

## User Guide and Training Aid (UGTA) Overview

This User Guide and Training Aid contains information in an easy to use point of need format. It contains many drawings, photos and videos to enhance your learning.

The **RED** tabs on the menu bar link to important sections of the UGTA.

**Home** returns you to this home page.

**Site Map** displays the program site map.

**Search** opens a search page making it easy for you to locate features of interest.

**Index** opens the Index page.

**About this Site** displays a page with information about this UGTA with links to symbols and conventions used and a supported browsers list. There are also hints on printing the pages of the UGTA.

**How do I** opens a page with a list of links that lead to pages describing how to set up a job, print a document, use modules and features, and so much more. This is a great place to start.

**System Tour** opens a page that leads you to photos, descriptions, and in some cases videos highlighting the Xerox Nuvera system and its modules.

**Problem Solving** opens a page that leads you to solutions for enhancing image quality, clearing jams, minimizing curl and others.

**Maintenance** opens a page that leads to pages showing how to replace Customer Replaceable Units (dry ink cartridges, staple cartridges, etc), run user diagnostic routines, making system adjustments, general cleaning procedures and specification pages.

## How to Print the UGTA

For information on how to distribute the UGTA and to print all or a range of pages of the UGTA, click [About This Site](#).

To print the page you are currently viewing, simply select **[File: Print]** from the menu bar of your browser.

## Online Help

The Xerox Nuvera includes an online Help system, accessed by clicking **Help** at the top of the user interface. In the online Help, there are further details about the user interface selections and general system usage.

## Xerox Nuvera® EA Digital Production System

The Xerox Nuvera EA Digital Production System is a digital black and white printing production system that offers a multitude of publishing configurations and finishing options. It is designed to be a highly flexible and customizable system, offering a range of configurations that meet the needs for mid production, production publishing and high volume printing. The base system of one feeder/one finisher can be enhanced to include modules for scanning, inserting covers, and third-party finishing options.

The Xerox Nuvera EA Digital Production System is a sophisticated publishing system that can be used to publish original documents from your PC, change copies into new documents, add pages to documents, turn pages into booklets and store your jobs for printing as needed later on.

The Xerox Nuvera system is loaded with features to address your publishing requirements. Click on the system photo to learn more.

## Contacting Xerox

Before contacting Xerox, click on the Contacting Xerox link to get information on Service Codes, Serial Number locations, Remote Services, Telephone Numbers and Customer Replaceable consumable part numbers.

### [Contacting Xerox](#)

## Support Documents

These support documents provide information to help you maximize the productivity of your Xerox Nuvera system

Adobe Acrobat Reader is required to view the following documents:

[Digital Production System Paper Guide](#)

[Getting Started Guide](#)

[prInteract, Xerox Remote Services](#)

## Online Support Assistant

To learn about solutions to common problems and answers to frequently asked questions, refer to the Online Support Assistant at the following web site:

[www.xerox.com/support](http://www.xerox.com/support)

Type "Nuvera" in the text box and select **[Search]**. Select the **[Support]** link for your product.

## Customer Feedback

Feedback from our customers is always appreciated. To provide feedback on the User Guide and Training Aid, or any other Xerox Nuvera documentation, send your comments to: [USA.Documentation.Comments@xerox.com](mailto:USA.Documentation.Comments@xerox.com).

## Xerox Nuvera® EA Digital Production System Capabilities and Modules

For details about the system modules, license options and available features, click on the Xerox Nuvera EA Digital Production System photo to go to the Xerox Nuvera EA Digital Production System tour page.



## Xerox Nuvera® EA Digital Production System

The Xerox Nuvera EA Digital Production System includes a wide range of configuration options based on your printing and publishing needs. You can select certain types of Sheet Feed Modules and Finishing modules to install with your system, as well as choose certain feature software licenses.

### Basic Configuration

The basic configuration of a Xerox Nuvera EA Digital Production System includes the following:

- 4-tray or 2-tray Sheet Feeder Module (SFM)
- Control Console
- Print Engine
- Sheet Enhancement Module (not available if an MFF module is attached)
- MultiFunction Finisher (either the Professional MFF or the Pro Plus MFF) or Basic Finishing Module (BFM)
- The base DocuSP licensing includes 100 or 120 print speed, EA dry ink (toner), single print queue, no Stock Library, 125 lpi halftone screen for use with PS/PDL, TIFF, ACSII and PCL



### Sheet Feed Modules

**4-tray Feed Module** - two standard stock size and two large stock size feed trays.



### Additional Configurations

You can customize the system by identifying whether to include an integrated scanner, a second Sheet Feeder Module, an insertion module and the complexity of your finishing devices. The type of finisher you select can determine what other modules and license configuration options can be included.

The following modules are available for your system:

- An optional second 2-tray or 4-tray Sheet Feeder Module for a total of two SFMs
- A 3-tray Sheet Feeder Module (required if there is a Roll Feeder attached)
- The optional integrated Document Scanner Module (available only with the 4-tray Sheet Feeder Module)
- An optional Insertion Module (a 2-tray or 4-tray SFM)
- Multifunction Finisher (Professional or Pro Plus)
- One or two Basic Finishing Modules (BFM or BFM Plus)
- Finishing Transport Module (FTM)
- Third party finishing devices



Your Xerox Nuvera EA Digital Production System can be configured with a variety of modules. Select the links below for information on the individual modules that can be installed.

### Finisher Modules

**MultiFunction Finisher Professional** - Professional model offers stacking/stapling, booklet making and c/z-folding.



**MultiFunction Finisher Pro Plus** - The Pro Plus model adds to the Professional capabilities by also offering hole punching and an insertion module.

### Licensed Features

The software options available to you depend on the licenses that were installed and enabled on your system at installation. The following lists some of the major licenses available for the system. Check with your System Administrator for more information on what licenses are enabled.

**Productivity Pack** - when enabled, this license provides multiple print queues instead of one queue, Stock Library management, shows all media attributes, and is required for LCDS and IPDS printing. Also includes the ability to enter exactly the paper weight, between 52 gsm and 280 gsm (upper weight depends on finisher type) for the stock that is being loaded.

**Enhanced Line Screen** - when enabled, this license allows all valid halftones to print (85 lpi, 106 lpi, 125 lpi, 134 lpi and 156 lpi) and offers additional halftone image quality settings.

**PCL License**

**Ethernet License** - Bus & Tag are optional

**PS License**

**DFA License**

**Imposition License**

**LCDS License**

**IPDS License**

**VIPP License** (FreeFlow VI Interpreter)

**Disk Overwrite License**

**Full, Basic, CPW (XPP) or ISO Diagnostics License**

**Speed License** - 100, 120 or 144 ppm are available on systems with a BFM/BFM Plus and/or FTM. The 100/120 license is on systems with MFF.

### Things you need to know

These links lead to pages that provide information on some of the more important things you need to know about your Xerox Nuvera System.

[Loading Paper](#)

[Paper Tray Programming](#)

[Image Quality](#)

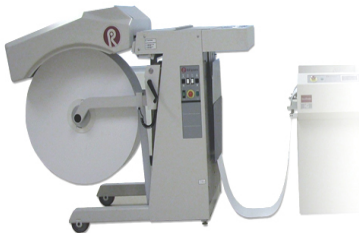
**2-tray Feed Module** - two high capacity large stock feed trays.



**3-Tray Feed Module** - The 3-Tray Feed Module is a modification of the 4-Tray Feed Module. It can be combined with a 4-Tray or a 2-Tray module but is required for the Roll Feeder option.



**Roll Feeder** - provides up to 25,000 11 x 17 inch size sheets and 5 hours of continuous run time between roll changes.



**Integrated Scanner** - scans single pass duplex at 120 ppm.



Post Process Module

**Sheet Enhancement Module** - located directly to the right of the print engine, this module is used to remove upcurl or downcurl in paper as it passes through the module from the print engine.



**Basic Finisher Module** - stacker/stapler with top tray.



**Basic Finisher Module Plus** - stacker/stapler with bypass paper path unit.



**Insertion Module** - As an option, both the 4-Tray and the 2-Tray Feed Modules can be used as Insertion Modules.

**Finishing Transport Module** - enables inline finishing by providing document transport capability and full DFA support to DFA-compliant finishing devices.



Optional Inline Finishers

There are a number of DFA compliant external finishers that are DFA compliant and can be installed with the system. You must have an FTM installed to add an inline finisher.

- Xerox DS5000 High Capacity Stacker
- C.P Bourg BDFx Booklet Maker
- Xerox SQUAREFOLD Booklet Maker(SQFBM)
- GBC Fusion Punch 11 with Offset Stacker
- Xerox DB120-D Document Binder
- Xerox Manual and Book Factory

[Jam Clearance](#)

[Contacting Xerox](#)



## Controller and Print Engine

**Control Console** - houses the computer components that drive your Xerox Nuvera system. The mouse driven UI provides access to the tools to manage jobs and the system.



**Print Engine** - xerographics module



## About this Site

There are several features in this online user guide that you should be familiar with in order to quickly gain knowledge about the Xerox Nuvera.

Most important is that you be aware of the [symbols](#) and [type conventions](#) used in this site to draw your attention to crucial information. These are used to help ensure your physical safety and proper operation of the machine.

This site is designed to support popular modern browsers. If you have problems viewing this site, or have an older version of a browser, consult the [supported browsers](#) page for more information.

## Ways to distribute this information electronically

Since this Electronic Customer documentation (ECD) is HTML-based, it can be viewed through a modern browser. The ECD files can be accessed:

- Directly off of the cd at the user's PC, Mac, or Unix desktop system.
- From the user's local hard drive.
- From the user's intranet server.

To place this ECD on a local drive or intranet web server, follow these basic steps:

1. Copy the "ecd\_source\_code" directory.
2. Paste the directory on a designated hard drive; either local or on a server.
3. To launch the ECD, set the default page as "home.htm". Contact your System Administrator if you need assistance configuring this system on a local or intranet server drive.

## Printing topics

Though the UGTA is designed to be an online guide, you can print topics as needed.

### To print the entire guide or a range of pages

Select and open the following PDF of the UGTA. Select the Bookmarks tab to view all of the topics within the guide. Select [**File: Print**] or the **Print icon** in your browser's toolbar. From the Print window, locate the page range area and select **All** to print the entire guide or enter a range of pages in the From and To fields. Select **<OK>** to print.

### To print the page you are currently viewing

To print only the page you are currently viewing, simply select [**File: Print**] or the **Print icon** in your browser's toolbar. From the Print window, select **<Print>**.

**TIP:** By default, your browser may include its own header and footer information (such as number of pages, file path, date, etc...) on the printed page. To remove this:



1. Click [**File: Page Setup**].
2. In the **Headers and Footers** field, clear both of the text boxes.
3. Click **<OK>**.

## Flash and Video components

The Flash components are not printable. Neither are the videos. However, should you find yourself unable to remember what a particular button is for while standing at the machine, you can consult the online help for assistance.

## Sheet Feed Modules (SFM)

The Sheet Feed Modules hold your paper and feed the appropriate stock for the current job settings. The Xerox Nuvera EA Digital Production System can be configured with a 4-Tray Feed Module, a 2-Tray Feed Module or a 3-Tray Feed Module. Your system can include up to two SFMs in any combination of 4-Tray, 2-Tray or 3-Tray. The 3-Tray Feed Module is required if a Roll Feeder is installed.

The 2-Tray Feed Module has two large format large capacity trays. These trays are similar to trays 3 and 4 on the 4-Tray Feed Module but with a larger capacity, holding up to 1,600 sheets. Refer to the Feed Module Specifications.

The 4-tray and the 2-tray Feed Modules can be used as post fuser Insertion Modules.

The SFMs support automatic tray switching and the ability to load while printing.

For details about the 4-tray Sheet Feed Module and its trays, capacities, features and functions, browse the links below. The links are grouped according to the numbered areas in the diagram.

[Feed Module Specifications](#)

### Areas 1, 2, & 3 Paper feed path

[Clearing paper jams](#)

### Area 4 Paper trays

[Loading paper trays](#)

[Configuring paper stocks and tray settings](#)

[Handling and storing paper](#)

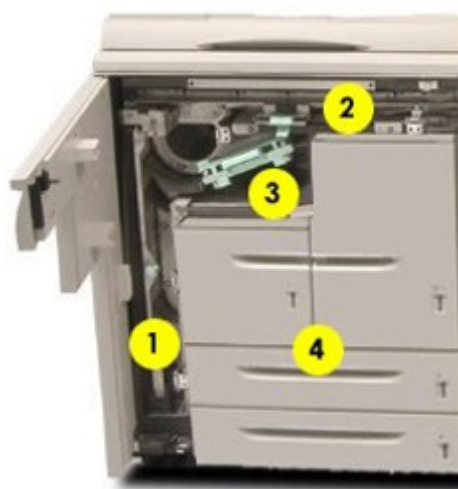
[Using special paper stocks](#)

[Clearing paper jams](#)

[Supported paper types](#)

[Recommendations for paper usage](#)

[Expected paper handling and copy performance](#)



## Print Engine Module

The Print Engine houses the xerographic components that transfer the digital image to the paper at the photoreceptor. The toner from one of the two dry ink containers is then fused to the paper in the Fuser. The Xerox Nuvera EA Digital Production System print engine does not support MICR printing and uses EA dry ink only. For details, features and functions of the various components, browse the links below.

For print engine specifications, refer to [Printer capabilities](#).

### 1. Developer Waste Container

[Replacing the Developer Waste Container when full](#)

### 2. Dry Ink (toner) Container

[Replacing the Dry Ink Container](#)

### 3. Paper Path

[Clearing paper jams](#)

### 4. Fuser and Decurler

[Clearing paper jams](#)

[Adjusting the Decurler](#)

### 5. Dry Ink (toner) Waste Container

[Replacing the Dry Ink Waste Container when full](#)





## MultiFunction Finisher (MFF) Interface

The Interface Module on the MultiFunction Finisher Professional is part of the paper path that allows the Xerox Nuvera to connect to the MultiFunction Finisher. For the MultiFunction Finisher Pro Plus, it is also an Insertion Module that includes an Insertion Tray on top and a Hole Punch unit and waste bin inside.

### The MFF Pro Plus



To learn about clearing jams in this area, refer to [Clearing paper jams](#).

### MFF Professional







## MultiFunction Finisher (MFF)

The MultiFunction Finisher adds a publishing capability to the Xerox Nuvera system. The MFF Professional can fold documents, make booklets, staple bindings, collate and stack output. If your system has the MFF Pro Plus model, Pro Plus provides the same functionality but adds post process insertion capability (covers, preprinted sheets, tabs) and hole punch finishing.

The Interface Module on the MultiFunction Finisher Professional is part of the paper path that allows the Xerox Nuvera to connect to the MultiFunction Finisher. For the MultiFunction Finisher Pro Plus, it is also an Insertion Module that includes an Insertion Tray on top and a Hole Punch unit and waste bin inside.

To learn more about its features and functions, browse the links below.

### 1, 2. Paper Path

[Clearing paper jams](#)

### 3. Top Tray

[Finisher specifications](#)

### 4. Main Tray / Stacker

[Finisher specifications](#)

[Using Offset to separate documents in a stack](#)

[Using the stacker](#)

### 5. Main Stapler

[Stapler specifications](#)

### 6. Lower Tray

[Finisher specifications](#)

### 7. Booklet Maker

[Making a booklet](#)

[About impositions](#)



### MFF Pro Plus: Insertion Module



To learn about the MFF models and their features, refer to [Finisher specifications](#).

To learn about clearing jams in this area, refer to [Clearing paper jams](#).

## Automatic Document Feeder

Use the Automatic Document Feeder for rapid scanning of stacks of documents. Browse the links below for more information.

### 1. Document Glass (not shown)

[Scanning from the Document Glass](#)

[Cleaning the Document Glass](#)

### 2. Document Input Tray

[Scanning from the Document Feeder](#)

[Clearing paper jams](#)

[Document Feeder and Scanner specifications](#)

[Cleaning the Document Feeder](#)

### 3. Document Exit Tray



## Control Console

Jobs are programmed using the keyboard or mouse to click the buttons on the control screen. The Xerox Nuvera can also print jobs stored on CD. Browse the links below for more details about features and functions.

### 1. Keyboard and mouse

[Keyboard, mouse and display specifications](#)

[Cleaning the mouse](#)

[Cleaning the keyboard](#)

### 2. Control Screen

[Keyboard, mouse and display specifications](#)

[Cleaning the display](#)

[Adjusting display brightness](#)

### 3. Media Drive Bay

[Media Drive specifications](#)

[Printing from the Media Drive](#)

### 4. Power Switch

[Power procedures](#)



## Sheet Enhancement Module(SEM)

The Sheet Enhancement Module on the Xerox Nuvera EA Digital Production System is a standard component on all configurations except for those with a MultiFunction Finisher.

Located to the right of the print engine, it is used to remove upcurl or downcurl in paper as it passes through the module from the print engine. This feature is performed automatically by the system when the Decurl Automatic Mode is selected. You can also manually adjust the amount of decurl to apply for the job if more decurl is needed. Select the Manual or Automatic mode settings at the DocuSP Controller from the Printer menu. For more information, see [Managing Paper Curl](#).



## Sheet Enhancement Module Specifications

Height: 41.5 "

Width: 14.25 "

Depth: 28.25 "

Weight: 168 lbs.



## Section 508 Compliance / Keyboard Accessibility

The Xerox Nuvera User Interface is fully compliant with Section 508 of the Rehabilitation Act Amendments of 1998. All controls on the user interface can be accessed using either keyboard or mouse.

### Navigating this online user guide

The online user guide can be navigated using keyboard or mouse. The following list explains how to navigate using the keyboard:

- <TAB>: moves between links and other hotspots in the content pane.
- <ENTER>: activates the selected link in both the content and navigation panes.
- <ALT>+<LEFT/RIGHT ARROW>: acts as the browser's Back and Forward buttons, allowing you to return to visited topics.

## Copyright and Trademark Declarations

All information in this web site is the property of Xerox Corp., and protected by copyright, except as noted below.

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- Netscape® is a registered trademark of Netscape Communications Corporation.
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## Typographic Conventions

**Bold type** is used for technical terms, including application specific concepts and the names of click-able interface elements such as commands, dialog boxes, windows, menus, buttons and fields.

*Italic* type is used for emphasis. Italic type may also be used to emphasize buttons or menu names, while not necessarily directing you to click them.

[**square brackets with bold text**]: depicts navigation choices in an expanding dropdown menu. For example: To open a new browser window, you would choose [**File:New:Window**].

<**angle brackets with bold text**>: represent a button. Either a software-depicted button like <**Start**>, or an actual hardware button.

## Symbol Usage

Throughout this web site and on the machine itself, symbols are used to draw your attention to important safety notices and useful information. Observe all cautions, hazards and warnings closely.

When performing maintenance or clearing jams on the machine, be sure to pay attention to these symbols wherever they appear. The fuser, for example, will be marked with a warning icon wherever there is a hot surface that could burn your hand if touched.

### Warning



#### **WARNING!**

A Warning is used to alert the user to an operating or maintenance procedure, practice, or condition that, if not strictly observed, could result in injury or loss of life.

### Electrical Hazard



#### **ELECTRICAL HAZARD!**

An Electrical Hazard icon is used to alert the user to an operating or maintenance procedure, practice, or condition that, if not strictly observed, could result in electrical shock.

### Caution



#### **CAUTION!**

A Caution is used to alert the user to an operating or maintenance procedure, practice, or condition that, if not strictly observed, could result in damage to, or destruction of, data files or equipment.

### Note



**NOTE:** A Note is used to alert the user to important information regarding the topic, application, or procedure.

### Tip



**TIP:** A Tip is used to alert the user to a shortcut or easier way to complete a task.

## Supported Browsers

This website has been tested with the most popular Web browsers, including Opera 7, Internet Explorer 6, and Netscape 7.0. Internet Explorer versions 5.0+ should work also, but have not been tested.

Netscape 6.0 has not been tested.

Browser	Website Display / Performance
Internet Explorer 6 +	Tested. Optimal.
Internet Explorer 5 +	Not tested, but should be acceptable.
Opera 7	Tested. Optimal.
Netscape 7	Tested. Optimal.
Netscape 6	Not tested, but should be acceptable.
Netscape 4 +	Not acceptable. Not recommended.

## HTML standards

This site has been designed to be compliant with the HTML 4.01 Loose DTD and CSS Level 2 specifications of the World Wide Web Consortium. This site is best viewed with a browser that supports these specifications.

## Flash content

Macromedia Flash version 6 plugin is required to view interactive content and videos.

## Third Party Licenses

### GNU, JDOM, Apache, J2RE

This product includes the following Third Party software:

- JDOM Project ( <http://www.jdom.org> )
- Apache Software Foundation ( <http://www.apache.org> )
- Free Software Foundation ( <http://www.gnu.org> )
- Java 2 Runtime Environment (J2RE) ( [http://www.redhat.com/licenses/thirdparty/sun\\_j2re.html](http://www.redhat.com/licenses/thirdparty/sun_j2re.html) )

GNU source and object code is subject to the terms of the GNU GPL. Please review the GNU GPL terms and conditions to understand the restrictions under this license. For more information on GNU, please go to <http://www.gnu.org/licenses/gpl.txt> .

As a requirement of the GNU GPL terms and conditions, a list of the source code for the above programs can be found in the [www.xerox.com](http://www.xerox.com) website for the product or can be ordered from Xerox.

## About Pitch

The Xerox Nuvera is equipped with a variable pitch Xerographic belt. Pitch refers to the number of page images that can be placed on the belt, which are then transferred to the paper. During printing, the system senses paper sizes requested, and optimizes the use of the belt and the paper path to ensure maximum productivity.

### Video



[How Page Image Size Effects Pitch](#)

## Paper Size/Pitch Relationships

The charts below illustrate the expected system throughput, given a certain page/ image size.

### Xerox Nuvera 100 EA Digital Production System

Paper/Image Size (Feed Direction) Min-Max	Pitch (Images per PR belt revolution)	Maximum Throughput (Pages Per Minute/PPM)
5.5 in (140mm) - 9.0 in (229mm)	5	100
9.0 in (229mm) - 11 in (297mm)	4	80
11 in (297mm) - 17 in (432mm)	3	60
17 in (432mm) - 18.5 in (470mm)	2	40

### Xerox Nuvera 120 EA Digital Production System

Paper/Image Size (Feed Direction) Min-Max	Pitch (Images per PR belt revolution)	Maximum Throughput (Pages Per Minute/PPM)
5.5 in (140mm) - 9.0 in (229mm)	5	120
9.0 in (229mm) - 11 in (297mm)	4	96
11 in (297mm) - 17 in (432mm)	3	72
17 in (432mm) - 18.5 in (470mm)	2	48

### Xerox Nuvera 144 EA Digital Production System

Paper/Image Size (Feed Direction) Min-Max	Pitch (Images per PR belt revolution)	Maximum Throughput (Pages Per Minute/PPM)
5.5 in (140mm) - 8.5 in (216mm)	6	144
8.5 in (216mm) - 9.0 in (229mm)	5	120
9.0 in (229mm) - 11 in (297mm)	4	96
11 in (297mm) - 17 in (432mm)	3	72

17 in (432mm) - 18.5 in (470mm)	2	48
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**XEROX.****Xerox Nuvera®**user guide  
and training aid

## Adjustments

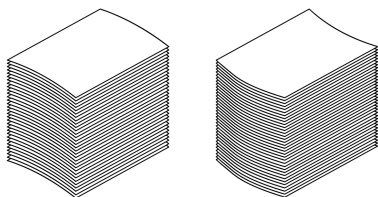
The Xerox Nuvera is designed to work in digital production publishing environments and perform a high volume of printing. Because of this, the machine may require slight adjustments to keep it working effectively. Click the links at the left for details about adjusting the machine.



## Using the Sheet Enhancement Module to manage paper curl

The Xerox Nuvera EA Digital Production System (except for systems with an MFF) are equipped with a Sheet Enhancement Module (SEM) located to the right of the print engine. This module is designed to automatically remove upcurl or downcurl in stacked paper (an upwards or downwards bend) as it passes from the print engine through the SEM.

If you notice excessive upcurl or downcurl in the paper in the stacked output, adjust the Sheet Enhancement Module's setting at the DocuSP interface to achieve the amount of sheet flatness you need. By ensuring sheet flatness, the Sheet Enhancement Module can prevent problems, such as paper jams and skew, and improve print performance.



**NOTE:** The Xerox Nuvera systems also include a manual Decurl Adjustment knob, or dial, located near the fuser in the print engine. However, it is recommended that you only use the Sheet Enhancement Module to remove curl and do not adjust the Decurler Knob. Make sure the Decurler Knob remains set at 2.

## Use Automatic or Manual Mode

The amount of decurl applied to paper passing through the Sheet Enhancement Module is set at the DocuSP interface from the Printer menu.

DocuSP provides the option of operating the SEM in one of two modes:

- **Auto Decurl Mode (default)** - For optimal print productivity, use Auto Decurl Mode. When selected, the system automatically calculates the amount of decurl to apply using the target values in the NVM to best position the decurler rolls and the paper tray programming. You must have set the correct paper properties in the Paper Tray window for this mode to work accurately.
- **Manual Decurl Mode** - Adjusts the amount of curling based strictly on the user's decurl setting. Select when you want to manually adjust the amount of decurl to apply.

## What would cause paper to curl?

- Your paper supply is exposed to a humid environment, or otherwise stored improperly
- You have begun using lighter-than-normal paper stocks (lightweight paper), carbonless stock, or poor quality recycled paper

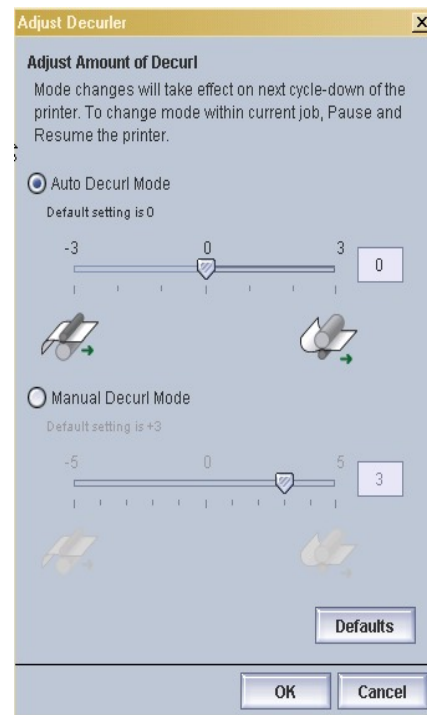


## How to set the Auto Decurl Mode for simplex or duplex jobs

Typically you will only need to select the Auto Decurl Mode. The system will automatically calculate the amount of decurl to apply to your job. In this mode you can still use a slide bar to make further setting adjustments.

If you are in the process of running a job and want to switch from using Manual Mode to Auto Mode, you must first pause the job.

1. Open the right door of the print engine and check that the Decurler Adjustment Knob located near Area 4 is set at 2. Close the door.
2. From the menu bar, select **[Printer: Adjust Decurler]**. The Adjust Decurler window displays.



3. Select the Auto Decurl Mode radio button. The system uses the NVM values and the paper properties to automatically calculate the amount of decurl to apply to the job.
4. Check your stacker and verify that the amount of

- You are experiencing jams in your finishing device, poor set registration or stacking problems.
- Paper left in the tray or left out unwrapped may require a change in the SEM decurl setting.
- Some papers require a different decurl setting for one-sided vs. two-sided jobs.



**NOTE:** Storing or using paper under humid conditions may increase paper curl. See [Handling and Storing Paper](#).



#### CAUTION!

Do not use any paper that is not suitable for the system. For details on accepted papers, see [Supported Paper](#).

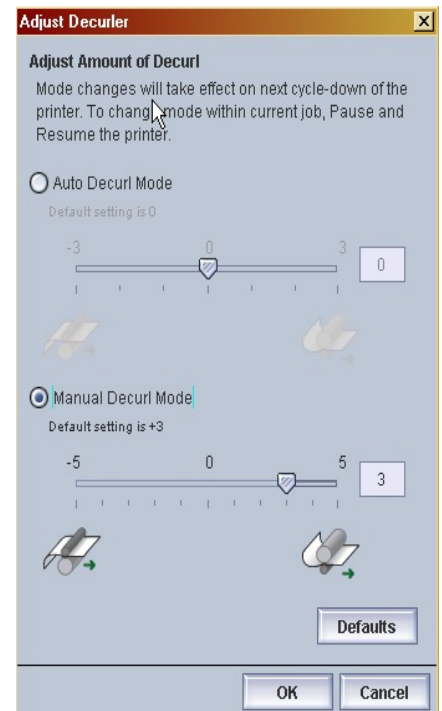
sheet flatness is acceptable.

5. If you need to further adjust the calculated decurl setting, move the slide bar from -1 to -3 to decrease and remove downcurl. Move the slide bar from 0 to +3 to decrease and remove upcurl. The value you select displays in the text field.
6. To select the default decurler setting (0), select **<Default>**.
7. Select **<OK>** to apply and save your setting. The amount of decurl is immediately applied to the paper passing through the Sheet Enhancement Module paper path.
8. When the job runs, check your stacker. If the stacked paper is still curled and the slide bar settings are already at the highest or lowest setting, use Manual Decurl Mode.
9. Before switching to Manual Decurl Mode, pause the job.
10. In the Manual Decurl Mode area, move the slide bar to -5 to remove the downcurl. Move the slide bar to +5 to remove upcurl.

## How to set the Manual Decurl Mode for simplex or duplex jobs

If you are in the process of running a job and want to switch from using Auto Mode to Manual Mode, you must first pause the job. To make further decurl adjustments in Manual Decurl Mode, follow these steps. Make sure the Decurler Knob in the print engine is still set to 2.

1. From the menu bar, select **[Printer: Adjust Decurler]**. The Adjust Decurler window displays.



2. Select the Manual Decurl Mode radio button. The system defaults to +3 to compensate for slight upcurl.
3. Move the slide bar from -1 to -5 to decrease and remove downcurl. Move the slide bar from 0 to +5 to decrease and remove upcurl. The value you select displays in the text field.
4. To select the default decurler setting (+3), select **<Default>**.
5. Select **<OK>** to apply and save your setting. The amount of decurl is immediately applied to the paper passing through the Sheet Enhancement

Module paper path.

6. When the job runs, check your stacker. Continue to adjust the settings as needed. If this is a duplex job and the stacked paper is still experiencing upcurl with the slide bar settings for both Auto and Manual Mode already at the highest setting, use the Reduce Upcurl feature in the User Diagnostics window on DocuSP.
7. For a duplex job only, access user diagnostics and select [**System: User Diagnostics**].
8. Select [**System: System Optimization Customer Setting**].
9. Enable [**Reduce Upcurl for 2-sided Jobs**]. The system prints side 2 before side 1 thereby reducing curl in the stacker.



**NOTE:** Do not use Reduce UpCurl if printing jobs with ordered stock or 3 hole punch stock. The system will ignore this setting and print side 1 first.

## Adjusting Display Brightness

The Xerox Nuvera is equipped with an LCD display. See [Keyboard, Mouse, and Display Specifications](#) for details on its capabilities.

Depending on the location and/or lighting conditions in the work environment, you may need to make slight adjustments in the display settings.



**NOTE:** For ease of viewing, use a low (while still comfortably viewable) brightness setting.

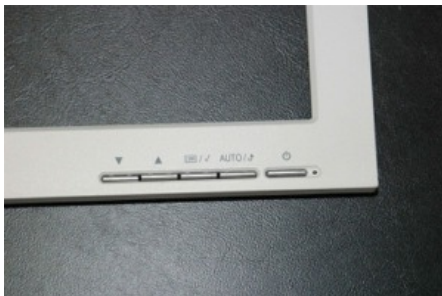
### To adjust display Brightness (for monitor without front panel buttons)

1. In the user interface, select [**Setup: LCD Monitor**].
2. The **LCD Monitor** window appears.
3. The default Brightness setting is **Maximum**. Clicking the up or down arrows will cause a Brightness control console to appear on the display.
4. Continue to click on either the up or down arrows to decrease or increase Brightness. Notice the brightness level of the display changing.
5. When satisfied with your new setting, click **<Close>**.



**NOTE:** The Brightness level indicator will disappear when no adjustments have been made for approximately 5 seconds.

### To adjust display Brightness (for monitor with front panel buttons)



1. Press the Menu Button.
2. Select Brightness
3. Push the up or down arrow to modify the brightness.

## Managing System Resources

This section provides an overview of system management and some of the key configuration tools, such as Queue Manager, that operators may need to use. For detailed information, see the *System Administrator's Guide*.

[Managing the Printer](#)

[Getting Billing Information](#)

[Reading the Billing Meters](#)

[Managing System Software and Hardware](#)

[Managing the Stocks Library](#)

[Working With Queues](#)

[Managing DFA Configurations for 3rd Party Finishers](#)

## Managing the Printer

You can use the Printer Manager button to globally manage all aspects of the printer, including print quality, what types of papers are loaded, and tray enabling/disabling. Review the sections below to familiarize yourself with this part of the Xerox Nuvera user interface.

### Printer Manager Tabs

**Paper Trays:** Shows the status of all the paper trays, as well as the types of stocks assigned to them. The columns show the properties of the stocks and the specifications that have been made for the trays.

**Stock Library:** If the Productivity Pack license is enabled on your system, the Stock Library database is available. The Stock Library allows you to see the complete list of stocks present, as well as all stocks compatible with the system. Also, new stock types can be added through this tab. For details, see the online Help.

**Finishing:** Used to set up or enable the available finishing options. Right-clicking on a finisher allows you to enable or disable a finisher or display its properties.

**Stacking:** Allows you to enable and disable the stacker (if stackers are present with your system). It also allows you to view and control settings for all stackers on your system.

**Image Quality:** Used to modify the printer darkness/IQ parameters for PostScript/PDF jobs, PCL jobs, and TIFF jobs.

### Managing Paper Trays

The **Paper Trays** tab allows you to manage the following operations:

- Access paper tray properties
- Set stock properties
- Enable/Disable a paper tray
- Refill a tray
- Enable/Disable cleanup
- Enable/Disable stock size checking
- Load and program a stock

For more information, see [Setup Paper Trays](#).

### Managing Finishers

The **Finishing** tab allows you to view the status of Internal and External Finishers.



**TIP:** Before running any jobs, click [**Printer Manager: Finishing**] to quickly determine what types of Finishing devices are currently available and configured.



**NOTE:** See your System Administrator to change any settings on the **Finishing** tab.

#### What Are Internal and External Finishers?

**Internal Finisher:** i.e., the Stapler and Bottom Tray/Booklet Maker.

– Name: Shows the name of the device.

– Status: Indicates whether the finisher is enabled or disabled.

**External Finisher:** External finishing options include any DFA compliant 3rd-party finishers that can be attached to the printer. If the printer is not configured with an external finisher, this field is not available.

### Managing Stackers

The **Stacking** tab allows you to view the status of Stackers which may be configured on the system.



**TIP:** Before running any jobs, click [**Printer Manager: Stacking**] to quickly determine what types of Finishing devices are currently available and configured.



**NOTE:** See your System Administrator to change any settings on the **Stacking** tab.

## Managing Image Quality

With the Image Quality Tab in the Printer Manager, you can globally set the darkness and resolution levels for system supported file types.

If you are having Image Quality problems on a consistent basis (for example, your entire job is either too light or too dark), check image quality settings in the Image Quality tab in the Printer Manager. For more information, see [Solving Image Quality Problems](#).



**TIP:** Before running any jobs, click [**Printer Manager: Image Quality**] to quickly determine what global machine darkness and resolution settings are currently configured.



**NOTE:** See your System Administrator to change the darkness and/or resolution settings on the **Image Quality** tab.

## User Interface Logging

This feature logs operator actions. It allows the customer to view the log and determine actions taken by the operator such as changing job parameters, queue settings, system settings or printer properties.

To enable and view the Log Console:

1. Select [**System: Log console**].
2. Click [**Enable Logging**].



## Getting Billing Information

The Billing capability enables the user to view and print Xerox billing data.

### Why would I need to access billing information?

A few examples of why you need to access billing data:

- You can gain system usage information to more accurately plan your supplies re-ordering.
- During a service call, you may be asked to retrieve billing information to aid a service representative in identifying any problems with your system.
- Depending on the terms of your purchase agreement, you may need to access and print the billing data in order to be billed by Xerox.
- If the machine is used by personnel in shifts, billing data can be printed to track system usage for each shift.

### To access billing information

1. In the user interface, click **[Administration: Billing]**. The *Billing* dialog box appears.
2. With the Billing dialog box open, you can then print the information, or relate it to the service representative if contacting by phone. For more information about what each Billing Meter is recording, see [Reading the Billing Meters](#).
3. Click **<Close>**.



**NOTE:** Depending on your system's security setting, you may or not be able to access billing data. Contact your System Administrator for adjusting your system's security setting.

## Reading the Billing Meters

Following are descriptions of what each Billing Meter is tracking. Make sure you have correctly identified your region.

