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# Xerox<sup>®</sup> D95/D110/D125/D136

## Copier/Printer

### User Guide



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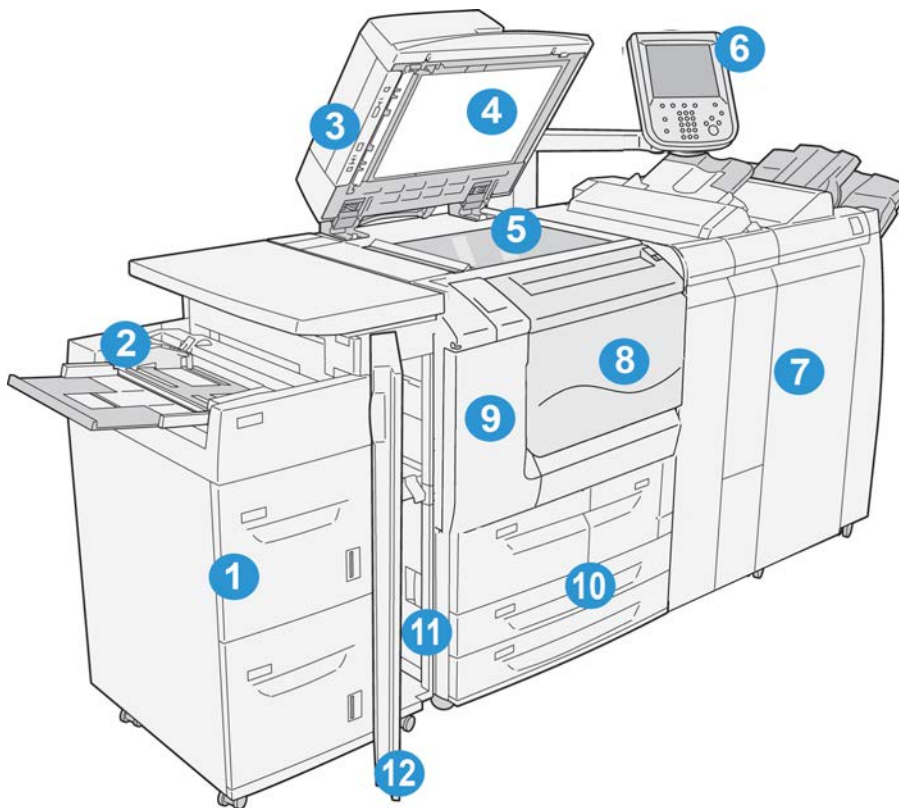
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# 1

## Product Overview

### Machine Components



#### **1 Optional High Capacity Feeder (HCF/Trays 6 and 7)**

This optional feeding device adds an additional 2000 sheet capacity of letter-size (8.5 x 11 in.)/A4 media.

## **2 Bypass tray (Tray 5)**

The Bypass tray, also called Tray 5, accommodates all types of stock in various size and weight ranges. The tray holds a maximum of 250 sheets of 20 lb./75 gsm bond paper. This tray is often used to load nonstandard paper, such as heavy stock or other special media, which cannot be loaded in trays 1-4.

## **3 Duplex Automatic Document Feeder (DADF)**

The document feeder automatically feeds 1 and 2-sided original documents to the document glass for copying or scanning.

## **4 Document cover**

Holds a document in place on the document glass.

## **5 Document glass**

Place a document here in order to copy it.

## **6 User Interface (UI)**

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

## **7 Optional Standard Finisher**

This optional finishing device provides a wide range of finishing options including stapling and folding.

## **8 Front cover**

Open this cover to clear paper jams and to replace the toner waste container.

## **9 Left cover**

Open this cover to replace the toner cartridge.

## **10 Trays 1-4**

Contains the media used for copy or print output.

## **11 Lower left cover**

Open this cover to access the inside of the machine to remove jammed paper.

## **12 Front cover on optional HCF**

Open this cover to access the bottom left cover of the machine to remove jammed paper.

## 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)

The User Interface is the main area where options are selected, procedures are completed, and printer information can be viewed.



Number	Component	Function
1	Touch Screen	Displays messages required for operation and buttons for features. You can directly touch the screen to instruct operations and to set features.
2	Machine Status	Use this button to check the machine status, meters, the status of the consumables, and to print reports.
3	Job Status	Use this button to check or cancel the current job, to check or print stored jobs, or to check completed jobs.
4	Services Home	Press this button to display the main window, which is called Services Home. The Services Home window, by default, is where the UI displays the available service buttons such as Copy, E-Mail, Network Scanning, Store to Folder, and Send from Folder. The system administrator can change the Services Home window to display a specific feature (such as Copy); refer to the System Administration Guide for more information.
5	Services	This button lights when the main power is on.
6	Help	Displays the Help System
7	Dial Pause	Not used
8	C	Clear the last entry

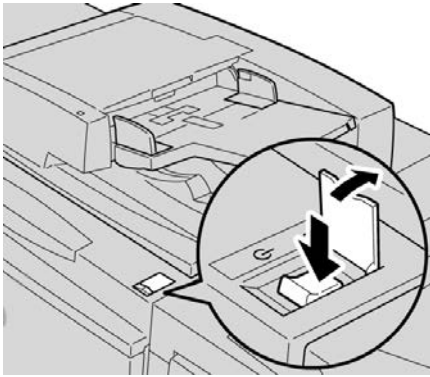
Number	Component	Function
9	Key Pad	Used to enter alpha/numeric data
10	Interrupt button	Use this button to suspend a copy or print job in progress and have the machine stop to process another job. During the Interrupt mode, the Interrupt button lights. Pressing the Interrupt button again exits the Interrupt mode and resumes the suspended job.
11	Start	Use this button to perform certain functions, such as scanning a document.
12	Stop	Use this button to pause the current job or communication.
13	Clear All	Select this button to return all selections to the default values. The machine returns to the same state as when it is powered on.
14	Energy Saver button	When the machine is not being used for a while, it enters the Energy Saver mode to reduce power consumption. When the Energy Saver mode is active, the Energy Saver button lights. Press this button to exit the Energy Saver mode.
15	Log In/Log Out	This button lights when a user is logged in through the System Administration mode, the Authentication mode, or the Accounting mode. Press this button to display the User ID entry screen for entering the System Administration mode, the Authentication mode, or the Accounting mode. Also press this button to exit these modes.
16	Services buttons	Use these options to enter the various service windows to make feature selections. This is where you will find the Copy, Network Scanning, and Store to USB options among others.
17	Login field	This area displays the currently logged in user. Select this option to login as the System Administration, Authentication, or Accounting modes.
18	Message field	This area displays messages to the user.

## Power Source

The machine is provided with the power switch and 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

Before switching the power off, ensure all job processing, copy and printing is completed and ensure that the Data indicator is not lit up.

1. Press the power switch on top of the printer to the upright position (I). This will power off the printer.
2. To continue to power off the Main Power, ensure that the touch screen is blank and the Energy Saver button is not lit up.
3. Open the front cover.
4. Press the main power switch to the zero [0] position to switch the main power off.  
The Main Power indicator on the control panel will turn off.
5. Close the front cover.

## 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 the Sleep Mode is set to 60 minutes, the 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.

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

## 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®

### Note

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

## 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.

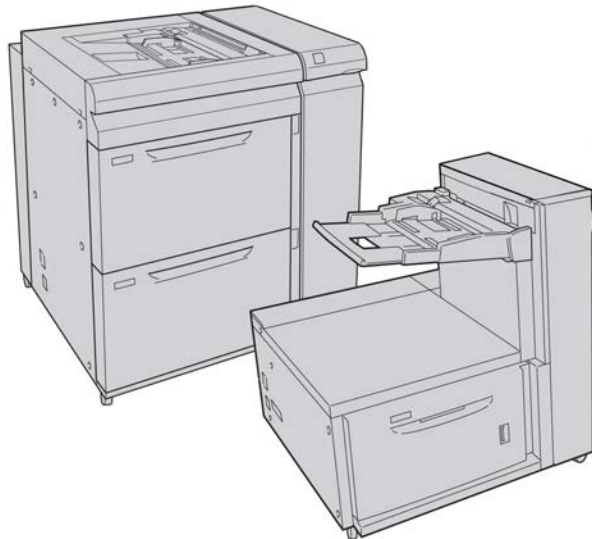
## High Capacity Feeder (HCF/Trays 6 and 7), 8.5 x 11 in./A4

The two-tray High Capacity Feeder (HCF/Trays 6 and 7) provides an extra 4,000 sheet capacity of either 8.5 x 11 in. or A4 paper. Each tray holds 2000 sheets (from 16 lb. Bond to 80 lb. Cover/52 gsm to 216 gsm).



## 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.





**Note**

The 1-Tray OHCF is not available with D136 configurations.

## Interface Module (D110/D125 configurations)

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

**Note**

The Interface Module is not available with the D95 Copier/Printer configuration.

## Interface (Cooling) Module (D136 configuration)

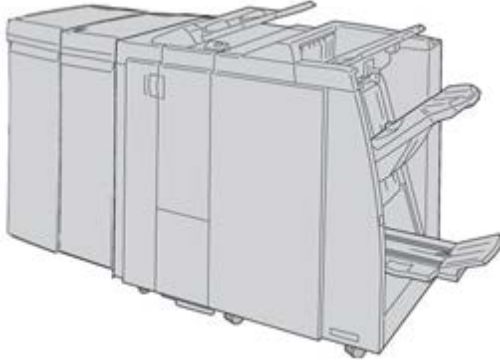
The Interface Cooling Module is required for all D136 configurations. It is similar in function to the Interface Module (for D110/D125 configurations), but it also aids in cooling the outgoing printed media through the use of additional fans and associated duct work.



## 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 either the required Interface Module or the Interface Cooling Module (depends on your machine configuration); it is also shown with the optional Booklet Maker Finisher and the optional C/Z Folder.

### Important

The D110/D125 configurations require the Interface Module, while the D136 configuration requires the Interface Cooling Module. The Interface Module is not available with the D95 Copier/Printer configuration.

Information on this device can be found on the customer documentation CD that came with the accessory, or documentation can be downloaded from [www.xerox.com](http://www.xerox.com). From the website, enter the machine product name in the Search field and select the User Documentation link.

## Perfect Binder (D110/D125/D136 configurations)

### Important

The Perfect Binder is available with the D110, D125, and D136 Copier/Printer. The copier/printer must use the integrated controller and not a separate print server.

The Perfect Binder is an optional finishing device that takes the printed output and binds it into a finished book; a front and back cover is included with the bound output.



### Note

Depending on your machine configuration, the Perfect Binder requires either the Interface Module or the Interface Cooling Module. The Perfect Binder also requires an optional finisher, such as High Capacity Stacker, Standard Finisher, or Booklet Maker Finisher.

### Important

The D110/D125 configurations require the Interface Module, while the D136 configuration requires the Interface Cooling Module. The Interface Module is not available with the D95 Copier/Printer configuration.

The Perfect Binder can be used in three modes:

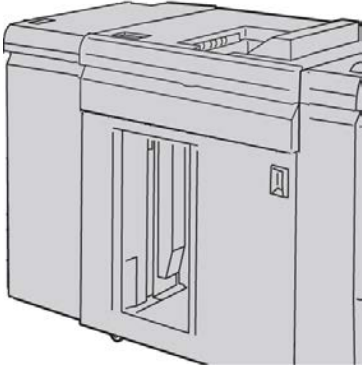
- Manual mode: Load the preprinted book block into the Perfect Binder compiler tray and covers into Tray 9. Program the Perfect Binder settings using the copier/printer UI and press Start to complete the job.
- Copy mode: Copy the book block and cover. Program the Perfect Binder settings using the copier/printer UI and press Start to complete the job.
- Print mode: From the user's computer, the book block and cover are programmed using the print driver. Information and steps for submitting the job are available through the print driver help screens.

### Tip

For optimum efficiency with a minimal amount of time, refer to the Perfect Binder chapter in this guide before using it.

## 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.

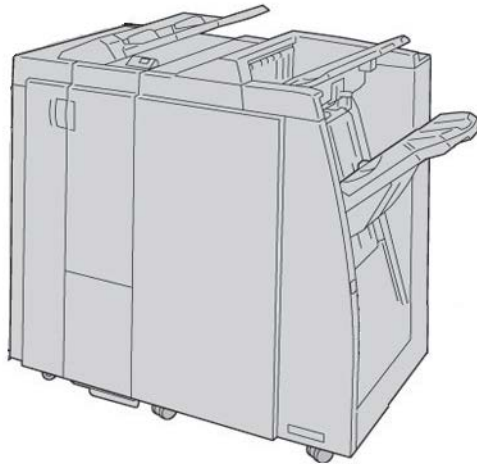


### Note

The Interface Module is not available with the D95 Copier/Printer configuration.

## Standard Finisher

This finisher provides a wide range of finishing/folding options.

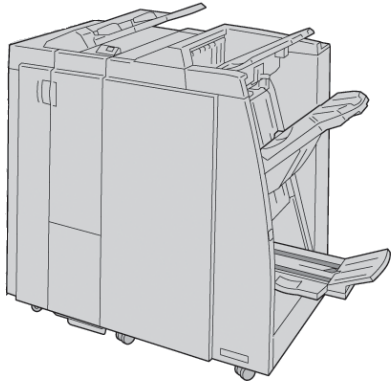


### Note

If attached to a D136 configuration, the Standard Finisher requires the Interface Cooling Module.

## Booklet Maker Finisher

This finisher provides a wide range of finishing/folding options.

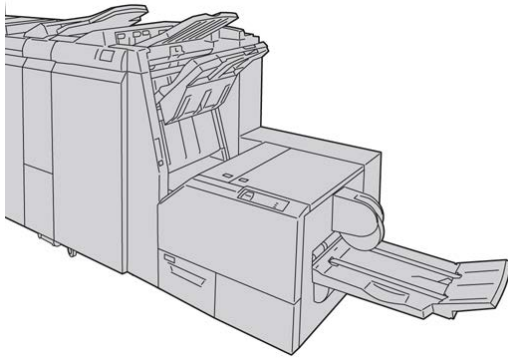


### Note

If attached to a D136 configuration, the Booklet Maker Finisher requires the Interface Cooling Module.

## SquareFold Trimmer Module

The SquareFold Trimmer Module is an optional finishing device that is used in conjunction with a finishing device that contains a booklet maker.



## Standard Finisher Plus

The Standard Finisher Plus serves as an interface to transfer paper between the print engine and any third-party, Document Finishing Architecture (DFA) device attached to the machine.



### Note

The Standard Finisher Plus requires either the Interface Module (for D110/D125 configurations) or the Interface Cooling Module (for D136 configurations). The Standard Finisher Plus is not available with the D95 Copier/Printer configuration.

## Third-Party Finishing Devices (D110/D125/D136 configurations)

Additional third-party, Document Finishing Architecture (DFA) devices are also available for your machine. Information on these DFA devices can be obtained by contacting your Xerox sales representative.

### Note

All third-party, DFA devices require the Interface Module (for D110/D125 configurations) or the Interface Cooling Module (for D136 configurations), and they also require the Standard Finisher Plus. DFA devices are not available with the D95 Copier/Printer configuration.

# 2

## Where to find help

### Customer documentation CD/DVD

We recommend that you print all customer documentation and keep it close to the machine.

You can locate the customer documentation on your Customer Documentation CD/DVD. Your customer documentation CD/DVD was shipped with the machine.

### 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.

### 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](http://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](http://www.xerox.com). Be sure to periodically check this website for the latest information on your product.

Where to find help

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.**



# 3

## Paper and other media

### Loading media in trays 1, 2, 3, and 4

The following information is applicable for Trays 1-4:

#### **Trays 1 and 2**

- Trays 1 and 2 are identical
- Only 8.5 x 11 in./A4 media may be loaded into Trays 1 and 2
- Both trays accommodate media weights from 16 lb bond to 80 lb cover (52 gsm to 216 gsm)
- Tray 1 has a capacity of 1,100 sheets
- Tray 2 has a capacity of 1,600 sheets
- Media must be loaded into the trays in the long edge feed (LEF) direction

#### **Trays 3 and 4**

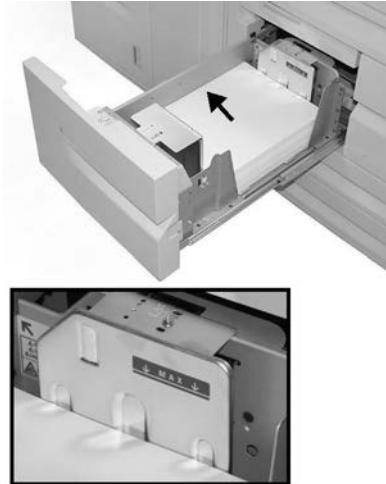
- Trays 3 and 4 are size-adjustable
- Both trays accommodate media sizes starting at 5.5 x 7.2 in./140 mm x 182 mm (A5) to a maximum of 13.0 x 19.2 in./330 mm x 488 mm (SRA3)
- Both trays accommodate media weights from 16 lb bond to 80 lb cover (52 gsm to 216 gsm)
- Each tray has a capacity of 550 sheets
- Media may be loaded in either the long edge feed (LEF)/portrait or short edge feed (SEF)/landscape direction

## Loading paper in trays 1 and 2

### 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 must be loaded in the Long Edge Feed (LEF)/portrait direction.

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.

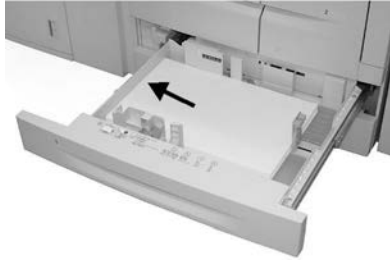
- c) Select **Save** until you are returned to the tray settings window.
8. Select **Confirm** to close the window.

## Loading paper in trays 3 and 4

### 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 Long Edge Feed (LEF)/portrait or Short Edge Feed (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.

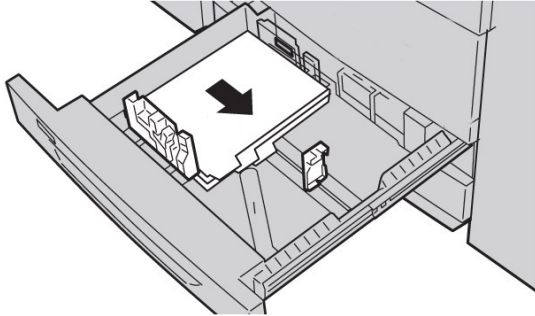
### Note

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 3 and 4

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 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, 3, and 4

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. Align the paper so that the holes are against the left edge of the tray, and ensure that the paper is loaded in the 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. 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 transparencies in trays 1-4

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 transparencies with the 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).
  - Do not load transparencies above the MAX line as indicated on the tray.
5. When loading transparencies into either Tray 3 or 4, adjust the paper guides until they lightly touch the edges of the material in the tray.
  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.

## Paper and other media

- 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 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

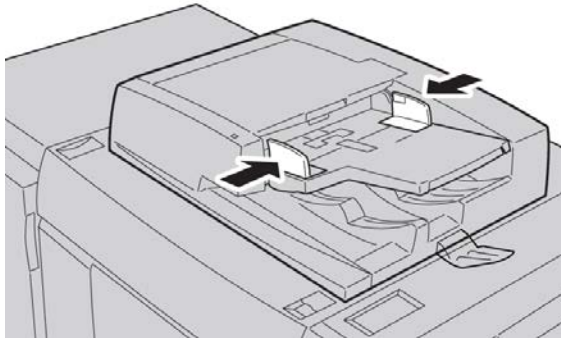
When the optional GBC AdvancedPunch is attached to your machine, tab stock is loaded differently into paper trays. For information on how to load media into the paper trays when a GBC AdvancedPunch is attached, refer to the GBC AdvancedPunch customer documentation.

# 4

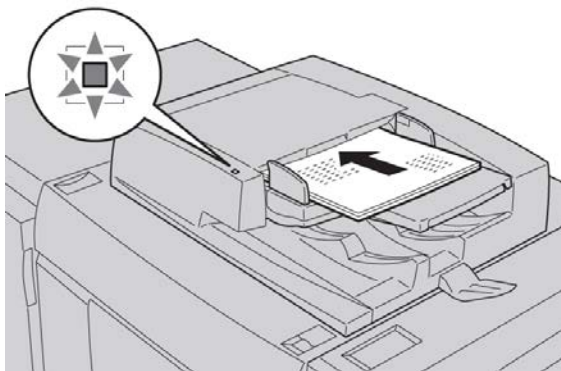
## Copy

### 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

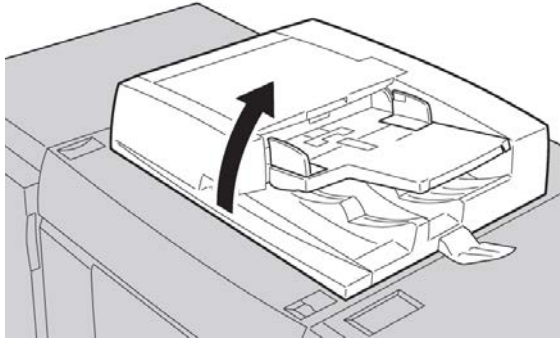
- Reduce/Enlarge
- Paper Supply
- Copy Output
- 2-Sided Copying
- Original Type
- Lighten/Darken

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

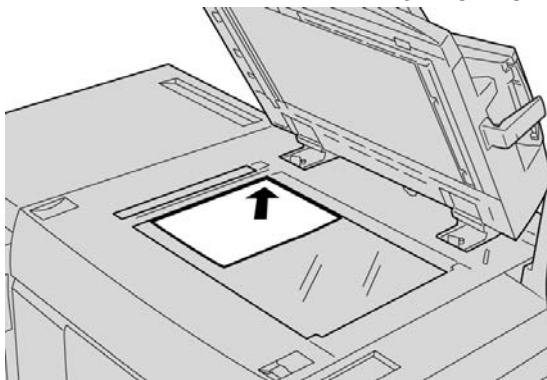
6. Enter the quantity.
7. Press **Start**.

## 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
  - 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**.

## Selecting copy options for a DFA finishing device

If your machine has an optional, third-party, Document Finishing Architecture (DFA) device attached, then this profile feature is available, and specific copy options may be selected for a job.

Prior to physically attaching the DFA device to the machine, device profiles are created. The profiles represent the characteristics of your finishing device.

### Note

Refer to the third-party customer documentation for information on setting the profile values for the specific DFA device attached to the machine.

A profile for the job can be selected from either the print server, the print driver on your computer, or the machine's User Interface. Depending on the DFA device, a maximum of twelve profiles are available.

1. Place your original documents either in the document feeder or on the document glass.
2. Press the **Services Home** button.
3. Select **Copy** on the **Services Home** screen.
4. Select the **Output Format** tab.
  - a) Select the DFA Finisher.  
The DFA Finisher Profile screen displays.
  - b) From the displayed list, select the profile for the job.  
  
If the device is an e-binder, select the binding position.
  - c) Select **Save**.
  - d) Select the desired **Face Up/Down Output** option.
5. From the Copy screen, select the desired features/options.

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.

Copy

## 7. Press **Start**.

If prompted on the UI, follow the instructions provided to correct any job submission errors. If there is a DFA problem, refer to your DFA documentation.

# Copy tab

The Copy tab contains the following features:

- Reduce/Enlarge
- Paper Supply

### Note

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

- **Copy Output**
- **2 Sided Copying**
- **Image Shift**
- **Original Type**
- **Lighten/Darken**

## Reduce/Enlarge

You can set the reduce or enlarge copy features on the Copy screen in the Reduce/Enlarge area.

1. Select the applicable reduce/enlarge ratio.
2. You can also set the Reduce/Enlarge ratio by using the up or down buttons. The ratio is displayed in the text box.

## Paper Supply Screen

You can select a paper tray that does not appear on the Paper Supply area of the Copy screen.

1. Under the **Paper Supply** feature, select the desired paper.
2. From the Paper Supply area of the Copy screen, select **More...**
3. From the list displayed, select the tray that contains the applicable paper size and paper type.
4. Select **Save** to keep your changes.

## 2-Sided Copying (Making 2-Sided Copies)

Copies of 1-sided and 2-sided documents can be made on one side or both sides.

1. From the **Copy** screen, in the **2 Sided Copying** area, make the applicable selection from the displayed buttons.
2. If Side 2 is to be rotated (head-to-foot) select the **Rotate Side 2** check box.

## Copy Output

Copy output can be defined by using the Copy Output button on the Copy screen.

1. From the Copy screen, select the **Copy Output** button.
2. From the **Hole Punch & More** screen select the applicable output features from the Hole Punch & More screen:
  - Paper Supply (The Paper Supply screen is displayed.)
  - Collation feature
  - Separator Tray
  - Staple (Available only when Collated is selected)
  - Hole Punch (Available only when Collated is selected)
  - Output/Offset Stacking
3. Select **Save** to save the changes.

## Image Shift

Image shift features are defined by using the Image Shift button on the Copy tab screen.

1. From the **Copy** screen, select the **Image Shift** button.
2. Select the applicable image shift features from the Image Shift screen.
3. When Margin Shift is selected, set the image shift parameters, using the left/right (or) up/down buttons.
4. Select **Original Orientation...** and set and save the orientation.
5. You can elect to mirror the Side 1 settings to side 2 by selecting the **Mirror Side 1** check box.
6. Select **Save** to save the changes.

## Original Type

The original-type specifications can be defined by using the Original Type button on the Copy tab screen.

1. From the **Copy** screen, select the **Original Type** button.
2. Select the applicable specifications for the original type.
3. Select **Save** to save the changes.

## Lighten/Darken

You can adjust the copy density to one of seven levels from the Copy window, in the Lighten/Darken area.

The density is adjusted by selecting either the left or right buttons.

## Image Quality

The Image Quality option contains the following features/options: Original Type, Image Options, and Background Suppression.

### Original Type

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 section, and select the desired option.

Select the **Original Type**.

- **Photo & 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.
- **Text:** Use this option if your original contains only text or line art. The result is sharper edges for the text and line art.
- **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.
- **Light Text:** Select this option for text that requires enhancement, such as handwritten pencil text.
- **Text on See-Through Paper:** Select this option to reduce blurs of tracing paper documents or to suppress background shadows of lightweight documents.

### Image Options

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

Select Image 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.

## Background Suppression

When Background Suppression is selected, the background color of documents such as newspapers and colored paper documents is erased on the copy.

### Note

When Document Type is set to Photo, the Background Suppression feature is not functional.

1. From the Copy screen, select the **Image Quality** option.
2. Select **Background Suppression**.
3. Select **Off** (No Suppression) or **Auto Suppression**.
4. Select **Save** to save the changes.

## Layout Adjustment

The Layout Adjustment section includes the following features: Book Copying, 2 Sided Book Copying, Original Size, Edge Erase, Image Shift, Image Rotation, Invert Image, and 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.

Select a **Book Copying Option**:

- **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:** Erases the shadow from the center section of the document. You can set the binding erase width in the range from 0 to 50 mm in 1 mm increments.

## 2-Sided Book Copying

This feature allows you to make 2-Sided copies of facing pages of the original bound document.

### Note

This feature and Book Copying cannot be activated simultaneously, you must use the document glass to make copies from books, magazines, or pamphlets. Do not place bound originals in the document feeder. Non-standard size documents will not be separated into two pages accurately.

1. Select **Copy** on the **Services Home** window, then select the **Layout Adjustment** tab.
2. Select **2-Sided Book Copying** and then select **On**.
3. To specify the copy start page and copy end page, select **Starting & Ending Page**.
  - **For Starting Page:** touch Left Page or Right Page.
  - **For Ending Page:** touch Left Page or Right Page.
4. To specify the **Binding Edge Erase** amount, the space between the image area and the binding, touch the plus or minus (+/-) buttons.
5. Select **Save**.

## Original Size

1. On the **Services Home** window, select **Copy**, then select the **Layout Adjustment** tab.
2. Select **Original Size**.
  - The printer can pre-scan the first page of the originals to determine the area to copy. Select **Auto Detect**.
  - If the area to be copied matches a particular paper size, select **Manual Size Input**, then select the desired paper size. To view the entire list, select the scroll arrows.
  - If the original contains pages of different sizes, select **Mixed Size Originals**.
3. Select **Save**.

## Edge Erase

You can erase content from the edges of your copies by specifying the amount to erase on the right, left, top, and bottom edge.

1. Select **Copy** on the **Services Home** window, then select the **Layout Adjustment** tab.
2. Select **Edge Erase**.
3. To erase all the edges by the same amount:
  - Select **All Edges**.
  - Select the plus or minus (+/-) buttons.
4. To specify different amounts for the edges:

- Select **Individual Edges**.
  - For each edge, select the plus or minus (+/–) buttons.
  - If you selected **2-sided copies**: to specify the amount to erase from each edge on Side 2, touch the plus or minus (+/–) buttons, or select **Mirror Side 1**.
5. To cancel edge erase, select **Print to Edge**.
  6. To specify the original's orientation as you place it in the document feeder or on the document glass, select **Original Orientation**, then select either **Upright Image** or **Sideways Image** (top to left), then select **Save**.
  7. If preset values such as **Hole Punch Erase** or **Header/Footer Erase** were previously saved, you can select the preset in the lower-left corner of the window.
  8. Select **Save**.

## Image Shift

You can change the placement of the image on the copy page. This feature is useful if the image size is smaller than the page size. Originals must be positioned correctly for image shift to work correctly.

1. Select **Copy** on the **Services Home** window, then select the **Layout Adjustment** tab.
2. Select **Image Shift**.
3. To center the image on the page, select **Auto Center**.
4. To specify the position of the image:
  - Select **Margin Shift**.
  - To specify the amount of Up/Down and Left/Right shift for **Side 1**, select the plus or minus (+/–) buttons.
  - If you selected 2-sided copies: to specify the amount to erase from each edge on Side 2, touch the plus or minus (+/–) buttons, or touch **Mirror Side 1**.
5. To specify the original's orientation as you place it in the document feeder or on the document glass, select **Original Orientation**, then select either **Upright Image** or **Sideways Image** (top to left), then select **Save**.

If preset values were previously saved, select the preset in the lower-left corner of the window.

6. Select **Save**.

## Image Rotation

If the orientation of the paper currently loaded in the tray differs from that of the document that is loaded, the machine automatically rotates the document image to make copies with the document and paper orientations matched.

1. From the Copy tab screen, select the **Layout Adjustment** tab.
2. Select **Image Rotation...**
3. Select the applicable image rotation.
4. Select **Save** to save the changes.

## Invert Image (Mirror Image/Negative Image)

Copies can be made with a negative image of the original, or with the left and right-side images of the document reversed.

1. From the **Copy** screen, select the **Layout Adjustment** tab.
2. Select **Invert Image**.  
The default is Normal Image, which does not mirror the images.
3. Select the **Mirror Image** and/or **Negative Image** option.
4. To create negative images, select **Negative Image**. The default is Positive Image, which does not print the image as a negative.
5. Select **Save** to save the changes.

### Note

When Negative Image and Edge Erase are set simultaneously, the edge erase area turns to white.

## Original Orientation

The document orientation needs to be set to indicate the top of the document.

1. From the **Copy** screen, select **Layout Adjustment**.
2. Select **Original Orientation**.
3. Select the orientation in accordance with the document that is loaded.
4. Select **Save** to save the changes.

### Note

If the Original Orientation differs from the actual document orientation, the machine may mistakenly detect the wrong side as the head of the document.

## Repeat Image

A document image can be copied on one sheet of paper repeatedly for a specified number of times.

1. On the **Services Home** screen, select **Copy**.
2. Select **Output Format**.
3. Select **Page Layout**.
4. Select **Repeat Image**.
5. Select the applicable **Repeat Image** option.
6. If Variable Repeat is required, select the correct image layout button and then set the number of columns and rows using the related buttons.
7. Select **Original Orientation**.
8. Set and save the original orientation features.
9. Select **Save** to keep your repeat-image changes.



**Tip**

When the copy ratio is set to Auto, the repeated copies of the image are reduced to fit on the selected paper. You can also specify how the repeated copies of the image are arranged.

**Note**

When making repeat copies at the same size as the document image, you can specify a number of repeats that will fit on the paper.

## Output Format

The Output Format section contains features such as Booklet Creation, Secure Watermark, Transparency Options, as well as many other output formats.

### Booklet Creation

Copies can be printed in the form of a booklet. The page images are reduced to print two images per side of each printed page. The pages can then be folded and stapled manually, or with the appropriate finisher, they can be creased and stapled automatically.

In this mode, the printer does not print the copies until it has scanned all the originals.

1. Select **Copy** on the **Services Home**, then select the **Output Format** tab.
2. Select **Booklet Creation**, then select **Booklet Options On**.
3. Under **Original Input**, select **1-Sided Originals**, **2-Sided Originals** or **2-Sided Rotated Originals**.
4. If the Office Finisher LX with Booklet Maker option is installed, select **No Crease & Staple**, **Crease & Staple** or **Crease Only**.
5. You can add margins in the center binding area to compensate for the thickness of the booklet:
  - Select **Binding Shift**, then select the plus or minus (+/–) buttons to set the shift.
  - Select **Save**.
6. To add covers, select **Covers**, then select **Blank Cover**, **Print on Both** or **1-Sided Covers Print Outside**.
  - Select the tray loaded with cover paper and the tray loaded with main body paper and select **Save**.
  - To print the copy of the last original page on the back cover for Blank Cover and Print on Both, select **Last Page on Back Cover**, then select **Save**.
7. To print the copy of the last original page on the back cover for Blank Cover and Print on Both, select **Last Page on Back Cover**, then select **Save**.
8. To enter the number of sheets for each subset, select the plus or minus (+/–) buttons, then select **Save**.

Copy

9. Offset Stacking places each stack of printed pages slightly to the left or right of the previous stack for easier separation.
  - a) Select **Output /Offset**.
  - b) Select **Center Tray Upper** or **Center Tray Lower**. For automatic creasing, select **Right Middle Tray**.
  - c) Select **Offset Stacking**, then select System **Default, No Offset, Offset Per Set** or **Offset Per Job**, then select **Save**.
10. Select **Save**.

## Perfect Binding (optional)

### Important

The Perfect Binder is available with the D110, D125, and D136 Copier/Printer. The copier/printer must use the integrated controller and not a separate print server.

### Note

The Layout Adjustment options may be useful when the completed output is a perfect bound book.

When the optional Perfect Binding feature is **On**, the following options are available:

#### Covers

Choose one of three options:

- **Blank Cover:** Select this option either for blank covers (front and back) or when using preprinted covers.
- **Print on Both:** Select this option when printing on front and back covers and on both the inside and outside of the covers.
- **1 Sided Covers, Print on Outside:** Select this option to print only on the outside of the front and back covers.

#### Cover & Book Block Size/Paper Supply

This option allows you to set the size of both the Cover and the Book Block pages and to select from which tray the paper will be supplied.

- **Cover Size:** Select the paper size of the book cover from either the standard sizes (such as 11 x 17 in./A3) or set a custom size.
- **Book Block Size:** Select the paper size of the book block pages from the standard sizes (such as 11 x 17 in./A3) or set a custom size.
- **Paper Supply:** Select the tray to use for both the cover and book block pages; these will be two different trays (one for the cover and another for the book block pages).

## Cut to Size

Select the trim amount to use for the printed and bound book; options include (refer to the UI screens to indicate the default trim amount for each option):

- **No Trim:** The book is not trimmed
- **Minor Trim:** 7 mm (0.275 in.) is removed from all three sides of the book
- **Standard Size:** Oversized stock is trimmed to 8.5 x 11 in. or A4
- **Custom Size:** Select the trim amounts in 0.1 mm (0.003 in.) increments, starting at 7 mm (0.275 in.) to 27 mm (1.062 in.) for the top and bottom, and 7 mm (0.275 in.) to 34 mm (1.338 in.) for the face.

Refer to the Perfect Binder chapter of the User Guide for specific trim and size recommendations for perfect bound books.

## Fine Adjustment

Use this option to fine tune the adjustment to the cover and/or the book block pages; options include:

- **Adjust Trim Size**
- **Adjust Trim Position**
- **Trim Angle**
- **Adjust Cover Position**

### Note

Refer to the UI screen information when using one of these options.

## Add As/Edit Preset

This option allows you to add a new preset that contains specific perfect binding information for a frequently-run perfect-bound job. Once a new preset is added, it remains in the system's memory and is available for recall and reuse when required.

This option also allows you to edit or delete already-existing perfect bound presets.

## Use Preset

As the name indicates, this option allows you to select a preexisting, perfect bound preset.

## Selecting the Perfect Binding options

1. Press the **Services Home** button.
2. Select **Copy** on the **Services Home** screen.
3. From the **Copy** screen, select the **Output Format** tab.  
The Output Format screen displays.
4. Select **Perfect Binding**.  
The Perfect Binding screen displays.
5. Select **On**.

## Copy

The Perfect Binding options are available now for selection.

**6. Select the desired **Cover** option:**

- a) Select the **Cover** button.
- b) Select one of the three Cover options: **Blank Cover, Print on Both, or 1 Sided Covers, Print on Outside.**
- c) Select **Save**.

The main Perfect Binding screen displays.

**7. Select **Cover & Book Block/Paper Supply**.**

**8. Select **Cover Size**.**

- a) Select the output size of the cover either from the **Standard Size** options or enter a **Custom Size**.
- b) Select **Save**.

The Cover & Book Block/Paper Supply screen displays.

**9. Select **Book Block Size**.**

- a) Select the output size of the book block pages from the **Standard Size** options or enter a **Custom Size**.
- b) Select **Save**.

The Cover & Book Block/Paper Supply screen displays.

**10. Select **Paper Supply**.**

- a) If using preprinted covers, select **Tray 9** for the cover paper supply.  
Ensure that the blank or preprinted cover stock is loaded into the Perfect Binder Tray 9.
- b) Select the desired tray for the book block pages.  
  
Ensure that the correct paper stock is loaded into the selected tray.
- c) Select **Save**.

The Cover & Book Block/Paper Supply screen displays.

**11. Select **Cut to Size**.**

- a) Select the desired option: **No Trim, Minor Trim, Standard Size, or Custom Size.**
- b) Select **Save**.

The Cover & Book Block/Paper Supply screen displays.

**12. If necessary, select the desired **Fine Adjustment** options and select **Save**.**

The main Perfect Binding screen displays.

**13. Select **Save**.**

The Output Format screen displays.

**14. Select other copy options as applicable (such as **Original Orientation** or **2 Sided Copying**).**

**15. Enter the desired quantity.**

**16. Press **Start** to begin the perfect bound copy job.**

17. Follow the instructions provided on the copier/printer UI to complete the perfect bound job.

## Covers

To add covers to a copy job, select different trays for the first and last page. Those trays can be loaded with heavier stock, color or pre-printed paper. The covers can be blank or printed.

The paper used for the covers must be the same size as the paper used for the rest of the document.

1. Select **Copy** on the **Services Home** window, then select the **Output Format** tab.
2. Select **Covers**.
3. To include both a front and back cover that use the same tray and printing options:
  - a) Select **Front & Back Covers**.
  - b) Select a printing option for the cover: Blank Cover, 1-Sided Covers or Print on Both.
  - c) Select the tray to use for the covers, then select the tray to use for the main body.
4. To include only a front cover or only a back cover:
  - a) Select **Front Cover Only** or **Back Cover Only**.
  - b) Select a printing option for the cover: Blank Cover, 1-Sided Covers or Print on Both.
  - c) Touch the tray to use for the covers, then touch the tray to use for the main body of the document.
5. Select **Save**.

## Page Layout

You can copy multiple original pages onto one side of a sheet of paper. The size of the page images is reduced proportionally to fit on the selected paper.

1. Select **Copy** on the **Services Home** window, then select the **Output Format** tab.
2. Select **Page Layout** and then select **Multiple Pages per Side**.
3. To select the number of original pages for each sheet of paper, select **2 Pages**, **4 Pages** or **8 Pages**. For 4 Pages Up or 8 Pages Up, select the desired **Reading Order**.
4. To change the orientation of the copies, select **Original Orientation**, then select **Upright Images** or **Sideways Images**, then select **Save**.
5. To repeat the same image on a page, select **Repeat Image**.
  - a) Select **2 Times**, **4 Times**, or **8 Times**.
  - b) To automatically calculate the number of times to repeat vertically or horizontally (based on document size, paper size, and the enlarge/reduction ratio), select **Auto Repeat**.
  - c) To specify the number of times to repeat the image vertically or horizontally, select **Variable Repeat**, then select the plus or minus (+/-) buttons. You can repeat an image between 1 to 23 times vertically (columns), and between 1 to 33 times horizontally (rows).
  - d) To change the orientation of the copies, select **Original Orientation**, then select **Upright Images** or **Sideways Images**, then select **Save**.

## Poster

This feature allows you to create a large poster by pasting the copies spread over multiple sheets together. Copied sheets are provided with a paste margin so that they can be pasted together. This paste margin is fixed to 0.4 inches (10 mm).

1. On the **Services Home** window, select **Copy**.
2. Select the **Output Format** option.
3. Select **Poster**.
4. Select **Output Size**, then touch the desired size of the poster.
5. To select the width and length enlargement percentages independently, select **Enlargement %**, then select the plus or minus (+/-) buttons. To set the width and length proportionally, select **Lock X-Y%**.
6. Select **Paper Supply** and set the applicable paper supply tray options.
7. Save the paper-supply options.
8. Select **Save** to keep your changes

### Tip

Confirm that the orientation of the document and the Original Orientation setting of the Scan Options screen are the same.

### Note

This feature is disabled when Collate is selected from the Holepunch & More screen (Copy tab, Copy Output button).

## Annotations

You can add an annotation-stamp, date, page number, and Bates Stamp to the final copies that are not included on the original document.

1. On the **Services Home** screen, select **Copy**.
2. Select **Output Format** and then select **Annotations**.
3. To insert a comment:
  - a) Select **Comment**, then select **On**.
  - b) On the next screen, select the desired comment in the list of stored comments.
  - c) To create a comment, select an <Available> comment, then select **Edit**. Using the touch screen keyboard, enter the new comment, then select **Save**.
  - d) Select **Apply To**, then select **First Page Only**, **All Pages** or **All Pages Except First**, then select **Save**.
  - e) To select the location of the comment on the page, select **Position**, then select the desired location.
  - f) Select **Save** twice.
4. To insert the current date:
  - a) Select **Date**, then select **On**.
  - b) Select the format to use for the date.

- c) To select the position of the date stamp on the page, select **Position**, then select the desired position.
  - d) To select which pages the date appears on, select **Apply To**, then select **First Page Only**, **All Pages** or **All Pages Except First**, then select **Save**.
  - e) Select **Save** twice.
5. To insert page numbers:
- a) Select **Page Numbers**, then select **On**.
  - b) To enter the starting page number, select the plus or minus (+/-) buttons.
  - c) To select which pages the page number appears on, select **Apply To**, then select **All Pages** or **All Pages Except First**, then select **Save**.
  - d) To select the position of the date stamp on the page, select **Position**, then select the desired position.
  - e) Select **Save** twice.
6. To insert a Bates Stamp:
- a) Select **Bates Stamp**, then touch **On**.
  - b) Select an existing prefix or create a new prefix.
  - c) To create a new prefix, touch an <Available> prefix, then select **Edit**. Using the touch screen keyboard, enter the new prefix, then select **Save**.
  - d) To enter the starting page number, select the plus or minus (+/-) buttons.
  - e) To select which pages the Bates Stamp appears on, select **Apply To**, then select **All Pages** or **All Pages Except First**, then select **Save**.
  - f) To select the position of the Bates Stamp on the page, select **Position**, then select the desired position, then select **Save**.
  - g) To specify the number of digits, select **Number of Digits**. To select the minimum number of digits necessary, select **Auto Assign**, then select **Save**. To select a specific number of digits, touch **Manual Assign**, then select the plus or minus (+/-) buttons to insert up to nine leading zeros, then select **Save**.
  - h) Select **Save**.
7. To specify the original's orientation as you place it in the document feeder or on the document glass, under Original Orientation, select either **Upright Images** or **Sideways Images**.
8. To change the format used for annotations:
- a) Select **Format & Style**.
  - b) To select the font point size, select the plus or minus (+/-) buttons.
  - c) Select the desired font color.
  - d) To select the placement of the annotations on the second side when printing 2-sided copies, select **Same as Side 1** or **Mirror Side 1**.
  - e) Select **Save**.
9. Select **Save**.

## Watermark

You can elect to lightly print a sequential control-number, stored watermark, date and time, or serial number on the background of each copy set as a watermark.

1. On the **Services Home** window, select **Copy**.
2. Select **Output Format** and then select **Watermark**.
3. To add a control number, select **Control Number**, select **Add**. To select the starting number, select the plus or minus (+/-) buttons.
4. Select **Save**.
5. To add a stored watermark, select **Stored Watermarks**, then select **On**. Select a stored watermark in the list, then select **Save**.
6. To print the current date and time on the copies, select **Date & Time**, select **Add**, then select **Save**.
7. To print the printer's serial number on the copies, select **Serial Number**, select **Add**, then select **Save**.
8. The watermark image is faint so the content of the page can be seen. To make the watermark visible on copies used as originals, select **Watermark Effect**, then select **Embossed** or **Outline**, then select **Save**.
9. Select **Save**.

## Secure Watermark

Secure Watermark is an optional feature and requires the purchase of an optional package. For information, contact the Xerox Customer Support Center. Secure Watermark is sometimes called Hybrid Watermark.

Secure Watermark is a security management feature that embeds a copy-protection, digital code into a document in order to restrict the document from being duplicated (copied). With the digital code, you can also determine when, from which machine, and by whom the document originated.

The following limitations or conditions apply to the Secure Watermark feature:

Secure Watermark options include:

### **Protection Code**

This option embeds a code into the document, and prevents it from being copied or scanned.

### **Stored Secure Watermark**

This option embeds hidden text into the documents. With this hidden text feature, the specified text is embedded in the entire sheet. When copying a document with hidden text, the embedded text on the printed output appears in white regardless of whether or not the optional Secure Watermark kit is installed on the machine.



- Using the Secure Watermark feature may cause print quality to deteriorate such as:
  - Colors may appear darker and
  - Resolution for text and dots (such as decimal characters and periods) may be slightly out of focus and harder to read
- The Secure Watermark feature may not function properly for a document if any of the following apply:
  - The document size is smaller than 5.5 x 8.5 in./A5.
  - The background color is not white.
  - The Watermark or Secure Watermark feature was previously used for the document.

## Tab Margin Shift

You can copy images to a tab location on tabbed paper by specifying the exact position of the tab, so that the image is copied onto the tab. Sizes of tab paper that can be copied are A4 and 8.5 to 11 in.

1. On the **Services Home** screen, select **Copy**.
2. From the **Output Format** section, select **Tab Margin Shift...**
3. Select the applicable shift feature option:
  - **Shift to Tab** - The image is only copied to the tab part of the paper.
  - **Shift All** - The whole document image is copied to the tab paper.
4. Use the +/- button to specify the shift value.
5. Select the applicable tab stock size and type.
6. Select **Add Tab Stock** to set the tab stock quantity.
7. Select **Save** to keep your choices.
  - When loading tab paper in Tray 5 (Bypass), load the paper with the side to be copied facing up and with the edge opposite to the tab to be fed first.
  - You can load the tab paper in tray 3 to 4 only when selecting Tabbed Stock 1 105-216 gsm. When loading the tab paper in tray 3 or 4, load the paper with the side to be copied facing down and with the edge opposite to the tab aligning to the left side of the tray.

## Face Up/Down Output

### 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.

## Copy

### 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.

## Identification Card Copying

This feature allows you to copy both sides of a small original, such as an identification card, onto the same side of a page.

1. Open the document feeder and place the card in the upper left corner of the document glass.
2. Close the document feeder, select **Copy** on the **Services Home** window, then select the **Output Format** tab.
3. Select **ID Card Copy**, select **On**, then select **Save**.
4. To scan side one, press the green **Start** button.
5. To scan side two, turn the card over without changing its location on the document glass, then select **Start**. Both sides of the card will then print onto the same side of a sheet of paper.

## Folding

If the machine is equipped with a folding option, you can make copies to be folded in half (single fold) or in thirds (C fold or Z fold types). Each type fold is discussed in detail in this section.

1. On the **Services Home** screen, select **Copy**.
2. Select **Output Format**.
3. Select **Folding...**
4. Select the applicable folding features:
5. Select **Save** to keep your choices.

### Note

The orientation of documents is limited to short-edge feed; therefore, you must select a paper tray set with short-edge feed stock.

## Transparency Options

This feature allows you to place a blank paper of the same size and orientation between each transparency.

 **Caution**

Xerox recommends OHP transparency film for transparent copies. Use of non-recommended films could cause machine failure or paper jams.

1. On the **Services Home** screen, select **Copy**.
2. Select **Output Format**.
3. Select **Transparency Options**.
  - Off
  - Blank Transparency Separators
  - Blank Separators and Handouts
  - Transparency Set and Handouts
4. Select the applicable transparency option.
5. Select **Paper Supply Settings** and set the paper tray features.
6. Save the paper-tray features.
7. On the Transparency Options screen, select **Save** to keep your changes.

## Job Assembly tab

### Build Job

Complex copy jobs that include a variety of originals requiring different copy settings can be produced using this feature. Each “segment” can have different copy settings. After all segments are programmed and scanned, the page images are stored temporarily in the printer. The complete copy job is then printed.

1. On the **Services Home** screen, select **Copy**.
2. Select **Job Assembly**.
3. Program and scan the first segment:
  - a) Place the originals in the document feeder or on the document glass for the first segment.
  - b) Select the desired copy settings for the first segment.
  - c) Select the **Job Assembly** tab.
  - d) Select **Build Job**, select **On**, then select **Save**.
  - e) To scan the first set of originals, press the green Start button on the control panel.
4. Program and scan additional segments:
  - a) Place the originals in the document feeder or on the document glass for the next segment, then select **Next Original**.

## Copy

- b) When printing 2-sided jobs, the start page of the next segment is set using Chapter Start. To set the start page of the next 2-sided segment, select **Chapter Start**, then choose from the following:
    - Off: the first page of the next segment prints on the next available side.
    - On: the first page of the next segment prints on Side 1 of a new sheet of paper.
    - Pages per Side-New Page: If the first segment has an odd number of pages, the second segment starts on side 1. If the first segment has an even number of pages, the second segment starts on side 2.
  - c) Select **Change Settings**. Select the settings for the segment.
  - d) To scan the next set of originals, press the green Start button on the control panel.
5. For each additional segment you wish to copy, repeat Step 3.
  6. When all segments have been scanned, in the Copy screen, select **Last Original**.

## Build Job Options

1. Select **Copy** on the Services Home window, then select the **Job Assembly** tab.
2. Select **Build Job**, then select **On**.
3. Select from:
  - **Copy Output**: Touch **Paper Supply, Stapling, Collation** and **Output/Offset** options, then touch **Save**.
  - **Booklet Creation**: Select the desired settings, then select **Save**.
  - **Covers**: Select the desired settings, then select **Save**.
  - **Annotations**: Select the desired settings, then select **Save**.
  - **Segment Separators**: To insert separator pages between segments, touch Segment Separators, then choose from the following:
    - No Separators: Separators are not inserted. Select **Save**.
    - Blank Separators: Blank separators are inserted. To specify the quantity of separators, select the plus or minus (+/-) buttons, then touch **Save**.
    - 1-Sided Separators Side 1 Only: The first page of the loaded documents is copied on the front side of a separator. Select **Save**.
    - 1-Sided Separators Side 2 Only: The first page of the loaded documents is copied on the back side of a separator. Select **Save**.
    - 2-Sided Separators: The first two pages of the loaded documents are copied onto eachside of a separator. Select **Save**.
  - **Watermarks**: Select settings, then touch **Save**.
4. Select **Save**.

## Sample Job

With a complicated copy job, it can be helpful to print a test copy before printing multiple copies. This feature prints a single copy and holds the remaining copies. After inspection of the sample, the remaining copies can be printed using the same settings, or canceled.

The sample copy is counted as part of the total quantity selected. For example, when copying a book, if 3 is entered as the number of desired copies, one copy of the book will be printed, and two other copies will be held until they are released for printing.

1. Select **Copy** on the **Services Home** window, then select the desired copy settings.
2. Select the **Job Assembly** tab.
3. Select **Sample Job**, then select **On**.
4. Select **Save**.
5. Press the green Start button on the control panel. The sample set is printed.
6. To print the remaining copies of the job, select Start, or press the green Start button on the control panel.
7. If the sample copy is unsatisfactory, select **Delete**.

## 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. Select **Copy** on the **Services Home** window. Select the desired copy settings, then enter the number of copies using the alphanumeric keypad on the control panel.
2. Select the **Job Assembly** tab, then select **Combine Original Sets**.
3. Select **On**, then select **Save**.
4. Copy the first set of originals:
  - a) If the first set of originals is not damaged, place them in the document feeder.
  - b) If the set of originals is damaged, copy them from the document glass.
5. Press the green **Start** button on the control panel. Copying begins.
6. Scan additional sets:
  - a) Use either the document feeder (if the originals are not damaged) or the document glass to copy the next set of originals.
  - b) On the Copy screen, select **Next Original**.
7. Select **Start** on the touch screen, or press the green **Start** button on the control panel.
8. When the final set has been copied, in the Combine Original Sets screen, select **Last Original**.
9. To cancel the job, select **Delete**.

## Form Overlay

You can make copies overlaying the first page of the document on the rest of the documents. For example, if the first page of the document only has a header and footer, the rest of the documents can be copied with the same header and footer.

1. From Job Assembly, select **Form Overlay**.
2. From the Form Overlay screen, select **On** or **Off**.
3. Select **Save** to keep your choices.
  - If the first page is 2-sided, only the top side is used for the form overlay.
  - The Center/Corner shift, Image shift, Delete Outside/Delete Inside, Edge Erase, Border Erase features are applied to the text body.

## Delete Outside/Delete Inside

1. Select **Copy** on the **Services Home** window.
2. Select **Job Assembly**.
3. Select **Delete Outside/Delete Inside**.
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.
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. Enter the **Quantity** and press **Start**.
11. Retrieve the copies from the output area.

## Stored Programming

Frequently used features and job settings can be saved as Stored Programming, 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 you to record the hierarchy of displayed screens for each step. For example, you could use Stored Programming to record the following actions: press the Machine Status button, and display the Print Reports screen to print reports.

- You can record up to 100 consecutive operations in each stored program.
- Up to 40 programs can be stored.
- Build Job cannot be used with Stored Programming.
- There are situations where a stored program will become invalid:
  - When default values or paper tray settings are changed in the system setting
  - When buttons are added or removed from the touch screen, since stored programming only remembers the location of a button on the screen, not the name of the button. For example, button positions can change when a job flow or job template is added or deleted
  - Changing the values of the Watermark feature when it is used in a stored program
  - Changing the password to the folder used in the stored program after it is stored.
- System Settings, Job Flow Sheets, Network Scanning, Address Book and the Browse feature for the Scan to PC cannot be used with Stored Programming.

Copy



# 5

## Scan

Features for the Scanning device are explained in this section. There are various ways to scan a job as well as where the scanned output should reside when finished.

### Simple Scanning

The simple scanning procedure involves loading documents, selecting features, scanning the job, and identifying where to store the scanned job.

#### Simple Scan Procedure

1. Load the documents.
2. From the **Services Home** window, select the applicable feature.
3. Press Start on the **Control Panel**. The print job will scan.

#### Loading Documents

The following two methods are available to load documents:

- **Document Feeder:** Single Sheet or Multiple Sheets
  - **Document Glass:** Single sheet or Bound book
1. Determine which method you are going to use to load the document.
  2. Remove any paper clips and staples before loading a document.
  3. Adjust any document guides to match the size of the document loaded.
  4. Load the documents face up for the Document Feeder, or place the document face down on the Document Glass.

#### Selecting Document Features

1. Place the document in either the Document Feeder or on the Document Glass.

2. Select the desired feature for the document.

- **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 created on CentreWare Internet Services. 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:** 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)

## Starting the Scan Job

1. Load the document into either the Document Feeder or onto the Document Glass.
2. Select the desired scanning method.
3. Select desired features from the Scan window.
4. On the Control Panel, select the **Start** button.
5. If more than one document needs to be scanned, or another page of a bound book, select **Next Original**, place the original to be scanned and select the **Start** button.
6. Continue until you are scanning the last original, select **Last Original** then select the **Start** button.
7. Select **Job Status** on the control panel to view the status of the scanned job.

## Saving the Scanned Data

When you used the **Store to Folder** service, you can use the following methods to import the file stored in a folder of the machine to your computer:

- Import using an application: Use Network Scanner Driver.
- Import using Stored File Manager 3
- Import using CentreWare Internet Services
- Import using EasyOperator

## Cancelling a Scan Job

Follow the procedure below to cancel a scan.

1. Either select **Stop** on the touch screen or press the **Stop** button on the Control Panel.
2. On the control panel, press **Cancel** to end scanning or **Start** to restart the scan.
3. Press the **Job Status** button on the control panel.
4. Select the job to cancel, and then press **Stop**.

### Note

When a scan is cancelled, scan data already stored to the mailbox is deleted.

## Preview Scanned Images of a Job

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.

## Stopping the Scan Job

1. While a scan job is in process, Press either the **Stop** button on the control panel or select **Delete** on the touch screen.
2. Select **Delete**.
3. If Delete does not appear on the screen, press the **Job Status** button on the Control Panel.
4. Select the job to cancel and select **Delete**.

## Scan Settings

1. While your scan job is scanning, you can change settings to that job by selecting **Next Original**.
2. Select **Change Settings**.
3. Select the appropriate section and make select features. The following features can be adjusted:
  - Color Scanning
  - 2 Sided Scanning
  - Original Type
  - Image Options (Lighten/Darken)
  - Image Enhancement
  - Resolution
  - Quality/File Size

## Scan

- Shadow Suppression
- Original Orientation
- Original Size
- Edge Erase
- Book Scanning
- Reduce/Enlarge

4. After your changes are complete, select **Start**.

## Scan Settings

The following settings can be set for scan jobs.

- Color Settings
- Original Type
- Resolution
- Lighten/Darken
- Original Orientation
- 2 Sided Scanning
- Original Size

### Resolution

You can select preset resolution settings.

1. From the Advanced Settings tab, select **Resolution...**
2. Specify the image resolution.
3. Select **Save**.

#### Note

When File Format > MRC High Compression or OCR is set to On, only 200 dpi and 300 dpi are available.

