Version 1.0
November 2011
701P32140

Xerox® 770 Digital Color Press
User Guide

© 2011 Xerox Corporation. All rights reserved.

Xerox®, Xerox and Design®, FreeFlow®, and SquareFold®, are trademarks of Xerox Corporation in the US and/or other countries. Product status, build status, and/or specifications are subject to change without notice.

Fiery®, is a registered trademark of Electronics For Imaging, Inc.

Adobe, the Adobe logo, Acrobat, the Acrobat logo, Acrobat Reader, Distiller, Adobe PDF logo, Adobe PDF JobReady, Illustrator, InDesign, and Photoshop are registered trademarks of Adobe Systems, Inc. PostScript is an Adobe registered trademark used with the Adobe PostScript Interpreter, the Adobe page description language, and other Adobe products. This product is not endorsed or sponsored by Adobe Systems, publisher of Adobe Photoshop.

PANTONE® is a registered trademark of Pantone, Inc.

GBC® and AdvancedPunch™ are trademarks or registered trademarks of General Binding Corporation.

BR618

Table of Contents

1 Product overview....1-1
Introduction....1-1
Machine components....1-1
Bypass tray (Tray 5)....1-3
Document feeder....1-3
User Interface (UI)....1-4
Print server overview....1-5
Feeding and finishing devices....1-5
High Capacity Feeder (HCF/Tray 6), 1-tray....1-6
Oversized High Capacity Feeder (OHCF), 1 or 2-trays....1-7
GBC AdvancedPunch....1-8
Interface Module....1-8
High Capacity Stacker (HCS)....1-9
Standard/Booklet Maker Finisher....1-10
SquareFold Trimmer Module....1-11
Third-party finishing devices....1-11
Power on/off....1-11
Power on....1-11
Power off....1-12
Power Saver....1-12
Exiting Power Saver mode....1-12
Locating the machine serial number....1-12
2 Where to find help....2-1
Customer documentation CD/DVD....2-1
Print server customer documentation....2-1
Help on the World Wide Web....2-1
3 Submitting a print job....3-1
Printing from your computer....3-1
Printing from the Xerox FreeFlow Print Server....3-1
Printing from the Xerox EX Print Server, Powered by EFI....3-2
4 Paper and other media....4-1
Loading media in trays 1, 2, and 3....4-1
Loading paper in trays 1, 2, and 3....4-1
Loading tab stock in trays 1, 2, and 3....4-2
Loading transparencies in trays 1, 2, and 3....4-3

Loading pre-drilled stock in trays 1, 2, and 3....4-4
Loading media in the Bypass tray....4-5
Loading paper in the Bypass tray (Tray 5)....4-5
Loading tab stock in the Bypass tray (Tray 5)....4-6
Loading transparencies in the Bypass tray (Tray 5)....4-7
Loading pre-drilled stock in the Bypass tray (Tray 5)....4-8
Loading media in optional feeding devices....4-9
Loading post-process media in optional finishing devices....4-9
Loading tab stock with the GBC AdvancedPunch....4-10

5 Copy....5-1
Basic copy using the document feeder....5-1
Basic copy using the document glass....5-2
Copy tab....5-3
Copy > Reduce/Enlarge....5-3
Reduce/Enlarge More options....5-4
Copy > Paper Supply....5-4
Copy > Output Color....5-5
Image Quality tab....5-5
Image Quality > Original Type....5-6
Image Quality > Image Options....5-6
Image Quality > Image Enhancement....5-7
Image Quality > Color Effects....5-7
Image Quality > Color Balance....5-8
Image Quality > Color Shift....5-8
Layout Adjustment tab....5-8
Layout Adjustment > Book Copying....5-9
Layout Adjustment > 2 Sided Book Copying....5-10
Layout Adjustment > Original Size....5-10
Layout Adjustment > Edge Erase....5-11
Layout Adjustment > Image Shift....5-11
Layout Adjustment > Image Rotation....5-12
Layout Adjustment > Invert Image....5-13
Layout Adjustment > Original Orientation....5-13
Output Format tab....5-14
Output Format > 2 Sided Copying....5-15
Output Format > Copy Output....5-16
Output Format > Booklet Creation....5-17
Output Format > Covers....5-19
Output Format > Transparency Options....5-23
Output Format > Page Layout....5-24

Output Format > Poster....5-25
Output Format > Annotations....5-25
Output Format > Watermark....5-26
Output Format > Secure/Hybrid Watermark (optional)....5-26
Output Format > Tab Margin Shift....5-27
Output Format > Face Up/Down Output....5-28
Output Format > Folding (optional)....5-28
Output Format > ID Card Copy....5-30
Job Assembly tab....5-31
Job Assembly > Build Job....5-31
Job Assembly > Sample Job....5-32
Job Assembly > Combine Original Sets....5-33
Job Assembly > Delete Outside/Delete Inside....5-34

6 Network scanning....6-1
Overview of network scanning....6-1
Templates (network scanning)....6-2
Scan procedure....6-2

7 Job Status....7-1
Job Status overview....7-1
Active Jobs tab....7-1
Completed Jobs tab....7-1
Secure Print Jobs & More tab....7-2
Secure Print....7-2
Sample Set....7-3
Delayed Print....7-3

8 Machine Status....8-1
Machine Status overview....8-1
Machine Information tab....8-1
Faults tab....8-2
Supplies tab....8-3
Billing Information tab....8-3
Accessing Billing Information....8-3
Billing meters/usage counters....8-3
Usage Counters....8-4
User Account Billing Information....8-4
Tools tab....8-5
Changing the paper tray attributes....8-5

9 Maintenance....9-1
Cleaning the machine....9-1
Cleaning the exterior....9-2
Cleaning the document cover and glass....9-2
Cleaning the document feeder rollers....9-5
Replacing consumable supplies....9-6
Ordering supplies....9-6
Checking the status of CRUs....9-7
Replacing a toner cartridge....9-8
Replacing the toner waste bottle....9-10
Replacing a drum cartridge....9-11
Replacing the charge corotron....9-16
Replacing the fuser....9-20
10 Problem solving....10-1
Paper jams....10-1
Document feeder jams....10-1
Document jams under the document feeder belt....10-4
Lower left cover jams....10-5
Main unit jams....10-6
Paper jams in Trays 1-3....10-8
Paper jams in the Bypass (Tray 5)....10-9
Envelope jams in the Bypass tray....10-10
Inverter jams (bottom right cover)....10-10
Fault Codes....10-12
General problems....10-27
Other faults....10-28
Image quality....10-29
Hints and tips....10-34
Fuser hints and tips....10-34
Miscellaneous hints and tips....10-35
11 Specifications....11-1
Print engine specifications....11-1
Additional optional accessories....11-2
12 High Capacity Feeder (1-tray HCF/Tray 6)....12-1
HCF (Tray 6) overview....12-1
Loading paper in the HCF (Tray 6)....12-1
Problem solving....12-3
Clearing paper jams in Tray 6 (1-Tray HCF)....12-3

HCF (Tray 6) and lower left cover jams....12-4
HCF (1 Tray) fault codes....12-6

13 Oversized High Capacity Feeder (OHCF), 1 or 2 trays (Trays 6/7)....13-1
Postcard bracket....13-1
Using the Postcard bracket....13-2
Loading media in the 1 or 2-Tray OHCF....13-4
Loading paper in the OHCF (1 or 2 Trays)....13-4
Loading tabs in the OHCF (1 or 2 Trays)....13-4
Loading transparencies in the OHCF (1 or 2 Trays)....13-5
Loading pre-drilled stock into the OHCF (1 or 2 Trays) for 1-sided print jobs....13-6
Loading pre-drilled stock into the OHCF (1 or 2 Trays) for 2-sided print jobs....13-7
Skew adjustment levers....13-8
OHCF problem solving....13-9
Clearing OHCF jams....13-9
Paper jams inside the OHCF trays....13-10
OHCF paper jams at lever 1a and knob 1c....13-11
OHCF paper jams at lever 1b and knob 1c....13-12
OHCF paper jams at lever 1d and knob 1c....13-13
OHCF fault codes....13-14
OHCF specifications....13-16

14 Interface Module....14-1
Overview....14-1
Control panel....14-2
Paper path....14-3
Paper curl settings on the Interface Module....14-3
Preset decurler settings....14-3
Manual decurler buttons....14-3
Internal spectrophotometer (ILS)....14-4
Problem solving....14-4
Clearing jams....14-4
Paper jams at lever 1a....14-5
Paper jams at lever 2a....14-6
Paper jams at lever 2b....14-7
Fault codes....14-9

15 High Capacity Stacker (HCS)....15-1
Overview....15-1

Identifying the components....15-2
Control panel....15-3
HCS top tray....15-3
Unloading the Stacker Tray....15-4
Problem solving....15-5
General problems....15-5
Jam clearance....15-5
HCS entrance jams (E1, E2, and E3)....15-5
HCS transport jams (E4, E5, and E6)....15-6
HCS top tray jam (E7)....15-8
HCS exit jam (E8)....15-9
Hints and tips for using the HCS....15-10
Loss of power....15-10
Fault codes....15-11
Specifications....15-15

16 Standard/Booklet Maker Finisher....16-1
Manual decurling feature on the finisher....16-3
Folding feature....16-4
Fold types....16-4
Loading paper/tabs in Tray 8 (Post-Process Inserter)....16-5
Maintenance....16-6
Standard/Booklet Maker consumable supplies....16-6
Replace the standard staple cartridge....16-7
Replace the booklet staple cartridge....16-8
Replacing the Staple Waste Container on the finisher....16-10
Empty the Punch Waste Container....16-12
Finisher problem solving....16-14
Paper jams in Tray 8 (Post-Process Inserter)....16-14
Paper jams at lever 1a and knob 1c....16-15
Paper jams at lever 1d....16-16
Paper jams at lever 1b....16-17
Paper jams at lever 3b and 3d....16-18
Paper jams at lever 3e and knob 3c....16-19
Paper jams at lever 3g and knob 3f....16-21
Paper jams at lever 4b and knob 3a....16-22
Paper jams at lever 2a and knob 3a....16-23
Paper jams at lever 2b and knob 2c....16-24
Paper jams at 2c, 2e, 2f, and 2d....16-25
Paper jams at 2d and lever 2g....16-26
Paper jams at unit 4 and knob 4a....16-27

Paper jams at finisher top tray....16-28
Paper jams at finisher stacker tray....16-29
Paper jams at the optional booklet maker tray....16-30
Stapler faults....16-31
Staple jams in the standard staple cartridge....16-32
Staple jams in the booklet maker cartridge....16-33
Reinserting the standard staple cartridge....16-35
Fault codes....16-37
Specifications....16-39
Standard/Booklet Maker Finisher....16-39
Optional C/Z Folder....16-42

17 SquareFold Trimmer Module....17-1
Overview....17-1
Identifying the components....17-2
Main components....17-2
Paper path....17-3
Control panel....17-4
Square Fold feature....17-4
Square fold options....17-5
Accessing the Square Fold options....17-6
Accessing the Square Fold options for network print jobs....17-6
Accessing the Square Fold options for copy jobs....17-7
Trimmer feature....17-7
Trimmer options....17-7
Trim guidelines....17-9
Accessing the Trimmer options....17-10
Accessing the Trimmer options for network print jobs....17-10
Accessing the Trimmer options for copy jobs....17-10
Hints and tips....17-11
Printing full-page images on booklets....17-11
Follow these tips....17-12
Problem solving....17-12
Jam clearance....17-12
Clearing jams....17-13
Clearing E1/E2 jams....17-13
Clearing E3 jams....17-15
Fault codes....17-16
Technical data....17-19

Specifications.....17-19

1

Product overview

Introduction

Your machine is not simply a conventional copier. It is a digital device capable of being used for copying, scanning and printing. If your needs change, your machine can be upgraded accordingly.

Your machine will print/copy up to 70 color prints per minute.

Machine components

1 Optional feeding device

Shown is the optional 2-tray Oversized High Capacity Feeder (OHCF). Other optional feeding devices are available.

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 200 two-sided documents can be scanned at one time.

4 Toner cover

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

5 Front door/cover

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

6 Paper Trays 1, 2, and 3

Trays 1, 2, and 3 are identical. The trays accommodate a variety of sizes and weights; refer to the Specifications chapter for detailed information. All stock types can be used except for envelopes, and stock can be loaded either in the Long or Short Edge Feed (LEF or SEF) direction.

7 Interface Module

The Interface Module is required with all optional finishing devices. It serves as a communication device between the print engine and any attached finishing devices.

8 Optional finishing device

Shown is the optional Booklet Maker Finisher with the optional C/Z Folder; other optional finishing devices are available.

Related Topics:

Feeding and finishing devices

Bypass tray (Tray 5)

The Bypass tray, also called Tray 5, accommodates all types of stock in various size and weight ranges. The tray holds a maximum of 250 sheets of 20 lb./75 gsm bond paper.

The Bypass tray is a paper tray on the left-hand side of the machine. It can be folded away when not in use. When the tray is in use and it is lowered, the tray can be extended to support longer length stock.

Document feeder

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

- A maximum of 250 documents can be scanned at one time 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.
- For best output results, ensure that the documents are in good condition.

Related Topics:

Specifications

User Interface (UI)

1 Touch screen

The touch screen allows you to select all the available programming features. It also displays fault clearance procedures and general information.

2 Services

Allows access to the Services screen where different features (such as copy and scan) can be viewed and programmed.

3 Job Status

Displays job status information, such as active and completed jobs.

4 Machine Status

Displays the current status of the machine and machine information such as the serial number.

5 Clear All

If pressed once, resets the default settings and displays the first screen for the current pathway. If pressed twice, resets all the features to their machine default settings.

6 Power Saver

Press to enter or exit the Power Saver mode.

7 Stop

Temporarily stops the current job. Follow the message to cancel or resume your job.

8 Start

Starts the job or is used when logged on as System Administrator.

9 Interrupt

Temporarily stops the current copy job to allow a priority job to run.

10 Log In/Out

Provides password protected access to the System Administration menu, which is used to adjust the defaults of the machine.

11 Language

Allows you to change the language displayed on the UI.

12 Control panel

Contains the keypad and buttons such as Job Status, Machine Status, Start, and Stop.

Print server overview

The following print servers may be used with your digital press:

- Xerox FreeFlow Print Server, for the Xerox 770 Digital Color Press
- Xerox EX Print Server, Powered by Fiery

Note

For detailed information on your specific print server, refer to the customer documentation that was delivered with it.

Related Topics:

Printing from the Xerox FreeFlow Print Server

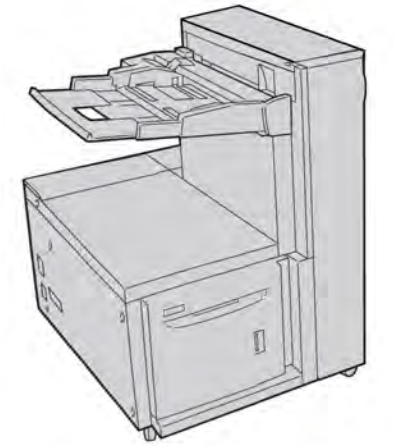
Printing from the Xerox EX Print Server, Powered by EFI

Feeding and finishing devices

Available with your machine is a variety of optional feeding and finishing devices. These devices are briefly discussed on the following pages along with where to find specific information on each device.

High Capacity Feeder (HCF/Tray 6), 1-tray

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



Related Topics:

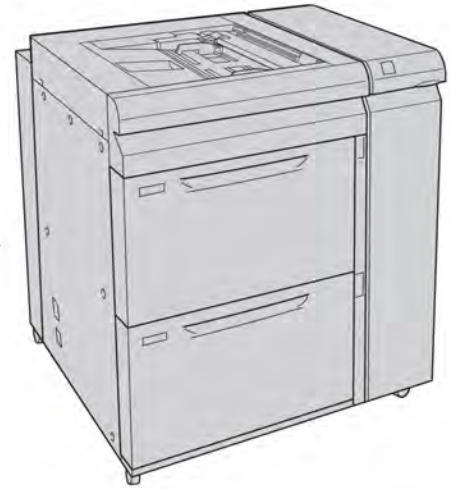
High Capacity Feeder (1-tray HCF/Tray 6)

Oversized High Capacity Feeder (OHCF), 1 or 2-trays

The Oversized High Capacity Feeder (OHCF) is available in a 1-tray or 2-tray option. The OHCF feeds a variety of stock sizes, including standard and oversized stock up to 13 x 192 in./330.2 x 488 mm. Each tray holds 2000 sheets.

1-tray option

2-tray option



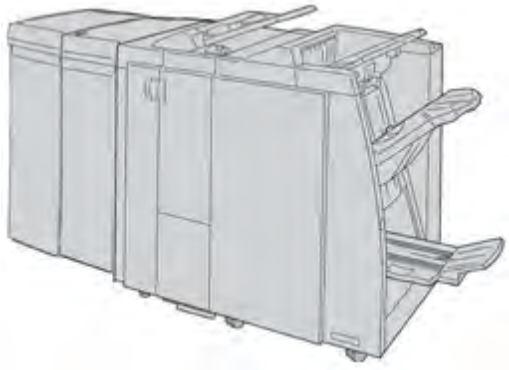
Related Topics:

Oversized High Capacity Feeder (OHCF), 1 or 2 trays (Trays 6/7)

GBC AdvancedPunch

The GBC AdvancedPunch can be attached to a variety of optional finishing accessories.

The GBC AdvancedPunch provides another level of finishing options to your output by allowing you to punch holes in 8.5 x 11 in./A4 documents which support a variety of binding styles. Punch types include 19-hole to a maximum of 32-Hole for 8.5 x 11 in. media. A4 media supports punch types 21-hole to a maximum of 47-hole.



Note

The GBC AdvancedPunch is shown here with the required Interface Module and with the optional Booklet Maker Finisher (with the optional C/Z Folder).

Information on this device can be found on the customer documentation CD that came with the accessory, or documentation can be downloaded from www.xerox.com. From the website, enter the machine product name in the Search field and select the User Documentation link.

Interface Module

The Interface Module is required with ALL finishing devices. The Interface Module provides communication between the print engine and any attached finishing device.

Related Topics:

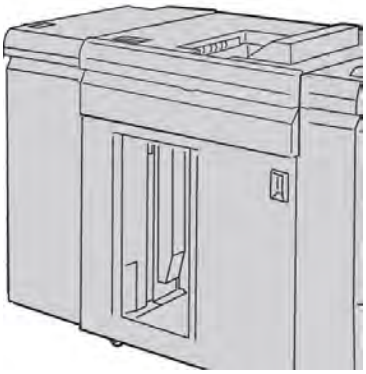
Interface Module

High Capacity Stacker (HCS)

The High Capacity Stacker (HCS) is an optional finishing device that provides stacking and offsetting capabilities for output to a Stacker Tray.

Note

The High Capacity Stacker (HCS) is shown here with the required Interface Module.



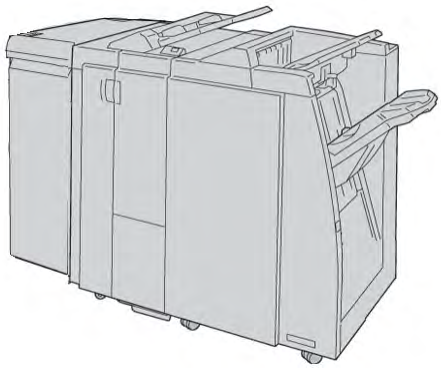
Related Topics:

High Capacity Stacker (HCS)

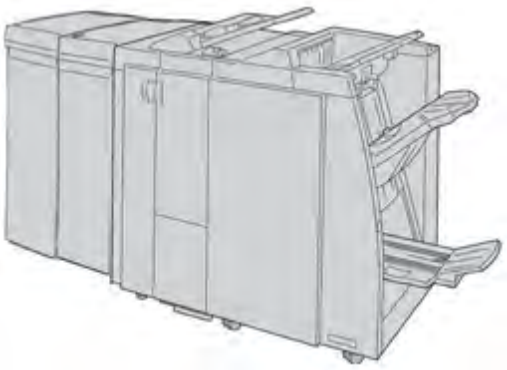
Standard/Booklet Maker Finisher

The Standard and Booklet Maker Finishers provide a wide range of finishing/folding options. You can enhance the finishing options by adding the optional C/Z Folder to either finisher.

Standard Finisher with optional C/Z Folder



Booklet Maker Finisher with optional C/Z Folder



Note

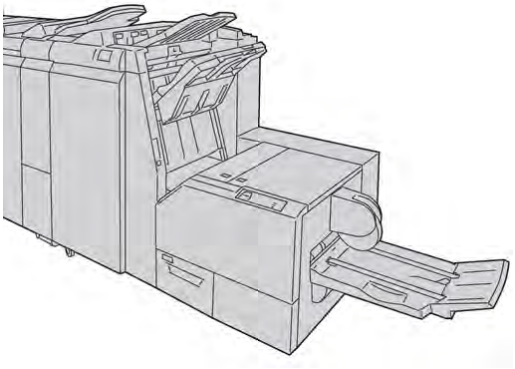
Both the Standard Finisher and the Booklet Maker Finisher are shown here with the required Interface Module.

Related Topics:

Standard/Booklet Maker Finisher

SquareFold Trimmer Module

The SquareFold Trimmer Module is an optional finishing device that is used in conjunction with the Light Production C Finisher with Booklet Maker.



Note

The SquareFold Trimmer Module is shown here with the required Interface Module and the required Booklet Maker Finisher (and optional C/Z Folder).

Related Topics:

SquareFold Trimmer Module

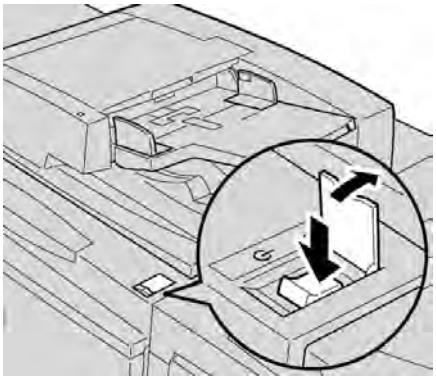
Third-party finishing devices

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

Power on/off

Power on

After turning the power on, the machine takes approximately 3 minutes to warm up before you can start making copies.



1. Open the cover.

2. Press the power switch to the On position.

   The Please wait... message indicates that the machine is warming up. The machine cannot be used while it is warming up.

Power off

1. Press the power switch to the Off position.
2. Verify that the UI display is switched off completely, before switching on the machine again.

Power Saver

The Power Saver feature has two modes:

- Low Power: If the machine remains inactive for a preset period of time, it enters the Low Power mode.
- Sleep Mode: After the machine enters Low Power, and remains inactive for another preset period of time, it then enters Sleep Mode.

Here are two examples:

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

Exiting Power Saver mode

The machine's Power Saver mode is exited by:

1. Pressing the **Power Saver** button on the control panel, or
2. By sending a print job to the machine.

Locating the machine serial number

The machine serial number can be accessed from either the machine's UI or by locating it on the inside of the machine.

1. Press the **Machine Status** button on the UI.
2. Ensure that the **Machine Information** tab is displayed.

   The machine serial number is found here.
3. The machine serial number can also be found on the serial number plate inside the front doors of the machine.

2

Where to find help

Customer documentation CD/DVD

We recommend that you print all customer documentation and keep it close to the machine.

You can locate the customer documentation on your Customer Documentation CD/DVD. Your customer documentation CD/DVD was shipped with the machine.

Print server customer documentation

Supporting customer documentation for your print server is on a CD/DVD and is shipped with the print server. You or your System Administrator should print these documents, after the installation is complete.

Help on the World Wide Web

Xerox on the World Wide Web: For system support, user help, customer documentation, and service support, go to www.xerox.com and click on the **Contact Us** link for specific contact information/telephone numbers in your area.

Note

You can get the latest customer documentation updates for your product by going to www.xerox.com. Be sure to periodically check this website for the latest information on your product.

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

3

Submitting a print job

These exercises require the PDF files for the User Guide and System Administration Guide. If you do not have an electronic copy of these PDFs, download them from www.xerox.com.

The exercises instruct you on how to print one of the customer documentation guides (User Guide or System Administration Guide).

Printing from your computer

1. From your computer open one of the PDFs files in Adobe Acrobat Reader.
2. Select **File > Print**.
3. Select the desired printer and print queue.
4. Select the **Properties** button (for that machine).
5. Select the desired output options (such as quantity, 1- or 2-sided printing).
6. Select **OK** to close the Properties window.
7. Select **OK** to send the job to the printer.

Printing from the Xerox FreeFlow Print Server

1. Copy the customer documentation PDF files onto a storage device (such as a flash drive or CD/DVD).
2. Connect your storage device to the print server.
3. From the FreeFlow Printer Server, select **Services > Print from File**.
4. Select **Browse**.
5. Browse to your storage device containing the PDF files.
6. Select and highlight one of the PDF files (User Guide, System Administration Guide).
7. Select **OK**.
8. Select the desired print queue.
9. Select the desired output options (such as quantity, 1- or 2-sided printing).
10. Select **Print**.

    The job is sent to the desired queue and either held or immediately printed.
11. Select **Close**; this closes the Print From File window.

Printing from the Xerox EX Print Server, Powered by EFI

1. Copy the customer documentation PDF files onto a storage device (such as a flash drive or CD/DVD).
2. Connect your storage device to the print server.
3. From the Xerox EX Printer Server, select **File > Import Job**.
4. Select the desired queue (such as **Print** or **Hold**).
5. Select **Add**.
6. Browse to your storage device containing the PDF files.
7. Select and highlight one of the PDF files (User Guide, System Administration Guide).
8. Select **Open**.
9. Select **Import**.

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

4

Paper and other media

Related Topics:

Specifications

Loading media in trays 1, 2, and 3

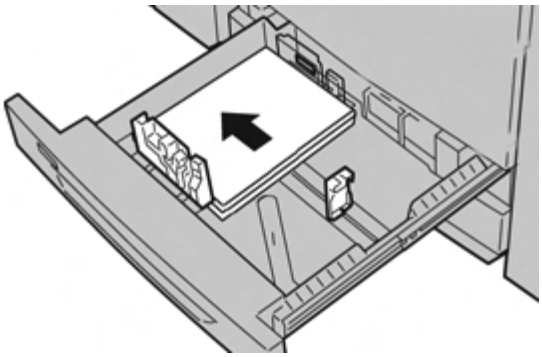
Trays 1, 2, and 3 are identical. Each tray has a capacity of 550 sheets of 20 lb./75 gsm paper. Stock can be loaded long edge feed (LEF) or short edge feed (SEF), landscape or portrait.

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 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 Long Edge Feed (LEF)/portrait or Short Edge Feed (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 screen may be displayed on the UI.

8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise proceed to the next step.
   a) Make the desired selections for the **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
   b) If necessary make the desired changes to the paper curl and alignment adjustment.

      Note

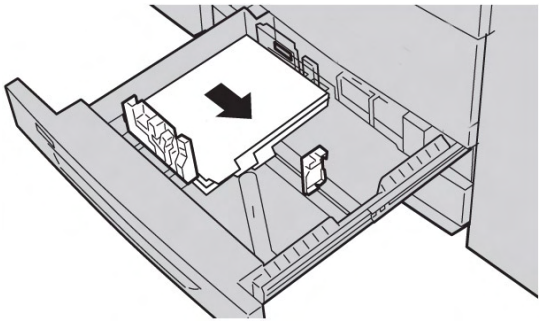
      Refer to the System Administration for detailed information on the paper curl and alignment adjustment options.

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

9. Select **Confirm** to close the window.

Loading tab stock in trays 1, 2, and 3

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Fan the tab paper before loading into the tray.
4. Load and align the edge of the tab paper against the RIGHT edge of the tray with the side to be copied or printed on facing down.



Note

Tab stock can be loaded either long edge or short edge feed (portrait or landscape).

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

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

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

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

7. If changes have been made to the paper tray, select the **Change Settings** button; otherwise proceed to the next step.
   a) Make the desired selections for the **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.

b) If necessary make the desired changes to the paper curl and alignment adjustment.

Note

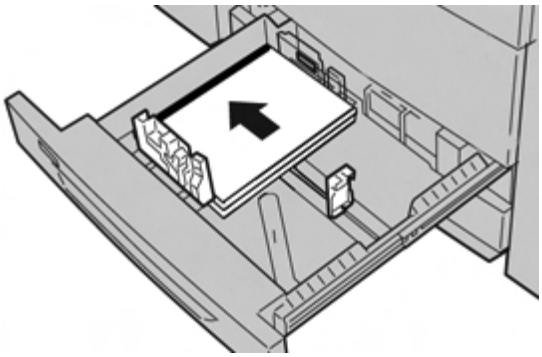
Refer to the System Administration for detailed information on the paper curl and alignment adjustment options.

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

8. Select **Confirm** to close the window.

Loading transparencies in trays 1, 2, and 3

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



Note

- Do not load more than 100 transparencies in a paper tray at one time.
- Transparencies can be loaded either long edge or short edge feed (portrait or landscape).

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

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

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

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

7. If changes have been made to the paper tray, select the **Change Settings** button; otherwise proceed to the next step.
   a) Make the desired selections for the **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
   b) If necessary make the desired changes to the paper curl and alignment adjustment.

Note

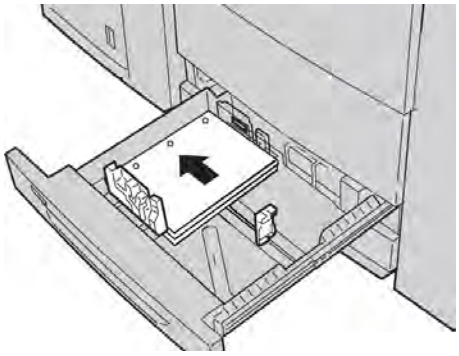
Refer to the System Administration for detailed information on the paper curl and alignment adjustment options.

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

8. Select **Confirm** to close the window.

Loading pre-drilled stock in trays 1, 2, and 3

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 against the LEFT edge of the tray.



Paper can be loaded either in the Long Edge Feed (LEF)/portrait or Short Edge Feed (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 screen may be displayed on the UI.

8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise proceed to the next step.
   a) Make the desired selections for the **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
   b) If necessary make the desired changes to the paper curl and alignment adjustment.

      Note

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

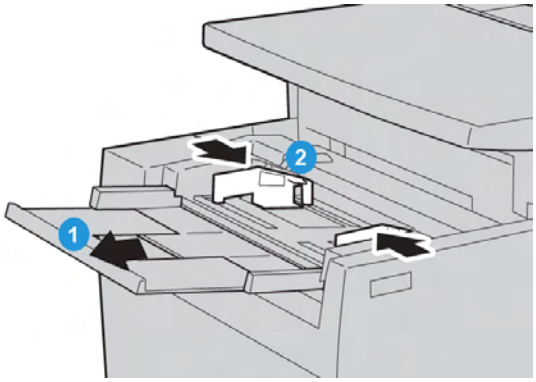
   c) Select **Save** until you are returned to the tray settings window.
9. Select **Confirm** to close the window.

Loading media in the Bypass tray

When using the Bypass tray (Tray 5):

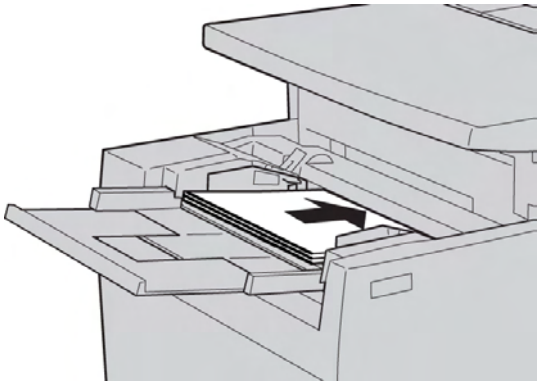
- This tray is used primarily when using a small quantity and special media (such as envelopes).
- Stock can be loaded either long or short edge feed (portrait or landscape).
- You must manually enter the paper size on the machine UI.
- If you use a non-standard paper size often, you can preset the paper size in the device. The preset size then displays under Standard Sizes in the Tray 5 (Bypass) screen. For information about setup, refer to the System Administration Guide.
- You can load up to 250 sheets of 20 lb/75 gsm paper.
- Do not load mixed-size paper into the Bypass tray (Tray 5).
- Do not load materials above the MAX line as indicated on the tray.

Loading paper in the Bypass tray (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 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 screen may be displayed on the UI.

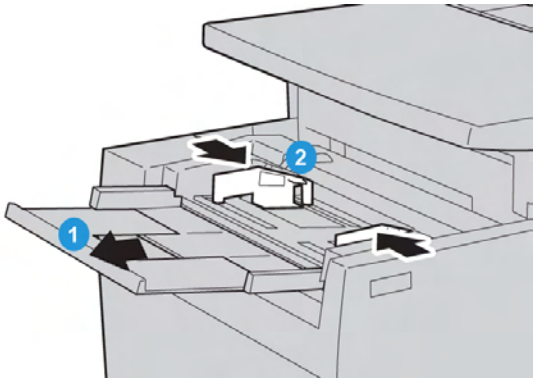
8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise proceed to the next step.
   a) Make the desired selections for the **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
   b) If necessary make the desired changes to the paper curl and alignment adjustment.

      Note

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

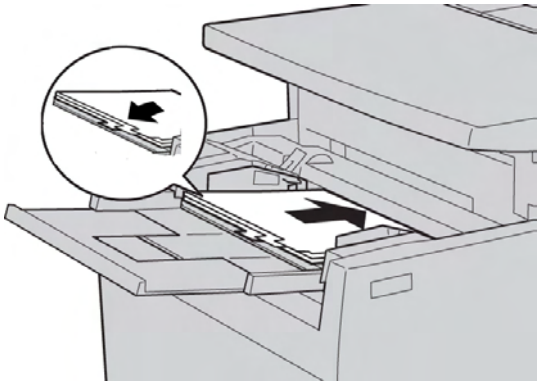
   c) Select **Save** until you are returned to the tray settings window.
9. Select **Confirm** to close the window.

Loading tab stock in the Bypass tray (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 job.
4. Fan the tab paper before loading into the tray.

5. Insert the tab stock into the tray with the side to be copied or printed on face UP and with the tabs to the LEF:



6. Continue to the 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.

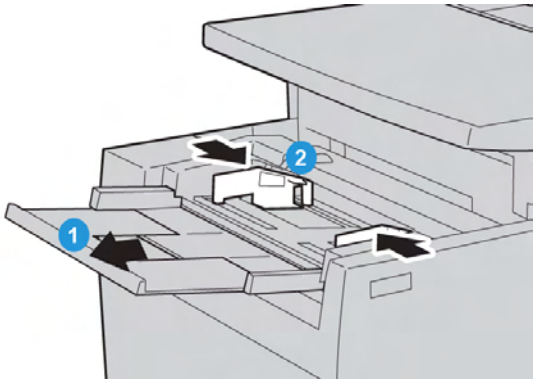
   If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise proceed to the next step.
   a) Make the desired selections for the **Paper Type/Paper Weight**, **Paper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

      Note

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

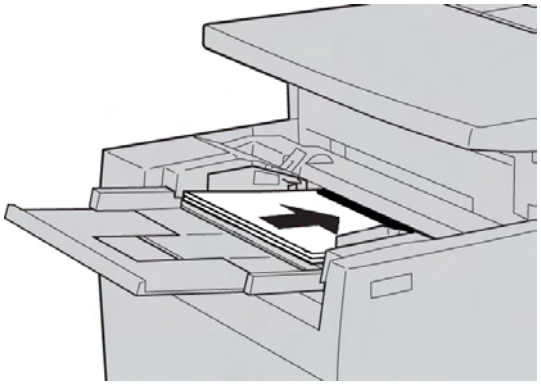
   c) Select **Save** until you are returned to the tray settings window.
9. Select **Confirm** to close the window.

Loading transparencies in the Bypass tray (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 job.
4. Fan the tab paper before loading into the tray.

5. Insert the transparencies into the tray with the side to be copied or printed on face UP and with the removable stripe to RIGHT.



6. Continue to the 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.

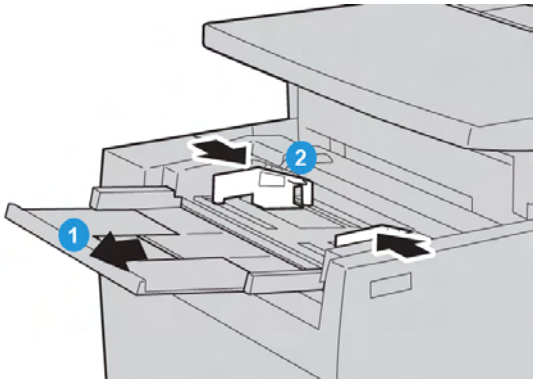
   If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise proceed to the next step.
   a) Make the desired selections for the **Paper Type/Paper Weight**, **Paper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

      Note

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

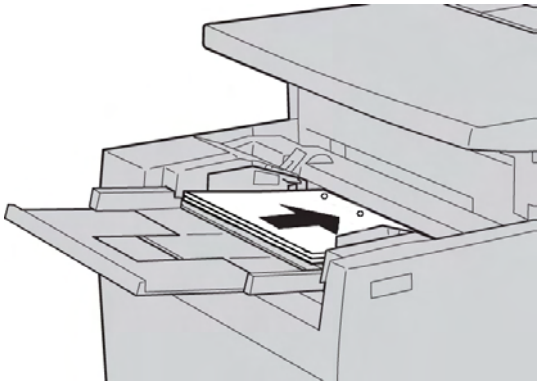
   c) Select **Save** until you are returned to the tray settings window.
9. Select **Confirm** to close the window.

Loading pre-drilled stock in the Bypass tray (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 job.
4. Fan the tab paper before loading 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 the 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 screen may be displayed on the UI.
8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise proceed to the next step.
   a) Make the desired selections for the **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
   b) If necessary make the desired changes to the paper curl and alignment adjustment.

      Note

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

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

Loading media in optional feeding devices

Refer to the specific chapter for information and instructions on loading media in the optional feeding devices.

Related Topics:

Loading paper in the HCF (Tray 6)

Loading media in the 1 or 2-Tray OHCF

Loading post-process media in optional finishing devices

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

Related Topics:

Loading paper/tabs in Tray 8 (Post-Process Inserter)

Loading tab stock with the GBC AdvancedPunch

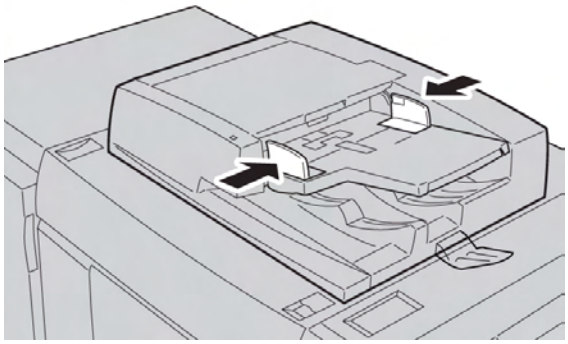
When the optional GBC AdvancedPunch is attached to your machine, tab stock is loaded differently into the paper trays. For information on how to load media into the paper trays (when a GBC AdvancedPunch is attached), refer to the GBC AdvancedPunch customer documentation.

5

Copy

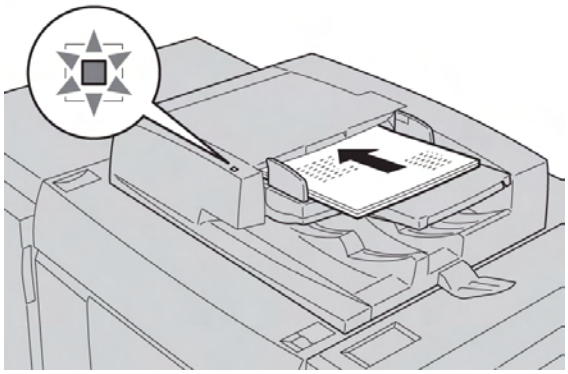
Basic copy using the document feeder

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 **Services** button on the control panel.

   By default, pressing the **Services** button will cause the Copy screen to appear.

