup & Adjustment > Custom Paper Settings**. Select the desired **Custom Paper > Change Settings > Adjust Image Transfer > Change Settings**.

- The **Adjust Image Transfer** procedure can be performed by selecting either **Auto** or **Manual**.

Note

An automatic adjustment fixes most image quality issues. Always perform the **Auto** procedure before performing the **Manual** adjustment.

- **Auto**: The adjustment is done automatically by the press. It eliminates the need for you to interpret printed targets, and manually enter adjustment values. This saves time and avoids errors.

- **Manual**: The user must manually perform the adjustment, including printing test patterns, interpreting the printed targets on those patterns, and then manually entering the adjustment values.

Tip

Use the **Manual** adjustment option only when the **Auto** adjustment does not provide the desired output.

- For detailed information and instructions on using the **Auto** and **Manual** adjustment options, refer to the *System Administration Guide"."*.

2. If the issue is observed on the tail edge of the printed output and is not corrected by performing a **Adjust Image Transfer**, change the **Adjust Image Transfer for Trail Edge** setting.

- Use this feature to adjust the voltage ratio on the secondary bias transfer roll (2nd BTR); this is where the image is transferred from the belt to the paper.

- This feature is accessed from **Machine Status > Tools > Setup & Adjustment > Custom Paper Settings**. Select the desired **Custom Paper > Change Settings > Adjust Image Transfer for Trail Edge > Change Settings**.

- Decrease the **Adjust Image Transfer for Trail Edge** in increments of 10 %. After every incremental adjustment, run test prints and evaluate the output to determine if additional adjustment is necessary.

3. Perform an **Automatic Density Uniformity Adjustment**.

Note

This is a press feature and is not a **Custom Paper Settings** feature.

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

- For information and instructions on how to use this feature, refer to the *System Administration Guide, Density Uniformity Adjustment*.

Problem

Image Registration, Perpendicularity, Skew, and Magnification

Suggested Solutions

1. If using trays 1, 2, or 3, try switching to optional tray 6, 7, 8, or 9 (if available).

    Note

    Trays 6-9 have better registration and skew performance.

2. Create and/or use an existing **Alignment Profile**.

    Note

    Before creating a new and/or using an existing manual alignment, read all the information in the *Alignment Adjustment of System Administration Guide.*

    - Use **Center Line Stock** for **Alignment Profiles**. If the problem occurs when using this stock, call the Customer Support Center.
    - The following information is a <u>summary</u> of the steps required for each procedure; for complete instructions, refer to the *System Administration Guide, Alignment Adjustment*.
    - To create a **New Alignment Profile**, perform the following:

      Note

      This option can be found in **Machine Status > Tools > Setup & Adjustment > Alignment Adjustment Setup**.

    a. From the Alignment tab, select the **New** button.
        A "New Profile Properties" window displays.

    b. Enter the Name you want to assign to the profile.

    c. Perform the **Auto Alignment** procedure.

    d. Run a set of test prints to evaluate the output, and evaluate the results.

    e. If necessary, depending on the results, perform a **Manual Adjustment**.

    f. When making manual adjustments to multiple items, use the following guidelines:

        - Adjust the image in the following order: **Registration**, **Perpendicularity**, **Skew**, and **Magnification**.
        - Choose **only one option** at a time (such as **Registration**), then run a set of test prints to evaluate the output. Determine if the printed output for the selected option is acceptable and if it is acceptable, then select and adjust the next alignment option.
        - After each option is selected, always run a set of test prints and evaluate the output. Determine if the output for the selected feature is acceptable, and if it is, continue to adjust another alignment option as required.

    - To use an existing Alignment Profile, perform the following:

      Note

      The option may be found by selecting **Machine Status > Tools > Setup & Adjustment > Alignment Adjustment Setup**. Select the desired **Custom Paper > Change Settings > Alignment Adjustment Setup > Change Settings**.

    a. Select the **Alignment Adjustment** button.

    b. Select either **Use Default** or **Select from List**.

Suggested Solutions

If using **Select from List**, make a selection from the list of saved **Alignment Profiles**.

3. Change the **Adjust Regi-Loop** setting.

   Note

   Use **Adjust Regi-Loop** only if **Alignment Adjustment** did not correct registration and/or skew problems.

   - Use this feature to adjust Regi-Loop.
   - When paper feeds through the press, it stops once and pressure is applied in order to correct registration and skew. The loop created when paper is stopped and pressured is Regi-Loop.

     - To correct for registration and skew whenthe degree of skew varies from sheet to sheet, increase the **Regi-Loop** value to increase pressure on the Lead Edge (LE) of the paper. Increasing the value too much may cause unintended folds or scratches on the Lead Edge paper.
     - In hot and humid environments, decrease the **Regi-Loop** value to lower the pressure on the Lead Edge of light weight paper to avoid ripping the paper.