### Lighten/Darken

You can use the up/down buttons to adjust the density settings.

You can select the output type desired.

## Original Orientation

The document orientation needs to be set to indicate the top of the document.

1. From the Copy tab screen, select the **Layout Adjustment** tab.
2. Select **Original Orientation...**
3. Select the orientation in accordance with the document that is loaded.
4. Select **Save** to save the changes.

### Note

If the Original Orientation differs from the actual document orientation, the machine may mistakenly detect the wrong side as the head of the document.

## Original Size

You can specify the size of the document when scanning standard and custom sized documents or when making copies at a size different from that of the currently loaded document.

1. From the Copy tab screen, select the **Layout Adjustment** option.
2. Select the **Original Size** button.
3. Select the actual size of the document from the options displayed.
4. If you select a Manual Size Input, specify values for the X and Y directions.
5. Select **Save** to save the changes.

### Note

If the document size cannot be detected, a screen for inputting the document size is displayed.

## E-mail

You can scan a document and send the scanned data as an e-mail attachment.

1. Select **E-mail** from the **Service Home** screen.
2. From the E-mail tab screen, select **New Recipient...**

- OR -

3. Select **Address book...** to search for and specify recipients in the address book.
4. If you wish to add the machine as a recipient, select **Add Me**.
5. If you wish to remove or change a recipient, select the applicable recipient and then select **Remove** or **Edit...** from the pop-up menu.
6. Select **Subject...** to enter and save the E-mail subject by using the keyboard screen.
7. Select **Message...** to enter and save the E-mail message by using the keyboard screen.
8. Set the various scan features.
9. As needed, select the **Advanced Settings** tab and set and save the advanced settings.

Scan

10. As needed, select the **Layout Adjustment** tab and set and save the layout adjustments.
11. Select, set and save the various options from the **Email Options** tab.
12. Press **Start** on the control panel.

#### Note

The Mail Delivery Notification (MDN) and Split Send features in the Output Format screen are only available when using the E-mail feature.

## Address Book

1. From the **E-mail** option on the **Services Home** screen, select **Address Book**.
2. 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.
3. Specify the **To**, **CC**, or **BCC**.
4. Use the scroll-bar to navigate the Name list.
5. If needed, select **Details** to display the Details screen.
6. Select **Close**.

## Adding E-mail Recipients:

1. From the E-mail tab, select **New Recipient...**
2. Enter the new recipient(s). You can select **+Add** to add another recipient.
3. Select **Close**.

## Removing E-mail Recipients

1. From the E-mail tab, select the recipient to be deleted in the Recipient(s) list.
2. Select **Remove** from the menu.

## Subject

You can enter the Subject containing up to 128 characters for the e-mail.

1. From the E-mail tab, select **Subject...**
2. Use the keyboard to enter the e-mail subject.
3. Select **Save**.

## Message Contents

You can enter the Message contents containing up to 128 characters for the e-mail.

1. From the E-mail tab, select **Message...**
2. Use the keyboard to enter a brief message.

3. Select **Save**.

## Preview Scanned Image

1. Select **Email** from the **Services Home** window.
2. On the **Email** window, select the **Preview** check box.
3. Preview the scanned images after the document is scanned.

## Selecting an Output Color

You can set the output color to scan a document.

1. Select **Color Scanning** from the current scanning edit window.
2. 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).

## Scan Both Sides of a Document

You can scan a 1-sided or 2-sided document on one or both sides of paper. By setting the binding style, both sides are scanned in the same orientation.

1. Select **2 Sided Scanning** from the current scanning edit window.
2. 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.
3. If **More** is selected, the 2 Sided Scanning window opens. Select an option.
  - **1 Sided:** 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.

## Scan

- **Head to Toe:** Select this option when both sides of the 2-sided document are in opposite orientations.

## Original Type

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.

## Scan Presets

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 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. Using this setting results in the smallest file size and normal image quality.
- **OCR:** This setting is best used for documents that are processed by optical character recognizing software. Using this setting results 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 results 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.



# Network Scanning

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.

## Preview Scanned Images of a Job

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.

## Selecting an Output Color

You can set the output color to scan a document.

1. Select **Color Scanning** from the current scanning edit window.
2. 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).

## Scan Both Sides of a Document

You can scan a 1-sided or 2-sided document on one or both sides of paper. By setting the binding style, both sides are scanned in the same orientation.

1. Select **2 Sided Scanning** from the current scanning edit window.
2. Select an option.

## Scan

- **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.
3. If **More** is selected, the 2 Sided Scanning window opens. Select an option.
- **1 Sided:** 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.

## Original Type

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.

## Scan Presets

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 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. Using this setting results in the smallest file size and normal image quality.
- **OCR:** This setting is best used for documents that are processed by optical character recognizing software. Using this setting results 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 results 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.

### Transfer Protocol

1. From the Scan to PC option, select **Transfer Protocol**.
2. Select **FTP**, **SMB**, or **SMB (UNC Format)** as a forwarding protocol.
  - **FTP:** Transfers using the FTP 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**.

### Address Book

1. From the **E-mail** option on the **Services Home** screen, select **Address Book**.
2. 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.
3. Specify the **To**, **CC**, or **BCC**.
4. Use the scroll-bar to navigate the Name list.
5. If needed, select **Details** to display the Details screen.
6. Select **Close**.

### Browse Network for PC

Specify a destination pc by browsing your network. Selecting **Browse** displays a hierarchy consisting of available server names and folders.

1. Select **Scan to PC** from **Services Home**.

Scan

2. Select **Browse**.
3. Select the destination for saving the data. To locate a file, select **Previous** or to move to another level and view other destinations, select **Next**.

## 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.

1. On the **Scan to PC** window, select in the **Server** section of the window.
2. Enter information to identify the server using the keyboard displayed on the screen. You can also select **Address Book** to locate information.
3. For the Server name, enter a server name or IP address. When the save location is in the DFS namespace on Windows, enter a domain name or server name. Up to 64 characters are allowed.
4. 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.
5. 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.

When you select SMB (UNC Format) in Transfer Protocol, the following directory path: "\\Host Name\Shared Name\Directory Name".

6. Click in the **User Name** section of the window then 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.
7. Select in the **Password** section of the window and enter the password for the user name. Up to 32 characters are allowed.

## Scan Presets

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 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. Using this setting results in the smallest file size and normal image quality.
- **OCR:** This setting is best used for documents that are processed by optical character recognizing software. Using this setting results 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 results 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.

## 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.

## Selecting an Output Color

You can set the output color to scan a document.

1. Select **Color Scanning** from the current scanning edit window.
2. 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).

## Scan Both Sides of a Document

You can scan a 1-sided or 2-sided document on one or both sides of paper. By setting the binding style, both sides are scanned in the same orientation.

1. Select **2 Sided Scanning** from the current scanning edit window.
2. 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.
3. If **More** is selected, the 2 Sided Scanning window opens. Select an option.

## Scan

- **1 Sided:** 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.

## Original Type

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.

## Preview Scanned Images of a Job

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.

## Store to USB

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

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 for saving the data.
4. Select **Save**.
5. Select **Preview** to view the scanned images while you are scanning the document or preview saved files.

6. Select the **Color Scanning** option to set the output color to scan a document. You can choose Auto Detect, Color, Black & White, or Grayscale.
7. Select **2 Sided Scanning** 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.
8. Select **Original Type** to identify the type of document. Select Photo & Text, Text, or Photo.
9. Select **Scan Presets**. Select Sharing & Printing, Archive Record, OCR, High Quality Printing, or Simple Scan.

## Using a USB Storage Device

A commercially available Memory Card Reader with a single slot can be used for this feature, but the safe performance of this reader is not guaranteed. When a Memory Card Reader with multiple slots is used, only one particular slot is available.

The following USB memory devices are supported:

- 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

A USB memory device encrypted with software is not supported.

When a USB memory device is inserted into the USB memory slot during the Energy Saver mode, the touch screen does not light. After exiting the Energy Saver mode by pressing the Energy Saver button, insert the USB memory device again or select **Store to USB** on the **Services Home** screen.

Before removing the USB memory device, make sure that the screen indicating that data is being transferred is not displayed. If you remove the USB memory device while the data is being stored, the data in the device may be damaged. You can also view the [Job Status] screen to confirm if the data has been stored to the USB memory device.

## 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.

Scan

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 for saving the data.
5. Select **Save**.

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

## Removing the USB Device

Before removing the USB memory device, make sure that the screen indicating that data is being transferred is not displayed. If you remove the USB memory device while the data is being stored, the data in the device may be damaged. You can also view the Job Status screen to confirm if the data has been stored to the USB memory device.

## Display Details of Storage in USB

1. Select **Store to USB** on the **Services Home** window.
2. Select **Details**.
3. The folder and file names in all directories to be saved are displayed.

## Preview Scanned Images of a Job

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.

## Selecting an Output Color

You can set the output color to scan a document.

1. Select **Color Scanning** from the current scanning edit window.
2. 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).



## Scan Both Sides of a Document

You can scan a 1-sided or 2-sided document on one or both sides of paper. By setting the binding style, both sides are scanned in the same orientation.

1. Select **2 Sided Scanning** from the current scanning edit window.
2. 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.
3. If **More** is selected, the 2 Sided Scanning window opens. Select an option.
  - **1 Sided:** 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.

## Original Type

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.

## File Format

You can select a file format for scanned data.

1. From the scan window, select **File Format** and select the appropriate file format for the output data.

## Scan

- **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.
  - **TIFF:** Saves scanned data in the TIFF format.
  - **JPEG:** Saves scanned data in the JPEG format. This option is selectable when either Color or Grayscale is selected in Color Scanning.
  - **PDF:** Saves scanned data in the PDF format.
  - **DocuWorks:** Saves scanned data in the DocuWorks format.
  - **More:** Displays the **File Format** window.
2. If **More** was selected, make a selection on the additional File Format window. In addition to the previously listed file formats, you can also select:
- **Compression Method:** Allows you to select a compression method for scanned image data.
  - **MRC High Compression:** Allows you to save the PDF, DocuWorks, and XPS files with high compression.
  - **Searchable Text:** Allows you to select whether to perform character recognition in the PDF and DocuWorks files.
  - **Add Thumbnail:** Allows you to attach thumbnails to the DocuWorks and XPS files when DocuWorks or 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.
  - **Optimize For Quick Web View:** Optimizes the PDF file so that it is displayed faster on a web browser.

## Send to Folder

### Scan To

1. Press the **Log In/Out** button on the control panel or select the login information field on the touch screen.
2. Enter the user ID.
3. Select **Store & Send Link** on the **Services Home** screen.
4. The system automatically obtains the pre-registered e-mail address of the authenticated user, and it is displayed in the **Scan To** section.

### From

1. Press the **Log In/Out** button on the control panel or select the login information field on the touch screen.
2. Enter the user ID.

3. Select **Store & Send Link** on the **Services Home** screen.
4. The system automatically obtains the pre-registered e-mail address of the authenticated user.

## Subject

1. Press the **Log In/Out** button on the control panel or select the login information field on the touch screen.
2. Enter the user ID.
3. Select **Store & Send Link** on the **Services Home** screen.
4. Select **Subject**.
5. Enter a subject with up to 128 characters using the displayed keyboard.

## Message

1. Press the **Log In/Out** button on the control panel or select the login information field on the touch screen.
2. Enter the user ID.
3. Select **Store & Send Link** on the **Services Home** screen.
4. Select **Message**.
5. Enter a message with up to 512 characters using the displayed keyboard.

## Selecting an Output Color

You can set the output color to scan a document.

1. Select **Color Scanning** from the current scanning edit window.
2. 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).

## Scan Both Sides of a Document

You can scan a 1-sided or 2-sided document on one or both sides of paper. By setting the binding style, both sides are scanned in the same orientation.

1. Select **2 Sided Scanning** from the current scanning edit window.
2. Select an option.
  - **1 Sided:** Select this option to scan only one side of the document.

## Scan

- **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.
3. If **More** is selected, the 2 Sided Scanning window opens. Select an option.
    - **1 Sided:** 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.

## Preview Scanned Image

1. Select **Email** from the **Services Home** window.
2. On the **Email** window, select the **Preview** check box.
3. Preview the scanned images after the document is scanned.

# 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.

## How to store to WSD

1. On the **Services Home** window, select **Store to WSD** (Web Services on Device).
2. In the **Start Scan Job From** section, select where to start a scan job. You will select either **Computer** (a request will be sent from a network computer) or **This Device** (from the current machine).
3. If you choose to use **Computer**, then load the document onto the document glass or into the document feeder and select **Operate from Computer**.
4. Operate scanning from a network computer by using an application which supports the image loading feature (Windows Fax & Scan is an application). Scan according to the application being used. The scanned data will be sent to the specified computer.
5. Remove your originals and select **OK**.
6. If you choose to use **This Device**, load the document on the document glass or into the document feeder and select the destination from the **List of Computer** and select **Start**.
7. The scanned data will be saved at the specified destination.

## WSD Starting a Scan Job

The Store to WSD service allows you to scan documents set on the machine from a network computer. It also allows you to save the scanned data to a network computer.

You can scan documents set on the machine by sending a request from a network computer.

1. Select **Store to WSD** on the **Services Home** screen.
2. Select **Computer**.
3. Load the document on the document glass or in the document feeder, and select **Operate From Computer**.
4. The standby screen is displayed on the touch screen.
5. Operate scan from a network computer. To operate scan from a network computer, use application which supports image loading feature such as **Windows Fax and Scan**. The following describes the method using **Windows Fax and Scan** with Windows 7.
6. After being scanned, the scanned data is forwarded to the specified computer.

## WSD Storing Data from a Network Computer

You can forward the data scanned with the command from the machine to a specified computer on the network.

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**. Select destination from the list in accordance with the intended use.
4. Press the **Start** button.
5. The scanned data will be forwarded to the specified destination.
6. Check the forwarded data on the destination computer.

## Advanced Settings tab

You can set advanced setting options from the Advanced Settings tab.

1. Select **E-mail** from the All Services screen.
2. Select the **Advanced Settings** tab.
3. As needed, select the applicable options:
  - Image Options
  - Image Enhancement
  - Resolution
  - Quality/File Size

## Scan

- Photographs
- Shadow Suppression
- Color Space

## Image 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

1. Select **Image Enhancement**.
2. Set **Background Suppression** and **Contrast**.
  - Off: Scans the document backgrounds with no filtering.
  - Auto Suppression: When Color Scanning is set to Black & White, the background of a document printed on colored paper, such as newspaper, will be suppressed. When Color Scanning is set to Color, the background of a document printed on white-color paper will be suppressed.
  - Contrast: Allows you to select a contrast level from five levels between [Less] and [More]. Selecting an upper cell on the bar makes the difference between light and dark areas greater; light areas become lighter and dark areas darker. In contrast, selecting a lower cell on the bar makes the difference between light and dark areas smaller.
3. Select **Shadow Suppression**.
4. Select **Auto Suppression**.

## Resolution

You can select preset resolution settings.

1. From the Advanced Settings tab, select **Resolution...**
2. Specify the image resolution.
3. Select **Save**.

### Note

When File Format > MRC High Compression or OCR is set to On, only 200 dpi and 300 dpi are available.

## Quality/File Size

This feature allows you to select the ratio of data compression for color and grayscale scanned images.

### Note

This feature is unavailable whenever Black and White is selected.

1. From the Advanced Settings tab, select **Quality/File Size...**
2. Use the right or left button to specify the output quality/file size.

### Note

Only three compression levels are available when MRC High Compression is enabled under PDF Multiple Pages per File in File Format.

3. Select **Save**.

## Photographs

The Photographs enhancement feature is available if Color is selected from the Color Scanning section of a tab screen.

1. From the Advanced Settings tab, select **Photographs...**
2. Select **Off** or **Enhance Photographs**:
  - Off: Disables the feature.
  - Enhance Photographs: Enhances images scanned from color photographs with Output Color set to Full Color.
3. Select **Save**.

### Note

When **Enhance Photographs** is selected, Shadow Suppression and Background Suppression are not available.

## Shadow Suppression

You can use the Shadow Suppression feature to hide background colors and image bleed-through.

1. From the Advanced Settings tab, select **Shadow Suppression...**
2. Select **No Suppression** or **Auto Suppression**.
3. Select **Save**.

## Color Space

The Color Space feature is available if Color is selected from the Color Scanning section of a tab screen.

1. From the Advanced Settings tab, select **Color Space**.
2. Select **sRGB** or **Device Color Space**.
3. Select **Save**.

### Note

When this Device Color Space is selected, the factory default values are used for the Image Options, Shadow Suppression, and Image Enhancement features.

## Layout Adjustment tab

You can specify layout adjustment settings from the Layout Adjustment tab.

1. Select **E-mail** from the All Services screen.
2. Select the **Layout Adjustment** tab.
3. Select the applicable option:
  - Original Orientation
  - Original Size
  - Edge Erase
  - Book Scanning
  - Reduce/Enlarge

## Original Orientation

The document orientation needs to be set to indicate the top of the document.

1. From the Copy tab screen, select the **Layout Adjustment** tab.
2. Select **Original Orientation...**
3. Select the orientation in accordance with the document that is loaded.
4. Select **Save** to save the changes.



**Note**

If the Original Orientation differs from the actual document orientation, the machine may mistakenly detect the wrong side as the head of the document.

## Original Size

You can specify the size of the document when scanning standard and custom sized documents or when making copies at a size different from that of the currently loaded document.

1. From the Copy tab screen, select the **Layout Adjustment** option.
2. Select the **Original Size** button.
3. Select the actual size of the document from the options displayed.
4. If you select a Manual Size Input, specify values for the X and Y directions.
5. Select **Save** to save the changes.

**Note**

If the document size cannot be detected, a screen for inputting the document size is displayed.

## Edge Erase

When scanning with the document-feeder in the open position or from a book, you can remove the black shadows along the edges using the Edge Erase feature.

1. From the Layout Adjustments tab, select **Edge Erase**.
2. Select **All Edges** or **Individual Edges**:
  - **All Edges**: Erases the same amount of length from all four edges of your document. The edge erase amount is specified by the System Administrator. If you do not want to erase any edges, select [Individual Edges] and specify 0 for both the top and bottom and left and right edges.
  - **Individual Edges**: Allows you to specify the lengths to be erased from the top and bottom and left and right edges of your document. Up to 50 mm (2 inches) can be specified to each field.
3. For individual edges, you can use the up or down buttons to set the values.
4. Select the applicable Original Orientation:
  - **Upright Images** - Selects the vertical orientation, where the top of the document is orientated towards the back of the machine.
  - **Sideways Images** - Selects the horizontal orientation, where the top of the document is orientated towards the left of the machine.
5. Select **Save**.

## Book Scanning

The Book Scanning feature allows you to scan facing pages of a document on separate sheets of paper in page-number order.

1. From the Layout Adjustments tab, select **Book Scanning**.
2. From the Book Scanning screen, select the features.
3. Binding Edge Erase erases the center binding area of the book that tends to be shadowed due to the fold in the pages. Use the Left or Right buttons to set the dimensions.
4. Select **Save** to save the changes.

### Tip

You cannot use the document feeder when using this feature.

### Note

A document of non-standard size or undetectable size may not be divided exactly into two equal sizes.

## Reduce/Enlarge

The Reduce/Enlarge feature allows you specify a reduction or enlargement value for the scanned document.

1. From the Layout Adjustments tab, select **Reduce/Enlarge...**
2. Select from:
  - a) Proportional % (default):
    - In the Variable % area, specify the ratio with the up and down buttons.
    - You can also select a preselect value from the Preset % area.
    - Select Save to save the changes.
    - Enter Output Size: Select from preset standard scanning ratios to set the output size.
  - b) In the Output Size area, select the applicable preset.
  - c) Select **Save** to save the changes.

## Filing Options

### File Name

You can enter and save a file name.

1. From the E-mail Options tab, select **File Name...**
2. Use the keyboard to enter the file name.
3. Select **Save** to save the changes.

## File Format

You can select a file format for scanned data.

1. From the scan window, select **File Format** and select the appropriate file format for the output data.
  - **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.
  - **TIFF:** Saves scanned data in the TIFF format.
  - **JPEG:** Saves scanned data in the JPEG format. This option is selectable when either Color or Grayscale is selected in Color Scanning.
  - **PDF:** Saves scanned data in the PDF format.
  - **DocuWorks:** Saves scanned data in the DocuWorks format.
  - **More:** Displays the **File Format** window.
2. If **More** was selected, make a selection on the additional File Format window. In addition to the previously listed file formats, you can also select:
  - **Compression Method:** Allows you to select a compression method for scanned image data.
  - **MRC High Compression:** Allows you to save the PDF, DocuWorks, and XPS files with high compression.
  - **Searchable Text:** Allows you to select whether to perform character recognition in the PDF and DocuWorks files.
  - **Add Thumbnail:** Allows you to attach thumbnails to the DocuWorks and XPS files when DocuWorks or 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.
  - **Optimize For Quick Web View:** Optimizes the PDF file so that it is displayed faster on a web browser.

## Read Receipts

1. On the printer control panel, press the **Services Home** button.
2. Select the correct Scan option (Network Scanning, Send to Folder, and so on), then select the **Filing Options** tab.
3. Select **Read Receipts**, then select **On**.
4. Select **Save**.

## File Name Conflict

You can resolve a file-name conflict by using the File Name Conflict option.

1. Select the **Filing Options** tab.
2. Select the **File Name Conflict** option.
3. Select the appropriate option:
  - Do Not Save: Cancels the scan operation so that you may 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.
4. Select **Save**.

## Email Options tab

Set e-mail options using the E-mail Options tab.

1. Select **E-mail** from the Services Home window.
2. Select the **E-mail**.
3. Select the applicable option:
  - File Name
  - File Format
  - Reply to
  - Split Send
  - Read Receipts

## File Name

You can enter and save a file name.

1. From the E-mail Options tab, select **File Name...**
2. Use the keyboard to enter the file name.
3. Select **Save** to save the changes.

## File Format

1. From the Scan window, select the Email Options tab.
2. Enter the File Name, File Format, Reply To, and Read Receipts sections.

- **TIFF/JPEG Auto Select:** Automatically saves scanned data as TIFF or JPEG files. Full color and grayscale scanned images are stored in the JPEG format, and monochrome scanned images are saved in the TIFF format.
- **PDF Images Multiple Pages per File:** Saves multiple pages into a single file in the PDF format.
- **PDF/A:** Saves scanned data in the PDF/A format; PDF/A format is used primarily for archiving and long-term preservation.
- **Optimize PDF for Fast Web:** If you select one of the PDF file format options, the Optimize PDF for Fast Web View option is available for selection.
- The Optimize PDF for Fast Web View feature allows the user to open and view the first page of a multi-page PDF document within a web browser, while the remainder of the document continues to load in the background. This may increase the overall file size. Fast Web View restructures an Adobe PDF document for page-at-a-time downloading (byte-serving) from web servers. With page-at-a-time downloading, the web server sends only the requested page, rather than the entire PDF document. This is especially important with large documents that can take a long time to download from a server.
- Check with your web master to make sure that the web server software you use supports page-at-time downloading. To ensure that the PDF documents on your website appear in older browsers, you may also want to create HTML links (versus ASP scripts or the POST method) to the PDF documents and keep path names, or URLs, to the files at less than 256 characters.
- **TIFF File for Each Page:** Saves each page into a different file in the TIFF format.
- **mTIFF Multiple Pages per File:** Saves multiple pages into a single file in the TIFF format.
- **JPEG File for Each Page:** Saves each page into a different file in the JPEG format.
- **JPEG File for Each Page** is not available when **Color Scanning** is set to **Black & White**.
- **XPS:** Saves multiple pages into a single file in the XPS (XML Paper Specification) format.

## Reply to

Use the Reply to... feature to specify or search for a reply recipient.

1. From the E-mail Options tab, select **Reply to...**
2. Use the keyboard to enter or search for the applicable reply-to name.
3. Select **Save** to save the changes.

## Read Receipts for Email

1. On the printer control panel, press the **Services Home** button.
2. Select **E-mail**, then select the **E-mail Options** tab.
3. Select **Read Receipts**, then select **On**.
4. Select **Save**.

Scan

# 6

## Send from Folder

### Folder Operating Procedure

Two types of folders are available: **Scan & Other Jobs** and **Copy & Print Jobs**. The folders under **Scan & Other Jobs** allow you to store print files submitted by a computer and scan files. These files stored in a folder can be sent by e-mail and be retrieved from a network computer. You can also automate routine tasks, or register private folders and shared folders separately.

The folders under **Copy & Print Jobs** allow you to store copy files and print files. You can also save the files again and reprint them in a folder after editing the files or changing their settings.

### Selecting a Folder

The following describes how to select a folder under **Copy & Print Jobs**. Access to some folders may be restricted, depending on the settings of the Authentication feature.

1. Select **Send from Folder** on the **Services Home** window.
2. On the **Send From Folder** screen, select **Copy & Print Jobs**, and then select a folder.
3. Select a folder displayed on the window or select one using Go to.
4. In the **Go to** section, a folder at the top will display when you enter the 3-digit folder number with the numeric keypad.

## Checking files in Copy & Print Job

You can check or operate files stored in a folder under **Copy & Print Jobs**. Both copy and print files are displayed in folders under **Copy & Print Jobs**.

1. Select **Send from Folder** on the **Services Home** window.
2. Select a folder under **Copy & Print Jobs** on the **Send from Folder** screen.
3. Select a file.
4. Select any option.
  - **Refresh**: Displays the updated information.
  - **List**: Lists the files stored in the folder, with their stored dates and pages.
  - **Thumbnail**: Displays the images and names of the files stored in the folder.
  - **Number of Files**: Displays the number of files stored in the selected folder.
  - **Select All**: Allows you to select all the files in the folder. If you select [Select All] again, all the files are deselected.
  - **Delete**: Allows you to delete the selected files in the folder.
  - **Copy/Move**: Previews the selected file to allow you to check its details, and copy or move it to another folder.
  - **Edit Pages**: Allows you to edit the files in the folder.
  - **Merge/Batch Print**: Allows you to merge multiple files in the folder, and batch print them.
  - **Change Settings/Print**: Allows you to change the file settings before printing the files.

## Deleting Files in Copy & Print Jobs

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select **Delete**.
4. Select **Delete**.

## Copying/Moving Files in Copy & Print Jobs

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select **Copy/Move**.



4. Select any option.
  - **View Size:** Allows you to select whether to display the whole page or to enlarge the image by 200 %.
  - **Rotation:** Allows you to select an angle to preview the image from **Right 90 degrees**, **Left 90 degrees**, and **180 degrees**.
  - **Change File Name:** Allows you to change the file name.
  - **Current Page:** Allows you to specify a page to preview on the screen using [+] and [-] or the numeric keypad.
  - **First Page Only:** Allows you to print the first pages of files for confirmation.
  - **Copy:** Allows you to copy files from one folder to another.
  - **Move:** Allows you to move files from one folder to another.

## Copy

You can copy files from one folder to another.

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select **Copy/Move**.
4. Select **Copy**.
5. Select a folder to which a file will be copied, and select **Save**.

## Move

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select **Copy/Move**.
4. Select **Move**.
5. Select a folder to which a file will be moved, and select **Save**.

# Editing Files

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select **Edit Pages**.
4. Select **Delete Pages** or **Insert File/Separators**.

## Delete Pages

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select **Edit Pages**.

Send from Folder

4. Select **Delete Pages**.
5. Use the numeric keypad to select the target page to be deleted and select **Add to Delete List**.
6. Select **Delete**.

## Insert Separators

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select **Edit Pages**.
4. Select **Insert File/Separators**.
5. Select a paper tray for separators to be inserted.
6. Use [+] and [-] or the numeric keypad to enter the number of separators to be inserted, and then select **Save**.

## Chapter Start and Insert File

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select **Chapter Start + Insert File**.
4. Select a file to be inserted, and select **Save**.
5. Select **Insert File**.
6. Select a file to be inserted, and select **Save**.

## Edit List and Delete Pages

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select **Edit Pages**.
4. Select **Edit List/Delete Pages**.
5. Use [+] and [-] or the numeric keypad to select a page to be deleted, and select **Add to Delete List**.
6. Select **Delete**.

# Merging/Batch Printing Files in Copy & Print Jobs

You can merge multiple files stored in a folder under [Copy & Print Jobs], and batch print them.

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select **Merge/Batch Print**.

4. Select any option, and specify the number of print sets using the numeric keypad.
5. Select **Print**.

## File Details

Use this option to check the content of selected files.

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option from this window.
4. Select **File Details**.
5. Select any option, and specify the number of print sets using the numeric keypad.
  - **Merge**: Displays the Merge window.
  - **Merge & Print**: Displays the Merge & Print window.
  - **Print**: Merges and then prints (multiple) selected files. The merged files are not saved.

## Merge

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select **Merge/Batch Print**.
4. Select **Merge**.
5. Select any option.
  - Delete Source Files
  - Keep Source Files
  - Cancel

## Merge and Print

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select **Merge/Batch Print**.
4. Select **Merge & Print**.
5. Select any option.
  - Delete Source Files
  - Keep Source Files
  - Cancel

## Separators

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select **Merge/Batch Print**.
4. Select **Separators**.
5. Select any option.
  - No Separators
  - Blank Separators
  - Printed Separators
  - No Chapter Start
  - Separator Tray
  - Separator Quantity

## Covers

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option.
4. Select **Covers**.
5. Select any option.
  - **Front Cover:** Front covers can be attached to a merged file.
  - **Back Cover:** Back covers can be attached to a merged file.
  - **Front Cover Quantity:** Allows you to specify the number of blank sheets to be used as front covers.
  - **Back Cover Quantity:** Allows you to specify the number of blank sheets to be used as back covers.
  - **Paper Supply:** Select the trays for front and back covers from **Front Cover Tray** and **Back Cover Tray**.

## Watermark

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option.
4. Select **Watermark**.
5. Select any option.
  - **Control Number:** Select whether to print control numbers.

- **Starting Number:** Enter a value of the control number in the range from 1 to 9999. Use up and down arrows or the numeric keypad to enter a starting page number.
- **Stored Watermarks:** Select the text to be printed on copies.
- **User Account Number:** Select this check box to print a user account number.
- **Date & Time:** Select this check box to print the serial number of the machine.
- **Serial Number:** Allows you to program text effects.

## File Name

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option.
4. Select **File Name**.
5. Enter a file name using the displayed keyboard.

## Output

Use this option to program stapling/hole punching/Z fold settings before merging files.

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option.
4. Select **Output**.
5. Select any option.
  - Staple
  - Hole Punch
  - Z Fold Half Sheet
  - Output Destination/Offset

## Annotations

You can add a comment, date, and page numbers onto copies.

You can also select a comment, date, and page numbers, and their print positions from preset formats.

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option.
4. Select **Annotations**.
5. Select any option.
  - Comment

Send from Folder

- Date Stamp
- Page Numbers
- Bates Stamp

## Secure Watermark

Secure Watermark is a security management feature to embed a copy protection digital code into a document, to restrict the document to be duplicated. The digital code enables you to analyze "when," "from which machine," and "by whom" the document was output.

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option.
4. Select **Secure Watermark**.
5. Select any option.
  - Off
  - On
  - Protection Code
  - Stored Secure Watermarks: This screen allows you to embed hidden text into documents. With this hidden text feature, the specified text is embedded in the entire sheet. When you copy a document that has been copied with this hidden text feature, the embedded text on the output appears in white regardless of whether or not the Secure Watermark Kit (optional) is installed.

## Printing Files in Copy & Print Jobs

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select **Change Settings/Print**.
4. Select any option, and specify the number of print sets using the numeric keypad.

## File Details

Use this option to check the content of selected files.

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option from this window.
4. Select **File Details**.
5. Select any option, and specify the number of print sets using the numeric keypad.
  - **Merge**: Displays the Merge window.

- **Merge & Print:** Displays the Merge & Print window.
- **Print:** Merges and then prints (multiple) selected files. The merged files are not saved.

## Output

Use this option to program stapling/hole punching/Z fold settings before merging files.

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option.
4. Select **Output**.
5. Select any option.
  - Staple
  - Hole Punch
  - Z Fold Half Sheet
  - Output Destination/Offset

## Covers

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option.
4. Select **Covers**.
5. Select any option.
  - **Front Cover:** Front covers can be attached to a merged file.
  - **Back Cover:** Back covers can be attached to a merged file.
  - **Front Cover Quantity:** Allows you to specify the number of blank sheets to be used as front covers.
  - **Back Cover Quantity:** Allows you to specify the number of blank sheets to be used as back covers.
  - **Paper Supply:** Select the trays for front and back covers from **Front Cover Tray** and **Back Cover Tray**.

## Folding

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option.
4. Select **Folding**.
5. Select any option.

- **Last Saved Settings:** Holds settings at the time when the file was saved.
- **No Folding:** Does not fold copies
- **Z Fold:** Folds copies in three with the printed side inside.
- **C Fold:** Folds copies in three with the printed side outside.
- **Single Fold:** Folds copies in half.
- **Image Inside Fold:** Folds copies so that the image is printed inside.
- **Image Outside Fold:** Folds copies so that the image is printed outside.
- **Trimming:** When the Square Fold & Trimmer Module (optional) is installed, this option is displayed if you select [Single Fold]. Specify whether to trim the fore edge of booklets.

## 2 Sided Printing

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option.
4. Select **2 Sided Printing**.
5. Select any option.
  - **Last Saved Settings**
  - **1 Sided**
  - **Head to Head:** Select this option when the front and back sides of the document are in the same orientation.
  - **Head to Toe:** Select this option when the front and back sides of the document are in opposite orientations.

## Image Shift

Use this option to set a margin of white space on the top, bottom, left, and right of your copy. If you make 2-sided copies, you can set the image shift for Side 1 and Side 2 individually.

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option.
4. Select **Image Shift**.
5. Select options.

## Booklet Creation

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option.



**4. Select Booklet Creation.****5. Select any option.**

- Last Saved Settings
- Off
- Copy Booklet
- Covers
- Fold & Staple
- Paper Supply

## Annotations

You can add a comment, date, and page numbers onto copies.

You can also select a comment, date, and page numbers, and their print positions from preset formats.

**1. Select Send from Folder on the Services Home window.****2. Select Copy & Print Jobs, and then select a folder.****3. Select a file and select an option.****4. Select Annotations.****5. Select any option.**

- Comment
- Date Stamp
- Page Numbers
- Bates Stamp

## Watermark

**1. Select Send from Folder on the Services Home window.****2. Select Copy & Print Jobs, and then select a folder.****3. Select a file and select an option.****4. Select Watermark.****5. Select any option.**

- **Control Number:** Select whether to print control numbers.
- **Starting Number:** Enter a value of the control number in the range from 1 to 9999. Use up and down arrows or the numeric keypad to enter a starting page number.
- **Stored Watermarks:** Select the text to be printed on copies.
- **User Account Number:** Select this check box to print a user account number.
- **Date & Time:** Select this check box to print the serial number of the machine.
- **Serial Number:** Allows you to program text effects.

## Face Up/Down Output

Use this option to select whether prints should be output facing up or down.

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option.
4. Select **Face Up/Down Output**.
5. Select any option.
  - **Last Saved Settings**
  - **Auto**: Automatically determines whether the copies should be output facing up or down.
  - **Face Up**: Copies are output facing up and delivered from the last page.
  - **Face down**: Copies are output facing down and delivered from the last page.
  - **Face Up (Reverse Order)**: Copies are output facing up and delivered from the first page.

## Secure Watermark

Secure Watermark is a security management feature to embed a copy protection digital code into a document, to restrict the document to be duplicated. The digital code enables you to analyze "when," "from which machine," and "by whom" the document was output.

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option.
4. Select **Secure Watermark**.
5. Select any option.
  - Off
  - On
  - Protection Code
  - **Stored Secure Watermarks**: This screen allows you to embed hidden text into documents. With this hidden text feature, the specified text is embedded in the entire sheet. When you copy a document that has been copied with this hidden text feature, the embedded text on the output appears in white regardless of whether or not the Secure Watermark Kit (optional) is installed.

## Add Tab Stock

1. Select **Send from Folder** on the **Services Home** window.
2. Select **Copy & Print Jobs**, and then select a folder.
3. Select a file and select an option.
4. Select **Add Tab Stock**.

5. Select any option.
  - Last Saved Settings
  - On
  - Off
  - Number of Sheets

## Selecting a folder under Scan & Other Jobs

1. Select **Send from Folder** on the **Services Home** window.
2. On the **Send from Folder** screen, select **Scan & Other Jobs** and then select a folder.

## Checking/Operating Files in Scan & Other Jobs

1. Select **Send from Folder** on the **Services Home** window.
2. Select a folder on the **Send from Folder** screen.
3. Select the display style from **List** and **Thumbnail**.
4. Select a file.
5. Select any option.
  - Refresh
  - List
  - Thumbnail
  - Number of Files
  - Select All
  - Delete
  - File Details
  - Job Flow Settings
  - Print
  - Batch Print

## Checking File Details in Scan & Other Jobs

1. Select **Send from Folder** on the **Services Home** window.
2. Select a file on the **Folder - File List** screen.
3. Select **File Details**.
4. Select any option.
  - Whole Page
  - No Rotation
  - Change File Name
  - Current Page

## Printing Files in Scan & Other Jobs

1. Select **Send from Folder** on the **Services Home** window.
2. Select files on the **Folder - File List** screen.
3. Select **Print** or **Batch Print**.
4. Select any option. Enter the number of print sets using the numeric keypad, if necessary.
5. Select **Print**.

## Configuring/Starting Job Flow

Job Flow is a feature that allows you to register transfer settings of scan data, such as a transfer method and destination, to simplify data-transfer tasks.

Job flow sheets are categorized into two types according to the target. One type of job flow sheet targets files stored in folders, and the other type targets scan files. This section describes the first type of job flow sheet, targeting files stored in folders.

A job flow operates files stored in a folder, and starts in either of the following ways: 1) automatically start a job flow when a file is stored in a folder, or 2) select a job flow to manually operate files stored in a folder.

To automatically start a job flow, you must make a link with a folder and a job flow sheet in advance. Files are automatically processed with the job flow sheet when they are stored in the linked folder.

## Link Job Flow Sheet to Folder

1. Select **Send from Folder** on the **Services Home** window.
2. Select a job flow sheet to link to.
3. Select **Job Flow Settings**.
4. Select **Create/Change Link**.
5. Select any option.

## Job Flow Restrictions

A job flow sheet can be used by only one user, can be shared by multiple users, or can be used for only certain folders.

# Making Backups of Files in Folders

The Back-Up Tool for restored document allows you to back up documents stored in the machine's folders (mailboxes) onto your computer. You cannot use the machine while making backups.

When using backup documents on this machine, make sure that all the feature settings of the machine and the paper sizes/orientations of the paper trays are exactly the same as when backup documents were created. If restoring backup documents, the machine carries optional features that are different from the machine from which backup documents were created, backup documents may not be printed out according to the original settings.

## Setting a Password

The Back-Up Tool for restored document requires the system administrator ID and passcode when communicating with the machine. By default, the application is configured with factory default system administrator ID and passcode.

If the system administrator ID and password used on the machine are changed from the default settings, ensure that the ID and password on the Back-Up Tool application are also changed. This ensures that that both IDs and passwords (on the machine and the Back-Up Tool application) are identical.

1. Select a machine for which password is to be set, and select **Device Communication Settings** from the **Edit** menu.
2. Enter the system administrator ID in **System Administrator ID**.
3. Enter the password in **Passcode/Password** and **Confirm Passcode/Password**.
4. Select **OK**.

Send from Folder

## Job Flow

The User Interface (UI) screens shown in this guide may or may not reflect the screens displayed on your system. The UI screens vary from system to system and from marketplace to marketplace. Therefore, the UI screens in this guide are a representation of the type of screens that may be seen on your particular system.

A Job Flow Sheet allows you to process documents that are stored in private mailboxes. A Job Flow is started in the following ways:

- Automatically when a document is linked to a mailbox
- Manually selecting a Job Flow to act on documents stored in the mailbox.

To start a Job Flow, you must first link a mailbox with a specific Job Flow Sheet. When a Job Flow Sheet is set to start automatically, documents are processed automatically by the Job Flow when they appear in the mailbox.

The following conditions apply to Job Flow Sheets:

- Created Job Flow Sheets can be executed, modified, duplicated, or deleted only from the private mailbox in which it was created.
- You can register the following types of document processing in a Job Flow Sheet:
  - Specifying destinations (FTP, SMB, and e-mail)
  - Specifying multiple destinations and batch processing
  - Printing

The document processing types that you can register in a Job Flow Sheet depend on how the documents are stored in a private mailbox. See the following chart:

Input	Output			
	Printer	E-Mail	FTP	SMB
Scan	Yes	Yes	Yes	Yes
Print Stored	Yes	No	No	No

- Only the Job Flow Sheets that you have permission to execute are displayed.

- The Job Flow Sheet feature is available only when the Network Scanning Kit is installed on the machine.

### Note

For additional Job Flow Sheet information, including Authentication, and Mailboxes, see the System Administration Guide.

## Job Flow Procedures

### Creating a Job Flow Sheet

1. Press the **Machine Status** button.
2. From the tab menu, select **Tools** and select **Create Job Flow Sheet**.
3. Select **Create**.
4. The Create New Job Flow Sheet screen allows you to enter the data necessary to create a new Job Flow Sheet. Each listed option can be deleted or changed.
  - **Change Settings:** Select this to confirm or change the setting values of the selected items.
  - **Delete Settings:** This deletes the setting values of all selected items. You will be asked to confirm the delete process.
5. Select the following line items and then press **Change Settings**. Use the keypad screen to enter information.
  - a) **Name:** Set the name for the job flow using a maximum of 128 characters
  - b) **Description:** Set the description of the job flow using a maximum of 256 characters
  - c) **Keyword:** Used to search for a Job Flow Sheet using a maximum of 12 characters. For example, enter Accounting as a keyword to access any Job Flow Sheets that contain Accounting in the Job Flow name
  - d) **Send as E-mail:** Specify the recipients for the e-mail. You can specify a total of up to 100 addresses. Select from the address book numbers or by direct input by using the keypad.
  - e) **Address Book:** The recipients can be specified from address book. The specified recipient appears in Recipient Name/E-mail Address in the Send E-mail screen.
6. **New Recipient:** Specify a new recipient. The specified recipient appears in Recipient Name/E-mail Address in the **Mail Send** screen. Select the item you want to change, and select **Change Settings** to set:
  - **Subject:** If desired, set a specific subject.
  - **Delete:** This deletes all information for the selected recipients.
  - **Change Settings:** Confirm or change the selected recipients as shown in the following image.
7. **File Format:** Specify the output file format.
8. **Resend Attempts:** Set the amount of times you want to resend an E-mail or to turn off the feature:



9. Transfer via FTP (1) and Transfer via FTP (2): Specify the server where documents are sent using FTP protocols.
10. **Address Book:** When the server address is registered in the address book, you can specify the address from the address book. The specified address appears in the FTP Transfer screen. Select one of Name, Server, Save in, User Name, or Password and press the Enter Details button to display an input screen.
  - Name: 18 bytes maximum
  - Server: 64 bytes maximum
  - Save in: 128 bytes maximum
  - User Name: 32 bytes maximum
  - Password: 32 bytes maximum
  - File Format: Specify the output file format.
  - You can enter the amount of times you want the information resent using Resend Attempts.
11. **Transfer via SMB (1), Transfer via SMB (2):** Specify the server where documents are sent using SMB protocols. When the server address is registered in the address book, you can specify the address from the address book. The specified address appears in the SMB Transfer screen. Select one of Name, Server, Save in, User Name, or Password and press the Enter Details button to display an input screen
  - Select one of Name, Server, Shared Name, Save in, User Name, or Password and press the button to display an input screen.
  - The numbers of characters you can input are as follows:
    - Name: 18 bytes maximum
    - Server: 64 bytes maximum
    - Shared Name: 18 bytes maximum
    - Save in: 128 bytes maximum
    - User Name: 32 bytes maximum
    - Password: 32 bytes maximum
  - Enter Details: You can confirm or change the selected recipients.
  - File Format: Specify the output file format.
12. Selecting **Print** allows you to set options to print the linked Job Flow Sheet. Select **Off** to disable this feature.
13. Select **Save** to keep your settings. To activate the Save option, you must enter values in any of the following fields: Send as E-mail, Transfer via FTP, Transfer via SMB, Print.
14. View the newly created Job Flow Sheets and select **Exit**.

## Linking a Job Flow Sheet with a Mailbox

You can link a mailbox to a Job Flow Sheet, which instructs how the documents in the mailbox are processed.

1. Select the **Machine Status** button on the controller.
2. From the Tools tab, select **Create Mailbox**.

3. Select a mailbox that is “Not in Use” then select **Create/Delete**.
4. On the New Mailbox - Password screen, you can enter a password for mailbox access. The password must be entered once you start the Job Flow process. Enter a password of up to 20 digits using the Numeric Keypad, then select a password restriction option:
  - **Always (All Operations)**: A password is required for all Job Flow Sheet access to the mailbox.
  - **Save (Write)**: The password entry screen displays when an attempt is made to edit any document in the mailbox.
  - **Print/Delete (Read)**: The password entry screen displays when an attempt is made to print or delete any document in the mailbox.

**Note**

If you prefer not using a password, select the **Off** button. If you do not assign a passcode, all users will be allowed access to the mailbox.

5. Select **Save**.
6. Enter the following information by selecting each menu bar and pressing **Change Settings**:
  - **Mailbox Name**: Enter a mailbox name of up to 20 characters using the keypad.
  - **Check Mailbox Passcode**: Allows you to review and edit the mailbox passcode.
  - **Delete Documents After Retrieval**: You can delete documents in the mailbox after they are printed or retrieved, or after they are transferred and printed through a Job Flow Sheet.
  - **Delete Expired Documents**: Allows you to delete documents in the mailbox after a preset period of time elapses. This time period is set by the System Administrator.
  - **Link Job Flow Sheet to Mailbox**: Select and go to the next step.
7. At the Link Job Flow to Mailbox screen, select the **Create/Change Link** button.
8. Select the Job Flow Sheet that you want to link and then select **Save**.
9. At the Link Job Flow to Mailbox screen:
  - You can place a checkmark in Auto Start if you want the Job Flow Sheet to be automatically executed when a new document is saved to the mailbox. If you do not select Auto Start, you will need to press the Start button on the controller to execute the linked Job Flow Sheet.
  - Select **Close**.

**Note**

Selecting Cut Link at any time to remove Job Flow Sheet linkage.

10. The Job Flow Sheet has been linked to the mailbox. Select **Close** to exit to the Tools tab.

## Starting a Job Flow Manually

You need to start a Job Flow manually if the Job Flow Sheet was not set to automatically release when it was assigned to a mailbox.

1. Load the original document(s).
2. Select the **Services Home** button on the controller.
3. Select the Job Flow Sheets icon and if enabled by the System Administrator, select **OK**.
4. Select a listed Job Flow Sheet.
5. Press the **Start** button. The job runs and is placed in a mailbox or appropriate server.

## Job Flow Sheet Filtering

Job Flows can be filtered by authorization. See “Job Flow Sheet Types” in the System Administration Guide for more information.

1. Press the **Services Home** button.
2. Select **Job Flow Sheets** and select **OK**.
3. Select **Sheet Filtering**.
4. The following filtering options are available:
  - a) Owner options:
    - System Administrator - If this box is checked, the only Job Flow Sheets available to the System Administrator are displayed.
    - Non-System Administrator - If this box is checked, Job Flow Sheets displayed do not include those available to the System Administrator.
    - No Filtering - When both the System Administrator and Non-System Administrator boxes are checked, all the Job Flow Sheets are displayed.
  - b) Target options: Place a check in each job type you want displayed.
5. Select **Save**.

## Confirming/Changing Job Flow

You can confirm a Job Flow and temporarily change its parameters. However, only fields that have change permission, assigned when the Job Flow was created, can be edited.

1. Select **Job Flow Sheets** and select **OK**.
2. Select a listed **Job Flow** and select **Change Settings**.
  - Select to display the previous screen and select to display the next screen.
  - Select to display the first screen and select to display the last screen.
  - You can sort documents in ascending or descending order by pressing either Name or Last Updated.
  - To confirm Job Flow contents, select Details.
3. Select the group to change from the **Group of Items**. The Group window opens automatically.

## Job Flow

4. Select the items you want to change and make changes as instructed.
5. Close any open screens to keep your changes.

# 8

## Stored Programming

Frequently used features and job settings can be saved as Stored Programming, 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 you to record the hierarchy of displayed screens for each step. For example, you could use Stored Programming to record the following actions: press the Machine Status button, and display the screen the Print Reports screen to print reports.

- You can record up to 100 consecutive operations in each stored program
- Up to 40 programs can be stored.
- Build Job cannot be used with Stored Programming.
- There are situations where a stored program will become invalid:
  - When default values or paper tray settings are changed in the system setting
  - When buttons are added or removed from the touch screen, since stored programming only remembers the location of a button on the screen, not the name of the button. For example, button positions can change when a job flow or job template is added or deleted
  - Changing the values of the Watermark feature when it is used in a stored program
  - Changing the password to the mailbox used in the stored program after it is stored.
  - System Settings, Job Flow Sheets, Network Scanning, Address Book and the Browse feature for the Scan to PC cannot be used with Stored Programming.

## Storing a Program

1. Press the **Machine Status** button.

## Stored Programming

The following actions terminate the storing process:

- Pressing the **Interrupt** button on the control panel
- The Auto Reset feature causes a time-out
- A popup window (paper jam, for example) displays

### Note

Do not perform the following while storing a program; otherwise, the program may not be stored or may not function as programmed:

- Remove or insert a paper tray
- Load or reload paper in Tray 5 (Bypass)

2. From the **Setup and Calibration, Setup, Tools** section, select **Stored Programming**.

3. Select the following:

a) **Store**

b) Select a Stored Programming button from the numbered list. (Select the up and down arrows to display the previous or next screen.)

Tips when storing a program:

- When storing a program for Tray 5, store both the paper size and the paper type or the stored program may not be successfully called.
- Once a job is stored to a button it cannot be edited, it must be saved again.

4. Set the additional features. Features that are not available to use with Stored Programming will be grayed out, such as Network Scanning and Job Flow Sheets. Continue to select the **Copy** button and **OK**.

- Feature and OK button availability will depend on what buttons were enabled by the System Administrator.
- A tone is generated while registering to job memory. To change the tone volume, refer to “Stored Programming Tone” in the System Administration Guide.

5. From the Copy window, select **1 ->2 Sided** copying.

6. From the Output window, select the **Watermark** button.

7. From the Watermark screen:

- a) Select **On**.
- b) Mark the **Date & Time** box.
- c) Select **Save**.

8. Press the **Start** button to end registration and store the programming. Once you call the copy job programming, all the screens that you programmed display prior to job submission.

- One-touch buttons M01 to M40 are provided for Stored Programs 1-40.

## Deleting Stored Programs

1. Press the **Machine Status** button.
2. From the Tools section, select **Stored Programming**.
3. Select:
  - a) **Delete**
  - b) Select the Stored Program number you want to delete.
4. Select **Yes** to confirm Stored Programming deletion.
5. Select **Close**.

### Note

Deleted Stored Programs cannot be restored.

## Naming/Renaming a Stored Program

Up to 18 characters are allowed in a Stored Program name.

1. Press the **Machine Status** button.
2. From the Tools section, select **Stored Programming**.
3. Select:
  - a) **Enter/Change Name**
  - b) Select the stored program that you want to rename. Select to display the previous or next screen.
4. Enter the name, and select **Save**.
5. Confirm the name change.
6. Select **Close** to save your changes.

## Stored Program icons

You can add or change a stored program icon.

1. Press the **Machine Status** button.
2. From the Tools section, select **Stored Programming**.
3. Select:
  - a) **Assign/Change Icon**
  - b) Select the stored program to add or change the icon. Select to display the previous or next screen
4. Select an icon and then select **Save**.

The icon is added to the listed stored program.

## Calling a Stored Program

When you call a specified stored program, the last screen shown when you registered the stored program appears.

1. Press the **Services Home** button.
2. Select **Stored Programming**.
3. Select a number of a stored program containing the features you want to use. You can only select registered numbers.
4. After the stored program is called, select other features if necessary.
5. Press the **Start** button.

To use a Stored Program for a Build Job, continue.

6. Select **Change Settings**.
7. Select **Job Assembly**.
8. Select **Stored Programming**.
9. Select a number of a stored program containing the features you want to use. You can only select registered numbers.



# 9

## Media Print - Text

This chapter describes the basic procedures and features of Media Print - Text when the optional USB Enablement Kit is installed.

### Overview

The installation of the USB Enablement Kit allows the machine to retrieve and print PDF, TIFF, and XPS document files. This feature is called the Media Print feature. When a USB memory device is connected to the machine, the machine can print the data stored in the USB memory device. The Media Print feature includes the **Media Print - Text** mode that prints data stored in text format. It also includes index printing that prints a list of files retrieved in the mode.

Make sure to back up data on media. Data stored on media may be lost or damaged for the following reasons.

- When switching the machine off/on or disconnecting/connecting the USB memory device
- When receiving the effect of electrical noise or an electrical discharge
- When a failure or repair occurs
- When damage results from a natural calamity

### Supported file formats

The following file formats can be used:

- PDF - PDF 1.3 or later  
Extension: pdf
- TIFF - Grayscale 4 bit/8 bit uncompressed, 8 bit/24 bit JPEG compressed, MH/MMR compressed

## Media Print - Text

Extension: tif

- XPS files

Extension: xps

- If the medium contains more than 900 folders, the machine may not be able to recognize them correctly.
- PDF files or TIFF files cannot be printed if they are stored in folders.
- PDF files saved on a MAC OS cannot be displayed on the screen and cannot be printed.
- If a file name contains characters that are not supported by the machine, the file name will not be displayed on the screen.
- Up to 255 characters can be recognized as a file name.

## Notes and Restrictions

The following notes and restrictions apply to the use of the Media Print - Text feature:

- Printing speed depends on the size and number of files on the USB memory device.
- Before storing document files, format the media with a computer. In Media Print - Text mode, files are printed only from the directory located directly in the USB memory device. A file or folder name can be recognized even if it exceeds 8 characters.
- Do not connect multiple USB memory devices to the machine simultaneously.
- The machine does not support some types of USB memory devices, such as those with an encryption function or with multiple partitions.
- Do not connect or disconnect the USB memory device while the machine is retrieving or printing the data, or accessing the USB memory device.

## Selecting media files

1. Insert the USB memory device into the USB memory slot on the control panel of the printer.
2. Press the **Services Home** button.
3. Select **Media Print - Text**.

Do not disconnect the USB memory device while the machine is retrieving the files.

Index numbers 001 to 900 are automatically assigned to the retrieved files.

4. When the files are retrieved, select files using **Select All**, **Select From List**, **Select Range**, or **Index Print**.

The Index Print option prints a list of the selected files from the USB drive with the index numbers automatically assigned. The Index Print checkbox is enabled when certain paper supplies are selected.

5. Once the files are selected, set the printing options on the **Media Print - Text** tab and **Advanced Settings** tab.

Depending on the types of files stored in the USB memory device or the directory configuration, all files selected may not print.

## Inserting USB Memory Device

1. Insert the USB memory device into the USB memory slot on the control panel.
2. The USB Device detected screen appears. Select one of the following:
  - Store to USB
3. One of the following will occur:
  - The **USB Device Detected** screen appears.
  - The **Store to USB** screen appears.
  - The **Media Print - Text** screen appears.
  - The screen display does not change.
4. Select **Media Print - Text** on the **Services Home** screen.

## Setting the Printing Options

You can set the printing options on the Media Print - Text tab.

### Media Print - Text printing options

Tab	Item	Setting Value
	Quantity	Specify the print quantity within the range of 1 - 999, using the numeric keypad.

Tab	Item	Setting Value
Media Print - Text	Paper Supply	Auto Paper Select, Trays 1 - 5 Select Auto or a tray that holds any of the following sizes of paper: A3, B4, A4, A4 short edge feed (SEF), B5, B5 SEF, A5, A5 SEF, 8.5 x 11", 8.5 x 11" SEF, 8.5 x 14", 11 x 17" When selecting Auto, a paper tray of the size of the document is selected automatically, and the document is printed at its original size. When the tray to be used is not displayed, select More. On the screen displayed, select the desired tray. If you select More and then Tray, Paper Size and Paper Type are selectable. Paper Size A3, B4, A4, A4 SEF, B5, B5 SEF, A5, A5 SEF, 8.5 x 11", 8.5 x 11" SEF, 8 x 14", 11 x 17" Paper Type Select the paper type to be used from the list.
	2 Sided Printing	Off, Long Edge Flip, Short Edge Flip
	Pages per side	Off, 2 Pages Up, 4 Pages Up
Advanced Settings	Bitmap Smoothing	Off, On

## Index Print

In Media Print - Text mode, the file names (maximum of 2 lines and 100 characters), the dates the documents were stored on the USB memory device, and the total file quantity are printed.

For Index Print, only the print quantity can be set with the numeric pad, within the range of 1 - 999 sets.

When selecting Index Print, the following items are restricted:

Setting Item	Value
Paper Supply	Trays 1 - 5 Any of the following sizes of paper must be loaded in the selected tray: A3, A4, A4 SEF, 8.5 x 11", or 8.5 x 11" SEF
2 Sided Printing	Off
Pages per side	Not available

# 10

## Web Applications

### Web Application Overview

Web Applications is a service that allows you to access to web applications via a network using the browser on the machine in order to display and store data.

1. Select **Services Home**.
2. Select **Web Application**
3. Select an access destination.
4. Select **Open** from the pop-up menu displayed.

### Accessing Using Buttons Registered on the Services Home window

You can register frequently used web applications on the **Services Home** screen as buttons. The following describes how to access the applications by simply selecting the buttons.

1. Press the **Services Home** button.
2. Select **Head Office** registered on the **Services Home** window.



# Computer operations

## Network Printing

Print procedures vary depending on the application software you are using. For more information, refer to the documentation provided with each application.

To learn about print features, click Help in the print driver screen and refer to the online help.

### Printing with the PS print drivers

1. Load the paper in the paper tray. See the Paper and other Media chapter in the User Guide.
2. From your computer, open the document you want to print.
3. Select **File > Print**.
4. Select the desired printer.
5. Select **Properties**.
6. Select the **Paper/Output** tab.
7. Select the appropriate Paper Tray, Paper Size, and Paper Type.
8. Select the **Advanced** tab and select any Advanced Features.
9. Select **OK** to save and close the Properties window.
10. Select the desired copies/quantity and **OK** to print the job.

