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Xerox[®] Versant[®] 180 Press

Quick Start Guide

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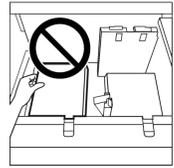
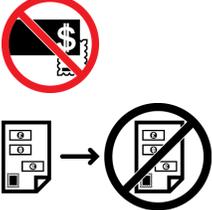
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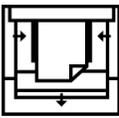
Product Symbols

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

Product Symbols

Symbol	Definition
	Do Not Touch
	Do Not Touch the Drum Cartridge To avoid damage, do not touch the surface of the Drum Cartridge.
	Do Not Dispose into an Open Flame / Incinerate
	Do Not Incinerate the Toner Cartridge Always refer to the recycling instructions for your region / marketplace for correct disposal information and procedures.
	Do Not Incinerate the Toner Waste Bottle
	Do Not Incinerate the Drum Cartridge
	Do Not Incinerate the Second Bias Transfer Roll
	Ground / Common / Earth Terminal
	LAN Local Area Network
	USB Universal Serial Bus

Symbol	Definition
	<p>Keep Area Clear Do not store any objects in this location.</p>
	<p>Keep Area Clear</p>
	<p>Do Not Use Transparencies with a White Strip / Overhead Projector Sheets with a White Strip</p>
	<p>Do Not Use Envelopes with Open Flaps</p>
	<p>Do Not Use Folded, Creased, Curled, or Wrinkled Paper</p>
	<p>Do Not Use Ink Jet Paper</p>
	<p>Do Not Load Postcards in the Indicated Direction</p>
	<p>Do Not Use Media Attached with Staples or Paper / Metal Clips</p>
	<p>Do Not Copy Money</p>

Symbol	Definition
	<p>Tray Guides Must Touch Media</p>
	<p>Load Postcards in the Indicated Direction</p>
	<p>Load Hole-punched Paper as Indicated</p>
	<p>Load Media / Documents Face Down</p>
	<p>IC Card Reader Integrated Circuit Card Reader / Smart Card Reader / Chip Card Reader</p>
	<p>On This symbol indicates the main power switch is in the ON position.</p>
	<p>Off This symbol indicates the main power switch is in the OFF position.</p>
	<p>Standby This symbol indicates the secondary power switch is in the Standby position.</p>
	<p>Do Not Dispose in Normal Household Waste Stream</p> <ul style="list-style-type: none"> • Application of this symbol is confirmation that you should not dispose of items, such as Customer Replaceable Units (CRUs), in the normal household waste stream. You must dispose of these items in compliance with agreed national procedures. • This symbol often accompanies batteries and indicates that used electrical and electronic products and batteries should not be mixed with general household waste. • For more information about collection and recycling, please contact your local municipality, your waste disposal service, or the

Symbol	Definition
	point of sale where you purchased the items.

Product Symbols

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Product Overview

Getting Started

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

Base Configuration



The system base system configuration consists of the following components:

1. Bypass Tray
Other optional feeding devices are available.
2. Color Press
3. Offset Catch Tray
Other optional finishing devices are available.
4. Print Server (not shown)
Choice of one of three print servers is available.

Press Components

Press Components



1 Bypass Tray

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

Note

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

2 User Interface (UI)

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

3 Duplex Automatic Document Feeder (DADF)

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

4 Offset Catch Tray (OCT)

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

Note

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

5 Dry Ink/Toner Waste Bottle Door

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

6 Trays 1-3

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

7 Front Door

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

8 Dry Ink/Toner Cover

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

Energy (Power) Saver Mode

Power Saver

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

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

Refer to the following example:

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

Exiting Power Saver

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

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

Power On/Off the Press

Power On the Press

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

The Ready Indicator light displays green.

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

Power Off the Press

Important

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

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

Product Overview

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

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

Note

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

3

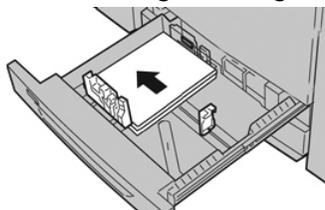
Paper and Other Media

Loading Paper in Trays 1, 2, and 3

Note

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

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



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

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

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

7. Gently push in the tray until it comes to a stop.
If enabled by your System Administrator, the Paper Tray settings/Tray Properties window may be displayed on the UI. You can view and set stock attributes and verify trays are assigned with the correct stock.
8. From the Paper Tray settings/Tray Properties window, choose one of the following:
 - No changes were made to the paper tray; select **Confirm** to close the window.
 - Changes were made to the paper tray; go to the next step.
9. Select the **Change Settings** button.
 - a) Make the desired selections for **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color**.