4. From the Copy screen, select the desired features/options.

   - Reduce/Enlarge
   - Paper Supply
   - Output Color
   - **Copy Output**

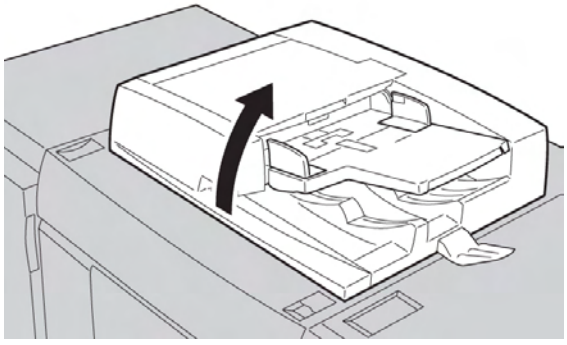
- **2-Sided Copying**
- **Original Type**
- **Lighten/Darken**

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

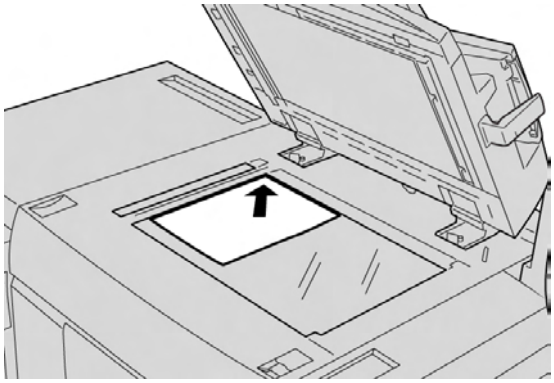
5. Enter the quantity.
6. Press **Start**.

Basic copy using the document glass

1. Open the document feeder.



2. Place the document FACE DOWN by aligning it as shown in the illustration.



3. Close the document feeder.
4. Press the **Services** button on the control panel.

   By default, pressing the **Services** button will cause the Copy screen to appear.
5. From the Copy screen, select the desired features/options.

   - Reduce/Enlarge
   - Paper Supply
   - Output Color
   - **Copy Output**
   - **2-Sided Copying**

- **Original Type**
- **Lighten/Darken**

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

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

Copy tab

The Copy tab contains the following features:

- Reduce/Enlarge
- Paper Supply
- Output Color

Note

Depending on how the Copy tab is configured by the administrator, this tab may also contain the following the features:

- **Copy Output**
- **2 Sided Copying**
- **Original Type**
- **Lighten/Darken**

Related Topics:

Image Quality > Original Type

Image Quality > Image Options

Output Format > Copy Output

Output Format > 2 Sided Copying

Copy > Reduce/Enlarge

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 between 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 up or down 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 your Administrator to display the reduction/enlargement ratios that you most frequently use.

More

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

Related Topics:

Reduce/Enlarge More options

Reduce/Enlarge More options

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

Proportional %

All of the options will reduce or enlarge the image by same ratio in both directions so that the image gets bigger or smaller but the proportions 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%

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 magnifcation levels by the administrator to reflect the percentages used most frequently.

Copy > Paper Supply

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

Auto Paper Select

This option automatically senses 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.

Copy > Output Color

Select the desired Output Color option which best applies to the job; 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 copies in 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.

Image Quality tab

The **Image Quality** tab contains the following features/options:

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

Image Quality > Original Type

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 Quality > 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 Quality > 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:

Background Suppression

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

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

No Suppression: Select this option when:

- The Darken adjustment does not produce a satisfactory copy from light originals.
- The original has a gray or colored border, such as a certificate.
- You want to bring out fine detail that was lost due to a dark edge when using bound originals.

Contrast

This option 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. Selections are either Auto or Manual Correction. **Auto Correction** automatically chooses the best settings for your job.

Image Quality > 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 to 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.

Image Quality > 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.

Image Quality > 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:

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.

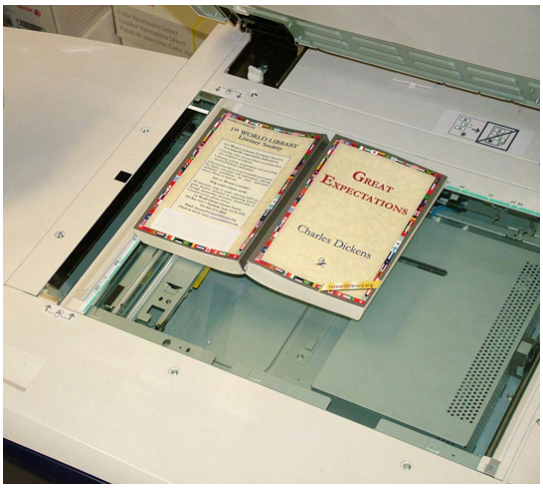
Layout Adjustment tab

The **Layout Adjustment** tab includes the following features:

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

Layout Adjustment > 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:

Left then Right

Copies the left page first and the right page of the bound original's facing pages.

Right then Left

Copies the right page first and the left page of the bound original's facing pages.

Top Page then Bottom

Copies the top page first and then the bottom page of the bound original's facing pages.

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.

Layout Adjustment > 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:

Left then Right

Copies the left page first and the right page of the bound original's facing pages.

Right then Left

Copies the right page first and the left page of the bound original's facing pages.

Top Page then Bottom

Copies the top page first and then the bottom page of the bound original's facing pages.

Starting and Ending Page

Select a start page (either left or right) and an end page (either left or right) for your 2 Sided Book Copy job.

Binding Edge Erase

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

Layout Adjustment > 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; refer to the Technical data chapter for detailed information on copy size and document feeder specifications.

Manual Size Input

This option allows you to select a standard paper size from the options shown or 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.

Layout Adjustment > 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.

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 0.1in. and each edge can be adjusted in 0.1in. increments up to 2.0in.

Parallel Edges

This option allows you to specify an EQUAL amount to be erased from each of the top, bottom, left, and right edges and the center of your output.

Layout Adjustment > Image Shift

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

No Shift

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.

Layout Adjustment > 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 Paper Select or Auto % is selected. This option also have the following Rotation Direction options:

Rotation Direction, Staple Position

This option rotates the image to match the stapling edge when originals of different sizes are placed in the document feeder.

Rotation Direction, Portrait Original - Left Edge

This option rotates the images of original documents with mixed orientation so that the top edge of landscape documents align with the left edge of portrait documents.

Rotation Direction, Portrait Original - Right Edge

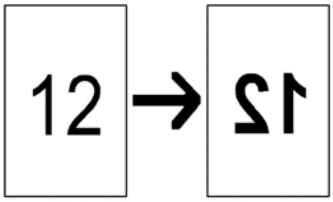
This option rotates the images of original documents with mixed orientation so that the top edge of landscape documents align with the right edge of portrait documents.

Layout Adjustment > 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:

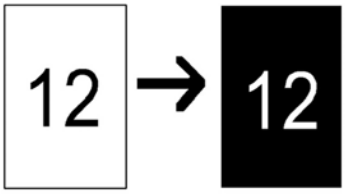
Mirror Image

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 e.g. 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. If the Output Color is set to Color, then the complementary colors are reversed on the printed image. This feature is useful for documents that have a substantial amount of dark background and/or light text and images, saving on toner usage.



Layout Adjustment > 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 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 tab

The **Output Format** tab contains the following features:

- Copy Output
- 2 Sided Copying
- Booklet Creation
- Covers
- Transparency Options
- Page Layout
  - Multiple-Up
  - Repeat Images

  Note

  Some configurations do not have the **Page Layout** feature. On these configurations the **Multiple-Up** and **Repeat Images** are two separate features on the Output Format tab.

- Poster
- Annotations
- Watermark
- Secure/Hybrid Watermark (optional)
- Tab MarginShift
- Face Up/Down Output
- Folding (optional)
- ID Card Copying

Output Format > 2 Sided Copying

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.

Output Format > Copy Output

Important

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

Copy output may be accessed either from the Main Copy screen 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

Output Format > Booklet Creation

Booklet Creation allows you to create multi-page booklets from an ordered set of 1-Sided or 2-Sided originals. When Auto % is selected, the print engine 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.

Note

Ensure that the Original Orientation setting reflects the same orientation as that of the original documents.

Booklet Creation options include:

Original Input

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

Covers

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

- No Covers: No covers are added.
- Blank Covers: Blank media is attached to the output to provide blank covers.
- 2 Sided Covers: The first and second pages of the document are copied on both sides of the cover.
- 1 Sided Covers: The first page of the document is copied on the front side of the cover.

Last Page on Back Cover

This option uses the image of the last document page and copies it onto the back cover.

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.

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.

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.

Offset Stacking

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

Fold and Staple

Folding and/or stapling are optional features. These features are available only with finishing devices that provide these capabilities, such as the Booklet Maker Finisher. 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

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

- 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's thickness and giving it the appearance of a perfect bound book.

Related Topics:

Standard/Booklet Maker Finisher

SquareFold Trimmer Module

Output Format > 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 include the following options:

Paper Supply

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

Note

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

No Covers

No covers are added to the output.

Blank Covers

Blank sheets of paper are added as the covers.

Front Covers/Back Covers

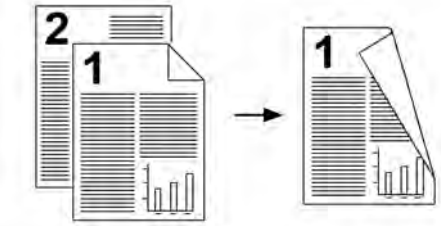
Select an option for a front cover only, back cover only, or select options for both front and back covers.

Both the front and back covers include these additional options:

1 Sided Cover Side 1 Only

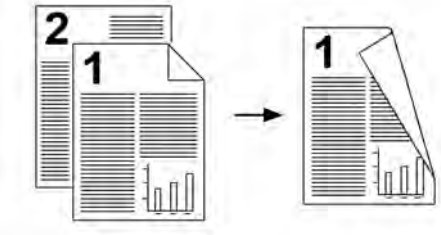
Depending on the selected front/back cover option, the following rules apply:

- For Front Cover only (no back cover): The first page of the document is copied onto the front side of the front cover

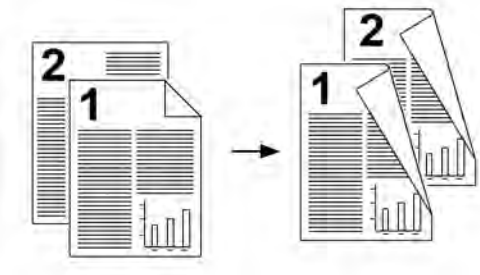


.

- For Back Cover only (no front cover): The first page of the document is copied onto the front side of the back cover.



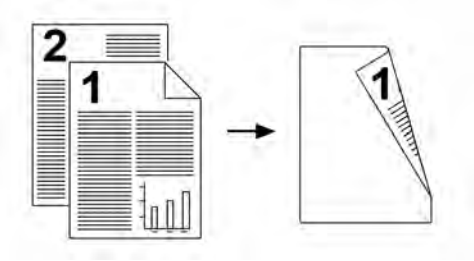
- For both front and back covers: The first page of the document is copied onto the front side of the front cover, and the second page is copied onto the front side of the back cover.



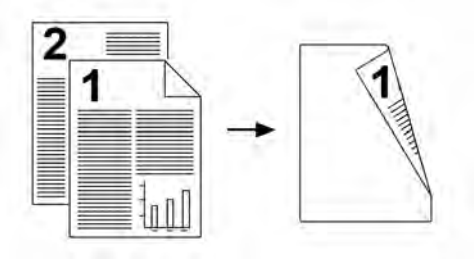
1 Sided Cover Side 2 Only

Depending on the selected front/back cover option, the following rules apply:

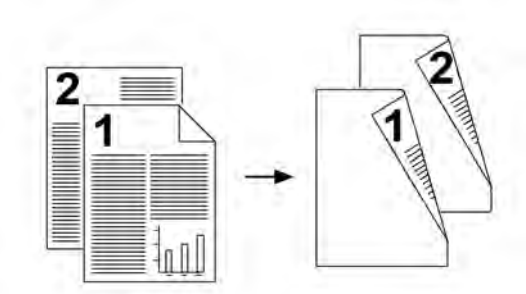
- For Front Cover only (no back cover): The first page of the document is copied onto the back side of the front cover.



- For Back Cover only (no front cover): The first page of the document is copied onto the back side of the back cover.



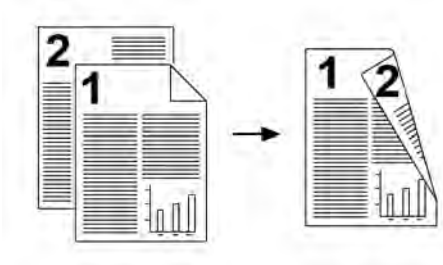
- For both front and back covers: The first page of the document is copied onto the back side of the front cover, and the second page is copied onto the back side of the back cover.



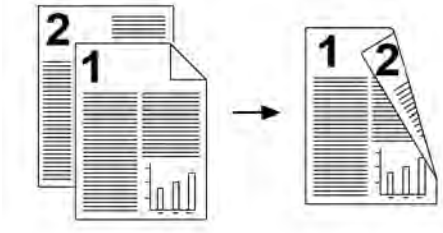
2 Sided Cover

Depending on the selected front/back cover option, the following rules apply:

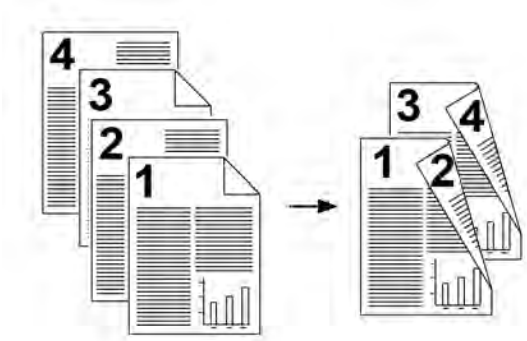
- For Front Cover only (no back cover): The first and second pages of the document are copied onto the front and back sides of the front cover.



- For Back Cover only (no front cover): The first and second pages of the document are copied onto the front and back sides of the back cover.



- For both front and back covers: The first and second pages of the document are copied onto the front and back sides of the front cover, and the third and fourth pages are copied onto the front and back sides of the back cover.



Output Format > 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:

Paper Supply

Use this option to select the tray or trays that contain the transparencies and separator and/or handout stock.

No Transparency Separators

This option delivers your transparencies to the output destination without a blank sheet of paper separating each transparency.

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).

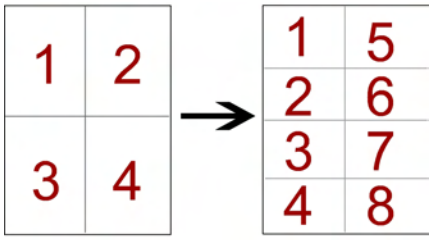
Output Format > Page Layout

The **Page Layout** options are ideal for handouts, storyboards, or for archival purposes. You can select between the **Multiple-Up** feature or the **Repeat Image** feature.

Multiple-Up

The **Multiple-Up** 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 machine 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.

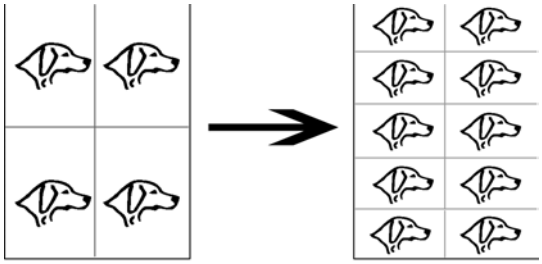
The examples shown are a typical output that can be produced when using the Multiple-up feature.



Repeat Image

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

- Auto Repeat: This option automatically sets the number of images per page according to the document size and paper size, and then repeatedly copies the document image onto the paper. Copies cannot be made when the document image is larger than the specified paper size.
- 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.



Output Format > 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.

Output Format > 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's memory. You can also change the position and appearance of the comment using the **Position** and **Font Size** buttons.

Date Stamp

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.

Output Format > 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.

Output Format > Secure/Hybrid Watermark (optional)

Note

Secure Watermark is an optional feature and requires the purchase of an optional package. For information, contact the Xerox Customer Support Center. Secure Watermark is sometimes called Hybrid Watermark.

Secure Watermark is a security management feature that embeds a copy-protection, digital code into a document in order to restrict the document from being duplicated (copied). With the digital code, you can also determine when, from which machine, and by whom the document originated.

Note

The following limitations or conditions apply to the Secure Watermark feature:

- Using the Secure Watermark feature may cause print quality to deteriorate such as:
  - Colors may appear darker and
  - Resolution for text and dots (such as decimal characters and periods) may be slightly out of focus and harder to read

- The Secure Watermark feature may not function properly for a document if any of the following apply:
  - The document size is smaller than 5.5 x 8.5 in./A5
  - The background color is not white
  - The Watermark or Secure Watermark feature was previously used for the document

Secure Watermark options include:

Protection Code

This option embeds a code into the document, and prevents it from being copied or scanned.

Stored Secure Watermark

This option embeds hidden text into the documents. With this hidden text feature, the specified text is embedded in the entire sheet. When copying a document with hidden text, the embedded text on the printed output appears in white regardless of whether or not the optional Secure Watermark kit is installed on the machine.

Output Format > 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.

Output Format > 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.

Output Format > Folding (optional)

If your machine is equipped with an optional Folder, you can make copies or prints using the **Folding** feature. Furthermore, 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 feature can be selected for both your copy and network print jobs. Depending on the copy/print job, the feature can be selected from either the machine's UI or from the print driver on your workstation. If your machine is connected to a print server, the feature can also be selected at the print server for the selected job.

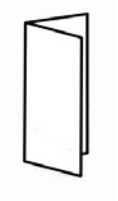
Note

In order to use the folding option, the orientation of documents must be short-edge feed (SEF). You must select a paper tray that contains SEF stock.

Folding options include:

Single Fold (Bi-Fold)

Select this option to fold the output copies in half.

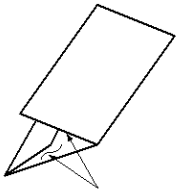


Note

The Single Fold option is available only with the Light Production C Finisher with Booklet Maker.

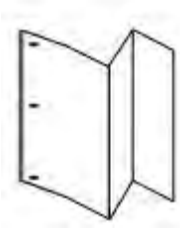
C-Fold

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 (shown here with 3-hole punch)

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.

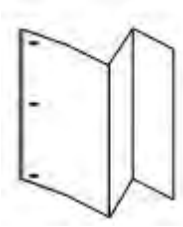


Image Inside Fold

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.

Trimming

Trimming options include:

- Paper Supply: Use this option to select the tray with the desired stock.
- Cut Size: This option trims (cuts) away the face (edge) of the booklet, resulting in a neat finished edge. The Cut Size option allows you to: decrease or increase the trimmer setting in 0.1 mm/0.0039 in. increments. This Cut Size setting is based on the media type, media weight, the number of sheets in the finished booklet, and the finished booklet width size.

Related Topics:

Standard/Booklet Maker Finisher

SquareFold Trimmer Module

Output Format > 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 the ID Card can be copied onto one side of one sheet of paper, without the need to reload the 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 **Services** button on the control panel.

   By default, pressing the **Services** button will cause the Copy screen to appear.
4. From the Copy screen, select **Output Format > ID Card Copying**.
5. Select **On**.

6. Select **Save**.
7. Enter the quantity.
8. Press **Start** to begin scanning side 1.
9. Open the document feeder and turn the ID Card over to copy side 2.
10. Close the document feeder.
11. Press **Start** to begin scanning side 2.

    Printing begins and copies are delivered to the output area.

Job Assembly tab

Job Assembly > Build Job

This feature allows you to change and save settings individually for each document page orstack. 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 All Services screen, 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** screen.
   - 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. Select **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. Select **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.

Job Assembly > 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.

1. From the Job Assembly tab, select **Sample Job**.
2. Select **Sample Job On** or **Sample Job Off**.
3. Select **Save** to save your choice.

1. Press the **Services** button on the control panel.
   By default, pressing the **Services** button will cause the Copy screen to appear.
2. Select **Job Assembly > Sample Job**.
3. Select **Sample Job On**.
4. Select **Save**.
5. Load the documents in either the document feeder or on the document glass.
6. Program the job with the desired features/options, including:
   - Reduce/Enlarge
   - Paper Supply
   - Output Color
   - **Copy Output**
   - **2-Sided Copying**
   - **Original Type**
   - **Lighten/Darken**
7. Enter the quantity.
8. 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.
9. If desired, change any applicable setting and copy quantity.
10. 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.
11. Upon completion, press the **Clear All** button on the control panel to return the settings to their default state.

Job Assembly > 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 orginal by placing it on the document glass and creating one copy job for the entire set.

1. Press the **Services** button on the control panel.

   By default, pressing the **Services** button will cause the Copy screen to appear.
2. From the Job Assembly tab, select **Combine Original Sets**.
3. 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.
4. Select **Save** to save your choice.

   This feature is available only when **Collated** is selected in the Copy Output screen.
5. Close the document feeder.
6. Program the job with the desired features/options, including:
   - Reduce/Enlarge
   - Paper Supply
   - Output Color
   - **Copy Output**
   - **2-Sided Copying**
   - **Original Type**
   - **Lighten/Darken**
7. Enter the quantity.
8. Press **Start**.
9. When you are finished scanning all the documents, select **Last Original** to complete the job.
10. Retrieve the copies from the output area.

Job Assembly > 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 **Services** button on the control panel.

   By default, pressing the **Services** button will cause the Copy screen to appear.
2. Select the **Job Assembly** tab.
3. Select **Delete Outside/Delete Inside**.

   The **Delete Outside/Delete Inside** screen is displayed. By default **Off** is selected.
4. Select either **Delete Outside** or **Delete Inside**.
5. If the originals are 2-sided, select the applicable option:
   - Both Sides
   - Side 1 Only
   - Side 2 Only
6. 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.
7. 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.
8. Select **Save**.
9. Select **Save** again.
10. Select any other desired copy features/options.
11. Enter the quantity.
12. Press **Start**.
13. Retrieve the copies from the output area.

6

Network scanning

Overview of network scanning

Note

Network scanning is an optional feature and may not be available or configured on your machine. Refer to your system administrator and/or consult the Xerox Customer Support Center for more information.

Network scanning allows a user to scan an original document, convert it to an electronic file, and distribute and archive that file in a variety of ways. The final destination of the electronic file is controlled by a template chosen by the user at the machine UI.

Network scanning converts large volumes of hard-copy documents into suitable scanned image formats that can be stored, distributed, or made accessible for further processing.

Network scanning is set up and controlled by templates. A template is a file that stores scanning and routing preferences for a given workflow. Templates for this machine reside and are pulled from the print server that is connected to your machine.

In a typical network scanning scenario, the scanned images are automatically archived or published on the print server to a pre-defined location where they are later retrieved by the user.

Tip

Scan templates and folders must be created and set up on the print server before the network scanning feature is used.

Templates (network scanning)

Important

Templates must be created and stored on the print server before they can be accessed and used from the machine. For specific information and instructions on how to create and store templates on the print server, refer to one or more of the following:

- The print server customer documentation that was delivered with the server
- Your system administrator
- The Xerox website at www.xerox.com; from the website, select the **Support & Drivers** link, enter the machine product name in the Search field, and go to the desired support or documentation link
- The Customer Support Center

Scan procedure

Note

Network scanning is an optional feature and may not be available or configured on your machine. Refer to your system administrator and/or consult the Xerox Customer Support Center for more information.

Tip

Scan templates and folders must be created and set up on the print server before the network scanning feature is used.

1. Place the documents to be scanned face-up in the document feeder, or face-down on the document glass.

   If using the document feeder, remove any staples or paper clips from the documents and ensure that the documents are in a good condition.
2. Press the **Services** button on the control panel.

   By default, pressing the **Services** button will cause the Copy screen to appear.
3. Select the **All Services** icon.

   The Services screen is displayed.
4. Select **Network Scanning**.
5. Select the template that contains the destination and other settings required for the scan job from the displayed template list.

   Contact the system administrator if there are no templates available or if the scan settings must be changed. The system administrator will set up new templates, as applicable, and if necessary, follow the instructions provided in the print server documentation for changing the scan settings.
6. If necessary, select the desired scan settings:

   - Filing Options

- File Name
- Enter a name for the scan

7. Select **Save**.
8. Press the **Start** button.
9. Press the **Job Status** button to display the Print queue.

   The job is displayed in the queue. If there are no other jobs in the queue, the job may have already been processed.
10. Access the electronic version of the document from the print server.

    The electronic file is accessed from the file destination as specified in the template. Use the appropriate software to open the file, depending on the output format of the imaged file.

Related Topics:

Basic copy using the document feeder

Basic copy using the document glass

7

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 print pending-print jobs is also available from Job Status.

Active Jobs tab

1. Press the **Job Status** button on the control panel.
2. Select the **Active Jobs** tab.
3. From the **View** pull-down menu, select the desired job.
4. From the displayed list, select the applicable job to view.
5. Use the up or down buttons to navigate the list.
6. If required, select **Display Time** to show the time required to process the job.
7. To delete a job or change the execution order, select a job from the list.
8. 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.
   - Details: 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.
2. Select the **Completed Jobs** tab.
3. From the **View** pull-down menu, select the desired job.
4. Use the scroll bar to navigate the list.
5. To check the details of a job, select the job from the displayed list.
6. After checking the job details, select **Close**.

Secure Print Jobs & More tab

1. Press the **Job Status** button.
2. Select the **Secure Print Jobs & More** tab.
3. Select the applicable feature:
   - Secure Print
   - Sample Set
   - Delayed Print
4. Continue to the applicable procedure for instructions on that feature.

Related Topics:

Secure Print

Sample Set

Delayed Print

Secure Print

1. Press the **Job Status** button.
2. Select the **Secure Print Jobs & More** tab.
3. Select the **Secure Print**.
   The Secure Print screen is displayed.
4. Select **Refresh** to display the latest updated information.

   Use the up or down buttons to navigate the list.
5. From the displayed list, select the applicable user.
6. Select **Document List**.
7. Use the keypad on the control panel to enter the passcode.
8. Select **Confirm**.

   If no password code is set, the Passcode screen does not appear.
9. Use the up or down buttons to navigate the document list.
10. Select the document to print or delete.
11. If deleting a document, select **Delete**.
    Select **Yes** to confirm the deletion. The document is deleted.
12. If printing a document, perform the following:
    a) Using the numeric keypad, enter the number of copies to print.
    b) Select **Print**.
    c) Select what to do with the document after printing:
       - Print and Delete : Starts printing the document. After printing, the document is removed.

- Print and Save: Starts printing the document. After printing, the document is saved to the User document-list.
- Cancel: This cancels the printing of the document.

Sample Set

1. Press the **Job Status** button.
2. Select the **Secure Print Jobs & More** tab.
3. Select the **Sample Set**.
   The Sample Set screen is displayed.
4. Select **Refresh** to display the latest updated information.

   Use the up or down buttons to navigate the list.
5. From the displayed list, select the applicable user.
6. Select **Document List**.
7. Select the document to print or delete.
8. If deleting a document, select **Delete**.
   Select **Yes** to confirm the deletion. The document is deleted.
9. If printing a document, perform the following:
   a) Using the numeric keypad, enter the number of copies to print.
   b) Select **Print**.
      A screen is displayed stating that the job will be deleted after printing and asking if you still want to print the job.
   c) Select **Yes** or **No** to continue printing the job.

Delayed Print

1. Press the **Job Status** button.
2. Select the **Secure Print Jobs & More** tab.
3. Select the **Delayed Print**.
   The Delayed Print screen is displayed.
4. Select **Refresh** to display the latest updated information.

   Use the up or down buttons to navigate the list.
5. From the displayed list, select the document to print or delete.
6. If deleting a document, select **Delete**.
   Select **Yes** to confirm the deletion. The document is deleted.
7. If printing a document, perform the following:
   a) Select **Print**.
      A screen is displayed stating that the job will be deleted after printing and asking if you still want to print the job.
   b) Select **Yes** or **No** to continue printing the job.

8

Machine Status

Machine Status overview

Note

Press the **Machine Status** button on the UI control panel to access the Machine Status information and features.

The **Machine Status** button is used to access machine status information and features:

- Machine information
- Machine configuration
- Machine software version
- Paper tray status
- Print reports
- Overwrite Hard Disk
- Faults
- Supplies
- Billing information
- Tools

Machine Information tab

Machine Information provides general information about the copier/printer and has buttons that allows the user to view details that apply to the machine and to access other machine information features.

Machine Serial Number

The Machine Serial Number is displayed in the General Information area on the Machine 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 machine is displayed under the Current System Software title.

Machine Configuration

Select the **Machine Configuration** button to displays a list of the various hardware components and options that are available on the machine. The list also displays the status of each of these components and options. Hardware components and options include the document feeder, paper trays, and any optional feeding and finishing devices attached to the machine.

Software Version

Select the **Software Version** button to display a list of the software versions for the various machine components, such as the print engine, the Controller ROM (Read Only Memory), and any optional feeding and finishing devices.

Paper Tray Status

Select the **Paper Tray Status** button to view the current status information for each paper tray.

Print Reports

The **Print Reports** button must be enabled by the system administrator before reports can be printed. Some features on the Print Reports screen is only available in the system administrator mode.

To print a report, select the various report button to identify the desired report criteria and then press **Start**.

Note

The type of reports available vary depending on machine configuration.

Overwrite Hard Disk

The Overwrite Hard Disk feature prevents the document image and registered data that is recorded on the machine hard disk from being illegally retrieved. The number of overwrites is set by the system administrator.

Overwriting the machine hard disk is performed after every copy job that includes more than one set, and after each scan job is transferred to the print server. The Standby status indicates the completion of the overwriting process.

Faults tab

The **Faults** tab provides access to fault information and error messages. Access to this tab is by pressing the **Machine Status** button on the control panel and selecting the **Fault** tab on the UI.

Current Faults

If there are any current faults affecting the machine, select the **Current Faults** button to view a list those faults. From the Current Faults screen, select a fault to view instructions on how to fix the error.

Current Messages

Select the **Current Messages** button on the Faults tab to view a list of current machine messages. These messages indicate actions that need to be taken to continue or resume the proper operation of the machine.

Fault History

Select the **Fault History** button to display a list of past fault codes. This information can used to diagnose and solve machine problems.

Supplies tab

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

To access supplies information, press the **Machine Status** button on the control panel and then select the **Supplies** tab from the Machine Status screen.

Related Topics:

Replacing consumable supplies

Billing Information tab

Accessing Billing Information

1. Press the **Machine Status** button on the control panel.
2. Select the **Billing Information** tab.

Billing meters/usage counters

The Billing Information feature displays the total number of prints/copies made by the machine and also allows the user to view specific billing meter/usage counter information.

The main Billing Information screen displays:

- The Machine Serial Number
- Total Impressions: This is the total number of prints/copies made on the machine.
- The **Usage Counters** button

Usage Counters

Select the **Usage Counters** button to view individual counters and their current count status.

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

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 copied and printed impressions and for large impressions.

- Black Copied Impressions: This number represents the total number of impressions for all black/white copied/scanned jobs.
- Black Print Impressions: This number represents the total number of impressions for all black/white network print jobs (sent from the user's computer to the printer).
- Large Impressions: These impressions are one side of one sheet of a large document (such as 11 x17 in./A3). Large Impressions are any documents/originals/prints that are larger than 8.5 x14 in./B4.

Sheet Counters

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

Images Sent Counters

This view provides information on the total amounts for fax images, internet fax images, 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, Sheet Counters, and Images Sent Counters.

User Account Billing Information

Note

This feature is available only if the Accounting feature is enabled. For more information on the Accounting feature, refer to the System Administration Guide.

When the Accounting feature is enabled by the system administrator, the **User Account Billing Information** button is displayed on the Billing Information screen. By selectin g the **User Account Billing Information** button, the following information then is displayed:

- The billing information of the currently logged-in user, including copy and scan jobs
- By selecting either **Meter (Copy Jobs)** or **Meter (Scan Jobs)**, the following information then is displayed:
  - Usage amount for this session

- Total usage
- Account Limit (set by the system administrator)
- Available Balance (remaining unused amount for the account)

Tools tab

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

Stored Programming

Note

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

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.

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.

Changing the paper tray attributes

1. Press the **Machine Status** button on the control panel.
2. Access the Tools tab on the UI.
3. Select **Paper Tray Attributes** on the Tools tab.
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**.

   The previous screen is displayed.
9. Select **Confirm**.

   The Paper Tray Attributes screen is displayed.

10. Select **Close**.
    The main Tools screen is displayed.
11. Press the **Services** button on the control panel to return to the main Copy screen.

9

Maintenance

Cleaning the machine

Read and adhere to the following information when cleaning the machine:

- Before you start to clean the machine, be sure to switch off the power and unplug the machine. Cleaning the machine without switching off the power may cause an electric shock.
- Do not use benzene, paint thinner, other volatile liquids, or spray insect repellent on the machine as doing so may discolor, deform, or crack covers.
- Cleaning the machine with an excessive amount of water may cause the machine to malfunction and/or damage documents during copying.
- Document feeder, cover, and glass information:
  - The document cover is the flat, white surface on the underside of the DADF that holds the document in place on the document glass.
  - It is recommended that you clean all components of the document cover and document glass at the same time. These components consist of the document cover, the document (platen) glass, and the second-side scanning lens assembly.
  - Cleaning the document cover and glass on a regular basis is important to providing the best image quality possible on your printed or copy output. If the document cover and document glass are dirty, spots may appear on copies and the machine may not properly detect document sizes.
  - If you receive this message, The Scanner may be dirty. See User Guide or label instructions on the Document Feeder to wipe the scanning glass, perform the cleaning procedure for the document cover and document glass.
  - The document (or platen) glass consists of two parts: the document glass itself and the glass strip. The document glass is the glass on which you place your document in order to copy it. The glass strip is an approximately one-inch wide strip of glass located to the left the document glass.

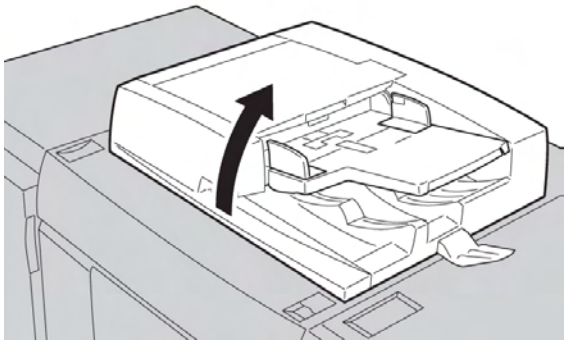
Cleaning the exterior

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.

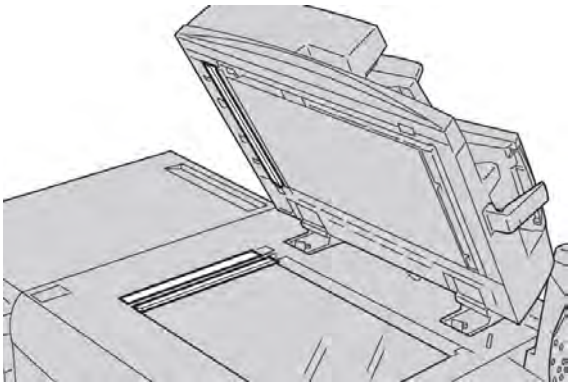
Cleaning the document cover and glass

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.

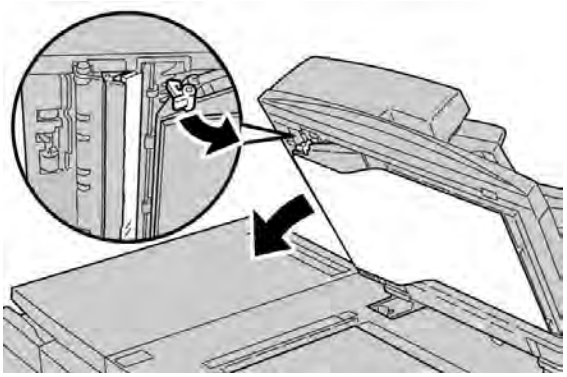


Caution

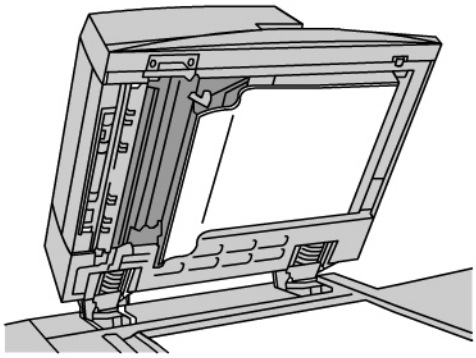
Do not press heavily on the document glass to avoid damaging the glass surface.

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.

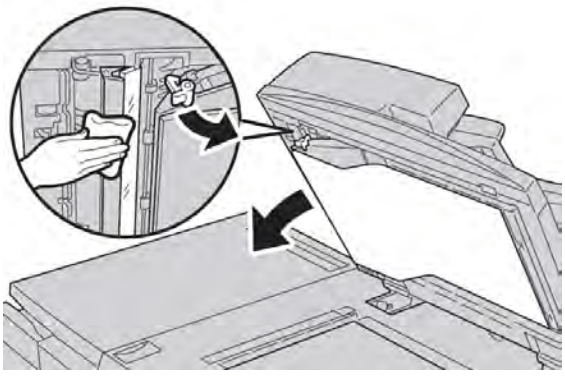
b) With the document feeder open, pull the lever that is located at the top of the document cover.



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.



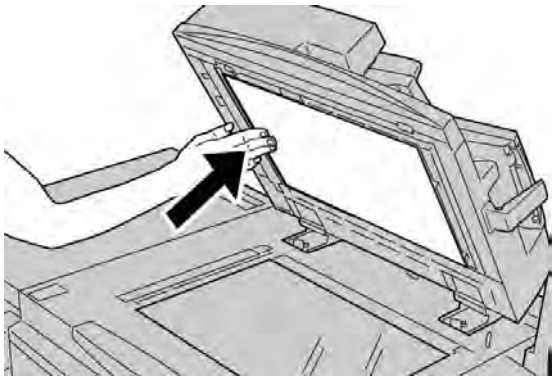
Caution

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.

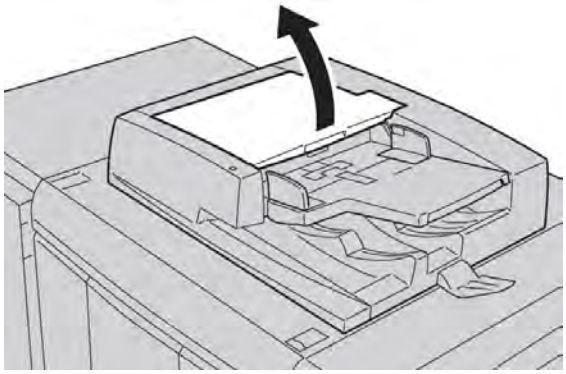


If you touch the document cover with your bare hands, wipe it clean before closing the document feeder.

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.

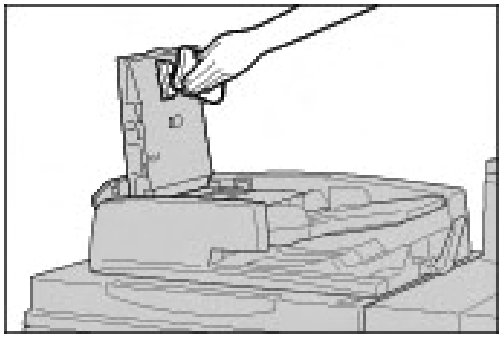


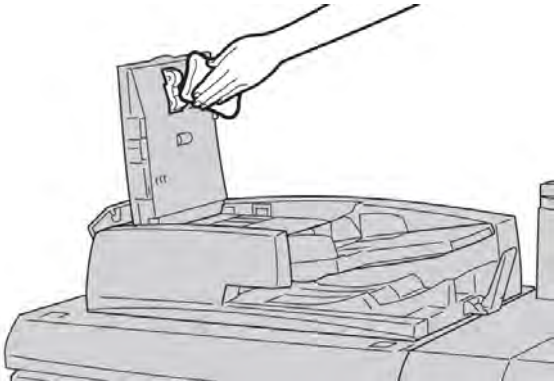
2. While turning the rollers, gently clean them with a soft cloth moistened with water.

   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.

Replacing consumable supplies

Ordering supplies

Xerox supplies, paper, and throughput material can be ordered from Xerox by going to www.xerox.com and clicking on either the Contact Us link for specific contact information/telephone numbers in your area or by clicking on the Supplies and entering/selecting your specific machine information (product family and model type).

Store supply items and Xerox parts in their original packages in a convenient location.

Note

Always refer to www.xerox.com for the latest Consumable Replaceable Units (CRUs) part numbers.

The following items are consumables for this machine. It is recommended that you have a supply of these items available to eliminate downtime when they need to be replaced.