#### Note

For additional information, review your print driver documentation.

### Printing with the PCL print drivers

1. Load the paper in the tray. See the Paper and other Media chapter in the User Guide.
2. From your computer, open the document you want to print.
3. Select **File > Print**.

4. Select the desired printer.
5. Ensure that **Auto-Rotate** and **Center** and **Choose Paper Source by PDF page size** check boxes are clear.

**Note**

These options may not be available with your version of Adobe Acrobat or Adobe Reader.

6. Select **Properties** and select the **Paper/Output** tab.
7. Click the **Paper Select** button.
8. If Tray 3 or Tray 4 is being used, then select **Paper Settings for Auto Tray** and choose the appropriate paper type.
9. Select **OK** twice to return to the Properties screen.
10. Select the **Advanced** tab and select any Advanced Features.
11. Select **OK** to save and close the Properties window.
12. Select the desired copies/quantity and **OK** to print the job.

**Note**

For additional information, review your print driver documentation.

## Copying a job with tabs

1. Load the tab stock in Tray 5 (Bypass).
2. The Tray 5 (Bypass) screen opens automatically. Use the controller to confirm or change the paper size.
  - a) Select **Confirm** if the paper size and type displayed are correct.
  - b) Select **Change Settings** to select the correct paper settings.
3. Select the tab stock:
  - Paper Type
  - Paper Size: Select Standard Size (8.5 x11 in./A4).
4. Select **Save/Confirm** until you return to the Copy screen.
5. Select:
  - a) **Output Format** tab.
  - b) The **Output Orientation** button.
6. Select:
  - a) **Face Down**.
  - b) **Save**
7. From the Output Format tab, select **Tab Margin Shift**.
8. Select:
  - a) **Shift to Tab**: Follow the tab loading instructions and review your tab stock selections.
  - b) **Save**.



9. Enter the desired output quantity using the numeric keypad.
10. Select **Start** to begin copying.

## Network tab printing

### Network printing on tabs using the PS print drivers

1. Load the tab stock in Tray 3, Tray 4, or Tray 5 (Bypass). Refer to Loading Tab Paper in Trays in the Paper and Other Media chapter.
2. From your computer, open the document you want to print.
3. Select **File > Print**.
4. Select the desired printer.
5. Select **Properties**.
6. Select the **Paper/Output** tab.
7. Select the appropriate Paper Tray, Paper Size, and Paper Type (Select Tab Stock if using the Tray 5 manual tray, otherwise select Printer Default Type).
8. Select the **Advanced** tab and select **Advanced Features**.
9. Select **Shift tab** from the Tab Margin Shift feature.
10. Set the desired shift margin.
11. Select **OK** to save and close the Tab Margin Shift window.
12. Select **OK** to save and close the Properties window.
13. Select the desired copies/quantity and **OK** to print the job.

#### Note

For additional information, review your print driver documentation.

### Network printing on tabs using the PCL print drivers

1. Load the tab stock in Tray 3, Tray 4, or Tray 5 (Bypass). Refer to Loading Tab Paper in Trays in the Paper and Other Media chapter.
2. From your computer, open the document you want to print.
3. Select **File > Print**.
4. Select the desired printer.
5. Ensure that **Auto-Rotate** and **Center** and **Choose Paper Source by PDF page size** are unchecked.

#### Note

These options may not be available with your version of Adobe Acrobat or Adobe Reader.

6. Select **Properties** and select the **Paper/Output** tab.
7. Click the **Paper Select** button.
8. If Tray 3 or Tray 4 is being used for the tab stock, then select Paper Settings for Auto Tray and choose Tab Stock for the paper type.

9. If Tray 5 (Bypass) is being used for the tab stock, then select Tray 5 (Bypass) Settings and choose Tab Stock for the paper type.
10. Select **OK** twice to return to the Properties screen.
11. Select the **Advanced** tab and select the **Tab Margin Shift** item.
12. From the Tab Margin Shift pull-down menu, select the **Shift Tab** option.
13. Set the desired Tab margin Shift.
14. Select **OK** to save and close the Tab Margin Shift window.
15. Select **OK** to save and close the Properties window.
16. Select the desired copies/quantity and **OK** to print the job.

#### Note

For additional information, review your print driver documentation.

## E-mail print

You can send e-mail with TIFF or PDF documents attached from a computer to the machine. Received e-mail is automatically printed. This feature is called “E-mail Print.”

### Sending e-mails

This example describes how to use Outlook Express to send e-mail from a computer to each printer.

1. Use your e-mail client to create the e-mail body, and then attach a TIFF or PDF document if available.

Only plain text is permitted in the e-mail body. Change the body text format to plain text from within your e-mail client. HTML format cannot be printed.

- Attached files that do not have the “.tif” or “.pdf” extension may not print correctly.
  - Up to 31 documents can be attached.
2. Enter the mail address of the machine as the recipient.
  3. Send the e-mail.
    - The receiving printer prints the e-mail body and attached documents with the following configuration:
    - E-mail body: The PCL print driver for the machine is installed on the sending computer with a default TIFF format document attachment. Default value of logical printer configured by TIFF Memory Allocation Settings in the CentreWare Internet Services Emulation Settings.
    - PDF format document attachment: Default value of logical printer configured by Postscript Logical Printer Number in the CentreWare Internet Services Emulation Settings. Offset output specification is disabled in each case.

## Importing scanned data

There are 3 methods for importing documents from a machine mailbox to your computer.

- Importing from a TWAIN Compatible Application
- Importing from Mailbox Viewer2
- Importing using CentreWare Internet Services

### Importing from a TWAIN-compatible application

The following section describes methods for using application software to import a document stored on a machine mailbox.

The Network Scan driver is used to allow client-side application software to import documents (scan data) stored on the mailbox in the machine via the network.

#### Note

To learn about fields in the displayed dialog box, click Help and refer to the online help.

1. Launch the application software to import the document.

#### Tip

The application must support TWAIN. TWAIN is a standard for scanners and other input devices.

2. From the **File** menu, select the command used to choose the scanner (source).
3. From the Source, select **Network Scan**, and click **Select**.
4. From the **File** menu, select the command used to import the image from the scanner.
5. From the displayed list, click the scanner name of the machine, and click the **Select Scanner** button.
  - If no items are shown in the list, click Refresh. The application searches for scanners.
  - Click on Options to change the way scanner names are displayed.
6. In the Mailbox Number field, input the mailbox number (001 - 500) that contains the document you wish to import, and input a password (up to 20 digits) into the Password field.
  - When you check the Save Password check box, you can skip steps 5 to 7 the next time you select the same mailbox.
  - Clicking Change Scanner returns to step 5, where you can reselect a scanner.
7. Click **Open Mailbox**.
8. Select a document(s) to import from the list, and click Import.

### Note

Import, Refresh, and Delete are available from the menu that appears when you right-click on the list.

- When import begins, a dialog appears like the one shown at right. Scan data is forwarded from the mailbox to the client.
- Once forwarding ends, the document is loaded into the application software and is deleted from the mailbox.
- If importing one page at a time, documents that have pages not yet imported are shown in the list with an asterisk (\*).
- With the exception of DocuWorks, for most applications, the Network Scan driver expands the compressed data and passes it to the application as a BMP file.
- Whether or not to delete the document in the mailbox after forwarding can be configured.

## Changing network scan driver settings

To learn about fields in the displayed dialog box, click Help and refer to the online help.

### Configure the display method for the scanner name

You can change the display method for the scanner name shown when that scanner is selected.

1. To change the scanner name display method, click on **Options** in the scanner select dialog box and configure the display.
2. If a scanner is registered by Other Network Scanners, the scanner in a different subnetwork can be displayed.

### Configure the import method for scanned documents

You can change the display method and import method for documents when importing them from a mailbox.

To change the import method, click **Settings** in the document select dialog box, and configure the settings in the dialog box that appears.

# 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

The Active Jobs tab allows you to check or cancel current or pending jobs.

1. Select **Job Status** from the **Control Panel**.
2. Select **Active Jobs**.
3. From the **View** pull-down menu, select the desired jobs to be viewed. You can select:
  - All Jobs
  - Printer and Print from Folder Jobs
  - Scan and Internet Fax Jobs
  - Job Flow and File Transfer Jobs
4. From the displayed list, select the applicable job to view.
5. Use the up and down buttons to navigate the list.
6. If required, select **Display Time** to show the time required to process the selected 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.

## Completed Jobs

The Completed Jobs tab allows you to check that a print job has been completed successfully.

1. Select **Job Status** from the **Control Panel**.
2. Select **Active Jobs**.
3. From the **View** pull-down menu, select the desired jobs to be viewed. You can select:
  - All Jobs
  - Printer and Print from Folder Jobs
  - Scan and Internet Fax Jobs
  - Job Flow and File Transfer Jobs
4. From the displayed list, select the applicable job to view.
5. Use the up and down buttons to navigate the list.
6. Select a job and the Print Job details will display.
7. Select **Print this Job History Report** or **Print this Report** if a report is desired.

## Secure Print Jobs & More tab

This tab allows you to print confidential documents.

1. Press the **Job Status** button.
2. Select the **Secure Print Jobs & More** tab.
3. Select the applicable feature:
  - Secure Print
  - Sample Set
  - Delayed Print
  - Charge Print
4. Continue to the applicable procedure for instructions on that feature.

### Secure Print

Use this feature to print secure documents with a pass code.

1. Press the **Job Status** button.
2. Select the **Secure Print Jobs & More** tab.
3. Select the **Secure Print**. The Secure Print screen is displayed.
4. Select **Refresh** to display the latest updated information. Use the up or down buttons to navigate the list.
5. From the displayed list, select the applicable user.

6. Select **Job List**.
7. Use the keypad on the control panel to enter the passcode.
8. Select **Confirm**.

If no password code is set, the Passcode screen does not appear.

9. Use the up or down buttons to navigate the document list.
10. Select the document to print or delete.
11. If deleting a document, select **Delete**. Select **Yes** to confirm the deletion. The document is deleted.
12. If printing a document, perform the following:
  - a) Using the numeric keypad, enter the number of copies to print.
  - b) Select **Print**.
  - c) Select what to do with the document after printing:
    - **Print and Delete**: Starts printing the document. After printing, the document is removed.
    - **Cancel**: Cancels the printing of the document.

## Sample Set

This feature allows you to print one set for review before printing the entire job set.

1. Press the **Job Status** button.
2. Select the **Secure Print Jobs & More** tab.
3. Select **Sample Set**.  
The Sample Set screen is displayed.
4. Select **Refresh** to display the latest updated information.

Use the up or down buttons to navigate the list.

5. From the displayed list, select the applicable user.
6. Select **Job List**.
7. Select the document to print or delete.
8. If deleting a document, select **Delete**.  
Select **Yes** to confirm the deletion. The document is deleted.
9. If printing a document, perform the following:
  - a) Using the numeric keypad, enter the number of copies to print.
  - b) Select **Print**.  
A screen is displayed stating that the job will be deleted after printing and asking if you still want to print the job.
  - c) Select **Yes** or **No** to continue printing the job.

## Delayed Print

This feature allows you to print a job at a specified time and then delete the job.

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

2. Select **Secure Print Jobs & More** tab.
3. Select the **Delayed Print**. The Delayed Print screen is displayed.
4. Select **Refresh** to display the latest updated information. Use the up or down buttons to navigate the list.
5. From the displayed list, select the document to print at a specified time or the delayed print job to delete.
6. If deleting a document, select **Delete**. Select Yes to confirm the deletion. The document is deleted.
7. If printing a document, perform the following:
  - a) Select **Print**.

A screen is displayed stating that the job will be deleted after printing and asking if you still want to print the job.
  - b) Select **Yes** or **No** to continue printing the job.

## Charge Print

The Charge Print feature allows you to print or delete documents stored for each billing user ID.

1. Press the **Job Status** button on the Control Panel.
2. From the **Secure Print Jobs & More** tab, select **Charge Print...**
3. Select **Refresh** to display the latest updated information.
4. Use the up or down button to navigate the list. If you know the exact number of the document in the list, you can specify it directly with the numeric keypad, from the Go to box.
5. Select the needed billing user ID.
6. Select **Job List**. The Password screen is displayed.
7. Enter the passcode and select **Confirm**.
8. Select a document to print or delete from the displayed list.
9. Select the required option.
10. When finished, 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.

## Print Mode

Select Print Mode to identify the current printing mode of the printer. Select Off-Line or On-Line. Select one of the following:

**PCL Emulation:** Select Item Number and enter the number using the numeric keypad. Select the current value and select Confirm.

**PDF Select Programming:** Select Item Number and enter the number using the numeric keypad. Select the current value and select Confirm. Select a Password to save. Enter the password and select Save.

**HP-GL/2 Emulation:** Select this to retrieve programming. Select Factory Defaults or Custom Settings and select a job. Select Programming and select the item number. Select Store/Delete Programming and select a job. Either Store the Current Selections or Delete. Select Default Programming and select either Factory Defaults or Custom Settings.

## 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.

## Machine Status

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 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.**

## Machine Status



# 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

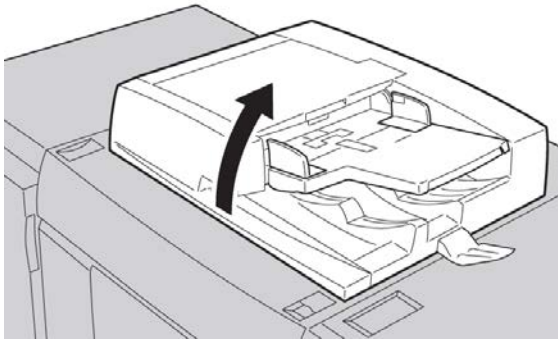
1. Wipe the exterior with a soft cloth moistened with water. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.



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.

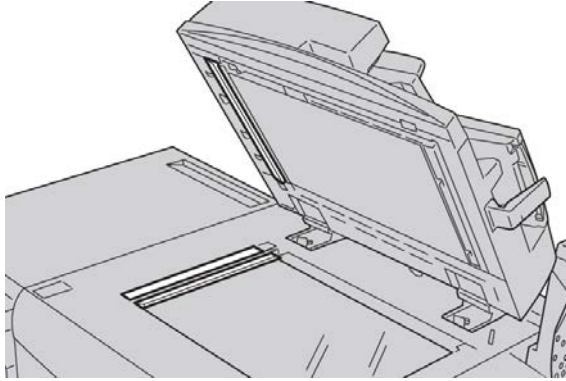


- b) To remove dirt, wipe the document cover with a soft cloth moistened with water and then wipe it dry with a soft cloth. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.



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.

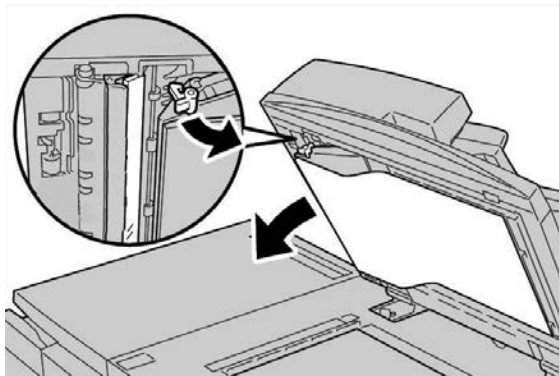


**!** **Caution**

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

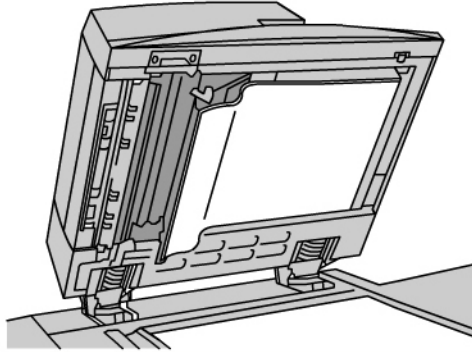
**3. Cleaning the second-side scanning lens assembly**

- 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.

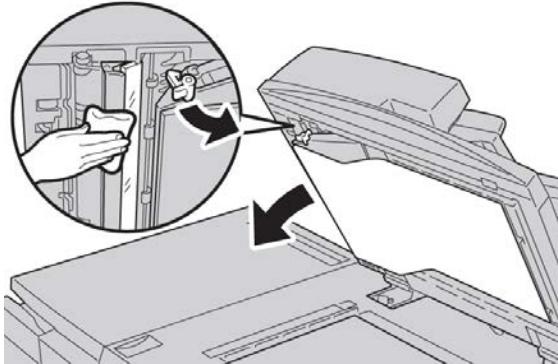


## Maintenance

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.



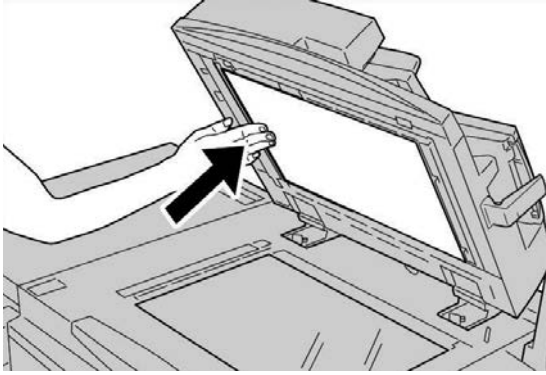
### **Caution**

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.

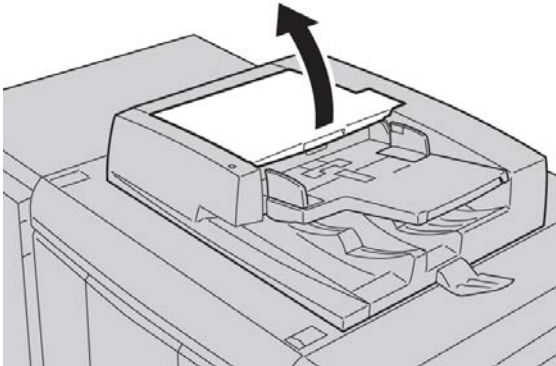


If you touch the document cover with your bare hands, wipe it clean before closing the document feeder.

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.

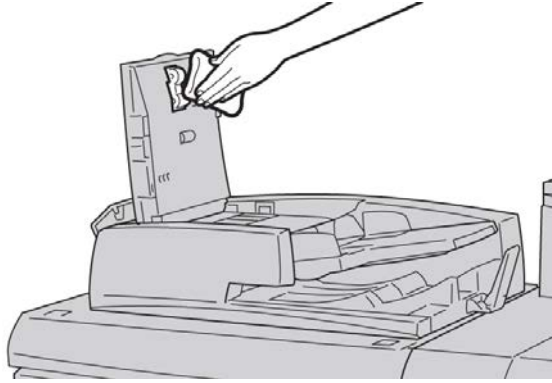


2. While turning the rollers, gently clean them with a soft cloth moistened with water.

### **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.

## Cleaning the Fuser Stripper Fingers

### Note

It is recommended to read through all of the installation instructions before performing this procedure.

### Note

It is recommended to perform this operation prior to powering up the machine for the day. However, if it is necessary to perform it during the day, to avoid injury, wait approximately 50 minutes from the time the machine is powered off to allow the machine to cool down.

Fuser oil can cause irritation upon contact with the eye. Make sure to wash your hands thoroughly with soap and water after completing this procedure. Be careful not to touch other areas of the machine after servicing the Fuser area.

1. Make sure that the machine has stopped copying / printing, and then power the machine off.
2. Allow the machine to cool for approximately 50 minutes.
3. Open the front door.
4. Move handle 2 to the right and down to the unlocked position.
5. Pull the drawer out until it stops.
6. Lift the 2c handle.
7. Carefully clean the six yellow stripper fingers with a clean, dry, lint free cloth by using a pinching grip between your finger and thumb to wipe the underside of the stripper fingers.



8. Return the 2c handle to its original position.
9. Clean the input baffles to the Transfer and Fuser.



10. Wipe the Fuser input baffle.



11. Wipe the Transfer input baffle.





12. Grasp handle 2, push in on the drawer, and then move the handle to the left and up to the locked position.
13. Close the front door.

## Replacing consumable supplies

### Ordering supplies

Xerox supplies, paper, and throughput material can be ordered from Xerox by going to [www.xerox.com](http://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](http://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)

- Black Toner Cartridge; reorder quantity: 1/box
- Toner Waste Bottle; 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

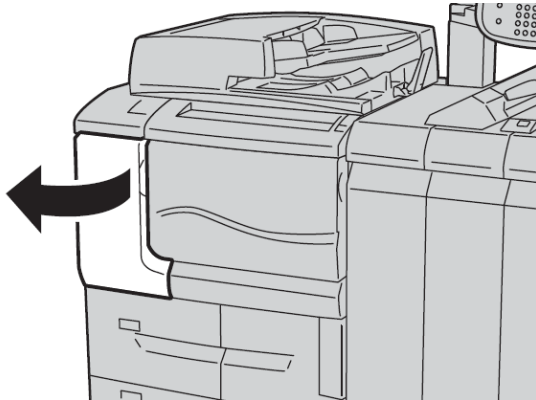
If image quality (IQ) issues are on the output, refer to the problem solving chapter of the user guide for specific IQ problems and their related corrective actions.

## Replacing the toner cartridge

### Warning

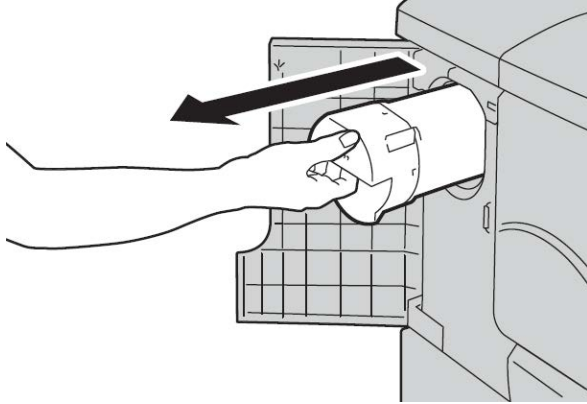
Replace a toner cartridge while the machine is ON. Before replacing a cartridge, ensure that the machine is given time to cool down. Failure to do so may result in burns to the skin if certain parts of the machine are touched.

1. Open the left cover of the machine.

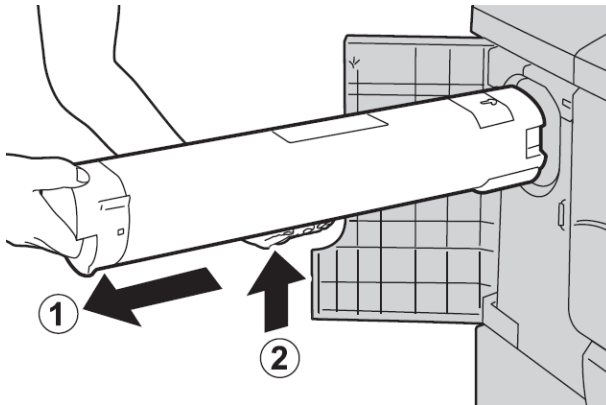


2. Lay paper on the floor before removing the cartridge. This will allow any excess toner to fall on the paper.

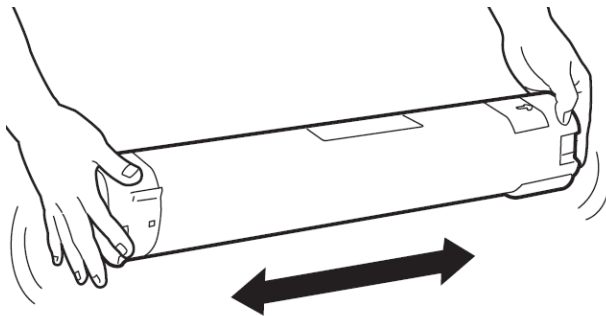
3. Grasp the handle of the toner cartridge.



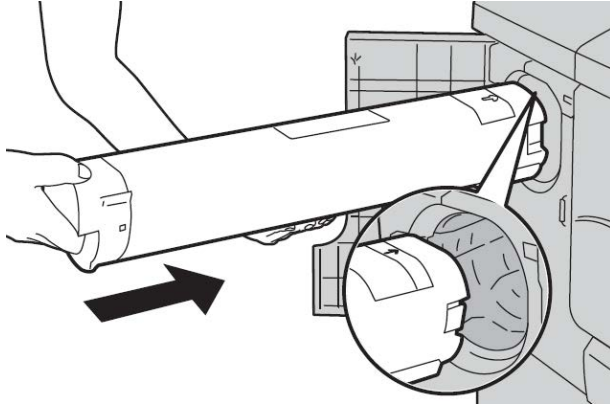
4. Pull out the toner cartridge slowly (1), while holding the bottom of the cartridge with one hand (2).



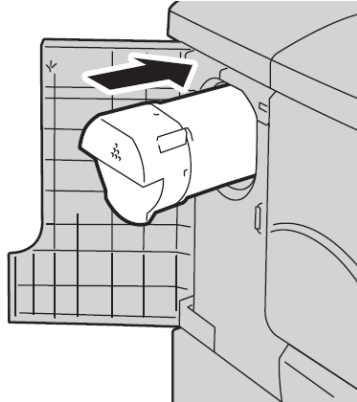
5. Dispose the old toner cartridge as normal office waste or recycle the cartridge.
6. Remove the new cartridge from the box and shake it from side to side to even out the toner inside.



7. Hold the cartridge with the arrow mark facing up.



8. Push the cartridge in slowly until it stops.



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.

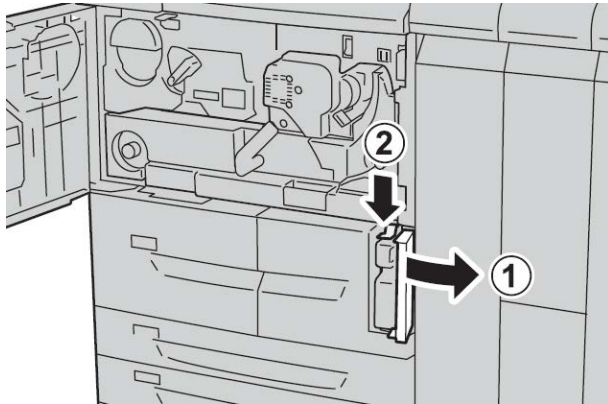
## Replacing the toner waste container

A message displays on the UI when the toner waste container is full. If you continue copying or printing without replacing it, the machine stops after copying or printing (approximately 18,000 sheets).

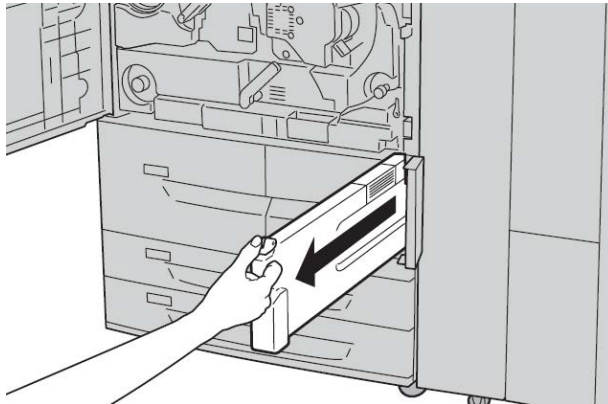
1. Make sure that the machine has stopped copying/printing, then open the front cover on the machine.



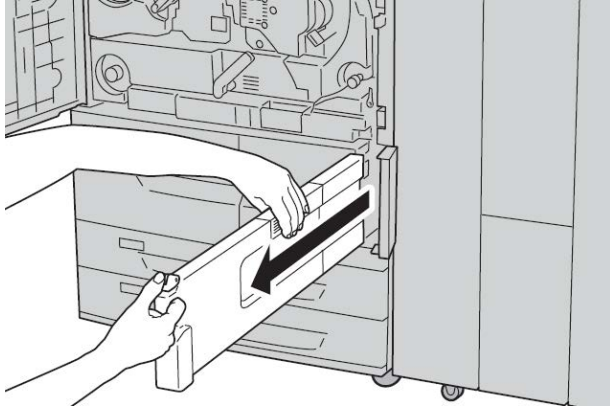
2. Open the toner waste container cover and push the lever down.



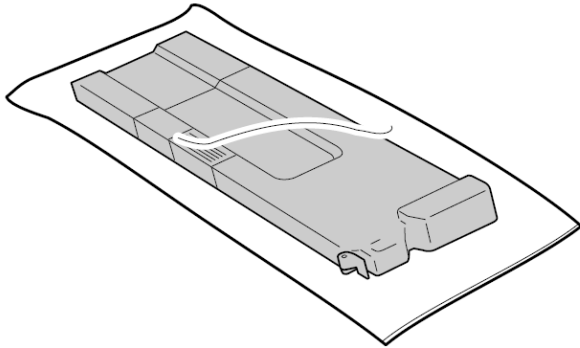
3. Grasp the handle of the toner waste container with one hand, and pull it out of the machine about half way.



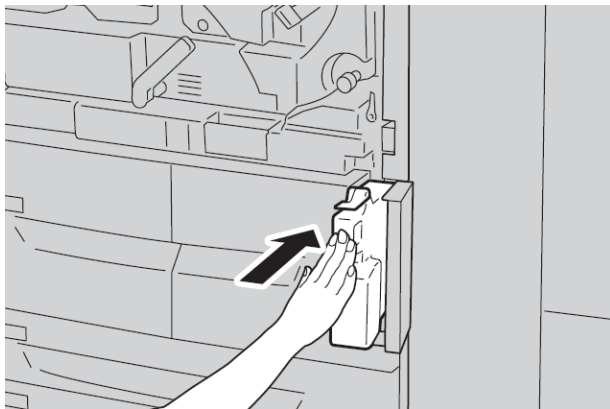
4. With the other hand, grasp the top, middle part of the bottle, and then using both hands, pull the entire container out of the machine.



5. Hold the used container firmly with both hands and put it into the plastic bag, which is provided with the new container. Close the bag and dispose of the container according to your local regulations.



6. Remove the new container from its packaging.
7. Do not grip the container handle. Grasp the top, middle part of the new container and slide it into the machine until it snaps into position.



8. Close the toner waste container cover.
9. Close the front cover.

## Maintenance

A message displays and the machine will not operate if the front cover is open even slightly.

# 15

## 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.

#### Information about paper jams

Review the following list to address paper jams:

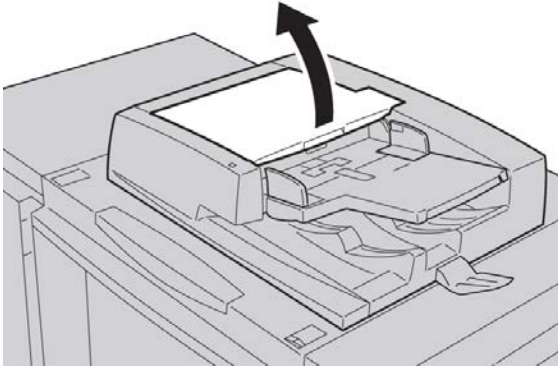
- When paper jams inside the machine, the machine stops and an alarm sounds.
- Follow the instructions displayed on the controller to remove the jammed paper.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- If a piece of jammed paper remains inside the machine, the paper jam message will remain on the display.
- Paper jams can be removed with the machine still powered on. When the power is turned off, all information stored to the machine's memory will be erased.
- Do not touch components inside the machine. This can cause print defects.
- After clearing a paper jam, printing is automatically resumed from the state before the paper jam occurred.
- If a paper jam occurred during copying, press the **Start** button. Copying is resumed from the state before the paper jam occurred.

#### **Warning**

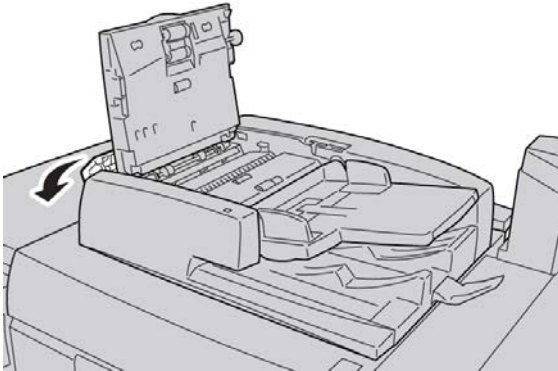
When removing jammed paper, make sure that no pieces of jammed paper are left in the machine. A piece of paper remaining in the machine can cause fire. If a piece of paper is stuck in a hidden area or paper is wrapped around the fuser unit or rollers, do not remove it forcefully. You can get injured or burned. Switch off the machine immediately and contact the Customer Support Center.

## Document feeder jams

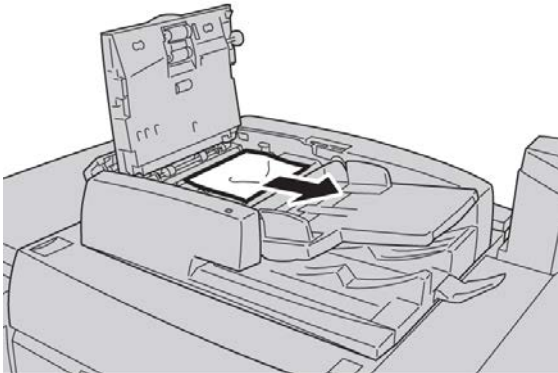
1. Gently lift the latch of the document feeder top cover until it is completely open.



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

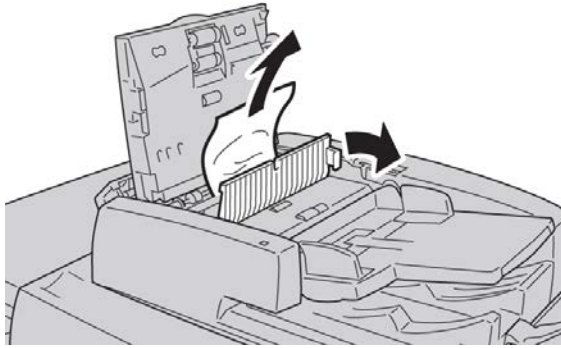


3. If the document is not caught in the entry of the document feeder, then remove it.





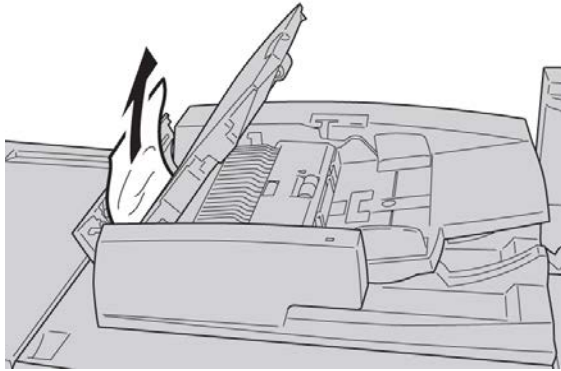
4. If instructed to open the inner cover, lift up the lever, and open the inner cover. Remove the jammed document.



**Note**

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

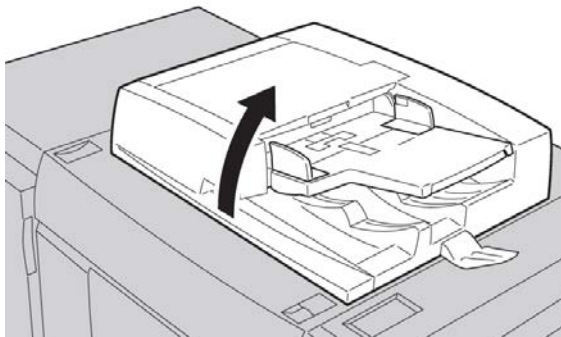
5. If the jam is inside of the left cover, remove the jammed document.



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

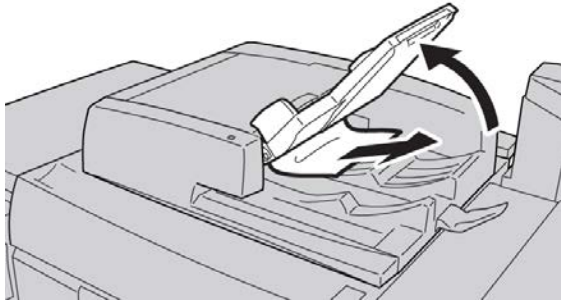
- Inner cover
- Top cover
- Left cover

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



## Problem solving

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



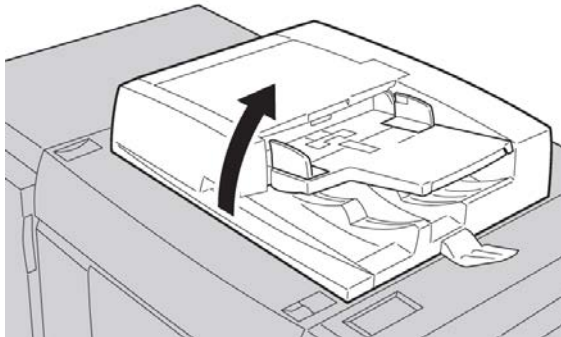
10. Gently return the feeder tray to its original position.
11. After removing the jammed document, follow the instructions to reload the entire document set into the document feeder.

### Note

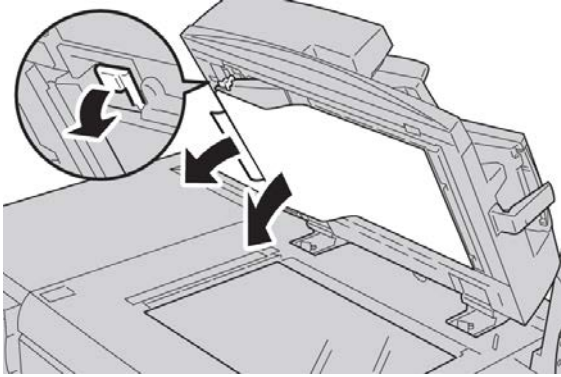
Ensure that there are not any torn, wrinkled, or folded documents in the document set. To scan torn, wrinkled or folded documents, use the Document Glass, only. The already scanned document sheets are automatically skipped and scanning resumes from the document sheet last scanned prior to the jam.

## Document jams under the document feeder belt

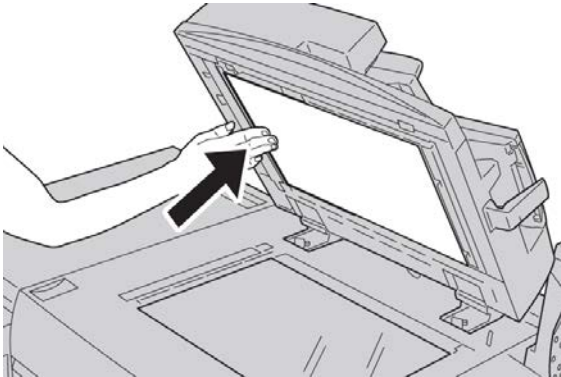
1. Open the document feeder.



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**

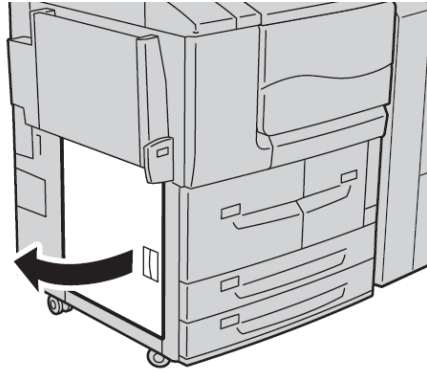
Ensure that there are not any torn, wrinkled, or folded documents in the document set. To scan torn, wrinkled or folded documents, use the Document Glass, only. The already scanned document sheets are automatically skipped and scanning resumes from the document sheet last scanned prior to the jam.

## Lower left cover jams

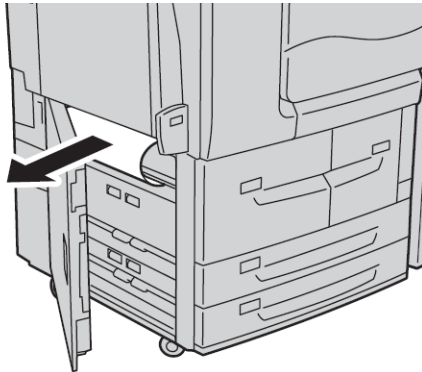
### Note

This procedure shows how to clear a jam without either the optional HCF (Trays 6/7) or optional OHCF (Trays 6/7) being present. If you have either an HCF or an OHCF, open the front cover to optional Trays 6/7 to access this area.

1. Open the lower left cover



2. Remove the jammed paper.



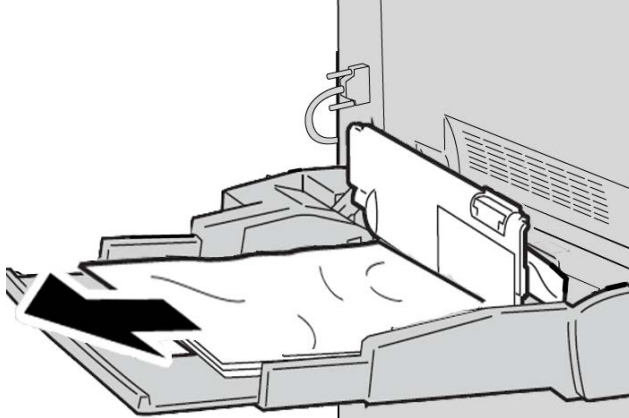
3. Close the lower left cover.

## 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.

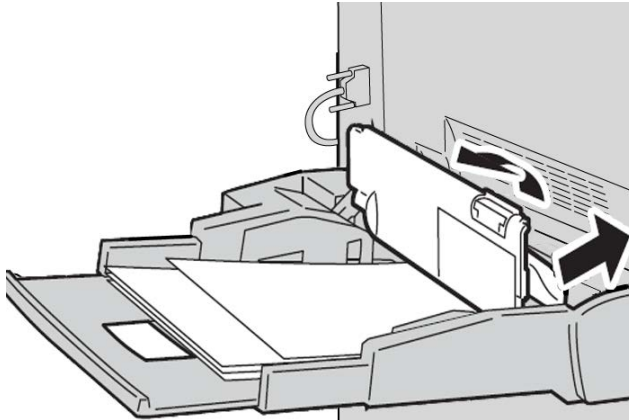
1. Remove the jammed paper and any paper that is loaded from the Bypass tray.



### Note

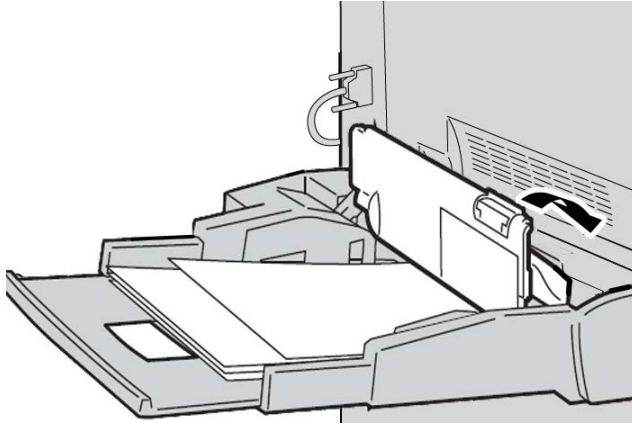
If paper is torn, check inside the machine and remove it.

2. Open the tray cover and remove jammed paper.



Problem solving

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.

## Paper jams in Trays 1-4

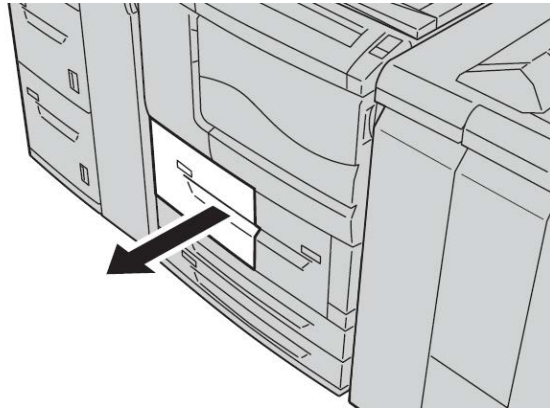
### Tip

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

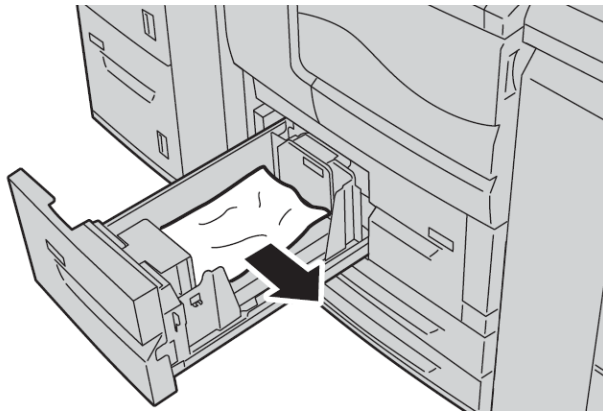
1. Pull out the tray where the paper jam occurred.

### Note

To avoid tearing paper, review where the paper jam occurred before pulling out a tray. Torn paper remaining inside the machine can cause machine malfunction.



2. Remove the jammed paper and any torn pieces.



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

## Paper jams in transport unit 4

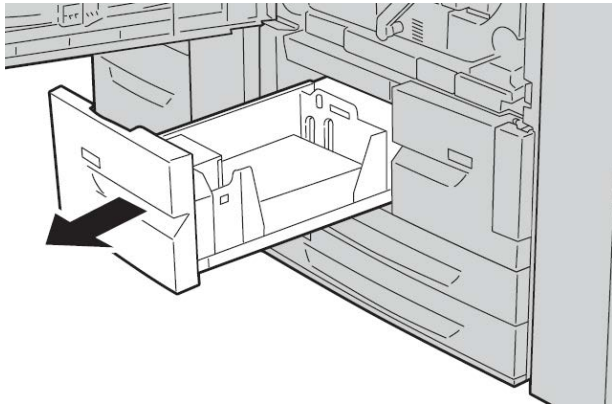
### Tip

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

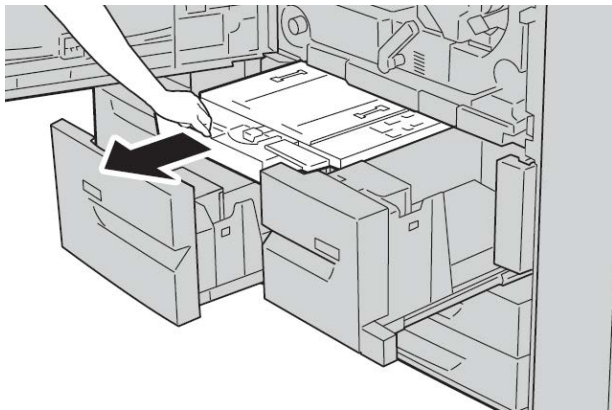
1. Make sure that the machine has stopped printing before opening the front cover.



2. Pull out Tray 1.



3. Pull out Transport Unit 4. Tray 2 will come out as you pull out transport unit 4.



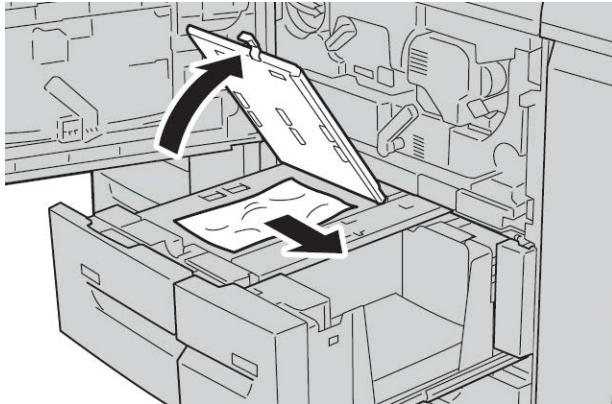
4. Lift up lever 4a and then remove the jammed paper.



**Note**

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

5. Return lever **4a** to the original position.



6. Push Tray 2 in gently until it comes to a stop. Transport unit 4 will be inserted simultaneously.
7. Push Tray 1 in gently until it comes to a stop.
8. Close the front cover completely. The machine will not operate if the front cover is open even slightly.

### Paper jams in duplex module 3

**Tip**

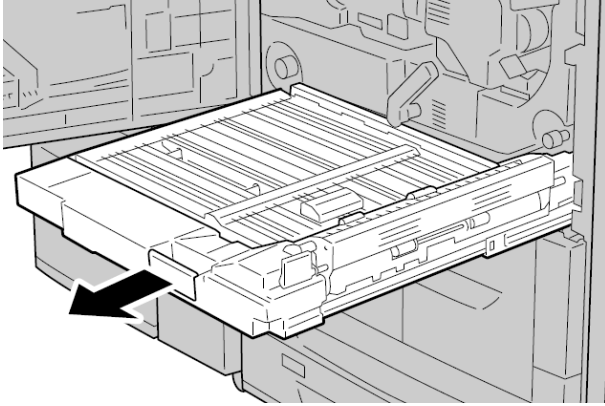
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your copy/print jobs.

1. Make sure that the machine has stopped printing before opening the front cover.



## Problem solving

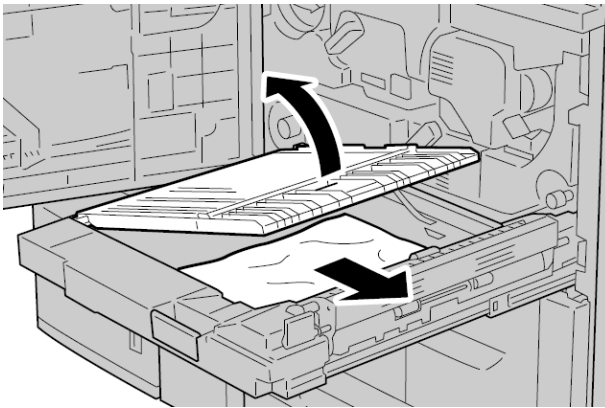
2. Pull out duplex module 3.



3. Move the release lever 3a to remove the jammed paper.

### Note

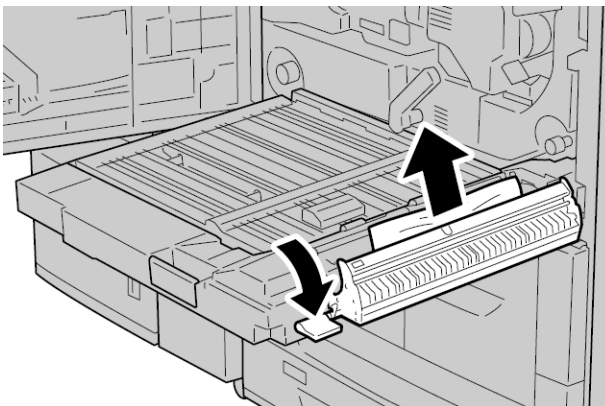
If paper is torn, check inside the machine and remove it.



4. Move lever 3b to the right and then remove the jammed paper.

### Note

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



5. Push the duplex module in gently until it comes to a stop.
6. Return all levers to their starting positions.

7. Close the front cover completely. The machine will not operate if the front cover is open even slightly.

## Paper jams inside the main unit

### Tip

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

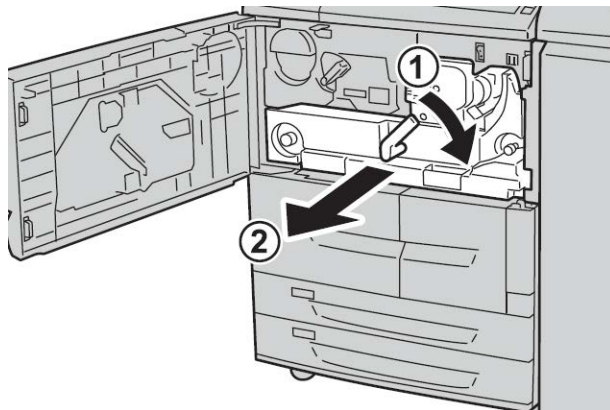
### ⚠ Warning

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

1. Make sure that the machine has stopped printing before opening the front cover.

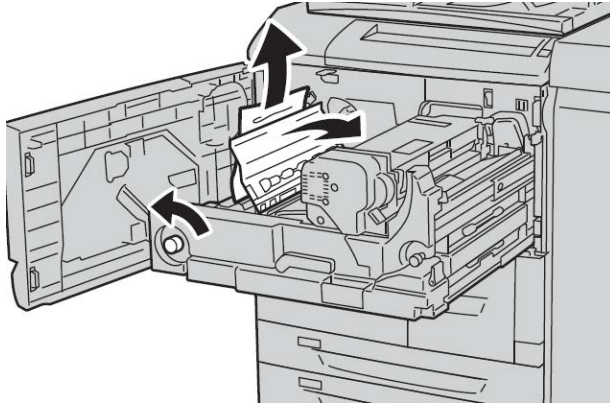


2. Turn the green lever at the center of the transfer module to the right until it is in the horizontal position and then pull the transfer module out to the end.

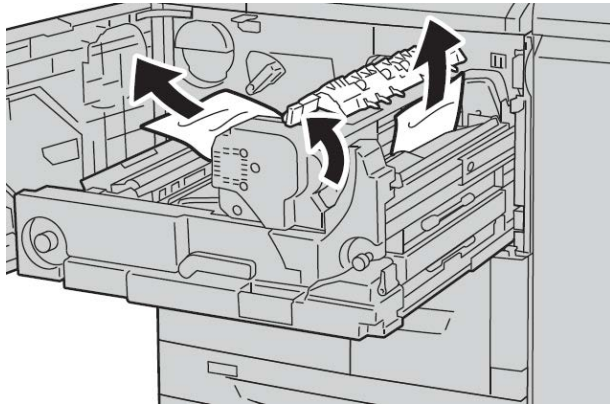


Problem solving

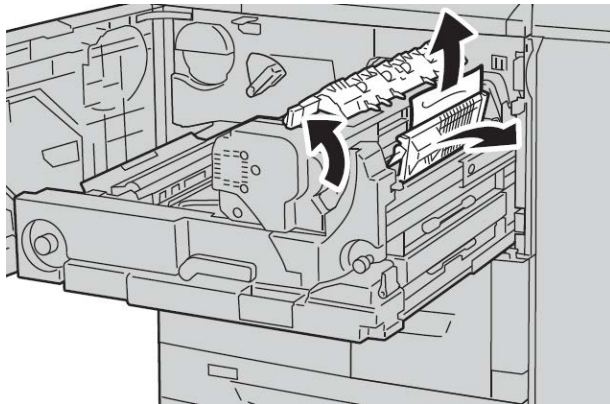
3. Lift up lever **2b** to remove jammed paper. Then turn knob **2a** to remove jammed paper.



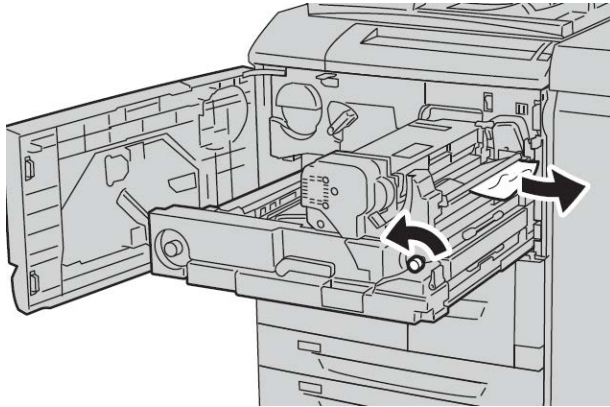
4. If paper is jammed at the top of the transfer module or inside the fuser unit, remove the paper by pulling it out toward the left. If the paper cannot be removed, lift up the lever **2c** and then try removing it



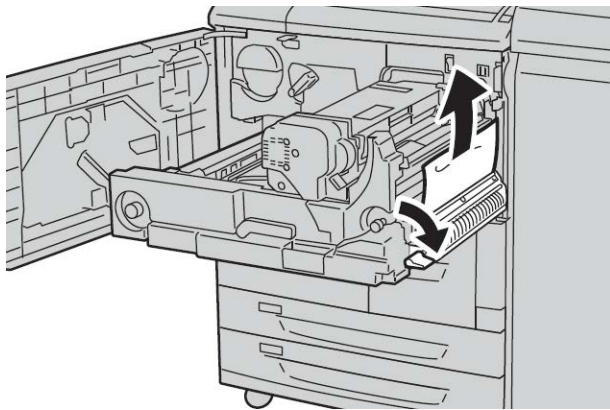
5. Lift up the lever **2c** as necessary, shift the lever **2d**, and then remove the jammed paper.



- Turn the knob **2f** as necessary and then remove the jammed paper.



- Shift lever **3b** on the right of the fuser unit as necessary and then remove the jammed paper.

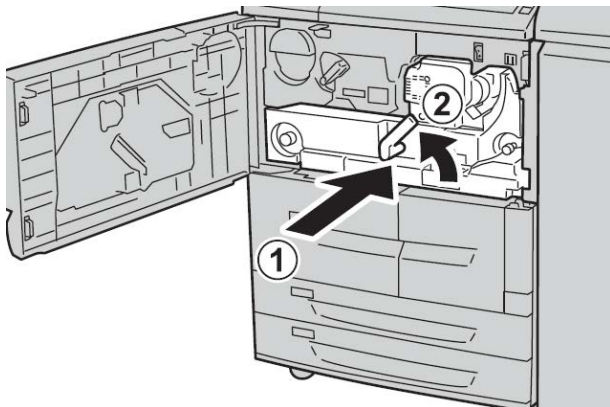


If the jammed paper remains inside and it is difficult to remove, pull out the duplex module after returning the transfer module to the original position. Then try again.

- Insert the transfer module completely and turn the green lever **2** to the left.

**Note**

If the lever cannot be turned, pull the transfer module to the middle and insert it again.



9. Close the front cover completely. The machine will not operate if the front cover is open even slightly.

## Fault codes

Fault code	Cause and Remedy
002-770	Cause: Unable to process 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 resolution or scan area size.
003-753	Cause: The selected resolution was too large for scanning mixed size originals using document feeder. Remedy: Decrease Scan Resolution to 200dpi or less, and rescan.
003-754	Cause: An error occurred in the document scanner. Remedy: Reprocess the job.
003-755	Cause: An error occurred in the document scanner. Remedy: Reprocess the job.
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.
003-764	Cause: No document is scanned by Form Overlay. Remedy: Prepare 2 documents or more.
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.
005-275 005-280 005-281 005-282 005-283 005-284	Cause: An error occurred in the document feeder. Remedy: Power-cycle the machine. Contact the Customer Support Center.

