

Xerox[®] Versant[®] 180 Press Quick Reference for Adjusting Booklet Fold and Staple Positions

To adjust the fold and staple positions for booklets, you use the Tools menu when logged on as an Administrator. You can create a profile for a specific size booklet in terms of the number of sheets, or create a profile for booklets that may vary in length. If you are always printing booklets that use the same number of sheets, you will simply enter that number. However, if you plan to print booklets that differ in the number of sheets used, you will perform adjustments separately for a small set of sheets (Set 1) and again for a large set of sheets (Set 2). The system will calculate and automatically use the required adjustments for booklets that vary in size between Set 1 and Set 2. The paper weight for the booklet stock is important when creating the profile, because the number of sheets used in these sets will vary based on the weight that you select. The system automatically determines the size of the sets, so all you need to do is set the paper weight. After you create profiles, you can easily apply them to any tray when printing booklets.

Note: This procedure adjusts the staple position horizontally on the paper and ensures that the booklet staples lie precisely on the fold, and not off the fold. It does not enable you to move the staples up or down on the fold. A Customer Service Engineer must make vertical adjustments for staple positions on the fold.

To create a profile to adjust fold and/or staple positions for booklets

- 1. If needed, load the paper you will be using for the booklets. Load Short Edge feed (SEF).
- 2. Log onto the Control Panel as System Administrator.
- 3. Push the **Machine Status** button on the Control Panel.
- 4. Select the **Tools** tab.
- 5. Select Setup & Adjustment.
- 6. Select Finisher Adjust Fold Position.
- 🔏 Admin Select an option. The device will be rebooted upon completion of certain selections. Device Faults Supplies Billing Tools Information Information System Settings Group Features Setup Create Folder Setup & Adjustment Alignment Adjustment Setup... Stored Programming... Accounting Opensity Uniformity Adjustment... Create Job Flow Sheet. Authentication / ▲Calibration... Create Job Flow Sheet Security Settings Keyword.. Custom Paper Settings. Add Address Book Entry... Finisher Paper Tray Attributes ¥ ¥ - Adjust Fold Position.
- If you want to edit an existing profile, select the profile name and touch Change Settings. Then skip to Step 13.



8. To create a new profile, select the first line that shows **<available>**.

Choose an item and select Change Settings.					
Adjust Fold Position Close	•				
Items Current Settings					
1. Type 1 test					
2 Type 2 czfold Dei	ete				
3. Type 3 <available> Page</available>					
4. Type 4 <available></available>					
5. Type 5 <available></available>					
6. Type 6 <available></available>					
7. Type 7 <a>Available>	Settings				

- 9. Touch Change Settings.
- 10. Touch **Change Settings** to provide a unique profile name.
- 11. Enter a unique **name** for the profile that you are creating.



12. Touch Save.

13. Select the type of fold you are working with—in this case, **Booklet**.

Cho	oose an item and select Change	Admin		
3	. Туре З			Close
lte	ems	Current Settings		
1.	Name	custom fold 1		
4	Cinada Fald	Dafai di Value		
3.	Booklet	Default Value	Page	
		Doraale value	1	
5.	C Fold - 8.5 x 11" 🕩	Adjusted		Reset Selected
6.	Z Fold - A4 🗔	Default Value		Item
7.	Z Fold - 8.5 x 11" 🗖	Default Value		Change Settings

14. Touch Change Settings.

The Booklet window opens:

L	Admin 🔒
Booklet	Cancel Next
Paper Type Uncoated (52-63 gsm) Adjustment Method	Standard adjustment allows users to enter adjustment values for 2 Sheets and 30 Sheets respectively, to set optimal adjustment values for all sheet stack. Variable Sheet adjustment allows users to enter adjustment values only for specified sheets to be folded. A sample corresponding to the adjustment method will be printed if Sample Printout is selected. Select Next and enter adjustment values in next screen.
Standard	
Variable Sheet	Sample Printout

- 15. Touch the **Paper Type** button.
- 16. Select the **Paper Type** and **Paper Weight** you are using to print the booklets.