   - This feature is accessed from **Machine Status > Tools > Setup & Adjustment > Custom Paper Settings**. Select the desired **Custom Paper > Change Settings > Adjust Regi-Loop > Change Settings**.
   - Based on the output, increase or decrease the **Regi-Loop** in increments of 0.3 mm. After each incremental adjustment, run test prints and evaluate the output to determine if additional adjustments are required.
   - If feeding paper from tray 1, 2 or 3 and repeated **Adjust Regi-Loop** adjustments do not make any improvements in a registration problem, return the **Adjust Regi-Loop** value to its default setting.

4. Change the **Adjust Fuser Speed** setting.

   - This feature is used to adjust the fusing speed to improve print quality when the image is distorted (either stretched or shrunk).

     - If the image is shrunk, increase the fuser speed. If the fuser speed is set too high, it may cause paper jams.
     - If the image is stretched, decrease the fuser speed.

   - This feature is accessed from **Machine Status > Tools > Setup & Adjustment > Custom Paper Settings**. Select the desired **Custom Paper > Change Settings > Adjust Fuser Speed > Change Settings**.
   - Increase or decrease the fuser speed in increments of 0.1 %.
   - After each incremental adjustment, run test prints and evaluate the output to determine if additional adjustments are required.

Problem

Unfused Dry Ink / Toner on Output

Suggested Solutions

1. Change the **Adjust Fuser Temperature** setting.

Suggested Solutions

Tip

Changing the default setting of 0 (zero) is a temporary solution because environmental conditions vary from day to day. Upon completion of the print job, the recommendation is to return the option to its default setting.

- Use this feature to adjust the fuser temperature.
- If dry ink / toner comes off the paper, especially with special media, resolve the problem by increasing the fusing temperature.
- If the fuser temperature is too high when printing on lightweight paper, it may cause blocking, media damage, or paper jams at the peeling unit in the fusing module.
- If the fuser temperature is too low, it may cause poor fusing on higher-density image areas and toner may peel off the printed output.
- This feature is accessed from **Machine Status > Tools > Setup & Adjustment > Custom Paper Settings**. Select the desired **Custom Paper > Change Settings > Adjust Fuser Temperature > Change Settings**.
- Based on the printed output, increase or decrease the **Adjust Fuser Temperature** in increments of 1˚ or 2˚.
- After each incremental adjustment, run test prints and evaluate the output to determine if additional adjustments are required.

2. If feeding paper from trays 6-9 and if the paper is damp, confirm that the **Tray Heater** feature is **Enabled** (checked).

Note

Tray Heater is available only for trays 6-9.

- Use this feature to **Enable** (checked) or **Disable** (unchecked) the tray heater.
- The tray heater warms the air that is blown into the tray by **Adjust Air Assist Values** and helps prevent paper jams and multifeeds by loosening contact between sheets.
- The tray heater may partially dry paper and affect print quality. If print quality is affected by dry paper, disable the tray heater.

Note

Disabling the tray heater may result in an increase of multifeeds.

- This feature is accessed from **Machine Status > Tools > Setup & Adjustment > Custom Paper Settings**. Select the desired **Custom Paper > Change Settings > Tray Heater > Change Settings**.
- To **Enable** (check) the box for **Tray Heater**.

Troubleshooting

Problem
Fold Adjustment

Suggested Solutions

Tip

The **Finisher - Fold Adjust Position** is available only when the system configuration includes one of the following:

- Production Ready (PR) Booklet Maker Finisher (for Bi-Fold / Single-Fold), or
- Optional C/Z Folder with one of the following optional finishers:

    - PR Finisher, or
    - PR Booklet Maker Finisher, or
    - PR Finisher Plus

For detailed information about these finishing devices, refer to the *Optional Devices Guide for Xerox® Versant® 180 Press.*

Create and/or use an existing **Finisher - Fold Adjust Position**.

Note

Before creating a new or using an existing profile or performing any alignment adjustments, read / review the entire *Fold Adjustment Profile section in the System Administration Guide.*

- Depending on your system configuration, the following fold adjustments are available:

    - Bi-Fold Single Sheet (available only with the PR Booklet Maker Finisher)
    - Bi-Fold Multiple Sheets (available only with the PR Booklet Maker Finisher)
    - Bi-Fold Multiple Sheets Stapled (available only with the PR Booklet Maker Finisher)
    - C-Fold (available with the optional C/Z Folder)
    - Z-Fold (available with the optional C/Z Folder)
    - Z-Fold Half-Sheet (available with the optional C/Z Folder)

Create a new or use an existing **Finisher - Fold Adjust Position**. The following is a summary of the steps required for creating a new or using an existing procedure.

