XEROX

Paper
guide

Xerox Nuvera
Digital Production System

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Introduction

This guide provides information for selecting, storing, and using paper in the Xerox Nuvera Digital Production System (DPS). Its goal is to help you optimize image quality, paper handling, and the overall performance of the system.

The Xerox Nuvera DPS system uses a media selection model rather than a tray selection model. There are several benefits to selecting the media such as higher productivity, less wasted stock (especially important for specialty stock), and correct output media assurance. One important factor of this model is to ensure that the stock parameters are set correctly when the paper trays are assigned. This will allow the system to function with optimal performance.

About this guide

This guide is intended for anyone involved with selecting, storing, or handling paper for the Xerox Nuvera DPS.

Contents

- Chapter 1. Selecting stock for the Xerox Nuvera DPS tells you which types of stock are recommended for Xerox Nuvera DPS, describes paper properties that affect xerographic color images and paper handling, and provides guidelines for ordering papers.

- Chapter 2. Managing your paper supply describes how to check paper for defects, handle paper properly, control moisture in paper and condition paper before printing.

- Chapter 3. Tips by stock type provides general tips for running all stocks in the Xerox Nuvera DPS and tips for using specific types of paper and specialty stocks.

- Chapter 4. Special features for running stocks describes Xerox Nuvera DPS features that can be used to enhance image quality on specific stock types.

- Chapter 5. About Xerox papers describes Xerox papers that are recommended for use with the Xerox Nuvera DPS, how to access paper information online, and how to order Xerox papers.

- Appendix A. Converting paper weight from pounds to gsm provides a table and instructions for converting paper weights.

- Appendix B. Printing with tabs, provides information and procedures for printing tab jobs on the Xerox Nuvera DPS.

- Appendix C. Managing the Feeder, provides information and procedures for performing feeder functions on the Xerox Nuvera DPS.

- Appendix D. Managing the Finisher Transport Module and Stacker, provides information and procedures for performing finisher functions on the Xerox Nuvera DPS.

- Appendix E. Managing the Stock Library, provides information and procedures for maintaining the Stock Library on the Xerox Nuvera DPS.

Typographical Conventions

This guide uses the following conventions:

- Press *<Key>*- Within procedures, the names of keys to be pressed are enclosed in angle brackets. The name of the key should be as it appears on the customer's keyboard. For example, Press *<Esc>*.

- Select **[option]** - Within procedures, the term "select" can represent various methods of launching a feature; the option to be selected is enclosed in square brackets.

  – To open a drop-down menu, move the cursor to the menu name or to the drop-down arrow and press the left mouse button once. For example, select **[System]**.

  – To choose a menu item, move the cursor to the item, press the left mouse button to highlight the item, then release the left mouse button. For example, select **[Logon]**.

  – To choose an icon or row and open the associated window, move the cursor to the item and double click. For example, select **[Paper Trays]** on Printer Manager window to open the next level window.

*NOTE: The statement "Open object" denotes the same action; that is, select **[object]** and double click.*

  – To perform a drag and drop select operation, move the cursor to the drag target and press and hold the left mouse button. Move the cursor to the desired drop location and release the left mouse button. For example, select **[source]** and drop it on **[target**].

- Select **[option: option]** - Multiple options are separated by a colon, with the name of the drop-down menu appearing first, followed by the menu item name. For example, select **[System: Logon]**.

- **bold** - Within procedures, text and numbers that you type are shown in boldface. Type text exactly as it appears (without the boldface).

- For example, type **blue** in the text field.

- Enter **bold** - Within procedures, the two-step process of typing data and pressing *<Enter>*. For example, enter **y**.

- *replace text* - Variable information is lower case italicized text; replace the text with the actual value. For example, type *name* in the text field.

- *Document title* - Document and chapter names are shown in italics. For example, the *Xerox Nuvera DPS Paper Guide*.

- In a Portable Document Format (PDF) file displayed on a workstation, blue text identifies a link to other information in the file. Select the specified text to activate the link. For example, refer to Typographical Conventions in this guide.

  In a hard copy version of the PDF file, the link is printed as non-black text. Locate the section title, table, etc. in your document.

NOTE: This icon identifies notes. A note is a paragraph (separate from the body text) containing related information that merits emphasis.

KEY POINT: This icon identifies timesaving information or a hint that may help the user to perform a task.

1. This icon identifies the start of the procedure.

CAUTION: A caution indicates that damage or destruction to hardware, software, or your data could occur if an operating or maintenance procedure, practice, or condition is not strictly observed.

WARNING: A warning indicates that an injury or loss of life may occur if an operating or maintenance procedure, practice, or condition is not strictly observed.

Related resources

- *Online help* on the production system user interface

- *Xerox Nuvera DPS Getting Started Guide* online

- *Xerox Nuvera DPS User Guide and Training Aid* CD or http://ww.xerox.com.

- *Online help* on the DocuSP Controller

1. Selecting stock for the Xerox Nuvera DPS

There are many factors you must consider when selecting stocks for the Xerox Nuvera DPS. This chapter will help you choose stocks that will optimize image quality and paper handling.

Stock size and weight ranges

Table 1-1. indicates the minimum and maximum paper sizes in inches and millimeters.

Table 1-1. Paper size range

Measurement	Minimum	Maximum
Size in inches	5.5 x 8.27	12.6 x 18.5
Size in millimeters	140 x 210	320 x 470

The 4-tray feed module trays hold varying sizes of papers. Trays 1 and 2 can hold paper 5.5x8.27 inches (140x210 mm) up to 9.0x 12.6 inches (228x320 mm). Trays 3 and 4 can hold 7.2x8.0 inches (183x203 mm) up to 12.6x18.5 inches (320x470 mm).

The 2-tray feed module tray can hold 7.2x8.0 inches (183x203 mm) up to 12.6x18.5 inches (320x470 mm).

Table 1-2. indicates the minimum and maximum paper weights in pounds and grams per meter squared.

The Xerox Nuvera DPS expresses all paper weights in grams per meter squared (gsm).

Table 1-2. Paper weight range

Measurement	Minimum	Maximum
Weight in pounds	16 pound bond 40 pound uncoated offset 100 pound coated offset	80 pound cover 110 pound index
Weight in grams per meter squared	56 gsm bond 56 gsm uncoated offset 140 gsm C2S coated 160 gsm C1S coated	220 gsm

Refer to Appendix A, Converting paper weight from pounds to gsm, for paper weight conversion information.

Recommended stocks

Stocks that are recommended for use with the Xerox Nuvera DPS have been categorized as Best, Better or Good.

A broad range of stocks has been tested on Xerox Nuvera DPS for image quality. Table 1-3. defines image quality as Best, Better, and Good and lists general types of stock within each category.

Image quality is greatly influenced by paper surface texture.

Table 1-3. Image quality performance categories

Performance Category	Image Quality	Stock Types
Best	The best possible image quality for this system. Very similar to offset print quality.	• Cast coated / coated stocks • Some highly calendared / very smooth uncoated stocks
Better	Image quality is slightly lower than Best due to sheet topography (paper finish).	• Most uncoated stocks designed for laser and offset printing
Good	Adequate image quality due to sheet topography.	• Uncoated stocks with rough finishes (linen, wove, etc.) • Specialty medias (paper backed transparencies, etc.)

The Stock Library and Media Compatibility Guide

The Xerox Nuvera DPS Stock Library contains the paper-related information that is maintained by the system operator at the production system interface.

The operator assigns stocks from the Stock Library to individual paper trays, which makes the stock information available to each system module (feeders, print engine, stackers). The modules can then adjust their settings for optimum performance as needed.

The Media Compatibility Guide is a list of stocks that have been approved by Xerox for use with the Xerox Nuvera DPS.

Refer to the following web site for the PDF version of the Xerox Nuvera DPS Media Compatibility Guide (when available).

http://www.xerox.com

NOTE: *If you wish to run a stock that is not on the Media Compatibility Guide, test a small amount before making a large purchase.*

Stocks that should not be used

The following stocks are not supported by Xerox Nuvera DPS.

CAUTION: Using materials that do not meet the specified requirements of the Xerox Nuvera DPS may result in increased paper jams, poor image quality, excessive service calls, and press damage.

The stocks in Table 1-4. should not be run on a Xerox Nuvera DPS.

Table 1-4. Stocks that should not be run on a Xerox Nuvera DPS

Stock Type	Possible Press Damage	Poor Performance
Highly conductive papers, such as foil-backed papers	Possible electrical damage to press	Image quality defects
Films with melting points at or below 437°F (225°C)	Melting in the fuser	
Papers with high moisture content		Poor image quality and unacceptable jam rate
Papers containing talc or plasticizer		Poor image quality, poor paper handling and press contamination
Preprinted sheets printed with non-laser compatible inks or inks that are not sufficiently cured (refer to Preprinted paper section in chapter 3)		Poor image quality, poor paper handling and press contamination
Preprinted sheets that were dried with offset drying powder		Poor image quality, poor paper handling and press contamination
Windowed Stock		Unacceptable jam rate
Window Clings		Unacceptable jam rate
ID cards		Unacceptable jam rate

NOTE: Some paper properties are not included in the supplier's paper specifications. Order papers with guaranteed performance from vendors with stringent quality assurance programs. Vendors' specifications should prohibit the use of talc and plasticizer.

Ordering guidelines for paper

Follow these general guidelines when ordering paper:

- Check the following web site for the most recent list of papers that have been tested for use with Xerox Nuvera DPS:

  http://www.xerox.com

- Call Xerox Supplies: for information about papers that are not on the Xerox Nuvera DPS Media Compatibility Guide.
- -In the U.S., call 1-800-822-2200
- -In Canada call1-800-668-0199
- -In Europe, call the Xerox Supplies phone number for your country
- Order high quality papers to optimize print quality and productivity, and to minimize the amount of paper waste.
- Test a small amount of a new paper in your Xerox Nuvera DPS before ordering a large quantity.
- Order paper with guaranteed performance from vendors with stringent quality assurance programs.
- Order papers that have been manufactured for xerographic / laser imaging. Paper mills now offer a wide variety of papers that can be used with digital color presses.
- Ensure your carefully selected papers are packaged properly. Ask your supplier to:
  - Package reams in moisture-proof wrappers.
  - Package folio sheets in strong, moisture-proof cartons with sealed lids.
  - Reinforce paper stacks with chipboard on top and bottom to prevent damage during shipping.
  - Protect paper stacks with shrink wrapping, which must be applied carefully to prevent bending the edges of the stack.

Paper properties that affect xerographic images

Choosing the right paper calls for a strong knowledge of paper characteristics and how they relate to the specific print technology.

Your Xerox Nuvera DPS uses dry ink, which is a very fine powder. The following paper properties interact with the dry ink to determine the quality of images.

Brightness

A paper's ability to reflect light is called brightness. Brighter papers produce images with higher contrast.

Be aware that some artificial brighteners can reflect colors unevenly. A bright blue-white paper may reflect more blue and less red and green, which affects how the eye perceives the paper color.

As a general rule, use brighter papers when printing documents with photographs, halftone images, or complex graphics.

NOTE: Blue-white papers contain ultra-violet (UV) brighteners that break down over time when exposed to UV light. As UV brighteners break down, the paper shade may change from bright white to a warm white (yellow cast). UV light exists naturally indoors and outdoors.

Finish / Smoothness

Finish is the smoothness or roughness of a paper's surface. Paper is processed to have a specific type of finish, ranging from very smooth to highly textured.

