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Xerox® Color C75 Press

User Guide



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Table of Contents

1 Product overview.....	1-1
Machine components.....	1-1
Bypass (Tray 5).....	1-2
Document feeder.....	1-3
User Interface (UI).....	1-4
Print server overview.....	1-5
Power on/off.....	1-5
Two power switches.....	1-5
Power on.....	1-6
Power off.....	1-6
Energy Saver.....	1-6
Exiting the Energy Saver mode.....	1-7
Locating the machine serial number.....	1-7
Feeding and finishing devices.....	1-7
High Capacity Feeder (Tray 6), 1-tray.....	1-8
Oversized High Capacity Feeder, 1 or 2-trays.....	1-8
Advanced Finisher.....	1-9
Professional Finisher with Booklet Maker.....	1-10
Interface Module.....	1-10
GBC®AdvancedPunch™.....	1-11
High Capacity Stacker.....	1-11
Standard/Booklet Maker Finisher.....	1-12
SquareFold® Trimmer Module.....	1-13
2 Where to find help.....	2-1
Help on the World Wide Web.....	2-1
Print server customer documentation.....	2-1
3 Submitting a print job.....	3-1
Printing from your computer.....	3-1
Printing from the Xerox FreeFlow Print Server.....	3-1
Printing from the Xerox EX Print Server, Powered by EFI.....	3-2
4 Paper and other media.....	4-1
Loading media in trays 1, 2, and 3.....	4-1
Loading paper in trays 1, 2, and 3.....	4-1
Loading tab stock in trays 1, 2, and 3.....	4-2
Loading transparencies in trays 1, 2, and 3.....	4-3

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

5 Copy.....5-1

Basic copy using the document feeder.....	5-1
Basic copy using the document glass.....	5-2
Copy tab.....	5-3
Reduce/Enlarge.....	5-3
Reduce/Enlarge More options.....	5-4
Paper Supply.....	5-4
Output Color.....	5-5
Copy Output.....	5-5
2 Sided Copying.....	5-6
Original Type.....	5-7
Lighten/Darken.....	5-8
Image Quality tab.....	5-8
Image Options.....	5-8
Image Enhancement.....	5-9
Color Effects.....	5-9
Color Balance.....	5-10
Color Shift.....	5-10
Layout Adjustment tab.....	5-10
Book Copying.....	5-11
2 Sided Book Copying.....	5-12
Original Size.....	5-12
Edge Erase.....	5-12
Image Shift.....	5-13
Image Rotation.....	5-13
Invert Image.....	5-14
Original Orientation.....	5-15
Output Format tab.....	5-16
Booklet Creation.....	5-16
Covers.....	5-18
Transparency Options.....	5-22

Page Layout.....	5-22
Poster.....	5-24
Annotations.....	5-24
Watermark.....	5-25
Tab Margin Shift.....	5-25
Face Up/Down Output.....	5-26
Folding (optional).....	5-26
ID Card Copy.....	5-28
Job Assembly tab.....	5-29
Build Job.....	5-29
Sample Job.....	5-30
Combine Original Sets.....	5-30
Delete Outside/Delete Inside.....	5-31
6 Scan.....	6-1
Basic scanning procedure.....	6-1
Scan options.....	6-2
Basic scan options.....	6-2
Additional scan options.....	6-3
Advanced Settings.....	6-4
Layout Adjustment.....	6-5
Filing Options.....	6-7
E-mail Options.....	6-8
E-mail.....	6-11
E-mail components.....	6-11
Scanning to an e-mail address.....	6-12
Network Scanning.....	6-13
Network scanning components.....	6-13
Network Scanning procedure.....	6-14
Scan to PC.....	6-16
Scan to PC components.....	6-16
Using the Scan to PC feature.....	6-16
Store to Folder.....	6-17
Store to Folder components.....	6-17
Save using the USB Memory Device (optional).....	6-18
Store to USB Components.....	6-18
Store to USB procedure.....	6-19
Web Services for Devices (WSD).....	6-19
Store to WSD component.....	6-19
Store to WSD procedure.....	6-19

7 Job Status.....	7-1
Job Status overview.....	7-1
Active Jobs tab.....	7-1
Completed Jobs tab.....	7-1
8 Machine Status.....	8-1
Machine Status.....	8-1
Machine Information tab.....	8-1
Faults tab.....	8-3
Supplies tab.....	8-3
Billing Information tab.....	8-3
Accessing Billing Information.....	8-3
Billing meters/usage counters.....	8-4
Usage Counters.....	8-4
User Account Billing Information.....	8-5
Tools tab.....	8-5
Changing the paper tray attributes.....	8-6
Gloss mode.....	8-6
9 Maintenance.....	9-1
Cleaning the machine	9-1
Cleaning the exterior.....	9-2
Cleaning the document cover and glass.....	9-2
Cleaning the document feeder rollers.....	9-5
Replacing consumable supplies.....	9-6
Ordering supplies.....	9-6
Checking the status of CRUs.....	9-7
Replacing a toner cartridge.....	9-8
Replacing the toner waste bottle.....	9-10
Replacing a drum cartridge.....	9-11
Replacing the fuser.....	9-17
10 Problem solving.....	10-1
Paper jams.....	10-1
Document feeder jams.....	10-1
Document jams under the document feeder belt.....	10-4
Lower left cover jams.....	10-6
Main unit jams.....	10-7
Paper jams in Trays 1-3.....	10-9
Paper jams in the Bypass (Tray 5).....	10-11
Envelope jams in the Bypass tray.....	10-12

Inverter jams (bottom right cover).....	10-12
Fault Codes.....	10-14
General problems.....	10-29
Other faults.....	10-31
Image quality.....	10-31
Hints and tips.....	10-37
Fuser hints and tips.....	10-37
Extending fuser life.....	10-37
Preventing fuser jams.....	10-37
Preventing fuser damage.....	10-38
Fuser width switch information.....	10-39
Miscellaneous hints and tips.....	10-41
11 Specifications.....	11-1
Print engine specifications.....	11-1
Additional optional accessories.....	11-2
12 High Capacity Feeder (1-tray HCF/Tray 6).....	12-1
HCF (Tray 6) overview.....	12-1
Loading paper in the HCF (Tray 6).....	12-1
Problem solving.....	12-3
Clearing paper jams in Tray 6 (1-Tray HCF).....	12-3
HCF (Tray 6) and lower left cover jams.....	12-4
HCF (1 Tray) fault codes.....	12-6
13 Oversized High Capacity Feeder (OHCF), 1 or 2 trays (Trays 6/7).....	13-1
Loading media in the 1 or 2-Tray OHCF.....	13-2
Loading paper in the OHCF (1 or 2 Trays).....	13-2
Loading tabs in the OHCF (1 or 2 Trays).....	13-2
Loading transparencies in the OHCF (1 or 2 Trays).....	13-3
Loading pre-drilled stock into the OHCF (1 or 2 Trays) for 1-sided print jobs.....	13-4
Loading pre-drilled stock into the OHCF (1 or 2 Trays) for 2-sided print jobs.....	13-5
Skew adjustment levers.....	13-7
Maintenance.....	13-8
Replacing the OHCF feed rolls.....	13-8
Replacing the (OHCF) Bypass Tray feed rolls.....	13-11
OHCF problem solving.....	13-13
Clearing OHCF jams.....	13-13
Paper jams inside the OHCF trays.....	13-14

OHCF paper jams at lever 1a and knob 1c.....	13-15
OHCF paper jams at lever 1b and knob 1c.....	13-16
OHCF paper jams at lever 1d and knob 1c.....	13-17
OHCF fault codes.....	13-19
OHCF (Trays 6/7) specifications.....	13-27
14 Advanced/Professional Finishers.....	14-1
Advanced Finisher.....	14-1
Professional Finisher with Booklet Maker.....	14-2
Loading Staples for the Advanced/Professional Finishers.....	14-2
Staple Jam.....	14-3
Ordering Supplies.....	14-3
Finishing problems.....	14-4
15 Interface Module.....	15-1
Overview.....	15-1
Control panel.....	15-2
Paper path.....	15-3
Paper curl settings on the Interface Module.....	15-3
Preset decurler settings.....	15-3
Manual decurler buttons.....	15-4
Problem solving.....	15-4
Clearing jams.....	15-4
Paper jams at lever 1a.....	15-4
Paper jams at lever 2a.....	15-6
Paper jams at lever 2b.....	15-7
Fault codes.....	15-8
16 High Capacity Stacker (HCS).....	16-1
Overview.....	16-1
Identifying the components.....	16-2
Control panel.....	16-3
HCS top tray.....	16-3
Unloading the Stacker Tray.....	16-4
Problem solving.....	16-5
Jam clearance.....	16-5
HCS entrance jams (E1, E2, and E3).....	16-5
HCS transport jams (E4, E5, and E6).....	16-6
HCS top tray jam (E7).....	16-8
HCS exit jam (E8).....	16-9
Hints and tips for using the HCS.....	16-10
Loss of power.....	16-10

Fault codes.....	16-11
Specifications.....	16-26
17 Standard/Booklet Maker Finisher.....	17-1
Manual decurling feature.....	17-3
Folding feature.....	17-4
Fold types.....	17-4
Loading paper/tabs in Tray 8/T1 (Post-Process Inserter).....	17-6
Maintenance.....	17-7
Standard/Booklet Maker consumable supplies.....	17-7
Replace the standard staple cartridge.....	17-8
Replace the booklet staple cartridge.....	17-9
Replacing the Staple Waste Container on the finisher.....	17-11
Empty the Punch Waste Container.....	17-13
Finisher problem solving.....	17-14
Paper jams in Tray 8/T1 (Post-Process Inserter).....	17-15
Paper jams at lever 1a and knob 1c.....	17-16
Paper jams at lever 1d.....	17-17
Paper jams at lever 1b.....	17-18
Paper jams at lever 3b and 3d.....	17-19
Paper jams at lever 3e and knob 3c.....	17-21
Paper jams at lever 3g and knob 3f.....	17-22
Paper jams at lever 4b and knob 3a.....	17-23
Paper jams at lever 2a and knob 3a.....	17-24
Paper jams at lever 2b and knob 2c.....	17-25
Paper jams at 2c, 2e, 2f, and 2d.....	17-27
Paper jams at 2d and lever 2g.....	17-28
Paper jams at unit 4 and knob 4a.....	17-29
Paper jams at finisher top tray.....	17-31
Paper jams at finisher stacker tray.....	17-32
Paper jams at the optional booklet maker tray.....	17-33
Stapler faults.....	17-34
Staple jams in the standard staple cartridge.....	17-35
Staple jams in the booklet maker cartridge.....	17-36
Reinserting the standard staple cartridge.....	17-38
Fault codes.....	17-40
Specifications.....	17-52
Standard/Booklet Maker Finisher.....	17-52
Optional C/Z Folder.....	17-55

18 SquareFold Trimmer Module.....	18-1
Overview.....	18-1
Identifying the components.....	18-2
Main components.....	18-2
Paper path.....	18-3
Control panel.....	18-4
Square Fold feature.....	18-5
Square fold options.....	18-5
Accessing the Square Fold options.....	18-7
Accessing the Square Fold options for network print jobs.....	18-7
Accessing the Square Fold options for copy jobs.....	18-7
Trimmer feature.....	18-8
Trimmer options.....	18-8
Trim guidelines.....	18-9
Accessing the Trimmer options.....	18-11
Accessing the Trimmer options for network print jobs.....	18-11
Accessing the Trimmer options for copy jobs.....	18-11
Hints and tips.....	18-12
Printing full-page images on booklets.....	18-12
Follow these tips.....	18-13
Problem solving.....	18-13
Jam clearance.....	18-13
Clearing jams.....	18-14
Clearing E1/E2 jams.....	18-14
Clearing E3 jams.....	18-16
Fault codes.....	18-17
Technical data.....	18-27
Specifications.....	18-27

Product overview

This machine is a full color/black and white copier and network printer that operates at a speed of 75 copies/prints per minute.

Machine components



1 Optional feeding device

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

2 User Interface (UI)

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

3 Duplex Automatic Document Feeder (DADF)

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

4 Toner cover

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

5 Front door/cover

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

6 Paper Trays 1, 2, and 3

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

7 Interface Module

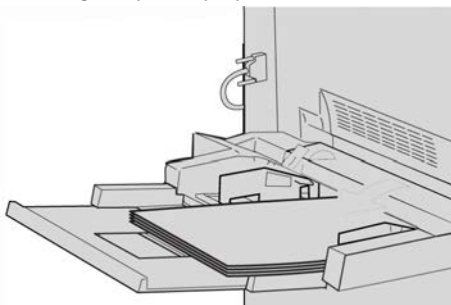
The Interface Module is required with many of the optional finishing devices. It serves as a communication device between the print engine and any attached finishing devices.

8 Optional finishing device

Shown is the optional Booklet Maker Finisher with the optional C/Z Folder. The Booklet Maker Finisher requires the Interface Module. Other optional finishing devices are available.

Bypass (Tray 5)

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



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

Note

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

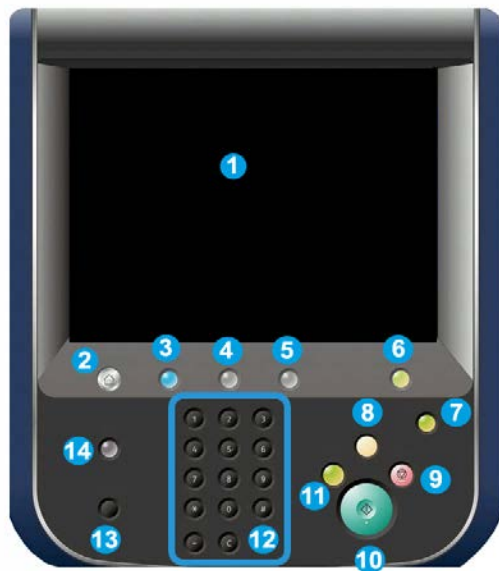
Document feeder



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

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

User Interface (UI)



1. Touch screen
2. Services Home
3. Services
4. Job Status
5. Machine Status
6. Log In/Out
7. Energy Saver
8. Clear All
9. Stop
10. Start
11. Interrupt
12. Keypad
13. Language
14. Help

Print server overview

One of the following print servers may be available and used with your machine:

- Xerox® FreeFlow® Print Server
- Xerox® EX Print Server, Powered by Fiery®
- Xerox® Integrated Fiery® Color Server

Note

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

Power on/off

Two power switches



The machine has two power switches:

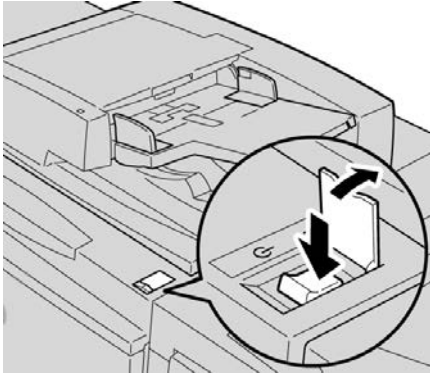
1. Power switch: Use this switch to turn on or turn off the machine.
2. Main power switch: This switch is located behind the front door/cover. It is used mainly by the Xerox Service Representative when servicing the machine. In rare problem solving cases, you may be directed to power off the machine with this switch.

Important

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

Power on

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



1. Open the cover.
2. Press the power switch to the On position.

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

Power off

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

Energy Saver

Note

The terms Power Saver and Energy Saver are used synonymously.

The Energy Saver feature has two modes:

- Low Power: After remaining inactive for a preset time period, the machine enters the Low Power mode.
- Sleep Mode: After entering Low Power and remaining inactive for another preset time period, the machine enters the Sleep mode.

Here are two examples:

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

Note

To manually enter power saver, press the Energy Saver button on the UI.

When logged on as administrator, the time periods for both Low Power and Sleep Mode may be set from **Tools > System Settings > Common Service Settings > Energy Saver Settings**.

Exiting the Energy Saver mode

1. Press the **Energy Saver** button, or
2. Send a print job to the machine or make copies at the machine.

Locating the machine serial number

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

1. Press the **Machine Status** button on the UI.
2. Ensure that the **Machine Information** tab is displayed.
The machine serial number is found here.
3. The machine serial number can also be found on the serial number plate inside the front door/cover of the machine.

Feeding and finishing devices

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

High Capacity Feeder (Tray 6), 1-tray

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

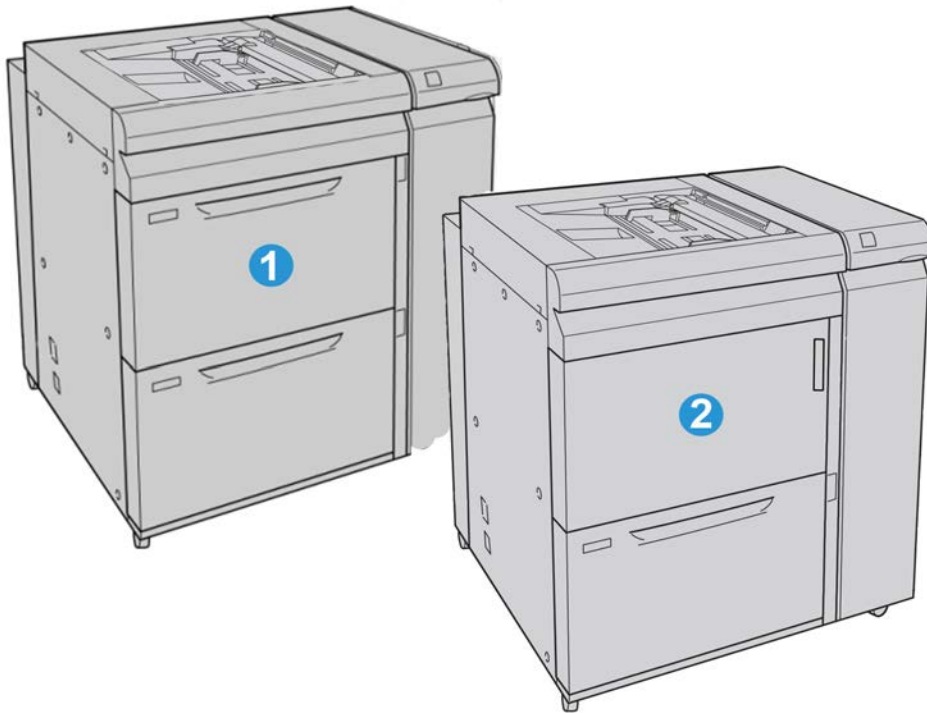


Note

Only letter-size (8.5 x 11 in.)/A4 paper, Long Edge Feed (LEF) can be used in this tray.

Oversized High Capacity Feeder, 1 or 2-trays

The Oversized High Capacity Feeder (OHCF) is available in a 1-tray or 2-tray option. The OHCF feeds a variety of stock sizes, including standard and oversized stock up to 13 x 19.2 in./330.2 x 488 mm. Each tray holds 2,000 sheets.



1	2-tray OHCF (with Bypass)
2	1-tray OHCF (with Bypass and storage cabinet above the tray)

Advanced Finisher

The Advanced Finisher provides a wide range of finishing options, including offset stacking, stapling, and hole punching.



Professional Finisher with Booklet Maker

The Professional Finisher is equipped with a Booklet Maker and provides a wide range of finishing options.



Interface Module

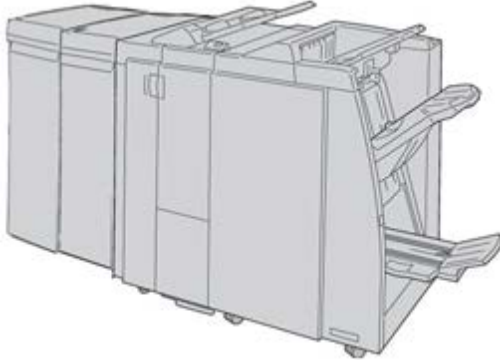
The Interface Module is required with MANY of the finishing devices. The Interface Module provides communication and a paper path between the print engine and any attached finishing device or devices.



GBC®AdvancedPunch™

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

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



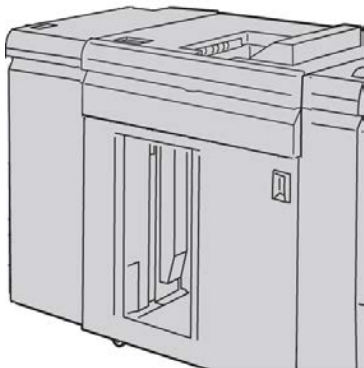
Note

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

Information on this accessory can be downloaded from www.xerox.com to download the latest version of the desired user guide by entering the product name in the Search field and then selecting the User Documentation link.

High Capacity Stacker

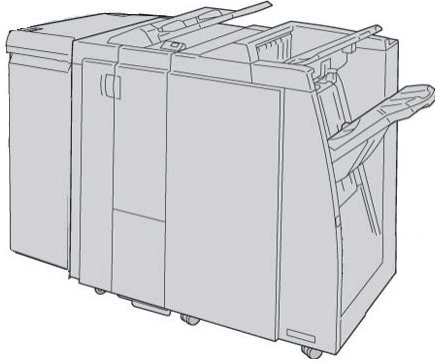
The High Capacity Stacker (HCS) is an optional finishing device that provides stacking and offsetting capabilities for output to a Stacker Tray.



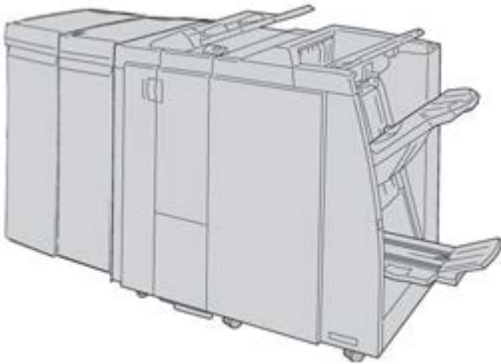
Standard/Booklet Maker Finisher

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

Standard Finisher with optional C/Z Folder



Booklet Maker Finisher with optional C/Z Folder

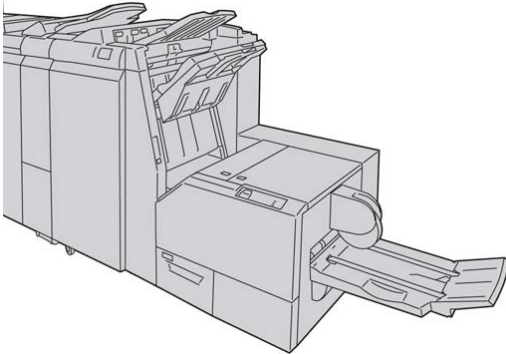


Note

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

SquareFold® Trimmer Module

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



Note

The SquareFold Trimmer Module is shown here with the required Booklet Maker Finisher (also known as Light Production C Finisher with optional Booklet Maker).

2

Where to find help

Help on the World Wide Web

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

Note

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

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

Print server customer documentation

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

Where to find help

3

Submitting a print job

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

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

Printing from your computer

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

Printing from the Xerox FreeFlow Print Server

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

Submitting a print job

7. Select **OK**.
8. Select the desired print queue.
9. Select the desired output options such as quantity, 1- or 2-sided printing.
10. Select **Print**.
The job is sent to the desired queue and either held or immediately printed.
11. Select **Close**.

Printing from the Xerox EX Print Server, Powered by EFI

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

Paper and other media

Loading media in trays 1, 2, and 3

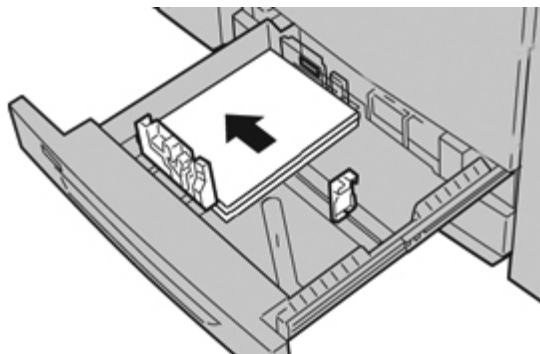
Trays 1, 2, and 3 are identical. Each tray has a capacity of 550 sheets of 20 lb./75 gsm paper. Stock can be LEF or SEF, landscape or portrait.

Loading paper in trays 1, 2, and 3

Note

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

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load and align the edge of the paper against the left edge of the tray.



Paper can be loaded either in the LEF/portrait or SEF/landscape direction.

6. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.
Do not load materials above the MAX line located on the rear Edge Guide.

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

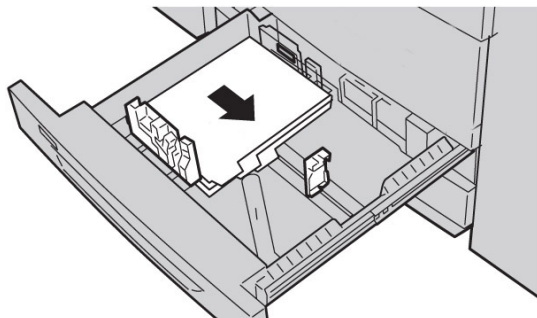
Note

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

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

Loading tab stock in trays 1, 2, and 3

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



Note

Tab stock can be loaded either LEF or SEF (portrait or landscape).

5. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.
Do not load materials above the MAX line located on the rear Edge Guide.
6. Gently push in the tray until it comes to a stop.
If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
7. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.
 - a) Make the desired selections for **Paper Type/Paper Weight, Paper Size, and Paper Color**.

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

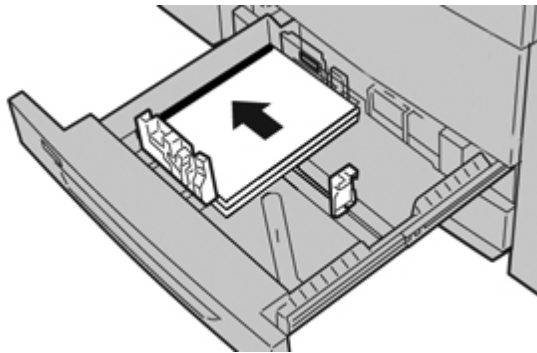
Note

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

- c) Select **Save** until you are returned to the tray settings window.
8. Select **Confirm** to close the window.
9. For network print jobs, refer to your print server customer documentation for instructions on loading tab stock into a tray.

Loading transparencies in trays 1, 2, and 3

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



Note

- Do not load more than 100 transparencies in a paper tray at one time.
 - Transparencies can be loaded either long edge or short edge feed (portrait or landscape).
5. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.
Do not load materials above the MAX line located on the rear Edge Guide.
 6. Gently push in the tray until it comes to a stop.
If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
 7. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.
 - a) Make the desired selections for **Paper Type/Paper Weight, Paper Size, and Paper Color**.
 - b) If necessary, make the desired changes to paper curl and alignment adjustment.

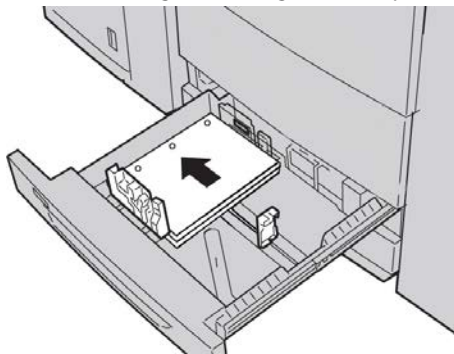
Note

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

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

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

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load and align the edge of the pre-drilled paper against the left edge of the tray.



Paper can be loaded either in the LEF/portrait or SEF/landscape direction.

6. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.
Do not load materials above the MAX line located on the rear Edge Guide.
7. Gently push in the tray until it comes to a stop.
If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.
 - a) Make the desired selections for **Paper Type/Paper Weight, Paper Size, and Paper Color**.
 - b) If necessary, make the desired changes to paper curl and alignment adjustment.

Note

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

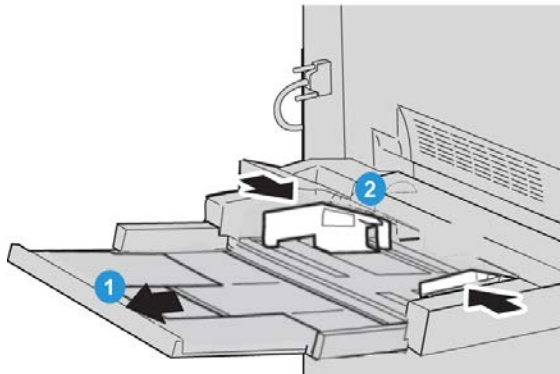
- c) Select **Save** until you are returned to the tray settings window.
9. Select **Confirm** to close the window.

Loading media in the Bypass tray

When using the Bypass tray (Tray 5):

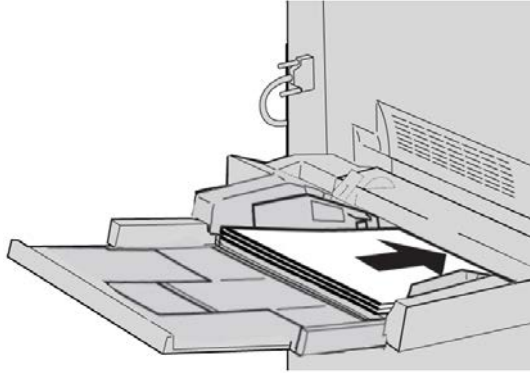
- This tray is used primarily when using a small quantity and special media (such as envelopes).
- Stock can be loaded either long or short edge feed (portrait or landscape).
- You must manually enter the paper size on the machine UI.
- If you use a non-standard paper size often, you can preset the paper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

Loading paper in the Bypass tray (Tray 5)



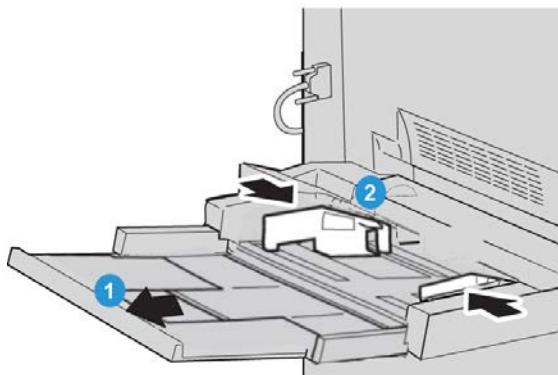
1. Gently extend the Bypass tray (Tray 5) as necessary to accommodate the paper.
2. Hold the center of the paper guides and slide them to the desired paper size.
3. Select the appropriate paper stock for your print job.
4. Open the ream of paper with the seam side facing up.
5. Fan the sheets before loading them into the tray.

6. Insert the paper or media into the tray until it stops.



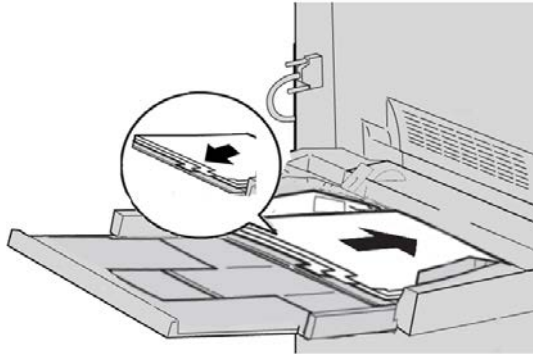
7. Adjust the paper guides so that they touch the edges of the stack.
If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
 8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.
 - a) Make the desired selections for **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
 - b) If necessary, make the desired changes to paper curl and alignment adjustment.
- Note**
Refer to the System Administration Guide for detailed information on the paper curl and alignment adjustment options.
- c) Select **Save** until you are returned to the tray settings window.
9. Select **Confirm** to close the window.

Loading tab stock in the Bypass tray (Tray 5)



1. Gently extend the Bypass tray (Tray 5) as necessary to accommodate the paper.
2. Hold the center of the paper guides and slide them to the desired paper size.
3. Select the appropriate paper stock for your print job.
4. Fan the tab paper before loading into the tray.

5. Insert the tab stock into the tray with the side to be copied or printed on face up and with the tabs to the left.



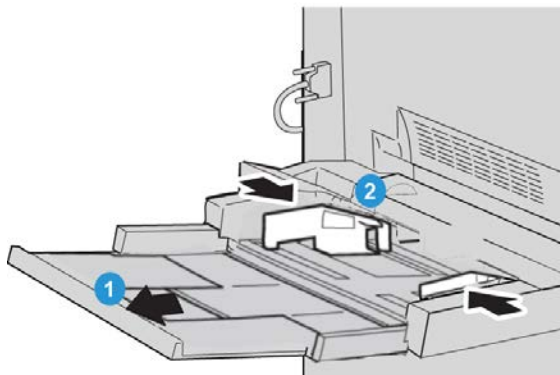
6. Continue to insert the paper or media into the tray until it stops.
7. Adjust the paper guides so that they touch the edges of the stack.
If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.
 - a) Make the desired selections for **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
 - b) If necessary, make the desired changes to paper curl and alignment adjustment.

Note

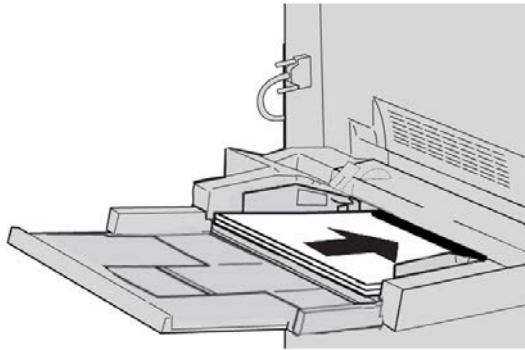
Refer to the System Administration Guide for detailed information on the paper curl and alignment adjustment options.

- c) Select **Save** until you are returned to the tray settings window.
9. Select **Confirm** to close the window.
10. For network print jobs, refer to your print server customer documentation for instructions on loading tab stock into a tray.

Loading transparencies in the Bypass tray (Tray 5)



1. Gently extend the Bypass tray (Tray 5) as necessary to accommodate the paper.
2. Hold the center of the paper guides and slide them to the desired paper size.
3. Select the appropriate paper stock for your print job.
4. Fan the transparencies to stop them from sticking together before loading into the tray.
5. Insert the transparencies into the tray with the side to be copied or printed on face up and with the removable stripe to right.



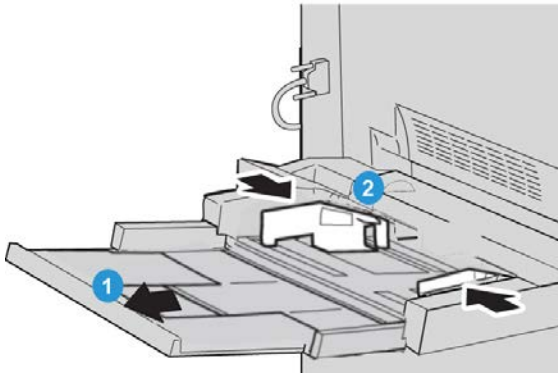
6. Continue to insert the paper or media into the tray until it stops.
7. Adjust the paper guides so that they touch the edges of the stack.
If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.
 - a) Make the desired selections for **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
 - b) If necessary, make the desired changes to paper curl and alignment adjustment.

Note

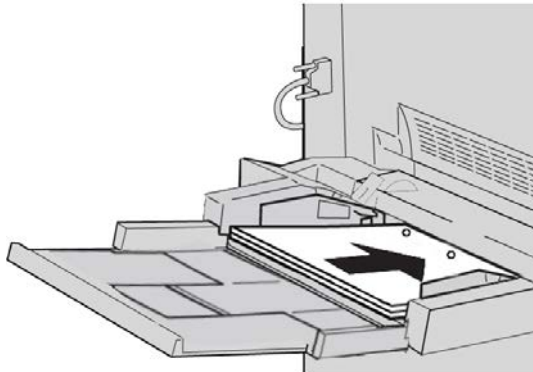
Refer to the System Administration Guide for detailed information on the paper curl and alignment adjustment options.

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

Loading pre-drilled stock in the Bypass tray (Tray 5)



1. Gently extend the Bypass tray (Tray 5) as necessary to accommodate the paper.
2. Hold the center of the paper guides and slide them to the desired paper size.
3. Select the appropriate paper stock for your print job.
4. Fan the sheets before loading them into the tray.
5. Insert the pre-drilled stock into the tray in the LEF direction with the holes to the right.



6. Continue to insert the paper or media into the tray until it stops.
7. Adjust the paper guides so that they touch the edges of the stack.
If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.
 - a) Make the desired selections for **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
 - b) If necessary, make the desired changes to paper curl and alignment adjustment.

Note

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

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

Loading media in optional feeding devices

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

Loading post-process media in optional finishing devices

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

Loading tab stock with the GBC AdvancedPunch

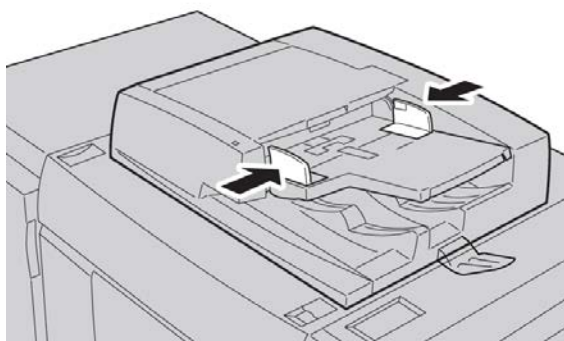
When the optional GBC AdvancedPunch is attached to your machine, tab stock is loaded differently into paper trays. For information on how to load media into the paper trays when a GBC AdvancedPunch is attached, refer to the GBC AdvancedPunch customer documentation.

5

Copy

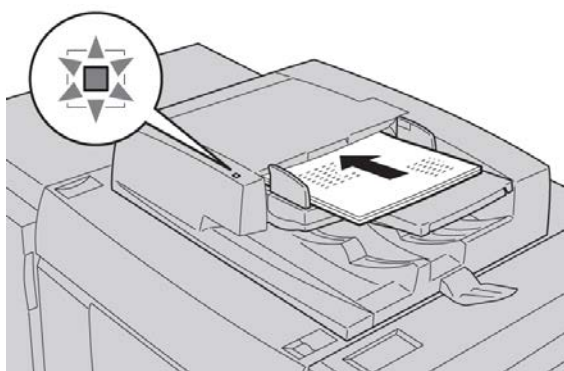
Basic copy using the document feeder

1. Adjust the movable document guides to their widest position.



2. Load the documents face up with the first page on top and with the headings toward the back or left of the machine.

The confirmation indicator lights to show that the documents are loaded correctly.



3. Press the **Services Home** button.
4. Select **Copy** on the **Services Home** screen.
5. From the Copy screen, select the desired features/options.

Copy

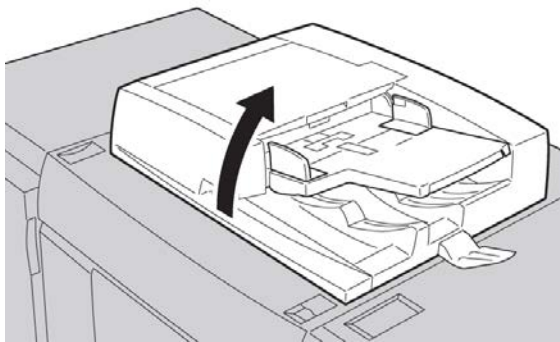
- Reduce/Enlarge
- Paper Supply
- Output Color
- Copy Output
- 2-Sided Copying
- Original Type
- Lighten/Darken

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

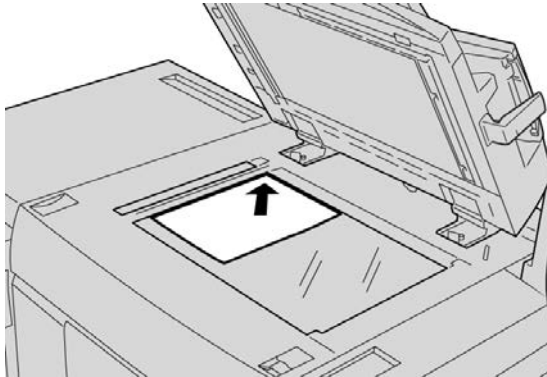
6. Enter the quantity.
7. Press **Start**.

Basic copy using the document glass

1. Open the document feeder.



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



3. Press the **Services Home** button.
4. Select **Copy** on the **Services Home** screen.
5. From the Copy screen, select the desired features/options.
 - Reduce/Enlarge
 - Paper Supply

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

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

6. Enter the quantity.

7. Press **Start**.

Copy tab

The Copy tab contains the following features:

- Reduce/Enlarge
- Paper Supply
- Output Color

Note

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

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

Reduce/Enlarge

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

100% or R/E entry box

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

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

Auto%

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

Preset R/E buttons

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

More

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

Reduce/Enlarge More options

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

Proportional %

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

Auto %

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

Independent X-Y%

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

Auto Center

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

Preset percentage buttons

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

Paper Supply

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

Auto Paper Select

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

Tray buttons

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

More button

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

Output Color

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

Auto Detect

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

Color

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

Black and White

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

Dual Color

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

Single Color

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

More

This option allows you to make selections for Dual Color and Single Color. Dual Color allows you to separate the colors of the original into two groups of colors for copying. Source Color will be replaced by the selected Target Area Color. The rest will be replaced by the Non-Target Area Color. Single Color allows you to select the one color that will print when Single Color is selected.

Copy Output

Important

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

Note

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

Copy

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

- Auto
- Collated
- Uncollated
- Uncollated with Separators
- Original Orientation
- Optional finishing features, including:
 - Output Destination/Offset
 - Stapling
 - Hole Punching
 - C/Z Folding

2 Sided Copying

Note

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

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

1-1 Sided

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

1-2 Sided

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

2-2 Sided

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

2-1 Sided

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

Rotate Side 2

Select this option to rotate the second side of the original. Do not select this option if you want all of your originals to have the same orientation.

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



Original Type

Note

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

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

Auto

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

Photo and Text

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

When using this option, identify the original photo. Select Printed Original, Photograph, or Photocopied Original.

Text

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

Select if the text is Normal or Light Text.