Customer Replaceable Units (CRUS)

Toner/dry ink cartridges

- Black Toner Cartridge; reorder quantity: 2/box
- Cyan Toner Cartridge; reorder quantity: 1/box
- Magenta Toner Cartridge; reorder quantity: 1/box
- Yellow Toner Cartrdige; reorder quantity: 1/box

Drum cartridges

- Black Drum Cartridge; reorder quantity: 1/box
- Cyan Drum Cartridge; reorder quantity: 1/box
- Magenta Drum Cartridge; reorder quantity: 1/box
- Yellow Drum Cartridge; reorder quantity: 1/box

Other CRUs

- Toner Waste Bottle; reorder quantity: 1/box
- Charge Corotron (Black); reorder quantity: 1/box
- Fuser Module; reorder quantity: 1/box

Checking the status of CRUs

Check the status of consumables using the Supplies tab.

- The status of consumables is indicated by Ready, Order New, Replace Now, or other indications.
- An indication from 0 to 100 % displays the remaining amount of toner.

The machine UI will indicate when it is time to order and/or install a Customer Replaceable Unit (CRU). With some CRUs, the UI indicates that the machine may continue to run copy or print jobs without immediately replacing the CRU. When it is time to replace it, a message appears on the UI, and the machine stops running.

Always recycle/dispose the used CRU according to the disposal instructions supplied with the new CRU.

Note

If image quality (IQ) issues are on the output, refer to the problem solving chapter of the user guide for specific IQ problems and their related corrective actions.

Related Topics:

- Supplies tab
- Problem solving
- Image quality

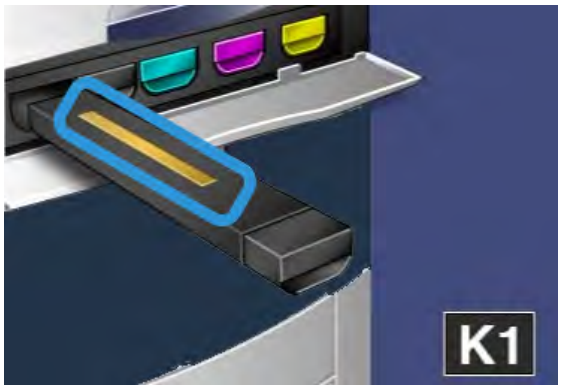
Replacing a toner cartridge

Warning

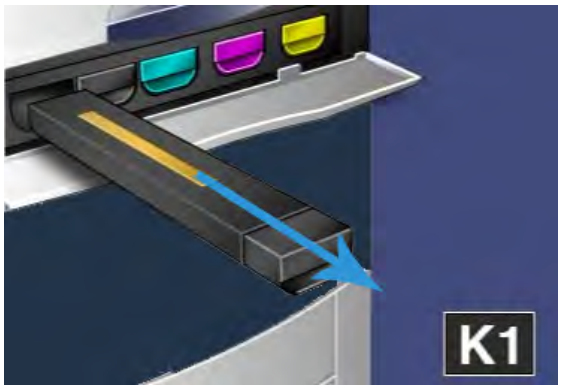
Replace a toner cartridge while the machine is ON. Before replacing a cartridge, ensure that the machine is given time to cool down. Failure to do so may result in burns to the skin if certain parts of the machine are touched.

1. Open the toner cover, located just above the machine front door/cover.

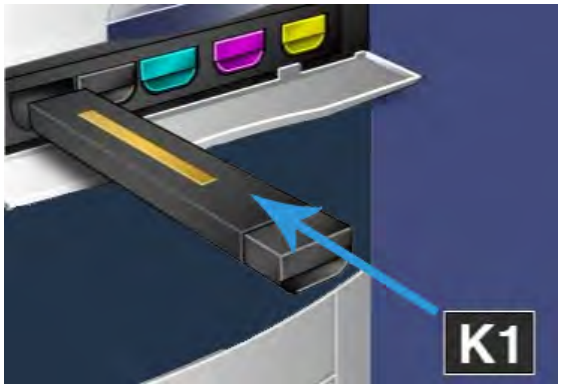
2. Lay paper on the floor before removing the cartridge. This will allow any excess toner to fall on the paper.
3. Grasp the handle of the color indicated in the message.



4. Remove the toner cartridge by gently pulling it straight out. Be careful to not get toner on clothing.



5. Dispose the old toner cartridge as normal office waste or recycle the cartridge.
6. Remove the new toner cartridge from its packaging.
7. Gently tilt the new cartridge up and down, and then left and right to redistribute the toner.
8. Install the new toner cartridge by aligning the arrows on the cartridge evenly with the printer, and gently sliding it into the machine until you hear a click.



9. Close the toner cover. If the cover does not close completely, make sure the cartridge is in the lock position and is installed into the appropriate toner location.

Caution

Never use a vacuum cleaner when cleaning up spilled toner. It can cause a small explosion as the toner fills the vacuum cleaner and creates sparks. Use a broom, brush, or a cloth moistened with a neutral detergent.

Replacing the toner waste bottle

1. Ensure that the machine is stopped (not running any jobs), and open the front door/cover.

2. Open the toner waste bottle cover, located to the right of the **Area 2** lever.

3. Grip the handle of the toner waste bottle and pull it halfway out of the machine.

4. While holding the center, top part of the bottle with one hand, grip the handle with the other hand, and continue to remove the bottle from the machine.

Caution

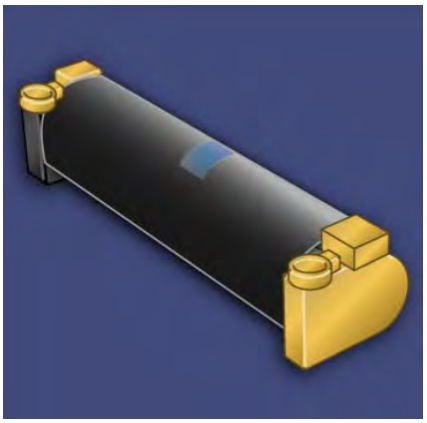
Never use a vacuum cleaner when cleaning up spilled toner. It can cause a small explosion as the toner fills the vacuum cleaner and creates sparks. Use a broom or a cloth moistened with a neutral detergent.

5. Hold the used toner waste bottle firmly with both hands and put it into the provided plastic bag.
6. Hold the center part on the top of a new bottle and insert it into the machine until it comes to a stop.
7. Close the toner waste bottle cover.
8. Close the front door/cover.

Replacing a drum cartridge

Caution

Do not expose the drum cartridges to direct sunlight or strong light from indoor fluorescent lighting for more than two minutes. Image quality may deteriorate when the drum cartridges are exposed to light.



Caution

Replace drum cartridges while the machine is ON. When the power is turned off, all information stored to the machine's memory is erased.

1. Ensure that the machine power is ON and proceed to the next step.
2. Ensure that the machine is stopped (not running any jobs), and open the front door/cover.

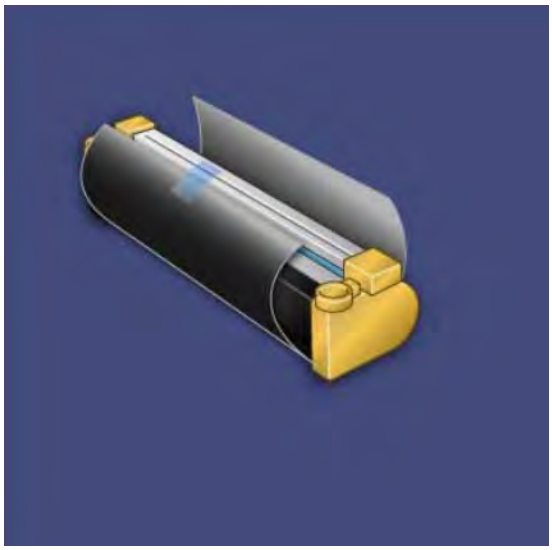
3. Pull down the **R1-R4** handle.

4. Raise the **Release Handle**.

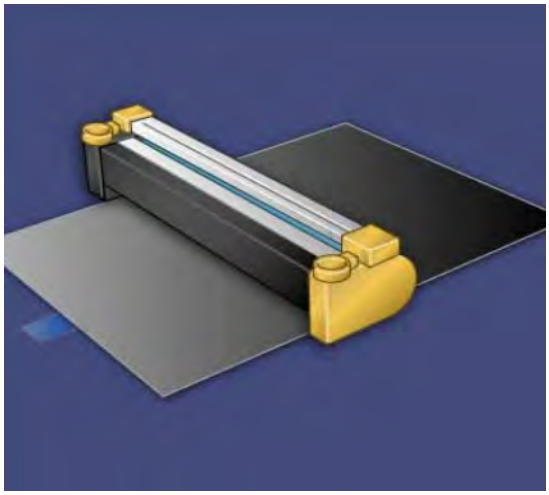
5. Open the bag containing the new drum cartridge. Place the new drum cartridge near the machine.

Caution

Do not touch or scratch the surface of the drum when you take it out from the bag.

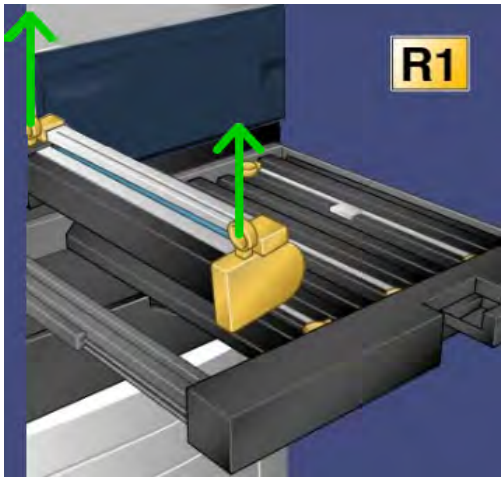


6. Unwrap the sheet covering the new drum cartridge and place it under the cartridge. Some drum cartridges may include a protective film. Remove the the film on the drum cartridge, if it is present.

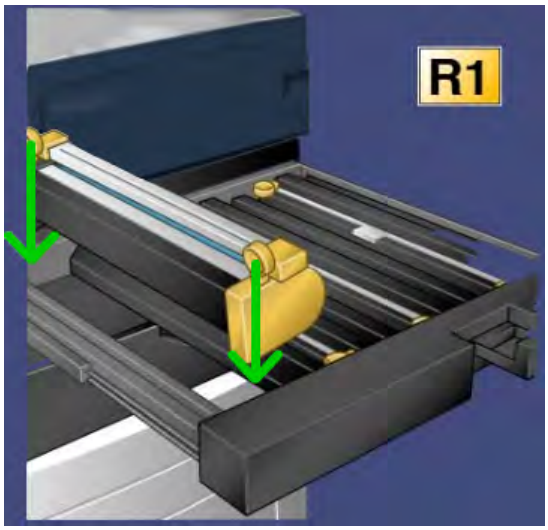


7. Pull out the drum cartridge drawer.

8. Remove the old drum cartridge by holding the finger rings provided at the both ends of the drum cartridge and gently lifting up.



9. Install the new drum cartridge into the machine following the guides with the side marked front facing the front.



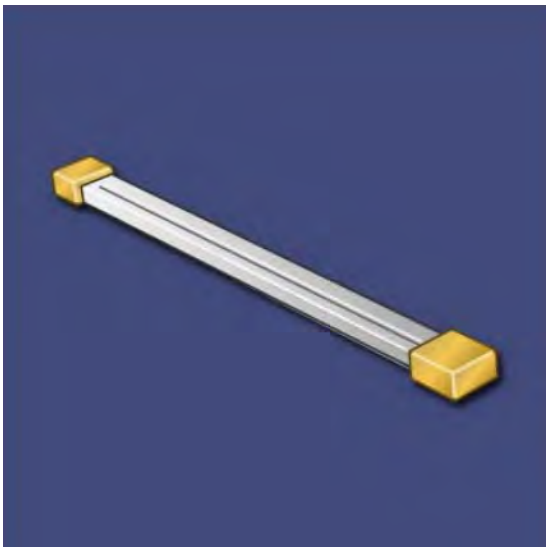
10. Press both ends of the drum cartridge to place it in a horizontal position.

11. Immediately close the drum cartrdige drawer to protect the other drums from light.
12. Return the **Release Handle** to its original position.
13. Return the **R1-R4** handle to the original position and close the front door/cover.
14. Insert the used drum cartridge into an empty container for recycling.

Replacing the charge corotron

Caution

Do not expose the charge corotron to direct sunlight or strong light from indoor fluorescent lighting. Image quality may deteriorate when it is exposed to light for more than two minutes.

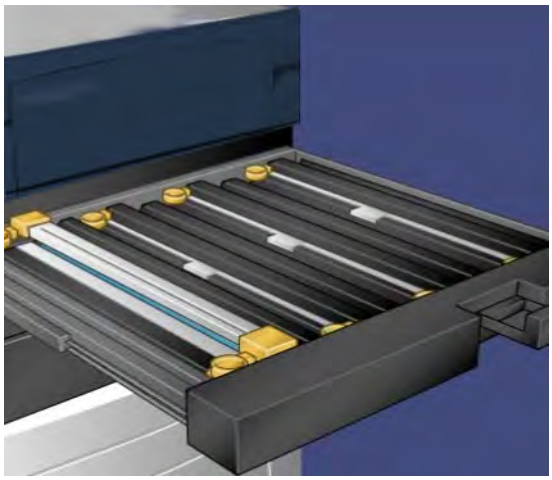


1. Ensure that the machine power is ON and proceed to the next step.
2. Ensure that the machine is stopped (not running any jobs), and open the front door/cover.

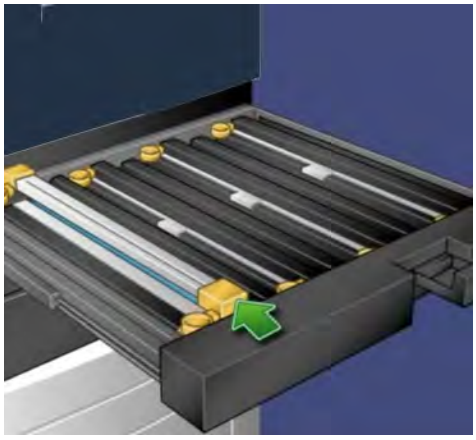
3. Pull down the **R1-R4** handle.

4. Raise the **Release Handle**.

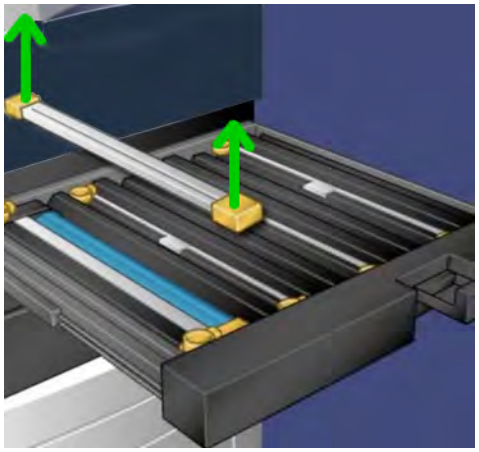
5. Open the packaging for the new charge corotron, and gently place the new corotron on a flat surface near the machine.
6. Pull out the drum cartridge drawer.



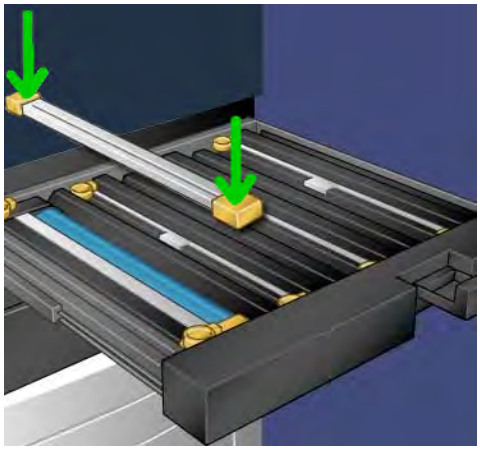
7. Grasp both of the amber-gold colored casings on the old charge corotron and push towards the back of the machine. A clicking noise indicates that it is being released.



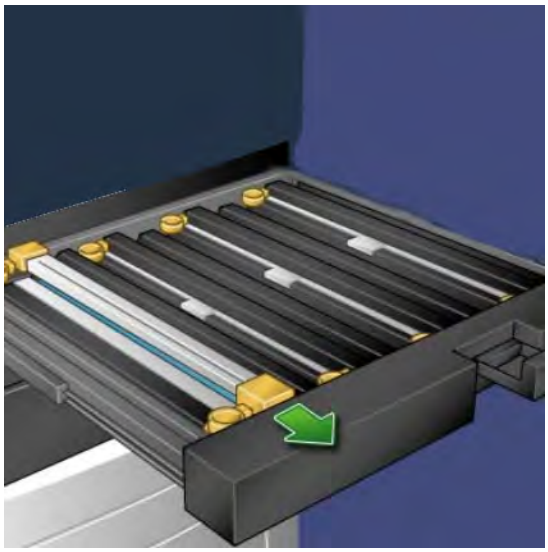
8. Remove the old charge corotron by holding the amber-gold colored casings provided at the both ends of the charge corotron and gently pulling straight up.



9. Gently lower the new charge corotron into the machine straight down, and not at an angle.



10. Grasp the amber-gold colored casings on the new charge corotron and pull towards the front of the machine until you hear a clicking noise to indicate the charge corotron is in place.



11. Push in the drum cartridge drawer completely.
12. Return the **Release Handle** to its original position.
13. Return the **R1-R4** handle to the original position and close the front door/cover.
14. Insert the used charge corotron into an empty container for recycling.

Replacing the fuser

Note

Power off the machine and allow 5-10 minutes for the fuser to cool down before performing this procedure. Always observe the warning labels inside the machine.

1. Open the front door/cover.

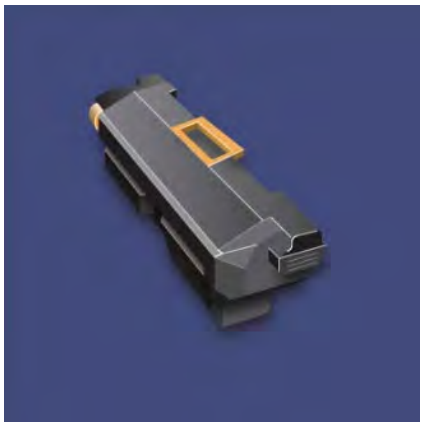
2. Grasp **Handle 2** and turn it to the unlocked position.

3. Carefully pull out the transfer module.

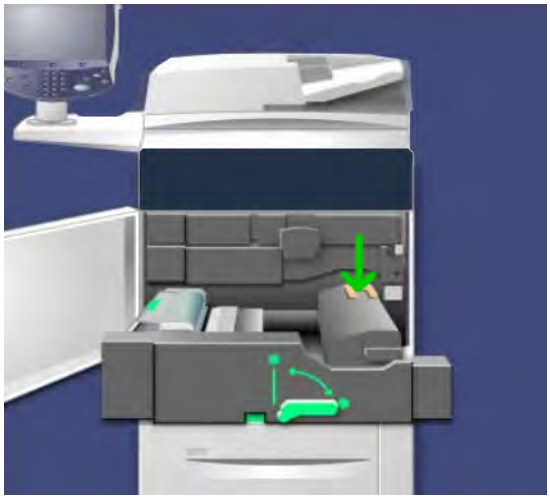
4. Pull out the fuser handle.

5. Grab and lift the amber-gold colored handle only, lift, and pull up and out of the transfer module.

6. Dispose the fuser as normal office waste or recycle the fuser.
7. Remove the new fuser from its packaging.



8. Insert the fuser into the transfer module while holding the amber-gold handle.



9. Close the transfer module.
10. Turn **Handle 2** to the locked position.
11. Close the front door/cover of the printer.

Related Topics:

Fuser hints and tips

10

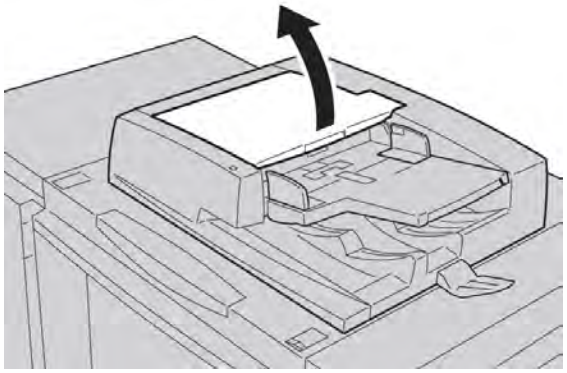
Problem solving

Paper jams

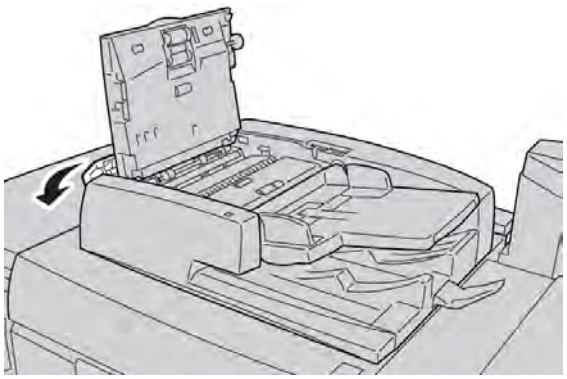
If a paper jam occurs, a fault screen displays a message on the UI indicating in which area the jam is situated. Follow the instructions provided for clearing the jam and resuming machine operation.

Document feeder jams

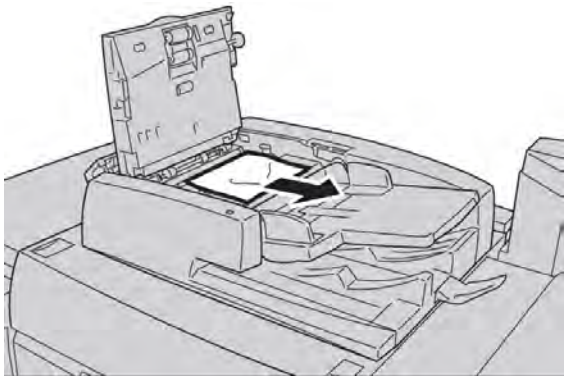
1. Gently lift the latch of the document feeder top cover until it is completely open.



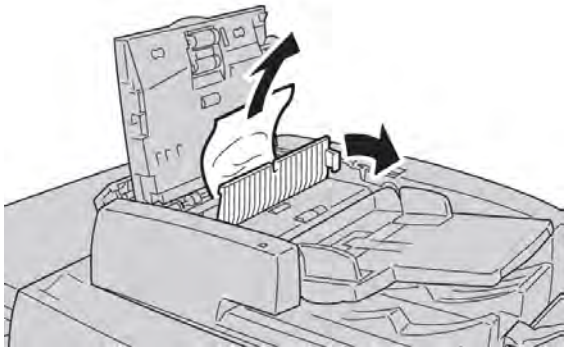
2. Open the left cover until it comes to a stop.



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

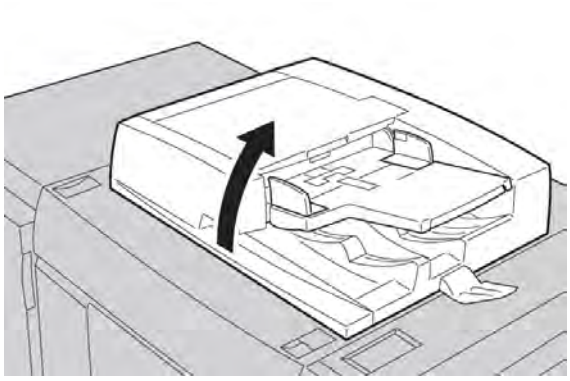
If the document is stuck, do not pull on it forcefully, as this could damage the document.

5. If the jam is inside of the left cover, remove the jammed document.

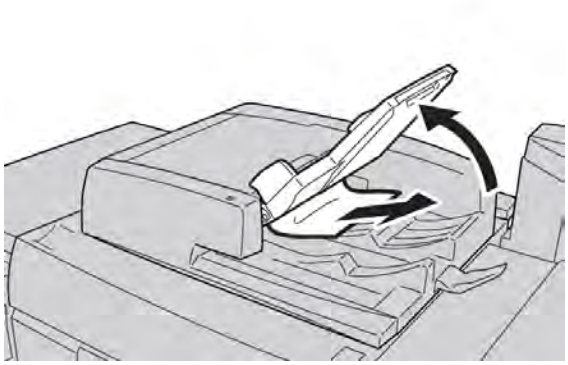
6. Close the following open covers until they click into place. Close them in the following order:
   - Inner cover

- 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.



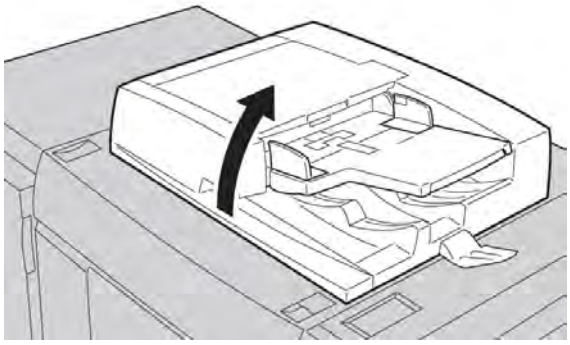
10. Gently return the feeder tray to its original position.
11. After removing the jammed document, follow the instructions to reload the entire document set into the document feeder.

Note

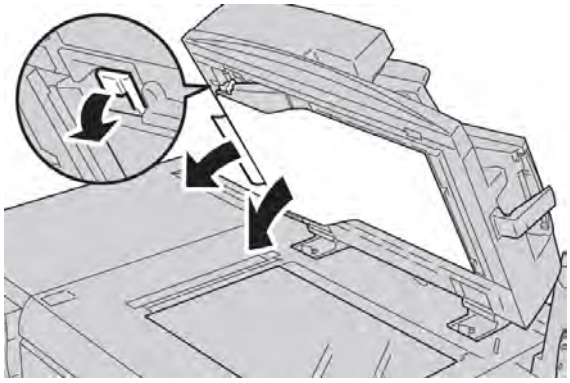
Ensure that there are not any torn, wrinkled, or folded documents in the document set. To scan torn, wrinkled or folded documents, use the Document Glass, only.The already scanned document sheets are automatically skipped and scanning resumes from the document sheet last scanned prior to the jam.

Document jams under the document feeder belt

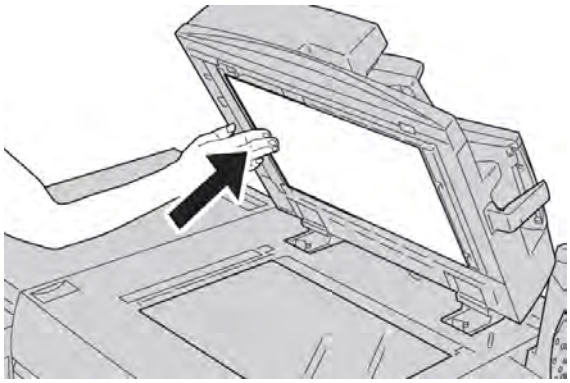
1. Open the document feeder.



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.

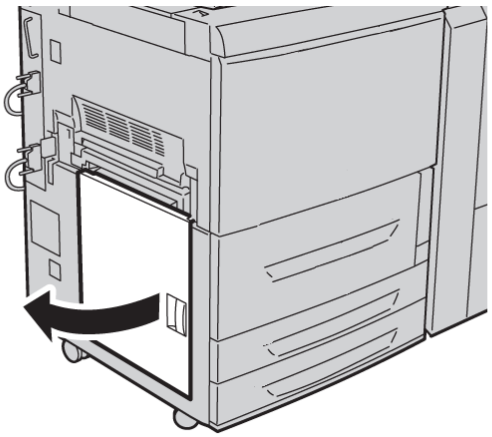
5. Follow the instructions to reload the entire document set into the document feeder.

Note

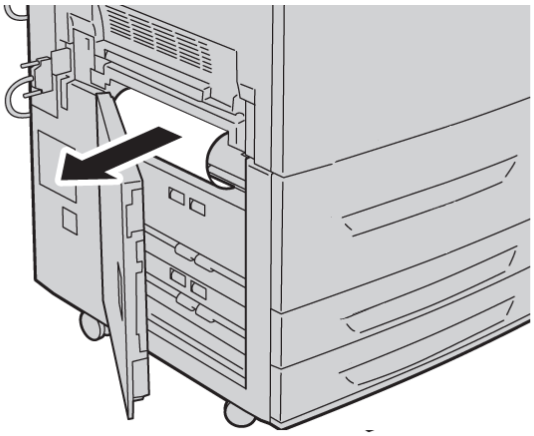
Ensure that there are not any torn, wrinkled, or folded documents in the document set. To scan torn, wrinkled or folded documents, use the Document Glass, only.The already scanned document sheets are automatically skipped and scanning resumes from the document sheet last scanned prior to the jam.

Lower left cover jams

1. Open the lower left cover



2. Remove the jammed paper.



3. Close the lower left cover.

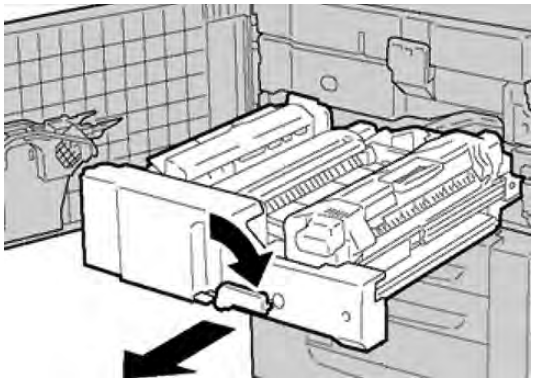
Related Topics:

HCF (Tray 6) and lower left cover jams

Main unit jams

1. Open the front door/cover.

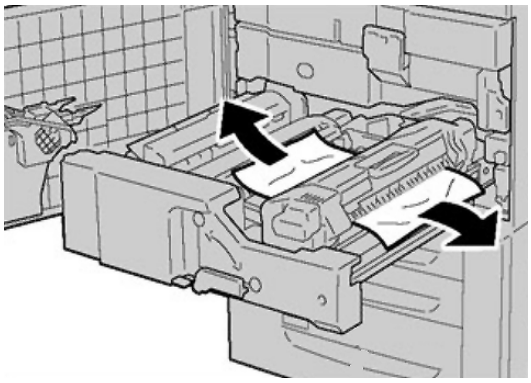
2. Rotate **Handle 2** to the right until it is in the horizontal position, and then pull out the transfer module.



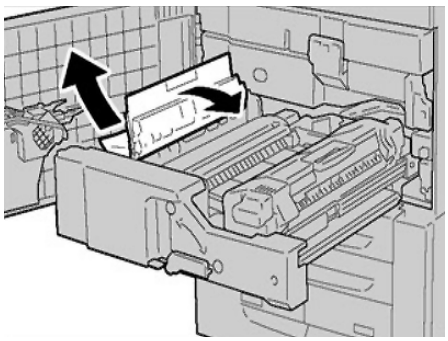
3. Remove the visible jammed paper.

Warning

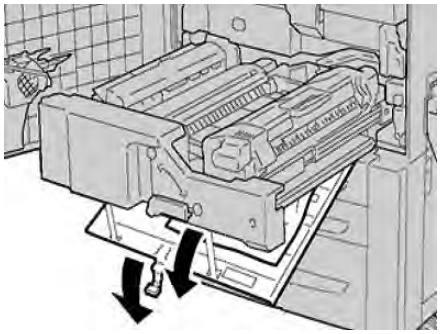
To avoid burns to the skin, never touch the fuser-labeled area where it indicates High Temperature and Caution.



4. After clearing the jammed sheets, ensure that no torn paper pieces are left in the machine.
5. Move **Handle 2a** to the right and remove any jammed paper.

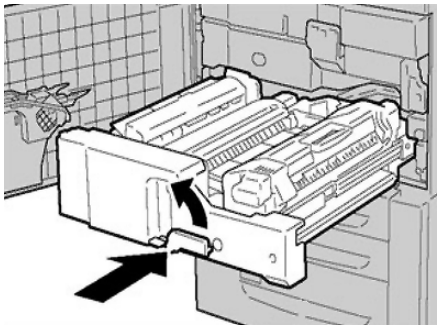


6. Pull down **Handle 2b** and remove the jammed paper.



7. Return **Handle 2a** and **Handle 2b** to their original position.

8. Push in the transfer module completely and rotate **Handle 2** to the left.



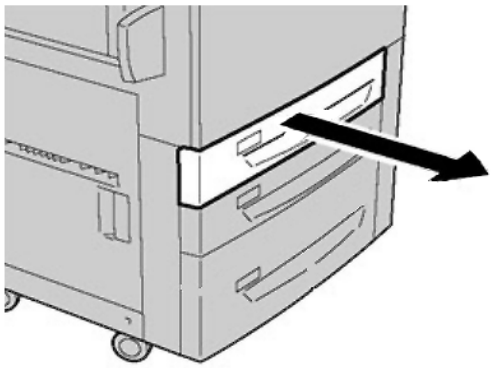
9. Close the front door/cover.
10. Run five blank sheets to clean left-over toner from the fuser roll and resume the copying/printing process.

Paper jams in Trays 1-3

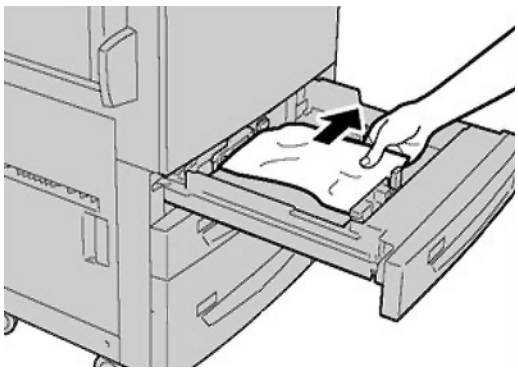
Note

Paper is sometimes torn and remains inside the machine if you open a tray without checking the paper jam position. This may cause machine malfunction. Check where the paper jam occurred before clearing the problem.

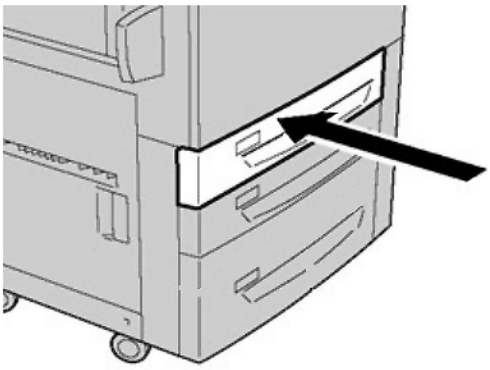
1. Open the tray where the paper jam occurred.



2. Remove the jammed paper.



3. Push the tray in gently until it comes to a stop.

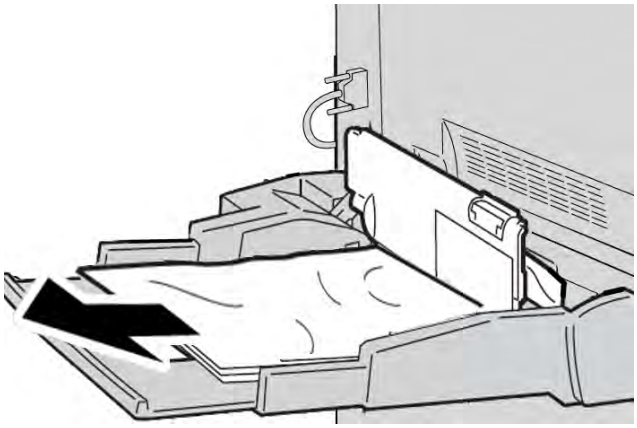


Paper jams in the Bypass (Tray 5)

Tip

Always ensure that all paper jams, including any small, ripped pieces of paper, are cleared before proceeding with any copy/print jobs.

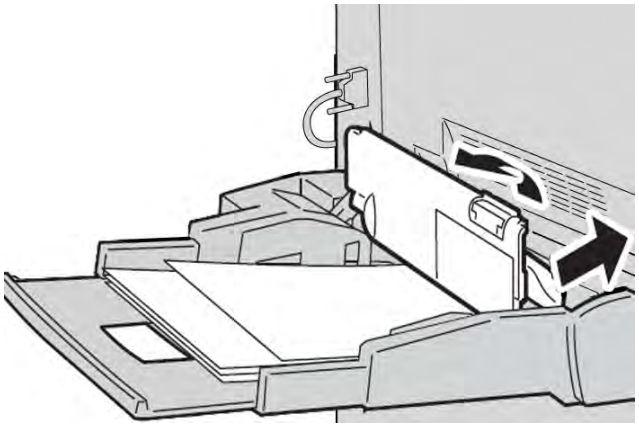
1. Remove the jammed paper and any that is paper loaded from the Bypass tray.



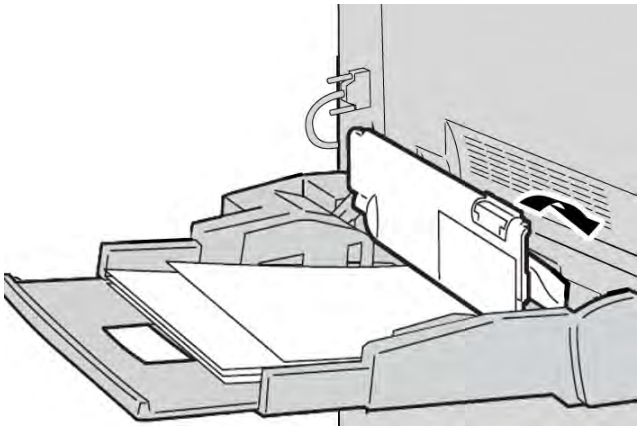
Note

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

2. Open the tray cover and remove jammed paper.



3. Close the tray cover.



4. Reload paper into the tray and resume copying/printing.

Envelope jams in the Bypass tray

Note

Envelopes can be fed only from the Bypass tray. Check that the envelopes are within specification.

Carefully read and adhere to the following guidelines when using envelopes in the Bypass Tray:

- Always ensure that the Bypass tray guides are against the edges of the envelopes.
- Check that the attributes of the paper tray are set correctly.
- Some wrinkle is expected on the back of the fed envelope.

Inverter jams (bottom right cover)

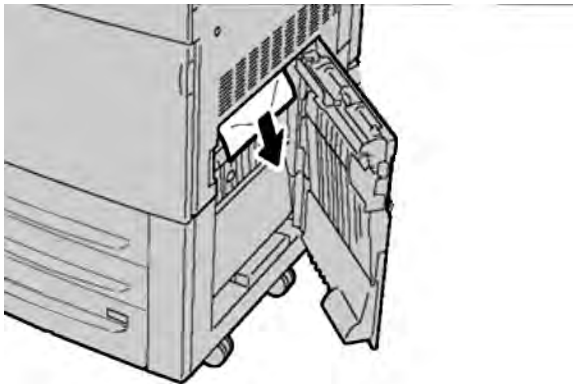
1. If a finisher is installed, follow the instructions on the UI for opening the front door of the finisher and accessing the Inverter bottom right cover.

2. Open the Inverter bottom right cover by pressing the down arrow button.

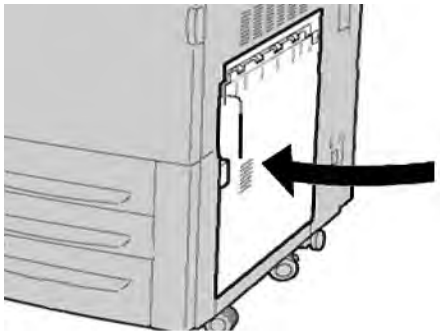
3. Pull sheet straight down towards floor.

Warning

When clearing this jam, the sheet should be pulled straight down towards the floor. Pulling the sheet at an angle towards the front of the machine can cause damage to the fuser roll.



4. Close the Inverter bottom right cover.



5. If the finisher is installed, close the front door of the finisher.

Fault Codes

If an error caused the printing to end abnormally, or a malfunction occurred in the machine, then an error code is displayed.

If an error code appears that is not listed in the table below, or if an error persists after following the listed solution, then contact your Xerox Customer Support Center.

If an error code is displayed, all print data of the machine as well as print data stored in the machine's built-in memory is discarded.

002-770

Unable to process job template due to insufficient hard disk space.

Remove unnecessary data from the hard disk to increase free disk space.

003-750

Unable to store any documents with 2 Sided Book Copy feature.

Check the 2 Sided Book Copy settings.

003-751

The machine is unable to process size, because the specified document area is too small.

Increase resolution or scan area size.

003-752

When setting a mixed size document to Full Color/2 Side and attempting to scan at 600dpi, an error occurs.

Decrease [Scan Resolution] to [400dpi] or less, and rescan.

003-753

When scanning a mixed size document using the 2 sided simultaneous scan feature with 300, 400, or 600dpi, an error occurs.

Decrease [Scan Resolution] to [200dpi] or less, and rescan.

003-754

An error occurred in the document feeder.

Reprocess the job.

003-755

An error occurred in the document feeder.

Reprocess the job.

