

Xerox® Versant® 180 Press

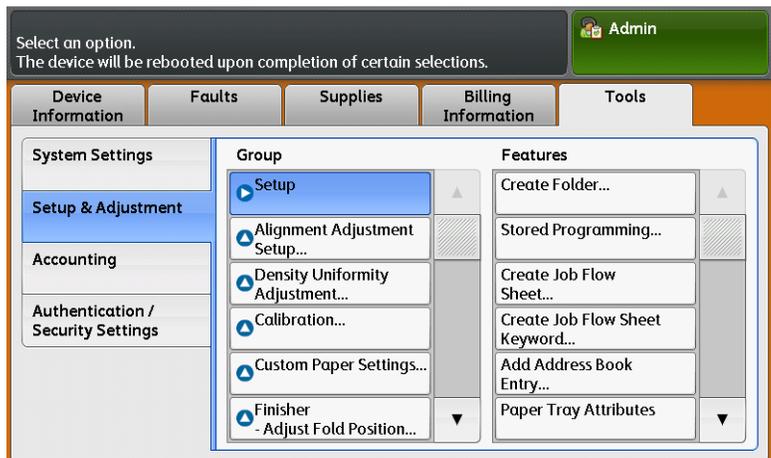
Quick Reference for Adjusting Booklet Fold and Staple Positions

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**.
7. If you want to edit an existing profile, select the profile name and touch **Change Settings**. Then skip to Step 13.



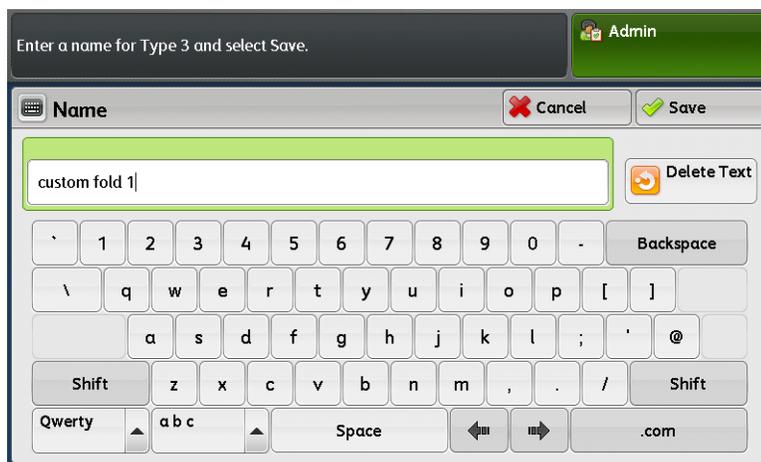
8. To create a new profile, select the first line that shows **<available>**.



9. Touch **Change Settings**.

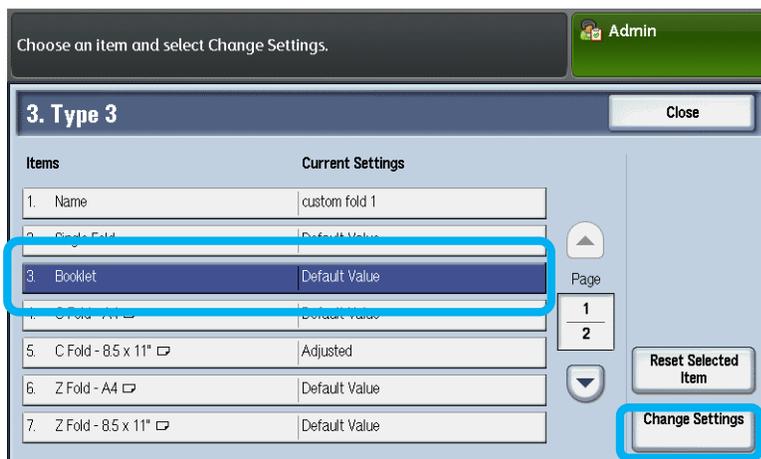
10. Touch **Change Settings** to provide a unique profile name.

11. Enter a unique **name** for the profile that you are creating.



12. Touch **Save**.

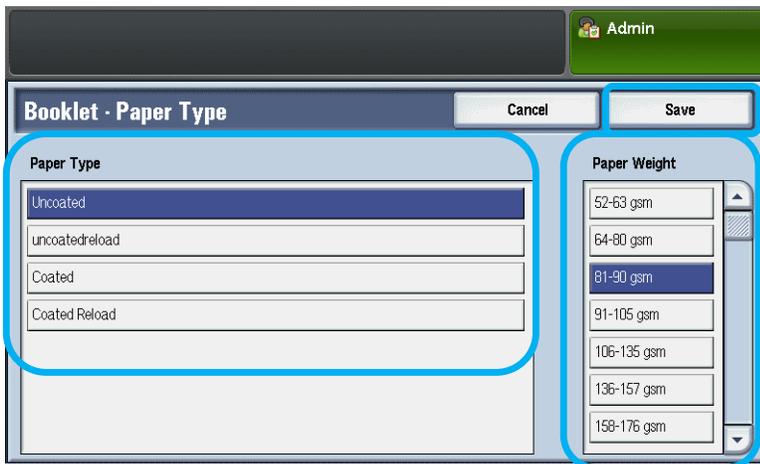
13. Select the type of fold you are working with—in this case, **Booklet**.



