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# Xerox® PrimeLink® B9100/B9110/ B9125/B9136 Copier/Printer User Guide

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# Table of Contents

1 Product Symbols for Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/ Printer .....	13
2 Safety .....	19
<b>Notices and Safety</b> .....	<b>20</b>
<b>Electrical Safety</b> .....	<b>21</b>
General Guidelines .....	21
Power Cord .....	21
Emergency Power Off.....	22
Electrical Supply.....	22
Disconnect Device.....	23
<b>Laser Safety</b> .....	<b>24</b>
North America .....	24
Europe (EU) .....	24
<b>Operational Safety</b> .....	<b>25</b>
Operational Guidelines.....	25
Ozone Release .....	25
Printer Location .....	25
Printer Supplies .....	26
<b>Maintenance Safety</b> .....	<b>27</b>
<b>Environmental, Health, and Safety Contact Information</b> .....	<b>28</b>
3 Getting Started.....	29
<b>Parts of the Printer</b> .....	<b>30</b>
Internal Parts.....	31
Duplex Automatic Document Feeder.....	32
User Interface (UI) .....	32
<b>Accessories</b> .....	<b>34</b>
Feeding Accessories .....	34
Finishing Accessories.....	35
<b>Power Options</b> .....	<b>41</b>
Power On .....	41
Power Off .....	41
Power Saver .....	42
<b>More Information</b> .....	<b>43</b>
4 Printing.....	45
<b>Network Printing</b> .....	<b>46</b>
Printing with the PostScript Print Drivers.....	46

## Table of Contents

Printing with the PCL Print Drivers .....	46
Network Printing on Tabs .....	48
Network Printing on Tabs Using the PostScript and PCL Print Drivers .....	48
5 Copying.....	49
Copying Using the Duplex Automatic Document Feeder.....	50
Copying Using the Document Glass .....	51
Selecting Copy Options for a DFA Finishing Device .....	52
Copying on Tab Stock.....	53
Using the Copy Option.....	54
Reduce/Enlarge.....	54
Paper Supply.....	54
2-Sided Copying.....	54
Copy Output .....	55
Image Shift .....	55
Original Type .....	55
Darken/Lighten .....	55
Image Quality .....	56
Original Type .....	56
Image Options.....	56
Background Suppression .....	57
Layout Adjustment .....	58
Book Copying.....	58
2-Sided Book Copying .....	58
Original Size.....	59
Edge Erase .....	59
Image Shift .....	60
Image Rotation .....	60
Invert Image .....	60
Original Orientation .....	61
Output Format.....	62
Booklet Creation .....	62
Covers.....	63
Page Layout.....	63
Poster .....	65
Folding.....	65
Annotations.....	65
Watermark.....	67
Tab Margin Shift .....	68
Face Up/Down Output .....	68
ID Card Copy .....	69
Job Assembly Tab .....	70
Build Job.....	70
Sample Job.....	71
Combine Original Sets.....	72
Form Overlay .....	72
Delete Outside/Delete Inside .....	72

Stored Programming.....	73
6 Scanning.....	75
Basic Scanning.....	76
Basic Scan Procedure .....	76
Loading Documents.....	76
Scan Methods.....	77
Starting a Scan Job.....	77
Canceling a Scan Job .....	78
Changing Scan Settings While Scanning .....	78
Scan Settings.....	79
Main Scan Tab .....	80
Advanced Settings Tab.....	82
Layout Adjustment Tab.....	85
Filing Options .....	87
Email Options Tab.....	89
Network Scanning.....	91
Starting a Network Scan Job .....	91
Scan to PC .....	92
Starting a Scan to PC Job.....	92
Transfer Protocol.....	92
Specify Destination.....	93
Store to Folder .....	95
Saving the Scanned Data Using the Embedded Web Server .....	95
Store to USB .....	97
Guidelines for Using a USB Storage Device.....	97
Saving Scan Data to a USB Memory Device .....	97
Removing the USB Device.....	98
Displaying Storage Details .....	98
Web Services on Devices (WSD) .....	99
WSD Starting a Scan Job .....	99
Storing to WSD .....	99
Email .....	100
Address Book .....	100
Adding Email Recipients.....	101
Removing Email Recipients .....	101
Subject .....	101
Message Contents .....	101
Email Print .....	101
Send from Folder.....	103
Folder Types.....	103
Copy & Print Jobs Tab .....	103
Printing Files from a Folder.....	110
Scan & Other Jobs Tab.....	115
Job Flow .....	118
Job Flow Overview .....	118

## Table of Contents

Job Flow Sheets .....	118
Folders .....	123
Starting a Job Flow Manually .....	125
7 Faxing .....	127
Fax Overview .....	128
Loading Documents .....	129
Sending a Fax .....	130
Sending an Internet Fax .....	131
Faxing from Your Computer .....	132
Receiving Faxes .....	133
Selecting Fax Settings .....	134
Setting 2-Sided Faxing .....	134
Selecting the Original Type .....	134
Setting the Fax Resolution .....	134
Adjusting Layout .....	134
Fax Options .....	135
More Fax Options .....	136
Internet Fax Options .....	136
Adding Address Book Entries .....	138
Adding an Individual Address .....	138
Deleting an Individual Address .....	138
Adding a Group .....	138
Deleting a Group .....	139
Using Chain Dial .....	139
Creating Fax Comments .....	140
8 Stored Programming .....	141
Stored Programming Overview .....	142
Storing a Program .....	143
Storing a Program for Build Job .....	144
Naming or Renaming a Stored Program .....	145
Notes and Restrictions on Registering Stored Programs .....	146
Calling a Stored Program .....	148
Using Stored Programs with the Build Job Feature .....	148
Deleting Stored Programs .....	150
Stored Program Icons .....	151
9 Media Print - Text .....	153
Media Print - Text Overview .....	154
Supported File Formats .....	155
Notes and Restrictions .....	156
Selecting Media Files from a USB Memory Device .....	157
Configuring the Device to Print a Password-Protected PDF .....	158

Setting the Printing Options.....	159
Media Print - Text Printing Options.....	159
Index Print.....	160
10 Job and Machine Status.....	161
Job Status.....	162
Active Jobs Tab.....	162
Completed Jobs Tab.....	162
Secure Print Jobs & More Tab.....	163
Machine Status.....	166
Device Information Tab.....	166
Faults Tab.....	167
Supplies Tab.....	168
Billing Information Tab.....	168
Tools Tab.....	169
11 Paper and Media.....	171
Supported Media.....	172
Recommended Media.....	172
Media That Can Damage Your Printer.....	172
Supported Paper Types and Weights.....	172
Supported Standard Paper Sizes.....	174
Paper Tray Information for Trays 1, 2, 3, and 4.....	175
Guidelines for Loading, Printing, and Storing Media.....	176
General Media Loading Guidelines.....	176
Printing or Copying on Labels.....	176
Printing or Copying on Glossy Paper.....	176
Paper Storage Guidelines.....	177
Loading Media.....	178
Loading Paper in Trays 1 and 2.....	178
Loading Paper in Trays 3 and 4.....	179
Loading Tab Stock in Trays 3 and 4.....	179
Loading Hole-Punch Paper in Trays 1, 2, 3, and 4.....	180
Loading Media in Optional Feeding Devices.....	181
Loading Post-Process Media in Optional Finishing Devices.....	181
12 Maintenance.....	183
Cleaning the Printer.....	184
Cleaning the Exterior and the Touch Screen.....	185
Cleaning the Document Cover and the Document Glass.....	186
Cleaning the Scanner.....	187
Cleaning the Document Feeder Rollers.....	189
Replacing Consumable Supplies.....	190
Ordering Supplies.....	190
Checking the Status of Customer Replaceable Units (CRUs).....	190
Replacing the Toner Cartridge.....	191

## Table of Contents

Replacing the Waste Toner Container.....	193
13 Troubleshooting.....	195
General Troubleshooting.....	196
Image Quality Troubleshooting.....	200
Image is not as Expected.....	205
Copy Troubleshooting.....	207
Unable to Copy.....	207
The Copy Result is not as Expected.....	207
Print Troubleshooting.....	211
Unable to Print.....	211
The Printed Result is not as Expected.....	213
Scan Troubleshooting.....	214
Unable to Scan with the Machine.....	214
Unable to Import the Scanned Document to the Computer.....	215
Unable to Send the Scanned Document Over the Network (FTP/SMB).....	216
Problems with Sending Email.....	217
Paper Jams.....	218
Information About Paper Jams.....	218
Document Feeder Jams.....	218
Document Jams Under the Document Feeder Belt.....	221
Paper Jams in Trays 1–4.....	222
Paper Jams in Tray 5 (Bypass).....	223
Paper Jams in Transport Unit 4.....	225
Paper Jams Inside the Main Unit.....	227
Lower Left Cover Jams.....	230
Paper Jams in the Bottom-Right Door.....	231
Fax Problems.....	233
Problems Sending Faxes.....	233
Problems Receiving Faxes.....	233
Fault Information.....	235
Fault Messages.....	235
A Specifications.....	237
Copy Specifications.....	238
Print Specifications.....	240
Scan Specifications.....	243
Duplex Automatic Document Feeder (DADF) Specifications.....	244
B Regulatory Information.....	245
Basic Regulations.....	246
United States FCC Regulations.....	246
Canada.....	246
Certifications in Europe.....	247



European Union Lot 4 Imaging Equipment Agreement Environmental Information .....	247
Germany.....	249
Turkey RoHS Regulation .....	250
Eurasian Economic Community Certification .....	250
European Union Radio Equipment Directive 2014/53/EU .....	250
Labeling Requirements.....	251
Copy Regulations .....	252
United States.....	252
Canada.....	253
Other Countries.....	254
Fax Regulations.....	255
United States.....	255
Canada.....	256
European Union.....	257
New Zealand .....	258
South Africa.....	258
Safety Data Sheets .....	259
C Recycling and Disposal.....	261
All Countries .....	262
North America .....	263
European Union.....	264
Domestic and Household Environment.....	264
Professional and Business Environment .....	264
Collection and Disposal of Equipment and Batteries.....	264
Battery Symbol .....	265
Battery Removal .....	265
Other Countries.....	266
D Tray 5 (Bypass).....	267
Tray 5 (Bypass) Overview .....	268
Loading Media in Tray 5 (Bypass) .....	269
Loading Media in the Standard Bypass Tray.....	269
Loading Media in the Optional Extra Long Sheets (XLS) Bypass Tray .....	270
Loading Hole-Punched Paper in Tray 5 (Bypass) .....	274
Loading Transparencies in Tray 5 (Bypass) .....	274
Loading Tab Stock in Tray 5 (Bypass) .....	274
Loading Postcards in Tray 5 (Bypass).....	275
Loading Envelopes in Tray 5 (Bypass).....	276
Tray 5 (Bypass) Specifications.....	278
E High Capacity Feeder.....	281
High Capacity Feeder, Trays 6 and 7 .....	282
Loading Media in the High Capacity Feeder .....	283
High Capacity Feeder Troubleshooting.....	285

## Table of Contents











Paper Jams in the High Capacity Feeder.....	285
Paper Jams Inside the High Capacity Feeder.....	285
Fault Information .....	291
High Capacity Feeder Specifications.....	293
F Oversized High Capacity Feeder.....	295
Oversized High Capacity Feeder Overview .....	296
Postcard Bracket .....	297
Using the Postcard Bracket.....	297
Loading Media in the 1-Tray or 2-Tray OHCF.....	300
Loading Paper in the OHCF (1 or 2 Trays).....	300
Loading Tab Stock in the OHCF (1 or 2 Trays).....	300
Loading Transparencies in the OHCF (1 or 2 Trays).....	301
Loading Hole-Punched Paper.....	302
Oversized High Capacity Feeder (OHCF) Troubleshooting .....	304
Skew Adjustment Levers.....	304
Clearing OHCF Jams .....	305
Fault Information .....	310
OHCF Specifications.....	312
G Interface Decurler Modules.....	315
Interface Decurler Module Overview.....	316
Finishing Accessories Requiring an Interface Decurler Module .....	317
Interface Decurler Module Components .....	318
Control Panel on the Interface Decurler Module .....	319
Curl Correction on the Interface Decurler Module.....	320
Curl Correction Modes and Functions on the Interface Decurler Module.....	320
Interface Decurler Module Troubleshooting.....	323
Paper Jams on the Interface Decurler Module .....	323
Error messages on the Interface Decurler Module .....	325
H Inserter Module .....	327
Inserter Module Overview .....	328
Inserter Components .....	329
Inserter Control Panel .....	330
Paper and Media for Inserter Tray T1 .....	331
Supported Paper for Inserter Tray T1 .....	331
Loading Paper in Inserter Tray T1 .....	331
Printing on Special Media .....	333
Inserter Troubleshooting.....	334
Inserter Paper Jams .....	334
Inserter Fault Messages .....	339
I GBC® AdvancedPunch™ Pro.....	341

J High Capacity Stacker (HCS) .....	343
High Capacity Stacker Overview .....	344
High Capacity Stacker (HCS) Components.....	345
HCS Circuit Breaker .....	346
Output Trays.....	346
Control Buttons.....	347
Unloading the Stacker Tray or Cart .....	348
HCS Troubleshooting .....	349
HCS Paper Jams.....	349
HCS Fault Messages.....	360
HCS Hints and Tips .....	360
HCS Specifications .....	361
High Capacity Stacker (HCS) Media Guidelines.....	361
K Crease and Two-Sided Trimmer .....	363
Crease and Two-Sided Trimmer Overview.....	364
Crease and Two-Sided Trimmer Components .....	365
Crease and Two-Sided Trimmer Configuration.....	366
Crease and Two-Sided Trimmer Maintenance .....	367
Emptying the Crease and Two-Sided Trimmer Waste Container.....	367
Crease and Two-Sided Trimmer Troubleshooting.....	369
Crease and Two-Sided Trimmer Paper Jams .....	369
Crease and Two-Sided Trimmer Fault Messages .....	384
Crease and Two-Sided Trimmer Specifications .....	386
L C/Z Folder .....	387
C/Z Folder Overview .....	388
C/Z Fold Types .....	389
C/Z Folder Components.....	390
C/Z Fold Output .....	390
C/Z Folder Troubleshooting .....	391
C/Z Folder Paper Jams.....	391
C/Z Folder Fault Messages.....	396
C/Z Folder Specifications.....	398
M Production Ready Finishers.....	399
Overview of the Production Ready Finishers .....	400
Production Ready (PR) Finisher.....	400
Production Ready (PR) Booklet Maker Finisher.....	401
Production Ready (PR) Finisher Plus.....	401
Production Ready Finisher Components .....	402
Components for the PR Finisher and PR Booklet Maker Finisher.....	402
PR Finisher Plus Components .....	406














## Table of Contents


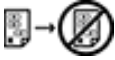











PR Finisher Maintenance.....	407
Finisher Consumable Supplies .....	407
Checking the Status of Finisher Consumables.....	408
Replacing the Basic Staple Cartridge for Side Stitching.....	408
Replacing the Booklet Staple Cartridge for Saddle Stitching .....	409
Replacing the Staple Refill Cassette for Saddle Stitching.....	412
Replacing the Finisher Staple Waste Container.....	413
Emptying the Hole Punch Waste Container .....	416
PR Finisher Troubleshooting .....	418
Paper Jams in the PR Finisher and PR Booklet Maker Finisher .....	418
Paper Jams in the PR Finisher Plus.....	419
Clearing Paper Jams in the PR Finishers.....	420
Clearing Paper Jams in the PR Finisher Plus.....	429
Finisher Staple Faults .....	434
Fault Messages on the PR Finisher and PR Booklet Maker Finisher .....	442
PR Finisher Plus Fault Messages .....	442
PR Finisher Specifications.....	444
Staple Output Capacity.....	446
Booklet Capacities by Paper Weight and Type.....	447
N SquareFold® Trimmer Module.....	449
SquareFold® Trimmer Module Overview .....	450
SquareFold® Trimmer Components .....	451
SquareFold® Trimmer Circuit Breaker .....	451
Output Trays.....	452
Control Panel.....	452
SquareFold® Trimmer Paper Path.....	453
Square Fold and Trim Features .....	454
Square Fold Feature .....	454
Trim Feature .....	455
SquareFold® Trimmer Maintenance .....	458
Emptying the SquareFold® Trimmer Waste Container .....	458
SquareFold® Trimmer Troubleshooting.....	460
SquareFold® Trimmer Paper Jams .....	460
SquareFold® Trimmer Fault Messages .....	463
Guidelines for Using the SquareFold® Trimmer Device.....	463
SquareFold® Trimmer Specifications .....	465

# Product Symbols for Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/ Printer



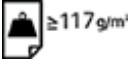













Symbol	Description
	Warning: Indicates a hazard that can cause serious injury or death if not avoided.
	Hot Warning: Hot surface on or in the printer. Use caution to avoid personal injury.
	Pinch Hazard: This warning symbol alerts users to areas where there is the possibility of personal injury.
	Caution: Indicates a mandatory action to take to avoid damage to the property.
	Do not touch the part or area of the printer.
	Do not touch the part or area of the printer.
	Do not expose the drum cartridges to direct sunlight.
	Do not burn the item.
	Do not burn the toner cartridges.
	Do not burn the drum cartridges.

Product Symbols for Xerox® PrimeLink® B9100/B9110/B9125/  
B9136 Copier/Printer








Symbol	Description
	Do not burn the waste cartridge.
	Do not touch the surface of the drum cartridge.
	To avoid damage to the printer, do not open the document feeder wider than 40° maximum.
	Hot surface. Wait for the indicated time before handling.
	On
	Off
	Standby
	Do not use paper attached with staples or any form of binding clip.
	Do not use folded, creased, curled, or wrinkled paper.
	Do not load or use inkjet paper.
	Do not reload paper previously printed on or used.
	Do not use postcards.
	Do not use envelopes.

Symbol	Description
	Do not use transparencies or overhead projector sheets.
	Do not copy money.
	Add paper or media.
	Paper Jam
	Lock
	Unlock
	Paper Clip
	Cooling
	Elapsed Time
	Supply Paper
	Supply Paper Face Down
	1-Sided Original
	Hole-punched Paper

Product Symbols for Xerox® PrimeLink® B9100/B9110/B9125/  
B9136 Copier/Printer

Symbol	Description
	Indicates the direction to feed paper.
	Envelope print side up, flap down and closed.
	Heavy weight paper is equal to or greater than 117 g/m <sup>2</sup> .
	Toner Waste Container
	USB Universal Serial Bus
	LAN Local Area Network
	Fax
	Clean the indicated area or part.
	Weight
	Start Button
	Stop Button
	Pause Printing Button
	Log In/Out Button
	Help Button
	Services Home Button
	Services Button



Symbol	Description
	Job Status Button
	Printer Status Button
	Language Button
	Power Saver Button
	Sleep Mode
CA	Clear All Button
	Dial Pause Button
	This item can be recycled.

Product Symbols for Xerox® PrimeLink® B9100/B9110/B9125/  
B9136 Copier/Printer

# Safety

This chapter contains:

- Notices and Safety..... 20
- Electrical Safety ..... 21
- Laser Safety ..... 24
- Operational Safety..... 25
- Maintenance Safety..... 27
- Environmental, Health, and Safety Contact Information..... 28

## Notices and Safety

Carefully read the following instructions before operating your printer. Refer to these instructions to ensure the continued safe operation of your printer.

Your Xerox® printer and supplies are designed and tested to meet strict safety requirements. Safety requirements include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

The safety and environment testing and performance of this product have been verified using Xerox® materials only.



**WARNING:** Unauthorized alterations, which can include the addition of new functions or connection of external devices, can affect the product certification. For details, contact your Xerox® representative.

# Electrical Safety

Carefully read the following instructions before operating your printer. Refer to these instructions to ensure the continued safe operation of your printer.

Your Xerox® printer and supplies are designed and tested to meet strict safety requirements. These include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards.

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**WARNING:** Unauthorized alterations, which can include the addition of new functions or connection of external devices, can affect the product certification. For details, contact your Xerox® representative.

## General Guidelines



**WARNING:**

- Do not push objects into slots or openings on the printer. Touching a voltage point or shorting out a part could result in fire or electric shock.
- Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are instructed to do so. Turn off the printer when performing these installations. Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

The following are hazards to your safety:

- The power cord is damaged or frayed.
- Liquid is spilled into the printer.
- The printer is exposed to water.
- The printer emits smoke, or the surface is unusually hot.
- The printer emits unusual noise or odors.
- The printer causes a circuit breaker, fuse, or other safety device to activate.

If any of these conditions occur, do the following:

1. Turn off the printer immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative.

## Power Cord

Use the power cord supplied with your printer.

- Plug the power cord directly into a properly grounded electrical outlet. Ensure that each end of the cord is connected securely. If you do not know if an outlet is grounded, ask an electrician to check the outlet.



**WARNING:** To avoid risk of fire or electrical shock, do not use extension cords, power strips, or power plugs for more than 90 days. When a permanent outlet receptacle cannot be installed, use only one factory-assembled extension cord of the appropriate gauge for each printer or multifunction printer. Always adhere to national and local building, fire, and electrical codes regarding length of cord, conductor size, grounding, and protection.

- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.
- Verify that the printer is plugged into an outlet that is providing the correct voltage and power. Review the electrical specification of the printer with an electrician if necessary.
- Do not place the printer in an area where people can step on the power cord.
- Do not place objects on the power cord.
- Do not plug or unplug the power cord while the power switch is in the On position.
- If the power cord becomes frayed or worn, replace it.
- To avoid electrical shock and damage to the cord, grasp the plug when unplugging the power cord.

The power cord is attached to the printer as a plug-in device on the back of the printer. If it is necessary to disconnect all electrical power from the printer, disconnect the power cord from the electrical outlet.

## Emergency Power Off

If any of the following conditions occur, turn off the printer immediately and disconnect the power cord from the electrical outlet. Contact an authorized Xerox service representative to correct the problem if:

- The equipment emits unusual odors or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the printer.
- The printer is exposed to water.
- Any part of the printer is damaged.

## Electrical Supply

The electrical supply for the device must meet the requirements stated on the data plate on the rear of the device. If you are not sure that your electrical supply meets the requirements, consult your local electricity provider or a licensed electrician.



**WARNING:** The device must be connected to a grounded electrical circuit. The device is supplied with a grounded electrical plug that fits into a grounded electrical outlet. The power cord plug only fits into a grounded electrical outlet. The power cord design is a safety feature. If you are unable to insert the power cord plug into your electrical outlet, consult your local electricity provider or a licensed electrician. Always connect the device to a properly grounded electrical outlet.

## Disconnect Device

The power cable is the disconnect device for this equipment. To remove all electrical power from the machine, disconnect the power cable from the electrical outlet.

## Laser Safety

### North America

This product complies with safety standards and is certified as a Class 1 Laser product under the Center for Devices and Radiological Health (CDRH) of the United States Food and Drug Administration (FDA) implemented regulations for laser products. This product complies with FDA performance standards for Laser products except for deviations pursuant to Laser Notice No. 50 dated June 24, 2007. These regulations apply to laser products marketed in the United States. The label on the machine indicates compliance with CDRH regulations and must be attached to laser products marketed in the United States. This product does not emit hazardous laser radiation.

#### Laser Warning

Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous exposure of laser light.

Since radiation emitted inside this product is completely confined within the protective housing and external covers, the laser beam cannot escape from the machine during any phase of the user operation.

This product contains laser warning labels. These labels are intended for use by the Xerox Service Representative and are placed on or near panels or shields that require special tools for removal. Do not remove any of the panels. There are no operator serviceable areas in these covers.

### Europe (EU)

This product complies with IEC's safety standard 60825-1 (Edition 1.2) issued August 2001.

The equipment complies with laser product performance standards set by governmental, national, and international agencies as a Class 1 Laser Product. It does not emit hazardous radiation as the beam is totally enclosed during all phases of customer operation and maintenance.



**WARNING:** Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

This product contains laser warning labels. These labels are intended for use by the Xerox Service Representative and are placed on or near panels or shields that require special tools for removal. Do not remove any of the panels. There are no operator serviceable areas in these covers.

If you need additional safety information concerning the product or Xerox supplied materials, you may call the following number: +44 (0) 1707 353434



# Operational Safety

Your printer and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines helps to ensure the continued, safe operation of your printer.

## Operational Guidelines

- Do not remove the paper source tray that you selected using either the print driver or Control Panel while the printer is printing.
- Do not open the doors when the printer is printing.
- Do not move the printer when it is printing.
- Keep hands, hair, neckties, and so on, away from the exit and feed rollers.
- Covers, which require tools for removal, protect the hazard areas within the printer. Do not remove the protective covers.
- Do not attempt to remove paper that is jammed deeply inside the printer. Power off the printer promptly, then contact your local Xerox representative.

## Ozone Release


This printer produces ozone during normal operation. The amount of ozone produced is dependent on copy volume. Ozone is heavier than air and is not produced in amounts large enough to harm anyone. Install the printer in a well-ventilated room.

For more information in the United States and Canada, go to [www.xerox.com/environment](http://www.xerox.com/environment). In other markets, please contact your local Xerox representative or go to [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe).

## Printer Location

- Place the printer on a level, solid, non-vibrating surface with adequate strength to hold the weight of the printer.
- Do not block or cover the slots or openings on the printer. These openings are provided for ventilation and to prevent overheating of the printer.
- Place the printer in an area where there is adequate space for operation and servicing.
- Place the printer in a dust-free area.
- Do not store or operate the printer in an extremely hot, cold, or humid environment.
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the printer where it is directly exposed to the cold air flow from an air conditioning system.
- Do not place the printer in locations susceptible to vibrations.

## Printer Supplies

- Store all supplies in accordance with the instructions given on the package or container.
  - Keep all supplies away from the reach of children.
  - Never throw toner, print/drum cartridges, or toner containers into an open flame.
  - When handling supplies, avoid skin or eye contact. Eye contact can cause irritation and inflammation.
  - Do not attempt to disassemble supplies, which can increase the risk of skin or eye contact.
-  **Caution:** Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreement, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Please contact your Xerox representative for details.

## Vacuum Cleaner Use for Toner Spills

Use a broom or wet cloth to wipe off spilled toner. To minimize generation of dust particles, sweep or wipe slowly. Avoid using a vacuum. If you must use a vacuum, ensure the unit is designed to contain combustible dusts. Ensure that the vacuum includes an explosion rated motor and non-conductive hose.


## Consumable Information

Store all consumables in accordance with the instructions given on the package or container.

Keep all consumables away from the reach of children.

Never throw toner, print cartridges, or toner containers into an open flame.

## Cartridges

-  **WARNING:** When handling cartridges such as ink or fuser, avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge. This can increase the risk of skin or eye contact.

## Maintenance Safety

Your Xerox® printer and supplies are designed and tested to meet strict safety requirements. Safety requirements include safety agency evaluation and certification, and compliance with electromagnetic regulations and established environmental standards. Refer to these instructions to ensure the continued safe operation of your printer. For details, contact your Xerox® representative.

- Follow all warnings and instructions marked on, or supplied with, the product, options, and supplies.
- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Always exercise care when moving or relocating your printer. Contact your Xerox® representative to arrange the relocation of your printer.
- Never throw toner, print/drum cartridges, or toner containers into an open flame.



**WARNING:** Read and comply with the following warnings:

- Before cleaning the printer, unplug it from the electrical outlet.
- Do not use aerosol cleaners. Aerosol cleaners can cause explosions or fires when used on electromechanical equipment.
- The metallic surfaces in the fuser area are hot. To avoid personal injury, use caution.
- Do not attempt to remove paper that is jammed deeply inside the product. Switch off the product promptly and contact your local Xerox® representative.
- Do not apply excessive force on the document glass.
- Do not override any electrical or mechanical interlock devices.

## Environmental, Health, and Safety Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, contact:

- United States and Canada: 1-800-ASK-XEROX (1-800-275-9376)
- Europe: [EHS-Europe@xerox.com](mailto:EHS-Europe@xerox.com)

For product safety information in the United States and Canada, go to [www.xerox.com/environment](http://www.xerox.com/environment).

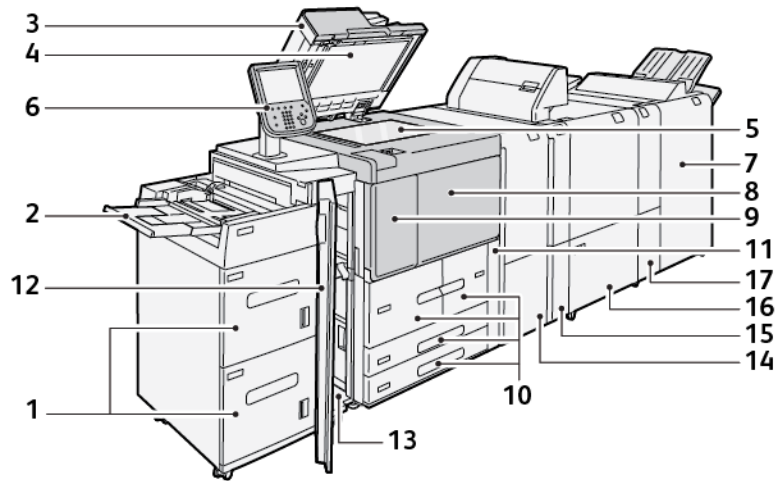
For product safety information in Europe, go to [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe).

# Getting Started

This chapter contains:

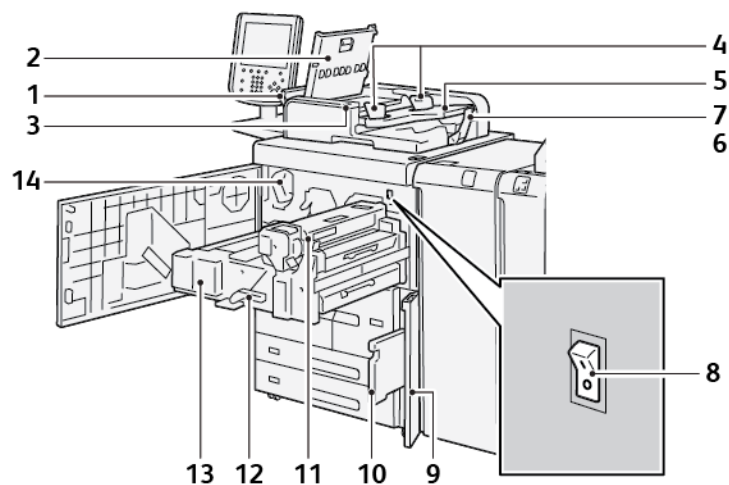
- [Parts of the Printer](#) ..... 30
- [Accessories](#) ..... 34
- [Power Options](#)..... 41
- [More Information](#) ..... 43

## Parts of the Printer



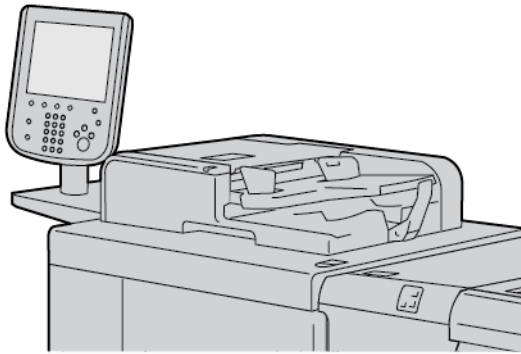
- |   |   |
|---|---|
| 1. Optional High Capacity Feeder (HCF), Trays 6 and 7 | 10. Trays 1-4                             |
| 2. Bypass tray, Tray 5                                | 11. Waste cartridge cover                 |
| 3. Duplex Automatic Document Feeder (DADF)            | 12. Front cover on optional HCF           |
| 4. Document cover                                     | 13. Lower left cover                      |
| 5. Document glass                                     | 14. Interface Decurler Module (IDM)       |
| 6. User Interface (UI); Control Panel                 | 15. Optional Inserter Module              |
| 7. Optional Production Ready Finisher                 | 16. Optional Crease and Two-Sided Trimmer |
| 8. Front cover  | 17. Optional C/Z Folder                   |
| 9. Left cover for toner                               |   |

## Internal Parts



- |                           |                                |
|---------------------------|--------------------------------|
| 1. Left cover             | 8. Main power switch           |
| 2. Top cover              | 9. Waste toner container cover |
| 3. Confirmation indicator | 10. Waste toner container      |
| 4. Document guides        | 11. Fusing unit                |
| 5. Document feeder tray   | 12. Handle                     |
| 6. Document output tray   | 13. Transfer module            |
| 7. Document stopper       | 14. Toner cartridge            |

# Duplex Automatic Document Feeder

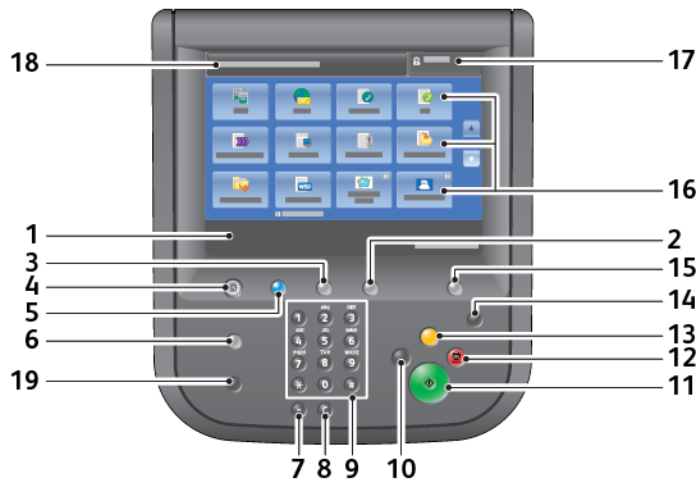


Tips for using the Duplex Automatic Document Feeder (DADF):

- Use the DADF to scan a maximum of 250 documents at a time.
- If you use mixed-size original documents, align the top-left corners in the document handler.
- Before you load documents in the DADF, remove all staples and paper clips.
- For the best output, do not load wrinkled or torn documents into the DADF.

## User Interface (UI)

The user interface contains a control panel and touch screen, where you can select options, view printer information, and do selected tasks.



Number	Component	Function
1	Touch screen	Displays messages required for operation and buttons for features. Touch the screen to instruct operations and set features.
2	Machine Status	Press this button to verify the machine status, usage meters, the status of consumables, and to print reports.
3	Job Status	Press this button to verify or cancel the current job, to verify or print stored jobs, or to verify completed jobs.



Number	Component	Function
4	Services Home	Press this button to display the main Services Home screen. The Services Home screen, by default, displays the available service buttons such as Copy, Email, Network Scanning, Store to Folder, and Send from Folder. A system administrator can change the Services Home screen to display a specific feature, such as Copy. For more information, refer to the <i>Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide</i> .
5	Services	Illuminates when the main power is on.
6	Help	Press this button to display the Help system.
7	Dial Pause	Press this button to insert a dial pause in a telephone or fax number.
8	C	Press this button to clear the last entry.
9	Keypad	Use the keypad to enter alphanumeric data.
10	Interrupt	Press this button to suspend a copy or print job in progress and stop the device to process another job. During the Interrupt mode, the Interrupt button illuminates. To exit the Interrupt mode and resume the suspended job, press the Interrupt button again.
11	Start	Press this button to perform certain functions, such as scanning a document.
12	Stop	Press this button to pause the current job or communication.
13	Clear All	Press this button to return all selections to the default values. The printer returns to the same state as at power-on.
14	Power Saver	When the printer is inactive, it enters the Power Saver mode to reduce power consumption. When the Power Saver mode is active, the Power Saver button illuminates. Press this button to exit the Power Saver mode.
15	Log In/Log Out	This button illuminates when a user is logged in through the System Administration mode, the Authentication mode, or the Accounting mode. Press this button to display the User ID entry screen for entering the System Administration mode, the Authentication mode, or the Accounting mode. Press the button again to exit the modes.
16	Services on screen	Use the onscreen options to enter the various service windows to make feature selections. The Copy, Network Scanning, Store to USB, and other options are available.
17	Login field	Displays the currently logged-in user. Select this option to log in to the System Administration, Authentication, or Accounting modes.
18	Message field	Displays messages to users.
19	Language	Press the button to display the language options to users.

## Accessories

Various optional feeding and finishing devices are available with your Xerox printer. The devices are discussed briefly on the following pages, along with where to find specific information on each device.

### Feeding Accessories

The following optional feeding accessories are compatible with your printer.

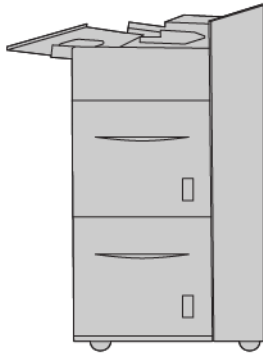
#### High Capacity Feeder, Trays 6 and 7

The letter-size two-tray High Capacity Feeder (HCF), Trays 6 and 7, provides an extra 4000-sheet capacity for A4 (210 x 297 mm) or 8.5 x 11 in. paper. Each tray holds 2000 sheets, from 16-lb. Bond to 80-lb. Cover, or 52–216 g/m<sup>2</sup>.

The High Capacity Feeder (HCF) has four fixed Long Edge Feed (LEF) positions, which are marked on the tray:

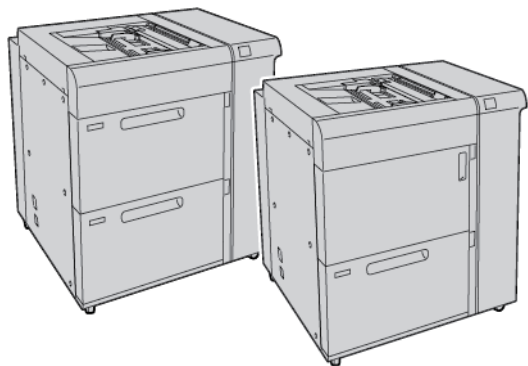
- B5
- 10.5 in.
- 11 in.
- A4

The High Capacity Feeder (HCF) has one variable LEF custom position, which supports custom paper sizes from 297 x 182 mm (11.69 x 7.2 in.) to 330.2 x 241 mm (13 x 9.5 in.).



#### Oversized High Capacity Feeder (OHCF), Trays 6 or 7

The Oversized High Capacity Feeder (OHCF) is available in a 1-tray or 2-tray option. The OHCF feeds a variety of stock sizes, including standard and oversized stock up to 330.2 x 488 mm (13 x 19.2 in.). Each tray holds 2000 sheets.

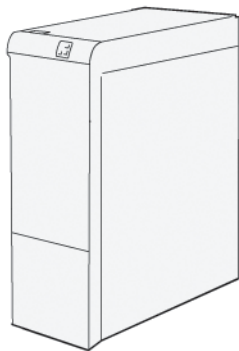
**Note:**

- The 2-Tray Oversized High Capacity Feeder (OHCF) is not available with the Xerox® PrimeLink® B9100 Copier/Printer configuration.
- The 1-Tray Oversized High Capacity Feeder (OHCF) is not available with the Xerox® PrimeLink® B9136 Copier/Printer configuration.

## Finishing Accessories

The following optional finishing accessories are compatible with your printer.

### Interface Module



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.
- Cooling and decurling of the paper as it exits the press.

The following finishing accessories require the Interface Decurler Module:

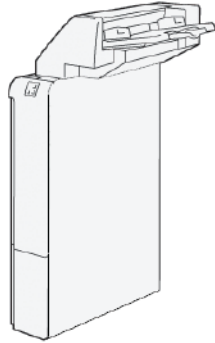
- GBC® AdvancedPunch® Pro
- High Capacity Stacker

## Inserter Module

Use the Inserter Module to load paper such as blank, pre-printed, or special stock that you want inserted into the finished output.



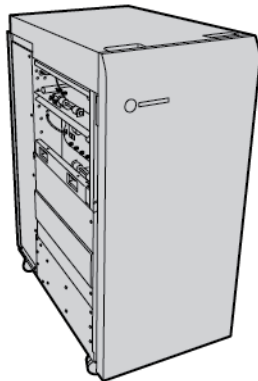
**Note:** The Inserter Module is provided with the production ready finisher. For details, refer to [Overview of the Production Ready Finishers](#).



## 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. The hole-punch module equals or surpasses traditional quality while saving time and increasing productivity by eliminating the labor-intensive steps of manual punching. The compact AdvancedPunch Pro requires minimal space and accepts various optional, multiple hole-punch die sets.

The GBC® AdvancedPunch™ Pro can be connected to various optional finishing devices and sits in line with the devices.



**Note:** This optional finishing device requires the Interface Decurler Module.

The GBC® AdvancedPunch™ Pro provides the following capabilities:


- Punches a broad range of media sizes and types
- Trailing edge, LEF (Long-Edge Feed), and SEF (Short-Edge Feed) hole punching
- A die set detection control panel shows the die type and cycle count
- User die set options include comb, wire, coil, and 3–7 hole varieties to enable the 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 that provides users with the hole pattern and name
- Convenient storage area for two extra die sets adjacent to the Punch Chip Container

For detailed information and instructions for using the GBC® AdvancedPunch™ Pro, refer to the guide on the customer documentation disk that shipped with the device, or go to [www.xerox.com](http://www.xerox.com) and in the **Search** box, type `GBC AdvancedPunch Pro`.

## High Capacity Stacker

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

 **Note:** The High Capacity Stacker requires the Interface Decurler Module.



## Crease and Two-Sided Trimmer

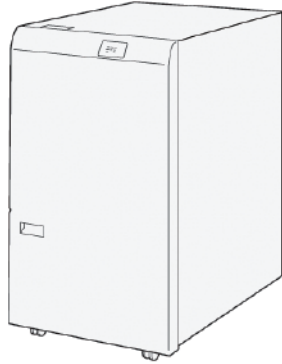
The Crease and Two-Sided Trimmer provides crease capabilities and trimming on two sides of the output.

The Crease and Two-Sided Trimmer trims the top and bottom of sheets or booklets to produce full bleed output. When this device is combined with the SquareFold® Trimmer Module, all sides of booklets can be trimmed, except the binding. This enables the creation of full bleed booklets. For more information, refer to [SquareFold® Trimmer Module](#)

This optional finishing device requires one of the following Production Ready Finishers:

- Production Ready Finisher
- Production Ready Booklet Maker Finisher
- Production Ready Finisher Plus

## Getting Started



### C/Z Folder

The C/Z Folder is an optional finishing device that provides C-fold and Z-fold output for the following paper sizes:

- A4 or Letter-sized: 210 x 297 mm (8.5 x 11 in.)
- A3 or Tabloid: 297 x 420 mm (11 x 17 in.)

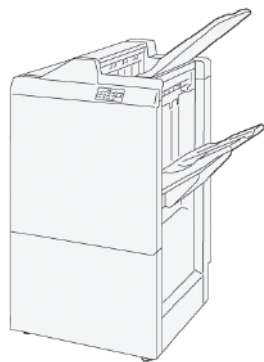


The C/Z Folder is available only with the Production Ready (PR) Finisher, Production Ready Finisher Plus, and the Production Ready Booklet Maker Finisher.

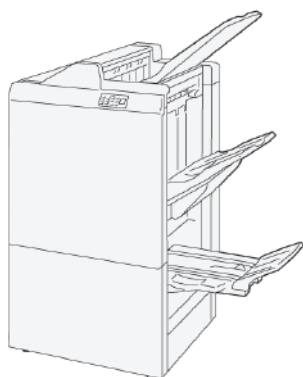
### Production Ready Finishers

Three Production Ready (PR) Finishers are available for your printer:

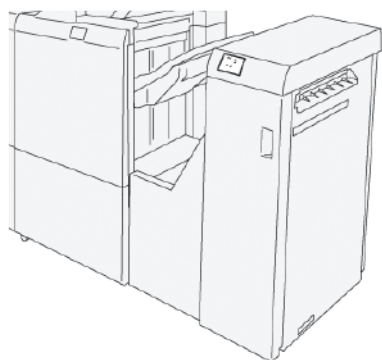
- The Production Ready (PR) Finisher consists of two output trays, a stapler, and an optional basic punch.



- The Production Ready (PR) Booklet Maker Finisher provides all the same features as the PR Finisher. In addition, the PR Booklet Maker Finisher creates saddle-stitched booklets automatically of up to 30 sheets, and performs bi-folding, also called single-folding.



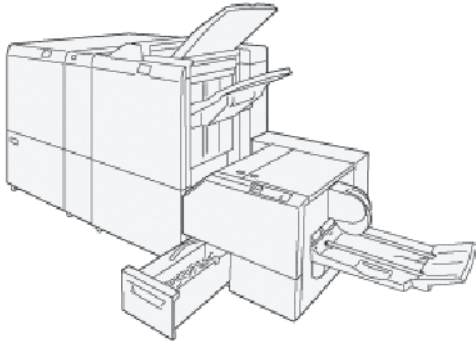
- The Production Ready (PR) Finisher Plus includes the same features and functions as the PR Finisher. In addition, the PR Finisher Plus serves as an interface to transfer paper between the press and any third-party finishing device attached to the press.



## SquareFold® Trimmer Module

The SquareFold® Trimmer module flattens the spine of a booklet and performs a face trim of the booklet.

## Getting Started



The SquareFold® Trimmer module is available only with the Production Ready Booklet Maker Finisher.

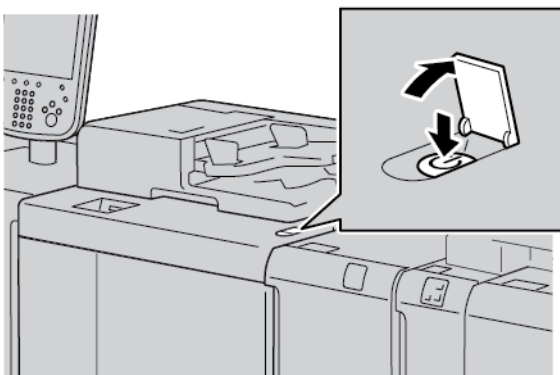


## Power Options

The device is provided with the power switch and the main power switch.

### Power On

After you power on the printer, it takes approximately 3 minutes to warm up before you can start making copies.



1. Open the cover.
2. Press the power switch to the On position.

The `Please wait` message indicates that the printer is in the warm-up stage. You cannot use the printer during the warm-up stage.

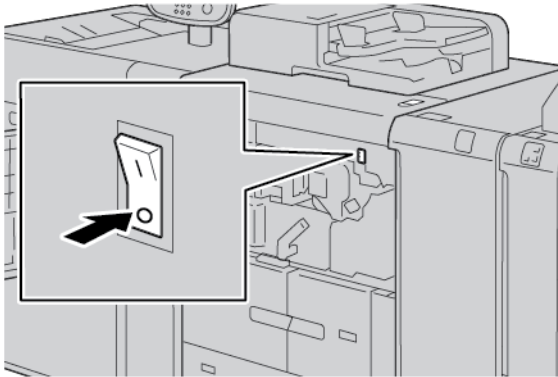
### Power Off

Before you power off the device, ensure that all job processing, copying, and printing is completed. Ensure that the Data indicator is not illuminated.

1. Press the power switch on top of the printer. The printer powers off.
2. To continue to power off the main power, ensure that the control panel touch screen is blank and the Power Saver indicator is not illuminated.
3. Open the front cover.

## Getting Started

4. To power off the main power switch, press the main power switch to the zero [0] position. When the main power is off, the Main Power indicator is not illuminated.



5. Close the front cover.

## Power Saver

The Power Saver feature has two modes:

- **Low Power:** After remaining inactive for a preset time period, the device enters the Low Power mode.
- **Sleep:** After entering Low Power mode and remaining inactive for another preset time period, the device enters the Sleep mode.

Examples:

- If the Low Power mode is set to 15 minutes and the Sleep mode is set to 60 minutes, the Sleep mode activates after 60 minutes of total inactivity and not 60 minutes after the Low Power mode begins.
- If the Low Power mode is set to 15 minutes and the Sleep mode is set to 20 minutes, the Sleep mode activates 5 minutes after the Low Power mode begins.

To set the time periods for Low Power mode and Sleep mode, from the control panel, log in as the system administrator. Press the **Machine Status** button, then touch **Tools**→**System Settings**→**Common Service Settings**→**Power Saver Settings**.

## Exiting the Power Saver Mode


1. To exit the Power Saver mode, at the control panel, press the **Power Saver** button.
2. Send a print job to the printer or make copies at the printer.

## More Information

Refer to the following sources for more information about your device and its capabilities.

Resource	Location
<i>Installation and Planning Guide</i>	Packaged with the printer.
Documentation for Xerox® EX Print Server, powered by Fiery®	For more information, refer to the documentation provided with the print server. After installation is complete, it is recommended that you or your System Administrator print the print server documentation for later reference.
Recommended Media List	United States: <a href="http://www.xerox.com/rmlna">www.xerox.com/rmlna</a> Europe: <a href="http://www.xerox.com/rlmeu">www.xerox.com/rlmeu</a>
Technical support information for your printer; including online technical support, Online Support Assistant, and print driver downloads.	<a href="http://www.xerox.com/office/PLB91XXsupport">www.xerox.com/office/PLB91XXsupport</a>
Information Pages	To print from the control panel, press the <b>Machine Status</b> button, then touch <b>Device Information</b> . To print from the Embedded Web Server, click <b>Support</b> , then on the Online Support screen, click <b>Connect</b> .
Order supplies for your printer	Go to <a href="http://www.xerox.com/office/PLB91XXsupplies">www.xerox.com/office/PLB91XXsupplies</a> , then select your specific device model.
Local sales and Technical Customer Support	<a href="http://www.xerox.com/office/worldcontacts">www.xerox.com/office/worldcontacts</a>
Printer registration	<a href="http://www.xerox.com/office/register">www.xerox.com/office/register</a>
Help on the World Wide Web	For system support, user help, documentation, and service support, go to <a href="http://www.xerox.com/office/worldcontacts">www.xerox.com/office/worldcontacts</a> , then click the <b>Contact Us</b> link for specific contact information or telephone numbers in your area.

It is recommended that you print all customer documentation and keep it close to the device.

 **Note:** For the latest documentation updates for your Xerox device, go to [www.xerox.com/support](http://www.xerox.com/support).

Before you contact Xerox for support, ensure that you have the serial number of your Xerox device. The serial number is on the **Machine Information** tab. To access the **Machine Information** tab, at the device control panel, press the **Machine Status** button, then touch **Device Information**. From the General Information area, note the serial number of your Xerox device.



# Printing

This chapter contains:

- [Network Printing](#) ..... 46
- [Network Printing on Tabs](#) ..... 48

## Network Printing


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

To learn about print features, in the print driver screen, click **Help**, then review the feature information.

 **Note:** PostScript and PCL print drivers have different print features and printing options.



## Printing with the PostScript Print Drivers

1. Load the paper in the paper tray. Refer to [Paper and Media](#).
2. From your computer, open the document that you want to print.
3. Select **File**→**Print**.
4. Select the required printer.
5. Select **Properties**.  
A new window appears with Printing Options, Image Options, Document Options, and Advanced tabs.
6. On the Printing Options tab, select the appropriate settings for Job Type, Paper, 2-Sided or 1-Sided Printing, Finishing, Print Quality, and Output Destination.
7. Click the **Image Options** tab, then select the appropriate settings for Lightness and Image Shift.
8. Click the **Document Options** tab, then select the appropriate settings for Page Layout, Special Pages, Watermark, and Orientation.
9. Click the **Advanced** tab, then select the appropriate settings for Advanced Settings.
10. To save and close the Properties window, click **OK**.
11. Select the needed copies, then click **Print**.

 **Note:** For additional information, in the print driver screen, click Help (?), then review the feature information.

## Printing with the PCL Print Drivers

1. Load the paper in the paper tray. Refer to [Paper and Media](#).
2. From your computer, open the document that you want to print.
3. Select **File**→**Print**.
4. Select the required printer.
5. Select **Properties**.  
A new window appears with Printing Options, Image Options, Document Options, and Advanced tabs.
6. On the Printing Options tab, select the appropriate settings for Job Type, Paper, 2-Sided or 1-Sided Printing, Finishing, Print Quality, and Output Destination.
7. Click the **Image Options** tab, then select the appropriate settings for Image Shift.

8. Click **Document Options** tab, then select the appropriate settings for Page Layout, Special Pages, Watermark, and Orientation.
9. Click the **Advanced** tab, then select the appropriate settings for Advanced Settings.  
 **Note:** Advanced Settings options are different in PostScript and PCL print drivers.
10. To save and close the Properties window, click **OK**.
11. Select the needed copies, then click **Print**.  
 **Note:** For additional information, in the print driver screen, click Help (?), then review the feature information.

## Network Printing on Tabs

### Network Printing on Tabs Using the PostScript and PCL Print Drivers

1. Load the tab stock in Tray 3, Tray 4, or Tray 5 (Bypass tray). Refer to [Loading Tab Stock in Trays 3 and 4](#).
2. From your computer, open the document that you want to print.
3. Select **File**→**Print**.
4. Select the required printer.
5. Select **Properties**.
6. Click **Printing Options**→**Paper**→**Other Type**.
7. To print on tabs, select **Pre-Cut Tab** or **Pre-Cut Tab Cardstock**.
8. For the Pre-Cut Tab window, select a number in the Number in Sequence field. In the Tab Margin Shift field, select a margin measurement.
9. To save and close the Pre-Cut Tab window, click **OK**.
10. If Tray 3 or Tray 4 is used for the tab stock, select **Printing Options**→**Paper**→**Select By Tray**→**Automatically Select**.
11. If Tray 5 (Bypass tray) is used for the tab stock, select **Printing Options**→**Paper**→**Select By Tray**→**Bypass Tray**.
12. To save and close the Properties window, click **OK**.
13. Select the needed copies. To print the job, click **Print**.



**Note:** For additional information, in the print driver screen, click Help (?), then review the feature information.



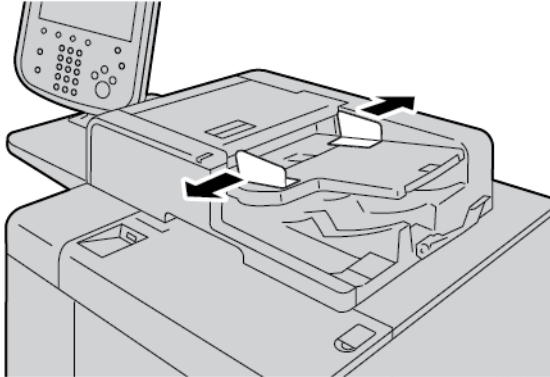
# Copying

This chapter contains:

- Copying Using the Duplex Automatic Document Feeder..... 50
- Copying Using the Document Glass ..... 51
- Selecting Copy Options for a DFA Finishing Device ..... 52
- Copying on Tab Stock..... 53
- Using the Copy Option..... 54
- Image Quality..... 56
- Layout Adjustment ..... 58
- Output Format..... 62
- Job Assembly Tab..... 70

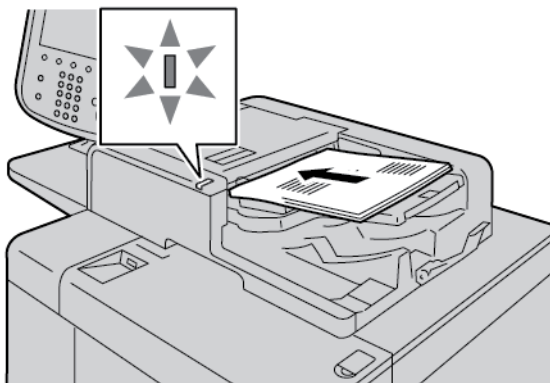
## Copying Using the Duplex Automatic Document Feeder

1. Adjust the movable document guides to the widest position.



2. Load the documents face up with the first page on top and with the headings or text toward the back or left side of the printer.

If you loaded the documents correctly, the confirmation status indicator illuminates.



3. Press the **Services Home** button.
4. On the Services Home screen, select **Copy**.
5. From the Copy screen, select the needed features or options.
  - Reduce/Enlarge
  - Paper Supply
  - 2-Sided Copying
  - Copy Output
  - Image Shift
  - Original Type
  - Darken/Lighten

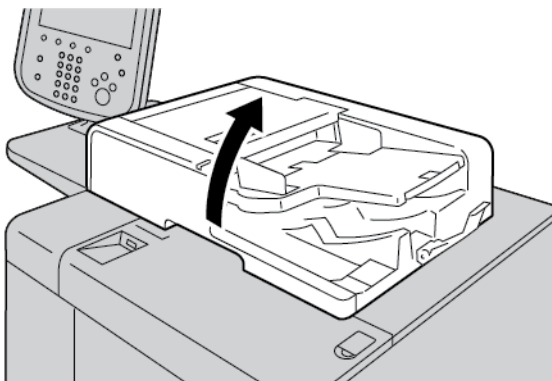


**Note:** The features that appear on the main Copy screen vary depending on how the system administrator configured the main Copy screen.

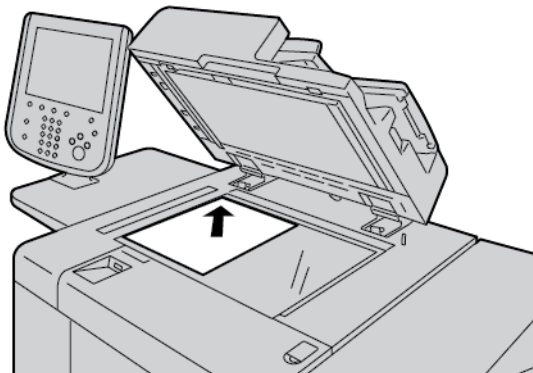
6. Enter the copy quantity.
7. Press the **Start** button.

## Copying Using the Document Glass

1. Open the automatic document feeder.



2. Place the document face down on the document glass. Align the document as shown.



3. Press the **Services Home** button.
4. On the Services Home screen, select **Copy**.
5. From the Copy screen, select the required options.
  - Reduce/Enlarge
  - Paper Supply
  - 2-Sided Copying
  - Copy Output
  - Image Shift
  - Original Type
  - Darken/Lighten

The features that appear on the main Copy screen vary depending on how the system administrator configured the main Copy screen.


6. Enter the copy quantity using the numeric keypad.
7. Press the **Start** button.

## Selecting Copy Options for a DFA Finishing Device

If your Xerox device has an optional third-party Document Finishing Architecture (DFA) device attached, the DFA Finisher Profile is available, and you can select copy options for jobs.

 **Note:** You can attach optional DFA devices to a Xerox® PrimeLink® B9110 Copier/Printer, PrimeLink® B9125 Copier/Printer, and PrimeLink® B9136 Copier/Printer.

Before you attach a DFA device to your Xerox PrimeLink® Copier/Printer, create a device profile. A device profile represents the characteristics of your finishing device.

 **Note:** For information about setting the profile values for the DFA device that is attached to the PrimeLink Copier/Printer, refer to the documentation that shipped with the DFA device.

You can select a job profile from the print server, the print driver on your computer, or the control panel touch screen on your Xerox PrimeLink device. Depending on the DFA device, a maximum of 12 profiles are available. Set up the DFA device with Paper Size, Staple, Cover, Staple Position, Fold Position, and other specifications that are required for your print job.

1. Place your original documents in the document feeder or on the document glass.
2. Press the **Services Home** button.
3. On the Services Home screen, touch **Copy**.
4. Touch **Copy Output**, then touch **Output/Offset**.
  - a. Touch **DFA Finisher**.

The DFA Finisher Profile tab appears.
  - b. Touch the **DFA Finisher Profile** tab.

The DFA Finisher Profile window appears.
  - c. To select a profile for the job, from the list, touch a name.

If the device is an e-binder, to select the Binding Position, touch **Left** or **Right**.
  - d. Touch **Save**.
5. To save the DFA Finisher settings, touch **Save** again.
6. Touch the **Output Format** tab, then touch **Face Up/Down Output**.
  - a. To select the required option for the job, touch **Face Up** or **Face Down**.
  - b. Touch **Save**.
7. From the Copy screen, select the required options.

The options that appear on the Copy screen vary, depending on how the administrator configured the Copy screen.
8. Enter the copy quantity.
9. Press **Start**.

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


## Copying on Tab Stock

1. Load the tab stock in Tray 5 (Bypass).
2. The Tray 5 (Bypass) screen opens automatically. In the print driver, confirm or change the paper size.
  - If the paper size and type shown are correct, select **Confirm**.
  - To change the paper settings, select **Change Settings**.
3. Select the following:
  - For Paper Type, select **Tab Stock**.
  - For Paper Size, select **Standard-Size A4 (210 x 297 mm)** or **8.5 x 11 in.**
4. Touch **Save**, then touch **Confirm** until you return to the Copy screen.
5. On the Copy screen, touch the **Output Format** tab.
6. Touch **Face Up/Down Output**.
  - a. Touch **Face Down**.
  - b. Touch **Save**.
7. From the Output Format tab, touch **Tab Margin Shift**.
  - a. Touch **Shift to Tab**, then follow the tab-loading instructions. Review your tab stock selections.
  - b. Touch **Save**.
8. Enter the required output quantity using the numeric keypad.
9. To begin copying, press **Start**.

## Using the Copy Option

The Copy tab contains the following options:


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

 **Note:** The features that appear on the main Copy screen vary, depending on how the administrator configured the Copy screen.

### Reduce/Enlarge

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

1. On the Services Home screen, touch **Copy**.
2. From the **Reduce/Enlarge** tab, touch the applicable reduce or enlarge ratio.

 **Note:** To set the Reduce/Enlarge ratio, touch the Plus (+) or Minus (–) icons. The ratio is shown in the text box.

### Paper Supply

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

1. On the Services Home screen, touch **Copy**.
2. For the Paper Supply feature, select the required paper.
3. From the Paper Supply area, touch **More**.
4. From the list, select the tray that contains the applicable paper size and paper type.
5. To save your changes, touch **Save**.

### 2-Sided Copying

You can copy one or both sides of 1-sided and 2-sided documents.

1. From the Copy screen, in the 2 Sided Copying area, select the copy options for your job.
2. If you want Side 2 rotated head-to-foot, select the check box for **Rotate Side 2**.

## Copy Output

To define the copy output, on the Copy screen, use the Copy Output tab.

1. From the Copy screen, touch the **Copy Output** tab.
2. From the Hole Punch & More screen, select the output features for your job:
  - Paper Supply: To view the Paper Supply screen, touch **Paper Supply**.
  - Staple: This option is available only when you select Collated.
  - Hole Punch: This option is available only when you select Collated.
  - Collation
  - Separator Tray
  - Output/Offset/Subset
3. To save the changes, touch **Save**.

## Image Shift

To define Image Shift features, on the Copy screen, use the Image Shift tab.

1. From the Copy screen, touch the **Image Shift** tab.
2. From the Image Shift screen, select the applicable image shift features.
3. Touch **Margin Shift**. To set the image shift parameters, use the left, right, up, or down arrows.
4. Touch **Original Orientation**. Select **Upright Images** or **Sideways Images**. To save the image orientation settings, touch **Save**.
5. To mirror the Side 1 settings to Side 2, select the check box for **Mirror Side 1**.
6. To save your changes, touch **Save**.

## Original Type

To define the Original Type specifications, on the Copy screen, select the **Original Type** tab.

1. From the Copy screen, touch the **Original Type** tab.
2. Select the applicable specifications for the original type.
3. To save the changes, touch **Save**.

## Darken/Lighten

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

To adjust the density, you can touch the left or right arrows on the touch screen.

## Image Quality

The Image Quality option contains the following options:

- Original Type
- Image Options
- Background Suppression

### Original Type

The Original Type feature provides a convenient way to enhance the quality of your output, based on the type of original document images that you are copying. In the Image Quality section, select the Original Type tab, then select the required option.

1. Touch **Original Type**, then select an option.
  - **Photo & Text:** Use this option if your original document is from a magazine or other source that contains high-quality photographs with text. This setting produces better pictures, but reduces the sharpness slightly for text and line art.
  - **Text:** Use this option if your original document contains only text or line art. The result is sharper edges for the text and line art.
  - **Photo:** This option is designed specifically to copy photographs or magazine images without any text or line drawings. This option prevents faint reproduction of colors.
  - **Light Text:** Select this option for text that requires enhancement, such as handwritten pencil text.
  - **Text on See-Through Paper:** Select this option to reduce blurs on tracing paper documents or to suppress background shadows on lightweight paper documents.
2. To save the changes, touch **Save**.

### Image Options

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

- **Lighten/Darken:** This option provides manual control to adjust the lightness or darkness of the scanned images. To darken the scanned image from light original documents such as pencil images, move down the slider control. To lighten the scanned image from dark original documents such as halftones or original documents with colored backgrounds, move up the slider control.
- **Sharpness:** This option controls the balance between sharp text and moiré patterns within the image.
  - To produce an image with a smooth, uniform appearance, and soften the image, move down the slider control. This setting is suited ideally for photographic scanned images.
  - To produce an image with better quality text or line art, and sharpen the image, move up the slider control.



# Background Suppression

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



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

1. From the Copy screen, touch the **Image Quality** option.
2. Touch **Background Suppression**.
3. For no background suppression, touch **Off**. For automatic background suppression, touch **Auto Suppression**.
4. To save the changes, touch **Save**.

## Layout Adjustment

The Layout Adjustment section includes the following features:

- Book Copying
- 2 Sided Book Copying
- Original Size
- Edge Erase
- Image Shift
- Image Rotation
- Invert Image
- Original Orientation


### Book Copying

You can place bound original documents, such as books, on the document glass to make 1-sided or 2-sided copies.

1. Place the bound original document face down and to the rear-left corner of the document glass. Align the top of the bound original document against the rear edge of the document glass.
2. On the Services Home screen, touch **Copy**, then touch the **Layout Adjustment** tab.
3. Touch **Book Copying**, then touch **On** or **Off**.
4. With Book Copying set to On, select an option:
  - **Both Pages:** This option copies both pages in page order.
  - **Left Page Only:** This option copies the left page only.
  - **Right Page Only:** This option copies the right page only.
  - **Binding Edge Erase:** This option erases the shadow from the center section of the document. You can set the binding edge erase width in the range 0–50 mm (0–1.96 in.) in 1-mm (0.039-in.) increments.
5. Touch **Save**.

### 2-Sided Book Copying

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

 **Note:** You cannot activate simultaneously this feature and Book Copying. To make copies from books, magazines, or pamphlets, use the document glass. Do not place bound original documents in the document feeder. Non-standard size documents cannot separate accurately into two pages.

1. On the **Services Home** screen, touch **Copy**, then touch the **Layout Adjustment** tab.
2. Touch **2-Sided Book Copying**, then touch **On**.
3. To specify the copy start page and copy end page, touch **Starting & Ending Page**.
  - **For Starting Page:** Touch **Left Page** or **Right Page**.
  - **For Ending Page:** Touch **Left Page** or **Right Page**.

4. To specify the Binding Edge Erase amount, the space between the image area and the binding, touch the Plus (+) or Minus (–) icons.
5. Touch **Save**.

## Original Size

1. On the Services Home screen, touch **Copy**, then touch the **Layout Adjustment** tab.
2. Touch **Original Size**.
  - The printer can pre-scan the first page of the original document to determine the area to copy. To have the printer determine the area to copy, select **Auto Detect**.
  - If the area that you want to copy matches a particular paper size, select **Manual Size Input**, then select the required paper size. To view the list of paper sizes, touch the Up or Down arrows.
  - If the original document contains pages of different sizes, select **Mixed Size Originals**.
3. Touch **Save**.

## Edge Erase

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

1. On the Services Home screen, touch **Copy**, then touch the **Layout Adjustment** tab.
2. Touch **Edge Erase**.
3. To erase all the edges by the same amount:
  - a. Touch **All Edges**.
  - b. Touch the Plus (+) or Minus (–) icons.
4. To specify different amounts for the edges:
  - a. Touch **Individual Edges**.
  - b. For each edge, touch the Plus (+) or Minus (–) icons.
  - c. If you select 2-sided copies: To specify the amount to erase from each edge on Side 2, touch the Plus (+) or Minus (–) icons, or select **Mirror Side 1**.
5. To specify the original orientation of the document that you loaded in the automatic document feeder or on the document glass, select an option:
  - For a vertical orientation, where the top of the document is oriented toward the back of the printer, touch **Original Orientation**, then touch **Upright Images**.
  - For a horizontal orientation, where the top of the document is oriented toward the left side of the printer, touch **Original Orientation**, then touch **Sideways Images**.
6. Touch **Save**.
7. To cancel edge erase, touch **Print to Edge**.
8. If you saved the preset values such as Hole Punch Erase or Header/Footer Erase, you can select the preset in the lower-left corner of the screen.
9. Touch **Save**.

## Image Shift

You can change the placement of the image on the copy page. This feature is useful if the image size is smaller than the page size. For image shift to work as expected, position the original documents correctly.

1. On the Services Home screen, touch **Copy**, then touch the **Layout Adjustment** tab.
2. Touch **Image Shift**.
3. To center the image on the page, touch **Auto Center**.
4. To specify the position of the image, select the appropriate options for your job:
  - To shift the corners of the image on the page, touch **Corner Shift**.
  - To adjust the margins, touch **Margin Shift**.
  - To specify the amount of up or down and left or right shift for Side 1, touch the Plus (+) or Minus (-) icons.
  - If you selected 2-sided copies: To specify the amount to erase from each edge on Side 2, touch the Plus (+) or Minus (-) icons, or touch **Mirror Side 1**.
5. To specify the original orientation of the document in the automatic document feeder or on the document glass, touch **Original Orientation**. Touch **Upright Images** or **Sideways Images**. Touch **Save**.

If the Preset values are not saved, select **Shift Right** or **Shift Down**.

6. Touch **Save**.

## Image Rotation

If the orientation of the paper that is loaded in the tray differs from the orientation of the document that is loaded, the printer rotates the document image automatically to match the document and paper orientation.

1. On the Services Home screen, touch **Copy**, then touch the **Layout Adjustment** tab.
2. Touch **Image Rotation**.
3. Select the applicable image rotation:
  - **Off**
  - **Always On**
  - **On during Auto**
4. Touch **Save**.

## Invert Image

You can make copies with a negative image of the original document, or with the left-side images and right-side images of the document reversed.

1. On the **Services Home** screen, touch **Copy**, then touch the **Layout Adjustment** tab.
2. Touch **Invert Image**. The default is Normal Image, which does not mirror the images.

3. Touch an option:
  - **Mirror Image:** This option reverses the left-side images and right-side images of the document.
  - **Negative Image:** This option creates a negative image. The printer default is Positive Image, which does not print the image as a negative.
4. Touch **Save**.



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

## Original Orientation

Set the document orientation to indicate the top of the document.

1. At the control panel, on the Services Home screen, touch **Copy**, then touch the **Layout Adjustment** tab.
2. Touch **Original Orientation**.
3. Select the orientation of the document that is loaded in the printer:
  - **Upright Images**
  - **Sideways Images**
4. Touch **Save**.



**Note:** If the Original Orientation setting differs from the physical document orientation, the printer can mistakenly detect the wrong side as the head or top of the document.

## Output Format

The Output Format section includes the following features:

- Booklet Creation
- Covers
- Page Layout
- Poster
- Folding
- Annotations
- Watermark
- Tab Margin Shift
- Face Up/Down Output
- ID Card Copy

## Booklet Creation

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

In the Booklet Creation mode, the printer does not print the copies until all the original documents are scanned.

1. On the Services Home screen, touch **Copy**, then touch the **Output Format** tab.
2. Touch **Booklet Creation**, then touch **On**.
3. For Original Input, select **1 Sided Originals**, **2 Sided Originals**, or **2 Sided, Rotate Side 2**.
4. If the PR Booklet Maker Finisher is installed, touch **Fold & Staple**, then select an option:
  - **Fold Only**
  - **Crease Only**
  - **Fold & Staple**
5. To add margins in the center binding area to compensate for the thickness of the booklet:
  - a. Touch **Binding Shift**. To set the shift, touch the Plus (+) or Minus (–) icons.
  - b. Touch **Save**.
6. To add covers, touch **Covers**, then touch **Blank Cover**, **Print on Both**, or **1 Sided Covers Print Outside**.
  - a. Select the tray loaded with cover paper and the tray loaded with paper for the main body. Touch **Save**.
  - b. To print the copy of the last original page on the back cover, for Blank Cover and Print on Both, touch the check box for **Last Page on Back Cover**. Touch **Save**.
7. To enter the number of sheets for each subset, touch **Divide Output**, then touch **On**. For Sheets per Subset, touch the Plus (+) or Minus (–) icons, then touch **Save**.
8. Offset Stacking places each stack of printed pages slightly to the left or right of the previous stack for easier separation. To set the offset stacking options:

- a. Touch **Output/Offset/Subset**.
  - b. Touch **Right-Top Output Tray** or **Right-Middle Output Tray**. For automatic creasing, touch **Right-Middle Output Tray**→**Offset Stacking**.
  - c. For Offset Stacking, select an option:
    - **System Default**
    - **No Offset**
    - **Offset per Set**
    - **Offset per Job**
  - d. Touch **Save**.
9. For automatic image positioning, touch **Auto Image Positioning**, then touch **On** or **Off**. To save the settings, touch **Save**.
  10. To save all the settings for Booklet Creation options, touch **Save**.

## Covers

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

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

1. On the **Services Home** screen, touch **Copy**, then touch the **Output Format** tab.
2. Touch **Covers**.
3. To include both front and back covers that use the same paper tray and printing options:
  - a. For the Front Cover and Back Cover options, select the required settings for your job:
    - **Blank Cover**: This option does not print any text on the cover.
    - **Print on Side 1**: This option prints a cover on Side 1.
    - **Print on Side 2**: This option prints a cover on Side 2.
    - **Print on Both**: This option prints a front and back cover.
  - b. To select the paper tray to use for the covers and the main body of the document, touch **Paper Supply**.
  - c. Touch **Save**.
4. To include a front cover only, in the Back Cover field, touch **Off**. To include a back cover only, in the Front Cover field, touch **Off**.
5. Touch **Save**.

## Page Layout

The Page Layout feature has two options:

- **Pages per Side**
- **Repeat Image**

## Pages per Side

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

1. On the Services Home screen, touch **Copy**, then touch the **Output Format** tab.
2. Touch **Page Layout**, then touch **Pages per Side**.
3. To select the number of original pages for each sheet of paper, touch **2 Pages**, **4 Pages**, or **8 Pages**. For a 4-up page signature or an 8-up page signature, select the required reading order.
4. To change the orientation of the copies, touch **Original Orientation**, then touch **Upright Images** or **Sideways Images**. Touch **Save**.
5. To save all the settings, touch **Save**.

## Repeat Image

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

1. On the Services Home screen, touch **Copy**.
2. Touch **Output Format**.
3. Touch **Page Layout**→**Repeat Image**.
4. Select the required Repeat Image option.
  - a. For the number of times to repeat the same image on a page, touch **2 Times**, **4 Times**, or **8 Times**.
  - b. To calculate automatically the number of times to repeat the image vertically or horizontally, based on the document size, paper size, and the enlarge/reduce ratio, touch **Auto Repeat**.
  - c. To specify the number of times to repeat the image vertically or horizontally, touch **Variable Repeat**, then touch the Plus (+) or Minus (–) icons. You can repeat an image from 1–33 times vertically in columns, and from 1–23 times horizontally in rows.
5. To change the orientation of the copies, touch **Original Orientation**, then touch **Upright Images** or **Sideways Images**. Touch **Save**.
6. To save your changes for the Repeat Image option, touch **Save**.



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



**Note:** When making repeat copies at the same size as the document image, you can specify a number of repeated images that fit on the paper.




## Poster

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

### Note:

- When you select Uncollated or Uncollated with Separators in the Copy screen, the Poster feature is enabled.
- When you select Collated in the Hole Punch & More screen, the Poster feature is disabled.


1. On the Services Home screen, touch **Copy**, then touch the **Output Format** tab.
2. Touch **Poster**.
3. Touch **Output Size**, then touch the required size of the poster.
4. To select the width and length enlargement percentages independently, touch **Enlargement %**, then select the Plus (+) or Minus (–) icons. To set the width and length proportionally, touch **Lock X–Y%**.
5. Touch **Paper Supply**, then set the applicable paper supply tray options.
6. To save the paper supply options, touch **Save**.
7. To save your changes, touch **Save**.

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

## Folding

If the Xerox device is equipped with a Folding option, you can select folds for your job. For example, if a C-fold or Z-fold type is available, the device can fold your job in thirds. For information about each type of fold, refer to [C/Z Fold Types](#).

1. At the control panel, on the Services Home screen, touch **Copy**, then touch the **Output Format** tab.
2. Touch **Folding**, then touch **Fold/Crease**.
3. On the Fold/Crease screen, select the required folding and creasing features:
  - **Fold Only**
  - **Crease Only**
4. Touch **Save**.

 **Note:** The orientation of documents is limited to short-edge feed (SEF). To use the Folding option, select a paper tray that is loaded with short-edge feed paper.

## Annotations

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

1. On the Services Home screen, touch **Copy**, then touch the **Output Format** tab.
2. Touch **Annotations**.

## Copying

3. To insert a comment:
  - a. Touch **Comment**, then touch **On**.
  - b. On the next screen, in the list of stored comments, select the required comment.
  - c. To create a comment, touch an **<Available>** comment, then touch **Edit**. Using the touch screen keyboard, enter the new comment, then touch **Save**.
  - d. Touch **Apply To**, then touch **First Page Only**, **All Pages**, or **All Pages Except First**. Touch **Save**.
  - e. To select the location of the comment on the page, touch **Position**, then select the required location.
  - f. Touch **Save** twice.
4. To insert the current date:
  - a. Touch **Date**, then touch **On**.
  - b. Select the format for the date.
  - c. To select the pages on which the date appears, touch **Apply To**, then touch **First Page Only**, **All Pages**, or **All Pages Except First**. Touch **Save**.
  - d. To select the position of the date stamp on the page, touch **Position**, then select the required position.
  - e. Touch **Save** twice.
5. To insert page numbers:
  - a. Touch **Page Numbers**, then touch **On**.
  - b. To enter the starting page number, touch the Plus (+) or Minus (-) icons.
  - c. To select the pages on which the page number appears, touch **Apply To**, then touch **All Pages** or **All Pages Except First**. Touch **Save**.
  - d. To select the position of the date stamp on the page, touch **Position**, then select the required position.
  - e. Touch **Save** twice.
6. To insert a Bates Stamp:
  - a. Touch **Bates Stamp**, then touch **On**.
  - b. Select an existing prefix or create a prefix.
  - c. To create a prefix, touch an **<Available>** prefix, then touch **Edit**. Using the touch screen keyboard, enter the new prefix, then touch **Save**.
  - d. To enter the starting page number, touch the Plus (+) or Minus (-) icons.
  - e. To select the pages on which the Bates Stamp appears, touch **Apply To**, then touch **All Pages** or **All Pages Except First**. Touch **Save**.
  - f. To select the position of the Bates Stamp on the page, touch **Position**, then select the required position. Touch **Save**.
  - g. To specify the number of digits, touch **Number of Digits**. To select the minimum number of digits necessary, touch **Auto Assign**, then touch **Save**.
  - h. To select a specific number of digits, touch **Manual Assign**. To insert up to nine leading zeros, touch the Plus (+) or Minus (-) icons. Touch **Save**.
  - i. Touch **Save**.

7. To specify the orientation of the original documents that you place in the automatic document feeder or on the document glass, for **Original Orientation**, touch **Upright Images** or **Sideways Images**.
8. To change the format used for annotations:
  - a. Touch **Format & Style**.
  - b. To select the font point size, touch the Plus (+) or Minus (–) icons.
  - c. To select the placement of the annotations on the second side when printing 2-sided copies, touch **Same as Side 1** or **Mirror Side 1**.
  - d. Touch **Save**.
9. To save all the settings, touch **Save**.

## Watermark

You can print a watermark of a sequential control number, stored watermarks, date and time, or serial number on the background of each copy set.

1. On the Services Home window, touch **Copy**, then touch the **Output Format** tab.
2. Touch **Watermark**.
3. To add a control number, touch **Control Number**, then touch **Add**. To select the starting number, touch the Plus (+) or Minus (–) icons. Touch **Save**.
4. To add a stored watermark, touch **Stored Watermarks**, then touch **On**. From the list, select a stored watermark, then touch **Save**.
5. To print the current date and time on the copies, touch **Date & Time**, then touch **Add**. Touch **Save**.
6. To print the serial number of the printer on the copies, touch **Serial Number**, then touch **Add**. Touch **Save**.
7. The watermark image is faint so that the content of the page is readable. To make the watermark visible on copies used as original documents, touch **Watermark Effect**, then touch **Embossed** or **Outline**. Touch **Save**.
8. To save all the settings, touch **Save**.