### Billing Regions

Region 1	Region 2	Region 3
NASG-US	FX	NASG-CAN
	ESG	
	FXAP	
	DMO-E	
	DMO-W	
	China	
	APO	

### Descriptions of Billing Meters

#### Billing Region 1

**Meter A** -Represents total impressions to output destination.

**Meter B** -Represents total impressions for each image of job up to and including the last sheet of the 10th set.

**Meter C** -Total impressions for all jobs that reach a breakpoint value.

**Meter D** -Total impressions for all images of a job above a breakpoint value.

#### Billing Region 2

**Meter 1** -Total impressions to output destination.

**Meter 2** -Total impressions printed on sheets wider than 9".

**Meter 3** -Total impressions for sets 11-18.

**Meter 4** -Total impressions for set 19.

**Meter 5** -Total impressions for all jobs that reach a breakpoint value.

**Meter 6** - Total impressions for all images of a job above a breakpoint value.

#### Billing Region 3

**Meter A** -Represents total impressions to output destination.

**Meter B** -Total impressions for all jobs that reach a breakpoint value.

**Meter C** -Total impressions for all images of a job above a breakpoint value.

## Managing System Software and Hardware

In the event you need to install a software patch or upgrade, or attach new hardware, this can be done with the **Xerox System Install Service Utility**.

### To access the Xerox System Install Service Utility

1. In the Xerox Nuvera user interface, click **[System: Software Install]**.
2. Choose from one of the utilities.
3. Follow on-screen instructions. See the Xerox Nuvera online Help--accessed directly from the user interface--for details about this utility.
4. Click **<Close>**.

### To perform Disk Overwrite

This procedure enables the System Administrator to erase sensitive data from all hard disks (for example, the system disk and image disks). The Disk Overwrite feature is based on the current DocuSP data overwrite feature. The erase algorithm and patterns conform to U.S. Department of Defense overwrite requirements.



**NOTE:** This feature requires the presence of the Disk Overwrite software and license in order to function. The Disk Overwrite software is on a CD included as part of the Disk Overwrite kit. The software must be installed before enabling the license. Contact your System Administrator to perform any activity related to Disk Overwrite.

## Managing the Stock Library



**NOTE:** The **Stock Library** tab, located in **Printer Manager**, is only available on systems that have the Productivity Pack license installed and enabled.

The **Stock Library** tab enables you to add to the group of stocks that are eligible to print. You can define attributes for a stock (such as size, color, type, and weight) and assign a name to identify the stock and its associated attributes. The standard stock names Main, Aux, and Auto are also available.

### Stock Management

Once a stock type has been defined, named, and saved as a new stock, it can be easily referenced from the Stock List, which is accessible from many different locations in the DocuSP software.

You can perform the following tasks from the Stock Library tab:

- Set up a new paper stock in the stock list
- Modify a stock entry
- Copy a stock entry
- Delete a stock
- Assign stock to a paper tray
- Remove stock from an assigned tray
- Add stock to a preferred tray
- Enable/disable cleanup
- Hide/Show stock entries
- Import/Export stock settings

### The Stock List

The Stock List is a GUI screen that is accessible from many different locations in the DocuSP software. A named stock can be easily selected from this list and used in a variety of situations. Examples of activities during which the Stock List is accessed include (but are not limited to):

- Assigning a named stock to a job
- Assigning a named stock as default for a queue
- Assigning a named stock as default for slip sheets
- Assigning a named stock as one or more cover pages
- Assigning a named stock to be used as an exception page

### To set up/manage paper stock

1. Open the Printer Manager.
2. Choose the **Stock Library** tab.
3. Select **[New Stock...]** from the Stock pull-down menu to display the New Stock dialog.
4. Enter a new stock name in the **Name** field.
5. Select the tray for this stock by using the **[Add to Trays...]** button, click **<OK>**.
6. Select stock properties from the **Size/Color**, **Type/Weight**, and **Coating** controls.
7. Enter any desired stock comments by selecting the **Options** button.
8. Click **<Close>**.

For more information about the Stock Library, see the online Help on the system user interface.

## Advanced Publishing Features

You can print with the Xerox Nuvera in several ways:

- With a networked-configured system, you can submit a job to the Xerox Nuvera printer directly from your desktop through internet browser or applet.
- You can download drivers and print directly from your desktop applications.
- You can also print from a data cd using the media drive on the Xerox Nuvera.

The Xerox Nuvera gives you many publishing options for enhancing your document. To learn more about these capabilities, explore the links at the left.

## Using "Build Job"



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

*Build Job* is used to combine multiple scans, each with different job programming, into a single, compiled output. Specifically, *Build Job* allows you to scan many different types of documents (either from the Document Feeder or the Document Glass) in separate jobs, then combine those separate scan jobs into one cohesive output.

### Build Job is used to:

- Scan originals of different sizes that cannot be fed and scanned together
- Scan a collection of originals that require a mix of Document Feeder and Document Glass scanning
- Scan more originals than the Document Feeder can hold at one time (see [Scanner Specifications](#))
- Apply different image quality or image modification features to different scan segments




**NOTE:** *Build job* applies to any type of scan job and does NOT apply to print jobs.

Before using *Build Job*, there are two concepts to understand. See [Understanding Job and Segment Level Programming](#).

### To use Build Job

1. In the Xerox Nuvera user interface, click **Copy**, then click the **<Build Job>** button at the bottom left corner of the user interface. The system is now in Build Job mode.
2. Place the first part of the document set (Job Segment 1) to be scanned in the [Document Feeder or Document Glass](#).
 



**NOTE:** At this point, perform any [Job Level programming](#), since Job Level programming choices will be unavailable when scanning the remaining Job Segments.
3. Once Job Level programming is complete for Job Segment 1, press **<Continue>**. The remainder of the tabs become enabled. Perform any [Segment Level programming](#).
4. When satisfied with your settings, click **<Start>**. Job Segment 1 begins scanning.
5. When Job Segment 1 finishes, load the second part of the document set (Job Segment 2) to be scanned in the Document Feeder or Document Glass.
6. Make any Segment Level programming. Remember, [Job Level programming](#) is already set, so all Job Level controls will be disabled.
7. When satisfied with your settings, click **<Start>**. Job Segment 2 begins scanning.
8. Load the next Job Segment, and perform steps 6, 7, and 8 for the remaining segments.
9. To exit Build Job mode, click **<End Build Job>**. The job prints according to all of the Segment and Job Level programming.

## Adding Annotations to your Jobs



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

The following information applies to both Print and Copy jobs.

There may be times when you need to add extra content to your job. The Annotation feature allows you to add these special marks:

- Page Numbers--can be configured to appear anywhere on each page
- Watermarks--Indicates to the reader that the document they have is *Confidential*, *Draft*, etc... The watermark appears as shaded text behind the actual page content
- Date Stamps

Annotation can be a queue setting. Any job being sent to that queue will be annotated.

The Xerox Nuvera systems that have the Productivity Pack license allowing for multiple queues have a Queue manager to create new queues.

The Xerox Nuvera systems without the Productivity Pack license set up the system preferences. By default, all annotations are set to off.

Print jobs refer to jobs being reprinted on the device. Any jobs being submitted through a driver use the watermark available on the driver. If a queue is set up for annotations and a print job comes into that queue, then it will be annotated on the queue properties.

### To Annotate Print or Copy Jobs

1. From either the Print or Copy service, click on the **Output** tab.
2. Click the **<Annotations>** button.



**NOTE:** Take notice of the text on the Annotations button. It will show which annotation types (if any) are currently enabled.

3. The Annotations window appears. Place a checkmark in any or all of the Annotation-type checkboxes. Clear any Annotation-type checkboxes you do not wish to use.
4. When satisfied with your settings, click **<Copy or Print >**.

### Configuring Annotations

1. To configure how each Annotation type appears, click the **Copy Service** button.
2. Click the **Output** tab.
3. Click **Annotations**.
4. Click **Setup**.
5. Click on one of the Annotation-type tabs. The Annotation window appears.
6. Make your selections. When satisfied with your settings, click **<OK>**, then click **<Copy>**.

For details about working with the Annotation controls, refer to the system online Help.



## Using Remote Workflow (DRW) Software

Remote Workflow software allows access to the Xerox Nuvera user interface from a remote client (i.e., the computer at your own desk). Remote Workflow software provides the functionality of the Xerox Nuvera at a remote desktop, enabling the user, from anywhere on the network, to use the full range of Xerox Nuvera functions.



**NOTE:** New major releases of DocuSP require updated versions of DRW software. Verify that you have the correct DRW version to match your version of DocuSP software. Contact your System Administrator to have Remote Workflow software installed and configured on your computer.

For complete information on Remote Workflow and how to install the software, refer to the document [DocuSP Remote Workflow](#).

## Customizing System Default Options

If your workflow requires you to use machine settings that differ from the system defaults, or you consistently print to a paper stock that is not the default, navigating all of the user interface screens to program your jobs can be time consuming.

The default settings of the Xerox Nuvera are fully customizable by a System Administrator, making job programming much quicker and easier. Some of the system defaults that can be customized for your particular workflow include:

- sides imaged
- finishing options
- image editing
- PDL (Page Description Language. TIFF, PostScript, etc.) resolution settings

### To view current printer default options for systems with one queue

If your system does not have the Productivity Pack license enabled:

1. In the Xerox Nuvera user interface, click **[Printer: Defaults]**. The Printer Defaults window displays.
2. In the tabbed interface, select each tab, viewing current settings.
3. To customize settings, contact your System Administrator.

### To view current printer default options for systems with multiple queues

If your system has the Productivity Pack license enabled:

1. In the Xerox Nuvera user interface, click the **Queue Manager** button. The Queue window displays.
2. Right click on the queue and select **[Properties]**. The Properties window displays.
3. In the tabbed interface, select each tab, viewing current settings.
4. To customize settings, contact your System Administrator.

### To customize general system settings

The following system default settings can be changed at any time by a System Administrator using the **[Setup: System Preferences]** menu.

- Jobs Policy: For example, System action when out of paper
- Default font sets used/Substitute fonts: Enabled/Disabled
- Allow stock substitutions
- Save job locations
- Default launch screen (Copy, Print, Job Manager, Print From File)
- Tray Confirmation
- Job Processing defaults
- International settings
- Scheduling Mode



**NOTE:** Contact your System Administrator to configure custom System Preferences.



**NOTE:** Refer to the Xerox Nuvera online help for details about System Preferences settings.

## Finding a Saved Job to Print

Finding jobs (copy, print, or scanned) saved on the Xerox Nuvera user interface can be done in two ways:

- Through the user interface under the **Job Manager** Services
- Through the user interface under the **Print From File** Services

### To find a saved job in Job Manager

The **Job Manager** button allows you to perform a number of tasks at the job level, such as:

- Preview
- Hold
- Promote
- Move
- Copy
- Forward

Additionally, you can retrieve and print jobs that have been saved to the system.

1. From the Xerox Nuvera user interface, select the **Job Manager** button.
2. Select the **Saved** tab to display the list of saved jobs.
3. From the list that displays, double-click on the saved job you want to print. The print properties window displays.



**NOTE:** The Job Ticket format is chosen by default because this is the file type that is used to print the entire job. Selecting other file types will not give you the entire job. For example, if you select TIFF, the system only prints the TIFF image. The job is printed without the original job programming choices.

4. Select or change any programming settings.
5. When satisfied with your settings, click **<Print>**.

### To find a saved job using Print From File

1. From the Xerox Nuvera user interface, select the **Print From File** button.
2. Select the **Files** tab.
3. Select **Browse** to locate the file you want to print.
4. From the files listed in the Browse window, double click the job. The print properties window displays.
5. Select or change any programming settings.
6. When satisfied with your settings, select **<Print>**.

## Saving and Storing Jobs

Jobs (copy, scan, and print) can be submitted and programmed to be placed in a Saved Jobs directory on the Xerox Nuvera user interface (DocuSP). Once saved, they can be [reprinted](#) at any time.



**NOTE:** The scanning and copying of jobs is only available if your system includes the integrated Document Scanner module.

### To save and store jobs

#### Copy Jobs

1. In the Xerox Nuvera user interface, click the **Copy** button.
2. Select the **Advanced** tab.
3. Enter a job name by typing it into the **Job Name** textbox.
4. Select the destination (Print, Print and Save, Save, Save as Background Form) for your job. If saving the job, use the **Save Location** dropdown menu to select the **Save Location**.
5. If saving, choose the format to be saved.
6. Set the job properties.
7. When you are satisfied with your settings, click **<Copy>**.

For more information, see [Setting Up a Copy Job](#).

#### Scan to File Jobs

1. In the Xerox Nuvera user interface, click the **Scan To File** button.
2. Select the **Basic** tab (selected by default).
3. Enter a job name by typing it into the **Job Name** text box.
4. Use the **Save Location** dropdown menu to select the save location.
5. Choose the format to be saved as. For more information, see [What Format Should I Save In?](#)
6. Set the job properties.
7. When you are satisfied with your settings, click **<Scan>**.

For more information, see [Setting Up A Scan Job](#).

#### Print from File Jobs

1. In the Xerox Nuvera user interface, click the **Print From File** button.
2. Select the **Files** tab (selected by default).
3. Click **Browse** to locate and select a job.
4. Select the directory location of the job from the Look In dropdown menu.
5. Select the destination (Print, Print and Save, Save, Save as Background Form) for your job. If saving the job, use the **Save Location** dropdown menu to select the save location.
6. If saving, choose the format to be saved as. For more information, see [What Format Should I Save In?](#)
7. Set the job properties.
8. When you are satisfied with your settings, click **<Print>**.



**NOTE:** The Job Manager Saved tab displays a list of all jobs in the user defined Save location as specified in System Preferences.

For more information, see [Setting Up A Print Job](#).

## Copying Document Sets with Mixed-size Sheets



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

There may be instances where the document set you want to copy is made up of several document sizes. The Document Feeder on the Xerox Nuvera can be programmed to process document sets comprised of mixed-size originals.

For example, a user wants to compile different documents into one cohesive collection. The set has 8.5 x 11 inch and 11 x 17 inch originals. The user can load those originals into the Document Feeder with the 11 inch edge going into the Document Feeder first. With **Mixed Size Originals (MSO)** selected, the system will process the document set.

There are certain constraints when using this feature. See the sections below for details.



**NOTE:** The default setting for MSO is off. The MSO default is not settable.

### If Mixed Size Originals has NOT been selected:

- Some jobs and features may not work without selecting the Mixed Size Originals feature.
- All output will be printed on the media the size of the largest original document.
- Images from the smaller originals will be placed in the upper left corner of the output paper.



**NOTE:** If MSO is enabled, and you load a set of same size documents, the job will still process with no errors or warnings.

### When the Mixed Size Originals (MSO) feature IS selected:

- MSO and **1 to 2 Sides** Imaged cannot be selected together.
- **Reduce/Enlarge (R/E)** must be set to 100%.
- Special Pages (Covers, Exception Programming, Inserts) can not be used.
- Signatures/Booklets can not be used.
- N-up can not be used.

### To copy documents with mixed-size originals

1. Place the document set in the Document Feeder. The set must be arranged so that the leading edges of all sheets are the same width.
2. In the Xerox Nuvera User Interface, click **Copy**, then click the **Image Edit** tab.
3. On the **Image Edit** tab, click the **Original Size** button.
4. Choose the **Mixed Size Originals** radio button. Take note of the constraint on this control, regarding the original paper sizes it will accept.
5. Click **<Close>**.

## Working with Job Tickets

Job tickets are groups of saved job settings. Saving job settings from previous jobs allows the same user or a different user to quickly set up the machine to perform the same actions. This is a tremendous time-saver when you have many original documents requiring the same settings. Rather than trying to re-create your programming, or have another user attempt to, rely on Job Tickets.

These settings could include:

- Number of pages
- Special Pages, such as covers, tabs, etc.
- Image Quality settings
- Image Adjustments (re-sizing, centering, reduction/enlargement, etc.)
- Finishing options

Job Tickets can be submitted to the system from a remote client computer using the FreeFlow Print Manager application. See the applicable documentation for generating job tickets with FreeFlow.

### To work with job tickets

#### Open a job ticket:

Once a *job* has been submitted to the Xerox Nuvera and saved, it can be retrieved and opened at a later time.

1. Select the **Job Manager** button, then choose **Saved** tab. See [Finding a Saved Job To Print](#).
2. Use the file type filter to find the job ticket.
3. Double-click or right-click the job ticket file you want to open and make any additional programming choices.
4. When satisfied with your settings, click the **Print** button at the bottom of the window.

## Understanding Job and Segment Level Programming



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

Job and Segment Level programming are used in conjunction with Build Job. This allows you to control settings across an entire multi-segment scan job, as well as settings within small segments of a multi-segment scan job.

### Job-Level Programming

Job level programming applies to the **entire job**. Job level settings are programmed during the first segment to be scanned or copied, and are **not available for programming** during the rest of the build job process. Examples of Job level settings are:

- Page Numbering
- Front Covers
- Annotation
- Stapling/Finishing
- Quantity
- Collation
- Back Covers



**NOTE:** *Quantity* is a job-level setting that **can** be changed during any subsequent segment-level scans.

### Segment-Level Programming

Segment level features apply to the specific original or segment of originals about to be scanned. Examples of Segment level settings are:

- Paper Attributes
- Sides Imaged
- Image Quality
- Image Source, either Document Glass or Document Feeder
- Negative Image
- Mirror Image
- Image Shift

Now that you are familiar with Job Segment programming, you can continue to [Using Build Job](#).

## Generating a Sample Print

Use the Sample Current Job feature when releasing a job to print or while the job is printing to see if the job will print as expected. A single, sample page of the job prints so you can verify the job settings.

This feature enables you to periodically check image quality and job programming selections used on the job as it is printing. Since jobs sent to certain finishers (such as, the Xerox Basic Finisher Module) cannot be accessed while the main stacker tray is in use, the Sample Current Job feature allows sample prints to be sent to the stacker top tray.

The Sample Current Job feature is different from proofing a job. When proofing a job, the entire job prints and it only allows you to make adjustments to the job before submitting it for printing. The Sample Current Job option prints only a single page for sampling and allows you to make adjustments while the job is printing.

**NOTE:** This feature is not available for remote clients and is not available when the system is in Secure Mode. You can, however, print sample variable data jobs.



### To produce a sample print of a page while the job is printing

1. Submit a job to the Hold queue of the printer.
2. Right click on the job and select **[Release Job]**.
3. While the job is printing, select **[Printer: Sample Current Job]**. A single copy of the next image prints to the top tray (as a sample print) while the entire job continues to print to the stacker. Job integrity is not disrupted as the job continues to print.
4. If you want to change job properties, right click on the job and select **[Hold]**. The job is placed in the Inactive Jobs list. Right click the job, select **[Properties]** and make changes. Select **[Release]** to place the job back in the Active Jobs list.

### Sample Print From a Client Computer

A sample print can not be programmed at the Client's workstation during job submission. However, the Client sample print workflow could be sent and the job can be held in a hold queue. Then you can program the sample printing attributes for that job at the system user interface. For details, see [Working with queues](#).



## Setting Imposition Options

Impositions, or *Printer Spreads*, are a way to arrange page data out of order, so that when printed, it will be in the correct order when folded, bound or otherwise finished.

For more information, see [About Impositions](#).

### To set imposition options

1. Select the **Job Manager** button, then select your imposition print job and right click to select **Properties** or
2. For systems with a scanner, place originals in the document handler.
3. In the Properties window, click the **Output** tab, then the **Layout** button.
4. Click the **Layout Style** dropdown menu. A list of imposition types appears.

#### Imposition types:

- 1, 2, 4, 6, 8, 9, 16 up
- Custom multiple-up - automatically determines the number of images per sheet based upon image size and sheet size
- Booklet
- Perfect Booklet

#### Other imposition settings include:

- Gutter margins
- Repeated, Sequential or Alternating image placement



**NOTE:** Depending on the type of job you are working on -- print or copy -- you may see different imposition type choices.

1. When satisfied with your settings, click **<OK>**.
2. Make any other job programming choices and, depending on your system, click **<Copy, Scan or Print >**.



**TIP:** To become familiar with both print and copy impositions, refer to the Xerox Nuvera online help.

## About Impositions

Imposition is the process of positioning multiple page images on a single output sheet to be printed at one time. Imposition has no effect on the content of any individual page image; it only affects the size of the page image and where the pages are placed on an output sheet.

Imposition options include the ability to create 2-up to multiple-ups documents including custom multiple-up. For a custom multiple-up, the Xerox Nuvera automatically calculates how many images will fit on the sheet size selected for the job. Imposition settings are provided for setting gutter margins and Repeated, Sequential, and Alternating image on sheet outputs.

A *Signature* is the name given to a single sheet of paper or other substrate after it has been folded. Many books are made up of signatures. The manner in which signatures are bound influences the way that they must be printed.

For more information about setting up impositions, see [Setting imposition options](#).

## Impositions and Saddle Stitched Books

Saddle stitched books and calendars consist of all the signatures nested in one group with staples inserted at the fold. When signatures are nested, the fold, or gutter, gets wider the further a sheet is from the centerfold (see Figure 1, at the left side).



**NOTE:** Page frame shifting is done automatically.

Therefore, page frames must be shifted slightly to compensate for the thickness of the gutter. The page frames are moved slightly away from the fold and toward the outside edge. This results in the outside margin becoming narrower. When finished, the sheets closer to the centerfold (with the narrower fold) will have more trimmed from the outside margin. When done properly, the images will appear in the same position on each page as the pages are flipped.

## Figures

Figure 1



Figure 1: (left) Nested signatures forming a saddle stitched book. (right) Stacked signatures forming a perfect-bound book.

Figure 2

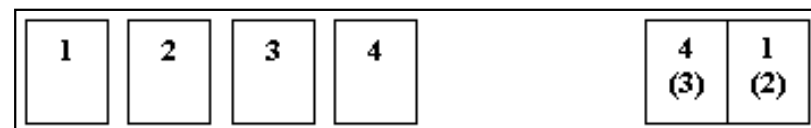
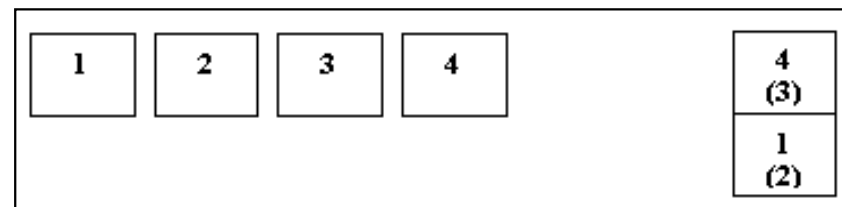


Figure 2: Page order for a simple 4-page book. Input pages are on the left. Output signature sheet is on the right. Numbers in parentheses represent page numbers on back side of the signature sheet.

Figure y



Impositions and Perfect Bound Books

A perfect bound book consists of signatures gathered next to each other, not nested, so that they can be attached together at the bind edge with glue. The groups are in multiples of 4 pages (1 printed output sheet with 2 images on the front and 2 on the back).

The page images are automatically centered within the page frame. The user may request an Image Shift. This will shift the entire page frame on the output sheet. Margins may also be specified; these will reduce the size of a page frame. The system must then reduce the image to fit within the smaller page frame. If Image Shifts are combined with Margins, the image cannot move outside the margin. Therefore, any part of the image that goes outside of the margin will be cropped.

Figure y: Page order for a calendar signature. Input pages are on the left. Output signature sheet is on the right. Numbers in parentheses represent page numbers on back side of the signature sheet.

Figure z

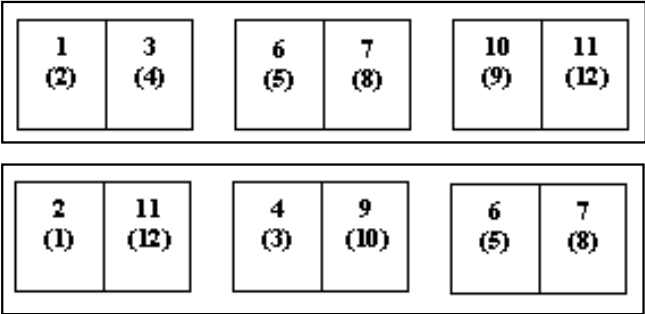



Figure z: (Top) Example of a signature layout for a perfect bound book. (Bottom) Example of a signature layout for a saddle stitched book.

 **TIP:** To become familiar with both print and copy impositions, refer to the Xerox Nuvera Online help.

## Printing an Image That Extends to the Edge of the Page

Occasionally, you may need to print a document whose image extends beyond the edge of the page. A document with a shaded background covering the entire page is a good example. Printing this type of image is called a "bleed". The ability to print full bleed (edge-to-edge) used to be only available through the use of offset printers. The Xerox Nuvera platform is not a print to edge system due to potential image quality defects on the edge of the page. The system default is set for a 3 mm border erase. It can be set to 0 mm, but it is subject to image quality limitations...which may be acceptable on some applications.



**NOTE:** If you are using Edge-to-edge printing and your originals have dark or solid edges, you may want to disable *Electronic Hole Removal*. If Electronic Hole Removal is enabled while Edge-to-edge printing and your originals have dark or solid edges, there is a possibility that your output will have unwanted markings along the dark or solid edge. For more information on using Electronic Hole Removal, see [Removing Drill Holes From Output](#).

## Edge-to-edge printing workflow starts at client desktop / driver, and ends at the Xerox Nuvera

There are three elements that work together to enable edge to edge printing:

- Correct system **Edge Improvement** settings at the Xerox Nuvera.
- A document created with edge-to-edge marking.
- Correct **Margins** settings in the Client driver.



**NOTE:** See [How to print from the desktop](#) for more details on client drivers.

### Workflow to enable a "full-bleed" print job:

1. At the Xerox Nuvera, click [**Printer:Switches**]. Place a checkmark in the **Edge Treatment Off** box. The Edge Treatment must be off before sending the print job. Ask your System Administrator to verify the system is configured in this way.
2. Create a document in a desktop application (Word, PhotoShop, Illustrator, etc...) that includes marking/data all the way to the edge of the page area.
3. In the client desktop application, select [**File: Print**]. The client driver window appears.
4. Click the **Image Options** tab. Click the **Margins** button. Refer to the client driver's online help for details about setting selections.
5. When done with the settings, click <**OK**> to send the document to the Xerox Nuvera.
6. At the Xerox Nuvera, go to **Job Manager**.
7. Find the job you just submitted. Double-click it. The **Job Properties** window appears.
8. When satisfied with your settings, click <**OK**>.
9. The document will be printed, and the marking extending to the edge of the output page will be visible.

## Reducing or Enlarging Images

When in Copy mode, use the Reduce/Enlarge controls located on the Basic tab. Using these controls, you could for example, copy an original image on an 11 by 17 inch sheet, and shrink it to fit on a standard 8.5 by 11 inch sheet. Controlling output size is useful if you need to archive hardcopy in a certain stock size, but original documents vary in size.

### To reduce or enlarge the image

1. Determine what size your output image will be copied to. Make the appropriate choice in the **Reduce/Enlarge** dropdown menu, located on the **Copy Basic** tab.
2. Press **<Copy>**.



**NOTE:** It is also possible to enter custom size values in the **Reduce/Enlarge** dialog. Click on the **User Specified** or **Independent X-Y** menu choices.

### Entering a custom reduction/enlargement value

If none of the preset reduction/enlargement values are acceptable, enter your own value.

1. Select **User Specified** or **Independent X-Y** from the **Reduce/Enlarge** dropdown menu.
2. Enter the value of reduction or enlargement. Entering 100% will yield no change to the image size. Entering a value over 100% will enlarge the image. Entering a value under 100% will reduce the image.

## Programming Multiple Stocks in a Single Job

You can create new documents composed of different stocks, such as covers, tabs, normal stock, etc...

### To program a job to use multiple stocks



**NOTE:** Make sure the paper trays are configured with the correct stocks. If you attempt to program a multi-stock job without the required stocks loaded, the system will generate a series of system alerts prompting you to load required stocks, slowing your productivity. See [Setting Up Paper Trays](#).

1. Set the properties for a job on the Xerox Nuvera user interface. See [Copy My Document](#) or [Print My Document](#) for details.
2. Program papers trays with all stocks (cover stock, tabs, 8.5 x 11 white, 8.5 x 11 blue) necessary to process the job.
3. Follow the procedure for [Adding Pages To A Job](#).
4. In the user interface, click < **Print** >.

2. Double-click or right-click a fully adjustable tray row. A *Tray Properties* window appears.
3. Enter all choices pertaining to the stock you wish to load into the tray.
4. In the **Type** pulldown menu, choose **Ordered Stock** from the list of stock types.
5. Enter any descriptive name for the ordered stock (ex., "Carbonless" or "5-part Color") in the **Type** text box (the cursor should have automatically placed itself there.). This information will appear in the *Type* column of the *Trays* tab.
6. In the **Sequence** section, enter a number. This coincides with the number of parts in your ordered stock. For example, if want to load a 3 part carbonless paper stock, enter **3** in the *Sequence* text box.
7. Open the fully adjustable tray you just configured, as identified in the *Tray Type* column of the *Paper Trays* tab.
8. Load ordered stock that matches the settings you made in the *Tray Properties* window. For information on proper loading, see [Recommendations for Paper Usage](#).
9. Click **<OK>** or **<Apply>**.

### Submit job and choose ordered stock

With a tray properly loaded and configured with loaded stock, you are ready to submit a job which uses ordered stock.

1. Initiate a print or copy job. For example, on a copy job, select **Loaded Stock** from the **Paper Stock** menu on the **Basic** tab.
2. A list of loaded stock types appears. Choose the ordered stock you previously configured and loaded.
3. Make any other programming choices.
4. When satisfied with your settings, click **<Copy or Print >**.



**NOTE:** When using tabbed or ordered stocks the system may instruct you to reorder the stock in the tray to the first position if events such as a multifeed occur. Any time a tray containing ordered stock is cycled, the system assumes that the stock in the tray has been reset to the first position.

### More on loading tabbed stock and other special papers

Load stock in the orientation indicated on the feed tray labels.

For more information, see [Loading Special Stock For Proper Finishing Output](#).

## Printing/Copying on Tabbed and Ordered Stock

Because of the special procedures required to use tabs, take time to review this section before attempting to use tabs with the Xerox Nuvera.



**NOTE:** For information on loading tabbed stock in the Sheet Feed Module, see [Using the Feed Module Tab Guides](#). You must have the Tabs Guide installed in the feed tray that contains the tabbed stock.



**NOTE:** Precut tabs can only print 1-sided. Full cut tabs can print on both sides, either simplex or duplex.

### To print or copy on tabbed stock

#### For systems with a MultiFunction Finisher (MFF)

- Use only **reverse collated** tabs.
- Load paper according to the labels on the feed trays (5, 4, 3, 2, 1 with 5 being on top) with tabs on the trail edge.
- Program feed trays.
- Run job N-1, face-up.
- If printing on 8.5x11" tabs, set the properties for the tabs as single-sided Exception Pages and set image shift to 1/2".
- If using preprinted tabs, add as Inserts.
- If the job uses hole punched tabs and hole punched body stock, make sure the both stocks are loaded in the tray with the hole punched edge leading.
- The system assumes tabs are right edge portrait or bottom edge landscape. If the job is different you may need to select rotate 180 for the entire job.
- If using Build Job to program the tabs job, select Build Job Type: Contains Tab Stock or Envelopes.
- Tabs cannot be loaded in the Insertion Module.

#### For systems with a FTM/DS5000 or BFM type finishers

- Use only **forward collated** tabs.
- Load paper according to the labels on the feed trays (1, 2, 3, 4, 5 with 1 being on top) with tabs on the trail edge.
- Program media for feed trays.
- Run job 1-N, face-down.
- If printing on 8.5x11" tabs, set the properties for the tabs as single-sided Exception Pages and set image shift to 1/2".
- If using preprinted tabs, add as Inserts.
- If the job uses hole punched tabs and hole punched body stock, make sure the both stocks are loaded in the tray with the hole punched edge leading.
- The system assumes tabs are right edge portrait or bottom edge landscape. If the job is different you may need to select rotate 180 for the entire job.
- If using Build Job to program the tabs job, select Build Job Type: Contains Tab Stock or Envelopes.
- Tabs can be loaded in the Insertion Module.



**NOTE:** If you are printing a job with preprinted tabs, program the job using Exception Pages/inserts. For more information on printing with preprinted tabs, refer to [Adding Pages to your Document](#). For information on printing with preprinted tabs on a MultiFunction Finisher Pro Plus, refer to [MultiFunction Finisher Specifications](#).

### To set up and use ordered stock

Ordered stock is paper with multiple pieces, such as a carbonless form, multi-part colored stocks, etc., which need to be kept in a certain sequence.

#### Load tray with ordered stock

1. Click the **Printer Manager** button.



## Using the Feed Module Tab Guides

Use the **Feed Module Tab Guides** to improve the feeding of tab stock from any tray in the Feed Module.



**NOTE:** Do not use tab stock unless you install the appropriate Tab Guide in the paper tray where the tab stock is loaded.

There are two Tab Guides:

- The **A4/11" Tab Guide**
- The **A5/5.5" Tab Guide**

Both of the Tab Guides are mounted on brackets or in a molded pocket located inside the Feed Module Front Door.

## Installing the Feed Module Tab Guides

1. Program your job as you normally would, including programming of Tabs stock as either the main body of the job or as special pages or inserts.
2. Open the tray and remove the paper stock, if required. Move the paper guides to the open position in order to accommodate the size of the tab stock. [Click here to view this step.](#)
3. Load the tabs into the tray. The label on the tray illustrates how to load the tab stock.
4. Adjust the paper tray guides. Ensure that the entire stack of tabs is positioned correctly in the tray. [Click here to view this step.](#)
5. Adjust any tabs that are misaligned. [Click here to view this step.](#)
6. Ensure that standard, uncoated tab stock is loaded a minimum ½ inch (12.7 mm) below the MAX line. [Click here to view this step.](#) Approximately 100 laminated or coated tabs may be loaded at one time; this amount is significantly less than standard, non-coated tabs. If a misfeed occurs while using laminated or coated tabs, remove some of the tabs from the tray.
7. Open the Feed Module Front Door. Remove the appropriate Tab Guide (A4/11" or A5/5.5") from the Feed Module bracket or the molded pocket on the front door. [Click here to view this step.](#)
8. Install the appropriate Tab Guide (A4/11" or A5/5.5"). Align the Tab Guide with the Paper Tray Guide. [Click here to view this step.](#)
9. Ensure that the Tab Guide is positioned underneath the actuator arm of the Paper Tray Guide. [Click here to view this step.](#)

## Removing the Feed Module Tab Guides

1. Lift the Tab Guide until it touches the bottom side of the actuator arm. [Click here to view this step.](#)
2. Rotate the Tab Guide toward the tab stock to disengage the guide from the actuator arm. [Click here to view this step.](#)
3. Push the Tab Guide forward until the actuator arm is clear of the Tab Guide. [Click here to view this step.](#)
4. Remove the Tab Guide.
5. Place the Tab Guide into the bracket or molded pocket on the front door. Ensure that the Tab Guide is positioned behind the hook. [Click here to view this step.](#)
6. Close the front door.

## More on printing with tabbed stock and other special papers

For more information, see [Loading Special Stock For Proper Finishing Output](#).

## Using Background Forms

Background Forms can be included with print jobs. A Background Form is a single page TIFF, preprinted insert on which a print job is overlaid. You can merge a specified background form with the foreground job's variable data via job submission settings. Using Background Forms saves processing time.



**NOTE:** Exception pages and cover pages that contain job data are merged and printed with background forms. System generated pages including, banner pages, blank cover pages/page inserts/exceptions pages and error pages, do not contain job data and are not, therefore merged and printed with the background form.

## Creating a Background Form

If you are using **Copy** to create a background form (the copying feature is not available on the Xerox Nuvera 288 Digital Perfecting System):

1. Select **Copy Manager**.
2. Select the **Advanced** tab.
3. Enter a Job Name.
4. Under **[Destination]**: select **[Save as Background Form]**.
5. Select a save location. The default directory for background forms is: /opt/XXnps/Resources/bf.

To print a job using a background form.

1. Select **Job Manager** and select a job.
2. Double click on the job to open the **Job Properties** window.
3. Select the **Image Edit** tab and select the **[Background Form]** button.
4. Select **Use Background Form** checkbox.
5. Select the background form you want to use from the Browse button.
6. Select from one of the following **Apply Form Pages**:  
**Throughout Job:** the background form cycles through job pages repeatedly.  
**Once:** the background form cycles through job pages once.  
**Once, Then Repeat:** the background form cycles through the job once and then cycles repeatedly only from the entered **From Page** location onward.
7. Enter horizontal and vertical **Displacement** values: entered values shift the background form prior to merging with the document. The alignment values are determined from the lower left hand corner of the page, independent of the orientation of the page.
8. Select **<OK>**.



**NOTE:** If the background form image is larger than the output media, the system prints as much of the image as can fit on the media.



**NOTE:** If the background form image resolution differs from the resolution of the job, the printer scales the background form image data to match the resolution of the job prior to merging.

To learn more about the advanced tasks the Xerox Nuvera is capable of processing, explore the links at the left.

## Adding Pages to your Document with the SFM Insertion Module

The SFM Insertion Module is either a 2-Tray or 4-Tray Sheet Feed Module used as an inserter. Use the SFM Insertion Module to add covers, inserts, or slip sheets to your documents. The SFM Insertion Module fits between the print engine (or, if applicable to your configuration, the Sheet Enhancement Module) and the finishing device.



**NOTE:** To learn how to insert covers, preprinted tabs or colored paper into your job using the Insertion Module on the MultiFunction Finisher (MFF) Pro Plus, refer to [MultiFunction Finisher Specifications](#).

The addition of the SFM Insertion Module does not affect production speeds since covers and inserts are merged into the paper path after marking takes place, without requiring a gap in the pitch. For more information, see a description of [pitch](#).

### To Add Sheets with the SFM Insertion Module

Pick a stock that is loaded in the SFM Insertion Module, and program that on a blank insert sheet or cover (through the Special Pages dialog).

The system should feed blank sheets from the SFM Insertion Module whenever possible.