Fault code	Cause and Remedy
016-210 016-211 016-212 016-213 016-214 016-215 016-216 016-217 016-218 016-219	Cause: An error occurred in the software settings. Remedy: Power-cycle the printer. Contact the Customer Support Center.
016-220 016-221 016-222 016-223 016-224 016-225 016-226 016-227 016-228 016-229 016-230 016-231 016-232 016-233 016-234 016-235 016-236 016-237 016-238 016-239 016-240 016-242 016-300 016-336	Cause: An error occurred in the document scanner. Remedy: Power-cycle the machine. If the document scanner error is not corrected, contact the Customer Support Center.
016-415 016-416	Cause: An error occurred in the machine. Remedy: Power off/power on the machine. If the document scanner error is not corrected, contact the Customer Support Center.
016-450	Cause: The SMB host name already exists. Remedy: Change the host name. For information about network settings, refer to the System Administration Guide.
016-453 016-454	Cause: Unable to retrieve IP address from DNS. Remedy: Check the DNS configurations and IP address retrieve method. For information about network settings, refer to the System Administration Guide.
016-503	Cause: Unable to resolve SMTP server name during E-mail send. Remedy: Check that the SMTP server settings from CWIS are correct. Also, check the DNS server settings.



Fault code	Cause and Remedy
016-504	Cause: Unable to resolve POP3 server name during E-mail send. Remedy: Check that the POP3 server settings from CWIS are correct. Check the DNS server settings.
016-505	Cause: Unable to login to POP3 server during mail send. Remedy: Check that the user name and password used in the POP3 server from CWIS are correct.
016-506	Cause: An error occurred while running a job. Remedy: Cancel the job and re-run it. If error continues, contact the Customer Support Center.
016-701	Cause: PCL print data could not be processed due to insufficient memory. Remedy: Reduce resolution, cancel 2 Sided printing or N up, and try to print again. Refer to the online help for the print driver.
016-702	Cause: PCL print data could not be processed due to insufficient print page buffer. Remedy: Take one of the following actions: Set Print Mode to Speed Priority. Use Ensure Print. Increase the size of the print page buffer. Add additional memory. For information about print modes and print guarantees, refer to the online help for the print driver. For information about memory, refer to Allocate Memory in the System Administration Guide.
016-703	Cause: Mail specifying a non-registered or invalid mailbox number was received. Remedy: Take one of the following actions: Request the sender to register the mailbox with the specified number. Request the sender to send to a valid mailbox.
016-704	Cause: Documents stored in the mailbox have reached the hard disk capacity limit. Remedy: Remove unnecessary documents from the mailbox, and save the document.
016-705	Cause: Secure print documents cannot be registered because of hard disk malfunction. Remedy: Contact the Customer Support Center.
016-706	Cause: The maximum number of Secure Print users has been exceeded and no space is available on the hard disk. Remedy: Remove unnecessary documents stored on the printer, and delete unnecessary Secure Print users.
016-707	Cause: Unable to sample print because the feature expansion kit is not installed or has malfunctioned. Remedy: A feature expansion kit is needed to use the Sample Print feature. If the kit is malfunctioning, contact the Customer Support Center.
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.
016-709	Cause: An error occurred during PCL processing. Remedy: Retry printing.



Fault code	Cause and Remedy
016-710	Cause: Delayed Print documents cannot be registered because of hard disk malfunction. Remedy: Contact the Customer Support Center.
016-711	Cause: The configured maximum e-mail size has been exceeded. Remedy: Take one of the following actions and resend the e-mail: <ul style="list-style-type: none"> <li>• Decrease document pages</li> <li>• Reduce the Scan Resolution</li> <li>• Reduce the Scan Magnification</li> <li>• Have the system administrator increase your Maximum Send E-mail Data Size</li> </ul>
016-712	Refer to 003-751.
016-713	Cause: The password set to the mailbox and the inputted password were not in agreement. Remedy: Enter the correct password.
016-714	Cause: Specified mailbox does not exist. Remedy: Create a mailbox or specify the existing mailbox.
016-716	Cause: Unable to spool TIFF file because of insufficient disk space. Remedy: Remove unnecessary documents and users stored on the printer and then attach the hard disk. When attaching a hard disk, contact the Customer Support Center.
016-718	Cause: PCL print data could not be processed as there was insufficient memory. Remedy: Reduce resolution, cancel 2 Sided printing or N up, and retry printing.
016-719	Cause: PCL print data could not be processed as there was insufficient memory. Remedy: Increase the size of the print page buffer.
016-720	Cause: The PCL print data included a command which cannot be processed. Remedy: Confirm the print data and try to print again.
016-721	Cause: An error occurred during print processing. Probable causes are as follows: 1. Printing was instructed by Automatic Tray Selection when Paper Type Priority is set to Automatic Tray switching Off for all paper in the Common Settings. 2. ESC/P command error Remedy: For 1, 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. For 2, check print data. Refer to "Paper Type Priority" in the System Administration Guide.
016-722	Cause: Unsupported staple position is specified. Remedy: Confirm the position, and specify the print data again.
016-723	Cause: Unsupported punch position is specified. Remedy: Confirm the position, and specify the print data again.
016-728	Cause: An unsupported tag was included in the TIFF file. Remedy: Check the print data.

Fault code	Cause and Remedy
016-729	Cause: Unable to print because the number of colors/resolution of the TIFF file exceeds the allowed range. Remedy: Change the number of colors/resolution for the TIFF file, and specify the print data again.
016-730	Cause: Detected a command not supported by ARTIV. Remedy: Check the print data, remove the offending command, and try to print again.
016-731	Cause: Unable to print TIFF data because it was interrupted. Remedy: Retry printing.
016-732	Cause: Unable to use registered form specified by Emulation with host. Remedy: Resend the form data.
016-733	Cause: 1. Unable to retrieve IP address from text on the right side of @ of an address during E-mail send. 2. Unable to resolve Internet address on the right side of @ by DNS. Remedy: 1. Check the mail address. 2. Check the DNS address.
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: Booklet Creation is not applied to the specified paper tray. Remedy: Specify the printable paper tray for booklet creation.
016-746	Cause: An unsupported feature is included in received PDF. Remedy: Print using printer driver.
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.
016-749	Cause: A PJI command syntax error occurred. Remedy: Either confirm the print settings, or correct the PJI command.
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.

Fault code	Cause and Remedy
016-758	Cause: No Permissions to use service. Remedy: Check with your Auditron Administrator.
016-759	Cause: Maximum number of pages for this service has been reached. Remedy: Check with your Auditron Administrator.
016-760	Cause: An error occurred during PostScript processing. Remedy: Take one of the following actions: Set Print Mode to Speed Priority. Increase PostScript memory. For information about Print Modes, refer to the print driver's online help. For information about memory, refer to "Allocate Memory" in the System Administration Guide.
016-761	Cause: An error occurred during image processing. Remedy: Set the Print Mode to Speed Priority and start printing again. If this does not remedy the error, print in the Ensure Print mode.
016-762	Cause: A print language not installed on the machine was specified. Remedy: In Specify Print Mode under Port Settings, specify a print language.
016-764	Cause: Could not connect to the SMTP server. Remedy: Contact the SMTP Server Administrator.
016-765	Cause: Could not send mail as the hard disk on the SMTP server was full. Remedy: Contact the SMTP Server Administrator.
016-766	Cause: An error occurred on the SMTP server. Remedy: Contact the SMTP Server Administrator.
016-767	Cause: Could not send mail as the mail address was wrong. Remedy: Check the mail address and transmit again.
016-768	Cause: Could not connect to the SMTP server as the mail address of the machine was incorrect. Remedy: Check the mail address of the machine.
016-769	Cause: The SMTP server does not support confirmation of mail distribution (DSN). Remedy: Send mail without setting confirmation of mail distribution (DSN).
016-772	Cause: Unable to retrieve scan data repository address from the CentreWare scan service. Remedy: Check the DNS address or define the scan data repository address by its IP address.
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.
016-776	Cause: An error occurred during image conversion processing. Remedy: A portion of the data might have finished image conversion processing. Check the data via CentreWare Internet Services. Refer to "CentreWare Internet Services" in the System Administration Guide.

Fault code	Cause and Remedy
016-777	Cause: A hard disk error occurred during image processing. Remedy: The hard disk might be defective. When replacing a hard disk, contact the 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 the 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.
016-788	Cause: Failed to load a file from the Web browser. Remedy: Perform the following actions, and try again. Reload the browser page Restart the browser Power-cycle the machine
016-792	Cause: Specified job history could not be acquired when printing Job Counter Report Remedy: Specified job history does not exist.
016-799	Cause: An illegal print parameter is included. Remedy: Confirm the print data and option and specify the print data again.
021-750 021-751 021-770 021-771 021-772	Cause: During an inspection or maintenance request a transmission error occurred and our 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 the Customer Support Center.

Fault code	Cause and Remedy
024-340 024-341 024-342 024-343 024-344 024-345 024-346 024-347 024-348 024-349 024-350 024-351 024-352 024-353 024-354 024-355 024-356 024-357 024-358 024-359 024-360 024-361 024-362 024-363 024-364 024-365 024-366 024-367 024-368 024-367 024-370 024-371 024-372 024-373 024-374 024-375	Cause: A communication or initialization failure occurred. Remedy: Power off/power on the machine. If the error is not corrected, contact the 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).
027-452	Cause: IP address already exists. Remedy: Change the IP address. For information about network settings, refer to the System Administration Guide.
027-500	Cause: Unable to resolve SMTP server name during answer E-mail send. Remedy: Check that the SMTP server settings from CWIS are correct.

Fault code	Cause and Remedy
027-501	Cause: Unable to resolve POP3 server name when using POP3 protocol. Remedy: Check that the POP3 server settings from CWIS are correct.
027-502	Cause: Unable to login to POP3 server when using POP3 protocol. Remedy: Check that the user name and password used in the POP3 server from CWIS are correct.
027-720	Cause: Unable to find the server of an application interface destination. Remedy: Check DNS server application or check whether an application interface 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 interfaced application operates correctly.
027-722	Cause: The job was timed out during connection with an application interface destination. An application linkage destination does not exist. Remedy: Try to process the job flow.
027-724	Cause: An application interface destination could not be accessed. Remedy: Check whether an interfaced application operates correctly. When it is operating, check the log. When it is not operating, check the network environments.
027-725	Cause: A job operation failed using an application interface. Remedy: Check whether an application linked operates correctly. When it is operating, check the log. When it is not operating, check the network environments.
027-726	Cause: The job status is unclear during an application interface. Remedy: Check whether an application linked operates correctly. When it is operating, check the log. When it is not operating, check the network environments.
027-727	Cause: A parameter is illegal during an application interface. Remedy: Try to process the 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.

Fault code	Cause and Remedy
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 print job to a scanned document. Remedy: Scanned document cannot be printed. Configure the job flow correctly.
027-751	Cause: When following the job flow, an error occurred. Remedy: Check the settings for the job flow.
027-752	Cause: In a job flow, a job start was specified before a required item was input. Remedy: Configure a default to input the required item in the job flow or change the job flow to have the required item link to the mailbox.
027-753	Cause: The necessary port for the job flow is either not enabled or is unavailable. Remedy: Have your System Administrator check the port status.
027-770	Cause: PDL (Printer Description Language) error detected by the controller while processing a network print job. Remedy: Cancel and resend the print job. If problem continues, reboot both the controller and the printer and resend job. If the problem persists, call the Customer Support Centre for further help/instructions.
027-771	Cause: Disk full error message on the controller. Remedy: Cancel job. Delete unwanted files from the controller. Resend the network print job.
027-796	Cause: When the machine is configured to only print attached documents when received by mail, a message with no attachments is discarded upon receipt. Remedy: To print the mail body or header information as well, change settings in the CentreWare Internet Services Properties screen. Refer to "E-mail Print" in the System Administration Guide.
027-797	Cause: Invalid received mail output destination. Remedy: Specify a correct output destination and send the mail again.
062-277	Cause: A communications error occurred between the document scan unit and the document feeder. Remedy: Contact the Customer Support Center.
062-790	Cause: The scanned document is copy-protected. Remedy: Refer to the Safety Guide, and check to see if the document can be copied.
065-210	Cause: An error occurred with the machine. Remedy: Contact the Customer Support Center.
071-210	Cause: Paper Tray 1 malfunctioned. Remedy: Contact the Customer Support Center. Trays other than Paper Tray 1 can be used.
072-210	Cause: Paper Tray 2 malfunctioned. Remedy: Contact the Customer Support Center. Trays other than Paper Tray 2 can be used.

Fault code	Cause and Remedy
073-210	Cause: Paper Tray 3 malfunctioned. Remedy: Contact the Customer Support Center. Trays other than Paper Tray 3 can be used.
074-210	Cause: Paper Tray 4 malfunctioned. Remedy: Contact the Customer Support Center. Trays other than Paper Tray 4 can be used.
075-210 075-211	Cause: Paper Tray 5 (bypass) malfunctioned. Remedy: Power-cycle the machine. If the tray error is not fixed by performing the relevant remedy, contact the Customer Support Center.
077-142	Cause: A "Pretransfer sensor ON" indicates a jam; this jam may be caused by any of the following conditions: An error by the Pretransfer sensor, a worn fuser roll, foreign material (such as paper) in the machine, or using media stock that is not supported by the machine. Remedy: Clear jammed paper.
078-213 078-214 078-282 078-283	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	Check the paper loaded in Tray 5 and then power off/on the printer.
078-282	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.
116-701	Cause: 2 sided print could not be made. Remedy: Print each side separately.
116-702	Cause: Printing was performed using a substitute font. Remedy: Check the print data.
116-703	Cause: An error occurred during PostScript processing. Remedy: Either confirm the print data or click Spool Settings on the Details tab in the print driver to set bi-directional communications to off.
116-710	Cause: A probable cause is that the correct document size could not be judged as the receive data exceeded the HP-GL/2 spool size. Remedy: Increase the size assigned to HP-GL/2 auto-layout memory.
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.
116-714	Cause: An HP-GL/2 command error occurred. Remedy: Check the print data.
116-720	Cause: An error occurred during printing as there was insufficient memory. Remedy: Stop unnecessary ports and remove unnecessary data from the hard disk to increase free disk space.



Fault code	Cause and Remedy
116-740	Cause: Numerical value operation error occurred as a value exceeding the value limit of the printer was used in the print data. Remedy: Check the print data.
116-747	Cause: There are too many paper margin values for the HP-GL/2 effective coordinate area. Remedy: Reduce the paper margin values, and instruct it to print again.
116-748	Cause: There is no plot data in the HP-GL/2 print data. Remedy: Check the print data.
116-749	Cause: Job cancelled because the specified font was unavailable. Remedy: Install the font or set up a font replacement on the print driver side.
116-771 116-772 116-773 116-774 116-775 116-776 116-777 116-778 116-790	Cause: There was a problem with parameters in the JBIG data. They were automatically edited. Remedy: If any problem occurs in job result, try to process the job again.
116-780	Cause: There is a problem with the document attached to the received mail. Remedy: Check the attached document.
124-345 124-346 124-347 124-348 124-349	Cause: A malfunction occurred in the machine. Remedy: Power-cycle the machine. If the machine error is not fixed by performing the relevant remedy, contact the Customer Support Center.
127-210	Cause: Communication error between the printer and the controller. Error detected by the printer. 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.
127-211	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.

Fault code	Cause and Remedy
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.

Remedies are described in this section for situations in which the following messages are displayed.

Fault Code Message	Cause and Remedy
A malfunction occurred. Power-cycle the machine. (xxx-yyy)	Cause: An error occurred. Remedy: Turn off the power, wait until the Control Panel display goes dark and then turn on power again. If the message persists, record the displayed contents for (xxx-yyy). Switch off the machine immediately, wait for the Control Panel display to go dark and contact the Customer Support Center.
Completed with an error. (xxx-yyy)	Cause: An error occurred and the job completed. Remedy: Retry operation after waiting for a period.
A fault has occurred. The machine has rebooted. Select Close. When in doubt, report the malfunction to our Call Center. (xxx-yyy)	Cause: An auto-recoverable internal error occurred and the machine restarted automatically. Remedy: Select the Close button. The machine is operating normally now. If the error persists, call or contact the Customer Support Center.

## Machine troubleshooting

### Basic troubleshooting

Check the machine status for machine troubleshooting.

 **Warning**

Precision components and high-voltage power supplies are used on the machine. Never open or remove machine covers that are screwed shut unless specifically instructed in the User Guide. A high-voltage component can cause electric shocks. When opening the panels and covers that are screwed shut to install or detach optional accessories, be sure to follow instructions in the User Guide. Do not try to alter the machine configuration or modify any parts. Doing so might cause machine malfunction or fire.

Symptoms	Check	Remedy
Power is not switched ON.	Is the power switch on the machine turned off?	Turn the power switch on.
	Is the power cord plugged into the power outlet?	Turn the power switch off and then firmly plug in the power cord. Then turn the power switch on.
	Is the power cord disconnected from the machine or the rear of the rack?	
	Is power of the correct voltage being supplied?	Make sure that the power supply is 200 -240 V (volts), 15 A (amperes). Make sure that power of capacity compatible with the specified maximum power consumption of the machine (2.8 - 3.1 KVA) is being supplied.
Display is dark.	Is the Power Saver button on?	The machine is in the Power Saver mode. Press the Power Saver button on the Control Panel to cancel the Power Saver mode.
	Is the brightness dial set too low?	Adjust display brightness using the Brightness dial.
Unable to print, or unable to copy.	Is a message displayed on the Control Panel?	Follow the instructions displayed.
	Is the printer mode Offline?	Press the Machine Status button and from the Printer Mode, select Online.
	Is the power cord disconnected from the machine or the rear of the rack?	Turn the power switch off and then firmly plug in the power cord. Then turn the power switch on.

Problem solving

Symptoms	Check	Remedy
Online indicator does not light even though you instructed it to print.	Is the interface cable disconnected?	Turn the power switch off, unplug the power cord from the power outlet, and check the interface cable connection. For information about network settings, refer to the System Administration Guide.
	Is the environment correctly set on the personal computer?	Check the print driver and other environment settings on the personal computer.
	Is the required interface set?	Check the status of the interface port in use. For information about network settings, refer to the System Administration Guide.
Tray 5 (Bypass) printing failed.	Is correct paper loaded on the tray?	Follow the instructions displayed to load paper of the correct size and instruct it to print again.
Unsatisfactory print quality.	Image defect.	Refer to the image quality troubleshooting section for more information.
Text prints incorrectly (text is corrupted).	Non-standard fonts are used for printing.	Check the application or print driver settings.
Online indicator lights, but copies are not delivered with Online still lit.	Data remains in machine memory.	Cancel printing, or purge remaining data.
Cannot open or close trays.	Did you open a cover or turn power off during printing?	Turn the power off without closing or opening a paper tray. Wait several seconds and then turn the power switch on. Make sure that the machine is online (ready to receive data) and then close or open the paper tray.

Symptoms	Check	Remedy
Copies are not made at the desired size.	Is the document scanning glass or the document cover dirty?	Clean the document feeder glass or the document cover.
	Is the document made of highly transparent material like a transparency?	Place the document on the document glass, and place a white sheet of paper on top of the document before making a copy.
	Is the document at the correct position?	Load the document correctly.
	Is the document loaded correctly?	
	Are the document guides at the correct position?	Properly set the document guides.
	Is the document folded or bent?	Straighten and properly reset the document.
	Is the document a non-standard size?	Enter the document size.
Paper is often jammed or wrinkled.	Is paper loaded properly in the paper tray?	Load paper correctly.
	Is the paper tray set properly?	To ensure tray closure, firmly push it in as far as possible.
	Is the paper damp?	Replace with paper from a new ream.
	Is the paper curled?	Either turn the paper so that the curl is facing down in the paper tray, or replace with paper from a new ream.
	Are the paper and paper tray settings correct?	Make sure the paper and paper tray selected match the paper size settings. Refer to "Paper Tray Settings" in the System Administration Guide.
	Are there any torn pieces of paper still remaining inside the machine or is there a foreign object in the machine?	Open the door of the machine or slide out the paper tray to remove the torn paper or the foreign object.
	Is out-of-spec paper loaded in the tray?	Replace with paper that meets machine specifications.
	Is the paper tray loaded past its maximum fill line?	Load paper in the paper tray so that it does not exceed the maximum fill line.
	Is the paper guide set correctly?	Load the paper correctly, and apply the paper guides lightly.

Symptoms	Check	Remedy
Documents are not fed into the document feeder.	Are the documents too small?	The minimum size of the document that can be loaded on the document feeder is A5 and 5.5 X 8.5.in.
An error message is displayed after paper is loaded in paper Tray 5 (Bypass) and the Start button is pressed.	Check the position of the paper guides at the front side of paper Tray 5 (Bypass).	Set the paper guides to the correct positions.
Documents jam often.	Is the right type of paper/media being used?	Make sure the document feeder is loaded properly with acceptable media.
	Are you trying to copy irregular shaped documents, business cards, transparencies, or thin documents?	
	Are you trying to copy documents affixed with sticky labels, paper clips or adhesive tape?	Remove sticky labels, paper clips or adhesive tape from the document before copying.
	Are the document guides at the correct position?	Properly set the document guides.
	Is part of the document ripped, and a piece of paper remaining in the document feeder?	Open the document feeder cover and check for pieces of paper.
	When importing originals of different sizes, is the Mixed Size Originals setting set to ON?	Set Mixed Size Originals to ON.
	Is an A5-size document loaded horizontally ( ) on the document feeder when the Mixed Size Originals feature is in use?	Load the A5-size document vertically.
A corner of the document is folded.	Is the document curled?	Flatten out the curl and load the document again.

## Image quality problems

When output image quality is poor, review the following table for solutions.

If image quality is not improved after performing the relevant remedy, contact the Customer Support Center.

Symptoms	Check	Remedy
The copy is dirty.	Is the document glass or the document cover dirty?	Clean the document glass or the document cover.
	Is the document made of highly transparent material like a transparency?	If the document is highly transparent, marks on the document cover will be copied. Place a white sheet of paper on the document and make a copy.
	Is the document colored, of a rough texture or a blueprint?	Either adjust the copy density or image quality and then retry copying.
	Are you making copies of glossy printing paper?	Glossy printing paper sticks easily to the document glass and shadows are sometimes copied and reproduced as dirt. Place a transparency or highly transparent film under the document and retry copying.
The copy has black lines.	Is the scanning glass on the feeder dirty?	Clean the document glass.
The copy is too dark.	Is the copy density set to Dark?	Adjust the copy density.
The copy is too light.	Is the copy density set to Light?	
The copy shifts slightly.	Is the paper shifting or is the leading edge of the paper not loaded flush with the tray corners?	Load the paper so it is flush against the paper tray corners.
Images on the copy are skewed.	Is the document loaded correctly?	Load the document correctly.
	Is paper loaded properly in the tray?	Load paper correctly.
	Is the paper guide for paper Tray 5 (Bypass) set so that the tray touches the paper?	Load paper correctly.
	Are the document guides at the correct position?	Load the document correctly, and align the document guides with the edge of the document.
	Is the paper tray set properly?	Firmly push in the tray as far as possible.

Problem solving

Symptoms	Check	Remedy
Part of the image is missing on the copy.	Is the paper damp?	Replace with paper from a new ream.
	Is the loaded paper folded or wrinkled?	
	Is the document pasted together or folded in?	The pasted or folded in section may be curling back, and risen up from the surface of the document glass. Place a stack of white sheets on the document to hold the document down flat against the document glass.
A stripe pattern appears in copies.	Is the document enlargement ratio set too large?	Some enlargement ratios can cause stripes. Adjust the copy enlargement ratio.

Symptoms	Check	Remedy
Printing is faint (smudged, unclear).	Is the paper damp?	Replace with paper from a new ream.
	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
Black dots are printed.	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
Black lines are printed.	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
	The scanning glass on the document feeder is dirty.	Clean the document feeder glass.
Dirt appears at equal intervals.	Dirt on the paper feed path.	Print a few pages.
	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
White dots appear in black filled areas.	The paper in use is unsuitable.	Load suitable paper.
	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
- Printed toner smudges when rubbed with your finger. - Toner is not fused to the paper. - The paper is dirtied with toner.	Is the paper damp?	Replace with paper from a new ream.
	The paper in use is unsuitable.	Load suitable paper.
The entire paper area is printed black.	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
	High-voltage power supply malfunction.	Contact the Customer Support Center.



Symptoms	Check	Remedy
Nothing is printed.	Two or more sheets of paper are being fed simultaneously (double-feed).	Fan the paper and reset.
	High-voltage power supply malfunction.	Contact the Customer Support Center.
White areas or stripes appear.	Is the paper damp?	Replace with paper from a new ream.
	The paper in use is unsuitable.	Load suitable paper.
The entire page is printed faint.	If the print was made using Tray 5 (Bypass), the size and type of the loaded paper differed from the setting on the print driver.	Load paper of the correct size and type into Tray 5 (Bypass). Fan the paper thoroughly before loading it.
	Two or more sheets may be feeding at once.	Fan the paper thoroughly and reset.
Paper becomes wrinkled. Text is blurred.	The paper in use is unsuitable.	Replace with paper from a new ream.
	Paper is being added while it is being fed.	
	Is the paper damp?	
Outline characters on a colored background longwise.	The drum cartridge is depleted or damaged.	Contact the Customer Support Center.
Text or images are printed at an angle.	The paper guide in the paper tray is not set at the correct position.	Set the horizontal and vertical paper guides to the correct positions.

## Image is not what was expected

Symptoms			Cause and Remedy (Action)
The image is dirty If No, go to next symptom.	Yes	Cause	The document glass or the document cover is dirty.
		Action	Clean the document glass or the document cover.
			If problem is not solved, go to next Cause/Action.
		Cause	The document is made of highly transparent material like a transparency.
		Action	If the document is highly transparent, marks on the document cover will appear on the image. Place a white sheet of paper on the document and scan.
			If problem is not solved, go to next Cause/Action.
		Cause	The document is colored, of a rough texture or a blueprint, for example.
		Action	Either adjust the copy density or image quality and then retry scanning.
			If problem is not solved, go to next Cause/Action.
		Cause	Glossy printing paper is being scanned.
	Action	Glossy printing paper easily sticks to the document glass and shadows are sometimes scanned and reproduced as dirt. Place a transparency or highly transparent film under the document and retry scanning.	
Image is too dark, or too light If No, go to next symptom.	Yes	Cause	Scan density is set to Dark, or to Light.
		Action	Adjust the scan density.
			If problem is not solved, go to next Cause/Action.
		Cause	The Original Type is inappropriate.
	Action	Select an image quality appropriate for the document.	
Part of the image is missing If No, go to next symptom.	Yes	Cause	The document is pasted together or folded in.
		Action	It is possible that the folded in or pasted part of the document is not touching the document glass. Place a stack of white sheets on the document to hold the document down flat against the document glass.

Symptoms			Cause and Remedy (Action)
The image is not the desired size If No, go to next symptom.	Yes	Cause	The document glass or the document cover is dirty.
		Action	Clean the document glass or the document cover.
			If problem is not solved, go to next Cause/Action.
		Cause	The document is made of highly transparent material like a transparency.
		Action	Place a white sheet of paper on the document and scan.
			If problem is not solved, go to next Cause/Action.
		Cause	The document is misaligned.
		Action	Load the document correctly.
			If problem is not solved, go to next Cause/Action.
		Cause	The document guides are in an incorrect position.
		Action	Load the document correctly, and align the document guides with the edges of the document.
			If problem is not solved, go to next Cause/Action.
		Cause	The document is a non-standard size.
		Action	Enter the document size and then scan.
			If problem is not solved, go to next Cause/Action.
		Cause	The document is folded or bent.
	Action	Straighten and properly reset the document.	
The image is coarse	Yes	Cause	Resolution is too low.
		Action	Set a higher resolution.

## Copy troubleshooting

To use the following troubleshooting procedures:

1. Begin by reading the first symptom at the left side of the page.
2. If the description of the symptom is false (NO), move downward to the next symptom. Continue down through the symptoms until you find the symptom that describes the problem.
3. Refer to the Causes and Actions to the right of the correct symptom. Perform the suggested actions until the problem is solved.

## Unable to copy

Symptoms	Yes/No	Causes and Actions	
Document is not fed properly from the document feeder	Yes	Cause	Document size is too small.
If No, go to next symptom.		Action	The minimum document size that can be loaded on the document feeder is A5.
			If problem is not solved, go to next Cause/Action.
		Cause	The right type of document is not being used.
		Action	The document feeder cannot be used with irregular sized documents, business cards, transparencies, or thin documents. In addition, documents with tags, paper clips, and cellophane tape cannot be used.
			If problem is not solved, go to next Cause/Action.
		Cause	The document guides are incorrectly set.
		Action	Set the document guides to match the document size.
			If problem is not solved, go to next Cause/Action.
		Cause	Part of the document is ripped, and a piece of paper remains in the document feeder.
		Action	Open the document feeder cover, and remove the piece of paper.
			If problem is not solved, go to next Cause/Action.
		Cause	Documents of different sizes are set.
		Action	When setting documents of different sizes, be sure to specify Mixed Size Originals.

## The copy result is not what was expected

Symptoms	Yes/No	Causes and Actions	
The copy is dirty If No, go to next symptom.	Yes	Cause	The document glass or the document cover is dirty.
		Action	Clean the document glass or the document cover.
			If problem is not solved, go to next Cause/Action.
		Cause	The document is made of highly transparent material like a transparency.
		Action	If the document is highly transparent, marks on the document cover will be copied. Place a white sheet of paper on the document and make a copy.
			If problem is not solved, go to next Cause/Action.
		Cause	Color paper, rough paper, or blueprint paper is being used.
		Action	The background color of the paper is copied. Either adjust the copy density or image quality, or specify suppress background color, and retry copying.
			If problem is not solved, go to next Cause/Action.
		Cause	Glossy printing paper is being used.
	Action	Glossy printing paper easily sticks to the document glass, and shadows are sometimes copied and reproduced as dirt. Place a transparency or highly transparent film under the document and retry copying.	
The copy is too dark or too light If No, go to next symptom.	Yes	Cause	Copy density is set to Dark, or to Light.
		Action	Adjust the copy density.
			If problem is not solved, go to next Cause/Action.
		Cause	Density of the document is too light.
		Action	Adjust the copy density.
			If problem is not solved, go to next Cause/Action.
		Cause	The Original Type is inappropriate.
		Action	Copy black text. If it is too light, select Text for Original Type.

Symptoms	Yes/No	Causes and Actions	
The copy shifts slightly If No, go to next symptom.	Yes	Cause	Paper set in the paper tray is misaligned.
		Action	Align the edges of the paper, and load it flush against the front tray corners. Refer to .

Problem solving

Symptoms	Yes/No	Causes and Actions	
Part of the image is missing on the copy If No, go to next symptom.	Yes	Cause	The paper is damp.
		Action	Replace with paper from a new ream. Refer to .
			If problem is not solved, go to next Cause/Action.
		Cause	Paper with folds or wrinkles has been set in the paper tray.
		Action	Replace with paper from a new ream. Refer to .
			If problem is not solved, go to next Cause/Action.
		Cause	The document is pasted together or folded in.
		Action	The folded in or pasted part of the document may not be touching the document glass. Place a stack of white sheets on the document to hold the document down flat against the document glass.
Stripes appear in the copy If No, go to next symptom.	Yes	Cause	The document enlargement ratio is too large.
		Action	Stripes can appear at some enlargement ratios. Adjust the copy enlargement ratio. Refer to .
Images on the copy are skewed If No, go to next symptom.	Yes	Cause	The document is not loaded correctly.
		Action	Load the document correctly. Refer to .
			If problem is not solved, go to next Cause/Action.
		Cause	The document guides are set incorrectly.
		Action	Load the document correctly and align the document guides with the edges of the document. Refer to .
			If problem is not solved, go to next Cause/Action.

Symptoms	Yes/No	Causes and Actions	
Images on the copy are skewed If No, go to next symptom.	Yes	Cause	The paper tray is not set properly.
		Action	Set the tray by firmly pushing it in as far as possible. Refer to .
			If problem is not solved, go to next Cause/Action.
		Cause	The paper guide for Tray 5 (Bypass) is misaligned.
		Action	Load the paper correctly, and align the paper guide with the edge of the paper.

Symptoms	Yes/No	Causes and Actions		
Copies are not made at the desired size If No, go to next symptom.	Yes	Cause	The document glass or the document cover is dirty.	
		Action	Clean the document glass or the document cover.	
			If problem is not solved, go to next Cause/Action.	
		Cause	The document is made of highly transparent material like a transparency.	
		Action	Place a white sheet of paper on the document before copying.	
			If problem is not solved, go to next Cause/Action.	
		Cause	The document is misaligned.	
		Action	Load the document correctly.	
			If problem is not solved, go to next Cause/Action.	
		Cause	The document guides are in an incorrect position.	
		Action	Load the document correctly, and align the document guides with the edges of the document.	
			If problem is not solved, go to next Cause/Action.	
		Cause	The document is a non-standard size.	
		Action	Enter the document size and then copy.	
			If problem is not solved, go to next Cause/Action.	
		Cause	The document is folded or bent.	
		Action	Straighten and properly reset the document.	

## Print troubleshooting

This section describes solutions for problems encountered during printing.

1. Unable to print
2. The print result was not what was expected

## Unable to print

Symptoms	Yes/No	Causes and Actions		
Data remains in the printer icon If No, go to next symptom.	Yes	Cause	The printer is not powered on.	
		Action	Turn the power on.	
			If problem is not solved, go to next Cause/Action.	
		Cause	The network cable is disconnected from the computer.	
		Action	Connect the network cable to the computer.	
			If problem is not solved, go to next Cause/Action.	
		Cause	The network cable is disconnected from the machine.	
		Action	Connect the network cable to the machine. For information about network settings, refer to the System Administration Guide.	
			If problem is not solved, go to next Cause/Action.	
		Cause	Printer mode is set to Offline.	
		Action	Press the Machine Status button and confirm the Printer Mode in the Machine Status screen. If Printer Mode is Offline, select Online in the Printer Mode screen.	
			If problem is not solved, go to next Cause/Action.	



Symptoms	Yes/No	Causes and Actions		
Data remains in the printer icon If No, go to next symptom.	Yes	Cause	An error occurred with the printer.	
		Action	Check the error details.	
			If problem is not solved, go to next Cause/Action.	
		Cause	The IP address or SMB network path is misconfigured.	
		Action	Configure a correct IP address or SMB network path. For information about network settings, refer to the System Administration Guide.	
			If problem is not solved, go to next Cause/Action.	
		Cause	The network connection between the computer and machine is abnormal.	
		Action	Check with your system administrator.	
			If problem is not solved, go to next Cause/Action.	
		Cause	The port is not enabled.	
		Action	Enable the port in use. For information about network settings, refer to the System Administration Guide.	
			If problem is not solved, go to next Cause/Action.	
		Cause	Insufficient space available on the hard disk.	
		Action	Delete unnecessary data to increase free space.	
			If problem is not solved, go to next Cause/Action.	
		Cause	The printer is connected to multiple computers.	
		Action	Wait for a while, and then try printing again.	

Symptoms	Yes/No	Causes and Actions	
Sent to printer If No, go to next symptom.	Yes	Cause	Out of paper.
		Action	Supply paper to the printer.
			If problem is not solved, go to next Cause/Action.
		Cause	No paper for the specified paper size.
		Action	Set paper for the specified paper size.
			If problem is not solved, go to next Cause/Action.
		Cause	Copy operation is performed during interrupt, and interrupt is performed.
		Action	Cancel the interrupt operation.
			If problem is not solved, go to next Cause/Action.
		Cause	An error occurred with the printer.
		Action	Check the error details.

### The printed result is not what was expected

Symptoms	Yes/No	Causes and Actions	
Printing performed with a different paper size If No, go to next symptom.	Yes	Cause	Paper size provided is different from the specified tray size.
		Action	Change the paper size set in the tray, or change print options to specify a tray that contains the appropriate size.
The image is cut off on the edge of the paper If No, go to next symptom.	Yes	Cause	Image exceeds the printable area of the machine.
		Action	Increase the printable area of the machine, or decrease the document print area.
The printed font differs from the font specified on the computer If No, go to next symptom.	Yes	Cause	Font replacement is configured on the print driver.
		Action	Check the font replacement table.
			If problem is not solved, go to next Cause/Action.
		Cause	Non-standard fonts are used for printing.
		Action	Check the application or print driver settings. If PostScript is being used, download the required fonts.

Symptoms	Yes/No	Causes and Actions	
Printing is slow If No, go to next symptom.	Yes	Cause	The print mode specifies Print Quality.
		Action	When printing image data that has image quality as a priority, such as pictures, the print speed decreases. Turn off the quality priority in the print mode.

Symptoms	Yes/No	Causes and Actions	
The settings specified for print options do not take effect If No, go to next symptom.	Yes	Cause	A print driver for another model is in use.
		Action	Install the print driver for this model.
			If problem is not solved, go to next Cause/Action.
		Cause	The optional apparatus cannot be attached to the printer.
		Action	Check the options attached with this printer and reset the printer configuration.
There is no edge.	Yes	Cause	Image exceeds the printable area of the machine.
		Action	Increase the printable area of the machine, or decrease the document print area.

## Scan troubleshooting

### Note

An optional package may be necessary for this feature. For more information, contact the Customer Support Center.

## Unable to scan with the machine

Symptoms	Yes/No	Causes and Actions	
Document not fed properly from the document feeder	Yes	Cause	Document size is too small.
		Action	The minimum size of the document that can be loaded on the document feeder is A5.
			If problem is not solved, go to next Cause/Action.
		Cause	The right type of document is not being used.
		Action	The document feeder cannot be used with irregular sized documents, business cards, transparencies, or thin documents. In addition, documents with tags, paper clips, and cellophane tape cannot be used.
			If problem is not solved, go to next Cause/Action.
		Cause	The document guides are in the incorrect position.
		Action	Set the document guides to correctly match the document size.
			If problem is not solved, go to next Cause/Action.
		Cause	Part of the document is ripped and a piece of paper remaining in the document feeder.
		Action	Open the document feeder cover and remove the piece of paper.
			If problem is not solved, go to next Cause/Action.
		Cause	Documents of different sizes are set.
		Action	When using documents of different sizes you must specify Mixed Size Originals, otherwise, a paper jam will result. When setting documents of different sizes, be sure to specify Mixed Size Originals.

## Unable to import the scanned document into the computer

Symptoms	Yes/No	Causes and Actions	
Unable to find scanner If No, go to next symptom.	Yes	Cause	The printer is not powered on.
		Action	Turn the power on.
			If problem is not solved, go to next Cause/Action.
		Cause	The network cable is disconnected from the computer.
		Action	Connect the network cable to the computer.
			If problem is not solved, go to next Cause/Action.
		Cause	The network cable is disconnected from the machine.
		Action	Connect the network cable to the machine. For information about network settings, refer to the System Administration Guide.
			If problem is not solved, go to next Cause/Action.
		Cause	The Salutation port is not enabled.
		Action	Enable the Salutation port. For information about network settings, refer to the System Administration Guide.
			If problem is not solved, go to next Cause/Action.
		Cause	The network connection between the computer and machine is abnormal.
		Action	Check with your system administrator.
Unable to open Mailbox If No, go to next symptom.	Yes	Cause	No Mailbox has been created.
		Action	Create a Mailbox. Refer to "Local Disk/Mailbox" in the System Administration Guide.
			If problem is not solved, go to next Cause/Action.
		Cause	Mailbox password forgotten.
		Action	Unable to verify password. Set the password to Off, and then reset the password again. Refer to "Local Disk/Mailbox" in the System Administration Guide.

Symptoms	Yes/No	Causes and Actions	
Scanner unable to scan data due to TWAIN transmission error If No, go to next symptom.	Yes	Cause	The scan driver is not installed.
		Action	Install the scan driver.
Operation halts during scanning	Yes	Cause	Is the file size too big?
		Action	Reduce the resolution, or choose a compressed output file format, and rescan.

### Unable to send the scanned document over the network (FTP/SMB)

Symptoms	Yes/No	Causes and Actions		
Unable to forward over the network	Yes	Cause	Is the server entered correctly?	
		Action	Check the inputted server.	
			If problem is not solved, go to next Cause/Action.	
		Cause	Is the save location entered correctly?	
		Action	Check the save location.	
			If problem is not solved, go to next Cause/Action.	
		Cause	When using SMB, is the Shared Name entered correctly?	
		Action	Check the Shared Name.	
			If problem is not solved, go to next Cause/Action.	
		Cause	When using SMB (UNC Format), is the save location entered correctly?	
		Action	Check the save location.	
			If problem is not solved, go to next Cause/Action.	
		Cause	Is the login name entered correctly?	
		Action	Check the login name.	
			If problem is not solved, go to next Cause/Action.	
		Cause	Is the password entered correctly?	
	Action	Check the password.		

### Problems with sending Email

Symptoms	Yes/No	Causes and Actions	
Unable to send e-mail	Yes	Cause	Mail address is incorrect
		Action	Check the e-mail address.
			If problem is not solved, go to next Cause/Action.
		Cause	Maximum sending e-mail size is exceeded
		Action	Change the maximum sending e-mail size, or reduce the resolution. Refer to Maximum E-mail Size in the System Administration Guide.





# 16

## Specifications

### D95 Copy specifications

Item	95
Copier Type	Console
Scanning Resolution	600 × 600dpi (23.6 × 23.6 dots/mm)
Output Resolution	600 × 600dpi (23.6 × 23.6 dots/mm)
Gradation	256 gradation
Warm-up Time	6 minutes or less (when the room temperature at 68° F/20° C)
Copy Document	The maximum size is 297 × 432 mm (A3, 11 × 17in.) for both sheets and books

Specifications

Item	95
Copy Paper Size	<p>Max: A3/11 x 17 in., 12.6 x 19.2in. (330 x 488 mm)                      Min: A5/5.75 x 8.25 in. [Postcard for Tray 5 (Bypass)]                      Image loss:                      Lead edge/trail edge: 0.157 in./4 mm or less                      Front/back 0.157 in./4 mm or less.</p> <p>Paper Trays 1 - 2                      8.5 x 11 in./A4                      Paper Trays 3 - 4                      A5, A4 LEF, A4 SEF, A3, B5, B4                      8.5 x 11 in., 8.5 x 11in., 8.5 x 13 in., 8.5 x 14 in., 11 x 17 in., 12.6 x 19.2 in. (320 x 488 mm)                      8K,16K, tab paper (8.5 x 11 in./A4)                      Non-standard size: X direction from 5.5-13 in./140-330 mm, Y direction from 7-19 in./182-488 mm                      Tray 5 (Bypass)                      A6, A5, A4, A4, B4                      8.5 x 11 in., 8.5 x 11in., 8.5 x 13 in., 8.5 x 14 in.,11 x 17 in., 12 x 18 in., 12.6 x 19.2 in. (320 x 488 mm)                      8K,16K                      Non-standard size: X direction from 5.8-19 in./148-488 mm, Y direction from 4-13 in./100-330 mm                      When using Trays 3, 4 and 5 (Bypass) to copy a non-standard size document on both sides, set X direction from 5.5 x 13 in./140 to 330 mm and Y direction from 7 x 19 in./182-488 mm.</p>
Copy Paper	<p>Trays 1-4, 6, 7 : 13 - 57 lb./52 - 216 gsm                      Tray 5 (Bypass) : 13 - 67lb./52 - 253 gsm                      Use Xerox recommended papers for best results.</p>
First Copy Output Time Values may differ depending on machine configuration.	<p>3.5 seconds (When the Document Glass, 100 % Reduction/Enlargement, Tray 1, 8.5 x 11 in./A4 are used)                      5.0 seconds (A4/Document Feeder/Finisher Output Tray)</p>
Copy Reduction / Enlargement Ratio	<p>100% : 1:1 ± 0.7 %                      Preset % : 1:0.500,1:0.707,1:0.816,1:0.866, 1:1.154,1:1.225,1:1.414,1:1.632, 1:2.000                      Variable % : 1:0.25 to 1:4.00 (in 1 % increments)</p>

Item	95
<p>Continuous Copy Speed The speed may be reduced in order to adjust image quality. The performance may be reduced depending on the paper type.</p>	<p>Continuous 1-sided copy/100 % reduction/enlargement 7 x 10 in./B5: 95 sheets/min 8.5 x 11 in./A4: 90 sheets/min SEF: 8.5 x 11 in./A4: 64 sheets/min 7 x 10 in./B5: 64 sheets/min 10 x 14 in./B4: 56 sheets/min 11 x 17in./A3: 50 sheets/min Continuous 2-sided copy/100 % reduction/enlargement 7 x 10 in./B5: 86 pages/min 8.5 x 11 in./A4: 81 pages/min SEF: 8.5 x 11 in./A4: 64 pages/min 7 x 10 in./B5: 64 pages/min 10 x 14 in./B4: 56 pages/min 11 x 17 in./A3: 50 pages/min</p>
Paper Feed Method/ Capacity	<p>Standard: Tray 1: 1,200 sheets Tray 2: 1,800 sheets Trays 3 and 4: 600 sheets each Tray 5/Bypass: 280 sheets Trays 6 and 7 (optional High Capacity Feeder): 2,300 sheets each. Maximum paper capacity: 9080 pages (including Trays 6 and 7 (optional High Capacity Feeder) The maximum paper capacity (9080) is based on 20 lb./75 gsm</p>
Continuous Copy Pages	<p>9,999 sheets The machine may pause temporarily to perform an image stabilization.</p>

## D110/D125 Copy specifications

Item	110/125
Copier Type	Console
Scanning Resolution	600 × 600dpi (23.6 × 23.6 dots/mm)
Output Resolution	600 × 600dpi (23.6 × 23.6 dots/mm)
Gradation	256 gradation
Warm-up Time	5 minutes or less (when the room temperature at 68° F/20° C)
Copy Document	The maximum size is 297 × 432 mm (A3, 11 × 17in.) for both sheets and books

Specifications

Item	110/125
Copy Paper Size	<p>Max: 12.6 × 19.2in. (320 × 488 mm), 13 x 19 (330 x 483 mm)                      Min: A5/5.75 x 8.25 in. (Postcard for Tray 5 (Bypass))                      Image loss:                      Lead edge/trail edge: 0.157 in./4 mm or less                      Front/back 0.157 in./4 mm or less.</p> <p>Paper Trays 1 - 2                      8.5 x 11 in./A4                      Paper Trays 3 - 4                      A5, A4 LEF, A4 SEF, A3, B5, B4                      8.5 × 11 in. LEF, 8.5 × 11 in. SEF, 8.5 × 13 in., 8.5 × 14 in., 11 × 17 in.,                      12.6 × 19.2 in. (320 x 488 mm)                      8K,16K, tab paper (8.5 x 11 in./A4)                      Non-standard size: X direction from 5.5-13 in./140-330 mm, Y                      direction from 7-19 in./182-488 mm                      Tray 5 (Bypass)                      A6, A5, A4 LEF, A4 SEF, B4                      8.5 × 11 in. LEF, 8.5 × 11in. SEF, 8.5 × 13 in., 8.5 × 14 in.,11 × 17 in.,                      12 × 18 in., 12.6 x 19.2 in. (320 x 488 mm)                      , 13 x 19 in. (330 x 483 mm)                      8K,16K                      Non-standard size: X direction from 5.8-19 in./148-488 mm, Y                      direction from 4-13 in./100-330 mm                      When using Trays 3, 4 and 5 (Bypass) to copy a non-standard size                      document on both sides, set X direction from 5.5 x 13 in./140 to 330                      mm and Y direction from 7 x 19 in./182-488 mm.</p>
Copy Paper	<p>Trays 1-4, 6, 7 : 13 - 57 lb./52 - 216 gsm                      Tray 5 (Bypass) : 13 - 67lb./52 - 253 gsm                      Use Xerox recommended papers for best results.</p>
First Copy Output Time Values may differ depending on machine configuration.	<p>3.5 seconds (When the Document Glass, 100 %                      Reduction/Enlargement, Tray 1, 8.5 x 11 in./A4 are used)                      5.0 seconds (A4/Document Feeder/Finisher Output Tray)</p>
Copy Reduction / Enlargement Ratio	<p>100% : 1:1 ± 0.7 %                      Preset % : 1:0.500,1:0.707,1:0.816,1:0.866,                      1:1.154,1:1.225,1:1.414,1:1.632, 1:2.000                      Variable % : 1:0.25 to 1:4.00 (in 1 % increments)</p>

Item	110/125
<p>Continuous Copy Speed The speed may be reduced in order to adjust image quality. The performance may be reduced depending on the paper type.</p>	<p>Continuous 1-sided copy/100 % reduction/enlargement 7 x 10 in./B5: 116 sheets/min 8.5 x 11 in./A4: 110 sheets/min SEF: 8.5 x 11 in./A4: 78 sheets/min 7 x 10 in./B5: 78 sheets/min 10 x 14 in./B4: 69 sheets/min 11 x 17 in./A3: 55 sheets/min Continuous 2-sided copy/100 % reduction/enlargement 7 x 10 in./B5: 116 pages/min 8.5 x 11 in./A4: 110 pages/min SEF: 8.5 x 11 in./A4: 70 pages/min 7 x 10 in./B5: 70 pages/min 10 x 14 in./B4: 62 pages/min 11 x 17 in./A3: 55 pages/min</p>
Paper Feed Method/ Capacity	<p>Standard: Tray 1: 1,200 sheets Tray 2: 1,800 sheets Trays 3 and 4: 600 sheets each Tray 5/Bypass: 280 sheets Trays 6 and 7 (optional High Capacity Feeder): 2,300 sheets each. Maximum paper capacity: 9080 pages (including Trays 6 and 7 (optional High Capacity Feeder) The maximum paper capacity (9080) is based on 20 lb./75 gsm</p>
Continuous Copy Pages	<p>9,999 sheets The machine may pause temporarily to perform an image stabilization.</p>

## D136 Copy specifications

Item	136
Copier Type	Console
Scanning Resolution	600 × 600dpi (23.6 × 23.6 dots/mm)
Output Resolution	600 × 600dpi (23.6 × 23.6 dots/mm)
Gradation	256 gradation
Warm-up Time	5 minutes or less (when the room temperature at 68° F/20° C)
Copy Document	The maximum size is 297 × 432 mm (A3, 11 × 17in.) for both sheets and books

Specifications

Item	136
Copy Paper Size	<p>Max: 12.6 × 19.2in. (320 × 488 mm), 13 x 19 (330 x 483 mm)                      Bypass tray: A3/12.6 x 19.2 in., (320 x 488mm), 13 x 19 in. (330 x 483mm)                      Min:                      IOT tray: A5                      Bypass (tray 5): A5/5.75 x 8.25 in. (Postcard)                      Image loss:                      0.197 in./5 mm or less</p> <p>Paper Trays 1 - 2                      8.5 x 11 in./A4                      Paper Trays 3 - 4                      A5, A4 LEF, A4 SEF, A3, B5, B4                      8.5 × 11 in. LEF, 8.5 × 11in. SEF, 8.5 × 13 in., 8.5 × 14 in., 11 × 17 in.,                      12.6 × 19.2 in. (320 x 488 mm)                      8K,16K, tab paper (8.5 x 11 in./A4)                      Non-standard size: X direction from 5.5-13 in./140-330 mm, Y                      direction from 7-19 in./182-488 mm                      Tray 5 (Bypass)                      A6, A5, A4 LEF, A4 SEF, B4                      8.5 × 11 in. LEF, 8.5 × 11in. SEF, 8.5 × 13 in., 8.5 × 14 in.,11 × 17 in.,                      12 × 18 in., 12.6 x 19.2 in. (320 x 488 mm), 13 x 19 (330 x 483 mm)                      8K,16K                      Non-standard size: X direction from 5.8-19 in./148-488 mm, Y                      direction from 4-13 in./100-330 mm                      When using Trays 3, 4 and 5 (Bypass) to copy a non-standard size                      document on both sides, set X direction from 5.5 x 13 in./140 to 330                      mm and Y direction from 7 x 19 in./182-488 mm.</p>
Copy Paper	<p>Trays 1-4 and HCF 6, 7: 13 - 57 lb./52 - 216 gsm                      Tray 5 (Bypass) and                      OHCF 6, 7: 13 - 67 lb./52 - 253 gsm                      Use Xerox recommended papers                      for best results.</p>
First Copy Output Time Values may differ depending on machine configuration.	<p>A4 lateral/B &amp; W: Platen: 3.7 seconds, DADF: 5.2 sec</p>
Copy magnification	<p>Magnification                      1:1±0.7% 1:1.154,1:1.225,1:1.414,1:1.632, 1:2.000                      Variable%: 1:0.25 to 1:4.00 (in 1% increments)                      Fixed magnification                      1:0.250, 1:0.500, 1:0.612, 1:0.707, 1:0.816, 1:0.866,1:1.154, 1:1.225,                      1:1.414, 1:1.632, 1:2.000, 1:4.000                      Arbitrary magnification                      1:0.25-1:4.00 (in 1% increments)</p>

Item	136
Continuous Copy Speed The speed may be reduced in order to adjust image quality. The performance may be reduced depending on the paper type.	A4 lateral: 136 sheet/min B5 lateral: 136 sheet/min A4/B5: 95 sheet/min B4: 82 sheet/min A3: 68 sheet/min
Paper Feed Method/ Capacity	Standard: Tray 1: 1,200 sheets Tray 2: 1,800 sheets Trays 3 and 4: 600 sheets each Tray 5/Bypass: 280 sheets Trays 6 and 7 (optional High Capacity Feeder): 2,300 sheets each Maximum paper capacity: 9080 pages (including Trays 6 and 7 (optional High Capacity Feeder)) The maximum paper capacity (9080) is based on 20 lb./75 gsm
Continuous Copy Pages	9,999 sheets The machine may pause temporarily to perform an image stabilization.

## Print specifications

Type	Built-in type
Continuous Print Speed	The same as Copy. When continuously printing a single document 8.5 x 11 in./A4: Speed may be reduced during image quality adjustment when High Precision] is specified for the Print Mode] of PCL driver, or when [High Precision] or [High Image Quality] is specified for the [Print Mode] of PostScript driver. Performance may be reduced depending on the paper type.
Resolution	Output resolution: 600 x 600 dpi (47.2 x 47.2 dots/mm) Data processing resolution: 2400 x 600 dpi (47.2 x 47.2 dots/mm)
Page Description Language	PCL6, PCL5, Adobe PostScript 3
Emulation	ESC/P (VP-1000), HP-GL (HP7586B), HP-GL2/RTL (HP Design Jet 750C Plus), PCL5c/PCLXL (HP Color Laser Jet 5500), ESCP/K, KS/KSSM
Memory Capacity	512 MB (maximum 512 MB)
Built-in Fonts	PCL: European 82 type faces, symbol 86 sets PostScript: European 136 type faces
Interface	Standard: Ethernet (100Base-TX/10Base-T) USB 2.0

## Specifications

Type	Built-in type
Supported Protocol	Ethernet: TCP/IP (SMB, LPD, Port9100, IPP, WSD, Novell Netware), NetBEUI (SMB), (IPX/SPX), (NetWare), EtherTalk (Apple Talk)
Supported OS	PCL5c: Microsoft Windows 7 Microsoft Windows 2000, Microsoft Windows XP, Microsoft Windows Server 2003, Microsoft Windows Vista PostScript: Microsoft Windows 2000, Microsoft Windows XP, Microsoft Windows Server 2003, Microsoft Windows Vista, Mac OS 7.5 or later Mac OS 8x, 9x Mac OS X 10.x

## Scan specifications

Type	Color scanner
Scan Size	Maximum size: 297 × 432 mm (A3/11 × 17in.) for both sheets and books
Scan Resolution	600 × 600dpi, 400 × 400dpi, 300 × 300dpi, 200 × 200dpi (23.6 × 23.6, 15.7 × 15.7, 11.8 × 11.8, 7.9 × 7.9 dots/mm)
Scan Graduation	Color: 10-bit input / 8-bit output for each RGB color Monochrome: 1 bit input, 1 bit output color: 10 bit input, 8 bit output for each RGB color
Document Scan Speed	200 copies/min (Scanning into mailbox for ITU-T No.1 chart 8.5 × 11 in./A4 200dpi) Important: Scanning speed varies by the document.
Interface	Sharing with print controller
Scan to Mailbox	Supported protocol: TCP/IP (Salutation, HTTP) Output format: Monochrome (2 colors: TIFF) Driver: TWAIN (Salutation) Driver supported OS: Windows 2000/XP, Microsoft Windows Server 2003, Microsoft Windows Vista, Windows 7



Type	Color scanner
Scan to PC	Supported protocol: TCP/IP (SMB, FTP), NetBEUI (SMB) Supported Operating Systems: Windows 2000, Windows XP, Windows Server 2003, Windows Server 2008, Windows Vista, Windows 7, Novell NetWare 5.x *1 SMB protocol only is supported. *2 FTP protocol only is supported. Output format: Monochrome 2 colors: TIFF (compression type: MH and MMR) DocuWorks, PDF
E-Mail	Supported protocol: TCP/IP (SMTP) Output format Monochrome 2 colors: TIFF (compression type: MH and MMR) DocuWorks documents, PDF

## Duplex Automatic Document Feeder (DADF) specifications

Item	Specification
Document Size/Type	Size: Maximum: A3/11 × 17 in. (297 × 432 mm) Minimum: A5/5.82 × 8.26" (148 × 210 mm) Weight: 10-53 lb./38-200gsm (2 sided: 50-200 gsm) Type: A5, A5, A4, A4, 8.5 × 11 in., 8.5 × 14 in. (SEF), 11 × 17 in. (SEF)
Paper Capacity	250 sheets When using Xerox 20 lb./75 gsm paper.
Document Changing Speed (8.5 × 11 in./A4 portrait, 1-sided)	Monochrome: 80 sheets/min



# 17

## High Capacity Feeder (HCF/Trays 6 and 7), 8.5 x 11 in./A4

The two-tray High Capacity Feeder (HCF/Trays 6 and 7) provides an extra 4,000 sheet capacity of either 8.5 x 11 in. or A4 paper. Each tray holds 2000 sheets (from 16 lb. Bond to 80 lb. Cover/52 gsm to 216 gsm).