003-757

When scanning a mixed size document using the 2 sided simultaneous scan feature with400, or 600dpi, an error occurs.

Decrease [Scan Resolution] to [300dpi] or less, and rescan.

003-760

An incompatible combination of features are specified in the document scan conditions.

Check the selected options.

003-761

The paper size of the tray selected for auto tray is different from the paper size of the tray selected for Auto Repeat.

Change the paper size for the tray, or change the [Paper Type Priority] settings.

003-763

An error occurred when reading the Gradation Adjustment Chart.

Place the Adjustment Chart properly on the document glass.

003-795

When enlarging/reducing a scanned document to the specified paper size, the reduction/enlargement ratio value exceeds the allowed range.

Take one of the following actions:

- Manually enter a reduction/enlargement ratio
- Change the paper size.

005-274

An error occurred in the document feeder.

Power-cycle the machine. Contact your Xerox Customer Support Center.

005-275

An error occurred in the document feeder.

Power-cycle the machine. Contact your Xerox Customer Support Center.

005-280

An error occurred in the document feeder.

Power-cycle the machine. Contact your Xerox Customer Support Center.

005-281

An error occurred in the document feeder.

Power-cycle the machine. Contact your Xerox Customer Support Center.

005-282

An error occurred in the document feeder.

Power-cycle the machine. Contact your Xerox Customer Support Center.

005-283

An error occurred in the document feeder.

Power-cycle the machine. Contact your Xerox Customer Support Center.

016-210

An error occurred on the software settings.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

016-211

An error occurred on the software settings.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

016-212

An error occurred on the software settings.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

016-213

An error occurred on the software settings.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

016-214

An error occurred on the software settings.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

016-215

An error occurred on the software settings.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

016-219

The machine does not have the software license.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

016-220

An error occurred in the document scanner.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

016-221

An error occurred in the document scanner.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

016-222

An error occurred in the document scanner.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

016-223

An error occurred in the document scanner.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

016-224

An error occurred in the document scanner.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

016-225

An error occurred in the document scanner.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

016-226

An error occurred in the document scanner.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

016-227

An error occurred in the document scanner.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

016-228

An error occurred in the document scanner.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, Contact your Xerox Customer Support Center.

016-454

Unable to retrieve IP address from DNS.

Check the DNS configurations and IP address retrieve method.

016-708

Annotation is not possible due to insufficient hard disk space.

Remove unnecessary data from the hard disk to increase free disk space.

016-710

Delayed print documents cannot be registered.

Check print options and specify the print data again. If the hard disk is malfunctioning, contact your Xerox Customer Support Center.

016-712

Refer to 003-751.

016-721

An error occurred during print processing. Probable causes are as follows:

- Printing was instructed by [automatic tray selection] when [Paper Type Priority] is set to [Automatic Tray switching Off] for all paper in the [Common Service Settings].
- ESC/P command error

- When printing by automatic tray selection, set one of the paper types to a setting other than [Automatic Tray switching Off] in [Paper Type Priority].
- Check print data.

016-735

Attempted to print [Job Template List] while updating the job template.

Retry printing after waiting for a period.

016-738

Booklet Creation is not applied to the specified paper.

Specify the printable paper size for booklet creation.

016-739

The specified document and paper size are an unauthorized combination.

Specify the combination of the printable document and paper size for booklet creation.

016-740

Cause: Booklet Creation is not applied to the specified paper tray.

Specify the printable paper tray for booklet creation.

016-748

Printing is not possible due to insufficient hard disk space.

Reduce the number of pages of print data, for example, by dividing up the print data or printing one copy at a time when making multiple copies.

016-755

Attempted to process PDF file which was specified to printing prohibited.

Cancel the printing prohibited specification using Adobe Reader, and try to print again.

016-756

No permissions to use the service.

Check with your System Administrator.

016-757

Password is incorrect.

Enter the correct password.

016-758

No Permissions to use service.

Check with your Administrator.

016-759

Maximum number of pages for this service has been reached.

Check with your Administrator.

016-764

Cannot connect to the SMTP server.

Contact the SMTP server administrator.

016-766

An error occurred on the SMTP server.

Contact the SMTP server administrator.

016-773

The IP address for the machine is not set properly.

Check the DHCP environment. Or, specify a fixed IP address for the machine.

016-774

Compression conversion is not possible due to insufficient hard disk space.

Remove unnecessary data from the hard disk to increase free disk space.

016-775

Image conversion is not possible due to insufficient hard disk space.

Remove unnecessary data from the hard disk to increase free disk space.

016-777

A hard disk error occurred during image processing.

The hard disk might be defective. When replacing a hard disk, contact your Xerox Customer Support Center.

016-778

Conversion processing of scanned image was interrupted, because of insufficient disk space.

Remove unnecessary data from the hard disk to increase free disk space.

016-779

An error occurred during scanned image conversion processing.

Retry scanning.

016-780

A hard disk error occurred during scanned image conversion processing.

The hard disk might be defective. When replacing a hard disk, contact your Xerox Customer Support Center.

016-786

When using the scan feature, hard disk capacity is insufficient for writing to a file.

Either remove unnecessary data from the hard disk to increase free disk space, or initialize the hard disk.

016-791

In [Scan to FTP/SMB], or [Job Template], the forwarding destination or job template save location could not be accessed.

Check whether you can access the specified forwarding destination.

016-792

Specified job history could not be acquired, when printing [Job Counter Report]

Specified job history does not exist.

016-793

The hard disk has run out free space.

Either remove unnecessary data from the hard disk to increase free disk space, or initialize the hard disk.

016-794

A media is not inserted correctly.

Insert the media correctly.

016-794

An error occurred when reading data stored in a media (such as a card reader for a digital camera).

Check the data stored in the media with a computer.

016-795

An error occurred when reading data stored in a media (such as a card reader for a digital camera).

Check the data stored in the media with a computer.

021-750

During an inspection or maintenance request, a transmission error occurred, and your Xerox Customer Support Center could not be contacted.

Check that the phone lines are connected, and try sending an inspection or maintenance request again after a short time. If the error persists, contact your Xerox Customer Support Center.

021-751

During an inspection or maintenance request, a transmission error occurred, and your Xerox Customer Support Center could not be contacted.

Check that the phone lines are connected, and try sending an inspection or maintenance request again after a short time. If the error persists, contact your Xerox Customer Support Center.

021-770

During an inspection or maintenance request, a transmission error occurred, and your Xerox Customer Support Center could not be contacted.

Check that the phone lines are connected, and try sending an inspection or maintenance request again after a short time. If the error persists, contact your Xerox Customer Support Center.

021-771

During an inspection or maintenance request, a transmission error occurred, and your Xerox Customer Support Center could not be contacted.

Check that the phone lines are connected, and try sending an inspection or maintenance request again after a short time. If the error persists, contact your Xerox Customer Support Center.

021-772

During an inspection or maintenance request, a transmission error occurred, and your Xerox Customer Support Center could not be contacted.

Check that the phone lines are connected, and try sending an inspection or maintenance request again after a short time. If the error persists, contact your Xerox Customer Support Center.

024-746

A feature (one of paper size, tray, output tray, or 2 sided printing) that is incompatible with the specified paper quality has been specified.

Check the print data.

024-747

An illegal print parameter combination was set. For example, a non-standard size was specified and Tray Selection was set to Auto.

Check the print data. In the above case, select Tray 5 (Bypass).

024-987

The envelope folder tray is full.

Remove all paper from the tray. Set the output tray for three fold.

024-988

The envelope folder tray is not detected.

Check that the folder tray is correctly attached and set.

027-452

IP address already exists.

Change the IP address.

027-453

Failed to obtain IP address from DHCP server.

Change the IP address manually.

027-700

The medium is damaged.

Check the media with a computer.

027-701

A medium is not inserted correctly.

Insert the medium correctly.

027-702

No data is stored in the medium, or the data stored in the medium is damaged.

Check the data stored in the media with a computer.

027-703

A media reader is not connected with the machine correctly.

Check the connection between the media reader and the machine.

027-720

Unable to find the server of an application interface destination.

Check DNS server address. Or check whether an application interface (CentreWare Flow Service) installed on the computer is registered by DNS server or not.

027-721

An application interface destination does not exist.

Check whether an application linked (CentreWare Flow Service) operates correctly.

027-722

The jobs was timed out during connection with an application interface destination.

Try to process the job flow again.

027-723

Authentication at the application interface destination (CentreWare Flow Service) fails.

Check a user name and password that is used when creating a job flow.

027-737

An error occurred while reading data from the job template pool server.

Check to see whether you have privileges for the directory storing the job template.

027-739

Unable to find the specified job template server.

Check the path name for the job template server.

027-740

Unable to login to job template server.

Check the login user name and password.

027-741

Unable to connect to job template server.

Have the network administrator check the network and server environments.

027-742

Unable to store job template due to insufficient hard disk space.

Remove unnecessary data from the hard disk to increase free disk space.

027-743

The specified job template server is incorrect.

Check the settings for the job template server.

027-744

There is a problem in the domain name of the job template server.

Make sure that the DNS server connection and the domain name are registered to the DNS server.

027-745

The address of the DNS server is not registered on the machine.

Either register the address of the DNS server on the machine or set the address of the job template server by an IP address.

027-746

The specified job template pool server protocol settings are incorrect.

Set up the correct port.

027-750

Attempted to command a job flow to a print document. Print documents are not supported by job flows.

Check the document before starting the job flow.

027-751

When following the job flow, an error occurred.

Check the settings for the job flow.

027-770

The print data cannot be processed because of PDL error.

Check the print data and try to print again.

027-771

A disk full error occurred.

Remove unnecessary data from the hard disk to increase free disk space.

047-210

An error occurred with the offset stacking module.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.

047-320

A communication error has occurred with the Finisher.

Power off/on the machine. If the error continues, contact your Xerox Customer Support Center.

062-210

The document feeder malfunctioned.

Contact your Xerox Customer Support Center.

062-211

An error occurred in the document feeder.

Contact your Xerox Customer Support Center.

062-220

Refer to 062-210.

062-277

A communications error occurred between the document scan unit and the document feeder.

Contact your Xerox Customer Support Center.

062-278

An error occurred in the document feeder.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.

062-790

The scanned document is copy-protected.

Check to see if the document can be copied.

063-210

Refer to 062-211.

065-210

An error occurred with the machine.

Contact your Xerox Customer Support Center.

065-215

An error occurred in the document feeder.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.

065-216

An error occurred in the document feeder.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.

065-219

Refer to 062-210.

071-210

The Tray 1 malfunctioned.

Check paper loaded in the Tray 1, and power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center. Trays other than the Tray 1 can be used.

072-210

The Tray 2 malfunctioned.

Check paper loaded in the Tray 2, and power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center. Trays other than the Tray 2 can be used.

073-210

The Tray 3 malfunctioned.

Check paper loaded in the Tray 3, and power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center. Trays other than the Tray 3 can be used.

075-100

The Tray 5 (bypass) malfunctioned.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.

075-109

The Tray 5 (bypass) malfunctioned.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.

075-135

The Tray 5 (bypass) malfunctioned.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.

075-210

The Tray 5 (bypass) malfunctioned.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.

075-211

The Tray 5 (bypass) malfunctioned.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.

078-213

Paper Tray 5 (Bypass) malfunctioned.

Power-cycle the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-214

Paper Tray 5 (Bypass) malfunctioned.

Power-cycle the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-282

Paper Tray 5 (Bypass) malfunctioned.

Power-cycle the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-283

Paper Tray 5 (Bypass) malfunctioned.

Power-cycle the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-281

Check the paper loaded in Tray 5 and then power off/on the printer.

078-282

Power off/on the printer.

091-311

Charge Corotron cleaner failure.

Power-cycle the machine. If the error is not fixed by performing the relevant remedy, contact the Customer Support Center.

091-320

Charge Corotron fault.

Power off/on the machine.

116-210

An error occurred with the media reader.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.

116-701

2 sided print could not be made due to insufficient memory.

Print each side.

116-704

A media is not inserted correctly.

Insert the media correctly.

116-713

Job was divided and printed due to insufficient disk space.

Remove unnecessary data from the hard disk to increase free disk space.

116-780

There is a problem with the document attached to the received mail.

Check the attached document.

123-400

A malfunction occurred in the machine.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.

124-709

The number of pages exceeds the number of pages that can be stapled.

Decrease the number of pages, or cancel the stapling settings, then try to print again.

127-210

A malfunction occurred in the machine.

Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.

Detected a communication error between the printer and the controller.

Remove and reinsert the cable connection between the printer and the controller. Power off and on both the printer and the controller. If the problem persists, call the Customer Support Center.

127-212

Detected an internal print check error by the controller.

Remove and reinsert the command/video cable between the controller and the printer. Power off and on both the printer and the controller. If the problem persists, call the Customer Support Center.

127-213

Detected a mismatch with the software version of the controller.

Contact the Customer Support Center for information and/or instructions to remedy the problem.

127-220

Detected a communication error of the video system by the controller.

Remove and reinsert the cable connection between the printer and the controller. Power off and on both the printer and the controller. If the problem persists, call the Customer Support Center.

127-221

Detected a communication error by the controller.

Remove and reinsert the cable connection between the printer and the controller. Power off and on both the printer and the controller. If the problem persists, call the Customer Support Center.

127-311

Detected a fatal error by the controller.

Power on/off both the controller and the printer. If the problem persists, contact the Customer Support Center.

General problems

Message will not clear

Remedy:

- If the fault is a paper jam, ensure that any paper isremoved from the appropriate area and that there are no hidden or small pieces of paper left behind.
- Reboot your machine by powering **OFF** and **ON** using the On/Off button at the front of your machine.

8.5 x 11 in./A4 original was not enlarged onto an 11 x 17 in./A3 page

Remedy: Select a percentage for enlargement, or select the required paper tray and Auto % reduce/enlarge.

Deformed transparencies

Remedy: Check to see if Transparencies are selected on the Paper Type screen. The machine automatically adjusts for different types of media; paper can tolerate more heat than transparencies.

Output does not reflect the selections made

Remedy: If appropriate, select the button after each selection on the touch screen.

Output is not stacked correctly

Remedy: Check to see if the paper tray guides are locked intoposition against the paper.

The machine will not power ON

Remedy:

- Check the power cord installation.
- Firmly press the **ON/OFF** button.
- Check to see if the AC outlet is receiving voltage. (Connect another appliance to the outlet to verify voltage.)

Pages in the set are not stapled or punched

Remedy:

- Check to see if the paper tray guides are locked into position against the paper.
- Select the option on the touch screen.
- Check that there are staples in the staple cartridge
- Check that the Punch Scrap Container is not full.

Drilled paper holes are on the wrong side

Remedy: Ensure that the drilled paper is loaded correctly in the paper tray, and that the holes are positioned as shown on the tray label.

The touch screen is completely dark

Remedy: Check to see if the machine is in Power Saver mode. Press the **Power Saver** button on the control panel

The touch screen is not bright enough

Remedy: Use the **Brightness Dial** on the left side of the control panel to adjust the brightness of the touch screen.

Documents will not feed correctly

Remedy:

- If you are experiencing problems feeding certain types of documents, ensure that the document media is suitable for the document feeder. Check the document specifications.
- Alternatively you can place the documents on the document glass.

With an external control device connected the machine displays Ready to Copy, but users cannot log in

Remedy: Check the external device to ensure that it is properly connected and powered on.

Other faults

This section contains a problem-solving table to help you locate and resolve a problem. Locate the defect in the Problem column and perform the task in the Corrective Action column.

The machine does not successfully complete a copy job.

Remedy:

- Check that your machine is switched on. The screen on the control panel window should contain some information, or the Power Saver light should be illuminated.
- Ensure that the power cable is connected to the machine and to a suitable power socket.
- When you have connected the power cable press the ON/OFF button.

The machine does no successfully complete a print job.

Remedy:

- Is your machine connected on the network as a printer? Try printing a test page from your workstation to the machine to verify that the printer is connected on the network.
- Try selecting the Network Scanning button. If the Network Scanning button is showing but it is grayed out and non-selectable try switching the machine off by pressing the Power On/Off button. Wait for two minutes then press the Power On/Off button to restart the machine.
- Network Scanning is not installed on your machine. Scanning options are available from your Xerox Sales Representative.
- Your machine may not be configured on the network. Contact your System Administrator to connect the machine to the network.

Image quality

Dark Background

Remedy: Access the Original Type screen by selecting the Image Quality tab.

The background of your output is dirty, gray, shadowed or has a tint to it.

Remedy: Access the Lighten/Darken control by selecting the General Settings tab.

Remedy: Using a lint-free cloth, lightly dampened with Xerox Anti-Static or General Cleaning Fluid or another suitable non-abrasive glass cleaner, clean the

- Document Glass and
- Document Handler white underside.

Remedy: Ensure that the Document Handler guides are against the edges of the loaded originals.

Patterned, Mottled or Grainy Background

Remedy: Access the Original Type screen by selecting the Image Quality tab. Check that the Original Type, Photo is NOT selected.

Patterned, Mottled or Grainy Background

The background of your output is moire, has a rippled or digital pattern, prints with squares or small blocks.

Remedy: Access the Sharpness/Color Saturation screen by selecting the Image Quality tab.

Open, then fully close the Document Handler.

Place original face down and to the rear left of the document glass. Place a sheet of blank paper on top of the original.

Black Lines, Streaks,Spots, Smears or Bands

Remedy: Before performing any of the following steps, ALWAYS check the status of the CRUs/Supplies by pressing the Machine Status button and selecting the Supplies tab.

Output contains black or gray stripes either dotted or continuous, has stratches or undefined edges.

Remedy: For copy/scan jobs, perform the following:

- Access the Lighten/Darkencontrol by selecting the Image Quality tab.
- Access the Sharpness/Color Saturation screen by selecting the Image Quality tab.
- Check that the Sharpness scroll is set to a softer setting.
- If you are copying your original from the Document Glass, access the Original Size screen by selecting the Original Size button on the Layout Adjustment tab.
- Clean the Document Glass.
- Ensure that the paper tray guides are against the edges of the loaded paper.

Color Lines, Streaks, Spots, Smears, or Bands

Remedy: For both network print jobs and copy/scan jobs, perform the following:

- If lines or streaks are present, check the IBT Cleaner Assembly for wear or damage, and replace as required.
- If the defect occurs every 36 mm on the prints, do not replace the Drum. This interval is caused by a damaged or defective Developer Housing.
- If lines, streaks, or deletions in the process direction appearonly with Black, then replace the Black Scorotron Assembly.
- If spots or bands occur every 126 mm on the prints, theYellow, Magenta, or Cyan Drum is damaged or light-shocked.

Color Lines, Streaks, Spots, Smears, or Bands

Output contains color lines, streaks, spots, stripes (either dotted or continuous), and/or has scratches or undefined edges.

Remedy:

- Run jobs with individual colors (yellow, magenta, cyan) in order to determine which color drum may be damaged or light-shocked.
- Replace the appropriate color drum cartridge.
- If spots or bands occur every 188 mm, the Black Drum is damaged or light-shocked. Replace the Black Drum Cartridge.
- Ensure that the paper tray guides are against the edges of the loaded paper.

Completely Black

Remedy: The fault requires further investigation. Contact the Xerox Welcome and Support Center (go to www.xerox.com and click on the Contact Us link for specific contact information/telephone numbers in your area).

Output is totally black or gray over the entire paper.

Remedy: Before calling the Welcome and Support Center, write down your machine's serial number.

Completely Blank

Remedy: If you are copying your original from the Document Handler, ensure that your original is loaded face up and the document handler guides are against the edges of the loaded originals.

Paper is delivered by the machine, but no image is present.

Remedy: If you are copying your original from the Document Glass, ensure that your original is loaded face down and to the rear left of the document glass.

White Lines, Streaks, Spots, Bands or Deletions

Remedy: Ensure that the paper loaded is within machine specifications. Go to the Paper and Media section for information on paper specifications and storage.

Output contains white stripes either dotted or continuous, has stratches or areas of white where the original was a dark image.

Remedy: Load a new ream of paper into the selected paper tray.

Partially Blank or Half Image

Remedy: If you are copying your original from the Document Handler, ensure that your original is loaded face up and the document handler guides are against the edges of the loaded originals.

Remedy: If you are copying your original from the Document Glass, ensure that your original is loaded face down and to the rear left of the document glass.

Partially Blank or Half Image

Output has a black border at the edge, only some of the image is visible.

Remedy: If you are copying your original from the Document Glass, select the paper size required to make the copy. DO NOT use the Auto Paper option.

Remedy: Ensure that the paper size and type is correctly set for the selected paper tray.

Blurred or Distorted Image

Remedy: Using a lint-free cloth, lightly dampened with Xerox Anti-Static or General Cleaning Fluid or another suitable non-abrasive glass cleaner, clean the:

- Document Glass and
- Document Handler white underside.

Output is unclear and out of focus. Some areas have been stretched or shrunk.

Remedy: If you are copying a bound original from the Document Glass, press down on the original. Be careful not to damage the binding of your original.

Remedy: Open, then fully close the Document Handler.

Damaged Paper

Remedy: Open the front door and check that there are no obstacles in the paper path. Go to the Jam Clearance topic for information on clearing the paper paths.

Paper is ripped, creased or wrinked. The edges or corners curl.

Remedy: Ensure that the paper loaded is within machine specifications. Go to the Paper and Media section for information on paper specifications and storage.

Remedy: Load a new ream of paper into the selected paper tray.

Light, Faint or Faded

Remedy: Check that the Lighten/Darken scroll on the General Settings tab is set to a darker setting.

Output is too light or washed out, solid areas not black or inconsistent shading.

Remedy: If there is a message about low toner on the screen, replace the toner cartridge.

Double Image or Show Through

Remedy: If your original or output is 2 sided, check that the paper is not too thin. Check that the Lighten/Darken scroll on the General Settings tab is set to a darker setting.

Double Image or Show Through

The output image repeats, has a ghosting effect or shadows with a replica of the image.

Remedy:

Open, then fully close the Document Handler.

If your original is too thin place it face down and to the rear left of the document glass.

Place a sheet of blank paper on top of the original.

Skewed or Crooked

Remedy: Ensure that the paper tray guides are against the edges of the loaded paper.

Output is not straight but slanted at an angle.

Remedy:

Ensure that the paper loaded is within machine specifications. Go to the Paper and Media tutorial for information on paper specifications and storage.

- Load a new ream of paper into the selected paper tray.
- Open the front door and check that there are no obstacles in the paper path.
- Go to the Jam Clearance topic for information on clearing the paper paths.
- Ensure that your original is loaded face down and to the rear left of the document glass.
- Align your document with the edges of the glass.
- Check that your originals are flat and in good condition.

Uneven Density, Light or Dark Areas

Remedy: Access the Color Effects screen by selecting the Image Quality tab. Check that the Shadow Suppression option is selected.

Output has inconsistent shading, one side of the document is faded the other side not.

Remedy: Open, then fully close the Document Handler.

Unfused Toner Rubs Off

Remedy: Ensure that the paper loaded is within machine specifications. Go to the Paper and Media section for information on paper specifications and storage.

Ink on the output is not permanent and smears, smudges and rubs off.

Remedy: Load a new ream of paper into the selected paper tray.

Misregistration or Image Shift

Remedy: Ensure that the paper tray guides are against the edges of the loaded paper.

Misregistration or Image Shift

The output image is not in the correct position, some of the image may be cut off.

Remedy: If you are copying your original from the Document Handler, ensure that your original is loaded face up and the document handler guides are against the edges of the loaded originals.

Remedy: If you are copying your original from the Document Glass, ensure that your original is loaded face down and to the rear left of the document glass.

Hints and tips

Fuser hints and tips

Extending fuser life

To extend the life of your fuser, Xerox recommends the usage of multiple fusers. Multiple fusers provide maximum copy/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:

one fuser for larger paper

- one fuser roll for smaller paper

Preventing Fuser Jams

1. Many of the special media types (i.e. all Coated papers, Labels and Heavyweight 2 papers) should be fed face-up (non-inverted). If they are mistakenly fed face-down, jams are very likely to occur at the entrance to the Inverter. Many of these jams can result in Fuser damage. Setting the media type by the GSM is important. When selecting the media, note the GSM of the paper and select the proper paper type (mode).

64 to 105 gsm	Plain Mode
106 to 176 gsm	Heavyweight 1 or Coated 1 Mode
177 to 220 gsm	Heavyweight 2 or Coated 2 Mode
221 to 300 gsm	Heavyweight 2 or Coated 2 Mode

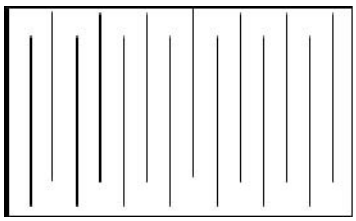
Note

Setting the media type on the machine UI does not apply to printing from the customer's desktop. If the customer attempts to send a print job and selects Use Machine Settings in the print properties screen, then it is possible that the media type may not be the correct weight in the paper tray, and may lead to Fuser or Inverter jams. Therefore, it is recommended that the customer select the proper media type from the print driver, and never select Use Machine Settings.

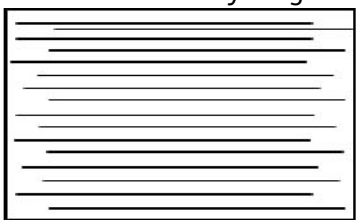
2. Multi-sheet Feeds from Bypass: Fan the paper stack before loading it into the Bypass tray to prevent Multi-sheet feeds. If this problem persists, replace paper with a fresh ream.
3. Multisheet Feeds from Bypass: Fan the paper stack before loading it into the Bypass tray to prevent multisheet feeds. If this problem persists, replace paper with a fresh ream.

4. Running "Long Grain" Heavyweight 1 or Coated 1 papers:
   - 17 inch/431.8 mm or larger Heavyweight 1/Coated 1 papers (105-176 gsm) may sometimes be cut "Long Grain." HeavyWeight 1/Coated 1 papers cut this way will be nearly as stiff as HeavyWeight 2 papers, and will likely jam if fed in the HeavyWeight 1 or Coated 1 modes because they will be fed face-up into the inverter.
   - Looking at the paper size on the ream wrapper can identify Long Grain paper. The second number in the size indicates the grain direction. For example 11 x 17 in./A3 indicates the grain is in the 17 inch/431.8 mm direction. This paper is Long Grain. 17 x 11 in./A3 indicates the grain is in the 11 inch/279.4 mm direction. This paper is Short Grain.
   - HeavyWeight 1 or Coated 1 Papers labeled 11 x 17 in./A3, 12 x 18 in./304.8 x 457.2 mm, 13 x 19 in./330.2 x 482.6mm, etc. are Long Grain and should be fed in HeavyWight2/Coated 2 mode. If your paper is not supplied with a wrapper, check with your paper supplier about the grain direction.

Figure 1. For Heavyweight 1 or Coated 1 papers (106 - 176 gsm) 17 inch/431.8 mm or larger



Feed these in HeavyWeight 1/Coated 1 modes



Feed these in HeavyWeight 2/Coated 2 modes

Preventing Fuser Damage

1. To avoid 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.

Miscellaneous hints and tips

- System requirements messages (for example, "Order Waste Toner Container," "Hole Punch Waste Container Full") may occasionally be blocked by the current UI screen. Close the Job Status screen and open the Machine Status/Supplies screen to check consumable status.
- If the machine stops running mid-job, or does not begin printing after a job is submitted, check the Machine Status/Supplies screen to determine if supplies need to be replaced. The system will stop if sufficient supplies are not available for a

submitted job. If the problem persists, check the Machine Status/Fault screen, select the fault, and click on the Instructions button.

- If the machine stops running mid-job, or does not begin printing after a job is submitted, verify that the applicable paper tray is not empty. The system will stop if sufficient media is not available for a submitted job. If the problem persists, check the Machine Status/Fault screen, select the fault, and click on the Instructions button.
- The system does not prohibit duplexing coated substrates from the internal trays (Trays 1-3); however, there can be a significant increase in jams or multi-feeds. If large quantities of coated paper are to be run, and if it is available, the optional OHCF is recommended for paper feeding.
- When using heavy coated 11 x 17 in./A3 stock, closing Trays 1-3 with too much force will result in a paper size misread. Open and close the tray gently to allow the paper sensors to correctly identify paper size.
- If the adjustment arms are disturbed while re-loading paper in Tray 5 (Bypass), the paper size setting will return to default and cause job to stop until the paper size setting is corrected by the user.

11

Specifications

Print engine specifications

- Trays 1, 2, 3: Each tray holds a maximum of 550 sheets of 18 lb. bond to 110 lb. cover (64-300 gsm) uncoated paper; 28 lb. to 80 lb. cover (106-220 gsm) coated stock
- Bypass Tray (Tray 5): Holds a maximum of 250 sheets of 18 lb. to 110 lb. cover (64-300 gsm) uncoated paper; 28 lb. to 110 lb. cover (106-300 gsm) coated stock
- All trays run coated stock, heavyweight, transparencies, labels, and tabs

Paper size ranges

- Minimum:
  - Trays 1-3: 5.5 x 7.2 in./A5 (140 x 182 mm)
  - Bypass Tray: 4 x 5.6 in./100 x 148 mm
- Maximum: 13 x 19.2 in./330 x 488 mm

Warm-up time

- 150 seconds or less (after Power on or after exiting the Power/Energy Saver mode)
- 30 seconds or less (after exiting Low Power mode)

First print out time

- 11.2 seconds or less for color (when the machine is in Ready mode)
- 7.5 seconds or less for Black/White (when the machine is in Ready mode)

Duplex Automatic Document Feeder (DADF

- 250 sheet capacity (based on 24 lb./90 gsm plain paper)
- Original document sizes: 5.5 x 8.5 in./A5 to 11 x 17 in./A3
- Paper weights: Automatic duplexing on all media size up to a maximum of 80 lb. cover/200 gsm; Manual duplexing on media up to 110 lb. cover/300 gsm or coated 100 lb. cover/280 gsm (from the Bypass Tray)
- Mixed size originals allowed when selected from the UI and the lead edges have the same dimensions (8.5 x 11 in./A4 LEF, 11 x 17 in./A3 LEF, 8.5 x 11 in./A4 SEF, and 8.5 x 14

Scanning Resolution

- Print engine: 2400 x 2400 x 1 dpi (dots per inch)

- Copy: 600 x 600 x 1 dpi
- Print (gray font only): 600 x 600 x 1 dpi

Additional optional accessories

Foreign Interface Kit

The Foreign Interface Kit enables the connection of external devices such as auditrons or coin-op devices. This will perform in copy and print modes.

12

High Capacity Feeder (1-tray HCF/Tray 6)

HCF (Tray 6) overview

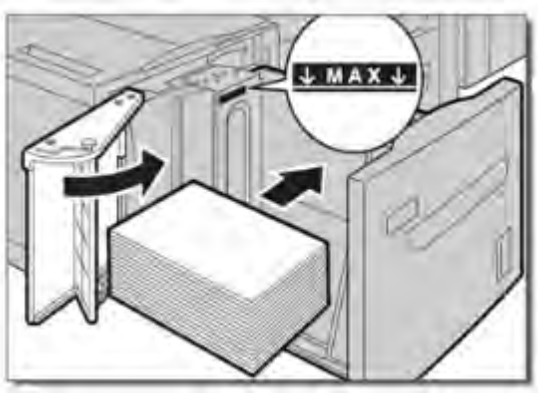
The optional 1-tray High Capacity Feeder (HCF)/Tray 6 is primarily intended for use as a large quantity feeder and accommodates 8.5 x 11 in./A4 Long Edge Feed (LEF) stock.

Loading paper in the HCF (Tray 6)

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 the paper in the tray.



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

   Do not load materials above the MAX line.

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

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

7. If changes have been made to the paper tray, select the **Change Settings** button; otherwise proceed to the next step.
   a) Make the desired selections for the **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
   b) If necessary make the desired changes to the paper curl and alignment adjustment.

      Note

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

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

Problem solving

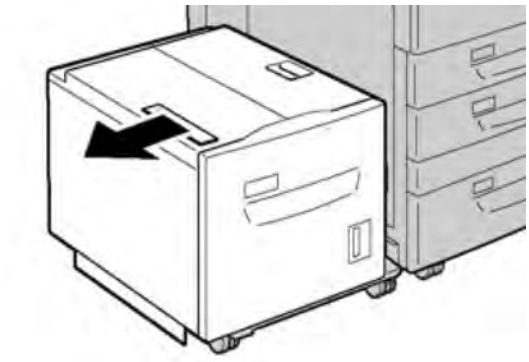
Clearing paper jams in Tray 6 (1-Tray HCF)

1. Open Tray 6 and remove any jammed paper.

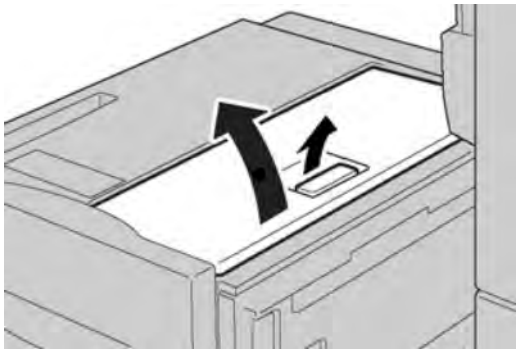
   Note

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

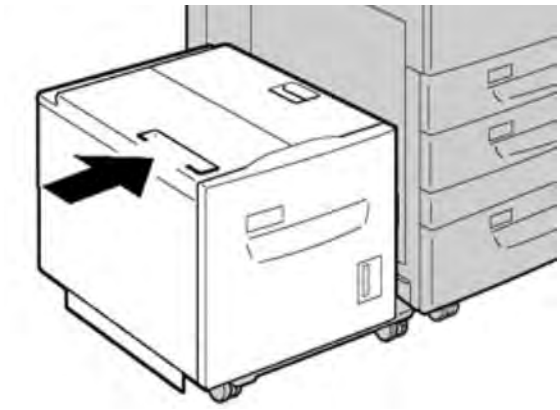
2. Gently close the tray.
3. Gently move Tray 6 to the left until it stops.



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

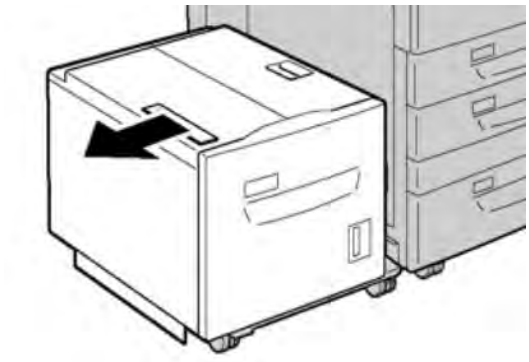


5. Remove any jammed paper from the top cover area of Tray 6.
6. Close the Tray 6 top cover.
7. Return Tray 6 to its original position.

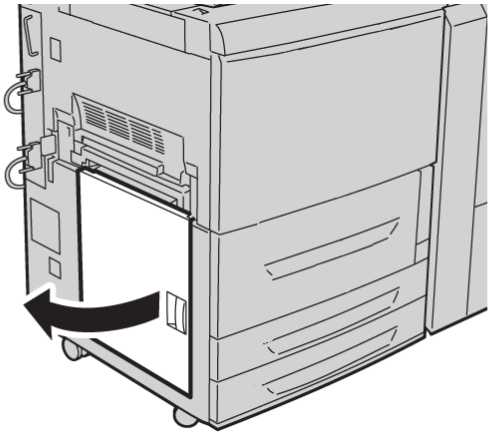


HCF (Tray 6) and lower left cover jams

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



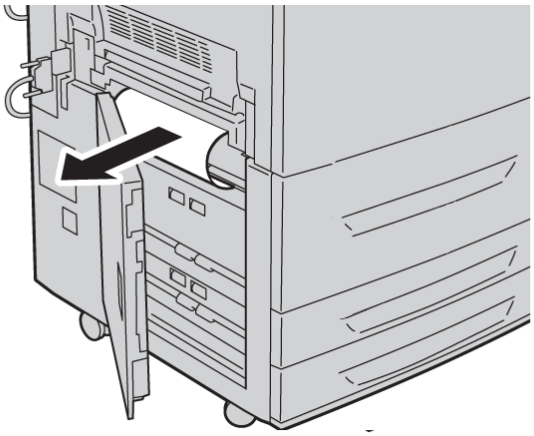
2. Gently open the lower left cover while gripping the release handle.



3. Remove the jammed paper.

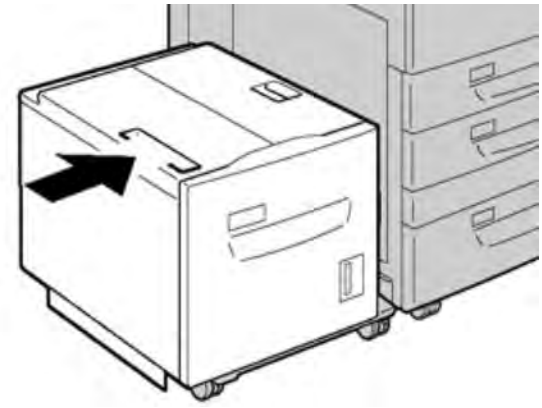
Note

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



4. Gently close the lower left cover.

5. Gently move Tray 6 back into position.



HCF (1 Tray) fault codes

If an error caused the printing to end abnormally, or a malfunction occurred in the machine, then an error code is displayed. When an error code is displayed, all print data of the machine as well as print data stored in the machine's built-in memory is discarded.

Note

If an error code appears that is not listed in the table below, or if an error persists after following the listed solution, then contact the Xerox Customer Support Center.

024-955

Cause: Tray 6 is empty/out of paper.

Remedy: Add paper to Tray 6.

024-974

Cause: Designated paper size and the size of paper in the tray differs when feeding paper from the inserter.

Remedy: Reset the paper or cancel the job.

078-100

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-101

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-102

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-151

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-250

Cause: The high capacity tray (the Tray 6) malfunctioned.

Remedy: Power-cycle the machine. If the machine is not improved by performing the relevant remedy, contact your Xerox Customer Support Center.

078-260

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-261

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-262

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-263

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-264

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-265

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-266

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-267

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-268

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-269

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-270

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-271

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-272

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-273

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-274

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-275

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-276

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-277

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-278

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-279

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-280

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the tray errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-300

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-301

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-500

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-901

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-941

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-942

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

078-943

Cause: (Optional) Paper Tray 6 malfunctioned.

Remedy: Check the paper loaded in Tray 6. Power off and then power on the machine. If the errors are not fixed by performing the relevant remedy, contact the Customer Support Center.

13

Oversized High Capacity Feeder (OHCF), 1 or 2 trays (Trays 6/7)

The Oversized High Capacity Feeder (OHCF) is available in a 1-tray or 2-tray option. The OHCF feeds a variety of stock sizes, including standard and oversized stock up to 13 x 192 in./330.2 x 488 mm. Each tray holds 2000 sheets.

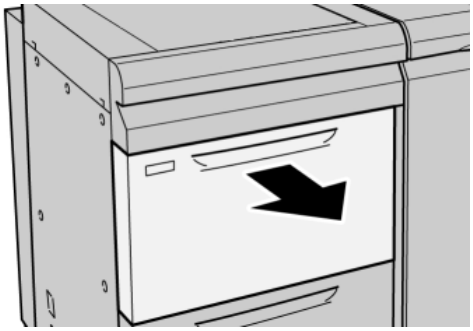
Postcard bracket

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

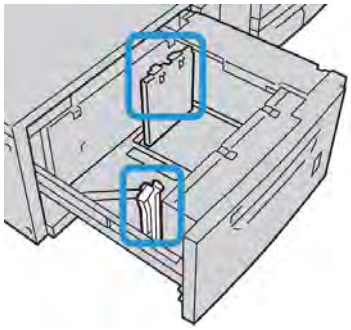
Using the Postcard bracket

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

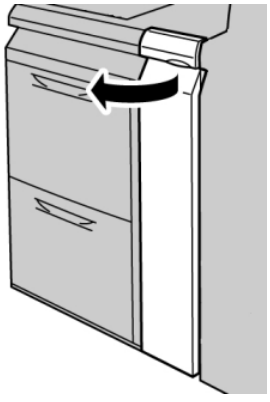
1. Slowly open one of the paper trays until it stops and remove the paper.



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



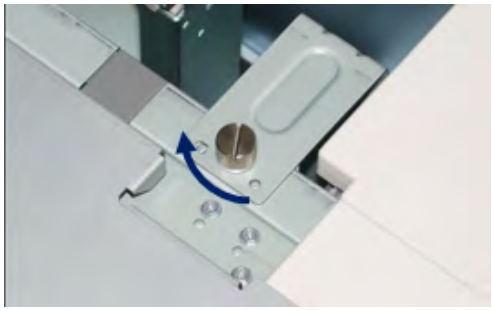
3. Open the front cover of the OHCF.