**NOTE:** Page insertion with the SFM Insertion Module may not occur when there is a blank page in the actual document. The system software does not detect blank pages embedded in documents, and will not trigger page insertion.

Alternatively, both of the SFM Insertion Module feed bins can be loaded with the same stock, allowing continuous uninterrupted production insertion of pre-printed stocks and the addition of photographs and other sensitive documents that normally could be damaged by heat from the fuser section of the printer.

**Xerox Nuvera®**user guide  
and training aid

## Cleaning Procedures

In order to keep the Xerox Nuvera in good working condition, it is important to carefully clean it at regular intervals. Depending on your work environment, your cleaning schedule may be frequent or occasional.

Click the links at the left to learn how to clean the system.

## Cleaning the 'Optical' Mouse

Dirt and dust settling on the Xerox Nuvera machine can work its way into the mouse, causing the user difficulty in efficiently navigating the controls on the machine display.

Depending on your work environment, you may need to perform these steps frequently.

### To clean the 'optical' mouse

**CAUTION!**

To avoid damage to the machine, do not pour or spray water or cleaner directly into the Xerox Nuvera. Do not use any abrasive cleaners to clean the Xerox Nuvera.

1. With a damp lint-free cloth, clean the exterior of the entire mouse. Be sure to clean the four pads on the bottom of the mouse that come in contact with the surface your mouse travels on.
2. With a damp lint-free cloth, clean the center scrolling wheel. Roll the wheel with your finger to clean all exposed surfaces.
3. Pick up the mouse and turn it over. Using a damp cotton swab, clean the plastic area in front of where the red optical light is emitted.
4. Use a dry cotton swab to remove any remaining moisture from step 3.
5. With a damp lint-free cloth, wipe off the surface (mouse pad or directly on the Xerox Nuvera) your mouse travels on.

## Cleaning the Display

If the control panel display gets dirty or smudged, use this procedure to clean it.

Depending on your work environment, you may need to perform these steps frequently.

### To clean the display

**CAUTION!**

To avoid damage to the machine, do not pour or spray water or cleaner directly into the Xerox Nuvera. Do not use any abrasive cleaners to clean the Xerox Nuvera.

Recommended cleaning materials:

- Soft, lint-free cleaning towels.
  - [Xerox Glass Lens and Mirror Cleaner](#) (part # 8R3669).
1. Dampen a cleaning towel with Xerox Glass Lens and Mirror Cleaner.
  2. Gently wipe the display until it is free of dust and smudges.
  3. Wipe away any cleaner residue with a clean, dry towel.

## Cleaning Dry Ink (Toner) Spills

There may be a time when Dry Ink gets spilled while changing containers, or may leak during usage.

If Dry Ink is spilled or inadvertently gets into the paper path or anywhere else in the machine, the best course of action is to contact a Xerox Service Representative. They have equipment specifically suited for dealing with Dry Ink spills.

For details, see [Contacting Xerox](#).



### **WARNING!**

Do not attempt to use a standard shop vacuum or home vacuum to clean Dry Ink. These types of vacuums are not equipped with correct filtration.

## Cleaning the Document Feeder

Cleaning the Document Feeder at regular intervals will help to prevent misfeeds.

Depending on your work environment, you may need to perform these steps frequently.

### To clean the document feeder

**CAUTION!**

To avoid damage to the machine, do not pour or spray water or cleaner directly into the Xerox Nuvera. Do not use any abrasive cleaners to clean the Xerox Nuvera.

Recommended cleaning materials:

- Soft, lint-free cleaning towels (part # 600S4372).
- [Xerox Glass Lens and Mirror Cleaner](#) (part # 8R3669).

For information on ordering supplies, see [Contacting Xerox](#).

1. Dampen one end of a towel with Xerox Lens and Mirror Cleaner (part # 8R3669).
2. Open the Document Scanner Top Cover. Clean the Nudger Rollers and all visible, black-colored surfaces.
3. Close the Document Scanner Top Cover and raise the Document Feeder. Clean the rolls and all visible, black-colored surfaces.
4. Clean both parts of the Document Glass. See [Cleaning the Document Glass](#).
5. Lower the Document Feeder.



**NOTE:** It is important to clean the white Nudger Rollers to prevent poor paper feeding, misfeeds, and multi-feeds.



## Cleaning the Document Glass

In order to produce high-quality images, free from defects, it's important to keep the Xerox Nuvera clean.

Depending on your work environment, you may need to perform these steps frequently.

There are two areas that comprise the Document Glass:

- **Document Feeder Scan Area**
- **Main Document Glass**

Spots and specks in the Document Feeder Scan Area can show up as streaks on copies made when using the Document Feeder.

Additionally, dirt on the Document Glass can show up as spots on copies made from the Document Glass.

Specks and dirt can cause image detection problems. The scanner may interpret contamination as part of the image, and produce faulty copies.

### To clean the document glass

**CAUTION!**

To avoid damage to the machine, do not pour or spray water or cleaner directly on the document glass of the Xerox Nuvera. Do not use any abrasive cleaners to clean the document glass of the Xerox Nuvera.

Recommended cleaning materials:

- Soft, lint-free cleaning towels (part # 600S4372).
- [Xerox Glass Lens and Mirror Cleaner](#) (part # 8R3669).

For information on ordering supplies, see [Contacting Xerox](#).

1. Apply cleaner to the cleaning towel.
2. Wipe the entire Document Glass with the dampened towel, until the glass is free of dirt and smudges.
3. Wipe the Document Feeder Scan area on the far left side of the glass. Wipe in one direction along the divider strip.
4. Using a clean, dry cleaning towel, wipe away any cleaner residue.
5. See [Cleaning the Document Feeder](#).

## Cleaning the Keyboard

Depending on the environment where your system is placed, keeping the keyboard free of dirt and other contaminants will assure quick and accurate job programming.

### To clean the keyboard

**CAUTION!**

To avoid damage to the machine, do not pour or spray water or cleaner directly into the Xerox Nuvera. Do not use any abrasive cleaners to clean the Xerox Nuvera.

Cleaning the keyboard can be performed fairly quickly. It is recommended that you perform the following actions before the machine is started, or after the machine is completely shut down for the day.

1. Over a waste container, turn the keyboard upside down and gently shake to allow any large contaminant particles to fall out.
2. Using canned air (commonly found at office supply stores), direct the air stream directly at the keys, blowing away any remaining dust and other contaminants.
3. Using a lightly moistened cloth, gently wipe down the keyboard; including the keys and any surface where contact occurs.

## Replacing Consumables

This section covers procedures for maintaining your Xerox Nuvera.

Consumables can be defined as any parts or supplies that need replacing periodically in order for the machine to perform all of its functions.

Click the links at the left to learn how to change or replace consumables.

For Customer Support telephone numbers and the reorder part numbers of supplies, go to [Contacting Xerox](#).

## Replacing the Hole Punch Waste Container

When the Hole Punch Waste container in the Interface Module of the MultiFunction Finisher Pro Plus reaches its limit, an alert will appear in the system messages portion of the user interface screen.



**NOTE:** A 90% full warning appears before the waste container is completely full. This gives you the opportunity to finish any jobs in progress. As soon as the job is printed, replace the waste container. If a full warning appears, the system will no longer punch jobs in progress until the waste container is emptied and replaced.

### To replace the Hole Punch Waste Container

Make sure there are no jobs running.

1. Open the front access cover of the MFF Insertion Module and locate the black waste container.
2. Remove the waste container by grasping the black handle and sliding it straight out.
3. Empty the waste container.
4. Insert the empty waste container. Align the small black knobs on either side of the container on top of the metal brackets.
5. Push the container in all the way until it stops, making sure it is completely seated.
6. Close the access cover of the MFF.

## Replacing Staples in the BFM

There are two stapler cartridge sizes available for the Basic Finishing Module (BFM), a 30 or 100 page staple cartridge. Refer to the following procedures for either type of staple size cartridges.



### CAUTION!

Do not open the BFM front door and the stapler door at the same time.

### To Replace BFM Stapler Cartridges

1. In the user interface, select **Printer**, then select **Unlock Finisher**. The *Unlock Basic Finisher* window appears.
2. In the *Stapler Drawer* field, click the **Unlock** button. You should hear the drawer mechanism clicking.
3. At the BFM, pull out the stapler drawer.
4. Remove the cartridge to be replaced by grasping the colored handle and pulling away from the stapler mechanism. Refer to the label on the stapler drawer for detailed removal instructions.
5. Replace new cartridge.
6. At the BFM, push in the stapler drawer. You should hear the drawer mechanism click.
7. In the *Unlock Basic Finisher* window, the *Stapler Drawer* field should now display **Locked**.
8. In the *Unlock Basic Finisher* window, select **Close**.

**NOTE:** The current machine software does not distinguish between the 30 Sheet Stapler Cartridge and the 100 Sheet Stapler Cartridge. If the 30 Sheet Stapler Cartridge is loaded in the machine, and a job with more than 30 sheets is submitted for stapling, a mis-staple or stapler jam will probably occur. If the 30 Sheet Stapler Cartridge is used, it is the responsibility of the operator to ensure that jobs exceeding 30 sheets are not submitted for stapling.

### Video



[Replacing the BFM Stapler Cartridges](#)

### Figures



Figure 1: BFM Stapler Cartridge.

## Replacing Staples in the BFM

There are two stapler cartridge sizes available for the Basic Finishing Module (BFM), a 30 or 100 page staple cartridge. Refer to the following procedures for either type of staple size cartridges.



**NOTE:** The stapler cartridge in the BFM Plus can be replaced if the BFM Plus is running in bypass mode.



### CAUTION!

Do not open the BFM front door and the stapler door at the same time.

### To Replace BFM Stapler Cartridges

1. In the user interface, select **[Printer]**, then select **[Unlock Finisher]**. The *Unlock Basic Finisher* window appears.
2. In the *Stapler Drawer* field, click **<Unlock>**. You should hear the drawer mechanism click.
3. At the BFM, pull out the stapler drawer.
4. Remove the cartridge to be replaced by grasping the colored handle and pulling away from the stapler mechanism. Refer to the label on the stapler drawer for detailed removal instructions.
5. Replace new cartridge.
6. At the BFM, push in to close the stapler drawer.
7. In the *Unlock Basic Finisher* window, the *Stapler Drawer* field should now display **Locked**.
8. In the *Unlock Basic Finisher* window, select **<Close>**.

**NOTE:** The current machine software does not distinguish between the 30 Sheet Stapler Cartridge and the 100 Sheet Stapler Cartridge. If the 30 Sheet Stapler Cartridge is loaded in the machine, and a job with more than 30 sheets is submitted for stapling, a mis-staple or stapler jam will probably occur. If the 30 Sheet Stapler Cartridge is used, it is the responsibility of the operator to ensure that jobs exceeding 30 sheets are not submitted for stapling.

### Video



[Replacing the BFM Stapler Cartridges](#)

### Figures



Figure 1: BFM Stapler Cartridge.



Figure 2: 30 Sheet Stapler Cartridge.

## Replacing Staples in the Finishers

Depending on your system's finisher configuration, refer to the appropriate sections below.

### Systems with Basic Finishing Modules (BFM)

See [Replacing Staples in the BFM](#) for information on staple replacement.

### Systems with MultiFunction Finisher (MFF)

There are two stapler mechanisms in the MultiFunction Finisher (MFF):

1. Main Tray Stapler
2. Booklet Tray Stapler

When the Xerox Nuvera has used all of the staples in either of the staplers, an alert will appear in the system messages portion of the UI.



**NOTE:** The *Main Stapler* cartridge must be *completely empty* before you can remove the old container.

## To replace staples

Double-click the system alert to see details on the action needed, as well as the location of the stapler needing attention.

See [Contacting Xerox](#) to get the correct part number for this CRU.

### Main Tray Stapler

1. Once you have identified the location of the stapler, open the access panel and locate the stapler housing. It is identified with a pictorial representation of a staple.
2. Grasp the stapler housing drawer handle and pull out towards you.
3. Grasp the stapler cartridge handle. To remove, move it upwards, then pull out the entire cartridge.
4. Turn over the completely empty stapler cartridge. With a slight pinching motion, release the cartridge cover. It will swing away, exposing the empty staple stack container.
5. Take note of the way the container is housed in the cartridge. Grasp the white handle of the container, and pull it out of the housing. Discard this cardboard container.
6. Slide the new staple stack into the cartridge. Remove the white retainer strip.
7. Swing the cartridge cover back up into place.
8. Slide the stapler cartridge back into the drawer.

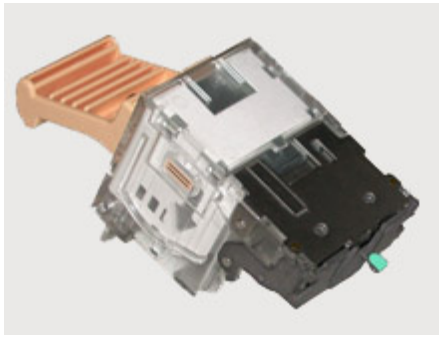
### Videos



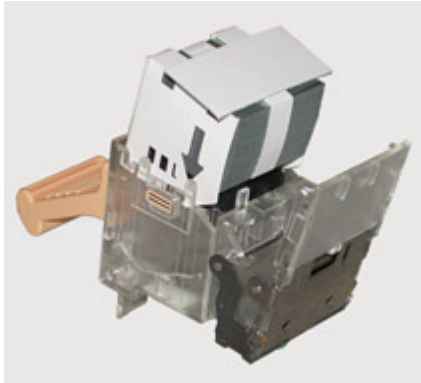
[Replacing Staples in the Main Tray Stapler](#)



[Replacing Staples in the Booklet Tray Stapler](#)



**Full cartridge**



**Ready to load position - note position of new staple cartridge.**

### **Booklet Tray Stapler**

1. Rotate the handle (Area 2) to the **up** position.
2. Access the Booklet Stapler by pulling out the Booklet folding drawer (Area 4) in the MFF.
3. In the lower right area of the drawer, swing out the mechanism by grasping the green handle. You should now see the twin stapler heads.
4. Grasp one of the staple head assemblies, and with a slight pinching action, pull out the empty staple cartridge.
5. Replace with a new cartridge. [Contact Xerox](#) to order this consumable part.



**NOTE:** Before inserting new cartridge, remove the small orange clip. It is there to ensure the staples remain in the housing during shipment/handling.

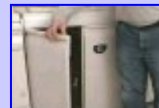
6. Repeat #4 and 5 for the second stapler cartridge.
7. Close the Booklet folding drawer (Area 4) in the MFF.
8. Rotate the handle (Area 2) to the **down** position.



## Dry Ink (Toner)

The Xerox Nuvera EA Digital Production System uses EA dry ink only. The EA (Emulsion Aggregation) dry ink is a latex-based material that flows easier than conventional dry ink, resulting in less toner being used to provide the same density print. It offers a smoother, flatter laydown of dry ink surface that also creates a very high quality print.

### Videos



[Replacing the Dry Ink Container](#)

## Replacing the Dry Ink Container

When the machine has reached the limit set for the dry ink container, an alert will appear in the system messages portion of the user interface. Double-clicking the alert will launch a new window, giving details about the action needed.

The Xerox Nuvera EA Digital Production System has 2 dry Ink containers. Each container lasts up to approximately 200,000 images. You can replace the empty container while the system is running since approximately 10 minutes worth of dry ink is available for continued printing.

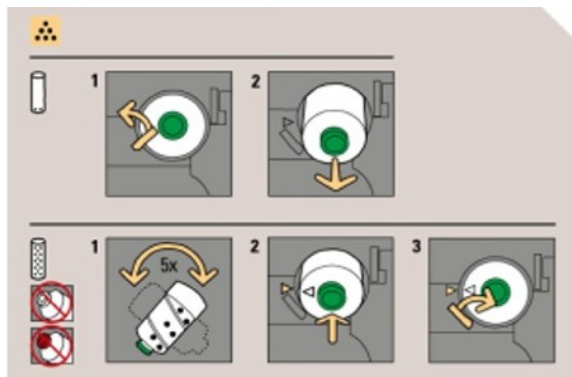
The procedure for changing the dry ink is the same for both containers.



### CAUTION!

Make sure you install a valid dry ink container. The EA dry ink container has a **Green** cap and label.

The label on the inside of the left print engine door indicates the toner type to be used based upon the cap and label color. It also shows how to remove and replace a dry ink cartridge.



## To replace a Dry Ink Container

Double-click the system alert to see the location of the Dry Ink Container, details on the action needed, and instructions on how and where to return the used Dry Ink Container.

See [Contacting Xerox](#) to get the correct part number for this Dry Ink Container.



**NOTE:** If you install an invalid dry ink cartridge, a fault code will ask you to "remove the invalid toner container".

1. Open the front access covers and identify the correct container.
2. Move the Dry Ink Container latch to the left.
3. Remove the used container by pulling the container outward. Keep the output hole of the old container pointing up to avoid spilling any residual dry ink.
4. Prepare the new container for installation. Before removing the orange seal, shake the container end to end five times. This mixes up any dry ink that may have settled.
5. Remove the orange seal.
6. Insert the new container. Make sure:
  - o the intake core punctures the container's inner seal
  - o the container is completely seated
  - o the arrow on the container lines up with the arrow on the printer housing
7. Package the used container for return. Use the box and prepaid return label to return the old unit to Xerox.

## Replacing the Dry Ink Waste Container

The Dry Ink Waste container gets replaced every 750,000 (750K) images. When the limit is reached, an alert will appear in the system messages portion of the control screen.



**NOTE:** The alert appears before the waste container is completely full. This gives you the opportunity to finish any jobs in progress. As soon as the job is printed, replace the waste container.

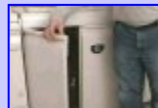
### To replace the Dry Ink Waste Container

See [Contacting Xerox](#) to get the correct part number for this container.

Make sure there are no jobs running.

1. Open the front access covers and locate the correct container.
2. Prepare the new container for installation.
3. Remove the used container.
4. Insert the new container, making sure it is completely seated.
5. Package the used container for return. Use the box and prepaid return label to return the used unit to Xerox.

#### Videos



[Replacing the Dry Ink Waste Container](#)

## Replacing the Developer Waste Container

The Developer Waste Container gets replaced after every 800,000 images. When the machine has reached the limit set for the Developer Waste Container, an alert will appear in the system messages portion of the user interface.

### To replace the Developer Waste container

Double-click the system alert to see details about the action needed, instructions on how and where to return the used container, as well as the location of the container.

See [Contacting Xerox](#) to get the correct part number for this container.

Make sure there are no jobs running.

1. Open the front access covers and identify the correct container.
2. Prepare the new container for installation.
3. Remove the used container.
4. Insert the new container, making sure it is completely seated.
5. Package the used container for return. Use the box and prepaid return label to return the old unit to Xerox.

#### Videos



[Replacing the Developer Waste Container](#)

## Replacing the Hole Puncher

There are two types of Hole Punch modules available with the MultiFunction Finisher Pro Plus: a 2/3 or a 2/4 hole punch.

The Hole Punch module is first installed and set up on the system by a Xerox CSE. If you would like to switch to using the other type of hole puncher at any time, you must contact your Xerox representative who can order the 2/3 or 2/4 Hole Punch module. Once ordered and the CSE has completed running the NVM setup routine for the new hole punch module, you can then install and replace your current hole punch (for instance, 2/3) with the other hole punch (2/4).

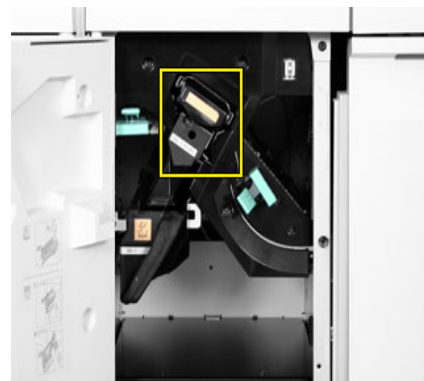
### To Replace the Hole Punch Module

See [Contacting Xerox](#) to get the correct part order number for this unit.

Make sure there are no jobs running. Also, you can refer to the label on the inside of the MFF Insertion Module cover door for removal instructions.

1. Open the front access cover of the MFF Insertion Module and locate the hole puncher.
2. Locate the black handle with the orange strip.
3. Remove the hole punch module by lifting the handle upwards and pulling straight out until you hear a click.
4. At the top of the hole punch module, grasp the long upper orange handle and, holding firmly, use the handle to slide and lift the module out.
5. Replace the new hole punch module. With the orange strip facing you and long orange handle on top, align the sides of the hole punch module against the MFF channel and slide it straight into the channel.
6. Completely insert the hole punch module until you hear a click.
7. Close the access cover of the MFF.

### Hole Punch Module





**Xerox Nuvera®**

user guide  
and training aid

## How Do I...

Your Xerox Nuvera is a fast, high-volume, networked digital production publishing and printing system. It is comprised of multiple modules and configurations, and can accommodate various finishing devices.

Depending on the Nuvera configuration available to you, you can become a one-person publishing shop, creating booklets, scanning images and documents for Optical Character Recognition (OCR), and storing documents on the system to be printed as needed.

Please take a few moments to learn what capabilities the Xerox Nuvera has to offer.

## Scanning a 2-sided Document



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

Some Xerox Nuvera systems include a document scanner with a full-featured document handling system. This allows the user to rapidly scan large documents and two-sided documents without requiring the user to re-load the original document tray.

### To scan a 2-sided document

1. Place original document face-up in the Document Feeder.
2. In the Xerox Nuvera user interface, click on the **<Scan to File>** mode button.
3. On the *Basic* tab, click the **[Sides Imaged]** dropdown menu.
4. Choose the two-sided icon.



5. Click **<Scan>**. The scanner Document Feeder runs both sides of the original document over the Document Glass, then returns the original document to the output tray.

## Setting Scan to File Image Resolution



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

Image resolution deals with the amount of data, or pixels used when scanning an image. The higher the image resolution, the better the image looks. However, depending on where the image will ultimately be used, you may not need a high resolution image. For example, if an image will only be viewed on the web, you won't need an image that's 1200 x 1200 pixels. The following will provide guidelines on image resolutions appropriate for various delivery styles.

### To set image resolution

1. In the Xerox Nuvera user interface, click **Scan To File**.
2. Select the **Basic tab** (default tab chosen after clicking Scan To File).
3. Click the **Resolution** drop-down menu.
4. Determine final output of image. See example guidelines below:
  - o Choose **1200 dpi**, if image is composed **mostly of text and/or line art**, and final **output is print**.
  - o Choose **600 dpi**, if image is composed mostly of **photographic or halftoned pictures**, and final **output is print**.
  - o Choose **400 dpi**, if image is composed **mostly of text and/or line art**, and final output is the **web or internet**.
  - o Choose **300 dpi**, if image is composed **mostly of photographic or halftoned pictures**, and final output is the **web or internet**.



**NOTE:** *These are only suggested settings.*

5. Make any other programming choices.
6. When you are satisfied with your settings, click **<Scan>**.

### Scan to File Resolution

Remote copy is the use of Scan to File for the purpose of reprinting on another Xerox Nuvera system.

A local copy is created using the Copy function on the Xerox Nuvera. The local copy is equivalent to 1200 x 600 dpi scan (chosen for very high productivity with competitive image quality). Because 1200 x 600 dpi is an asymmetric image which is not conducive to integration into make ready applications, the 1200 x 600 option is not provided for Scan to File. For particularly stressful documents, local copy will generally be better than the remote copy.

The Scan to File selection between 600 x 600 dpi and 1200 x 1200 dpi is a document dependent one. It is dependent on productivity, archival file size and image quality requirements. Because the coarseness of the error diffusion (diffusion dither) varies between the two resolutions, the user is encouraged to try both and evaluate pictorial and business graphic areas for digital grain and text for sharpness. Choose the resolution best suited for your application. Generally 600 x 600 dpi image quality is preferred for pictorials and 1200 x 1200 dpi for text. The preference will also vary depending upon which mode (text, mixed text and graphics, mixed text and photos) is used.

Remember, documents scanned with higher contrast and lighter (more background washout), will compress better, improving productivity and storage.

For information on saving your scan jobs, see [Saving and Storing Jobs](#).



## Choosing a Scan File Format



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

The file formats (Printer Description Languages, or PDLs) available to save in--PDF (Portable Document Format) and TIFF (Tagged Image File Format) -- give you the ability to optimize your files for print or for online viewing.

### Reasons for saving your scanned document as TIFF:

Save your document as **TIFF** if it is to become part of a print document. Additionally, if saved as a TIFF, it is immediately available for printing through the Xerox Nuvera.

- Ability to convert to a different format (in an external application, i.e., PhotoShop) later
- Ability to further manipulate the image in virtually any bitmap editor (i.e., PhotoShop), such as scale, resize, etc... without any detriment to image quality

### Reasons for saving your scanned document as PDF:

Save your document as **PDF** if it will be distributed through the internet; either by email or through a web server. Choose PDF if you are certain there will be no further need to adjust the image. If saved as a PDF, it is immediately available for printing through the Xerox Nuvera.

- PDF--a bitmapped format--is essentially a "snapshot" of your document. Size of the document, formatting, etc... are all certain to be retained in this format
- PDF can be launched with the free Reader application from Adobe®, the ability to share your documents across the Internet, on disparate platforms, is possible



**NOTE:** If your original document is part of a larger set of documents, you can use the Build Job functionality to scan the entire set. For more information, see [Using Build Job](#).

## Setting up a Scan Job



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

Setting up a Scan job is essentially the same as [Setting up a Copy job](#). The difference being that you can save a Scan job as a digital file, rather than just getting a hardcopy output.

### To setup a scan job

1. Place the original document on the [Document Glass or Document Feeder](#).
2. In the Xerox Nuvera user interface, select the **Scan To File** button.
3. In the **Job Name** entry box, type in a name for the scan job.
4. In the **Save Location** entry box, type in the location (if known) in which to save the scanned file, or click the **Save Location...** button and use the directory window to browse to a desired destination.



**NOTE:** If your system is connected to a network, and a directory has been created on the network, that network directory will be available for use in the Save Location menu. See your System Administrator to set up a network directory for scanned images.

5. Make programming selections on any or all of the tabs:
  - o Basic
  - o Image Quality
  - o Image Edit
6. Choose how you want your scanned image to be handled by the system--either as a PDF, TIFF, or proprietary format which retains all of your job settings. For details on file formats, see [Choosing a Scan File Format](#).
7. When satisfied with your settings, click <**Scan**>.



**NOTE:** If your original document is part of a larger set of documents, you can use the Build Job functionality to scan the entire set. For more information, see [Using Build Job](#).

## Scanning your Document



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

**Scan To File** allows you to turn your original documents into:

- Single Page TIFFs
- Multi-Page Tiffs
- PDF

to be stored on removable media, the local drive, or network destination. Scan To File allows users to create digital images with input programming for distribution, archival or modification (image save). This differs from the copy save service, which allows users to create digital copies of jobs with output settings for reprint at a later time.

Once your original paper document has been converted to an electronic document you can change, manage, share and distribute the document using a wide variety of software applications.

To learn more about these capabilities, explore the links at left.

## Working with Queues

A printer queue is a list of print jobs that await an available printer, need further programming, or are being held by an operator for some reason.



**NOTE:** Xerox Nuvera systems that do not have the Productivity Pack license enabled have one queue only. Once you set the properties for this queue using the Printer Defaults selection from the System menu, all jobs coming in simply pass through and are processed and completed. If your system has the Productivity Pack license installed and enabled, the system offers multiple queues.

Three queues are pre-installed on Xerox Nuvera systems with the Productivity Pack license enabled:

HostName\_Print - Jobs submitted to this queue are automatically printed

HostName\_Save - Jobs submitted to this queue are saved in the Save directory

HostName\_Hold - default setting release=No. Jobs submitted to this queue are held until manually set to release.

In the Xerox Nuvera user interface, **Queue Manager** is used to create numerous internal printer queues that can be used to control the flow or handling of documents in different ways.

For example, you can configure one queue as a hold queue, where incoming jobs are saved to a locally designated directory. This is useful when submitting jobs remotely, where the client submission tool may not include all programming options, or the submitter may not know exactly which types of paper stocks are available at the system. Jobs submitted to the *Hold* queue can be programmed directly at the Xerox Nuvera user interface for final output. Queues can also be set up to allow print jobs to print immediately.

For example, your work environment has 3 types of print jobs:

- Jobs submitted remotely. Set up a print queue to save received jobs to a specific location, to be retrieved and programmed further at a later time
- Jobs with little or no job programming required. Set up another print queue to print jobs immediately
- Jobs that need a large amount of special programming, including insertion of special pages, covers, etc. You could send them to the same queue used for jobs submitted remotely, or you could set up a discrete queue for jobs that require special stock programming. This way, you can do all jobs that require paper tray loading all at once

## To add a new queue on systems with the Productivity Pack license enabled

1. In the Xerox Nuvera user interface, select the **Queue Manager** button.
2. Select the **Queue** pulldown list.
3. Select **[New]**. The New Queue dialog displays,
4. In the Queue Name field, enter a name of up to 25 characters. The name can consist of letters, numbers, and underscores.
5. Select a quantity between 1 and 65,500 to indicate the default number of job sets to be printed for all jobs sent to this queue, unless otherwise specified in the job itself.
6. Set a priority between 1 (highest priority) and 100 (lowest priority) for the queue.
7. Select the **input format** to indicate the manner in which jobs will be submitted to the queue.
8. Select a **destination** of either Print, Save, or Print and Save. Print releases the document immediately for printing. Save saves the document to the location designated in **Save Location**.
9. If desired, add a banner page message or job comments.
10. Make extended option selections from the Stock, Output, Image Quality, Image Edit, and PDL Settings tabs.
11. Select decomposer (RIP) options on either the PostScript/PDF, Advanced PostScript, TIFF, PCL, ASCII, or LCDS buttons.
12. Select **[Add Queue]** to complete the new queue.
13. Select **[Close]** to exit the New Queue dialog.
14. In the Queue list, right click the new queue and choose **[Accept Jobs]** to enable the queue.

## To view or modify queue properties with the Productivity Pack license enabled

1. In the Xerox Nuvera user interface, click the **Queue Manager** button.
2. Select a queue and double click to open **Queue Properties**.
3. Modify queue settings as desired, then click **<OK>** to have your changes enabled by the system.

## To view or modify queue properties of a single queue (Productivity Pack license not enabled)

1. In the Xerox Nuvera user interface, select the System menu.
2. Select **[Printer: Defaults...]** to open **Queue Properties**.
3. Modify queue settings as desired, then click **<OK>** to have your changes enabled by the system.

## To copy a queue with the Productivity Pack license enabled

1. In the Xerox Nuvera user interface, click the **Queue Manager** button.
2. Right-click on a queue.
3. Select **[Copy]**. Rename the queue and set new queue properties.
4. Select **[Copy Queue]**.
5. Select **[Close]**. The new queue is created.



**NOTE: Override Feature.** Many options in the Queue Manager dialogs contain an *override* setting. Select **Override** only if you want the queue settings to take precedence over any attributes programmed with individual jobs. This setting may be useful for jobs being submitted by remote users who may not be familiar with the system configuration.

## Locking/Unlocking a queue

A System Administrator can lock queues so that the queue properties can not be changed until the queue is unlocked by a System Administrator. Right click on a queue and select Lock or Unlock.

## When and how to use Hot Folders

Hot Folders is a job flow productivity option that is mounted, enabled and disabled on your networked PC by the System Administrator. Use this feature to help organize your print jobs and better manage the flow of these jobs from your PC to the printer. You can create a Hot Folder for specific types of jobs or for selected users.

When the Hot Folders feature is enabled, the Xerox Nuvera automatically performs all network configurations and exports the Hot Folder to the network so it is visible to all users. You can then quickly and easily submit print-ready jobs by dragging and dropping them from your networked PC into the Hot Folder on the network server. The jobs are submitted to a specific queue in DocuSP.

Once the job is submitted to the queue, it is printed at a specified polling time and then automatically deleted from the Hot Folder.

### To activate and create Hot Folders for a given queue:

1. Log on as a **System Administrator**.
2. If your system has the Productivity Pack license enabled, select **Queue Manager** and create a specific queue if needed.
3. Right click on the queue in which you want to activate a Hot Folder and select **[Hot Folder: Enable Hot Folder]**.
4. If your system does not have the Productivity Pack license enabled, select the System menu and **[Enable Hot Folder]**.
5. The Hot Folder associated with this queue is created on the network. A Hot Folder icon appears next to the queue name.
6. In the client's browser, enter **\\ IP Address of DocuSP**. A window opens showing all available Hot Folders on the DocuSP.
7. Drag and drop the print ready files from your desktop into the Hot Folder. The files print automatically in FIFO order.
8. To disable the Hot Folders feature, right click on the queue and select **[Hot Folder: Disable Hot Folder]**. Or select **[Disable Hot Folder]** from the System menu. DocuSP removes the Hot Folder from the network.

### To set or change the Hot Folder polling time:

The Hot Folder feature is set to look for jobs on the network and submit them to DocuSP at a specified time. This time interval can be changed or set from a minimum of 5 seconds up to a maximum of 10,000 seconds. If you are submitting large jobs, or if the network is slow, set the time to check for new jobs at a longer time interval.

1. Select **[Setup: System Preferences]**.
2. Select the **Job Processing** tab.
3. In the Hot Folders area, in the Polling Time box, enter, in seconds, the time interval desired before checking for new jobs.
4. Restart the DocuSP Controller to have this change to the Hot Folder take effect.

## Working With IPDS

IPDS is a printer device data stream (specific to IBM) that contains the information necessary to identify, monitor, and control the functions of the printer. This information includes the characteristics of the printer, its resolution, what resources it has, whether it has sufficient memory, and whether it receives and prints a job.

IPDS enables a two-way dialog between the printer and the printer driver to create a cooperative print management system. IPDS is device dependent and is unique for each printer.

## Verifying the presence of the IPDS and the Productivity Pack Licenses

To print IPDS jobs, you must verify that the IPDS license is installed and enabled on the system. You must also have the Productivity Pack license enabled for the stock library to be available as well as all valid halfone screens.

## Printing IPDS jobs

This is the general procedure for setting up the printer for printing an **IPDS** job. The procedure assumes that the correct **IPDS** options have been entered **using Set Option** , and that a virtual printer with appropriate attributes for the job, including a media list, has been created. It also assumes that printing and queuing are started.

1. Enter **Show IPDS Status** so that you know the current system state and virtual printer state.
2. Enter **Set Channel Online** , if needed.
3. Enter **Set IPDS Virtual Printer** , if needed.
4. Load the required paper stock in the printer.
5. Set up the paper trays **using Set Tray** or **Set Tray from Virtual Printer Media** .
6. Enter **Start IPDS Printing** , if needed.

## Using VIPP

The FreeFlow VI Interpreter (FF VII) is an optional software license installed on the DocuSP that you can enable to interpret the VIPP language (Variable-data Intelligent PostScript Printware).

Many Service Bureaus and Data Centers continue to print files written in Xerox's [LCDS \(Line Conditioned Data Stream\)](#) language; a legacy from the days of mainframes and pin-fed impact printers.

Many people are conducting their businesses and document production operations in networked, PostScript-based environments. Given these divergent realities, this may be the right time to convert LCDS-based documents to PostScript.

## What is VIPP?

Xerox Variable Data Intelligent PostScript Printware (VIPP) is a powerful system of fully compliant PostScript technologies for the production of personalized documents. The FreeFlow VI Interpreter refers to the software used to interpret the VIPP commands. VIPP is used to discuss anything related to the VIPP commands or VIPP based applications. VIPP consists of a set of macros that reside on the PostScript interpreter, eliminating many of the time-consuming steps associated with traditional variable information workflows by enabling Dynamic Document Construction (DDC) at the printer. By dynamically creating the document at the printer, VIPP dramatically decreases the amount of time that it takes to compose and print documents.

Xerox VIPP is an open programming language that exploits the flexibility of PostScript in constructing dynamic documents. Because VIPP has a powerful merge engine for creating personalized business documents, it allows variable documents to be composed at the printer in real time. It also facilitates the migration of LCDS-based files to a networked, PostScript environment, resulting in documents that are easy to manipulate and modernize, and that can be printed to a networked Xerox PostScript print device.

## How it Works

VIPP uses the same "Dynamic Document Construction" concepts as the Xerox LCDS printers. Fonts, forms, and images reside on the printer, and formatting is controlled by a template (JDT) called by the job. The bit-heavy resources stored at the printer are merged with the variable data at run-time. The result is an efficient printing model that saves valuable network bandwidth. With VIPP-based documents, only the variable data is sent over the network.

The VIPP Thin Printer (VTP) allows the generation of Adobe PDF documents from VIPP based variable data applications. Capabilities include the ability to split PDF files into individual PDF sets and add interactive features such as PDF Bookmarks, PDF Notes or URLs. The VTP supports personalized printing and 1-to-1 marketing by extending output printing capabilities to support production PDF creation that enables viewing, archiving and Web presentations of variable-information documents.

## Programming options

A VIPP programmer can take advantage of control features that enable the creation of VIPP jobs that emulate or enhance the original LCDS application without requiring changes to the original data set. There are many features that can be added to modernize the document without changing the source program or data file. These features include:

- rounded corners
- data-driven graphics
- reusable data elements
- multiple form layouts

## Configuring the system to run a VIPP job

To support running VIPP jobs, refer to your System Administrator and the System Administrator Guide. Also, for complete information about the FreeFlow VI Interpreter and the VIPP language, consult the FreeFlow VIPP Language Reference Manual on the FreeFlow VI Suite Documentation CD delivered in the VIPP ship kit.

