

Xerox[®] Versant[®] 3100 Press

Optional Devices Guide

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Dual Advanced High Capacity Feeder (Trays 8 and 9)

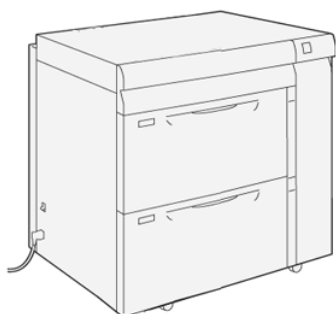
The Dual Advanced High Capacity Feeder is an optional feeding device that may be added to the system to extend the paper capacities by providing two additional trays. This optional feeding device contains Trays 8 and 9.



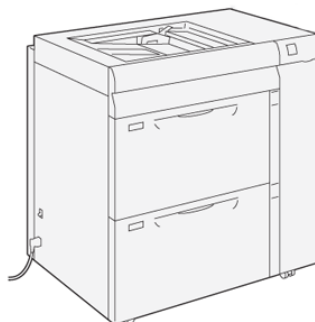
These trays feed a variety of stock sizes, including standard, heavyweight, and large-sized stocks up to 13 x 19.2 in. / 330 x 488 mm in size and weighing between 52 gsm and 350 gsm. Each tray holds 2,000 sheets of coated and uncoated stock.

The following illustrations show the Trays 8 and 9 with and without the optional Tray 5 (Bypass).

Trays 8 and 9 without the optional Tray 5



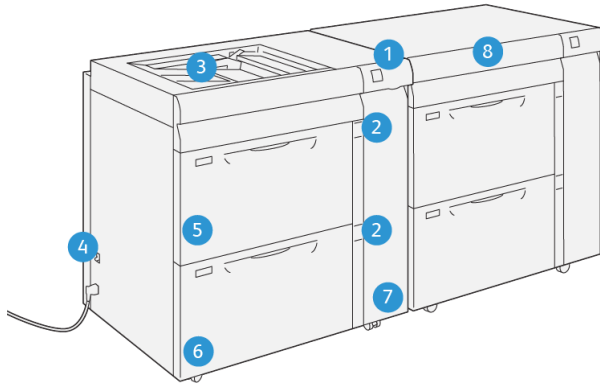
Trays 8 and 9 with the optional Tray 5



Note

For information about optional Tray 5, refer to the *User Guide* for your press.

Trays 8/9 Components



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- | | |
|--------------------------------------|------------------------------|
| 1. Paper Jam / Error Indicator Panel | 5. Tray 8 |
| 2. Paper Level Indicators | 6. Tray 9 |
| 3. Optional Tray 5 (Bypass) | 7. Feeder Front Cover |
| 4. Circuit Breaker Switch | 8. Top Drawer (on Trays 6/7) |

Paper and Media for Trays 8 and 9

Paper and Media Overview

Before loading paper, consider the following:

- To define attributes for a stock, to add a new stock to the Stock Library, or to assign a stock to a paper tray for the print job, access the **Stock Library Manager** on the print server. If you have restricted access, contact your System Administrator.

Note

The **Stock Library Manager** is an application that is loaded onto the print server and is used to manage the stocks and paper trays for your press.

- By default, the **Stock Library** feature is available to both the operator and system administrator modes.
- Your System Administrator may restrict user access to change or add stocks.
- When you are loading paper, the **Stock Library Manager** application opens the Tray Properties window for that tray and you can view or change the stock assigned to that tray.
- The press supports the ability to pull different stock sizes and paper types from various trays and assemble them as part of a single job. To select multiple paper trays and insert different papers within one job, program this custom job at the print server using features such as special pages.
- The press supports **Automatic Tray Switching**, which allows a job to switch automatically from an empty tray to a full tray containing the same size paper, orientation and stock type. Refer to the *System Administration Guide* for information on how to enable this feature and prioritize the order of trays to search on and use.

General Paper Loading Guidelines

- Fan paper before loading it in the paper tray.
- Do not overfill the paper trays. Do not load paper above the indicated maximum fill line in the tray.
- Adjust the paper guides to fit the paper size.
- If excessive jams occur, use paper or other approved media from a new package.
- Do not print on label media after a label has been removed from a sheet.
- Use only paper envelopes.
- Print envelopes 1-sided only.

Unsupported Media

Some paper and other media types can cause poor output quality, increased paper jams, or damage the press. Do not use the following:

- Rough or porous paper
- Inkjet paper
- Paper that is business-card size

Dual Advanced High Capacity Feeder (Trays 8 and 9)

- Paper that is folded or wrinkled
- Paper that is curled more than 0.47 in. / 12 mm
- Paper with cutouts or perforations
- Stapled paper
- Damp paper
- Thermal or heat-transfer paper
- Envelopes with windows, metal clasps, side seams, or adhesives with release strips
- Padded envelopes

Note

In addition to the above list, there may be other media that is not recommended or supported. For details, please contact your local Xerox representative.

Paper / Media Storage Guidelines

Storing paper and other media properly contributes to optimum print quality.

- Store paper in dark, cool, relatively dry locations. Most paper is susceptible to damage from ultraviolet and visible light. Ultraviolet light, from the sun and fluorescent bulbs, is particularly damaging to paper.
- Reduce the exposure of paper to strong lights for long periods of time.
- Maintain constant temperatures and relative humidity.
- Avoid storing paper in locations that are damp or collect moisture.
- Store paper flat, either on pallets, cartons, shelves, or in cabinets.
- Avoid food or drinks in the area where paper is stored or handled.
- Do not open sealed packages of paper until you are ready to load the paper into the trays. Leave stored paper in the original packaging. The paper wrapper protects the paper from moisture loss or gain.
- Some special media is packaged inside resealable plastic bags. Store the media inside the bag until you are ready to use it. Keep unused media in the bag and reseal it for protection.

Supported Paper

Paper Size Ranges for Trays 8 and 9

Minimum Size	Maximum Size
3.86 x 5.75 in. / 98 x 146 mm	13 x 19.2 in. / 330.2 x 488 mm

Paper Specifications for Trays 8 and 9

Note

Always refer to the Recommended Media List (RML) for a comprehensive list of supported media. The RML can be downloaded from <http://www.xerox.com/>.

Paper Type	Paper Size	Feed Direction (LEF / SEF*)	Weight (gsm)
Plain paper Coated and uncoated	<ul style="list-style-type: none"> B5 A4 A4 Cover B4 A3 SRA3 7.25 x 10.5 in. 8 x 10 in. 8.46 x 12.4 in. 8.5 x 11 in. 8.5 x 13 in. 8.5 x 14 in. 9 x 11 in. 11 x 15 in. 11 x 17 in. 12 x 18 in. 12.6 x 19.2 in. 13 x 18 in. 16-kai (TFX) 16-kai (GCO) Pa-kai (TFX) Pa-kai (GCO) 	<ul style="list-style-type: none"> SEF / LEF SEF / LEF SEF / LEF SEF SEF SEF SEF / LEF SEF / LEF SEF SEF / LEF SEF SEF / LEF SEF SEF SEF SEF SEF SEF SEF / LEF SEF / LEF SEF SEF 	52 to 350
Hole-punched paper Coated and uncoated)			64 to 105
Recycled paper (coated and uncoated)			
Embossed (coated and uncoated)			106 to 350
Transparency	8.5 x 11 in. (A4)	LEF	—
Postcard (coated and uncoated)	4 x 6 in. A6	SEF	106 to 350
Government-Legal	8.5 x 13 in. 215.9 x 330.2 mm	SEF / LEF	—
Double-Thick (DT) Special A4	8.90 x 12.20 in. 226.0 x 310.0 mm	SEF / LEF	—
Double-Thick (DT) Special A3	12.20 x 17.00 in. 310.0 x 432.0 mm	SEF	—
Envelopes	<ul style="list-style-type: none"> Monarch: 3.875 x 7.5 in. #10: 4.125 x 9.5 in. C4: 229 x 324 mm C5: 162 x 229 mm 	<ul style="list-style-type: none"> SEF SEF SEF / LEF SEF / LEF 	—

Paper Type	Paper Size	Feed Direction (LEF / SEF*)	Weight (gsm)
Labels (coated and un-coated)	8.5 x 11 in. / A4	LEF	106 to 350
Tabs and Dividers	9 x 11 in.	LEF	163
LEF = Long Edge Feed; SEF = Short Edge Feed			

Paper Tray Information for Trays 8 and 9

Note

Each feeder tray has a stock loading label. When loading media into the tray, refer to the labels on the inside panel of the feeder tray for the correct orientation of that stock type.

The specifications for each tray are:

- Maximum of 2,000 sheets of 24 lb. (90 gsm) uncoated paper; 2,100 sheets of 82 gsm and 2,300 sheets of 64 gsm
- Paper weight range of 52 to 350 gsm
- Stock types include transparencies, heavyweight, coated and uncoated, hole-punched, and tabs

Tip

Transparencies perform best when printed from Trays 8 and 9.

- It is recommended that you use Tray 5 (Bypass) to feed envelopes. However, Trays 8 and 9 may also be used for feeding envelopes.
 - If you use Trays 8 or 9, envelopes must be fed either with the Postcard Bracket or the optional Envelope Support Kit installed.
 - If the Postcard Bracket is used, the stack height is limited to 200 envelopes.

Postcard Bracket

The postcard bracket is delivered with Trays 8 and 9 from manufacturing. The postcard bracket allows you to print on smaller size media without requiring post-processing cutting or sorting. The postcard bracket accommodates 4 x 6 in. (101.6 x 152.4 mm) SEF media and smaller. For more information, refer to [Paper Size Ranges for Trays 8 and 9](#).

Note

For more information, refer to [Postcards](#).

Optional Envelope Support Kit

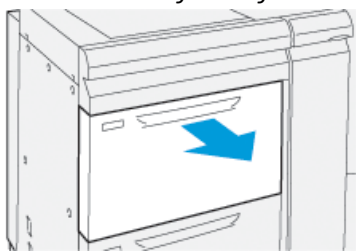
The Envelope Support Kit enables a greater quantity of envelopes to be loaded and printed from Trays 8 or 9. This optional kit consists of two plastic pieces that fit into the bottom of the tray and a postcard bracket that attaches to the side of the tray. The plastic pieces lift one side of the stack of envelopes to offset the extra thickness of the flaps. This keeps the stack level for feeding and enables more envelopes to be fed from the tray.

Note

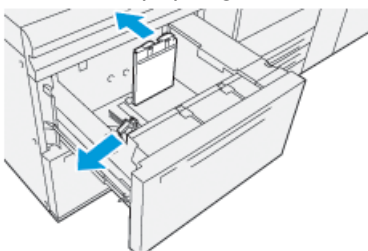
For more information, refer to [Envelopes](#).

Loading Paper in the Trays 8 and 9

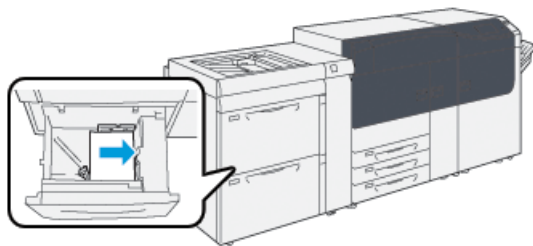
1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.



3. Open the ream of paper with the seam side facing up.
4. Fan the sheets before loading them into the tray.
5. Extend the paper guides outward until they stop.



6. Load and align the edge of the paper against the right edge of the tray.

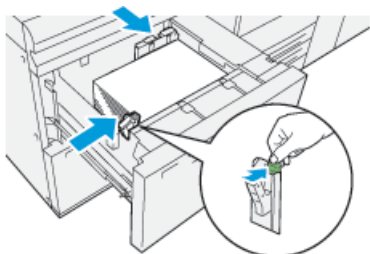


Paper can be loaded either in the LEF / portrait or SEF / landscape direction.

7. Adjust the paper guides by pressing in the guide releases and carefully moving the guides until they lightly touch the edges of the material in the tray.

Note

Do not load materials above the **MAX** line located on the guides.



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

The paper Tray Properties window displays on the print server (on **Stock Library Manager**). You can view and set stock attributes and verify trays are assigned with the correct stock. The **Stock Library Manager** is available from the print server only and not at the press.

9. From the Tray Properties window, enter or verify the correct paper information, including size, type, weight and, if necessary, paper curl and / or alignment option. Select the stock and assign the stock to the tray to be used.
10. Select **OK** to save the information and close the Tray Properties window.

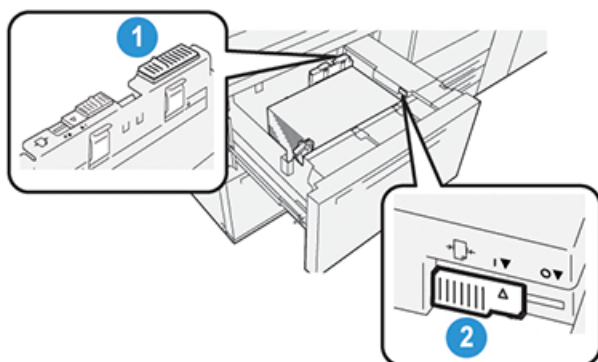
Paper Feed Performance in Trays 8 and 9

If misregistration / skew occurs on printed output that was fed from Trays 8 or 9, manual adjustment of the paper-feed levers may improve and correct the printed output.

Important

For most print jobs, these levers should remain in their default position. The position of these levers should be changed only if there is a skew problem when running a specific print job and / or media type. Changing the levers may cause more skew problems when running certain media types such as coated, label, tab stock, hole-punched paper, transparency, film, postcards, and envelopes.

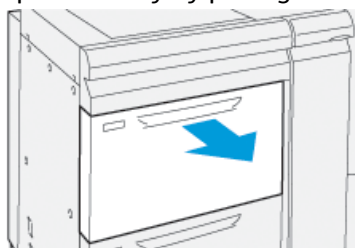
The paper-feed adjustment levers are found in Trays 8 and 9. These levers are used to improve paper feed accuracy and to reduce paper skew problems.



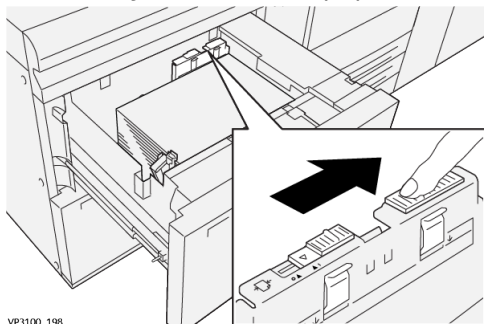
1. Rear Paper-feed Adjustment Lever
2. Right-side Paper-feed Adjustment Lever

Improving Paper Feed Performance in Trays 8 and 9

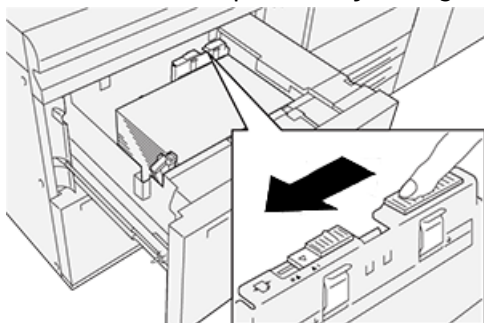
1. Open the tray by pulling it out slowly until it stops.



2. Ensure that the desired paper is loaded into the tray.
3. Go to the Stock Library Manager on the print server.
 - a) From the Tray Properties window, verify the correct paper information including size, type, weight, and paper curl or alignment option for the tray.
 - b) Select **OK** and close the Tray Properties window.
4. On the tray, slide the rear paper-feed adjustment lever to the **right**.



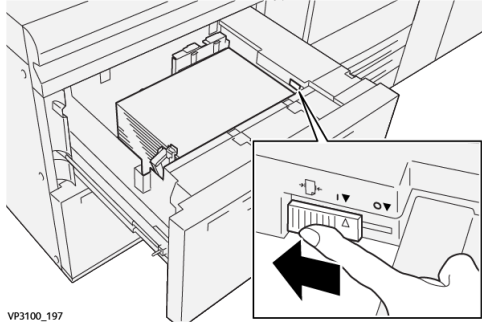
5. Close the tray by slowly pushing it in until it comes to a stop.
6. Run your print job.
7. After the print job finishes, open the tray and return the rear paper-feed adjustment lever to its default position by sliding it to the **left**.



Leave the tray open, and continue to the next step.

8. Retrieve and evaluate the printed output; choose one of the following:
 - The paper is fed accurately without skew and the printed output is satisfactory. Close the tray and your task is completed.
 - The paper is skewed and the printed output is unsatisfactory; proceed to the next step.
9. Adjust the right-side paper-feed lever:

- a) On the tray, slide the right-side paper-feed adjustment lever toward the **rear** of the tray.

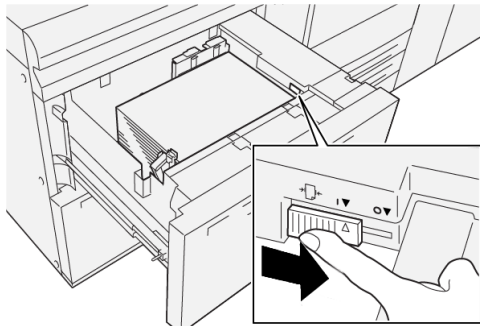


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- b) Close the tray and verify the tray settings from the Stock Library Manager on the print server.
c) Run your print job.

10. Retrieve and evaluate the printed output; choose one of the following:

- The paper is fed accurately without skew and the printed output is satisfactory; perform the following:
 1. Open the tray.
 2. Return the right-side paper-feed adjustment lever to its default position by sliding it toward the **front** of the tray.

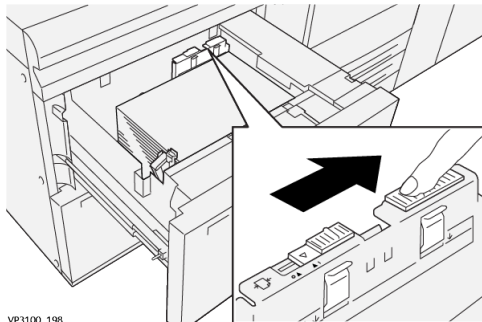


3. Close the tray and your task is completed.

- The paper is skewed and the printed output is unsatisfactory; proceed to the next step.

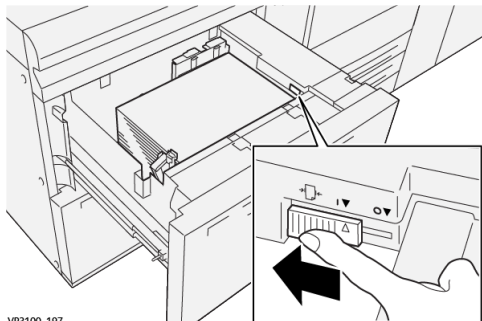
11. Adjust both levers:

- a) Open the tray and slide the rear paper-feed adjustment lever to the **right**.



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- b) Ensure that the right-side paper-feed adjustment lever still is in the **rear** position.

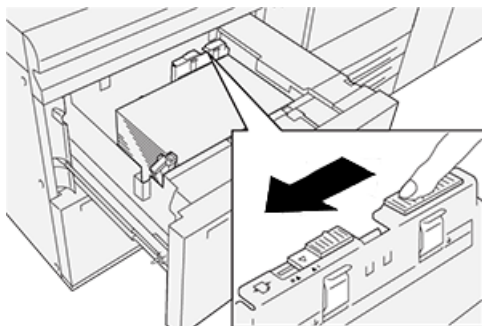


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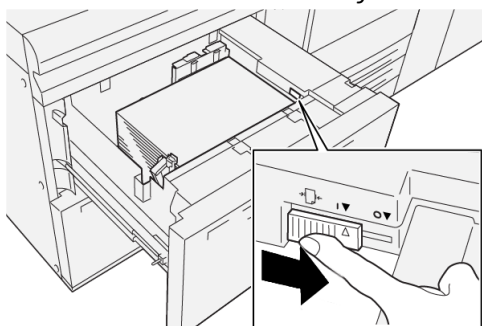
- c) Close the tray and verify the tray settings from the Stock Library Manager on the print server.
d) Run your print job.

12. After the print job finishes, open the tray and return both levers to their default positions:

- a) Return the rear paper-feed adjustment lever to its default position by sliding it to the **left**.



- b) Return the right-side paper-feed adjustment lever to its default position by sliding it toward the **front** of the tray.



- c) Close the tray, and continue to the next step.

13. Retrieve and evaluate the printed output; choose one of the following:

- The paper is fed accurately without skew and the printed output is satisfactory; your task is completed.
- The paper is skewed and the printed output is unsatisfactory; continue to the next step.

14. If you are still having skew adjustment problems, refer to the **Advanced Stock Setup** information on the Stock Library Manager on the print server. If necessary, perform one of the following:

- Create / use an **Alignment Profile** to resolve the problem.
- Adjust the **Aligner Roll Pressure** to resolve the problem.
- Adjust the **Regi-Loop** to resolve the problem.

If the problem continues, contact the Customer Support Center.

Important

If using an **Advanced Stock Setup** feature, always return the feature to its default setting before using the press.

Printing on Special Media

Transparencies

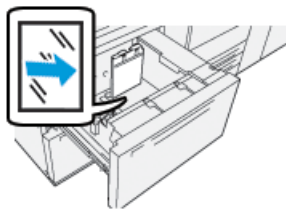
Guidelines for Printing on Transparencies

Always refer to the following guidelines before using transparencies:

- For optimum system performance and image projection, use Xerox removable stripe transparency materials. These premium transparencies are specifically designed to provide optimum print quality.
- Use of other transparencies may cause machine damage and result in excessive service calls.
- Transparencies can be printed from all trays.
- Use only transparency stock listed in the Recommended Media List (RML).
- Do not intermix paper with individual transparencies in a tray. Jams may occur.
- Do not load more than 100 transparencies in a paper tray at one time.
- Load 8.5 x 11 in. (A4) transparencies long edge feed only (portrait).
- Fan the transparencies to stop them from sticking together before loading.
- Load transparencies on top of a small stack of same-size paper.
- At the Stock Library Manager, make sure to select **Transparency** as the Paper or Media Type and select the tray containing the transparencies as the Paper Source.
- The maximum output stack height should not exceed 100 transparencies.

Loading Transparencies in Trays 8 and 9

Load the transparencies in the LEF (portrait) direction and align the edge of the transparencies against the right edge of the tray, with the side to be printed on facing up.



Hole-punched Paper

Guidelines for Printing on Hole-punched Paper

Hole-punched paper is defined as having two or more holes along one edge for use in ring binders and notebooks.

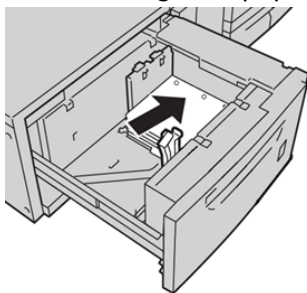
Always refer to the following guidelines before using hole-punched paper:

- Paper with punched holes can be printed from all trays.
- Hole-punched paper can be loaded either in the LEF / portrait or SEF / landscape direction.
- Position the holes along the feed edge, as shown on the image on the front of the tray.
- Load hole-punched paper with the side to be printed on facing up.
- To prevent jams or damage, make sure that any plugs (pieces cut out of the paper to create the holes) do not remain in the stack.

Loading Hole-punched Paper in Trays 8 and 9

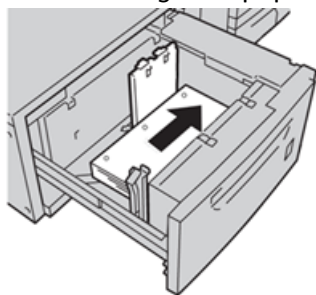
Long-edge (LEF) Feed Direction

Load and align the paper against the right side of the tray for LEF direction.



Short-edge (SEF) Feed Direction

Load and align the paper against the right side of the tray for SEF direction.



Tab Stock

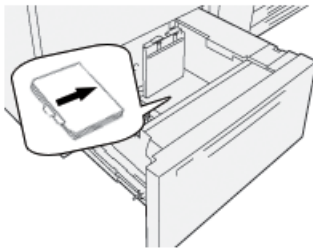
Guidelines for Printing on Tab Stock

Always refer to the following guidelines before using tab stock:

- Tab Stock can be printed from all trays.
- Tabs are loaded in the tray only in the long-edge feed (LEF) direction.
- Tab stock is loaded so the straight edge of the stock is in the feed direction.
- You can load either single straight collated or single reverse collated tab stock.
- Refer to the print server documentation for more detailed information on how to set up a tab job at your print server.
- If a jam occurs while running tabbed sets, cancel the job and start again.
- Before loading tab stock in a tray, program your tab job at the **Stock Library Manager** application on the print server or from your print driver:
 - Select **Tab Stock** or **Precut Tabs** as the Paper Type.
 - Select the tray containing the stock as the Paper Source.
 - Select the correct Paper Weight for the tabs, usually 163 gsm. The weight range may be 106 to 176 gsm.
 - Set Modules to the number of tabs in the set.
 - For the stock size, set a Custom Size of 9 x 11 inches (229 x 279 mm) LEF.
 - For the Print Output Order / Tab Sequence, select **N to 1**.
 - For **Output Delivery**, select **Face Up**.

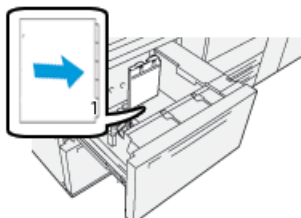
Loading Tab Stock in Trays 8 and 9

Load the tab stock LEF, with the side to be printed on facing down; align the straight edge of the tab stock against the right edge of the tray and the tabs to the left.



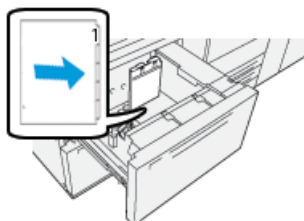
Loading Straight Collated Tabs

Load straight collated tabs with the first blank tab cutout toward the front of the tray.



Loading Reverse Collated Tabs

Load reverse collated tabs with the first blank tab cutout toward the rear of the tray.



Labels

Guidelines for Printing on Labels

Always refer to the following guidelines before using labels:

- Labels can be printed from all trays.
- Trays 8 and 9 can hold a maximum of 350 gsm.
- When submitting your print file, select **Labels** as the Paper Type, and select the tray containing the labels as the Paper Source.
- Use labels designed for laser printing.
- Do not use vinyl labels or dry gum labels.
- Only print on one side of the sheet of labels.
- Do not use any sheet where labels are missing as it may damage the press.
- Store unused labels flat in their original packaging.
- Leave the label sheets inside the original packaging until ready to use.
- Return any unused sheets of labels to their original packaging and reseal.
- Do not store labels in extremely dry, humid, hot or cold conditions.
- Rotate stock frequently.
- Long periods of storage in extreme conditions can cause labels to curl and jam in the press.

Loading Labels in Trays 8 and 9

Load labels in Trays 8 and 9 with the labels face up.

Glossy Paper

Guidelines for Printing on Glossy Paper

Glossy Paper is a type of coated paper that can be printed from all trays.

Always refer to the following guidelines before using glossy paper:

- Select **Coated** as the Paper Type, and select the tray containing the glossy paper as the **Paper Source**.
- Select the correct **Paper Weight** and **Size**.
- Do not open sealed packages of glossy paper until you are ready to load them into the press.

- Store glossy paper flat in the original packaging.
- Remove all other paper from the tray before loading glossy paper.
- Load only the amount of glossy paper you plan to use, and remove the unused portion from the tray when you are finished printing.
- Replace the unused portion in the original wrapper and seal for later use.
- Rotate stock frequently.
- Long periods of storage in extreme conditions can cause glossy paper to curl and jam in the press.

Postcards

Guidelines for Printing on Postcards

Always refer to the following guidelines before using postcard stock:

Tip

When printing postcards in Trays 8 or 9, the Postcard Bracket is required. Always install the postcard bracket before loading and printing postcards from these trays.

- Postcards may be printed from Trays 5, 6, 7, 8, and 9.
- Do not open sealed packages of postcard stock until you are ready to load them into the press.
- Store postcard stock flat in the original packaging.
- Remove all other paper from the tray before loading postcard stock.
- Load only the amount of postcard stock you plan to use, and remove the unused portion from the tray when you are finished printing.
- Replace the unused portion in the original wrapper and seal for later use.
- If using Trays 8 or 9, always remove and store the Postcard Bracket when you are finished printing.
- Rotate the postcard stock frequently.
- Long periods of storage in extreme conditions can cause postcard stock to jam in the press.
- When submitting your print file, from either the Stock Library Manager or from your print driver, select the following options:
 - Select **Custom Paper** as the Paper Type, and enter the **Size** dimensions of the postcard.
 - Enter the **Paper Weight** for the postcard stock.
 - Select the tray (Tray 8 or 9) as the Paper Source.

Supported Postcard Sizes

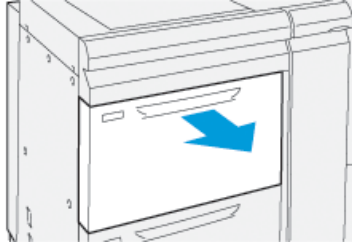
Postcard Size	Feed Direction
4 x 6 in. / 101.6 x 152.4 mm	Short Edge Feed (SEF)
A6 / 148 x 105 mm (5.8 x 4.1 in.)	Short Edge Feed (SEF)

Loading Postcards in Trays 8 and 9

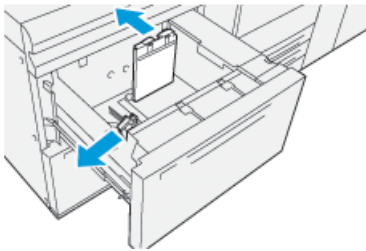
Note

Install the postcard bracket before printing postcards.

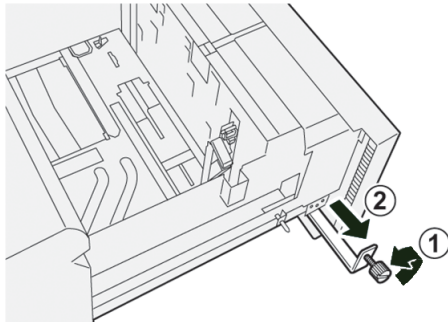
1. Slowly open one of the paper trays until it stops and remove the paper.



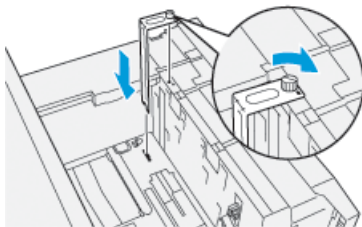
2. Move the paper guides out to their largest position.



3. To remove the postcard bracket, loosen the screw on the left side of the tray (①) and remove the bracket (②).

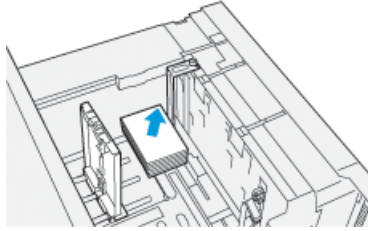


4. Install the postcard bracket:

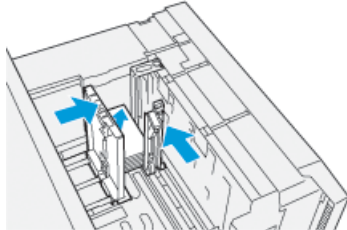


- a) Sit the bracket on the locating pins on the upper frame and in the grooves on the bottom of the tray.
- b) Tighten the thumb screw so it locks the postcard bracket in place.

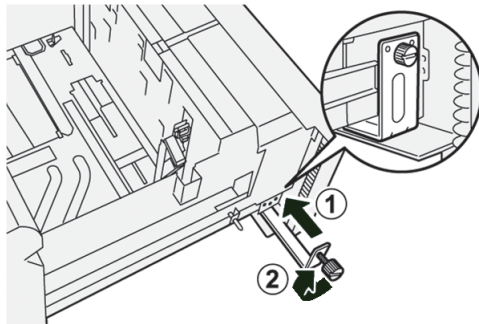
5. Load the postcard stock SEF and against the right side of the tray.



6. Adjust the paper guides against the stock.



7. Close the paper tray and confirm the new settings at the print server.
8. Run your print job.
9. Upon completion of your print job, remove the postcard stock and the postcard bracket from the tray.
10. Store the postcard bracket by inserting it into the storage area on the left side of the tray (①) and tightening the screw (②).



Envelopes

Guidelines for Printing on Envelopes

- The recommended tray for printing envelopes is Tray 5 (Bypass).
- Envelopes also may be printed from Trays 6, 7, 8, and 9. Before printing envelopes from Trays 8 or 9, one the following must be installed:
 - The Postcard Bracket
 - The optional Envelope Support Kit
- If using Trays 8 or 9 and the Postcard Bracket is mounted, the envelope stack height is limited to a maximum of 100 envelopes. Capacity may vary based on envelope type and manufacturer.
- Use only supported envelope sizes, and load them in the recommended feed direction. For more information, refer to [Supported Envelope Sizes](#).
- Use of other size envelopes may be used, but performance is not guaranteed.

- Envelopes must be run 1-sided only.
- Recommended capacity is 30-40 envelopes. Capacity may vary based on envelope type and manufacturer.
- Always load envelopes with the flaps closed and flaps face down.
- When loading SEF, place the flaps facing the front of the press.
- When loading LEF, place the flaps facing the lead edge (feed direction into the press).
- When submitting your print file, select a custom paper as the Paper Type, and enter the dimensions of the envelope.
 - The width is measured from the lead edge to the trail edge of the envelope.
 - This means that if you are loading the envelope SEF, enter the long dimension of the envelope as the width.
 - If you are loading the envelope LEF, enter the short dimension of the envelope as the width.
- Enter a heavy weight for the media, such as 176 gsm or greater for 24lb envelopes. Best results will vary based on envelope type and manufacturer.
- Select the **Tray 5 (Bypass)** as the Paper Source.
- Do not use padded envelopes. Use envelopes that lie flat on a surface.
- Store unused envelopes in their original packaging to avoid the excess moisture or dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Some wrinkling or embossing may occur when printing on envelopes. Successful envelope printing depends on the quality and construction of the envelopes. Try another envelope brand if problems occur.
- Greater image registration variance may be experienced on envelopes.
- Maintain constant temperatures and relative humidity.
- Removal of the envelopes from the output top tray is recommended to minimize poor stack quality and possible jams.
- Printed envelopes are sent only to the Offset Catch Tray (OCT) or to the top tray of the standard finishers.

Supported Envelope Sizes

Envelope Size	Height x Width Dimensions	Feed Direction
Monarch	3.875 x 7.5 in.	SEF
#10	4.125 x 9.5 in.	SEF
C4	229 x 324 mm	SEF / LEF
C5	162 x 229 mm	SEF / LEF

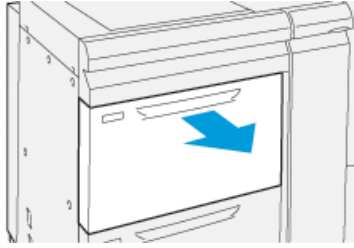
Loading Envelopes in Trays 8 and 9 with the Postcard Bracket

Note

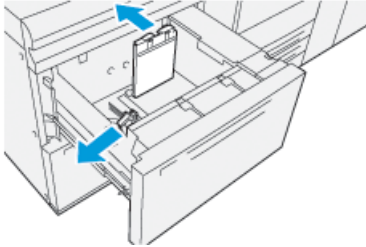
Install the postcard bracket before printing envelopes.

Dual Advanced High Capacity Feeder (Trays 8 and 9)

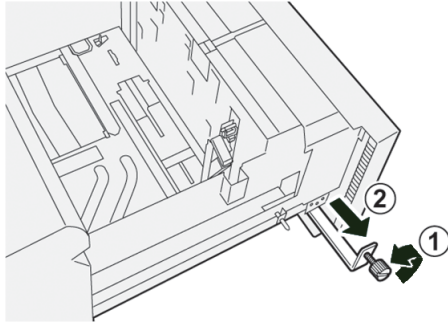
1. Slowly open one of the paper trays until it stops and remove the paper.



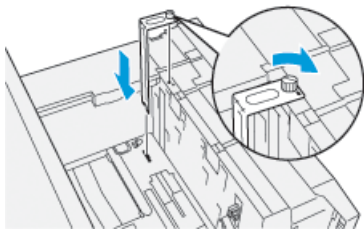
2. Move the paper guides out to their largest position.



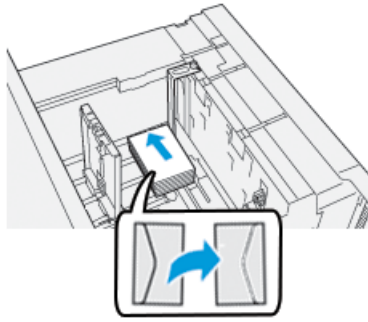
3. To remove the postcard bracket, loosen the screw on the left side of the tray (①) and remove the bracket (②).



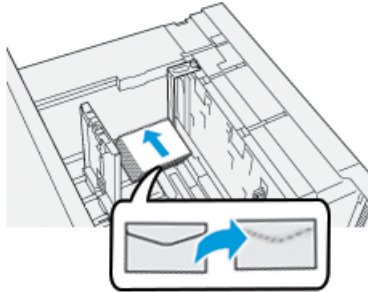
4. Install the postcard bracket:



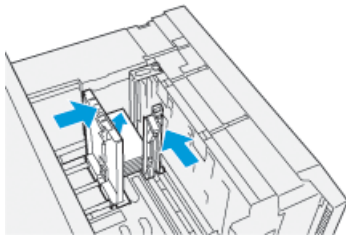
- a) Sit the bracket on the locating pins on the upper frame and in the grooves on the bottom of the tray.
 - b) Tighten the thumb screw so it locks the postcard bracket in place.
5. Load the envelope either in the short-edge-feed (SEF) or long-edge-feed (LEF) direction:
 - When loading envelopes SEF, ensure the flaps are closed and face down, and position the flaps along the front of the tray.