Finish can significantly impact image quality. If paper is too rough, light patches and graininess appear in solid areas. Halftone images also appear grainy. Dry ink does not fuse properly to extremely rough paper, which causes deletions where the ink rubs or flakes off.

Smooth and coated papers produce sharp images because they reflect light more directly than rougher papers. Use smooth or coated papers for proper dry ink transfer, to ensure the best color density and image detail, and to increase the appearance of glossiness. Using a highly calendered / very smooth paper is especially important when printing fine lines and detailed images.

A solid black on a cast coated sheet appears as though it has been coated or varnished.

Stock coating categories for Xerox Nuvera DPS

Coatings can be applied to papers to increase smoothness.

When coated media are entered into the Stock Library, the coating type must be set to gloss, high-gloss, semi-gloss, satin, or matte.

Table 1-5. provides descriptions of the coating types.

Table 1-5. Stock Library coating categories

Stock Library coating types	Common names / descriptions (supplied by the paper manufacturer)	Gloss range (% reflectance)
High gloss	Cast, Chrome coated, C1S/C2S, cast coated, and any other high gloss special process media	Gloss range = 80+
Gloss	Gloss, Enamel, Art	Gloss range = 50 to 80
Semi-gloss	Dull, Silk	Gloss range = 35 to 50
Satin	Satin, Velvet	Gloss range = 23 to 35
Matte	Matte, Reply card	Gloss range = 10 to 25

The gloss ranges in Table 1-5. are measured at a 75 degree angle with the TAPPI test method T 480. Gloss ranges are not rigidly fixed, which accounts for the slight overlap in values.

You can normally use the name or description of the finish, which is supplied by the manufacturer, to determine the coating type. Paper mills may not be consistent in how they describe stock coatings.

Formation

Formation is the distribution of fibers in paper. Fibers should be distributed evenly throughout the sheet. Although formation is not included in the manufacturer's specifications, you can check it by holding a sheet up to a light. If the sheet looks even throughout, it has good formation. If you see uneven light and dark areas, formation is poor.

Good formation is especially important when documents include halftone images of photographs or high ink coverage. Halftone images appear sharper on paper with good formation. Solid images can appear uneven or spotty when printed on paper with poor formation.

Impurities

Impurities in the papermaking process can leave tiny specks in some stocks. The specks can appear as marks or spots in printed images, especially in high resolution images, fine type and fine lines.

Impurities in recycled papers consist of inks and adhesives (from window envelopes, stick-on notes, labels, etc.), which are difficult to remove during the recycling process.

Use high quality non-recycled papers when the best image quality is required.

Opacity

Opacity refers to the ability of a printed image to show through from the opposite side of a sheet or from another sheet below it. Opacity increases as the weight of the sheet increases. Fillers are also added to paper during the manufacturing process to increase opacity.

Opacity is measured according to how much light a sheet blocks and is expressed as a percentage between 0 and 100. Most papers fall in the 80 to 90% range, however, an opacity of 98% will prevent a printed image from showing through on the opposite side of the sheet.

Choose paper with high opacity when printing on both sides of the paper or when heavy dry ink coverage will be applied.

Shade

Shade is the color of the paper. Paper shade may change the colors of printed images because dry ink is applied in dot patterns that allow the paper shade to show through.

The color of the paper (white, pink, buff etc.) must be specified in the Xerox Nuvera DPS Stock Library.

When choosing paper color:

• Remember that paper shades can vary significantly among brands.

Electrical properties and image quality

Resistivity is the resistance to direct current between the two sides of a sheet of paper. The electrical properties of paper are important because a sheet must be able to attract dry ink during the xerographic process.

If a stock's resistivity is excessively high or low, the printed image may be too light and deletions may occur.

Paper properties that affect paper handling

The following paper properties affect how well the production system runs. You can maximize the productivity of your press by choosing high quality papers and managing the moisture content.

Moisture content

Paper must be manufactured with the proper moisture content for printing.

Proper moisture level can be maintained by purchasing paper in moisture-proof packaging and leaving it in its original packaging until you are ready to use it.

For more information, refer to the Ordering guidelines for paper and Electrical properties and paper handling sections of this guide.

Grain

During the paper making process, most of the paper fibers align parallel to each other. When sheets are cut, they are either grain-long (fibers are parallel to the longer dimension of the sheet) or grain-short (fibers are parallel to the shorter dimension of the sheet).

Grain is an important consideration when sheets will be folded. Xerox recommends using paper that will allow you to fold with the grain. Folding printed sheets against the grain will cause paper and paper coating to crack and reveal more of the paper color at the fold.

The grain direction may be specified on the paper packaging.

• Some manufacturers add the words "long" or "short" to the label to indicate paper grain.

• *LG* and *SG* are common abbreviations for *long grain* and *short grain*.

  – In Europe, A3SG indicates A3 size paper with short grain.

  – A4LG indicates A4 size paper with long grain.

• Most manufacturers in North America underline the paper dimension that corresponds to the grain.

• It is also common in North America to write the grain dimension as the second of the two dimensions (*dimension* x *grain dimension*).

Grain direction is also important when using lightweight and heavyweight papers. Load lightweight papers into paper trays with the grain parallel to the front (outboard) edge of the tray to increase stiffness. Load heavyweight papers with the grain parallel to the lead (left side) edge of the tray so it will bend easier as it moves through the system. Load middleweight papers with the grain in either direction. The weight ranges for the Xerox Nuvera DPS are displayed in Table 1-6.

Table 1-6. Paper weight ranges

Paper type	Weight range in gsm
Normal (Light) weight	56 to 84 gsm uncoated bond 56 to 84 gsm uncoated offset
Medium weight	85 to 105 gsm uncoated
Heavy weight	106 to 220 gsm uncoated 140 to 220 gsm coated

Determining grain direction

One way to determine the grain is to fold a sheet of paper lengthwise, then make a crosswise fold. Cross-grain folds tend to be more rough and cracked as shown in Figure 1-1..

Figure 1-1. Fold with and against grain
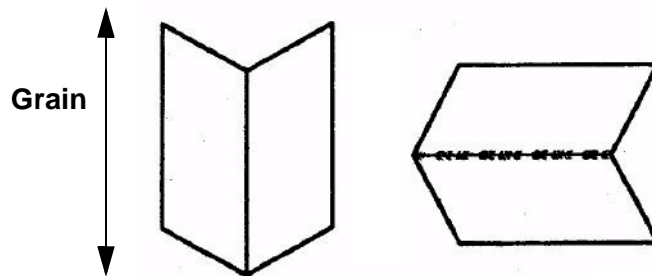
Grain

Another method you can use to determine the grain direction is to tear a sheet. Paper always tears straighter with the grain.

Figure 1-2. Tear with and against grain
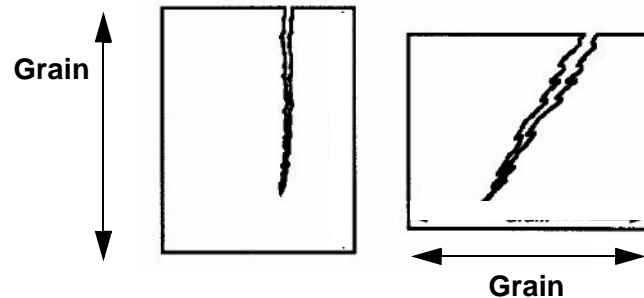
Grain

Grain

You can also allow 4 inches (100 millimeters) of the short edge of a sheet and 4 inches (100 millimeters) of the long edge of a sheet hang over the edge of a table as seen in Figure 1-3.. The sheet hangs lower (bends more) with the grain parallel to the table edge.

Figure 1-3. Hangs lower with grain
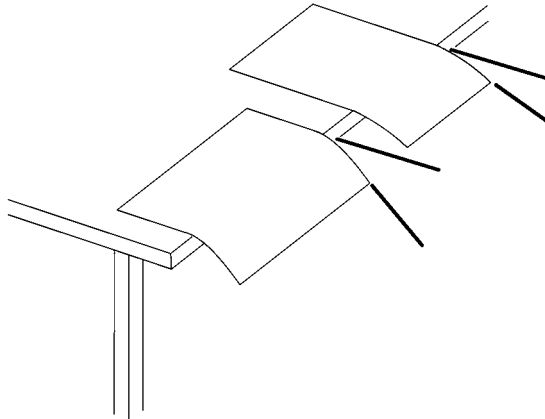
Cut quality

The accuracy of the sheet cutting process affects paper handling and image quality.

When paper is cut with a dull blade, edges stick together to form "edge welds," which cause paper jams and excess paper dust in the press. Paper dust is also created when folio sheets are cut from the roll. A good paper mill takes steps to remove dust from paper before wrapping it.

Loose fibers on the edges of cut sheets can lead to press contamination and visible fibers within printed images.

If the cut is not exactly square, skewing, jams, and stacking problems can occur. Image quality defects also occur due to misregistration in the paper path.

Slight variations in sheet cut size can also cause sheet to sheet registration problems in bindery operations.

In-house trimming and paper cutting

Xerox recommends the use of pre-cut paper in the Xerox Nuvera DPS.

KEY POINT: If you must cut sheets before printing, an in-house maintenance program that ensures knives are kept sharp and dust is removed with a vacuum or air system will be key in achieving good results**.** Failure to do so could result in excessive downtime and service calls.

If a custom cut is required, it is recommended that you use a rotary slitter.

Xerox recommends trimming sheets after printing has been

finalized to prevent the generation of paper dust and press contamination issues.

Surface strength

Fibers, additives, and coatings can rub off of sheets as they are pulled through drive rollers.   Papers with good surface strength shed fewer fibers and particles, which helps prevent the production system from becoming contaminated over time. System contamination causes jamming throughout the production system, image quality problems, and fuser wraps (fuser agent becomes contaminated).

Electrical properties and paper handling

Paper naturally resists electrical current, which can lead to static build-up between sheets. Static can cause multifeeds, jams, and stacking problems.

To obtain proper resistivity, paper manufacturers add salt and other materials during the paper manufacturing process. They also pack paper in moisture-proof packaging to maintain resistivity.

For best performance, choose paper with low resistivity, and observe the storage guidelines in Chapter 2, Managing your paper supply.

2. Managing your paper supply

Paper is a large investment in any printing operation. As with any other investment, managing it well will ensure the greatest possible returns.

Managing your paper supply includes:

- Checking paper that is shipped to you for defects

- Handling and storing paper properly to prevent damage

- Controlling moisture in paper to optimize its performance in the press

- Conditioning paper to the print room temperature before printing

- Using proper paper tray loading techniques

The following guidelines will help you manage your paper supply and allow you to maximize:

- **Productivity** - Your Xerox Nuvera DPS will run with fewer problems.

- **Quality** - Your finished product will look better.

- **Profit** - You will reduce the amount of paper waste.

Checking paper for defects

CAUTION: Return all defective paper to the supplier to prevent machine contamination, image quality defects, jams and misfeeds.

Never attempt to use paper that is defective in any way. Check all paper that is shipped to you for the following defects:

- Carton damage - Paper can become damaged if cartons are dropped, thrown, or struck with a fork lift. Cartons can also become damaged from water. Damaged paper can cause jams, even when the damage is not immediately visible.

- Open ream wrappers - Moisture-proof wrappers may open due to mishandling or defective packaging. Paper that has gained or lost moisture can lead to paper handling and image quality problems.

- Paper dust, dirt particles, bits of paper, wrapper glue, fillers, or other materials used in paper production - Paper must be free of dirt and manufacturing by-products to run reliably and produce good image quality.