4. Remove the Postcard bracket from inside the OHCF front cover.

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

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



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

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

Loading media in the 1 or 2-Tray OHCF

Loading paper in the OHCF (1 or 2 Trays)

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

   Do not load materials above the MAX line located on the rear Edge Guide.
7. If necessary, set the skew adjustment levers to the desired position for your print job.
8. Gently push in the tray until it comes to a stop.

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

      Note

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

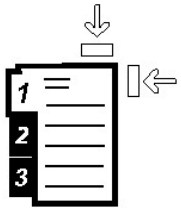
   c) Select **Save** until you are returned to the tray settings window.
10. Select **Confirm** to close the window.

Loading tabs in the OHCF (1 or 2 Trays)

Note

If the optional GBC AdvancedPunch is attached to your machine, refer to the GBC AdvancedPunch customer documentation for instructions on loading tab stock in the trays.

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Fan the tab paper before loading into the tray.
4. Load and align the edge of the tab paper against the right edge of the tray in the LEF direction as shown in following illustration:



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

   Do not load materials above the MAX line located on the rear Edge Guide.
6. If necessary, set the skew adjustment levers to the desired position for your print job.
7. Gently push in the tray until it comes to a stop.

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

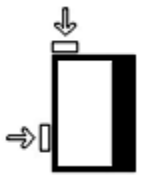
      Note

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

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

Loading transparencies in the OHCF (1 or 2 Trays)

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



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

   Do not load materials above the MAX line located on the rear Edge Guide.
6. If necessary, set the skew adjustment levers to the desired position for your print job.

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

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

8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise proceed to the next step.
   a) Make the desired selections for the **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
   b) If necessary make the desired changes to the paper curl and alignment adjustment.

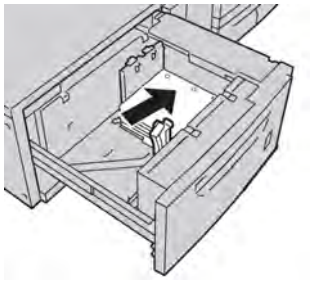
      Note

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

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

Loading pre-drilled stock into the OHCF (1 or 2 Trays) for 1-sided print jobs

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load and register the paper against the right side of the tray as depicted below for LEF 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. If necessary, set the skew adjustment levers to the desired position for your print job.
8. Gently push in the tray until it comes to a stop.

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

9. If changes have been made to the paper tray, select the **Change Settings** button; otherwise proceed to the next step.
   a) Make the desired selections for the **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.

b) If necessary make the desired changes to the paper curl and alignment adjustment.

Note

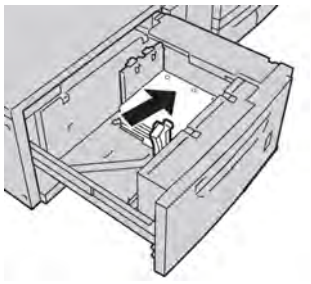
Refer to the System Administration for detailed information on the paper curl and alignment adjustment options.

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

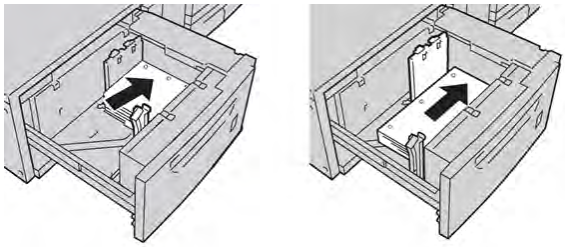
10. Select **Confirm** to close the window.

Loading pre-drilled stock into the OHCF (1 or 2 Trays) for 2-sided print jobs

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



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



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

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

8. If necessary, set the skew adjustment levers to the desired position for your print job.
9. Gently push in the tray until it comes to a stop.

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

10. If changes have been made to the paper tray, select the **Change Settings** button; otherwise proceed to the next step.

a) Make the desired selections for the **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
b) If necessary make the desired changes to the paper curl and alignment adjustment.

Note

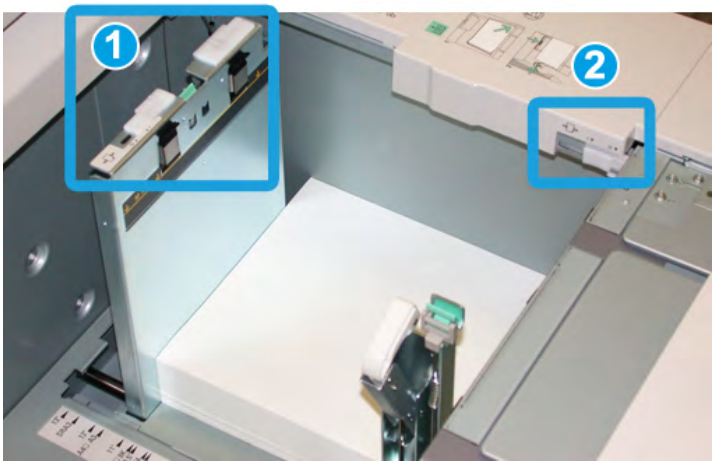
Refer to the System Administration for detailed information on the paper curl and alignment adjustment options.

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

11. Select **Confirm** to close the window.

Skew adjustment levers

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



1. Rear skew adjustment lever
2. Right-side skew adjustment lever

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

Use the following procedure to set the skew adjustment levers.

1. Pull out the tray slowly until it stops.
2. Slide the rear skew adjustment lever to the right (as shown in the above picture).
3. Gently push in the tray until it comes to a stop.
4. From the Tray Properties window, enter the correct paper information, including size, type, weight, and if necessary, paper curl and/or alignment option.
5. Select **OK** to save the information and close the Tray Properties window.

6. Run your print job.
   - The paper is fed accurately without skew and the printed output is satisfactory; you are finished.
   - The paper is skewed and the printed output is unsatisfactory; proceed to the next step.
7. Pull out the tray slowly until it stops.
8. Return the rear skew adjustment lever to its left, default position.
9. Slide the right-side skew adjustment lever toward the front of the paper tray.
10. Gently push in the tray until it comes to a stop.
11. From the Tray Properties window, enter the correct paper information, including size, type, weight, and if necessary, paper curl and/or alignment option.
12. Select **OK** to save the information and close the Tray Properties window.
13. Run your print job.
    - The paper is fed accurately without skew and the printed output is satisfactory; you are finished.
    - The paper is skewed and the printed output is unsatisfactory; proceed to the next step.
14. Pull out the tray slowly until it stops.
15. Return the right-side skew adjustment lever toward the rear of the paper tray; this is its default position.
16. Gently push in the tray until it comes to a stop.
17. If you are still having skew adjustment problems, refer to the Advanced Stock Setup information located in the System Administration Guide.

OHCF problem solving

Clearing OHCF jams

Tip

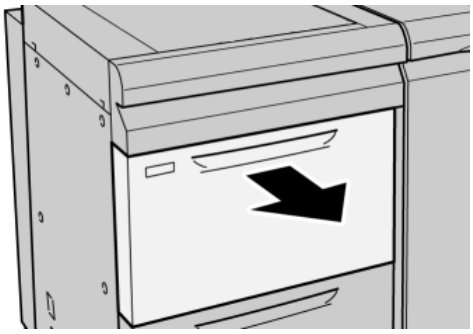
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

Note

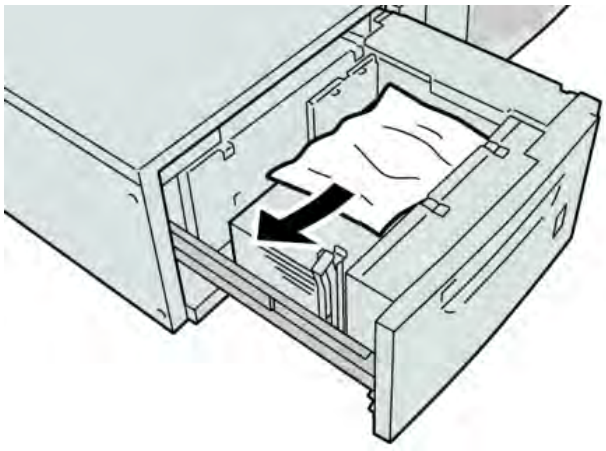
Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Paper jams inside the OHCF trays

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



2. Remove the jammed paper.



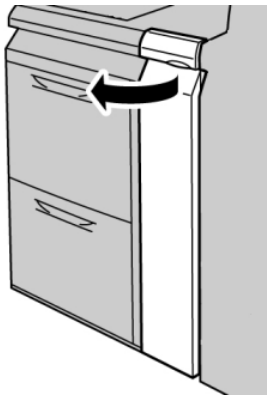
Note

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

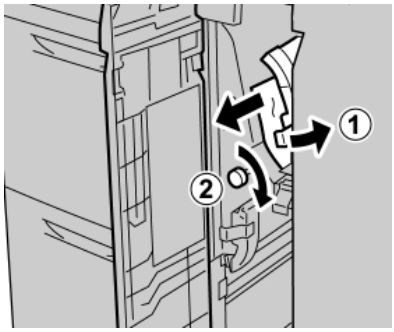
3. Gently push in the tray until it comes to a stop.

OHCF paper jams at lever 1a and knob 1c

1. Open the front cover of the OHCF.



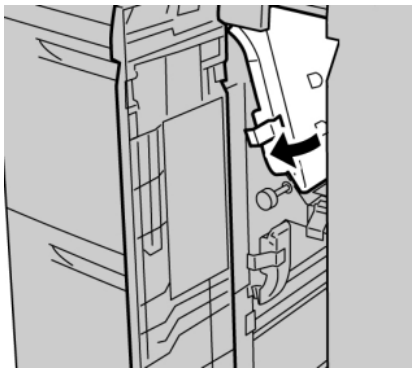
2. Move the lever **1a** to the rightward and turn the knob **1c** to the right. Remove the jammed paper.



Note

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

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



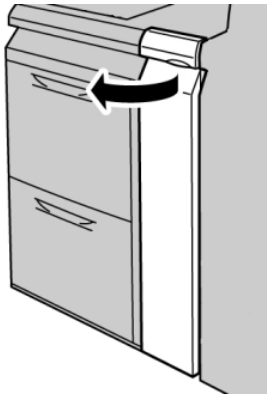
4. Close the front cover of the OHCF.

Note

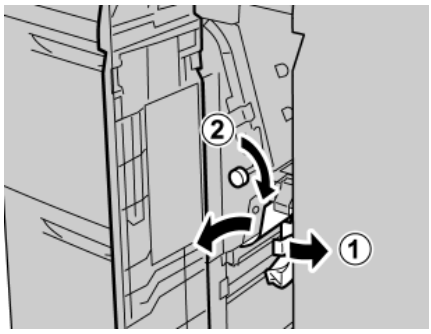
If the front cover of the OHCF is not completely closed, a message will appear and the machine will not operate.

OHCF paper jams at lever 1b and knob 1c

1. Open the front cover of the OHCF.



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



Note

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

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

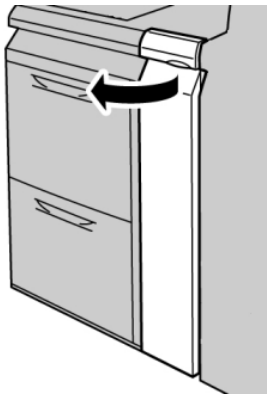
4. Close the front cover of the OHCF.

Note

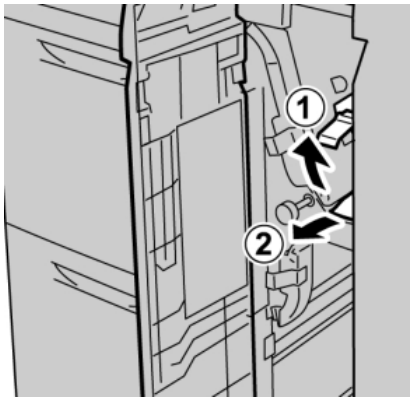
If the front cover of the OHCF is not completely closed, a message will appear and the machine will not operate.

OHCF paper jams at lever 1d and knob 1c

1. Open the front cover of the OHCF.



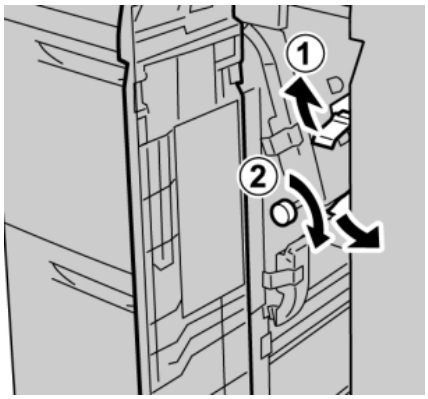
2. Move the lever **1d** upwards and remove the jammed paper.



Note

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

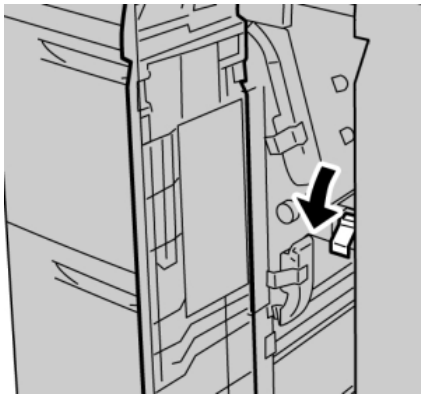
3. If the paper cannot be removed, turn the knob **1c** clockwise, and then remove the jammed paper.



Note

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

4. Return the lever **1d** to the original position.



5. Close the front cover of the OHCF.

Note

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

OHCF fault codes

Fault code	Possible cause	Recommended solution
024 955, 024 956	An OHCF tray is empty or out of paper	Add paper to correct OHCF Tray.

(continued)

Fault code	Possible cause	Recommended solution
077 210	An OHCF tray is broken	1. Power Off/On. 2. If problems persist, contact the Customer Support Center. Trays other than the OHCF trays may be used in the interim.
078 100, 078 101, 078 102	An OHCF tray has malfunctioned	1. Check the paper in the malfunctioning tray. 2. Power Off/On the machine. 3. If the errors persist, contact the Customer Support Center.
078 210, 078 211	An Optional OHCF tray malfunctioned	1. Check the paper setting of the paper trays and power Off/On the machine. 2. If problems persist, contact the Customer Support Center. **Note** Trays other than the OHCF trays may be used in the interim.
078 260, 078 261, 078 262, 078 263, 078 264, 078 265, 078 266, 078 267, 078 268, 078 269, 078 270, 078 271, 078 272, 078 273, 078 274, 078 275, 078 276, 078 277, 078 278, 078 279, 078 280	An OHCF tray malfunctioned	1. Check the paper loaded in the trays. 2. Power Off/On the machine. 3. If problems persist, contact the Customer Support Center.
078 300, 078 301, 078 500, 078 901, 078 941, 078 942, 078 943	An OHCF tray has malfunctioned	1. Check the paper in the malfunctioning tray. 2. Power Off/On the machine. 3. If the errors persist, contact the Customer Support Center.

OHCF specifications

Oversized High Capacity Feeder (OHCF/Trays A1-1 and A1-2)

Item	Specification
Sheet size	SEF: 8.5 x 11 in./A4, 8.5 x 13 in., 8.5 x 14 in., 10 x 14 in./B4, 11 x 17 in./A3, 12 x 18 in., 12.6 x17.7 in./SRA3, 13 x 18 in., 13 x 19 in., 12.6 x 19.2 in., B5, 4 x 6 in./101.6 x 152.4 mm(postcard) LEF: B5, 7.25 x 10.5 in. (executive), A4, 8.5 x 11 in., 8.0 x 10 in. **Custom sizes:** 182-330 mm (7.2-13 in.) width and 182-488 mm (7.2-19.2 in.) length
Paper weight	18 lb. to 130 lb. cover/55-350 gsm
Paper capacity	2000 sheets/drawer **Important:** When using up to Xerox 24 lb./90 gsm paper.

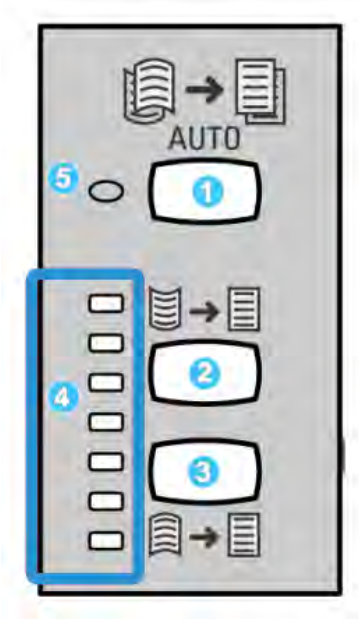
14

Interface Module

Overview

The Interface Module is an optional finishing device that is used in conjunction with other optional finishing devices. It is shown here with the optional High Capacity Stacker.

Control panel

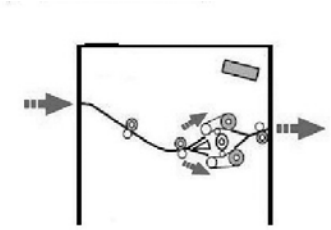


The Control Panel consists of the following:

1. Auto Curl button: This button selects the Auto Decurl function.
2. Manual Curl Up button: This button selects the three values of manual up curl.
3. Manual Curl Down button: This button selects the three values of manual down curl.
4. Curl Up/Down indicators: These indicate the amount of manual curl (up or down) that is selected.
5. Auto Curl indicator: This indicates that the Auto Curl Mode is selected.

If you want to quickly and at the point-of-need adjust the paper curl on the printed output, you may use the Interface Module's Manual Curl Up or Down buttons. If the printed output contains too much curl after using these buttons, refer to the System Administration Guide for information on adjusting the paper curl by using the Paper Curl Correction feature (Advanced Stock Setup). The IM paper curl buttons are discussed in more detail later in this section.

Paper path



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

- System default
- Manual selections made at the IM control panel

Based on the paper curl (decurl) settings, the IM decurler gate routes the paper to either the up-curl (cupped) path, or the down-curl (bridged) path. The degree of pressure is applied independently to the upward and downward decurler arms.

From the IM decurler, the print media is cooled and routed from the IM to the optional finishing device(s) that is/are connected to your machine.

Paper curl settings on the Interface Module

Preset decurler settings

Your Interface Module is designed with several automated presettings for controlling paper curl. When using these settings, the amount of curl correction is automatically set by the Interface Module decurler. Therefore, if paper curl is a problem, use one of the preset Interface Module decurler settings in order to eliminate the problem.

When the media passes through the Interface Module decurler, you are notified of the current amount of curl correction by-way-of the various LEDs on the Interface Module Control Panel. If you require more curl correction, you can manually select curl correction from the Interface Module Control Panel.

Manual decurler buttons

The Interface Module manual decurler mode has seven levels of curl correction that are available at the Interface Module Control Panel: three levels of Up-curl correction and three levels of Down-curl correction, plus a No correction level.

The amount of curl correction is changed by selecting a related button. The current selected amount of curl correction is displayed by the Control Panel LEDs.

Internal spectrophotometer (ILS)

The Interface Module is equipped with an internal spectrophotometer. This internal spectrophotometer is sometimes referred to as an Inline Sensor (ILS). The ILS provides the customer with an internal calibration tool that works with your print server to provide unique calibration and profiling capabilities, which include the following:

- The ability to calibrate the digital press from the color server without manually feeding calibration charts (also known as calibration targets)
- This is a semi-automated process:
  - It is initiated by the operator
  - It scans and measures targets automatically without an external spectrophotometer
  - It resets color tables to original values to maintain consistent color
- Operators can create destination or output profiles without having to scan targets with an external spectrophotometer:
  - The digital press prints color targets while the ILS measures them
  - The system then develops a map so that output colors can be produced that accurately replicate a known standard such as GRACoL or SWAP
  - The mapping is written into the profile for the type of media and line screening used

Note

These calibration and profiling capabilities are applicable to any associated print server, including the EX Print Server and FreeFlow Print Server.

Problem solving

Clearing jams

Tip

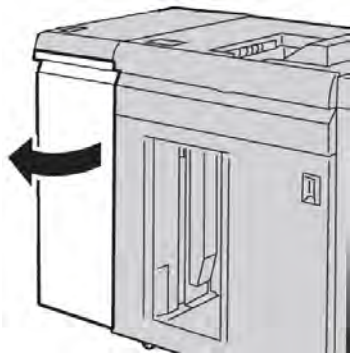
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

Note

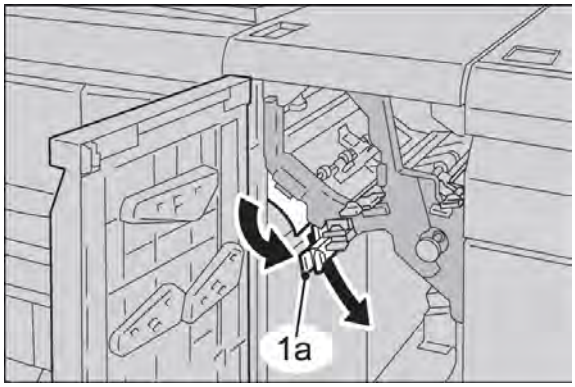
Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Paper jams at lever 1a

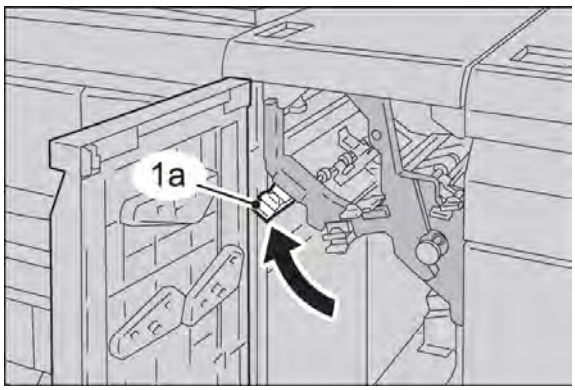
1. Open the front cover of the Interface Module.



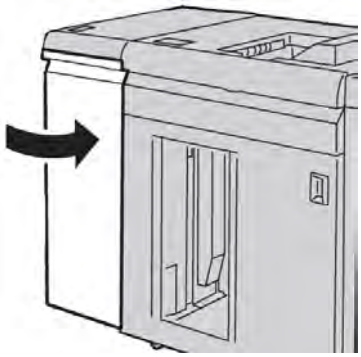
2. Move the lever **1a** downwards and remove the jammed paper.



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



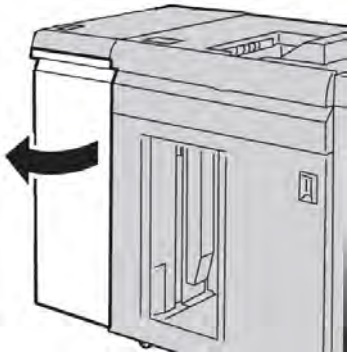
4. Close the front cover of the Interface Module.



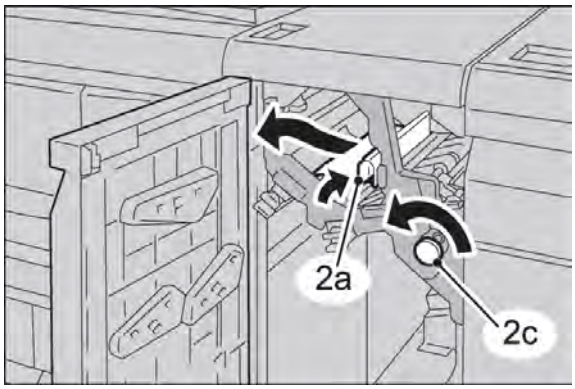
5. Follow the instructions on the UI to clear other areas or to resume your print job.

Paper jams at lever 2a

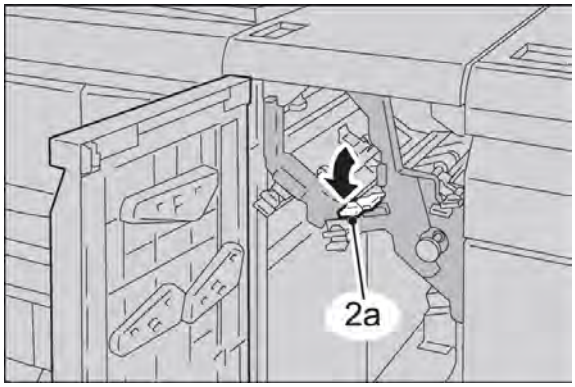
1. Open the front cover of the Interface Module.



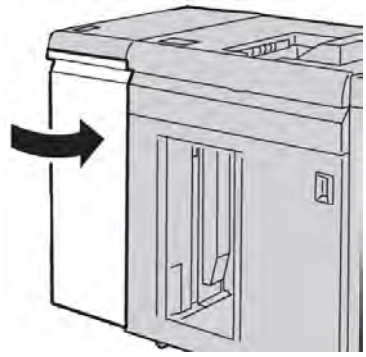
2. Move the lever **2a** upwards, turn the knob **2c** counterclockwise, and remove the jammed paper.



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



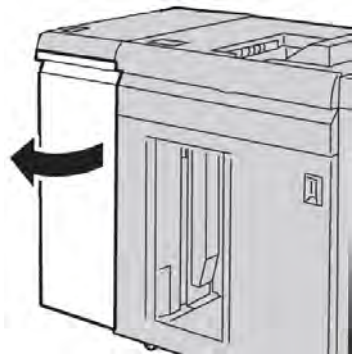
4. Close the front cover of the Interface Module.



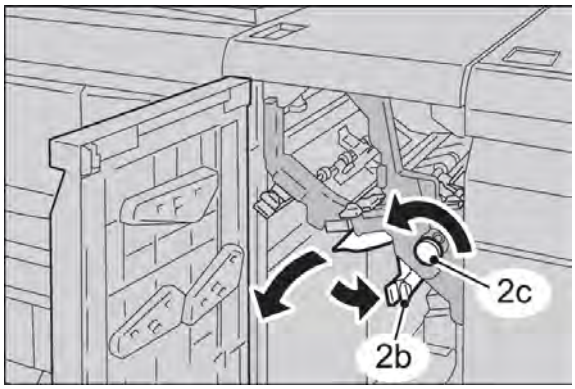
5. Follow the instructions on the UI to clear other areas or to resume your print job.

Paper jams at lever 2b

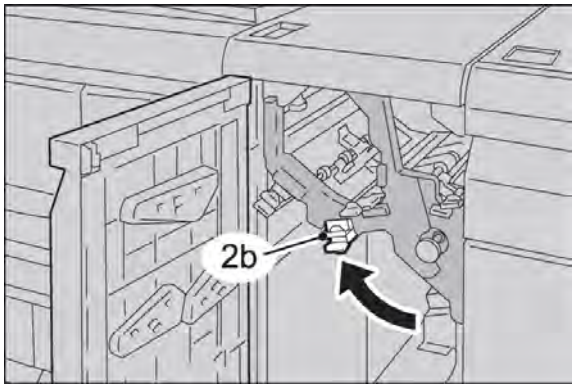
1. Open the front cover of the Interface Module.



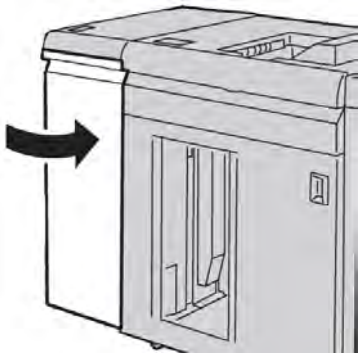
2. Move the lever downwards, turn the knob **2c** counterclockwise, and remove the jammed paper.



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



4. Close the front cover of the Interface Module.



5. Follow the instructions on the UI to clear other areas or to resume your print job.

Fault codes

The fault code table lists problems and suggested solutions that apply to the Interface Module. If the problem persists after following all instructions, call your Xerox Customer Support Center.

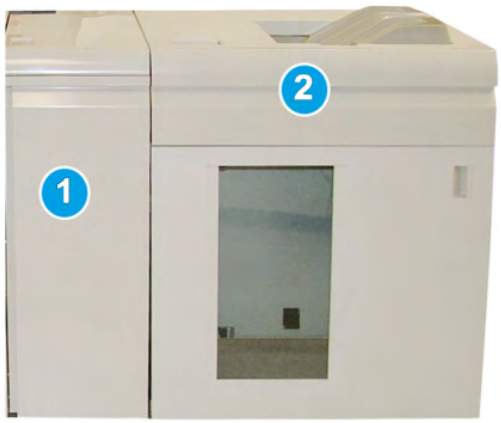
Fault code	Possible cause	Recommended solution
048-100 048-101 048-102 048-103 048-900 048-901 048-903	Paper jam: • A jam occurred during feeding. • A jam notification is displayed on the UI.	• Open the front door. • Carefully remove all sheets and paper scraps from the jam clearance areas. • Close the front door. Verify the paper used is within the approved paper specifications.
048-300	The front door is open.	Close the front door.
048-310 048-311 048-312 048-313 048-314 048-315 048-316	Decurler sensor or belt problem	Power off, then power on.
048-317 048-318 048-319	Cooling fan failure	Power off, then power on.
048-320 048-321 048-322 048-324 048-325 048-326 048-327	Communication failure or connection failure	• Check the connection between the Interface Module and the connected finishing device or devices. • Fully clear any jams between the IM and the connection finishing device or devices. • Ensure all jam clearance handles/levers are returned to their closed positions. • After clearing all jams, remove any ejected paper fromthe finishing output area. • Power Off/On the machine.

15

High Capacity Stacker (HCS)

Overview

The High Capacity Stacker (HCS) is an optional finishing device that provides stacking and offsetting capabilities for output to a Stacker Tray.



Note

The HCS requires the IM. The IM acts as a communication device and paper path between the machine and the HCS.

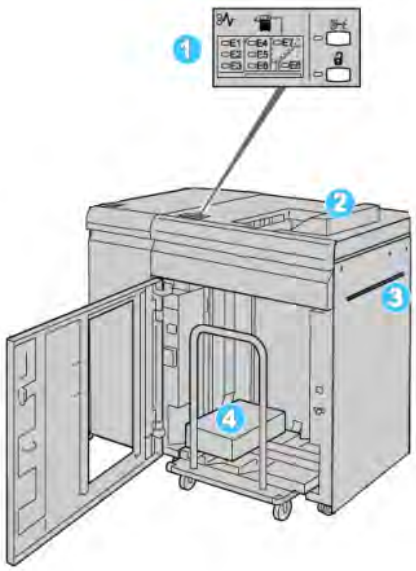
1. Interface Module (IM)
2. High Capacity Stacker (HCS)

Note

Your system can accommodate a maximum of two High Capacity Stackers at one time. If your system has two stackers attached, they are referred to as B1 and B2. Also, with two stackers attached, and when one of them is full, automatic switching occurs between the two stackers to ensure maximum productivity for your system.

Identifying the components

The HCS is comprised of the following components:



1. **Control Panel**: Provides manual control of the various HCS functions
2. **Top Tray**: Holds a maximum of 500 sheets

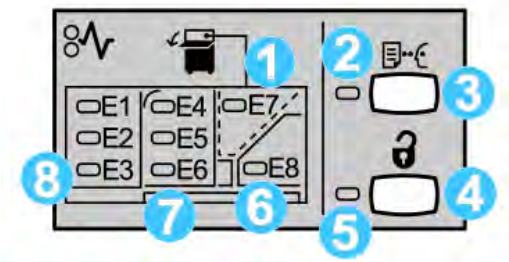
   Note

   Labels must be delivered to the Top Tray.

3. **Bypass**: Used only when a second stacking/finishing device is installed. This path transports media through the HCS to another connected finishing device.
4. **Stacker Tray/Cart**: Collated sets (up to a total of 5000 sheets) are transported to the Stacker Tray, which is located on a moveable Stacker Cart.

Control panel

The HCS control panel consists of:



1. Top Tray jam: This indicator blinks when there is a jam in the top tray area (E7).
2. Sample indicator: This indicator blinks until a proof set is delivered to the top tray.
3. Sample button: Press this button to have the HCS deliver an additional sample print such that the stack integrity is maintained. A single-page sample is provided to the output area.
4. Unload button: Press once to lower the Stacker Tray and unlock the HCS front door.
5. Unload indicator: This indicator lights when the Stacker Tray has reached the down position and the front door can be opened.
6. Exit jam: This indicator blinks where there is a jam in the exit area (E8).
7. Stacker Transport jam area: These indicators blink when there is a jam in Areas E4, E5, and/or E6.
8. Stacker Entrance jam area: These indicators blink when there is a jam in Areas E1, E2, and/or E3.

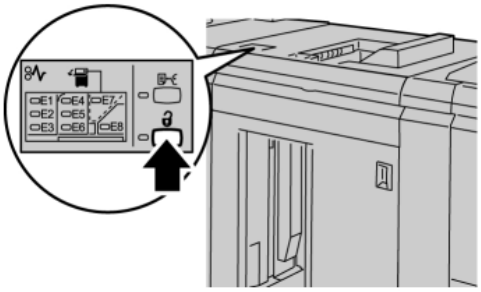
HCS top tray

The Top Tray offers the following:

- Copies/prints are aligned easily without folds or wrinkles in the output.
- To enable easier pick-up of the output, the HCS can be stopped by selecting the Stop button on the machine's UI.

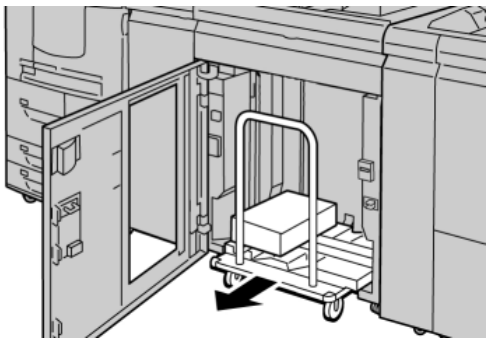
Unloading the Stacker Tray

1. Press the Unload button on the HCS control panel.



Wait until the Unload indicator lights and then open the HCS front door.

2. Open the front door after the **Unload** indicator lights.
3. Position the securing bar on top of the stacked paper.
4. Pull the Stacker Cart straight out of the HCS.



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

Problem solving

General problems

HCS tampers no longer in contact with paper

Cause: Problem occurs when printing with Clear dry ink/toner and using media that is 120 gsm, coated, and large stock sizes (such as 12 x 18 in./304.8 x 457.2 mm).

Remedy: Adjust the paper curl before printing the job. Refer to the System Administration Guide for specific information on paper curl settings and adjustment.

Jam clearance

Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

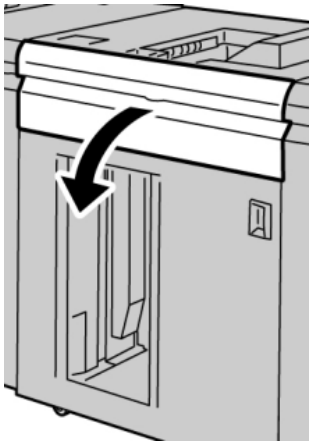
Note

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

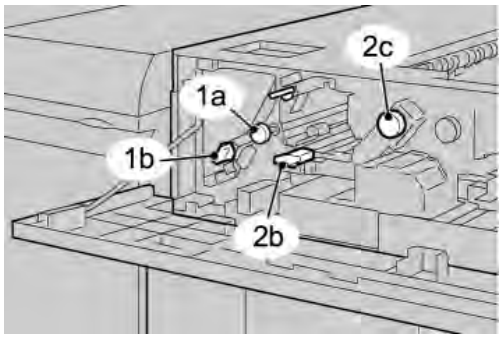
HCS entrance jams (E1, E2, and E3)

Perform the following steps to clear the jam and resume printing:

1. Open the HCS Front Cover.



2. Lift the green handle(s) and/or rotate the green knob and remove all paper in the entrance area.

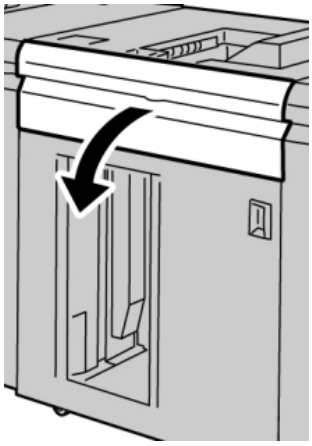


3. Close the green handle(s).
4. Close the HCS Front Cover.
5. If the UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicates.
6. Follow the instructions displayed on the UI to resume printing.

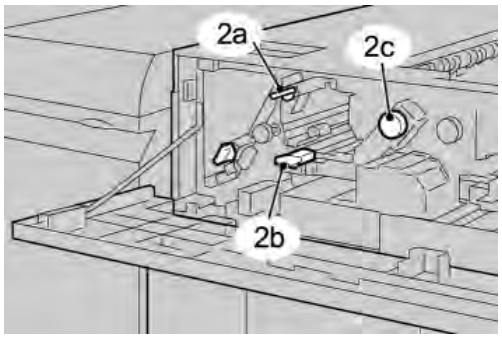
HCS transport jams (E4, E5, and E6)

Perform the following steps to clear the jam and resume printing:

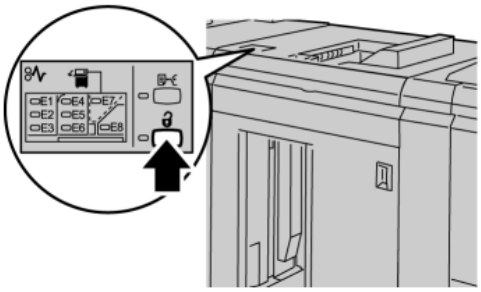
1. Open the HCS Front Cover.



2. Lift the green handle(s) and/or rotate the green knob and remove all paper in the entrance area.

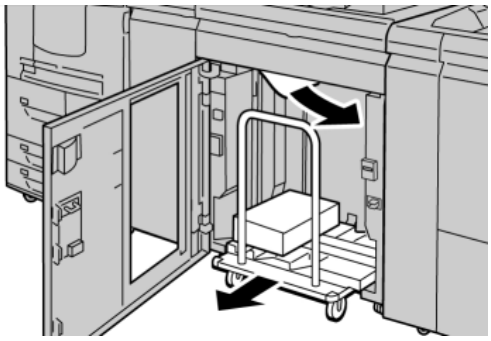


3. Close the green handle(s).
4. Close the HCS Front Cover.
5. Press the Unload button on the HCS control panel.



Wait until the Unload indicator lights and then open the HCS front door.

6. Open the front door after the **Unload** indicator lights.
7. Pull out the stacker cart and gently remove the jammed paper.

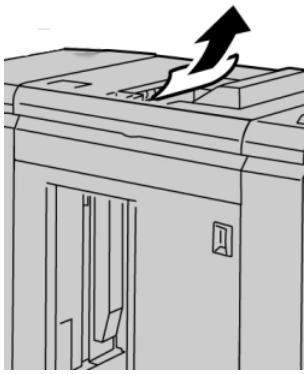


8. Push the stacker cart straight into the HCS.
9. Close the front door.
10. If the UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicates.
11. Follow the instructions displayed on the UI to resume printing.

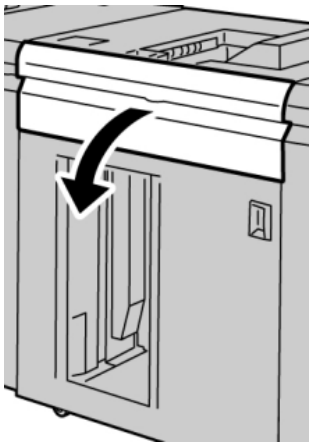
HCS top tray jam (E7)

Perform the following steps to clear the jam and resume printing:

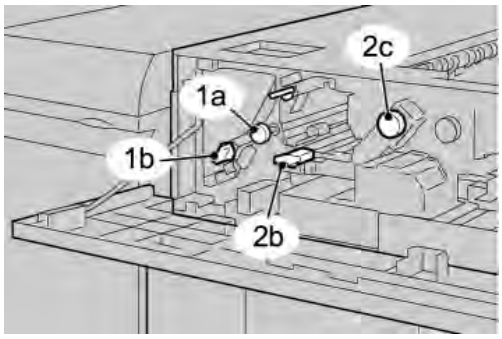
1. Remove any output delivered to the Top Tray.



2. Open the HCS Front Cover.



3. Lift the green handle(s) and/or rotate the green knob and remove all paper in the entrance area.



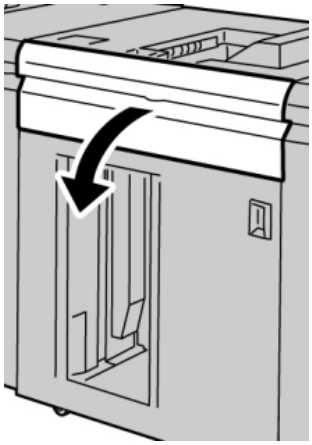
4. Close the green handle(s).
5. Close the HCS Front Cover.