Note

This option is accessed from **Machine Status > Tools > Setup & Adjustment > Finisher - Fold Adjust Position**.

1. From the Fold Adjustment tab, select either the **New** or **Edit** button.
   If you are editing an existing fold adjustment, select **Machine Status > Tools > Setup & Adjustment > Custom Paper Settings**. Select the desired **Custom Paper > Change Settings > Adjust Fold Position > Change Settings**.
2. Type in a new name, or if desired, edit the existing name.
3. To complete the procedure, refer to *System Administration Guide, the,* **Fold Adjustment Profile** *section. .*

Problem

Smear 208 mm from the Lead Edge

Suggested Solutions

1. Confirm the media being used is compatible with the press, is within supported specifications, and in good condition.

2. Change the **Adjust Paper Speed at Transfer Module** setting.

   - Use this feature to adjust the paper speed in the transfer unit.
   - The option can be found in **Machine Status > Tools > Setup & Adjustment > Custom Paper Settings**. Select the desired **Custom Paper > Change Settings > Adjust Paper Speed at Transfer Module > Change Settings**.
   - Based on the output, decrease **Adjust Paper Speed at Transfer Module** in increments of 0.05 %. After every increment adjustment run test prints and evaluate the output to determine if additional adjustment is necessary.
   - Transfer defects may occur when paper speed is too fast or too slow.

3. Change the **Adjust Fusing Speed** setting.

   - This feature can be used to correct the issue of a smear at 208 mm from the Lead Edge (LE). Increase the fuser speed to correct the issue.
   - This feature also impacts print quality.

     - Increasing fuser speed extends the image. If fuser speed is set too high it may cause paper jams.
     - Decreasing fuser speed shrinks the image.

   - The option can be found in **Machine Status > Tools > Setup & Adjustment > Custom Paper Settings**. Select the desired **Custom Paper > Change Settings > Adjust Fusing Speed > Change Settings**.
   - Increase fuser speed in increments of 0.5 %. After every increment adjustment run test prints and evaluate the output to determine if additional adjustment is necessary.

Problem

Trail Edge Deletions

Suggested Solutions

Change the **Adjust Image Transfer for Trail Edge** setting.

- This feature is used to adjust the voltage ratio on the Secondary Bias Transfer Roll (BTR), where the image is transferred from the belt to the paper.
- This feature can be found in **Machine Status > Tools > Setup & Adjustment > Custom Paper Settings**. Select the desired **Custom Paper > Change Settings > Adjust Image Transfer for Trail Edge > Change Settings**.
- Decrease the **Adjust Image Transfer for Trail Edge** in increments of 5 to 10 %. After every increment adjustment run test prints and evaluate the output to determine if additional adjustment is necessary.

Custom Paper Settings - Default Settings

The information provides the default values, ranges, and recommended incremental adjustments for the various Custom Paper Settings features, options, and settings.

Alignment Profile				
Option / Setting	Default Value	Adjustment Step Increments	Available Range	Recommended Incremental Adjustment
Registration				
Side 1, Side	0.0	0.1	-2.0 to 2.0 mm	Determined by test print output
Side 1, Lead	0.0	0.1	-2.0 to 2.0 mm	Determined by test print output
Side 2, Side	0.0	0.1	-2.0 to 2.0 mm	Determined by test print output
Side 2, Lead	0.0	0.1	-2.0 to 2.0 mm	Determined by test print output
Perpendicularity				
Side 1	0.0	0.1	-1.0 to 1.0 mm	Determined by test print output
Side 2	0.0	0.1	-1.0 to 1.0 mm	Determined by test print output
Skew				
Side 1	0.0	0.1	-1.0 to 1.0 mm	Determined by test print output
Side 2	0.0	0.1	-1.0 to 1.0 mm	Determined by test print output
Magnification				
Side 1, Height	0.000	0.025	-0.200 to 0.200 %	Determined by test print output
Side 1, Width	0.000	0.025	-0.200 to 0.200 %	Determined by test print output
Side 2, Height	0.000	0.025	-0.200 to 0.200 %	Determined by test print output

Alignment Profile				
Option / Setting	**Default Value**	**Adjustment Step Increments**	**Available Range**	**Recommended Incremental Adjustment**
Side 2, Width	0.000	0.025	-0.200 to 0.200 %	Determined by test print output