- Edge welds (edges stuck together) - If edge welds are present, the paper was not cut properly and will jam in the press.
- Creased, wrinkled, torn, or folded sheets - Sheets must be intact and perfectly flat to run reliably.
- Drilled paper that does not separate easily, or has paper plugs left in the holes - Drilled paper must be drilled cleanly to run reliably in the system.
- Dust or chaff in perforated papers, or areas around perforations that are not flat - Perforated papers should be free of paper dust and chaff (bits of paper), which can contaminate the system. The bulge beneath the perforations should be flattened as much as possible to avoid paper jams and image quality problems.

Handling paper

Even the best papers can be rendered useless by improper handling. Paper damage, caused by poor handling, may not be apparent until feeding or image quality problems occur.

Protect your paper investment by following these paper handling tips:

- Never drop, throw, or strike cartons with a forklift.
- Handle individual reams gently and carefully.
- Never place a carton or ream of paper on its side or edge.
- When stacking cartons or reams, place them carefully on top of one another to avoid crushing the edges.
- Store paper on surfaces that are flat and smooth to avoid damage to the bottom sheets.
- To avoid damaging paper, never stack cartons and pallets too high. Coated papers are especially susceptible to damage due to the smooth surfaces and increased weight. Follow the guidelines in Table 2-1. when stacking cartons and pallets.

Table 2-1. Stacking limits

Items to be stacked	Coated Paper	Uncoated Paper
Maximum number of Cartons	3	5
Maximum number of Pallets	Do not stack	2

Paper and moisture

Paper fibers expand or contract with changes in humidity.

Changes in moisture content can cause paper to deform, change dimensions, or change in stiffness.

Problems caused by moisture

Excess moisture in paper can cause:

- Jams, deletions, and/or wrinkles due to sheets with wavy edges
- Jams due to paper curl
- Misfeeds or multi-sheet feeds, especially with coated stocks
- Mottle (spotty or uneven images)
- Jams due to sheets becoming less rigid and bunching up in the paper path
- Deletions and/or lighter images because excessively high or low resistivity makes paper less able to attract dry ink
- Water marks on sheets due to condensation
- Image quality problems and machine contamination due to coating rubbing off of paper

Low moisture in paper can cause:

- Jams due to static electricity
- Misfeeds or multi-sheet feeds
- Deletions and/or wrinkles due to sheets with tight edges (edges shrink and curl slightly)
- Poor dry ink transfer (small deletions and uneven density)
- Folds and jams due to paper being too stiff

A change in paper dimension due to moisture can cause misregistration, especially with duplex printing.

Controlling moisture in paper

Follow these guidelines to prevent moisture-related problems:

- Store paper on pallets, on shelves, or in cabinets. Cartons can absorb extra moisture if placed on the floor.
- Store paper in a climate controlled room, if possible. Most air conditioning systems provide a good mix of temperature and humidity. Paper will perform **best** if the storage area is between 68° and 76°F (20° and 24°C) with 35 to 55% relative humidity.

NOTE: If there is a large amount of foot traffic in the paper storage room, the environmental control system may not be able to maintain the proper humidity level. Periodically check the humidity with an accurate humidity measuring device and adjust it up or down as needed.

- If an air conditioned room is not available, choose an area that is protected from extreme temperatures and humidity. Never store paper in temperatures below 50°F (10°C) or above 90°F (32°C). Relative humidity should never be below 15% or above 85%.

- Maintain print room relative humidity between 15 and 85%.

- Coated and specialty stocks are more sensitive to moisture than uncoated papers and should not be stored or used in environments exceeding 65% relative humidity, if at all possible.

- Leave reams and cartons unopened until you are ready to load the paper into the press. Ream wrappers and cartons are designed to protect paper from moisture. Ream wrappers have an internal moisture barrier that guards against moisture exchange. Once the wrapper is opened, the protective barrier is gone.

- If paper edges appear wavy or tight, return the paper to the supplier, or try changing the humidity in small increments (5 to 10%) and allowing the paper to rest in small stacks for several hours between changes.

Figure 2-1. Wavy and tight edges
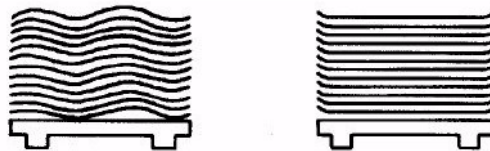
- Follow any special instructions given by the paper mill or vendor.

- If you must use paper from an open, unsealed ream, take sheets from the center of the ream.

- Place opened paper in plastic bags or moisture-proof containers.

Using storage bags for unused paper

Paper that has been unwrapped and not used, such as paper left over at the end of a shift, should be repackaged or protected with a moisture proof wrapper or plastic bag.

To help protect unwrapped paper, three storage bag kits are available for purchase from Xerox.

- Small bag kit - 20 small size plastic bags and instructions for storing 8.5 x 11 inch (A4) and 8.5 x 14 inch stocks.

  Part number 604K17520

- Medium bag kit - 20 medium size plastic bags and instructions for storing 11 x 17 inch (A3) and 12 x 18 inch (A3+) stock

  Part number 604K17510

- Large bag kit - 20 large plastic bags and instructions for storing oversize stocks up to 14.33 x 20.5 inches (364 x 520 millimeters).

  Part number 604K17500

For ease of handling and to minimize handling damage, each bag holds about 2 inches (50 millimeters) of paper.

According to the kit directions, information identifying the stock is written on a heavyweight sheet of paper, which is then wrapped around one side of the stack to act as a protective sleeve. The stock is grasped at the sleeve end and slid into a storage bag. A flap, at the bag opening, is folded snugly over the stack to remove air from the bag. The bagged stock is then flipped over so the weight of the stock will keep the bag closed.

In addition to protecting paper from high and low humidity, the bags reduce or eliminate airborne fibers and debris that typically accumulate on unwrapped paper. Running paper with airborne debris may cause steaks on prints due to press contamination.

Weekend shutdown

The system room environment should be kept within the temperature and relative humidity operating limits, which are identified in Table 2-2.

Table 2-2. Environmental limits

Environmental Condition	Operating Limits
Temperature range	50° to 90°F 10° to 32°C
Relative humidity range	15% to 85% uncoated paper 15% to 85% coated paper

NOTE: If the environment drifts outside of the operating limits while the press is shut down, image quality will be degraded upon startup and until the environment within the press becomes stabilized. Paper that was left in the paper trays may need to be replaced with fresh paper.

For weekend shutdown:

- Shut down the press by following the Powering Off the System procedure in the Xerox Nuvera DPS User Guide and Training Aid online.

- Start up the production system by following the *Powering On the Xerox Nuvera* procedure in the *Xerox Nuvera DPS User Guide and Training Aid* online.

Conditioning paper to the printing environment

When paper is moved from a storage area to a print room, it must be conditioned to the print room temperature before it is used.

Conditioning means allowing the paper to stand, **unopened**, in the print room until its temperature matches the temperature of the print room.

NOTE: Properly conditioning paper is the most important thing you can do to improve paper handling.

Jamming, due to paper curl, and degraded image quality, due to paper expansion, are common problems when paper is not adequately conditioned.

The times in Table 2-3. should be considered minimum conditioning times and must be followed to obtain optimum performance.

Table 2-3. Paper conditioning times

Type of stock	Minimum conditioning times		
	Reams	Carton	Pallet
Uncoated stock	4 hours	24 hours	72 hours
Coated and specialty stocks (labels, envelopes, films, etc.)	24 hours	72 hours	
Transparencies	4 hours	24 hours	

Conditioning can be accelerated by removing the reams from the cartons - but never open the reams until you are ready to print.

Loading paper into feeder trays

For the best possible paper handling and image quality, you must use proper techniques when loading paper into feeder trays.

Each feeder tray has a stock loading label (Figure 2-2. and Figure 2-3.) that is visible when the tray is opened. Refer to the label for help in loading different sizes and types of stock. Also refer to Chapter 3, Tips by stock type, for tips on loading specific types of stock.

Figure 2-2. Stock Loading Label for Trays 1 and 2
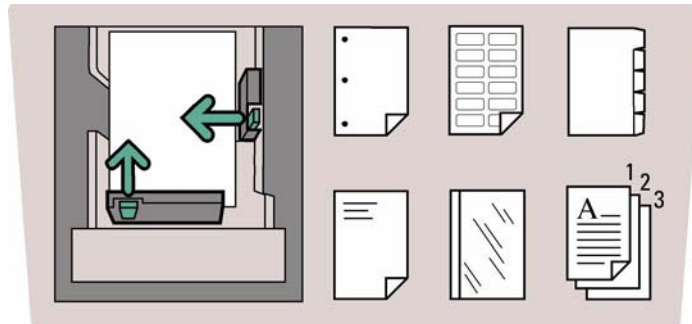
Figure 2-3. Stock Loading Label for Trays 3 and 4
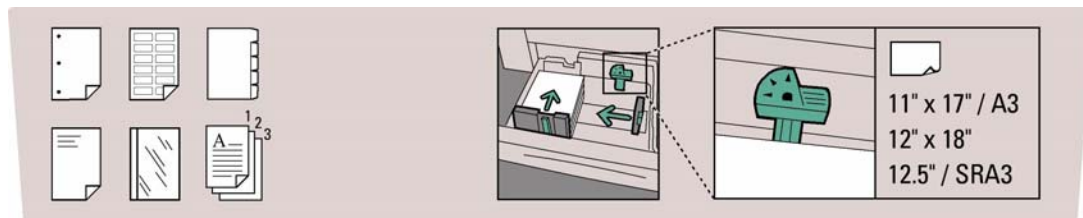
The following are general stock loading tips:

- Never open reams or cartons of paper until you are ready to load the paper into a feeder tray. Reams and cartons provide a barrier to moisture, which ensures proper paper handling and image quality.

- The stock that you load into a feeder tray must match the tray programming. The tray can be programmed prior to loading the paper, or the paper can be loaded first and the tray programmed later. Refer to the Configuring Paper Stocks and Tray Settings section in the Xerox Nuvera DPS User Guide and Training Aid online.

*NOTE: 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.*

- Inside the feeder tray, move the paper guides away from the stack before adding or removing stock. This will help you prevent damage to the guides and the paper.

- Adjust the side and trail edge guides snug against the stack after loading the first ream of paper then fill the remainder of the tray.

- Ensure the finger of the stack height sensor is free and rests above the top of the stack.

- Loading papers of varying types and weights may warrant manual adjustment of the decurler mechanism. Refer to the Adjusting the Decurler section in the Xerox Nuvera DPS User

Guide and Training Aid online.

- To avoid placing handling dings (dents) on sheets, you may need to fan the paper after it is loaded in the feed tray.

  – Fanning may improve performance if paper is poorly cut.

- If the paper packaging does not specify a paper loading direction, load paper into the tray with the curl side down.

To determine the curl side of the paper, hold a 1/2 inch (13mm) stack between your thumb and first finger by the short edge and allow the paper to hang freely. The long edges will curl slightly toward the center of the stack as shown in Figure 2-4..

Figure 2-4. Determining paper curl
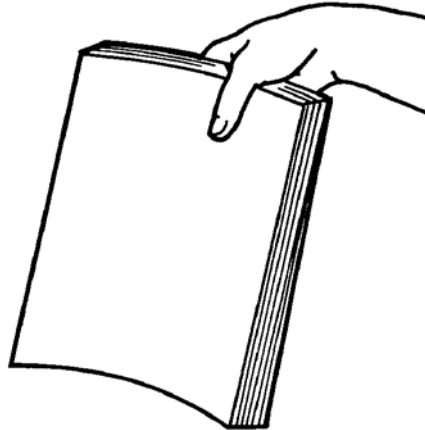
- Place paper gently into the feeder tray. Handle large size stocks in partial reams to prevent leaving handling dents on sheets. Handling dents are small creases on the paper surface or coating, which can cause deletions in the printed image.