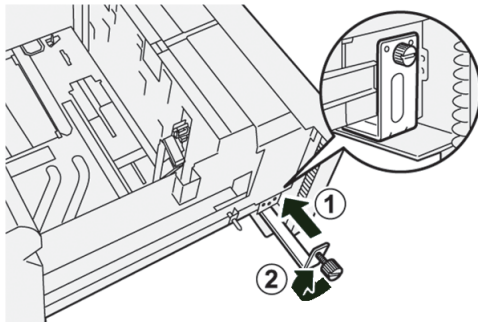
- When loading envelopes LEF, ensure the flaps are closed and face down, and position the flaps along the right of the tray.



6. Adjust the paper guides against the stock.



7. Close the paper tray and confirm the new settings at the print server.
8. Run your print job.
9. Upon completion of your print job, remove the remaining envelopes and the postcard bracket from the tray.
10. Store the postcard bracket by inserting it into the storage area on the left side of the tray (①) and tightening the screw (②).



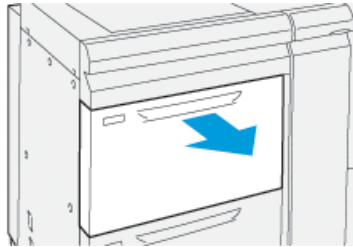
Loading Envelopes in Trays 8 and 9 with the Optional Envelope Support Kit

Note

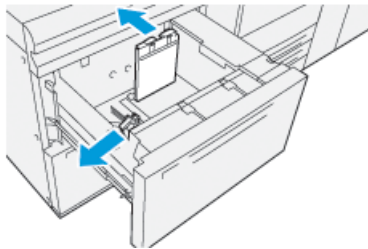
If available, use the optional Envelope Support Kit to feed and print envelopes from Trays 8 or 9.

The Envelope Support Kit enables a greater quantity of envelopes to be loaded and printed from the tray.

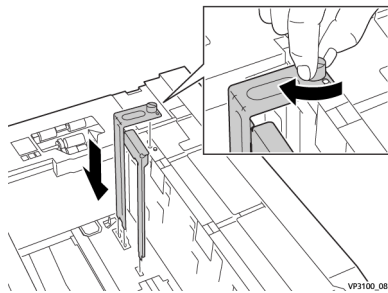
1. Slowly open one of the paper trays until it stops and remove the paper.



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

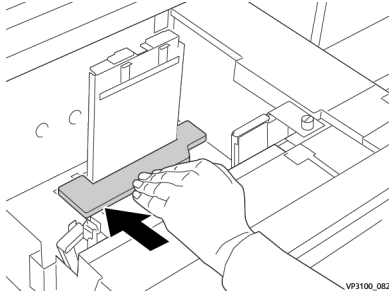


3. Locate the Envelope Support Kit.
4. Install the L-shape envelope bracket:

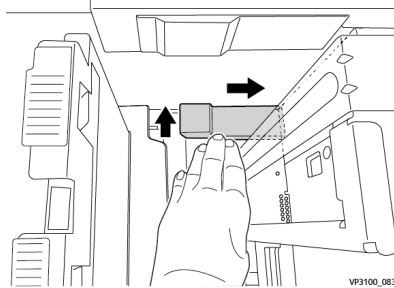


- a) Sit the bracket on the locating pins on the upper frame and in the grooves on the bottom of the tray.
- b) Tighten the thumb screw so it locks the L-shape envelope bracket in place.

5. Locate the larger of the plastic pieces and place it in the bottom of the tray so that it fits around the ends of the inboard paper guide.



6. Locate the shorter plastic piece install it in the tray:



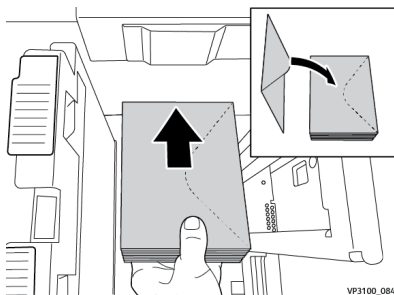
- a) Place the shorter plastic piece in the bottom of the tray so that it fits along the right side of the tray and into the corner, to the right of the envelope bracket that you installed.
- b) Place the magnet at the end of the piece into the corner of the tray and facing down.

The raised portion of the piece at the other end should be facing up, and on top of the cork pad on the tray bottom.

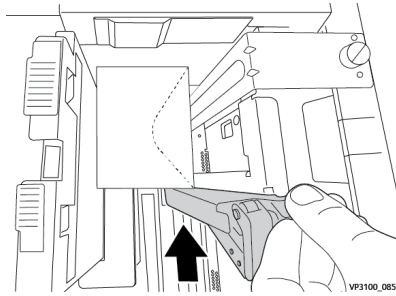
7. Load the envelopes SEF on top of the plastic inserts, with the flaps closed and facing down.

Note

The flaps should always be down and positioned along the front of the tray.



8. Adjust the paper guides against the stock.



9. Close the paper tray and confirm the new settings at the print server.
10. Run your print job.
11. Upon completion of your print job, remove the envelope stock and the envelope supply kit components from the tray.
12. Place the envelope supply kit components into storage.
13. Store the remaining envelopes in their original packaging.

Tray 8/9 Maintenance

Ordering the Feed Roll Kit for Tray 8/9

Xerox supplies, such as the feed roll kit for Trays 8 and 9, can be ordered from the web site www.xerox.com and clicking on the **Supplies** link. For items that are not orderable from the web site, contact your Xerox Service Representative.

CRUs (Supply Item)	Reorder Quantity	Approximate Print Yield (Full Color 8.5x11/A4 Prints)
Tray 8/9 Feed Roll Kit*	1 kit	500,000

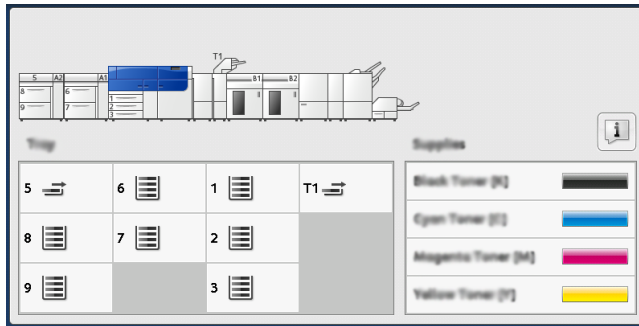
*Each tray requires its own feed roll kit: one kit for Tray 8 and one kit for Tray 9. Each kit contains all the required items for replacing the feed rolls.


Checking the Status of Consumables

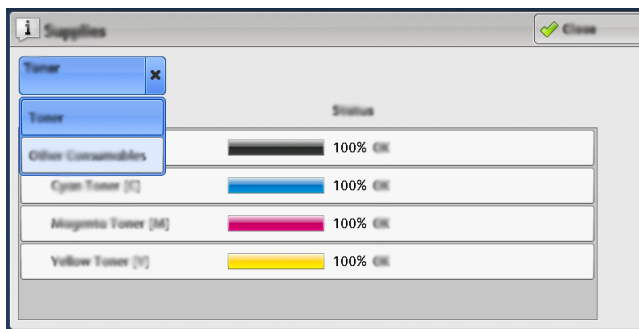
When a consumable is reaching the time it needs to be replaced, a message is displayed on the control panel touch screen. This indicates when it is time to order and/or install a new consumable item. With some Customer Replaceable Units (CRUs), the screen indicates that the press may continue to run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

To check the status of your consumables:

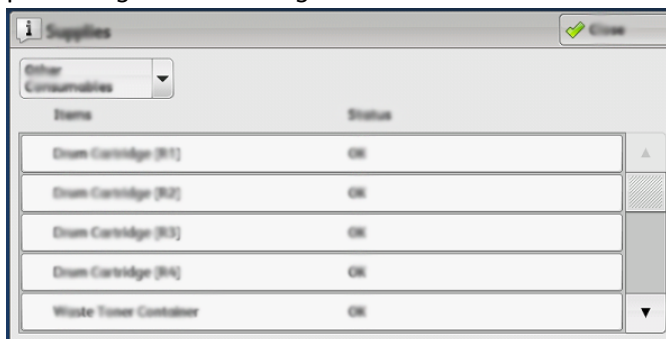
1. Press the **Home** button on the press control panel.



2. To display more information about supplies and their status, touch the **Information** button .
The Supplies screen displays.
3. From the menu, select **Other Consumables** to see the status of other consumables.



The Other Consumables window displays and provides information about the percentage of remaining life for each consumable.



4. Use the up / down arrows to see additional consumables, such as the trays 6, 7, 8, and 9 feeder rolls, and other consumables for any additional optional devices that are configured with the press.

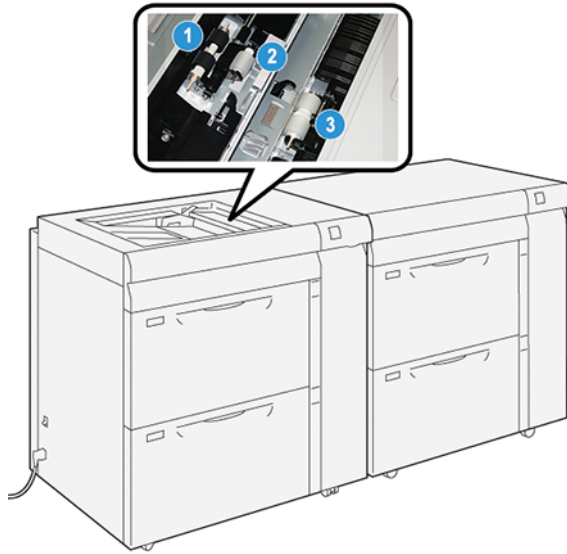
Replacing the Tray 5 Feed Rolls

Note

To perform this procedure, the feed roll kit is required. The kit contains all the required items for replacing the feed rolls.

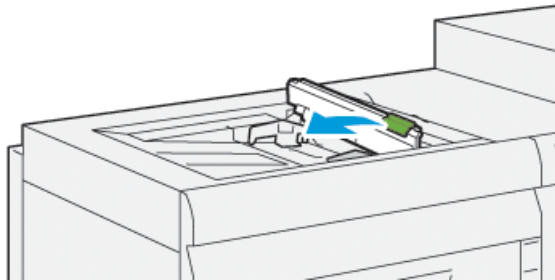
Tip

Replace the feed rolls for Tray 5 (Bypass) when experiencing frequent multifeeds, single feeds, or blank prints in the stack of the output prints.

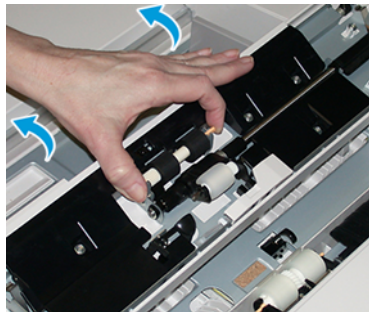


- 1. Feed Roll
- 2. Nudger Roll
- 3. Separator Roll

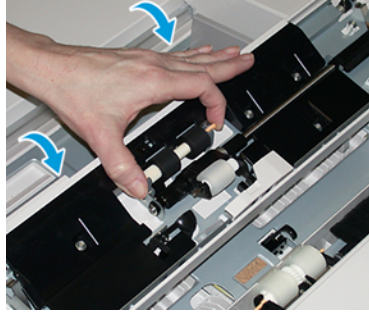
1. Locate Tray 5 (Bypass) on top of Trays 8 and 9.
2. Lift up and open the bypass tray cover to access the feed roll components.



3. Remove the **feed roll** and install a new one.
 - a) Remove the **feed roll** by squeezing the metal shaft at both ends and lifting it up and out of the tray.

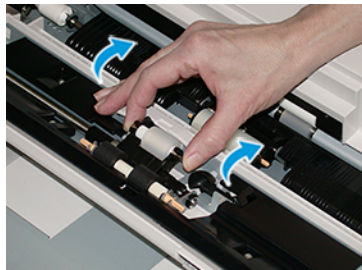


- b) Install a new **feed roll** by squeezing the metal shaft at both ends and sliding it into place.

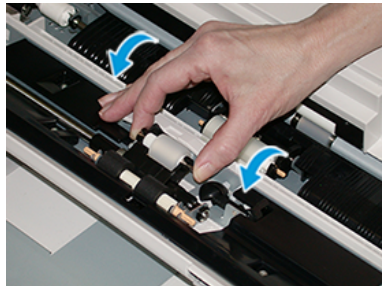


4. Remove the **nudger roll** and install a new one.

- a) Remove the **nudger roll** by squeezing the metal shaft at both ends and lifting it up and out of the tray.

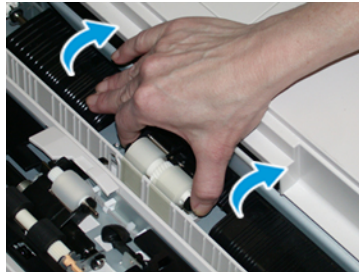


- b) Install a new **nudger roll** by squeezing the metal shaft at both ends and sliding it into place.

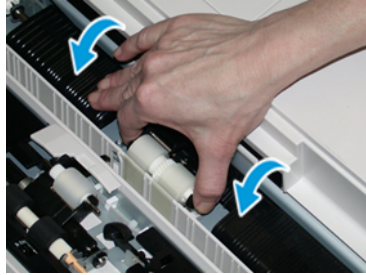


5. Remove the **separator roll** and install a new one.

- a) Remove the **separator roll** by squeezing the metal shaft at both ends and lifting it up and out of the tray.



- b) Install a new **separator roll** by squeezing the metal shaft at both ends and sliding it into place.



- 6. Close the bypass tray cover.
- 7. Verify that the tray is operating correctly by feeding paper from the bypass tray.
- 8. Either log in as the administrator or ask the administrator to perform the following steps to reset the High Frequency Service Item (HFSI) count to zero (0):
 - a) At the control panel, press the **Tools** button.
 - b) From the screen that displays, select the **Tools** icon.
 - c) Select **System Settings > Common Service Settings > Maintenance**.
 - d) Use the up / down arrow buttons to access the next Maintenance screens.
 - e) Select the **Technical Key Operator** icon. The Technical Key Operator feature displays.
 - f) Select the bypass roll items that corresponds with the newly-replaced components.
 - g) Select **Reset Current Value**. The system resets the High Frequency Service Item (HFSI) to 0.
 - h) Exit the administrator mode by pressing the **Log In / Out** button on the control panel. When prompted, select **Logout**.

Replacing the Tray 8/9 Feed Rolls

Use this procedure to replace the Tray 8/9 feed rolls.

Note

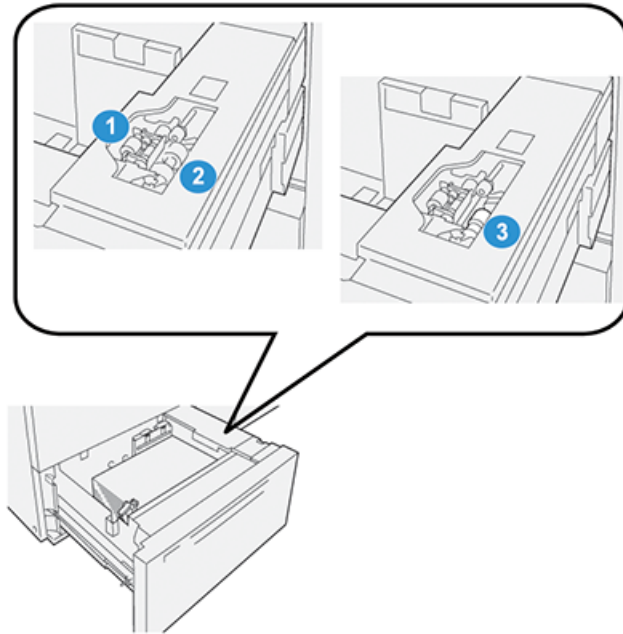
To perform this procedure, the feed roll kit is required. The kit contains all the required items for replacing the feed rolls.

Important

If replacing the feed rolls for both trays, ensure to obtain two feed roll kits (one for each tray).

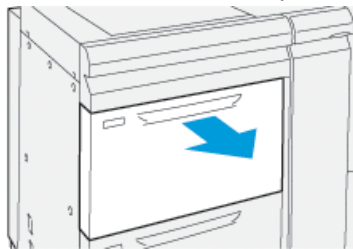
Replace the Tray 8/9 feed rolls every 300,000 prints or when experiencing frequent multifeeds, single feeds, or blank prints in the stack of the output prints.

The Tray 8/9 feed rolls which include the following components:



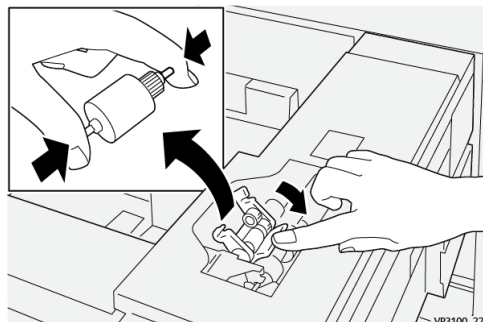
- 1. Nudger Roll
- 2. Feed Roll
- 3. Separator Roll (shown with the feed roll removed)

1. To access the feed components , pull out the tray slowly until it stops.



2. Replace the **nudger roll**:

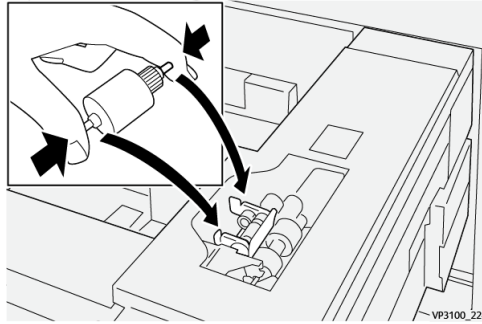
- a) Remove the nudger roll by pushing down on the black tab with one hand (which raises the roll upward) and then squeezing the metal shaft on both ends with your other hand.



- b) Lift out the nudger roll.

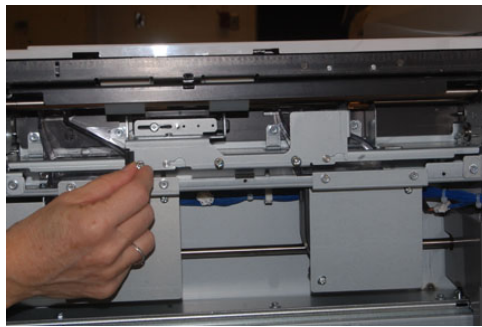
Dual Advanced High Capacity Feeder (Trays 8 and 9)

- c) Install a new nudger roll by squeezing both ends of the metal shaft, and while pushing down on the black tab, insert and release the roll ends into the notches.



3. To access the separator roll, remove the **separator roll assembly** at the side of the tray:

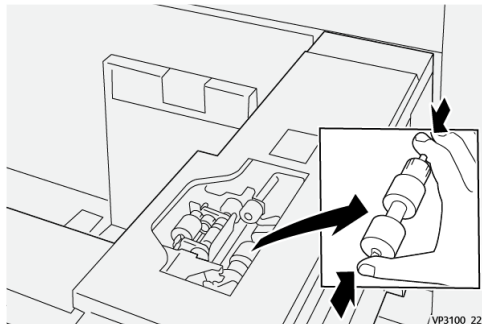
- a) Unscrew the three thumbscrews.



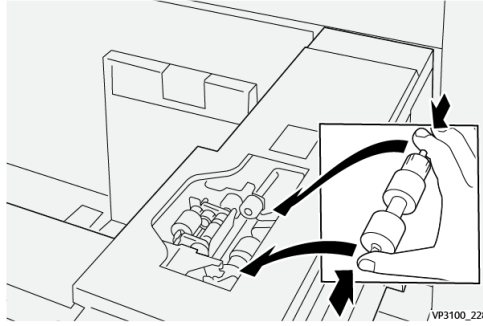
- b) Slide the separator roll assembly all the way to the left so it is out of the slots.
- c) Pull the assembly out towards you until completely removed from the tray., and set aside the assembly.

4. With the separator roll assembly out, replace the **feed roll**:

- a) To remove the feed roll, squeeze both ends of the metal shaft and lift out.

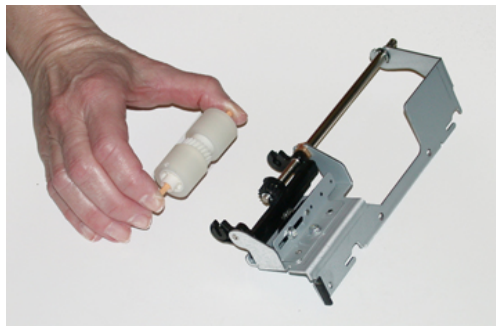


- b) To install a new feed roll, squeeze both ends of the new roll shaft, insert and release the roll ends into the notches.

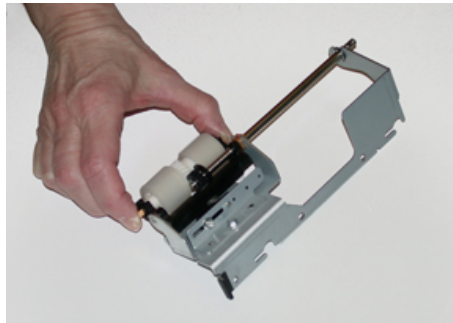


5. Replace the separator roll:

- a) To remove the roll from the assembly, squeeze the orange shafts of the separator roll and lift out of the assembly.



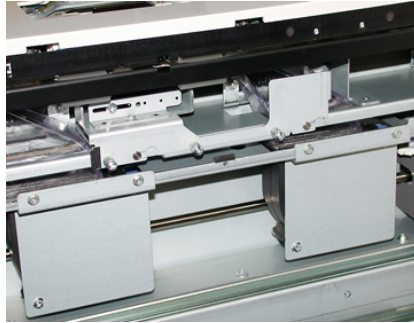
- b) Install a new separator roll into the black notches of the assembly using the same technique.



6. Reinstall the separator roll assembly into the tray.

- a) Align the cutout holes of the assembly with the frame of the tray so the pin holes match up.
- b) Insert the assembly into the frame.
- c) Slide the assembly all the way to the right using the pin as a guideline.

- d) Ensure the device is all the way into the slots and the three screw areas align.



- e) Screw in the three thumbscrews to attach the assembly. Do not over tighten.
7. Close the tray and verify that the tray is operating successfully by feeding paper using that tray.
 8. Either log in as the administrator or ask the administrator to perform the following steps to reset the High Frequency Service Item (HFSI) counters to zero (0) for each component.
 - a) At the control panel, press the **Tools** button.
 - b) From the screen that displays, select the **Tools** icon.
 - c) Select **System Settings > Common Service Settings > Maintenance**.
 - d) Use the up / down arrow buttons to access the next Maintenance screens.
 - e) Select the **Technical Key Operator** icon.

The Technical Key Operator feature displays.
 - f) Select the item that corresponds with the newly-replaced components.
 - g) Select **Reset Current Value**. The system resets the High Frequency Service Item (HFSI) to 0.
 - h) Repeat the previous steps until the counters for all three components are reset to zero (0).
 - i) Exit administrator mode by pressing the **Log In / Out** button on the control panel. When prompted, select **Logout**.

Trays 8 and 9 Troubleshooting

Paper Jams in Trays 8 and 9

Paper Jams When the Bypass is Installed on Trays 8 and 9

Tip

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

1. Remove the paper currently loaded in the Bypass (Tray 5).

2. Lift and open the Top Cover of the Bypass (Tray 5).



3. Remove any jammed paper.



Note

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

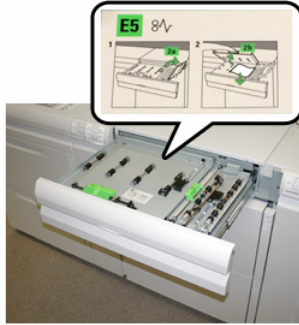
4. Close the Top Cover of the Bypass (Tray 5).



5. Pull open the **Top Drawer** (located at the top of Trays 6 and 7).



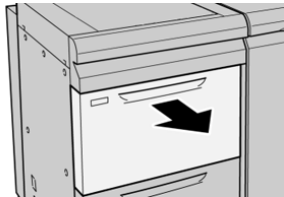
6. Lift levers **2a** and **2b**, and remove any paper jams.



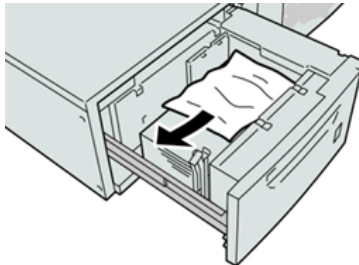
7. Close levers **2a** and **2b**.
8. Close the **Top Drawer**.
9. Reload paper into the tray and resume printing.

Paper Jams Inside Trays 8 and 9

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



2. Remove the jammed paper.



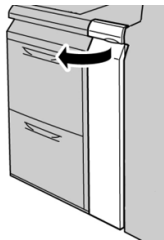
Note

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

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

Trays 8 and 9 Paper Jams at Lever 1a and Knob 1c

1. Open the front cover of the feeder module.



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.

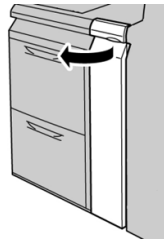
3. Return the lever **1a** to the original position.
4. Close the front cover of the feeder module.

Note

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

Trays 8 and 9 Paper Jams at Lever 1b and Knob 1c

1. Open the front cover of the feeder module.



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.

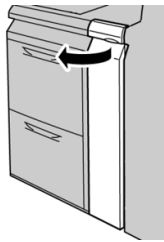
3. Return the lever **1b** to the original position.
4. Close the front cover of the feeder module.

Note

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

Trays 8 and 9 Paper Jams at Lever 1d and Knob 1c

1. Open the front cover of the feeder module.



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.
4. Return the lever 1d to the original position.
5. Close the front cover of the feeder module.

Note

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

Trays 8/9 Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault. The (E) code on the upper-left part of the Fault message displays which error indicator is lit on the Trays 8/9 indicator panel (E1–E7).

Note

For information about faults and fault messages, refer to the press *User Guide*, *Troubleshooting* chapter.

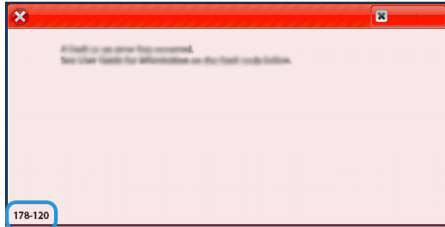
Trays 8/9 Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

Trays 8 and 9 faults are identified by the codes which start with the three-digit number “178.”



Trays 8 and 9 Specifications

Item	Specification
Sheet size	<p>Short Edge Feed (SEF):</p> <ul style="list-style-type: none"> • 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 <p>Long Edge Feed (LEF):</p> <ul style="list-style-type: none"> • B5 • 7.25 x 10.5 in. (executive) • A4 • 8.5 x 11 in. • 8.0 x 10 in. <p>Custom sizes: 182-330 mm (7.2-13 in.) Width and 182-488 mm (7.2-19.2 in.) Length</p>

Dual Advanced High Capacity Feeder (Trays 8 and 9)

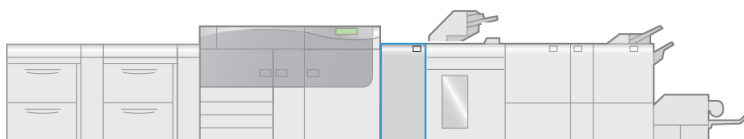
Item	Specification
Paper weight	16 lb. to 130 lb. cover / 52-350 gsm
Paper capacity	2,000 sheets per tray Important When using up to Xerox 24 lb. / 90 gsm paper.

2

Interface Decurler Module (IDM)

Important

The Interface Decurler Module is required with any inline finishing devices installed with the system; it is not required with the Offset Catch Tray.

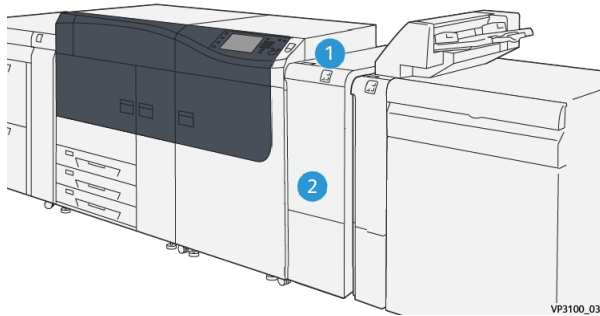


VP3100_003

The Interface Decurler Module provides the following functions:

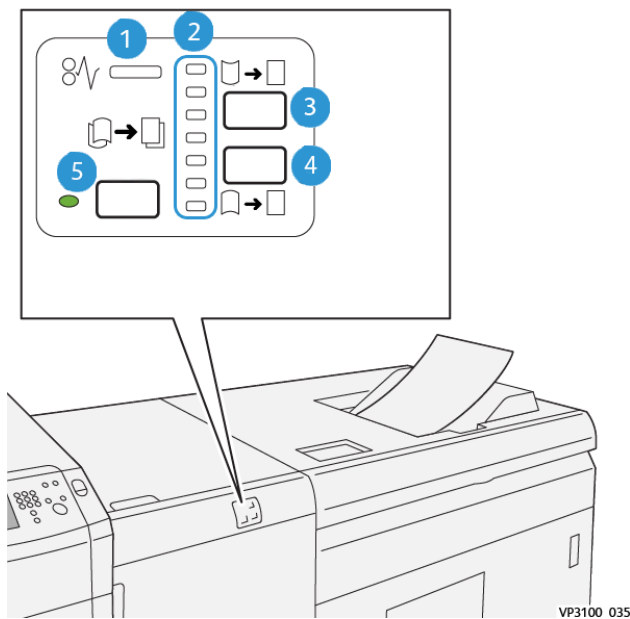
- Communication between the press and the attached finishing device
- An aligned paper path between the press and the attached finishing device, and
- Cooling and decurling of the paper as it exits the press.

Interface Decurler Module (IDM) Components



1. Paper Jam / Error Indicator Panel
2. IDM Front Cover

IDM Control Panel



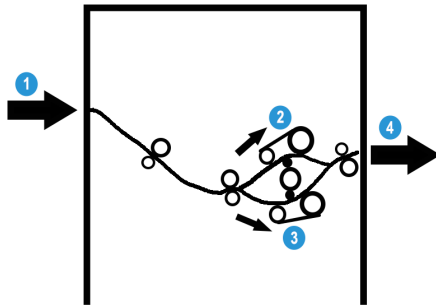
1. Paper Jam / Error Indicator
2. Curl Up/Down Indicators
3. Manual Curl Up Button
4. Manual Curl Down Button
5. Auto Curl Button and Indicator

For more information about the IDM curl correction feature, refer to [IDM Curl Correction](#).

IDM Curl Correction

Tip

The purpose of this curl correction is to fix paper curl as it leaves the press but before it reaches the next inline-finishing device. Use the IDM curl correction feature while the press is printing.



- | | |
|---------------------------------|--|
| 1. Printed Media from the Press | 3. IDM Down-Curl Paper Path |
| 2. IDM Up-Curl Paper Path | 4. Printed Media From IDM to Inline Finishing Device |

As media enters the module, it is fed to the IDM decurler for paper curl correction. The IDM decurler has both upper and lower decurler rolls that apply pressure to the media based upon the following:

- System default (**Auto** on)
- Manual selections made from the IDM control panel

Based on the IDM paper curl correction settings, the 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.

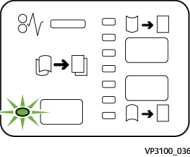
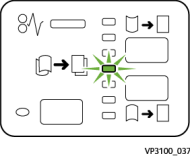
If you want to quickly, and at the point-of-need, adjust the paper curl on the printed output, use the manual curl up or down buttons. If the printed output contains too much curl after using these buttons, refer to the *Stock Library Manager Help* on the print server for information about adjusting the paper curl (**Stock Library > Advanced Stock Settings**). Also refer to the *Stock Library Manager Help*, the section entitled “*Correcting Paper Curl*.”

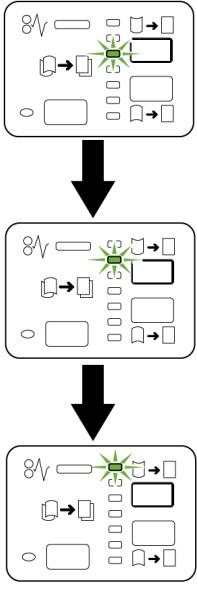
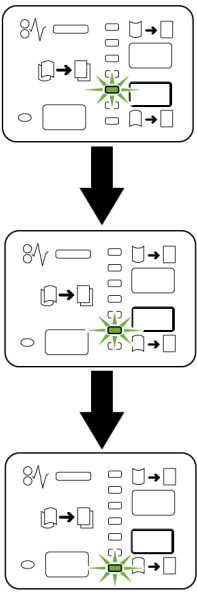
From the IDM decurler, the print media is cooled and routed from the IDM to the optional finishing device that is next inline and connected to the press.

IDM Curl Correction Modes and Functions

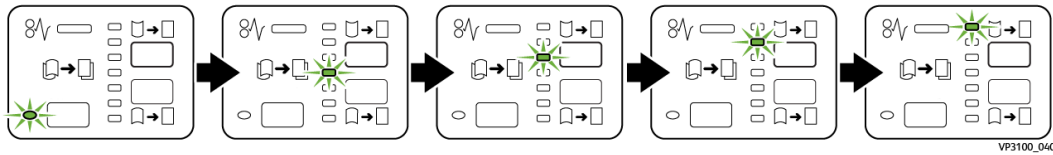
Note

When an IDM curl correction mode is selected, the new mode is applied to the next sheet that is delivered to the IDM.

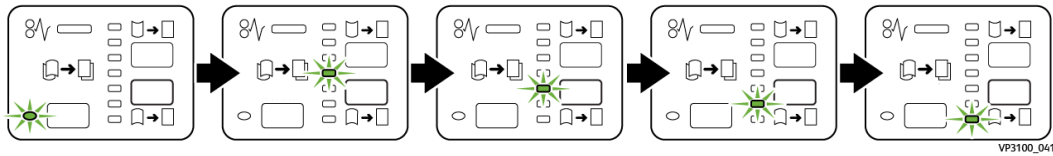
Indicator	Mode	Function
 VP3100_036	Auto	<p>This is the default mode.</p> <ul style="list-style-type: none"> Automatically corrects the paper curl by selecting the curl direction and amount. This is based on the paper size and orientation, and the finishing device that is receiving the output. When Auto is selected, the indicator to the right of the button is lit. This mode has seven automated settings for controlling paper curl: three up-curl settings, three down-curl settings, and off. When using the Auto mode, an indicator momentarily flashes on the control panel. This indicates the preselected curl direction and amount that is being applied to the paper.
 VP3100_037	Off	<p>When this indicator is lit, for either the Auto or Manual modes, no curl correction is applied to the printed output.</p>

Indicator	Mode	Function
	Manual Upward Curling	<ul style="list-style-type: none"> When the printed output is curled upwards, select the curl-up button. There are three upward curl correction values. The top three indicators show which level of upward curl correction is selected. The top indicator is the highest amount of upward curl correction that can be applied to a printed output.
	Manual Downward Curling	<ul style="list-style-type: none"> When the printed output is curled downwards, select the curl-down button. There are three downward curl correction values. The top three indicators show which level of downward curl correction is selected. The bottom indicator is the lowest amount of downward curl correction that can be applied to a printed output.

Pressing the curl-up button changes the curl correction levels as shown:

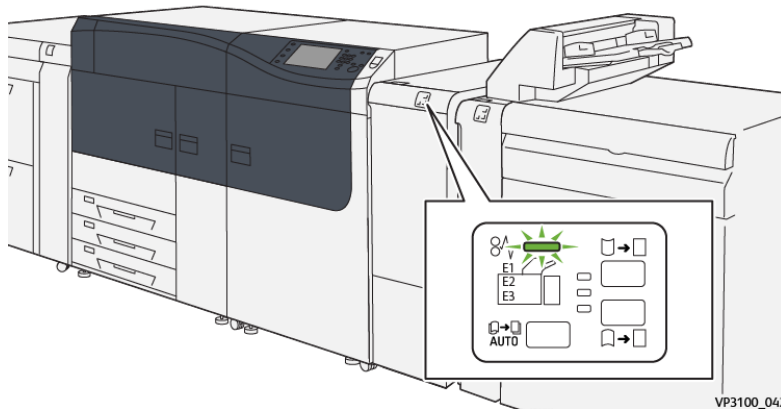


Pressing the curl-down button changes the curl correction levels as shown:



IDM Troubleshooting

IDM Paper Jams



The following occurs when there is an fault, such as paper jams, open doors or covers, or a press malfunction:

- The press stops running and an fault message displays on the press touch screen.
- The message includes a graphical illustration showing the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams may occur in multiple areas of the press and any optional devices connected to the press. When this happens, the graphical illustration changes to show the multiple locations and the required corrective actions.
- Additionally, if a fault occurs with an optional device, an indicator lights on that device's control panel and shows the corresponding area on the device where the fault occurred.