Adjust Fold Position				
Option / Setting	**Default Value**	**Adjustment Step Increments**	**Available Range**	**Recommended Incremental Adjustment**
Bi-Fold - Single Sheet				
Left and Right Sides Equal	N/A	N/A	N/A	N/A
Left Side of Fold is Longer	0.0	0.1	0.0 – 20.0 mm	Determined by test print output
Right Side of Fold is Longer	0.0	0.1	0.0 – 20.0 mm	Determined by test print output
Bi-Fold – Multiple Sheets Stapled				
Left and Right Sides Equal	N/A	N/A	N/A	N/A
Left Side of Fold is Longer	0.0	0.1	0.0 – 20.0 mm	Determined by test print output
Right Side of Fold is Longer	0.0	0.1	0.0 – 20.0 mm	Determined by test print output
Bi-Fold – Multiple Sheets Stapled				
Sheets in Set 1	---	---	---	---
Left and Right Sides Equal	N/A	N/A	N/A	N/A
Left Side of Fold is Longer	0.0	0.1	0.0 – 20.0 mm	Determined by test print output
Right Side of Fold is Longer	0.0	0.1	0.0 – 20.0 mm	Determined by test print output
On the Fold	N/A	N/A	N/A	N/A

Adjust Fold Position				
Option / Setting	**Default Value**	**Adjustment Step Increments**	**Available Range**	**Recommended Incremental Adjustment**
Left of Fold	0.0	0.1	0.0 – 20.0 mm	Determined by test print output
Right of Fold	0.0	0.1	0.0 – 20.0 mm	Determined by test print output
Sheets in Set 2	---	---	---	---
Left and Right Sides Equal	N/A	N/A	N/A	N/A
Left Side of Fold is Longer	0.0	0.1	0.0 – 20.0 mm	Determined by test print output
Right Side of Fold is Longer	0.0	0.1	0.0 – 20.0 mm	Determined by test print output
On the Fold	N/A	N/A	N/A	N/A
Left of Fold	0.0	0.1	0.0 – 20.0 mm	Determined by test print output
Right of Fold	0.0	0.1	0.0 – 20.0 mm	Determined by test print output
C-Fold				
"A" Length	0.0	0.1	0.0 – 20.0 mm	Determined by test print output
"B" Length	0.0	0.1	0.0 – 20.0 mm	Determined by test print output
Z-Fold				
"A" Length	0.0	0.1	0.0 – 20.0 mm	Determined by test print output
"B" Length	0.0	0.1	0.0 – 20.0 mm	Determined by test print output
Z-Fold Half Sheet				
"A" Length	0.0	0.1	0.0 – 20.0 mm	Determined by test print output

Adjust Fold Position				
Option / Setting	Default Value	Adjustment Step Increments	Available Range	Recommended Incremental Adjustment
"B" Length	0.0	0.1	0.0 – 20.0 mm	Determined by test print output

Stock Properties Custom Paper Settings				
Option / Setting	Default Value	Adjustment Step Increments	Available Range	Recommended Incremental Adjustment
Stock By Name Only	Checked Box	---	---	---
Multi Feed Detection	Checked Box	---	---	---
Primary Transfer Current Adjustment				
Yellow	100	1	10 to 200 %	Determined by test print output
Magenta	100	1	10 to 200 %	Determined by test print output
Cyan	100	1	10 to 200 %	Determined by test print output
Black	100	1	10 to 200 %	Determined by test print output
Adjust Image Transfer				
Side 1	150	1	10 to 300 %	Perform **Auto** Adjustment
Side 2	150	1	10 to 300 %	Perform **Auto** Adjustment
Adjust Air Assist Values	System Default	Distinct Selections Available	System Default Multi Feed Support Table Mis-Feed Support Table Forced Off Custom 1 through 8	Determined by test print output
Tray Heater	Checked Box	---	---	---

Stock Properties Custom Paper Settings				
Option / Setting	Default Value	Adjustment Step Increments	Available Range	Recommended Incremental Adjustment
Adjust Image Transfer Trail Edge	100	1	0 to 100 %	10 %
Adjust Paper Speed at Transfer	0.00	0.01	-0.50 to 0.50 %	0.05 %
Adjust Fuser Temperature	0	1	-10 to 10° C	1° or 2°
Adjust Fuser Speed	0.0	0.1	-5.0 to 5.0 %	0.1 %
Adjust Regi-Loop	0.0	0.3	-3.0 to 3.0 mm	0.3 mm
Alignment Adjustment	Default	Distinct Selections Available	Available selections will be based on the Profiles created by the user	Determined by test print output
Adjust Fold Position	Default	Distinct Selections Available	Available selections will be based on the Profiles created by the user	Determined by test print output
Adjust Paper Curl				
1 Sided- Face Up	Default	Distinct Selections Available	Default Type A Type B Type C Custom Severe Upward Medium Upward Moderate Upward Slight Upward No Curl Slight Downward Moderate Downward Medium Downward Severe Downward	Follow recommended sequential order: • Default • Type A • Type B • Type C • Custom Curl Correction: Slight (Very Small) Upward or Slight (Very Small) Downward • Custom Curl Correction:

Stock Properties Custom Paper Settings				
Option / Setting	Default Value	Adjustment Step Increments	Available Range	Recommended Incremental Adjustment
				Moderate (Small) Upward or Moderate (Small) Downward • Custom Curl Correction: Medium Upward or Medium Downward • Custom Curl Correction: Severe (Large) Upward or Severe (Large) Downward
1 Sided- Face Down	Default	Distinct Selections Available	Default Type A Type B Type C Custom Severe Upward Medium Upward Moderate Upward Slight Upward No Curl Slight Downward Moderate Downward Medium Downward Severe Downward	Follow recommended sequential order: • Default • Type A • Type B • Type C • Custom Curl Correction: Slight (Very Small) Upward or Slight (Very Small) Downward • Custom Curl Correction: Moderate (Small) Upward or Moderate (Small) Downward • Custom Curl Correction: Medium Upward or Medium Downward • Custom Curl Correction:

Stock Properties Custom Paper Settings				
Option / Setting	**Default Value**	**Adjustment Step Increments**	**Available Range**	**Recommended Incremental Adjustment**
				Severe (Large) Upward or Severe (Large) Downward
2 Sided	Default	Distinct Selections Available	Default Type A Type B Type C Custom Severe Upward Medium Upward Moderate Upward Slight Upward No Curl Slight Downward Moderate Downward Medium Downward Severe Downward	Follow recommended sequential order: • Default • Type A • Type B • Type C • Custom Curl Correction: Slight (Very Small) Upward or Slight (Very Small) Downward • Custom Curl Correction: Moderate (Small) Upward or Moderate (Small) Downward • Custom Curl Correction: Medium Upward or Medium Downward • Custom Curl Correction: Severe (Large) Upward or Severe (Large) Downward

Paper Jams

Paper Jams Overview

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

Information about Paper Jams

Review the following list to address paper jams:

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

⚠ **Warning**

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

Jam Recovery Offset Feature

The Jam Recovery Offset Feature helps users verify and / or monitor job integrity when a jam occurs while printing offset output.

The following two conditions are required in order for this feature to work:

- When an **Offset** mode is available with the finishing device, such as the Offset Catch Tray (OCT), High Capacity Stacker (HCS), Business Ready (BR) Finisher, Standard or Booklet Maker Finisher, or Standard Finisher Plus
- When the printed offset output is not stapled

If your system meets these two requirements, then the Jam Recovery Offset Feature may be set up and used.

Important

Before this feature can be set up and used, it must be enabled by a Service Representative. Contact the Customer Support Center to schedule an appointment with a Service Representative. Tell the Customer Support Center that NVM 780-119 must be changed from a value of 0 to a value of 1.

How the Jam Recovery Offset Feature Works

When a jam occurs while printing offset output, the first sheet after recovery (jam clearance) is an insert that is pulled from a tray that is selected by the user. For example:

1. While setting up the Jam Recovery Offset Feature, the user selected Tray T1 (Post-Process Inserter) as the tray to use for offset jam recovery.
2. Tray T1 is loaded with colored stock, such as yellow paper.
3. A jam occurs while printing offset output.
4. The user removes the sheets in the paper path per the press User Interface (UI) screens.
5. The press "recovers" by feeding first a yellow sheet from T1, and then the offset in the set.
6. At that point, it is easy for the user to verify if all pages are present in the job by accessing the set with the "Yellow" insert.

Conditions Required for the Jam Recovery Offset Feature to Work

For the insert paper to work correctly, the following conditions needs to be met:

- A specific paper tray must be selected for the jam recovery insert sheet.
- The selected paper tray must be operational; the selected tray cannot be broken.
- The selected paper tray must be installed with your system.

  In other words, you cannot assign the jam recovery insert sheet to the Top Tray of the Standard Finisher because your system only has a High Capacity Stacker (HCS) attached. Therefore, you must select the HCS for the insert sheet.

- The selected paper tray must support the desired paper size for the insert sheet. For example:

  - You want the jam recovery sheet to be 11 x 17 in. / A3 size.
  - You try to assign it to the 1-Tray High Capacity Feeder (8.5 x 11 in. / A4).
  - The 1-Tray HCF does not support 11 x 17 in. / A3 size.

Setting Up the Jam Recovery Offset Feature

1. Press the **Log In/Out** button on the press UI.
2. Enter the system administrator Login ID with the numeric keypad, and select **Enter**.

   The default Login ID value is **admin**, and the default password is **1111**.

   ### Note

   By default, the password prompt is not enabled.

3. Press the **Machine Status** button on the UI.

4. Select the **Tools** tab.
5. Select **System Settings > Common Service Settings**.
6. Select **Other Settings**.
7. Select the item **Jam Recovery Separator Tray**.
8. Select **Change Settings**.
9. Select the desired tray to use for the jam recovery insert sheet.