6. If the UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicates.
7. Follow the instructions displayed on the UI to resume printing.

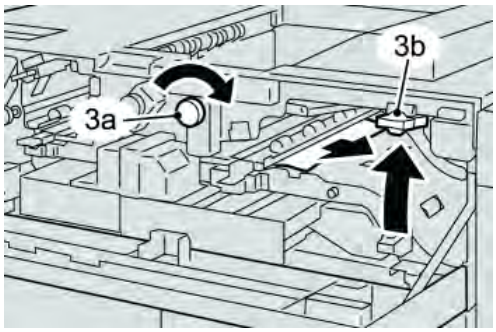
HCS exit jam (E8)

Perform the following steps to clear the jam and resume printing:

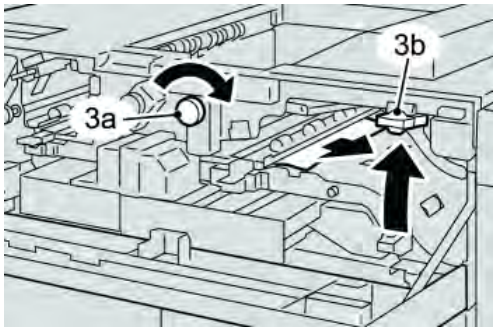
1. Open the HCS Front Cover.



2. Lift the green handle and/or rotate the green knob and remove all paper in the entrance area.



3. Lift the green handle and/or rotate the green knob and remove all paper in the entrance area.



4. Close the green handle(s).
5. Close the HCS Front Cover.
6. If the UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicates.
7. Follow the instructions displayed on the UI to resume printing.

Hints and tips for using the HCS

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

1. Check the paper in the Stock Tray for curl.
   a) If no curl is present and if the output is acceptable (meets customer satisfaction), you are finished.
   b) If no curl is present and the if the output is NOT acceptable, call for service.
   c) If curl IS present, continue to the next step.
2. Check the paper in the Stock Tray for curl.
3. Adjust the paper curl by using the decurler controls on the top of the Interface Module.
4. If the output has not improved, adjust the paper curl again.
5. If the output still has not improved, call the Customer Support Center.

Loss of power

If power is interrupted to the HCS:

- Ensure the power cord is plugged in to the proper wall receptacle
- Ensure that the machine power is switched “On”
- Ensure that the Ground Fault Indicator is in the “On” position
- If the power has not been restored by checking the above items, then call for service

Fault codes

Fault code	Possible cause	Recommended solution
049-100 049-101 049-102	Top Tray sensor fault	• Carefully remove all sheets and paper scraps from jam clearance areas. • Power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 104 049 105 049 106 049 108	Bypass exit sensor fault	• Carefully remove all sheets and paper scraps from jam clearance areas. • Power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 113 049 114 049 115 049 116	Stacker sensor fault	• Carefully remove all sheets and paper scraps from jam clearance areas. • Power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 117 049 119	Bypass path sensor fault	• Carefully remove all sheets and paper scraps from jam clearance areas. • Power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 121	Stacker exit sensor jam	• Carefully remove all sheets and paper scraps from jam clearance areas. • Power Off/On the machine • If the problem still exists, contact the Customer Support Center.

Fault code	Possible cause	Recommended solution
049 210 049 211	HCS front door sensor fault	• Open the HCS front door. • Carefully remove all sheets and paper scraps from the jam clearance areas. • Power Off/On the machine • Close the HCS front door. • If the problem still exists, contact the Customer Support Center.
049 212 049 213	Stacker up/down failure	• Power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 214 049 215 049 216	Stacker cart sensor fault	• Power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 217 049 218	Stacker full sensor fault	• Power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 219	HCS Front Door fault	• Power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 220 049 221	Stacker upper/lower limit fault	• Power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 224 049 225	Paper in/out sensor failure	• Carefully remove all sheets and paper scraps from jam clearance areas. • Power Off/On the machine • If the problem still exists, contact the Customer Support Center.

(continued)

Fault code	Possible cause	Recommended solution
049 228, 049 229, 049 232, 049 233, 049 234, 049 235, 049 236, 049 237, 049 238, 049 239, 049 240, 049 241, 049 242, 049 243, 049 248, 049 251, 049 252, 049 253, 049 280, 049 281, 049 282, 049 283, 049 284, 049 285,	HCS sensor failure	• Carefully remove all sheets and paper scraps from jam clearance areas. • Power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 286 049 287 049 288 049 300 049 310 049 500 049 700	HCS communication or software fault	• Check the connection between the Interface Module and the HCS. • Power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 900 049 901 049 902 049 903 049 905 049 907 049 908	The HCS detects paper remaining at: • Top tray • Bypass • Stacker Cart No paper is present: • HCS sensor fault	• Carefully remove all sheets and paper scraps from jam clearance areas. • Power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 940	HCS Front Door fault	• Power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 941	Stacker Cart fault	• Power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 945	HCS detects Top Tray as always full	• Carefully remove all sheets and paper scraps from jam clearance areas. • Power Off/On the machine • If the problem still exists, contact the Customer Support Center.

High Capacity Stacker (HCS)

(continued)

Fault code	Possible cause	Recommended solution
049 960 049 964	Sensor fault	• Power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 965 049 966	Stacker height limit or full detection fault	• Power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 967	HCS detects paper still remaining on stacker cart after the front door was opened/closed.	• Open the HCS front door. • Remove any paper from stacker cart. • Close front door • If necessary, power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 968	Mix size, stacker full detection fault	• Open the HCS front door. • Remove any paper from stacker cart. • Close front door • If necessary, power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 969	Stacker cart elevator motor fault	• Open the HCS front door. • Remove any paper from stacker cart. • Close front door • If necessary, power Off/On the machine • If the problem still exists, contact the Customer Support Center.

(continued)

Fault code	Possible cause	Recommended solution
049 970 049 971 049 972	Stacker limit or full sensor fault	• Open the HCS front door. • Remove any paper from stacker cart. • Close front door • If necessary, power Off/On the machine • If the problem still exists, contact the Customer Support Center.
049 973	HCS falsely detects that the Paper Unload button is pressed.	• Open the HCS front door. • Remove any paper from stacker cart. • Close front door • If necessary, power Off/On the machine • If the problem still exists, contact the Customer Support Center.

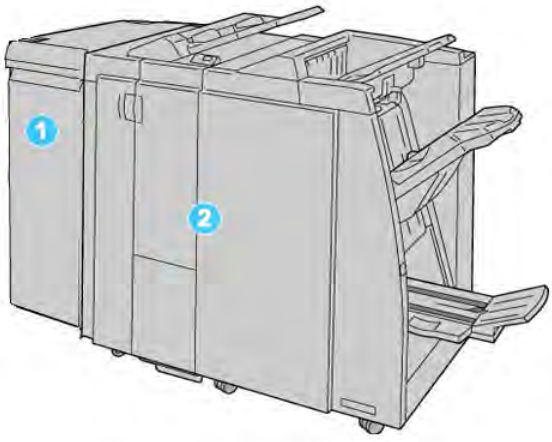
Specifications

Paper guidelines

- Stacker Tray will accept 55-350 gsm (either coated or uncoated stock) with the possibility of degraded stock quality and increased jam rate for stocks that are heavier than 300 gsm.
- Transparencies may be run to either the Top Tray or the Stack Tray. Stack height should be limited to 100 transparencies.
- Coated paper lighter than 100 gsm may not run as reliably as coated paper heavier than 100 gsm.
- Non-standard papers longer than 305 mm (12 in.) in the feed direction require 210 mm (8.3 in.) minimum measurement across the feed direction.
- Non-standard papers shorter than 254 mm (10 in.) in the cross-feed direction require 330 mm (13 in.) minimum measurement in the feed direction.

16

Standard/Booklet Maker Finisher

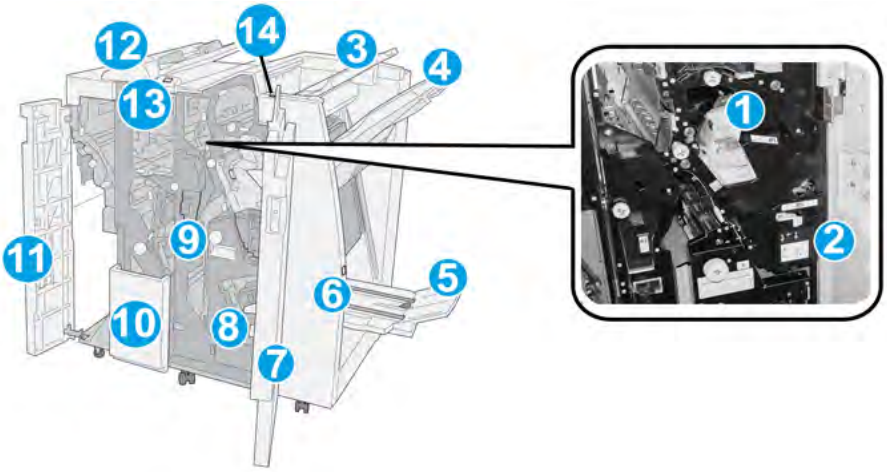


1. Interface Module: This REQUIRED module acts as a communication device and as a paper path between the machine and the Standard Finisher or Booklet Maker Finisher.
2. Standard or Booklet Maker Finisher: These finishers provide a wide range of finishing and folding options. The Booklet Maker Finisher is shown in the above illustration.

Note

The Standard Finisher or Booklet Maker Finisher may be referred to simply as the finisher.

The Standard/Booklet Maker finisher is comprised of the following components:



No.	Component	Function
1	Staple cartridge	Contains staples; remove this cartridge to replace staples and clear staple jams.
2	Staple waste container	Container for staple waste; remove this container when full.
3	Top tray	The Top Tray is used for stacked output, and can receive up to 500 sheets of 20 lb./80 gsm paper. Copies are delivered here when specific output features are selected, such as Automatic sorting, Collated, Uncollated, or Normal.
4	Stacker (middle) tray	The Stacker Tray is used for offset and/or stapled output, and can hold up to 2000 sheets of 20 lb./80 gsm paper. This tray also receives copies when you punched and Z-folded copies. **Note** Both the Top and Stacker Trays can be used for hole punched output (optional)
5	Booklet output tray	This is available only with the Booklet Maker Finisher. The Booklet tray receives saddle-stitched booklets when you select C-Fold or C-Fold + Stapling.
6	Booklet output tray button	This is available only with the Booklet Maker Finisher. When you press this button, the booklet output tray is raised so you can retrieve booklets from the output area.
7	Right cover	Open to clear paper jams, replace staples, clear jammed staples, or remove the scraps from the puncher.
8	Staple cartridges for booklet	This is available only with the Booklet Maker Finisher. There are two staple cartridge for booklet. Remove this cartridge to replace staples and clear staple jams.
9	Punch scrap container	Collects the scraps from the puncher. Open to remove the scraps.
10	C/Z-Fold output tray (optional)	The optional Folder tray receives copies when you select C-folding or Z-folding of 8.5 x 11 in./A4 output and 11 x 17 in./A3 media.

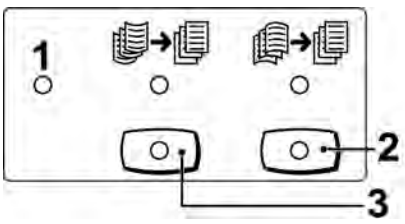
(continued)

No.	Component	Function
11	Left cover.	Open this cover to access the machine and to clear paper jams.
12	Post-process inserter/Tray 8	• Tray 8 (Post-Process Inserter) is standard on this finisher and is used to load paper that will be used as separators and covers. • Paper loaded here is not printed on; use this tray for pre-printed stock and for insertion into the printed output. (This tray is also known as the Interposer). • Tray 8 holds a maximum of 200 sheets when using 20 lb./75 gsm paper. • Paper can be loaded in the LEF or SEF direction.
13	C/Z-Fold output tray button	Press this button to open C/Z-Fold output tray.
14	Manual decurl button	When you press this button, it activates a decurling feature for the output material. This applies especially to lighter weight paper.

Manual decurling feature on the finisher

The finisher provides a manual decurling feature which allows you to adjust the curl of the print output at point of need.

Pressing the Decurler button on the finisher switches the decurl feature between the Auto, On, and Off modes.



1. **Auto** button: When this indicator is lit, the appropriate curl correction is automatically performed depending on the sizes and orientation of the printed output. The button

should be set to Auto for most situations. The button automatically switches to the Auto mode when:

- The machine is switched on
- The machine exits the Power Saver mode

2. When this button is pressed and the downward curl indicator is lit, downward curl correction is performed on all printed output. If your output is curled downward, press this button to prevent downward curls.
3. When this button is pressed and the upward curl indicator is lit, upward curl correction is performed on all printed output. If your output is curled upward, press this button to prevent upward curls.

Note

When no indicator is lit, the machine does not perform any curl correction to the printed output.

Folding feature

If your machine is equipped with the optional C/Z Folder, you can make prints using the folding option. The option folds your prints in half (single) or in thirds (C-fold or Z-fold types). The folding option is selected from the print driver.

Note

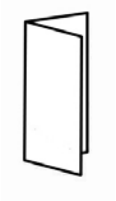
In order to use the folding option, the orientation of documents must be short-edge feed (SEF). You must select a paper tray that contains SEF stock.

Fold types

These fold types are available:

Single Fold (Bi-Fold)

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

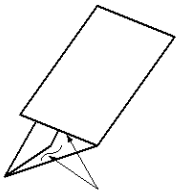


Note

The Single Fold option is available only with the Booklet Maker Finisher.

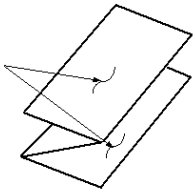
C-Fold

A C-Fold has two folds which creates a three-panel output.



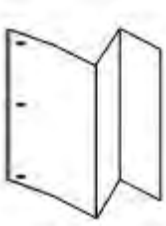
Z-Fold

A Z-Fold has two folds that are folded in opposite directions, resulting in a type of fan fold.



Z-Fold Half Sheet (shown here with 3-hole punch)

As with a regular Z-Fold, it has two folds that are folded in the opposite directions. The difference between a regular Z-Fold and a Z-Fold Half Sheet is that the Z-Fold Half Sheet is not folded in two equal folds. The two folds are unequal which allows one edge of the Z-Fold Half Sheet to have a longer edge, and the longer edge allows for stapling or hole punching.



Loading paper/tabs in Tray 8 (Post-Process Inserter)

1. If necessary, remove any remaining media that is currently loaded in Tray 8.

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

3. Load the paper/tabs, aligning it to the front side of the tray.

   a) If the paper is preprinted, load the paper with the printed side facing up.
   b) If the media is tab stock, load the tab side to be fed first (in the direction of the arrow as shown in the above illustration).

4. From the Tray Properties window, enter the correct paper information, including size, type, weight, and if necessary, decurler and/or alignment option

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

5. Select **OK** to save the information and close the Tray Properties window.

Maintenance

Standard/Booklet Maker consumable supplies

Xerox supplies, including staples, staple cartridges, and staple waste containers can be ordered from Xerox by going to www.xerox.com and clicking on either the Contact Us link for specific contact information/telephone numbers in your area or by clicking on the Supplies and entering/selecting your specific machine information (product family and model type).

Note

Always refer to www.xerox.com for the latest Consumable Replaceable Units (CRUs) part numbers.

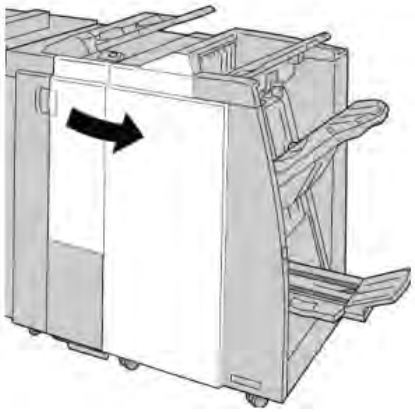
Store supply items and Xerox parts in their original packages in a convenient location.

Supply Item	Supply Unit Shipped with finisher/Reorder Quantity
Staple cartridge/staple waste container	4 staple cartridges (5000 staples per cartridge) and 1 staple waste container per carton
Booklet Maker Finisher staple cartridge	4 pack: 5000 staple refills each

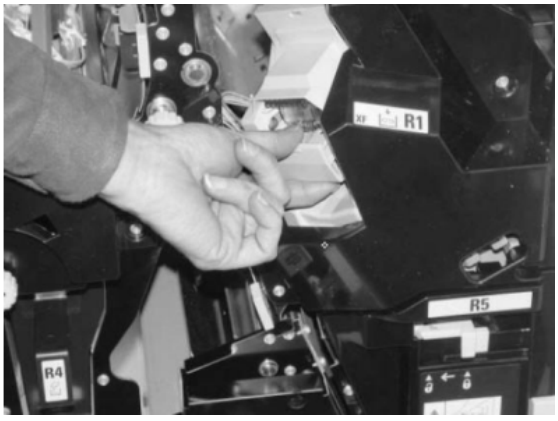
Replace the standard staple cartridge

A message displays on the UI when it is time to replace a staple cartridge.

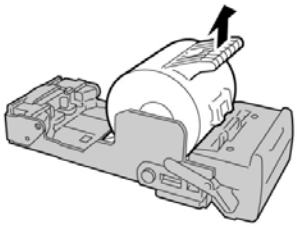
1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



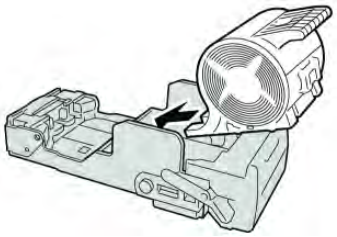
3. Grasp the Staple Cartridge handle located at **R1**, and pull out the staple cartridge from the finisher.



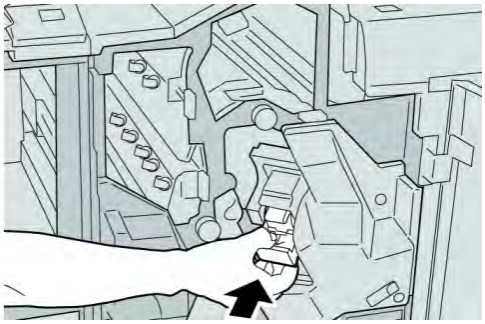
4. Hold the positions as indicated by the arrow and remove the staple cartridge from the unit.



5. Push a new staple cartridge into the unit.



6. Reinstall the cartridge unit to its original position in the finisher.



7. Close the Right Cover on the finisher.

Note

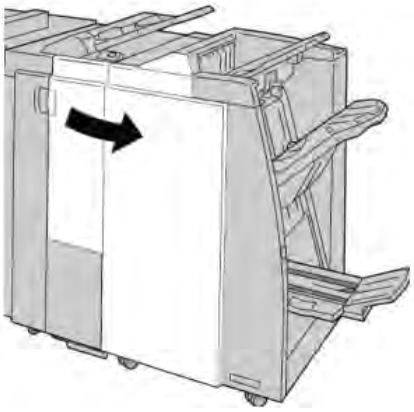
A message will display and the machine will not operate if the right cover is open even slightly.

Replace the booklet staple cartridge

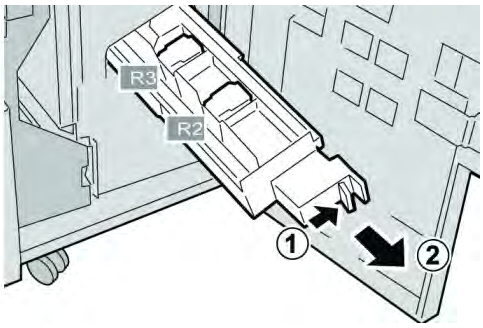
In addition to the standard stapler, the Booklet Maker Finisher is equipped with a booklet stapler. When this booklet stapler needs to be replaced, a message appears on the UI.

1. Make sure that the machine has stopped printing.

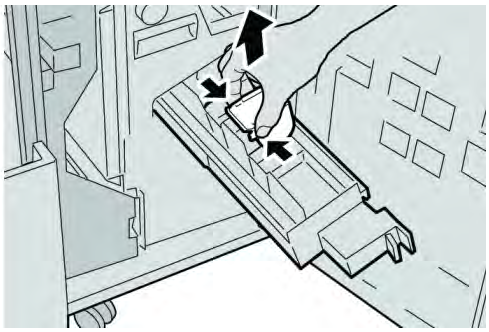
2. Open the Right Cover on the finisher.



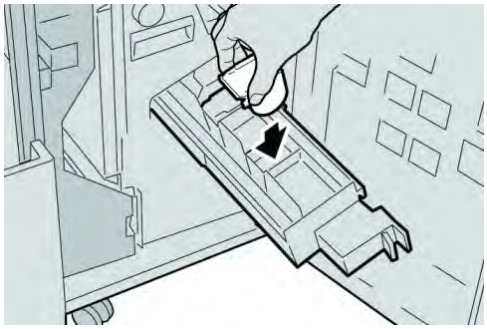
3. While pressing the lever to the right, pull out the booklet staple cartridge unit.



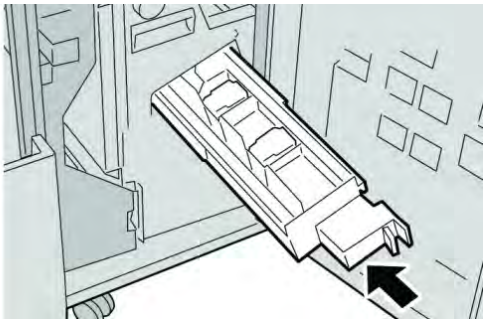
4. Hold the tabs of the staple cartridge unit by the tabs and lift to remove it.



5. While holding the tabs of a new staple cartridge, push it into the unit.



6. Push the staple cartridge unit to its original position in the machine.



7. Close the Right Cover on the finisher.

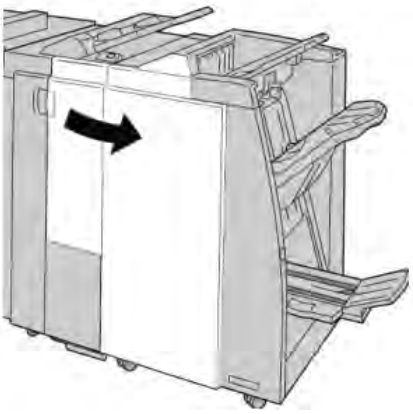
Note

A message will display and the machine will not operate if the right cover is open even slightly.

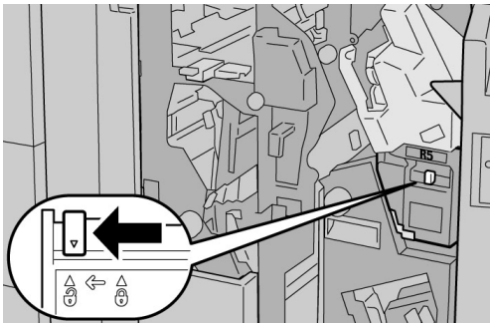
Replacing the Staple Waste Container on the finisher

The machine displays a message indicating that the Staple Waste Container is full. To replace the container:

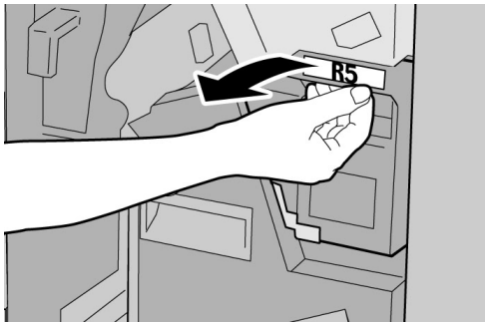
1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



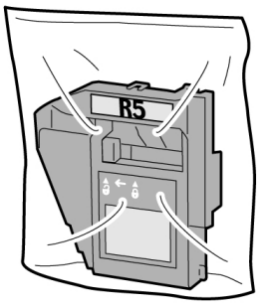
3. Locate the Staple Waste Container (**R5**) in the finisher, and move the lock lever to the unlock position.



4. Hold R5 as shown in the figure and remove the staple waste container from the machine.



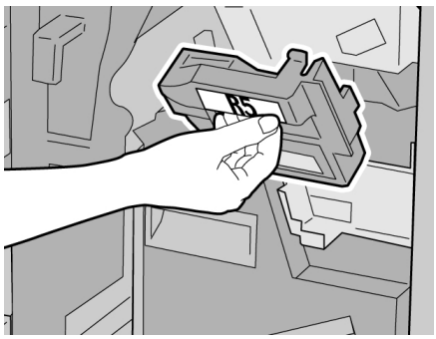
5. Place the used staple waste container into a supplied plastic bag.



Note

Do not return a disassembled (used) container to the Customer Support Center.

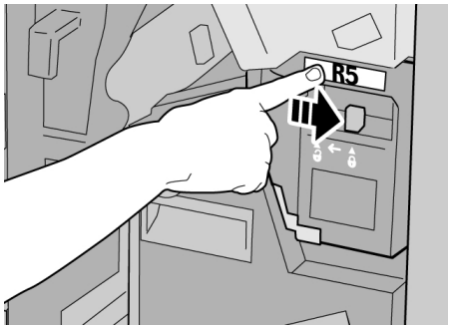
6. Hold the new staple waste container by the **R5** handle area and push it into the machine.



Note

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

7. Push **R5** until the lock lever moves to the locked position.



8. Close the Right Cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

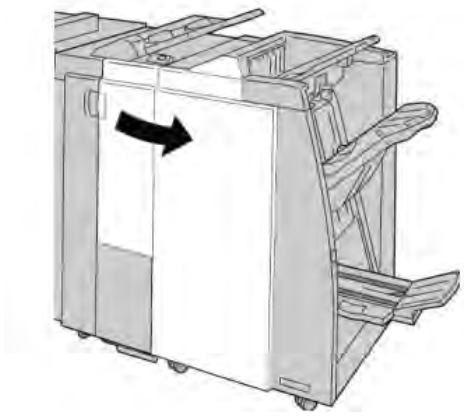
Empty the Punch Waste Container

The UI displays a message indicating when it is time to empty the Punch Waste Container.

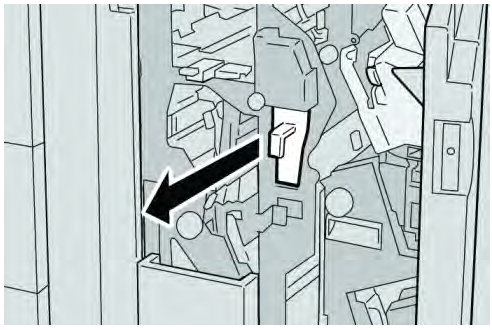
Caution

Only remove the Punch Waste Container while the system is powered ON. If you switch off the power when emptying the container, the machine cannot detect that the container was emptied.

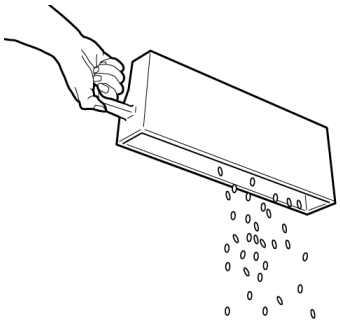
1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



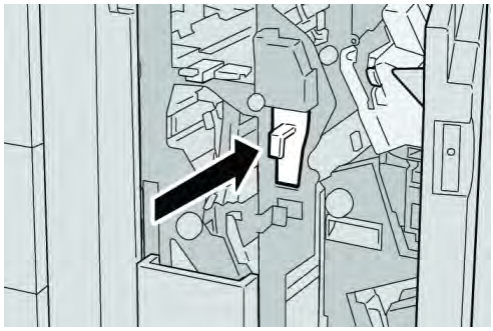
3. Pull the container out of the finisher (**R4**).



4. Discard all the punch scraps in an appropriate container.



5. Reinsert the empty container into the machine.



6. Close the Right Cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Finisher problem solving

Tip

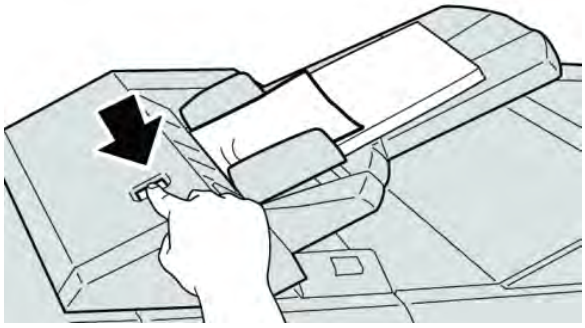
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

Note

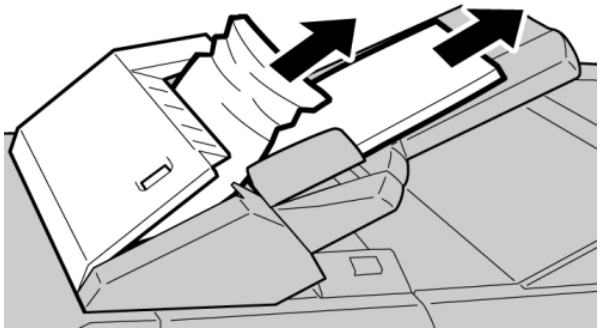
Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Paper jams in Tray 8 (Post-Process Inserter)

1. Press the **Cover** button.



2. Open cover **1e** and then remove the jammed paper and all paper loaded in the tray.

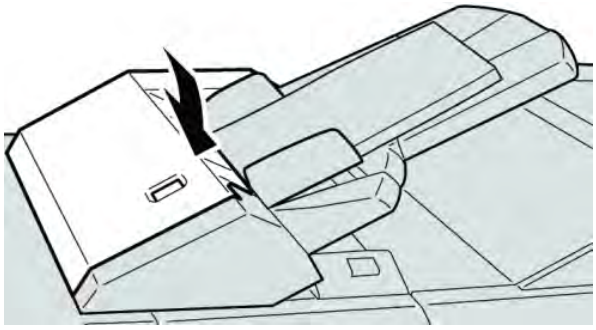


Note

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

3. Fan the paper you removed, making sure that all four corners are neatly aligned, and then load them again.

4. Push cover **1e** until you hear it click into place.

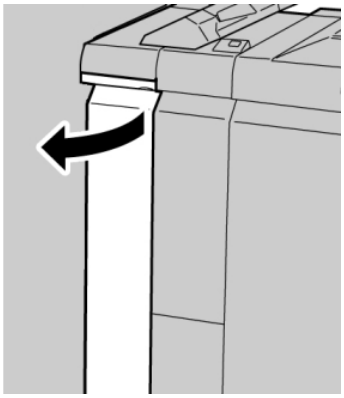


Note

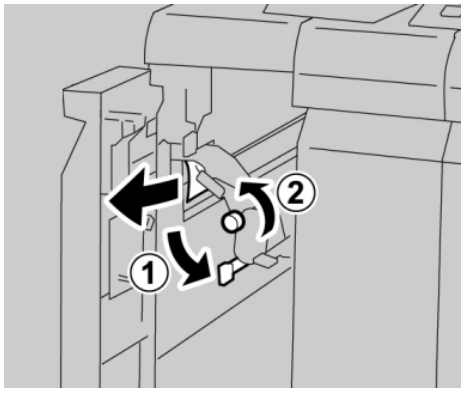
A message will be displayed and the machine will not operate if the cover is open even slightly.

Paper jams at lever 1a and knob 1c

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.



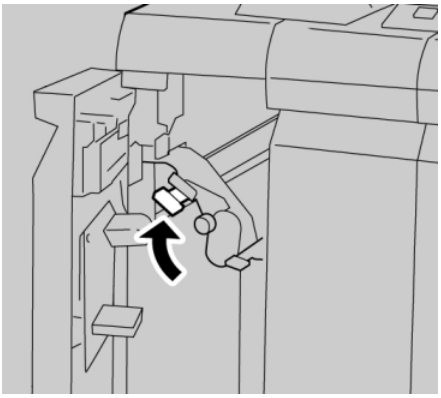
3. Move lever **1a** downwards and turn knob **1c** left. Remove the jammed paper.



Note

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

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



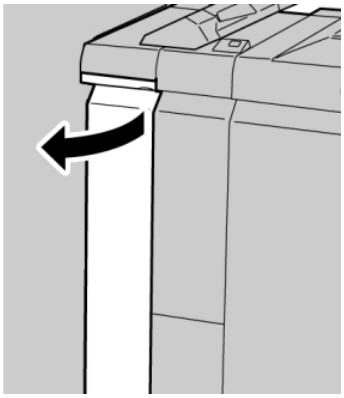
5. Close the finisher left cover completely.

Note

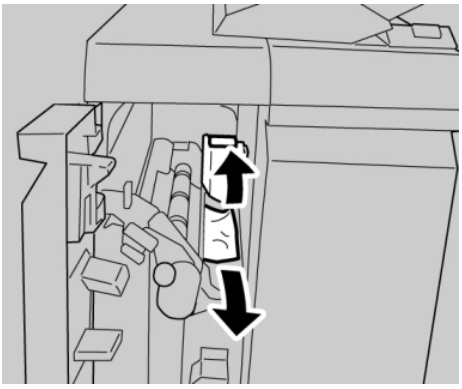
The machine will not operate if the cover is open even slightly.

Paper jams at lever 1d

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.



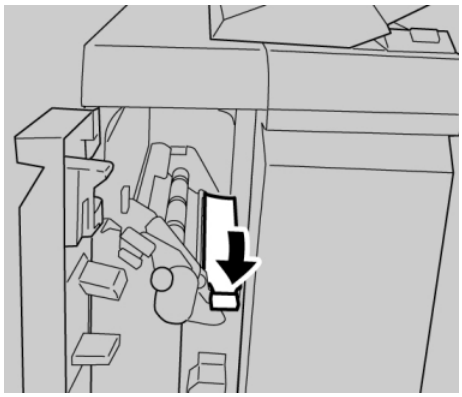
3. Move lever **1d** upwards and remove the jammed paper.



Note

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

4. Move the lever **1d** to the original position.



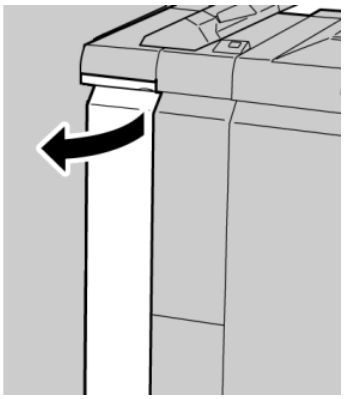
5. Close the finisher left cover completely.

Note

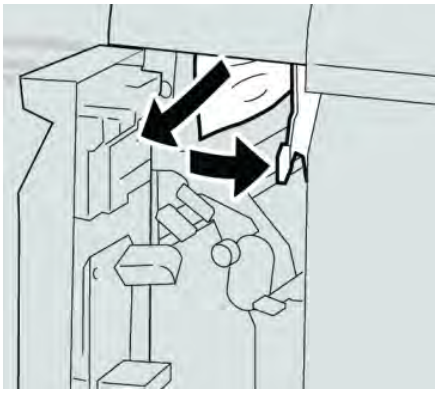
The machine will not operate if the cover is open even slightly.

Paper jams at lever 1b

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.



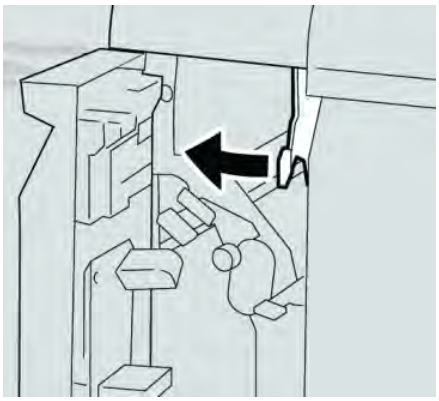
3. Move the lever **1b** to the right and remove the jammed paper.



Note

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

4. Move the lever **1b** to the original position.



5. Close the finisher left cover completely.

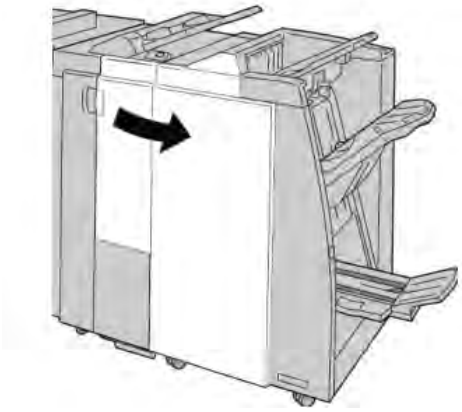
Note

The machine will not operate if the cover is open even slightly.

Paper jams at lever 3b and 3d

1. Make sure that the machine has stopped printing.

2. Open the Right Cover on the finisher.

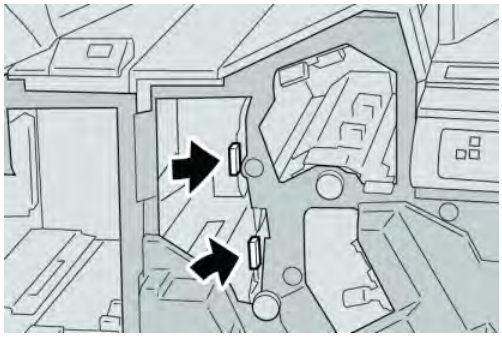


3. Move the levers **3b** and **3d**; remove the jammed paper.

Note

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

4. Return the levers **3b** and **3d** to their original positions.



5. Close the Right Cover on the finisher.

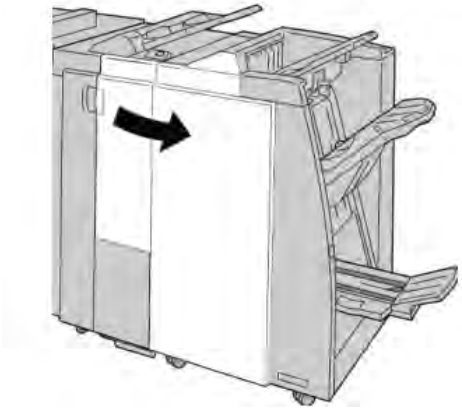
Note

A message will display and the machine will not operate if the right cover is open even slightly.

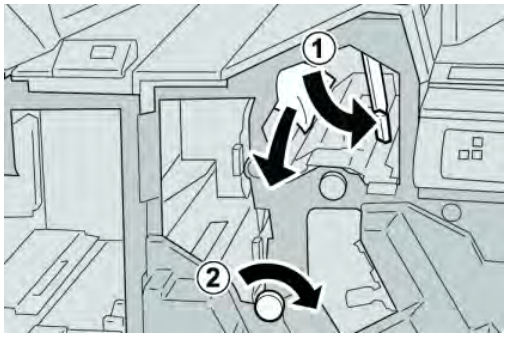
Paper jams at lever 3e and knob 3c

1. Make sure that the machine has stopped printing.

2. Open the Right Cover on the finisher.



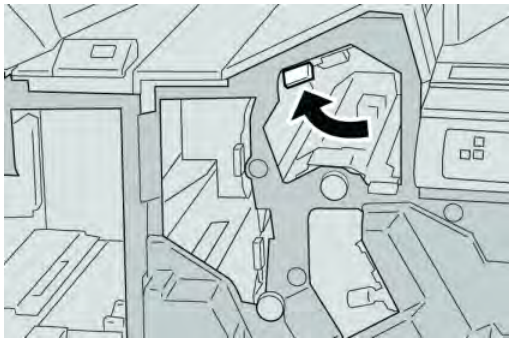
3. Move the lever **3e** and turn the knob **3c**; remove the jammed paper.



Note

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

4. Return the lever **3e** its original position.



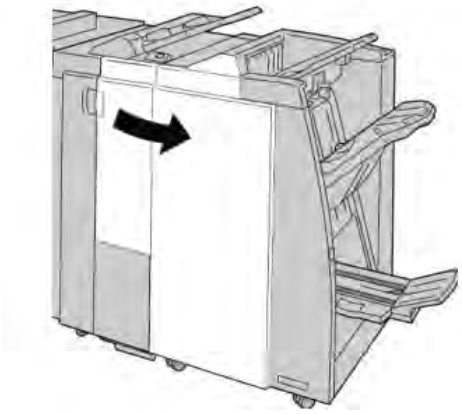
5. Close the Right Cover on the finisher.