- Stack paper into the tray in a **uniform stack** so that **all** sheets are touching the lead edge (left side) of the tray and are roughly centered front to back.

- Never stack paper above the maximum mark, which is on the right, rear paper guide. Tray capacities (based on 20 pound bond (75 gsm) paper) are:

4-tray feed module

- -Tray 1:up to1600 sheets

- -Tray 2:up to 3100 sheets

- -Trays 3 and 4: up to 550 sheets each.

2-tray feed module

- -Trays 1 and 2: up to 1,600 sheets each.

- After all of the paper has been placed into the tray, adjust the paper guides so they are touching the stack.

NOTE: Feeding problems will occur if the paper is not stacked uniformly. Faults will occur if the paper guides are not adjusted properly.

- If a stock does not feed properly, try flipping the paper stack

over. If the problem persists, try replacing the paper in the tray with fresh paper.

- If misfeeds or multifeeds occur, open the paper tray and remove partially fed sheets. Adjust the paper stack so it is uniform and is positioned tightly against the lead (left) edge of the tray. Position the paper guides against the stack to secure it.

- If multifeeds occur during printing, leave the paper in the tray and fan the top of the stack.

  – Hold one side of the stack with one hand to prevent it from moving.

  – Gently lift the top four inches (10 centimeters) of the opposite side of the stack, then allow the sheets to gently fan back down into the tray.

Figure 2-5. Fanning the lead edge

- A special tabs guide must be installed on the trail edge paper guide before tabs can be loaded and run from a paper tray. There are two tabs guides: one is labeled A4/11" (can be put in any tray) and the other is A5/5.5" (can be put in trays 1 and 2). These tab guides are mounted on brackets or in a molded pocket that is located inside the Feed Module front door. See the instructions for installing tab guides that were included in the tabs guide kit for more information

  – When the tabs guide is installed in a paper tray, only tabbed stock equivalent to the tab guide (i.e. 9"x11" tabs with the 11" guide) should be run from the tray.

  – When loading a tray with a tabs guide, do the following to prevent damage to the trail edge paper guide:

    Move the outboard paper guide away from the stack before moving the trail edge guide away from the stack.

    Position the trail edge paper guide against the stack

before positioning the inboard paper guide.

– Always load tab stock with the tabs positioned at the trail edge.

– Use care when positioning the trail edge guide against the tabbed edge of the stock to prevent damage to the tabs.

NOTE: *Use regular collated tabs with lead edge binders like the XIM, DS5000 and BFM.*

– Refer to Appendix C, Printing with tabs, for more information.

– Refer to *Xerox Nuvera DPS User Guide and Training Aid* CD or http://www.xerox.com for more information

Inserter hints and tips

An inserter is a feeder module that is positioned between the IOT and the finishing device.

An inserter allows you to insert preprinted, blank, or other stocks into your documents. Stocks that are fed from an inserter do not pass through the fuser.

Inserter trays are loaded and programmed in the same ways that feeder trays are loaded and programmed.

Stock names

The system uses the stock name to locate stock in feeder and inserter trays. If the same stock is programmed in a feeder paper tray and an inserter paper tray, the system will choose the feeder tray over the inserter tray.

To avoid using the wrong tray, the stock can be copied and renamed with a unique name. The feeder and inserter can then be programmed with one version or the other.

Stock orientation

Load inserter trays as you load feeder trays. Refer to the label in the tray for help with orienting your stocks in the tray.

The Xerox Nuvera DPS will allow you to stack printed jobs face up or face down. The default is to print jobs face down, which is the recommended orientation when using an inserter. If a job is printed face up, sheets fed from the inserter may be oriented incorrectly.

When printing from feeder **and** inserter trays, pay special attention

to stock orientation.

Paper handling

Xerox has tested a wide variety of stocks for use with an inserter.

- Regular stocks feed well from inserter trays.

- Many specialty stocks, such as tabs, transparencies, business cards, and trifold brochures can be fed successfully from an inserter.

3. Tips by stock type

This chapter offers tips for running common types of stock in your Xerox Nuvera DPS. Tips that apply to all stocks appear first (Table 3-1.) and are followed by tips for specific types of stocks. The following stock types are a combination of:

- Stock attributes
- Specialty stocks
- Stock grades (used in North American only)

NOTE: Stocks are divided into grades according to their end use, method of printing, and pulp content. Paper grades may not be consistent among paper manufacturers and vendors.

The stock types covered in this section include:

- All stocks (Tips that apply to all stocks)
- Bond (56 to 158 gsm)
- Bristol (147 to 220 gsm)
- Carbonless
- Cover coated (140 to 220 gsm)
- Cover uncoated (106 to 220 gsm)
- Drilled paper
- Envelopes
- Heavyweight coated (140 to 216 gsm)
- Heavyweight uncoated (106 to 220 gsm) Index (130 to 220 gsm)
- Labels
- Light uncoated (56 to 84 gsm)
- Middleweight uncoated (91 to 105 gsm)
- Perforated paper
- Preprinted paper
- Recycled paper
- Scored paper
- Synthetic papers and plastics
- Tabs
- Transparencies

The following subheadings appear in the stock type tables.

- **Description** - A brief description of the type of stock
- **Selection tips** — Stock properties to consider when selecting and ordering the stock
- **Storage tips** — Any special guidelines for storing the stock
- **Usage tips** — Any special guidelines for loading and running the stock

Tips that apply to all stocks

Table 3-1. All stocks

Selection tips	• Before ordering stock, check the latest Xerox Nuvera DPS Media Compatibility Guide. • If you wish to run a paper that has not been recommended by Xerox, test a small quantity before making a large purchase.
Storage tips	Refer to the Chapter 2, Managing your paper supply, section on controlling moisture in paper.

Usage tips	• To prevent leaving handling dents on sheets, handle stocks gently when loading feeder trays.
	• To prevent damaging large size papers, handle partial reams only.
	• Stock that is cut unevenly may require fanning to improve performance.
	• If multifeeds occur, leave the stock in the tray and fan the lead and trail edges of the stack.
	  – Gently hold one side (lead or trail) of the stack to keep it from moving.
	  – Gently lift the top four inches (10 centimeters) of the opposite side of the stack, then allow the sheets to gently fan back down into the tray.
	• If the paper packaging does not indicate a paper loading direction, load paper with the curl side down.
	• If jammed sheets exhibit damaged or folded lead edges, check the unloaded (stored) paper from the same shipment to see if the paper is defective.

Bond (56 to 158 gsm)

Table 3-2. Bond (56 to 158 gsm)

Description	Bond papers are commonly used for letterheads, stationary, and business forms. Properties include whiteness, uniform finish, durability, and good formation. Bond papers accept ink readily and are easily erased.
Selection tips	Select a smooth paper with good formation for best image quality
Storage tips	Follow general guidelines in Chapter 2, Managing your paper supply.
Usage tips	Follow general usage tips in Table 3-1.

Bristol (147 to 220 gsm)

Table 3-3. Bristol (147 to 220 gsm)

Description	Solid or laminated heavyweight printing papers.
Selection tips	Select paper with a smooth finish for best image quality.
Storage tips	Follow general guidelines in Chapter 2, Managing your paper supply.
Usage tips	If imaged sheets will be folded, place the image so the fold will be with the grain.

Carbonless

Table 3-4. Carbonless

Description	A paper with an impact-sensitive coating that is used to produce multiple copies.
Selection tips	For best results, select paper that was designed for laser compatibility.
Storage tips	Follow general guidelines in Chapter 2, Managing your paper supply.
Usage tips	• When N-1 output is selected, load in reverse order • Carbonless paper should be run in simplex mode only • Carbonless paper may cause additional contamination of paper path rolls which can result in skew and paper jams. Additional cleaning time may be required by the CSE during service depending on the percentage of carbonless stock run versus non-carbonless stock

Cover coated (140 to 220 gsm)

Table 3-5. Cover coated (140 to 220 gsm)

Description	Coated, stiff papers that are commonly used for book covers, catalogs, brochures, folders, and greeting cards. Usually coated on both sides with either a glossy or dull finish. Properties include good image quality, folding qualities, and durability.
Selection tips	For best results, select paper that was designed for laser compatibility.
Storage tips	Handle with care. Coating increases weight and susceptibility to damage.
Usage tips	• When printing on C1S (coated on one side) cover, load the stock with the coated side facing up. • When printing on C1S cover, ensure that it is at least 160 gsm

Cover uncoated (106 to 220 gsm)

Table 3-6. Cover uncoated (106 to 220 gsm)

Description	Uncoated, stiff papers that are commonly used for book covers, catalogs, brochures, folders and greeting cards. Uncoated cover papers often match the color and finish of corresponding text papers.
Selection tips	For best results, select paper that was designed for laser compatibility.
Storage tips	Follow general guidelines in Chapter 2, Managing your paper supply.
Usage tips	Follow general usage tips in Table 3-1..

Drilled paper

Table 3-7. Drilled paper

Description	Drilled paper has two or more holes along one edge so it can be placed in a ring binder or spiral bound. A plastic reinforcement strip is placed on the drilled edge of some papers to prevent tearing from the holes.
Selection tips	• Most drilled papers with common hole patterns will run reliably. Common hole patterns include, 3-hole standard, 7-hole, European din 4-hole, Swedish 4-hole, Norwegian 6-hole. • Some hole configurations, especially holes that are close to the edge of the sheet, will cause frequent jams. Test a small quantity before making a large purchase. • Sheets should not stick together at the holes (hole welding caused by a dull drill). • Paper plugs should not be present in the holes. **CAUTION:** Running drilled paper containing paper plugs can damage the photoreceptor.
Storage tips	Follow general guidelines in Chapter 2, Managing your paper supply.
Usage tips	• Load drilled paper with the holes on the lead edge (left side) of the paper tray. Paper handling will be best when holes are loaded at the trail edge. *NOTE: When feeding tab stock and drilled stock in the same job, the drilled stock must be loaded with the holes on the leading edge, not the trail edge, so that the stock orientation is the same as for the tab stock.* • Load reinforced paper with the plastic strip facing down.

Envelopes

Table 3-8. Envelopes

Description	Envelopes are specialty stocks that have a flap for mailing documents.
Selection tips	• Booklet Envelopes: Use only 6"x9", 9"x12", C5 (162x229mm), or 220x312mm sized envelopes • Catalog Envelopes: Use only 6"x9", 7"x10", C5 (162x229mm), or 178x254mm sized envelopes
Storage tips	Follow general guidelines in Chapter 2, Managing your paper supply.
Usage tips	• Booklet Envelopes should be loaded with the flap closed, flap down, and on the leading edge • Catalog Envelopes should be loaded with the flap open, flap down, and on the outboard edge • Only load 50 envelopes at a time to keep the stack as level as possible • Do not use envelopes with latex-based glue closures (for example, self-sealing envelopes

Heavyweight coated (140 to 220 gsm)

Table 3-9. Heavyweight coated (140 to 220 gsm)

Description	Any coated paper for use in printing that weighs 140 gsm or more. Coatings may be applied to one or both sides to enhance image quality.
Selection tips	Dry ink may not adhere well to some high-gloss, semi-gloss, and gloss coated heavyweight stocks. Test a small quantity before making a large purchase.
Storage tips	Handle with care. Coating increases weight and susceptibility to damage.
Usage tips	• Enter accurate Stock Library information. • If possible, load heavyweight papers with the grain parallel to the lead edge of the paper tray so it will bend easier as it moves through the press.