## Secure Watermark

Secure Watermark, sometimes called a hybrid watermark, is an optional feature and requires the purchase of an optional package. For information, contact Xerox Technical Customer Support.

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

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

- Using the Secure Watermark feature can cause print quality to deteriorate, such as:

## Copying

- Colors can appear darker.
- Resolution for text and dots, such as decimal characters and periods, can be slightly out of focus and harder to read.
- The Secure Watermark feature may not function properly for a document if any of the following apply:
  - The document size is smaller than A5: 148 x 210 mm (5.5 x 8.5 in.).
  - The background color is not white.
  - The Watermark or Secure Watermark feature was used previously for the document.
- Secure Watermark options include:
  - **Protection Code:** This option embeds a code into the document, and prevents the document from being copied or scanned.
  - **Stored Secure Watermark:** This option embeds hidden text into the document. With this hidden-text feature, the specified text is embedded in the sheet. When you copy a document with hidden text, the embedded text on the printed output appears in white, even if the optional Secure Watermark kit is not installed on the Xerox device.

## Tab Margin Shift

You can copy images to a tab location on tabbed paper. Specify the position of the tab so that the image is copied onto the tab. You can copy A4 (210 x 297 mm) and 8.5 x 11 in. tabbed paper.

1. At the control panel, on the Services Home screen, touch **Copy**, then touch the **Output Format** tab.
2. Touch **Tab Margin Shift**.
3. Select the required shift feature option:
  - **Shift to Tab:** The image is copied only to the tab part of the paper.
  - **Shift All:** The whole document image is copied to the tab paper.
4. To specify the shift value, touch the Plus (+) icon or the Minus (–) icon.
5. To select the required tabbed paper size and type, from Paper Supply, touch **More**.
6. To set the tabbed paper quantity, touch **Add Tab Stock**.
7. Load the tabbed paper into tray 3, tray 4, or tray 5:
  - For tray 5, load the tabbed paper with the side to be copied facing up, and with the edge that is opposite to the tab leading into the printer.
  - For tray 3 or tray 4, select Tab Stock 106–216 g/m<sup>2</sup>. Load the tabbed paper with the side to be copied facing down, and with the tabbed edge trailing into the printer.
8. Touch **Save**.

## Face Up/Down Output

1. On the Services Home screen, touch **Copy**, then touch the **Output Format** tab.
2. Touch **Face Up/Down Output**.
3. Touch the required option:

- **Auto** This option determines automatically if the copies are output as face up or face down.
- **Face Up**: This option delivers all output face up, with the first page on top of the output stack.
- **Face Down**: This option delivers all output face down, with the first page on the bottom of the output stack.
- **Face Up (Reverse Order)**: This option delivers all output face up, with the last page on the top of the output stack. The availability of the Face Up (Reverse Order) option depends on how your system administrator configured the Xerox device.

4. Touch **Save**.

## ID Card Copy

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

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

## Job Assembly Tab

The Job Assembly section includes the following features:

- Build Job
- Sample Job
- Combine Original Sets
- Form Overlay
- Delete Outside/Delete Inside
- Stored Programming

### Build Job

You can use this feature for complex copy jobs that include various original documents that require different copy settings. Each segment can have different copy settings. After all segments are programmed and scanned, the page images are stored temporarily in the printer, and the complete copy job prints.

1. On the Services Home screen, touch **Copy**, then touch the **Job Assembly** tab.
2. Program and scan the first segment:
  - a. Place the original documents in the automatic document feeder or on the document glass.
  - b. Select the required copy settings.
  - c. Touch the **Job Assembly** tab.
  - d. Touch **Build Job**, then touch **On**.
  - e. Touch **Save**.
  - f. To scan the first set of original documents, press the green Start button.
3. Program and scan the additional segments:
  - a. Place the original documents in the automatic document feeder or on the document glass, then touch **Next Original**.
  - b. When printing 2-sided jobs, to set the start page of the next 2-sided segment, touch **Chapter Start**, then select an option:

**Off:** The first page of the next segment prints on the next available side.

**On:** The first page of the next segment prints on Side 1 of a new sheet of paper.

**Pages per Side-New Page:** If the first segment has an odd number of pages, the second segment starts on side 1. If the first segment has an even number of pages, the second segment starts on side 2.
  - c. Touch **Change Settings**. Select the settings for the segment.
  - d. To scan the next set of original documents, at the control panel, press the green Start button.
4. For each additional segment that you want to copy, repeat Step 3.
5. When all segments are scanned, on the Copy screen, touch **Last Original**.

## Build Job Options

1. On the Services Home screen, touch **Copy**, then touch the **Job Assembly** tab.
2. Touch **Build Job**, then touch **On**.
3. Select the required options:
  - **Copy Output:** Touch **Paper Supply, Staple, Hole Punch, Collation, and Output/Offset/Subset** options, then touch **Save**.
  - **Booklet Creation:** Select the required settings, then touch **Save**.
  - **Covers:** Select the required settings, then touch **Save**.
  - **Annotations:** Select the required settings, then touch **Save**.
  - **Segment Separators:** To insert separator pages between segments, touch **Segment Separators**, then select the required options:
    - **No Separators:** Separators are not inserted. Select the required settings, then touch **Save**.
    - **Blank Separators:** Blank separators are inserted. To specify the quantity of separators, select the Plus (+) or Minus (-) icons, then touch **Save**.
    - **1-Sided Side 1 Only:** The first page of the loaded document copies on the front side of a separator. Select the required settings, then touch **Save**.
    - **1-Sided Side 2 Only:** The first page of the loaded document copies on the back side of a separator. Select the required settings, then touch **Save**.
    - **2-Sided Separators:** The first two pages of the loaded documents are copied onto each side of a separator. Select the required settings, then touch **Save**.
  - **Watermarks:** Select the required settings, then touch **Save**.
  - **Face Up/Down Output:** Select the required settings, then touch **Save**.
4. To save all the changes, touch **Save**.

## Sample Job

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

The sample copy is counted as part of the total quantity selected. For example, when copying a book, if you enter 3 as the number of copies, one copy of the book prints, and two copies are held until you release the copies for printing.

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

## Combine Original Sets

This feature allows you to copy sets of documents that cannot be loaded into the automatic document feeder. Use the document glass when copying documents that are damaged, ripped or torn, or too wrinkled to go through the automatic document feeder. The Combine Original Sets feature allows you to copy each original document on the document glass and create one copy job for the set.

1. On the Services Home screen, touch **Copy**. Select the required copy settings, then enter the number of copies using the alphanumeric keypad on the control panel.
2. Touch the **Job Assembly** tab, then touch **Combine Original Sets**.
3. Touch **On**, then touch **Save**.
4. Copy the first set of original documents:
  - If the first set of original documents is not damaged, place the documents in the automatic document feeder.
  - If the set of original documents is damaged, place the documents on the document glass.
5. Press the green **Start** button on the control panel. Copying begins.
6. Scan additional sets:
  - a. Use the automatic document feeder or the document glass to copy the next set of original documents.
  - b. On the Copy screen, touch **Next Original**.
7. Touch **Start** on the touch screen, or press the green **Start** button on the control panel.
8. When the final set is copied, on the Combine Original Sets screen, touch **Last Original**.
9. To cancel the job, touch **Delete**.

## Form Overlay

You can make copies that overlay the first page of the document on the rest of the documents. For example, if the first page of the document has a header and footer only, you can copy the rest of the documents with the same header and footer.

1. On the Services Home screen, touch **Copy**, then touch the **Job Assembly** tab.
2. Touch **Form Overlay**.
3. From the Form Overlay screen, touch **On** or **Off**.
4. Touch **Save**.
  - If the first page is 2-sided, only the top side is used for the form overlay.
  - The Center/Corner Shift, Image Shift, Delete Outside/Delete Inside, Edge Erase, and Border Erase features are applied to the text body.

## Delete Outside/Delete Inside

1. At the control panel, on the Services Home screen, touch **Copy**, then touch the **Job Assembly** tab.
2. Touch **Delete Outside/Delete Inside**.
3. Touch **Delete Outside** or **Delete Inside**.



4. If the original documents are 2-sided, select the applicable delete option:
  - Both Sides
  - Side 1 Only
  - Side 2 Only
5. Touch **Area 1**.
6. To define a specific area, enter the two XY coordinates within a range of 0.0–431.8 mm (0.0–17.0 in.). To navigate from coordinate to coordinate, touch each X and Y setting:
  - a. To enter the value for Y1, touch the Y1 box. To enter a number range, use the numeric keypad.
  - b. To enter the value for Y2, touch the Y2 box. To enter a number range, use the numeric keypad.
  - c. To enter the value for X1, touch the X1 box. To enter a number range, use the numeric keypad.
  - d. To enter the value for X2, touch the X2 box. To enter a number range, use the numeric keypad.

To clear a deletion area, touch **Clear Area X**, then use the numeric keypad and press **1**, **2**, or **3**.

7. Touch **Save**.
8. Touch **Save** again.
9. Enter the **Quantity**, then press the green **Start** button.

## Stored Programming

You can save frequently used features and job settings as Stored Programming, then access the settings using a shortcut button. For more information, refer to [Stored Programming](#).

The Stored Programming option not only remembers feature settings, but the option can record a series of operations. This feature enables you to record the hierarchy of displayed screens for each step. For example, you could use Stored Programming to record the following actions: Press the **Machine Status** button, and display the Print Reports screen to print reports.

- You can record up to 100 consecutive operations in each stored program.
- Store up to 40 programs.
- You cannot use the Build Job option with the Stored Programming option.
- There are situations where a stored program becomes invalid:
  - When default values or paper tray settings are changed in the system setting, a stored program becomes invalid.
  - When buttons are added or removed from the touch screen, a stored program becomes invalid. The Stored Programming feature remembers the location only of a button on the screen, not the name of the button. For example, button positions can change when a job flow or job template is added or deleted.
  - If you change the values of the Watermark feature when a watermark is used in a stored program, the stored program becomes invalid.
  - After the program is stored, if you change the password to the folder that is used in the stored program, the stored program becomes invalid.

## Copying

- The following options cannot be used with the Stored Programming feature:
  - System Settings
  - Job Flow Sheets
  - Network Scanning
  - Address Book
  - Browse
  - Scan to PC

# Scanning

This chapter contains:

- Basic Scanning..... 76
- Scan Settings..... 79
- Network Scanning..... 91
- Scan to PC ..... 92
- Store to Folder ..... 95
- Store to USB ..... 97
- Web Services on Devices (WSD) ..... 99
- Email ..... 100
- Send from Folder..... 103
- Job Flow ..... 118

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

## Basic Scanning

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

### Basic Scan Procedure

To initiate a scan job:

1. Load the original document into the document feeder or onto the document glass. For details, refer to [Loading Documents](#).
2. At the control panel, press the **Services Home** button.
3. Select a scan feature:
  - **Email**
  - **Network Scanning**
  - **Scan to PC**
  - **Store to USB**
  - **Store to Folder**
  - **Send from Folder**
  - **Store to WSD**



**Note:** For details on these scan features, refer to [Scan Methods](#).

4. Press the **Start** button.

### Loading Documents

There are two methods to load documents:

- Document feeder: Use the document feeder to print or scan a single sheet or multiple sheets.
  - Document glass: Use the document glass to print or scan a single sheet or a bound book.
1. Before you load the document, remove any paper clips and staples.
  2. Load the document using the appropriate method:
    - Document feeder: Load the document face up, then adjust the document guides to match the size of the document that you loaded.
    - Document glass: Load the document face down, position the document using the rulers and size guides, then close the scanner cover.

## Scan Methods

You can select the following scan methods:

- **Email:** This option scans a document, converts the data to TIFF, JPEG, PDF, PDF/A, or XPS (XML Paper specification), then sends the scanned data as an email attachment. Refer to [Email](#).
- **Network Scanning:** This option scans a document using a job template that was created on the Embedded Web Server. Refer to [Network Scanning](#).
- **Scan to PC:** This option scans a document, then sends the scanned data to a network computer using the FTP or SMB protocol. Refer to [Scan to PC](#).
- **Store to Folder:** This option scans a document, then saves the scanned data in a folder on the device. Refer to [Store to Folder](#).
- **Send from Folder:** Send from Folder allows you to access files that have been sent to the device using any of the following methods:
  - Store to Folder feature on the control panel
  - Store File in Folder in the print driver
  - Copy & Store option or Store Only option in the Copy feature on the control panel
 Refer to [Send from Folder](#).
- **Store to USB:** This option scans a document, then saves the scanned data to a USB memory device. Store to USB is an optional feature. Refer to [Store to USB](#).
- **Store to Web Services on Devices (WSD):** You can scan documents set on the device and save the scanned data from a computer. You can save the scanned data to a computer on the network. Store to Web Services on Devices (WSD) is an optional feature. Refer to [Web Services on Devices \(WSD\)](#).

## Starting a Scan Job

1. Load the document into the document feeder or place the document on the document glass.
2. Select a scanning method. Refer to [Scan Methods](#).
3. Select options, as needed.
4. At the control panel, press the **Start** button.
5. To scan more than one document, or scan another page of a bound book, touch **Next Original**. Place the document that you want to scan in the document feeder or on the document glass, then touch **Start**.
6. When scanning the last original document, touch **Save (Last Original)**, then touch **Start**.
7. To view the status of the scanned job, press the **Job Status** button.

## Canceling a Scan Job

To cancel a scan job in process:

1. At the control panel, press the **Stop** button.
2. To cancel the scan, on the Stop / Pause screen, touch **Cancel Scanning**. To continue the scan, touch **Resume Scanning**.



**Note:** When a scan is canceled, any scan data that has been stored to a folder is deleted.

3. Touch **Close**.

## Changing Scan Settings While Scanning

While your scan job is scanning, you can change settings for the job. To change the settings:

1. At the control panel, touch **Next Original**.
2. Touch **Change Settings**.
3. Select the appropriate section, then adjust the settings as needed. You can adjust the following features:
  - Color Scanning: Refer to [Color Scanning](#).
  - [Original Type](#)
  - [Resolution](#)
  - Lighten / Darken: Refer to [Lighten / Darken](#).
  - [Original Orientation](#)
  - 2 Sided Scanning: Refer to [2 Sided Scanning](#).
  - [Original Size](#)
4. After you have adjusted the settings, touch **Save**.
5. To resume scanning the job, touch **Start**.

# Scan Settings

The following tabs and options appear for the following scan method features:

- Network Scanning
- Scan to PC
- Store to Folder
- Email

After you select a scan method, the following tabs appear onscreen:

## Main scan tab

This tab shows the name of the scan method. For example, if you selected Network Scanning on the Services Home screen, the name of this tab is Network Scanning.

Options on this tab include:

- Color Scanning
- 2 Sided Scanning
- Original Type
- Scan Presets

## Advanced Settings

Options on this tab include:

- Image Options
- Image Enhancement
- Resolution
- Quality / File Size
- Photographs
- Shadow Suppression

## Layout Adjustment

Options on this tab include:

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

## Filing Options

When Email is the selected scan feature, the Filing Options tab does not appear. Options on this tab include:

- File Name
- File Format
- File Name Conflict

## Email Options

This tab appears only when Email is the selected scan feature. Options on this tab include:

- File Name
- File Format
- Reply To
- Read Receipts

# Main Scan Tab

The name of this tab coincides with the scanning method that you selected on the Services Home screen.

1. On the Services Home screen, select a scan method.  
The scan screen appears with the main tab selected.
2. Select the following options, as needed:
  - **Color Scanning**
  - **2 Sided Scanning**
  - **Original Type**
  - **Scan Presets**

## Preview Scanned Images of a Job

To set a scan job to allow a preview of the scanned images:

1. Start a scan job. For details, refer to [Starting a Scan Job](#).
2. On the main tab for the selected scan method, select the check box for **Preview**.
3. Adjust other scan settings as needed, then scan the document as required.
4. After the document scans, touch **Preview**.
5. To specify display and rotation options, select the appropriate icons.



**Note:** Rotation options are not available for all scan methods.

6. To close the preview screen, touch **Close**.



## Color Scanning

To set the output color for the scanned document:

1. On the main tab for the selected scan method, touch **Color Scanning**.
2. From the list, select a color option:
  - **Auto Detect:** The device determines the color of the document automatically. When scanning a colored document, the device scans in full color. When scanning a black and white document, the device scans in monochrome.
  - **Color:** The device scans the document in color.
  - **Black & White:** The device scans the document in monochrome.
  - **Grayscale:** The device scans a document in grayscale. Grayscale adds shading to monochrome documents, which creates intermediate tones that change gradually. This option is suitable for documents that contain gradations that cannot be reproduced with monochrome.

## 2-Sided Scanning

You can scan a 1-sided or 2-sided document.


1. At the control panel, on the main tab for the selected scan method, touch **2 Sided Scanning**.
2. From the list, select an option:
  - **1 Sided:** To scan only one side of the document, select this option.
  - **2 Sided:** When both sides of the 2-sided document are in the same orientation, select this option.
  - **2 Sided, Rotate Side 2:** When the sides of the 2-sided document are in opposite orientations, select this option.

## Original Type

1. On the main tab for the selected scan method, touch **Original Type**.
2. From the list, select an option:
  - **Photo & Text:** When you scan a document that contains both text and photos, select this option. The device identifies text and photo areas automatically, then scans each area for optimum quality.
  - **Text:** When you scan a document that contains clear text, select this option.
  - **Photo:** When you scan a photo, select this option.

## Scan Presets

1. On the main tab for the selected scan method, touch **Scan Presets**.
2. Select a preset option:
  - **Sharing and Printing:** This setting is used for sharing files to be viewed onscreen and for printing most standard business documents. This setting results in small file sizes and higher image quality.
  - **Archival Record:** This setting is best used for standard business documents that are stored for record-keeping purposes. This setting results in the smallest file size and normal image quality.
  - **OCR:** This setting is best used for documents that are processed by optical character recognition software. This setting results in large file sizes and the highest image quality.
  - **High Quality Printing:** This setting is best used for documents that contain detailed graphics and photos. This setting results in large file sizes and maximum image quality.
  - **Simple Scan:** This setting is best used for faster processing, but can result in excessively large file sizes. This setting applies the minimal amount of image-processing and compression.
  - **Custom:** This setting applies the scan settings as defined in the current template.

 **Note:** The Custom option is available for Network Scanning only.

## Advanced Settings Tab

You can set the following options from the Advanced Settings tab.

1. From the Services Home window, select a scan method.
2. Select the **Advanced Settings** tab.
3. Select options, as needed:
  - Image Options
  - Image Enhancement
  - Resolution
  - Quality / File Size
  - Photographs
  - Shadow Suppression

## Image Options

1. On the Advanced Settings tab, touch **Image Options**, then set options, as needed.
  - **Lighten / Darken:** This option provides manual control to adjust the lightness or darkness of the scanned image. To darken the scanned image from light original documents, such as pencil images, touch a preset closer to the Darken limit. To lighten the scanned image from dark originals, such as halftones or original documents with colored backgrounds, touch a preset closer to the Lighten limit.
  - **Sharpness:** This option controls the balance between sharp text and moiré, which are patterns within the image. To produce an image with a smooth, uniform appearance, touch a preset closer to the Soften limit. A softer level is ideally suited for photographic scanned images. To produce an image with better quality text or line art, select a preset closer to the Sharpen limit.
2. Touch **Save**.

## Image Enhancement

1. On the Advanced Settings tab, touch **Image Enhancement**.
2. For Background Suppression and Contrast, set options as needed:
  - For Background Suppression, select an option:
    - **Off:** Scans the document backgrounds with no filtering.
    - **Auto Suppression:** When Color Scanning is set to Black & White, the background of a document printed on colored paper, such as newspaper, is suppressed. When Color Scanning is set to Color, the background of a document printed on white-color paper is suppressed.
  - For Contrast, on the bar, select a contrast level. More contrast makes the difference between light and dark areas greater so that light areas become lighter and dark areas become darker. Less contrast makes the difference between light and dark areas smaller.
3. Touch **Save**.


## Resolution

You can select preset resolution settings.


1. At the control panel, on the Advanced Settings tab, touch **Resolution**.
2. Specify the image resolution.
3. Touch **Save**.

## Quality/File Size

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

 **Note:** When the Black and White option is selected, the Quality/File Size feature is unavailable.

1. From the Advanced Settings tab, select **Quality/File Size**.
2. To specify the output quality/file size, use the right or left arrow buttons.


 **Note:** When MRC High Compression is enabled for PDF Multiple Pages per File in File Format, only three compression levels are available.

3. Select **Save**.

## Photographs

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

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

 **Note:** When Enhance Photographs is selected, the Shadow Suppression and Background Suppression features are not available.

## Shadow Suppression

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

1. From the Advanced Settings tab, select **Shadow Suppression**.
2. Select **Off** or **Auto Suppression**.
3. Select **Save**.

# Layout Adjustment Tab

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

1. From the Services Home screen, select a scan method.
2. Select the **Layout Adjustment** tab.
3. Select the applicable option:
  - Original Orientation
  - Original Size
  - Edge Erase
  - Book Scanning
  - Reduce/Enlarge

## Original Orientation

Ensure that the document orientation is set to indicate the top of the document.

1. On the Layout Adjustment tab, touch **Original Orientation**.
2. Select the orientation for the document that is loaded.
3. Touch **Save**.



**Note:** If the Original Orientation setting differs from the physical document orientation, the Xerox device can mistakenly detect the wrong side as the top of the document.

## Original Size

When you scan standard-sized and custom-sized documents or when you make copies at a size that is different than the currently loaded document, you can specify the size of the document.

1. On the Layout Adjustment tab, touch **Original Size**.
2. Select an option:
  - **Auto Detect:** The device detects the original document size.
  - **Manual Size Input:** Select a size from a pre-defined list or specify a custom page size.
  - **Mixed Size Originals:** The device detects the size automatically for each page of the original document.
3. Touch **Save**.



**Note:** If the Xerox device cannot detect the document size, a screen appears where you can enter the document size.

## Edge Erase

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

1. From the Layout Adjustments tab, select **Edge Erase**.
2. Select **All Edges** or **Individual Edges**:
  - **All Edges**: This option erases the same amount of length from all four edges of your document. The edge erase amount is specified by the system administrator. If you do not want to erase any edges, select [**Individual Edges**], then specify **0** for the top, bottom, left, and right edges.
  - **Individual Edges**: This option allows you to specify the lengths to be erased from the top, bottom, left, and right edges of your document. You can specify up to 50 mm (2 in.) in each field.
3. For individual edges, to set the values, use the up or down arrow buttons.
4. For Original Orientation, select an option:
  - **Upright Images**: This option selects the vertical orientation, where the top of the document is oriented toward the back of the printer.
  - **Sideways Images**: This option selects the horizontal orientation, where the top of the document is oriented toward the left of the printer.
5. Select **Save**.

## Book Scanning

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

1. From the Layout Adjustments tab, select **Book Scanning**.
2. From the Book Scanning screen, select the features.
3. The Binding Edge Erase feature erases the center binding area of the book that is sometimes in shadow due to the fold in the pages. To set the dimensions, use the left or right arrow buttons.
4. To save the changes, select **Save**.



**Tip:** You cannot use the document feeder when using the book scanning feature.



**Note:** A document of non-standard size or undetectable size can result in two non-equal sizes.

## Reduce/Enlarge

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

1. From the Layout Adjustments tab, select **Reduce/Enlarge**.
2. Select the appropriate options for your job:

- a. Proportional% is the default setting.
  - In the Variable% area, to specify the ratio, use the Plus (+) and Minus (-) buttons.
  - You can choose a preselected value from the Preset% area.
  - To save the changes, select **Save**.
  - To set the output size, for Output Size, select from preset standard scanning ratios.
- b. In the Output Size area, select the applicable preset.
- c. To save the changes, select **Save**.

## Filing Options

### File Name

You can enter and save a file name.

1. At the control panel, on the Filing Options tab, touch **File Name**.
2. In the text box, type a file name.
3. Touch **Save**.

### File Format

You can select a file format for scanned data.

1. At the control panel, on the Filing Options tab for the selected scan feature, touch **File Format**.
2. Select the appropriate file format for the output data:
  - **TIFF/JPEG Auto Select:** This option saves scanned data automatically as TIFF or JPEG files. Full color and grayscale scanned images are stored in the JPEG format. Monochrome scanned images are saved in the TIFF format.
  - **TIFF:** This option saves scanned data in TIFF format.
  - **JPEG:** This option saves scanned data in JPEG format. This option is available when Color or Grayscale is selected in Color Scanning.
  - **PDF:** This option saves scanned data in PDF format.
  - **PDF/A:** This option saves scanned data in PDF/A format. The PDF/A format is used primarily for archiving and long-term file preservation.
  - **XPS:** This option saves scanned data in XPS format.

- Depending on the file format selected, you can select the following options:
  - Compression Method:** This option allows you to set the compression method for scanned image data. You can set the compression method to be selected automatically or you can manually select the compression method for color and grayscale pages.
  - MRC High Compression:** This option allows you to save the PDF and XPS files with high compression.
  - Searchable Text:** This option allows you to select whether to perform character recognition in the PDF files.
  - Add Thumbnail:** When you select XPS, this option allows you to attach thumbnails to the XPS files. A thumbnail is a reduced, small file-size image that helps you view the file contents.
  - XPS Signature:** When you select XPS, you can select XPS Signature. A digital signature is a feature that allows a sender to add a digital fingerprint that is used to confirm that email content sent to a receiver has not been altered.



**Note:** XPS Signature is an optional feature. A valid certificate is required for this feature.

- Single File for Each Page:** This option saves each page as a single file in the specified format.
- Optimize For Quick Web View:** This option optimizes the PDF file so that the file appears faster in a Web browser.

If you select one of the PDF file format options, the Optimize for Quick Web View option is available. The Optimize for Quick Web View feature allows you to open and view the first page of a multiple-page PDF document within a Web browser, while the remainder of the document continues to load in the background. This action can increase the overall file size. The Optimize for Quick Web View feature restructures an Adobe PDF document for page-at-a-time downloading from web servers. With page-at-a-time downloading, the Web server sends only the requested page, rather than the entire PDF document. This feature is especially important with large documents that can take a long time to download from a server.

Check with your administrator to ensure that the web server software that you use supports page-at-time downloading. To ensure that the PDF documents on your website appear in older browsers, you can create HTML links to the PDF documents and keep the path names or URLs to the files at fewer than 256 characters.

- To save your settings, touch **Save**.

## File Name Conflict

To resolve a file-name conflict:

- On the Filing Options tab, touch **File Name Conflict**.
- Select the appropriate option:
  - Do Not Save:** This option cancels the scan operation so that you can enter another file name.
  - Rename New File:** This option attaches a 4-digit number (0000–9999) to the end of the duplicate file name, then saves the file in the same directory.
  - Overwrite Existing File:** This option deletes the existing file with the duplicate file name, then saves the new file with the specified file name in the same directory.
- Touch **Save**.



# Email Options Tab

## File Name

You can enter and save a file name.

1. At the control panel, on the Email Options tab, touch **File Name**.
2. In the text box, type a file name.
3. Touch **Save**.

## File Format

You can select a file format for scanned data.

1. At the control panel, on the Email Options tab, touch **File Format**.
2. Select the appropriate file format for the output data:
  - **TIFF/JPEG Auto Select:** This option saves scanned data automatically as TIFF or JPEG files. Full color and grayscale scanned images are stored in the JPEG format. Monochrome scanned images are saved in the TIFF format.
  - **TIFF:** This option saves scanned data in TIFF format.
  - **JPEG:** This option saves scanned data in JPEG format. This option is available when Color or Grayscale is selected in Color Scanning.
  - **PDF:** This option saves scanned data in PDF format.
  - **PDF/A:** This option saves scanned data in PDF/A format. The PDF/A format is used primarily for archiving and long-term file preservation.
  - **XPS:** This option saves scanned data in XPS format. If you select this file format, the Add Thumbnail option appears. This option adds a thumbnail image to the email.
  - **Optimize for Quick Web View:**

If you select one of the PDF file format options, the Optimize for Quick Web View option is available. The Optimize for Quick Web View feature allows you to open and view the first page of a multiple-page PDF document within a Web browser, while the remainder of the document continues to load in the background. This action can increase the overall file size. The Optimize for Quick Web View feature restructures an Adobe PDF document for page-at-a-time downloading from web servers. With page-at-a-time downloading, the Web server sends only the requested page, rather than the entire PDF document. This feature is especially important with large documents that can take a long time to download from a server.

Check with your administrator to ensure that the web server software that you use supports page-at-time downloading. To ensure that the PDF documents on your website appear in older browsers, you can create HTML links to the PDF documents and keep path names or URLs to the files at fewer than 256 characters.

- **Single File for Each Page:** This option saves each page as a single file in the specified format.
3. To save your settings, touch **Save**.

## Reply To

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

1. From the Email Options tab, select **Reply to**.
2. Use the keypad to enter or search for the applicable reply-to name.
3. To save the changes, select **Save**.

## Read Receipts

To allow email read receipts to be sent to the sender:

1. At the control panel, on the Email Options tab, touch **Read Receipts**.
2. Touch **On**.
3. Touch **Save**.

# Network Scanning

You can use the Network Scanning feature to create job templates on a computer using the Embedded Web Server. Scanned data is converted to the format specified in a job template, and sends the data automatically to a server. The device allows you to retrieve job templates automatically that are stored in a server.

When Scan to Home is enabled, an authenticated user can transfer the scanned document to a different destination, as needed.

## Starting a Network Scan Job

1. Load the original document into the document feeder.
2. At the control panel, press the **Services Home** button.
3. Touch **Network Scanning**.
4. From the list, select a template.
  - To view a description of the selected template, touch **Template Description**. After viewing the description, touch **Close**. Template descriptions are optional.
  - To refresh the template list, touch **Update Templates**.
5. Adjust scan settings as needed. Refer to [Scan Settings](#).
6. Press the **Start** button.

## Scan to PC

The Scan to PC service allows you to scan documents and send the scanned data to a network server using the FTP or SMB protocol.

### Starting a Scan to PC Job

To start a Scan to PC operation:

1. Load the original document into the document feeder.
2. At the control panel, press the **Services Home** button.
3. Touch **Scan to PC**.
4. By default, the transfer protocol is set to SMB. To select a different transfer protocol, touch **Transfer Protocol**. Refer to [Transfer Protocol](#).
5. Select a destination. Refer to [Specify Destination](#).
6. Adjust the scan settings as needed. Refer to [Scan Settings](#).
7. Press the **Start** button.

### Transfer Protocol

1. On the Scan to PC tab, touch **Transfer Protocol**.
2. Select a forwarding protocol:
  - **FTP**: This option transfers files using the FTP protocol.
  - **SMB**: This option transfers files using the SMB protocol.
  - **SMB (UNC Format)**: This option transfers files using the SMB protocol, with the Universal Naming Convention (UNC) format. The UNC format is as follows: `\\host name\shared name\directory name`
3. Touch **Save**.

## Specify Destination

Use this option to specify a destination PC using the control panel keypad. To specify a forwarding destination, for the selected protocol, enter information in the fields provided.

To populate the appropriate server information into the fields provided, on the main tab of the Scan to PC screen, select an option:

- [Using the Address Book](#)
- [Browse Network for PC](#)

To add destination information manually, refer to [Add Destination Information Manually](#).

### Using the Address Book

You can use the address book to populate the fields.

1. On the main tab for Scan to PC, touch **Address Book**.
2. From the list, select a destination that uses the selected protocol. To retrieve entries, touch **List all public entries**, then select an option:
  - **List all public entries:** Use this option to select from a list of all public destination folders.
  - **Retrieve entries using index:** Use this option to search for all entries that use a specific index term. Type the search term on the screen keypad, then touch **Save**.
3. To use the selected destination, touch **Add**.
4. Touch **Close**.

The information for the selected destination populates the fields on the main screen.

### Browse Network for PC

You can use the Browse option to display a hierarchy of available server names and folders on your network. From the list, you can select a destination server.

1. On the main tab for Scan to PC, touch **Browse**.
2. Select a folder from the list. The destination appears in the Save in field.
  - To locate a folder, touch **Previous**. To move to another level and view other destinations, touch **Next**.
  - To add the selected destination folder to the server address book, touch **Add to Address Book**.
3. Touch **Save**. The information for the selected destination populates the fields on the main screen.

### Add Destination Information Manually

You can type the appropriate destination information directly into the fields. The fields available differ according to the selected protocol.


1. For **Server**, type the server name or IP address. When the save location is in the DFS namespace on Windows, type a domain name or server name of up to 64 characters.
2. For **Shared Name**, type a shared name. When the save location is in the DFS namespace on Windows, type a root name of up to 64 characters. The Shared Name field appears only when SMB is the selected transfer protocol.

## Scanning


3. For **Save in**, type a directory path. When the save location is in the DFS namespace on Windows, type a folder name of up to 128 characters. When SMB (UNC Format) is the selected transfer protocol, type the information into the **Save in** field using the following directory path: "\\Host Name\Shared Name\Directory Name".
4. For **User Name**, type the user name of the computer to which you are forwarding. When a user name is not required for the destination, you can skip this field.
5. For **Password**, type the password for the user name. Up to 32 characters are allowed.

## Store to Folder

The Store to Folder option allows you to scan documents and save the scanned data in a folder on the device.

 **Note:** Before using the Store to Folder feature, ensure that folders have been created. For details, refer to [Creating a Folder](#).

1. At the control panel, press the **Services Home** button.
2. Touch **Store to Folder**.
3. From the list, select a folder.

 **Note:** To view the files in the folder, touch **File List**.

4. Load the original document into the document feeder.
5. On the Advanced Settings, Layout Adjustment, and Filing Options tabs, change the settings for the file, as needed. For details, refer to [Scan Settings](#).
6. Press the **Start** button.

The scanned document file is stored to the selected folder.

## Saving the Scanned Data Using the Embedded Web Server

You can use the Embedded Web Server to import a file from a device folder to your computer.

1. At your computer, launch a Web browser.
2. In the Web browser address field, type the printer IP address, then press **Enter**.
3. Click the **Scan** tab.
4. In the Scan navigation pane at the left of the page, click **Folder**.
5. In the Folder list, select a folder. If necessary, enter the folder password, then click **Apply**. The Folder: List of Files page appears.
6. From the list, select a file.
7. From the Retrieving Format menu, click the required file format. Select options for the file format using the check boxes and menus, as needed. Options vary by file format.
8. Click **Retrieve**.
9. On the Retrieve Files from Folder page, click the link to the selected file.
10. Click **Save**, select the required storage location, then click **Save**.
11. If a stored file is no longer needed, select the file. In the upper right corner of the page, click **Delete**. When prompted, click **OK**.

### Additional File Retrieve Options

The following options are available when using the Embedded Web Server to retrieve a stored file:

## Scanning

- To retrieve a single page of a multiple-page document, for **Retrieve Page**, select **Enabled**. Type the page number in the **Page Number** field.
- To add a thumbnail view when using XPS format, for **Add Thumbnail**, select **Enabled**.
- To apply MRC High Compression to PDF and XPS format files, for **MRC High Compression**, select **Enabled**. From the **Quality** menu, select the required quality setting.
- To create a searchable-text PDF or XPS file:
  - For **Searchable Text**, select **Enabled**.
  - From the **Language of the Original** menu, select the language.
  - To apply text compression, from the **Text Compression** menu, select **Enabled**.



**Note:** Not all the file retrieval settings can be enabled. For assistance, contact your system administrator.



## Store to USB

The Store to USB is an optional service that allows you to scan documents and save the scanned data to a USB memory device.

### Guidelines for Using a USB Storage Device

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

The following USB memory devices are supported:

- A formatted USB memory device
- A USB 2.0 compliant memory device (USB 1.1 is not supported.)
- A USB memory device with a storage capacity of up to 128 Gbyte

A USB memory device encrypted with software is not supported.

When you insert a USB memory device into the USB memory slot while the device is in Power Saver mode, the touch screen does not light. To exit Power Saver mode, press the **Power Saver** button, then insert the USB memory device again or touch **Store to USB** on the Services Home window.

Before you remove the USB memory device, ensure that the screen that indicates that data is being transferred is not displayed. If you remove the USB memory device while the data is being stored, the data in the device can become damaged. You can also confirm that the data has been stored to the USB memory device on the Job Status window.

### Saving Scan Data to a USB Memory Device

To save scan data to a USB memory device:

1. Insert a USB memory device into the USB memory slot on the printer.
2. The USB Device Detected screen appears. If this screen does not appear, press the **Services Home** button, then touch **Store to USB**.
3. Touch **Save In**.
4. Select a folder for saving the data.
5. Touch **Save**.
6. Adjust scan settings, as needed. For details, refer to [Scan Settings](#).
7. To start the scan job, press the **Start** button.

## Removing the USB Device

Before you remove the USB memory device, ensure that the window that indicates that data is being transferred is not displayed. If you remove the USB memory device while the data is being transferred, the data in the device can be damaged. You can confirm if data is being transferred to the USB memory device on the Job Status window.

## Displaying Storage Details

1. At the control panel, on the Services Home screen, touch **Store to USB**.
2. Touch **Details**.  
The folder and file names to be saved appear.
3. Touch **Close**.

## Web Services on Devices (WSD)

Web Services on Devices allows a client to discover and access a remote device and its associated services across the network. WSD supports device discovery, control, and use.

### WSD Starting a Scan Job

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

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

1. Load the document on the document glass or in the document feeder.
2. Scan from a network computer. To operate scan from a network computer, use an application which supports the image loading feature, such as **Windows Fax and Scan**. Follow the instructions using the application you choose.
3. After you scan the document, the scanned data transmits to the specified computer.

### Storing to WSD

1. At the control panel, press the **Services Home** button.
2. Touch **Store to WSD**.
3. In the List of Computers area, select a scan job type:
  - **Scan to PC**
  - **Scan for Print**
  - **Scan for Email**
  - **Scan for Fax**
  - **Scan for Optical Character Recognition (OCR):** This feature requires an Optical Character Recognition solution, such as Google Docs.
4. Load the document onto the document glass or into the document feeder.
5. Press the **Start** button.

The scanned data is forwarded to the specified destination.
6. On the destination computer, check the forwarded data.

## Email

You can scan a document and send the scanned data as an email attachment.

1. At the control panel, press the **Services Home** button.
2. Touch **Email**.
3. To specify one or more recipients, select one or both options:
  - To add a recipient, touch **New Recipient**, type the new recipient email address, touch **Add**, then touch **Close**.
  - To search for and specify recipients, touch **Address Book**, select an email address, select **To**, **Cc**, or **Bcc**, then touch **Close**.
4. To add the device as a recipient, touch **Add Me**.
5. To remove or change a recipient:
  - a. Select the applicable recipient.
  - b. From the menu, touch **Remove** or **Edit**.
6. To add or change the email subject, touch **Subject**, edit the text, then touch **Save**.
7. To add or change the email message, touch **Message**, edit the text, then touch **Save**.
8. Set the various scan features, as needed. For details, refer to [Scan Settings](#).
  - Select the **Advanced Settings** tab, then set and save the advanced settings. Refer to [Advanced Settings Tab](#)
  - Select the **Layout Adjustment** tab, then set and save the layout adjustments. Refer to [Layout Adjustment Tab](#).
  - Select the **Email Options** tab, then set and save the email options. Refer to [Email Options Tab](#).
9. Press the **Start** button.



**Note:** The Mail Delivery Notification (MDN) and Split Send features on the File Format screen are available only when using the email feature.

## Address Book

1. At the control panel, press the **Services Home** button.
2. Touch **Email**.
3. Touch **Address Book**.
4. From the address list, select a recipient. If necessary, you can search for an address using one of the following options:
  - **List all public entries:** This option displays the local address list.
  - **Retrieve entries using index:** This option searches recipients in the index.
  - **Search Public:** This option searches recipients in the local address list.
  - **Search Network:** This option searches recipients in the remote address list.
5. Specify the **To**, **CC**, or **BCC** fields.
6. To navigate the Name list, use the scroll-bar.
7. If necessary, to view the Details screen, touch **Details**.
8. Touch **Close**.

## Adding Email Recipients

1. On the Email tab, touch **New Recipient**.
2. Enter one or more new recipients. To add another recipient, touch **+Add**.
3. Touch **Close**.

## Removing Email Recipients

1. From the Email tab, in the Recipient list, select the recipient name that you want to delete.
2. Touch **Remove**.

## Subject

The email subject can contain up to 128 characters.

1. On the Email tab, touch **Subject**.
2. In the text box, type the email subject.
3. Touch **Save**.

## Message Contents

The email message can contain up to 128 characters.

1. On the main tab for email, touch **Message**.
2. In the text box, type a brief message.
3. Touch **Save**.

## Email Print

You can send email with TIFF, JPEG, or PDF documents attached from a computer to the Xerox device. Received email is printed automatically. This feature is called Email Print.

## Sending Emails

This example describes how to use Microsoft Outlook to send email from a computer to each printer.

1. Use your email client to create the email body, then attach to the email a TIFF, JPEG, or PDF document.



### Note:

- Only plain text is supported in the email message body. Before sending an email to the printer, in the Microsoft Outlook email client, ensure that the message body text format is set to Plain Text. Message body text that uses the HTML format or the Rich Text format cannot print.
- Attach files that have a file extension of .tif, .jpg, or .pdf only. Files with other extensions can produce unexpected results.
- The Email Print feature does not support password-protected PDFs.

## Scanning

- The number of files that you can attach to an email depends on the file-size limit allowed on the server.
2. For the email recipient, enter the email address of the Xerox printer.



**Note:** You can view the email address of the printer on the printer Configuration Report.

To print a Configuration Report:

- a. At the control panel, press the **Machine Status** button.
- b. Touch **Printer Reports**, then touch **Configuration Report**
- c. Press the **Start** button.

The Configuration Report prints.

3. Send the email.

The device prints the plain-text message body and the attached file.

## Send from Folder

### Folder Types

The following types of folders are available:

- Folders that contain files for copy jobs and print jobs: These folders are listed on the Copy & Print Jobs tab. You can edit the files, change the file settings, save the files again, and reprint the files from the folder.
- Folders that contain files for scan jobs and other job types: These folders contain scan files and print files submitted from a computer. The folders are listed on the Scan & Other Jobs tab. You can retrieve files stored in these folders from a network server and send the files by email. You can automate routine tasks or register private folders and shared folders separately.

## Copy & Print Jobs Tab

### Selecting a Folder

The following describes how to select a folder on the Copy & Print Jobs tab. Access to some folders can be restricted, depending on authentication settings.

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. On the Send From Folder screen, select the **Copy & Print Jobs** tab, then select a folder.

### Checking Files

You can check or operate files stored in a folder on the Copy & Print Jobs tab. Folders that are listed on the Copy & Print Jobs tab contain both copy jobs and print jobs.

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab. From the list, select a folder.
4. Select a file.
5. Select the following options as needed:
  - **Refresh:** Displays the updated information.
  - **List:** Lists the files that are stored in the folder. Additional file information, such as date stored and number of pages, is listed.
  - **Thumbnail:** Displays the images and names of the files stored in the folder.
  - **Select All Files:** Select or deselect all of the files in the folder.
  - **Review:** Displays the settings for the selected file.
  - **Delete:** Delete the selected files in the folder.
  - **Copy / Move:** Preview and check details for the selected file and copy or move the file to another folder.
  - **Edit Pages:** Insert a file or separator pages.
  - **Merge / Batch Print:** Merge multiple files in the folder, then batch-print the files.
  - **Change Settings / Print:** Change the file settings before you print the files.

## Deleting Files

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab. From the list, select a folder.
4. Select a file, then touch **Delete**.
5. To confirm the deletion, touch **Delete**.

## Copying and Moving Files Between Folders

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab. From the list, select a folder.
4. Select a file, then touch **Copy / Move**.
5. Select an option:
  - **Whole Page:** Select whether to display the whole page or to enlarge the image by 200 %.
  - **Rotation:** Select an angle from which to preview the image: **Right 90 degrees, Left 90 degrees, or 180 degrees**.
  - **Change File Name:** Change the file name.
  - **Apply To:** To preview a specific page on the screen, use the Plus (+) and Minus (-) buttons or type the page number on the numeric keypad.
  - **Copy:** Copy files from one folder to another folder.
  - **Move:** Move files from one folder to another folder.

### Copy

To copy a file from one folder to another folder:

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab. From the list, select the folder that contains the file to be copied.
4. Select a file, then touch **Copy / Move**.
5. Touch **Copy**.
6. Select the destination folder for the copied file, then touch **Save**.

### Move

To move a file from one folder to another folder:

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab. From the list, select the folder that contains the file to be moved.
4. Select a file, then touch **Copy / Move**.
5. Touch **Move**.
6. Select the destination folder for the file, then touch **Save**.



## Editing Files

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab, then. From the list, select a folder.
4. Select a file, then touch **Edit Pages**.
5. Select an option:
  - **Insert Separators**
  - **Chapter Start + Insert File**
  - **Insert File**
  - **Add to Delete List**
  - **Edit List / Delete Pages**

### Insert Separators

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab. From the list, select a folder.
4. Select a file, then touch **Edit Pages**.
5. Touch **Insert Separators**.
6. Select a paper tray from which the separators are to be inserted.
7. To enter the number of separators to be inserted, use the Plus (+) and Minus (-) buttons or type the number on the numeric keypad, then touch **Save**.

### Chapter Start and Insert File

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab, then select a folder.
4. Select a file, then touch **Chapter Start + Insert File**.
5. Select the file that you want to insert, then touch **Save**.
6. Touch **Insert File**.
7. Select the file that you want to insert, then touch **Save**.

### Insert File

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab. From the list, select the folder that contains the file to be inserted.
4. Select a file, then touch **Insert File**.
5. Select the file that you want to insert, then touch **Save**.

### Add to Delete List

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab. From the list, select a folder.
4. Select a file, then touch **Edit Pages**.
5. To select the page that you want to delete, use the numeric keypad, then touch **Add to Delete List**.
6. Touch **Edit List / Delete Pages**.
7. Touch **Delete**.

### Edit List / Delete Pages

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab. From the list, select a folder.
4. Select a file, then touch **Edit Pages**.
5. Select **Edit List / Delete Pages**
6. Select **Delete**.

## Merging and Batch Printing Files in a Folder

You can merge multiple files that are stored in a folder on the Copy & Print Jobs tab, then batch-print the files.

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab. From the list, select a folder.
4. Select two or more files, then touch **Merge / Batch Print**.
5. Select print options. To specify the number of prints, use the numeric keypad.
6. Touch **Merge**, **Merge & Print**, or **Print**.

### File Details

Use this option to check the content of selected files.

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab, then select a folder.
4. Select a file.
5. Touch **Review**. The file settings appear.

## Merge

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab, then select a folder.
4. Select a file, then touch **Merge / Batch Print**.
5. Touch **Merge**.
6. Select an option:
  - **Delete Source Files**
  - **Keep Source Files**
  - **Cancel**

## Merge and Print

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab, then select a folder.
4. Select a file, then touch **Merge / Batch Print**.
5. Touch **Merge & Print**.
6. Select an option:
  - **Delete Source Files**
  - **Keep Source Files**
  - **Cancel**

## Separators

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab, then select a folder.
4. Select a file, then touch **Merge / Batch Print**.
5. Touch **Separators**.
6. Select an option:
  - **No Separators**
  - **Blank Separators**
  - **Printed Separators**
  - **No Chapter Start**
  - **Separator Tray**
  - **Separator Quantity**

## Covers

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab. From the list, select a folder.
4. Select a file, then touch **Change Settings / Print**.
5. Touch **Covers**.

6. Select **Last Saved Settings** or **Change Settings**.
7. If you selected **Change Settings**, select an option:
  - **Front Cover:** This option cancels the front cover settings for the source files and reprograms the front cover settings for the newly merged file.
  - **Back Cover:** This option cancels the back cover settings for the source files and reprograms the back cover settings for the newly merged file.
  - **Front Cover Quantity:** Specify the number of blank sheets to be used as front covers.
  - **Back Cover Quantity:** Specify the number of blank sheets to be used as back covers.
  - **Paper Supply:** From **Front Cover Tray** and **Back Cover Tray**, select the trays for front covers and back covers.

### Watermark

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab, then select a folder.
4. Select a file, then select an option.
5. Touch **Watermark**, then touch **Change Settings**.
6. Select an option:
  - **Control Number:** To print control numbers, select this option, then touch **Add**. Select or type a value for the control number in the range from 1–9999, then touch **Save**.
  - **Stored Watermarks:** To select the text that prints on copies from a predefined list of watermarks, select this option. Touch **Add**, then touch **Save**.
  - **Date & Time:** To print the current date and time, select this option. Touch **Add**, then touch **Save**.
  - **Serial Number:** To print the device serial number, select this option. Touch **Add**, then touch **Save**.
  - **Watermark Effect:** To print a watermark on the output, select this option. Select **Embossed** or **Outline**, then touch **Save**.

### File Name

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab, then select a folder.
4. Select a file, then touch **Change Settings / Print**.
5. Select the check box for **Save As**.
6. Touch **Save**.
7. Type a file name using the onscreen keyboard.

### Output

After merging files, use this option to program stapling, hole-punching, and Z-fold settings.

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab. From the list, select a folder.

4. Select a file, then touch **Change Settings / Print**.
5. Touch **Output**.
6. Select an option:
  - **Paper Supply**
  - **Staple**
  - **Hole Punch**
  - **Output**
  - **Output / Offset / Subset**
  - **Offset Stacking**
  - **Subset Finishing / Pad Printing**
7. Touch **Save**.

### Annotations

You can add a comment, date, and page numbers to copies. From preset formats, you can select a comment, date, and page numbers, and select their print positions on a page.

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab. From the list, select a folder.
4. Select a file, then touch **Change Settings / Print**.
5. Touch **Annotations**.
6. Touch **Last Saved Settings** or **Change Settings**.
7. If you selected Change Settings, select an option:
  - **Format & Style**
  - **Comment**
  - **Date**
  - **Page Numbers**
  - **Bates Stamp**

### Secure Watermark

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

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab, then select a folder.
4. Select a file, then select an option.

## Scanning

5. Touch **Secure Watermark**.
6. Select an option:
  - **Last Saved Settings**
  - **Off**
  - **On**
    - **Protection Code:** Select **Off** or **Prevent Duplication**.
    - **Stored Secure Watermarks:** This screen allows you to embed hidden text into documents. With this hidden-text feature, the specified text is embedded in the entire sheet. When you copy a document that has been copied with this hidden-text feature, the embedded text on the output appears in white, regardless of whether the optional Secure Watermark Kit is installed.

## Printing Files from a Folder

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab, then select a folder.
4. Select a file, then select **Change Settings / Print**.
5. Select any option, then use the numeric keypad to specify the needed number of prints.
6. Select one of the following options:
  - **Save**
  - **Save & Print**
  - **Print**

## File Details

Use this option to check the content of selected files.

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab, then select a folder.
4. Select a file.
5. Touch **Review**. The file settings appear.

## Output

After merging files, use this option to program stapling, hole-punching, and Z-fold settings.

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab. From the list, select a folder.
4. Select a file, then touch **Change Settings / Print**.
5. Touch **Output**.

6. Select an option:
  - **Paper Supply**
  - **Staple**
  - **Hole Punch**
  - **Output**
  - **Output / Offset / Subset**
  - **Offset Stacking**
  - **Subset Finishing / Pad Printing**
7. Touch **Save**.

## Covers

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab. From the list, select a folder.
4. Select a file, then touch **Change Settings / Print**.
5. Touch **Covers**.
6. Select **Last Saved Settings** or **Change Settings**.
7. If you selected Change Settings, select an option:
  - **Front Cover:**  
This option cancels the front cover settings for the source files and reprograms the front cover settings for the newly merged file.
  - **Back Cover:** This option cancels the back cover settings for the source files and reprograms the back cover settings for the newly merged file.
  - **Front Cover Quantity:** Specify the number of blank sheets to be used as front covers.
  - **Back Cover Quantity:** Specify the number of blank sheets to be used as back covers.
  - **Paper Supply:** From Front Cover Tray and Back Cover Tray, select the trays for front covers and back covers.

## Folding

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab, then select a folder.
4. Select a file, then touch **Change Settings / Print**.
5. Touch **Folding**.
6. Touch **Fold / Crease**.
7. Select an option:
  - **Last Saved Settings**
  - **Off**
  - **Fold Only**
  - **Crease Only**

## Scanning

8. If you selected **Fold Only**, select one of the following options:

- **Single Fold**
- **C Fold**
- **Z Fold**
- **Z Fold Half Sheet**



**Note:** The icons on the button depict how the fold appears.

9. If you selected **Crease Only**, select one of the following options:

- **Single Fold**
- **C Fold**
- **Z Fold**
- **Z Fold Half Sheet**
- **Double Gate Fold**
- **Double Parallel Fold**
- **3Fold Accordion Fold**
- **4Fold Accordion Fold**
- **5Fold Accordion Fold**

10. Touch **Save**.

## 2 Sided Printing

1. At the control panel, press the **Services Home** button.

2. Touch **Send from Folder**.

3. Touch **Copy & Print Jobs**, then select a folder.

4. Select a file, then touch **Change Settings/Print**.

5. Touch **2 Sided Printing**.

6. Select an option:

- **Last Saved Settings**
- **1 Sided**
- **Head to Head:** Select this option when the front and back sides of the document are in the same orientation.
- **Head to Toe:** Select this option when the front and back sides of the document are in opposite orientations.

7. Touch **Save**.

## Image Shift

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

1. At the control panel, press the **Services Home** button.

2. Touch **Send from Folder**.

3. Select the **Copy & Print Jobs** tab, then select a folder.

4. Select a file, then touch **Change Settings / Print**.

5. Touch **Image Shift**.



6. Select one of the following options:
  - **Last Saved Settings**
  - **Margin Shift**
7. If you selected Margin Shift, select one of the following options:
  - **Side 1**
  - **Side 2**
8. To adjust the margins for each side, press the Plus (+) or Minus (-) icons.
9. If side 2 margins are the same as side 1, touch the check box for **Mirror Side 1**.
10. Touch **Save**.

## Booklet Creation

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab, then select a folder.
4. Select a file, then select an option.
5. Touch **Booklet Creation**.
6. Select an option:
  - **Last Saved Settings**
  - **Off**



**Note:** Depending on paper settings, the Off setting may not be available.

7. Select **Save**.

## Annotations

You can add a comment, date, and page numbers to copies. From preset formats, you can select a comment, date, and page numbers, and select their print positions on a page.

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab. From the list, select a folder.
4. Select a file, then touch **Change Settings / Print**.
5. Touch **Annotations**.
6. Touch **Last Saved Settings** or **Change Settings**.
7. If you selected Change Settings, select an option:
  - **Format & Style**
  - **Comment**
  - **Date**
  - **Page Numbers**
  - **Bates Stamp**

## Watermark

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab, then select a folder.
4. Select a file, then select an option.
5. Touch **Watermark**, then touch **Change Settings**.
6. Select an option:
  - **Control Number**: To print control numbers, select this option, then touch **Add**. Select or type a value for the control number in the range from 1–9999, then touch **Save**.
  - **Stored Watermarks**: To select the text that prints on copies from a predefined list of watermarks, select this option. Touch **Add**, then touch **Save**.
  - **Date & Time**: To print the current date and time, select this option. Touch **Add**, then touch **Save**.
  - **Serial Number**: To print the device serial number, select this option. Touch **Add**, then touch **Save**.
  - **Watermark Effect**: To print a watermark on the output, select this option. Select **Embossed** or **Outline**, then touch **Save**.

## Face Up/Down Output

Use this option to select prints are delivered face up or face down.

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab, then select a folder.
4. Select a file, then select an option.
5. Touch **Face Up/Down Output**.
6. Select an option:
  - **Last Saved Settings**
  - **Auto**: Determines automatically if the copies should be delivered face up or face down.
  - **Face Up**: Copies are delivered face up from the last page.
  - **Face Down**: Copies are delivered face down from the last page.
  - **Face Up (Reverse Order)**: Copies are delivered face up from the first page.
7. Touch **Save**.

## Add Tab Stock

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Copy & Print Jobs** tab, then select a folder.
4. Select a file, then touch **Change Settings / Print**.
5. Touch **Add Tab Stock**.

6. Select an option:
  - **Last Saved Settings**
  - **On**
  - **Off**
  - **Number of Sheets**
7. Touch **Save**.

## Scan & Other Jobs Tab

### Selecting a Folder

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Scan & Other Jobs** tab, then select a folder.

### Checking or Executing Operations on Files

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Scan & Other Jobs** tab.
4. From the list, select a folder. The File List screen appears and shows the files as thumbnails. To display the files as a list, from the Thumbnail / List setting, select **List**.
5. Select one or more files. To select all files, select **Select All**.
6. Select options as needed:
  - **Refresh**: Refreshes the list of folders.
  - **Review**: Displays the settings of the selected file.
  - **Delete**: Deletes the selected files.
  - **File Details (Preview)**: Shows a preview of the file. You can rotate the image, delete the file, or change the file name.
  - **Job Flow Settings**: Link a job flow sheet to the folder, change settings for a linked job flow sheet, unlink a job flow sheet, execute a different job flow sheet for this job only, set the job flow to start automatically, or execute the currently linked job flow sheet. For details, refer to [Job Flow](#).
  - **Print** or **Batch Print**: Print the selected files.

### Checking File Details

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. On the Folder - File List screen, select a file.

4. Touch **File Details (Preview)**.
5. Select an option:
  - **Rotate View**
  - **Delete**
  - **Change File Name**
  - **Change Print Settings**
  - **Print**

## Printing Files

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Scan & Other Jobs** tab.
4. On the Folder - File List screen, select files.
5. Touch **Print** or **Batch Print**.
6. Select an option. If necessary, to type the number of prints, use the numeric keypad.
7. Touch **Print**.

## Configuring or Starting a Job Flow

For detailed information on job flow, refer to [Job Flow](#).

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

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

You can execute a job flow on files stored in a folder. You can configure the job flow to start automatically or you can start the job flow manually:

- Automatic: To start a job flow automatically:
  1. Ensure that the job flow sheet is linked to a folder. For details, refer to [Linking a Job Flow Sheet to a Folder](#).
  2. Select **Auto Start**.When files are stored in the linked folder, the files are processed automatically using the parameters established in the job flow sheet.
- Manual: For details on starting a job flow manually, refer to [Starting a Job Flow Manually](#).

### Link Job Flow Sheet to Folder

You can link a job flow sheet to a folder using the following procedure or from the **Tools** tab in the Machine Status menu. For details, refer to [Linking a Job Flow Sheet to a Folder](#).

1. At the control panel, press the **Services Home** button.
2. Touch **Send from Folder**.
3. Select the **Scan & Other Jobs** tab.

4. Touch **Job Flow Settings**.
5. Touch **Create / Change Link**.
6. Select a job flow sheet to link to the folder.
7. Touch **Save**.

### **Job Flow Restrictions**

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

## Job Flow

### Job Flow Overview

A job flow sheet allows you to process documents that are stored in private folders. A job flow is started in the following ways:

- Automatically when a document is linked to a folder
- Manually by selecting a job flow sheet to act on documents that are stored in a folder

To start a job flow, link a specific job flow sheet to a folder. When a job flow is set to start automatically, documents are processed automatically by the job flow sheet when the files appear in the folder.

The following conditions apply to job flow sheets:

- You can create job flow sheets, which you can then execute, modify, duplicate, or delete, as needed. You can perform these actions only from the private folder in which you created the job flow sheet.
- You can register the following types of document-processing in a job flow sheet:
  - Specifying destinations to FTP, SMB, and email
  - Specifying multiple destinations and batch processing
  - Printing

The document-processing types that you can register in a job flow sheet depend on how the documents are stored in a private folder. Refer to the following chart:

Input	Output			
	Printer	Email	FTP	SMB
Scan	Yes	Yes	Yes	Yes
Print Stored	Yes	No	No	No

- Only the job flow sheets that you have permission to execute are shown.
- The job flow sheet feature is available only when the Network Scanning Kit is installed on the device.



**Note:** For additional job flow sheet information, including authentication and folders, refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.

## Job Flow Sheets

### Creating a Job Flow Sheet

1. At the control panel, press the **Machine Status** button.
2. On the Tools tab, touch **Setup**→**Setup**→**Create Job Flow Sheet**.

3. Touch **Create**.
4. On the Create New Job Flow Sheet screen, specify the settings for the new Job Flow Sheet. From the list, select the item for which you want to specify settings, then touch **Edit**. For descriptions of the settings, refer to [Job Flow Sheet Settings](#).
5. To save the Job Flow Sheet, touch **Save**.



**Note:** The Save option is available only if a value is set in any of the following fields: Send as Email, Transfer via FTP, Transfer via SMB, and Print.

6. To exit the Create Job Flow Sheet screen, touch **Close**.

## Job Flow Sheet Settings

You can specify the settings for a job flow sheet.

With the job flow sheet open, select the item for which you want to specify settings, then touch **Edit**.

### Name

You can set the name for the job flow. Use a maximum of 128 characters.

### Description

Set the description of the job flow using a maximum of 1023 characters. To view the entire description, touch the **i** icon.

### Keyword

Set the keyword for the job flow using a maximum of 12 characters. You can use the keyword to search for all job flow sheets to which that keyword is assigned. To assign a keyword to the job flow, use one of the following options:

- In the Keyword field, type the keyword, then touch **Save**.
- Touch **Select Keyword**. From the list, select a keyword. Touch **Close**, then touch **Save**.



**Note:** The administrator defines the keywords for the keyword list. The Select Keyword option is available only when your administrator has defined one or more keywords.

### Send as Email

To send a file as email, specify the recipients for the email. You can specify up to 100 addresses. You can select recipients using the address book item numbers or by typing recipient names on the control panel touch screen keypad.

- **Address Book:** You can specify email recipients from the address book. The specified recipient appears on the Send as Email screen in the Recipient Name / Email Address field.
- **New Recipient:** You can specify a new email recipient. The recipient appears on the Send as Email screen in the Recipient Name / Email Address field. You can change the following settings:
  - **Subject:** You can type a subject for the email.
  - **Remove:** You can delete all information for the selected recipients.
  - **Edit:** You can confirm or change information for the selected recipients.
- **File Format:** You can specify the file format for the scanned output.


## Scanning

- **Resend Attempts:** You can set the number of times to resend an email or you can disable this feature.

### Transfer via FTP (1) and Transfer via FTP (2)

Specify the server to which documents that use FTP protocols are sent. To edit information, select a setting. The maximum number of characters allowed are as follows:

- **Name:** 18 characters
- **Server:** 64 characters
- **Save in:** 128 characters
- **User Name:** 97 characters
- **Password:** 32


 **Note:** The option Transfer via FTP (2) is available only if the option Transfer via FTP (1) is configured.

- **Address Book:** When the server address is registered in the address book, you can use the address book to specify the address. The address appears on the FTP Transfer screen.
- **Resend Attempts:** You can set the number of times and the frequency that the device attempts to resend the information.
- **File Format:** You can select a file format option for the scanned output.
  - **TIFF / JPEG Auto Select**
  - **TIFF (File for Each Page)**
  - **mTIFF (Multi-Pages per File)**
  - **PDF:** Options include **PDF Security**, **PDF Signature**, and **Optimization For Quick Web View**.
  - **PDF/A**
  - **XPS:** Options include **XPS Signature** and **Add Thumbnail**.

### Transfer via SMB (1) and Transfer via SMB (2)

Specify the server where the documents that use SMB protocols are sent. To add information, select a setting. The maximum numbers of characters allowed are as follows:

- **Name:** 18 characters
- **Server:** 64 characters
- **Shared Name:** 18 characters
- **Save in:** 128 characters
- **User Name:** 97 characters
- **Password:** 32 characters

 **Note:** The option Transfer via SMB (2) is available only if the option Transfer via SMB (1) is configured.

- **Address Book:** When the server address is registered in the address book, you can use the address book to specify the address. The address appears on the SMB Transfer screen.
- **Resend Attempts:** You can set the number of times and the frequency that the device attempts to resend the information.



- **File Format:** You can select a file format option for the scanned output.
  - **TIFF / JPEG Auto Select**
  - **TIFF (File for Each Page)**
  - **mTIFF (Multi-Pages per File)**
  - **PDF:** PDF options include **PDF Security**, **PDF Signature**, and **Optimization For Quick Web View**.
  - **PDF/A**
  - **XPS:** Options include **XPS Signature** and **Add Thumbnail**.

## Print

Set printing options for the linked job flow sheet. To disable the print feature, touch Off.

## Email Notification

You can set recipients and notification options for the linked job flow sheet.

- **Address Book:** You can select one or more recipients for email notifications.
- **New Recipient:** You can specify a recipient that is not found in the Address Book.
- **When to Notify:** You can set the following notification conditions:
  - **At the end of Job Flow:** When this option is enabled, after a job flow operation completes, recipients receive an email notification.
  - **Error Only:** When this option is enabled, when an error occurs, recipients receive an email notification.

## Editing or Deleting Settings for a Job Flow Sheet

1. At the control panel, press the **Machine Status** button.
2. On the Tools tab, touch **Setup**→**Setup**→**Create Job Flow Sheet**.
3. On the Create New Job Flow Sheet screen, select the job flow sheet for which you want to edit or delete settings.
4. Touch **Edit / Delete**.
5. On the Details screen, touch **Edit**.
6. On the Edit Job Flow Sheet screen, select the item for which you want to edit or delete settings. For descriptions of the settings, refer to [Job Flow Sheet Settings](#).
  - To edit the settings for the selected item, touch **Edit**, change the settings as needed, then touch **Save**.
  - To delete the settings for the selected item, touch **Delete**. At the prompt, touch **Delete**.
7. To save the changes to the job flow sheet, touch **Save**.
8. To exit the Create Job Flow Sheet screen, touch **Close**.

## Copying a Job Flow Sheet

To create a job flow sheet based on an existing job flow sheet, you can use the Copy function. You can rename the copy and change other settings as needed, then save the copy as a new job flow sheet.

1. Press the **Machine Status** button.
2. On the Tools tab, touch **Setup**→**Setup**→**Create Job Flow Sheet**.
3. On the Create New Job Flow Sheet screen, select the job flow sheet that you want to copy.
4. Touch **Edit / Delete**.
5. On the Details screen, touch **Copy**.
6. On the Copy Job Flow Sheet screen, change the name for the new job flow sheet, then touch **Save**. The new job flow sheet is created.
7. To change the settings for the new job flow sheet, select the item that you want to change, then edit the settings as needed. For details, refer to [Editing or Deleting Settings for a Job Flow Sheet](#).
8. Touch **Save**. The new job flow sheet appears in the job flow sheet list.
9. To exit the Create Job Flow Sheet screen, touch **Close**.

## Deleting a Job Flow Sheet

1. At the control panel, press the **Machine Status** button.
2. On the Tools tab, touch **Setup**→**Setup**→**Create Job Flow Sheet**.
3. On the Create New Job Flow Sheet screen, select the job flow sheet that you want to delete.
4. Touch **Edit / Delete**.
5. On the Details screen, touch **Delete**. At the prompt, touch **Delete**.
6. To exit the Create Job Flow Sheet screen, touch **Close**.

## Locating a Job Flow Sheet Using the Search Function

To locate a job flow sheet quickly, you can search using the following methods:


- Search by Name: You can use all or part of the job flow sheet name.
- Search by Keyword: You can use keywords. There are two ways to search by keyword:
  - You can type a keyword into the Search by Keyword field.
  - You can use Select Keyword. This option allows you to choose a keyword from the list of keywords that was set up by your administrator.



**Note:** If your administrator has not defined any keywords, the Select Keyword option is not available.

To search for a job flow sheet:


1. At the control panel, press the **Machine Status** button.
2. On the Tools tab, touch **Setup**→**Setup**→**Create Job Flow Sheet**

3. Select a search method:
  - **Search by Name:** In the Search by Name field, type all or part of the job flow sheet name.
    -  **Note:** The Search by Name field is case-sensitive. For example, if you are looking for a job flow sheet named Accounting Department, you can type Accounting or Department in the Search by Name field. If you type accounting in the Search by Name field, the Accounting Department job flow sheet is not listed in the results.
  - **Search by Keyword:** Choose a keyword search option:
    - In the Search by Keyword field, type the keyword that is assigned to the job flow sheet that you want to locate.
    - Touch **Select Keyword**. From the list, select a keyword.
4. Touch **Save**.

You can restrict your search results using sheet filtering. For details, refer to [Job Flow Sheet Filtering](#).

## Job Flow Sheet Filtering

You can filter job flow sheets by user type.

1. At the control panel, press the **Machine Status** button.
2. On the Tools tab, touch **Setup**→**Setup**→**Create Job Flow Sheet**.
3. Touch **Sheet Filtering**.
4. On the Sheet Filtering screen, select the filtering options:
  - **Owner:**
    - **System Administrator:** Lists only job flow sheets that are available to users who have administrator permissions.
    - **Non-System Administrator:** Lists only job flow sheets that are available to users who do not have administrator permissions.
  -  **Note:** If you select both the System Administrator and the Non-System Administrator options, all job flow sheets are listed.
  - **Target:** The target for job flow sheets is Folders. To view job flow sheets, select **Folders**.
5. Touch **Save**.

## Folders

### Creating a Folder

To create a folder:


1. At the control panel, press the **Machine Status** button.
2. On the Tools tab, touch **Setup**→**Setup**→**Create Folder**.
3. Select an available folder.

4. On the New Folder - Passcode screen, select a passcode option:
  - **Off:** Access to the folder does not require a passcode. All users are allowed access to the folder.
  - **On:** Access to the folder requires a passcode. Users are required to type the passcode when starting the job flow process on the folder.
    1. In the Folder Passcode field, using the numeric keypad on the control panel, type a passcode of up to 20 digits.
    2. In the Target Operation field, select a passcode restriction option:
      - **Always (All Operations):** A passcode is required for all job flow sheet access to the folder.
      - **Save (Write):** When a user attempts to edit any document in the folder, the user is prompted to type a passcode.
      - **Print / Delete (Read):** When a user attempts to print or delete any document in the folder, the user is prompted to type a passcode.
5. Touch **Save**.
6. From the list, select an item for which you want to add or edit information:
  - **Folder Name:** Type a folder name of up to 20 characters.
  - **Check Folder Passcode:** This option allows you to review and edit the folder passcode setting.
  - **Delete Documents After Retrieval:** This option specifies if documents are deleted from the folder after they are printed or retrieved, or after they are transferred and printed through a job flow sheet.
  - **Delete Expired Files:** This option specifies if documents are deleted from the folder after a preset period of time elapses. This time period is set by the administrator.
  - **Link Job Flow Sheet to Folder:** To link a job flow sheet to the folder, select this option. Refer to [Linking a Job Flow Sheet to a Folder](#).
7. To save the new folder, touch **Close**.

## Linking a Job Flow Sheet to a Folder

You can link a job flow sheet to a folder. The linked job flow sheet directs how the documents in the folder are processed.

To link a job flow sheet to a folder:

1. At the control panel, press the **Machine Status** button.
2. On the Tools tab, touch **Setup**→**Setup**→**Create Folder**.
3. From the list, select a folder. If you need to create a new folder, refer to [Creating a Folder](#).
4. Select **Link Job Flow Sheet to Folder**.
5. On the Link Job Flow to Folder screen, touch **Create / Change Link**.
6. Select the job flow sheet that you want to link to the folder, then touch **Save**. The Link Job Flow Sheet to Folder screen appears.
  -  **Note:** To search for a specific job flow sheet, refer to [Locating a Job Flow Sheet Using the Search Function](#).
7. To set the job flow sheet to execute automatically when a new document is saved to the folder, select **Auto Start**. If you do not select Auto Start, you are required to execute the job flow manually. For details, refer to [Starting a Job Flow Manually](#).


8. Touch **Close**. The job flow sheet is linked to the folder.
9. To exit, touch **Close** again.

## Unlinking a Job Flow Sheet from a Folder

To cut the link between a job flow sheet and a folder:

1. At the control panel, press the **Machine Status** button.
2. On the Tools tab, touch **Setup**→**Setup**→**Create Folder**.
3. From the list, select the folder that you want to unlink from the linked job flow sheet.
4. On the Create / Delete screen, select **Link Job Flow Sheet to Folder**.
5. On the Link Job Flow Sheet to Folder screen, touch **Cut Link**.
6. To confirm the link cut, at the prompt, touch **Yes**. The link between the folder and the job flow sheet is removed.
7. Touch **Close**.

## Deleting a Folder

 **Note:** When deleting a folder, all files in the folder are deleted. If a job flow sheet is linked to the folder, the job flow sheet is deleted.


To delete a folder:

1. At the control panel, press the **Machine Status** button.
2. On the Tools tab, touch **Setup**→**Setup**→**Create Folder**.
3. On the Create Folder screen, select the folder that you want to delete.
4. Touch **Delete Folder**.
5. At the prompt, touch **Delete**.

## Starting a Job Flow Manually

If a job flow sheet was not set to Auto Start when the job flow sheet was linked to a folder, you are required to start the job flow manually.

1. At the control panel, press the **Services** button.
2. Touch **Send from Folder**.
3. Select the **Scan & Other Jobs** tab.
4. From the list, select a folder.
5. On the File List screen, select one or more files.

 **Note:** If there are no files in the folder, scan and store a file to the folder. For details, refer to [Store to Folder](#).

6. After selecting files, you can view the file settings or make changes to the way that the files are processed.

## Scanning

- a. Select an option, then make the necessary changes.
    - **Review:** View the file settings.
    - **Delete:** Delete the selected files from the folder.
    - **File Details (Preview):** Preview the file, rotate the file, change the file name, change the print settings, or delete the file.
    - **Job Flow Settings:** You can link a new job flow sheet or a different job flow sheet to the folder. You can disconnect the link to the currently linked job flow sheet or select a temporary job flow sheet that executes on this job only. To modify settings before executing the job flow, perform any of the following options, as needed:
      - To disconnect the job flow sheet from the folder, touch **Cut Link**.
      - To link a different job flow sheet to the folder, touch **Create / Change Link**, select a job flow sheet or create a new job flow sheet, then touch **Save**.
      - To link a different job flow sheet to the folder for this job only, touch **Select Job Flow Sheet**, select a job flow sheet to execute on this job, then touch **Close**.
      - To instruct the selected job flow to execute automatically when a file is saved to the folder, select **Auto Start**.
    - **Print:** Print the selected file or change print settings for the file.
    - **Batch Print:** Print all of the selected files or change print settings for all of the selected files.
  - b. Touch **Close**.
7. To execute the job flow, touch **Job Flow Settings**, then touch **Start Current Job Flow**.

The job flow sheet executes the job flow on the files that you selected in the folder.
  8. To close the folder, touch **Close**.

# Faxing

This chapter contains:

- Fax Overview..... 128
- Loading Documents..... 129
- Sending a Fax ..... 130
- Sending an Internet Fax..... 131
- Faxing from Your Computer..... 132
- Receiving Faxes..... 133
- Selecting Fax Settings ..... 134
- Adding Address Book Entries..... 138
- Creating Fax Comments..... 140

## Fax Overview

Faxing is an optional feature of your multi-function printer. It can be configured in a variety of different ways to offer you the most convenient method for faxing an original document.

- **Embedded Fax:** A document is scanned at the multi-function printer and sent directly to a fax machine.
- **Internet Fax:** A document is scanned at the multi-function printer and emailed to a recipient.
- **Faxing from your Computer:** Using the settings in the print driver, the current print job is sent as a fax.



**Note:** Fax capability must be enabled by the System Administrator before use. For details, refer to the *System Administrator Guide*.



# Loading Documents


There are two methods to load documents:


- Document feeder: Use the document feeder to print or scan a single sheet or multiple sheets.
  - Document glass: Use the document glass to print or scan a single sheet or a bound book.
1. Before you load the document, remove any paper clips and staples.
  2. Load the document using the appropriate method:
    - Document feeder: Load the document face up, then adjust the document guides to match the size of the document that you loaded.
    - Document glass: Load the document face down, position the document using the rulers and size guides, then close the scanner cover.

## Sending a Fax

To send a fax using the multifunction printer Embedded Fax:

1. Load the original document on the document glass or in the document feeder.
2. At the control panel, press **Services Home**.
3. Touch **Fax**.
4. To enter the recipient fax number manually, do one of the following:
  - Enter the fax number using the alphanumeric keypad, then touch **Add**.  
To enter pauses in the fax number, refer to [Inserting Pauses in Fax Numbers](#).
  - Touch **New Recipients**, enter the number using the touch screen keyboard, touch **Add**, then touch **Close**.
5. To use a number previously stored in the Address Book:
  - a. Touch **Address Book**.
  - b. Select an option from the list.
  - c. Touch the arrows to scroll through the list.
  - d. Touch the needed address.
  - e. Touch **Add**, then touch **Close**.

 **Note:** To use the address book, addresses are required in the Address Book . For details, refer to [Adding Address Book Entries](#).

 **Note:** Chain Dial can be performed when viewing the list of individual addresses in the Address Book. For details, refer to [Using Chain Dial](#).
6. To include a cover page:
  - a. Touch **Cover Page**, then touch **Print Cover Page**.
  - b. To add a previously created comment, touch **Comments**. You can add a previously created comment for Recipient's Comment or Sender's Comment. Touch an available comment, then touch **Save**. For details, refer to [Creating Fax Comments](#).
  - c. Touch **Save**.
7. Adjust fax options if necessary. For details, refer to [Selecting Fax Settings](#).
8. Press the green **Start** button. The printer scans the pages and transmits the document when all pages are scanned.

### Inserting Pauses in Fax Numbers

Some fax numbers require one or more pauses during the dialing sequence. To insert a pause in a fax number:

1. Using the alphanumeric keypad, begin entering the fax number.
2. To insert a pause, represented by a hyphen, in the required location, press the **Dial Pause** button.
3. Continue entering the fax number.

## Sending an Internet Fax

If an SMTP email server is connected to the network, a document can be sent to an email address. This feature eliminates the need for a dedicated telephone line. When sending an Internet Fax, the document is scanned and sent to an email address.



**Note:** The Internet Fax service must be enabled before use, and an SMTP server requires configuration. For more information, refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.

To send an Internet Fax:

1. Place the original document on the document glass or in the document feeder.
2. On the printer touch screen, touch **Services Home**, then touch **Internet Fax**.
3. Touch **New Recipient**.
4. To enter the recipient email address, do one of the following:
  - Enter the address using the touch screen keyboard, then touch **Add**. Repeat for each recipient, then touch **Close**.
  - Touch **Address Book**, touch the needed address in the scroll list, then touch **Add**. When all recipients have been added, touch **Close**.
5. Adjust fax options if necessary. For details, refer to [Selecting Fax Settings](#).
6. Press the green **Start** button. The printer scans the pages then sends the document as an email attachment when all pages have been scanned.

## Faxing from Your Computer

A document stored on your computer can be sent as a fax using the print driver.



**Note:** To fax from your computer, fax must be installed in the multi-function printer and enabled by the System Administrator.

1. In your software application, click **File**, then **Print**.
2. Select your printer from the list.
3. Access the print driver settings by selecting **Properties** or **Preferences (Windows)**, or **Xerox Features** for Macintosh. The title of the button may vary depending on your application.
4. Select printer features.
  - Windows: Click the **Paper/Output** tab.
  - Macintosh: Click **Copies and Pages**, then click **Xerox Features**.
5. Click the **Job Type** menu, then click **Fax**.
6. Click **Add Recipients**.
7. Enter the recipient's name and fax number. If desired, complete the additional information.
8. If desired, click the **Cover Sheet** tab, choose an option, then click **OK**.
9. If desired, click the **Options** tab, choose your options, then click **OK**.
10. Click **OK**.
11. Send the fax:
  - Windows: Click **OK**.
  - Macintosh: Click **Print**.

For details, click the **Help** button in the Fax window.