## Printing Directly From a Mainframe Computer with LCDS

Line Conditioned Data Stream (LCDS) is a mainframe to printer, Page Description Language (PDL) which uses referenced (stored on the system) and datastream-embedded commands to control the processing of print jobs submitted from mainframe computers.

The Xerox LCDS approach to printing dramatically reduces bandwidth requirements by locating the final assembly of document elements on the printer where resources are stored. This eliminates the need for repeatedly sending complex elements like forms from the host as part of a fully formed data stream. It reduces the need for sending these high bandwidth items for each job by permanently placing them on the printer so they do not need to be sent for each job.

The system only needs to send the truly variable data to the printer. Even values that can be derived like the sum of a column of numbers can be computed on the printer so that data transfer is minimized. This capability is unique in the industry and shows one reason why the LCDS data stream is selected by customers that need to minimize data bandwidth requirements in complex distributed systems.

LCDS printers offer the ability to control the format of the final product, the printed page, from outside the application generating the variable data. This separation of function between the data generating application and the printer has always been a common practice in the high performance range of computer printers. The data may be in its proper position but post processing steps between the application and the printer produces the final page appearance. The simplest way to visualize this type of printing is to think of preprinted forms where the printer prints variable information into blank areas of the form.

### Enabling LCDS Printing: Overview

To use LCDS printing, the Operator or System Administrator needs to make sure that the following conditions are met:

- the Productivity Pack license must be installed and enabled.
- the LCDS license must be installed and enabled.
- files containing the appropriate processing commands (see the "forms" analogy above) have been loaded on the system
- supporting resources (such as forms and fonts) are installed on the system
- the correct license is installed on the system
- [one specific queue has been created and dedicated](#) on the system to process LCDS (streaming) jobs

The selection and setting of additional queue parameters, available under the various tabs of the **Queue Properties...** dialog, in association with the resources installed on the system under LCDS Resources, determines how LCDS jobs are processed at the printer.

For more information about queues, see [Working With Queues](#).

### Verifying the presence of the LCDS and the Productivity Pack Licenses

To print LCDS jobs, you must verify that the LCDS license is installed and enabled on the system. You must also have the Productivity Pack license enabled for the stock library to be available as well as all valid halfone screens.

### Viewing LCDS Resources

To support LCDS, files containing the appropriate processing commands and supporting resources (such as forms and fonts) must be installed on the system under **LCDS Resources**. To view the currently-installed LCDS resources, perform the following steps:

1. Log on to the system by selecting **Logon...** from the Logon menu.
2. Select Operator (or System Administrator) as the user from the User drop-down list box.
3. Enter the Operator (or System Administrator) password and click **<OK>**.
4. Select **[Administration: LCDS Resources]**.
5. When the LCDS Resources window opens, if not already selected, select **System** from the Source drop-down menu.
6. A list of installed LCDS Resources will be displayed. Note the resource types displayed under the Type category. FNT, for example, represents Font. FRM represents Form. JDL represents Job Descriptor Library (a source file of compiled PDL commands).
7. To select the specific types of resources displayed in the LCDS Resources window, click the Types... button which opens the System Resource Types dialog. After selecting the desired resource types (by placing check marks in the boxes), click OK.



## Related Information

For further information about LCDS printing with the system, and for queue setup information, refer to the LCDS Print documentation that is provided along with the LCDS license software CD. See your System Administrator or Xerox Customer Representative to obtain this documentation.

## Reprinting a Saved Job

A job submitted to a save queue is transformed to a PDF, Single-Page TIFF or a Multi-Page Tiff.

### To reprint a saved job



**NOTE:** If Retain PDL File is active, a completed copy job will be listed under the Job Manager: Completed tab. This allows you to resubmit the job for printing, changing job properties if needed.

1. Select Job manager and the Saved tab.  
or
2. Select **[Print from File]**.
3. Select **Browse** to locate the job on the Save directory on your system, a CD or networked server save directory.
4. Select the folder that contains the saved job.



**NOTE:** Verify the correct Save Location by checking with the System Administrator or by viewing the Save Location in the Save Preferences. In some cases, additional Save directories are created to save specific jobs by user, by department, or by another categorization.

5. In the Browse window, or under the Saved Jobs tab, is a listing of saved jobs. You can filter the list of jobs by selecting a specific file type in the File Filter pull-down menu. The available choices may include:
  - Job Ticket
  - PostScript
  - PCL
  - TIFF
  - ASCII
  - PDF
  - IPDS
  - PPML
  - All



**NOTE:** The default viewing is by *Job Ticket* because this is the file that retains all previous job selections. Selecting other file types does not give you the entire job. For example, if you select a TIFF file type, the system prints out only the TIFF image.

6. To change the job properties double-click on a job to open the job properties window.
7. Set job properties.
8. Select **[Print]**.

## Managing Print Jobs

The Xerox Nuvera can be operated so that incoming jobs are held until an operator retrieves them at the system and applies job programming before actually being sent to print.

In a Xerox Nuvera system this workflow is usually handled by a *queue*, or a location on the machine where jobs line up and wait for further processing by an operator. Systems with the Productivity Pack license enabled, have more than one queue to set for different job statuses. For those Xerox Nuvera systems that do not have the Productivity Pack license enabled, there is only one queue and all jobs coming in simply pass through and are processed and completed. However, you can manage print jobs in a manner resembling a traditional hold queue by using the Do Not Release feature. Right click on the queue and select [Do Not Release Jobs] to prevent jobs from processing or to hold jobs until each one is released to print.

This is a useful workflow to follow, as the browser and client driver offer only a subset of the capabilities available at the actual system. Additionally, there may be occasions when you'll want to hold jobs until a certain point in the workday; such as large jobs that require more processing time and paper resources.




**NOTE:** Jobs that were sent to a Do Not Release queue and are pending job processing are displayed in the Job Manager's Inactive job list with a Held By Queue job status. The Inactive job list identifies jobs as either Ineligible, Held By User, Held By Operator, Held By Queue and Faulted. Jobs in the Inactive job list can be sorted by Status for easier identification and access of the Held jobs.


## To manage multiple jobs submitted from a client

1. Place the Xerox Nuvera in *Do Not Release Job* status or create a *Hold* queue.
2. Any print jobs submitted to it will go into the Active Jobs list.
3. From a client application, submit jobs to the Xerox Nuvera or submit jobs to a *Hold* queue.
4. In Job Manager locate the job you just submitted to the system.
5. Right click on each job and select **Properties**. Make any job programming choices.
6. When satisfied with your settings, select **Print** and if needed, select **Release Jobs**.

## Basic job management controls

Following are basic descriptions of what you should expect when you apply a job management control to a job. For more details on each system control, see the Online Help system at the Xerox Nuvera.

Control Name	Effect on job	When / Why should I use this control?
Proof	Enables you to verify job programming selections are correct by running one copy.	You need to make many copies of a job, but are unsure about the job attributes you've selected. Once job is proofed, you can release it to print from the Inactive Jobs list.
Print Now	Moves the job in front of all other jobs in the print queue.	Use this control when a print job has high priority.
Delete	<p>Halts active processing of the job, prevents any new processing of that job, and reclaims any system resources held by the job. Job is <b>not added</b> to <i>Completed Jobs</i> list.</p> <p> <b>NOTE:</b> When deleting a job, the system <i>completely removes the chosen job from the system</i>. As a result, you will no longer have access to the components of the job, including job attributes, images, and other resources. If you think you may want to run the job at a later time, choose <b>Cancel</b> instead.</p>	To prevent unwanted jobs from processing and to reclaim system resources for other job processing.

Hold	<p>Prevents any further processing of that job until it is released from a held state.</p> <p> <b>NOTE:</b> When a job is released from Hold, it will continue processing, <b>but do so starting at the beginning of the job.</b></p>	To reclaim system resources that had been processing the job, allowing the next scheduled job to proceed.
Release	<p>Reactivates held jobs, faulted jobs, and pending jobs.</p> <p> <b>NOTE:</b> When a job is released from Hold, it will continue processing, <b>but do so starting at the beginning of the job.</b></p>	All jobs that you needed to run after holding the job have finished processing.
Cancel	Halts active processing of the job, prevents any new processing of that job, and reclaims any system resources held by the job.	To prevent unwanted jobs from processing and to reclaim system resources for other job processing.
Promote	Enables you to elevate the position of a pending job or set of jobs in the active jobs list.	There is more than one pending job in the active jobs list, and you need to begin processing a job immediately.
Move	Enables you to move the job to another queue.	When you need the flexibility to move jobs between queues.
Copy	Enables you to copy a Saved job to a CD or to copy Saved jobs (set to retain PDL) listed in the Completed tab to a queue.	When you need to copy a job while retaining the original job and programming.
Forward	Allows you to send jobs to a different printer.	When you have sent jobs to the system, not knowing it is down, or the job queue is too long, or any time you wish to divert your job to another system.
Preview and Preview Range	Allows you to see a preview image of the print job before actual printing.	When you have sent jobs to the system, and wish to verify visually that a given job has been correctly configured, is centered on the page, has correct image quality adjustments applied, etc. Refer to the online Help system for details about this user interface control.

## Print Drivers and Client Support

The Xerox Nuvera can accept jobs from a variety of print drivers and print clients over a network.

### Print Driver Support

The print drivers are available on the *CentreWare Print Drivers CD* located in the *User Guide and Documentation Kit* shipped with each Xerox Nuvera System. The print drivers can also be found on Xerox.com under the Support and Drivers section.

#### Xerox Custom Drivers

Xerox Custom Drivers provide full Xerox job programming including Special Pages.

There are PostScript drivers available for both Windows and MacOS x.

Additionally, there are PCL5e and PCL6 drivers available for the Windows platform only (Not Mac).

#### Generic PPDs

The generic PPDs are supplied for use with third party print drivers and applications. The programming ability via the PPDs is limited. They do not support job programming via a Xerox job ticket like the custom drivers.

### Print Client Support

The Xerox Nuvera is accessible over the network by entering the IP address of the Xerox Nuvera System in the address line on a web browser. On the Xerox Nuvera's homepage, there are two selections available. There is the lightweight Job Submission selection and the fully featured Job Submissions Applet selection.

#### Job Submission

Selecting Job Submission displays the Xerox Web User Interface.

This light-weight job submission tool is used to submit print-ready files directly from a web browser to the Xerox Nuvera system. It supports most of the job programming with the exception of Special Pages.

## Printing a Job from your Networked PC

You can submit the following file types directly from your network-enabled desktop computer, with either your [Internet browser](#), or nearly any desktop application:

- PDF
- TIFF
- ASCII
- PostScript
- PCL

### To submit a print job from your PC using a web browser or applet

1. Determine the IP address of the Xerox Nuvera. Consult your System Administrator.
2. Launch your web browser (IE 4/ Netscape 6.2 or greater). Type the IP address in the browser's address bar.
3. After a few moments, the web-based user interface appears. Select either **Job Submission** to submit a print ready job from the browser or **Job Submission Applet** to submit a print ready job using FreeFlow Print Manager Applet. If you choose the FreeFlow Print Manager software, follow the on-screen directions to install the Java applet.

### To submit a print job directly from a networked PC application

This requires that you download and install the appropriate print drivers on your desktop system. Ask your System Administrator to install the drivers from the CD that came with the Xerox Nuvera. For more details on available drivers, see [Available Client and Print Drivers](#).

Or

Download the appropriate driver from [the Xerox website](#). Once you have downloaded the driver. Follow the screen instructions to install it, adding the Xerox Nuvera to your list of available printers.

With the driver installed and the printer added to your list of available printers, you can print directly from any desktop application.

1. When you are ready to print from the desktop application, select [**File: Print**]. The print window appears.
2. Make any selections to configure your document for output.
3. When you are satisfied with your settings, click <OK>.
4. Your document is sent to the Xerox Nuvera and printed.

### To manage print jobs submitted from a networked PC

With the Xerox Nuvera in **Pause** mode, you can submit print jobs from a client workstation, then retrieve them at the Xerox Nuvera, apply further job programming, and release for final printing. Also, you can send jobs with the **Hold** option and the job will be held in Job Manager, with no need to pause the printer. For details, see [Managing Print Jobs](#).

### Using Hot Folders from the Queue Manager

The Hot Folders feature on the DocuSP user interface allows you to drag and drop your print-ready jobs from your networked PC into a Hot Folder. The Hot Folder places the job in a queue on the Xerox Nuvera System. Once the job is submitted to the queue, it will automatically print at a specified time and then be deleted from the Hot Folder.

Hot Folders are activated in Queue Manager. For more information on Queue Manager and how to use the Hot Folders feature, see [Working with Queues](#).

### More information about printing from the desktop

Refer to the CentreWare Printer Driver Guide on the CentreWare Printer Driver CD in the Customer Materials kit.

## Printing 2-Sided Pages

When submitting a print job from a client driver or the web-based interface, single or two-sided printing can be specified at that time. However, there may be instances when you'll need to override that programming from the actual Xerox Nuvera user interface.

For more information about submitting jobs from the desktop, see [Printing from the desktop](#).

### Basic workflow to change "Sides Imaged" programming at the user interface

1. Submit a job to the Xerox Nuvera that includes "Sides Imaged" programming.
2. At the Xerox Nuvera user interface, locate the job by using the **Job Manager** service.
3. In the Job Manager, double-click a job to launch the **Job Properties** window.
4. Click the **Output** tab, then click on the **Basic Settings** button. Change **Sides Imaged** programming, then make any other job programming changes, if any.
5. Click **<Print>**.

## Setting up a Print Job

The Xerox Nuvera offers a wide array of features to support your workflow needs. You can make a print using the default settings in either a client-based printer driver, or on the tabbed user interface. Or, you can use either of those methods to make changes to your document.

Explore the links at the left to learn more about ways to submit print jobs.

### To set up a basic print job

1. Submit a print job to the system using one of the methods (see the "Print My Document" links at left).
2. Adjust the job properties under each tab.
  - [Edit the images](#)
  - [Resize the images](#)
  - [Adjust image quality](#)
  - Setup slip sheets and [special pages](#)
  - [Create booklets](#)
  - [Set finishing options](#)

3. On the **Basic** tab, Choose paper to print on.

**Loaded Stock** - you make a selection from the loaded stock list

**Stock List** - you make a selection from the stock list

**Custom** - you program a custom stock



**NOTE:** If your job is in Job Manager, select the stock from Loaded Stock or Stock List under the Stock tab in the Job Properties window.



**NOTE:** Choosing paper is not done on a "by tray" basis. For trays 1 and 2, if the same paper is loaded in both trays and tray 1 has a higher priority (a lower number), then it will feed from the highest priority tray.

Additionally, if you loaded 8.5 x 11 inch paper in 2 trays (1 LEF and 1 SEF), you will see one choice for this paper, and 2 orientations to choose from in the **Loaded Stock** user interface.

4. [Load paper trays](#) with appropriate stock(s) and [adjust tray programming](#) if necessary.
5. Click **<Print>**.

### See also:

For an overview of more sophisticated jobs and workflows, see [Setup Complex Jobs](#).

For details about advanced features, see [Use Advanced Features](#).



## Printing from the Media Drive

One way to submit a print job is to load the file into the system from a data CD or DVD. Once the file to be printed is loaded in the Xerox Nuvera, it can be programmed for output and printed immediately, or it can be saved for printing at a later time.

### To print from the media drive

1. Open the media drive door, located in the bottom center of the main tower. For details about the media drive, see [Media Drive Specifications](#).
2. Insert the data CD or DVD into the media drive on the Xerox Nuvera.
3. At the Xerox Nuvera user interface, click the **Print From File** button.
4. Select the **Files** tab and click **Browse**. This launches the *Browse* window.
5. Choose **[CD-RW0]** from the **Look In** dropdown menu.
6. Double-click the file you want to print from the *Name* list and click **[OK]**.
7. The print file is now available for programming throughout the user interface. [Extra pages can be inserted](#), and/or [Finishing options can be programmed](#).
8. Select **[System: Eject CD]**.

**NOTE:** Do not eject the CD before printing is complete.

## Printing your Document

You can print with the Xerox Nuvera in several ways:

- If you have a network you can submit a job to the Xerox Nuvera printer directly from your desktop through **internet browser or applet**.
- You can download drivers and print **directly from your desktop applications**.
- You can also print **from a data cd using the media drive** on the Xerox Nuvera.

Depending on your system configuration, the Xerox Nuvera can offer many powerful features for reproducing documents:

- [Make booklets](#)
- [Insert pages](#)
- [Collate, stack, and staple document sets using the BFM](#)
- [Collate, stack, and staple document sets using the MFF](#)
- [Adjust image quality](#) for various original types (photos, halftones, text)
- [Build](#) and [store jobs](#) online for printing on demand
- [Print bleeds](#) (printing "beyond the edge of the page")

Your Xerox Nuvera functions as a [network workgroup printer](#) and, depending on the system you have, a [workgroup scanner](#).

## Supported File Types

The following file types can be submitted to the printer [from your PC](#) or [printed from the media drive](#):

- PDF
- TIFF
- ASCII
- PostScript
- PCL

## Choosing the Best Halftone Setting

If the Enhanced Line Screen license is enabled on your system, the Xerox Nuvera supports a variety of halftones when **printing**. If this license is not installed and enabled, the system offers a 125 lpi line screen. Also, the available selections depend on the Page Description Language (PDL) being submitted.

### To select a Halftone

1. Open a job properties window.
2. Select the **Image Quality** tab.
3. Select the Halftone button and the screen value from the Halftone pull down menu.



**NOTE:** Systems without the Enhanced Line Screen license offer only the 125 lpi 53 degree halftone screen.



**NOTE:** For systems with the Enhanced Line Screen license enabled, the system offers 85, 106, 125, 134 and 156 lpi halftone screens. The default 125 lpi 53 degree halftone screen represents 256 levels of gray.

The default halftone screen can be selected for each print queue. The default will be used if a PostScript, PDF, or TIFF job does not contain a halftone command. This will be the common case because the print drivers and job submission tool do not send a halftone command by default.



**NOTE:** When reprinting a saved job, the system does NOT permit the Halftone Screen value to be changed, since saved jobs will already have had a halftone applied.

Often the selection of a different frequency will change the resulting Moiré texture to one which is more acceptable, but can not totally eliminate Moiré. For more information, see [Removing Moiré Patterns](#).

## Systems with the Enhanced Line Screen License

The rich variety of screen frequencies for these systems include 85, 106, 125, 134 and 156 lpi and provide the flexibility required for a wide variety of applications.

The demo files are located in the Sample Jobs directory on the system. As system administrator, open and print the .tiff or .xpf file in the appropriate stock size. The job ticket contains all the necessary job settings. The job prints on letter or A4 stock.

The file names are:

screenfreqdemo\_a4.tif

screenfreqdemo\_a4.xpf

screenfreqdemo\_ltr.tif

screenfreqdemo\_ltr.xpf

## Choosing the Best Original Type (when scanning or copying)

*Original Type* is the most important image quality setting for copying images. When selecting an original type use a default setting for sharpness, contrast, darkness and background suppression.

To get the best results, it is important that you be able to assess your original document, and make a determination as to what types of images comprise the document.

### To select an Original Type:

1. Select **Copy** (or **Scan to File**).
2. Select the **Image Quality** tab.
3. Select an **Original Type**.
4. Select a **Rendering Option**, if needed.

## Original Types

**Mixed Text and Graphics:** use for most jobs, business graphics, charts, logos and maps. This setting preserves gray text and is recommended for text critical applications.

**Text:** use for enhancing text only. Using the text setting turns dark gray text to black. For black and white transactional applications of text and numbers, or book copying without pictures or graphics, use text mode.

**Mixed Text and Halftones:** use for printed photos and halftones. Recommended for pictorial critical applications.

**Photo:** use for photographs and continuous tone images

For example, if the original is a paste-up, or has multiple areas of different types of information, **Mixed Text and Graphics** mode is the best compromise.

A good approach to making the best Original Type selection is to identify the area in the document of greatest importance. Perhaps, in a document composed of text and images, making the text legible is more important than a high quality reproduction of the pictures. If this is the case, use Text mode.

**Photo** mode is the only mode that applies a halftone; all of the others apply a form of error diffusion to minimize moiré.

For jobs which contain various types of documents (e.g. some pages of text, some pages of halftoned context), the mixed mode is the best compromise. Alternatively, you're encouraged to use job programming to selectively define a different original type for each page.

## Rendering Options

The halftones available to you depends on whether the Enhanced Line Screen license is enabled or not.

### Mixed Original types

**Diffusion Dither** simulates gray values using collections of black and white pixels without disturbing sharp edges.

**Hybrid** combines halftones and diffusion in a manner determined by the local pixel classification.

### Text

**Diffusion Dither** simulates gray values using collections of black and white pixels without disturbing sharp edges.

**Threshold/High Contrast** produces a very high contrast reproduction of black and white inputs.

### Photo:

125 lpi for high image quality results - recommended setting

106 lpi for medium image quality results

85 for low image quality results

Background suppression should be ON if the photo does not extent to the lead edge of the paper as it enters the scanner.



**TIP:** One of the advantages of build job is the ability to set Original Type for each section or page of the build job.

For information on Build Job see [Using Build Job](#).



**TIP:** It is best practices to proof a job when you make image quality adjustments.

## Adjusting Sharpness (when scanning or copying)

There are seven sharpness levels which control the appearance of fine detail in scanned images and copy jobs.

The solution to getting the image to look good, without creating image quality problems, is to increase or decrease sharpness in small increments. See [About the Sharpness control](#).

### To adjust sharpness

1. In the Xerox Nuvera user interface, click the **Copy** button.
2. Click the **Image Quality** tab.
3. Click the **Image Adjustments** button.
4. Move the Sharpness slider right or left to increase or decrease (respectively) the amount of sharpness.



**TIP:** To see the impact of the Sharpness control, try scanning a photo from your wallet and/or copying a light pencil line drawing in photo mode. Scan and proof them with different sharpness settings.



**TIP:** It is best practices to proof a job when you make image quality adjustments.

## Adjusting Contrast (when scanning or copying)

There are seven contrast levels which control the appearance of fine detail in the final output image.

The solution to getting the image to look good, without creating image quality problems, is to increase or decrease contrast in small increments. See [About the Contrast control](#).

### To adjust contrast

1. In the Xerox Nuvera user interface, click the **Copy** button.
2. Click the **Image Quality** tab.
3. Click the **Image Adjustments** button.
4. Move the slider right or left to increase or decrease (respectively) the amount of contrast.



**TIP:** It is best to proof a job when you make image quality adjustments.



**TIP:** Depending on your system configuration and licenses, system defaults and queue settings may be used to set contrast. See [Working with Queues](#).

## Adjusting Lightness/Darkness

Making adjustments to any of the image quality controls should be done in small increments. Making large adjustments can create image quality problems. See [About Lightness/Darkness Controls](#).

### Adjust Lightness/Darkness for Copying

1. In the Xerox Nuvera user interface, click the **Copy** button.
2. Select the **Basic** tab.
3. Move the slider right or left to increase or decrease (respectively) the amount of lightness/darkness.



**TIP:** It is best to proof a job when you make image quality adjustments.

### Adjust Lightness/Darkness for Printing

1. In the Xerox Nuvera user interface, select the Printer Manager and the **Image Quality** tab.
2. To select a printer darkness value, select the **[Setup]** button and choose one of the following Print Quality modes:

- **Best** mode - the default and recommended for most jobs, especially those on uncoated stocks. It adds or subtracts sub pixels on the edge of the image element, text, lines, dots, solids, etc. It introduces no artifacts to lines. However, at extreme ends of the range, contours may occur in halftones.
- **Normal** mode - the line width adjustment is identical to the Best mode and the defects are similar. In addition, it applies a slight correction to reduce line edge scatter. The correction can be helpful for coated stocks or very smooth stocks. Typically the adjustment is so slight it is not helpful for any black dots scattered on Mylar tabs. The amount of anti-scatter adjustment is fixed for all darkness levels.



**NOTE:** If you notice black dots scattered at the edges of lines or text, use the Toner Saver selection with a -3 or -2 setting to remove the dot scattering effect.

3. From the Darkness slider, increase or decrease the amount of black or white applied to all pixels in the image. The values closest to 0 are intended for small adjustments to the darkness of text and pictures. The darkness +/-3 settings will make a noticeable difference on text but not recommended for most pictorials.
4. From the Mode pulldown menu, select the printer emulation setting. The DocuTech 135 setting prints output that is similar in appearance to that of the DT135 printer.



## About Image Quality for Copy and Scan to file



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs. Also, the halftones available to you depends on whether the Enhanced Line Screen license is enabled or not.

The Xerox Nuvera is a digital imaging system. The scanner converts full color optical (analog) images to a gray digital image (0-255 gray scales). The image processing functions adjust the image according to the image quality features selected. The resulting image is a binary image which records the 'appearance of gray' as a collection of dots varying in spacing and diameter. These dots are made up of several pixels (picture elements). In a binary image, each pixel element is either 1 or 0.

Image quality involves adjusting the tones (darkness and contrast), sharpness and rendering textures of the scanned image to get a pleasing output image.

To get a optimal quality scan of an original requires the following types of image processing:

- Detection and suppression of colored and shaded backgrounds
- Removal of halftone screens
- Sharpening of edges in the image
- Lightening or darkening of highlights, midtones and shadows to get good contrast and detail
- Application of new halftone screens to photos and halftones

The higher the quality of the original, the higher quality of the final copy. Image processing adjustments can only enhance the information which is in the original or suppress undesirable defects. It can not 'create information'.

The key to getting satisfactory scans or copies from your Xerox Nuvera is understanding how to adjust the image quality processing controls and which controls to adjust. Digital image quality processing can often create a copy with 'better' image quality than the original. Light text can be enhanced, past-up lines suppressed and even 'coffee stains' removed. For some applications, such as legal documents, it is desirable that all information on the original be preserved to create a 'faithful' copy.

Follow the links at the left to learn more about image quality adjustments.

Begin by selecting [Choosing the Best Original Type](#).

For help with solving specific image quality problems, see [Solving Image Quality Problems](#).



**TIP:** If you copy/scan a great number of the same type of original documents, you can set custom image quality defaults. For example, if the majority of your copying/scanning is of dark photographic content, the system defaults can be set to accommodate this, saving you job programming time. To set up your system defaults to match your original input, contact your System Administrator.



**TIP:** It is best to proof a job when you make image quality adjustments.

## Using DFA Compliant Finishers through the Finishing Transport Module (FTM)

The FTM is an interface between the main printing area of the Xerox Nuvera EA Digital Production System and a DFA-compliant finishing device of some type, such as a stapler, binder, booklet maker or folder.

### What is DFA?

Document Finishing Architecture (DFA) is a set of published specifications that allow finisher vendors to develop in-line devices that are compatible with Xerox printing equipment. The FTM is a DFA-compliant device.

### DFA Profiles

A set of default DFA profiles are preinstalled on the system for each DFA-compliant finisher attached to the Xerox Nuvera EA Digital Production System. Generally, the DFA profile is supplied by the finisher vendor and installed at the time of the finisher installation.

### Managing DFA Configurations and Profiles

To switch to a different DFA configuration on your system, refer to [Changing DFA Configurations for 3rd Party Finishers](#).

Refer to your System Administrator on how to create, edit and delete DFA Profiles and Configurations.

### For More Information

- For information and video demonstrations on clearing paper jams in the FTM, see [Clearing Paper Jams](#).
- For information about FTM specifications, see [Finishing Transport Module \(FTM\) Specifications](#).
- For details on using the FTM and finishers at the user interface, refer to the system online help.
- For a listing of some of the DFA-compliant finishers, see the [Production System Finishers](#).

If your system is equipped with a 3rd-party finisher, contact your System Administrator or Xerox Representative for User Documentation.

## Changing DFA Configurations for 3rd Party Finishers

When your system is installed, a Xerox CSE uses DocuSP to create a configuration and profile of the finishing devices on your system. A configuration represents the finishing module or combination of finishing modules installed. Within a configuration are profiles that represent specific destinations, device settings and attributes for that configuration.

If you need to switch from using one set of finishers to another set of finishers (for example, a DS5000 to a Booklet Maker) or access a different finishing configuration, use the following instructions.

### To enable a different profile than the one currently enabled for a finishing configuration:

1. Select the **Printer Manager**.
2. Select the **Finishing** tab.
3. From the **Finishers** drop down, select **[External Finishers]**. The DFA Configuration Manager window displays. One or more configurations will be listed depending on the 3rd party finishers installed.
4. If the job you are running requires a different finishing location than what is currently enabled for that configuration, select the configuration identified as online.
5. Select a different destination profile listed under the configuration, right click, and select **[Enable]** to enable a different profile.

### To change from using currently installed finishers and enable a new configuration:

This procedure is for instances when you need to physically change finishing devices and replace existing finishers on the system with a different set of finishers. Refer to the vendor's 3rd party finishing documentation to learn which finisher profiles will be changed automatically or which ones will need to be manually updated.

1. Select the **Printer Manager**.
2. Select the **Finishing** tab.
3. From the configuration list, select the configuration currently online.
4. Disable the profiles you do not want by selecting the profile(s), right clicking, and selecting **[Disable]**. Disable all profiles being used.
5. Remove existing finishing equipment and install the new equipment on the system as needed. Refer to your 3rd party finishing documentation on how to manually adjust settings on the module itself.
6. At the DFA Configuration Manager window, select a profile within the new configuration that you want to enable and right click.
7. Select **[Enable]** for all profiles. Previously enabled profiles will be disabled and placed offline. The new configuration is now online and the selected profiles enabled.
8. Select **[Close]**.

## Using the Basic Finishing Module (BFM)

The Basic Finishing Module (BFM) is a high-capacity stacker designed to collate and stack up to 3000 sheets (20 lb paper or equivalent) and staple up to 100 sheets of 20 lb (75 gsm).

### Select the BFM or BFM Plus finisher as the output device

1. Select the **Output** tab from a Job or Queue Properties window.
2. Select **[Stapling/Finishing: Output Location]**.
3. Select **[Finisher 'X']**.
4. Select either:
  - System Specified
  - Auto Switch
  - Main Stacker
  - Top Tray

### Define stacker settings and other adjustments affecting the BFM

There are several factors that may impact stacking quality and overall productivity of the BFM such as minimizing paper curl, setting stacking limits, improving jam rate, and the use of the variable shaped tray for better registration. The following describes how to **ensure the quality of your output and improve overall productivity**.

### Enable/Disable Automatic Image Permanence for All Stock Weights

The Xerox Nuvera is designed to optimize fusing performance across the supported range of paper types and weights. The BFM uses the paper weight programmed when loading paper to optimize registration and compiling. Enable the AIP selection from **[System: User Diagnostics]** to achieve the best fuse temperature and minimize curl in the stacked output.

### Set BFM Stacker Limits

While the BFM can stack up to 3,000 sheets, it is best to set a stacking limit that is a more comfortable stack size and not so large and heavy to lift or transport. Setting a manageable limit also helps to avoid paper curl that can occur in a large stack, which then eliminates the need for operator intervention.

The BFM detects when the stacker is about to reach its limit and automatically schedules an unload when the next set is completed. If you have two BFMs in the system and one becomes full, the system automatically switches to the second BFM.

Follow the steps below to set unique stacker limits for each stacker on the system.

1. Select **[Print Manager: Stacking tab]**.
2. Right click on one of the finishing devices and select **[Stacker Limits]**. The Stacker Limits window displays.
3. Set Stacking Limits for each stacker that is available on your system:

**Main Stacker:** This field identifies the number of sheets not to exceed in determining when to unload the BFM main stacker. Select from 200 - 3000 sheets.

**Bindexer Capacity:** This field identifies the number of sheets that can be compiled in the BFM main compiler for unfinished sets only. This feature allows you to control the number of sheets to be compiled before they are placed onto the stack. Select from 15 - 100 sheets (20 lb paper).

If you leave this field blank, the Automated Bindexer is in effect. The system automatically calculates the thickness of the unfinished set in the compiler before the sets are placed onto the stack. The system uses the lower of the manual or automatic setting. Bindexer is set to 100 at install.

Adjust the Bindexer setting to:

- Help reduce excessive curl on sheets (lower the setting)
- Manage special stocks such as coated stock
- Improve stacking of some papers (lower the setting)
- Improve jam rate of heavy papers
- Reduce the occurrence of BFM faults and the number of wasted sheets in the compiler (lower the setting)
- Improve problem jobs by reducing to 35 (if setting is 35 and job is 37 sheets, increase to 37 or more)



**NOTE:** When running smaller stapled sets (15 sheets or less), limit the quantity to 100 maximum. Unload the stacker after each quantity is completed.

## Set BFM Registration Values

Paper registration at the BFM is impacted by curl. Follow the steps below to improve paper registration quality at the BFM for each BFM on the system. However, it is recommended that you first resolve curl issues with the IOT decurler or, if available, the Sheet Enhancement Module setting (see [Adjusting the Decurler](#)) before enabling this feature.

1. Select **[Print Manager: Stacking tab]**.
2. Right click on one of the finishing devices and select **[Stacker Limits]**. The Stacker Limits window displays.
3. Select one of the following checkboxes in the Set Registration Quality area of the window:

**Improve Set Registration:**

If sheets exiting the print engine have an excessive amount of upcurl preventing the BFM from pushing sheets from the lead edge into registration position, select this checkbox. This selection enables and lowers the scuffer in the BFM, which applies pressure to the center of a dual staple job set, minimizing the amount of pucker or buckle between the staples. It also helps push the sheets to the registration gate. In addition to improving set registration, this feature helps to reduce jams.

**Improve Initial Pages Registration Within Set:**

Select this checkbox if you are experiencing jams and paper curl within sets. The system disables buffering between sets. While registration of stock is improved, productivity will be impacted. The system skips a number of pitches until the compiler is ready to accept new sheets.

## Using the Variable Shaped Tray

If you are still experiencing curl in the stacked output and want to further improve stacking quality, you can install the Variable Shaped Tray on the stacker tray. The Variable Shaped Tray is available through a customer kit for all BFMs and can be installed and removed by the customer. It is designed to enhance the stacking of stock in the tray by improving sheet flatness. If you are experiencing early unloads, jams, curling or poor stacking, use this feature for paper <140 gsm, only after trying the standard decurl adjustments. Keep in mind that some papers will run best without the tray installed, especially if no curl exists. Do not use this feature for stock >140 gsm.



**To install the Variable Shaped Tray:**

1. Slowly pull out the Elevator Tray on the BFM.
2. Place the Variable Shaped Tray on the BFM Elevator Tray. It drops directly into the Elevator Tray when it is in the unload position.
3. Carefully push the Elevator Tray back into the BFM being careful not to damage the actuator on the right side of the tray.

**To remove the Variable Shaped Tray:**

1. Slowly pull out the Elevator Tray on the BFM.
2. Unload the stacker, if necessary.
3. Lift the Variable Shaped Tray off the Elevator Tray.
4. Push the Elevator Tray back into the BFM.

**Unloading stock from the Variable Shaped Tray:**

1. Slowly pull out the Elevator Tray on the BFM being careful not to disturb the stack.
2. Only unload up to two (2) reams of stock at a time, being careful to maintain stack integrity
3. For the the last two reams slide your fingers under the staple cutouts on the right of the tray.
4. Slide your hands back to mid-stack, lift and remove the stock.
5. Close the Elevator Tray.

**Explore the links below to learn all of the ways to utilize the BFM.**

[Delivering Document Sets to a Stacker](#)

[Using Offset to Organize Documents in a Stack](#)

[Replacing Staple Cartridges](#)

[Clearing Staple Jams](#)

[Clearing Paper Jams](#)

[Unloading the Stacker](#)

## Making Folded Documents

For those Xerox Nuvera systems that include a Multi-Function Finisher (MFF), you will have C and Z-Folding capabilities for 8.5 X11 inch and A4 stock. All that is required is either an original document or print-ready file that is formatted for this type of output.

For details about the Multi-Function Finisher, see [Finisher Capabilities](#).

### To make a C-Folded document while copying

1. Place the original document in the Document Feeder, short edge feed, side one face up with the top of sheet toward the back of the scanner.
2. Select **Copy** Services.
3. Select **Clear All**.
4. If needed, add 8.5x11" white stock to tray 3 or 4. Place stock to short edge feed. Verify tray programming.
5. Program Job properties. For example:
  1. In the user interface on the **Basic** tab, select **Trifold C** from the Finishing menu.
  2. Make any other job programming choices.
6. When satisfied with your settings, click **<Copy>**.

### To make a Z-Folded document while copying

1. Place the original document in the Document Feeder, short edge feed, side one face up with the top of sheet toward the back of the scanner.
2. Select **Copy** Services.
3. Select **Clear All**.
4. If needed, add 8.5x11" white stock to tray 3 or 4. Place stock to short edge feed. Verify tray programming.
5. Program Job properties. For example:
  1. In the user interface on the **Basic** tab, select **Trifold Z** from the Finishing menu.
  2. Make any other job programming choices.
6. When satisfied with your settings, click **<Copy>**.

### To make a Folded document while printing

The steps for printing a Folded document are essentially the same as they are for copying. The only difference is that you will browse to find the print-ready file at the Xerox Nuvera.

For details on printing from the CD ROM drive, see [Printing From the Media Drive](#).

For details on printing from your PC, see [Printing a Job From Your PC](#).

## Using Offset to Separate Documents in a Stack

Printing large volumes of documents is not a problem for the Xerox Nuvera. However, sorting and delivering those documents to people is difficult and time consuming if the output is all in one stack. You can program your jobs to include offset for finishers that have stacking capabilities. This is useful for organizing multiple document sets for easy distribution. Settings may vary based upon the finisher installed.

### Offset Choice Terminology

It is important to understand what **Sets** and **Stacks** are in the Offset pulldown menu.