Heavyweight uncoated (106 to 220 gsm)Index (130 to 220 gsm)

Table 3-10. Heavyweight uncoated (106 to 220 gsm)

Description	Any uncoated paper for use in printing that weighs 106 gsm or more. Cover, index and bristol are common grades of heavyweight paper.
Selection tips	Select the smoothest possible sheet for best image quality.
Storage tips	Follow general guidelines in Chapter 2, Managing your paper supply.
Usage tips	• Enter accurate Stock Library information. • If possible, load heavyweight papers with the grain parallel to the lead (left) edge of the paper tray so it will bend easier as it moves through the press.

Table 3-11. Index (130 to 220 gsm)

Description	Stiff, inexpensive paper commonly used for index cards, covers, file folders and business reply cards.
Selection tips	Select the smoothest possible sheet for best image quality.
Storage tips	Follow general guidelines in Chapter 2, Managing your paper supply.
Usage tips	If folding is required, place the image so the fold will align with the paper grain.

Label stock

Table 3-12. Labels

Description	Sheets of gum-backed paper that are affixed to sheets of waxy-topped paper. The top sheet is cut into various shapes and sizes that can be peeled off of the back sheet. Printed labels are placed on objects (cartons, compact disks, videos etc.) to identify and describe the contents.
Selection tips	• For best results, select a label that was designed for laser compatibility. • When printing on large sheets of crack-and-peel label stock, the direction of the cracks impacts print quality. When the cracks run parallel to the short edge of the sheet, print quality is not affected. When the cracks run parallel to the long edge, mottling may appear around the cracks.
Storage tips	Store label stock in sealed boxes before and following printing.
Usage tips	• Load label stock in trays with the labels facing up • Only load 50 labels at a time • Run simplex mode only

Lightweight uncoated (56 to 84 gsm)

Table 3-13. Lightweight uncoated (56 to 84 gsm)

Description	Any uncoated offset paper for use in printing that weighs 56 to 84 gsm.
Selection tips	Select the stiffest stock available with good formation and high opacity. For best results, select a paper that indicates laser compatibility.
Storage tips	Protect from environmental extremes after imaging.
Usage tips	• If possible, load lightweight papers with the grain parallel to the front and back of the paper tray to increase stiffness. • Due to high moisture content, offset papers are more likely than other papers to curl and jam as they leave the fuser. Try using a heavier or stiffer offset paper if excessive jamming occurs.

Middleweight uncoated (91 to 105 gsm)

Table 3-14. Middleweight uncoated (91 to 105 gsm)

Description	Any uncoated offset paper for use in printing that weighs 85 to 105 gsm. Text paper is an example of an uncoated mainline paper.
Selection tips	• For best results, select paper that was designed for laser compatibility. • Select paper with a very smooth finish for the best image quality.
Storage tips	Protect from environmental extremes after imaging.
Usage tips	Follow general usage tips in Table 3-1.

Perforated paper

Table 3-15. Perforated paper

Description	Paper that has been laser or mechanically cut or perforated with lines of small, regularly spaced holes or slits so a sheet can be easily separated into sections. Mechanical perforations (spiked wheel or die cut) create paper dust and chaff as well as a slight bulge below the perforations that prevent dry ink from adhering properly. Laser perforations do not create dust and chaff and do not deform the paper.
Selection tips	• Select laser perforations whenever possible. • Choose perforated papers between 75 and 216 gsm. • Perforations should be created so sheets will maintain as much stiffness as possible. • Perforations should be strong enough to not tear during the printing process.

Table 3-15. Perforated paper

Storage tips	Follow general guidelines in Chapter 2, Managing your paper supply.
Usage tips	• To prevent contaminating the press, use only mechanically perforated papers that are free of paper dust and chaff. • Where possible, load with the perforation parallel to the feed direction.

Preprinted paper

NOTE: *When printing over offset inks, image permanence may be compromised.*

Table 3-16. Preprinted paper

Description	Any previously printed paper that will be printed on again. Examples of preprinted papers are forms, mailers and catalogs that will be personalized with customer names and addresses.
Selection tips	• 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.
	• Do not use papers preprinted with xerographic processes.
	• Design the preprinted image so that no ink, varnish, or aqueous coating is placed in the area to be printed on by a Xerox Nuvera. Toner adhesion can not be assured when printing over inks or varnish. If the Xerox Nuvera 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.
	• Select preprinted sheets that are free of excessive curl.
	• Select uncoated and coated papers that are laser compatible or that appear in the Media Compatibility Guide.
	• Select preprinted materials that are able to withstand:
	– Fuser temperatures of up to 437F (225 C) at 100 pounds per square inch for 29 milliseconds.
	– Exposure to fuser fluid.
	• Avoid cold set inks to prevent excessive offsetting.
	• Avoid conductive inks containing carbon blacks or metal powders.
	– Sheets will not hold sufficient electrical charge for proper dry ink transfer.
	– Paper handling problems may occur with conductive inks.
	• Test a small quantity of a preprinted paper before ordering a large quantity. However, if the guidelines provided here are not followed, results may be inconsistent.
	CAUTION: Never print on sheets that were printed with rubber-based inks or cured with a drying agent (starch, talc, or rosin powders). Machine contamination will result, causing background spotting, streaking, deposits in the fuser and/or spots on the photoreceptor.
	CAUTION: If you wish to use a preprinted paper that has not been tested by Xerox, check with your Xerox representative first. Some preprinted papers can cause production system damage.
Storage tips	Protect preprinted sheets from moisture to prevent image quality defects and feeding problems.

Table 3-16. Preprinted paper

Usage tips	- Load preprinted letterhead stock with the letterhead facing up and against the inboard (back) edge. The correct orientation is shown on the paper loading label inside the feeder tray. - If preprinted sheets are trimmed prior to being imaged on the Xerox Nuvera DPS, vacuum or brush the edges to remove debris in addition to fanning the sheets. - To avoid registration problems due to non-uniform sheet cut, use the same sheet orientation (outboard and lead edge) on the Xerox Nuvera DPS that was used on the offset press. - Preprinted sheets must be run uncollated. All sheets in a single paper tray must contain the same preprinted image.

Recycled paper

Table 3-17. Recycled paper

Description	Recycled papers contain paper that was returned from consumers for recycling. Most recycled papers are made from a combination of new pulp, waste from the paper-making process and post-consumer waste paper, which can contain adhesives and inks that are difficult to remove. Recycled papers are less uniform in content and quality than papers made entirely from virgin fibers.
Selection tips	• Xerox recycled papers that are recommended for the Xerox Nuvera DPS press offer the best paper handling performance and image quality available. They undergo extensive screening procedures to minimize the amount of inks and plastic particles. • If you want to use non-Xerox brands of recycled papers, test a small quantity before making a large purchase.
Storage tips	Follow general guidelines in Chapter 2, Managing your paper supply.
Usage tips	Impurities in recycled paper may cause spots on the photoreceptor and machine contamination.

Scored paper

Table 3-18. Scored paper

Description	Paper with a crease along a line where the paper will be folded. Commonly used for greeting cards and tri-fold brochures. Scoring helps create a smooth, crisp fold when the fold is against the grain or the job is printed on heavyweight or coated paper.
Selection tips	For best results, select a pre-scored paper that was designed for laser compatibility.
Storage tips	Follow general guidelines in Chapter 2, Managing your paper supply.
Usage tips	• Many scored papers are coated on one side. Image the coated side first.

Synthetic papers and plastics

Table 3-19. Synthetic papers and plastics

Description	Sheets made without plant fibers that resemble paper. Most synthetic sheets are made from thermoplastic materials.
Selection tips	Select laser compatible synthetic media only.
Storage tips	Follow the manufacturer's recommendations.

Table 3-19. Synthetic papers and plastics

Usage tips	Test a small amount of a synthetic media for reliability before purchasing a large quantity.
	CAUTION: If you wish to use a synthetic product that has not been tested by Xerox, check with Xerox Service or Xerox Nuvera DPS Support first. Some synthetic materials can cause production system damage.

Tabs

NOTE: A special tabs guide must be installed on the trail edge paper guide before tabs can be loaded and run from a paper tray. Tabs can be run from any tray when the appropriate guide is installed. Refer to Appendix B, Printing with tabs*, for more information.*

Table 3-20. Tabs

Description	Tabs are cover weight sheets that are slightly longer in one dimension than normal size sheets and are used to mark off sections. Pre-cut tabs are stamped to remove all but a small tab, typically come in sets of three or five, and are arranged in a particular order. Full cut tabs have a larger, uniform section that protrudes beyond the standard sized sheets and are not arranged in a particular order.
Selection tips	• Refer to the Drilled paper section if tabs have pre-punched holes to ensure hole pattern is acceptable. • Tabs with a sequence of 1 to 31 can be run.
Storage tips	Follow general guidelines in Chapter 2, Managing your paper supply.

Table 3-20. Tabs

Usage tips	• Pre-cut tabs must be loaded with the Orientation attribute set to LEF (long edge feed).
	• Only use straight collated tabs with the DS5000 stacker. The job should be programmed with 1-N order and face down delivery.
	• A5/5.5" tabs can not be run to the stacker due to the stacker size limitation. These tabs can only be programmed to the top tray.
	• When loading pre-cut tabs, the tab side of the sheets must be on the trail edge. Refer to the label in the paper tray.
	• When running tab stock with coated or laminated tabs, limit the stacks in feeder trays to 200 sheets to prevent jamming. If jamming occurs, reduce the number of sheets to 50.
	• When running tab stock, the quality of the stack in the stacker may be affected due to the structure of the media.
	• Text on tabs may be cut off if positioned less than 3 millimeters from the edge. A customer maintenance trained operator can reduce the blank margin (border cropping) to less than 3 millimeters. Refer to Chapter 4, Special features for running stocks, for more information.
	• When running tab stock and drilled stock in the same job, the drilled stock must be loaded with the holes on the leading edge, not trail edge as the paper tray label indicates. This will ensure that the orientation of the two stocks is the same

Transparencies

Table 3-21. Transparencies

Description	Sheets of clear polyester film with a coating that dry ink adheres to images are printed on transparencies so they can be projected onto a screen or wall. The quality of the projected image is determined by the quality of the polyester material and the coating.
Selection tips	• Border stripe, borderless, and paper-backed transparencies are all acceptable.
	• Only US Letter (8.5"x11") and A4 (210x297mm) transparencies are supported.
	• Test a small quantity of non-Xerox transparencies before making a large purchase. (Xerox transparencies that are recommended for the Xerox Nuvera DPS meet the specifications for clarity, dry ink receptivity, and coefficient of friction.)
Storage tips	Store in the original box before and after imaging

Table 3-21. Transparencies

Usage tips	• Run transparencies in simplex mode only.
	• Handle transparencies carefully. Any damage to the surface will affect image quality.
	• Fan transparencies gently, but thoroughly to prevent multifeeds. Fan them in the tray to help reduce handling dents. Refer to Table 3-1 for more information.
	• Load transparencies with the border stripe down and the glue along the lead edge.
	• Do not remove the border stripe or paper-backing until you are ready to place the transparency on the projector.
	• Place sheets of paper between the transparencies after removing the border stripe or paper-backing to prevent them from sticking together.
	• Paper-Backed Transparencies must be programmed to run in the simplex mode only and to stack face down to prevent damage to the backing sheet.
	• Load only 50 transparencies in a tray at a time.
	• For dedicated transparency trays, first place approximately half an inch (12 mm) of plain paper at the bottom of the tray. This will ensure that all 50 transparencies will get used.