Copy

Photo

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

Select from Printed Original, Photograph or Photocopied Original.

Map

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

Lighten/Darken

Note

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

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

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

Image Quality tab

The Image Quality tab contains the following features/options:

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

Image Options

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

Lighten/Darken

This option provides manual control to adjust the lightness or darkness of the scanned images. Select the Down scroll button to darken the scanned image from light originals such as pencil images. Select the Up scroll button to lighten the scanned image from dark originals such as half tones or originals with colored backgrounds.

Sharpness

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

Saturation

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

Image Enhancement

Background Suppression

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

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

Off: Select this option when:

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

Contrast

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

Color Effects

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

Lively

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

Bright

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

Warm

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

Cool

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

Shadow Suppression

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

Color Balance

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

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

Color Shift

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

Plus button

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

Minus button

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

Layout Adjustment tab

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

- **Book Copying**
- **2 Sided Book Copying**

- **Original Size**
- **Edge Erase**
- **Image Shift**
- **Image Rotation**
- **Invert Image**
- **Original Orientation**

Book Copying

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



Book Copying options include:

Both Pages

Copies both pages in page order.

Left Page Only

Copies the left page only.

Right Page Only

Copies the right page only.

Binding Edge Erase

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

2 Sided Book Copying

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

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

Original Size

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

Auto Detect

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

Manual Size Input

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

Mixed Size Originals

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

Edge Erase

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

All Edges

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

Individual Edges

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

Print to Edge

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

Image Shift

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

Off

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

Auto Center

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

Corner Shift

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

Margin Shift

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

Image Rotation

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

Off

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

Always On

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

On during Auto

This option provides automatic rotation of the image on your original to fit correctly on your selected copy paper when Auto Paper Select or Auto % is selected. This option also has the following Rotation Direction options:

- **Rotation Direction, Staple Position:** This option rotates the image to match the stapling edge when originals of different sizes are placed in the document feeder.
- **Rotation Direction, Portrait Original - Left Edge:** This option rotates the images of original documents with mixed orientation so that the top edge of landscape documents aligns with the left edge of portrait documents.
- **Rotation Direction, Portrait Original - Right Edge:** This option rotates the images of original documents with mixed orientation so that the top edge of landscape documents aligns with the right edge of portrait documents.

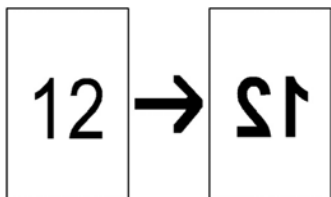
Invert Image

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

Mirror Image

Select Normal Image or Mirror Image.

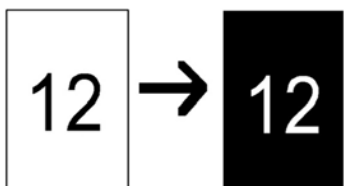
This option reverses the original image creating a mirror of the original. This feature can be used when you want to change the apparent direction of an image or where the original is inked on the reverse of the paper (for example engineering drawings).



Negative Image

Select Positive Image or Negative Image.

This option converts the black image areas in the original to white, the white image areas to black, and any dark gray image areas to light gray. If the Output Color is set to Color, then the complementary colors are reversed on the printed image. This feature is useful for documents that have a substantial amount of dark background and/or light text and images, saving on toner usage.



Original Orientation

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

Upright Images

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



Sideways Images

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



Output Format tab

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

- Booklet Creation
- Covers
- Transparency Options
- Page Layout
 - Multiple-Up
 - Repeat Images

Note

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

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

Booklet Creation

Booklet Creation allows you to create multi-page booklets from an ordered set of 1-Sided or 2-Sided originals. When Auto % is selected, the print engine reduces or enlarges the image as required. Any other Reduce/Enlarge selection could result in image loss. When Booklet Creation is selected, the output is automatically set to 1-2 Sided.

Note

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

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

Original Input

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

Covers

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

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

Last Page on Back Cover

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

This option is only available for 1 Sided Covers.

Binding Shift

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

Divide Output

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

Auto Image Positioning

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

Offset Stacking

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

Fold and Staple

Folding and/or stapling are optional features. These features are available only with finishing devices that provide these capabilities, such as the Booklet Maker Finisher. When available, select the desired Fold and Staple option:

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

Booklet Trimming/Pressing

Booklet trimming and pressing are available only if the optional SquareFold Trimmer Module is attached to the Booklet Maker Finisher. Booklet Trimming/Pressing options include the following:

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

Covers

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

The Covers feature includes the following options include the following options:

Off

Covers are not added to the output.

Blank Covers

Blank sheets of paper are added as the covers.

Front Covers/Back Covers

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

Paper Supply

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

Note

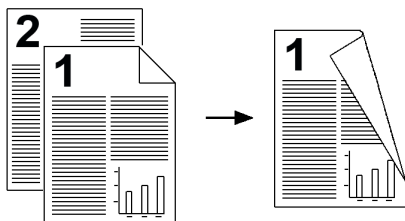
If **Blank Covers** is used for BOTH the front and back covers, verify that the correct quantity is selected for both the covers.

Both the front and back covers include these additional options:

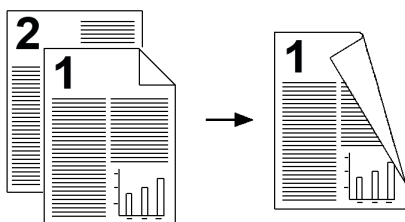
Print on Side 1

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

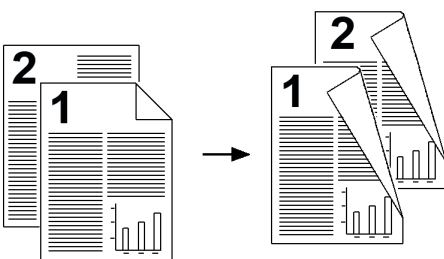
- For Front Cover only (no back cover): The first page of the document is copied onto the front side of the front cover.



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



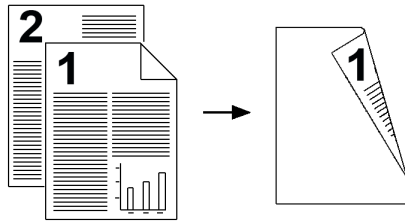
- For both front and back covers: The first page of the document is copied onto the front side of the front cover, and the second page is copied onto the front side of the back cover.



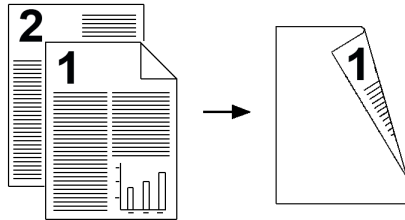
Print on Side 2

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

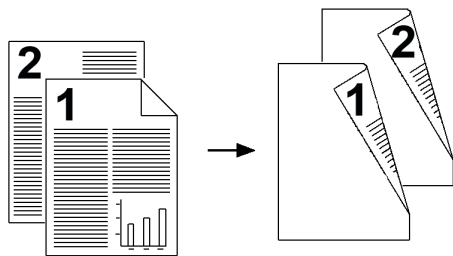
- For Front Cover only (no back cover): The first page of the document is copied onto the back side of the front cover.



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



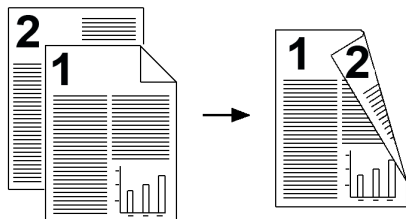
- For both front and back covers: The first page of the document is copied onto the back side of the front cover, and the second page is copied onto the back side of the back cover.



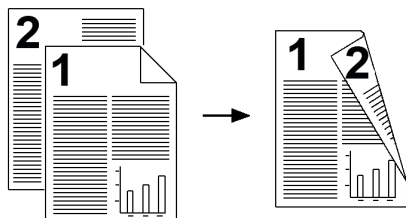
Print on Both

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

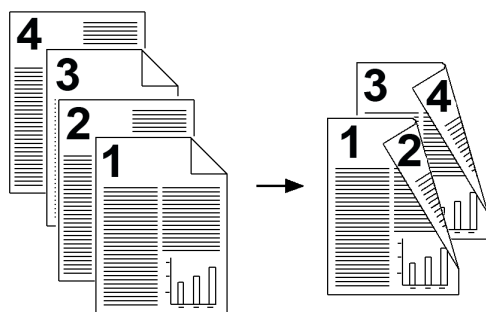
- For Front Cover only (no back cover): The first and second pages of the document are copied onto the front and back sides of the front cover.



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



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



Transparency Options

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

Paper Supply

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

Off

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

Blank Transparency Separators

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

Blank Separators and Handouts

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

Transparency Set and Handouts

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

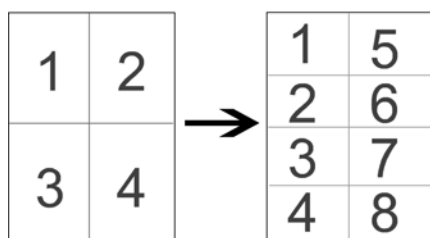
Page Layout

The **Page Layout** options are ideal for handouts, storyboards, or for archival purposes. You can select between the **Pages Per Side** feature or the **Repeat Image** feature.

Pages Per Side (Multiple-Up)

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

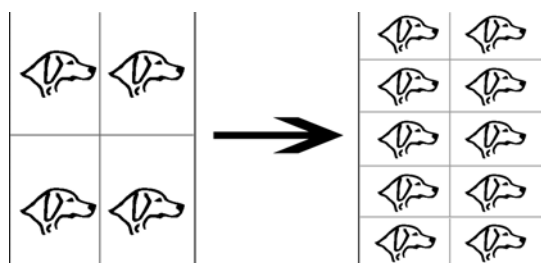
The examples shown are a typical output that can be produced when using the Pages Per Side feature.



Repeat Image

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

- **Auto Repeat:** This option automatically sets the number of images per page according to the document size and paper size, and then repeatedly copies the document image onto the paper. Copies cannot be made when the document image is larger than the specified paper size.
- **Variable Repeat:** This option specifies the number of times to repeatedly copy the image along each of the long and short sides of the paper. You can specify from 1 to 23 repeats along the short side (Y) and from 1 to 33 repeats along the long side (X). The examples shown are a typical output that can be produced when using the Repeat Image feature.



Poster

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

Output Size

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

Enlargement %

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

Annotations

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

Comment

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

Date

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

Page Numbers

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

Bates Stamp

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

Upright Images

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

Sideways Images

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

Watermark

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

Control Number

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

Stored Watermarks

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

Date and Time

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

Serial Number

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

Watermark Effect

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

Tab Margin Shift

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

Shift to Tab

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

Shift All

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

Shift Value buttons

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

Add Tab Stock

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

Paper Supply

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

Face Up/Down Output

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

Auto

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

Face Up

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

Face Down

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

Face Up (Reverse Order)

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

Folding (optional)

If your machine is equipped with an optional Folder, you can make copies or prints using the **Folding** feature. Furthermore, depending on the finishing device, the **Folding** option can fold your output in half (single or bi-fold) or in thirds (C-fold or Z-fold types). The feature can be selected for both your copy and network print jobs. Depending on the copy/print job, the feature can be selected from either the machine's UI or from the print driver on your workstation. If your machine is connected to a print server, the feature can also be selected at the print server for the selected job.

Note

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

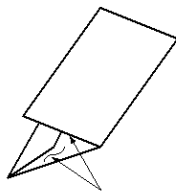
Folding options include:

Single Fold (Bi-Fold)

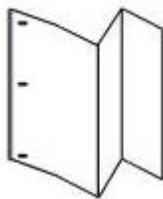
Select this option to fold the output copies in half.

**C-Fold**

Select this option to fold the output copies in thirds.

**Z-Fold**

Select this option to fold the output copies with two folds that are folded in opposite directions, resulting in a type of fan fold.



Z-Fold Half Sheet (shown here with 3-hole punch)

This option has two folds that are folded in opposite directions, with two unequal folds. The two unequal folds allow one edge of the sheet to have a longer edge which allows for stapling or hole punching.

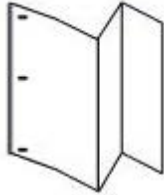


Image Inside Fold

Folds copies so that the image is printed on the inside.

Images Outside Fold

Folds copies so that the image is printed on the outside.

Trimming

Trimming options include:

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

ID Card Copy

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

1. Open the document feeder and place the ID card on the top, left corner of the document glass.
2. Close the document feeder.
3. Press the **Services** button on the control panel.

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

4. From the Copy screen, select **Output Format > ID Card Copying**.
5. Select **On**.
6. Select **Save**.
7. Enter the quantity.
8. Press **Start** to begin scanning side 1.

9. Open the document feeder and turn the ID card over to copy side 2.
10. Close the document feeder.
11. Press **Start** to begin scanning side 2.
Printing begins and copies are delivered to the output area.

Job Assembly tab

Build Job

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

1. Split the hard-copy document into sections for individual programming.
2. On the All Services screen, select **Copy**.
3. Select the **Job Assembly** option.
4. Select **Build Job**.
5. Select **Build Job On**.
6. Select **Save**.
7. Program the job requirements for the first segment of the job by selecting and saving the applicable features from the features shown at the bottom of the **Build Job** screen.
 - Copy Output
 - Booklet Creation
 - Covers
 - Annotations
 - Segment Separators
 - Watermark
 - Face Up/Down Orientation
8. Load only the first segment into the document feeder or place the segment on the document glass one page at a time.
9. Select **Start**.
When the first segment has finished scanning, the **Copy Status** screen will appear.
10. Remove the originals from the document feeder or document glass.
11. Select **Change Settings**.
12. Program the job requirements for the second segment.
13. Load the second segment into the document feeder or on the document glass.
14. Select **Start**.
15. Repeat the previous steps until all segments of your job have been programmed and scanned.
16. After the last segment has been scanned, select **Last Original**.
The machine will complete the quantity selected.

17. Retrieve the copies from the output area.

Sample Job

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

1. Press the **Services** button on the control panel.
By default, pressing the **Services** button will cause the Copy screen to appear.
2. Select **Job Assembly > Sample Job**.
3. Select **Sample Job On**.
4. Select **Save**.
5. Load the documents in either the document feeder or on the document glass.
6. Program the job with the desired features/options, including:
 - Reduce/Enlarge
 - Paper Supply
 - Output Color
 - Copy Output
 - 2-Sided Copying
 - Original Type
 - Lighten/Darken
7. Enter the quantity.
8. Press **Start**.
One copy set of the job (the sample set) is printed and the remainder of the job is placed on hold, and the machine is paused.
9. If desired, change any applicable setting and copy quantity.
10. Select either **Start** to finish the job or **Cancel** to stop the job.
Selecting **Start** continues the copy process and the programmed number of sets will be printed. Retrieve the copies from the output area.
11. Upon completion, press the **Clear All** button on the control panel to return the settings to their default state.

Combine Original Sets

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

1. Press the **Services** button on the control panel.
By default, pressing the **Services** button will cause the Copy screen to appear.
2. From the Job Assembly tab, select Combine Original Sets.
3. Select either **On** or **Off**.

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

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

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

5. Close the document feeder.

6. Program the job with the desired features/options, including:

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

7. Enter the quantity.

8. Press **Start**.

9. When you are finished scanning all the documents, select **Last Original** to complete the job.

10. Retrieve the copies from the output area.

Delete Outside/Delete Inside

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

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

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

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

2. Select the **Job Assembly** tab.

3. Select **Delete Outside/Delete Inside**.

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

4. Select either **Delete Outside** or **Delete Inside**.

5. If the originals are 2-sided, select the applicable option:

- Both Sides
- Side 1 Only
- Side 2 Only

6. Select the **Area 1** button.

Copy

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

7. To define a specific area, enter the two X/Y coordinates within a range 0.0-17.0 inches (0.0-431.8 mm). Navigate from coordinate to coordinate by selecting each X/Y button:
 - a) Select the Y1 box and use the numeric keypad on the control panel to enter the value for Y1.
 - b) Select the Y2 box and use the numeric keypad on the control panel to enter the value for Y2.
 - c) Select the X1 box and use the numeric keypad on the control panel to enter the value for X1.
 - d) Select the X2 box and use the numeric keypad on the control panel to enter the value for X2.

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

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

Scan

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

- **Email:** Scans a document and sends the scanned data as an e-mail attachment after converting the data to TIFF, JPEG, PDF, DocuWorks®, or XPS (XML Paper Specification).
- **Network Scanning:** Scans a document using a job template that was created using CentreWare® Internet Services (CWIS). When Scan to Home is enabled and the Remote Access feature is available, the scanned data can be transferred to a different destination according to an authenticated user.
- **Scan to PC:** Scans a document and sends the scanned data to a network computer via the FTP or SMB protocol.
- **Store to Folder:** Scans a document and saves the scanned data in a folder on the machine.
- **Send from Folder:** Scans a document and temporarily saves the scanned data on the machine. The user is notified by e-mail of the URL to the location where the scanned data is stored. Then, the user can access the URL to retrieve the scanned data.
- **Store to USB:** Scans a document and saves the scanned data to a USB memory device. (This is an optional feature.)
- **Store to WSD (Web Services on Device):** You can scan documents set on the machine and save the scanned data from a computer. Also, you can save the scanned data to a computer on the network. (This is an optional feature.)

Basic scanning procedure

1. From the machine UI, press the **Clear All** button.
This clears all previous settings from the machine.
2. Load your original documents either in the document feeder or on the document glass.

3. Press the **Services Home** button.
4. Select the desired scan method.
 - **E-mail**
 - **Network Scanning**
 - **Scan to PC**
 - **Store to Folder**
 - **Send from Folder**
 - **Store to USB**
 - **Store to WSD**
5. Select the desired scan options.
 - **Color Scanning**
 - **2 Sided Scanning**
 - **Original Type**
 - **Scan Presets**
 - **Advanced Settings**
 - **Layout Adjustments**
 - **E-mail Options or Filing Options**
6. Press **Start**.

Scan options

Basic scan options

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

Color Scanning

Color Scanning options include:

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

2 Sided Scanning

2 Sided Scanning options include:

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

Original Type

Original Type options include:

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

Scan Presets

Scan Presets options include:

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

Additional scan options

Additional scanning options allow precise control of the scanning process. Many of these optional settings override the automatic settings. Instructions on the machine UI describe the use of these options.

Advanced Settings

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

Image Options

The **Image Options** include:

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

Image Enhancement

The **Image Enhancement** options include:

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

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

Auto Suppression: This option automatically reduces or eliminates any background on the output which may be caused by colored paper or newspaper originals. For example, when **Color Scanning** is set to **Black & White**, the background of a document printed on colored paper, such as newspaper, is suppressed. When **Color Scanning** is set to **Color**, the background of a document printed on white-color paper is suppressed.
- **Contrast:** This option controls the difference between the image densities within the scanned image. Lower contrast settings reproduce more detail in light and dark areas of the original. Higher contrast settings produce vivid blacks and whites for sharper text and lines, but produce less detail in pictures.

Resolution

Choose one of four resolution settings:

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

Quality/File Size

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

Note

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

Photographs

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

Note

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

Shadow Suppression

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

Layout Adjustment

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

Original Orientation

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

Original Size

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

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

Edge Erase

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

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

Book Scanning

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

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

The following sub-options are also available:

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

Reduce/Enlarge

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

Filing Options

Note

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

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

File Name

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

File Format

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

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

Note

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

Additional File Format options

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

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

Compression Method options

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

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

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

Note

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

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

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

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

File Name Conflict

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

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

E-mail Options

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

File Name

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

File Format

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

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

Note

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

Additional File Format options

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

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

Compression Method options

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

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

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

Note

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

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

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

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

PDF Security options

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

- **Encryption Algorithm:** Choose one of three encryption methods:
 - **128-bit RC4:** Encrypts the file by using the 128-bit RC4 method. Files encrypted with this method can be opened with Adobe® Acrobat® 5.0 or later.
 - **128-bit AES:** Encrypts the file by using the 128-bit AES method. Files encrypted with this method can be opened with Adobe® Acrobat® 7.0 or later.
 - **256-bit AES:** Encrypts the file by using the 256-bit AES method. Files encrypted with this method can be opened with Adobe® Acrobat® 9.0 or later.
- **File Open Password:** This option sets a password for opening the PDF. The recipient of the PDF file must know the password before it can be opened.
- **Permissions:** This option adds restrictions to the PDF file which prevents unauthorized printing or editing of the file. The recipient of the PDF must know the permissions password in order to remove these restrictions.

Reply To

Use this option to enter a reply recipient email address.

Read Receipts

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

E-mail

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

E-mail components

New Recipient

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

Address Book

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

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

Note

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

Add Me and From fields

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

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

Recipient(s) field

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

Subject

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

Message

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

Preview

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

Note

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

Scanning to an e-mail address

1. From the machine UI, press the **Clear All** button.
This clears all previous settings from the machine.
2. Load your original documents either in the document feeder or on the document glass.
3. Press the **Services Home** button.
4. Select **E-mail**.
5. Specify one or more recipients by using one of the following options:
 - Select **New Recipient**
 - Select **Address Book**.
6. If using **New Recipient**, perform the following:
 - a) Use the keyboard to enter the entire address.
 - b) Select **Add**.
 - c) If sending to multiple recipients, repeat the previous sub-steps until finished.
 - d) Select **Close**.
The main E-mail tab is displayed.
7. If using the **Address Book**, perform the following:
 - a) Select **Address Book**.
 - b) Select one of the choices from the pull-down menu (such as **List all public entries**).
 - c) Select the desired recipient.
 - d) Select one of the fields **To**, **Cc**, or **Bcc**.
 - e) If sending to multiple recipients, repeat the previous sub-steps until finished.
 - f) Select **Close**.
The main E-mail tab is displayed.
8. If applicable, perform the following:
 - Select **From** and add the sender's e-mail address.

- To send a copy of the email to the sender, select **Add Me**.
 - Edit or remove recipients from the Recipient(s) field.
 - Select **Subject** to enter and save an e-mail subject.
 - Select **Message** to enter and save the e-mail message.
9. Select the desired scan options.
- **Color Scanning**
 - **2 Sided Scanning**
 - **Original Type**
 - **Scan Presets**
 - **Advanced Settings**
 - **Layout Adjustments**
 - **E-mail Options** or **Filing Options**
10. Press **Start**.

Network Scanning

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

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

Note

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

Network scanning components

Job templates

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

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

Go To

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

Template Description

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

Update Templates

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

Network Scanning procedure

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

1. Scan the images and select **job features**.
2. While scanning, select **Preview** to preview the last page that was scanned.
3. From the drop-down menu, specify the view size by selecting **Whole Page** or **Enlarge View**, and set **Current Page**.
4. After the confirmation, select **Close** to close the preview screen.
5. Select **Color Scanning** from the current scanning edit window.
6. Select a **Color Option**.
 - **Auto Detect**: The color of the document is determined automatically; the machine scans in full color when the document is colored, otherwise scans in monochrome.
 - **Color**: Select this option to scan a color document.
 - **Black & White**: Scans a document in monochrome two tones. You can select the document type in Original Type.
 - **Grayscale**: Scans a document in grayscale. Adds shades to monochrome, creating intermediate tones that change gradually. Suited to documents containing gradations that cannot be reproduced with monochrome (2-color tone).
 - **Auto Detect**: The color of the document is determined automatically; the machine scans in full color when the document is colored, otherwise scans in monochrome.
7. Select **2 Sided Scanning** from the current scanning edit window.
8. Select an option.
 - **1 Sided**: Select this option to scan only one side of the document.

- **2 Sided (Head to Head):** Select this option when both sides of the 2-sided document are in the same orientation.
- **2 Sided (Head to Toe):** Select this option when both sides of the 2-sided document are in opposite orientations.
- **More:** Displays the 2 Sided Scanning window.

9. If **More** is selected, the 2 Sided Scanning window opens. Select an option.

- **1 Side:** Select this option to scan only one side of the document.
- **2 Sided:** Select this option to scan both sides of the document.
- **Originals:** This option is displayed when 2 Sided is selected.
- **Head to Head:** Select this option when both sides of the 2-sided document are in the same orientation.
- **Head to Toe:** Select this option when both sides of the 2-sided document are in opposite orientations.

10. When you select **Black & White** in **Color Scanning**, you must then select the document type. On the current Scanning edit window, select Original Type and select an option.

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

11. There are various scan presets that can be chosen.

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

Scan to PC

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

Scan to PC components

Transfer Protocol

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

Address Book

Specify the recipient from the Address Book.

Browse Network for PC

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

Specify Destination

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

Using the Scan to PC feature

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

1. Perform the Transfer Protocol. From the Scan to PC option, select **Transfer Protocol**. FTP: Transfers using the FTP protocol.
2. Select **FTP**, **SMB**, or **SMB (UNC Format)** as a forwarding protocol. SMB: Transfers using the SMB protocol. SMB (UNC Format): Transfers using the SMB protocol (UNC Format). UNC stands for Universal Naming Convention and its format is as follows: \\host name\shared name\directory name
3. Select **Save**.
4. Access the Address book. From the E-mail option on the Service Home screen, select **Address Book**.
5. Select a Recipient from the address list. Search for an address if needed. List all public entries: Displays the local address list. Search Public: Searches recipients in the local address list. Search Network: Searches recipients in the remote address list.
6. Specify the To, Cc, or Bcc.
7. Use the scroll-bar to navigate the Name list.
8. If needed, select **Details** to display the Details screen.

9. Select **Close**.
10. Browse the network for a PC. Select **Scan to PC** from Services Home.
11. Select **Browse**.
12. Select the destination to save the data in. To locate a file, select Previous or Next to move to another level and view other destinations.
13. Specify a destination. On the Scan to PC window, select in the Server section of the window.
14. Enter information to identify the server using the keyboard displayed on the screen. You can also select **Address Book** to locate information.
15. Enter information to identify the server using the keyboard displayed on the screen. You can also select **Address Book** to locate information.
16. Select in the **Shared Name** section of the window and enter a shared name. When the save location is in the DFS namespace on Windows, enter a root name. Up to 64 characters. This option is only available when you select SMB in Transfer Protocol.
17. Select in the **Save In** section of the window and enter a directory path. When the save location is in the DFS namespace on Windows, enter a folder name. Up to 128 characters. This option is only available when you select FTP or SMB in Transfer Protocol.
18. The following directory path: "\\Host Name\Shared Name\Directory Name" is displayed when you select SMB (UNC Format) in Transfer Protocol, .
19. Select in the **User Name** section of the window and Enter the user name of the computer you are forwarding to. When a user name is not required for the destination, this field can be skipped.
20. Select the **Password** section of the window and enter the password for the user name. Up to 32 characters are allowed.

Store to Folder

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

Note

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

Store to Folder components

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

Folder

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

Scan

Go to

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

File List

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

Save using the USB Memory Device (optional)

The Store to USB is an optional service that allows you to scan documents and save the scanned data to a USB memory device.

Use the following USB memory devices:

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

To save using the USB, perform the following:

1. Insert the USB memory device into the USB memory slot on the control panel.
2. The USB Memory Device Detected window should appear. If this window does not appear, select the **Services Home** button and select **Store to USB**.
3. Select **Save In**.
4. Select a folder to save the data in.
5. Select **Save**.

If you do not specify the file storage location, the scanned data is saved in the root directory.

Store to USB Components

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

Preview

Select to view the scanned images while you are scanning the document or preview saved files.

Color Scanning

Select to set the output color to scan a document. You can choose Auto Detect, Color, Black & White, or Grayscale.

2 Sided Scanning

Select to automatically scan both sides of a 2-sided document. If you select the binding style, the print job will scan both sides in the same orientation.

Original Type

Select to identify the type of document. Select Photo & Text, Text, or Photo.

Scan Presets

Predefined scan settings. Select Sharing & Printing, Archive Record, OCR, High Quality Printing, or Simple Scan.

Store to USB procedure

1. Insert the USB memory device into the USB memory slot on the control panel of the printer.
2. Select Store to USB. If the USB Detected window does not display, then select Services Home button and then select the Store to USB option.
3. Select Save in and select a folder to save the data to.
4. Select Save.
5. Select options.

Web Services for Devices (WSD)

The Store to WSD service allows you to scan documents set on the machine from a network computer. This is optional.

Store to WSD component

List of Computers

Select the destination from the list of computers. Choose the one in accordance with the intended use.

Store to WSD procedure

1. Select Store to WSD on the Services Home window.
2. Load the document on the document glass or in the document feeder, and select This Device.
3. Computer names and 5 processing methods are displayed in the List of Computers.
4. Press the Start button.

Scan

5. The scanned data will be forwarded to the specified destination.
6. Check the forwarded data on the destination computer.

Job Status

Job Status overview

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

Active Jobs tab

1. Press the **Job Status** button on the control panel.
2. Select the **Active Jobs** tab.
3. From the **View** pull-down menu, select the desired job.
4. From the displayed list, select the applicable job to view.
5. Use the up or down buttons to navigate the list.
6. If required, select **Display Time** to show the time required to process the job.
7. To delete a job or change the execution order, select a job from the list.
8. Select **Delete** or **Promote** from the pop-up menu.
 - **Delete:** This option cancels the current or pending job.
 - **Promote:** This option moves a job to the top of list and runs it after the job that is currently printing/copying.
 - **Details:** This option shows the details of the selected document.
 - **Close Menu:** This option closes the pop-up menu.

Completed Jobs tab

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

2. Select the **Completed Jobs** tab.
3. From the **View** pull-down menu, select the desired job.
4. Use the scroll bar to navigate the list.
5. To check the details of a job, select the job from the displayed list.
6. After checking the job details, select **Close**.

Machine Status

Machine Status

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

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

- Machine information
- Faults
- Supplies
- Billing information
- Tools

Machine Information tab

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

Paper Tray Status

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

Machine Configuration

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

Machine Serial Number

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

Current System Software

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

Software Version

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

Print Reports

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

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

Note

The type of reports available varies depending on machine configuration.

Maintenance Assistant

Select **Maintenance Assistant** to send the diagnostic information of the machine.

Overwrite Hard Disk

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

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

Faults tab

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

Current Faults

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

Current Messages

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

Fault History

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

Supplies tab

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

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

Each Customer Replaceable Unit and status is displayed.

Billing Information tab

Accessing Billing Information

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

Billing meters/usage counters

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

The main Billing Information screen displays:

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

Usage Counters

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

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

- Impression Counters
- Sheet Counters
- Image Sent Counters
- All Usage Counters

Impression Counters

This view displays the total impression amount. In other words, impression is the image on one side of one sheet of media. This counter shows the total impression amount for copied and printed impressions and for large impressions.

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

Sheet Counters

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

Images Sent Counters

This view provides information on the total amounts for fax images, internet fax images, email images, and network scanned images.

All Usage Counters

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

User Account Billing Information

Note

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

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

- The billing information of the currently logged-in user, including copy and scan jobs
- By selecting either **Meter (Copy Jobs)** or **Meter (Scan Jobs)**, the following information then is displayed:
 - Usage amount for this session
 - Total usage
 - Account Limit (set by the system administrator)
 - Available Balance (remaining unused amount for the account)

Tools tab

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

Stored Programming

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

Note

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

Add Address Book Entry

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

Paper Tray Attributes

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

Note

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

Changing the paper tray attributes

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

Gloss mode

When enabled by the system administrator, use this feature with either copy or print jobs. When selected (enabled), this feature produces an output with a glossy luster.

Note

This feature is not available on the Tools tab until the system administrator enables it. Refer to the System Administration Guide for detailed information.

Maintenance

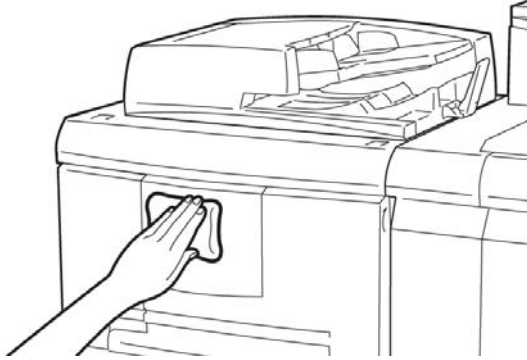
Cleaning the machine

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

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

Cleaning the exterior

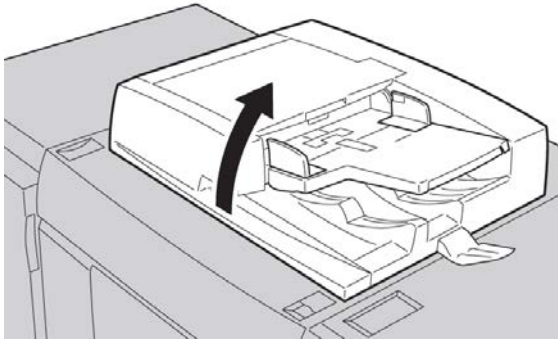
1. Wipe the exterior with a soft cloth moistened with water. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.



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

Cleaning the document cover and glass

1. Cleaning the document cover
 - a) Raise the document feeder.

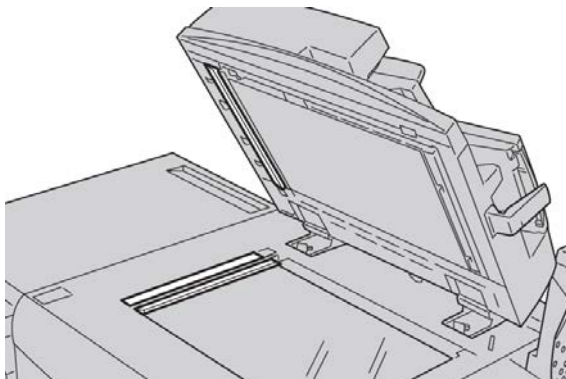


- b) To remove dirt, wipe the document cover with a soft cloth moistened with water and then wipe it dry with a soft cloth. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.



2. Cleaning the document (platen) glass

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



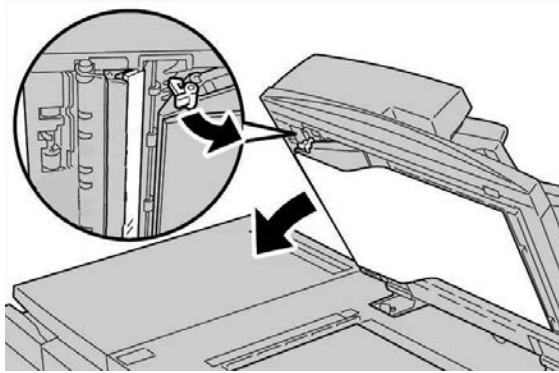
Caution

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

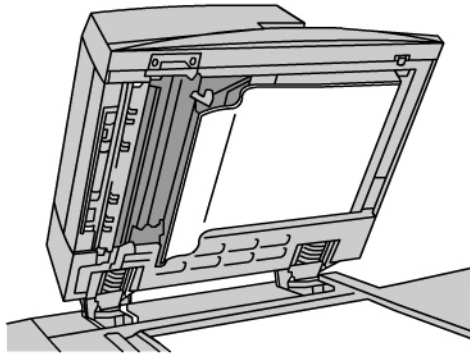
3. Cleaning the second-side scanning lens assembly

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

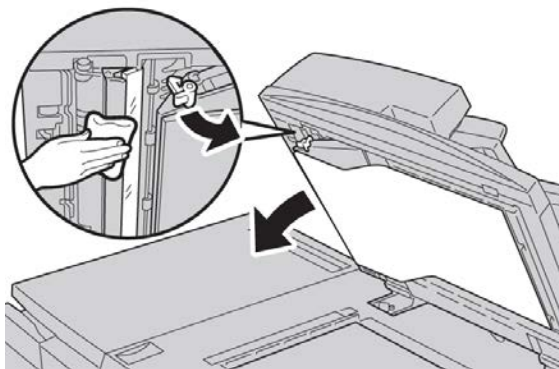
- b) With the document feeder open, pull the lever that is located at the top of the document cover.



Part of the document cover pulls away from the assembly, which allows better access to the second-side scanning lens assembly.



- c) To remove dirt, wipe the mirrored glass, metal strip, both sides of the white-plastic strip, and the rollers with a soft cloth moistened with water, and then wipe it dry with a soft cloth.



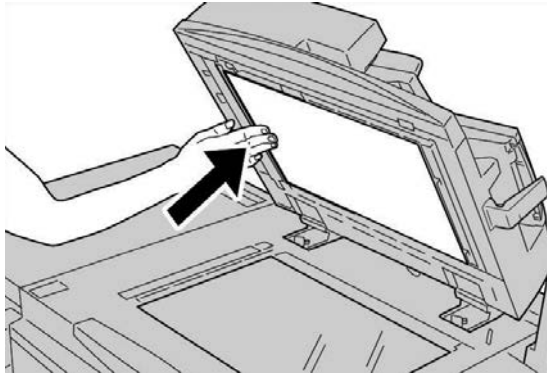
! Caution

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

Note

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

4. Once the second-side scanning assembly is clean, return the document cover to its original position and ensure that the lever is locked in place.

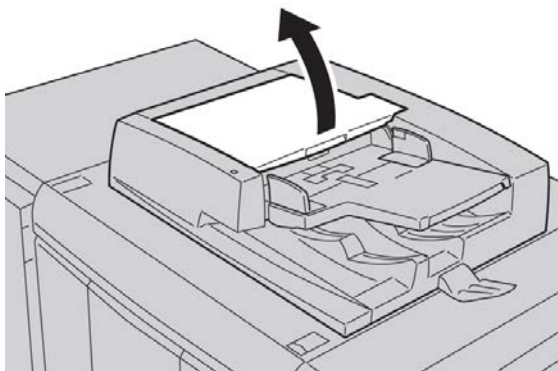


If you touch the document cover with your bare hands, wipe it clean before closing the document feeder.

5. Gently close the document feeder.

Cleaning the document feeder rollers

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

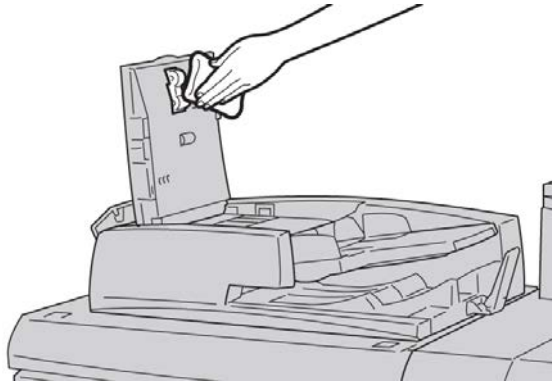


2. While turning the rollers, gently clean them with a soft cloth moistened with water.

! Caution

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

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



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

Replacing consumable supplies

Ordering supplies

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

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

Note

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

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

Customer Replaceable Units (CRUs)

Toner/dry ink cartridges

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

Drum cartridges

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

Other CRUs

- Toner Waste Bottle; reorder quantity: 1/box
- Fuser Module; reorder quantity: 1/box

Checking the status of CRUs

Check the status of consumables by using the Supplies tab.

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

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

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

Note

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

Replacing a toner cartridge

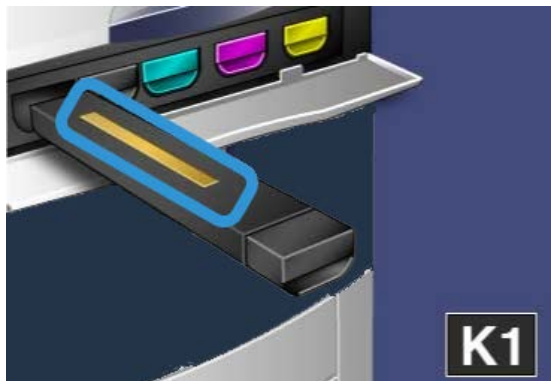
Warning

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

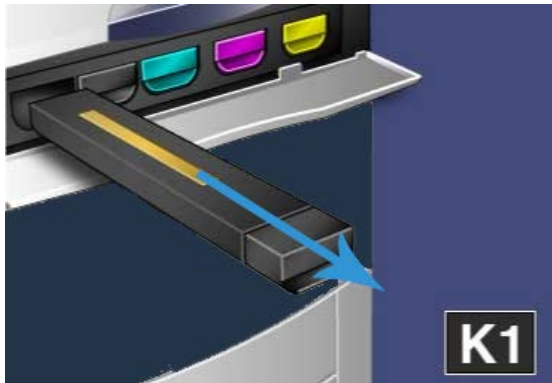
1. Open the toner cover, located just above the machine front door/cover.



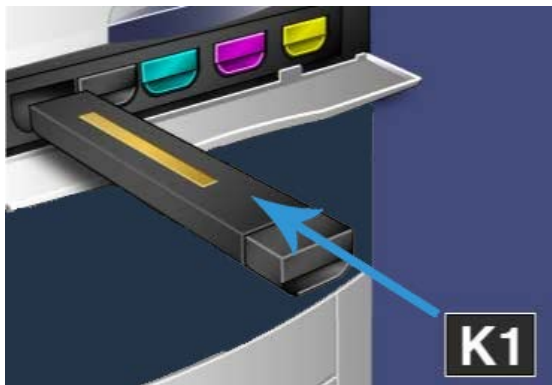
2. Lay paper on the floor before removing the cartridge. This will allow any excess toner to fall on the paper.
3. Grasp the handle of the color indicated in the message.