## Receiving Faxes

Printer configuration is required before you can receive and print a fax using the Embedded Fax and Internet Fax. For system configuration, contact your system administrator. For more information, refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.

## Selecting Fax Settings

### Setting 2-Sided Faxing

1. On the touch screen, touch **Fax**.
2. Touch **2-Sided Scanning**, then touch the needed option: **2-Sided** or **2-Sided, Rotate Side 2**.

### Selecting the Original Type

1. Touch **Fax** on the touch screen.
2. Touch **Original Type**, then touch the desired option (**Text, Photo and Text, Photo**).

### Setting the Fax Resolution

1. Touch **Fax** on the touch screen.
2. Touch **Resolution**, then touch the desired option:
  - **Standard 200x100 dpi**
  - **Fine 200 dpi**
  - **Super Fine 400 dpi**
  - **Super Fine 600 dpi**



**Note:** For Server Fax, touch **Standard** or **Fine**.

## Adjusting Layout

Layout settings allow you to adjust the original size, set page scanning for book faxing, and reduce or enlarge the fax image.

### Adjusting the Original Size

1. Touch **Fax** on the touch screen.
2. Touch the **Layout Adjustment** tab, then touch **Original Size**.
3. Touch one of the following:
  - **Auto Detect**, to automatically identify standard size originals.
  - **Manual Size Input**, for manual definition of the scan area using standard paper dimensions.
  - **Mixed Size Originals**, for scanning originals of different standard sizes.
4. Touch **Save**.

### Book Faxing

1. Touch **Fax** on the touch screen.
2. Touch the **Layout Adjustment** tab, then touch **Book Faxing**.

3. Touch one of the following options:
  - **Off** (Default).
  - **Left Page then Right**, then touch **Both Pages**, **Left Page Only** or **Right Page Only**.
  - **Right Page then Left**, then touch **Both Pages**, **Left Page Only** or **Right Page Only**.
  - **Top Page then Bottom**, then touch **Both Pages**, **Top Page Only** or **Bottom Page Only**.
4. Touch **Save**.

## Reduce/Enlarge

1. Touch **Fax** on the touch screen.
2. Touch the **Layout Adjustment** tab, then touch **Reduce/Enlarge**.
3. Touch a preset percentage, or touch the plus or minus buttons to specify a variable percentage.
4. Touch **Save**.

## Lighten/Darken

1. Touch **Fax** on the touch screen.
2. Touch the **Layout Adjustment** tab, then touch **Lighten/Darken**.
3. Adjust the settings to lighten or darken the fax.
4. Touch **Save**.

## Fax Options

The Fax Options tab contains options that allow you to specify how the fax is transmitted.



**Note:** With the exception of Priority Send/Delay Start, these settings are not available for Server Fax.

To adjust these settings:

1. On the touch screen, touch **Fax**, then touch the **Fax Options** tab.
2. Touch the desired option, touch the desired settings, then touch **Save**.


Option	Values
Confirmation Options	Off/On; print report after each fax transmission.
Starting Rate	G3 Auto, Forced 4800 bps
Priority Send/Delay Start	Priority Send: Off/On; Delay Start: Off, Specific Time (touch Specific Time and then touch desired settings)
Transmission Header Text	Off, Display Header
Recipient Print Sets	1 Set, Multiple Sets (touch Multiple Sets, then touch plus or minus buttons to set quantity)
Pages per Side	Off/On (touch plus or minus buttons to set quantity)

Option	Values
Remote Folder	Send to Folder: Off/On, Folder Number, Folder Passcode (enables sending a file directly to a folder on a remote fax machine by setting the Folder Number and Folder Passcode using the alphanumeric keypad)
F Code	Off/On (F Code is a file transmission method enabled by setting the F Code and Folder Password using the alphanumeric keypad or touch screen keyboard)

## More Fax Options

Further optional fax settings are provided. To adjust these settings:

1. On the touch screen, touch **Fax**, then touch the **More Fax Options** tab.
2. Touch the desired option, touch the desired settings, then touch **Save**.


 **Note:** These settings are not available for Server Fax.

Option	Values
Remote Polling	Off, poll a Remote Device (retrieve files stored on a remote fax machine by using the Remote Folder feature)
Store for Polling	Off, Store for Free Polling and Store for Secure Polling (fax documents stored in the printer are made available for remote polling by enabling Free Polling or Secure Local Polling, then touching the folder and file)
On-Hook (Manual Send/Receive)	Manual Send: touch On-Hook, touch Manual Send, then use the touch screen keyboard to enter destination and passcode Manual Receive: touch On-Hook, touch Manual Receive, then press green Start button

## Internet Fax Options

Additional Internet Fax options are provided. To make these settings:

1. On the touch screen, touch **Internet Fax**, then touch the **Internet Fax Options** tab.
2. Touch the desired option, touch the desired settings, then touch **Save**.

 **Note:** For details, refer to the *System Administrator Guide*.


Option	Values
Acknowledgement Report	Confirmation Options: Off, print report after each fax transmission Read Receipts: request read receipt from recipient's fax server to be sent to sender indicating the result of the transmission; recipient's server must support the MDN standard.
Internet Fax Profile	TIFF-S: use for A4, 210 x 297mm (8.5 x 11 in.) originals with Standard or Fine Resolution TIFF-F or TIFF-J: use for A3, 297x420mm (11 x 17 in.) originals with Superfine Resolution



Option	Values
Pages per Side	Off, On (touch plus or minus buttons to set quantity)
Starting Rate	G3 Auto, Forced 4800 bps, G4 Auto
Transmission Header Text	Off, Display Header

## Adding Address Book Entries

The address book can store email, server, fax, and Internet fax addresses. Addresses can be stored for individuals, or groups containing multiple individuals.

 **Note:** Address Book entries can be managed in the Embedded Web Server. For details, refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.

### Adding an Individual Address


1. On the control panel, press the **Machine Status** button.
2. On the touch screen, touch the **Tools** tab.
3. Touch **Setup and Calibration**, touch **Setup**, then touch **Add Address Book Entry**.
4. On the next screen, touch an available address in the scroll list.
5. Touch **Address Type**, touch the desired address type, then touch **Save**. Each address book type requires different settings.
6. Touch each needed item in the list, enter the information using the alphanumeric keypad or touch screen keyboard, then touch **Save**.
7. When all needed settings have been configured, touch **Save** to complete the address book entry.

### Deleting an Individual Address

1. On the control panel, press the **Machine Status** button.
2. On the touch screen, touch the **Tools** tab.
3. Touch **Setup and Calibration**, touch **Setup**, then touch **Add Address Book Entry**.
4. On the next screen, touch the needed address in the scroll list.
5. Touch **Delete Entry**, then touch **Delete** to confirm.

### Adding a Group

Create a group to send a fax to multiple individuals. Groups can include both previously stored individuals and group entries.

 **Note:** Individual entries must be configured before groups can be defined.

1. On the control panel, press the **Machine Status** button.
2. On the touch screen, touch the **Tools** tab.
3. Touch **Setup and Calibration**, touch **Setup**, then touch **Create Fax Group Recipients**.
4. On the next screen, touch an (available) group in the scrolling list.
5. On the next screen, touch the **Group Name** field, enter a name for the group using the touch screen keyboard, then touch **Save**.
6. Touch the **Speed Dial** field, then enter the Speed Dial number for the desired individual using the alphanumeric keypad.
7. Touch **Add to this Group**.

8. Repeat steps 6 and 7 until all individuals have been added to the group.
9. When all entries have been added, touch **Save**, then touch **Close**.

## Deleting a Group

1. On the control panel, press the **Machine Status** button.
2. On the touch screen, touch the **Tools** tab.
3. Touch **Setup and Calibration**, touch **Setup**, then touch **Create Fax Group Recipients**.
4. On the next screen, touch the desired group in the scrolling list.
5. Touch **Delete**, then touch **Delete** to confirm.

## Using Chain Dial

Chain Dial creates a single fax recipient telephone number by adding two or more fax numbers together into a single number. For example, an area code or extension number could be stored separately from the rest of the telephone number. Access Chain Dial from the Address Book.

1. On the touch screen, touch **Fax**.
2. Touch **Address Book**.
3. Touch **List all public entries** from the drop-down list.
4. Touch **Chain Dial**.
5. To add numbers do one of the following:
  - Touch the desired speed dial entry from the scrolling list. Touch the scroll arrows if necessary.
  - Enter a number using the alphanumeric keypad.
  - Touch the keyboard button, enter a number using the touch screen keyboard, then touch **Save**.
6. Touch **Add**. The numbers are added together in the **Recipient List**.
7. Touch **Save**. The combined number appears as a single recipient in the **Recipient(s)** list.
8. Touch **Close**. The fax can now be sent.

## Creating Fax Comments

1. On the control panel, press the **Machine Status** button.
2. On the touch screen, touch the **Tools** tab.
3. Touch **Setup**, then touch **Add Fax Comment**.
4. On the next screen, touch an available comment in the scroll list.
5. On the touch screen keyboard, enter up to an 18-character comment, then touch **Save**.
6. Touch **Close**. The comment is ready to use.

# Stored Programming

This chapter contains:

- [Stored Programming Overview](#) ..... 142
- [Storing a Program](#) ..... 143
- [Storing a Program for Build Job](#) ..... 144
- [Naming or Renaming a Stored Program](#) ..... 145
- [Notes and Restrictions on Registering Stored Programs](#) ..... 146
- [Calling a Stored Program](#) ..... 148
- [Deleting Stored Programs](#) ..... 150
- [Stored Program Icons](#) ..... 151

## Stored Programming Overview

Frequently used features and job settings can be saved as Stored Programming, which can be accessed using a shortcut button.

Stored Programming remembers feature settings and can also record a series of operations. You can record the hierarchy of screens shown for each step. For example, you can use Stored Programming to record the following actions: press the **Machine Status** button, and show the Print Reports screen.

- You can record up to 100 consecutive operations in each stored program
- You can store up to 40 programs
- A stored program can become invalid in the following instances:
  - If changes are made to default values or paper tray settings in the system
  - If buttons are added or removed from the touch screen, since stored programming only remembers the location of a button on the screen. It does not remember the name of the button. For example, button positions can change when you add or delete a job flow or a job template.
  - If changes are made to the values of the watermark feature when a watermark is used in a stored program
  - If the password to the folder that is used in the stored program is changed after the program is stored
  - System Settings, Job Flow Sheets, Network Scanning, Address Book and the Browse feature for Scan to PC cannot be used with Stored Programming.

For a complete list of notes and restrictions, refer to [Notes and Restrictions on Registering Stored Programs](#).

# Storing a Program



## Note:

- The following actions terminate the registration process:
  - Pressing the **Interrupt** button on the control panel
  - The Auto Reset feature causes a timeout
  - An error message, such as for a paper jam, appears
- To ensure that the printer registers the program properly, do not perform the following procedures while storing a program:
  - Remove or insert a paper tray
  - Load or reload paper in Tray 5
- You cannot edit a stored program. To save different settings, store a new program.

1. Press the **Machine Status** button.
2. Touch the **Tools** tab, then in the Features column, touch **Stored Programming**.
3. Touch **Store**.



**Note:** To register a stored program for the Build Job feature, refer to [Storing a Program for Build Job](#).

4. From the numbered list, select an available numbered button.



## Note:

- To return to the previous screen or to advance to the next screen, touch the up and down arrows.
- A tone is generated while registering the program to job memory. To change the tone volume, refer to *Setting the Audio Tones for Stored Programming Registration* in the *System Administrator Guide*.
- When storing a program for Tray 5, to ensure that the program does not become corrupted, store both the paper size and the paper type. If the program becomes corrupted, you cannot select the program.

5. Select the feature type for the program that you want to store.



**Note:** Features that are not available for use with Stored Programming are grayed-out. For example, Network Scanning and Job Flow Sheets are not available.

6. Set the feature options. After changing the settings on each tab, touch **Save**.
7. To end registration and store the program, press the **Start** button.



**Note:** To cancel registration, press the **Interrupt** button.



**Note:** At the time the program is stored, the assigned program name is (No Name). To rename a stored program, refer to [Naming or Renaming a Stored Program](#).

## Storing a Program for Build Job

The Build Job feature allows you to apply different settings to various segments of a job. You can use Stored Programming to store a program that contains specific settings to be used with the Build Job feature. When using Build Job, you can recall a stored program and apply it to a specific segment of the job. If each job segment requires different settings, you can select a different stored program for each job segment, as needed.

1. Press the **Machine Status** button.
2. Touch the **Tools** tab. In the Features column, touch **Stored Programming**.
3. Touch **Store Build Job**.
4. From the numbered list, select an available numbered button.



### Note:

- To return to the previous screen or to advance to the next screen, touch the up and down arrows.
- A tone is generated while registering the program to job memory. To change the tone volume, refer to *Stored Programming Tone* in the *System Administrator Guide*.
- When storing a program for Tray 5, to ensure that the program does not become corrupted, store both the paper size and the paper type. If the program becomes corrupted, you cannot select the program.

The tabs for the Copy feature appear and the printer begins to beep, which indicates that the printer is in programming mode.

5. Set the feature options that you want to apply to a segment of the job. After changing each setting, touch **Save**.
6. To end programming mode and store the program, press the **Start** button or the **Clear All** button.



### Note:

- To cancel the registration, press the **Interrupt** button.
  - At the time that the Build Job program is stored, the assigned program name is (No Name). To rename a stored program, refer to [Naming or Renaming a Stored Program](#).
  - The Build Job icon is assigned automatically to the stored program and cannot be changed.
7. Load the first original document into the document feeder or on the document glass.
  8. Set the feature options for this document, as needed. After changing each setting, touch **Save**.



# Naming or Renaming a Stored Program

You can use up to 18 characters in a Stored Program name.

1. Press the **Machine Status** button.
2. Touch the **Tools** tab, then touch **Stored Programming**.
3. Touch **Enter / Change Name**.
4. Select the stored program that you want to rename.



**Note:** To return to the previous screen or to advance to the next screen, touch the up and down arrows.

5. Type the new name for the stored program, then touch **Save**.
6. Touch **Close**.

## Notes and Restrictions on Registering Stored Programs


The following notes and restrictions apply when you register stored programs.

- When storing a program for Tray 5, to ensure that the program does not become corrupted, store both the paper size and the paper type. If the program becomes corrupted, you cannot select the program.
- If any of the following operations is performed while a program is registered, the stored program may not be registered or may not work correctly.
  - Removing or inserting a paper tray
  - Loading paper in the bypass tray
- After the stored program is registered, performing any of the following operations can corrupt the program. If the program becomes corrupted, you cannot select the program.
  - If the stored program has the Watermark feature and the default values of that feature are changed
  - If the stored program has an operation for a folder and the passcode for the folder is changed
  - If the settings of the control panel are changed
  - If the services assigned to the **Custom** buttons are changed
  - If any setting is changed for **Tools**→**System Settings**→**Copy Service Settings**→**Preset Buttons**
  - If the selection is made from a list of the Address Book or Job Flow Sheet
  - If any optional components installed on the printer, such as a finisher, are changed, and the associated buttons are no longer available
  - If the measurement unit, millimeters or inches, is changed
  - If a job is selected from the list of the stored jobs in **Job Status**→**Secure Print Jobs & More**
  - Selecting items using the scroll bar
- The following features and operations cannot be registered in Stored Programming:
  - Registration and call of a stored program
  - A diagnostic request
  - System Settings
  - The **Media Print - Text** button on the Services Home screen
  - The **Store to USB** button on the Services Home screen
  - The **Network Scanning**, **Job Flow Sheets**, and **Web Applications** buttons on the Services Home screen
  - The **Custom** button to which the Network Scanning or Job Flow Sheets service is assigned.
  - Buttons that cannot be selected
  - The **Language** button on the Services Home screen
  - The **Screen Brightness** button on the Services Home screen


- Scrolling operation while previewing
- The **Browse** button for the Scan to PC service
- Operations to edit email addresses for the email service: These operations include the pop-up menu items Keyboard, Remove, and Edit. To display these pop-up menu items, select **Recipient(s)** or **From**.
- The **Power Saver** button
- A stored program registration is canceled in the following cases:
  - When the **Interrupt** button is pressed
  - When the Auto Clear feature causes a time-out
  - When a pop-up window, such as a paper jam window, appears

## Calling a Stored Program

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

 **Note:** To call a stored program for Build Job, refer to [Using Stored Programs with the Build Job Feature](#).

1. Load the original document into the document feeder or onto the document glass.
2. Press the **Services Home** button.
3. Touch **Stored Programming**.

 **Note:** If you do not see the Stored Programming icon on the Services Home screen, your system administrator has not allowed the icon to appear on the Services Home screen.

4. Select the number of a stored program that contains the feature and options that you want to use. You can select only registered numbers.
5. After the stored program is called, select other options, as needed.
6. Press the **Start** button.

The program executes. To clear the program and exit, press the **Clear All** button twice.

## Using Stored Programs with the Build Job Feature

You can set up a multiple-segmented job using the Build Job feature on the Copy screen while Build Job is running.

To set up a job and use one or more stored Build Job programs:

1. Load the original document into the document feeder or onto the document glass.
2. Press the **Services Home** button, then touch **Copy**.
3. Set the feature options, as needed. After changing settings on each tab, touch **Save**.
4. Select the **Job Assembly** tab, then touch **Build Job**. Touch **On**, then touch **Save**.
5. Press the **Start** button.

The document scans and you are prompted to load your next original document.

6. Load the next original document, then touch **Change Settings**.
7. Touch **Job Assembly**.
8. Touch **Stored Programming**.
9. From the list of stored Build Job programs, select the stored Build Job program that contains the features that you want to use for the next segment of the job.
10. If necessary, change the settings, then press the **Start** button.

11. Repeat the process until you have scanned all of your original documents and applied the settings required to each segment. After the last set of original documents scans, touch **Last Original**.

As the job processes, for each segment, the settings from the stored Build Job program that you selected for that segment are applied.

12. To exit, press the **Clear All** button.

## Deleting Stored Programs

1. Press the **Machine Status** button.
2. Touch the **Tools** tab, then touch **Stored Programming**.
3. Touch **Delete**.
4. Select the stored program that you want to delete.
5. To confirm the deletion, touch **Delete**.
6. Touch **Close**.



**Note:** Deleted stored programs cannot be restored.

## Stored Program Icons

You can add or change a stored program icon.

1. Press the **Machine Status** button.
2. Touch the **Tools** tab, then touch **Stored Programming**.
3. Touch **Assign / Change Icon**.
4. Select the stored program for which you want to add or change the icon.



**Note:** To return to the previous screen or to advance to the next screen, touch the up and down arrows.

5. Select an icon, then touch **Save**.

The icon is added to the stored program and appears on the button for the stored program.

## Stored Programming



# Media Print - Text

This chapter contains:

- [Media Print - Text Overview](#) ..... 154
- [Supported File Formats](#) ..... 155
- [Notes and Restrictions](#) ..... 156
- [Selecting Media Files from a USB Memory Device](#) ..... 157
- [Configuring the Device to Print a Password-Protected PDF](#) ..... 158
- [Setting the Printing Options](#) ..... 159

## Media Print - Text Overview

The installation of the USB Enablement Kit allows the printer to retrieve and print .pdf, .tiff, and .xps document files. This feature is called the Media Print - Text feature. When a USB memory device is connected to the printer, the printer can print the data stored in the USB memory device. The Media Print - Text feature prints data stored in text format. The feature includes index printing that prints a list of files retrieved in the mode.

Ensure that you back up data onto media. Data stored on media can be lost or damaged for the following reasons:

- When powering off or powering on the printer, or disconnecting or connecting the USB memory device
- When receiving the effect of electrical noise or an electrical discharge
- When a failure or repair occurs
- When damage results from a natural disaster

# Supported File Formats

You can use the following file formats:

- PDF: PDF 1.3 or later  
Extension: .pdf
- TIFF: Grayscale 4bit or 8bit uncompressed, 8bit or 24bit JPEG compressed, and MH/MMR compressed  
Extension: .tiff
- XPS files  
Extension: .xps
  - If the medium contains more than 900 files, the printer recognizes the first 900 files, which includes all files inside and outside of folders.
  - PDF files that are saved on a Mac OS® do not appear onscreen, and you cannot print the files.
  - If a filename contains characters that are not supported by the printer, the filename does not appear onscreen.
  - Filenames can be 1–240 characters.

## Notes and Restrictions

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

- Printing speed depends on the size and number of files on the USB memory device.
- Before storing document files, format the media with a computer. In Media Print - Text mode, files are printed from the top-level directory on the USB memory device. A file or folder name can be recognized even if it exceeds eight characters.
- Do not connect multiple USB memory devices to the printer simultaneously.
- The printer does not support some types of USB memory devices, such as those with an encryption function or with multiple partitions.
- Do not connect or disconnect the USB memory device while the printer is retrieving or printing the data, or accessing the USB memory device.
- To print a password-protected PDF, ensure that the printer is configured with the password that opens the PDF. Refer to [Configuring the Device to Print a Password-Protected PDF](#).

# Selecting Media Files from a USB Memory Device

1. At the control panel, insert the USB memory device into the USB memory slot.
2. The **USB Device Detected** screen appears. Select one of the following:
  - **Store to USB**
  - **Media Print - Text**
3. To use the **Media Print - Text** feature, touch **Media Print - Text**.

**Note:**

- Do not disconnect the USB memory device while the printer retrieves the files.
- Index numbers 001–900 are assigned automatically to the retrieved files.

4. After the files are retrieved, to select files, touch **Select All**, **Select From List**, **Select Range**, or **Index Print**.

The **Index Print** option prints a list with a maximum of 32 files selected from the USB drive with the index numbers assigned automatically. The **Index Print** option is enabled when certain paper supplies are selected.



**Note:** If **Paper Supply** is set to **Auto Select**, you cannot activate the **Index Print** option.

5. Select one or more files, then touch **Save**. If necessary, select a folder in the USB drive, then select files.



**Note:** If you select a password-protected PDF file, an error message appears on the screen and the print job is canceled. Refer to [Configuring the Device to Print a Password-Protected PDF](#).

6. After you select the files, to set the required printing options, touch the **Media Print - Text** tab, then touch the **Advanced Settings** tab.
7. Adjust the settings as needed. For details, refer to [Setting the Printing Options](#).

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

8. Press **Start**.

## Configuring the Device to Print a Password-Protected PDF

1. At the control panel, press **Machine Status**.
2. Touch **Others** → **Print Mode** → **PDF** → **Password**.  
The Print Mode option is set to Online by default.
3. Type a password, then touch **Save**. If prompted to confirm, type the password again, then touch **Save**.

## Setting the Printing Options

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

### Media Print - Text Printing Options

Tab	Item	Value
	Quantity	At the control panel, use the numeric keypad and enter the print quantity from 1–999.
Media Print - Text	Paper Supply	<p>Auto Paper Select, Trays 1–5</p> <p>Select Auto or a tray that holds any of the following paper sizes:</p> <ul style="list-style-type: none"> <li>• A3: 297 x 420 mm (11 x 17 in.)</li> <li>• B4: 250 x 353 mm (9.8 x 13.9 in.)</li> <li>• A4: 210 x 297 mm (8.5 x 11 in.)</li> <li>• A4: 210 x 297 mm (8.5 x 11 in.) Short Edge Feed (SEF)</li> <li>• B5: 176 x 250 mm (7 x 10 in.)</li> <li>• B5: 176 x 250 mm (7 x 10 in.) SEF</li> <li>• A5: 148 x 210 mm (5.8 x 8.3 in.)</li> <li>• A5: 148 x 210 mm (5.8 x 8.3 in.) SEF</li> </ul> <p>When you select Auto, a paper tray that matches the size of the document is selected automatically, and the document is printed at the original document size.</p> <p>When the tray that you want to use does not appear onscreen, touch <b>Paper Supply</b> → <b>More</b>. You are offered a list of trays available on the printer. The trays are pre-loaded with a specific paper size and with a specific paper type. From the list that appears onscreen, select the required tray for your print job.</p> <p>Paper Size: From the list, select the required paper size.</p> <p>Paper Type: From the list, select the required paper type.</p>
	2 Sided Printing	<p>1 Sided</p> <p>Long Edge Flip</p> <p>Short Edge Flip</p>
	Output	<p>Off</p> <p>Staple</p> <ul style="list-style-type: none"> <li>• 1 Staple</li> <li>• 2 Staples</li> </ul> <p>Hole Punch</p> <ul style="list-style-type: none"> <li>• 2 Holes</li> <li>• 3 Holes</li> </ul>

Tab	Item	Value
	Pages per Side	Off 2 Pages Up 4 Pages Up
Advanced Settings	Bitmap Smoothing	Off On

When you select a paper size that is smaller than the size that is set for the document, the document is reduced automatically. When you select a paper size that is larger than the document size, the document is printed at the original document size. The items that appear on the Media Print - Text and Advanced Settings tabs can vary depending on the combination of the options that are installed on the printer.

## Index Print

In Media Print - Text mode, the printer can print the following information:

- Filenames, with a maximum of five lines and 240 characters
- The dates that you stored the documents on the USB memory device
- The total file quantity. You can select maximum of 32 files. If more than 32 files are selected, the following message appears at the top of the screen: `Too many files selected. Select 32 files or less.`

For the Index Print option, you can use the numeric pad to set the print quantity to 1–999 sets.

When selecting Index Print, the following items are restricted:

Selection	Value
Paper Supply	Trays 1–5 Load paper of any of the following sizes in the selected tray: <ul style="list-style-type: none"> <li>• A3: 297 x 420 mm (11 x 17 in.)</li> <li>• A4: 210 x 297 mm (8.5 x 11 in.)</li> <li>• A4 (8.5 x 11 in.) Short Edge Feed (SEF)</li> </ul>
2 Sided Printing	Off: Only 1 Sided printing is available
Output	Off
Pages per Side	Off



# 10

## Job and Machine Status

This chapter contains:

- [Job Status](#)..... 162
- [Machine Status](#)..... 166

## Job Status

The Job Status feature allows you to verify active, pending, and completed jobs. From the Job Status screen, you can cancel or print jobs that are pending.

### Active Jobs Tab

You can check or cancel current or pending jobs on the Active Jobs tab.

1. At the control panel, press the **Job Status** button.
2. Touch the **Active Jobs** tab.
3. From the menu, select the type of jobs to be shown in the list:
  - **All Jobs**
  - **Printer & Print from Folder Jobs**
  - **Scan, Fax, & Internet Fax Jobs**
  - **Job Flow & File Transfer Jobs**
4. From the list, select a job.



**Note:** To navigate the list, use the up and down arrows.

5. If you want to display the Cumulative Time and Progress columns, touch **Display Time**.
  - **Cumulative Time:** This column shows the estimated time required to complete the entire job.
  - **Progress:** This column shows the number of pages completed and the total number of pages required for the job.
6. To delete a job, change the order of execution, or view job progress, select a job. From the menu, select an option:
  - **Delete**
  - **Promote**
  - **Job Progress**

### Completed Jobs Tab

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

1. From the control panel, press the **Job Status** button.
2. Touch the **Completed Jobs** tab.
3. From the menu, select the type of jobs to be shown in the list:
  - **All Jobs**
  - **Printer & Print from Folder Jobs**
  - **Scan, Fax, & Internet Fax Jobs**
  - **Job Flow & File Transfer Jobs**
4. To sort the list according to job type, select **Group Parent Jobs**.
5. To view the details for a job, from the list, select a job.
6. To print a report for the selected job, select an option:
  - **Print this Job History Report:** This option prints a detailed history report for the selected job.
  - **Print this Job Report:** This option prints a report for the selected job.

## Secure Print Jobs & More Tab

This tab allows you to print confidential documents.

1. At the control panel, press the **Job Status** button.
2. Touch the **Secure Print Jobs & More** tab.
3. Select a job type:
  - **Secure Print:** Refer to [Secure Print](#).
  - **Sample Set:** Refer to [Sample Set](#).
  - **Delayed Print:** Refer to [Delayed Print](#).
  - **Charge Print:** Refer to [Charge Print](#).

### Secure Print

You can use this feature to set a passcode for your print job. Before the job is released for printing, the printer prompts you to type the passcode.

1. At the control panel, press the **Job Status** button.
2. Touch the **Secure Print Jobs & More** tab.
3. Touch **Secure Print**.
4. From the list, select a user.



#### Note:

- To update the information shown, touch **Refresh**.
  - To navigate the list, use the up or down arrows.
  - To display a specific user ID at the top of the list, touch **Go to**. Using the numeric keypad, type the user ID.
5. Touch **Job List**.
  6. Using the control panel keypad, type the passcode, then touch **Confirm**.
    - You can select up to 100 jobs. Jobs are printed in the order in which they are selected.
    - To select all jobs for the selected user ID, touch **Select All**. To clear all selected jobs, touch **Select All** again.
    - To view the first page of the selected job, touch **Preview**. If multiple jobs are selected, the Preview feature is not available.



**Note:** If a passcode is not set, the Passcode screen does not appear.

7. Select the job to print or delete.
8. Select an option:
  - To delete the selected job, touch **Delete**. To confirm the deletion, touch **Delete**.
  - To print the selected job, using the numeric keypad, type the number of sets to print, then touch **Print**.

## Sample Set

This feature allows you to print one set for review before you print the entire job set. After printing the sample set, you can choose to print the entire job or to delete the job without printing.

1. At the control panel, press the **Job Status** button.
2. Touch the **Secure Print Jobs & More** tab.
3. Touch **Sample Set**.
4. From the list, select a user.
  - To update the information shown, touch **Refresh**.
  - To navigate the list, use the up or down arrows.
  - To display a specific user ID at the top of the list, touch **Go to**. Use the numeric keypad and type the user ID.
5. Touch **Job List**.
6. Select the job to print.
  - You can select up to 100 jobs. Jobs are printed in the order in which they are selected.
  - To select all jobs for the selected user ID, touch **Select All**. To clear all the selected jobs, touch **Select All** again.
  - To view the first page of the selected job, touch **Preview**. If multiple jobs are selected, the Preview feature is not available.
7. Select an option:
  - To delete the selected job, touch **Delete**. To confirm the deletion, touch **Delete**.
  - To print the selected job, type the number of sets to print. Touch **Print**.

The sample set prints. After the remaining sets for the job print, the job is deleted.

## Delayed Print

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

1. At the control panel, press the **Job Status** button.
2. Touch the **Secure Print Jobs & More** tab.
3. Touch **Delayed Print**.
4. Select the job that you want to print or delete.
  - To update the information shown, touch **Refresh**.
  - To navigate the list, use the up or down arrows.
  - Print Time XXX:XXX shows the time to start printing.
  - You can select up to 100 jobs.
  - To view the first page of the selected job, touch **Preview**. If multiple jobs are selected, the Preview feature is not available.
5. Select an option:
  - To delete the selected job, touch **Delete**. To confirm the deletion, touch **Delete**.
  - To print the selected Delayed Print job immediately, touch **Print**.

## Charge Print

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

1. At the control panel, press the **Job Status**.
2. Select the **Secure Print Jobs & More** tab. Touch **Charge Print**.
3. To show the latest information, touch **Refresh**.
4. Select a billing user ID. If you know the exact number of the user in the list, you can type the number into the **Go to** box using the numeric keypad.
5. Touch **Job List**.
6. If the Password screen appears, type the password for the user ID, then touch **Confirm**.
7. From the list that appears, select a document.
8. Select an option:
  - To print the selected document, touch **Print**.
  - To delete the selected document, touch **Delete**.
9. Touch **Close**.

## Machine Status

The **Machine Status** button provides access to the following device status information and features:

- Device Information
- Faults
- Supplies
- Billing Information
- Tools

## Device Information Tab

The Device Information tab provides general information about the copier/printer. From the Device Information tab, you can view details that apply to the printer and access other printer information features.

### General Information

**Model:** The printer model appears in the General Information area. Refer to the model when ordering supplies or contacting Xerox for support.

**Device Serial Number:** The device serial number appears in the General Information area. Use the serial number when you call Xerox for technical information or assistance.

**Current System Software:** In the General Information area, you can view the version of the system software that is installed on the printer.

**Network Connectivity Information:** The IPv4 Address, IPv6 Address, and Host Name appear in the General Information area.

### Paper Tray Status

You can select the **Paper Tray Status** button to view the current status information for each paper tray.

### Device Configuration

You can select the **Device Configuration** button to show a list of the various hardware components and options that are available on the printer. The list shows the status of each of the components and options. Hardware components and options include the document feeder, paper trays, and any optional feeding and finishing devices that are attached to the printer.

### Software Version

You can select the **Software Version** button to display a list of the software versions for the various copier/printer components, such as the print engine, the controller ROM (Read-Only Memory), and any optional feeding and finishing devices.

### Print Reports

Before you can print reports, ensure that your system administrator has enabled the **Print Reports** button. Some features on the Print Reports screen are available only in administrator mode.



**Note:** The types of reports that are available varies, depending on the copier/printer configuration.

### Maintenance Assistant

You can select the Maintenance Assistant button to send the diagnostic information from the

printer.

## Others

The Print Mode and Overwrite Hard Disk features are on the Others page.

### Overwrite Hard Disk

The Overwrite Hard Disk feature prevents the document image and registered data that is recorded on the Xerox device hard disk from being retrieved illegally. The number of overwrites is set by the system administrator.

Overwriting the device hard disk is performed after every copy job that includes more than one set, and after each scan job is transferred to the print server. The *Standby* status indicates the completion of the overwriting process.

### Print Mode

You can use the Print Mode feature to identify which mode the printer is using for printing. You can select Off-Line or On-Line. You can choose from the following Print Mode options:

- **PCL Emulation:** You can type an item number using the numeric keypad or you can select the current value.
- **PDF:** For Programming, you can type an item number using the numeric keypad or you can select the current value. You can add a password.
- **HP-GL/2 Emulation:** This option allows access to the following programming options:
  - **Retrieve Programming:** You can choose Factory Defaults or Custom Settings.
  - **Programming:** You can type an item number using the numeric keypad or you can select the current value.
  - **Store / Delete Programming:** After you select a job, you can choose Store the Current Selections or Delete.
  - **Default Programming:** You can choose Factory Defaults or Custom Settings.

## Faults Tab

The Faults tab provides access to fault information and error messages. To access the Faults tab, at the control panel, you can press the **Machine Status** button, then select the **Faults** tab.

### Current Faults

To view a list of the current faults that affect the device, you can select the **Current Faults** button. From the Current Faults screen, you can select a fault and view instructions on how to fix the error.

### Current Messages

To view a list of the current device messages, from the Faults tab, you can select the **Current Messages** button. The messages indicate actions that are needed to continue or resume the proper operation of the device.

### Fault History

To display a list of past fault codes, you can select the **Fault History** button. The information can be used to diagnose and solve device problems.

## Supplies Tab

The Supplies tab provides status information about the customer-replaceable units (CRUs) that are used in the printer.

To access supplies information, at the control panel, press the **Device Status** button, then select the **Supplies** tab.

Each customer-replaceable unit and the status is shown.

## Billing Information Tab

### Accessing Billing Information

1. At the control panel, press the **Machine Status** button.
2. Select the **Billing Information** tab.

### Billing Meters and Usage Counters

The Billing Information feature shows the total number of prints and copies made by the printer and allows users to view specific billing meter and usage counter information.

The main Billing Information screen shows the following information:

- The device serial number
- **Black Impressions:** The total number of monochrome prints and copies made on the printer.
- **Total Impressions:** The total number of prints and copies made on the printer.
- **Black Large Impressions:** The total number of large monochrome prints and copies made on the printer.
- The **Usage Counters** button

### Usage Counters

To view usage counters, on the Billing Information tab, touch **Usage Counters**.

To select a counter type, from the list, select an option:

- **Impression Counters**
- **Sheet Counters**
- **Image Sent Counters**
- **All Usage Counters**

### Impression Counters

This option displays the total number of impressions. An impression is the image on one side of one sheet of media. This counter shows the total impression amount for copied, printed, and large impressions.



- **Black Copied Impressions:** This number represents the total number of impressions for all monochrome copied or scanned jobs.
- **Black Printed Impressions:** This number represents the total number of impressions for all monochrome network print jobs. Network print jobs are the jobs sent from a computer to the printer.
- **Large Impressions:** This number represents the total number of large impressions for all monochrome copied or printed jobs. Large impressions are one side of one sheet of a large document, such as A3 (11 x 17 in.). Large Impressions are any documents, original documents, or prints that are larger than B4 (8.5 x 14 in.).

### Sheet Counters

This option provides information on the total number of sheets that the Xerox device feeds to the output area. Each sheet counts as one click on the counter, regardless of whether the sheet is a one-sided or two-sided copy or print job.

### Images Sent Counters

This option provides information on the total amounts for Internet fax images, email images, and network scanned images.

### All Usage Counters

This option provides the combined count from Impression Counters, Sheet Counters, and Images Sent Counters.

### User Account Billing Information



**Note:** The User Account Billing Information feature is available only if the Accounting feature is enabled.

For more information on the Accounting feature, refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.

When the system administrator enables the Accounting feature, the User Account Billing Information button appears on the Billing Information screen. When you select the User Account Billing Information button, the following information appears:

- The billing information of the currently logged-in user, including copy and scan jobs
- When you select Meter (Copy Jobs) or Meter (Scan Jobs), the following information appears:
  - Usage amount for the session
  - Total usage
  - Account Limit: The system administrator sets the account limit
  - Available Balance: The remaining unused amount for the account

## Tools Tab

Regular users have limited access to some of the setup features on the Tools tab. To access these features, on the Tools tab, touch **Setup**→**Setup**.

### Create Folder

You can create a folder on the device. You can store files to the folder and retrieve files from the folder to send for printing.

### Stored Programming

When available to users, this feature enhances productivity by saving a series of programming steps and assigning the steps to a specified Stored Programming option. Stored programs save frequently used features and job settings that you can access using a shortcut button. Stored Programming not only remembers feature settings, but the feature can record a series of operations. This action enables you to record the hierarchy of displayed screens for each step. For example, Stored Programming can record the following actions: Press the **Machine Status** button, then show the Print Reports screen.



**Note:** The Stored Programming feature is available only if the system administrator created and saved stored programs.

### Create Job Flow Sheet

You can create a job flow sheet. Job flow sheets specify the way that the device processes a document.

### Create Job Flow Sheet Keyword

You can create a job flow sheet keyword. A job flow sheet keyword can help to locate a specific job flow sheet.

### Add Address Book Entry

You can add address and recipient information. To add a recipient, select an available entry, then enter the information. To view information for an entry, select the entry.

### Paper Tray Attributes

The Paper Tray Attributes feature allows you to change the attributes of a paper tray, including size, type, and weight.



**Note:** The Paper Tray Attributes feature appears on the Tools tab only if the system administrator made the feature available to users.

## Changing the Paper Tray Attributes

1. At the control panel, press the **Machine Status** button.
2. Select the **Tools** tab.
3. Select **Setup**—**Setup Paper Tray Attributes**.
4. Select a tray.
5. Touch **Change Settings**.
6. If the settings are correct, touch **Save**. If the settings are not correct, select the correct Paper Type, then touch **Save**.

The previous screen appears.

7. Touch **Confirm**.

The Paper Tray Attributes screen appears.

8. Touch **Close**.

# Paper and Media

This chapter contains:

- Supported Media ..... 172
- Guidelines for Loading, Printing, and Storing Media..... 176
- Loading Media..... 178

## Supported Media

### Recommended Media

A complete list of recommended media types is available at:

- North America: [www.xerox.com/rmlna](http://www.xerox.com/rmlna). Select **PrimeLink®**, then select the appropriate device.
- Europe: [www.xerox.com/rmleu](http://www.xerox.com/rmleu). Select **PrimeLink®**, then select the appropriate device.

### Media That Can Damage Your Printer

Your printer is designed to use various paper and media types for print jobs. However, some media can cause poor output quality, increased paper jams, or damage to your printer.

Do not use the following:

- Rough or porous media
- Inkjet paper
- Paper that has been photocopied
- Paper that has been folded or wrinkled
- Paper with cutouts or perforations
- Stapled paper
- Envelopes with windows, metal clasps, side seams, or adhesives with release strips
- Padded envelopes
- Plastic media

### Supported Paper Types and Weights

Refer to the following chart for the paper types and weights that are accepted in each of the feeder paper trays available. Select the appropriate tray for the media that you want to use.

 **Note:**

- Media weight for the paper type that appears on the user interface is limited. The administrator can set up an additional 40 custom paper types.
- The Oversize High Capacity Feeder (OHCF) provides the best feeding performance, especially for coated media.

Paper type weight range can be selected in either of the following two ways:

- Determine the paper type from the following table, then apply the proper weight range using the options available from the control panel screen.
- Select **Other Media Selection**, then select the specific paper weight range from the available list on the control panel screen. Some features, such as Printing Reports or Auto Tray Switching provide a limited list of paper types.



**Note:** To define the image-quality setting with a different paper weight range to optimize image quality, refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*, in the *Paper Tray Settings* section.

Paper Trays	Supported Paper Types and Weights
Trays 1 and 2	Plain: 64–81 g/m <sup>2</sup> Plain Reloaded: 64–105 g/m <sup>2</sup> Bond: 82–105 g/m <sup>2</sup> Hole Punched: 64–105 g/m <sup>2</sup> Lightweight: 52–63 g/m <sup>2</sup> Heavyweight 1: 106–216 g/m <sup>2</sup> Recycled: 64–105 g/m <sup>2</sup> Preprinted: 64–105 g/m <sup>2</sup> Preprinted LW: 52–63 g/m <sup>2</sup> Preprinted LW Card: 106–216 g/m <sup>2</sup>
Trays 3 and 4	All items for Trays 1 and 2 Tab Stock: 106-216 g/m <sup>2</sup>

**Note:**

- For paper types and weights for Tray 5 (Bypass), refer to [Tray 5 \(Bypass\) Specifications](#).
- For paper types and weights for Trays 6 and 7, refer to [High Capacity Feeder Specifications](#) or [OHCF Specifications](#).
- To optimize image quality, change the weight range. Refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*, in the *Paper Tray Settings* section.

## Supported Standard Paper Sizes

Tray	Paper Sizes	
Trays 1 and 2	Long-Edge Feed (LEF) only	B5 (182 x 257 mm, 7.17 x 10.12 in.) A4 (210 x 297 mm, 8.3 x 11.7 in.) Executive (184 x 267 mm, 7.25 x 10.5 in.) Letter (216 x 279 mm, 8.5 x 11 in.)
Trays 3 and 4	Short-Edge Feed (SEF)	A5 (148 x 210 mm, 5.83 x 8.27 in.) A4 (210 x 297 mm, 8.3 x 11.7 in.) A3 (297 x 420 mm, 11.7 x 16.5 in.) B5 (182 x 257 mm, 7.17 x 10.12 in.) B4 (257 x 364 mm, 10.12 x 14.33 in.) Statement (139.7 x 215.9 mm, 5.5 x 8.5 in.) 203.2 x 254 mm (8 x 10 in.); North America only Letter (216 x 279 mm, 8.5 x 11 in.) US Folio (215.9 x 330.2 mm, 8.5 x 13 in.) Legal (216 x 356 mm, 8.5 x 14 in.) Ledger (279.4 x 431.8 mm, 11 x 17 in.) Special A4 (226 x 310 mm, 8.9 x 12.2 in.) DT Special A3 (310 x 432 mm, 12.2 x 17 in.) 304.8 x 457.2 mm (12 x 18 in.) SRA3 (320 x 450 mm, 12.6 x 17.7 in.) 320 x 488 mm (12.6 x 19.2 in.) 330.2 x 457.2 mm (13 x 18 in.) 330.2 x 482.6 mm (13 x 19 in.)
	LEF	A4 (210 x 297 mm, 8.3 x 11.7 in.) B5 (182 x 257 mm, 7.17 x 10.12 in.) Executive (184.2 x 266.7 mm, 7.25 x 10.5 in.) Letter (216 x 279 mm, 8.5 x 11 in.) Special A4 (226 x 310 mm, 8.9 x 12.2 in.) 16K (Taiwan) (194 x 267 mm, 7.64 x 10.51 in.) 16K (Mainland China) (195 x 270 mm, 7.68 x 10.63 in.)

**Note:**

- For information about paper sizes for Tray 5 (Bypass), refer to [Tray 5 \(Bypass\) Specifications](#).
- For information about paper sizes for Trays 6 and 7, refer to [High Capacity Feeder Specifications](#) or [OHCF Specifications](#).

## Paper Tray Information for Trays 1, 2, 3, and 4

The following information applies to Trays 1–4:

Trays 1–4 can accept all media weights from 52–216 g/m<sup>2</sup> (16 lb. bond–80 lb. cover).

### Trays 1 and 2

- Tray 1 has a capacity of 1,100 sheets of 80 g/m<sup>2</sup> paper
- Tray 2 has a capacity of 1,600 sheets of 80 g/m<sup>2</sup> paper
- Trays 1 and 2 can accommodate media sizes including:
  - A4 210 x 297 mm or Letter 8.5 x 11 in.
  - B5 182 x 257 mm (7.26 x 10.12 in.)
  - Executive 184.2 x 266.7 mm (7.25 x 10.5 in.)
- Trays 1 and 2 can accommodate media loaded only in the Long Edge Feed (LEF) orientation

### Trays 3 and 4

- Trays 3 and 4 are adjustable
- Trays 3 and 4 each have a capacity of 550 sheets of 80 g/m<sup>2</sup> paper
- Trays 3 and 4 can accommodate media sizes from 139.7 mm x 182 mm (5.5 x 7.16 in.) to 330.2 mm x 488 mm (13.0 x 19.2 in.)
- Trays 3 and 4 can accommodate media loaded in the Long Edge Feed (LEF) portrait orientation or the Short Edge Feed (SEF) landscape orientation
- Trays 3 and 4 have automatic size-detection capability



**Note:** Before using the automatic size-detection feature, ask your system administrator to change the NVM settings for automatic size detection.

# Guidelines for Loading, Printing, and Storing Media


## General Media Loading Guidelines

Follow these guidelines when loading paper and media in the appropriate trays:

- Fan the paper before loading it in the paper tray.
- Do not overfill the paper trays. Do not load paper above the maximum fill line.
- Adjust the paper guides to fit the paper size.
- Use only paper envelopes. Print envelopes 1-sided only. Use Tray 5 to print envelopes. Set Media Type to **Heavyweight 2**.
- After loading paper in a tray, ensure that you select the correct paper type on the printer touch screen.

## Printing or Copying on Labels

You can print labels from Tray 5 (Bypass Tray), and the Oversized High Capacity Feeder (OHCF) Trays 6, and 7.

 **Note:** The High Capacity Feeder (HCF) does not support printing on labels.

When printing on labels, adhere to the following guidelines:

- Rotate stock frequently. Long periods of storage in extreme conditions can cause labels to curl and jam in the printer.
- Use labels designed for laser printing.
- Do not use vinyl labels.
- Do not use dry gum labels.
- Print only on one side of the sheet of labels.
- Do not use any sheet where labels are missing. Sheets with missing labels can damage the printer.
- Store unused labels flat, in the original packaging. Keep the sheets of labels inside the original packaging until you are ready to use the sheets. Return any unused sheets of labels to the original packaging and reseal it.
- Do not store labels in extremely dry or humid conditions or extremely hot or cold conditions. Storing labels in extreme conditions can cause print-quality problems or cause labels to jam in the printer.

## Printing or Copying on Glossy Paper

You can print glossy, or coated, paper from the Oversized High Capacity Feeder (OHCF) Trays 6, and 7.



**Note:**

- The High Capacity Feeder (HCF) does not support printing on glossy paper.
- Only one-sided printing is supported for glossy, or coated, paper.

When printing on glossy paper, adhere to the following guidelines:

- Do not open sealed packages of glossy paper until you are ready to load the paper into the printer.
- Store glossy paper flat, in the original packaging.
- Before loading glossy paper, remove all other paper from the tray.
- Load only the amount of glossy paper that you plan to use. When you are finished printing, remove the unused paper from the tray. Replace the unused paper in the original packaging and seal for later use.
- Rotate paper frequently. Long periods of storage in extreme conditions can cause glossy paper to curl and jam in the printer.


## Paper Storage Guidelines

Providing good storage conditions for your paper and other media contributes to optimum print quality.

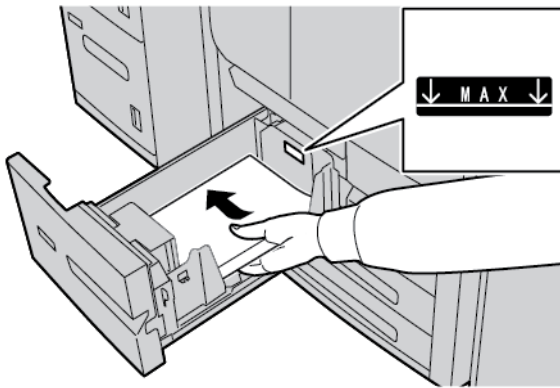
- Store paper in dark, cool, relatively dry locations. Most paper is susceptible to damage from ultraviolet and visible light. Ultraviolet light emitted by the sun, and fluorescent bulbs, is damaging to paper.
- Reduce the exposure of paper to strong lights, or to visible light for long periods of time.
- Maintain constant temperatures and relative humidity.
- Avoid storing paper in attics, kitchens, garages, or basements. These spaces are more likely to 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 them into the printer. Leave stored paper in the original packaging.
- Some special paper is packaged inside resealable plastic bags. Store the media inside the bag until you are ready to use the media. Keep unused media in the bag, then reseal it for protection.

## Loading Media


### Loading Paper in Trays 1 and 2

 **Note:** If a paper tray is opened while the printer is feeding paper from the tray, a paper jam can occur.


1. Select the appropriate paper 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. Before loading paper into the tray, fan the sheets of paper.
5. Load and align the edge of the paper against the left edge of the tray.



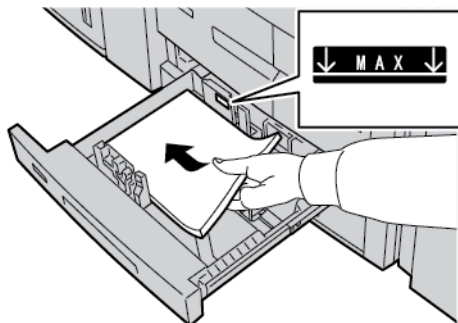
Load paper in the Long Edge Feed (LEF) or portrait direction.


6. Gently, push in the tray until it stops.  
If enabled by your system administrator, the Paper Tray Settings screen appears on the touch screen.
7. If you have made changes to the paper tray, touch **Change Settings**, then correct the information. If you have not made any changes, proceed to the next step.
  - a. For Paper Type / Paper Weight, Paper Size, and Paper Color, select options as needed.
  - b. If necessary, make the desired changes to paper curl and alignment adjustment.  
 **Note:** For detailed information on the paper curl and alignment adjustment options, refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.
  - c. Select **Save** until you return to the tray settings window.
8. Touch **Confirm**.

## Loading Paper in Trays 3 and 4


 **Note:** Do not load paper above the Max line on the rear edge guide.

1. Select the appropriate paper 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. Before loading paper into the tray, fan the sheets of paper.
5. Load and align the edge of the paper against the left edge of the tray.



 **Note:** You can load paper in the Long Edge Feed (LEF) portrait orientation or the Short Edge Feed (SEF) landscape orientation.


6. To adjust the paper guides, press in the guide release and move the edge guide carefully until it touches the edge of the paper in the tray.

 **Note:** Do not load paper above the Max line on the rear edge guide.

7. Gently push in the tray until it stops.

If enabled by your system administrator, the Paper Tray settings screen appears on the touch screen.

8. If you made changes to the paper tray, touch **Change Settings**, then correct the information. If you did not make any changes, proceed to the next step.
  - a. For Paper Type / Paper Weight, Paper Size, and Paper Color, select options as needed.
  - b. If necessary, make changes to the paper curl and alignment adjustment options.

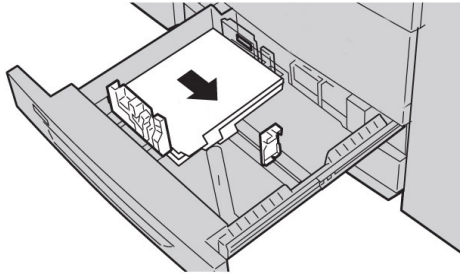
 **Note:** For detailed information on the paper curl and alignment adjustment options, refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.

- c. Touch **Save** on each screen until you return to the tray settings window.
9. Touch **Confirm**.

## Loading Tab Stock in Trays 3 and 4

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

3. Before loading the tab stock into the tray, fan the tab stock.
4. Load and align the edge of the tab paper against the right edge of the tray, with the side to be copied or printed facing down.



5. To adjust the paper guides, press in the guide release and move the edge guide carefully until it touches the edge of the media in the tray.  
Do not load media above the Max line on the rear edge guide.

6. Gently push in the tray until it stops.

If enabled by your system administrator, the Paper Tray settings screen appears on the touch screen.

7. If you made changes to the paper tray, touch **Change Settings**. If you did not make any changes, proceed to the next step.
  - a. For Paper Type / Paper Weight, Paper Size, and Paper Color, select options as needed.
  - b. If necessary, make changes to the paper curl and alignment adjustment options.



**Note:** For detailed information on the paper curl and alignment adjustment options, refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.

- c. Touch **Save** on each screen until you return to the tray settings window.

8. Touch **Confirm**.

## Loading Hole-Punch Paper in Trays 1, 2, 3, and 4


1. Select the appropriate paper 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. Before loading paper into the tray, fan the sheets of paper.
5. Load the hole-punch paper against the left edge of the tray.  
Align the paper so that the holes are against the left edge of the tray, and ensure that the paper is loaded in the Long Edge Feed (LEF) orientation.
6. To adjust the paper guides, press in the guide release and move the edge guide carefully until it touches the edge of the paper in the tray.



**Note:** Do not load paper above the Max line on the rear edge guide.

7. Gently push in the tray until it stops.

If enabled by your system administrator, the Paper Tray Settings screen appears on the touch screen.

8. If you made changes to the paper tray, touch **Change Settings**, then correct the information. If you did not make any changes, proceed to the next step.
  - a. For Paper Type / Paper Weight, Paper Size, and Paper Color, select options as needed.
  - b. If necessary, make changes to the paper curl and alignment adjustment options.
    -  **Note:** For detailed information on the paper curl and alignment adjustment options, refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.
  - c. Touch **Save** on each screen until you return to the tray settings window.
9. Touch **Confirm**.

## Loading Media in Optional Feeding Devices

For information and instructions on loading media in the optional feeding devices, refer to the appropriate chapter.

## Loading Post-Process Media in Optional Finishing Devices

For information on loading post-process media in the optional finishing devices, refer to the appropriate chapter.

### Loading Tab Stock with the GBC® AdvancedPunch™ Pro Device

For information on how to load media into the paper trays when a GBC® AdvancedPunch™ Pro device is attached, refer to the *GBC AdvancedPunch Pro Customer Documentation*.



## Maintenance

This chapter contains:

- [Cleaning the Printer](#) ..... 184
- [Replacing Consumable Supplies](#) ..... 190

## Cleaning the Printer

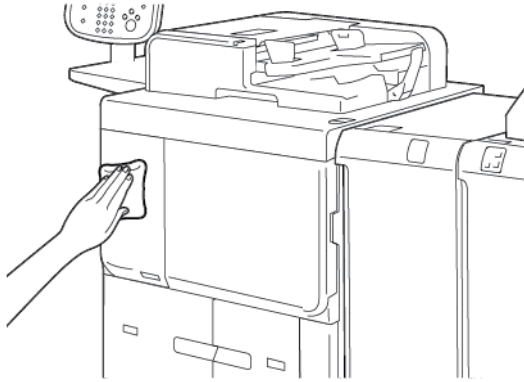
Read and adhere to the following information when cleaning the printer:

- To avoid electric shock, before you start to clean the printer, ensure that the printer is powered off, then unplug the printer.
- To avoid printer damage such as discoloration, deformities, and cracked covers, do not use benzene, paint thinner, other volatile liquids, or spray insect repellent on the printer.
- Cleaning the printer with an excessive amount of water can cause the printer to malfunction and damage documents during copying.
- Document Feeder, Document Cover, and Document Glass information:
  - The document cover is the flat, white surface on the underside of the Duplex Automatic Document Feeder (DADF). The DADF holds the document in place on the document glass.
  - It is recommended that you clean all components of the document cover and document glass at the same time. These components consist of the document cover, the document glass, and the second-side scanning lens assembly.
  - To provide the best image quality possible on your printed or copy output, clean the document cover and document glass regularly. If the document cover and document glass are dirty, spots can appear on copies and the printer cannot detect proper document sizes.
  - If you receive the message, *The Scanner may be dirty*, perform the cleaning procedure for the document cover and document glass. To clean the scanning glass, refer to the user guide or the label instructions on the document feeder.
  - The document glass consists of two parts: the document glass and the glass strip. The document glass is the glass on which you place your document to copy it. The glass strip is a 2.54 cm (1 in.) wide strip of document glass to the left of the document glass.

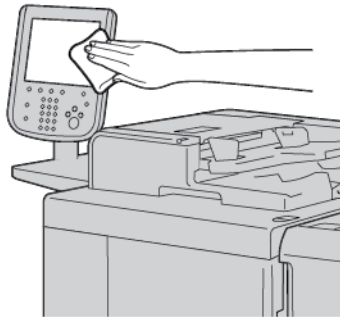


## Cleaning the Exterior and the Touch Screen

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



2. To clean any excess water from the exterior, use a soft cloth.
3. Clean the touch screen with a soft cloth moistened with a neutral detergent or alcohol.

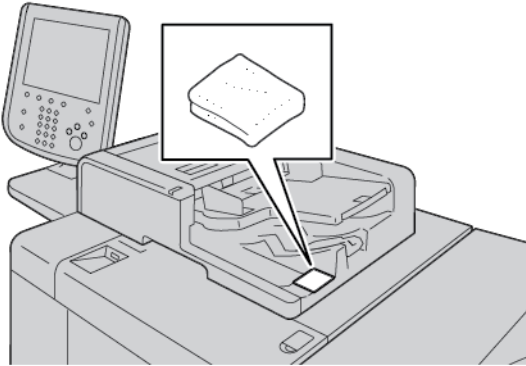


## Cleaning the Document Cover and the Document Glass

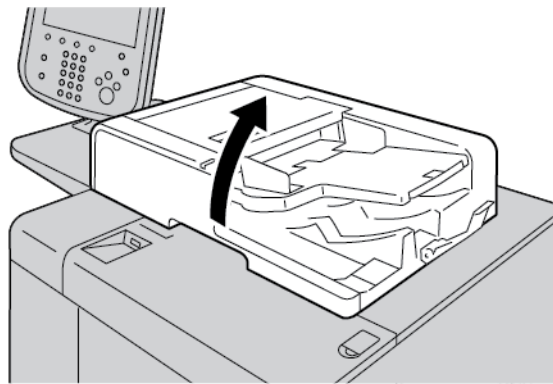
If the document cover and document glass become soiled:

- Smudges can appear on copies or scanned documents.
- The printer cannot detect document sizes.

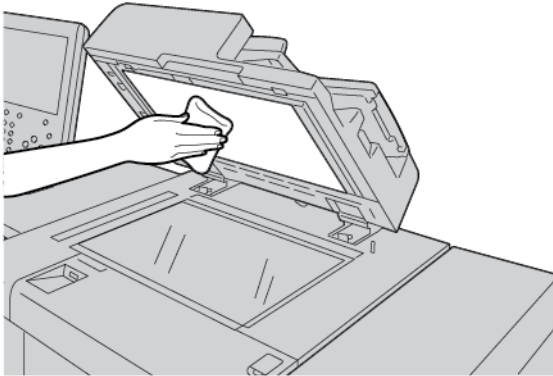
Clean the document cover and the document glass once a month with the cloth provided in the document feeder.



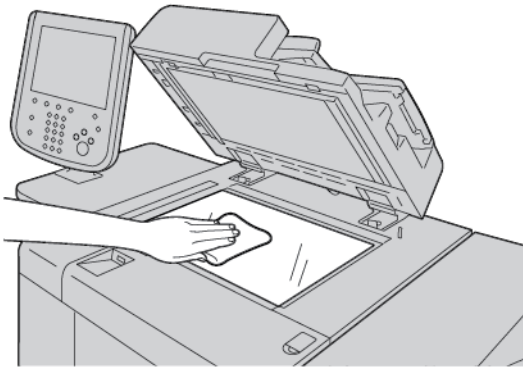
1. To clean the document cover:
  - a. Raise the document feeder.



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



2. To clean the document glass:
  - a. To remove dirt, wipe the document glass with a soft cloth moistened with water. With a soft cloth, wipe dry the glass. If dirt is difficult to remove, try gently wiping with a soft cloth moistened with a small amount of neutral detergent.



**Caution:** To avoid damaging the glass surface, do not press heavily on the document glass.

3. Gently, close the document feeder.


## Cleaning the Scanner

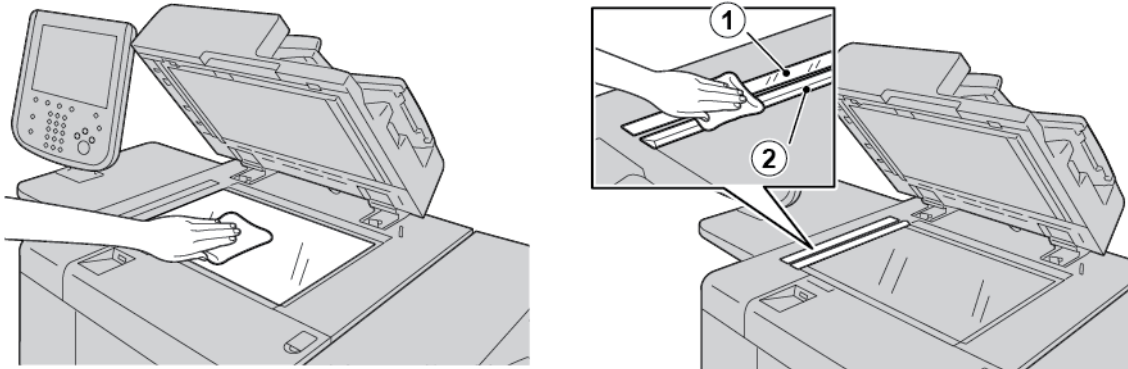
To ensure optimum print quality, clean the document glass regularly. Cleaning helps avoid output with streaks, smears, and other marks that transfer from the glass while scanning documents.

1. Slightly dampen a soft, lint-free cloth with water.
2. Remove any paper or other media from the output tray.
3. Open the document cover.

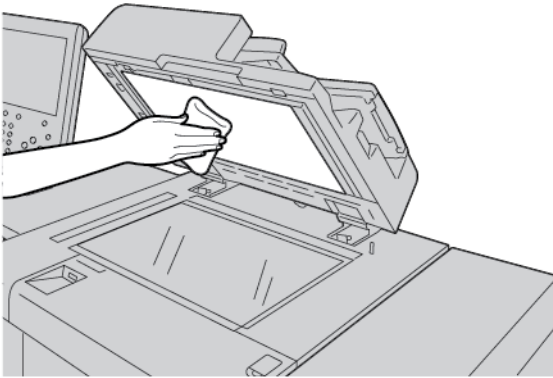
## Maintenance

4. Wipe the surfaces of the document glass and Constant Velocity Transport (CVT) glass until they are clean and dry.

 **Note:** For best results, to remove marks and streaks, use Xerox® Glass Cleaner.



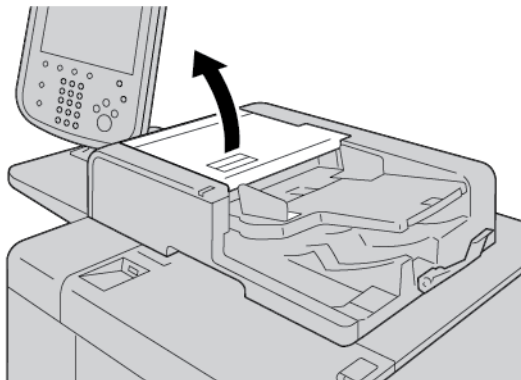
5. Wipe the white underside of the document cover until it is clean and dry.



6. Close the document cover.

## Cleaning the Document Feeder Rollers

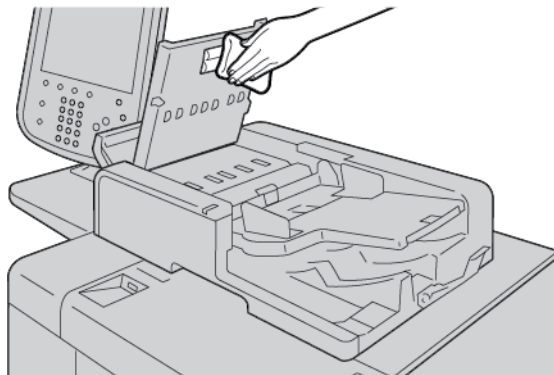
1. Gently, lift the latch of the document feeder top cover until it is open completely in a fixed position.



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

**!** **Caution:** To prevent drops of water from falling into the printer, use a cloth that has been thoroughly wrung of excess water. Drops of water on internal components can cause a printer malfunction.

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



3. Close the top cover of the document feeder until you hear it click into place.
4. Close the left cover of the document feeder until you hear it click into place.

# Replacing Consumable Supplies

## Ordering Supplies

Order Xerox supplies, paper, and other supplies at [www.xerox.com/office/PLB91XXsupplies](http://www.xerox.com/office/PLB91XXsupplies). For contact information and telephone numbers in your area, click **Contact Us**. To enter or select your printer family and model type, click **Supplies**.

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

 **Note:** Always refer to [www.xerox.com/office/supplies](http://www.xerox.com/office/supplies) for the latest Customer Replaceable Units (CRUs) part numbers.

The following items are consumables for this printer. It is recommended that you have a supply of these items available to eliminate downtime when the consumables require replacement.

Customer Replaceable Units (CRUs):

- Black Toner Cartridge; reorder quantity: 1 in each box
- Waste Toner Container; reorder quantity: 1 in each box


## Checking the Status of Customer Replaceable Units (CRUs)

To check the status of printer supplies, at the control panel, touch the **Supplies** tab.

- The status message for consumable printer supplies indicates Ready, Order New, Replace Now, or other indications.
- For the remaining amount of toner, the status message displays 0–100 %.

When it is time to order or install a CRU, a message appears on the printer touch screen. With some CRUs, the message indicates that the printer can continue to copy or print jobs without replacing the CRU immediately. When it is time to replace a consumable, a message appears on the printer touch screen, and the printer stops printing.

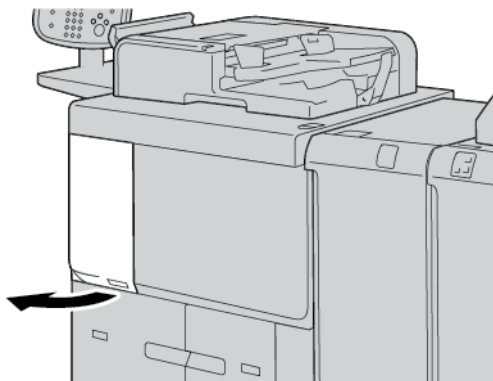
Always recycle or dispose of the used CRU according to the disposal instructions supplied with the new CRU.

 **Note:** For specific image-quality problems that appear on printed output and the related corrective actions, refer to [Troubleshooting](#).

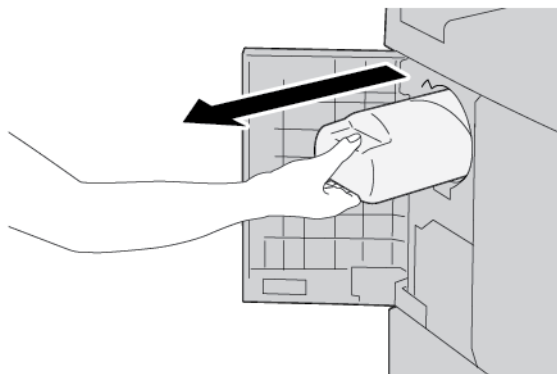
## Replacing the Toner Cartridge

**⚠ WARNING:** Replace a toner cartridge while the printer is powered on. Internal parts of the printer can be hot. To avoid possible injury, before you replace a toner cartridge, ensure that the printer is cool.

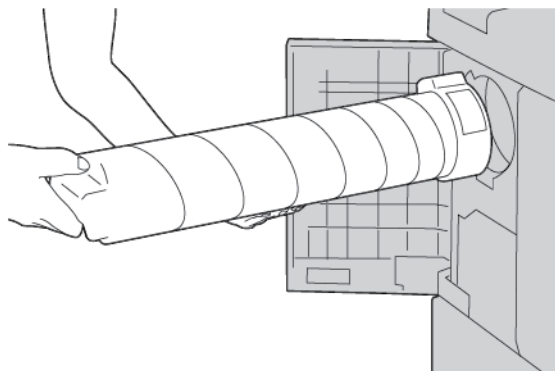
1. Open the left cover of the printer.



2. Before you remove the toner cartridge, lay paper on the floor. This step allows any excess toner to fall on the paper.
3. Grasp the handle of the toner cartridge.



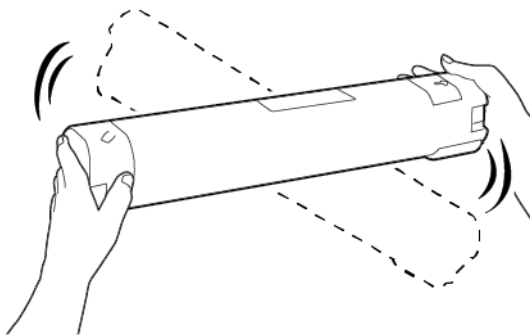
4. Pull out the toner cartridge slowly, while holding the bottom of the cartridge.



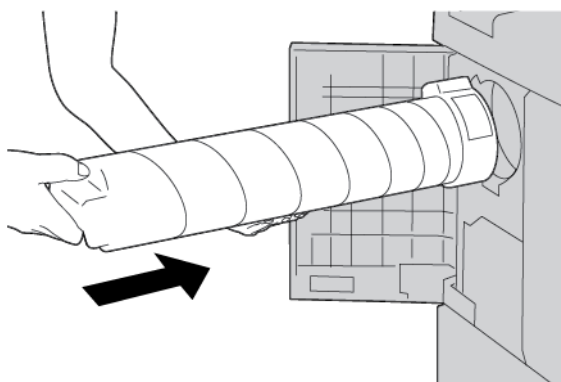
5. Dispose of the used toner cartridge as normal office waste or recycle the cartridge.
6. Remove the new cartridge from the packaging.

## Maintenance

7. Shake the cartridge from side to side to distribute the toner evenly.



8. Hold the cartridge with the arrow facing up.



9. Push in the cartridge slowly until it stops.



10. Close the toner cover. If the cover does not close completely, ensure that the cartridge is locked and is installed in the appropriate orientation.



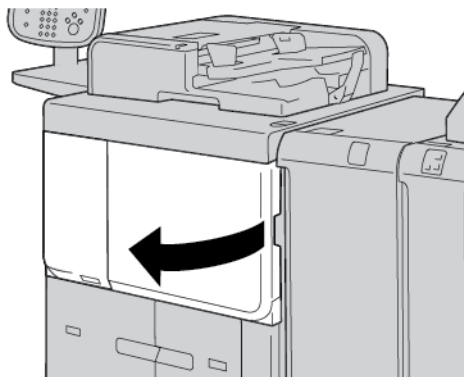
**Caution:** Never use a vacuum cleaner to remove spilled toner. Sparks inside the vacuum cleaner can cause a fire or explosion. To remove spilled toner, use a broom, brush, or a cloth moistened with a neutral detergent.



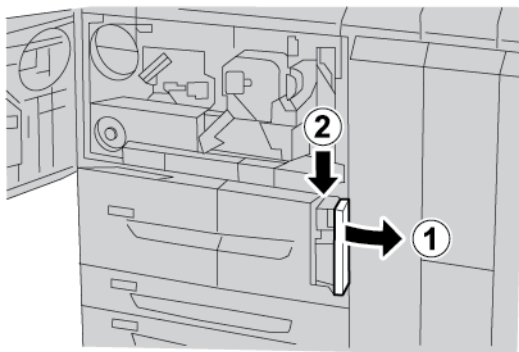
## Replacing the Waste Toner Container

A message appears on the printer touch screen when the waste toner container is full. If you continue copying or printing without replacing the waste toner container, the printer stops after copying or printing approximately 18,000 sheets.

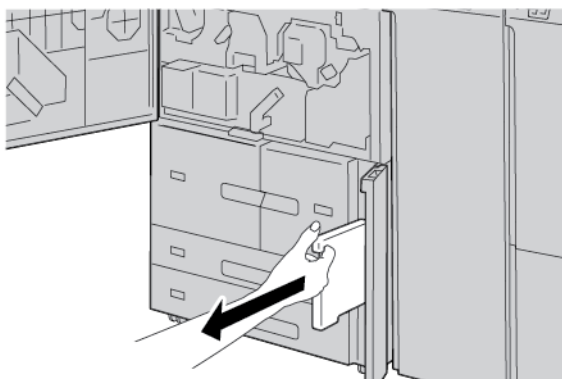
1. Ensure that the printer has stopped copying or printing. Open the front cover on the printer.



2. Open the waste toner container cover, then push down the lever.

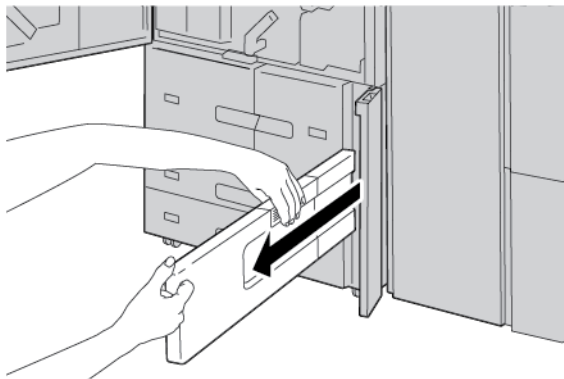


3. With one hand, grasp the handle of the waste toner container, then pull the container halfway out of the printer.

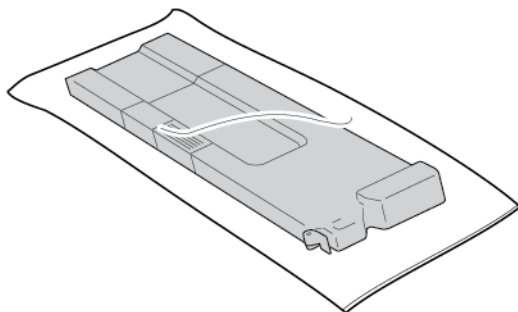


## Maintenance

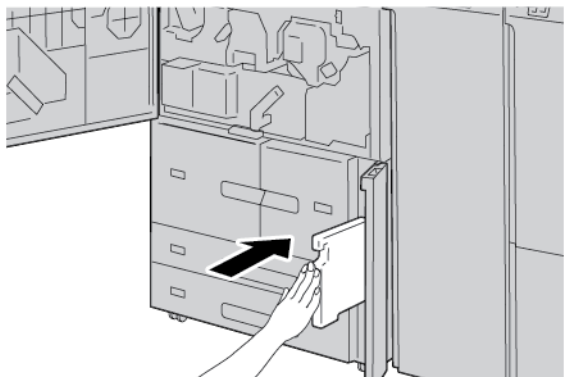
4. With the other hand, grasp the top middle part of the waste toner container, then use both hands to pull the container out of the printer.



5. Hold the used waste toner container firmly with both hands, then place the container into the plastic bag provided with the new waste toner container. Close the bag, then dispose of the container according to your local regulations.



6. Remove the new waste toner container from the packaging.
7. Do not grip the waste toner container handle. Grasp the top middle part of the new waste toner container, then slide the container into the printer until it stops.



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

If the front cover is open even slightly, a message appears on the printer touch screen, and the printer cannot operate.

# Troubleshooting

This chapter contains:

- General Troubleshooting ..... 196
- Image Quality Troubleshooting..... 200
- Copy Troubleshooting ..... 207
- Print Troubleshooting..... 211
- Scan Troubleshooting..... 214
- Paper Jams ..... 218
- Fax Problems..... 233
- Fault Information..... 235

## General Troubleshooting



**WARNING:** Precision components and high-voltage power supplies are used on the printer. Never open or remove printer covers that are screwed shut, unless specifically instructed in the User Guide. A high-voltage component can cause electric shocks. When you open the panels and covers that are screwed shut to install or detach optional accessories, ensure that you follow the instructions in the User Guide. Do not try to alter the printer configuration or modify any parts. These actions can cause printer malfunction or fire.

Symptoms	Check	Remedy
The printer is not powered on.	Is the power switch on the printer in the off position?	Press the power switch to the on position.
	Is the power cord plugged into the electrical outlet?	Press the power switch to the off position. Plug the power cord into the electrical outlet, then press the power switch to the on position.
	Is the power cord disconnected from the printer or the rear of the rack?	
	Is power of the correct voltage being supplied?	Ensure that the power supply is 200 -240 V, 15 A. Ensure that the power supplied is of a capacity that is compatible with the specified maximum power consumption of the printer (2.8 - 3.1 KVA).
The display is dark.	Is power saver mode on?	The printer is in power saver mode. To cancel power saver mode, press the <b>Power Saver</b> button on the control panel.
	Is the brightness dial set too low?	Adjust the display brightness using the brightness dial.
Unable to print, or unable to copy.	Is a message displayed on the control panel?	Follow the instructions displayed.
	Is the printer mode offline?	Press the <b>Machine Status</b> button, then from the printer mode, select <b>Online</b> .
	Is the power cord disconnected from the printer or the rear of the rack?	Press the power switch to the off position, then firmly plug in the power cord. Press the power switch to the on position.
The online indicator does not light, even though you sent a job to print.	Is the interface cable disconnected?	Press the power switch to the off position, unplug the power cord from the electrical outlet, then check the interface cable connection.  For information about network settings, refer to <i>Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide</i> .
	Is the environment correctly set on the personal computer?	Check the print driver and other environment settings on the personal computer.
	Is the required interface set?	Verify the status of the interface port in use.  For information about network settings, refer to <i>Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide</i> .

Symptoms	Check	Remedy
Tray 5 (Bypass) printing failed.	Is the correct paper loaded in the tray?	Follow the instructions that appear on the control panel to load paper of the correct size, then resend the job to print again.
Unsatisfactory print quality.	Image defect.	Refer to <a href="#">Image Quality Troubleshooting</a> .
Text prints incorrectly, text is corrupted.	Non-standard fonts are used for printing.	Check the application or print driver settings.
The online indicator lights, but copies are not delivered, even though the online indicator remains lit.	Data remains in the printer memory.	Cancel printing, or purge remaining data.
Cannot open or close trays.	Did you open a cover or power off the printer during printing?	Power off the printer without closing or opening a paper tray. Wait several seconds, then press the power switch to the on position. Ensure that the printer is online and ready to receive data, then close or open the paper tray.
Copies are not made at the required size.	Is the document scanning glass or the document cover dirty?	Clean the document glass or document cover.
	Is the document made of highly transparent material, such as a transparency?	Place the document on the document glass, then before you make a copy, place a white sheet of paper on top of the document.
	Is the document in the correct position?	Load the document correctly.
	Is the document loaded correctly?	
	Are the document guides in the correct position?	Properly set the document guides.
	Is the document folded or bent?	Straighten and properly reload the document.
	Is the document a non-standard size?	Enter the document size at the control panel.
Paper is jammed or wrinkled often.	Is the paper loaded properly in the paper tray?	Load paper correctly.
	Is the paper tray inserted properly?	Firmly push in the tray as far as possible.
	Is the paper damp?	Replace with paper from a new ream.
	Is the paper curled?	Either turn the paper so that the curl faces down in the paper tray, or replace with paper from a new ream.