Note

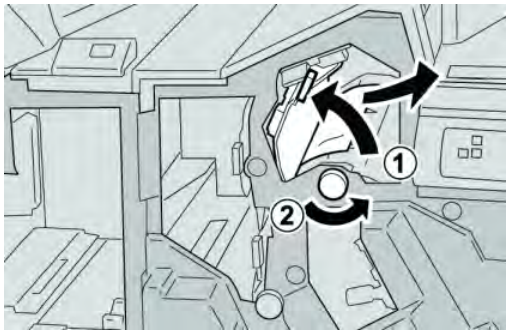
A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at lever 3g and knob 3f

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



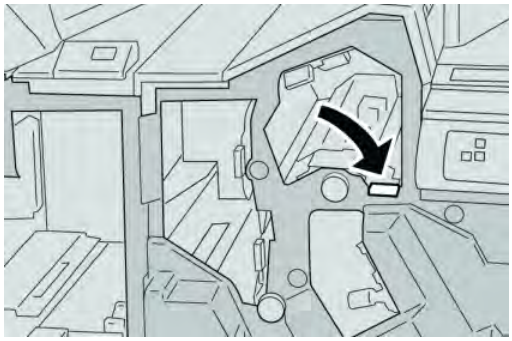
3. Move the lever **3g** and turn the knob **3f** and remove the jammed paper.



Note

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

4. Return the lever **3g** its original position.



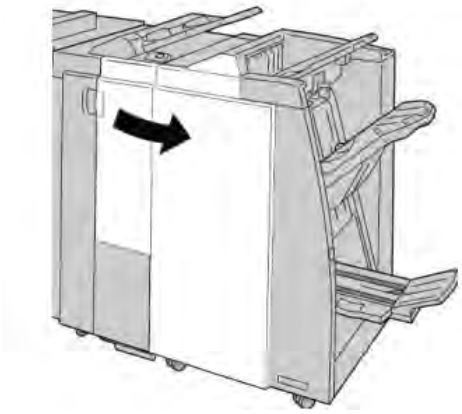
5. Close the Right Cover on the finisher.

Note

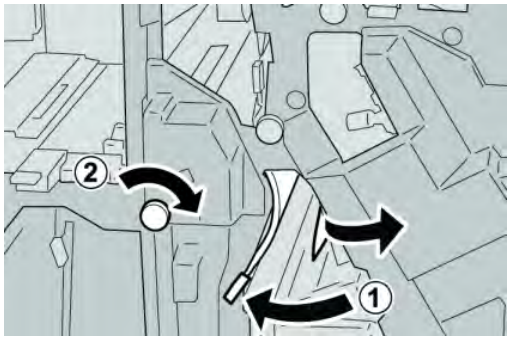
A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at lever 4b and knob 3a

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



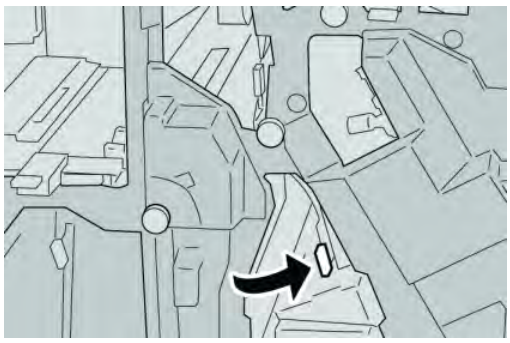
3. Move the lever **4b** and turn the knob **3a**; remove the jammed paper.



Note

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

4. Return the lever **4b** its original position.



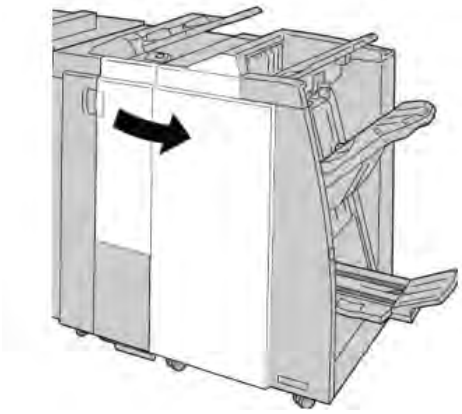
5. Close the Right Cover on the finisher.

Note

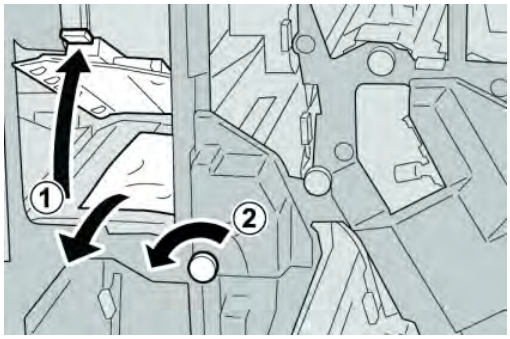
A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at lever 2a and knob 3a

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



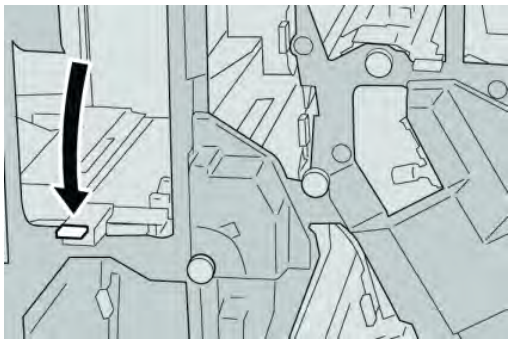
3. Move the lever **2a** and turn the knob **3a**; remove the jammed paper.



Note

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

4. Return the lever **2a** to its original position.



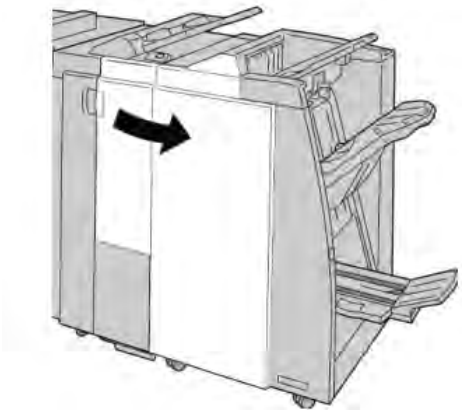
5. Close the Right Cover on the finisher.

Note

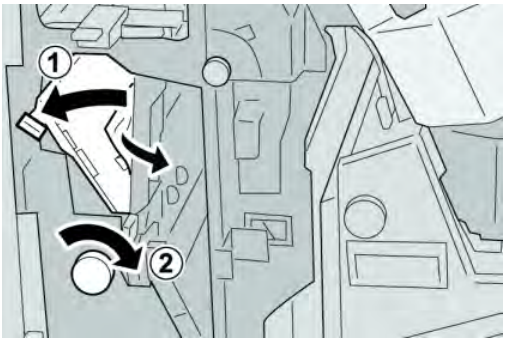
A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at lever 2b and knob 2c

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



3. Move the lever **2b** and turn the knob **2c**; remove the jammed paper.



Note

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

4. Return the lever **2b** to its original position.

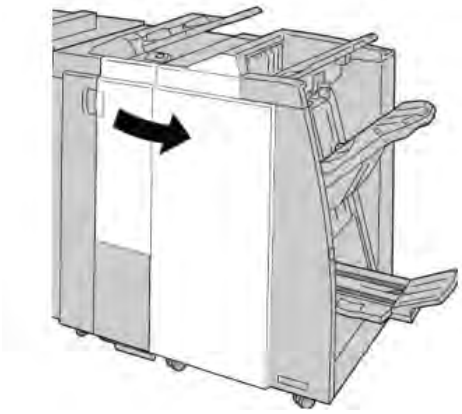
5. Close the Right Cover on the finisher.

Note

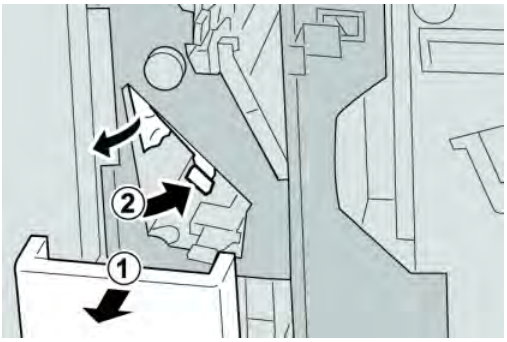
A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at 2c, 2e, 2f, and 2d

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



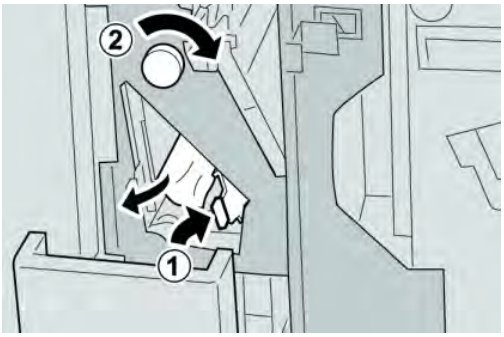
3. Pull out the folder output tray (**2d**), swing lever **2e/2f** to the right, and remove the jammed paper.



Note

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

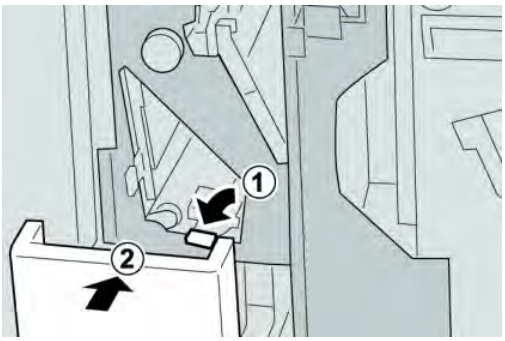
4. If you cannot remove the paper, return the lever **2e/2f** to its original position. Swing the lever **2e/2f**, turn the knob **2c** to the right, and remove the jammed paper.



Note

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

5. Return the opened lever (**2f**) or (**2e**) to its original position, and close the output tray (**2d**).



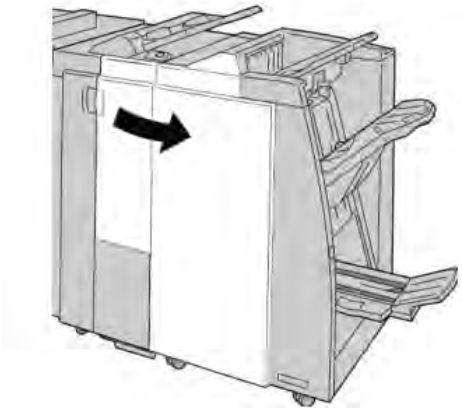
6. Close the Right Cover on the finisher.

Note

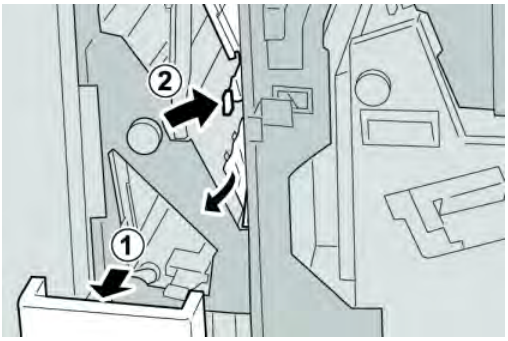
A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at 2d and lever 2g

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



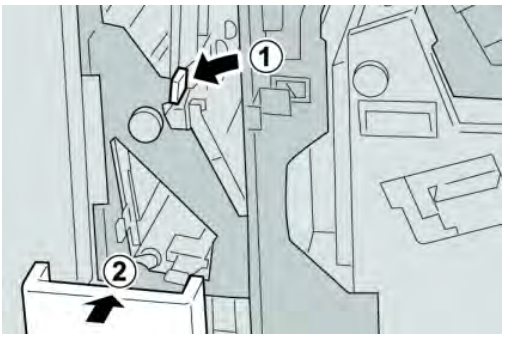
3. Pull out the folder output tray (**2d**), swing lever the **2g**, and remove the jammed paper.



Note

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

4. Return the opened lever (**2g**) to its original position, and close the output tray (**2d**).



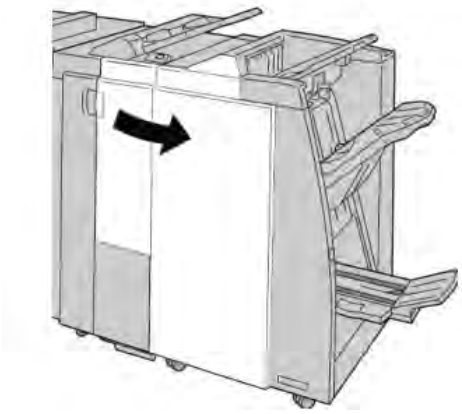
5. Close the Right Cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

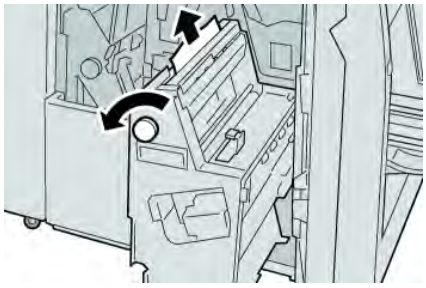
Paper jams at unit 4 and knob 4a

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



3. Pull out unit **4**.

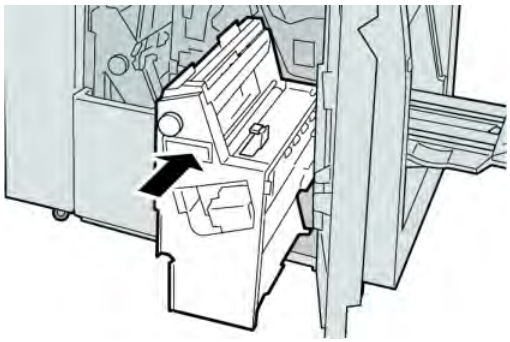
4. Turn the knob **4a** to remove the jammed paper from the left side of unit **4**.



Note

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

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



6. Close the Right Cover on the finisher.

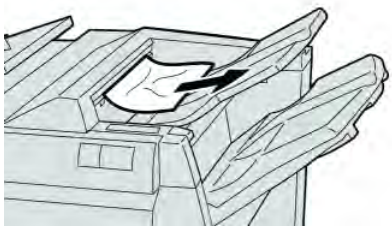
Note

A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at finisher top tray

1. Make sure that the machine has stopped printing.

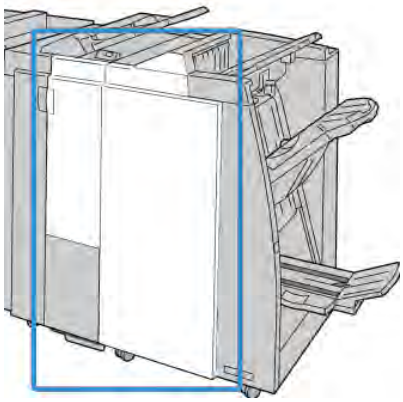
2. Remove jammed paper from the finisher top tray.



Note

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

3. Open and close the finisher right cover.



Note

The machine will not operate if the cover is open even slightly.

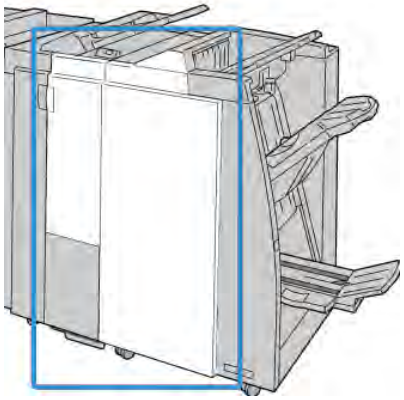
Paper jams at finisher stacker tray

1. Make sure that the machine has stopped printing.
2. Remove jammed paper from the finisher stacker tray.

Note

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

3. Open and close the finisher right cover.

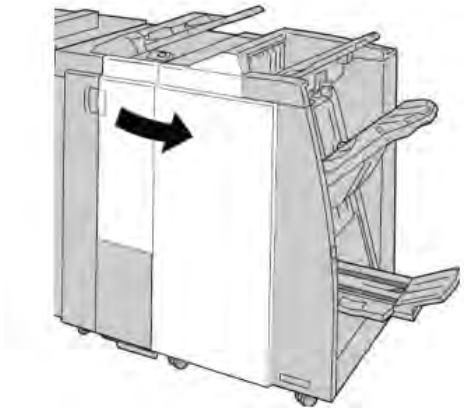


Note

The machine will not operate if the cover is open even slightly.

Paper jams at the optional booklet maker tray

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



3. Turn knob **4a** and remove any jammed paper from the optional booklet maker tray.

Note

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

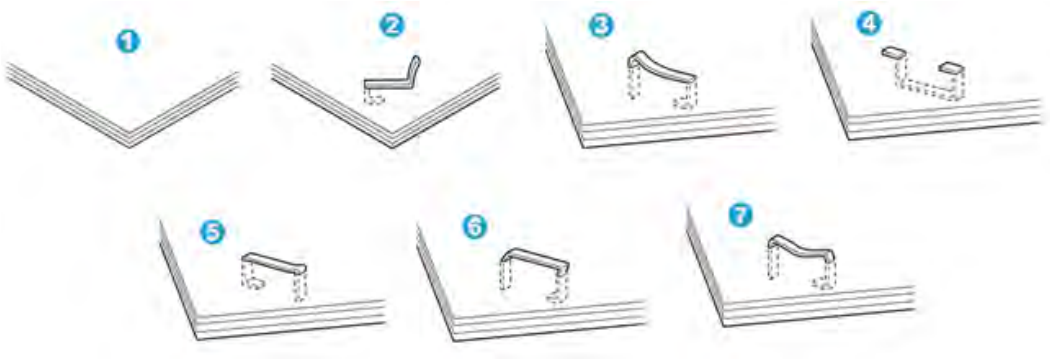
4. Close the Right Cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Stapler faults

Follow the procedures provided when the output is not stapled or the staples are bent. Contact our Customer Support Center if the problem persists after you have tried the following solutions. Stapler faults on output may look similar to the ones shown in the following illustration.



1. No staple
2. Bent staple
3. One side of staple rising up
4. Staple bent in reverse direction
5. Flattened staple
6. Entire staple rising up
7. Staple rising up withcenter pressed in

If the output is stapled as shown in the figure above, contact our Customer Support Center.

Note

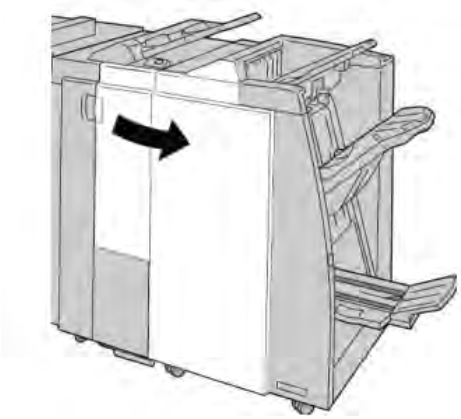
Depending on the type of paper that is being stapled, the stapled nails may be bent. If the bent nails are stuck inside the machine, they may eventually cause paper jams. Remove the bent staple when opening the staple cartridge cover. If you do not remove the bent staple, a staple jam may occur as a result. Use the staple cartridge cover only when removing the bent staple.

Staple jams in the standard staple cartridge

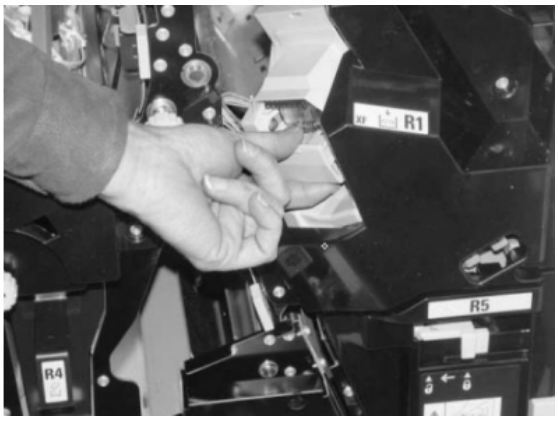
Note

Always check inside the finisher for any individual staples or staple remnants.

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



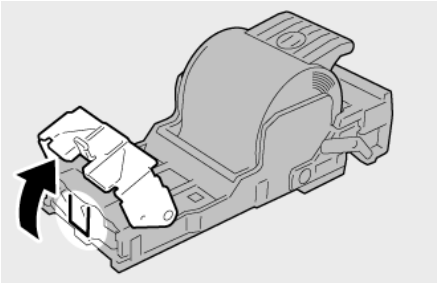
3. Grasp the Staple Cartridge handle located at **R1**, and pull out the staple cartridge from the finisher.



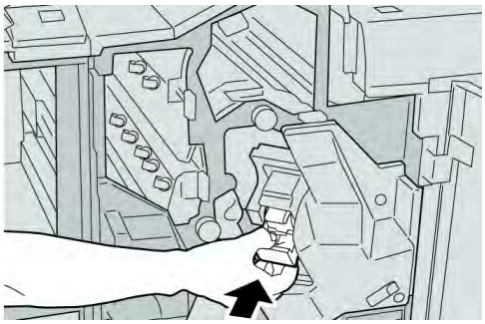
4. Check the inside of the finisher for any remaining staples, and if necessary, remove them.
5. Open the staple cartridge unit as shown and remove the jammed staple.

Warning

To avoid injury to your fingers, carefully remove the jammed staples from the cartridge.



6. Reinstall the cartridge unit to its original position in the finisher.



7. Close the Right Cover on the finisher.

Note

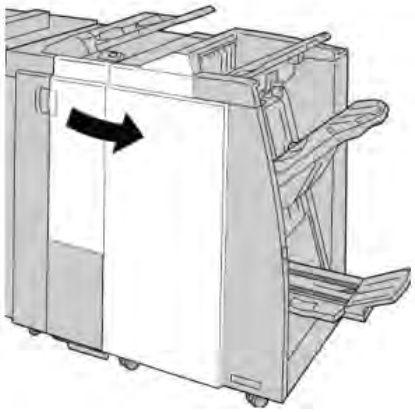
A message will display and the machine will not operate if the right cover is open even slightly.

Staple jams in the booklet maker cartridge

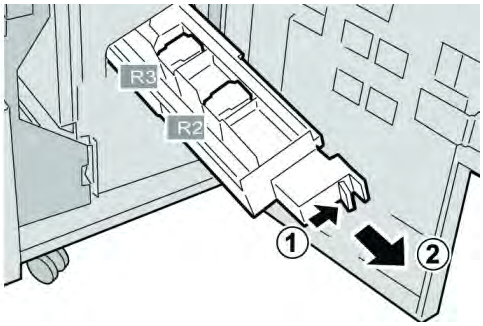
Note

Always check inside the finisher for any individual staples or staple remnants.

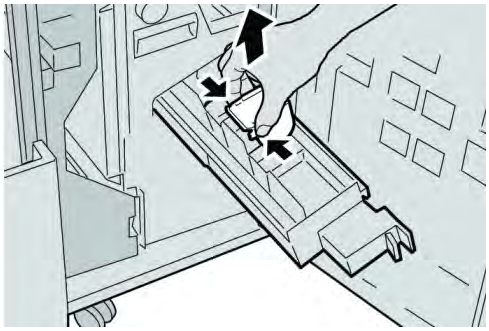
1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



3. While pressing the lever to the right, pull out the booklet staple cartridge unit.



4. Hold the tabs of the staple cartridge unit by the tabs and lift to remove it.

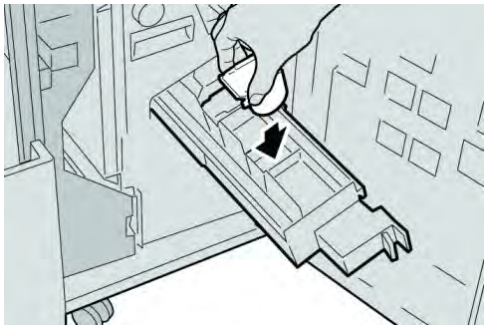


5. Remove the jammed staples from the cartridge.

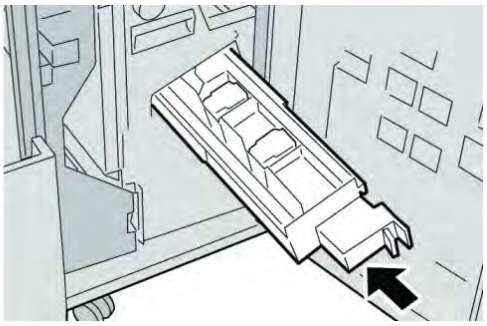
Warning

To avoid injury to your fingers, carefully remove the jammed staples from the cartridge.

6. While holding the tabs of a new staple cartridge, push it into the unit.



7. Push the staple cartridge unit to its original position in the machine.



8. Close the Right Cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

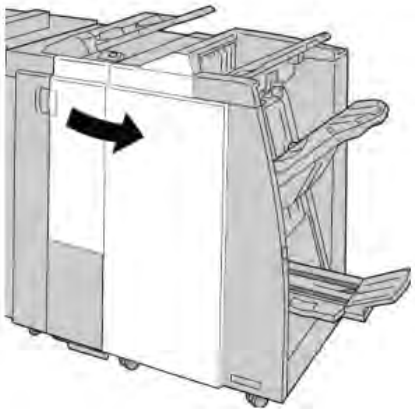
Reinserting the standard staple cartridge

Use this procedure if the standard staple cartridge is inserted incorrectly into the machine.

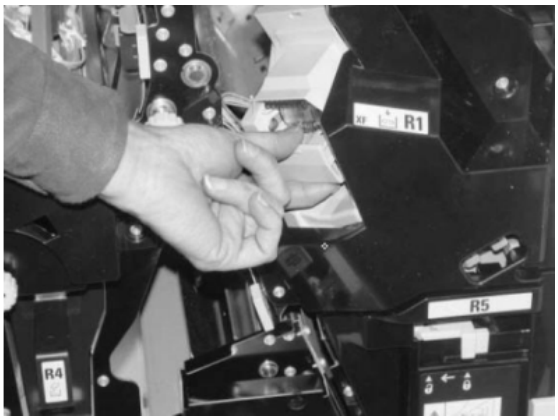
Note

Always check inside the finisher for any individual staples or staple remnants.

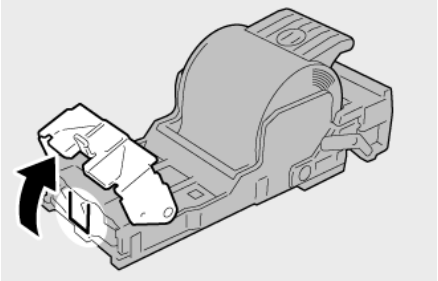
1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



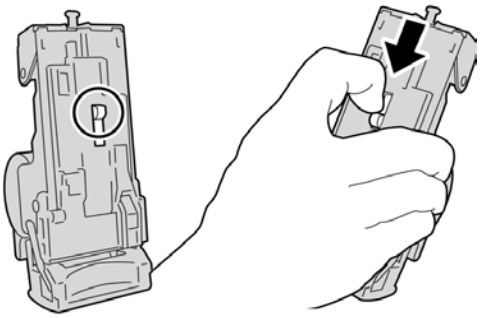
3. Grasp the Staple Cartridge handle located at **R1**, and pull out the staple cartridge from the finisher.



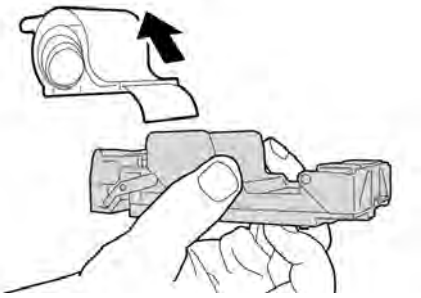
4. If necessary, the staple cartridge unit as shown and remove the jammed staple.



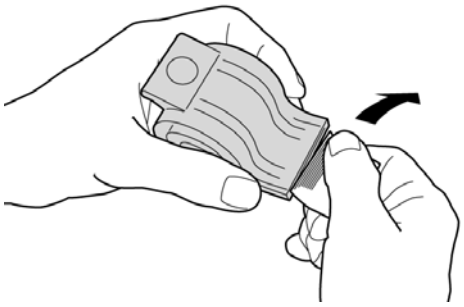
5. Move the lever on the rear of the staple cartridge unit in the downward direction.



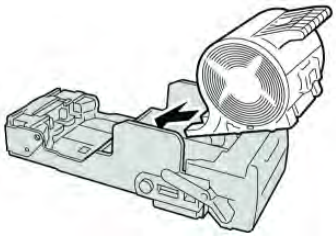
6. While holding the lever down, turn over the unit and remove the staple cartridge from the unit.



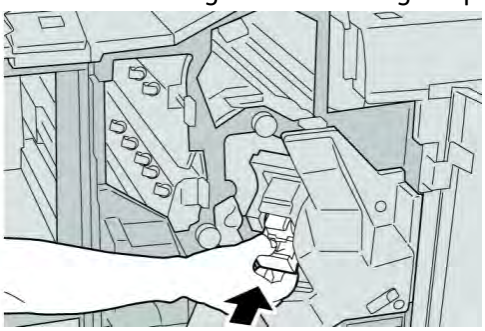
7. Detach the outside staples along the line.



8. Push a new staple cartridge into the unit.



9. Reinstall the cartridge unit to its original position in the finisher.



10. Close the Right Cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Fault codes

If an error caused the printing to end abnormally, or a malfunction occurred in the Booklet Maker Finisher, then an error code is displayed.

If an error code appears that is not listed in the table below, or if an error persists after following the listed solution, then contact your Xerox Customer Support Center.

If an error code is displayed, all print data of the machine as well as print data stored in the machine's built-in memory is discarded.

Fault code	Possible cause	Recommended solution
012 125, 012 132, 012 211, 012 212, 012 213, 012 214, 012 215, 012 216, 012 217, 012 218, 012 219, 012 221, 012 223, 012 225, 012 226, 012 227, 012 228, 012 229, 012 230, 012 235, 012 236, 012 237, 012 238, 012 239, 012 240, 012 241, 012 243, 012 246, 012 247, 012 248, 012 250, 012 251, 012 252, 012 253, 012 254, 012 255, 012 260, 012 263, 012 264, 012 265, 012 282, 012 283, 012 291, 012 296	The Finisher malfunctioned	• Check for any obstructions in the paper path and clear them. • Power Off/On the machine, and if necessary, resend/restart your print job. If the error persists, contact the Customer Support Center.
012 400	Staple Waste Container near full	Follow the procedures to remove and replace the staple waste container in the finisher.
012 949	Finisher Puncher Waste Container is not attached	Check that the punch waste container is installed in the finisher and inserted correctly.
024 931	The Staple Waste Container is full or near full	Remove the Staple Waste Container and reinstall a new one.
024 932	The Staple Waste Container is not attached	Check that the Staple Waste Container is installed in the finisher and inserted correctly.
024 943	The booklet staple cartridge is empty or stapling error occurred.	Check the staple cartridge and reset correctly. If necessary, replace with a new cartridge. Resume job.
024 957	Inserter trays are empty/out of paper	Add paper to the paper trays of the Inserter.

Standard/Booklet Maker Finisher

(continued)

Fault code	Possible cause	Recommended solution
024 974	Designated paper size and the size of paper in the tray differs when feeding paper	Reset the paper or cancel the job.
024 976	Finisher staple fault	Check staples and reset correctly.
024 977	Finisher staple feeding is not ready	Check staples and reset correctly.
024 978	Booklet Finisher staple operation is not ready	Check staples and reset correctly.
024 979	The staple cartridge is empty	Check staples. Follow procedures to remove and replace staple cartridge.
024 980	The finisher stacker tray is full	Remove all paper from the stacker tray.
024 981	The finisher top tray is full	Remove all paper from the finisher top tray.
024 982	The finisher stacker tray lower safety warning in on	Remove all paper from the stacker tray and remove any other obstructions.
024 983	The finisher booklet tray is full	Remove all paper from the booklet tray.
024 984	The booklet stapler low staple F signal is on	Remove all paper from the booklet tray.
024 985	The booklet stapler low staple R signal is on	Remove all paper from the booklet tray.
024 987	The booklet folder tray is full	Remove all paper from the tray. Set the output tray for three fold.
024 988	The booklet folder tray is full	Check that the folder tray is correctly attached and set.
024 989	There is a problem with the booklet maker stapler	Check the staple cartridge and reset correctly.
047 320	A communication error has occurred with the Finisher	Power Off/On the machine. If the error persists, contact the Customer Support Center.
112 700	Punch Waste Container is full or near full	Remove and empty the waste container and reinstall.
116 790	The settings for stapling are canceled and prints the data	Confirm the staple psoition and try to print again.
124 705	The settings for punching are canceled	Confirm the punching position and try to print again.
124 706	The settings for folding are canceled	Confirm the folding settings and try to print again.

(continued)

Fault code	Possible cause	Recommended solution
124 709	The number of pages exceeds the number of pages that can be stapled	Decrease the number of pages, or cancel the stapling settings, then try to print again.

Specifications

Standard/Booklet Maker Finisher

Item	Specification
Tray Type	Top Tray: Collated/Uncollated **Note** Transparencies can be sent to the TOP tray of the finisher ONLY. Transparencies CANNOT be sent to the stacker (middle) tray. Stacker (middle) Tray: Collated/Uncollated (Offset available)
Supported Paper Size	Top Tray: • Maximum: SRA3, 13 x19 in., 12.6 x19.2 in., 330 x 488 mm (custom size) • Minimum: 100 x 148 mm (SEF), 4 x 6 in. (SEF), A6 (SEF) postcards Stacker (middle) Tray: • Maximum: 13 x 19 in. (330 x 488 mm), SRA3 • Minimum: B5, Executive (7.25 x 10.5 in.) Optional C/Z Folder tray: Supports A4 (SEF) and 8.5 x 11 in. (SEF) Delivery to a supported third-party, DFA device: • Maximum: 13 x 19 in., SRA3 • Minimum: B5, Executive (7.25 x 10.5 in.)
Supported Paper Weight	Trays: Top Tray: 55-350 gsm Stacker (middle) Tray: 55-300 gsm • Optional C/Z Folder tray: 64-90 gsm Delivery to a supported third-party, DFA device: 55-350 gsm
Tray Capacity	Top Tray: 500 sheets Stacker (middle)Tray: 2,000 sheets, 200 sets* • Optional C/Z Folder tray: Minimum 30 sheets *When using A4 LEF, B5 LEF, 8.5 x 11 in. LEF, 8 x 10 in. LEF, 7.5 x 10.5 in. LEF only. When using paper of other sizes, tray capacity is 1,500 sheets and 100 sets. **Tray may not support some paper types.

Standard/Booklet Maker Finisher

(continued)

Item	Specification
Stapling (variable length)	Maximum staple sheets: 100 sheets • When using paper of size larger than A4 or 8.5 x 11 in., the maximum number of sheets that can be stapled is 65. • Staple nails may bend when using certain paper types. Paper size: • Maximum: A3/11 x 17 in. • Minimum: B5, Executive (7.25 x 10.5 in.) Staple position: • 1 location: (front: angled stapling, center: parallel stapling, back: paralel stapling*) • 2 locations: (parallel stapling) • 4 locations: A4 (LEF) and 8.5 x 11 in. (LEF) parallel stapling *: Angled stapling for A3 and A4
Hole Punching	Supported paper size: • Maximum: A3/11 x 17 in. • Minimum: B5 LEF (2 holes), A4 LEF (4 holes) Number of holes: 2, 4, 3 (optional) Paper type: 55-220 gsm

(continued)

Item	Specification
Booklet Creation/Single Fold	Maximum number of sheets: • Fold and Staple: 25 sheets • Fold only: 5 sheets When using Xerox 20 lb./75 gsm paper, only 14 sheets can be stapled if adding a cover. Paper size: • Maximum: A3, 13 x 18 in. • Minimum: A4 SEF, 8.5 x 11 in. SEF **Note** When using light-weight stocks, media jams may occur with Booklet Creation, Single Fold, and stapling for output that is 25 sheets or more. If media jams do occur, it is recommended that a different media type is selected for the job. Paper type: Fold only or Fold and Staple: 55-350gsm uncoated, 106-300gsm coated Paper Weights/Booklet Capacity: • 64-80 gsm, Uncoated: 25 sheets • 81-90 gsm, Uncoated: 20 sheets • 91-105 gsm, Uncoated: 10 sheets • 106-128 gsm, Uncoated: 10 sheets, Coated: 10 sheets • 129-150 gsm, Uncoated: 10 sheets, Coated: 10 sheets • 151-176 gsm, Uncoated: 10 sheets, Coated: 10 sheets • 177-220 gsm, Uncoated: 5 sheets, Coated: 5 sheets • 221-256gsm, 4 sheets max. coated or uncoated • 257-350gsm, 3 sheets max, coated or uncoated
Folding	**Note** Non-stapled fold sets are limited to 5 sheets of paper.
Tray 8 (Post-Process Inserter; also called “Interposer”)	Paper size: • Maximum: A3/11 x 17 in. • Minimum: B5, Executive (7.25 x 10.5 in.) The machine does not print on paper loaded in Tray 8. Capacity: 200 sheets when using Xerox 20 lb./75 gsm paper. Paper type: 64-220 gsm

Optional C/Z Folder

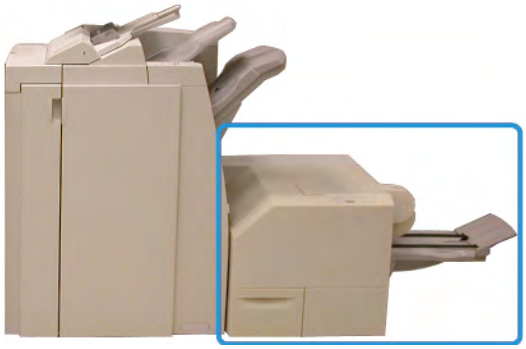
Item	Specification
Z-Fold Half Sheet	Z-paper size: 11 x 17 in./A3, 10 x 14 in./B4, 8K Paper type: 16-24 lb./64-90 gsm Output tray: Stacker (middle) tray • Capacity: - Maximum: 80 sheets (A3/11 x 17 in. Xerox 20 lb./75 gsm paper Z folding) - 20 sheets for 8K and 10 x 14 in./B4
C-Fold Z-Fold	Paper size: A4/8.5 x 11 in. Number of sheets to be folded: 1 sheet Capacity: Minimum 30 sheets (When usinig Xerox 20 lb./75 gsm paper.) Paper type: 16-24 lb./64-90 gsm Output tray: C/Z Folder tray
Single Fold	Refer to Booklet Creation/Single Fold specifications for more information

17

SquareFold Trimmer Module

Overview

The SquareFold Trimmer Module is an optional finishing device that is used in conjunction with another optional finishing device that contains a booklet maker.



Note

The SquareFold Trimmer Module requires a finisher with a booklet maker attached.

The SquareFold Trimmer Module:

- Receives the booklet from the booklet maker area of the finisher
- Flattens the booklet spine, thereby reducing the booklet's thickness and giving it the appearance of a perfect-bound book
- Trims/cuts away the face (edge) of the booklet, resulting in a neat finished edge

The booklet is assembled and stapled in the booklet area of the finisher; therefore, the booklet enters the SquareFold Trimmer Module already assembled. Any adjustments to the image of the original and its placement on the booklet page must be done from the machine UI, your print driver, or from the print server.

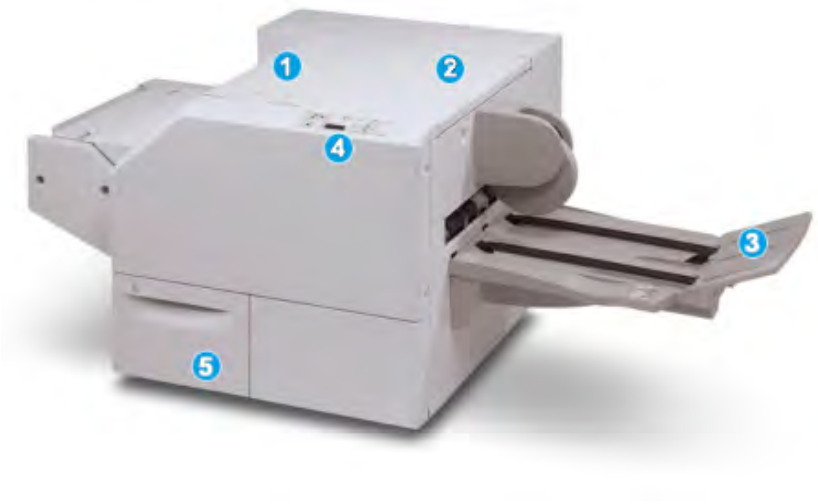
Note

Always refer to the SquareFold Trimmer Module Hints and Tips section before using the SquareFold Trimmer Module. The hints and tips section provides valuable information about setting up your jobs, which in turn ensures the best possible output for your print/copy jobs.

You may want to run one or more test prints/copies before running larger jobs.