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



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



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

 **Caution**

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

Replacing the toner waste bottle

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

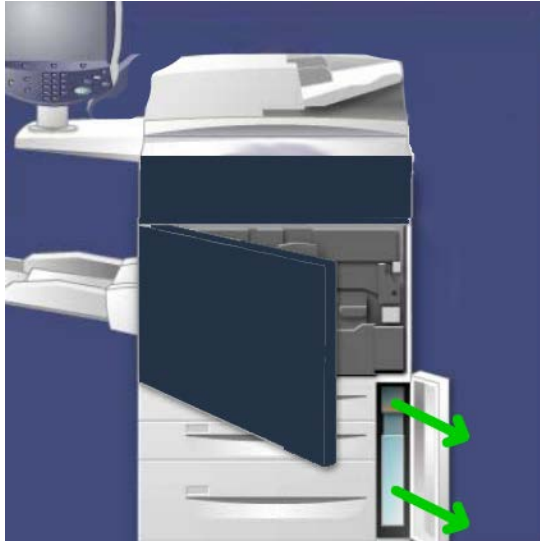


2. Open the toner waste bottle cover, located to the right of the **Area 2** lever.



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

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



! Caution

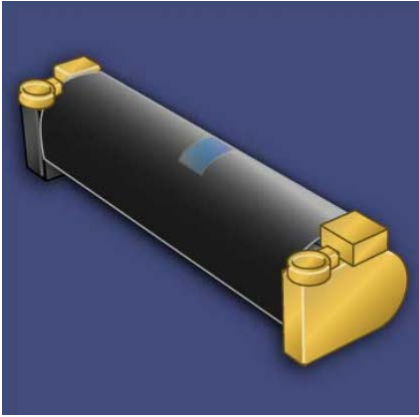
Never use a vacuum cleaner when cleaning up spilled toner. It can cause a small explosion as the toner fills the vacuum cleaner and creates sparks. Use a broom or a cloth moistened with a neutral detergent.

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

Replacing a drum cartridge

! Caution

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



 **Caution**

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

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



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



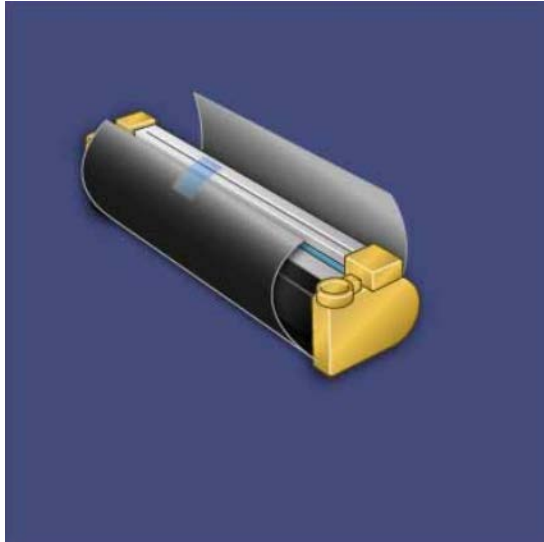
4. Raise the **Release Handle**.



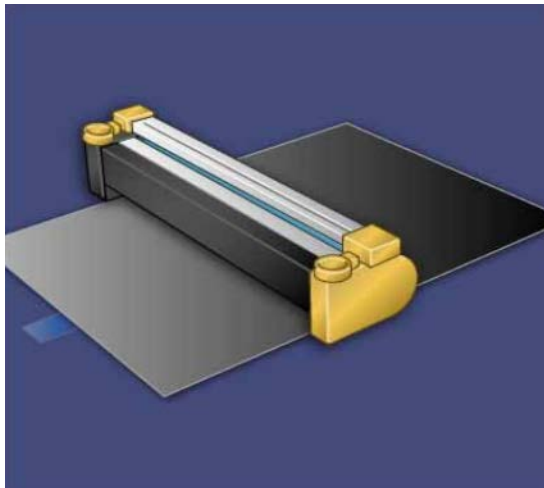
5. Open the bag containing the new drum cartridge. Place the new drum cartridge near the machine.

 **Caution**

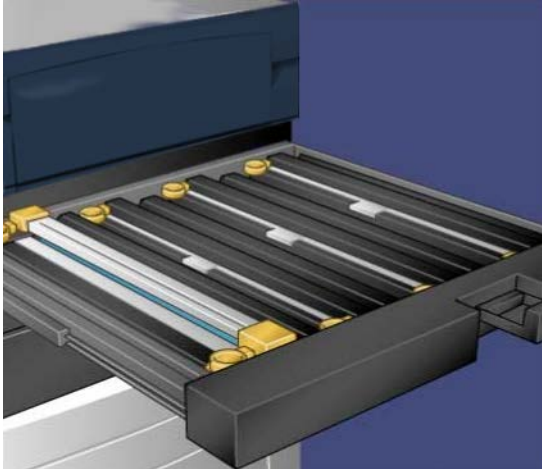
Do not touch or scratch the surface of the drum when you take it out from the bag.



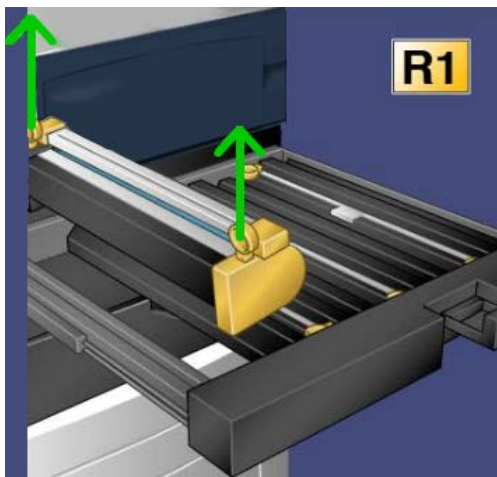
6. Unwrap the sheet covering the new drum cartridge and place it under the cartridge. Some drum cartridges may include a protective film. Remove the film on the drum cartridge, if the film is present.



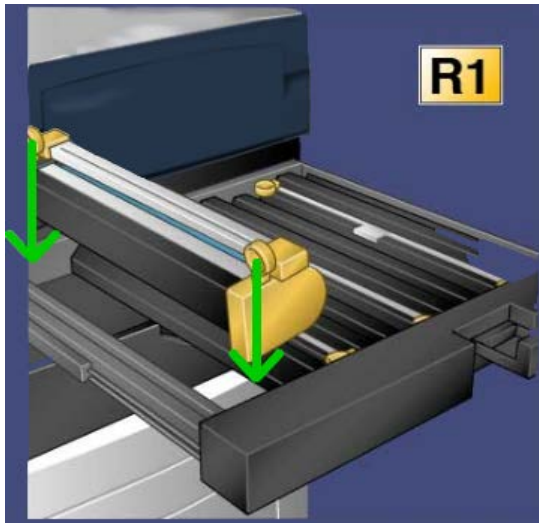
7. Pull out the drum cartridge drawer.



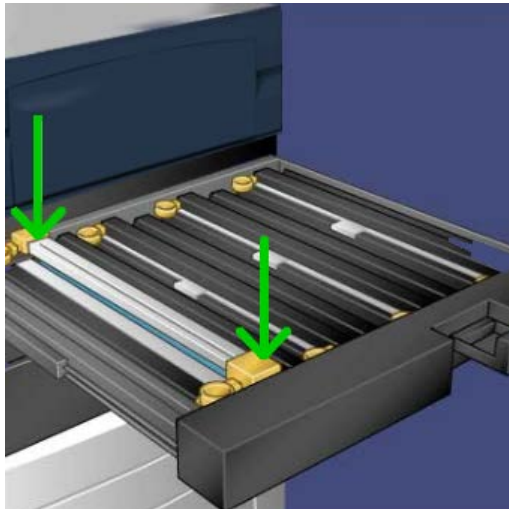
8. Remove the old drum cartridge by holding the finger rings provided at the both ends of the drum cartridge and gently lifting up.



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



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



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

Replacing the fuser

Note

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

1. Open the front door/cover.



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



Maintenance

3. Carefully pull out the transfer module.



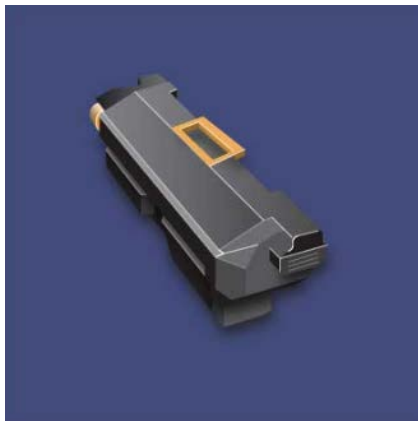
4. Pull out the fuser handle.



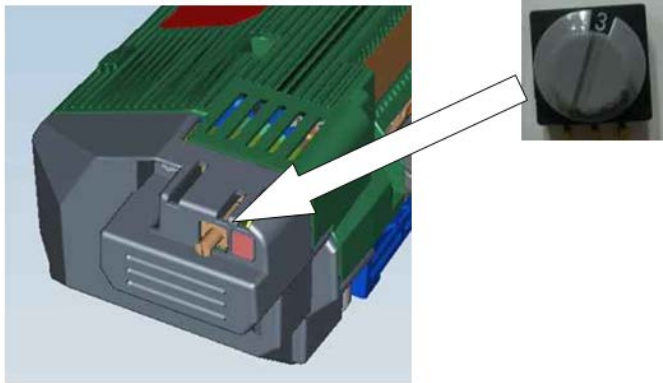
5. Grab and lift the amber-gold colored handle only, lift, and pull up and out of the transfer module.



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



8. If using multiple fusers, set the new fuser to a specific media width by rotating the Fuser Width Switch to the desired number/media width.



Switch Number	Media Size
0 (default value)	All
1	A4/Letter SEF
2	A3 SEF A4/Letter LEF, 12 in. (304.8 mm)
3	A5, Post Card
4	SRA3, 13 in. (330.2 mm)
5-7	Custom set by the Xerox Service Representative

Note

For detailed information, refer to the Fuser hints and tips section of the Problem Solving chapter.

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



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

10

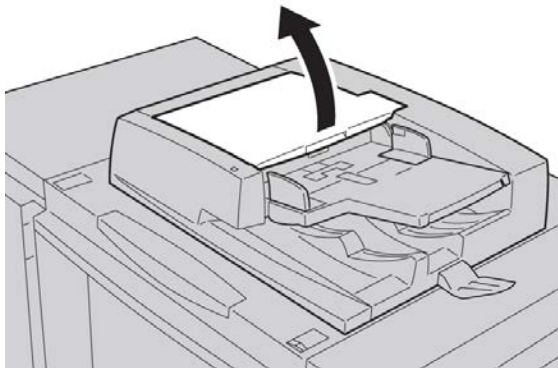
Problem solving

Paper jams

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

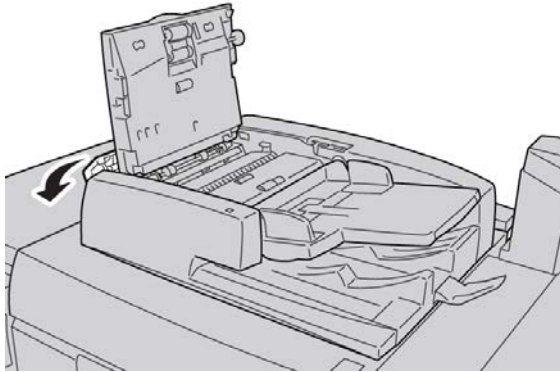
Document feeder jams

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

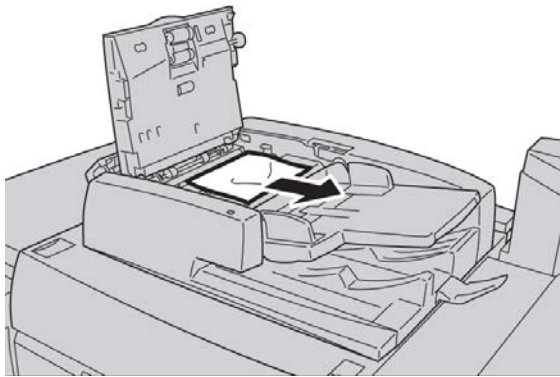


Problem solving

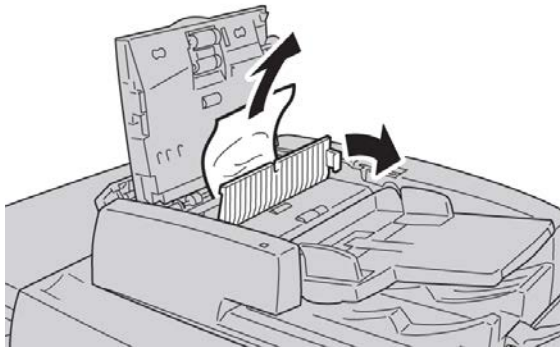
2. Open the left cover until it comes to a stop.



3. If the document is not caught in the entry of the document feeder, then remove it.



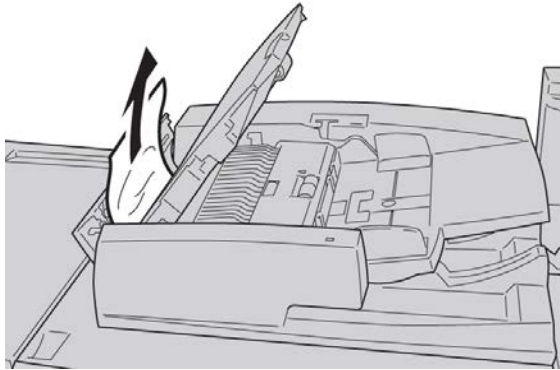
4. If instructed to open the inner cover, lift up the lever, and open the inner cover. Remove the jammed document.



Note

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

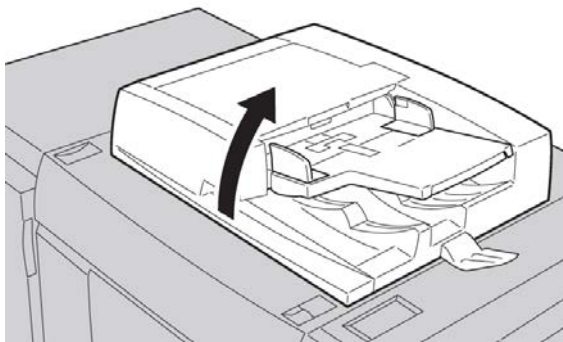
5. If the jam is inside of the left cover, remove the jammed document.



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

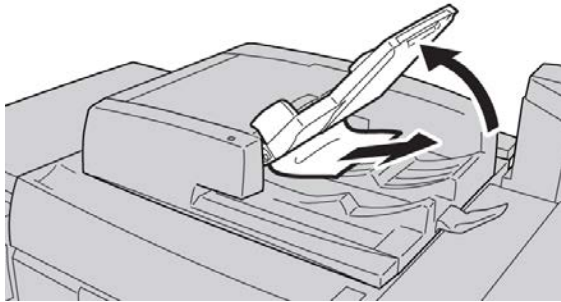
- Inner cover
- Top cover
- Left cover

7. If a document jam cannot be found, slowly raise the document feeder, and if the document is there, remove it.



8. Close the document feeder.

9. If indicated, raise the feeder tray area and remove the document.



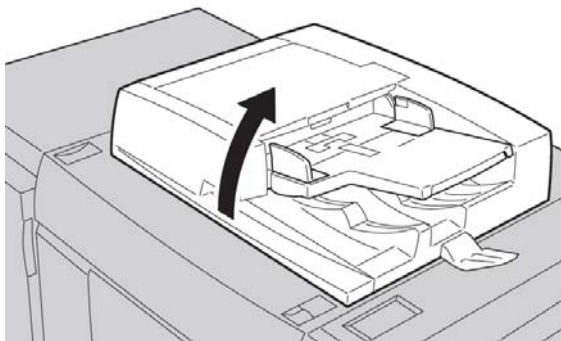
10. Gently return the feeder tray to its original position.
11. After removing the jammed document, follow the instructions to reload the entire document set into the document feeder.

Note

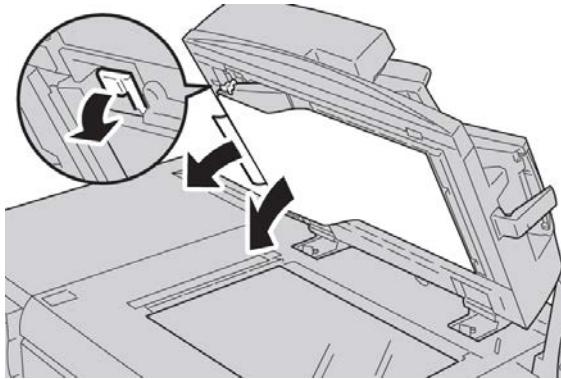
Ensure that there are not any torn, wrinkled, or folded documents in the document set. To scan torn, wrinkled or folded documents, use the Document Glass, only. The already scanned document sheets are automatically skipped and scanning resumes from the document sheet last scanned prior to the jam.

Document jams under the document feeder belt

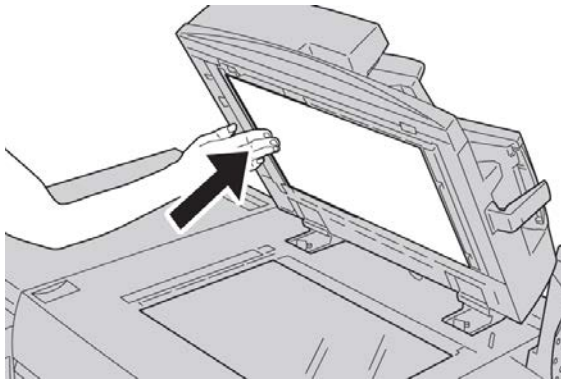
1. Open the document feeder.



2. Open the belt of the document cover while gripping the lever, and remove the jammed document.



3. Gently return the belt to the original position.



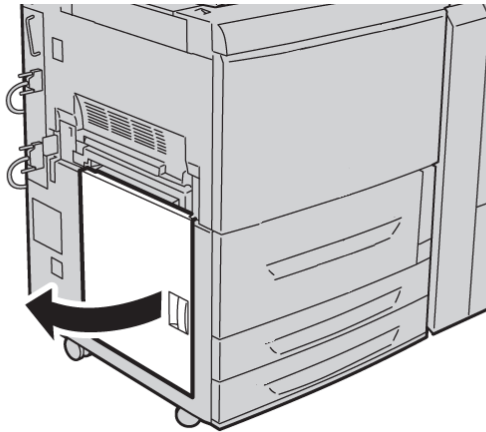
4. Close the document feeder.
5. Follow the instructions to reload the entire document set into the document feeder.

Note

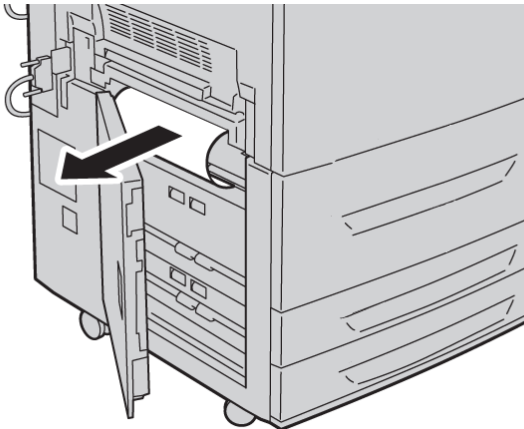
Ensure that there are not any torn, wrinkled, or folded documents in the document set. To scan torn, wrinkled or folded documents, use the Document Glass, only. The already scanned document sheets are automatically skipped and scanning resumes from the document sheet last scanned prior to the jam.

Lower left cover jams

1. Open the lower left cover



2. Remove the jammed paper.



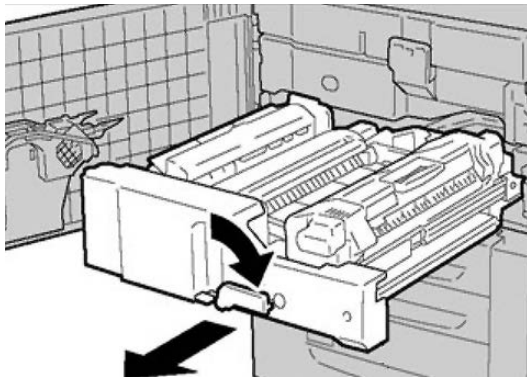
3. Close the lower left cover.

Main unit jams

1. Open the front door/cover.



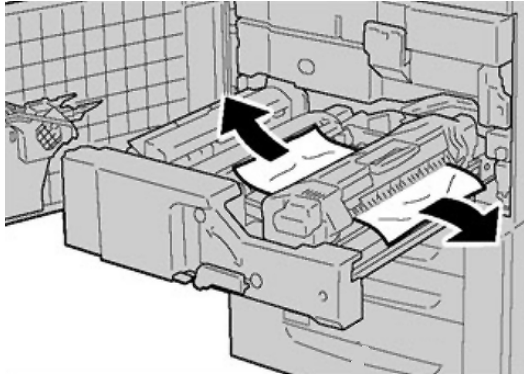
2. Rotate **Handle 2** to the right until it is in the horizontal position, and then pull out the transfer module.



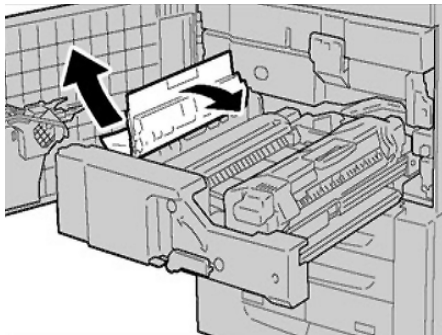
3. Remove the visible jammed paper.

Warning

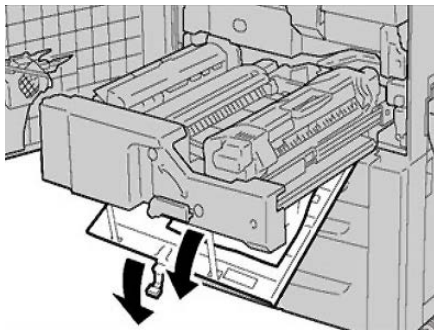
To avoid burns to the skin, never touch the fuser-labeled area where it indicates High Temperature and Caution.



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

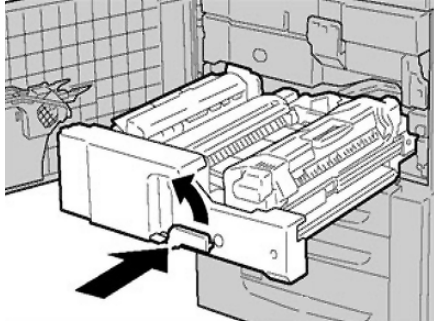


6. Pull down **Handle 2d** and remove the jammed paper.



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

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



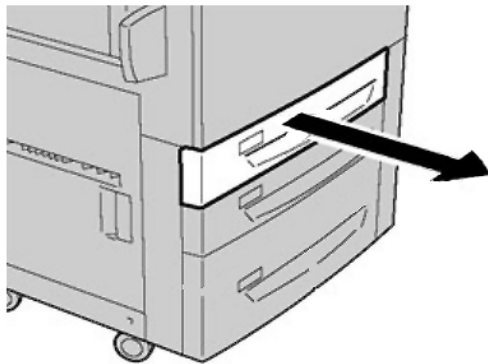
9. Close the front door/cover.
10. Run five blank sheets to clean left-over toner from the fuser roll and resume the copying/printing process.

Paper jams in Trays 1-3

Note

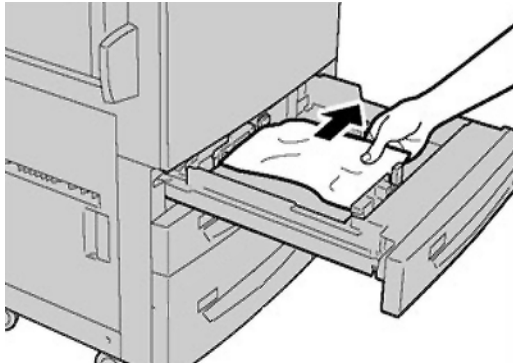
Paper is sometimes torn and remains inside the machine if you open a tray without checking the paper jam position. This may cause machine malfunction. Check where the paper jam occurred before clearing the problem.

1. Open the tray where the paper jam occurred.

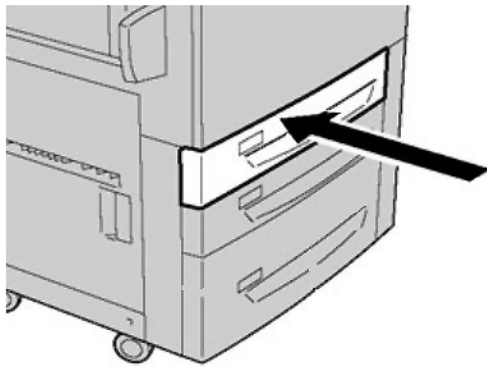


Problem solving

2. Remove the jammed paper.



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

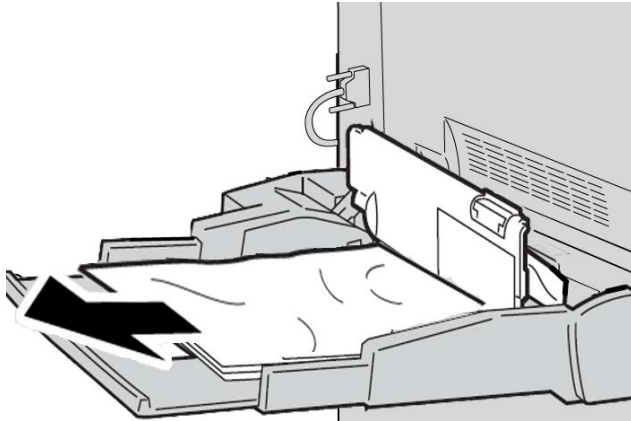


Paper jams in the Bypass (Tray 5)

Tip

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

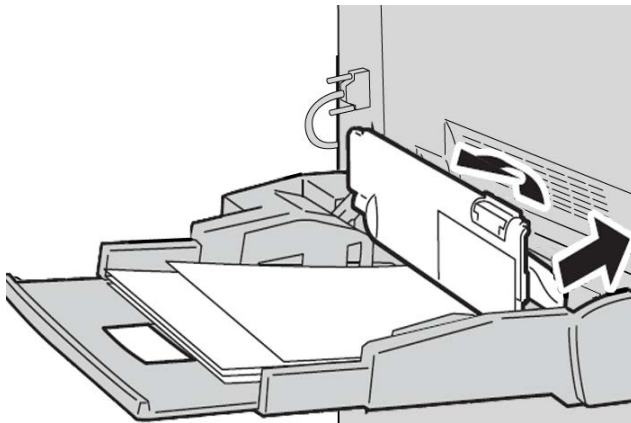
1. Remove the jammed paper and any paper that is loaded from the Bypass tray.



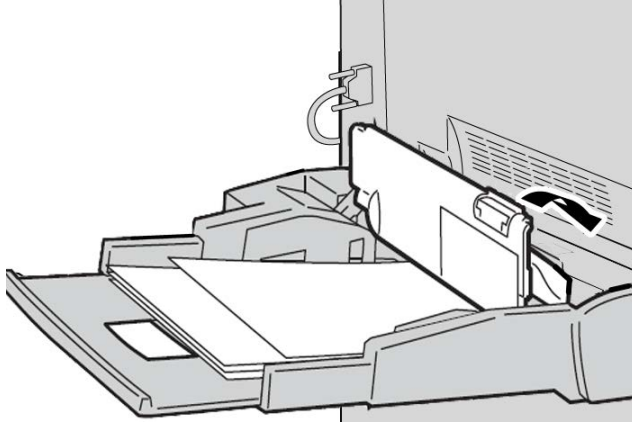
Note

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

2. Open the tray cover and remove jammed paper.



3. Close the tray cover.



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

Envelope jams in the Bypass tray

Note

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

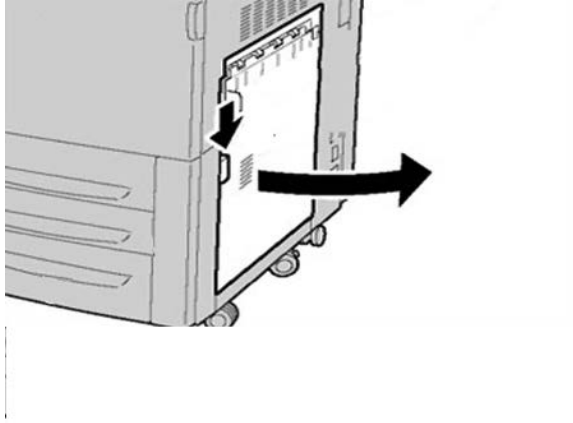
Carefully read and adhere to the following guidelines when using envelopes in the Bypass Tray:

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

Inverter jams (bottom right cover)

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

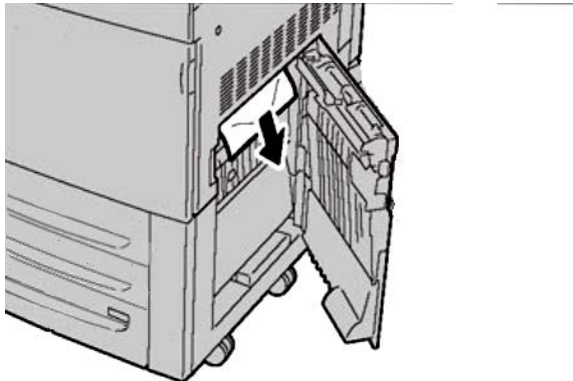
2. Open the Inverter bottom right cover by pressing the down arrow button.



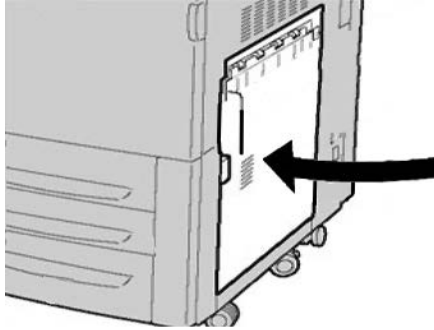
3. Pull sheet straight down toward the floor.

 **Warning**

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



4. Close the Inverter bottom right cover.



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

Fault Codes

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

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

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

002-770

Cause: Unable to process the job template due to insufficient hard disk space.

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

003-750

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

Remedy: Check the 2 Sided Book Copy settings.

003-751

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

Remedy: Increase the resolution or scan area size.

003-752

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

Remedy: Decrease [Scan Resolution] to [400d pi] or less, and rescan.

003-753

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

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

003-754

Cause: An error occurred in the document feeder.

Remedy: Reprocess the job.

003-755

Cause: An error occurred in the document feeder.

Remedy: Reprocess the job.

003-757

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

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

003-760

Cause: An incompatible combination of features is specified in the document scan conditions.

Remedy: Check the selected options.

003-761

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

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

003-763

Cause: An error occurred when reading the Gradation Adjustment Chart.

Remedy: Place the Adjustment Chart properly on the document glass.

003-795

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

Remedy: Take one of the following actions:

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

005-274

Cause: An error occurred in the document feeder.

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

005-275

Cause: An error occurred in the document feeder.

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

005-280

Cause: An error occurred in the document feeder.

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

005-281

Cause: An error occurred in the document feeder.

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

005-282

Cause: An error occurred in the document feeder.

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

005-283

Cause: An error occurred in the document feeder.

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

016-210

Cause: An error occurred on the software settings.

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

016-211

Cause: An error occurred on the software settings.

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

016-212

Cause: An error occurred on the software settings.

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

016-213

Cause: An error occurred on the software settings.

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

016-214

Cause: An error occurred on the software settings.

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

016-215

Cause: An error occurred on the software settings.

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

016-219

Cause: The machine does not have the software license.

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

016-220

Cause: An error occurred in the document scanner.

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

016-221

Cause: An error occurred in the document scanner.

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

016-222

Cause: An error occurred in the document scanner.

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

016-223

Cause: An error occurred in the document scanner.

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

016-224

Cause: An error occurred in the document scanner.

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

016-225

Cause: An error occurred in the document scanner.

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

016-226

Cause: An error occurred in the document scanner.

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

016-227

Cause: An error occurred in the document scanner.

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

016-228

Cause: An error occurred in the document scanner.

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

016-454

Cause: Unable to retrieve IP address from DNS.

Remedy: Check the DNS configurations and IP address retrieve method.

016-708

Cause: Annotation is not possible due to insufficient hard disk space.

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

016-710

Cause: Delayed print documents cannot be registered.

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

016-712

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

Remedy: Increase resolution or scan area size.

016-721

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

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

Remedy: Perform one of the following:

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

016-735

Cause: Attempted to print Job Template List while updating the job template.

Remedy: Retry printing after waiting for a period.

016-738

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

Remedy: Specify the printable paper size for booklet creation.

016-739

Cause: The specified document and paper size are an unauthorized combination.

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

016-740

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

Remedy: Specify the printable paper tray for booklet creation.

016-748

Cause: Printing is not possible due to insufficient hard disk space.

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

016-755

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

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

016-756

Cause: No permissions to use the service.

Remedy: Check with your System Administrator.

016-757

Cause: Password is incorrect.

Remedy: Enter the correct password.

016-758

Cause: No Permissions to use service.

Remedy: Check with your System Administrator.

016-759

Cause: Maximum number of pages for this service has been reached.

Remedy: Check with your System Administrator.

016-764

Cause: Cannot connect to the SMTP server.

Remedy: Contact the SMTP server administrator.

016-766

Cause: An error occurred on the SMTP server.

Remedy: Contact the SMTP server administrator.

016-773

Cause: The IP address for the machine is not set properly.

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

016-774

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

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

016-775

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

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

016-777

Cause: A hard disk error occurred during image processing.

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

016-778

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

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

016-779

Cause: An error occurred during scanned image conversion processing.

Remedy: Retry scanning.

016-780

Cause: A hard disk error occurred during scanned image conversion processing.

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

016-786

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

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

016-791

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

Remedy: Check whether you can access the specified forwarding destination.

016-792

Cause: Specified job history could not be acquired, when printing **Job Counter Report**.

Remedy: Specified job history does not exist.

016-793

Cause: The hard disk has run out free space.

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

016-794

Cause: A media is not inserted correctly.

Remedy: Insert the media correctly.

016-794

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

Remedy: Check the data stored in the media with a computer.

016-795

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

Remedy: Check the data stored in the media with a computer.

021-750

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

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

021-751

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

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

021-770

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

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

021-771

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

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

021-772

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

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

024-746

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

Remedy: Check the print data.

024-747

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

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

024-987

Cause: The envelope folder tray is full.

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

024-988

Cause: The envelope folder tray is not detected.

Remedy: Check that the folder tray is correctly attached and set.

027-452

Cause: IP address already exists.

Remedy: Change the IP address.

027-453

Cause: Failed to obtain IP address from DHCP server.

Remedy: Change the IP address manually.

027-700

Cause: The medium is damaged.

Remedy: Check the media with a computer.

027-701

Cause: A medium is not inserted correctly.

Remedy: Insert the medium correctly.

027-702

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

Remedy: Check the data stored in the media with a computer.

027-703

Cause: A media reader is not connected with the machine correctly.

Remedy: Check the connection between the media reader and the machine.

027-720

Cause: Unable to find the server of an application interface destination.

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

027-721

Cause: An application interface destination does not exist.

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

027-722

Cause: The job timed out during connection with an application interface destination.

Remedy: Try to process the job flow again.

027-723

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

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

027-737

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

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

027-739

Cause: Unable to find the specified job template server.

Remedy: Check the path name for the job template server.

027-740

Cause: Unable to login to job template server.

Remedy: Check the login user name and password.

027-741

Cause: Unable to connect to job template server.

Remedy: Have the network administrator check the network and server environments.

027-742

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

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

027-743

Cause: The specified job template server is incorrect.

Remedy: Check the settings for the job template server.

027-744

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

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

027-745

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

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

027-746

Cause: The specified job template pool server protocol settings are incorrect.

Remedy: Set up the correct port.

027-750

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

Remedy: Check the document before starting the job flow.

027-751

Cause: When following the job flow, an error occurred.

Remedy: Check the settings for the job flow.

027-770

Cause: The print data cannot be processed because of PDL error.

Remedy: Check the print data and try to print again.

027-771

Cause: A disk full error occurred.

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

047-210

Cause: An error occurred with the offset stacking module.

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

047-320

Cause: A communication error has occurred with the Finisher.

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

062-210

Cause: The document feeder malfunctioned.

Remedy: Contact your Xerox Customer Support Center.

062-211

Cause: An error occurred in the document feeder.

Remedy: Contact your Xerox Customer Support Center.

062-220

Cause: The document feeder malfunctioned.

Remedy: Contact your Xerox Customer Support Center.

062-277

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

Remedy: Contact your Xerox Customer Support Center.

062-278

Cause: An error occurred in the document feeder.

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

062-790

Cause: The scanned document is copy-protected.

Remedy: Check to see if the document can be copied.

063-210

Cause: An error occurred in the document feeder.

Remedy: Contact your Xerox Customer Support Center.

065-210

Cause: An error occurred with the machine.

Remedy: Contact your Xerox Customer Support Center.

065-215

Cause: An error occurred in the document feeder.

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

065-216

Cause: An error occurred in the document feeder.

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

065-219

Cause: The document feeder malfunctioned.

Remedy: Contact your Xerox Customer Support Center.

071-210

Cause: Tray 1 malfunctioned.

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

072-210

Cause: Tray 2 malfunctioned.

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

073-210

Cause: Tray 3 malfunctioned.

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

075-100

Cause: Tray 5 (Bypass) malfunctioned.

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

075-109

Cause: Tray 5 (Bypass) malfunctioned.

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

075-135

Cause: Tray 5 (Bypass) malfunctioned.

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

075-210

Cause: Tray 5 (Bypass) malfunctioned.

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

075-211

Cause: Tray 5 (Bypass) malfunctioned.

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

078-213

Cause: Paper Tray 5 (Bypass) malfunctioned.

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

078-214

Cause: Paper Tray 5 (Bypass) malfunctioned.

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

078-282

Cause: Paper Tray 5 (Bypass) malfunctioned.

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

078-283

Cause: Paper Tray 5 (Bypass) malfunctioned.

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

078-281

Cause: Paper Tray 5 (Bypass) malfunctioned.

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

078-282

Cause: Paper Tray 5 (Bypass) malfunctioned.

Remedy: Power off/on the printer.

091-311

Cause: Charge Corotron cleaner failure.

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

091-320

Cause: Charge Corotron fault.

Remedy: Power off/on the machine.

116-210

Cause: An error occurred with the media reader.

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

116-701

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

Remedy: Print each side.

116-704

Cause: A media is not inserted correctly.

Remedy: Insert the media correctly.

116-713

Cause: Job was divided and printed due to insufficient disk space.

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

116-780

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

Remedy: Check the attached document.

123-400

Cause: A malfunction occurred in the machine.

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

124-709

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

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

127-210

Cause: A malfunction occurred in the machine.

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

127-211

Cause: Detected a communication error between the printer and the controller.

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

127-212

Cause: Detected an internal print check error by the controller.

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

127-213

Cause: Detected a mismatch with the software version of the controller.

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

127-220

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

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

127-221

Cause: Detected a communication error by the controller.

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

127-311

Cause: Detected a fatal error by the controller.

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

General problems

Fuser: Copy/print paper size, type, and weight selections do not match the installed fuser

Cause: While attempting to copy or print, the machine's UI displays an error message stating that it is unable to copy/print on the selected paper with the current Fuser Assembly.

Remedy: Perform one of the following:

- Replace the fuser assembly with one that supports the specific paper size, type, and weight selections that were chosen for the current job.
- Continue with the copy/print job by pressing **Start** on the UI.

Note

The fuser assembly may be damaged as a result of pressing **Start** and overriding the current fuser width settings.

- Cancel the current copy/print job.

The machine will not power ON

Remedy:

- Check the power cord installation.
- Firmly press the **ON/OFF** button on the top of the machine.
- Check the main power switch located inside the front door/cover. Press the **ON/OFF** button.
- Check the ground fault interrupter (GFI) circuit breaker on the back of the machine. If it is in the **Off** position, press the switch to the **On** position.
- Check to see if the AC outlet is receiving voltage. (Connect another appliance to the outlet to verify voltage.)

Message will not clear

Remedy:

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

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

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

Deformed transparencies

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

Output does not reflect the selections made

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

Output is not stacked correctly

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

Pages in the set are not stapled or punched

Remedy:

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

Drilled paper holes are on the wrong side

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

The touch screen is completely dark

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

The touch screen is not bright enough

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

Documents will not feed correctly

Remedy:

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

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

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

Other faults

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

The machine does not successfully complete a copy job.

Remedy:

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

The machine does not successfully complete a print job.

Remedy:

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

Image quality

Residual background on output

Cause: Dark background

Remedy: Access and change the **Original Type** setting by selecting the **Image Quality** tab.

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

Remedy: Perform the following:

- Access and change the **Lighten/Darken** setting by selecting the **General Settings** tab.
- Clean the Document Glass and the white underside of the Document Feeder. Use a lint-free cloth, lightly dampened with Xerox Anti-Static or General Cleaning Fluid or another suitable non-abrasive glass cleaner.
- Ensure that the Document Feeder guides are against the edges of the loaded originals.

Cause: Patterned, Mottled or Grainy Background

Remedy: Access and change the **Original Type** setting by selecting the **Image Quality** tab. Check that the **Original Type > Photo** is NOT selected.

Cause: The background of your output is moiré, has a rippled or digital pattern and prints with squares or small blocks.

Remedy: Perform the following:

- Access and change the **Sharpness/Color Saturation** setting by selecting the **Image Quality** tab.
- Open and then fully close the Document Feeder.
- Place original face down and to the rear left of the document glass. Place a sheet of blank paper on top of the original.

Black Lines, Streaks, Spots, Smears, or Bands

Cause: A CRU may need replacing.

Remedy: Perform the following:

- Check the status of the CRUs/Supplies by pressing the **Machine Status** button and selecting the **Supplies** tab.
- If indicated on the Supplies tab, replace the applicable CRU.
- If problem continues, call the Xerox Customer Support Center.

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

Cause: A setting may need to be adjusted or there is a possible issue with a machine component; see remedy information.

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

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

Color Lines, Streaks, Spots, Smears, or Bands

Cause: A machine component may need to be replaced.