## Troubleshooting

Symptoms	Check	Remedy
	Are the paper and paper tray settings correct?	Ensure that the paper and paper tray selected match the paper size settings.  Refer to Paper Tray Settings in <i>Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide</i> .
	Are there any torn pieces of paper remaining inside the printer, or is there a foreign object in the printer?	Open the door of the printer or slide out the paper tray, then remove the torn paper or the foreign object.
	Is unsupported paper loaded in the tray?	Replace with paper that meets printer specifications.
	Is the paper tray loaded past the maximum fill line?	Load paper in the paper tray so that it does not exceed the maximum fill line.
	Is the paper guide set correctly?	Load the paper correctly, and apply the paper guides lightly.
Documents are not fed into the document feeder.	Are the documents too small?	The minimum size of the document that can be loaded on the document feeder is A5, 148 x 210 mm (5.8 x 8.3 in.).
An error message appears after paper is loaded in paper Tray 5 (Bypass) and the Start button is pressed.	Check the position of the paper guides at the front side of paper Tray 5 (Bypass).	Set the paper guides to the correct positions.
Documents jam often.	Is the right type of paper or media used?	Ensure that the document feeder is loaded properly with acceptable media.
	Are you trying to copy irregular shaped documents, business cards, transparencies, or thin documents?	
	Are you trying to copy documents affixed with sticky labels, paper clips, or adhesive tape?	Remove sticky labels, paper clips, or adhesive tape from the document before copying.
	Are the document guides at the correct position?	Properly set the document guides.
	Is part of the document ripped, and a piece of paper remains in the document feeder?	Open the document feeder cover and check for pieces of paper.
	When you import originals of different sizes, is Mixed Size Originals set to ON?	Set Mixed Size Originals to ON.

Symptoms	Check	Remedy
	Is an A5-size document loaded horizontally on the document feeder when the Mixed Size Originals feature is in use?	Load the A5-size document vertically.
A corner of the document is folded.	Is the document curled?	Flatten out the curl, then load the document again.

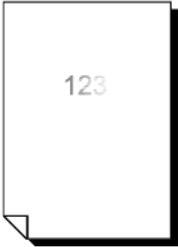
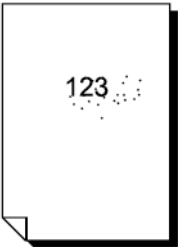
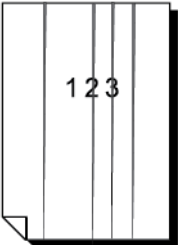
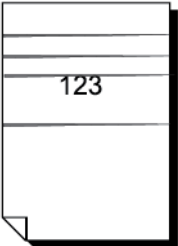
## Image Quality Troubleshooting

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

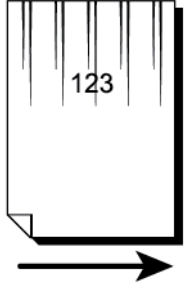

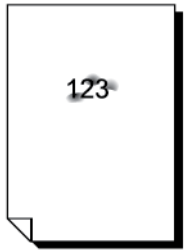
If image quality does not improve after you perform the relevant remedy, contact Xerox Technical Customer Support.


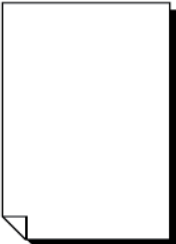
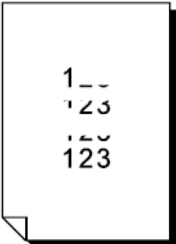

Symptoms	Check	Action
The copy is dirty.	Is the document glass or the document cover dirty?	Clean the document glass or the document cover.
	Is the document made of highly transparent material, such as a transparency?	If the document is highly transparent, marks on the document cover are copied. Place a white sheet of paper on the document, then make a copy.
	Is the document colored, of a rough texture, or a blueprint?	Either adjust the copy density or image quality, then retry copying.
	Are you making copies of glossy printing paper?	Glossy printing paper sticks easily to the document glass, and often, shadows are copied and reproduced as dirt. Place a transparency or highly transparent film under the document, then retry copying.
The copy has black lines.	Is the document glass on the feeder dirty?	Clean the document glass.
The copy is too dark.	Is the copy density set to Dark?	Adjust the copy density.
The copy is too light.	Is the copy density set to Light?	
The copy shifts slightly.	Is the paper shifting or is the leading edge of the paper not loaded flush with the tray corners?	Load the paper so that it is flush against the paper tray corners.
Images on the copy are skewed.	Is the document loaded correctly?	Load the document correctly.
	Is the paper loaded properly in the tray?	Load the paper correctly.
	Is the paper guide for Tray 5 (Bypass), set so that the tray touches the paper?	Load the paper correctly.
	Are the document guides at the correct position?	Load the document correctly, and align the document guides with the edge of the document.
	Is the paper tray set properly?	Firmly push in the tray as far as possible.
Part of the image is missing on the copy.	Is the paper damp?	Replace with paper from a new ream.
	Is the loaded paper folded or wrinkled?	
	Is the document pasted together or folded in?	The pasted or folded-in section can curl back and rise up from the surface of the document glass. Place a



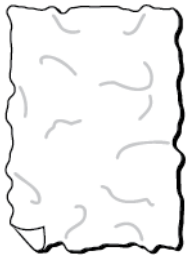

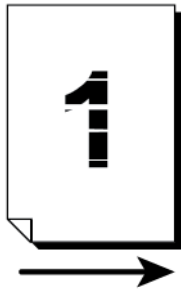

Symptoms	Check	Action
		stack of white sheets on the document to hold the document down flat against the document glass.
A stripe pattern appears in copies.	Is the document enlargement ratio set too large?	Some enlargement ratios can cause stripes. Adjust the copy enlargement ratio.
Printing is faint, smudged, or unclear. 	Is the paper damp?	Replace with paper from a new ream.
	The drum cartridge is depleted or damaged.	Contact Xerox Technical Customer Support.
Black dots are printed. 	The drum cartridge is depleted or damaged.	Contact Xerox Technical Customer Support.
Black lines are printed.  	The drum cartridge is depleted or damaged.	Contact Xerox Technical Customer Support.
	The document glass on the document feeder is dirty.	Clean the document glass.
Dirt appears at equal intervals.	Dirt on the paper feed path.	Print a few pages.

## Troubleshooting

Symptoms	Check	Action
	The drum cartridge is depleted or damaged.	Contact Xerox Technical Customer Support.
White dots appear in black filled areas. 	The paper in use is unsuitable.	Load suitable paper.
	The drum cartridge is depleted or damaged.	Contact Xerox Technical Customer Support.
<ul style="list-style-type: none"> <li>Printed toner smudges when rubbed with your finger.</li> <li>Toner is not fused to the paper.</li> <li>The paper is dirtied with toner.</li> </ul> 	Is the paper damp?	Replace with paper from a new ream.
	The paper in use is unsuitable.	Load suitable paper.
The entire paper area is printed black.	The drum cartridge is depleted or damaged.	Contact Xerox Technical Customer Support.
	High-voltage power supply malfunction.	Contact Xerox Technical Customer Support.

Symptoms	Check	Action
		
<p data-bbox="201 569 412 594">Nothing is printed.</p> 	<p data-bbox="451 569 773 653">Two or more sheets of paper are feeding simultaneously, known as double feed.</p> <p data-bbox="451 674 748 730">High-voltage power supply malfunction.</p>	<p data-bbox="824 569 1224 594">Fan the paper, then reset the paper.</p> <p data-bbox="824 674 1305 699">Contact Xerox Technical Customer Support.</p>
<p data-bbox="201 900 367 957">White areas or stripes appear.</p> 	<p data-bbox="451 900 672 926">Is the paper damp?</p> <p data-bbox="451 953 789 978">The paper in use is unsuitable.</p>	<p data-bbox="824 900 1240 926">Replace with paper from a new ream.</p> <p data-bbox="824 953 1052 978">Load suitable paper.</p>
<p data-bbox="201 1266 420 1323">The printing on the entire page is faint.</p> 	<p data-bbox="451 1266 769 1407">If the print was made using Tray 5 (Bypass), the size and type of the loaded paper differed from the setting on the print driver.</p> <p data-bbox="451 1434 748 1491">Two or more sheets can be feeding at the same time.</p>	<p data-bbox="824 1266 1398 1323">Load paper of the correct size and type into Bypass, Tray 5. Fan the paper thoroughly before you load it.</p> <p data-bbox="824 1434 1352 1459">Fan the paper thoroughly, then reset the paper.</p>
<p data-bbox="201 1627 375 1684">Paper becomes wrinkled.</p>	<p data-bbox="451 1627 789 1652">The paper in use is unsuitable.</p> <p data-bbox="451 1680 797 1736">Paper is being added while it is being fed.</p> <p data-bbox="451 1764 672 1789">Is the paper damp?</p>	<p data-bbox="824 1627 1240 1652">Replace with paper from a new ream.</p>

## Troubleshooting

Symptoms	Check	Action
 <p>Text is blurred.</p> 		
<p>White patches appear vertically.</p> 	<p>The drum cartridge is depleted or damaged.</p>	<p>Contact Xerox Technical Customer Support.</p>
<p>Text or images are printed at an angle.</p> 	<p>The paper guide in the paper tray is not set at the correct position.</p>	<p>Set the horizontal and vertical paper guides to the correct positions.</p>

## Image is not as Expected

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

## Troubleshooting

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

# Copy Troubleshooting

## Unable to Copy

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

## The Copy Result is not as Expected

Symptoms	Yes/No	Cause and Action	
The copy is dirty	Yes	Cause	The document glass or the document cover is dirty.
If No, go to the next symptom.		Action	Clean the document glass or the document cover.

## Troubleshooting

Symptoms	Yes/No	Cause and Action	
			If the problem is not solved, go to the next Cause and Action.
		Cause	The document is made of highly transparent material, such as a transparency.
		Action	If the document is highly transparent, marks on the document cover are copied. Place a white sheet of paper on the document, then make a copy.
			If the problem is not solved, go to the next Cause and Action.
		Cause	Color paper, rough paper, or blueprint paper is being used.
		Action	The background color of the paper is copied. Either adjust the copy density or image quality, or specify a background suppression color, then retry copying.
			If the problem is not solved, go to the next Cause and Action.
		Cause	Glossy paper is being used.
		Action	Glossy paper easily sticks to the document glass, and often, shadows are copied and reproduced as dirt. Place a transparency or highly transparent film under the document, then retry copying.
The copy is too dark or too light If No, go to the next symptom.	Yes	Cause	Copy density is set to Dark, or to Light.
		Action	Adjust the copy density.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The density of the document is too light.
		Action	Adjust the copy density.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The original type is inappropriate.
		Action	Copy the black text. If it is too light, for Original Type, select Text.
The copy shifts slightly If No, go to the next symptom.	Yes	Cause	Paper loaded in the paper tray is misaligned.
		Action	Align the edges of the paper, then load it flush against the front tray corners.
Part of the image is missing on the copy If No, go to the next symptom.	Yes	Cause	The paper is damp.
		Action	Replace with paper from a new ream.
			If the problem is not solved, go to the next Cause and Action.



Symptoms	Yes/No	Cause and Action	
		Cause	The paper in the paper tray has folds or wrinkles.
		Action	Replace with paper from a new ream.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The document is pasted together or folded in.
		Action	It is possible that the folded in or pasted part of the document does not touch the document glass. Place a stack of white sheets on the document to hold the document down flat against the document glass.
Stripes appear in the copy If No, go to the next symptom.	Yes	Cause	The document enlargement ratio is too large.
		Action	Stripes can appear at some enlargement ratios. Adjust the copy enlargement ratio.
Images on the copy are skewed If No, go to the next symptom.	Yes	Cause	The document is not loaded correctly.
		Action	Load the document correctly.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The document guides are set incorrectly.
		Action	Load the document correctly and align the document guides with the edges of the document.
			If the problem is not solved, go to the next Cause and Action.
	Yes	Cause	The paper tray is not inserted properly.
		Action	Insert the tray by firmly pushing it in as far as possible.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The paper guide for Tray 5 (Bypass), is misaligned.
		Action	Load the paper correctly, and align the paper guide with the edge of the paper.
Copies are not made at the desired size If No, go to the next symptom.	Yes	Cause	The document glass or the document cover is dirty.
		Action	Clean the document glass or the document cover.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The document is made of highly transparent material, such as a transparency.
		Action	Place a white sheet of paper on the document before copying.
			If the problem is not solved, go to the next Cause and Action.

## Troubleshooting

Symptoms	Yes/No	Cause and Action	
		Cause	The document is misaligned.
		Action	Load the document correctly.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The document guides are in an incorrect position.
		Action	Load the document correctly, and align the document guides with the edges of the document.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The document is a non-standard size.
		Action	Enter the document size, then copy.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The document is folded or bent.
		Action	Straighten and properly reset the document.

# Print Troubleshooting

This section describes solutions for problems encountered during printing.

- Unable to print
- The printed result is not as expected

## Unable to Print

Symptoms	Yes/No	Cause and Action	
Data remains in the printer. If No, go to the next symptom.	Yes	Cause	The printer is not powered on.
		Action	Power on the printer.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The network cable is disconnected from the computer.
		Action	Connect the network cable to the computer.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The network cable is disconnected from the printer.
		Action	Connect the network cable to the printer. For information about network settings, refer to <i>Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide</i> .
			If the problem is not solved, go to the next Cause and Action.
		Cause	The printer mode is set to Offline.
		Action	At the printer control panel, press the <b>Machine Status</b> button. On the Machine Status screen, confirm the printer mode. If the printer mode is Offline, on the Printer Mode screen, select <b>Online</b> .
			If the problem is not solved, go to the next Cause and Action.
		Cause	An error occurred with the printer.
		Action	Check the error details.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The IP address or SMB network path is misconfigured.
	Action	Configure a correct IP address or SMB network path.	


Symptoms	Yes/No	Cause and Action	
			For information about network settings, refer to <i>Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide</i> .
			If the problem is not solved, go to the next Cause and Action.
		Cause	The network connection between the computer and printer is incorrect.
		Action	Contact your System Administrator.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The port is not enabled.
		Action	Enable the port that is in use. For information about network settings, refer to <i>Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide</i> .
			If the problem is not solved, go to the next Cause and Action.
		Cause	There is insufficient space on the hard drive.
		Action	To increase the free space, delete unnecessary data.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The printer is connected to multiple computers.
		Action	Wait, then try printing again.
	The printer is not printing a copy or a network print job.	Yes	Cause
		Action	Load paper into the printer paper tray.
			If the problem is not solved, go to the next Cause and Action.
		Cause	Paper in the printer does not match the specified size.
		Action	Load paper that corresponds to the specified paper size.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The copy operation is performed during interrupt mode, and the job is interrupted.
		Action	Cancel the interrupt operation.
			If the problem is not solved, go to the next Cause and Action.

Symptoms	Yes/No	Cause and Action	
		Cause	An error occurred in the printer.
		Action	Check the error details. If the problem still persists, contact Xerox Technical Customer Support.

## The Printed Result is not as Expected

Symptoms	Yes/No	Cause and Action	
Printing performed with a different paper size If No, go to the next symptom.	Yes	Cause	The paper size provided is different from the size specified for the tray.
		Action	Change the paper size loaded in the tray, or change the print options to specify a tray that contains the appropriate size.
The image is cut off from the edge of the paper If No, go to the next symptom.	Yes	Cause	The image exceeds the printable area of the printer.
		Action	Increase the printable area of the printer, or decrease the document print area.
The printed font differs from the font specified on the computer If No, go to the next symptom.	Yes	Cause	Font replacement is configured on the print driver.
		Action	Check the font replacement table.
			If the problem is not solved, go to the next Cause and Action.
		Cause	Non-standard fonts are used for printing.
Printing is slow If No, go to the next symptom.		Action	Verify the application or print driver settings. If you are using PostScript, download the required fonts.
	Yes	Cause	The print mode specifies print quality.
The settings specified for print options do not take effect If No, go to the next symptom.		Action	When you print image data that has image quality as a priority, such as pictures, the print speed decreases. In the print mode, clear the check box for the image quality priority.
	Yes	Cause	A print driver for another model is in use.
		Action	Install the print driver for this printer model.
			If the problem is not solved, go to the next Cause and Action.
The printed image expands beyond the margins of the paper.		Cause	The optional device cannot be attached to the printer.
		Action	Verify that the optional device attached is compatible with the printer, and reset the printer configuration.
	Yes	Cause	The image exceeds the printable area of the printer.
		Action	Increase the printable area of the printer, or decrease the document print area.

# Scan Troubleshooting

 **Note:** This feature can require an optional package. For more information, contact the Customer Support Center.

## Unable to Scan with the Machine

Symptoms	Yes/No	Cause and Action	
Document not fed properly from the document feeder.	Yes	Cause	The document size is too small.
		Action	The minimum size of the document that can be loaded on the document feeder is A5 (148 x 210 mm).
			If the problem is not solved, go to the next Cause and Action.
		Cause	The correct type of document is not loaded.
		Action	You cannot use the document feeder with irregular sized documents, business cards, transparencies, or thin documents. In addition, you cannot load documents with tags, paper clips, or cellophane tape.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The document guides are in the incorrect position.
		Action	Set the document guides to match the document size correctly.
			If the problem is not solved, go to the next Cause and Action.
		Cause	Part of the document is ripped, and a piece of paper remains in the document feeder.
		Action	Open the document feeder cover, then remove the piece of paper.
			If the problem is not solved, go to the next Cause and Action.
		Cause	Documents of different sizes are set.
		Action	When you load documents of different sizes, specify <b>Mixed Size Originals</b> , otherwise, a paper jam results.

# Unable to Import the Scanned Document to the Computer

Symptoms	Yes/No	Cause and Action	
Unable to find the scanner If No, go to the next symptom.	Yes	Cause	The printer is not powered on.
		Action	Power on the printer.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The network cable is disconnected from the computer.
		Action	Connect the network cable to the computer.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The network cable is disconnected from the printer.
		Action	Connect the network cable to the printer. For information about network settings, refer to the <i>Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide</i> .
			If the problem is not solved, go to the next Cause and Action.
		Cause	The Salutation port is not enabled.
		Action	Enable the Salutation port. For information about network settings, refer to the <i>Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide</i> .
			If the problem is not solved, go to the next Cause and Action.
		Cause	The network connection between the computer and printer is abnormal.
		Action	Contact your System Administrator.
Unable to open the mailbox If No, go to the next symptom.	Yes	Cause	No mailbox is created.
		Action	Create a mailbox. Refer to Local Disk/Mailbox in the <i>Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide</i> .
			If the problem is not solved, go to the next Cause and Action.
		Cause	You have forgotten the mailbox password.
		Action	If you are unable to verify the password, set the password to <b>Off</b> , then reset the password.

Symptoms	Yes/No	Cause and Action	
			Refer to Local Disk/Mailbox in the <i>Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide</i> .
Scanner unable to scan data due to TWAIN transmission error  If No, go to the next symptom.	Yes	Cause	The scan driver is not installed.
		Action	Install the scan driver.
Operation halts during scanning	Yes	Cause	Is the file size too large?
		Action	Reduce the resolution, or choose a compressed output file format, then rescan.

## Unable to Send the Scanned Document Over the Network (FTP/SMB)

Symptoms	Yes/No	Cause and Action	
Unable to forward scanned documents over the network.	Yes	Cause	Is the server information entered correctly in the printer?
		Action	Verify that you have entered the server information correctly in the printer.
			If the problem is not solved, go to the next Cause and Action.
		Cause	Is the save location information entered correctly in the printer?
		Action	Verify that the save location information is entered correctly in the printer.
			If the problem is not solved, go to the next Cause and Action.
		Cause	When using SMB, is the Shared Name entered correctly in the printer?
		Action	Verify that the Shared Name is entered correctly in the printer.
			If the problem is not solved, go to the next Cause and Action.
		Cause	When using SMB (UNC Format), is the save location information entered correctly in the printer?
		Action	Verify that the save location information is entered correctly in the printer.
			If the problem is not solved, go to the next Cause and Action.



Symptoms	Yes/No	Cause and Action	
		Cause	Is the login name entered correctly in the printer?
		Action	Verify that the login name is entered correctly in the printer.
			If the problem is not solved, go to the next Cause and Action.
		Cause	Is the password entered correctly in the printer?
		Action	Verify that the password is entered correctly in the printer.

## Problems with Sending Email

Symptoms	Yes/No	Cause and Action	
Unable to send email	Yes	Cause	The email address is incorrect
		Action	Verify that the email address is correct.
			If the problem is not solved, go to the next Cause and Action.
		Cause	The maximum sending email size is exceeded.
		Action	Change the maximum sending email size, or reduce the resolution.  For maximum email size, refer to <i>Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide</i> .


## Paper Jams

If a paper jam occurs, a fault screen appears a message on the user interface that indicates the area in which the jam is situated. Follow the instructions provided to clear the jam and resume printer operation.

### Information About Paper Jams

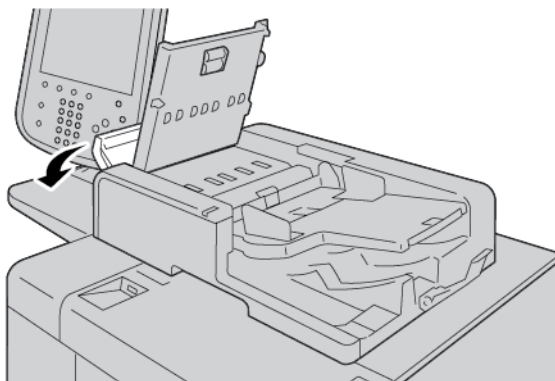
Review the following list to address paper jams:

- When paper jams inside the printer, the printer stops and an alarm sounds.
- To remove jammed paper, follow the instructions that appear on the control panel.
- Gently, remove the paper so that it does not tear. If paper is torn, ensure that you remove all the torn pieces of paper.
- If a piece of paper remains jammed inside the printer, the paper jam message remains on the printer touch screen.
- You can remove paper jams when the printer is powered on. When the printer is powered off, all information stored to the memory of the printer is erased.
- Do not touch components inside the printer. This action can cause print defects.
- After you clear a paper jam, printing resumes automatically from the state before the paper jam occurred.
- If a paper jam occurred during copying, press the **Start** button. Copying resumes from the state before the paper jam occurred.

 **WARNING:** When you remove jammed paper, ensure that no pieces of jammed paper are left in the printer. A piece of paper that remains in the printer can cause a fire. If a piece of paper is stuck in a hidden area, or paper is wrapped around the fuser unit or rollers, do not remove the paper forcefully. To prevent injury, power off the printer immediately, then contact Xerox Technical Customer Support.

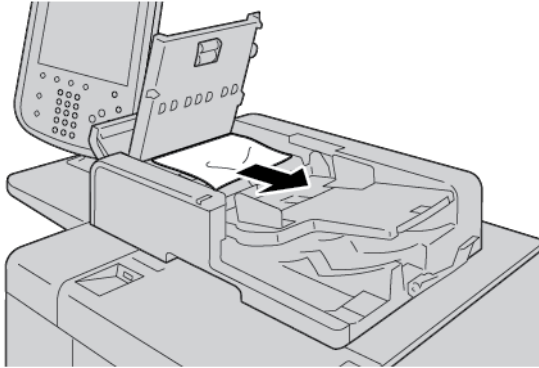
### Document Feeder Jams

1. Gently, release the latch of the document feeder top cover, then open the cover completely.




2. Open the left cover.

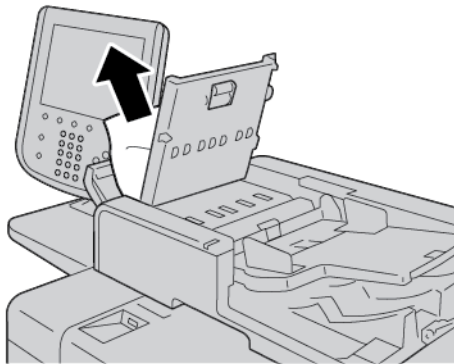
3. If the paper is not caught in the entry of the document feeder, remove the jammed paper.



4. If the printer touch screen message instructs you to open the inner cover, lift the lever, then open the inner cover. Remove the jammed paper.

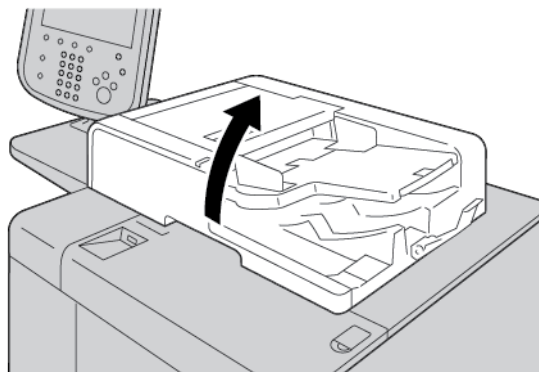
 **Note:** If paper is stuck in the document feeder, to avoid damage to the document, do not pull on the paper forcefully.

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



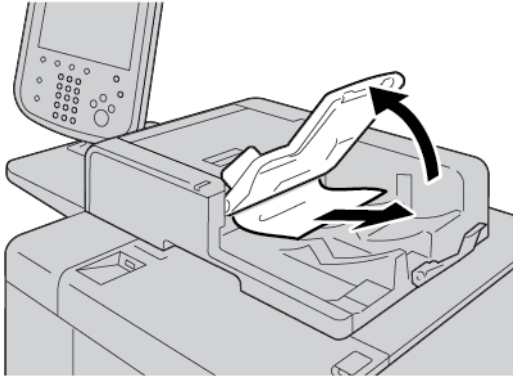
6. Close the following covers until they click into place. Close the covers in the following order:
  - Inner cover
  - Top cover
  - Left cover

7. If you cannot find a paper jam, slowly raise the document feeder. If the document is there, remove it.



## Troubleshooting

8. Close the document feeder.
9. If indicated on the printer touch screen message, raise the feeder tray area, then remove the document.



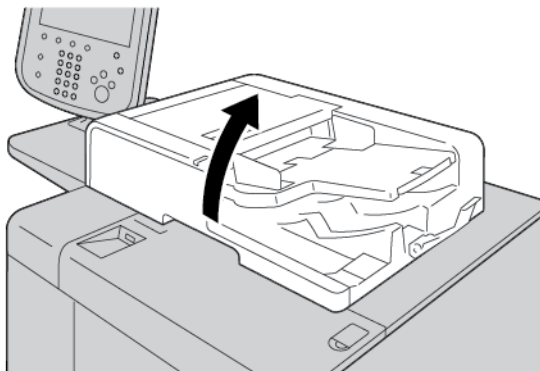
10. Gently, return the feeder tray to the original position.
11. After you remove the jammed document, follow the onscreen instructions to reload the document set into the document feeder.



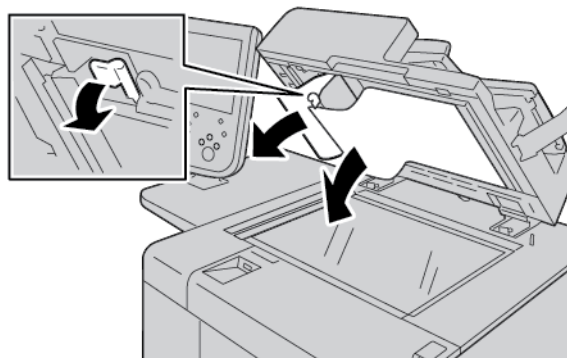
**Note:** Ensure that there is no torn, wrinkled, or folded paper in the document set. To scan torn, wrinkled, or folded documents, use the document glass only. The scanned document sheets are skipped automatically, and scanning resumes from the document sheet last scanned before the jam occurred.

## Document Jams Under the Document Feeder Belt

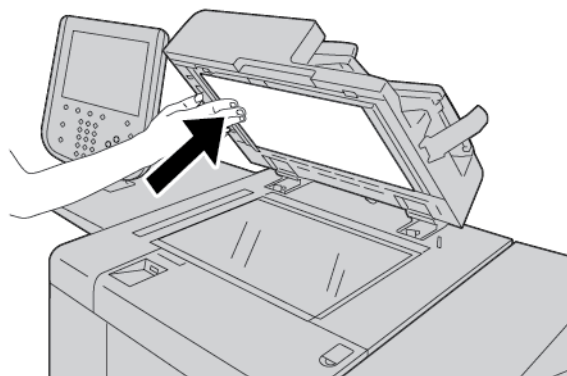
1. Open the document feeder.



2. To remove the jammed document, grip the belt lever, then release the document feeder belt.



3. Gently return the belt to the original position.




4. Close the document feeder.
5. Follow the instructions to reload the entire document set into the document feeder.




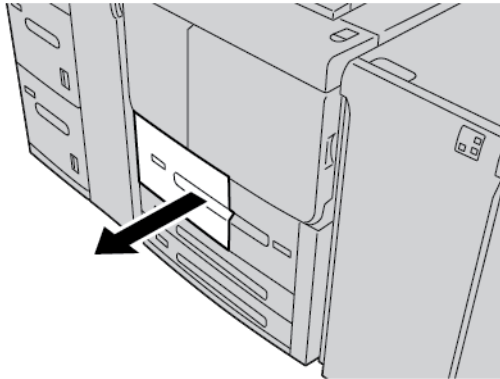
**Note:** Ensure that there are no torn, wrinkled, or folded documents in the document set. To scan torn, wrinkled, or folded documents, use the document glass, only. The scanned document sheets are skipped automatically, and scanning resumes from the document sheet last scanned before the jam occurred.

## Paper Jams in Trays 1–4

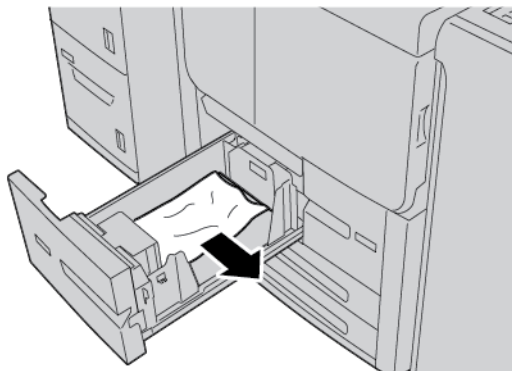
 **Tip:** Always ensure that you clear all paper jams, including any small ripped pieces of paper, before you proceed with your copy or print jobs.

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

 **Note:** To avoid tearing paper, before pulling out a tray, review where the paper jam occurred. Torn paper that remains inside the printer can cause printer malfunction.




2. Remove the jammed paper and any torn pieces.

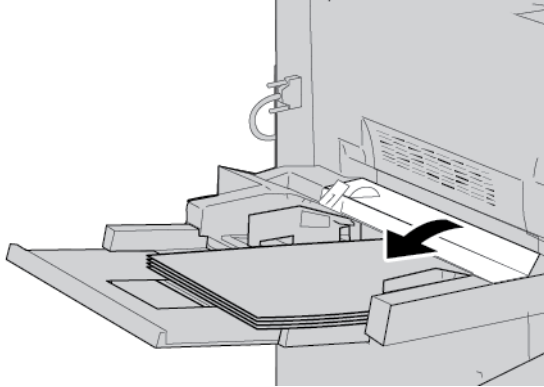


3. Push in the tray gently until it comes to a stop.

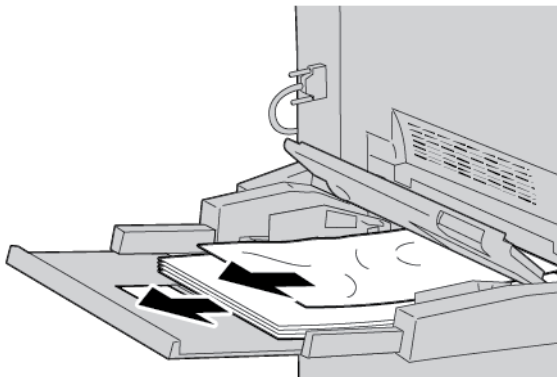
## Paper Jams in Tray 5 (Bypass)

 **Tip:** Always ensure that you clear all paper jams, including any small, ripped pieces of paper, before you proceed with any copy or print jobs.

1. Open the top cover of Tray 5 (Bypass).

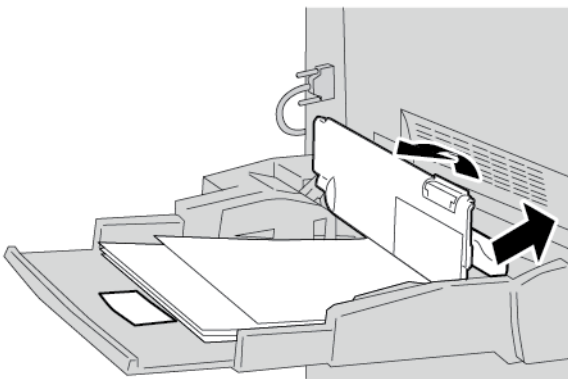


2. Remove the jammed paper and any paper that is loaded from the Bypass Tray.



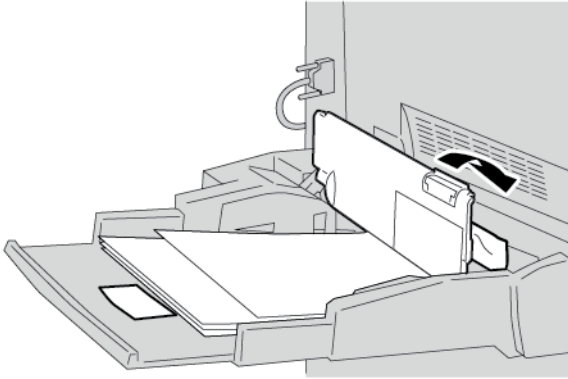
 **Note:** If paper is torn, check inside the printer and remove it.

3. Open the tray cover, then remove the jammed paper.



## Troubleshooting

4. Close the tray cover.



5. Reload the paper into the tray, then resume copying or printing.

## Envelope Jams in the Bypass Tray




**Note:** Envelopes can be fed only from the bypass tray. Verify that the envelopes are a supported type.

Carefully read and adhere to the following guidelines when using envelopes in the bypass tray:

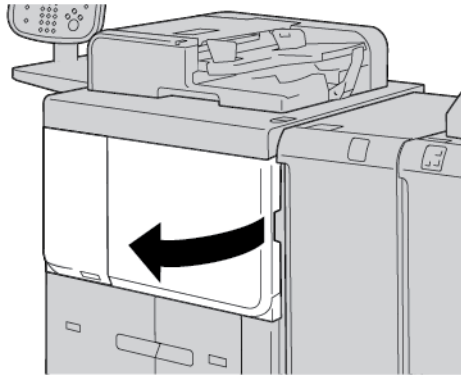
- Always ensure that the bypass tray guides are against the edges of the envelopes.
- Verify that the attributes of the paper tray are set correctly.
- Some wrinkle is expected on the back of the fed envelope.



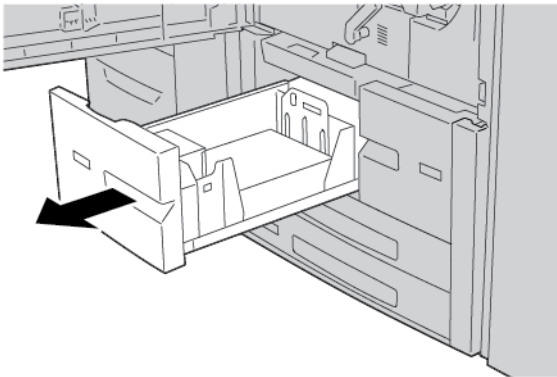
## Paper Jams in Transport Unit 4

 **Tip:** Always ensure that you clear all paper jams, including any small ripped pieces of paper, before you proceed with your copy or print jobs.

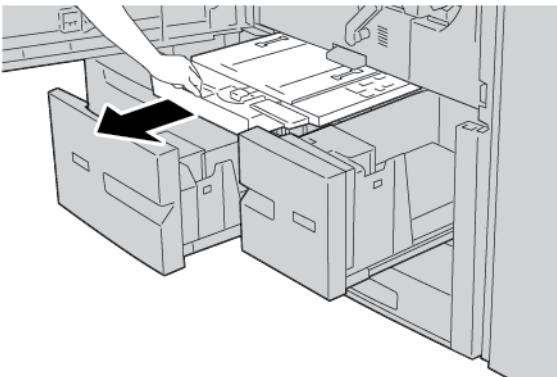
1. Before you open the front cover, ensure that the printer has stopped printing.



2. Pull out Tray 1.



3. Pull out Transport Unit 4. Tray 2 comes out as you pull out Transport Unit 4.

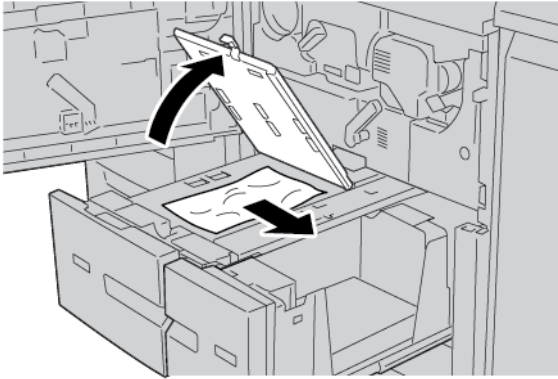


4. Lift lever 4a, then remove the jammed paper.

 **Note:** If paper is torn, check inside the printer and remove it.

## Troubleshooting

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



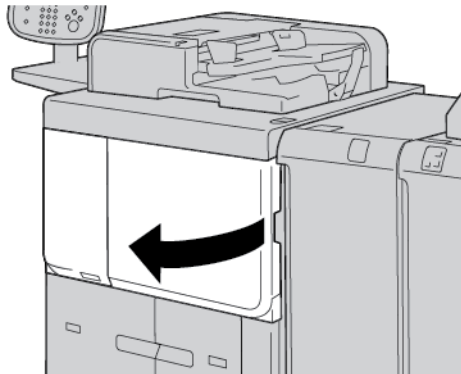
- Push in Tray 2 gently until it comes to a stop. Transport Unit 4 is inserted simultaneously.
- Push in Tray 1 gently until it comes to a stop.
- Close the front cover completely. If the front cover is open even slightly, the printer does not operate.

## Paper Jams Inside the Main Unit

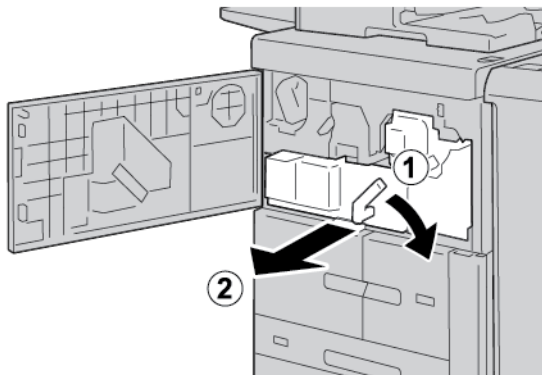
Always ensure that you clear all paper jams, including any small ripped pieces of paper, before you proceed with your copy or print jobs.

**⚠ WARNING:** Never touch a labeled area found on the fuser unit or nearby that indicates High Temperature and Caution. Contact can lead to burns.

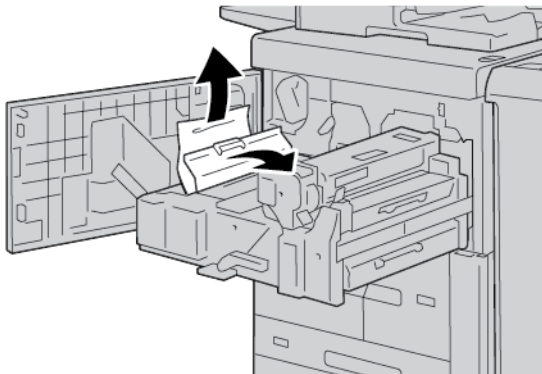
1. Before you open the front cover, ensure that the device has stopped printing.



2. Rotate the green lever at the center of the transfer module to the right, until it is in the horizontal position. Pull out the transfer module to the end.

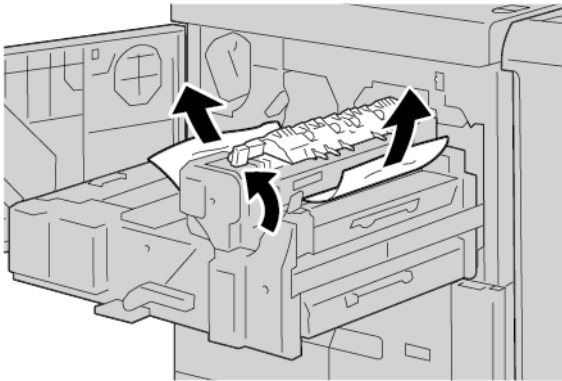


3. Lift lever **2b** to remove jammed paper. Rotate knob **2a** to remove the jammed paper.

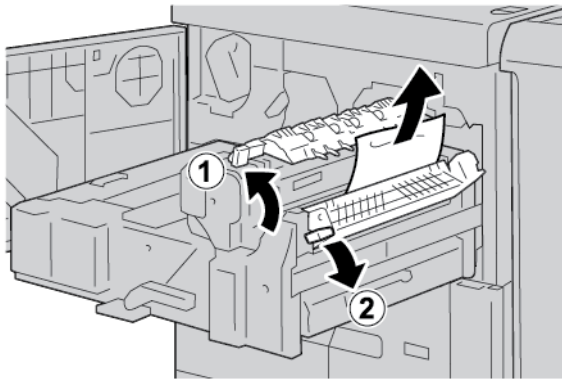


## Troubleshooting

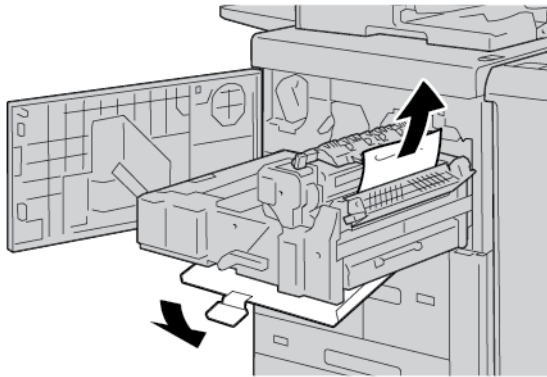
4. If paper is jammed at the top of the transfer module or inside the fuser unit, pull out the paper toward the left to remove it. If you cannot remove the paper, lift lever **2c**, then try to remove the paper.



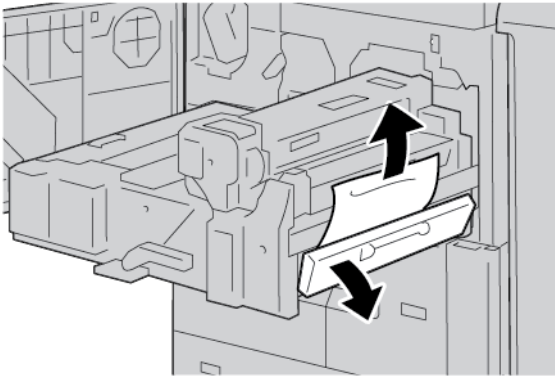
5. Lift lever **2c** as necessary, move lever **2d**, then remove the jammed paper.



6. Rotate knob **2f** as necessary, then remove the jammed paper.

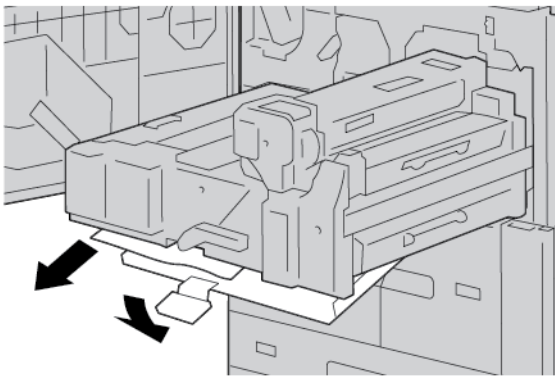


7. Move lever **3b** on the right of the fuser unit as necessary, then remove the jammed paper.




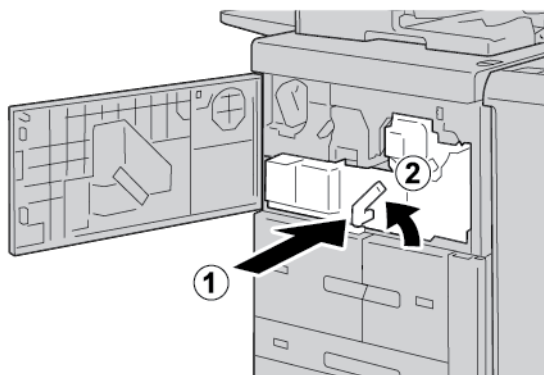
If the jammed paper remains inside and it is difficult to remove, return the transfer module to the original position, then pull out the duplex module. Try again to remove the jammed paper.

8. Lower the handle under the center of the transfer module, then remove the jammed paper.




9. Insert the transfer module completely, then rotate the green lever **2** to the left.

 **Note:** If the lever cannot be turned, pull out the transfer module to the middle, then insert it again.

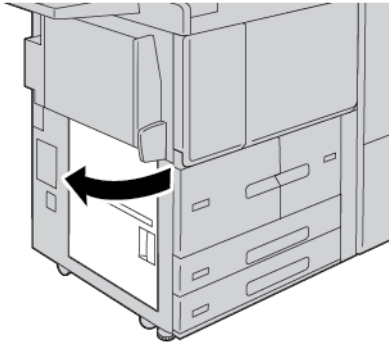


10. Close the front cover completely. If the front cover is open even slightly, the printer does not operate.


## Lower Left Cover Jams

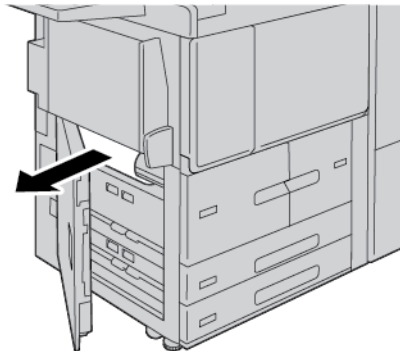
 **Note:** This procedure shows how to clear a jam when trays 6 and 7 of either the optional HCF or optional OHCF are not present. If you have either an HCF or an OHCF, open the front cover to optional trays 6 and 7 to access this area.

1. Open the lower left cover.




2. Remove the jammed paper.


 **Note:** If paper is torn, check inside the printer, then remove it.



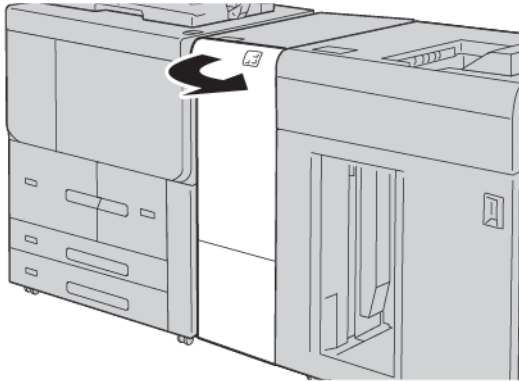
3. Close the lower left cover.

 **Note:** If the lower left cover is open, a message appears on the user interface, and the printer cannot operate.

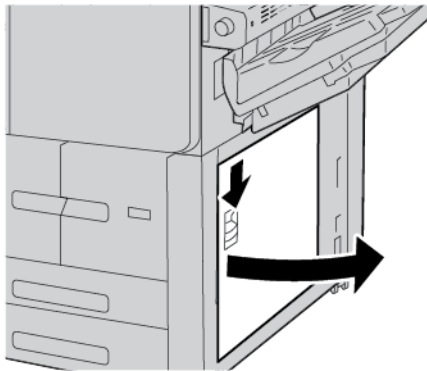
## Paper Jams in the Bottom-Right Door

 **Tip:** Always ensure that you clear all paper jams, including any small ripped pieces of paper, before you proceed with your copy or print jobs.

1. Ensure that the machine has stopped printing before you open the front door of the Interface Decurler Module.

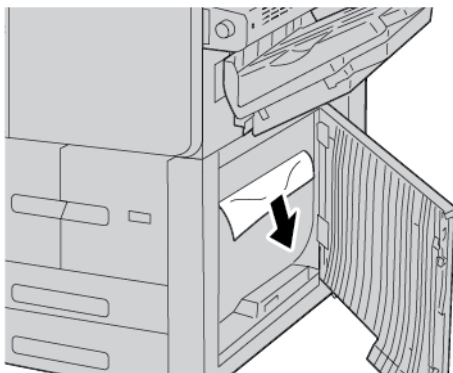


2. Slide the door latch downward and open the bottom-right door.



3. Remove the jammed paper.

 **Note:** If paper is torn, check inside the printer, then remove it.



## Troubleshooting

4. Close the bottom-right door.



**Note:** If the bottom-right cover is open, a message appears on the user interface, and the printer cannot operate.

5. Close the front door of the Interface Decurler Module completely. If the door is open, a message appears on the user interface, and the printer cannot operate.



## Fax Problems

If a fax cannot be sent or received correctly, refer to the following table, then perform the indicated operation. If a fax still cannot be sent or received correctly, even after performing the described operations, contact your service representative.

### Problems Sending Faxes

Symptom	Cause	Solution
The document is not scanned using the document feeder.	The document is too thick, too thin, or too small.	Use the document glass to send the fax.
The document is scanned at an angle.	The document feeder guides are not adjusted to the width of the document.	Adjust the document feeder guides to fit the width of the document.
The fax received by the recipient is blurry.	The document is positioned incorrectly.	Position the document correctly.
	The document glass is dirty.	Clean the document glass.
	The text in the document is too faint.	Adjust the resolution. Adjust the contrast.
	There may be a problem with the telephone connection.	Check the telephone line, then send the fax again.
	There may be a problem with the sending fax machine.	To ensure that your printer is operating correctly, make a copy. If the copy printed correctly, have the recipient check the condition of receiving fax machine.
The fax received by the recipient is blank.	The document was loaded incorrectly.	Document feeder: place the document to be faxed face up. Document glass: place the document to be faxed face down.
Fax was not transmitted.	The fax number may be wrong.	Check the fax number.
	The telephone line may be connected incorrectly.	Check the telephone line connection. If the line is disconnected, connect it.
	There may be a problem with the receiving fax machine.	Contact the fax recipient.

### Problems Receiving Faxes

Symptom	Cause	Solution
The received fax is blank.	There may be a problem with the telephone connection or with the sending fax machine.	Check that the printer can make copies. If the printer can make copies, have the sender send the fax again.

## Troubleshooting

Symptom	Cause	Solution
	The sender may have loaded the pages incorrectly.	Contact the sender.
The printer answers the call, but does not accept incoming data.	Not enough memory.	If the job contains several graphics, the printer might not have enough memory. The printer does not answer a call if memory is low. Delete stored documents and jobs, then wait for the existing job to complete. This increases available memory.
The received fax size is reduced.	The paper supply in the printer may not match the document size sent.	Confirm the original size of the documents. Documents might be reduced based on the available paper supply in the printer.
Faxes are not received automatically.	The printer is set to receive faxes manually.	Set the printer to automatic reception.
	The memory is full.	If the paper tray is empty, load paper, then print the faxes stored in memory.
	The telephone line is connected incorrectly.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the sending fax machine.	To ensure that your printer is operating correctly, make a copy. If the copy printed correctly, have the recipient check the condition of the receiving fax machine.

## Fault Information

The following occurs when there are faults, such as paper jams, open doors or covers, or a printer malfunction:

- The printer stops printing and a fault message appears on the printer control panel.
- The message includes an illustration that shows the location of the fault and a brief explanation of the corrective actions to clear the fault.
- Paper jams can occur in multiple areas of the printer and in any optional devices that are connected to the printer. When a paper jam occurs, the illustration changes to show the multiple locations and the required corrective actions.
- If a fault occurs with an optional device, an indicator illuminates on the optional device control panel, and shows the corresponding area on the device where the fault occurred.

When you clear paper jams, always refer to the following information:

- When you remove paper jams, do not power off the printer.
- You can remove paper jams when the printer is powered on. When you power off the printer, all information stored to the system memory is erased.
- Before you resume print jobs, clear all paper jams, including any small, torn pieces of paper.
- To avoid possible print defects, do not touch components inside the printer.
- Gently, remove the paper, and take care not to tear it. If paper is torn, ensure that you remove all torn pieces.
- After you remove paper jams, close all doors and covers. When doors or covers are open, the printer does not print.
- After you clear a paper jam, printing resumes automatically from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to appear on the printer control panel. To clear any remaining jams, refer to the printer control panel for instructions and information.

## Fault Messages

When faults occur, such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, then a message appears on the printer control panel. An illustration shows the location of the fault and a brief explanation of corrective actions to clear the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.



**Note:** For detailed information and instructions for clearing a fault, on the printer control panel, touch **Faults**. At the bottom of the fault screen, note the fault code.





# A

## Specifications

This appendix contains:

- [Copy Specifications](#)..... 238
- [Print Specifications](#) ..... 240
- [Scan Specifications](#) ..... 243
- [Duplex Automatic Document Feeder \(DADF\) Specifications](#) ..... 244

## Copy Specifications

Item	B9100, B9110, B9125, B9136
Copier Type	Console
Scanning Resolution	600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi
Output Resolution	600 x 600 dpi  <b>Note:</b> When the Image Enhancement feature is enabled, the output resolution is 2400 x 2400 dpi.
Gradation	256 gradations
Warm-up Time	<ul style="list-style-type: none"> <li>• 300 or fewer seconds</li> <li>• 45 or fewer seconds when the main power is on</li> </ul>  <b>Note:</b> Warm-up time is based on the room temperature 23° C (73.4° F).
Copy Document	For sheets and books, the maximum size is A3: 297 × 432 mm (11 × 17 in.).
Copy Paper Size	Maximum: A3: 297 x 420 mm (11 x 17 in.); 330 × 488 mm (12.6 × 19.2 in.) Minimum: A5: 148 x 210 mm (5.75 x 8.25 in.) Postcard for Tray 5 (Bypass) <ul style="list-style-type: none"> <li>• Image loss width for A3 or smaller: leading edge 5 mm (.196 in.); trailing edge 5 mm (.196 in.); left and right edges 5 mm (.196 in.)</li> <li>• Image loss width for paper larger than A3: leading edge 28.0 mm (1.10 in.); trailing edge 28.0 mm (1.10 in.); left and right edges 16.5 mm (.649 in.)</li> </ul>
First Copy Output Time	3.9 seconds for A4
Values can differ depending on the printer configuration.	
Copy Reduction	100 %: 1:1 ± 0.7 %
Enlargement Ratio	Preset %: 1:0.500, 1:0.707, 1:0.816, 1:0.866, 1:1.154, 1:1.225, 1:1.414, 1:1.632, 1:2.000 Variable %: 1:0.25 to 1:4.00 in 1 % increments

Item	B9100, B9110, B9125, B9136
<p>Continuous Copy Speed</p> <p>When you adjust the image quality, the speed can be affected.</p> <p>Depending on the paper type, the printer performance can be affected.</p>	<ul style="list-style-type: none"> <li>• Xerox PrimeLink B9100 Copier/Printer: A4: 210 x 297 mm; A: 8.5 x 11 in.: 1-sided: 100 ppm; 2-sided: 100 ppm A3: 297 x 420 mm (11 x 17 in.): 1-sided: 50 ppm; 2-sided: 50 ppm</li> <li>• Xerox PrimeLink B9110 Copier/Printer: A4: 210 x 297 mm; A: 8.5 x 11 in.: 1-sided: 110 ppm; 2-sided: 110 ppm A3: 297 x 420 mm (11 x 17 in.): 1-sided: 55 ppm; 2-sided: 55 ppm</li> <li>• Xerox PrimeLink B9125 Copier/Printer: A4: 210 x 297 mm; A: 8.5 x 11 in.: 1-sided: 125 ppm; 2-sided: 125 ppm A3: 297 x 420 mm (11 x 17 in.): 1-sided: 62 ppm; 2-sided: 62 ppm</li> <li>• Xerox PrimeLink B9136 Copier/Printer: A4: 210 x 297 mm; A: 8.5 x 11 in.: 1-sided: 136 ppm; 2-sided: 136 ppm A3: 297 x 420 mm (11 x 17 in.): 1-sided: 68 ppm; 2-sided: 68 ppm</li> </ul>
<p>Continuous Copy Pages</p>	<p>9999 sheets</p> <p>The printer can pause temporarily to perform an image stabilization.</p>



**Note:** The Fax feature is available only on the Xerox® PrimeLink® B9100 Copier/Printer.

## Print Specifications

Type	Built-in type
Continuous Print Speed	<ul style="list-style-type: none"> <li>Xerox PrimeLink B9100 Copier/Printer: A4: 210 x 297 mm; A: 8.5 x 11 in.: 1-sided: 100 ppm; 2-sided: 100 ppm A3: 297 x 420 mm (11 x 17 in.): 1-sided: 50 ppm; 2-sided: 50 ppm</li> <li>Xerox PrimeLink B9110 Copier/Printer: A4: 210 x 297 mm; A: 8.5 x 11 in.: 1-sided: 110 ppm; 2-sided: 110 ppm A3: 297 x 420 mm (11 x 17 in.): 1-sided: 55 ppm; 2-sided: 55 ppm</li> <li>Xerox PrimeLink B9125 Copier/Printer: A4: 210 x 297 mm; A: 8.5 x 11 in.: 1-sided: 125 ppm; 2-sided: 125 ppm A3: 297 x 420 mm (11 x 17 in.): 1-sided: 62 ppm; 2-sided: 62 ppm</li> <li>Xerox PrimeLink B9136 Copier/Printer: A4: 210 x 297 mm; A: 8.5 x 11 in.: 1-sided: 136 ppm; 2-sided: 136 ppm A3: 297 x 420 mm (11 x 17 in.): 1-sided: 68 ppm; 2-sided: 68 ppm</li> </ul> <p>When continuously printing a single document of A4: 210 x 297 mm (8.5 x 11 in.), speed can be reduced during the following image-quality adjustments:</p> <ul style="list-style-type: none"> <li>When High Precision is specified for the Print Mode in the PCL driver</li> <li>When High Precision or High Image Quality is specified for the Print Mode in the PostScript driver</li> </ul> <p>Performance can be reduced depending on the paper type.</p>
Resolution	<p>Output resolution: 600 × 600 dpi</p> <p>Data processing resolution: 2400 x 2400 dpi</p>
Page Description Language	PostScript and PCL6
Emulation	ESC/P: VP-1000; HP-GL: HP7586B; HP-GL2/RTL: HP DesignJet 750C Plus); PCL5c/PCLXL: HP Color LaserJet 5500; ESCP/K; KS/KSSM
Memory Capacity	512 Mbyte
Built-in Fonts	<p>PCL: European: 82 type faces; symbol: 86 sets</p> <p>PostScript: European: 136 type faces</p>
Interface	Standard: Ethernet 100Base-TX/10Base-T





Type	Built-in type
	USB 2.0
Supported Protocol	Ethernet: TCP/IP (SMB, LPD, Port9100, IPP, WSD, Novell® NetWare); NetBEUI (SMB), (IPX/SPX), (NetWare®)



## Specifications

Type	Built-in type
Supported OS	<ul style="list-style-type: none"> <li>• PCL Driver               <ul style="list-style-type: none"> <li>– Windows® 10 (32 bit)</li> <li>– Windows® 10 (64 bit)</li> <li>– Windows® 8.1 (32 bit)</li> <li>– Windows® 8.1 (64 bit)</li> <li>– Windows® 7 (32 bit)</li> <li>– Windows® 7 (64 bit)</li> <li>– Windows Server® 2016 (64 bit)</li> <li>– Windows Server® 2012 R2 (64 bit)</li> <li>– Windows Server® 2012 (64 bit)</li> <li>– Windows Server® 2008 R2 (64 bit)</li> <li>– Windows Server® 2008 (32 bit)</li> <li>– Windows Server® 2008 (64 bit)</li> <li>– Mac OS X Driver</li> <li>– macOS 10.12 Sierra</li> <li>– OS X 10.11 El Capitan</li> <li>– OS X 10.10 Yosemite</li> <li>– OS X 10.9 Mavericks</li> <li>– OS X 10.8 Mountain Lion</li> </ul> </li> <li>• PostScript Driver               <ul style="list-style-type: none"> <li>– Windows® 10 (32 bit)</li> <li>– Windows® 10 (64 bit)</li> <li>– Windows® 8.1 (32 bit)</li> <li>– Windows® 8.1 (64 bit)</li> <li>– Windows® 7 (32 bit)</li> <li>– Windows® 7 (64 bit)</li> <li>– Windows Server® 2016 (64 bit)</li> <li>– Windows Server® 2012 R2 (64 bit)</li> <li>– Windows Server® 2012 (64 bit)</li> <li>– Windows Server® 2008 R2 (64 bit)</li> <li>– Windows Server® 2008 (32 bit)</li> <li>– Windows Server® 2008 (64 bit)</li> <li>– macOS 10.12 Sierra</li> <li>– OS X 10.11 El Capitan</li> <li>– OS X 10.10 Yosemite</li> <li>– OS X 10.9 Mavericks</li> <li>– OS X 10.8 Mountain Lion</li> </ul> </li> </ul>

## Scan Specifications

Type	Color scanner
Scan Size	For sheets and books, the maximum size is A3: 297 × 432 mm (11 × 17 in.)
Scan Resolution	600 × 600 dpi, 400 × 400 dpi, 300 × 300 dpi, 200 × 200 dpi
Scan Graduation	Color: 10-bit input; 8-bit output for each RGB color Monochrome: 1-bit input; 1-bit output Color: 10-bit input; 8-bit output for each RGB color
Document Scan Speed	1-sided: 135 ppm 2-sided: 270 ppm  <b>Note:</b> If you select the Store to Folder option for A4 documents, the scan speed is 200 dpi.  <b>Note:</b> <ul style="list-style-type: none"> <li>• 1-sided: 135 ppm</li> <li>• 2-sided: 270 ppm</li> </ul>
Scan to Mailbox	Scans the data to TIFF, JPEG, PDF, DocuWorks, or XPS (XML Paper Specification), then sends the document as an email attachment.
Scan to Windows computer	Scans a document, then sends the scanned data to a network computer using the FTP or SMB protocol.
Email	Supported protocol: TCP/IP: SMTP Output format: <ul style="list-style-type: none"> <li>• For scanning color documents: monochrome, two colors, TIFF: compression types MR (Modified Huffman) and MMR (Modified Modified Read)</li> <li>• DocuWorks® documents and PDF®</li> </ul>

# Duplex Automatic Document Feeder (DADF) Specifications

Item	Specification
Document Size and Type	<p>Size:</p> <p>Maximum: A3: 297 x 432 mm (11 x 17 in.)</p> <p>Minimum: A6: 105 x 148 mm (4.1 x 5.8 in.)</p> <p>Weight: 38–200 g/m<sup>2</sup>; 2 sided: 50–200 g/m<sup>2</sup></p> <p>Type: A4: 210 x 297 mm; A: 8.5 x 11 in.; A5: 148 x 210 mm (5.8 x 8.3 in.); 216 x 356 mm short edge feed (SEF); 8.5 x 14 in. (SEF); 297 x 432 mm (SEF); 11 x 17 in. (SEF)</p>
Paper Capacity	<p>250 sheets</p> <p> <b>Note:</b> Maximum sheet capacity for each tray is based on 80 g/m<sup>2</sup> paper.</p>
Document Feeding Speed A4: 210 x 297 mm; A: 8.5 x 11 in. portrait, 1-sided	<ul style="list-style-type: none"> <li>• For copying               <ul style="list-style-type: none"> <li>1-sided: 100 ppm</li> </ul> </li> <li>• For scanning               <ul style="list-style-type: none"> <li>1-sided: 135 ppm</li> <li>2-sided: 270 ppm</li> </ul> </li> </ul> <p> <b>Note:</b> If you select the Store to Folder option for A4 documents, the scan speed is 200 dpi.</p>

# B

## Regulatory Information

This appendix contains:

- [Basic Regulations](#) ..... 246
- [Copy Regulations](#) ..... 252
- [Fax Regulations](#)..... 255
- [Safety Data Sheets](#) ..... 259

## Basic Regulations

Xerox has tested this printer to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this printer in a typical office environment.

### United States FCC Regulations

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy. If the equipment is not installed and used in accordance with these instructions, it can cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference. Users are required to correct the interference at their own expense.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications to this equipment not approved by Xerox can void the authority of the user to operate this equipment.



**WARNING:** To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

### Xerox® PrimeLink® B9100/B9110/B9125/B9136

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. this device may not cause harmful interference, and
2. this device must accept any interference received, including interference that may cause undesired operation.

Responsible Party: Xerox Corporation

Address: 800 Phillips Road, Webster, NY 14580

Internet Contact Information: [www.xerox.com/office/worldcontacts](http://www.xerox.com/office/worldcontacts)

### Canada

This Class A digital apparatus complies with Canadian ICES-003 and ICES-001.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 et NMB-001 du Canada.

## EcoLogo Certified to Office Machines CCD-035



This product is certified to EcoLogo standard for office machines, meeting all requirements for reduced environmental impact. As part of achieving certification, Xerox Corporation has proven this product meets the EcoLogo criteria for energy efficiency. Certified copier, printer, multifunctional device, and fax products must also meet criteria such as reduced chemical emissions and demonstrate compatibility with recycled supplies. EcoLogo was established in 1988 to help consumers find products and services with reduced environmental impacts. EcoLogo is a voluntary, multi-attribute, and lifecycle-based environmental certification. This certification indicates that a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party, environmental performance standards.

## Certifications in Europe



The CE mark applied to this product symbolizes a declaration of conformity by Xerox with the following applicable Directives of the European Union as of the date indicated:

- April 16, 2014: Radio Equipment Directive 2014/53/EU

Hereby, Xerox declares that the radio equipment model Xerox® PrimeLink® B9100/B9110/B9125/B9136 is in compliance with Directive 2014/53/EU. The full text of the EU declaration of conformity can be found at the following internet address: [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe).

This printer, if used properly in accordance with the instructions, is not dangerous for the consumer or for the environment.



### **WARNING:**

- Changes or modifications to this equipment not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.
- External radiation from Industrial, Scientific, and Medical (ISM) equipment can interfere with the operation of this Xerox device. If external radiation from ISM equipment interferes with this device, contact your Xerox representative for assistance.
- This is a class A product. In a domestic environment, this product can cause radio frequency interference, in which case the user can be required to take adequate measures.

## European Union Lot 4 Imaging Equipment Agreement Environmental Information

### Environmental Information Providing Environmental Solutions and Reducing Cost

The following information has been developed to assist users and has been issued in relation to the European Union (EU) Energy Related Products Directive, specifically the Lot 4 study on Imaging

## Regulatory Information

Equipment. This requires manufacturers to improve environmental performance of in scope products and supports the EU action plan on energy efficiency.

In scope products are Household and Office equipment that meet the following criteria:

- Standard monochrome format products with a maximum speed less than 66 A4 images per minute.
- Standard color format products with a maximum speed less than 51 A4 images per minute

## Environmental Benefits of Duplex Printing

Most Xerox® products have duplex printing, also known as 2-sided printing, capability. This enables you to print on both sides of the paper automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption. The Lot 4 Imaging Equipment agreement requires that on models greater than or equal to 40 ppm color or greater than or equal to 45 ppm monochrome the duplex function has been auto enabled, during the setup and driver installation. Some Xerox® models below these speed bands may also be enabled with 2-sided printing settings defaulted on at the time of install. Continuing to use the duplex function will reduce the environmental impact of your work. However, should you require simplex/1-sided printing, you may change the print settings in the print driver.

## Paper Types

This product can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN12281 or a similar quality standard. Lighter weight paper (60 g/m<sup>2</sup>), which contains less raw material and thus save resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs.

## ENERGY STAR Qualified Product



The following configuration of this device is ENERGY STAR® qualified under the ENERGY STAR Program Requirements for Imaging Equipment:

Network printer with copy, automatic 2-sided printing, scan functions, fax functions, and USB or network connectivity.

The ENERGY STAR and ENERGY STAR mark are registered United States trademarks.

The ENERGY STAR Imaging Equipment Program is a team effort between United States, European Union, and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction printers, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain, and long-term changes to the climate by decreasing the emissions that result from generating electricity.

ENERGY STAR settings are preset on Xerox® equipment at the factory to switch to Power Saver modes after 15 minutes from the last copy or print.

## Power Consumption and Power Saver Activation Time

The amount of electricity a product consumes depends on the way the device is used. This product is designed and configured to enable you to reduce your electricity costs.



After the last print, the device switches to Ready mode. In this mode, the device can print again immediately. If the device is not used for an interval of time, the device switches to Power Saver mode. In Power Saver mode, only essential functions remain active, which permits reduced product power consumption.

The product takes slightly longer to produce the first print after it exits Power Saver mode than it takes in Ready mode. This delay is the result of the system waking up from Power Saver mode and is typical of most imaging products on the market.

Before you turn off Power Saver mode or set a long activation time, consider the increase in product power consumption.

To learn more about Xerox participation in sustainability initiatives, go to: [www.xerox.com/environment](http://www.xerox.com/environment).

## Default Power Saver Settings

This device is ENERGY STAR®-qualified under the ENERGY STAR Program Requirements for Imaging Equipment. The transition time from Ready mode to Low-Power mode can be set up to 60 minutes. The default value is 15 minutes. The transition time from Low-Power mode to Sleep mode can be set up to 60 minutes. The default value is set at 45 minutes. The total transition time from Ready mode to Sleep mode can take up to 60 minutes.

To change the Power Saver settings, contact your System Administrator, or refer to *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide* at [www.xerox.com/office/PLB91XXdocs](http://www.xerox.com/office/PLB91XXdocs).

## Germany

### Germany - Blue Angel



RAL, the German Institute for Quality Assurance and Labeling, has awarded this device the Blue Angel Environmental Label. This label distinguishes it as a device that satisfies Blue Angel criteria for environmental acceptability in terms of device design, manufacture, and operation. For more information, go to: [www.blauer-engel.de](http://www.blauer-engel.de).

### Electrical Specifications

- Rated Voltage 220–240 VAC
- Current – 10 A
- Frequency 50/60 Hz.

### Blendschutz

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

## Lärmemission

Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

## Importeur

Xerox GmbH

Hellersbergstraße 2-4

41460 Neuss

Deutschland

## Turkey RoHS Regulation

In compliance with Article 7 (d), we hereby certify "it is in compliance with the EEE regulation."

"EEE yönetmeliğine uygundur."

## Eurasian Economic Community Certification



Russia, Belarus, and Kazakhstan are working to establish a common customs union, the Eurasian Economic Community, or EurAsEC. The Eurasian Economic Community members anticipate sharing a common regulatory scheme and common EurAsEC certification mark, the EAC Mark.

The date of manufacture is found on the Electrical Dataplate (Marking Label) on the back of the machine.

## European Union Radio Equipment Directive 2014/53/EU

### User Information

Hereby, Xerox declares that the radio equipment is in compliance with Directive 2014/53/EU. The full text of the EU declaration of conformity is available at the following internet address: [www.xerox.com/environment\\_europe](http://www.xerox.com/environment_europe)

### Regulatory Information for 13.56 MHz RFID

This product contains a 13.56 MHz Radio Frequency Identification Device (RFID) that complies with the requirements specified in FCC Part 15, Industry Canada RSS-210, and European Council Directive 2014/53/EU. Radio Frequency (RF) output power of this device will not exceed 13.5 dBm.

Questions: [EHS-Europe@xerox.com](mailto:EHS-Europe@xerox.com)

# Labeling Requirements

## United States

Radio Frequency Identification Device (RFID) manufacturer and model name must be listed on the RFID device.

## European Union

A CE mark is required on the host product. A notified body number is required next to the CE mark in cases where a notified body was involved in the RFID approval process. Notified Body involvement is not mandatory.

## Brazil

A Radio Frequency Identification Device model name must be listed on the device.

# Copy Regulations

## United States

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:
  - Certificates of Indebtedness.
  - National Bank Currency.
  - Coupons from Bonds.
  - Federal Reserve Bank Notes.
  - Silver Certificates.
  - Gold Certificates.
  - United States Bonds.
  - Treasury Notes.
  - Federal Reserve Notes.
  - Fractional Notes.
  - Certificates of Deposit.
  - Paper Money.
  - Bonds and Obligations of certain agencies of the government, such as FHA and so on.
  - Bonds. United States Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.
  - Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.
  - Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75% or more than 150% of the linear dimensions of the original.
  - Postal Money Orders.
  - Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.
  - Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
  - Adjusted Compensation Certificates for Veterans of the World Wars.
2. Obligations or Securities of any Foreign Government, Bank, or Corporation.
3. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the “fair use” or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

4. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.
5. Passports. Foreign Passports may be photographed.
6. Immigration papers.
7. Draft Registration Cards.
8. Selective Service Induction papers that bear any of the following Registrant's information:
  - Earnings or Income.
  - Court Record.
  - Physical or mental condition.
  - Dependency Status.
  - Previous military service.
  - Exception: United States military discharge certificates may be photographed.
9. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, and so on (unless photograph is ordered by the head of such department or bureau).

Reproducing the following is also prohibited in certain states:

- Automobile Licenses.
- Drivers' Licenses.
- Automobile Certificates of Title.

The preceding list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

For more information about these provisions contact the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

## Canada

Parliament, by stature, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

- Current bank notes or current paper money
- Obligations or securities of a government or bank
- Exchequer bill paper or revenue paper
- The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law
- Proclamations, orders, regulations, or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province)
- Marks, brands, seals, wrappers, or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission, or agency established by the Government of Canada or of a province or of a government of a state other than Canada

## Regulatory Information

- Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada
- Documents, registers, or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof
- Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner

This list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

## Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

- Currency notes
- Bank notes and checks
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

# Fax Regulations

## United States

### Fax Send Header Requirements

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.

For instructions on programming the Fax Send Header information, refer to the section of the *System Administrator Guide* on Setting Transmission Defaults.

### Data Coupler Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.


A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It connects to a compatible modular jack that is also compliant. See installation instructions for details.

You can safely connect the printer to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that can be connected to a telephone line. Excessive RENs on a telephone line could result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that can be connected to a line, as determined by the RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

To order the correct service from the local Telephone Company, you could also have to quote the codes in the following list:

- Facility Interface Code (FIC) = 02LS2
- Service Order Code (SOC) = 9.0Y

 **Caution:** Ask your local Telephone Company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

## Regulatory Information

If this Xerox® equipment causes harm to the telephone network, the Telephone Company could temporarily discontinue service to the telephone line to which it is connected. If advance notice is not practical, the Telephone Company notifies you of the disconnection as soon as possible. If the Telephone Company interrupts your service, they can advise you of your right to file a complaint with the FCC if you believe that it is necessary.

The Telephone Company could change its facilities, equipment, operations, or procedures which could affect the operation of the equipment. If the Telephone Company changes something that affects the operation of the equipment, they should notify you in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this Xerox® equipment, please contact the appropriate service center for repair or warranty information. Contact information is contained in the Machine Status menu on the printer and in the back of the Troubleshooting section of the User Guide. If the equipment is causing harm to the telephone network, the Telephone Company may request you to disconnect the equipment until the problem is resolved.

Only a Xerox Service Representative or an authorized Xerox Service provider are authorized to make repairs to the printer. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

Your office could have specially wired alarm equipment connected to the telephone line. Make sure that the installation of this Xerox® equipment does not disable your alarm equipment.


If you have questions about what could disable alarm equipment, consult your Telephone Company or a qualified installer.

## Canada

This product meets the applicable Industry Canada technical specifications.

A representative designated by the supplier should coordinate repairs to certified equipment. Repairs or alterations made by the user to this device, or device malfunctions, could cause the telecommunications company to request you to disconnect the equipment.

For user protection, make sure that the printer is properly grounded. The electrical ground connections of the power utility, telephone lines, and internal metallic water pipe systems, if present, must be connected together. This precaution could be vital in rural areas.

 **WARNING:** Do not attempt to make such connections yourself. Contact the appropriate electric inspection authority, or electrician, to make the ground connection.

The ringer equivalence number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface could consist of any combination of devices. The only limitation to the number of devices is the requirement that the sum of the RENs of the devices does not exceed 5. For the Canadian REN value, please see the label on the equipment.

## Canada CS–03 Issue 9

This product has been tested to and is compliant with CS–03 issue 9.



## European Union

### Radio Equipment and Telecommunications Terminal Equipment Directive

This Xerox® device has been self-certified by Xerox® for pan-European single terminal connection to the analog public switched telephone network (PSTN) in accordance with Directive 1999/5/EC.

This device has been designed to work with the national public switched telephone networks and compatible PBX devices of the following countries:

Pan-European Analog PSTN and Compatible PBX Certifications		
Austria	Greece	Netherlands
Belgium	Hungary	Norway
Bulgaria	Iceland	Poland
Cyprus	Ireland	Portugal
Czech Republic	Italy	Romania
Denmark	Latvia	Slovakia
Estonia	Liechtenstein	Slovenia
Finland	Lithuania	Spain
France	Luxembourg	Sweden
Germany	Malta	United Kingdom

This product has been tested to and is compliant with TBR21 OR ES 103 021-1/2/3 or ES 203 021-1/2/3 technical specifications for terminal equipment for use on analog-switched telephone networks in the European Economic Area.

If you have problems with your product, contact your local Xerox representative. This product can be configured to be compatible with other country networks. Before reconnecting the device to a network in another country, contact your Xerox representative for assistance.



**Note:** Although this product can use either loop disconnect (pulse) or DTMF tone signaling, Xerox recommends that you use DTMF signaling. DTMF signaling provides reliable and faster call setup.



**Note:** Modification of this product, or connection to external control software or control apparatus not authorized by Xerox, invalidates its certification.

## New Zealand

1. The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, it does not provide any sort of warranty, and it does not imply that any Telepermitted product is compatible with all Telecom network services. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model.

The equipment may not be capable of correct operation at the higher data speeds designated. 33.6 kbps and 56 kbps connections are likely to be restricted to lower bit rates when connected to some PSTN implementations. Telecom will accept no responsibility for difficulties that arise in such circumstances.

2. Immediately disconnect this equipment should it become physically damaged, then arrange for its disposal or repair.
3. This modem shall not be used in any manner which could constitute a nuisance to other Telecom customers.
4. This device is equipped with pulse dialing, while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.
5. Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to 'bell tinkle' or noise and cause a false answer condition. If you encounter such problems, do not contact the Telecom Faults Service.
6. DTMF tones dialing is the preferred method because it is faster than pulse (decadic) dialing and is readily available on almost all New Zealand telephone exchanges.



**WARNING:** No '111' or other calls can be made from this device during a mains power failure.

7. This equipment may not provide for the effective hand-over of a call to another device connected to the same line.
8. Some parameters required for compliance with Telecom Telepermit requirements are dependent on the equipment (computer) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom Specifications:

For repeat calls to the same number:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt.

For automatic calls to different numbers:

The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less than five seconds between the end of one call attempt and the beginning of another.

9. For correct operation, total of the RNs of all devices connected to a single line at any time should not exceed five.

## South Africa

This modem must be used in conjunction with an approved surge protection device.

## Safety Data Sheets

For Material Safety Data information regarding your printer, go to:

- North America: [www.xerox.com/msds](http://www.xerox.com/msds)
- European Union: [www.xerox.com/environment\\_msdseu](http://www.xerox.com/environment_msdseu)

For the Customer Support Center phone numbers, go to [www.xerox.com/office/worldcontacts](http://www.xerox.com/office/worldcontacts).

## Regulatory Information

# C

## Recycling and Disposal

This appendix contains:

- All Countries..... 262
- North America ..... 263
- European Union..... 264
- Other Countries..... 266

## All Countries

If you are managing the disposal of your Xerox product, please note that the printer may contain lead, mercury, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities. Perchlorate Material: This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply, please refer to [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate).

## North America

Xerox operates an equipment take-back and reuse/recycle program. Contact your Xerox representative (1-800-ASK-XEROX) to determine if this Xerox product is part of the program. For more information about Xerox environmental programs, visit [www.xerox.com/gwa](http://www.xerox.com/gwa), or for recycling and disposal information, contact your local authorities.

## European Union

Some equipment may be used in both a domestic/household and a professional/business application.

### Domestic and Household Environment



Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste.

Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information.

In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

### Professional and Business Environment



Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures.

Prior to disposal, please contact your local reseller or Xerox representative for end of life take-back information.

### Collection and Disposal of Equipment and Batteries



These symbols on the products and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste.

For proper treatment, recovery, and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the Directive 2002/96/EC and 2006/66/EC.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service or the point of sale where you purchased the items.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.



## Business Users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

## Disposal Outside of the European Union

These symbols are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.