Paper and Other Media

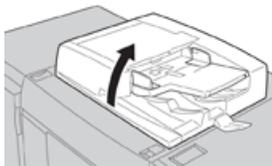
- b) If necessary, make the desired changes to paper curl and alignment adjustment.
- c) Select **Save** until you are returned to the Paper Tray settings/Tray Properties window.
- d) Select **Confirm** or **OK** to save the information and close the Paper Tray settings/Tray Properties window.

4

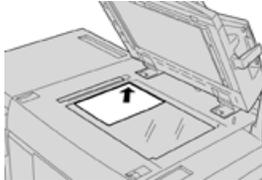
Copy

Basic Copying with the Document Glass

1. Open the document feeder.



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



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

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

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

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

Copy

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Maintenance

Ordering Supplies

Xerox supplies, paper, and throughput material can be ordered from the web site www.xerox.com and clicking on the **Supplies** link. For any item that is not orderable from the web site, contact your Xerox Service Representative.

Note

The cleaning pads used with the ROS Window cleaning wand are not orderable. Contact your Xerox representative for any additional cleaning pads.

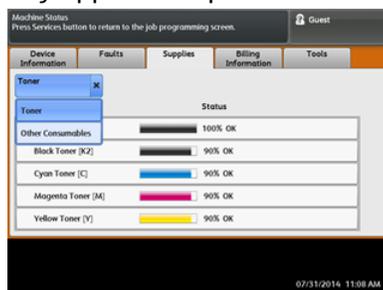
CRUs (Supply Item)	Reorder Quantity	Approximate Print Yield (Full Color 8.5x11/A4 Prints)
Black Dry Ink/Toner Cartridge	2 per box	50,000
Cyan Dry Ink/Toner Cartridge	1 per box	55,000
Magenta Dry Ink/Toner Cartridge	1 per box	51,000
Yellow Dry Ink/Toner Cartridge	1 per box	51,000
Waste Dry Ink/Toner Bottle	1	45,000
Suction Filter	1	200,000
Drum Cartridge (R1)	1 per box	348,000
Drum Cartridge (R2)	1 per box	348,000
Drum Cartridge (R3)	1 per box	348,000
Drum Cartridge (R4)	1 per box	348,000
OHCF Feed Roll Kit	1 kit	500,000

CRUs (Supply Item)	Reorder Quantity	Approximate Print Yield (Full Color 8.5x11/A4 Prints)
Standard Finisher Staple Cartridge and Staple Waste Container	4 Staple Cartridges (5,000 staples per cartridge) and 1 Staple Waste Container per carton	5,000 staples each cartridge
Booklet Maker Finisher Staple Cartridge	4 pack: 5,000 staple refills each	5,000 staples each cartridge
Business Ready (BR) Finisher Staple Cartridge	1 Staple Cartridge	5,000 staples per cartridge
Business Ready (BR) Finisher with Booklet Maker Staple Cartridge	4 pack: 5,000 staple refills each	5,000 staples per cartridge
Staple Refills for the Business Ready Finisher and Business Ready Finisher with Booklet Maker	3 refills per carton	5,000 each refill for a total of 15,000

Checking the Status of Consumables

When a consumable is reaching the time it needs to be replaced, a message is displayed on the press UI. This indicates when it is time to order and/or install a new consumable item. With some CRUs, the screen indicates that the press may continue to run print jobs without immediately replacing the item. Otherwise, when it is time to replace it, a message appears and the press stops running.

1. Press the **Home** button on the UI.
2. Press **Machine Status** and select the **Supplies** tab.
The Supplies area shows a 1 to 100 % indicator bar of the remaining amount of dry ink/toner. Remaining dry ink/toner is updated in 10 % increments.
3. From the Supplies pull-down menu, select **Other Consumables** to view the status of other consumables, such as the drum cartridges the Dry Ink/Toner Waste Bottle, and any applicable optional devices (such as the OHCF feed rolls).



Note

The status of the Fuser and Suction Filter are not shown, but a message displays when these items require replacing.

Replacing a Dry Ink/Toner Cartridge

Note

The dry ink/toner cartridge can be replaced while a job is printing.

Note

After you replace a dry ink/toner cartridge, the system automatically resets the usage counter to zero (0) for this CRU. Check the Consumables Supplies screen to verify the reset and new status.

1. Open the Dry Ink/Toner cover, located just above the press front door.



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



4. Remove the dry ink/toner cartridge by slowly and gently pulling it straight out. While pulling out, hold the bottom of the cartridge with your other hand to give it support.
5. Dispose of or recycle the cartridge per your local authorities and regulations.