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

- If lines or streaks are present, check the IBT Cleaner Assembly for wear or damage, and replace as required.
- If the defect occurs every 36 mm on the prints, do not replace the Drum. This interval is caused by a damaged or defective Developer Housing. Contact the Customer Support Center.
- If lines, streaks, or deletions in the process direction appear only with Black, then the Black Corotron Assembly may need to be cleaned or replaced. Contact the Customer Support Center.
- If spots or bands occur every 126 mm on the prints, the Yellow, Magenta, or Cyan Drum is damaged or light-shocked.

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

Cause: A machine component may need to be replaced.

Remedy:

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

Completely Black

Cause: Unknown until further investigation is completed.

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

Output is totally black or gray over the entire paper.

Cause: Requires further investigation.

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

Completely Blank

Cause: Originals may not be loaded correctly.

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

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

Cause: Original may not be loaded correctly.

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

White Lines, Streaks, Spots, Bands or Deletions

Cause: Media being used may not be within machine specifications.

Remedy: Ensure that the paper loaded is within machine specifications. Go to the Specifications chapter for information.

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

Cause: Paper may be damaged.

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

Partially Blank or Half Image

Cause: Originals may not be loaded correctly.

Remedy: Perform the following:

- If you are copying your original from the Document Feeder, ensure that your original is loaded face up and the document handler guides are against the edges of the loaded originals.
- If you are copying your original from the Document Glass, ensure that your original is loaded face down and to the rear left of the document glass.

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

Cause: Current copy selections may not correspond with original size or type.

Remedy: Perform the following:

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

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

Blurred or Distorted Image

Cause: The Document Feeder may need cleaning.

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

- Document Glass and
- Document Feeder white underside.

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

Cause: Originals may not be loaded correctly.

Remedy: Perform the following:

Remedy: Open, then fully close the Document Feeder.

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

Paper problems

Cause: Damaged Paper

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

Cause: Paper is ripped, creased or wrinkled. The edges or corners curl.

Remedy: Perform the following:

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

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

Light, Faint or Faded output

Cause: Copy settings may need adjusting.

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

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

Cause: A toner/dry ink cartridge may need replacing.

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

Double Image or Show Through

Cause: Paper issues or copy selections need adjusting.

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

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

Cause: Document Feeder may not be closed completely or the image quality on the original documents may have a bleed-through affect.

Remedy:

Perform the following:

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

- Open and fully close the Document Feeder.
- If your original is too thin place it face down and to the rear left of the document glass.

Skewed or Crooked

Cause: Paper guides are adjusted properly against the paper in the tray.

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

Output is not straight but slanted at an angle.

Cause: Original document issues or paper tray problems.

Remedy:

Ensure that the paper loaded is within machine specifications. Go to the Specifications chapter for information on paper specifications and storage.

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

Uneven Density, Light or Dark Areas

Cause: Color settings may need adjusting

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

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

Cause: Check Document Feeder

Remedy: Open, then fully close the Document Feeder.

Unfused Toner Rubs Off

Cause: Paper being used may not be within machine specifications.

Remedy: Ensure that the paper loaded is within machine specifications. Go to the Specifications chapter for information on paper specifications and storage.

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

Cause: Paper in tray may need to be replaced.

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

Misregistration or Image Shift

Cause: Paper guides on tray may not be adjusted correctly.

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

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

Cause: The original documents may not be loaded correctly.

Remedy: Perform the following:

- If you are copying your original from the Document Feeder, ensure that your original is loaded face up and the document handler guides are against the edges of the loaded originals.
- If you are copying your original from the Document Glass, ensure that your original is loaded face down and to the rear left of the document glass.

Hints and tips

Fuser hints and tips

Extending fuser life

To extend the life of your fuser, Xerox recommends the usage of multiple fusers. Multiple fusers provide maximum copy/print output for longer periods of time and ensure image defects on output are avoided. Depending on the types of jobs run and their frequency, you may want more than one fuser available, such as the following for example:

- One fuser roll for narrower paper
- One fuser for wider paper

Preventing fuser jams

1. Many of the special media types (such as all coated paper, labels, and heavyweight 2 papers) should be fed face-up (non-inverted). If they are mistakenly fed face-down, jams are very likely to occur at the entrance to the inverter. Many of these jams can result in fuser damage. Setting the media type by the grams per square meter (gsm) is important. When selecting the media, note the gsm of the paper and select the proper paper type (mode).

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

Note

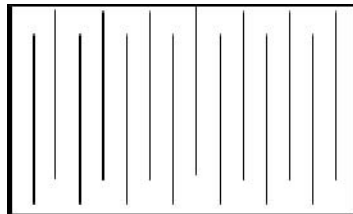
Setting the media type on the machine UI does not apply to printing from the customer's desktop. If the customer attempts to send a print job and selects **Use Machine Settings** in the print properties screen, then it is possible that the media type may not be the correct weight in the paper tray, and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

2. Multisheet feeds from Bypass: Fan the paper stack before loading it into the Bypass tray to prevent multisheet feeds. If this problem persists, replace paper with a fresh ream.
3. Running Long-grain heavyweight 1 or Coated 1 papers:
 - 17 inch/431.8 mm or larger Heavyweight 1/Coated 1 papers (105-176 gsm) may sometimes be cut Long Grain. Heavyweight 1/Coated 1 papers cut this way will be nearly as stiff as Heavyweight 2 papers, and will likely jam if fed in the

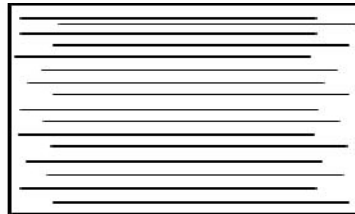
Heavyweight 1 or Coated 1 modes because they will be fed face-up into the inverter.

- Looking at the paper size on the ream wrapper can identify Long Grain paper. The second number in the size indicates the grain direction. For example 11 x 17 in./A3 indicates the grain is in the 17 inch/431.8 mm direction. This paper is Long Grain. 17 x 11 in./A3 indicates the grain is in the 11 inch/279.4 mm direction. This paper is Short Grain.
- Heavyweight 1 or Coated 1 Papers labeled 11 x 17 in./A3, 12 x 18 in./304.8 x 457.2 mm, 13 x 19 in./330.2 x 482.6 mm, etc. are Long Grain and should be fed in Heavyweight2/Coated 2 mode. If your paper is not supplied with a wrapper, check with your paper supplier about the grain direction.

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



Feed these in Heavyweight 1/Coated 1 modes.



Feed these in Heavyweight 2/Coated 2 modes

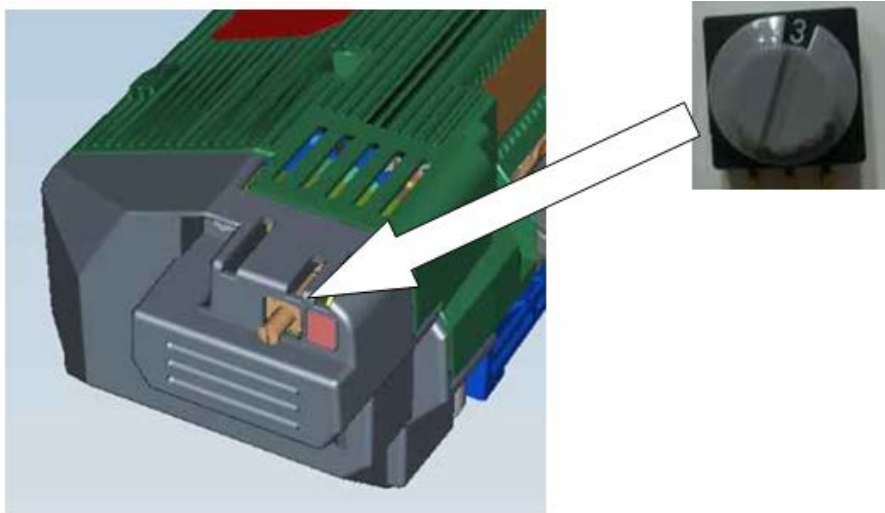
Preventing fuser damage

1. To avoid 11 in./279.4 mm lines and wear marks, you may require the use of two fusers - one when running 8.5 x 11 in./A4 stock, and the other when running 12 x 18 in./304.8 x 457.2 mm or larger stock. This is especially true for the graphic arts people.
2. Image quality defects such as marks or spots will occur every 110 mm/4.3 in. on the prints if the fuser roll is damaged. Defects which occur every 98 mm/3.89 in. indicate a damaged fuser belt.

Fuser width switch information

With the launch of this product comes a new line of fuser assemblies. The new fuser assemblies are equipped with a width switch. Before installing a new fuser, the customer can select a different switch position, if they have multiple fuser assemblies on site. Setting the width switch to a desired setting reduces/eliminates the wear marks on their fuser. This extends the life of the fuser (or multiple fusers).

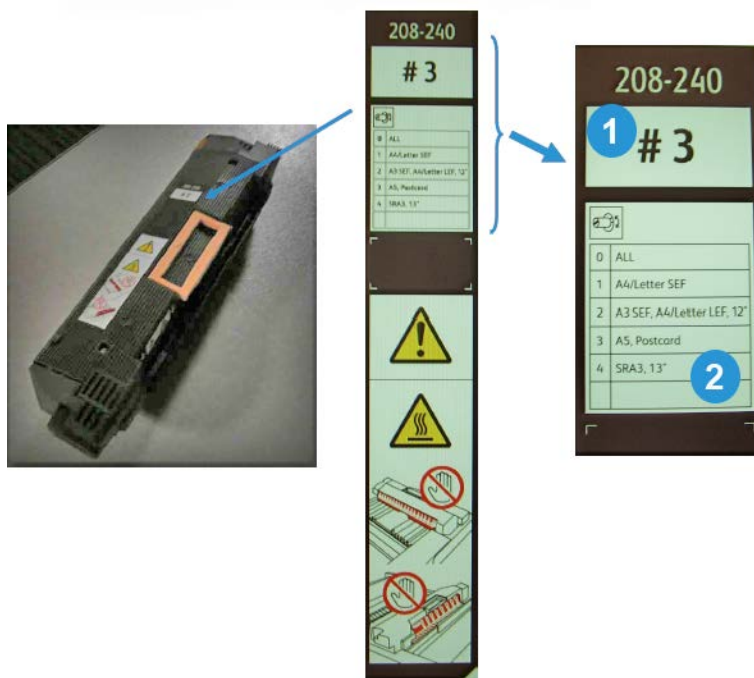
A rotary switch with a protruding knurled knob is on every new fuser assembly. This is the width switch.



The width switch on the new fuser assembly has eight different positions: 0-7. Zero (0) is the default width setting.

This eight-position switch tells the print engine the specific width range of media that can be run through the fuser. This switch must be set by the customer before the fuser's first use. It is expected to stay in that position for the life of the fuser.

A label sheet is included in every fuser box.



1	This number indicates the specific width position set for this fuser.
2	<p>This table defines five default width ranges.</p> <ul style="list-style-type: none"> • Zero is the default setting. This setting indicates the full width range. • Positions 1-4 apply to specific width ranges. • The last line of the table is blank. This line is used if the customer requires the creation of a special media range (other than the ones indicated for positions 1-4). Once created, the customer writes the specific custom media range on the label. <p>Note</p> <p>Positions 5, 6, and 7 are blank and reserved for custom media ranges. These positions must be set by the Xerox Service Representative. Contact the Customer Support Center for more information and assistance.</p>

Important

Before installing the new fuser assembly, the width switch must be set to the specific width range. (If using the default setting (0), no changes are required.) Once this is done, the correct width range label must be adhered to the fuser assembly.

The following table defines the media sizes and width ranges for all eight positions of the width switch.

Switch number	Media size	Width range
0	All	100.0 - 330.2 mm (3.937 - 13.0 in.)
1	A4/Letter SEF	180.0 - 249.9 mm (7.08 - 9.839 in.)

Switch number	Media size	Width range
2	A3 SEF A4/Letter LEF 12 in.	250.0 - 306.9 mm (9.84 - 12.08 in.)
3	A5 Postcard	100.0 - 179.9 mm (3.937 - 7.08 in.)
4	SRA3 13 in.	307.0 - 330.2 mm (12.09 - 13.00 in.)
5	Custom	100.0 - 330.2 mm (3.937 - 13.0 in.)
6	Custom	100.0 - 330.2 mm (3.937 - 13.0 in.)
7	Custom	100.0 - 330.2 mm (3.937 - 13.0 in.)

Note

Positions 5, 6, and 7 must be set by the Xerox Service Representative. Contact the Customer Support Center for more information and assistance.

Miscellaneous hints and tips

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

Specifications

Print engine specifications

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

Paper size ranges

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

Warm-up time

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

First print out time

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

Duplex Automatic Document Feeder (DADF)

- 250 sheet capacity (based on 24 lb./90 gsm plain paper)
- Original document sizes: 5.5 x 8.5 in./A5 to 11 x 17 in./A3

Specifications

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

Scanning Resolution

- Print engine: 2400 x 2400 x 1 dots per inch (dpi)
- Copy: 600 x 600 x 1 dpi
- Print (gray font only): 600 x 600 x 1 dpi

Additional optional accessories

Foreign Interface Kit

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

5-port Ethernet switch/hub

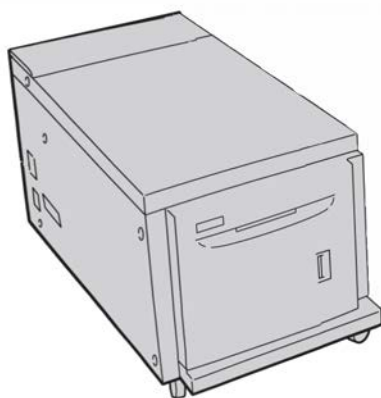
Use this 5-port hub to connect the print engine to the internet for Remote Services, Extensible Interface Platform (EIP), and if using a third-party PC for the Simple Image Quality Adjustment (SIQA) procedures.

12

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

HCF (Tray 6) overview

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



Note

Only letter-size (8.5 x 11 in.)/A4 paper, Long Edge Feed (LEF) can be used in this tray.

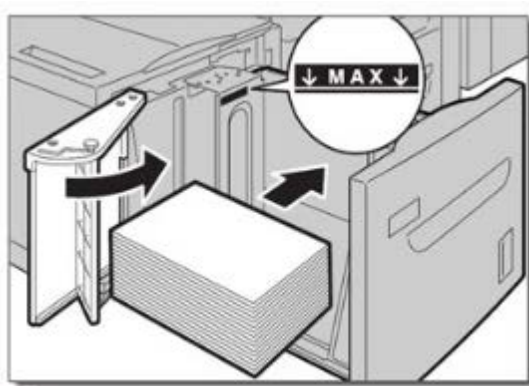
Loading paper in the HCF (Tray 6)

1. Select the appropriate paper stock for your print job.

2. Pull out the tray slowly until it stops.



3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load the paper in the tray.



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

Do not load materials above the MAX line.

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

Note

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

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

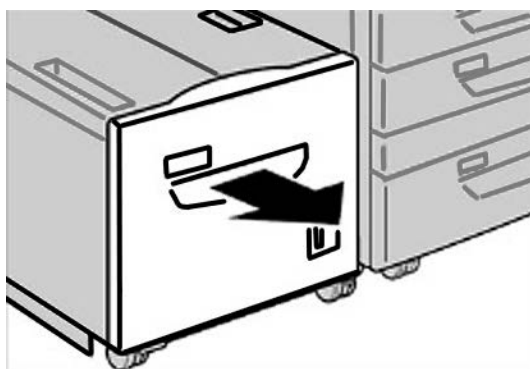
Problem solving

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

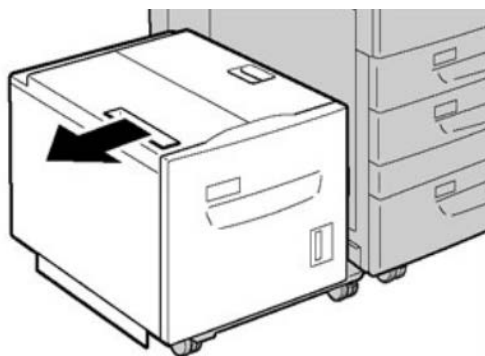
1. Open Tray 6 and remove any jammed paper.

Note

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

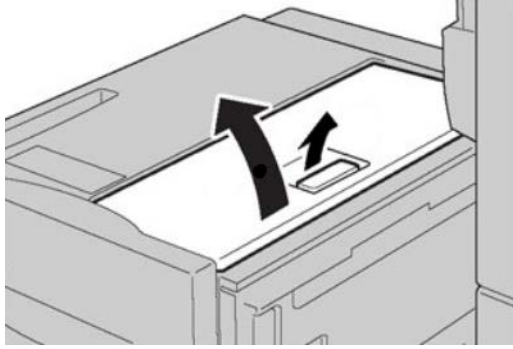


2. Gently close the tray.
3. Gently move Tray 6 to the left until it stops.

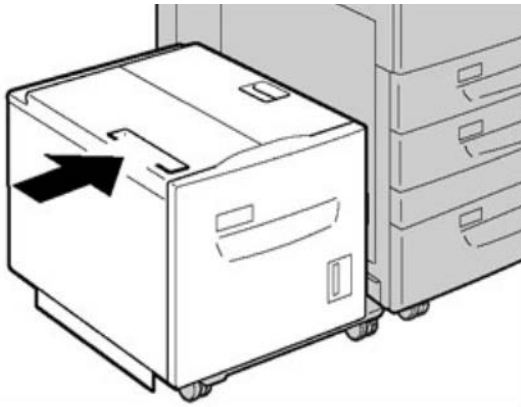


High Capacity Feeder (1-tray HCF/Tray 6)

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

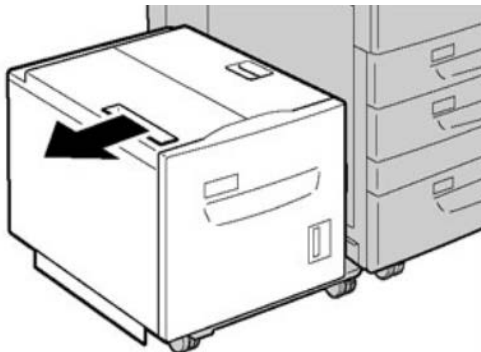


5. Remove any jammed paper from the top cover area of Tray 6.
6. Close the Tray 6 top cover.
7. Return Tray 6 to its original position.

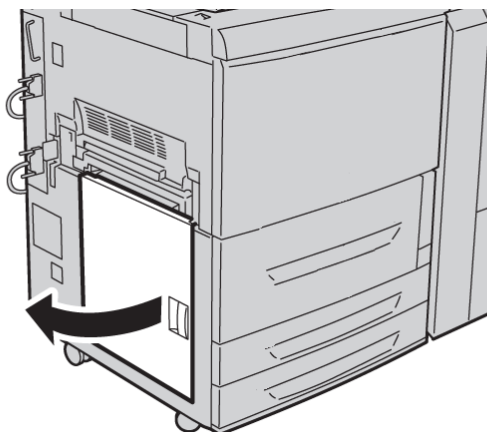


HCF (Tray 6) and lower left cover jams

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



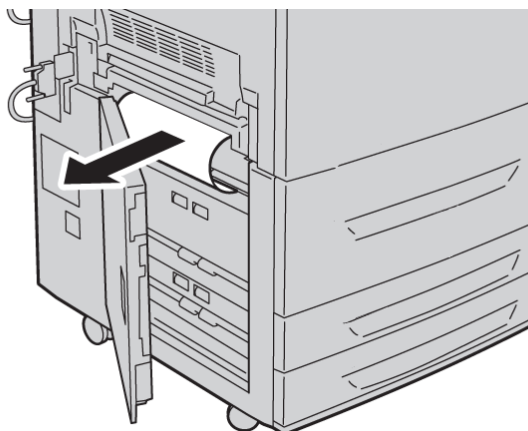
2. Gently open the lower left cover while gripping the release handle.



3. Remove the jammed paper.

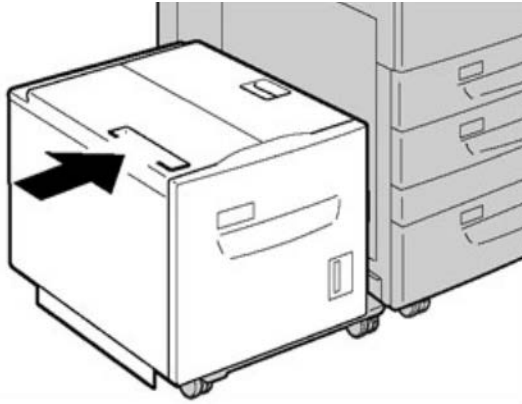
Note

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



4. Gently close the lower left cover.

5. Gently move Tray 6 back into position.



HCF (1 Tray) fault codes

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

Note

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

024-955

Cause: Tray 6 is empty/out of paper.

Remedy: Add paper to Tray 6.

024-974

Cause: The designated paper size and size of paper in the tray differ when feeding paper from the inserter.

Remedy: Reset the paper or cancel the job.

078-100

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-101

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-102

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-151

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-250

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

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

078-260

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-261

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-262

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-263

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-264

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-265

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-266

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-267

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-268

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-269

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-270

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-271

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-272

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-273

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-274

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-275

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-276

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-277

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-278

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-279

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-280

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-300

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-301

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-500

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-901

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-941

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-942

Cause: (Optional) Paper Tray 6 malfunctioned.

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

078-943

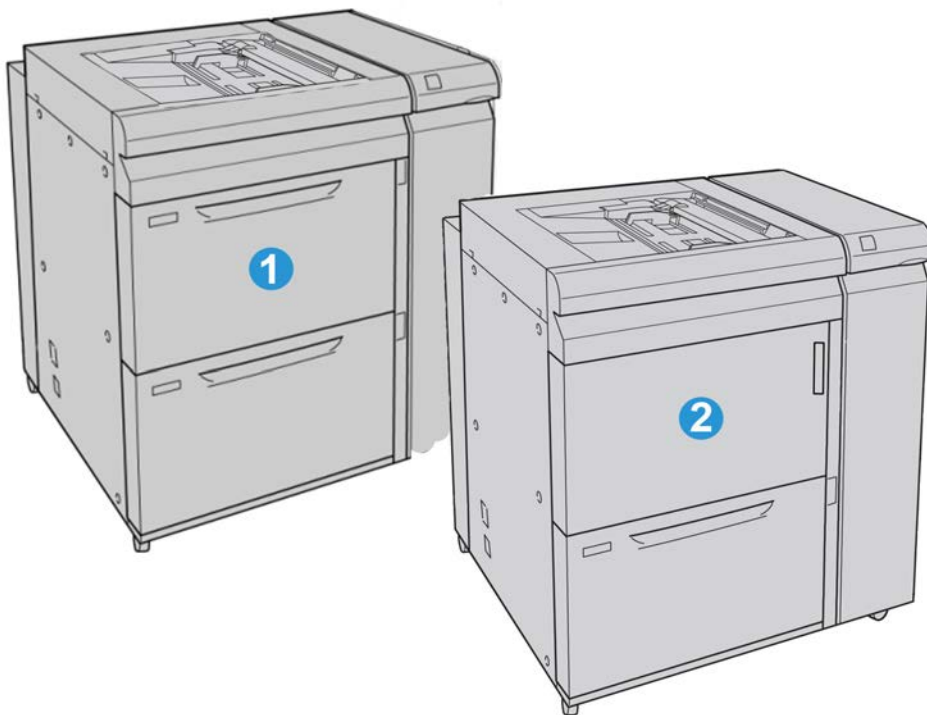
Cause: (Optional) Paper Tray 6 malfunctioned.

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

13

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

The Oversized High Capacity Feeder (OHCF) is available in a 1-tray or 2-tray option. The OHCF feeds a variety of stock sizes, including standard and oversized stock up to 13 x 19.2 in./330.2 x 488 mm. Each tray holds 2,000 sheets.



1	2-tray OHCF (with Bypass)
2	1-tray OHCF (with Bypass and storage cabinet above the tray)

Loading media in the 1 or 2-Tray OHCF

Loading paper in the OHCF (1 or 2 Trays)

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Load paper into the tray.
6. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.
Do not load materials above the MAX line located on the rear Edge Guide.
7. If necessary, set the skew adjustment levers to the desired position for your print job.
8. Gently push in the tray until it comes to a stop.
If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
9. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.
 - a) Make the desired selections for **Paper Type/Paper Weight, Paper Size, and Paper Color**.
 - b) If necessary, make the desired changes to paper curl and alignment adjustment.

Note

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

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

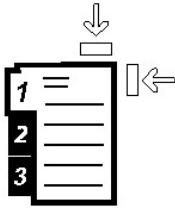
Loading tabs in the OHCF (1 or 2 Trays)

Note

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

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Fan the tab paper before loading into the tray.

4. Load and align the edge of the tab paper against the right edge of the tray in the LEF direction as shown in following illustration:

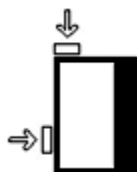


5. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.
Do not load materials above the MAX line located on the rear Edge Guide.
6. If necessary, set the skew adjustment levers to the desired position for your print job.
7. Gently push in the tray until it comes to a stop.
If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.
 - a) Make the desired selections for **Paper Type/Paper Weight, Paper Size, and Paper Color**.
 - b) If necessary, make the desired changes to paper curl and alignment adjustment.
- Note**
Refer to the System Administration Guide for detailed information on the paper curl and alignment adjustment options.
- c) Select **Save** until you are returned to the tray settings window.
9. Select **Confirm** to close the window.
10. For network print jobs, refer to your print server customer documentation for instructions on loading tab stock into a tray.

Loading transparencies in the OHCF (1 or 2 Trays)

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Fan the transparencies to stop them from sticking together before loading into the tray.

4. Load transparencies on top of a small stack of same-size paper and align the edge of the transparency against the right edge of the as shown in following illustration:

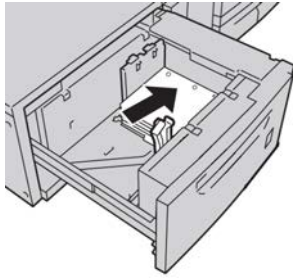


5. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.
Do not load materials above the MAX line located on the rear Edge Guide.
 6. If necessary, set the skew adjustment levers to the desired position for your print job.
 7. Gently push in the tray until it comes to a stop.
If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
 8. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.
 - a) Make the desired selections for **Paper Type/Paper Weight, Paper Size, and Paper Color**.
 - b) If necessary, make the desired changes to paper curl and alignment adjustment.
- Note**
- Refer to the System Administration Guide for detailed information on the paper curl and alignment adjustment options.
- c) Select **Save** until you are returned to the tray settings window.
9. Select **Confirm** to close the window.

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

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.

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



6. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.
Do not load materials above the MAX line located on the rear Edge Guide.
7. If necessary, set the skew adjustment levers to the desired position for your print job.
8. Gently push in the tray until it comes to a stop.
If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
9. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.
 - a) Make the desired selections for **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.
 - b) If necessary, make the desired changes to paper curl and alignment adjustment.

Note

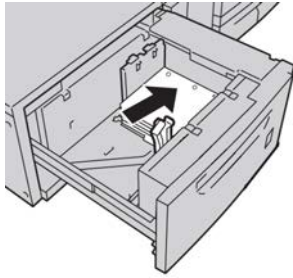
Refer to the System Administration Guide for detailed information on the paper curl and alignment adjustment options.

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

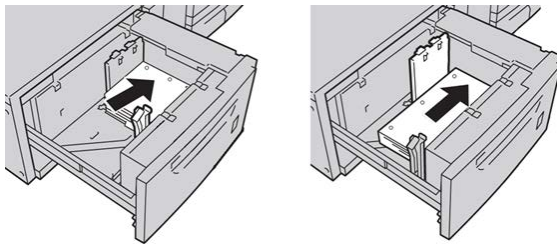
Loading pre-drilled stock into the OHCF (1 or 2 Trays) for 2-sided print jobs

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.

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



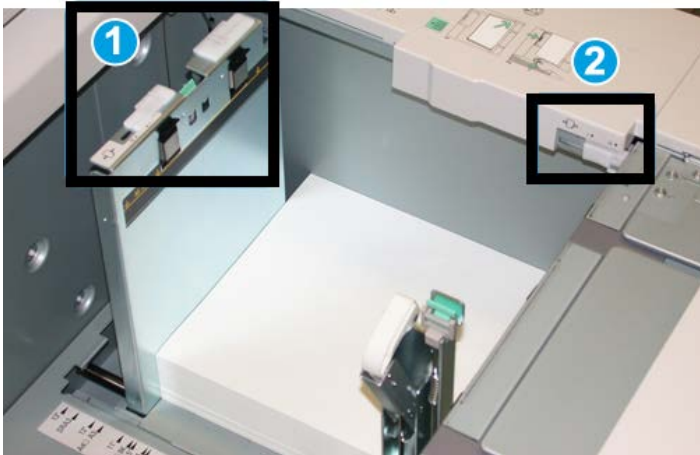
6. Load and register the paper against the right side of the tray as depicted below for SEF direction:



7. Adjust the paper guides by pressing in the guide release and carefully moving the Edge Guide until it lightly touches the edge of the material in the tray.
Do not load materials above the MAX line located on the rear Edge Guide.
 8. If necessary, set the skew adjustment levers to the desired position for your print job.
 9. Gently push in the tray until it comes to a stop.
If enabled by your System Administrator, the Paper Tray settings screen may be displayed on the UI.
 10. If changes have been made to the paper tray, select the **Change Settings** button; otherwise, proceed to the next step.
 - a) Make the desired selections for **Paper Type/Paper Weight, Paper Size, and Paper Color**.
 - b) If necessary, make the desired changes to paper curl and alignment adjustment.
- Note**
- Refer to the System Administration Guide for detailed information on the paper curl and alignment adjustment options.
- c) Select **Save** until you are returned to the tray settings window.
11. Select **Confirm** to close the window.

Skew adjustment levers

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



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

Use the following procedure to set the skew adjustment levers.

1. Pull out the tray slowly until it stops.
2. Slide the rear skew adjustment lever to the right.
3. Gently push in the tray until it comes to a stop.
4. From the Tray Properties window, enter the correct paper information, including size, type, weight, and if necessary, paper curl and/or alignment option.
5. Select **OK** to save the information and close the Tray Properties window.
6. Run your print job.
 - The paper is fed accurately without skew and the printed output is satisfactory; your task is complete.
 - The paper is skewed and the printed output is unsatisfactory; proceed to the next step.
7. Pull out the tray slowly until it stops.

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

Maintenance

Replacing the OHCF feed rolls

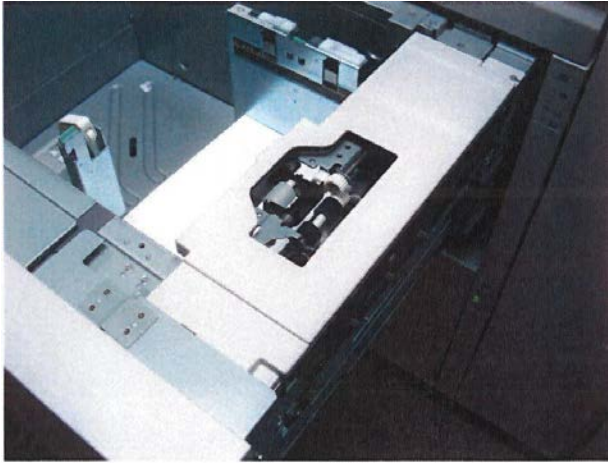
The OHCF feed rolls should be replaced when experiencing frequent multifeeds, single feeds, or blank prints in the stack of the output prints.

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

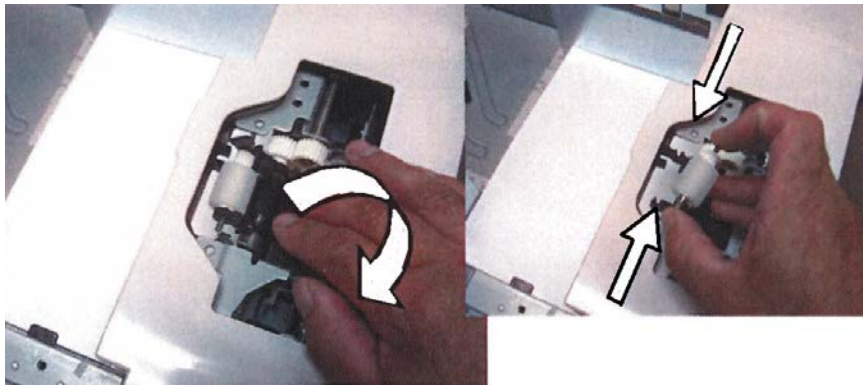
- Feed Roll
- Nudger Roll
- Retard Roll

Perform the following to replace the OHCF feed rolls:

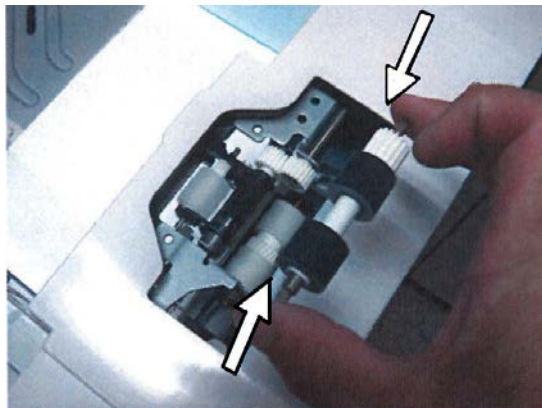
1. Pull open an OHCF tray to access the feed components.



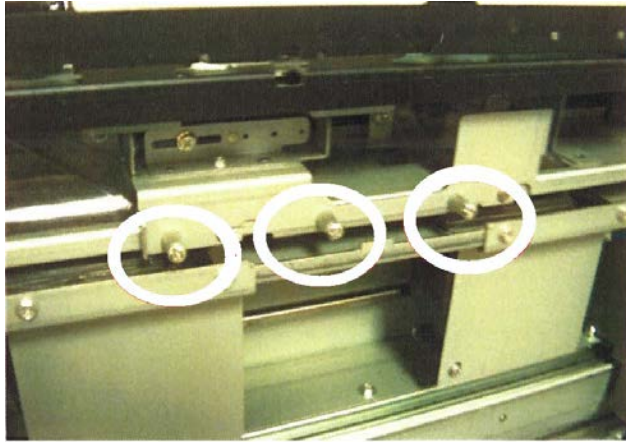
2. Replace the nudger roll by pushing the black tab with one hand and then squeezing the metal shaft with your other hand.



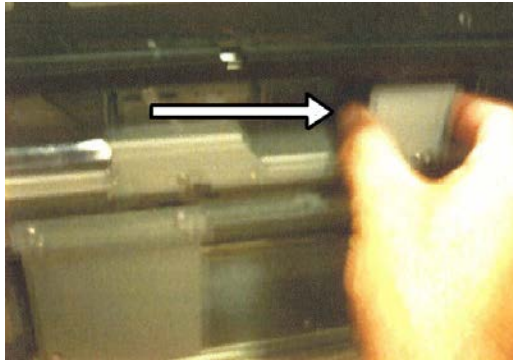
3. Replace the feed roll using the same technique.



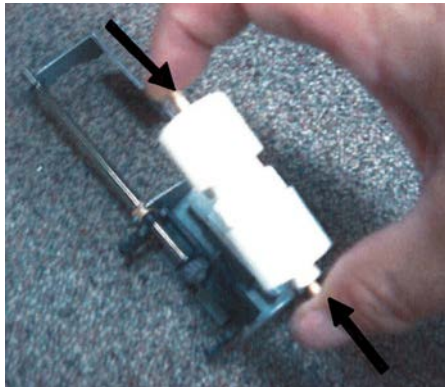
4. Remove the three thumb screws on the side of the feeder assembly.



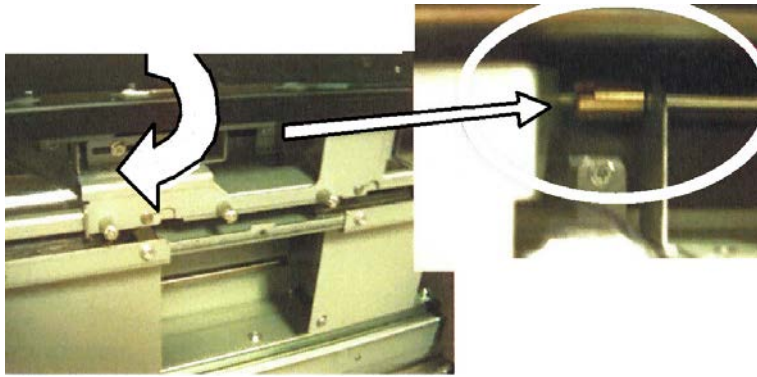
5. Slide the retard roll assembly to the right and pull it out of the tray.



6. Replace the retard roll by pressing the metal shafts.



7. Reinstall the assembly into the tray using the pin as a guideline, and ensure the device is connected correctly.



8. Close the tray and verify that the tray is operating successfully by feeding paper using that tray.
9. Either log in as the administrator or ask the administrator to perform the following steps.
 - a) On the machine UI, access **Tools > System Settings > Common Service Settings > Maintenance**.
 - b) Use the up/down arrow buttons to access the last Maintenance screen.
 - c) Select **Technical Key Operator**.

The Technical Key Operator feature is displayed.
 - d) Select the item that corresponds with the newly-replaced components.
 - e) Select **Reset Current Value**.
 - f) When prompted, select the **Reset** button.
10. Exit administrator mode by pressing the **Log In/Out** button on the UI.

When prompted, select **Logout**.

Replacing the (OHCF) Bypass Tray feed rolls

Tip

The feed rolls for OHCF bypass tray should be replaced when experiencing frequent multifeeds, single feeds, or blank prints in the stack of the output prints.

Use this procedure to replace the (OHCF) bypass tray feed rolls, which includes the following rolls:

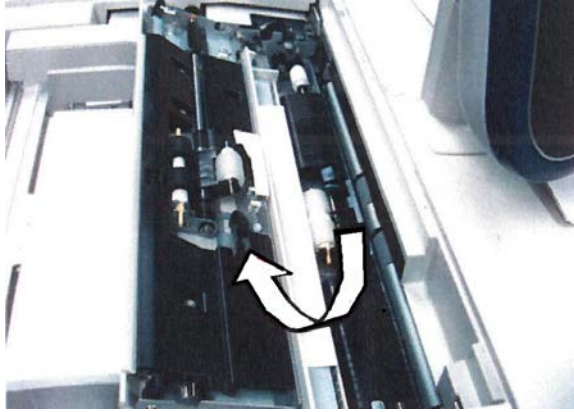
- Nudger Roll
- Retard Roll
- Feed Roll

Perform the following to replace the OHCF feed rolls:

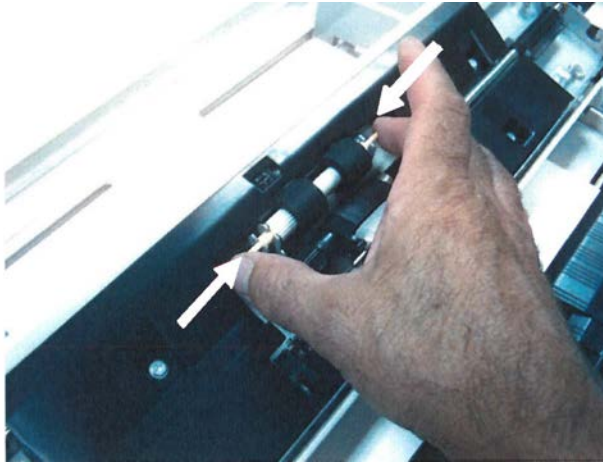
1. Access the OCHF Bypass Tray.

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

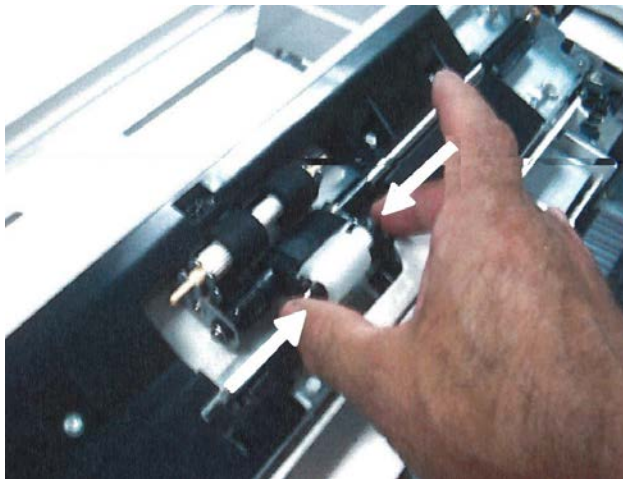
2. Open the Bypass Tray cover to access the feed components.



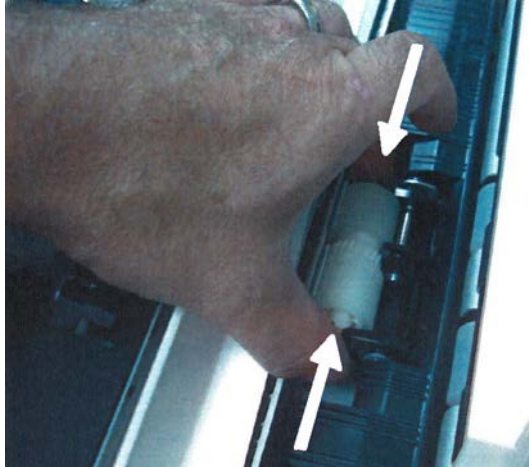
3. Replace the feed roll by squeezing the metal shaft.



4. Replace the nudger roll using the same technique.



5. Replace the retard roll using the same technique.



6. Close the bypass tray cover.
7. Verify that the tray is operating correctly by feeding paper from the bypass tray.
8. Either log in as the administrator or ask the administrator to perform the following steps.
 - a) On the machine UI, access **Tools > System Settings > Common Service Settings > Maintenance**.
 - b) Use the up/down arrow buttons to access the last Maintenance screen.
 - c) Select **Technical Key Operator**.
The Technical Key Operator feature is displayed.
 - d) Select the item that corresponds with the newly-replaced components.
 - e) Select **Reset Current Value**.
 - f) When prompted, select the **Reset** button.
9. Exit administrator mode by pressing the **Log In/Out** button on the UI.
When prompted, select **Logout**.