## Battery Symbol



This wheeled bin symbol may be used in combination with a chemical symbol. Use of this symbol establishes compliance with the requirements set out by the Directive.

## Battery Removal

Batteries should only be replaced by a manufacturer-approved service facility.

## Other Countries

Please contact your local waste management authority to request disposal guidance.

# D

## Tray 5 (Bypass)

This appendix contains:

- [Tray 5 \(Bypass\) Overview .....](#) 268
- [Loading Media in Tray 5 \(Bypass\).....](#) 269
- [Tray 5 \(Bypass\) Specifications .....](#) 278

## Tray 5 (Bypass) Overview

Tray 5, also called the Bypass tray, accommodates all types of stock in various size and weight ranges. Tray 5 holds a maximum of 250 sheets of 80 g/m<sup>2</sup> plain paper.

There are three ways to connect Tray 5 to your printer:

- Mounted to the optional 1-Tray or 2-Tray Oversized High Capacity Feeder
- Mounted to the optional High Capacity Feeder
- Mounted directly to the printer

There are two Tray 5 models available:

- Standard Bypass tray: Use this tray with any of the three mounting options.
- Optional Extra Long Sheets (XLS) Bypass tray: Use this tray with the 1-Tray or 2-Tray Oversized High Capacity Feeder only.

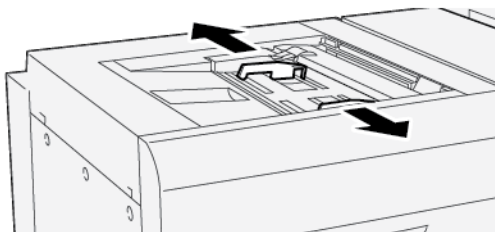
The supported paper types and weights for Tray 5 varies depending on how the tray is connected to your printer. For details, refer to [Tray 5 \(Bypass\) Specifications](#).

You can load all media that is supported by your Tray 5 configuration into either Tray 5 model, but when sheets are longer than 488 mm (19.21 in.), for the best results, use the optional XLS Bypass Tray mounted to the Oversized High Capacity Feeder.

## Loading Media in Tray 5 (Bypass)


### Loading Media in the Standard Bypass Tray

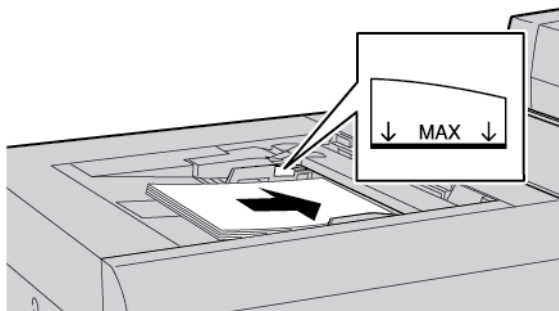
1. Slide out the guides to the needed paper size.



2. Select the appropriate paper stock for your print job.
3. Open the ream of paper with the seam side facing up.
4. Before you load the paper into the tray, fan the sheets of paper.
5. Load the paper into the tray.
6. Adjust the paper guides so that the guides touch the edges of the stack.

The Tray Properties window appears.

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

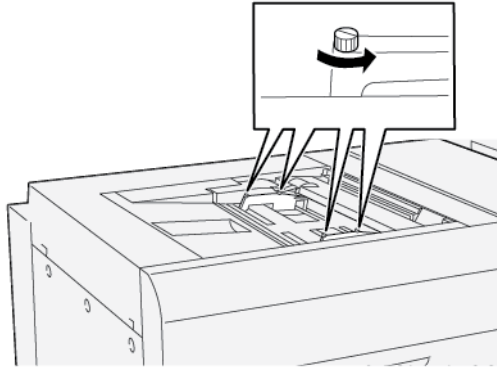



7. From the Tray Properties window, verify that the correct paper information such as size, type, and weight are selected and match the stock that is loaded in the tray.
8. To save the information and close the Tray Properties window, touch **OK**.

## Loading Media in the Optional Extra Long Sheets (XLS) Bypass Tray

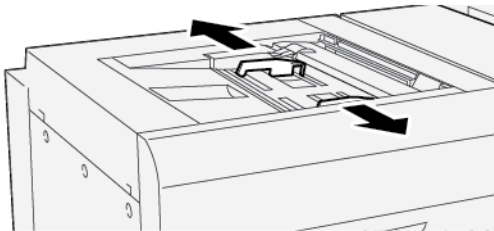
To load media in the Extra Long Sheets (XLS) Bypass tray, Tray 5:

1. Loosen the four screws on the front-edge guide.




 **Important:** Before you make any adjustments, loosen both sides of the guide. If you adjust the guides forcibly, the guides can become misaligned, then a service call is required.

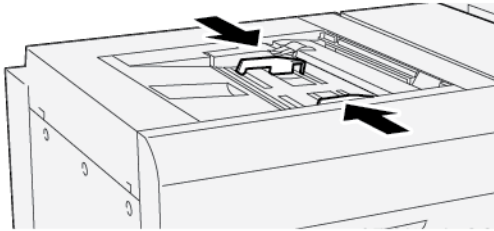
2. Slide out the paper guides to the appropriate paper size.




3. Select the appropriate media for your print job.
4. Open the media with the seam side facing up.
5. Before loading paper into the XLS Bypass tray, fan the sheets of paper.
6. Insert the media into Tray 5.

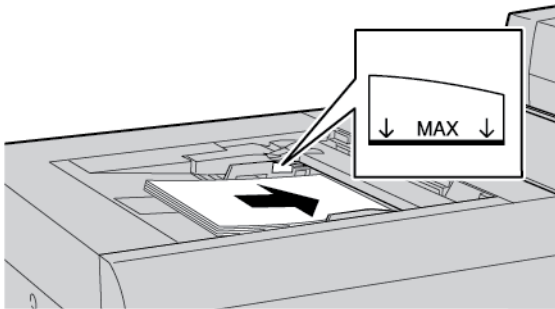
 **Note:** To reduce the risk of multiple sheets feeding into the printer, for sheets with a length over 488 mm (19.21 in.), load each sheet separately. The maximum stack size is 20 sheets.

- Adjust the paper guides so that they touch the edges of the stack.

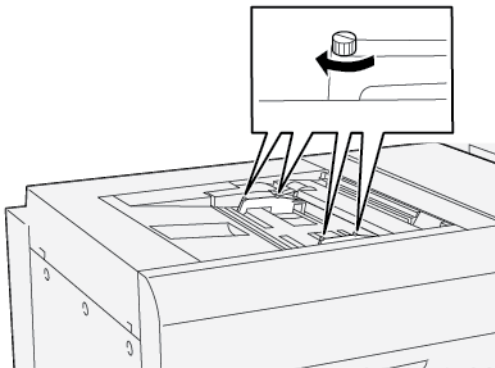


The paper Tray Properties window appears on the control panel.

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




- Tighten the four screws on the front-edge guide.



- On the Tray Properties window, verify that the correct paper information such as size, type and weight, are selected and match the media that is loaded in the XLS Bypass tray.
- To save the information and close the Tray Properties window, touch **OK**.

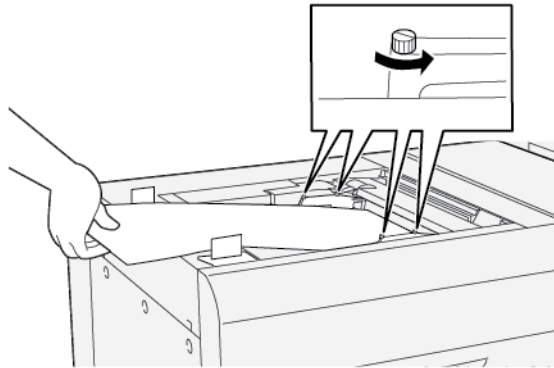
## Adjusting the Skew on Long Paper


 **Note:** This procedure applies to loading paper in the optional XLS Bypass tray only.

If you perform the Auto Alignment procedure and the procedure fails, adjust the skew.


To verify the alignment, then adjust the skew, perform the following steps:

1. On the front-edge guide, loosen the four screws.



 **Important:** Before you make any adjustments, loosen both sides of the front-edge guides. If you adjust the guides forcibly, the guides can become misaligned, then a service call is required.

2. Load the paper.
3. Adjust the front-edge guides on the XLS Bypass tray and the rear-edge guides on the XLS Feeder so that the guides are as parallel to the printer as possible.
4. Run the Auto Alignment Adjustment procedure. Refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.

 **Note:** Only a system administrator can perform the Auto Alignment Adjustment procedure.

If the result of the auto alignment is not satisfactory, continue to the next step.

5. Loosen the four screws on the front-edge guide.



6. Move the rear edge of the paper to the position that corresponds to the skew amount.
  - If the skew is oriented to the left, use the right-front edge of the paper as the pivot point.
  - If the skew is oriented to the right, use the left-front edge of the paper as the pivot point.

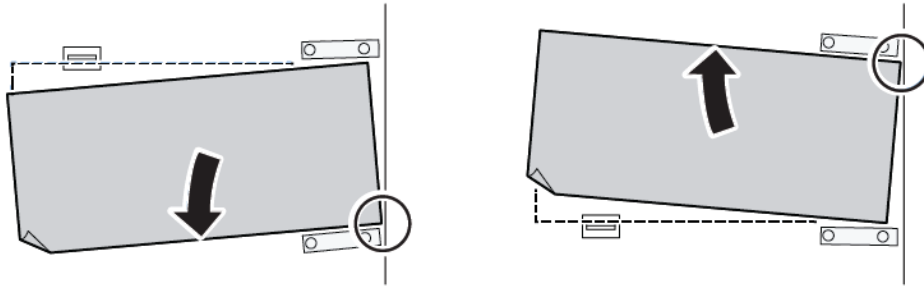

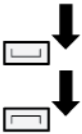
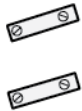
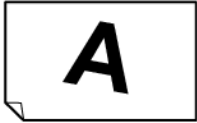
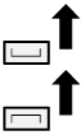
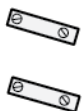
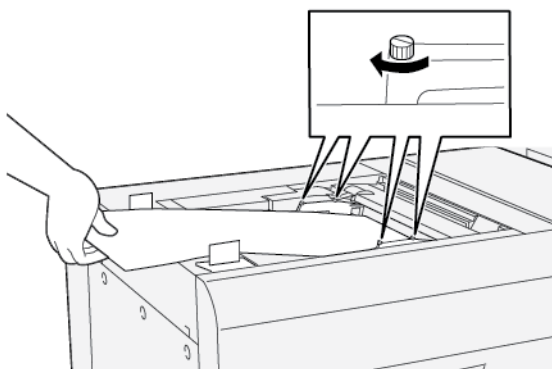



Image	Rear-edge Guide Adjustment	Front-edge Guide Adjustment
Skew is oriented to the left. 	Move the guides downward. 	Right side is higher. Left side is lower. 
Skew is oriented to the right. 	Move the guides upward. 	Right side is lower. Left side is higher. 

7. Tighten the four screws on the front-edge guide. To match the paper size, adjust the rear-edge guide.

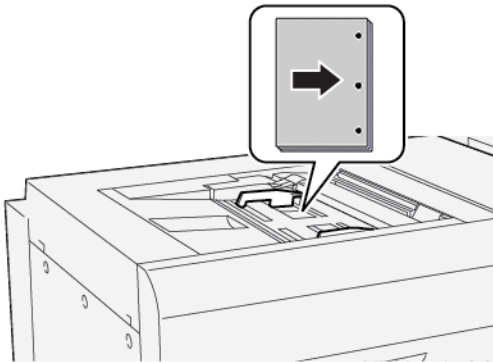


8. Rerun the Auto Alignment Adjustment procedure. Refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.


## Loading Hole-Punched Paper in Tray 5 (Bypass)

 **Important:** If you are using the XLS Bypass tray, before proceeding, loosen the four locking screws on the paper guides. For details, refer to [Loading Media in the Optional Extra Long Sheets \(XLS\) Bypass Tray](#).

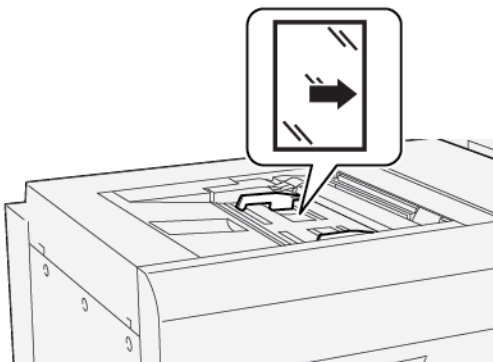
Load and align the edge of the hole-punched paper with the holes against the right edge of the tray.




## Loading Transparencies in Tray 5 (Bypass)

 **Important:** If you are using the XLS Bypass tray, before proceeding, loosen the four locking screws on the paper guides. For details, refer to [Loading Media in the Optional Extra Long Sheets \(XLS\) Bypass Tray](#).

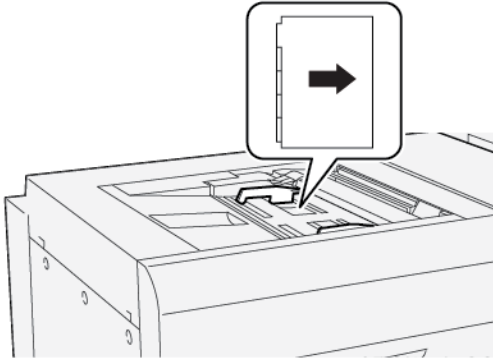
Load the transparencies in the Long-Edge Feed (LEF) direction and align the edge of the transparencies against the right edge of the tray, with the side to be printed facing up.



## Loading Tab Stock in Tray 5 (Bypass)

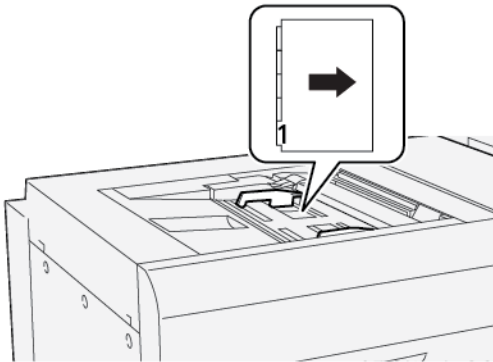
 **Important:** If you are using the XLS Bypass tray, before proceeding, loosen the four locking screws on the paper guides. For details, refer to [Loading Media in the Optional Extra Long Sheets \(XLS\) Bypass Tray](#).

Load the tab stock long-edge feed (LEF), with the side to be printed facing up. Align the straight edge of the tab stock against the right edge of the tray, with the tabs to the left.



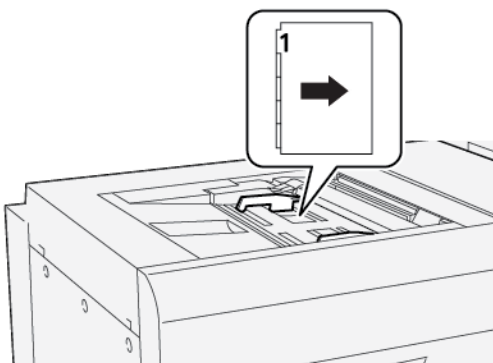
### Loading Straight Collated Tabs

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.

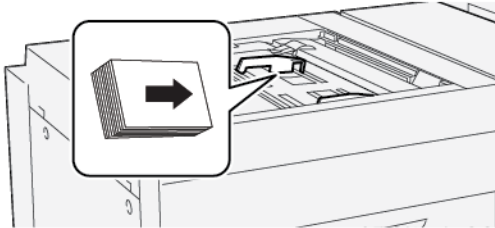


## Loading Postcards in Tray 5 (Bypass)

**Important:** If you are using the XLS Bypass tray, before proceeding, loosen the four locking screws on the paper guides. For details, refer to [Loading Media in the Optional Extra Long Sheets \(XLS\) Bypass Tray](#).

## Tray 5 (Bypass)

Load postcards Short-Edge Feed (SEF), with the side to be printed facing up.



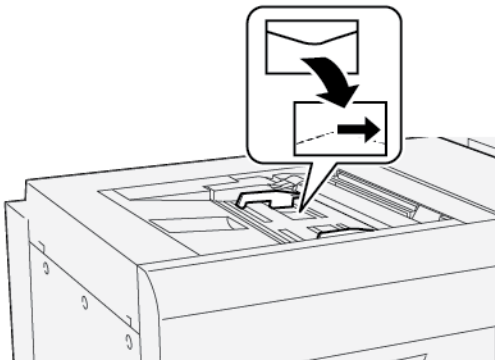
## Loading Envelopes in Tray 5 (Bypass)

**Important:** If you are using the XLS Bypass tray, before proceeding, loosen the four locking screws on the paper guides. For details, refer to [Loading Media in the Optional Extra Long Sheets \(XLS\) Bypass Tray](#).

Load envelopes in Tray 5 in the short-edge feed (SEF) or long-edge feed (LEF) direction.

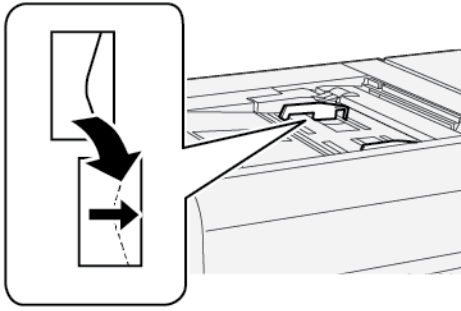
### Loading Envelopes in Tray 5 in the SEF Direction

When loading envelopes in the SEF direction, ensure that the flaps are closed and face down. Position the envelope flaps along the front of the tray.



### Loading Envelopes in Tray 5 in the LEF Direction

When loading envelopes in the LEF direction, ensure that the flaps are closed and face down. Position the envelope flaps along the right side of the tray.



## Tray 5 (Bypass) Specifications

Item	Specification	
Paper size	SEF	A6 (105 x 148 mm, 4.1 x 5.8 in.) A5 (148 x 210 mm, 5.8 x 8.3 in.) A4 (210 x 297 mm, 8.3 x 11.7 in.) A3 (297 x 420 mm, 11.7 x 16.5 in.) B6 (128 x 182 mm, 5 x 7.17 in.) B5 (182 x 257 mm, 7.17 x 10.12 in.) B4 (257 x 364 mm, 10.12 x 14.33 in.) Statement (139.7 x 215.9 mm, 5.5 x 8.5 in.) Executive (184.2 x 266.7 mm, 7.25 x 10.5 in.) 203.2 x 254 mm (8 x 10 in.) Letter (216 x 279 mm, 8.5 x 11 in.) 215 x 315 mm (8.46 x 12.4 in.) US Folio (215.9 x 330.2 mm, 8.5 x 13 in.) Legal (216 x 356 mm, 8.5 x 14 in.) 279.4 x 381 mm (11 x 15 in.) Ledger (279.4 x 431.8 mm, 11 x 17 in.) Special A4 (226 x 310 mm, 8.9 x 12.2 in.) DT Special A3 (310 x 432 mm, 12.2 x 17 in.) 304.8 x 457.2 mm (12 x 18 in.) SRA3 (320 x 450 mm, 12.6 x 17.7 in.) 320 x 488 mm (12.6 x 19.2 in.) 330.2 x 457.2 mm (13 x 18 in.) 330.2 x 482.6 mm (13 x 19 in.) 16K (Taiwan) (194 x 267 mm, 7.64 x 10.51 in.) 8K (Taiwan) (267 x 388 mm, 10.51 x 15.28 in.) 16K (Mainland China) (195 x 270 mm, 7.68 x 10.63 in.) 8K (Mainland China) (270 x 390 mm, 10.63 x 15.35 in.) Postcard (100 x 148 mm, 3.94 x 5.83 in.) Reply-paid Postcard (148 x 200 mm, 5.83 x 7.87 in.) Postcard (101.6 x 152.4 mm, 4 x 6 in.) Postcard (2L Size Photo) (127 x 177.8 mm, 5 x 7 in.)
	LEF	A5 (148 x 210 mm, 5.8 x 8.3 in.)

Item	Specification	
		<p>A4 (210 x 297 mm, 8.3 x 11.7 in.)</p> <p>B5 (182 x 257 mm, 7.17 x 10.12 in.)</p> <p>Executive (184.2 x 266.7 mm, 7.25 x 10.5 in.)</p> <p>203.2 x 254 mm (8 x 10 in.)</p> <p>Letter (216 x 279 mm, 8.5 x 11 in.)</p> <p>A4 Cover (223 x 297 mm, 8.8 x 11.7 in.)</p> <p>Letter Cover (228.6 x 279.4 mm, 9 x 11 in.)</p> <p>Special A4 (226 x 310 mm, 8.9 x 12.2 in.)</p> <p>16K (Taiwan) (194 x 267 mm, 7.64 x 10.51 in.)</p> <p>16K (Mainland China) (195 x 270 mm, 7.68 x 10.63 in.)</p>
Paper type and weight	Tray 5 (Bypass Tray) with HCF or OHCF	<p>All supported paper types for Trays 1–4</p> <p>Heavyweight 2: 217–253 g/m<sup>2</sup></p> <p>Heavyweight Preprinted 2: 217–253 g/m<sup>2</sup></p> <p>Heavyweight Tab Stock 2: 217–253 g/m<sup>2</sup></p> <p>Label 1: 106–216 g/m<sup>2</sup></p> <p>Label 2: 217–253 g/m<sup>2</sup></p> <p>Transparency</p>
	Tray 5 (Bypass Tray) connected directly to the printer	<p>All supported paper types for Trays 1–4</p> <p>All supported paper types for Tray 5 with HCF or OHCF</p> <p>Heavyweight 3: 254-300 g/m<sup>2</sup></p> <p>Heavyweight 4: 301-350 g/m<sup>2</sup></p> <p>Preprinted Heavyweight 3: 254-300 g/m<sup>2</sup></p> <p>Preprinted Heavyweight 4: 301-350 g/m<sup>2</sup></p>
Tray capacity	250 sheets of 80 g/m <sup>2</sup> of plain paper	



**Note:** For information on paper types and weights for Trays 1–4, refer to [Supported Paper Types and Weights](#).

Tray 5 (Bypass)



# E

## High Capacity Feeder

This appendix contains:

- [High Capacity Feeder, Trays 6 and 7](#) ..... 282
- [Loading Media in the High Capacity Feeder](#) ..... 283
- [High Capacity Feeder Troubleshooting](#) ..... 285
- [High Capacity Feeder Specifications](#)..... 293

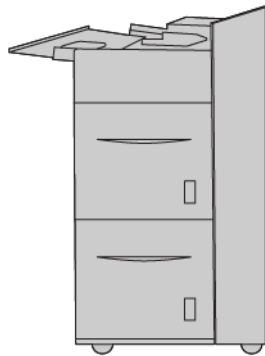
## High Capacity Feeder, Trays 6 and 7

The letter-size two-tray High Capacity Feeder (HCF), Trays 6 and 7, provides an extra 4000-sheet capacity for A4 (210 x 297 mm) or 8.5 x 11 in. paper. Each tray holds 2000 sheets, from 16-lb. Bond to 80-lb. Cover, or 52–216 g/m<sup>2</sup>.

The High Capacity Feeder (HCF) has four fixed Long Edge Feed (LEF) positions, which are marked on the tray:

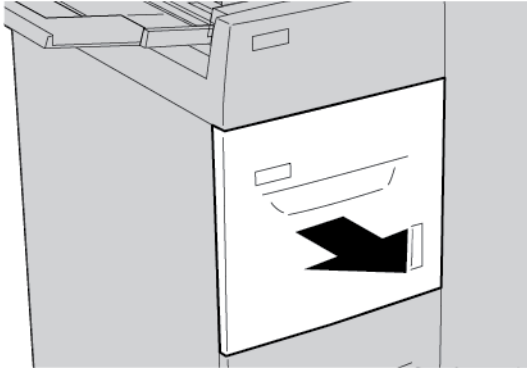
- B5
- 10.5 in.
- 11 in.
- A4

The High Capacity Feeder (HCF) has one variable LEF custom position, which supports custom paper sizes from 297 x 182 mm (11.69 x 7.2 in.) to 330.2 x 241 mm (13 x 9.5 in.).

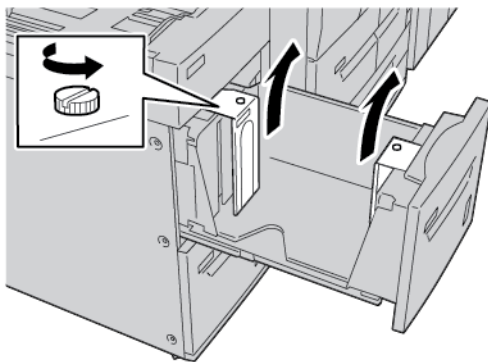


## Loading Media in the High Capacity Feeder

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



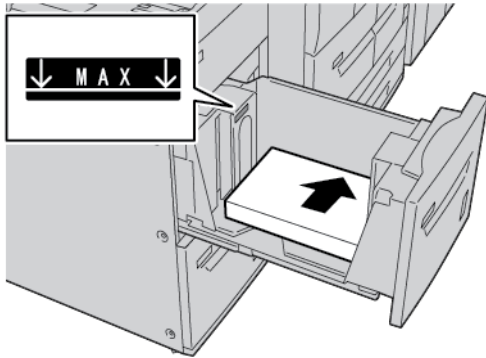
3. To change the paper size, perform the following steps:
  - a. Remove any paper that is loaded in the tray.
  - b. To move the paper guides, loosen the two screws.



- c. Adjust the paper guides to fit the new paper size, then retighten the two screws.
4. Open the ream of paper with the seam side facing up.
  5. Before you load paper into the tray, fan the sheets of paper.

## High Capacity Feeder

6. Load the paper. Align the edges of the paper against the right edge of the tray.




7. Gently push in the tray until it stops.

If enabled by your System Administrator, the Paper Tray settings screen appears on the control panel touch screen.


8. If you made changes to the paper tray, touch **Change Settings**. If you did not make changes to the paper tray, do the following:
  - a. Select options for **Paper Type/Paper Weight**, **Paper Size**, and **Paper Color** features.
  - b. If needed, make changes to Paper Curl and Alignment Adjustment options.
  - c. Touch **Save** until you are returned to the Paper Tray settings screen.
9. To close the screen, touch **Confirm**.

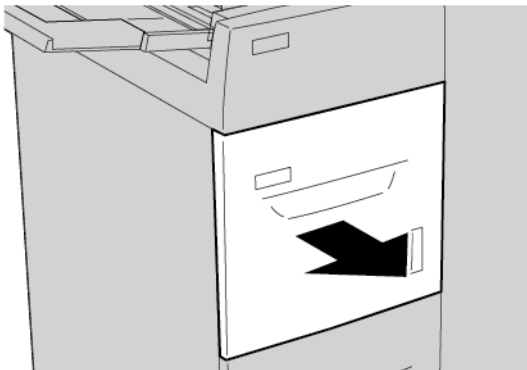
# High Capacity Feeder Troubleshooting

## Paper Jams in the High Capacity Feeder


 **Tip:** Before proceeding with your copy and print jobs, ensure that all paper jams are cleared, and any small, torn pieces of paper are removed.

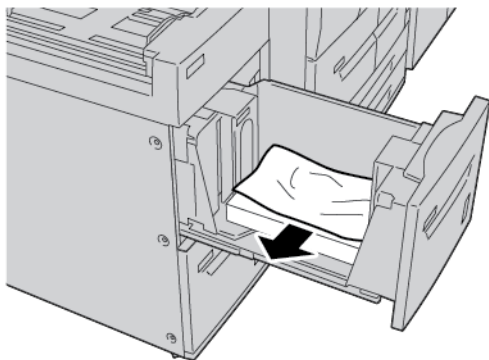
1. Before pulling out a paper tray, review where the jam occurred, then pull out the appropriate tray.

 **Note:** Torn paper remaining inside the printer can cause a printer malfunction.




2. Remove the jammed paper.

 **Note:** If paper is torn, check inside the printer, then remove the torn paper.



3. Gently push in the tray until it stops.

## Paper Jams Inside the High Capacity Feeder


 **Tip:** Before proceeding with your copy and print jobs, ensure that all paper jams are cleared, and any small, torn pieces of paper are removed.

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


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

## High Capacity Feeder

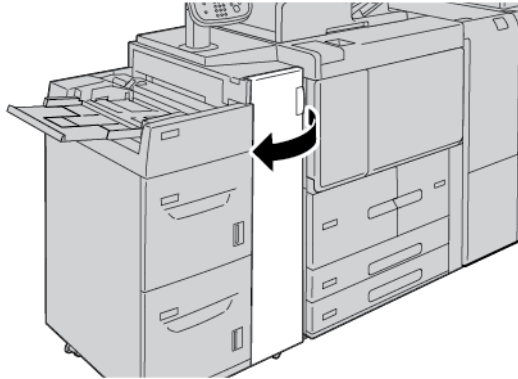
- Paper jams at lever 1d and knob 1c

 **Note:** Jam clearance remedies differ according to the paper jam location. Follow the instructions that appear on the control panel.

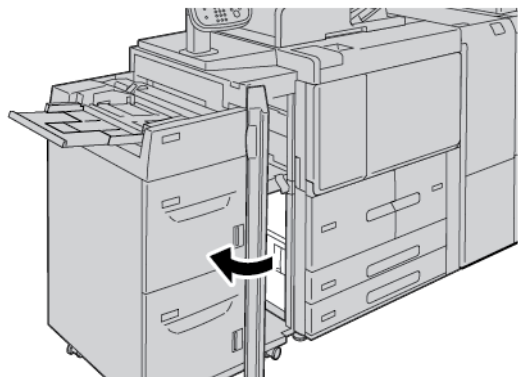
## Paper Jams Inside the Lower Left Cover

 **Tip:** Before proceeding with your copy and print jobs, ensure that all paper jams are cleared, and any small, torn pieces of paper are removed.


1. Open the front cover of the High Capacity Feeder (HCF).

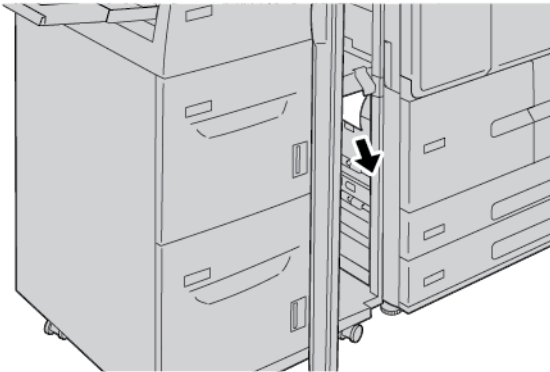


2. Grip the release lever and open the lower left cover.




3. Remove the jammed paper.


 **Note:** If paper is torn, check inside the printer, then remove the torn paper.



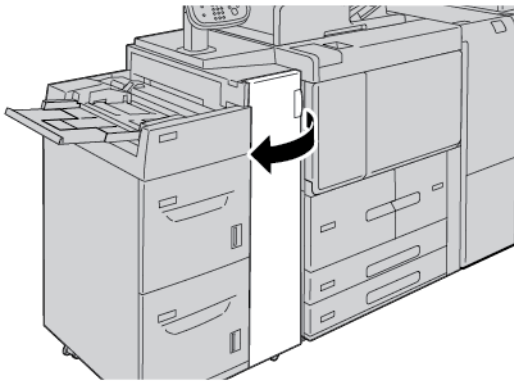
4. Close the lower left cover.
5. Close the front cover of the HCF completely.

 **Note:** The printer does not operate if the cover is open even slightly.

## Paper Jams at Lever 1a and Knob 1c

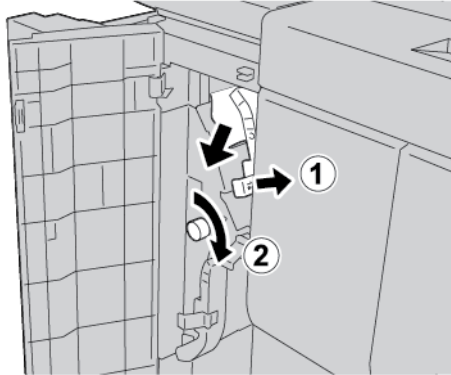
 **Tip:** Before proceeding with your copy and print jobs, ensure that all paper jams are cleared, and any small, torn pieces of paper are removed.

1. Open the front cover of the High Capacity Feeder (HCF).




2. To remove the jammed paper, do the following:

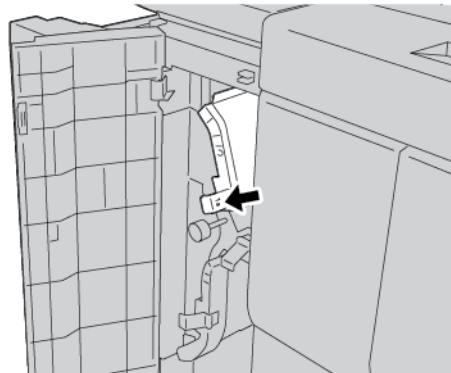
## High Capacity Feeder




- a. Move lever **1a** to the right.
- b. Rotate knob **1c** clockwise, then remove the jammed paper.

 **Note:** If paper is torn, check inside the printer, then remove the torn paper.

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




4. Close the front cover of the HCF.

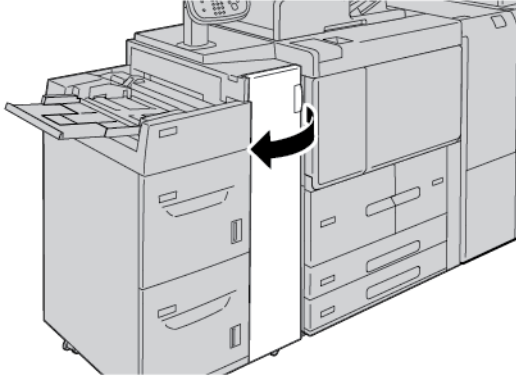
 **Note:** The printer does not operate if the cover is open even slightly.



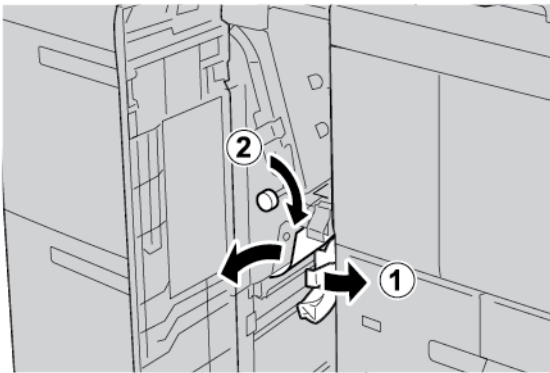
## Paper Jams at Lever 1b and Knob 1c

 **Tip:** Before proceeding with your copy and print jobs, ensure that all paper jams are cleared, and any small, torn pieces of paper are removed.


1. Open the front cover of the High Capacity Feeder (HCF).



2. To remove the jammed paper, do the following:




- a. Move lever **1b** to the right.
- b. Rotate knob **1c** clockwise, then remove the jammed paper.

 **Note:** If paper is torn, check inside the printer, then remove the torn paper.

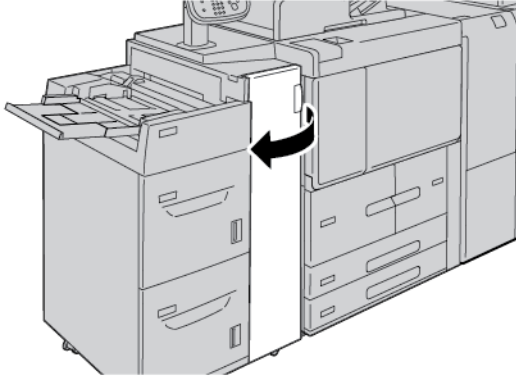
3. Return lever **1b** to the original position.
4. Close the front cover of the HCF.

 **Note:** The printer does not operate if the cover is open even slightly.

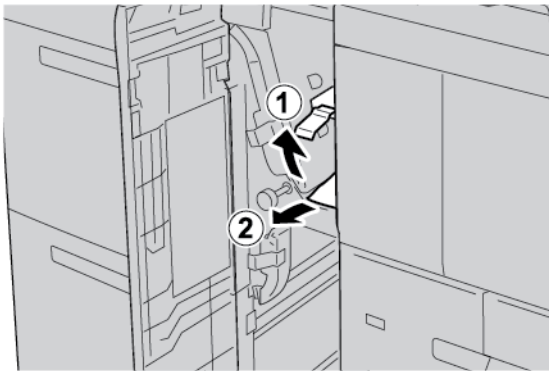
## Paper Jams at Lever 1d and Knob 1c

 **Tip:** Before proceeding with your copy and print jobs, ensure that all paper jams are cleared, and any small, torn pieces of paper are removed.


1. Open the front cover of the HCF.



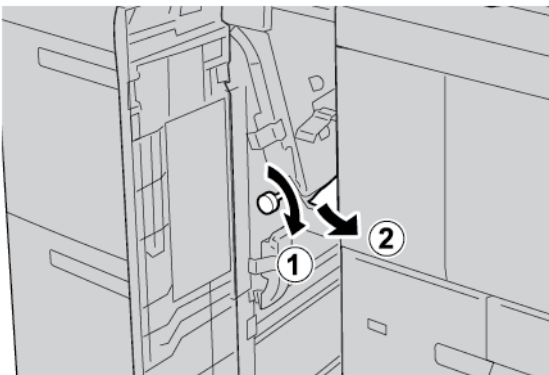
2. To remove jammed paper, do the following:



- a. Lift lever **1d**.
- b. Remove the jammed paper.

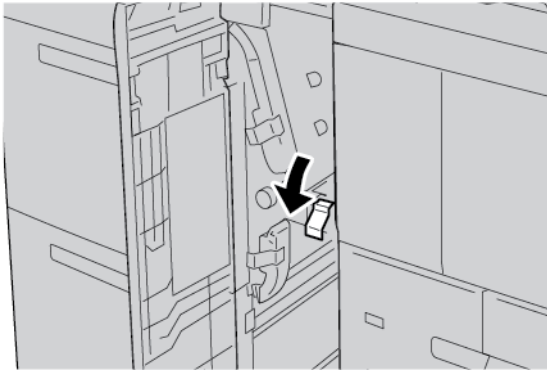
 **Note:** If paper is torn, check inside the printer, then remove the torn paper.

3. If the paper cannot be removed in step 2, do the following steps:



- a. Rotate knob **1c** clockwise.

- b. Remove the jammed paper.
4. Return lever **1d** to the original position.



5. Close the front cover of the HCF completely.



**Note:** The printer does not operate if the cover is open even slightly.

## Fault Information

The following occurs when there are faults, such as paper jams, open doors or covers, or a printer malfunction:

- The printer stops printing and a fault message appears on the printer control panel.
- The message includes an illustration that shows the location of the fault and a brief explanation of the corrective actions to clear the fault.
- Paper jams can occur in multiple areas of the printer and in any optional devices that are connected to the printer. When a paper jam occurs, the illustration changes to show the multiple locations and the required corrective actions.
- If a fault occurs with an optional device, an indicator illuminates on the optional device control panel, and shows the corresponding area on the device where the fault occurred.

When you clear paper jams, always refer to the following information:

- When you remove paper jams, do not power off the printer.
- You can remove paper jams when the printer is powered on. When you power off the printer, all information stored to the system memory is erased.
- Before you resume print jobs, clear all paper jams, including any small, torn pieces of paper.
- To avoid possible print defects, do not touch components inside the printer.
- Gently, remove the paper, and take care not to tear it. If paper is torn, ensure that you remove all torn pieces.
- After you remove paper jams, close all doors and covers. When doors or covers are open, the printer does not print.
- After you clear a paper jam, printing resumes automatically from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to appear on the printer control panel. To clear any remaining jams, refer to the printer control panel for instructions and information.

## Fault Messages

When faults occur, such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, then a message appears on the printer control panel. An illustration shows the location of the fault and a brief explanation of corrective actions to clear the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.



**Note:** For detailed information and instructions for clearing a fault, on the printer control panel, touch **Faults**. At the bottom of the fault screen, note the fault code.

## High Capacity Feeder Specifications

Item	Specification
Media and paper sizes	<p>Minimum: Executive: 184.2 x 266.7 mm (7.25 x 10.5 in.); B5: 257 x 182 mm (10.12 x 7.17 in.)</p> <p>Maximum: A4: 210 x 297 mm (8.3 x 11.7 in.)</p> <p>The High Capacity Feeder (HCF) has four fixed Long Edge Feed (LEF) positions that are marked on the tray:</p> <ul style="list-style-type: none"> <li>• <b>B5</b></li> <li>• <b>10.5 in.</b></li> <li>• <b>11 in.</b></li> <li>• <b>A4</b></li> </ul> <p>The High Capacity Feeder (HCF) has one variable LEF custom position 297–330.2 mm (11.69–13 in.). The High Capacity Feeder supports Short Edge Feed (SEF) from 182–241 mm (7.2–9.5 in.).</p>
Media and paper weight	Weight: 52–216 g/m <sup>2</sup> or 16 lb. Bond–80 lb. Cover paper
Tray capacity	Each tray holds 2000 sheets for a total of 4000 sheets when using 80 g/m <sup>2</sup> or Xerox 20 lb. paper.

## High Capacity Feeder

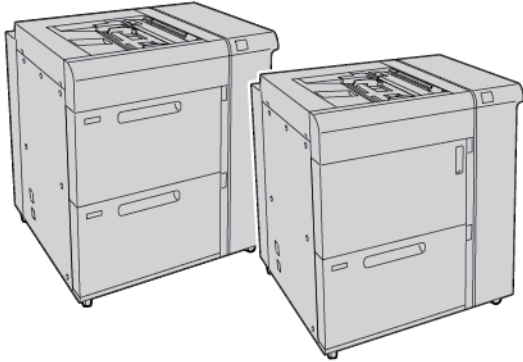
# Oversized High Capacity Feeder

This appendix contains:

- [Oversized High Capacity Feeder Overview](#) ..... 296
- [Postcard Bracket](#) ..... 297
- [Loading Media in the 1-Tray or 2-Tray OHCF](#) ..... 300
- [Oversized High Capacity Feeder \(OHCF\) Troubleshooting](#) ..... 304
- [OHCF Specifications](#)..... 312

## Oversized High Capacity Feeder Overview

The Oversized High Capacity Feeder (OHCF) is available in a 1-tray or 2-tray option. The OHCF feeds various stock sizes, including standard and oversized stock up to 330.2 x 488 mm (13 x 19.2 in.). Each tray holds 2000 sheets.



### Note:

- The 2-Tray Oversized High Capacity Feeder (OHCF) is not available with Xerox® PrimeLink® B9100 Copier/Printer configuration.
- The 1-Tray Oversized High Capacity Feeder (OHCF) is not available with Xerox® PrimeLink® B9136 Copier/Printer configuration.



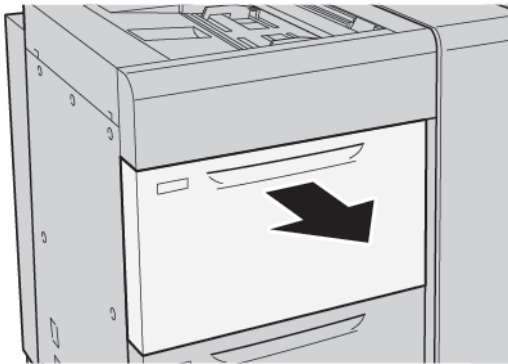
## Postcard Bracket

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

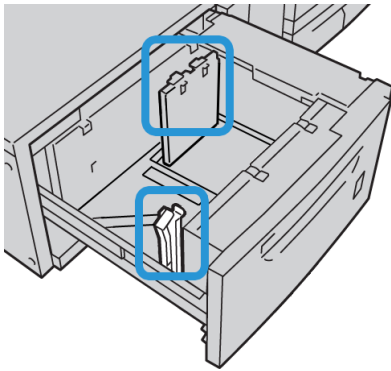
## Using the Postcard Bracket

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

1. Pull out the tray slowly until it stops.

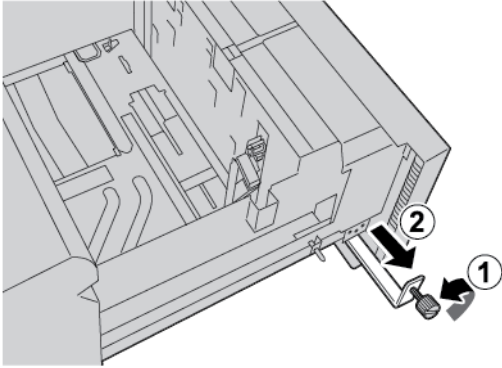


2. Move the paper guides out to the farthest positions.

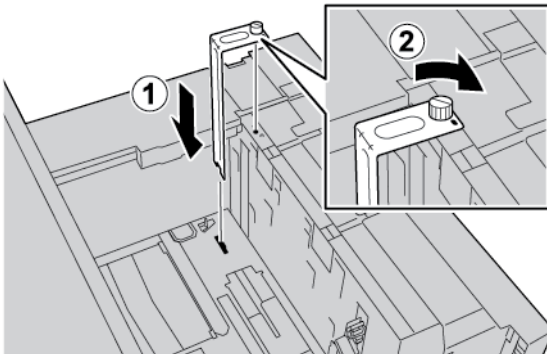


## Oversized High Capacity Feeder

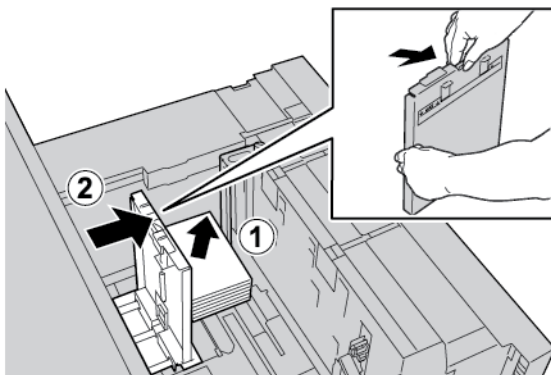
3. To remove the postcard bracket, loosen the screw on the left side of the tray, then remove the bracket.



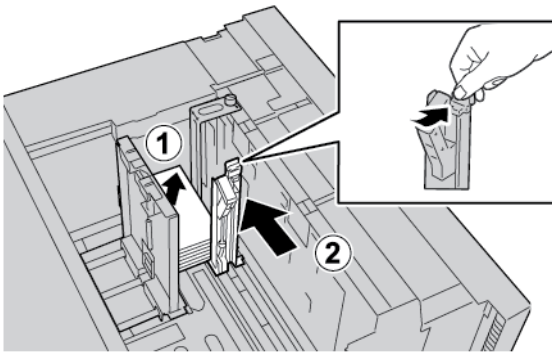
4. To install the postcard bracket:



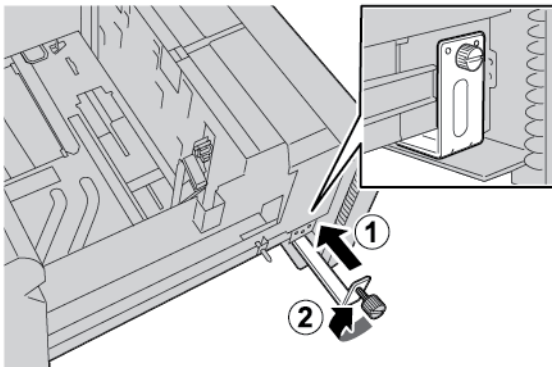
- a. Place the bracket on the locating pins on the upper frame and in the grooves on the bottom of the tray.
  - b. To lock the postcard bracket in place, tighten the thumbscrew.
5. Load the postcard stock SEF (short-edge feed) and against the right side of the tray.



6. Adjust the paper guides against the paper stock.



7. Close the paper tray. At the control panel touch screen, confirm the new settings.
8. Run your print job.
9. Upon completion of your print job, remove the postcard stock and the postcard bracket from the tray.
10. To store the postcard bracket, place the bracket in the storage area on the left side of the tray. Tighten the thumbscrew.




## Loading Media in the 1-Tray or 2-Tray OHCF

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

1. Select the appropriate paper 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. Before loading the sheets into the tray, fan the sheets.
5. Load paper into the tray.
6. To adjust the paper guides, press in the guide release and carefully move the edge guide until it touches the edges of the paper in the tray.  
Do not load materials above the MAX line on the rear edge guide.
7. If necessary, set the skew adjustment levers to the required position for your print job.
8. Gently push in the tray until it stops.

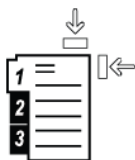
If enabled by your System Administrator, the Paper Tray settings screen appears on the control panel touch screen.

9. If you made changes to the paper tray, touch **Change Settings**. If you did not make changes to the paper tray, do the following:
  - a. Select options for **Paper Type/Paper Weight, Paper Size, and Paper Color**.
  - b. If needed, make changes to Paper Curl and Alignment Adjustment.  
 **Note:** For detailed information on the Paper Curl and Alignment Adjustment options, refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.
  - c. Touch **Save** until you are returned to the Paper Tray settings screen.
10. To close the screen, touch **Confirm**.


### Loading Tab Stock in the OHCF (1 or 2 Trays)

 **Note:** If the optional GBC® AdvancedPunch™ Pro is attached to your device, for instructions on loading tab stock in the trays, refer to the *GBC AdvancedPunch Customer Documentation*.

1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Before you load the tab stock into the tray, fan the tab stock.
4. Load and align the edges of the tab stock against the right edge of the tray in the LEF (long-edge feed) direction, as shown:

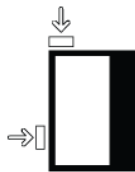


5. To adjust the paper guides, press in the guide release, then carefully move the edge guide until it touches the edges of the paper stock in the tray.  
Do not load paper stock above the MAX line on the rear edge guide.
6. If necessary, set the skew adjustment levers to the required position for your print job.
7. Gently push in the tray until it stops.  
  
If enabled by your System Administrator, the Paper Tray settings screen appears on the control panel touch screen.
8. If you made changes to the paper tray, touch **Change Settings**. If you have not made changes to the paper tray, do the following steps:
  - a. Select options for Paper Type/Paper Weight, Paper Size, and Paper Color features.
  - b. If needed, make changes to the Paper Curl and Alignment Adjustment options.
 

 **Note:** For detailed information on the Paper Curl and Alignment Adjustment options, refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.
  - c. Touch **Save** until you are returned to the Paper Tray settings screen.
9. To close the screen, touch **Confirm**.
10. For network print jobs, for instructions on loading tab stock into a tray, refer to your *Print Server Customer Documentation*. At the print server user interface, verify that the tab stock settings are the same as those that you selected for the job.

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


1. Select the appropriate paper stock for your print job.
2. Pull out the tray slowly until it stops.
3. Before you load the transparencies into the tray, fan the transparencies to prevent them from sticking together.
4. Load transparencies on top of a small stack of the same size paper. Align the edges of the transparency against the edges of the tray, as shown:



5. To adjust the paper guides, press in the guide release, then carefully move the edge guide until it lightly touches the edges of the transparencies in the tray.  
Do not load transparencies above the MAX fill line on the rear edge guide.
6. If necessary, set the skew adjustment levers to the required position for your print job.
7. Gently push in the tray until it stops.  
  
If enabled by your System Administrator, the Paper Tray settings screen appears on the control panel touch screen.
8. If you made changes to the paper tray, touch **Change Settings**. If you did not make changes to the paper tray, do the following:

## Oversized High Capacity Feeder

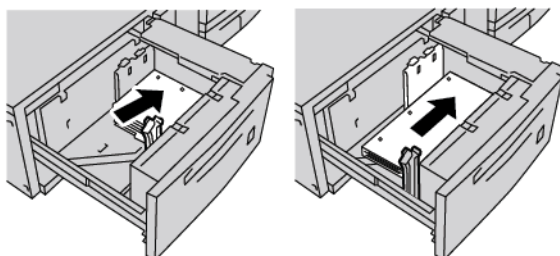
- a. Select options for the **Paper Type/Paper Weight, Paper Size, and Paper Color** features.
- b. If needed, make changes to the Paper Curl and Alignment Adjustment options.

 **Note:** For detailed information on the Paper Curl and Alignment Adjustment options, refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.


- c. Touch **Save** until you are returned to the Paper Tray settings screen.
9. To close the screen, touch **Confirm**.

## Loading Hole-Punched Paper

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. Before you load the sheets of paper into the tray, fan the sheets.
5. Load and align the paper against the right side of the tray, in the SEF (short-edge feed) direction, or in the LEF (long-edge feed) direction, as shown.



6. To adjust the paper guides, press in the guide release, then carefully move the edge guide until it lightly touches the edges of the paper in the tray.  
Do not load paper above the MAX fill line on the rear edge guide.
7. If necessary, set the skew adjustment levers to the required position for your print job.
8. Gently push in the tray until it stops.  
If enabled by your System Administrator, the Paper Tray settings screen appears on the control panel touch screen.
9. If you made changes to the paper tray, touch **Change Settings**. If you did not make changes to the paper tray, do the following:
  - a. Select options for the **Paper Type/Paper Weight, Paper Size, and Paper Color** features.
  - b. If needed, make changes to the Paper Curl and Alignment Adjustment options.

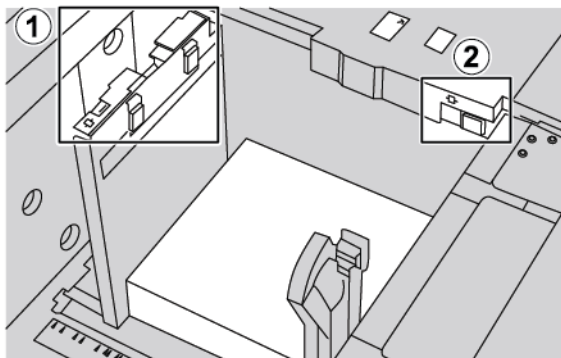
 **Note:** For detailed information on the Paper Curl and Alignment Adjustment options, refer to the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.

- c. Touch **Save** until you are returned to the Paper Tray settings screen.
10. To close the screen, touch **Confirm**.

# Oversized High Capacity Feeder (OHCF) Troubleshooting

## Skew Adjustment Levers

The skew adjustment levers are found in all paper trays. The levers are used to improve the paper feed accuracy and to reduce paper skew problems.



1. Rear skew adjustment lever
2. Right-side skew adjustment lever
  - Ensure that the levers remain in their default positions. The default position is **0**. The position of the levers changes only when there is a skew problem when running a specific print job or specific media type.
  - Changing the skew adjustment levers from their default position can cause more skew problems when running certain media types, such as coated, label, and transparency.

To set the skew adjustment levers, perform the following procedure:

1. Pull out the tray slowly until it stops.
2. Slide the rear skew adjustment lever to the right.
3. Gently push in the tray until it stops.
4. From the Tray Properties window, enter the correct paper information, including size, type, weight, and if necessary, paper curl and alignment.
5. To save the information and close the Tray Properties window, touch **OK**.
6. Run your print job.
  - If the paper is fed accurately without skew and the printed output is successful, your task is complete.
  - If the paper is skewed and the printed output is unsuccessful, proceed to the next step.
7. Pull out the tray until it stops.
8. Return the rear skew adjustment lever to the left, default position.
9. Slide the right-side skew adjustment lever toward the front of the paper tray.
10. Gently push in the tray until it stops.



11. From the Tray Properties window, enter the correct paper information, including size, type, weight, and if necessary, paper curl and alignment.
12. To save the information and close the Tray Properties window, touch **OK**.
13. Run your print job.
  - If the paper is fed accurately without skew and the printed output is successful, your task is complete.
  - If the paper is skewed and the printed output is unsuccessful, proceed to the next step.
14. Pull out the tray until it stops.
15. Return the right-side skew adjustment lever toward the rear of the paper tray. This is the default position of right-side skew adjustment lever.
16. Gently push in the tray until it stops.
17. If you are still having skew adjustment problems, refer to the Advanced Stock Setup information located in the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.

## Clearing OHCF Jams



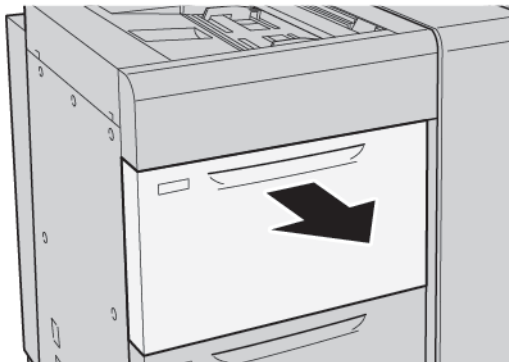
**Tip:** Always ensure that all paper jams, including any small torn pieces of paper, are cleared before proceeding with your print jobs.



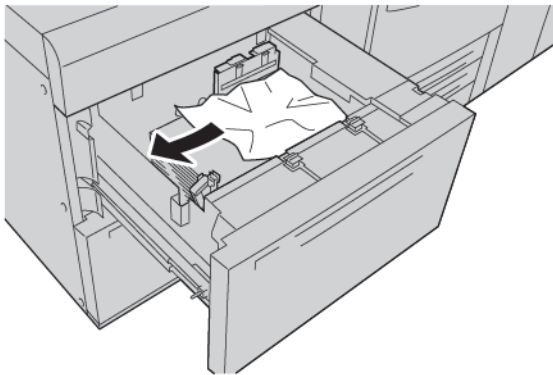
**Note:** Remedies to remove jammed paper differ according to the paper jam location. To remove jammed paper, follow the instructions that appear on the control panel.


## Paper Jams Inside the OHCF Trays

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



2. Remove the jammed paper.

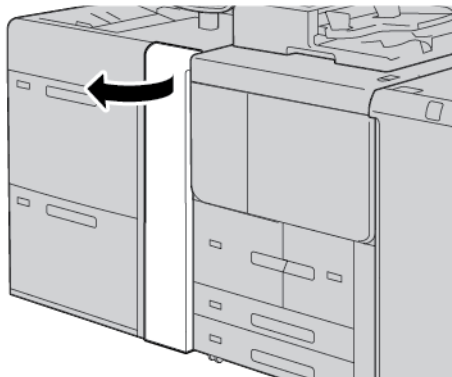


 **Note:** If paper is torn, check inside the printer, then remove the torn paper.

3. Gently push in the tray until it stops.

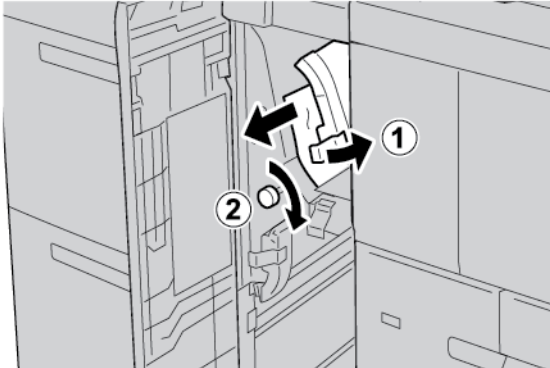
## OHCF Paper Jams at Lever 1a and Knob 1c


1. Open the front cover of the OHCF.



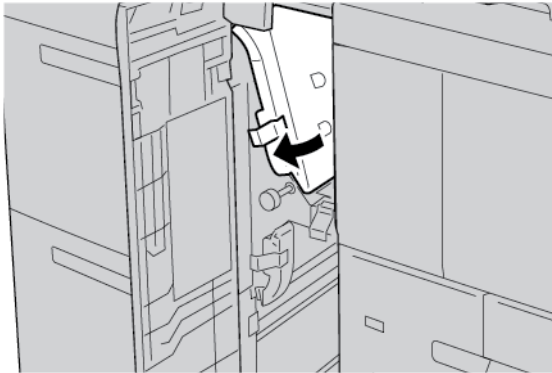
2. To remove the jammed paper, do the following steps:
  - a. Pull the lever **1a** to the right.

- b. Rotate the knob **1c** to the right.
- c. Remove the jammed paper.




 **Note:** If paper is torn, check inside the printer, then remove the torn paper.

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

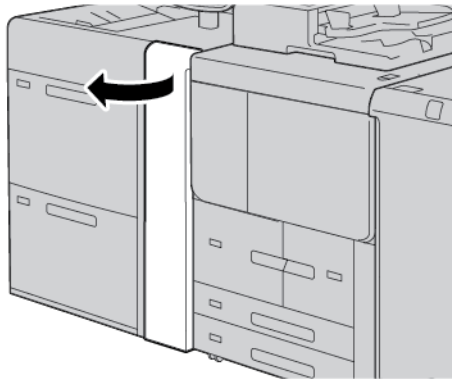


- 4. Close the front cover of the OHCF.

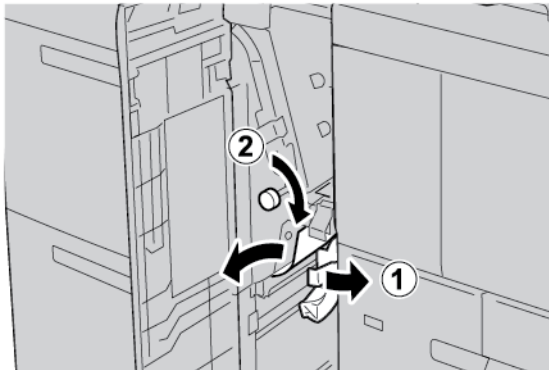
 **Note:** If the front cover of the OHCF is not closed completely, a message appears on the printer touch screen, and the printer cannot operate.

## OHCF Paper Jams at Lever 1b and Knob 1c

1. Open the front cover of the OHCF.

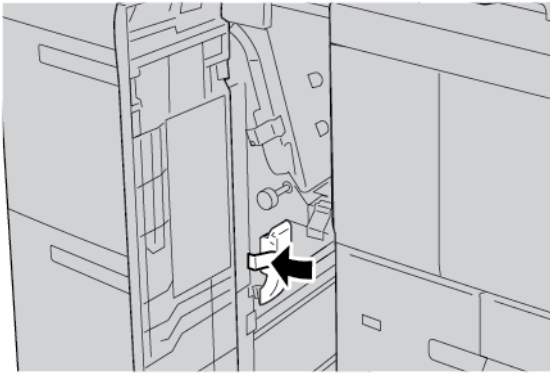


2. To remove the jammed paper, do the following steps:
  - a. Move lever **1b** to the right.
  - b. Rotate knob **1c** clockwise.
  - c. Remove the jammed paper.



**Note:** If paper is torn, check inside the printer, then remove the torn paper.

- Return lever **1b** to the original position.



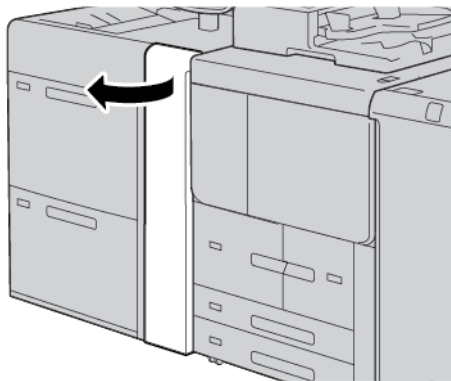
- Close the front cover of the OHCF.



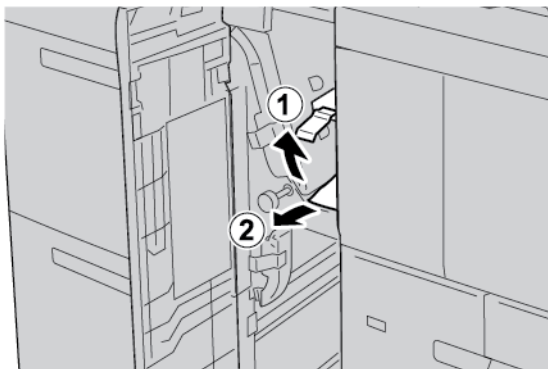
**Note:** If the front cover of the OHCF is not closed completely, a message appears on the printer touch screen, and the printer cannot operate.

## OHCF Paper Jams at Lever 1d and Knob 1c


- Open the front cover of the OHCF.



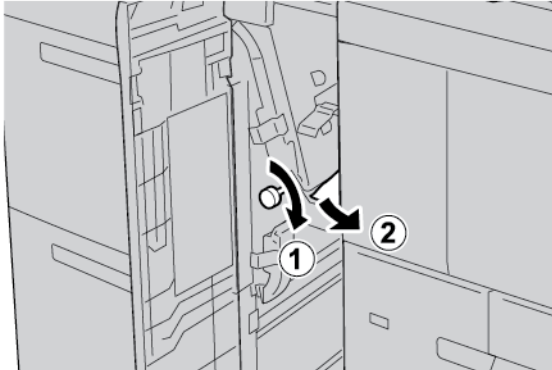
- To remove the jammed paper, do the following steps:
  - Lift lever **1d**.
  - Remove the jammed paper.



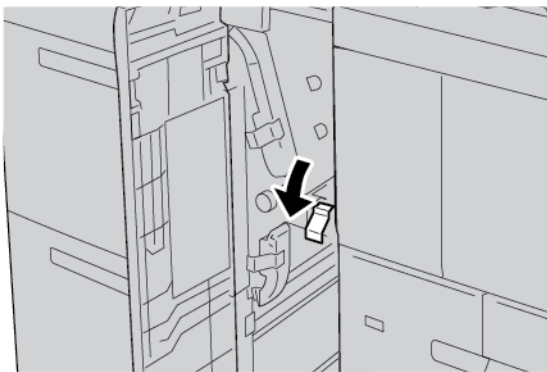
## Oversized High Capacity Feeder

 **Note:** If paper is torn, check inside the printer, then remove the torn paper.


3. If the jammed paper cannot be removed, do the following steps:
  - a. Rotate knob **1c** clockwise.
  - b. Remove the jammed paper.



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



5. Close the front cover of the OHCF.

 **Note:** If the front cover of the OHCF is not closed completely, a message appears on the printer touch screen, and the printer cannot operate.

## Fault Information

The following occurs when there are faults, such as paper jams, open doors or covers, or a printer malfunction:

- The printer stops printing and a fault message appears on the printer control panel.
- The message includes an illustration that shows the location of the fault and a brief explanation of the corrective actions to clear the fault.
- Paper jams can occur in multiple areas of the printer and in any optional devices that are connected to the printer. When a paper jam occurs, the illustration changes to show the multiple locations and the required corrective actions.
- If a fault occurs with an optional device, an indicator illuminates on the optional device control panel, and shows the corresponding area on the device where the fault occurred.

When you clear paper jams, always refer to the following information:

- When you remove paper jams, do not power off the printer.
- You can remove paper jams when the printer is powered on. When you power off the printer, all information stored to the system memory is erased.
- Before you resume print jobs, clear all paper jams, including any small, torn pieces of paper.
- To avoid possible print defects, do not touch components inside the printer.
- Gently, remove the paper, and take care not to tear it. If paper is torn, ensure that you remove all torn pieces.
- After you remove paper jams, close all doors and covers. When doors or covers are open, the printer does not print.
- After you clear a paper jam, printing resumes automatically from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to appear on the printer control panel. To clear any remaining jams, refer to the printer control panel for instructions and information.

## Fault Messages

When faults occur, such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, then a message appears on the printer control panel. An illustration shows the location of the fault and a brief explanation of corrective actions to clear the fault. If a fault occurs in more than one location, the illustration changes to indicate the multiple locations and the required corrective actions.




**Note:** For detailed information and instructions for clearing a fault, on the printer control panel, touch **Faults**. At the bottom of the fault screen, note the fault code.

# OHCF Specifications

Oversized High Capacity Feeder (OHCF), or Trays 6 and 7

Item	Specification	
Paper size	SEF	A4 (210 x 297 mm, 8.3 x 11.7 in.) A3 (297 x 420 mm, 11.7 x 16.5 in.) B5 (182 x 257 mm, 7.17 x 10.12 in.) B4 (257 x 364 mm, 10.12 x 14.33 in.) Letter (216 x 279 mm, 8.5 x 11 in.) US Folio (215.9 x 330.2 mm, 8.5 x 13 in.) Legal (216 x 356 mm, 8.5 x 14 in.) Ledger (279.4 x 431.8 mm, 11 x 17 in.) Special A4 (226 x 310 mm, 8.9 x 12.2 in.) DT Special A3 (310 x 432 mm, 12.2 x 17 in.) 304.8 x 457.2 mm (12 x 18 in.) SRA3 (320 x 450 mm, 12.6 x 17.7 in.) 320 x 488 mm (12.6 x 19.2 in.) 330.2 x 457.2 mm (13 x 18 in.) 330.2 x 482.6 mm (13 x 19 in.) Postcard (100 x 148 mm, 3.94 x 5.83 in.) * Postcard (101.6 x 152.4 mm, 4 x 6 in.) * * The postcard bracket is required.
	LEF	A4 (210 x 297 mm, 8.3 x 11.7 in.) B5 (182 x 257 mm, 7.17 x 10.12 in.) Executive (184 x 267 mm, 7.25 x 10.5 in.) 203.2 x 254 mm (8 x 10 in.) Letter (216 x 279 mm, 8.5 x 11 in.) Special A4 (226 x 310 mm, 8.9 x 12.2 in.) 16K (Taiwan) (194 x 267 mm, 7.64 x 10.51 in.) 16K (Mainland China) (195 x 270 mm, 7.68 x 10.63 in.)
	Custom sizes	Width: 182–330 mm (7.2–13 in.) Length: 182–488 mm (7.2–19.2 in.) With postcard bracket: 100 x 181–181 x 181 mm (3.94 x 7.13–7.13 x 7.13 in.)



Item	Specification
Paper weight	1-Tray unit: 52–300 g/m <sup>2</sup> ; 16 lb. Bond–110 lb. Cover paper 2-Tray unit: 52–350 g/m <sup>2</sup> ; 16 lb. Bond–130 lb. Cover paper
Tray capacity	2000 sheets for each tray  <b>Important:</b> The capacity of 2000 sheets for each tray is valid when you use paper that is up to 80 g/m <sup>2</sup> (20 lb.).
Paper type	All supported paper types for Trays 1–4 All supported paper types for Tray 5 (Bypass) Coated 1: 64–105 g/m <sup>2</sup> Coated 1A: 106–135 g/m <sup>2</sup> Coated 1B: 136–216 g/m <sup>2</sup> Coated 2: 217–253 g/m <sup>2</sup> Coated 3: 254–300 g/m <sup>2</sup> Coated 4: 301–350 g/m <sup>2</sup> ** Plain S1: 64–81 g/m <sup>2</sup> Bond S1: 82–105 g/m <sup>2</sup> Plain S1 Reloaded: 64–105 g/m <sup>2</sup> Heavyweight 3: 254–300 g/m <sup>2</sup> Heavyweight 4: 301–350 g/m <sup>2</sup> ** Heavyweight 1S1: 106–216 g/m <sup>2</sup> Heavyweight 2S1: 217–253 g/m <sup>2</sup> Heavyweight 3S1: 254–300 g/m <sup>2</sup> Heavyweight 4S1: 301–350 g/m <sup>2</sup> ** Recycled S1: 64–105 g/m <sup>2</sup> Preprinted S1: 64–105 g/m <sup>2</sup> Preprinted HW 1S1: 106–216 g/m <sup>2</sup> Preprinted HW 2S1: 217–253 g/m <sup>2</sup> Preprinted HW 3S1: 254–300 g/m <sup>2</sup> Preprinted HW 4S1: 301–350 g/m <sup>2</sup> ** Preprinted HW Card: 254–300 g/m <sup>2</sup> Preprinted XHW Card: 301–350 g/m <sup>2</sup> ** ** Only the 2-tray OHCF supports paper weights of 301–350 g/m <sup>2</sup> .

## Oversized High Capacity Feeder



### Note:

- For information about paper types and weights for Trays 1–4, refer to [Supported Paper Types and Weights](#).
- For information about paper types and weights for Tray 5 (Bypass), refer to [Tray 5 \(Bypass\) Specifications](#).

# G

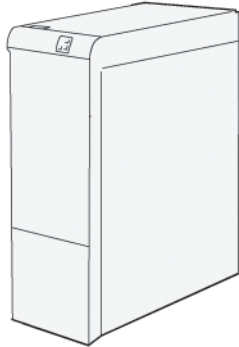
## Interface Decurler Modules

This appendix contains:

- [Interface Decurler Module Overview.....](#) 316
- [Finishing Accessories Requiring an Interface Decurler Module .....](#) 317
- [Interface Decurler Module Components .....](#) 318
- [Curl Correction on the Interface Decurler Module .....](#) 320
- [Interface Decurler Module Troubleshooting.....](#) 323

## Interface Decurler Module Overview

You can use an Interface Decurler Module (IDM) with your printer.



The Interface Decurler Module provides the following functions:

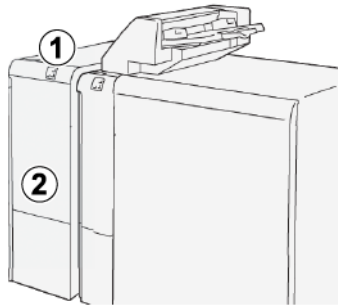
- Communication between the press and the attached finishing device.
- Alignment of the paper path between the press and the attached finishing device.
- Cooling and decurling of the paper as it exits the press.

## Finishing Accessories Requiring an Interface Decurler Module

The following finishing accessories require the Interface Decurler Module:

- GBC® AdvancedPunch® Pro
- High Capacity Stacker (HCS)

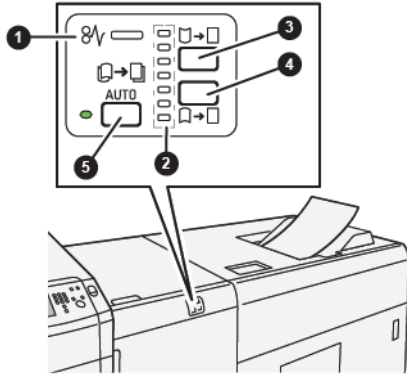
## Interface Decurler Module Components



1. Paper Jam and Error Indicator Panel


2. Interface Decurler Module Front Cover

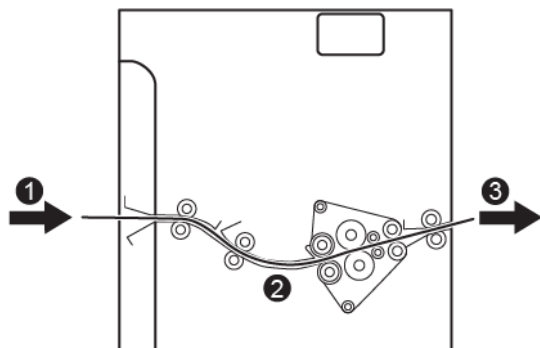
## Control Panel on the Interface Decurler Module



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

## Curl Correction on the Interface Decurler Module

 **Tip:** The purpose of curl correction is to adjust paper curl as the paper leaves the printer, but before the paper reaches the next inline finishing device. Use the Interface Decurler Module (IDM) paper curl-correction feature while the printer is printing.



1. Printed media from the printer
2. Interface Decurler Module paper path
3. Printed media from the Interface Decurler Module to inline finishing device


As media enters the module, it moves to the decurler for curl correction. The decurler has a decurler roll that applies pressure to the media, based on the following:

- System default: Auto is on.
- Manual selections made from the IDM control panel.

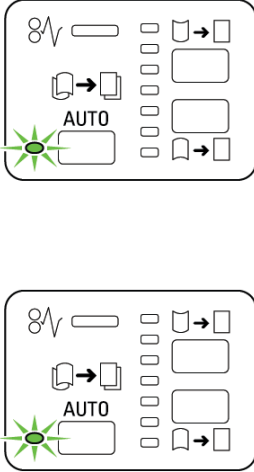
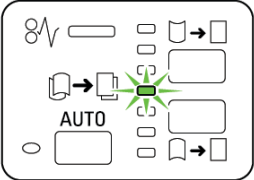
If you want to quickly adjust the media curl on the printed output, use the manual curl-up or curl-down buttons. If the printed output contains too much curl after you use these buttons, for more adjustment information, refer to [Curl Correction Modes and Functions on the Interface Decurler Module](#).

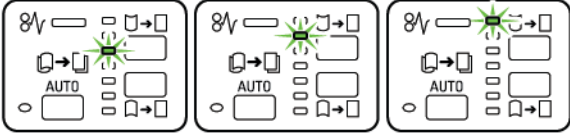
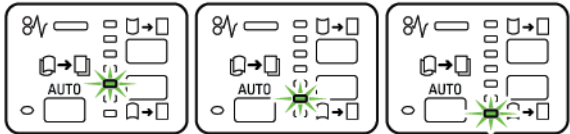
From the decurler, the printed media is cooled and routed from the Interface Decurler Module to the next inline finishing device that is connected to the printer.

## Curl Correction Modes and Functions on the Interface Decurler Module

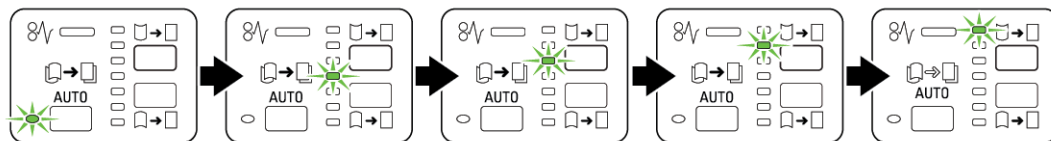
 **Note:** When you select an Interface Decurler Module (IDM) curl-correction mode, the new mode is applied to the next sheet that is delivered to the IDM.



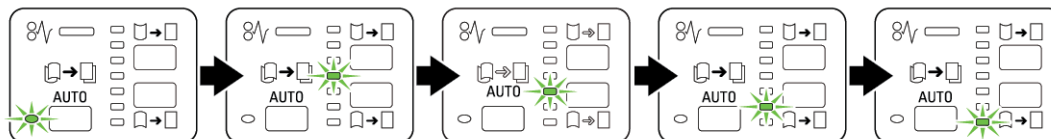
Indicator	Mode	Function
	<p>Auto</p>	<p>Auto is the default mode.</p> <ul style="list-style-type: none"> <li>Automatically corrects the paper curl by selecting the curl direction and amount. Auto mode is based on the paper size and orientation, and the finishing device that is receiving the output.</li>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

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

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

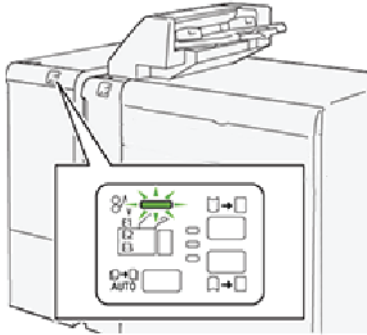


Pressing the curl-down button changes the curl-correction levels as shown:



# Interface Decurler Module Troubleshooting

## Paper Jams on the Interface Decurler Module



The following occurs when there are faults, such as paper jams, open doors or covers, or printer malfunctions:

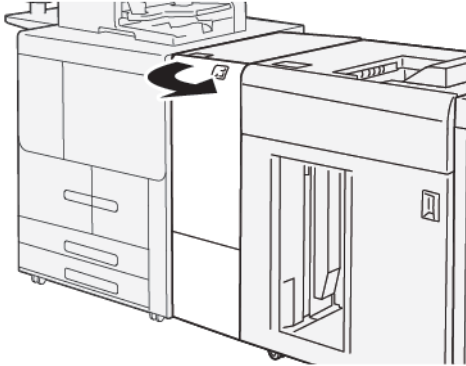
- The printer stops running and an error message appears on the printer touch screen.
- The message includes an illustration that shows the location of the fault and the corrective actions for clearing the fault.
- Paper jams can occur in multiple areas of the printer and any optional devices connected to the printer. When multiple jams occur, the illustration changes to show the multiple locations and the required corrective actions.
- If a fault occurs with an optional device, a status indicator on that device control panel shows the corresponding area on the device where the fault occurred.