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4. Special features for running stocks

The Xerox Nuvera DPS has special features that you can use to enhance image quality on specific types of stocks.

- Stock and attributes
- Border cropping

Stock and attributes

Each stock in the Stock Library has a set of stock settings that describe the paper to the system. The attributes allow you to print a job with multiple stocks. The Xerox Nuvera DPS uses the attribute information to make internal adjustments throughout the press on a sheet-by-sheet basis.

In the Stock Library, the preloaded stocks contain the Xerox recommended settings for each stock.

If custom stocks are added to the Stock Library, the stock attribute information must be accurate to prevent image quality and paper handling problems.

When image quality and/or paper handling problems occur, check the stock settings.

- Check the paper packaging to be sure the stock attributes are correct.

Border cropping

By default, the Xerox Nuvera DPS leaves a 3 millimeter blank border on all prints. Images that extend to the edges of sheets are cropped to prevent dirt (dry ink) from accumulating in the press.

Border cropping can be adjusted if text is deleted from the outside edges of tabs. A customer maintenance trained operator can adjust border cropping down to 0 millimeters in the diagnostics window of the press interface. The procedure for adjusting the border is available in the Printing an Image that Extends to the Edge of the Page section of the *Xerox Nuvera DPS User Guide and Training Aid* online.

Follow these tips to minimize dirt accumulation in the press:

- Set edge border cropping to 1 millimeter or greater.

- Only small image elements should extend to the edges of pages. Examples of small elements are fine lines and text on tabs.

- When printing on tabs, reduce the border crop value on the tab edge of the sheet only.

- Images on tabs should not extend completely to the edge of the tab.

- If borderline imaging is required, print on paper that is larger than the image and trim the edges after printing.

- Always reset the edge border crop value to 3 millimeters (default) after completing a job that required an adjusted value.

NOTE: Normal variations in registration and paper cut tolerances may affect edge-of-print appearance.

5.   About Xerox papers

Whenever Xerox designs a new machine, its stocks and supplies are designed at the same time. The Xerox Nuvera DPS and its recommended Xerox stocks were designed to be compatible mechanically, electrically, physically, and chemically. No other paper manufacturer knows the internal specifications and tolerances of the Xerox Nuvera DPS like we do, which means no other supplier can develop paper that compliments the system as well as we do.

We research, develop, and test papers to ensure total compatibility and reliability with Xerox equipment, and with the equipment of other manufacturers.

We are so confident about the quality of our paper that we offer you our Total Satisfaction Guarantee. If, within 90 days of the invoice date, you are not satisfied with the performance of the paper, we will replace it free of charge.

Xerox digital stocks

Xerox offers a full line of digital imaging products including:

- Uncoated digital paper and covers that are highly calendered (smooth) for superior image quality
- Coated papers and covers in a variety of finishes
- Specialty stocks including:
    - Label stock
    - Transparencies
    - Tri-fold brochure

Accessing paper information online

A broad range of Xerox stocks have been tested for image quality and paper handling with the Xerox Nuvera DPS.

Check the following web site for the most recent list of papers that have been tested for use with Xerox Nuvera DPS:

http://www.xerox.com

- Contact your Xerox Supplies Sales Representative for information about papers that are not on the Xerox Nuvera DPS Media Compatibility Guide.

To order Xerox paper

Canada To order Xerox paper in **Canada, call 1-800-668-0199**.

United States To order Xerox paper in the **United States, call 1–800–822–2200**.

Worldwide To locate Xerox home pages and telephone numbers for other countries:

1. Go to **http://www.xerox.com**

2. Select the name of your country from the drop-down list at the top of the page.

For technical information about Xerox paper

If you have concerns or inquiries about running Xerox stocks in your Xerox Nuvera DPS, or if you have problems running stocks from other vendors, call your Xerox Nuvera DPS Support Center for assistance.

A. Converting paper weight from pounds to gsm

Most countries, outside of the United States, use the metric system and express the weight of paper in grams per square meter (gsm).

The Xerox Nuvera DPS uses gsm paper weights exclusively. Many paper manufacturers in the United States, including Xerox, print paper weight on the paper packaging in both pounds and gsm. You will need to convert pounds to gsm only if the gsm weight has not been specified.

Understanding basic size and basis weight

Basic size, in the United States, is the sheet size of a particular type of paper that is recognized by buyers and sellers as the standard size. Different types of paper have different basic sizes. When basic sizes were established, each paper's basic size was believed to be its best size for printing, folding, and trimming.

The weight of paper is called its basis weight. In the United States, basis weight is expressed as the number of pounds of one ream of paper (usually 500 sheets) cut to its basic size.

NOTE: The industry standard for basis weight allows a plus or minus 5% variation. Therefore, a ream of 20 pound (75 gsm) bond paper can have an actual weight from 19 to 21 pounds (71.43 to 78.95 gsm).

Basic size is used to determine basis weight as illustrated in the following examples:

- One ream (500 sheets) of **80 pound cover**, cut to its basic size (20x26 inch) = **80 pounds**
- One ream (500 sheets) of **60 pound offset**, cut to its basic size (25x38 inch) = **60 pounds**

Table A-1. shows the basic sizes for common types of paper.

Table A-1. Basic sizes

Paper Grades	Basic Size (inches)
Bond / Xerographic / Ledger / Writing	17 x 22
Offset / Book / Text	25 x 38

Table A-1. Basic sizes

Paper Grades	Basic Size (inches)
Cover	20 x 26
Index	25.5 x 30.5
Tag	24 x 36
Bristol / Tag	22.5 x 28.5

NOTE: Tag appears in the table twice because two basic sizes are commonly used.

Formula for converting paper weights

If you know the paper grade, you can use the following formula and the values in Table A-2. to convert the weight from pounds to gsm.

Formula   (weight in pounds) x (multiplier from table) = (weight in gsm)

Table A-2. Multipliers for converting pounds to gsm

Stock type	Multiplier
Bond / Xerographic / Ledger / Writing	3.76
Offset / Book / Text	1.48
Cover	2.70
Index	1.81
Tag (24 x 36)	1.63
Bristol and Tag (22.5 x 28.5)	2.19

Examples   The weight of 90 pound offset paper is approximately 133 gsm. 90 x 1.4802 = 133.218

The weight of 100 pound cover is approximately 270 gsm.   100 x 2.7042 = 270.42

Table for converting paper weights

You can also use Table A-3. to convert pounds to gsm weight.

1. Locate the paper type at the top of the table.

2. Move down the paper type column and locate the basis weight.

3. Follow the basis weight row to the left to find the **approximate** gsm weight.

The industry standard for basis weight allows a plus or minus 5% variation.

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Table A-3. Equivalent basis weights of paper

Weight in gsm	Bond Xerographic Ledger Writing	Offset Book Text	Cover	Tag	Index	Bristol (Tag)
	17 x 22	25 x 38	20 x 26	24 x 36	25.5 x 30.5	22.5 x 28.5
44		30				
49	13	33				
59		40				
61	16					
67		45				
74		50				
75	20					
81		55				
89		60				
90	24					
104		70				
105	28					
108			40			
118		80				
120	32					
125						
130					72	
133		90				
135	36		50			
147						67
148		100				
149			55			
158	40					
162			60			
163				100	90	

Table A-3. Equivalent basis weights of paper

Weight in gsm	Bond Xerographic Ledger Writing	Offset Book Text	Cover	Tag	Index	Bristol (Tag)
	17 x 22	25 x 38	20 x 26	24 x 36	25.5 x 30.5	22.5 x 28.5
176			65			80
178		120				
189			70			
199					110	
203				125		
216			80			
219						100
243			90			
244				150		
253					140	
263						120
270			100			
284				175		
306						140
307					170	
325				200		
351						160
384						175
395						180
398					220	
407				250		
430						200

B.   Printing with tabs

A special tabs guide must be installed on the trail edge paper guide before tabs can be loaded and run from a paper tray. The tabs guide prevents the fluffers from blowing sheets with short tab extensions away from the lead edge of the tray.

Two tabs guides are included with each feeding module. One is labeled A4/11" and the other is A5/5.5". These tab guides are mounted on brackets or in a molded pocket that is located inside the Feed Module front door.

NOTE: Check with your service representative if you are not sure that you have the required hardware for running tabs.

The A4/11" tabs guide can be installed in any tray. The A5/5.5" tabs guide can only be installed in Trays 1 and 2.

The tabs guide should be removed from the tray once tab printing is completed. This will reduce the chance of damaging the tabs guide when loading normal paper.

It is recommended that tab jobs be sent to the stacker cart, not to a stacker top tray (unless the stock size is smaller than the 7x10 inch (178x254 mm) size limitation of the stacker). When running tab stock, the quality of the stack on the stacker cart may be affected due to the structure of the media.

Once the tabs guide is installed, program jobs according to the following procedures:

• Border cropping
• Precedures for programming tab jobs

Obtaining additional tabs guide kits

If additional Feed Module Tab Guide kits (Part #600K14630) are needed, contact your Xerox Service Representative. The additional kits are customer installable and include installation instructions.

Installing the tabs guide

Instructions for installation of the tabs guides are included with the kit of parts. They are also available at www.xerox.com (Customer Instructions: Feed Module Tab Guides - Part # 701P42423) or on

the Xerox Nuvera DPS Customer Documentation CD.

Border cropping

By default, the Xerox Nuvera DPS leaves a 3 millimeter blank border on all prints. Border cropping can be adjusted if text is deleted from the outside edges of tabs. A customer maintenance trained operator can adjust border cropping down to 0 millimeters in the diagnostics window of the system interface.

For more information, refer to the Border Cropping section in Chapter 4, Special features for running stocks, or the section titled *Printing an Image that Extends to the Edge of the Page* in the *Nuvera 100 &120 DPS User Guide and Training Aid* CD or http://www.xerox.com.

Procedures for programming tab jobs

The following assumptions apply to the procedures for programming tab jobs in this release:

- When using the A4/11" tabs guide, tab page size must be 9 x 11inches (A4 tab size 223x297mm) and body page size must be 8.5 x 11 inches (A4 210x297mm).

- When using the A5/5.5" tabs guide, tab page size must be 8.5x6 inches (A5 tab size 161x210mm) and body page size must be 8.5x5.5" (A5 148x210mm).

NOTE: Programming a job with tabs incorporates many features and functions of the Xerox Nuvera DPS. When performing the following procedures, refer to online Help on the system interface or DFE for more detailed instructions, as required.

For instructions on programming the DFE refer to: Program a job with 1-sided tabs at the DocuSP Controller.

Define stocks, program, and load feeder trays

1. At the press interface, add the tab stock to the Stock Library.

   Check the tab stock packaging for required information. Use the following values for these stock attributes:

   - Stock type = Pre-cut tabs

   - Sequence = *the number of tabs in a bank*

   - For the A4/11" Tab Guide:

     - Width = 9 inches (short A4 tab dimension)

     - Height = 11 inches (long A4 tab dimension)

- For the A5/5.5" Tab Guide:
  - Width = 6 inches (short A5 tab dimension)
  - Height = 8.5 inches (long A5 tab dimension)

2. Assign the tab stock to a feeder tray that has a tabs guide installed and load the tab stock in the tray. Load **straight collated** tab stock when printing 1-sided tabs.