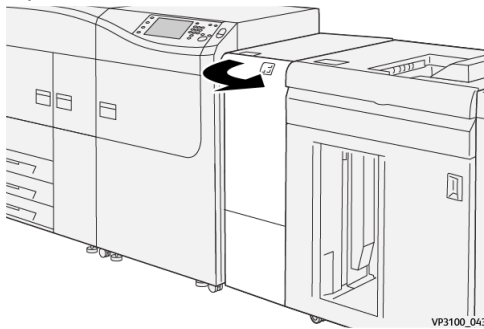
Always refer to the following information when clearing paper jams:

- Do not power off the press when removing paper jams.
- Paper jams can be removed with the press still powered on. When the power is turned off, all information stored to the system's memory will be erased.

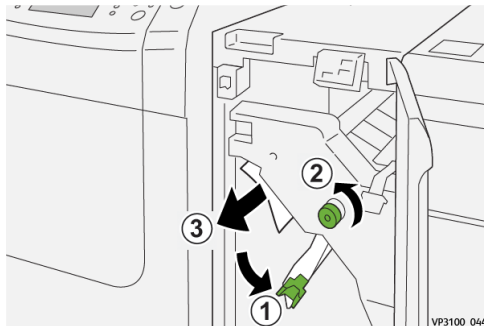
- Clear all paper jams before resuming print jobs.
- Do not touch components inside the press. This can cause print defects.
- Ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with print jobs.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- After removing paper jams, close all doors and covers. The press cannot print when doors or covers are open.
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to display on the press touch screen. To clear any remaining jams, refer to the press touch screen for instructions and information.

Clearing IDM Paper Jams

1. Open the IDM front cover.



2. Remove jammed paper:



- a) Open lever **1a** downward ①.
- b) Turn knob **1b** counterclockwise ②.

Important

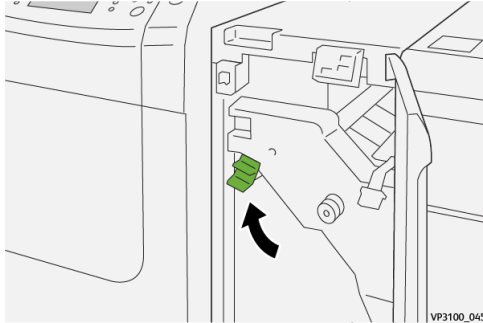
To ensure the jammed paper exits the area, turn the knob a minimum of ten (10) times or more.

- c) Remove the jammed paper ③.

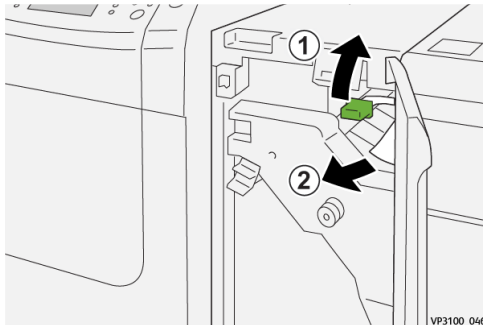
Important

Remove the jammed paper by carefully pulling it out of the area.

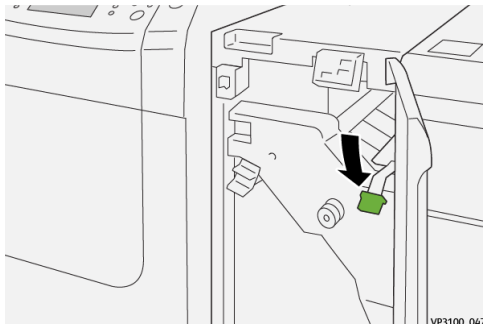
- Return lever **1a** to its original position.



- If you encounter difficulty when removing jammed paper, open lever **1c** upward **①** and carefully remove jammed paper **②**.



- Return lever **1c** to its original position.



- Close the IDM front cover.
- If required, follow the instructions on the press touch screen to clear other areas of the system.

IDM Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Note

For information about faults and fault messages, refer to the press *User Guide*, *Troubleshooting* chapter.

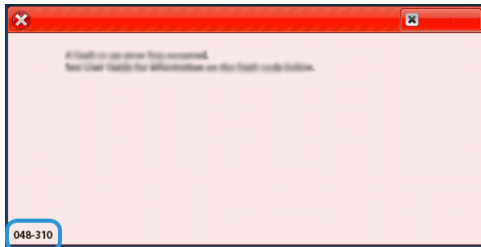
IDM Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

IDM faults are identified by the codes which start with the three-digit number “048.”



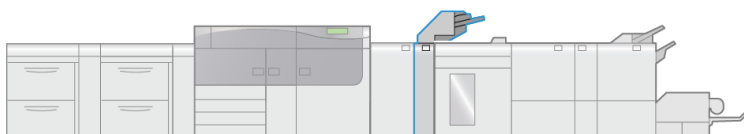
3

Inserter

Note

This optional finishing device requires the Interface Decurler Module.

Use the Inserter to load stock, such as blank, preprinted, or special stock, which is inserted into the finished output. This stock serves as separators and covers for the finished output. Paper fed from the Inserter is not printed on; however, the paper is placed into the printed output at selected locations.

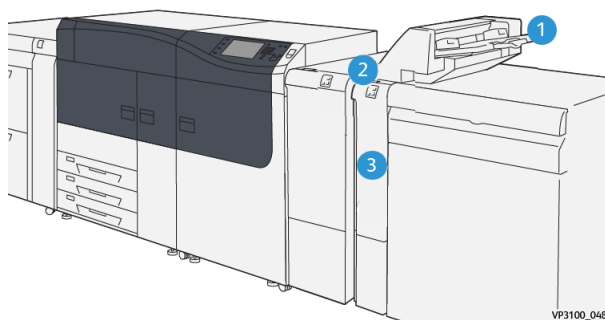


VP3100_004

Note

The Inserter sometimes is referred to as the “post-process inserter” and/or the “interposer.”

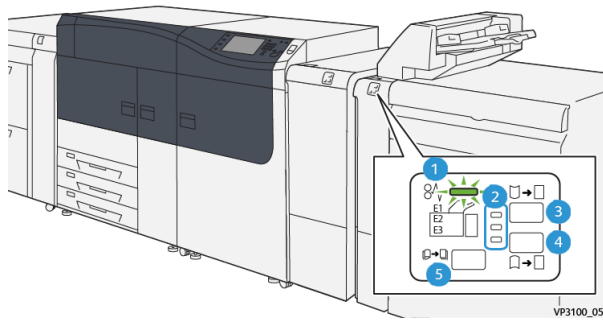
Inserters Components



VP3100_048

1. Tray T1 (Inserter Tray)
2. Inserter Control Panel
3. Inserter Front Cover

Inserter Control Panel



Number	Component	Description
1	Paper Jam / Error Indicator	This indicator lights when a paper jam occurs in the Inserter.
2	Curl Up/Down Indicators	<p>Similar to the Interface Decurler Module (IDM), these indicators show the direction of the curl correction. However, there are only three curl correction options for the Inserter:</p> <ul style="list-style-type: none"> • One upward curl correction; this is the top indicator. • One downward curl correction; this is the bottom indicator. • Off (no curl correction); this is the middle indicator.
<p>Important</p> <p>Use one of the following buttons only if paper curl continues after setting the curl correction level to the highest or lowest setting on the Interface Decurler Module (IDM). For information about correcting paper curl from the Interface Decurler Module (IDM), refer to IDM Curl Correction.</p>		
3	Manual Curl Up Button	When the printed output is curled upwards, select the curl-up button.
4	Manual Curl Down Button	When the printed output is curled downwards, select the curl-down button.
	Auto Curl Button	Automatically corrects the paper curl by selecting the curl direction and amount.

Paper and Media for Inserter Tray T1

Tip

Paper fed from the Inserter is not printed on; however, the paper is placed into the printed output at selected locations.

Supported Paper for the Inserter Tray T1

Paper Size	Paper Weight	Tray Capacity
7.2 x 5.8 in. / 182 x 148 mm – 13 x 19.2 in. / 330 x 488 mm (A3)	52-350 gsm uncoated / 72-350 gsm coated *	250 sheets (based on Colotech+90)
<p>*</p> <p>Note</p> <p>Use Tray 5 when combining the following paper types and saddle stitch / bi-fold:</p> <ul style="list-style-type: none"> Coated paper weighing 127 g/m² or less Blank sheets (unprinted paper) weighing 80 g/m² or less <p>If a tray other than Tray 5 is used, the combination may cause misalignment of folding positions and wrinkle.</p>		

Loading Paper in Inserter Tray T1

Before using tray T1, review the following guidelines:

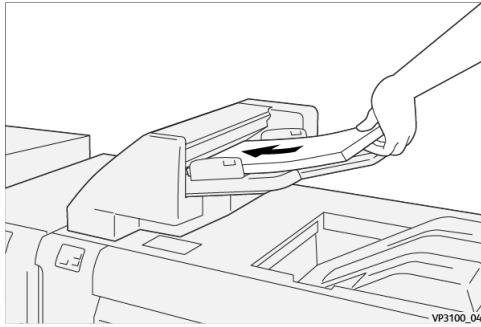
- Remove any remaining paper from the tray.
- Load all the paper required for the job into the tray.
- To use saddle stitch / bi-fold options, ensure that the paper loaded in the main feeding tray (for example, tray 1) is the same size as the paper loaded in tray T1.
- For supported paper information, refer to [Supported Paper for the Inserter Tray T1](#).

To insert separator sheets or cover sheets, such as blank or preprinted sheets, use the Inserter Tray T1. Paper loaded in tray T1 is inserted into the finished / printed output. A maximum of 250 sheets (Colotech+90) may be loaded in tray T1.

Tip

Paper fed from the Inserter is not printed on; however, the paper is placed into the printed output at selected locations.

1. Load the paper, aligning all edges.

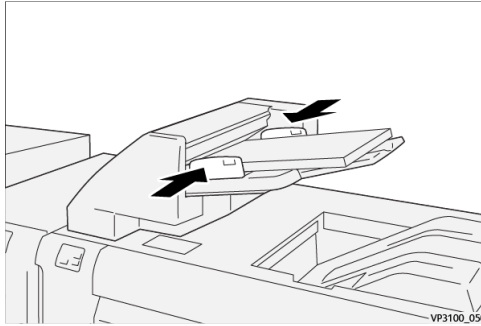


If the paper is preprinted, load the paper with the printed side facing up.

Note

Do not load paper above the maximum fill line. It may cause paper jams or press malfunctions.

2. Hold the center of the paper guides and gently slide them to the desired paper size so that they are touching the edges of the paper.



If the distance between the guides is too long or short relative to the paper, paper jams may occur.

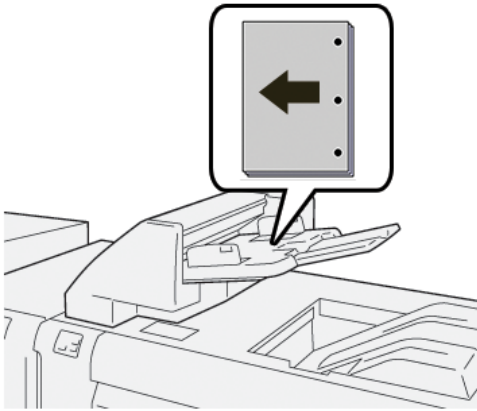
If set by the system administrator, the Tray Properties window displays on **Stock Library Manager** on the print server.

3. From the Tray Properties window, enter or verify the correct paper information.
4. Select **OK** to save the information and close the Tray Properties window.

Printing on Special Media

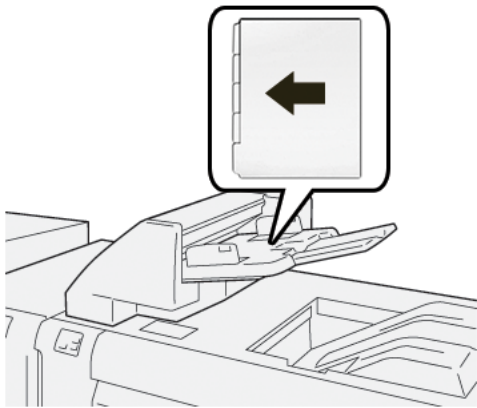
Hole-punched Paper

Load hole-punched paper into tray T1 long-edge feed (LEF), and with the holes on the right side when you face the front of the Inserter.



Tab Stock

Load tab stock paper in tray T1 long-edge feed (LEF), and with the tabs on the left side when you face the front of the inserter.



Purge Function for Tray T1

If tray T1 runs out of paper, the press stops printing. When this happens, any printed output leaving the press is delivered to the inline finishing device output tray.

Tip

Do not reuse the output that is ejected by the purge function as this may cause paper jams.

To prevent the purge function from occurring when tray T1 runs out of paper, the function may be disabled / switched off from the press **Tools** mode.

Important

Only a system administrator for the press can change the setting for the purge function for tray T1.

Tray T1 Purge Function Settings

The purge function allows you to specify how the press behaves when tray T1 is used. The purge function has two settings:

Standard

For each printed set that requires the inclusion of paper into the finished set, the press checks that paper is loaded in tray T1 before it starts printing.

This setting increases the waiting time between sets, and thereby causes decreased productivity. However, paper purging does not occur even if tray T1 runs out of paper.

Speed First

The printer starts printing regardless of the paper status of tray T1.

This setting maintains productivity based on press productivity. However, paper is purged from the press and the press stops printing when tray T1 runs out of paper.

Note

Speed First is the default setting for the tray T1 purge function.

Changing the Purge Function Setting for Tray T1

Important

The following procedure must be performed by a system administrator with press administrator login authority.

1. Log in as the administrator.
2. Press the **Tools** button on the press control panel.
3. From the screen that displays, select the **Tools** icon.
4. Select **System Settings > Common Service Settings**.
5. Select **Maintenance**.
The Maintenance screen displays.
6. Use the up/down arrows to scroll through the Maintenance screens until you see **"Print Action When Using Tray T1 (Insertor)."**
7. Select **Print Action When Using Tray T1 (Insertor)**.
The Tray T1 purge function screen displays.
8. Select the desired purge function option:
 - **Standard:** Select this option to switch off the purge function. It decreases productivity, but the press continues to run even when tray T1 runs out of paper. This may cause some printed output sets to be delivered to the designated finishing tray without inserts.
 - **Speed First:** This setting maintains productivity. Select this option to have the press stop printing and purge paper when tray T1 runs out of paper.
9. Select **Save / OK**.
The Maintenance screen displays.

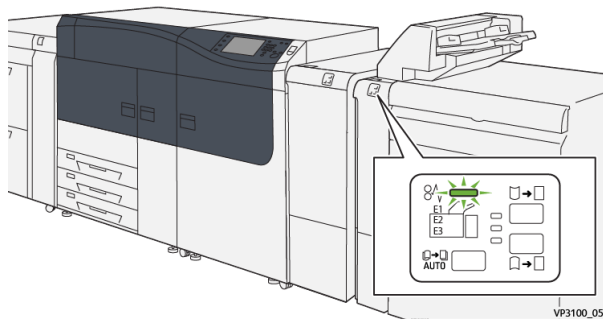
Note

Speed First is the default setting.

10. Select **Close**.
The main Tools tab screen displays.
11. Exit the administrator mode.

Inserters Troubleshooting

Inserters Paper Jams



The following occurs when there is an fault, such as paper jams, open doors or covers, or a press malfunction:

- The press stops running and an fault message displays on the press touch screen.
- The message includes a graphical illustration showing the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams may occur in multiple areas of the press and any optional devices connected to the press. When this happens, the graphical illustration changes to show the multiple locations and the required corrective actions.
- Additionally, if a fault occurs with an optional device, an indicator lights on that device's control panel and shows the corresponding area on the device where the fault occurred.

Always refer to the following information when clearing paper jams:

- Do not power off the press when removing paper jams.
- Paper jams can be removed with the press still powered on. When the power is turned off, all information stored to the system's memory will be erased.
- Clear all paper jams before resuming print jobs.
- Do not touch components inside the press. This can cause print defects.
- Ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with print jobs.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- After removing paper jams, close all doors and covers. The press cannot print when doors or covers are open.
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.

Inserters

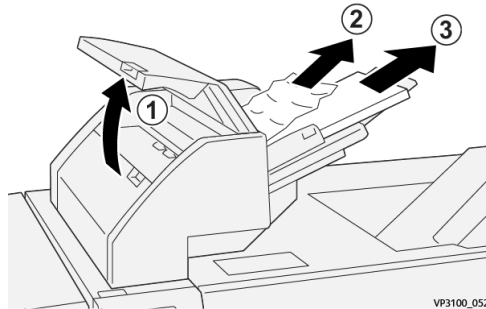
- If all paper jams are not cleared, an error message continues to display on the press touch screen. To clear any remaining jams, refer to the press touch screen for instructions and information.

Clearing Paper Jams from Inserter E1 Area

1. Open the T1 cover ①, and remove jammed papers ② and all the paper loaded in the tray ③.

Note

When two or more sheets of paper are loaded, remove all sheets.

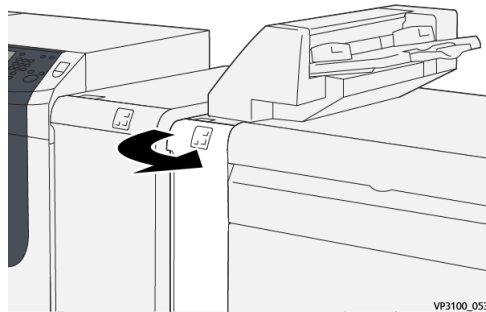


Fan the paper you removed, and make sure all four corners are aligned correctly.

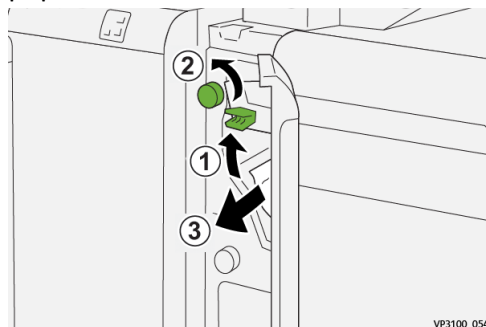
2. Reload the paper into the tray.
3. Close the T1 cover.

Clearing Paper Jams from Inserter E2 Area

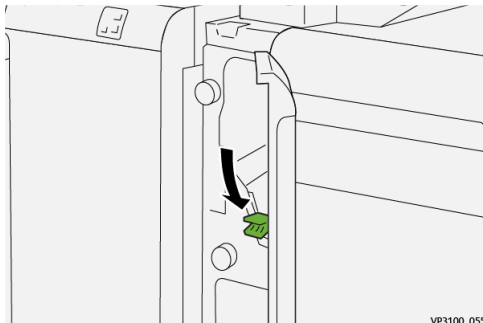
1. Open the Inserter front cover.



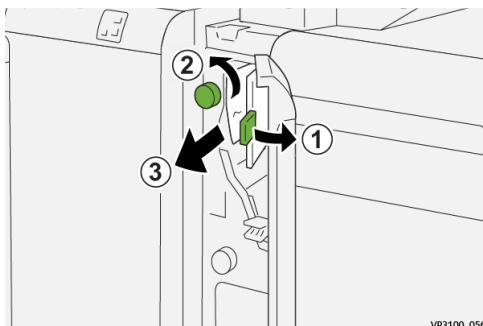
2. Open lever 1a upward ① and turn knob 1b counterclockwise ②. Remove any jammed paper ③.



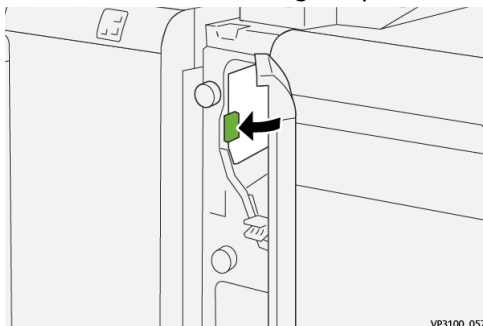
3. Return lever **1a** to its original position.



4. If you have difficulty when removing jammed paper, open lever **1c** to the right ① and turn knob **1b** counterclockwise ②. Remove any jammed paper ③.



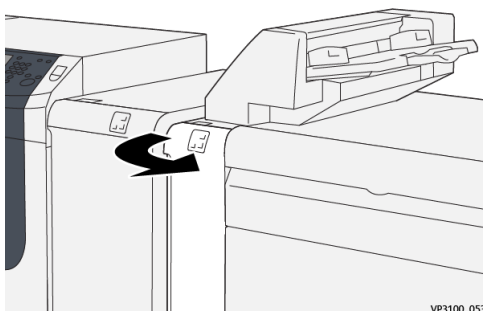
5. Return lever **1c** to its original position.



6. Close the Inserter front cover.

Clearing Paper Jams from Inserter E3 Area

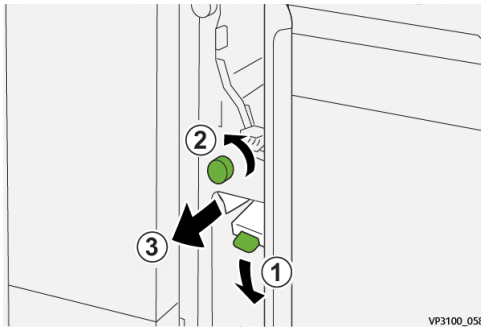
1. Open the Inserter front cover.



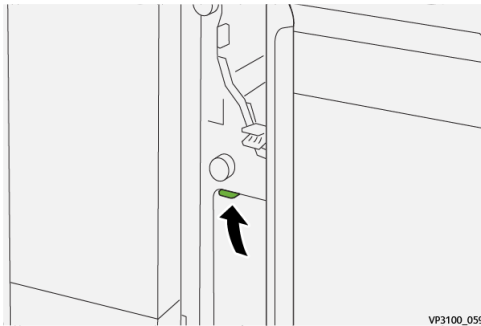
2. Open lever **1d** downward ① and turn knob **1e** counterclockwise ②. Remove any jammed paper ③.

Note

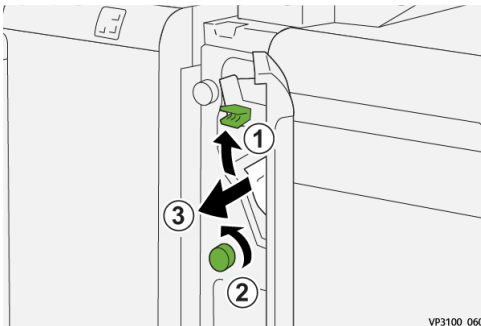
The jammed paper may be hidden behind the upper-left cover area.



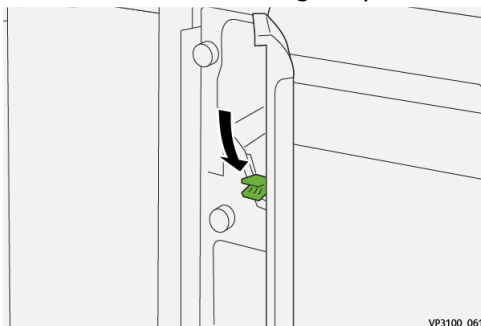
3. Return lever **1d** to its original position.



4. If you have difficulty when removing jammed paper, open lever **1a** upward (1) and turn knob **1e** counterclockwise (2). Remove any jammed paper (2).



5. Return lever **1a** to its original position.



6. Close the Inserter front cover.

Inserter Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault. The (E) code on the upper-left part of the Fault message displays which error indicator is lit on the Inserter control panel (E1, E2, E3).

Note

For information about faults and fault messages, refer to the press *User Guide*, *Troubleshooting* chapter.

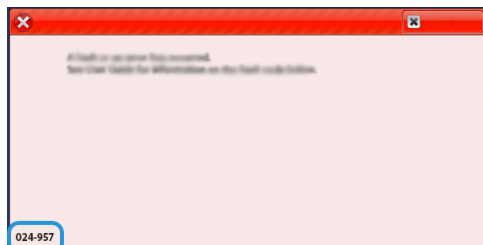
Inserter Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

Inserter faults are identified by the codes which start with the three-digit numbers “012,” “013,” and “024.”



GBC® AdvancedPunch™ Pro

The GBC® AdvancedPunch™ Pro is an automatic hole punch module that integrates with the press to streamline the production of reports, directories, pricing guides and other bound books. It equals or betters traditional quality while saving time and increasing productivity by eliminating the labor-intensive steps of manual punching. The compact AdvancedPunch Pro takes minimal space and accepts a variety of optional multiple hole punch die sets.

The AdvancedPunch Pro may be connected to a variety of optional finishing devices and sits inline with these devices.

Note

This optional finishing device requires the Interface Decurler Module.



The AdvancedPunch Pro provides the following capabilities:

- A bigger range of media sizes and types
- Trail edge, LEF and SEF punching
- Full-bleed processing for common sizes including SRA4, oversized LTR and more
- Die set detection control panel shows die type and cycle count
- User Die set options include comb, wire, coil, and 3–7 hole varieties to enable most popular binding formats
- Operates at rated print engine speed for most paper sizes
- Quick-change die sets that can be interchanged without any tools
- All die sets include an Identification Label providing the user with the hole pattern and name
- Convenient storage area for two extra Die Sets which is located above the sheet bypass on the device

GBC® AdvancedPunch™ Pro

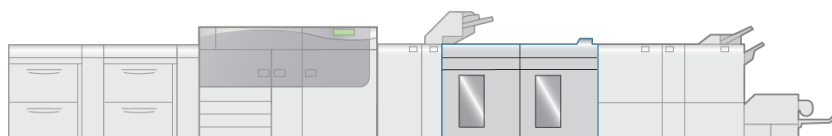
For detailed information and instructions for using the AdvancedPunch Pro, refer to the guide on the customer documentation CD that came with the device, or go to www.xerox.com for more information.

High Capacity Stacker (HCS)

Note

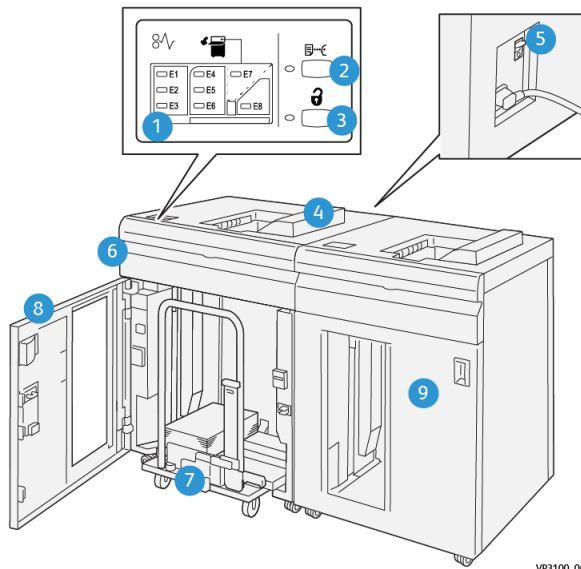
This optional finishing device requires the Interface Decurler Module.

The High Capacity Stacker (HCS) is an optional finishing device that provides large-capacity stacking and offsetting capabilities for production output to a stacker tray / cart. The HCS also provides a top tray convenient for short stack runs.



VP3100_005

High Capacity Stacker (HCS) Components



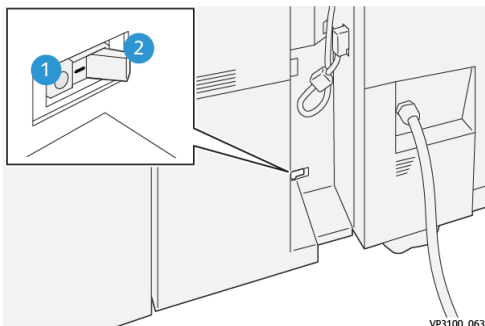
VP3100_062

Number	Component	Description
1	Paper jam / error indicators	These indicators light when a paper jam occurs in HCS areas E1-E8.
2	Sample button	Press this button to have the HCS deliver a sample sheet to the top tray. The indicator to the left of the button blinks until a sample sheet is delivered to the top tray.
3	Unload button	Press this button to stop printing and remove paper.
4	Top tray	Receives the printed output, and sample sheets also are delivered here. Holds a maximum of 500 sheets (13 x 19.2 in. / 330 x 488 mm). Note When a second HCS or another inline finished devices is installed, this tray is used as a paper path for transporting media through the HCS to another connected finishing device.
5	Circuit breaker switch	The circuit breaker switch is located on the rear of the HCS. This switch automatically shuts off electricity in the event of electrical failure or a short circuit.
6	Top cover	Open this cover to clear paper jams.

Number	Component	Description
7	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.
8	Front door	Open this door to remove paper / printed output.
9	Optional second HCS	A second, optional HCS can be added to the system configuration for additional output productivity.

HCS Circuit Breaker

The HCS circuit breaker is located on the rear of the HCS unit.



1. Test Button

2. On / Off Switch

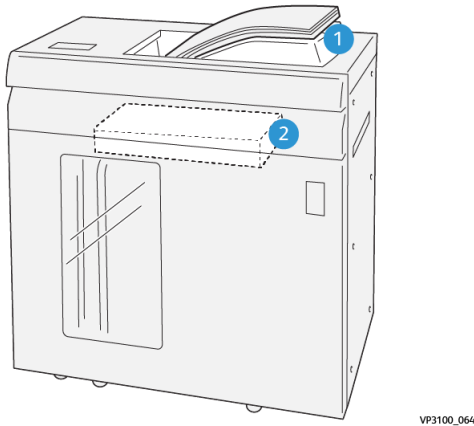
The circuit breaker switch is normally in the **ON** position.

Note

When an electrical interruption is detected, the circuit breaker automatically switches off to discontinue the electrical flow to the HCS. For electrical information, refer to the *Versant 3100 Press Safety Guide*.

Output Trays

The High Capacity Stacker (HCS) has two output trays.



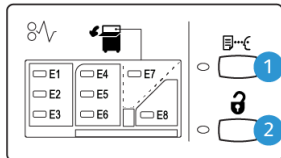
1. Top Tray

2. Stacker Tray / Cart

The Top Tray offers the following:

- Convenience for short stack runs (up to 500 sheets) without offsetting.
- Delivery of purged sheets.

Control Buttons



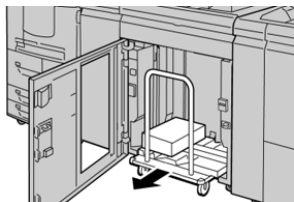
1. **Sample** button: Press this button to output a sample sheet to the top tray.
2. **Unload** button: Press this button to stop printing and remove paper.

Unloading the Stacker Tray / Cart

Note

The HCS may be unloaded while it is running.

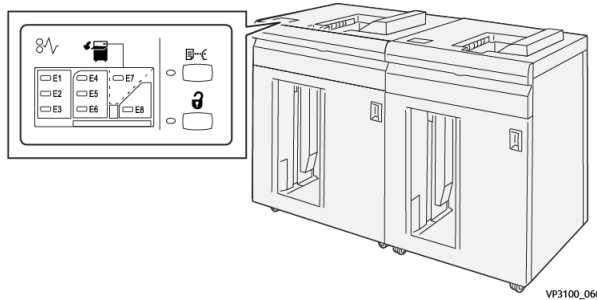
1. Press the **Unload** button on the HCS control panel.
2. After the Unload Indicator lights, open the HCS front door.
3. Position the securing bar on top of the stacked paper.
4. Pull the **Stacker Cart** straight out of the HCS.



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.

HCS Troubleshooting

HCS Paper Jams



The following occurs when there is an fault, such as paper jams, open doors or covers, or a press malfunction:

- The press stops running and an fault message displays on the press touch screen.
- The message includes a graphical illustration showing the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams may occur in multiple areas of the press and any optional devices connected to the press. When this happens, the graphical illustration changes to show the multiple locations and the required corrective actions.
- Additionally, if a fault occurs with an optional device, an indicator lights on that device's control panel and shows the corresponding area on the device where the fault occurred.

Always refer to the following information when clearing paper jams:

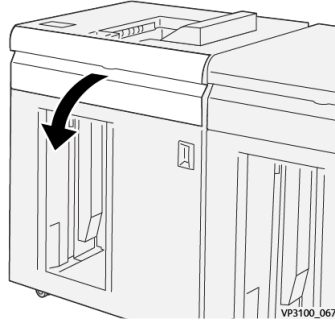
- Do not power off the press when removing paper jams.
- Paper jams can be removed with the press still powered on. When the power is turned off, all information stored to the system's memory will be erased.
- Clear all paper jams before resuming print jobs.
- Do not touch components inside the press. This can cause print defects.
- Ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with print jobs.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- After removing paper jams, close all doors and covers. The press cannot print when doors or covers are open.

High Capacity Stacker (HCS)

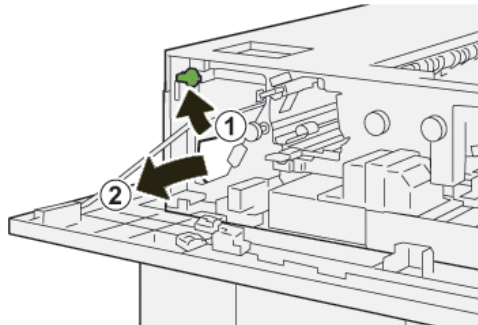
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to display on the press touch screen. To clear any remaining jams, refer to the press touch screen for instructions and information.

Clearing Paper Jams from HCS Area E1

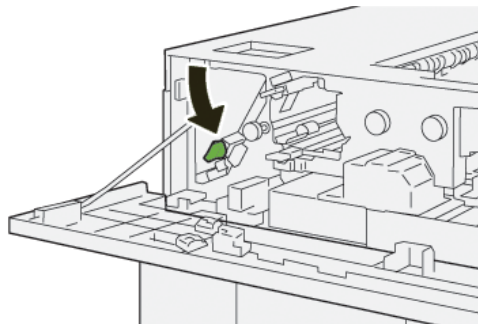
1. Open the HCS top cover.



2. Open lever **1b** upward (①) and remove jammed papers (②).



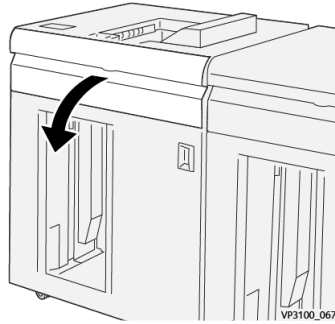
3. Return lever **1b** to its original position.



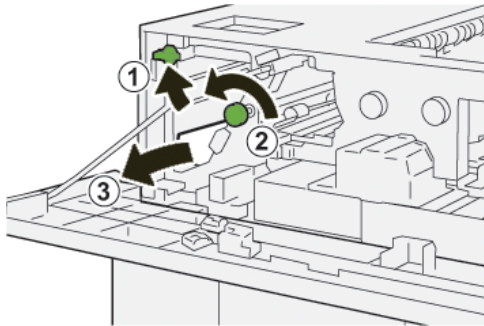
4. Close the HCS top cover.
5. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from HCS Area E2

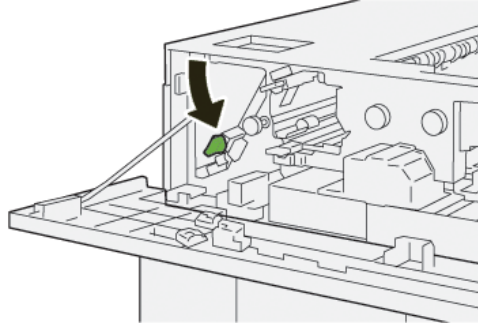
1. Open the HCS top cover.



2. Open lever **1b** upward (①) and rotate knob **1a** counterclockwise (②); remove jammed papers (③).



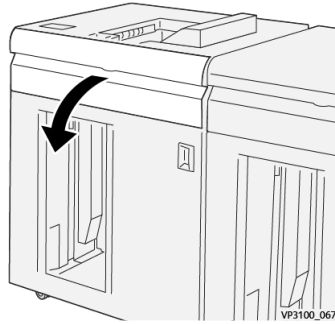
3. Return lever **1b** to its original position.



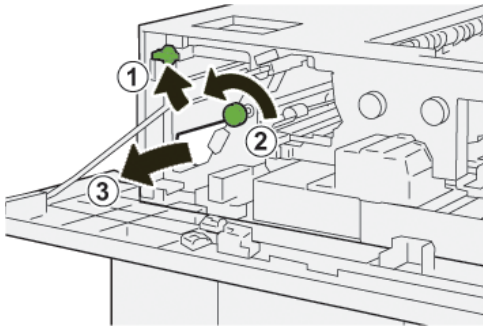
4. Close the HCS top cover.
5. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from HCS Area E3

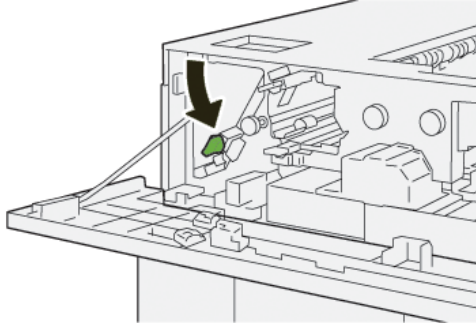
1. Open the HCS top cover.



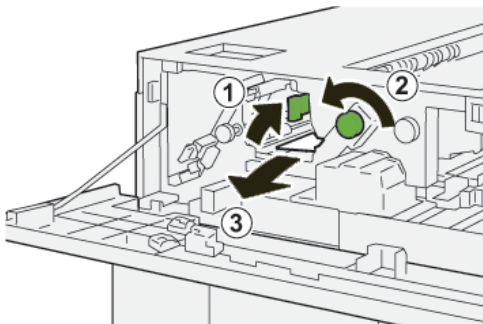
2. Open lever **1b** upward (①) and rotate knob **1a** counterclockwise (②); remove jammed papers (③).