When you clear paper jams, always refer to the following information:

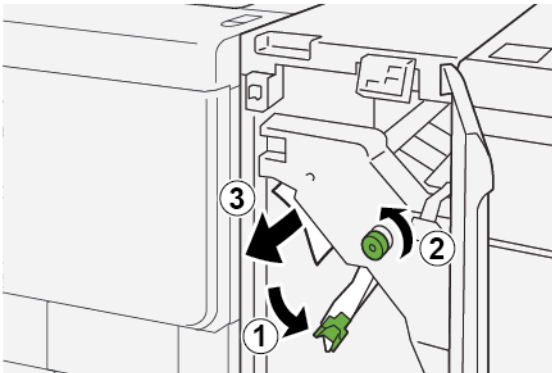
- Do not power off the printer when removing paper jams.
- Paper jams can be removed with the printer still powered on. When the printer is powered off, all information stored to the system memory is erased.
- Clear all paper jams before resuming print jobs.
- Do not touch components inside the printer. Touching components can cause print defects.
- Before proceeding with print jobs, ensure that all paper jams are cleared.
- Gently remove the paper and take care not to tear it. If paper is torn, ensure that you remove all the torn paper pieces.
- After removing paper jams, close all doors and covers. The printer 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 appear on the printer touch screen. To clear any remaining jams, refer to the printer touch screen for instructions and information.

## Clearing Paper Jams on the Interface Decurler Module

1. Open the front cover on the Interface Decurler Module (IDM).



2. Remove the jammed paper:



- a. Push down lever **1a**.
- b. Turn knob **1b** counterclockwise.



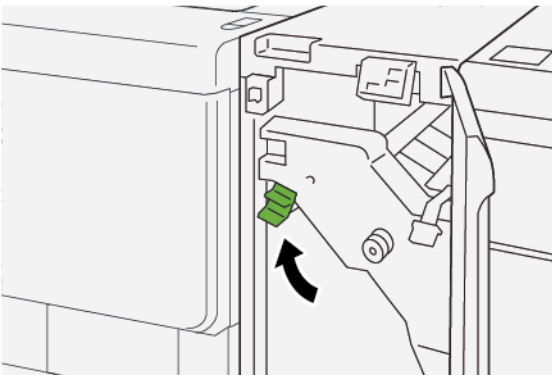
**Note:** To ensure that the jammed paper exits the area, turn the knob a minimum of 10 times.

- c. Remove the jammed paper.

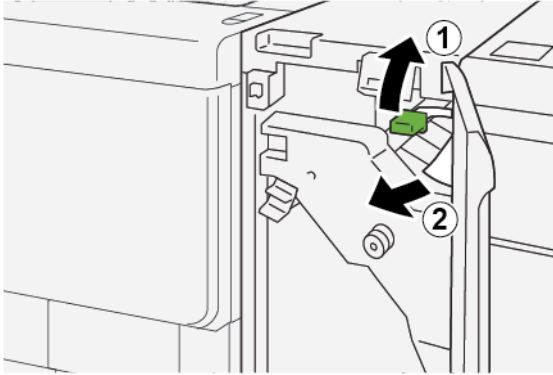


**Important:** Remove the jammed paper by carefully pulling it out of the area.

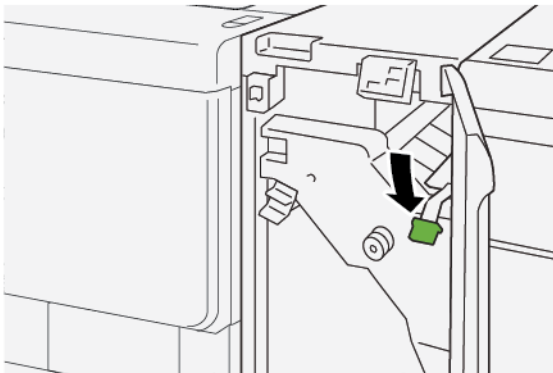
3. Return lever **1a** to the original position.



4. If you encounter difficulty when removing jammed paper, do the following.



- a. Push up lever **1c**.
  - b. Carefully remove the jammed paper.
5. Return lever **1c** to the original position.



6. Close the IDM front cover.
7. If necessary, to clear paper jams from other areas of the printer, follow the instructions on the printer control panel.

## Error messages on the Interface Decurler Module

When faults occur, such as paper jams, open doors or covers, or printer malfunctions, the printer stops printing, then a message appears on the decurler module control panel. The control panel message includes an illustration that shows the location of the fault, and 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.

## Fault Code Information on the Interface Decurler Module

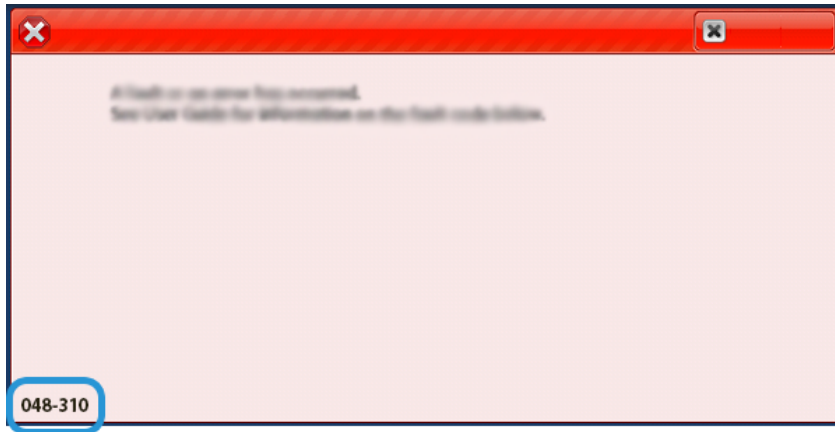
When faults occur, such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, and a message appears on the printer control panel touch screen.

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



**Note:** Interface Decurler Module faults start with the three-digit number 048.

## Interface Decurler Modules






# Insertor Module

This appendix contains:


- [Insertor Module Overview](#) ..... 328
- [Insertor Components](#) ..... 329
- [Paper and Media for Insertor Tray T1](#) ..... 331
- [Insertor Troubleshooting](#) ..... 334

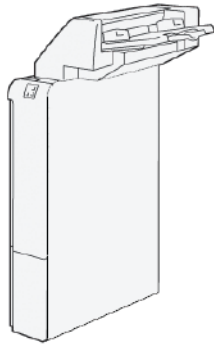
## Insertter Module Overview

 **Note:** The Insertter Module requires either High Capacity Stacker or Product Ready Finisher.

Use the inserter module to load media, such as blank, pre-printed, or special stock, that you inserted into the finished output. The media serves as separators and covers for the finished output. The printer does not print media fed from the inserter module. Instead, the printer places media into the printed output at selected locations.

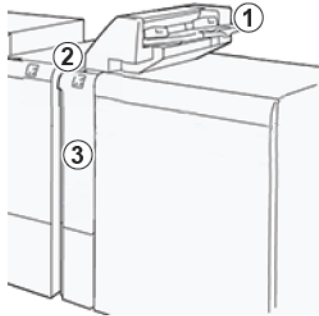
When using 20-lb, 75 g/m<sup>2</sup> paper, the media holds a maximum of 200 sheets. You can load the paper in the LEF or SEF direction.

 **Note:** Other names for the inserter include post-process inserter or interposer.





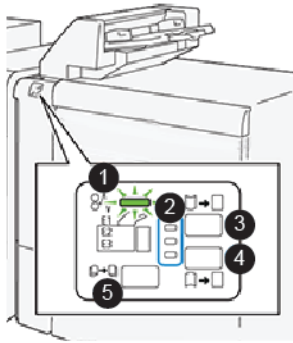
# Inserter Components




1. Tray T1 or Inserter Tray
2. Inserter Control Panel


3. Inserter Front Cover

# Inserter Control Panel



Number	Component	Description
1	Paper Jam Error Indicator	This indicator illuminates when a paper jam occurs in the inserter.
2	Curl Up or Curl Down Indicators	Similar to the Interface Decurler Module (IDM), these indicators show the direction of the curl correction. There are only three curl-correction options for the inserter: <ul style="list-style-type: none"> <li>• Top indicator: Upward curl correction.</li> <li>• Bottom indicator: Downward curl correction.</li> <li>• Middle indicator: Off. No curl correction.</li> </ul>
<p> <b>Important:</b> If the system includes an Interface Decurler Module (IDM), the Inserter Curl Control functions are disabled.</p>		
3	Manual Curl Up Button	When the printed output is curled up, select the curl-up button.
4	Manual Curl Down Button	When the printed output is curled down, 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 device is not printed on, but the paper is placed into the printed output at selected locations.

### Supported Paper for Inserter Tray T1

Paper Size	Paper Weight	Tray Capacity
A4 (210 x 297 mm) or Letter (8.5 x 11 in.)	52–350 g/m <sup>2</sup> uncoated	250 sheets, based on 90g/m <sup>2</sup> paper
A3 (297 x 432 mm) or Tabloid (11 x 17 in.)	72–350 g/m <sup>2</sup> coated	
B4 (250 x 353 mm) or Legal (8.5 x 14 in.)		

### Loading Paper in Inserter Tray T1

Tray T1, also known as the Post-Process Inserter or the Interposer, is used to load paper to be used as separators and covers.

- Paper loaded into Tray T1 does not go through the print engine for printing. Use this tray for preprinted stock and for insertion into the printed output.
- Tray T1 holds a maximum of 200 sheets when using 20-lb/75 gsm paper.
- You can load paper in the LEF or SEF direction.
- For supported paper information, refer to [Supported Paper for 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 the saddle stitch or bi-fold options, ensure that the paper loaded in the main feeding tray is the same size as the paper loaded in tray T1.
- For supported paper information, refer to [Supported Paper for Inserter Tray T1](#).

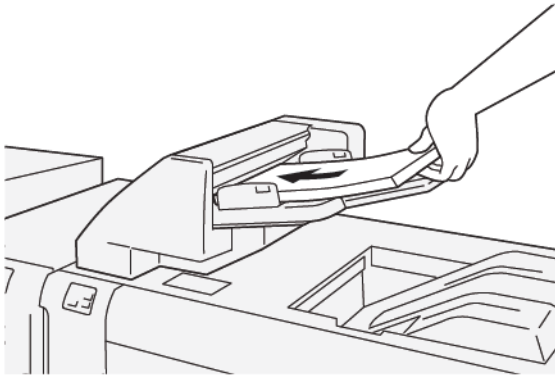
## Insertor Module


When the inserter tray is filled with 8.5 inch wide (SEF) media, its default size is 8.5" x 14". If you are inserting 8.5" x 11" media, you must adjust the default of NVM 769-503 using Admin Mode Tools. For additional instruction, refer to *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*

To insert separator sheets or cover sheets, such as blank or pre-printed sheets, use the inserter tray T1. Paper that is loaded in tray T1 is inserted into the finished or printed output. You can load a maximum of 250 sheets in tray T1.

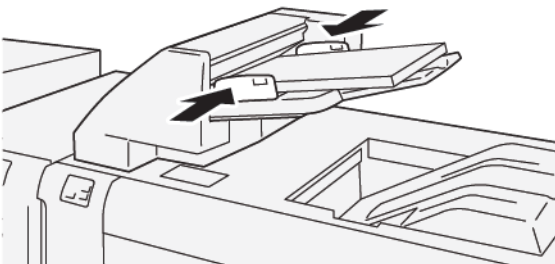
 **Tip:** Paper fed from the inserter device is not printed on, but the paper is placed into the printed output at selected locations.

1. Load the paper into tray T1. If the paper is pre-printed, load the paper with the printed side facing up. Align all edges of the paper.



 **Note:** To avoid possible paper jams or printer malfunctions, do not load paper above the maximum fill line.

2. Grasp the center of the paper guides and gently slide the guides to the required paper size so that the guides touch the edges of the paper.



 **Note:**

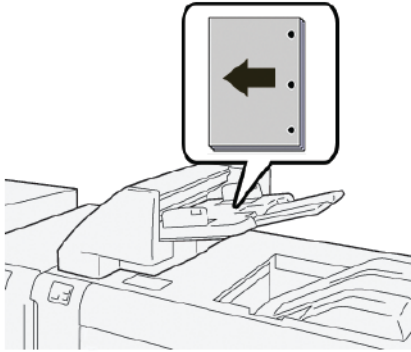
- If the distance between the guides is too long or short for the paper, paper jams can occur.
- If set by the system administrator, the Tray Properties screen appears on the printer control panel.

3. From the Tray Properties screen, enter or verify the correct paper information.
4. To save the paper information and close the Tray Properties screen, touch **OK**.

# Printing on Special Media

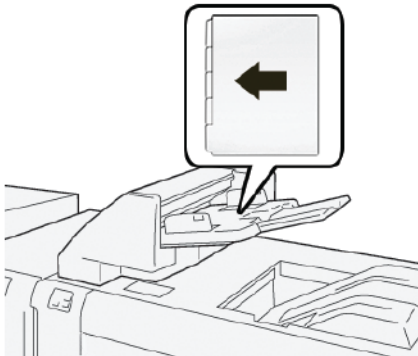
## Hole-Punched Paper

Load hole-punched paper into tray T1, LEF (long-edge feed), and with the holes on the right side, as shown.



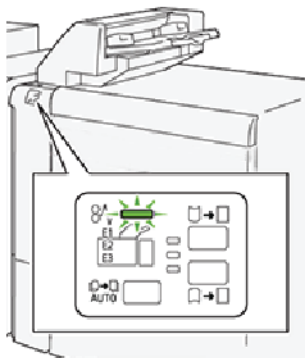
## Tab Stock

Load tab stock paper in tray T1, LEF (long-edge feed), and with the tabs on the left side, as shown.



# Inserter Troubleshooting

## Inserter Paper Jams



The following occurs when there are faults, such as paper jams, open doors or covers, or a printer malfunction:

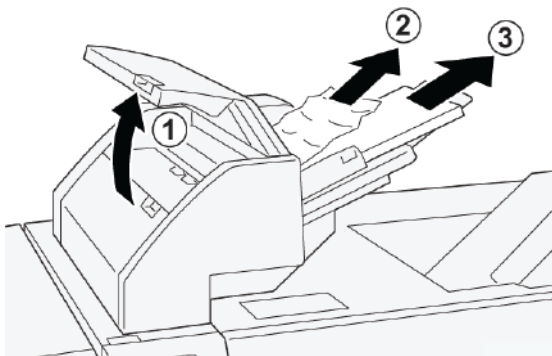
- The printer stops printing and a fault message appears on the printer control panel.
- The message includes an illustration that shows the location of the fault along and a brief explanation of corrective actions to clear the fault.
- Paper jams can occur in multiple areas of the printer and in any optional devices that are connected to the printer. When a paper jam occurs, the illustration changes to show the multiple locations and the required corrective actions.
- If a fault occurs with an optional device, an indicator illuminates on the device 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 printer when removing paper jams.
- Paper jams can be removed with the printer still powered on. When you power off the printer, all information stored to the system memory is erased.
- Before resuming print jobs, clear all paper jams.
- To avoid possible print defects, do not touch components inside the printer.
- Before proceeding with print jobs, ensure that all paper jams, including any small, torn pieces of paper, are cleared.
- Gently, remove the paper, taking care not to tear it. If paper is torn, ensure that you remove all the torn pieces of paper.
- After removing paper jams, close all the doors and covers. When doors or covers are open, the printer does not print.
- After clearing a paper jam, printing resumes automatically from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to appear on the printer control panel. To clear any remaining paper jams, refer to the printer control panel for instructions and information.

## Clearing Paper Jams from the Insertor E1 Area

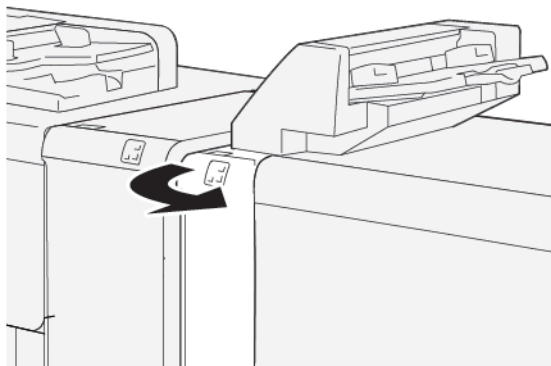
1. To clear paper jams from the insertor E1 area, do the following steps:
  - a. Open the T1 cover.
  - b. Remove the jammed paper.
  - c. Remove all the paper that is loaded in the tray.



2. Fan the paper that you removed, and ensure that all four corners of the paper are aligned correctly.
3. Reload the paper into the tray.
4. Close the T1 cover.

## Clearing Paper Jams from the Insertor E2 Area

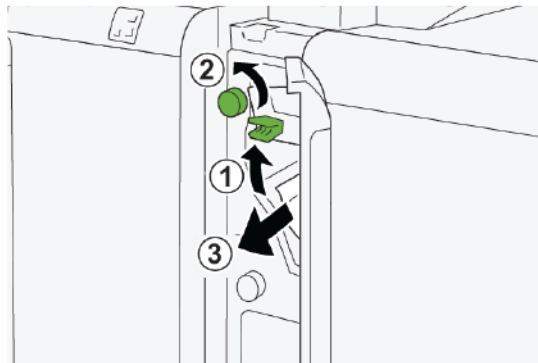
1. Open the insertor front cover.



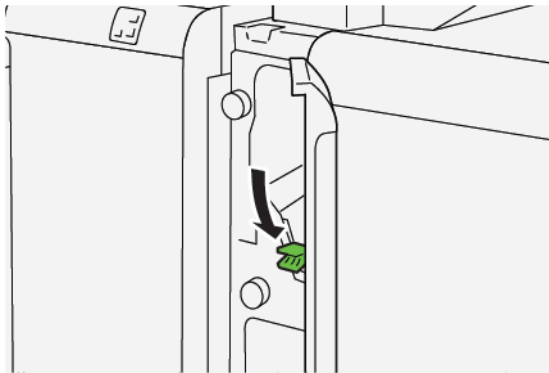
2. To clear paper jams from the insertor E2 area, do the following steps:
  - a. Lift lever **1a**.
  - b. Rotate knob **1b** counterclockwise.

## Inserter Module

- c. Remove the jammed paper.



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

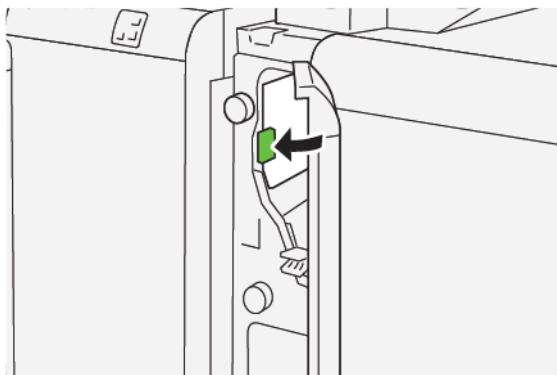


4. If you have difficulty when you remove the jammed paper, do the following steps:
  - a. Push lever **1c** to the right.
  - b. Rotate knob **1b** counterclockwise.
  - c. Remove the jammed paper.





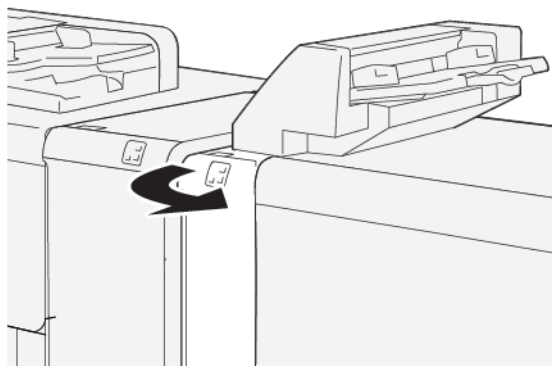
5. Return lever **1c** to the original position.




6. Close the inserter front cover.

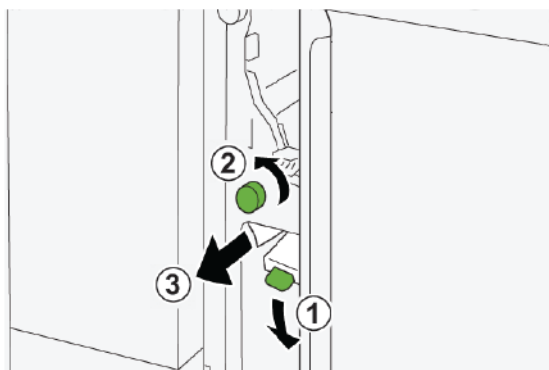
## Clearing Paper Jams from the Inserter E3 Area

1. Open the inserter front cover.



2. To remove paper jams from the inserter E3 area:

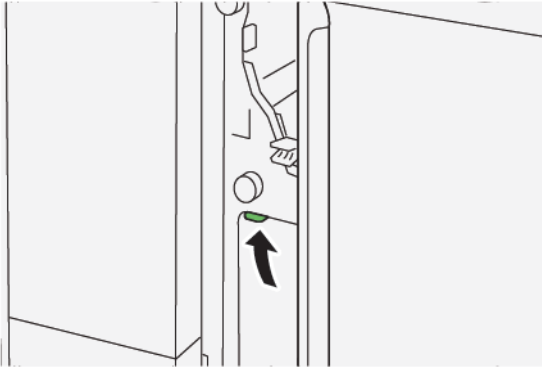
 **Note:** The jammed paper can be hidden behind the upper-left cover area.



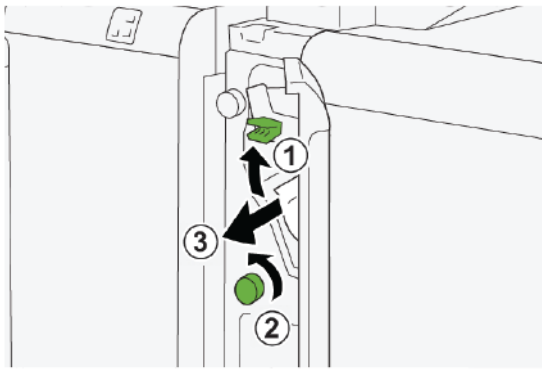
- a. Push down lever **1d**.
- b. Rotate knob **1e** counterclockwise.
- c. Remove any jammed paper.

## Inserter Module

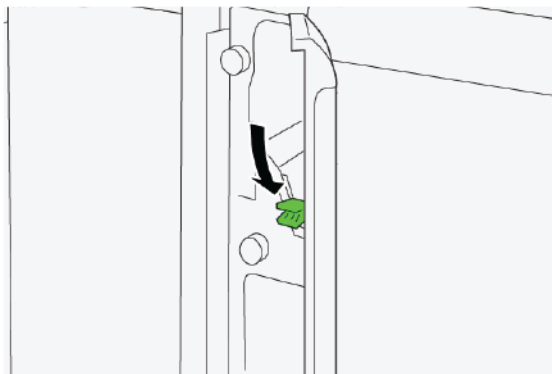
- Return lever **1d** to the original position.



- If you have difficulty when removing jammed paper, do the following:



- Lift lever **1a**.
  - Rotate knob **1e** counterclockwise.
  - Remove any jammed paper.
- Return lever **1a** to the original position.



- Close the inserter front cover.

## Inserter Fault Messages


When faults occur, such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, then a message appears on the printer touch screen. An 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.

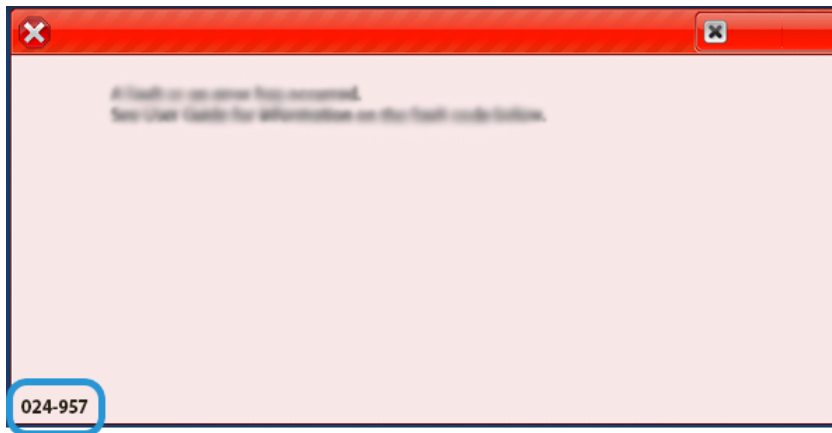
The touch screen displays a Faults button that provides information about the fault and detailed instructions for correcting the fault. The (E) code on the upper-left part of the Fault message displays which error indicator, E1, E2, or E3, is illuminated on the inserter control panel.

## Inserter Fault Code Information

When faults occur, such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, and a message appears on the printer touch screen.

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

 **Tip:** Inserter faults are identified by the codes that start with the three-digit numbers 012, 013, and 024.



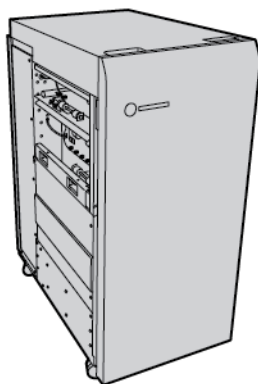


## GBC® AdvancedPunch™ Pro

This appendix contains:

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. The hole-punch module equals or surpasses traditional quality while saving time and increasing productivity by eliminating the labor-intensive steps of manual punching. The compact AdvancedPunch Pro requires minimal space and accepts various optional, multiple hole-punch die sets.

The GBC® AdvancedPunch™ Pro can be connected to various optional finishing devices and sits in line with the devices.



 **Note:** This optional finishing device requires the Interface Decurler Module.

The GBC® AdvancedPunch™ Pro provides the following capabilities:

- Punches a broad range of media sizes and types
- Trailing edge, LEF (Long-Edge Feed), and SEF (Short-Edge Feed) hole punching
- A die set detection control panel shows the die type and cycle count
- User die set options include comb, wire, coil, and 3–7 hole varieties to enable the 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 that provides users with the hole pattern and name
- Convenient storage area for two extra die sets adjacent to the Punch Chip Container

For detailed information and instructions for using the GBC® AdvancedPunch™ Pro, refer to the guide on the customer documentation disk that shipped with the device, or go to [www.xerox.com](http://www.xerox.com) and in the **Search** box, type GBC AdvancedPunch Pro.




# High Capacity Stacker (HCS)

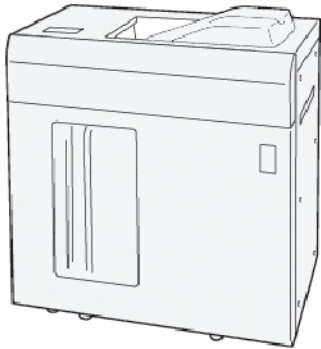
This appendix contains:

- [High Capacity Stacker Overview](#) ..... 344
- [High Capacity Stacker \(HCS\) Components](#)..... 345
- [HCS Troubleshooting](#)..... 349
- [HCS Specifications](#) ..... 361

## High Capacity Stacker Overview

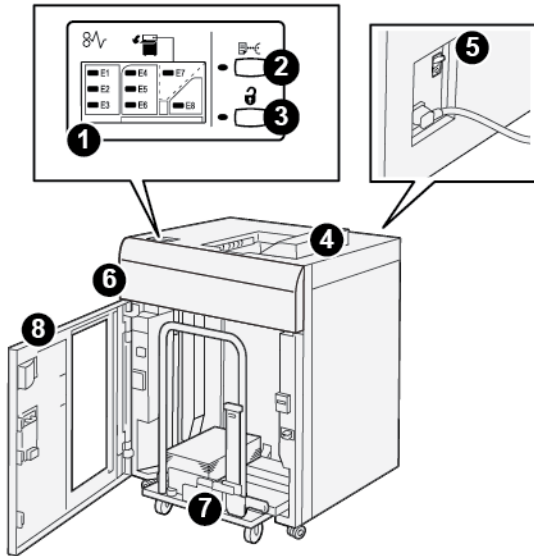
 **Note:** This optional finishing device requires the Interface Decurler Module.

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





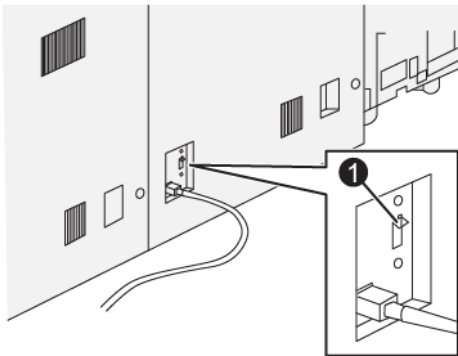
# High Capacity Stacker (HCS) Components



Number	Component	Description
1	Paper jam or error indicators	The indicators illuminate when a paper jam occurs in HCS areas E1–E8.
2	<b>Sample</b> 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	<b>Unload</b> button	Press this button to stop printing, then remove the paper.
4	Top tray	The tray receives the printed output and sample sheets. The top tray holds a maximum of 500 sheets, 330 x 488 mm (13 x 19.2 in.). When another inline finishing device 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 on the rear of the HCS. If there is an electrical failure or a shorted circuit, the switch shuts off electricity automatically.
6	Top cover	Open this cover to clear paper jams.
7	Stacker tray or cart	Collated sets, up to a total of 5000 sheets are transported to the stacker tray that is on a movable stacker cart.
8	Front door	Open this door to remove paper or printed output.


## HCS Circuit Breaker

The High Capacity Stacker circuit breaker is located on the rear of the High Capacity Stacker unit.



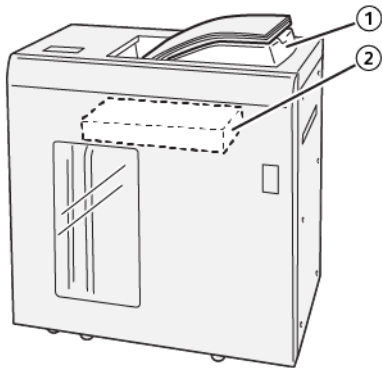
### 1. Test Button

The circuit breaker switch is usually in the On position.

 **Note:** When an electrical interruption occurs, the circuit breaker automatically switches off to discontinue the electrical flow to the High Capacity Stacker (HCS). For electrical information, refer to [Safety](#).

## Output Trays

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



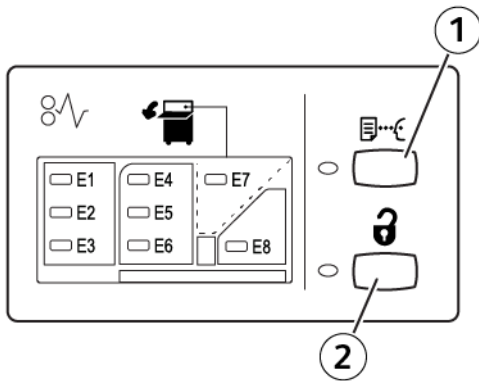
### 1. Top Tray

### 2. Stacker Tray or Cart

The top tray offers the following:

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

## Control Buttons



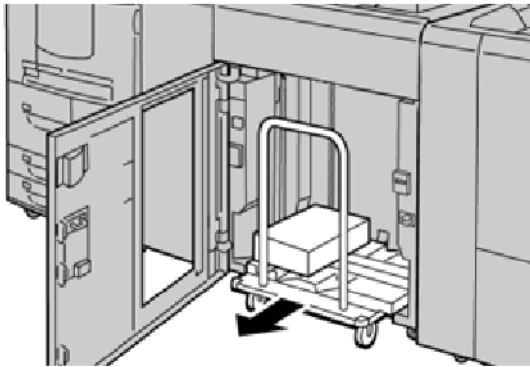
1. **Sample button:** Press this button to output a sample sheet to the top tray.
2. **Unload button:** Press this button to stop printing, then remove the paper.

## Unloading the Stacker Tray or Cart



**Note:** You can unload the High Capacity Stacker tray if the sheets are delivered to the Top Tray or to the PR Finisher.

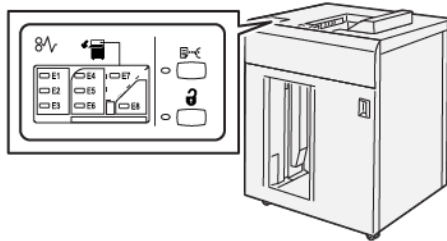
1. At the HCS control panel, press the **Unload** button.
2. After the Unload Indicator illuminates, open the HCS front door.
3. Position the securing bar on top of the stacked paper.
4. Pull the stacker cart straight out of the HCS.



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 rises to the operate position.

# HCS Troubleshooting

## HCS Paper Jams



The following occurs when there are faults, such as paper jams, open doors or covers, or a printer malfunction:

- The printer stops running and a fault message appears on the printer touch screen.
- The message includes an illustration that shows the location of the fault and a brief explanation of corrective actions for clearing the fault.
- Paper jams can occur in multiple areas of the printer and in any optional devices connected to the printer. When multiple jams occur, the illustration changes to show the multiple locations and the required corrective actions.
- If a fault occurs with an optional device, an indicator illuminates on the optional device control panel and shows the corresponding area on the device where the fault occurred.

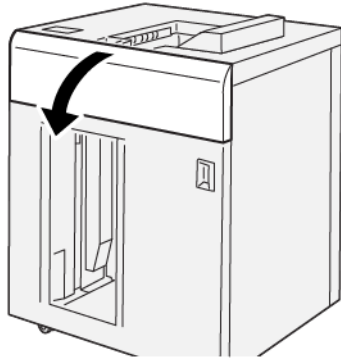
When clearing paper jams, always refer to the following information:

- When removing paper jams, do not power off the printer.
- Paper jams can be removed with the printer still powered on. When the power is powered off, all information stored to the system memory is erased.
- Before resuming print jobs, clear all paper jams.
- To avoid print defects, do not touch components inside the printer.
- Before preceding with print jobs, ensure that all paper jams, including any small, torn pieces of paper, are cleared.
- Gently, remove the paper, taking care not to tear it. If paper is torn, be sure to remove all the torn pieces.
- After removing paper jams, close all doors and covers. When doors or covers are open, the printer does not print.
- 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 appear on the printer touch screen. To clear any remaining jams, refer to the printer touch screen for instructions and information.

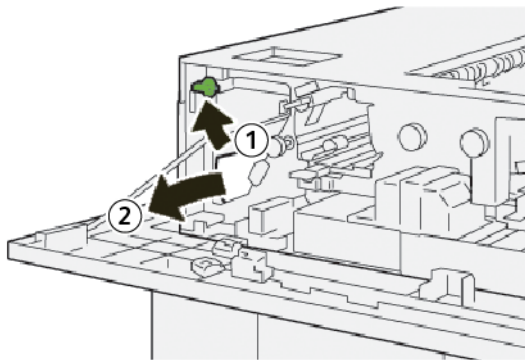
## High Capacity Stacker (HCS)

### Clearing Paper Jams from HCS Area E1

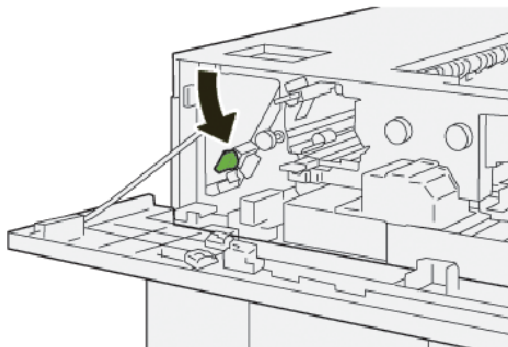
1. Open the HCS top cover.



2. Do the following:



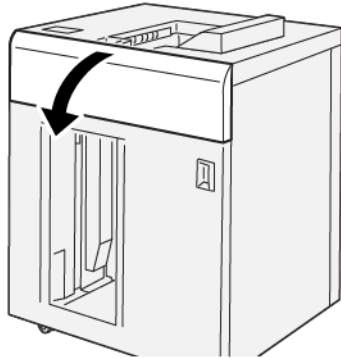
- a. Lift lever **1b**.
  - b. Remove the jammed paper.
3. Return lever **1b** to the original position.



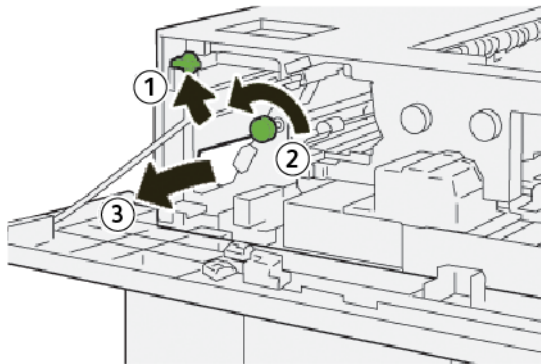
4. Close the HCS top cover.
5. If the printer indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

## Clearing Paper Jams from HCS Area E2

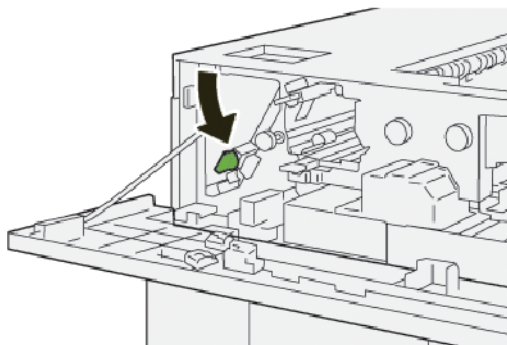
1. Open the HCS top cover.



2. Do the following:



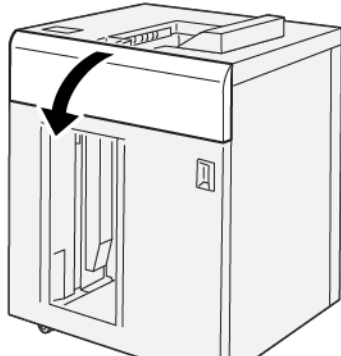
- a. Lift lever **1b**.
  - b. Rotate knob **1a** counterclockwise.
  - c. Remove the jammed paper.
3. Return lever **1b** to the original position.



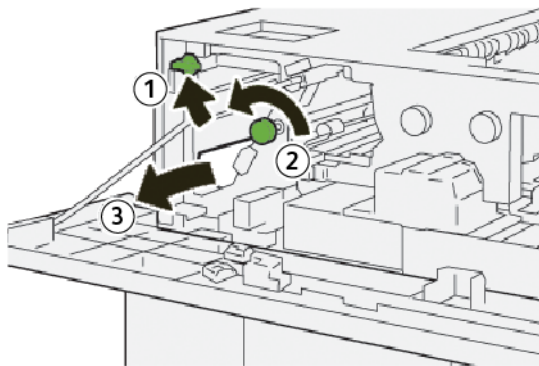
4. Close the HCS top cover.
5. If the printer indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

## Clearing Paper Jams from HCS Area E3

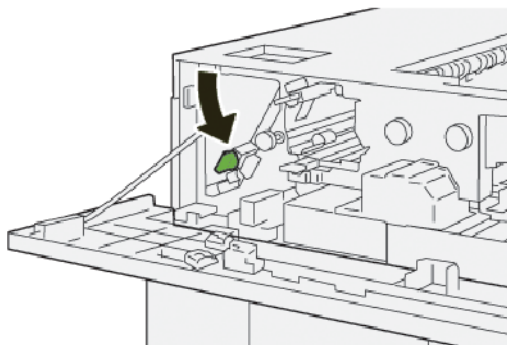
1. Open the HCS top cover.



2. Do the following:

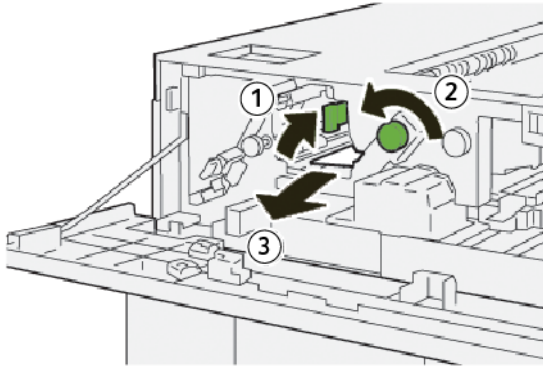


- a. Lift lever **1b**.
  - b. Rotate knob **1a** counterclockwise.
  - c. Remove the jammed paper.
3. Return lever **1b** to the original position.

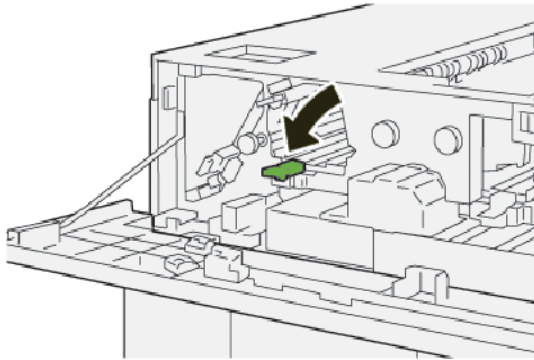


4. Do the following:





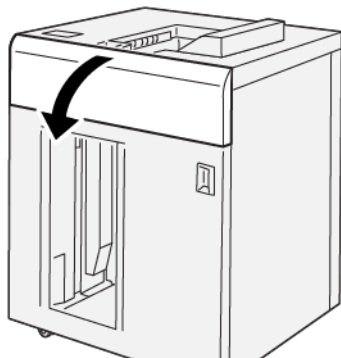
- a. Lift lever **2b**.
  - b. Rotate knob **2c** counterclockwise.
  - c. Remove the jammed paper.
5. Return lever **2b** to the original position.



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

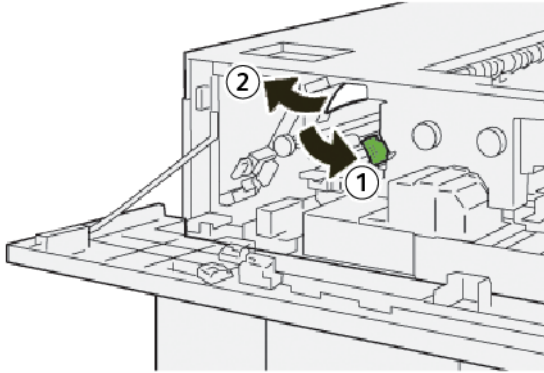
## Clearing Paper Jams from HCS Area E4

1. Open the HCS top cover.

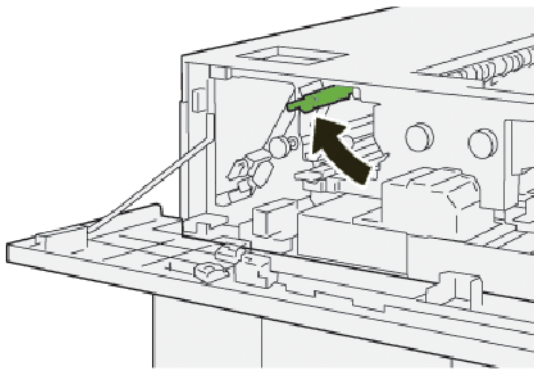


2. Do the following:

## High Capacity Stacker (HCS)



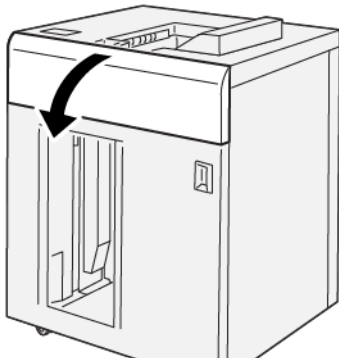
- a. Push down lever **2a**.
- b. Remove the jammed paper.
3. Return lever **2a** to the original position.



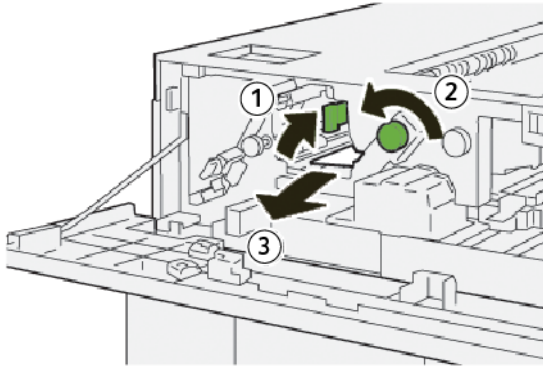
4. Close the HCS top cover.
5. If the printer control panel indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

## Clearing Paper Jams from HCS Area E5

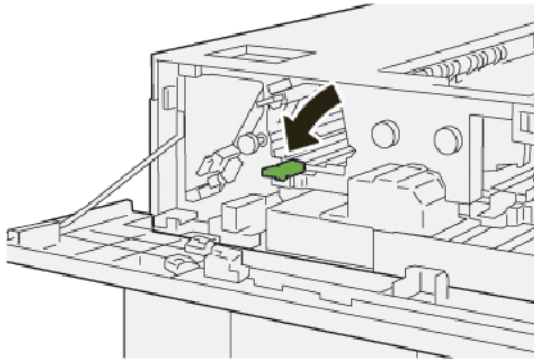
1. Open the HCS top cover.



2. Do the following:



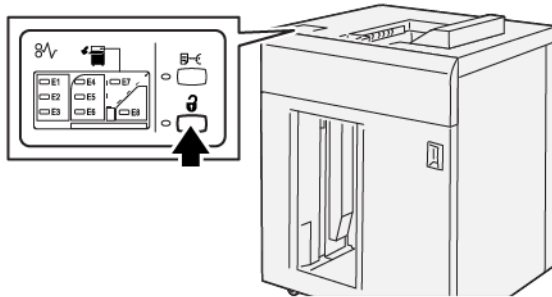
- a. Lift lever **2b**.
  - b. Rotate knob **2c** counterclockwise.
  - c. Remove the jammed paper.
3. Return lever **2b** to the original position.



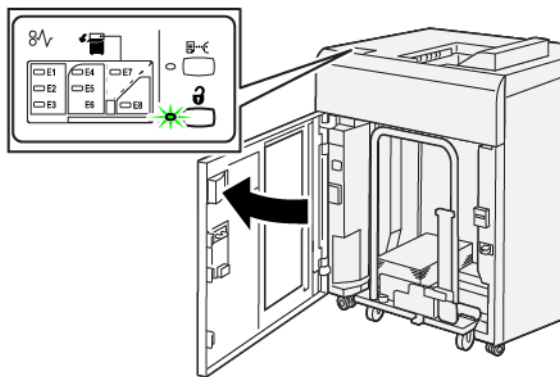
4. Close the HCS top cover.
5. If the printer indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

## Clearing Paper Jams from HCS Area E6

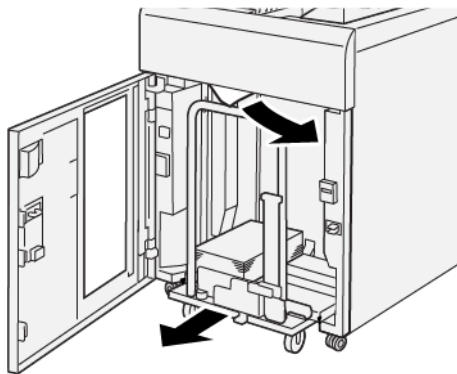
1. Press the **Unload** button.



2. Ensure that the HCS front door is unlocked, then open the door.



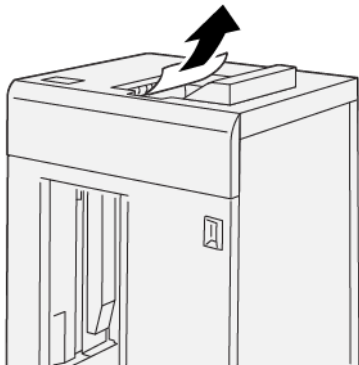
3. Pull out the stacker cart slowly, then remove any jammed paper.



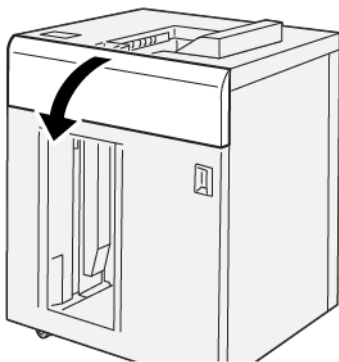
4. Push the stacker cart back into the original position.
5. Close the HCS front door.
6. If the printer indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

## Clearing Paper Jams from HCS Area E7

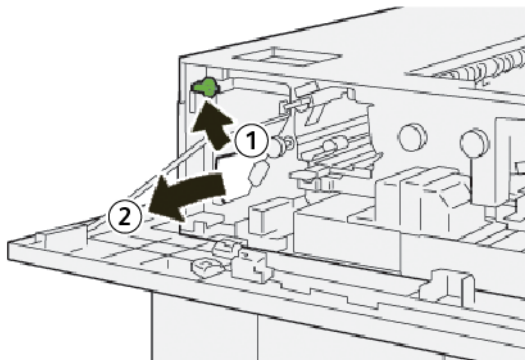
1. Remove any output delivered to the top tray.



2. Open the HCS top cover.



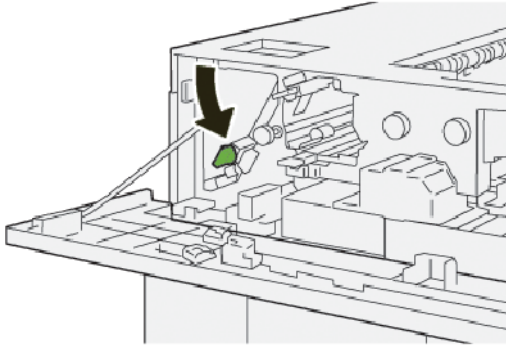
3. Do the following:



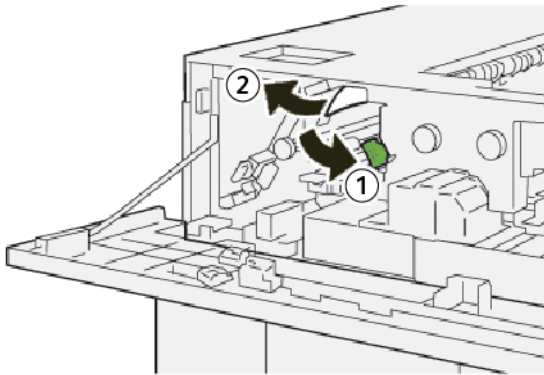
- a. Lift lever **1b**.
- b. Remove the jammed paper.

## High Capacity Stacker (HCS)

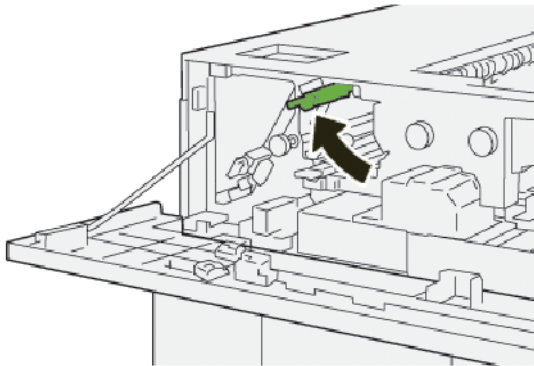
- Return lever **1b** to the original position.



- Do the following:



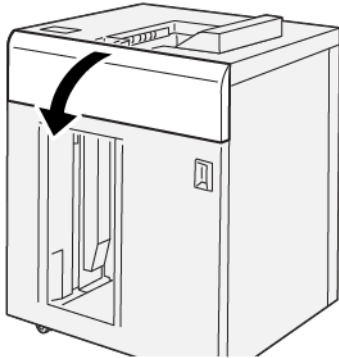
- Push down lever **2a**.
  - Remove the jammed paper.
- Return lever **2a** to the original position.



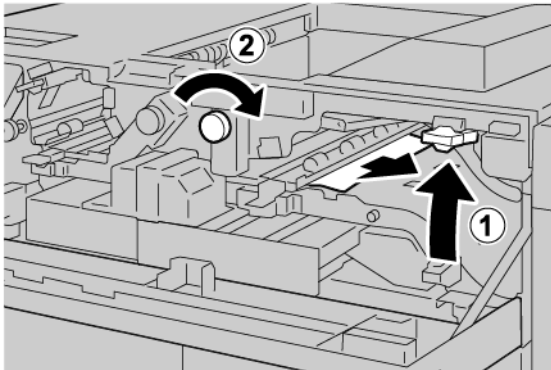
- Close the HCS top cover.
- If the printer indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

## Clearing Paper Jams from HCS Area E8

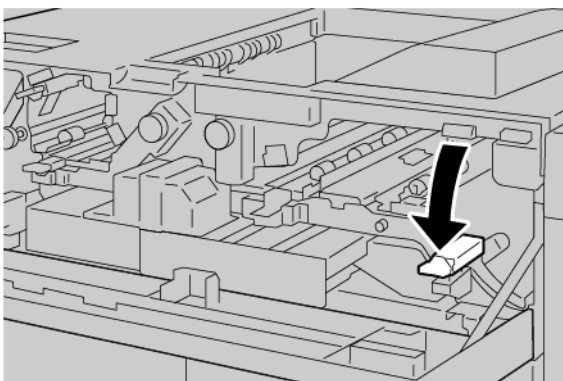
1. Open the HCS top cover.



2. Do the following:



- a. Lift lever **3b**.
  - b. Rotate knob **3a** clockwise.
  - c. Remove jammed papers.
3. Return lever **3b** to the original position.



4. Close the HCS top cover.

## HCS Fault Messages


When faults occur, such as paper jams, open doors or covers, or a press malfunction, the printer stops printing, and a message appears on the printer touch screen. An 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.

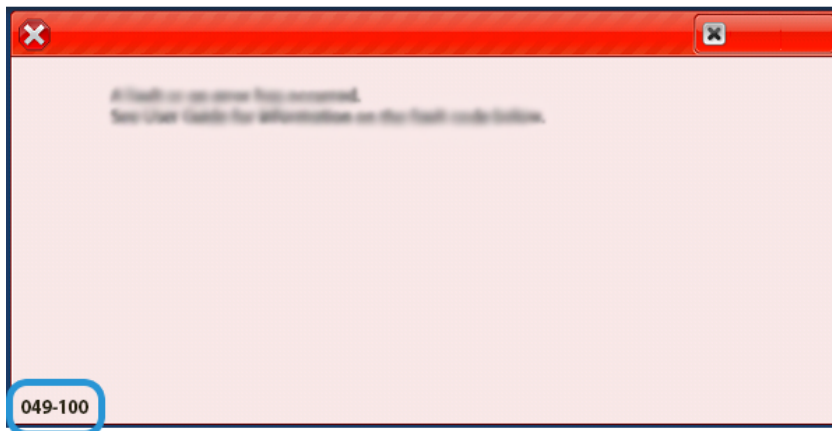
The touch screen displays a Faults button that provides information about the fault and detailed instructions for correcting the fault. The (E) code in the upper-left part of the fault message displays which error indicator E1–E8 is illuminated on the HCS control panel.

## HCS Fault Code Information

When faults occur, such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, and a message appears on the printer touch screen.

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

 **Tip:** HCS faults are identified by the codes that start with the three-digit numbers 049.




## HCS Hints and Tips

When you use the HCS, refer to the following hints and tips:

1. Verify the paper curl in the applicable HCS tray:
  - If no paper curl is present, and if the output is acceptable and meets your requirements, you are finished.
  - If no paper curl is present, but the output is not acceptable, call for service.
  - If paper curl is present, continue to the next step.
2. To correct the paper curl, use the paper curl-correction controls on top of the Interface Decurler Module (IDM).
3. If the output has not improved, adjust the paper curl again.
4. If the output still has not improved, call Xerox Technical Customer Support.



## HCS Specifications

Item	Specification			
Tray capacity	Top tray: 500 sheets			
	Stacker tray or cart: 5000 sheets			
 <b>Note:</b> The values are based on paper weights less than 80 g/m <sup>2</sup>				
Paper size	Top tray	Standard size	Minimum	Postcard 100 x 148 mm 4 x 6 in.
			Maximum	SRA3 330 x 487 mm 13 x 19 in.
		Custom size	Height	3.9–13 in. 100–330.2 mm
			Width	6–26 in. 148.0–660.4 mm
	Stacker tray or cart	Standard size	Minimum	JIS BS
			Maximum	SRA3 330 x 487 mm 13 x 19 in.
		Custom size	Height	8–13 in. 203.0–330.2 mm
			Width	7.2–19.2 in. 148.0–488.0 mm
Paper weight	Top Tray	52–350 g/m <sup>2</sup>		
	Stacker tray or cart	52–350 g/m <sup>2</sup>		

## High Capacity Stacker (HCS) Media Guidelines

- The stacker tray or cart accepts 52–350 g/m<sup>2</sup> coated or uncoated paper, with the possibility of using a degraded stock quality. The printer can exhibit higher jam rates when you use paper that is heavier 300 g/m<sup>2</sup>.
- Transparencies can deliver to the top tray, the stacker tray, or the cart. Stack height is limited to 100 transparencies.
- Coated paper that is lighter than 100 g/m<sup>2</sup> does not run as reliably as coated paper that is heavier than 100 g/m<sup>2</sup>.

## High Capacity Stacker (HCS)

- Non-standard papers that are longer than 305 mm (12 in.) in the feed direction require a 210 mm (8.3 in.) minimum measurement across the feed direction.
- Non-standard papers that are shorter than 254 mm (10 in.) in the cross-feed direction require a 330 mm (13 in.) minimum measurement in the feed direction.

# Crease and Two-Sided Trimmer

This appendix contains:

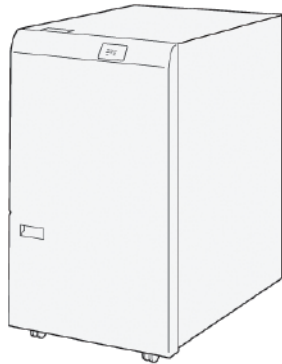
- [Crease and Two-Sided Trimmer Overview](#) ..... 364
- [Crease and Two-Sided Trimmer Components](#) ..... 365
- [Crease and Two-Sided Trimmer Configuration](#)..... 366
- [Crease and Two-Sided Trimmer Maintenance](#)..... 367
- [Crease and Two-Sided Trimmer Troubleshooting](#) ..... 369
- [Crease and Two-Sided Trimmer Specifications](#)..... 386

## Crease and Two-Sided Trimmer Overview

The Crease and Two-Sided Trimmer trims the top and bottom of sheets or booklets to produce an even edge. When this device is combined with the SquareFold® Trimmer Module, the trimming produces a full bleed.

This optional finishing device requires one of the following Production Ready Finishers:


- Production Ready Finisher
- Production Ready Booklet Maker Finisher
- Production Ready Finisher Plus



The Crease and Two-Sided Trimmer is an optional finishing device that provides page creasing and trimming of both ends of the output.

The Crease and Two-Sided Trimmer performs the following tasks:

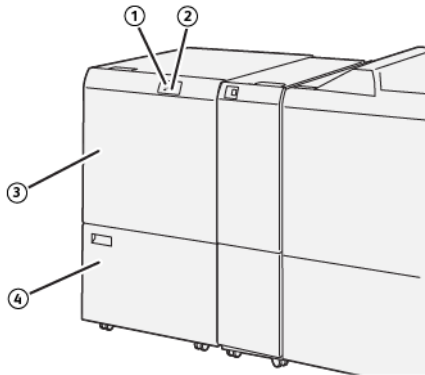
- Trims 6–25 mm (0.24–0.99 in.) from the top and bottom of prints or booklets to produce an output with the required finished width and appearance.

 **Note:** If you crease the media within 62 mm of the lead edge, the chance of jams increases. The lowest crease setting value of 1 cannot produce any visible crease on some media.

- Trims incoming media sizes 194 x 257 mm (7.6 x 10.1 in.) to 330.2 x 488 mm (13 x 19.2 in.).
- Trims incoming media sizes 52–350 g/m<sup>2</sup> or coated paper 106–350 g/m<sup>2</sup>.

When this device is paired with the SquareFold® Trimmer, all sides of booklets can be trimmed, except the binding, which enables the creation of full-bleed booklets. For more information, refer to [SquareFold® Trimmer Module](#).

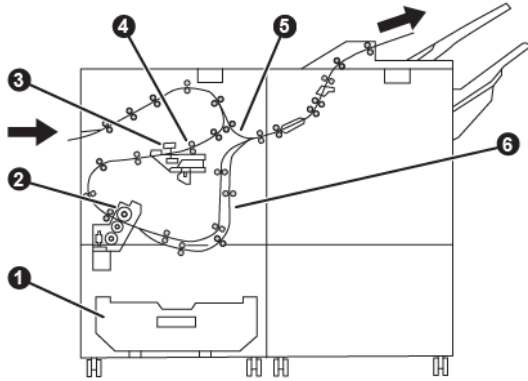
## Crease and Two-Sided Trimmer Components



Number	Component	Description
1	Paper jam and error indicator	This indicator illuminates when a paper jam occurs. If the indicator is blinking, before printing can resume, clear the paper jam.
2	Trimmer Waste Container Full indicator	This indicator illuminates when it is time to empty the trimmer waste container. The indicator blinks when the waste container is full.
3	Upper cover	To clear paper jams, open the upper cover.
4	Lower cover	To empty the trimmer waste container, open the lower cover.

## Crease and Two-Sided Trimmer Configuration

The Crease and Two-Sided Trimmer trims the top and bottom edge of output media, applies creases in the vertical direction, and overlaps two sheets of output.



Number	Component	Description
1	Dust Box	The Dust Box stores trim waste.
2	Trimmer	The Trimmer trims the top and bottom edges in the process direction.
3	Creaser	The Creaser applies creases in the vertical direction.
4	Registration	The Registration adjusts media skew and detects the position of the media.
5	Bypass	The Bypass transports media through the remaining modules without providing finishing.
6	Buffer	The Buffer overlaps two sheets of the media.

## Crease and Two-Sided Trimmer Maintenance

### Emptying the Crease and Two-Sided Trimmer Waste Container

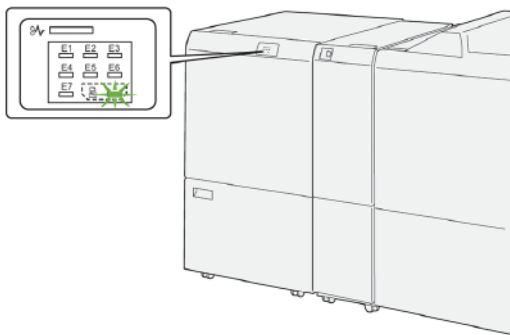
When the trimmer waste container is nearing the full condition, an indicator illuminates on the top of the Crease and Two-Sided Trimmer.



**Note:** You can empty the waste container before it reaches a full condition. Empty the waste container while the printer is powered on. If you empty the waste container when the printer is powered off, the printer does not recognize that the container was emptied.

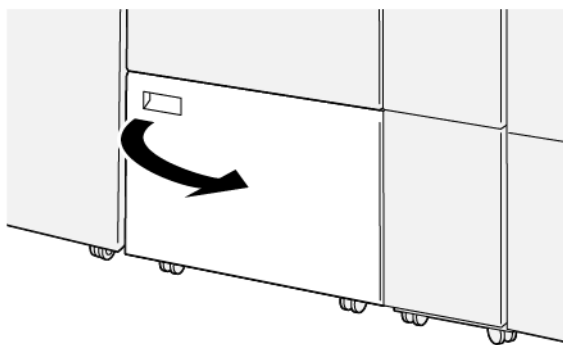
When the waste container reaches the full condition, the following changes occur:

- The indicator changes from a steady light condition to a blinking light.
- A message appears on the printer control panel that indicates that the waste container is full.



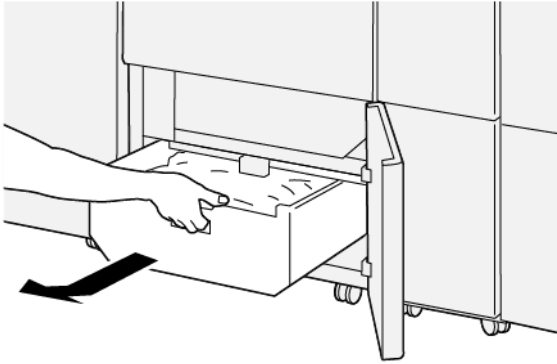
To empty the trimmer waste container, perform the following steps:

1. Open the lower cover of the Crease and Two-Sided Trimmer.




## Crease and Two-Sided Trimmer

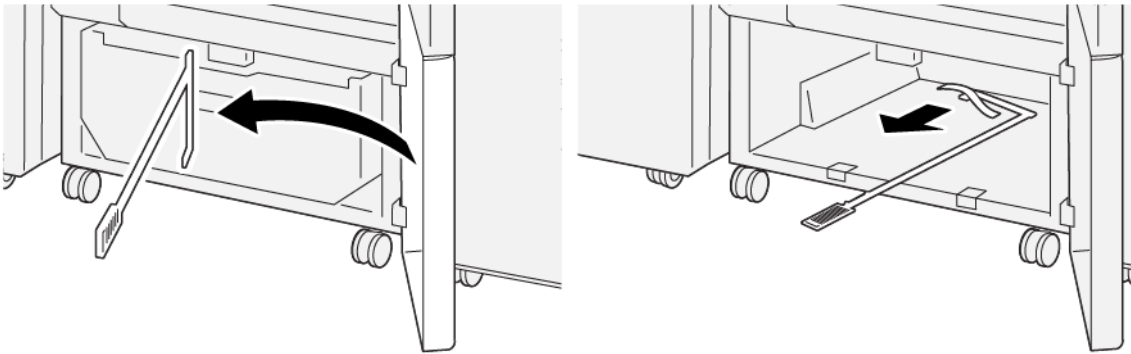
2. Pull out and remove the waste container.



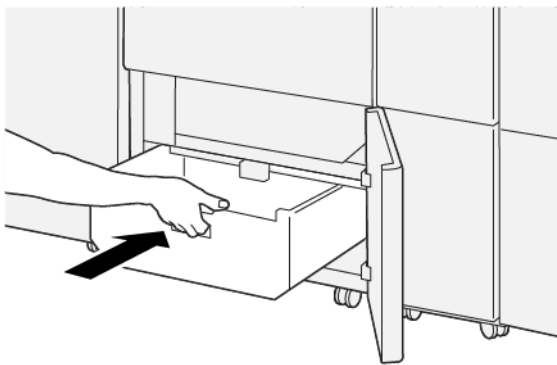
3. Discard all waste.

 **Important:** Ensure that the waste container is empty. If waste or debris remains in the waste container, the trimmer can malfunction.

4. Ensure that you remove all waste and debris, especially beneath the frame that is behind the waste container. Use the cleaning rod to remove any remaining waste from inside the trimmer.



5. Return the cleaning rod to its original position on the inside of the lower cover.
6. Reinsert the waste container and push it in until it stops.

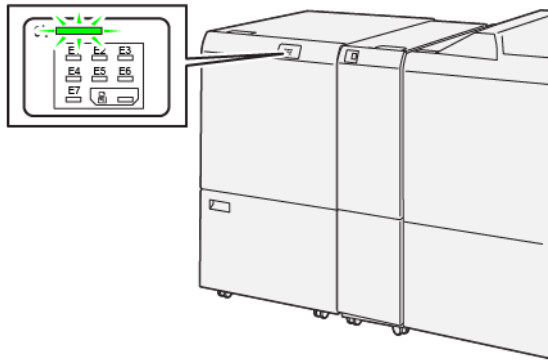


7. Close the lower cover.



# Crease and Two-Sided Trimmer Troubleshooting

## Crease and Two-Sided Trimmer Paper Jams



The following occurs when there are faults such as paper jams, open doors or covers, or a printer malfunction:

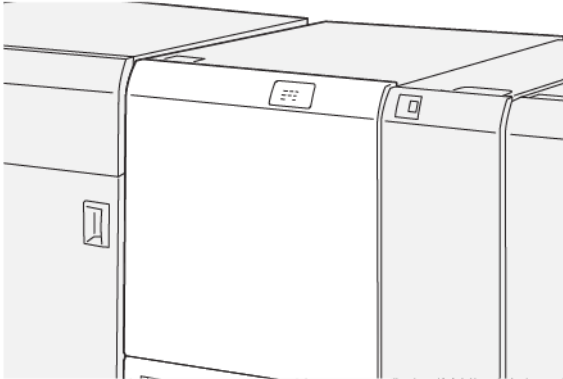
- The printer stops printing and a fault message appears on the printer control panel.
- The message includes an illustration that shows the location of the fault and a brief explanation of corrective actions to clear the fault.
- Paper jams can occur in multiple areas of the printer and in any optional device that is connected to the printer. When a paper jam occurs, the illustration changes to show the multiple locations and the required corrective actions.
- If a fault occurs with an optional device, an indicator illuminates on the optional device control panel and shows the corresponding area on the device where the fault occurred.

When you clear paper jams, always refer to the following information:


- Do not power off the printer when removing paper jams.
- Paper jams can be removed with the printer still powered on. When you power off the printer, all information stored to the system memory is erased.
- Before resuming print jobs, clear all paper jams.
- To avoid possible print defects, do not touch components inside the printer.
- Before you proceed with print jobs, ensure that all paper jams, including any small, torn pieces of paper, are cleared.
- Gently, remove the paper, taking care not to tear it. If paper is torn, ensure that you remove all torn pieces of paper.
- After you remove the paper jams, close all doors and covers. When doors or covers are open, the printer does not print.
- After you clear a paper jam, printing resumes automatically from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to appear on the printer control panel. To clear any remaining paper jams, refer to the printer control panel for instructions and information.

## Clearing Paper Jams from Trimmer Area E1

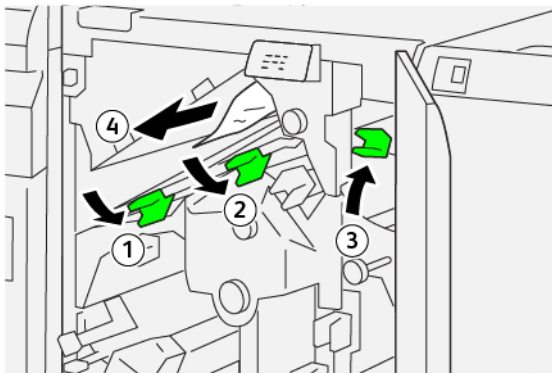
1. Open the trimmer upper cover.



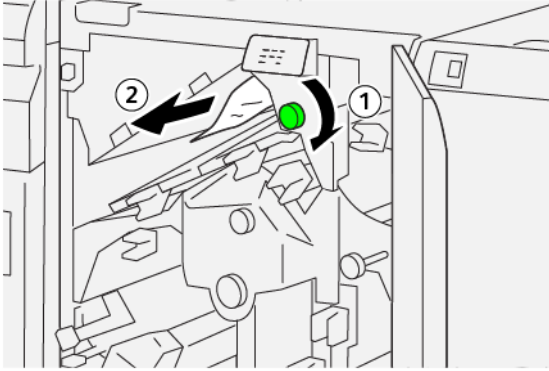
2. To remove the jammed paper, perform the following steps:

 **Note:** Check behind the upper cover for any hidden jammed paper.

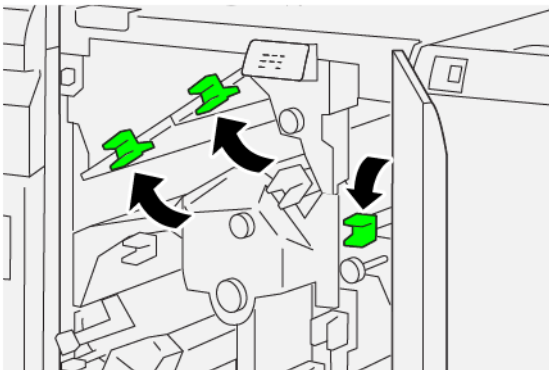
- a. Push down lever **1a**.
- b. Push down lever **1b**.
- c. Lift lever **1d**.
- d. Remove the jammed paper.



3. If you have difficulty removing any paper jams, perform the following steps:
  - a. Rotate knob **1c** clockwise.
  - b. Remove the jammed paper.



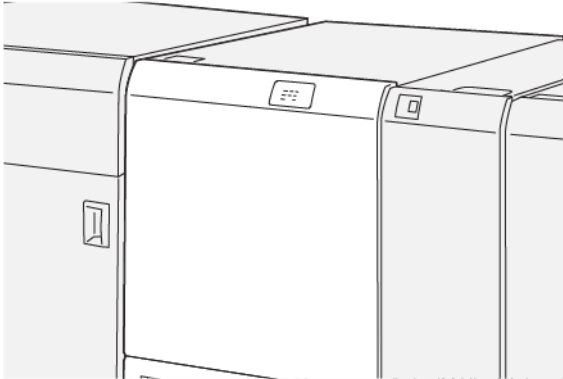
4. Return the levers to the original positions.



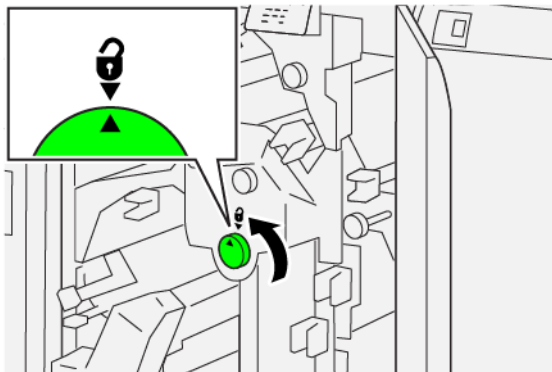
5. Close the trimmer upper cover.
6. If the printer control panel message indicates that there are more paper jams, follow the instructions to clear the paper and to resume printing.

## Clearing Paper Jams from Trimmer Area E2

1. Open the trimmer upper cover.

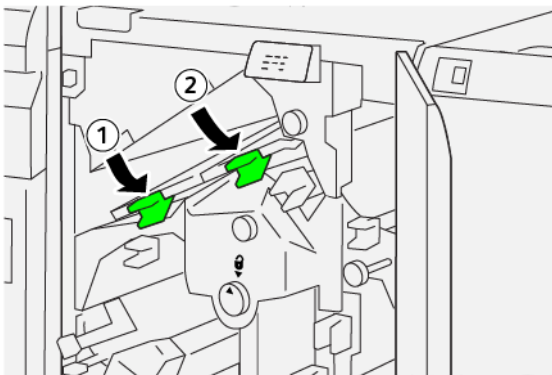


2. Rotate knob **2** counterclockwise and align the mark on the knob with the open padlock icon.



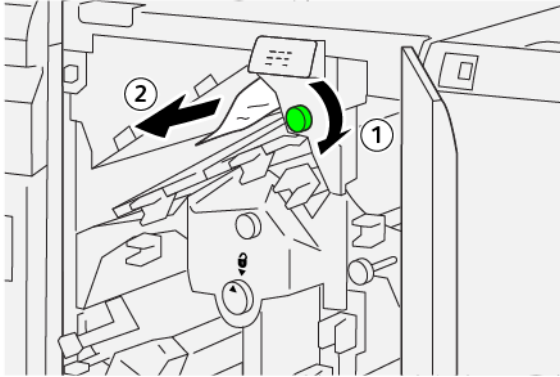
3. To remove the jammed paper, perform the following steps:

- a. Push down lever **1a**.
- b. Push down lever **1b**.

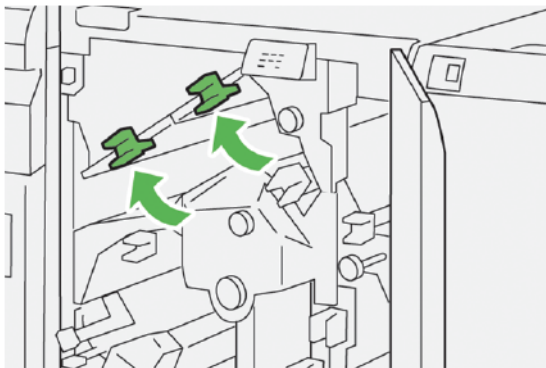


4. If you cannot remove the jammed paper, perform the following steps:

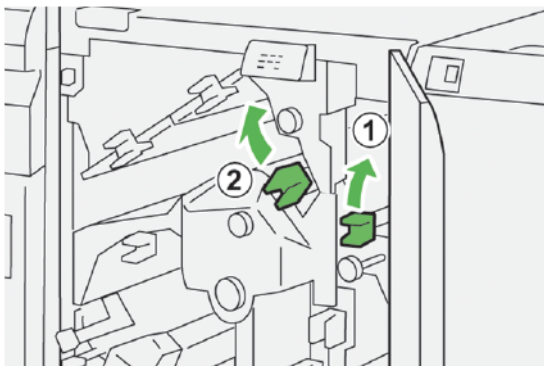
- a. Rotate knob **1c** clockwise.
- b. Remove the jammed paper.



5. Return the levers to the original positions.

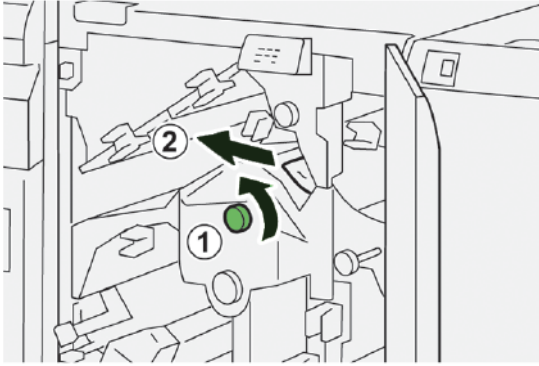


6. If you have difficulty removing any jammed paper, perform the following steps:
  - a. Lift lever **1d**.
  - b. Move lever **2a** to the left.

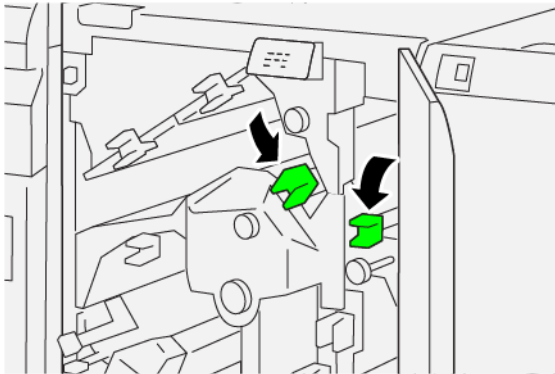


7. To remove the jammed paper, perform the following steps:
  - a. Rotate knob **2b** counterclockwise.
  - b. Remove the jammed paper.

## Crease and Two-Sided Trimmer



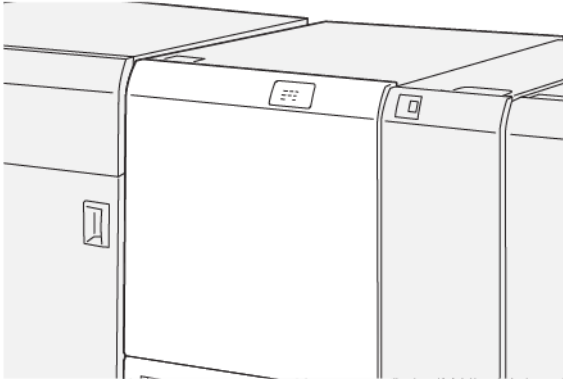
8. Return the levers to the original positions.



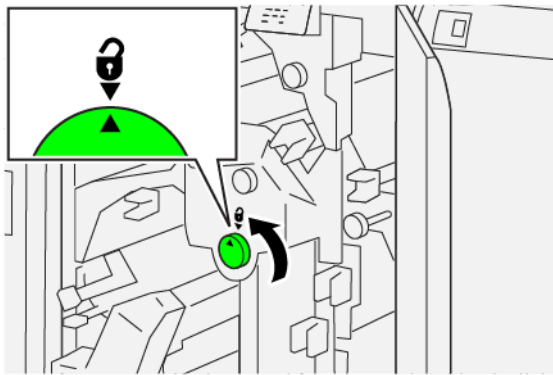
9. Close the trimmer upper cover.
10. If a printer control panel message indicates that there are more paper jams, follow the instructions to remove the paper jams and to resume printing.

## Clearing Paper Jams from Trimmer Area E3


1. Open the trimmer upper cover.



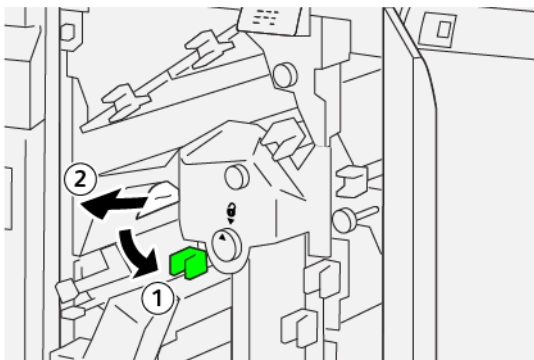
2. Rotate knob 2 counterclockwise and align the mark on the knob with the open padlock icon.