**Set:** all pages of a multi-page document. In other words, one complete copy of a multi-page document. This can be stapled or unstapled.

**Stack:** several copies of a set.

### To use offset to separate documents

1. Submit the job to the Xerox Nuvera.
2. From the DocuSP user interface, select the Job Manager and open the job's properties window.
3. Select the **Output** tab and the Stapling/Finishing button.
4. From the **Output Location** pulldown menu, choose the **<Finisher>**.
5. From the **Offset** pulldown menu, select:
  - **None:** Offset is not performed. This is the default selection.
  - **Each Collated Set:** The offset occurs between each set printed.
  - **Each Uncollated Stack:** The offset occurs between each stack printed.
  - **Each Set and Stack:** The offset occurs between each set or stack printed, whichever comes first.
6. If desired, mark the **Subset Offset** checkbox. Subset Offset inserts an offset within a stack (uncollated set) after each specified page number. You can type the page count or use the arrow control to set the pages per subset value.
7. When satisfied with your settings, click **<Print>**.



**NOTE:** Choose **[Offset]** when stapling for the best stacking performance.



## Booklet Size Limitations

To avoid sheet misfeeds or jams, you should understand how booklet sizes, stapled and unstapled, are expected to be handled by the Xerox Nuvera.

### Maximum Booklet Sizes (in sheets)

#### For stapled sets:

For best results, the maximum booklet size (number of sheets that make up the booklet) is 15 sheets of 80gsm paper (or 14 sheets of 80gsm, and 1 sheet of 200gsm cover stock).

#### For unstapled sets:

For best results, the maximum booklet size (number of sheets that make up the booklet) is 5 sheets of 80gsm paper.

### Why is there this limitation?

When a stack of paper gets folded in the MFF, there is some shifting of the individual sheets of paper. Stapling occurs before folding in the MFF. By stapling the sheet stack, this shifting is controlled, allowing you to run more sheets.

In contrast, if the sheet stack is not stapled, this shifting is not controlled, creating the possibility of sheets becoming jammed in the MFF mechanism.

## Making a Booklet

Those Xerox Nuvera systems with a MultiFunction Finisher (MFF) offer booklet making capabilities.

For details about the MultiFunction Finisher, see [Finisher Capabilities](#).

### To make a booklet

Multiple-page documents can be arranged in a folded and bound output, most commonly called a booklet. The Xerox Nuvera allows you to set up a booklet output job in a few different ways.

Two conditions must be in place in order to process a booklet job:

1. A multi-page document: either a hard-copy original or an electronic file.
2. A properly configured Xerox Nuvera system. See [Setup paper trays](#) for details.

### Sample Copy workflow

1. Place multi-page original in the Document Feeder.
2. On the **Copy** section (chosen by default), begin setting the Job Properties.
3. On the **Basic** tab of the Copy section, select **Booklet Folded and Stapled** from the Finishing/Stapling dropdown menu.
4. Choose **2 to 2 sided** from the Sides Imaged dropdown menu.
5. Choose Size / US ledger 17x11" (A3) from the Loaded Stock list. Make sure a tray has been loaded with this stock type. See [Configuring Paper Trays](#) for details.
6. Click on the **Output** tab. Click the **Layout** button. Choose **Booklet** from the **Layout Style** dropdown menu.
7. Choose **Portrait** from the Original Orientation menu.
8. Click **<Copy>**.

### Sample workflow from client driver



**TIP:** Open the Xerox Nuvera Client Driver beside this window as you follow these steps.

1. Select **[File: Print]** in your desktop application.
2. Select the Xerox Nuvera print driver.
3. Select **Properties**.
4. On the **Paper/Output** tab, select **the paper size of the original job: Letter (8.5" x 11")**.
5. On the **Paper/Output** tab, select **Finishing: Folding: Bi-Fold and Staple**.
6. On the **Image Options** tab, select **Margins: None**.
7. On the **Layout/Watermark** tab, select **Page Layout: Booklet Layout**.
8. Select **Page Layout Options: Fit to New Paper Size: Tabloid (11" x 17")**.
9. Select **OK**.

For more information on printing from a client application, see [Printing from your PC](#).

For detailed information about the controls used in these workflows, see the Xerox Nuvera online Help system.

## Delivering Document Sets to the Stacker

Printing out large volumes of documents is not a problem for the Xerox Nuvera. On the other hand, sorting and delivering those documents to people is difficult and time consuming if the output is not organized.

For more information about document set sorting at the Xerox Nuvera, see [Using Offset](#).

### MultiFunction Finisher (MFF)

The other use for the Bottom Tray on the MFF is for [making booklets](#), dual-stitched, saddle-stitched, and folded documents.



**NOTE:** The MFF is the basic or standard finisher on Xerox Nuvera. It is not available with any other finishers and the Sheet Enhancement Module is not part of the configuration.

### Basic Finishing Module (BFM)

The BFM includes a top tray, which serves as a purge tray and as a destination for stocks ineligible for delivery to the stacker (refer to the CED for stock compatible with the system). It also includes a high-capacity stacker. The BFM Plus has a bypass paper path in place of the top tray.

For details, see [Basic Finishing Module Specifications](#). For information on using the Variable Shaped Tray on the BFM, refer to [Using the Basic Finishing Module \(BFM\)](#).



**NOTE:** For the BFM paper backed transparencies can go to the stacker. All other transparencies types must go to the top tray.

### To send document sets to the stacker

Documents submitted from a client application can be programmed to use the stacker. See [Printing from your PC](#).

1. At the Xerox Nuvera user interface, initiate a job and make job programming choices.
2. On the **Output** tab, choose the **Stapling/Finishing** button.
3. Click on the **Output Location** pulldown menu, and choose **Finisher**.



**NOTE:** This set of steps applies to systems with either an MFF or BFM.

4. To aid in the sorting and distribution of your output, you may want to program *offset* into the documents going to the stacker. For details, see [Using Offset to Separate Documents in a Stack](#).



**NOTE:** Jobs with different sized papers can be stacked in the main tray. Small papers should be stacked on top of large papers to prevent the stack from falling over.

### To unload the BFM stacker

When the job assigned to the BFM stacker prints, the BFM collects the sheets in the stacker bin. Once the bin limit is reached, the BFM drops the sets onto the stack below.

After the print job finishes, the system will unload the stacker based on the stacker limit setting. For information on how to select the stacker limit, refer to [Using the Basic Finishing Module \(BFM\)](#).



#### CAUTION!

Do NOT open the BFM front door and the stapler door at the same time.

1. Select the **Unload** button on the UI or press the **Unload** button on the front of the BFM.
2. When the LED is blinking, open the tray access door.

3. Grasp the black handle and slide tray outward.
4. Remove stack from stacker tray.
5. Push tray back into the BFM.
6. Close the access door.

### What the LED means

LED is **On** = BFM is in use

LED is **Off** = BFM is not in use or is initializing after an unload (Do not open BFM front door)

LED is **Steady** = Stacker tray is lowering (Do not open BFM front door)

LED is **Blinking Slow** = Stacker tray is lowering for an unload and the request to open the BFM front door is recognized

LED is **Blinking Fast** = OK to open the BFM front door



**NOTE:** The Unload button will not cause an unload if the Feed Module runs out of paper in the middle of a job. Fill the Feed Module tray and allow the set to finish. Canceling, holding, or deleting a job will also allow unloading to occur.

### In case of a jam in the paper path or stapler:

If paper should become jammed in the paper path section or stapler, and a system event does not appear, you can access these areas by unlocking the drawer/cover through the system software.

1. In the system user interface, click [**Printer: Unlock Finisher**] . The **Unlock Basic Finisher** window appears.
2. The **Top Cover** and **Stapler Drawer** unlock buttons are shown. Click the button of the area you wish to unlock.
3. You should hear a series of clicks coming from the BFM. The cover or drawer can now be accessed.



#### CAUTION!

Do NOT attempt to unlock any BFM covers or drawers while there is still an "Adjusting Finisher" status visible in the status area of the system user interface. Wait for this message to clear before attempting to use the Unlock Basic Finisher controls.

For details on clearing papers jams in the BFM, see [Clearing Paper Jams](#).

## Using the MultiFunction Finisher (MFF)

The Xerox Nuvera can include a MultiFunction Finisher (MFF). There are two MFF models: the Professional and the Pro Plus.

Using the MFF Professional allows you to finish your jobs with features such as:

- Staple
- Collate
- Letter Tri-Fold
- Booklet Fold

Using the MFF Pro Plus allows you to finish your jobs using the same features available on the MFF Professional but also includes an insertion module, which offers these additional finishing features:

- An Insertion Tray for inserting preprinted tabs, covers and colored sheets into your job
- A 2/3 or 2/4 Hole Punch capability

Explore the links at the left to learn all of the ways to utilize the MFF.

For more information on the capabilities of the staplers, see [Stapler Specifications](#).

For more information on the capabilities of the MFF Pro Plus Insertion Module, see [Production Finishers](#)

## Using the Document Feeder



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

The Xerox Nuvera is equipped with a Document Feeder, allowing you to quickly scan large document sets into the system for processing.

For more information on the capabilities of the Document Feeder, see [Document Feeder and Scanner Specifications](#).

## To load the Document Feeder



**NOTE:** To ensure all image information from a 12 x 18 inch original is captured, use the Document Glass.



**NOTE:** Follow the steps below to avoid misfeeds and/or skewed output. The document feeder side guides must be positioned correctly to avoid misaligned copies or scans.

1. Remove any staples, paper clips, etc. that may be binding the paper set.
2. Move the side guides outward as far as they will go.
3. Place the document set to be scanned or copied face up in the center of the document feeder input tray. Make sure the document set is neatly stacked to avoid skewing. For more information on paper loading (type and feed direction), see [Document Feeder and Scanner Specifications](#).
4. Move the side guides inward. Make sure the paper guides are touching both sides of the paper stack. Failure to do so may result in sheets skewing and skewed images on copies or scans.
5. Make any programming choices in the user interface.
6. Click **<Start>**.

If a jam occurs in the Document Feeder, see [Clearing Paper Jams in the Document Feeder](#).

### Video



[Scanning from the Document Feeder](#)



[Scanning from the Document Glass](#)

## Making a Stapled Copy Job



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

Follow the guidelines below to generate a stapled copy using the Document Feeder.

For more information on the Document Feeder, see [Using the Document Feeder](#).

### To generate a stapled copy job

1. Orient your original documents according to the instructions shown on the Document Feeder.
2. In the Xerox Nuvera user interface, select the appropriate paper/staple orientation icon.
3. When satisfied with your settings, click **<Copy>**.

### Related Topics

[Stapler Specifications](#)

[Replacing Staples](#)

[Clearing Staple Jams](#)

## Managing Copy Jobs: Editing Held Jobs



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

This feature provides the capability for the users to modify job programming from the local UI after the job has been received by the system. This feature applies to copy, scan and print jobs already in the queue (and in the case of copy jobs, programmed to be held by the system. Not all job programming choices can be modified.

### Sample workflow to edit a held Copy job

1. In the Xerox Nuvera user interface, click the **<Copy>** button.
2. Make sure **"Proof 1 Copy and Hold"** is selected for Job Type.
3. Make any job programming choices that are available. Click **<Start>**. The job is processed and placed in the *Current Jobs* list. Make note of the Job number in the dialog window that appears.
4. Click the **<Job Manager>** button.
5. Select the **Current Jobs** tab.
6. Scroll down through the Inactive Jobs list (if needed). Double-click the job, which is identified by a job number (noted in step 3).
7. With the job window now launched, make any job programming changes.
8. When you are satisfied with your settings, click **<OK>**.

For more information on managing system jobs, see [Managing Print Jobs](#).



**NOTE:** If Retain PDL File is active, a completed copy job will be listed under the Job Manager: Completed tab. This allows you to resubmit the job for printing, changing job properties if needed.



## Adjusting Output Page Size

You can print your copy to a different sized paper stock. There are two ways to accomplish this:

- **Auto Paper Selection (APS)**
  - **Manual stock size selection**
1. With APS, you can program the job, load documents in the Document Feeder or on the Document Glass, and the machine automatically selects the appropriate paper/tray for the job. The system determines the original document size and uses this in combination with other features such as [Reduce / Enlarge](#) and [Rotation](#) to determine the output paper size and select the best matching paper tray to feed from. The system does all this without losing any part of the page image. It will always choose a paper/tray that is white, buff or ivory in color; has a weight of normal or medium (56 – 105 gsm); and has a type of either plain or recycled. If the Reduce/Enlarge is equal to 100%, and the correct size paper or tray is not available (either the paper tray is empty, raising, disabled or left open) a programming conflict will appear stating that APS is selected and no tray is ready with the correct paper stock. If the Reduce/Enlarge is not equal to 100%, it will choose a larger size paper/tray if the correct size paper/tray is not available.
  2. You can override the default APS feature by manually selecting an output stock size. Click the **Printer Manager** button, select a tray, and right click to enable one of the tray selections.



**NOTE:** The APS feature is active by default. APS applies to copy jobs only.

### See also:

See [Supported Paper](#) for details on paper sizes and types you can use with the Xerox Nuvera.

## Copying 2-Sided Pages



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

The Xerox Nuvera makes it easy to copy 2-sided (duplex) originals, either from the document glass or from the high-speed Document Feeder.

### To copy 2-sided pages from the Document Feeder

The Xerox Nuvera is equipped with a high-speed Document Feeder. For details about what kind of papers can be fed through the document feeder, see [Document Feeder Specifications](#).



**TIP:** To save paper and job running time, whenever possible/practical, convert any multi-page one-sided original documents into 2-sided output.

#### Basic copy workflow using "sides imaged" programming

1. Load originals face up into the Document Feeder.
2. Decide what programming to apply to the original document(s). For example: *"I want to convert this 10 page single-sided document into a 2-sided document set."*
3. Click the **Copy Services** button. On the **Basic** tab, select **1 to 2 Sided** in the *Sides Imaged* field.
4. Make any other adjustments on the other tabbed fields.
5. Click **<Copy>**.

### To copy 2-sided pages from the Document Glass (platen)

Some original document types will not feed properly through the Xerox Nuvera Document Feeder. Examples of these document types are:

- Fragile, old, or torn documents
- Documents printed on heavy cardstock
- Photographs

For these and any other document you feel should not be processed through the document feeder, use the document glass.

#### Basic copy workflow using "sides imaged" programming

1. Place the 2-sided original document onto the Document Glass; aligning it in the upper left-hand corner of the glass.
2. Click the **Copy Services** button. On the **Basic** tab, select **2 to 2 Sided** in the *Sides Imaged* field.
3. Make any other adjustments on the other tabbed fields. This could include stapling, image quality adjustments, rotation, etc...
4. Click **<Copy>**. The first side of the document will be copied and stored in the system's memory.
5. In the black system status area, the system prompts you **Ready to Scan Side 2....** Raise the Document Glass cover and turn the document over for 2nd-side scanning. Turn the document over and click **<Copy>**.
6. The system will begin processing and printing your copy job.

## Setting up a Copy Job


This topic explains how to copy documents. For more detailed information and specialized procedures, explore the links in this topic and the column at the left.



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

### To set up a copy job

1. Place a document face up in the Document Feeder (place fragile or bound documents face down on the Document Glass).
2. Click the **Copy Services** button.
3. Enter the desired quantity of copies.
4. Adjust the settings on the other tabs as necessary. For descriptions of the buttons and their functions, refer to the online help at the machine.
  - [Edit the images](#)
  - [Rotate the images](#)
  - [Adjust image quality](#)
  - [Setup slip sheets and special pages](#)
  - [Create booklets](#)
  - [Set finishing options](#)
5. On the **Basic** tab, Choose paper to copy on.  
You have four options for paper selection:  
**Auto Paper Select** - the Nuvera system senses the size of the stock and make a selection  
**Loaded Stock** - you make a selection from the loaded stock list  
**Stock List** - you make a selection from the stock list  
**Custom** - you program a custom stock
 



**NOTE:** Choosing paper is not done on a "by tray" basis. For trays 1 and 2, if the same paper is loaded in both trays and tray 1 has a higher priority (a lower number), then it will feed from the highest priority tray.

Additionally, if you loaded 8.5 x 11 inch paper in 2 trays (1 LEF and 1 SEF), you will see one choice for this paper, and 2 orientations to choose from in the **Loaded Paper** list.
6. [Load paper trays](#) with appropriate stock(s) and [adjust tray programming](#) if necessary.
7. Click <Start>.

### To Proof 1 Copy and Hold

1. Click the **Copy Services** button.
2. Select **Job Type**.
3. Select **Proof 1 Copy and Hold**.

Once the proof copy is completed. A window displays with three choices.

- Release to print job.
- Hold Job moves the job to the Job Manager inactive pane listed as successfully Proofed.
- Cancel

#### See also:

For an overview of more sophisticated jobs and workflows, see [Setup Complex Jobs](#).

For details about advanced features, see [Use Advanced Features](#).

## Copying your Document



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

1. Place your document face up in the Document Feeder or face down on the Document Glass.
2. Click the **Copy Services** button. Adjust the job settings under each tab.
3. Select the **<Start>** button.

The Xerox Nuvera also offers many powerful features for reproducing documents:

- [Copy jobs with mixed size originals](#)
- [Make booklets](#)
- [Insert pages](#)
- [Collate, stack, and staple document sets using the BFM](#)
- [Collate, stack, and staple document sets using the MFF](#)
- [Resize images](#)
- [Adjust image quality](#) for various original types (photos, halftones, text)
- [Build](#) and [store jobs](#) online for printing on demand
- [Print bleeds](#) (images that use the full page)

Your Xerox Nuvera also functions as a [network workgroup printer](#) and a [workgroup scanner](#).

## Contacting Xerox

Before contacting Xerox for a service problem, perform the following steps:

- For image quality problems, first attempt to resolve the problem using the [image quality troubleshooter](#).
- For worn out customer replaceable units, first attempt to [replace the component](#) yourself.
- Check and replace, if needed, the fuser web cassette using the [remove and replace the fuser web cassette](#).

## Service Code / Serial Number Locations

If you have received a message directing you to call for service:

1. Write down the service code that appears in the user interface.
2. Write down the machine serial number. There are several serial numbers. Record the one that corresponds with the area that needs service. Serial number locations are:
  - **Paper Feeder Problems:** The Serial Number is located behind the front access door in the upper left corner, just below the Document Feeder. For details about this area of the machine, see [Feed Module](#).
  - **General System Problems:** The Serial Number is located behind the Image Output Terminal (IOT) right front access door in the lower right corner. For details about this area of the machine, see [Image Output Terminal \(Printer and Fuser\) Module](#).
  - **Finisher Problems:** The Serial Number is located behind the Multi-Function Finisher (MFF) front access door in the lower right corner. For details about this area of the machine, see [Multifunction Finisher \(MFF\) Module](#).
  - The Serial Number is located behind the Basic Finishing Module front access door in the center of the frame.

## prInteract, Xerox Remote Services

prInteract, Xerox Remote Services, provides an integrated approach to supporting your machine. Through a secure, on-line connection with your machine we can better understand your production needs and environment, which enables us to:

- Identify potential problems through on going data analysis
- Provide real-time recommendations to help optimize overall performance
- Use MeterAssistant to automatically generate accurate meter reads and submit them to Xerox

To read more about prInteract, Xerox Remote Services, go to the Remote Services link on the Home Page.

### To submit system data:

1. At the Xerox Nuvera user interface, click **[System: Call for Assistance]**. The **Call for Assistance** dialog window appears.
2. In the **Call for Assistance** dialog, click **[Options: Submit data]**. If your machine is not network enabled, choose **Save Data**. This will prompt the system to direct the data to the on-board CD drive, click **<Close>**.

## Telephone numbers and World Wide Web address

### Customer Technical Support Center:

1-800-821-2797

### Supplies Hotline (United States):

**Xerox Parts:** 1-800-828-5881

**Xerox Supplies:** 1-800-822-2200

**Xerox CRUs:** 1-800-822-2979

### Supplies Hotline (Xerox Canada):

**Xerox Canada Support Hotline :** 1-800-939-3769

**Xerox Canada Supplies:** 1-800-668-0199

**Internet:**

[Xerox Parts Ordering](#)

Contact your Xerox representative for Support and Supplies in all other countries.

### **CRU/Maintenance/Consumables part names and numbers**

<b>Part Name</b>	<b>Part Number</b>
EA (Emulsion Aggregation) Dry Ink	<b>6R1261 - North America</b> <b>6R90357 - Europe</b>
Dry Ink Waste Bottle	<b>93K14840</b>
Developer Waste Bottle	<b>93K08651</b>
MFF 2/3 Hole Puncher	<b>180K00171</b>
MFF 2/4 Hole Puncher	<b>180K00181</b>
MFF Main Stapler Cartridge (100 sheet capacity)	<b>8R12912</b>
MFF Main Stapler Cartridge Refill (100 sheet capacity)	<b>8R12898</b>
MFF Main Stapler Cartridge (50 sheet capacity)	<b>8R12920</b>
MFF Main Stapler Cartridge Refill (50 sheet capacity)	<b>8R12919</b>
MFF Booklet Stapler Cartridge	<b>8R12897</b>
BFM & BFM+ Stapler Cartridges (3 - 100 sheet staples)	<b>8R13033</b>
BFM & BFM + Stapler Cartridges (3 - 30 sheet staples)	<b>8R13034</b>
Xerox Glass, Lens and Mirror Cleaner	<b>8R3669</b>
Xerox Lint-free Cleaning Cloths	<b>8R3669</b>

## Using the Xerox Nuvera with FreeFlow® Makeready



**NOTE:** The following information is subject to change as new versions of the Makeready application are developed.

If you have a Xerox FreeFlow solution, you can incorporate the FreeFlow Makeready application with the Xerox Nuvera. For best results, follow these guidelines:

### To print to the Xerox Nuvera from FreeFlow Makeready

1. Make sure the target print driver is loaded on your PC.
2. From the FreeFlow application, select the file you want to print.
3. From the Print dialog, select the appropriate target printer type:

- Xerox Nuvera 100/120/144 EA Digital Production System



**TIP:** Jobs sent from FreeFlow Makeready should be programmed to hold at the Xerox Nuvera, then re-programmed through the printer's user interface to ensure correct job attributes.

## Editing Images

There may be instances where you may want to alter placement of the image on your output. The Copy Service Image Edit tab on the Xerox Nuvera user interface offers controls to change image placement, orientation, etc.

For more information on image editing control features, see topic regarding this control in "**What Does This Button Do?**"



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

### To edit copy images

1. Place the original on the Document Glass or Document Feeder.
2. Click the **Image Edit** tab.
3. Click the **Original Size** button, and input the size of the original document(s).
4. If your output paper size is bigger than the original image, you may want to use the *Edge Erase* controls. Utilizing these, you can eliminate the border caused by the copier detecting and imaging the edge of the original document. Or, you can eliminate information around the edges of your original document, by placing a mask using the *Edge Erase* function.
5. Click the **Image Shift** button. Using this control, the image being copied can be placed anywhere on the output page.
6. Click the **Image Rotation** button. Using this control, the output image can be rotated 180 degrees. See [Image Rotation](#).
7. Click the **Negative/Mirror Image** button. Using this control, the output can be printed as a negative, where the black pixels print white and the white pixels print black and/or the output can be printed as a mirror image on the lead edge.
8. When satisfied with the adjustments, click **<Copy>**.

### To edit print images

1. Open the Print Properties window of a print job.
2. Click the **Image Edit** tab.
3. Click the **Image Shift** button. Using this control, the image being printed can be placed anywhere on the output page.
4. Click the **Image Rotation** button. Using this control, the image being printed can be rotated 180 degrees.
5. Click the **Background Form** button. Using this control, a Background Form can be added to the printed job.



**NOTE:** Jobs can be saved as **Background Forms**. A listing of the available Background Forms is located under **Administration: Background Forms**.



## Shifting the Image

Sometimes the information on the output page needs to be moved to accomodate different types of binding. This prevents information falling into areas that may eventually be hole-punched, stapled, or perfect-bound.



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

### To shift the image for a copy job

1. Determine the amount of space needed to shift the content away from the binding edge.
2. Place the original document on the Document Glass.
3. In the Xerox Nuvera user interface, click the **Copy** button.
4. Click the **Image Edit** tab.
5. Click the **Image Shift** button.
6. Click the arrow in the dropdown menu. *Manual* is the default. Select **Image Shift**. Image Shift controls appear.
7. Enter the amount of margin shift determined in step 1.
8. Make any other adjustments to the copy job.
9. Click **<Copy>**.

### To shift the image for a print job

1. From the user interface, select Job Manager and open the job properties window of the job.
2. Select the **Image Edit** tab.
3. Select the **Image Shift** button.
4. Set the horizontal and vertical shift values.
5. Make any other adjustments to the print job.
6. Click **<OK>**

## Erasing Unwanted Marks On Originals

Sometimes the original document you are copying or scanning contains markings near the edges that you wish to remove. Examples of unwanted edge markings could be:

- Wrinkled, torn, or other damage near the original document's edges
- Hole punches
- Handwriting or other errant marks near the document's edges
- The edge of the paper causing a shadow

### Erase Options

There are two methods for deleting unwanted edge markings:

**Edge Erase:** This method allows you to set different deletion widths to **every edge** of the page in the original document. This method is useful for damaged documents or documents that have errant markings on some but not all edges.

**Border Erase:** Using this setting, one deletion width is set and applied to all edges of the document. This method is useful for originals on colored paper, or documents that have the same unwanted edge content on every page.

### To erase an edge

1. In the user interface, initiate a copy or print job.
2. Click the **Image Edit** tab, then the **Edge Erase** button.
3. Click the arrow in the dropdown menu. Select either **Border Erase** or standard **Edge Erase**.
4. Use the spinner boxes to set the area (or *areas* if you selected *Edge Erase*) you want Edge Erase to cover.

### Other ways to work with edge-to-edge imaging

See [Edge-to-edge printing](#) for information on more ways to utilize edge-to-edge imaging.

## Rotating the Image

You may be faced with situations where you need to rotate the original image before it is printed on the output page.

### To manually rotate the image

You can rotate an image from the Image Edit tab of the Job Manager. Select the **Rotation** button and the rotation value.

You might want to manually rotate the image when:

- copying a document that has damaged lead edges that experiences difficulty feeding properly through the document feeder
- using some 3rd party finishing so that the finishing is applied correctly to the job
- using special stocks that can be loaded only in a certain way in the paper trays (for example, tab stock can only be loaded with tabs trailing)

### Automatic Image Rotation

The Xerox Nuvera automatically rotates the full page image, if necessary, to match the orientation of the paper loaded in the paper trays. Thus, you do not have to manually rotate originals or paper stock to get the correct orientation.

## Adjusting Image Quality

The Xerox Nuvera user interface contains a set of Image Quality adjustment tools for **Copy**, **Scan to File** and **Print jobs**. Using these controls, you can make adjustments to images containing text, photographic images, halftoned images, as well as documents with mixed image types. This is useful if the original document is less than perfect; i.e., text/images are too light or too dark.

To learn more about these capabilities, explore the links at the left.



**NOTE:** If the Enhanced Line Screen license is enabled, the system supports jobs with 85, 106, 125, 134 and 156 lpi halftone screens. If this license is not enabled, only 125 lpi is supported.

### To adjust image quality on scanned jobs

1. At the Xerox Nuvera user interface, click on **Copy** (or **Scan to File**), then click on the **Image Quality** tab.
2. Choose the **Original Type** of the image to be copied. Click on the **Original Type** button, then click on the **Rendering Options Setup** button. Choose any options according to the condition and type of the original document.
3. Click on the **Basic** tab, then use the **Darken/Lighten** control to make small corrective adjustments.
4. Click on the **Image Quality** tab, then click on the **Image Adjustments** button. Use the **Contrast**, **Sharpness** and **Background Suppression** controls to make small corrective adjustments.



**TIP:** If you copy/scan a great number of the same type of original documents, you can set custom image quality defaults. For example, if the majority of your copying/scanning is of dark photographic content, the system defaults can be set to accommodate this, saving you job programming time. To set up your system defaults to match your original input, contact your System Administrator.

### To adjust image quality on print jobs

1. Open the **Print from File Manager** and locate and select the job.
2. Select the **Image Quality** tab.
3. From the **Mode** pulldown menu, select the printer emulation setting. The DocuTech 135 setting prints output that is similar in appearance to that of the DT135 printer.
4. Use the **Print Darkness** control to make small corrective adjustments in increasing or decreasing darkness. All pixels in the image are moved either towards black or white. The values closest to 0 are intended for small adjustments to the darkness of text and pictures. The darkness +/-3 settings will make a noticeable difference on text but not recommended for most pictorials.
5. Select a **Resolution**. Since resolutions vary from printer to printer, use this option to achieve better performance for jobs that were saved at 300 dpi.
6. Set **Print Quality**. The Toner Saver selection uses less toner and is more economical than the full quality setting of Normal. It is useful for scatter removal without causing a light solid image on the page. You may want to use the Normal setting when printing proof documents.
7. To select a halftone, open **Job Manager**, locate and open the job. From either the Print Properties window or the Job Properties window, select a **Halftone**. This allows you to adjust the pattern of dots or lines of varying sizes applied to an image of varying tones, or same sized dots applied to a tint of color.



**NOTE:** If the Enhanced Line Screen license is not enabled, the Halftone selection is not available since there is only one halftone (125 lpi) offered.

### Stroke Thickening (increasing the weight or width of a character)

1. Open the **Job Manager** and select and open the job.
2. Select the **Image Quality** tab.
3. From the Job Properties window and the **Stroke Thickening** field, adjust this setting to control the thickness of fine lines created by the PostScript stroke command.

### About Toner Saver

The **Toner Saver** Print Quality selection is intended to save toner costs, similar to draft mode.



**NOTE:** Toner Saver is designed to save toner, and can produce poor image quality and undesirable, light, or washed-out prints.

## About Lightness/Darkness

The Lighten/Darken control makes **all** tones lighter or darker. Increasing Lightness/Darkness moves all tones in the image toward white. Decreasing Lightness/Darkness moves **all** tones toward black.



**NOTE:** When the **Text** Original Type with **Threshold** Rendering Option is selected, the Lightness/Darkness control adjusts the threshold value. Pixels lighter than the threshold value become white, and pixels darker than the threshold value become black. This often creates the appearance of a contrast change.

### Lightness/Darkness controls:

Lightness/Darkness controls, when set to extremes, may cause loss of detail in shadows (darker areas) or highlights (lighter areas). For example, Figure 1, to get more shadow detail in the phone handset, move the Lightness/Darkness slider control to the right, making the image brighter.

However, as you can see in Figure 2, while shadow detail is gained in the telephone handset, much of the midtone detail in the woman's face has turned completely white. While desirable tonal correction enhances details at one end, the saturated tones at the opposite end lose detail.

For details on working with the lightness/darkness control, see [Adjusting Lightness/Darkness](#).

Figure 1:

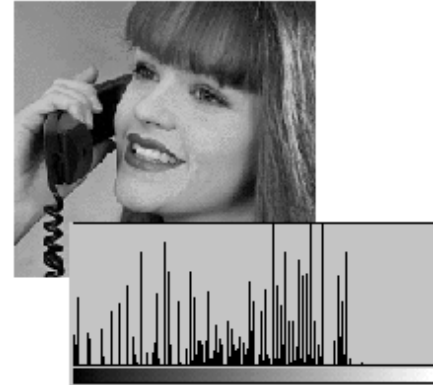


Figure 1: A dark original image. Notice how shadow detail goes to black areas. Histogram data is justified to the left.

Figure 2:



Figure 2: Too much Lightness applied. Notice how some of the highlight detail has gone to completely white. Histogram data is justified to the right.

## About Contrast

The Contrast control enhances the tonal separation, especially in the midtones. Increasing contrast moves midtones (gray) toward black or white. Decreasing contrast makes blacks and whites appear gray.

### Limits of Contrast controls

The Contrast control on the Xerox Nuvera applies to all of the pixels in an image at once. In other words, changing the contrast in the midtones of your image will also affect highlights and shadows.

If contrast is increased too much, midtone detail may be enhanced, but at the expense of highlight and shadow content. Differences between adjacent pixels become greater, causing shadow areas to turn completely black, while highlight areas turn completely white (see Figure 1).

On the other hand, decreasing contrast too much causes a loss of highlights and shadows. Instead of highlight content turning completely white and shadow content turning completely black, highlights and shadows get "compressed" into the midtone region of the histogram (see Figure 2).

For details on working with the contrast control, see [Adjusting Contrast](#).



**TIP:** Often, increased contrast will tend to make pictorials appear sharper. It is recommended that the sharpness control be used to adjust sharpness because it increases the sharpness of edges without having the macro tonal changes of the contrast control.

## Examples

Figure 1:



Figure 1. A high-contrast image. Gray levels are being spread out across the entire histogram.

Figure 2:



Figure 2. A low-contrast image. Gray levels are compressed into midtones, and there is a loss of highlight and shadow, as evidenced in the histogram.

## About Sharpness

A sharp image has clean, crisp edges. Sharpness effects local areas which transition quickly from light to dark tones such as the edge of a building against the sky or the edge of a line against a white background. When these transitions occur over a few pixels (1-2), the image appears sharp. When the transition occurs over several pixels (3-10 or more), the image appears fuzzy or blurred.

### Sharpness control:

Sharpening re-establishes clear difference between adjacent pixels (see right half of figure).

The sharpness control is particularly useful in enhancing pencil lines or supporting suppressing paste up lines. Generally, text looks better with more enhancement, while pictorials only require moderate enhancement.

However, (the right half of the figure 1), while the right half is not as blurry as the left half, too much sharpening has made the image look grainy, and has caused the girl's complexion to become uneven, or mottled.

For details on working with the sharpness control, see [Adjusting Sharpness](#).

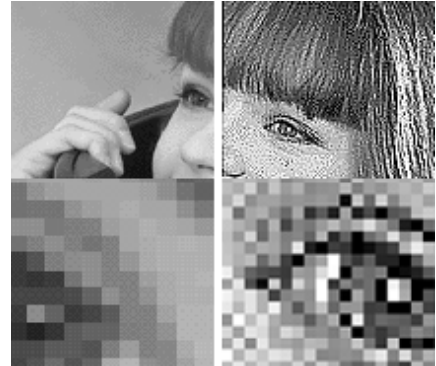


**TIP:** Extremely high levels of sharpness tend to cause 'ringing' on edges which gives the image an artificial appearance. Depending on the application, some designers use this method to create a 'better than original, very sharp focal point in the document.



**TIP:** Extremely high levels of sharpness may amplify moire. see [Removing Moire Patterns From Images](#).

Figure 1





## Clearing Paper Jams

In the event of a paper jam, the paper path has been designed to allow the user to easily clear the jam and continue the job. Take the time to familiarize yourself with the following procedures on clearing paper jams.



**NOTE:** Your system may or may not include all of the components covered in the videos at the right.

Clear jams from left to right and in the order shown in the message displayed on the User Interface. Try to avoid tearing any jammed sheets.

It is more desirable to prevent paper jams from occurring. Proper handling and storage of paper stocks will minimize jams. For details, see [Handling and Storing Paper](#).



### WARNING!

Metallic surfaces in the fuser area are hot. Please use caution when removing paper jams from fuser areas, and avoid touching any metallic surfaces.



**TIP:** If you experience multi-sheet feed jams at any of the paper trays, make sure that the paper actually loaded in the tray matches what has been programmed in the user interface.



**TIP:** If you load any type of drilled paper, to aid in sheet separation and to prevent jams, fan the reams before loading into the tray.

## Paper jam notification

When paper becomes jammed anywhere in the paper path, the Xerox Nuvera notifies you by one or more of the following:

- a text notification in the status area of the User Interface, describing the location of the jam. Double-clicking the notification will launch a window providing more information about the problem.
- a machine "mimic," or pictorial representation of the machine on the UI screen, depicting the location of the jam.
- a steady or blinking Attention Light.

## Clearing jams in the BFM Plus Area 2

When accessing a jam clearance in area 2, **gently** open the Bypass Unit cover to the first stop.



### WARNING!

When you raise the Bypass Unit cover to clear a paper jam, do NOT raise the Bypass Unit cover beyond the first stop.

The Bypass Top Cover may open suddenly, causing a risk of injury to anyone standing behind the finisher.

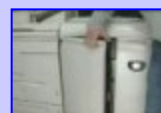
## Videos



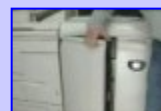
[Clearing jams in the Document Feeder](#)



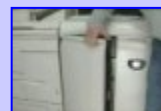
[Clearing jams in the paper feed module](#)



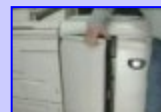
[Clearing jams in areas 1a, 1b & 2 of the printer](#)



[Clearing jams in area 3 of the printer](#)



[Clearing jams in the fuser \(areas 4a & 4b\) of the printer / fuser module](#)



[Clearing jams in areas 5a, 5b, 6 & 7 of the printer / fuser module](#)



[Clearing jams in the Multi-Function Finisher Interface](#)




[Clearing jams in areas 2, 5a & 5b of the MFF](#)



[Clearing jams in area 3 of the MFF](#)



[Clearing jams in area 4 of the MFF](#)

	<a href="#">Clearing jams in the BFM</a>
	<a href="#">Clearing jams in the BFM Plus</a>
	<a href="#">Clearing jams in the FTM</a>
	<a href="#">Clearing jams in the SEM</a>

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## Maintaining Your Xerox Nuvera

The Xerox Nuvera is designed to maximize machine uptime. The machine is equipped with a short paper path in order to minimize jams, and Replaceable Units in order to avoid extended periods of downtime.