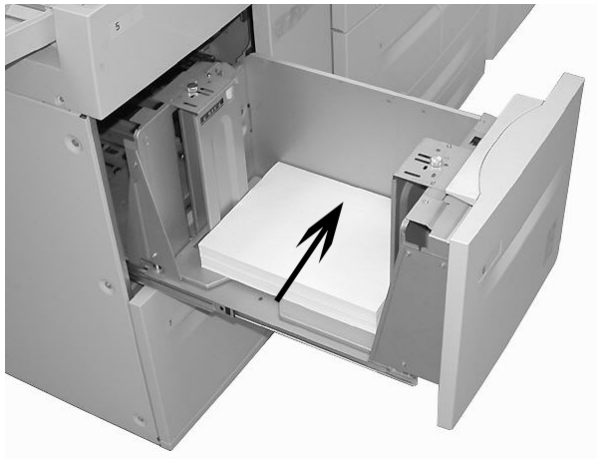


## Loading media into the HCF (Trays 6 and 7)

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. To change the paper size, perform the following:
  - a) Remove any paper currently loaded in the tray.
  - b) Loosen the two screws to remove the guides.



- c) Adjust the guides to fit the new paper size and retighten the two screws.
4. Open the ream of paper with the seam side facing up.
  5. Fan the sheets before loading them into the tray.
  6. Load and align the edge of the paper against the RIGHT edge of the tray.



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.

## Problem solving

### Paper jams in Trays 6/7 (HCF)

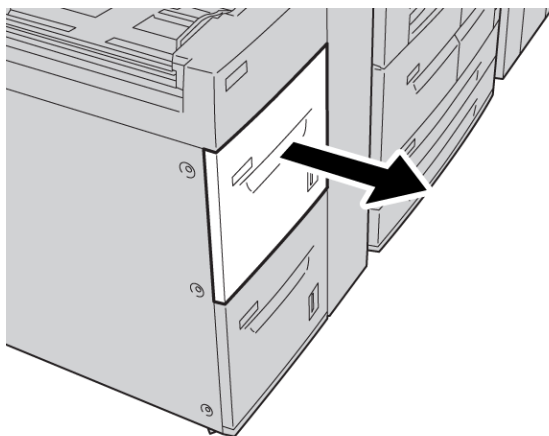
**Tip**

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

1. Pull out the tray where the paper jam occurred.

**Note**

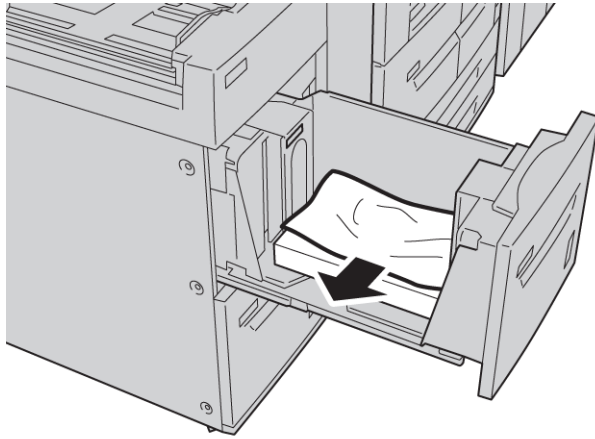
To avoid tearing paper, review where the paper jam occurred before pulling out a tray. Torn paper remaining inside the machine can cause machine malfunction.



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.

## Paper jams inside the HCF unit

**Tip**

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

This section describes how to remedy paper jams that occur at the following locations:

- Paper jams in lower left cover
- Paper jams at lever 1a and knob 1c
- Paper jams at lever 1b and knob 1c
- Paper jams at lever 1d and knob 1c

**Note**

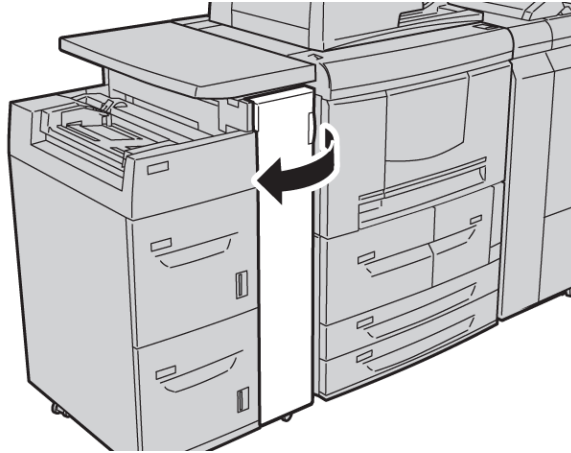
Jam clearance remedies differ according to the paper jam location, so follow the displayed instructions.

## Paper jams inside lower left cover

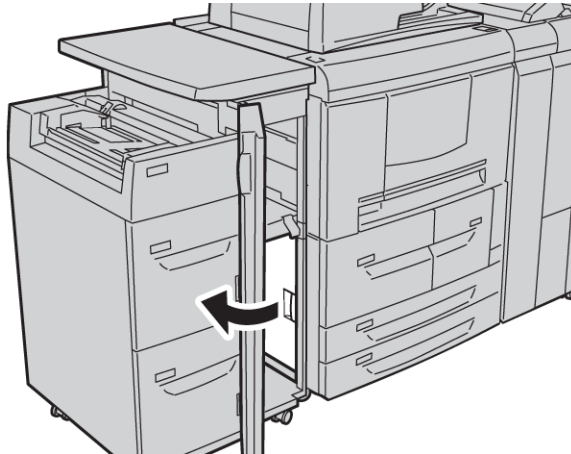
### Tip

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

1. Open the front cover of the HCF.



2. Open the lower left cover while gripping the release lever.

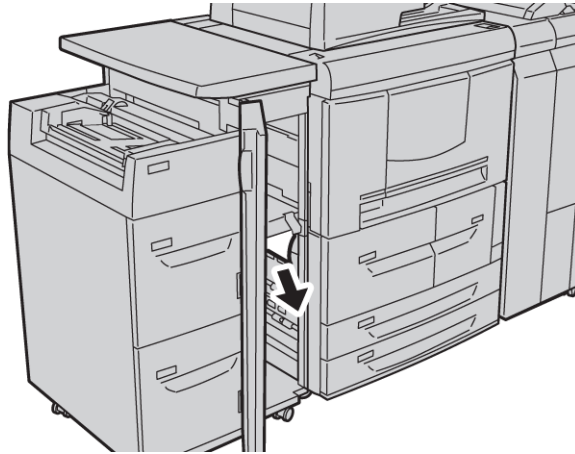


High Capacity Feeder (HCF/Trays 6 and 7), 8.5 x 11 in./A4

3. Remove the jammed paper.

**Note**

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



4. Close the lower left cover.
5. Close the front cover of the HCF completely.

**Note**

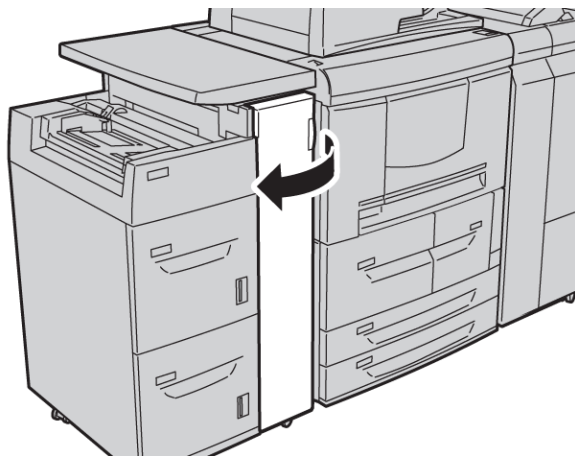
The machine will not operate if the cover is open even slightly.

### Paper jams at lever 1a and knob 1c

**Tip**

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

1. Open the front cover of the HCF.

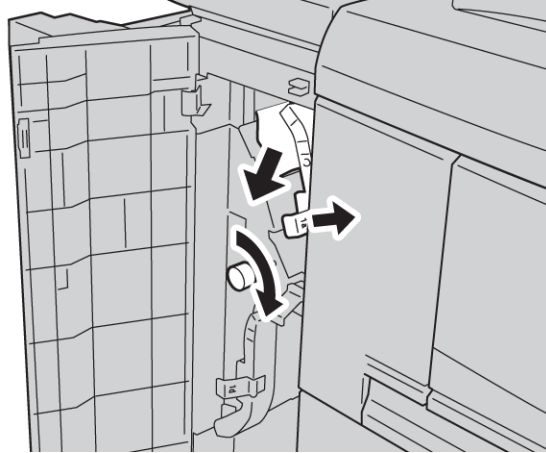




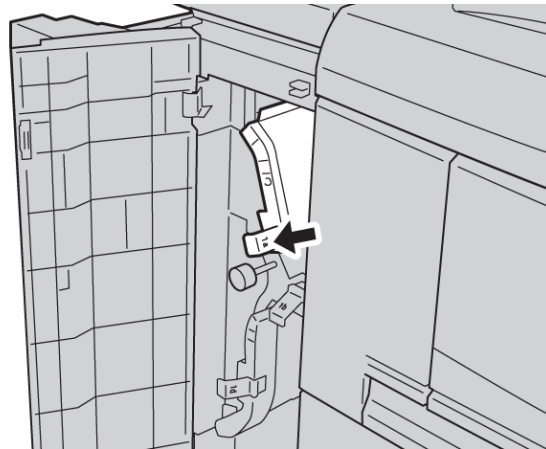
2. Move lever 1a to the right and turn knob 1c to the right. Remove the jammed paper.

**Note**

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



3. Return lever 1a to the original position.



4. Close the front cover of the HCF completely.

**Note**

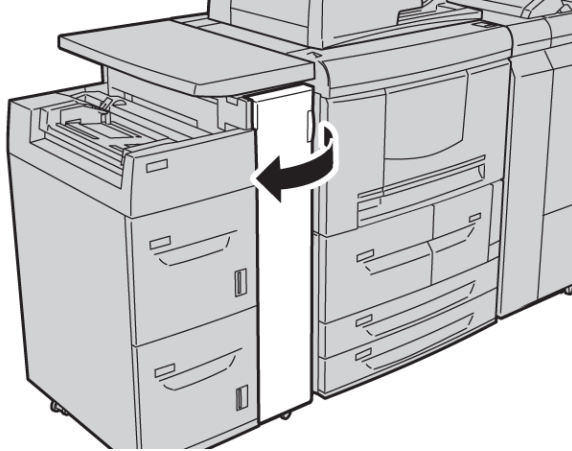
The machine will not operate if the cover is open even slightly.

## Paper jams at lever 1b and knob 1c

### Tip

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

1. Open the front cover of the HCF.



2. Move lever 1b to the right and turn knob 1c to the right. Remove the jammed paper.

### Note

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



3. Return lever 1b to the original position.
4. Close the front cover of the HCF completely.

### Note

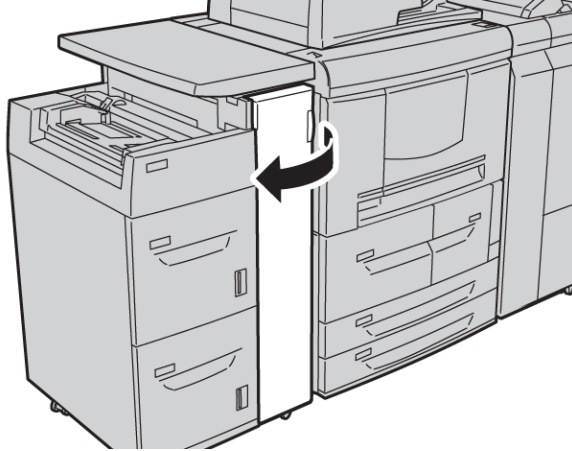
The machine will not operate if the cover is open even slightly.

## Paper jams at lever 1d and knob 1c

### Tip

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

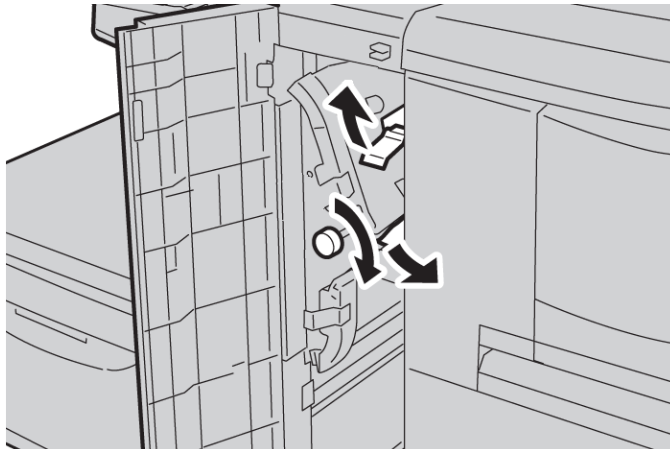
1. Open the front cover of the HCF.



2. Move lever 1d upwards and turn knob 1c; remove the jammed paper.

### Note

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



3. Return lever 1d to the original position.
4. Close the front cover of the HCF completely.

### Note

The machine will not operate if the cover is open even slightly.

## Fault codes

If a fault causes the copying/printing to stop abnormally or a malfunction occurs in the copier/printer, then a fault code and/or a message displays on the UI. Refer to the following table for fault codes and information on how to rectify the problem. If a fault code displays and it is not described in the following table, or if the problem persists even after you have tried the recommended solutions, contact the Customer Support Center.

### Tip

If a fault code is displayed, all print data is discarded; this includes any data stored in the built-in memory of the machine.

Fault code	Cause and Remedy
024-955 024-956	Cause: Tray 6/7 is empty/out of paper. Remedy: Add paper to Tray 6/7.
077-210	Cause: There is a malfunction in Tray 6/7. Remedy: Check the paper setting of paper trays 6/7 and power-cycle the machine. If the trays errors are not fixed by performing the relevant remedy, contact the Customer Support Center. Trays other than 6/7 may be used in the interim.
078-100 078-101 078-102	Cause: There is a malfunction in Tray 6/7. Remedy: Check the paper setting of paper trays 6/7 and power-cycle the machine. If the trays errors are not fixed by performing the relevant remedy, contact the Customer Support Center. Trays other than 6/7 may be used in the interim.
078-210 078-211	Cause: There is a malfunction in Tray 6/7. Remedy: Check the paper setting of paper trays 6/7 and power-cycle the machine. If the trays errors are not fixed by performing the relevant remedy, contact the Customer Support Center. Trays other than 6/7 may be used in the interim.

Fault code	Cause and Remedy
078-260 078-261 078-262 078-263 078-264 078-265 078-266 078-267 078-268 078-269 078-270 078-271 078-272 078-273 078-274 078-275 078-276 078-277 078-278 078-279 078-280	Cause: Paper Tray 6/7 malfunctioned. Remedy: Check the paper loaded in Tray 6/7. 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.
078-300 078-301 078-500 078-901 078-941 078-942 078-943	Cause: Paper Tray 6/7 malfunctioned. Remedy: Check the paper loaded in Tray 6/7. 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.

## Trays 6/7 (HCF) specifications

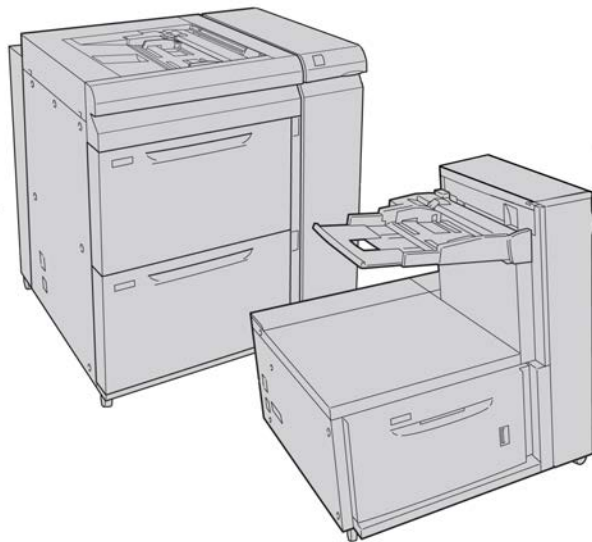
Item	Specification
Media/paper sizes	Minimum: 7.25 x 10.5 in. (Executive)/B5 Maximum: 8.5 x 11 in./A4
Media/paper weight	Weight: 16 lb. Bond to 80 lb. Cover/52 gsm to 216 gsm
Tray capacity	Each tray holds 2,000 sheets for a total of 4,000 sheets (When using Xerox 20 lb./75 gsm paper)

High Capacity Feeder (HCF/Trays 6 and 7), 8.5 x 11 in./A4

# 18

## 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.



### Note

The 1-tray OHCF is not available with D136 configurations.

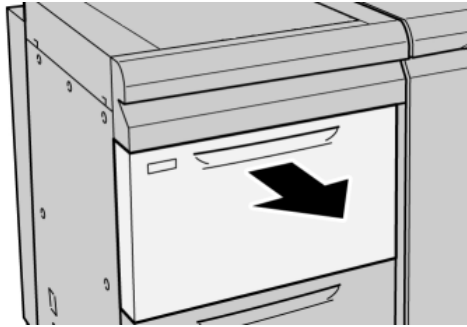
## Postcard bracket

The Postcard bracket is delivered with the OHCF from manufacturing. The Postcard bracket allows you to print on smaller size media without requiring post-processing cutting or sorting. The Postcard bracket specifically accommodates 4 x 6 in. (101.6 x 152.4 mm) SEF media.

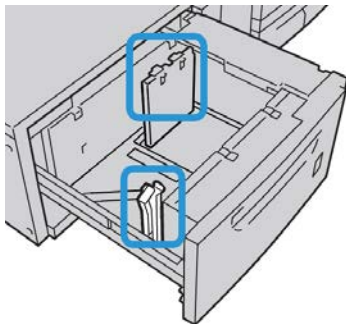
### Using the Postcard bracket

Use the following procedure for installing and using the Postcard bracket when printing on smaller media (4 x 6 in./101.6 x 152.4 mm).

1. Slowly open one of the paper trays until it stops and remove the paper.



2. Move the paper guides out to their largest position.



3. Open the front cover of the OHCF.



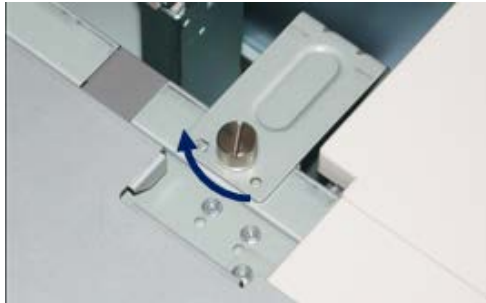
4. Remove the Postcard bracket from inside the OHCF front cover.



5. Install the Postcard bracket so that it sits on the locating pins on the upper frame and in the grooves on the bottom of the tray.



6. Tighten the thumb screw so it locks the Postcard bracket in place.



7. Load the postcard stock and adjust the paper guides against the stock.



8. Close the paper tray and confirm the new settings on the UI.
9. Run your print job.
10. Upon completion of your print job, remove the postcard stock and the Postcard bracket from the tray.
11. Store the Postcard bracket inside the OHCF front cover area.

## 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.

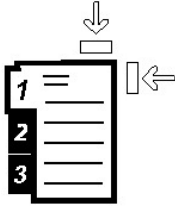
### Loading tabs in the OHCF (1 or 2 Trays)

#### 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.

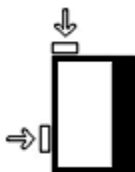
4. Load and align the edge of the tab paper against the right edge of the tray in the LEF direction as shown in following illustration:



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.

## Oversized High Capacity Feeder (OHCF), 1 or 2 trays (Trays 6/7)

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.

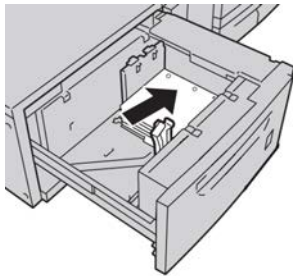
### Note

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**

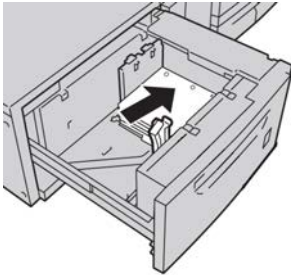
Refer to the System Administration Guide for detailed information on the paper curl and alignment adjustment options.

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

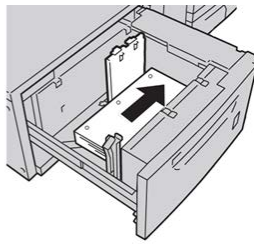
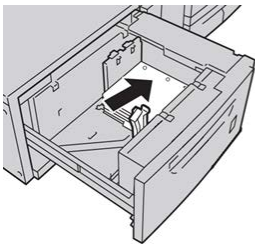
10. Select **Confirm** to close the window.

## 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.

## Oversized High Capacity Feeder (OHCF), 1 or 2 trays (Trays 6/7)

- 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

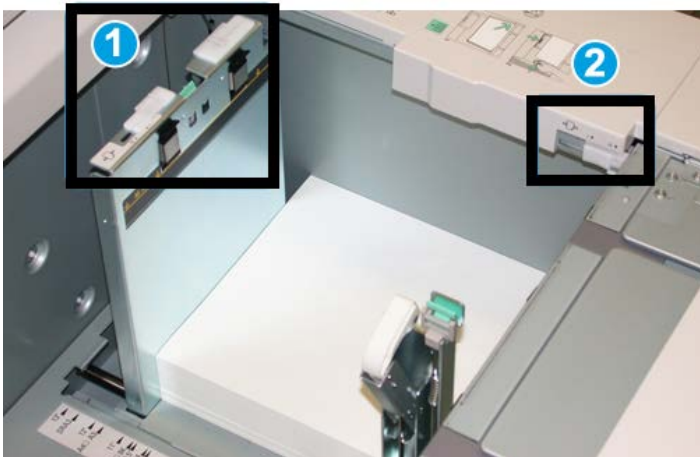
Refer to the System Administration Guide for detailed information on the paper curl and alignment adjustment options.

- 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.

## OHCF problem solving

### Clearing OHCF jams

#### Tip

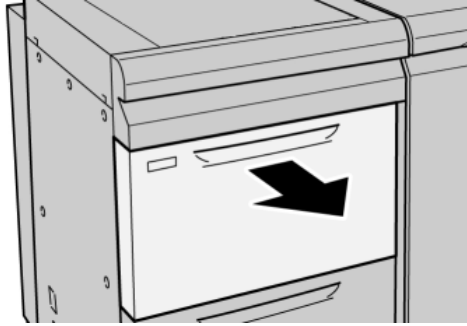
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

#### Note

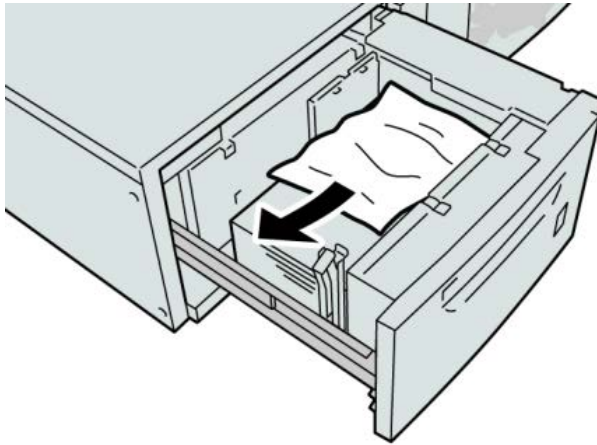
Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

## Paper jams inside the OHCF trays

1. Pull out the tray where the paper jam occurred.



2. Remove the jammed paper.



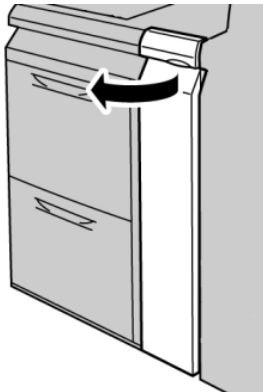
### Note

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

3. Gently push in the tray until it comes to a stop.

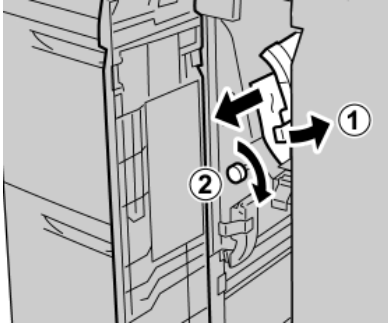
## OHCF paper jams at lever 1a and knob 1c

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.



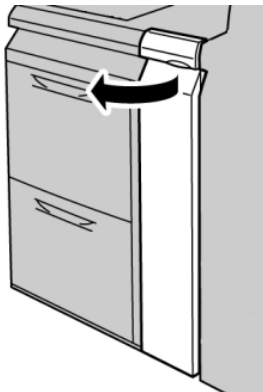
4. Close the front cover of the OHCF.

**Note**

If the front cover of the OHCF is not completely closed, a message will appear and the machine will not operate.

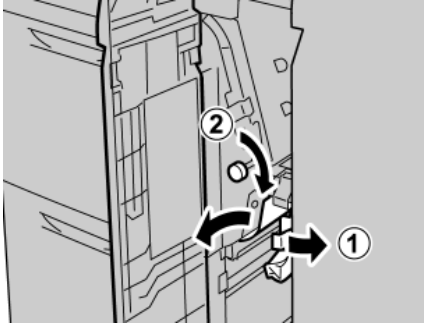
### OHCF paper jams at lever **1b** and knob **1c**

1. Open the front cover of the OHCF.



## Oversized High Capacity Feeder (OHCF), 1 or 2 trays (Trays 6/7)

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.



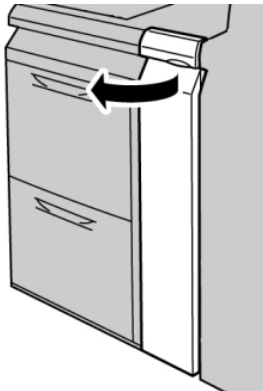
4. Close the front cover of the OHCF.

### Note

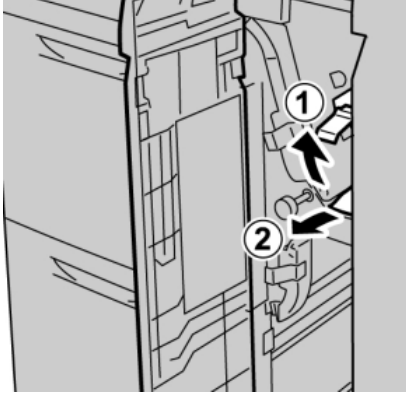
If the front cover of the OHCF is not completely closed, a message will appear and the machine will not operate.

## OHCF paper jams at lever 1d and knob 1c

1. Open the front cover of the OHCF.



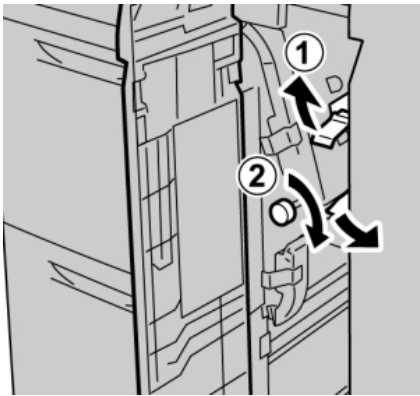
2. Move the lever **1d** upward and remove the jammed paper.



**Note**

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

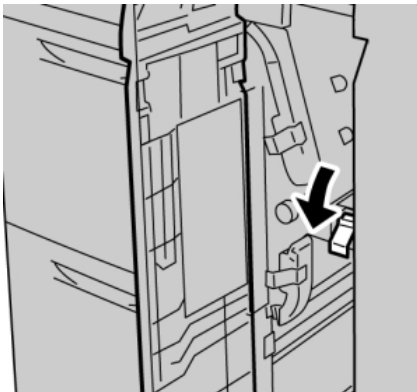
3. If the paper cannot be removed, turn the knob **1c** clockwise, and then remove the jammed paper.



**Note**

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

4. Return the lever **1d** to the original position.



Oversized High Capacity Feeder (OHCF), 1 or 2 trays (Trays 6/7)

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.
- 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.

Oversized High Capacity Feeder (OHCF), 1 or 2 trays (Trays 6/7)

#### **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.

Oversized High Capacity Feeder (OHCF), 1 or 2 trays (Trays 6/7)

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.

Oversized High Capacity Feeder (OHCF), 1 or 2 trays (Trays 6/7)

#### **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.

Oversized High Capacity Feeder (OHCF), 1 or 2 trays (Trays 6/7)

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 specifications

Oversized High Capacity Feeder (OHCF/Trays A1-1 and A1-2)

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. to 130 lb. cover/55-350 gsm
Paper capacity	2000 sheets/drawer <b>Important</b> When using up to Xerox 24 lb./90 gsm paper.

# 19

## Interface Module/Interface Cooling Module

The Interface Module or Interface Cooling Module is an optional finishing device that is used in conjunction with other optional finishing devices.



### **What is the difference between the two modules?**

Both modules enable communication and provide a paper path between the print engine and any attached finishing device/devices. The Interface Cooling Module goes a step further in that it contains additional fans and associated duct work. These fans and duct work aid in cooling the outgoing printed media.

### **The correct module for your machine configuration**

The specific type of module available depends on the machine configuration:

- The Interface Module is available with a machine configuration that is either D110 or D125 (either Copier/Printer or Printer only).
- The Interface Cooling Module is available only with the D136 configuration (either Copier/Printer or Printer only).

**Note**

The Interface Module is not available with the D95 Copier/Printer configuration.

**D110/D125 configurations**

For either Copier/Printer or Printer only, the Interface Module is required with the following finishing devices:

- GBC AdvancedPunch
- Perfect Binder (available only with the Copier/Printer with integrated controller)
- High Capacity Stacker (HCS)
- Standard Finisher Plus
- All third-party, DFA devices

**Note**

The Interface Module is NOT required when the only finishing device is the Standard Finisher or Booklet Maker Finisher. The SquareFold Trimmer Module is available only with the Booklet Maker Finisher.

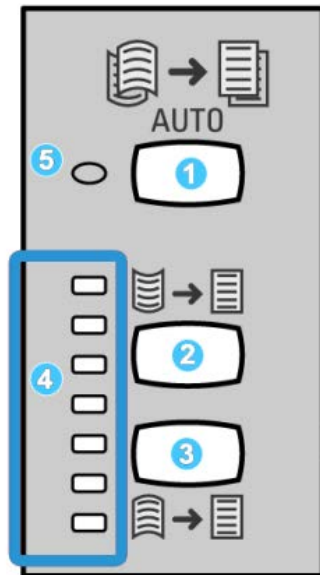
**D136 configuration**

For either Copier/Printer or Printer only, the Interface Cooling Module is required with ALL following finishing devices, which include:

- GBC AdvancedPunch
- Perfect Binder (available only with the Copier/Printer with integrated controller)
- High Capacity Stacker (HCS)
- Standard Finisher
- Booklet Maker Finisher
- SquareFold Trimmer Module (available only with the Booklet Maker Finisher)
- Standard Finisher Plus
- All third-party, DFA devices

## Module overview

### Control panel

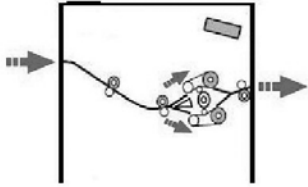


The Control Panel consists of the following:

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 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. The paper curl buttons are discussed in more detail later in this section.

## Paper path



As media enters the module, it is fed to the module decurler for paper curl correction. The 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 module control panel

Based on the paper curl (decurl) settings, the 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 module decurler, the print media is cooled and routed from the module to the optional finishing device(s) that is/are connected to your machine.

## Paper curl settings on the module

### Preset decurler settings

The 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 module decurler. Therefore, if paper curl is a problem, use one of the preset module decurler settings in order to eliminate the problem.

When the media passes through the module decurler, you are notified of the current amount of curl correction through the various LEDs on the module Control Panel. If you require more curl correction, you can manually select curl correction from the module Control Panel.

### Manual decurler buttons

The module manual decurler mode has seven levels of curl correction that are available at the 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

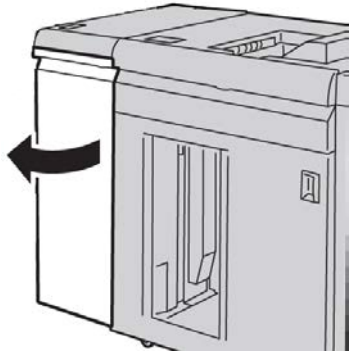
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

#### Note

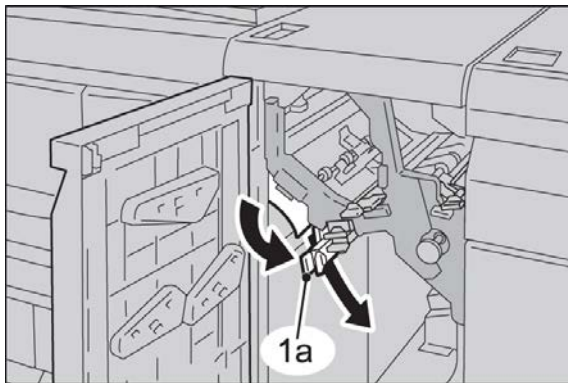
Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

### Paper jams at lever 1a

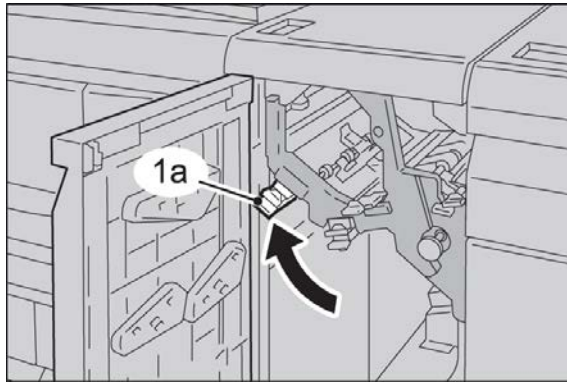
1. Open the front cover of the module.



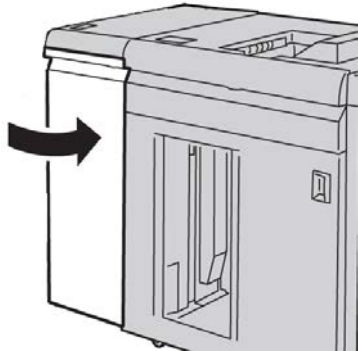
2. Move the lever **1a** downward and remove the jammed paper.



3. Return the lever **1a** to the original position.



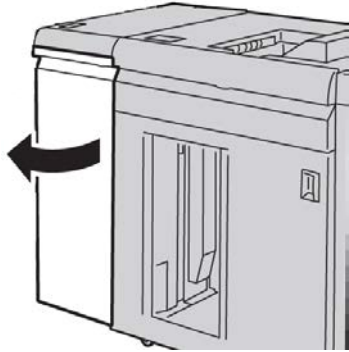
4. Close the front cover of the module.



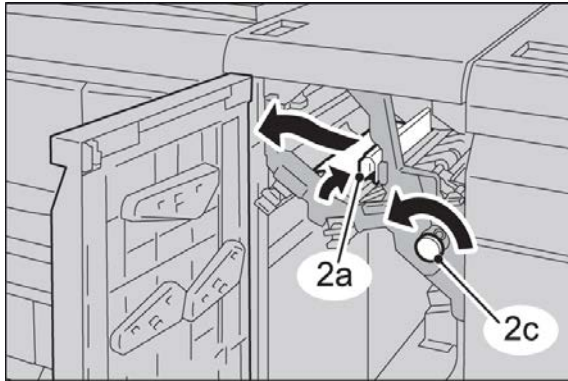
5. Follow the instructions on the UI to clear other areas or to resume your print job.

### Paper jams at lever 2a

1. Open the front cover of the module.



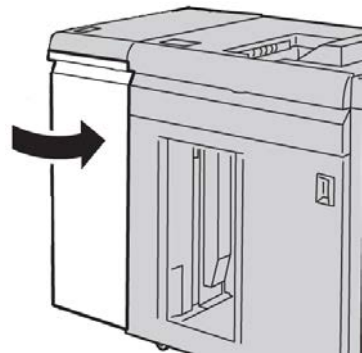
2. Move the lever **2a** upward, turn the knob **2c** counterclockwise, and remove the jammed paper.



3. Return the lever **2a** to the original position.



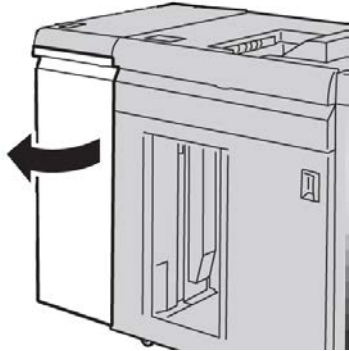
4. Close the front cover of the module.



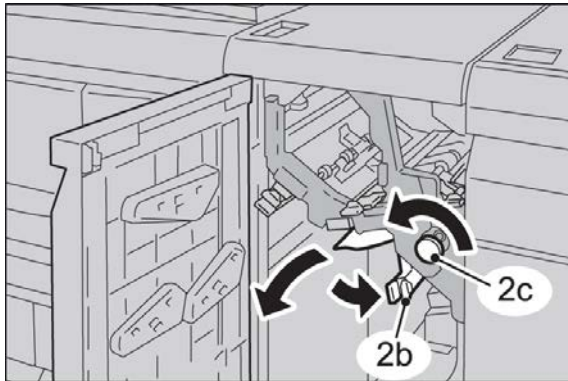
5. Follow the instructions on the UI to clear other areas or to resume your print job.

## Paper jams at lever 2b

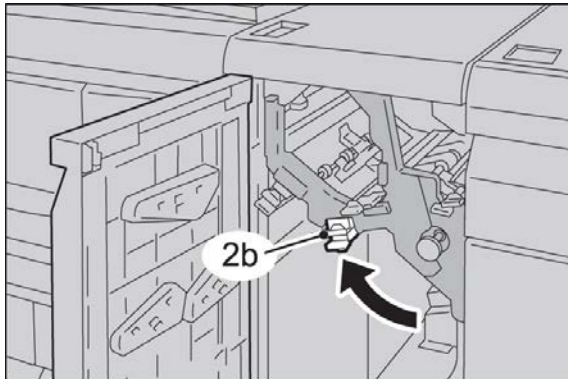
1. Open the front cover of the module.



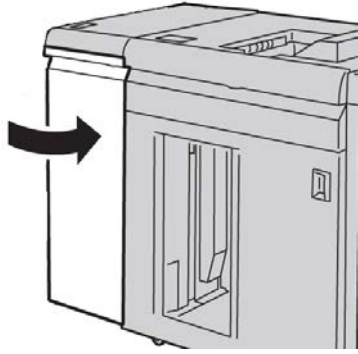
2. Move the lever downward, turn the knob 2c counterclockwise, and remove the jammed paper.



3. Return the lever 2b to the original position.



4. Close the front cover of the 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/Interface Cooling. If the problem persists after following all instructions, call your Xerox Customer Support Center.

### 048-100

**Cause:** Paper jam:

- A jam occurred during feeding.
- A jam notification is displayed on the UI.

**Remedy:** Perform the following:

1. Open the Interface Module/Interface Cooling Module front door.
2. Carefully remove all sheets and paper scraps from the jam clearance areas.
3. Close the front door. Verify the paper used is within the approved paper specifications.

### 048-101

**Cause:** Paper jam:

- A jam occurred during feeding.
- A jam notification is displayed on the UI.

**Remedy:** Perform the following:

1. Open the Interface Module/Interface Cooling Module front door.
2. Carefully remove all sheets and paper scraps from the jam clearance areas.
3. Close the front door. Verify the paper used is within the approved paper specifications.

### 048-102

**Cause:** Paper jam:

- A jam occurred during feeding.
- A jam notification is displayed on the UI.

**Remedy:** Perform the following:

1. Open the Interface Module/Interface Cooling Module front door.
2. Carefully remove all sheets and paper scraps from the jam clearance areas.
3. Close the front door. Verify the paper used is within the approved paper specifications.

**048-103**

**Cause:** Paper jam:

- A jam occurred during feeding.
- A jam notification is displayed on the UI.

**Remedy:** Perform the following:

1. Open the Interface Module/Interface Cooling Module front door.
2. Carefully remove all sheets and paper scraps from the jam clearance areas.
3. Close the front door. Verify the paper used is within the approved paper specifications.

**048-300**

**Cause:** The Interface Module/Interface Cooling Module front door is open.

**Remedy:** Close the Interface Module/Interface Cooling Module front door.

**048-310**

**Cause:** Interface Module/Interface Cooling 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/Interface Cooling 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/Interface Cooling 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/Interface Cooling 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/Interface Cooling 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/Interface Cooling 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/Interface Cooling 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/Interface Cooling 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/Interface Cooling 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/Interface Cooling 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/Interface Cooling Module communication failure or connection failure

**Remedy:** Perform the following:

- Check the connection between the Interface Module/Interface Cooling Module and the connected finishing device or devices.
- Fully clear any jams between the Interface Module/Interface Cooling 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/Interface Cooling Module communication failure or connection failure

**Remedy:** Perform the following:

## Interface Module/Interface Cooling Module

- Check the connection between the Interface Module/Interface Cooling Module and the connected finishing device or devices.
- Fully clear any jams between the Interface Module/Interface Cooling 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/Interface Cooling Module communication failure or connection failure

**Remedy:** Perform the following:

- Check the connection between the Interface Module/Interface Cooling Module and the connected finishing device or devices.
- Fully clear any jams between the Interface Module/Interface Cooling 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/Interface Cooling Module communication failure or connection failure

**Remedy:** Perform the following:

- Check the connection between the Interface Module/Interface Cooling Module and the connected finishing device or devices.
- Fully clear any jams between the Interface Module/Interface Cooling 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/Interface Cooling Module communication failure or connection failure

**Remedy:** Perform the following:

- Check the connection between the Interface Module/Interface Cooling Module and the connected finishing device or devices.
- Fully clear any jams between the Interface Module/Interface Cooling 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/Interface Cooling Module communication failure or connection failure

**Remedy:** Perform the following:

- Check the connection between the Interface Module/Interface Cooling Module and the connected finishing device or devices.
- Fully clear any jams between the Interface Module/Interface Cooling 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/Interface Cooling Module communication failure or connection failure

**Remedy:** Perform the following:

- Check the connection between the Interface Module/Interface Cooling Module and the connected finishing device or devices.
- Fully clear any jams between the Interface Module/Interface Cooling 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 occurred during feeding.
- A jam notification is displayed on the UI.

**Remedy:** Perform the following:

1. Open the Interface Module/Interface Cooling Module front door.
2. Carefully remove all sheets and paper scraps from the jam clearance areas.
3. Close the front door. Verify the paper used is within the approved paper specifications.

**048-901**

**Cause:** Paper jam:

- A jam occurred during feeding.
- A jam notification is displayed on the UI.

**Remedy:** Perform the following:

## Interface Module/Interface Cooling Module

1. Open the Interface Module/Interface Cooling Module front door.
2. Carefully remove all sheets and paper scraps from the jam clearance areas.
3. Close the front door. Verify the paper used is within the approved paper specifications.

### **048-903**

**Cause:** Paper jam:

- A jam occurred during feeding.
- A jam notification is displayed on the UI.

**Remedy:** Perform the following:

1. Open the Interface Module/Interface Cooling Module front door.
2. Carefully remove all sheets and paper scraps from the jam clearance areas.
3. Close the front door. Verify the paper used is within the approved paper specifications.

# 20

## 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.



1. Interface Module/Interface Cooling Module
2. High Capacity Stacker (HCS)

#### Note

The HCS is not available with the D95 Copier/Printer configuration.

#### Important

The HCS requires the Interface Module or the Interface Cooling Module. Module type depends on your product and machine configuration. The module acts as a communication device and paper path between the machine and the HCS.

## High Capacity Stacker (HCS)

### Tip

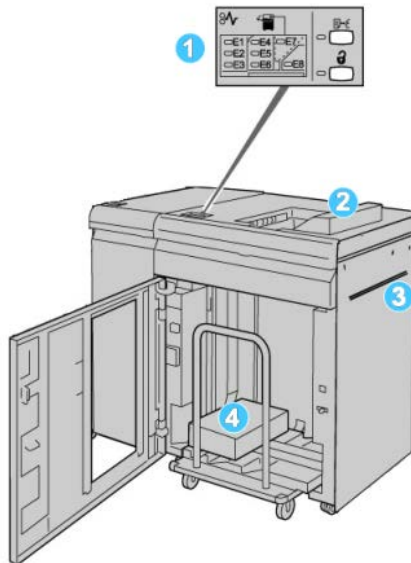
Your system may accommodate a maximum of two High Capacity Stackers at one time. If your system has two stackers attached, they are referred to as B1 and B2. Also, with two stackers attached, and when one of them is full, automatic switching occurs between the two stackers to ensure maximum productivity for your system.

### Note

Depending on your product and machine configuration, two tandem High Capacity Stackers may not be supported. For specific information, contact Customer Support.

## Identifying the components

The HCS consists of the following components:



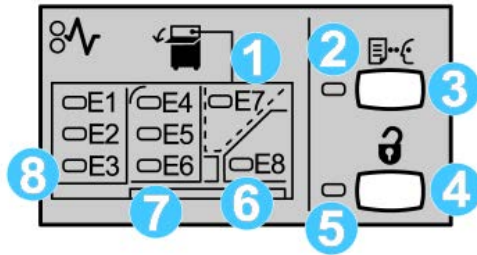
1. **Control Panel:** Provides manual control of the various HCS functions.
2. **Top Tray:** Holds a maximum of 500 sheets.  
**Note**  
Labels must be delivered to the Top Tray.
3. **Bypass:** Used only when a second stacking/finishing device is installed. This path transports media through the HCS 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.

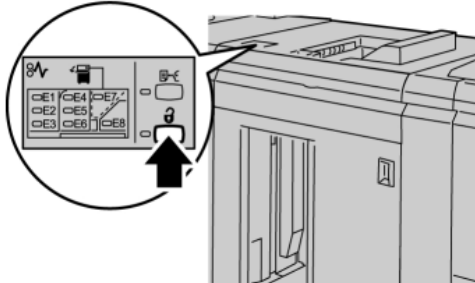
## HCS top tray

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.

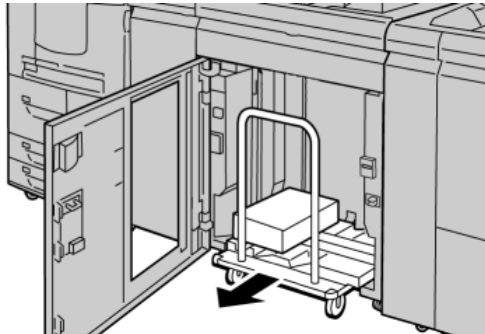
## Unloading the Stacker Tray

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

## General problems

### HCS tampers no longer in contact with paper

**Cause:** Problem occurs when printing with Clear dry ink/toner and using media that is 120 gsm, coated, and large stock sizes (such as 12 x 18 in./304.8 x 457.2 mm).

**Remedy:** Adjust the paper curl before printing the job. Refer to the System Administration Guide for specific information on paper curl settings and adjustment.

## Jam clearance

### Tip

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

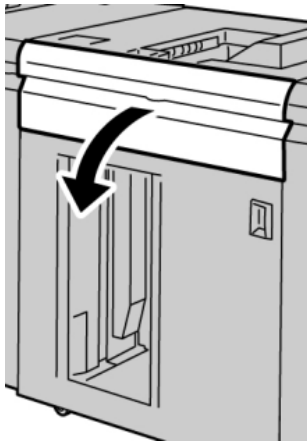
### Note

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

## HCS entrance jams (E1, E2, and E3)

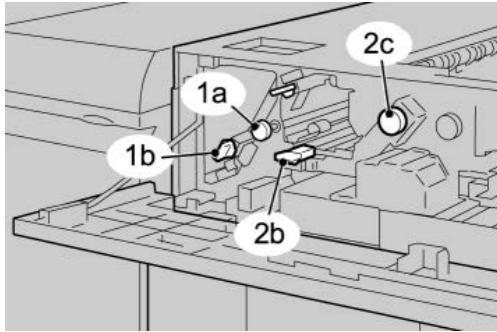
Perform the following steps to clear the jam and resume printing:

1. Open the HCS Front Cover.



## High Capacity Stacker (HCS)

2. Lift the green handle(s) and/or rotate the green knob and remove all paper in the entrance area.

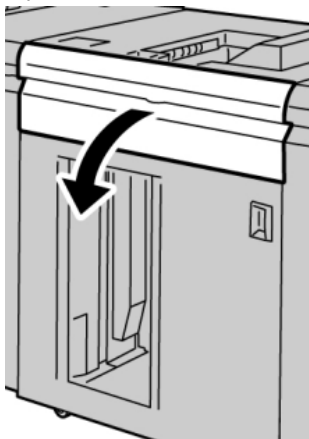


3. Close the green handle(s).
4. Close the HCS Front Cover.
5. If the UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicated.
6. Follow the instructions displayed on the UI to resume printing.

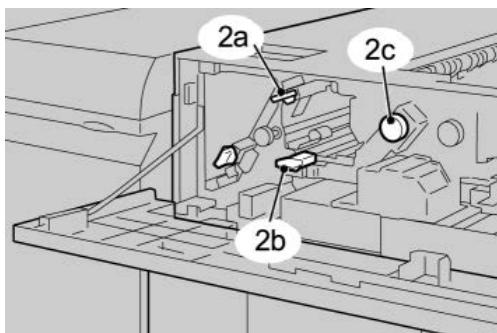
## HCS transport jams (E4, E5, and E6)

Perform the following steps to clear the jam and resume printing:

1. Open the HCS Front Cover.



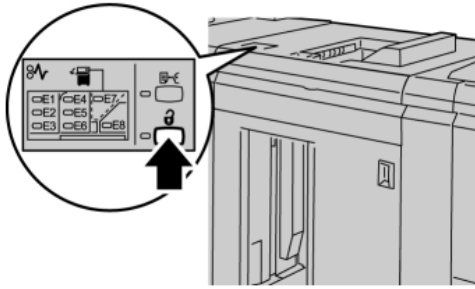
2. Lift the green handle(s) and/or rotate the green knob and remove all paper in the entrance area.



3. Close the green handle(s).

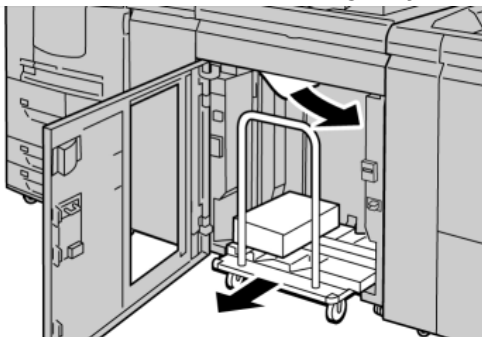


4. Close the HCS Front Cover.
5. Press the Unload button on the HCS control panel.



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.

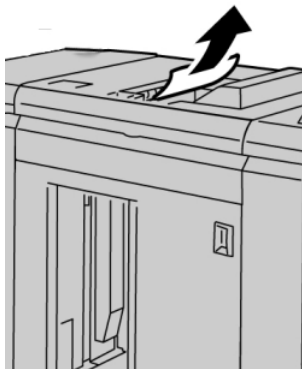


8. Push the stacker cart straight into the HCS.
9. Close the front door.
10. If the UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicated.
11. Follow the instructions displayed on the UI to resume printing.

### HCS top tray jam (E7)

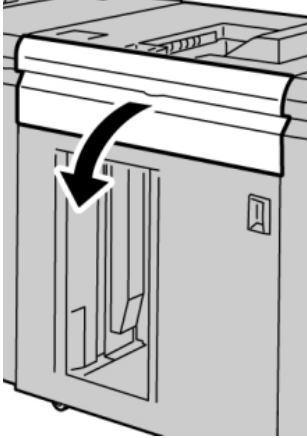
Perform the following steps to clear the jam and resume printing:

1. Remove any output delivered to the Top Tray.

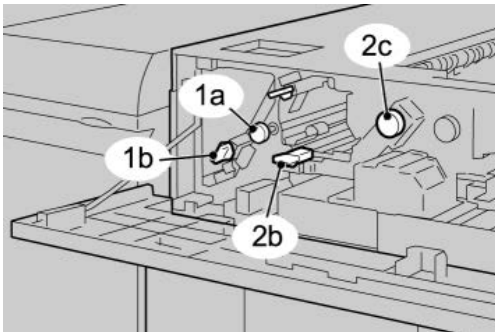


## High Capacity Stacker (HCS)

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.

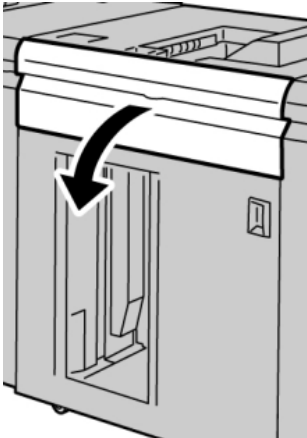


4. Close the green handle(s).
5. Close the HCS Front Cover.
6. If the UI indicates there is a jam in the print engine, follow the instructions on the screen to remove any paper in the area indicated.
7. Follow the instructions displayed on the UI to resume printing.

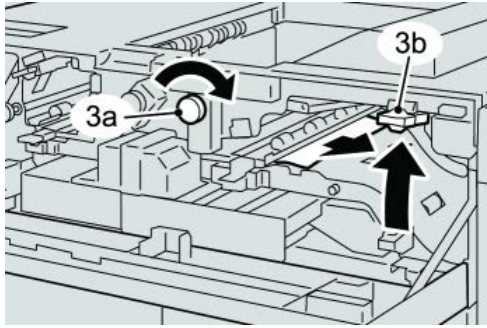
## HCS exit jam (E8)

Perform the following steps to clear the jam and resume printing:

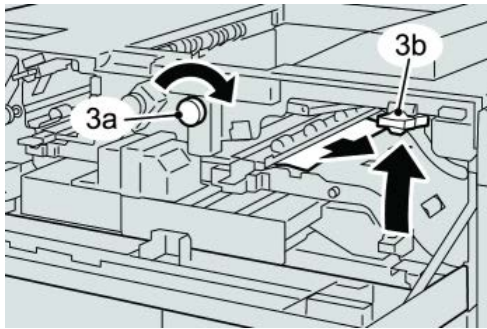
1. Open the HCS Front Cover.



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 indicated.
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/Interface Cooling 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 that 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.

**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.

High Capacity Stacker (HCS)

**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:

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:

High Capacity Stacker (HCS)

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:

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

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.

**049-234**

**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.

**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.

High Capacity Stacker (HCS)

**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

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

## High Capacity Stacker (HCS)

If the problem still exists, contact the Customer Support Center.

- Check the connection between the Interface Cooling 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 Cooling 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 Cooling 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 Cooling 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 Cooling 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 Cooling 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 Cooling 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

**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.

High Capacity Stacker (HCS)

**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:

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:** The 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.

## High Capacity Stacker (HCS)

- 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.

## High Capacity Stacker (HCS)

# Perfect Binder (D110/D125/D136 with integrated controller)

The Perfect Binder is an optional finishing device that takes the printed output and binds it into a finished book; a front and back cover is included with the bound output.

## **Important**

The Perfect Binder is available with the D110, D125, and D136 Copier/Printer. The copier/printer must use the integrated controller and not a separate print server. The Interface Module is not available with the D95 Copier/Printer configuration. The Perfect Binder also requires an optional finisher, such as High Capacity Stacker, Standard Finisher, or Booklet Maker Finisher.

## **Note**

Depending on your machine configuration, the Perfect Binder requires either the Interface Module or the Interface Cooling Module. The D110/D125 configurations require the Interface Module, while the D136 configuration requires the Interface Cooling Module.

## Perfect Binder (D110/D125/D136 with integrated controller)

Perfect binding is a process in which the leaves (pages) are bound by using an adhesive and trimming off the excess edges. The adhesive holds the interior sheets of the book together. Front and back covers may be included if desired. The final output is a finished, perfect bound book with a wrap-around cover.



The Perfect Binder can be used in three modes:

- Manual mode: Load the preprinted book block into the Perfect Binder compiler tray and covers into Tray 9. Program the Perfect Binder settings using the copier/printer UI and press Start to complete the job.
- Copy mode: Copy the book block and cover. Program the Perfect Binder settings using the copier/printer UI and press Start to complete the job.
- Print mode: From the user's computer, the book block and cover are programmed using the print driver. Information and steps for submitting the job are available through the print driver help screens.

# Binder components

## External components



### 1 Compiler tray LED

This LED lights when the compiler tray cover is locked indicating that the binder is in operation. This safety feature prevents access to the internal components.

#### Note

The LED also lights when the printer and Perfect Binder are powering on. Upon completion of the power-on process, the LED switches off.

### 2 Compiler tray cover

Open this cover to clear jams or to add a book block (printed, finished book) for manual mode operations.

### 3 Top cover

Open this cover to clear paper jams.

#### **4 Compiler tray**

This tray gathers the finished sheets into a book block, and the book block is used to make the final finished book.

#### **5 Cover inserter**

Load paper here for covers or inserts.

#### **6 Adhesive filling tray**

Open this tray to insert adhesive pellets for the binding process.

#### **7 and 8 Left and right front doors**

Open these doors to clear paper jams or to access internal components.

#### **9 Front doors LED**

When a binding operation is in progress the LED changes to orange; this indicates that the front doors are locked. When no binding is in process, the LED is not illuminated, and the front doors may be opened to clear jams and to access the internal components.

#### **Note**

The LED also lights when the printer and Perfect Binder are powering on. Upon completion of the power-on process, the LED switches off.

#### **10 Trimmer waste tray**

Excess paper trimmed from the book block sheets is stored in this tray. The tray is easily removed to recycle the waste trimmings.

#### **11 Book stacker tray**

Finished (completed) bound books are transported to this area.

#### **12 Book stacker tray release button and LED**

Press this button to open the book stacker tray. A flashing green light indicates that the tray is in the process of being opened or closed. A steady green light indicates that the tray is open, and completed books may be removed.

#### **13 Book stacker tray Full indicator**

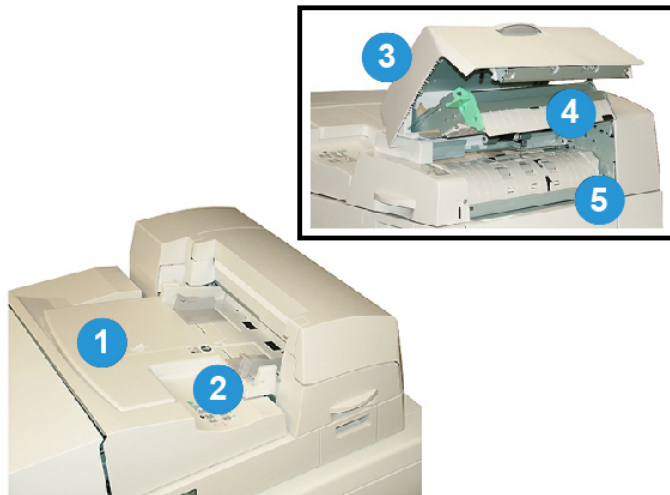
This LED flashes when a binding operation is in process. A steady green light indicates that the Book stacker tray is full.