3. To remove the jammed paper, perform the following steps:

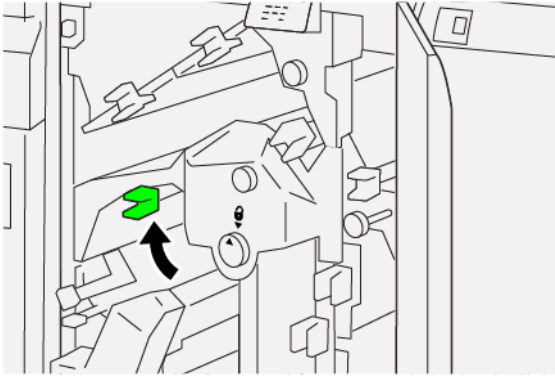
 **Note:** Check behind the upper cover for any hidden jammed paper.

- a. Push down lever 2c.
- b. Remove the jammed paper.



## Crease and Two-Sided Trimmer

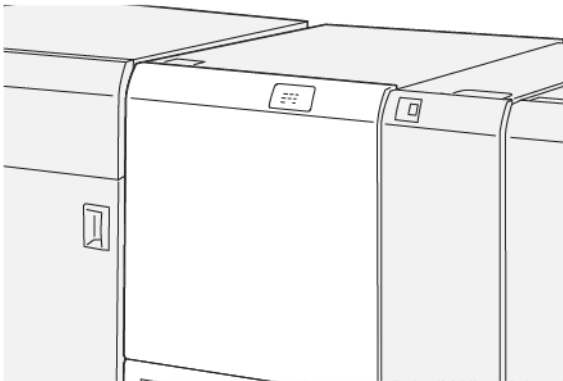
- Return lever **2c** to the original position.



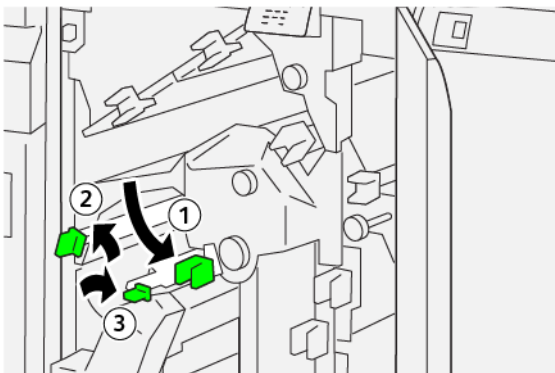
- Close the trimmer upper cover.
- If a printer control panel message indicates that there are more paper jams, follow the instructions to remove the jammed paper and to resume printing.

## Clearing Paper Jams from Trimmer Area E4

- Open the trimmer upper cover.




- To remove the jammed paper, do the following steps:
  - Push down lever **2c**.
  - Lift lever **2d**.
  - Move lever **2e** to the right.

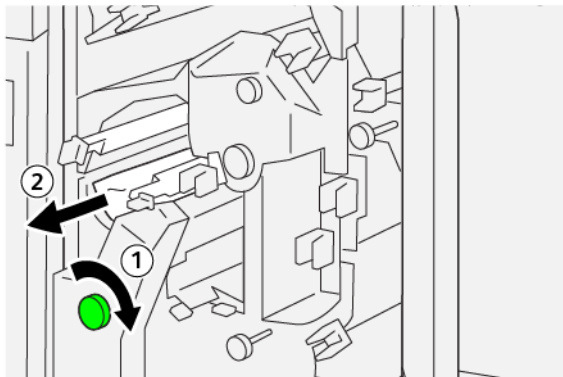




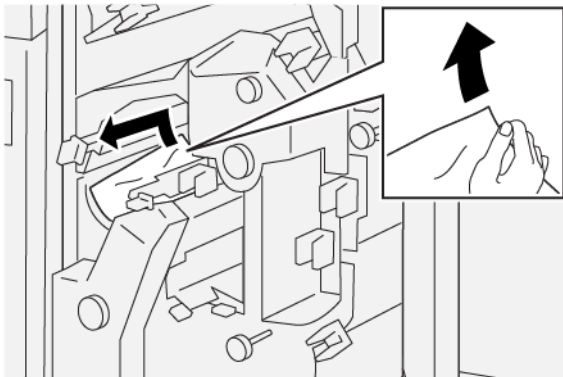
3. To remove the jammed paper, perform the following steps:

 **Note:** To remove a sheet of jammed paper, grasp the end of the paper, then gently pull out the sheet.

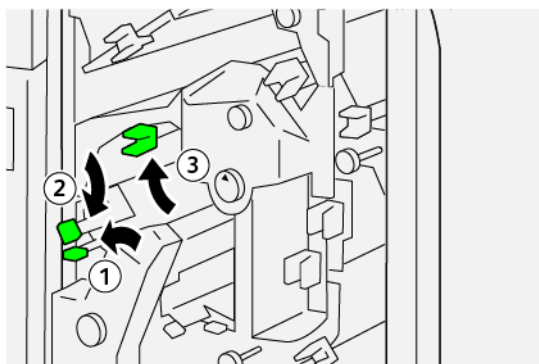
- a. Rotate knob **2f** clockwise.
- b. Remove the jammed paper.



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



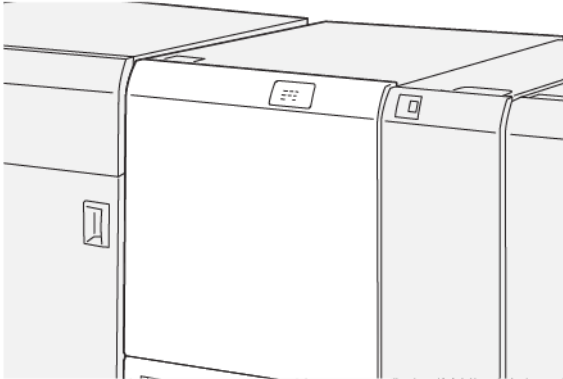
5. Return the levers to the original positions.



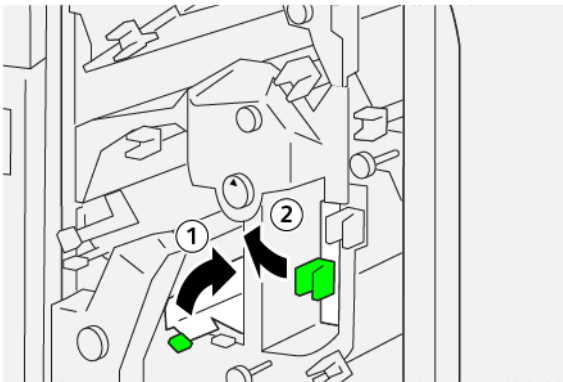
6. Close the trimmer upper cover.
7. If a printer control panel message indicates that there are more paper jams, follow the instructions to clear the paper jam and to resume printing.

## Clearing Paper Jams from Trimmer Area E5

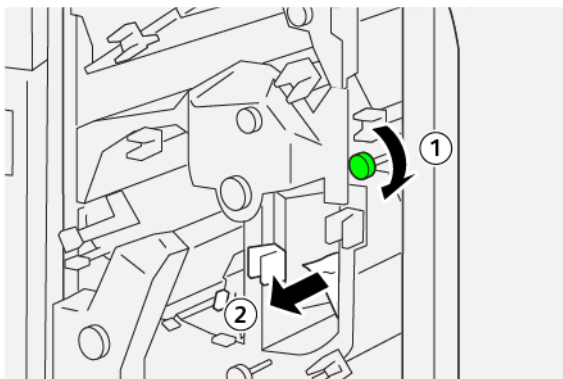
1. Open the trimmer upper cover.



2. To remove the jammed paper, perform the following steps:
  - a. Move lever **3a** to the right.
  - b. Move lever **3b** to the left.

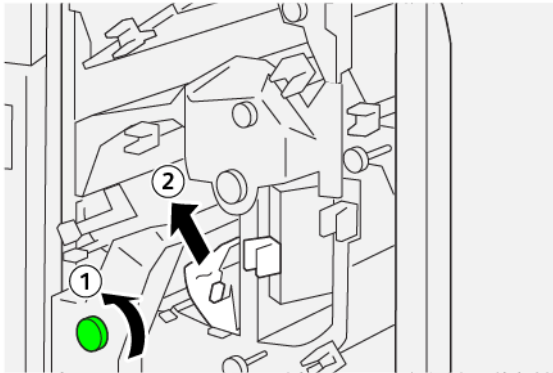


3. To remove the jammed paper, perform the following steps:
  - a. Rotate knob **3c** clockwise.
  - b. Remove the jammed paper.

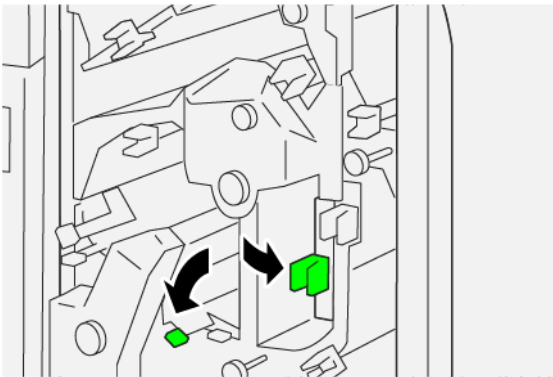


4. To remove the jammed paper, perform the following steps:
  - a. Rotate knob **2f** counterclockwise.

- b. Remove the jammed paper.



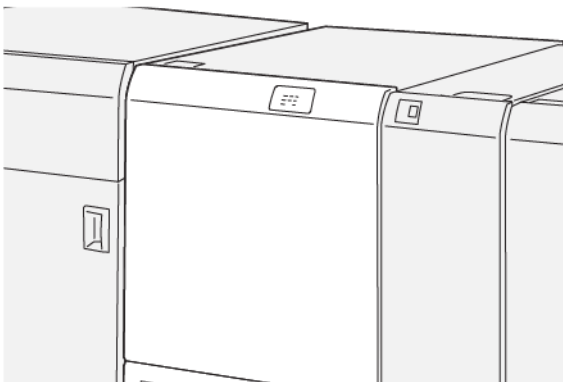
5. Return the levers to the original positions.



6. Close the trimmer upper cover.
7. If a printer control panel message indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

## Clearing Paper Jams from Trimmer Area E6

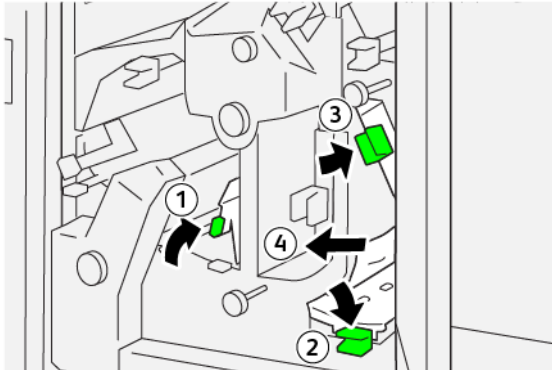
1. Open the trimmer upper cover.



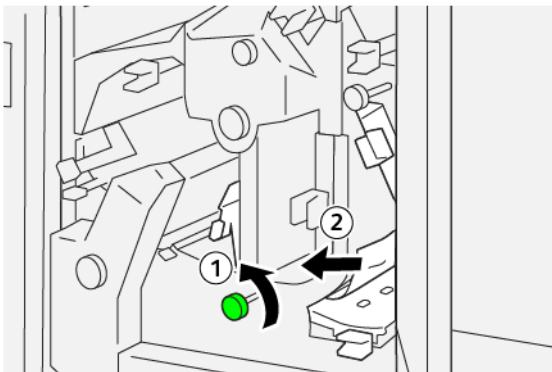
2. To remove the jammed paper, perform the following steps:
  - a. Move lever **3a** to the right.
  - b. Push down lever **4b**.

## Crease and Two-Sided Trimmer

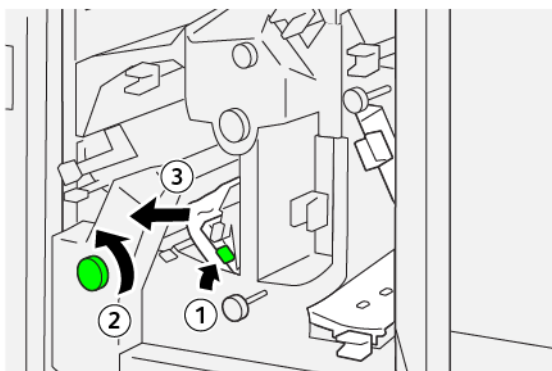
- c. Move lever **4c** to the right.
- d. Remove the jammed paper.



3. To remove the jammed paper, perform the following steps:
  - a. Rotate knob **4d** counterclockwise.
  - b. Remove the jammed paper.

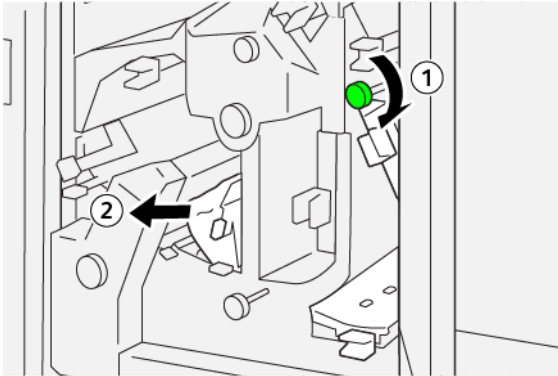


4. To remove the jammed paper, perform the following steps:
  - a. Move lever **4a** to the right.
  - b. While holding lever 4a, rotate knob **2f** counterclockwise.
  - c. Remove the jammed paper.

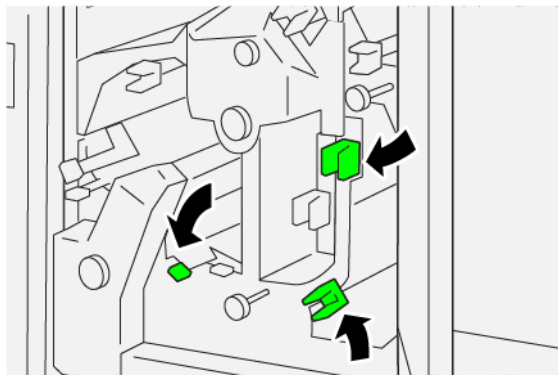


5. To remove the jammed paper, perform the following steps:

- a. Rotate knob **3c** clockwise.
- b. Remove the jammed paper.



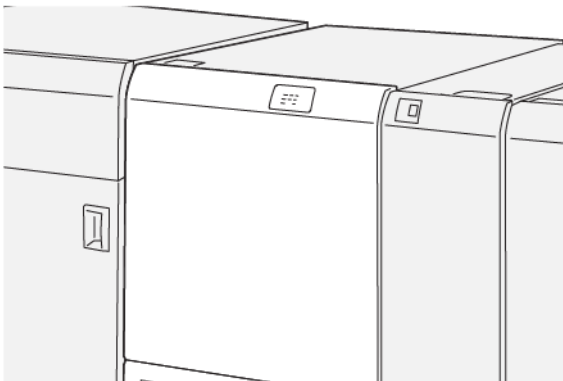
6. Return the levers to the original positions.



7. Close the trimmer upper cover.
8. If a printer control panel message indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

## Clearing Paper Jams from Trimmer Area E7

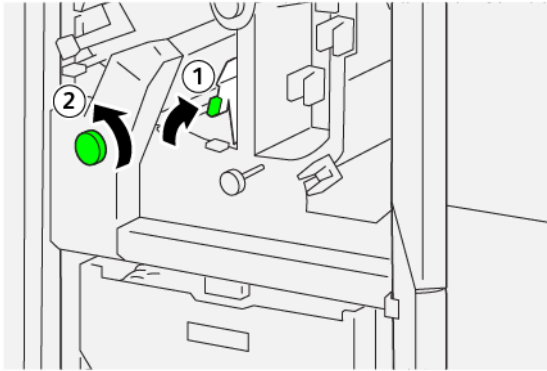
1. Open the trimmer upper cover.



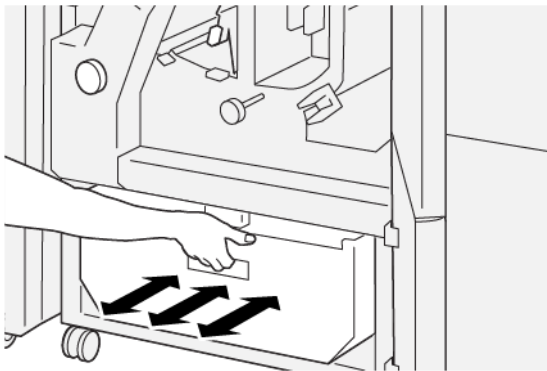
2. Move lever **3a** to the right.

## Crease and Two-Sided Trimmer

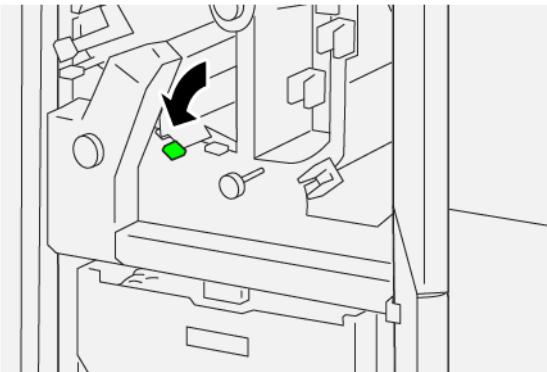
3. Rotate knob **2f** counterclockwise five or more times.



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

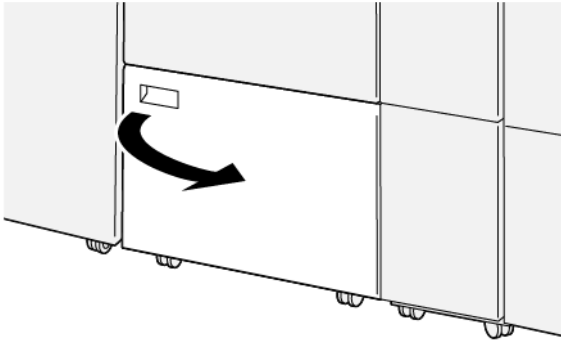


5. Return the lever to the original position.

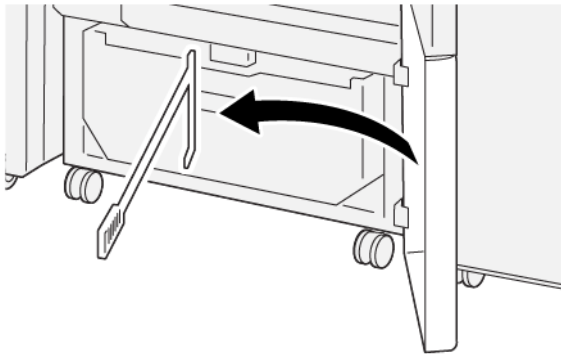


6. If indicator E7 remains illuminated, perform the following steps:

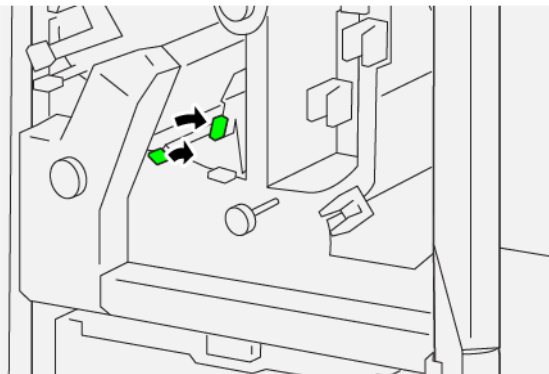
- a. Open the lower cover.



- b. From the location inside the lower cover, remove the supplied cleaning rod.

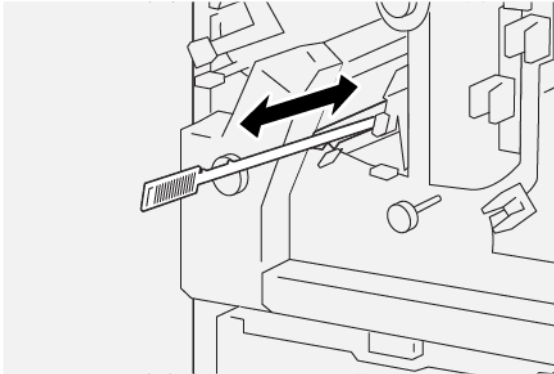


- c. Move lever **3a** to the right, then move lever **3d** to the right.

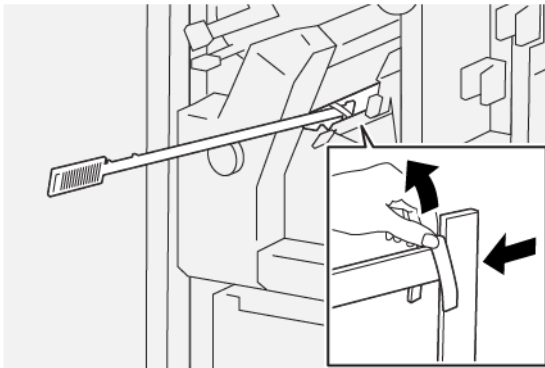



## Crease and Two-Sided Trimmer

- d. Use the cleaning rod 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 cleaning rod to gather the waste, then remove the waste by hand.



- f. Return the levers to the original positions.
  7. Ensure that all waste and debris is removed, especially beneath the frame that is behind the waste container. Use the cleaning rod to remove any remaining waste from inside the trimmer.
-  **Note:** For information, refer to [Emptying the Crease and Two-Sided Trimmer Waste Container](#).
8. Close the trimmer upper and lower covers.
  9. If a printer control panel message indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

## Crease and Two-Sided Trimmer Fault Messages

When faults occur such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, then a message appears on the printer control panel. An illustration shows the location of the fault with a brief explanation of corrective actions to clear 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 printer control panel displays a **Faults** button that provides information about the fault and detailed instructions to correct the fault. The **E** code in the upper-left part of the Fault message




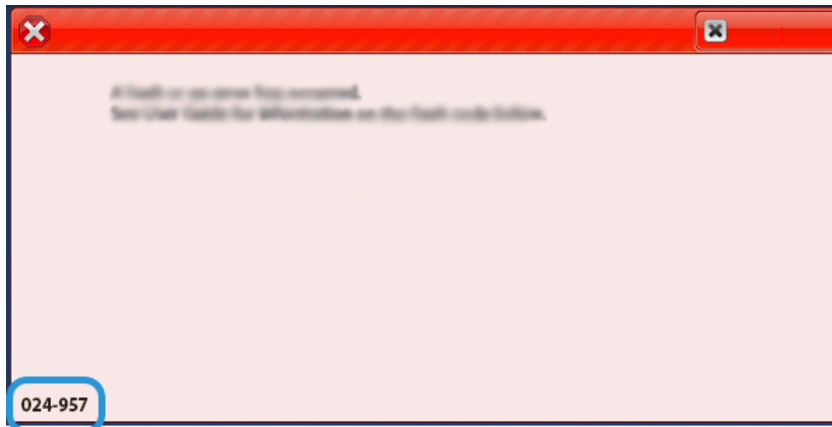
shows which error indicator E1–E7 is illuminated on the Crease and Two-Sided Trimmer indicator panel.

## Crease and Two-Sided Trimmer Fault Code Information

When faults occur such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, then a message appears on the printer control panel.

The control panel displays a Faults button that provides information about the fault and detailed instructions for correcting the fault.

 **Tip:** Crease and Two-Sided Trimmer faults are identified by the codes that start with the three-digit numbers 012, 013, 014, 024, and 028.



## Crease and Two-Sided Trimmer Specifications

Item	Specifications
Function	<ul style="list-style-type: none"> <li>• Trims 6–25 mm (0.2–0.9 in.) from the head and the foot of the sheets, the inboard and outboard edges.</li> <li>• Provides full-bleed trim for booklets when used with the SquareFold® Trimmer</li> <li>• Create an attractive crease fold</li> </ul>
Paper size for 2-sided sheet trim	<ul style="list-style-type: none"> <li>• Minimum: 194.0 x 210.0 mm (7.7 x 8.3 in.)</li> <li>• Maximum: 330.0 x 488.0 mm (13.0 x 19.2 in.)</li> </ul>
Paper size for 2-sided booklet trim	<ul style="list-style-type: none"> <li>• Minimum: 194.0 x 257.0 mm (7.6 x 10.12 in.)</li> <li>• Maximum: 330.0 x 488.0 mm (13.0 x 19.2 in.)</li> </ul>
Paper Weight	<ul style="list-style-type: none"> <li>• Trim: 52–350 g/m<sup>2</sup></li> <li>• Crease: 106–350 g/m<sup>2</sup></li> <li>• Bypass: 52–350 g/m<sup>2</sup></li> </ul>
Creasing	<ul style="list-style-type: none"> <li>• For booklets, scores outside cover and innermost sheet</li> <li>• For sheets, scores all folds for offline folding so that sheets exit flat</li> </ul>

The Crease and Two-Sided Trimmer contains a Buffer Assembly to regulate the booklet processing and keep pace with print engine productivity.



# C/Z Folder

This appendix contains:

- [C/Z Folder Overview](#) ..... 388
- [C/Z Fold Types](#)..... 389
- [C/Z Folder Components](#)..... 390
- [C/Z Folder Troubleshooting](#) ..... 391
- [C/Z Folder Specifications](#) ..... 398

## C/Z Folder Overview

The C/Z Folder requires the use of an Interface Decurler Module and one of the following Production Ready Finishers:

- Production Ready Finisher
- Production Ready Booklet Maker Finisher
- Production Ready Finisher Plus

For information on these finishers, refer to [Production Ready Finishers](#).

The C/Z Folder is an optional finishing device that provides C-fold and Z-fold output for the following paper sizes:

- A4 (210 x 297 mm) or Letter (8.5 x 11 in.)
- A3 (297 x 420 mm) or Tabloid (11 x 17 in.)



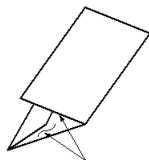
To produce folded output, select the **Fold** feature.

- To use the fold feature, ensure that the orientation of the document is Short Edge Feed (SEF). Ensure that you select a tray that contains SEF media.
- There are three types of folds available:
  - C-Fold
  - Z-Fold
  - Z-Fold Half Sheet

## C/Z Fold Types

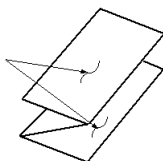
### C-Fold

A C-Fold has two folds which creates a three-panel output.



### Z-Fold

A Z-Fold has two folds that are folded in opposite directions, resulting in a type of fan fold.




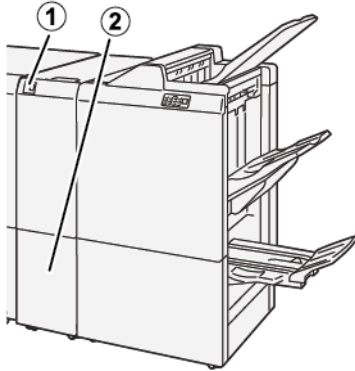
### Z-Fold Half Sheet (shown here with a 3-hole punch)

As with a regular Z-Fold, the Z-Fold Half-Sheet has two folds that are folded in the opposite directions. The difference between a regular Z-Fold and a Z-Fold Half Sheet is that the Z-Fold Half Sheet is not folded in two equal folds. The two folds are unequal which allows one edge of the Z-Fold Half Sheet to have a longer edge, and the longer edge allows for stapling or hole punching.



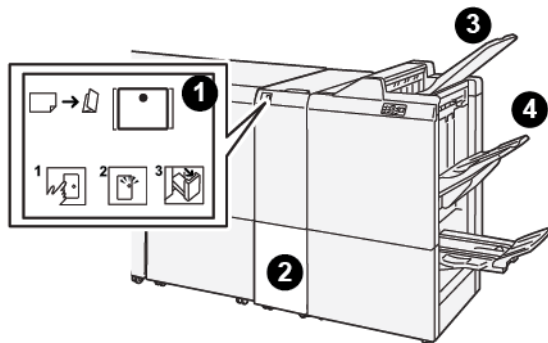
## C/Z Folder Components


 **Note:** For detailed information about the folding feature, refer to *Adjust Fold Position* in the *Xerox® PrimeLink® B9100/B9110/B9125/B9136 Copier/Printer System Administrator Guide*.



Number	Component	Description
1	C/Z fold output tray	Receives output sheets.
2	C/Z fold output tray button	Press this button to open the output tray.

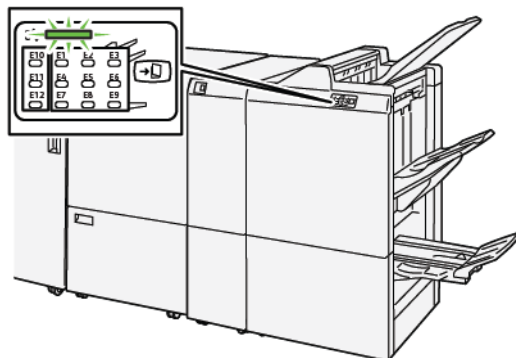
## C/Z Fold Output



Number	Component	Description
1	C/Z fold output tray button	When you press the button, the indicator flashes. When the output tray is unlocked and the indicator shows a steady light on, pull out the output tray.
2	C/Z fold output tray	C-Fold or Z-Fold jobs are delivered to this tray only.  <b>Note:</b> C/Z Fold jobs cannot be delivered to any other tray.
3	Production Ready Finisher Top Tray	This tray receives Z-Fold Half Sheet output.
4	Stack Tray	This tray receives Z-Fold Half Sheet output.

# C/Z Folder Troubleshooting

## C/Z Folder Paper Jams



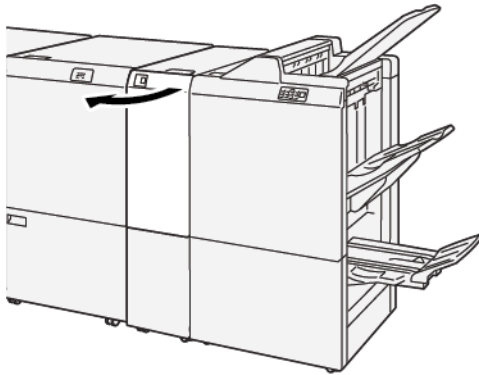
- The printer stops printing and a fault message appears on the printer control panel.
- The message includes an illustration that shows the location of the fault and a brief explanation of the corrective actions to clear the fault.
- Paper jams can occur in multiple areas of the printer and in any optional devices that are connected to the printer. When a paper jam occurs, the illustration changes to show the multiple locations and the required corrective actions.
- If a fault occurs with the C/Z Folder, an indicator illuminates on the control panel of the PR Finisher. The indicator on the PR Finisher shows the corresponding area on the C/Z Folder where the fault occurred.

When you clear paper jams, always refer to the following information:

- Do not power off the printer when removing paper jams.
- Paper jams can be removed with the printer still powered on. When you power off the printer, all information stored to the system memory is erased.
- Before resuming print jobs, clear all the paper jams.
- To avoid possible print defects, do not touch components inside the printer.
- Before you proceed with print jobs, ensure that all paper jams, including any small, torn pieces of paper, are cleared.
- Gently remove the paper, taking care not to tear it. If paper is torn, ensure that you remove all the torn pieces of paper.
- After you remove the paper jams, close all doors and covers. When doors or covers are open, the printer does not print.
- After you clear a paper jam, printing resumes automatically from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to appear on the printer control panel. To clear any remaining jams, refer to the printer control panel for instructions and information.

## Clearing Paper Jams from Folder Area E10

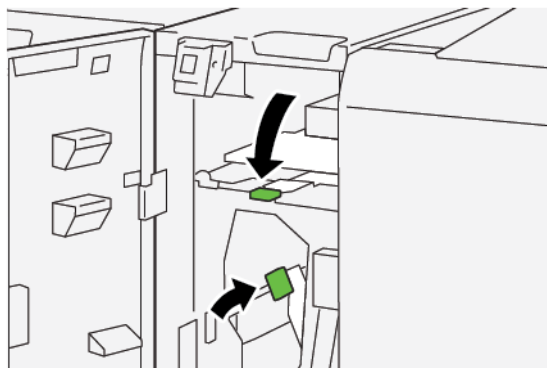
1. Open the folder front cover.



2. To remove jammed paper, do the following:
  - a. Lift lever **2a**.
  - b. Rotate knob **2b** to the left.
  - c. Remove the jammed paper.



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

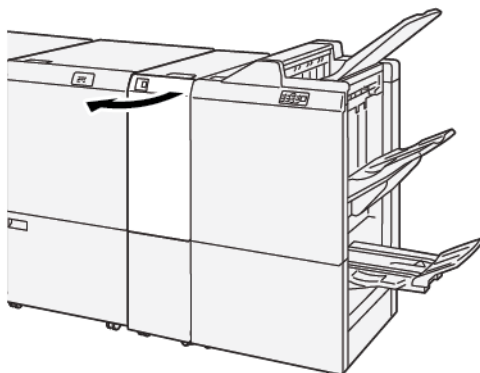


4. Close the folder front cover.
5. If the printer indicates that there are more paper jams, follow the instructions to clear the paper and to resume printing.

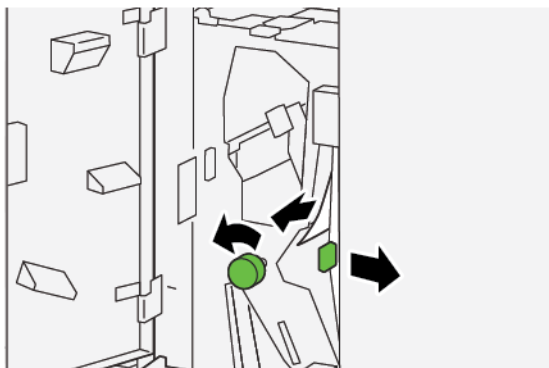


## Clearing Paper Jams from Folder Area E11

1. Open the folder front cover.



2. To remove jammed paper, do the following:
  - a. Pull lever **2g** to the right.
  - b. Rotate knob **2c** counterclockwise.
  - c. Remove jammed paper.



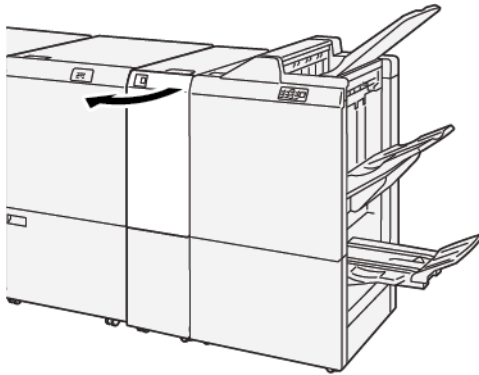
3. Return lever **2g** to its original position.



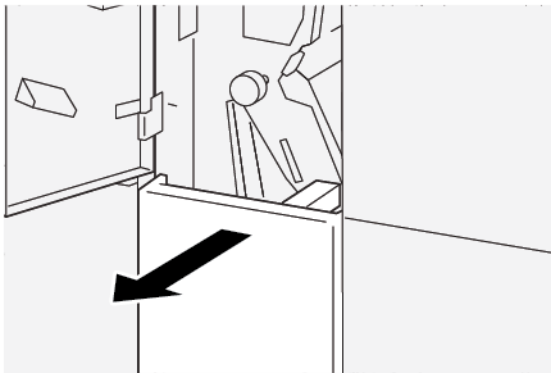
4. Close the folder front cover.
5. If the printer indicates that there are more paper jams, follow the instructions to clear the paper and to resume printing.

## Clearing Paper Jams from Folder Area E12

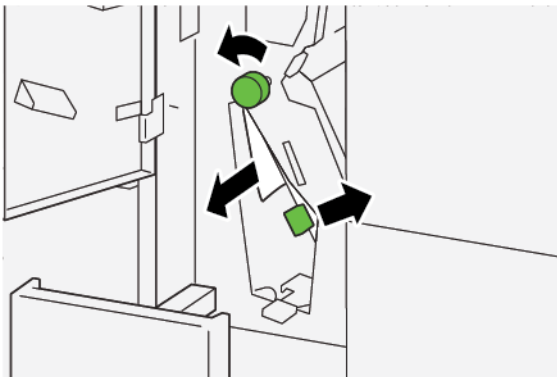
1. Open the folder front cover.



2. Pull open the C/Z fold output tray **2d**.

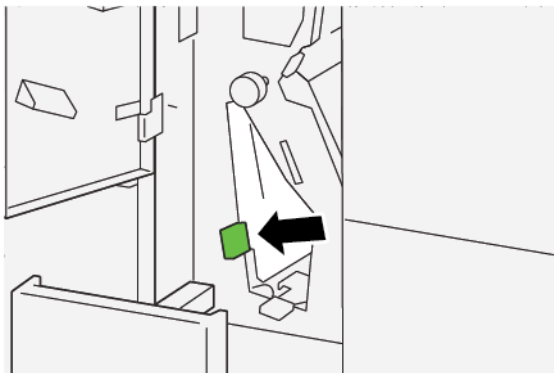


3. To remove jammed paper, do the following:



- a. Pull lever **2e** to the right.
- b. Rotate knob **2c** counterclockwise.
- c. Remove the jammed paper.

- Return lever **2e** to the original position.



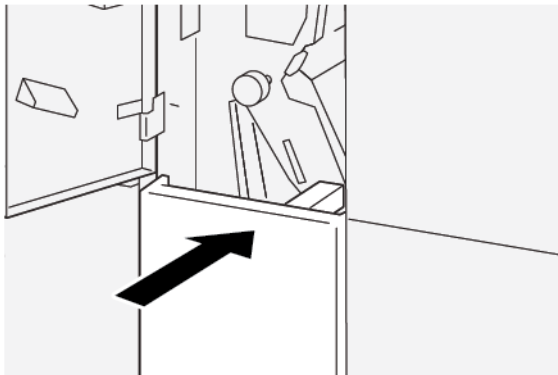
- If you have difficulty removing any paper jams, do the following:



- Pull lever **2f** to the right.
  - Rotate knob **2c** counterclockwise.
  - Remove the jammed paper.
- Return lever **2f** to the original position.



7. To close the C/Z fold output tray **2d**, push in the tray completely.



8. Close the folder front cover.
9. If the printer control panel indicates that there are more paper jams, follow the instructions to clear the paper jam and to resume printing.

## C/Z Folder Fault Messages


When faults occur, such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, and a message appears on the printer touch screen. An 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.

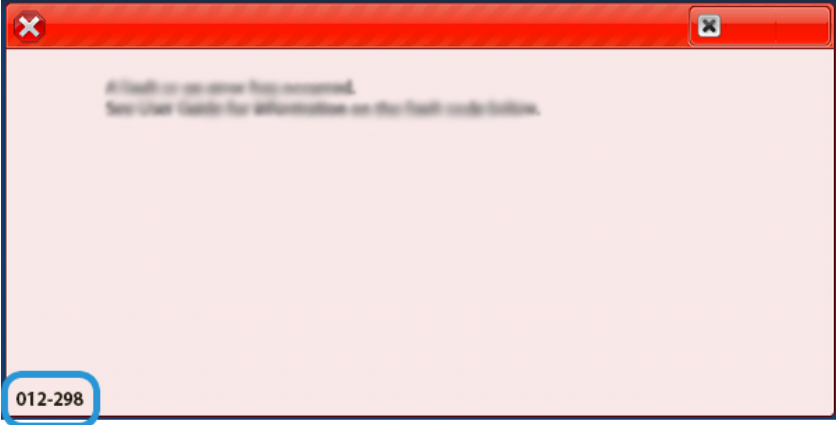
The touch screen displays a **Faults** button that provides information about the fault and detailed instructions for correcting the fault. The E code on the upper-left part of the Fault message shows which error indicator, E1–E7, is illuminated on the C/Z Folder indicator control panel.

### C/Z Folder Fault Code Information

When faults occur, such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, and a message appears on the printer touch screen.

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

 **Tip:** C/Z Folder faults are identified by codes that start with the three-digit numbers 012 and 013.



## C/Z Folder Specifications

Item	Specification	
Z-Fold Half Sheet	Paper size	A3, Tabloid: 297 x 432 mm (11 x 17 in.) JIS B4
	Paper weight	Uncoated: <ul style="list-style-type: none"> <li>• 52–105 g/m<sup>2</sup></li> <li>• 52–63 g/m<sup>2</sup> for thin paper</li> <li>• 64–81 g/m<sup>2</sup> for plain paper</li> <li>• 64–105 g/m<sup>2</sup> for recycled paper, plain paper manual duplex, drilled paper, and preprinted papers</li> </ul>
Tri-fold (C or Z)	Paper size	A4, Letter: 210 x 297 mm (8.5 x 11 in.)
	Paper weight	52–105 g/m <sup>2</sup> (Uncoated)
Tray capacity	30 sheets	

# M

## Production Ready Finishers


This appendix contains:

- [Overview of the Production Ready Finishers.....](#) 400
- [Production Ready Finisher Components.....](#) 402
- [PR Finisher Maintenance.....](#) 407
- [PR Finisher Troubleshooting .....](#) 418
- [PR Finisher Specifications.....](#) 444

## Overview of the Production Ready Finishers

Three Production Ready (PR) Finishers are available with your printer:

- Production Ready (PR) Finisher
- Production Ready (PR) Booklet Maker Finisher
- Production Ready (PR) Finisher Plus

 **Note:** Throughout this chapter, the PR Finisher, PR Booklet Maker Finisher, and PR Finisher Plus are referred to simply as the finisher. Any differences between the finishers are distinguished by using the specific finisher name.


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

- Handling media as small as A5, 148 x 210 mm (5.83 x 8.27 in.)
- Handling large-sized media, with the following maximum sizes:
  - 330.2 x 488 mm (13 x 19.2 in.) for the stacker tray and the booklet tray
  - 330.2 x 660 mm (13 x 26 in.) for the top tray

The Production Ready Finisher consists of a top tray, a stacker tray, and a variable-length stapler and optional hole-punch. The Production Ready Finisher also includes an Inserter Module. The Inserter Module allows you to insert pre-printed or plain separator sheets into the printed output at specific locations. The Production Ready Finisher can staple up to 100 sheets with one or two staples.

The Production Ready Finisher Plus provides the same features as the Production Ready Finisher, but also adds a Finishing Transport Module, which enables an inline connection to available third-party finishing devices.

The Production Ready Booklet Maker Finisher provides the same features as the Production Ready Finisher, but also creates booklets of up to 30 sheets.

 **Note:** There are several options available that supplement the features of the Production Ready Finishers, including Basic Punch, C/Z Folder, and Crease and Two-Sided Trimmer. The Production Ready Booklet Maker Finisher also offers the SquareFold Trimmer. For details on these options, refer to their respective appendices.

## Production Ready (PR) Finisher



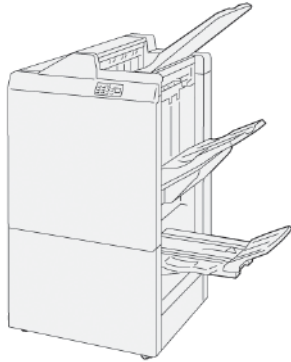
The PR Finisher consists of the following components:



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

## Production Ready (PR) Booklet Maker Finisher

The Production Ready (PR) Booklet Maker Finisher provides all the same features as the PR Finisher Plus. Production Ready (PR) Booklet Maker Finisher creates saddle-stitched booklets automatically of up to 30 sheets and does bi-folding.

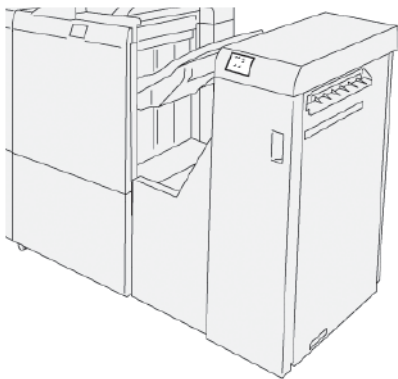


The PR Finisher consists of the following components:

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

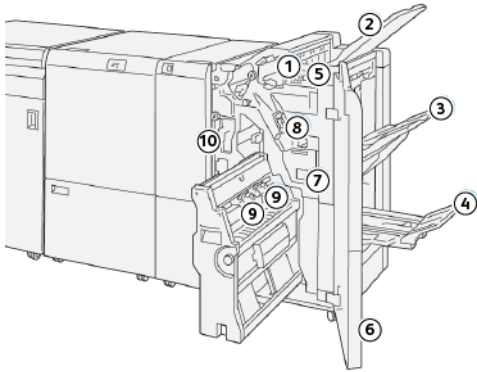
## Production Ready (PR) Finisher Plus

The Production Ready (PR) Finisher Plus includes the same features and functions as the PR Finisher. The PR Finisher Plus serves as an interface to transfer paper between the printer and any third-party finishing device that is attached to the printer.



## Production Ready Finisher Components

### Components for the PR Finisher and PR Booklet Maker Finisher

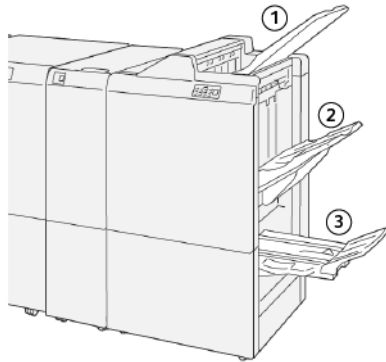


- |                                 |   |
|---------------------------------|---|
| 1. Paper Jam or Error Indicator | 6. Front Cover                                      |
| 2. Top Tray                     | 7. Staple Waste Container                           |
| 3. Stacker Tray                 | 8. 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



1. Top tray
2. Stacker tray
3. Booklet tray\*

\*Available only with the PR Booklet Maker Finisher

### Top Tray

The top tray has the following capabilities:

- Receives printed output and sample sheets
- Capacity of 500 sheets measuring 330 x 488 mm (13 x 19.2 in.)
- Collects all sheets that are automatically ejected before and after a jam
- Receives all media types and sizes produced by the system

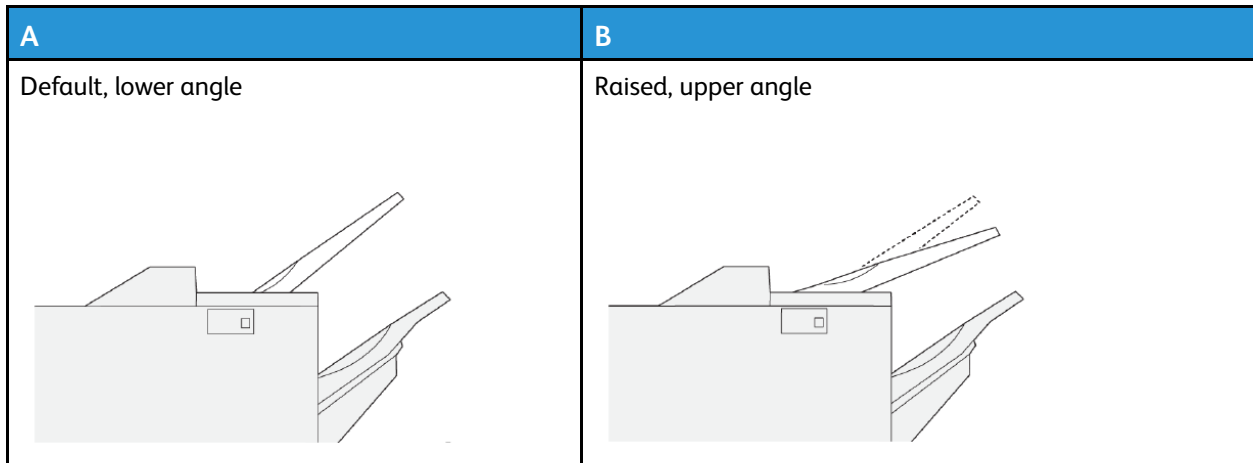
If output sheets are not ejected completely, the printer detects a Paper Full condition. If this condition is detected frequently, change the angle of the top tray.

To change the top tray angle, refer to the following guidelines:

- For normal usage, keep the tray in the lower, default position.
  - ⓘ **Important:** Continual usage of the tray in the upper position can 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 the upper position. The following paper types can cause frequent Paper Full conditions:
  - Lightweight, 106 g/m<sup>2</sup> or lighter, coated paper
  - Coated paper whose edges are 364 mm (14.3 in.) or longer
  - Long paper

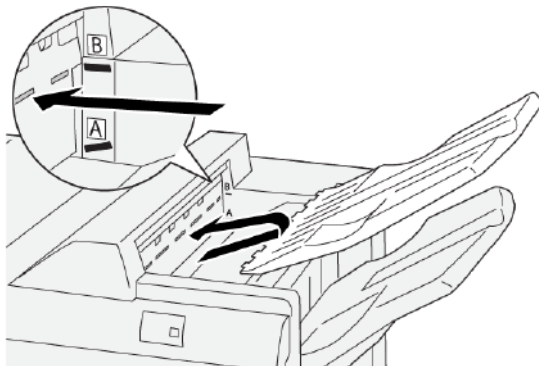


**Note:** If sheets are curled, changing the tray angle has no effect.



To change the angle of the tray:

1. Move the top tray from the lower position **A**, to the upper position **B**.
2. Insert the tabs at the base of the tray into the upper position, **B**.




### Stacker Tray


The stacker tray has the following capabilities:

- Offset-capable for unstapled, single-staple, or multiple-staple sets
- Maximum capacity:
  - PR Finisher: 3,000 sheets
  - PR Finisher Plus and PR Booklet Maker Finisher: 2,000 sheets

Side stitch jobs are delivered to the stacker tray only.

 **Note:** When 2000 or more sheets of paper with excessive downward curl are delivered to the output tray, the output stack can fall from the tray. To correct the excessive downward curl of the paper, on the Interface Decurler Module, set the curl-correction level to the lowest level. On the Inserter, change the curl-correction setting to **downward**. For information, refer to [Paper Curl Correction with the PR Finishers](#).

### Booklet Tray

 **Note:** The booklet tray is attached to the PR Booklet Maker Finisher. If the SquareFold® Trimmer is installed, the booklet tray is attached to the SquareFold® Trimmer.

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

## Paper Curl Correction with the PR Finishers

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

- Printing on A5, Long-Edge Feed (LEF): 148 x 210 mm (5.83 x 8.27 in.) paper with an upward curl can cause paper jams. If upward curl occurs, on the Interface Decurler Module, set the curl-correction level to the highest setting. On the Inserter, change the setting to an upward curl.
- Printing on heavyweight paper with a downward curl can cause paper jams. If downward curl occurs, on the Interface Decurler Module, set the curl-correction level to the lowest setting. On the Inserter, change the setting to downward curl.
- Printing on paper that weighs 157 g/m<sup>2</sup> or more, or printing on paper that has up curl can cause paper jams. If either situation occurs, on the Interface Decurler Module, set the curl-correction level to the highest setting. On the Inserter, change the setting to an upward curl.

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

## Bi-Fold Feature for the Production Ready Booklet Maker Finisher



**Note:** The Bi-Fold feature is available only with the Production Ready (PR) Booklet Maker Finisher.

- To use the Bi-Fold feature, the orientation of documents is short-edge feed (SEF). You can select a tray that contains SEF stock.
- You can select the Bi-Fold feature from the print driver or network print jobs, or from the scanner for copy or scan jobs.
- A bi-fold is sometimes referred to as a single fold.



**Important:** The C-Fold and Z-Fold options are available only with the C/Z Folder. For more information on the C/Z Folder, refer to [C/Z Folder](#).

A bi-fold or single fold has one fold that creates two panels in the output.



There are three bi-fold options available:

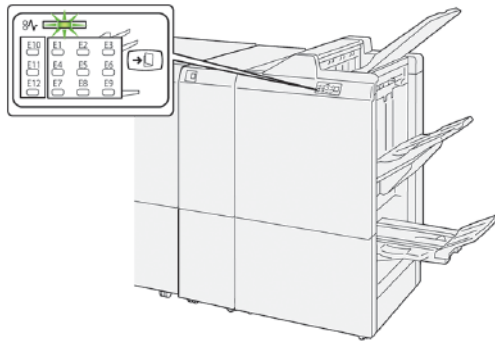
- Bi-Fold Single Sheet
- Bi-Fold Multiple Sheets
- Bi-Fold Multiple Sheets Stapled




**Note:** For detailed information about fold types, refer to the *System Administrator Guide* and the *Adjust Fold Positions* topic.

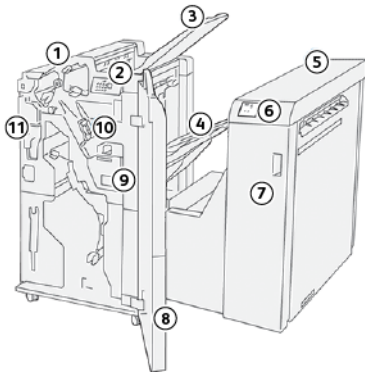
## Booklet Output Button

To remove finished booklets from the finisher, press the booklet output button.




 **Note:** If the SquareFold® Trimmer is installed, when you press the booklet output button, the booklets move to the booklet tray that is installed on the SquareFold® Trimmer.

## PR Finisher Plus Components



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

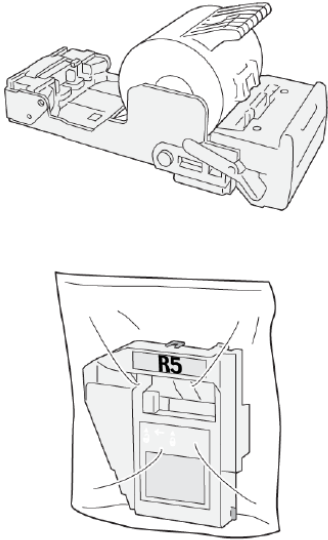
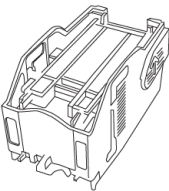
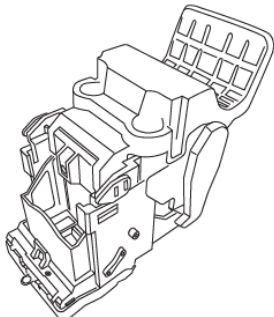
 **Note:** For details on the functions of your third-party finishing device, refer to the manual that was supplied with the device.

# PR Finisher Maintenance

## Finisher Consumable Supplies

You can order Xerox supplies, including staples, staple cartridges, and staple waste containers at [www.xerox.com/office/PLB91XXsupplies](http://www.xerox.com/office/PLB91XXsupplies). For contact information and telephone numbers in your area, click **Contact Us**. To enter or select your printer family and model type, click **Supplies**.

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

Supply Item	Supply Unit Shipped with Finisher and Reorder Quantity	Representation
Staple Cartridge and Staple Waste Container for: <ul style="list-style-type: none"> <li>• PR Finisher</li> <li>• PR Booklet Maker Finisher</li> <li>• PR Finisher Plus</li> </ul>	Part number 8R13041 <ul style="list-style-type: none"> <li>• Four staple cartridges: 5000 staples per cartridge</li> <li>• One staple waste container per carton</li> </ul>	
PR Booklet Maker Finisher Staple Refill Cassette	Part number 8R12941 Three pack: 5000 staple refills each	
PR Booklet Maker Finisher Staple Cartridge	Part number 8R13177 One cartridge per carton	

## Checking the Status of Finisher Consumables

When a consumable reaches the time for replacement, a message appears on the control panel touch screen. The control panel message indicates when it is time to order and install a new consumable item. With some Customer Replaceable Units (CRUs), the control panel message indicates that the printer continues to run print jobs without replacing the item immediately. When it is time to replace a consumable, a message appears and the printer stops printing.


To check the status of your consumables:

1. At the control panel, press the **Machine Status** button.
2. Select the **Supplies** tab.

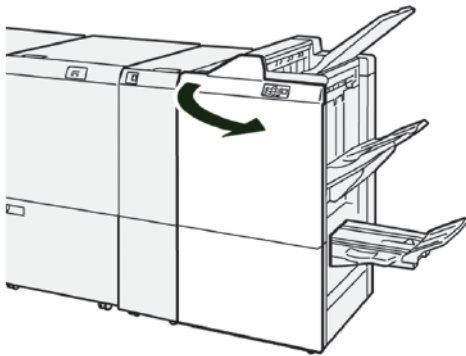
The list of consumables appears according to type. Finisher consumables, such as staple cartridges and waste containers, are listed in the **SMart Kits** section. Each list item shows a status. To view more items in the list, use the up and down arrows.

3. To view status details for an item, touch the item. A details page for the item opens. To close the page and return to the list view, touch **Close**.

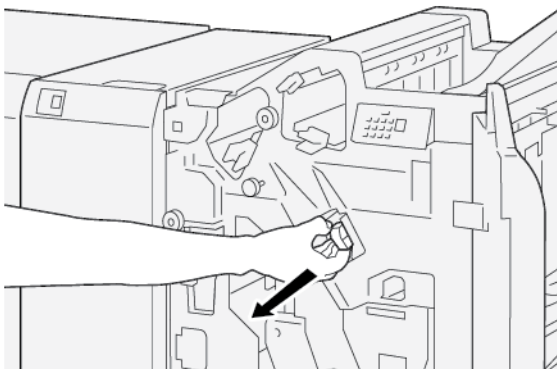
## Replacing the Basic Staple Cartridge for Side Stitching

 **Note:** Before performing this procedure, ensure that the printer is not printing.

1. Open the finisher front cover.

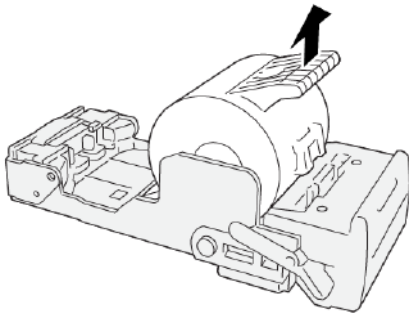


2. Pull out **R1**, then remove it from the printer.

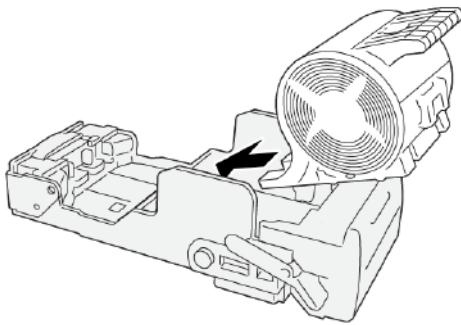




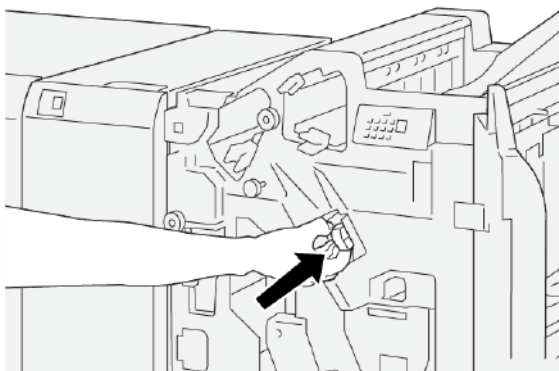
3. Hold the staple cartridge at the position of the arrow, then remove the staple cartridge from the unit.



4. Insert a new staple cartridge into the unit.




5. Insert R1 into the original position in the printer.




6. Close the finisher front cover.

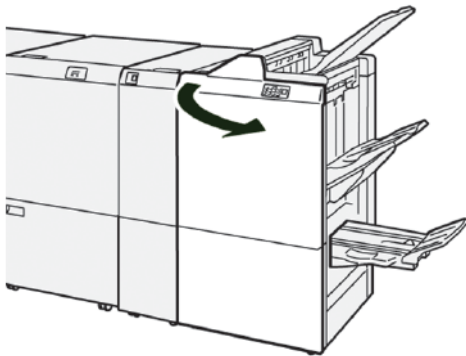
## Replacing the Booklet Staple Cartridge for Saddle Stitching

 **Note:** Before performing this procedure, ensure that the printer is not printing.

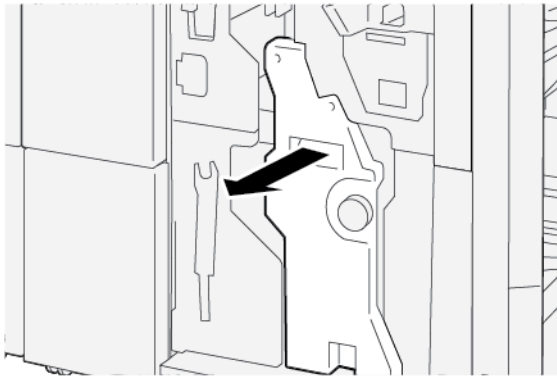
## Production Ready Finishers

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


1. Open the finisher front cover.

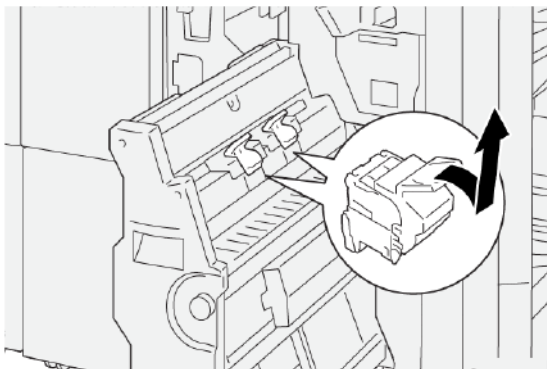


2. Pull out the Saddle Stitch Unit 3 toward you until it stops.




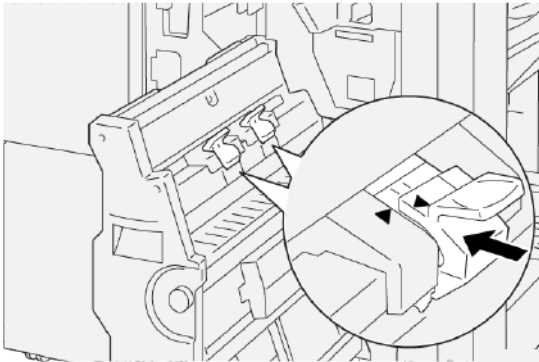
3. To remove the staple cartridge, hold the tabs on the cartridge, then pull the cartridge out of the printer.

 **Note:** There are two booklet staple cartridges provided. The message on the printer control panel touch screen indicates which cartridge needs replacement.

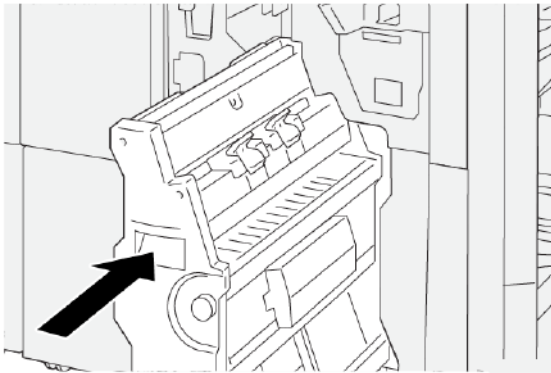


4. While holding the tabs on the new staple cartridge, push in the cartridge until it stops.

 **Note:** Ensure that the marks are aligned.



5. Push the Saddle Stitch Unit 3 into the finisher gently, until the unit stops.

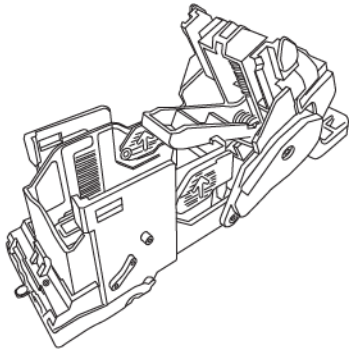
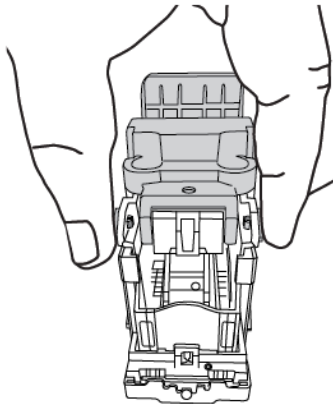


6. Close the finisher front cover.

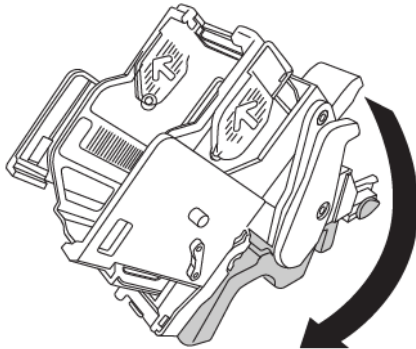
## Replacing the Staple Refill Cassette for Saddle Stitching

When you run out of staples for the saddle-stitcher, you can replace the staple cassette without having to replace the entire staple cartridge. To replace the staple cassette with a refill:

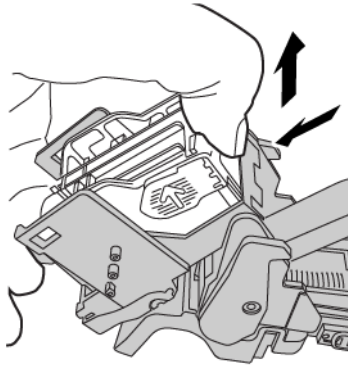
1. Remove the staple cartridge as directed in [Replacing the Booklet Staple Cartridge for Saddle Stitching](#).
2. To open the staple cartridge, squeeze the small tabs on either side of the cartridge. The staple cartridge opens.



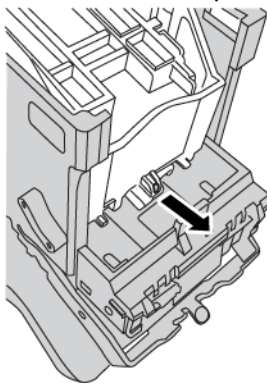
3. To prepare the cartridge for the removal of the empty staple cassette, position the top part of the cartridge under the lower part of the cartridge.



4. To remove the empty staple cassette, hold the staple cassette on both ends. Press in the tab on the end of the staple cassette that has arrows on the sides and lift the cassette out of the cartridge.



5. To install the staple refill cassette into the cartridge, place the tab on the end of the staple refill cassette into the small hole in the cartridge. Press the staple cassette firmly into the cartridge until it clicks into place.



6. Replace the staple cartridge into the printer as directed in [Replacing the Booklet Staple Cartridge for Saddle Stitching](#).

## Replacing the Finisher Staple Waste Container

**⚠ WARNING:** To avoid personal injury, use care when removing the staple waste container.

When the staple waste container is full, a message appears on the printer control panel. When the message appears, replace the container with a new waste container.

### 📌 Important:

- Before performing this procedure, ensure that the printer is not printing.
- Ensure that the printer remains powered on when replacing the staple waste container. If powered off, the printer does not recognize the replacement of the waste container, and the message remains displayed.

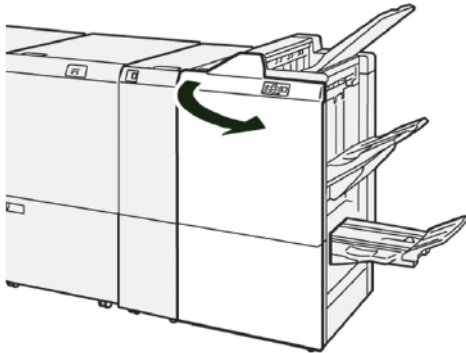
## Production Ready Finishers

- After you replace the waste container, close the finisher front cover. Ensure that the printer can print a test page.

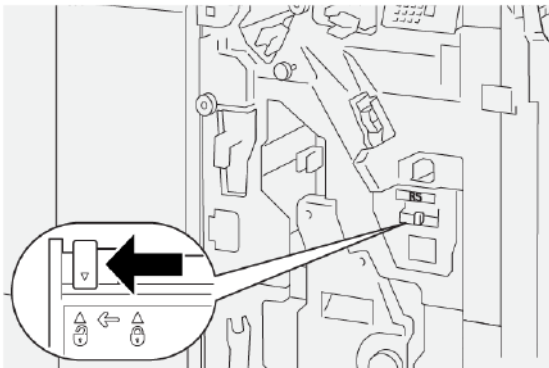


**Note:** A staple waste container is shipped with the basic staple cartridge.

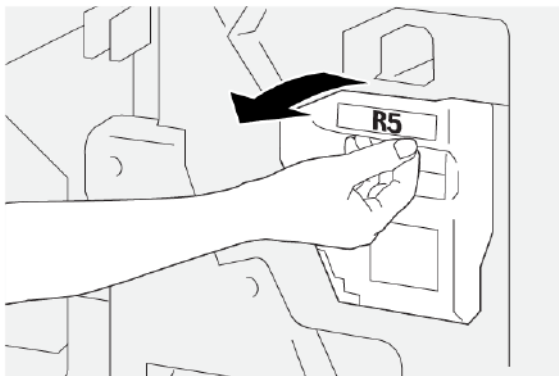
1. Open the finisher front cover.




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



3. Pull out **R5**, then remove the finisher staple waste container from the printer.




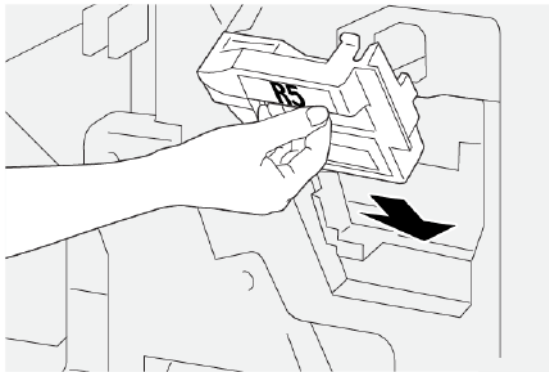
- Place the used staple waste container into the supplied plastic bag.

 **Note:** Do not disassemble used waste containers. Return the used staple waste containers to the Xerox Customer Support Center.

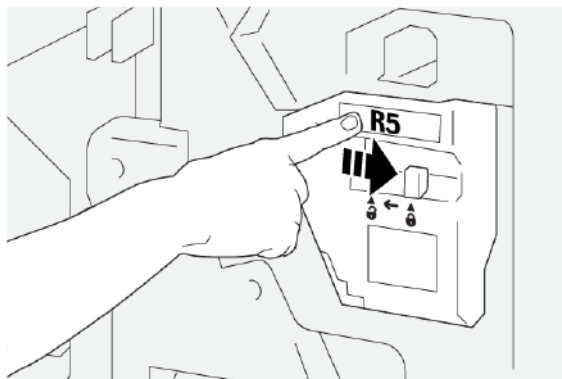


- Lower the new staple waste container into position, then gently push in the container until it stops.

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




- Move the lock lever under R5 toward the right, to the closed-lock icon.



- Close the finisher front cover.

## Emptying the Hole Punch Waste Container

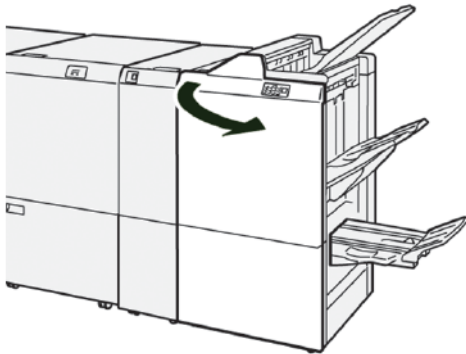
When the hole punch waste container is full, a message appears on the printer control panel. When the message appears, empty the waste container of all paper scraps.

 **Note:** Basic Punch is an optional feature. The waste container is present only if the Basic Punch option is part of your printer configuration.

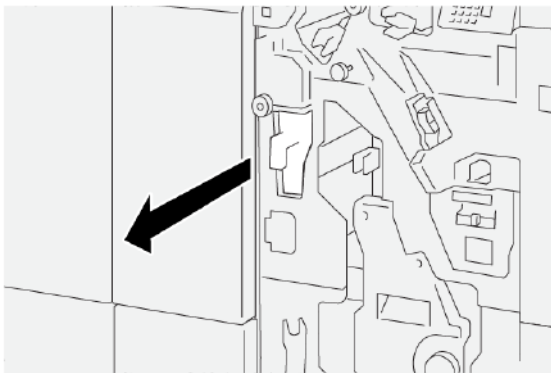
 **Important:**

- Before performing this procedure, ensure that the printer is not printing.
- Ensure that the printer remains powered on when replacing the staple waste container. If powered off, the printer does not recognize the replacement of the waste container, and the message remains displayed.
- After you replace the waste container, close the finisher front cover. Ensure that the printer can print a test page.

1. Open the finisher front cover.




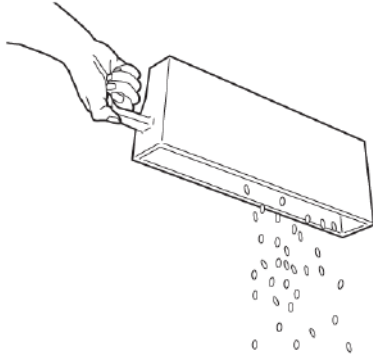
2. Pull out R4, then remove it from the printer.





3. Discard all waste from the hole-punch waste container.

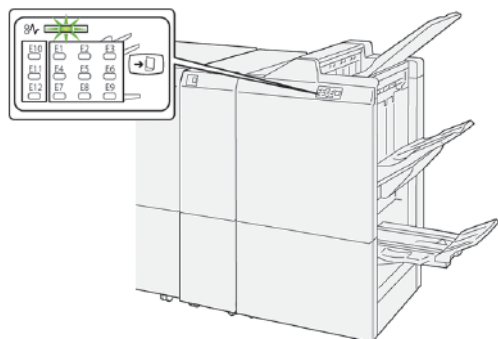
 **Important:** Ensure that you empty the container completely. If any waste or scraps remain in the waste container, the container becomes full before a full message appears on the control panel, causing a fault to occur.



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

## PR Finisher Troubleshooting

### Paper Jams in the PR Finisher and PR Booklet Maker Finisher



The following actions occur when there are faults, such as paper jams, open doors or covers, or a printer malfunction:

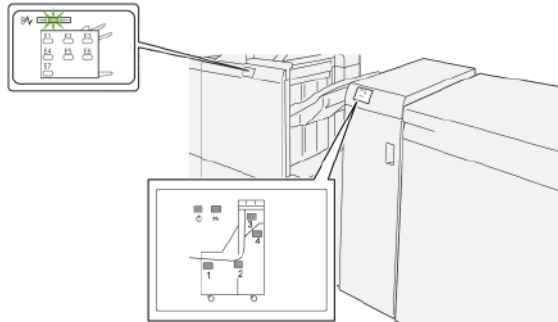
- The printer stops printing and a fault message appears on the printer touch screen.
- The fault message includes an illustration that shows the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams can occur in multiple areas of the printer and in any optional devices that are connected to the printer. When a paper jam occurs, the illustration changes to show the multiple locations and the required corrective actions.
- If a fault occurs with an optional device, an indicator illuminates on the optional device control panel and shows the corresponding area on the device where the fault occurred.

When you clear paper jams, always refer to the following information:

- When you remove paper jams, keep the printer powered on. When you power off the printer, all information stored to the system memory is erased.
- To minimize print defects, do not touch components inside the printer.
- Before you resume the print jobs, ensure that you clear all paper jams, including torn pieces of paper.
- Gently, remove torn paper, taking care not to tear it. Ensure that you remove all the torn pieces of paper.
- After you remove all paper jams, close all doors and covers. When doors or covers are open, the printer cannot print.
- After you clear a paper jam, printing resumes automatically from the state before the paper jam occurred.
- If you do not clear all paper jams, an error message continues to appear on the printer touch screen. To clear any remaining jams, follow the instructions on the printer touch screen.

## Paper Jams in the PR Finisher Plus

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



The following actions occur when there are faults, such as paper jams, open doors or covers, or a printer malfunction:

- The printer stops printing and a fault message appears on the printer touch screen.
- The fault message includes an illustration that shows the location of the fault along with a brief explanation of corrective actions for clearing the fault.
- Paper jams can occur in multiple areas of the printer and in any optional devices that are connected to the printer. When a paper jam occurs, the illustration changes to show the multiple locations and the required corrective actions.
- If a fault occurs with an optional device, an indicator illuminates on the optional device control panel and shows the corresponding area on the device where the fault occurred.

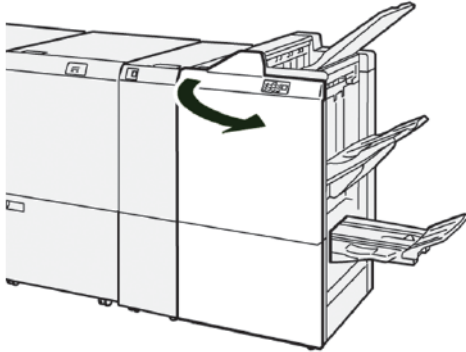
When you clear paper jams, always refer to the following information:

- When you remove paper jams, keep the printer powered on. When you power off the printer, all information stored to the system memory is erased.
- To minimize print defects, do not touch components inside the printer.
- Before you resume the print jobs, ensure that you clear all paper jams, including torn pieces of paper.
- Gently, remove torn paper, taking care not to tear it. Ensure that you remove all the torn pieces of paper.
- After you remove all paper jams, close all doors and covers. When doors or covers are open, the printer cannot print.
- After you clear a paper jam, printing resumes automatically from the state before the paper jam occurred.
- If you do not clear all paper jams, an error message continues to appear on the printer touch screen. To clear any remaining jams, follow the instructions on the printer touch screen.


# Clearing Paper Jams in the PR Finishers

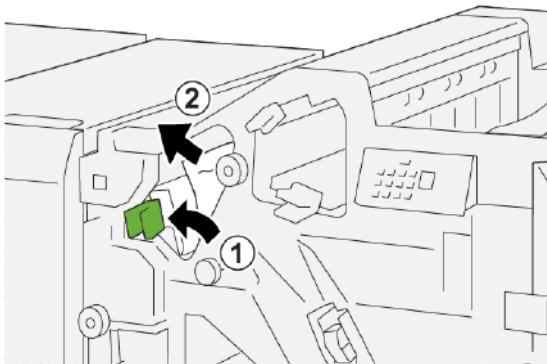
## Clearing Paper Jams from Finisher Area E1

1. Open the finisher front cover.

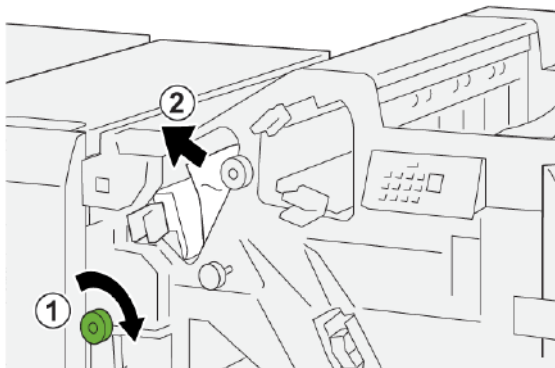


2. To remove the jammed paper, do the following:

 **Note:** Grasp the leading edge of the jammed sheet of paper, then pull out the sheet.

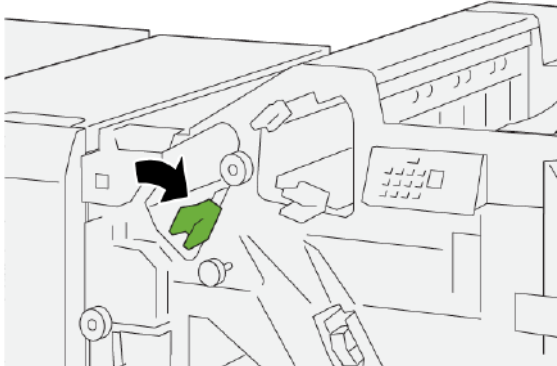


- a. Push lever **1a** to the left.
  - b. Remove the jammed paper.
3. If you have difficulty removing any paper jams, do the following:



- a. Rotate knob **1b** clockwise.

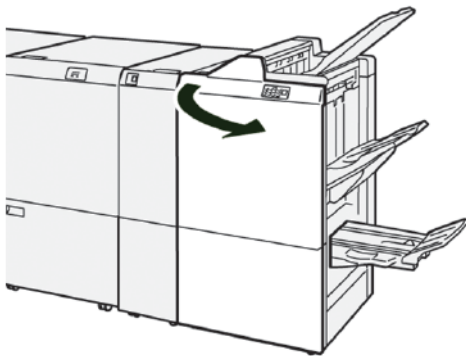
- b. Remove the jammed paper.
- 4. Return lever **1a** to the original position.