   Note

   Ensure that the selected tray meets all the required conditions for using that tray; refer to Conditions Required for the Jam Recovery Offset Feature to Work.

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

    a) Press the **Log In/Out** button.
    b) When the Logout screen appears, select **Logout**.
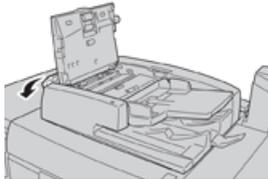
Paper Jams in the Document Feeder

Document Feeder Jams

1. Gently lift the latch of the document feeder top cover until it is completely open.
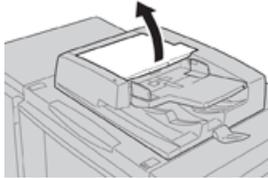
2. Open the left cover until it comes to a stop.

3. If the document is not caught in the entry of the document feeder, then remove it.

4. If instructed to open the inner cover, lift up the lever, and open the inner cover. Remove the jammed document.
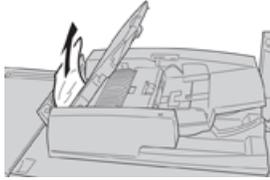
> **Note**
>
> If the document is stuck, do not pull on it forcefully, as this could damage the document.

5. If the jam is inside of the left cover, remove the jammed document.

6. Close the following open covers until they click into place. Close them in the following order:

   - Inner cover
   - Top cover
   - Left cover

7. If a document jam cannot be found, slowly raise the document feeder, and if the document is there, remove it.
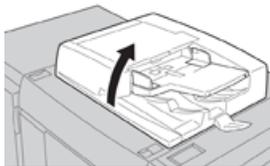
8. Close the document feeder.
9. If indicated, raise the feeder tray area and remove the document.

10. Gently return the feeder tray to its original position.
11. After removing the jammed document, follow the instructions to reload the entire document set into the document feeder.

> **Note**
>
> Ensure that there are not any torn, wrinkled, or folded documents in the document set. To scan torn, wrinkled or folded documents, use the Document Glass, only. The already scanned document sheets are automatically skipped and scanning resumes from the document sheet last scanned prior to the jam.

Document Jams Under the Document Feeder Belt

1. Open the document feeder.
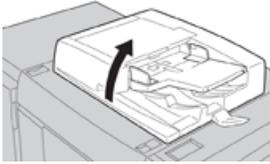
2. Open the belt of the document cover while gripping the lever, and remove the jammed document.

3. Gently return the belt to the original position.

4. Close the document feeder.
5. Follow the instructions to reload the entire document set into the document feeder.

   ### Note

   Ensure that there are not any torn, wrinkled, or folded documents in the document set. To scan torn, wrinkled or folded documents, use the Document Glass, only. The already scanned document sheets are automatically skipped and scanning resumes from the document sheet last scanned prior to the jam.

Press Paper Jams

Paper Jams Inside the Press

⚠ **Warning**

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

1. Open the press Front Door.

2. Rotate **Handle 2** to the right until it is in the horizontal position, and then pull out the transfer module.

3. Remove the visible jammed paper.
4. After clearing the jammed sheets, ensure that no torn paper pieces are left in the machine.
5. Move **Handle 2b** and remove any jammed paper.

6. Return **Handle 2b** to its original position.
7. Move **Handle 2e** and remove any jammed paper.

8. Return **Handle 2e** to its original position.
9. Pull down **Handle 2f** and remove the jammed paper.

10. Return **Handle 2f** to its original position.
11. Push in the transfer module completely and rotate **Handle 2** to the left.
12. Close the pree Front Door.
13. Run five blank sheets to clean left-over toner from the fuser roll and resume the copying/printing process.
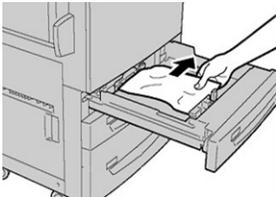
Paper Jams in Trays 1-3

Note

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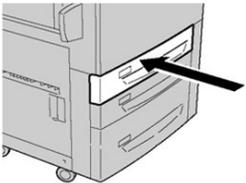
1. Open the tray where the paper jam occurred.

2. Remove the jammed paper.

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

Paper Jams in the Bypass (Tray 5)

Paper Jams in the Standalone Bypass (Tray 5)

Important

Use this procedure to clear paper jams in the Bypass (Tray 5) when it is a standalone feeding device and is not installed on any optional feeder (such as the Oversized High Capacity Feeder).

Tip

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

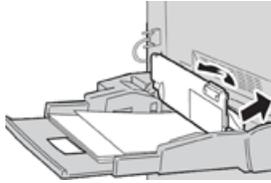1. Remove the jammed paper and any paper that is loaded from the Bypass tray.