#### **14 Entrance transport front door**

Open this door to clear jams from the incoming paper path area (E4). Also, the adhesive pellet scoop is stored in this area.



## Cover inserter



### **1 Cover inserter tray**

This tray is for loading cover media and inserts that will be bound to the book block during the binding process.

### **2 Paper width guide**

Adjust this guide so that it touches the loaded media in the tray.

### **3 Inserter cover**

Open this cover to access internal components.

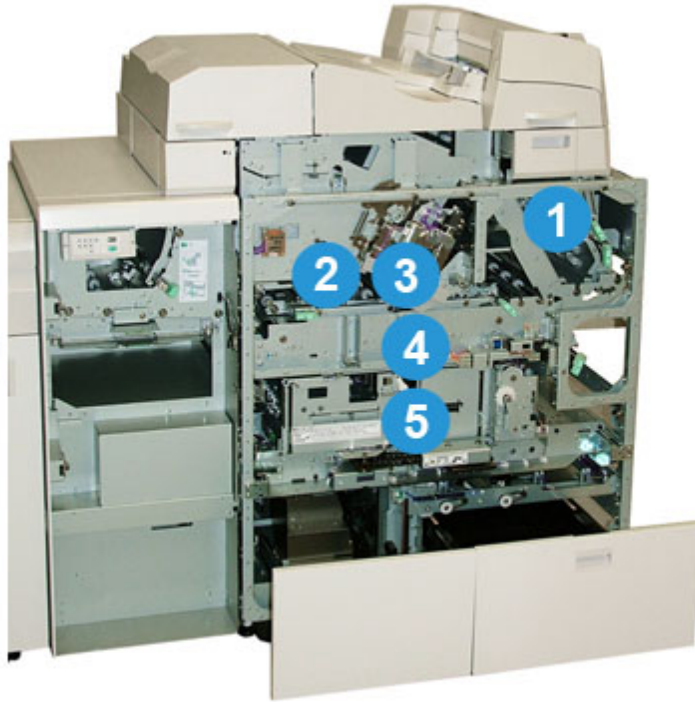
### **4 Inserter inner cover**

Open this cover to clear jams.

### **5 Right inserter baffle**

Open this baffle to clear jams.

## Internal components



### **1 Cover transport**

This moves the cover sheets from the cover inserter to the binding area.

### **2 Bypass transport**

This transport moves the cover media to the binding area; the cover media may come either from the cover inserter tray or from the printer (network print job). If book binding is not required, the printed output is transferred from the incoming paper path (from the left of the Perfect Binder) directly through the binder and to the next finishing device in line.

### **3 Adhesive unit**

Applies adhesive to the book block in order to bind the spine of the pages together.

### **4 Binding area**

This area binds the book block to the cover material.

### **5 Cutter area**

This area is where the book block pages are cut/trimmed. Finished books then are transported to the book stacker tray.

## Binder control panel



### **1 Fault indicators/location**

These indicators light when a fault or a jam occurs in a particular area of the binder.

### **2 Adhesive temperature indicator**

This indicator displays the status of the adhesive temperature:

#### **Indicator flashing on/of**

The binder is warming up; adhesive is warming up.

#### **Indicator is off (no light)**

The binder is in power saver mode.

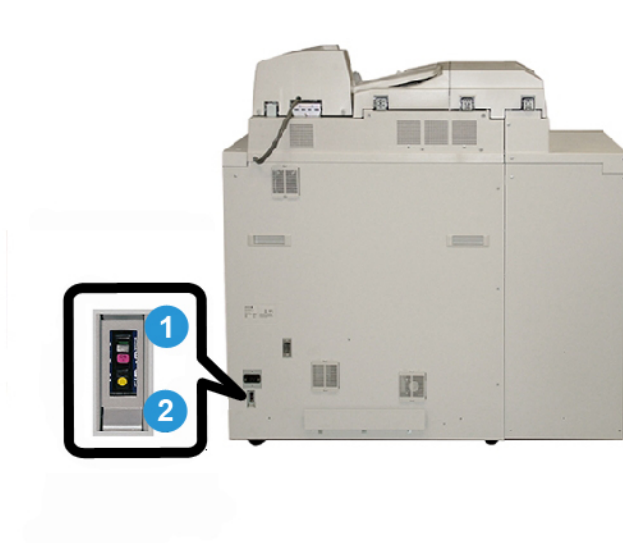
#### **Indicator is on (steady light)**

The binder is ready for operation.

### **3 Start/Adhesive temperature button**

Press this button to warm up the adhesive or to start the manual mode process for a job.

## Binder circuit breaker



### 1 Circuit breaker

Located on the rear of the binder. Power to the machine is automatically interrupted when a circuit is overloaded or when a short circuit is detected. The overload causes the power switch to move to the **Off** position. The overload condition is reset by flipping the switch to the **On** position.

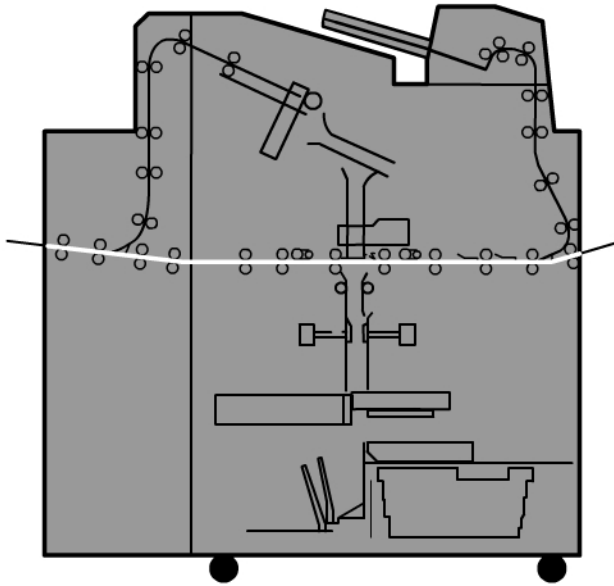
### 2 Circuit breaker Test button

This button may be activated with a pencil point to test the circuit breaker.

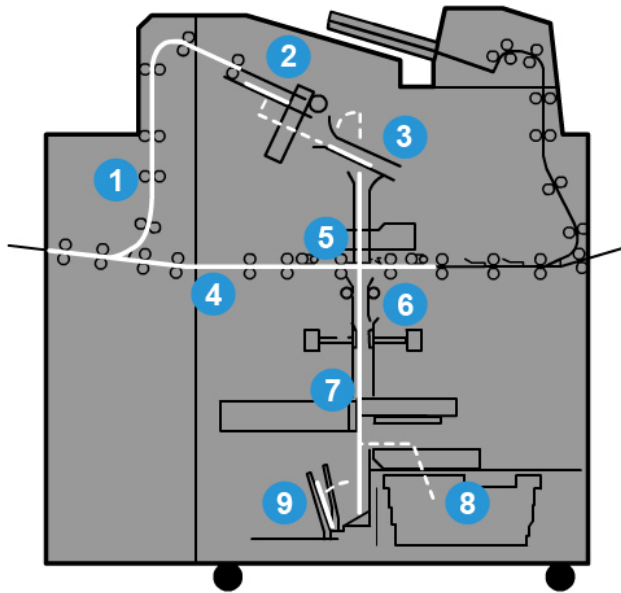
## Book binding path

### Bypass path

The bypass path is used when an incoming job does not require the binder. The job enters from the printer's paper path, is fed through the binder, and is delivered to the next finishing device in line.



## Standard path



### **1 Incoming print job**

This paper path moves the incoming paper to the compiler tray.

### **2 Compiler tray**

Upon arrival to the compiler tray, the paper is then assembled into a book block.

### **3 Sub-grip/main grip**

The sub-grip and main grip move the book block to the adhesive unit.

### **4 Bypass transport**

If designated, an incoming cover is moved along the bypass transport to the adhesive unit and awaits the book block.

### **5 Adhesive unit**

Adhesive is applied to the spine of the book block.

### **6 Binding area**

The adhesive-coated book block and cover media are bound together and then continue to the next phase of the binding process. If no cover media was specified, the book block continues through the paper path for trimming and delivery to the book stacker tray.

### **7 Trimming**

The three unbound edges of the book are trimmed to size by the cutter unit.

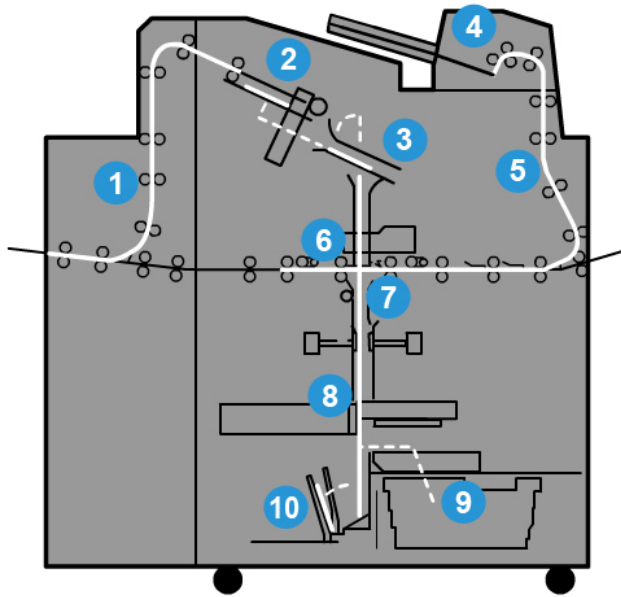
### 8 Trimmer waste tray

Once the book edges are trimmed, the paper cuttings are deposited in the trimmer waste tray.

### 9 Book stacker tray

Finally, the finished books are stacked in the book stacker tray.

## Cover inserter path



### 1 Incoming print job

This paper path moves the incoming paper to the compiler tray.

### 2 Compiler tray

Upon arrival to the compiler tray, the paper is then assembled into a book block.

### 3 Sub-grip/main grip

The sub-grip and main grip move the book block to the adhesive unit.

### 4 Cover inserter

If desired, cover media is loaded into this tray.

### 5 Bypass transport

The bypass transport moves the cover media to the adhesive unit where it awaits the book block.

## **6 Adhesive unit**

Adhesive is applied to the spine of the book block.

## **7 Binding area**

The adhesive-coated book block and cover media are bound together and then continue to the next phase of the binding process. If no cover media was specified, the book block continues through the paper path for trimming and delivery to the book stacker tray.

## **8 Trimming**

The bound book edges are trimmed to size by the cutter unit.

## **9 Trimmer waste tray**

Once the book edges are trimmed, the paper cuttings are deposited in the trimmer waste tray.

## **10 Book stacker tray**

Finally, the finished books are stacked in the book stacker tray.

# Power on/off

## **Important**

The binder's power is controlled by the system. When the system powers on, the binder also powers on. When the system powers off, the binder does the same.

## Power Saver mode

The binder's power saver mode is independent from that of the system's power saver. However, if desired, it is possible to set both power saver modes to the same interval. The binder's default time is 10 minutes; after 10 minutes of inactivity, the binder enters power saver (and the heater unit for the adhesive switches off). This time may be changed to reflect a value of 10-120 minutes; you must enter the Administrator mode to change it.

If the system's power saver is set to a time interval that is less than the binder's, then when the system enters power saver, the binder also enters power saver. By default the system automatically enters power saver after 15 minutes of inactivity. This time may be changed to reflect a value of 10-120 minutes; you must enter the Administrator mode to change it.

## **Note**

To keep the binder at maximum running efficiency, it is recommended that the power saver time interval for the binder is kept at the default 10 minutes.



## Loading media in the cover inserter tray

This tray provides an alternate source for cover stocks. Covers may be printed and supplied by the printer, or they may be manually loaded into this tray. This is especially useful if you have pre-printed covers that you want to use for the book job.

### **Caution**

Do not use paper that is torn, crimped, stapled, or taped.

### **Note**

- Do not load paper of different sizes.
  - A maximum of 200 sheets of cover stock may be loaded in the tray.
  - Available paper sizes for the cover inserter tray are:
    - Paper width (front-to-back): 10.5-13 in. (B4/257-330.2 mm)
    - Paper length (lead-to-trail edge): 14.33 (B4)-19.187 in. (364-488 mm)
1. Open the ream of paper with the seam side facing up.
  2. Fan the sheets before loading them into the tray.
  3. Load the paper into the inserter tray and adjust the guide to the width of the paper.

### **Note**

Ensure that there are no defects in the paper and that all edges of the paper are aligned prior to inserting the paper into the Inserter.

- a) Load the paper with the outside facing upwards and the top towards the rear of the tray.

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- b) Align the sheets against the back wall of the tray.



4. From the printer's UI, enter the correct paper information, including size, type, and weight from the Tray Properties window.
5. Select **OK** to save the information and close the Tray Properties window.

## Removing books from the binder

1. The book stacker tray LED lights indicating that a finished book was delivered to book stacker tray.
2. Press the button to open the book stacker tray.
3. Remove the book and close the tray.

## Using the Perfect Binder

The Perfect Binder can be used in three modes:

- Manual mode: Load the preprinted book block into the Perfect Binder compiler tray and covers into Tray 9. Program the Perfect Binder settings using the copier/printer UI and press Start to complete the job.
- Copy mode: Copy the book block and cover. Program the Perfect Binder settings using the copier/printer UI and press Start to complete the job.
- Print mode: From the user's computer, the book block and cover are programmed using the print driver. Information and steps for submitting the job are available through the print driver help screens.

**Tip**

Before using the Perfect Binder, always refer to the hints and tips section of this chapter.

## Perfect Binder hints and tips

The following hints and tips will optimize your time and efficiency when using the Perfect Binder.

- **Blank Cover** (Copy mode): Select this option either for blank covers (front and back) or when using preprinted covers.
- If some of your originals are being used for the front/back covers, you may want to copy these originals from the document glass.
- When copying originals for the front/back covers, the **Layout Adjustment > Original Orientation > Sideways Images** option may be useful. Depending on the other options selected, the Sideways Images option may ensure that the images are copied in the correct orientation for the copied output.
- Remember to start the glue heating process as soon as possible. This ensures that the Perfect Binder begins immediately after you press **Start** or send a network print job to the copier/printer.
- If you are unfamiliar or inexperienced with using the Perfect Binder, you may want to adjust the default energy saver mode for the Perfect Binder.
  - By default the Perfect Binder enters energy saver mode after 10 minutes of inactivity.
  - Adjusting the default time to a higher setting (such as 60 minutes), ensures that the Perfect Binder will be ready to start after the various options for your job have been selected. This is applicable for all three modes.
- For paper size and trim recommendations always refer to the table located later in this chapter.
- When applicable, select other options (for example Layout Adjustment and/or **1-2 Sided** options) before starting the perfect bound job.

## Copy mode

For the copy mode, the Perfect Binder options are accessed from the copier/printer UI by selecting **Services Home > Copy > Output Format > Perfect Binding**.

When the optional Perfect Binding feature is **On**, the following options are available:

## Covers

Choose one of three options:

- **Blank Cover:** Select this option either for blank covers (front and back) or when using preprinted covers.
- **Print on Both:** Select this option when printing on front and back covers and on both the inside and outside of the covers.
- **1 Sided Covers, Print on Outside:** Select this option to print only on the outside of the front and back covers.

## Cover & Book Block Size/Paper Supply

This option allows you to set the size of both the Cover and the Book Block pages and to select from which tray the paper will be supplied.

- **Cover Size:** Select the paper size of the book cover from either the standard sizes (such as 11 x 17 in./A3) or set a custom size.
- **Book Block Size:** Select the paper size of the book block pages from the standard sizes (such as 11 x 17 in./A3) or set a custom size.
- **Paper Supply:** Select the tray to use for both the cover and book block pages; these will be two different trays (one for the cover and another for the book block pages).

## Cut to Size

Select the trim amount to use for the printed and bound book; options include (refer to the UI screens to indicate the default trim amount for each option):

- **No Trim:** The book is not trimmed
- **Minor Trim:** 7 mm (0.275 in.) is removed from all three sides of the book
- **Standard Size:** Oversized stock is trimmed to 8.5 x 11 in. or A4
- **Custom Size:** Select the trim amounts in 0.1 mm (0.003 in.) increments, starting at 7 mm (0.275 in.) to 27 mm (1.062 in.) for the top and bottom, and 7 mm (0.275 in.) to 34 mm (1.338 in.) for the face.

Refer to the Perfect Binder chapter of the User Guide for specific trim and size recommendations for perfect bound books.

## Fine Adjustment

Use this option to fine tune the adjustment to the cover and/or the book block pages; options include:

- **Adjust Trim Size**
- **Adjust Trim Position**
- **Trim Angle**
- **Adjust Cover Position**

### Note

Refer to the UI screen information when using one of these options.

### Add As/Edit Preset

This option allows you to add a new preset that contains specific perfect binding information for a frequently-run perfect-bound job. Once a new preset is added, it remains in the system's memory and is available for recall and reuse when required.

This option also allows you to edit or delete already-existing perfect bound presets.

### Use Preset

As the name indicates, this option allows you to select a preexisting, perfect bound preset.

## Selecting the Perfect Binding options

1. Press the **Services Home** button.
2. Select **Copy** on the **Services Home** screen.
3. From the **Copy** screen, select the **Output Format** tab.  
The Output Format screen displays.
4. Select **Perfect Binding**.  
The Perfect Binding screen displays.
5. Select **On**.  
The Perfect Binding options are available now for selection.
6. Select the desired **Cover** option:
  - a) Select the **Cover** button.
  - b) Select one of the three Cover options: **Blank Cover**, **Print on Both**, or **1 Sided Covers**, **Print on Outside**.
  - c) Select **Save**.  
The main Perfect Binding screen displays.
7. Select **Cover & Book Block/Paper Supply**.
8. Select **Cover Size**.
  - a) Select the output size of the cover either from the **Standard Size** options or enter a **Custom Size**.
  - b) Select **Save**.  
The Cover & Book Block/Paper Supply screen displays.
9. Select **Book Block Size**.
  - a) Select the output size of the book block pages from the **Standard Size** options or enter a **Custom Size**.
  - b) Select **Save**.  
The Cover & Book Block/Paper Supply screen displays.
10. Select **Paper Supply**.
  - a) If using preprinted covers, select **Tray 9** for the cover paper supply.  
Ensure that the blank or preprinted cover stock is loaded into the Perfect Binder Tray 9.

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- b) Select the desired tray for the book block pages.

Ensure that the correct paper stock is loaded into the selected tray.

- c) Select **Save**.

The Cover & Book Block/Paper Supply screen displays.

**11. Select Cut to Size.**

- a) Select the desired option: **No Trim, Minor Trim, Standard Size, or Custom Size.**

- b) Select **Save**.

The Cover & Book Block/Paper Supply screen displays.

**12. If necessary, select the desired Fine Adjustment options and select Save.**

The main Perfect Binding screen displays.

**13. Select Save.**

The Output Format screen displays.

**14. Select other copy options as applicable (such as Original Orientation or 2 Sided Copying).**

**15. Enter the desired quantity.**

**16. Press Start to begin the perfect bound copy job.**

**17. Follow the instructions provided on the copier/printer UI to complete the perfect bound job.**

## Manual mode

This procedure describes how to use the binder's manual mode for both covers and book blocks to create a finished book. Both covers and the book block (book pages) are preprinted prior to using the binder's manual mode.

1. Press the **Start** button on the Perfect Binder; this heats the glue.
2. Preprint covers and book block (pages) separately and place them within reach of the Perfect Binder.
3. Load the preprinted covers into the binder's cover inserter tray. Adjust the paper guides to gently touch the edges of the paper.
4. At the copier/printer UI, confirm/change the Tray 9 properties for the preprinted covers.
5. From the copier/printer UI, press the **Services Home** button.
6. Select **Perfect Binder Manual Mode**.
7. Select **Perfecting Binding**.
8. Select **Create Top/Left Bound Booklet**.
9. Select **Cover/Book Block Size**.
10. Select **Cover Size**.
  - a) Select the output size of the cover either from the **Standard Size** options or enter a **Custom Size**.
  - b) Select **Save**.

The Cover & Book Block/Paper Supply screen displays.

11. Select **Book Block Size/Paper**.
  - a) Select the output size of the book block pages from the **Standard Size** options or enter a **Custom Size**.
  - b) Select the Paper Type.
  - c) Select **Save**.
12. Select **Cut to Size**.
  - a) Select the desired option: **No Trim**, **Minor Trim**, **Standard Size**, or **Custom Size**.
  - b) Select **Save**.

The Cover & Book Block/Paper Supply screen displays.
13. If necessary, select the desired **Fine Adjustment** options and select **Save**.

The main Perfect Binding screen displays.
14. Select **Save**.

The Output Format screen displays.
15. Select other copy options as applicable (such as **Original Orientation** or **2 Sided Copying**).
16. Follow the instructions provided on the copier/printer UI.
  - The cover is printed first.
  - The book block pages are printed next.
  - The UI displays a message that the booklet is being created.

## Print mode

1. If using preprinted covers, load them in the Perfect Binder Tray 9.
2. At the copier/printer UI, confirm/change the Tray 9 properties for the preprinted covers.
3. For the book block pages, load the desired stock into one of the copier/printer trays and confirm the settings on the UI.
4. From your computer, open a PDF file in Adobe® Acrobat Reader.
5. Select **File > Print**.
6. Select the desired printer.
7. Select the printer's properties.
8. From the Properties window, select Perfect Binder for the finishing device.
9. Select the desired Perfect Binder options.
10. Select **Save**.
11. Select **OK** to send the job to the printer.
12. Retrieve the completed job from the copier/printer output area.

## Maintenance

While performing maintenance activities, always keep the following items in mind:

- It is recommended that you perform all cleaning procedures on a daily basis, preferably at the start of the day before the system is switched on and while the fuser is cool.
- If the system is switched on and the fuser is hot, be sure to switch off the system power and allow 30 minutes for the fuser to cool before performing any cleaning procedures.
- Only clean the recommended areas of the paper path as described in the cleaning procedures.

### Cleaning the binder

1. Switch off the system by pressing the power button (which is located on the Print Engine, Right Side).
2. Disconnect the power cord at the back of the binder.
3. Use a damp, water-moistened (not wet), lint-free cloth to clean the covers and doors.
4. Open each green-handle area and clean the surfaces of these areas.
5. Remove any residual moisture with a dry, lint-free cloth.
6. Return all the green levers to their original positions.
7. Reconnect the power cord to the binder.
8. Power on the system.

### Empty the trimmer waste tray

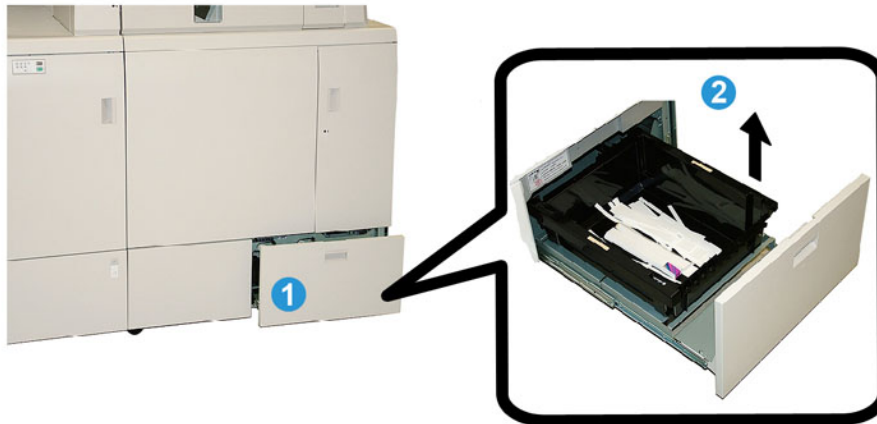
Read the following before performing this procedure:

- Do not open the trimmer waste tray while the binder is in operation. Wait until the completion of a job before opening and emptying the tray.
- Do not place a plastic bag into the tray. This reduces the capacity of the tray and may cause equipment damage or fault codes to be generated.
- When the trimmer waste tray is full, the printer stops running and a message displays stating that the bin is full and will resume after it is emptied.



### Tip

During larger binding jobs, the trimmer waste tray may require emptying more frequently.



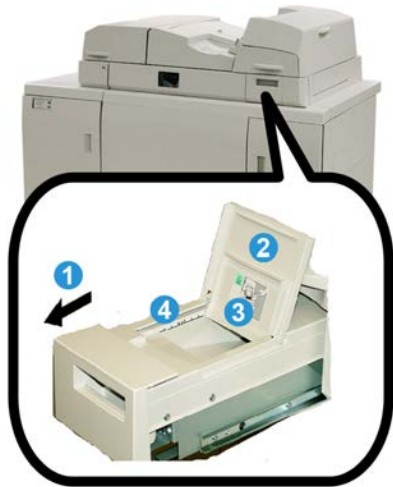
1. Open the trimmer waste tray.
2. Lift and remove the inside tray/bin.
3. Empty the contents of the tray/bin into a waste container.
4. Visually check to ensure that all scraps are removed from the tray area of the machine.
5. Reinstall the tray/bin into the trimmer waste tray.
6. Gently close the trimmer waste drawer.

### Adhesive filling tray

Read the following before performing this procedure:

- The adhesive supply may be replenished while the binder is in operation.
- Use only the specified adhesive for use in the binder. Any other adhesive may result in binder malfunction.
- Store the adhesive in a cool, well-ventilated area and away from high temperature and humidity. The adhesive may combust if placed in an area with open flame or high temperature.
- Do not over-fill the adhesive replenishment hopper; otherwise the covers may not close properly and adhesive pellets may get into other areas of the binder causing malfunctions.
- Do not use adhesive pellets that have fallen on the floor as they may contain dirt and dust which may cause binder malfunctions.
- Do not place anything other than the adhesive pellets into the adhesive replenishment hopper as this may cause a fire in the binder.
- The adhesive pellets are transferred to the binder as the supply in the binder is consumed. The binder can contain about 0.8 pounds (380 grams) of adhesive.

## Replenishing the adhesive filling tray



1. Open the adhesive filling tray.
2. Open the outer cover.
3. Open the inner cover.
4. Using the supplied scoop, add adhesive pellets to the replenishment hopper until the height of the pellets is even and level and just below the adhesive limit line.
5. Close the inner and outer covers.
6. Close the adhesive filling tray; an audible click is heard when the tray locks into position.

## Binder problem solving

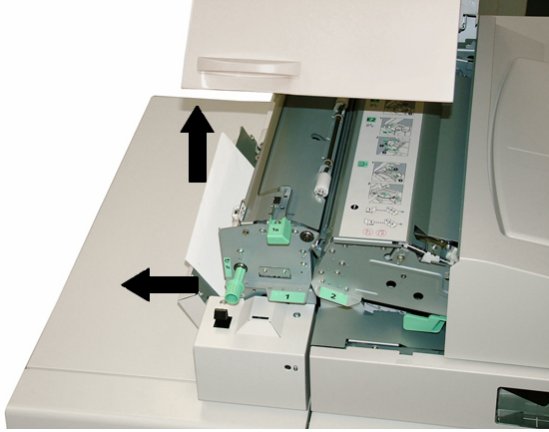
### Note

- Paper jams are displayed on both the printer's UI and the binder control panel.
- Clear multiple paper jams in the sequence indicated on the printer UI and on the binder's control panel.

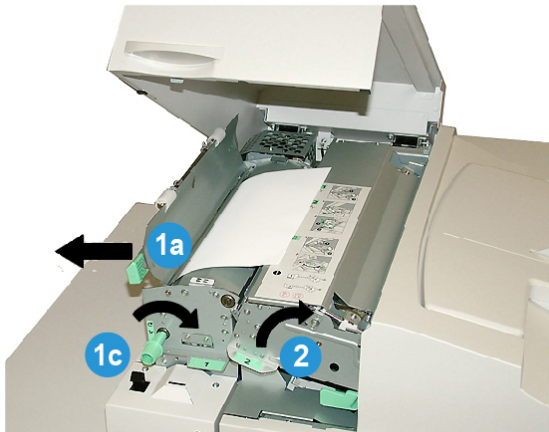
### Paper jams in areas E1 and E2

1. Open the compiler tray cover.

2. Move handle **1b** to the left and remove any jammed paper.



3. Move handle **1a** to the left, rotate the knob **1c**, and remove any jammed paper.

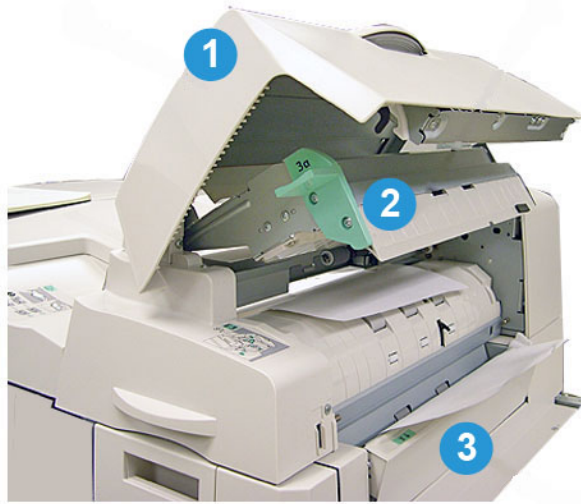


4. Lift handle **2** to the right and remove any jammed paper.
5. Return handles **2**, **1a**, and **1b** their original positions.
6. Close the compiler tray cover.
7. Follow the instructions displayed on the system UI to restart your print job.

## Paper jams in area E3

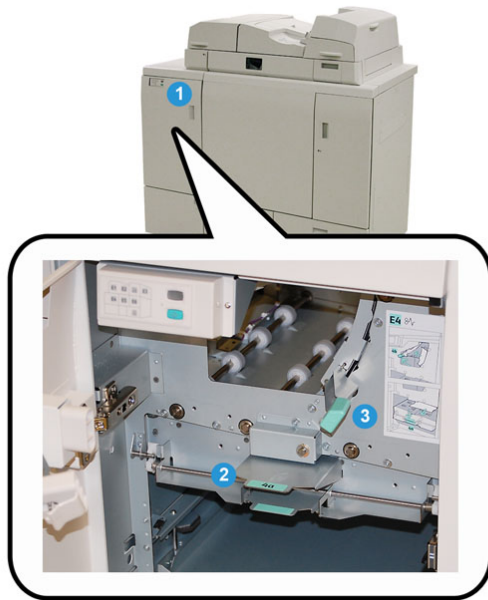
### Note

If a jam occurs after the book block leaves the compiler area, the paper is purged with the spine glued to the book block but without a cover attached.



1. Open the inserter cover.
2. Open the inserter inner cover (**3a**).
3. Open the right guide (**3b**).
4. Remove any jammed paper.
5. Close the areas **3b**, **3a**, and the inserter cover.
6. If desired, reload paper into the cover inserter tray.
7. Follow the instructions displayed on the system UI to restart your print job.

## Paper jams in area E4



1. Open the entrance transport front door.
2. Open area **4a** and remove any jammed paper.
3. Open area **4b** and remove any jammed paper.
4. Return handles **4b** and **4a** to their original positions.
5. Follow the instructions displayed on the system UI to restart your print job.

## Paper jams in areas E5 and E6

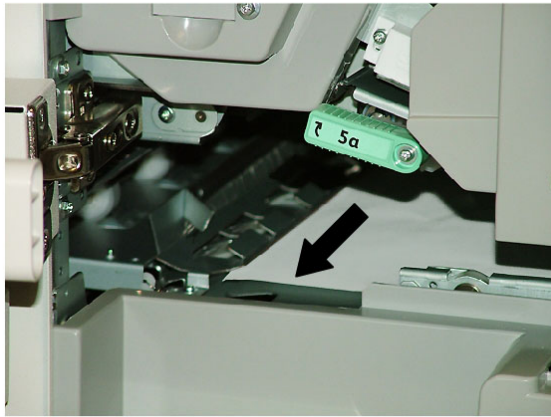
### Note

The binder's left and right front doors will not open when the front cover LED is lit.

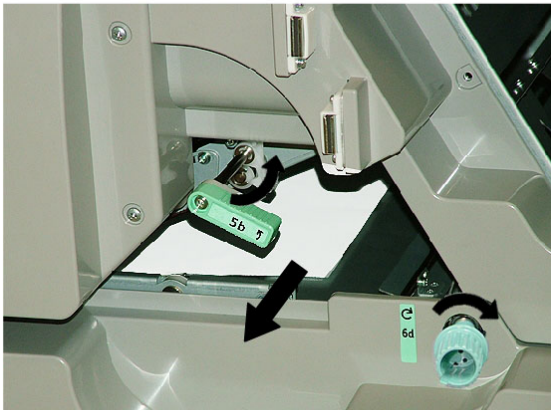
1. Open the left and right doors.



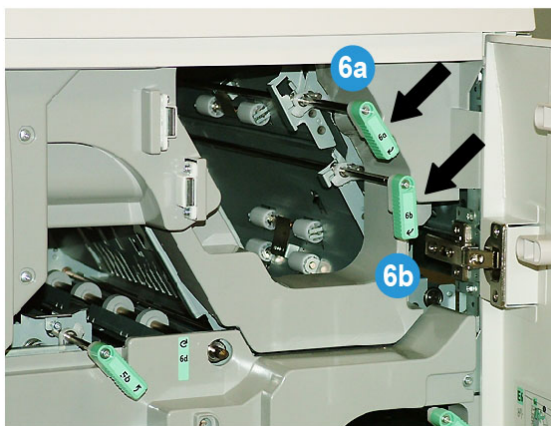
2. Lift handle **5a** and remove any jammed paper.



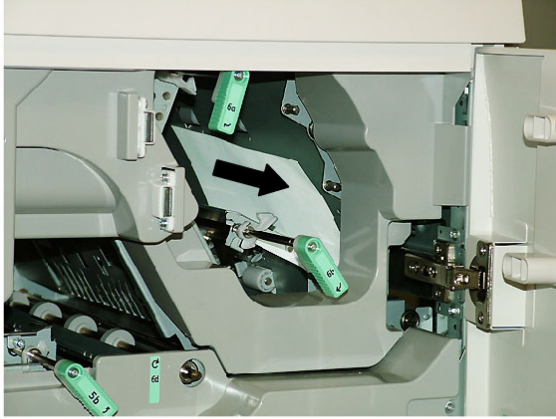
3. Return handle **5a** to its original position.
4. Lift handle **5b**, rotate knob **6d**, and remove any jammed paper.



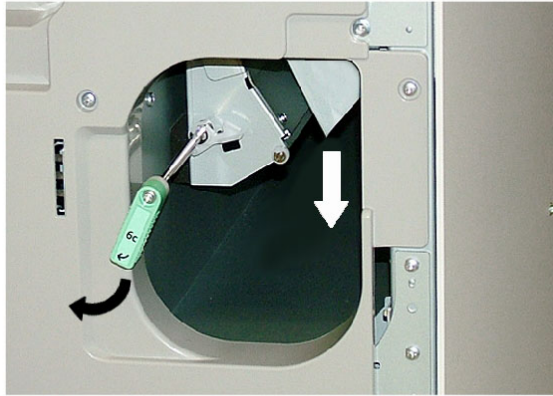
5. Return handle **5b** to its original position.
6. Open areas **6a** and **6b**.



7. Remove any paper jammed paper.



8. Return handles **6a** and **6b** to their original positions.
9. Open area **6c** and remove any jammed paper.



10. Return handle **6c** to its original position.
11. Close the binder's left and right front doors.
12. Follow the instructions displayed on the system UI to restart your print job.

## General problems

### Power interruption during operation

#### Note

When power is interrupted to the binder during a print job, the book trimmings may remain in the paper path. Perform the following steps to clear the paper path.

1. Switch off the system by pressing the power button (which is located on the Print Engine, Right Side).
2. Open the book stacker tray.
3. Check for the presence of paper cuttings/trimmings the tray.



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If cuttings/trimmings are present, remove them.

4. Close the book stacker tray.
5. Run a test job to ensure that the binder performs correctly.

## Adjusting the printed image and trim

If the printed book is not within the desired parameters, you can adjust the settings from the system UI.

## Fault codes

**053-100, 053-101, 053-102, 053-103, 053-104, 053-105, 053-106, 053-107, 053-108, 053-109, 053-110, 053-111, 053-112, 053-113, 053-114, 053-115, 053-116, 053-117, 053-118, 053-119, 053-120, 053-121, 053-122, 053-123, 053-124, 053-125, 053-126, 053-127, 053-128, 053-129, 053-130, 053-131, 053-132, 053-133, 053-134, 053-135, 053-136, 053-137, 053-138, 053-139, 053-140, 053-141, 053-142, 053-143, 053-144, 053-145, 053-146, 053-147, 053-148**

**Cause:** Paper jam

**Remedy:** Remove the jammed paper; follow the instructions displayed on the system UI to restart your job.

**053-210, 053-211, 053-212, 053-213, 053-214, 053-215, 053-216, 053-217, 053-218, 053-219, 053-220, 053-221, 053-222, 053-223, 053-224, 053-225, 053-226, 053-227, 053-228, 053-229, 053-230, 053-231, 053-232, 053-233, 053-234, 053-235, 053-236, 053-237, 053-238, 053-239, 053-240, 053-241, 053-242, 053-243, 053-244, 053-245, 053-246, 053-247, 053-248, 053-249, 053-250, 053-251, 053-252, 053-253, 053-254, 053-255, 053-256, 053-257, 053-258, 053-259, 053-260, 053-261, 053-262, 053-263, 053-264, 053-265, 053-266, 053-267, 053-268, 053-269, 053-270, 053-271, 053-272, 053-273, 053-274, 053-275, 053-276, 053-277, 053-278, 053-279, 053-280, 053-281, 053-282, 053-283, 053-284, 053-285, 053-286, 053-287, 053-288, 053-289, 053-290, 053-291, 053-292, 053-293, 053-294, 053-295, 053-296, 053-297, 053-298, 053-299**

**Cause:** Internal component failure

**Remedy:** Power off/on the system. If fault continues, contact the Customer Support Center.

**053-301, 053-302, 053-303, 053-304, 053-305**

**Cause:** A cover or door is open

**Remedy:** Close the opened cover or door; follow the instructions displayed on the system's UI to restart your job.

**053-310, 053-311, 053-312, 053-313, 053-314**

**Cause:** Internal component failure

**Remedy:** Power off/on the system. If fault continues, contact the Customer Support Center.



**053-315, 053-316**

**Cause:** Software problem

**Remedy:** Power off/on the system.If fault continues, contact the Customer Support Center.

**053-326**

**Cause:** Software problem

**Remedy:** Recheck the thickness of the incoming job; resend job. If fault continues, contact the Customer Support Center.

**053-327, 053-328**

**Cause:** Internal component failure

**Remedy:** Power off/on the system.If fault continues, contact the Customer Support Center.

**053-332**

**Cause:** Software problem

**Remedy:** Power off/on the system.If fault continues, contact the Customer Support Center.

**053-333, 053-334**

**Cause:** Internal component failure

**Remedy:** Power off/on the system.If fault continues, contact the Customer Support Center.

**053-335**

**Cause:** Software problem

**Remedy:** Power off/on the system.If fault continues, contact the Customer Support Center.

**053-400**

**Cause:** Book stacker tray is open

**Remedy:** Close the tray.If fault continues, power on/off the system.If fault continues, contact the Customer Support Center.

**053-401**

**Cause:** Top cover is open

**Remedy:** Close the cover.If fault continues, power on/off the system.If fault continues, contact the Customer Support Center.

**053-404**

**Cause:** Adhesive filling tray is open

**Remedy:** Close the tray.If fault continues, power on/off the system.If fault continues, contact the Customer Support Center.

**053-405**

**Cause:** Trimmer waste tray is full

**Remedy:** Empty the tray. Follow the instructions displayed on the system UI to restart your print job.

**053-406**

**Cause:** Book stacker tray is full

**Remedy:** Empty the tray. Follow the instructions displayed on the system UI to restart your print job.

**053-407, 053-408**

**Cause:** Cutter blade is nearing or at end of life

**Remedy:** Contact your service representative.

**053-409**

**Cause:** Adhesive level is low or empty

**Remedy:** Add more adhesive pellets to the adhesive filling tray.

**053-410**

**Cause:** Cutter blade is nearing or at end of life

**Remedy:** Contact your service representative.

**053-411**

**Cause:** Trimmer waste tray is full

**Remedy:** Empty the tray.

**053-412**

**Cause:** Adhesive level is low or empty

**Remedy:** Add more adhesive pellets to the adhesive filling tray. Follow the instructions displayed on the system UI to restart your print job.

**053-900, 053-901, 052-902, 052-903, 052-904, 052-905, 052-906, 052-907, 052-908, 052-909, 052-910, 052-911, 052-912, 052-913, 052-914, 052-915, 052-916**

**Cause:** Paper jam

**Remedy:** Remove the jammed paper; follow the instructions displayed on the system UI to restart your job.

**053-922**

**Cause:** Cannot detect the size loaded in the cover inserter tray or the amount loaded in the tray exceeds maximum quantity.

**Remedy:** Remove contents from the tray; reload media into the tray, and ensure that the correct tray programming information is reflected on the system's UI.

**054-210, 054-211, 054-212, 054-213, 054-214, 054-215, 054-216, 054-217, 054-218, 054-219, 054-220, 054-221, 054-222, 054-223, 054-224, 054-225, 054-226, 054-227, 054-228, 054-229, 054-230, 054-231, 054-232, 054-233, 054-234, 054-235, 054-236,**

054-237, 054-238, 054-239, 054-240, 054-240, 054-241, 054-242, 054-243, 054-244, 054-245, 054-246, 054-247, 054-248, 054-249, 054-250, 054-251, 054-252, 054-253, 054-254, 054-255, 054-256, 054-257, 054-258, 054-259, 054-260, 054-261, 054-262, 054-263, 054-264, 054-265, 054-266, 054-267, 054-268, 054-269, 054-270, 054-271, 054-272, 054-273, 054-274, 054-275, 054-276, 054-277, 054-278, 054-279, 054-280, 054-281, 054-282, 054-283, 054-284, 054-285, 054-286, 054-287, 054-288, 054-289, 054-290, 054-291, 054-292, 054-293, 054-294, 054-295, 054-296, 054-297, 054-298, 054-299

**Cause:** Internal component failure

**Remedy:** Power off/on the system.If fault continues, contact the Customer Support Center.

055-210, 055-211, 055-212, 055-213, 055-214, 055-215, 055-216, 055-217, 055-218, 055-219, 055-220, 055-221, 055-222, 055-223, 055-224, 055-225, 055-226, 055-227, 055-228, 055-229, 055-230, 055-231, 055-232, 055-233, 055-234, 055-235, 055-236, 055-237, 055-238, 055-239, 055-240, 055-241, 055-242, 055-243, 055-244, 055-245, 055-246, 055-247, 055-248, 055-249, 055-250, 055-251, 055-252, 055-253, 055-254

**Cause:** Internal component failure

**Remedy:** Power off/on the system.If fault continues, contact the Customer Support Center.

#### 153-700

**Cause:** Cutter blade is nearing or at end of life

**Remedy:** Contact your service representative.

#### 153-701

**Cause:** Book stacker tray is full

**Remedy:** Empty the tray.Follow the instructions displayed on the system UI to restart your print job.

#### 153-702

**Cause:** Book stacker tray is open

**Remedy:** Close the tray.If fault continues, power on/off the system.If fault continues, contact the Customer Support Center.

#### 153-703, 153-704

**Cause:** Defective books which were not trimmed or a book job that was cancelled in the middle of the job, were delivered to the book stacker tray.

**Remedy:** Open the book stacker tray and remove the defective books. Dispose of accordingly. Close the tray. If fault continues, power on/off the system.If fault continues, contact the Customer Support Center.

#### 153-705

**Cause:** Trimmer waste tray is open

Perfect Binder (D110/D125/D136 with integrated controller)

**Remedy:** Close the tray.If fault continues, power on/off the system.If fault continues, contact the Customer Support Center.

## Paper size and trim recommendations for perfect bound books

Finished size	Untrimmed book block size	Untrimmed cover size	Top trim setting	Face trim setting
Letter (8.5 x 11 in.)	9 x 12 in. (half sheet of 12 x 18 in.)	12 x 18 in.	.50 in.	.50 in.
A4	225 x 320 mm (half sheet of SRA3)	SRA3	11.5 mm	15 mm
Undersize Letter (8.22 x 10.44 in.)	Letter (8.5 x 11 in.)	12 x 18 in.	.28 in.	.28 in.
Undersize A4 (203 x 283 mm)	A4 (210 x 297 mm)	SRA3	7 mm	7 mm
6 x 9 in.	Executive or Monarch sheet (7.25 x 10.5 in.)	Custom cut US Standard Fanfold (11 x 14.62 in.)	.75 in.	1.25 in.
5.5 x 8.5 in.	Too small: Finished size is beyond Perfect Binder capabilities			
A5	JIS B5 (182 x 257 mm)	Custom cut JIS B4 (257 x 364 mm)	23.5 mm	34 mm
8 x 8 in.	Custom cut (minimum size: 8.28 x 10.13 in.)	Custom cut (minimum size: 10.13 x 16.91 in.)	1.06	.28

## Binder specifications

### Binding type

Perfect binding is a process in which the leaves (pages) are bound by using an adhesive and trimming off the excess edges. The adhesive holds the interior sheets of the book together. Front and back covers may be included if desired. The final output is a finished, perfect bound book with a wrap-around cover.

### Cutting type

Full Bleed, Face cut, and No cut

### **Cutting distance**

Top/bottom: Minimum: 0.55 in./14 mm; maximum: 2.125 in./54 mm

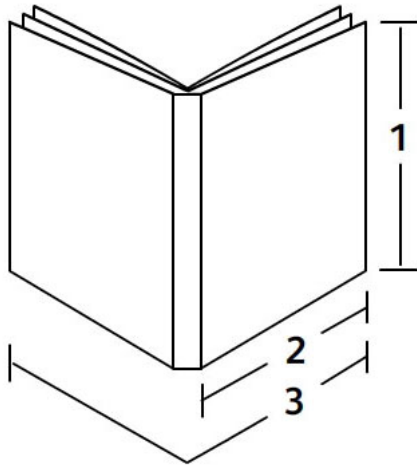
Fore Edge: Minimum: 0.275 in./7 mm; maximum: 1.34 in./34 mm

### **Book thickness**

Minimum: 0.118 in./3 mm

Maximum: 1 in./23 mm

### **Book dimensions**



#### **1 Book width**

Minimum: 8 in./203 mm

Maximum: 11.7 in./297 mm

#### **2 Book block (body pages)**

Minimum: 5.8 in./148 mm

Maximum: 8.5 in./216 mm

#### **3 Cover**

Minimum: 11.8 in./299 mm

Maximum: 17.9 in./455 mm

Perfect Binder (D110/D125/D136 with integrated controller)

### **Book block (body pages)**

Book pages are fed into the binder in the long edge feed (LEF) direction.

#### **Acceptable paper sizes:**

8.5 x 11 in./A4 (LEF); 6.93 x 9.84 in./B5 (LEF); SRA4/8.85 x 12.59 in. (LEF)

#### **Acceptable paper weights:**

17-43.5 lb. bond (64-163 gsm)

#### **Note**

Paper stock weights 106-163 gsm are limited to interleaf, a maximum of 10 sheets per book, evenly distributed.

### **Approximate number of sheets per book (thickness)**

10-200 sheets of 17 lb./64 gsm - 20 lb./80 gsm bond paper with a maximum thickness of 1 in./25.4 mm or less for coated stocks

10-150 sheets of 20 lb./80 gsm - 28 lb. 105 gsm bond paper; maximum thickness of 1 in./25.4 mm or less for coated stocks

1-10 sheets of 28 lb./106 gsm - 43.5 lb./163 gsm for all stocks

#### **Note**

The number of pages listed is an approximation. The book block must be between 3 mm and 23 mm (0.118 in. and 1 in.).

### **Cover**

Maximum number of 1 sheet per book and the sheet is fed into the binder in the short edge feed (SEF) direction.

#### **Acceptable paper sizes:**

11 x 17 in./A3 (SEF), 9.84 x 13.90 in./B4 (SEF), SRA3/12.59 x 17.71 in. (SEF)

#### **Acceptable paper weights:**

24-80 lb. bond (90-300 gsm), 350 gsm Xerox Colotech

### **Binder's bypass mode**

Refer to the printer's specifications for acceptable paper sizes and weights. These paper types can be transported through the binder's bypass mode directly to the next inline finishing device. The printer's specifications can be found earlier in this user guide.

### **Adhesive container capacity**

Approximately 0.8 lb./380 grams; contains approximately enough adhesive for 135 books at 100 pages per book for 8.5 x 11 in./A4, 17 lb. (64 gsm) paper.

### **Cover inserter tray capacity**

200 sheets of 20 lb./80 gsm

**Trimmer waste tray capacity**

Approximately enough space for paper cuttings from approximately 15 books (when binding 100 sheets of 8.5 x 11 in./A4 paper and trimming them to 6.93 x 9.84 in./B5 size).

**Book stacker tray capacity**

Approximately 4.17 in./106 mm width capacity

**Warm-up time**

Approximately 440 seconds (7 minutes) or less





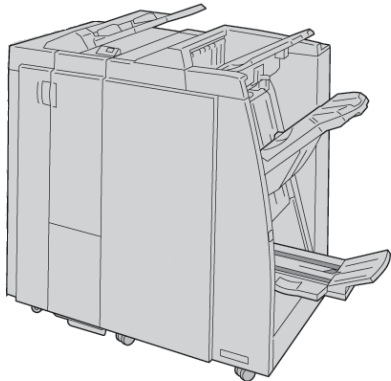
# 22

## Standard/Booklet Maker Finisher

The Standard Finisher or Booklet Maker Finisher provides a wide range of finishing and folding options. The following illustration shows the Booklet Maker Finisher.

### Note

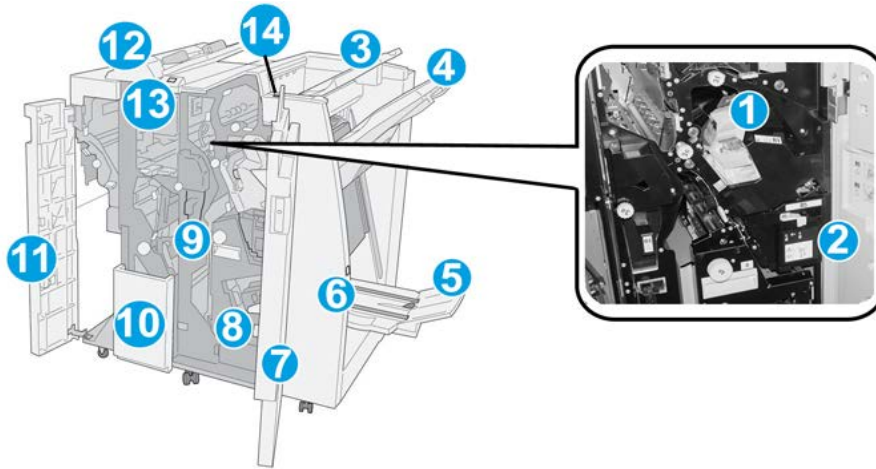
The Interface Cooling Module is required with D136 configurations.



### 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 punched and Z-folded copies.  <b>Note</b> 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 C-Fold or C-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 cartridge for 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.

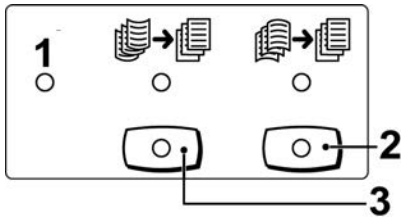
No.	Component	Function
10	C/Z-Fold output tray (optional)	The optional Folder tray receives copies when you select C-folding or Z-folding of 8.5 x 11 in./A4 output and 11 x 17 in./A3 media.
11	Left cover.	Open this cover to access the machine and to clear paper jams.
12	Post-process inserter (Tray 8/Tray T1)	This tray is called either Tray 8 or Tray T1. Its name depends on which machine to which the finisher is attached. Features of Tray 8/T1 include the following: <ul style="list-style-type: none"> <li>• This tray is standard on this finisher and is used to load paper that will be used as separators and covers.</li> <li>• 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).</li> <li>• Tray 8 holds a maximum of 200 sheets when using 20 lb./75 gsm paper.</li> <li>• Paper can be loaded in the LEF or SEF direction.</li> </ul>
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

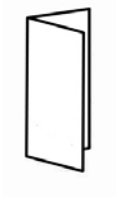
#### Important

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.

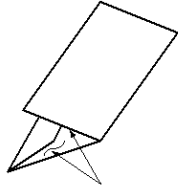
These fold types are available:

**Single Fold (Bi-Fold)**

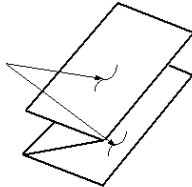
A Bi-Fold has one fold which creates two panels to the output.

**C-Fold**

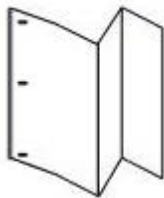
A C-Fold has two folds which creates a three-panel output.

**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](http://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](http://www.xerox.com) for the latest Customer Replaceable Units (CRUs) part numbers.

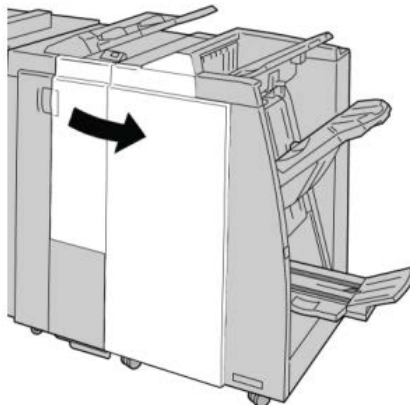
Store supply items and Xerox parts in their original packages in a convenient location.

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.

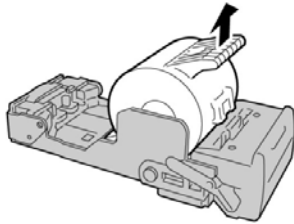
1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



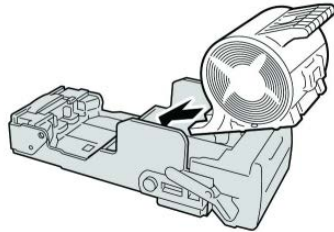
3. Grasp the Staple Cartridge handle located at **R1**, and pull out the staple cartridge from the finisher.



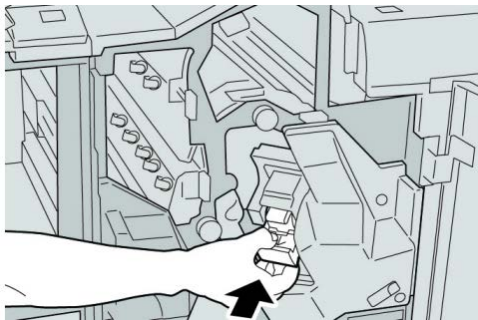
4. Hold the positions as indicated by the arrow and remove the staple cartridge from the unit.



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**

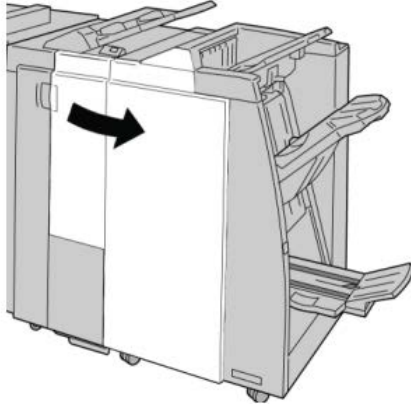
A message will display and the machine will not operate if the right cover is open even slightly.



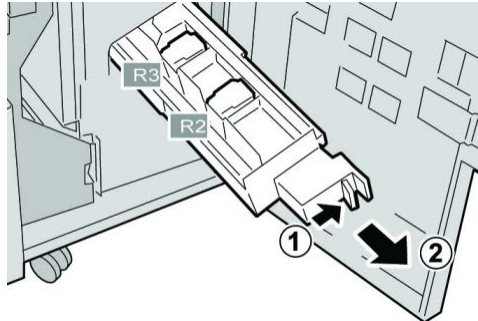
## Replace the booklet staple cartridge

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.

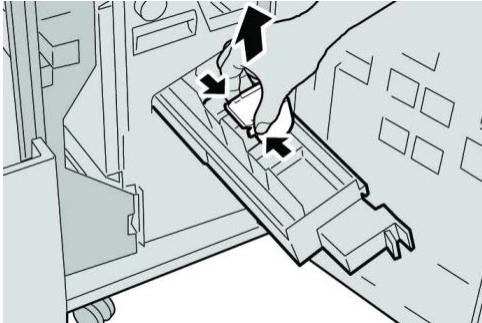
1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



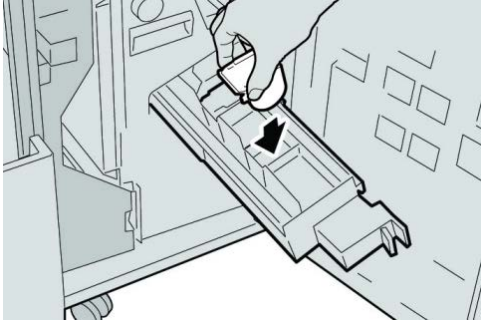
3. While pressing the lever to the right, pull out the booklet staple cartridge unit.



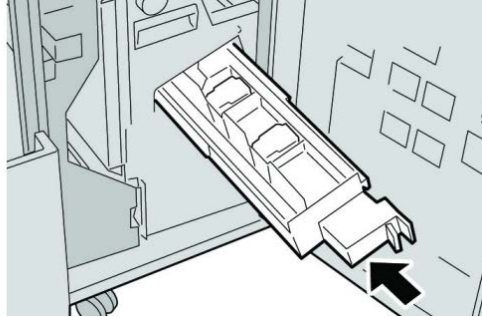
4. Hold the tabs of the staple cartridge unit by the tabs and lift to remove it.



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.

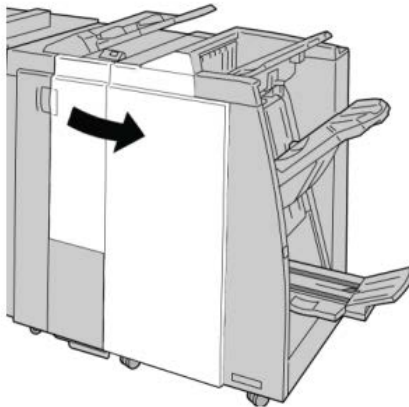
**Note**

A message will display and the machine will not operate if the right cover is open even slightly.