OHCF problem solving

Clearing OHCF jams

Tip

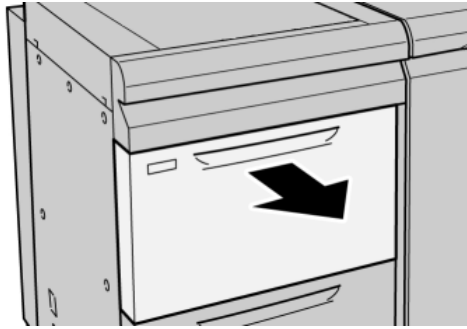
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

Note

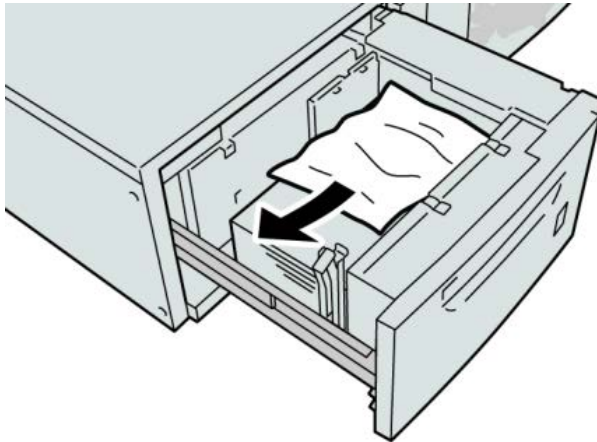
Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Paper jams inside the OHCF trays

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



2. Remove the jammed paper.



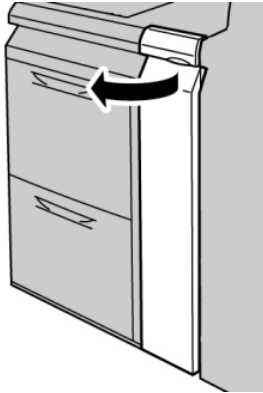
Note

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

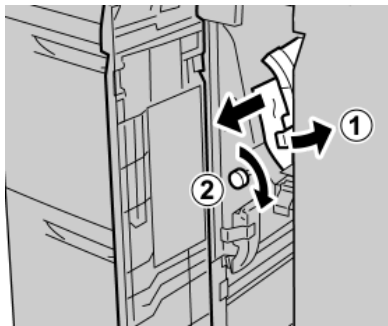
3. Gently push in the tray until it comes to a stop.

OHCF paper jams at lever 1a and knob 1c

1. Open the front cover of the OHCF.



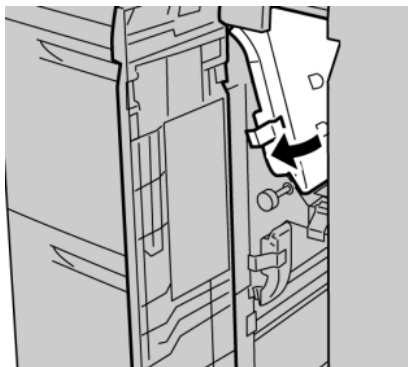
2. Move the lever **1a** to the right and turn the knob **1c** to the right. Remove the jammed paper.



Note

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

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



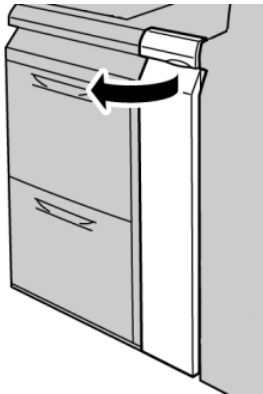
4. Close the front cover of the OHCF.

Note

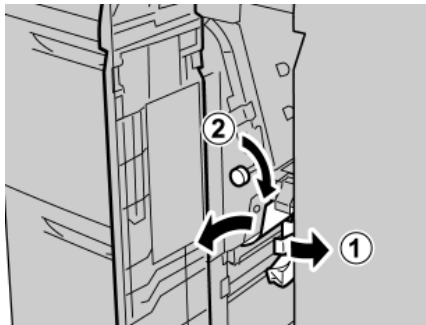
If the front cover of the OHCF is not completely closed, a message will appear and the machine will not operate.

OHCF paper jams at lever 1b and knob 1c

1. Open the front cover of the OHCF.



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



Note

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

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



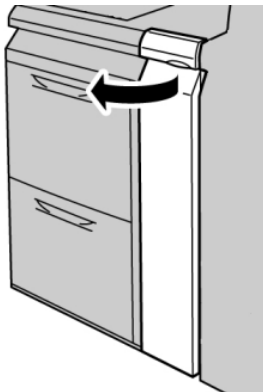
4. Close the front cover of the OHCF.

Note

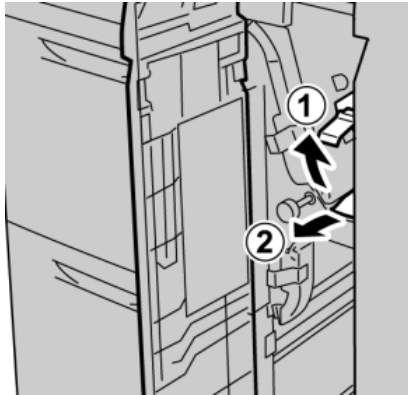
If the front cover of the OHCF is not completely closed, a message will appear and the machine will not operate.

OHCF paper jams at lever 1d and knob 1c

1. Open the front cover of the OHCF.



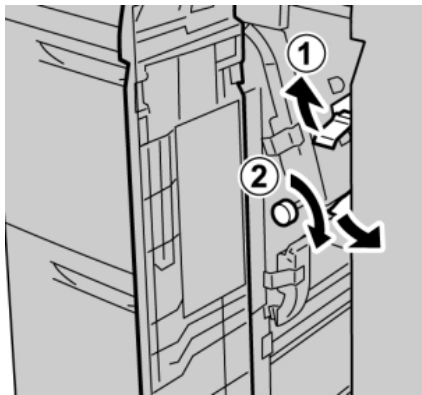
2. Move the lever **1d** upward and remove the jammed paper.



Note

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

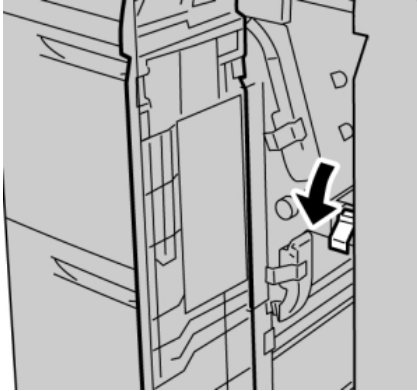
3. If the paper cannot be removed, turn the knob **1c** clockwise, and then remove the jammed paper.



Note

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

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



5. Close the front cover of the OHCF.

Note

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

OHCF fault codes

024-955

Cause: An OHCF tray is empty or out of paper.

Remedy: Add paper to correct OHCF Tray.

024-956

Cause: An OHCF tray is empty or out of paper.

Remedy: Add paper to correct OHCF Tray.

077-210

Cause: An OHCF tray is broken.

Remedy: Perform the following:

- Power Off/On the machine.
- If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-100

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

- Check the paper in the malfunctioning tray.
- Power Off/On the machine.

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

- If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-101

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

- Check the paper in the malfunctioning tray.
- Power Off/On the machine.
- If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-101

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

- Check the paper in the malfunctioning tray.
- Power Off/On the machine.
- If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-210

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

- Check the paper setting of the paper trays and power Off/On the machine.
- If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-211

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

- Check the paper setting of the paper trays and power Off/On the machine.
- If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-260

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-261

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-262

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-263

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-264

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-265

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-266

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-267

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-268

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.

2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-269

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-270

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-271

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-272

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-273

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-274

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-275

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-276

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-277

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-278

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-279

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-280

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-300

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-301

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-500

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-901

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-941

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.

2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-942

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

078-943

Cause: An OHCF tray has malfunctioned.

Remedy: Perform the following:

1. Check the paper loaded in the trays.
2. Power Off/On the machine.
3. If problems persist, contact the Customer Support Center.

Note

Trays other than the OHCF trays may be used in the interim.

OHCF (Trays 6/7) specifications

Oversized High Capacity Feeder (OHCF/Trays 6 and 7)

Item	Specification
Sheet size	SEF: 8.5 x 11 in./A4, 8.5 x 13 in., 8.5 x 14 in., 10 x 14 in./B4, 11 x 17 in./A3, 12 x 18 in., 12.6 x 17.7 in./SRA3, 13 x 18 in., 13 x 19 in., 12.6 x 19.2 in., B5 LEF: B5, 7.25 x 10.5 in. (executive), A4, 8.5 x 11 in., 8.0 x 10 in. Custom sizes: 182-330 mm (7.2-13 in.) width and 182-488 mm (7.2-19.2 in.) length
Paper weight	18 lb. bond to 110 lb. cover/64-300 gsm
Paper capacity	2000 sheets/drawer Important When using up to Xerox 24 lb./90 gsm paper.

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

Advanced/Professional Finishers

Advanced Finisher

The Advanced Finisher provides a wide range of finishing options.



- The Right Top Tray is used for stacked output and can receive up to 500 sheets of paper.
- The Stacker Tray is used for offset and/or stapled output and can hold up to 3000 sheets.
- Both trays can be used for hole-punched output (optional).
- Multi-position stapling is available for both coated and uncoated paper, up to a maximum of 50 sheets.

Professional Finisher with Booklet Maker

The Professional Finisher is equipped with a Booklet Maker and provides a wide range of finishing options.



- The Right Top Tray is used for stacked output and can receive up to 500 sheets of paper.
- The Stacker Tray is used for offset and/or stapled output and can hold up to 3000 sheets.
- Both trays can be used for hole-punched output (optional).
- Multi-position stapling is available for both coated and uncoated paper, up to a maximum of 50 sheets.

Loading Staples for the Advanced/Professional Finishers

This procedure explains how to remove an empty staple cartridge from the Advanced Finisher or Professional Finisher and replace it with a new staple cartridge.

When the finisher is installed and it is time to replace the staple cartridge, a message will appear on the UI. When the message appears, replace the staple cartridge with a new one.

1. To gain access to the staple cartridge, make sure the machine has stopped and open the front door.

2. Hold the R1 lever of the staple cartridge. Hold the orange lever and pull the cartridge toward you to remove it. Dispose of the staple cartridge according to the instructions in the new staple cartridge box.
3. Insert the staple cartridge while gripping the orange lever until you hear it click into place. Close the front cover of the finisher.

The use of staple cartridges not recommended by Xerox may impair quality and performance. Use only staple cartridges recommended for the machine.

Staple Jam

1. Ensure that the machine has stopped before opening the front cover of the finisher.
2. Grip the Handle R1 of the staple cartridge holder and pull out the holder to the right toward you.
3. Remove the staple cartridge holder by gripping the orange lever.

The staple cartridge is firmly held in place. When you remove the staple cartridge, you must pull the cartridge out with force.

4. After removing the staple cartridge, check the inside of the finisher for any remaining staples.
5. Pull up the metal part of the staple cartridge.
6. Remove the jammed staples and return the metal part pulled up in the previous step to the original position.
7. Insert the staple cartridge while gripping the orange lever until you hear it click into place.

Ordering Supplies

Xerox supplies, including staples, staple cartridges, and staple waste containers can be ordered from Xerox by going to www.xerox.com and clicking on either the Contact Us link for specific contact information/telephone numbers in your area or by clicking on the Supplies and entering/selecting your specific machine information (product family and model type). Below are the supplies you can order for both Advanced and Professional Finishers:

- Staple Cartridge (Advanced/Professional Finisher)
- Staple Refills (Advanced/Professional Finisher)

Finishing problems

The following are some of the problems that may occur when using the Advanced Finisher or Professional Finisher.

- **The finisher malfunctioned:** Check for any obstructions in the paper path and clear them. Power off and on the machine, and if necessary, resend or restart your print job. If the fault continues, contact the Customer Service Support Center.
- **Finisher staple fault:** Check staples and reset correctly.
- **Finisher staple feeding is not ready:** Check staples and reset correctly.
- **The staple cartridge is empty:** Check staples. Follow the procedure to remove and replace the staple cartridge.
- **The finisher stacker tray is full:** Remove all paper from the stacker tray.
- **The finisher top tray is full:** Remove all paper from the finisher top tray.
- **The finisher stacker tray lower safety warning is on:** Remove all paper from the stacker tray and remove any other obstructions.
- **The finisher booklet tray is full:** Remove all paper from the booklet tray.

Interface Module

Overview



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

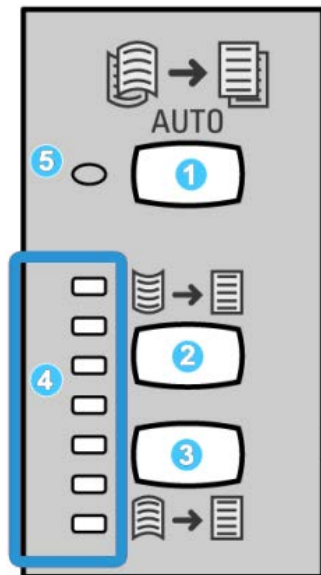
The Interface Module is **REQUIRED** with the following finishing devices:

- GBC AdvancedPunch
- High Capacity Stacker (HCS)
- Standard Finisher Plus
- All third-party, DFA devices

Note

The Interface Module is **NOT** required when the Standard Finisher or Booklet Maker Finisher is the only finishing device.

Control panel

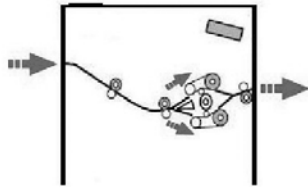


The Control Panel consists of the following:

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

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

Paper path



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

- System default
- Manual selections made at the Interface Module control panel

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

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

Paper curl settings on the Interface Module

Preset decurler settings

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

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

Manual decurler buttons

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

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

Problem solving

Clearing jams

Tip

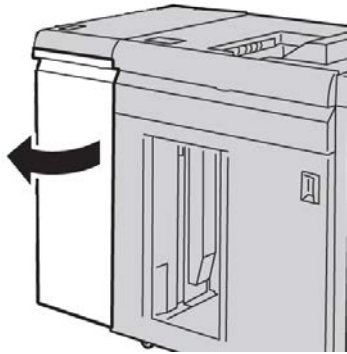
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

Note

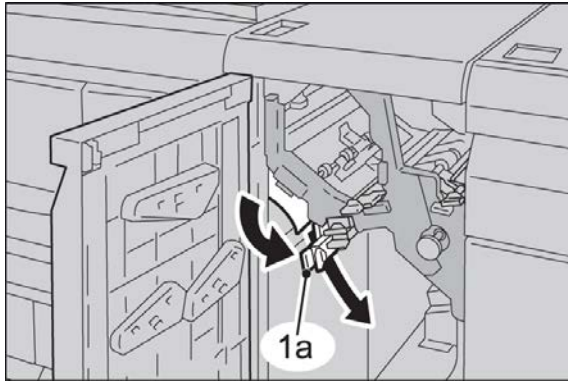
Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Paper jams at lever 1a

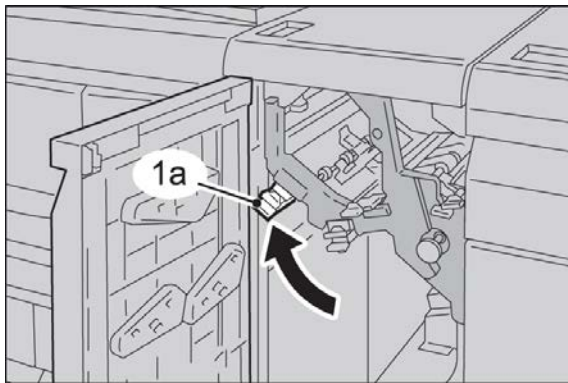
1. Open the front cover of the Interface Module.



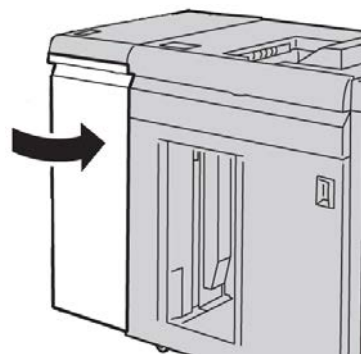
2. Move the lever **1a** downward and remove the jammed paper.



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



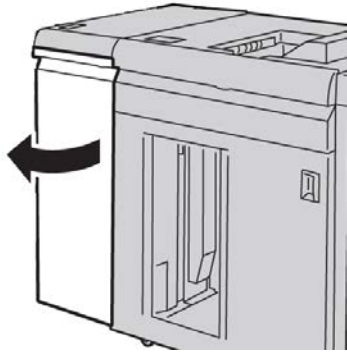
4. Close the front cover of the Interface Module.



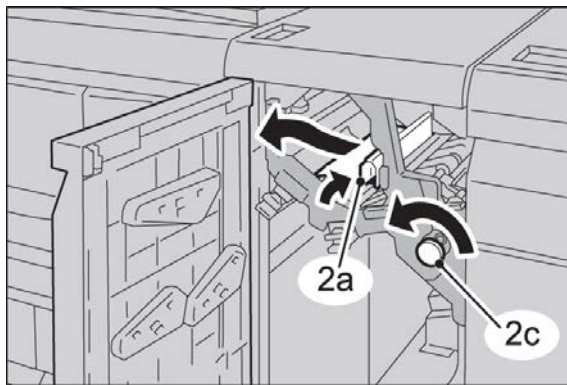
5. Follow the instructions on the UI to clear other areas or to resume your print job.

Paper jams at lever 2a

1. Open the front cover of the Interface Module.



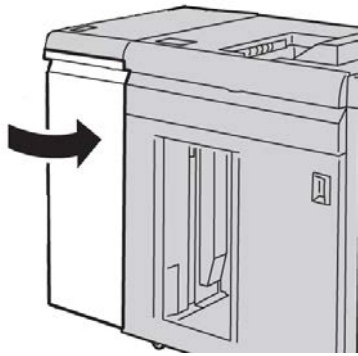
2. Move the lever **2a** upward, turn the knob **2c** counterclockwise, and remove the jammed paper.



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



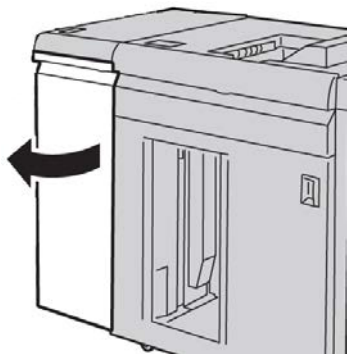
4. Close the front cover of the Interface Module.



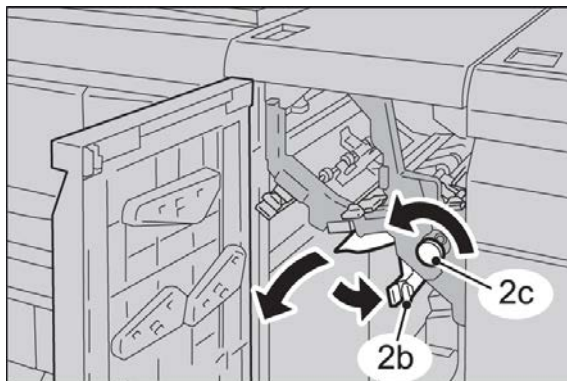
5. Follow the instructions on the UI to clear other areas or to resume your print job.

Paper jams at lever 2b

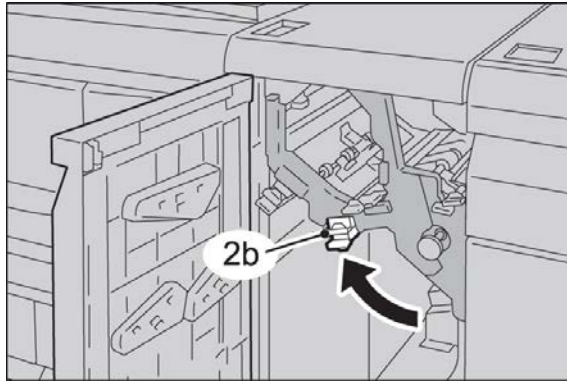
1. Open the front cover of the Interface Module.



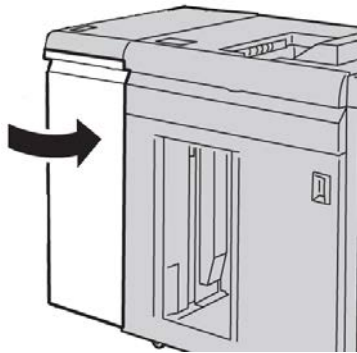
2. Move the lever downward, turn the knob **2c** counterclockwise, and remove the jammed paper.



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



4. Close the front cover of the Interface Module.



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

Fault codes

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

048-100

Cause: Paper jam:

A jam notification is displayed on the UI.

- A jam occurred during feeding.

Remedy: Perform the following:

Carefully remove all sheets and paper scraps from the jam clearance areas.

Close the front door. Verify the paper used is within the approved paper specifications.

- Open the Interface Module front door.

048-101

Cause: Paper jam:

A jam notification is displayed on the UI.

- A jam occurred during feeding.

Remedy: Perform the following:

Carefully remove all sheets and paper scraps from the jam clearance areas.

Close the front door. Verify the paper used is within the approved paper specifications.

- Open the Interface Module front door.

048-102

Cause: Paper jam:

A jam notification is displayed on the UI.

- A jam occurred during feeding.

Remedy: Perform the following:

Carefully remove all sheets and paper scraps from the jam clearance areas.

Close the front door. Verify the paper used is within the approved paper specifications.

- Open the Interface Module front door.

048-103

Cause: Paper jam:

A jam notification is displayed on the UI.

- A jam occurred during feeding.

Remedy: Perform the following:

Carefully remove all sheets and paper scraps from the jam clearance areas.

Close the front door. Verify the paper used is within the approved paper specifications.

- Open the Interface Module front door.

048-300

Cause: The Interface Module front door is open.

Remedy: Close the Interface Module front door.

048-310

Cause: Interface Module decurler sensor or belt problem

Remedy: Power off the machine (print engine), then power on. If problem continues, contact the Customer Support Center.

048-311

Cause: Interface Module decurler sensor or belt problem

Remedy: Power off the machine (print engine), then power on. If problem continues, contact the Customer Support Center.

048-312

Cause: Interface Module decurler sensor or belt problem

Remedy: Power off the machine (print engine), then power on. If problem continues, contact the Customer Support Center.

048-313

Cause: Interface Module decurler sensor or belt problem

Remedy: Power off the machine (print engine), then power on. If problem continues, contact the Customer Support Center.

048-314

Cause: Interface Module decurler sensor or belt problem

Remedy: Power off the machine (print engine), then power on. If problem continues, contact the Customer Support Center.

048-315

Cause: Interface Module decurler sensor or belt problem

Remedy: Power off the machine (print engine), then power on. If problem continues, contact the Customer Support Center.

048-316

Cause: Interface Module decurler sensor or belt problem

Remedy: Power off the machine (print engine), then power on. If problem continues, contact the Customer Support Center.

048-317

Cause: Interface Module cooling fan failure

Remedy: Power off the machine (print engine), then power on. If problem continues, contact the Customer Support Center.

048-318

Cause: Interface Module cooling fan failure

Remedy: Power off the machine (print engine), then power on. If problem continues, contact the Customer Support Center.

048-319

Cause: Interface Module cooling fan failure

Remedy: Power off the machine (print engine), then power on. If problem continues, contact the Customer Support Center.

048-320

Cause: Interface Module communication failure or connection failure

Remedy: Perform the following:

- Check the connection between the Interface Module and the connected finishing device or devices.
- Fully clear any jams between the Interface Module and the connection finishing device or devices.
- Ensure all jam clearance handles/levers are returned to their closed positions.
- After clearing all jams, remove any ejected paper from the finishing output area.
- Power Off/On the machine.

048-321

Cause: Interface Module communication failure or connection failure

Remedy: Perform the following:

- Check the connection between the Interface Module and the connected finishing device or devices.
- Fully clear any jams between the Interface Module and the connection finishing device or devices.
- Ensure all jam clearance handles/levers are returned to their closed positions.
- After clearing all jams, remove any ejected paper from the finishing output area.
- Power Off/On the machine.

048-322

Cause: Interface Module communication failure or connection failure

Remedy: Perform the following:

- Check the connection between the Interface Module and the connected finishing device or devices.
- Fully clear any jams between the Interface Module and the connection finishing device or devices.
- Ensure all jam clearance handles/levers are returned to their closed positions.
- After clearing all jams, remove any ejected paper from the finishing output area.
- Power Off/On the machine.

048-324

Cause: Interface Module communication failure or connection failure

Remedy: Perform the following:

- Check the connection between the Interface Module and the connected finishing device or devices.
- Fully clear any jams between the Interface Module and the connection finishing device or devices.
- Ensure all jam clearance handles/levers are returned to their closed positions.
- After clearing all jams, remove any ejected paper from the finishing output area.
- Power Off/On the machine.

048-325

Cause: Interface Module communication failure or connection failure

Remedy: Perform the following:

- Check the connection between the Interface Module and the connected finishing device or devices.
- Fully clear any jams between the Interface Module and the connection finishing device or devices.
- Ensure all jam clearance handles/levers are returned to their closed positions.
- After clearing all jams, remove any ejected paper from the finishing output area.
- Power Off/On the machine.

048-326

Cause: Interface Module communication failure or connection failure

Remedy: Perform the following:

- Check the connection between the Interface Module and the connected finishing device or devices.
- Fully clear any jams between the Interface Module and the connection finishing device or devices.
- Ensure all jam clearance handles/levers are returned to their closed positions.
- After clearing all jams, remove any ejected paper from the finishing output area.
- Power Off/On the machine.

048-327

Cause: Interface Module communication failure or connection failure

Remedy: Perform the following:

- Check the connection between the Interface Module and the connected finishing device or devices.
- Fully clear any jams between the Interface Module and the connection finishing device or devices.
- Ensure all jam clearance handles/levers are returned to their closed positions.
- After clearing all jams, remove any ejected paper from the finishing output area.
- Power Off/On the machine.

048-900

Cause: Paper jam:

A jam notification is displayed on the UI.

- A jam occurred during feeding.

Remedy: Perform the following:

Carefully remove all sheets and paper scraps from the jam clearance areas.

Close the front door. Verify the paper used is within the approved paper specifications.

- Open the Interface Module front door.

048-901

Cause: Paper jam:

A jam notification is displayed on the UI.

- A jam occurred during feeding.

Remedy: Perform the following:

Carefully remove all sheets and paper scraps from the jam clearance areas.

Close the front door. Verify the paper used is within the approved paper specifications.

- Open the Interface Module front door.

048-903

Cause: Paper jam:

A jam notification is displayed on the UI.

- A jam occurred during feeding.

Remedy: Perform the following:

Carefully remove all sheets and paper scraps from the jam clearance areas.

Close the front door. Verify the paper used is within the approved paper specifications.

- Open the Interface Module front door.

High Capacity Stacker (HCS)

Overview

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



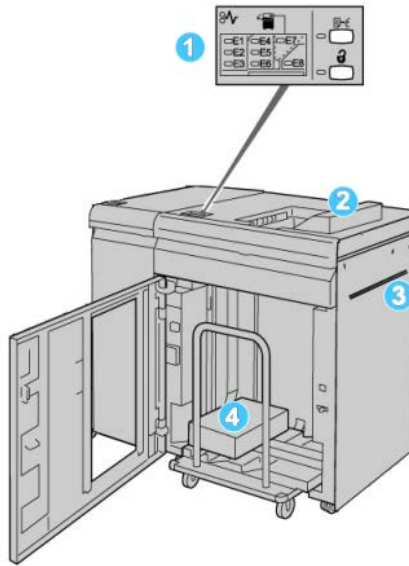
Note

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

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

Identifying the components

The HCS is comprised of the following components:



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

Note

Labels must be delivered to the Top Tray.

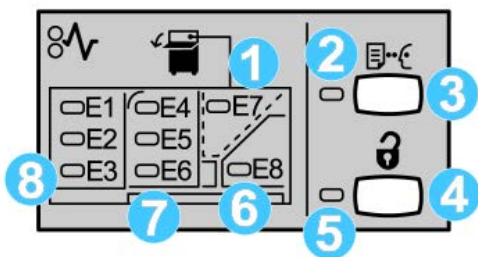
3. **Bypass:** Used only when a second stacking/finishing device is installed. This path transports media through the HCS to another connected finishing device.
4. **Stacker Tray/Cart:** Collated sets (up to a total of 5000 sheets) are transported to the Stacker Tray, which is located on a movable Stacker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

Note

The Stacker Tray/Cart capacity may be less than 5000 sheets if the media being used is heavyweight or thicker sheets.

Control panel

The HCS control panel consists of:



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

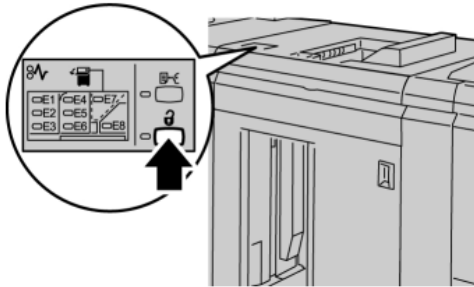
HCS top tray

The Top Tray offers the following:

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

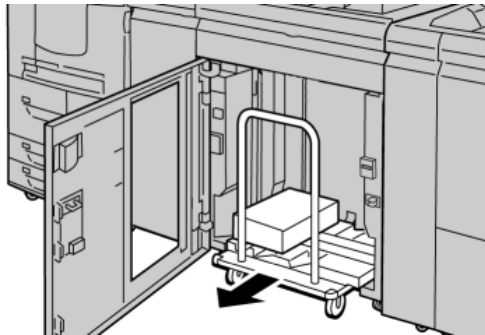
Unloading the Stacker Tray

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



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

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



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

Problem solving

Jam clearance

Tip

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

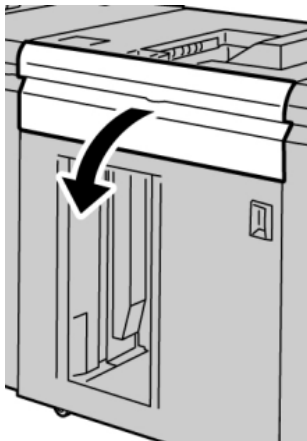
Note

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

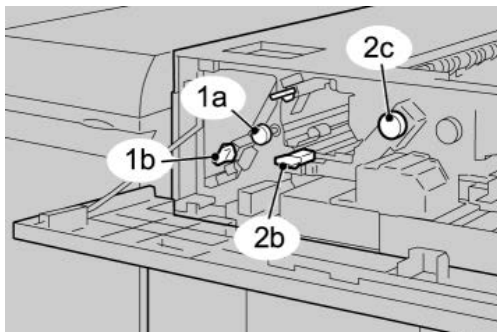
HCS entrance jams (E1, E2, and E3)

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

1. Open the HCS Front Cover.



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



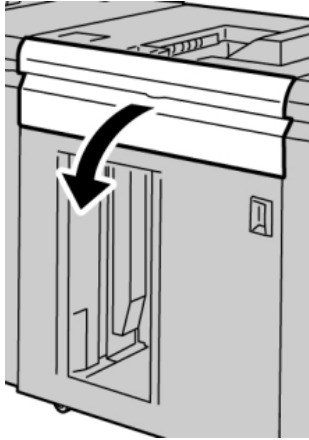
High Capacity Stacker (HCS)

3. Close the green handle(s).
4. Close the HCS Front Cover.
5. If the UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicates.
6. Follow the instructions displayed on the UI to resume printing.

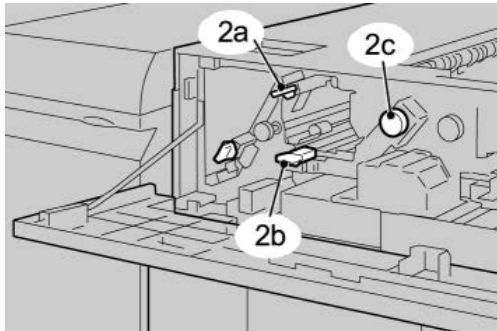
HCS transport jams (E4, E5, and E6)

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

1. Open the HCS Front Cover.

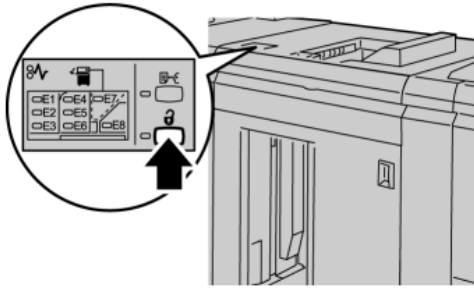


2. Lift the green handle(s) and/or rotate the green knob and remove all paper in the entrance area.



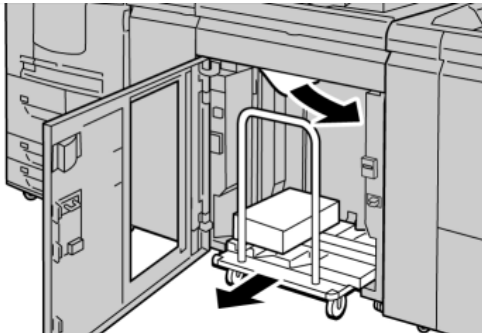
3. Close the green handle(s).
4. Close the HCS Front Cover.

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



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

6. Open the front door after the Unload indicator lights.
7. Pull out the stacker cart and gently remove the jammed paper.

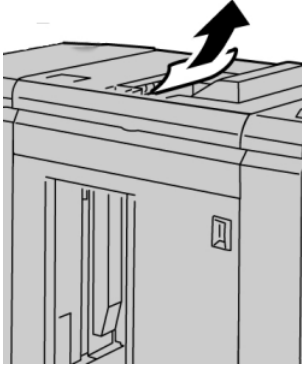


8. Push the stacker cart straight into the HCS.
9. Close the front door.
10. If the UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicates.
11. Follow the instructions displayed on the UI to resume printing.

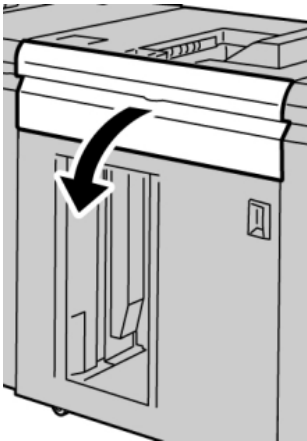
HCS top tray jam (E7)

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

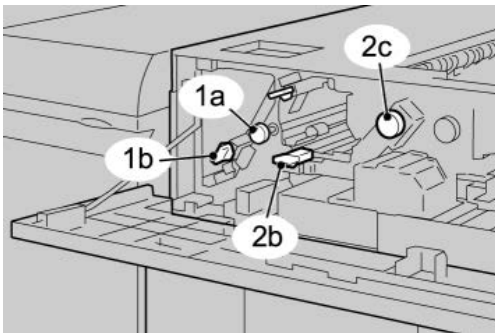
1. Remove any output delivered to the Top Tray.



2. Open the HCS Front Cover.



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



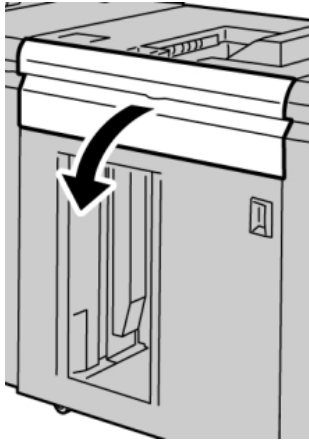
4. Close the green handle(s).

5. Close the HCS Front Cover.
6. If the UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicates.
7. Follow the instructions displayed on the UI to resume printing.

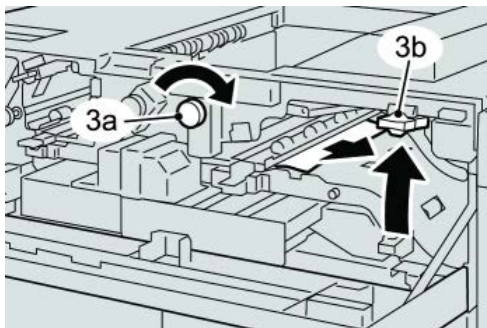
HCS exit jam (E8)

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

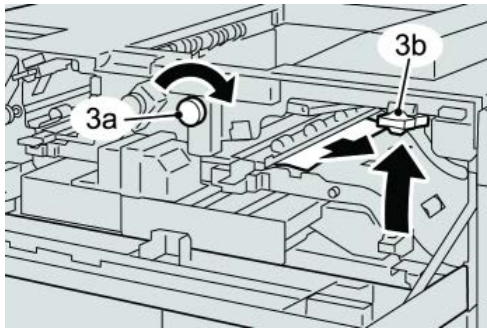
1. Open the HCS Front Cover.



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



3. Lift the green handle and/or rotate the green knob and remove all paper in the entrance area.



4. Close the green handle(s).
5. Close the HCS Front Cover.
6. If the UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicates.
7. Follow the instructions displayed on the UI to resume printing.

Hints and tips for using the HCS

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

1. Check the paper in the Stock Tray for curl.
 - a) If no curl is present and if the output is acceptable (meets customer satisfaction), you are finished.
 - b) If no curl is present and if the output is NOT acceptable, call for service.
 - c) If curl IS present, continue to the next step.
2. Check the paper in the Stock Tray for curl.
3. Adjust the paper curl by using the decurler controls on the top of the Interface Module.
4. If the output has not improved, adjust the paper curl again.
5. If the output still has not improved, call the Customer Support Center.

Loss of power

If power is interrupted to the HCS:

- Ensure the power cord is plugged in to the proper wall receptacle
- Ensure that the machine power is switched “On”
- Ensure that the Ground Fault Indicator is in the “On” position
- If the power has not been restored by checking the above items, then call for service

Fault codes

049-100

Cause: There is a top tray sensor fault in the HCS.

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-101

Cause: There is a top tray sensor fault in the HCS.

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-102

Cause: There is a top tray sensor fault in the HCS.

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-104

Cause: HCS bypass exit sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-105

Cause: HCS bypass exit sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

High Capacity Stacker (HCS)

049-106

Cause: HCS bypass exit sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-108

Cause: HCS bypass exit sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-113

Cause: Stacker sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-114

Cause: Stacker sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-115

Cause: Stacker sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-116

Cause: Stacker sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-117

Cause: Bypass path sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-119

Cause: Bypass path sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-121

Cause: Stacker exit sensor jam

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-210

Cause: HCS front door sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Open the HCS front door.
- Carefully remove all sheets and paper scraps from jam clearance areas.
- Close the HCS front door.

049-211

Cause: HCS front door sensor fault

Remedy: Perform the following:

High Capacity Stacker (HCS)

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Open the HCS front door.
- Carefully remove all sheets and paper scraps from jam clearance areas.
- Close the HCS front door.

049-212

Cause: Stacker up/down failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

049-213

Cause: Stacker up/down failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

049-214

Cause: Stacker cart sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

049-215

Cause: Stacker cart sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

049-216

Cause: Stacker cart sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

049-217

Cause: Stacker full sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

049-218

Cause: Stacker full sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

049-219

Cause: HCS front door fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

049-220

Cause: Stacker upper/lower limit fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

049-221

Cause: Stacker upper/lower limit fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

049-224

Cause: Paper in/out sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-225

Cause: Paper in/out sensor failure

Remedy: Perform the following:

High Capacity Stacker (HCS)

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-228

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-229

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-232

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-233

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-234

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-235

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-236

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-237

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-238

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-239

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

High Capacity Stacker (HCS)

049-240

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-241

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-242

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-243

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-248

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-251

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-252

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-253

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-280

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-281

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-282

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

High Capacity Stacker (HCS)

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-283

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-284

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-285

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-286

Cause: HCS communication or software fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Check the connection between the Interface Module and the HCS.

049-287

Cause: HCS communication or software fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Check the connection between the Interface Module and the HCS.

049-288

Cause: HCS communication or software fault**Remedy:** Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Check the connection between the Interface Module and the HCS.

049-300

Cause: HCS communication or software fault**Remedy:** Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Check the connection between the Interface Module and the HCS.

049-310

Cause: HCS communication or software fault**Remedy:** Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Check the connection between the Interface Module and the HCS.

049-500

Cause: HCS communication or software fault**Remedy:** Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Check the connection between the Interface Module and the HCS.

049-700

Cause: HCS communication or software fault**Remedy:** Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Check the connection between the Interface Module and the HCS.

049-900

Cause: The HCS detects paper at the HCS top tray, HCS bypass, or at the HCS stacker tray. However, no paper is present; HCS sensor fault

High Capacity Stacker (HCS)

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-901

Cause: The HCS detects paper at the HCS top tray, HCS bypass, or at the HCS stacker tray. However, no paper is present; HCS sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-902

Cause: The HCS detects paper at the HCS top tray, HCS bypass, or at the HCS stacker tray. However, no paper is present; HCS sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-903

Cause: The HCS detects paper at the HCS top tray, HCS bypass, or at the HCS stacker tray. However, no paper is present; HCS sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-905

Cause: The HCS detects paper at the HCS top tray, HCS bypass, or at the HCS stacker tray. However, no paper is present; HCS sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-907

Cause: The HCS detects paper at the HCS top tray, HCS bypass, or at the HCS stacker tray. However, no paper is present; HCS sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-908

Cause: The HCS detects paper at the HCS top tray, HCS bypass, or at the HCS stacker tray. However, no paper is present; HCS sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-940

Cause: HCS front door fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

049-941

Cause: Stacker Cart fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

049-945

Cause: HCS detects Top Tray as always full

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Carefully remove all sheets and paper scraps from jam clearance areas.