Identifying the components

Main components



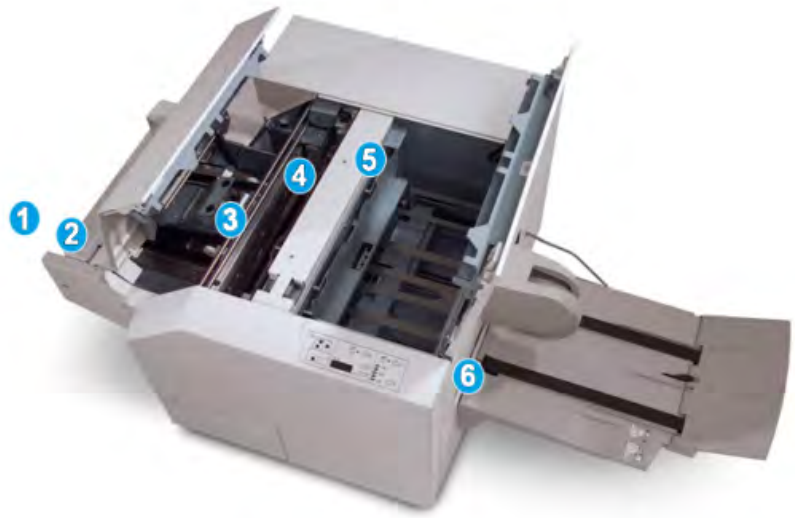
The main components consist of:

1. Top Left Cover: Open this cover to remove paper jams. The square fold mechanism is found in this area.
2. Top Right Cover: Open this cover to remove paper jams. The trimming mechanism is found in this area.
3. Booklet Output Tray: This tray receives square-fold booklet output from the finisher.
4. Control Panel: The Control Panel consists of a mimic display, buttons, and various indicator lights.
5. Trimmer Waste Container: Collects scrap/waste from the trimmer. Pull open to remove and dispose of trimmer waste scraps.

Note

The top covers cannot be opened during normal operation or when the machine is idle. The covers can be opened only when an indicator is lit and a jam/fault occurs within the SquareFold Trimmer Module.

Paper path



1. The booklet leaves the booklet area of the finisher and enters SquareFold Trimmer Module.
2. The Booklet Exit sensor (in the SquareFold Trimmer Module) detects the lead edge (spine) of booklet and moves the booklet to square fold area.
3. Once the booklet spine reaches the square fold area, the booklet is clamped and the square-folding operation begins.
4. The booklet is flattened and the spine squared according to the square-fold setting indicated on the control panel.
5. After the booklet is flattened and the spine squared, it is moved to the trimmer area.

a. Based on the finished booklet size, the booklet is moved until the trail edge reaches the trimmer cutter.

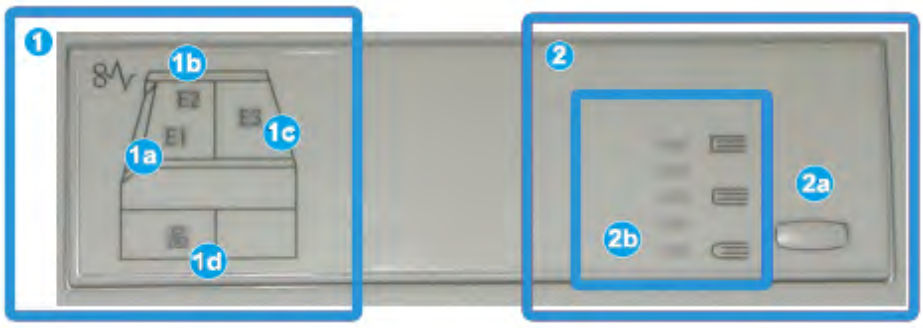
b. The trail edge is trimmed/cut (based on the finished booklet size entered for the Trimmer Mode Setting).

6. The booklet then moves to the exit area where it is transported to the Booklet Output Tray.

Note

Booklets exiting/leaving the SquareFold Trimmer Module may contain trim remnants/scraps from the previously trimmed booklet. This is due to static electricity build-up and is normal. If booklets contain trim remnants/scraps, simply remove and discard them.

Control panel



The control panel consists of the following:

1. Fault indicators: These indicators light when a fault or jam occurs in a particular area of the SquareFold Trimmer Module.

a. This indicator lights when a jam occurs as the booklet is leaving the exit area of the finisher.
b. This indicator lights when a jam occurs in the square fold area.
c. This indicator lights when a jam occurs in the trimmer area.

Note

If one of these indicators (1a, 1b, 1c) is lit, the top covers can be opened, and the jam/fault cleared; otherwise, during normal operation or when the machine is idle, the top covers cannot be opened.

d. This indicator lights when the Trimmer Waste Container is pulled out or when it is full.

2. Square Fold options: This area of the control panel contains the following:

Note

The Square Fold options are available from your computer print driver, from your print server, or from your machine UI (if it is a copier/printer). This is discussed in more detail in the section entitled Square Fold options.

a. Settings button: Press this button to adjust the Square Fold setting; refer to the next item.
b. Square Fold options: Select the desired setting; these settings are discussed in more detail in the section entitled “Square Fold options.”

Square Fold feature

The Square Fold feature can be selected/accessed from your computer print driver, the machine UI, or from the print server.

Note

The Square Fold feature is available only when your machine is connected to both a finisher with a booklet maker and the SquareFold Trimmer Module.

Note

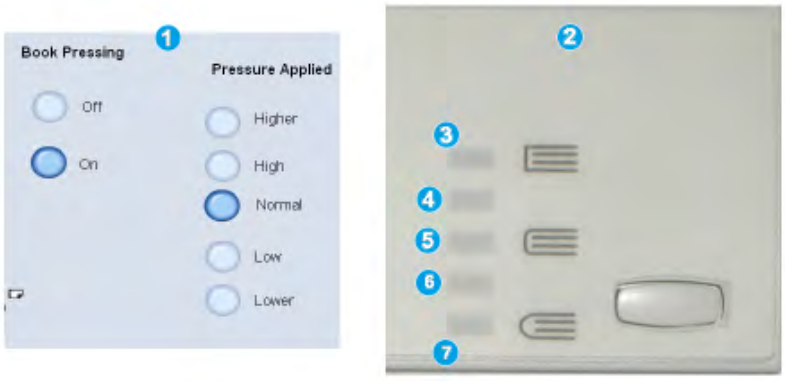
The term Book Pressing is used synonymously with the terms Square Fold or Square Folding.

Square fold options

The Square Fold (Book Pressing) feature can be switched on or off based on user preference. When the feature is switched on, you can select one of five options depending on your requirements for the finished booklet job.

Note

For the remainder of this section, the SquareFold Trimmer Module Control Panel and the machine UI screens are shown. The individual print server and print driver screens are not shown. The descriptions given for each of the Square Fold options are applicable for network print jobs and apply to any print server/print driver connected to the machine.



1. Square Fold/Book Pressing options on the machine UI; the illustration shown is a representation only. The actual images on the machine UI may vary depending on the machine to which it is connected.
2. SquareFold Trimmer Module control panel
3. **+2/Higher/High 2**: Use this setting when you want the most amount of pressure applied to the spine of the booklet. The more pressure applied to the booklet, the more square the booklet spine will be. +2 is the greatest amount of pressure that can be applied to the booklet.

   Additionally, you may want to select this setting when your finished booklet is five pages or less and on heavier weight paper (200 gsm or greater).
4. **+1/High/High 1**: Use this setting when you want a greater amount of pressure applied to the spine of the booklet, but not as much pressure as the +2 setting uses.
5. Auto/Normal: This is the machine default setting and is used for most jobs.

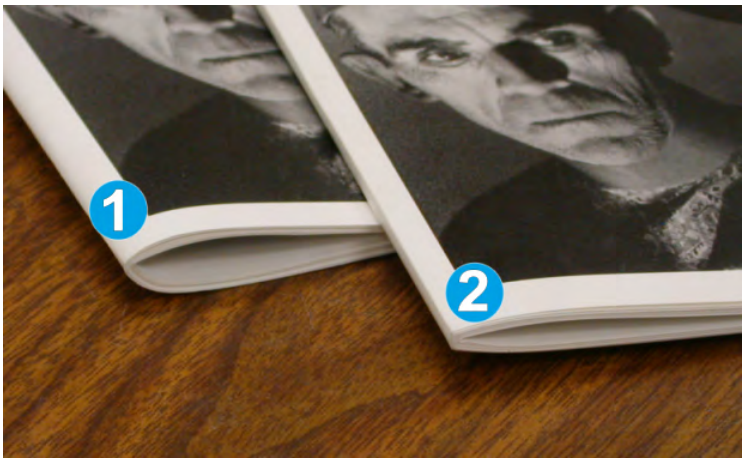
6. **-1/Low/Low 1**: Use this setting when you want less pressure applied to the spine of the booklet. The less pressure applied to the booklet, the more rounded the booklet spine will be.
7. **-2/Lower/Low 2**: Select this setting when your finished booklet is five pages or less and on lighter weight paper (100 gsm or lower). -2 is the least amount of pressure that can be applied to the booklet.

Choose the setting that best fits your needs for the booklet output.

Note

You may want to run one or more test prints before running larger jobs.

The following illustration shows two different booklets: one booklet which was square-folded and one booklet that was not square-folded.



1. This booklet was not square-folded. It has a more rounded, thicker appearance to the spine of the booklet.
2. This booklet was square-folded. The booklet spine is flattened and squared, giving it the appearance of a perfect-bound book.

Accessing the Square Fold options

Accessing the Square Fold options for network print jobs

For network print jobs, the Square Fold feature and its related options can be accessed either from your computer's print driver (before the job is submitted for printing or at the print server (after the job is submitted for printing). To access the Square Fold feature/options for network print jobs, perform the following:

1. For jobs being sent from your computer, continue to the next step.
   - For jobs already at the print server, continue to Step 3.
2. From your computer, open the desired job in its appropriate application (for example, Microsoft Word or Adobe Reader).
   a) Select **File** and **Print**.

b) From the Print window, select the desired machine (with the SquareFold Trimmer Module attached to it), and then select **Properties** for that machine.
c) Continue to Step 4.

3. From the print server, if applicable, open the Properties of the desired job:
   a) Double click on the job (from either the Hold or Printed Jobs queues).
   b) From the Properties window, go to the Finishing/Output tab.
   c) Continue to the next step.
4. Ensure that the correct output tray is selected (Booklet Maker Tray).
5. If necessary, ensure that the correct Stapling/Finishing/Folding features are selected.
6. Select the desired Square Fold (Book Pressing) option.
7. Select **OK** to save selections and close any Properties windows.
8. Send the the job to the machine.

Accessing the Square Fold options for copy jobs

1. From the machine UI select **Copy** and the **Output Format** tab.
2. Select either **Booklet Creation** or **Folding**.
3. From the Booklet Creation screen perform the following:
   a) Select **On**.
   b) Select **Fold & Staple**.
   c) From the Booklet Creation - Fold & Staple screen, select either **Fold Only** or **Fold & Staple**.

      To access the Square Fold feature, select the **Booklet Trimming/Pressing** button.
4. From the Folding screen, select **Single Fold**.
   a) Select **Fold as a Set**.
   b) Select **Booklet Trimming/Pressing** button to access the Square Fold (Book Pressing) feature.

Trimmer feature

The Trimmer feature can be selected/accessed from your computer print driver, the machine UI, or from the print server.

Note

The Trimmer feature is available only when your machine is connected to both a finisher with a booklet maker and the SquareFold Trimmer Module.

Trimmer options

When using the Trimmer options, always consider the following:

- Booklets exiting/leaving the SquareFold Trimmer Module may contain trim remnants/scraps from the previously trimmed booklet. This is due to static electricity build-up and is normal. If booklets contain trim remnants/scraps, simply remove and discard them.

- The Trimmer feature can be switched on or off based on user preference. When the feature is switched on, you can adjust the trim setting in 0.1 mm/0.0039 in. increments depending on your requirements for the finished booklet job.

Note

For the remainder of this section, the machine UI screen is shown. The individual print server and print driver screens are not shown. The descriptions given for each of the Trimmer options are applicable for network print jobs, and apply to any print server/print driver connected to the machine.

1. Select the arrow buttons to decrease or increase the trimmer setting. Adjustments are made in 0.1 mm/0.0039 in. increments.
2. The trimmer setting is based on:
   - The number of sheets in the finished booklet,
   - The finished booklet width size (such as 8.5 in./210 mm or 5.5 in./149 mm),
   - The media type (for example coated/uncoated, glossy), and
   - The media weight

Note

Important! You may have to experiment with various settings in order to determine the best settings for your particular job. Also, you may want to run one or more test prints before running larger jobs in order to ensure the best possible booklet output.

Note

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

Choose the setting that best fits your needs for the booklet output.

Trim guidelines

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

Note

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

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

SquareFold Trimmer Module

(continued)

Scenario number	Paper Size	Finished booklet size	Paper weight (lbs./gsm)	Approximate trim setting (mm)	Number of pages in finished booklet
16	12 x 18 in./305 x 458 mm	6 x 9 in./152 x 229 mm	28 lbs./105 gsm	220	16
17	12 x 18 in./305 x 458 mm	6 x 9 in./152 x 229 mm	80 lbs./120 gsm	210	14

Accessing the Trimmer options

Accessing the Trimmer options for network print jobs

For network print jobs, the Trimmer feature and its related options can be accessed either from your computer's print driver (before the job is submitted for printing or at the print server (after the job is submitted for printing). To access the Trimmer feature/options for network print jobs, perform the following:

1. For jobs being sent from your computer, continue to the next step.
   - For jobs already at the print server, continue to Step 3.
2. From your computer, open the desired job in its appropriate application (for example, Microsoft Word or Adobe Reader).
   a) Select **File** and **Print**.
   b) From the Print window, select the desired machine (with the SquareFold Trimmer Module attached to it), and then select **Properties** for that machine.
   c) Continue to Step 4.
3. From the print server, if applicable, open the Properties of the desired job:
   a) Double click on the job (from either the Hold or Printed Jobs queues).
   b) From the Properties window, go to the Finishing/Output tab.
   c) Continue to the next step.
4. Ensure that the correct output tray is selected (Booklet Maker Tray).
5. If necessary, ensure that the correct Stapling/Finishing/Folding features are selected.
6. Select the desired Trimmer option.
7. Select **OK** to save selections and close any Properties windows.
8. Send the the job to the machine.

Accessing the Trimmer options for copy jobs

1. From the machine UI select **Copy** and the **Output Format** tab.
2. Select either **Booklet Creation** or **Folding**.
3. From the Booklet Creation screen perform the following:
   a) Select **On**.
   b) Select **Fold & Staple**.
   c) From the Booklet Creation - Fold & Staple screen, select either **Fold Only** or **Fold & Staple**.

   To access the Trimmer feature, select the **Booklet Trimming/Pressing** button.

4. From the Folding screen, select **Single Fold**.
   a) Select **Fold as a Set**.
   b) Select **Booklet Trimming/Pressing** button to access the Trimming feature.

Hints and tips

Printing full-page images on booklets

When using full-page images, ensure that the finished booklet size accommodates any full-page images, and that when the booklet is trimmed, these images are not truncated. Refer to the illustration.

1. This booklet has preprinted front and back covers with a full-page image. It was printed on 8.5 x 14 in./B4 paper. The front cover, which was trimmed, displays the entire image.
2. This same booklet was printed on 8.5 x 11 in./A4 paper. The image on the front cover is truncated after trimming it.

Before you print any booklet job, you should consider your whole job, including the following:

- What is the desired size of the finished booklet?
- Does the booklet contain full-page images?
- Are you using preprinted covers with full-page images?
- Are you trimming the booklet?
- Do you need to shift any full-page images in order to ensure they fit on the finished booklet?

These are important questions which can affect the output of your booklet jobs, especially if you are using full-page images and trimming the booklet edges.

Follow these tips

Follow these tips to ensure you get your desired output:

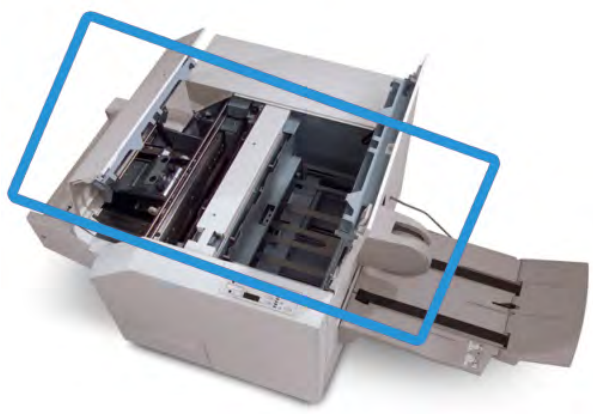
- Always run one or more test prints of your job before running a larger output quantity.
- Review your test prints for truncated images/text.
- If any images/text need shifting, use the various selections from your application's print driver; refer to your print driver's Help information.
- Remember: it may take one or more test prints before you achieve your desired output.

Problem solving

Jam clearance

Note

The top covers cannot be opened during normal operation or when the machine is idle. The covers can be opened only when an indicator is lit and a jam/fault occurs within the SquareFold Trimmer Module. For indicator details, refer to the control panel information earlier in this section.



The paper path is shown in the above illustration. Clear any paper jams that may occur along the paper path. If a jam occurs, the machine stops printing, and a message may be displayed on the User Interface (UI).

Note

To determine if the jam/fault is within the finisher or with the SquareFold Trimmer Module, always begin your troubleshooting with the SquareFold Trimmer Module.

Clearing jams

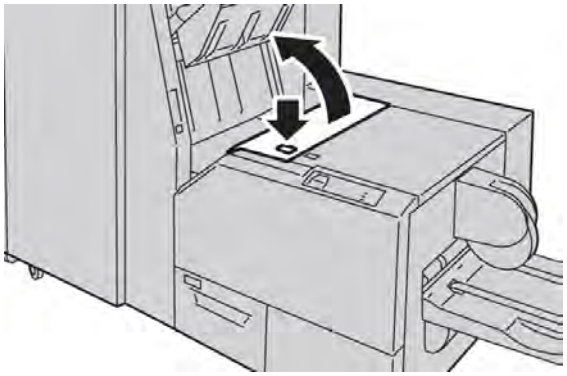
Use the following procedure to clear jams or faults and then resume printing:

1. Follow the instructions displayed on the machine's UI.
2. If instructed by the machine's UI, open the Top Left Cover and the Top Right Cover of the SquareFold Trimmer Module.
3. Look for any jammed booklets within the SquareFold Trimmer Module paper path and remove them.
4. Check for loose trim scraps along the paper path and remove them.
5. Close the Top Left and Right Covers.
6. Empty the Trimmer Waste Container.
7. Ensure that the Trimmer Waste Container is completely pushed in/closed.
8. Ensure that all covers on the SquareFold Trimmer Module are closed.
9. If the SquareFold Trimmer Module Control Panel and/or the machine's UI indicate there is a still a jam, recheck the SquareFold Trimmer Module (steps 1-8).
10. If necessary, open the finisher to look for jams/faults along the finisher path.
11. Follow the instructions displayed on the machine UI to resume printing.

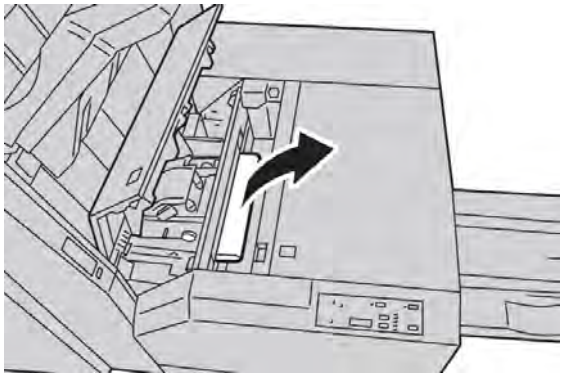
Clearing E1/E2 jams

Use the following procedure to clear jams when the E1 and/or E2 LED is lit on the SquareFold Trimmer Module control panel.

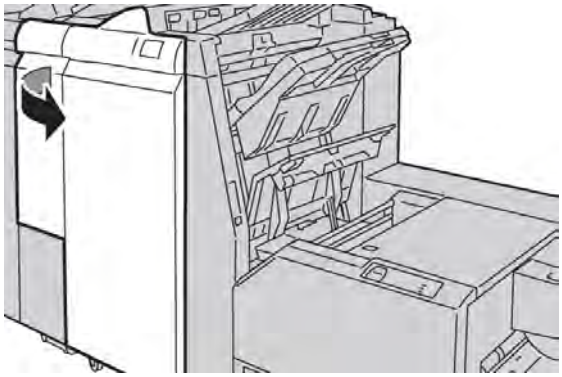
1. Make sure that the machine is not in operation, and press the button on the left cover of the Trimmer unit to open the cover.



2. Remove the jammed paper.

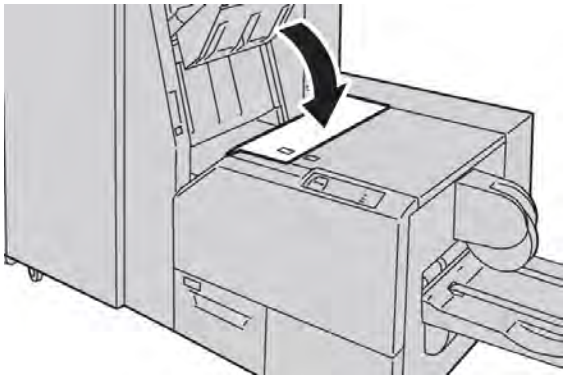


3. If you cannot remove the paper in Step 2, open the right cover of the finisher.



4. Turn the knob 4a to the right, and then remove the jammed paper.

5. Close the left cover of the Trimmer unit.



6. If you opened the right cover of the finisher in Step 3, close the cover.

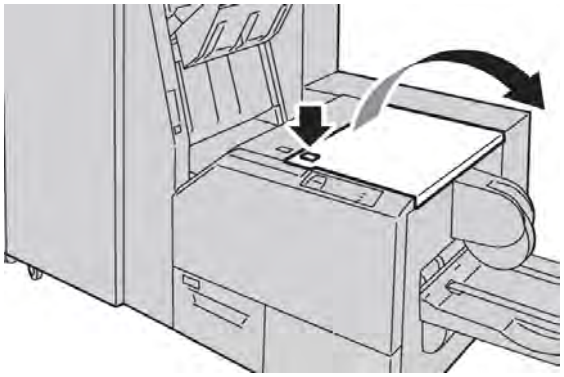
Note

A message will be displayed and the machine will not operate if the right cover of the finisher is even slightly open.

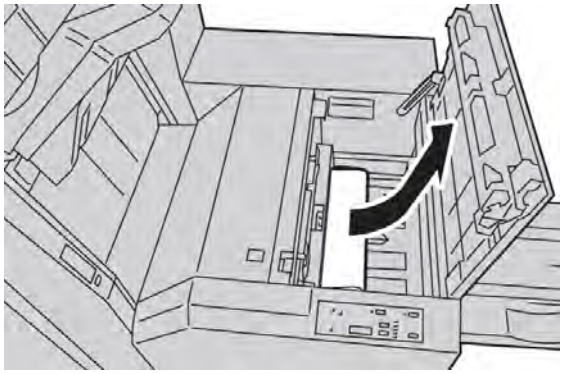
Clearing E3 jams

Use the following procedure to clear jams when the E3 LED is lit on the SquareFold Trimmer Module control panel.

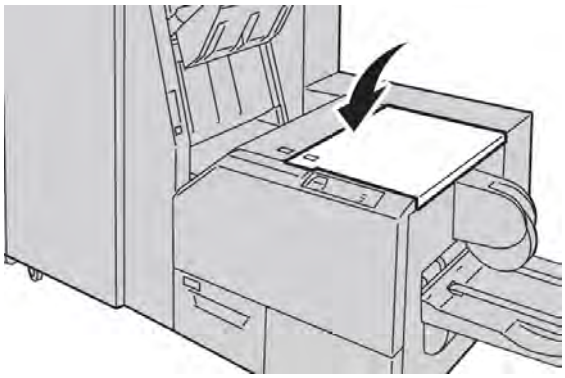
1. Make sure that the machine is not in operation, and press the button on the right cover of the Trimmer unit to open the cover.



2. Remove the jammed paper.



3. Close the right cover of the Trimmer unit.



Fault codes

If a jam/fault occurs in the SquareFold Trimmer Module, the machine's UI displays a jam/fault message. The following table provides a list of fault codes for the SquareFold Trimmer Module and a list of related finisher fault codes.

Note

The top covers cannot be opened during normal operation or when the machine is idle. The covers can be opened only when an indicator is lit and a jam/fault occurs within the SquareFold Trimmer Module. For indicator details, refer to the control panel information earlier in this section.

Fault code	Possible cause	Recommended solution
013-100 013-101 013-102 013-103 013-104 013-105 013-106 013-303 013-915 013-916 013-917 013-918 013-919	Jam/fault with the SquareFold Trimmer Module	1. Open the Top Left and Right Covers of the SquareFold Trimmer Module. 2. Carefully remove all sheets and paper scraps from jam clearance areas. 3. Close the SquareFold Trimmer Module Top Left and Right Covers. 4. Check the Trimmer Waste Container: • If full, empty the container and reinsert it into the SquareFold Trimmer Module. • If the container is partially pulled out, push it completely in. 5. If necessary, follow any remaining instructions on the machine's UI. 6. If fault persists, repeat Steps 1-5; if fault persists after that, call for service.
013-221 013-222 013-223 013-224 013-225 013-226 013-227 013-228 013-229 013-230 013-231 013-232 013-233 013-234 013-235 013-236 013-237 013-238 013-239 013-240 013-241 013-242 013-243 013-246	Jam or communication error with the SquareFold Trimmer Module	1. Power off/on the machine. 2. If fault persists, call for service.

SquareFold Trimmer Module

(continued)

Fault code	Possible cause	Recommended solution
013-303 013-304	A top cover is open.	1. Open the Top Left and Right Covers of the SquareFold Trimmer Module. 2. Close the SquareFold Trimmer Module Top Left and Right Covers. 3. If fault persists, power off/on the machine. 4. If fault persists, call for service.
013-208 013-940 013-941	The Trimmer Waste Container is full or has a fault.	1. Pull open the container and empty any trimmer scraps from it. 2. Reinsert the container into the SquareFold Trimmer Module. 3. Ensure that the container is fully pushed in, and that the indicator light is not lit. 4. If fault persists, repeat Steps 1-3. 5. If fault persists, power off/on the machine. 6. If fault persists, call for service.
013-943	Booklet Tray on the SquareFold Trimmer Module is full.	1. Remove any booklets from the tray. 2. If fault persists, power off/on the machine. 3. If fault persists, call for service.
012-115 012-264 012-302	Finisher jam or fault	1. If machine's UI continues to reflect a fault/jam, open the finisher and remove any jams. Close the finisher cover(s). 2. Follow the instructions shown on the machine's UI to resume printing. 3. If fault persists, power off/on the machine. 4. If fault persists, call for service.

Technical data

Specifications

Item	Specifications
Paper size	• Maximum: 13 x 18 in./330 x 457 mm • Minimum: 8.5 x 11 in./A4 SEF **Note** The SquareFold Trimmer Module requires both Interface Module and the Booklet Maker Finisher.
Trim capacity	• 5-20 sheet booklet (up to 80 imaged sides) at 24 lb./90 gsm • 5-25 sheet booklet (up to 100 imaged sides) at 200 lb./80 gsm Cut amount: 2-20 mm, adjustable in 0.1 mm increments
Paper weights	16 lb. bond-90 lb. cover (60-220 gsm)

Index

1-Sided print jobs
    loading pre-drilled stock in the OHCF (Trays 6/7) 13-6
2 Sided Book Copying 5-10
2 Sided Copying 5-15
2-Sided print jobs
    loading pre-drilled stock in the OHCF (Trays 6/7) 13-7

A

Active Jobs 7-1
Annotations 5-25

B

Billing Information 8-3
    billing meters/usage counters 8-3
    Usage Counters 8-4
    User Account Billing Information 8-4
billing meters/usage counters 8-3
Book Copying 5-9
    2 Sided Book Copying 5-10
Booklet Creation 5-17
Booklet Maker Finisher 1-10
Bypass tray 1-3
    See also Trays
        See also Trays
Bypass Tray

C

Checking the status of CRUs 9-7
Cleaning the document cover and glass 9-2
Cleaning the machine 9-1
    cleaning the document feeder rollers 9-5
    cleaning the exterior 9-2
Color Balance 5-8
Color Effects 5-7
Color Shift 5-8
Completed Jobs 7-1
Copy 5-1
    Copy tab 5-3
    Image Quality tab 5-5
    Layout Adjustment tab 5-8
    Output Color 5-5
    Output Format tab 5-14
    Paper Supply 5-4
    Reduce/Enlarge 5-3
Copy Output 5-16
Covers 5-19
Current Faults 8-3
Current Messages 8-3
Current System Software 8-2
Customer Replaceable Units (CRUs) 9-6

D

Delayed Print 7-3
Document feeder 1-3
    basic copying using the document feeder 5-1
Document glass
    basic copying using the document glass 5-2

E

Edge Erase 5-11
Error codes, See Fault codes
    , See Fault codes

F

FaceUp/Down Output 5-28
Fault codes
    Interface Module fault codes 14-9
    OHCF fault codes 13-14
    SquareFold Trimmer Module 17-16
Fault History 8-3
Faults 8-2
    Current Faults 8-3
    Current Messages 8-3
    Fault History 8-3
Feeding devices 1-5
Finishing devices 1-5
Folding 5-28

G

GBC AdvancedPunch 1-8
General problems 10-27

H

Help 2-1
on the customer documentation CD/DVD 2-1
on the Print server customer documentation CD/DVD 2-1
on the World Wide Web 2-1
High Capacity Feeder (HCF) 1-6, 1-6, 12-1, 12-1
Clearing jams in Tray 6 (1-Tray HCF) 12-3
HCF (1-Tray) fault codes 12-6
HCF (Tray 6) and lower left cover jams 12-4
loading papr in the HCF (Tray 6) 12-1
overview 12-1
Problem solving 12-3
High Capacity Stacker (HCS) 1-9
components 15-2
control panel 15-3
fault codes 15-11
hints and tips 15-10
overview 15-1
paper jams
E1, E2, and E3 15-5
E4, E5, and E6 15-6
E7 15-8
E8 15-9
power, loss of 15-10
problem solving 15-5
specifications 15-15
stop button 15-3
top tray
stop button 15-3
unloading
stacker tray 15-4
Hybrid Watermark, See Secure Watermark
, See Secure Watermark

I

Image Enhancement 5-7
Image Options 5-6
Image Quality
Color Balance 5-8
Color Effects 5-7
Color Shift 5-8
Image Enhancement 5-7
Image Options 5-6
Image Quality tab 5-5
Original Type 5-6
Image Rotation 5-12
Image Shift 5-11
Interface Module 1-8, 14-1
clearing jams 14-4
control panel 14-2
fault codes 14-9
Internal spectrophotometer (ILS) 14-4
manual decurler buttons on the Interface Module 14-3
paper curl settings on the Interface Module 14-3
paper jams at lever 1a 14-5
paper jams at lever 2a 14-6
paper jams at lever 2b 14-7
paper path 14-3
preset decurler settings on the Interface Module 14-3
problem solving 14-4
Invert Image 5-13

J

Jam clearance
See also Paper jams
in the Interface Module
See also Paper jams
Job Status 7-1
Active Jobs tab 7-1
Completed Jobs tab 7-1
Delayed Print 7-3
overview 7-1
Sample Set 7-3
Secure Print 7-2
Secure Print Jobs & More tab 7-2

L

Layout Adjustment 5-8
2 Sided Book Copying 5-10
Book Copying 5-9
Edge Erase 5-11
Image Rotation 5-12
Image Shift 5-11
Invert Image 5-13
Original Orientation 5-13
Original Size 5-10
Lighten/Darken 5-6
Low power mode 1-12

M

Machine components 1-1
Machine Configuration 8-2

Machine Information 8-1
Current System Software 8-2
Machine Configuration 8-2
Machine serial number 8-1
Overwrite Hard Disk 8-2
Paper Tray Status 8-2
Print Reports 8-2
Software Version 8-2
Machine serial number 8-1
on the machine
on the UI
Machine Status 8-1
Billing Information 8-3
Faults 8-2
Machine Information 8-1
Stored Programming
Supplies 8-3
Tools tab 8-5
Maintenance 9-1
Customer Replaceable Units (CRUs)
replacing consumable supplies
Media
loading media in the Bypass tray (Tray 5) 4-5
loading media in the optional OHCF 13-4
loading media in Trays 1, 2, and 3 4-1
Multiple-Up 5-24

N

Network scanning 6-1
overview of network scanning 6-1
scan procedure 6-2
Templates 6-2

O

Optional feeding devices 1-5
Optional finishing devices 1-5
Ordering supplies
Customer Replaceable Units (CRUs) 9-6
Original Orientation 5-13
Original Size 5-10
Original Type 5-6
Output Color 5-5
Output Format 5-14
2 Sided Copying 5-15
Annotations 5-25
Booklet Creation 5-17
Copy Output 5-16
Covers 5-19
FaceUp/Down Output 5-28
Folding 5-28
Multiple-Up 5-24
Page Layout 5-24
Multiple-Up
Variable Repeat
Poster 5-25
Secure Watermark 5-26
Tab Margin Shift 5-27
Transparency Options 5-23
Variable Repeat 5-24
Watermark 5-26
Oversized High Capacity Feeder
OHCF problem solving 13-9
OHCF specifications 13-16
Oversized High Capacity Feeder (OHCF) 1-7, 1-7, 13-1, 13-1
Overwrite Hard Disk 8-2

P

Page Layout
Multiple-Up 5-24
Variable Repeat
Variable Repeat 5-24
Paper
curl
settings on IM 14-3
settings on the Interface Module 14-3
loading paper in the Bypass tray (Tray 5) 4-5
loading paper in the OHCF (Trays 6/7) 13-4
loading paper in Trays 1, 2, and 3 4-1
paper curl settings on the Interface Module
tray 5 (Bypass) 4-5
trays 1, 2, and 3 4-1
Paper jams 10-1
at Interface Module lever 1a
at Interface Module lever 2a
at Interface Module lever 2b
at OHCF lever 1a and knob 1c
at OHCF lever 1b and knob 1c
at OHCF lever 1d and knob 1c
Bypass (Tray 5) 10-9
Document feeder jams 10-1
Document jams under the document feeder belt 10-4
Envelope jams in the Bypass tray 10-10
High Capacity Stacker (HCS)
E1, E2, and E3 15-5
E4, E5, and E6 15-6
E7 15-8

E8 15-9
inside the OHCF trays (A1-1 and A1-2)
Interface Module
lever 1a 14-5
lever 2a 14-6
lever 2b 14-7
in the Interface Module
Inverter jams (bottom right cover) 10-10
Lower left cover jams 10-5
Main unit jams 10-6
OHCF
inside trays A1-1 and A1-2 13-10
lever 1a and knob 1c 13-11
lever 1b and knob 1c 13-12
lever 1d and knob 1c 13-13
SquareFold Trimmer Module 17-12
E1/E2 17-13
E3 17-15
Standard Finisher Plus
finisher stacker tray 16-29
finisher top tray 16-28
lever 1b 16-17
lever 1d 16-16
Tray 8 (Post-Process Inserter) 16-14
Trays 1-3 10-8
Paper Supply 5-4
Paper Tray Attributes 8-5
Paper Tray Status 8-2
Postcard bracket 13-1
using the Postcard bracket 13-2
Poster 5-25
Power
power switch
power button
power on
power off
Power saver
exit power saver mode
power saver button
power saver modes
Power Saver 1-12
Pre-drilled stock
loading in the Bypass tray (Tray 5) 4-8
loading in the OHCF (Trays 6/7) 13-6, 13-7
loading in Trays 1, 2, and 3 4-4
Printed output problems
paper curl settings on the Interface Module 14-3
Printing 3-1
from the Xerox EX Print Server 3-2
from the Xerox FreeFlow Print Server 3-1
from your computer 3-1
Print Reports 8-2
Print server
overview 1-5
Problem solving 10-1
Fuser hints and tips 10-34
High Capacity Stacker (HCS) 15-5
Hints and tips 10-34
Image quality 10-29
Interface Module problem solving 14-4
Miscellaneous hints and tips 10-35
OHCF problem solving 13-9
Other faults 10-28
SquareFold Trimmer Module 17-12

R

Reduce/Enlarge 5-3
Replacing consumable supplies
Replacing a drum cartridge 9-11
Replacing a toner cartridge 9-8
Replacing the charge corotron 9-16
Replacing the fuser 9-20
Replacing the toner waste bottle 9-10

S

Sample Set 7-3
Saturation 5-6
Secure Print 7-2
Secure Print Jobs & More 7-2
Secure Print Jobs & More tab
Delayed Print 7-3
Sample Set 7-3
Secure Print 7-2
Secure Watermark 5-26, 5-26
Serial number
on the machine
on the UI
Sharpness 5-6
Skew adjustment levers
for trays 1 and 2 13-8
for trays A1-1 and A1-2 (OHCF) 13-8
Sleep mode 1-12
Software Version 8-2
Specifications 11-1
Additional optional accessories 11-2
Basic configuration specifications
Print engine specifications 11-1
SquareFold Trimmer Module 1-11, 17-1
components 17-2
control panel 17-4
fault codes 17-16
fold options 17-5

hints and tips 17-11
full-page images, printing 17-11
indicator lights 17-4
overview 17-1
paper jams 17-12
E1/E2 17-13
E3 17-15
paper path 17-3
problem solving 17-12
square fold feature 17-4
fold options 17-5
fold options, accessing 17-5
trimmer feature 17-7
finished booklet size 17-9
trimmer options 17-7
trimming guidelines 17-9
trimmer options 17-7
Standard/Booklet Maker Finisher 1-10, 16-1
components 16-1
Standard Finisher 1-10
Standard Finisher Plus
Finisher Module
fold types 16-4
fold types 16-4
maintenance
punch waste container, emptying 16-12
standard staple cartridge, replacing 16-7
standard staple waste container, replacing 16-10
paper jams
finisher stacker tray 16-29
finisher top tray 16-28
lever 1b 16-17
lever 1d 16-16
Tray 8 (Post-Process Inserter) 16-14
punch waste container, emptying 16-12
standard staple cartridge, replacing 16-7
standard staple waste container, replacing 16-10
stapler faults 16-31
Stored Programming 8-5
Submitting a print job 3-1
from the Xerox EX Print Server 3-2
from the Xerox FreeFlow Print Server 3-1
from your computer 3-1
Supplies 8-3

T

Tab Margin Shift 5-27
Tab stock
loading in the Bypass tray (Tray 5) 4-6
loading in the OHCF (Trays 6/7) 13-4
loading in Trays 1, 2, and 3 4-2
Third-party finishing devices
Tools
Paper Tray Attributes 8-5
Stored Programming 8-5
Tools tab 8-5
Transparencies
loading in the Bypass tray (Tray 5) 4-7
loading in the OHCF (Trays 6/7) 13-5
loading in Trays 1, 2, and 3 4-3
Transparency Options 5-23
Tray 5 1-3
See also Trays
See also Trays
Tray 6, See High Capacity Feeder (HCF)
, See High Capacity Feeder (HCF)
Trays 4-5, 4-5
loading media in the Bypass tray (Tray 5) 4-5
loading media in the OHCF 13-4
loading media in Trays 1, 2, and 3 4-1
loading paper in the OHCF (Trays 6/7) 13-4
loading paper in Tray5 (Bypass) 4-5
loading paper in Tray 5 (Bypass)
loading paper in Trays 1, 2, and 3 4-1
loading pre-drilled stock in the OHCF (Trays 6/7) 13-6, 13-7
loading pre-drilled stock in Tray 5 (Bypass) 4-8
loading pre-drilled stock in Trays 1, 2, and 3 4-4
loading tab stock in the OHCF (Trays 6/7) 13-4
loading tab stock in Tray 5 (Bypass) 4-6
loading tab stock in Trays 1, 2, and 3 4-2
loading transparencies in the OHCF (Trays 6/7) 13-5
loading transparencies in Tray 5 (Bypass) 4-7
loading transparencies in Trays 1, 2, and 3 4-3
with 1-Sided print jobs and the optional OHCF 13-6
with 2-Sided print jobs and the optional OHCF 13-7
Trays 6/7, See Oversized High Capacity Feeder (OHCF)
, See Oversized High Capacity Feeder (OHCF)

U

Usage Counters 8-4
User Account Billing Information 8-4
User Interface (UI) 1-4

V

Variable Repeat 5-24

W

Watermark 5-26
World Wide Web help
    www.xerox.com 2-1

xerox