- 5. Close the finisher front cover.

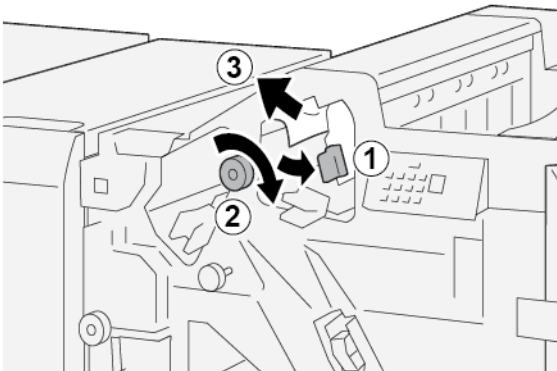
## Clearing Paper Jams from Finisher Area E2

- 1. Open the finisher front cover.



- 2. To remove the jammed paper, do the following:

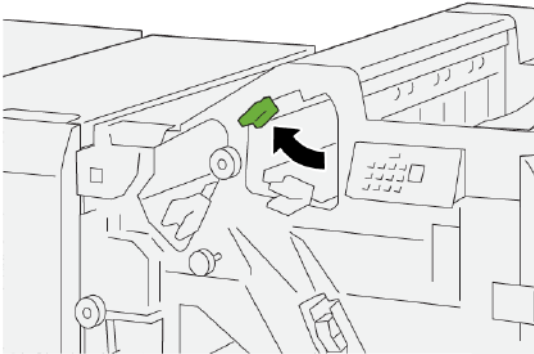
 **Note:** The jammed paper can be hidden behind the upper cover.



- a. Pull lever **1c** to the right.
- b. Rotate knob **1e** clockwise.

## Production Ready Finishers

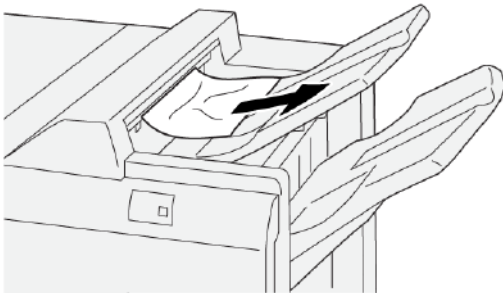
- c. Remove the jammed paper.
3. Return lever **1c** to the original position.



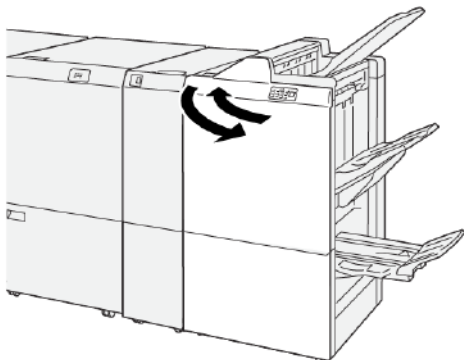
4. Close the finisher front cover.

## Clearing Paper Jams from Finisher Area E3

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

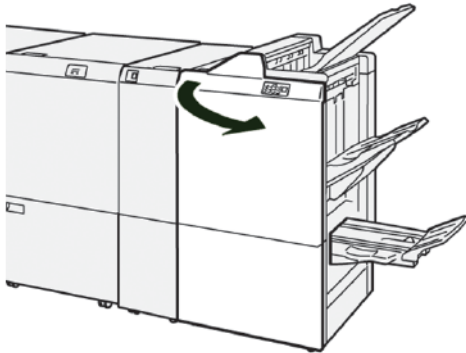


2. Open and close the finisher front cover.

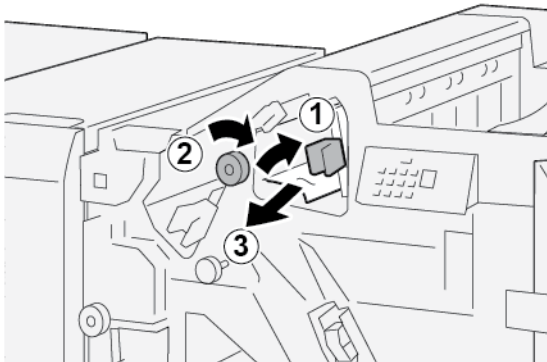


## Clearing Paper Jams from Finisher Area E4

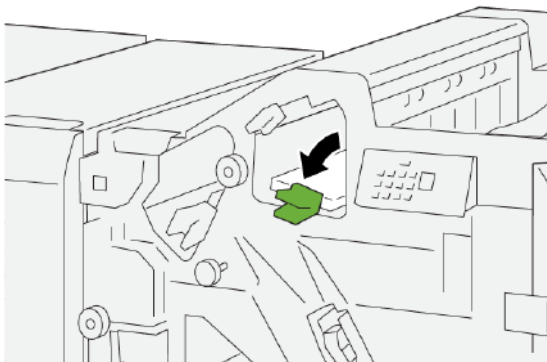
1. Open the finisher front cover.



2. To remove the jammed paper, do the following steps:



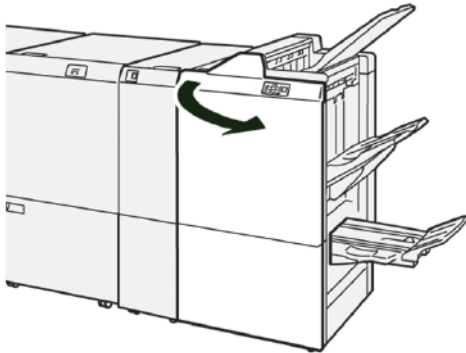
- a. Pull lever **1d** to the right.
  - b. Rotate knob **1e** clockwise.
  - c. Remove the jammed paper.
3. Return lever **1d** to the original position.



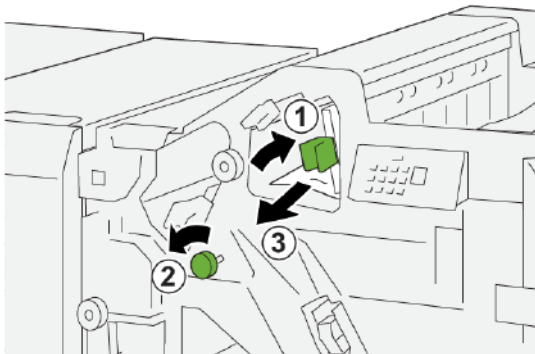
4. Close the finisher front cover.

## Clearing Paper Jams from Finisher Area E5

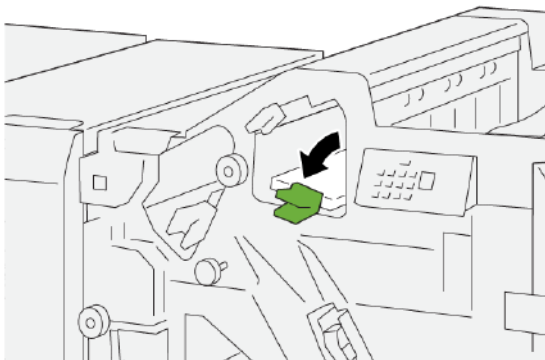
1. Open the finisher front cover.



2. To remove the jammed paper, do the following steps:



- a. Pull lever **1d** to the right.
  - b. Rotate knob **1f** counterclockwise.
  - c. Remove the jammed paper.
3. Return lever **1d** to the original position.

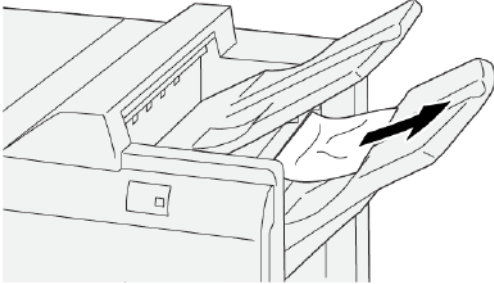


4. Close the finisher front cover.

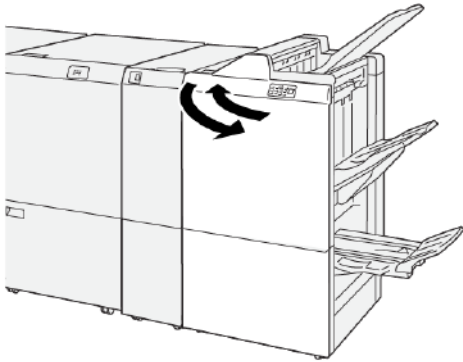


## Clearing Paper Jams from Finisher Area E6

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

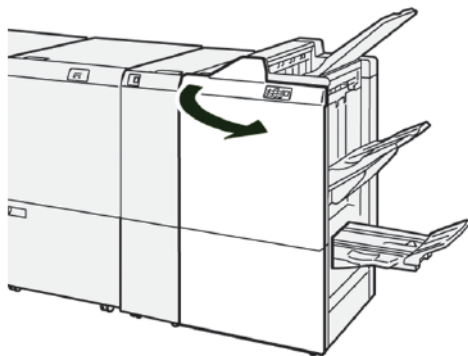


2. Open and close the finisher front cover.



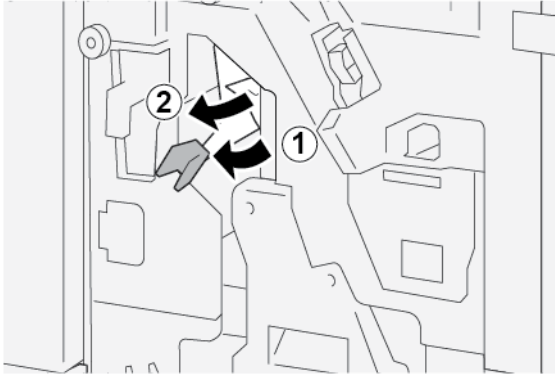
## Clearing Paper Jams from Finisher Booklet Area E7

1. Open the finisher front cover.

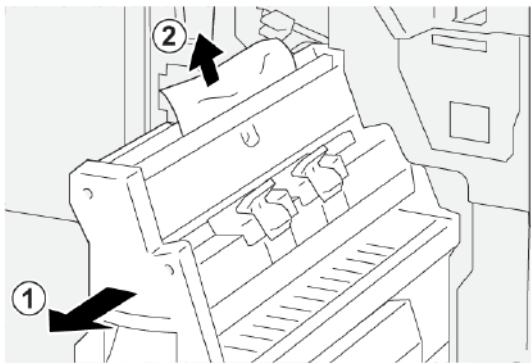


2. To remove the jammed paper, do the following steps:

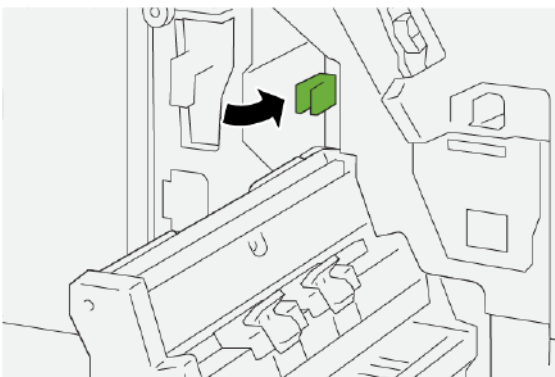
## Production Ready Finishers



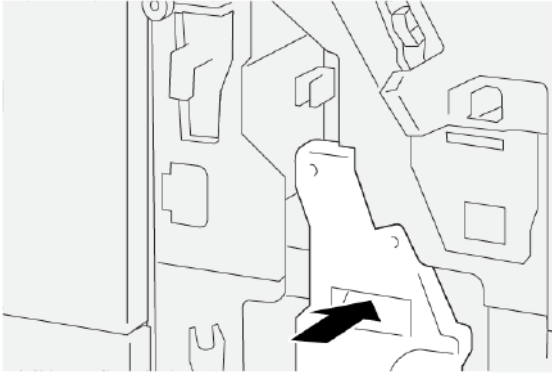
- a. Push lever **3a** to the left.
  - b. Remove the jammed paper.
3. If you have difficulty removing paper jam, do the following steps:



- a. Pull out the **Saddle Stitch Unit 3**.
  - b. Remove the jammed paper.
4. Return lever **3a** to the original position.



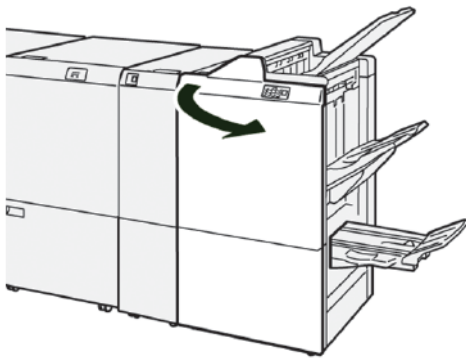
5. Gently, push in the **Saddle Stitch Unit 3** until it stops.



6. Close the finisher front cover.

## Clearing Paper Jams from Finisher Booklet Area E8

1. Open the finisher front cover.

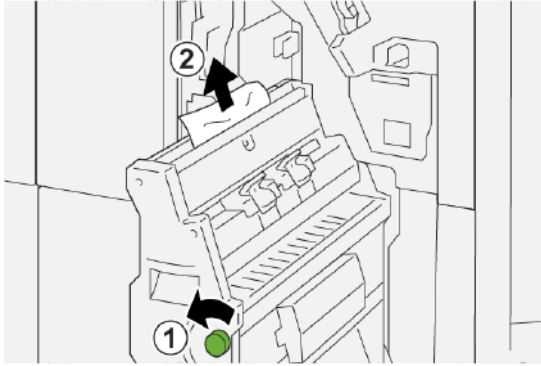


2. Release latch **3a**, then check for a paper jam. If there is no jammed paper, pull out **Saddle Stitch Unit 3** toward you until it stops.

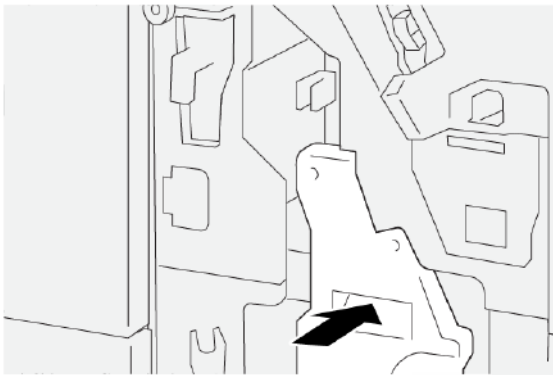


3. To remove the jammed paper, do the following steps:

## Production Ready Finishers



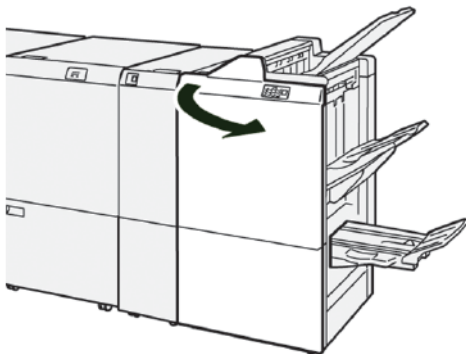
- a. Rotate knob **3b** counterclockwise.
  - b. Remove the jammed paper.
4. Gently push in **Saddle Stitch Unit 3** until it stops.



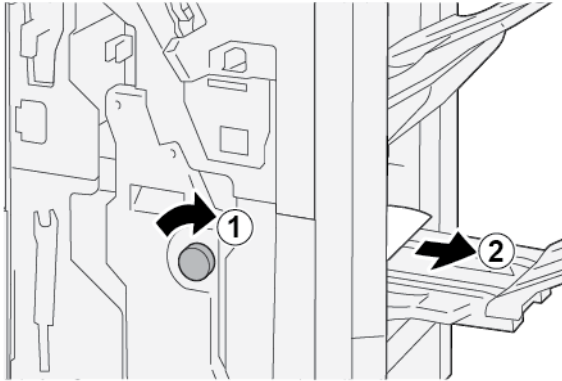
5. Close the finisher front cover.

## Clearing Paper Jams from Finisher Booklet Area E9

1. Open the finisher front cover.



2. To remove the jammed paper, do the following steps:

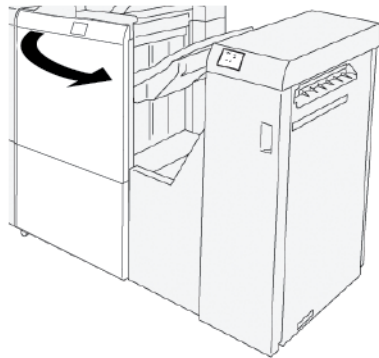


- a. Rotate knob **3b** clockwise.
  - b. Remove the jammed paper from the booklet tray area.
3. Close the finisher front cover.

## Clearing Paper Jams in the PR Finisher Plus

### Clearing Paper Jams in the Finisher Module Area E7

1. Open the finisher front cover.

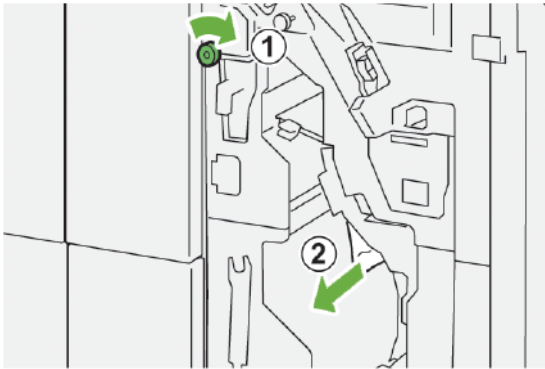


2. Remove any jammed paper.
3. To clear paper jams from area **E7**:
  - a. Release latches **3a** and **3b**.



## Production Ready Finishers

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



- c. Return latches **3a** and **3b** to their original positions.

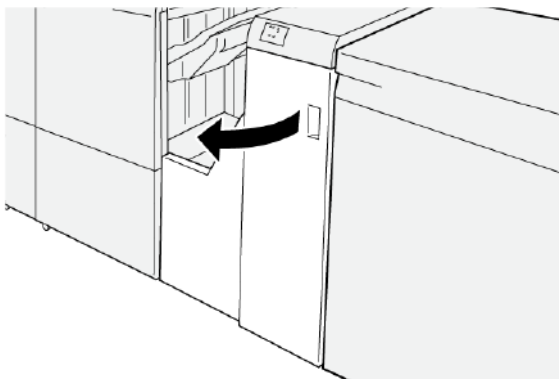


4. Close the finisher front cover.

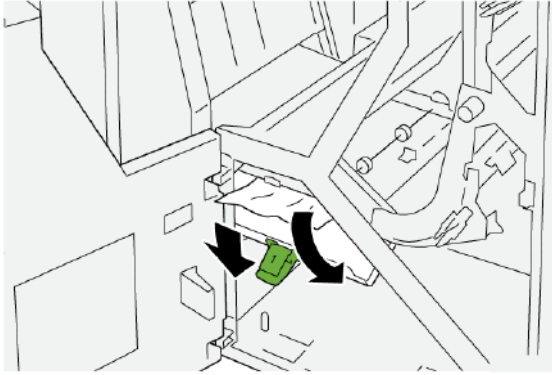
## Clearing Paper Jams in the Finishing Transport

### Clearing Paper Jams in Finishing Transport Area 1

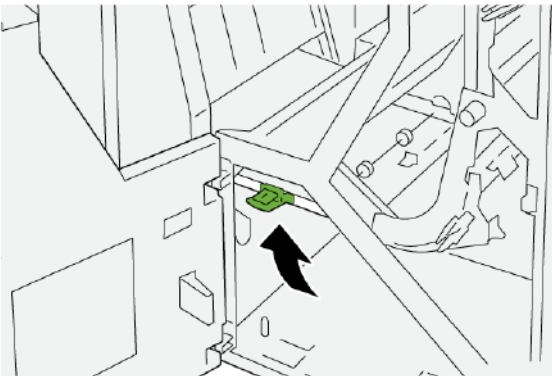
1. Open the Finishing Transport front cover.



2. To remove the jammed paper:
  - a. Release latch **1**.
  - b. Remove the jammed paper.



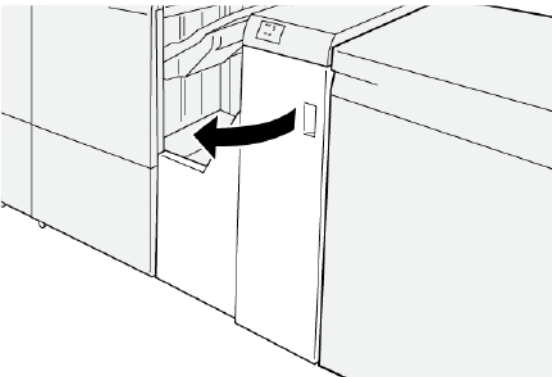
3. Return latch 1 to the original position.



4. Close the Finishing Transport front cover.

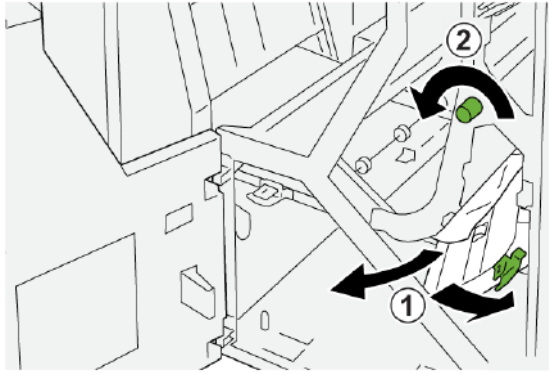
### Clearing Paper Jams in Finishing Transport Area 2

1. Open the Finishing Transport front cover.

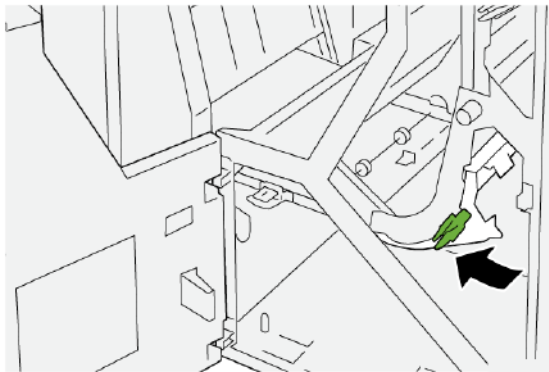


2. To remove the jammed paper:
  - a. Release latch 2.
  - b. Rotate the knob counterclockwise.
  - c. Remove the jammed paper.

## Production Ready Finishers



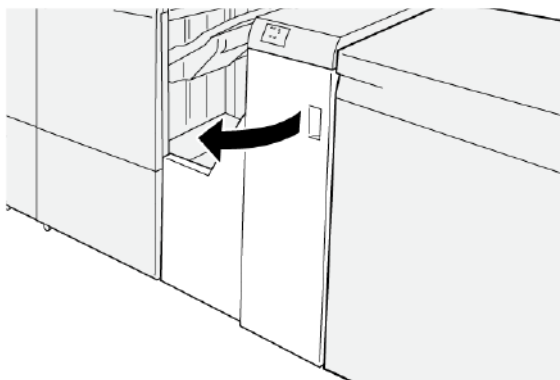
3. Return latch 2 to the original position.



4. Close the Finishing Transport front cover.

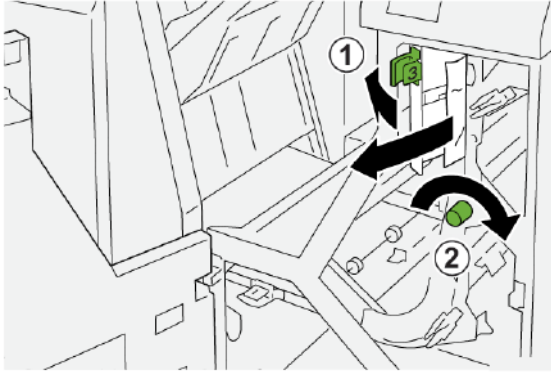
### Clearing Paper Jams in Finishing Transport Area 3

1. Open the Finishing Transport front cover.



2. To remove the jammed paper:
  - a. Release latch 3.
  - b. Rotate the knob clockwise.
  - c. Remove the jammed paper.





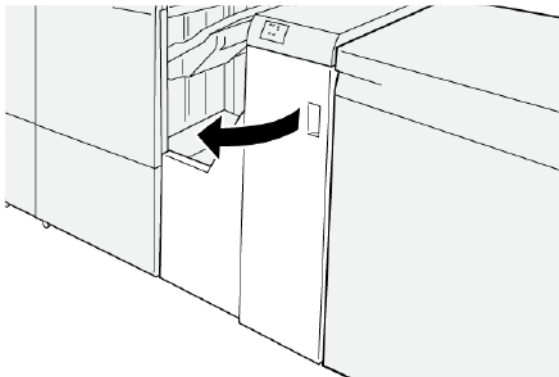
3. Return latch 3 to the original position.



4. Close the Finishing Transport front cover.

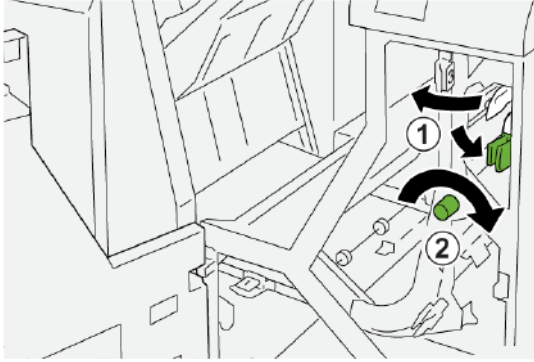
### Clearing Paper Jams in Finishing Transport Area 4

1. Open the Finishing Transport front cover.

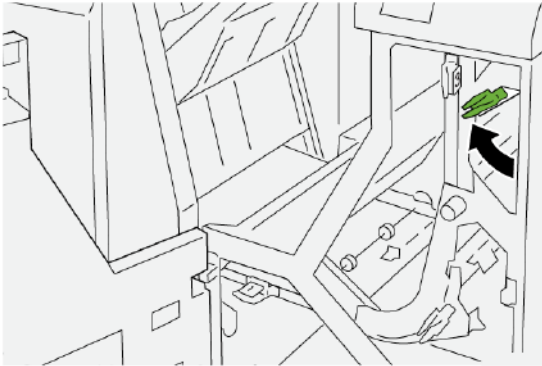


2. To remove the jammed paper, perform the following steps:

## Production Ready Finishers




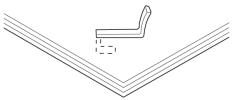
- a. Release latch **4**.
  - b. Rotate the knob clockwise.
  - c. Remove the jammed paper.
3. Return latch **4** to the original position.

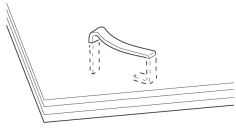
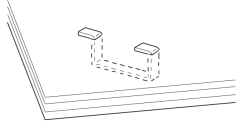
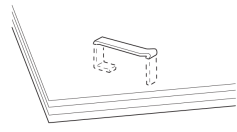
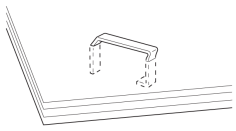
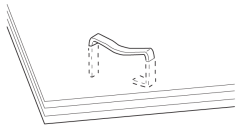


4. Close the Finishing Transport front cover.

## 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. If the problems continue after you have tried the following solutions, contact a Xerox service representative.


Not stapled	Bent staple
 <small>W3101_154</small>	 <small>W3101_155</small>
If printed sheets are stapled as shown in the following figures, contact your service representative.	


<p>One side of the staple is raised</p>	<p>Staple is bent in the reverse direction</p>	<p>Flattened staple</p>
 <p>WF100_137</p>	 <p>WF100_138</p>	 <p>WF100_139</p>
<p>Entire staple is raised</p>		<p>Staple is raised and the center is pressed in</p>
 <p>WF100_140</p>		 <p>WF100_141</p>

 **Important:**

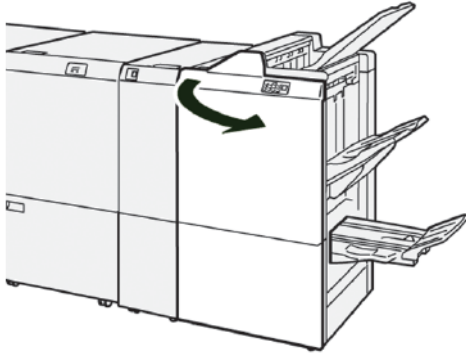
- Depending on the type of paper being stapled, the staples can be bent. If the bent staples are stuck inside the finisher, the bent staples can cause paper jams.
- If staple jams occur, open the cover of the staple cartridge, then remove the bent staples. Do not open the cover of the staple cartridge unless you are removing jammed staples.

## Clearing Staple Jams in the Basic Stapler


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

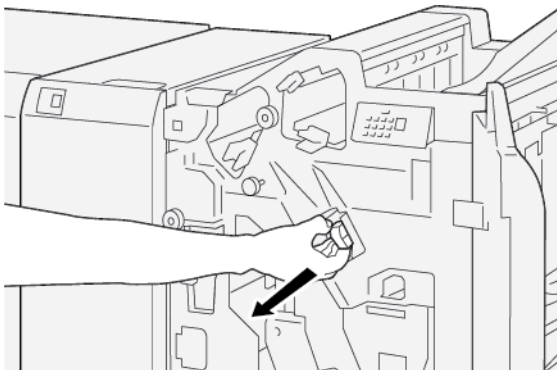
 **Note:** Before performing this procedure, ensure that the printer is not printing.

1. Open the finisher front cover.




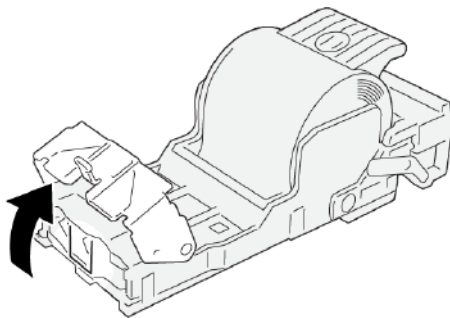
2. Pull out R1, then remove the staple cartridge unit from the printer.

 **Note:** After you remove the staple cartridge unit, check the inside of the finisher for any remaining staples.

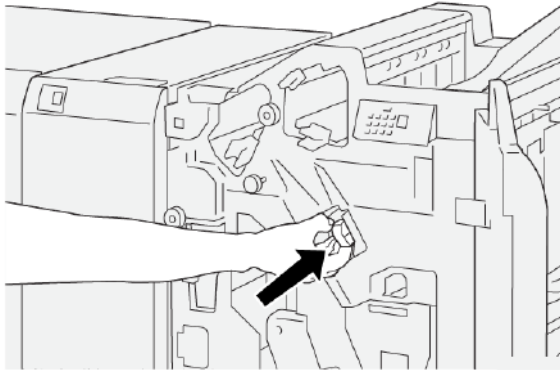


3. Open the staple cartridge unit cover, then remove the jammed staples.

 **WARNING:** To avoid personal injury, use care when you remove jammed staples.



4. Reinsert the staple cartridge unit to the original position in the printer.

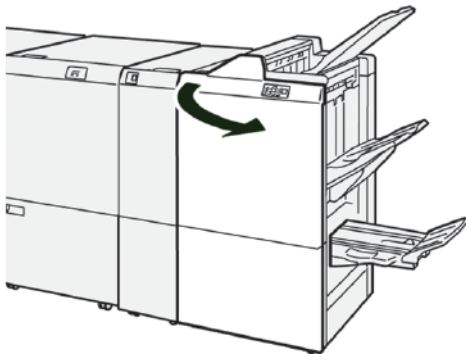


5. Close the finisher front cover.

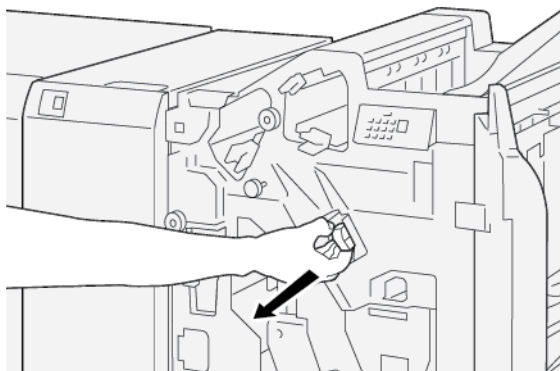
## Reinserting the Basic Staple Cartridge

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

1. Open the finisher front cover.




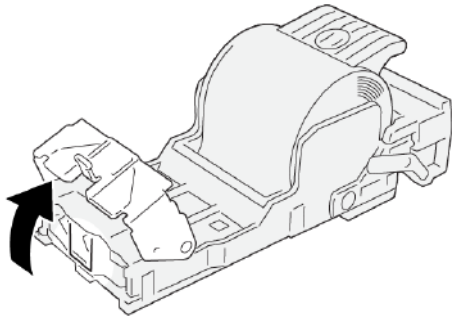
2. Pull out R1, then remove the staple cartridge unit from the printer.




## Production Ready Finishers

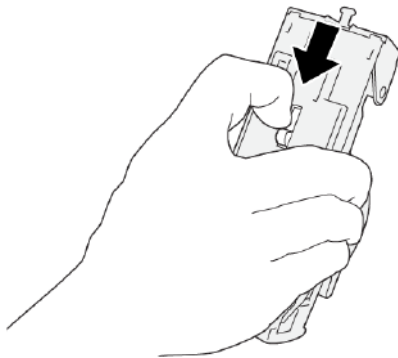
3. Open the staple cartridge unit cover, then remove the jammed staples.

 **WARNING:** To avoid personal injury, use care when you remove the jammed staples.

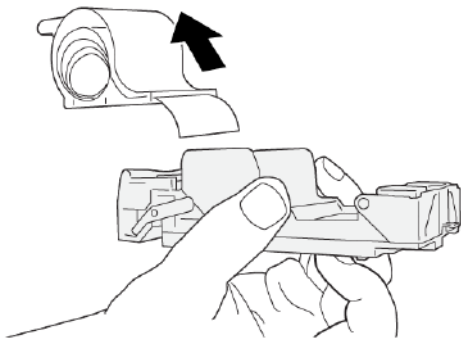


4. Locate the lever on the back of the staple cartridge unit.


 **WARNING:** When you move the lever, be careful not to hurt your fingers and fingernails.

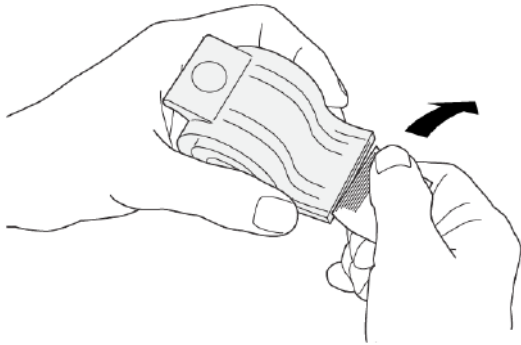


5. While holding the lever, turn the staple cartridge unit up, then remove the staple cartridge from the unit.

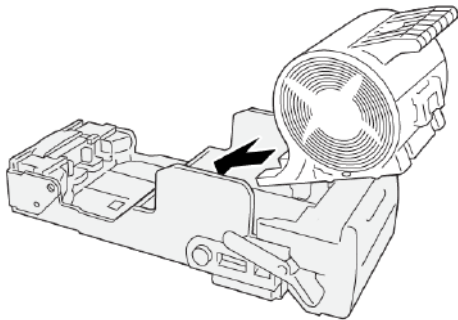


6. Remove the outside staples along the line.

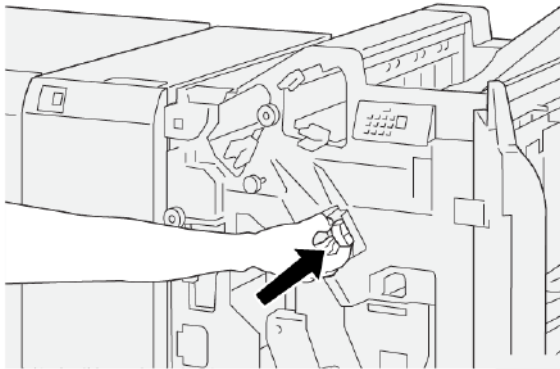
 **WARNING:** When removing staples, be careful not to hurt your fingers.



7. Insert the staple cartridge into the staple cartridge unit.




8. Reinsert the staple cartridge unit to the original position in the printer.

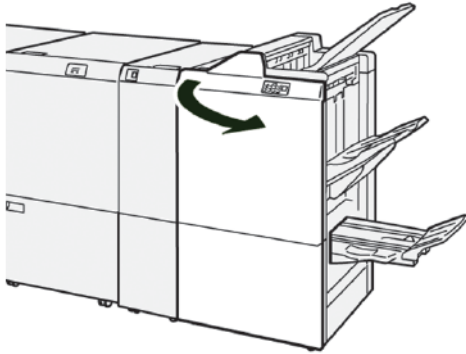


9. Close the finisher front cover.

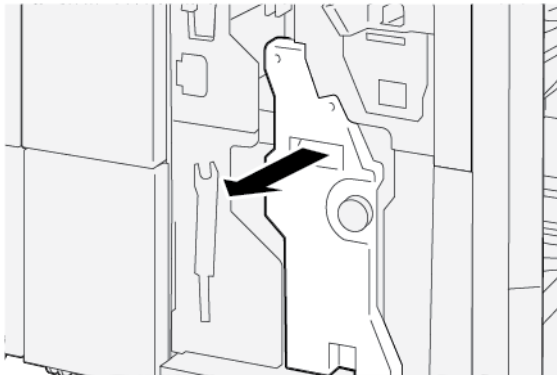
## Clearing Staple Jams in the Booklet Stapler

 **Note:** Before you perform this procedure, ensure that the printer is not printing.

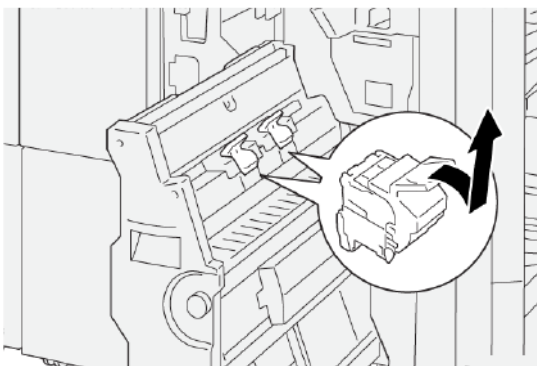
1. Open the finisher front cover.



2. To remove the Saddle Stitch Unit 3, pull the unit toward you, then remove it from the printer.




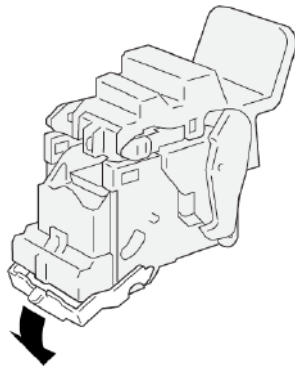
3. While holding the tabs on the staple cartridge, pull the cartridge out of the staple unit.






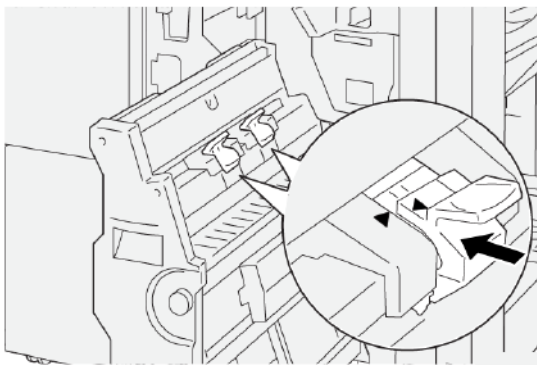
4. Remove any jammed staples.

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

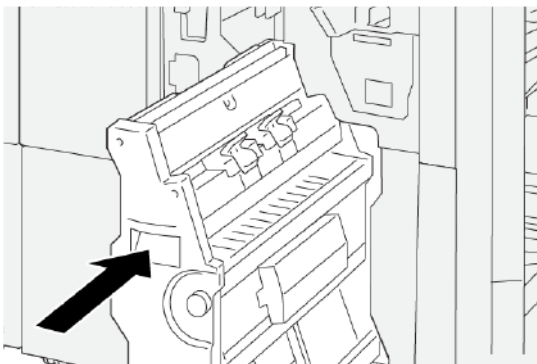


5. While holding the tabs on the new staple cartridge, push in the cartridge until it stops.

 **Note:** Ensure that the small arrows are aligned.



6. Push the Saddle Stitch Unit 3 into the finisher until the unit stops.



7. Close the finisher front cover.

## Fault Messages on the PR Finisher and PR Booklet Maker Finisher


When faults occur, such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, then a message appears on the printer control panel touch screen. An 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.

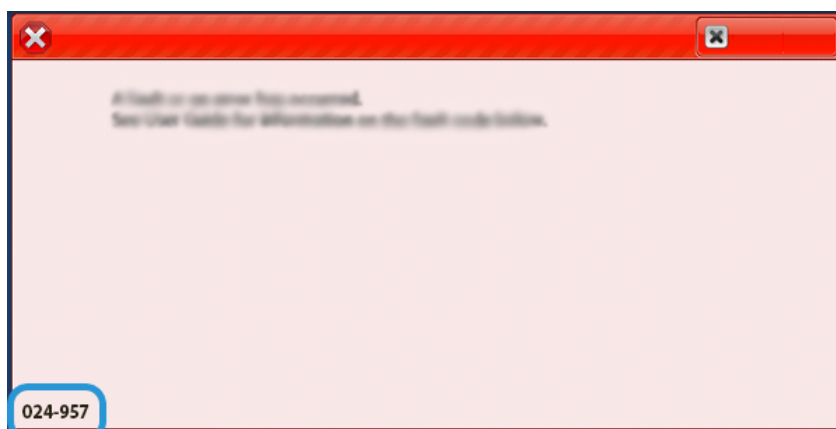
The touch screen displays a Faults button that provides information about the fault and detailed instructions for correcting the fault. The E code on the upper-left part of the Fault message displays which error indicator E1–E9, is illuminated on the Finisher indicator panel.

### Finisher Fault Code Information

When faults occur, such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, then a message appears on the printer touch screen.

The touch screen displays a Faults button that provides information about the fault and detailed instructions to correct the fault.

 **Tip:** Finisher faults are identified by the codes that start with the three-digit numbers 012, 013, 024, 041, 112, and 124.



## PR Finisher Plus Fault Messages

When faults occur, such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, and a message appears on the printer touch screen. An illustration shows the location of the fault with a brief explanation of corrective actions to clear 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 displays a Faults button that 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 illuminated on the PR Finisher Plus for Finisher Module E1–E7 or Finishing Transport Areas 1–4.

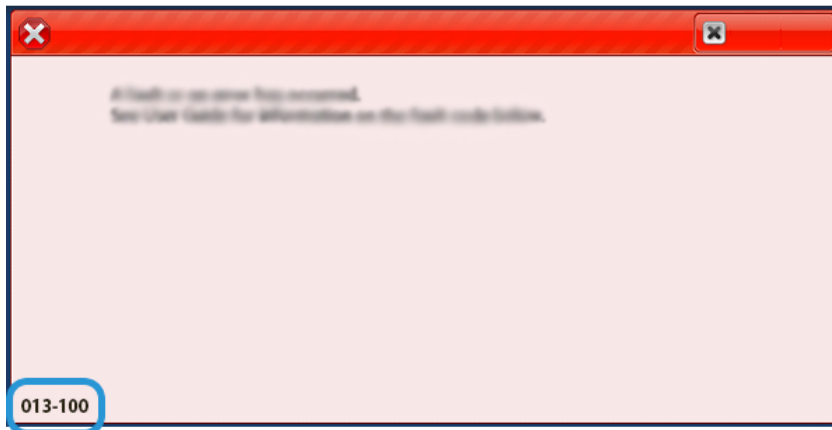
## PR Finisher Plus Fault Code Information

When faults occur, such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, and a message appears on the printer touch screen.

The touch screen displays a Faults button that provides information about the fault and detailed instructions to correct the fault.







**Tip:** PR Finisher Plus faults are identified by the codes that start with the three-digit numbers 013 and 051.



## PR Finisher Specifications

Item	Specification				
Tray	Top tray	Collate and stack			
	Stacker tray	Collation for offsetting and offset stacking are supported			
	Booklet tray	Collate and stack			
Paper size	Top tray	Standard size	Minimum	Postcard 100 x 148 mm (4 x 6 in.)	
			Maximum	330.2 x 482.6 mm (13 x 19 in.)	
		Custom size	Height	100–330.2 mm (3.94–13 in.)	
			Width	148.0–660.4 mm (5.83–26 in.)	
	Stacker tray	Standard size	Minimum	A5 148 x 210 mm (5.83 x 8.27 in.)	
			Maximum	330.2 x 482.6 mm (13 x 19 in.)	
		Custom size	Height	148.0–330.2 mm (5.83–13 in.)	
			Width	148.0–488.0 mm (5.83–19.21 in.)	
	Booklet tray	Standard size	Minimum	JIS B5 182 x 257 mm (7.2 x 10.1 in.)	
			Maximum	330.2 x 482.6 mm (13 x 19 in.)	
		Custom size	Height	182.0–330.2 mm (7.17–13 in.)	
			Width	257.0–488.0 mm (10.12–19.21 in.)	
	Paper weight	Top tray	52–350 g/m <sup>2</sup>		
		Stacker tray	52–350 g/m <sup>2</sup>		
		Booklet tray	52–350 g/m <sup>2</sup>		

Item	Specification			
Tray capacity	Top tray	500 sheets		
	Stacker tray without staples	A4: 210 x 297 mm (8.5 x 11 in.)	PR Finisher: 3000 sheets PR Booklet Maker Finisher: 2000 sheets	
		JIS B4 or larger	1500 sheets	
		Mix stack	350 sheets	
	Stacker tray with staples	A4: 210 x 297 mm (8.5 x 11 in.)	PR Finisher: 200 sets or 3000 sheets PR Booklet Maker Finisher: 200 sets or 2000 sheets	
		JIS B4 or larger	100 sets or 1500 sheets	
	Booklet tray	320 sheets maximum		
 <b>Note:</b> <ul style="list-style-type: none"> <li>The values are based on a paper weight of 90 g/m<sup>2</sup>.</li> <li>Mix stack is a set of paper sheets where larger sheets are placed over smaller ones. For example, A4 over JIS B5, or JIS B4 over A4.</li> <li>The booklet tray capacity is 16 sets if one set consists of 17 or more sheets.</li> </ul>				
Staple	Capacity	100 sheets		
	 <b>Note:</b> <ul style="list-style-type: none"> <li>The values are based on a paper weight of 90 g/m<sup>2</sup>.</li> <li>For paper larger than A4 210 x 297 mm or Letter 8.5 x 11 in., the stapling capacity for uncoated stock is 65 sheets.</li> </ul>			
	Paper size	Standard size	Minimum	A4 210 x 297 mm (8.27 x 11.69 in.)
			Maximum	Special A4 226 x 310 mm (8.9 x 12.2 in.)
		Custom size	Height	182.0–297.0 mm (7.17–11.69 in.)
			Width	148.0–432.0 mm (5.83–17 in.)
	Paper weight	Uncoated	52–300 g/m <sup>2</sup>	
		Coated	64–216 g/m <sup>2</sup>	
	Stapling position	one place, two places, or four places		

Item	Specification				
Punch with Punch Unit	Paper size	Standard size	Maximum	Special A4 226 x 310 mm (8.9 x 12.2 in.)	
			Minimum	two-hole or three-hole	JIS B5 182 x 257 mm (7.2 x 10.1 in.)
				four-hole	A4 210 x 297 mm (8.5 x 11 in.)
		Custom size	Height	203.0–297.0 mm (7.99–11.69 in.)	
			Width	182.0–431.8 mm (7.17–17 in.)	
		Paper weight	Uncoated	52–300 g/m <sup>2</sup>	
	Coated		64–216 g/m <sup>2</sup>		
	Number of Holes	two holes, four holes, or US two holes or three holes			
		 <b>Note:</b> The number of punch holes that you can choose depends on the paper size.			
	Saddle Stitch or Bi-Fold	Capacity		Saddle Stitch	30 sheets
Bi-Fold				5 sheets	
PR Booklet Maker Finisher	 <b>Note:</b> The values are based on a paper weight of 90 g/m <sup>2</sup> .				
	Paper size	Standard size	Maximum	330.2 x 482.6 mm (13 x 19 in.)	
			Minimum	JIS B5 182 x 257 mm (7.2 x 10.1 in.)	
		Custom size	Height	182.0–330.2 mm (7.17–13 in.)	
		Uncoated	Width	257.0–488.0 mm (10.12–19.21 in.)	
			Paper weight	52–300 g/m <sup>2</sup>	
	Coated	64–216 g/m <sup>2</sup>			

## Staple Output Capacity

Values in the table for uncoated and coated paper indicate the maximum number of sheets that can be stapled.

Paper weight	Side Stitch				Saddle Stitch	
	A4 or smaller		Larger than A4		Uncoated	Coated
	Uncoated	Coated	Uncoated	Coated		
52–59 g/m <sup>2</sup>	100	35*	65	35*	30*	25*
60–71 g/m <sup>2</sup>					30	
72–80 g/m <sup>2</sup>		35		35		
81–90 g/m <sup>2</sup>						
91–105 g/m <sup>2</sup>	50	30	50	30	20	
106–128 g/m <sup>2</sup>			45		15	
129–150 g/m <sup>2</sup>	20	20	20	20	10	
151–176 g/m <sup>2</sup>						
177–220 g/m <sup>2</sup>					5	
221–256 g/m <sup>2</sup>					4	
257–300 g/m <sup>2</sup>	10	10	10	10	3	
301–350 g/m <sup>2</sup>						

\* Can be stapled. However, binding accuracy or paper feed performance cannot be guaranteed.



**Note:**

- The printer determines the paper type and paper weight based on paper information set for the job, not based on the paper that is loaded in the tray.
- The printer determines the number of sheets per job, based on job information. When multiple paper feeds occur, stapling can be performed even if the number of sheets being fed exceeds the limit. Staple faults can occur.

## Booklet Capacities by Paper Weight and Type

Production Ready Finisher Booklet Capacity, Stapled		
Paper Weight	Paper Type and Sheet Capacity	
	Uncoated	Coated
60–80 g/m <sup>2</sup>	30	—
81–90 g/m <sup>2</sup>	30	25
91–105 g/m <sup>2</sup>	20	20
106–128 g/m <sup>2</sup>	15	15
129–150 g/m <sup>2</sup>	10	10

Production Ready Finishers

Production Ready Finisher Booklet Capacity, Stapled		
Paper Weight	Paper Type and Sheet Capacity	
	Uncoated	Coated
151–176 g/m <sup>2</sup>	10	10
177–220 g/m <sup>2</sup>	5	5
221–256 g/m <sup>2</sup>	4	4
257–300 g/m <sup>2</sup>	3	3
301–350 g/m <sup>2</sup>	3	3

Production Ready Finisher Booklet Capacity, Unstapled		
Paper Weight	Paper Type and Sheet Capacity	
	Uncoated	Coated
52–330 g/m <sup>2</sup>	5	5
221–256 g/m <sup>2</sup>	4	4
257–350 g/m <sup>2</sup>	3	3




# N

## SquareFold® Trimmer Module

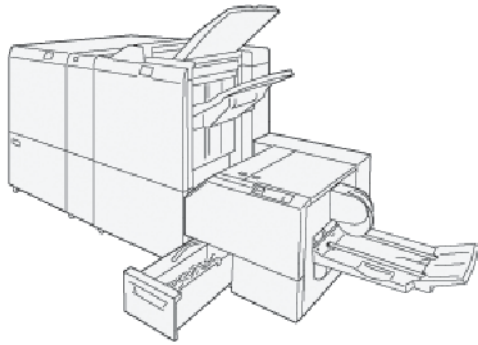
This appendix contains:

- [SquareFold® Trimmer Module Overview](#) ..... 450
- [SquareFold® Trimmer Components](#) ..... 451
- [Square Fold and Trim Features](#) ..... 454
- [SquareFold® Trimmer Maintenance](#)..... 458
- [SquareFold® Trimmer Troubleshooting](#)..... 460
- [SquareFold® Trimmer Specifications](#)..... 465

## SquareFold® Trimmer Module Overview

 **Note:** This optional finishing device requires a Production Ready 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.

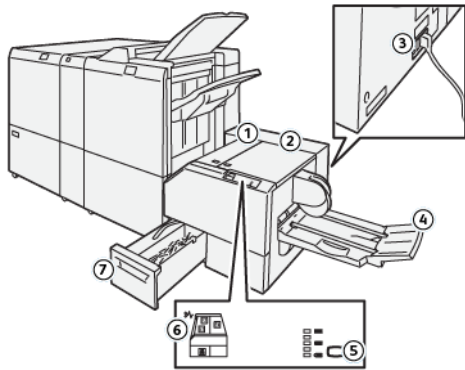


The SquareFold® Trimmer performs the following tasks:

- Receives the booklet from the Booklet Marker area of the Finisher.
- Flattens the booklet spine to reduce the booklet thickness and to provide the appearance of a perfect-bound book.
- Trims and cuts away the face, that is the edge, of the booklet, which results in a neatly finished edge.

The booklet area of the finisher assembles and staples the booklet. The booklet enters the SquareFold® Trimmer already assembled. Ensure that you set any adjustments to the original image and its placement on the booklet page at the printer server.

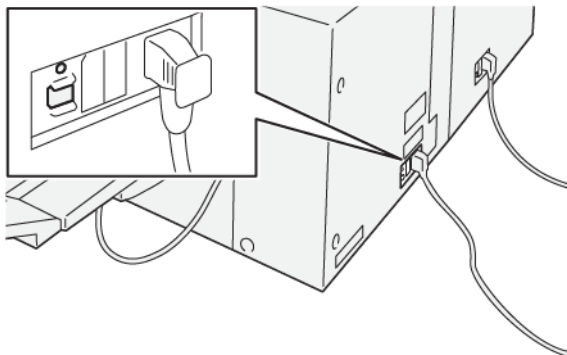
## SquareFold® Trimmer Components



Number	Component	Description
1	Left Cover *	To remove paper jams, open the left cover.
2	Right Cover *	To remove paper jams, open the left cover.
3	Circuit Breaker Button on the rear of the device	If an electrical fault or a short circuit occurs, the circuit breaker powers off the electricity automatically.
4	Booklet Tray	The booklet tray receives the square-fold booklet output from the finisher.
5	Square-fold Adjustment Button	To adjust the thickness of printed booklets, press the square-fold adjustment button.
6	Paper Jam or Error Indicator	When a paper jam occurs, a paper jam or error indicator illuminates.
7	Trimmer Waste Container	The waste container collects waste from the trimmer area of the device.


\* When the printer is idle or in a normal operation mode, you cannot open the covers. When an indicator is illuminated and a jam or fault occurs within the SquareFold® Trimmer device, you can open the covers.

## SquareFold® Trimmer Circuit Breaker



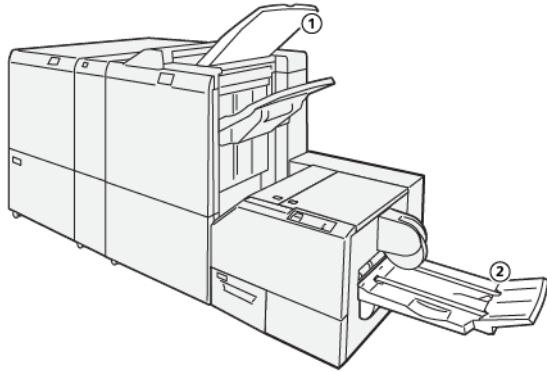
## SquareFold® Trimmer Module

The circuit breaker button is on the rear of the device. The circuit breaker button is usually in the On position.

 **Note:** When an electrical interruption is detected, the circuit breaker powers off automatically to discontinue the electrical flow to the device. For electrical information, refer to [Safety](#).

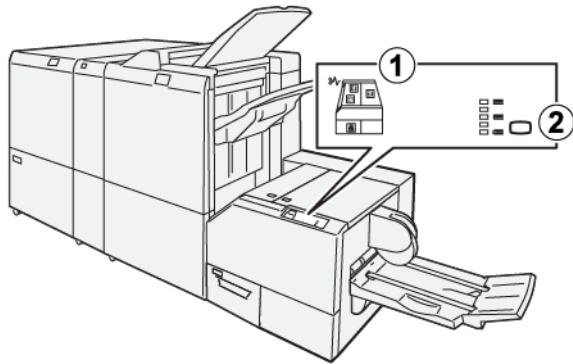
Under normal operating conditions, do not press the circuit breaker button. Before you move the printer, to power-off the device, press the circuit breaker button.


## Output Trays



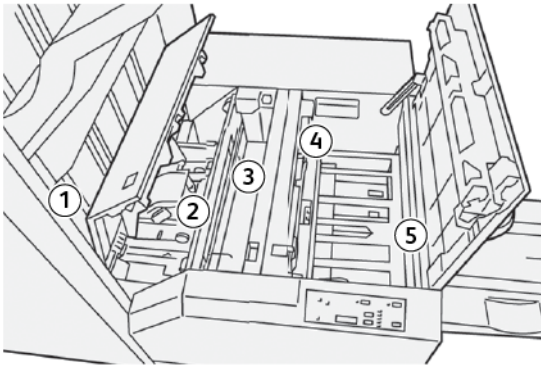
1. Finisher Output Tray: The printer ejects unused sheets of paper to the finisher output tray.
2. Booklet Tray: Saddle stitch, bi-fold and trim, or square-fold jobs are delivered only to this tray.

## Control Panel




Number	Description
1	<p>Fault indicators: When a fault or jam occurs in a particular area of the SquareFold® Trimmer device, fault indicators illuminate. When the trimmer waste container is pulled out or when it is full, the lower indicator, with the lock icon illuminates.</p> <p> <b>Note:</b> If E1, E2, or E3 illuminates on the control panel, you can open the left and right covers, then the jam or fault is cleared. During normal operation or when the printer is idle, you cannot open the covers.</p>
2	<p>Select the required square-fold setting. For more information, refer to the <a href="#">Square Fold Adjustment Settings</a>.</p>

## SquareFold® Trimmer Paper Path



Number	Description
1	The booklet leaves the booklet area of the finisher, then enters the SquareFold® Trimmer device. The booklet exit sensor in the SquareFold® Trimmer device detects the leading edge spine of the booklet, then moves the booklet to the square-fold area.
2	When the booklet spine reaches the square-fold area, the booklet is clamped, and the square-folding operation begins.
3	The booklet is flattened and the spine is squared according to the square-fold setting indicated on the control panel.
4	After the booklet is flattened and the spine is squared, the booklet is moved to the trimmer area. <ul style="list-style-type: none"> <li>Based on the finished booklet size, the booklet is moved until the trailing edge reaches the trimmer cutter.</li> <li>The trailing edge is trimmed, based on the finished booklet size entered for the trimmer mode setting.</li> </ul>
5	The booklet is moved to the exit area where it is transported to the booklet tray.

 **Note:** Booklets that exit the SquareFold® Trimmer device contain trim remnants or scraps from the previously trimmed booklet. Trim remnant or scrap accumulation is due to normal static electricity build-up. If booklets contain trim remnants or scraps, remove and discard the remnants and scraps.

# Square Fold and Trim Features


## Square Fold Feature

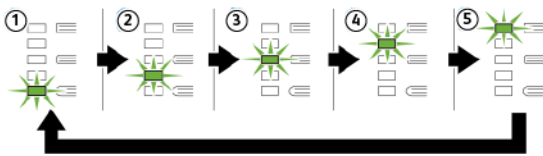
The Square Fold feature is available only when the printer is connected to both a finisher with a booklet maker and the SquareFold® Trimmer Module.

You can access and select the Square Fold feature from your computer print driver, the printer user interface, or from the print server.

## Square Fold Adjustment Settings

The Square Fold feature can be enabled or disabled, based on the user preference. When the feature is enabled, select an option for the finished booklet job.

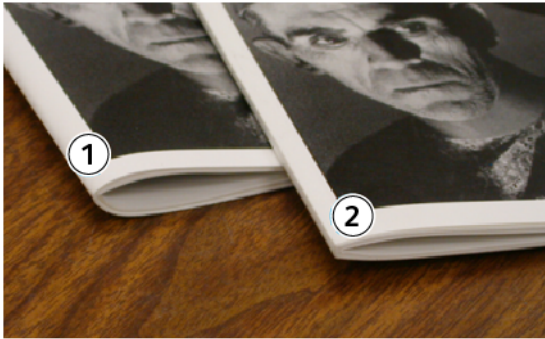
 **Note:** Before you print large jobs, print one or more test prints.



Number	Description
1	When your finished booklet is five or fewer pages and printed on paper that is lighter than 100 g/m <sup>2</sup> , select <b>-2 / Lower / Low 2</b> . The least amount of pressure that can be applied to the booklet is -2.
2	When you want the least amount of pressure applied to the spine of the booklet, select <b>-1 / Low / Low 1</b> . The less pressure applied to the booklet, the more rounded the booklet spine becomes.
3	<b>Auto / Normal</b> is the default setting and is used for most jobs.
4	When you want a greater amount of pressure applied to the spine of the booklet, but not as much pressure as the +2 setting, select <b>+1 / High / High 1</b> .
5	When you want the maximum amount of pressure applied to the spine of the booklet, select <b>+2 / Higher / High 2</b> . The more pressure that is applied, the more square the booklet spine becomes. The greatest amount of pressure that can be applied to the booklet is +2.

## Booklet Example

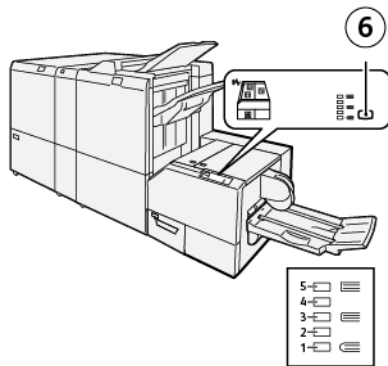
The following images show two different booklet types:



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.

## Improving the Book-Pressing Quality

If the spine is curled or torn, you can adjust the volume of the spine. Press the Square Fold setting button.



Number	Description
1–5	<ul style="list-style-type: none"> <li>• Each time that you press the button, the pressure changes.</li> <li>• When indicator 5 is illuminated, the maximum amount of pressure is applied.</li> <li>• When indicator 1 is illuminated, the minimum amount of pressure is applied.</li> </ul>
6	Square Fold setting

## Trim Feature

Access the trim feature from your computer print driver, the printer user interface, or from the print server.

### Trim Options

When you use the trim options, always consider the following:

- When booklets exit the SquareFold® Trimmer device, they can contain trim remnants or scraps from the previously trimmed booklet. Static electricity causes this build-up and it is normal. If booklets contain trim remnants, remove and discard the remnants.
- The trim feature can be enabled or disabled. When the feature is enabled, you can adjust the trim setting in 0.1 mm (0.0039 in.) increments, depending on your requirements for the finished booklet job.

The trim options include the following:

- **Trimming On / Off:** This option enables or disables the trimming feature. The default setting is Off.
- **Cut to Size:** This option decreases or increases the trimmer setting. To decrease or increase the trimmer setting, use the left and right arrow buttons. Adjustments are made in 0.1 mm (0.0039 in.) increments.

The trim setting is based on the following:


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

 **Note:**

- To determine the best selections for your job, experiment with various settings. For the best booklet output, before running larger jobs, run one or more test prints.
- Trim settings cannot be adjusted to remove less than 2 mm (0.078 in.) or more than 20 mm (0.787 in.) of edge material from the booklet. Adjustments less than 2 mm (0.078 in.) can produce poor trim quality. Adjustments greater than 20 mm (0.787 in.) 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.

Scenario number	Paper Size	Finished booklet size	Paper weight	Approximate trim setting	Number of pages in a finished booklet
1	A4: 210 x 298 mm (8.5 x 11 in.)	149 x 210 mm (5.5 x 8.5 in.)	75 g/m <sup>2</sup> ; 20 lbs.	130 mm (5.11 in.)	20
2	A4: 210 x 298 mm (8.5 x 11 in.)	149 x 210 mm (5.5 x 8.5 in.)	90 g/m <sup>2</sup> ; 24 lbs.	125 mm (.98 in.)	14
3	A4: 210 x 298 mm (8.5 x 11 in.)	149 x 210 mm (5.5 x 8.5 in.)	120 g/m <sup>2</sup> ; 32 lbs.	135 mm (5.31 in.)	10




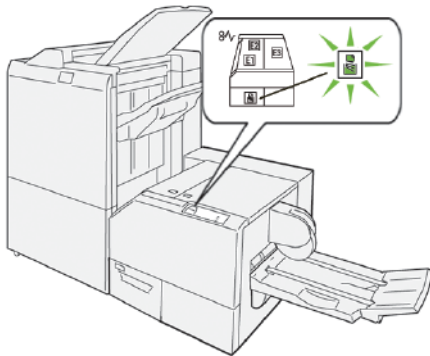
Scenario number	Paper Size	Finished booklet size	Paper weight	Approximate trim setting	Number of pages in a finished booklet
4	A4: 210 x 298 mm (8.5 x 11 in.)	149 x 210 mm (5.5 x 8.5 in.)	75 g/m <sup>2</sup> ; 20 lbs.	125 mm (.98 in.)	10
5	A4: 210 x 298 mm (8.5 x 11 in.)	149 x 210 mm (5.5 x 8.5 in.)	120 g/m <sup>2</sup> ; 80 lbs.	135 mm (5.31 in.)	12
6	B4: 250 x 353 mm (8.5 x 14 in.)	250 x 176.5 mm (8.5 x 7 in.)	75 g/m <sup>2</sup> ; 20 lbs.	172 mm (6.77 in.)	6
7	B4: 250 x 353 mm (8.5 x 14 in.)	250 x 176.5 mm (8.5 x 7 in.)	90 g/m <sup>2</sup> ; 24 lbs.	170 mm (6.69 in.)	6
8	A3: 297 x 420 mm (11 x 17 in.)	A4: 210 x 297 mm (8.5 x 11 in.)	90 g/m <sup>2</sup> ; 24 lbs.	200 mm (7.87 in.)	14
9	A3: 297 x 420 mm (11 x 17 in.)	A4: 210 x 297 mm (8.5 x 11 in.)	216 g/m <sup>2</sup> ; 80 lbs.	205 mm (8.07 in.)	5
10	A3: 297 x 420 mm (11 x 17 in.)	A4: 210 x 297 mm (8.5 x 11 in.)	80 g/m <sup>2</sup> ; 20 lbs.	210 mm (8.26 in.)	22
11	A3: 297 x 420 mm (11 x 17 in.)	A4: 210 x 297 mm (8.5 x 11 in.)	90 g/m <sup>2</sup> ; 24 lbs.	210 mm (8.26 in.)	8
12	A3: 297 x 420 mm (11 x 17 in.)	A4: 210 x 297 mm (8.5 x 11 in.)	120 g/m <sup>2</sup> ; 80 lbs.	205 mm (8.07 in.)	10
13	305 x 458 mm (12 x 18 in.)	152 x 229 mm (6 x 9 in.)	120 g/m <sup>2</sup> ; 80 lbs.	220 mm (8.66 in.)	6
14	305 x 458 mm (12 x 18 in.)	152 x 229 mm (6 x 9 in.)	120 g/m <sup>2</sup> ; 80 lbs.	215 mm (8.46 in.)	5
15	305 x 458 mm (12 x 18 in.)	152 x 229 mm (6 x 9 in.)	120 g/m <sup>2</sup> ; 80 lbs.	210 mm (8.26 in.)	4
16	305 x 458 mm (12 x 18 in.)	152 x 229 mm (6 x 9 in.)	105 g/m <sup>2</sup> ; 28 lbs.	220 mm (8.66 in.)	16
17	305 x 458 mm (12 x 18 in.)	152 x 229 mm (6 x 9 in.)	120 g/m <sup>2</sup> ; 80 lbs.	210 mm (8.26 in.)	14

## SquareFold® Trimmer Maintenance

### Emptying the SquareFold® Trimmer Waste Container

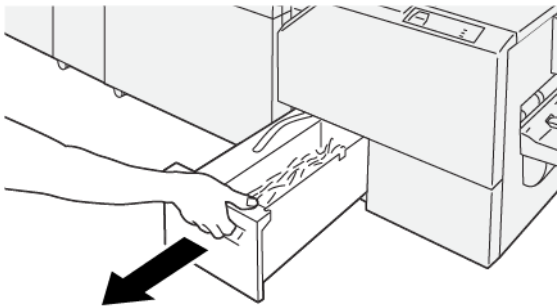
When the waste container reaches the full condition, an indicator illuminates on the top of the SquareFold® Trimmer device. A message appears on the printer control panel that indicates that the waste container is full. When the message appears, dispose of the paper scraps.

 **Note:** Keep the printer powered on when disposing of the waste. If powered off, the printer does not recognize that the waste container was emptied.

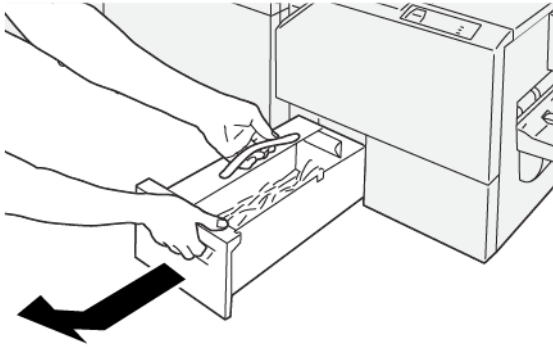


To empty the trimmer waste container, perform the following steps:


1. Ensure that the printer is not printing, then slowly pull out the trimmer waste container.

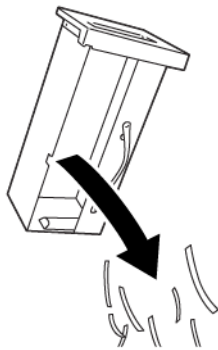


2. Hold the belt on the waste container, then remove the container with both hands.

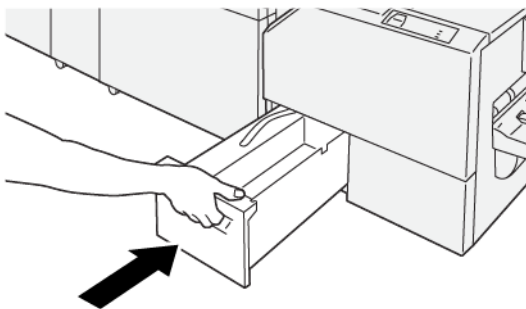


3. Discard all paper waste and scraps.

 **Note:** Ensure that the waste container is emptied completely. If any paper waste or scraps remain, the container becomes full before a control panel message appears, causing the printer to malfunction.

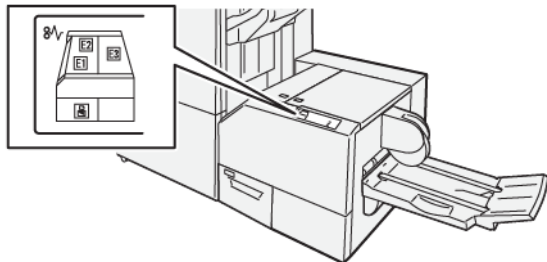


4. Reinsert the empty waste container, then slowly push in the container until it stops.



## SquareFold® Trimmer Troubleshooting

### SquareFold® Trimmer Paper Jams




The following occurs when there are faults such as paper jams, open doors or covers, or a printer malfunction:

- The printer stops printing and a fault message appears on the printer control panel.
- The message includes an illustration that shows the location of the fault and a brief explanation of corrective actions to clear the fault.
- Paper jams can occur in multiple areas of the printer and in any optional devices that are connected to the printer. When a paper jam occurs, the illustration on the printer control panel changes to show the multiple locations and the required corrective actions.
- If a fault occurs with an optional device, an indicator illuminates on the optional device control panel and shows the corresponding area on the device where the fault occurred.

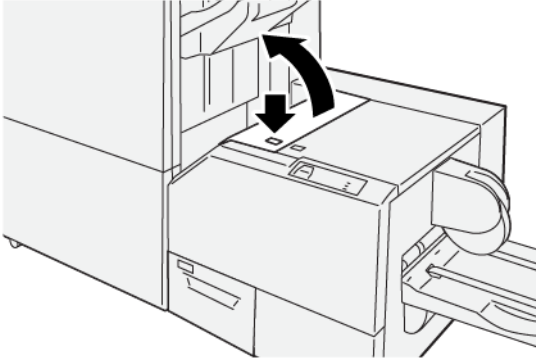
Always refer to the following information when clearing paper jams:

- Do not power off the printer when removing paper jams.
- Paper jams can be removed with the printer still powered on. When you power off the printer, all information stored to the system memory is erased.
- Before resuming print jobs, clear all paper jams.
- To avoid possible print defects, do not touch components inside the printer.
- Before proceeding with print jobs, ensure that all paper jams, including any small, torn pieces of paper, are removed.
- Gently, remove the paper, taking care not to tear it. If paper is torn, ensure that you remove all the torn pieces.
- After you remove the paper jams, close all doors and covers. When doors or covers are open, the printer does not print.
- After you clear a paper jam, printing resumes automatically from the state before the paper jam occurred.
- If all paper jams are not cleared, an error message continues to appear on the printer control panel. To clear any remaining paper jams, refer to the printer control panel for instructions and information.

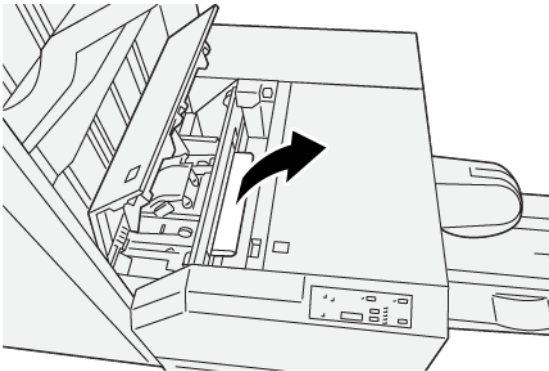
## Clearing Paper Jams from SquareFold® Trimmer Areas E1 and E2

 **Note:** Before you perform this procedure, ensure that the printer is not printing.

1. To open the left cover of the trimmer device, press the button on the cover.



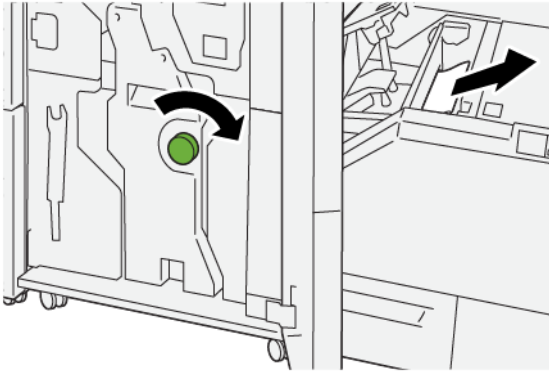
2. Remove the jammed paper.



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




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

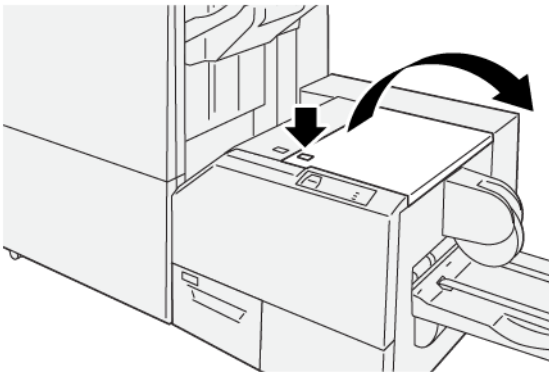


5. If necessary, close the front cover of the finisher.
6. Close the left cover of the trimmer device.
7. If the printer control panel message indicates that there are more paper jams, follow the instructions to clear the paper jams and to resume printing.

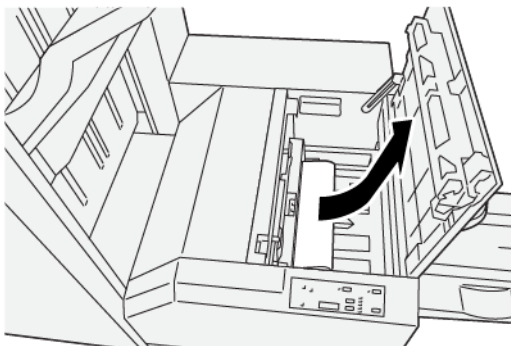
## Clearing Paper Jams from SquareFold® Trimmer Area E3

 **Note:** Before you perform this procedure, ensure that the printer is not printing.

1. To open the right cover of the trimmer device, press the button on the cover.



2. Remove the jammed paper.



3. Close the right cover of the trimmer device.
4. If the printer control panel message indicates that there are more paper jams, follow the instructions to clear the paper and to resume printing.

## SquareFold® Trimmer Fault Messages

When faults occur such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, and a message appears on the printer control panel. An illustration on the printer control panel shows the location of the fault with a brief explanation of corrective actions to clear 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 E code in the upper-left part of the Fault message displays which error indicator E1–E3 is illuminated on the SquareFold® Trimmer control panel.

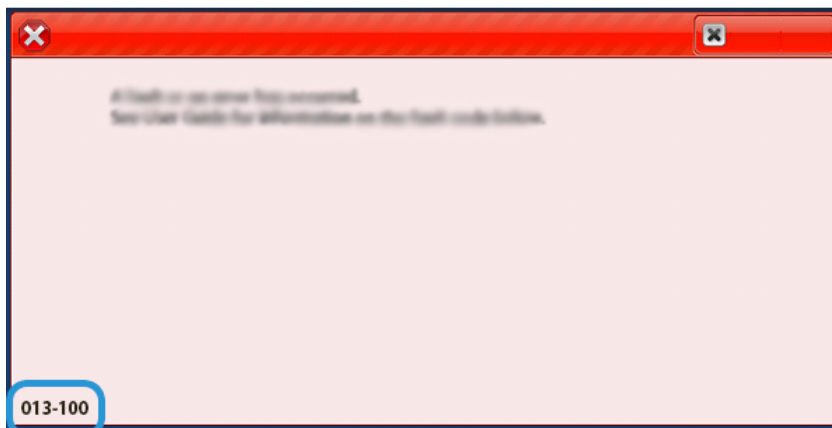
### SquareFold® Trimmer Fault Code Information

When faults occur, such as paper jams, open doors or covers, or a printer malfunction, the printer stops printing, and a message appears on the printer control panel.

The control panel displays a Faults button that provides information about the fault and detailed instructions for correcting the fault.



**Tip:** SquareFold® Trimmer faults are identified by the codes that start with the three-digit number 013.



## Guidelines for Using the SquareFold® Trimmer Device

### Full-Page Images on Booklets

When you use 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 images are examples of a booklet with pre-printed front and back covers, with a full-page image in different sizes:



1. Booklet 1 is printed on B4, 250 x 353 mm (8.5 x 14 in.) paper: The front cover, which was trimmed, displays the entire image.
2. Booklet 2 is printed on A4, 210 x 297 mm (8.5 x 11 in.) paper: After trimming the front cover, the image is truncated.

## Booklet Considerations

Before you print any booklet, consider the following:

- The image location on the original document is not centered. To ensure that the image fits on the finished booklet, do you need to shift the image?
- What is the needed size of the finished booklet?
- Does the booklet contain full-page images?
- Are you using pre-printed covers with full-page images?
- Are you trimming the booklet?

## Considerations for Obtaining the Required Booklet Output

To ensure that you get your required output, follow these tips:

- Always run one or more test prints of your job before running a larger output quantity.
- Review your test prints for truncated images or text.
- If any images or texts need shifting, use the various selections from your print driver application. Refer to your print driver Help information.



**Note:** It takes one or more test prints before you achieve your required output.



## SquareFold® Trimmer Specifications

Item	Specifications
Paper size	<ul style="list-style-type: none"><li>• Maximum: 330.2 x 488 mm (13 x 19.21 in.)</li><li>• Minimum: 182 x 257 mm (7.16 x 10.11 in.)</li></ul>
Trim size	2–20 mm (0.078–0.787 in.), adjustable in 0.1 mm (0.0039 in.) increments