In the United States, also refer to the Electronic Industries Alliance website: www.eiae.org. For more information about Xerox environmental programs, go to www.xerox.com/environment.

6. Remove the new dry ink/toner cartridge from its packaging.
7. With one hand on either side of the cartridge, vigorously shake and rotate the new cartridge up and down and left and right for 30 seconds to redistribute the toner.
8. Install the new dry ink/toner cartridge by gently and evenly sliding the cartridge into the press until it stops.
9. Close the dry ink/toner cover. If the cover does not close completely, make sure the cartridge is in the lock position and is installed into the appropriate dry ink/toner location.

Replacing the Dry Ink/Toner Waste Bottle

The Dry Ink/Toner Waste Bottle collects dry ink/toner that accumulates during the printing process. When the bottle is full, a message displays on the press UI informing you to exchange the full bottle with an empty one.

The press contains one waste bottle located at the front of the press behind the Dry Ink/Toner Waste Bottle Door. When removing a full Dry Ink/Toner Waste bottle, SLOWLY pull it out of the press. This will prevent any dry ink/toner from spilling out of the bottle.

Note

After you replace the Dry Ink/Toner Waste Bottle, the system automatically resets the usage counter to zero (0) for this CRU component. Check the Consumables Supply screen to verify the reset.

1. Ensure that the press is stopped (not running any jobs).
2. Open the front door of the press.
3. Open the Dry Ink/Toner Waste Bottle Door.



4. Grasp the handle of the Dry Ink/Toner Waste bottle and pull it halfway out of the press.
5. Support the underside of the bottle with your other hand and continue pulling it out from the press.

⚠ Caution

Never use a vacuum cleaner when cleaning up spilled dry ink/toner. Use a broom or a cloth moistened with a neutral detergent.

6. Use both hands to place the old used Dry Ink/Toner Waste Bottle into the provided plastic bag.
7. Remove a new, empty waste bottle from the packaging.
8. Hold the center part on the top of a new bottle and insert it evenly and gently into the press until it comes to a stop.
9. Close the waste bottle door.
10. Close the press front door.

Replacing a Drum Cartridge

Other than replacing a drum cartridge after 348,000 prints, you may need to replace a drum cartridge if it is damaged by light or you are experiencing spots and streaks on your output.

Note

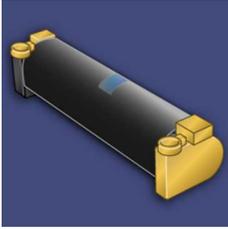
All four Drum cartridges are interchangeable.

Note

After replacing the drum cartridge, the system automatically resets the usage counter of this CRU component to zero (0). Check the Consumables screen for the reset and new status.

! Caution

Do not leave the Drum Cartridge Drawer open for more than one minute. Exposing the drum cartridges to direct sunlight or strong light from indoor fluorescent lighting for more than one minute may cause image quality defects.

**!** Caution

Replace drum cartridges while the press is powered ON.

1. Ensure that the press is stopped and is not currently printing jobs.
2. Open the press Front Door.



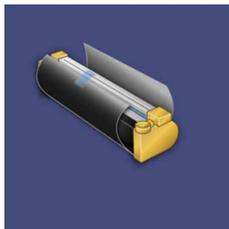
3. Rotate and turn the **R1-R4** Drum Drawer Handle to the unlock position.



4. Open the bag containing the new drum cartridge. Place the new drum cartridge near the press.

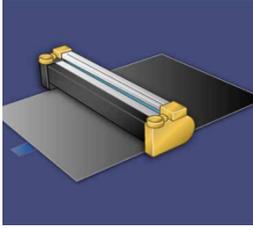
! Caution

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



Maintenance

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



6. Grab the **Release Handle** and pull the Drum Drawer straight out.



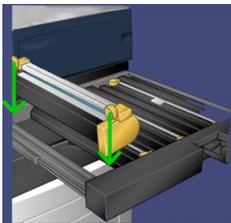
7. Remove the old drum cartridge by holding the finger rings provided at the both ends of the drum cartridge and gently lifting up.



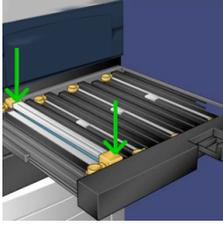
Caution

Drums are light sensitive. Do not leave the Drum Cartridge Drawer open for more than one minute when replacing cartridges. Exposing the drum cartridges to direct sunlight or strong light from indoor fluorescent lighting for more than one minute may cause image quality defects.