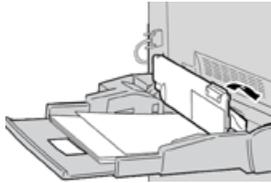### Note

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

2. Open the Bypass Top Cover and remove jammed paper.

3. Close the cover.

4. Reload paper into the tray and resume copying / printing.

Troubleshooting Help

Locating the Press Serial Number

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

1. Press the **Machine Status** button on the User Interface.

2. From the Machine Status screen, ensure that the **Device Information** tab is displayed. The press serial number is displayed under Device Serial Information near the bottom of the screen.

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

   a) At the press, fully open Tray 1.

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

Calling for Service

1. Record any displayed fault codes.

2. Record the press serial number.

   a) Select the **Machine Status** button at the press UI.

   b) From the Machine Status screen, select the **Device Information** tab to view the serial number listed.

   If the serial number is not displayed, open the press Paper Tray 1 drawer and locate the serial number plate on the left side of the frame (SER #).

3. If output quality is a problem, take a sample as a reference to assist you in describing the problem over the telephone when answering the questions from the customer support operator about the defects.

4. If possible, use a phone near the press when calling for assistance. Follow the instructions provided by the operator.

5. For system support, user help, and service support, call the appropriate number. For the specific number in your area, go to www.xerox.com and select the **Support** link.

Fuser Hints and Tips

Extending Fuser Life

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

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

Preventing Fuser Damage

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

Fuser Paper Width Information

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

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

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

Table 4: Bypass Connector used for Default Paper Width NVM Settings

Range No.	Bypass Connector	Media size	Width range
1	None	All paper widths	98.0 - 330.2 mm (3.858 - 13.0 in.)

Range No.	Bypass Connector	Media size	Width range
2	Black Resistor Type	A4/Letter SEF A3 SEF A4/Letter LEF 11 x 17 in. 12 in.	270.4 - 298.0 mm (9.84 - 11.69 in.)
3	Blue Type	SRA3 13 in.	300.0 - 330.2 mm (12.09 - 13.00 in.)
4 See Note		Custom	100.0 - 330.2 mm (3.937 - 13.0 in.)

Note

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

7

Specifications

Rated Speed

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

Print Modes

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

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

Maximum Printable Area

- Default Border: 2 mm on all sides
- Adjustable Border: 0.5 mm up to 400 mm on all sides
- Print Image Quality Assurance Area: 12.48 x 18.98 in. / 317 mm x 482 mm
- For Trays 1, 2 or 3:
    - 12.72 x 18.98 in. / 323 x 482 mm

Paper Size Ranges

- Minimum:
    - Trays 1-3: 5.51 x 7.17 in. / 140 x 182 mm
    - Bypass Tray: 3.86 x 5.75 in. / 98 x 146 mm
- Maximum:
    - Trays 1-3: 13 x 19.2 in. / 330.2 x 488 mm
    - Bypass Tray: 13 x 19.2 in. / 330.2 x 488 mm

Printing Resolution

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

First Print-Out Time

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

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

Press Warm-up Time

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

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

Document Feeder Specifications

Item	Specification
Document Size / Type	**Size**: Maximum: A3/11 × 17 in. (297 ×432 mm) Minimum: A5/5.82 x 8.26" (148 x 210 mm) Weight: 10-53 lb./38-200gsm (2 sided: 50-200 gsm) **Type**: A5, A5, A4, A4, 8.5 × 11 in., 8.5 × 14 in. (SEF), 11 × 17 in. (SEF)
Paper Capacity	250 sheets When using Xerox 20 lb./75 gsm paper.
Document Changing Speed (8.5 x 11 in./A4 portrait, 1-sided)	Monochrome: 80 sheets/min

Copy Specifications

Item	110/125
Copier Type	Console
Scanning Resolution	600 × 600dpi (23.6 × 23.6 dots/mm)