- 17. Touch Save.
- 18. For Adjustment Method, select either Standard or Variable Sheet:



- a) **Standard** provides a profile with the most flexibility to work for booklets with a range of pages. When you select Standard, you must print and check two sample prints, one for a small page set and another for a large page set. The system will interpolate settings from these two adjustments to match a range of pages between them.
- b) **Variable Sheet** provides the best accuracy if you always print booklets with the same number of pages. When you select Variable Sheet, you will enter a fixed number of pages in your booklets, and then make just one set of adjustments.
- 19. If you selected Variable Sheet, enter the **number of sheets** in the field that opens.
- 20. Touch the **Sample Printout** button.
- 21. Touch Paper Supply.
- 22. Select the tray that contains the paper for the booklets. Remember, the booklet paper must be loaded Short Edge Feed (SEF) in the tray.
- 23. Touch **Save**.
- 24. Press the green Print button on the Control Panel.
- 25. When the printing completes, touch **Close**.
- 26. Touch **Close** again.
- 27. Collect the print sample.

28. Touch Next.

The Booklet Fold State window opens.

1. Select an option that best describes the fold line and staple position of the booklet. 2. Measure and enter Value A and Value B before making an adjustment. 3. Select Sample Printout to check result.				
Booklet Fold State (2 Sheets)	Cancel Next			
Long at Left Long at Right Staple at Left Staple at Left	Long at Left Long at Right Staple at Right			
	↔ 20.0 0.0 ↔ 20.0 0.0 mm B 0.0 mm			
	Sample Printout			

29. Hold the sample booklet in front of the Control Panel screen with the fold on top as shown on the screen. Place the line on the back cover of the booklet, to the left of the fold as shown.



- 30. There are 4 buttons that show the staple and fold positions. First identify if the staple is offset to the to the left or right of the fold. This will indicate whether you should select one of the 2 buttons on the left, or one of the two buttons on the right. Make a note of which of the two buttons you should use. If the staple is not offset, but correctly positioned, skip this step.
- 31. Next, fold the booklet closed to determine if one side or the other is longer—the left side or the right side.
- 32. Now touch the **button that best describes the position of both the staple and the fold**. After selecting a button, an illustration now displays to show you how to measure the offsets.



- 33. Measure the distance the fold is off (A) and how far the staple position is off (B). Measure the B value from the current position of the fold.
- 34. Use the arrows to enter the A distance and the B distance.
- 35. Touch Sample Printout.
- 36. Select Paper Supply.
- 37. Select the tray that contains the paper for the booklets.
- 38. Touch Save.
- 39. Press the green **Print** button on the Control Panel.
- 40. When printing completes, touch **Close**.
- 41. Collect the sample print, and check the staple and fold positions. If the fold and staple positions are not correct, repeat Steps 29 to 41. Go to the next step when you are satisfied with the results.
- 42. If you selected Variable, you are done and the profile is now complete. Touch Save and Close all windows.
- 43. If you selected Standard in Step 18, touch Next to make adjustments for Set 2. Repeat Steps 35 to 41.
- 44. When the second set of adjustments are complete, touch Save.
- 45. Touch Close.
- 46. Touch Close.
- 47. Log out as Administrator.

To apply a profile that adjusts fold and/or staple positions for booklets

- 1. Open and close the paper tray that you want to associate with the custom fold profile.
- 2. On the Tray Properties window that opens on the Touch Screen, select **Change Settings**:



- 3. Touch Adjust Fold Position.
- 4. Select the specific profile that you want to use. You may need to use the up or down arrows to locate it.
- 5. Touch Save.
- 6. Touch Save.
- 7. Touch Confirm.

The custom fold profile is now associated with the tray and will be used for any paper in the tray.

Note: You can also assign the profile to a Custom Paper, and then assign the Custom Paper to the tray. This may be useful if there are other adjustments, such as paper curl, alignment, or print engine adjustments that you want to apply to the paper you are using for the booklets, in addition to the fold adjustment settings.