049-960

Cause: HCS sensor failure

Remedy: Perform the following:

High Capacity Stacker (HCS)

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

049-964

Cause: HCS sensor failure

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

049-965

Cause: Stacker height limit or full detection fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

049-966

Cause: Stacker height limit or full detection fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

049-967

Cause: HCS detects paper still remaining on stacker cart after the front door was opened/closed.

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Open the HCS front door.
- Remove any paper from the stacker cart.
- Close the HCS front door.

049-968

Cause: Mix size, stacker full detection fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Open the HCS front door.
- Remove any paper from the stacker cart.

- Close the HCS front door.

049-969

Cause: Stacker cart elevator motor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Open the HCS front door.
- Remove any paper from the stacker cart.
- Close the HCS front door.

049-970

Cause: Stacker limit or full sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Open the HCS front door.
- Remove any paper from the stacker cart.
- Close the HCS front door.

049-971

Cause: Stacker limit or full sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Open the HCS front door.
- Remove any paper from the stacker cart.
- Close the HCS front door.

049-972

Cause: Stacker limit or full sensor fault

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

- Open the HCS front door.
- Remove any paper from the stacker cart.
- Close the HCS front door.

049-973

Cause: HCS falsely detects that the Paper Unload button is pressed.

Remedy: Perform the following:

Power Off/On the machine

If the problem still exists, contact the Customer Support Center.

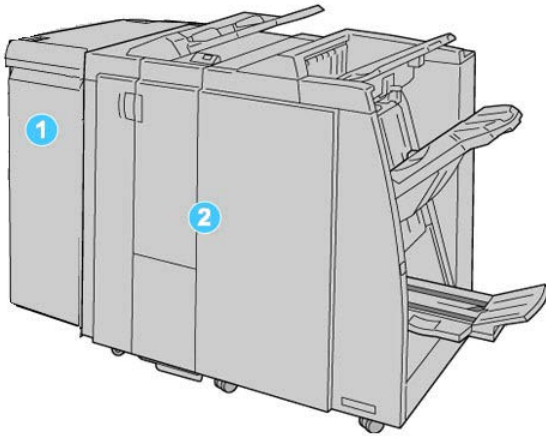
- Open the HCS front door.
- Remove any paper from the stacker cart.
- Close the HCS front door.

Specifications

Paper guidelines

- Stacker Tray will accept 55-350 gsm (either coated or uncoated stock) with the possibility of degraded stock quality and increased jam rate for stocks that are heavier than 300 gsm.
- Transparencies may be run to either the Top Tray or the Stack Tray. Stack height should be limited to 100 transparencies.
- Coated paper lighter than 100 gsm may not run as reliably as coated paper heavier than 100 gsm.
- Non-standard papers longer than 305 mm (12 in.) in the feed direction require 210 mm (8.3 in.) minimum measurement across the feed direction.
- Non-standard papers shorter than 254 mm (10 in.) in the cross-feed direction require 330 mm (13 in.) minimum measurement in the feed direction.

Standard/Booklet Maker Finisher

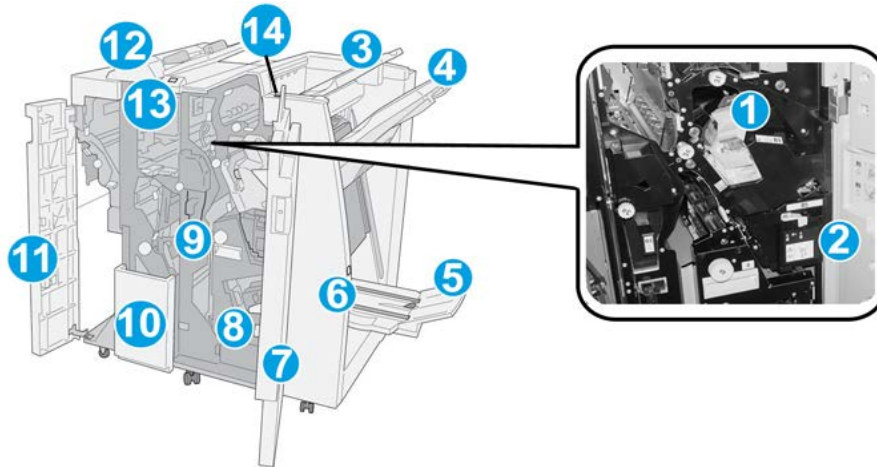


1. Interface Module: This REQUIRED module acts as a communication device and as a paper path between the machine and the Standard Finisher or Booklet Maker Finisher.
2. Standard or Booklet Maker Finisher: These finishers provide a wide range of finishing and folding options. The Booklet Maker Finisher is shown in the above illustration.

Note

The Standard Finisher or Booklet Maker Finisher may be referred to simply as the finisher.

The Standard/Booklet Maker finisher is comprised of the following components:



No.	Component	Function
1	Staple cartridge	Contains staples; remove this cartridge to replace staples and clear staple jams.
2	Staple waste container	Container for staple waste; remove this container when full.
3	Top tray	The Top Tray is used for stacked output, and can receive up to 500 sheets of 20 lb./80 gsm paper. Copies are delivered here when specific output features are selected, such as Automatic sorting, Collated, Uncollated, or Normal.
4	Stacker (middle) tray	The Stacker Tray is used for offset and/or stapled output, and can hold up to 2000 sheets of 20 lb./80 gsm paper. This tray also receives copies when you punch and Z-fold copies. Note Both the Top and Stacker Trays can be used for hole punched output (optional).
5	Booklet output tray	This is available only with the Booklet Maker Finisher. The Booklet tray receives saddle-stitched booklets when you select Single Fold or Single Fold + Stapling.
6	Booklet output tray button	This is available only with the Booklet Maker Finisher. When you press this button, the booklet output tray is raised so you can retrieve booklets from the output area.
7	Right cover	Open to clear paper jams, replace staples, clear jammed staples, or remove the scraps from the puncher.
8	Staple cartridges for booklet	This is available only with the Booklet Maker Finisher. There are two staple cartridges for the booklet. Remove this cartridge to replace staples and clear staple jams.
9	Punch scrap container	Collects the scraps from the puncher. Open to remove the scraps.

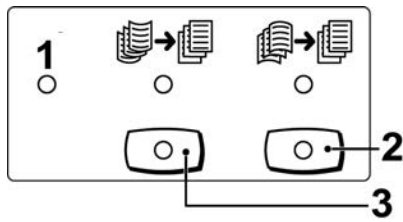
No.	Component	Function
10	C/Z-Fold output tray (optional)	The optional Folder tray receives copies when you select C-folding or Z-folding of 8.5 x 11 in./A4 output and 11 x 17 in./A3 media.
11	Left cover.	Open this cover to access the machine and to clear paper jams.
12	Post-process inserter (Tray 8/Tray T1)	<p>This tray is called either Tray 8 or Tray T1. Its name depends on which machine to which the finisher is attached. Features for Tray 8/T1 include the following:</p> <ul style="list-style-type: none"> • This tray is standard on this finisher and is used to load paper that will be used as separators and covers. • Paper loaded here is not printed on; use this tray for pre-printed stock and for insertion into the printed output. (This tray is also known as the Interposer). • Tray 8 holds a maximum of 200 sheets when using 20 lb./75 gsm paper. • Paper can be loaded in the LEF or SEF direction.
13	C/Z-Fold output tray button	Press this button to open C/Z-Fold output tray.
14	Manual decurl button	When you press this button, it activates a decurling feature for the output material. This applies especially to lighter weight paper.

Manual decurling feature on the finisher

The finisher provides a manual decurling feature which allows you to adjust the curl of the print output at point of need.

Pressing the Decurler button on the finisher switches the decurl feature between the Auto, On, and Off modes.





1. **Auto** button: When this indicator is lit, the appropriate curl correction is automatically performed depending on the sizes and orientation of the printed output. The button should be set to Auto for most situations. The button automatically switches to the Auto mode when:
 - The machine is switched on
 - The machine exits the Power Saver mode
2. When this button is pressed and the downward curl indicator is lit, downward curl correction is performed on all printed output. If your output is curled downward, press this button to prevent downward curls.
3. When this button is pressed and the upward curl indicator is lit, upward curl correction is performed on all printed output. If your output is curled upward, press this button to prevent upward curls.

Note

When no indicator is lit, the machine does not perform any curl correction to the printed output.

Folding feature

If your machine is equipped with the Booklet Maker Finisher and/or the C/Z Folder, you can make prints using the folding option. The option folds your prints in half (single or bi-folding) or in thirds (C-fold or Z-fold types). The folding option is selected from the print driver.

Note

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

Fold types

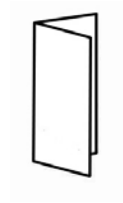
Important

The Single Fold (Bi-Fold) option is available only with the Booklet Maker Finisher. The C-Fold and Z-Fold options are available only with the C/Z Folder.

These fold types are available:

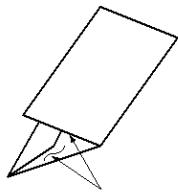
Single Fold (Bi-Fold)

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



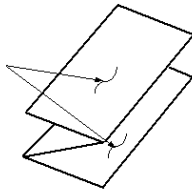
C-Fold

A C-Fold has two folds which creates a three-panel output.



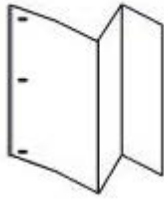
Z-Fold

A Z-Fold has two folds that are folded in opposite directions, resulting in a type of fan fold.



Z-Fold Half Sheet (shown here with 3-hole punch)

As with a regular Z-Fold, it has two folds that are folded in the opposite directions. The difference between a regular Z-Fold and a Z-Fold Half Sheet is that the Z-Fold Half Sheet is not folded in two equal folds. The two folds are unequal which allows one edge of the Z-Fold Half Sheet to have a longer edge, and the longer edge allows for stapling or hole punching.



Loading paper/tabs in Tray 8/T1 (Post-Process Inserter)

1. If necessary, remove any remaining media that is currently loaded in Tray 8/T1.
2. Hold the center of the paper guides and slide them to their desired paper size.



3. Load the paper/tabs, aligning it to the front side of the tray.



- a) If the paper is preprinted, load the paper with the printed side facing up.
 - b) If the media is tab stock, load the tab side to be fed first (in the direction of the arrow as shown in the above illustration).
4. From the Tray Properties window, enter the correct paper information, including size, type, weight, and if necessary, decurler and/or alignment option
If enabled by your System Administrator, the Paper Tray Properties screen may be displayed on the UI.
5. Select **OK** to save the information and close the Tray Properties window.

Maintenance

Standard/Booklet Maker consumable supplies

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

Note

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

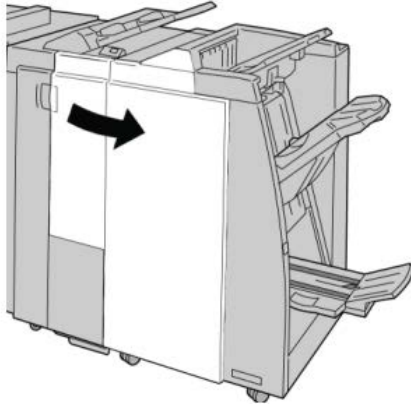
Store supply items and Xerox parts in their original packages in a convenient location.

Supply Item	Supply Unit Shipped with finisher/Reorder Quantity
Staple cartridge/staple waste container	4 staple cartridges (5000 staples per cartridge) and 1 staple waste container per carton
Booklet Maker Finisher staple cartridge	4 pack: 5000 staple refills each

Replace the standard staple cartridge

A message displays on the UI when it is time to replace a staple cartridge.

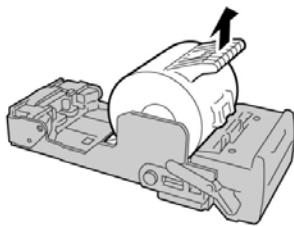
1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



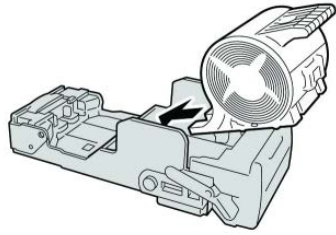
3. Grasp the Staple Cartridge handle located at R1, and pull out the staple cartridge from the finisher.



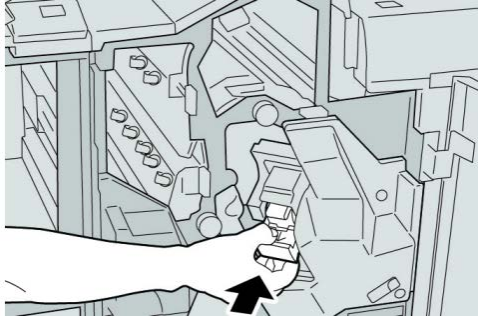
4. Hold the positions as indicated by the arrow and remove the staple cartridge from the unit.



5. Push a new staple cartridge into the unit.



6. Reinstall the cartridge unit to its original position in the finisher.



7. Close the Right Cover on the finisher.

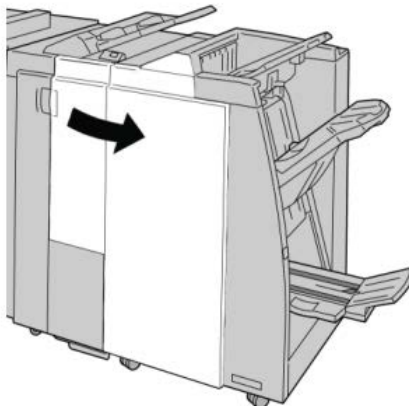
Note

A message will display and the machine will not operate if the right cover is open even slightly.

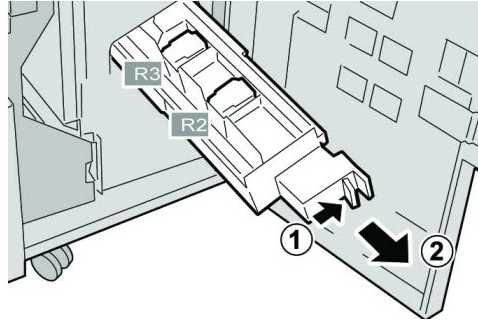
Replace the booklet staple cartridge

In addition to the standard stapler, the Booklet Maker Finisher is equipped with a booklet stapler. When this booklet stapler needs to be replaced, a message appears on the UI.

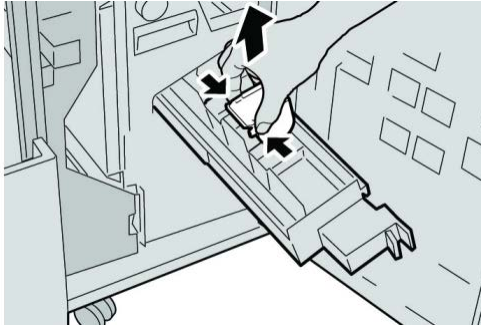
1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



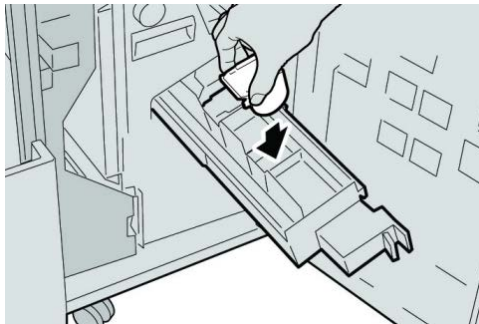
3. While pressing the lever to the right, pull out the booklet staple cartridge unit.



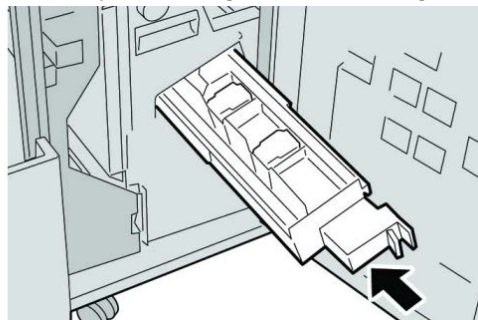
4. Hold the tabs of the staple cartridge unit by the tabs and lift to remove it.



5. While holding the tabs of a new staple cartridge, push it into the unit.



6. Push the staple cartridge unit to its original position in the machine.



7. Close the Right Cover on the finisher.

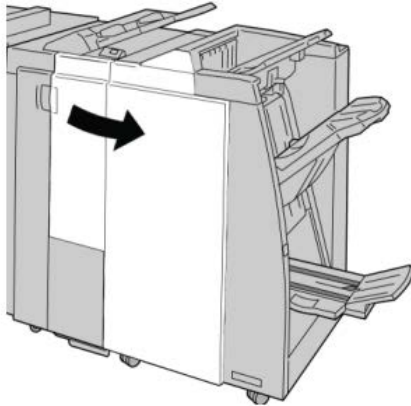
Note

A message will display and the machine will not operate if the right cover is open even slightly.

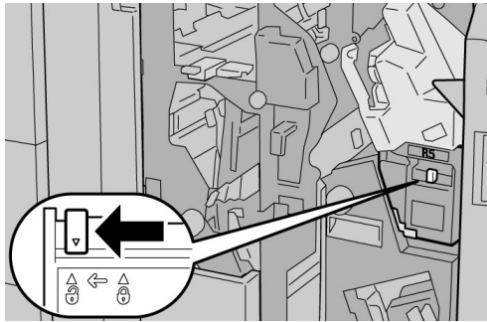
Replacing the Staple Waste Container on the finisher

The machine displays a message indicating that the Staple Waste Container is full. To replace the container:

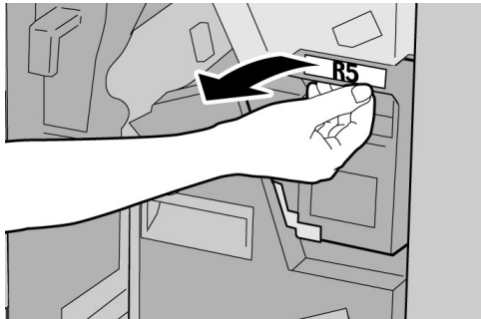
1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



3. Locate the Staple Waste Container (**R5**) in the finisher, and move the lock lever to the unlock position.



4. Hold R5 as shown in the figure and remove the staple waste container from the machine.



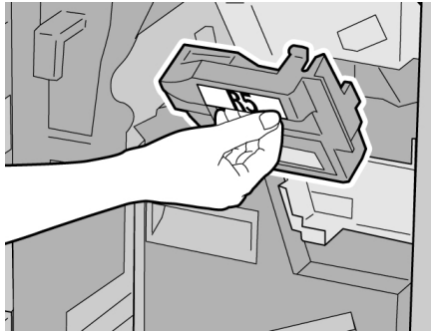
5. Place the used staple waste container into a supplied plastic bag.



Note

Do not return a disassembled (used) container to the Customer Support Center.

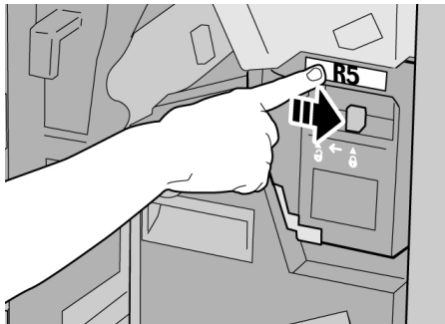
6. Hold the new staple waste container by the **R5** handle area and push it into the machine.



Note

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

7. Push **R5** until the lock lever moves to the locked position.



8. Close the Right Cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

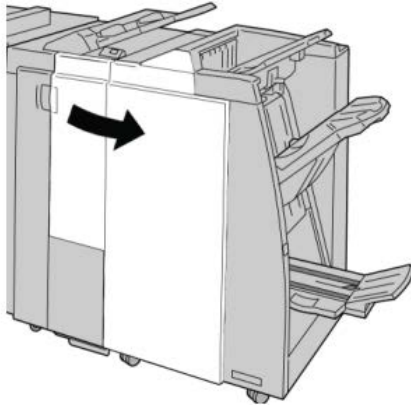
Empty the Punch Waste Container

The UI displays a message indicating when it is time to empty the Punch Waste Container.

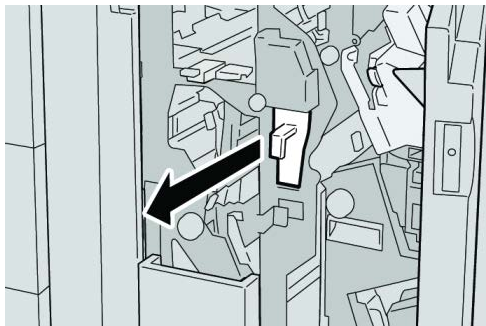
⚠ Caution

Only remove the Punch Waste Container while the system is powered ON. If you switch off the power when emptying the container, the machine cannot detect that the container was emptied.

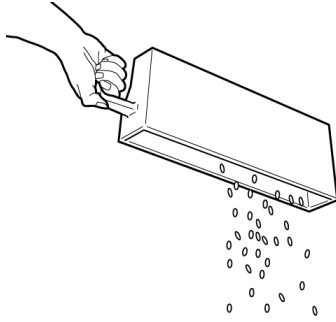
1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



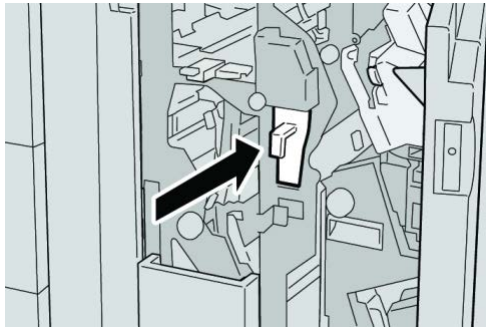
3. Pull the container out of the finisher (R4).



4. Discard all the punch scraps in an appropriate container.



5. Reinsert the empty container into the machine.



6. Close the Right Cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Finisher problem solving

Tip

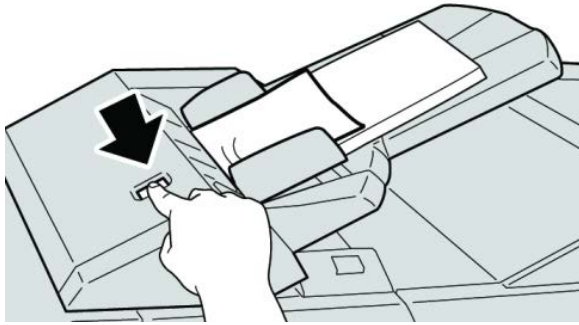
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

Note

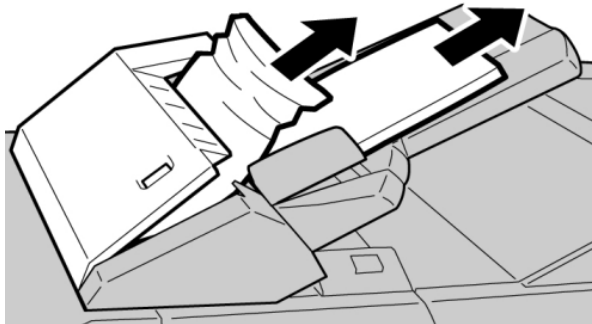
Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

Paper jams in Tray 8/T1 (Post-Process Inserter)

1. Press the **Cover** button.



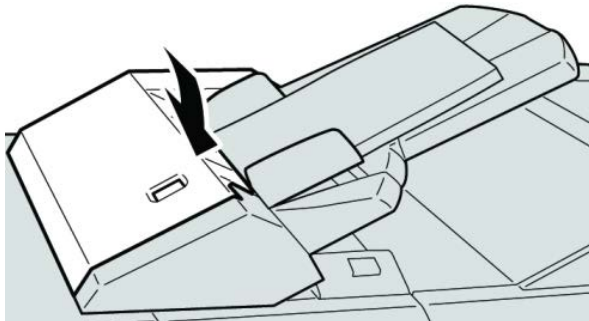
2. Open cover **1e** and then remove the jammed paper and all paper loaded in the tray.



Note

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

3. Fan the paper you removed, making sure that all four corners are neatly aligned, and then load them again.
4. Push cover **1e** until you hear it click into place.

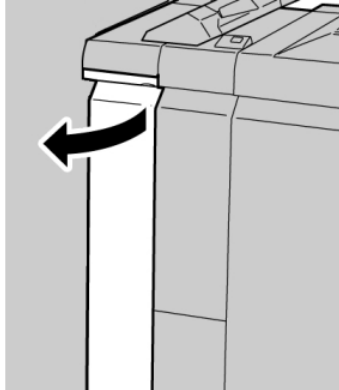


Note

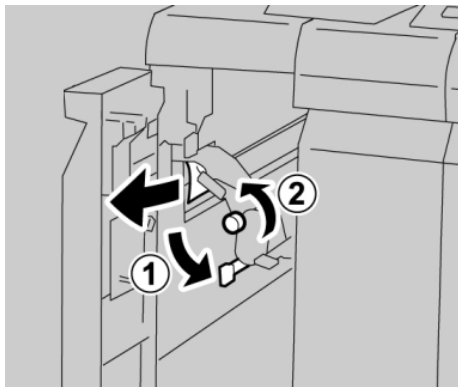
A message will be displayed and the machine will not operate if the cover is open even slightly.

Paper jams at lever 1a and knob 1c

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.



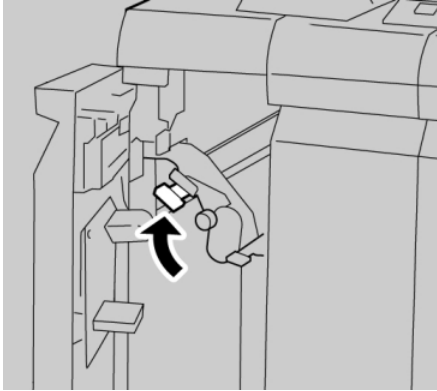
3. Move lever **1a** downward and turn knob **1c** left. Remove the jammed paper.



Note

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

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



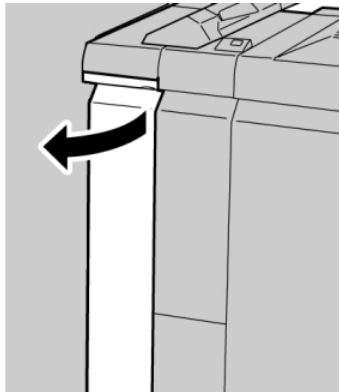
5. Close the finisher left cover completely.

Note

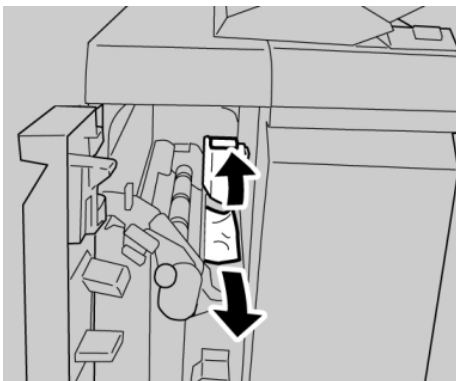
The machine will not operate if the cover is open even slightly.

Paper jams at lever 1d

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.



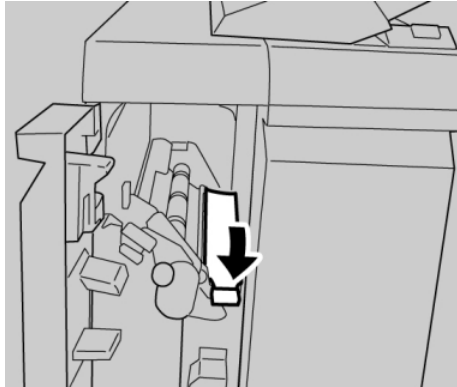
3. Move lever **1d** upwards and remove the jammed paper.



Note

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

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



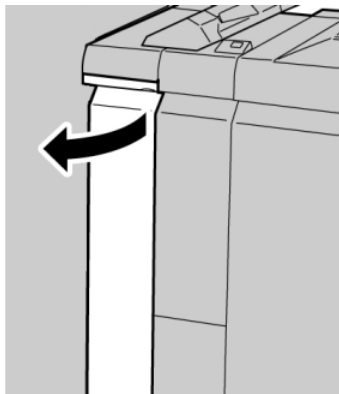
5. Close the finisher left cover completely.

Note

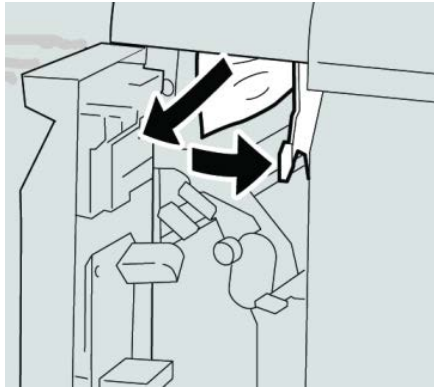
The machine will not operate if the cover is open even slightly.

Paper jams at lever 1b

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.



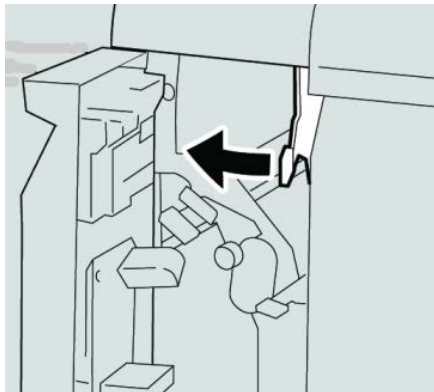
3. Move the lever **1b** to the right and remove the jammed paper.



Note

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

4. Move the lever **1b** to the original position.



5. Close the finisher left cover completely.

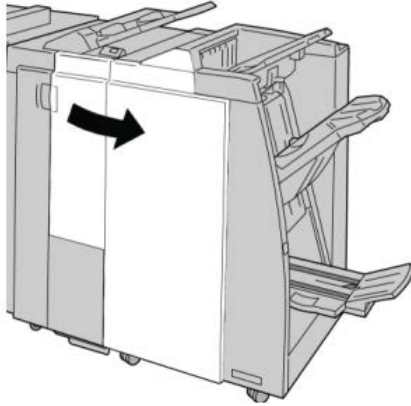
Note

The machine will not operate if the cover is open even slightly.

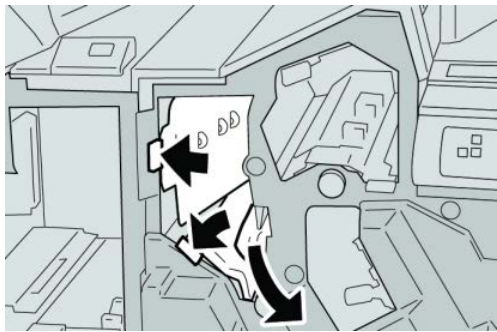
Paper jams at lever 3b and 3d

1. Make sure that the machine has stopped printing.

2. Open the Right Cover on the finisher.



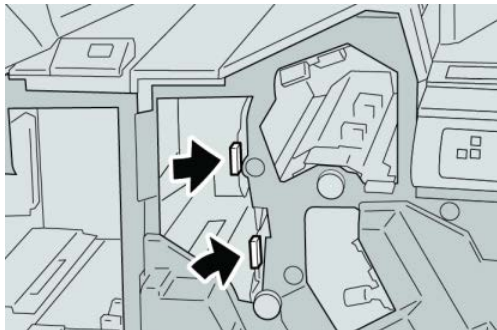
3. Move the levers **3b** and **3d**; remove the jammed paper.



Note

If paper is torn, check inside the machine and remove it.

4. Return the levers **3b** and **3d** to their original positions.



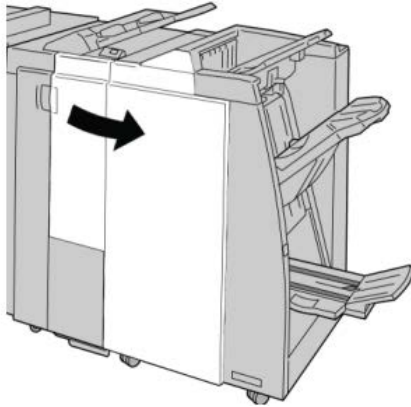
5. Close the Right Cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at lever 3e and knob 3c

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



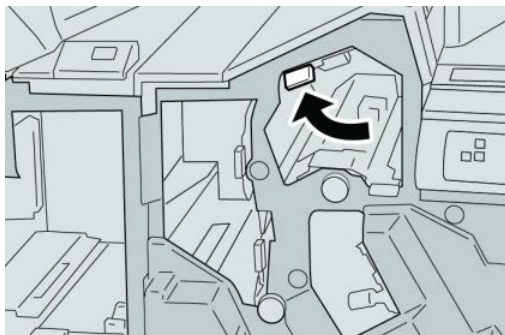
3. Move the lever 3e and turn the knob 3c; remove the jammed paper.



Note

If paper is torn, check inside the machine and remove it.

4. Return the lever 3e its original position.



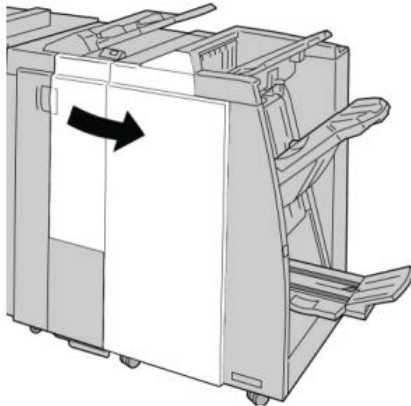
5. Close the Right Cover on the finisher.

Note

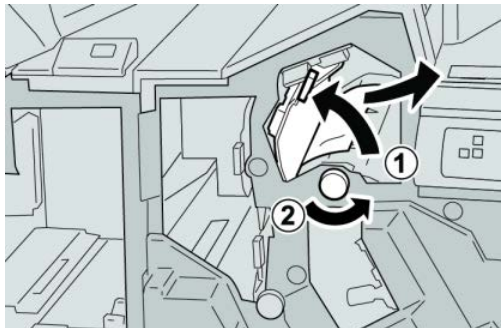
A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at lever 3g and knob 3f

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



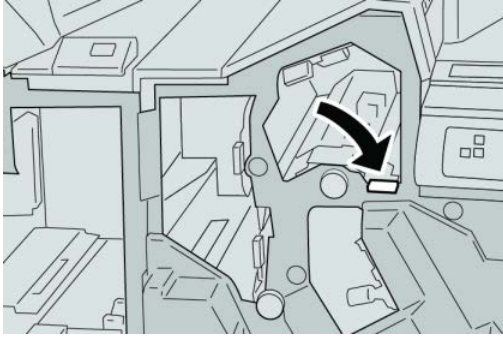
3. Move the lever **3g** and turn the knob **3f** and remove the jammed paper.



Note

If paper is torn, check inside the machine and remove it.

4. Return the lever **3g** to its original position.



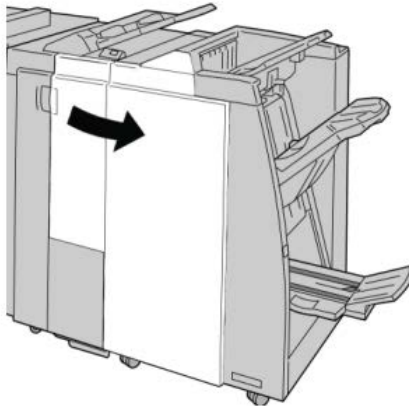
5. Close the Right Cover on the finisher.

Note

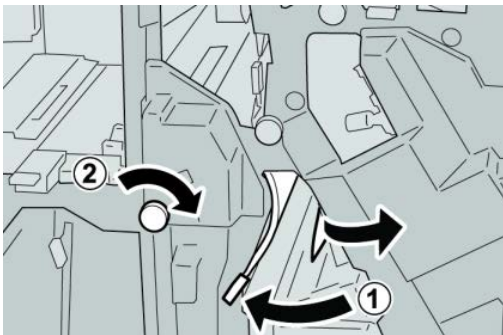
A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at lever 4b and knob 3a

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



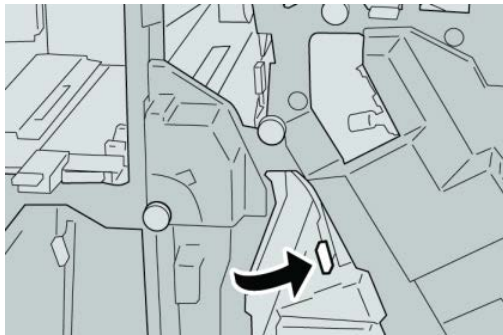
3. Move the lever **4b** and turn the knob **3a**; remove the jammed paper.



Note

If paper is torn, check inside the machine and remove it.

4. Return the lever **4b** to its original position.



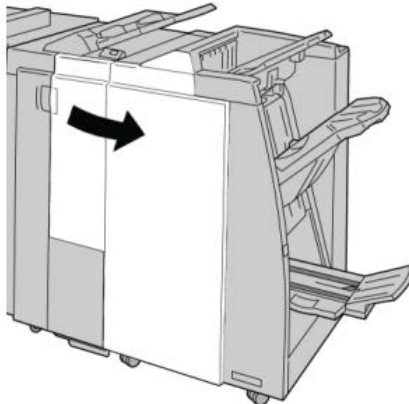
5. Close the Right Cover on the finisher.

Note

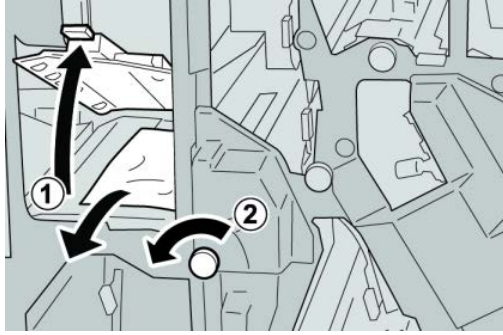
A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at lever 2a and knob 3a

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



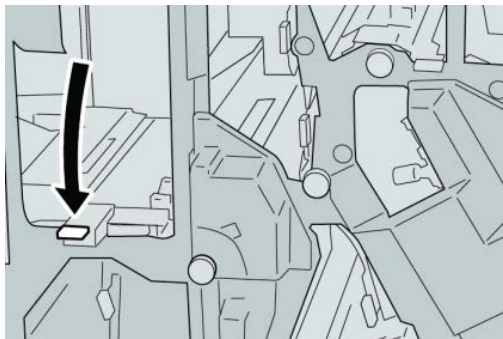
3. Move the lever **2a** and turn the knob **3a**; remove the jammed paper.



Note

If paper is torn, check inside the machine and remove it.

4. Return the lever **2a** to its original position.



5. Close the Right Cover on the finisher.

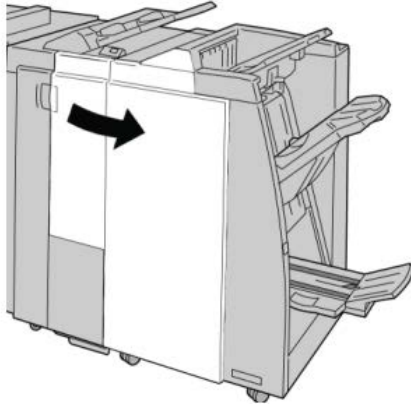
Note

A message will display and the machine will not operate if the right cover is open even slightly.

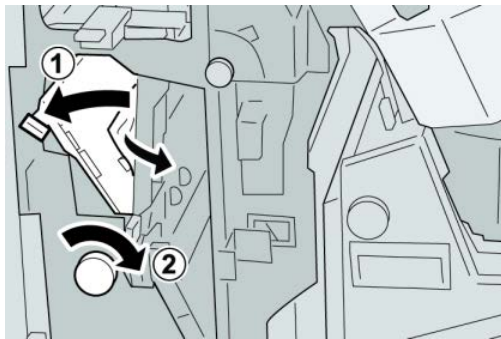
Paper jams at lever 2b and knob 2c

1. Make sure that the machine has stopped printing.

2. Open the Right Cover on the finisher.



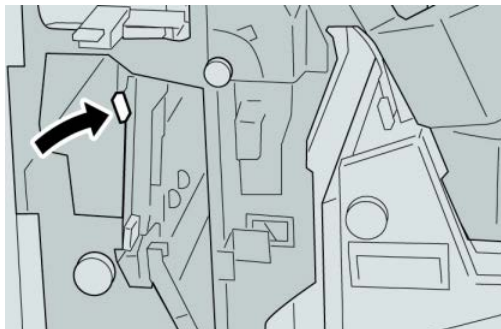
3. Move the lever **2b** and turn the knob **2c**; remove the jammed paper.



Note

If paper is torn, check inside the machine and remove it.

4. Return the lever **2b** to its original position.



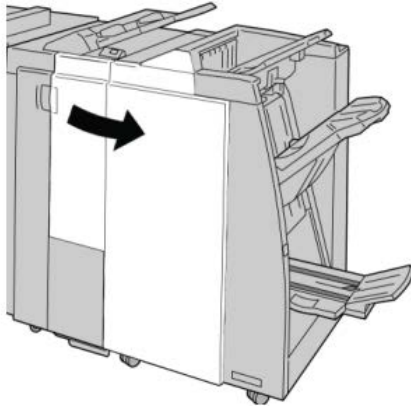
5. Close the Right Cover on the finisher.

Note

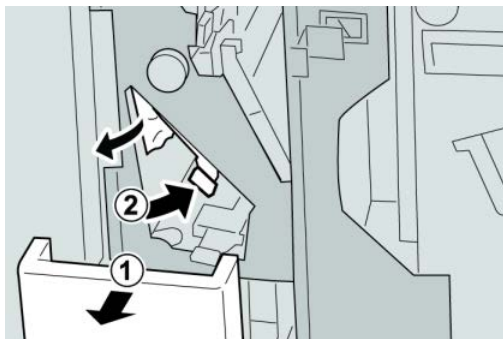
A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at 2c, 2e, 2f, and 2d

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



3. Pull out the folder output tray (2d), swing lever 2e/2f to the right, and remove the jammed paper.



Note

If paper is torn, check inside the machine and remove it.