Click any of the links on the left to learn about all aspects of maintaining your Xerox Nuvera.

## Restarting the System

If your machine performance becomes degraded, or it ceases to function correctly for any reason, executing a Restart will usually restore correct function. If the problem continues, contact your Xerox representative.

### To restart the system

There are two ways to restart the Xerox Nuvera:

- Method A Restart: a shutdown and restart of the DocuSP software.
- Method B Shutdown : a machine shutdown.



**TIP:** If system performance becomes degraded, try Method A first. If this solves performance problems, don't perform Method B. If system performance is still poor, perform Method B.

#### Method A: Restart the system

1. In the user interface, click [**System: Restart**].
2. In a few moments, the system will begin an orderly shutdown of services.
3. The system will then begin an orderly startup. Wait several minutes for the system to load all services before clicking anywhere in the user interface.

#### Method B: Shut down the system

1. In the user interface, click [**System: Shutdown**].
2. Click [**Yes**] to shut down the system in an orderly fashion, after all scheduled jobs are processed.
3. Click [**Interrupt**] to shut down the system without completing the processing of current jobs.
4. Click [**No**] to return to the user interface.
5. In a few moments, the system will begin an orderly shutdown.
6. Once the system has completely shutdown, wait 30 seconds and power on the system by pressing (**I**) on the power switch located on the lower right corner of the control console.

For details on powering on the system, see [Powering On the Xerox Nuvera](#).

## Power Saver Mode

The capability to enter and exit Power Saver Modes is required to control power consumption during long periods of system inactivity and to comply with EPA's Energy Star® regulations for energy savings.

The system has three Power Saver modes:

- Low Power Mode (LPM)
- Monitor Off Mode (MOM)
- Sleep Mode (SM)

The monitor will shut off (black screen) when the machine goes into any of the Power Saver modes.

## Power Saver Usage Guidelines/Tips

### Power Saver modes and paper loading

When you are in Low Power Mode (LPM) or Sleep Mode (SM), the paper trays will not respond when you open/close/load them with paper. LPM or SM must be exited first, in order for the system to detect paper. However, you may load paper while you are in a Power Saver mode, and the paper will be detected after exiting Power Saver mode.

### Ways to exit Low Power Mode

- Place document(s) in the Document Feeder
- Send a job from a client
- Requesting an exit from the UI. Choose **[Printer: Exit Power Saver]**

### Ways to exit Sleep Mode

- Send a job from a client
- Requesting an exit from the UI. Choose **[Printer: Exit Power Saver]**



**NOTE:** It is NOT possible to exit LPM or SM by simply moving the mouse or with keyboard strokes. However, moving the mouse will cause the system to exit MOM.



**NOTE:** You cannot set the total of LPM and SM timers to more than 240 minutes.

Refer to Xerox Nuvera online Help for details on configuring Power Saver Mode.


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## Energy Star® Xerox Nuvera EA Digital Production System

As an ENERGY STAR partner, Xerox Corporation has determined that the product (Xerox Nuvera EA Digital Production System) meets the ENERGY STAR guidelines for energy efficiency.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR Office Equipment Program is a team effort between U.S., European Union and Japanese governments, and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machines, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain, and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory. Your machine will be delivered with the timer for switching to Low Power Mode from the last copy/print output, set at 15 minutes. The time to switch to power save (auto off/sleep) mode is set at 60 minutes from the last copy/print output. A more detailed description of the Power Saver Mode, together with instructions on changing the default time to suit your work pattern, can be found in the User Guide and Training Aid, Power Saver Mode section.



## EcoLogo (Canada)

Terra Choice Environmental Services, Inc. of Canada has verified that this Xerox product (Xerox Nuvera Copier/Printer) conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment.

As a participant in the Environmental Choice program, Xerox Corporation has determined that this digital press model meets the Environmental Choice guidelines for energy efficiency. Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press, and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products. In 1996, Xerox became the first company licensed to use the Environmental Choice EcoLogo for its copiers, printers, and fax machines.



## Powering Off the System

Follow these procedures to correctly power down the machine. While turning the machine on and off may seem self-explanatory, there are a few conventions to adhere to, in order to avoid damage to the machine and/or loss of data.

### To power off the system

There are two non-emergency methods used to power off.

#### Preferred power off method

1. In the user interface, click [**System: Shutdown**].
2. Click [**Yes**] to shut down the system in an orderly fashion, after all scheduled jobs are processed.
3. Click[ **Interrupt**] to shut down the system without completing the processing of current jobs.
4. Click [**No**] to return to the user interface.
5. In a few moments, the system will begin an orderly shutdown.

#### If the preferred power off method is not successful

1. Press the **(O)** symbol embossed into the button toward the back of the machine to turn the power off.
2. Click [**Yes**] to shut down the system in an orderly fashion, after all scheduled jobs are processed.
3. Click[ **Interrupt**] to shut down the system without completing the processing of current jobs.
4. Click [**No**] to return to the user interface.

## Powering On the Xerox Nuvera

Follow these procedures to correctly power up the entire Xerox Nuvera system and avoid damage to the machine and/or loss of data.

Any finishing modules that have separate power on/off switches will be powered on at the time of install.

### To power on the Xerox Nuvera

The power switch is the white switch located on the right side of the machine. Press the (I) symbol embossed into the button toward the back of the machine to turn the power on. (For the Xerox Nuvera 288 Digital Perfecting System, the Power On switch is located on Print Engine A1).

The Xerox Nuvera system begins its power-up/boot sequence and automatically launches the DocuSP Controller operating system.



**NOTE:** Do not click anywhere in the user interface before the machine is through booting.

When the *DocuSP* screen appears, you can begin printing jobs.

The entire power on process takes approximately 5 minutes.



## Running User Diagnostics

You may be prompted by the Xerox Nuvera, or by a Customer Support representative to access and run diagnostic routines. The diagnostic routines are useful for getting the system back into proper calibration or adjustment, and/or as a part of general system maintenance.



### CAUTION!

Selecting and running any of the User Diagnostic routines modifies the system settings and may change the performance of your Nuvera. Use the User Diagnostic routines and settings only with the direction of an authorized Xerox representative.

## To access User Diagnostics

1. On the Xerox Nuvera user interface, select [**System: User Diagnostics**]. The **User Diagnostics** window appears. Depending on your system configuration, available diagnostic routines are listed
2. After checking with your authorized Xerox representative, select one of the routines to begin a diagnostic routine or to enable/disable a routine or algorithm.
3. Follow the on-screen instructions to complete the chosen diagnostic routine.

Depending on your system configuration, available diagnostic routines may include any or all of the following.

### System

Perform the following routines as needed for the Xerox Nuvera systems. Enable or disable the following optimization switches:

#### System Optimization Customer Setup

- **Heavy-Weight Stock Jobs - Enhance Image Permanence (EIP)** - To select, you must first uncheck AIP. Select EIP if printing media with challenging fix characteristics, such as heavy rough stock and some coated stock. Selecting EIP runs the fuser at a constant, higher temperature. This higher temperature may cause curl in lightweight stocks and degrade output stack quality.
- **Automatic Image Permanence for All Stock Weights (AIP)** - AIP is the preferred mode. Use this routine to adjust the fuser temperature accordingly based on the programmed job information.

**NOTE:** Automatic Image Permanence (AIP) is dependent on how the user programs media characteristics into the stock library or into each feed tray. The system sets the temperature based on the heaviest-weight stock in the job. Excessive curl can result if light-weight stock is used with heavy-weight tabs or inserts.



Spending a few moments to correctly program the media is important to getting the optimal performance from your Xerox Nuvera system.

The Xerox Nuvera runs in Nominal Mode if neither EIP or AIP is selected. Nominal Mode runs at a mid-level fusing temperature that is satisfactory for most media.

- **Light-Weight Stock Jobs - Optimize Image Quality** - use to improve image quality problems on lightweight stock resulting from deletions on large format media with low area coverage. These deletions are typically only seen on side 2 of 2-sided jobs. Do not use with heavyweight stock and use only when directed to do so by a Xerox representative. Do not select this feature and EIP mode at the same time.
- **2-sided Jobs - Reduce Up-Curl** - enable when there is excessive upcurl in the output stacks. The system prints side 2 first and then side 1 to avoid the sheet being inverted after the second image. This causes the output to have down curl instead of up curl. Note that this selection does not apply to jobs programmed with ordered stock and 3-hole punch stock. If used, the system ignores the Reduce Up-Curl feature and prints side 1 first.
- **Cycle Up Purge Enabled** - not available to the user. This feature is used only by a Xerox technical representative.
- **Feed Until Empty Algorithm** - when enabled, the system empties stock from the secondary feed tray in use before switching back to the primary tray.
- **Crash Recovery: Last Sheet Delivered Not Known** - If the system crashes while printing a large job and you need to restart DocuSP and reboot the system, the system will attempt to perform a job recovery. If the system

knows the last sheet delivered to the finisher, the settings for this feature are not required and the job is recovered automatically. However, in case the system crash affects the finisher's ability to correctly detect the last sheet and automatically perform job recovery, use this feature to select either [Use Best Guess](default) or [Do Not Recover Job] from this drop down menu to indicate the type of job recovery to use. Select [Use Best Guess] if the last sheet delivered is not known and you want the system to still attempt to recover the job. The system displays messages to check the output for duplicate pages or missing sheets. Select [Do Not Recover Job] if you want to recover the job, perform paper clearance and resubmit the job manually. The job remains unrecoverable in the inactive queue. This feature is not used when the system is only experiencing jam recovery or jam faults.

- **Recovery Offset Enabled** - If selected, on systems equipped with either an MFF or BFM only, the first recovered sheet delivered to the finisher following a jam will be offset from the rest of the unfinished set (this applies to unfinished sets only and not stapled sets). It is intended to help the operator examine the set for completeness following a jam. Only the first sheet after recovery is offset.
- **Advanced User Diagnostics** - If the Xerox Productivity Plus (XPP) service option is enabled, this diagnostic mode is intended for and accessed by a trained customer operator only. The trained operator logs onto and accesses these advanced diagnostics to perform certain repair and maintenance procedures without the need to contact Service. For more information, refer to your XPP documentation or contact a Xerox sales representative.

#### MFF

- **dc1255 Booklet Staple Position Setup** - use to align the staples on a folded booklet
- **dc1254 Booklet Crease Position Setup** - use to align the folded edge on a folded booklet

#### Document Scanner

- **Document Glass Scanner Setup** - use to establish the position of the Document Glass top and left registration edges, and set the scan speed of the Document Scanner

#### Print Engine

- **dc0604 PE Registration Setup** - use to set image registration, magnification, and skew. Also, use to align and register the image on side 2 with the image on side 1
- **dc0943 Corotron Cleaning Routine** - use weekly to remove dust and dirt that has built up on the corotron
- **Image Quality Setup** - use if experiencing image quality problems after running the Corotron Cleaning routine

## Setup Paper Trays

You can print and copy with many types of papers with the Xerox Nuvera:

- You can load many types of cover and tabbed stocks, giving you the ability to create professional-quality documents.
- You can load trays with special stocks, such as envelopes, transparencies, and labels.
- The Xerox Nuvera gives you many publishing options for enhancing your document.

Before you run your print or copy jobs, you must load and configure the paper trays with the recommended stocks.

To learn more about these capabilities, explore the links at the left.



**NOTE:** For information about loading tabbed stock in the Feed Module, see [Using the Feed Module Tab Guides](#).

## Handling and Storing Paper

Follow these recommendations to get the best performance and reduce system downtime.

### To store and handle paper

Damaged, curled, or damp paper can cause jams and image quality problems. Follow these guidelines to store paper:

- Store paper in dry conditions, away from extreme heat or cold, such as radiators or open windows.
- Lay unused paper on a shelf or pallet above the floor level.
- If possible, leave the paper wrapped and boxed until you are ready to use it; otherwise, re-wrap partly used packages of paper.



**NOTE:** Paper stored in extremely humid conditions (i.e., left in a machine over an extended period of time) may have to be replaced with fresh stock in order to ensure optimal feeding and image quality.

### Before you load paper

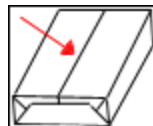
Before loading paper, unwrap the paper from the moisture resistant wrapping, discard the wrapper and insert the paper in the tray (see figure below for proper loading orientation). Fanning the paper edges is not required, but may be beneficial when using certain stocks in dry environments.



**TIP:** If you are loading any type of drilled paper, to aid in sheet separation and to prevent jams, it may be helpful to fan reams before loading them into the tray.

Load the paper in paper trays 1 - 4 "seam side" of the ream up. "Seam side" refers to the side of the unwrapped ream containing the seam.

For more information about proper handling of Xerox supplies, see [Xerox Supplies Library](#).



## Loading Special Stock for Proper Finishing Output

Depending on the finishing devices that are present on your system, special paper stock must be loaded in certain ways to achieve correct output. To ensure correct output and to avoid manual collation, load as indicated by the labels on each paper tray and follow the guidelines below.

If you are using a 2 Tray Sheet Feed Module, follow the guidelines for loading stocks in trays 3 and 4.



**NOTE:** For information about loading tabbed stock in the Sheet Feed Module, see [Using the Feed Module Tab Guides](#). You need to have the Tabs Guide installed in the feed tray that contains the tabbed stock.



**NOTE:** As an aid to you, there are illustration decals on each paper tray which will help you to load stock correctly.



**NOTE:** For best results and most efficient operation, load special stocks LEF in the paper trays. Loading special stocks SEF may result in pages delivered with incorrect rotation and face-up or face-down delivery. Special programming may be required to correct.

### Systems with SFM and/or Insertion Module and BFM

Stock Type	Loading	
Drilled paper	Trays 1 and 2	Holes leading
	Trays 3 and 4	Holes leading
Labels	Trays 1 and 2	Label side up
	Trays 3 and 4	Label side up
Tabs (forward collated tabs only)	Trays 1 and 2	Tabs trailing - face up
	Trays 3 and 4	Tabs trailing - face up
Preprinted stock	Trays 1 and 2	Face up, left edge leading
	Trays 3 and 4	Face up, left edge leading
Transparencies	Trays 1 and 2	Tape edge leading
	Trays 3 and 4	Tape edge leading
Ordered stock	Trays 1 and 2	Face up, 1-N order
	Trays 3 and 4	Face up, 1-N order

### Systems with MFF ONLY

Stock Type	Loading	
Drilled paper**	Trays 1 and 2	Holes trailing
	Trays 3 and 4	Holes trailing
Labels	Trays 1 and 2	Label side up
	Trays 3 and 4	Label side up
Tabs** (reverse collated tabs only)	Trays 1 and 2	Tabs trailing - face up
	Trays 3 and 4	Tabs trailing - face up
Preprinted stock	Trays 1 and 2	Face up, right edge leading
	Trays 3 and 4	Face up, right edge leading
Transparencies	Trays 1 and 2	Tape edge trailing
	Trays 3 and 4	Tape edge trailing
Ordered stock	Trays 1 and 2	Face up, right edge leading, 1-N order

	Trays 3 and 4	Face up, right edge leading, 1-N order
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**\*\*Special Case: Jobs with drilled paper AND drilled tabs when using the MFF:**

When processing jobs which use drilled paper and drilled tabs together, load the **tabbed stock with tabs trailing** as usual, but load the **drilled paper stock with the holes leading**. This is contrary to what the label on the tray depicts, but drilled stock must be loaded this way in order to achieve correct output. If the job includes drilled tabs or drilled paper, but not within the same job, follow the diagram on the tray label and/or the information in the table above.

## Systems with SFM Insertion Module and MFF Professional



**NOTE:** No tabs can be loaded into an SFM Insertion Module (if present) if using a MultiFunction Finisher.

Stock Type	Loading	
Drilled paper	Trays 1 and 2	Holes trailing
	Trays 3 and 4	Holes trailing
Labels	Trays 1 and 2	Label side up
	Trays 3 and 4	Label side up
Tabs	Trays 1 and 2	Tabs trailing (loaded into pre-fuser FM only)
	Trays 3 and 4	Tabs trailing (loaded into pre-fuser FM only)
Preprinted stock	Trays 1 and 2	Face up, right edge leading
	Trays 3 and 4	Face up, right edge leading
Transparencies	Trays 1 and 2	Tape edge trailing
	Trays 3 and 4	Tape edge trailing
Ordered stock	Trays 1 and 2	Face up, right edge leading, 1-N order
	Trays 3 and 4	Face up, right edge leading, 1-N order

## Systems with MFF Pro Plus ONLY

Stock Type	Loading	
Drilled paper**	Trays 1 and 2	Holes trailing
	Trays 3 and 4	Holes trailing
	Insertion Tray	Holes trailing
Labels	Trays 1 and 2	Label side up
	Trays 3 and 4	Label side up
	Insertion Tray	Label side up
Trays 1,2,3,4: reverse collated tabs only ** Insertion Tray: forward collated tabs only	Trays 1 and 2	Tabs trailing - face up
	Trays 3 and 4	Tabs trailing - face up
	Insertion Tray	Tabs leading - face up
Preprinted stock	Trays 1 and 2	Face up, right edge leading
	Trays 3 and 4	Face up, right edge leading
	Insertion Tray	Face up, right edge leading
Transparencies	Trays 1 and 2	Tape edge trailing
	Trays 3 and 4	Tape edge trailing
Ordered stock	Trays 1 and 2	Face up, right edge leading, 1-N order
	Trays 3 and 4	Face up, right edge leading, 1-N order
	Insertion Tray	Face up, right edge leading, 1-N order

### More information about tabbed stocks

For more information, see [Printing/Copying on Tabbed and Ordered Stock](#).

## Loading Paper

The videos at the right show you how to load paper into the trays. Take a moment to view them before attempting to load a paper tray.

Load paper as indicated by the labels on each paper tray. If you are using the 2 Tray Feed Module, load paper as indicated for trays 3 and 4 of the 4 Tray Feed Module.



**NOTE:** If printing on the coated side, coated side is loaded up.

Systems with the MultiFunction Finisher **do NOT** support coated stock.



**NOTE:** Stocks greater than 250 gsm are not recommended for use with the Xerox Nuvera. For details on using the correct stocks, see [Supported Paper](#).



**NOTE:** Loading papers of varying types and weights may warrant adjustment of the **Sheet Enhancement Module**. For details, see [Adjusting the Decurler](#).



**NOTE:** It may be possible to configure your Xerox Nuvera with two or more SFMs, effectively doubling the feed capacity of the system. See your Xerox sales representative if you wish to configure your system in this way.

## To load paper

For details on paper handling and storage, see [Handling and Storing Paper](#).



### CAUTION!

Do not overload paper trays.

Do not block or damage the stack height sensor.



**TIP:** If you load any type of drilled paper, to aid in sheet separation and to prevent jams, fan the reams before loading into the tray.

1. Open the tray.
2. Move the paper guides apart.
3. If changing to a different sized stock, remove any unused stock from the tray.
4. Place a ream of paper in the center of the tray between the guides, making sure the feed direction is correct.
5. Move the paper guides inward until they touch the paper stack.
6. Add more paper to the tray, up to the **MAX** line.
7. Make sure the height sensor is not pinned down by the paper stack. The stack height sensor is located on the inside of the right paper guide. Remove any excess paper.
8. For tray 3 or 4, adjust the green baffle at the back of the tray to prevent the paper stack (11 x 17 inch and larger) from skewing when closing the tray. Properly adjusted, it should make light contact (or be within a few millimeters) with the loaded paper stack.

**The trays in the 2 Tray Feed Module do not have**

### Video



[Loading Paper in Trays 1 or 2](#)



[Loading Paper in Trays 3 or 4](#)

### Definition of Leading Edge

Leading edge is the left side of the paper as you look down on it in the tray. Leading edge means that this is the edge of the paper that first enters the print engine.

### Definition of Trailing Edge

Trailing edge is the edge opposite the leading edge. It is on the right side and is the last edge of the paper to go into the print engine. When the leading edge is the short edge of the paper, the paper is loaded SEF (short edge feed). When the leading edge is the long edge of the paper, the paper is loaded LEF (long edge feed).

**the green baffles.**

9. [Set the tray programming](#) on the control screen to match the paper you just loaded if you have not already done so.

## **Loading Special Paper Types**

Certain paper types (such as tabs, drilled stock, transparencies, etc...) require that they be loaded in a certain way in order to achieve the correct output.

Additionally, the types of finishing devices you may have installed impacts the way in which some stock types must be loaded to achieve correct output. For more information, see [Loading Special Stock For Proper Finishing Output](#).

For general guidelines for proper paper usage, see [Recommendations for paper usage](#).



## Avoiding Multi-Sheet Feeds When Using Special Stocks

There may be times when the paper loaded in the paper trays do not feed correctly. The Xerox Nuvera will notify you of the problem with a message on the user interface screen.

Certain stock types such as:

- paper backed transparencies
- envelopes
- some label types

if not properly loaded and programmed in the system, will be detected as multi-sheet feeds.

The solution to avoiding multi-sheet feeds and/or jams is to make sure the actual contents of a given tray match the [settings you program using the user interface](#).

For more information, see [Clearing Paper Jams](#).

## Paper Tray Programming

When you load paper in a paper tray, you must program the tray for the paper it contains.

To avoid loading a paper stock unsupported by the machine, see [Recommendations for Paper Usage](#).

For details on paper handling and storage, see [Handling and Storing Paper](#).

For details on loading special papers, see [Loading Special Stock For Proper Finishing Output](#).



### CAUTION!

Paper trays do not lock and can be opened while paper is being fed from the tray, resulting in misfeeds and/or paper jams. Wait for the LED light on the tray to turn OFF before opening the tray.

## Tray Confirmation Options

When you change or add paper to a feed tray, you need to program the tray for the stock you added. To avoid "Resource Not Available" faults, you can set a confirmation option to match your workflow. The confirmation box displays asking you to confirm or change the paper setting for a tray.

### To set a confirmation option:

1. Select **[Setup]** from the Menu bar.
2. Select **[System Preferences]** and the Stocks and Tray tab.
3. Under Tray Confirmations, select the type of confirmation to display every time you change or add paper:
  - None - No Confirm box is displayed (Default).
  - When Tray Settings Change - Confirm box displays only if you add a different sized stock and do not change tray programming.
  - After Every Tray Cycle - Confirm box displays every time a tray is opened and closed.
  - Auto Accept Settings Changes - If you have the Productivity Pack license enabled, this setting is available for selection. No Confirm box is displayed as the system automatically senses the new stock size. You may need to change other stock attributes based upon the stock you added to the tray.



**TIP:** When programming a stock in a feed tray or the stock library, it is important to set the correct stock properties, especially the weight listed as **gsm**. Based on the weight of the stock (**gsm**) setting, the feed tray 'fluffers' settings are modified to feed the programmed stock.

Taking time to verify the **gsm** setting increases runtime and productivity by decreasing feed module paper jams.

## Load paper and set up paper trays

Tray programming procedures vary depending on how you configure confirmation alerts and on the particular system configuration.



**NOTE:** It is only possible to program and load fully adjustable trays. Only System Administrators can change Dedicated tray programming.

1. Use the previous steps to select the Tray Confirmation option to use.
2. Click **Printer Manager**. For more information, see [Managing the Printer](#).
3. Double-click or right-click a fully adjustable tray row. A *Tray Properties* window appears.
4. Enter all choices pertaining to the stock you wish to load into the tray. Systems with the Productivity Pack license enabled have a stock library from which you can select a stock to program the tray. Click **<OK>** or **<Apply>**.
5. When the *Tray In Use* light turns off, open the fully adjustable tray you just configured, as identified in the *Tray Type* column of the *Paper Trays* tab.
6. Load paper stock that matches the settings you made in the *Tray Properties* window.
7. Push the tray closed.
  - For fully-adjustable trays, a "Confirm Tray Contents" alert window may appear. Either **Confirm** the tray contents, or click **Change** to enter the correct stock size/type.

- For dedicated trays, a "*Dedicated Tray Contents*" alert will appear.

- Either make appropriate changes in the Tray Properties window (Fully Adjustable trays) or re-load the correct paper (Dedicated trays).



**NOTE:** When entering the size of Catalog Envelopes, enter the dimension of the envelope with the flap **open**. See [Recommendations for Paper Usage](#) for more information, as well as a listing of all paper types the system will work with.



**NOTE:** Trays are identified as "Fully Adjustable" and "Dedicated" in the *Tray Type* column of the *Paper Trays* tab.

### Rear Guide Stop for Tray 2 on the 4-Tray Feed Module

The Tray 2 Rear Guide Stop is designed for systems that dedicate tray 2 on the 4-Tray Feed Module for 8.5" x 11" or A4 stock. It is designed to stabilize the rear guide in the tray improving registration. The stop is installed in the back of the tray to restrict the rear guide from opening. The stop is set for 8.5" x 11" stock and is in the disabled position when the machine is shipped. The user can Enable the stop by rotating the gray colored lever to the right or Disable the stop by lifting and rotating the lever to the left.



Located in back of tray



Enabled



Disabled



**NOTE:** If A4 stock is to be loaded in tray 2, service must be called to adjust the lever.

### To enable a tray

- Right click one the tray in the **Paper Trays** tab.
- Click **Enable Tray** from the **Tray** pull-down menu.

### To disable a tray

If a tray is broken, in need of service, or you do not want it used for some reason, you can disable it.

- Right click one of the trays in the **Paper Trays** tab.
- Click **Disable Tray** from the **Tray** pull-down menu.

### About Auto Tray Switching and setting tray priorities

The Xerox Nuvera is designed to allow a job to be submitted using only job attributes, and the system will then, based upon tray priorities, pull stock from the tray(s) containing the programmed stock.


You have the ability to control the order in which trays are used by the system, by setting each tray's priorities. For example, if trays 1 and 2 contain the same type of paper, but you are running a big job, you can set tray 2 to be chosen first, since it has a larger paper capacity. In this case, the job pulls stock from tray 2 first. When tray 2 is out of stock, the job switches to pull from tray 1. Once tray 2 is refilled, the job switches back to pulling stock from tray 2.

### Feed Until Empty

A user selected workflow, Feed Until Empty, tells the system to empty the second tray before switching back to the original tray. In the above example, once tray 2 is empty, the job switches to pulling stock from tray 1 and remains pulling stock from that tray until it is empty. Once tray 1 is empty, the job immediately switches back to tray 2, if it has been refilled.


### To select Feed Until Empty:


- Select **System: User Diagnostics: Feed System Optimization Customer Setup: Feed Until Empty Algorithm** to enable Feed Until Empty.

 **NOTE:** To find out at a glance the priority setting of each paper tray, look on the far right-hand side of the *Paper Trays* table in the Printer Manager. The last column on the right shows the current Priority setting for each tray.

### To set tray priority

1. Click the **Printer Manager** button.
2. On the **Paper Trays** tab, double-click a paper tray you want to set.
3. The Tray Properties window for that tray appears. Click the **Options** button.
4. Click in the **Tray Priority** textbox and enter a lower number (the lower the number, the higher the tray priority).
5. Repeat Steps 2-4 to check that the other trays are assigned priority numbers which will cause the system to use them in the order you want.
6. When satisfied with the priority settings on each Tray Properties window, click **<OK>**.

 **NOTE:** It is possible to configure your Xerox Nuvera with two or more Sheet Feed Modules (SFM), effectively doubling the feed capacity of the system. Notify your Xerox sales representative if you wish to configure your system in this way. See [Feed Module](#) for more details.

 **NOTE:** If your Xerox Nuvera is configured with two or more Sheet Feed Modules, pay special attention to how the trays are displayed in the user interface. For example, tray 2 in the first SFM will appear as "*Feeder 1: Tray 2*". Tray 1 in the second SFM will appear as "*Feeder 2: Tray 1*."

## Using Special Paper Stocks

The Xerox Nuvera is capable of printing on much more than normal white paper.

The figures below provide a few examples of the special stocks you can use with the system.

Once you have these types of [papers properly loaded and programmed in the paper trays](#), you can add them to your documents.

### Paper Usage and Expected Paper Performance

For information on how each type of supported paper can be expected to perform with the system, see [Paper Performance Tables](#).

For information on proper usage of special papers, see [Recommendations for paper usage](#).



Figure 1: Label stock.



Figure 2: DocuCard stock.

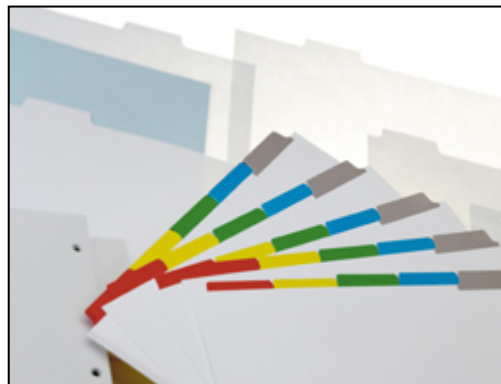


Figure 3: Tabbed stock.

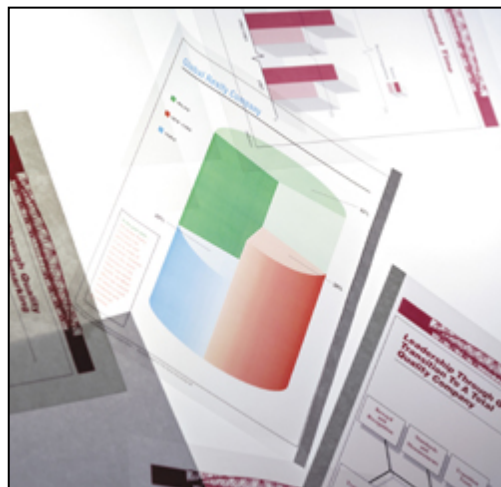


Figure 4: Transparency stock.

## Problem Solving

The Xerox Nuvera is designed to allow the user to easily correct any problem that may arise. Click the links at the left for details on correcting system problems. Contact your System Administrator if these topics do not help you solve the problem.

### Fault Messages

Messages are displayed in the Message window on the UI revealing a status or fault that requires action. An icon is also displayed by the machine mimic indicating that there may be a problem requiring action.

### Attention Light

The Attention Light located on top of the Control Console alerts you that the system requires attention.

A blinking light indicates that production has been interrupted and the system requires attention. Follow the fault message instructions.

A steady light indicates a functional capability problem. Follow the fault message instructions.

You can turn the Attention Light on or off by selecting Printer: Attention Light to display the Attention Alerts window. Make the Attention Light settings.

The status of the Attention Light can be determined by selecting Printer and looking for Attention Light On or Attention Light Off.

## Paper Curling

Paper curl can be caused by several factors such as, relative humidity, paper weight, paper size, sides imaged or amount of image. Too much paper curl can cause jams, poor set registration and poor stacking quality.

The Xerox Nuvera offers a Sheet Enhancement Module that can be adjusted to ensure sheet flatness in the paper sent to the stacker. To learn more go to [Manage Paper Curl](#).

## Poor or Slow System Performance

If your machine performance becomes degraded, or it ceases to function correctly for any reason, executing a Restart will usually restore correct functionality. If the problem continues, contact your Xerox representative.

### For restart procedures go to

[Restarting the System](#)



## Solving Image Quality Problems

The Xerox Nuvera is capable of reproducing and generating high-quality images.

However, image defects may occur. These image quality problems are usually attributed to a defective original, or the user applying too much, too little, or the wrong type of image quality control.

### Image quality and system maintenance

Image defects can also occur because the Xerox Nuvera is in need of maintenance. The condition of the photoreceptor belt, transfer blade and heat roller can affect the amount of dry ink (toner) transferred onto the paper.

Click on the links at the left to learn how to differentiate between machine and original problems, and how to avoid image quality problems.

### Solving dark or light image problems

With the Image Quality Tab in the Printer Manager, you can globally set the darkness and resolution levels for system supported file types. Check the Image Quality tab settings if you are having image quality problems on a consistent basis (for example, your entire job is either too light or too dark).



**TIP:** Before running any jobs, click [**Printer Manager: Image Quality**] to quickly determine what global machine darkness and resolution settings are currently configured.



**NOTE:** See your System Administrator to change the darkness and/or resolution settings on the **Image Quality** tab.



**TIP:** If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking <**Clear All**> or <**Reset**> in the user interface. Then proceed to do the job programming pertinent to your job.

## Recovering Missing Parts of the Image

If the image you are printing is comprised of very fine lines and/or you are printing at high resolution (for example, 1200 x 1200 dpi), there may be instances when those parts of the image may not appear on the final output.

### To recover missing parts of the image

To recover missing parts of an image, you must change the PostScript stroke thickening control from 0.0 to 1.0.

1. In the Xerox Nuvera user interface, click the **Printer Manager** button.
2. Select the **Image Quality** tab.
3. Double click on the PostScript processing resolution you wish to change (there may be several). The PostScript/PDF Image Quality window appears.
4. Select a True Type Spot Size to adjust the darkness of the scalable font.
5. Select a Font Rendering to process the jobs containing Adobe Type 1 scalable fonts.
6. Define, in pixels, the amount of thickening or darkening to apply to the font in the Font Thickening box.
7. Use Half Biting to remove digital edge roughness.



**TIP:** If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **<Clear All>** or **<Reset>** in the user interface. Then proceed to do job programming pertinent to your job.

## Removing Spots & Specks (when scanning or copying)

If you notice spots or specks on your image, try the following:

### Clean the Document Glass

Dirt and dust in the work environment, finger prints, and paste-up residue from documents will gradually build up on the Document Glass. Sometimes this shows up on scans as specks or spots.

Optimally, the Document Glass should be cleaned at the start of each work day.

[Carefully clean the Document Glass.](#)

### Clean the Document Feeder

Though the Document Feeder is mainly enclosed, dirt and paper dust can get into the paper path and rollers, causing spots, streaks and specks on the output image.

Optimally, the Document Feeder should be cleaned at the start of each work day.

[Carefully clean the Document Feeder.](#)



**TIP:** If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **<Clear All>** or **<Reset>** in the user interface. Then proceed to do job programming pertinent to your job.

## Removing Image Show Through (when scanning or copying)

When scanning translucent originals, sometimes the image on the back side of the page is detected, resulting in a scan of the image on the other side of the sheet (see figure).

### To correct image show through:

1. In the Xerox Nuvera user interface, click the **Copy Services** button.
2. Click the **Image Quality** tab.
3. Click the **Image Adjustments** button. Verify that the *Background Suppression Strong* checkbox is enabled. If it is not, click in the checkbox.
4. Click **<Copy>** to scan or copy your document.

**TIP:** While this selection is not recommended for documents with pictures, select the **Image Quality** tab and click on **Original Type**, then click **[Text]** if you are scanning an image from a two-sided page. The scanner will not attempt to interpret and scan the image that shows through from the second side.



**TIP:** When scanning a two-sided original, to reduce or eliminate image show through, place a piece of dark (preferably black) paper behind the original document before scanning. You can also leave the platen glass cover open when scanning.



**TIP:** If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **<Clear All>** or **<Reset>** in the user interface. Then proceed to do job programming pertinent to your job.



Figure 1: Example of Show Through

## Removing Background Artifacts (when scanning or copying)

If your original document is on colored stock, the output copy may display background artifacts.

Background is only detected on the first few mm of the lead edge. Ensure the lead edge is not solid black and the document is registered against the registration edge indicated on the platen.

### To remove background artifacts

1. In the Xerox Nuvera user interface, click the **Copy Service** button.
2. Click the **Image Quality** tab.
3. Click the **Image Adjustments** button.
4. Make sure the **Background Suppression Normal** checkbox is enabled. It is on by default.



**TIP:** If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking <Clear All> or <Reset> in the user interface. Then proceed to do job programming pertinent to your job.

## Correcting Halo (when scanning or copying)

Halo appears as objects in an image looking artificial, or not quite matching their surroundings. A faint glow or "halo" surrounds objects in the scanned image (see the numbers on the sail in the figure).

Reducing Sharpness also minimizes aliasing (jaggies on lines).

### To decrease sharpening:

1. Click the **Copy Services** button, then select the **Image Quality** tab.
2. Select the **Image Adjustments** button.
3. Decrease the amount of sharpness by moving the slider control to the left, or entering a lower number in the text box to the right of the slider control.
4. Click the **<Copy>** button when satisfied with your adjustments.



**TIP:** If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **<Clear All>** or **<Reset>** in the user interface. Then proceed to do job programming pertinent to your job.

## Figures



## About Posterization and Gray Levels

The number of dots in a halftone spot determine the number of available gray levels. For example, a four by four dot halftone cell will yield 17 gray levels (multiply  $4 \times 4 = 16$ , + 1 for either all dots on [black] or all dots off [white]). A 16 x 16 dot halftone cell will yield 257 gray levels (multiply  $16 \times 16 = 256$ , + 1 for either all dots on or all dots off).

However, there is an inverse relationship between the halftone screen frequency and printer resolution. When you have a halftone with a high screen frequency, you are asking the printer to create more "spots" per inch. In order to create more spots, the spots must become smaller. In other words, a finer halftone screen slices the printer dot grid into smaller cells. When halftone cells shrink in size, the number of dots in each cell is reduced. This results in fewer available gray levels, and leads to images becoming posterized.

Therefore, ways to maintain gray level availability are:

- Use a lower screen frequency when scanning at high resolution
- Scan at lower output resolution when using fine halftone screens



**NOTE:** This information is important when scanning below 600 dpi. It does not apply to copy or during reduction.



**NOTE:** For more information on how halftone screen frequency and printer resolution are related, consult *Real World Scanning and Halftones, 2nd Edition* by Blatner, Fleishman, and Roth.



**TIP:** If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking <Clear All> or <Reset> in the user interface. Then proceed to do job programming pertinent to your job.