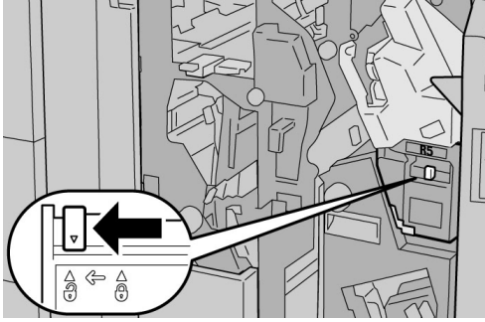
## Replacing the Staple Waste Container on the finisher

The machine displays a message indicating that the Staple Waste Container is full. To replace the container:

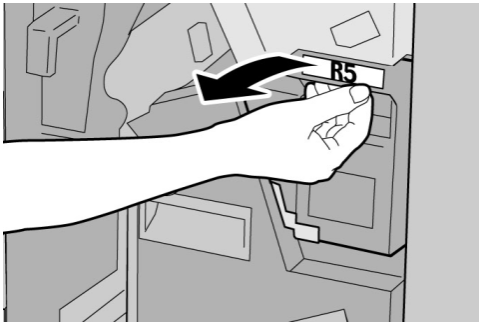
1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



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.



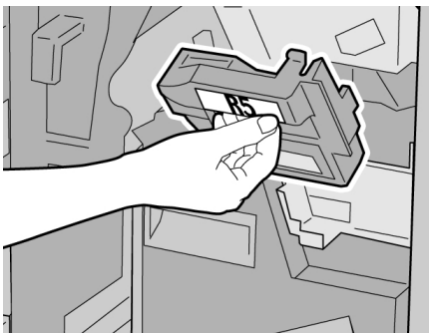
5. Place the used staple waste container into a supplied plastic bag.



**Note**

Do not return a disassembled (used) container to the Customer Support Center.

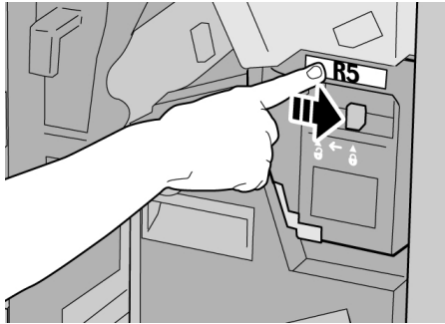
6. Hold the new staple waste container by the **R5** handle area and push it into the machine.



**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.

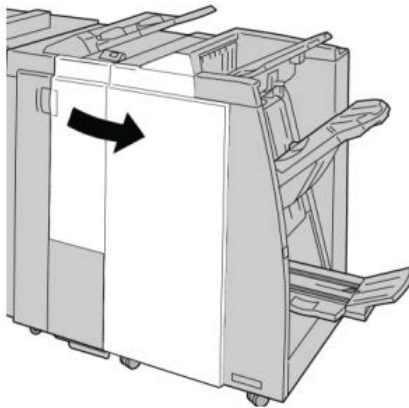
## Empty the Punch Waste Container

The UI displays a message indicating when it is time to empty the Punch Waste Container.

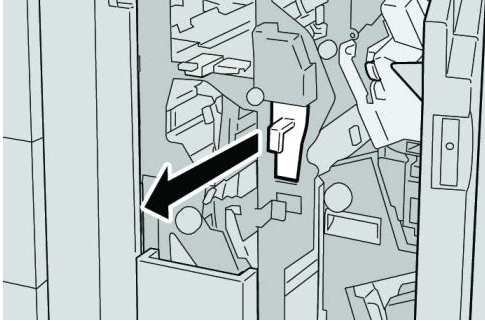
**⚠ Caution**

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.

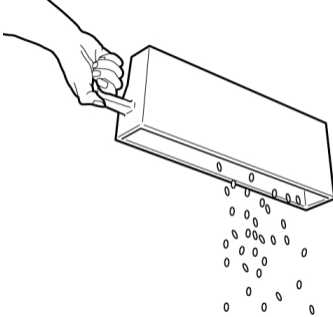
1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



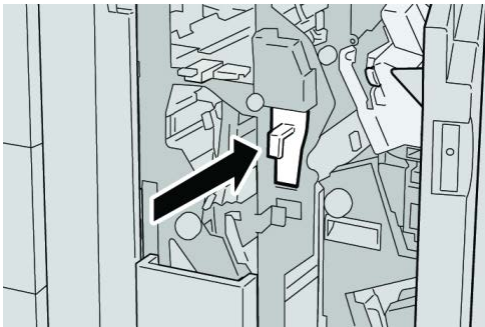
3. Pull the container out of the finisher ( R4).



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**

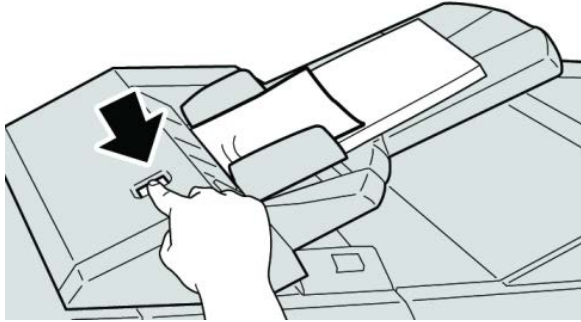
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

**Note**

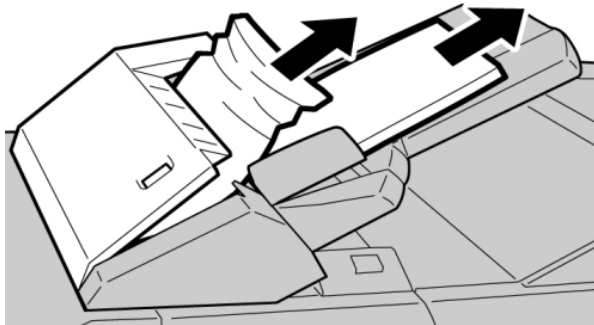
Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

### Paper jams in Tray 8/T1 (Post-Process Inserter)

1. Press the **Cover** button.



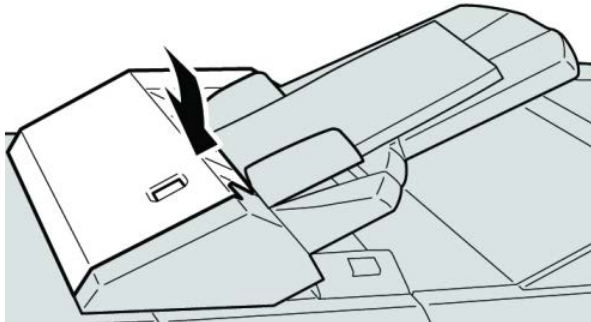
2. Open cover **1e** and then remove the jammed paper and all paper loaded in the tray.



**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.

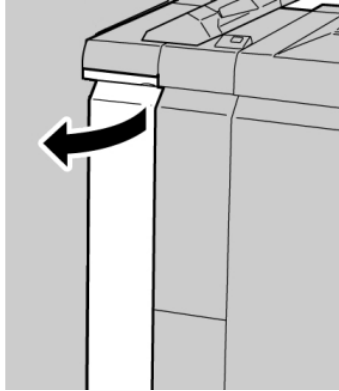


**Note**

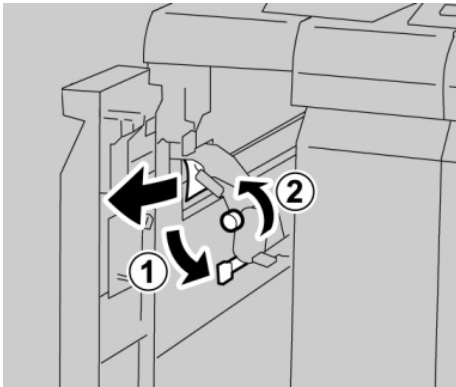
A message is displayed and the machine does not operate if the cover is open even slightly.

## Paper jams at lever 1a and knob 1c

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.



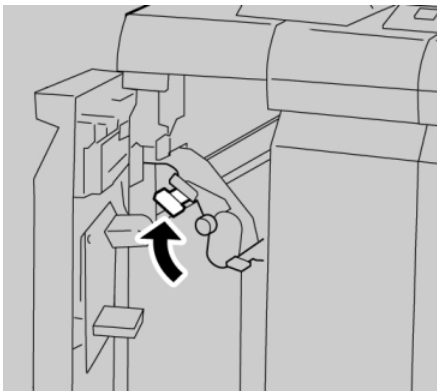
3. Move lever **1a** downward and turn knob **1c** left. Remove the jammed paper.



### Note

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

4. Return lever **1a** to the original position.



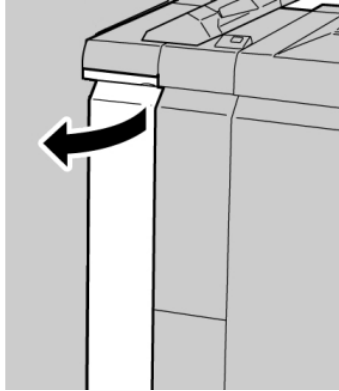
5. Close the finisher left cover completely.

### Note

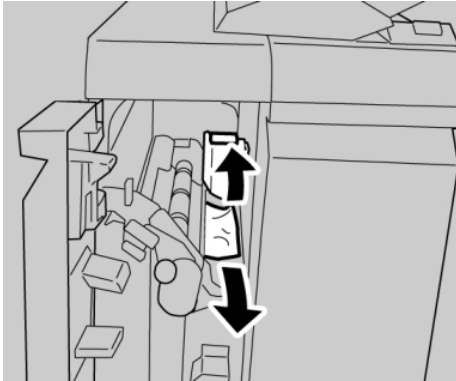
The machine will not operate if the cover is open even slightly.

## Paper jams at lever 1d

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.



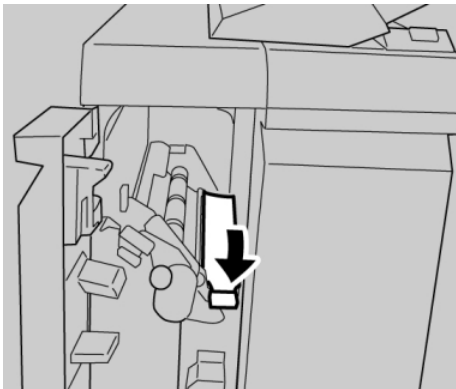
3. Move lever **1d** upwards and remove the jammed paper.



### 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.

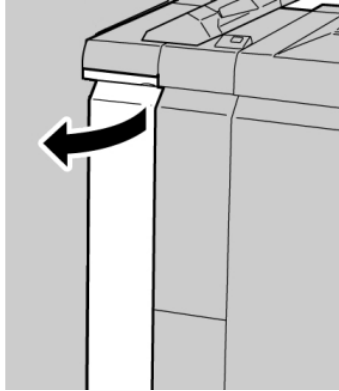
### Note

The machine will not operate if the cover is open even slightly.

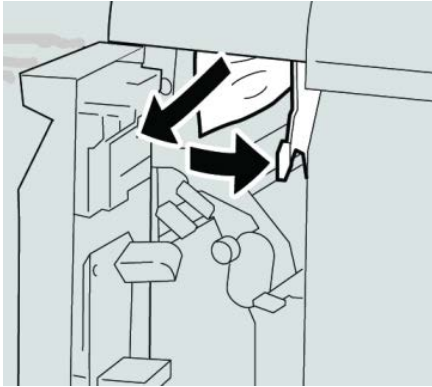


## Paper jams at lever 1b

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.



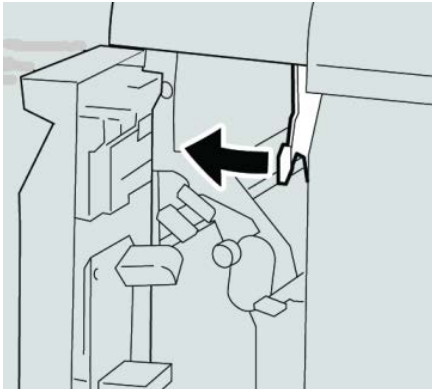
3. Move the lever 1b to the right and remove the jammed paper.



### Note

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

4. Move the lever 1b to the original position.



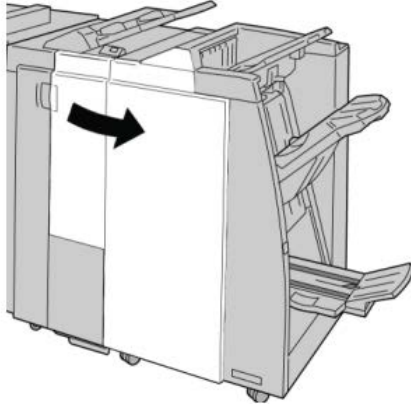
5. Close the finisher left cover completely.

### Note

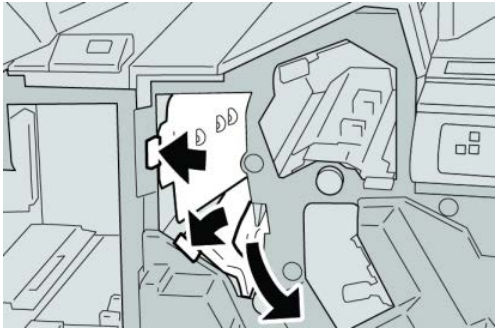
The machine will not operate if the cover is open even slightly.

## Paper jams at lever 3b and 3d

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



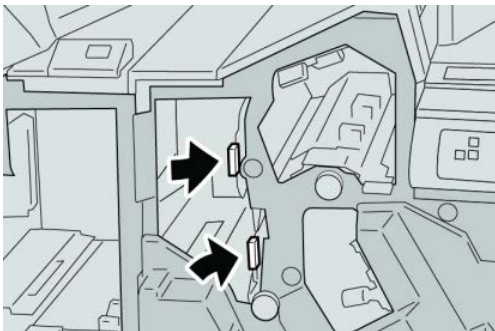
3. Move the levers **3b** and **3d**; remove the jammed paper.



### Note

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

4. Return the levers **3b** and **3d** to their original positions.



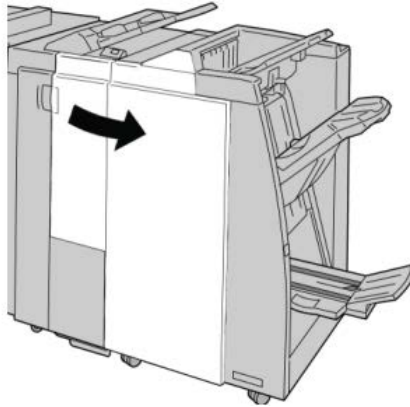
5. Close the right cover on the finisher.

### 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.



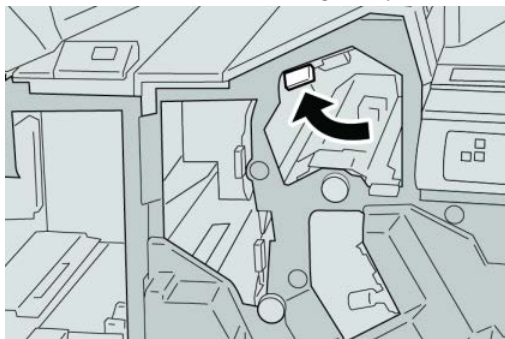
3. Move the lever 3e and turn the knob 3c; remove the jammed paper.



### Note

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

4. Return the lever 3e its original position.



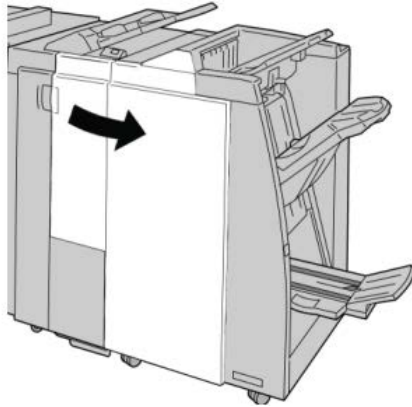
5. Close the right cover on the finisher.

### Note

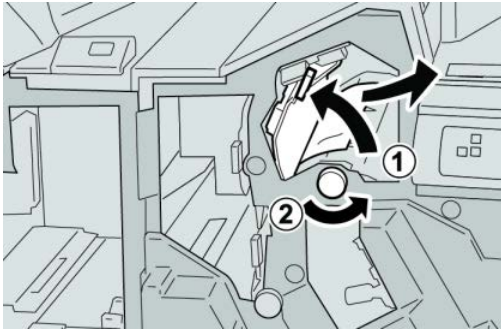
A message will display and the machine will not operate if the right cover is open even slightly.

## 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.



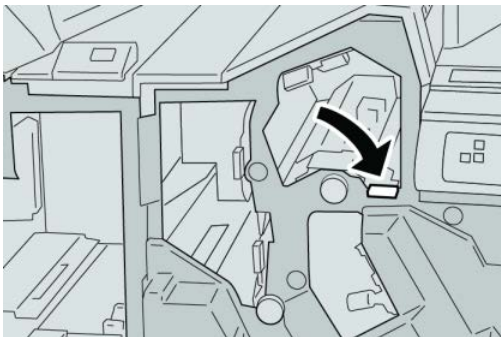
3. Move the lever **3g** and turn the knob **3f** and remove the jammed paper.



### Note

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

4. Return the lever **3g** to its original position.



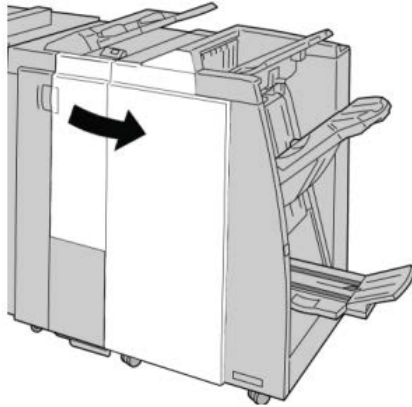
5. Close the right cover on the finisher.

### Note

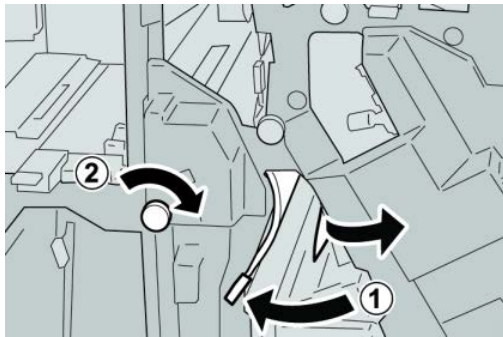
A message will display and the machine will not operate if the right cover is open even slightly.

## 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.



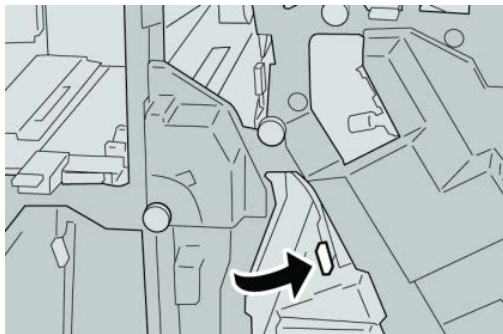
3. Move the lever **4b** and turn the knob **3a**; remove the jammed paper.



### Note

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

4. Return the lever **4b** to its original position.



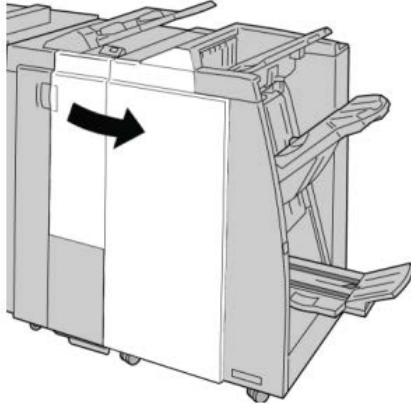
5. Close the right cover on the finisher.

### Note

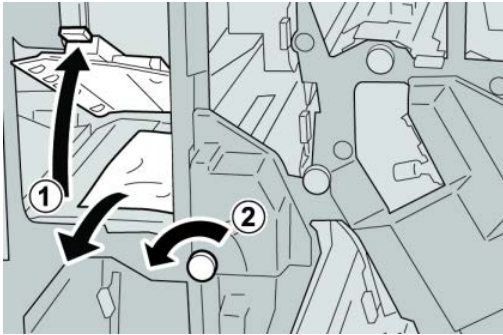
A message will display and the machine will not operate if the right cover is open even slightly.

## 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.



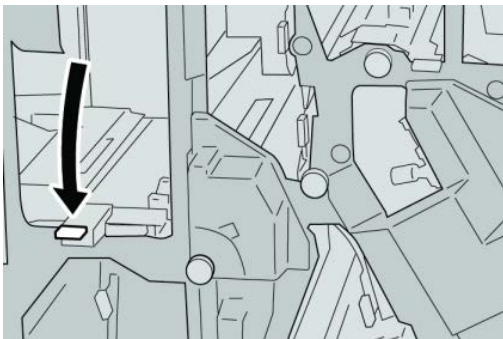
3. Move the lever 2a and turn the knob 3a; remove the jammed paper.



### Note

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

4. Return the lever 2a to its original position.



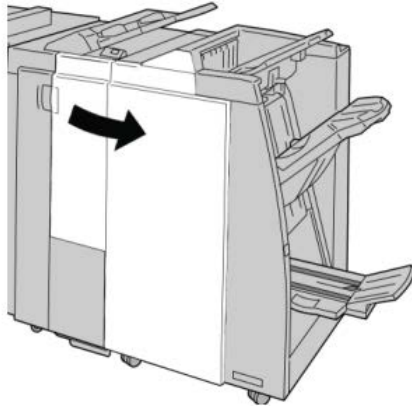
5. Close the right cover on the finisher.

### Note

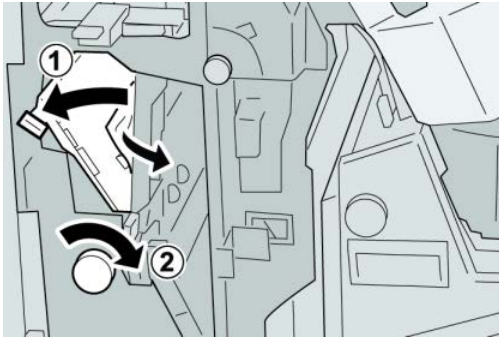
A message will display and the machine will not operate if the right cover is open even slightly.

## 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.



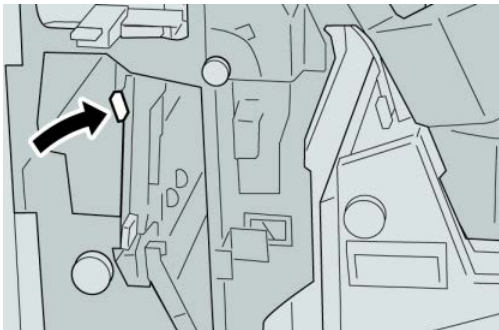
3. Move the lever 2b and turn the knob 2c; remove the jammed paper.



### 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.

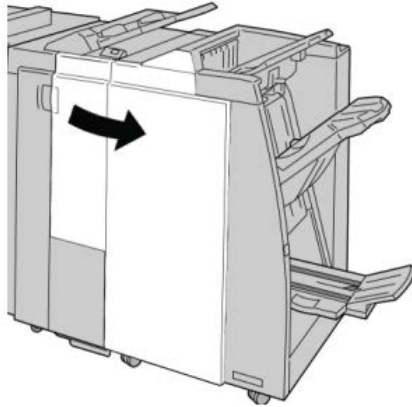
### Note

A message will display and the machine will not operate if the right cover is open even slightly.

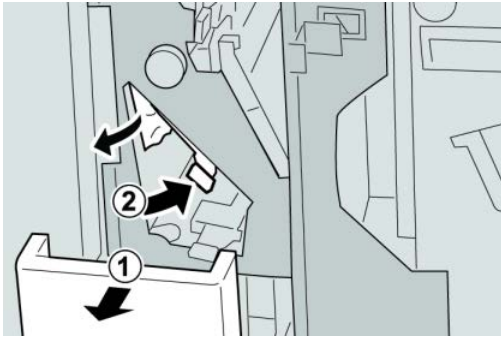


## Paper jams at 2c, 2e, 2f, and 2d

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



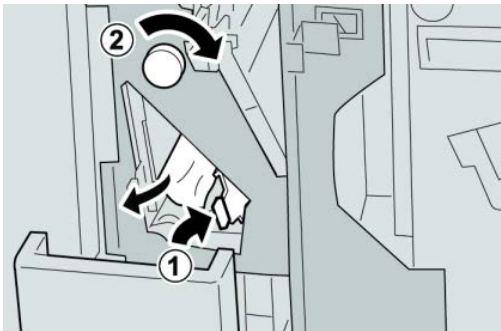
3. Pull out the folder output tray ( 2d), swing lever 2e/2f to the right, and remove the jammed paper.



### 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.

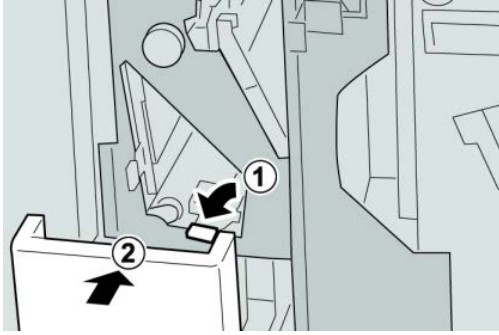


### Note

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).



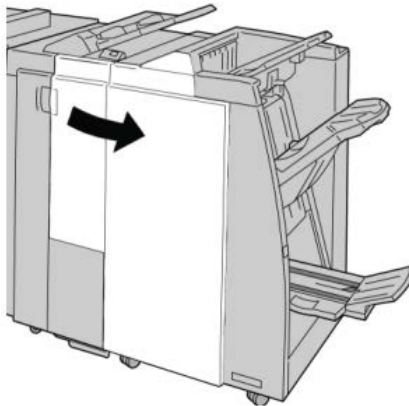
6. Close the right cover on the finisher.

**Note**

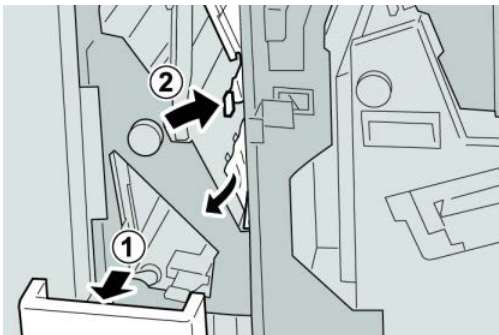
A message will display and the machine will not operate if the right cover is open even slightly.

### Paper jams at 2d and lever 2g

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



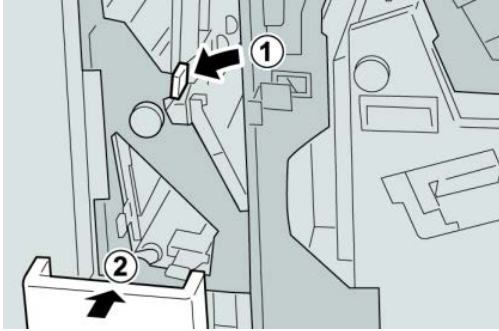
3. Pull out the folder output tray ( 2d), swing lever the 2g, and remove the jammed paper.



**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**).



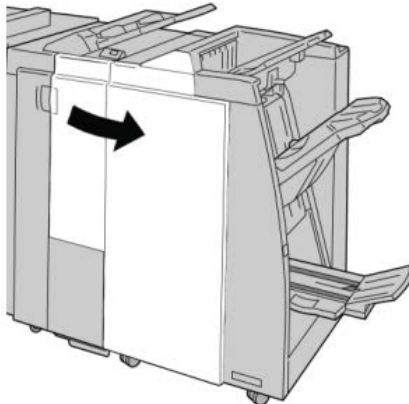
5. Close the right cover on the finisher.

**Note**

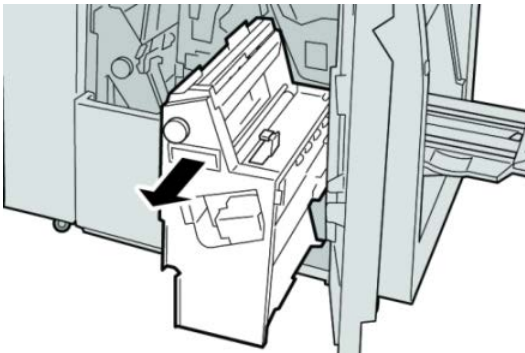
A message will display and the machine will not operate if the right cover is open even slightly.

### Paper jams at unit 4 and knob 4a

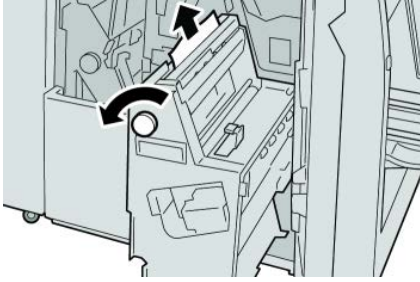
1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



3. Pull out unit 4.



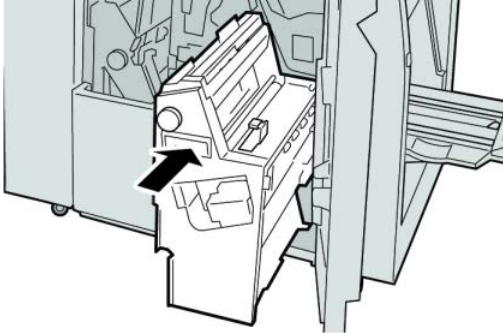
4. Turn the knob **4a** to remove the jammed paper from the left side of unit **4**.



**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

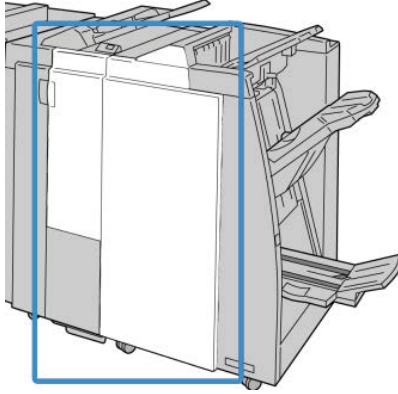
1. Make sure that the machine has stopped printing.
2. Remove jammed paper from the finisher top tray.



**Note**

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

3. Open and close the finisher right cover.

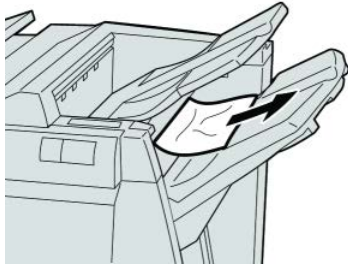


**Note**

The machine will not operate if the cover is open even slightly.

### Paper jams at finisher stacker tray

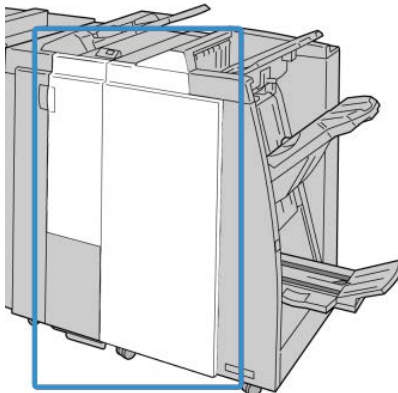
1. Make sure that the machine has stopped printing.
2. Remove jammed paper from the finisher stacker tray.



**Note**

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

3. Open and close the finisher right cover.

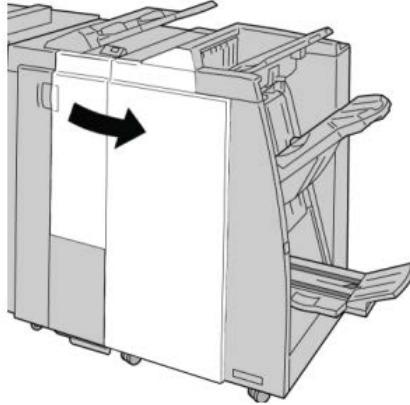


**Note**

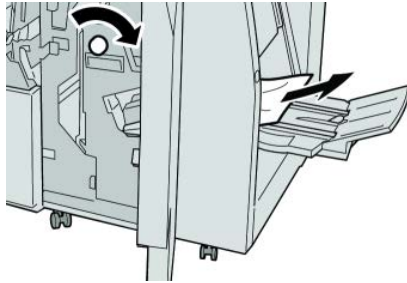
The machine will not operate if the cover is open even slightly.

## 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.

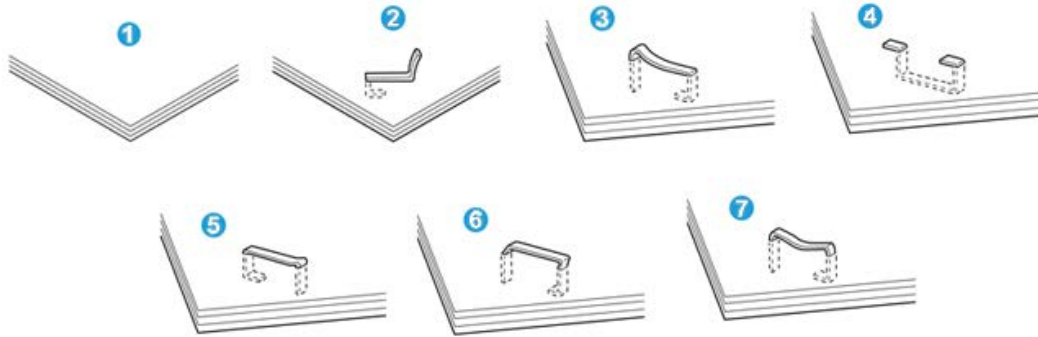
4. Close the right cover on the finisher.

### 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.

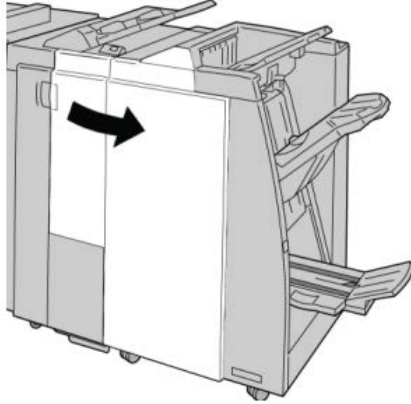
## Staple jams in the standard staple cartridge

### 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.



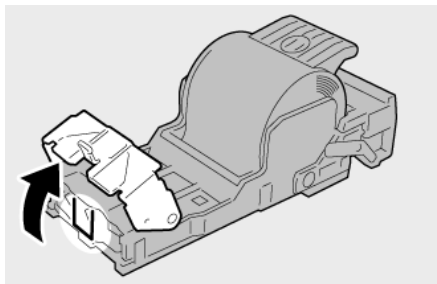
3. Grasp the Staple Cartridge handle located at R1, and pull out the staple cartridge from the finisher.



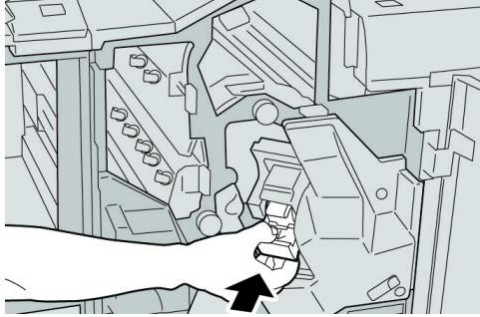
4. Check the inside of the finisher for any remaining staples, and if necessary, remove them.
5. Open the staple cartridge unit as shown and remove the jammed staple.

**⚠ 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**

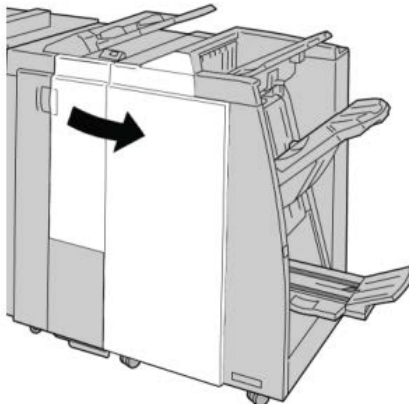
A message will display and the machine will not operate if the right cover is open even slightly.

### Staple jams in the booklet maker cartridge

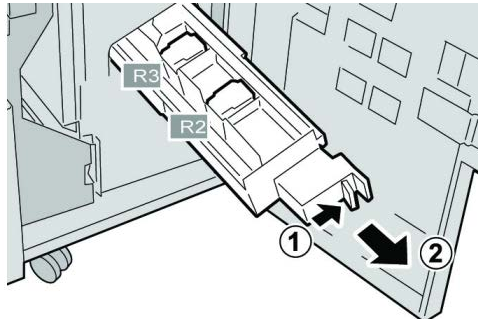
**Note**

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.

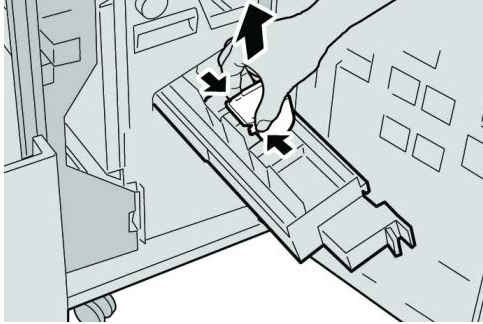


3. While pressing the lever to the right, pull out the booklet staple cartridge unit.





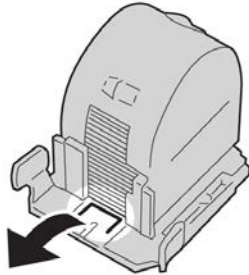
4. Hold the tabs of the staple cartridge unit by the tabs and lift to remove it.



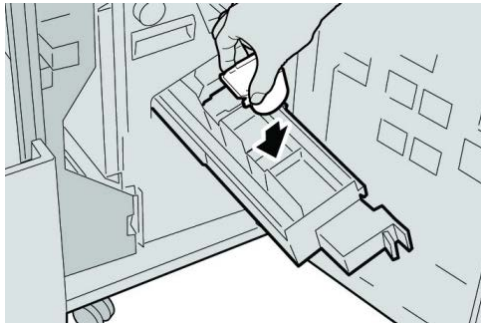
5. Remove the jammed staples from the cartridge.

**⚠ Warning**

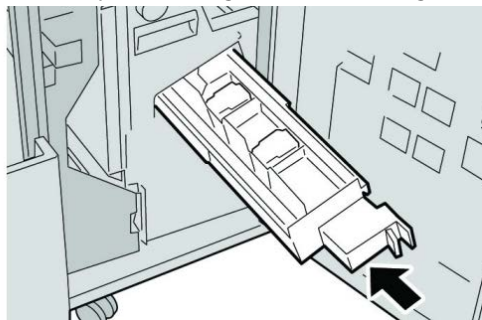
To avoid injury to your fingers, carefully remove the jammed staples from the cartridge.



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.

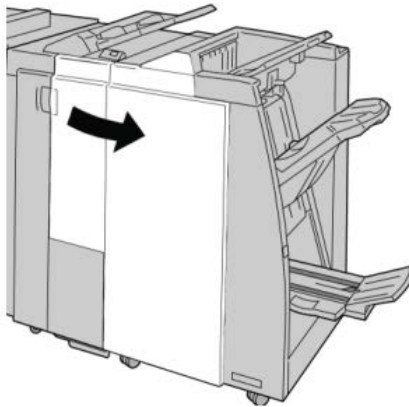
## Reinserting the standard staple cartridge

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.

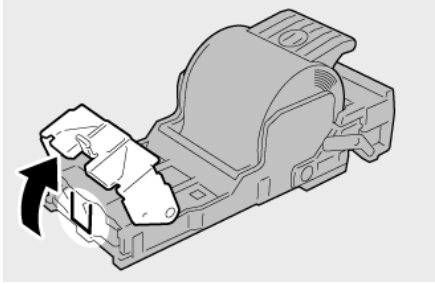
1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



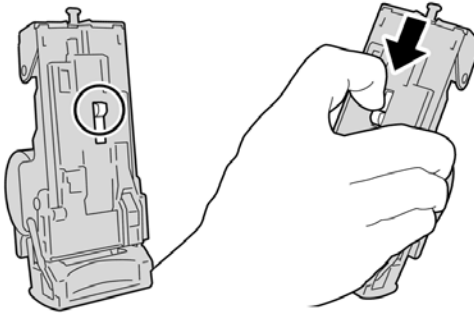
3. Grasp the Staple Cartridge handle located at **R1**, and pull out the staple cartridge from the finisher.



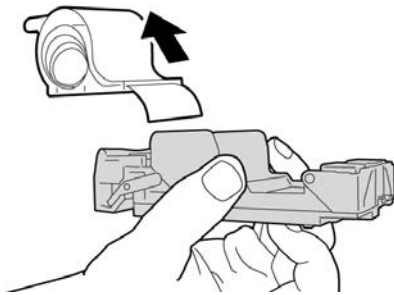
4. If necessary, open the staple cartridge unit as shown and remove the jammed staple.



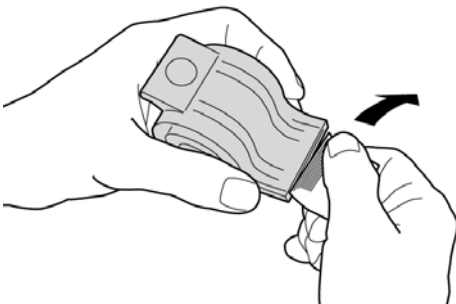
5. Move the lever on the rear of the staple cartridge unit in the downward direction.



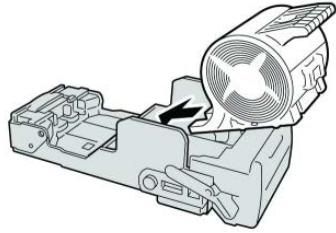
6. While holding the lever down, turn over the unit and remove the staple cartridge from the unit.



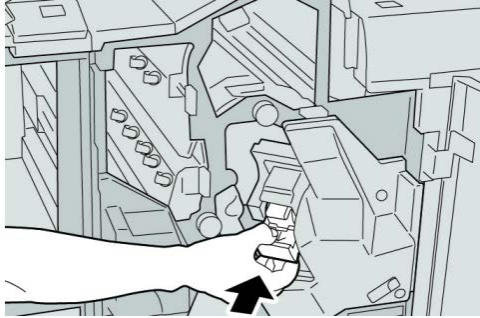
7. Detach the outside staples along the line.



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"> <li>• Top Tray: Collated/Uncollated</li> </ul> <p><b>Note</b> 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"> <li>• Stacker (middle) Tray: Collated/Uncollated (Offset available)</li> </ul>

Item	Specification
Supported Paper Size	<p>Top Tray:</p> <ul style="list-style-type: none"> <li>• Maximum: SRA3, 13 x19 in., 12.6 x19.2 in., 330 x 488 mm (custom size)</li> <li>• Minimum: 100 x 148 mm (SEF), 4 x 6 in. (SEF), A6 (SEF) postcards</li> </ul> <p>Stacker (middle) Tray:</p> <ul style="list-style-type: none"> <li>• Maximum: 13 x 19 in. (330 x 488 mm), SRA3</li> <li>• Minimum: B5, Executive (7.25 x 10.5 in.)</li> </ul> <p>Optional C/Z Folder tray: Supports A4 (SEF) and 8.5 x 11 in. (SEF)</p> <p>Delivery to a supported third-party, DFA device:</p> <ul style="list-style-type: none"> <li>• Maximum: 13 x 19 in., SRA3</li> <li>• Minimum: B5, Executive (7.25 x 10.5 in.)</li> </ul>
Supported Paper Weight	<p>Trays:</p> <ul style="list-style-type: none"> <li>• Top Tray: 55-350 gsm</li> <li>• Stacker (middle) Tray: 55-300 gsm</li> <li>• Optional C/Z Folder tray: 64-90 gsm</li> </ul> <p>Delivery to a supported third-party, DFA device: 55-350 gsm</p>
Tray Capacity	<ul style="list-style-type: none"> <li>• Top Tray: 500 sheets</li> <li>• Optional C/Z Folder tray: Minimum 30 sheets</li> </ul> <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>
Stapling (variable length)	<p>Maximum staple sheets: 100 sheets</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Staple nails may bend when using certain paper types.</li> </ul> <p>Paper size:</p> <ul style="list-style-type: none"> <li>• Maximum: A3/11 x 17 in.</li> <li>• Minimum: B5, Executive (7.25 x 10.5 in.)</li> </ul> <p>Staple position:</p> <ul style="list-style-type: none"> <li>• 1 location: (front: angled stapling, center: parallel stapling, back: parallel stapling*)</li> <li>• 2 locations: (parallel stapling)</li> <li>• 4 locations: A4 (LEF) and 8.5 x 11 in. (LEF) parallel stapling</li> </ul> <p>*: Angled stapling for A3 and A4</p>



Item	Specification
Hole Punching	<p>Supported paper size:</p> <ul style="list-style-type: none"> <li>• Maximum: A3/11 x 17 in.</li> <li>• Minimum: B5 LEF (2 holes), A4 LEF (4 holes)</li> </ul> <p>Number of holes: 2, 4, 3 (optional) Paper type: 55-220 gsm</p>
Booklet Creation/Single Fold	<p>Maximum number of sheets:</p> <ul style="list-style-type: none"> <li>• Fold and Staple: 25 sheets</li> <li>• Fold only: 5 sheets</li> </ul> <p>When using Xerox 20 lb./75 gsm paper, only 14 sheets can be stapled if adding a cover. Paper size:</p> <ul style="list-style-type: none"> <li>• Maximum: A3, 13 x 18 in.</li> <li>• Minimum: A4 SEF, 8.5 x 11 in. SEF</li> </ul> <p><b>Note</b> 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 Paper Weights/Booklet Capacity:</p> <ul style="list-style-type: none"> <li>• 64-80 gsm, Uncoated: 25 sheets</li> <li>• 81-90 gsm, Uncoated: 20 sheets</li> <li>• 91-105 gsm, Uncoated: 10 sheets</li> <li>• 106-128 gsm, Uncoated: 10 sheets, Coated: 10 sheets</li> <li>• 129-150 gsm, Uncoated: 10 sheets, Coated: 10 sheets</li> <li>• 151-176 gsm, Uncoated: 10 sheets, Coated: 10 sheets</li> <li>• 177-220 gsm, Uncoated: 5 sheets, Coated: 5 sheets</li> <li>• 221-256 gsm, 4 sheets max. coated or uncoated</li> <li>• 257-350 gsm, 3 sheets max, coated or uncoated</li> </ul>
Folding	<p><b>Note</b> 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"> <li>• Maximum: A3/11 x 17 in.</li> <li>• Minimum: B5, Executive (7.25 x 10.5 in.)</li> </ul> <p>The machine does not print on paper loaded in Tray 8/T1. Capacity: 200 sheets when using Xerox 20 lb./75 gsm paper. Paper type: 64-220 gsm</p>

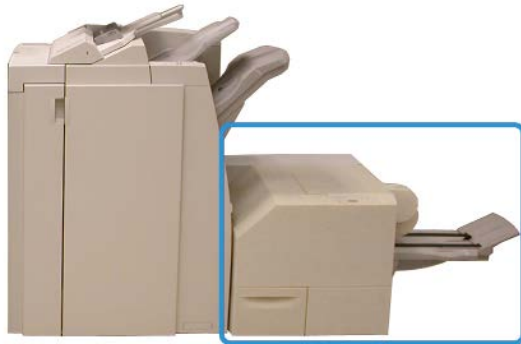
## Optional C/Z Folder

Item	Specification
Z-Fold Half Sheet	<ul style="list-style-type: none"> <li>• Z-paper size: 11 x 17 in./A3, 10 x 14 in./B4, 8K</li> <li>• Capacity:               <ul style="list-style-type: none"> <li>- Maximum: 80 sheets (A3/11 x 17 in. Xerox 20 lb./75 gsm paper Z folding)</li> <li>- 20 sheets for 8K and 10 x 14 in./B4</li> </ul> </li> <li>• Paper type: 16-24 lb./64-90 gsm</li> <li>• Output tray: Stacker (middle) tray</li> </ul>
C-Fold Z-Fold	<ul style="list-style-type: none"> <li>• Paper size: A4/8.5 x 11 in.</li> <li>• Number of sheets to be folded: 1 sheet</li> <li>• Capacity: Minimum 30 sheets (When using Xerox 20 lb./75 gsm paper.)</li> <li>• Paper type: 16-24 lb./64-90 gsm</li> <li>• Output tray: C/Z Folder tray</li> </ul>
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 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.

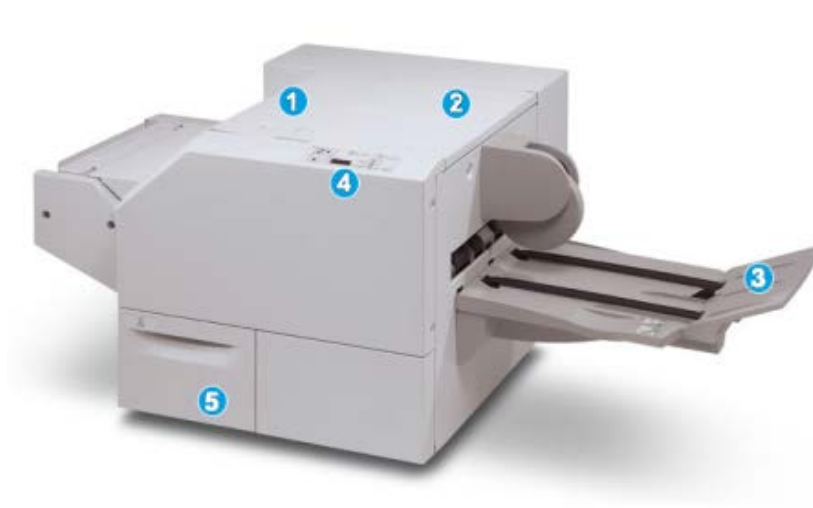
### Note

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



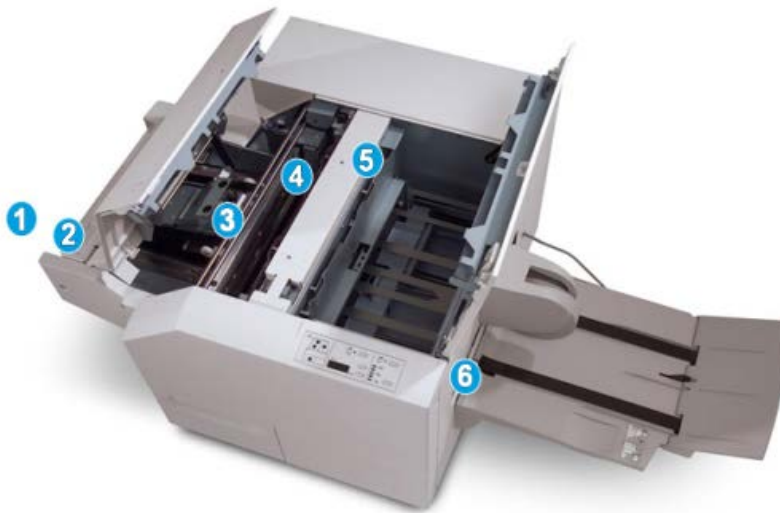
The main components consist of:

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

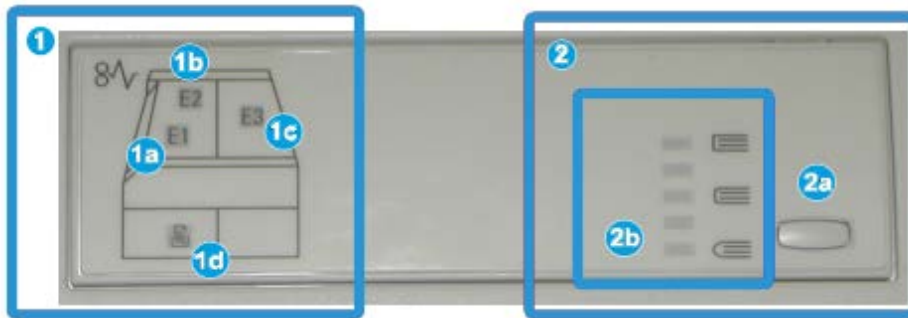


1. The booklet leaves the booklet area of the finisher and enters the SquareFold Trimmer Module.
2. The Booklet Exit sensor (in the SquareFold Trimmer Module) detects the lead edge (spine) of booklet and moves the booklet to the square fold area.
3. Once the booklet spine reaches the square fold area, 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 is then moved 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 or 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**

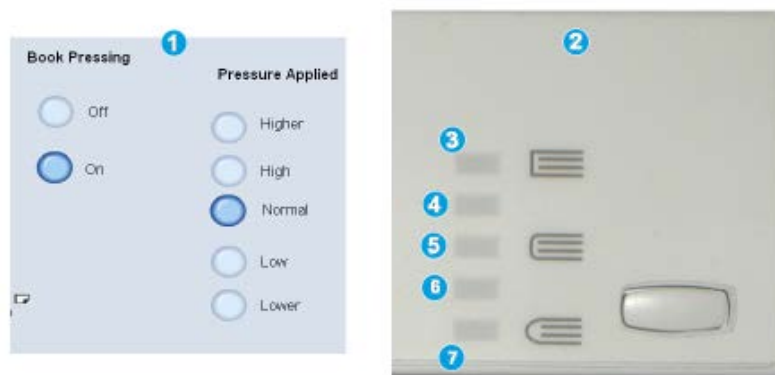
The term Book Pressing is used synonymously with the terms Square Fold or Square Folding.

## 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. The greatest amount of pressure that can be applied to the booklet is +2.

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). The least amount of pressure that can be applied to the booklet is -2.

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:

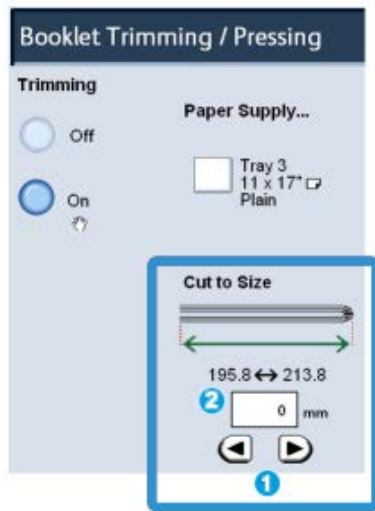
- Booklets exiting/leaving the SquareFold Trimmer Module may contain trim remnants/scraps from the previously trimmed booklet. This is due to static electricity

build-up and is normal. If booklets contain trim remnants/scrap, 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 (0.078 in.) 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.

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

Scenario number	Paper Size	Finished booklet size	Paper weight (lbs./gsm)	Approximate trim setting (mm)	Number of pages in finished booklet
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:

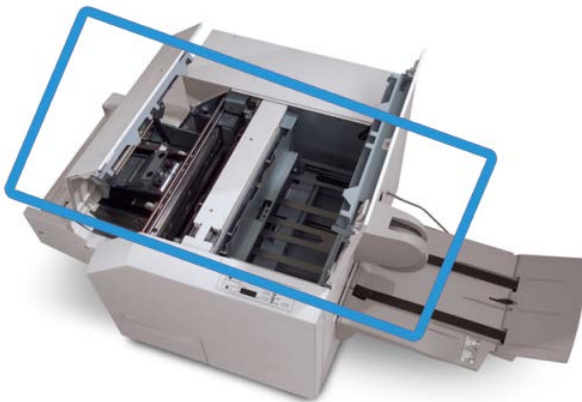
- Always run one or more test prints of your job before running a larger output quantity.
- Review your test prints for truncated images/text.
- If any images or text need shifting, use the various selections from your application's print driver; refer to your print driver's Help information.
- Remember: 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 a 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

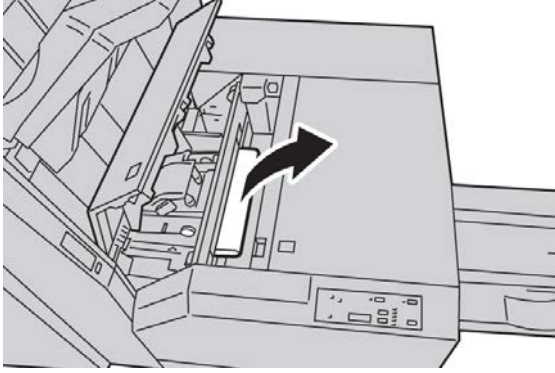
Use the following procedure to clear jams when the E1 and/or E2 LED is lit on the SquareFold Trimmer Module control panel.

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.

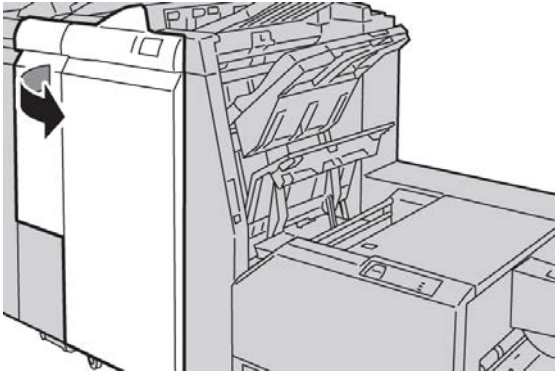


## SquareFold Trimmer Module

2. Remove the jammed paper.



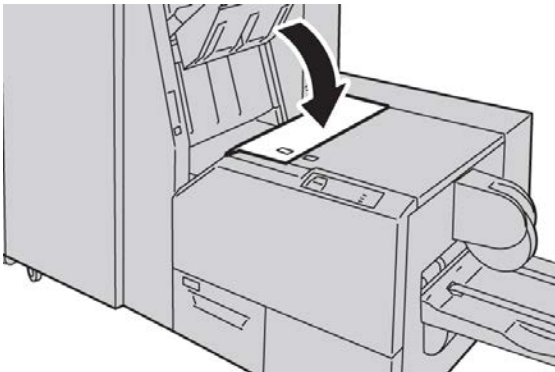
3. If you cannot remove the paper in Step 2, open the right cover of the finisher.



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.



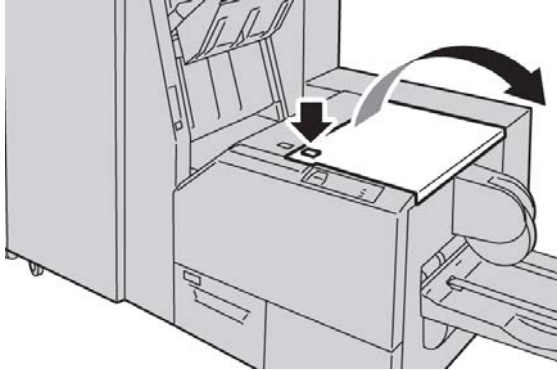
**Note**

A message will be displayed and the machine will not operate if the right cover of the finisher is even slightly open.