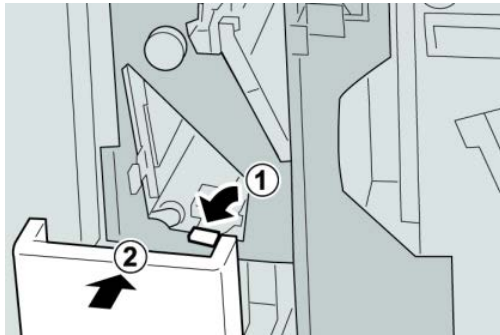
4. If you cannot remove the paper, return the lever 2e/2f to its original position. Swing the lever 2e/2f, turn the knob 2c to the right, and remove the jammed paper.



Note

If paper is torn, check inside the machine and remove it.

5. Return the opened lever (**2f**) or (**2e**) to its original position, and close the output tray (**2d**).



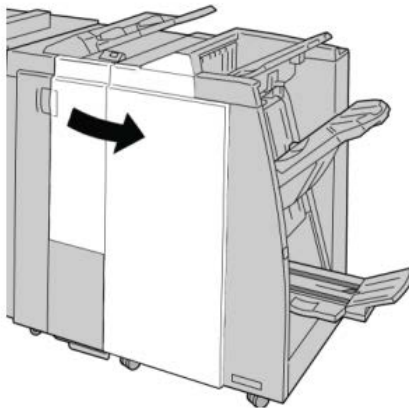
6. Close the Right Cover on the finisher.

Note

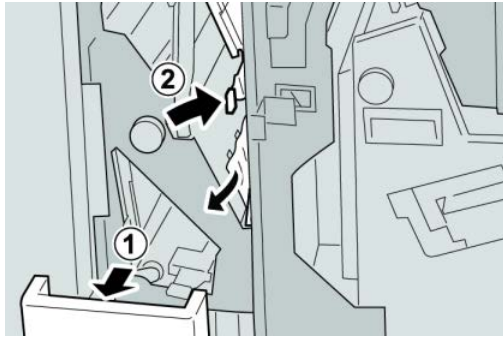
A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at 2d and lever 2g

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



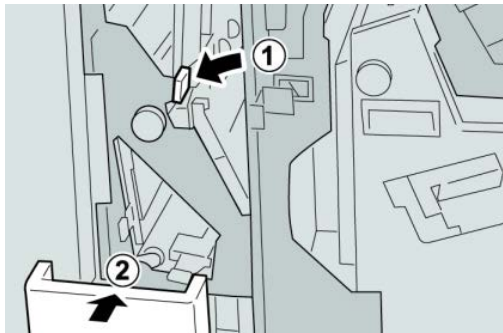
3. Pull out the folder output tray (**2d**), swing lever the **2g**, and remove the jammed paper.



Note

If paper is torn, check inside the machine and remove it.

4. Return the opened lever (**2g**) to its original position, and close the output tray (**2d**).



5. Close the Right Cover on the finisher.

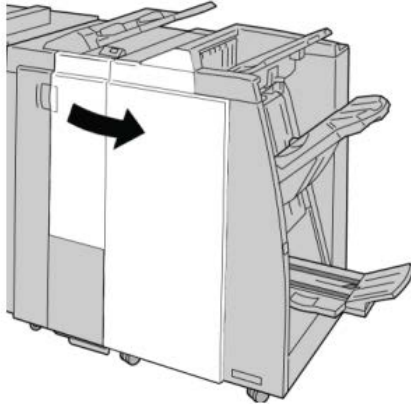
Note

A message will display and the machine will not operate if the right cover is open even slightly.

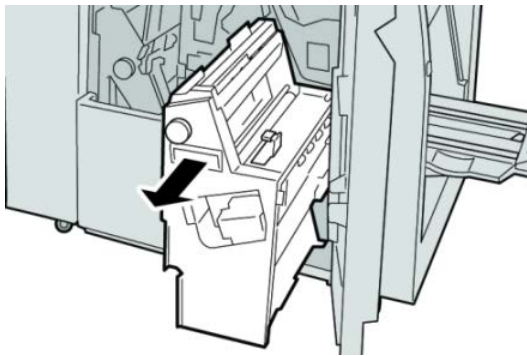
Paper jams at unit 4 and knob 4a

1. Make sure that the machine has stopped printing.

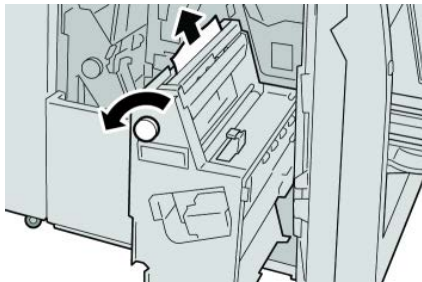
2. Open the Right Cover on the finisher.



3. Pull out unit 4.



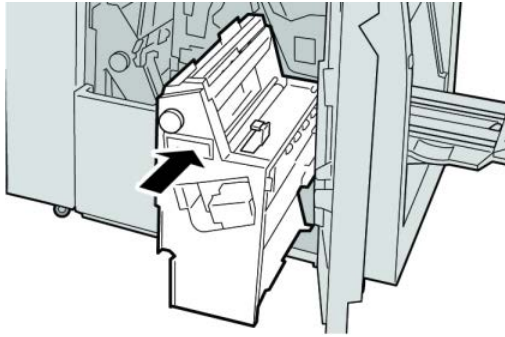
4. Turn the knob 4a to remove the jammed paper from the left side of unit 4.



Note

If paper is torn, check inside the machine and remove it.

5. Return unit **4** to its original position.



6. Close the Right Cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Paper jams at finisher top tray

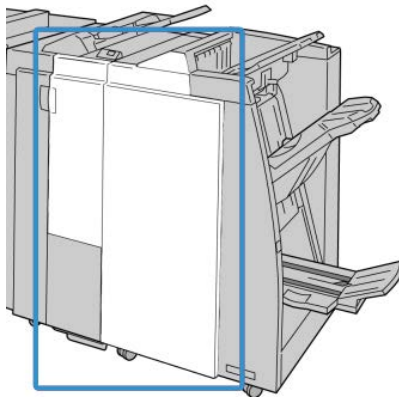
1. Make sure that the machine has stopped printing.
2. Remove jammed paper from the finisher top tray.



Note

If paper is torn, check inside the machine and remove it.

3. Open and close the finisher right cover.

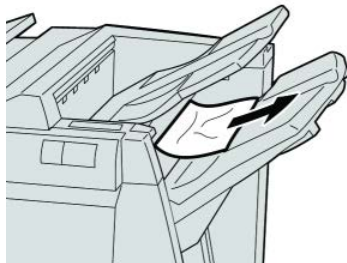


Note

The machine will not operate if the cover is open even slightly.

Paper jams at finisher stacker tray

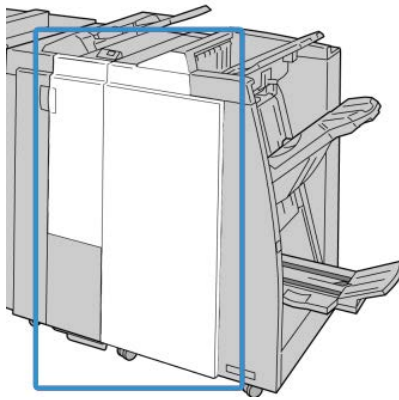
1. Make sure that the machine has stopped printing.
2. Remove jammed paper from the finisher stacker tray.



Note

If paper is torn, check inside the machine and remove it.

3. Open and close the finisher right cover.

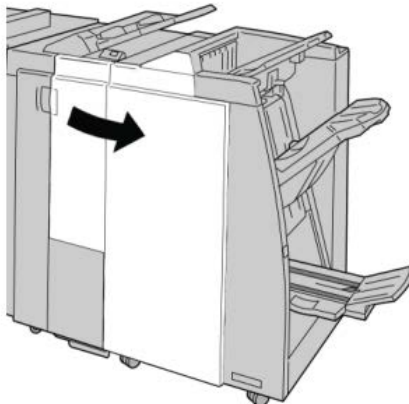


Note

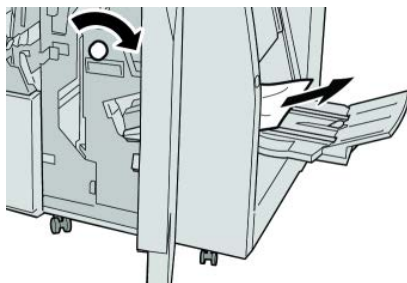
The machine will not operate if the cover is open even slightly.

Paper jams at the optional booklet maker tray

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



3. Turn knob **4a** and remove any jammed paper from the optional booklet maker tray.



Note

If paper is torn, check inside the machine and remove it.

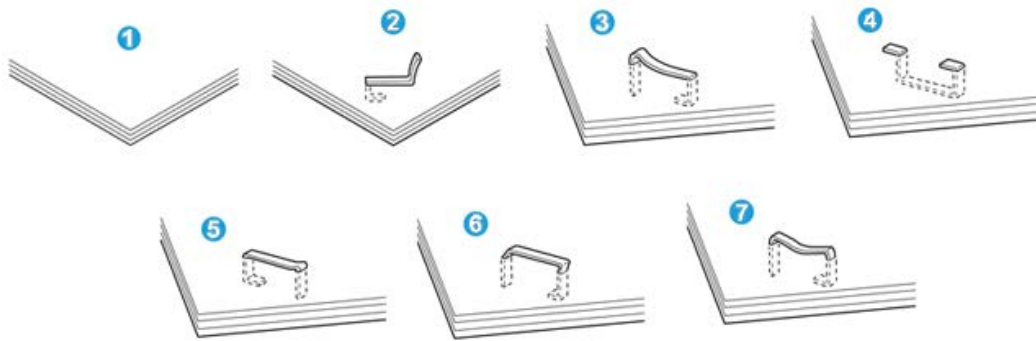
4. Close the Right Cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Stapler faults

Follow the procedures provided when the output is not stapled or the staples are bent. Contact our Customer Support Center if the problem persists after you have tried the following solutions. Stapler faults on output may look similar to the ones shown in the following illustration.



1. No staple
2. Bent staple
3. One side of staple rising up
4. Staple bent in reverse direction
5. Flattened staple
6. Entire staple rising up
7. Staple rising up with the center pressed in

If the output is stapled as shown in the figure above, contact our Customer Support Center.

Note

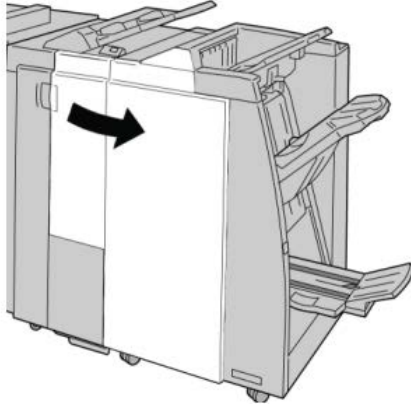
Depending on the type of paper that is being stapled, the stapled nails may be bent. If the bent nails are stuck inside the machine, they may eventually cause paper jams. Remove the bent staple when opening the staple cartridge cover. If you do not remove the bent staple, a staple jam may occur as a result. Use the staple cartridge cover only when removing the bent staple.

Staple jams in the standard staple cartridge

Note

Always check inside the finisher for any individual staples or staple remnants.

1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



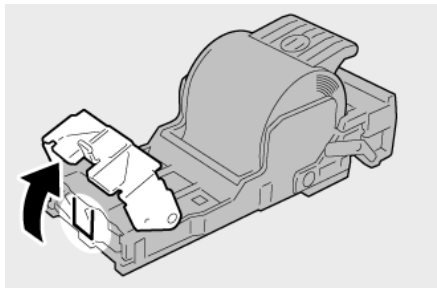
3. Grasp the Staple Cartridge handle located at **R1**, and pull out the staple cartridge from the finisher.



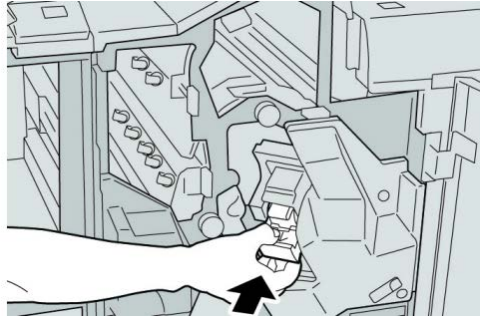
4. Check the inside of the finisher for any remaining staples, and if necessary, remove them.
5. Open the staple cartridge unit as shown and remove the jammed staple.

Warning

To avoid injury to your fingers, carefully remove the jammed staples from the cartridge.



6. Reinstall the cartridge unit to its original position in the finisher.



7. Close the Right Cover on the finisher.

Note

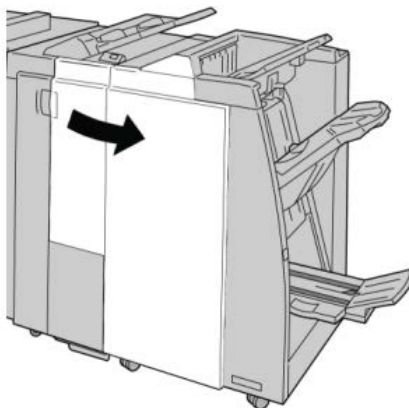
A message will display and the machine will not operate if the right cover is open even slightly.

Staple jams in the booklet maker cartridge

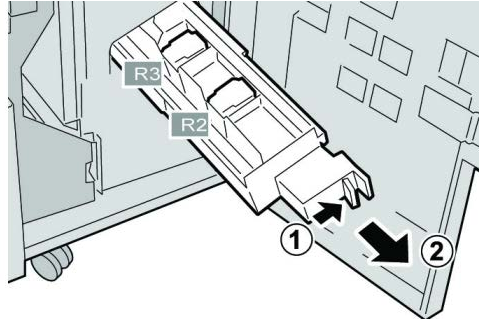
Note

Always check inside the finisher for any individual staples or staple remnants.

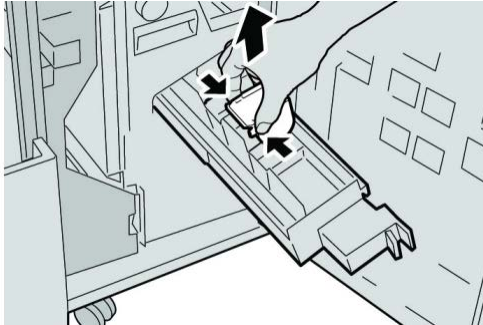
1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



3. While pressing the lever to the right, pull out the booklet staple cartridge unit.



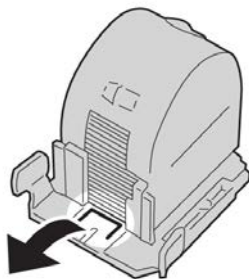
4. Hold the tabs of the staple cartridge unit by the tabs and lift to remove it.



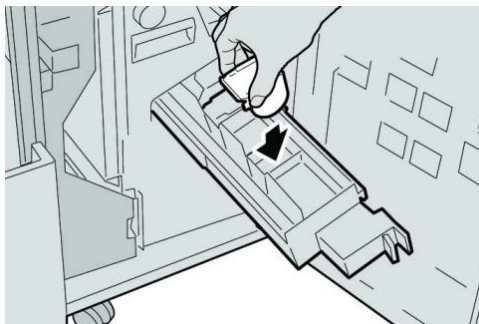
5. Remove the jammed staples from the cartridge.

Warning

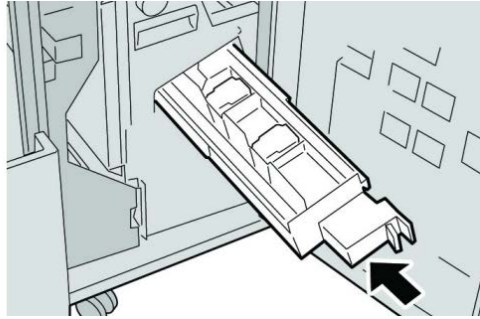
To avoid injury to your fingers, carefully remove the jammed staples from the cartridge.



6. While holding the tabs of a new staple cartridge, push it into the unit.



7. Push the staple cartridge unit to its original position in the machine.



8. Close the Right Cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

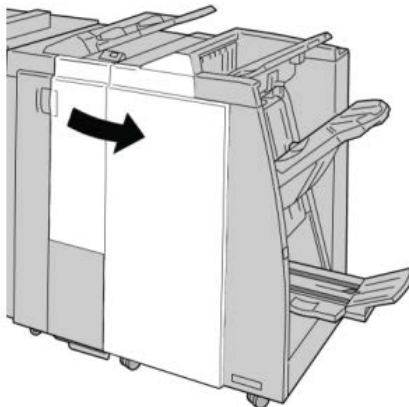
Reinserting the standard staple cartridge

Use this procedure if the standard staple cartridge is inserted incorrectly into the machine.

Note

Always check inside the finisher for any individual staples or staple remnants.

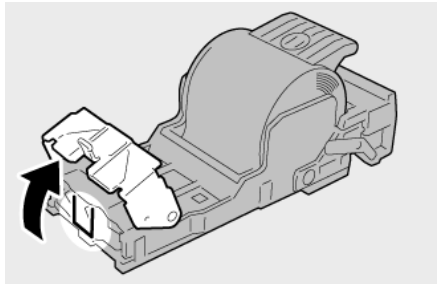
1. Make sure that the machine has stopped printing.
2. Open the Right Cover on the finisher.



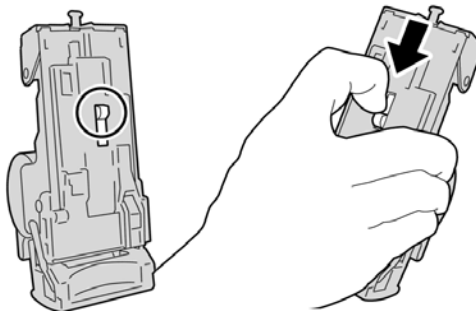
3. Grasp the Staple Cartridge handle located at **R1**, and pull out the staple cartridge from the finisher.



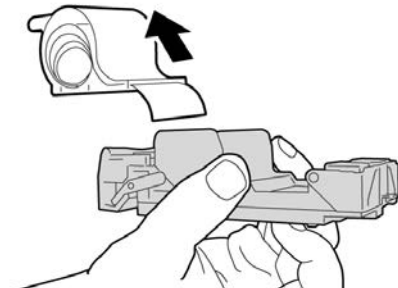
4. If necessary, open the staple cartridge unit as shown and remove the jammed staple.



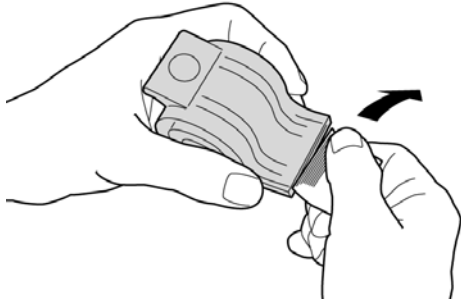
5. Move the lever on the rear of the staple cartridge unit in the downward direction.



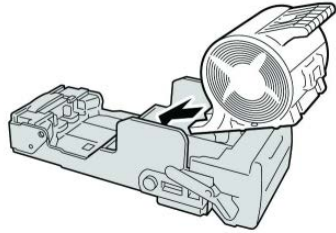
6. While holding the lever down, turn over the unit and remove the staple cartridge from the unit.



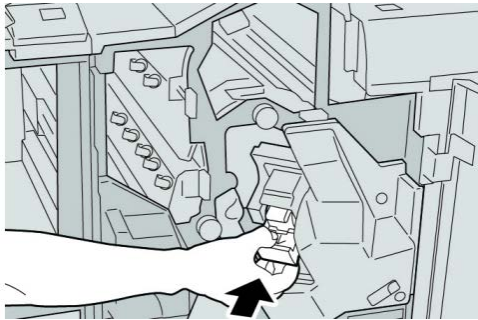
7. Detach the outside staples along the line.



8. Push a new staple cartridge into the unit.



9. Reinstall the cartridge unit to its original position in the finisher.



10. Close the Right Cover on the finisher.

Note

A message will display and the machine will not operate if the right cover is open even slightly.

Fault codes

If an error caused the printing to end abnormally, or a malfunction occurred in the Booklet Maker Finisher, then an error code is displayed.

If an error code appears that is not listed in the table below, or if an error persists after following the listed solution, then contact your Xerox Customer Support Center.

If an error code is displayed, all print data of the machine as well as print data stored in the machine's built-in memory is discarded.

012-125

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-132

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-211

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-212

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-213

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-214

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-215

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-216

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-217

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-218

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-219

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-221

Cause: The finisher malfunctioned.**Remedy:** Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-223

Cause: The finisher malfunctioned.**Remedy:** Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-225

Cause: The finisher malfunctioned.**Remedy:** Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-226

Cause: The finisher malfunctioned.**Remedy:** Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-227

Cause: The finisher malfunctioned.**Remedy:** Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-228

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-229

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-230

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-235

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-236

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-237

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-238

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-239

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-240

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-241

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-243

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-246

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-247

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-248

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-250

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-251

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-252

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-253

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-254

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-255

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-260

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-263

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-264

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-265

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-282

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-283

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-291

Cause: The finisher malfunctioned.

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-296

Cause: The finisher malfunctioned.**Remedy:** Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

- Check for any obstructions in the paper path and clear them.

012-400

Cause: Staple Waste Container near full**Remedy:** Follow the procedures to remove and replace the staple waste container in the finisher.

012-949

Cause: Punch Waste Container is not attached**Remedy:** Check that the punch waste container is installed in the finisher and inserted correctly.

024-931

Cause: The Staple Waste Container is full or near full**Remedy:** Remove the Staple Waste Container and install a new one.

024-932

Cause: The Staple Waste Container is not attached**Remedy:** Check that the Staple Waste Container is installed in the finisher and inserted correctly.

024-943

Cause: The booklet staple cartridge is empty or stapling error occurred.**Remedy:** Perform the following:

- Check the staple cartridge and reset correctly.
- If necessary, replace with a new cartridge.
- Resume job.

024-957

Cause: Post-Process Inserter Tray (Tray 8/T1) is empty or out of paper**Remedy:** Add paper to the paper tray.

024-974

Cause: When feeding paper from the Post-Process Inserter Tray, the designated paper size and the actual size of paper in the tray differ.**Remedy:** Reset/change the paper or cancel the job.

024-976

Cause: Finisher staple fault

Remedy: Check staples and reset correctly.

024-977

Cause: Finisher staple feeding is not ready.

Remedy: Check staples and reset correctly.

024-978

Cause: Booklet maker finisher staple operation is not ready.

Remedy: Check staples and reset correctly.

024-979

Cause: The staple cartridge is empty

Remedy: Check staples. Follow procedures to remove and replace staple cartridge.

024-980

Cause: The stacker tray is full

Remedy: Remove all paper from the stacker tray.

024-981

Cause: The top tray is full.

Remedy: Remove all paper from the finisher top tray.

024-982

Cause: The finisher stacker tray lower safety warning is on

Remedy: Remove all paper from the stacker tray and remove any other obstructions.

024-983

Cause: The finisher booklet tray is full

Remedy: Remove all paper from the booklet tray.

024-984

Cause: The booklet stapler low staple signal is on

Remedy: Remove all paper from the booklet tray.

024-985

Cause: The booklet stapler low staple signal is on

Remedy: Remove all paper from the booklet tray.

024-987

Cause: The booklet folder tray is full

Remedy: Remove all paper from the tray. Set the output tray for three fold.

024-988

Cause: The booklet folder tray is full

Remedy: Check that the folder tray is correctly attached and set.

024-989

Cause: There is a problem with the booklet maker stapler

Remedy: Check the staple cartridge and reset correctly.

047-320

Cause: A communication error has occurred with the finisher

Remedy: Perform the following:

Power off/on the machine, and if necessary, resend/restart your print job.

If the error persists, contact the Customer Support Center.

112-700

Cause: The Punch Waste Container is full or near full

Remedy: Remove and empty the waste container, then reinstall it.

116-790

Cause: The settings for stapling are canceled and prints the data

Remedy: Confirm the staple position and try to print again.

124-705

Cause: The settings for punching are canceled

Remedy: Confirm the punching position and try to print again.

124-706

Cause: The settings for folding are canceled

Remedy: Confirm the folding settings and try to print again.

124-709

Cause: The number of pages exceeds the number of pages that can be stapled

Remedy: Decrease the number of pages, or cancel the stapling settings, then try to print again.

Specifications

Standard/Booklet Maker Finisher

Item	Specification
Tray Type	<ul style="list-style-type: none"> Top Tray: Collated/Uncollated <p>Note Transparencies can be sent to the TOP tray of the finisher ONLY. Transparencies cannot be sent to the stacker (middle) tray.</p> <ul style="list-style-type: none"> Stacker (middle) Tray: Collated/Uncollated (Offset available)
Supported Paper Size	<p>Top Tray:</p> <ul style="list-style-type: none"> Maximum: SRA3, 13 x19 in., 12.6 x19.2 in., 330 x 488 mm (custom size) Minimum: 100 x 148 mm (SEF), 4 x 6 in. (SEF), A6 (SEF) postcards <p>Stacker (middle) Tray:</p> <ul style="list-style-type: none"> Maximum: 13 x 19 in. (330 x 488 mm), SRA3 Minimum: B5, Executive (7.25 x 10.5 in.) <p>Optional C/Z Folder tray: Supports A4 (SEF) and 8.5 x 11 in. (SEF) Delivery to a supported third-party, DFA device:</p> <ul style="list-style-type: none"> Maximum: 13 x 19 in., SRA3 Minimum: B5, Executive (7.25 x 10.5 in.)
Supported Paper Weight	<p>Trays:</p> <ul style="list-style-type: none"> Top Tray: 55-350 gsm Stacker (middle) Tray: 55-300 gsm Optional C/Z Folder tray: 64-90 gsm <p>Delivery to a supported third-party, DFA device: 55-350 gsm</p>
Tray Capacity	<ul style="list-style-type: none"> Top Tray: 500 sheets Optional C/Z Folder tray: Minimum 30 sheets <p>*When using A4 LEF, B5 LEF, 8.5 x 11 in. LEF, 8 x 10 in. LEF, 7.5 x 10.5 in. LEF only. When using paper of other sizes, tray capacity is 1,500 sheets and 100 sets.</p> <p>**Tray may not support some paper types.</p>

Item	Specification
Stapling (variable length)	<p>Maximum staple sheets: 100 sheets</p> <ul style="list-style-type: none"> • When using paper of size larger than A4 or 8.5 x 11 in., the maximum number of sheets that can be stapled is 65. • Staple nails may bend when using certain paper types. <p>Paper size:</p> <ul style="list-style-type: none"> • Maximum: A3/11 x 17 in. • Minimum: B5, Executive (7.25 x 10.5 in.) <p>Staple position:</p> <ul style="list-style-type: none"> • 1 location: (front: angled stapling, center: parallel stapling, back: parallel stapling*) • 2 locations: (parallel stapling) • 4 locations: A4 (LEF) and 8.5 x 11 in. (LEF) parallel stapling <p>*: Angled stapling for A3 and A4</p>
Hole Punching	<p>Supported paper size:</p> <ul style="list-style-type: none"> • Maximum: A3/11 x 17 in. • Minimum: B5 LEF (2 holes), A4 LEF (4 holes) <p>Number of holes: 2, 4, 3 (optional)</p> <p>Paper type: 55-220 gsm</p>

Item	Specification
Booklet Creation/Single Fold	<p>Maximum number of sheets:</p> <ul style="list-style-type: none"> • Fold and Staple: 25 sheets • Fold only: 5 sheets <p>When using Xerox 20 lb./75 gsm paper, only 14 sheets can be stapled if adding a cover.</p> <p>Paper size:</p> <ul style="list-style-type: none"> • Maximum: A3, 13 x 18 in. • Minimum: A4 SEF, 8.5 x 11 in. SEF <p>Note</p> <p>When using light-weight stocks, media jams may occur with Booklet Creation, Single Fold, and stapling for output that is 25 sheets or more. If media jams do occur, it is recommended that a different media type is selected for the job.</p> <p>Paper type: Fold only or Fold and Staple: 55-350gsm uncoated, 106-300gsm coated</p> <p>Paper Weights/Booklet Capacity:</p> <ul style="list-style-type: none"> • 64-80 gsm, Uncoated: 25 sheets • 81-90 gsm, Uncoated: 20 sheets • 91-105 gsm, Uncoated: 10 sheets • 106-128 gsm, Uncoated: 10 sheets, Coated: 10 sheets • 129-150 gsm, Uncoated: 10 sheets, Coated: 10 sheets • 151-176 gsm, Uncoated: 10 sheets, Coated: 10 sheets • 177-220 gsm, Uncoated: 5 sheets, Coated: 5 sheets • 221-256 gsm, 4 sheets max. coated or uncoated • 257-350 gsm, 3 sheets max, coated or uncoated
Folding	<p>Note</p> <p>Non-stapled fold sets are limited to 5 sheets of paper.</p>
Tray 8/T1 (Post-Process Inserter; also called Interposer)	<p>Paper size:</p> <ul style="list-style-type: none"> • Maximum: A3/11 x 17 in. • Minimum: B5, Executive (7.25 x 10.5 in.) <p>The machine does not print on paper loaded in Tray 8/T1.</p> <p>Capacity: 200 sheets when using Xerox 20 lb./75 gsm paper.</p> <p>Paper type: 64-220 gsm</p>

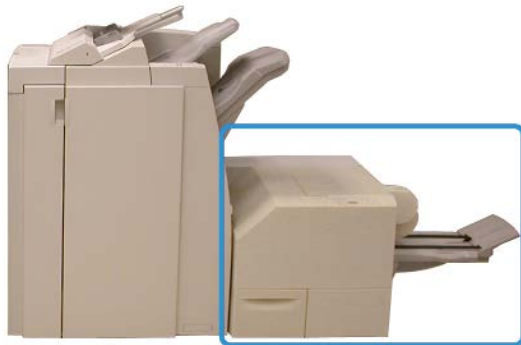
Optional C/Z Folder

Item	Specification
Z-Fold Half Sheet	<ul style="list-style-type: none"> • Z-paper size: 11 x 17 in./A3, 10 x 14 in./B4, 8K • Capacity: <ul style="list-style-type: none"> - Maximum: 80 sheets (A3/11 x 17 in. Xerox 20 lb./75 gsm paper Z folding) - 20 sheets for 8K and 10 x 14 in./B4 • Paper type: 16-24 lb./64-90 gsm • Output tray: Stacker (middle) tray
C-Fold Z-Fold	<ul style="list-style-type: none"> • Paper size: A4/8.5 x 11 in. • Number of sheets to be folded: 1 sheet • Capacity: Minimum 30 sheets (When using Xerox 20 lb./75 gsm paper.) • Paper type: 16-24 lb./64-90 gsm • Output tray: C/Z Folder tray
Single Fold	Refer to Booklet Creation/Single Fold specifications for more information

SquareFold Trimmer Module

Overview

The SquareFold Trimmer Module is an optional finishing device that is used in conjunction with another optional finishing device that contains a booklet maker.



Note

The SquareFold Trimmer Module requires a finisher with a booklet maker attached.

The SquareFold Trimmer Module:

- Receives the booklet from the booklet maker area of the finisher
- Flattens the booklet spine, thereby reducing the booklet's thickness and giving it the appearance of a perfect-bound book
- Trims/cuts away the face (edge) of the booklet, resulting in a neat finished edge

The booklet is assembled and stapled in the booklet area of the finisher; therefore, the booklet enters the SquareFold Trimmer Module already assembled. Any adjustments to the image of the original and its placement on the booklet page must be done from the machine UI, your print driver, or from the print server.

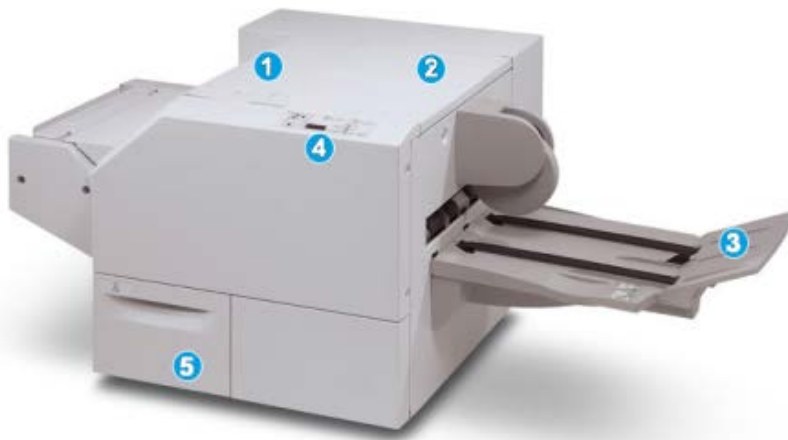
Note

Always refer to the SquareFold Trimmer Module Hints and Tips section before using the SquareFold Trimmer Module. The hints and tips section provides valuable information about setting up your jobs, which in turn ensures the best possible output for your print/copy jobs.

You may want to run one or more test prints/copies before running larger jobs.

Identifying the components

Main components

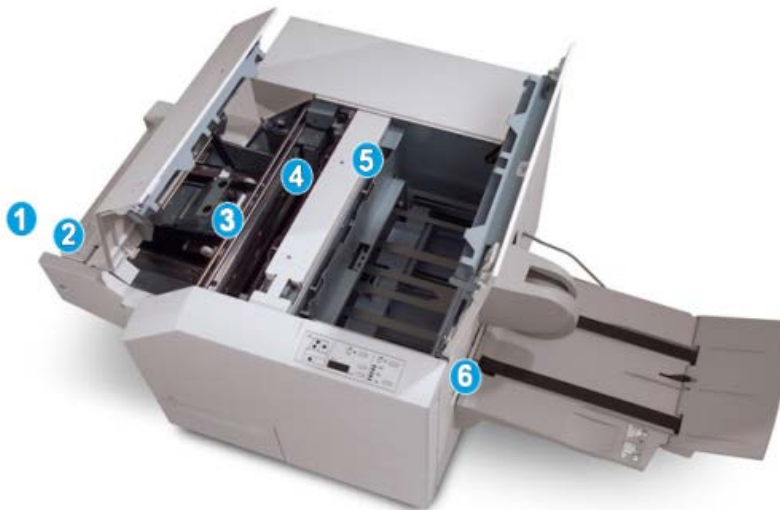


The main components consist of:

1. Top Left Cover: Open this cover to remove paper jams. The square fold mechanism is found in this area.
2. Top Right Cover: Open this cover to remove paper jams. The trimming mechanism is found in this area.
3. Booklet Output Tray: This tray receives square-fold booklet output from the finisher.
4. Control Panel: The Control Panel consists of a mimic display, buttons, and various indicator lights.
5. Trimmer Waste Container: Collects scrap/waste from the trimmer. Pull open to remove and dispose of trimmer waste scraps.

Note

The top covers cannot be opened during normal operation or when the machine is idle. The covers can be opened only when an indicator is lit and a jam/fault occurs within the SquareFold Trimmer Module.

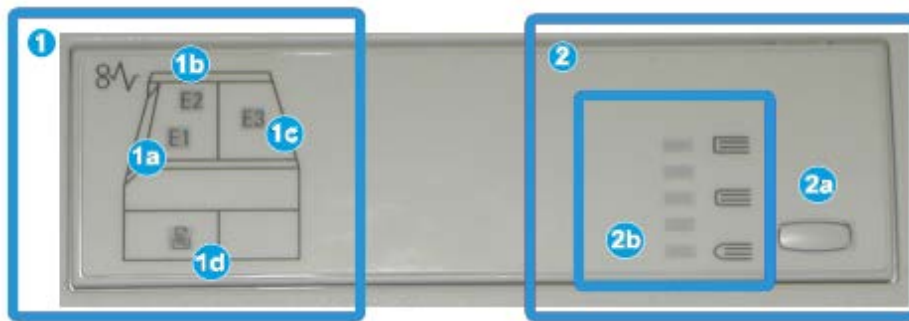
Paper path

1. The booklet leaves the booklet area of the finisher and enters SquareFold Trimmer Module.
2. The Booklet Exit sensor (in the SquareFold Trimmer Module) detects the lead edge (spine) of booklet and moves the booklet to square fold area.
3. Once the booklet spine reaches the square fold area, the booklet is clamped and the square-folding operation begins.
4. The booklet is flattened and the spine squared according to the square-fold setting indicated on the control panel.
5. After the booklet is flattened and the spine squared, it is moved to the trimmer area.
 - a. Based on the finished booklet size, the booklet is moved until the trail edge reaches the trimmer cutter.
 - b. The trail edge is trimmed/cut (based on the finished booklet size entered for the Trimmer Mode Setting).
6. The booklet then moves to the exit area where it is transported to the Booklet Output Tray.

Note

Booklets exiting/leaving the SquareFold Trimmer Module may contain trim remnants/scraps from the previously trimmed booklet. This is due to static electricity build-up and is normal. If booklets contain trim remnants/scraps, simply remove and discard them.

Control panel



The control panel consists of the following:

1. Fault indicators: These indicators light when a fault or jam occurs in a particular area of the SquareFold Trimmer Module.
 - a. This indicator lights when a jam occurs as the booklet is leaving the exit area of the finisher.
 - b. This indicator lights when a jam occurs in the square fold area.
 - c. This indicator lights when a jam occurs in the trimmer area.

Note

If one of these indicators (1a, 1b, 1c) is lit, the top covers can be opened, and the jam/fault cleared; otherwise, during normal operation or when the machine is idle, the top covers cannot be opened.

- d. This indicator lights when the Trimmer Waste Container is pulled out or when it is full.
2. Square Fold options: This area of the control panel contains the following:

Note

The Square Fold options are available from your computer print driver, from your print server, or from your machine UI (if it is a copier/printer). This is discussed in more detail in the section entitled Square Fold options.

- a. Settings button: Press this button to adjust the Square Fold setting; refer to the next item.
- b. Square Fold options: Select the desired setting; these settings are discussed in more detail in the section entitled “Square Fold options.”

Square Fold feature

The Square Fold feature can be selected/accessed from your computer print driver, the machine UI, or from the print server.

Note

The Square Fold feature is available only when your machine is connected to both a finisher with a booklet maker and the SquareFold Trimmer Module.

Note

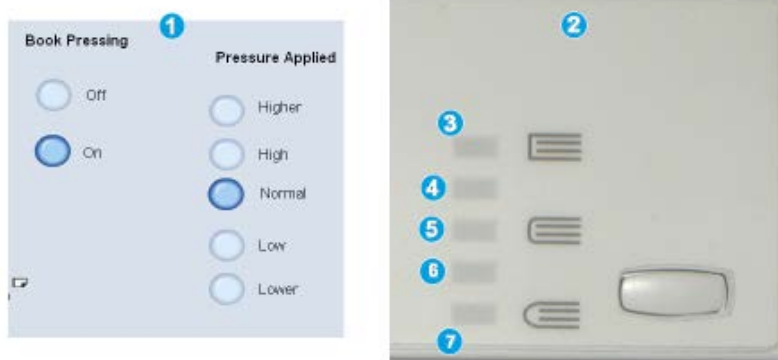
The term Book Pressing is used synonymously with the terms Square Fold or Square Folding.

Square fold options

The Square Fold (Book Pressing) feature can be switched on or off based on user preference. When the feature is switched on, you can select one of five options depending on your requirements for the finished booklet job.

Note

For the remainder of this section, the SquareFold Trimmer Module Control Panel and the machine UI screens are shown. The individual print server and print driver screens are not shown. The descriptions given for each of the Square Fold options are applicable for network print jobs and apply to any print server/print driver connected to the machine.



1. Square Fold/Book Pressing options on the machine UI; the illustration shown is a representation only. The actual images on the machine UI may vary depending on the machine to which it is connected.
2. SquareFold Trimmer Module control panel

3. **+2/Higher/High 2:** Use this setting when you want the most amount of pressure applied to the spine of the booklet. The more pressure applied to the booklet, the more square the booklet spine will be. +2 is the greatest amount of pressure that can be applied to the booklet.

Additionally, you may want to select this setting when your finished booklet is five pages or less and on heavier weight paper (200 gsm or greater).

4. **+1/High/High 1:** Use this setting when you want a greater amount of pressure applied to the spine of the booklet, but not as much pressure as the +2 setting uses.
5. **Auto/Normal:** This is the machine default setting and is used for most jobs.
6. **-1/Low/Low 1:** Use this setting when you want less pressure applied to the spine of the booklet. The less pressure applied to the booklet, the more rounded the booklet spine will be.
7. **-2/Lower/Low 2:** Select this setting when your finished booklet is five pages or less and on lighter weight paper (100 gsm or lower). -2 is the least amount of pressure that can be applied to the booklet.

Choose the setting that best fits your needs for the booklet output.

Note

You may want to run one or more test prints before running larger jobs.

The following illustration shows two different booklets: one booklet which was square-folded and one booklet that was not square-folded.



1. This booklet was not square-folded. It has a more rounded, thicker appearance to the spine of the booklet.
2. This booklet was square-folded. The booklet spine is flattened and squared, giving it the appearance of a perfect-bound book.

Accessing the Square Fold options

Accessing the Square Fold options for network print jobs

For network print jobs, the Square Fold feature and its related options can be accessed either from your computer's print driver (before the job is submitted) for printing or at the print server (after the job is submitted for printing). To access the Square Fold feature/options for network print jobs, perform the following:

1. For jobs being sent from your computer, continue to the next step.
 - For jobs already at the print server, continue to Step 3.
2. From your computer, open the desired job in its appropriate application (for example, Microsoft Word® or Adobe Reader).
 - a) Select **File** and **Print**.
 - b) From the Print window, select the desired machine (with the SquareFold Trimmer Module attached to it), and then select **Properties** for that machine.
 - c) Continue to Step 4.
3. From the print server, if applicable, open the Properties of the desired job:
 - a) Double click on the job (from either the Hold or Printed Jobs queues).
 - b) From the Properties window, go to the Finishing/Output tab.
 - c) Continue to the next step.
4. Ensure that the correct output tray is selected (Booklet Maker Tray).
5. If necessary, ensure that the correct Stapling/Finishing/Folding features are selected.
6. Select the desired Square Fold (Book Pressing) option.
7. Select **OK** to save selections and close any Properties windows.
8. Send the job to the machine.