## Correcting Posterization (when scanning or copying)

Obvious "stair-stepping," or sudden shifts in tones, rather than smooth transitions in areas of tonal gradation (see left half of figure), is called *Posterization*. It results because of a lack of available gray levels. The number of gray levels is determined by the number of dots in a halftone cell.

### To correct posterization:

If you are copying or scanning a halftoned or photographic image, and getting posterized output, try the following:

1. Click **Copy Services**, then click the **Image Quality** tab.
2. In the **Original Type** dropdown menu, make sure **Mixed Text and Graphics** is not selected.
3. If satisfied with settings, click the **<Copy>** button.

Other options include:

- Scan at a higher resolution.
  - Select a Original Mode with low contrast.
- or
- Use the Contrast Control to lower the contrast.

For more details about posterization, see [About Posterization and Gray Levels](#).



**TIP:** If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **<Clear All>** or **<Reset>** in the user interface. Then proceed to do job programming pertinent to your job.

## Figures





## Removing Lines, Streaks or Shadows (when copying or scanning)

This problem can usually be attributed to a poor original, or a dirty scanner. Try one or a combination of the following to correct the problems.

### To remove lines, streaks or shadows

- Clean the Document Glass, especially near the white plastic ramp on the left edge of the glass, if using the Document Feeder
- Run the job from the Document Glass
- Check the quality of the original. Use Border Erase or Edge Erase to remove lines from the edges of the document
- Turn on Background Suppression
- Load fresh paper



**TIP:** If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking <Clear All> or <Reset> in the user interface. Then proceed to do job programming pertinent to your job.

If the problem continues, you may want to run the Corotron Cleaning Routine under User Diagnostics. See your Xerox Representative for advice.

## About Halftones and Gray Levels

A halftoned image is a series of dots arranged in a patterned grid of halftone cells, which yields the appearance of a complete image.

Screen frequency refers to the number of rows of halftone cells. The higher the screen frequency (in lines per inch) the sharper the halftone image appears (see 33 and 75 LPI examples in the figure).

Screen angle refers to the number of degrees from vertical at which the halftone grid is set. The halftone is set at an angle (usually 15, 45, or 75 degrees), to reduce moiré patterning. The idea behind halftone screens is to make the dots as fine as possible, so that the image itself is more visible than the dots. The observer will tend to focus on the 'big picture' while ignoring the microscopic halftone texture. When the dots are so fine that the eye can not resolve them, the image appears to be continuous.



**TIP:** If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **<Clear All>** or **<Reset>** in the user interface. Then proceed to do job programming pertinent to your job.

Go to [Choosing the Best Halftone Setting](#) for information on the Production System Screen Frequency Demo Job.

## Figures



## Removing Moiré Patterns from Images (when scanning or copying)

The following excerpt is taken from *Real World Scanning and Halftones* by Glenn Fleishman, David Blatner, and Steve Roth:

*"Moiré ('mwah-RAY') patterns are caused by our eyes' perception of straight lines and repeating patterns. Anytime you overlay a bunch of straight lines or grids on top of each other, you have the opportunity for moiré patterns. One grid, all by its lonesome, never has a problem with these patterns. It's when you have two or more overlaid on each other that the wires in your perceptual system get crossed, and these little gremlins start to appear."*

Moiré patterns occur when scanning copying an original that is comprised of a halftone. Moiré is a form of digital artifact that occurs when two regular patterns intersect to form a new pattern. Because the new pattern is always more coarse than the two original patterns, the appearance will change as a function of screen frequency and angle. Typically, the finer of the two original patterns are the easier it is to see the Moiré. Lower frequency halftone screens are less prone to visible Moiré.

Moiré can occur while viewing scanned halftones on a monitor screen, because the monitor has a certain screen frequency, which may or may not be in alignment with the screen frequency and angle of the original image.

### Suggestions for removing moiré patterns:

- From Copy or Scan Services, select the Image quality tab.
- If your image contains a [halftone](#), make sure you are NOT using Text Mode. If legibility of the text is important, and good reproduction of any pictures is also needed, consider using **Mixed Text & Halftones** as the original type.
- Decrease the Sharpen control slightly. See [Adjusting Sharpness](#).
- Rotate the original slightly on the Document Glass.
- Scan/Copy at the highest possible resolution capable by the system.
- Wherever possible, scan/copy continuous tone images (for example, photographs) only. If there is no continuous tone original available, scan/copy the halftoned image as a last resort.
- When submitting a print job, you may need to select a different halftone.



**TIP:** If you have programmed and run a job, and received unexpected results, ensure that the system-wide settings are all set back to their defaults by clicking **<Clear All>** or **<Reset>** in the user interface. Then proceed to do job programming pertinent to your job.

## Examples

Figure 1:

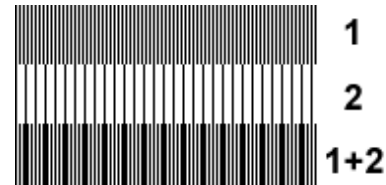


Figure 1: Result of two distinct patterns superimposed

Figure 2:

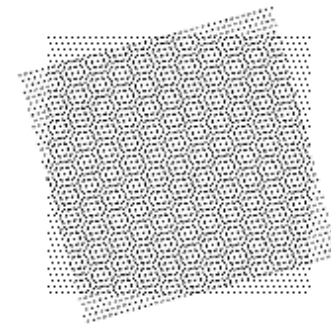


Figure 2: Patterns with distinct screen angle and LPI frequency superimposed to form moiré pattern.

## Removing Drill Holes From Output (when scanning or copying)

If you are scanning or copying originals that have been drilled for insertion in a multi-ring binder, or the paper is otherwise damaged at the edge, you may notice black holes or other unacceptable marks on one edge of your output image. *Electronic Hole Removal* can be enabled to eliminate such defects.



**TIP:** The Electronic Hole Removal feature is also useful for removing output image defects caused by folded-over corners (dog-ears) and/or torn edges located within approximately one inch from the edge of the original document.




**NOTE:** Electronic Hole Removal is only functional for originals placed in the Document Feeder. For details, see [Using the Document Feeder](#).



**NOTE:** Electronic Hole Removal is NOT available when *Photo* is the Original Type selected.

### To remove drill holes from output

1. Place original documents in the Document Feeder.
2. Make sure *Electronic Hole Removal* is enabled.
  1. Click the **Copy** button.
  2. Select the **Image Edit** tab.
  3. Click the **Edge Erase** button.
  4. Select **Electronic Hole Removal**. It should have a checkmark in it. If it does not, select **[None]** from the **Edge Erase** list. This will enable the *Electronic Hole Removal* control.
3. When you are satisfied with your settings, click **<Copy>**.

A background image of a Xerox Nuvera machine, showing its white and blue components.**Xerox Nuvera®**user guide  
and training aid

## Machine Specifications

The Xerox Nuvera machine is available in several configurations. The configuration you have may include an insertion module, a Sheet Enhancement Module and any number of feeding modules and finishing options. Click the subtopics at the left to learn about each machine subsystem, as well as machine capabilities.

## Electrical and Environmental Specifications

The print engine, which includes the DocuSP Controller, requires:

### Frequency

50/60 hz

### Voltage

200 - 254 VAC

### Amps

Dedicated 30 amps (Europe and Japan)

Dedicated 50 amps (US and Canada)

The outlets/circuits can not be shared with any other devices or equipment. Optional 50 amp Adapter Box and 30A Extension Box with appropriate circuit breakers are available.

### Receptacle NEMA Part Number

14-30 R (NASG)

### Temperature and Humidity

Recommended 50 degrees F to 87 degrees F (10 C to 30.6 C)

15% relative humidity (minimum) to 85% relative humidity (maximum)

### Altitude

Between 0 to 6000 ft (1828.8m) above sea level

### Heat Emission

Approximately 2,470 BTU/hour (standby) and 18,738 BTU/hour (running)

### Power Consumption

Approximately 0.658 kw maximum (standby) and 4.150 kw maximum (running). For information on power consumption, see [Power Saver Mode](#).



As an ENERGY STAR® partner, Xerox Corporation has determined that the Xerox Nuvera EA Digital Production System meets the ENERGY STAR® guidelines for energy efficiency.

The Energy Star logo will display on the DocuSP user interface during power up and on the Call For Assistance screen for those configurations that meet the Energy Star guidelines.

## Media Drive Specifications

All Xerox Nuvera systems are equipped with a CD-RW/DVD drive, located just to the right of the monitor in the Control Console.

### File Submission

Systems equipped with the CD drive support reading from and writing to CD-R and CD-RW formats.

Systems equipped with the DVD drive support reading from and writing to CD-R, CD-RW, DVD-R, DVD-RW, DVD+R, and DVD+RW formats.

For details on submitting a job from the optical drive, see [printing from the media drive](#).

### File Saving/Archiving

On Xerox Nuvera systems that support copying and scanning, you can save scanned jobs through the Scan-To-File application. Scanned and printed jobs can be saved to the system disk, the CD-RW or to any NFS-mounted drive. Both the "ripped" image and the job ticket are saved.

For best results use good quality optical media for saving and archiving.

## Keyboard, Mouse & Display Specifications

The User Interface (UI) provides the means for the user (operator) to interact with a printer, copier, or multi-functional device. Architecturally, the UI is a client of services within the printer, copier, or multi-function device.

The user interface consists of the controls by which a user issues commands to a device or system, and the displays by which the device or system informs the user of the current state, its functions, and its processes.

The UI will also provide a graphic display for messages, information, instructions, menus and machine diagram (mimic).

### Keyboard Specifications

USB

#### Navigating the user interface using only the keyboard

The Xerox Nuvera user interface, in addition to being navigable with the USB mouse, can also be navigated through the keyboard.

Some examples of why the user interface is keyboard-accessible:

- Blind people cannot use a mouse because they cannot see where to click. They use their keyboard almost exclusively.
- Some individuals with neuromuscular impairments cannot use a mouse either.

For information on keyboard accessibility, see [Special Navigation / Activation Keyboard Shortcuts](#).

### Mouse Specifications

USB track ball or Optical mouse.

### Display (Monitor) Specifications

Screen Resolution	1024 x 768
Colors	256,000
Screen Size	15 inches
Dot Pitch	.27
Refresh Rate	>50hz



## Stapler Specifications

### Basic Finishing Module Stapler

For more information, see [Basic Finishing Module Specification](#)

### MultiFunction Finisher

If the Xerox Nuvera is equipped with a MultiFunction Finisher, this finisher includes two stapling systems:

- Main Stapler
- Booklet Stapler

Before using any of the staplers on the Xerox Nuvera, take the time to learn about their capabilities and capacities.

### Document Size Requirements

**Short Edge size range:** 8 inches to 12 inches

**Long Edge size range:** 6.7 inches to 18 inches

### Stapling Limit

The Main Stapler will accommodate either a 50 Sheet Stapler Cartridge or a 100 Sheet Stapler Cartridge. The maximum staple limit is either **50 sheets of 80gsm (20lb.) paper** or **100 sheets of 80gsm (20lb.) paper**. Papers of heavier weights or larger sizes will reduce the maximum staple limits, accordingly.

### Staple Cartridge Limitation

The machine software currently does not distinguish between the 50 Sheet Staple Cartridge and the 100 Sheet Staple Cartridge. This means that if the 50 Sheet Staple Cartridge is loaded in the machine, and a job with more than 50 sheets is sent to be stapled, a mis-staple or stapler jam will probably occur. If the 50 Sheet Staple Cartridge is used, it is the responsibility of the operator to ensure that jobs exceeding 50 sheets are not submitted for stapling.

### Stock Weight / Maximum Sheets

Weight (UI Classification)		50 Sheet Cartridge Capability	100 Sheet Cartridge Capability
<b>Small Paper Sizes</b> (A4, Letter, Legal)	15 to 22 lb. (Normal)	50	100
	22+ to 28 lb. (Medium)	35 (105 gsm)	70 (105 gsm)
	28+ lb. (Heavy)	15 (216 gsm)	30 (216 gsm)
<b>Large Paper Sizes</b> (9 x 14, B4, A3, & Ledger)	15 to 22 lb. (Normal)	50	50
	22+ to 28 lb. (Medium)	35 (105 gsm)	50
	28+ lb. (Heavy)	15 (216 gsm)	30 (216 gsm)

### Stapler Maintenance

If either of the staplers runs out of staples, or jams, see [Clearing Staple Jams](#) or [Replacing Staples](#).

## Finishing Transport Module (FTM) Specifications

The FTM is a DFA-compliant device that allows you to connect the printing system to any DFA compliant 3rd-party finisher (for example, Bourg and Plockmatic booklet makers, binders). The FTM serves as the link between the print engine of your system and any 3rd-party finisher. Contact your Xerox representative for information on this equipment.



**TIP:** To ensure correct paper usage, [print this topic](#) and post near your FTM-equipped system.

## FTM Capacities and Capabilities

### Paper size capacity

Maximum 465 mm (18.3 in.)

### Input speed

Up to 216 ppm

Eligible Paper Sizes/Orientation (as loaded into Paper Tray)				
	LEF	SEF	Inches	Millimeters
Envelopes #10 <sup>2</sup> to 9"x12"	X		4.12x9.5 to 9"x12"	105x241 to 229x305
A5	X		5.83x8.27	148x210
Statement	X		5.5x8.5	140x216
7x10	X		7x10	178x254
B5 - JIS	X		7.17x10.12	182x257
Executive	X		7.25x10.5	184x267
16K (Taiwan) <sup>3</sup>	X		7.64 x 10.51	194x267
8x10	X	X	8x10	203x254
Letter	X	X	8.5x11	215/216x279
Ltr Cover	X	X	9x11	229x279
Ltr Tab <sup>1</sup>	X		9x11	229x279
210x270	X	X	8.27x10.63	210x270
A4	X	X	8.27x11.69	210x297
210x330		X	8.27x13	210x330
215x275	X	X	8.46x10.83	215x275
215x356		X	8.46x14.02	215x356
216x273	X	X	8.5x10.7	216x273
A4 Cover	X	X	8.78x11.69	223x297
A4 Tab <sup>1</sup>	X		8.78x11.69	223x297
Spanish - XE	X	X	8.46x12.4	215x315
8x13		X	8x13	203x330
215x330		X	8.46x13	215x330

Foolscap - XE		X	8.5x13	216x330
220x330		X	8.66x13	220x330
Legal		X	8.5x14	216x356
9x14		X	9x14	229x356
SB4		X	9.9x14.1	252x358
B4 -JIS		X	10.12x14.33	257x364
8K (Taiwan) <sup>3</sup>		X	10.51x15.28	267x388
A3		X	11.69x16.54	297x420
Ledger		X	11x17	279x432
12x18		X	12x18	305x457
12x18.5		X	12x18.5	305x470
12.2x17		X	12.2x17	310x432
4 up-6x9		X	12.5x18.5	317.5x470
2 up-6x9	X		12.5x9.5	317.5x241.3
SRA4	X		12.6x8.9	320x225
2 up-A5				
SRA3		X	12.6x17.7	320x450
4 up-A5				
Labels	X	X		

**NOTES:**

1. Tabs are fed tab trailing.
2. #10 Envelopes enter print engine with flap open, flap trailing and front side facing down.  
Paper orientation , excluding Envelopes, encompass both long grain and short grain papers.  
Brackets ( ) indicate the equivalent size for informational purposes only.
3. Korea and Taiwan: Actual [FX APO market region](#) includes this set of papers and the ESG set of papers.

For details on clearing paper jams in the FTM, see [Clearing Paper Jams](#).

For details on configuring 3rd-party finishers on the system, consult the system online Help.

## Production Finishers

### Description of the Basic Finishing Module (BFM)

The BFM is a finisher that provides high capacity collecting, stacking and stapling. It also includes a top tray for collecting or purging sheets.

### Capacities

#### Stacker

- 3,000 sheets total capacity of 20 lb. (75-80 gsm) paper or equivalent.
- The stack limit can be set from the UI for each BFM independently.
- Stapled sets with <15 sheets are limited to 100 sets.
- It can staple up to 100 sheets of 8.5 x 11 inch or A4 LEF, and 8.5 x 14 inch or B4 SEF of 20 lb. (75-80 gsm). Portrait, landscape, and dual position stapling are available
- The Stacker is the output tray for receiving compiled stapled and unstapled sets as well as single sheets. Output is normally delivered with side-1 down and sets can be offset.

#### Top Tray

- 250 sheets of 20 lb. (75-80 gsm) paper or equivalent.
- Output to the Top Tray is delivered with Side-1 down and sets are not offset.
- It can be set as a destination tray for non-stapled jobs.
- Sheets less than 7 inches in the process direction or 8 inches in the cross-process direction will automatically go to the Top Tray. The Top Tray also receives sheets that are purged from the system

#### Stapler

- The Basic Finishing Module has two internal pass-through 100 sheet up side down staplers. The stapler devices have the ability to portrait, landscape or dual staple all paper sizes between 5.5"x8.5"; / A5 and 12.6"x18.5". Finished sets can be stacked internally to the lower stacker tray.
- These staplers have the capability of stapling 100 sheets of 20lb. (75-80 gsm) or equivalent substrates (reduced stapled sheet capabilities can result based on substrate properties (i. e. thickness, density, material, coating, etc.).
- If either of the Staplers runs out of staples see [Replacing Staples](#) or if it jams see [Clearing Staple Jams](#).
- An alternate Staple Cartridge is available with 30 sheets of 20lb. (75-80 gsm) paper capacity. [Contact Xerox](#) for information on ordering refills.
- Each Stapler Cartridge holds 5000 staples. [Contact Xerox](#) for information on ordering refills.

### Using the BFM

Go to [Using the Basic Finishing Module](#) for information on how to use the BFM and all of the adjustments that affect the BFM.

### Configurations

There are a number of possible 'Finishing' combinations for installing the BFM, Insertion Module, Finishing Transport Module (FTM) and other external finishers on a Xerox Nuvera system. To view some of the configuration options, refer to [Production Finishers](#).

### External Finishers

There are a number of DFA compliant external finishers that are DFA complaint and can be installed on the system. You must have an FTM installed to add a 3rd party finisher. Here is a list of some of the 3rd party finishers available for the Xerox Nuvera system.

- Xerox DS5000 High Capacity Stacker
- C.P Bourg BDFx Booklet Maker
- Xerox SQUAREFOLD Booklet Maker(SQFBM)
- GBC Fusion Punch 11 with Offset Stacker
- Xerox DB120-D Document Binder
- Xerox Manual and Book Factory

## Production Finishers

The Xerox Nuvera EA Digital Production System offers a variety of finishing options. There are two basic types of finishing groups:

- Multifunction Finisher (MFF) - available in the Professional model or the Pro Plus model
- Basic Finishing Module - as a BFM or as a BFM Plus

The finishing group determines what other finishing options you can have installed on your system. Finishing configuration options are listed in the following section under "Finishing Configurations".

## Description of the MultiFunction Finisher Module

There are two MFF models:

- The **Professional** is a finisher that provides high capacity collating, stacking and stapling. It also allows the ability to make booklets and trifold documents. This model consists of a Top Tray for collecting or purging sheets, a Main Tray and a Bottom (Booklet) Tray.
- The **Pro Plus** is the Professional model with added functionality provided in the Interface Module area. The Interface Module contains a sheet insertion module as well as a hole punch. The post process insertion capability of the MFF Pro Plus can insert covers, preprinted tabs and colored paper. The hole punch capability allows you to punch 2/3 or 2/4, depending on the puncher installed.

## Specifications

	MFF Professional	MFF Pro Plus
Top Tray	250 sheets of 20 lb bond (75 gsm) or equivalent  Output to the Top Tray is delivered with Side-1 down and sets are not offset. It can be set as a destination tray for non-stapled jobs. Sheets less than 7 inches in the process direction or 8 inches in the cross-process direction will automatically go to the Top Tray. The Top Tray also receives sheets that are purged from the system.	Same
Bottom/Booklet Tray	250 sheets of 20 lb bond (75 gsm) or equivalent  Output to the Top Tray is delivered with Side-1 down and sets are not offset. It can be set as a destination tray for non-stapled jobs. Sheets less than 7 inches in the process direction or 8 inches in the cross-process direction will automatically go to the Top Tray. The Top Tray also receives sheets that are purged from the system.	Does not accept hole punched finishing output
Insertion Tray	Not available	200 sheets of 20 lb bond (75 gsm) or equivalent  56-220 gsm  Delivers output to all 3 trays
Main Tray/Stacker Capacity	3000 sheets of 20 lb bond (75 gsm) or equivalent  The stack limit can be set from the UI for each BFM independently.  Stapled sets with <15 sheets are limited to 100 sets.  The Stacker is the output tray for receiving compiled stapled and unstapled sets as well as single sheets. Output is normally delivered with side-1 down and sets can be offset.	Same

Stapler Capacity	<p>Up to 100 sheets of 20 lb bond (75 gsm) (one or two staples) or equivalent substrates (reduced stapled sheet capabilities can result based on substrate properties (i. e. thickness, density, material, coating, etc.))</p> <p>Includes two internal pass-through 100 sheet upside down staplers. The stapler devices have the ability to portrait, landscape or dual staple all supported paper sizes. Finished sets can be stacked internally to the lower stacker tray.</p> <p>If either of the Staplers runs out of staples see <a href="#">Replacing Staples</a> or if it jams see <a href="#">Clearing Staple Jams</a>.</p> <p>An alternate Staple Cartridge for up to 30 sheets of 20lb is available. (75-80 gsm) paper capacity. <a href="#">Contact Xerox</a> for information on ordering refills.</p> <p>Each Stapler Cartridge holds 5000 staples. <a href="#">Contact Xerox</a> for information on ordering refills.</p>	Same
Paper Size Range		
process direction	8.26 in to 18.5 in (210 mm to 457 mm)	Same
cross process direction	8.26 in to 12 in (210 mm to 305 mm)	
Stock Weight Range		
uncoated:	16 lb bond to 113 lb index (56 to 220 gsm)	Same
coated:	90 to 210 gsm	

## Description of the Basic Finishing Module (BFM/BFM Plus)

There are two BFM models:

- The **BFM** is a finisher that provides high capacity collating, stacking and stapling. It also includes a top tray for collecting or purging sheets.
- The **BFM Plus** is comprised of the Bypass BFM and the Interface Module. The BFM Plus module provides the same capabilities as the BFM. However, it does not have a top tray and does include a bypass paper path that allows the BFM Plus to pass pages through an Interface Module (IM) to another BFM or through an Interface Module and Finishing Transport Module to other DFA-compliant finishers.

## Specifications

	BFM	BFM Plus
Top Tray Capacity	<p>250 sheets of 20 lb bond (76 gsm) or equivalent</p> <p>Output to the Top Tray is delivered with Side-1 down and sets are not offset. It can be set as a destination tray for non-stapled jobs. Sheets less than 7 inches in the process direction or 8 inches in the cross-process direction will automatically go to the Top Tray. The Top Tray also receives sheets that are purged from the system.</p>	Not available
Stacker Capacity	<p>3000 sheets of 20 lb bond (76 gsm) or equivalent</p> <p>The stack limit can be set from the UI for each BFM independently.</p> <p>Stapled sets with &lt;15 sheets are limited to 100 sets.</p> <p>The Stacker is the output tray for receiving compiled stapled and unstapled sets as well as single sheets. Output is normally delivered with side-1 down and sets can be offset.</p>	Same
Stapler Capacity	<p>Up to 100 sheets of 20 lb bond (75 gsm) (one or two staples) or equivalent substrates (reduced stapled sheet capabilities can result based on substrate properties (i. e. thickness, density, material, coating, etc.))</p> <p>Includes two internal pass-through 100 sheet upside down staplers. The stapler devices have the ability to portrait, landscape or dual staple all supported paper sizes. Finished sets can be stacked internally to the lower stacker tray.</p> <p>If either of the Staplers runs out of staples see <a href="#">Replacing Staples</a> or if it jams see <a href="#">Clearing Staple Jams</a>.</p> <p>An alternate Staple Cartridge for up to 30 sheets of 20lb is available. (75-80 gsm) paper capacity. <a href="#">Contact Xerox</a> for information on ordering refills.</p> <p>Each Stapler Cartridge holds 5000 staples. <a href="#">Contact Xerox</a> for information on ordering refills.</p>	Same

Paper Size Range		
process direction	8.26 in to 18.5 in (210 mm to 457 mm)	Same
cross process direction	8.26 in to 12 in (210 mm to 305 mm)	
Stock Weight Range		
uncoated:	16 lb bond to 113 lb index (56 to 220 gsm)	Same
coated:	90 to 210 gsm	

 **NOTE:** For information on how to use the BFM and BFM Plus and send documents to the stacker, see [Using the Basic Finishing Module](#) and [Delivering Document Sets to the Stacker](#).

## Finishing Configurations

The MFF is the basic configuration and is the only configuration that does not include the Sheet Enhancement Module (SEM). The Sheet Enhancement Module is a standard component on systems with a BFM or FTM.

The BFM and BFM Plus can be installed together to double the stacker capacity. There are a number of other possible 'Finishing' combinations for installing the BFM, BFM Plus, Insertion Module (IM), Finishing Transport Module (FTM) and other inline finishers on a Xerox Nuvera EA Digital Production System.

The diagrams below highlight some of the production finishing configuration options.

### Print Engine / MFF Professional (can include an SFM Insertion Module)



### Print Engine / MFF Pro Plus (can include an SFM Insertion Module)



### Print Engine / SEM/ BFM



### Print Engine / SEM/ Insertion Module / BFM





**Print Engine / SEM/ BFM Plus/ BFM**



**Print Engine / SEM/ Insertion Module / BFM Plus/ BFM**



**Print Engine / SEM / FTM -->connects to DFA compliant 3rd party Finisher**



**Print Engine / SEM/ Insertion Module/ FTM -->connects to DFA compliant 3rd party Finisher**



**Print Engine / SEM/ Insertion Module/ BFM Plus/ FTM -->connects to DFA compliant 3rd party Finisher**



**Print Engine / SEM/ Insertion Module / BFM Plus / BFM Plus/ FTM -->connects to DFA compliant 3rd party Finisher**



## Inline Finishers

There are a number of DFA-compliant inline finishers that are DFA compliant and can be installed. You must have an FTM installed to add a 3rd party finisher. Here is a list of some of the finishers available.

- Xerox DS5000 High Capacity Stacker
- C.P Bourg BDFx Booklet Maker
- Xerox SQUAREFOLD Booklet Maker(SQFBM)
- GBC Fusion Punch 11 with Offset Stacker
- Xerox DB120-D Document Binder
- Xerox Manual and Book Factory

## MultiFunction Finisher (MFF) Specifications

The MultiFunction Finisher offers a basic publishing option on the Xerox Nuvera EA Digital Production System. It is the only finisher in the configuration and can not be followed by any other finishing devices. It provides stacking and stapling capabilities as well as the ability to make booklets and trifold documents.

There are two MFF models available: Professional and Pro Plus.

### The MFF Professional Model

#### MFF Stapling

Portrait, Landscape and Dual stapling is available for all media types, except Tabs and Transparencies. Stapling is offered for mixed sized sets if the length of the feed edge is the same size for all sheets.

For details and specifications on the staplers, see [Stapler Specifications](#).

#### MFF Capacities

The Xerox Nuvera MultiFunction Finisher (MFF) adds the finishing touches to your job by collating and stapling your output. The MFF Professional can be used to make folded and stapled booklets and various folding options; Folded-Only Booklets, Tri-Fold C-Configuration and Z-Configuration folded documents.

- 2,250 sheet total capacity of 20 lb. (75-80 gsm) paper or equivalent
- 250 sheet Top Tray
- 2,000 sheet Main Tray
- 1 and 2 Position Stapling in Main Tray
- 100 sheet staple capacity, sizes 8.5 x 14 inch or B4 and smaller. [Contact Xerox](#) to order this consumable part.
- 50 sheet staple capacity paper sizes over 8.5 x 14 inch or B4. [Contact Xerox](#) to order this consumable part.

#### Top Tray

Output to the Top Tray is delivered with Side-1 down and sets are not offset. The Top Tray can hold up to 250 sheets of 20 lb. (75-80 gsm) or equivalent paper. It can be set as a destination tray for non-stapled jobs. Copies that are less than 6.7 inches long in feed direction or 8 inches in the cross-feed direction will go to the Top Tray rather than the Main Tray. The Top Tray also receives sheets that are purged from the system when using the Main Tray or the Bottom Tray.

#### Main Tray

The Main Tray is the output tray for receiving compiled stapled and unstapled sets as well as single sheets. Output is delivered with Side-1 down and sets are offset. It can staple up to 100 sheets of 8.5 x 11 inch or A4 LEF, and 8.5 x 14 inch or B4 SEF

### The MFF Pro Plus Model

- **Post Process Insertion Tray** - use to insert covers, preprinted sheets or tabs and program as Special Pages in DocuSP.
- **Hole Punching** - either 2/3 or 2/4 hole punching is available and finishing options selectable from the Output tab of the Job Properties window

Multiple finishing options, such as simultaneously stapling and hole punching a job, can be selected from the same Finishing area on DocuSP.

#### To Insert Preprinted Sheets

To insert covers, preprinted tabs or colored paper into your job, follow these steps:

1. From the DocuSP interface, select **Printer Manager**.
2. Select the Paper Trays tab.
3. Select the paper tray (for example, Tray 5 Insertion Tray or Finisher A, Tray 1) and right click on the tray.
4. Select **[Properties]**. To use a particular stock type for the tray or change other properties, select those attributes to match what will be loaded in the Insertion Tray.
5. Select **<OK>**.
6. At the MFF Insertion Tray, adjust the guides for the paper size and load paper in the Insertion Tray with text face up and according to the label. Load tabbed stock with tabs leading.
7. Select **Job Manager** and open your job.
8. Select **[Special Pages]**.
9. Select **[Inserts]** and define the insertion page range for the job.
10. Print the job.

#### To Hole Punch Jobs

Do not use this feature on labels, transparencies, envelopes, or synthetic paper.

Paper Specifications for the Hole Punch Module		
Type	Size	Weight
2-punch	171-321mm (6.74-12.63 in) width	56-200 gsm
	148-457mm (5.83-17.99 in) length	
3-punch	232-321mm (9.14-12.63 in) width	56-200 gsm
	148-457mm (5.83-17.99 in) length	

of 20 lb. (75-80 gsm). It also can staple up to 50 sheets for paper sizes over 8.5 x 14 inch or B4 SEF of 20 lb. (75-80 gsm). Portrait, landscape, and dual position stapling are available.

"Stack Limit" allows you to set the Main Tray to the size of the stack from 200 to 2500 sheets. Once the set stack limit is achieved, the system will cycle down and display an Empty Main Tray message. The default setting is 2500 sheets.

### Bottom (Booklet) Tray

The Bottom Tray is the output tray for receiving compiled stapled and unstapled booklets. It can receive up to 20 booklets of 15 sheets maximum of 8.5 x 11 inch or A4, 8.5 x 14 inch or Foolscap, and 11 x 17 inch or A3 20 lb. (75-80 gsm) or equivalent thickness with the Bottom Tray Stop in the up position. It also can receive Folded-Only Booklet up to 5 folded sheets per set of 8.5 x 11 inch or A4, 8.5 x 14 inch or Foolscap, and 11 x 17 inch or A3 or equivalent thickness with the Bottom Tray Stop in the up position. It can receive Tri-Fold C-Configuration and Tri-Fold Z-Configuration of single sheets only of 8.5 x 11 inch or A4 SEF.

When using the MFF for folded output, the Banner Sheets that separate your print jobs from one another will come out folded on the long axis of 8.5 x 11 inch or A4 paper, allowing the customer to see separation easier.

### Booklet Making

- Folded Only Booklets 1-5 sheets
- Folded and Stapled Booklets 2-15 sheets
- Sizes from 8.5 x 11 inch or A4, 8.5 x 14 inch or Foolscap, and 8.5 x 17 inch or A3

The Booklet Maker on the Professional Finisher produces Booklets ( Folded Only and Folded and Stapled ) and Letter Tri-Fold (C- and Z-Configuration).

All Booklet and Tri-Fold jobs must use SEF oriented paper supply.

The Booklet Maker can fold 1-5\* sheets or fold and staple 2-15\* sheets of the following papers:

Paper Size			Orientation
Name	Inch (WxL)	mm (WxL)	SEF
Letter	8.5x11	216x279	X
A4	8.27x11.69	210x297	X
Foolscap	8.5x13	215x330	X
Legal	8.5x14	216x356	X
A3	11.69x16.54	297x420	X
Ledger	11x17	279x432	X

\*Booklet Maker: 15 sheets or less of 80 gsm (20 lbs) or equivalent thickness, e.g., 12 sheets of 80 gsm (20 lbs) with one cover of 200 gsm.

Fold: 5 sheets or less of 80 gsm (20 lbs) or equivalent thickness.

Tri-Folding enables bulk mailing applications and ease of fit into standard U.S. #10 business size and DL (A4) size envelopes.

Special materials such as transparencies, drawing film, labels, and coated stocks are not compatible with the Booklet Maker.

Finished jobs are delivered to the Bottom Tray with side 1 down. If you use Banner Sheets, they will be folded LEF orientation to separate jobs in the tray.

### Folding Options (single sheets only)

- C-Configuration and Z-Configuration folds
- Output 8.5 x 11 inch or A4 only

### Finisher Pause Button

Removing output while the Finisher is running may produce sets

4-punch	255-321mm (10.04-12.63 in) width	56-200 gsm
	148-457mm (5.83-17.99 in) length	

1. Select **Job Manager** or **Copy** and open the job.
2. Select the Output tab and the Stapling/ Finishing FAB.
3. From the Stapling/Finishing pull down menu, select the type of hole punch finishing, staple finishing, or both (multiple finishing) to apply.
4. Select **<OK>**
5. Print the job. Hole punch finishing output is sent to the Top Tray or the Main Tray.

### Tray Capacities

### Insertion Tray

The MFF Insertion Tray specifications are:

- Holds and feeds up to 200 sheets of 20 lb bond (75 gsm), all same stock size
- Accepts media weight of 56 - 220 gsm
- Accepts sizes of 176-470 mm (6.93 - 18.5 in) length and 176-298 mm (6.93 x 11.73 in) width

For more information about loading special stock such as tabs, refer to [Loading Special Stock for Proper Finishing Output](#)

that are incorrectly stapled. The Finisher Pause Button delays processing to allow you to remove finished sets from the main tray without disturbing sets in progress.

The Finisher Pause Button is located near the right front corner of the top cover. When selected, it affects the operation of the Main Tray only.

#### To activate the Finisher Pause feature

1. Press the **Pause** Button.
2. Wait for the tray to lower.
3. Unload the tray.
4. Press the **Pause** Button again to continue subsequent processing.



**NOTE:** The finisher will pause after producing between 80 to 100 sets of thin sets (2-15 sheets). This allows you to unload the finisher. It automatically resumes printing after a lapse of 1 minute.

## Print Engine Specifications

Before making prints with the Xerox Nuvera EA Digital Production System, take the time to learn about its capabilities and capacities.

### Fuser Temperature

180 degrees Fahrenheit (82 degrees Celsius) when printing.

### Registration

Benchmark registration system holds image to sheet alignment at +/- .65mm per side and front-to-back on Letter/A4 size papers; +/- .75 mm per side and front-to-back on Tabloid/A3 size papers.

### Printer Resolution

4800 x 600 dpi

### RIP (Raster Image Processor) Resolutions

The processor can process images for printing (RIP) at the following resolutions:

600x600 dpi - The 600 dpi option provides faster performance when processing and saves files that are smaller in size

1200x600 dpi

1200x1200 dpi - 1200 dpi is the system default

### Print Quality (halftone screens)

The base configuration (without the Enhanced Line Screen license enabled) supports only a 125 lines per inch (lpi) halftone screen. With the Enhanced Line Screen license enabled, the system supports 85, 106, 125, 134, and 156 lpi halftone screens.

### Print Engine Type

Xerographic monochrome (black and white) only.

### Printer Speed

The Xerox Nuvera EA Digital Production System can be licensed to support either a 100, 120 or 144 ppm print speed. For systems with a MultiFunction Finisher, only 100 and 120 are available.

Xerox Nuvera System	Pages Per Minute (ppm)	Images Per Minute (ipm)
Xerox Nuvera 100 EA Digital Production System	100 ppm simplex	<b>100 ipm simplex</b>
	50 ppm duplex	<b>100 ipm duplex</b>
Xerox Nuvera 120 EA Digital Production System	120 ppm simplex	120 ipm simplex
	60 ppm duplex	120 ipm duplex
Xerox Nuvera 144 EA Digital Production System	144 ppm simplex	144 ipm simplex
	72 ppm duplex	144 ipm duplex

### Variable Pitch Xerographics for maximum throughput

The Xerox Nuvera is equipped with a variable pitch Xerographic belt. Pitch refers to the number of page images that can be placed on the belt, which are then transferred to the paper. For details on how page image size impacts belt pitch, which in turn impacts overall

throughput, see [About Pitch](#).

## Dry Ink (Toner)

For the Xerox Nuvera EA Digital Production System, EA dry ink only

## Paper Sizes Supported

**Minimum size:** A5 / 5.5 inches x 8.5 inches (140 mm x 216 mm)

**Maximum size:** 12.2 inches x 18.5 inches (320 mm x 470 mm)

For details on papers supported, see:

[Supported Paper](#)

[Recommendations for Paper Usage](#)

[Expected Paper Handling and Copy Performance](#)

## Machine Warm-up Times

From cold start (ex: first thing in the morning): 4.5 to 7 minutes

From power saver mode: 3.5 minutes

From system restart: 4 to 5 minutes

## Controller Capabilities

All of the Xerox Nuvera systems are driven by one DocuSP Controller. For more detail on system information, select [**Setup: System Configuration**] from the DocuSP menu bar.