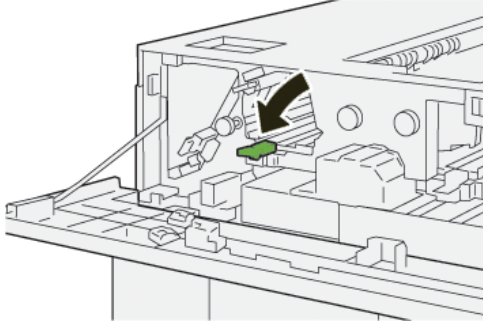
3. Return lever **1b** to its original position.



4. Open lever **2b** upward (①) and turn knob **2c** counterclockwise (②); remove jammed papers (③).



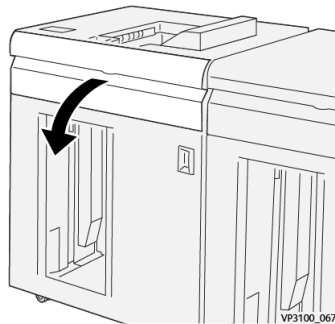
5. Return lever **2b** to its original position.



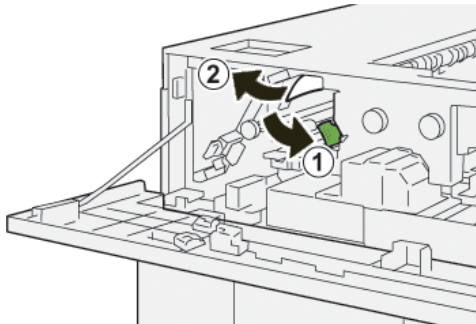
6. Close the HCS top cover.
7. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from HCS Area E4

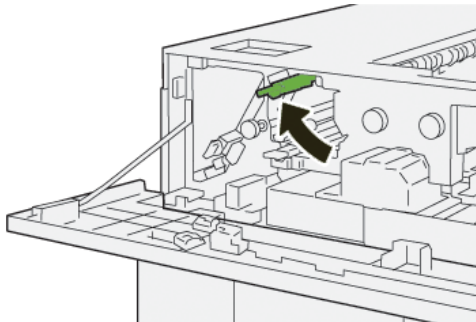
1. Open the HCS top cover.



2. Open lever **2a** downward (①) and remove jammed papers (②).



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



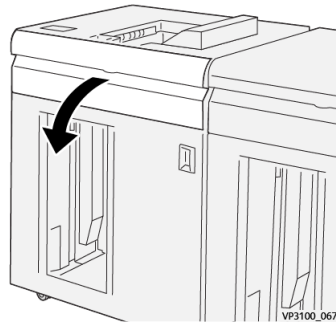
4. Close the HCS top cover.

High Capacity Stacker (HCS)

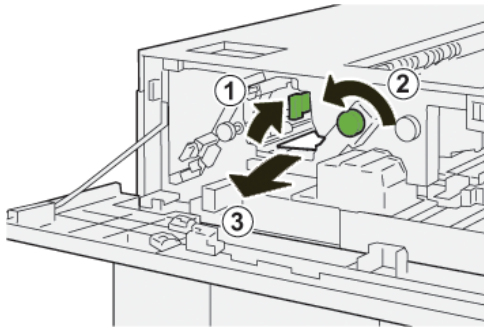
5. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from HCS Area E5

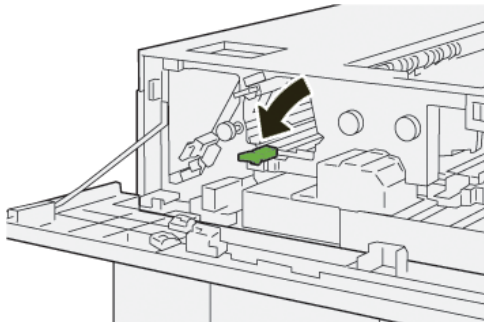
1. Open the HCS top cover.



2. Open lever **2b** upward (①) and turn knob **2c** counterclockwise (②); remove jammed papers (③).



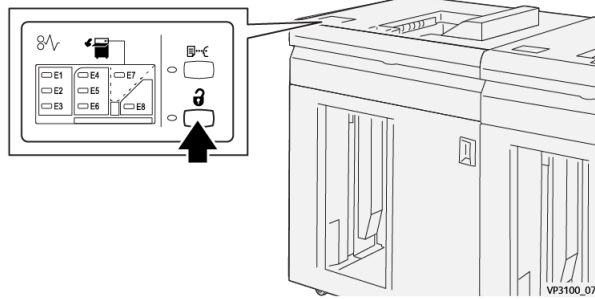
3. Return lever **2b** to its original position.



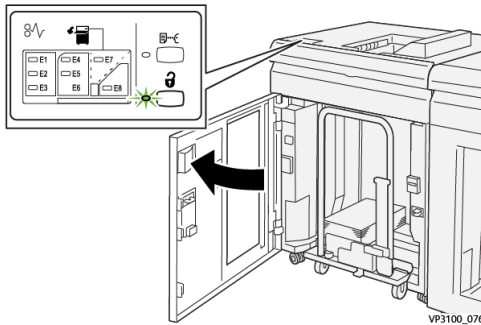
4. Close the HCS top cover.
5. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from HCS Area E6

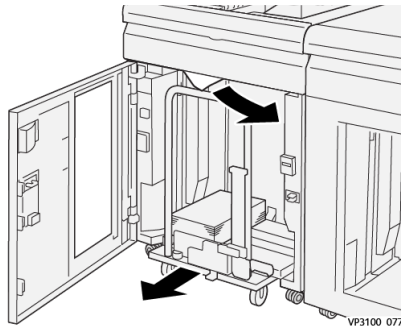
1. Press the **Unload** button.



2. Make sure the HCS front door is unlocked and then open it.



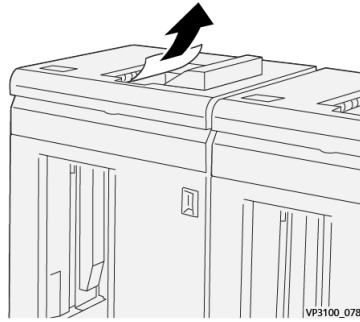
3. Pull out the stacker cart slowly and remove any jammed paper.



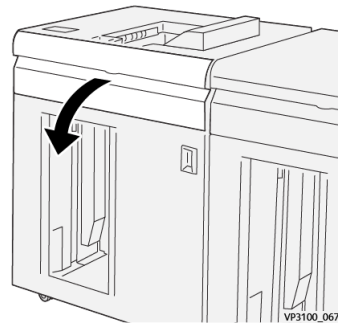
4. Push the stacker cart back into its original position.
5. Close the HCS front door.
6. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from HCS Area E7

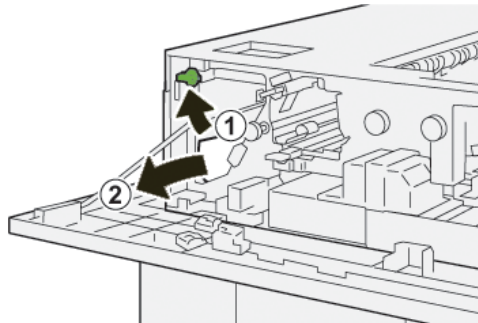
1. Remove any output delivered to the top tray.



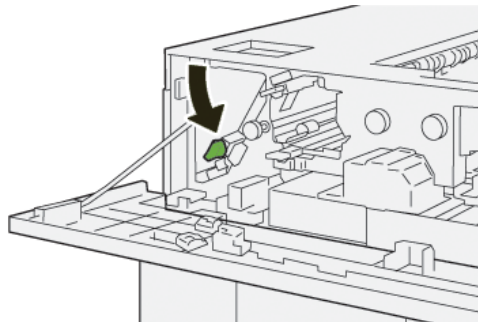
2. Open the HCS top cover.



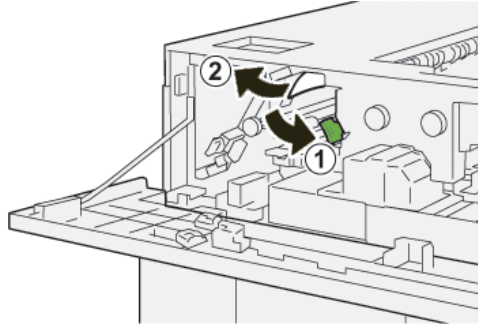
3. Open lever **1b** upward (①) and remove jammed papers (②).



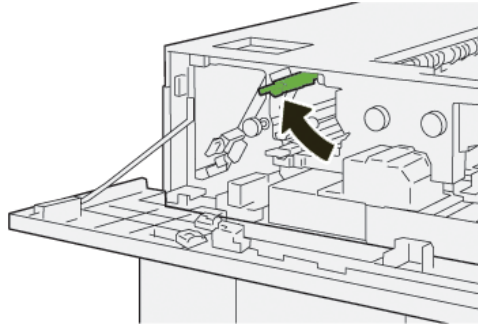
4. Return lever **1b** to its original position.



5. Open lever **2a** downward (①) and remove jammed paper (②).



6. Return lever **2a** to its original position.



7. Close the HCS top cover.
8. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

HCS Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault. The (E) code on the upper-left part of the Fault message displays which error indicator is lit on the HCS control panel (E1–E8).

Note

For information about faults and fault messages, refer to the press *User Guide*, *Troubleshooting* chapter.

HCS Fault Code Information

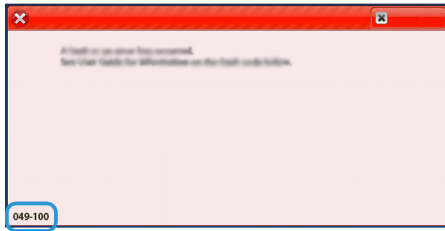
When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

High Capacity Stacker (HCS)

Tip

HCS faults are identified by the codes which start with the three-digit numbers “049.”



Additional HCS Troubleshooting Information

Hints and Tips for Using the HCS

Refer to the following hints and tips when using the HCS:

1. Check the paper in the the applicable HCS 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. To correct the paper curl, use the paper curl correction controls on the top of the Interface Decurler Module (IDM); refer to [IDM Curl Correction](#).
3. If the output has not improved, adjust the paper curl again.
4. If the output still has not improved, call the Customer Support Center.

HCS Specifications

Item	Specification
Tray capacity	Top tray500 sheets
	Stacker tray / cart5,000 sheets
Note The values are based on paper less than 80 g/m ²	

Item	Specification			
Paper size	Top tray	Standard size	Minimum	Postcard 4 x 6 in. 100 x 148 mm
			Maximum	13 x 19 in. A3
		Custom size	Height	3.9–13 in. 98.0–330.2 mm
			Width	6–26 in. 148.0–660.4 mm
	Stacker tray / cart	Standard size	Minimum	JIS BS
			Maximum	13 x 19 in. A3
		Custom size	Height	8–13 in. 203.0–330.2 mm
			Width	7.2–19.2 in. 182.0–488.0 mm
Paper weight	Top Tray	52–350 g/m ²		
	Stacker tray / cart	52–300 g/m ²		

HCS Media Guidelines

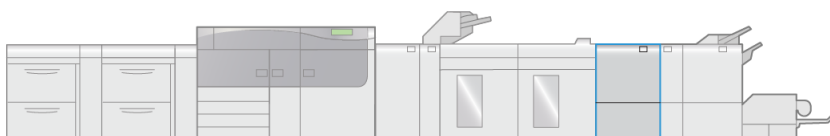
- Stacker tray / cart accepts 52-350 g/m² (either coated or uncoated stock) with the possibility of degraded stock quality and increased jam rate for stocks that are heavier than 300 gsm.
- Transparencies may be run to either the top tray or the stacker tray / cart. Stack height should be limited to 100 transparencies.
- Coated paper lighter than 100 g/m² may not run as reliably as coated paper heavier than 100 g/m².
- 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)

Two-Sided Trimmer

Note

This optional finishing device requires the Interface Decurler Module.

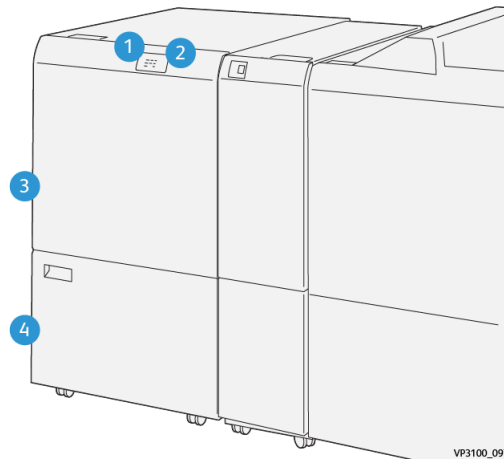


VP3100_006

The Two-Sided Trimmer is an optional finishing device that provides trimming on two sides of the output.

- Trims 0.24–0.99 in. (6–25 mm from) the top and bottom of prints or booklets to produce an even edge.
- When paired with the SquareFold® Trimmer, all sides of booklets are trimmed except the binding, which enables full-bleed booklets; for information, refer to [SquareFold Trimmer](#).
- Trims paper sizes 7.2 x 10.1 in. (182 x 257 mm) to 13 x 19.2 in. (330 x 488 mm).
- Handles uncoated paper 52–350 gsm or coated paper 106–350 gsm.

Two-Sided Trimmer Components



Number	Component	Description
1	Paper jam / error indicator	This indicator lights when a paper jam occurs. If the indicator is blinking, you must clear the paper jam before printing can resume.
2	Trimmer Waste Container Full indicator	This indicators lights when it is time to empty the Trimmer Waste Container and blinks when the container is full.
3	Upper cover	Open this cover to clear paper jams.
4	Lower cover	Open this cover to empty the Trimmer Waste Container.

Two-Sided Trimmer Maintenance

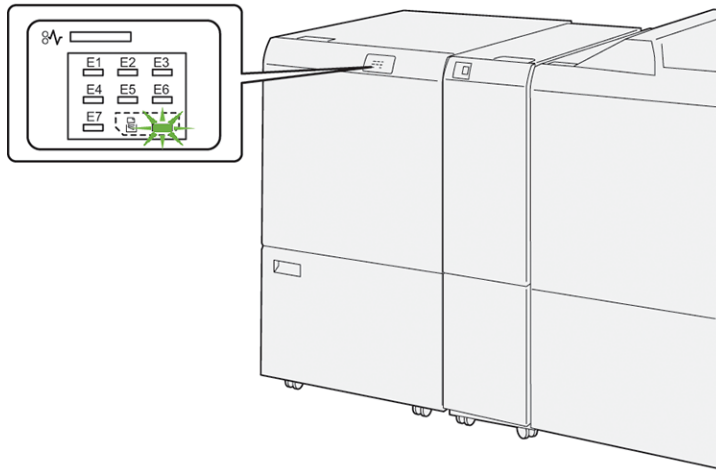
Emptying the Two-Sided Trimmer Waste Container

When the trimmer waste container is nearing the full condition, an indicator lights on the top of the Two-Sided Trimmer.

Note

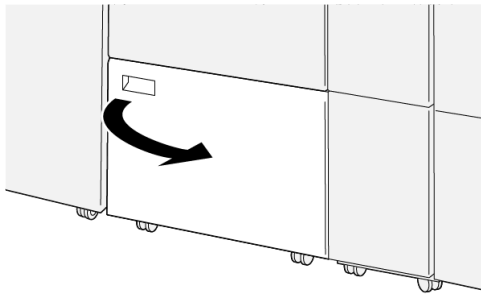
The waste container may be emptied before it reaches its full condition, and it may be emptied while the printer is running.

Once the waste container reaches the full condition, the indicator changes from a steady lighted condition to blinking, and a message displays on the press indicating the waste container is full.



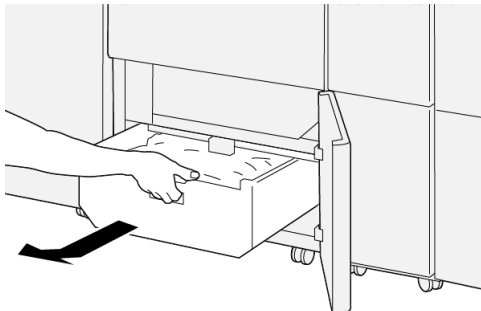
Perform the following steps to empty the trimmer waste container.

1. Open the **lower cover** of the Two-Sided Trimmer.



VP3100_088

2. Pull out and remove the waste container.



VP3100_090

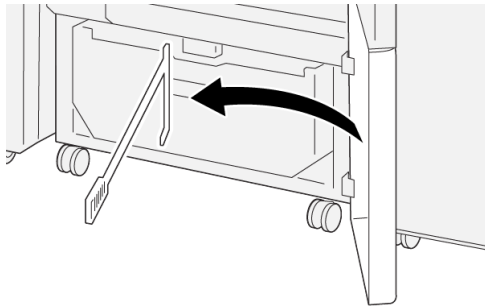
3. Discard all waste.

Important

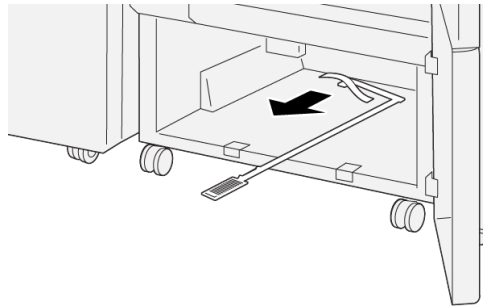
Ensure that the waste container is empty. If waste or debris remains in the container, the trimmer may malfunction.

Two-Sided Trimmer

4. To ensure that all waste / debris is removed, especially beneath the frame that is located behind the container, use the poker to remove any remaining waste from inside the trimmer.

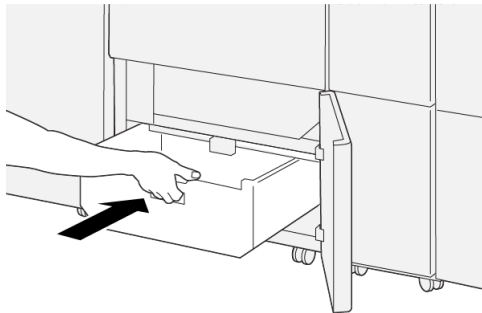


VP3100_091



VP3100_099

5. Return the poker to its original position on the inside of the lower cover.
6. Reinsert the waste container and push it in fully.

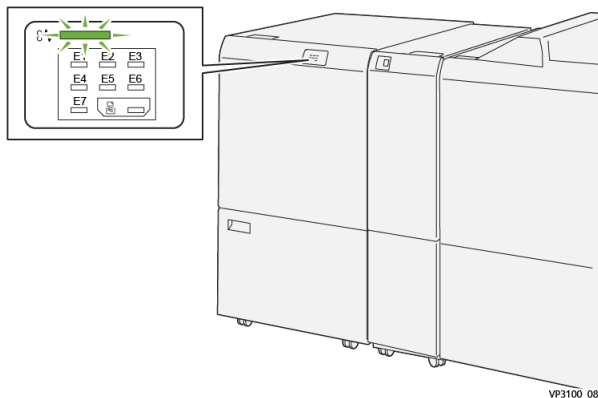


VP3100_089

7. Close the lower cover.

Two-Sided Trimmer Troubleshooting

Two-Sided Trimmer Paper Jams



VP3100_086

The following occurs when there is a fault, such as paper jams, open doors or covers, or a press malfunction:

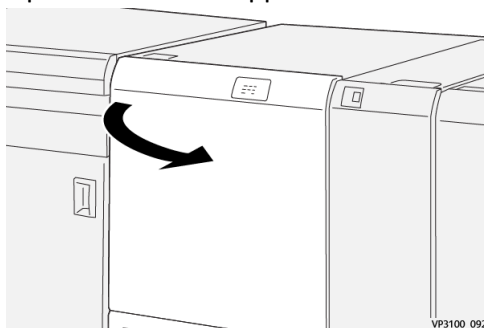
- The press stops running and an fault message displays on the press touch screen.
- The message includes a graphical illustration showing the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams may occur in multiple areas of the press and any optional devices connected to the press. When this happens, the graphical illustration changes to show the multiple locations and the required corrective actions.
- Additionally, if a fault occurs with an optional device, an indicator lights on that device's control panel and shows the corresponding area on the device where the fault occurred.

Always refer to the following information when clearing paper jams:

- Do not power off the press when removing paper jams.
- Paper jams can be removed with the press still powered on. When the power is turned off, all information stored to the system's memory will be erased.
- Clear all paper jams before resuming print jobs.
- Do not touch components inside the press. This can cause print defects.
- Ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with print jobs.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- After removing paper jams, close all doors and covers. The press cannot print when doors or covers are open.
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to display on the press touch screen. To clear any remaining jams, refer to the press touch screen for instructions and information.

Clearing Paper Jams from Trimmer Area E1

1. Open the trimmer upper cover.

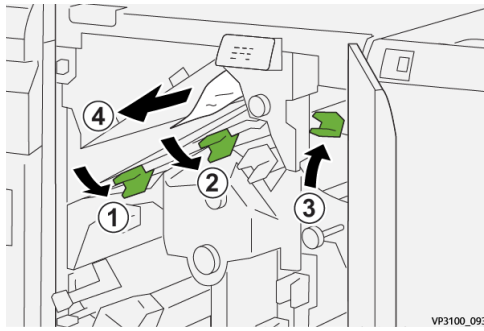


2. Open lever **1a** downward (①), lever **1b** downward (②) and lever **1d** upward (③). Remove jammed paper (④).

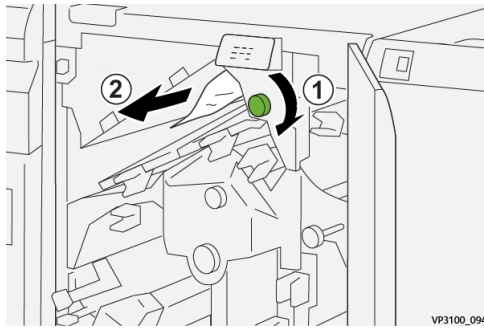
Note

Check behind the upper cover for any hidden jammed paper.

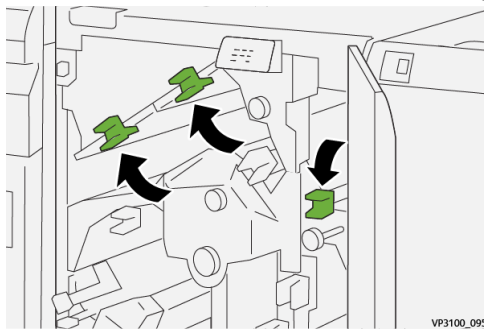
Two-Sided Trimmer



3. If you have difficulty removing any paper jams, rotate knob **1c** clockwise (①), and remove the jammed paper (②).



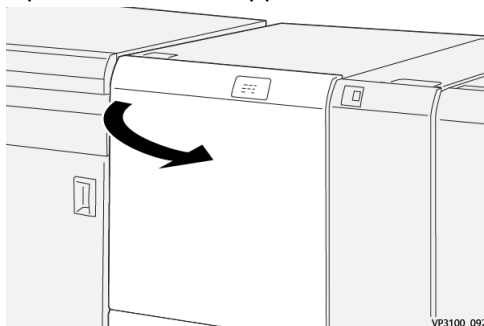
4. Return levers **1a**, **1b** and **1d** to their original positions.



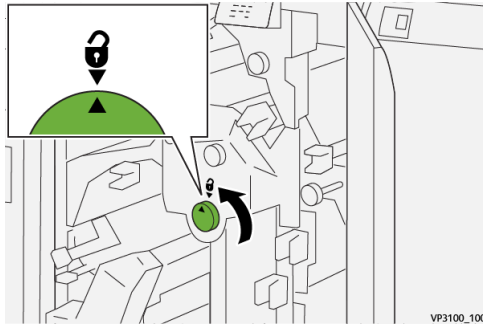
5. Close the trimmer upper cover.
6. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from Trimmer Area E2

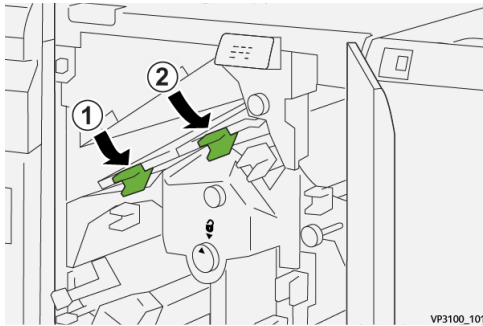
1. Open the trimmer upper cover.



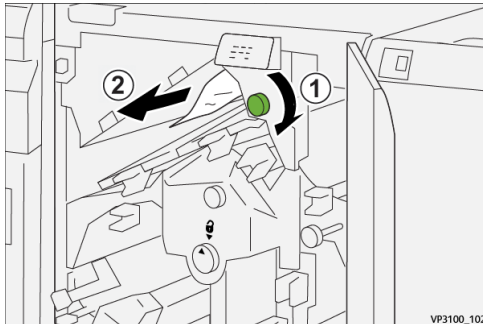
2. Rotate knob **2** counterclockwise to align the mark on the knob with the unlock position (a mark resembling an open padlock).



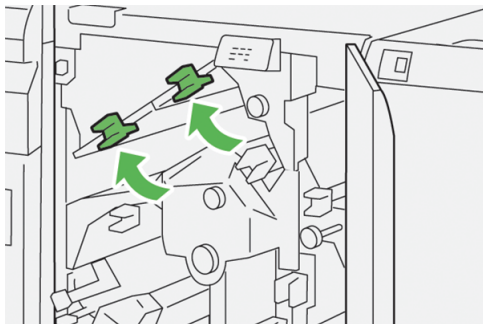
3. Open lever **1a** downward (①) and lever **1b** downward (②).



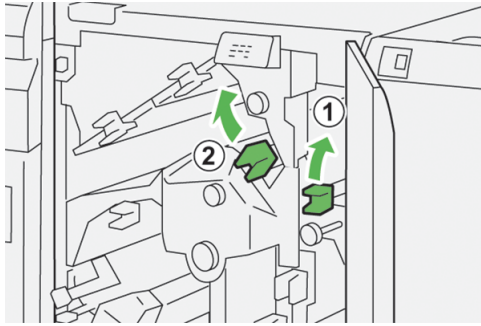
4. Turn knob **1c** clockwise (①) and remove jammed papers (②).



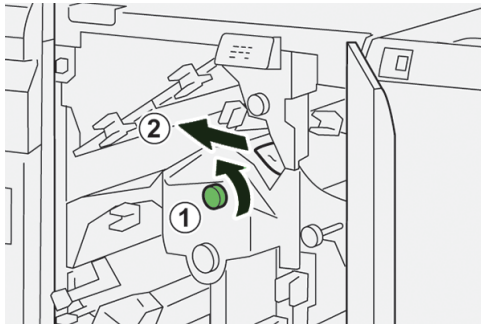
5. Return levers **1a** and **1b** to their original positions.



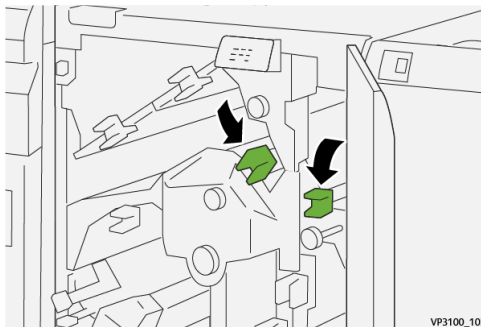
6. If you have difficulty removing any paper jams, open lever **1d** upward (①) and lever **2a** to the left (②).



7. Rotate knob **2b** counterclockwise (①) and remove jammed papers (②).



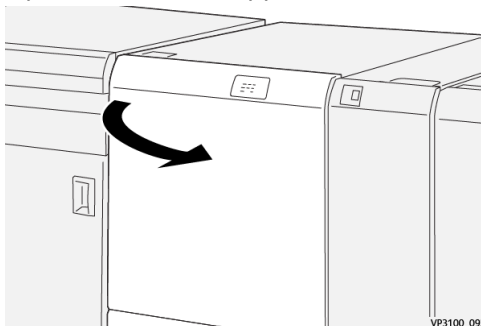
8. Return levers **1d** and **2a** to their original positions.



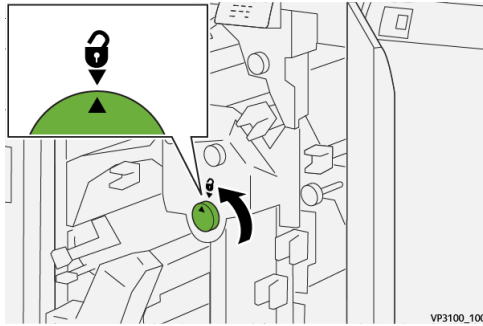
9. Close the trimmer upper cover.
10. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from Trimmer Area E3

1. Open the trimmer upper cover.



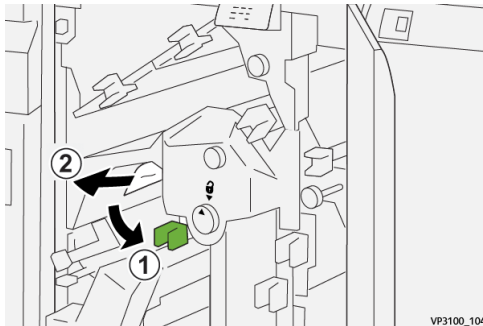
2. Rotate knob 2 counterclockwise to align the mark on the knob with the unlock position (a mark resembling an open padlock).



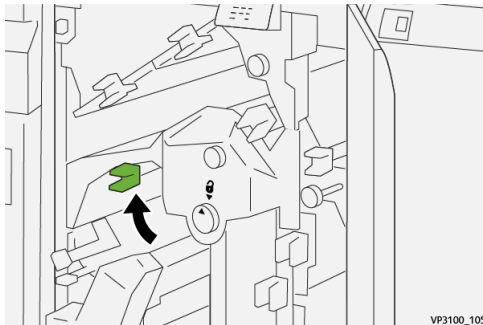
3. Open lever 2c downward (①) and remove jammed paper (②).

Note

Check behind the upper cover for any hidden jammed paper.



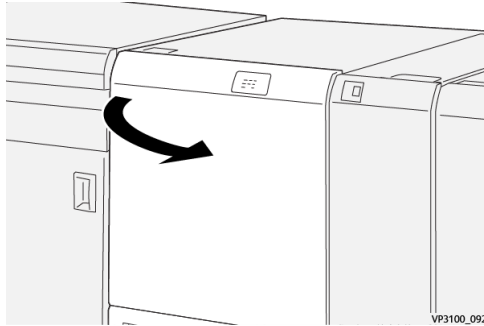
4. Return lever 2c to its original position.



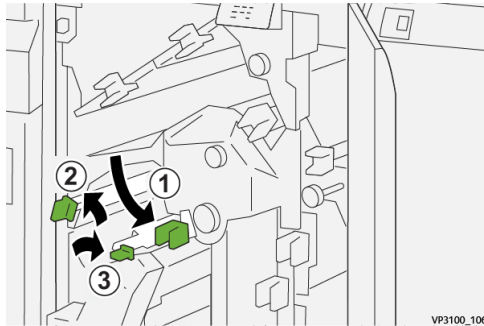
5. Close the trimmer upper cover.
6. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from Trimmer Area E4

1. Open the trimmer upper cover.



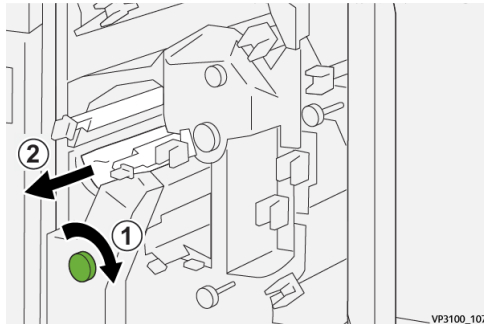
2. Open lever 2c downward (①), lever 2d upward (②) and lever 2e to the right (③).



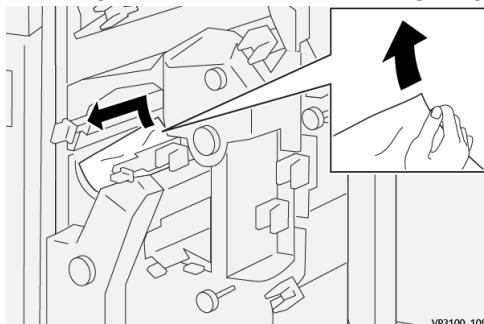
3. Rotate knob 2f clockwise (①) and remove jammed paper (②).

Note

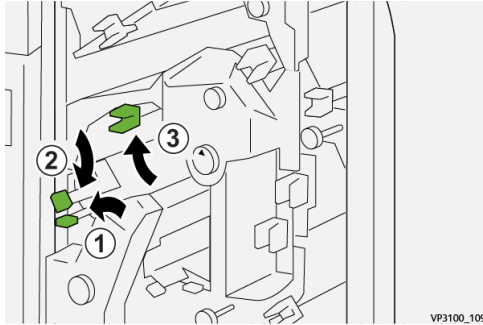
Grasp the lead edge of the jammed sheet, and gently pull out the sheet to remove it.



4. If you have difficulty removing the jammed sheet, grasp the top edge at the inner-right side of the sheet, and gently pull out the sheet to remove it.



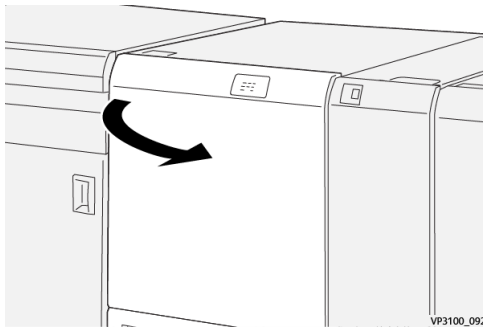
5. Return levers **2e** (①), **2d** (②) and **2c** (③) to their original positions.



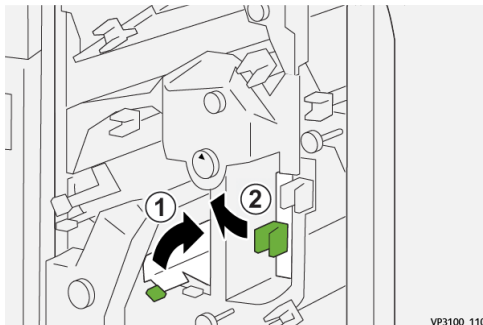
6. Close the trimmer upper cover.
 7. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from Trimmer Area E5

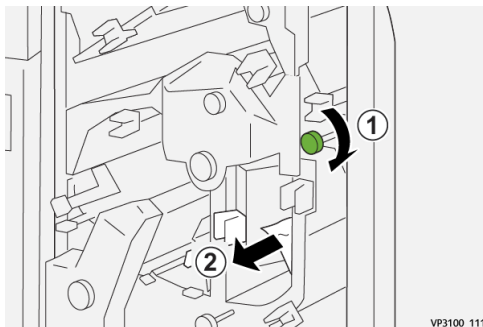
1. Open the trimmer upper cover.



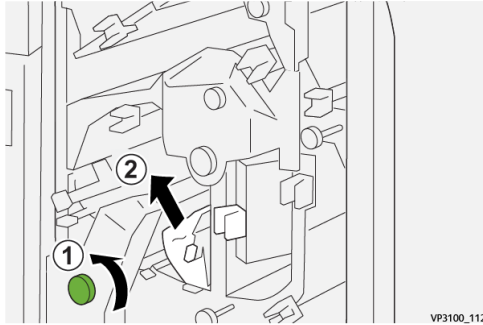
2. Open lever **3a** to the right (①), lever **3b** to the left (②).



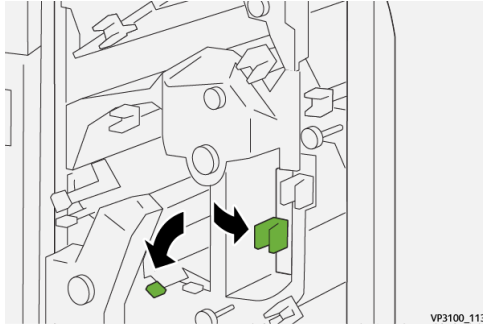
3. Rotate knob **3c** clockwise (①) and remove jammed paper (②).



4. Rotate knob **2f** counterclockwise (①) and remove jammed paper (②).



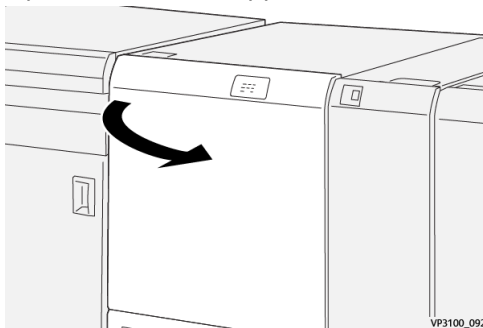
5. Return levers **3a** and **3b** to their original positions.



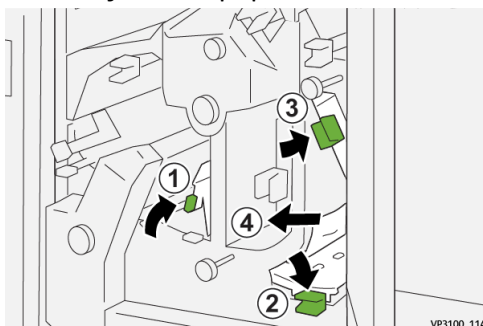
6. Close the trimmer upper cover.
7. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from Trimmer Area E6

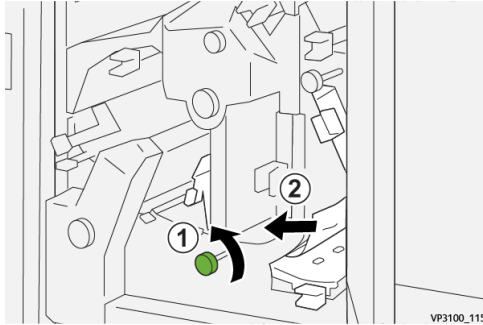
1. Open the trimmer upper cover.