3. Assign the 8.5x11 inch (A4) or 8.5x5.5 inch (A5) stock for the body sheets to another paper tray and load the stock.

Program a job with 1-sided tabs at the DocuSP Controller

1. Go to the previous procedure, "Define stocks and program and load the feeder trays, and perform the steps, as required.

2. At the DocuSP Controller, create a new print queue for jobs with tabs. Use the following values for these queue attributes:
   - Queue Name = *something descriptive* (Example: Tab_print)
   - Destination = **[Print]** with **[Override]** or **[Print and Save]** with **[override]** if you will be printing the job multiple times

   KEY POINT: If you select **[Print and Save]**, you will be able to print the job as many times as needed without reprogramming the exception pages.
   - Output Settings: Order = **[1-N (Ascending)]** with **[Override]**
   - Output Settings: Delivery = **[Face Down]** with **[Override]**

   KEY POINT: When printing on straight collated stock, *Order* must always be *1-N (Ascending)* and *Delivery* must always be *Face Down*.

   KEY POINT: If the job is on CD, place the CD in the DVD CDRW drive, open Reprint Manager, select **[All]** from the File Filter drop-down list, and select **[CD ROM 0]** from the Directory drop-down list. Double click the job in the jobs table to open the Reprint Properties window and set the job parameters.

3. If you do not know the page numbers of the tabs within the job, open the Job Preview and write down the tab page numbers. To open the job preview, right click on the job and select **[View]**.
   - On the Properties tab:
     – Queue = *the name of the print queue that was created for jobs with tabs*
     – Quantity = *desired number of sets*
   - On the Stock tab, select the 8.5x11 inch (A4) stock for the body pages.
   - On the Output tab:

- Location = **[Stacker]**
- Sides Imaged = **[1 Sided]** for one-sided body sheets or **[2 Sided]** for two-sided body sheets

- On the Exception Pages tab, do the following for every **tab** page:

a. Select the **[Add Exceptions]** button to open the Job Exceptions window.

b. On the Stock tab:

  - Enter the tab page number in the *From* **and** *To* text fields. For example, if page 6 is a tab, *From* = 6 and *To* = 6.
  - Select the tab stock

c. On the Sides Imaged tab, select **[1 Sided]**.

d. Select **[Add Exception]**, then select **[Close]**.

4. Program the job print options at the DFE.

5. After all job programming is complete, select **[Print]**.

6. The job is sent to the print queue. Select **[OK]** in the Information box.

7. In Job Manager, release the job to print.

C. Managing the feed modules

Feeder procedures

The paper trays can either be programmed then loaded or loaded then programmed.

For more information, see the Configuring Paper Stocks and Tray Settings section of the *Xerox Nuvera User Guide and Training Aid*

From the Printer Manager, click on the Paper Trays tab for a list of paper trays and information about individual trays, including whether the tray is active or inactive, how much stock is in the tray, and which stock is assigned to the tray.

CAUTION: An incorrect value for any stock attribute can cause faults or unacceptable image quality.

NOTE: Paper tray programming for the Inserter is the same as for the Feeder. Refer to Inserter procedures *for specific instructions.*

Add stock to a tray directly from the Stock Library window

1. Open the Stock Library window.
2. Select the stock to be assigned to a feeder tray. The table row is highlighted.
3. Select **[Stock: Add to Trays]**.
4. Select the destination tray from the menu. A settings window opens.
5. Select **OK**.
6. Load the stock in paper tray.

Copy stock attributes from one tray to another

1. Open the Paper Trays tab.
2. Right click on a tray programmed with the stock you wish to copy.
3. Select **[Save Settings]**.
4. Enter the information in the Save Tray Settings window.
5. Select **OK**.
6. Right click on a tray you wish to place the stock you saved.

7. Select **[Load Settings]**.

8. Select the stock from the list of saved stocks.

9. Select **OK**.

10. Load the stock in paper tray.

Load non-tab stock in paper tray

Add stock to feeder tray. To properly load tab stock in feeder tray, go to Loading paper into feeder trays.

1. Wait for the LED on the tray to turn off before opening the tray.

2. When the LED is off, pull the feeder tray out from the feeder until it stops.

3. Move the side and rear guides away from the stack.

KEY POINT: To load the stock correctly, refer to the label on the inside panel at the front of the feeder tray. When loading drilled stock, fan the edge where the holes are located before loading the stock. When loading stock with one side coated, follow the label for pre-printed stock for printing on the coated side.

4. Load the required stock in the tray. Load the stock with the curl side down. Load Xerox stock with the package seam side face up.

5. Position one ream of the stock against the leading (left) edge and roughly centered in the tray.

6. Move the side and trail edge guides until they touch the stack. Continue loading the stock to the recommended amount.

7. Close the tray slowly, but firmly, until it latches.

Load tab stock in paper tray

Add tab stock to feeder tray.

NOTE: A special tabs guide must be installed on the trail edge paper guide before tabs can be loaded and run from a feeder tray. Two tab guides are included with each feeder module. See Appendix B: Printing with tabs for more information. Contact the Xerox Customer Support center if you are not sure if the appropriate hardware is installed.

1. Wait for the LED on the tray to turn off before opening the tray.

2. When the LED is off, pull the feeder tray out from the feeder until it stops.

3. Move the side and trail edge guides away from the stack.

NOTE: When loading pre-cut tabs, the tab side of the sheets must be on the trail edge. Refer to the label in the feeder tray.

NOTE: Use regular collated tabs with lead edge binders like the XIM, DS5000, and BFM.

NOTE: To prevent stock handling problems, do not use tabs over 1/2 inch (13 millimeters) for duplex printing.

NOTE: When running coated tab stock, limit the stacks in feeder trays to 200 sheets to prevent jamming.

4. Load the required stock in the tray.

5. Position the stock against the leading (left) edge of the tray.

6. Move the rear and side guides until they touch the stack.

7. Close the tray slowly, but firmly, until it latches.

Prevent a tray from feeding

1. Select the tray to be programmed. The table row is highlighted.

2. Right click on the tray to be disabled

CAUTION: Selecting Disable Tray to prevent a tray from feeding will delete the stock attributes for the tray. Make a note of the precise stock name to facilitate reprogramming the tray for the currently programed stock.

3. Select **[Tray: Disable Tray]**.

Use the Stock Name to assign a stock from the Stock Library

1. Open the Feeders window.

2. Select the tray to be programmed. The table row is highlighted.

3. Select **[Tray: Add Stock From Library]**. A settings window opens.

4. Select the desired stock from the Stock Name menu.

5. Select **[Long Edge]** or **[Short Edge]**.

6. To add or modify comments, type the desired text in the Comments field. These comments will be displayed on the settings window for this tray only.

7. To assign the stock to the tray without closing the settings window, select **[Apply]**. Otherwise, select **[Save]** to assign the stock and close the window.

8. Load non-tab stock in paper tray.

View a list of paper tray and their settings

To display a list of paper trays attached to the IOT, click on the Paper Trays tab in the Printer Manager window.

Inserter procedures

Assign stock to a paper tray in the Inserter module using the same procedures as feeder trays in the paper module.

If the same stock is programmed in a feeder paper tray and an inserter paper tray, the system will choose the feeder tray over the inserter tray.

To avoid using the wrong tray, the stock can be copied and renamed with a unique name. The feeder and inserter can then be programmed with one version or the other.

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D. Managing the Finisher Transport Module and Stacker

Finisher procedures

Open the Finishers tab and/or Stacking Tab on the Printer Manager for a list of finishers and information about the individual finishers, including details about stackers and finisher interface devices, including whether the finisher is active or inactive, as well as how many sheets are in the stacker cart and how each finisher is programmed.

Open a Stacker Settings window to display attributes for the stacker.

Stacker Limitations

The DS5000 Stacker can stack up to 5000 sheets of 20-pound (75 gsm) bond paper. There is one stacking tray although the stacker comes with two interchangeable stacking carts. The Finisher Transport Module (FTM) transports the sheets from the IOT to the stacker and has the capability to reregister and rotate sheets. The FTM also has a Top Tray that can be used as a valid destination and purge tray.

The minimum size sheet that the stacker can accept is 7 inches (178 mm) in the process direction and 10 inches (254 mm) in the cross-process direction. Any paper smaller than these dimensions can only be programmed to the top tray and not to the stacker.

Unload stacker cart

Remove stack from stacker cart or top tray.

1. If an Unload condition exists, go to step 5. To manually initiate an unload condition for a specified stacker cart or top tray, go to step 2.
2. Open the Stacking Tab.
3. Select the stacker to be unloaded. The row is highlighted.
4. Press the right mouse button; select [Unload].
5. To unload a stacker cart, open stacker front door.

6. Pull the cart from the stacker.

7. Remove the stack from the cart (or use the alternate cart).

8. Push the cart into the stacker.

9. Firmly close stacker door.

View stacker settings

To display the settings for a stacker, Open a Stacker Settings window. To open the window, select the stacker on the machine mimic or double click on the row on the Stacking Tab.

E.   Managing the Stock Library

View a list of stocks

Open a Stock Library window to display information from the Stock Library. To open the window, select the Stock Library icon on the Shortcut bar.

The Stock Library window is divided into tabs for managing the stocks:

• Stock for a list of stocks that are defined for the system.

To open a Stock Library tab, select the tab on the Stock Library window.

Define a new stock

Copy attributes from an existing stock and enter a new Stock Name

CAUTION: An incorrect value for any stock attribute can cause faults or unacceptable image quality.

1. Open the Stock Library window.

2. On the Stock Library window, select the source stock. The table row is highlighted.

3. Select [Stock: Duplicate]. A settings window opens.

KEY POINT: Stock Name is not case sensitive and must be unique.

4. The Stock Name field is empty; type *new value* in the field.

5. Select the attribute to be modified.

6. Select the desired value for the attribute from the menu or type *new value* in the field.

7. Repeat steps 5 and 6 for each attribute to be modified.

8. To add or modify comments, type the desired text in the Comments field. These comments will be displayed on the settings window for this stock only.

9. To make the changes without closing the settings window, select [Apply]. Otherwise, select [Save] to apply the changes and close the window.

Delete a stock

Delete specified stock from Stock Library. Only an Administrator level user can delete stocks from the Stock Library.

NOTE: If the specified stock is being used for the current job, the stock cannot be deleted.

NOTE: If the specified stock is assigned to a tray, the stock cannot be deleted.   Program the tray for a different stock before continuing the procedure.

1. Open the Stock Library window.
2. On the Stock Library window, select the stock to be deleted. The table row is highlighted.
3. Select [Stock: Delete]. A confirmation window opens.
4. To delete the stock from the Stock Library, select [Delete].

Edit stock attributes

To display stock attributes for a specified stock, open a Stock Library window. To open the window, double click on a stock on the Stock Library window.

Stock attributes can then be modified by an Administrator level user.

CAUTION: An incorrect value for any stock or media attribute can cause faults or unacceptable image quality.

NOTE: If the specified stock is being used for the current job, the stock attributes cannot be edited.

If the specified stock is assigned to a tray, the stock attributes cannot be edited. Program the tray for a different stock before continuing the procedure.

1. Open the Stock Library window.
2. Select the stock to be edited. The table row is highlighted.
3. Double click the row or select [Stock: Open]. A settings window opens.
4. Select the attribute to be modified.

KEY POINT: Stock Name is not case sensitive and must be unique.

5. Select the desired value for the attribute from the menu or type *new value* in the field.
6. Repeat steps 5 and 6 for each attribute to be modified.
7. To add or modify comments, type the desired text in the Comments field. These comments will be displayed on the

settings window for this stock only.

8. To make the changes without closing the settings window, select [Apply]. Otherwise, select [Save] to apply the changes and close the window.