Item	110/125
Output Resolution	600 × 600dpi (23.6 × 23.6 dots/mm)
Gradation	256 gradation
Warm-up Time	5 minutes or less (when the room temperature at 68˚ F/20˚ C)
Copy Document	The maximum size is 297 × 432 mm (A3, 11 × 17in.) for both sheets and books
Copy Paper Size	Max: 12.6 × 19.2in. (320 × 488 mm), 13 x 19 (330 x 483 mm) Min: A5/5.75 x 8.25 in. (Postcard for Tray 5 (Bypass)) Image loss: Lead edge/trail edge: 0.157 in./4 mm or less Front/back 0.157 in./4 mm or less.
	Paper Trays 1 - 3 A5, A4 LEF, A4 SEF, A3, B5, B4 8.5 × 11 in. LEF, 8.5 × 11 in. SEF, 8.5 × 13 in., 8.5 × 14 in., 11 × 17 in., 12.6 × 19.2 in. (320 x 488 mm) 8K,16K, tab paper (8.5 x 11 in./A4) Non-standard size: X direction from 5.5-13 in./140-330 mm, Y direction from 7-19 in./182-488 mm **Tray 5 (Bypass)** A6, A5, A4 LEF, A4 SEF, B4 8.5 × 11 in. LEF, 8.5 × 11in. SEF, 8.5 × 13 in., 8.5 × 14 in.,11 × 17 in., 12 × 18 in., 12.6 x 19.2 in. (320 x 488 mm) , 13 x 19 in. (330 x 483 mm) 8K,16K Non-standard size: X direction from 5.8-19 in./148-488 mm, Y direction from 4-13 in./100-330 mm
Copy Paper	Trays 1-3, 6, 7: 13 - 57 lb./52 - 216 gsm Tray 5 (Bypass): 13 - 67lb./52 - 253 gsm Use Xerox recommended papers for best results.
First Copy Output Time Values may differ depending on machine configuration.	3.5 seconds (When the Document Glass, 100 % Reduction/Enlargement, Tray 1, 8.5 x 11 in./A4 are used) 5.0 seconds (A4/Document Feeder/Finisher Output Tray)
Copy Reduction / Enlargement Ratio	100 % : 1:1 ± 0.7 % Preset % : 1:0.500,1:0.707,1:0.816,1:0.866, 1:1.154,1:1.225,1:1.414,1:1.632, 1:2.000 Variable % : 1:0.25 to 1:4.00 (in 1 % increments)

Item	110/125
Continuous Copy Speed The speed may be reduced in order to adjust image quality. The performance may be reduced depending on the paper type.	Continuous 1-sided copy/100 % reduction/enlargement 7 x 10 in./B5: 116 sheets/min 8.5 x 11 in./A4: 110 sheets/min SEF: 8.5 x 11 in./A4: 78 sheets/min 7 x 10 in./B5: 78 sheets/min 10 x 14 in./B4: 69 sheets/min 11 x 17 in./A3: 55 sheets/min Continuous 2-sided copy/100 % reduction/enlargement 7 x 10 in./B5: 116 pages/min 8.5 x 11 in./A4: 110 pages/min SEF: 8.5 x 11 in./A4: 70 pages/min 7 x 10 in./B5: 70 pages/min 10 x 14 in./B4: 62 pages/min 11 x 17 in./A3: 55 pages/min
Paper Feed Method / Capacity	**Standard**: Tray 1: 1,200 sheets Tray 2: 1,800 sheets Trays 3: 600 sheets each Tray 5/Bypass: 280 sheets Maximum paper capacity: 9080 pages (including Trays 6 and 7 (optional High Capacity Feeder) The maximum paper capacity (9080) is based on 20 lb./75 gsm
Continuous Copy Pages	9,999 sheets The machine may pause temporarily to perform an image stabilization.

Scan Specifications

Type	Color scanner
Scan Size	Maximum size: 297 × 432 mm (A3/11 × 17in.) for both sheets and books
Scan Resolution	600 × 600dpi, 400 × 400dpi, 300 × 300dpi, 200 × 200dpi (23.6 × 23.6, 15.7 × 15.7, 11.8 × 11.8, 7.9 × 7.9 dots/mm)
Scan Graduation	Color: 10-bit input / 8-bit output for each RGB color Monochrome: 1 bit input, 1 bit output color: 10 bit input, 8 bit output for each RGB color
Document Scan Speed	200 copies/min (Scanning into mailbox for ITU-T No.1 chart 8.5 x 11 in./A4 200dpi) Important: Scanning speed varies by the document.

Type	Color scanner
Interface	Sharing with print controller
Scan to Folder	Supported protocol: TCP/IP (Salutation, HTTP) Output format: Monochrome (2 colors: TIFF) Driver: TWAIN (Salutation) Driver supported OS: Windows 2000/XP, Microsoft Windows Server 2003, Microsoft Windows Vista, Windows 7
Scan to PC	Supported protocol: TCP/IP (SMB, FTP), NetBEUI (SMB) Supported Operating Systems: Windows 2000, Windows XP, Windows Server 2003, Windows Server 2008, Windows Vista, Windows 7, Novell NetWare 5.x *1 SMB protocol only is supported. *2 FTP protocol only is supported. Output format: Monochrome 2 colors: TIFF (compression type: MH and MMR) DocuWorks, PDF
E-mail	Supported protocol: TCP/IP (SMTP) Output format Monochrome 2 colors: TIFF (compression type: MH and MMR) DocuWorks documents, PDF

Environmental Specifications

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

Ambient temperature

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

Relative humidity

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

Altitude

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

Specifications