2. Open lever **3a** to the right (①), lever **4b** downward (②) and lever **4c** to the right (③). Remove jammed paper (④).



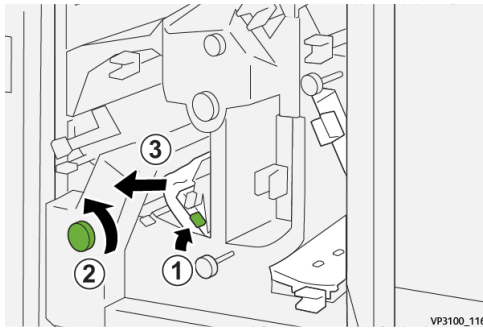
3. Rotate knob **4d** counterclockwise (①) and remove jammed paper (②).



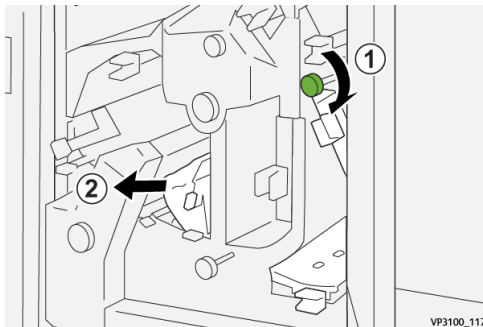
4. Open lever **4a** to the right (①) and rotate knob **2f** counterclockwise (②). Remove jammed paper (③).

Note

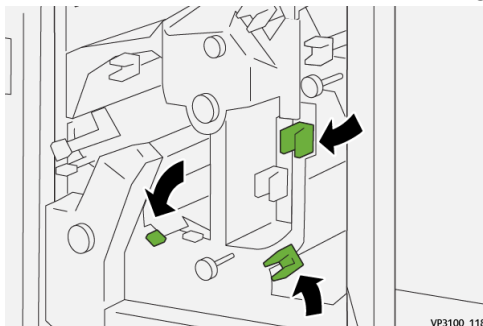
Hold lever **4a** while rotating knob **2f**.



5. Rotate knob **3c** clockwise (①) and remove jammed paper (②).



6. Return levers **3a**, **4b** and **4c** to their original positions.

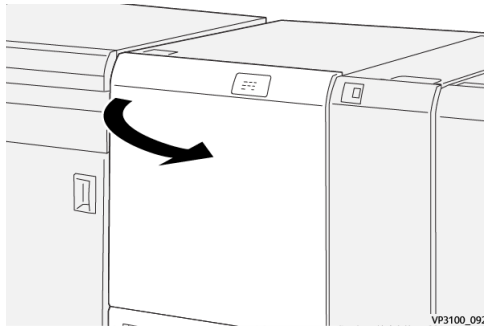


7. Close the trimmer upper cover.

8. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from Trimmer Area E7

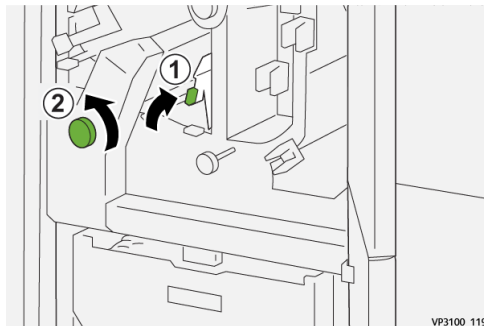
1. Open the trimmer upper cover.



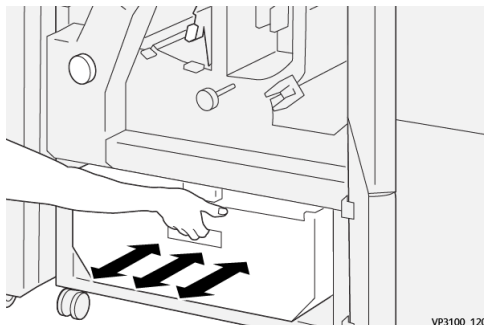
2. Open lever 3a to the right (①) and rotate knob 2f counterclockwise (②).

Note

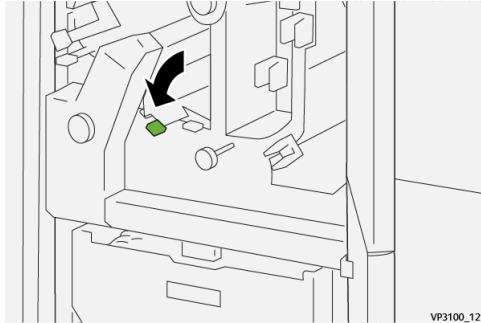
Rotate the knob five times or more.



3. Pull out and push in the trimmer waste container continuously for three times or more.

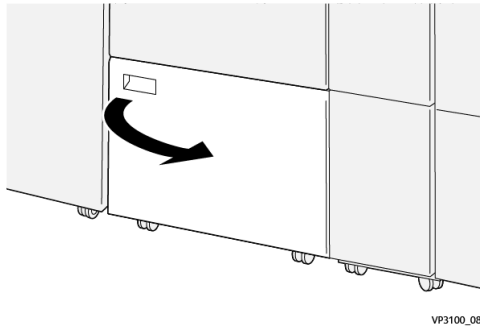


4. Return lever **3a** to its original position.

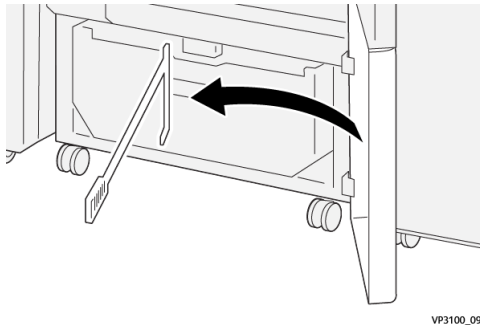


5. If indicator **E7** remains lit, perform the following steps:

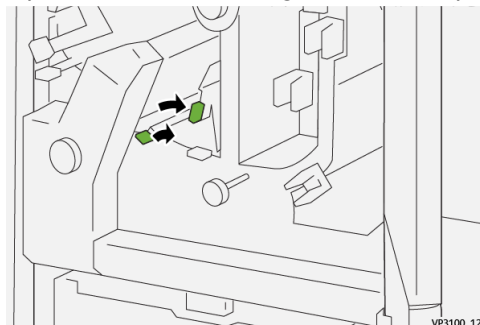
- a) Open the **lower cover**.



- b) Remove the supplied poker (stick) from its location inside the lower cover.

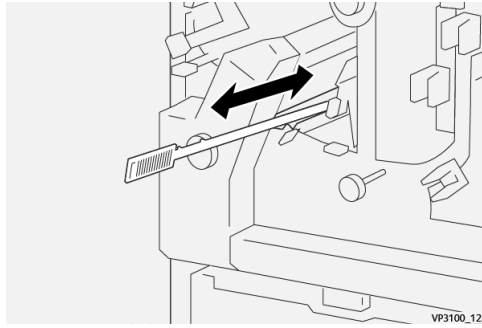


- c) Open lever **3a** to the right (①) and open lever **3d** to the right (②).

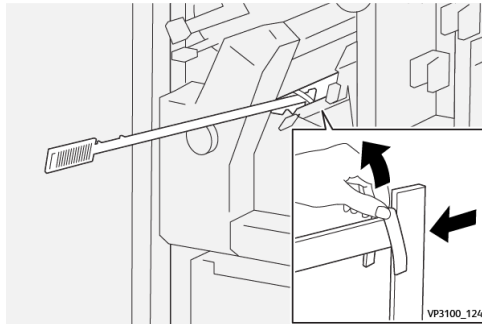


Two-Sided Trimmer

- d) Use the poker to sweep any remaining waste or debris from inside the trimmer into the trimmer waste container.



- e) If you have difficulty sweeping waste into the trimmer waste container, use the poker to gather waste, and then remove the waste by hand.



- f) Return levers **3a** and **3d** to their original positions.
6. To ensure that all waste / debris is removed, especially beneath the frame that is located behind the container, use the poker to remove any remaining waste from inside the trimmer.
- Note**
- For information, refer to [Emptying the Trimmer Waste Container](#).
7. Close the trimmer upper and lower covers.
8. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Two-Sided Trimmer Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault. The (E) code on the upper-left part of the Fault message displays which error indicator is lit on the Two-Sided Trimmer indicator panel (E1–E7).

Note

For information about faults and fault messages, refer to the press *User Guide*, *Troubleshooting* chapter.

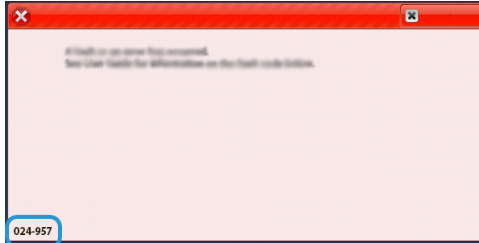
Two-Sided Trimmer Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

Two-Sided Trimmer faults are identified by the codes which start with the three-digit numbers “012,” “013,” “014,” “024,” and “028.”



Two-Sided Trimmer Specifications

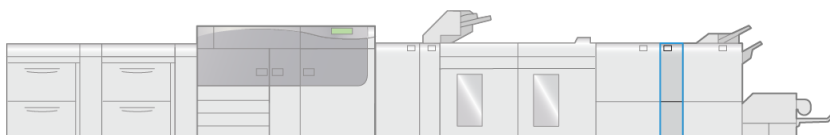
Item	Specification			
Two-sided Trim	Paper size	Standard size	Minimum	Letter (8.5 x 11 in.) A4
			Maximum	13 x 19 in. A3
		Custom size	Height	7.7–13 in. 194.0–330.2 mm
			Width	8.26–19.2 in. 10.0–488.0 mm
	Paper weight	Uncoated		52–350 g/m ²
		Coated		106–350g/m ²
	Trimming size	0.24–0.99 in. 6–25 mm		
		Note Setting a head-to-toe trimming area size of 0.275 in. / 7 mm or less may cause damage of the trimmed edges.		

C/Z Folder

Note

- This optional finishing device requires the Interface Decurler Module.
- The C/Z Folder is available only with one of the optional Production Ready (PR) Finishers.
- For information on these finishers, refer to [Production Ready \(PR\) Finisher / Production Ready \(PR\) Booklet Maker Finisher](#) and [Production Ready \(PR\) Finisher Plus](#)

The C/Z Folder is an optional finishing device which provides C-Fold and Z-Fold output for 8.5 x 11 in. / A4 output and 11 x 17 in. / A3 media.



VP3100_007

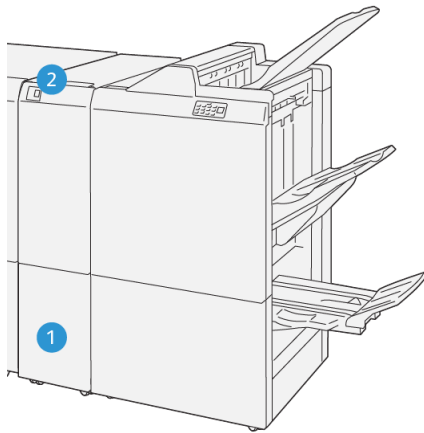
Folded output is produced by selecting the **Fold** feature.

- The **Fold** feature is selected from the print driver (for network print jobs) or from the scanner (for copy / scan jobs; applicable only if the press includes a scanner).
- In order to use the **Fold** feature, the orientation of documents must be short-edge feed (SEF). You must select a tray that contains SEF stock.
- There are three types of folds available: C-Fold, Z-Fold, and Z-Fold Half-Sheet.

C/Z Folder Components

Note

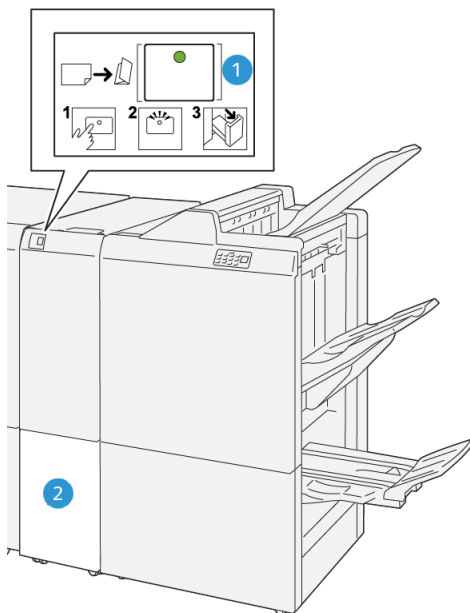
For detailed information about the **Fold Adjustment** feature, refer to the *Stock Library Manager Help* on your print server for “Fold Adjustment Profiles.”



VP3100_125

Number	Component	Description
1	Trifold output tray	Receives output sheets.
2	Trifold output tray button	Press this button to open the trifold output tray.

Trifold Output



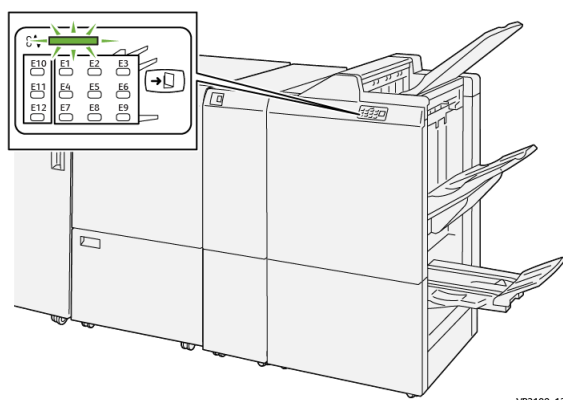
VP3100_126

Number	Component	Description
1	Trifold output tray button	When you press the button, the indicator flashes. When the trifold output tray is unlocked, and the indicator shows a steady light on (no blinking), pull out the trifold output tray.

Number	Component	Description
2	Trifold output tray	C-Fold or Z-Fold jobs are delivered to this tray only. Note C/Z Fold jobs cannot be delivered to any other tray.

C/Z Folder Troubleshooting

C/Z Folder Paper Jams



- The press stops running and an fault message displays on the press touch screen.
- The message includes a graphical illustration showing the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams may occur in multiple areas of the press and any optional devices connected to the press. When this happens, the graphical illustration changes to show the multiple locations and the required corrective actions.
- Additionally, if a fault occurs with the C/Z Folder, an indicator lights on the PR Finisher's control panel and shows the corresponding area on the C/Z Folder where the fault occurred.

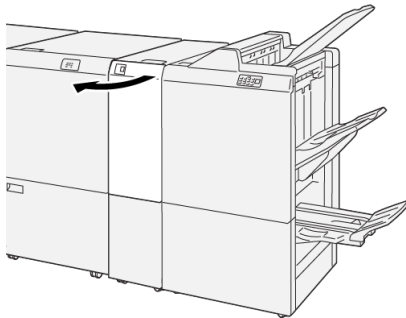
Always refer to the following information when clearing paper jams:

- Do not power off the press when removing paper jams.
- Paper jams can be removed with the press still powered on. When the power is turned off, all information stored to the system's memory will be erased.
- Clear all paper jams before resuming print jobs.
- Do not touch components inside the press. This can cause print defects.
- Ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with print jobs.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- After removing paper jams, close all doors and covers. The press cannot print when doors or covers are open.

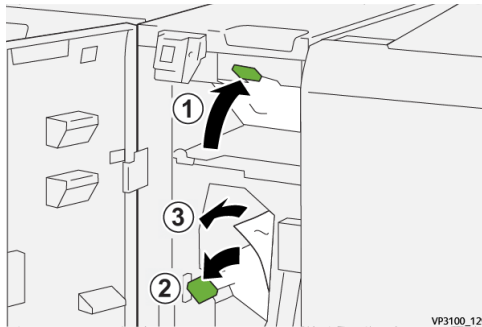
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to display on the press touch screen. To clear any remaining jams, refer to the press touch screen for instructions and information.

Clearing Paper Jams from Folder Area E10

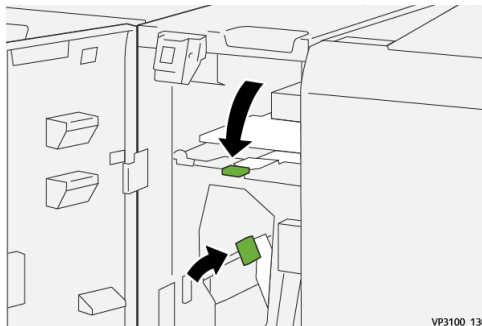
1. Open the folder front cover.



2. Open lever 2a upward (①) and lever 2b to the left (②). Remove jammed paper (③).



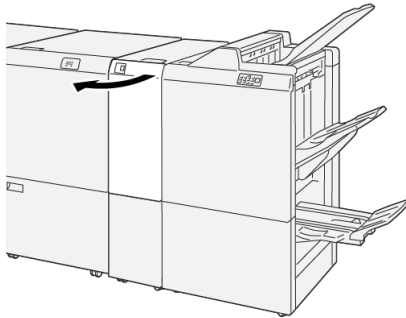
3. Return levers 2a and 2b to their original positions.



4. Close the folder front cover.
5. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

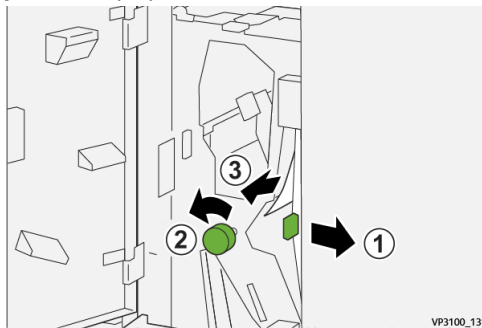
Clearing Paper Jams from Folder Area E11

1. Open the folder front cover.



VP3100_138

2. Open lever **2g** to the right (①) and rotate knob **2c** counterclockwise (②). Remove jammed paper (③).



VP3100_131

3. Return lever **2g** to its original position.

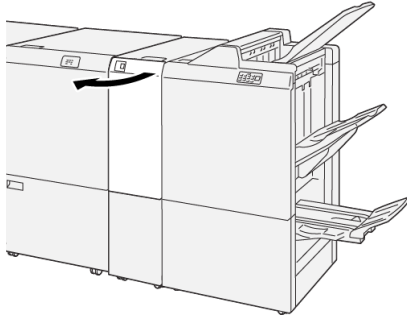


VP3100_132

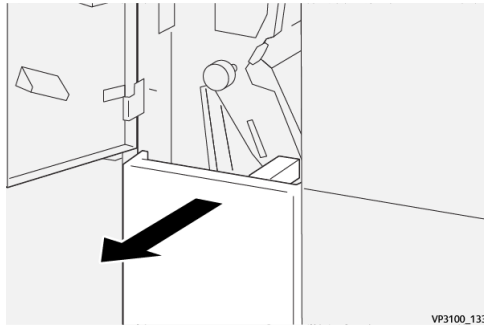
4. Close the folder front cover.
5. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from Folder Area E12

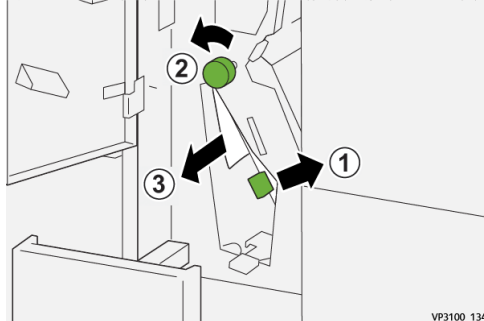
1. Open the folder front cover.



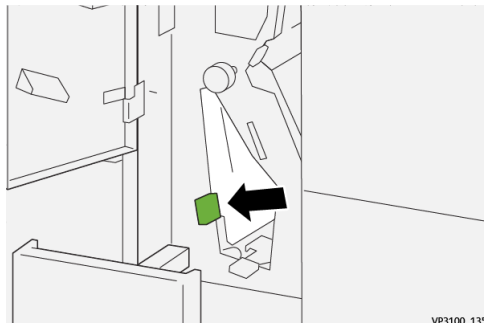
2. Pull open the trifold output tray 2d.



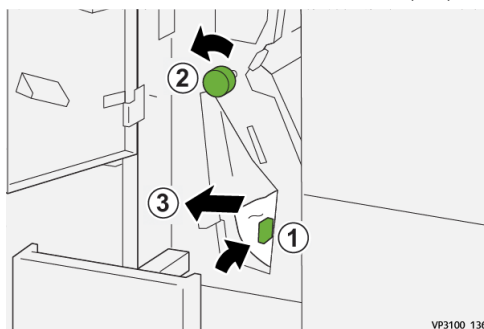
3. Open lever 2e to the right (①) and rotate knob 2c counterclockwise (②). Remove jammed paper (③).



4. Return lever 2e to its original position.



5. If you have difficulty removing any paper jams, open lever **2f** to the right (①) and rotate knob **2c** counterclockwise (②). Remove jammed paper (③).



6. Return lever **2f** to its original position.



7. Close the trifold output tray **2d** by pushing it in completely.



8. Close the folder front cover.
9. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

C/Z Folder Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault. The **(E)** code on the upper-left part of the Fault message displays which error indicator is lit on the C/Z Folder indicator panel (E1–E7).

Note

For information about faults and fault messages, refer to the press *User Guide*, *Troubleshooting* chapter.

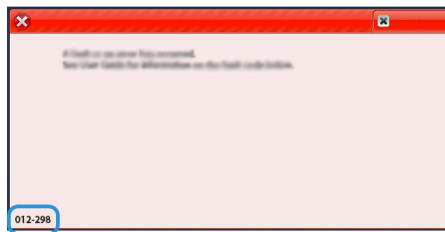
C/Z Folder Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

C/Z Folder faults are identified by the codes which start with the three-digit numbers “012” and “013.”

**C/Z Folder Specifications**

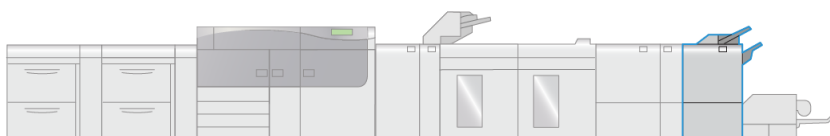
Item	Specification	
Z-Fold Half Sheet	Paper size	11 x 17 in. (Tabloid) A3 JIS B4
	Paper weight	60 - 90 g/m ² (Uncoated)
Tri-fold (C or Z)	Paper size	8.5 x 11 in. (Letter) A4
	Paper weight	60 - 90 g/m ² (Uncoated)
Tray capacity	30 sheets Note Values are based on Colotech+90.	

8

Production Ready (PR) Finisher / Production Ready (PR) Booklet Maker Finisher

Note

These optional finishing devices require the Interface Decurler Module.



VP3100_008

Note

Throughout this section, the PR Finisher and PR Booklet Maker Finisher are referred to simply as the “Finisher.” Any differences between the two finishers are distinguished by using the specific finisher name.

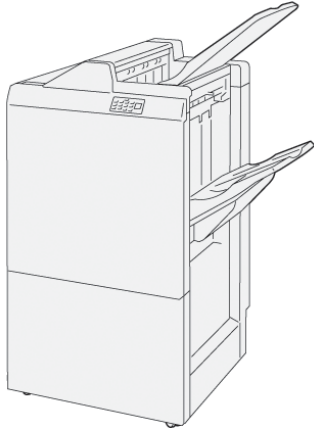
The Production Ready (PR) Finisher and Production Ready (PR) Booklet Maker Finisher provide the following capabilities:

- Handling media that is smaller than 5.83 x 8.27 in. / A5.
- Stapling a maximum of 35 pages of coated stock.
- Handling large-sized paper (maximum size of 13 x 19.2 in. / 330.2 x 488 mm).

Note

The optional C/Z Folder is available for both finishers.

PR Finisher

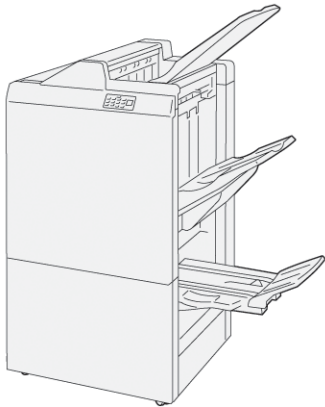


The PR Finisher consists of:

- Two output trays: Top Tray and Stacker Tray
- Stapler
- Optional Basic Punch

PR Booklet Maker Finisher

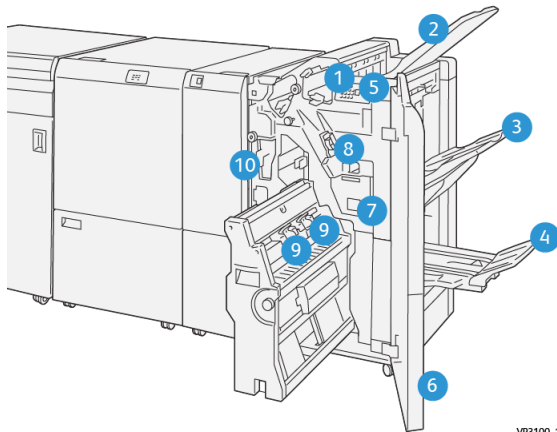
The Production Ready (PR) Booklet Maker Finisher provides all the same features as the PR Finisher plus it automatically creates saddle-stitched booklets of up to 25 sheets and bi-folding (also called single-folding).



The PR Finisher consists of:

- Three output trays: Top Tray, Stacker Tray, Booklet Output Tray
- Booklet Maker Unit
- Stapler
- Optional Basic Punch

Finisher Components



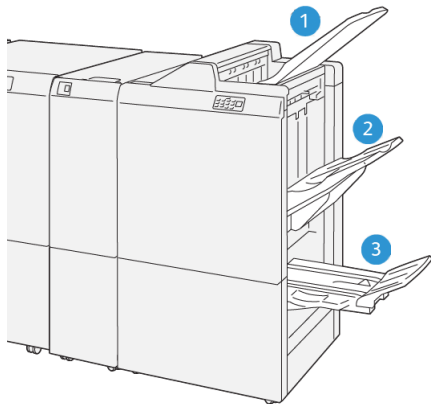
VP3100_140

- | | |
|--------------------------------|---|
| 1. Paper Jam / Error Indicator | 6. Front Cover |
| 2. Top Tray | 7. Staple Waste Container |
| 3. Stacker Tray | 8. Basic Staple Cartridge for Side Stitch |
| 4. Booklet Tray* | 9. Two Booklet Staple Cartridges for Saddle Stitch* |
| 5. Booklet Output Button* | 10. Hole Punch Waste Container |

Note

* Available only with the PR Booklet Maker Finisher.

Finisher Output Trays



VP3100_141

- | | |
|-----------------|------------------|
| 1. Top tray | 3. Booklet tray* |
| 2. Stacker tray | |

*Available only with the PR Booklet Maker Finisher.

Top Tray

If output sheets are not fully ejected, this causes the press to detect a “Paper Full” condition. If this condition is detected frequently, change the angle of the top tray.

Refer to the following guidelines for changing the top tray angle:

- For normal usage, keep the tray in its lower, default position.

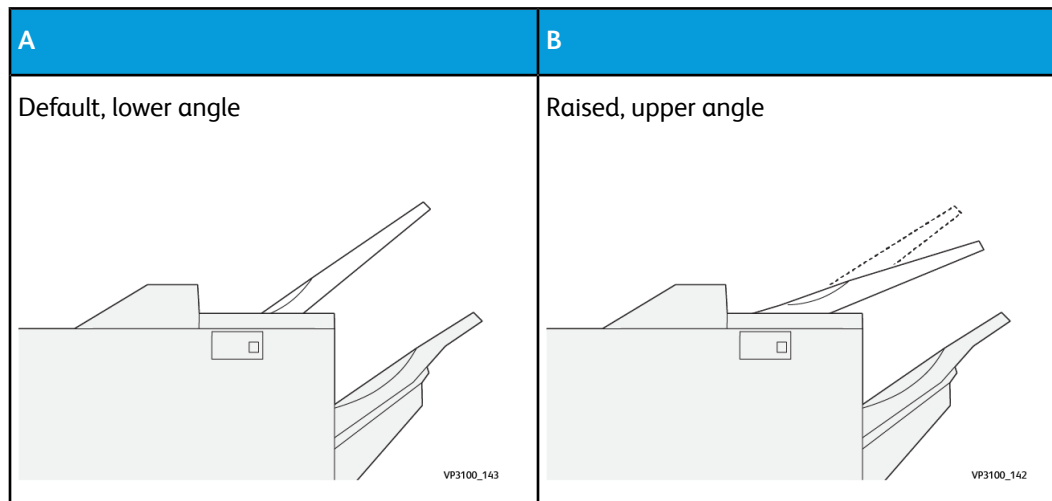
Important

Continual usage of the tray in the upper position, may cause paper jams or output sheets to fall from the tray upon delivery.

- When using the following paper types, change the angle of the tray to its upper position. These paper types may cause frequent “Paper Full” conditions:
 - Light-weight (106 g/m^2 or lighter) coated paper
 - Coated paper whose edges are 364 mm or longer
 - Long paper

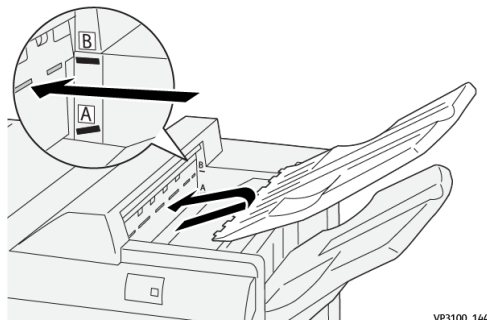
Note

If sheets are curled, changing the tray angle has no effect.



To change the angle of the tray:

1. Pull the top tray from the lower seating (A) by pulling it toward the right.
2. Insert the clutches at the lead edge of the tray into upper seating (B).



Stacker Tray

Side stitch jobs are delivered to this tray only.

Note

Delivering 2,000 or more sheets to this tray with excessive downward curl may cause the output stack to fall out of the tray. If this happens, set the curl correction level on the Interface Decurler Module to its **lowest** level, and set curl correction on the Inserter setting to **downward**. For information, refer to [Paper Curl Correction with the PR Finishers](#).

Booklet Tray

Note

The booklet tray is attached to PR Booklet Maker Finisher. However, if the SquareFold Trimmer is installed, the booklet tray is attached to SquareFold Trimmer.

Bi-Fold and Bi-Fold with Saddle Stitch jobs are delivered to this tray only.

Paper Curl Correction with the PR Finishers

If sheets are curled when delivered any of the finisher trays, refer to the following information:

- Printing on 5.83 × 8.27 in., A5, LEF paper with upward curl may cause paper jams. If this occurs, set the curl correction level on the Interface Decurler Module to its **highest** setting, and on the Inserter, set it to **upward**.
- Printing on heavyweight paper with downward curl may cause paper jams. If this occurs, set the curl correction level on the Interface Decurler Module to its **lowest** setting, and on the Inserter, set it to **downward**.
- Printing on paper weighing 157 g/m² or heavier with up curl may cause paper jams. If this occurs, set the curl correction level on the Interface Decurler Module to its **highest** setting, and on the Inserter, set it to **upward**.

For more information about the paper curl correction features, refer to [IDM Curl Correction Modes and Functions](#) and [Inserter Control Panel](#).

Bi-Fold Feature (PR Booklet Maker Finisher Only)

Note

The Bi-Fold feature is available only with the PR Booklet Maker Finisher.

- In order to use the Bi-Fold feature, the orientation of documents must be short-edge feed (SEF). You must select a tray that contains SEF stock.
- The Bi-Fold feature is selected from the print driver (for network print jobs) or from the scanner (for copy / scan jobs; applicable only if the press is a combination copier and printer).
- Bi-Fold is sometimes referred to as “Single Fold.”

Important

The C-Fold and Z-Fold options are available only with the C/Z Folder; for more information on this device, refer to the section entitled [C/Z Folder](#).

A Bi-Fold (Single Fold) has one fold which creates two panels to the output.



There are three Bi-Fold options available:

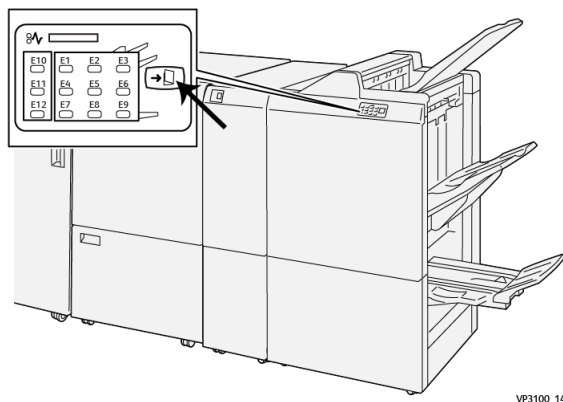
- Bi-Fold Single Sheet
- Bi-Fold Multiple Sheets
- Bi-Fold Multiple Sheets Stapled

Note

For detailed information about fold types and the **Fold Adjustment** feature, refer to the *Stock Library Manager Help on your print server for "Fold Adjustment Profiles."*

Booklet Output Button

Press this button to remove finished booklets from the finisher.



Note

If the SquareFold Trimmer is installed, pressing this button moves the booklets to the booklet tray installed on SquareFold Trimmer.

Finisher Maintenance

Finisher Consumable Supplies

Xerox supplies, including staples, staple cartridges, and staple waste containers can be ordered from Xerox by going to 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 for the latest Customer Replaceable Units (CRUs) part numbers.

Store supply items and Xerox parts in their original packages in a convenient location.

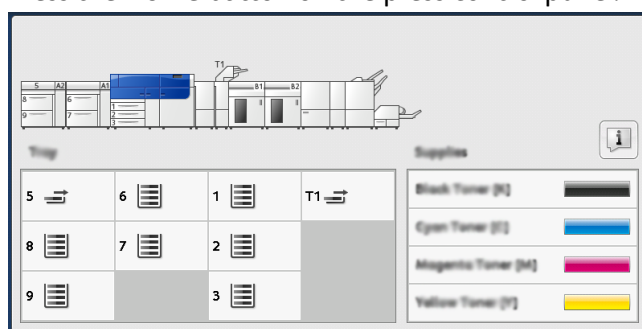
Supply Item	Supply Unit Shipped with finisher/Reorder Quantity
Staple Cartridge and Staple Waste Container (for the PR Finisher, the PR Booklet Maker Finisher, and the PR Finisher Plus)	4 staple cartridges (5,000 staples per cartridge) and 1 staple waste container per carton
PR Booklet Maker Finisher Staple Cartridge	4 pack: 5,000 staple refills each


Checking the Status of Finisher Consumables

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

To check the status of your consumables:

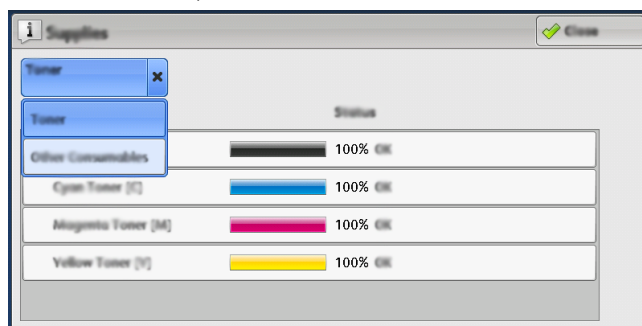
1. Press the **Home** button on the press control panel.



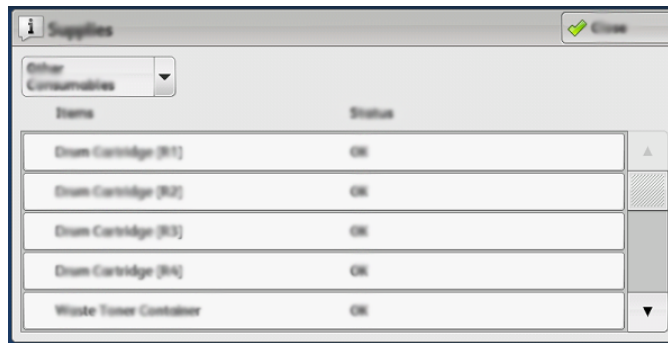
2. To display more information about supplies and their status, touch the **Information** button .

The Supplies screen displays.

3. From the menu, select **Other Consumables** to see the status of other consumables.



The Other Consumables window displays and provides information about the percentage of remaining life for each consumable.



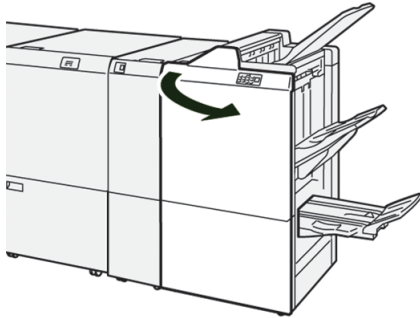
4. Use the up / down arrows to see additional consumables, such as the finisher staples, the staple waste container, and other consumables for any additional optional devices that are configured with the press.

Replacing the Basic Staple Cartridge (for Side Stitching)

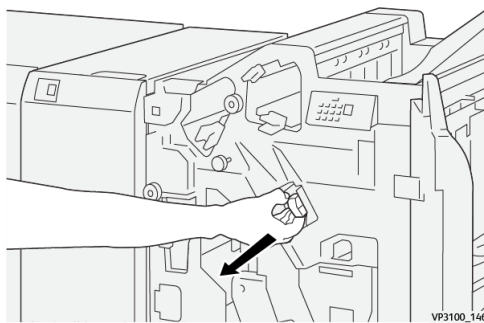
Note

Ensure that the press is not running before performing this procedure.