- Removable storage device(s): DVD - R/W drive
- Ethernet connector type: 10/100/1000 BaseT
- PDL (Printer Description Language) support: PostScript Level 3, HP/PCL 5e & PCL 6, TIFF, Multi-page TIFF, Adobe PDF, ASCII, PPML, LCDS, IPDS
- Network protocols supported: TCP/IP, LPR, IPP, HTTP, AppleTalk, Novell (SPX-IPX), SNMP
- Client environments supported: Windows 2000, 2003 and XP, Macintosh OS X, Solaris 10 OS, Linux 2.x

## Xerox Nuvera EA Digital Production System

- System Processor: single core 64 bit, 2.4 GHz, 1 GB of RAM, X86 2865 platform
- Monitor screen: 15 inch flat color LCD monitor operated with USB keyboard and mouse

For details on printing from a client, see [Printing from your PC](#).

## Document Feeder & Scanner Specifications



**NOTE:** This feature is only available if your system includes the integrated Document Scanner module for copying and scanning jobs.

The scanner includes the **Simultaneous Duplex Document Feeder** ("Document Feeder") and the **Document Glass** (or "Platen").

The **Document Feeder** uses a Constant Velocity Transport (CVT) to scan each page as it passes the stationary scan module. The Document Feeder can scan both sides of a page at once (hence the name "Simultaneous Duplex"), using a second CVT to move the document past the second scan module. This reduces the time required for copying or scanning 2-sided originals.

The **Document Glass** provides a means for scanning documents that cannot be fed through the Document Feeder, such as fragile, bound, and extra large documents. The maximum paper size that can be placed on the platen is 12.6 inches x 18.5 inches (image size 12.0 inches x 18.0 inches). The original is placed face down on the Document Glass and the scan module passes under the Document Glass.

For details on proper usage of the Document Feeder, see [Using the Document Feeder](#).

## Document Feeder Paper Capacities and Capabilities

Item	Specification
Maximum paper dimensions	11 x 17 inches (279.4 mm x 432 mm) (see <b>NOTE</b> below)
Minimum paper dimensions	5.5 x 8.5 inches (140 mm x 216 mm)
Paper capacity	300 sheets (20 lb. bond, 75 gsm weight) Weight 13 lb. bond to 113 lb. index (49 to 250 gsm)
Resolution	8-bit Gray (256 shades) at 600 x 600 dpi
Throughput	120 images per minute one-sided 8.5 x 11"/A4 - 120 sheets per minute 120 images per minute two-sided 8.5 x 11"/A4 - 60 sheets per minute




**NOTE:** A5 and Statement stock should be fed SEF(Short Edge Feed). LEF (Long Edge Feed) of A5 and Statement stock is not supported by the Document Handler.



**NOTE:** A 12x18 inch original will travel through the Document Feeder, but some information on the output may be lost. To ensure all image information from a 12 x 18 inch original is captured, use the Document Glass.




## Supported Paper Sizes: Trays 3 and 4

 **Tip:** To help anybody needing to load paper, and to avoid using unsupported papers, print this topic and post near the Xerox Nuvera.

Paper Type	Size		Feed Orientation	
	Inches	mm	SEF (short edge feed)	LEF (long edge feed)
Executive	7.25 x 10.5	184.15 x 266.7		X
16 K (Taiwan)	7.64 x 10.51	194 x 267		X
210 x 270	8.27 x 10.63	210 x 270		X
215 x 275	8.46 x 10.83	215 x 275	X	X
216 x 273	8.5 x 10.75	216 x 273	X	X
<b>Letter</b>	8.5 x 11	215.9/216 x 279.4	X	X
Letter Cover	9 x 11	228.6 x 279.4	X	X
9.5 x 11 tabs	9.5 x 11	241.3 x 279.4		X
Ledger	11 x 17	267 x 388	X	
8K (Taiwan)	10.51 x 15.28	267 x 388	X	
A4	8.27 x 11.69	210 x 297	X	X
Spanish XE	8.46 x 12.4	215 x 315	X	X
A4 Cover	8.78 x 11.69	223 x 297	X	X
226 x 310	8.89 x 12.2	226 x 310	X	X
SRA4	12.6 x 8.86	320 x 225		X
2-up-A5				
2up-6 x 9	12.5 x 9.5	317.5 x 241.3		X
A3	11.69 x 16.54	297 x 420	X	
310 x 432	12.2 x 17.01	310 x 432	X	
SRA3	12.6 x 17.71	320 x 450	X	
4up-A5				
12 x 18	12 x 18	304.8 x 457.2	X	
12 x 18.5	12 x 18.5	304.8 x 469.9	X	
4 up-6 x 9	12.5 x 18.5	317.5 x 469.9	X	
B5 - JIS	7.17 x 10.2	182 x 257		X
8 x 10	8 x 10	203.2 x 254	X	X
SB4	9.92 x 14.09	252 x 358	X	
B4-JIS	10.12 x 14.33	257 x 364	X	
8 x 13	8 x 13	203.2 x 330.2	X	
210 x 330	8.27 x 12.99	210 x 330	X	
215 x 330	8.46 x 12.99	215 x 330	X	
Foolscap - XE	8.5 x 13	215.9 x 330.2	X	
220 x 330	8.66 x 12.99	220 x 330	X	
210 x 270	8.27 x 10.63	210 x 270	X	
Legal	8.5 x 14	215.9 x 355.6	X	

## Supported Paper Sizes: Trays 1 and 2


 **Tip:** To help anybody needing to load paper, and to avoid using unsupported papers, print this topic and post near the Xerox Nuvera.

Paper Type	Size		Feed Orientation	
	Inches	mm	SEF (short edge feed)	LEF (long edge feed)
Letter Cover	9 x 11	228.6 x 279.4		X
Executive	7.25 x 10.5	184.15 x 266.7		X
16 K (Taiwan)	7.64 x 10.51	194 x 267		X
210 x 270	8.27 x 10.63	210 x 270		X
215 x 275	8.46 x 10.83	215 x 275		X
216 x 273	8.5 x 10.75	216 x 273		X
Letter	8.5 x 11	215.9/216 x 279.4		X
A4 Cover	8.78 x 11.69	223 x 297		X
226 x 310	8.89 x 12.2	226 x 310		X
SRA4	12.59 x 8.86	320 x 225		X
2 up-A5				
A4	8.27 x 11.69	210 x 297		X
Spanish XE	8.46 x 12.4	215 x 315		X
7 x 10	7 x 10	177.8 x 254		X
B5 -- JIS	7.17 x 10.12	182 x 257		X
8 x 10	8 x 10	203.2 x 254		X
A5	5.83 x 8.27	148 x 210		X
Statement	5.5 x 8.5	139.7 x 215.9		X

## Recommendations for Paper Usage



**Tip:** To help anybody needing to load paper, and to avoid using unsupported papers, [print this topic](#) and post near the Xerox Nuvera.

Paper Type	Usage Recommendation
Coated stocks	Not supported on systems with a MultiFunction Finisher. If printing on coated side, coated side up.
Paper weight range	For systems that do not have the Productivity Pack license enabled: <ul style="list-style-type: none"> <li>• <b>Normal</b> - 52 to 84 gsm (ex: standard copier paper, inkjet paper)</li> <li>• <b>Medium</b> - 85 to 105 gsm (ex: slightly heavier than Normal. Good for brochures, advertisements)</li> <li>• <b>Heavy</b> - 106 to 220 gsm (index cards, cover stock, posters)</li> </ul> For systems with the Productivity Pack license enabled, you can enter exactly the paper weights for the stock that is being loaded, in the range 52 - 250 gsm for a BFM and 52-280 gsm for an FTM finisher.  The upper limit of the weight is determined by the finisher on the system: MFF - 220 gsm BFM - 250 gsm FTM - depends on the 3rd party device but most are 280 gsm
Drilled stocks	If you are loading any type of drilled paper, to aid in sheet separation and to prevent jams, it may be helpful to fan reams before loading into the tray.
Transparency or Mylar reinforced sheets	Loading limit in Paper Feeder trays: 50 sheets.
Removable stripe transparencies	Loading limit in Paper Feeder trays: 50 sheets. Load with stripe down on the lead edge.  <b>NOTE:</b> For dedicated transparency trays, first place approximately half an inch (12 mm) worth of plain paper at the bottom of the tray. This will ensure that all 50 of the transparencies get used.
Label Stock	<ul style="list-style-type: none"> <li>• LEF</li> <li>• Loading limit in Paper Feeder trays: 50 sheets.</li> </ul>
Carbonless Forms	<ul style="list-style-type: none"> <li>• LEF</li> <li>• For 1 to N printing order, load with top (white) sheet on top</li> <li>• For N to 1 printing order, load with top (white) sheet at the bottom</li> </ul>

Booklet Envelope (closed flap)	<ul style="list-style-type: none"> <li>• 6"x9"</li> <li>• 9"x12"</li> <li>• 162x229</li> <li>• 220x312</li> <li>• Types: Closed flap, flap on long edge.</li> <li>• Loading orientation: Address side up and flap-side leading</li> <li>• Output to MFF top tray only</li> <li>• Loading capacity limit - 60</li> <li>• Output to top tray limit - 15**</li> </ul> <p>**More than 15 envelopes can be output to the tray, as long as the tray is tended and emptied every 10-15 envelopes.</p>
Catalog Envelope (open flap)	<ul style="list-style-type: none"> <li>• 6"x9"</li> <li>• 7"x10"</li> <li>• 162x229</li> <li>• 178x254</li> <li>• Type: Open flap.</li> <li>• Loading orientation: Address side up and and flap oriented towards operator.</li> <li>• Output to MFF top tray only</li> <li>• Loading capacity limit - 60</li> </ul>
Window stock	Do Not Use.
Preprinted materials	<ul style="list-style-type: none"> <li>• Design the preprinted image so that no ink, varnish, or aqueous coating is placed in the area to be printed. Toner adhesion can not be assured when printing over inks or varnish. If the image must be printed over pre-printed ink, results are more likely to be acceptable if the color is screened back to less than 30% or the base stock is uncoated paper</li> <li>• Select papers printed with laser-compatible, lithographic inks to minimize offsetting. UV-cured inks are recommended, especially on coated stocks, to insure complete drying before printing on a Xerox Nuvera. Laser inks can be oxidative, or heat set types.</li> <li>• Do not use papers preprinted with xerographic processes.</li> <li>• Select preprinted sheets that are free of excessive curl.</li> <li>• Select base paper stock approved for use on a Xerox Nuvera system.</li> <li>• Refer to the Xerox Nuvera Production Paper Guide for more Information.</li> </ul>
DocuCards	<ul style="list-style-type: none"> <li>• DocuCard sheet with a single card</li> <li>• LEF for 8 x 11" and A4</li> <li>• SEF for 11 x 17"</li> <li>• Loading capacity 50 sheets</li> <li>• If using a Tiltatron, capacity is 200 sheets in trays 1 and 2.</li> </ul>
Paper backed transparencies	Loaded with side to be imaged facing up, and glued end to the left.
Mixed size sheet handling in Document Feeder and Multi-Function Finisher	Requires the same IB/OB dimension for all sheets.

## Related Information

[Supported Paper](#)

## Supported Paper

The Xerox Nuvera will accept a wide variety of paper types and sizes. For best results, use only the papers mentioned in this topic. For more information, see [Recommendations for Paper Usage](#).

For details on expected performance of papers through the system, see [Paper Performance Tables](#).

For details on paper handling and storage, see [Handling and Storing Paper](#).

## Compatible Stock Types

- Uncoated papers
- Coated papers (except for systems with an MFF)
- Transparencies
- Tabs
- Envelopes
- Label stock
- ID cards



### WARNING!

Do NOT use envelopes with latex-based glue closures. For example, self sealing envelopes contain latex-based glues, and should NEVER be used.

## Paper size tables

[Go to Tray 1 and 2 Papers table](#)

[Go to Tray 3 and 4 Papers table](#)

## Sheet Feed Modules (SFM)

The Xerox Nuvera can be configured with up to two Sheet Feed Modules. They include a 4-Tray Feed Module that can be installed with an optional Integrated Scanner and an optional large format, high capacity 2-Tray Feed Module.

The Xerox Nuvera can have any combination of the 4-tray or 2-tray Feed Modules installed up to a total of two modules. If the 4-tray Feed Module has a scanner, it should be installed closest to the Print Engine.

The 4-Tray Feed Module, without a scanner, or the 2-tray Feed Module can also be installed as a post-fuser Insertion Module.



**NOTE:** You can configure your Xerox Nuvera with a 3-tray Sheet Feed Module also. However, if your system includes a Roll Feeder, a 3-tray Sheet Feeder Module must be installed.

### 4-Tray SFM Capabilities and Capacities



**NOTE:** Some of the sizes shown below are the actual range of tray guide adjustment, rather than a nominal paper type. For example, 8.5 x 11 inches is a paper type and 5.5 x 8.27 inches is the range of tray adjustment.

- **Paper Weight Range:** 16 lb. bond to 120 lb. index (56 to 250 gsm)
- **Paper Size Range:** 5.5 x 8.27 inches to 12.2 x 18.5 inches
- **Total Paper Input Capacity** (based on 20 lb. bond/75 gsm): 5,800 sheets
- **Number of Feed Trays:** 4
  - Tray 1: 1,600 sheets (5.5 x 8.27 inches to 9.0 x 12.6 inches) (139.7mm x 210mm to 228.6mm x 320mm)
  - Tray 2: 3,100 sheets (5.5 x 8.27 inches to 9.0 x 12.6 inches) (139.7mm x 210mm to 228.6mm x 320mm)
  - Tray 3: 550 sheets (7.2 x 8 inches to 12.6 x 18.5 inches) (182.9mm x 203.2mm to 320mm x 469.9mm)
  - Tray 4: 550 sheets (7.2 x 8 inches to 12.6 x 18.5 inches) (182.9mm x 203.2mm to 320mm x 469.9mm)

### 2-Tray SFM Capabilities and Capacities

Both trays have the same specifications.

- **Paper Weight Range:** 16 lb. bond to 120 lb. index (56 to 250 gsm)
- **Paper Size Range:** 8 x 10 inches to 12.6 inches x 18.5 inches (203.2mm x 254mm to 320mm x 469.9mm)
- **Total Paper Input Capacity** (based on 20 lb. bond/75 gsm): 3,200 sheets
- **Number of Feed Trays:** 2
  - Tray 1: 1,600 sheets (8 x 10 inches to 12.6 x 18.5 inches) (203.2mm x 254mm to 320mm x 469.9mm)
  - Tray 2: 1,600 sheets (8 x 10 inches to 12.6 x 18.5 inches) (203.2mm x 254mm to 320mm x 469.9mm)

For more information on supported papers, see [Recommendations for Paper Usage](#).

### 3-Tray SFM Capabilities and Capacities

The 3-Tray Sheet Feed Module is an optional feeder that can be used with any other Feed Module combination. However, it is required to link to the Roll Feeder device if the Roll Feeder is added to the system. The paper and tray specifications are the same as the 4-Tray Feed Module only trays 3 and 4 are combined.



#### CAUTION!

Paper trays do not lock and can be opened while paper is being fed from the tray, resulting in misfeeds and/or paper jams. Wait for the LED light on the tray to turn OFF before opening the tray.

## Expected Paper Handling

The Xerox Nuvera can process a wide array of stock types. Use the following topics to learn how each stock type can be expected to perform in the system; either through the paper feed trays or the Document Feeder.

### Expected Performance Tables

[Table 1: Paper and Tray Performance Matrix -- 20 lb standard paper](#)

[Table 2: Paper and Tray Performance Matrix -- 80 gsm standard paper](#)

[Table 3: Stock Types Performance Matrix](#)

[Table 4: Plain Paper Performance Matrix](#)

[Table 5: Paper and Tray Performance Matrix -- Loading Special Stock](#)

[Table 6: Paper Through Document Feeder Performance Matrix](#)

### Paper Weight Conversion Chart

If the various g/m<sup>2</sup> numbers describing paper weight confuse you, use this table to find the equivalent weight (in pounds).

[Paper Weight Conversion Chart](#)

## Adding Pages to a Document

You can add pages of several types to any original document. This allows you to create professional quality document sets from otherwise disorganized and/or incomplete originals.

Types of added pages can include:

- **Covers:** may be a heavier paper stock, put on the front and back of a multi-page document. Covers can be blank, printed on side 1 or both sides.
- **Exception pages:** allows you to program special characteristics for specific pages or a range of pages within a job. For example, page 4 of the document can be programmed to print on pink paper and on side 1 only. You can also specify tabbed stock with the Exception Pages control. When printing on pre-cut tabs, you can only print on side 1. When printing on full cut tabs, you can print on both sides.
- **Inserts:** An insert is a blank or pre-printed sheet of paper or other stock (such as a tab) that is placed between the pages of the job.

### Paper trays must be loaded and programmed with the appropriate stocks

The key to successful page insertion is having the paper trays correctly programmed with machine-compatible stocks. See [Configuring Paper Stocks and Tray Settings](#) for details.

## Basic workflow to insert pages into a document

### (The following example procedure applies to both copy and print jobs)

Here's an example of how to program a copy job that includes inserts, exception pages, and covers. The steps to program a print job are very similar. The output will be a multi- page, 8.5 x 11 inch document, with Exception Pages (one-sided output) on the 2nd and 3rd pages. In addition, there will be a one-page insert after the 3rd and 6th pages. Finishing includes front and back covers with a staple in the top left corner.

1. If a copy job, place the original 2-sided (over 10 pages) document in the Document Feeder.
2. Verify that the paper supply trays are properly loaded and programmed with the appropriate paper stocks. If they are not, and you need more information, see [Configuring Paper Stocks and Tray Settings](#).
3. From the Job Manager, set *base* job properties, such as 2-sided, paper stock, stapling, etc.
4. Select the **Special Pages** tab.
5. Select the **Exception Pages** icon. Program *From 2 to 3*. Select stock size. Program these pages for one-sided output. Select **Add Exceptions**.
6. Close **Job Exception** window.
7. Select the **Inserts** icon.
8. Program the first insert for **After page 3, Insert 1 Pages**. Program the paper type, size, etc. Select **Add Inserts**.
9. Program the second insert for **After page 6, Insert 1 Pages**. Program the paper type, size, etc. Select **Add Insert**.
10. Close **Inserts** window.
11. Select **Front Cover** icon.
12. Program the cover to be printed on the **outside** only. Select the cover stock from the tray you loaded with cover stock. Select **Add Cover**.
13. Select **Back Cover** icon.
14. Select **None** from the pulldown menu. Select the cover stock from the tray you loaded. Select **Add Cover**.
15. When satisfied with your settings, click **<Copy, Scan or Print>**.

## System Level (Administrative) Added Pages

The Xerox Nuvera can be configured to include Administrative information in each Job output.



## Paper Weight Conversion Chart

The following "Equivalent weights" chart shows you which weights of the different paper types are equal to the same number of grams per square meter.



**NOTE:** Weights are based on stacks of 500 sheets of the size indicated at the top of each column, under the paper type.



**TIP:** Print this topic and post near your system for quick reference to this paper data.

**\*Size of unfinished substrates before cutting to size.**

	<b>Bond 17x22*</b>	<b>Book 25x38*</b>	<b>Cover 20x26*</b>	<b>Bristol 22.5x28.5*</b>	<b>Index 25.5x30.5*</b>	<b>Metric (g/m2)</b>
<b>Bond</b>	13	33	18	22	27	49
<b>Xerographic</b>	16	41	22	27	33	60
<b>Ledger</b>	20	51	28	34	42	75
<b>Mimeo</b>	24	61	33	41	50	90
<b>Duplicator</b>	28	71	39	48	58	105
<b>Writing</b>	32	81	45	55	67	120
	12	30	16	20	25	44
<b>Book</b>	13	33	18	22	27	49
<b>Offset</b>	16	40	22	27	33	59
<b>Text</b>	18	45	25	30	37	67
	20	50	27	34	41	74
	22	55	30	37	45	81
	24	60	33	40	49	89
	28	70	38	47	57	104
	31	80	44	54	65	118
	39	100	55	67	82	148
	47	120	66	81	98	178
	36	91	50	62	75	135
<b>Cover</b>	40	100	55	68	82	149
	43	110	60	74	90	162
	47	119	65	80	97	176

	50	128	70	86	105	189
	58	146	80	99	120	216
	65	164	90	111	135	243
	72	183	100	123	150	270
	33	84	46	57	69	125
Bristol	39	99	54	67	81	147
	47	119	65	80	97	176
	58	148	81	100	121	219
	87	222	122	150	182	329
	43	110	60	74	90	163
Index	53	134	74	91	110	199
	67	171	94	115	140	253

## Paper Through Document Feeder Performance Matrix

The Xerox Nuvera can process a wide array of stock types. Use the following topics to learn how each stock type can be expected to perform in the system.



**TIP:** If you're having feeding problems through the Document Feeder, all problems can be avoided by scanning directly from the Document Glass.

Types and Conditions of Originals	Rating	Notes
12 x 18 inch originals	Do Not Feed	A 12x18 inch original actually will travel through the Document Feeder, but there is a good chance some information on the output will be lost. To ensure all image information from a 12 x 18 inch original is captured, use the Document Glass.
Coated paper	Fair	Feeding lightweight coated originals (approximately 16 lb. or 61 gsm) will normally work fine. You may experience problems with the alignment of the copy images if a color image is within 0.4 inches of the leading edge (the side of the document fed first) of the original.
High Talc paper	Good / Fair	Originals with a high talc content may contaminate the Document Feeder Feed Rolls, resulting in degraded performance.
Originals produced on a DocuTech 100/120	Fair	On copies with a high-area coverage (pictures and halftones) tends to rub off on Feed Rolls, causing feeding faults.
Originals produced on a DocuTech 100/120	Good / Fair	Oils used to fuse the copies need to dry at least 2 hours in order to prevent feeding problems.
Xerographic color originals	Do Not Feed	Use Document Glass to avoid feeding problems.
Originals consisting of mostly pencil marks	Do Not Feed	Will transfer lead to the Feed Rolls, causing the originals to smear. Originals with occasional marks (i.e., a document with review markup) should feed satisfactorily. To avoid problems, feed all pencil-marked originals from the Document Glass.
Dog-eared originals (folded corners)	Do Not Feed	Originals with dog-ears or folded corners on the lead edge may cause a jam. Ensure that the folds are removed.
Too many sheets in the stack	Do Not Feed	Depending on the model, the Document Feeder can feed up to 300 sheets of 20 lb. paper. The quantity that can be fed decreases as paper weight increases.  Use Build Job to feed more than these amounts as a single copy job.
Folded originals	Do Not Feed	Folded originals do not trigger the automatic sensors in the Document Feeder. Ensure that the folds are removed.
Originals with sticky-notes attached	Do Not Feed	May be fed after sticky notes removed.
Envelopes	Do Not Feed	Copy from the Document Glass.
Tab stock	Do Not Feed	Copy from the Document Glass.
Labels	Do Not Feed	Copy from the Document Glass.
GBC-brand papers	Do Not Feed	Copy from the Document Glass.
Glossy photographs	Do Not Feed	Copy from the Document Glass.
Transparencies	Do Not Feed	Copy from the Document Glass.

### Table Legend

**SEF:** Short Edge Feed

**LEF:** Long Edge Feed

**Best:** Best system performance

**Good:** Good system performance



**Fair:** Significant performance degradation is likely, particularly paper handling.

**NR:** Not Recommended. Exceeds system design. Unacceptable performance likely.

**\*\*:** Same performance as shown in [20 lb. Standard Paper Table](#) for the corresponding paper sizes.

## Paper and Tray Performance Matrix -- Loading Special Stock

The Xerox Nuvera can process a wide array of stock types. Use the following topics to learn how each stock type can be expected to perform in the system

Stock Type	Common Uses	Recommendation	Note
Hole-Punched	Ringed binders	Use long edge feed for best copy speed (load with holes to the right).	
Coated (not supported on MFF)	Presentations, collaterals	If printing on coated side, load with coated side <b>UP</b> .	
Perforated	Pages for partial removal, such as order forms and receipts	Where possible, load with perforation parallel to the feed direction.	
Pre-printed and letterhead	Common correspondence, mailings and advertising materials	<ul style="list-style-type: none"> <li>• Use ultra-violet cured or oxidative inks to extend the life of the feed roll cartridges.</li> <li>• Load face-up in Trays 1 - 4.</li> </ul>	
Reinforced Mylar edge	Ring binders	<ul style="list-style-type: none"> <li>• Load reinforced edge on the right in Trays 1 - 4.</li> <li>• Use long-edge feed only.</li> </ul>	
Card stock	Covers, signs	For best results, set Heavy Weight attribute when programming Trays 1 - 4.	
Transparencies	Presentations	<p> <b>NOTE:</b> The paper path/sensors in the Xerox Nuvera do not require that you feed transparencies with removable stripes. If you have this type of media, you can use it, but the stripe is not necessary for proper function.</p> <p> <b>NOTE:</b> For dedicated transparency trays, first place approximately half an inch (12 mm) worth of plain paper at the bottom of the tray. This will ensure that all 50 of the transparencies get used.</p> <ul style="list-style-type: none"> <li>• For all transparencies, refer to the label on the tray for correct orientation.</li> <li>• When using transparencies with removable stripes, load with the stripe down in Tray 1 - 4.</li> <li>• Do not program 2-sided.</li> <li>• For best results, set Heavy Weight attribute when programming Trays 1 - 4.</li> <li>• Nuvera supports only 8 1/2 x 11" (A4) transparencies.</li> </ul>	
Labels	Self-adhesive labels for envelopes and packaging	<ul style="list-style-type: none"> <li>• Do not program 2-sided.</li> <li>• For best results, feed labels into the machine LEF only.</li> <li>• Load face-up in Trays 1 - 4.</li> <li>• For best results, set Heavy Weight attribute when programming Trays 1 - 4.</li> </ul>	


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## Plain Paper Performance Matrix

The Xerox Nuvera can process a wide array of stock types. Use the following topics to learn how each stock type can be expected to perform in the system

Throughput Material (8.5 x 11 inch or A4)	Tray 1,2	Tray 3,4	Note
<b>Paper Weight</b>			
Less than 52 gsm	Do Not Use	Do Not Use	
Between 16 - 20 lb. or 56 gsm	Good/Fair	Good/Fair	
Between 20 - 32 lb. or 75 - 120 gsm	Best	Best	
Between 32 - 110 lb. (index) or 120 - 216 gsm	Good	Good	
Greater than 110 lb. (index) or 220 gsm for CP / 280 for PS	Do Not Use	Do Not Use	

### Table Legend

**SEF:** Short Edge Feed

**LEF:** Long Edge Feed

**Best:** Best system performance

**Good:** Good system performance

**Fair:** Significant performance degradation is likely, particularly paper handling.

**NR:** Not Recommended. Exceeds system design. Unacceptable performance likely.



**\*\*:** Same performance as shown in [20 lb. Standard Paper Table](#) for the corresponding paper sizes.

## Stock Types Performance Matrix

The Xerox Nuvera can process a wide array of stock types. Use the following topics to learn how each stock type can be expected to perform in the system.



**NOTE:** Performance of the following stock types may not be equivalent to papers in the same weight range.

Throughput Material		Note
<b>Window stock</b>		
<b>Letterhead</b>		<a href="#">b</a> , <a href="#">c</a>
<b>Pre-printed forms</b>		<a href="#">b</a>
Pre-drilled/pre-punched holes (standard locations)		<a href="#">b</a>
Mylar reinforced	LEF (mylar on long edge)	
	SEF	
<b>Transparencies</b>		
 <b>NOTE:</b> The paper path/sensors in the Xerox Nuvera do not require that you feed transparencies with removable stripes. If you have this type of media, you can use it, but the stripe is not necessary for proper function.		
 <b>NOTE:</b> For dedicated transparency trays, first place approximately half an inch (12 mm) worth of plain paper at the bottom of the tray. This will ensure that all 50 of the transparencies get used.		
Clear/plain		<a href="#">f</a>
Non-removable white stripe		<a href="#">f</a>
Removable stripe	LEF	<a href="#">f</a>
	SEF	
Paper backed	SEF <b>Do Not Use</b>	<a href="#">f</a>
	LEF	
<b>Labels</b>	LEF	<a href="#">d</a>
	SEF	<a href="#">b</a>
GBC brand or pre-punched with rectangular holes: (holes on long edge). This type of paper only works when holes are at the rear of the paper tray.	LEF	
	SEF	<a href="#">d</a> (Load with holes AWAY from user.)
Never Tear type		
Drafting Film		
Perforated:		
Perforations parallel to the feed direction		<a href="#">e</a>
Perforations perpendicular to the feed direction		<a href="#">e</a>
<b>Envelopes</b> (standard medium to large letter size)		
<b>Tabs</b>		
<b>Carbonless</b>		
<b>Textured papers, Vellum Bristol papers</b>		<a href="#">g</a>
<b>Smooth cover index stock</b>		

### Table Legend

SEF: Short Edge Feed

**LEF:** Long Edge Feed

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**Best:** Best system performance

**Good:** Good system performance

**Fair:** Significant performance degradation is likely, particularly paper handling.

**NR:** Not Recommended. Exceeds system design. Unacceptable performance likely.

**\*\*:** Same performance as shown in [20 lb. Standard Paper Table](#) for the corresponding paper sizes.

**Notes:**

- a. The output will go to the Top Tray in an MFF-equipped machine, and cannot be stapled.
- b. Refer to [Table 5](#) or to the paper tray label for the correct paper loading orientation.
- c. Embossed letterhead may cause degraded paper handling, and possibly image deletion defects near the embossed area on either side of the paper.
- d. Refer to [Table 5](#) for more information.
- e. Image deletion defects might occur near the perforation, especially if the perforation is parallel to the feed direction.
- f. 2-sided copies or prints should not be selected when this stock is used.
- g. Blank or preprinted covers are acceptable.




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## Paper and Tray Performance Matrix -- 80 gsm standard paper

The Xerox Nuvera can process a wide array of stock types. Use the following topics to learn how each stock type can be expected to perform in the system.

	Trays	1,2	3,4	Note
<b>Common Sizes</b>				
A4 (210 x 297mm / 8.27 x 11.69)	LEF	Best	Best	
	SEF	NA	Good	
A3 (297 x 420mm / 11.69 x 16.54)	SEF	NA	Good	
A5 (148 x 210mm / 5.83 x 8.27)	LEF	Good	NR	<a href="#">a</a>
	SEF	NR	NR	<a href="#">a</a>
B4 (257 x 364mm / 10.12 x 14.33)	SEF	NA	Good	
B5 (182 x 257mm / 7.17 x 10.12)	LEF	Good	Good	
A4 Cover Stock (223 x 297mm / 8.78 x 11.69)	LEF	Good	Good	
	SEF	NA	Good	
Spanish (215 x 315mm / 8.46 x 12.4)	SEF	Good	Good	
Foolscap (215 x 315mm / 8.46 x 12.4)	SEF	Good	Good	
Foolscap (220 x 330mm / 8.66 x 13)	SEF	NA	Fair	

### Table Legend

**SEF:** Short Edge Feed

**LEF:** Long Edge Feed

**Best:** Best system performance

**Good:** Good system performance

**Fair:** Significant performance degradation is likely, particularly paper handling.

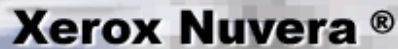
**NR:** Not Recommended. Exceeds system design. Unacceptable performance likely.

**\*\*:** Same performance as shown in [20 lb. Standard Paper Table](#) for the corresponding paper sizes.

**NA:** Not Applicable. Not possible to load.

#### Notes:

a. The output will go to the Top Tray in an MFF-equipped machine, and cannot be stapled.



## Paper and Tray Performance Matrix -- 20 lb standard paper

The Xerox Nuvera can process a wide array of stock types. Use the following topics to learn how each stock type can be expected to perform in the system.

	Trays	1,2	3,4	Note
<b>Common Sizes</b>				
Letter (8.5 x 11 / 216 x 279mm)	LEF	Best	Best	
	SEF	Good	Good	
Legal (8.5 x 14 / 216 x 356mm)	SEF	NA	Best	
Ledger (11 x 17 in. / 297 x 420mm)	SEF	NA	Good	
Statement (5.5 x 8.5 in. / 140 x 216mm)	SEF	Fair	NA	<a href="#">a</a>
Executive (7.25 x 10.5 in. / 184 x 267mm)	LEF	Good	Good	
Executive (8 x 10 in. / 203 x 254mm)	LEF	Good	Good	
	SEF	NR	Good	
12 x 18 in. / 305 x 457mm	SEF	NR	Good	

### Table Legend

**SEF:** Short Edge Feed

**LEF:** Long Edge Feed

**Best:** Best system performance

**Good:** Good system performance

**Fair:** Significant performance degradation is likely, particularly paper handling.

**NR:** Not Recommended. Exceeds system design. Unacceptable performance likely.

**\*\*:** Same performance as shown in [20 lb. Standard Paper Table](#) for the corresponding paper sizes.

**NA:** Not Applicable. Not possible to load.

#### Notes:

a. The output will go to the Top Tray in an MFF-equipped machine, and cannot be stapled.

## Adding System Level Pages

The Xerox Nuvera can be configured to add "system level" or "administrative" pages:

- Banner pages
- Error pages
- Job Attributes report

These administrative pages not only provide a useful way to separate jobs in a Finisher tray, but also provide information about each job processed by the system.

## Enabling System Level Pages

You need to logon as a System Administrator to enable or disable the system level pages.

To enable or disable the system level pages:

1. Open a job or queue properties window.
2. Under the Settings tab select **Administrative Pages**.
3. Enable or disable each of the pages.

or

1. For Production System queues, right click on a queue and select **Administrative Pages Control**.
2. Enable or disable each of the pages.

## Banner Pages

When enabled by your System Administrator, Banner Pages include the following information:

- Job name
- Job sender
- Job recipient
- Banner Page message
- Date and Time of printing
- Number of copies
- Product name and software level/version
- Account number
- Job ID
- Server/Queue name

## Error Pages

When enabled by your System Administrator, Error Pages include the following information:

- Job name
- Job sender
- Errors, Warnings
- Product name and software level/version
- Job ID

## Job Attributes Report

The Job Attributes report is a summary of the job settings.

## Clearing Stapler Jams

In the event of a stapler jam, the system staplers have been designed to allow the user to easily correct the jam and continue with the job. Take the time to familiarize yourself with the following procedures on clearing staple jams. In addition, view the videos depicting clearing jams.

### Stapler jam notification

When any of the staplers become jammed, the Xerox Nuvera will provide notification by:

- alpha-numeric messages
- a machine "mimic", or pictorial representation of the machine on the UI screen, depicting the location of the jam
- a steady or blinking Attention Light.



**NOTE:** If stapling is not possible due to out of staples and this condition is detected **prior to running the job**, the system shall hold the job until the staples can be replaced, but will allow other jobs to proceed.

If stapling is not possible due to out of staples and this condition is detected **while the job is running**, the system shall hold the job and wait until the staples can be replaced or the job to be cancelled before continuing to run other jobs.

### To clear stapler jams

Double-click the system alert to see details on the action needed, as well as the location of the staple mechanism.

#### Access the Main Stapler Mechanism in the MFF

1. Once you have identified the location of the stapler, open the access panel and locate the stapler housing. It is identified with a pictorial representation of a staple.
2. Grasp the stapler housing drawer handle and pull out towards you.
3. There are pictorial instructions affixed to the machine chassis near the stapler access. Follow these pictorial instructions in order to remove and replace the Main Stapler Cartridge.

#### Access the Main Stapler Mechanism in the BFM or BFM Plus

1. Once you have identified the location of the stapler, select **[Printer: Unlock Finisher]** in the User Interface. The *Unlock Base Finisher* window appears.



**NOTE:** Staple error messages will automatically unlock the finisher.

2. In the *Stapler Drawer* field, click **<Unlock>**.
3. Pull out the Stapler Drawer.
4. There are pictorial instructions affixed to the machine chassis near the stapler access. Follow these pictorial

#### Video



[Clearing staple jams from the MFF stapler](#)



[Clearing staple jams from the BFM staplers](#)

instructions in order to remove and replace the staple  
cartridges.

## Product Recycling and Equipment End of Life Disposal

- If you are managing the disposal of your Xerox product, please note that the product may contain **lead, mercury, perchlorate**, and other materials whose disposal may be regulated due to environmental considerations in certain countries or states. The presence of **lead, mercury** and **perchlorate** is fully consistent with global regulations applicable at the time that the product was placed on the market.
- Xerox operates an equipment takeback and reuse/recycle program. Contact your Xerox sales representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit [www.xerox.com](http://www.xerox.com) or for recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site [www.eiae.org](http://www.eiae.org).
- Perchlorate material - This product may contain one or more perchlorate-containing devices, such as batteries. Special handling may apply. Please see [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate).

### European Union



#### Equipment used in a domestic/household environment.

Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation end of life electrical and electronic equipment subject to disposal must be segregated from household waste

Private households within EU Member States may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information. In some Member States when you purchase new equipment your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information

#### Equipment used in a professional/business environment

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national Procedures.

In accordance with European legislation end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal please contact your local dealer or Xerox representative for end of life take back information.

#### Contact Information

For more information on Environment, Health and Safety in relation to this Xerox product and supplies, please contact the following customer help lines.

USA and Canada: 1-800-828-6571

Europe: +44 1707 353 434

Other Countries: Please contact your local waste authority and request disposal guidance.