

Xerox® Versant® 3100 Press

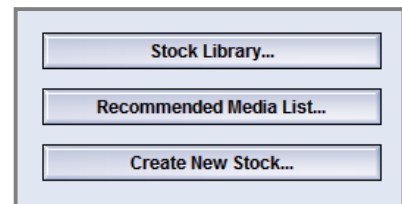
Quick Reference for Programming Stock

Changing Stock

When you change the size, weight, or type of stock in a tray, you must update the Tray Stock Properties for the affected tray. Updating the Tray Stock Properties informs both the press and the print server what is in the tray, so that the correct paper can be selected for jobs sent to the system.

There are three ways to update Tray Stock Properties for new stock:

- From the **Stock Library** list, select the new stock that you loaded
- From the **Recommended Media List**, select the new stock
- Use the **Create New Stock** button to add the new stock details



To update Tray Stock Properties using the Stock Library:

1. Add the new stock to a paper tray and note the stock's **size, weight, type** and **position** in the tray (Short Edge Feed (SEF) or Long Edge Feed) (LEF).
2. Close the paper tray by pushing it fully in.
3. At the Stock Library Manager, on the print server, the Stock Properties window will automatically open.
4. Click the **Stock Library** button and **select the stock** with the size, weight, and type that you added to the tray. If you cannot locate this stock, use the *Recommended Media List* procedure below.
5. Click **OK** to close the Stock Library window.
6. Set the feed direction by selecting **Long Edge Feed** or **Short Edge Feed**.
7. Click **OK** to accept the settings and close the Tray Stock Properties window.

Recommended Media List (RML)

To update Tray Stock Properties using the RML:

1. Add the new stock to a paper tray and note the stock's **size, weight, type** and **position** in the tray (Short Edge Feed (SEF) or Long Edge Feed) (LEF).
2. Close the paper tray by pushing it fully in.
3. At the Stock Library Manager, on the print server, the Stock Properties window will automatically open.
4. Click the **Recommended Media List** button and **select the stock** with the size, weight, and type that you added to the tray. If you cannot locate this stock, use the *Create New Stock* procedure below.
5. Click **OK** to close the RML window.
6. Set the feed direction by selecting **Long Edge Feed** or **Short Edge Feed**.
7. Click **OK** to accept the settings and close the Tray Stock Properties window.

Create New Stock Button

To update Tray Stock Properties using the Create New Stock Button:

1. Add the new stock to a paper tray and note the stock's **size, weight, type** and **position** in the tray (Short Edge Feed (SEF) or Long Edge Feed) (LEF).
2. Close the paper tray by pushing it fully in.
3. At the Stock Library Manager, on the print server, the Stock Properties window will automatically open.
4. Click the **Create New Stock** button.
5. Enter a **Name** for the stock, or do nothing to accept the default name in the upper right of the window.
6. Manually enter the stock properties for: **Type, Coating, Hole Punched, Size, Color, Weight** and **Grain**.
7. Click **OK** to accept the new stock properties and close the New Stock Setup window.
8. Click **OK** to the Tray Stock Properties window.

Note: On the New Stock Setup widow, use the **Advanced Setup** button to customize stocks to help manage special problems such as excessive curl, skewed output, mis-registered, or too much or too little toner. See Section 9 in the Training Guide or the Stock Library Manager Guide for details.

Tray Specifications

Tray	Description
Tray 1 Tray 2 Tray 3	<ul style="list-style-type: none">• Capacity = 550 sheets• Min size: 5.50" x 7.17" (140 mm x 182 mm)• Max size: 13.0" x 19.2" (330.2 mm x 488 mm)• Weight: 52-256 gsm
Tray 5 Multi-Sheet Inserter (MSI)	<ul style="list-style-type: none">• Capacity = 250 sheets• Use for nonstandard paper, such as Extra Long Sheets, heavy stock and other special media, that cannot be loaded in trays 1-3, or trays 6 and 7• Min size: 3.86" x 5.75" (98 mm x 146 mm) SEF• Max size: 13.0 x 19.2" (SRA3) SEF or 330.2 x 660.4 mm (26") using XLS• 52-350 gsm Uncoated and Coated
Trays 6 and 7 (Advanced High Capacity Feeder) Note: When two units are chained together, four trays are available: 6, 7, 8, and 9.	<ul style="list-style-type: none">• 2 Trays with 4000 sheet total capacity• Minimum size: 7.2 x 8.3" (182 x 210 mm)• Maximum size: 13.00 x 19.21" (330.2 x 488.0 mm)• Minimum weight: 52 gsm, Uncoated and Coated• Maximum weight: 350 gsm, Uncoated and Coated
Inserter Tray – T1	<ul style="list-style-type: none">• Tray on top of the Inserter unit• Capacity = 250 sheets• Inserts blank sheets or preprinted media into printed documents• Handles sizes 182 x 148 mm (7.17 x 5.83") to 330 x 488 mm (13 x 19.21") and weights 52-350 gsm uncoated or 72-350 gsm coated