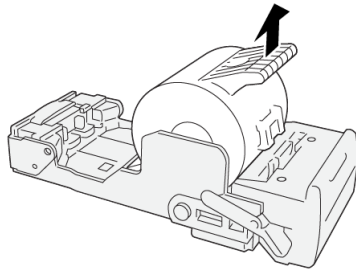
1. Open the finisher front cover.



2. Pull out R1.

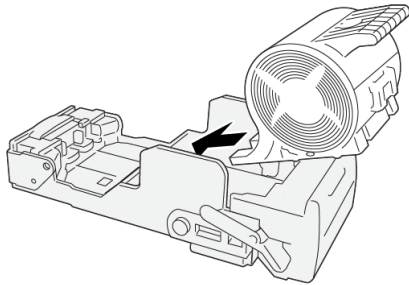


3. Holding the staple cartridge at the position indicated by the arrow, remove it from the unit.



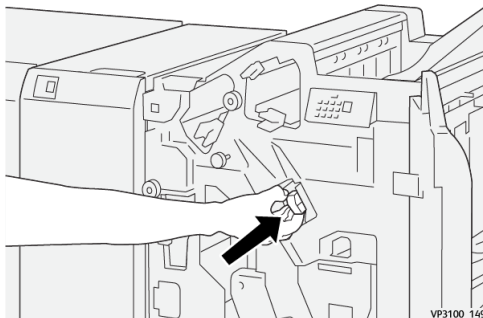
VP3100_147

4. Insert a new staple cartridge into the unit.



VP3100_148

5. Insert the unit to its original position.



VP3100_149

6. Close the finisher front cover.

Replacing the Booklet Staple Cartridge (for Saddle Stitching)

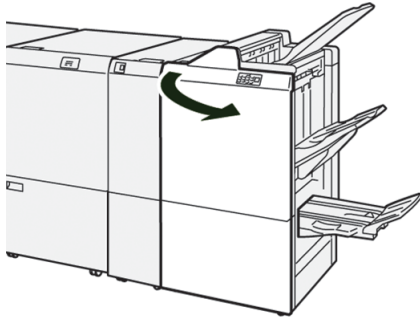
Note

Ensure that the press is not running before performing this procedure.

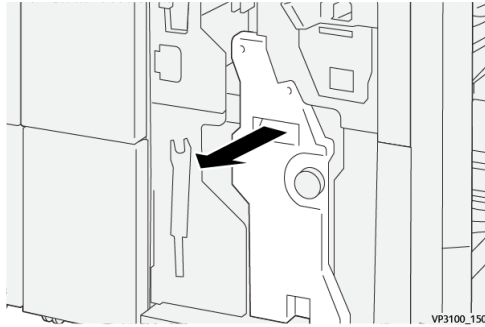
Note

This procedure is applicable only to the PR Booklet Maker Finisher.

1. Open the finisher front cover.



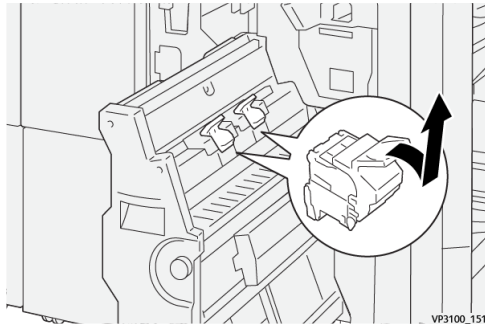
2. Pull out the **Saddle Stitch Unit 3** toward you until it stops.



3. While holding the tabs on the staple cartridge, pull out the cartridge to remove it.

Note

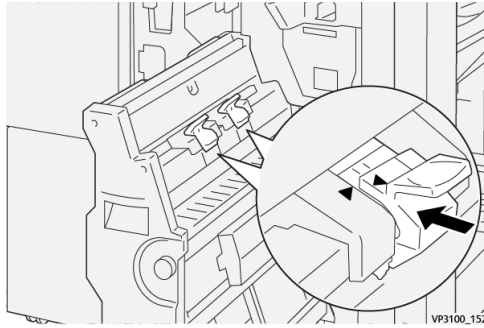
There are two booklet staple cartridges provided. Check the message to see which cartridge needs replacing.



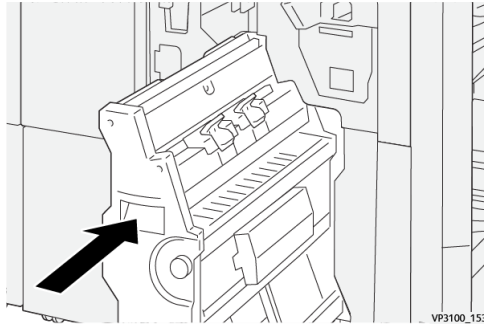
4. While holding the tabs on the new staple cartridge, push in the cartridge until it seats.

Note

Make sure that the marks are aligned.



5. Push the **Saddle Stitch Unit 3** gently into the finisher until it stops.



6. Close the finisher front cover.

Replacing the Finisher Staple Waste Container

⚠ Warning

To avoid personal injury, use care when removing staple waste container.

The press displays a message when staple waste container is full. When the message appears, replace the container with a new one.

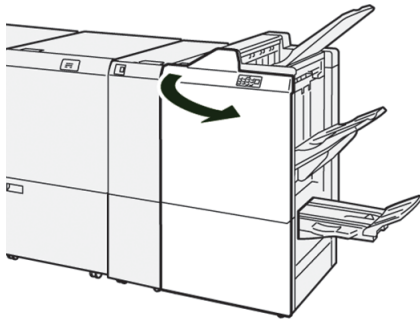
Important

- Ensure that the press is not running before performing this procedure.
- Keep the press remains powered on when replacing the staple waste container. If powered off, the press does not recognize the replacement of the waste container, and full message will remain displayed.
- To ensure the press continues running after replacing the waste container, close the finisher front cover.

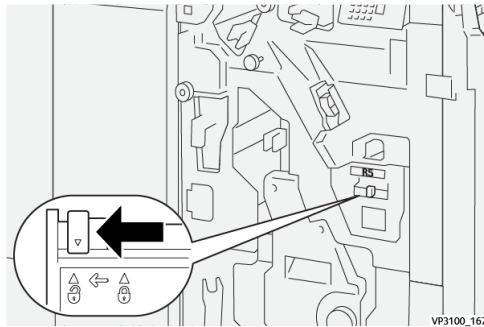
Note

A staple waste container comes with the basic staple cartridge.

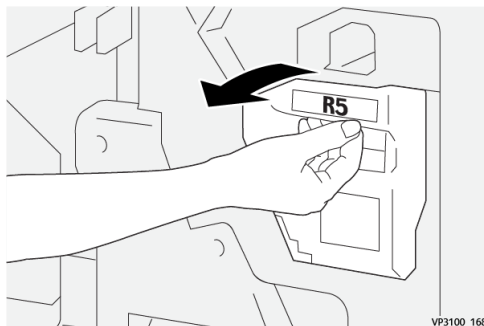
1. Open the finisher front cover.



2. Move the lock lever under **R5** toward the left to the opened-lock mark.



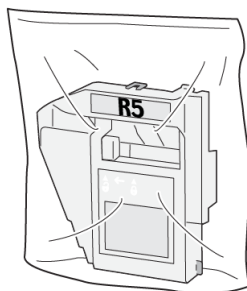
3. Pull out **R5**.



4. Place the used staple waste container into the supplied plastic bag.

Note

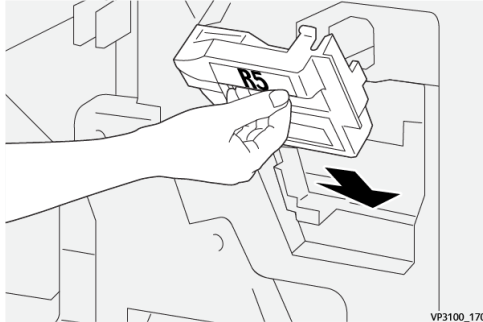
Do not disassemble the used waste containers. Return the used staple waste containers to the Customer Support Center.



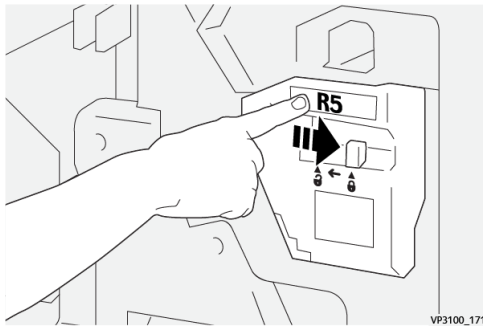
5. Insert the new staple waste container by lowering it into position and gently pushing it into place.

⚠ Warning

To prevent injury, do not put your fingers on top of the container.



6. Move the lock lever under R5 toward the right to the closed-lock mark.



7. Close the finisher front cover.

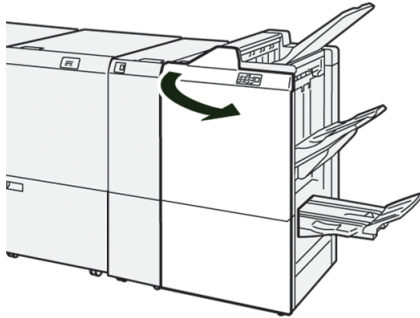
Emptying the Hole Punch Waste Container

The press displays a message when hole punch waste container is full. When the message appears, empty the container of all paper scraps.

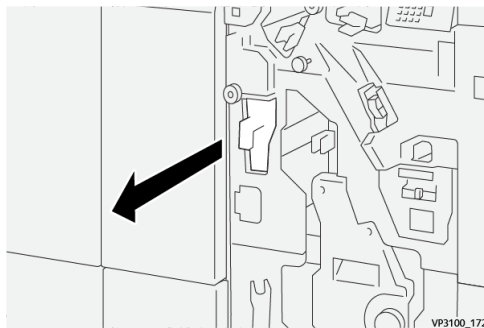
Important

- Ensure that the press is not running before performing this procedure.
- Keep the press powered on when emptying the container. If powered off, the press does not recognize the container was emptied and the full message will remain displayed.
- To ensure the press continues running after emptying the container, close the finisher front cover.

1. Open the finisher front cover.



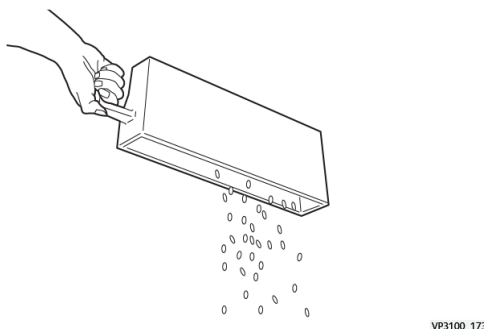
2. Pull out the **R4**.



3. Discard all waste from the container.

Important

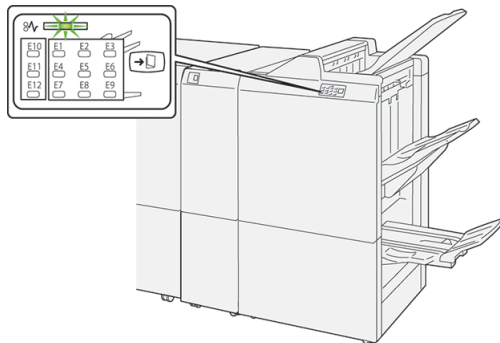
Be sure to completely empty the container. If any waste or scraps remain, the container becomes full before a full message displays causing an fault to occur.



4. Return **R4** to its original position.
5. Close the finisher front cover.

Finisher Troubleshooting

Finisher Paper Jams



The following occurs when there is an fault, such as paper jams, open doors or covers, or a press malfunction:

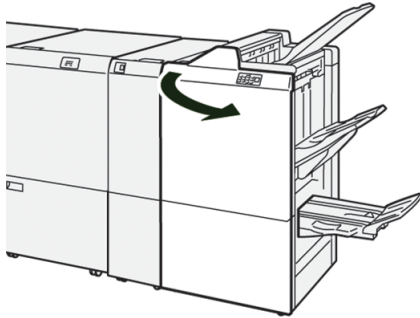
- The press stops running and an fault message displays on the press touch screen.
- The message includes a graphical illustration showing the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams may occur in multiple areas of the press and any optional devices connected to the press. When this happens, the graphical illustration changes to show the multiple locations and the required corrective actions.
- Additionally, if a fault occurs with an optional device, an indicator lights on that device's control panel and shows the corresponding area on the device where the fault occurred.

Always refer to the following information when clearing paper jams:

- Do not power off the press when removing paper jams.
- Paper jams can be removed with the press still powered on. When the power is turned off, all information stored to the system's memory will be erased.
- Clear all paper jams before resuming print jobs.
- Do not touch components inside the press. This can cause print defects.
- Ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with print jobs.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- After removing paper jams, close all doors and covers. The press cannot print when doors or covers are open.
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to display on the press touch screen. To clear any remaining jams, refer to the press touch screen for instructions and information.

Clearing Paper Jams from Finisher Area E1

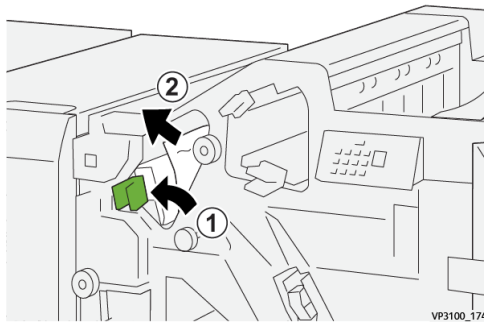
1. Open the finisher front cover.



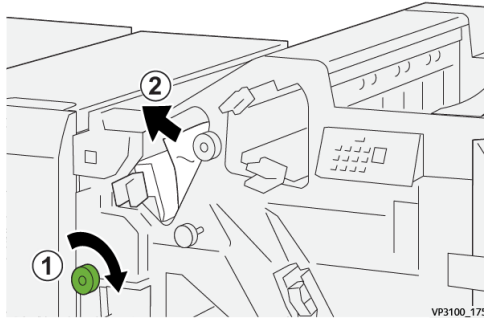
2. Open lever 1a to the left (①) and remove the jammed paper (②).

Note

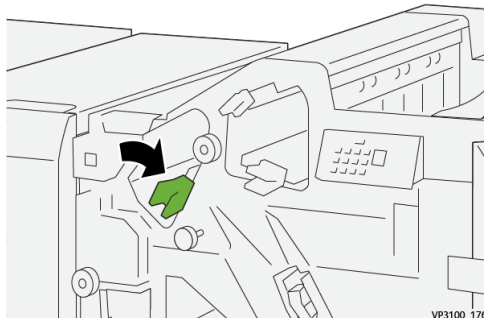
Grasp the leading edge of the jammed sheet, and pull out the sheet to remove it.



3. If you have difficulty removing any paper jams, rotate knob 1b clockwise (①) and remove the jammed paper (②).



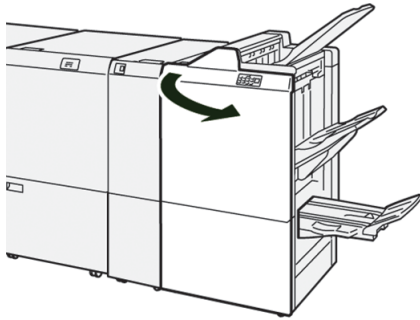
4. Return lever 1a to its original position.



5. Close the finisher front cover.

Clearing Paper Jams from Finisher Area E2

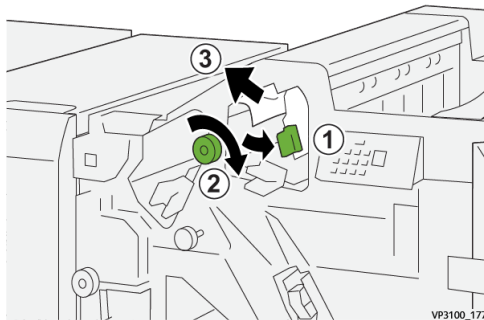
1. Open the finisher front cover.



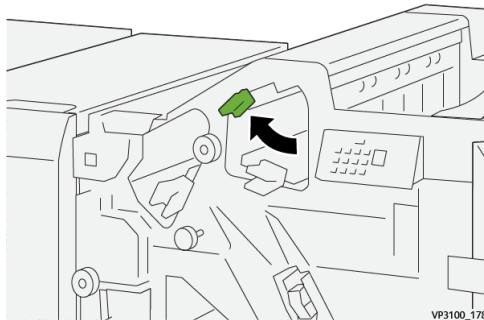
2. Open lever **1c** to the right (①) and rotate knob **1e** clockwise (②). Remove the jammed paper (③).

Note

The jammed paper may be hidden behind the upper cover.



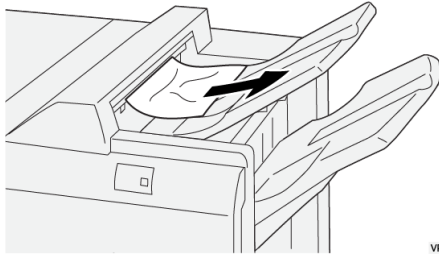
3. Return lever **1c** to its original position.



4. Close the finisher front cover.

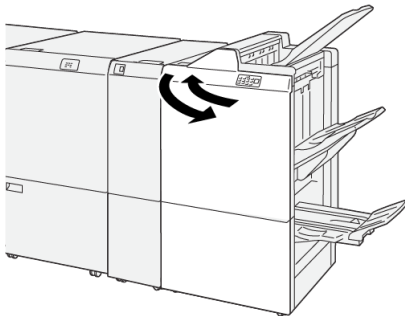
Clearing Paper Jams from Finisher Area E3

1. Pull out the jammed paper from the finisher top tray.



VP3100_179

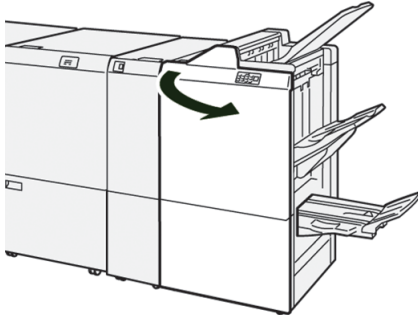
2. Open and close the finisher front cover.



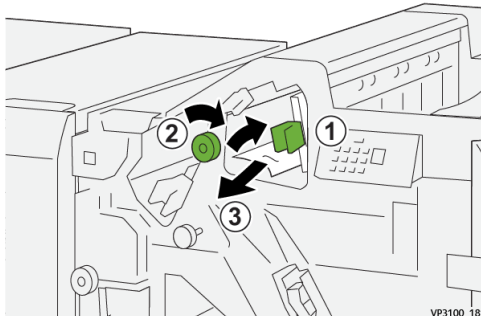
VP3100_180

Clearing Paper Jams from Finisher Area E4

1. Open the finisher front cover.

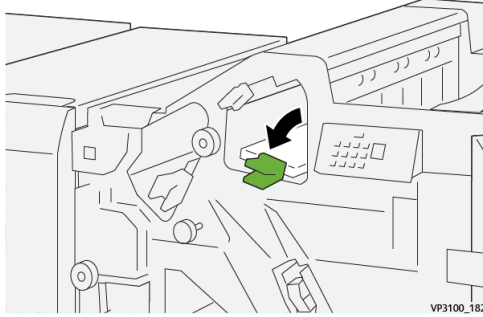


2. Open lever **1d** to the right (①) and rotate knob **1e** clockwise (②). Remove the jammed paper (③).



VP3100_181

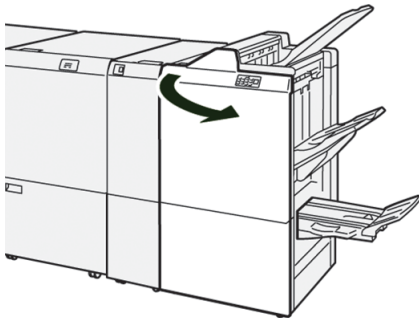
- Return lever **1d** to its original position.



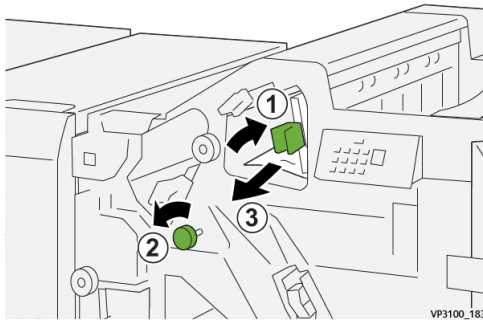
- Close the finisher front cover.

Clearing Paper Jams from Finisher Area E5

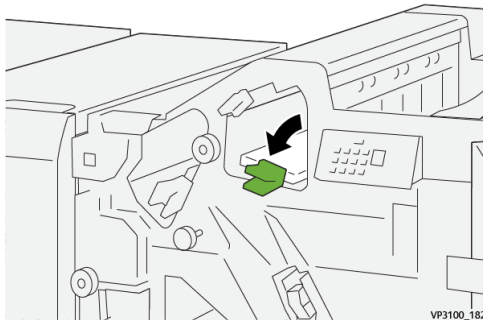
- Open the finisher front cover.



- Open lever **1d** to the right (①) and rotate knob **1f** counterclockwise (②). Remove the jammed paper (③).



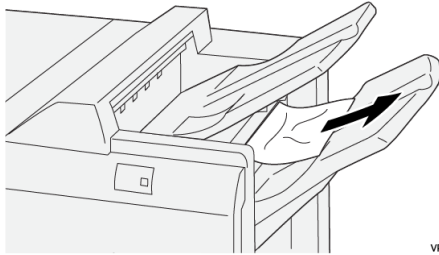
- Return lever **1d** to its original position.



- Close the finisher front cover.

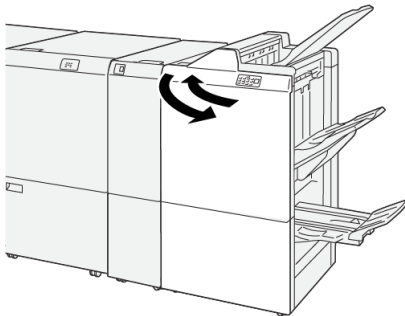
Clearing Paper Jams from Finisher Area E6

1. Pull out the jammed paper from the finisher stacker tray.



VP3100_184

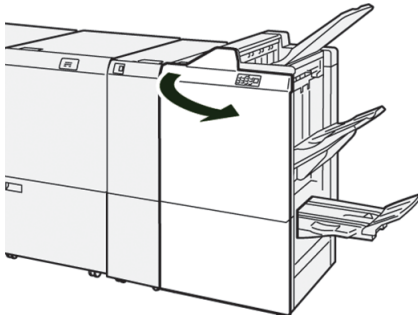
2. Open and close the finisher front cover.



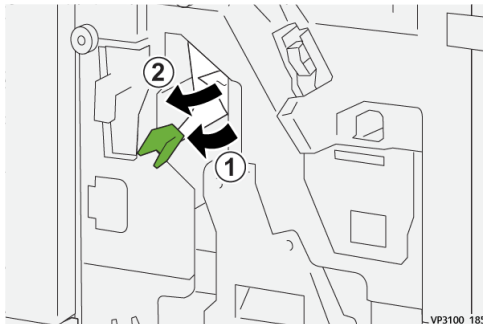
VP3100_180

Clearing Paper Jams from Finisher Booklet Area E7

1. Open the finisher front cover.

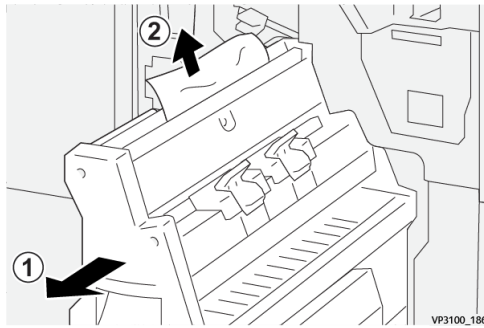


2. Open lever 3a to the left (①) and remove the jammed paper (②).

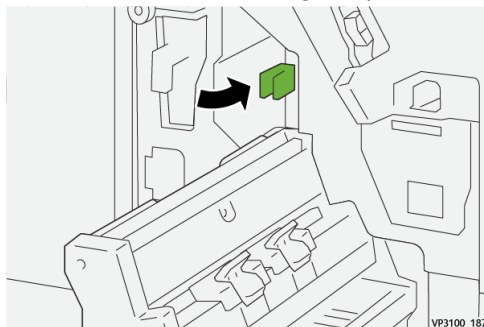


VP3100_185

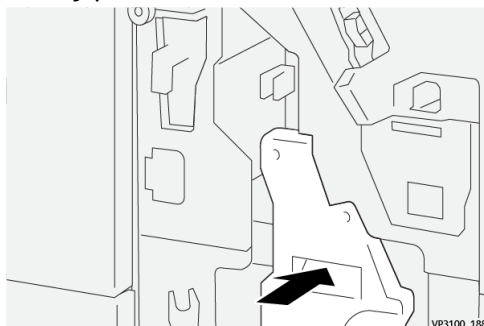
3. If you have difficulty removing paper jam, pull out the **Saddle Stitch Unit 3** (①) and remove the jammed paper (②).



4. Return lever 3a to its original position.



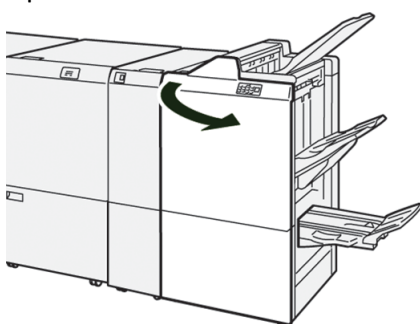
5. Gently push in the **Saddle Stitch Unit 3** until it stops.



6. Close the finisher front cover.

Clearing Paper Jams from Finisher Booklet Area E8

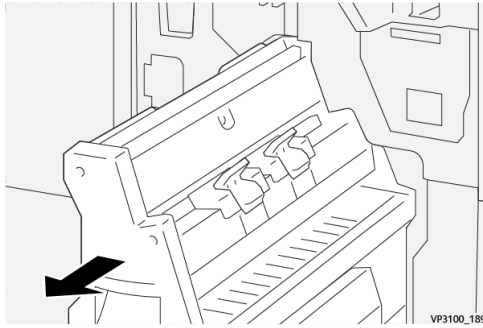
1. Open the finisher front cover.



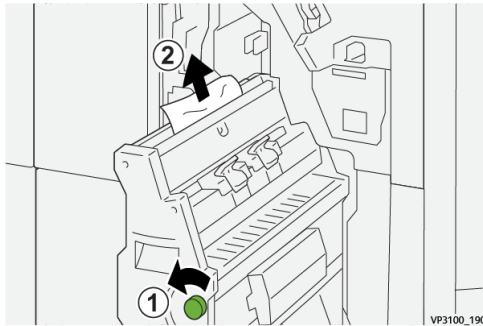
2. Pull out the **Saddle Stitch Unit 3** toward you until it stops.

Note

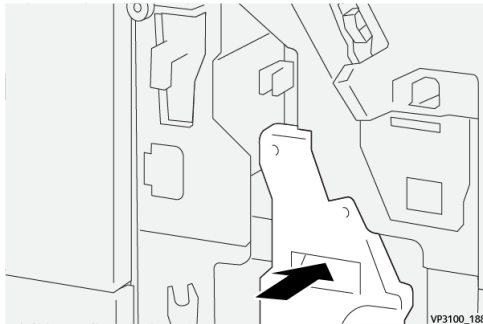
Check lever **3a** for paper jam before pulling out the unit.



3. Rotate knob **3b** counterclockwise (①) and remove the jammed paper (②).



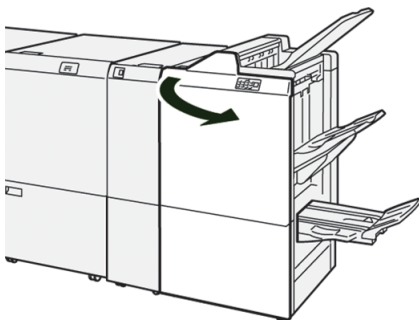
4. Gently push in the **Saddle Stitch Unit 3** until it stops.



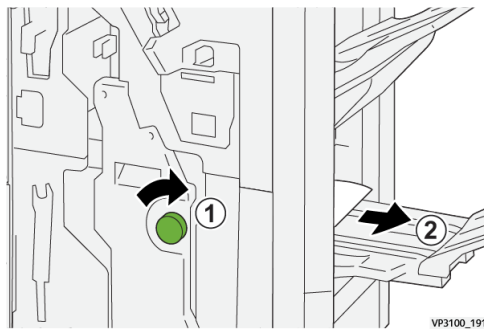
5. Close the finisher front cover.

Clearing Paper Jams from Finisher Booklet Area E9

1. Open the finisher front cover.




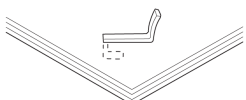
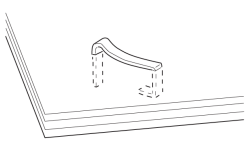
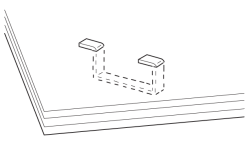
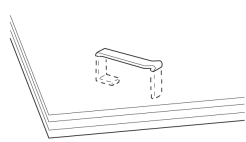
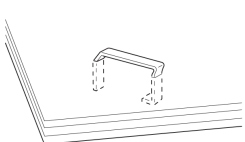

2. Rotate knob **3b** clockwise (①) and remove the jammed paper from the booklet tray area (②).



3. Close the finisher front cover.

Finisher Staple Faults

Use the following procedures when stapling issues occur with the printed output, such as the sheets are not stapled or staples are bent. Contact the service representative if the problems continue after you have tried the following solutions.

Not stapled	Bent staple	
 VP3100_174	 VP3100_175	
If printed sheets are stapled as shown in the following figures, contact your service representative.		
One side of staple raised up	Staple bent in reverse direction	Flattened staple
 VP3100_177	 VP3100_178	 VP3100_179
Entire staple raised up	Staple raised up with center pressed inward	
 VP3100_180	 VP3100_181	

Important

- Depending on the type of paper being stapled, the staple nails may be bent. If the bent nails are stuck inside the finisher, they may eventually cause paper jams.
- When you open the cover of the staple cartridge, remove any bent staples; otherwise staple jams may occur. Use the cover of the staple cartridge only when removing jammed staples.

Clearing Staple Jams in the Basic Stapler

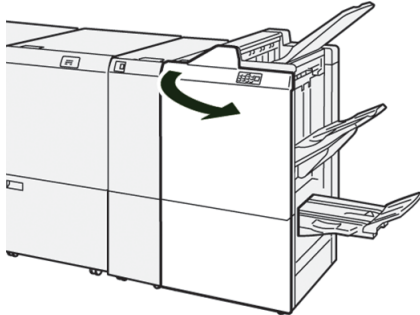
Note

If the staple cartridge accidentally detaches from its holder, refer to [Reinserting the Basic Staple Cartridge](#).

Note

Ensure that the press is not running before performing this procedure.

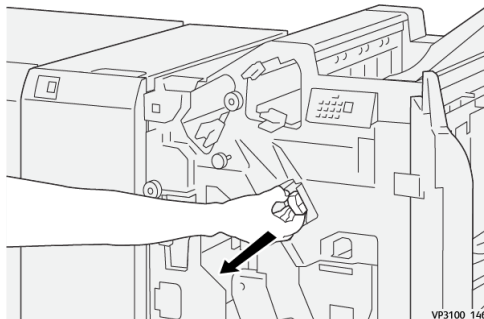
1. Open the finisher front cover.



2. Pull out R1.

Note

After removing the staple cartridge, check the inside of the finisher for any remaining staples.

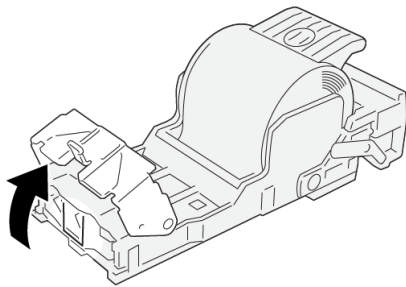


3. Open the unit cover, and remove the jammed staples.



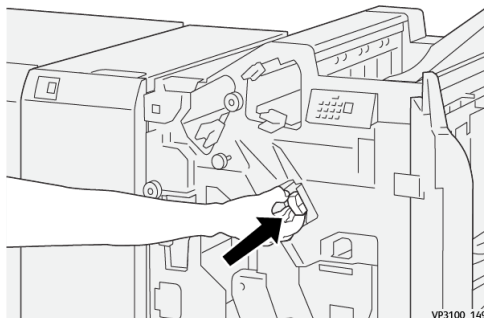
Warning

To avoid personal injury, use care when removing jammed staples.



VP3100_161

4. Reinsert the unit to its original position.



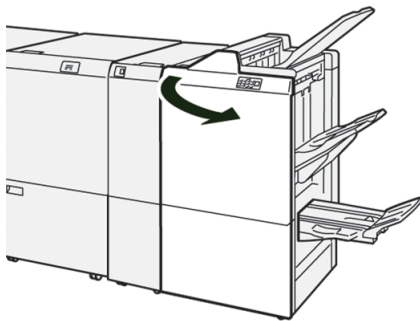
VP3100_149

5. Close the finisher front cover.

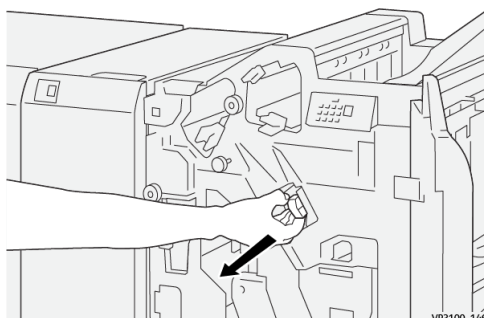
Reinserting the Basic Staple Cartridge

If a staple cartridge has been inserted incorrectly or accidentally removed, perform the following procedure to correctly reinsert the staple cartridge into the cartridge unit.

1. Open the finisher front cover.



2. Pull out R1.

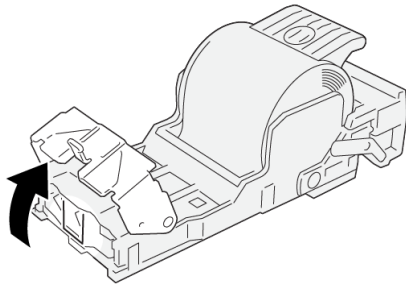


VP3100_146

3. Open the unit cover, and remove the jammed staples.

⚠ Warning

To avoid personal injury, use care when removing jammed staples.

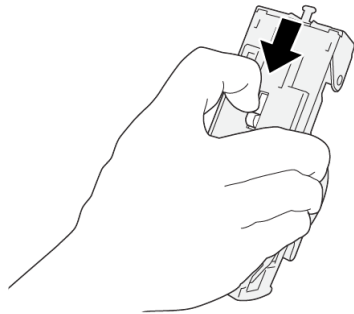


VP3100_161

4. Locate the lever on the back of the unit.

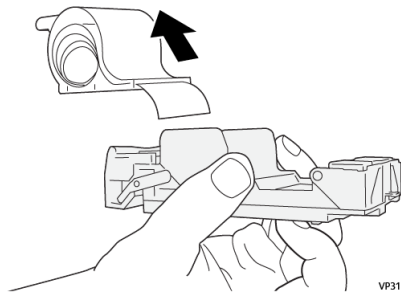
⚠ Warning

When moving the lever, be careful not to hurt your fingers and nails.



VP3100_163

5. Turn the unit up while holding the lever, and then take out the staple cartridge from the unit.



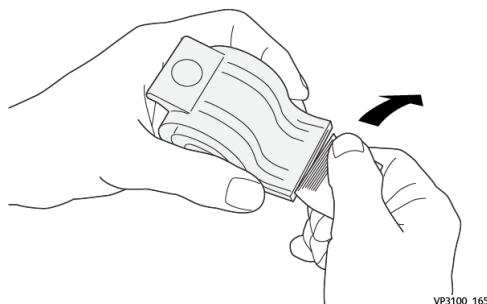
VP3100_164

6. Remove the outside staples along the line.

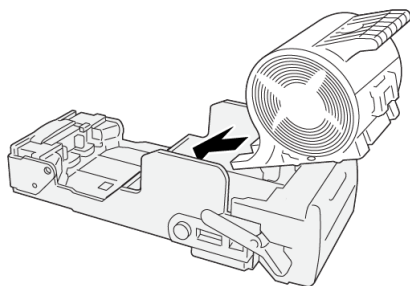


Warning

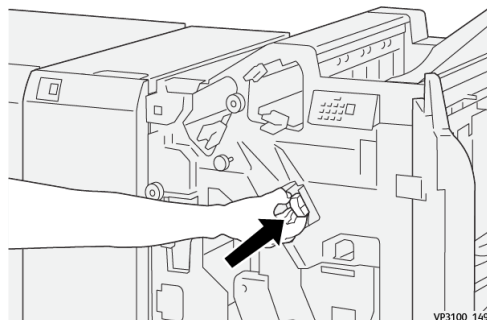
When removing staples, be careful not to hurt your fingers.