8. Install the new drum cartridge into the press following the guides with the side marked front facing the front.



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



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

Replacing the Suction Filter

You will need the T10 Torx driver tool for this procedure.

After you replace the filter, you will need to contact the system administrator who will log into administrator mode and reset the counter to zero (0) for this CRU.

Caution

Make sure the press is powered off before performing this procedure.

1. At the back of the press, locate the Suction filter cover on the lower panel.
2. Use the Torx driver to remove the screw on the right side of the cover by turning the screw counterclockwise.



3. Pull out and remove the Suction Filter Cover.
4. Grasp the handle of the filter box and pull straight out.



5. Remove the Suction filter out of the box.
6. Place the new Suction filter into the box and push the tray back in until it stops and is flush with the press.

Maintenance

7. Place the cover back onto the filter box area. Make sure to first insert the left two tabs of the cover into the left side of the box area. Then push the entire cover flush to the press.
8. Insert the Torx driver with the screw attached into the cover and turn clockwise to tighten.
9. Either log in as the Administrator or ask the Administrator to perform the following steps to reset the counter to zero (0).
 - a) At the UI, press the **Machine Status** button.
 - b) From the screen that displays, select the **Tools** tab.
 - c) Select **System Settings > Common Service Settings > Maintenance**.
 - d) Use the up/down arrow buttons to access the next Maintenance screens.

Note

After selecting the icon in following step, there is a 4 second delay before the Technical Key Operator feature displays.

- e) Select the **Technical Key Operator** icon. The Technical Key Operator feature displays.
 - f) In the Part Number list, select **Suction Filter**.
 - g) Select **Reset Current Value**. The system resets the HFSI to 0.
10. Exit administrator mode.
 - a) To return to Tools tab, select **Close** twice.
The main Tools screen displays.
 - b) Select the **Log In / Out** button on the Control Panel.
 - c) When prompted, select **Logout**.

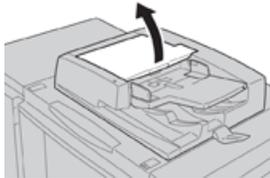
6

Press Jam Clearance

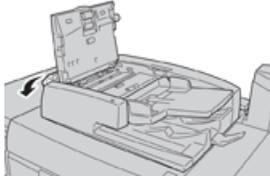
Paper Jams in the Document Feeder

Document Feeder Jams

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



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



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



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



Note

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

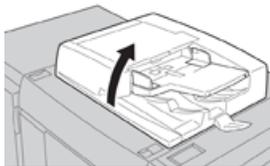
5. If the jam is inside of the left cover, remove the jammed document.



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

- Inner cover
- Top cover
- Left cover

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



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



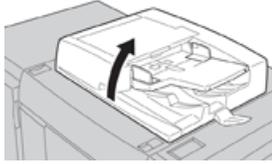
10. Gently return the feeder tray to its original position.
11. After removing the jammed document, follow the instructions to reload the entire document set into the document feeder.

Note

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

Document Jams Under the Document Feeder Belt

1. Open the document feeder.



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



3. Gently return the belt to the original position.



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

Note

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

Press Paper Jams

Paper Jams Inside the Press

Warning

Never touch a labeled area (found on the fuser unit or nearby) indicating High Temperature and Caution. Contact can lead to burns.

1. Open the press Front Door.



Press Jam Clearance

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



3. Remove the visible jammed paper.
4. After clearing the jammed sheets, ensure that no torn paper pieces are left in the machine.
5. Move **Handle 2b** and remove any jammed paper.



6. Return **Handle 2b** to its original position.
7. Move **Handle 2e** and remove any jammed paper.



8. Return **Handle 2e** to its original position.
9. Pull down **Handle 2f** and remove the jammed paper.



10. Return **Handle 2f** to its original position.
11. Push in the transfer module completely and rotate **Handle 2** to the left.
12. Close the pre Front Door.
13. Run five blank sheets to clean left-over toner from the fuser roll and resume the copying/printing process.

Paper Jams in Trays 1-3

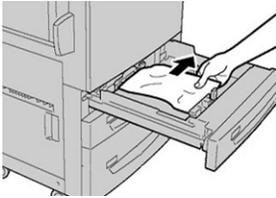
Note

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

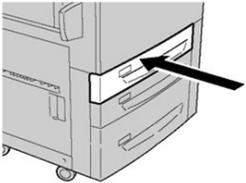
1. Open the tray where the paper jam occurred.



2. Remove the jammed paper.



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



Press Jam Clearance