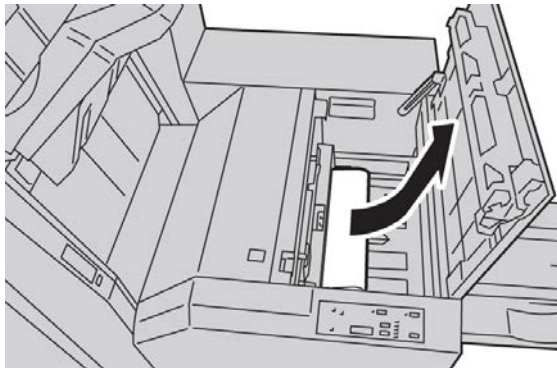
**Clearing E3 jams**

Use the following procedure to clear jams when the E3 LED is lit on the SquareFold Trimmer Module control panel.

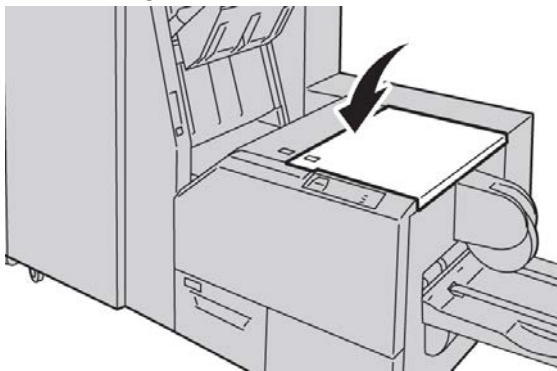
1. Make sure that the machine is not in operation, and press the button on the right cover of the Trimmer unit to open the cover.



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
  - 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 in 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 in 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 in the SquareFold Trimmer Module.

## 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 in 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 in 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 in 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 in 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.

## SquareFold Trimmer Module

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:

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

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**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 in 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 in 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.

## SquareFold Trimmer Module

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 in 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 in 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 in 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 in 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"> <li>• Maximum: 13 x 18 in./330 x 457 mm</li> <li>• Minimum: 8.5 x 11 in./A4 SEF</li> </ul> <p><b>Note</b> The SquareFold Trimmer Module requires both the Interface Cooling Module and the Booklet Maker Finisher.</p>
Trim capacity	<ul style="list-style-type: none"> <li>• 5-20 sheet booklet (up to 80 imaged sides) at 24 lb./90 gsm</li> <li>• 5-25 sheet booklet (up to 100 imaged sides) at 200 lb./80 gsm</li> </ul> <p>Cut amount: 2-20 mm, adjustable in 0.1 mm increments</p>
Paper weights	16 lb. bond-90 lb. cover (60-220 gsm)

## Standard Finisher Plus

The Standard Finisher Plus acts as a communication device and provides a paper path between the print engine, the required Interface Module/Interface Cooling Module, and any third-party, Document Finishing Architecture (DFA) device that is attached to the machine.

The Standard Finisher Plus supports a number of optional finishing devices ranging from light-production print engines to futuristic devices that utilize other communication and physical interfaces.

### Overview

#### Note

The Standard Finisher Plus requires either the Interface Module or the Interface Cooling Module (depending on your product and machine configuration).



#### Note

The Standard Finisher Plus is not available with the D95 Copier/Printer configuration.

## Standard Finisher Plus

The Standard Finisher Plus consists of these two modules:

1. Finisher Module
2. Finishing Transport

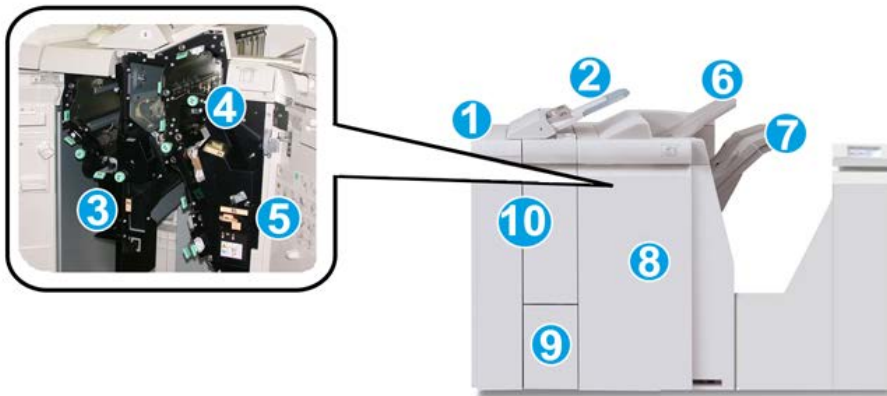
Output prints are fed from the machine (and any attached optional finishing device) to the Finisher Module. The Finishing Transport serves as an interface to transfer paper from the Finisher Module and the attached third-party output device. The Finishing Transport moves the paper from the Finisher Module to one of the three Finishing Transport exits. The height of the paper entry on the third-party, DFA device must align with the Finishing Transport exit 1 or exit 2.

The Finishing Transport is built to support a number of finishing operations ranging from light-production print engines to futuristic devices that utilize other communication and physical interfaces.

## Finisher Module

### Finisher Module main components

The Finisher Module includes the following components:



No.	Component	Function
1	Finisher Module	Output prints are fed from the machine through the required Interface Module or Interface Cooling Module (depending on product and machine configuration) to the Finisher Module which then feeds the prints to the Finishing Transport for delivery to a third-party output device. The Finisher Module is shown here with the optional C/Z Folder.

No.	Component	Function
2	Post-process inserter (Tray 8/Tray T1)	<ul style="list-style-type: none"> <li>• This tray is standard on this finisher and is used to load paper that will be used as separators and covers.</li> <li>• 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).</li> <li>• Tray 8 holds a maximum of 200 sheets when using 20 lb./75 gsm paper.</li> <li>• Paper can be loaded in the LEF or SEF direction.</li> </ul>
3	Punch scrap container	Collects the scraps from the puncher. Open to remove the scraps.
4	Staple cartridge	Contains staples; remove this cartridge to replace staples and clear staple jams.
5	Staple waste container	Container for staple waste; remove this container when full.
6	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.
7	Stacker (middle) tray	<p>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.</p> <p><b>Note</b></p> <p>Both the Top and Stacker Trays can be used for hole punched output (optional).</p>
8	Right cover	Open to clear paper jams, replace staples, clear jammed staples, or remove the scraps from the puncher.
9	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.
10	Left cover.	Open this cover to access the machine and to clear paper jams.

## 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:

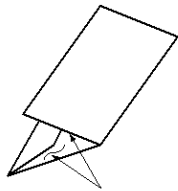
#### Single Fold (Bi-Fold)

A Bi-Fold has one fold which creates two panels to the output.



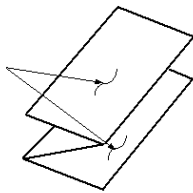
#### C-Fold

A C-Fold has two folds which creates a three-panel output.



#### Z-Fold

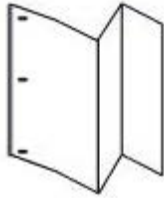
A Z-Fold has two folds that are folded in opposite directions, resulting in a type of fan fold.





### 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.

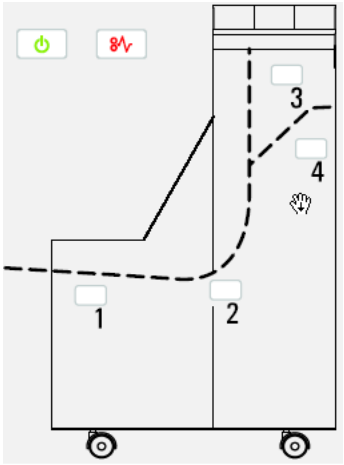
5. Select **OK** to save the information and close the Tray Properties window.

## Finishing Transport

### Finishing Transport main components

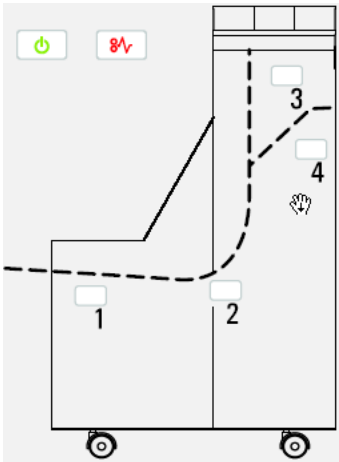
The Finishing Transport is comprised of the following components:





No.	Component	Function
1	Finishing Transport	The Finishing Transport serves as an interface to transfer paper from the Finisher Module and the attached third-party output device.
2	Finishing Transport status display 	This display indicates the status of the Finishing Transport and shows the locations of any paper jams.
3	Finishing Transport front door	Open to clear paper jams and clean the paper path areas.

## Finishing Transport status indicators

The mimic display indicates the status of the Finishing Transport and the location of the paper jams.



Refer to the following table for detailed information on the

Location	LED Color	Status	Reason
Power indicator 	Green	ON	The Finishing Transport power is on and functioning properly.
		OFF	The Finishing Transport power is off.
Fault indicator 	Red	ON	May be one of the following: <ul style="list-style-type: none"> <li>Paper jam indication</li> <li>Open front door</li> </ul>
Area 1	Red	ON	Paper jam in Area 1
Area 2	Red	ON	Paper jam in Area 2
Area 3	Red	ON	Paper jam in Area 3
Area 4	Red	ON	Paper jam in Area 4

# Standard Finisher Plus maintenance

## Standard Finisher Plus consumable supplies

Xerox supplies, paper, and throughput material can be ordered from Xerox by going to [www.xerox.com](http://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](http://www.xerox.com) for the latest Customer Replaceable Units (CRUs) part numbers.

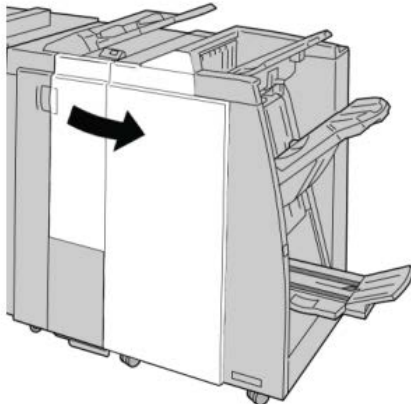
Store supply items and Xerox parts in their original packages in a convenient location.

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

## Replace the standard staple cartridge

A message displays on the UI when it is time to replace a staple cartridge.

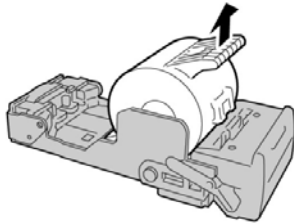
1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



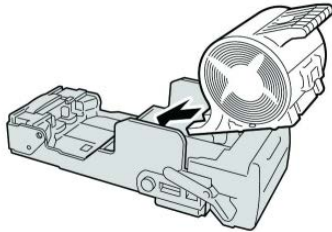
3. Grasp the Staple Cartridge handle located at **R1**, and pull out the staple cartridge from the finisher.



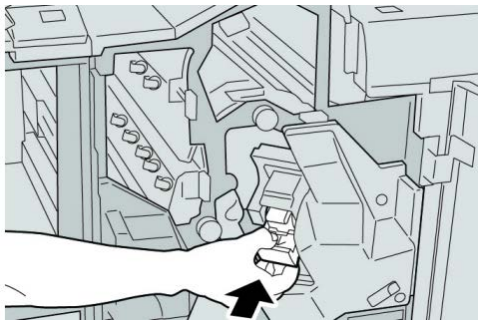
4. Hold the positions as indicated by the arrow and remove the staple cartridge from the unit.



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.

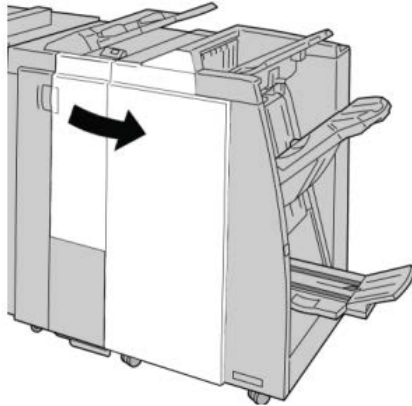
**Note**

A message will display and the machine will not operate if the right cover is open even slightly.

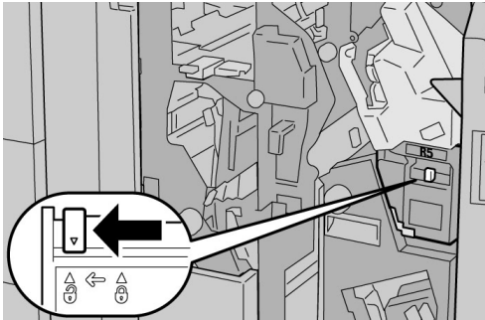
## Replacing the Staple Waste Container on the finisher

The machine displays a message indicating that the Staple Waste Container is full. To replace the container:

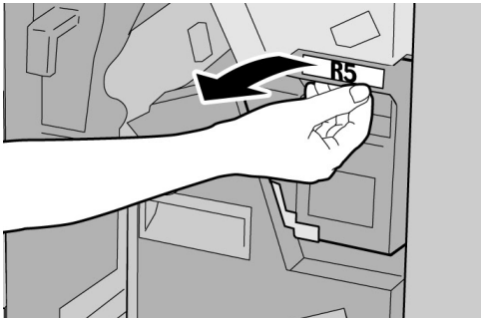
1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



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.



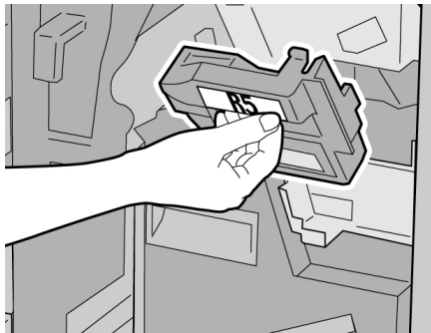
5. Place the used staple waste container into a supplied plastic bag.



**Note**

Do not return a disassembled (used) container to the Customer Support Center.

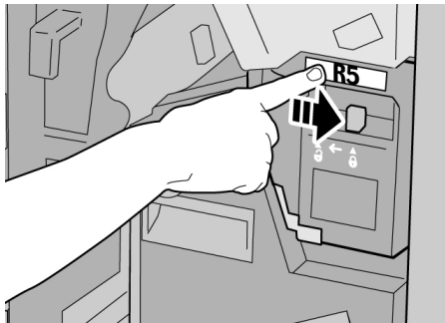
6. Hold the new staple waste container by the **R5** handle area and push it into the machine.



**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.

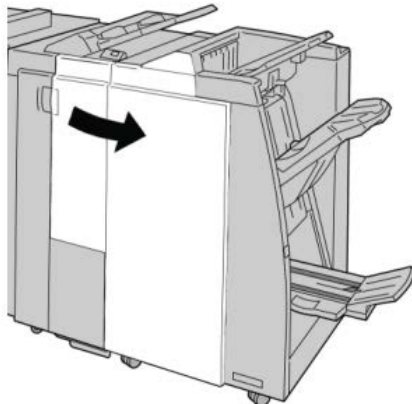
## Empty the Punch Waste Container

The UI displays a message indicating when it is time to empty the Punch Waste Container.

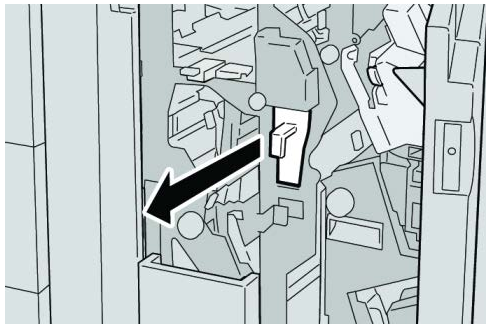
**⚠ Caution**

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.

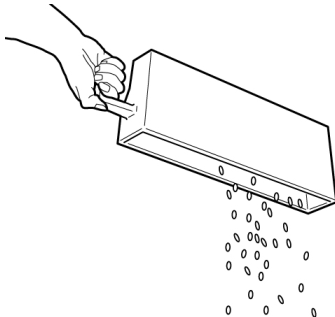
1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



3. Pull the container out of the finisher ( R4).

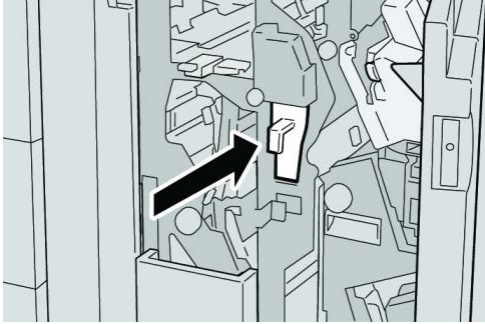


4. Discard all the punch scraps in an appropriate container.





5. Reinsert the empty container into the machine.



6. Close the right cover on the finisher.

**Note**

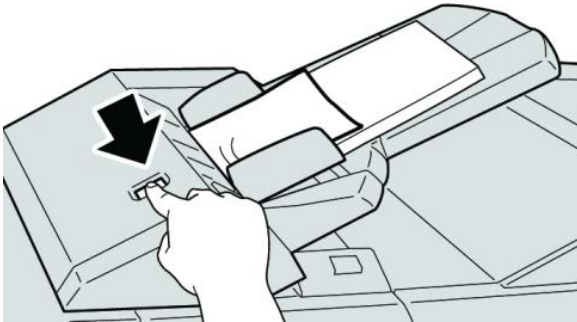
A message will display and the machine will not operate if the right cover is open even slightly.

## Problem solving

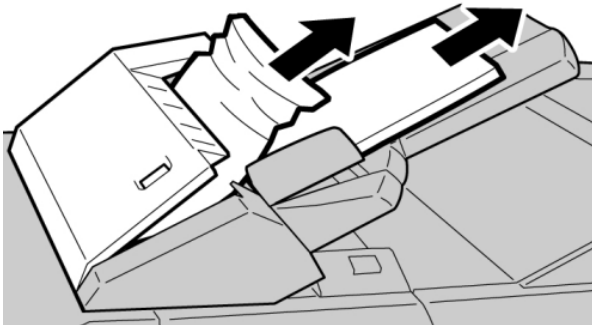
### Paper jams in the Finisher Module

#### Paper jams in Tray 8/T1 (Post-Process Inserter)

1. Press the **Cover** button.



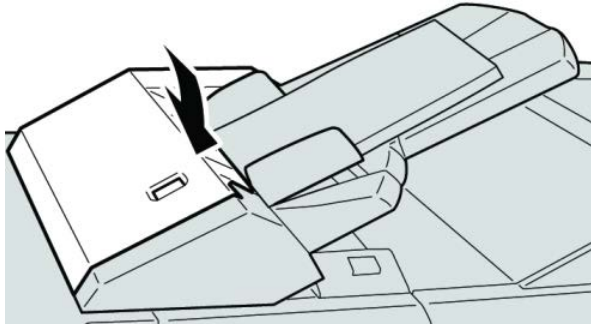
2. Open cover **1e** and then remove the jammed paper and all paper loaded in the tray.



**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.



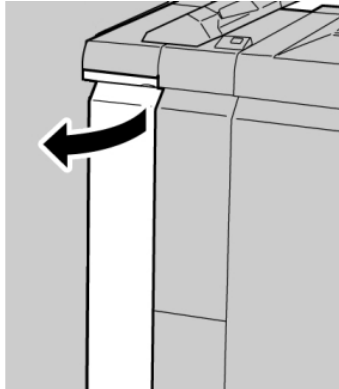
**Note**

A message is displayed and the machine does not operate if the cover is open even slightly.

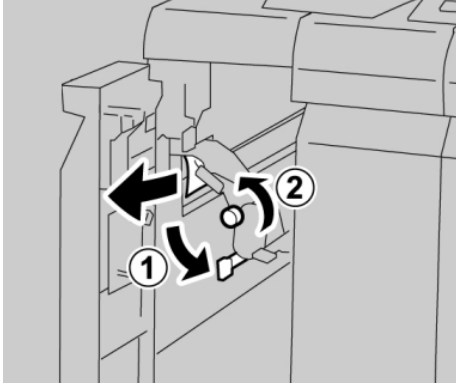
### Paper jams inside the finisher left cover

#### Paper jams at lever **1a** and knob **1c**

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.



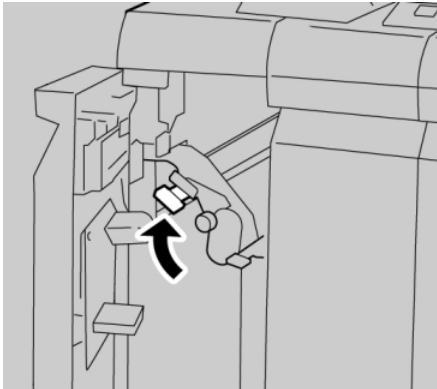
3. Move lever **1a** downward and turn knob **1c** left. Remove the jammed paper.



**Note**

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

4. Return lever **1a** to the original position.



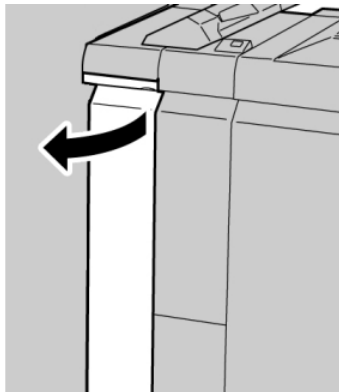
5. Close the finisher left cover completely.

**Note**

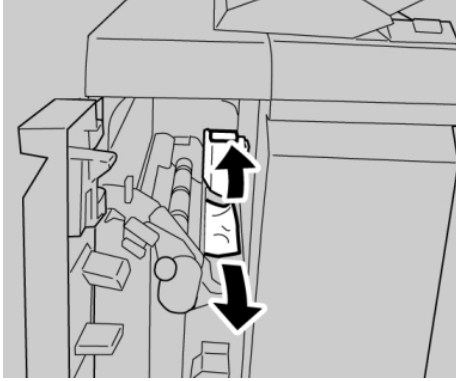
The machine will not operate if the cover is open even slightly.

### Paper jams at lever 1d

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.



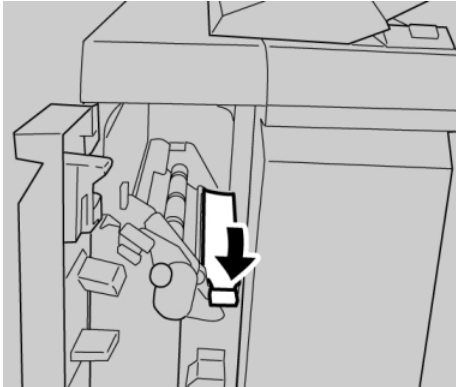
3. Move lever **1d** upwards and remove the jammed paper.



**Note**

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

4. Move the lever **1d** to the original position.



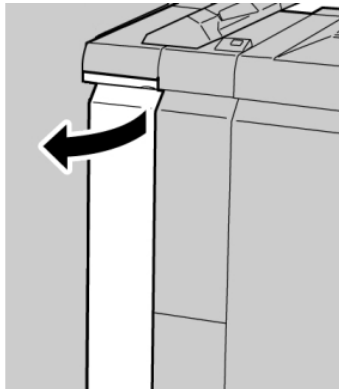
5. Close the finisher left cover completely.

**Note**

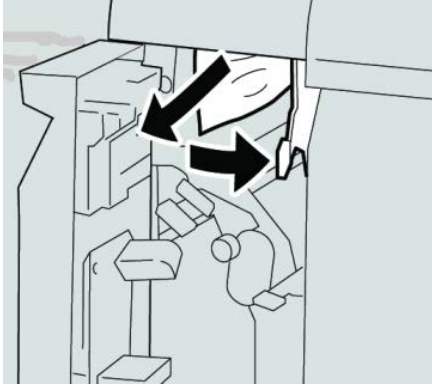
The machine will not operate if the cover is open even slightly.

### Paper jams at lever **1b**

1. Make sure that the machine has stopped printing.
2. Open the finisher left cover.



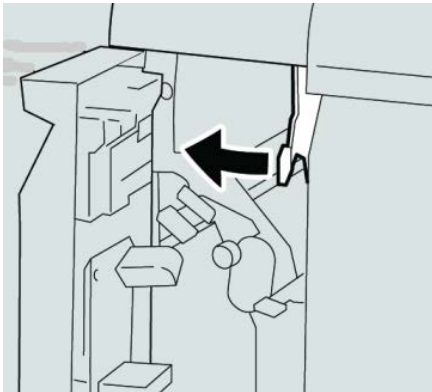
3. Move the lever **1b** to the right and remove the jammed paper.



**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 inside the finisher right cover

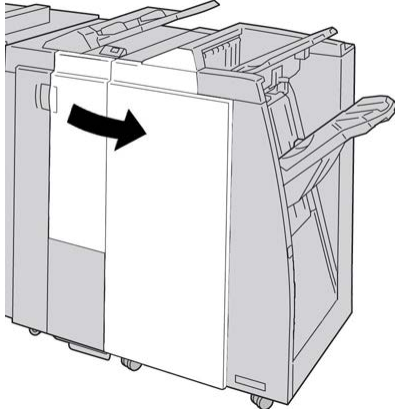
### Paper jams at lever 3b and 3d

**Tip**

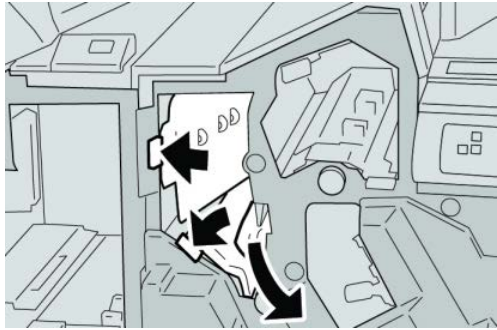
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

1. Make sure that the machine has stopped printing.

2. Open the right cover on the finisher.



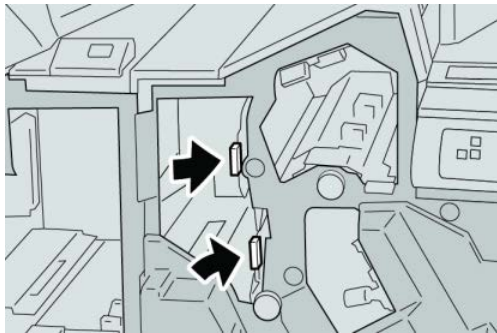
3. Move the levers **3b** and **3d**; remove the jammed paper.



**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**

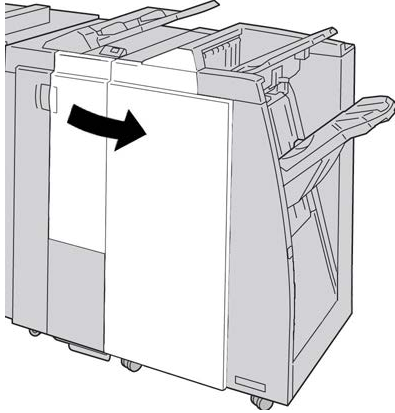
A message will display and the machine will not operate if the right cover is open even slightly.

## Paper jams at lever 3e and knob 3c

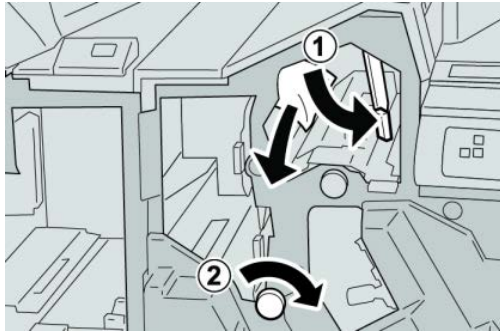
### Tip

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

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



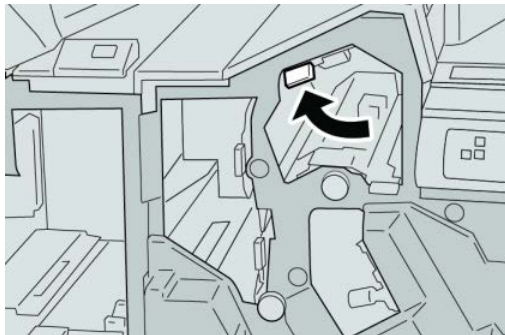
3. Move the lever 3e and turn the knob 3c; remove the jammed paper.



### 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**

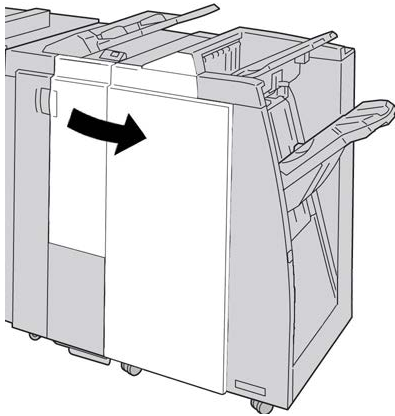
A message will display and the machine will not operate if the right cover is open even slightly.

### Paper jams at lever 3g and knob 3f

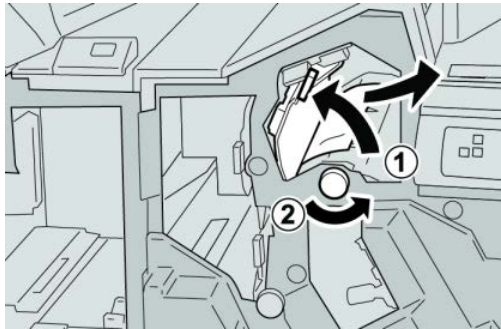
**Tip**

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

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.

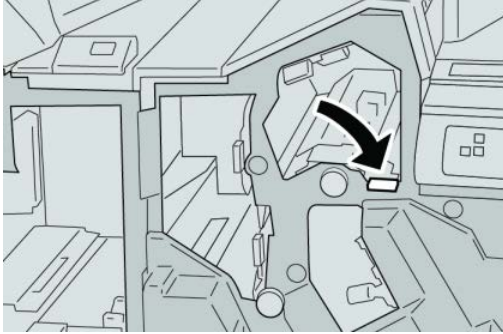


**Note**

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



- Return the lever **3g** its original position.



- Close the right cover on the finisher.

**Note**

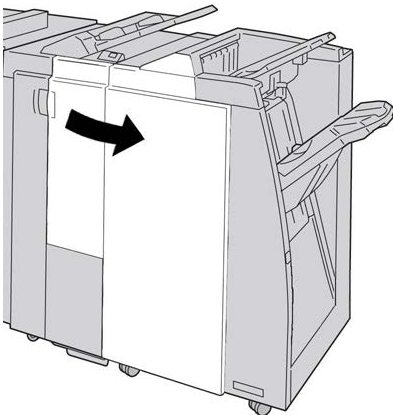
A message will display and the machine will not operate if the right cover is open even slightly.

### Paper jams at lever 4b and knob 3a

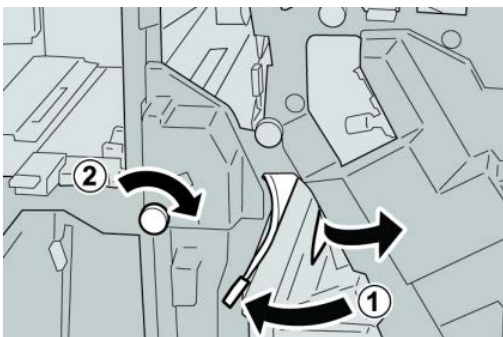
**Tip**

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

- Make sure that the machine has stopped printing.
- Open the right cover on the finisher.



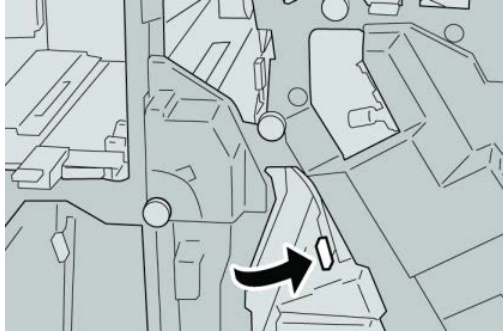
- Move the lever **4b** and turn the knob **3a**; remove the jammed paper.



**Note**

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

4. Return the lever **4b** 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 the optional C/Z Folder

**Tip**

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

This section describes how to remedy paper jams that occur at the following locations:

- Paper jams at lever 2a and knob 3a
- Paper jams at lever 2b and knob 2c
- Remove jams at knob 2c, levers 2e and 2f, and the folder output tray (2d)
- Paper jams at the folder output tray (2d) and at lever 2g

**Note**

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

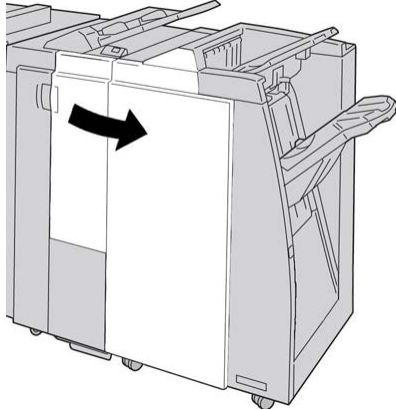
### Paper jams at lever 2a and knob 3a

**Tip**

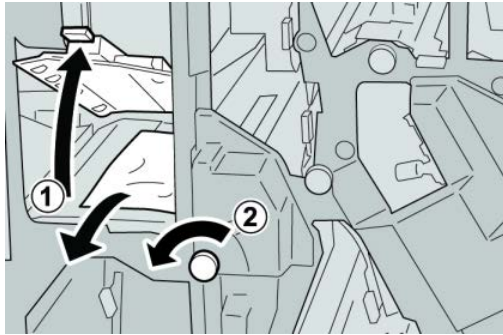
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

1. Make sure that the machine has stopped printing.

2. Open the right cover on the finisher.



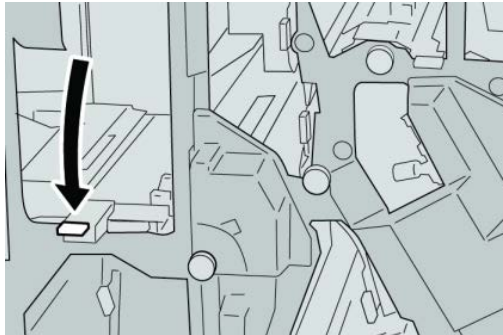
3. Move the lever **2a** and turn the knob **3a**; remove the jammed paper.



**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**

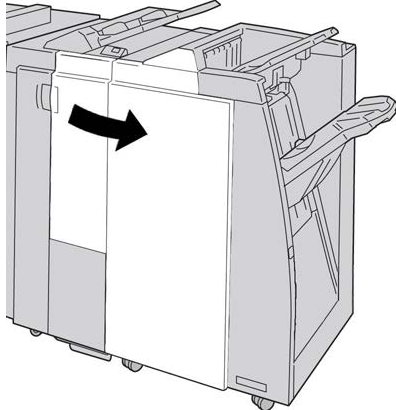
A message will display and the machine will not operate if the right cover is open even slightly.

## Paper jams at lever 2b and knob 2c

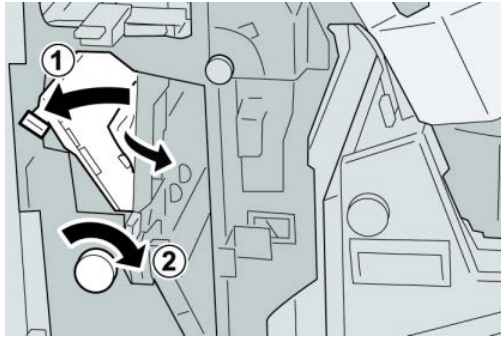
### Tip

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

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



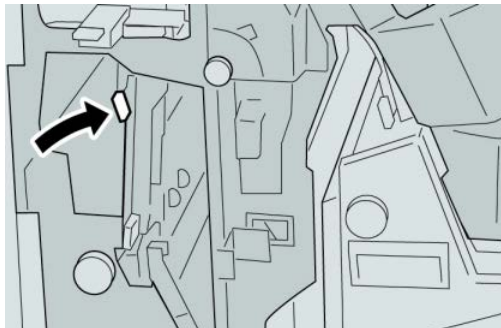
3. Move the lever **2b** and turn the knob **2c**; remove the jammed paper.



### 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.

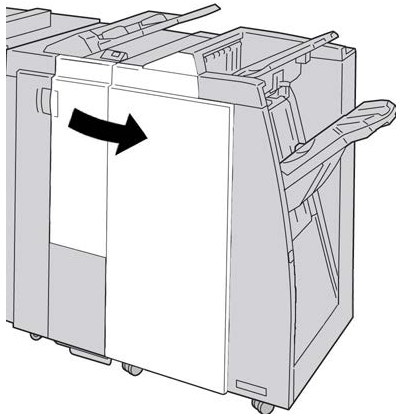
**Note**

A message will display and the machine will not operate if the right cover is open even slightly.

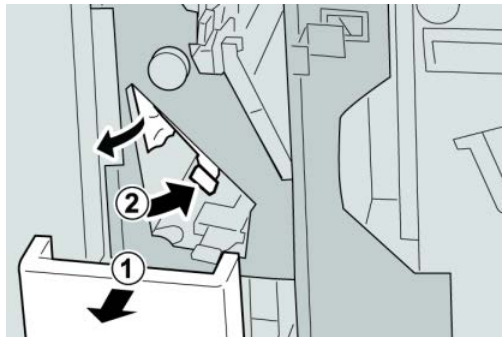
**Paper jams at 2c, 2e, 2f, and 2d****Tip**

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

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 to the right, and remove the jammed paper.

**Note**

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

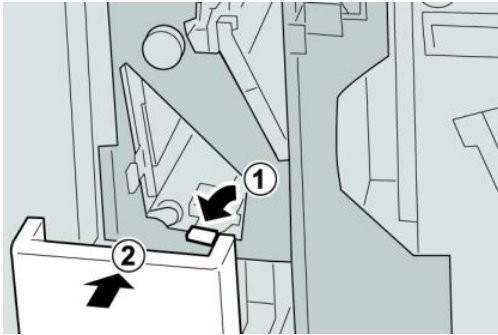
4. If you cannot remove the paper, return the lever **2e** to its original position. Swing the lever **2e**, turn the knob **2c** to the right, and remove the jammed paper.



**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.

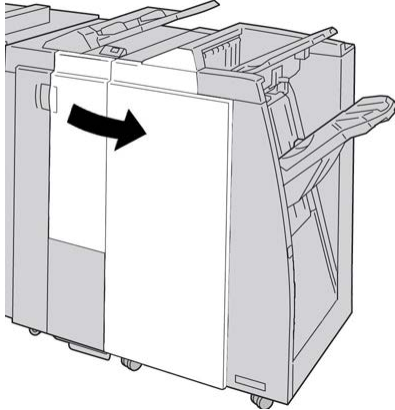
## Paper jams at 2d and lever 2g

**Tip**

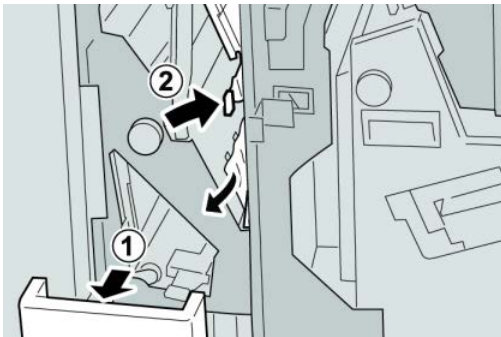
Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs.

1. Make sure that the machine has stopped printing.

2. Open the right cover on the finisher.



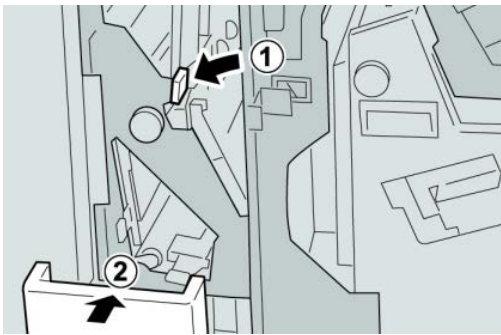
3. Pull out the folder output tray ( 2d ), swing lever the 2g, and remove the jammed paper.



**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**

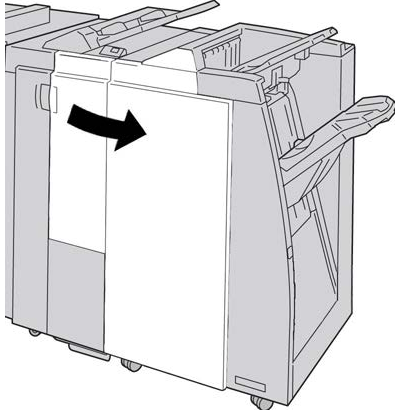
A message will display and the machine will not operate if the right cover is open even slightly.

## Paper jams in areas 4b and 4c

### Tip

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

1. Make sure that the machine has stopped printing.
2. Open the right cover on the finisher.



3. Move the levers **4b** and **4c**; remove the jammed paper.



### Note

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

4. Return the opened levers ( **4b** and **4c** ) 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 the finisher output area

### Tip

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

This section describes how to remedy paper jams that occur at the following locations:

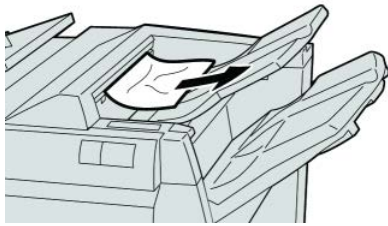
- Paper jams at the finisher top tray
- Paper jams at the finisher stacker tray

### Note

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

## Paper jams at finisher top tray

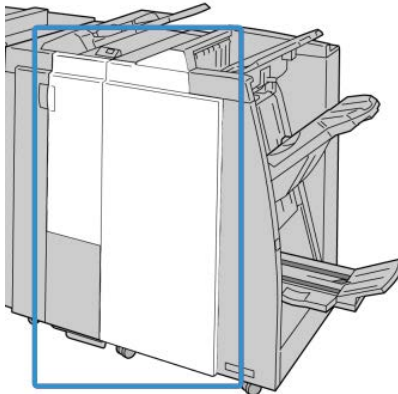
1. Make sure that the machine has stopped printing.
2. Remove jammed paper from the finisher top tray.



### Note

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

3. Open and close the finisher right cover.

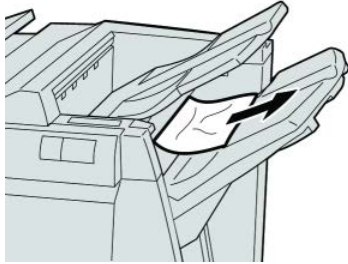


### Note

The machine will not operate if the cover is open even slightly.

## Paper jams at finisher stacker tray

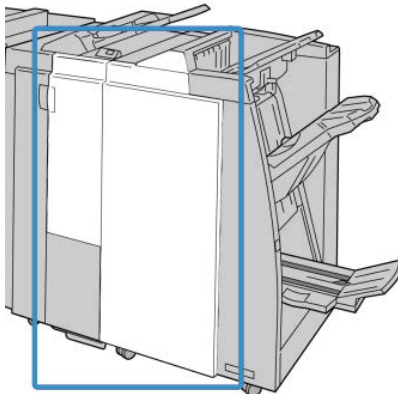
1. Make sure that the machine has stopped printing.
2. Remove jammed paper from the finisher stacker tray.



### 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 in the Finishing Transport

### Paper jams in area 1

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

**Tip**

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs. If paper is torn, check inside the Finishing Transport and remove it.

1. Open the Finishing Transport front door.



2. Grasp the green handle **1** and gently pull downwards.



3. Remove the jammed paper.

For a paper jam at the exit of the Finisher Module and the entry of the Finishing Transport, remove it by pulling the paper towards the Finishing Transport.

4. Return the green handle **1** to its original position.
5. Close the Finishing Transport front door.
6. Ensure that the paper jam indication is cleared from the Finishing Transport status display.
7. Follow the instructions on the UI to restart your print job.

## Paper jams in area 2

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

### Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs. If paper is torn, check inside the Finishing Transport and remove it.

1. Open the Finishing Transport front door.



2. Grasp the green handle 2 and gently pull down and toward the right.



3. Remove the jammed paper.
4. If necessary, rotate the green knob in the direction shown to remove any jammed paper in this area.
5. Return the green handle 2 to its original position.
6. Close the Finishing Transport front door.
7. Ensure that the paper jam indication is cleared from the Finishing Transport status display.

8. Follow the instructions on the UI to restart your print job.

### Paper jams in area 3

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

#### Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs. If paper is torn, check inside the Finishing Transport and remove it.

1. Open the Finishing Transport front door.



2. Grasp the green handle **3** and gently pull toward the left.



3. Remove the jammed paper.
4. Return the green handle **3** to its original position.
5. Close the Finishing Transport front door.
6. Ensure that the paper jam indication is cleared from the Finishing Transport status display.
7. Follow the instructions on the UI to restart your print job.

## Paper jams in area 4

Remedies differ according to the paper jam location. Follow the instructions displayed to remove the jammed paper.

### Tip

Always ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with your print jobs. If paper is torn, check inside the Finishing Transport and remove it.

1. Open the Finishing Transport front door.



2. Grasp the green handle 4 and gently pull toward the right.

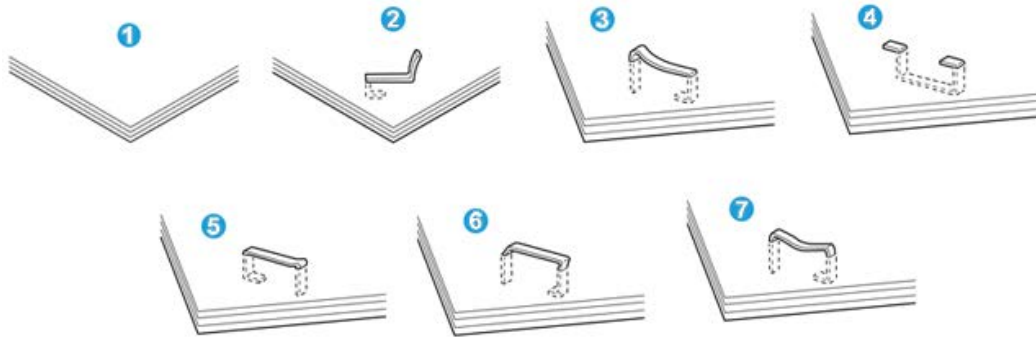


3. Remove the jammed paper.
4. Check for and remove any jammed paper between the Finishing Transport exit and the entrance to the attached third-party device.
5. Return the green handle 4 to its original position.
6. Close the Finishing Transport front door.
7. Ensure that the paper jam indication is cleared from the Finishing Transport status display.

- Follow the instructions on the UI to restart your print job.

## 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.



- No staple
- Bent staple
- One side of staple rising up
- Staple bent in reverse direction
- Flattened staple
- Entire staple rising up
- 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

Perform the following procedure to clear staple jams in the standard staple cartridge.

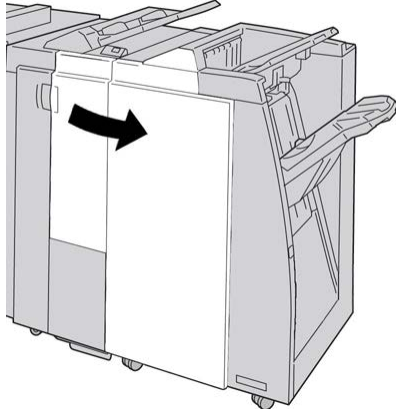
### Note

Always check inside the finisher for any individual staples or staple remnants.

- Make sure that the machine has stopped printing.

## Standard Finisher Plus

2. Open the right cover on the finisher.



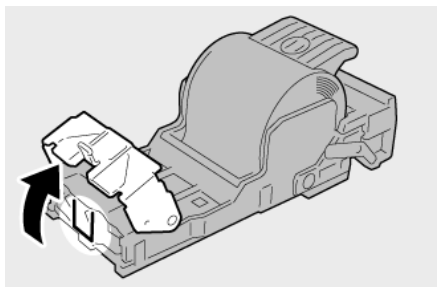
3. Grasp the Staple Cartridge handle located at R1, and pull out the staple cartridge from the finisher.



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.

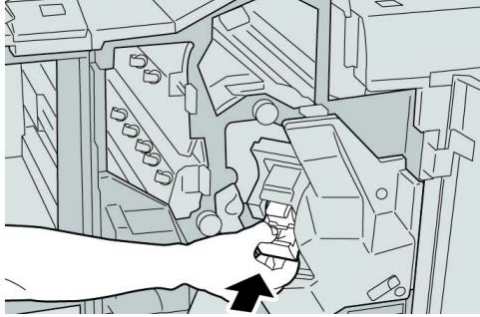
### **Warning**

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.

## Standard Finisher Plus fault codes

### Finisher Module fault codes

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.

#### 013-108

**Cause:** The transport in sensor in the Finishing Transport did not switch ON within a specified amount of time.

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

#### 013-109

**Cause:** The transport exit sensor in the Finishing Transport did not switch ON within a specified amount of time.

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

### 013-110

**Cause:** The transport exit sensor in the Finishing Transport did not switch OFF within a specified amount of time.

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

### 013-910

**Cause:** Paper jam at the transport in sensor (Finishing Transport)

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

### 013-911

**Cause:** Paper jam at the transport exit sensor (Finishing Transport)

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

## Finishing Transport fault codes

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.

### 051-100

**Cause:** Paper jam

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

**051-101**

**Cause:** Paper jam

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

**051-102**

**Cause:** Paper jam

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

**051-103**

**Cause:** Paper jam

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

**051-104**

**Cause:** Paper jam

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

**051-105**

**Cause:** Paper jam

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.

## Standard Finisher Plus

- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

### **051-106**

**Cause:** Paper jam

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

### **051-107**

**Cause:** Paper jam

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

### **051-108**

**Cause:** Paper jam

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

### **051-109**

**Cause:** Paper jam

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

### **051-110**

**Cause:** Paper jam

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

#### 051-111

**Cause:** Paper jam

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

#### 051-210

**Cause:** Registration clutch solenoid fault

**Remedy:** Perform the following:

- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

#### 051-211

**Cause:** Diverter solenoid fault

**Remedy:** Perform the following:

- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

#### 051-300

**Cause:** Finishing Transport front door is open

**Remedy:** Close the front door of the Finishing Transport.

#### 051-310

**Cause:** Finishing Transport firmware fault upgrade

**Remedy:** Perform the following:

- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

## 051-900

**Cause:** Paper jam

**Remedy:** Perform the following:

- Check for any obstructions or paper jams in the Finishing Module and Finishing Transport paper paths and clear them.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

## Third-party DFA fault codes

The following table provides a list of fault codes that indicate that a jam or fault has occurred in the attached third-party, Document Finishing Architecture (DFA) device.

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.

### 051-910

**Cause:** Either the DFA device is not ready or other fault has occurred with it

**Remedy:** Perform the following:

- Refer to any user documentation that came with your DFA device and follow the instructions to bring the device back online.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

### 051-911

**Cause:** Either the DFA device is not ready or other fault has occurred with it

**Remedy:** Perform the following:

- Refer to any user documentation that came with your DFA device and follow the instructions to bring the device back online.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

### 051-912

**Cause:** The DFA device is either full or out of supplies

**Remedy:** Refer to any user documentation that came with your DFA device and follow the instructions to clear the fault and/or replenish the depleted supplies.

### 051-913

**Cause:** Paper jam in the DFA device

**Remedy:** Perform the following:

- Refer to any user documentation that came with your DFA device and follow the instructions to clear the fault.
- If necessary, set the correct profile value; refer to the System Administration Guide, Profiles chapter for more information.
- If necessary, refer to the DFA user documentation for setting/changing profile values.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

**051-914**

**Cause:** Paper jam in the DFA device

**Remedy:** Perform the following:

- Refer to any user documentation that came with your DFA device and follow the instructions to clear the fault.
- If necessary, set the correct profile value; refer to the System Administration Guide, Profiles chapter for more information.
- If necessary, refer to the DFA user documentation for setting/changing profile values.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

**051-915**

**Cause:** Paper jam in the DFA device

**Remedy:** Perform the following:

- Refer to any user documentation that came with your DFA device and follow the instructions to clear the fault.
- If necessary, set the correct profile value; refer to the System Administration Guide, Profiles chapter for more information.
- If necessary, refer to the DFA user documentation for setting/changing profile values.
- If necessary, power Off/On the machine, and if necessary, resend/restart your print job.
- If the fault persists, contact the Customer Support Center.

# Specifications

This section provides specifications on the Standard Finisher Plus.

## Finisher Module specifications

Item	Specification
Tray Type	<ul style="list-style-type: none"> <li>• Top Tray: Collated/Uncollated</li> <li>• Stacker (middle) Tray: Collated/Uncollated (Offset available)</li> </ul>
Supported Paper Size	<p>Top Tray:</p> <ul style="list-style-type: none"> <li>• Maximum: SRA3, 13 x19 in., 12.6 x19.2 in., 330 x 488 mm (custom size)</li> <li>• Minimum: 100 x 148 mm (SEF), 4 x 6 in. (SEF), A6 (SEF) postcards</li> </ul> <p>Stacker (middle) Tray:</p> <ul style="list-style-type: none"> <li>• Maximum: 13 x 19 in. (330 x 488 mm), SRA3</li> <li>• Minimum: B5, Executive (7.25 x 10.5 in.)</li> </ul> <p>Booklet Tray (optional Booklet Maker Finisher only):</p> <ul style="list-style-type: none"> <li>• Maximum: 13 x 18 in., SRA3</li> <li>• Minimum: A4 (SEF), 8.5 x 11 in. (SEF)</li> </ul> <p>Optional C/Z Folder tray: Supports A4 (SEF) and 8.5 x 11 in. (SEF)</p> <p>Delivery to a supported third-party, DFA device:</p> <ul style="list-style-type: none"> <li>• Maximum: 13 x 19 in., SRA3</li> <li>• Minimum: B5, Executive (7.25 x 10.5 in.)</li> </ul>
Supported Paper Weight	<p>Trays:</p> <ul style="list-style-type: none"> <li>• Top Tray: 55-350 gsm</li> <li>• Stacker (middle) Tray: 55-300 gsm</li> <li>• Booklet Tray (optional Booklet Maker Finisher only):             <ul style="list-style-type: none"> <li>- Center binding 64-300 gsm</li> <li>- Center folding 60-105 gsm</li> </ul> </li> <li>• Optional C/Z Folder tray: 64-90 gsm</li> </ul> <p>Delivery to a supported third-party, DFA device: 55-350 gsm</p>



Item	Specification
Tray Capacity	<ul style="list-style-type: none"> <li>• Top Tray: 500 sheets</li> <li>• Stacker (middle)Tray: 2,000 sheets, 200 sets*</li> <li>• Booklet Tray (optional Booklet Maker Finisher only): 20 sets**</li> <li>• Optional C/Z Folder tray: Minimum 30 sheets</li> </ul> <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>
Stapling (variable length)	<p>Maximum staple sheets: 100 sheets</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Staple nails may bend when using certain paper types.</li> </ul> <p>Paper size:</p> <ul style="list-style-type: none"> <li>• Maximum: A3/11 x 17 in.</li> <li>• Minimum: B5, Executive (7.25 x 10.5 in.)</li> </ul> <p>Staple position:</p> <ul style="list-style-type: none"> <li>• 1 location: (front: angled stapling, center: parallel stapling, back: parallel stapling*)</li> <li>• 2 locations: (parallel stapling)</li> <li>• 4 locations: A4 (LEF) and 8.5 x 11 in. (LEF) parallel stapling</li> </ul> <p>*: Angled stapling for A3 and A4</p>
Hole Punching	<p>Supported paper size:</p> <ul style="list-style-type: none"> <li>• Maximum: A3/11 x 17 in.</li> <li>• Minimum: B5 LEF (2 holes), A4 LEF (4 holes)</li> </ul> <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"> <li>• Fold and Staple: 25 sheets</li> <li>• Fold only: 5 sheets</li> </ul> <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"> <li>• Maximum: A3, 13 x 18 in.</li> <li>• Minimum: A4 SEF, 8.5 x 11 in. SEF</li> </ul> <p><b>Note</b></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"> <li>• 64-80 gsm, Uncoated: 25 sheets</li> <li>• 81-90 gsm, Uncoated: 20 sheets</li> <li>• 91-105 gsm, Uncoated: 10 sheets</li> <li>• 106-128 gsm, Uncoated: 10 sheets, Coated: 10 sheets</li> <li>• 129-150 gsm, Uncoated: 10 sheets, Coated: 10 sheets</li> <li>• 151-176 gsm, Uncoated: 10 sheets, Coated: 10 sheets</li> <li>• 177-220 gsm, Uncoated: 5 sheets, Coated: 5 sheets</li> <li>• 221-256gsm, 4 sheets max. coated or uncoated</li> <li>• 257-350gsm, 3 sheets max, coated or uncoated</li> </ul>
Folding	<p><b>Note</b></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"> <li>• Maximum: A3/11 x 17 in.</li> <li>• Minimum: B5, Executive (7.25 x 10.5 in.)</li> </ul> <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"> <li>• Z-paper size: 11 x 17 in./A3, 10 x 14 in./B4, 8K</li> <li>• Capacity: <ul style="list-style-type: none"> <li>- Maximum: 80 sheets (A3/11 x 17 in. Xerox 20 lb./75 gsm paper Z folding)</li> <li>- 20 sheets for 8K and 10 x 14 in./B4</li> </ul> </li> <li>• Paper type: 16-24 lb./64-90 gsm</li> <li>• Output tray: Stacker (middle) tray</li> </ul>
C-Fold Z-Fold	<ul style="list-style-type: none"> <li>• Paper size: A4/8.5 x 11 in.</li> <li>• Number of sheets to be folded: 1 sheet</li> <li>• Capacity: Minimum 30 sheets (When using Xerox 20 lb./75 gsm paper.)</li> <li>• Paper type: 16-24 lb./64-90 gsm</li> <li>• Output tray: C/Z Folder tray</li> </ul>

## Finishing Transport specifications

Item	Specification
Paper size	7.16 x 19.2 in./182 x 488 mm, Process direction. Center Registered: 7.16 x 13 in./182 x 330.2 mm, Process direction
Paper weight	52-350 gsm
Transparencies/coated paper	Transparencies/Coated Paper Stock can be used
Speed	50 to 155 prints per minute (ppm)



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