7. Insert the staple cartridge into the unit.



8. Reinsert the unit to its original position.



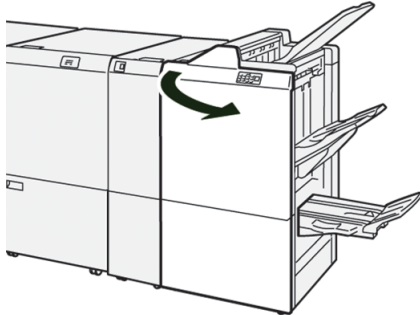
9. Close the finisher front cover.

Clearing Staple Jams in the Booklet Stapler

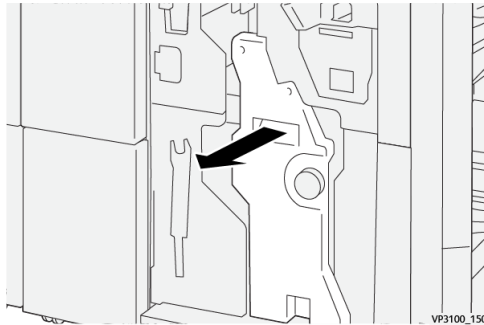
Note

Ensure that the press is not running before performing this procedure.

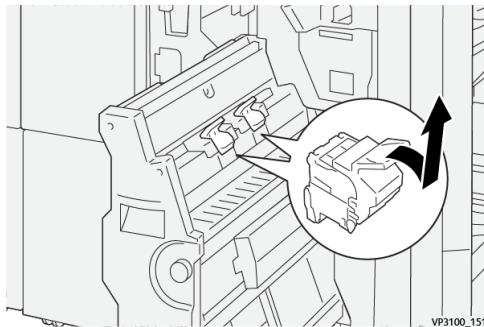
1. Open the finisher front cover.



2. Pull out the **Saddle Stitch Unit 3** toward you until it stops.



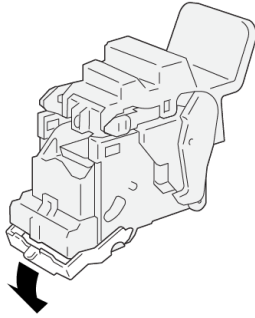
3. While holding the tabs on the staple cartridge, pull out the cartridge to remove it.



4. Remove any jammed staples.

Warning

To avoid personal injury, use care when removing jammed staples.

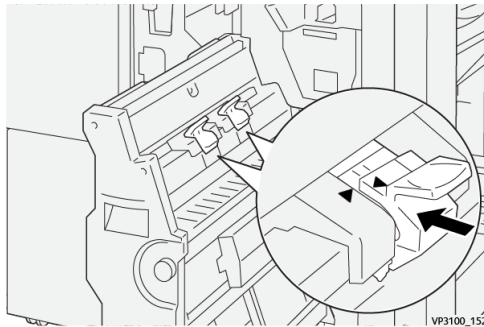


VP3100_162

5. While holding the tabs on the new staple cartridge, push in the cartridge until it seats.

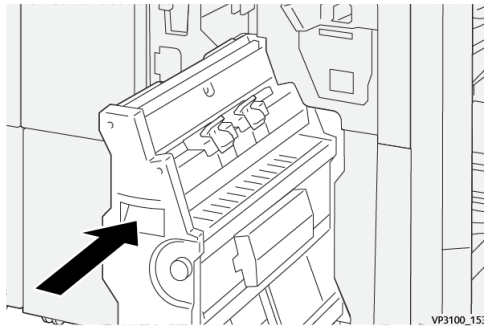
Note

Make sure that the marks are aligned.



VP3100_152

6. Push the **Saddle Stitch Unit 3** gently into the finisher until it stops.



VP3100_153

7. Close the finisher front cover.

Finisher Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault. The (E) code on the upper-left part of the Fault message displays which error indicator is lit on the Finisher indicator panel (E1–E9).

Note

For information about faults and fault messages, refer to the press *User Guide*, *Troubleshooting* chapter.

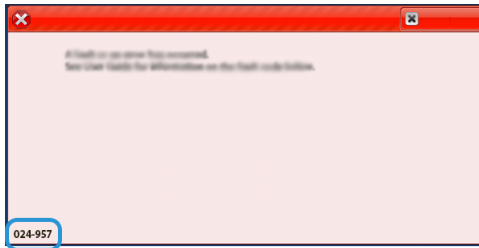
Finisher Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

Finisher faults are identified by the codes which start with the three-digit numbers “012,” “013,” “024,” “041,” “112,” and “124.”



Finisher Specifications

Item	Specification	
Tray	Top tray	Collate and stack
	Stacker tray	Collate (offsetting supported) and stack (offsetting supported)
	Booklet tray	Collate and stack

Item	Specification			
Paper size	Top tray	Standard size	Minimum	Postcard (100 x 148 mm)
			Maximum	13 x 19 in., A3
		Custom size	Height	98.0 - 330.2 mm
			Width	148.0 - 660.4 mm
	Stacker tray	Standard size	Minimum	5.83 × 8.27 in., A5
			Maximum	13 x 19 in., A3
		Custom size	Height	148.0 - 330.2 mm
			Width	148.0 - 488.0 mm
	Booklet tray	Standard size	Minimum	JIS B5
			Maximum	13 x 19 in., A3
		Custom size	Height	182.0 - 330.2 mm
			Width	257.0 - 488.0 mm
Paper weight	Top tray	52 - 350 g/m ²		
	Stacker tray	52 - 350 g/m ²		
	Booklet tray	60 - 350 g/m ²		
Tray capacity	Top tray	500 sheets		
	Stacker tray (without staples)	8.5 x 11 in., A4	PR Finisher: 3,000 sheets PR Booklet Maker Finisher: 2,000 sheets	
		JIS B4 or larger	1,500 sheets	
		Mix stack	350 sheets	
	Stacker tray (with staples)	8.5 x 11 in., A4	PR Finisher: 200 sets or 3,000 sheets PR Booklet Maker Finisher: 2,000 sheets	
		JIS B4 or larger	100 sets or 1,500 sheets	
	Booklet tray	20 sets		

Item	Specification			
<div>Note</div> <ul style="list-style-type: none">The values are based on Colotech+90."Mix stack" means a set of paper sheets where larger sheets are placed over smaller ones (for example, A4 over JIS B5, or JIS B4 over A4).The booklet tray capacity is 16 sets if one set consists of 17 or more sheets.				
Staple	Capacity	100 sheets		
	<div>Note</div> <ul style="list-style-type: none">The values are based on Colotech+90.5 sheets (Larger than A4 / Letter (8.5 x 11")).			
	Paper size	Standard size	Minimum	5.83 × 8.27 in., A5
			Maximum	Tabloid (11 x 17 in.), A3
		Custom size	Height	182.0 - 297.0 mm
			Width	148.0 - 432.0 mm
	Paper weight	Uncoated	52 - 350 g/m ²	
		Coated	72 - 350 g/m ²	
	Stapling position	1 place, 2 places or 4 places		

Item	Specification				
Punch (with Punch Unit)	Paper size	Standard size	Maximum	A3, Tabloid (11 x 17 in.)	
			Minimum	2-hole or 3-hole	JIS B5
				4-hole	A4,16K
		Custom size	Height	203.0 - 297.0 mm	
			Width	182.0 - 431.8 mm	
	Paper weight	Uncoated	52 - 220 g/m ²		
		Coated	72 - 200 g/m ²		
	Number of Holes	2, 4-hole or US 2, 3-hole			
		Note The number of punch holes you can choose depends on the paper size.			
Saddle Stitch / Bi-Fold	Capacity		Saddle Stitch		30 sheets
Bi-Fold			5 sheets		
PR Booklet Maker Finisher	Note The values are based on Colotech+90.				
	Paper size	Standard size	Maximum		A3, 13 x 19 in.
			Minimum		JIS B5
		Custom size	Height		182.0 - 330.2 mm
			Uncoated	Width	
	Paper weight		60 - 350 g/m ²		
		Coated	2 - 350g/m ²		

Staple Output Capacity

Paper weight (g/m ²)	Side Stitch				Saddle Stitch	
	A4 or smaller		Larger than A4		Uncoated	Coated
	Un-coated	Coated	Uncoated	Coated		
52 - 59	100	35*	65	35*	30*	25*
60 - 71					30	
72 - 80		35		35		25
81 - 90						
91 - 105	50	30	50	30	20	
106 - 128			45		15	
129 - 150	20	20	20	20	10	
151 - 176						
177 - 220					5	
221 - 256					4	
257 - 300	10	10	10	10	3	
301 - 350						
* Can be stapled; however, binding accuracy or paper feed performance cannot be guaranteed Values in the table indicating the maximum number of sheets that can be stapled have been evaluated using the following paper types: 82 g/m ² , Colotech+ (200 g/m ² , 250 g/m ² , 350 g/m ²)						

Important

- Even for a print job whose number of pages is within the limit, please note that staple faults may occur depending on the type of paper (specifically, Gloss Coated Paper), on the environment where the press is installed (room temperature, humidity, and others), and/or on the print data, even if you use recommended paper types.
- Even for a print job whose number of pages is within the limit, please note that staple faults may occur if the job is made of a mixture of paper type or paper weight.
- In an environment at a low temperature and low humidity, stapling of 40 sheets or more may cause paper jams.

Note

- The press determines paper type and paper weight based on paper information set for the job, not based on paper actually loaded in the tray.
- The press determines the number of sheets per job based on job information, and thus, when multifeeds occur, stapling will be performed even if the number of sheets being fed exceeds the limit. However, this can cause staple faults.

SquareFold[®] Trimmer

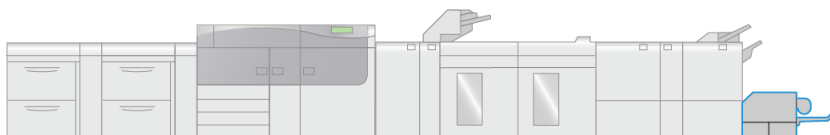
Note

This optional finishing device requires the Interface Decurler Module.

Tip

SquareFold[®] Trimmer is available only with booklet maker finisher.

The SquareFold Trimmer is an optional finishing device that flattens the spine of a booklet and performs face trim of the booklet.



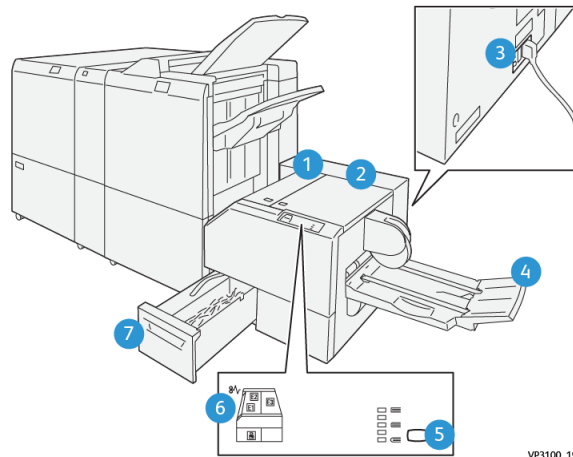
VP3100_009

The SquareFold Trimmer:

- 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. The booklet then enters the SquareFold Trimmer already assembled. Any adjustments to the image of the original and its placement on the booklet page must be set at the print server.

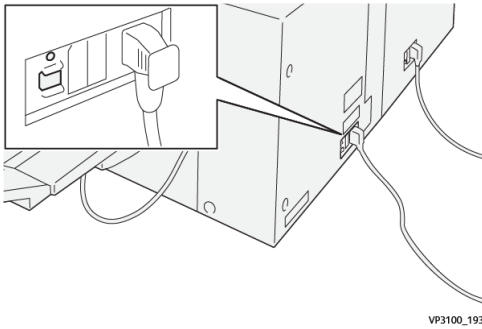
SquareFold Trimmer Components



VP3100_192

Number	Component	Description
1	Left Cover *	Open this cover to remove paper jams.
2	Right Cover *	Open this cover to remove paper jams.
3	Circuit Breaker Switch (on rear of device)	Automatically shuts off electricity in the event of an electrical fault or a short circuit.
4	Booklet Tray	This tray receives square-fold booklet output from the finisher.
5	Square-fold Adjustment Button	Press this button to adjust the thickness of printed booklets.
6	Paper Jam / Error Indicator	Lights when a paper jam occurs.
7	Trimmer Waste Container	Collects waste from the trimmer area of the device.
* The covers cannot be opened during normal operation or when the press is idle. The covers can be opened only when an indicator is lit and a jam or fault occurs within the SquareFold Trimmer.		

SquareFold Trimmer Circuit Breaker



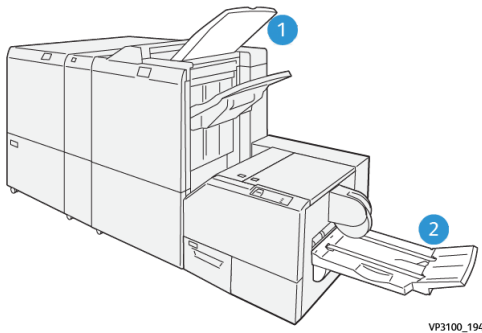
The circuit breaker is located on the rear of the device. The circuit breaker is normally in the **ON** position.

Note

When an electrical interruption is detected, the circuit breaker automatically switches off to discontinue the electrical flow to the device. For electrical information, refer to the *Versant 3100 Press Safety Guide*.

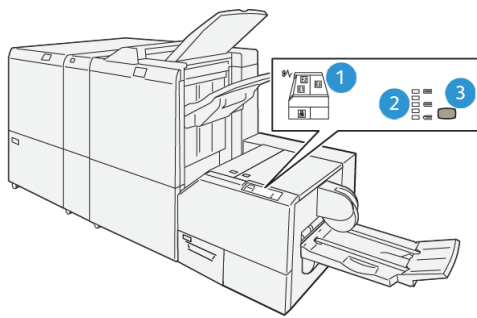
Under normal operating conditions, this switch should not be touched. If the press is moved, press this button to switch off power to the device.

Output Trays



1. **Finisher Output Tray:** Unused sheets that are purged by the press are ejected to this output tray.
2. **Booklet Tray:** Saddle Stitch / Bi-fold and Trim / Square-fold jobs are delivered only to this tray.

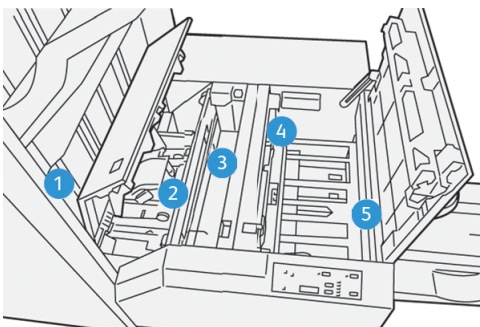
Control Panel



VP3100_195

Number	Description
1	<p>Fault indicators: These indicators light when a fault or jam occurs in a particular area of the SquareFold Trimmer. The lower indicator (with the lock icon) lights when the trimmer waste container is pulled out or when it is full.</p> <p>Note</p> <p>If E1, E2, or E3 is lit, the left and right covers can be opened, and the jam or fault cleared; otherwise during normal operation or when the press is idle, the covers cannot be opened.</p>
2	Select the desired square-fold setting; for more information refer to Square Fold Adjustment Settings .
3	Press this button to adjust the square-fold (book thickness) setting.

SquareFold Trimmer Paper Path



Number	Description
1	The booklet leaves the booklet area of the finisher and enters the SquareFold Trimmer. The booklet exit sensor, in the SquareFold Trimmer, detects the lead edge (spine) of booklet and moves the booklet to the square-fold area.
2	Once the booklet spine reaches the square-fold area, the booklet is clamped and the square-folding operation begins.

Number	Description
3	The booklet is flattened and the spine squared according to the square-fold setting indicated on the control panel.
4	<p>After the booklet is flattened and the spine squared, it is moved to the trimmer area.</p> <ul style="list-style-type: none"> Based on the finished booklet size, the booklet is moved until the trail edge reaches the trimmer cutter. The trail edge is trimmed (cut); this is based on the finished booklet size entered for the trimmer mode setting.
5	The booklet is then moved to the exit area where it is transported to the booklet tray.

Note

Booklets exiting / leaving the SquareFold Trimmer may contain trim remnants or 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.

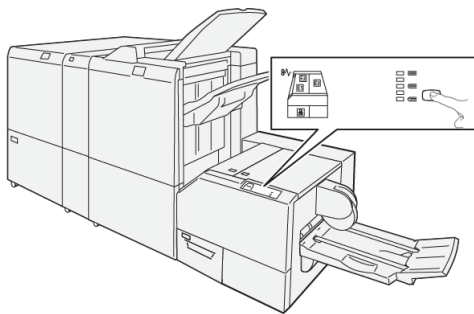
Square Fold and Trim Features

Square Fold Feature

Note

The term “Book Pressing” is used synonymously with the terms “Square Fold” or “Square Folding.”

Press **Square-fold** button to adjust the thickness (square-folding) of the of the printed booklets.



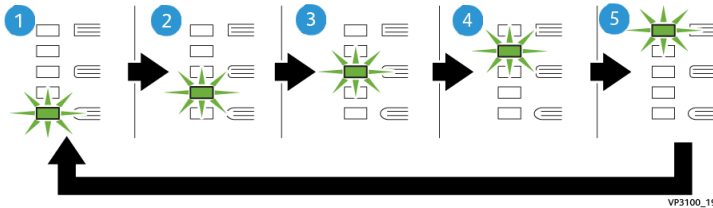
Also access the square fold feature from your computer print driver or from the print server.

Square Fold Adjustment Settings

The square fold 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

Run one or more test prints before running large jobs.



Number	Description
1	Select this setting (-2 / Lower / Low 2) when your finished booklet is five pages or less and on lightweight paper (100 gsm or lower). The least amount of pressure that can be applied to the booklet is -2.
2	Select this setting (-1 / Low / Low 1) 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.
3	Auto / Normal is the default setting and is used for most jobs.
4	Select this setting (+1 / High / High 1) when you want a greater amount of pressure applied to the spine of the booklet, but not as much as the +2 setting uses.
5	Select this setting (+2 / Higher / High 2) when you want the most amount of pressure applied to the spine of the booklet. The more pressure applied, the more square the booklet spine will be. The greatest amount of pressure that can be applied to the booklet is +2.

Booklet Example

The following illustration shows two different booklet types:



1. This booklet is not square-folded; it has a rounded, thicker appearance to the spine.

2. This booklet is square-folded; the booklet spine is flattened and squared, giving a perfect-bound book appearance.

Trim Feature

Access the trim feature from your computer print driver or from the print server.

Trim Options

When using the trim options, always consider the following:

- Booklets exiting the SquareFold Trimmer may contain trim remnants or scraps from the previously trimmed booklet. This may be due to static electricity build-up and is normal. If booklets contain trim remnants, simply remove and discard them.
- The trim feature can be switched on or off. When the feature is on, you can adjust the trim setting in 0.1mm / 0.0039 inch increments depending on your requirements for the finished booklet job.

The trim options include the following:

- **Trimming On / Off:** Switch **On / Off** the Trimming feature. The default setting is **Off**.
- **Cut to Size:** Use the **Left / Right Arrow** buttons to decrease or increase the trimmer setting. Adjustments are made in 0.1 mm / 0.0039 inch increments.

The trim setting is based on:

- The number of sheets in the finished booklet
- The finished booklet width size
- The media type (coated or uncoated)
- The media weight

Note

Experiment with various settings to determine the best selections for your job. You may want to run one or more test prints before running larger jobs for best 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 may produce poor trim quality. Adjustments greater than 20 mm result in no trimming to the booklet edge.

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
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

Scenario number	Paper Size	Finished booklet size	Paper weight (lbs. / gsm)	Approximate trim setting (mm)	Number of pages in finished booklet
17	12 x 18 in. / 305 x 458 mm	6 x 9 in. / 152 x 229 mm	80 lbs. / 120 gsm	210	14

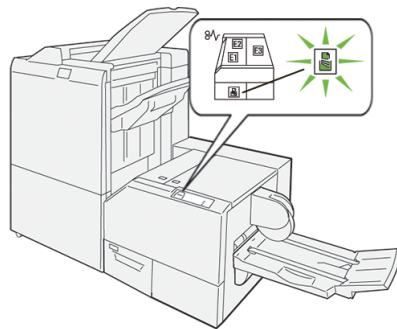
SquareFold Trimmer Maintenance

Emptying the SquareFold Trimmer Waste Container

When the waste container reaches the full condition, an indicator lights on the top of the SquareFold Trimmer. A message also appears on the press indicating that it is full. When the message appears, dispose of the paper scraps.

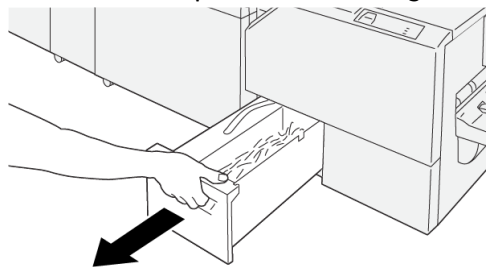
Note

Keep the press powered on when disposing of the waste. If powered off, the press does not recognize that the container was emptied.



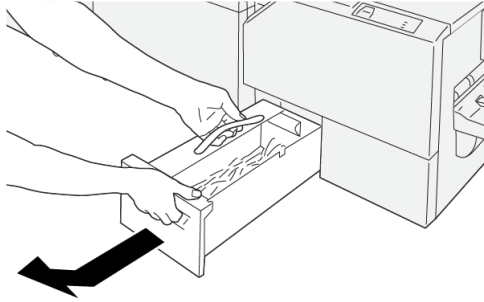
Perform the following steps to empty the trimmer waste container.

1. Ensure that the press is not running, and slowly pull out the **Trimmer Waste Container**.



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2. Hold the belt on the waste container, and remove the container with both hands.

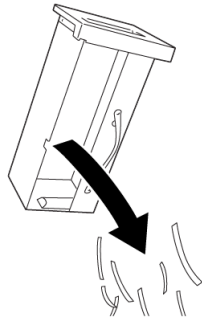


VP3100_200

3. Discard all waste and scraps.

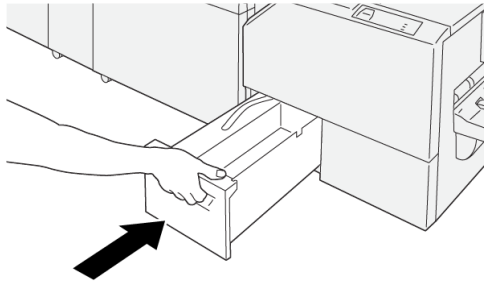
Note

Ensure that the container is completely emptied. If any waste or scraps remain, the container will become full before a message appears causing the press to malfunction.



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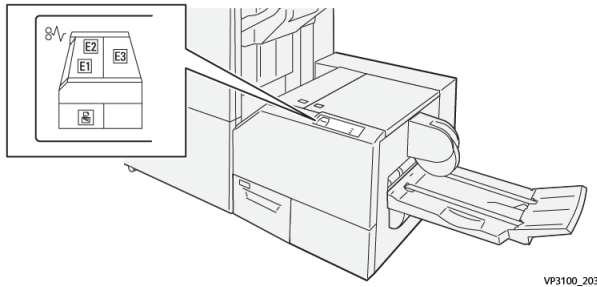
4. Reinsert the empty waste container and slowly push it in completely.



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SquareFold Trimmer Troubleshooting

SquareFold Trimmer Paper Jams



The following occurs when there is an fault, such as paper jams, open doors or covers, or a press malfunction:

- The press stops running and an fault message displays on the press touch screen.
- The message includes a graphical illustration showing the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams may occur in multiple areas of the press and any optional devices connected to the press. When this happens, the graphical illustration changes to show the multiple locations and the required corrective actions.
- Additionally, if a fault occurs with an optional device, an indicator lights on that device's control panel and shows the corresponding area on the device where the fault occurred.

Always refer to the following information when clearing paper jams:

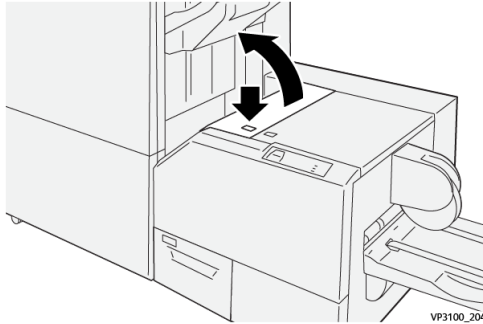
- Do not power off the press when removing paper jams.
- Paper jams can be removed with the press still powered on. When the power is turned off, all information stored to the system's memory will be erased.
- Clear all paper jams before resuming print jobs.
- Do not touch components inside the press. This can cause print defects.
- Ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with print jobs.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- After removing paper jams, close all doors and covers. The press cannot print when doors or covers are open.
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to display on the press touch screen. To clear any remaining jams, refer to the press touch screen for instructions and information.

Clearing Paper Jams from SquareFold Trimmer Areas E1 and E2

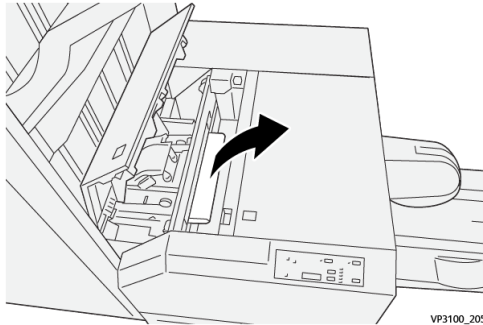
Note

Ensure that the press is not running before performing this procedure.

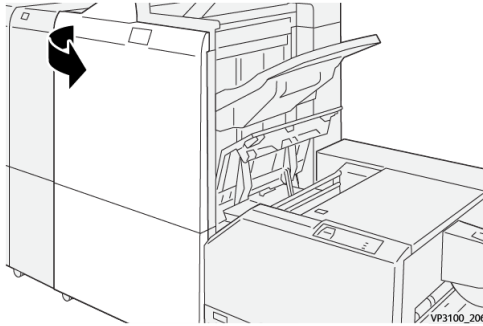
1. Open the left cover of trimmer device by pressing the button on the cover.



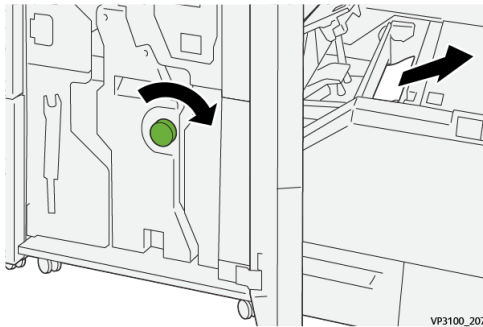
2. Remove the jammed paper.



3. If you have difficulty removing the jammed paper, open the front cover of the finisher.



4. Rotate the knob 3b to the right, and then remove the jammed paper.



5. If necessary, close the front cover of the finisher.

6. Close the left cover of the trimmer device.

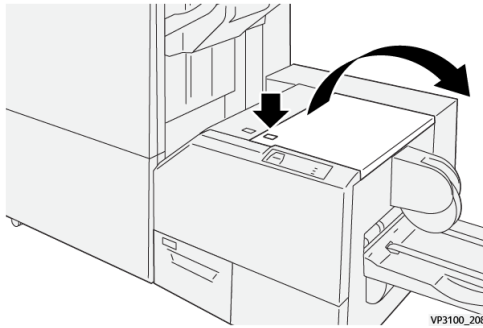
7. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

Clearing Paper Jams from SquareFold Trimmer Area E3

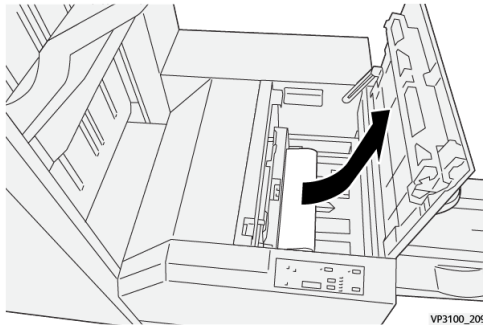
Note

Ensure that the press is not running before performing this procedure.

1. Open the right cover of trimmer device by pressing the button on the cover.



2. Remove the jammed paper.



3. Close the right cover of the trimmer device.
4. If the press indicates there are additional paper jams, follow the instructions to clear the paper and to resume printing.

SquareFold Trimmer Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault. The (E) code on the upper-left part of the Fault message displays which error indicator is lit on the SquareFold Trimmer control panel (E1–E3).

Note

For information about faults and fault messages, refer to the press *User Guide*, *Troubleshooting* chapter.

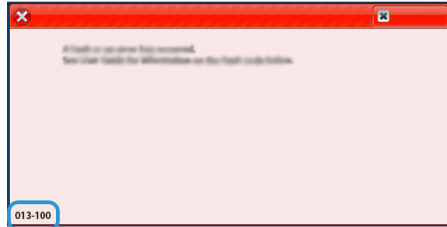
SquareFold Trimmer Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

SquareFold Trimmer faults are identified by the codes which start with the three-digit number “013.”



Guidelines for Using the SquareFold Trimmer

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.

The following are examples of a booklet with preprinted front/back covers with a full-page image but different sizes:



1. Booklet 1 is printed on 8.5 x 14 in. / B4 paper: The front cover, which was trimmed, displays the entire image.
2. Booklet 2 is printed on 8.5 x 11 in. / A4 paper: The image on the front cover is truncated after trimming it.

Booklet Considerations

Before you print any booklet, consider the following:

- Image location on the original as it will no longer be centered. Do you need to shift images in order to ensure they fit on the finished booklet?
- 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?

Considerations for Obtaining Desired Booklet Output

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.

SquareFold Trimmer Specifications

Item	Specifications
Paper size	<ul style="list-style-type: none"> • Maximum: 13 x 18 in. (330 x 457 mm) • Minimum: 8.5 x 11 in. / A4 SEF (216 x 270 mm)
Trim capacity	<ul style="list-style-type: none"> • 5-20 sheet booklet (up to 80 imaged sides) at 24 lb. / 90 gsm • 5-25 sheet booklet (up to 100 imaged sides) at 200 lb. / 80 gsm
Trim size	2-20 mm, adjustable in 0.1 mm increments
Paper weights	16 lb. bond-90 lb. cover
	64 to 300 gsm uncoated; 106 to 300 gsm coated

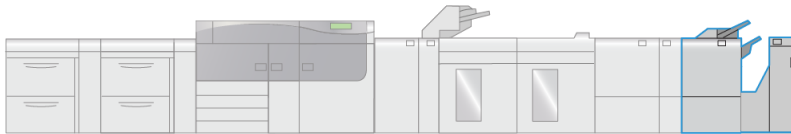
10

Production Ready (PR) Finisher Plus

Note

These optional finishing devices require the Interface Decurler Module.

The Production Ready (PR) Finisher Plus includes the same features and functions as the PR Finisher plus it also serves as an interface to transfer paper between the press and any third-party, Document Finishing Architecture (DFA) device attached to the press.

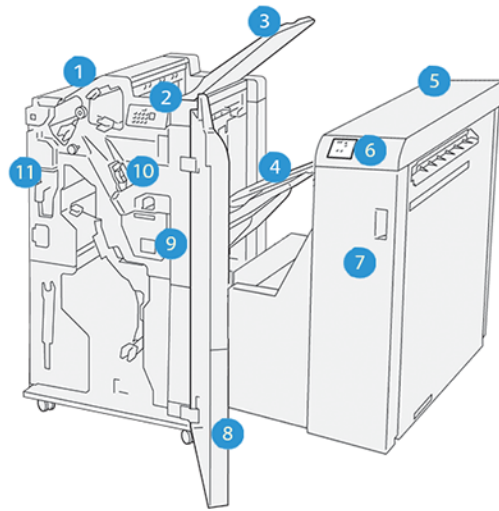


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The Production Ready (PR) Finisher Plus provides the following capabilities:

- Handling media that is smaller than 5.83 x 8.27 in. / A5.
- Stapling a maximum of 35 pages of coated stock.
- Handling large-sized paper (maximum size of 13 x 19.2 in. / 330.2 x 488 mm).
- Feeding the output media from the press (and any inline finishing devices) to a third-party DFA device.

PR Finisher Plus Components



1. Finisher Module
2. Finisher Module Paper Jam / Error Indicators
3. Finisher Top Tray
4. Finisher Stacker Tray
5. Finishing Transport
6. Finishing Transport Paper Jam / Error Indicators
7. Finishing Transport Front Cover
8. Finisher Module Front Cover
9. Finisher Staple Waste Container
10. Finisher Basic Stapler (for Side Stitching)
11. Finisher Hole Punch Waste Container

Note

For details on the functions of your third-part finishing device, refer to the manual supplied with the device.

PR Finisher Plus Maintenance

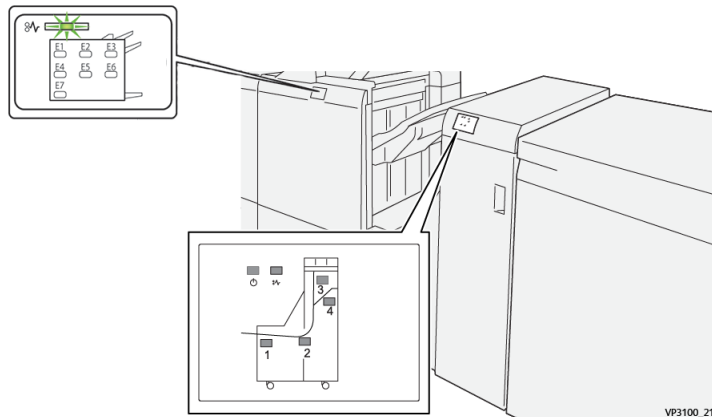
For information on consumable supplies and maintenance procedures for the PR Finisher Plus, refer to the following:

- [Finisher Consumable Supplies](#)
- [Checking the Status of Finisher Consumables](#)
- [Replacing the Basic Staple Cartridge \(for Side Stitching\)](#)
- [Replacing the Finisher Staple Waste Container](#)
- [Emptying the Hole Punch Waste Container](#)

PR Finisher Plus Troubleshooting

PR Finisher Plus Paper Jams

When a paper jam occurs in the PR Finisher Plus, an indicator lights on either the Finisher Module or the Finishing Transport module.



The following occurs when there is an fault, such as paper jams, open doors or covers, or a press malfunction:

- The press stops running and an fault message displays on the press touch screen.
- The message includes a graphical illustration showing the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams may occur in multiple areas of the press and any optional devices connected to the press. When this happens, the graphical illustration changes to show the multiple locations and the required corrective actions.
- Additionally, if a fault occurs with an optional device, an indicator lights on that device's control panel and shows the corresponding area on the device where the fault occurred.

Always refer to the following information when clearing paper jams:

- Do not power off the press when removing paper jams.
- Paper jams can be removed with the press still powered on. When the power is turned off, all information stored to the system's memory will be erased.
- Clear all paper jams before resuming print jobs.
- Do not touch components inside the press. This can cause print defects.
- Ensure that all paper jams, including any small ripped pieces of paper, are cleared before proceeding with print jobs.
- Gently remove the paper taking care not to tear it. If paper is torn, be sure to remove all torn pieces.
- After removing paper jams, close all doors and covers. The press cannot print when doors or covers are open.
- After clearing a paper jam, printing automatically resumes from the state before the paper jam occurred.

- If all paper jams are not cleared, an error message continues to display on the press touch screen. To clear any remaining jams, refer to the press touch screen for instructions and information.

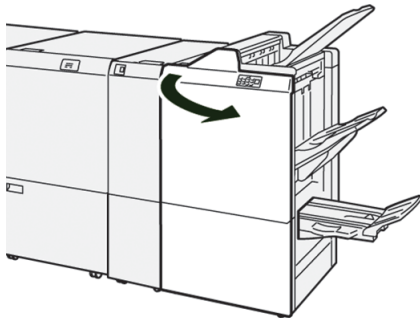
Clearing Paper Jams in Finisher Module Areas E1-E6

Refer to the following procedures for clearing paper jams the PR Finisher Plus, Finisher Module areas E1–E6:

- Clearing Paper Jams from Finisher Area E1
- Clearing Paper Jams from Finisher Area E2
- Clearing Paper Jams from Finisher Area E3
- Clearing Paper Jams from Finisher Area E4
- Clearing Paper Jams from Finisher Area E5
- Clearing Paper Jams from Finisher Area E6

Clearing Paper Jams in the Finisher Module Area E7

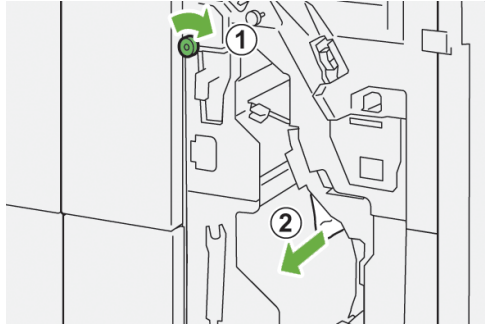
1. Open the finisher front cover.



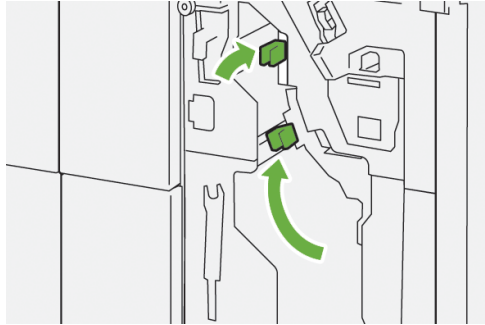
2. Remove any jammed paper.
3. To clear paper jams from **Area E7**, perform the following:
 - a) Open lever **3a** to the left (①) and lever **3b** to the left (②).



- b) Rotate knob **1b** clockwise (①) and remove the jammed paper (②).



- c) Return levers **3a** and lever **3b** to their original positions.