Xerox Nuvera Digital Production SystemPaper Guide

Glossary of paper terms

Glossary Term	Definition
additives	Minerals, chemicals, sizing, and dyes added to paper pulp or coatings to improve the paper's performance and appearance.
basic size	In the United States, the standard sheet size for a particular grade of paper.
basis weight	In the United States, the weight of a ream of paper cut to a specified size, expressed in pounds. In most other countries, basis weight is expressed as the number of grams per square meter of paper.
binder	A material added during papermaking that causes paper fibers to adhere to one another, or coating to adhere to paper.
blister	An elevated part of a sheet's surface or coating caused by air or steam that is trapped between the sheet and its surface.
bond paper	A durable writing or printing paper commonly used for letterheads, business forms and correspondence.
brightness	A paper's ability to reflect light on a scale from 0 to 100. Brightness enhances contrast in printed images.
bristol	Stiff, heavyweight paper (200–500gsm), 6 pts. or thicker that is commonly used for index cards and file folders.
buckling	Repeated folds that occur when a sheet is being forced forward in the paper path but can go no further.
C1S, C2S	Abbreviations for coated on one side of a sheet and coated on two sides.
caliper	A North American measurement of paper thickness, expressed as "points," which are thousandths of an inch.
carbonless paper	A paper with an impact-sensitive coating that is used to produce multiple copies.
cast-coated paper	Coated paper that is dried under pressure against a solid surface to produce a high gloss finish. They are often made for high ink receptivity.
chaff	Small pieces or shreds of paper.
coated paper	A paper with a surface coating on one or both sides that produces a smooth finish.
conditioning	Allowing paper to stand, unopened, in the print room until the paper temperature matches the room temperature, to prevent jamming and image shift.
contamination	Paper dust or other foreign materials in the press that can cause jamming, image quality problems and fuser wraps.

Glossary Term	Definition
continuous tone	An image with a virtually unlimited range of colors or shades from black to white, the transition from one hue / shade to the next appears to be seamless.
contone	See continuous tone.
cover stock	A heavyweight paper designed to be used for book covers, folders, greeting cards, business cards, brochures, and the like.
curl	The natural curve of a sheet that may become accentuated if the paper takes on excess moisture or is mishandled. Excessive curl may cause feeding problems in xerographic presses.
deletion	An area of an image where dry ink is missing.
die-cut	The process by which a paper or board is cut or stamped out to a specific size or shape with a steel die.
dimensional stability	The degree to which a sheet is able to maintain its size through exposure to changes in humidity, tensile stresses, and the heat of the fusing process.
drilled paper	Paper with regularly spaced holes along one edge that can be secured in a ring binder.
dry ink	Fine, colored polymer particles that are heat-fused onto paper. Also called toner.
dry ink coverage	The amount of dry ink applied to a given area. An image created with 50% cyan, 50% magenta, 0% yellow, and 0% black has 100% dry ink coverage.
drying powder	A powder that is sprayed onto printed sheets to speed drying and set the ink.
duplex printing	Printing on both sides of a sheet in a digital printing process.
edge weld	Edges of cut sheets stick together as a result of being cut with a dull blade.
filler	Finely ground substances, such as clay, calcium carbonate and titanium, that are used to fill paper pores and improve paper properties such as smoothness, opacity, brightness, and ink receptivity.
finish	The texture of a paper's surface.
flaking	The separating of the dry ink from the sheet in the form of flakes.
folio sheet	A cut sheet in its full size, usually 17.5" x 22.5" or larger.
formation	The evenness of the distribution of fibers within a sheet. A sheet with good formation appears even throughout when held up to a light.
fuser wrap	Paper remains wrapped around a roller in the fusing area of the press.
fusing	The process of bonding dry ink to paper by applying heat and pressure.
gloss	The reflectivity of a paper's surface, whether coated or uncoated.
glossy	Highly reflective; shiny.
grade	The classification of a paper that distinguishes it from other papers based on use, appearance, quality, raw materials, manufacturing method, or a combination of these factors.

Glossary Term	Definition
grain	The direction in which most fibers lie in a sheet of paper, either "grain long" with most fibers running parallel to the long edge of the sheet, or "grain short" with most fibers running parallel to the short edge of the sheet.
grammage	The basis weight of a paper expressed in grams per square meter, and abbreviated as gsm or g/m^2.
gsm	See grammage.
halftone	A reproduction of a continuous-tone image, created through a screening process that converts the image into dots of different sizes with equal space between centers, or dots of equal size with different spacing between them.
handling dent	A small crease on the surface of a sheet of paper caused by the way the paper was handled. Handling dents cause deletions in printed images.
heavyweight paper	For Xerox Nuvera DPS, heavyweight paper is defined as any paper weighing from 106 to 216 gsm.
image quality	1) The integrity of dry ink application and fusing on a printed sheet - the presence or absence of errors such as areas where dry ink is missing, faded, or unevenly applied. 2) The relative ability of a printed image to accurately reproduce an original, especially an original photograph.
impurities	Small marks or spots in paper, which can interfere with images and fine type. Impurities in recycled papers include inks and other materials that are not completely removed during the deinking process.
index stock	A class of heavyweight paper, lighter and less stiff than cover stock, used for dividers, tabs, posters, etc.
inserter	A feeder module that is positioned between the output module and the first stacker of a Xerox Nuvera DPS. Inserter trays and feeder trays are programmed and loaded in the same ways.
label paper	Paper made for label printing that is gummed on one side and attached to another waxy-topped sheet.
lead edge	The edge of a sheet that leaves the paper tray and enters the paper path first.
lightweight paper	For Xerox Nuvera DPS, lightweight paper is defined as uncoated bond or offset paper weighing from 56 to 84 gsm.
matte	A dull paper finish; without gloss.
Media Compatibility Guide	A list of papers that are approved for use with the Xerox Nuvera DPS.
middleweight paper	For the Xerox Nuvera DPS, middleweight paper is defined as uncoated paper weighing from 85 to 105 gsm.
misfeed	A paper jam that occurs as the paper is being pulled from the paper tray.
moisture content	The percentage of water by weight in paper.
mottle	Spotty or uneven appearance in printed images, most often in solid areas.
multisheet feed	Two or more sheets pulled simultaneously from the paper tray.

Glossary Term	Definition
NCR (no carbon required) paper	See carbonless paper.
offset paper	Paper designed for offset printing that has a high moisture content, is coated or uncoated, with a vellum or smooth finish.
offsetting	Dry ink transferred to other sheets in the job from the photoreceptor belt or fuser roller, or from another sheet in an output stack.
opacity	The ability of a sheet to block light and to prevent a printed image from showing through on the opposite side of the sheet, or from a sheet below it.
paper dust	Small particles of fiber, filler, or coating found on the surface or edges of a sheet of paper.
paper handling	A paper's ability to run on the press without jams, multifeeds, and misfeeds.
paper orientation	The way a sheet of paper is conceptually positioned (portrait or landscape), or the way paper is positioned in a paper tray (short edge as the lead edge, reinforced strip facing down etc.).
paper path	The route that a sheet of paper takes through a press, from the paper tray to the output tray.
paper plug	In drilled paper, a stack of small paper circles remaining in the ring binder holes, as a result of an imperfect drilling.
paper specifications	A set of paper properties, such as size, weight, brightness, and opacity, that distinguishes one type of paper from other types.
perforated paper	Paper that has been die or laser cut with lines of small, regularly spaced holes or slits to enable clean separation, such as for coupons or reply cards.
plasticizer	A material added to some papers to increase softness and flexibility.
point (pt.)	A North American measurement of paper thickness equal to one thousandth of an inch. A paper with a point size of 3, has a thickness (caliper) of .003 inch. Point sizes range from 3 to 13.
porosity	The property of paper that allows permeation of air. Porosity depends on the number of pores in a sheet as well as the size, shape and distribution of pores.
post-consumer waste	Paper and packaging that have been printed on, used at least once by consumers, and then submitted for recycling.
preprinted stock	Any previously printed paper that will be printed on again.
press interface	Also called the press user interface, a UNIX-based workstation running Xerox software for interfacing with and managing the Xerox Nuvera DPS.
pressure roll wrap jam	A jam caused by a sheet of paper becoming wrapped around the pressure roll in the fuser.
printability	A complex property of paper that allows high quality printing. Printability is a combination of other properties, such as smoothness, opacity, and ink receptivity.
pulp	Fibers that are extracted from wood, straw, cotton, or grasses and used to make paper.

Glossary Term	Definition
ream	480, 500 or 1000 sheets of paper in a sealed package.
recycled paper	Paper manufactured with a specified percentage of post-consumer waste.
reflectivity	The ability of paper to reflect light. Smooth and coated papers reflect light more directly than rough papers, producing sharper images.
reliability	A paper's ability to run on the press without jams, multifeeds, and misfeeds.
resistivity	The resistance of direct current between opposite parallel faces of a cubic centimeter of a material.
scored paper	Paper that has a groove along a line on which the sheets will be folded.
shade	The color of paper or the slight tint to a sheet of white paper. White paper can have a slight blue, yellow, or pink shade. The human eye interprets a white sheet with a slight blue shade as being truly "white."
sheet topography	The physical features of the surface of a sheet of paper.
simplex printing	Printing on one side of a sheet only.
sizing	The treatment of paper (internal or surface) with materials that alter fibers to change paper properties such as resistance to liquids, smoothness, stiffness, and surface strength.
skew	To shift out of square alignment with the paper path or the resulting tilt of images with respect to the sheet edges.
smoothness	The evenness or flatness of the surface of paper.
solid area coverage	The area of paper being covered by dry ink, especially by a photo.
specialty stocks	Stocks designed for printing special types of jobs that cannot be printed on common stock types.
stacking	The process of placing sheets emerging from the print engine in the output tray or on the cart.
static	Electricity that is generated as low moisture paper moves through the system.
stiffness	A paper's resistance to bending or deforming under stress.
stock	A single instance of a paper, as listed in the Stock Library. A stock is programmed and loaded into a feeder tray.
stock attributes	The set of characteristics that define a single instance of a paper in the Xerox Nuvera DPS Stock Library. Stock attributes include stock size, type, coating, and drilled or undrilled.
Stock Library	The table of papers, on the user interface, that can be loaded into paper trays. Each paper is defined as a combination of media and stock attributes. The Xerox Nuvera DPS uses Stock Library information to change press settings for individual papers.
stock	Paper or other material to be printed.
surface strength	The resistance of a paper's surface to shedding fibers, coating, or other particles during the printing process.

Glossary Term	Definition
synthetic stock	Non-cellulose sheets resembling paper. Most are made from thermoplastic materials.
tab stock	A cover weight stock that is slightly longer in one dimension than normal size sheets and used to mark off sections. Precut tabs are stamped to remove all but a small tab on the extending edge.
talc	A mineral substance that is used as a filler in some grades of paper.
TAPPI	Technical Association of the Pulp and Paper Industry
text paper	A fine quality paper with a textured surface that can be produced with a wide variety of finishes. Used for booklets, brochures, fine books, announcements and the like.
trail edge	The edge of the sheet that leaves the paper tray last. Also referred to as the tail edge.
transparencies	Thin, semi-rigid clear or colored plastic sheets, 8-1/2" x 11" or A4-size, that can be imaged in a digital press. The printed sheets are projected onto a wall or screen by an overhead projector.
uncoated paper	Any paper that does not have a coating applied to its surface.
virgin fiber	Fibers used in paper making that are produced from raw materials such as wood, straw, cotton or grass.

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