Accessing the Square Fold options for copy jobs

1. From the machine UI select **Copy** and the **Output Format** tab.
2. Select either **Booklet Creation** or **Folding**.
3. From the Booklet Creation screen perform the following:
 - a) Select **On**.
 - b) Select **Fold & Staple**.
 - c) From the Booklet Creation - Fold & Staple screen, select either **Fold Only** or **Fold & Staple**.
To access the Square Fold feature, select the **Booklet Trimming/Pressing** button.
4. From the Folding screen, select **Single Fold**.
 - a) Select **Fold as a Set**.
 - b) Select **Booklet Trimming/Pressing** button to access the Square Fold (Book Pressing) feature.

Trimmer feature

The Trimmer feature can be selected/accessed from your computer print driver, the machine UI, or from the print server.

Note

The Trimmer feature is available only when your machine is connected to both a finisher with a booklet maker and the SquareFold Trimmer Module.

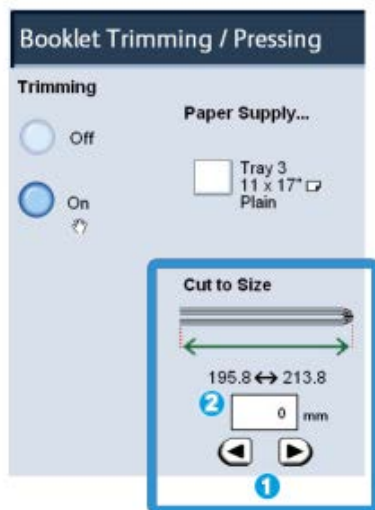
Trimmer options

When using the Trimmer options, always consider the following:

- Booklets exiting/leaving the SquareFold Trimmer Module may contain trim remnants/scraps from the previously trimmed booklet. This is due to static electricity build-up and is normal. If booklets contain trim remnants/scraps, simply remove and discard them.
- The Trimmer feature can be switched on or off based on user preference. When the feature is switched on, you can adjust the trim setting in 0.1 mm/0.0039 in. increments depending on your requirements for the finished booklet job.

Note

For the remainder of this section, the machine UI screen is shown. The individual print server and print driver screens are not shown. The descriptions given for each of the Trimmer options are applicable for network print jobs, and apply to any print server/print driver connected to the machine.



1. Select the arrow buttons to decrease or increase the trimmer setting. Adjustments are made in 0.1 mm/0.0039 in. increments.
2. The trimmer setting is based on:
 - The number of sheets in the finished booklet
 - The finished booklet width size (such as 8.5 in./210 mm or 5.5 in./149 mm)
 - The media type (for example coated/uncoated, glossy)
 - The media weight

Note

Important! You may have to experiment with various settings in order to determine the best settings for your particular job. Also, you may want to run one or more test prints before running larger jobs in order to ensure the best possible booklet output.

Note

Trim settings cannot be adjusted to remove less than 2 mm (0.078 in.) or more than 20 mm (0.787 in.) of edge material from the booklet. Adjustments less than 2 mm (0.078 in.) may produce poor trim quality, and adjustments greater 20 mm (0.787 in.) will result in no trimming to the booklet edge.

Choose the setting that best fits your needs for the booklet output.

Trim guidelines

The following table shows various scenarios using different paper weights, media types, and trim setting selections. Use this table as a guideline when selecting a trim setting for your specific job.

Note

The settings shown in the following table are provided as examples and are not meant to represent every possible job scenario; again, use this table as a guideline only.

SquareFold Trimmer Module

Scenario number	Paper Size	Finished booklet size	Paper weight (lbs./gsm)	Approximate trim setting (mm)	Number of pages in finished booklet
1	8.5 x 11 in./A4 (210 x 298 mm)	5.5 x 8.5 in./149 x 210 mm	20 lbs./75 gsm	130	20
2	8.5 x 11 in./A4 (210 x 298 mm)	5.5 x 8.5 in./149 x 210 mm	24 lbs./90 gsm	125	14
3	8.5 x 11 in./A4 (210 x 298 mm)	5.5 x 8.5 in./149 x 210 mm	32 lbs./120 gsm	135	10
4	8.5 x 11 in./A4 (210 x 298 mm)	5.5 x 8.5 in./149 x 210 mm	20 lbs./75 gsm	125	10
5	8.5 x 11 in./A4 (210 x 298 mm)	5.5 x 8.5 in./149 x 210 mm	80 lbs./120 gsm	135	12
6	8.5 x 14 in./B4 (250 x 353 mm)	8.5 x 7 in./250 x 176.5 mm	20 lbs./75 gsm	172	6
7	8.5 x 14 in./B4 (250 x 353 mm)	8.5 x 7 in./250 x 176.5 mm	24 lbs./90 gsm	170	6
8	11 x 17 in./A3 (297 x 420 mm)	8.5 x 11 in./A4 (210 x 297 mm)	24 lbs./90 gsm	200	14
9	11 x 17 in./A3 (297 x 420 mm)	8.5 x 11 in./A4 (210 x 297 mm)	80 lbs./216 gsm	205	5
10	11 x 17 in./A3 (297 x 420 mm)	8.5 x 11 in./A4 (210 x 297 mm)	20 lbs./80 gsm	210	22
11	11 x 17 in./A3 (297 x 420 mm)	8.5 x 11 in./A4 (210 x 297 mm)	24 lbs./90 gsm	210	8
12	11 x 17 in./A3 (297 x 420 mm)	8.5 x 11 in./A4 (210 x 297 mm)	80 lbs./120 gsm	205	10
13	12 x 18 in./305 x 458 mm	6 x 9 in./152 x 229 mm	80 lbs./120 gsm	220	6
14	12 x 18 in./305 x 458 mm	6 x 9 in./152 x 229 mm	80 lbs./120 gsm	215	5
15	12 x 18 in./305 x 458 mm	6 x 9 in./152 x 229 mm	80 lbs./120 gsm	210	4
16	12 x 18 in./305 x 458 mm	6 x 9 in./152 x 229 mm	28 lbs./105 gsm	220	16
17	12 x 18 in./305 x 458 mm	6 x 9 in./152 x 229 mm	80 lbs./120 gsm	210	14

Accessing the Trimmer options

Accessing the Trimmer options for network print jobs

For network print jobs, the Trimmer feature and its related options can be accessed either from your computer's print driver (before the job is submitted for printing) or at the print server (after the job is submitted for printing). To access the Trimmer feature/options for network print jobs, perform the following:

1. For jobs being sent from your computer, continue to the next step.
 - For jobs already at the print server, continue to Step 3.
2. From your computer, open the desired job in its appropriate application (for example, Microsoft Word® or Adobe Reader).
 - a) Select **File** and **Print**.
 - b) From the Print window, select the desired machine (with the SquareFold Trimmer Module attached to it), and then select **Properties** for that machine.
 - c) Continue to Step 4.
3. From the print server, if applicable, open the Properties of the desired job:
 - a) Double click on the job (from either the Hold or Printed Jobs queues).
 - b) From the Properties window, go to the Finishing/Output tab.
 - c) Continue to the next step.
4. Ensure that the correct output tray is selected (Booklet Maker Tray).
5. If necessary, ensure that the correct Stapling/Finishing/Folding features are selected.
6. Select the desired Trimmer option.
7. Select **OK** to save selections and close any Properties windows.
8. Send the job to the machine.

Accessing the Trimmer options for copy jobs

1. From the machine UI select **Copy** and the **Output Format** tab.
2. Select either **Booklet Creation** or **Folding**.
3. From the Booklet Creation screen perform the following:
 - a) Select **On**.
 - b) Select **Fold & Staple**.
 - c) From the Booklet Creation - Fold & Staple screen, select either **Fold Only** or **Fold & Staple**.
To access the Trimmer feature, select the **Booklet Trimming/Pressing** button.
4. From the Folding screen, select **Single Fold**.
 - a) Select **Fold as a Set**.
 - b) Select **Booklet Trimming/Pressing** button to access the Trimming feature.

Hints and tips

Printing full-page images on booklets

When using full-page images, ensure that the finished booklet size accommodates any full-page images, and that when the booklet is trimmed, these images are not truncated. Refer to the illustration.



1. This booklet has preprinted front and back covers with a full-page image. It was printed on 8.5 x 14 in./B4 paper. The front cover, which was trimmed, displays the entire image.
2. This same booklet was printed on 8.5 x 11 in./A4 paper. The image on the front cover is truncated after trimming it.

Before you print any booklet job, you should consider your whole job, including the following:

- What is the desired size of the finished booklet?
- Does the booklet contain full-page images?
- Are you using preprinted covers with full-page images?
- Are you trimming the booklet?
- Do you need to shift any full-page images in order to ensure they fit on the finished booklet?

These are important questions which can affect the output of your booklet jobs, especially if you are using full-page images and trimming the booklet edges.

Follow these tips

Follow these tips to ensure you get your desired output:

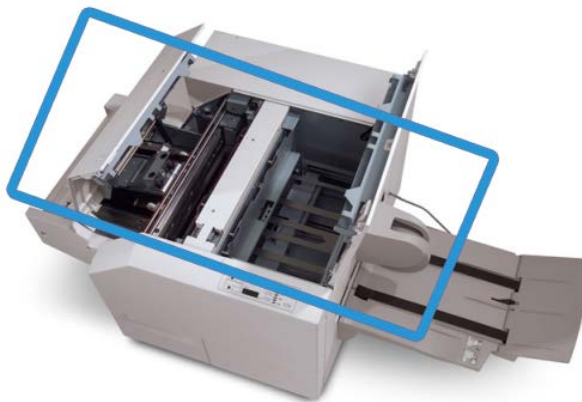
- Always run one or more test prints of your job before running a larger output quantity.
- Review your test prints for truncated images/text.
- If any images/text need shifting, use the various selections from your application's print driver; refer to your print driver's Help information.
- Remember: it may take one or more test prints before you achieve your desired output.

Problem solving

Jam clearance

Note

The top covers cannot be opened during normal operation or when the machine is idle. The covers can be opened only when an indicator is lit and a jam/fault occurs within the SquareFold Trimmer Module. For indicator details, refer to the control panel information earlier in this section.



The paper path is shown in the above illustration. Clear any paper jams that may occur along the paper path. If a jam occurs, the machine stops printing, and a message may be displayed on the User Interface (UI).

Note

To determine if the jam/fault is within the finisher or with the SquareFold Trimmer Module, always begin your troubleshooting with the SquareFold Trimmer Module.

Clearing jams

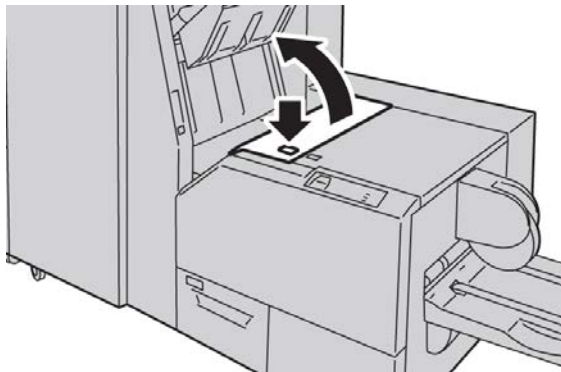
Use the following procedure to clear jams or faults and then resume printing:

1. Follow the instructions displayed on the machine's UI.
2. If instructed by the machine UI, open the Top Left Cover and the Top Right Cover of the SquareFold Trimmer Module.
3. Look for any jammed booklets within the SquareFold Trimmer Module paper path and remove them.
4. Check for loose trim scraps along the paper path and remove them.
5. Close the Top Left and Right Covers.
6. Empty the Trimmer Waste Container.
7. Ensure that the Trimmer Waste Container is completely pushed in/closed.
8. Ensure that all covers on the SquareFold Trimmer Module are closed.
9. If the SquareFold Trimmer Module Control Panel and/or the machine's UI indicate there is still a jam, recheck the SquareFold Trimmer Module (steps 1-8).
10. If necessary, open the finisher to look for jams/faults along the finisher path.
11. Follow the instructions displayed on the machine UI to resume printing.

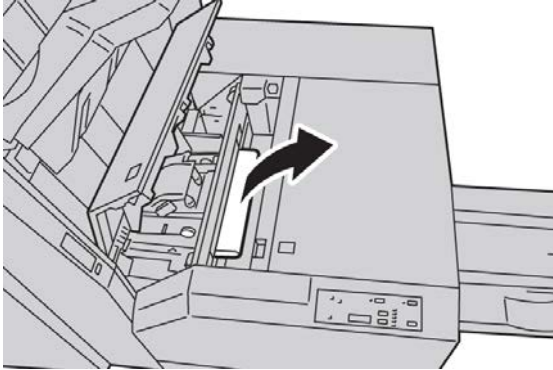
Clearing E1/E2 jams

Use the following procedure to clear jams when the E1 and/or E2 LED is lit on the SquareFold Trimmer Module control panel.

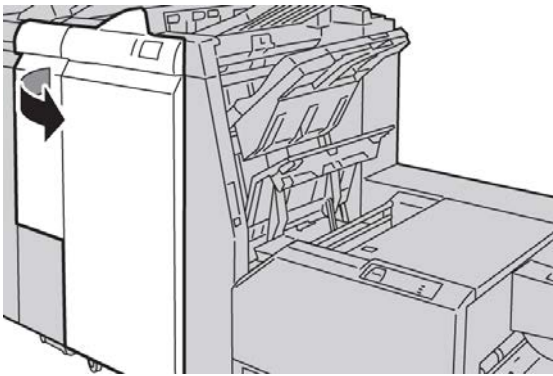
1. Make sure that the machine is not in operation, and press the button on the left cover of the Trimmer unit to open the cover.



2. Remove the jammed paper.



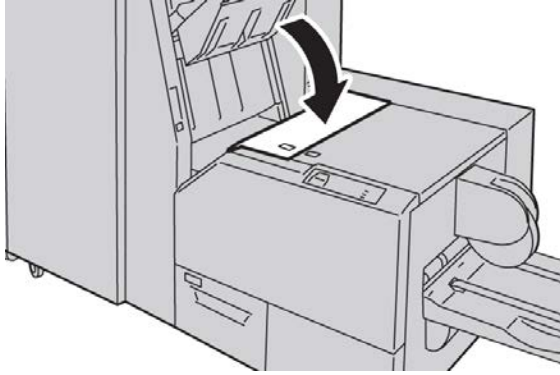
3. If you cannot remove the paper in Step 2, open the right cover of the finisher.



4. Turn the knob 4a to the right, and then remove the jammed paper.



5. Close the left cover of the Trimmer unit.



6. If you opened the right cover of the finisher in Step 3, close the cover.

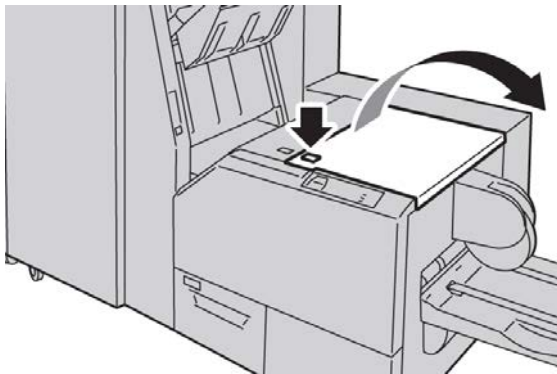
Note

A message will be displayed and the machine will not operate if the right cover of the finisher is even slightly open.

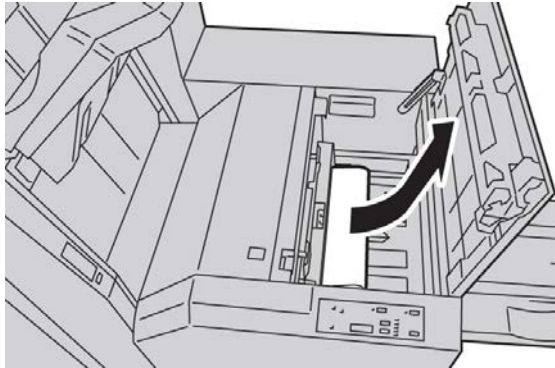
Clearing E3 jams

Use the following procedure to clear jams when the E3 LED is lit on the SquareFold Trimmer Module control panel.

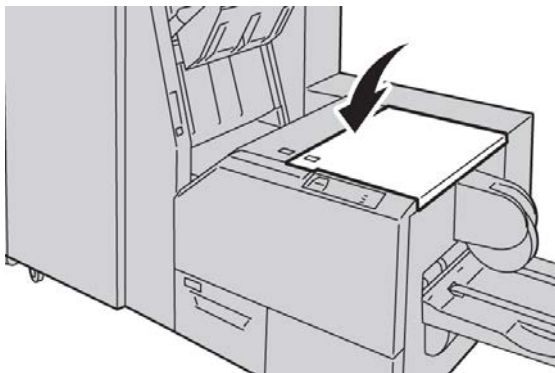
1. Make sure that the machine is not in operation, and press the button on the right cover of the Trimmer unit to open the cover.



2. Remove the jammed paper.



3. Close the right cover of the Trimmer unit.



Fault codes

If a jam/fault occurs in the SquareFold Trimmer Module, the machine's UI displays a jam/fault message. The following table provides a list of fault codes for the SquareFold Trimmer Module and a list of related finisher fault codes.

Note

The top covers cannot be opened during normal operation or when the machine is idle. The covers can be opened only when an indicator is lit and a jam/fault occurs within the SquareFold Trimmer Module. For indicator details, refer to the control panel information earlier in this section.

012-115

Cause: Finisher jam or fault

Remedy: Perform the following:

1. If machine UI continues to reflect a fault/jam, go to the finisher:
 - Open the finisher.
 - Remove any jams

SquareFold Trimmer Module

- Close the finisher cover(s).
2. Follow the instructions shown on the machine UI to resume printing.
 3. If fault persists, power off/on the machine.
 4. If fault persists, call for service.

012-264

Cause: Finisher jam or fault

Remedy: Perform the following:

1. If machine UI continues to reflect a fault/jam, go to the finisher:
 - Open the finisher.
 - Remove any jams
 - Close the finisher cover(s).
2. Follow the instructions shown on the machine UI to resume printing.
3. If fault persists, power off/on the machine.
4. If fault persists, call for service.

012-302

Cause: Finisher jam or fault

Remedy: Perform the following:

1. If machine UI continues to reflect a fault/jam, go to the finisher:
 - Open the finisher.
 - Remove any jams
 - Close the finisher cover(s).
2. Follow the instructions shown on the machine UI to resume printing.
3. If fault persists, power off/on the machine.
4. If fault persists, call for service.

013-100

Cause: Jam/fault with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.
2. Carefully remove all sheets and paper scraps from jam clearance areas.
3. Close the SquareFold Trimmer Module Top Left and Right Covers.
4. Check the Trimmer Waste Container:
 - If full, empty the container and reinsert it into the SquareFold Trimmer Module.
 - If the container is partially pulled out, push it completely in.
5. If necessary, follow any remaining instructions on the machine's UI.

6. If fault persists, repeat the previous steps; if fault persists after that, call for service.

013-101

Cause: Jam/fault with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.
2. Carefully remove all sheets and paper scraps from jam clearance areas.
3. Close the SquareFold Trimmer Module Top Left and Right Covers.
4. Check the Trimmer Waste Container:
 - If full, empty the container and reinsert it into the SquareFold Trimmer Module.
 - If the container is partially pulled out, push it completely in.
5. If necessary, follow any remaining instructions on the machine's UI.
6. If fault persists, repeat the previous steps; if fault persists after that, call for service.

013-102

Cause: Jam/fault with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.
2. Carefully remove all sheets and paper scraps from jam clearance areas.
3. Close the SquareFold Trimmer Module Top Left and Right Covers.
4. Check the Trimmer Waste Container:
 - If full, empty the container and reinsert it into the SquareFold Trimmer Module.
 - If the container is partially pulled out, push it completely in.
5. If necessary, follow any remaining instructions on the machine's UI.
6. If fault persists, repeat the previous steps; if fault persists after that, call for service.

013-103

Cause: Jam/fault with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.
2. Carefully remove all sheets and paper scraps from jam clearance areas.
3. Close the SquareFold Trimmer Module Top Left and Right Covers.
4. Check the Trimmer Waste Container:
 - If full, empty the container and reinsert it into the SquareFold Trimmer Module.
 - If the container is partially pulled out, push it completely in.
5. If necessary, follow any remaining instructions on the machine's UI.
6. If fault persists, repeat the previous steps; if fault persists after that, call for service.

013-104

Cause: Jam/fault with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.
2. Carefully remove all sheets and paper scraps from jam clearance areas.
3. Close the SquareFold Trimmer Module Top Left and Right Covers.
4. Check the Trimmer Waste Container:
 - If full, empty the container and reinsert it into the SquareFold Trimmer Module.
 - If the container is partially pulled out, push it completely in.
5. If necessary, follow any remaining instructions on the machine's UI.
6. If fault persists, repeat the previous steps; if fault persists after that, call for service.

013-105

Cause: Jam/fault with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.
2. Carefully remove all sheets and paper scraps from jam clearance areas.
3. Close the SquareFold Trimmer Module Top Left and Right Covers.
4. Check the Trimmer Waste Container:
 - If full, empty the container and reinsert it into the SquareFold Trimmer Module.
 - If the container is partially pulled out, push it completely in.
5. If necessary, follow any remaining instructions on the machine's UI.
6. If fault persists, repeat the previous steps; if fault persists after that, call for service.

013-106

Cause: Jam/fault with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.
2. Carefully remove all sheets and paper scraps from jam clearance areas.
3. Close the SquareFold Trimmer Module Top Left and Right Covers.
4. Check the Trimmer Waste Container:
 - If full, empty the container and reinsert it into the SquareFold Trimmer Module.
 - If the container is partially pulled out, push it completely in.
5. If necessary, follow any remaining instructions on the machine's UI.
6. If fault persists, repeat the previous steps; if fault persists after that, call for service.

013-208

Cause: The Trimmer Waste Container is full or has a fault

Remedy: Perform the following:

1. Pull open the container and empty any trimmer scraps from it.
2. Reinsert the container into the SquareFold Trimmer Module.
3. Ensure that the container is fully pushed in, and that the indicator light is not lit.
4. If fault persists, repeat the previous steps.
5. If fault persists, power off/on the machine.
6. If fault persists, call for service.

013-221

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-222

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-223

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-224

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-225

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-226

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

SquareFold Trimmer Module

1. Power off/on the machine.
2. If fault persists, call for service.

013-227

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-228

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-229

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-230

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-231

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-232

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-233

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

0013-234

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-235

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-236

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-237

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-238

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-239

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-240

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-241

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-242

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-243

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-246

Cause: Jam or communication error with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Power off/on the machine.
2. If fault persists, call for service.

013-303

Cause: A top cover is open or a jam/fault occurred with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.
2. Carefully remove all sheets and paper scraps from jam clearance areas.
3. Close the SquareFold Trimmer Module Top Left and Right Covers.
4. Check the Trimmer Waste Container:
 - If full, empty the container and reinsert it into the SquareFold Trimmer Module.
 - If the container is partially pulled out, push it completely in.

5. If necessary, follow any remaining instructions on the machine's UI.
6. If fault persists, repeat the previous steps.
7. If fault persists, power off/on the machine.
8. If fault persists, call for service.

013-304

Cause: A top cover is open

Remedy: Perform the following:

1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.
2. Close the SquareFold Trimmer Module Top Left and Right Covers.
3. If fault persists, power off/on the machine.
4. If fault persists, call for service.

013-915

Cause: Jam/fault with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.
2. Carefully remove all sheets and paper scraps from jam clearance areas.
3. Close the SquareFold Trimmer Module Top Left and Right Covers.
4. Check the Trimmer Waste Container:
 - If full, empty the container and reinsert it into the SquareFold Trimmer Module.
 - If the container is partially pulled out, push it completely in.
5. If necessary, follow any remaining instructions on the machine's UI.
6. If fault persists, repeat the previous steps; if fault persists after that, call for service.

013-916

Cause: Jam/fault with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.
2. Carefully remove all sheets and paper scraps from jam clearance areas.
3. Close the SquareFold Trimmer Module Top Left and Right Covers.
4. Check the Trimmer Waste Container:
 - If full, empty the container and reinsert it into the SquareFold Trimmer Module.
 - If the container is partially pulled out, push it completely in.
5. If necessary, follow any remaining instructions on the machine's UI.
6. If fault persists, repeat the previous steps; if fault persists after that, call for service.

013-917

Cause: Jam/fault with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.
2. Carefully remove all sheets and paper scraps from jam clearance areas.
3. Close the SquareFold Trimmer Module Top Left and Right Covers.
4. Check the Trimmer Waste Container:
 - If full, empty the container and reinsert it into the SquareFold Trimmer Module.
 - If the container is partially pulled out, push it completely in.
5. If necessary, follow any remaining instructions on the machine's UI.
6. If fault persists, repeat the previous steps; if fault persists after that, call for service.

013-918

Cause: Jam/fault with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.
2. Carefully remove all sheets and paper scraps from jam clearance areas.
3. Close the SquareFold Trimmer Module Top Left and Right Covers.
4. Check the Trimmer Waste Container:
 - If full, empty the container and reinsert it into the SquareFold Trimmer Module.
 - If the container is partially pulled out, push it completely in.
5. If necessary, follow any remaining instructions on the machine's UI.
6. If fault persists, repeat the previous steps; if fault persists after that, call for service.

013-919

Cause: Jam/fault with the SquareFold Trimmer Module

Remedy: Perform the following:

1. Open the Top Left and Right Covers of the SquareFold Trimmer Module.
2. Carefully remove all sheets and paper scraps from jam clearance areas.
3. Close the SquareFold Trimmer Module Top Left and Right Covers.
4. Check the Trimmer Waste Container:
 - If full, empty the container and reinsert it into the SquareFold Trimmer Module.
 - If the container is partially pulled out, push it completely in.
5. If necessary, follow any remaining instructions on the machine's UI.
6. If fault persists, repeat the previous steps; if fault persists after that, call for service.

013-940

Cause: The Trimmer Waste Container is full or has a fault

Remedy: Perform the following:

1. Pull open the container and empty any trimmer scraps from it.

2. Reinsert the container into the SquareFold Trimmer Module.
3. Ensure that the container is fully pushed in, and that the indicator light is not lit.
4. If fault persists, repeat the previous steps.
5. If fault persists, power off/on the machine.
6. If fault persists, call for service.

013-941

Cause: The Trimmer Waste Container is full or has a fault

Remedy: Perform the following:

1. Pull open the container and empty any trimmer scraps from it.
2. Reinsert the container into the SquareFold Trimmer Module.
3. Ensure that the container is fully pushed in, and that the indicator light is not lit.
4. If fault persists, repeat the previous steps.
5. If fault persists, power off/on the machine.
6. If fault persists, call for service.

013-943

Cause: Booklet Tray on the SquareFold Trimmer Module is full

Remedy: Perform the following:

1. Remove any booklets from the tray.
2. If fault persists, power off/on the machine.
3. If fault persists, call for service.

Technical data

Specifications

Item	Specifications
Paper size	<ul style="list-style-type: none"> • Maximum: 13 x 18 in./330 x 457 mm • Minimum: 8.5 x 11 in./A4 SEF <p>Note The SquareFold Trimmer Module requires both Interface Module and the Booklet Maker Finisher.</p>
Trim capacity	<ul style="list-style-type: none"> • 5-20 sheet booklet (up to 80 imaged sides) at 24 lb./90 gsm • 5-25 sheet booklet (up to 100 imaged sides) at 200 lb./80 gsm <p>Cut amount: 2-20 mm, adjustable in 0.1 mm increments</p>

SquareFold Trimmer Module

Item	Specifications
Paper weights	16 lb. bond-90 lb. cover (60-220 gsm)

Index

- 1-Sided print jobs
 - loading pre-drilled stock in the OHCF (Trays 6/7) 13-4
- 2 Sided Book Copying 5-12
- 2 Sided Copying 5-6
- 2-Sided print jobs
 - loading pre-drilled stock in the OHCF (Trays 6/7) 13-5

A

- Active Jobs 7-1
- Advanced Finisher 1-9, 14-1
- Annotations 5-24

B

- Billing Information 8-3
 - billing meters/usage counters 8-4
 - Usage Counters
 - User Account Billing Information 8-5
- billing meters/usage counters 8-4
- Book Copying 5-11
 - 2 Sided Book Copying 5-12
- Booklet Creation 5-16
- Booklet Maker Finisher 1-12
- Bypass tray 1-2
 - See also Trays

C

- Checking the status of CRUs 9-7
- Cleaning the document cover and glass 9-2
- Cleaning the machine 9-1
 - cleaning the document feeder rollers 9-5
 - cleaning the exterior 9-2
- Color Balance 5-10
- Color Effects 5-9
- Color Shift 5-10
- Completed Jobs 7-1
- Copy 5-1
 - Copy tab 5-3
 - Image Quality tab 5-8
 - Layout Adjustment tab 5-10
 - Output Color 5-5
 - Output Format tab 5-16
 - Paper Supply 5-4

- Reduce/Enlarge 5-3
- Copy Output 5-6
- Covers 5-18
- Current Faults 8-3
- Current Messages 8-3
- Current System Software 8-2
- Customer Replaceable Units (CRUs) 9-6

D

- Document feeder 1-3
 - basic copying using the document feeder 5-1
- Document glass
 - basic copying using the document glass 5-2
- Duplex Automatic Document Feeder (DADF),
See Document feeder

E

- Edge Erase 5-12
- Energy Saver 1-
 - exit energy saver mode 1-7
 - Low power mode
 - Sleep mode 1-6
- Error codes, See Fault codes

F

- FaceUp/Down Output 5-26
- Fault codes
 - Interface Module fault codes 15-8
 - OHCF fault codes
 - SquareFold Trimmer Module 18-17
- Fault History 8-3
- Faults 8-3
 - Current Faults 8-3
 - Current Messages
 - Fault History
 - Current Messages 8-3
 - Fault History 8-3
- Feeding devices 1-7
- Finishing devices 1-7
- Folding 5-26

G

GBC AdvancedPunch 1-11
General problems 10-29

H

Help 2-1
 on the Print server customer documentation CD/DVD 2-1
 on the World Wide Web 2-1
High Capacity Stacker (HCS)
High Capacity Feeder (HCF) 1-8, 1-, 12-1, 12-, 12-1, 12-
 Clearing jams in Tray 6 (1-Tray HCF) 12-3
 HCF (1-Tray) fault codes 12-6
 HCF (Tray 6) and lower left cover jams 12-4
 loading paper in the HCF (Tray 6)
 Problem solving 12-3
High Capacity Stacker (HCS) 1-11
 components 16-2
 control panel 16-3
 fault codes 16-11
 hints and tips 16-10
 overview 16-1
 paper jams
 E1, E2, and E3 16-5
 E4, E5, and E6 16-6
 E7 16-8
 E8 16-9
 power, loss of 16-10
 problem solving 16-5
 specifications 16-26
 stop button 16-3
 top tray
 stop button 16-3
 unloading
 stacker tray 16-4

I

Image Options 5-8
Image Quality
 Color Balance 5-10
 Color Effects 5-9
 Color Shift 5-10
 Image Options 5-8
 Image Quality tab 5-8
 Original Type 5-7
Image Rotation 5-13
Image Shift 5-13
Interface Module 1-10, 15-1
 clearing jams 15-4

control panel 15-2
fault codes 15-8
manual decurler buttons on the Interface Module 15-4
paper curl settings on the Interface Module 15-3
paper jams at lever 1a 15-4
paper jams at lever 2a 15-6
paper jams at lever 2b 15-7
paper path 15-3
preset decurler settings on the Interface Module
problem solving 15-4
Invert Image 5-14

J

Jam clearance, See Paper jams
Job Status 7-1
 Active Jobs tab 7-1
 Completed Jobs tab 7-1
 overview 7-1

L

Layout Adjustment 5-10
 2 Sided Book Copying 5-12
 Book Copying 5-11
 Edge Erase 5-12
 Image Rotation 5-13
 Image Shift 5-13
 Invert Image 5-14
 Original Orientation 5-15
 Original Size 5-12
Lighten/Darken 5-8, 5-8

M

Machine components 1-1
Machine Configuration 8-2
Machine Information
 Current System Software 8-2
 Machine Configuration 8-2
 Machine serial number
 Current System Software
 Machine Configuration
 Software Version
 Paper Tray Status
 Print Reports
 Overwrite Hard Disk
Overwrite Hard Disk 8-2

- Paper Tray Status 8-1
- Print Reports 8-2
- Software Version 8-2
- Machine serial number
 - on the machine
 - on the UI
- Machine Status 8-1
 - Billing Information 8-3
 - Faults 8-3
 - Machine Information
 - Supplies
 - Tools tab 8-5
 - Stored Programming
- Maintenance 9-1, 13-8
 - replacing consumable supplies
 - Customer Replaceable Units (CRUs)
- Media
 - loading media in the Bypass tray (Tray 5) 4-5
 - loading media in the optional OHCF 13-2
 - loading media in Trays 1, 2, and 3 4-1
- Multiple-Up 5-22
- Multisheet Inserter (MSI), See Bypass tray

O

- Optional feeding devices 1-7
- Optional finishing devices 1-7
- Ordering supplies
 - Customer Replaceable Units (CRUs) 9-6
- Original Orientation 5-15
- Original Size 5-12
- Original Type 5-7
- Output Color 5-5
- Output Format 5-16
 - 2 Sided Copying 5-6
 - Annotations 5-24
 - Booklet Creation 5-16
 - Copy Output 5-6
 - Covers 5-18
 - FaceUp/Down Output 5-26
 - Folding 5-26
 - Page Layout
 - Multiple-Up
 - Variable Repeat 5-22
 - Poster 5-24
 - Tab Margin Shift 5-25
 - Transparency Options 5-22
 - Watermark 5-25
- Oversized High Capacity Feeder
 - OHCF (Trays 6/7) specifications 13-27
 - OHCF problem solving 13-13
 - OHCF specifications
- Oversized High Capacity Feeder (OHCF) 1-8, 1-, 13-1, 13-
- Overwrite Hard Disk 8-2

P

- Page Layout
 - Multiple-Up
 - Variable Repeat 5-22
- Paper
 - curl
 - settings on Interface Module 15-3
 - settings on the Interface Module
 - settings on the Interface Module 15-3
 - loading paper in the Bypass tray (Tray 5) 4-5
 - loading paper in the OHCF (Trays 6/7) 13-2
 - loading paper in Trays 1, 2, and 3 4-1
 - tray 5 (Bypass) 4-5
 - trays 1, 2, and 3 4-1
- Paper jams 10-1
 - at OHC F lever 1b and knob 1c
 - at OHCF lever 1a and knob 1c
 - at OHCF lever 1d and knob 1c
 - Bypass (Tray 5) 10-11
 - Document feeder jams 10-1
 - Document jams under the document feeder belt 10-4
 - Envelope jams in the Bypass tray 10-12
 - High Capacity Stacker (HCS)
 - E1, E2, and E3 16-5
 - E4, E5, and E6 16-6
 - E7 16-8
 - E8 16-9
 - inside the OHCF trays (A1-1 and A1-2)
 - Interface Module
 - lever 1a 15-4
 - lever 2a 15-6
 - lever 2b 15-7
 - Inverter jams (bottom right cover) 10-12
 - Lower left cover jams 10-6
 - Main unit jams 10-7
 - OHCF
 - inside trays A1-1 and A1-2 13-14
 - lever 1a and knob 1c 13-15
 - lever 1b and knob 1c 13-16
 - lever 1d and knob 1c 13-17
 - SquareFold Trimmer Module 18-13
 - E1/E2 18-14
 - E3 18-16
 - Standard Finisher Plus
 - finisher stacker tray 17-32
 - finisher top tray 17-31

Index

- lever 1b 17-18
 - lever 1d 17-17
 - Tray 8 (Post-Process Inserter) 17-15
 - Trays 1-3 10-9
 - Paper Supply 5-4
 - Paper Tray Attributes 8-6
 - Paper Tray Status 8-1
 - Poster 5-24
 - Power
 - power switch
 - power button
 - power on
 - power off
 - Power Saver, See Energy Saver
 - Pre-drilled stock
 - loading in the Bypass tray (Tray 5) 4-9
 - loading in the OHCF (Trays 6/7) 13-4, 13-5
 - loading in Trays 1, 2, and 3 4-4
 - Print Reports 8-2
 - Print server
 - overview 1-5
 - Printed output problems
 - paper curl settings on the Interface Module 15-3
 - Printing 3-1
 - from the Xerox EX Print Server 3-2
 - from the Xerox FreeFlow Print Server 3-1
 - from your computer 3-1
 - Problem solving 10-1
 - Fuser hints and tips 10-37
 - High Capacity Stacker (HCS) 16-5
 - Hints and tips 10-37
 - Image quality 10-31
 - Interface Module problem solving 15-4
 - Miscellaneous hints and tips 10-41
 - OHCF problem solving 13-13
 - Other faults 10-31
 - SquareFold Trimmer Module 18-13
 - Professional Finisher with Booklet Maker 1-10, 14-2
- ## R
- Reduce/Enlarge 5-3
 - Replacing consumable supplies
 - Replacing a drum cartridge 9-11
 - Replacing a toner cartridge 9-8
 - Replacing the fuser 9-17
 - Replacing the toner waste bottle 9-10
- ## S
- Saturation 5-8
 - Scan 6-1
 - Serial number
 - on the machine
 - on the UI
 - Sharpness 5-8
 - Skew adjustment levers
 - for trays 1 and 2
 - for trays A1-1 and A1-2 (OHCF) 13-7
 - for trays A1-1 and A1-2 (OHCF)
 - Software Version 8-2
 - Specifications 11-1
 - Additional optional accessories 11-2
 - Basic configuration specifications
 - Print engine specifications 11-1
 - SquareFold Trimmer Module 1-13, 18-1
 - components 18-2
 - control panel 18-4
 - fault codes 18-17
 - fold options 18-5
 - hints and tips 18-12
 - full-page images, printing 18-12
 - indicator lights 18-4
 - overview 18-1
 - paper jams 18-13
 - E1/E2 18-14
 - E3 18-16
 - paper path 18-3
 - problem solving 18-13
 - square fold feature 18-5
 - fold options 18-5
 - fold options, accessing 18-5
 - trimmer feature 18-8
 - finished booklet size 18-9
 - trimmer options 18-8
 - trimming guidelines 18-9
 - trimmer options 18-8
 - Standard Finisher 1-12
 - Standard Finisher Plus
 - Finisher Module
 - fold types 17-4
 - fold types 17-4
 - maintenance
 - punch waste container, emptying 17-13
 - standard staple cartridge, replacing 17-8
 - standard staple waste container, replacing 17-11
 - paper jams
 - finisher stacker tray 17-32
 - finisher top tray 17-31
 - lever 1b 17-18
 - lever 1d 17-17
 - Tray 8 (Post-Process Inserter) 17-15

- punch waste container, emptying 17-13
- standard staple cartridge, replacing 17-8
- standard staple waste container, replacing 17-11
- stapler faults 17-34
- Standard/Booklet Maker Finisher 1-12, 17-1
 - components 17-1
- Stored Programming
- Submitting a print job 3-1
 - from the Xerox EX Print Server 3-2
 - from the Xerox FreeFlow Print Server 3-1
 - from your computer 3-1
- Supplies

T

- Tab Margin Shift 5-25
- Tab stock
 - loading in the Bypass tray (Tray 5) 4-6
 - loading in the OHCF (Trays 6/7) 13-2
 - loading in Trays 1, 2, and 3 4-2
- Tools
 - Paper Tray Attributes 8-6
- Tools tab 8-5
- Transparencies
 - loading in the Bypass tray (Tray 5) 4-7
 - loading in the OHCF (Trays 6/7) 13-3
 - loading in Trays 1, 2, and 3 4-3
- Transparency Options 5-22
- Tray 5 1-2
 - See also Trays
- Tray 6, See High Capacity Feeder (HCF)
- Tray5
- Tray6, See High Capacity Feeder (HCF)
- Trays 4-, 4-
 - loading media in the Bypass tray (Tray 5) 4-5
 - loading media in the OHCF 13-2
 - loading media in Trays 1, 2, and 3 4-1
 - loading paper in the OHCF (Trays 6/7) 13-2
 - loading paper in Tray 5 (Bypass)
 - loading paper in Tray5 (Bypass) 4-5
 - loading paper in Trays 1, 2, and 3 4-1
- loading pre-drilled stock in the OHCF (Trays 6/7) 13-4, 13-5
- loading pre-drilled stock in Tray 5 (Bypass) 4-9
- loading pre-drilled stock in Trays 1, 2, and 3 4-4
- loading tab stock in the OHCF (Trays 6/7) 13-2
- loading tab stock in Tray 5 (Bypass) 4-6
- loading tab stock in Trays 1, 2, and 3 4-2
- loading transparencies in the OHCF (Trays 6/7) 13-3
- loading transparencies in Tray 5 (Bypass) 4-7
- loading transparencies in Trays 1, 2, and 3 4-3
 - with 1-Sided print jobs and the optional OHCF 13-4
 - loading pre-drilled stock in the OHCF (Trays 6/7)
 - with 2-Sided print jobs and the optional OHCF 13-5
 - loading pre-drilled stock in the OHCF (Trays 6/7)
- Trays 6/7, See Oversized High Capacity Feeder (OHCF)

U

- Usage Counters
- User Account Billing Information 8-5
- User Interface (UI) 1-4

V

- Variable Repeat 5-22

W

- Watermark 5-25
- World Wide Web help
 - www.xerox.com 2-1