4. Close the finisher front cover.

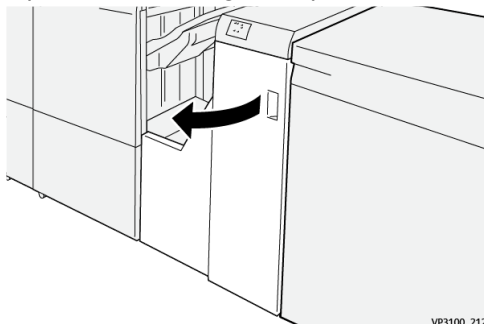
Clearing Paper Jams in the Finishing Transport

Refer to the following procedures for clearing paper jams the PR Finisher Plus, Finisher Module areas 1-4:

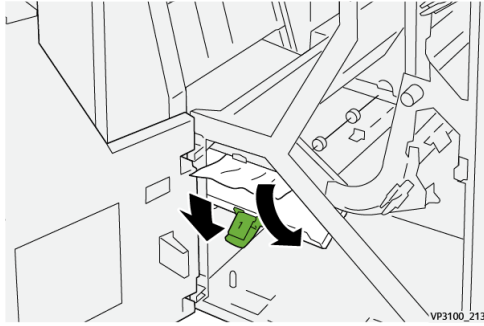
- [Clearing Paper Jams in Finishing Transport Area 1](#)
- [Clearing Paper Jams in Finishing Transport Area 2](#)
- [Clearing Paper Jams in Finishing Transport Area 3](#)
- [Clearing Paper Jams in Finishing Transport Area 4](#)

Clearing Paper Jams in Finishing Transport Area 1

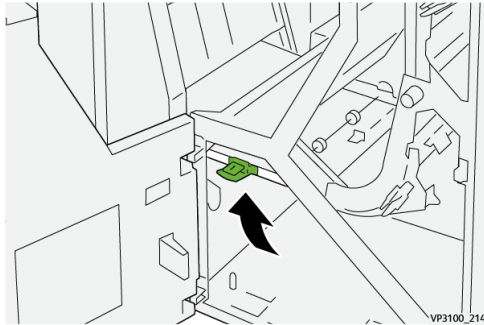
1. Open the Finishing Transport front cover.



2. Open lever 1 downward and remove the jammed paper.



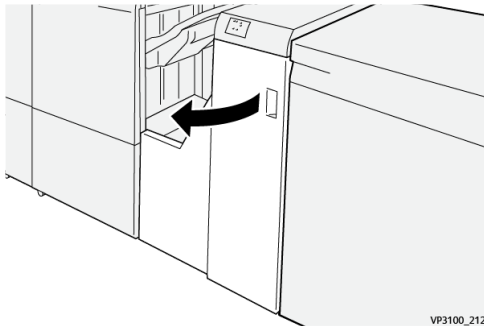
3. Return lever 1 to its original position.



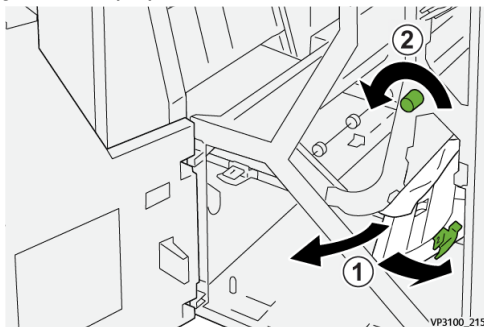
4. Close the Finishing Transport front cover.

Clearing Paper Jams in Finishing Transport Area 2

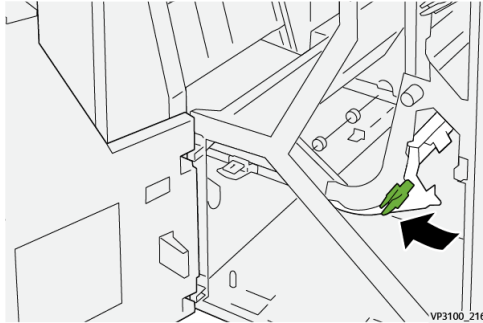
1. Open the Finishing Transport front cover.



2. Open lever 2 to the right (①) and rotate the knob counterclockwise (②). Remove the jammed paper.



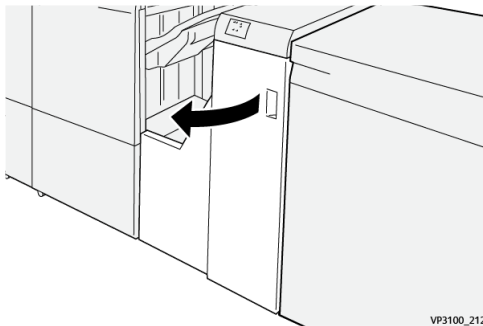
3. Return lever 2 to its original position.



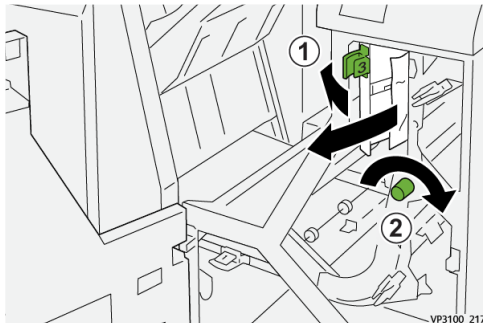
4. Close the Finishing Transport front cover.

Clearing Paper Jams in Finishing Transport Area 3

1. Open the Finishing Transport front cover.



2. Open lever 3 to the left (①) and rotate the knob clockwise (②). Remove the jammed paper.



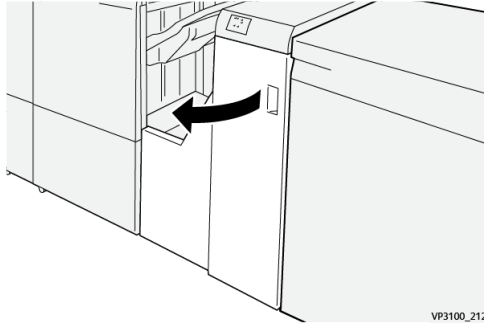
3. Return lever 3 to its original position.



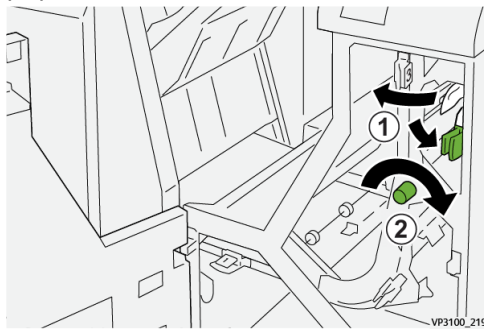
4. Close the Finishing Transport front cover.

Clearing Paper Jams in Finishing Transport Area 4

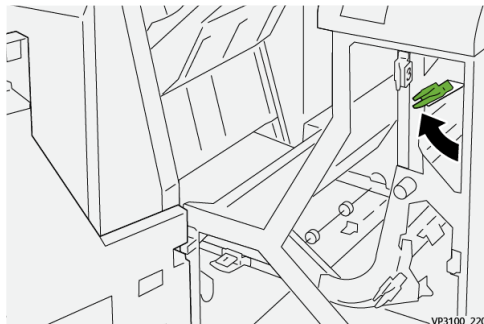
1. Open the Finishing Transport front cover.



2. Open lever 4 downward (①) and rotate the knob clockwise (②). Remove jammed papers.



3. Return lever 4 to its original position.



4. Close the Finishing Transport front cover.

Stapler Faults in the PR Finisher Plus

Refer to the following procedures for clearing staple jams the PR Finisher Plus, Basic Staple Cartridge:

- [Finisher Staple Faults](#)
- [Clearing Staple Jams in the Basic Stapler](#)
- [Reinserting the Basic Staple Cartridge](#)

PR Finisher Plus Fault Messages

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen. A graphical illustration shows the location of the fault with a brief explanation of corrective actions for clearing the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault. The **(E)** code on the upper-left part of the Fault message displays which error indicator is lit on the PR Finisher Plus (Finisher Module E1-E7 or Finishing Transport Areas 1-4).

Note

For information about faults and fault messages, refer to the press *User Guide*, *Troubleshooting* chapter.

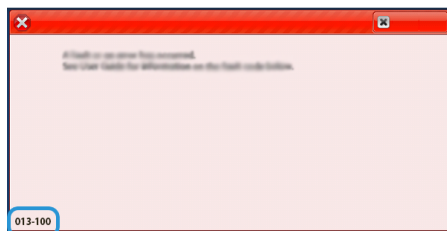
PR Finisher Plus Fault Code Information

When an fault occurs, such as paper jams, open doors or covers, or a press malfunction, the press stops printing, and a message appears on the press touch screen.

The touch screen also displays a **Faults** button which provides information about the fault and detailed instructions for correcting the fault.

Tip

PR Finisher Plus faults are identified by the codes which start with the three-digit numbers “013” and “051.”



PR Finisher Plus Specifications

For information about the specifications for the PR Finisher Plus, refer to [Finisher Specifications](#).

Job Workflows

Booklets with Full Bleed Using Four Optional Finishing Devices

The following print job workflows involve creating full-bleed booklets using the Inserter, Production Ready (PR) Booklet Maker Finisher, a Two-Sided Trimmer, and a SquareFold Trimmer. There are two workflow scenarios:

- One workflow for using the Xerox EX 180 and EX-i 180 Print Servers Powered by Fiery®
- One workflow for using the Xerox FreeFlow Print Server

Creating Booklets with Full Bleed on the EX Fiery Print Servers

Important

This procedure requires you to have an Inserter, a Production Ready (PR) Booklet Maker Finisher, a Two-Sided Trimmer, and a SquareFold Trimmer.

The booklet maker creates saddle-stitched booklets, while the two trimmers cut the edges off three sides of the booklets so that the images come right up to the edge of the pages. Additionally, use the Inserter to include preprinted cover pages. This full bleed can produce an appealing look for some documents. The setup for this type of workflow includes:

- Loading the paper and programming it from the print server.
- Submitting the job and opening **Job Properties**.
- Setting **Properties** for the media, layout, folding and trimming.
- Making settings to insert preprinted covers.
- Releasing the job for a **Proof** copy.
- Checking the output and making any adjustments to the trim settings or imposition.
- Printing the job.

Note

It is useful to print the file first with no trim to see how much trim is needed to achieve the full bleed of page images.

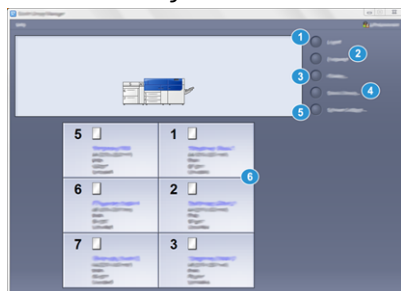
To print produce booklets with three-sided trimming for a full bleed, perform the following steps:

1. Load the paper into a press tray.

If you want the finished size to be 8.5 x 11 in. (A4), load 12 x 18 in. (A3) paper and impose two 8.5 x 11 in. images onto each side of the sheets. This provides an edge around the images for trimming. If you load 11 x 17 in. paper, you can still impose two 8.5 x 11 in. images onto each side of sheets, but after the edges are trimmed the resulting size will be less than 8.5 x 11 in.

2. From the **Stock Library Manager** on the print server, program the paper for the tray.

- a) Select the tray number for the tray in which you loaded the paper.



The Tray Properties window opens.

- b) From the Tray Properties, select the **Create New Stock** button.

The New Stock Setup window opens.

- c) From the New Stock Setup window, select the paper that is loaded in the tray and enter the details for the stock.

- d) Select **OK** to save and close the New Stock Setup window.

- e) Select **OK** to close the Tray Properties window.

- f) Minimize the Stock Library Manager window.

3. Submit the job file to the print server's **Hold** queue.

4. At the print server Hold queue, double-click the job to open its **Properties**.

5. On the **Quick Access** tab, enter the **Paper size** and **Paper source** (where you loaded the paper), and the number of **Copies**.

6. On the **Media** tab, for **Duplex** select **Top-top** if printing on two sides of the paper. For 1-sided(Simplex) printing, leave the setting **Off**.

7. On the **Finishing** tab, under **Fold**, set Fold style to **Booklet-fold**.

8. On the **Finishing** tab, under **Stapler**, set Stapler mode to **Center**.

9. On the **Finishing** tab, under **Trim**, select the box for **Head and foot trim**.

10. Use the up and down arrows to set the **Finish Size** of pages.

This is the distance from the top of the page to the bottom.

11. For Spine printing, select **Normal**.

12. Select the box for **Engage fore** (face trim).

13. Use the up and down arrows to set the face trim.

You can set either the Finish Size, which is the distance from the spine to the right side of the page for a right-bound booklet, or the amount of the face to be trimmed.

14. If your file has been pre-imposed, the settings are now complete and you can release the job to print.

However, if the file is not pre-imposed, access the **Layout** tab and select **Booklet** to set the imposition you want for the job.

15. If you are not inserting pre-printed covers, **Proof** the job now, check the output, and then **Print** the full job.

16. For inserting covers when the job is pre-imposed:

If you have an Inserter configured with your press, you can optionally insert pre-printed cover sheets for the booklets. The size of the cover sheets should be the same as the body sheets, and the Booklet Maker will wrap the pre-printed cover sheet around the body pages to form a front and a back cover.

- a) Load the pre-printed cover stock into the **Inserter (tray T-1)**.
- b) Program the stock from the **Stock Library Manager**. Select the **T1** tray in which you loaded the paper. This opens the Tray Properties window.
- c) From the Tray Properties, select the **Create New Stock** button.
The New Stock Setup window opens.
- d) From the New Stock Setup window, select the paper that is loaded in the tray and enter the details for the stock.
- e) Select **OK** to save and close the New Stock Setup window.
- f) Select **OK** to close the Tray Properties window.
- g) Minimize the Stock Library Manager window.
- h) From the **Job Properties** (at the print server), select the **Media** tab, and scroll down to select **Define Cover**.
- i) Select the check box for **Front Cover**, and select **Insert** from the drop-down menu.
- j) For Paper Source, select **T1**.
- k) If the cover stock is different from the body stock, set any other unique paper properties for the cover stock. For example, the gsm weight may be heavier.
- l) Select **OK** on the Cover Media window.
- m) Select **Print** on the Media tab to release the job.

17. For inserting covers when the job is not pre-imposed:

- a) Load the pre-printed cover stock into the **Inserter (tray T-1)**.
- b) Program the stock at the **Stock Library Manager**.
- c) Select the **Layout** tab.
- d) Scroll down to the Cover area.
- e) Select **Pre-Printed**.
- f) Select **Define Cover**.
- g) For Cover source select **T-1**.
- h) For **Media Weight**, select the gsm for the cover stock, and set any other unique cover stock properties.
- i) Select **OK**.

18. Select **Print** on the Layout tab to release the job.

Creating Booklets with Full Bleed on the FreeFlow Print Server

Important

This procedure requires you to have an Inserter, a Production Ready (PR) Booklet Maker Finisher, a Two-Sided Trimmer, and a SquareFold Trimmer.

The booklet maker creates saddle-stitched booklets, while the two trimmers cut the edges off three sides of the booklets so that the images come right up to the edge of the pages. Additionally, use the Inserter to include preprinted cover pages. This full bleed can produce an appealing look for some documents. The setup for this type of workflow includes:

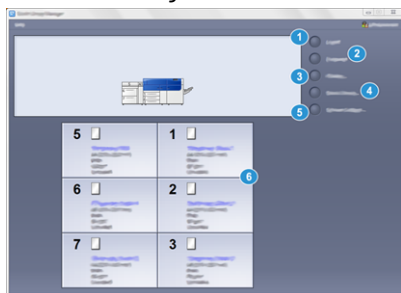
- Loading the paper and programming it from the print server.
- Submitting the job and opening **Job Properties**.
- Setting **Properties** for the media, layout, folding and trimming.
- Making settings to insert preprinted covers.
- Releasing the job for a **Proof** copy.
- Checking the output and making any adjustments to the trim settings or imposition.
- Printing the job.

Note

It is useful to print the file first with no trim to see how much trim is needed to achieve the full bleed of page images.

To print produce booklets with three-sided trimming for a full bleed, perform the following steps:

1. Load the paper into a press tray.
If you want the finished size to be 8.5 x 11 in. (A4), load 12 x 18 in. (A3) paper and impose two 8.5 x 11 in. images onto each side of the sheets. This provides an edge around the images for trimming. If you load 11 x 17 in. paper, you can still impose two 8.5 x 11 in. images onto each side of sheets, but after the edges are trimmed the resulting size will be less than 8.5 x 11 in.
2. From the **Stock Library Manager** on the print server, program the paper for the tray.
 - a) Select the tray number for the tray in which you loaded the paper.



The Tray Properties window opens.

- b) From the Tray Properties, select the **Create New Stock** button.
The New Stock Setup window opens.
 - c) From the New Stock Setup window, select the paper that is loaded in the tray and enter the details for the stock.
 - d) Select **OK** to save and close the New Stock Setup window.
 - e) Select **OK** to close the Tray Properties window.
 - f) Minimize the Stock Library Manager window.
3. Submit the job file to the print server's **Held** queue.
4. At the print server, in the Held By Queue area, double-click the job to open its **Properties**.

5. Set the **Quantity** to the number of booklets you want to print.
6. On the Stock tab, from the Name drop-down menu, select **Loaded Stocks** and the paper that you loaded.
7. On the Output tab, under Basic Settings, select **2-Sided**, if printing duplex, otherwise leave the setting at **1-Sided**.
8. If the job is not pre-imposed, on the **Output** tab, set the imposition to be used for the job.
 - a) Select the **Layout** button, and for Layout Style, select **Booklet**.
If the job is pre-imposed, skip this step.
 - b) Optionally, click **Setup** to set **Auto %**, **Trim Size**, and **Crop Marks**, if required.
 - If the size of the document is different from the paper size you want to print on, select **Auto %**.

This setting scales the images in the best way to fit the selected paper.
 - If you want to remove any white space between the spine to the page images, set **Trim Size** to **Smaller Than Original Image** and then enter the exact **Width** and **Height** of the page image.

This setting enables the page images to bleed up to the fold on all pages.
 - If your finishing devices require crop marks, use the **Crop Marks** drop-down menu to create crop marks on the **Front** or **Back** of pages.
 - Select **OK** to close the Advanced Settings window.
9. On the Output tab, select the **Stapling / Finishing** button.
10. If you do not want the booklet stapled, from the Stapling / Finishing drop-down menu, select **Folding > Bi-Fold Multiple Sheets**, or if you do want staples, select **Folding > Bi-Fold Stapled Multiple Sheets**.
11. Select the **Finishing Settings** button.
The Fold & Trim Options window opens.
12. To apply pressure to the spine of each booklet to make a neat, square fold, select the **SquareFold** check box.

In most cases you can leave the default setting at **Normal**, but for selected jobs, you can increase the pressure to 1 or 2 for more pressure, or decrease it to -1 or -2 for less pressure. These settings will change the look of the output. As you work with different booklets, you will get to know which settings work best for your jobs.
13. Select the **Trim Outside Edge** check box to trim the face edge of each booklet (the side opposite the spine).
 - a) Select **inches** or **mm** (millimeters) to set your preference unit for measurement.
 - b) Using the up or down arrows, set the **Trimmed Length**.

The Trimmed Length is the distance from the spine to the front edge of the booklet. This is not the amount to trim from the edge, but the size of the page you want to remain after the trimming.
14. Select the **mmTrim Top/Bottom Edge** check box to trim the top and bottom edges of each booklet.
 - a) To set your preference unit of measurement, select **inches** or (millimeters).

- b) Using the up or down arrows, set the **Trimmed Length**.

The Trimmed Length is the distance from the spine to the front edge of the booklet. This is not the amount to trim from the edge, but the size of the page you want to remain after the trimming. The print server will measure the Trimmed Height in equal distances from the center of the page. Any part of the pages beyond the top and bottom of the Trimmed Height will be cut off.

- c) If you want to trim more from the top or more from the bottom of booklet pages, use the **Position Shift** arrows to shift the Trimmed Height up or down. For example, if you shift it up, more will be trimmed off the bottom, and less off the top. If you shift the Trimmed Height down, more will be trimmed off the top, and less off the bottom. Generally, you will use Position Shift after viewing a proof of the job, to see where you need to make finer adjustments at the top or bottom of pages.

15. Select **OK** when your fold and trim settings are complete.

16. If you have an Inserter configured with your press, you can optionally insert pre-printed cover sheets for the booklets.

If you don't want to insert pre-printed covers, **Proof** the job now and check the output. Then print the full job after making any needed adjustments.

If you do want to insert covers, the size of the cover sheets should be the same as the body sheets, and the Booklet Maker will wrap the pre-printed cover sheet around the body pages to form a front and a back cover.

- a) Load the pre-printed cover stock into the **Inserter (tray T-1)**.
- b) Program the stock at the **Stock Library Manager**. Select the **T1** tray in which you loaded the paper. This opens the Tray Properties window.
- c) From the Tray Properties, select the **Create New Stock** button. The New Stock Setup window opens.
- d) From the New Stock Setup window, select the paper that is loaded in the tray and enter the details for the stock.
- e) Select **OK** to save and close the New Stock Setup window.
- f) Select **OK** to close the Tray Properties window.
- g) Minimize the Stock Library Manager window.

Note

When feeding **Special Pages** from a specific tray, the properties for that stock must be unique when compared to other loaded stocks, otherwise the print server could select the same type of stock from another tray. Since you only want the pre-printed stock in tray **T1** to be used, check that no other stocks in other trays have the same properties (name, size, and weight). If they do, go to the print server and define the stock that you want to use with a unique name. In most cases, a cover stock being fed from tray T1 will have a heavier weight than other loaded papers, and this will make it unique.

17. From the **Job Properties** (at the print server), select the **Special Pages** tab.

18. Select the **Front Cover** icon.

If the job is pre-imposed, select only the **Front Cover**. If it is not pre-imposed, select the check box for **Make Front Cover and Back Cover the Same**. A Layout Style of Booklet for a job that is not pre-imposed must have Front and Back cover settings.

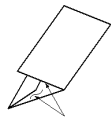
19. From the Name menu, select **Loaded Stocks** and then the specific stock that you loaded in tray T1.
 - a) Select **Add Cover**.
 - b) Select **OK** to the Exception Pages window.
20. Right-click the job and select **Proof**.
21. Collect the output and check the spine and trimming.

If required, reset the SquareFold spine pressure and the face and top/bottom trim amounts.
22. Right-click the job and select **Release** to print the full job.

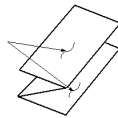
Using the Production Ready (PR) Finisher, Basic Punch, and C/Z Folder

If you have the optional C/Z Folder, you can produce C and Z folds on 8.5 x 11 in. or A4 sheets. You can also create engineering Z-Fold on 11 x 17 in. or A3/B4 stock. This is also called “Z-Fold Half Sheet.” The Z-Fold or Z-Fold Half Sheet folds the 11 x 17 in. or A3/B4 paper and reduces the sheet to 8.5 x 11 in. or A4 paper. This lets you insert the folded sheet into an 8.5 x 11 in. (A4) document so that the reader can pull out the folded portion to see an extra-large image.

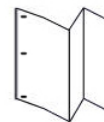
C-Fold or Trifold



Z-Fold



Z-Fold Half Sheet or Engineering Z-Fold



Important

When loading or selecting stock for folding, it is important to note that the paper must be positioned Short Edge Feed (SEF).

Producing Simple Folded Sheets with the EX Print Servers

1. For the job, load the paper short-edge feed (SEF) into the desired tray and program the stock at the **Stock Library Manager**.
2. Submit the job to the print server's **Hold** queue.
3. From the print server, double-click the job to open its Properties, and set the **Copies** of prints that you want.
4. Set all required properties for the job such as quantity, paper size, source tray, and 1-sided or 2-sided.
5. For **C and Z folds** use 8.5 x 11 in. or A4 sheets and for Engineering Z Fold (Half Z Fold) use 11 x 17 in. or A3/B4 paper.
6. Select the **Finishing** tab, and scroll down to the Fold area.
7. Under Fold, set **Fold** style to the desired fold:
 - a) C / Tri-fold

- b) Z fold
 - c) Half Z fold
 - d) Half fold
8. Set the fold to **Inside** or **Outside**. When you select Inside, Page 1 is within the fold. For Outside, Page 1 is on the back of the fold.
 9. If a message opens stating the Output delivery is “Face down - normal order and should be Face down - reverse order”, select **OK** to correct the setting.
 10. If you want the sheets punched, under Punch, set Punch edge to **Left**, **Right**, or **Top**; and Punch to **2 hole punch** or **3 hole punch**.
 11. Select **Print**.
 12. Collect the folded output from the top tray of the finisher or the bottom drawer of the C/Z Folder. To open the bottom drawer of the Folder, push the button on the top left-front of the unit.

Producing Simple Folded Sheets with the FreeFlow Print Server

1. For the job, load the paper short-edge feed (SEF) into the desired tray and program the stock at the **Stock Library Manager**.
2. Submit the job to the print server's **Hold** queue.
3. From the print server, double-click the job to open its Properties, and set the **Quantity** of prints that you want.
4. On the Settings tab, select **Administration Pages** and select **None**.
5. On the Settings tab, select **Print Banner Pages** and **Print Attributes Report** and click **None**.
6. On the Stock tab, from the Name drop-down menu, select **Loaded Stocks** and the paper that you loaded.
7. On the Output tab, with the **Basic Settings** button selected, set Sides Imaged to either **1-Sided** or **2Sided**, depending on whether you are printing a 1-sided or 2-sided job.
8. Select the **Stapling / Finishing** button.
9. From the Stapling / Finishing drop-down menu, select **Folding > [specific fold type]**. Folding options include:
 - **Z-Fold Half Sheet > Left Bind or Right Bind** (must be on 11x17” (A3) stock)
 - **Z Tri-Fold > Print Inside or Print Outside**
 - **C Tri-Fold > Print Inside or Print Outside**
 - **Bi-Fold > Print Inside or Print Outside**
10. Select **OK**.
11. Release the job to print.
12. Collect the folded output from the top tray of the finisher or the bottom drawer of the C/Z Folder. To open the bottom drawer, push the button on the top left-front of the C/Z Folder.

Inserting Folded Sheets into a Document with the EX Print Servers

You can insert printed and folded sheets into documents as long as they are not booklets created by imposing and folding large sheets. For example, document sets can receive folded sheets if they are stapled, and/or hole-punched, but not booklets. Inserting an Engineering Z Fold or Half Z Fold can create a useful and attractive fold-out sheet for large images in technical manuals or advertising pieces. The folded sheet is printed as a regular sheet in the document, but programmed as an exception page for folding.

1. If needed, load the paper for the job and program it at the **Stock Library Manager**.
2. Submit the job to the print server's **Hold** queue.
3. From the print server, double-click the job to open its **Properties**.
4. Set all required properties for the job such as Copies, Paper size, Source tray, and 1-sided or 2-sided.
In most cases, you will be printing the document on 8.5 x 11 in. or A4 paper, and printing 2-sided, Top-to-top.
5. Select the **Finishing** tab, and scroll down to the Fold area.
6. Under Fold, set **Fold** style to **Half Z fold**.
Although you are not applying the fold to all pages in the document, you need to make this setting here so that it will display as a selection in the Mixed Media definition that you will set below.
7. If you want the document stapled, under Stapler, set **Stapler mode** to the location of the staples.
8. If you want the document punched, under Punch, set the **Punch style** to your preference.
9. Scroll down to the Mixed Media area and select the **New Page Range** button.
10. Under Define Media for Page(s), enter the page or pages that you want to be folded.
If you are printing duplex, select **2 pages** which will be the front and back of the folded page.
11. For Paper size select **11 x 17 in. (A3)**.
12. For Fold style, select **Half Z-Fold**.
13. Select **Add Definition**.
14. Select **Close**.
15. Select **Print**.

Inserting Folded Sheets into a Document with the FreeFlow Print Server

Inserting an Engineering Z Fold (Half Z Fold) can create a useful and attractive fold-out sheet for large images in technical manuals or advertising pieces. You can insert printed sheets with an Engineering Z Fold (Half Z Fold) into documents as long as they are not booklets created by imposing and folding large sheets. For example, document sets can receive folded sheets if they are stapled and/or hole-punched. The folded sheet is printed as a regular sheet in the document, but Exception Pages are used for the programming.

On FreeFlow Print Server, an Engineering Z Fold is called a Z Fold Half Sheet. The setup for this workflow is the opposite of what you would expect: You set the entire job with the properties of the single Z Fold Half Sheet, and set all the regular pages in the document as Exception pages.

Follow these steps to insert a Z Fold Half Sheet into a document:

1. If needed, load the paper for the job and program it at the **Stock Library Manager**.
2. You will need 8.5 x 11 in. (A4) stock for the main job, and 11 x 17 in. (A3) for the Z Fold Half Sheet.
3. Submit the job to the print server's **Hold** queue.
4. At the print server, double-click the job to open its **Properties**.
5. On the Stock tab, from the Name drop-down menu, select **Loaded Stocks** and then select an 11 x 17 in. (A3) paper, with the weight and type that you want for the document. 11x17 in. (A3) is the size required for the folded page.
6. On the Output tab, select **2-Sided**, if printing duplex, otherwise leave the setting at **1-Sided**.
7. Set properties for the job such as Quantity, 1 -Sided or 2 Sided, and Layout, if needed.
8. On the Output tab, select the **Stapling / Finishing** button.
9. If you do not want holes punched and/or staples for the document, from the Stapling / Finishing drop-down menu, select **Folding > Z Fold Half Sheet**.
10. If you do want holes punched and/or staples for the document:
 - a) Select **Folding > Multiple Finishing**.
 - b) Select the number of staples you want: **1 Staple** or **2 Staples**.
 - c) Select the number of holes you want punched: **2 Holes** or **3 Holes**.
 - d) Select the Location for the staples and/or holes.

The illustration changes with your selection to show where the holes and staples will be placed.
 - e) Under Z Fold Half Sheet, select **Enable**.
 - f) Select **OK**.
11. Select the **Special Pages** tab, and then **Exception Page**.
12. Set all the other pages as **Exceptions**:
 - a) For Stock, select **8.5x11 in. (A4)** from Loaded Stocks.
 - b) For Exception Range, set the page numbers for the other pages.

For example, if the folded page is on pages 5 and 6 of a 12-page document, you would enter a Page Range of 1-4, 7-12.
 - c) Select **OK**.
13. Release the job to print.

Using the Inserter to Include Sheets or Tabs into the Printed Output

When inserting covers, sheets or tabs into printed documents using the Inserter, the insertion is done after documents exit the press, and before they reach the end of the chain (the final finishing device where the output is retrieved). Therefore, the inserted material must be either pre-printed or blank.

Note

If you want to print on the inserted sheets, use Tray 5 (Bypass) or another tray.

The setup for inserting sheets or tabs involves using Exception Pages to define the location of the inserts, and selecting the tray from which to pull the inserts. In the case of this workflow, the selected tray will be tray T1 (Inserter device).

Inserting Sheets and Tabs into the Printed Output with the EX Print Servers

1. If needed, load the main stock for the document into a feeder tray with a LEF (Long Edge Feed) orientation. If it is a new stock for the tray, program it at the **Stock Library Manager**.

2. Load the sheets or tabs into the **Inserter tray T1** with a LEF (Long Edge Feed) orientation.

If loading tabs, place the tabs facing up and out, at the trail edge of the stock. When inserting preprinted or blank tabs, the system does not know how many tabs are in a set, it simply inserts the tabs, one at a time, in the same order they are placed in the tray. This means that you should check the tab sets and make sure there are no partial sets. In addition, if you have a jam and lose some tabs, you will have to restart the job on a full tab set in the Inserter.

3. Program the stock to insert at the **Stock Library Manager**:

Note

When feeding Special Pages from a specific tray, the properties for that stock must be unique when compared to other loaded stocks, otherwise the print server could select the same type of stock from another tray. Since you only want the preprinted stock in tray T1 to be used, check that no other stocks in other trays have the same properties (name, size, and weight). If they do, go to the print server and define the stock that you want to use with a unique name. In most cases, a cover stock being fed from tray T1 will have a heavier weight than other loaded papers, and this will make it unique.

- a) Open the **Stock Library Manager** and select **Tray T1**.
- b) If the tab stock that you loaded is defined in your Stock Library, select the **Stock Library** button and select the tab stock. Otherwise, select **Create Temporary Stock** and enter:
 - A Size of 8.5 x 11 in. (A4)

- The Weight of the tab stock. This is usually about 164 gsm, but will depend on your stock.
 - For Type, select the type of stock to be inserted, for example, **Precut tab - Plain**.
4. Select the **Long Edge Feed** radio button.
 5. Select **OK** to close the Tray Properties window.
 6. Minimize the Stock Library Manager.
 7. Submit the job file to the print server's **Hold** queue.
 8. Double-click on the job to open its **Properties**.
 9. Set all the Properties for the job such as Paper size, 1-sided or 2-sided, and number of Copies.
 10. Select the **Media** tab, and scroll down to the Mixed Media section.
 11. Select **New Insert**.
 12. With **Page Number** selected, enter the page numbers after which you want to insert preprinted or blank sheets or tabs. Use a comma to separate the numbers.
 13. For Paper Size, select the size of your tabs, either **8.5 x 11 in. Tab LEF** or **A4 Tab LEF**.
 14. For Media Type, select either **Tab stock (uncoated)** or **Tab stock (emboss)**.
 15. Select **Insert**.
 16. Select **Close**.
 17. Select **Print**.

Inserting Sheets and Tabs into the Printed Output with the FreeFlow Print Server

1. If needed, load the main stock for the document into a feeder tray with a LEF (Long Edge Feed) orientation. If it is a new stock for the tray, program it at the **Stock Library Manager**.

Note

When feeding Special Pages from a specific tray, the properties for that stock must be unique when compared to other loaded stocks, otherwise the print server could select the same type of stock from another tray. Since you only want the preprinted stock in tray T1 to be used, check that no other stocks in other trays have the same properties (name, size, and weight). If they do, go to the print server and define the stock that you want to use with a unique name. In most cases, a cover stock being fed from tray T1 will have a heavier weight than other loaded papers, and this will make it unique.

2. Load the sheets or tabs into the **Insert tray T1** with a LEF (Long Edge Feed) orientation.

If loading tabs, place the tabs facing up and out, at the trail edge of the stock. When inserting preprinted or blank tabs, the system does not know how many tabs are in a set, it simply inserts the tabs, one at a time, in the same order they are placed in the tray. This means that you should check the tab sets and make sure there are no partial sets. In addition, if you have a jam and lose some tabs, you will have to restart the job on a full tab set in the Inserter.

3. Program the stock to insert at the **Stock Library Manager**:

- a) Open the **Stock Library Manager** and select **Tray T1**.
- b) If the tab stock that you loaded is defined in your Stock Library, select the **Stock Library** button and select the tab stock. Otherwise, select **Create Temporary Stock** and enter:
 - A Size of 9 x 11 in.
 - The Weight of the tab stock. This is usually about 164 gsm, but will depend on your stock.
 - For Type, select the type of stock to be inserted, for example, **Precut tab - Plain**.
4. Select the **Long Edge Feed** radio button.
5. Select **OK** to close the Tray Properties window.
6. Minimize the Stock Library Manager.
7. Submit the job file to the print server's **Hold** queue.
8. Locate the job in Job Manager and double-click to open its **Properties**.
9. On the Basic tab, set the **Quantity**.
10. Set the Sides Imaged to **1 Sided** or **2 Sided**.
11. On the Output tab, for **Output Location**, select where you want the printed sets to be sent.
12. If inserting tabs, ensure that **Output Delivery**, on the Output tab, is set to **System Specified** or **Face Up**.
13. On the Special Pages tab:
 - a) Select **Inserts**.
 - b) In the After Page(s) area, enter the page numbers after which you want to insert the sheets or tabs.
 - c) From the Name drop-down menu, select **Loaded Stocks** and the specific stock that you loaded into tray T1 for insertion.
 - d) Select **Add Insert** once.
 - e) Select **Close**.
 - f) Check the pages defined for insertion after.
14. Select **Print**.
15. Select **Close**.

Using the GBC[®] AdvancedPunch[®] Pro

Using the AdvancedPunch Pro with the EX Print Servers

1. If needed, load the paper for the job and program it at the **Stock Library Manager**.
2. Submit the job to the print server's **Hold** queue.
3. Double-click the job being held to open its **Properties**.
4. Set all required properties for the job such as Copies, Paper size, Source tray, and 1-sided or 2-sided.
5. Select the **Finishing** tab.
6. Scroll down to the Punch area.
7. For Punch edge, select the location of the punch on the paper: **Left**, **Right**, or **Top**.

8. For Punch, select either **Advanced Pro-ANSI** or **Advanced Pro-ISO**.
The exact name of the unit depends on your geographic region.
9. Select **Print** on the finishing tab to release the job.

Using the AdvancedPunch Pro with the FreeFlow Print Server

1. If needed, load the paper for the job into a press tray.
2. If you loaded new paper, program the paper at the **Stock Library Manager**.
3. Submit the job file to the print server's **Hold** queue.
4. At the print server, double-click the job to open its **Properties**.
5. On the Stock tab, from the Name drop-down menu, select **Loaded Stocks** and the paper that you loaded.
6. Set other required properties such as Quantity, Paper Size, Source Tray, and 1-sided or 2-sided.
7. On the Output tab, select the **Stapling / Finishing** button.
8. From the Stapling / Finishing dropdown menu, select **Coil Punch > [punch location]**.
9. Select **OK**.
10. Release the job to print.