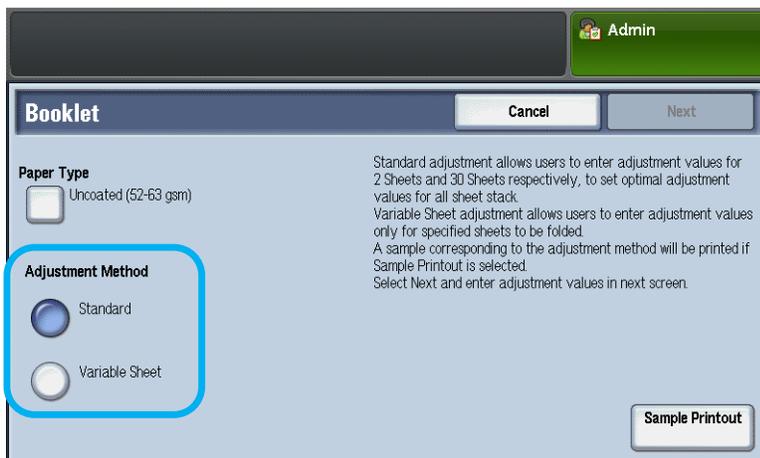
14. Touch **Change Settings**.
The Booklet window opens:



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**.

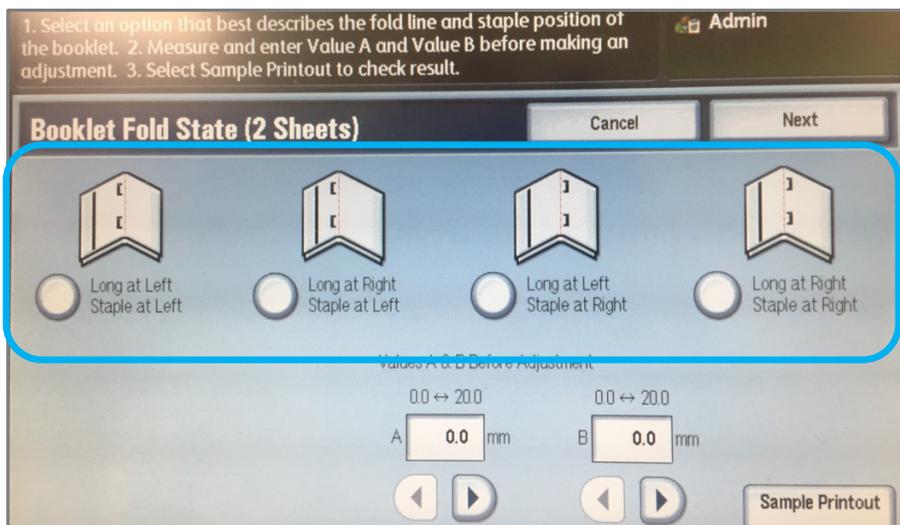
24. Press the **green Print button** on the Control Panel.

25. When the printing completes, touch **Close**.

26. Touch **Close** again.

27. Collect the print sample.

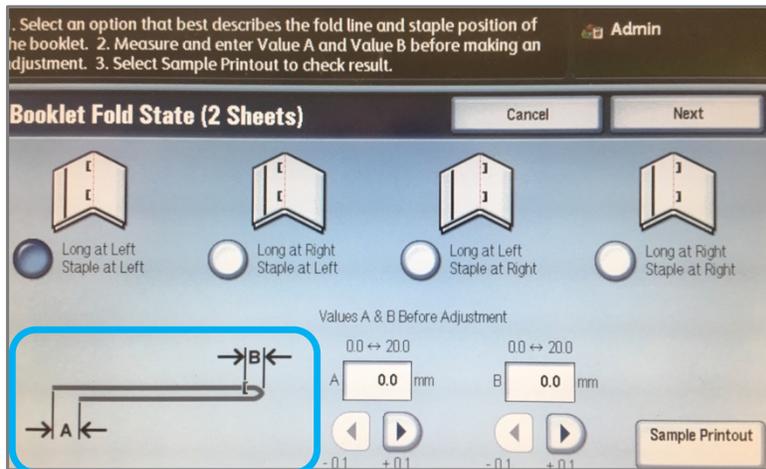
28. Touch **Next**.
The Booklet Fold State window opens.



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.



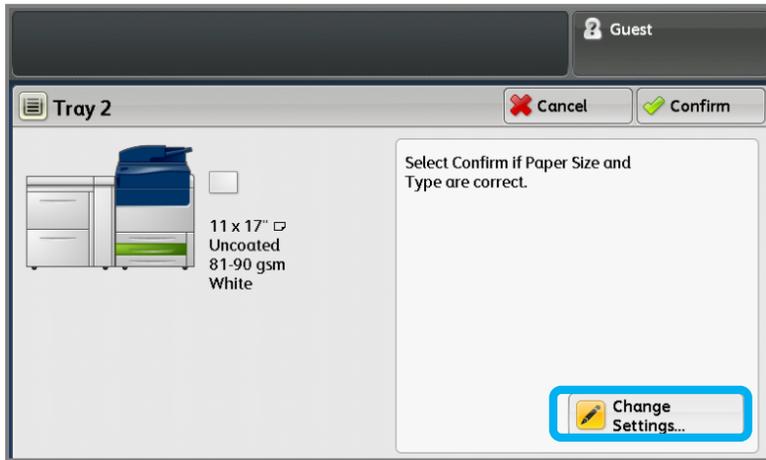
30. There are 4 buttons that show the staple and fold positions. First identify if the staple is offset to the left or right of the fold. This will indicate whether you should select one of the 2 buttons on the left, or one of the two buttons on the right. Make a note of which of the two buttons you 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.